

# Working with ASYCUDA World

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BY

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For

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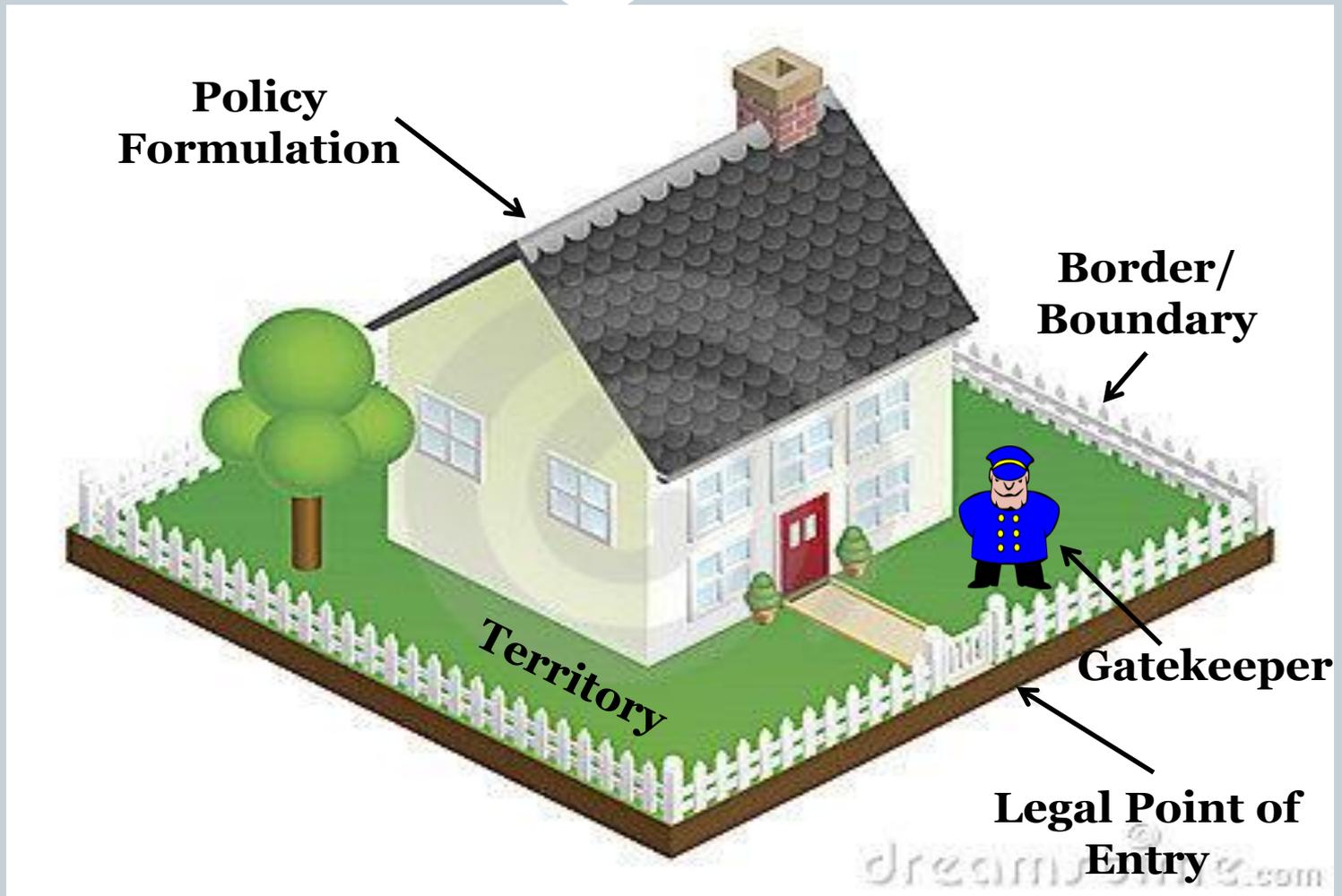
# Session Layout

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- Declaring Goods to Customs
- ASYCUDA
- Connecting to the Customs Network
- Preparing the CusDec
- Submitting the CusDec
- Making Payments

# What is Customs?

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# Paan Parak Consignment

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- Consignment declared as “Paan Masala”
- 8 X 40’ Containers
- Total Nett wt 64 mt
- 36 million sachets
- 4 months consumption



# Declaring Goods to Customs

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- Sec 47 of the Customs Ordinance
  - The person entering any goods inwards, whether for payment of duty or to be warehoused, or for payment of duty upon the taking out of the warehouse, or whether such goods be free of duty, shall deliver to the Director General a bill of entry of such goods, on a form of such size and color as may be specified in that behalf by the Director General.....  
.....The particulars furnished in the bill of entry shall be supported by such documents containing such particulars....

# The Single Administrative Document (SAD)

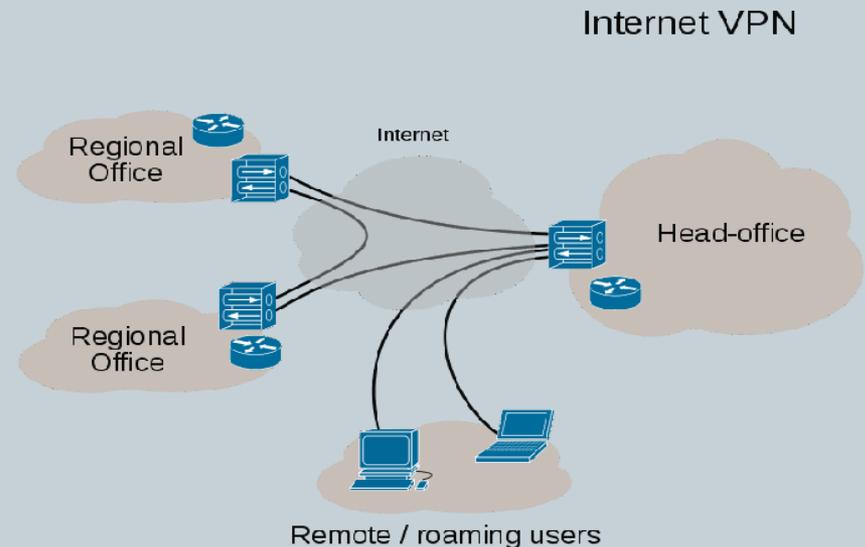
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- The Single Administrative Document (SAD) was set up by the European Community Council on 1 January 1988 with the purpose of standardizing customs documents, harmonizing codification and simplifying procedures in international trade exchanges.
- This document has replaced most of the customs declarations forms existing in member states of the European Community and is also used for transit procedures with EFTA countries.
- Four types of declarations are in existence. All use the same form, according to the flow and/or the origin of the goods.

# What is a VPN?

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- A **virtual private network (VPN)** extends a private network across a public network, such as the Internet. It enables a computer to send and receive data across shared or public networks as if it were directly connected to the private network, while benefiting from the functionality, security and management policies of the private network.
- This is done by establishing a virtual point-to-point connection through the use of dedicated connections, encryption, or a combination of the two.



# Getting a VPN Connection

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- Get to know each other
- Fill a VPN Application
  - Can be obtained from the Customs Web Site : [www.customs.gov.lk](http://www.customs.gov.lk)



✦ Downloads ASYCUDA World How to create the SSL  
VPN Connection> VPN Application→ DTI (Importer)or  
CHA → →

- Come to Customs ADP Unit with NIC, BRC (if any) and a flash drive ( to load the JAVA version that is needed to run ASYCUDA)
- Obtain the VPN Certificate

# Connecting with Customs

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- With your VPN Certificate you will be given a user name and a password that provides you access to the customs network.
- Install the JAVA Programme on your private computer
- Now you are ready to connect to the customs network
- Key in the following URL in your internet browser:  
<http://172.16.2.120:8081/awclient/>
- Now follow the hand out “Direct Trader Input CUSDEC Key in ASYCUDA World” from slide 3 onwards.
- You will get the “User login”

# Securing your connection

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- Changing the password

- International norms → My profile → Update



Authentication

- Now change your password

- Remember to **validate**



# Your Mail Box



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- Main communicating tool with customs ADP Unit
- All messages and conversations will be done through this
- Any important messages from the ADP also will be delivered to you through this
- All your conversations with customs will be stored here
- Hence if it is filled your interactions with customs will become slow
- **Therefore it should be cleaned/emptied on a regular basis**
- Press  to exit.

# Logging into the ASYCUDA System

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- Click the ASYCUDA folder
- Goods Clearance → Declaration → Detailed Declaration
- Now you get a page as Detailed Declaration
- Right Click this & you get two options
  - New - To submit a new CusDec
  - Find – To view a previously submitted CusDec ( max 500 Nos)

# Preparing a new CusDec

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- Once you click “New” a fresh CusDec appears
- Double click on the centre, the image maximizes
- Mandatory cages are marked in “Pink/Red”
- Others are in Blue
- If the account holder is a Declarant or an Importer, their details will automatically appear in the relevant cage
- Errors will be shown in red colour

# Viewing Previous Submissions

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- If you need to view previous submissions this can be done by clicking 

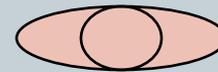
- To add items click



- To delete items click



- No. of items can be seen under



# Value Declaration & Cage 22

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- If the declared value in cage 22 becomes red, then click the “ Val. Note” icon at the foot of the display
- You will be connected with the Value declaration and appropriate amendments could be done
- You can click on the “Item Value Note” for amendments
- Remember to key in the correct FOB, Freight and Insurance components
- The system will automatically compute the relevant proportion and transfer the same to the CusDec

# FCL Containers & Cage 19

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- For FCL cargo, click Cage 19 as 1
- Then a foot icon will appear as “Containers”
- All the Container No.s and types should be typed here
- Remember to click the verify button once finished.
- Then only the container no.s will be transferred to the Doc Center for release

# Other important Cages

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- **Cage 31 (Description of Goods)**
  - This has to be filled correctly 512 characters are available
- **Cage 30 ( Location of Goods)**
  - Put the correct location
    - ✦ E.g.: SAGT or SLPA goods should be entered correctly. Otherwise difficult to generate the gate pass.
- **Cage 36 (Preference)**
  - If goods are under preferential rates (ISFTA, SAFTA,...etc) then the correct code/country should be declared
- **Cage 7 (Declarant's Sequence No)**
  - Do not make this No. too long

# Other Important Cages

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- Cage 15 (Country of Export)
- Cage 16 (Country of Origin)
- Cage 28 (Bank Code)
- Cage 35 (Gross Mass)
- Cage 38 (Nett Mass)
- Cage 40 (B/L No – Remember the date of B/L)
- Cage 44 (License Nos)

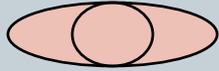
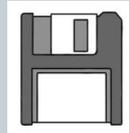
# Vehicles and Chassis Nos

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- Once the HS Code for vehicles is entered in cage 33, a foot icon will appear as “Vehicles”
- Click this icon to enter the details of the relevant vehicle

# Completion and submission of the CusDec

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- After completion of the CusDec if you need to see whether you have correctly entered details click on the icon 
- Once satisfied of correct completion click on the  icon to validate and assess
- **Do Not** at any time click on the icon 
  - This will store your CusDec in our system and the entire system will become slow

# Temporary Storage of CusDecs

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- If you decide to store the CusDec that you are preparing for a temporary period then you can click the icon  and store your document in any location you desire
- If you need to retrieve it again to the AsyCuda system first log into the AsyCuda system and click on the icon 

# An Error Message is Displaying Continuously

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- This means your “cash” component has been filled
- You have to clean the “cash” in AsyCuda World
- Go to the Customs web site
- DTI Registration ———> Cage 17 – How to clean the cash in AsyCuda world
- All instructions will be there
- Once finished, log in to the system in a fresh way

# After Submitting the “CusDec”

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- After submission you will receive a message in to your mail box as “Declaration Assessment”
- This document will contain the CusDec no. allocated for that CusDec
- Thereafter click the “Attachment” icon and click on the chosen/desired line
- The submitted CusDec can be viewed
- Use the first “Print” icon to get a copy of the CusDec
- The second “Print” icon (in Pink Colour) will give you a printout of the assessment

# Making the Duty Payment

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- **Through the normal banking channels**
  - Get both the copies of the CusDec and the Assessment Notice
  - Go to any People's Bank or BOC branch and make the payment to the bank physically
- **Through e-Payment**
  - Done through both People's Bank and BOC
  - If you have Internet Banking Facility then payments can be done from your home 24/7

# NPC 800

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- National Procedure Code 800 is for Partial Waiver & amendments
- This by passes the automatic duty calculation mechanism and requests the person keying –in the CusDec to input each tax amounts manually
- Now we have removed this facility and we request any person who is entitled for any special tax considerations to fill in the CusDec the normal way and then go to the D'Branch and inform the officers there so that, they may do the necessary amendments