



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

### Summary instructions for Consolidators

The following summary instructions seek to assist Consolidators in the preparation and submission of the Degroupage 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. There is **NO** exception 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 degroupage of the Master Bill 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 Bills associated with the Master Bill
3. Once the Bills have been completed, ‘verify’ and, if no errors are detected (or after any errors are corrected) ‘store’ the Bills
4. Liaise with the carrier on the progress of the degroupage
5. 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). This can only be undertaken while the manifest is still in the ‘stored’ mode or when the Master has not yet been degrouped

## ***Notes***

*1. To assist you in the above process:*

- Customs 'Help Desk' Officers will be available at the Customs Business Centre (CBC) and*
- Further information in the form of "How do I" guidance notices are available from Customs*