

USER OPERATIONAL MANUAL

Declarations not subject to Destination Inspection Scheme (DIS).

I. Clearing and Forwarding Agents

Step 1

Prepare pre lodged declaration through ASYCUDA++ **MODBRK**

MODBRK> Pre-lodge> Create

or MODBRK> Pre-lodge> Amendment> Local file

Record the Reference Number used to create the TANSAD (BOX 7)

This number is the basic **permanent Declarant Reference Number** used in ASYCUDA++ and ASY-SCAN (no need to start with P...)

No need to print TANSAD at this stage

Step 2

Submit documents using ASY-SCAN

Attach to the declaration and upload scanned documents (**invoice, permits, etc.**)

- Log in the ASY- SCAN window using declarant TIN and password
- Select the option **Submit/ view attached Documents (Declarant)**
- Insert mandatory inputs **Year, Customs Office, Declaration Reference number** (Open / Submit)
- Attach the documents to the declaration and Start Uploading, one after another.

Step 3

i. Viewing queries from customs officer

Examine the emails received from TRA via ASY-SCAN with Queries

- Log in the ASY- SCAN window
- Select the option **Submit/ view attached Documents (Declarant)**
- Insert mandatory inputs **Year, Customs Office, Declaration Reference number** (Open / Submit)

The query will be viewed as an attachment to the declaration on the ASY-SCAN **double click** the attached query to view.

ii. Answering to a query

Using ASY-SCAN, save the query from the list of attached documents

Right Click> Save target as

Save the query to the file **REPLY.DOC** in one of these locations:

My Documents\

or in C:\ASY\SAD

Run the Microsoft Word application and open the file REPLY.DOC

This form would contain the information sent by Customs. Reply to any query in the form.

Be careful to make sure that you insert data only in the required box, leaving the other boxes empty.

Save using this name

REPLY.DOC

iii. Submitting a query

Reply to queries via ASY-SCAN by filling the query form submitted by customs officer

- Log in the ASY- SCAN window
- Select the option **Submit/ view attached Documents (Declarant)**
- Insert mandatory inputs **Year, Customs Office, Declaration Reference number** (Open / Submit)
- Using ASY-SCAN, select the MAIL document type, Browse to the file you want to submit
 - from My Documents\
or in C:\ASY\SAD
- Attach the reply to the declaration and Start Uploading

ASY-SCAN sends email to the relevant Pre-lodgement Officer assigned to the TANSAD, else the email for a TANSAD not already assigned will be sent to the Pre-lodgement Section Supervisor

Step 4

Assessment of declaration:

Declarant must use the declaration modified by Customs

- Assess declaration after registration of the manifest

MODBRK> Pre-lodge> Amendment> Local file

Select the TANSAD file in C:\ASY\SAD

You should look for all the files *.* in C:\ASY\SAD (not *.SAD)

F9> Action> 2-**Check** (not 3-Check pre-lodge this time)

F9> Action> 8-**Assess**

Step 5

- Print one copy of declaration.
- Pay taxes

Step 6

Clearance Process

Receive emails from TRA via ASY-SCAN with the list of **TANSADs recently selected** (released) by Customs

If **GREEN or BLUE** then

[The documents involved show "@SELECTED_..." with color GREEN or BLUE]

- Go at the **delivery point** (Customs port) with the original documents for verification, get a T1 if required, get Release Order from Customs and get the goods

If **YELLOW** then

Notification for documentary check [The documents involved show "@SELECTED_..." with color YELLOW]

If no discrepancies found

- **Receive emails** from TRA via ASY-SCAN with the list of **TANSAD recently released** (GREEN or BLUE)
- Go at the **delivery point** (Customs port) with the original documents for verification, get a T1 if required, get Release Order from Customs and get the goods

If discrepancies found **Query notification** is issued

If **RED** then

If necessary, organize with the Port Operator to move the goods to the Examination area or to the Scan area, after receiving email via ASY-SCAN that shows a Section requiring such a move

[The documents involved show "@SELECTED_..." with the relevant Section PHYSICAL OR SCANNER or the documents show @NEW_SECT_]

After examinations:

Receive emails from TRA via ASY-SCAN with the list of **TANSAD recently released** (GREEN or BLUE)

[The documents involved show "@SELECTED_..." with color GREEN or BLUE]

Go at the **delivery point** (Customs port) with the **original** documents for verification, **get a T1** if required and **get the goods**

After modifications:

Receives emails from TRA via ASY-SCAN with a special message/or query **about the modified TANSADs**

[The documents involved show "MAIL" with the section ERROR_MANAGEMENT or with a special query about EXTRA amount to pay]

Examine the TANSAD using MODBRK and **pay the difference** required
(ASY-SCAN sends a message to the Error Management Officer or Section)

II. Port / Airport operator

Using MODCBR, check if the TANSAD is really released (they can view the Release Order in ASYCUDA++),
or if the Declarant requests a move in the Scan Section then check with the ASYCUDA++ report (MODCBR/UDR nnnn) if the TANSAD is really assigned to that section (a printout can be produced if they