



S R I L A N K A

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Self-User Registration Guideline

For Carriers / Shipping Agents / Freight Forwarders / NVOCC



Acknowledgement

This document is a functional guideline for self-user registration to ASYHUB for the Carriers, Shipping Agents, Freight Forwarders and NOVCC. It is within the context of the Implementation of the ASYHUB Maritime System in Sri Lanka.

"Important Note: ASYHUB Maritime is a newly developed state-of-the-art platform for the pre-arrival electronic exchange and processing of cargo information. Accordingly, this documentation prepared in the context of pilot projects should be considered as an interim documentation only, to guide the users until ASYHUB Maritime is fully piloted and validated. The final version of the documentation shall only be prepared and issued after a detailed evaluation following a few months of live operations and users feedback".

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1. Introduction

1.1. Purpose

This document provides guidance to the involved stakeholders in the maritime cargo entry processes implemented within the ASYHUB Maritime system.

1.2. Scope

This document provides guidance for the ocean carriers, shipping agents, freight forwarders, NVOCCs and other parties involved in the processes implemented within the ASYHUB Maritime.

This guidance covers:

- How to self-register into Sri Lanka ASYHUB Live System.

1.3. Target Audience

The intended audience for this document is:

- The representatives of shipping operators (Carriers, Shipping Agents, Freight forwarders, NVOCCs, etc.);
- Any person involved in the ASYHUB Maritime project;
- Any person being practically involved in the entry formalities for maritime consignments.

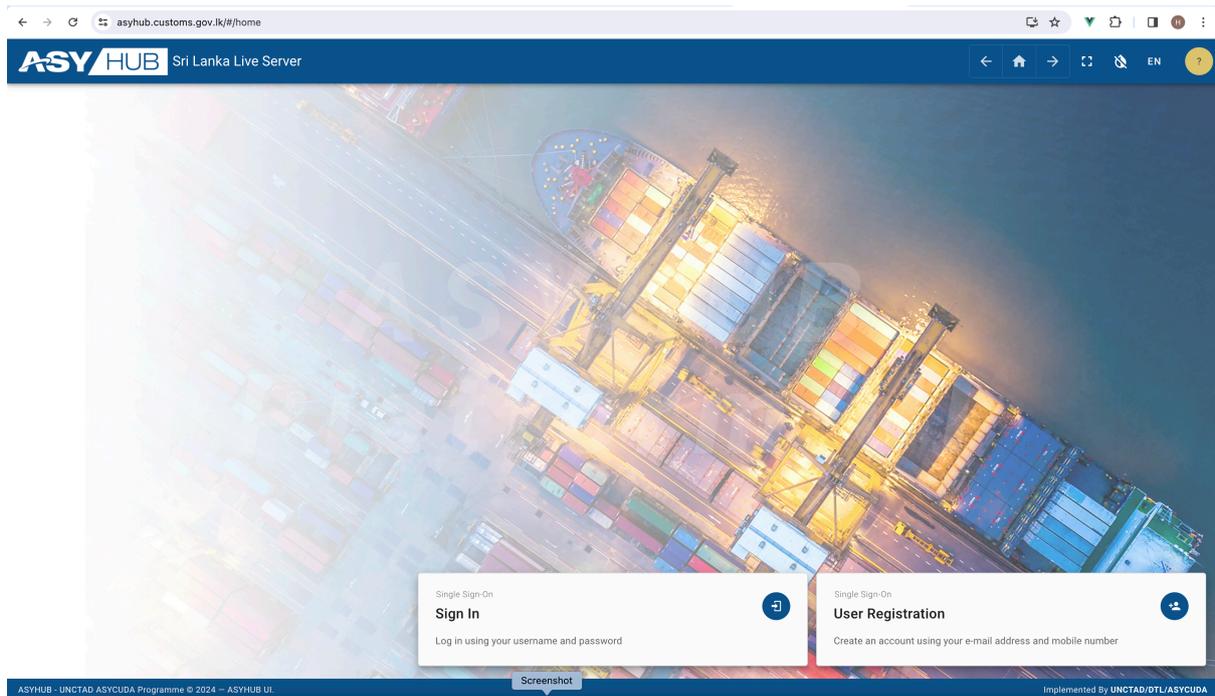
1.4. Glossary of Terms

Term	Meaning
ASYHUB	ASYCUDA Data Integration Platform
Customs	Government department that facilitates, administers, and collects the duties levied by the government on imported/exported goods
Dashboard	Visual display of data in one place
Home Page	First Web page entry of Portal or Website
Navigation Tools	Links used to assist navigation from one web page to another
Portal	Website providing access to links

2. Accessing and Logging into ASYHUB Platform

To access the ASYHUB Platform, click on the website portal link <https://asyhub.customs.gov.lk/#/home>

Figure 2.1 Landing Page



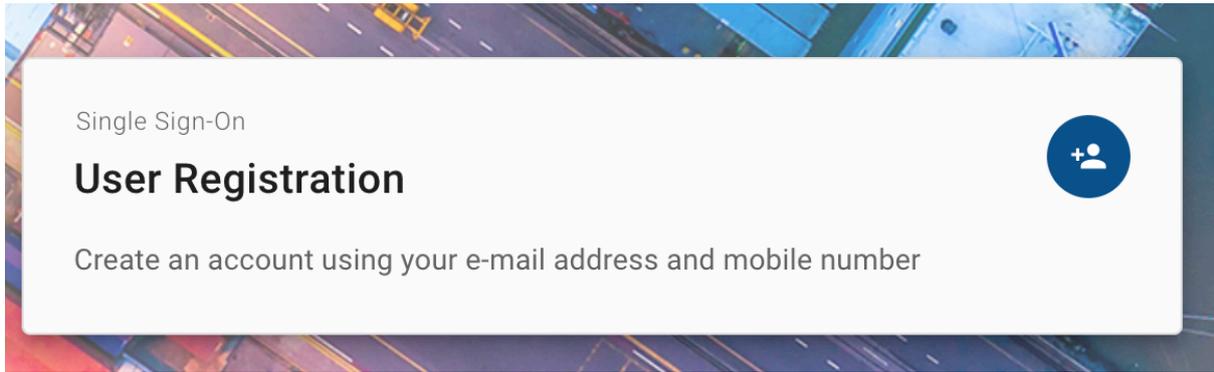
There are two ways to access the system, for **New Users** who must create an account with **User Registration** option or **Regular (already registered) Users** who sign in to perform their functional role.

2.1 User registration in ASYHUB

For new users, it is necessary that the person first registers into the system. Upon satisfaction of the registration application, the ASYHUB Administrator gives approval, but if the application is not satisfactory, the rejection is notified to the applicant through the email provided during registration. Once approved, the applicant becomes legally known user that can submit cargo information on behalf of his company.

To open the registration form, the applicant must select the following option:

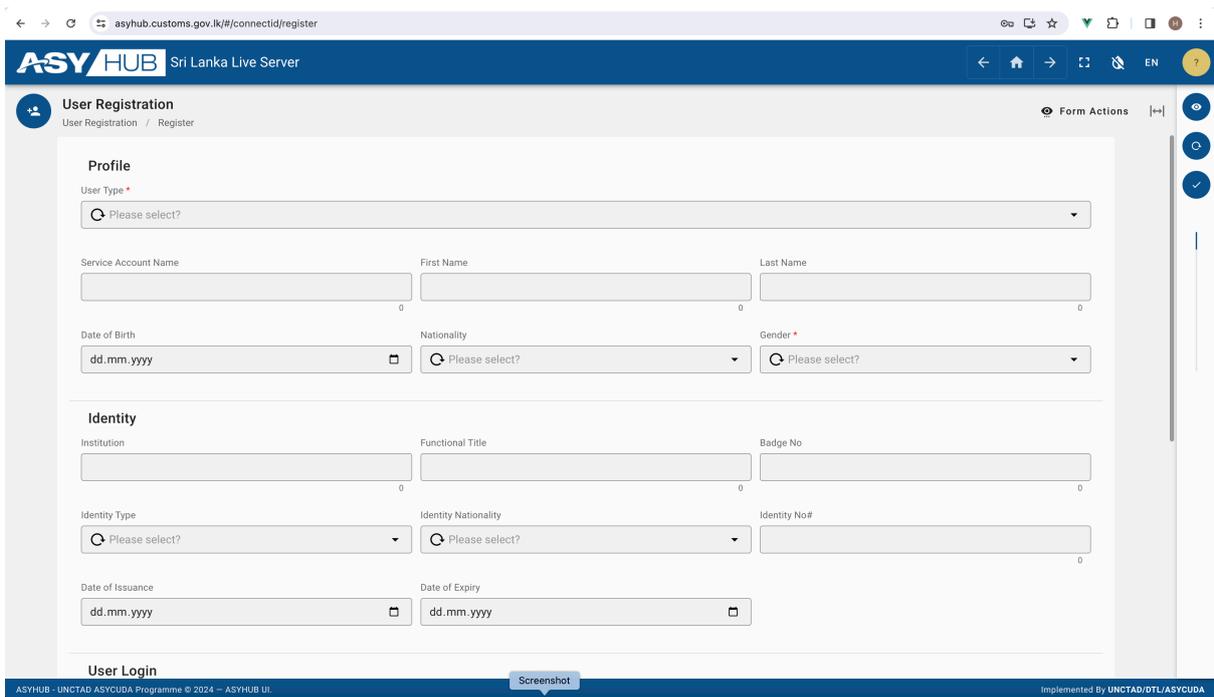
Figure 2.2 User Registration Link



The following interface opens to allow the user to proceed with the registration to establish his/her **Profile, Identity** and **User Login** credentials as shown in Figure 2.3

Make sure you select the correct User Type as “**Carrier**” or “**Shipping Agent**” or “**Freight Forwarder**” or “**NVOCC**” when filling this online form:

Figure 2.3 User Registration



The fields above are represented before that are available for the new applicant to fill and submit online.

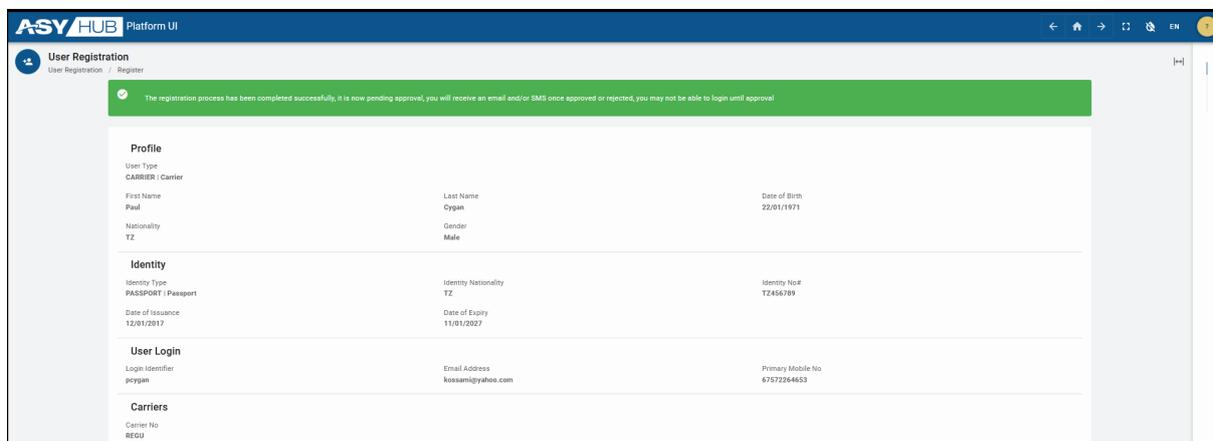
Field	Description	How to Fill	Mandatory
Profile			

Field	Description	How to Fill	Mandatory
User Type	Type of Users requesting registration. Existing user for example includes Agent, Carrier, Freight Forwarder and Non-Vessel Operating Common Carrier.	Select from List box	Yes
First Name	User's first name	Free Text	Yes
Last Name	User's last name	Free Text	Yes
Date of Birth	User's Date of Birth	Date Selector	Yes
Nationality	User's nationality	Select from List box	Yes
Gender	User's gender	Select from List box	Yes
Identity			
Identity Type	National ID, Passport etc	Select from list box	Yes
Identity Nationality	Nationality of ID	Select from list box	Yes
Identity No#	ID number	Free Text	Yes
Date of Issuance	ID's date of Issue	Date Selector	No
Date of Expiry	ID's expiry date	Date Selector	No
User Login			
Login Identifier	User's login ID	Free Text	Yes
Email Address	User's email address	Free Text	Yes
Primary Mobile No	User's primary mobile number	Free Text	Yes
Password	User password login	Character Hidden free text	Yes
Password Confirmation	User password login confirmation	Character Hidden free text	Yes
Carriers			
Carrier No	The field is visible only if the user is of type "Carrier" or "Shipping Agent". It must contain the carrier code that is assigned to the company in ASYCUDAWorld System. For shipping agents, it is possible to provide multiple carrier codes if they are representing different carrier companies by clicking on the button "+ Add Carrier". If the code does not exist, the system will give an error.	Free Text	Yes
Traders			
Trader No	This field is visible only if the user is of type "Freight Forwarder" or "NVOCC". It must contain the	Free Text	Yes

Field	Description	How to Fill	Mandatory
	carrier code that is assigned to the company in ASYCUDAWorld System. If the code does not exist, the system will give an error.		
Agents			
Agent No	This field is visible only if the user is of type "Shipping Agent". It must contain the carrier code that is assigned to the company in ASYCUDAWorld System. If the code does not exist, the system will give an error.	Free Text	Yes

After clicking submit, the applicant will be prompted with completion of registration with the following message at the top **"The registration process has been completed successfully, it is now pending approval, you will receive an email once approved or rejected, you may not be able to login until approval."** The message comes in white text and a green background as shown below in Figure 2.4:

Figure 2.4 User Registration Prompt



To complete the process of self-registration, the user must proceed with the next step using ASYCUDAWorld Email as described in the next section.

2.2 Email to Customs using ASYCUDAWorld

Once the previous step is completed, the applicant must connect to the ASYCUDAWorld system using his AW credentials and then send a request to Customs by internal email to activate his new account created previously in ASYHUB.

This request must be done through ASYCUDAWorld Internal Email and should be addressed to the "ASYHUB#" group as following:

To : ASYHUB#

Subject : ASYHUB User Registration for *Hatem Shipping Ltd*

Message :

Dear Sir/Madam,

Please review the following user registration in ASYHUB.

Company Name: *Hatem Shipping Ltd*

Company Code: *FF999*

Login Identifier: *hatem.knani*

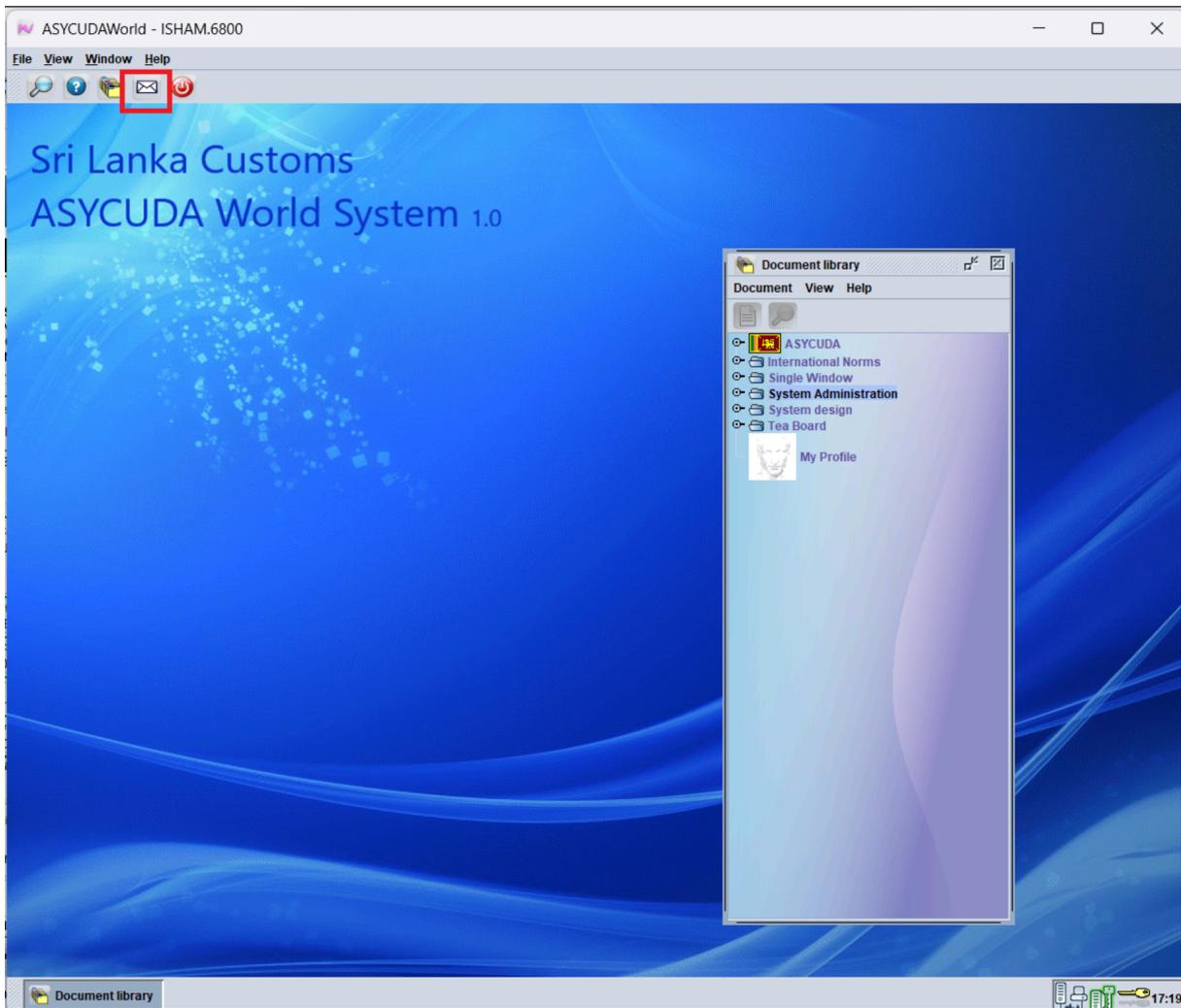
Email address: *hatem.knani@un.org*

Primary mobile no: *0771110111*

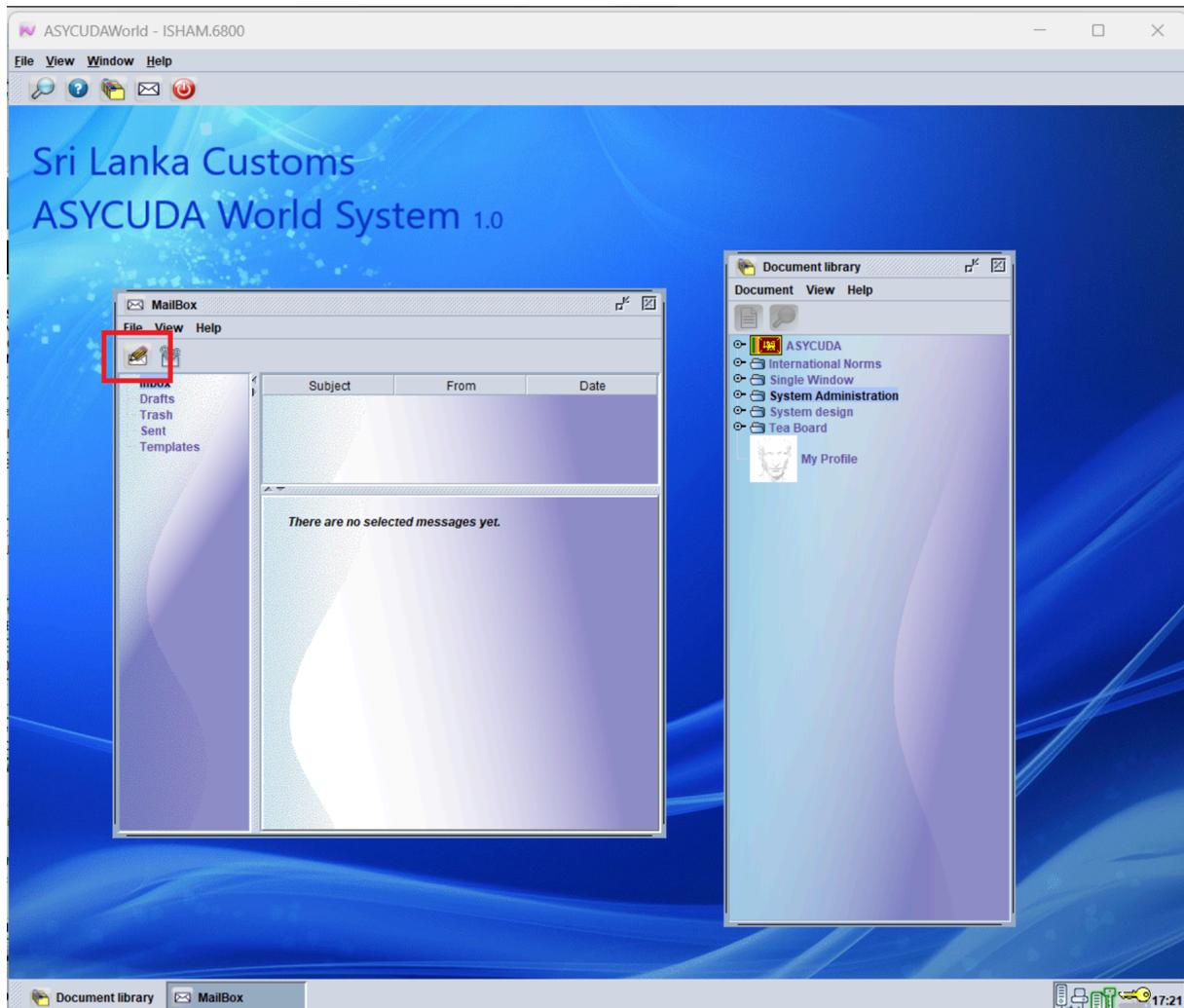
Thank you.

Here are the steps to achieve that using print screens from SRI Lanka ASYCUDAWorld Live System.

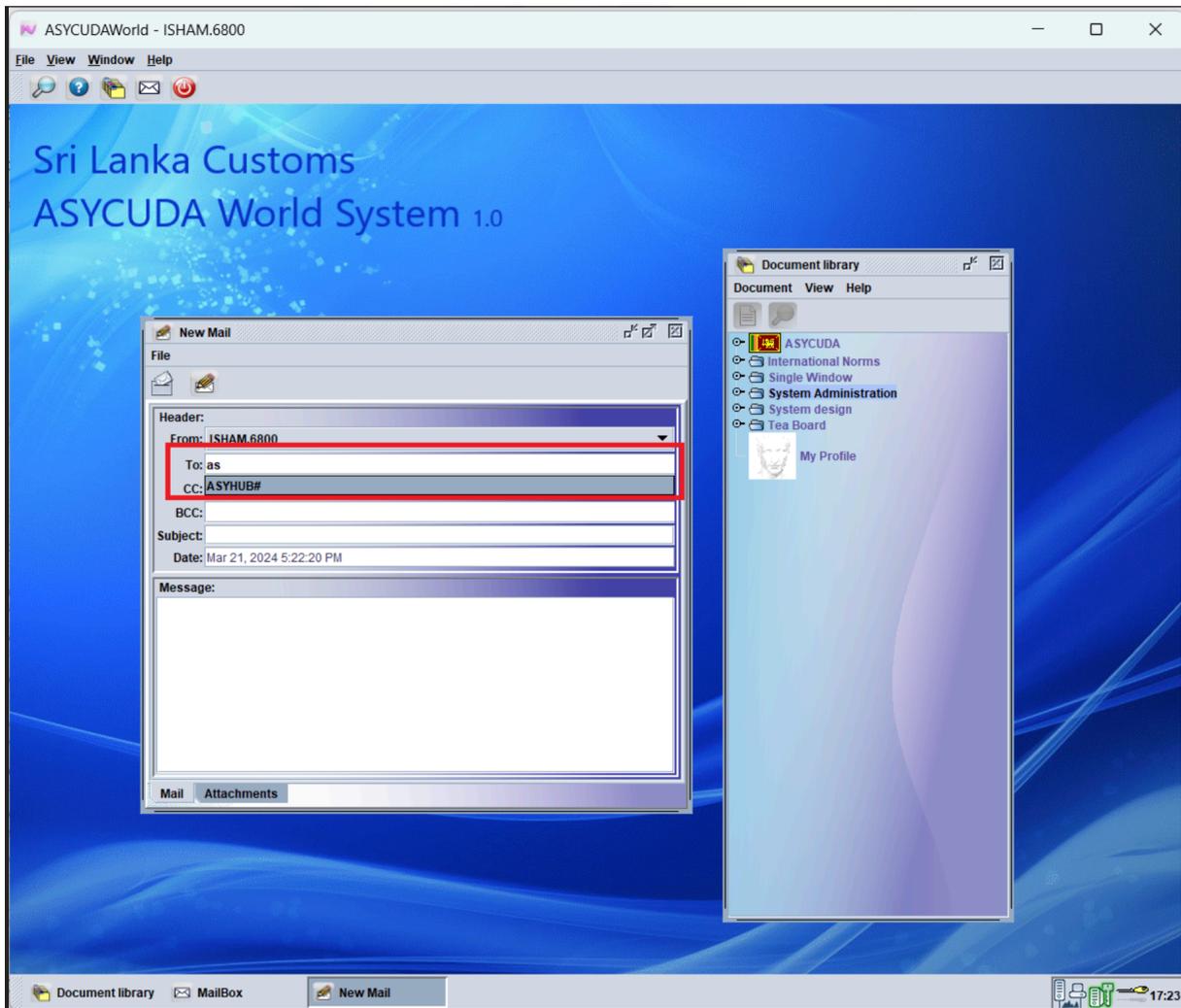
Open MailBox



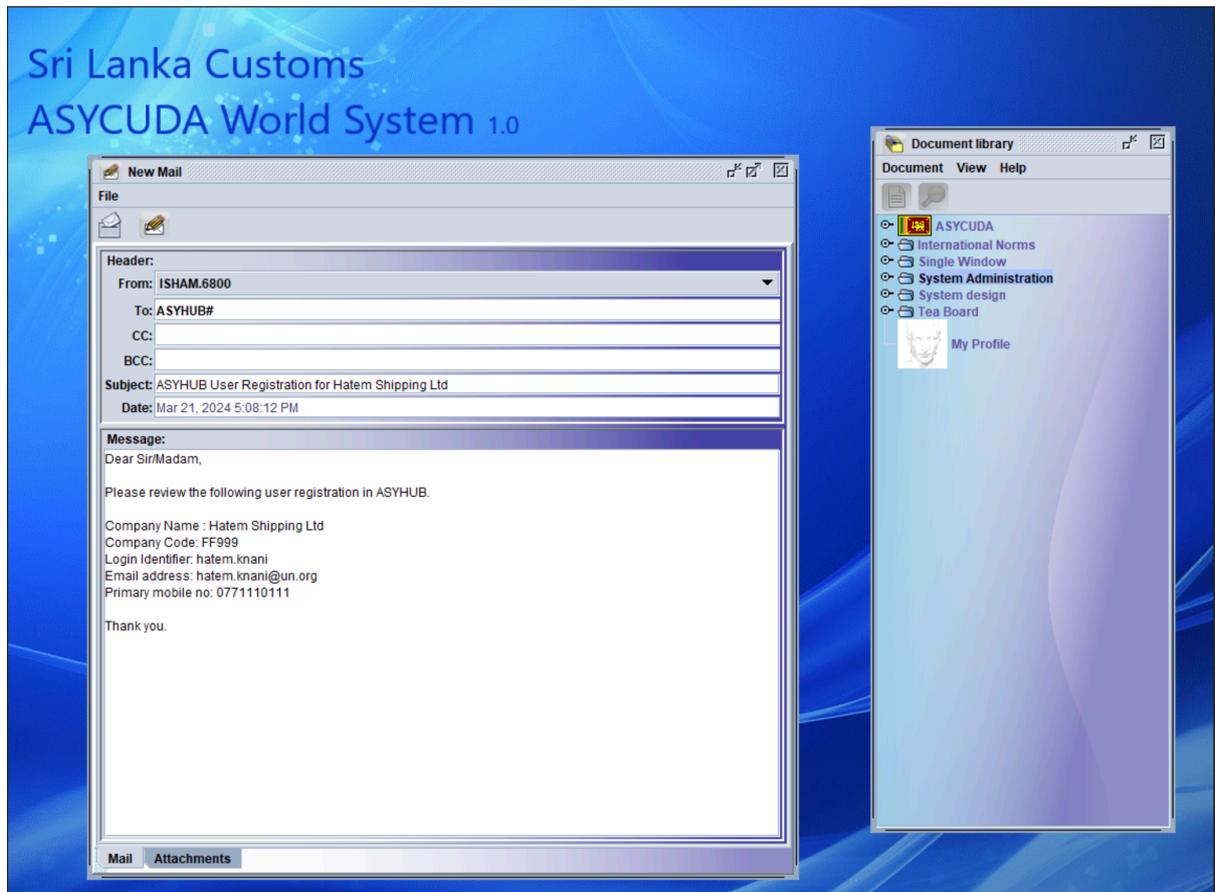
Open New Email



Type *asyhub* in the 'To' field then select *ASYHUB#*



Fill the subject and the email body message as described, then click on Send

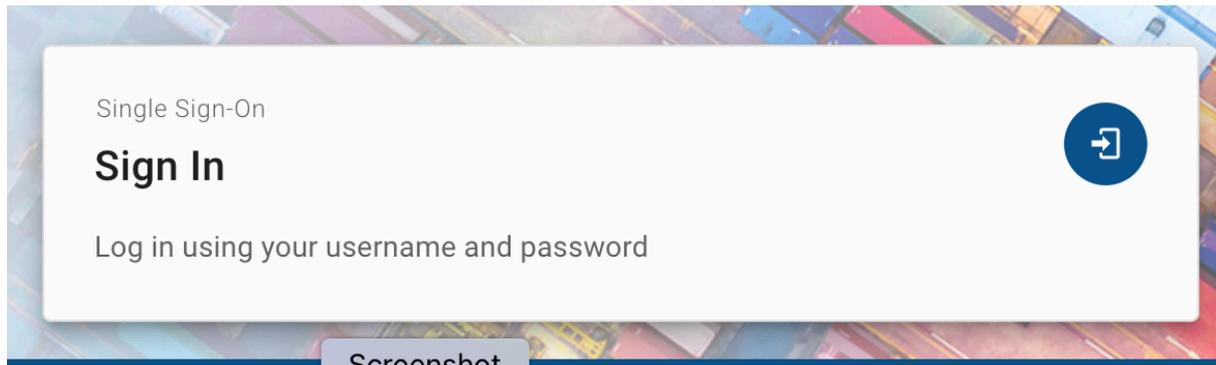


After reception of the email in AW, Customs will process the user registration request and upon satisfaction the new user account will be approved, and the applicant will receive an email notification that his account was accepted. However, if the application is not satisfactory, the rejection is notified to the applicant through email.

2.3 Registered User login

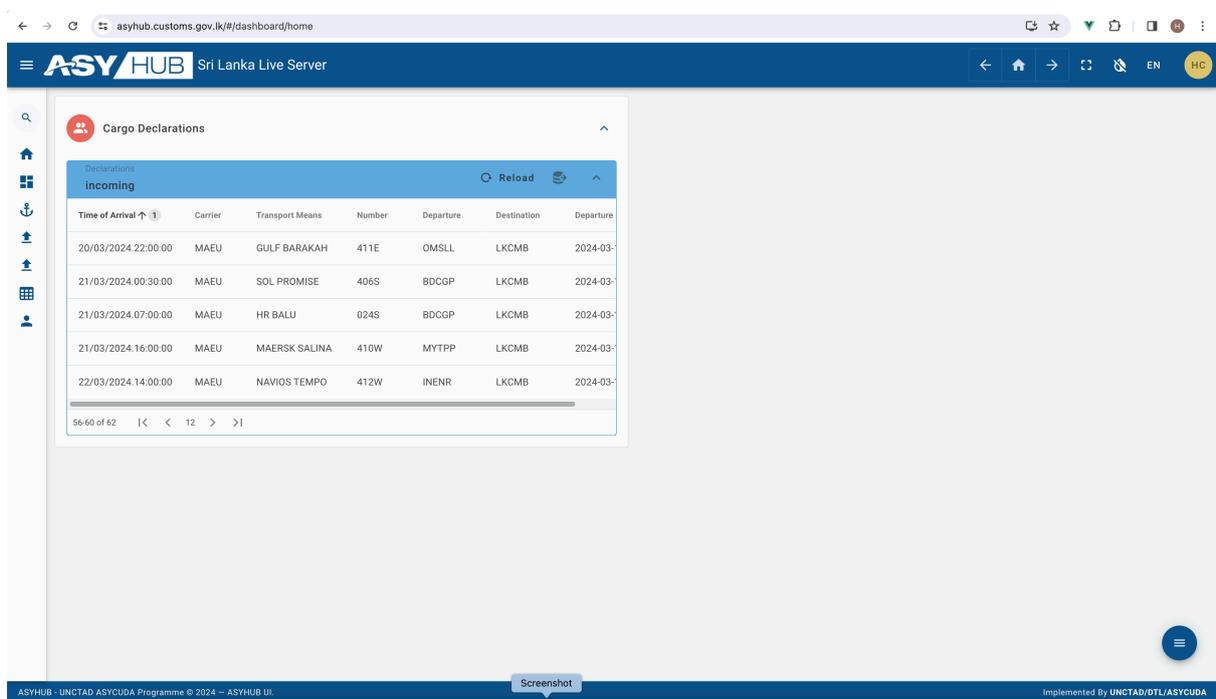
Registered users can navigate to the login Home Page (<https://asyhub.customs.gov.lk/#/home>), and click on **Sign In**, then insert the username and password by clicking the box below:

Figure 2.5 User Login Link



After the login, the next section shows the **Home Page** open, as per figure 2.6 below and allows the User to proceed with the System usage to perform his/her functional role to process the **Cargo Declarations, Consignments, Containers, Fast Cargo Integration and Excel Integration.**

Figure 2.6 Home Page



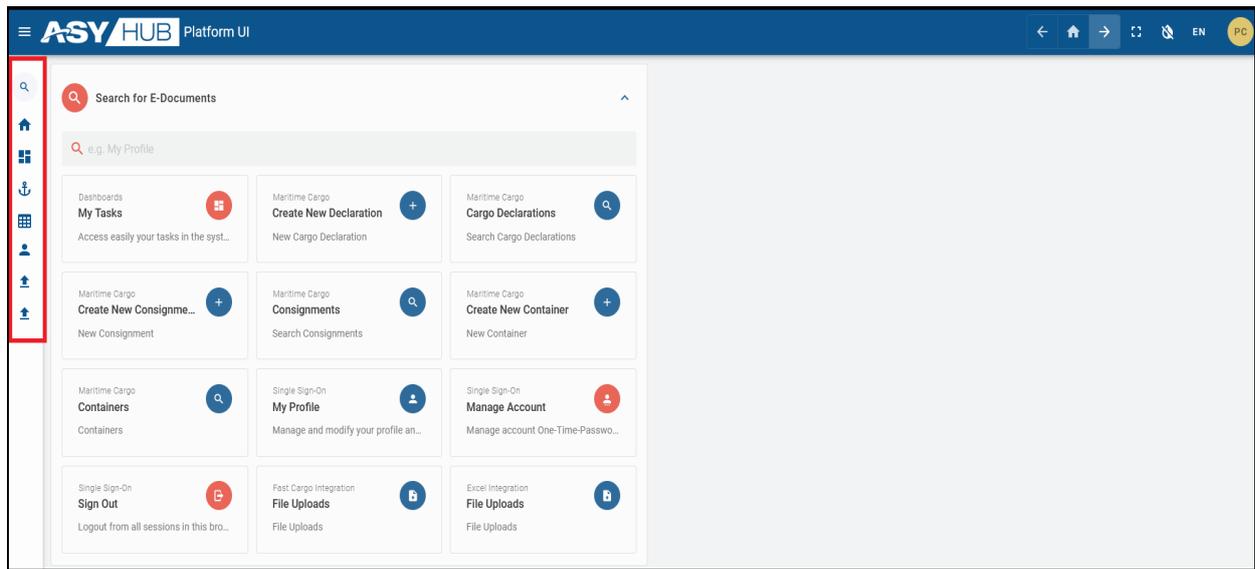
3. General ASYHUB System Navigation

3.1 Navigation Tools

The navigation tools embedded on the left-hand side of the home page provide at least six (6) sections for the Carrier User. The user must hover the mouse-point over the left-side navigation tools to open the icons. Functions available for the User may vary with time depending on the needs of relief functions in trade.

Below is the layout of the navigation on the left-hand side, as highlighted in red.

Figure 3.1 Navigation Buttons



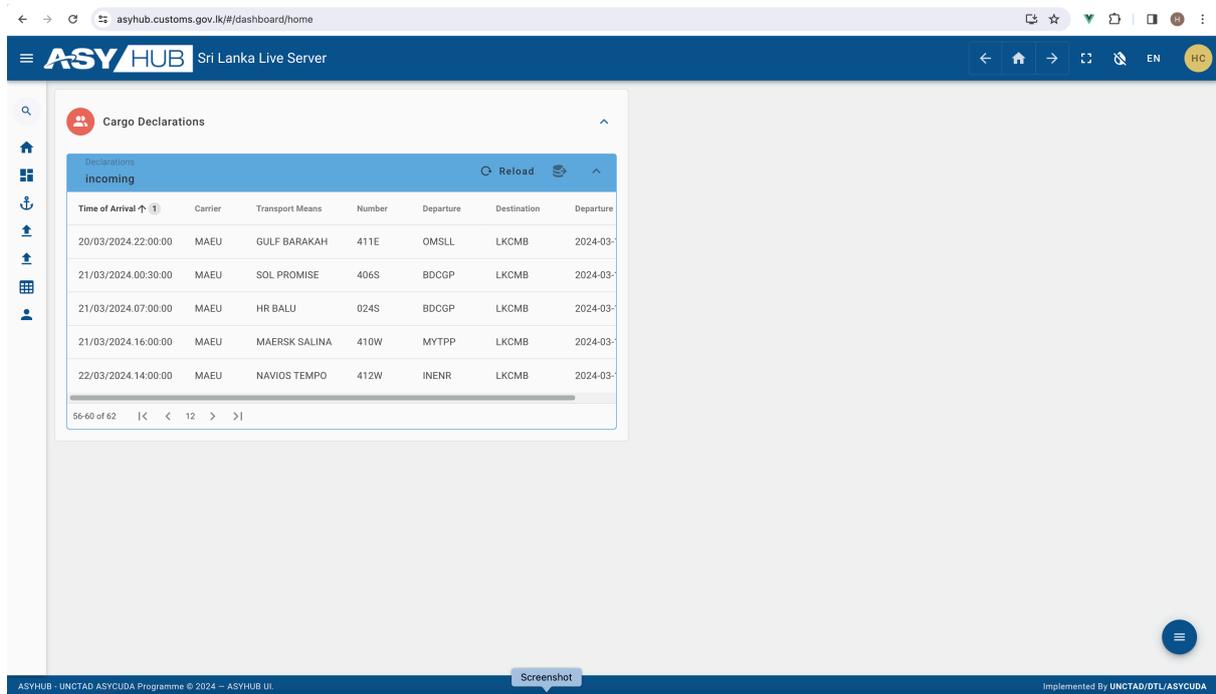
The six above highlighted functions include the following:

Function	Description
	Home allows navigation back to the main page with the dashboard display.
	Dashboard provides access to My Library and My Tasks . My Library displays and gives quick access to the whole functional content available for the user.
	Maritime Cargo allows the Carrier to create new and view Cargo Declarations, Consignments and Containers .
	Catalogs allows access to the reference data available for the Carrier's operational needs.
	My Account allows the Carrier to view the Profile, Change Password, Manage Account and Sign out from the system.
	Fast Cargo Integration allows the Carrier to upload the files for Manifest, Bill of Lading and Degroupage data using a standardized format, predefined by ASYHUB.
	Excel Integration allows the Carrier to upload the excel version files for Manifest, Bill of Lading and Degroupage data using a standardized format, predefined by ASYHUB.

3.2 Dashboard

The dashboard is meant to allow the user to have a quick look of the general information of all incoming cargo declarations.

Figure 3.2 Dashboard

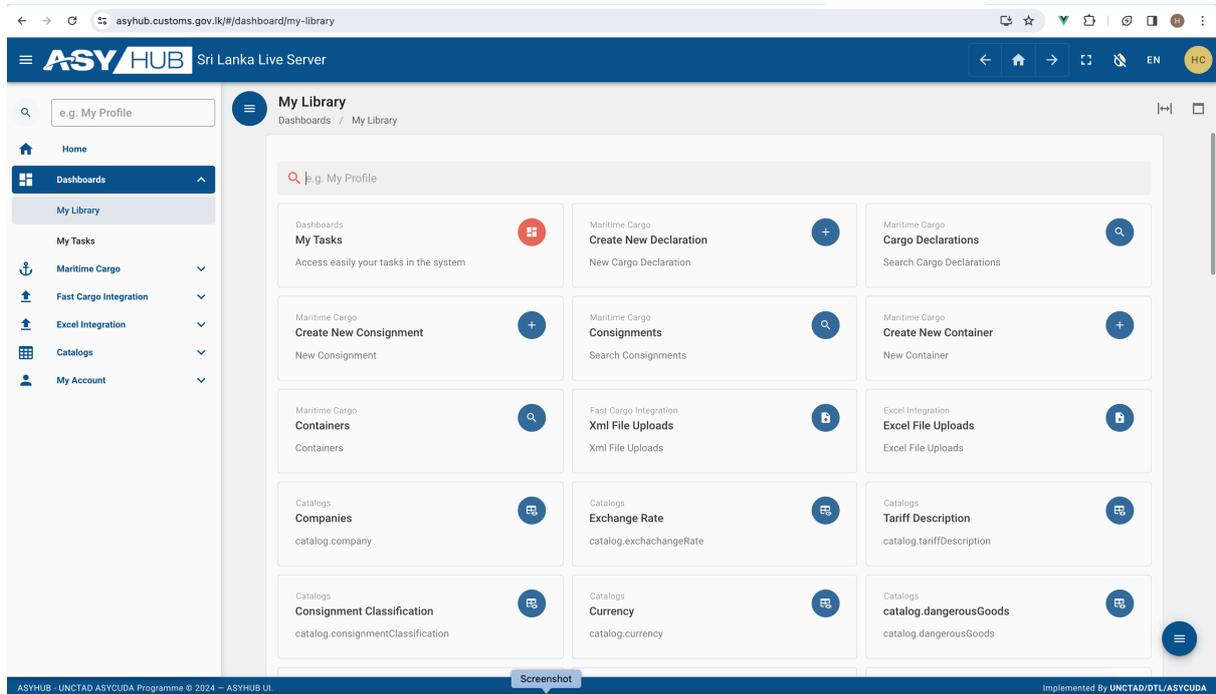


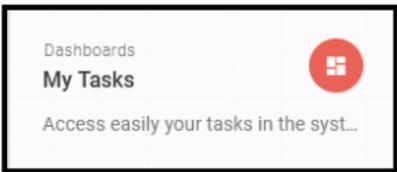
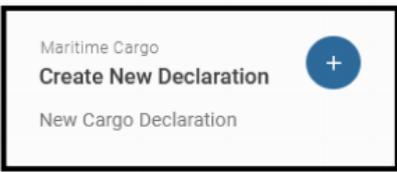
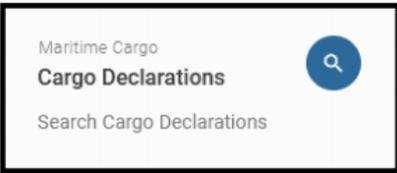
3.2 My Library

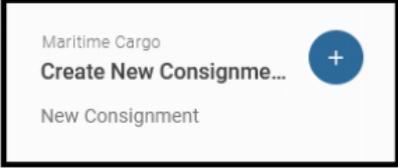
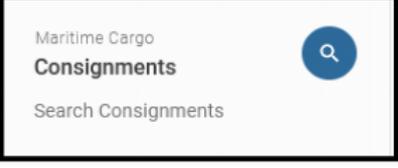
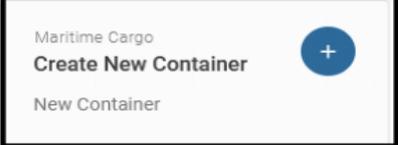
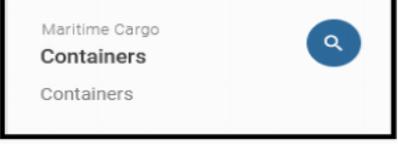
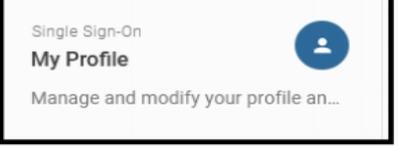
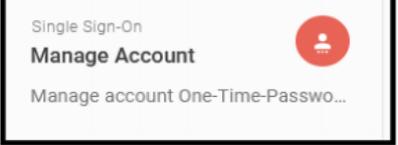
The My Library items available above include the following:

- My Tasks
- Create New Declaration
- Cargo Declaration
- Create New Consignments
- Consignments
- Create New Container
- Containers
- My Profile
- Manage Account
- Sign Out

□ File Uploads [Fast Cargo Integration and Excel Integration]



Function	Description
	<p>My Tasks, allow quick access to the ongoing/pending requiring activities requiring action.</p>
	<p>Create New Declaration, allows the authorized user to create a new cargo declaration with general details on Voyage, Carrier, Transport Means, Date & Times, Shipping Agents and Totals</p>
	<p>Cargo Declarations, allows the authorized user to quickly search the declared cargo.</p>

Function	Description
	<p>Create New Consignments, allows the authorized user to create new cargo consignment details on the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Last Port Call Voyage <input type="checkbox"/> Transport Document <input type="checkbox"/> Journey Details, <input type="checkbox"/> Carrier, <input type="checkbox"/> Parties – Consignor, Notify Party, Consignee and Consignment Details.
	<p>Consignments, allows the authorized user to view all the consignments with their details</p>
	<p>Create New Container, allows the authorized user to create details for the containers</p>
	<p>Containers, allows the authorized user to view created details for the containers</p>
	<p>My Profile, allows the user to view their respective user profile details, edit the profile and change the password also.</p>
	<p>Manage Account, is another option provides the user with more options to manage his/her account on:</p> <ul style="list-style-type: none"> ▪ The Language Info, by selecting the default language, ▪ Account Security, ▪ Signing in option provided for “Basic Authentication” or Two-Factor Authentication, ▪ Device Activity, providing device access details and application details. ▪ Applications, showing Name, application type and status of Client and URL <p>Resources, showing existing application resources or shared ones.</p>

Function	Description
	Sign Out , allows the Carrier to log out from ASYHUB
	File Uploads is functionally the same as the Fast Cargo Integration allowing the authorized user to upload the electronic file for the Manifest, Bill and degroupages. The standard file format used is XML.
	File Uploads is functionally the same as the Excel Integration allowing the authorized user to upload the electronic file for the Manifest, Bill and degroupages. The standard file format used is Excel.

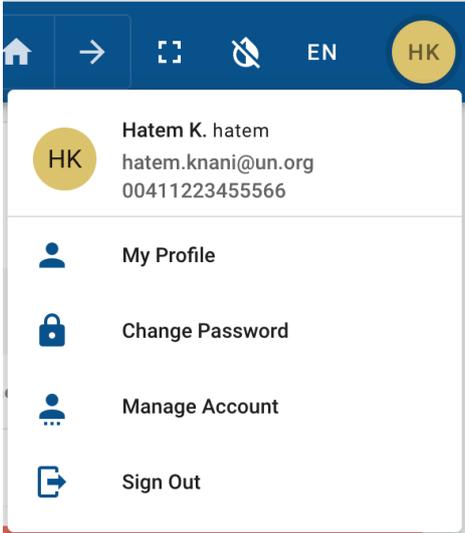
Each of the above functions are easily clickable and opens the details within. Once the user is satisfied with the viewing or editing, they can minimize the item to the original form. In addition to clicking the single dashboard item, the users can also maximize the dashboard items all at once by clicking the PLUS sign at the top right corner. The maximized dashboard can also be minimized back to its original form by clicking the MINUS icon .

3.3 Application Main Header

The top header contains on the left, an expansion icon for the **navigation tool** and a **clickable** which refreshes the page of the User home page. Whereas on the right-hand side of the top header, there are icons to **Enter/Exit to Full Screen**, **Recolour Screen** to Dark/White mode, **Change Language** and User access for **Profile/Change Password/Manage Account/Sign Out**.

The top right-hand corner of the home page is further detailed in the following section:



Function	Description
	<p>Clicking on the “back” icon navigates the user back to the original state of the page</p>
	<p>Clicking takes the user to the home page, with all dashboard options.</p>
	<p>Clicking on the “forward” icon navigates the user to the available next page</p>
	<p>Clicking on the button expands the home page to full screen and at the same time pops up an option to resize screen back to the original size by pressing ESC</p>
	<p>Clicking on the button turns the screen to black mode. And to return to the original light mode you need to click the same button.</p>
	<p>Clicking on the EN button provides you the option change language to the available options. You can swap back to any available language option needed.</p>
	<div data-bbox="363 1182 828 1715" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;">  <p>The screenshot shows a user profile dropdown menu. At the top, there is a navigation bar with icons for home, forward, full screen, dark mode, EN, and a user profile icon labeled 'HK'. The dropdown menu is open, showing the user's name 'Hatem K. hatem', email 'hatem.knani@un.org', and phone number '00411223455566'. Below this, there are four menu items: 'My Profile' (with a person icon), 'Change Password' (with a lock icon), 'Manage Account' (with a person and gear icon), and 'Sign Out' (with a door icon).</p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> My Profile, allows you to view your Account Profile <input type="checkbox"/> Change Password allows user to change the password. You will be prompted provide the Old Password, followed by New Password request. <input type="checkbox"/> Manage Account, provides the user with more options to manage his/her account on:

Function	Description
	<ul style="list-style-type: none"> ▪ The Language Info, by selecting the default language, ▪ Account Security, ▪ Signing in option provided for “Basic Authentication” or Two-Factor Authentication, ▪ Device Activity, providing device access details and application details. ▪ Applications, showing Name, application type and status of Client and URL ▪ Resources, showing existing application resources or shared ones <p><input type="checkbox"/> Sign Out, to exit</p>