



How to process the Manifest and associated Bills in the ASYCUDA World System

Summary instructions for Carriers, Shipping and Airline Agents

The following summary instructions seek to assist Carriers, Shipping and Airline Agents in the preparation and submission of the Cargo Manifest and its associated Bills using the ASYCUDA World (AW) system.

All vessels and aircraft arriving from a destination outside the Solomon Islands – whether laden or in ballast – **MUST** deliver to Customs in advance of arrival a Cargo Manifest detailing all the goods being carried. This a legal obligation and there are **NO** exceptions to this rule. Responsibility for submitting the Manifest and associated Bills rests with the Carrier and/or Agent.

The Solomon Islands Customs legislation requires that the details of all cargo carried on board a ship must be provided to Customs at least 96 hours before the arrival of the vessel or in any other period prescribed by the Comptroller of Customs. In the case of aircraft, details of the cargo carried must be notified to Customs at least 2 hours before the arrival or in any other period prescribed by the Comptroller.

More detailed information can be found in other “How to” notes available from Customs.

Process:

1. Ensure that all relevant information is available prior to the registration of the Manifest in the ASYCUDA World (AW) system

It should be noted that failure to register the manifest in a timely manner will result in a delay in the clearance of the goods

2. Log-on to the AW system using the user name and password provided and key in the General Segment
3. Once the General Segment has been completed, ‘verify’ and, if no errors are detected (or after any errors are corrected) ‘store’ the General Segment
4. Key in the General Segment’s associated Bills at first level (either Master bill or House bill)
5. Once the data entry has been completed, ‘verify’ and, if no errors are detected (or after any errors are corrected) ‘store’ the Bills
6. Liaise with consolidator(s) on the progress of the degroupage

7. Once the degroupage has been completed,
 - a. it will be necessary to manually control from the 'General Segment- BOL Tab' to ensure the weight recorded on the Master Bill equals the sum of the weights recorded on its BOLs
 - b. if any discrepancy is discovered it will be necessary to modify the weight on Master Bill
 - c. once the Master Bill has been modified use the 'Direct Validate' function followed by the 'Validate the degroupage'
8. In the event that the weight on the Master Bill is incorrect and has not been modified prior to the 'Direct Validate', a formal request to amend the Master Bill (shortage/excess) must be submitted to the Customs Cargo Manifest Control Officer
9. In the event that an error is discovered in the Bill (e.g. incorrect reference number, duplicate document with different details, etc..) it can be deleted by the owner (i.e. the person who created it) while the manifest is still in the 'stored' mode
10. Once all the manifest details have been inserted correctly in the system, register the manifest. When registration has been completed the computer will automatically generate a unique Registration Number
11. Provide the registration number to the consignee
12. In the case of goods 'short-landed', a request to amend the Manifest must be submitted to the Customs Cargo Manifest Control Officer with a copy of the out-turn issued by the Port or Airport Authority

Notes

1. *To assist you in the above process Customs 'Help Desk' Officers will be available at the Customs Business Centre (CBC)*
2. *In the event that you consider it necessary to amend or cancel your registered manifest you will be required to communicate with the Senior Team Leader of the Manifest Section at the CBC*
3. *In the interim, it will be necessary to continue to provide the Port Authority and other agencies with a copy of the manifest in the existing format*