

AUTOMATING THE MANIFEST WRITE OFF AT THE BOI OFFICES

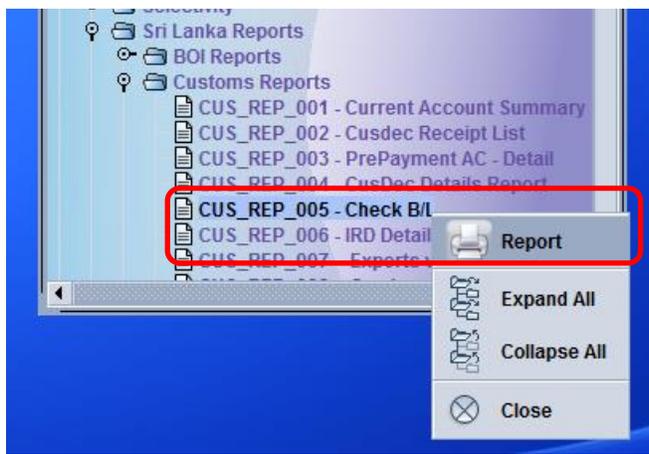
Sri Lanka Customs will automate the manifest write-off at the BOI offices from 15/12/2018. Following figures and instructions show how a CHA can find and upload correct BL details.

VIEWING THE BL DETAILS

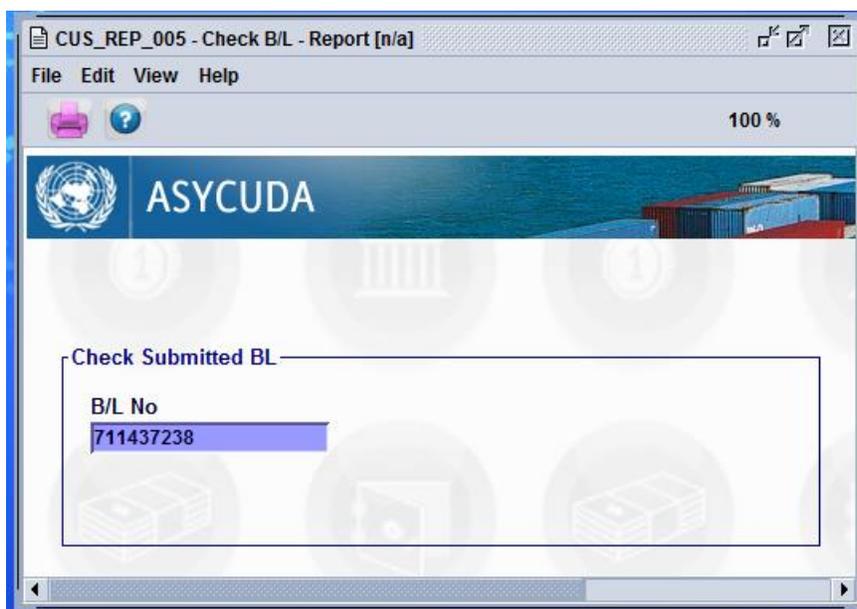
Customs House Agents can view the details of the Bills of Ladings submitted to the AsyCuda system by the shipping lines and the freight forwarders. How to do so is given in figures 1-5.

Click on Sri Lanka Reports—Customs Reports—CUS_REP_005 – Check B/L

Click on Report



Indicate the correct B/L No and click on the pink printer icon.



System will instantly indicate the BL registration details.



B/L Ref	711437238
Carrier Name	Maersk Lanka (Pvt) L
Office Name	Colombo Sea Cargo
Office Code	SECMB ←
Voyage	846W
Date of Departure	2018-11-29
Reg Year	2018 ←
Reg Number	4703 ←
No. Of Packages	1,130.00
Package Code	Carton
Gross mass	7,884.00

CUSDEC SUBMISSION

When submitting a CusDecs, system will require the Manifest and Cage Number 40 fields in the CusDec, to be completed in the way shown below.

1. Manifest Details Field

1 DECLARATION	2 Exporter	3 Pages	4 List	5 Items	6 Total Packages	7 Declarant's Sequence number
	TIN: _____	1	1			Manifest

Figure 6. Where the manifest details should be declared in the CusDec.

Manifest details should be entered in the following format

MANIFEST_OFFICE<SPACE>YEAR<SPACE>MANIFEST_REGISTRATION_NUMBER

Eg :- SECMB 2018 4044

(Important: This format should be followed, in order to submit the CusDec. If the manifest details are not in the correct format the following error message will be displayed)

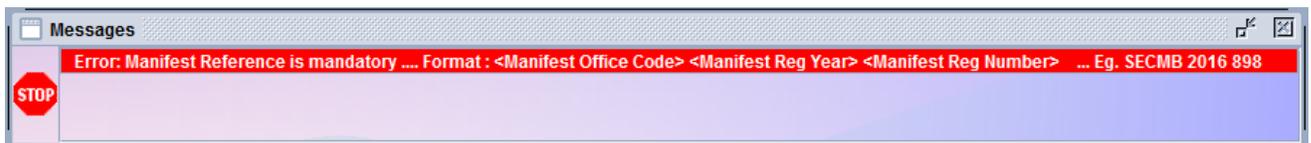


Figure7. Error message for not declaring the correct manifest details in the CusDec.

CHA should be extremely careful to declare the correct BL for the relevant CusDec. If a wrong BL is declared on the CusDec and it is written off, the CusDec has to be cancelled to rectify the error.