

DTI CUSDEC KEY IN ASYCUDA WORLD

ICT DIVISION

- ### OBTAINING THE DTI FACILITY
- The relevant company should sign a MOU with the Sri Lanka Customs.
 - The MOU is available at the website www.customs.gov.lk.
 - When the MOU is signed a user name and a password should be obtained to log in to the system from Mr. Prasad/Harshana of the ICT division.
 - Further details can be obtained from Mr. Prasad of the ICT division. Mobile:0717355466.

Log in

Go to your internet browser
Type the URL <http://10.2.3.50:8081/awclient/>



Double click on the computer indicated in the red circle



Type the password and log in

Users should be extremely careful about their usernames and passwords.

Users will be held responsible for all the entries made using their usernames and passwords.

CusDec Key in

When you log in following web page will pop up.

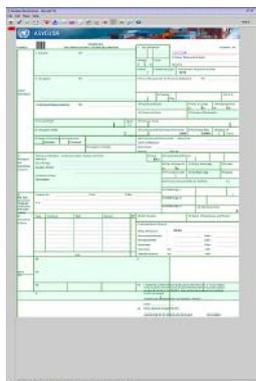
Go to ASYCUDA

- Goods Clearance
- Declaration
- Detailed Declaration

Right click the mouse – click on the new.



You will get the following CusDec.



Let us assume that this CusDec has two items. One is a vehicle and the other is wooden furniture. The goods are inside the vehicle.

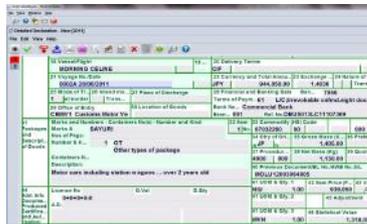
FOB value of the first item is 939050 yen.

FOB value of the second item is 5000 yen.

The value should be given in **FOB**.



Cage 1. Mandatory. IM 4 [Entry for home use].
 Cage 2. Mandatory. Exporter. Full name of the exporter along with his address should be give.
 Cage 3. Not mandatory. System will pick it.
 Cage 4. Not mandatory.
 Cage 5. Mandatory. Number of items for this CusDec.
 Cage 6. Mandatory. Total packages for this CusDec.
 Cage 7. Not mandatory. Declarant's sequence number. System will generate this.
 Cage 8. Mandatory. Consignee TIN
 Cage 9. Not mandatory.
 Cage 10. Not mandatory. Country of first destination.
 Cage 11. Not mandatory. Trading country.
 Cage 12. Not mandatory. Cage 13. Not mandatory. This will depict the number of containers.
 System will pick this automatically.
 Cage 14. Mandatory. Declarant TIN number.
 Cage 15. Mandatory
 Cage 16. Mandatory
 Cage 17. IK



Cage 18. Vessel name & Flag
 Cage 19. Container. If container is present please click on the square.
 Cage 20. Delivery terms such as DP/CIF.
 Cage 21. Voyage no & Date
 Cage 22. Mandatory. Currency & Total amount
 (FOB value of the first item is 939050 Yen and the value of the second item is 5000 yen. Therefore the total is 944050.00 JPY).

Cage 23. Exchange rate. Picked automatically by the system.
 Cage 24. Not mandatory
 Cage 25. This should be 1 for sea transport.
 Cage 26. Not mandatory.
 Cage 27. Not mandatory.
 Cage 28. Bank. Can be obtained from the drop down menu. Terms of payment such as 61. Bank name. Taken from the system. Branch drop down menu. Ref no. Bank reference number.
 Cage 29. Mandatory. Office of entry
 Cage 30. Not mandatory.
 Cage 31. Mandatory. Just the marks. Numbers & kind should be given clearly. Description.
 Cage 32. System will pick.
 Cage 33. Mandatory. This should be a 8 digit HS code followed by two 00. If this is a vehicle HS the system will request you to enter the UOM -3 which is depicted as MVH for motor vehicle. The correct number of motor vehicles should be given.

Cage 34. Mandatory. Country of origin.
 Cage 35. Mandatory. (Gross mass)
 Cage 36. Not mandatory.
 Cage 37. Mandatory. Procedure code. Can get from the drop down menu.
 Cage 38. Mandatory. Net mass.
 Cage 39. Not mandatory.
 Cage 40. This should be the BL number.
 Cage 41-1. Mandatory. Should declare the correct number of motor vehicles.
 Cage 41-3. Mandatory. Should declare the correct number of motor vehicles.
 Cage 42. System will pick this automatically from the statistical value of the item valuation note.
 Cage 43-52. Not mandatory. System will indicate many of these details.
 Cage 53-54. Once the printout is taken out the declarant & consignee should sign this.

2nd Item



Cage 31. Mandatory. Marks, Number & kind.
 Cage 32. System will pick it up.
 Cage 33. Mandatory.
 Cage 34. Mandatory.
 Cage 35. Mandatory.
 Cage 36. Preferential code (ISFTA)
 Cage 37. Mandatory.

Cage 38. Mandatory.
 Cage 40. Mandatory.
 Cage 41-1 Mandatory
 Cage 42. System will pick this up.

To go to the second item click on the icon circled.

VALUATION NOTE

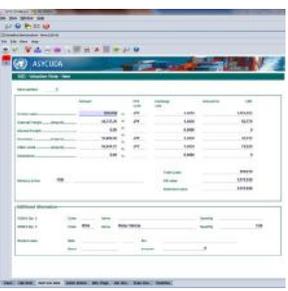


Working mode: Apportionment per value
 Invoice value should be the FOB value
 Correct currency code should be given

Valuation note should indicate the breakdown.

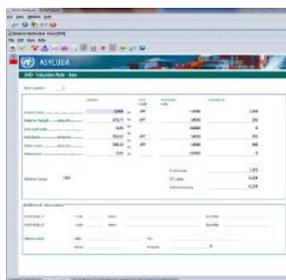
Invoice value (FOB)	944050	JPY
Freight	45000	JPY
Insurance	17000	JPY
Other	57000	JPY

ITEM VALUATION NOTE



If there are two items there should be two different valuation notes.
 Be careful to indicate the correct currency code.
 Correct FOB price of the item should be given.
 System will automatically calculate the external freight, insurance and the other cost for each item.

2nd Item

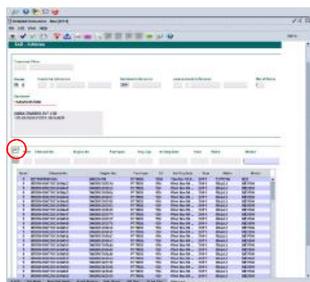


VEHICLE PAGE



If there are few vehicles it can be directly by keyed in.
 Enter the relevant item, Chassis No, Engine No, Fuel type, Engine capacity, 1st date of registration, year, make and the model.
 Then click on the icon circled. The data will appear below.

VEHICLE PAGE – BRAND NEW



Brand new vehicle importers can import already keyed in details to the vehicle page. It should be an excel file. The column names should be as follows. Item/Chassis No/Engine No/Fuel Type/Engine Capacity/1st Reg Date/Year/Make/Model. The date should be a text field and should follow the following format (09/11/2011). Data should be in the sheet 1. Clicking on the circle indicated will import the already typed data to the vehicle page.

LICENSES



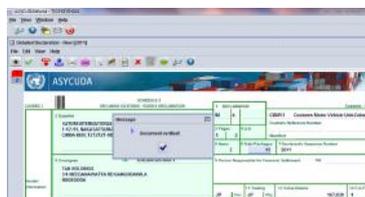
Details of the licenses can be given in the attached documents.
 Once the system is automated customs can receive the license details automatically and these can be written off automatically.

INFORMATION PAGE



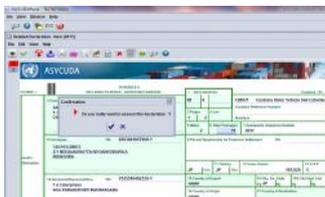
Any additional data required to process the CusDec can be given in the information page.

VERIFYING THE CUSDEC

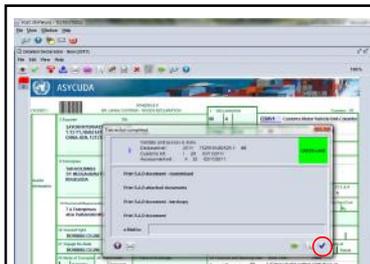


The CusDec can be verified by clicking on the eye mark on the right hand top corner. A message will appear stating "Document verified"

VALIDATE & ASSESS



Click on the green ✓ mark adjacent to the eye mark and the system will ask you whether you really want to assess the declaration. Press yes.



Once this is done the CusDec will be validated and assessed.

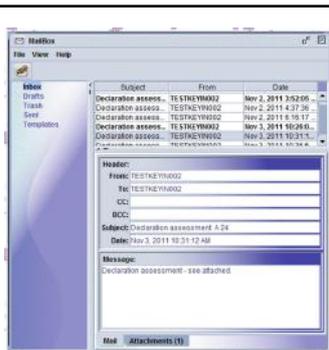
The channel selection will be done automatically.

The CusDec reference number and the assessment reference number will appear.

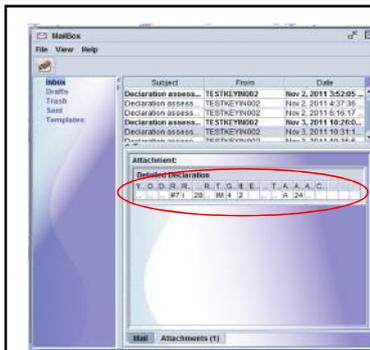
Click on the blue ✓ sign.



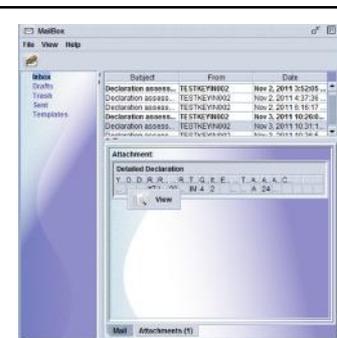
Click on the blue ✓ sign.



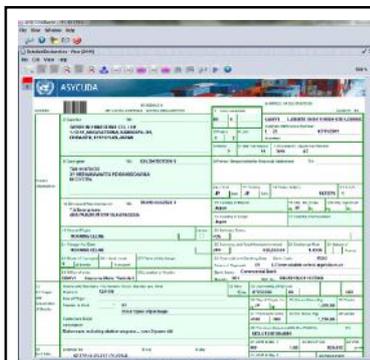
Mail box will appear. Click on the attachments.



Details of the declaration assessed will appear.



Right click on the detailed declaration and View will appear.



The assessed CusDec will appear.

PRINTOUTS



Printout of the assessment notice can be taken using the printer depicted on top of the page which is circled in red color.

Print out of the CusDec can be taken by clicking on the white color printer depicted in tool bar.

SAVING THE CUSDEC

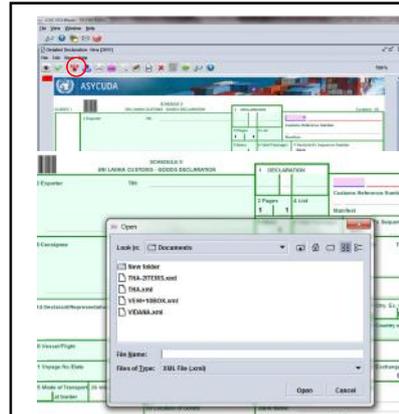


Assessed CusDec can be saved as an xml file. This can then be retrieved and used as a template for future CusDecs. To save click on the blue XML mark indicated at the tool bar which is circled.

RETRIVING A SAVED CUSDEC



Go to ASYCUDA
-Goods clearance
-Declaration
-Detailed Declaration
-New.

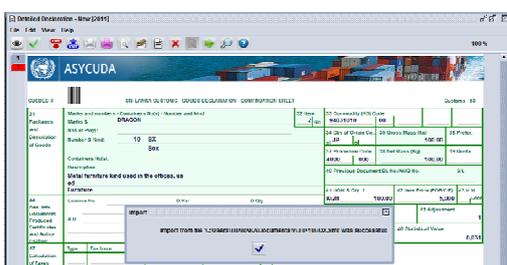


On the top of left corner there is a red XML. Click on it.

Saved xmls will appear. This mark is circled in red.

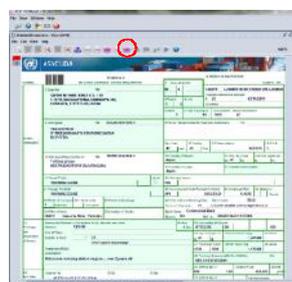
Select the xml you want to retrieve and click on open.

It will be imported to the new declaration and a message will appear stating that the import was successful.



This indicates that the relevant xml has been imported successfully

PRINT OUT OF THE CUSDEC



Assessment notice can be taken using the printers depicted on top of the page which is circled in red color.

Print out of the CusDec can be taken by clicking on the white color printer depicted in tool bar.

