TUVALU Customs Service
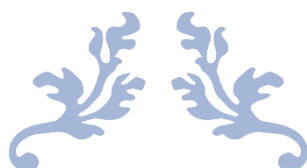
ASYCUDAWORLD DECLARATION USER GUIDE

TUVALU CUSTOMS DIVISION

DECLARATION USER GUIDE

Appendix A – SAD fields and description

1. Compiling a Customs Goods Declaration - Single Administrative Document (S.A.D)

1.1 Logging into the ASYCUDAWorld system to access the Document library.

> Log into the ASYCUDA World system using an authorized user name and password.
> Click on the "document library" icon on the tool bar to reach the e-Documents page.

> Enter login name and password and then press to login into ASYCUDAWorld e-Document processing system.

> Once logging in is successful, the ASYCUDAWorld desktop screen will appear;
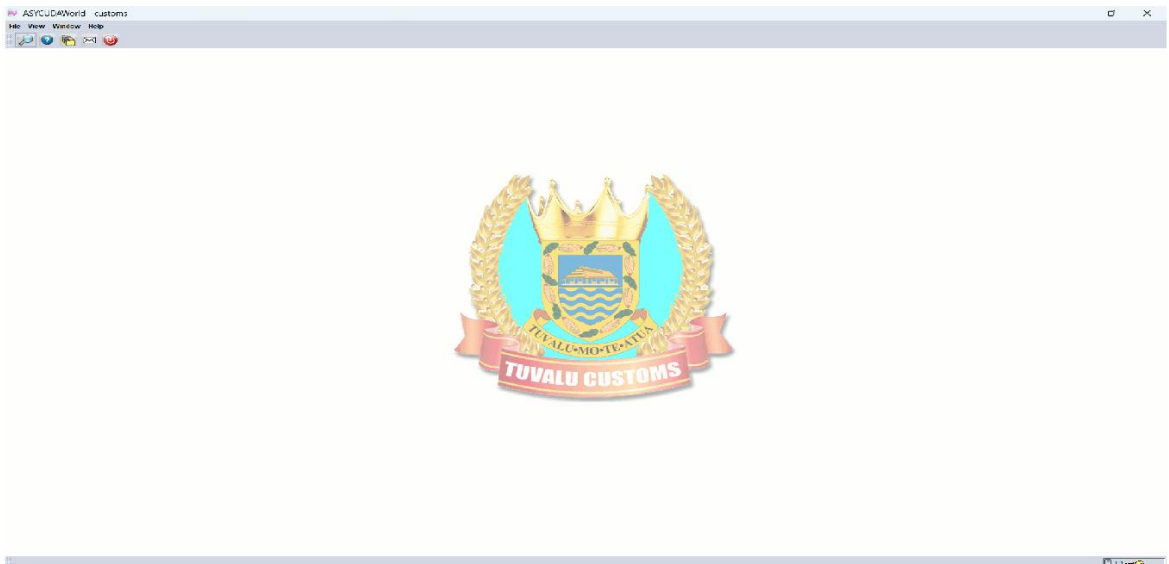
- Press button to get the ASYCUDA Document library.

The ASYCUDA Document Library has a number of modules and access to these are based on the permissions granted.

Follow the document library folder path given below to obtain the SAD **e-Document:**

ASYCUDA ➔ Goods Clearance ➔ Declaration ➔ Detailed Declaration ➔ <Right Click> Detailed Declaration ➔ <Select> New
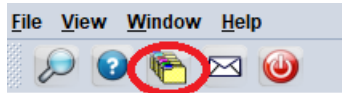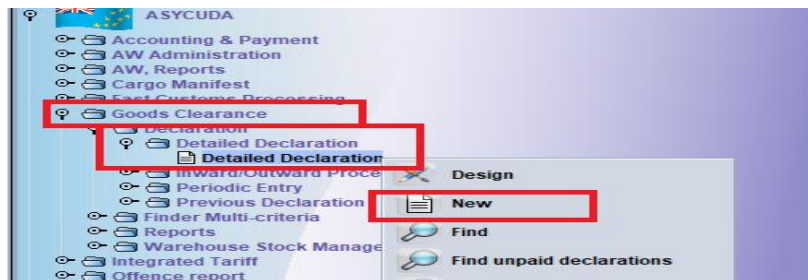

This will open an empty Customs Declaration e-Document where traders and brokers can use to submit details of their cargo consignments, based on supporting documents such as invoices, bills of lading, packing lists, etc.

The customs declaration (SAD) consists of a main form and, five additional forms.

1. SAD (main form) and SAD item page (multiple item declaration)
2. Valuation Note (General Valuation Note and Item Value).
3. Assessment Notice Form
4. Information page form
5. Scanned documents form
6. Container Form (for Container Declaration).

1.2 SAD (main form) and SAD item page (for multiple item declaration)
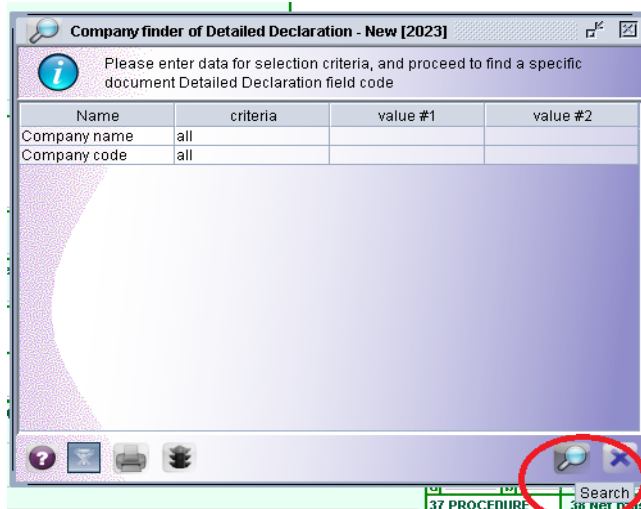
1.2.1 SAD Main Form:

1.2.1.1 Instructions and directions -

Traders and importers can use the following instructions and directions when submitting the import and export customs declaration (S.A.D.) in the ASYCUDA World (AW) system:

- ▪ Matters to be considered when compiling a Customs Declaration.
- • Please take note of the error messages, system messages, and follow instructions provided accordingly to complete the process.
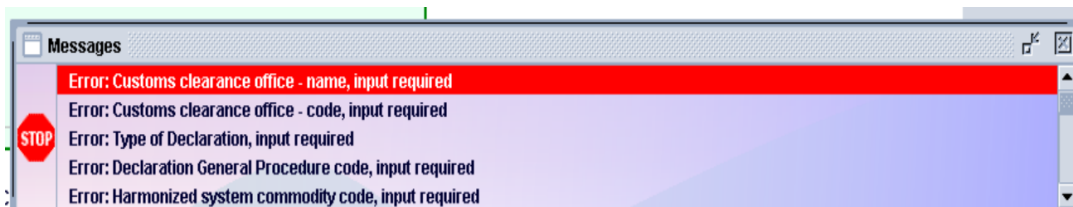
- • Use the F3-Function key on the computer key board to access any reference. Select a field that is enabled with F3 and <Right Click>, or press the F3 key directly;
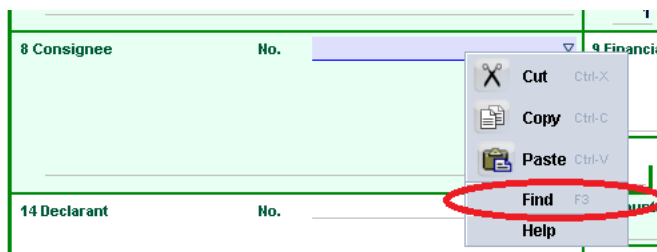
> Press the "Search" button to receive the result window.

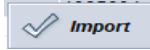> Select the required result and press "Import" to obtain the data into the SAD. <Right-click and then select "Import."

> Select a field that is enabled with the drop-down feature to obtain the appropriate reference values for the declarations.

> Place and hover the mouse over a certain field, label, or button to view the description.

- It is advised to obtain the eight-digit Harmonized System (HS) code for commodities from the shipper or supplier so that traders can use the code in the declaration.
  Traders can also use the Tariff Querry facility to get the HS code of the commodity. Invoke the F3 function key from Cage 33 to get the tariff query window.

- Use the green tick from the below screen sign to import the selected HS code to cage 33.

1.2.1.2 Processing declarations with duty exemptions and waivers

- The relevant extended customs procedure and national procedure codes provided/given in cage 37 can be used to claim duty exemptions and waivers for the declaration.

- Traders can also attach a scanned pdf copy of the duty exemptions and waivers letter(s) in the Scanned Document form.

1.2.1.3 Instruction to key-in Customs Declaration (SAD)

Traders can import an XML or XLS file into the empty SAD declaration if they already have an XLS file or saved an XML file.

- Follow "XLS Import for Customs Declaration (SAD)" or "XML Export and Import for Customs Declaration (SAD)", provided in the latter part of this guide, when using XML and XLS file import and export facilities.

The SAD e-Document, which contain all the relevant details, is shown below.

- Notes:
  - For Import Declarations:

    The manifest field should be filled with a valid manifest registration year and number, as shown in the figure given below.

    Cage 40 of the SAD should be filled with the validated Bill of Lading reference number (B/L No.) of the registered manifest, which is mentioned in the "Manifest" field.

<Year><Space><Manifest registration number>

- The relevant bill of lading e-document can be viewed using the "View Waybill" button once the correct manifest registration number and bill of lading are entered in the declaration.

Waybill - View [FFSEA]

File   Edit   View   Help

100 %

Voyage number	Date of departure	Arrived	ATA (Actual Time of Arrival)		Registration number	
BELLARINA	28/02/2025	☐	04/03/2025	08:00	2025 /	10

Waybill reference number	Waybill type		Nature	Last discharge	Waybill line	
BNO001SUVFUN004	HSB	House Sea Bill	23		4	

Previous document   **ETA (Estimated Time of Arrival)**   **UCR**

Place of loading
FJSUV   SUVA

Place of unloading
TVFUN   FUNAFUTI

Carrier
14881

TRANSAM FUNAFUTI LTD
P.O. BOX 29, TEONE, FUNAFUTI

Tuvalu

Shipping agent
14881   TRANSAM FUNAFUTI LTD

Exporter/Shipper

CBS Power Solution (Fiji) Pte Ltd
SUVA

Transport

Mode
1   Sea transport

Identity
BELLARINA

Nationality
FJ   Fiji

Notify

SAME AS CONSIGNEE
SAME AS CONSIGNEE

Consignee

TEC
TUVALU

Goods Details

Total containers	Packages codes		Category	Status	Number of degrouped waybills
0	PX	Pallet	Full goods declaration	HSE	0

Marks & nb.
1 PALLETS

Specific Circumstance Indicator

| Waybill | Containers | Split | Access | Scan Documents | Write off | Examination Results | HS Compliance |

A sample bill of lading e-document is shown below, and the data elements of the bill of lading should match those of the customs declaration.

- An error window will pop up if the bill of lading for the given registered manifest cannot be located in the AW system. The carrier or freight forwarder should be contacted to get the correct manifest registration number and bill of lading number (B/L No).
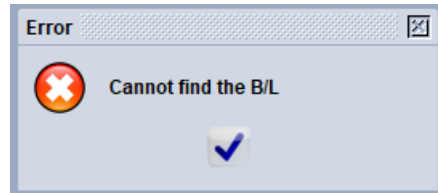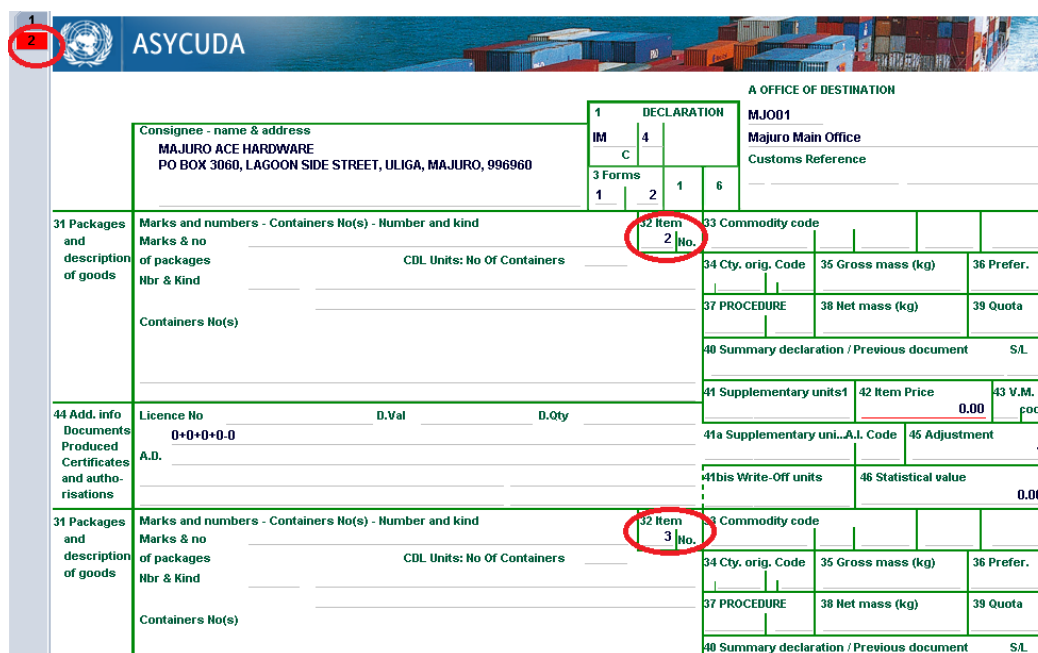
- The bill of lading has one package while the declaration has many items. This declaration can be cleared by declaring 1 in the "Number of Packages" field in item 1 (one) and 0 (zero) for the remaining items in the declaration.

1.2.2 SAD Item Form

- Additional items windows can be opened by pressing the "Add item" button on the toolbar.
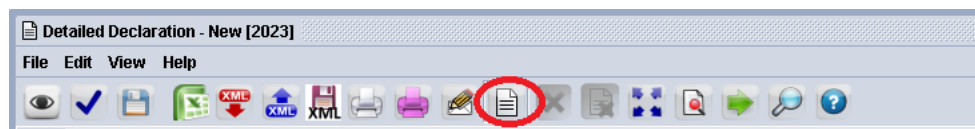
➢ Fill in the mandatory item details as per the SAD eDocument.

- Use "Delete Whole Page" and "Delete individual Item" to delete unnecessary items or

item segments from SAD.

- Verification of a declaration can be done at any time by clicking on the "Verify the document" icon at the top of the window.
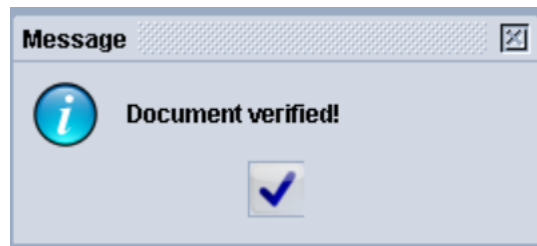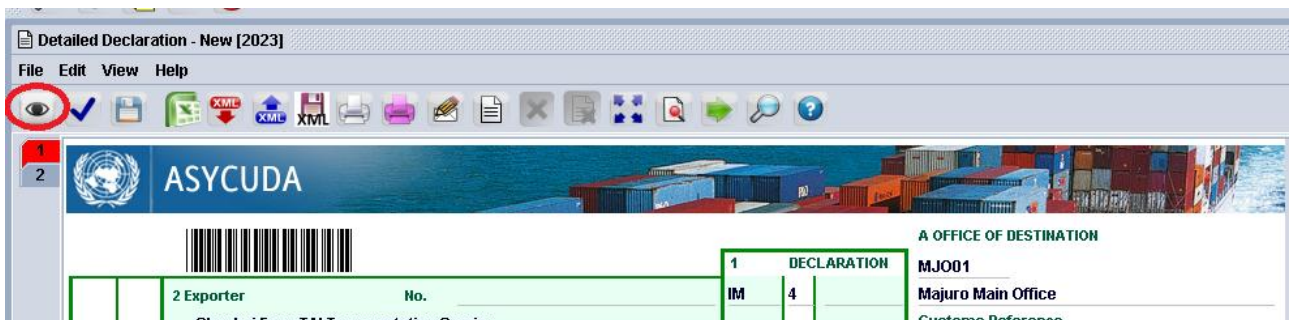
The system displays the above message for each successful verification.

- The trader must rectify the errors before electronically submitting the SAD to customs.

- The "XML file" of the declaration can be stored by clicking on the "Export to ASYCUDA XML file" icon on top of the window and storing the file accordingly.

- **Note:**

Follow "XML Export and Import for Customs Declaration (SAD)" provided in the latter part of this guide when using XML file export facilities.

1.2.3 Valuation Note (General Valuation Note and Item Value)

The valuation note tab is where the trader has to declare additional freight (external and internal), insurance, and other costs. The valuation note has two parts.

1. SAD-Valuation Note: General Segment - Contains the total value details of the declaration.
2. SAD-Valuation Note: Item - Each item has its own valuation note segment and contains the item-wise valuation breakdown.

1.2.4 Assessment Notice form

The "SAD-Assessment Notice" form cannot be modified or entered with any data. The "SAD-Assessment" notice shows the duties and taxes that need to be paid as well as the total amount to be paid.

1.2.5 Information page form

The additional information about the customs declaration can be entered in the "Info. Page" tab. Customs and traders can use this space to exchange any information.

1.2.6 Scanned documents form

Traders are required to add their supporting documents to this form to support their customs declaration.

The following are the minimum required documents to be attached to the declaration:.

- o   Commercial Invoice;
- o   Bill of Lading;

- **Note**:

There is a file size limitation for the scanned documents, and traders are advised to break the larger documents into several scanned documents.

Traders also have the option of uploading other supporting documents, such as:

- o   Packing list
- o   Duty exemption letters, etc.
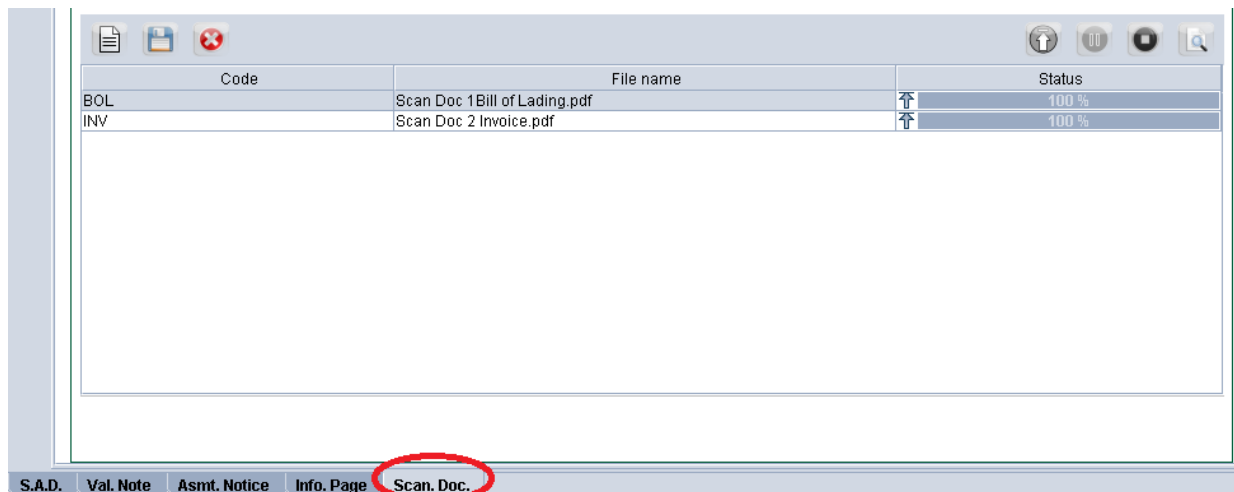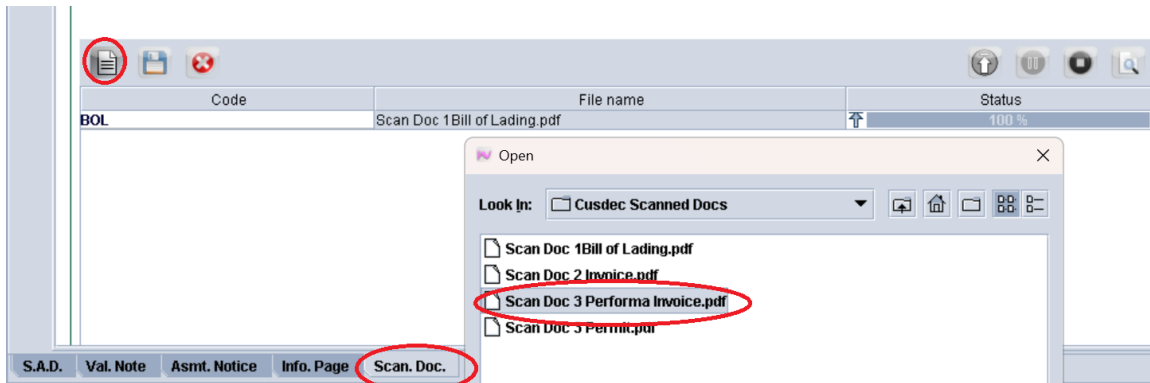
1.2.7 Container Form (For Declarations with Container/s).

The traders can use following instructions to declare containers for their full cargo consignments (FCL).

1.2.7.1 Steps involved in linking Containers(s) in the Bill of Lading to the Item(s) in the S.A.D:

1. A new container tab can be created by checking the "Container flag" check box on field 19 of the S.A.D.

- **Note:**

  The container details must be declared in the SAD in order to clear FCL consignments.

2. Click on the "Containers" tab at the bottom of the tool bar menu.
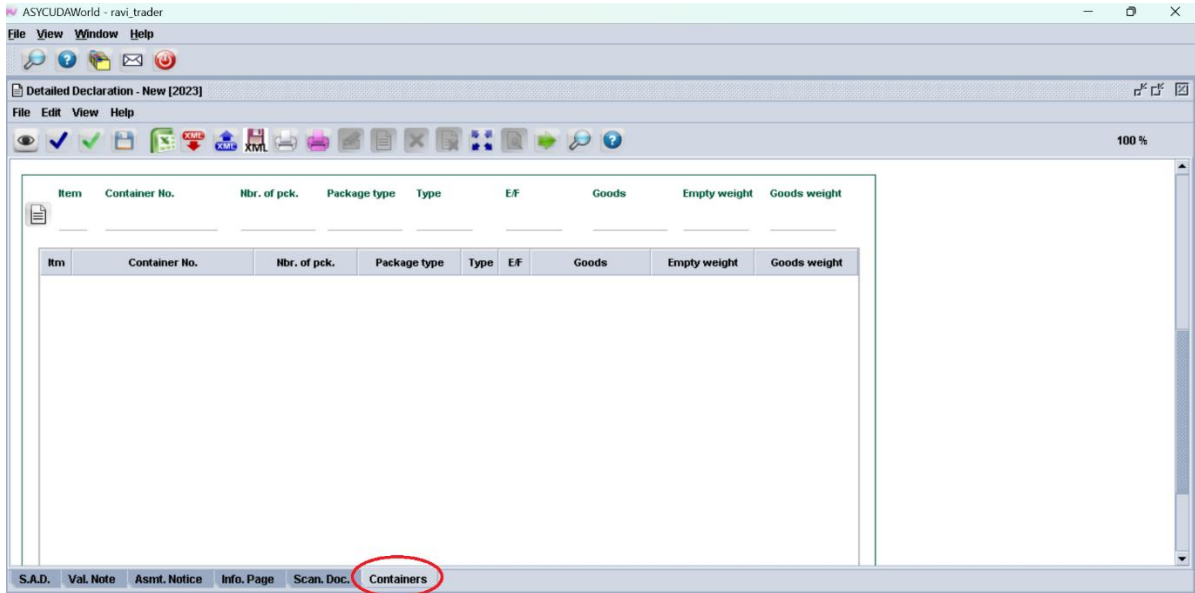
3. Click on the "Item" field and press "F3".
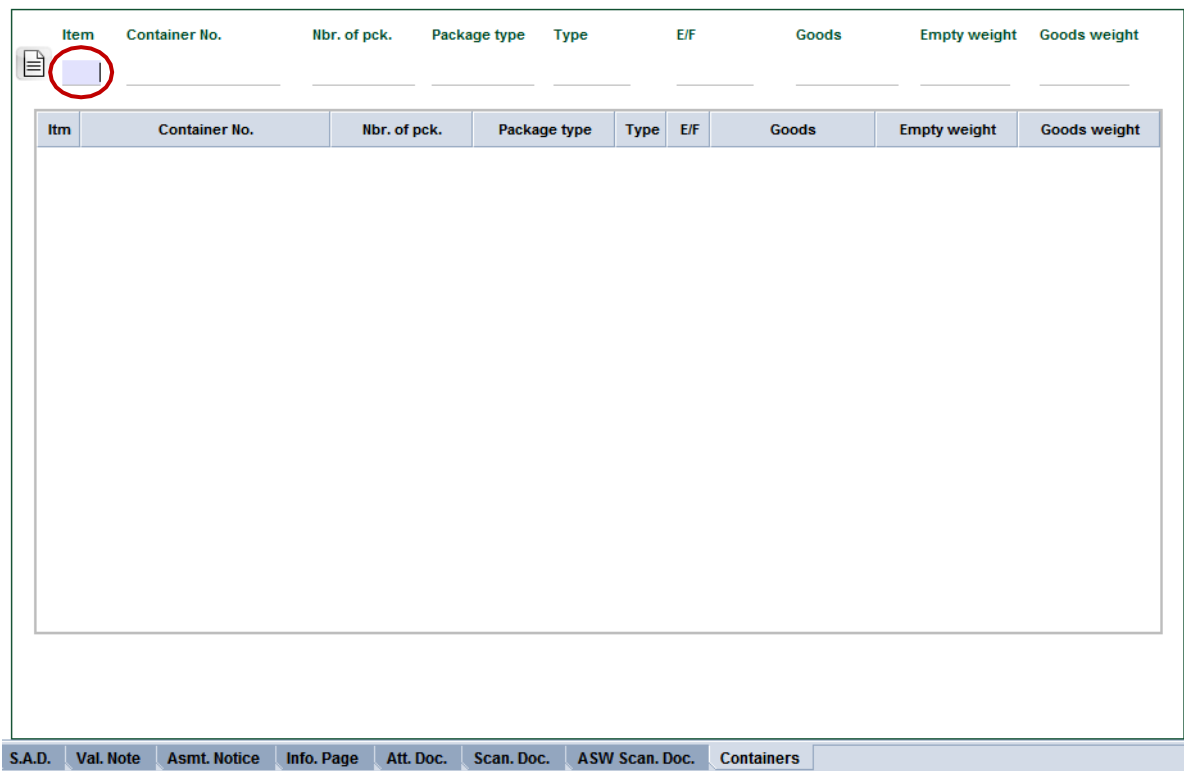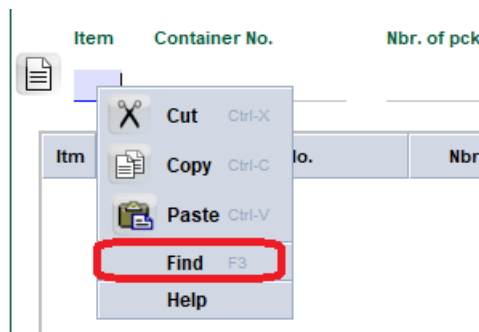
4. A new window will appear. Follow the steps given below to link the items in the declaration to the container in the bill of lading.
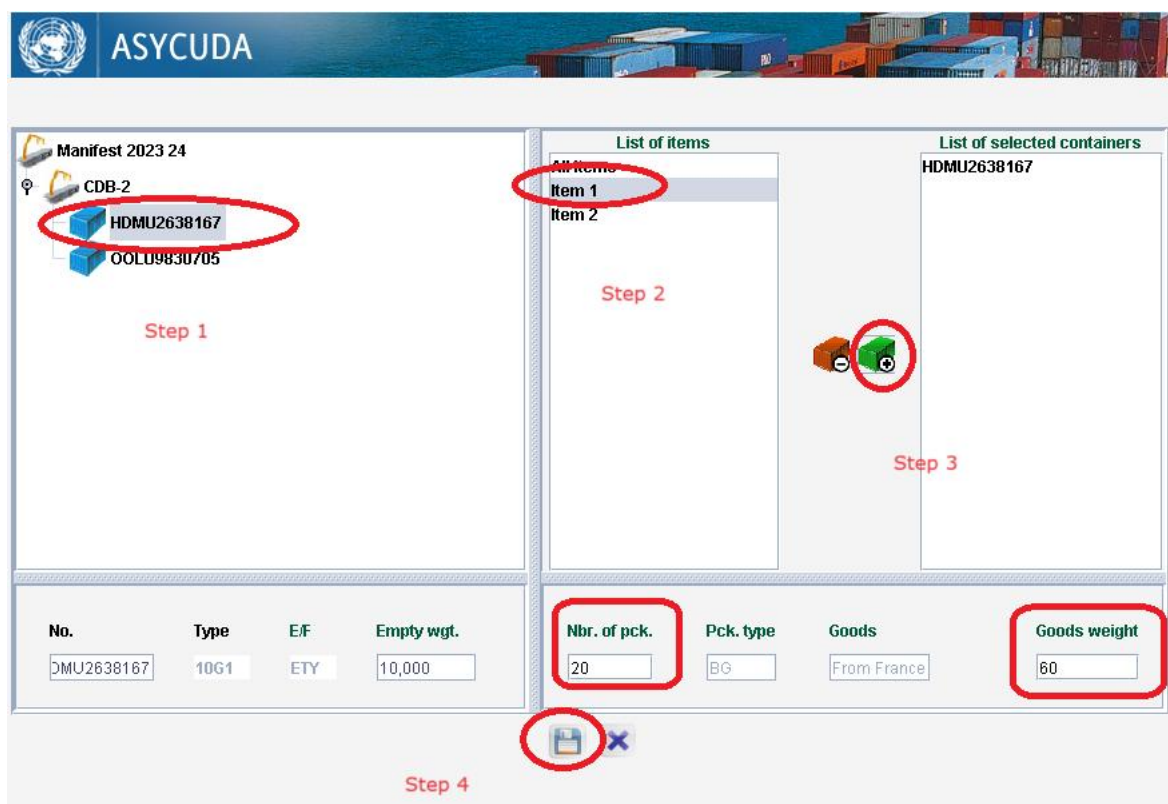
5. Click on the items in the Step 1, Step 2 and Step 3 to link the items with the container. Repeat Step 2 and Step 3 for the additional items in the declarations. Once all the Items in the declaration are linked to the containers, click the button in the Step 3 to create containers into the container tab. The completed container tab is shown below.

- **Note**:
  Ensure that the "Number of packages" and "Goods weight" fields in the "Containers" window, match with the "Number of packages (50 in this example)" and "Goods weight (100 KG in this example)" fields in the SAD window.

Case 1: First Container contains Item 1st and 2nd Container contains Item 2

Itm	Container No.	Nbr. of pck.	Package type	Type	E/F	Goods	Empty weight	Goods weight
1	HDMU2638167	20	BG	10G1	FCL	From France	10,000.000	60.000
2	OOLU9830705	30	BG	10G1	FCL	NZ	10,000.000	40.000

S.A.D.   Val. Note   Asmt. Notice   Info. Page   Scan. Doc.   Containers

Case 2: First Container and 2nd Container contain both Item 1 and Item 2

Itm	Container No.	Nbr. of pck.	Package type	Type	E/F	Goods	Empty weight	Goods weight
1	HDMU2638167	10	BG	10G1	FCL	From France	10,000.000	30.000
1	OOLU9830705	10	BG	10G1	FCL	From France	10,000.000	30.000
2	HDMU2638167	15	BG	10G1	FCL	NZ	10,000.000	20.000
2	OOLU9830705	15	BG	10G1	FCL	NZ	10,000.000	20.000

S.A.D.   Val. Note   Asmt. Notice   Info. Page   Scan. Doc.   Containers

1.2.7.2 Deleting or modifying containers in the container form.

A container may be deleted or modified by right clicking on the container and then selecting the "Delete container" or "Modify" option.

Itm	Container No.	Nbr. of pck.	Package type	Type	E/F	Goods	Empty weight	Goods weight
1	HDMU2638167	20	BG	45R1	FCL	From France	10,000.000	60.000
2	HDMU2638167		Delete container	45R1	FCL	NZ	10,000.000	40.000
			Modify					

1.2.8 Carrying out "Register" operation to submit the customs declaration to customs

- Once the declaration is correct without any errors, register the declaration by clicking on the "Validate" ✓ icon at the top of the window. This will submit the declaration to customs, and the system will issue a customs reference number.
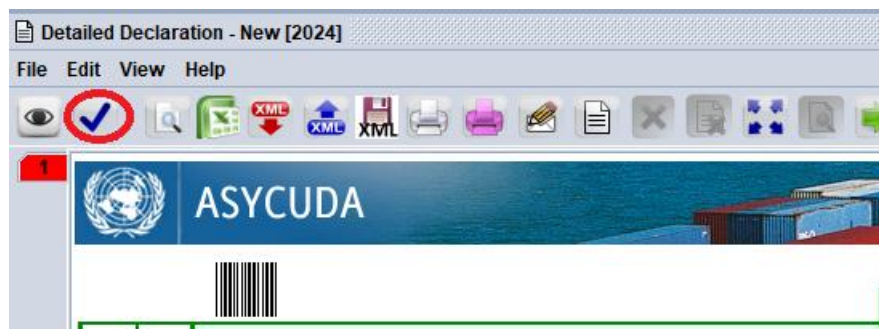
- Press tick sign ✓ on the confirmation widow to confirm the validate declaration operation.
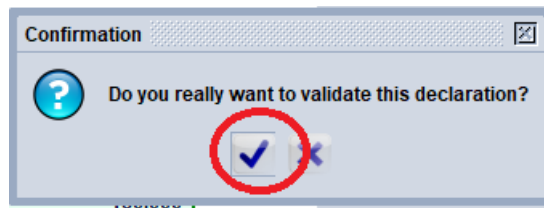
- An automatic customs reference number will be issued and traders are expected to use this reference number for any correspondence with the Customs. The box "Print S.A.D document" can be ticked to get the customs declaration print out.
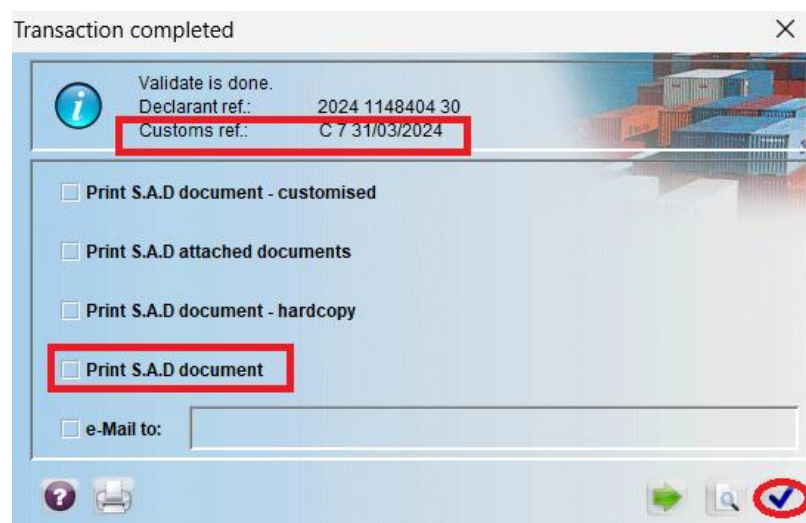
- An automatic e-mail message will be generated with the registered customs declaration as an attachment.

- Traders may search for the declaration in the document library and print their registered declaration.

- Use "view operation" to view the declaration and then "Print" button to print the customs declaration.

2. XML Export and Import for Customs Declaration (SAD)

2.1 To export (Save) Custom declaration data (SAD) data to an XML file.

- When preparing their customs declaration, traders can use the XML export option, which saves the data in XML on the machine in use. This facility does not require the completion of declarations.

- Trades are advised to use this option to avoid losing data already keyed in as a result of connectivity issues due to power failures, disabling the internet, etc.

- Use ![XML] button to store Customs declaration data to an XML format on your Desktop computer.

- Select a folder on the machine that is being used to store XML files and click "Save" button to execute the operation.
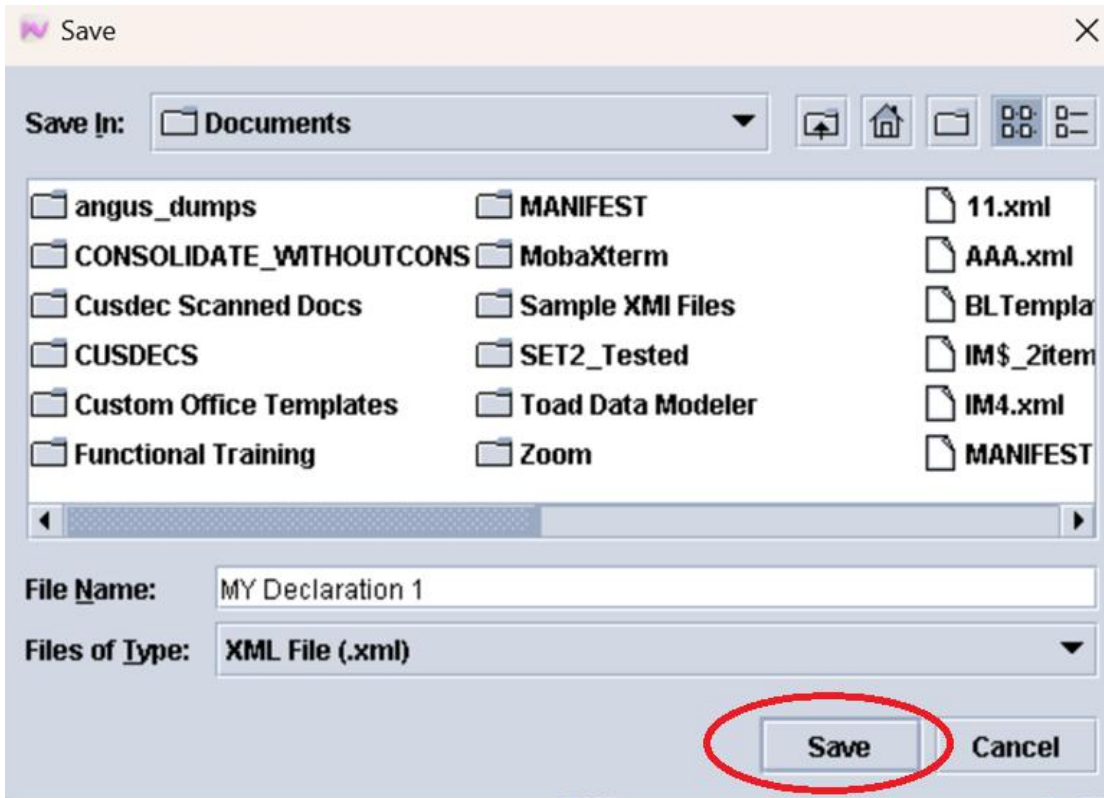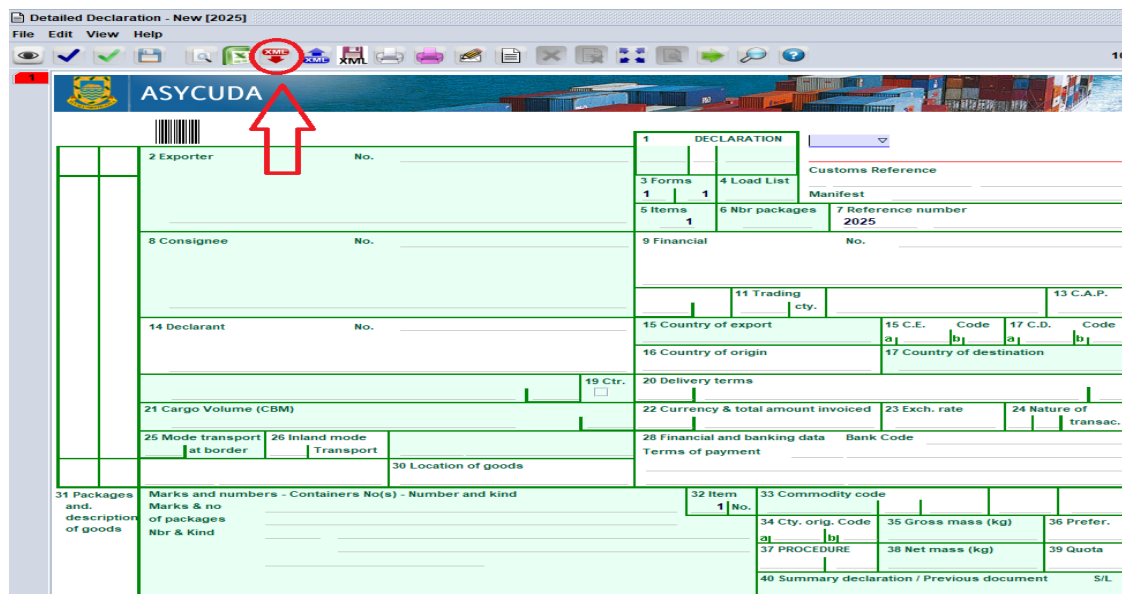
- Click on the [✓] tick sign to complete the operation and it will show you the location of the xml file saved.
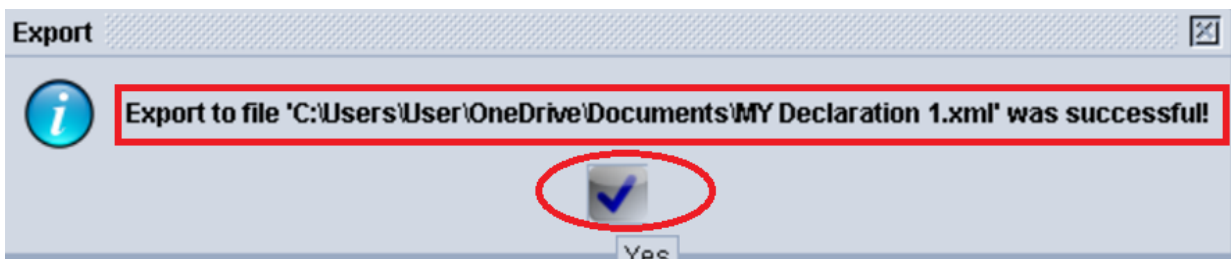
2.2 To import declaration data from a saved XML file to an empty declaration (SAD) eDocument.

- The XML import option can be used to import saved XML data on to an empty customs Declaration (SAD). Traders may use this method to save declaration key-in time and also, maintain different XML templates as per their declaration types.

- Select the location of the XML file on your local drive and press "Open" to retrieve data.

- ▪

- ▪ Click tick [✓] sign to complete the operation.

Import

ⓘ Import from file 'C:\Users\User\OneDrive\Documents\MY Declaration 1.xml' was successful!

[✓]
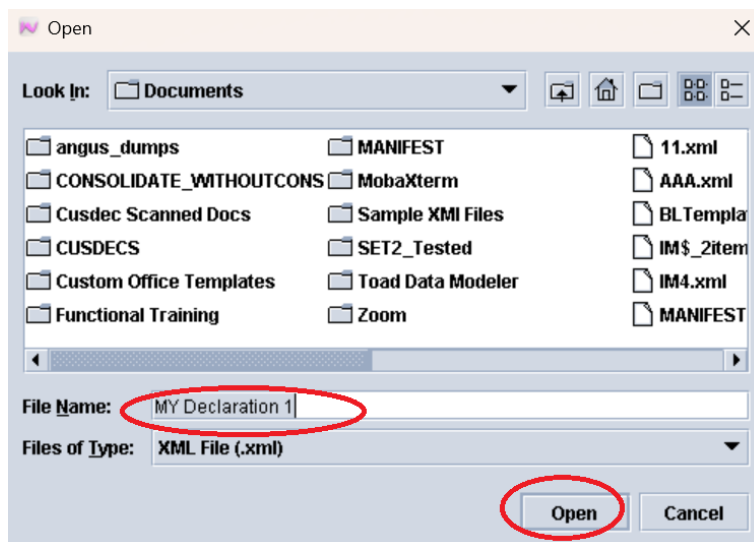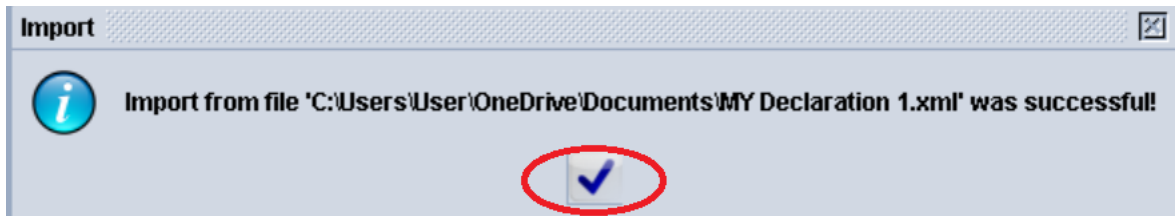
- ▪ The empty SAD fields will be filled with data saved in the XML file.

- ▪ The traders may modify the retrieved data according to the current bill of lading and commercial invoice.

3. XLS (Microsoft Excel) Import for Customs Declaration (SAD)

- ASYCUDAWorld equipped with importing data from the preprepared Microsoft XLS file. Traders are required to prepare the MS XLS file with the declaration data in advance before using this facility. Traders can use pre-prepared XLS template to customize their declaration.

- Use "Import from ASYCUDA XLS file" button to import data from MS XLS file.

- Select the location of the XLS file on your local drive and press "Open" to retrieve data.

- Click tick [✓] sign to complete the operation.

Import ⊠

ⓘ Import from file was successful!

✓
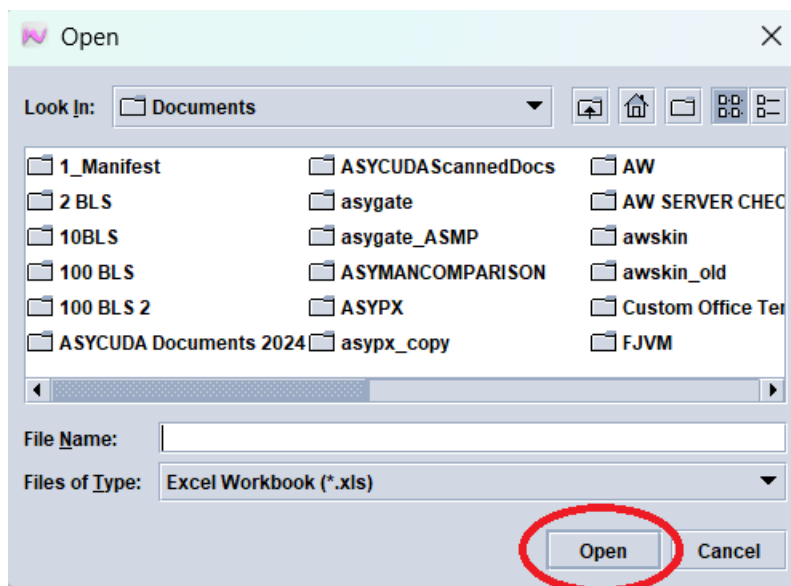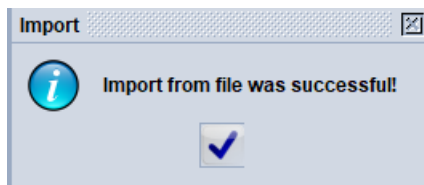
- The empty SAD fields will be filled with the saved data from the XLS file.

- The traders can modify the retrieved data according to the current bill of lading and commercial invoice.

ASYCUDA

		A OFFICE OF DESTINATION

2 Exporter No.

BIGQSQ

1	DECLARATION	FF SEA
IM	4	FUNAFUTI SEA PORT OFFICE

Customs Reference

3 Forms	4 Load List	
1	1	Manifest 2021 3

5 Items	6 Nbr packages	7 Reference number
1	50	2025

8 Consignee No. 10023

DEVELOPMENT BANK OF TUVALU
VAIAKU FUNAFUTI
Tuvalu

9 Financial No.

Person resp. for financial settlement - name

Country last	11 Trading	12 Value details	13 C.A.P.
FJ con.	FJ cty.	707.70	

14 Declarant No. 11813

EASE COMPANY
FAKAIFOU, FUNAFUTI, TUVALU

15 Country of export	15 C.E. Code	17 C.D. Code
Fiji	a FJ b	a TV b

16 Country of origin	17 Country of destination
Fiji	Tuvalu

18 Voyage Number & Departure Date | 19 Ctr. ☐ | **20 Delivery terms** CIF

21 Cargo Volume (CBM)

22 Currency & total amount invoiced	23 Exch. rate	24 Nature of
FJD 2,500.00	0.7077	transac.

25 Mode transport	26 Inland mode	27 Place of discharge	28 Financial and banking data Bank Code
at border	Transport	TVFUN FUNAFUTI	Terms of payment

29 Office of entry	30 Location of goods	

Appendix A – SAD fields and description

Box No.	Box Caption	Description
A	Customs Clearance office*	A customs office at which a declaration is lodged. In case of IMPORT the field, name is: Office of destination while in EXPORT it is: Office of dispatch/Export
1	Declaration*	Typeof declaration code according to the standard (EX1, EX2, IM4, etc...)./.
2	Exporter*	Party who makes, or on whose behalf, the export declaration is made and who is the owner of the goods or has similar right of disposal over them at the time when the declaration is accepted./. In case of IMPORT the exporter is residing outside the country of destination and consequently his information does not exist in the reference data tables. Thus, his information is entered manually as written in the transaction's documents. In case of EXPORT, his information should be stored in the relevant reference table and could be filled in automatically either popped up or using the finder.
3		Used by the system
4	Load List	The number of loading lists, manifests or similar documents. (Known also as bill of lading)
5	Items	Number of declared items.

N/A	Manifest	Reference number to identify a manifest.
6	No. packages	Total number of packages for the whole declaration; packages are made in such a way that they cannot be divided without first undoing the packing.
7	Reference number	Trader's Declaration reference number. A number given to the declaration from the trader's register. The trader can use it to retrieve/modify his declarations.
8	Consignee*	Name [and address] of party who makes, or on whose behalf a Customs clearing agent or other authorized person makes, an import declaration. This may include a person who has possession of the goods or to whom the goods are consigned.
9	Financial*	Name and address of the party responsible for either the transfer or repatriation of the funds relating to a transaction
10	County last con.*	Country from which goods have been or will be consigned prior to final importation
11	Trading cty.*	Country in which the deal was done. (It might be useful as an indicator for the customs value)
12	Value details	Additional cost items.
13	C.A.P*	Common Agricultural Policy. (For EU countries)
14	Declarant*	Customs clearing agent; could be

		the trader, if he is authorized to clear his consignments by himself, or a brokerage agency.
15	Country of export*	Country from which goods are dispatched between countries of a Customs union, Dispatch country, Country of exportation, Country of provenance.
16	Country of origin*	Country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions (quota), or any measure related to trade.
17	C.D.*	Country of destination; the country to which a consignment is to be delivered to the final consignee.
18	Identity and nationality* of active means of transport at departure	Means of transport used at the time of presentation (departure for export, arrival for import) of the consignment to a Customs office in the context of a goods declaration.
19	Ctr.	An indication whether goods are transported in a container or not.
20	Delivery terms*	Terms of delivery, coded, Inco terms Code
21	Identity and nationality*	Description of a type of means of transport.

	of active means of transport crossing the border	
22	Currency* & total amount invoiced	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.
23	Exch. Rate*	The rate at which one specified currency is expressed in another specified currency.
24	Nature of transact.*	Code-1 specifying a type of contract./. Main category
24	Nature of transact.*	Code-2 specifying a type of contract./. Sub category
		Code-1 and Code-2 should read together I order to give a comprehensive description of nature of transaction.
25	Mode transport at border*	Code specifying a type of means of transport.
26	Inland mode transport*	Code specifying a type of means of transport for in-country transportation.
27	Place of discharge*	Name of a seaport, airport, freight terminal, rail station or other place

		at which goods are loaded onto the means of transport being used for their carriage.
28	Financial and banking data*	Bank code
28		Terms of payment.
29	Office of entry*	Customs office at which the goods enter the customs territory of destination.
30	Location of goods*	Name of the place where a specific goods item is located and eventual location in which physical inspection might take place.
31	Packages and description of goods*	Plain language description of the nature of a goods item sufficient to identify it for customs, statistical or transport purposes. The kind of package code is chosen from a pull-down menu and the corresponding text is printed on the next line.
32	Item No.	Serial number of the item in that declaration.
33	Commodity code*	Code (Harmonized system) specifying a type of goods for Customs, transport or statistical purposes (generic term).
34	Cty. Orig. Code*	A code to identify the country in which the goods have been produced or manufactured, according to criteria laid down for

		the application of the Customs tariff or quantitative restrictions, or any measure related to trade.
35	Gross mass	Weight (mass) of goods including packaging but excluding the carrier's equipment.
36	Prefer. Code*	Code specifying a regime according to which tax is assessed such as preferential duty rate.
37	PROCEDURE *	Code specifying a procedure performed by Customs on goods which are subject to Customs control.
38	Net mass	Weight (mass) of goods without any packaging.
39	Quota	Quota reference; when a quota related transaction is in question, eligible traders should fill in this field with the appropriate quota reference. In a well-designed system, when a quota is depleted, the trader should be treated differently according to the regulations in force.
40	Summary declaration/ Previous document	The identifier of a previous Customs document.
41	Supplementary units	Quantity of the goods in the unit as required by Customs for tariff, statistical or fiscal purposes.
42	Item price	Amount due for each chargeable item of goods or services.

43	Valuation method code*	Method used to value the declared item.
44	Additional information	Identifier of a document providing additional information.
45	Adjustment	Monetary Amount Adjustment. Identifier; To identify an adjustment to a monetary amount such as an allowance or charge. (Percentage converted into a 2-digit decimal fraction)
46	Statistical value	Value declared for statistical purposes of those goods in a consignment having the same statistical heading.
47	Calculation of taxes	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	Reference number identifying a payment of a duty or tax e.g. under a transit procedure.
49	Identification of warehouse*	To identify a warehouse where a particular consignment has been

		stored.
50	Principal*	Name and address of a party liable for goods moving under a customs authorization and, when applicable, a guarantee.
51	Intended office of transit	Name of the customs office which is responsible for transit formalities en route.
52	Guarantee not valid for	Customs office at which a security or guarantee for the movement of goods under a transit procedure is lodged.
53	Office of destination and country	Name of the customs office at which goods are released from a Customs transit regime.
54	Place and date	To be filled by the representative of the trader indicating the date of the declaration and the name of the representative.