



## HOW TO COMPLETE THE MANIFEST

The following functional note provide Shipping and Airline Company with the information necessary for completion of the ‘Manifest’ details in the ASYCUDA World (AW) system.

Each section provides an outline of the purpose of the fields within the Manifest, including details of the Bills of Lading and Containers (as appropriate). Each field (or box) is described in sequence with information on whether the content is:

- 'Mandatory' (i.e. it must be input or is automatically generated by the system),
- 'Optional' (i.e. only to be completed if the specific information is known) or
- 'Prohibited' (i.e. the data is not required or the information is not known).

Some fields require the input of specific codes which represent standard reference information. For the complete list of reference codes, please refer to the Manifest – Reference Code Guide

### MANIFEST

Field Label	Action	Description and Use
<b>Office of departure / arrival</b>	Mandatory	This field determines the Customs office code where the goods arrive or depart (into or out of the Solomon Islands).
<b>Voyage number</b>	Mandatory	This field identifies the voyage details of the mode of transport of the goods. It should be the name of the vessel and <b>voyage number</b> (if available) for a vessel (e.g. V21) and the flight <b>number</b> for an aircraft (e.g. FJ910).
<b>Date of departure</b>	Mandatory	This is the date of departure of the manifested goods (either to or from Solomon Islands). The date format is dd/mm/yyyy (e.g. 20/09/2014).
Note: The combination of the three (3) fields above (i.e. Office of departure/arrival, Voyage Number, Date of Departure) establishes a <u>unique Manifest reference</u> .		
<b>Date of arrival</b>	Mandatory	This is the date of arrival of the manifested goods (either in or from Solomon Islands). The date format is dd/mm/yyyy (e.g. 20/09/2014).  It should be noted that the ASYCUDA World system has been configured to allow for the registering of a manifest before the date of arrival of the goods in the Solomon Islands.

<b>Time of arrival</b>	Optional	<p>This is the time of arrival of the manifested goods (either in or from Solomon Islands).</p> <p>The time format is hh:mm (e.g. 12:30).</p>
<b>Registration number</b>	Automatically displayed by the system	<p><u>This field is in two parts:</u></p> <p>1<sup>st</sup> field: <b>Registration year</b></p> <p>2<sup>nd</sup> field: <b>Registration number</b></p>
<b>Date of registration</b>	Automatically displayed by the system	<p><u>This field is in two parts:</u></p> <p>1<sup>st</sup> field: <b>Registration date</b></p> <p>2<sup>nd</sup> field: <b>Registration time</b></p>
<b>Last discharge</b>	Prohibited	<p>This is the latest date when the vessel/flight loaded goods before arriving at the destination country, if applicable.</p>
<b>Place of departure</b>	Mandatory	<p>This is the place (port) of departure of the manifested goods.</p> <p>This field is composed of the Country Code followed by the City Code (international codification).</p> <p><b>Examples:</b></p> <p>AUSYD for Australia, Sydney SBHIR for Solomon Islands, Honiara</p>
<b>Place of destination</b>	Mandatory	<p>This is the place (port) of arrival of the manifested goods, where they will be cleared by Customs.</p> <p>This field is composed of the Country Code followed by the City Code (international codification).</p> <p><b>Examples:</b></p> <p>SBHIR for Solomon Islands, Honiara NZAKL for New Zealand, Auckland</p>
<b>Carrier</b>	Optional	<p><u>This field is in three parts:</u></p> <p>1<sup>st</sup> field: <b>carrier TIN</b></p> <p>These are the details of the carrier of the goods transported.</p> <p>If the carrier has a valid TIN in the Solomon Islands, enter the TIN. The</p>

		<p>system will automatically display the associated details.</p> <p>If no TIN is available, the carrier code remains empty but the details (name, address) must be input manually in the name and address box.</p> <p>Mandatory 2<sup>nd</sup> field: <b>carrier name</b></p> <p>Mandatory 3<sup>rd</sup> field: <b>carrier address</b></p>
<b>Shipping agent</b>		<p>These are the details of the shipping/airline agents.</p> <p><u>This field is in 2 parts:</u></p> <p>Optional 1<sup>st</sup> field: <b>shipping/airline agent TIN</b></p> <p>Optional 2<sup>nd</sup> field: <b>shipping/airline name</b></p> <p>Automatically displayed by the system if the TIN is previously entered otherwise can be manually inserted.</p>
<b>Totals</b>		<p>This is the manifest summary details in term of total number of:</p> <p>Mandatory * <b>Bills (at first level)</b></p> <p>Mandatory * <b>Packages (at first level)</b></p> <p>Mandatory * <b>Containers (0 if none) (at first level)</b></p> <p>Mandatory * <b>Gross weight (in kilos) N.B. this is the sum of the weight of each Bill (at first level)</b></p> <p><b>First level means that the deconsolidation is not taken into account.</b></p>
<b>Transport</b>		<p>The following information relates to the means of transport used to carry the cargo consignment.</p> <p><u>The field is in 7 parts:</u></p> <p>Mandatory 1<sup>st</sup> field: <b>Mode</b>. This is the mode of transport code used for the carriage of the goods across the border. The AW system verifies that the mode of transport is compatible with the Customs Office Code</p> <p>Mandatory 2<sup>nd</sup> field: <b>Identity (vessel name / flight number)</b>. These are the details of the transporter; it can be the flight number or the vessel name</p> <p>Mandatory 3<sup>rd</sup> field: <b>Nationality</b>. This is the nationality (country code) of the means of transport</p> <p>Optional 4<sup>th</sup> field: <b>Place</b>. This is the port of registry of the vessel or where the carrier's head office is located</p> <p>Optional 5<sup>th</sup> field: <b>Registration</b>. It can be the international registration for an aircraft or</p>

	Optional	Lloyds registration for a vessel
	Optional	6 <sup>th</sup> field: <b>Date</b> (of registration) of means of transport
	Optional	7 <sup>th</sup> field: <b>Master</b> . Name or any other information on the captain or pilot
<b>Tonnage</b>		<u>The field is in 4 parts:</u>
	Optional	1 <sup>st</sup> field: <b>Gross</b> Tonnage of the vessel
	Optional	2 <sup>nd</sup> field: <b>Net</b> Tonnage of the vessel
	Prohibited	3 <sup>rd</sup> field: <b>Office of destination (transit)</b>
	Prohibited	4 <sup>th</sup> field: <b>Prev ref.</b>

## BILLS

Field Label	Action	Description and / or Use
<b>Office of departure / arrival</b>	Mandatory	This is the <u>same Customs Office Code</u> that is recorded on the general segment to which the Bill will be attached.
<b>Voyage number</b>	Mandatory	This is the <u>same Voyage number</u> that is recorded on the general segment to which the Bill will be attached.
<b>Date of departure</b>	Mandatory	This is the <u>same Date of departure</u> than on the general segment to which the Bill will be attached.
<p>The last 3 fields <b>establishes a unique Manifest reference</b> (General Segment) to which the Bills will be attached.</p> <p>When the three fields are entered and <b>if the General Segment is already stored in AW</b>, the AW system will automatically display many fields associated with the General Segment such as the Date and Time of arrival, Place of loading, Place of unloading, Carrier, Transport mode, identity and nationality.</p>		
<b>Date of arrival</b>	Automatically displayed by the system	Will be automatically displayed if the manifest General Segment is already stored in the AW system.  Otherwise the field is not accessible.
<b>Time of arrival</b>	Automatically displayed by the system	Will be automatically displayed if the manifest General Segment is already stored in the AW system and information available.  Otherwise the field is not accessible.

<b>Registration number</b>	Automatically displayed by the system	The details are automatically inserted at the time the manifest is registered.
<b>Waybill reference number</b>	Mandatory	This is also referred to as the <b>Transport Document Number</b> ; it is the reference number assigned by the carrier or his/her agent to the transport document.  This becomes the reference number of each Bill.
<b>Waybill type</b>	Mandatory	This is the code for the Waybill type, namely:  AWB – Air Way Bill MAB - Master Air Bill BOL – Bill of Lading MBL – Master Bill of Lading  It should be noted that the degrouping / deconsolidation of Bills is possible for certain codes only (viz: MAB, MBL).
<b>Nature</b>	Mandatory	Codes for the nature of the transaction:  23 for Imports 22 for Exports 24 for Transit 28 for Transshipment
<b>Last discharge</b>	Prohibited	
<b>Waybill line</b>	Mandatory	This is the line number representing the order in which the Bill appears on the document.  The field will be generated automatically by the system when “attaching” a House Bill to a Master Bill.
<b>Master Bill reference</b>	Mandatory	This field is mandatory <b>only</b> when “attaching” a House Bill to a Master Bill.  This field will be generated automatically by the system when “attaching” a House Bill to a Master Bill.
<b>UCR</b>	Prohibited	This is the Unique Carrier Reference number that identifies the shipment (international standard).
<b>Place of loading</b>	Mandatory	The details are inserted automatically if the manifest General Segment is already stored in the AW system.

		However, they can be modified if a Bill is from a different place other than the place of departure of the entire cargo.
<b>Place of unloading</b>	Mandatory	The details are inserted automatically if the manifest General Segment is already stored in the AW system.  However, they can be modified if a Bill is from a different place other than the place of arrival of the entire cargo.
<b>Carrier</b>	Automatically displayed by the system	The details are inserted automatically if the manifest General Segment is already stored in the AW system.  Otherwise the field is not accessible.
<b>Exporter / Shipper</b>	Prohibited  Mandatory  Mandatory	The field contains details of the exporter or shipper  <u>The field is in 3 parts, namely:</u>  1st field: <b>Exporter / Shipper code</b>  2nd field: <b>Exporter / Shipper name</b>  3rd field: <b>Exporter / Shipper address</b>
<b>Transport</b>	Automatically displayed by the system	The details (mode, identity, nationality) are inserted automatically if the manifest General Segment is already stored in the AW system.  Otherwise the field is not accessible.
<b>Notify</b>	Optional  Optional  Optional	The person (customs brokers, airlines company, etc.) that will be advised of the arrival of the consignment.  <u>This field is in three parts:</u>  1st field: <b>Notify TIN</b>  2nd field: <b>Notify name</b> Automatically displayed by the system if the TIN is previously entered otherwise can be manually inserted  3rd field: <b>Notify address</b> Automatically displayed by the system if the TIN is previously entered otherwise can be manually inserted
<b>Consignee</b>		The consignee is the person, company or organisation named in a freight contract to whom the goods have been shipped or turned over for care.  <u>This field is in three parts:</u>

	Mandatory	<p>1<sup>st</sup> field: <b>Consignee TIN</b></p> <p>2<sup>nd</sup> field: <b>Consignee name</b> Automatically displayed by the system</p> <p>3<sup>rd</sup> field: <b>Consignee address</b> Automatically displayed by the system</p>
<b>Total containers</b>	Mandatory	<p>If you have declared 0 containers in the manifest, 0 should also be typed on the Bill.</p> <p>If goods are containerised, enter the total number of containers per Bill and press enter. The container management screen is activated to enter container details.</p>
<b>Package codes</b>	Mandatory	<p>This is the type of package code indicated in the 1st field [e.g. 21 = Cartons]. The system will automatically display the description.</p>
<b>Status</b>	Automatically displayed by the system	<p>Indicates the status of the Bill based on its type (MST if it is for degroupage, HSE if not).</p>
<b>Number of degrouped waybills</b>	Automatically displayed by the system	<p>By default the system will generate 0. This will be updated following degroupage.</p>
<b>Marks &amp; nb.</b>	Mandatory	<p>These are the shipping marks &amp; numbers indicated on each type of package.</p>
<b>Manifested packages</b> <b>Manifested gross weight</b>	Mandatory	<p>The number of packages and gross mass must be entered.</p> <p>It should be noted that accuracy is important as these figures are automatically crosschecked against the <b>totals</b> in the manifest general segment.</p>
<b>Remaining packages</b> <b>Remaining gross weight</b>	Automatically displayed by the system	<p>The quantities remaining are automatically controlled by the system and the fields are not accessible for typing.</p> <p>When capturing Bill details these fields are filled with the same numbers as the manifested quantities.</p>
<b>Volume (CBM)</b>	Mandatory	<p>Volume of manifest goods expressed in Cubic Meter.</p>
<b>Description of goods</b>	Mandatory	<p>This box is used to enter a brief/general description (general term) of the goods.</p> <p><b>Example:</b> Machinery</p>

<b>Location</b>	Optional	<p><u>This field is in three parts:</u></p> <p><u>1<sup>st</sup> part:</u> indicates the place where the goods are to be located on their arrival in the country and where they are to be made available for inspection. This may be the importers' premises, temporary storage facility, open area at airport, etc.</p> <p>The field should not be used for declaring the Customs Warehouse in which the goods are placed on importation.</p>
	Optional	<u>2<sup>nd</sup> part:</u> is the description/details of the location.
	Optional	<u>3<sup>rd</sup> part:</u> any additional information related to the location of goods including bonded warehouse, if appropriate.
<b>P/C Ind</b>	Optional	This is an indicator of whether the freight was prepaid or not and, if so, the amount.
<b>Freight Amount and currency</b>	Optional	<p>The field is in two parts:</p> <p><u>1<sup>st</sup> part</u> indicates the total amount of the cost for the freight</p> <p><u>2<sup>nd</sup> part</u> indicates the currency code used for the freight</p>
<b>Value for customs</b>	Optional	<u>This field is in two parts:</u>
	Optional	<p><u>1<sup>st</sup> part</u> indicates the value declared for Customs</p> <p><u>2<sup>nd</sup> part</u> indicates the currency code used for the Customs Value</p>
<b>Value for transport</b>	Optional	<u>This field is in two parts:</u>
	Optional	<p><u>1<sup>st</sup> part</u> indicates the value declared for Transport</p> <p><u>2<sup>nd</sup> part</u> indicates the currency code used for the Transport Value</p>
<b>Value for insurance</b>	Optional	<u>This field is in two parts:</u>
	Optional	<p><u>1<sup>st</sup> part</u> indicates the value declared for Insurance</p> <p><u>2<sup>nd</sup> part</u> indicates the currency code used for the Insurance Value</p>
<b>Seals Number Marks Party</b>	Optional	<u>This field is in four parts:</u>
	Optional	<u>1<sup>st</sup> part</u> indicates the number of seals affixed
	Optional	<u>2<sup>nd</sup></u> indicate the seal identification number
	Optional	<u>3<sup>rd</sup> and 4<sup>th</sup> parts</u> indicates the Code and name of the authority/organisation

		that affixed the seals
<b>Information</b>	Optional	Any additional information (2 fields available).

## CONTAINER SCREEN

<b>Field Label</b>	<b>Action</b>	<b>Description and / or Use</b>
<b>Container number</b>	Mandatory	This is the identifying number of the container.  It should be noted that all containers used are normally BIC coded.
<b>Nbr. of pkg</b>	Mandatory	This represents the number of packages within the container associated with the Bill.
<b>Ctn. type</b>	Mandatory	This is the type of container (e.g. 20').
<b>E/F</b>	Mandatory	This is an indicator (e.g. FCL) on the container.
<b>Seal numbers</b>	Optional  Optional	<u>This field is in three parts:</u>  <u>1<sup>st</sup> part</u> indicates the number of seals affixed.  <u>2<sup>nd</sup> and 3<sup>rd</sup> parts</u> indicate the Marks and Seal identification number.
<b>Party</b>	Optional	This indicate the party who seals the container.
<b>Empty weight</b>	Optional	This is the weight of the empty container associated with the Bill.
<b>Goods weight</b>	Optional	This is the weight of the goods associated with the Bill.