Government of Nepal
Ministry of Finance
Department of Customs

NECAS Training Manual

Brokers/Agents
NECAS-TRN-01

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Department Of Customs
Nepal

How to process a Single Administrative Document (SAD) in NECAS

Summary instructions for Importers, Exporters and Agents

The following summary instructions seek to assist importers, exporters and agents in the preparation and submission of the SAD for processing using the NECAS (Nepal Customs Automation System).

In conformity with the Customs statutory requirements and obligations, it should be noted that the Validation of the SAD in the NECAS represents the legal acceptance of the document by Customs and the commencement of the importers, exporters and/or agent's statutory obligations.

Process:

1. Ensure that all relevant information, together with any other required documentation, including certificates, permits, licenses, etc., are available prior to the registration (validation) of the SAD in the NECAS.

   It should be noted that failure to provide all the required documents will result in a delay in the processing of the SAD.

2. Log-on to the AW system using the user name and password provided and key in the SAD details, together with the Valuation Note **(S)**

3. **Scan all the supporting documents and attached them to the SAD using the appropriate TAB (S)**

4. Once the data entry has been completed, 'verify' and, if no errors are detected (or after any errors are corrected) 'validate' the SAD. When validation has been satisfactorily completed the computer will automatically generate a unique Declarant Reference Number and a unique Customs Reference Number together with the date **(S)**

5. Print one copy of the validated SAD and sign it **(S)**

6. Present the validated, printed and signed SAD to the Assessment Officer together with all supporting documents **(M)**

7. If additional information is required by the Assessment Officer, you should receive a notification **(S)**

8. When the SAD has been processed by Customs and the duty and tax payable assessed, payment should be made at the Bank Cashier's desk **(S)**

   It should be noted that each receipt is processed for one single SAD only.

9. Once the duties and taxes associated with the SAD have been paid, print two (2) copies of the SAD, sign them and present them with the AW receipt and associated documents to the Exit Officer in order to obtain an Exit Note **(S) (M)**

It should be noted that an Exit Note could be issued for an entire SAD or partial SAD or many SADs based on the volume of the goods to be physically released.

Notes

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

   - *Customs 'Client Service Desk' will be available at the Customs and*

   - *Further information will be found from the Customs Web portal*

2. *In the event that you consider it necessary to amend or cancel your SAD you will be required to communicate with the Chief Customs Officer who will make the necessary arrangements for you to do so (or not)*

Legend:

M = Manual action
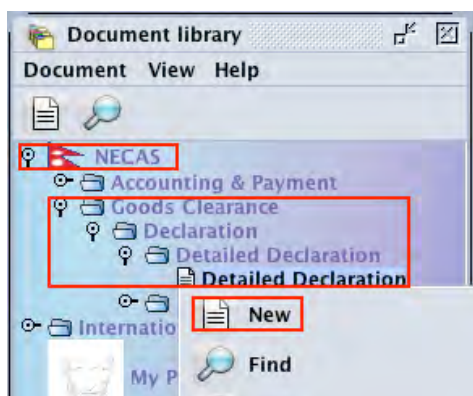*S = System action*

How to Process and Validate a SAD

The following 'Functional Note' provides registered users of the NECAS with the information necessary to enable them to process and validate a SAD.

This is done as follows:

1. Once logged into the system, go to NECAS ➔ Goods Clearance ➔ Declaration ➔ Detailed Declaration ➔ Detailed Declaration

2. Right click and choose **New**

3. A new SAD is opened.
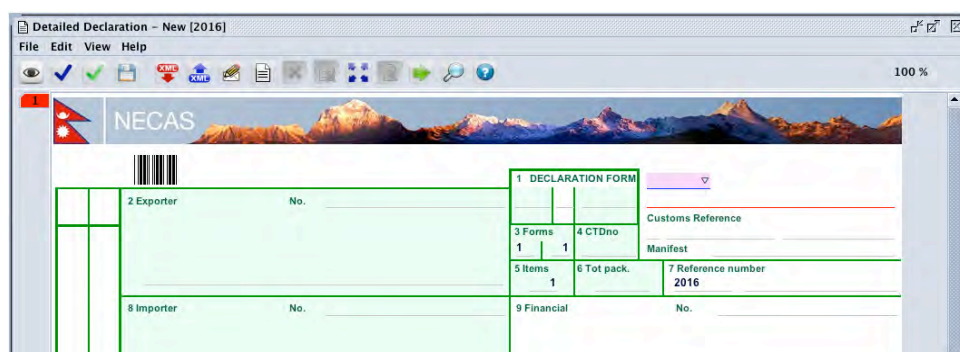
4. Complete the SAD (refer to the "How to complete an Import SAD" or "How to complete an Export SAD" functional notes)

5. Specific case of Box 8 - Importer

   a. **If you are a declarant**, the Importer Identification number can be different than the Declarant Identification number (box 14)

b. **If you are a company clearing for itself**, the Importer Identification number must be the same as the Declarant Identification number in Box 14, otherwise the following error will be displayed. After clicking the ✔ (mandatory action), the system will change the Consignee Identification number automatically

6. Complete the Valuation Note (refer to the "How to complete the Valuation Note" functional note)

7. If you need to add an item, refer to the "How to add / delete an item on the SAD" functional note

8. If you need to add a container, refer to the "How to add / delete / modify a container on the SAD" functional note

9. If you have to deal with attached documents, refer to "How to record attached documents on the SAD" functional note

10. Loadon the SAD the Scanned document related to the mandatory documents to provide with the SAD (refer to the "How to load Scanned Document on the SAD" functional note)

11. Once the SAD is completed, click to 'Verify' the document

12. If errors are detected the system will indicate them with a message prompt and by underlining them in red on the SAD - as shown below

13. Correct all the errors displayed and **Verify** again.
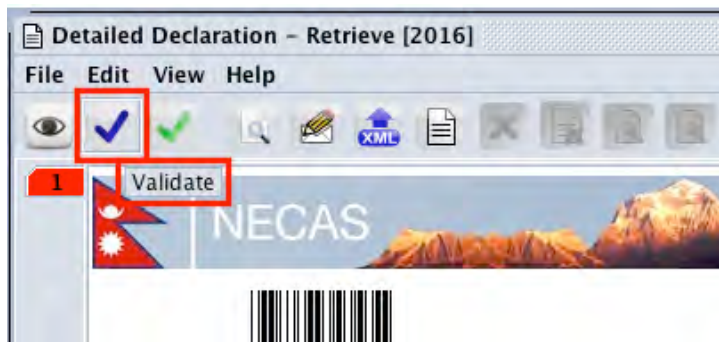
    You should note that the system will not verify the document until <u>all</u> the errors have been corrected; the SAD process is then stopped

14. When all the errors have been corrected, the below message is displayed
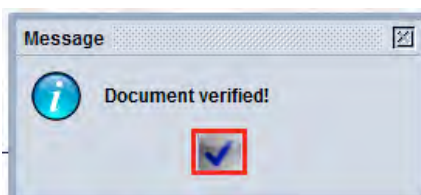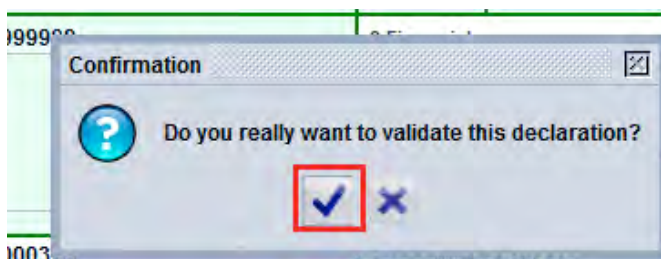

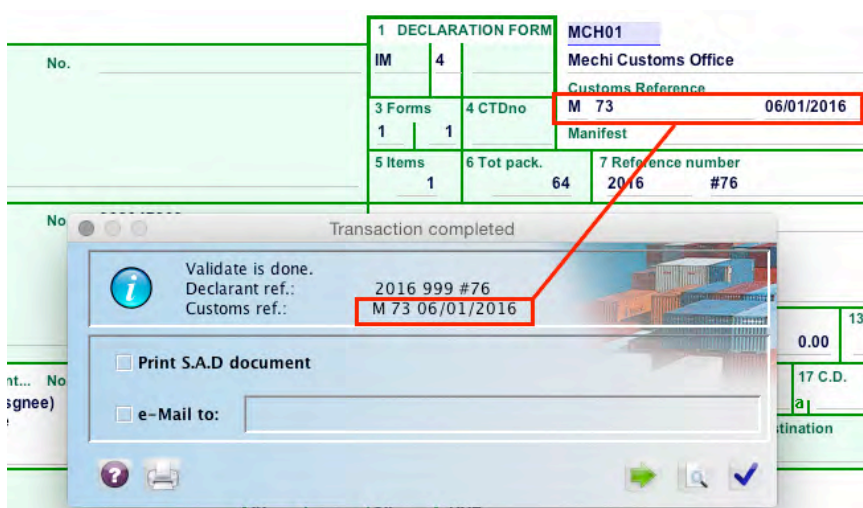15. Click on

16. Click to Validate the SAD

17. On the Confirmation screen, click on

18. The system will confirm the Validation and will generate automatically:

a. The Customs Reference number which will be input automatically on the SAD in Box A)

19. From this screen the SAD can be printed (refer to "How to print the SAD")

20. If you don't want to proceed with another SAD, click on

21. If you want to proceed with another SAD, click on and a new SAD will be displayed

22. Whatever option is chosen, the system will automatically send a new mail
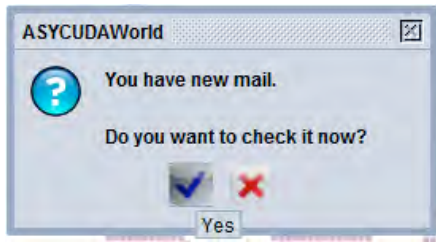
23. Click to open it (or not to open it)

24. The main screen and the 1st Tab of the mail indicate that a Declaration has been validated) the Customs Reference number and at what time

25. The 2nd Tab of the mail provides the user with the details of the SAD

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HOW TO COMPLETE THE SINGLE ADMINISTRATIVE DOCUMENT (SAD) IMPORTS

The Single Administrative Document (SAD) is the declaration used for all Customs clearance regimes including; imports, exports, bonded warehouse, etc.

The following functional note provides registered users of the NECAS system with the information necessary for the completion of an 'Import' SAD.
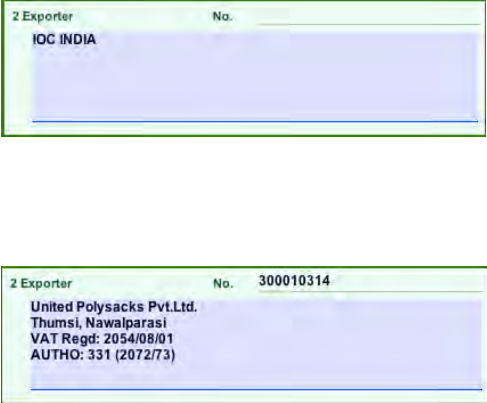
Import SADs declarations include:

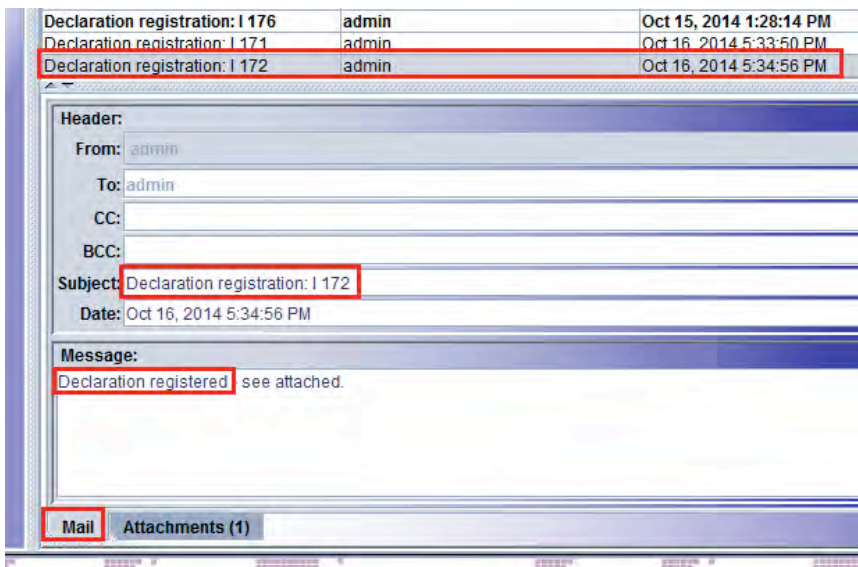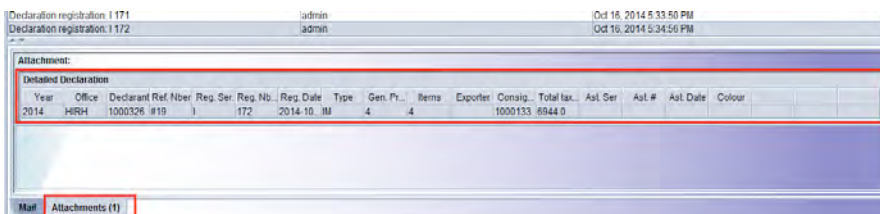- Importations for Home consumption
- Temporary Importations
- Re-importations
- Importations in Warehouse
- Inward Processing Relief
- Partial Clearance

This document provides an outline of the purpose of each field within an import SAD. Each field (or box) is described in sequence with information on whether the content is:

- 'Mandatory' (i.e. it <u>must</u> 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 reference codes, which represent standard reference information. For the complete list of all reference codes, please refer to the 'How to access the reference tables in any AW E-document" functional note.

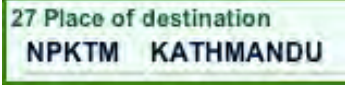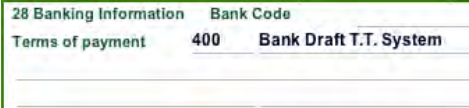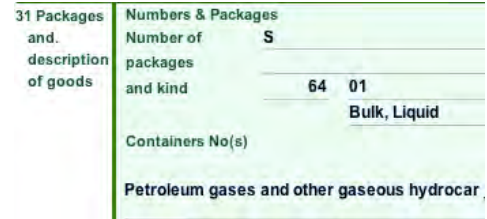| Field No	Field Label	Action	SAD Field	Description and/ or Use
1	Declaration Form	Mandatory	**1 DECLARATION FORM** IM ▽ 4	To identify which Customs regime the particular SAD belongs to. A declaration model number is entered on the SAD form in this field. For all import declarations this model is IM, with a number identifying which general procedure the import belongs to i.e. 4 for home consumption, 7 for warehouse. For export declarations the model is EX with a number identifying which procedure the export belongs to i.e. 1 for direct export, 2 for Temporary Exports, 3 for re-exports at a border and 8 for outward transit exports.
2	Exporter code, name and address	Mandatory	2 Exporter No. IOC INDIA 2 Exporter No. 300010314 United Polysacks Pvt.Ltd. Thumsi, Nawalparasi VAT Regd: 2054/08/01 AUTHO: 331 (2072/73)	For import declarations, this field requires the input of the full name and address of the overseas exporter (supplier) of the goods to Nepal. This is usually the name of the person or organization overseas from which the importer purchased the goods. There is no need to enter the Exporter. For export declarations the exporter is the Nepalese exporter. You must enter the exporter PAN code and the full name and address of person exporting goods from Nepal.

3	Forms	Mandatory (automatic input)	3 Forms 1 | 1	Total number of forms (pages) in this declaration, including the front page and any continuation pages, i.e. two, three, as required. * Automatic input when using the system
4	CTD NO	Optional	4 CTDno	For third Country cargo, the Customs Transit Declaration Number should be mentioned in this field, which is given by Kolkata port.
5	Items	Mandatory (automatic input)	5 Items	Total number of items (entry lines) on a declaration.
6	Total number of packages	Mandatory	6 Tot pack. 64	The Declarant must state the total number of packages for the whole of the declaration (i.e. the sum of all packages in all items).
7	Declarant reference number	Optional	7 Reference number 2016 #36	This is the internal sequence number used by Declarant (i.e. job or file number). It's a number given to the declaration from the trader's/Declarant's register. The trader can use it to retrieve/modify his stored declarations.

8	Importer, No	Mandatory	8 Importer No. 300047060 Nepal Oil Corporation Kathmandu VAT REGD: 2054/08/01 YUVARAJ WAGLE AUTH:999(072/73)	For import declarations the consignee is the Nepalese importer. You must enter the Importer PAN code and the full name and address of person importing goods into Nepal will automatically be populated. Business companies – PAN PAN holders – Number provided by the Customs. For export declarations this field requires the input of the full name and address of the overseas importer (buyer) of the goods from Nepal. This is usually the name of the person or organization overseas to which the Nepal's exporter is selling the goods.
9	Invoice/Transport document	Mandatory		Input Invoice Number and Transport Document (Airway Bill) Number
11	Trading (Trading Country)	Mandatory	11 Trading IN cty.	Country from where the goods are being imported or traded..
12	Value Details	Prohibited (automatic	12 Value details 0.00	ASYCUDA will automatically populate this box with the sum of insurance, freight and other costs when the Delivery terms are FOB.
13	Warehouse Days	Optional	13 WHSDays	Number of days the consignment has entered and remained in the Customs premises.

14	Declarant/Agent Representative code, name and address	Mandatory	14 Declarant/Agent/Represent... No. 999 Self (Proprieter of Consgnee) Same to the Consignee	The declarant is the person or organization declaring the goods to Customs. The declarant may also be a Customs Agent/broker, whose business is to clear goods belonging to importers, which may include goods imported by the declarant. In the former case the owner is required to authorise the broker to clear their goods. For personal consignments, use 999 as the declarant reference number. Then provide full name address of the consignee.
15	Country of Export	Mandatory	15 Country of export India · 15 C.E. Code IN a b	The user will notice two boxes side by side. Either the code for the country of export, or the name of the country from which the goods were exported may be selected.
16	Country of origin	Mandatory	16 Country of origin India	Enter the Code for the Country of Origin in box 34 and its full name will be displayed in box 16 by default.
17	Country of destination	Mandatory	17 Country of destination	For import, it should be Nepal automatically since Nepal is not providing transit of goods. For exports, mention the country to which the goods are being exported.
18	Flight or vehicle No.	Mandatory	18 Flight or Vehicle Number NA AA KHA 1926	Enter either the flight number of an aircraft, the vehicle registration number or the wagon number in case of a train.
19	Ctr	Mandatory	19 Ctr. ✔	When ticked, this is used to capture the information of the vehicle or the container of the cargo. A new tab called 'container' is activated on the SAD declaration page.

20	Delivery terms & Place	Mandatory	20 Delivery terms & Place CIF RXL	In this field you must enter the code describing the terms of delivery specified in the sale contract between the buyer and the seller of the declared goods. i.e. CIF, FOB, CFR, etc. In Nepal, preferably the total CIF value should be declared. For direct exports it is FOB.
21	More vehicle No.	Optional	21 More Vehicle Number BHU AN 1926	
22	Cur & total amount invoiced	Mandatory	22 Currency & total amount invoiced NPR 10,000.00	Total monetary amount charged in respect of one or more invoices associated with the currency in which goods were purchased. The red underline draws the user's attention to fill in the general valuation note form. This field has 2 parts. In the first field (small box) you must enter the code for the currency nominated in the invoice.. In the second part (longer box) you must enter the total amount in CIF amount in USD.
23	Exch. rate	Automatic Input	23 Exch. rate 100.000	Exchange rate. This is the official exchange rate for the foreign currency mentioned in the invoice. Official exchange rates will be updated on a daily basis.
24	Nature of Transaction	Prohibited		Not required.
25	Mode transport	Mandatory	25 Mode transport 02 at border	Mode of transport at border (at entry). You must enter the code for the mode of entry of goods.

26	Inland mode of transport	Mandatory	26 Inland mode 02 Transport	Means of transport that will be used to deliver the goods to the place of destination from the customs office after clearance.
27	Place of destination	Mandatory	27 Place of destination NPKTM KATHMANDU	The place within Nepal after customs clearance where the cargo is finally offloaded
28	Banking Information	Optional	28 Banking Information Bank Code Terms of payment 400 Bank Draft T.T. System	Enter the banking details. 1. Select the bank code 2. Select Terms of of Payment 3. Select the branch of the mentioned bank.
29	Office of entry	Optional	29 Office of entry MCH01 Mechi Customs Office	This field is used to capture information for cargo moving within Nepal from one Customs Office to the other Customs office through India or China.
30	Location of goods	Optional	30 Location of goods	Name of the place where the goods are located and eventual location in which physical inspection might take place. Enter the appropriate CODE for the place where the goods being declared are stored prior to clearance i.e. sheds.
31	Packages and description of goods	Optional Mandatory Mandatory	31 Packages and. description of goods Numbers & Packages Number of packages S and kind 64 01 Bulk, Liquid Containers No(s) Petroleum gases and other gaseous hydrocar	The entry in this field must include: • Number of packages for this item • Code for the kinds of packages (e.g. Sacks, cartons) • Put local name of goods

32	Item number	Mandatory (Automatic Input)	**32 Item** 1 No.	Serial number of the item in that declaration. This is the consecutive item number i.e. item 1, item 2, item 3 etc.
33	Commodity code	Mandatory	**33 Commodity code (Harmonized Co...** 27111900 | 000	Commodity code of the goods declared for the item according to the harmonized system.
34	Cty. orig. Code	Mandatory	**34 Cty. orig. Code** a| IN |b|	Country of Origin Code. You must enter here the country CODE where the particular goods declared were originally made or manufactured.
35	Gross Mass (kg)	Mandatory	**35 Gross mass (kg)** 1,129,410.0000	Gross mass in kilograms. Weight (mass) of goods including packaging but excluding the carrier's equipment.
36	Prefer.	Optional	**36 Prefer.** SAFTA	Preference code is used here such as SAFTA 1, SAFTA 2 and GSP.
37	Procedure	Mandatory	**37 PROCEDURE** 4000 | 000	There are 2 fields in this box. In the first you must enter the procedure code used to identify the customs regime under which goods are being moved to and from, i.e. procedure 4000 represents direct import for home use. The second field is an additional procedure code which is used if the declarant is requesting exemption of duties for the commodity. e.g. tariff concessions for diplomatic cargo etc
38	Net mass (kg)	Mandatory	**38 Net mass (kg)** 1,129,410.0000	Weight (mass) of goods without any packaging. Enter the net mass of the goods declared.
39	Quota	Optional	**39 Quota**	This field is designed to manage quota such as medicine, feed supplement raw materials which needs recommendation letter.

40	Summary Declaration / Previous Document	Optional	40 Summary declaration / Previous document S/L	If previous code exists, this field is used for mentioning the previous declaration number.
41	Supplementary units	Mandatory	41 Supplementary units KGM 1,129,410.0000	This field must be completed when the tariff item you are using requires quantities other than net mass to be recorded, i.e. litres, number, square metres etc depending on the unit of measurement declared against each HS code.
42	Item price	Mandatory (automatic input)	42 Item Price 10,000.00	The item price of the particular commodity in foreign currency is declared in this field.
43	V.M. code	Prohibited	43 V.M. code	
44	Add info Documents Procuded Certificates and autohorization	Optional	44 Add. info Documents Produced Certificates and autho-rization Licence No D.Val 0.00+0.00+0.00+0.00-0.00 A.D.	Additional information, production of certificates & authorizations This field is being used to enter the code of any additional documents, certificates or authorizations (with Invoice and BL / AWB) which are required for the clearance of a particular goods i.e. quarantine items, health certificates, etc.
45	Adjustment	Prohibited	45 Adjustment 1.0000	

46	Statistical Value	Automated	**46 Statistical value** 10,000.00	This represents the Value for Customs in national currency. Enter the value in USD of the goods described in Field 31, according to the rules. This value is the price of the goods as adjusted by the cost elements to value the goods at the landed CIF level.
47	Calculation of taxes	Mandatory (automatic input)	47 Calculation of taxes — Type: ID, Tax base 10,000.00, Rate 15.00, Amount 1,500.00, MP 1; VAT, Tax base 11,500.00, Rate 13.00, Amount 1,495.00, MP 1; Total 2,995.00, 1	A mathematical formula is adopted to calculate the various duties / taxes /fees due on each item of the consignment. This encompasses: duties or taxes applicable to commodities or a type of tax or fee applicable to services. The formula is applied on the tax base relevant to each tax type
48	Deferred payment	Optional	**48 Deferred payment**	Enter the prepayment or credit account codes from which the goods are paid if no other means of payment are used e.g. cash.
49	Identification of warehouse / period	Optional	**49 Identification of warehouse**	In case of a warehousing declaration (IM7): In the first part of this field enter the warehouse code. In the second part of the field, enter the period (as the number of days) that the goods are approved for storage in that warehouse.
50	Principal	Prohibited		
51	Intended Offices of transit and country	Prohibited		

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How to Locally Save and Retrieve a SAD

The following 'Functional Note' provides registered users of the NECAS system with the information necessary to enable them to locally save and retrieve a SAD.

For a number of reasons (e.g. documents missing, incomplete information, etc.), it is possible for the SAD the user is currently working to be saved locally and retrieved at any time.

The facility is also useful for a company that imports or exports the same product (e.g. petroleum). To facilitate the process a fully completed SAD can be saved locally and used as a template. Each time the company imports or exports the same product, the template can be retrieved and only specific data (e.g. value, volume, etc.) updated.
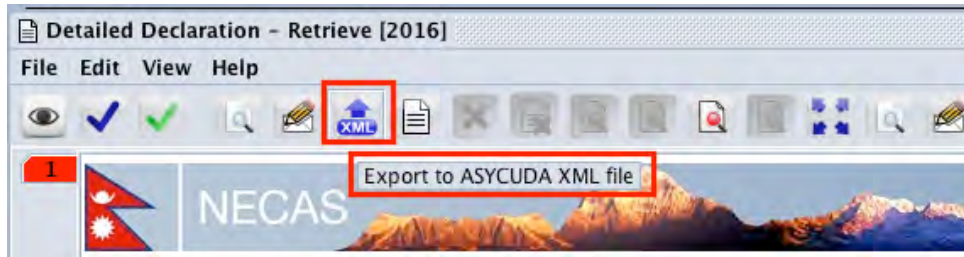
How to locally save a SAD

This is done as follows:

26. Once a new SAD is opened and data inserted, the declaration can be saved locally at any time during the process

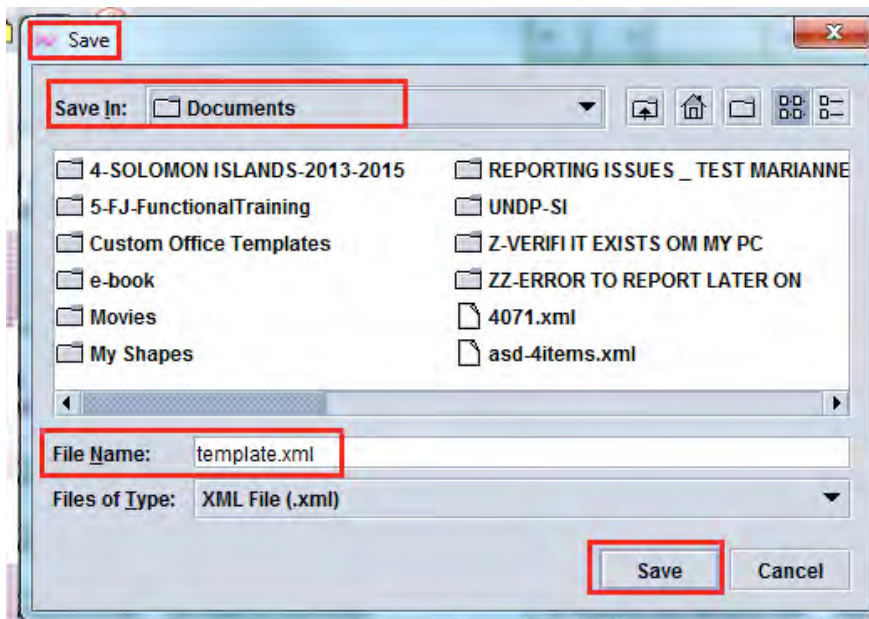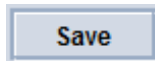27. Click on the icon on top of the SAD screen
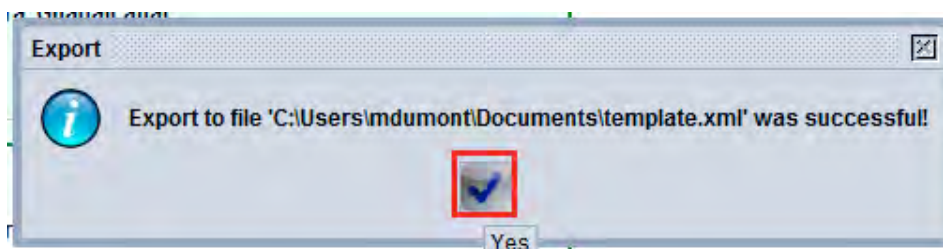
28. In the **Save** screen, indicate:

    a.   In which directory the file should be saved and

    b.   The file name

It should be noted that traders inputting data at the Broker Terminal must always save their SAD on their personal Hard Disk and not on the PC as this will be regularly cleaned by the ASYCUDA Team.
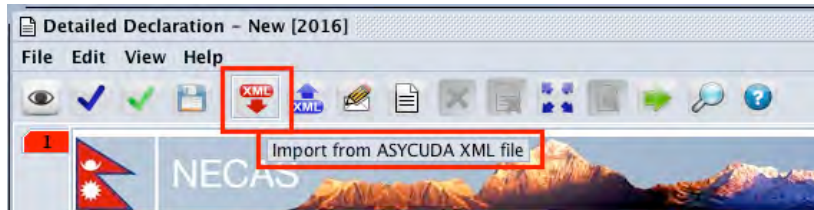
29. Then click on

30. When the following message is displayed, click on
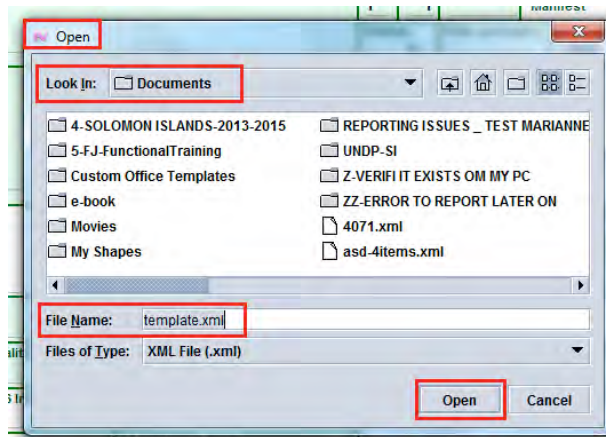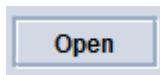
How to retrieve a locally save SAD

This is done as follows:

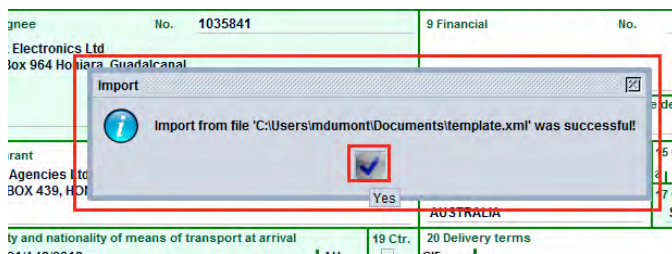1. As soon as a new SAD is opened, click on on top of the SAD screen

2. In the **Open** screen, indicate:

   a. In which directory to **Look In** to find the previously saved file and
   b. The **File Name**

3. Then click on

4. The new SAD will be filled with all information previously 'locally saved' and the following screen will be displayed

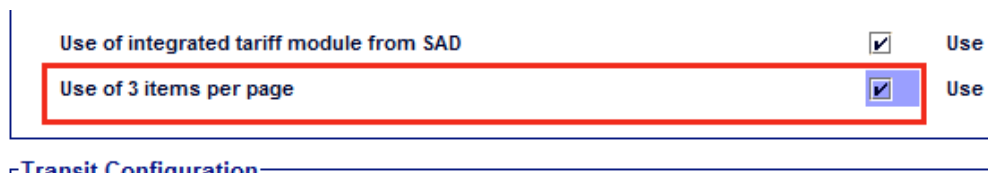5. Click on to continue the SAD process

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How to Add or Delete an item on a SAD

The following 'Functional Note' provides registered users of the NECAS system with the information necessary to enable them to add/delete item on a SAD.

It is important to note that the current configuration allow 3 items per page.

How to Add an item on a SAD

Indeed with the above configuration, you are adding a page with 3 items.

This is done as follows:

31. Once a SAD has been opened, the General Segment will show:

    a. In Box 3 the number of pages/form (e.g. 1 | 1)
    b. In Box 5 the total number of item (e.g. 1)
    c. On the left hand side, a tab for each item (e.g. 1)

32. Click on the icon on top of the SAD screen
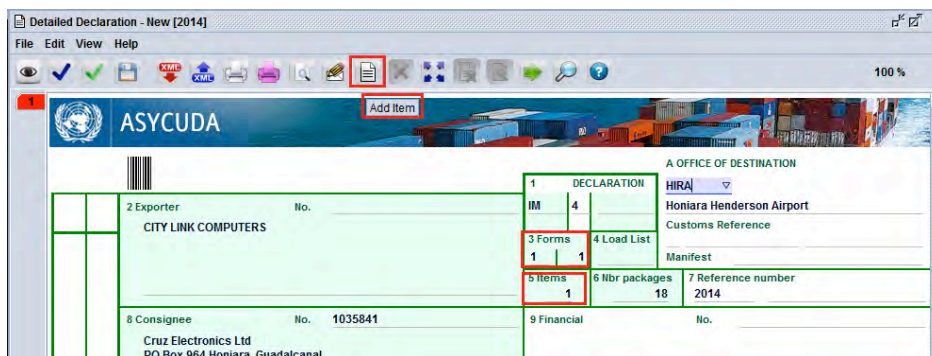
33. The system will automatically:

a. Present a new screen related to the next 3 items information only

b. Add a new tab on the left hand side of the SAD, which mean one new page made of 3 items

In addition, the system will automatically update the general segment of the SAD

a. Box 5 (number of item had increased by 3) (e.g. 4)

b. Box 3 by increasing the number of Pages (e.g. 1 | 2)

34. Fill the new item(s) screen and update the General Segment

35. Repeat this procedure as many times as items need to be added

How to Delete item(s) on a SAD

It has to be noted that the first item cannot be deleted.

You have two options; either you delete one individual item or you delete the whole page.

Deleting one single item is done as follows:

1. Once a SAD (with 4 items for example) has been opened, the General Segment of the SAD will show:
    a. In Box 3 the number of page/form (e.g. 1 | 2)
    b. In Box 5 the total number of item (e.g. 4)
    c. On the left hand size, a tab for each page (e.g. 2)

2. By selecting one item in a page and choosing **Delete individual Item**, the system will automatically prompt a Confirmation Box

3. Click ![checkmark] on the confirmation screen if you want to delete the individual item you have selected

    Conversely, click ![X] on the confirmation screen if you don't want to delete the selected item

4. By confirming the item to be deleted, the system will automatically:

    a. Move one level up all the items previously input below the deleted item

    b. Update the General Segment of the SAD - Box 5 (number of item had decreased by 1) (e.g. 3)

    If deleting an item removes a Page, the system will also automatically update the General Segment of the SAD (Box 3) by decreasing the number of Pages.

5. Repeat this procedure as many times as items need to be deleted

Deleting an entire page (3 items) is done as follows:

1. Once a SAD (with 4 items for example) has been opened, the General Segment of the SAD will show:
    a. In Box 3 the number of page/form (e.g. 1 | 2)
    b. In Box 5 the total number of item (e.g. 4)
    c. On the left hand size, a tab for each page (e.g. 2)

2. By choosing **Delete Whole Page**, the system will automatically prompt a Confirmation Box
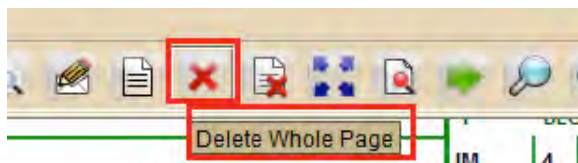
3. Click on the confirmation screen if you want to delete the whole page you have selected

   Conversely, click on the confirmation screen if you don't want to delete the selected page

4. By confirming the page to be deleted, the system will automatically:

   a. Move one level up all the items previously input below the deleted item

   b. Update the General Segment of the SAD - Box 5 (number of item had decreased by 3) (e.g. 1)

   c. Update the General Segment of the SAD (Box 3) by decreasing the number of Pages (e.g. 1)

   a. Remove the tab on the left hand side of the SAD, corresponding to the page made of 3 items deleted

5. Repeat this procedure as many times as pages need to be deleted

How to determine the correct 'Working Mode' for the 'Valuation Note' on a SAD

The following 'Functional Note' provides registered users of the NECAS system with the information necessary to enable them to determine the correct 'working mode' for the Valuation Note on a SAD.

This is done as follows:

36. Once a new SAD is opened, click on the **Val. Note** TAB at the bottom of the SAD screen
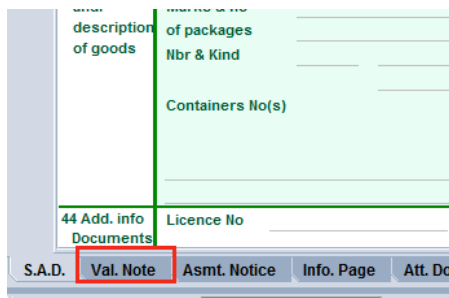
37. The **SAD – Valuation Note – General segment** screen is displayed with at its top a field named **Working mode**
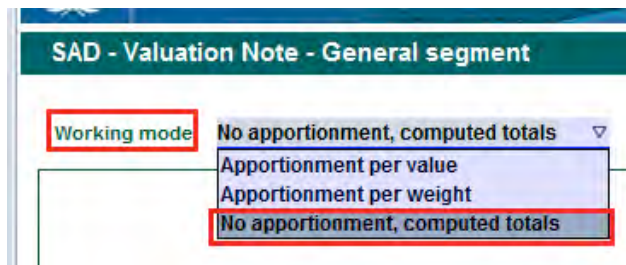
38. Choose in which 'working mode' the valuation note will be setup for the SAD by displaying the option from the drop down menu

The choice of the appropriate calculation working mode or apportionment depends on how the invoice is presented

a. The **"No apportionment, computed totals"** option is chosen when any additional costs or deductions are associated with a particular item only and not with the whole invoice

For the use of this mode, refer to the "How to complete the SAD Valuation Note without Apportionment" functional note

b. The **"Apportionment per value"** is chosen when any additional costs or deductions are associated with the whole invoice. However, they must be transferred to each item based on their respective value in order to calculate their respective CIF values

For the use of this mode, refer to the "How to complete the SAD Valuation Note with the Apportionment per Value" functional note

c. The **"Apportionment per weight"** is chosen when any additional costs or deductions are associated with the whole invoice. However, they must be transferred to each item based on their respective weight in order to be calculate their respective CIF values

For the use of this mode, refer to the How to complete the SAD Valuation Note with the Apportionment per Weight" functional note

# How to complete the Valuation Note on the SAD by reference to the 'Valuation without Apportionment'

The following 'Functional Note' provides registered users of the NECAS system with the information necessary to enable them to complete the Valuation Note on the SAD by reference to the 'Valuation without apportionment'.

This is done as follows:

39. Once a new SAD is opened, insert the information required (refer to the "How to process and register (validate) a SAD" functional note)

40. The specific fields associated with the valuation note on the SAD are as follows:

   o **Box 22 – the first part** must be filled with the **Currency Code** in which the goods are invoiced

   o **Box 22 – the second part** must be filled with the **total amount invoiced**

41. Click on the **Val. Note** TAB at the bottom of the SAD screen
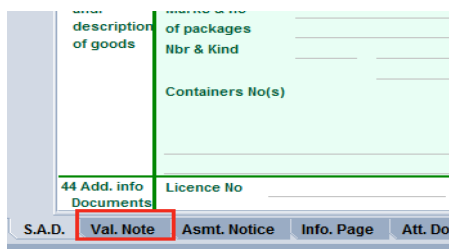
42. Select from the drop down menu the 'working mode' **No apportionment, computed totals**

The **"No apportionment, computed totals"** is chosen when any additional costs or deductions are associated with a particular item only and not with the whole invoice

43. Fill the Valuation Note – General segment

The total amount of the invoice and the currency code used are automatically displayed by the system from the values entered in Box 22.

The other fields are not available for typing.

However, when any additional costs or deductions are entered, their total amount, in the National Currency, will be automatically added by the system to the Valuation Note General Segment.
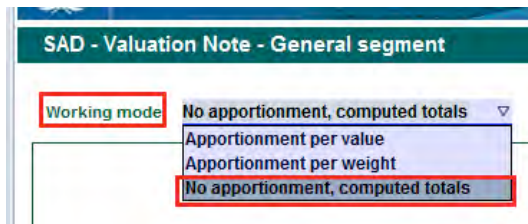
44. Fill the Valuation Note – Item values

Enter the value amount and the currency code specified on the invoice for each item.

Usually the same currency code will be used for the total amount of the invoice, as it will be for each item value.

If there is only one item, the value and currency code of the single item should be the same as the total amount and currency of the invoice.

If there are many items, the sum of each item value should be equal to the total amount of the invoice, otherwise the system will display an error message at verification (e.g. the total invoice has a value of 10,000 in a specific currency, if the item 1 value is 6,000, then the item 2 value should be 4,000 in the same currency).

As an example:

If the Valuation Note – General Segment has a total invoice value of 10,000 and Item 1 has an invoice value of 6,000 and Item 2 an invoice value of 5,000, at verification, the system will display an error as there is

a difference between the sum of each item value and the total amount of the invoice

Each time the item invoice value and its currency are filled, the system will calculate automatically the item value in National Currency.

Enter the value amount and the currency code specified on the invoice for additional costs or deductions associated with that item only.

As an example:

Item 1 has its own External Freight

Item 2 has its own Internal Freight

SAD - Valuation Note - Item

Item number	2	Amount		FCX code	Exchange rate		Amount in	SBD
Invoice value		25,000	in	USD	7.44048			186,012.00
External Freight ....(import)..............			in		0.00000			
Internal Freight		789.00	in	AUD	6.63570			5,235.57
Insurance ....(import)..............			in		0.00000			0.00
Other costs ....(import)..............			in		0.00000			
Deductions			in		0.00000			
						Total Costs		5,235.57
Delivery terms	CIF					CIF value		191,247.57
						Statistical value		191,247.57

The system will automatically calculate, per item, in the national currency:

- the **Total Costs** (External Freight + Internal Freight + Insurance + Other Costs - Deductions)

- the **CIF Value** (Item Value + Total Costs)

- **the Statistical value** (usually identical to the CIF value)

In addition, the system displays automatically on the SAD, at the item segment, the statistical value in Box 46

It should be noted that the valuation Note (General Segment) is automatically updated with the amount in the national currency of the External Freight from Item 1 and the Internal Freight from Item 2

SAD - Valuation Note - General segment

Working mode   No apportionment, computed totals

		Amount		FCX code	Exchange rate		Amount in	SBD
Invoice value		100,000	in	USD	7.44048			744,048.00
External Freight ....(import)..............		0.00	in		0.00000			1,453.49
Internal Freight		0.00	in		0.00000			5,235.57
Insurance ....(import)..............		0.00	in		0.00000			0.00
Other costs ....(import)..............		0.00	in		0.00000			0.00
Deductions		0.00	in		0.00000			0.00
Total gross mass						Total Costs		6,689.06
Delivery terms	CIF					CIF value		750,737.06

45. Once the valuation note is completed, process with the verification of the SAD (refer to the "How to process and register (validate) a SAD" functional note)

Department Of Customs
Nepal

How to complete the 'Valuation Note' on the SAD by reference to the 'Apportionment per Value'

The following 'Functional Note' provides registered users of the NECAS system with the information necessary to enable them to complete the Valuation Note on the SAD by reference to the 'apportionment per value'.

This is done as follows:

46. Once a new SAD is opened, insert the information required (refer to the "How to process and register (validate) a SAD" functional note)

47. The specific fields associated with the valuation note on the SAD are as follows:

   o **Box 22 – the first part** must be filled with the **Currency Code** in which the goods are invoiced

   o **Box 22 – the second part** must be filled with the **total amount invoiced**

48. Click on the **Val. Note** TAB at the bottom of the SAD screen
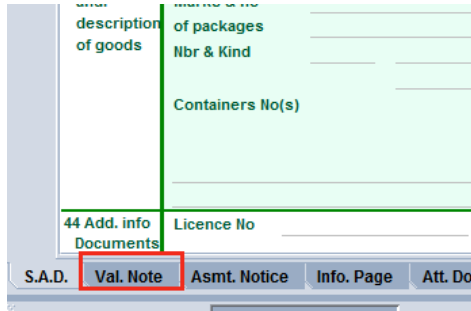
49. Select from the drop down menu the 'working mode' **Apportionment per value**
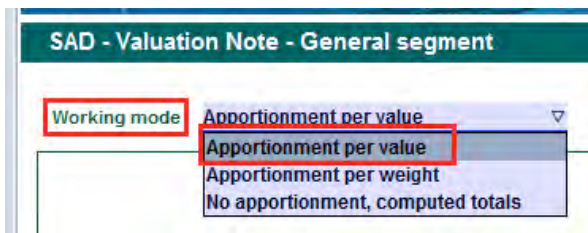
The **"Apportionment per value"** is chosen when any additional costs or deductions are associated with the whole invoice. However, they must be transferred to each item based on their respective value in order to be included in the calculation of the respective CIF values.

50. Fill the Valuation Note – General segment

The total amount of the invoice and the currency code used are automatically displayed by the system from the values entered in Box 22.

Enter the amount and the currency code (noting that different currencies may have been used on the receipt) specified on the invoice for, if available:

- The External Freight
- The Internal Freight
- The Insurance
- Other Costs
- Any Deductions

The system, while entering the value and currency code, will display the appropriate exchange rate and automatically calculate the respective amount in the National Currency.

The system will also calculate:

- the **Total Costs** (External + Internal Freight + Insurance + Other Costs - Deductions – all in the National currency)

- the **CIF Value** (Invoice value in National currency + Total Costs in National currency)

51. Fill the Valuation Note – Item values

Enter the value amount and the currency code specified on the invoice for each item.

Usually the same currency code will be used for the total amount of the invoice, as it will be for each item value.

If there is only one item, the value and currency code of the single item should be the same as the total amount and currency of the invoice.

If there are many items, the sum of each item value should be equal to the total amount of the invoice, otherwise the system will display an error message at verification (e.g. the total invoice has a value of 10,000 in a specific currency, if the item 1 value is 6,000, then the item 2 value should be 4,000 in the same currency).

As an example:

If the Valuation Note – General Segment has a total invoice value of 10,000 and Item 1 has an invoice value of 6,000 and Item 2 an invoice value of 5,000, at verification, the system will display an error as there is a difference between the sum of each item value and the total amount of the invoice

SAD - Valuation Note - General segment

Working mode   Apportionment per value

	Amount		FCX code	Exchange rate	Amount in	SBD
Invoice value	10,000.00	in	AUD	6.63570		66,357.00
External Freight ....(im						148.81
Internal Freight						121.51
Insurance ....(im						119.71
Other costs ....(import)...............	20.00	in	VUV	0.08140		1.63

Messages — Error: Invoice value: Total of Items is greater than declared total by 1000.0 STOP

Each time the item invoice value and its currency are filled, the system will calculate automatically the item value in National Currency.

In addition, the system will use the 'apportionment mode per value' to report all the other costs associated with each item.

As an example:

Valuation Note – General Segment has:

➢ A total amount invoice of AUD 10,000
➢ A External Freight of USD 200
➢ A Internal Freight of AUD 100
➢ An Insurance of AUD 50
➢ An Other Costs of HKD 50
➢ A Deduction of USD 10

SAD - Valuation Note - General segment

Working mode   Apportionment per value

	Amount		FCX code	Exchange rate	Amount in	SBD
Invoice value	10,000	in	AUD	6.63570		66,357.00
External Freight ....(import)...............	200.00	in	USD	7.44048		1,488.10
Internal Freight	100.00	in	AUD	6.63570		663.57
Insurance ....(import)...............	50.00	in	AUD	6.63570		331.78
Other costs ....(import)...............	50.00	in	HKD	0.96590		48.30
Deductions	10.00	in	USD	7.44048		74.40

For item 1, the system has automatically apportioned all the above costs and deductions, by reference to the invoice value of 6,000 AUD, as follows:

➢ A External Freight of USD 120
➢ A Internal Freight of AUD 60
➢ An Insurance of AUD 30
➢ An Other Costs of HKD 30
➢ A Deduction of USD 6

SAD - Valuation Note - Item							
Item number	1	Amount		FCX code	Exchange rate	Amount in	SBD
Invoice value		6,000.00	in	AUD	6.63570		39,814.20
External Freight ....(import).............		120.00	in	USD	7.44048		892.86
Internal Freight		60.00	in	AUD	6.63570		398.14
Insurance ....(import).............		30.00	in	AUD	6.63570		199.07
Other costs ....(import).............		30.00	in	HKD	0.96590		28.98
Deductions		6.00	in	USD	7.44048		44.64

For item 2, the system has automatically apportioned all the above costs and deductions, by reference to the invoice value of 4,000 AUD, as follows:

➢ A External Freight of USD 80
➢ A Internal Freight of AUD 40
➢ An Insurance of AUD 20
➢ An Other Costs of HKD 20
➢ A Deduction of USD 4

SAD - Valuation Note - Item							
Item number	2	Amount		FCX code	Exchange rate	Amount in	
Invoice value		4,000	in	AUD	6.63570		26,542.80
External Freight ....(import).............		80.00	in	USD	7.44048		595.24
Internal Freight		40.00	in	AUD	6.63570		265.43
Insurance ....(import).............		20.00	in	AUD	6.63570		132.71
Other costs ....(import).............		20.00	in	HKD	0.96590		19.32
Deductions		4.00	in	USD	7.44048		29.76

The system will also automatically calculate for each item, in the national currency:

• the **Total Costs** (External Freight + Internal Freight + Insurance + Other Costs - Deductions)

• the **CIF Value** (Item Value + Total Costs)

• **the Statistical value** (usually identical to the CIF value)

In addition, the system will automatically display on the SAD, at the item segment, the statistical value in Box 46

Item 1

Delivery terms	CIF	Honiara	Total Costs	1,474.40
			CIF value	41,288.60
			Statistical value	41,288.60

46 Statistical value

41,288.60

52. Once the valuation note has been completed, process with the verification of the SAD (refer to the "How to process and register (validate) a SAD" functional note)

How to complete the Valuation Note on the SAD by reference to the 'Apportionment per weight'

The following 'Functional Note' provides registered users of the NECAS system with the information necessary to enable them to complete the Valuation Note on the SAD by reference to the 'apportionment per weight'.

This is done as follows:

53. Once a new SAD is opened, insert the information required (refer to the "How to process and register (validate) a SAD" functional note)

54. The specific fields associated with the valuation note on the SAD are as follows:

    o **Box 22 – the first part** must be filled with the **Currency Code** in which the goods are invoiced

    o **Box 22 – the second part** must be filled with the **total amount invoiced**

55. Click on the **Val. Note** TAB at the bottom of the SAD screen
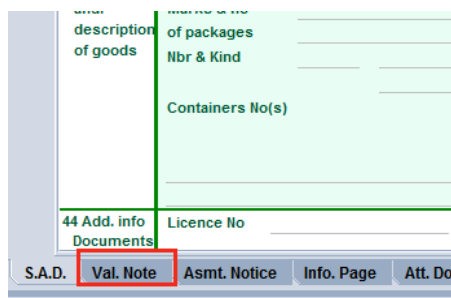
56. Select from the drop down menu the 'working mode' **Apportionment per weight**
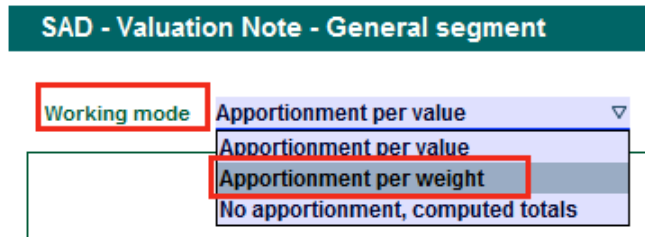
The **"Apportionment per weight"** is chosen when any additional costs or deductions are associated with the whole invoice. However, they must be transferred to each item based on their respective weight in order to be included in the calculation of their respective CIF values.

57. Fill the Valuation Note – General segment

The total amount of the invoice and the currency code used are automatically displayed by the system from the values entered in Box 22.

Enter the amount and currency code (noting that different currencies may have been used on the receipt) specified on the invoice, if available:

- The External Freight
- The Internal Freight
- The Insurance
- Other Costs
- Any Deductions

Enter the total gross mass, which represent the sum of the gross mass of each item. In this example, item 1 has a gross mass of 1,000 and item 2 a gross mass of 5,000. Accordingly the total gross mass should be 6,000)

The system will also calculate automatically:

- the **Total Costs** (i.e. External Freight + Internal Freight + Insurance + Other Costs - Deductions - all in the National currency)

- the **CIF Value** (Invoice Value + Total Costs – both in the National currency)

58. Fill the Valuation Note – Item values

Enter the value amount and the currency code specified on the invoice for each item.

Usually the same currency code will be used for the total amount of the invoice, as it will be for each item value.

If there is only one item, the value and currency code of the single item should be the same as the total amount and currency of the invoice.

If there are many items, the sum of each item value should be equal to the total amount of the invoice, otherwise the system will display an error message at verification (e.g. the total invoice has a value of 10,000 in a specific currency, if the item 1 value is 6,000, then the item 2 value should be 4,000 in the same currency).

As an example:

If the Valuation Note – General Segment has a total invoice value of 10,000 and Item 1 has an invoice value of 6,000 and Item 2 an invoice value of 5,000, at verification, the system will display an error as there is a difference between the sum of each item value and the total amount of the invoice

Each time an item invoice value and its currency are filled, the system will calculate automatically the item value in National Currency.

In addition, the system will use the 'apportionment mode by weight' to report automatically all the others cost associated with each item.

As an example:

Valuation Note – General Segment has:

- ➢ A total amount invoice of AUD 10,000
- ➢ A External Freight of USD 200
- ➢ A Internal Freight of AUD 100
- ➢ An Insurance of AUD 50
- ➢ An Other Costs of HKD 50
- ➢ A Deduction of USD 10
- ➢ A Total Gross Mass of 6,000

For item 1, the system has automatically apportioned all the above costs and deductions, by reference to the item weight of 1,000 KG, as follows

- ➢ A External Freight of USD 33.33
- ➢ A Internal Freight of AUD 16.67
- ➢ An Insurance of AUD 37.50
- ➢ An Other Costs of HKD 37.50
- ➢ A Deduction of USD 7.50

SAD - Valuation Note - Item

Item number 1	Amount		FCX code	Exchange rate	Amount in	SBD
Invoice value	75,000.00	in	USD	7.44048		558,036.00
External Freight ....(import)	33.33	in	USD	7.44048		247.99
Internal Freight	16.67	in	AUD	6.63570		110.62
Insurance ....(import)	37.50	in	AUD	6.63570		248.84
Other costs ....(import)	37.50	in	HKD	0.96590		36.22
Deductions	7.50	in	USD	7.44048		55.80
				Total Costs		587.86
Delivery terms CIF				CIF value		558,623.86

For item 2, the system has automatically apportioned all the above costs and deductions, by reference to the item weight of 5,000 KG, as follows

➤ A External Freight of USD 166.67
➤ A Internal Freight of AUD 83.33
➤ An Insurance of AUD 12.50
➤ An Other Costs of HKD 12.50
➤ A Deduction of USD 2.50

SAD - Valuation Note - Item

Item number 2	Amount		FCX code	Exchange rate	Amount in	SBD
Invoice value	25,000	in	USD	7.44048		186,012.00
External Freight ....(import)	166.67	in	US Currency code for the invoice	7.44048		1,240.10
Internal Freight	83.33	in	AUD	6.63570		552.95
Insurance ....(import)	12.50	in	AUD	6.63570		82.95
Other costs ....(import)	12.50	in	HKD	0.96590		12.07
Deductions	2.50	in	USD	7.44048		18.60
				Total Costs		1,869.48

The system will also automatically calculate for each item, in the national currency:

• the **Total Costs** (External Freight + Internal Freight + Insurance + Other Costs - Deductions)

• the **CIF Value** (Item Value + Total Costs)

• **the Statistical value** (usually identical to the CIF value)

In addition, the system will automatically display on the SAD, at the item segment, the statistical value in Box 46

59. Once the valuation note has been completed, verifiy the SAD (refer to the "How to process and register (validate) a SAD" functional note)

How to record 'Attached Documents' on a SAD

The following 'Functional Note' provides registered users of the NECAS system with the information necessary to enable them to record any attached document(s) which may be required on a SAD.

This can be done in two (2) different ways:

A - Attached Documents are required by the system and are shown mandatory once the SAD is verified

In specific cases (Exemptions, Preference, restricted goods, etc.) one or more documents are required by the system to be attached to the SAD.
Also some documents such as invoice, packing list, etc, are required in all SADs dealing with direct CPC (4000, 7100, …).

If the document is not attached manually by the declarant (refer to part B below), the system will indicate an error at the time the SAD is verified

As an example:

1. Process a SAD (e.g. using the Exemption code 17)

60. Verify the SAD (refer to the "How to process and Register (Validate) a SAD " functional note)

The system will automatically require you to complete the information on the Attached Document

2. Go to the **Att. Doc.** TAB

   o Insert the reference for the attached document
   o Insert the appropriate date on the attached document
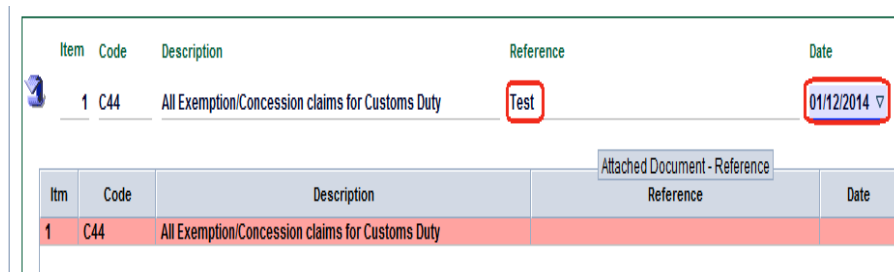
   o Click to update the attached document list

   o If the reference for the attached document is not inserted at all then an error message will appear as shown below and the SAD cannot be processed further
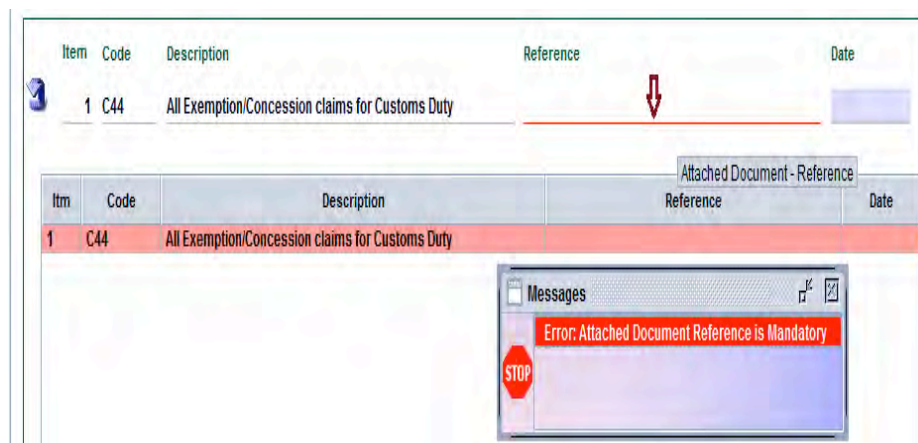
   o If all the required data are filled, the attached document will be displayed in the list

Itm	Code	Description	Reference	Date
1	C44	All Exemption/Concession claims for Customs Duty	Test	01/12/2014

    o In addition, the attached document code will be automatically displayed in the Box 44 related to the item that the document was attached to.

B - Attached Documents input by the declarant

In specific cases when you want to attach a document to the SAD:

1. Go straight to the **Att. Doc.** TAB

2. Enter all information related to the document to be attached:

    o Indicate the item number to which the document should be attached
    o Select from the dropdown menu the document (code) to be attached; the system will display automatically the description)
    o Insert the reference for the attached document
    o Insert the appropriate date on the attached document

    o If the item number of the attached document is not correct or does not exist then an error message will appear as shown below.

3. Once completed, click on to update the Attached Document List

How to record 'Scanned Documents' on a SAD

The following 'Functional Note' provides registered users of the NECAS system with the information necessary to enable them to record any attached document(s) which may be required on a SAD.

This can be done in two (2) different ways:

A - Scanned Documents are required by the system and are shown mandatory once the SAD is verified

In specific cases (Exemptions, Preference, restricted goods, etc.) one or more documents are required by the system to be attached to the SAD.
Also some documents such as invoice, packing list, etc, are required in all SADs dealing with direct CPC (4000, 7100, ...).

If the document is not attached manually by the declarant (refer to part B below), the system will indicate an error at the time the SAD is verified

As an example:

3. Process a SAD (e.g. using the Exemption code 303)

It will display the Attached Documents information on field 44.

4. Verify the SAD (refer to the "How to process and Register (Validate) a SAD " functional note)
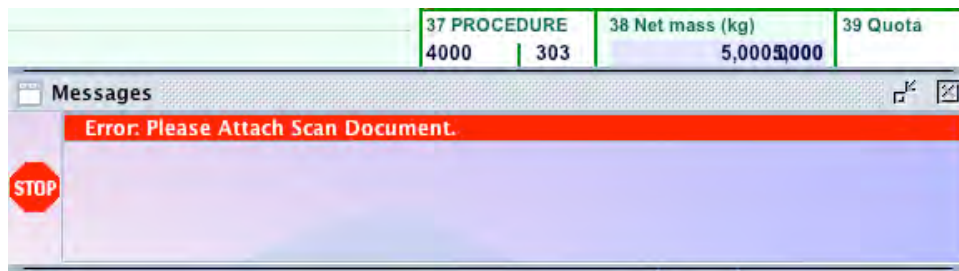
The system will automatically require you to complete the information on the Attached Document

5. Go to the **Scan. Doc.** TAB

o Create and upload the scanned document by clicking and uploading the file.
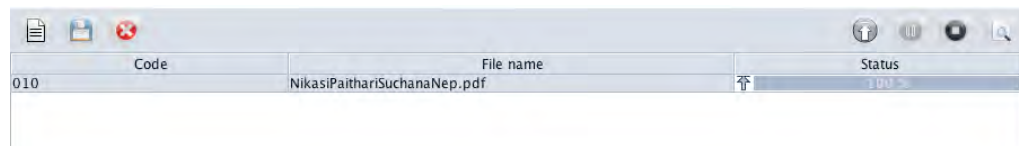
How to Add, Delete or Modify Container details on a SAD

The following 'Functional Note' provides registered users of the NECAS system with the information necessary to enable them to add, delete or modify container details on a SAD.

How to Add a container on a SAD

This is done as follows:

61. In order to add a container on a SAD, ensure that **Box 19** is ticked to have the **Container Tab** available at the bottom screen of the SAD
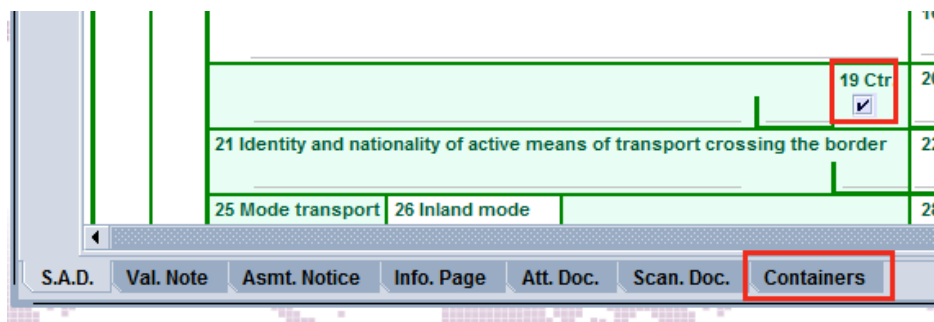
Otherwise, the **Container Tab** will not be available at the bottom screen of the SAD
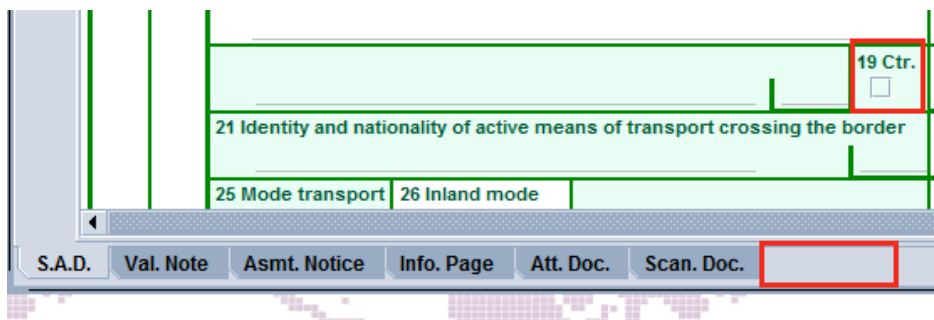
62. Fill in the screen with the **item number** to which the container is related to, as follows:

Automatically, the system will display the information related to the item number, including the number of packages, the package type, the goods and their weight

63. Complete the container screen with the information related to the container itself, i.e. the container No., the type (choose from the drop down menu), the 'Empty/Full' indicator (choose from the drop down menu) and 'Empty weight' (optional)

    a. **Container No.**

      It should be noted that once the manifest is sued and the container decalred on the manifest, the system will automatically displayes the list of containers related to the Bill/Manifest referenced in the SAD

    b. **Type**

    c. **Empty/Full Indicator**
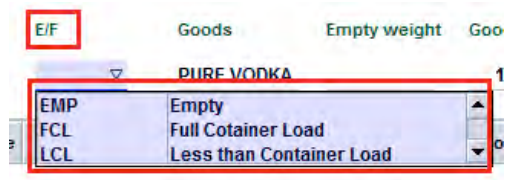
64. When completed, click on the ⬚ icon on the left hand side of the container screen

This will allow the container to appear in the list of containers

65. Repeat this information for as many time as containers need to be added

How to Delete a container on a SAD

This is done as follows:

6. Once the container appears in the container list, highlight the container to be deleted; it will appear dark blue

7. Right click and choose **Delete container**

8. Click ✔ on the Warning screen if you want to delete the container

9. Conversely, click ![X] on the Warning screen if you don't want to delete the container
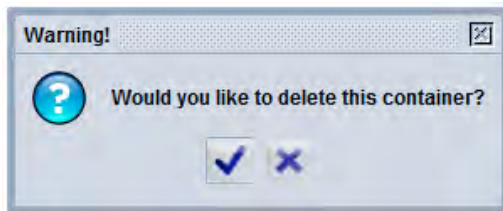
10. By confirming the deletion of a container, the system will simply remove all details regarding the container

11. Repeat this information for as many time as containers need to be deleted

How to Modify the Container details on a SAD

This is done as follows:

1. Once the container appears in the container list, highlight the container to be modified; it will appear dark blue

2. Right click and choose **Modify**

The container details are put back on the container screen

3. Update whatever information needs to be modified

4. Click on the icon on the left hand side of the container screen to have the updated container details appearing.

How to process a SAD with a Single Package containing different commodities

There will be occasions when goods arrive in Nepal in a single package containing more than one commodity.

The following 'Functional Note' provides registered users of the NECAS system with the information necessary to enable them to insert the correct details in the SAD relating to a single package containing different commodities.

This is done as follows:

66. Once logged into the system, go to NECAS ➔ Goods Clearance ➔ Declaration ➔ Detailed Declaration ➔ Detailed Declaration

67. Right click and choose **New**
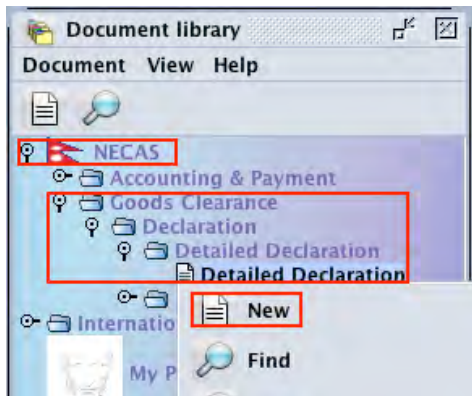
68. Once a new SAD is opened, complete the SAD (refer to "How to process and register (validate) a SAD" functional note)

69. The specific fields relating to a SAD which comprises different commodities in a single package are:

   o **Box 6** (Nbr packages) – Type **1**

- **Box 31** (Packages and description of goods) of 1st item, at the level of <u>Nbr & Kind</u> - Type 1 and select the type of package code from the drop down menu (e.g. PK for package, CT for carton)

- **Box 31** (Packages and description of goods) **of 2nd item** (and following items), at the level of <u>Nbr & Kind</u> - Type **0** and **NE as the type of package code**

Warning:

The package code **NE** is accepted by the AW system only when the **number of packages = 0**

A package code **different than NE** will be accepted by the AW system with a **number of packages other than 0**

70. Once completed, the SAD should be verified and validated (refer to "How to process and register (validate) a SAD" functional note)

How to process a SAD with Goods entitled to Exemption

The following 'Functional Note' provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to process a SAD with goods entitled to a 'Exemption'.

This is done as follows:

71. Once logged-in, go to ASYCUDA ➔ Goods Clearance ➔ Declaration ➔ Detailed Declaration ➔ Detailed Declaration

72. Right click and choose **New**
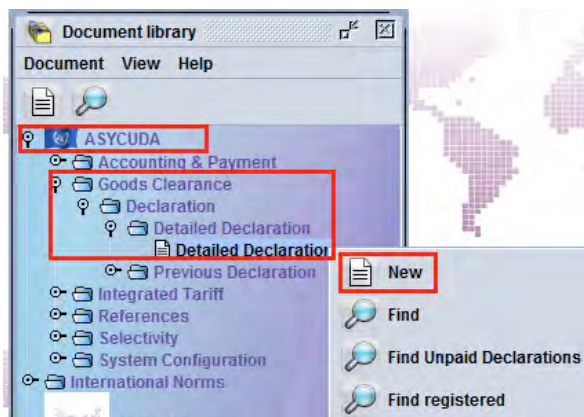
73. Once a new SAD is opened, complete the SAD (refer to the "How to process and register (validate) a SAD" functional note)

74. The specific fields related to SADs dealing with exemption are:

   o **Box 37 – the first part** is to be filled with the Procedure Code used to identify the Customs regime under which the goods are being moved to and from (e.g. 4000 represents direct import for home consumption; 4071 import for home consumption from Customs Warehouse)

   o **Box 37 – the second part** is to be filled with an **Additional Code** used either to define the common regime or any specific exemption/concession treatment

The drop down menu presents different lists of **Additional Codes** depending of the type of declaration and the Procedure code previously chosen

75. Complete **Att. Doc.** TAB

When requesting an exemption (e.g. 303 the document from Ministry of Health should be provided and reference to it made on the SAD (refer to the "How to record Attached Documents on a SAD" functional note).

76. Complete **Scan. Doc.** TAB

When requesting an exemption (e.g. 303 the document from Ministry of Health should be scanned and attached o the SAD (refer to the "How to load a scanned document on a SAD" functional note).

77. Once completed, the SAD should be verified and validated (refer to the "How to process and validate a SAD" functional note)

The attached document name will be automatically displayed in the **A.D**. (Attached Document) field of the Box 44 of the item it is related to.

The scanned document can be viewed from the **Scan. Doc.** TAB.

How to process a SAD with Goods entitled to a Preferential relief

The following 'Functional Note' provides registered users of ASYCUDA World (AW) system with the information necessary to enable them to process a SAD declaration with goods entitled to a preferential relief (INDIA, TIBET, SAFTA, SAFTA2).

This is done as follows:

78. Once logged into the system, go to ASYCUDA ➔ Goods Clearance ➔ Declaration ➔ Detailed Declaration ➔ Detailed Declaration

79. Right click and choose **New**
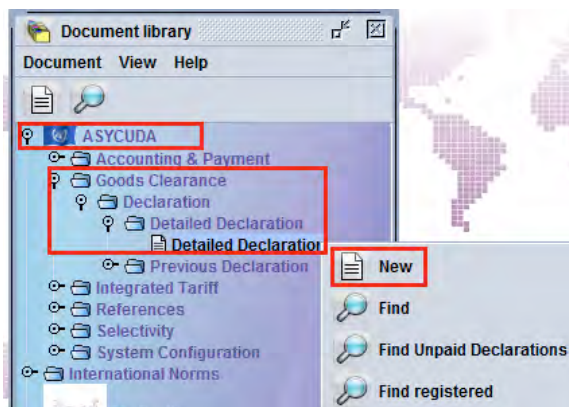
80. Once a new SAD is opened, complete the SAD (refer to the "How to process and register (validate) a SAD" functional note)

81. The specific fields related to a SAD entitled to a preferential relief are, at item level:

   o **Box 34** (Cty. Orig. code) – Type **one of the codes of a country with whom importers in Nepal may be entitled to a preferential relief** (e.g. IN, TB)

   o **Box 36** (Prefer.) – In this field enter the code of the preferential agreement made between Nepal and other countries

Type **INDIA** or choose **INDIA** from the drop down menu

- o If the **Country Code** is not for a country entitled to the chosen preferential relief, the following error message will be displayed ate verification
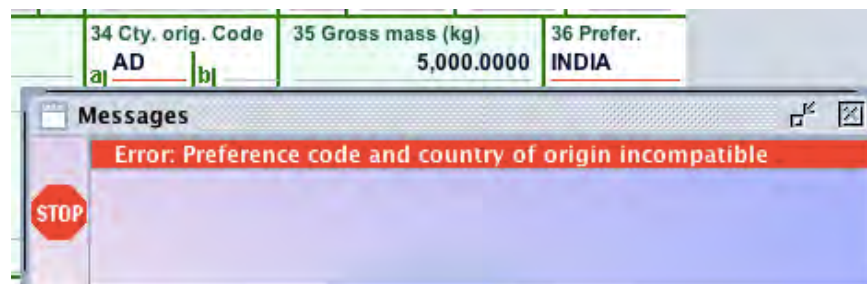
82. Attached Document

   When requesting a preferential relief, a Certificate of Origin (COO) must be provided and the code COO will be automatically displayed on the box 44 of each item with a preferential code.

   It has to be noted that the reference to this document will not be requested as the document itself should be scanned and attached to the SAD.

83. Complete **Scan. Doc.** TAB

   When requesting a preferential relief, a Certificate of Origin (COO) must be scanned and attached o the SAD (refer to the "How to load a scanned document on a SAD" functional note).

84. Once completed, the SAD should be verified and validated (refer to the "How to process and validate a SAD" functional note)

Marks and numbers - Containers No(s) - Number and kind			32 Item	33 Commodity code				
Marks & no	marks1		1 No.	16041410	00			
of packages				34 Cty. orig. Code	35 Gross mass (kg)		36 Prefer.	
Nbr & Kind	18	CT		a VU	b	20.00	MSG	
		Carton		37 PROCEDURE	38 Net mass (kg)		39 Quota	
Containers No(s)				4000 ▽ 000		20.00		
--- Preserved in oil				40 Summary declaration / Previous document			S/L	
Computer parts				41 Supplementary units	42 Item Price		43 V.M.	
					100,000.00		code	
Licence No		D.Val	D.Qty		A.I. Code	45 Adjustment		
0+0.00+0.00+0-0						1.00		
A.D. COO					46 Statistical value			
						748,503.00		

Type	Tax base	Rate	Amount	MP	48 Deferred payment	49 Identification of warehouse
CD	748,503.00	6.0000	44,910.00	1		
GT	793,413.00	19.5000	154,716.00	1	B ACCOUNTING DETAILS	

The attached document code (COO) will be automatically displayed in Box 44 for the item it is related to.

The Customs Duty will be relieved based on the INDIA rate (in the above example 6% instead of 10%), while the Goods Tax remains payable.

How to process a Warehousing SAD

The following 'Functional Note' provides registered users of ASYCUDA World (AW) system with the information necessary to enable them to process:

- Importation of goods into a bonded warehouse;
- The release of goods from a bonded warehouse for home consumption or re-export.

It should be noted that the document is not exhaustive and additional 'How to' functional notes associated with warehousing procedures are available, including:

- How to move products from one bonded warehouse to another bonded warehouse
- How to determine the status of a SAD subject to a suspense procedure

HOW TO IMPORT GOODS INTO A BONDED WAREHOUSE

This is done as follows:

85. Once logged-into the system, go to NECAS ➜ Goods Clearance ➜ Declaration ➜ Detailed Declaration ➜ Detailed Declaration

86. Right click and choose **New**
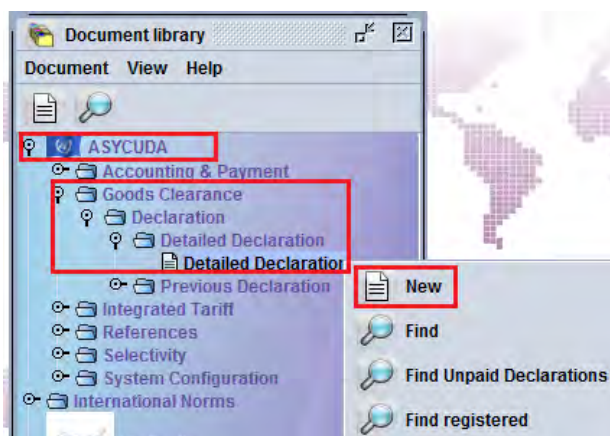
87. Once a new SAD is opened, complete the information required (refer to the "How to complete an Import SAD" or "How to complete an Export SAD" functional note)

88. The specific fields related to an importation into a bonded warehouse that must be inserted are:

- **Box 1** - Click on the drop-down menu and select **IM7**

- **Box 8** (Importer) – Insert the **PANN** which must be consistent with the Warehouse Code in **Box 49** if dealing with private Warehouse (otherwise an error message will be displayed and the SAD will not be processed until the error is resolved)

- **Box 29** (Office of Entry) - Insert **Office of entry code** which must be consistent with **Boxes 25** and in some specific cases with **box 49** (otherwise an error message will be displayed and SAD will not be processed until the error is resolved)

- **Box 33** (Commodity Code) – Insert the **Commodity Codes** of the products to be warehoused which must be consistent with the Warehouse Code in **Box 49**

- **Box 37** (1ˢᵗ Part) insert the Customs Procedure Code (CPC) – **7000**

- **Box 49** (1ˢᵗ Part) insert the Warehouse Code

- **Box 49** (2ⁿᵈ Part) Insert the warehouse delay which is the **number of days** goods are allowed to stay in the warehouse in conformity with the DOC legislation

89. Once completed, the SAD should be verified and validated (refer to the "How to process and validate a SAD" functional note)

The Duty and Taxes are calculated for the guarantee only (MP=0 and Guarantee field is automatically filled).

HOW TO RELEASE GOODS FROM A BONDED WAREHOUSE FOR HOME CONSUMPTION OR RE-EXPORT

It should be noted that in the ASYCUDA system, the Warehouse 'concept' or 'management' establishes a link between the SAD associated with the warehousing of imported goods into a bonded warehouse with the SAD which is processed for the release of the goods from the bonded warehouse.

In short, each item on the SAD dealing with the release of goods from the bonded warehouse must be linked to the item on SAD associated with the importation of the goods into the bonded warehouse.

This is done as follows:

1. Once logged-into the system, go in to NECAS ➔ Goods Clearance ➔ Declaration ➔ Detailed Declaration ➔ Detailed Declaration

2. Right click and choose **New**

3. Once a new SAD is opened, complete the SAD (refer to the "How to complete an Import SAD" or "How to complete an Export SAD" functional note

4. The specific fields associated with the release of goods from a bonded warehouse that must be inserted on the SAD are as follows:

   o **Box 1** - Click on the drop-down menu and select **IM4** (for home consumption) or **EX 3** (for re-export)

   o **Box 8** (for home consumption) or **Box 2** (for re-export) - Insert **PAN** which must be consistent with Warehouse Code in **Box 49** (otherwise an error message will be displayed and SAD will not be processed until solved) and which must be consistent with the TIN on the SAD (IM 7) for the importation into the bonded warehouse

   o **Box 18** (Means of Transport) – Insert the **means of transport** on arrival which must be consistent with **Boxes 25 and 29** (otherwise an error message will be displayed and SAD will not be processed until solved)

   o **Box 33** (Commodity Code) – Insert the **Commodity Code** which must be consistent with Warehouse Code in **Box 49**, which must be consistent with the commodity on the SAD (IM 7) for the importation of the goods into the bonded warehouse

   o **Box 37** (1st Part) insert the Customs Procedure Code (CPC) – **4070** (for home consumption) or **3070** (for re-export)

   o **Box 49** (1st Part) insert the Warehouse Code which must be consistent with the Warehouse Code on the SAD (IM 7) for the importation into the bonded warehouse

Once the **Box 37** (CPC) has been filled, a new tab '**Previous document**' will be displayed at the bottom of the SAD

5. Filling the **"Previous document"** Tab

It should be noted that the "Previous document" Tab must be filled as it establishes the link with the SAD associated with the importation of the goods into the bonded warehouse is.

a) The first part of the screen is related to the information of the SAD for the importation of goods into a bonded warehouse (Previous Declaration)

- o **Office** – Office of lodgment of the SAD associated with the importation of the goods into the bonded warehouse

- o **Year** – Year of lodgment of the SAD associated with the importation of goods into a bonded warehouse

- o **Reg. Nb.** – Registration Number (Serial Letter followed by registration number) of the SAD associated with the importation of the goods into the bonded warehouse

- o **Itm. Nb.** – The item on the SAD which is associated with the importation of goods into a bonded warehouse and which is to be released from the warehouse

Once the above information has been entered, the details associated with the item to be released will be automatically displayed by the system, including the HS Code, country of origin, initial quantity, net mass, supplementary unit and CIF Value, together with the remaining quantities, net mass, supplementary units, etc.

b) The second part of the screen relates to the information of the current SAD for the release of goods from the bonded warehouse and includes:

- o **Itm. Nb.** – Which item of the current SAD will release goods from the bonded warehouse

Once the Item number has been entered, the details (from the current SAD) are automatically displayed by the system: HS Code, country of origin, quantity, net mass, supplementary unit and CIF Value

Current declaration

c) Click on the icon to "validate" your typing

All previous information will be summarized in a table which will include the quantities and weight of the items of the original SAD associated with the importation of the goods into the bonded warehouse, with the quantities to be released for each item on the current SAD

d) Steps a to c should be repeated for each item to be released on the current SAD

6. Once completed, return to the SAD Tab to verify the declaration (refer to the "How to process and validate a SAD" functional note)

a. In addition to all AW controls, at the time of verification, the AW system cross-checks information between the SAD related to the importation in a bonded warehouse and the current SAD (release from bonded warehouse). Any mismatch (different warehouse, insufficient stock, etc.) will be displayed as an error.

7. Once all the errors have been corrected and the SAD is verified, the reference to the "previous" SAD is automatically displayed in Box 40 of each item and the Duty and Taxes are calculated for payment

37 PROCEDURE	38 Net mass (kg)	39 Quota
4071	000	20.0000

40 Summary declaration / Previous document   S/L
HIRA 2014 I 69 art. 1

41 Supplementary units	42 Item Price	43 V.M.

47 Calculation of taxes

Type	Tax base	Rate	Amount	MP
CD	742,300.00	5.0000	37,115.00	1
GT	779,415.00	19.5000	151,986.00	1
		Total	189,101.00	1

48 Deferred payment

49 Identification of w.   WH20

B ACCOUNTING DETAILS

Mode of payment	CASH
Assessment number	. Date
Receipt number	Date
Guarantee	0.00 Date
Total fees	10.00 SBD
Total declaration	189,111.00 SBD

50 Principal   No

Signature

C OFFICE OF DEPARTURE

8. Once verify, validate the SAD (refer to the "How to process and validate a SAD" functional note)

How to move product(s) from one Bonded Warehouse to another

The following 'Functional Note' provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to proceed with the movement of goods from one bonded facility to another.

The 'Functional Note' sets out the process for completing the Customs declaration (SAD) in such circumstances and should be read in conjunction with the 'How to process a Warehousing Declaration' functional note.

It should be noted from the outset that the movement of goods from one bonded warehouse to another can only be done if both facilities are 'Public Warehouses' or if both warehouses are privately operated by the same owner.

In all other cases goods must be released from one warehouse and deposited in a new warehouse.

Moving product(s) from one bonded warehouse to another is done as follows:

90. Once logged-into the system, go to ASYCUDA ➔ Goods Clearance ➔ Declaration ➔ Detailed Declaration ➔ Detailed Declaration

91. Right click and choose **New**
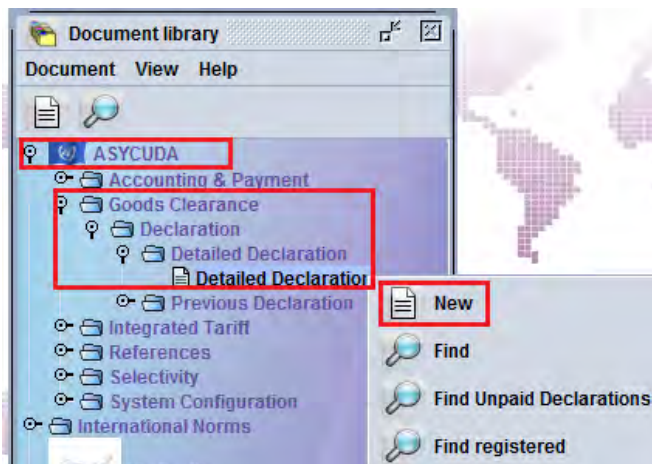
92. Once a new SAD is opened, complete the SAD (refer to the "How to complete an Import SAD" or "How to complete an Export SAD" functional note)

93. For the specific fields related to the importation of goods into a bonded warehouse refer to the "How to Process a Warehousing SAD" functional note

94. Verify and Validate the SAD (refer to the "How to process and validate a SAD" functional note)

Example:

In the above example 8,000 LTR (and 20,000 KG) of Jet Fuel and Aviation Kerosene (HS 27101250) from SG (Singapore) has been warehoused in the Tank SPOP6 which belongs to South Pacific Oil Limited. The product entered the country through the Honiara Point Cruz Sea Port. Specifically:

➢ Box 1 = IM 7 and Box 37 = 7100

➢ Box 8 = 1021075 and Box 49 = SPOP6 (the consignee TIN must be in conformity with the Warehouse code)

➢ Box 33 = 27101250 and Box 49 = SPOP6 (the HS code must be in conformity with the type of products authorised to be put into the Warehouse code)

➢ Box 29 = HIRS and Box 49 = SPOP6 (the Office of Entry must be in conformity with the Warehouse code)

95. Process another IM 7 for moving the goods from one bonded warehouse to another as follows:

a. Select the SAD Tab

o Box 1 = IM 7 (Ensure it is the same as the W/H 'IN')

o Box 8 - Consignee TIN (Ensure it is the same as the W/H 'IN')

o Box 29 - Office of Entry (Ensure it is the same as the W/H 'IN')

o Box 33 - HS code (Ensure it is the same as the W/H 'IN')

o Box 34 - Country of origin (Ensure it is the same as the W/H 'IN')

o **Box 37** = **7171**

o **Box 38** - **Net mass** indicates the weight that will be moved from one bonded warehouse to the other

o **Box 41** - **Supplementary Units** indicates the number of units (in this case LTR) that will be moved from one bonded warehouse to the other

o **Box 44** (license No and other fields) - **Original Warehouse code**

o **Box 49** - **New warehouse code and delay**

b. **"Previous document"** Tab

The "Previous document" Tab must be filled as it links the current SAD with the declaration associated with the importation of the goods into the bonded warehouse (refer to the "How to Process a Warehousing SAD" functional note)

How to Process a Duty Free Shop SAD

The following 'Functional Note' provides registered users of ASYCUDA World (AW) system with the information necessary to enable them to process:

- Importation of goods into a duty free shop;
- The release of goods from a duty free shop for home consumption or re-export.

It should be noted that Duty Free Shops will be managed in the same way as Warehouses and that the 'How to' functional notes associated with warehousing procedures may be referred to, including:

- How to move products from one bonded warehouse to another bonded warehouse
- How to determine the status of a SAD subject to a suspense procedure

HOW TO IMPORT GOODS INTO A DUTY FREE SHOP

This is done as follows:

96. Once logged-into the system, go to ASYCUDA ➔ Goods Clearance ➔ Declaration ➔ Detailed Declaration ➔ Detailed Declaration

97. Right click and choose **New**
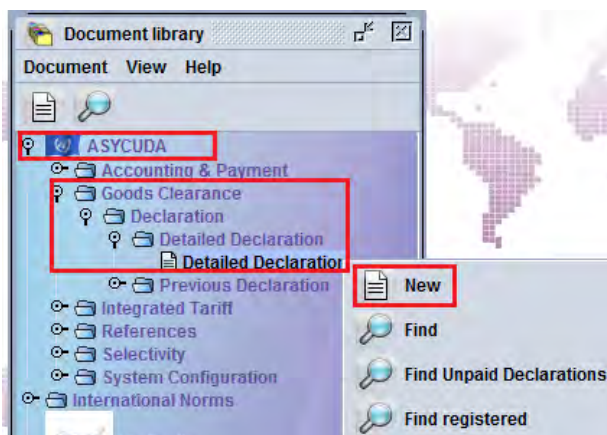
98. Once a new SAD is opened, complete the SAD (refer to the "How to complete an Import SAD" or "How to complete an Export SAD" functional note)

99. The specific fields related to an importation in a Duty Free Shop that must be inserted are:

- o **Box 1** - Click on the drop-down menu and select **IM7**

- o **Box 8** (Consignee) – Insert the **PAN** which must be consistent with the Duty Free Shop Code in **Box 49** (otherwise an error message will be displayed and the SAD will not be processed until the error is resolved)

- o **Box 29** (Office of Entry) – Insert the **Office of entry code**

- o **Box 33** (Commodity Code) – Insert the **Commodity Code** which must be consistent with the Duty Free Shop Code in **Box 49** (otherwise an error message will be displayed and the SAD will not be processed until the error is resolved)

- o **Box 37** (1st Part) insert the Customs Procedure Code (CPC) – **7200**

- o **Box 49** (1st Part) insert the Duty Free Shop Code

- o **Box 49** (2nd Part) Insert the delay which is the **number of days** goods are allowed to stay in the Duty Free Shop in conformity with the DOC legislation

100.   Once completed, the SAD should be verified and validated (refer to the "How to Process and validate a SAD" functional note)

47 Calcul-ation of taxes	Type	Tax base	Rate	Amount	MP	48 Deferred payment	49 Identification of warehouse
	CD	108.00	14.0000	1,512.00	0		DFS03 365
	GT	2,256.04	19.5000	440.00	0	**B ACCOUNTING DETAILS**	
						Mode of payment CASH	
						Assessment number , Date	
						Receipt number Date	
						Guarantee 1,952.00 Date	
		Total		1,952.00	0	Total fees 10.00 SBD	
						Total declaration 10.00 SBD	

It should be noted that the Duty and Taxes are calculated for guarantee purposes only (MP=0 and Guarantee field is automatically filled).

HOW TO RELEASE GOODS FROM A DUTY FREE SHOP FOR HOME CONSUMPTION OR RE-EXPORT

This is done as follows:

9. Once logged-into the system, go to ASYCUDA ➔ Goods Clearance ➔ Declaration ➔ Detailed Declaration ➔ Detailed Declaration

10. Right click and choose **New**

11. Once a new SAD is opened, complete the SAD (refer to the "How to complete an Import SAD" or "How to complete an Export SAD" functional note)

12. The specific fields associated with the release of goods from a duty free shop that must be inserted on SAD are:

   o **Box 1** - Click on the drop-down menu and select **IM4** (for home consumption) or **EX 3** (for re-export)

   o **Box 8** (for home consumption) or **Box 2** (for re-export) - Insert the **PAN** which must be consistent with the Warehouse Code in **Box 49** (otherwise an error message will be displayed and the SAD will not be processed until resolved). It must also be consistent with the TIN on the SAD (IM 7) for the importation into the bonded warehouse

- Box 18 (Means of Transport) – Insert the **means of transport** on arrival which must be consistent with **Boxes 25 and 29** (otherwise an error message will be displayed and the SAD will not be processed until the error is resolved)

- Box 33 (Commodity Code) – Insert the **Commodity Code** which must be consistent with the Duty Free Shop Code in **Box 49**, which must be consistent with the commodity on the SAD (IM 7) for the importation into the Duty Free Shop

- Box 37 (1st Part) insert the Customs Procedure Code (CPC) – **4072** (for home consumption) or **3072** (for re-export)

- Box 49 (1st Part) insert the Duty Free Code which must be consistent with the Duty Free Code displayed on the SAD (IM 7) for the importation into the Duty Free Shop

- Box 49 (2nd Part) Insert the Duty Free delay which is the **number of days** goods are allowed to stay in the Duty Free Shop

Once the **Box 37** (CPC) has been filled, a new tab will be displayed at the bottom of the SAD

13. Filling the "**Previous document**" Tab

It should be noted that the "Previous document" Tab <u>must</u> be filled as it establishes the link with the SAD associated with the importation of the goods into the duty free shop.

a) <u>The first part of the screen</u> is related to the information of the SAD processed for the importation of goods into a duty free shop (i.e. the 'Previous Declaration')

o **Office** – Office of lodgment of the SAD associated with the importation of the goods into the duty free shop

o **Year** – Year of lodgment of the SAD associated with the importation of the goods into the duty free shop

o **Reg. Nb.** – Registration Number (i.e. the Serial Letter followed by the registration number) of the SAD associated with the importation of the goods into the duty free shop

o **Item. Nb.** – The item of the SAD which is associated with the importation of the goods into the duty free shop and which are being released from the duty free shop.

Once the above information has been entered, the details associated with the item to be released will be automatically displayed by the system, including the HS Code, country of origin, initial quantity, net mass, supplementary unit and CIF Value, together with the remaining quantities, net mass, supplementary unit, etc.

b) <u>The second part of the screen</u> relates to the information of the current SAD for the release of goods from the Duty Free Shop (Current Declaration). It includes:

o **Item. Nb.** – Which item of the current SAD will be released from the Duty Free Shop

Once the Item number has been entered, the details are automatically displayed by the system: HS Code, country of origin, quantity, net mass, supplementary unit and CIF Value

c) Click on the icon to "validate" the information

All the information will be summarized in a table, including the quantities and weight of the items of the SAD associated with the importation of the goods into the duty free shop with the quantities for each item on the current SAD

d) Steps **a** to **c** must be repeated for each item to be released on the current SAD

6. Once completed, return to the SAD Tab to 'verify' the declaration (refer to the "How to process and validate a SAD" functional note)

   a. In addition, at the time of verification, the AW system will cross-check the information between the SAD related to the importation into Duty Free Shop and the current SAD (i.e. the release from the Duty Free Shop). Any mismatch (e.g. different Duty Free Shop, insufficient stock, etc.) will be displayed as an error.

7. Once all the errors have been corrected and the SAD is verified, the reference to the "previous" SAD will be automatically displayed in Box 40 of each item and the Duty and Taxes calculated for payment

8. Once verification has been successfully completed, the SAD should be validated (refer to the "How to Process and Validate the SAD" functional note)

# How to determine the status of a SAD subject to a 'Suspense Procedure'

The following 'Functional Note' provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to determine the status (i.e the write-off) of a SAD subject to a suspense procedure (e.g. the entry of goods in a bonded warehouse, temporary imports, temporary exports, etc.)

This is done as follows:

101. Once logged into the system, go in to ASYCUDA ➔ Goods Clearance ➔ Declaration ➔ Previous Declaration ➔ Previous Declaration
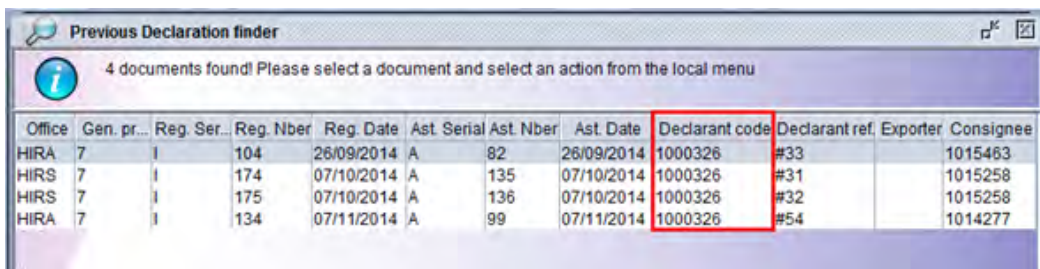
102. Right click and choose **Find**
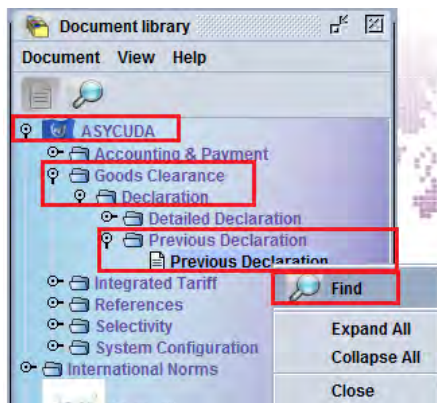
103. From the Finder, use any criteria to find the assessed SADs you are looking for (refer to the "How to use the AW Finder Facility" functional note)
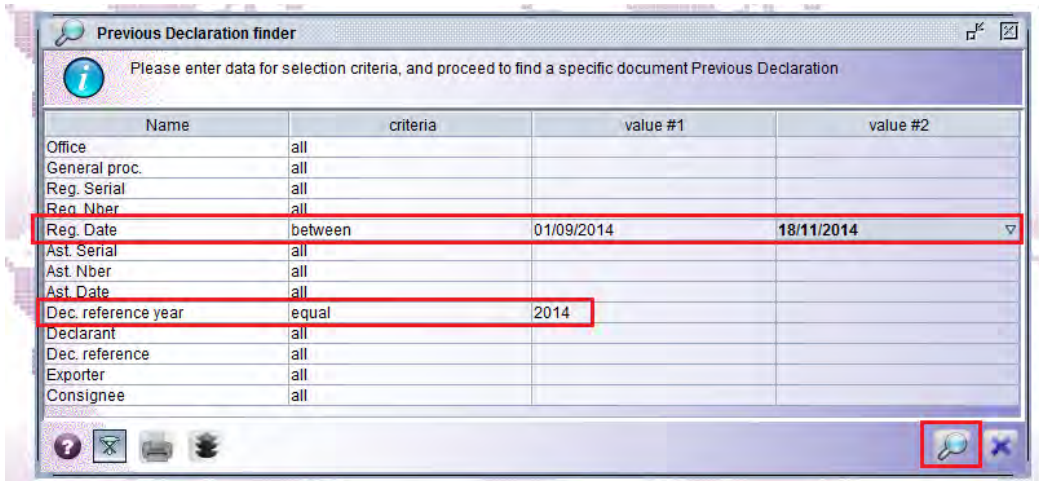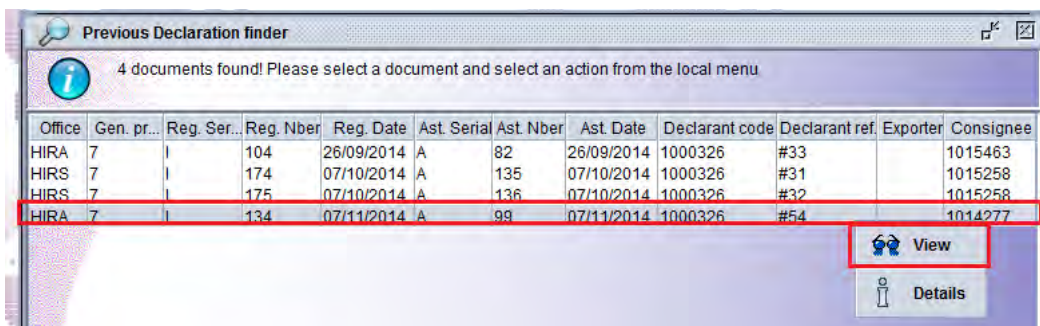
104.   Click on the **Search Icon**

105.   The list of SADs displayed in the Finder is restricted to the Declarant code linked to the user who logged into the AW system
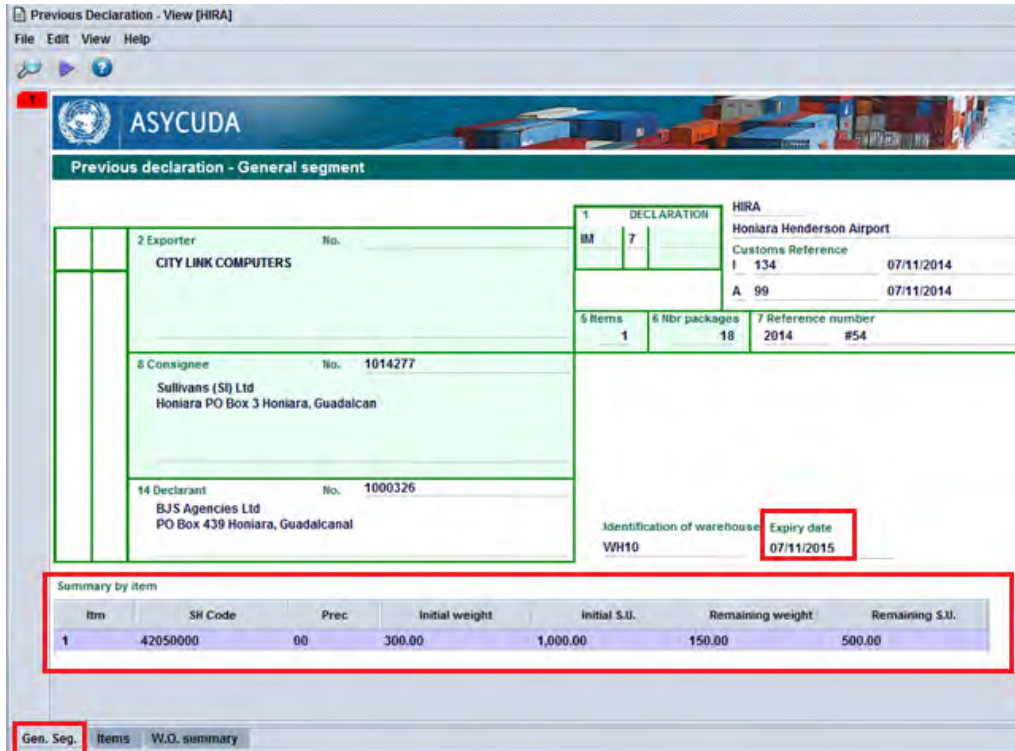

106.   From the Finder, highlight the SAD you are looking for, Right click and choose **View**
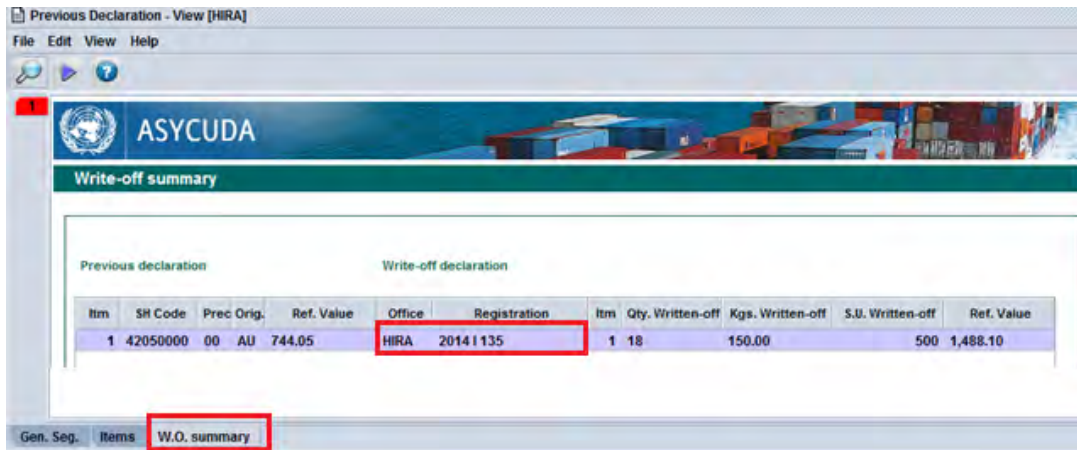

107.   The AW screen related to the Previous declaration has two (2) main TABs.

a)   The **Gen. Seg. TAB** displays the **Expiry date** and the **remaining weight** and the **remaining Supplementary Unit** (SU)

b) The **W.O. summary** TAB displays those SAD(s) which has (have) been already written-off this SAD

At any time, the trader can check the expiry date of his/her SADs as well as its status, i.e. fully, partially or not written-off.