ASYCUDAWORLD CARGOMANIFEST USER GUIDE

RMI CUSTOMS DIVISION

CARGO MANIFEST USER GUIDE

Contents **Page**

1. Categories involved in the ASYCUDAWorld manifest process **01**
1.1 Carrier 01
1.2 CO-Loader 02
1.3 Freight Forwarder 03

2. Manifest Submission in ASYCUDA World (Sea and Air) **03**
Step 1: Main Shipping Agent (Sea and Air) 03
Step 2: Co-Loader (Sea and Air) 04
Step 3: Repeat 04
Step 4: Consolidators (Sea and Air) 04
Step 5: Repeat 04

3. Detailed Manifest User Guide **07**
3.1 Manifest General Segment: **08**
3.1.1 The Basic operations **08**
3.1.1.1 Arrival Date and Time 10
3.1.1.2 CO-Loader Authorization 10
3.1.1.3 Using the General segment store in the ASYCUDAWorld System 13
3.1.1.4 Finding a manifest already stored. 13
3.1.2 XML Export and Import for Manifest General Segment **14**
3.1.2.1 Exporting (Saving) Manifest general Segment data to an XML file. 14
3.1.2.2 Importing a saved Manifest general Segment XML file to an empty eDocument. 15
3.1.3 Other related processes on a manifest **16**
3.1.3.1 Finding the history (details of operation) of a manifest 16
3.1.3.2 Modifying a stored Manifest 18
3.1.3.3 Deleting a Manifest already stored. 18
3.1.3.4 Using "Arrival Confirmation" to update arrival date and time 19
3.1.3.5 Registering a Completed, Stored Manifest 20
3.2 Submission of Bill of Lading **23**
3.2.1 Main shipping lines/airlines **23**
3.2.1.1 Adding containers to the Bill of lading (B/L) eDocument 26
3.2.1.2 Master Bill of Ladings 27
3.2.1.3 SCAN Document Upload to Bill of Lading 28
3.2.2 Co-Loader Bill of Lading Submission **31**
3.2.3 Freight forwarders or consolidators (Master Bill of Lading consolidation) **33**
3.2.3.1 Executing the "Validate Degroupage" operation in AW. 33
3.2.3.2 Conducting manifest XML integration 35
A. Main manifest Integration
B. Full Cargo Integration
3.2.3.3 Degroupage - XML Integration 37

Diagrams – Proposed Manifest Process **05**
Proposed Manifest Amendments Process **06**

CARGO MANIFEST USER GUIDE

ASYCUDA World provides the facility to manually capture the manifest data, for agencies who do not receive the electronic data and, have access only to the paper copy from an originating party.

The manifest document usually consists of two segments; the manifest general segment and one or more bills of lading.

4. CATEGORIES INVOLVED IN THE ASYCUDAWORLD MANIFEST PROCESS

1.1 Carrier:

In the ASYCUDAWorld system, Carrier or the main local agent of a Carrier acting on behalf of a Carrier (vessel or an aircraft) is recognized and registered under the category "Carrier".

❖ Responsibilities:

- Register Vessels / Aircrafts with the Customs and continuously update relevant details.
- Inform Customs, the expected arrival of a Vessel/Aircraft by creating the General Segment of the cargo Manifest of the particular Vessel/Aircraft as stipulated by the Customs Act.
- Create all Master and House bills in the vessel/aircraft for the clients you have directly issued Bill of Ladings.
- In the instance where the craft is shared by another who is a co-loader, such carriers must be given permission and informed them of the same, so that they are able to add information in the manifest general segment.
- Authorize de-groupage of a Master bill, when creating a Master bill of Lading, for consolidated cargo handled by a Freight forwarder and inform them.
- Validate the individual Master bill before the Registration of Manifest, if requested by a Freight Forwarder, after verifying accuracy of the information in the Master Bill.
- Register Manifest before the arrival of the Vessel/Aircraft, as stipulated by the legislation, after completing all required information accurately.
- Upon arrival of the Vessel/Aircraft, report any Excess / Shortage of cargo to Customs.
- Report any illegal or unauthorized activities in the Vessel/Aircraft immediately to Customs.
- Inform Customs about any cargo that has not been cleared by the owner/agent responsible, in a timely manner.
- Inform Customs about any omissions made during the manifest submission and request for an amendment with necessary supporting documents.

1.2 CO-Loader

In the current business practice, one vessel can be shared by several carriers and, each carrier can issue their own bill of ladings. An authorized carrier should be able to work independently and lodge their own waybills to the system and validate them for the same manifest.

These carriers are sometimes called "Non-Vessel Operating Common Carriers (NVOCC)" or "Indirect Air Carriers (IAC)".

To facilitate this business practice, ASYCUDAWorld has introduced a category called a "CO- Loader" within the cargo manifest module.

In simple terms, CO-Loader is a "Carrier" that has been authorized to lodge waybills into a Manifest that belongs to another carrier (main vessel operator). In ASYCUDAWorld system CO-Loader is recognize and registered as a Carrier.

Responsibilities:

- Create all Master and House bills in the vessel/aircraft for the clients you have directly issued Bill of Ladings and attach them to Manifest already created by the Main agent of the Vessel/Aircraft using the Manifest reference details provided by the Main agent.
- Authorize degroupage of a Master bill when creating a Master bill of Lading for consolidated cargo handled by a Freight forwarder and inform them.
- Validate individual Master bill before performing "CO-Loader Validate" operation if requested by a Freight Forwarder, after verifying accuracy of the information in the Master Bill.
- Validate all bills using "CO-Loader Validate" option in the ASYCUDAWorld system, before the arrival of Vessel/Aircraft as stipulated by the legislation, after completing all required information accurately.
- Upon arrival of the Vessel/Aircraft, report any Excess/Shortage of cargo to Customs.
- Report any illegal or unauthorized activities in the Vessel/Aircraft immediately to Customs.
- Inform Customs about any cargo that has not been cleared by the owner/agent responsible in a timely manner.
- Inform Customs about any omissions made during the manifest submission and request for amendment with necessary supporting documents.

1.3 Freight Forwarder

In the ASYCUDAWorld system Freight Forwarder is a company authorized to consolidate/deconsolidate cargo for the transportation by a Carrier. As a part of this process, Freight forwarder issues Bill of ladings for cargo belonging to his direct customers.

Note: Carriers and CO-Loaders can act as Freight forwarders when they have consolidated cargo belonging to their direct customers.

❖ Responsibilities:

- Create all Master and House bills of the vessel/aircraft for clients that have been issued Bill of Ladings directly and, attach the same to the Master bill already created by the Main agent or the Co-Loader of the Vessel/Aircraft, using the Master bill reference details provided by the issuer of the Master bill.
- Authorize degroupage when creating a Master bill of Lading for a consolidated cargo handled by a Freight forwarder and, inform them.
- Validate the individual Master bill before performing "Validate Degroupage" operation, if requested by a Freight Forwarder, after verifying accuracy of the information in the Master Bill.
- Report any illegal or unauthorized activities of/ taking place in the Vessel/Aircraft immediately to Customs.
- Inform Customs about any cargo that has not been cleared by the owner/agent responsible, in a timely manner.
- Inform Customs about any omissions made during the manifest submission and, request for amendments with necessary supporting documents.

5. Manifest Submission in ASYCUDA World (Sea and Air)

Importers and traders have to submit an ASYCUDAWorld import declaration eDocument to clear their consignments, and a "Validated" bill of lading is required with a number that is registered in the ASYCUDA System. Thus, it is vital to submit manifest details.

The main shipping agent and freight forwarders are expected to follow the procedure given below when compiling their manifest and corresponding bill of ladings:

Step 1: Main Shipping Agent (Sea and Air)

1. Obtain a user-id and password RMI Customs to access the ASYCUDAWorld
2. Fill the ASYCUDA General Segment eDocument
3. "Store" ASYCUDA General Segment eDocument
4. Add bill of ladings to the manifest by filling Bill of Lading ASYCUDA eDocument
5. If the Bill of Lading is a Master Bill, then "Authorize" the BL for the consolidator/freight forwarder company.
6. If the manifest has Co-Loader bill of ladings, grant permission to co-loader Carrier or agent so that the co-loader bill of ladings will be to add to the same manifest.
7. Enter the container details in "Container eDocument" under Bill of Lading

8. Store the Bill of Lading eDocument
9. Repeat above 4-7 for the Number of Bills in the Manifest
10. Execute Arrival confirmation to record the correct Arrival Time
11. Upon completion of the data entry, "Register" the Manifest
12. Bill of Ladings cannot be added to a manifest already registered by an agent (Contact RMI Customs to add a bill or amend the manifest)

Step 2: Co-Loader (Sea and Air)

1. Obtain a user-id and password from RMI Customs to access the ASYCUDAWorld
2. Fill in the Bill of Lading ASYCUDA eDocument with the correct Office code, Voyage and Date of departure (this data will be used to add bill of lading to the manifest which is submitted by the main shipping line or agent).
3. If the Bill of Lading is a Master Bill, then "Authorize" the BL for the consolidator company.
4. Enter the container details in "Container eDocument" under Bill of Lading
5. Store the Bill of Lading eDocument
6. Execute "**Co-Loader Validate**" to validate bill of ladings.

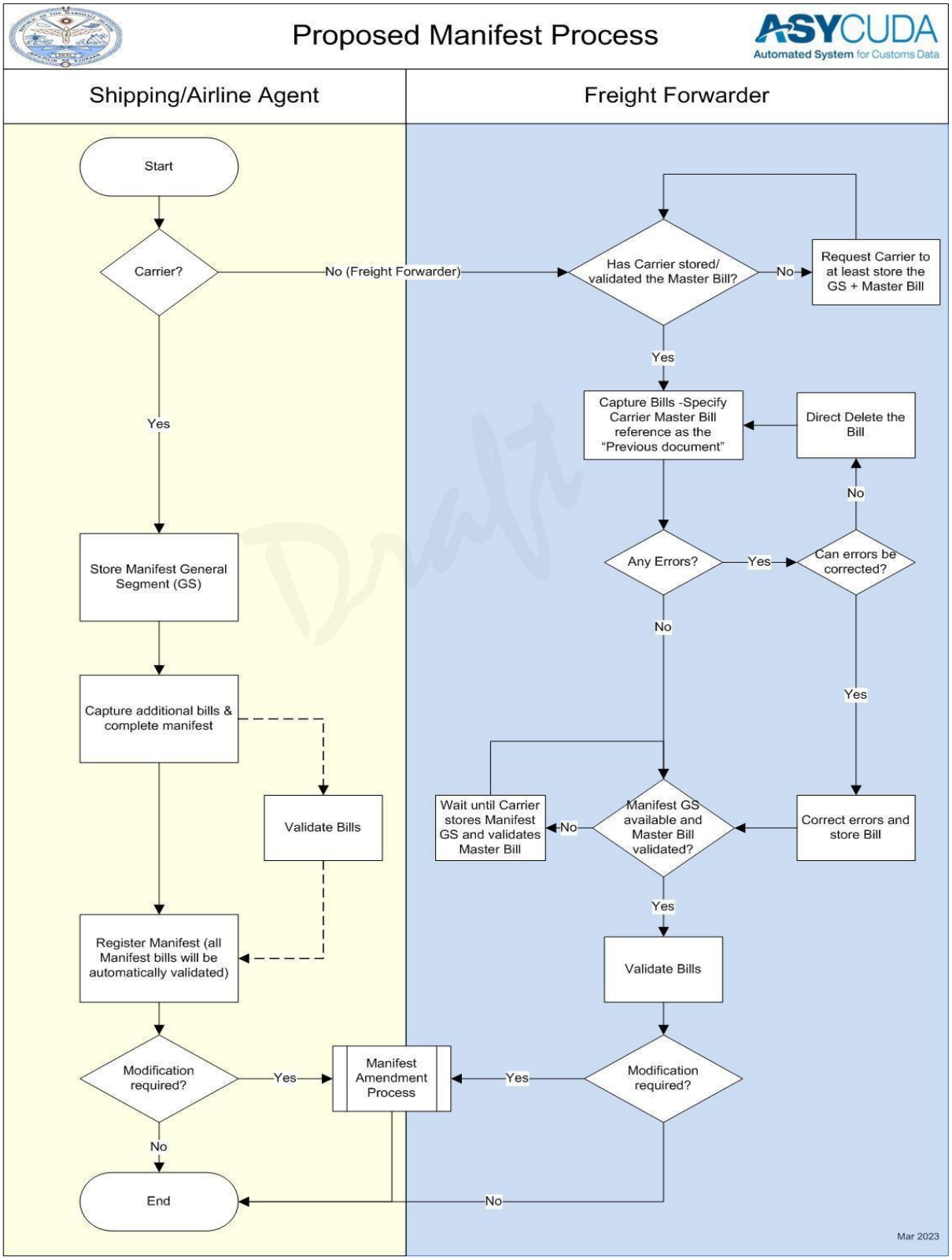
Step 3: Repeat **Step 2** until all Co-Loaders have completed their Bill of Ladings.

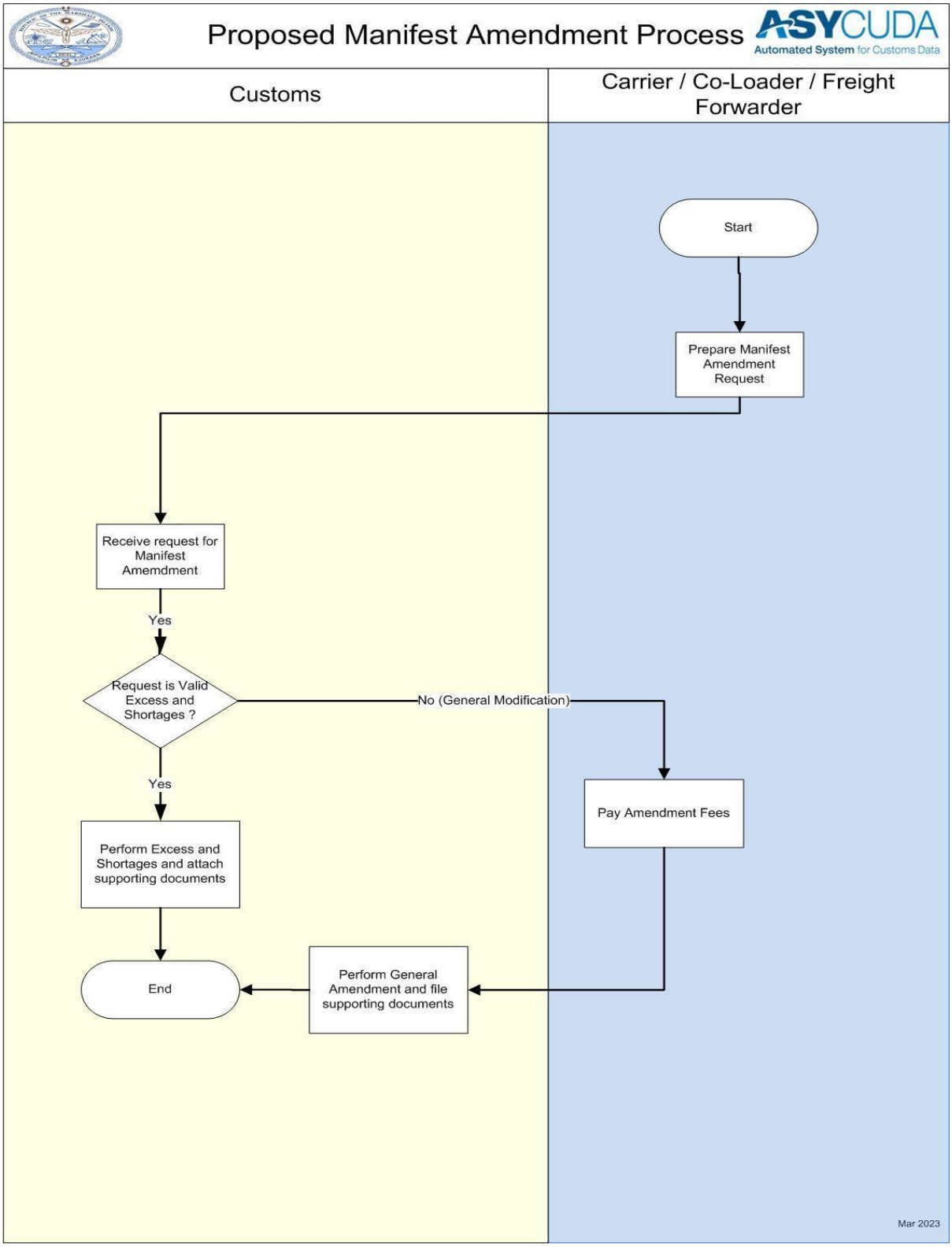
Step 4: Consolidators (Sea and Air)

1. Obtain a user-id and password from RMI Customs to access the ASYCUDAWorld
2. Fill in the Bill of Lading ASYCUDA eDocument.
3. If the Bill of Lading is a Master Bill, then authorize the BL for the consolidator company.
4. Enter container details in "Container eDocument" under Bill of Lading
5. Store the Bill of Lading eDocument
6. Execute "**Validate Degroupage**"

Step 5: Repeat **Step 4** until all the consolidators have completed their Bill of Ladings.

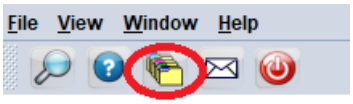
Note: Please refer to the detailed Manifest user guide for details pertaining to submission of manifests and Co-Loader bill and, consolidated bills of lading.


Proposed Manifest Process
ASYCUDA Automated System for Customs Data
Shipping/Airline Agent
Freight Forwarder
Start
Carrier?
No (Freight Forwarder)
Has Carrier stored/ validated the Master Bill?
No
Request Carrier to at least store the GS + Master Bill
Yes
Capture Bills -Specify Carrier Master Bill reference as the "Previous document"
Direct Delete the Bill
No
Yes
Store Manifest General Segment (GS)
Any Errors?
Yes
Can errors be corrected?
No
Yes
Capture additional bills & complete manifest
Validate Bills
Wait until Carrier stores Manifest GS and validates Master Bill
No
Manifest GS available and Master Bill validated?
Correct errors and store Bill
Yes
Register Manifest (all Manifest bills will be automatically validated)
Validate Bills
Modification required?
Yes
Manifest Amendment Process
Yes
Modification required?
No
End
No
Mar 2023


Proposed Manifest Amendment Process
ASYCUDA Automated System for Customs Data
Customs
Carrier / Co-Loader / Freight Forwarder
Start
Prepare Manifest Amendment Request
Receive request for Manifest Amemdment
Yes
Request is Valid Excess and Shortages ?
No (General Modification)
Yes
Pay Amendment Fees
Perform Excess and Shortages and attach supporting documents
End
Perform General Amendment and file supporting documents
Mar 2023

6. Detailed Manifest User Guide

- How to login to the ASYCUDAWorld system and access the Document library.



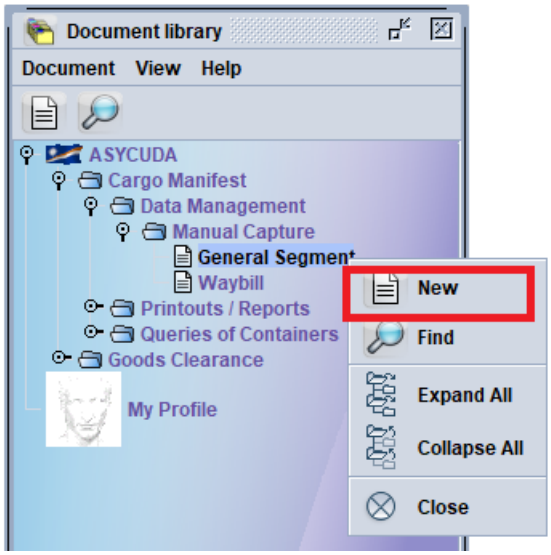
The manifest document usually consists of two segments:

1. The manifest general segment
2. One or more bills of lading.

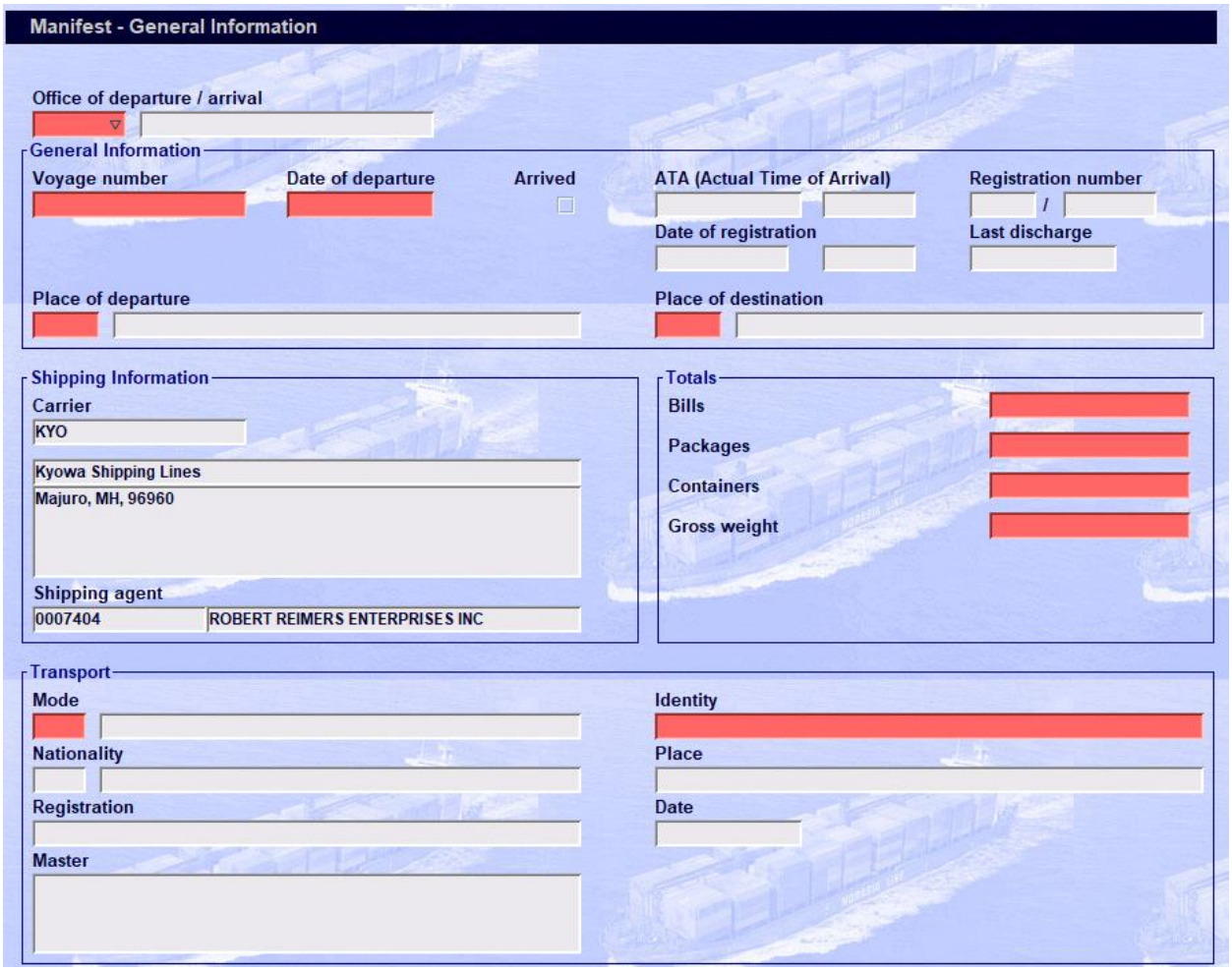
6.1 Manifest General Segment:

3.1.1 The Basic operations

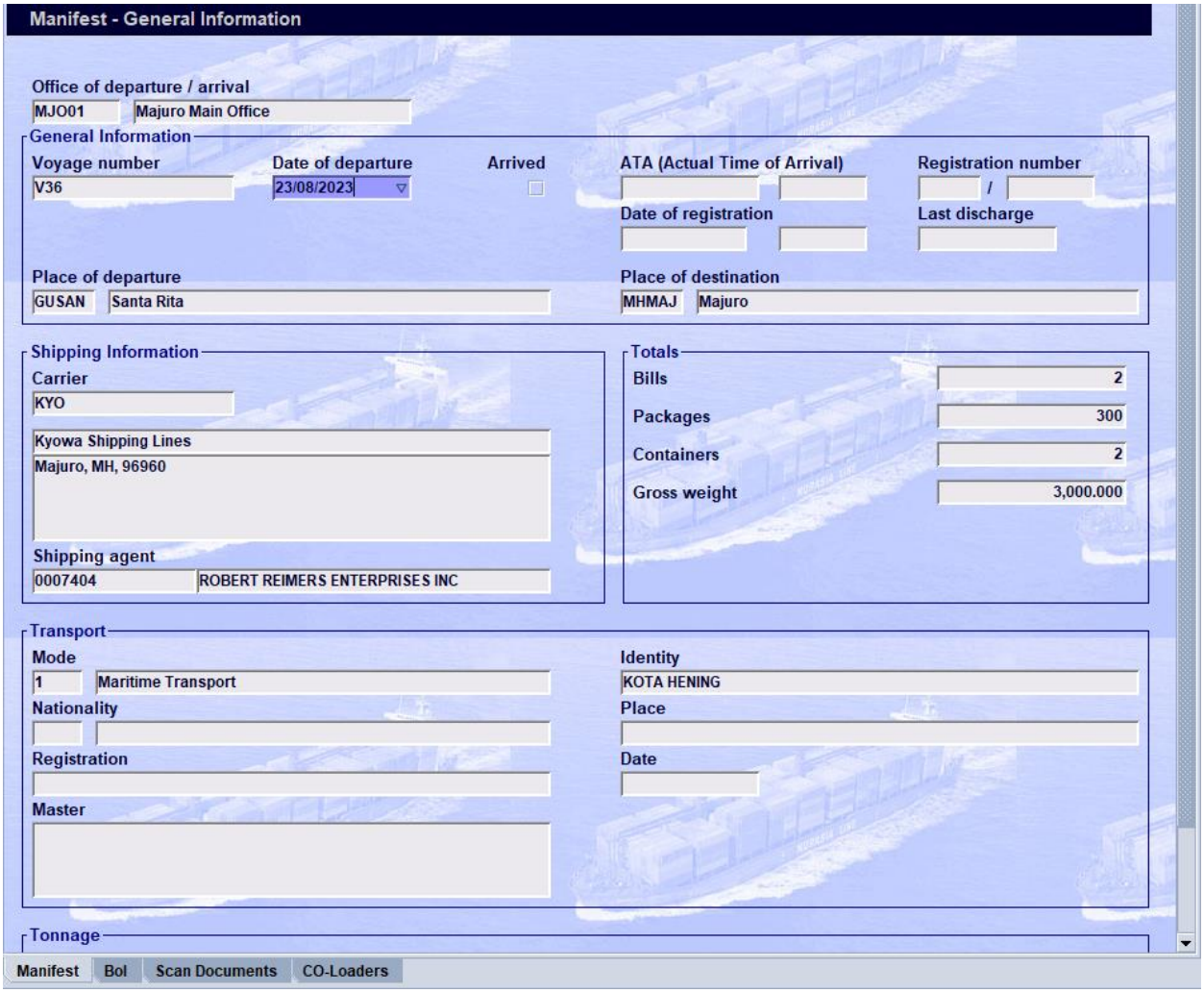
- Right click on the General Segment e-Document to compile a new manifest general segment.



- Fill in all the mandatory fields on the Manifest – General information eDocument

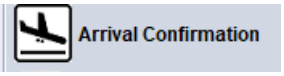


Note: Mandatory fields are depicted in red. Some fields are mandatory as set by the system. For example, the office code, voyage number and date of departure are used by ASYCUDA as the key fields to identify each unique manifest.



3.1.1.1 Arrival Date and Time

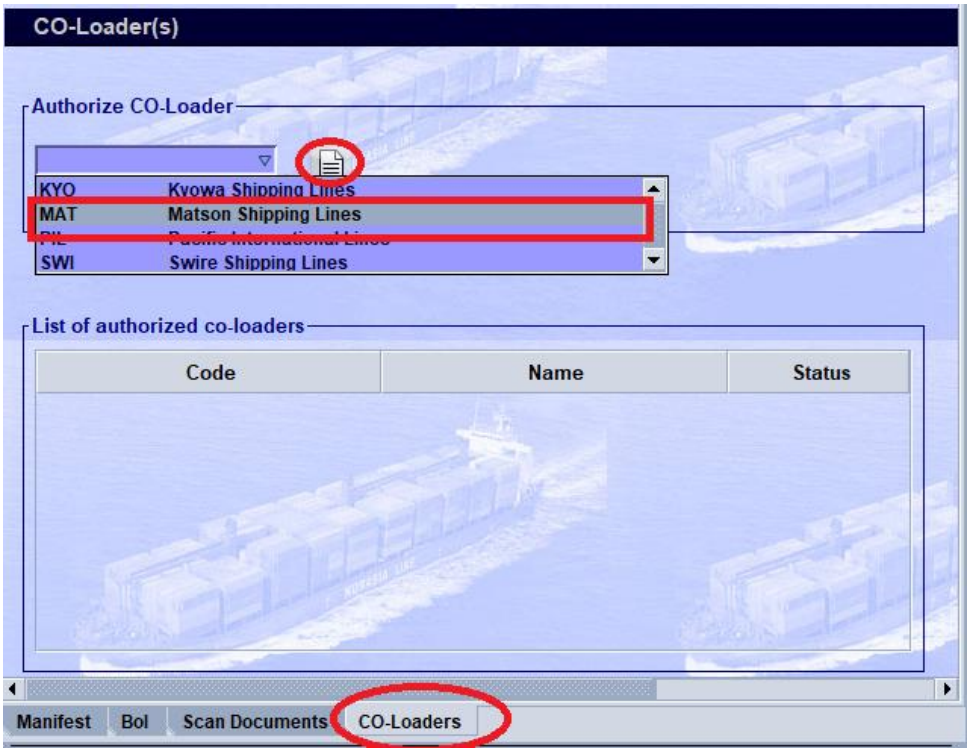
Carriers can enter date of arrival and time at this stage if the exact date of arrival and time is known.

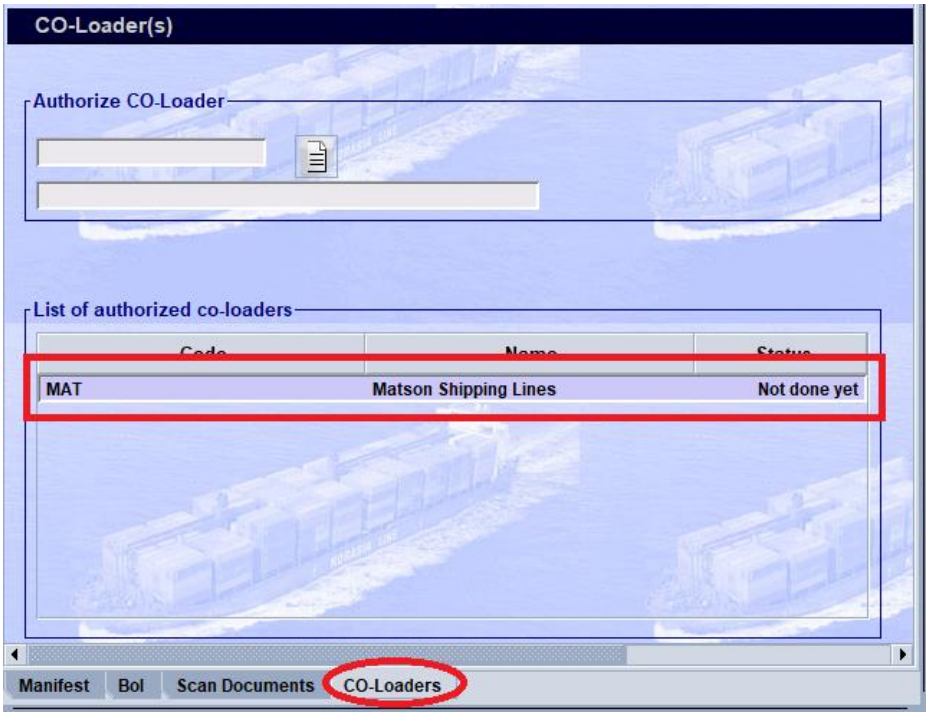
If not known, use the "Arrival Confirmation" 

operation to update the date of arrival and time, in manifest already saved, once actual data is received.

3.1.1.2 CO-Loader Authorization

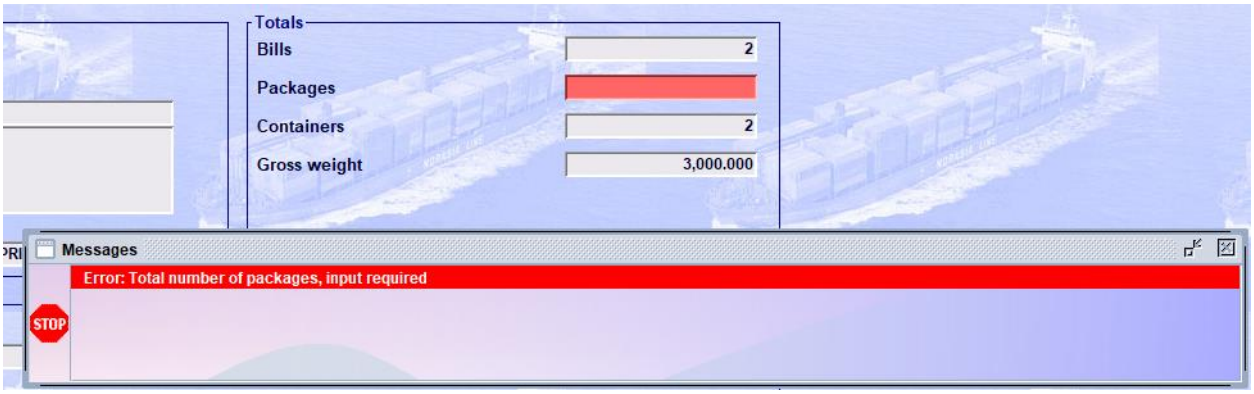
Authorization should be given to CO-Loaders (if any) so that they will be able to access the manifest and add their CO-Loader bill of ladings without any permission issues.


CO-Loader(s)
Authorize CO-Loader
KYO Kyowa Shipping Lines
MAT Matson Shipping Lines
SWI Swire Shipping Lines
List of authorized co-loaders
Code
Name
Status
Manifest
BoI
Scan Documents
CO-Loaders

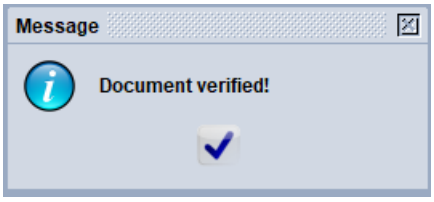

CO-Loader(s)
Authorize CO-Loader
List of authorized co-loaders
MAT
Matson Shipping Lines
Not done yet
Manifest
BoI
Scan Documents
CO-Loaders

Once the data is entered and permission granted in the Manifest General segment e-Document, press the verify button to verify the entered data for system compliance.

If the data is not in compliance with the system, an error message pops up with related error descriptions.



If the data is in compliance with system requirements, the "Document Verified" message will be displayed.



Note: Follow the section "**XML Export and Import for Manifest General Segment"** to save the general segment data to an XML template file, which can later be used when creating a new manifest general segment.

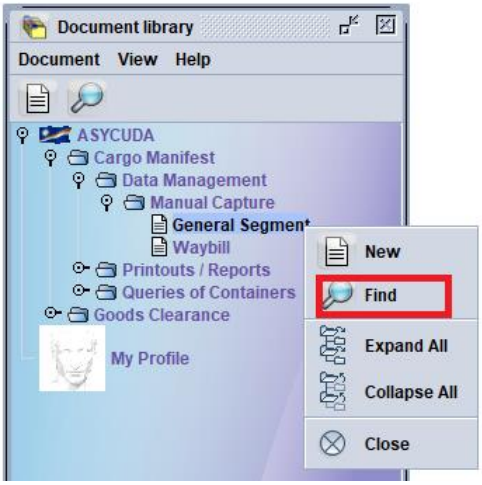
3.1.1.3 Using the General segment store in the ASYCUDAWorld System

If the data is in compliance with the system, use the store button to store data in the system database.

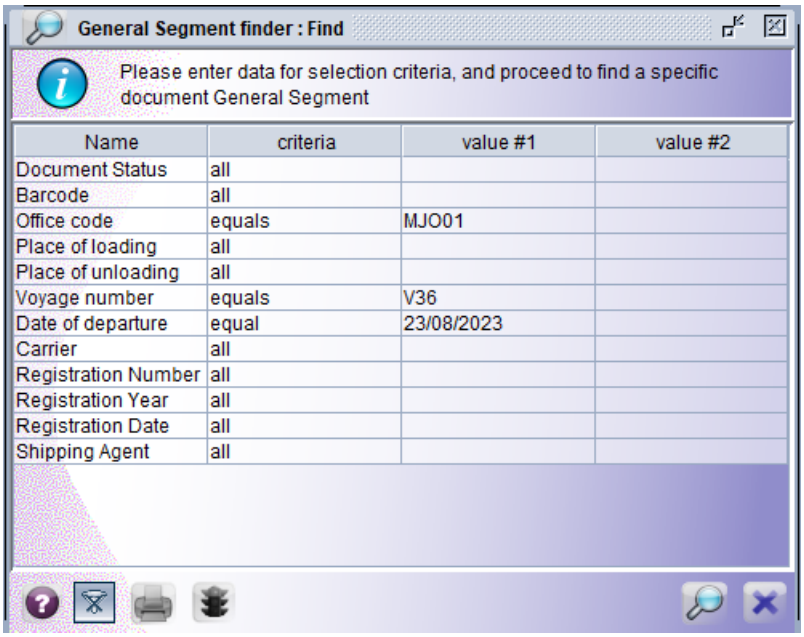
Confirmation message for a successful storage of a manifest general segment.

3.1.1.4 Finding a manifest already stored.

A particular shipping line can only view (see) their own manifests and cannot view manifests of other shipping lines. This is a system control to secure the privacy of the information.



- Enter search criteria (if any) in the finder window.



Name	criteria	value #1	value #2
Document Status	all		
Barcode	all		
Office code	equals	MJO01	
Place of loading	all		
Place of unloading	all		
Voyage number	equals	V36	
Date of departure	equal	23/08/2023	
Carrier	all		
Registration Number	all		
Registration Year	all		
Registration Date	all		
Shipping Agent	all		

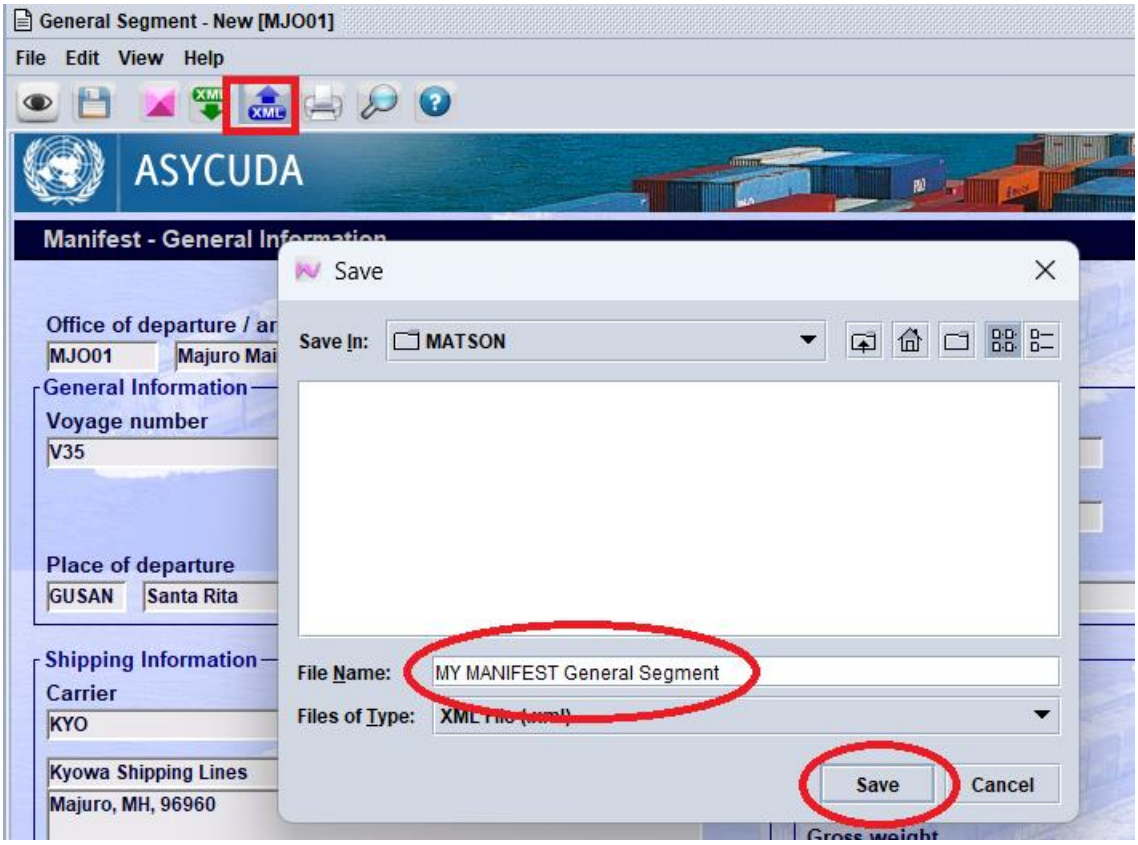
- When you right click on the selected manifest, you will see all authorized operations.
- Press “Details” operation to see the detail of the manifest.

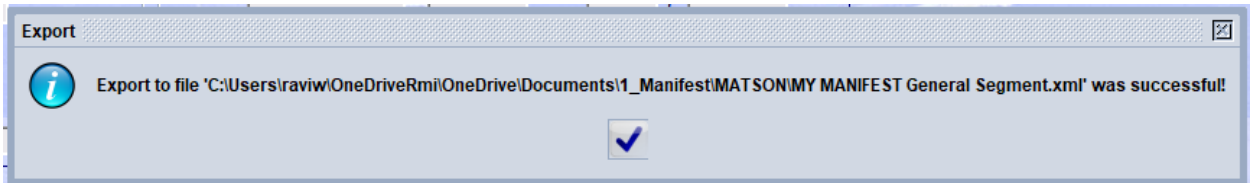
3.1.2 XML Export and Import for Manifest General Segment

3.1.2.1 Exporting (Saving) Manifest general Segment data to an XML file.

Use

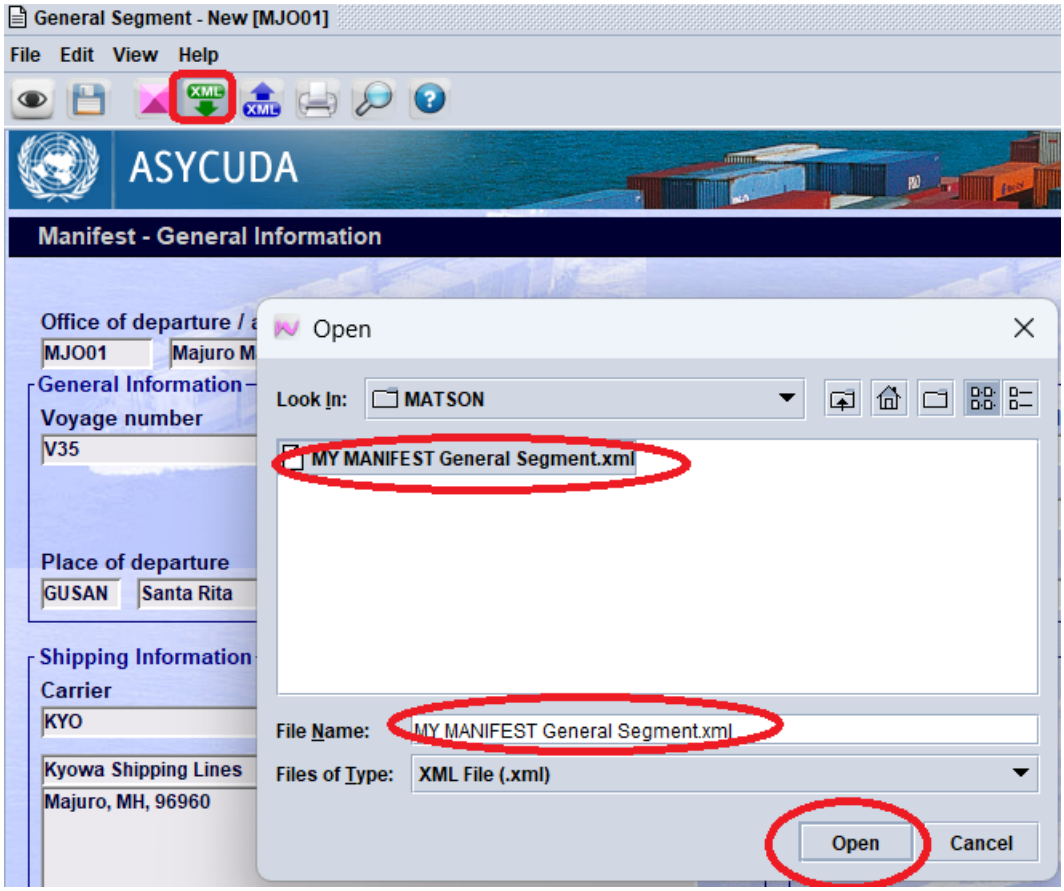
button to store Manifest general Segment data in an XML format on your Desktop computer.

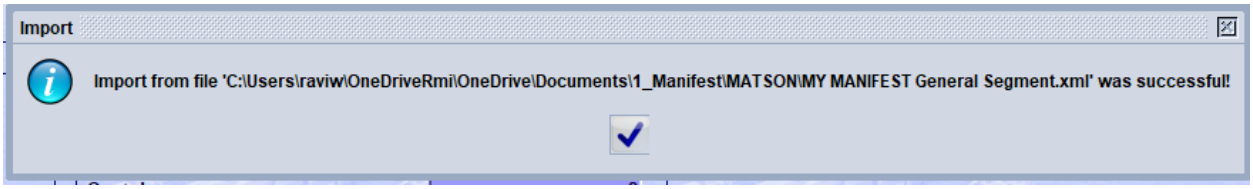




3.1.2.2 Importing a saved Manifest general Segment XML file to an empty eDocument.

Use button to import Manifest General Segment data, already saved, on to your Manifest General Segment e-Document.

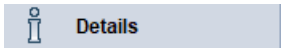




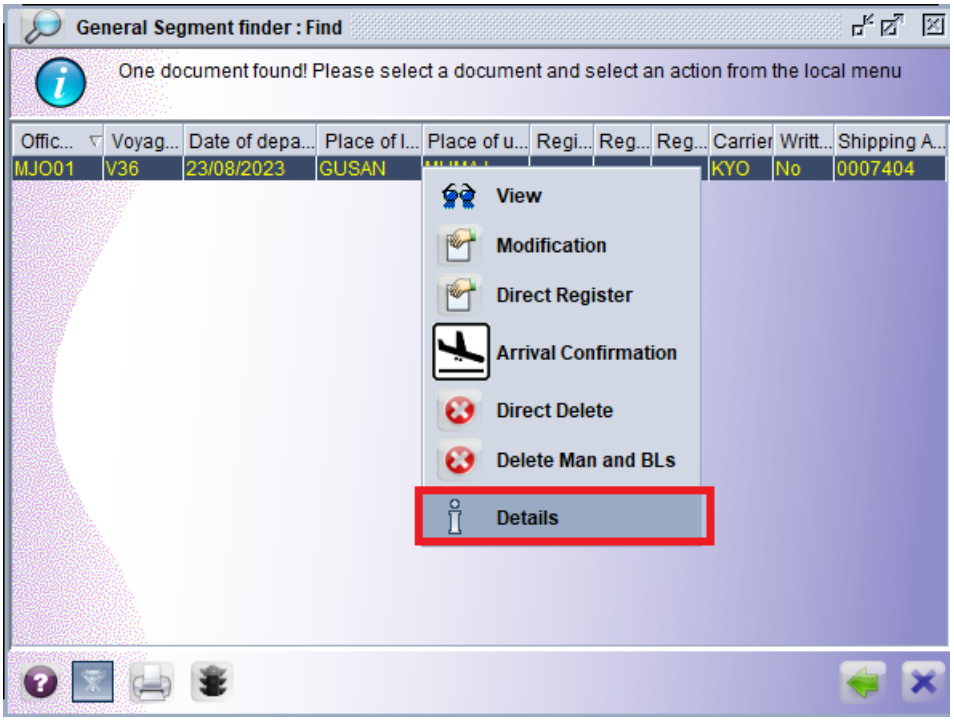
3.1.3 Other related processes on a manifest

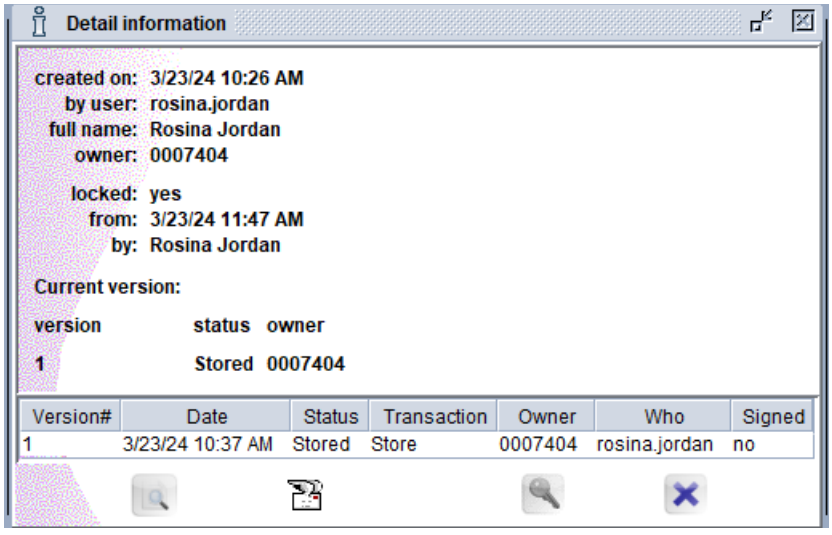
3.1.3.1 Finding the history (details of operation) of a manifest

Find the desired general segment and right click and click on “Detail”



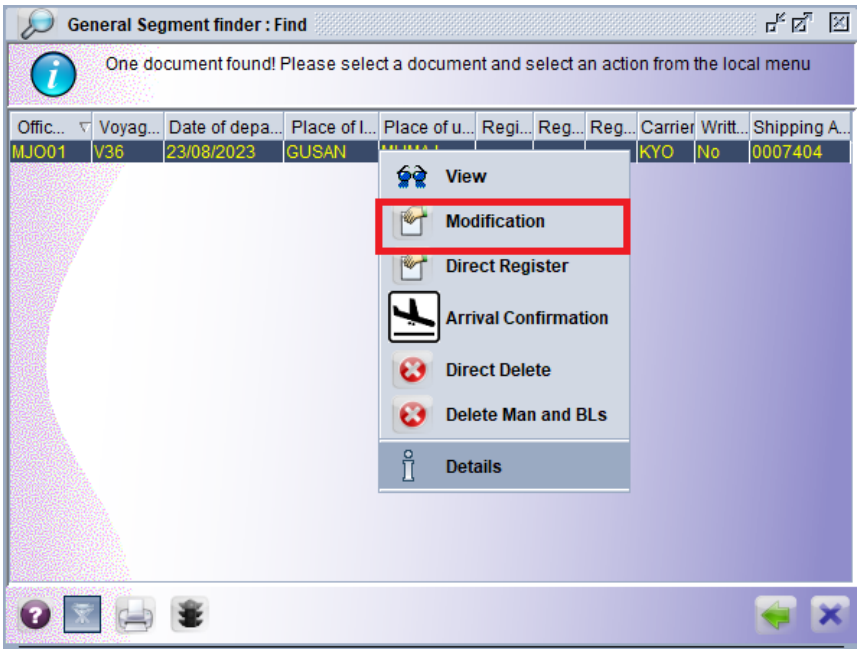
button to see the details.


General Segment finder : Find
One document found! Please select a document and select an action from the local menu
Offic...
Voyag...
Date of depa...
Place of l...
Place of u...
Regi...
Reg...
Reg...
Carrier
Writt...
Shipping A...
MJO01
V36
23/08/2023
GUSAN
KYO
No
0007404
View
Modification
Direct Register
Arrival Confirmation
Direct Delete
Delete Man and BLs
Details

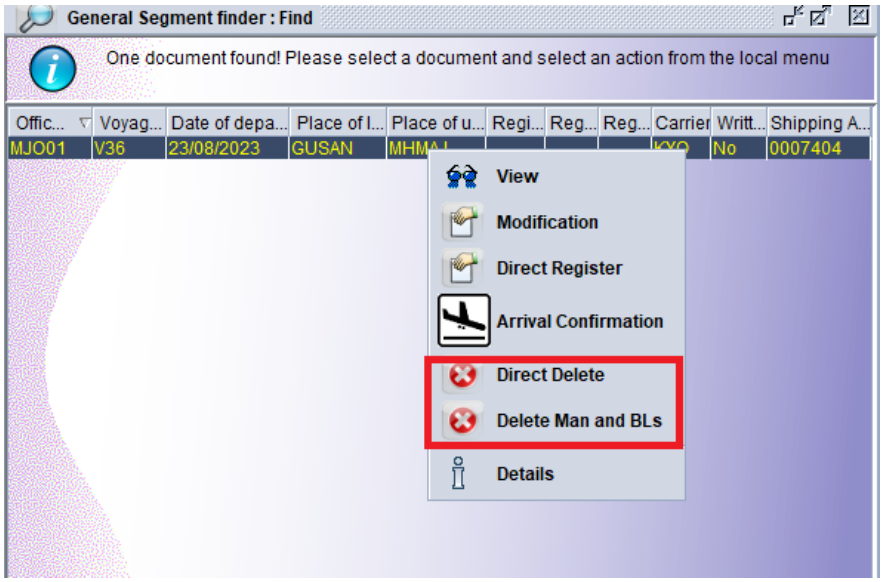

Detail information
created on: 3/23/24 10:26 AM
by user: rosina.jordan
full name: Rosina Jordan
owner: 0007404
locked: yes
from: 3/23/24 11:47 AM
by: Rosina Jordan
Current version:
version status owner
1 Stored 0007404
Version# Date Status Transaction Owner Who Signed
1 3/23/24 10:37 AM Stored Store 0007404 rosina.jordan no

3.1.3.2 Modifying a stored Manifest

Press “Modification” operation to modify contents in the stored manifest.



3.1.3.4 Deleting a Manifest already stored.



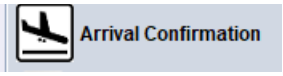
There are two delete operations to delete stored manifests.

- Use the "Direct Delete"

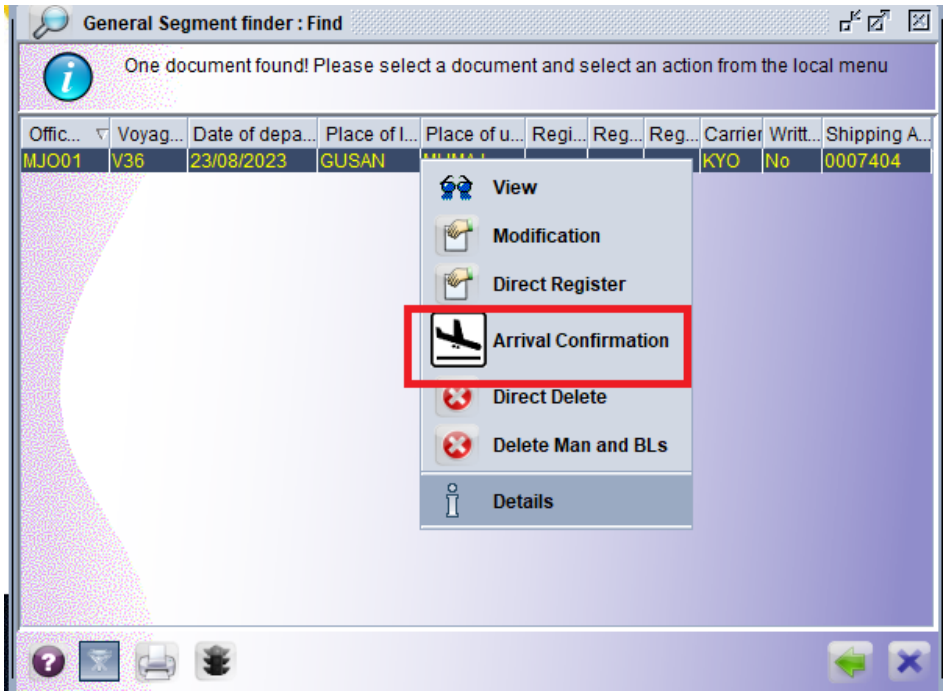
to delete only the general segment, and it will retain the bill of ladings (if any) attached to the manifest.
- Use "Delete Man and BLs"

to delete both manifests and the associated bill of ladings.

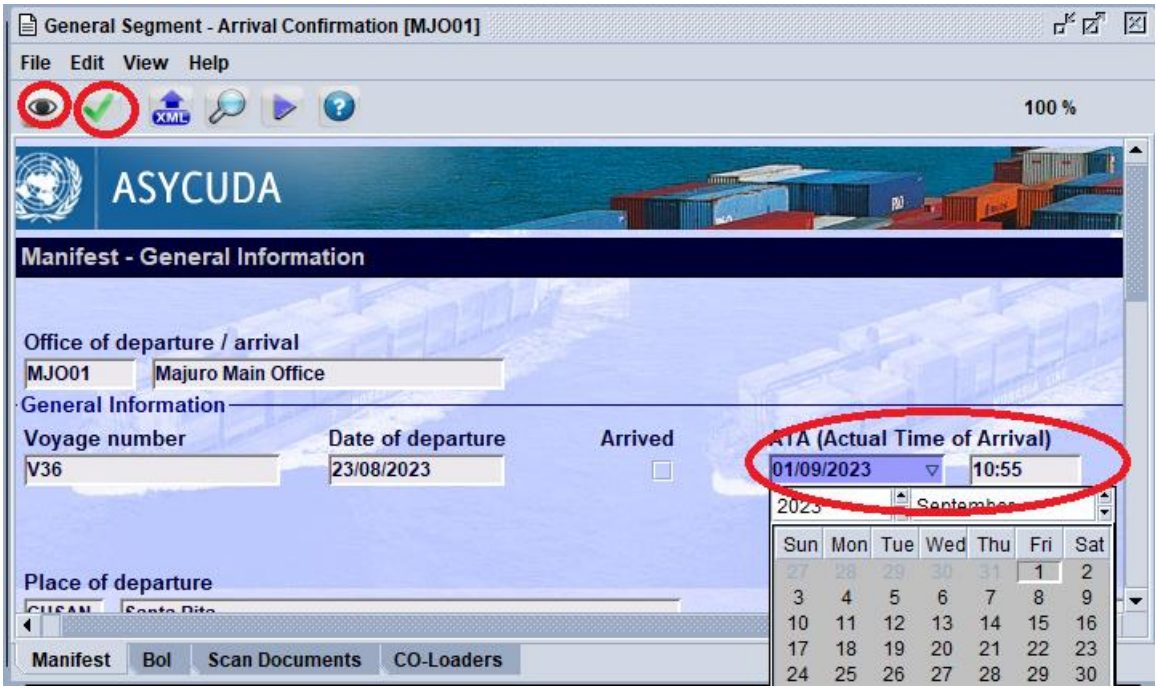
3.1.3.4 Using "Arrival Confirmation" to update arrival date and time

- **Execute** "Arrival Confirmation" 

operation to update the arrival date and time.



- Fill the ATA (Actual Time of Arrival) and time, Verify the eDocument for errors , and press button to execute the "Arrival Confirmation"



3.1.3.5 Registering a Completed, Stored Manifest

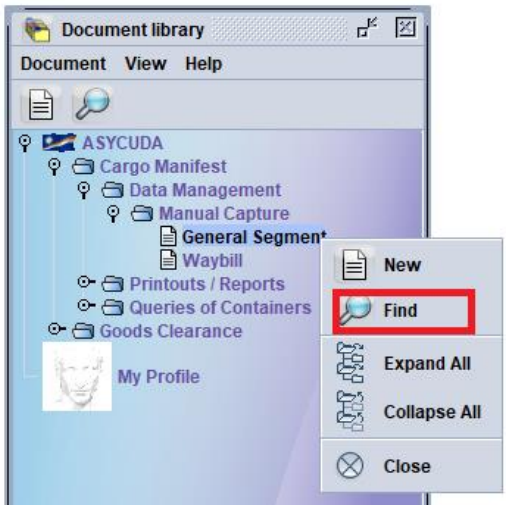
Registering a manifest increases the legitimacy of the same and further modifications can only be made after (with) Customs authorization. Prior to the registration of a stored manifest, it is a best practice to check whether the following items have been completed.

1) Has the manifest been stored
2) Have all bill of ladings been entered for the specific manifest
3) Have Co-Loader permissions for the Co-Loaders been granted
4) Have granted permission for consolidators to access the Master bill of lading for deconsolidation.

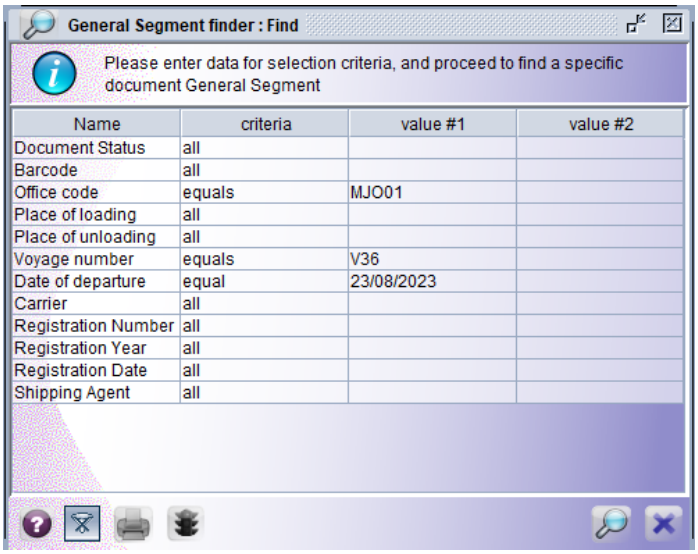
How **to register** a stored manifest:

➢ **Method:**

Shipping lines can only access their own manifests. They can't access others.
Locating a manifest already stored;

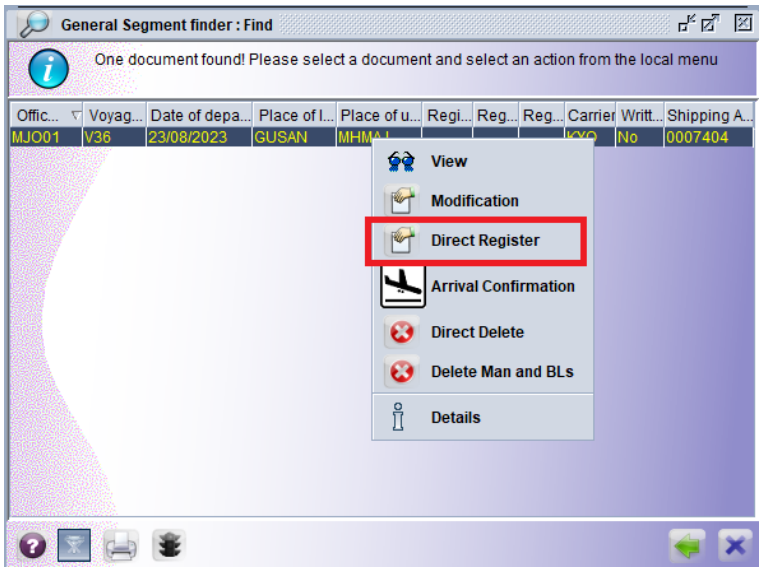


Enter criteria and values in the finder window. Leave it blank to search all the e-documents.



Name	criteria	value #1	value #2
Document Status	all		
Barcode	all		
Office code	equals	MJO01	
Place of loading	all		
Place of unloading	all		
Voyage number	equals	V36	
Date of departure	equal	23/08/2023	
Carrier	all		
Registration Number	all		
Registration Year	all		
Registration Date	all		
Shipping Agent	all		

When you right click on the selected manifest, you will see all authorized operations.
Press "Direct Register" operation to execute the Manifest Registration.


General Segment finder : Find
One document found! Please select a document and select an action from the local menu
Offic...
Voyag...
Date of depa...
Place of l...
Place of u...
Regi...
Reg...
Reg...
Carrier
Writt...
Shipping A...
MJO01
V36
23/08/2023
GUSAN
No
0007404
View
Modification
Direct Register
Arrival Confirmation
Direct Delete
Delete Man and BLs
Details

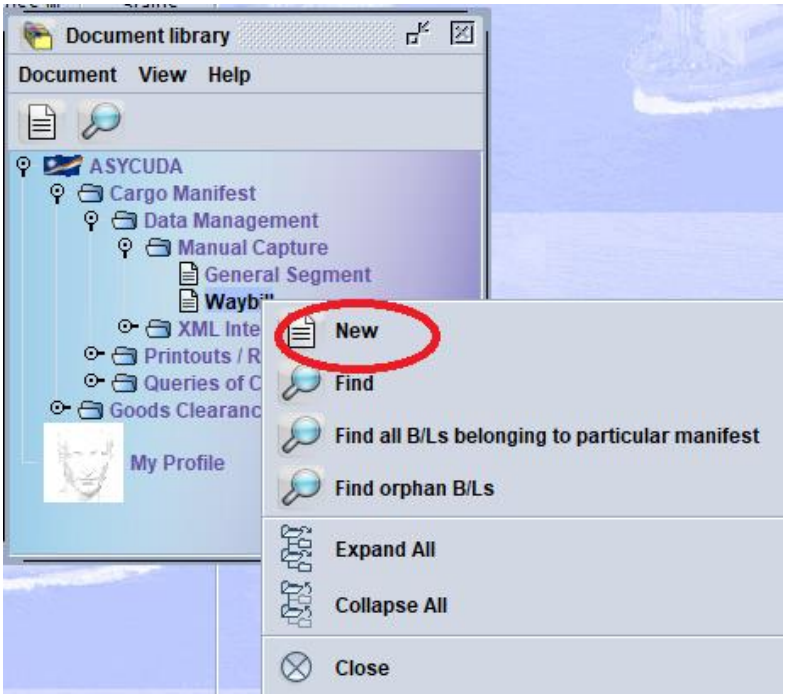
3.2 Submission of Bill of Lading

This section is used by following categories to submit house bills (sea and air cargo) and master bills (sea and air cargo) to a manifest.

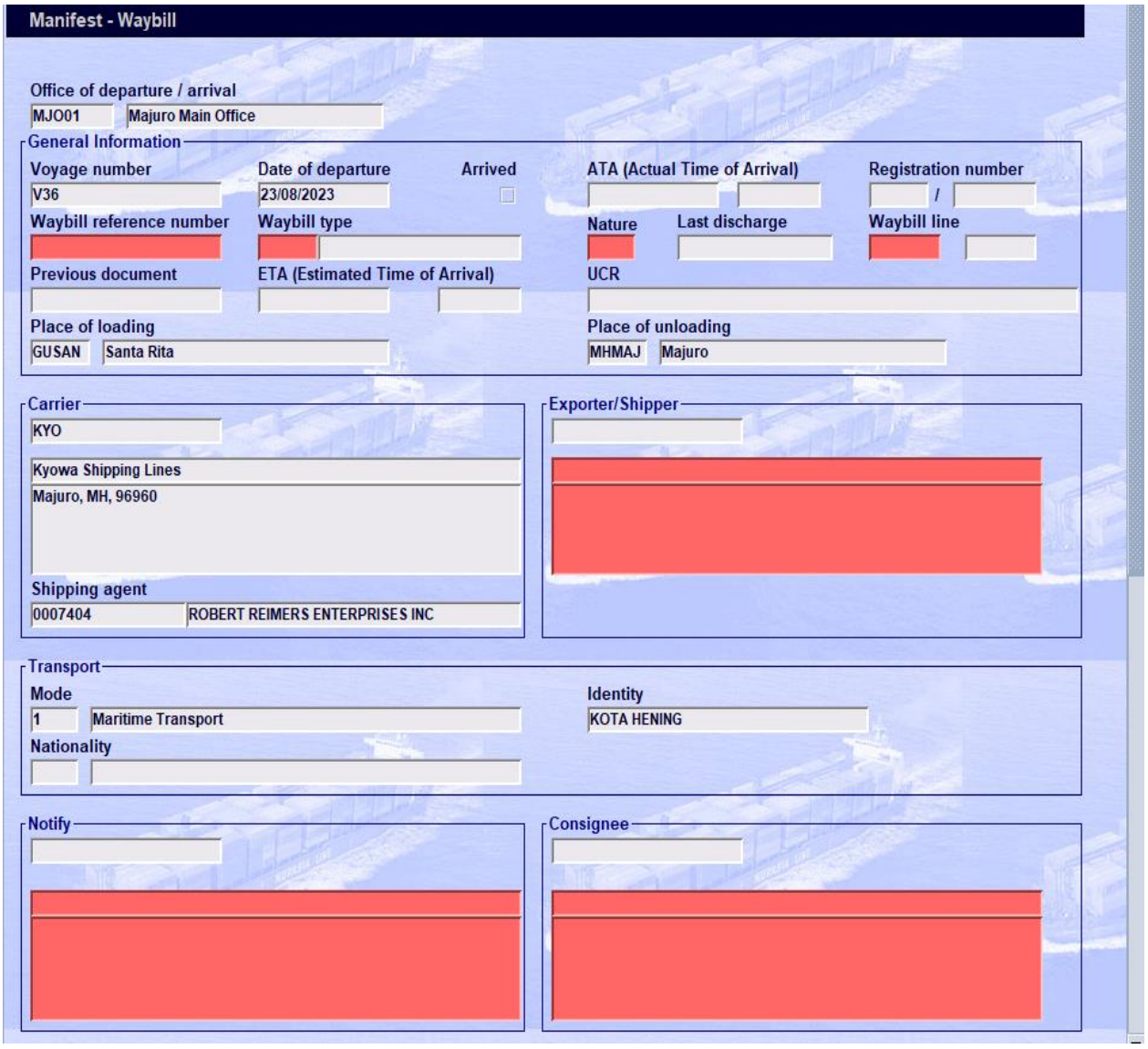
- Main shipping lines
- Co-Loaders
- Freight Forwarders/Consolidators

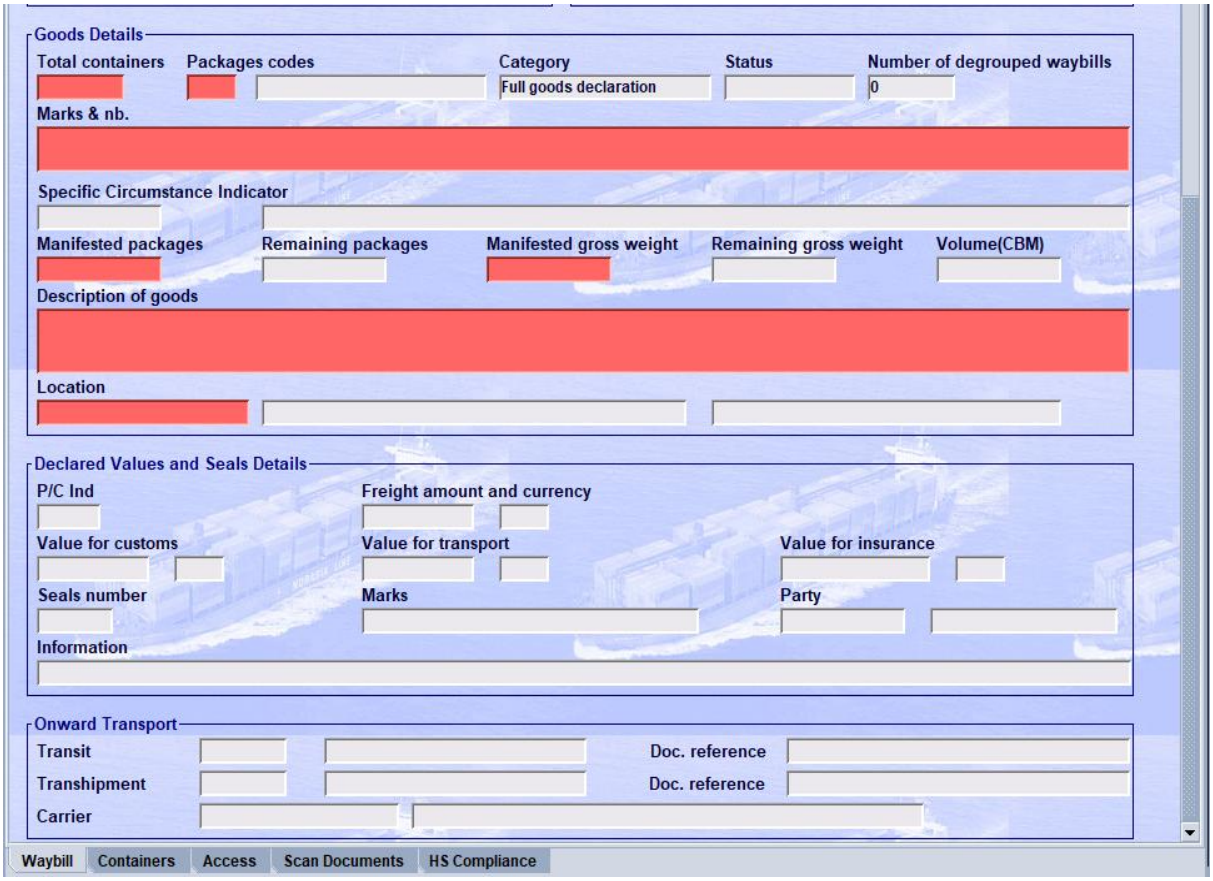
3.2.1 Main shipping lines/airlines

- Right click and press “New” operation to start a compilation of a new bill of lading.



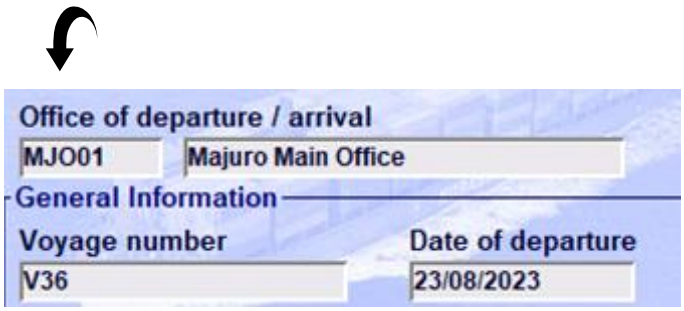
- The bill of lading e-Document given below must be used to enter bill of lading data.





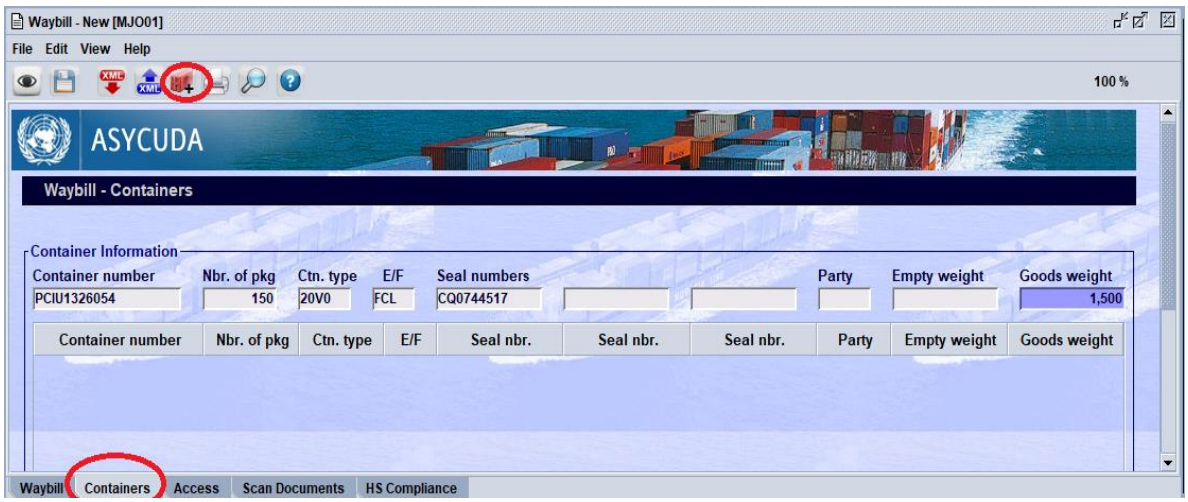
- Fill in all the **mandatory fields** in the Bill of lading eDocument.

Note: You need to correctly enter the office code, voyage number, and date of departure (key field of the manifest) of the manifest, which you need to add the BL on. Each and every manifest is uniquely identified by these three key fields and cannot be assigned to another manifest.

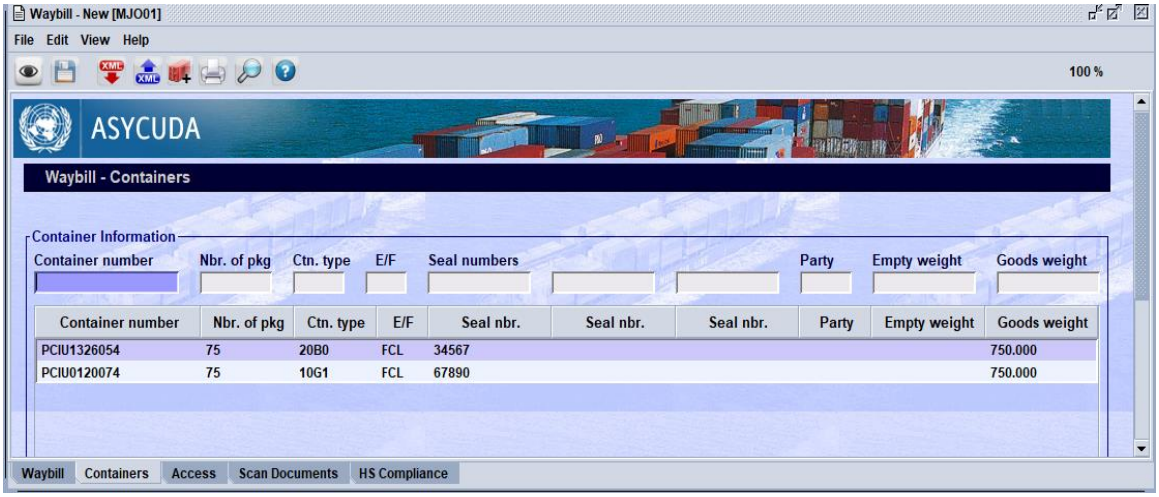


3.2.1.1 Adding containers to the Bill of lading (B/L) eDocument

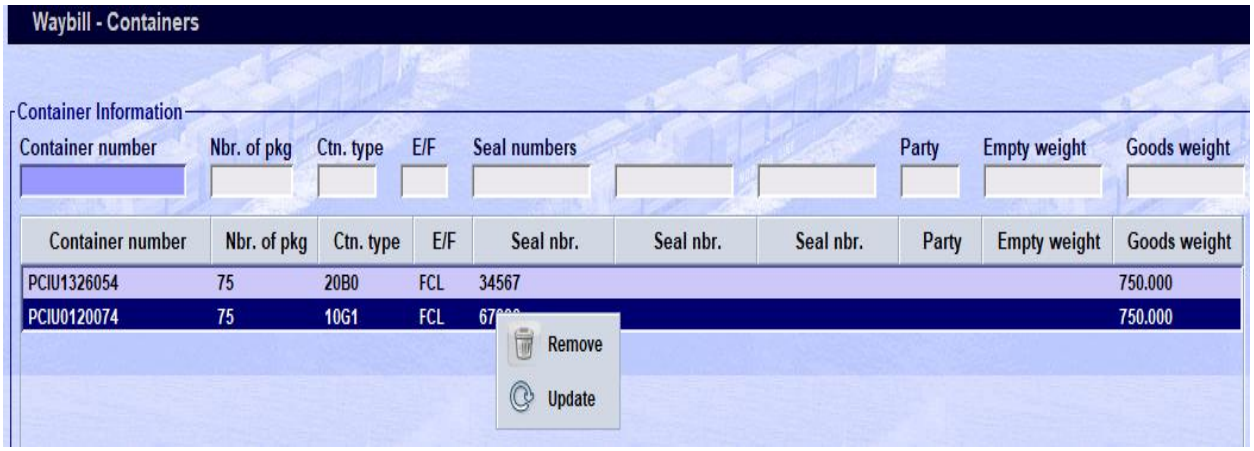
- Use container eDocument to enter containers to the Bill of lading



- Press button to add containers to the table.
- Repeat same process to add more containers to the table.

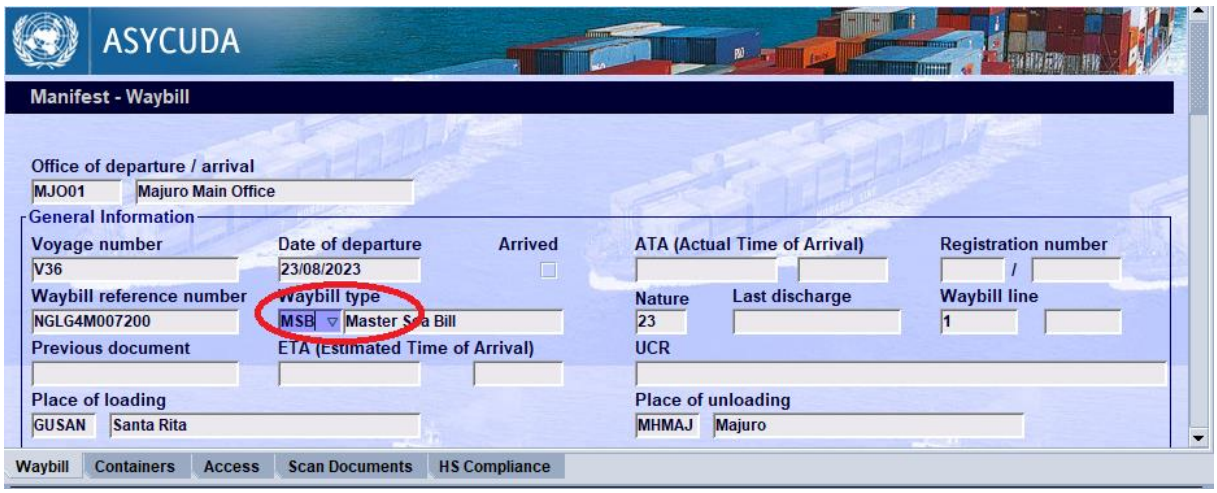


- To edit container details, select the desired container line and use "Remove" and "Update" command.

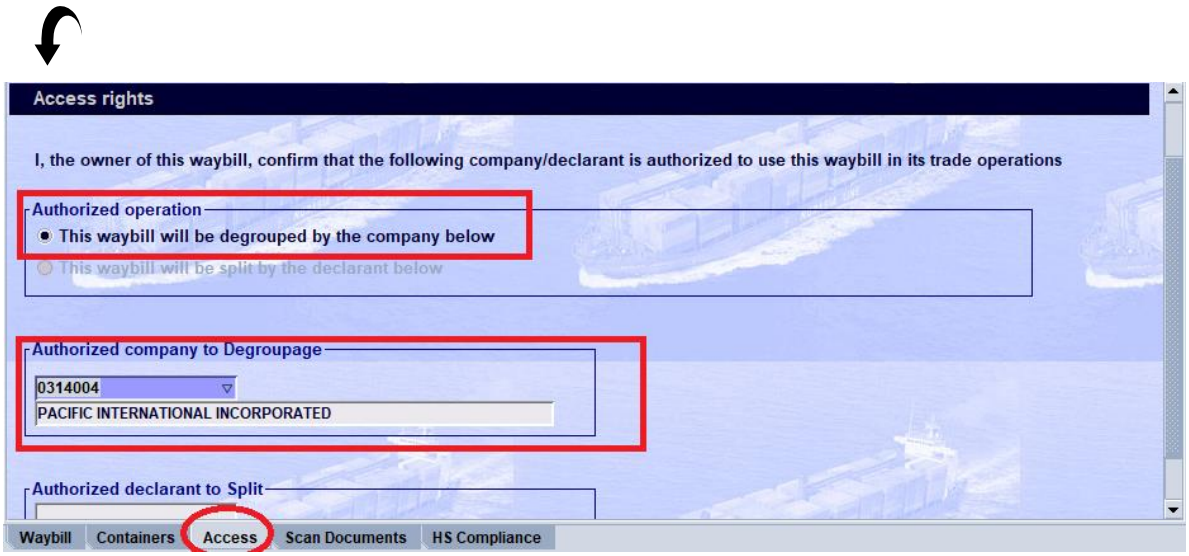


3.2.1.3 Master Bill of Ladings

- In case of master way bills, the type should either be a Master Sea Bill (MSB) or a Master Air Bill (MAB)

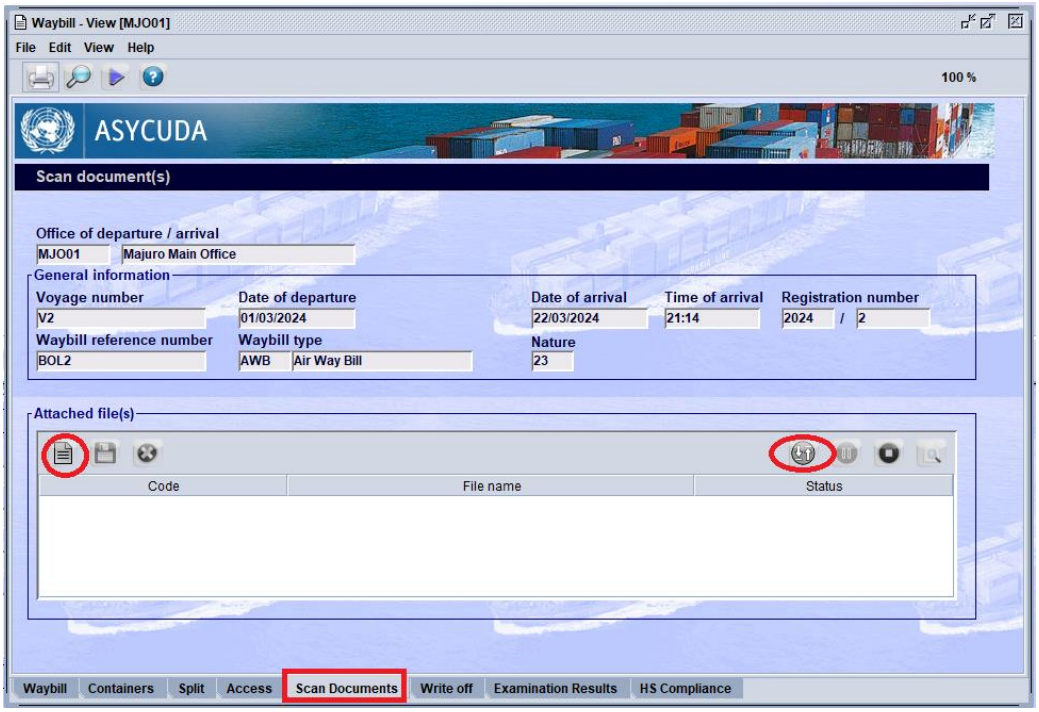


- Access rights should also be given to the relevant Freight forwarder so that the consolidators are able to de-group the master bill to consolidated bills (Baby bills)

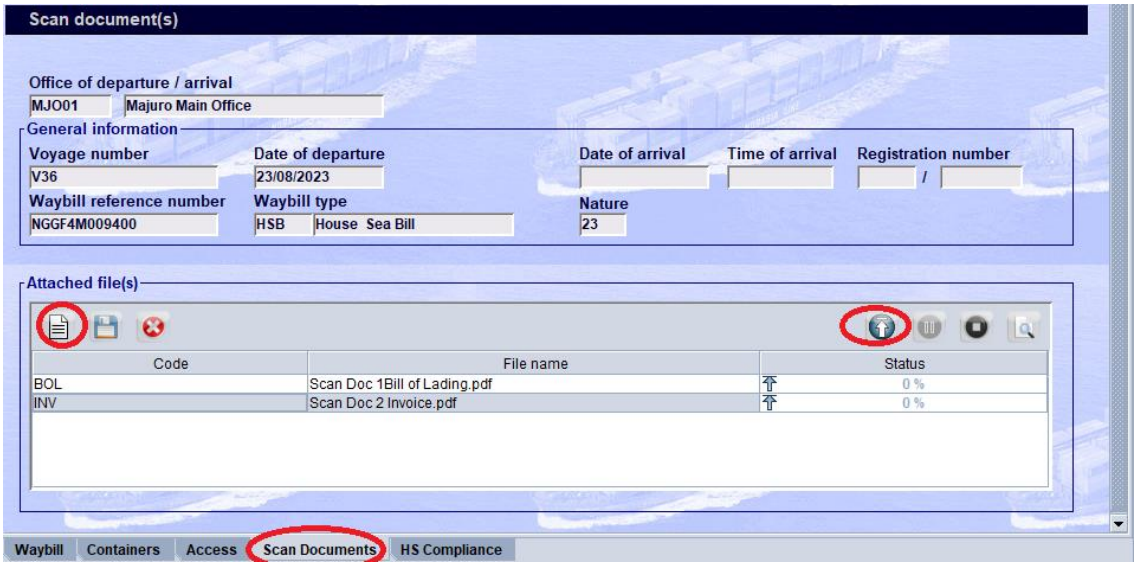


3.2.1.3 SCAN Document Upload to Bill of Lading

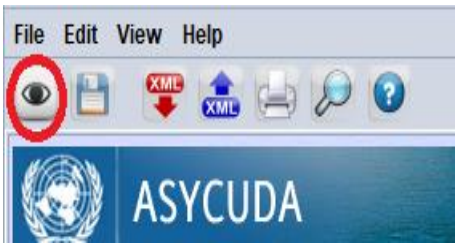
- Use scan e-document to attach scanned documents (if any) to a bill of lading.



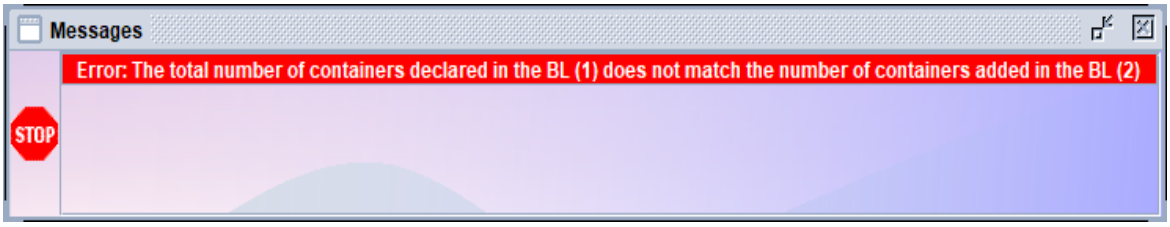
- Add any number of scan documents to the table.



- Once the data is entered in Manifest General segment e-Document press verify button to verify the entered data for system compliance.

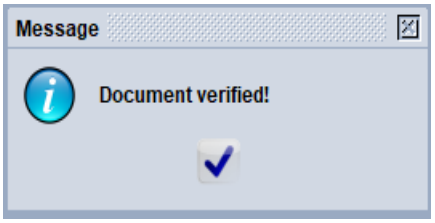


- When data does not comply with the system, an error message pops up detailing the relevant error.

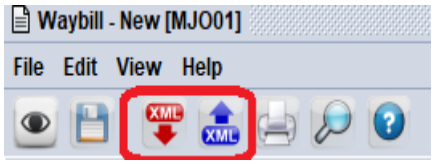


- Correct all the errors before the bill of lading is stored in the system.

- If the data complies with system requirements, the "Document Verified" message will be displayed.



Note: XML Export and XML Import operation on the "Manifest Waybill" e-Document can be used to store bill of lading data into an xml and later import in to an empty B/L eDocument.



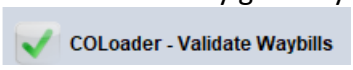
- When the data verification is successful, press store button to store bill of lading in the AW system.

- Press ok button on the "Transaction Completed" message box, to complete the operation.

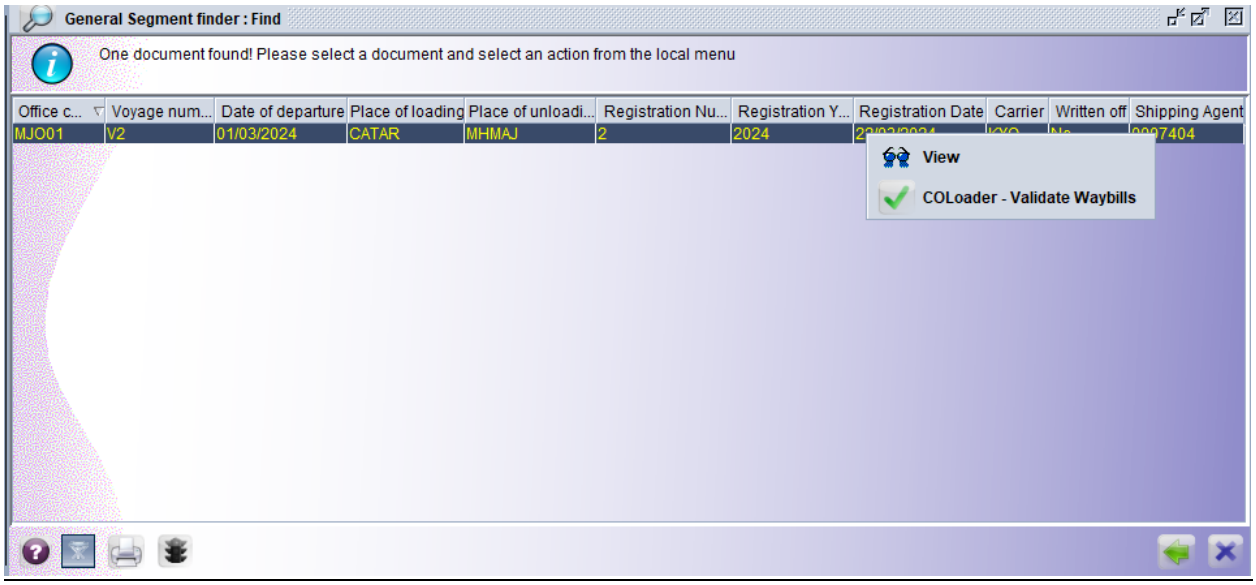
- Repeat same procedure to add more bill of lading to the manifest.

3.2.2 Co-Loader Bill of Lading Submission

- The co-loader needs to login to the ASYCUDAWorld system using his user ID and password to submit co-loader bills.

- If the permission to add Co-Loader bills has been accurately given by the Main Shipping Line, the "CO-Loader – Validate Waybiils" 

permission will be visible to the Co-Loader.
- The co-loader needs to contact the main shipping line for permission if he is unable to view the manifest and the permission.



➢ Carryout the following steps to add the co-loader bill to the main manifest:

1) Follow the "Bill of Lading Submission" section to add bills to the manifest.
2) Execute the "COLoader – Validate Waybiils" operation to validate Co-Loader bills (make sure that all the Co-Loader bills have been submitted to the system prior this operation).

3.2.3 Freight forwarders or consolidators (Master Bill of Lading consolidation)

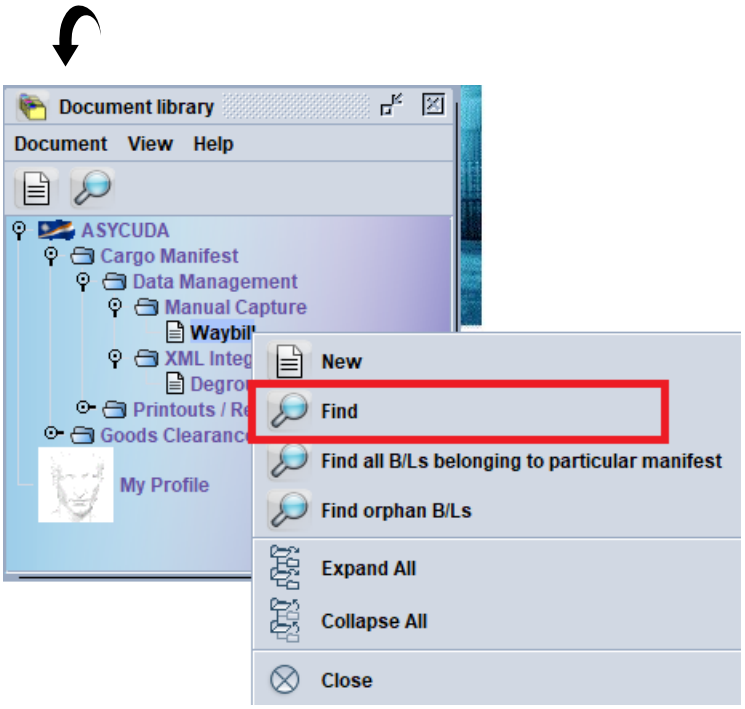
- Use the following steps to add De-Group master bills:

1) Use the "Bill of Lading Submission" section to add bills to the manifest.
2) Execute the "Validate Degroupage" operation to validate De-Grouped bills (make sure that all the De-Grouped bills have been submitted to the system before this operation).

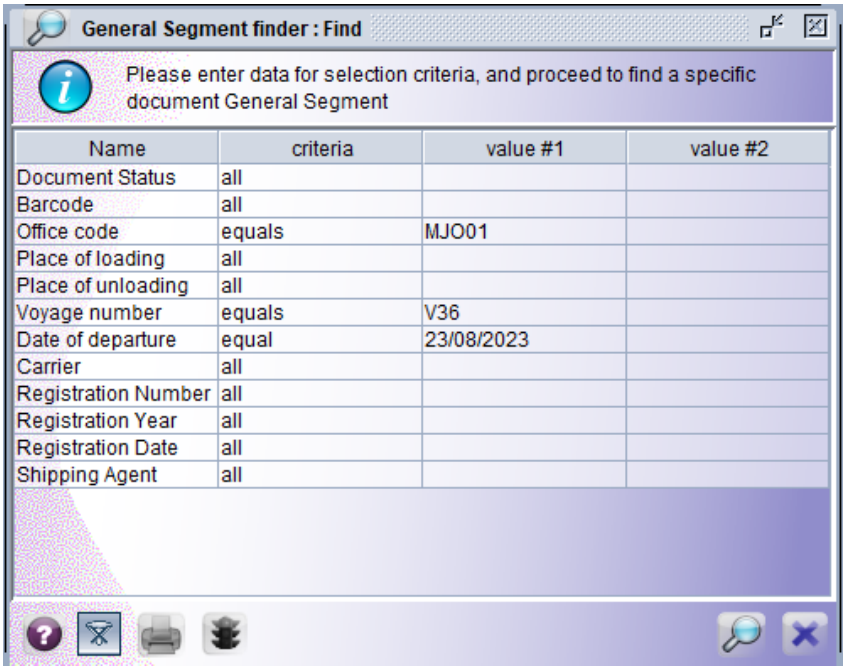
3.2.3.1 Executing the "Validate Degroupage"

operation in AW.

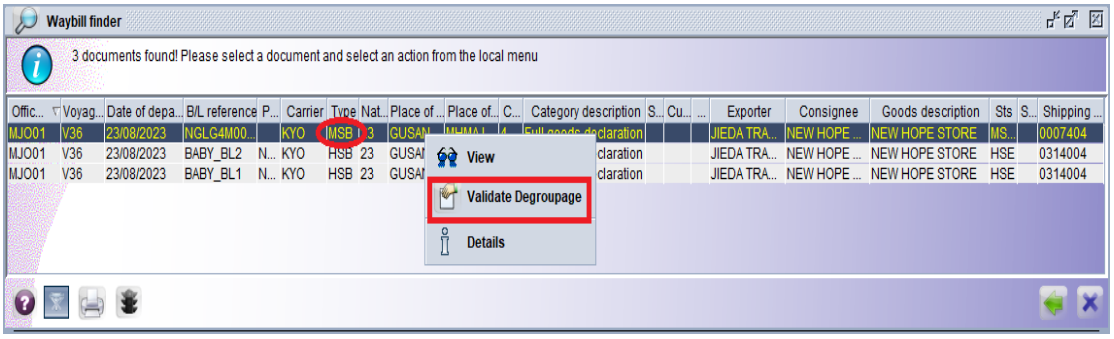
- Find the bill of ladings that belong to the given manifest.



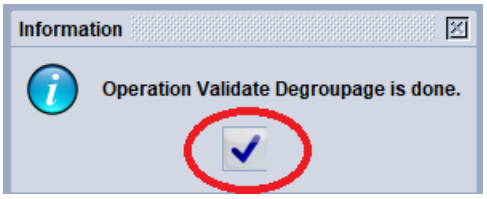
- Enter criteria and values in the finder window.



- Execute **Validate Degroupage** on the master Bill of Lading (MSB)
  This operation validates all the House Bills (Baby Bills) under the given master bill of lading.



- Confirmation window for the **Validate Degroupage** operation.



➢ Press tick sign to complete the Validate De-groupage on the master bill and validates all the sub bills under the master.

3.2.3.3 Conducting manifest XML integration

A. Main manifest Integration

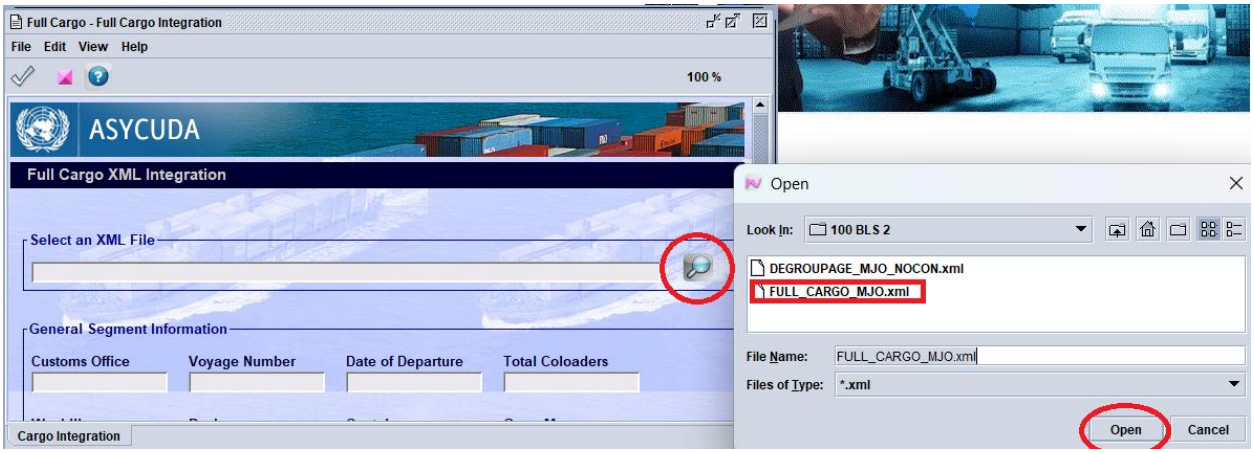
In ASYCUDA World, go to **Cargo Manifest** > **Data Management** > **XML Integration** and then for right click:

- **Degroupage** for consolidation
- **Full Cargo** for full manifest

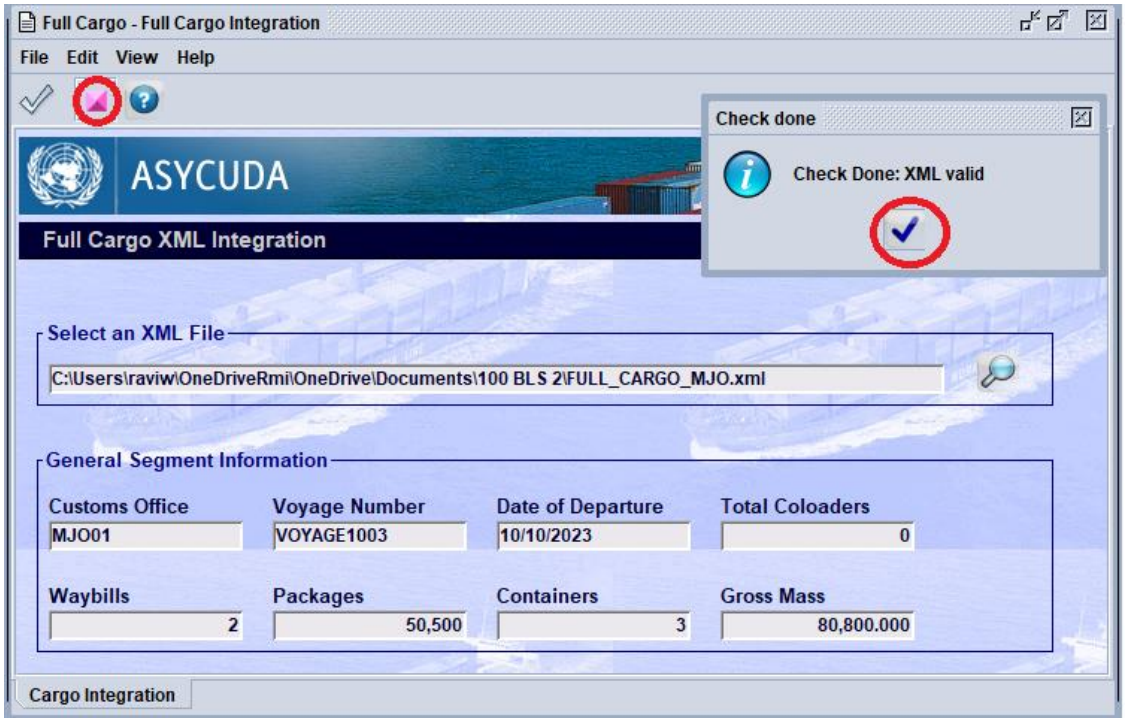
B. Full Cargo Integration

➢ Select the Full Cargo eDocument on the document library.

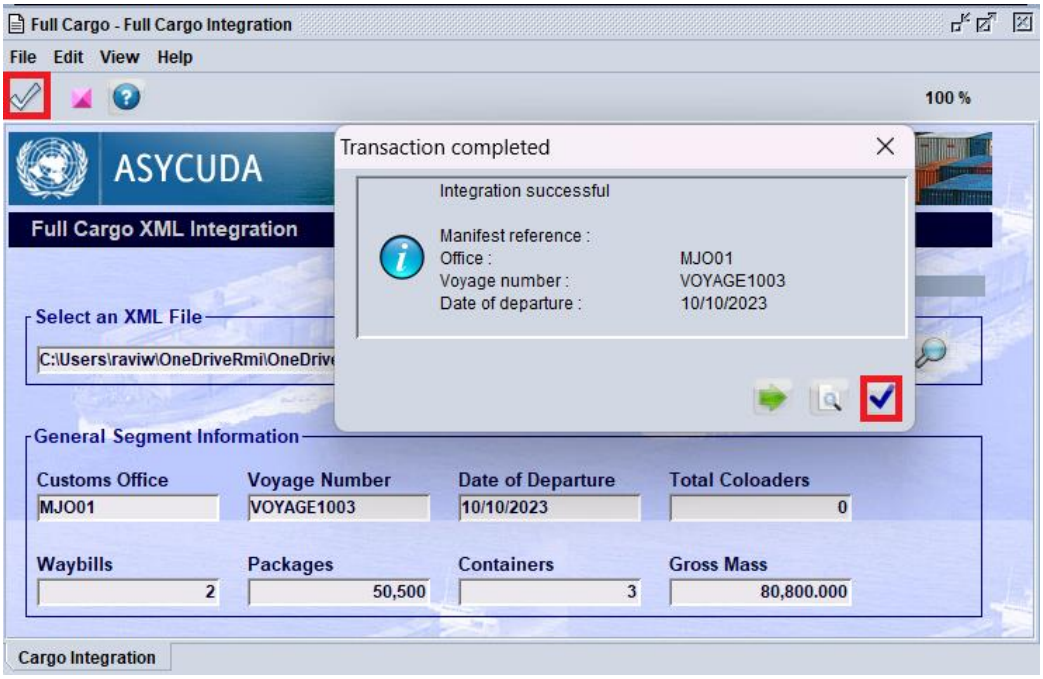
- Select the XML file for Full cargo (Pre prepared manifest file according to the XML standards)



- Use the check button to check the XML file compliance. Click tick on the "Check done" window.

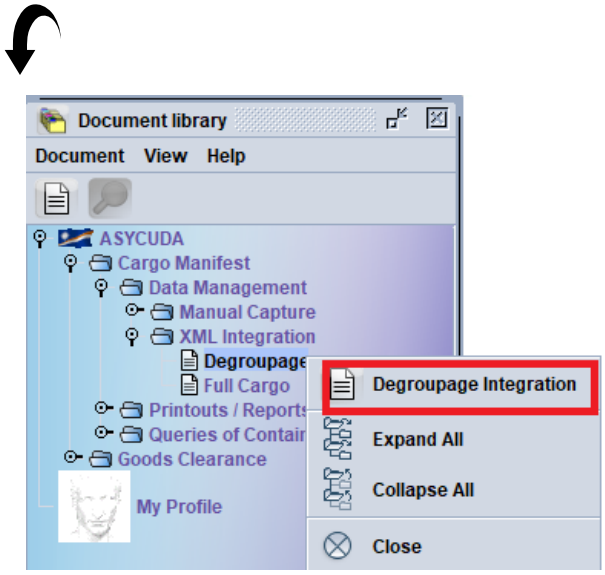


- Press operation to store data in the AW system

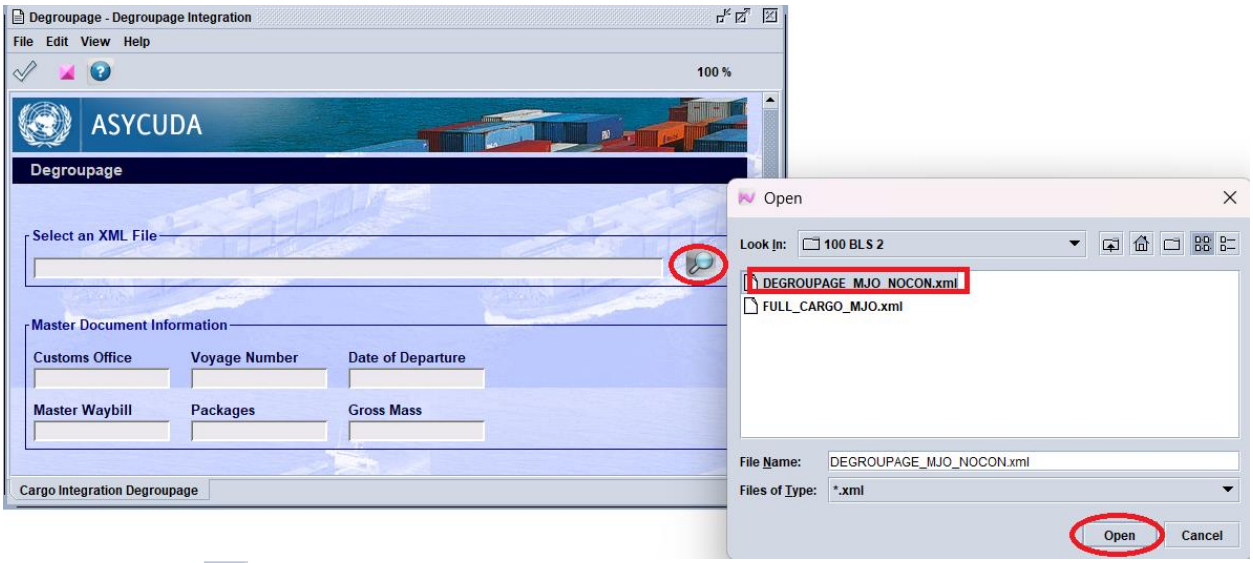


3.2.3.3 Degroupage - XML Integration

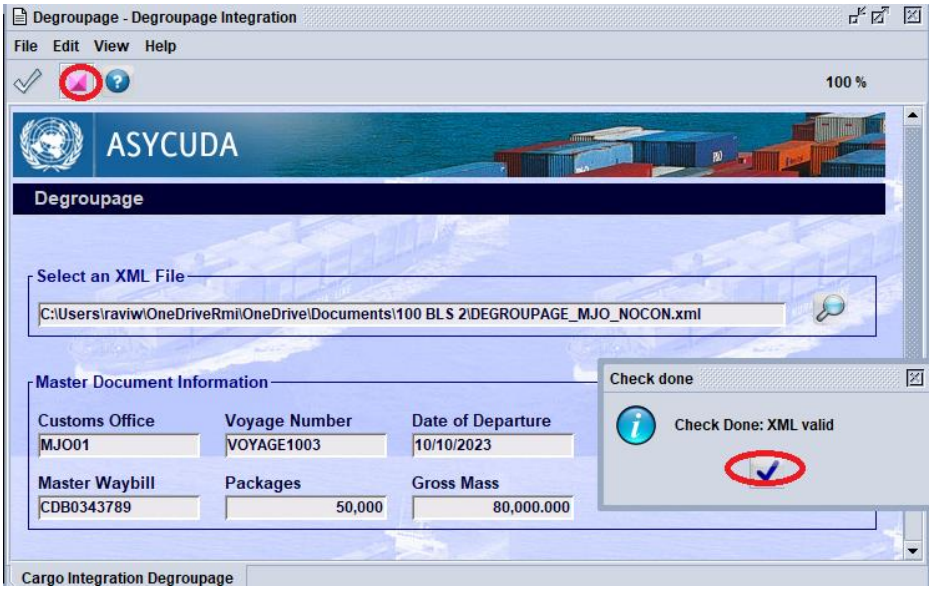
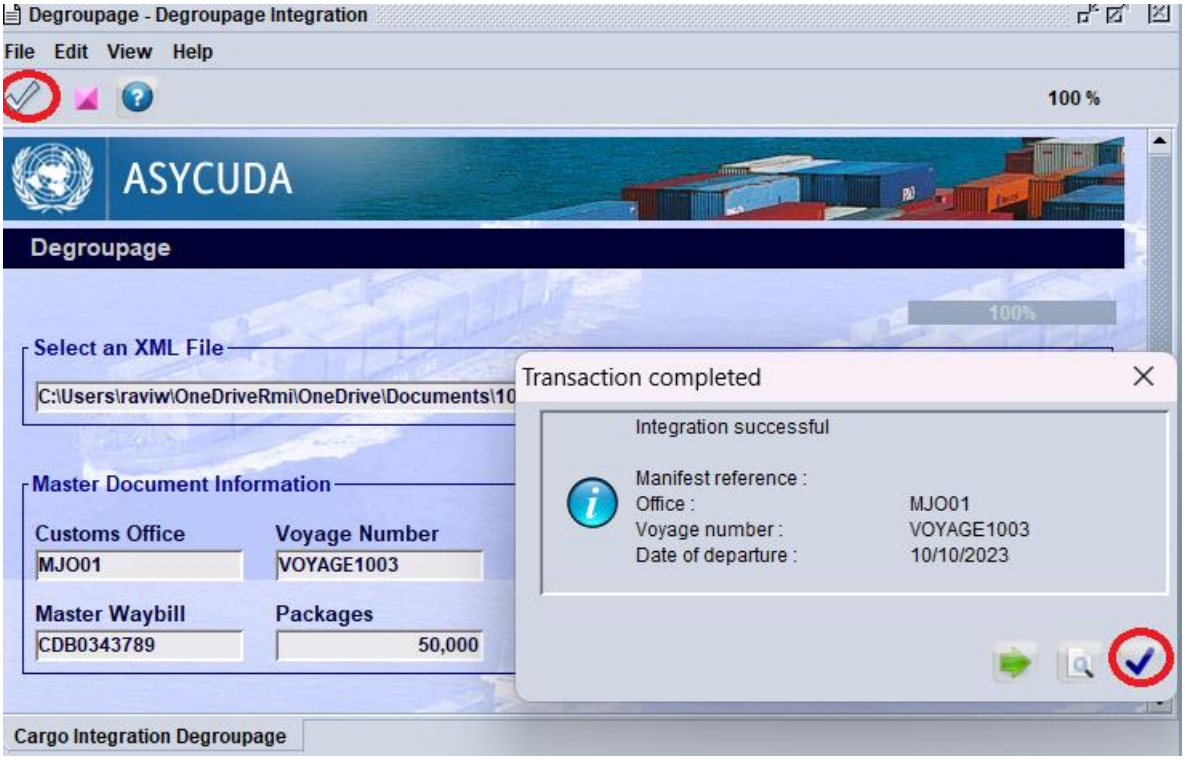
- Select the Degroupage eDocument on the document library.



- Select the XML file for the Degroupage (Pre prepared manifest file according to the XML standards).



- Use the check button to check the XML file compliance. Click tick on the "Check done" window.



- Press operation to store data in the AW system