



ASYCUDA

The word "ASYCUDA" is written in a large, bold, blue sans-serif font. Below it, the word "World" is written in a purple, stylized, handwritten font. A globe icon is positioned between the "O" and "R" of "World".

PAPERLESS PROCEDURES

DIGITAL CERTIFICATES INSTALLATION GUIDE



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1. Introduction

As part of the efforts moving towards a paperless environment in Sri Lanka Customs, UNCTAD has developed a new functionality in Asycuda World system to digitally sign the Customs Declarations in the import and export processes.

As any other implementation performed by UNCTAD, this one is oriented to facilitate and speed up the import and export delay suppressing the cusdec printouts and improving one of the main security features, which is the user authentication.

2. Purpose

This manual will show you how to setup your digital certificate in Asycuda World system.

This guide was written to be as clear as possible and provide you the necessary details to get familiar with this new feature.

3. Entities using the new feature

For the moment, there is only one group of users who will use this feature: the Customs Brokers.

4. Requirements for any user intending to use digital certificates

- Have an user account in Asycuda World and have assigned the business unit for brokers,
- Purchase from Lanka Clear Company a user digital certificate, which should be contained in an usb dongle from the branch "GEMALTO". If you have a usb dongle from another branch, contact Customs ICT Division to check the compatibility with Asycuda World,
- Have installed in your computer the drivers of GEMALTO usb dongle, as well as the SafeNet Authentication Client software,
- Make sure you have passwords for:
 - Dongle administrator user,
 - Your Private Key.

The dongle comes with default administrator password. It is strongly recommended to change it.

5. Exporting the public key from the usb dongle

In order to export the public key of your user certificate, follow the steps below:



- a) Log in into your usb dongle as a token user or as administrator (Fig. 1)

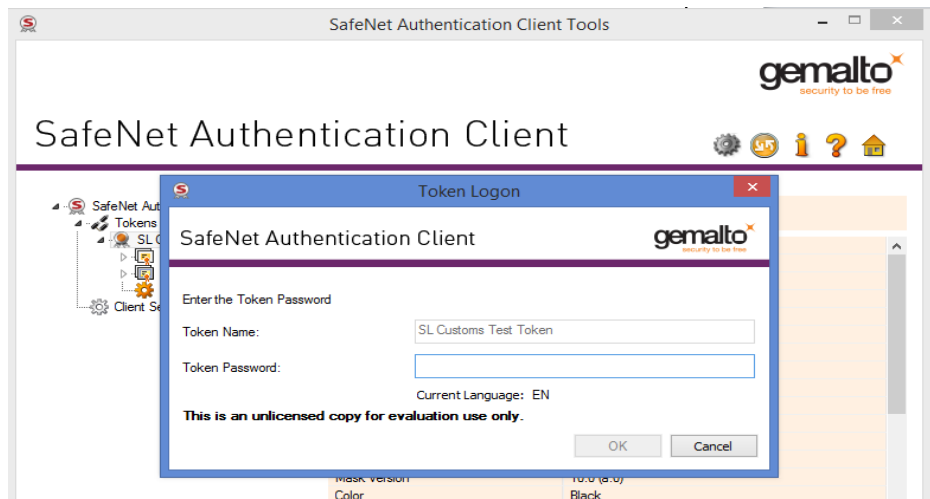


Figure 1: Usb dongle login

- b) Start from command line the Windows certificate manager using **certmgr.msc** (Fig. 2)

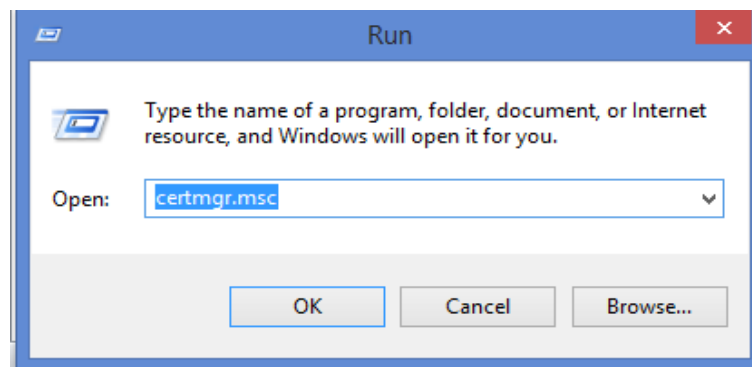


Figure 2: Starting certificate manager from windows

- c) Expand the Personal folder and select the user certificate to export the public key from (Fig 3),
- d) Follow the wizard to export the public key of the selected user certificate. Make sure that the format of the export file is .p7b (Fig. 4).
Make sure that you include all certificates in the certification path.

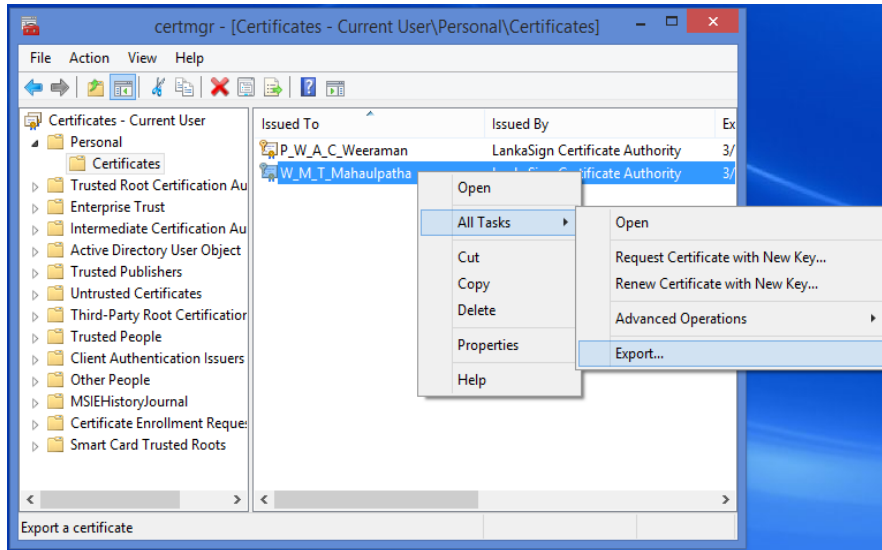


Figure 3: Listing the user certificates

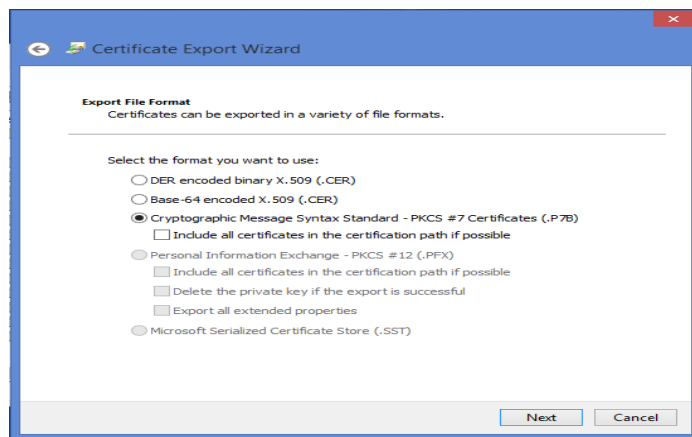


Figure 4: Selecting the p7b format for the exported file

6. Attaching the public key to Asycuda World user profile

Once you have the public key in a separate file in your local computer, you need to attach it to your user profile in Asycuda World, as follows:

- a) Access to **my profile** option in Asycuda World,

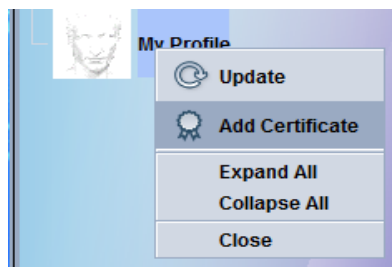


Figure 5: Adding user digital certificate to user profile in Asycuda World

- b) Import the public key and attach to user profile,

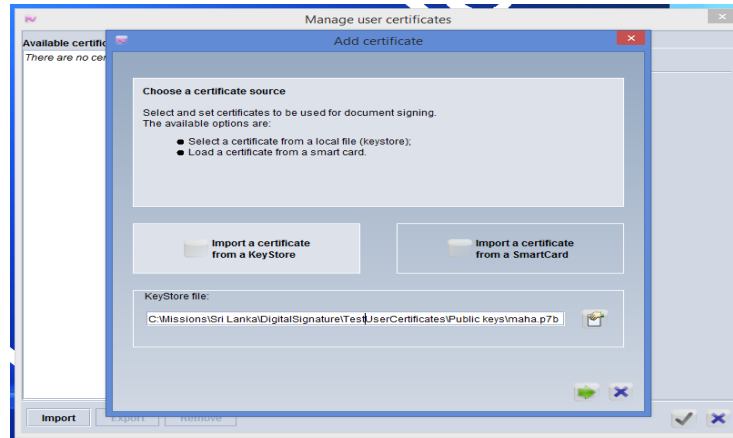


Figure 6: Selecting the public key file from your computer

- c) Verify the data of your public key certificate and click on the button finish (Fig. 7),
- d) Click on the button OK to finalize the operation.

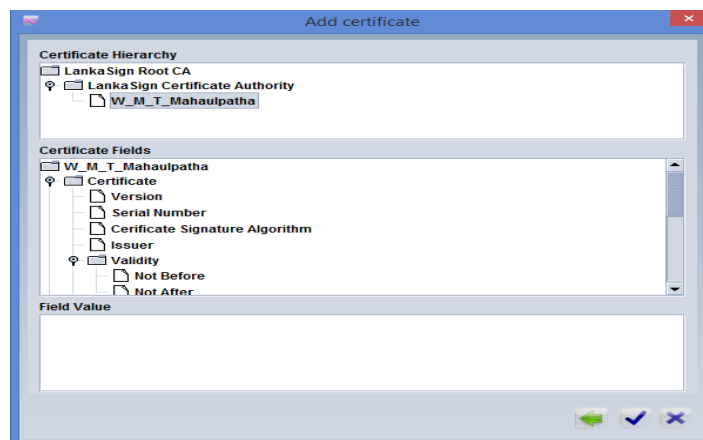


Figure 7: Verifying the public key before attachment

7. Digitally signing Customs declarations

As soon as you attach your certificate (containing your public key) to your user profile in Asycuda World, you have to wait until ICT Division approves your certificate. An approved certificate looks like the one in figure 8. Now you are ready to submit digitally signed customs declarations.

When you have your cusdec ready for submission, follow the steps below to sign:

- a) Before assessing a cusdec, you have to provide the usb dongle library file. For that, select the option **"Import a certificate from a SmartCard"**. If you are using gemalto usb dongle and have installed SafeNet software, so you have to provide the eTPKCS11.dll library (fig. 9),

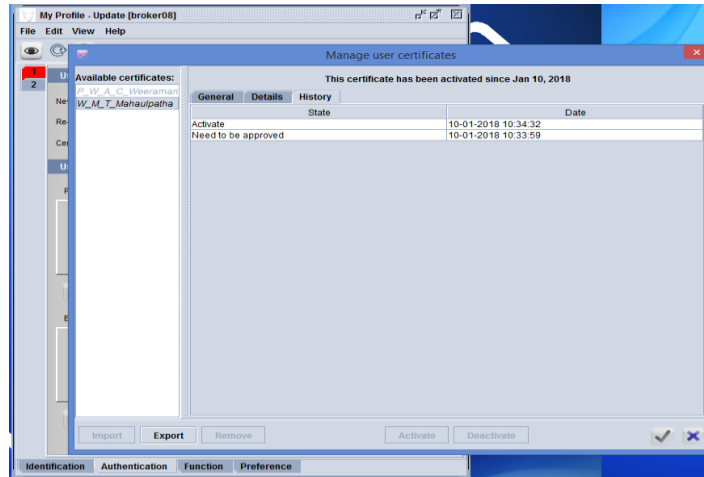


Figure 8: Approved digital certificate by ICT

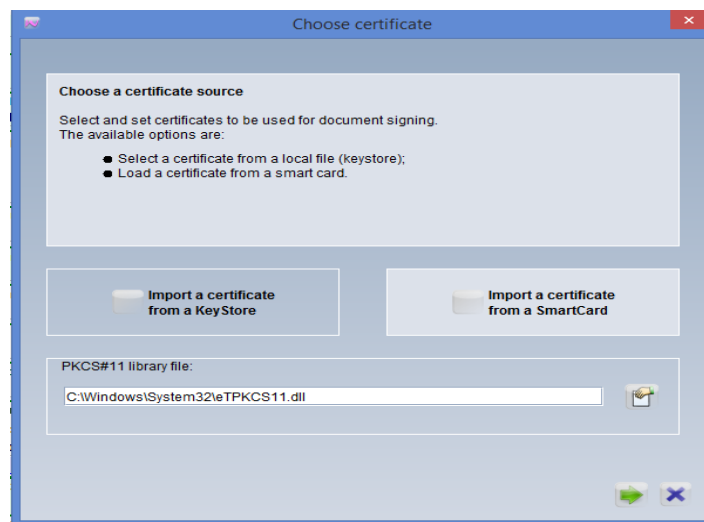



Figure 9: Providing the dll library to access certificates in usb dongle

- b) Select the user certificate from your usb dongle and provide the password of your private key to sign the cusdec (Fig. 10),
 c) Once a cusdec is digitally signed, you can verify it using one of two ways:

c.1) Select the declaration using the finder, right-click and display the history (fig. 11),

c.2) Open the cusdec in View mode, click on the button  to show up the digital signature details (Fig. 12).

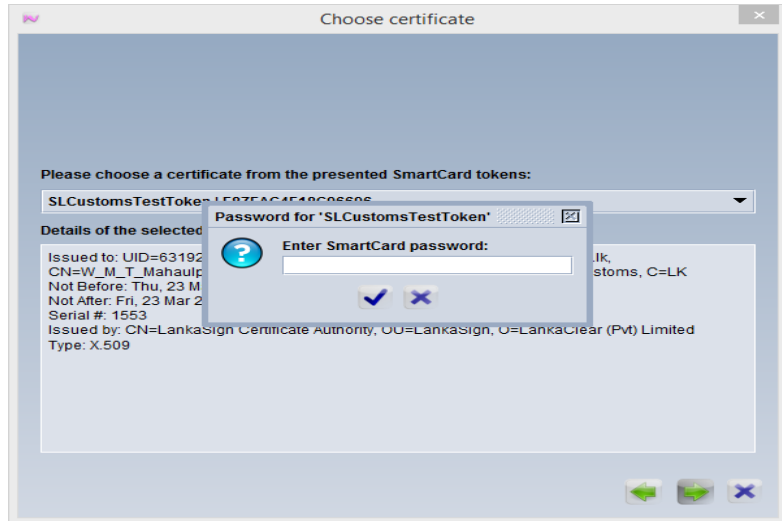


Figure 10: Providing your private key details to sign the cusdec

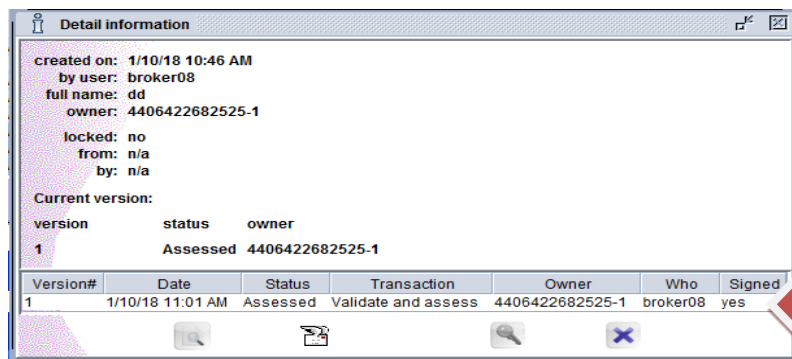


Figure 11: Verifying a signed cusdec from the finder

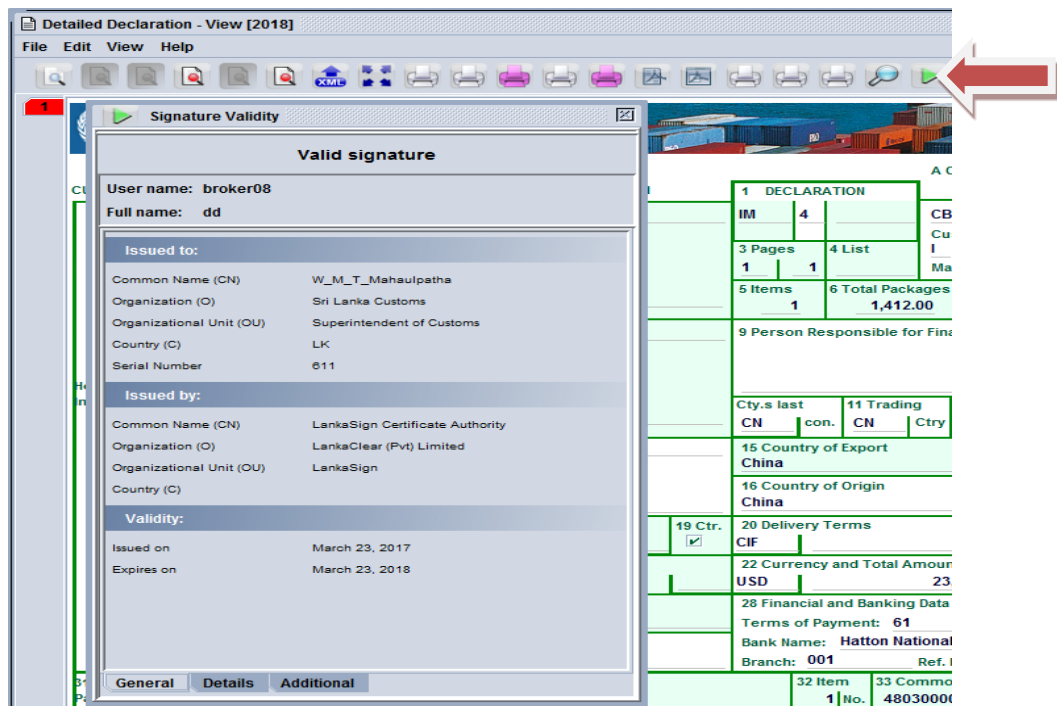


Figure 12: Verifying a digitally signed cusdec in View mode