





ASYCUDAWORLD CARGOMANIFEST USER GUIDE



RMI CUSTOMS DIVISION

IMPACT ASYCUDAWorld Project - RMI





CARGO MANIFEST USER GUIDE

tents		Page
Catego	ies involved in the ASYCUDAWorld manifest process	01
1.1	Carrier	01
1.2	CO-Loader	02
1.3	reight Forwarder	03
<u>Manife</u>	t Submission in ASYCUDA World (Sea and Air)	03
Step	: Main Shipping Agent (Sea and Air)	03
Step	2: Co-Loader (Sea and Air)	04
Step	3: Repeat	04
Step	I: Consolidators (Sea and Air)	04
Step	: Repeat	04
<u>Detaile</u>	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
:	.1.3.5 Registering a Completed, Stored Manifest	20
3.2	ubmission of Bill of Lading	23
3.2	1 Main shipping lines/airlines	23
	2.1.1 Adding containers to the Bill of lading (B/L) eDocument	26
:	2.1.2 Master Bill of Ladings	2/
	2.1.3 SCAN Document Opioad to Bin of Lading	28
5.2	2 Co-Loader Bill of Lading Submission	21
3.2	3 Freight forwarders or consolidators (Master Bill of Lading consolidation)	33
	2.2.2. Conducting manifest VML integration	33
	A Main manifest Integration	55
	B Full Cargo Integration	
3	.2.3.3 Degroupage - XML Integration	37
grams –	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. <u>CATEGORIES INVOLVED IN THE ASYCUDAWORLD MANIFEST</u> <u>PROCESS</u>

4 <u>1.1 Carrier:</u>

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.





4 <u>1.2 CO-Loader</u>

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.

4 <u>1.3 Freight Forwarder</u>

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.

<u>Step 3</u>: 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"

<u>Step 5</u>: Repeat Step 4 until all the consolidators have completed their Bill of Ladings.

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

















6. Detailed Manifest User Guide

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





n Pocument library 🛛 🗗 🗵
Document View Help
E P
🖗 🜌 ASYCUDA
• 🔁 Accounting & Payment
AW Administration
AW, Reports
Cargo Manifest
Goods Clearance
• Calintegrated Tariff
○ Offence report
🗢 🗁 OTP Management
🗢 🗁 References
🗢 🗃 Risk Management
🗢 🗁 Scanned documents
○ 🔄 Selectivity
System Configuration
C System Supervision
O C Transit Shed
• • • Valuation control
C Ca International Norms
🗢 🗃 Single Window
🗢 🔁 System Administration
🗢 🔁 System design
My Profile
🗱 Му ТОТР





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





Voyage number Date of departure Arrived ATA (Actual Time of Arrival) Registration numl / Date of registration Last discharge Place of departure Place of destination Shipping Information	oyage number Date of departure Arrived ATA (Actual Time of Arrival) Registration number Date of registration Last discharge Date of registration Last discharge Place of departure Place of destination hipping Information Interview arrier YO YO Packages tajuro, MH, 96960 Containers Gross weight Interview ansport Identity ode Identity Place Date	General Information			
Shipping Information Totals Carrier Bills KYO Bills Kyowa Shipping Lines Octainers Majuro, MH, 96960 Gross weight Shipping agent Gross weight	hipping Information arrier YO yowa Shipping Lines Iajuro, MH, 96960 hipping agent 007404 ROBERT REIMERS ENTERPRISES INC ansport ode Identity egistration Date Date	Voyage number Date of departure	Arrived	ATA (Actual Time of Arrival) Date of registration Place of destination	Registration number / Last discharge
Shipping Information Carrier KYO Kyowa Shipping Lines Majuro, MH, 96960 Shipping agent 0007404 ROBERT REIMERS ENTERPRISES INC Iransport Mode Identity	hipping Information arrier YO yowa Shipping Lines lajuro, MH, 96960 hipping agent 007404 ROBERT REIMERS ENTERPRISES INC ansport- lode lidentity Place Date				
Shipping agent 0007404 ROBERT REIMERS ENTERPRISES INC Transport Mode Identity	hipping agent 007404 ROBERT REIMERS ENTERPRISES INC ansport ode Identity egistration Date Identity Ide	Shipping Information Carrier KYO Kyowa Shipping Lines Majuro, MH, 96960		Totals Bills Packages Containers Gross weight	
Transport Mode Identity	ansport lode Identity ationality Place egistration Date	Shipping agent 0007404 ROBERT REIMERS ENTERPRISES INC			
Mode Identity	lode Identity ationality egistration	Transport			
	ationality Place Date	Mode		Identity	
Nationality Place	egistration Date	Nationality		Place	13
Registration Date		Registration		Date	

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.





Voyage number Date of departure Arrived V36 23/08/2023 Image: Constraint of the second	ATA (Actual Time of Arrival) Registration number / Date of registration Last discharge Place of destination MHMAJ Majuro Totals Bills 2 Packages 300 Containers 2 Grass weight 3000 000
/36 23/08/2023 Place of departure Susan Rita hipping Information Carrier CYO (yowa Shipping Lines Majuro, MH, 96960	Date of registration Last discharge Place of destination MHMAJ MHMAJ Majuro Totals 3000 Bills 2 Packages 3000 Containers 2 Gross weight 3000,000
Vace of departure USAN Santa Rita hipping Information arrier YO Syowa Shipping Lines tajuro, MH, 96960	Date of registration Last discharge Place of destination MHMAJ Majuro Totals Bills Packages 300 Containers 2 Gross weight 3000000
Place of departure	Place of destination MHMAJ Majuro Totals Bills Packages 300 Containers 2 Gross weight 3000,000
SUSAN Santa Rita hipping Information Carrier CYO Cyowa Shipping Lines Majuro, MH, 96960	MHMAJ Majuro Totals Bills Packages 300 Containers 2 Grass weight 3000000
hipping Information carrier CYO Cyowa Shipping Lines Majuro, MH, 96960	Totals Bills 2 Packages 300 Containers 2 Gross weight 3 000 000
iarrier IYO Iyowa Shipping Lines Iajuro, MH, 96960	Bills 2 Packages 300 Containers 2 Gross weight 3 000 000
Kyowa Shipping Lines Majuro, MH, 96960	Packages 300 Containers 2 Gross weight 3 000 000
Kyowa Shipping Lines Majuro, MH, 96960	Packages 300 Containers 2 Gross weight 3 000 000
Agiuro, MH, 96960	Containers 2
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Adde Maritime Transport Additionality Figure	KOTA HENING Place Date
Inde Maritime Transport Actionality France Control Con	KOTA HENING Place Date
ransport	

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.

Arrival Confirmation	
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	ved.

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-Load	der(s)		
Authorize	CO-Loader	1224	
			North I
KYO	Kyowa Shipping Lines		
MAI	Pacific International Linco		
SWI	Swire Shipping Lines		
	Code	Name	Status
		A CONTRACT	
	11111		200
			St. All
	and the second		
-			
lanifest	Bol Scan Documents CO-Loa	ders 🔰	

CO-Loader(s)	der		
List of authorized	co-loaders odo Mat	Nome son Shipping Lines	Status Not done yet
	5		





Once the data is entered and permission granted in the Manifest General segment e-Document, press the verify solution 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.

ne.	Totals Bills Packages	2	
	Containers Gross weight	2	
PRI Messages Error: Total nu	imber of packages, input required		r _s X

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.

General Segment finder : Find				
Please enter data for selection criteria, and proceed to find a specific document General Segment				
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			
0 🗑 🖨 🗄	ŝ		<i>(</i>	

- > 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.





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e Edit View Help		
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ASYCUD	A	
Manifest - General Inj	ormation	
	N Save	×
Office of departure / ar MJ001 Maiuro Mai	Save In: MATSON	▼ ☞ @ □ ፡፡ ፡፡
General Information —		
Voyage number		
V35		
		_
Place of departure		
GUSAN Santa Kita		
Shipping Information-		
Carrier	File Name: MY MANIFEST General Segme	ent
куо	Files of Type: XML File (and)	
N		
Kyowa Shipping Lines		

Export	
0	Export to file 'C:\Users\raviw\OneDriveRmi\OneDrive\Documents\1_Manifest\MATSON\MY MANIFEST General Segment.xml' was successful!

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

Use which use the segment Manifest General Segment data, already saved, on to your Manifest General Segment e-Document.





🖹 General Segment - New	[MJ001]	
File Edit View Help		
• 🖻 🗶 😨 :	🍰 🚍 🔎 😧	
ASYCU	DA	
Manifest - General	Information	
Office of departure / a MJO01 Majuro M	📈 Open	×
General Information - Voyage number		8-
V35	MY MANIFEST General Segment.xml	
Place of departure		
GUSAN Santa Rita		
Shipping Information		
Carrier		
KYO	File <u>Name: MY MANIFEST General Segment xm</u>	
Kyowa Shipping Lines	Files of Type: XML File (.xml)	•
Majuro, MH, 96960	Open Cance	el



3.1.3 Other related processes on a manifest

Details

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		5 ⁴ 27 X
One document found! Please sel	ect a document and select an a	iction from the local menu
Offic Voyag Date of depa Place of I	Place of u Regi Reg Re	eg Carrier Writt Shipping A
MJO01 V36 23/08/2023 GUSAN	😭 View	KYO No 0007404
	Modification	
	Direct Register	
	Direct Delete	
	Delete Man and BLs	
	Details	
2 🔄 🚔 🛎		🥥 🔀

🕺 Detail	information					ें मह	×
created o by use full nam owne	on: 3/23/24 10:26 / er: rosina.jordan ne: Rosina Jordan er: 0007404	AM					
locke fro	ed: yes m: 3/23/24 11:47 / by: Rosina Jordan	AM					
Current v	ersion:						
version	status o	wner					
1	Stored 0	007404					
Version#	Date	Status	Transaction	Owner	Who	Sign	ed
1	3/23/24 10:37 AM	Stored	Store	0007404	rosina.jordan	no	
	9			9	×		





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.

Contraction of the second seco	oneral Seg	Iment finder : F cument found! I	ind Please sele(ct a documer	nt and s	select a	in actio	on from	the loc	라 전 2 al menu
Offic ⊽	Voyag	Date of depa	Place of I	Place of u	Regi	Reg	Reg	Carrie	r Writt	Shipping A
<u>лЈОО1</u>	V36	23/08/2023	GUSAN		View Modif Direct Arriva	ication t Regis al Confi	ter	on	No	0007404
					Direct Delete Detail	t Delet e Man : Is	e and BL	.5		





There are two delete operations to delete stored manifests.

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

- Arrival Confirmation > Execute "Arrival Confirmation operation to update the arrival date and time. ් ් 🛛 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 I... Place of u... Regi... Reg... Reg... Carrier Writt... Shipping A. 0007404 No View <u>69</u> Modification 14 **Direct Register** Arrival Confirmation Direct Delete Delete Man and BLs Details
- Fill the ATA (Actual Time of Arrival) and time, Verify the eDocument for errors and press button to execute the "Arrival Confirmation"





₹ `								
General Segment - Arriv	val Confirmation [MJO01]						C.	ťď
File Edit View Help								
🔍 🍰 🚫	Image: A start of the start						100	%
ASYCUD	A				71	1	Fill	
			- 1					
Manifest - General In	formation							
Manifest - General In	formation					25		
Manifest - General In Office of departure / ar	formation				i the		1	
Manifest - General In Office of departure / ar MJO01 Majuro Mai	rival		1	2			L	
Manifest - General In Office of departure / ar MJO01 Majuro Mai General Information —	rival n Office			5			C La	
Manifest - General In Office of departure / ar MJO01 Majuro Mai General Information — Voyage number	rival n Office Date of departure	Arrived	ATA (Actua	Time	e of Arr	ival)	
Manifest - General In Office of departure / ar MJ001 Majuro Mai General Information — Voyage number V36	rival n Office Date of departure 23/08/2023	Arrived	ATA (01/09	Actua /2023	I Time ⊽	of Arr	ival)	
Manifest - General In Office of departure / ar MJO01 Majuro Mai General Information — Voyage number V36	formation rival n Office Date of departure 23/08/2023	Arrived	01/09 2023	Actua /2023	I Time ⊽	e of Arr	ival) 55	
Manifest - General In Office of departure / ar MJO01 Majuro Mai General Information — Voyage number V36	rival n Office Date of departure 23/08/2023	Arrived	01/09 2023 Sun	Actua /2023	I Time ⊽ Se Tue W	e of Arr 10:5	ival) i5	Sat
Manifest - General In Office of departure / ar MJ001 Majuro Mai General Information Voyage number V36	rival n Office Date of departure 23/08/2023	Arrived	ATA (01/09 2023 Sun	Actua /2023 Mon	I Time Se Tue W	e of Arr 10:5 ntembo /ed Thu	ival) 55	Sat 2
Manifest - General In Office of departure / ar MJ001 Majuro Mai General Information Voyage number V36 Place of departure	rival n Office Date of departure 23/08/2023	Arrived	ATA (01/09 2023 Sun 3	Actua /2023 Mon	I Time Tue W	e of Arr 10:5 ntember /ed Thu 6 7	ival) 55 1 Fri 1 8	Sat 2 9
Manifest - General In Office of departure / ar MJO01 Majuro Mai General Information — Voyage number V36 Place of departure	rival n Office Date of departure 23/08/2023	Arrived	2023 Sun 3 10	Actua /2023 Mon 1 4 11	Tue W	e of Arr 10:5 rte mbe /ed Thu 6 7 3 14	ival) 55	▲ ▼ Sat 2 9 16

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:





> <u>Method:</u>

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.

Nama	oritorio	volue #1	volue #2
Name Decument Statue	criteria	value #1	value #2
Document Status	all		
Office code	an	MU001	
Place of loading	all	MJOOT	
Place of unloading	all		
Vovage number	equals	V36	
Date of departure	equal	23/08/2023	
Carrier	all	2010012020	
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.











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.

Mice of departure / arrival	ce		
eneral Information 'oyage number '36 Vaybill reference number revious document	Date of departure Arrived 23/08/2023 Waybill type ETA (Estimated Time of Arrival)	d ATA (Actual Time of Arrival) Nature Last discharge UCR	Registration number
lace of loading		Place of unloading MHMAJ Majuro	
hipping agent	T REIMERS ENTERPRISES INC		
007404 ROBER			
007404 ROBER ransport lode Maritime Transport ationality		Identity KOTA HENING	





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otal containers Packages o	codes Category Status Number of degrouped waybills Full goods declaration 0
pecific Circumstance Indicat	itor
lanifested packages R	Remaining packages Manifested gross weight Remaining gross weight Volume(CBM)
escription of goods	
ocation	
eclared Values and Seals De	vetails
/C Ind	Freight amount and currency
alue for customs	Value for transport Value for insurance
eals number	Marks Party
formation	
formation	
nformation	
nformation	Doc. reference
formation	Doc. reference Doc. reference

• 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.

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Office of o	leparture / arri	val
MJO01	Majuro Main	Office
General Ir	formation —	
Voyage n	umber	Date of departure
V36		23/08/2023





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

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Vaybill - Containers									
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ntainer Information					Jan Start	1 delater	<u></u>		A STAT
ntainer number Nt	or. of pkg	Ctn. type	E/F	Seal numbers		in the case of	Party	Empty weight	Goods weight
IU1326054	150	20V0	FCL	CQ0744517					1,500
Container number	Nbr. of pkg	Ctn. type	E/F	Seal nbr.	Seal nbr.	Seal nbr.	Party	Empty weight	Goods weight
				and the second s				and a second second	

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

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ASYCUD/	4								
aybill - Containers									
aybill - Containers	2000	Safe	d=				Terro		100
ntainer Information —			1		- Ch	- And -			
ntainer Information —	Nbr. of pkg	Ctn. type	E/F	Seal numbers		and the	Party	Empty weight	Goods weight
rayonn - Containers ntainer Information — ntainer number	Nbr. of pkg	Ctn. type	E/F	Seal numbers			Party	Empty weight	Goods weight
tainer Information — ntainer number Container number	Nbr. of pkg Nbr. of pkg	Ctn. type	E/F E/F	Seal numbers Seal nbr.	Seal nbr.	Seal nbr.	Party Party	Empty weight Empty weight	Goods weight Goods weight
tainer Information ntainer number Container number 101326054	Nbr. of pkg Nbr. of pkg 75	Ctn. type Ctn. type 20B0	E/F E/F FCL	Seal numbers Seal nbr. 34567	Seal nbr.	Seal nbr.	Party Party Party	Empty weight Empty weight	Goods weight Goods weight 750.000
tainer Information — ntainer number Container number 101326054 100120074	Nbr. of pkg Nbr. of pkg 75 75	Ctn. type Ctn. type 20B0 10G1	E/F E/F FCL FCL	Seal numbers Seal nbr. 34567 67890	Seal nbr.	Seal nbr.	Party Party	Empty weight	Goods weight Goods weight 750.000 750.000





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



	100	Santa	1		1	- AND	Here a		1
Container Information – Container number	Nbr. of pkg	Ctn. type	E/F	Seal numbers	and a		Party	Empty weight	Goods weight
Container number	Nbr. of pkg	Ctn. type	E/F	Seal nbr.	Seal nbr.	Seal nbr.	Party	Empty weight	Goods weight
PCIU1326054	75	20B0	FCL	34567					750.000
PCIU0120074	75	10G1	FCL	67000					750.000
				Remove					
				C Update					

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)

ASYCUDA	
Manifest - Waybill	
Office of departure / arrival MJ001 Majuro Main Office General Information Voyage number Date of departure Arrived 23/08/2023 Waybill reference number NGLG4M007200 Previous document ETA (Esumated Time of Arrival)	ATA (Actual Time of Arrival) Nature Last discharge UCR
Place of loading GUSAN Santa Rita Waybill Containers Access Scan Documents HS Compliance	Place of unloading MHMAJ Majuro

• 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)





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Access rights	
, the owner of this waybill, confirm that the following company	//declarant is authorized to use this waybill in its trade operations
uthorized operation	
This waybill will be degrouped by the company below	
This waybill will be split by the declarant below	
uthorized company to Degroupage	
314004	
PACIFIC INTERNATIONAL INCORPORATED	
utherized dealerent to Enlit	
utnonzed declarant to Split	
ybill Containers (Access) Scan Documents HS Compliance	8

3.2.1.3 SCAN Document Upload to Bill of Lading

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dit View Help						100 %
ASYCUDA						
an document(s)						
ice of departure / arrival						
O01 Majuro Main Offi	ico					
neral information —	ice			1 - Martin - Co		WEEKS
neral information ——— yage number	Date of departure	D	ate of arrival	Time of arrival	Registration number	
voill reference number	Date of departure 01/03/2024 Waybill type	D 2 N	ate of arrival	Time of arrival 21:14	Registration number	
reral information rage number ybill reference number	Date of departure 01/03/2024 Waybill type AWB Air Way Bill	0 2 2 2 2)ate of arrival 22/03/2024 lature 13	Time of arrival 21:14	Registration number	
neral information rage number ybill reference number 12	Date of departure 01/03/2024 Waybill type AWB Air Way Bill	2 2 2 2)ate of arrival 22/03/2024 lature 23	Time of arrival 21:14	Registration number	
neral information yage number ybill reference number L2 iched file(s)	Date of departure 01/03/2024 Waybill type AWB Air Way Bill	2 2	Date of arrival 22/03/2024 lature 23	Time of arrival 21:14	Registration number 2024 / 2	
appendix and a second s	Date of departure 01/03/2024 Waybill type AWB Air Way Bill	2 2 2	Date of arrival 22/03/2024 lature 23	Time of arrival 21:14	Registration number 2024 / 2	
eral information yage number ybill reference number L2 Inched file(s) Code	Date of departure 01/03/2024 Waybill type AWB Air Way Bill	File name	Date of arrival 12003/2024 lature 23	Time of arrival 21:14	Registration number 2024 / 2	
Array information ybill reference number L2 Arched file(s) Code	Date of departure 01/03/2024 Waybill type AWB Air Way Bill	File name	Date of arrival 22103/2024 lature 23	Time of arrival 21:14	Registration number 2024 / 2	





• Add any number of scan documents to the table.

Majuro Main Offic			
eneral information —			
ovage number	Date of departure	Date of arrival Time of arriv	val Registration number
36	23/08/2023		
36 /aybill reference number	23/08/2023 Waybill type	Nature	
36 /aybill reference number IGGF4M009400 ttached file(s)	23/08/2023 Waybill type HSB House Sea Bill	Nature 23	
36 /aybill reference number GGF4M009400 ttached file(s)	23/08/2023 Waybill type HSB House Sea Bill	Nature 23	
36 /aybill reference number GGF4M009400 tached file(s)	23/08/2023 Waybill type HSB House Sea Bill	Nature 23	
36 /aybill reference number GGF4M009400 tached file(s) Code OL	23/08/2023 Waybill type HSB House Sea Bill Scan Doc 1Bill of Lading.pdf	Nature 23	

• Once the data is entered in Manifest General segment e-Document press verify subtraction 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 voperation 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.



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File	Edit	View	Help		
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Press ok button von the "Transaction Completed" message box, to complete the operation.



ansaction completed	×
Store is done.	
Print Waybill, condensed	
e-Mail to:	
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• Repeat same procedure to add more bill of lading to the manifest.

3.2.2 <u>Co-Loader Bill of Lading Submission</u>

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" COLoader - Validate Waybills 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.

B G	eneral Segment fi	nder : Find									් ල් 🗵
0	One document	found! Please sele	ct a document ar	nd select an action	from the local men	IU					
Office c.	🔻 Voyage num	. Date of departure	Place of loading	g Place of unloadi	Registration Nu	. Registration Y	Registra	ation Date	Carrier	Written off	Shipping Agent
MJO01	V2	01/03/2024	CATAR	MHMAJ	2	2024	22/02/20 \$2	View		No. I	0097404
							\checkmark	COLoade	er - Valida	te Waybills	•
0	2 📑 😫										😝 🗙

- 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.
 - 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" Validate Degroupage operation in AW.
- Find the bill of ladings that belong to the given manifest.



Enter criteria and values in the finder window.





General Segment finder : Find										
Please enter data for selection criteria, and proceed to find a specific document General Segment										
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									
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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.

<i>></i> w	, D Waybill finder ביי מי מ												^L K⊠ ⊠					
0	3 documents found! Please select a document and select an action from the local menu																	
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MJO01 MJO01 MJO01	V36 V36 V36	23/08/2023 23/08/2023 23/08/2023	NGLG4M00 BABY_BL2 BABY_BL1	N K		MSB HSB HSB	23 23	GUSAI GUSAI GUSAI		View Validate D Details	egroupage	claration claration claration		JIEDA TRA JIEDA TRA JIEDA TRA	NEW HOPE NEW HOPE NEW HOPE	NEW HOPE STORE NEW HOPE STORE NEW HOPE STORE	MS HSE HSE	0007404 0314004 0314004
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Con	firn	nation	windo	SW	foi	r tł	ne		v	alidate	Degrou	page	оре	eration	٦.			







- Press vick 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)

Full Cargo - Full Cargo Integration	
File Edit View Help	
✓ ▲ ②	100 %
SYCUDA	
Full Cargo XML Integration	N Open X
Select an XML File	Look jn: 🗖 100 BLS 2 🔹 🖬 🖬 🖽 🔠
General Segment Information	
Customs Office Voyage Number Date of Departure Total Coloaders	Files of Type: * yml
Cargo Integration	Open Cancel

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

Full Cargo - Full Cargo Int	egration		r, Superstanding
e Edit View Help			
0			Check done
S ASYCUI	A		Check Done: XML valid
Full Cargo XML Inte	gration		
Select an XML File—	Chilles		
Select an XML File — C:\Users\raviw\OneDrive	eRmi\OneDrive\Documents	100 BLS 2\FULL_CARGO_I	MJO.xml
Select an XML File — C:\Users\raviw\OneDrive General Segment Info	eRmi\OneDrive\Documents	100 BLS 2\FULL_CARGO_I	MJO.xml
Select an XML File — C:\Users\raviw\OneDrive General Segment Info Customs Office	eRmi\OneDrive\Documents prmation Voyage Number	100 BLS 2\FULL_CARGO_I	MJO.xmi
Select an XML File C:\Users\raviw\OneDrive General Segment Info Customs Office MJ001	eRmi\OneDrive\Documents ormation Voyage Number VOYAGE1003	100 BLS 2\FULL_CARGO_I Date of Departure 10/10/2023	MJO.xml
Select an XML File C:\Users\raviw\OneDrive General Segment Info Customs Office MJ001 Waybills	eRmi\OneDrive\Documents ormation Voyage Number VOYAGE1003 Packages	Date of Departure	MJO.xml





> 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).

Degroupage - Degroup	age Integration		C	rd XI		
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Master Waybill	Packages	Gross Mass				
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						Open Cancel

Use the kounce of the compliance. Click tick on the "Check done" window.



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ASYCC Degroupage Select an XML File- C:\Users\raviw\OneDr Master Document In Customs Office MJ001	iveRmi\OneDrive\Documents\10 formation Voyage Number VOYAGE1003	Integration successful Integration successful	MJ001 VOYAGE1003 10/10/2023
ASYCC Degroupage Select an XML File- C:IUsers\raviw\OneDr Master Document In Customs Office MJ001 Master Waybill	TransiveRmilOneDrive\Documents\10	Integration successful Integration successful	1005 1005 MJ001 VOYAGE1003 10/10/2023