

# ST. KITTS AND NEVIS CUSTOMS AND EXCISE DPARTMENT

ASYCUDA World Transit (T1)

Manual

Consolidators & Carrier Agents

ASYCUDA Project Team



Approved Version

2014



THE GOVERNMENT OF ST KITTS & NEVIS – MINISTRY OF FINANCE

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## INTRODUCTION

In keeping with our mandate to serve our citizens with efficiency and being flexible to change and embracing new innovations and concepts, the St. Christopher and Nevis Customs & Excise Department launches its ASYCUDA World manifest manual. This manual is intended to provide its users with detailed instructions for preparing and submitting an electronic declaration for cargo. Welcome to ASYCUDA World.

Section 25 Subsection 1&2 of the Customs and Control Management Act Cap 20.04 of the Laws of St. Christopher and Nevis Revised Edition 31<sup>st</sup> December 2002, requires the master of every vessel and the commander of every aircraft arriving at a Customs port from a place outside the state, or carrying goods brought in that vessel from a place outside the state and not yet cleared on importation, to electronically submit and deliver a report in such form and manner and containing such particulars as the Comptroller of Customs may direct.

To this end the Comptroller has so directed that these instructions form part of the reporting requirements for vessels and aircrafts. It is our intention that this user's manual will assist you greatly in fulfilling your obligation in this regard.

The **Cargo Manifest** is the first point of contact for our automated system. Its main purpose is to provide necessary information about cargo for transport, commercial and regulatory reasons. It is traditionally used by Customs as a control tool to ensure that all manifested cargo is accounted for. It also gives the Customs Department some advance notice on imported cargo in order to plan examination priorities, risk assessment and facilitate faster cargo clearance.

Access to ASYCUDA World is to be granted through an application process. A user or director of an entity applies to the Comptroller of Customs using a prescribed form called "ASYCUDA WORLD USER AUTHORIZATION FORM". The form makes provisions for a principal user (The applicant) and persons who can act on behalf of the applicant. Each commercial type applicant account will be linked to a national tax payer Identification Number (VAT or TIN). Thus, each user included on an application will also be linked to the principal tax payer ID. Comptroller of Customs for St. Christopher and Nevis, will issue each applicant and its designated user(s), a login name and initial password to enable access to ASYCUDA World. Once a user has logged in successfully, the system will force a change of password based on a predetermined level of complexity that enhances the strength of the password. Once the password is successfully changed, the user may subsequently change the password at his or her discretion. However, the system will force a change of password every six months or whenever a user request a password change due to a forgotten password.

## Creating a T1

Goods entered at one port and moved to another port or transit shed for clearance for home use or export.

Cargo Consolidators/Carrier Agents receiving consignments/shipments that is intended for delivery at another port or transit shed other than where it was entered must ensure that proper documentation is prepared to allow for easy transition of cargo.

The Following documents must be prepared (Electronically) in accordance with the steps below.

### 821 Transit document

Cargo Consolidators/Carrier Agents must ensure that they are issued with an 821 (Transit Document T1) Waybill with Nature 24 (THIS WOULD BE ISSUED BY THE CARRIER). The path for the T1 is as follows: ASYCUDA ➡ Transit ➡ National ➡ right click on T1 ➡ New.

Waybill - View [NVAP]

File Edit View Help

100 %

ASYCUDA SAINT KITTS AND NEVIS

Manifest - Waybill

Office of departure / arrival  
NVAP Nevis Airport

General Information

|                                    |   |                               |                          |                                 |
|------------------------------------|---|-------------------------------|--------------------------|---------------------------------|
| Voyage number<br>LIVE              | Date of departure<br>19/06/2014         | Date of arrival<br>19/06/2014 | Time of arrival<br>17:08 | Registration number<br>2014 / 1 |
| Waybill reference number<br>LIVE01 | Waybill type<br>821 Transit document T1 | Nature<br>24                  | Last discharge           | Waybill line<br>1               |
| Master waybill                     |   | UCR                           |                          |                                 |

Place of loading  
GTANT Antigua

Place of unloading  
KNSKB St Kitts

Carrier  
0081862  
FEDEX EXPRESS  
PAUL SOUTHWELL INDUSTRIAL SITE  
BASSETERRE  
ST.KITTS  
null

Exporter/Shipper

Transport

Mode  
4 Air Transport

Nationality  
US United States of America

Identity  
FEDEX

Notify

Consignee  
FEDEX EXPRESS  
PAUL SOUTHWELL INDUSTRIAL SITE  
BASSETERRE  
ST.KITTS  
null

Goods Details

|                                  |                                 |               |                                   |
|----------------------------------|---------------------------------|---------------|-----------------------------------|
| Total containers<br>0            | Packages codes<br>4A Box, steel | Status<br>HSE | Number of degrouped waybills<br>0 |
| Marks & nb.<br>SAME AS CONSIGNEE |                                 |               |                                   |

|                            |                           |                                    |                                   |             |
|----------------------------|---------------------------|------------------------------------|-----------------------------------|-------------|
| Manifested packages<br>150 | Remaining packages<br>150 | Manifested gross weight<br>600.000 | Remaining gross weight<br>600.000 | Volume(CBM) |
|----------------------------|---------------------------|------------------------------------|-----------------------------------|-------------|

Waybill Containers Split Write off

### Type 23 waybills

You are to use the information on the 821 transit waybill to produce a manifest with type 23 waybills on the system (ASYCUDA World) for the office of destination (where cargo is to be cleared) in much the same way as you Degroup a Master Waybill. (*Producing individual House Bills*)

The said manifest, previously known as your “**Ryder**”, is what you and Customs will use to tally your cargo into the warehouse/ transit shed before dispatch and upon arrival at the destination Customs office.

Waybill - View [ACRB]

File Edit View Help

100 %

ASYCUDA SAINT KITTS AND NEVIS

Manifest - Waybill

Office of departure / arrival  
ACRB Air Cargo Robert Bradshaw

General Information

| Voyage number | Date of departure | Date of arrival | Time of arrival | Registration number |
|---------------|-------------------|-----------------|-----------------|---------------------|
| LIVE          | 19/06/2014        | 19/06/2014      | 17:08           | 2014 / 31           |

| Waybill reference number | Waybill type               | Nature | Last discharge | Waybill line |
|--------------------------|----------------------------|--------|----------------|--------------|
| LIVE1                    | 710 Bill of lading (House) | 23     |                | 1            |

Master waybill

Place of loading  
GTANT Antigua

Place of unloading  
KNSKB St Kitts

Carrier  
0081862  
FEDEX EXPRESS  
PAUL SOUTHWELL INDUSTRIAL SITE  
BASSETERRE  
ST.KITTS  
null

Exporter/Shipper

Waybill Containers Split Write off

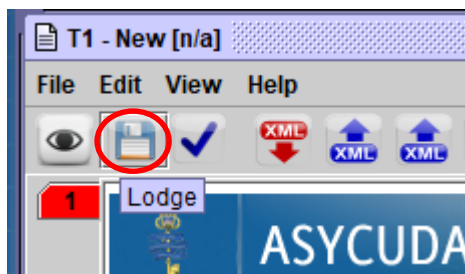
**NB:** Total weight must be equal to value provided on the transit waybill (821), the Customs officer will use the manifest prepared at the dispatch office to tally the cargo before dispatch.



By accessing ASYCUDA World you are to prepare the T1. The T1 resembles a Customs SAD, a tariff code is provided to represent miscellaneous items.



After clicking on new, the T1 document will appear. This document is completed using the information found on the transit waybill. Ensure all the relevant information are accurately completed then lodge the T1 (electronically). The T1 should only be prepared when you are absolutely ready to move the cargo. Section D will be completed by the Customs with a time stipulation.



## Complete and Lodge T1

T1 - New [SKBGH]

File Edit View Help

100 %

**Lodge**

**ASYCUDA SAINT KITTS AND NEVIS**

**A CUSTOMS OFFICE**  
SKBGH  
St. Kitts Baggage Hall

**1 DECLARATION**  
T1

**3 Forms** 1 **4 Load List** 1

**5 Items** 1 **6 Nbr packages** 150 **2014** 1

**2 Exporter /...** No. \_\_\_\_\_

**8 Consignee** No. 2204  
FEDEX  
C A P SOUTHWELL INDUSTRIAL PARK  
BASSETERRE,

**14 Declarant** No. 2204  
FEDEX  
C A P SOUTHWELL INDUSTRIAL PARK  
BASSETERRE,

**15 Country of export** Barbados **15 C.E.** a BB **Code** b **17 C.D.** a KN **Code** b

**17 Country of destination** Saint Kitts and Nevis

**18 Identity and nationality of active means of transport at departure** FEDEX821 **19 Ctr.** US ☐

**21 Identity and nationality of active means of transport crossing the border** FEDEX821 **US**

**25 Mode Transport** 4 **at border** **27 Place of loading/unloading**

**31 Packages and description of goods**  
Marks and no 5632  
Nbr & Kind 150 5M Bag, paper  
Containers No(s)  
SHOE

**32 Item** 1 **No.** 98010000 **33 Commodity code**  
35 Gross mass (kg) 600.000  
38 Net mass (kg) 600.000

**40 Summary declaration / Previous document**

**44 Add. info Documents Produced Certificates and authorization**

**Transshipment**  
Place and country  
Ident. and Nat. new means transp.  
Ctr. ☐ (1) Identity of new containers:  
(1) Enter 1 if Yes or 0 if No.

**F CERTIFICATION BY COMPETENT AUTHORITIES**  
New seals Number Identity  
Signature: Stamp:

**50 Principal** No. FMS.20  
UNITED NATIONS DEV., PROGRAM  
Signature

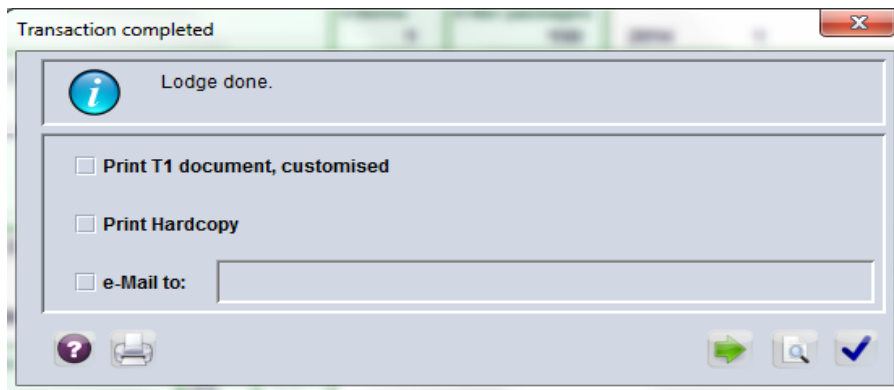
**51 Intended offices of transit and country**  
Represented by JANE  
Place and date ST KITTS 30/6/201 30/06/2014

**52 Guarantee not valid for** **Code** **53 Office of destination and country**  
FDCR Fedex Courier

**D CONTROL BY OFFICE OF DEPARTURE**  
Results: IN TACT  
Seals affixed: Number: 456 Identity: RED Time Limit: 17/07/2014 11:50  
Customs officer name: Kisha Browne Departure date:

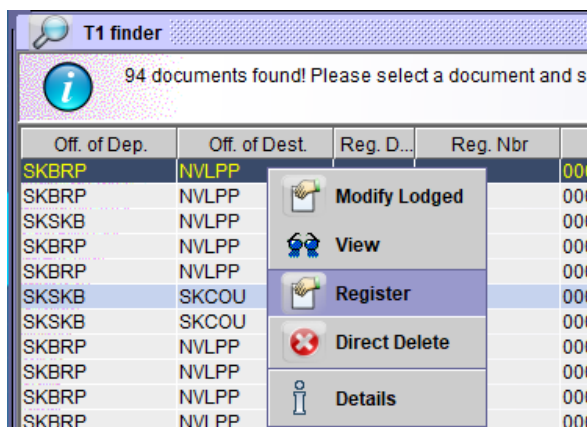
Signature and name of declarant/representative  
Test Carrier1

Transit T1 Additional N.I. Inspection En route control



## Register T1

Find the T1 you just created and lodge. Right click and select Register.



Click on the Blue Tick to register.

**Register**


**ASYCUDA SAINT KITTS AND NEVIS**

A CUSTOMS OFFICE  
SKBGH  
St. Kitts Baggage Hall

|  |                               |
|--|-------------------------------|
| 1 DECLARATION  | T1                            |
| 3 Forms  | 4 Load List                   |
| 1  | 1                             |
| 5 Items  | 6 Nbr packages                |
| 1  | 150 2014 1                    |
| Transit Numbering  |                               |
|  |                               |
| 14 Declarant   | 15 Country of export          |
| FEDEX<br>C A P SOUTHWELL INDUSTRIAL PARK<br>BASSETTERRE                      | Barbados                      |
| 16 C.E. Code   | 17 C.D. Code                  |
| a1 BB  | a1 KN                         |
| 17 Country of destination<br>Saint Kitts and Nevis                           |                               |
| 18 Identity and nationality of active means of transport at departure        | 19 Ctr.                       |
| FEDEX821   | US                            |
| 21 Identity and nationality of active means of transport crossing the border |                               |
| FEDEX821   | US                            |
| 25 Mode Transport  | 27 Place of loading/unloading |
| 4 at border  |                               |
| 31 Packages  | 32 Item                       |
| Marks and numbers - Containers No(s) - Number and kind                       | 33 Commodity code             |







Transaction completed

 Registration is done # 2014 1  
On Thu Jul 17 13:24:33 BOT 2014

☐ Print T1 document, customised

☐ Print Hardcopy

☐ e-Mail to:

### Presentation of registration and Ref. number for T1

Present manifest registration and T1 reference number to the officer at the dispatch office. The officer will use this information to verify that the manifest has been registered at the office of destination

### Exit Note and validation

The Customs Release Order will be issued by the dispatch officer, authorizing the cargo custodian to release the goods for transfer. Once you have satisfied cargo custodian requirements and you are issued your Exit Note (gate pass), return to the customs officer to have the departure of the cargo **validated** on the T1 and stipulate a time for movement.

Exit Note - New [ACRB]

File Edit View Help

100 %

Customs office  
ACRB Air Cargo Robert Bradshaw  
Location  
ACRB SHED  
AIR CARGO SHED  
Declarant  
0105389  
ROYAL LOGISTICS LTD  
SANDS COMPLEX,  
UNIT B1  
BASSETTERRE,

Exit Note ID  
Barcode  
Issued on

Goods Exited from Customs Area  
Place of exit of goods

Declaration registration date  
02/03/2014 To 02/03/2014  
Declaration barcode

| Cont. No. | Pkg. exited | Wgt exited | Tot. Pkgs | Tot. wgt | Pkg. typ. | Seal Nbr. | Marks & nbr 1 | Marks & nbr 2 | Asst. ref.     | Itm no. |
|-----------|-------------|------------|-----------|----------|-----------|-----------|---------------|---------------|----------------|---------|
| 28        | 100.000     | 28         | 100.000   | Carton   | ad        |           |               |               | L 6 02/03/2014 | 1       |

Transport identity and nationality  
AIR TRANS  
AG Antigua and Barbuda

Driver Id and name  
PA5623  
James Hull

Detailed exit note

### Tally of Cargo

The goods will then be tallied into the office of destination, the customs officer may use the registered manifest to tally the cargo.