



Section 5 - MODCAR

ASYCUDA⁺⁺ Functional Manual

V1.15

MODCAR - Manifests.

Cargo Controls and Automation of the Manifest Process.

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Amendment Control Grid

Periodically, amendments to this Reference Document will be issued. Each amendment batch will be serially numbered and dated. This Amendment Control Grid is provided in order to maintain a record of the receipt and incorporation of amendments into the Reference Document and thereby ensure that it is kept fully up to date.

1	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	20

About this Section

Section 5 describes the module for controlling Cargo Manifests. The ASYCUDA ++ Cargo Manifest module, **MODCAR**, is designed to cover all modes of transport: Air (Waybills), Sea (Manifests), Rail and Road Transport documents. It is based on the principle that the main source of data entry will be the integration of EDIFACT CUSCAR messages. This section describes the operation of Manifest controls within ASYCUDA++.

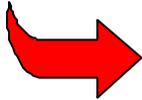
It covers:

- Manifest Capture;
- Bill of Lading capture;
- Bill of Lading degrouping;
- Amendments;
- Excess and shortages;
- Write off, including automatic write off using **MODCBR** or **MODBRK**.

Introduction to Manifest control in ASYCUDA

The main purpose of a WayBill or Manifest is to provide summary details of cargo for transport, commercial and regulatory reasons. It is traditional used by Customs as a control measure to ensure that all manifested cargo is accounted for, usually by means of individual Customs declarations.

It also gives Customs some advance information on imported cargo in order to plan examination priorities, staff attendance etc.



MODSEL can access the ASYCUDA++ Manifest data. This enables Declarations to be selected by reference to a predefined list of Bills of Lading. See Section 6 of this Reference Document, '**Selectivity**' for details.

The ASYCUDA ++ cargo manifest module, **MODCAR**, can be used to capture manifest data for all modes of transport: - Air, Sea, Rail & Road.

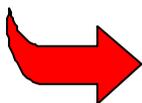
The **MODCAR** Manifest comprises a general segment and one or more Bills of Lading (B/L). These can be either 'House' Bills of Lading or 'Master' Bills of Lading.

A House B/L represents one consignment. The goods related to it can be directly cleared by a customs declaration and the B/L will be written off.

A Master B/L refers to the groupage, for transport, or other commercial reasons, of a number of House B/Ls and must be split before Customs clearance.

A "First Level" B/L is directly related to the manifest. It can be a House B/L or a Master B/L.

A "Second Level" B/L is a House B/L issued as a result of the degroupage of a Master B/L and is linked to that Master B/L.



Note: The bill of lading data input and management screen contains a large number of data fields. It is useful to keep in mind that the screen corresponds to the content of the CUSCAR message. It also respects the relevant international standards and will be input automatically in most of the cases. In addition, each country to fit its own needs can customise this screen and fields can be switched off by setting them as 'Prohibited' in the configuration process. (See Section 8, **National Configuration**, for details.)

Overview of Functions:

The 'References', 'Window' and 'Help' options are similar in operation to other modules. The 'Functions' menus offer the following options: -

Functions / Manifest

1) **New**

1. **Capture** - Allows the capture of a new manifest and associated B/Ls. Various options exist including storage of the Manifest locally or on the server, the ability to validate degroup, etc.
2. **New/Local File** - Used to retrieve a Manifest and B/Ls previously keyed and stored on a local file. After retrieval, the options available are the same as under **New/Capture**.

2) Amendment

1. **Change Reference** - Allows the retrieval of a Manifest stored on the server to modify the voyage number and departure date.
2. **General Data** - Allows the retrieval of a Manifest stored on the server to modify the general segment data.
- 3) **Register** - For registration of a stored Manifest. The Manifest is checked but not retrieved under this option and registration is only possible if the check is successful.
- 4) **Cancellation** - For cancellation of a stored Manifest.

Functions / Bill of Lading

- 1) **New** - Allows the creation of a new B/L in a stored manifest. Note that a new B/L cannot be created if the Manifest has already been registered.
- 2) **Amendment**
 1. **B/L Validated** - For modification of B/L data in respect of B/Ls already validated.
 2. **Others** - For modification of B/L data in respect of non-validated B/Ls.
 3. **Change reference** – to modify the reference details used to identify the Manifest.
- 3) **Location** - For modification on the B/L of details of the physical location of goods associated with a registered Manifest.
- 4) **Excesses / Shortages** - Modification Packages and Gross Mass fields in a B/L associated with a registered Manifest. This updates of the Manifest for excess or surplus goods.

Functions / Post Entry

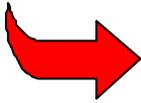
Not yet implemented.

Functions / Discharge

- 1) **Transit** - This function is specifically for B/Ls with Nature of Transaction code 24 and which are associated with a registered Manifest.
- 2) **Transshipment** - This function is specifically for B/Ls with Nature of Transaction code 28 and which are associated with a registered Manifest.
- 3) **Manual Discharge** - Used to manually write off a B/L associated to a registered Manifest. Can be used specifically for House B/Ls and 'non-degrouped' Master B/Ls.
- 4) **Undo discharge** – to reverse the ASYCUDA++ record of cargo discharge where the goods are discharged from the Manifest in error.

Functions / Print/Query

- 1) **View** - For the viewing of any Manifest and associated B/Ls. Note that Capture or modification is not allowed.
- 2) **View B/L** - For direct viewing of B/Ls. Note that Capture or modification is not allowed.
- 3) **List** - Used to obtain server reports listing Stored or Registered Manifests.
 1. Stored Manifests.
 2. Registered Manifests.
 3. List of matched B/L/Declarations.
 4. List of unmatched B/L/Declarations.
 5. List of B/L Containers.



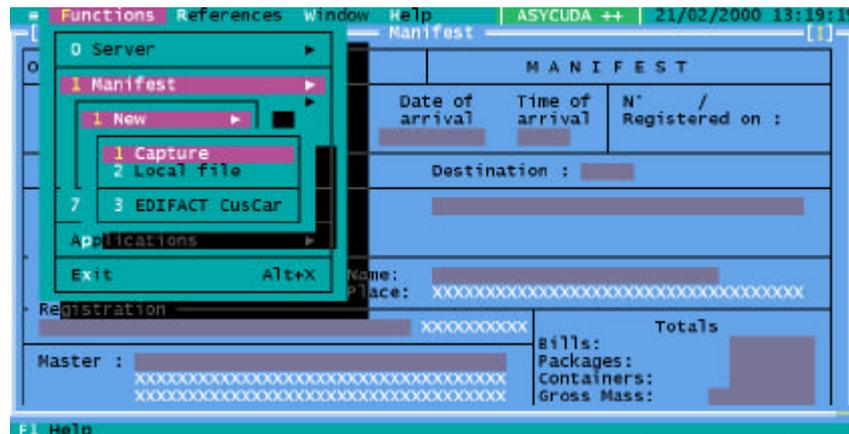
When the user is using the Manifest or B/L screens, the 'Local Menu' can be activated to move between documents, allow actions or confirm the current status of the document.

Data Capture

Capturing Manifest Details

Select 'Functions', 'Manifest', 'New', 'Capture', to display the Manifest General Segment screen.

Fig 5.1
MODCAR:
Manifest: New:
Capture.



The Manifest screen contains the following fields, subject to the national configuration for the manifest, as set in **MODCHQCF**: -

Office - Office Code number appears automatically (i.e. via office configuration).

Voyage Number - Enter aircraft flight number/vehicle registration number, (e.g. OS 863, SK 840 AB) to obtain a unique reference.

Date of Departure - Enter the date of departure from previous place of departure. The date format is dd/mm/yyyy (e.g. 01/01/2000).

Date of Arrival - Enter relevant date. The date format is dd/mm/yyyy (e.g. 01/01/2000).

Time of Arrival - This is not mandatory.

Place of Departure - Enter place of departure code. This begins with the international two-letter country code e.g. **BGSOF** [Sofia, Bulgaria] or press <F8> for a list of codes.

Destination - Enter appropriate code of the destination where the goods will be Customs cleared or press <F8> for a list of codes.

Carrier - Enter carrier details if required.

Transport Mode - Enter appropriate code or press <F8> for a list of codes.

Transport Nationality - Enter country code for the Nationality of transport or press <F8> for a list of codes.

Name - Mandatory or optional and could contain the name of the ship, or similar.

Place - Mandatory or optional and could contain the port of registry of a ship or place where the carrier's head office is located.

Registration – Enter the registration details of the means of transport in field 1 and any additional details required in field 2 or leave field 2 blank. It could contain the vehicle registration number, the international registration for an aircraft, or the Lloyds registration number for a ship.

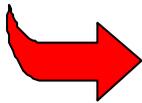
Master – Details of the Captain or Pilot.

Totals – Summary details of the cargo. Enter details into the relevant fields for the total number of B/Ls on the Manifest, the number of packages, the number of standard international shipping containers and the Gross Mass in kilograms.

Tonnage – Gross and Net - This refers to the total tonnage of a ship. This information is not normally needed for Customs purposes.

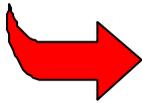
Last discharge – Provision to acquire the date of the last discharge of the ship.

This completes the general segment details for the Manifest.



Remember that certain fields are essential. For example, the Office code, Voyage number and Date of departure are the key identifying fields for storing and retrieving the manifest within ASYCUDA. Similarly, the totals are used to check and validate the bill of lading details. Many of the other fields are configurable from within **MODCHQCF**. See Section 8 of this Reference Document for details.

Capture Bill of Lading Details



Note that in this context the term 'Bill of Lading' is intended as a general description that covers a broad range of transport documents.

A schedule headed “**List of Bills of Lading**” will appear on the screen. This is below the Manifest general segment details. You may need to activate the scroll bars to move down the screen. Press Enter and a screen headed ‘Bill of lading’ will appear. Some of the data keyed into the Manifest general segment will already be displayed in the relevant fields of the B/L.

Fig 5.2 MODCAR: Manifest: New: Capture B/L.

Functions References Window Help		ASYCUDA ++	21/12/1999 16:10:57
Bill of lading			
Office: CU001 Inland Office	Manifest: /	1 / 0	
Exporter/Shipper WHAT TRADING CO. HK.	Date/Time of arrival: 03/02/1999/12:00	/03/02/1999	
	Voyage: 25	AWB Air Way Bill	
	B/L Type: AWB	1111	
	B/l ref.no: 1111	23	
	Nature: 23	Prev. Doc.:	
	UCR:	Place of loading: LBBEY BEIRUT	
Consignee C004		unloading: FJNAN NADI	
CC Trading Co.		Transport	
CC Trading South Pacific Pty Ltd		Mode: Air Transport	
12 Phillip Court		Iden.: FJ919	
Suva		Nat.: Fiji	
Fiji		Carrier: T4001	
Notify		Sea Trans	
		Melieha Bay	
		Malta	
F1 Help F9 Local Menu F10 Menu		64504500	

Bill Of Lading Fields

Manifest - Key the sequential number for the B/L you are entering.

B/L Type - Key the alpha or numeric code for the type of transport document, e.g. 'AWB', 'TIR' or press <F8> for a list of codes. Degroupage of the B/L is only possible for certain codes. (See the degroupage field in the <F8> list).

B/L Ref Number - Insert the issued reference number of your transport document.

Nature - Insert code for nature of transaction. '23' for Import, '24' for Transit, '28' for Transshipment.

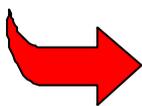
Place of Loading/Transport - Default details are automatically inserted from the Manifest general segment. If the goods were loaded at a place other than this, enter the correct code. The format is country code (2 characters) and place code (3 characters) or press <F8> for a list of codes.

Exporter/Shipper - Insert name of the exporter or shipper, their address and country.

Consignee - Insert code or press <F8> for a list of codes. Name and address details will appear automatically. If a code is not mandatory and the consignee is not listed with a code, move on to the next field and enter consignee's name and the address.

Notify – Same as for **Consignee**. Frequently the 'notify' field requires a name, address or contact number of a person other than the consignee.

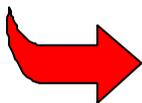
Total Number of Containers – If the Manifest general segment totals field gives a number of containers for the manifest, this field will be active. If the goods on this bill of lading are containerised traffic, then enter the total number of containers for this bill.



A new window ('**Container management**') is opened to enter container details. After keying the container details into the fields, select '**Local Menu**', '**Validate**' to confirm and add to the '**List of Containers**'. Repeat for additional containers. (In case of input error, containers can be directly deleted from the list of Containers by the '**DEL**' key.) After all containers for the bill of lading are added to the list, close the Container management window with the mouse or using selecting the <Alt> <W> keys and '**Close**'.

Packages: Shipping Marks & No - Insert kind of packages code in first field [e.g. 21 = Cartons] or press <F8> for a list of codes. Insert any identifying shipping marks and numbers in the other fields.

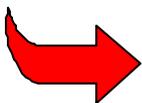
Quantity: Manifested - Enter the number of packages and the Gross mass and also the Volume in cubic metres (CBM), if relevant. Accuracy is important as these figures are cross-checked against the '**Totals**' in the Manifest general segment.



Note that the **Quantity Remaining** is controlled by the system and this field cannot be directly accessed. When capturing bill of lading details these fields are filled with the same numbers as for the 'Manifested' quantities.

Description - Insert a brief description from the transport document (e.g. 'machinery').

Location - Insert the location (Transit shed) code or press <F8> for a list of codes.



It is normal that the precise location of the goods is not known at the time the Manifest is prepared and presented to Customs. In this case the field can be left empty, (if the field is configured as 'optional'), or an interim code can be used, such as '**Unallocated**'. The Functional menu option '**Bill of Lading**', '**Location**' gives the opportunity to update the location details after discharge of the cargo.

Value declared for Customs – Optional, as value and currency do not always appear in the transport document.

Value declared for Transport and Insurance – Optional, as value and currency do not always appear in the transport document.

Seals - In '**Number**' field, insert how many seals are affixed. In '**Marks**' field insert the identification number of ant seals. '**Party**' is the code for the authority or organisation that affixed the seals. Press <F8> for a list of codes.

Information - Insert any additional remarks as required.

Entering of the B/L data for one B/L is now complete. The cursor will return to the first field in the B/L screen. You may now close the Bill of Lading window to save the Bill and return to the Manifest.

Inserting additional B/Ls

To add more Bills of Lading, select '**Local menu**', '**Bill of Lading**', '**New**' and repeat the previous steps.

Moving between B/L screens

Activate '**Local Menu**', '**Bill of Lading**' and use the options then displayed to move between individual B/Ls relating to the Manifest. The options are '**New**', '**Next**', '**Previous**' and '**Delete**'.

Moving between "List of B/Ls" and "Manifest General Segment" screens

The lists of B/Ls and the Manifest general segment are on one form with the Manifest at the top, followed by the list of Bills of Lading. You may need to activate the screen scroll bars and then use the right hand scroll bar to move up or down the screen.

Checking the Entered Data

After entering all B/L data the cursor returns to initial field of the most recent B/L entered.

Close the Bill of lading screen. This returns you to the '**Manifest - List of Bill of Lading screen**'. Select '**Local Menu**', '**Action**'.

Local and Server Checks

From the Action menu you have the choice of '**Local check**' or '**Check**'. As in declaration processing, '**Local check**' validates your entered details against ASYCUDA++ reference tables on your client computer. Selecting '**Check**' means that you need to login to the server. With a server check your Manifest and Bill of Lading details will be checked against the server version of the reference tables.

'**Local check**' and '**Check**' will either confirm that your entered details are '**OK**', that there are no errors in the fields that use the reference tables and that the totals of the Bills of Lading match the Manifest summary totals or will display an error list on screen.

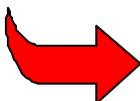
Error Lists

If an error list is displayed, rectify if possible or query with the carrier.

The error list will show the error, (e.g. '# 0' is the manifest, '# 3' is Bill of Lading reference number 3), and the type of error. You can move directly to the error by double clicking on the error list item with the mouse. After correcting the error, recheck the manifest using '**Local check**' or '**Check**'. If the manifest cannot be corrected immediately, store the manifest for attention at a later time.

Generating a Manifest from Transit Documents

Cargo Manifests may be generated from transit documents, to bring goods within normal Customs control procedures and to allow write off by declaration. Manifests for transit goods are generated from within MODTRS. Manifests can be generated from documents such as TIR Carnets, the T1 Transit Document and the ASYCUDA++ First Import Procedure (FIP).



See Section 7 of this Reference Document for full details of National Transit procedures using ASYCUDA++.

The operation of generating a Manifest represents the placing of the goods under customs control once the goods finally arrive at the Customs Office of destination. Selecting one or more validated transit documents, (TIR, T1 or FIP), from a list and automatically generating a Manifest does this, with one or more Bills of Lading attached to it.

The following procedures describes the process of generating a Manifest from a T1 Transit document:

The '**Generate Manifest**' option takes the user to a selection screen where the parameters of the list can be chosen e.g. the list can be selected for one specific declarant or office of departure. The user cannot chose which status of T1s the list shall contain, the list has to be a list of validated T1s.

Once the list is produced, users can either (1) Select one T1 and generate a Manifest or (2) Select multiple T1s and generate a Manifest.

Generating a Manifest from one T1 Document

The general segment of the Manifest is generated from the general segment of the T1 and the Bills of Lading are generated from the T1 items. Only the data elements available in the T1 are transferred to the Manifest and the Bills of Lading.

If the T1 has one item, then there is one Bill of Lading on the generated Manifest. If the T1 has multiple items, then the T1 items are re-grouped according to the Commodity Code of these items. So, if the T1 has four items with the same Commodity Code, then one Bill of Lading is generated for the four items. If four T1 items have different Commodity Codes then there will be one Bill of Lading for each different Commodity Code

For example - this single T1

T1 number	Item No	Commodity code	Gross mass	Number of packages
125	1	85	100	25
	2	8502	200	5
	3	85	100	25

- will produce the following Bills of Lading:

B/L number	Commodity code	Gross mass	Number of packages
TRS1999-125/1	85	200	50
TRS1999-125/2	8502	200	5

The Voyage number of the generated Manifest takes on the following structure:

TRS + Year of T1 + "-" + Validation no. of T1

The Bill of Lading number follows the following structure:

TRS + Year of T1 + "-" + Validation no. of T1 / 1 where the final number is incremented for each Bill of Lading.

Select Multiple T1s and Generate a Manifest

The general segment of the Manifest is generated from the general segment of the first T1 that has been tagged and the Bills of Lading are generated from the T1 items. Only the data elements available in the T1 are transferred to the Manifest and Bills of Lading. The Bills of Lading of the generated Manifest are re-grouped in the same manner as the single T1 example.

For example - these T1s

T1 number	Item No	Commodity code	Gross mass	Number of packages
125	1	85	100	2
	2	8502	200	5
126	1	85	100	1
	2	850210	10	1
	3	89	50	1

- will generate the following Bills of Lading:

B/L number	Commodity code	Gross mass	Number of packages
TRS1999-125/1	85	200	3
TRS1999-125/2	8502	200	5
TRS1999-125/3	850210	10	1
TRS1999-125/4	89	50	1

The Voyage number of the generated Manifest takes on the following structure:

TRS + Year of T1 + "-" + Validation no. of T1 where the Year and Registration number come from the first T1 tagged in the list.

The Bill of Lading number follows the following structure:

TRS + Year of T1 + "-" + Validation no. of T1/1 where the final number is incremented for each Bill of Lading.

In all cases, when a Manifest is generated from a T1, the type of Bill of Lading code is 950 according to International codification.

The status of the Bills of Lading will be **'REGISTERED'** and the operation will be **'FROM T1'**.

Manifests Generated from TIR and FIP Documents

Manifests are generated in a similar manner for goods covered by TIR Carnet and the FIP document. See Section 7 of the Reference Document for further details on Transit processes.

Saving a Manifest after Data Capture

Large Manifests are not always entered and completed in one session. As the Manifest is being prepared it can be progressively stored and thus saved for further action at a later time.

Local Store

The Manifest can be **'Locally stored'** on the disk of the user's computer. Selecting from the Manifest screen the **'Local menu'** gives access to the **'Action'** sub-menu and the option **'Local store'**. Selecting Local store opens the **'Create a manifest file'** window. The user gives the file a name following DOS naming conventions and accepts by clicking on **'OK'**. The default directory for storing Manifests is **'..ASYCAR'**.

Store Manifest on Server

For large Manifests, Bill of Lading details may be entered from more than one computer workstation. In this case Manifest storage on an ASYCUDA++ server is more practical. Once logged in to the server the user can select from the Manifest screen the '**Local menu**' giving access to the '**Action**' sub-menu and the option '**Store manifest**'. The system gives a message confirming storage and shows the reference number for the stored Manifest. The storage reference number is the office code, Manifest voyage number and date of departure.

Once stored, the Manifest and Bills of Lading can be accessed for amendment or to add further B/Ls. Manifest general segment details are accessed through the '**Functions**', '**Manifest**' and '**Amendment**' option. Bills of Lading are added or amended through the '**Functions**', '**Bill of Lading**' options.

Checking Data Keyed

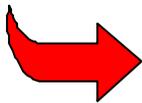
After entering all B/L data the cursor returns to the first field of the most recent B/L entered. Activate '**Local Menu**', '**Bill of Lading**', '**First**' to return to first Bill of Lading.

Click screen just above [↑] to show list of B/Ls. Click '**Local Menu**', '**Action**', '**Check**', to check data input. If an error list is displayed, rectify if possible or query with broker.

Master Bills of Lading

When a Bill of Lading is added to the Manifest as a 'Master' Bill, for Customs clearance it must be split or degrouped to the level of the individual consignee. Freight consolidators or forwarders usually prepare Master Bills. By shipping through a consolidator the shipper normally obtains lower rates for freight charges.

The Bill of Lading type code, entered in the Bill of Lading, determines if the Bill is a Master Bill and therefore must be split.



Remember that a 'Master' Bill cannot be directly cleared by Customs and must first be degrouped, and that a lower level or 'House' Bill cannot be degrouped.

Degrouping a Master B/L

With the Master B/L shown on the Bill of Lading screen, select '**Local Menu**', '**Action**', '**Degroupage**'. This allows the creation of a second level B/Ls for groupage consignments.

A Bill of Lading Summary table is displayed with summary data from the Master B/L. Press <Enter> and a blank List of Bills of Lading table is displayed. Activate '**Local menu**', '**Bill of Lading**', '**New**' and the Bill of Lading screen is displayed. Degroupage B/Ls can be created following the same steps as any other B/Ls. Use '**Local Menu**' to '**Check**' and validate. This confirms that the weight totals of the degroupage B/Ls equal the weight total entered in the Master Bill of Lading.

Once degroupage on a master B/L has commenced, the status of the original Bill changes to "**Under Degroupage**" (UDG). Degroupage must be completed and the process validated before clearance can be made against a degrouped Bill.

It is possible to validate a degroupage directly without having to retrieve the Manifest and associated B/Ls. Choosing '**Functions**', '**Bill of Lading**', '**Validate Degroupage**' allows you to enter the references of the B/L (Office code, Date of departure, Manifest number, B/L number). This requires Login to the ASYCUDA++ server. If the B/L exists and is under degroupage then the validation occurs.

Degrouped B/Ls appear on the 'Manifest List of Bill of Lading' as the original Manifest line number, followed by the line number allocated within the List of Bills of Lading of the Degroupage B/L Summary Table. For example, where the original manifest line number is '3', the degrouped Bills are numbered '3/1', '3/2', '3/3' etc.

Other Functions in Preparing a Manifest

Changing a Bill of Lading Reference

This option allows the user to change the Bill of Lading reference number without retrieving the stored Manifest and associated Bills of Lading.

If the menu option '**Bill of Lading**', '**Amendment**', '**Change reference number**' is chosen, then the user is prompted with a dialog box. Here you can enter the Office code, the Date of departure, the Manifest number, the old B/L reference number and the new B/L reference number. The change of reference number is successful if the original B/L exists and if it has not been written-off.

Viewing a Bill of Lading

The option, '**Functions**', '**Print/Query**' '**View B/L**', allows the user to view a stored Bill of Lading. Choosing this option will allow you to enter the references of the B/L - the Office code, Date of departure, Manifest number, B/L number. If the B/L exists, it is retrieved in view only mode.

Adding a New B/L

Add a new Bill of Lading to an existing stored Manifest using '**Functions**', '**Bill of Lading**', '**New**'. Enter appropriate information in 'Retrieve Stored Manifest' box and click '**OK**' and the 'List of Bill of Lading' table is displayed. Activate '**Local Menu**', '**New**' and the Bill of Lading screen is then displayed. Enter the data in the normal way.

Deleting a B/L

Bills of Lading are deleted from a Manifest using '**Local Menu**', '**Bill of Lading**' option. To delete a Bill of Lading you need to have that Bill of Lading opened on screen. From the Bill of Lading screen, select '**Local menu**', '**Bill of Lading**', '**Delete**'. A warning screen asks you to confirm deletion and if you wish to delete, select '**Yes**'.

Deleting a Manifest

Activate '**Functions**', '**Manifest**', '**Cancellation**'. Enter the Manifest information as requested in the box. Cancellation action is performed automatically and a message displayed - "**Cancellation is done**" and the Manifest reference number shown. Select '**OK**' to complete the action.



Note : It is important to ensure that adequate controls are in place to monitor and audit deletions.

Printing the Manifest and Bills of Lading

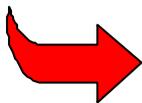
Use '**Print**' option under '**Local Menu**' to print B/Ls or Manifest General Segment. To print the Manifest, select '**Local Menu**', '**Action**', '**Print**' from the Manifest screen.

To print a bill of lading, select '**Local Menu**', '**Action**', '**Print**' from the Bill of Lading screen. Use the '**Local Menu**', '**Bill of Lading**' options to move to other Bills of Lading for printing.

Storing and Registering a Manifest

Manifest storage is the process of saving the Manifest and any associated Bills of Lading on the ASYCUDA++ server. The user must Login to the server to store a manifest.

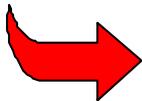
Note : the Manifest **MUST** be stored before registration. A Manifest can be stored with incomplete, unchecked, or incorrect data. Manifest information can be entered and stored in advance of arrival of the means of transport. Another advantage is that other users on the ASYCUDA++ network can also access the Manifest once it is stored.



Note: It is not unusual for a ship's manifest to be received as separate packages of information. When a ship has loaded cargo at several ports, the details from each port of loading may be forwarded to the carrier's representative at the destination port for the final consolidation of a manifest detailing all goods for discharge. Manifest preparation can begin, be stored, and then the manifest be progressively updated, as the details become available.

Store Manifest

When logged in to the server the user can select from the Manifest screen the ' **Local Menu**', ' **Action**', ' **Store Manifest**'. The system gives a message confirming that storage is done and shows the reference number for the stored Manifest. The storage reference number is the office code, Manifest voyage number and date of departure.



The server will give an error message if the manifest description, i.e. office code, voyage number and date of departure is not unique. In this case, the voyage number and/or date of departure must be changed.

Registration

Note : **Registration is normally the process where the manifest achieves official or legal status with Customs.**

Customs laws vary from country to country, but in many cases the carrier of goods into or out of a country are required to 'declare' the goods to Customs by providing a complete list for the means of transport. Customs law normally prescribes the details required, the form of the list (Manifest) and the place and time where the list is to be presented to Customs.

From the time of making this declaration, the carrier is responsible to Customs for the safe keeping of those goods, and for accounting for their lawful release or disposal according to Customs regulations.

To Register a Manifest

The Manifest **MUST** be a stored Manifest. The stored Manifest should be checked using ' **Local Menu**', ' **Action**', ' **Check**' menu option (accessible from the Manifest general segment screen).

To register the stored Manifest, select the main menu option ' **Functions**', ' **Manifest**', ' **Register**' and the following screen is displayed.

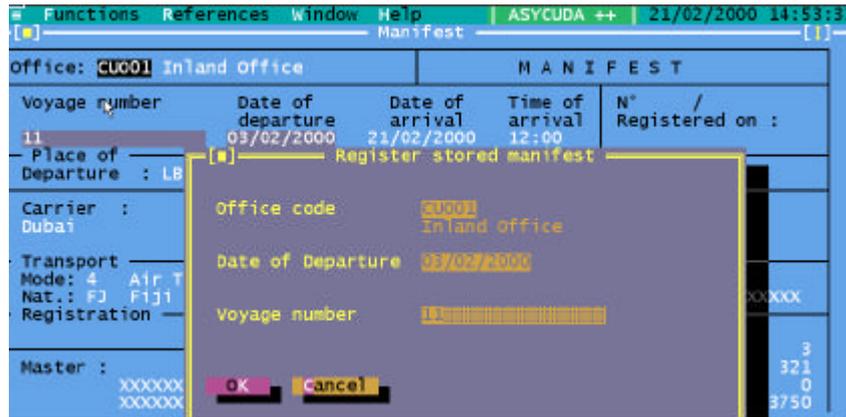


Fig 5.3 MODCAR 'Manifest', 'Register'.

Enter the identifying details – Office code, Date of Departure and Voyage number. If there are no errors in the stored declaration, the system displays the information box “Registration Is Done” with a unique Manifest reference in the following format: -

Year	Number	Date	Time
YYYY	5	DD/MM/YYYY	HH:MM:SS

Correcting Errors

If there are errors on the Manifest, registration cannot proceed. You will be asked to ‘Check’ the Manifest, to locate and allow correction of the errors. The stored Manifest and Bills of Lading can be recalled using the ‘Functions’, ‘Manifest’, ‘Amendment’ or ‘Functions’, ‘Bill of Lading’, ‘Amendment’ options. Follow the error correction procedure as previously described (at page 10).



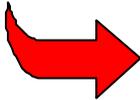
Note : a new Bill of Lading cannot be created after a Manifest is registered.

Amending Manifests and Bills of Lading

Manifest Amendment

Amend a Stored Manifest through ‘Functions’, ‘Manifest’, ‘Amendment’.
 Choose either – ‘Change reference’ or ‘General Data’.

This activates the retrieve Manifest box. Enter office, date of departure and voyage number details. The Manifest is retrieved and the relevant amendments may be made. After amendment, activate '**Local Menu**', '**Action**', '**Check**' function. If the validity check is '**OK**', click the '**Modify**' function. The screen is displayed with amended Manifest information.



Only certain fields in a Registered Manifest can be amended - Date & place of Departure, Date of Arrival, destination, carrier and Transport details. After making the amendment, select '**Local Menu**', '**Action**', '**Modify**' to confirm the amendment. A message - "**Registration is done**" and the reference number will be shown on the screen. (The registration number remains as before.)

B/L Amendment - Stored Manifests

All fields can be amended in a Bill of Lading associated with a stored Manifest.

To make relevant amendments, access '**Functions**', '**Bill of Lading**', '**Amendment**'. Choose '**Validated**' or '**Others**' as appropriate. ('**Validated**' are Bills of Lading validated after carrying out a degroupage action.) The '**Retrieve Manifest**' window will be displayed. Enter the relevant date of departure and voyage number and the '**List of Bills of Lading**' screen will be displayed showing summary details of B/L(s).

Highlight the B/L you wish to amend and select by double clicking the item with your mouse. The B/L screen is displayed. Make the necessary amendments to the B/L. and on completion, click [] at top left hand corner of the screen, to close the Bill of Lading window

The message "Do you want to modify this Bill of Lading?" will appear. Choose "Yes" to confirm.

B/L Amendment - Registered Manifests

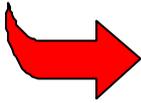
All fields in a House B/L that has been degrouped but not validated can be amended. No amendments are possible to a first Level Master B/L if degroupage has been validated. Depending on the status of certain other B/Ls, some specific fields cannot be amended. See following table for details:-

Fields which cannot be amended	Master Bill of Lading not degrouped	Master Bill of Lading degrouped	Master Bill of Lading partly degrouped
Gross Mass	X	X	X
No. Of Pkgs	X	X	X
B/L Ref No	X	X	X
B/L line No	X	X	X
Nature	X (see note below)	X	X

Note: If previous action Transit, Transhipment or Manual discharge.

Location of Goods by Bill of Lading

The location of the discharged goods, i.e. storage area or Transit Shed, may not be known when the Manifest is first presented to Customs and registered. For example, as goods as discharged from a ship, the stevedore authority may record the specific location where the goods are placed. From this record the Manifest Location field (for the Bill of Lading) may be updated by amendment.



An accurate description of the location of the goods after discharge can be used in conjunction with the selectivity function to allocate the examination of goods to specific Examiners or Examiner Groups, according to locality. See Section 6 of this Reference Document on 'Selectivity Management'.

Activate the '**Functions**', '**Bill of Lading**', '**Location**' option which opens the '**Retrieve Registered Manifest**' box. Enter the required data to identify the manifest. The '**List of Bill of Lading**' is displayed. Select the appropriate Bill of Lading and the '**Location of Goods**' box is displayed.

Enter the new location code or press <F8> for a list of codes. You may also enter further detail to place the goods in a particular zone within a Transit Shed or locality.

Excesses/Shortages

In some cases, the numbers of packages and the quantities shown on Bills of Lading differ from the actual quantities received at the destination. There can be many reasons for these discrepancies. Customs usually have two main concerns. The first is to determine if Customs controls have been subverted, and, secondly, they need a means of adjusting the manifest 'stock record' (account) to allow matching and write-off through the declaration process.

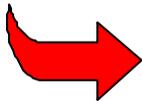
The '**Excesses/Shortages**' option allows the adjustment of quantities for manifested cargo, i.e. for goods on existing Bills of Lading. To use this option: -

Activate '**Functions**', '**Bill of Lading**', '**Excesses/Shortages**' option. This option opens the '**Retrieve Registered Manifest**' box. Enter the office, date of departure and voyage number to identify the registered manifest. The List of Bills of Lading is displayed. Select the appropriate Bill of Lading.

The '**Excesses/Shortages**' box is displayed showing the manifested number of packages and the gross mass. Enter the revised number of packages and/or gross mass, (i.e. the actual quantities discharged and physically present).

For Customs control purposes, an additional reference field is available. This is to allow a cross-reference for internal audit purposes or to assist with any follow up procedures, to ensure the discrepancy is adequately explained or any appropriate penalty action begun.

Updated quantity details will appear on List of Bill of Lading table. Repeated amendments can be made. Note that the number of packages shown in the general Manifest segment does not change. Write off will be against the amended quantity.



Note that this operation **CANNOT** be performed on Master B/Ls. It can only be performed on House B/Ls associated with a registered manifest.

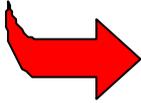
Print/Query

Manifests and Bills of Lading can be viewed and printed through '**Functions**', '**Print/Query**' options. The details cannot be altered through '**Print/Query**'.

The '**Functions**', '**Print/Query**' options are: -

- 1) '**View**' to view a specific Manifest. The Manifest can be accessed from either the registered number or the storage number and date. Enter relevant details in the '**Retrieve Manifest**' box. (You can switch between the options of retrieving by registered or stored numbers.) The Bills of Lading for the retrieved Manifest can be selected and viewed in the normal way.
- 2) '**View B/L**' to directly view a specific Bill of Lading. Enter relevant details in the '**Retrieve Manifest**' box for the manifest reference and the Bill of Lading number. The Bill of Lading is brought directly to screen.
- 3) The '**List**' function gives a sub-menu of options in retrieving Manifest details from the server. The selected menu choice provides a server report that may be viewed on screen and printed, or saved as a text file. The Lists provided by the sub-menu options are: -

- Stored Manifests
- Registered Manifests (ordered by registration number or storage number).
- List of Bills of Lading matched to declarations by the write off process
- List of Bills of Lading not matched to declarations.
- Lists of Bills of Lading/Container



Note that Manifest View and List functions are available in **MODCDBR** and certain '**View**' and '**Print/Query**' functions are also available in **MODBRK**. (See Section 3 of this Reference Document, '**Declaration Processing**', for details.)

Manifest Write Off or Discharge

Write Off

The 'Write Off' of a Manifest or Bills of Lading means that the particular goods have been satisfactorily accounted for. That means that Customs have given approval for the release or delivery of those goods, or the goods have been formally transferred into another Customs regime. Either way, it acknowledges that the carriers have met their responsibilities in regard to safe custody of the Manifested goods.

In general, Bills of Lading will be "written off" automatically when declarations are keyed in via **MODCDBR** or **MODBRK**. It is necessary to capture both the Voyage number and the date, or the Manifest Registration number, in 'Box A' of the Customs declaration.

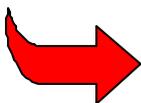
<u>Voyage No. Format</u>	<u>Number</u>	<u>Date (dd/mm/yyyy)</u>
(example)	OS 863 [space]	01/01/2000
<u>Registration No Format</u>	<u>Year</u>	<u>Number</u>
(example)	2000 [space]	100

The relevant B/L number must be entered in Box 40 of the SAD. ('Transport document').

It is possible to view whether, and to what extent, a B/L has been written off through '**Functions**', '**Print/Query**', '**View**'.

The '**Retrieve Manifest**' window is displayed. Enter the manifest registration or storage number and accept '**OK**'. The '**List of Bill of Lading**' window is displayed. Select the relevant Bill of Lading to display the B/L details on screen.

From the '**Bill of lading**' screen, select '**Local Menu**', '**Action**', '**View Write Off**'. This will display a Status List window. The Status List window details the operations that have been performed on the B/L. For example, if part of the B/L has been written off by a declaration, the declaration reference number is shown, as well as details of the gross weight remaining after the declaration operation.

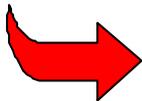


A number of configuration options can be set to determine how the manifest function works with the declaration processing modules, **MODCDBR** and **MODBRK**. See '[Manifest Configuration Options](#)' at page 22 of this Section.

Manual Discharge

Manual discharge will be necessary in circumstances where a declaration cannot or will not be used to write off the Bill of Lading. Examples are - unclaimed goods, low value consignments where a Customs declaration is not required, seized goods, and when incorrect data is notified or entered at the Manifest stage. Manual discharge will completely write off the B/L.

Select '**Functions**', '**Discharge**', '**Manual Discharge**'. Select the Manifest by entering the registration or storage numbers in the '**Retrieve Manifest**' box. The '**List of Bills of Lading**' is retrieved and displayed on screen. Select the relevant B/L. by a double click with the mouse on the selected Bill of Lading, to activate the '**Manual Discharge**' box. Enter the description and the document reference or the relevant file authorisation for the manual discharge.



The '**Manual Discharge**' option can be a security risk to Customs. Administrations should ensure that access is given to staff only in appropriate situations and that internal audit controls are in place to monitor and to re-check that this option is used only in authorised situations.

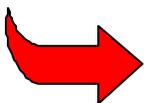
Cancelling the Manual Discharge of a Bill of Lading

'**Functions**', '**Discharge**', '**Undo Discharge**' allows the user to reverse a previous discharge. Choosing this option allows you to enter the references of the B/L (Office code, Date of departure, Manifest number, B/L number), and, if the B/L exists and was previously discharged, the undoing of the discharge occurs. This option is used when the discharge is done in error, or for some other reason the circumstances of the original discharge have changed.

Transit, Transshipment Movements

Bills of Lading are normally 'written off' through methods specified under Customs law. For example, Bills of Lading are typically written off when the goods are entered for home use, or for warehousing, or in situations where formal declaration is not required. Other 'write off' situations are where transit or transshipment of the goods is approved.

Bills of Lading on a Manifest may be written off by discharge to transit or transshipment by using the menu option '**Functions**', '**Discharge**', '**Transit**' or '**Transshipment**'.



Note: This can only be used for through transit or transshipment. Bills of Lading on a registered manifest may only be discharged to Transit or Transshipment if on the Bill of Lading the 'Nature' field is set to either 24 (Transit) or 28 (Transshipment).

To Discharge a Transit or Transshipment B/L

Enter details of the Manifest in the '**Retrieve Manifest**' box. The List of Bills of Lading window is displayed on screen.

Select the relevant B/L and double click the mouse button to activate. Enter the relevant data in Transit/Shipment window. (Data requirements include reference to the Customs document or procedure authorising the procedure.) The document reference and relevant office code are automatically added to the B/L under the Onward Transport heading.

Post Entry Amendment

Whether a B/L is partially or fully written off the process is identical. From a Customs point of view, if you are using manifest control, **it is not possible to increase the quantity or number of packages on a declaration post entry.** If you attempt to do this with ASYCUDA++ the system will reject the amendment and display an error message.

The weight or the number of packages of the item on the declaration can be reduced. The bill of lading will now become partially written-off. This is a two-stage process. Firstly the weight or number of packages is **adjusted** and brought back to the original amount and secondly this value is decreased by the amount specified in the post-entry.

This is illustrated in the box below, which is taken from the **'Bill of Lading' screen, 'Local Menu', 'View Write-Off'**.

The Declaration Post-Entry

'Adjust' and **'Modification'** come from the same action of carrying out the post-entry modification. In this example, the user has captured 7 packages in the post-entry and so the number of packages is reduced to 3.

Write Off	Document Ref	Packages	Gross Weight
Storage on server	L 12 13/11/1997	10	100.00
Declaration Assessment	L 12 13/11/1997	0	0.00
Declaration Post-Entry Adjustment	L 12 13/11/1997	10	100.00
Declaration Post-Entry Modification	[1] L 12 13/11/1997	3	100.00

Post entry Cancellation

In the case of a post-entry cancellation of the declaration, whether a B/L is partially or totally written-off, the number of packages comes back to its original amount.

This is illustrated in the box below, (from **'F9 Local Menu', 'View Write-Off'** option from the Bill of Lading screen). In the last line, you can see that the number of packages has been brought back to its original value after the declaration was cancelled post-entry.

Write-Off	Document Ref	Packages	Gross weight
Storage on server	L 12 13/11/1997	10	100.00
Dec. Assessment	L 12 13/11/1997	0	0.00
Declaration Post-Entry Adjustment	L 12 13/11/1997	10	100.00
Declaration Post-Entry Modification	[1] L 12 13/11/1997	3	100.00
Declaration Post-Entry Cancellation	[1] L 12 13/11/1997	10	100.00

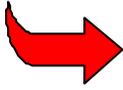
Manifest Configuration Options

Several configuration options are available when setting up the ASYCUDA++ system to determine how the Manifest functions will work with the modules **MODCBR** and **MODBRK** through the configuration of the Customs Office. The configuration, the system parameters for each office, is set separately for each office according to the task requirement of that particular office.

The link between **MODCAR**, **MODCBR** and **MODBRK** is set by switching the Manifest option to **'YES'**, **'NO'** or **'Learning mode'**. See Section 9 of this Reference Document **'System Parameters'** for further details.

Manifest Learning mode

When the Manifest configuration for a Customs office is set to **'Learning mode'** a declaration can be assessed even if the Manifest does not exist. This can be useful in situations where the Manifest is not available when assessing a declaration. If you capture a Manifest reference which does not exist, and attempt to assess the declaration, a message will appear indicating that the Manifest or Bill of Lading does not exist: **"Manifest failure, do you still want to assess?"**. If you press **'YES'**, the declaration will then take the status **"ASSESSED NO MANIFEST"**.



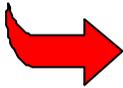
'**Learning mode**' should be seen as an interim arrangement. Maximum benefit is achieved when the link to declarations is set, i.e. an early objective should be to have all manifests present in the database before assessment and the '**Manifest**' flag switched to "**Yes**".

To help in manifest control where the manifest function is set to '**Learning mode**', two lists are available under the following menu options:

- **MODCAR 'Functions', 'Print-Query', 'List', 'List of matched B/L', 'Declarations'.**
- **MODCAR 'Functions', 'Print-Query', 'List', 'List of unmatched B/L', 'Declarations'.**

Both options bring the user to a screen to enter a number of parameters to define the list that will be produced, such as Customs Office code, sort type etc. The lists of matched B/L declarations are the Bills of Lading (captured in the declaration items) that exist at assessment of the declaration. Similarly, the list of unmatched declarations are the Bills of Lading (captured in the items) that were non-existent when assessing the declaration, when, however, the Manifest **does** exist.

When the Manifest arrives and is present in the database, there is still the chance to re-assess (post entry) the declaration in order to write-off the B/Ls. In that case the declaration will move from the unmatched to the matched list.

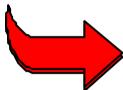


See Section 8 of this Reference Document for details on setting the 'Customs Office Configuration flags' in **MODSYSCF**.

Manifest Options in National Configuration

There are 4 switchable controls under the National Configuration options:

- 1) Single Bill of Lading allowed per declaration (YES/NO)
- 2) Total discharge of Bill of Lading at declaration assessment (YES/NO)
- 3) Check of remaining Bill of Lading quantity at declaration registration (YES/NO).
- 4) Bill of Lading reservation at declaration registration (YES/NO).



See Section 8 of this Reference Document for details of '**Manifest Standards**'.

Appendices:

List of Actions that can be performed on registered Bills of Lading

The following shows actions that can be performed on registered Bills of Lading, depending on the B/L status -

Actions	Master B/L not degrouped	Master B/L degrouped but not validated	Master B/L validated	House B/L 1 st level	House B/L 2 nd level validated	House B/L degrouped but not validated
Location	X	X		X	X	
Transit	X			X	X	
Transshipment	X			X	X	
Manual Discharge	X			X	X	
Degroup	X					
Validation		X				
Delete						X
Excess Shortage				X	X	
Assess				X	X	
Reserve				X	X	
None			X			

List of Actions that cannot be performed on Registered Bills of Lading

The following shows actions that cannot be performed on registered Bills of Lading following other actions -

Action	Transit	Transshipment	Manual Discharge	Assessment - Total Write-off
Location	X	X	X	X
Excess/Shortage	X	X	X	X
Transit	X	X	X	
Transshipment	X	X	X	
Man Discharge	X	X	X	X