

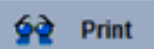
AUTOMATING THE MANIFEST WRITE OFF AT THE CBHQ1 OFFICE

Sri Lanka Customs will automate the manifest write-off at the CBHQ1 office from 2/04/2018. Following figures and instructions shows how a CHA can find and upload correct BL details.

VIEWING THE BL DETAILS

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

Go to Cargo Manifest—Printouts/Reports—Printouts—Waybill—Click on Print



button.

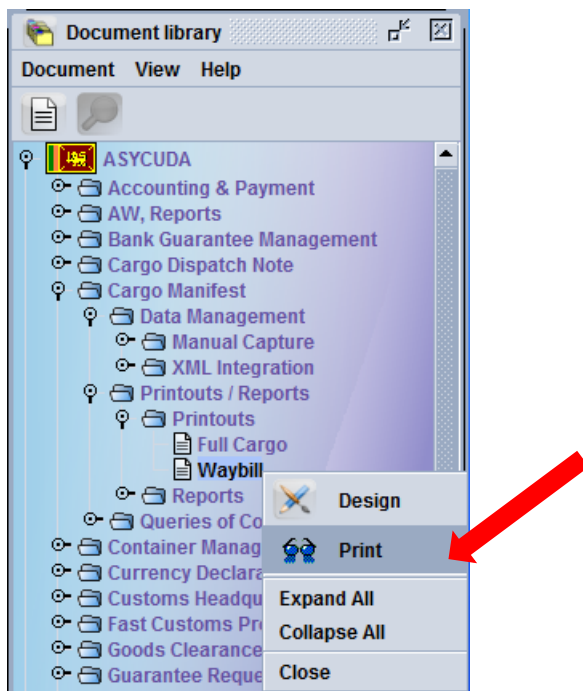



Figure 1.

You will get the Waybill-Print Window. Give the exact criteria and click on  button.

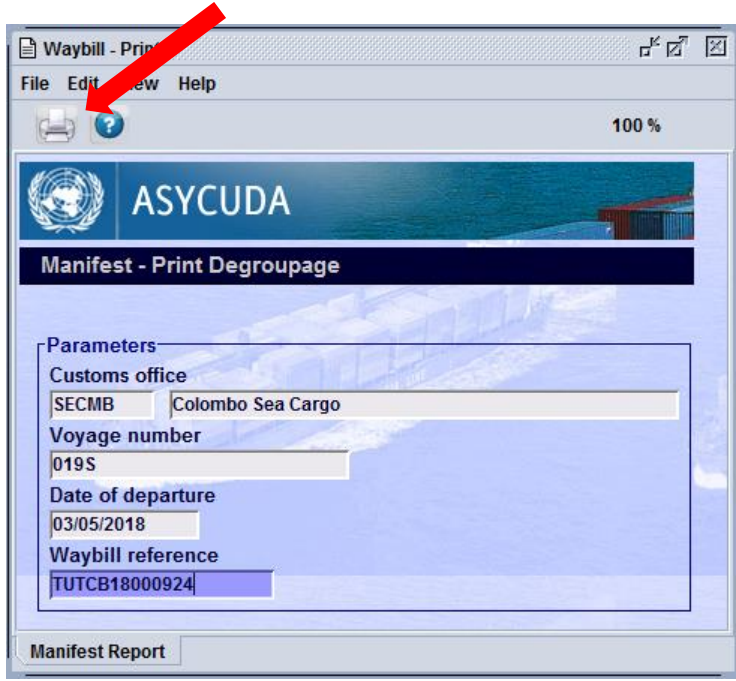



Figure 2.

Before clicking on the  button please ensure that you tap the tab key or enter key. Otherwise you will get the below mentioned error.

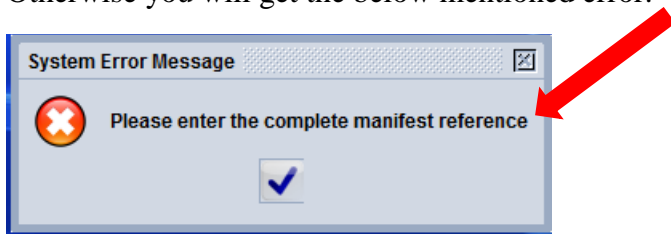



Figure 3.

When you tap the tab key or the enter key the blue colour in the Waybill reference will disappear. Next click on  button at the top.

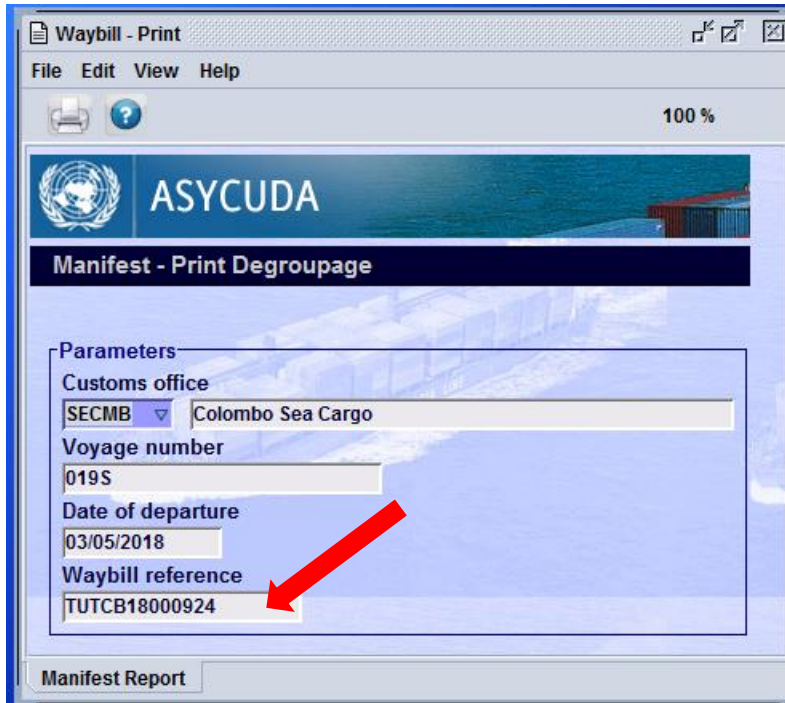


Figure 4.

You will now get the manifest details including the registration details. Registration details will appear along with the year. Eg. 2018/1792. 1792 is the registration number. Indicate these details in the CusDec as instructed.



Figure 5.

CUSDEC SUBMISSION

When submitting a CusDec for the CBHQ1 office, system will require the Manifest and Cage Number 40 fields in the CusDec, to be completed in the way shown below from 02/05/2018. How to do so is given in Figures 6-7.

1. Manifest Details Field

The screenshot shows the ASYCUDA software interface for a 'Detailed Declaration - New [2018]'. The main window title is 'Detailed Declaration - New [2018]' and the menu bar includes 'File Edit View Help'. The toolbar contains various icons for navigation and actions. The main content area displays the ASYCUDA logo and the text 'SCHEDULE II SRI LANKA CUSTOMS - GOODS DECLARATION'. Below this, there are several fields and sections: 'CUSDEC I', a barcode, '2 Exporter', 'TIN:', '1 DECLARATION', '3 Pages', '4 List', '5 Items', '6 Total Packages', '7 Declarant's Sequence number', and 'Customs - 53'. The '4 List' section contains a table with two columns, one of which has the value '1'. The 'Manifest' field is circled in red.

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

Manifest details should be entered in the following format

MANIFEST_OFFICE<SPACE>YEAR<SPACE>MANIFEST_REGISTRATION_NUMBER

Eg :- SECMB 2018 4044

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

The screenshot shows a 'Messages' window with a red error message: 'Error: Manifest Reference is mandatory Format : <Manifest Office Code> <Manifest Reg Year> <Manifest Reg Number> ... Eg. SECMB 2016 898'. A red 'STOP' sign icon is visible in the bottom left corner of the message box.

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