

ICT Division  
Sri Lanka Customs  
2010/09/06

Dear Sir,

### **Implementation of the manifest Project**

This is further to the cordial and constructive discussions customs had with CASA/SLFFA/SRI LANKAN AIRLINES, SLPA and the relevant stake holders. All the stake holders are requested to carefully read the instructions given below and submit their manifests/BOLs accordingly.

Please note that the necessary schemas, control tables and instructions have been given to the stake holders. They are also available at the customs website <http://www.customs.gov.lk>

### **Schemas**

There are two schemas as Asycuda World Manifest Data Structure (AWMDS) and Asycuda World Bill Of Lading Data Structure (AWBOLDS).

**AWMDS:** If there is no previous document for your bills (manifest data) from a shipping line or a freight forwarder then the xml should follow this schema.

Eg: All main shipping lines, consortium/alliance and Non Vessel Operators whose goods come from a feeder vessel.

Customs\_office\_code: Should be "SECMB" for sea cargo and for air cargo it should be "ARKTM".

Bol\_type\_code: This should be HSB for all the bills.

Earlier AWMDS schema has been modified. It now includes

Carrier\_code: Carrier code such as APL

Carrier\_name: Carrier name.

Carrier\_address: Carrier address.

**AWBOLDS:** If there is a previous document for your bills (manifest data) from a shipping line or a freight forwarder then the xml should follow this schema.

Eg: Freight forwarders and Non Vessel Operators who receive their BLs from the main shipping lines.

Earlier AWBOLDS schema has been modified. It now includes

Carrier\_code: Freight forwarder code such as FF001.

Carrier\_name: Freight forwarder company name.

Carrier\_address: Freight forwarder company address.

### **Submitting the manifests/BOLs:**

1. Initially only way to submit a manifest will be through an xml. Carriers/forwarders will not be able to submit manifests through eServices.
2. Shipping lines and the forwarders should upload the Manifests/BOLs as XML files to <https://adp.customs.gov.lk/manifest>

**User name:** Each user should obtain a user name.

**Password:** Each user should obtain a password.

3. The form to be filled to obtain the user name and the password is available in the customs website.
4. The server will send a reply message to the given emails of the shipping lines and forwarders in the following format.

```
<message_reply>
SCIKR026W161120091154.xml
  <status>CONFIRMATION</status>
  <transaction_date>08/12/2009</transaction_date>
  <transaction_time>11:06:27</transaction_time>
  <manifest_details>
    <Voyage_number>026W</Voyage_number>
    <Date_of_departure>2009-10-29</Date_of_departure>
    <Customs_office_code>SECMB</Customs_office_code>
    <Total_number_of_bols>1</Total_number_of_bols>
    <Total_number_of_containers>31</Total_number_of_containers>
    <Total_number_of_packages>3038.0</Total_number_of_packages>
    <Total_gross_mass>10000.0</Total_gross_mass>
  </manifest_details>
</message_reply>
```

**Comment by CASA: We requested SLC to look into the possibility of including the name of vessel in the response/reply message due to many practical situations. Appreciate your favourable attention on this.**

**Also appreciate to know the registration number in the above example.**

We have forwarded your requests to the ASYCUDA Expert. For the time been we will go ahead with the present format.

5. All the bills should be marked as HSB in the xmls.

6. The manifest/BOL submitted will be validated against a schema and if any errors are found they will be displayed instantly. If successful a message will appear stating so.
7. Then the manifest/BOL uploaded will be validated against the data available in the control tables of the server.
8. Successful manifests will be registered. The registration number will be in the reply message.
9. This registration number should be clearly written on the DO/BL when they are issued.

Comment by CASA: We feel that writing the registration number could lead to a few issues as follows:

- a) That the number may be subject to manual modifications by unauthorized parties
- b) Since there is no proper cage in the present DO format to type in this number, it may need to be written in the open space of the document, if required.
- c) We would greatly appreciate if SLC can let us know the benefit of getting this number on the D/O so that alternative methods can be worked out.

A: It will be very easy for the consignee to lodge the cusdec if he has the registration number.

- d) If the registration number is a long string, it can lead to loss of productivity as well as may result in inaccuracies.
- e) It is the view of CASA that the purpose of EDI is defeated through manual intervention on documents such as the D/O.

Please discuss this issue with the ADGC bec this is a management issue.

10. The main lines as well as freight forwarders should inform the down liners the öVoyage noö, Date of departureö and the öCustoms office codeö.
11. If the master BOL is not present in the system, subsequent BOLs submitted will get rejected.

#### **Obtaining Freight forwarder codes:**

Freight forwarders should register with the customs and obtain a notify code. This starts with FF00í Freight forwarders will not be able to clear the goods without registering with the customs.

The relevant form can be obtained from the customs website (<http://www.customs.gov.lk/>). Go to downloads then Web Based Manifest Application. Please download the same, fill it and hand it over to the customs ICT division and obtain the user name and the password. Please note that the password is known only to the nominated person and he should be very careful with the same.

**Naming conventions of the xmls:**

Please strictly follow the naming conventions given below.

1. The ship as well as the goods belongs to the agent. Let us say in this case it is APL. Therefore, the naming convention should be

MANAPL\_20091028131032.xml

(MAN stands for manifest; APL is the carrier which will defer according to the shipping line, date, time up to seconds)

2. The ship belongs to an agent. He has rented slots to other agents. Let us say in this case the agent is APL. He has rented out the slots to Balcon Agency Ltd (Code-BAL) and Clarion Shipping (CLR). Balcon and Clarion will be submitting the manifests for their goods (Consortium/alliance). Therefore, the naming convention should be

MANBAL\_20091028131032.xml

MANCLR\_20091028131032.xml

(MAN stands for manifest; BAL and CLR is the carrier which will defer according to the shipping line, date, time up to seconds)

3. The ship belongs to the agent. Let us say in this case it is APL. He brings goods belonging to Balcon Agency Ltd (Code-BAL), Clarion Shipping (CLR) and Non Vessel Operators. In this scenario APL will be issuing the main manifest and Balcon, Clarion and NVO will receive masters from APL. The naming convention for the main manifest will be

MANAPL\_20091028131032.xml

Balcon, Clarion and NVO should get themselves registered as freight forwarders and should obtain a FF000 number. Upon receiving this they can submit a xml prepared as per AWBOLDS scema and named as

DEGFF001\_20091028201320.xml

Code FFOO1 will vary according to the freight forwarder.

4. Feeder vessel: A feeder vessel may bring in local import cargo consigned to MLO(s) or/and NVO(s). A feeder operator may not have full description of cargo as well as weights and measurements to be declared (which will eventually be declared by the MLO/NVO). Due to this, a Feeder Operator, when submitting a manifest for berthing purposes will be required to submit the total number of containers being discharged from the vessel. This will be termed a Dummy manifest and the naming convention is given

MANAPL\_20091028131032\_**D**.xml

- i. (MAN stands for manifest; APL is the carrier which will defer according to the shipping line, date, time up to seconds and **\_D** for the dummy manifest).

Goods brought in a feeder vessel may belong to APL, BAL and NVO. All should submit a manifest prepared according to the AWMDS schema. Naming convention as of a main manifest.

MANAPL\_20091028131032.xml

MANBAL\_20091028131032.xml

5. Freight forwarders: DEGFF001\_20091028201320.xml

- i. (DEG stands for degroupage, FF001 for the freight forwarder number registered with the customs, date, time up to seconds)

6. Supplementary manifest: MANAPL\_SUP20091028131032.xml

8. NIL manifests: MANAPL\_20091028131032\_N.xml

[ships arriving without goods for spares, bunkers and dry dock repairs]

- i. (MAN stands for manifest; APL is the carrier which will defer according to the shipping line, date, time up to seconds and \_N for the nil manifest)

### **Common errors observed.**

#### **Schemas:**

Customs has forwarded three schemas.

Schema 1: (awmds) Please note that this is the schema for the manifests.

Schema 2: (awbolds) Please note that this is the schema for the BOLs.

Schema 3: Reply message schema

If a forwarder tries to submit a BOL prepared against the awmds and vice versa it will not work. This was a common error that occurred during the initial stages. Also note that the initial schemas have been amended to cater to the needs of the CASA/SLFFA/Sri Lankan Airlines/SLPA etc.

#### **Schema 1 (AWMDS)**

<General\_segment\_id>

<Customs\_office\_code>**SECMB**</Customs\_office\_code>

This should be SECMB for sea cargo and ARKTM for air cargo.

<Voyage\_number>**042APL**</Voyage\_number>

Correct voyage number should be given. This should be followed by the carrier name. In this example we have used APL.

<Date\_of\_departure>**2009-07-13**</Date\_of\_departure>

Please note that this is the departure date of the **last port**. This should be given in the correct date format.

The Customs\_office\_code, Voyage\_number and the Date\_of\_departure are concatenated to make the unique manifest number. Once a manifest has been submitted as an XML another XML cannot be submitted with the same Customs\_office\_code, Voyage\_number and the Date\_of\_departure.

<Date\_of\_arrival>2009-07-14</Date\_of\_arrival>

This was not a mandatory field. Now it has been made mandatory.

</General\_segment\_id>

<Totals\_segment>

<Total\_number\_of\_bols>100</Total\_number\_of\_bols>

Correct total number of BOLs for the total manifest should be given.

<Total\_number\_of\_packages>175252</Total\_number\_of\_packages>

If there are three BOLs with a container each and one container contains 10 barrels, other 10 boxes and the remaining 15 cartons then the total number of packages is the summation of all which is 35.

<Total\_number\_of\_containers>204</Total\_number\_of\_containers>

Correct total number of containers for the total manifest should be given.

<Total\_gross\_mass>4641900</Total\_gross\_mass>

Correct total gross mass for the total manifest should be given.

</Totals\_segment>

<Transport\_information>

=

<Carrier>

<Carrier\_code>APL</Carrier\_code>

<Carrier\_name>Apple Plus Lemon</Carrier\_name>

The carrier name has been made mandatory. It was not so before. So please include the carrier name in the xml or your file will be rejected.

<Carrier\_address />

This remains optional

</Carrier>

<Mode\_of\_transport\_code>1</Mode\_of\_transport\_code>

Some companies indicate this as sea or air. They should give the correct code or else the file will be rejected.

<Identity\_of\_transporter>AJAX MONA</ Identity\_of\_transporter >

This is the name of the vessel. This has been made mandatory now. If the name is not given then the file will be rejected.

<Nationality\_of\_transporter\_code>**CN**</Nationality\_of\_transporter\_code>

Some companies indicate the country as China etc. They should give the code or else the file will be rejected.

<Place\_of\_transporter>**LIBERIA**</Place\_of\_transporter>

This is an optional field.

<Registration\_number\_of\_transport\_code />

This is an optional field.

<Date\_of\_registration>**2011-01-01**</Date\_of\_registration>

This is an optional field.

<Master\_information />

This is an optional field.

</Transport\_information>

<Load\_unload\_place>

<Place\_of\_departure\_code>**GBILY**</Place\_of\_departure\_code>

<Place\_of\_destination\_code>**GBHST**</Place\_of\_destination\_code>

Some companies use non existent codes. Please note that the full list of codes are provided. Use the appropriate one.

</Load\_unload\_place>

<Bol\_segment>

When a BOL is submitted by the forwarders it should contain the information of the manifest to which it will get attached. Please refer the awbolds available in the page 8 of the document forwarded. This segment is named <Master\_bol> and contains <Customs\_office\_code>, <Voyage\_number> and the <Date\_of\_departure>. The <Reference\_number> means the Master Sea Bill number to which it will get attached.

= <Bol\_id>

<Bol\_reference>**3020941180**</Bol\_reference>

<Line\_number>**100**</Line\_number>

<Bol\_nature>**23**</Bol\_nature>

<Bol\_type\_code>**HSB**</Bol\_type\_code>

**This should always be HSB**

<Master\_bol\_ref\_number />

Optional

<Unique\_carrier\_reference>**AXJ**</Unique\_carrier\_reference>

Optional

</Bol\_id>

<Load\_unload\_place>

<Place\_of\_loading\_code>**GBHST**</Place\_of\_loading\_code>

<Place\_of\_unloading\_code>**GBHRT**</Place\_of\_unloading\_code>

Some companies use non existent codes. Please note that the full list of codes are provided. Use the appropriate one.

</Load\_unload\_place>

<Traders\_segment>

<Carrier>

<Carrier\_code>**APL**</Carrier\_code>

<Carrier\_name>**Apple Plus Lemon**</Carrier\_name>

The carrier name has been made mandatory. It was not so before. So please include the carrier name in the xml or your file will be rejected.

<Carrier\_address />

This remains optional

</Carrier>

= <Exporter>

<Exporter\_name>**ADFAFASFAS PVT. LTD**</Exporter\_name>

The length has been increased to 70 as requested by the CASA/SLFFA members.

<Exporter\_address>**BUILDING NO. ASFASFASFASF FSFASFASF  
101010FASFASF**</Exporter\_address>

The length has been increased to 350 as requested by the CASA/SLFFA members.

</Exporter>

= <Notify>

<Notify\_code />

The list of freight forwarders who have got themselves registered with the customs are provided. All the freight forwarders are expected to get themselves registered. This is the number that begins with FF00.

<Notify\_name>**UUUUUUUUUUUUPEIP PVT LTD (COLOMBO)**</Notify\_name>

The length has been increased to 70 as requested by the CASA/SLFFA members.

<Notify\_address>**LEVEL 3 NO. dhjfjgjfj**</Notify\_address>

The length has been increased to 350 as requested by the CASA/SLFFA members.

</Notify>

= <Consignee>

<Consignee\_code />

<Consignee\_name>**UUUUUUUTI HIP PVT LTD (COLOMBO)** </Consignee\_name>

The length has been increased to 70 as requested by the CASA/SLFFA members.

<Consignee\_address>**LEVEL LOMBO 03 SRILANKATEL : 73**</Consignee\_address>

The length has been increased to 350 as requested by the CASA/SLFFA members.

</Consignee>

</Traders\_segment>

<ctn\_segment>

IF there is no container attached to the BOL then you are not expected to fill this section.

<Ctn\_reference>**NYKU3038945**</Ctn\_reference>

<Number\_of\_packages>**512**</Number\_of\_packages>

This is the number of packages inside the container. If it is bulk cargo it should be treated as one.

<Type\_of\_container>**20CN**</Type\_of\_container>

Full list of available container types are provided.

<Empty\_Full>**01**</Empty\_Full>

If the container is empty this should be 00. If the container contains even a single box it should be treated as full and the code is 01.

<Marks1>**3314150**</Marks1>

Optional fields.

<Marks2 />

<Marks3 />

<Sealing\_Party />

</ctn\_segment>

<Goods\_segment>

<Number\_of\_packages>**512**</Number\_of\_packages>

If a BOL contains two containers and one contains 10 barrels and the other contains 50 boxes then the number of packages should be 60. If one contains 10 barrels and the other contains bulk cargo either liquid or solid the number of packages should be 11 etc. Treat bulk cargo as one package.

<Package\_type\_code>**BA**</Package\_type\_code>

Full list containing all the package type codes are provided.

<Gross\_mass>**9600**</Gross\_mass>

<Shipping\_marks>**FIL-01 TOFIL-400&FIL-112**</Shipping\_marks>

This has now been increased to 2000 on the request of the SLFFA and CASA.

<Goods\_description>**512 BOXES (FIVE HUNDRED TWELVE BOXES) SAID TO CONTAIN PRINTED PACKAGING MATERIAL IN PREFORMED CARRY BAGS TO PACK TEA 1. ALOTUR FABRIC BAGS AS PER PROFORMA INVOICE NO. 956565+60/2009 DATED 19.02.2009 DIMENSIONS HEIGHT 425MM WIDTH 335MM SIDE/BOTTOM GUHKHKHKHSSET 180 MM THIS IMPORT UNDER DUTY FREE TYPE SCHEME FOR RE-EXPORT EACH CARTON MARKED CLEARLY WITH THE FOLLOWING 1. BRAND NAME IN EACH JHKHKG GHJGHJH CARTON 2. NO. OF BAGS (QUANTITY) IN EACH CARTON 3. NET WEIGHT/GROSS WEIGHT 4. RUNNING NOS REQUIRED ONEACH CARTON & PRINTED PACKAGING MATERIAL INVOICE NO: FIL-EC-63/2027 & FIL-EC-61/380 NET WT: 6863.300 KGS S.BILL NO: 500826 DT. 01.07.09 & 50825**</Goods\_description> This has now been increased to 2000 on the request of the SLFFA and CASA.

<Volume\_in\_cubic\_meters>**24**</Volume\_in\_cubic\_meters>

Please note that this is mandatory. The file will be rejected if this is not indicated.

<Num\_of\_ctn\_for\_this\_bol>**1**</Num\_of\_ctn\_for\_this\_bol>

<Information />  
</Goods\_segment>

<Value\_segment>  
- <Freight\_segment>  
<PC\_indicator>P</PC\_indicator>

This is optional.

<Freight\_value>75.5</Freight\_value>

This is a mandatory field. Airlines should indicate the correct value. For sea cargo where there is no freight value involved this should be 0.

<Freight\_currency>ZZZ</Freight\_currency>

This is a mandatory field. Airlines should indicate the correct currency code. For sea cargo where there is no currency code involved this should be "ZZZ" which means no currency .

</Freight\_segment>  
</Value\_segment>

## Schema 2 (AWBOLDS)

This schema contains a segment named <Master\_bol>. It has four fields.

<Customs\_office\_code>SECMB</Customs\_office\_code>

This should be SECMB for sea cargo and ARKTM for air cargo.

<Voyage\_number>042APL</Voyage\_number>

Correct voyage number should be given. This should be followed by the carrier name. In this example we have used APL.

<Date\_of\_departure>2009-07-13</Date\_of\_departure>

Please note that this is the departure date of the *last port*. This should be given in the correct date format.

<Reference\_number>VTLSZES10080780</Reference\_number>

Master transport document reference number.

Next there are the <Bol\_id> segment which is similar to the AWMDS.

### Amendments:

If an error is detected on the registered manifest it can be amended. Customs is expected to do the amendments.

### Shipping lines to freight forwarders

Shipping line may have a manifest with 10 master bills of lading. Assume each of these master bills are handed over to 10 different forwarders. The shipping line should inform the forwarder the unique manifest number (consisting of the office code, voyage number and the date of departure) along with the particular bill of lading number. The freight forwarders can then submit their bills of lading which will get attached to the manifest submitted by the shipping line.

### **Freight forwarders to freight forwarders**

The BOL received from the shipping line will now act as a manifest to the freight forwarders down the line. For example the BOL received from the shipping line may have 5 house bills and 3 master bills. The goods pertaining to the house bills can be cleared and written off against a CusDec. The forwarder should inform the unique manifest number (consisting of the office code, voyage number and the date of departure) along with the particular bill of lading number pertaining to the remaining 3 master bills to the relevant forwarders down the line for them to submit their BOLs.

### **Supplementary manifest.**

Supplementary manifests can be submitted to registered manifests in the xml format. However, the supplementary manifest is treated as a new manifest. The naming of the file should be MANAPL\_SUP20091028131032.xml and the voyage number should be changed to include the word "SUP" to make the new manifest number unique. Eg: Original voyage number = W20. If a supplementary manifest is to be submitted to the same manifest then the voyage number should be changed to W20SUP.

### **Dummy Manifest for the feeder vessels**

Since the feeder vessel operator may not have full details of the goods carried by them they are not expected to divulge such data. They should use "00" or the code "NA" as the case may be for the mandatory fields for which they cannot provide the details. Mandatory fields to which the data are available should be filled with the actual data. Feeder vessel operators are expected to submit a dummy manifest. The format is given below.

</General\_segment\_id>

<Totals\_segment>

<Total\_number\_of\_bols>1</Total\_number\_of\_bols>

The total number of BOLs should be given as 1.

<Total\_number\_of\_packages>1</Total\_number\_of\_packages>

The total number of packages should be given as 1.

<Total\_number\_of\_containers>0</Total\_number\_of\_containers>

The total number of containers should be given

<Total\_gross\_mass>1 </Total\_gross\_mass>

The total gross mass should be given as 1.

</Totals\_segment>

<Bol\_id>

<Bol\_reference>0</Bol\_reference>

<Line\_number>0</Line\_number>

<Bol\_nature>23</Bol\_nature>

<Bol\_type\_code>DUM</Bol\_type\_code>

Please note that "DUM" stands for dummy BOL.

</Bol\_id>

<Goods\_segment>

<Number\_of\_packages>1</Number\_of\_packages>

This should be 1.

<Package\_type\_code>OT</Package\_type\_code>

This should be NA.

<Gross\_mass>1</Gross\_mass>

<Shipping\_marks>0</Shipping\_marks>

This should be 1.

<Goods\_description>0</Goods\_description>

This should be 1.

<Volume\_in\_cubic\_meters>0</Volume\_in\_cubic\_meters>

Please note that this is mandatory. The file will be rejected if this is not indicated.

<Num\_of\_ctn\_for\_this\_bol>0</Num\_of\_ctn\_for\_this\_bol>

<Information />

</Goods\_segment>

### **NIL manifests**

Some vessels report for spares, bunkers and dry dock repairs and does not have any cargo on board feeder vessels do not know the details of the goods carried by them they are not expected to divulge such data. They should use "0" or the code "NA" as the case may be for the mandatory fields for which they cannot provide the details. Mandatory fields to which the data are available should be filled with the actual data. Feeder vessel operators are expected to submit a dummy manifest. The format is given below.

</General\_segment\_id>

<Totals\_segment>

<Total\_number\_of\_bols>1</Total\_number\_of\_bols>

The total number of BOLs should be given as 1.

<Total\_number\_of\_packages>1</Total\_number\_of\_packages>

The total number of packages should be given as 1.

<Total\_number\_of\_containers>0</Total\_number\_of\_containers>

The total number of containers should be given as 0.

<Total\_gross\_mass>1 </Total\_gross\_mass>

The total gross mass should be given as 1.

</Totals\_segment>

<Bol\_id>

<Bol\_reference>0</Bol\_reference>

<Line\_number>0</Line\_number>

<Bol\_nature>23</Bol\_nature>

<Bol\_type\_code>NIL</Bol\_type\_code>

Please note that "NIL" stands for NIL manifest.

</Bol\_id>

<Goods\_segment>

<Number\_of\_packages>1</Number\_of\_packages>

This should be 1.

<Package\_type\_code>OT</Package\_type\_code>

This should be NA.

<Gross\_mass>1</Gross\_mass>

<Shipping\_marks>0</Shipping\_marks>

This should be 1.

<Goods\_description>0</Goods\_description>

This should be 1.

<Volume\_in\_cubic\_meters>0</Volume\_in\_cubic\_meters>

Please note that this is mandatory. The file will be rejected if this is not indicated. **To be indicated as 0 in the case of a NIL manifest...** Please add the highlighted text...CASA I did not find any highlighted text.

<Num\_of\_ctn\_for\_this\_bol>0</Num\_of\_ctn\_for\_this\_bol>

<Information />

</Goods\_segment>

### Line number

Any numeric.

Should you need further clarification please contact the technical team of the ICT division of customs.

Thanking you

P.A.Dias  
Director of Customs (ICT)  
For the Director General of Customs