

Government of Nepal  
Ministry of Finance  
Department of Customs



NECAS Training Manual

Customs Officers

## Table of Contents

Training Note – Using the NECAS ‘Details’ facility.....	3
Training Note – View criteria.....	6
Training Note – Re-routing a SAD.....	8
Training Note – Modifying a SAD.....	13
Training Note – Completing the Inspection Act.....	18
Training Note – Completing the Selectivity Control Page .....	23
Training Note –Assessing a SAD.....	26
Training Note –Post-Entry Modification of a SAD .....	32

**Department Of Customs  
Nepal**



**Training Note – Using the NECAS ‘Details’ facility**


The following ‘Training Note’ provides Customs Officers with the information necessary to enable them to use the AW ‘Details’ facility.

The ‘Details’ facility:

- is available for any NECAS E-documents (SAD, Inspection Act, Receipt, manifest, etc..),
- displays all the steps (version) the NECAS E-document went through and its status,
- displays which NECAS user had performed which actions and when,
- allows to view the all the version of the NECAS E-document.

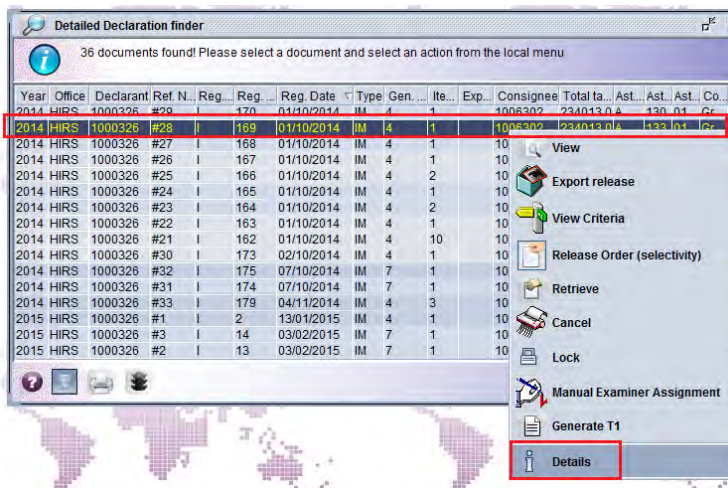
This ‘Details’ facility is a powerful tool to follow-up on each NECAS E-document (who is doing what) but also follow-up on the efficiency of the process (for example, how long it takes to process a SAD from the time it has been registered by a trader to the time it has been released by Customs).

To access the ‘Details’ facility

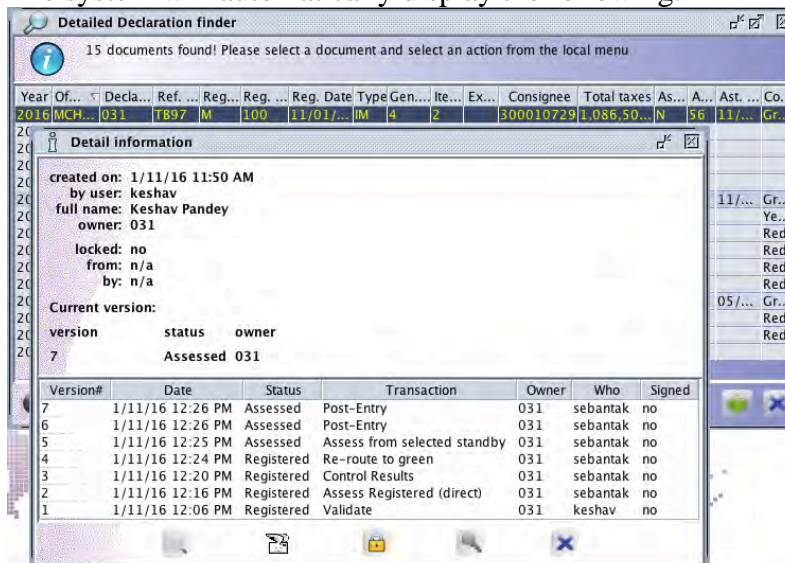
1. Log into the system
2. Go to NECAS → Goods clearance → Declaration → Detailed Declaration
3. From the **Finder**, use any criteria to find the SADs you are looking for (refer to the “How to use the AW Finder Facility” functional note) and click on the **Search** icon  to display the result of the search



- Highlight the SAD you would like to check (the line will appear in dark blue), right click and choose **Details**



- The system will automatically display the following:



The top part of the screen provides the following information on the SAD:

- When was it created
- By who (user, full name and owner)
- If it is locked and if yes from when and by who
- The current version
- The current status
- The current owner

The bottom part of the screen should be read from the bottom to the top.

Each line indicates which user had processed a transaction on the SAD and when, and what is the status and version of the SAD.

As an example, the last line reads:

1	1/11/16 12:06 PM	Registered	Validate	031	keshav	no
---	------------------	------------	----------	-----	--------	----

It means that the user “**declarant**” has **validated** the SAD on the **11<sup>th</sup> January 2016 at 12:06 pm** and at this date, it was the **1<sup>st</sup> version** of the SAD and its status was **registered**.

The same steps can be applied to Inspection Act, Receipt, Manifest, etc.

## Department Of Customs Nepal



### Training Note – View criteria

The following ‘Training Note’ provides Customs Officers with the information necessary to enable them to view the criteria associated with a SAD.

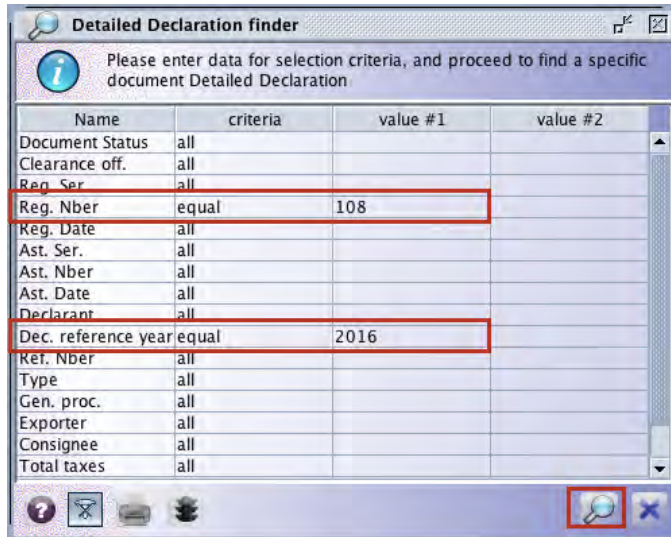
This is done as follows:

1. Once logged-into the system, go to NECAS → Goods Clearance → Declaration → Detailed Declaration → Detailed Declaration
2. Right click and select **Find Selected Red** or **Find Selected Yellow** or **Find Selected Query**

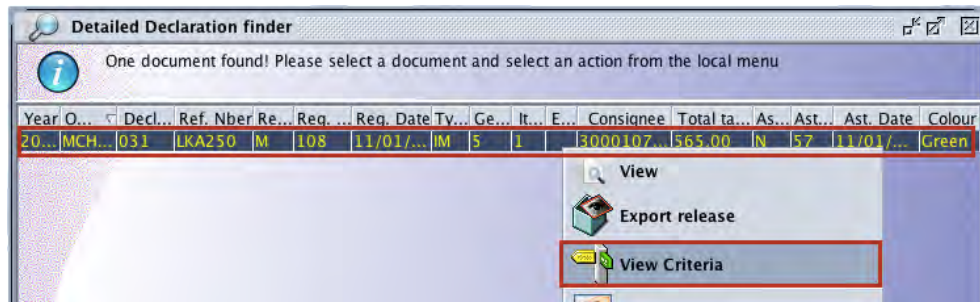


3. From the Finder, use any criteria to find the SAD(s) you are looking for (refer to the "How to use the NECAS Finder Facility" functional note)

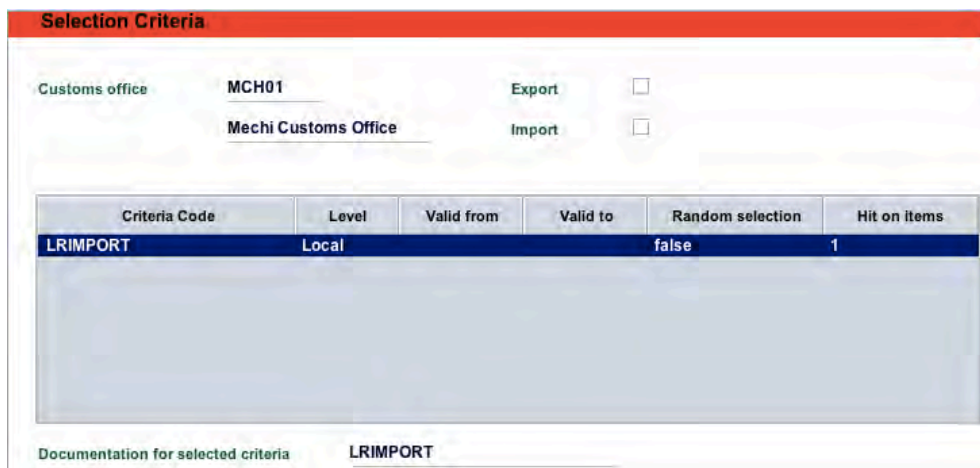




4. Highlight the SAD for which you want to view the criteria, right click and choose **View Criteria**



5. The **View Criteria** screen displays all the criteria associated with the SAD and the actions to be carried out.



It has to be noted that the bottom part of the screen “Documentation for selected criteria” is coming automatically from the documentation filled while creating the criteria.

This documentation should be detailed enough for each Customs officer to know exactly which task to carry out for each criteria.

Department Of Customs  
Nepal




**Training Note – Re-routing a SAD**

The following ‘Training Note’ provides Customs Officers with the information necessary to enable them to ‘re-route’ a SAD.

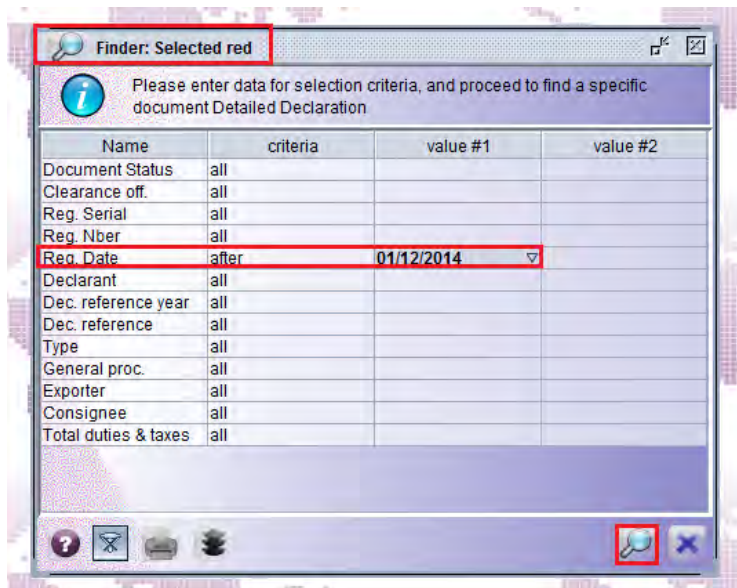
This is done as follows:

1. Once logged-into the system, go to NECAS → Goods Clearance → Declaration → Detailed Declaration → Detailed Declaration
2. Right click and select **Find Selected Red** or **Find Selected Yellow** or **Find Selected Query**



3. From the **Finder**, use any criteria to find the SAD(s) you are looking for (refer to the”How to use the AW Finder Facility” functional note) and click on the **Search** icon  to display the result of the search






4. Highlight the SAD you want to re-route, right click and choose **Re-route to red** or **Re-route to yellow** or **Re-route to green** or **Re-route to query**

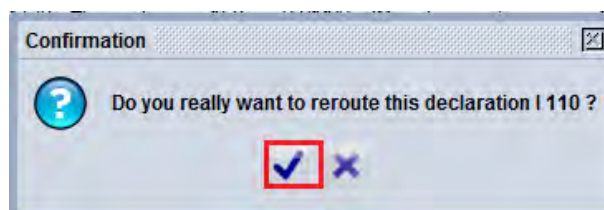
The color the SAD is re-routed to will depend on the findings of the Customs officers.




## 5. Re-routing to Green

- a. Once you have clicked on **Re-route to green**, click  on the **Confirmation** screen if you want to re-route the SAD to Green.

Conversely, click  on the **confirmation** screen if you don't want to re-route the SAD to Green.




- b. After confirming the re-routing of the SAD to Green, click  on the **Transaction completed** screen.

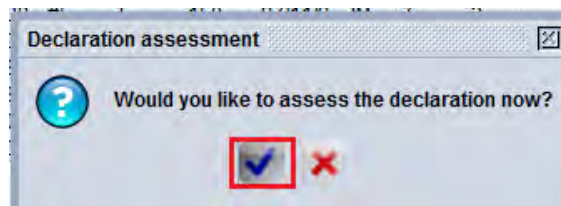
The SAD appears in Green Standby lane; the SAD is in the Green lane but not yet assessed.



- c. The AW system will display a screen asking for the confirmation or not of assessing the SAD.

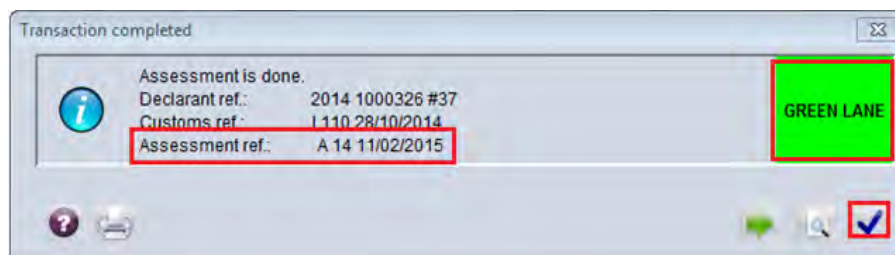
- d. Click  on the **Declaration assessment** screen if you want to assess the SAD.

Conversely, click  on the **Declaration assessment** screen if you don't want to assess the SAD.




- e. After confirming the assessment of the SAD, the **Transaction completed** will display the Assessment reference number.

The assessed SAD has been automatically removed from the list of selected SADs.

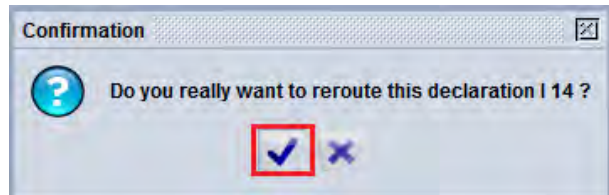


- f. Click  on the **Transaction completed** screen

## 6. Re-routing to Yellow

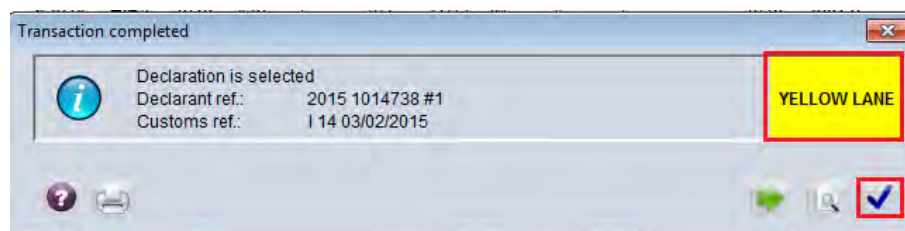
- a. Once you have clicked on **Re-route to yellow**, click  on the **Confirmation** screen if you want to re-route the SAD to Yellow.

Conversely, click  on the **confirmation** screen if you don't want to re-route the SAD to Yellow.




- b. After confirming to re-route the SAD to Yellow, the SAD will appear in the Yellow lane.

The “Yellow” SAD has now been automatically removed from the list of “previous color” selected SADs.

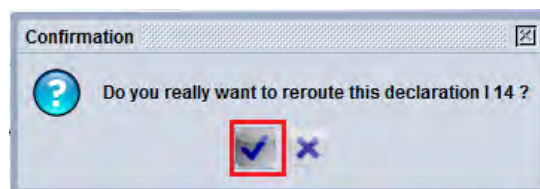


- c. Click  on the **Transaction completed** screen

## 7. Re-routing to Red

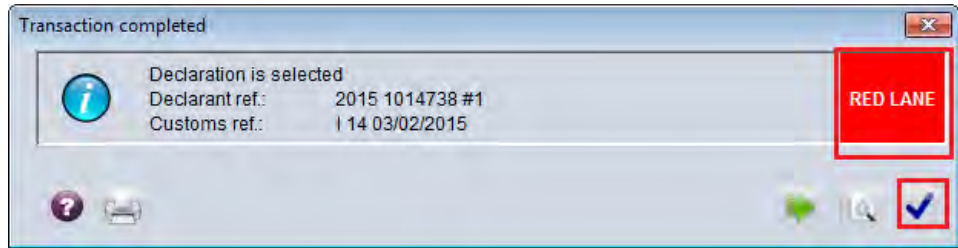
- a. Once you have clicked on **Re-route to red**, click  on the **Confirmation** screen if you want to re-route the SAD to Red.

Conversely, click  on the **confirmation** screen if you don't want to re-route the SAD to Red.



- b. After confirming to re-route the SAD to Red, the SAD will appear in the Red lane.

The “Red” SAD has now been automatically removed from the list of “previous color” selected SADs.

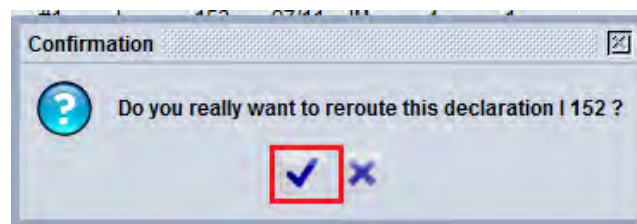


- c. Click  on the **Transaction completed** screen

## 8. Re-routing to Query

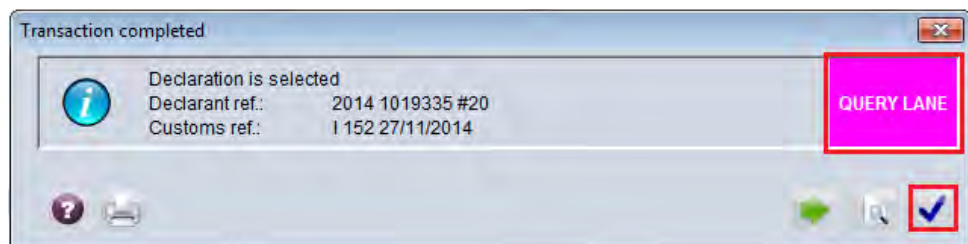
- a. Once you have clicked on **Re-route to query**, click  on the **Confirmation** screen if you want to re-route the SAD to Query.

Conversely, click  on the **confirmation** screen if you don't want to re-route the SAD to Query.



- b. After confirming to re-route the SAD to Query, the SAD will appear in the Query lane (Purple).

The “Purple” SAD has now been automatically removed from the list of “previous color” selected SADs



- c. Click  on the **Transaction completed** screen

**Department Of Customs  
Nepal**



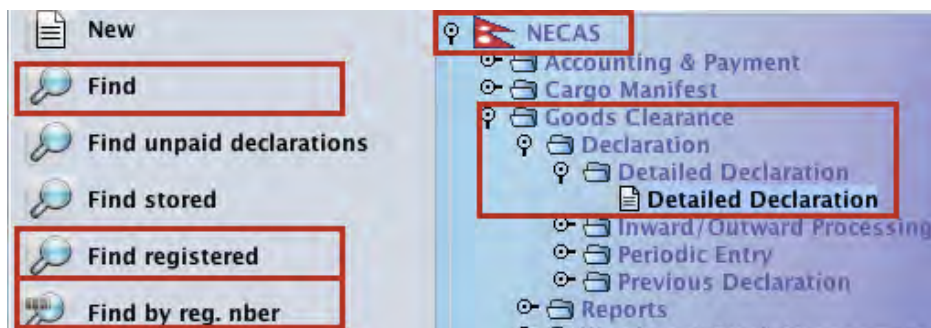
**Training Note – Modifying a SAD**

The following ‘Training Note’ provides Customs Officers with the information necessary to enable them to modify a SAD, following a request from a declarant, importer or exporter or based on their findings during documentary check / physical inspection after an agreement is reached with the declarant, importer or exporter.


**A SAD is modified while it has not yet been assessed.**

This is done as follows:

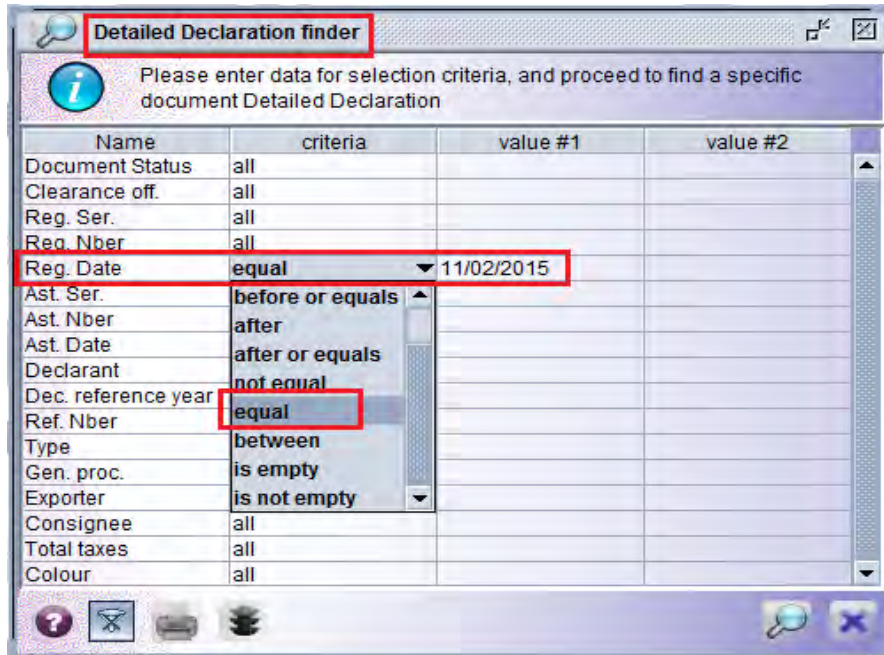
1. Once logged-into the system, go to NECAS → Goods Clearance → Declaration → Detailed Declaration → Detailed Declaration
2. Right click and select **Find registered** or **Find By reg. nber** or **Find** (whatever is available from your user)




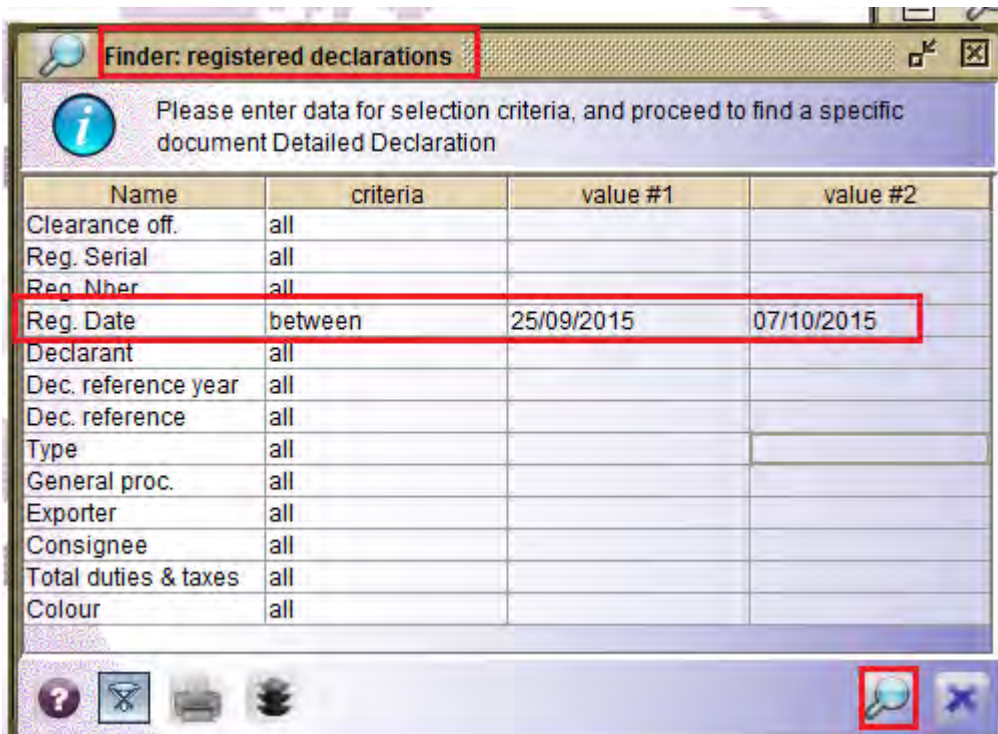
a) If **Find** is used, from the **Detailed Declaration finder**, use any criteria to find the SAD(s) you are looking for (refer to the “How to use the AW Finder

Facility” functional note) and click on the **Search** icon  to display the result of the search






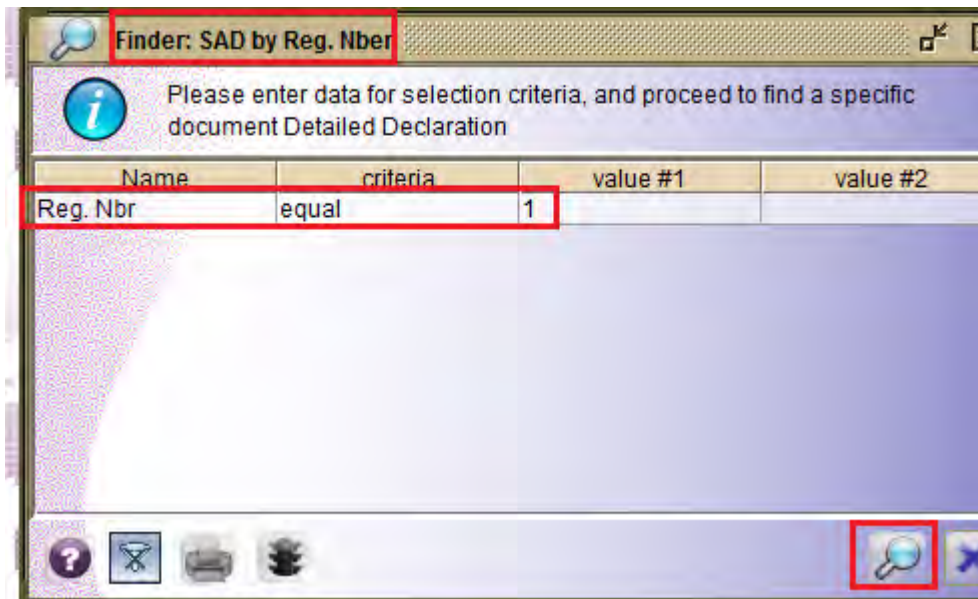
b) If **Find registered** is used, from the **Finder: registered declarations**, use any criteria to find the SAD(s) you are looking for (refer to the “How to use the AW Finder Facility” functional note) and click on the **Search** icon  to display the result of the search



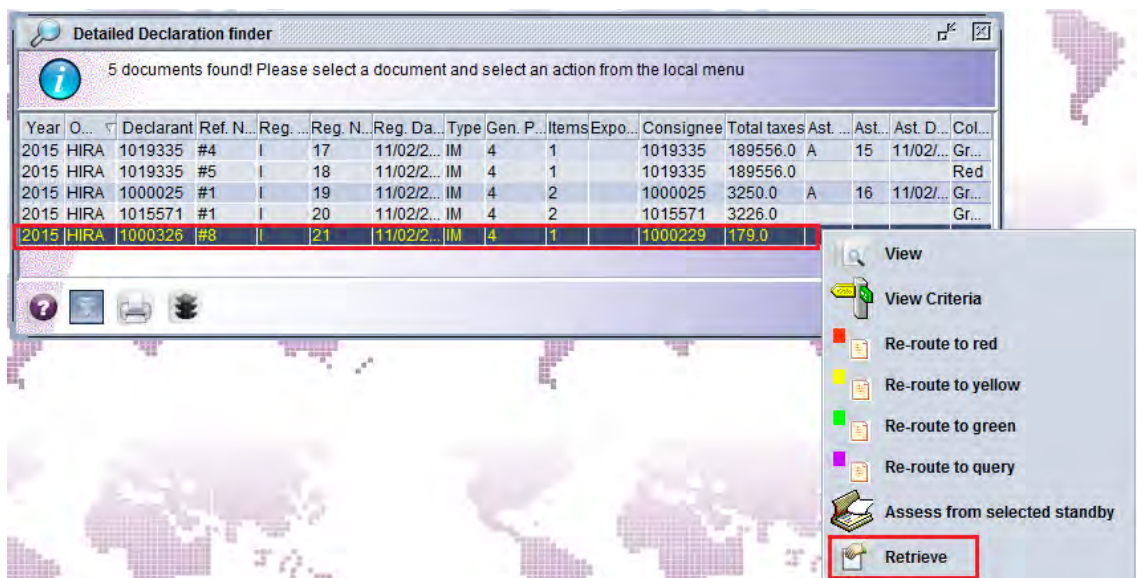
c) If **Find By reg. nber** is used, from the **Finder: Sad by Ref. Nber**, use any criteria to find the SAD(s) you are looking for (refer to the “How to use the



AW Finder Facility” functional note) and click on the **Search** icon  to display the result of the search



3. Whatever Finder is used, highlight the SAD you want to modify (the line will appear in dark blue), right click and choose **Retrieve**



4. Proceed with the modification

**It has to be noted that any field on the SAD can be modified, including but not restricted to the value, the total invoice, the weight, the quantity, the HS code, etc.**

The example below shows a change of the HS code (Box 33), which will automatically generate a change in the Tariff description (Box 31). This kind of change might generate a change in the taxation too.

### Original SAD


31 Packages and description of goods	Marks and numbers - Containers No(s) - Number and kind		32 Item No.	33 Commodity code				
	Marks & no of packages		1	84715000		00		
	Nbr & Kind		1 CT	34 Cty. orig. Code	35 Gross mass (kg)		36 Prefer.	
	Containers No(s)		Carton	a) AU	b) 10.00			
	- Processing units other than those of sub-heading 8471.41 or 8471.49, whether or not computer Machine		37 PROCEDURE	38 Net mass (kg)		39 Quota		
			4000	000		10.00		
			40 Bill Ref No. / Previous SAD					S/L
			AWB1					
			41 Supplementary units	42 Item Price		43 V.M.		

### Modified SAD


31 Packages and description of goods	Marks and numbers - Containers No(s) - Number and kind		32 Item No.	33 Commodity code				
	Marks & no of packages		1	84731000		00		
	Nbr & Kind		1 CT	34 Cty. orig. Code	35 Gross mass (kg)		36 Prefer.	
	Containers No(s)		Carton	a) AU	b) 10.00			
	- Parts and accessories of the machines of heading 84.69		37 PROCEDURE	38 Net mass (kg)		39 Quota		
	Parts		4000	000		10.00		
			40 Bill Ref No. / Previous SAD					S/L
			AWB1					
			41 Supplementary units	42 Item Price		43 V.M.		

- Once the changes are completed, click on the **Verify the document** icon

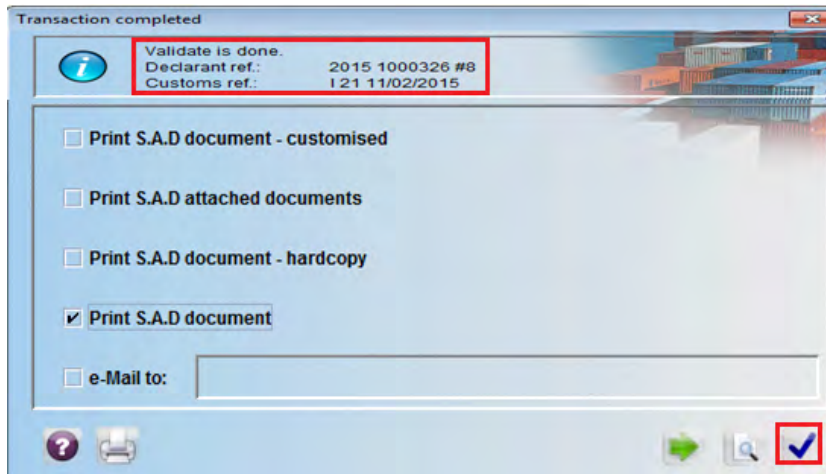



- Click  on the **Message** window



- Click on the **Validate** icon 

- A **Transaction Completed** screen will be automatically displayed, with the details of the SAD (Declarant ref. and Customs ref.)



9. After clicking  on **Transaction Completed** screen, the Inspection Act will be automatically display
10. Fill in the Inspection Act, verify and validate it (refer to the “Filling the Inspection Act” Training Note)

**Examination Results**

<input type="checkbox"/>	Conform	
	Loss of Revenue	0.00
	Refund	0.00

Penalty Amount	Reference	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Disputed claim	Reference	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Criteria	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Information</b>		
The imported computer parts were classified as computer machines instead of parts. There has been no changes in the duty rate despite change in tariff item.		

11. Once this has been done, the AW system will bring you back to the Finder originally used at the beginning (**Detailed Declaration Finder** or **Finder: Sad by Ref. Nber** or **Finder: registered declarations**)

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Nepal**



**Training Note – Completing the Inspection Act**

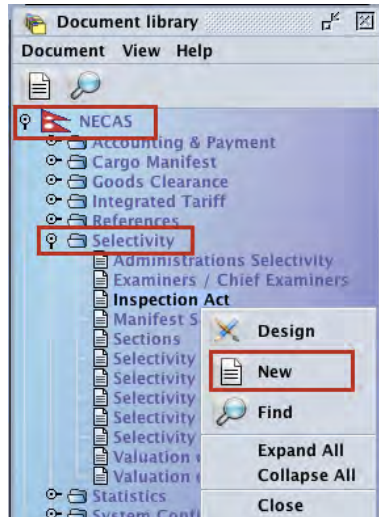
The following ‘Training Note’ provides Customs Officers with the information necessary to enable them to complete the appropriate details in the Inspection Act.

The Inspection act will be automatically displayed by the NECAS system following any modification or post entry modification on a SAD. Conversely, the Inspection Act must be completed by an officer in charge of the SAD when no modification has been carried out.

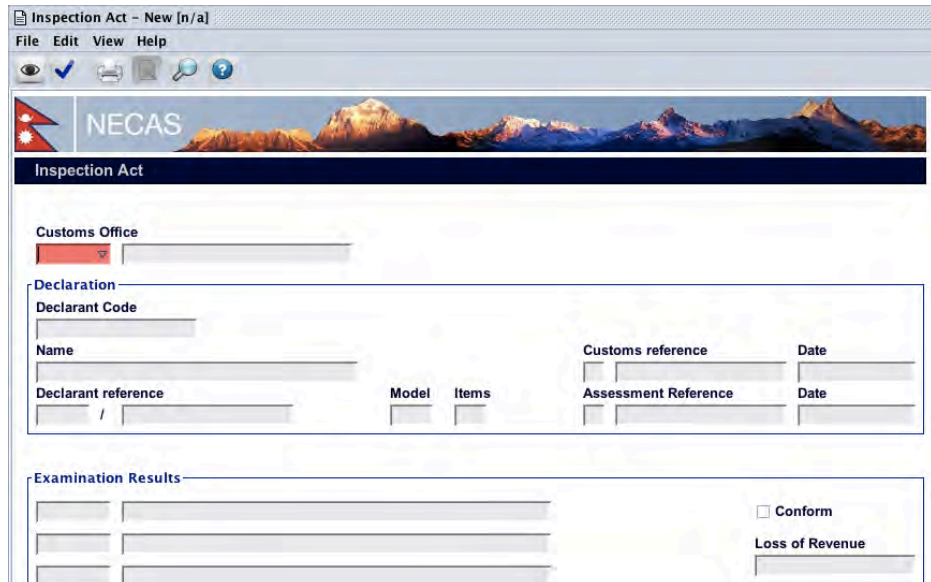
This is done as follows:

1. If the Inspection Act is automatically displayed by the AW system, it will indicate the SAD details

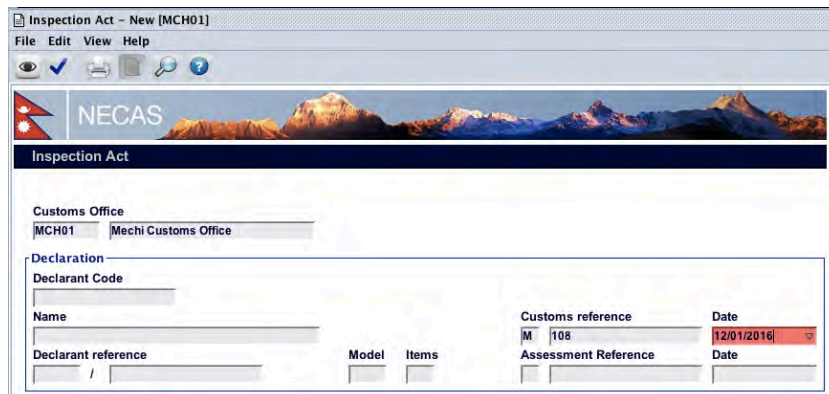
2. If an officer has to create a new Inspection Act, he/she will proceed as follow:
  - 2a. Once logged-into the NECAS system, go to NECAS → Selectivity → Inspection Act, right click and choose **New**



2b. The AW system will automatically display a new and empty Inspection Act



2c. Enter the Customs Registration details: Customs Office, Customs references (Serial letter, Serial number) and Date





- 2d. Once you press Tab (enter) on date, details of SAD (Declarant Code, Name and Reference, Model, Items Assessment Reference and Date) will be automatically displayed

The screenshot shows the 'Inspection Act - New [MCH01]' window. The 'Declaration' section is active, displaying the following fields:

Declarant Code		Customs reference	Date
999		M 14	22/12/2015
Name		Assessment Reference	Date
Self (Proprieter of Consignee)			
Declarant reference	Model	Items	
2015 / #7	IM4	1	

3. After step 1 or step 2c, complete the Inspection Act:

- 3a. If the SAD is considered to be in conformity by the Customs officer, tick the box **Conform**

The screenshot shows the 'Inspection Act - New [MCH01]' window. The 'Examination Results' section is active, displaying the following fields:

Examination Results		<input checked="" type="checkbox"/> Conform
---------------------	--	---

- 3b. If the SAD is considered NOT to be in conformity by the Customs officer

- i. Fill the Inspection Act Tab

This is in regards with the general findings on the SAD

- do not tick the Conform box
- choose from the drop down menu, up to 6 “Fraud/Offense” codes
- indicated if a penalty should be imposed and for which amount



- provide in the Information box, the details of the findings on SAD; describe the issue(s) and indicate how they should be resolved

**Inspection Act**

Customs Office  
MCH01 Mechi Customs Office

**Declaration**

Declarant Code  
999

Name  
Self (Proprieter of Consignee)

Declarant reference  
2015 / #7

Model  
IM4

Items  
1

Customs reference  
M 14

Date  
22/12/2015

Assessment Reference  
[ ]

Date  
[ ]

**Examination Results**

HV22A Invoice Currency Code change

Conform

Loss of Revenue  
[ ]

Refund  
[ ]

Penalty Amount  
1,000.00

Reference  
[ ]

Date  
[ ]

ii. Fill the Frauds Tab

This is more in regards with the findings on each item.

**SAD - Frauds**

Customs Office  
MCH01 Mechi Customs Office

Model  
IM4

Customs reference  
M 14

Declarant reference  
22/12/2015

Assessment reference  
2015 #7

Nbr of Items  
1


Declarant  
999

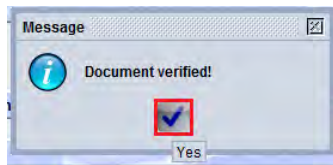
Self (Proprieter of Consignee)

Fraud	Fraud #1	Fraud #2	Fraud #3	Fraud #4	Fraud #5	Fraud #6	Value	Quantity	Weight
1	HL46A						1,000.00		

4. Once the Inspection Act has been completed, click on the **verify document**

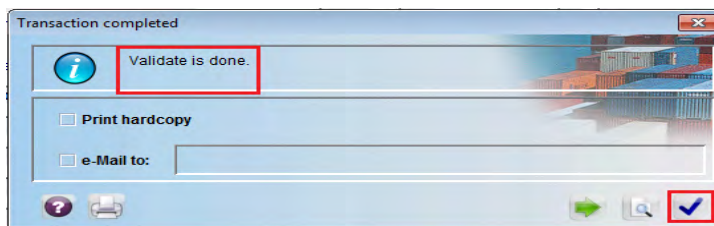


5. Click  on the **Message** window



6. Click on the **Validate** icon 

7. A **Transaction completed** screen will be automatically displayed



8. Click  on the **Transaction Completed** screen

It should be notes that each version of the Inspection Act is stored in the Database and can be viewed for comparison purposes (refer to the “Using the Details facility” training note).

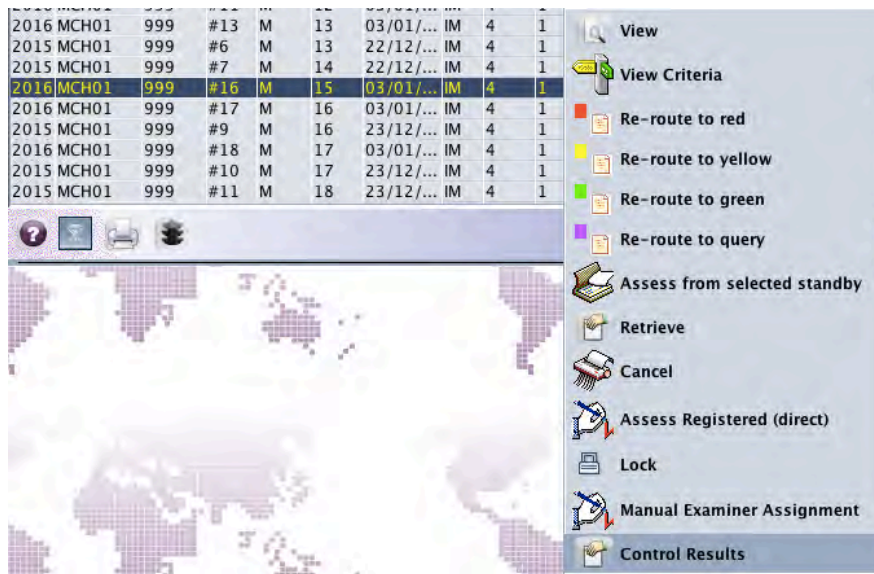
## Department Of Customs Nepal



### Training Note – Completing the Selectivity Control Page

The following ‘Training Note’ provides Customs Officers with the information necessary to enable them to complete the appropriate details in the Selectivity Control Page.

The Selectivity Control Page is accessed by searching the appropriate declaration from the finder. After the declaration is listed in the finder, the Selectivity Control Page is accessed by right clicking on the selected declaration and clicking on the Control Results on the menu list.



1. The NECAS system will display the selected declaration. This declaration will have a new Tab called "Selectivity Control" at the bottom.

Total		4,868.00	1	Total declaration	5,433.00	NPR
50 Principal	No.	Signature		C OFFICE OF DEPARTURE		
51 Intended offices of transit and country	Represented by	Place and date				
52 Guarantee not valid for	Code		53 Office of destination and country			
D CONTROL BY OFFICE OF DESTINATION			54 Place and date			
Inspector's Name and Signature		Stamp:		Customs Officer Name and Signature		

S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc. Scan. Doc. ASW Scan. Doc. **Selectivity control**

- The NECAS system will display the following page. The second part of the page will display the assigned section, assigned officer.

Detailed Declaration - Control Results [2016]

File Edit View Help

100 %

**NECAS**

Selectivity control document

Customs Office  
MCH01 Mechi Customs Office

Model	Customs reference	Declarant reference	Assessment reference	Nbr of Items
IM 4	2016 M 120	12/01/2016	2016 TBF9611	1

Declarant  
083


Selected  
Red ■


**Mechi Bajrang Trade Concern**  
Kakarvitta-10, Nepal  
Pan No.:300915017

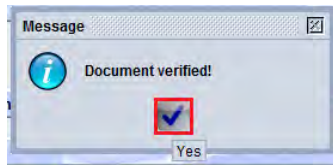
Assigned Section	Assigned Officer	Officer Type	Selection Criteria Involved	Work completed	Check	Comments
RED_INSPEC...	parasar	Officer	LRIMPORT		<input type="checkbox"/>	
RED_OFFICER	ramraja	Officer	LRIMPORT		<input type="checkbox"/>	

- On the lower section, tick on the Check Box on the respective row assigned to you and put the comments of the findings on the declaration as shown below.

Assigned Section	Assigned Officer	Officer Type	Selection Criteria Involved	Work completed	Check	Comments
RED_INSPEC...	parasar	Officer	LRIMPORT		<input checked="" type="checkbox"/>	No discrepancies found
RED_OFFICER	ramraja	Officer	LRIMPORT		<input type="checkbox"/>	

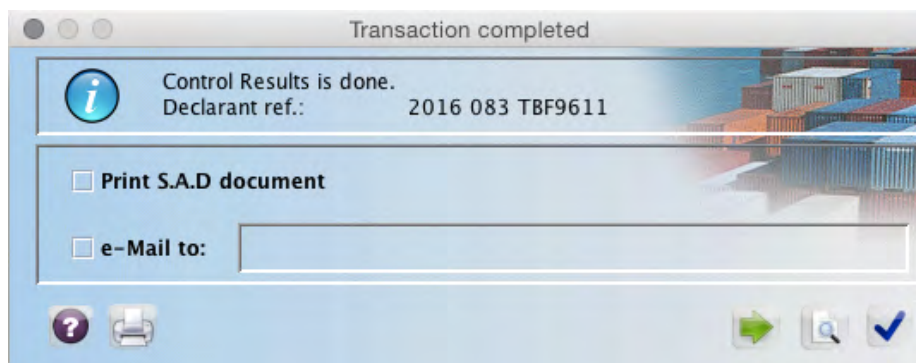
4. Once the Inspection Act has been completed, click on the verify document icon 

5. Click  on the Message window



6. Click on the **Control Results** icon 

7. A **Control Results Done** screen will be automatically displayed



8. Click  on the **Control Results Done** screen

This will complete the tasks on the Selectivity Control Page. If there are other officers assigned, all of the officers have to complete the task separately.

## Department Of Customs Nepal

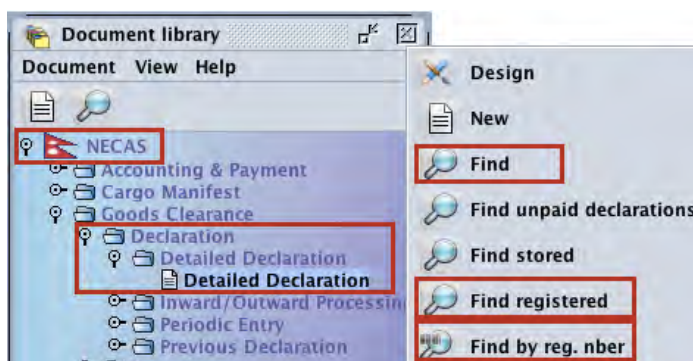


### Training Note –Assessing a SAD


The following ‘Training Note’ provides Customs Officers with the information necessary to enable them to assess a SAD.

This is done as follows:

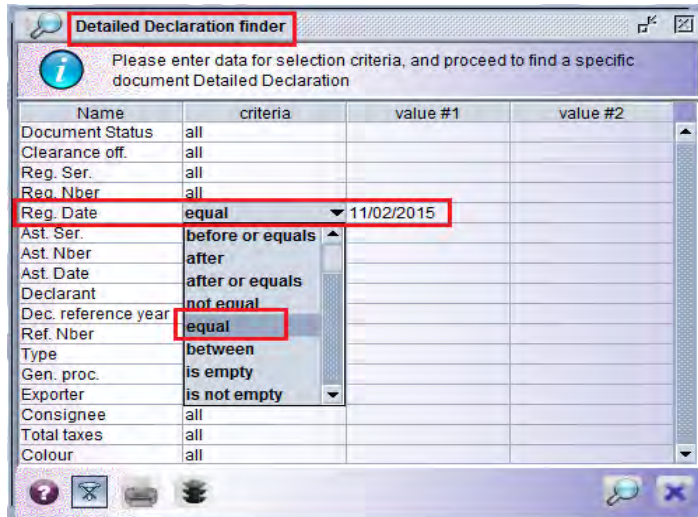
1. Once logged-into the system, go to NECAS → Goods Clearance → Declaration → Detailed Declaration → Detailed Declaration
2. Right click and select **Find registered** or **Find By reg. nber** or **Find** (whatever is available from your user)




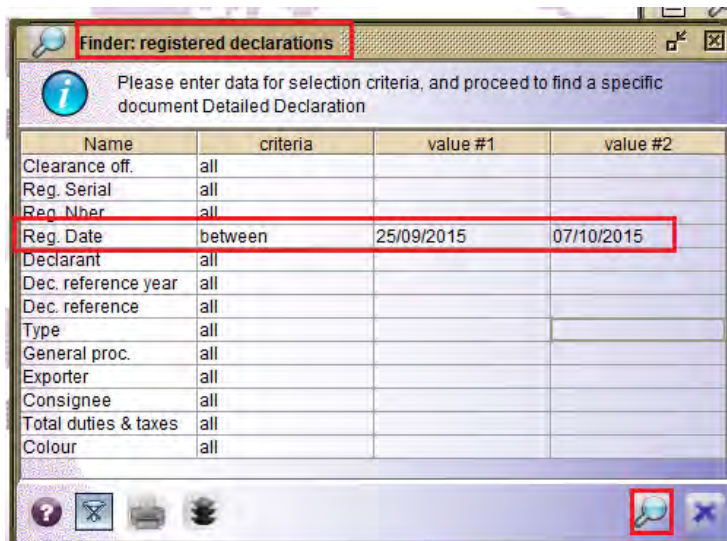
a) If **Find** is used, from the **Detailed Declaration finder**, use any criteria to find the SAD(s) you are looking for (refer to the “How to use the NECAS


Finder Facility” functional note) and click on the **Search** icon  to display the result of the search

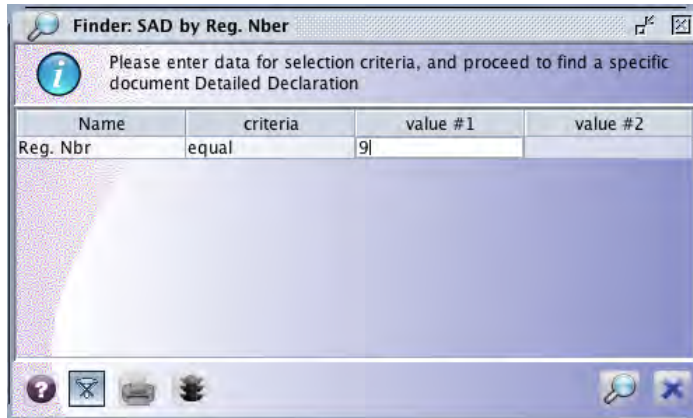




b) If **Find registered** is used, from the **Finder: registered declarations**, use any criteria to find the SAD(s) you are looking for (refer to the “How to use the AW Finder Facility” functional note) and click on the **Search** icon  to display the result of the search

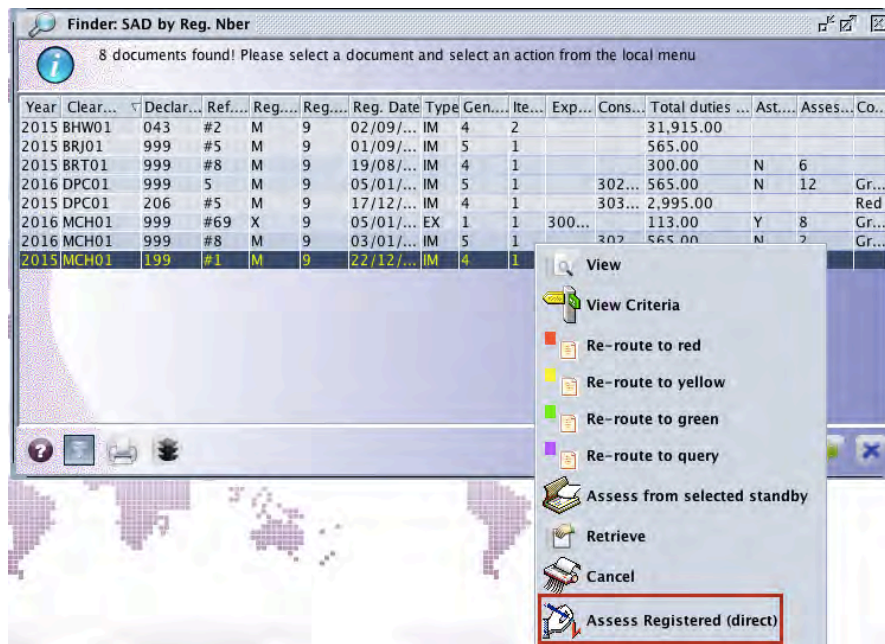



c) If **Find By reg. nber** is used, from the **Finder: Sad by Ref. Nber**, use any criteria to find the SAD(s) you are looking for (refer to the “How to use the AW Finder Facility” functional note) and click on the **Search** icon  to display the result of the search




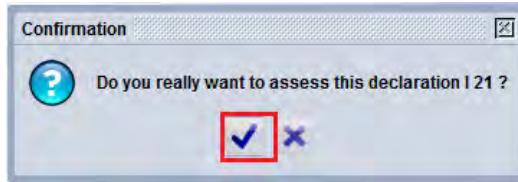
3. Assessment

- a. **If you are a Assessment Officer**, the assessment must be done on a Registered SAD
- Highlight the SAD you want to assess (the line will appear in dark blue), right click and choose **Assess Registered (direct)**



- Click  on the **Confirmation** window to confirm the assessment of the SAD.

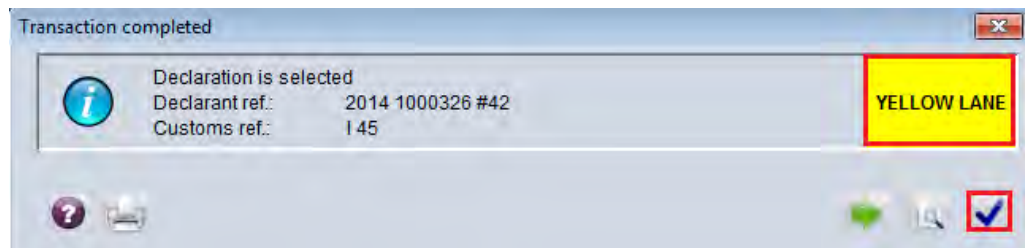
Conversely, click  on the **Confirmation** screen if you don't want to assess the SAD. The system will automatically return to the **Detailed Declaration finder**.



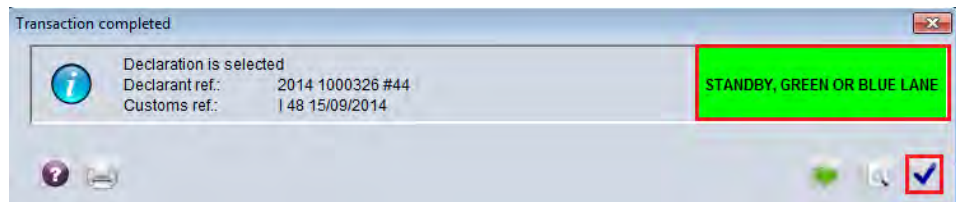
- After confirming the assessment of the SAD, the AW system will automatically display the color lane the SAD has been allocated to. (i.e. the automatic selectivity process at the time of assessment). Note: No assessment number is given.



Any of the following screens might appear

### SAD selected – Yellow (or Red)

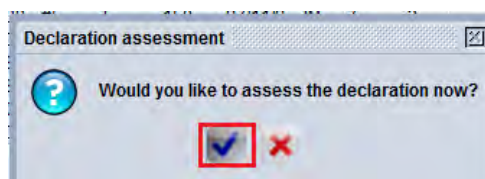


### SAD selected Standby, Green or Blue

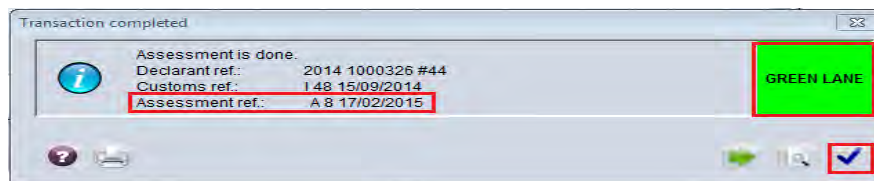


- Click  on the **Transaction completed**
- The AW system will display a screen asking for the confirmation or not of assessing the SAD.
- Click  on the **Declaration assessment** screen if you want to assess the SAD.

Conversely, click  on the **Declaration assessment** screen if you don't want to assess the SAD.



- After confirming the assessment of the SAD, the **Transaction completed** will automatically display the Assessment reference number and that the SAD is now in the Green lane



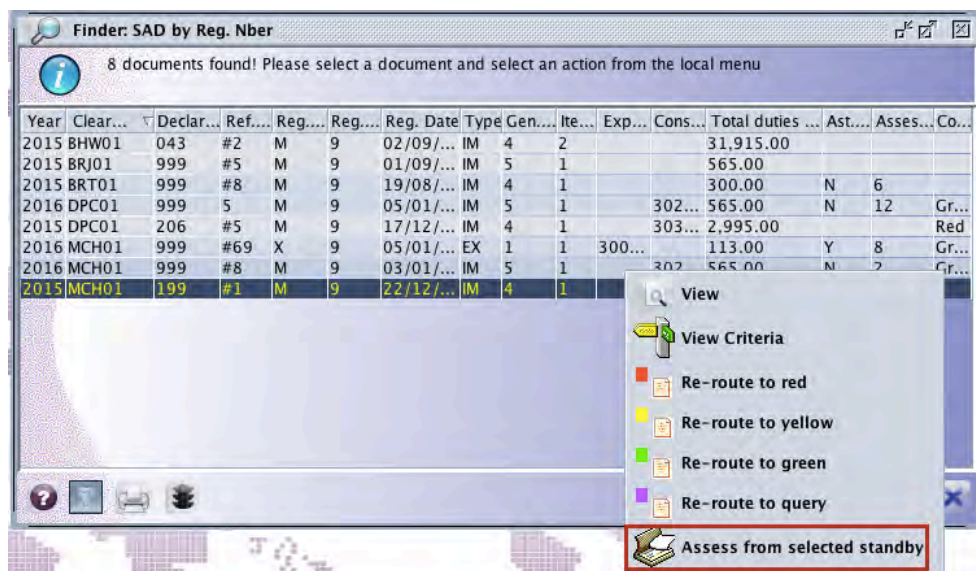
- Click  on the **Transaction completed** screen

The system will return to the **Detailed Declaration** finder and the assessed SAD will be automatically removed from the list.

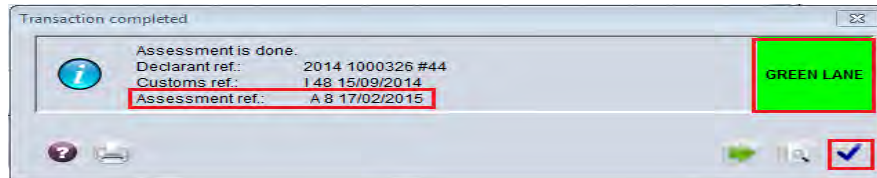
- If you are a Yellow or Red officer, Chief Examiner or Chief Customs Officers**, the assessment should be done at the time of re-routing (refer to the “Re-routing a SAD” training note)

**c. If the SAD is in Standby Mode**

- Highlight the SAD you want to assess (the line will appear in dark blue), right click and choose **Assess from selected standby**



- In the **Transaction completed** screen, the AW system will automatically display the Assessment reference number and that the SAD is now in the Green lane



- Click  on the **Transaction completed** screen

The system will return to the Finder originally used at the beginning (**Detailed Declaration Finder** or **Finder: Sad by Ref. Nber** or **Finder: registered declarations**) and the assessed SAD will be automatically removed from the list.



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Nepal



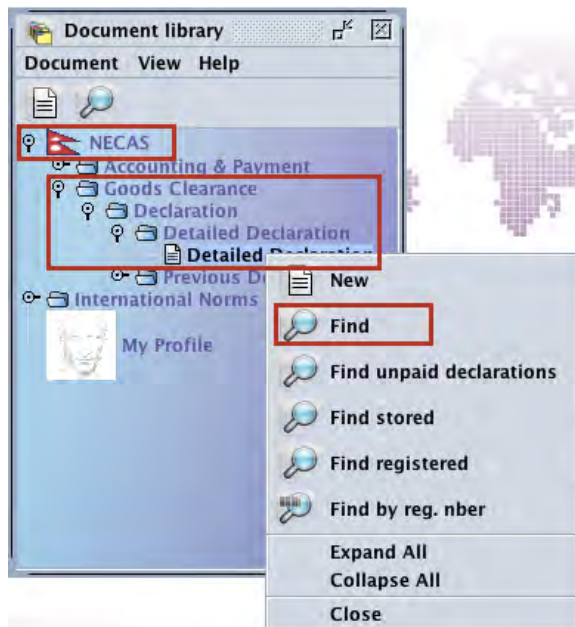
## Training Note –Post-Entry Modification of a SAD

The following ‘Training Note’ provides Customs Officers with the information necessary to enable them to Post-entry modify a SAD, following a request from a declarant, importer or exporter or after the settlement of a dispute.


**A SAD is ‘post entry modified’ after it has been assessed.**

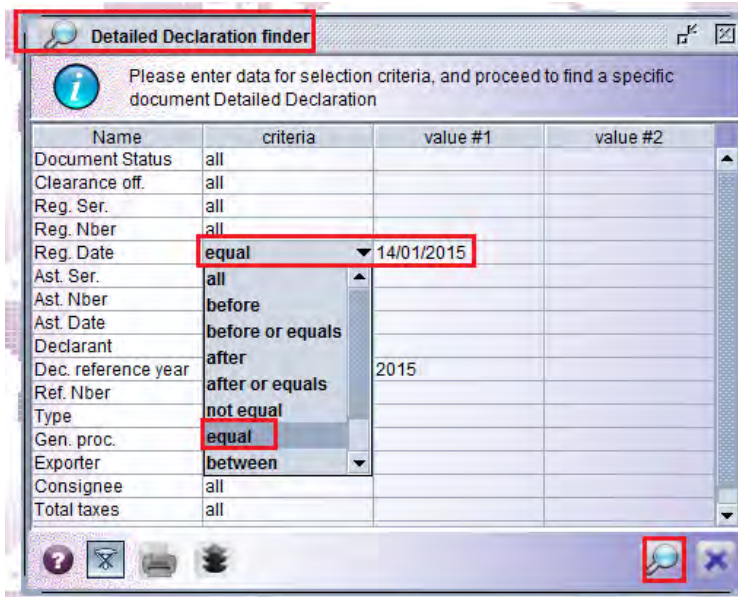
This is done as follows:

1. Once logged-into the system, go to NECAS → Goods Clearance → Declaration → Detailed Declaration → Detailed Declaration
2. Right click and select **Find**

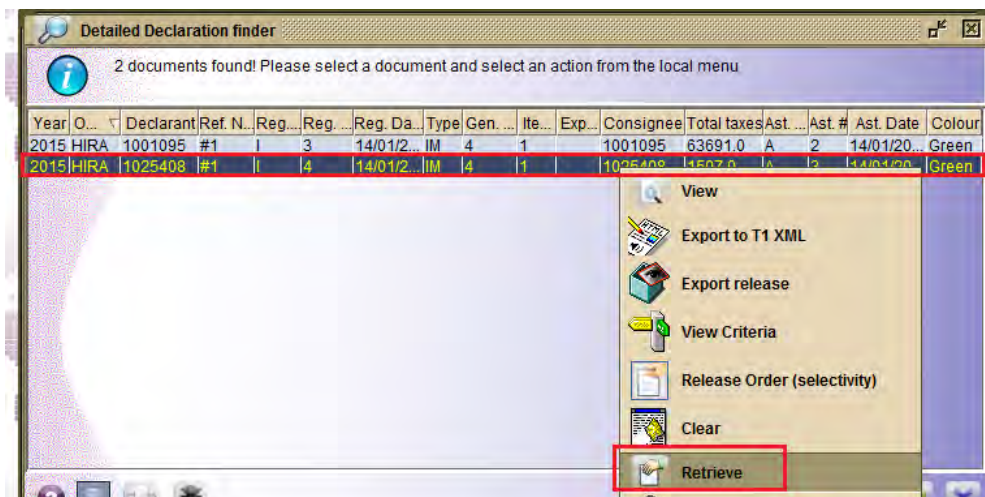


3. From the **Detailed Declaration finder**, use any criteria to find the SAD(s) you are looking for (refer to the “How to use the NECAS Finder Facility”

functional note) and click on the **Search** icon  to display the result of the search



4. Highlight the SAD you want to Post Entry Modify (the line will appear in dark blue), right click and choose **Retrieve**



5. Proceed with the Post-Entry modification

It has to be noted that any field on the SAD can be Post Entry Modified, including but not restricted to the value, the total invoice, the weight, the quantity, the HS code, etc.


The example below shows a change of the package code in Box 31.


Before change

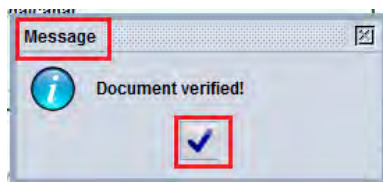
31 Packages and description of goods	Marks and numbers - Containers No(s) - Number and kind	32 Item No.
	Marks & no of packages	1
	Nbr & Kind	1 CT
		Carton
	Containers No(s)	
	- Parts and accessories of the machines of heading 84.71	

After change


31 Packages and description of goods	Marks and numbers - Containers No(s) - Number and kind
	Marks & no of packages
	Nbr & Kind
	1 PK
	Package
	Containers No(s)


6. Once the changes have been completed, click on the **Verify the document** icon 

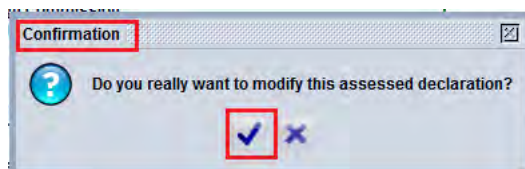
7. Click  on the **Message** window



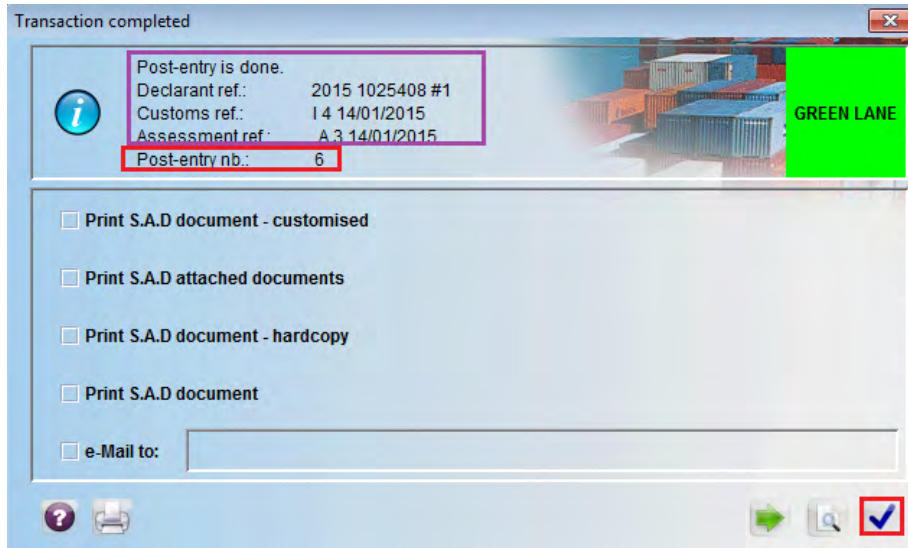
8. Click on the **Post Entry** icon 

9. Click  on the **Confirmation** window to confirm the re-assessment of the SAD.

Conversely, click  on the **confirmation** screen if you don't want to re-assess the SAD. The system will return to the SAD screen




10. After confirming the re-assessment of the SAD, the **Transaction Completed** screen will display all the details of the SAD including a Post-entry number



In addition, the Post-entry number will be automatically displayed on the SAD on the same line as the Assessment number after the sign /.

B ACCOUNTING DETAILS			
Mode of payment	CASH		
Assessment number	A 3	/6	Date 14/01/2015
Receipt number			Date
Guarantee		0.00	Date
Total fees		10.00	SBD
Total declaration		1,507.00	SBD

11. After clicking  on the **Transaction Completed** screen, the Inspection Act will be automatically displayed
12. Complete the Inspection Act, verify and validate it (refer to the “Filling the Inspection Act” Training Note)
13. Once this has been done, the AW system will bring you back to the **Detailed Declaration Finder**