**DIRECT TRADER INPUT
CUSDEC KEY IN
ASYCUDA WORLD**

1

ICT DIVISION

DIRECT TRADER INPUT FACILITY

Q: Who is eligible for the DTI facility?
A: Only the customs house agents/declarent are eligible.

Q. How can an exporter obtain DTI facility.
The exporters company should have a Customs house agency.

Further details can be obtained from the CHA unit, 1st Floor, Sri Lanka Customs.

2

OBTAINING THE DTI FACILITY

- The relevant declarent company should sign a MOU with the Sri Lanka Customs.
- The MOU is available at the website www.customs.gov.lk.
- When the MOU is signed a user name and a password should be obtained to log in to the sytem from Mr. Prasad/Harshana of the ICT division.
- Further details can be obtained from Mr. Prasad of the ICT division. Mobile:0717355466 or 0112445148.

3

VPN CONNECTION

- After obtaining the DTI user name & the password a VPN connection should be established between the customs server & the declarents machine.
- Document No.14. "How to create the VPN connection" published in the customs website, www.customs.gov.lk .. What is new instructs you how to do this.

4
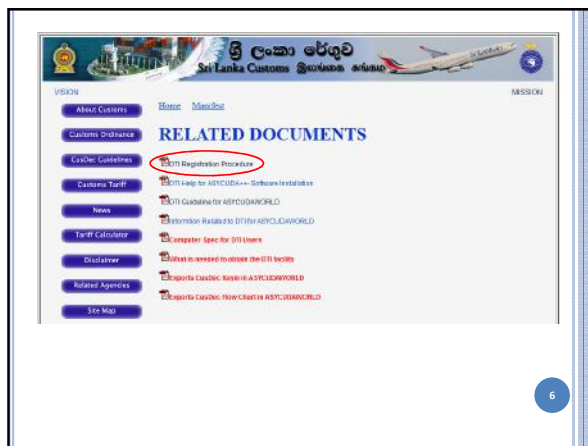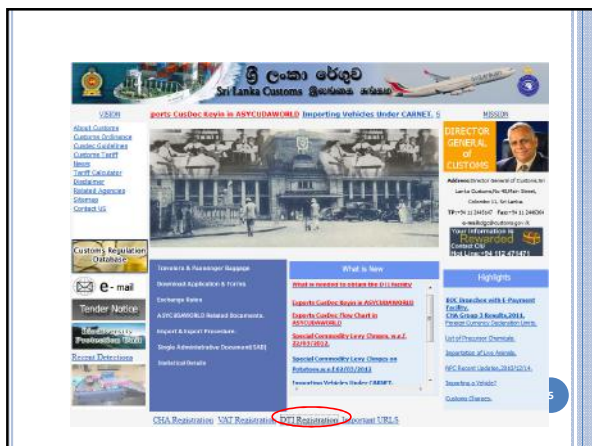
DTI IN ASYCUDA ++

- Declarants who are currently using the DTI facility in ASYCUDA ++ ***need not*** sign a MOU again.

- They can simply obtain a user name and a password from the ICT division of the Sri Lanka Customs.

TRAINING FACILITY

A training environment has been set up at the ICT division, 3rd Floor, Sri Lanka Customs.

The declarants are welcome to practice CusDec key in at this facility.

This will enable them to key in correct CusDec information when the system goes live on 20/4/2012.

TYPE THE URL HTTP://172.16.2.120

Click on the "**Smart Desktop**"

A short cut can be created.

9

LOG IN

Go to your internet browser
Type the URL http://172.16.2.120:8081/awclient/

Double click on the computer indicated in the red circle. If the OS
is 32 bit click on the computer indicated in blue.

10

Type the password and log in

Users should be extremely careful about
their usernames and passwords.

Users will be held responsible for all the
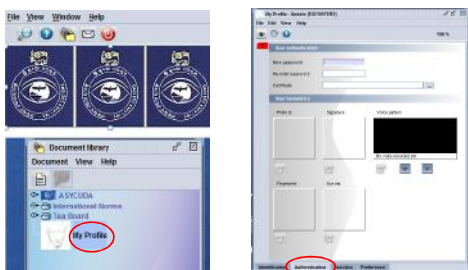entries made using their usernames and
passwords.

11

When you log in above page will be displayed.

12

CHANGING THE PASSWORD

You can change your password by clicking on the My Profile – Authentication – New password.

13

CusDec Key in
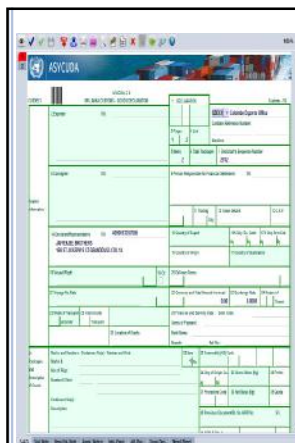

When you log in following web page will prop up.

Go to ASYCUDA
    -Goods Clearance
        -Declaration
        -Detailed Declaration

14

RIGHT CLICK THE MOUSE – CLICK ON THE NEW.

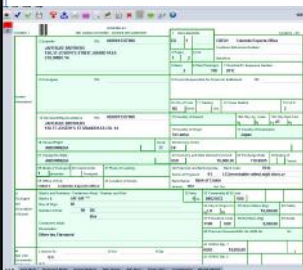15

You will get the following CusDec.

This CusDec has two items.

Since the DTI user is "Jafferjee Brothers" their declarent details will appear automatically.

The CusDec will also have cage 3,5,7 & 32 filled.
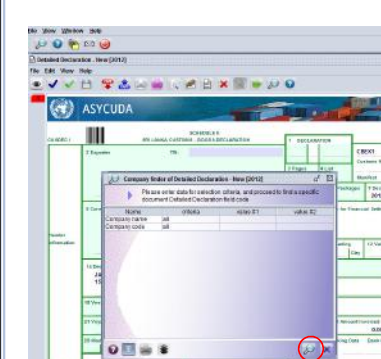
16

You will get the following CusDec.

You can use the return key or the tab key to navigate in side the CusDec.

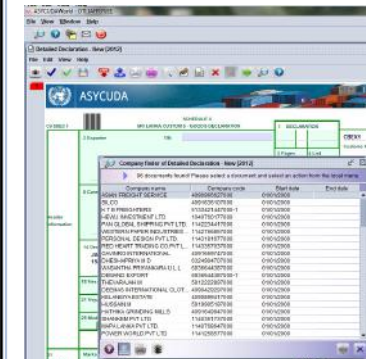Pressing **Shift+Tab** keys together will result the cursor moving up.

The CusDec should be filled accordingly.
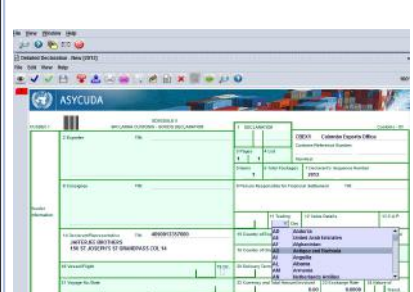
17

- You can go to cage 2, exporter and press F3.

- Then when you press the icon circled you will get the full declarent table.
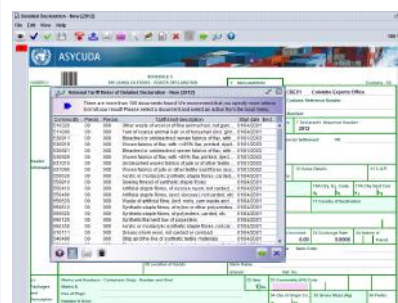
18

You can double click on the desired declarent Company code and it will be taken up by the system

19

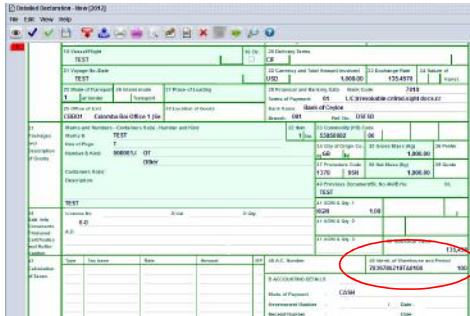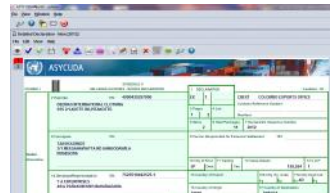MANY FIELDS ARE HAVING DROP DOWN MENUS.

20

You can
retrieve
the whole tariff
by clicking on
the commodity
code and
clicking on F3.
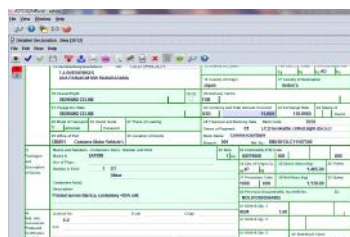
21

BOI WHAREHOUSE & W/H DELAY

22

Cage 1. Mandatory. EXI [Direct export].
Cage 2. Mandatory. Exporter. Full name of the exporter along with his address should be give.
Cage 3. Not mandatory. System will pick it.
Cage 4. Not mandatory.
Cage 5.Mandatory. Number of items for this CusDec.
Cage 6. Mandatory. Total packages for this CusDec.
Cage 7. Not mandatory. Declarants sequence number. System will generate this.
Cage 8. Not mandatory
Cage 9. Not mandatory.
Cage 10. Not mandatory. Country of first destination.
Cage 11. Not mandatory. Trading country.
Cage 12. Not mandatory. Cage 13. Not mandatory. This will depict the number of containers.
System will pick this automatically.
Cage 14. Mandatory. Declarant TIN number.
Cage 15. Mandatory
Cage 16. Mandatory
Cage 17. Mandatory

23

Cage 18. Vessel name & Flag
Cage 19.Container. If container is present please click on the square.
Cage 20. Delivery terms such as FOB & CIF.
Cage 21.Voyage no & Date
Cage 22. Mandatory. Currency & Total amount
(FOB value of the first item is 9000 USD and the value of the second item
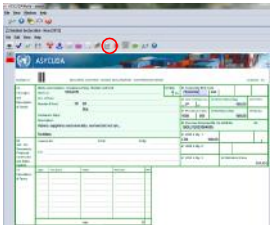is 1000 USD. Therefore the total is 10000 USD).

24

Cage23. Exchange rate. Picked automatically by the system.
Cage 24. Not mandatory
Cage 25. This should be 1 for sea transport.
Cage 26. Not mandatory.
Cage 27. Not mandatory.
Cage 28. Bank. Can be obtained from the drop down menu. Terms of payment such as 61. Bank name. Taken from the system. Branch drop down menu. Ref no. Bank reference number.
Cage 29. Mandatory. Office of entry
Cage 30. Not mandatory.
Cage 31. Mandatory. Just the marks. Numbers & kind should be given clearly. Description.
Cage 32. System will pick.
Cage 33. Mandatory. This should be a 8 digit HS code followed by two 00. If this is a vehicle HS the system will request you to enter the UOM -3 which is depicted as MVH for motor vehicle. The correct number of motor vehicles should be given.

Cage 34. Mandatory. Country of origin.
Cage 35. Mandatory. (Gross mass)
Cage 36. Not mandatory.
Cage 37. Mandatory. Procedure code. Can get from the drop down menu.
Cage 38. Mandatory. Net mass.
Cage 39. Not mandatory.
Cage 40. This should be the BL number.
Cage 41-1. Mandatory. Should declare the correct number of motor vehicles.
Cage 41-3. Not Mandatory.
Cage 42. System will pick this automatically from the statistical value of the item valuation note.
Cage 43-52. Not mandatory. System will indicate many of these details.
Cage 53-54. Once the printout is taken out the declarant & consignee should sign this.
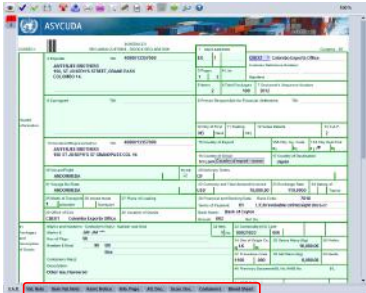
25

2nd Item

Cage 31. Mandatory. Marks, Number & kind.
Cage 32. System will pick it up.
Cage 33. Mandatory.
Cage 34. Mandatory.
Cage 35. Mandatory.
Cage 36. Not Mandatory
Cage 37. Mandatory.

Cage 38. Mandatory.
Cage 40. Mandatory.
Cage 41 -1 Mandatory
Cage 42. System will pick this up.

To go to the second item click on the icon circled.

26
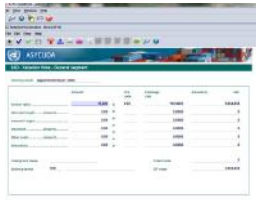
AT THE BOTTOM OF THE CUSDEC YOU WILL FIND THE VALUATION NOTE, ITEM VALUATION NOTE, INFORMATION PAGE, CONTAINERS BLEND SHEET ETC.

THESE ARE CIRCLED IN RED.
CLICK ON THE VAL NOTE.

27

VALUATION NOTE

Working mode should always be: "**Apportionment per value**"

Invoice value should be the FOB value since all customs levies are upon the FOB value.

Correct currency code should be given

If necessary the valuation note can indicate the breakdown. That is for exports it can indicate the Internal Freight

After filling the Valuation Note click on the Item Val Note.

28

ITEM VALUATION NOTE

If there are two items there should be two different valuation notes.

Be careful to indicate the correct currency code.

Correct FOB price of the item should be given.
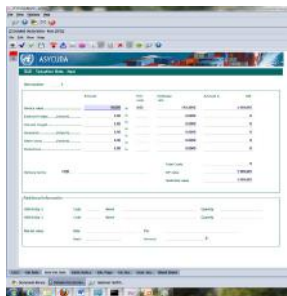
Internal freight can be indicated if necessary.

29

2ND Item
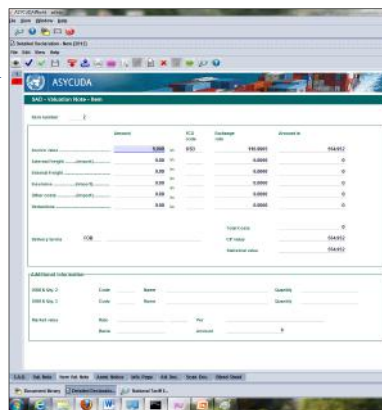
30

CONTAINER PAGE
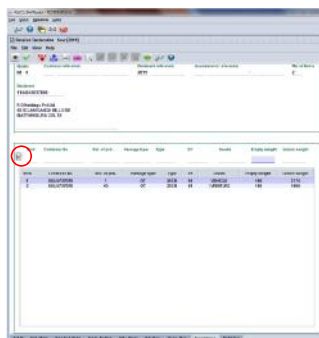
Relevant container details should be given.

In cases where the container number is unknown the declarant should just indicate **Dummy container** details.

Type the details and click on the icon circled and it will be added to the container page.

There may be two items shipped in the same container. In this case same container number should be keyed in twice.

31

VERIFING THE CUSDEC

The CusDec can be verified by clicking on the eye mark on the right hand top corner. A message will appear stating "Document verified"

32

VALIDATE THE CUSDEC

- Next the exporter/declarent should register the CusDec.
- He can do so by clicking on the blue ✔ right mark.
- Then the system will ask whether you really want to validate this declaration.
- Click on the ✔ right mark

33

Now the CusDec is validated and a registration no appears in the CusDec.

In this case it is **E 21** and the date is indicated.

This number should be indicated on the Blend Sheet.
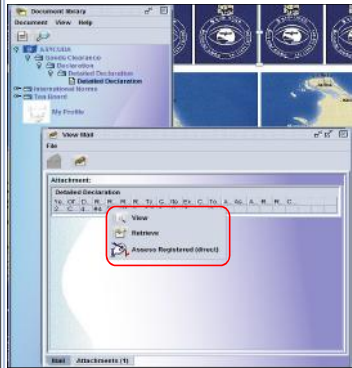
34

MAIL

- You will now receive a mail. You can open it by right clicking on it.

35

The mail will give a message. Here it says declaration is attached.

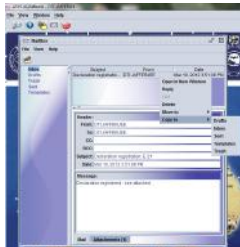If you click on the attachment you can view your CusDec.

36

IN THIS CASE YOU CAN EITHER VIEW, RETRIEVE OR ASSESS THE CUSDEC

TEA EXPORTERS SHOULD RETRIEVE THE CUSDEC .

THEY SHOULD NOT ASSESS THE CUSDEC UNTIL THE BLEND SHEET IS SUBMITTED AND THE APPROVAL IS GIVEN BY THE TEA BOARD.

37

DELETING THE MAILS

- After reading the mail PLEASE **DELETE** IT.
- This can be done by right clicking on the mail then click on delete.
- Then please delete the same from the Trash folder appearing on the right hand side.

38

TEA EXPORTERS

Tea exporters should now submit the Blend Sheet.

Either the tea exporter or his declarent can submit the Blend sheet.

If the exporter wants to submit the blend sheet he should obtain a user login and a password.
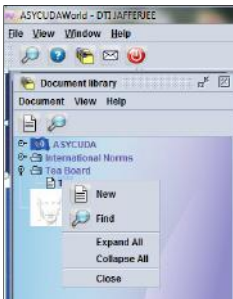
The ownership of the Blend sheet will be his and it cannot be viewed by the declarent.

In such a scenario the exporter should inform the blend sheet number to the declarent who will submit the CusDec.

Or the declarent himself can submit both the blend sheet and the CusDec.

39

SUBMITTING THE BLEND SHEET

- Go to Tea and right click on the icon Tea.
- Then click on the New icon.
- You can also use find to locate your earlier blend sheets.

40

If your system has already generated a blend sheet in the given format it can be uploaded instead of re keying. Click on the icon circled and it will ask for the path.
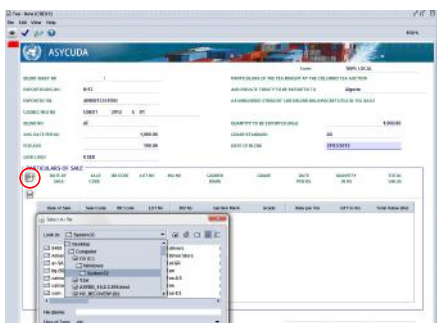
45

The columns names of the excel file that is to be uploaded should be correct
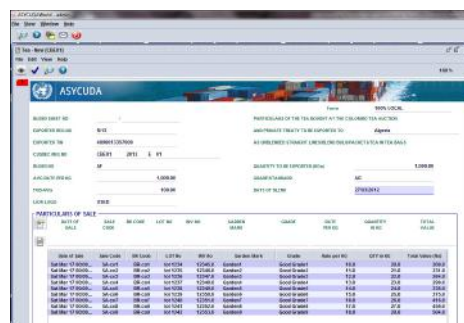
46

Format of the table 1

Date of Sale	Sale Code	BR Code	LOT No	INV No	Garden Mark	Grade	Rate per KG	Quantity in KG	Total Value
17/03/2012	SA-co1	BR-co1	lot 1234	12345	Garden1	Good Grade1	10	20	30
17/03/2012	SA-co2	BR-co2	lot 1235	12346	Garden2	Good Grade2	11	21	30
17/03/2012	SA-co3	BR-co3	lot 1236	12347	Garden3	Good Grade3	12	22	30
17/03/2012	SA-co4	BR-co4	lot 1237	12348	Garden4	Good Grade4	13	23	30
17/03/2012	SA-co5	BR-co5	lot 1238	12349	Garden5	Good Grade5	14	24	30
17/03/2012	SA-co6	BR-co6	lot 1239	12350	Garden6	Good Grade6	15	25	30
17/03/2012	SA-co7	BR-co7	lot 1240	12351	Garden7	Good Grade7	16	26	30
17/03/2012	SA-co8	BR-co8	lot 1241	12352	Garden8	Good Grade8	17	27	30
17/03/2012	SA-co9	BR-co9	lot 1242	12353	Garden9	Good Grade9	18	28	30

Please note that the column names should be given as indicated above.

47

Format of the table 2

Permit No	Date of Importation	Identification Mark	Grade	CIF price per KG	Quantity used in KG	Value
per-01	17/03/2012	ID-00-mrk-1	Good Grade1	10	20	200
per-02	17/03/2012	ID-00-mrk-2	Good Grade2	11	21	231
per-03	17/03/2012	ID-00-mrk-3	Good Grade3	12	22	264
per-04	17/03/2012	ID-00-mrk-4	Good Grade4	13	23	299
per-05	17/03/2012	ID-00-mrk-5	Good Grade5	14	24	336
per-06	17/03/2012	ID-00-mrk-6	Good Grade6	15	25	375
per-07	17/03/2012	ID-00-mrk-7	Good Grade7	16	26	416
per-08	17/03/2012	ID-00-mrk-8	Good Grade8	17	27	459
per-09	17/03/2012	ID-00-mrk-9	Good Grade9	18	28	504

Please note that the column names should be given as indicated above.

48

Format of the table 3

Date of Blend	Blend No	Blend Balance	Blend Gain	Blend Avg per KG
17/03/2012	blnd-01	10	20	200
17/03/2012	blnd-02	11	21	231
17/03/2012	blnd-03	12	22	264
17/03/2012	blnd-04	13	23	299
17/03/2012	blnd-05	14	24	336
17/03/2012	blnd-06	15	25	375
17/03/2012	blnd-07	16	26	416
17/03/2012	blnd-08	17	27	459
17/03/2012	blnd-09	18	28	504

Please note that the column names should be given as indicated above.

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BLEND SHEET SHOULD BE VERIFIED

This can be done by clicking on the eye mark on the right hand side menu bar

50

BLEND SHEET SHOULD BE STORED

If necessary you can store the Blend sheet.

51

REGISTERING THE BLEND SHEET

The stored blend sheet can be viewed, modified and if satisfied can be registered.

Right click on Tea
Click on Find
to find your Blend sheets.

52

Tea finder will appear.

You can select any criteria.

Next press on the Search icon circled.

53

- Your blend sheet number will appear.
- You can View, Modify or Register the Blend sheet.
- If you are satisfied register the Blend sheet.
- You can also check the status of your blend sheet by clicking on the Details.

54

In this case the Blend sheet is in the Stored status.

55

REGISTERING THE BLEND SHEET

When you click on the Blend Sheet Registration it will get registered.

56

When you check the status you will find that the Blend sheet is now Registered.

57

Blend Sheet will now have the Blend Sheet No. In this case it is 2012/7

58

TEA BOARD FUNCTION

THE TEA BOARD WILL NOW RETRIEVE THE REGISTERED CUSDEC AND THE BLEND SHEET.

THE TEA BOARD WILL EITHER
  APPROVE
  REJECT
  CANCELL
        THE BLEND SHEET.

THE BROKER WILL BE ABLE TO VIEW THE STATUS OF THE BLEND SHEET.

59

Now when the status is checked the broker can see that the approval has been given to the Blend Sheet.

60

DECLARENT SHOULD THEN INSERT THE BLEND SHEET NUMBER TO THE CUSDEC

Declarant should first find the CusDec as indicated above.

The declarent should retrieve the CusDec as shown (circled).

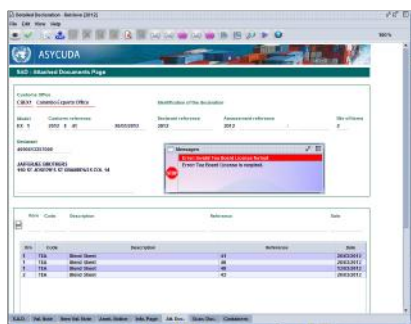### INSERTING BLEND SHEET DETAILS TO THE CUSDEC

Click on the Att.Doc.

MORE THAN ONE BLEND SHEET CAN BE ATTACHED TO AN ITEM.

Click on the Att.Doc.

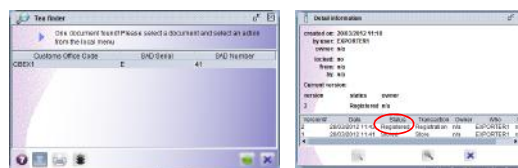Give the item number.
Code should be TEA

NOW THE CUSDEC SHOULD BE VALIDATED AND ASSESSED.

If you try to attach non existing blend sheets or blend sheets not approved by the Tea board above message will appear when you try to validate 👁 .
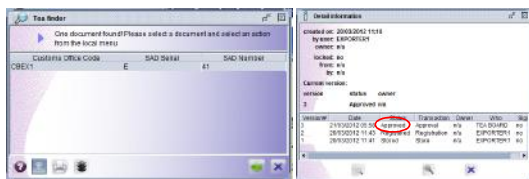
65

WHEN YOU CHECK YOU WILL FIND THAT THE BLEND SHEET NOS 46,48,43 ARE NON EXISTENT AND THE STATUS OF THE BLEND SHEET 41 IS REGISTERED.

Only the blend sheets that are approved can be attached to the CusDec. Since blend sheet number 41 is in the registered status it cannot be attached.

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NOW THE TEA BOARD HAS APPROVED THE BLEND SHEET.

Approved Blend sheets can be attached to the CusDec

67

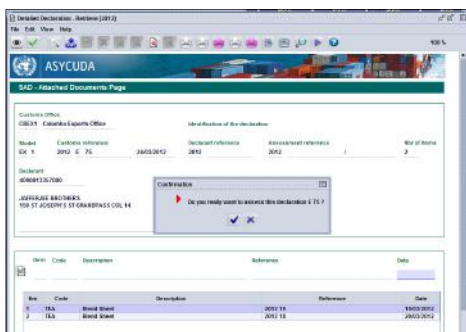## Attaching the Blend sheet

This CusDec has two items. Both are TEA and hence needs Blend sheets. If you attach only a single Blend sheet and try to Assess the same the system will give you an error shown below.
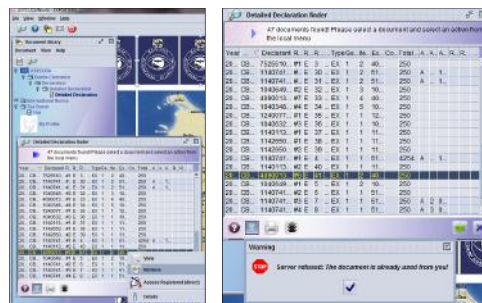
68

When two blend sheets are attached to the two items the system will allow you to assess the CusDec. In this case it is E 75
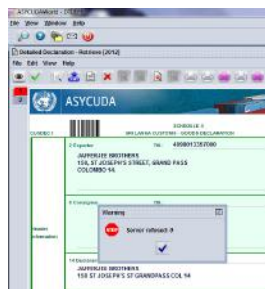

IF BELOW MENTIONED WARNING IS GIVEN PL CONTACT ICT OF SL CUSTOMS- TEL: 2445148

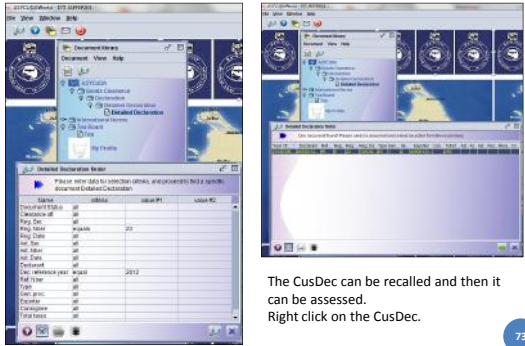IF AN ERROR STATING "SERVER REFUSED:0 APPEARS PLEASE CONTACT ICT OF CUSTOMS.

ASSESS THE CUSDEC

The broker should recall the CusDec now.

He can then assess the CusDec.
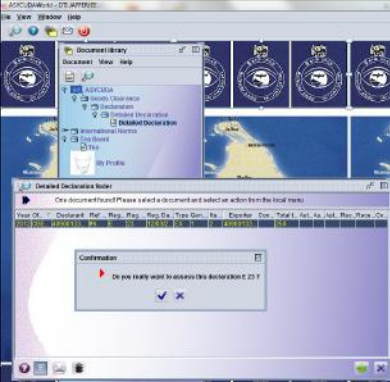
The CusDec can be recalled and then it can be assessed.
Right click on the CusDec.

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ASSESS REGISTERED (DIRECT)

74
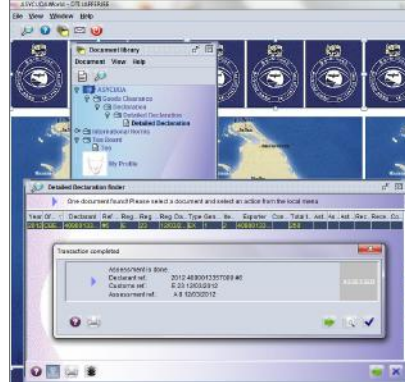
The system will ask whether you really want to assess this declaration.

It will also indicate the registration number of the CusDec.

Click on the blue right mark to assess the CusDec.

75

The CusDec is now assessed and assessment number appears.

76

Once the CusDec is assessed the inspection act will appear. Please fill in the information page. Then click on the ✔ mark.

When the declarent checks for the status he will find that the CusDec is now assessed.

He can recall his CusDec and check for the amounts to be paid if any.

To be paid amount will be declared.

PRINTOUTS

Printout of the assessment notice can be taken using the printer depicted on top of the page which is circled in red color.

Print out of the CusDec can be taken by clicking on the white color printer depicted in tool bar.
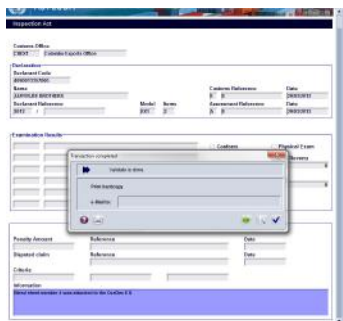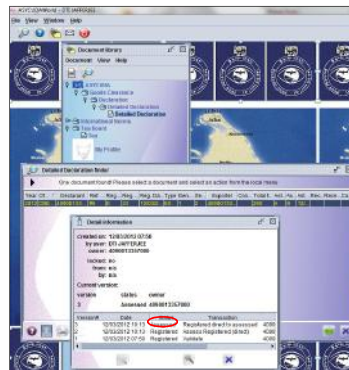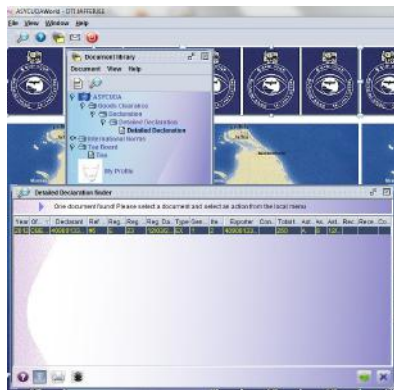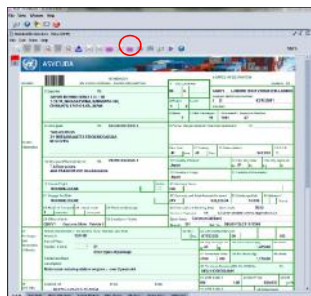
81

E-PAYMENT

- Please note that the pre payment account facility will no longer be available to exporters.
- The exporters should maintain the account at the Bank Of Ceylon.
- All the payments should be done via e payment facility provided by the BOC.
- Shroff will no longer be available at the exports division.

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E-CDN

e-CDN will be introduced once the exporters are comfortable with the submission of the e CusDec.

When the e-CDN is introduced the declarants will be able to submit the e-CDN. They should take a print out and send the same along with the lorry to the harbor.

When the e-CDN is submitted the declarants should amend the container numbers and give the correct container numbers.

83

EXPORT RELEASE

When all the CDNs are collected the boat note officer will give the export release.

Initially the hard copy of the Shiping note will be in place.

Over the time this will be replaced by a e-Shipping note.

84

SHORT SHIPMENT OF CARGO.

Goods may be short shipped. In such cases these details should be given in the **information page**. This is indicated in red circle.

Details of Actual Shipment

Item No	Gr. Wt Shipped (kg)	Nt.Wt.Shipped (kg)	Packages shipped	Supplementary Units (Cage 41)	FOB
Total					

85

AMMENDING THE CUSDEC

Boat note officer will amend the short shipped goods in the CusDec and will issue the export release.

86

SAVING THE CUSDEC

Assessed CusDec can be saved as an xml file.
This can then be retrieved and used as a template for future CusDecs.
To save click on the blue XML mark indicated at the tool bar which is circled.

87

RETRIVING A SAVED CUSDEC

Go to ASYCUDA
-Goods clearance
-Declaration
-Detailed Declaration
-New.

88

On the top of left corner there is a red XML. Click on it.

Saved xmls will appear. This mark is circled in red.

Select the xml you want to retrieve and click on open.

It will be imported to the new declaration and a message will appear stating that the import was successful.

89

This indicates that the relevant xml has been imported successfully

90

FINDING A CUSDEC

Go to ASYCUDA-Goods clearance-Declaration-Detailed Declaration-Find. Detailed Declaration finder will appear with a wide range of finding criteria. Once the finding button is pressed the declarations will appear.

91

92

PROCESSING

o Once the CusDec is assessed the declarant should take a printout of the assessment notice and the CusDec and forward the same along with the BL/DO/Invoice/LC and other relevant documents to the export office for processing.

93