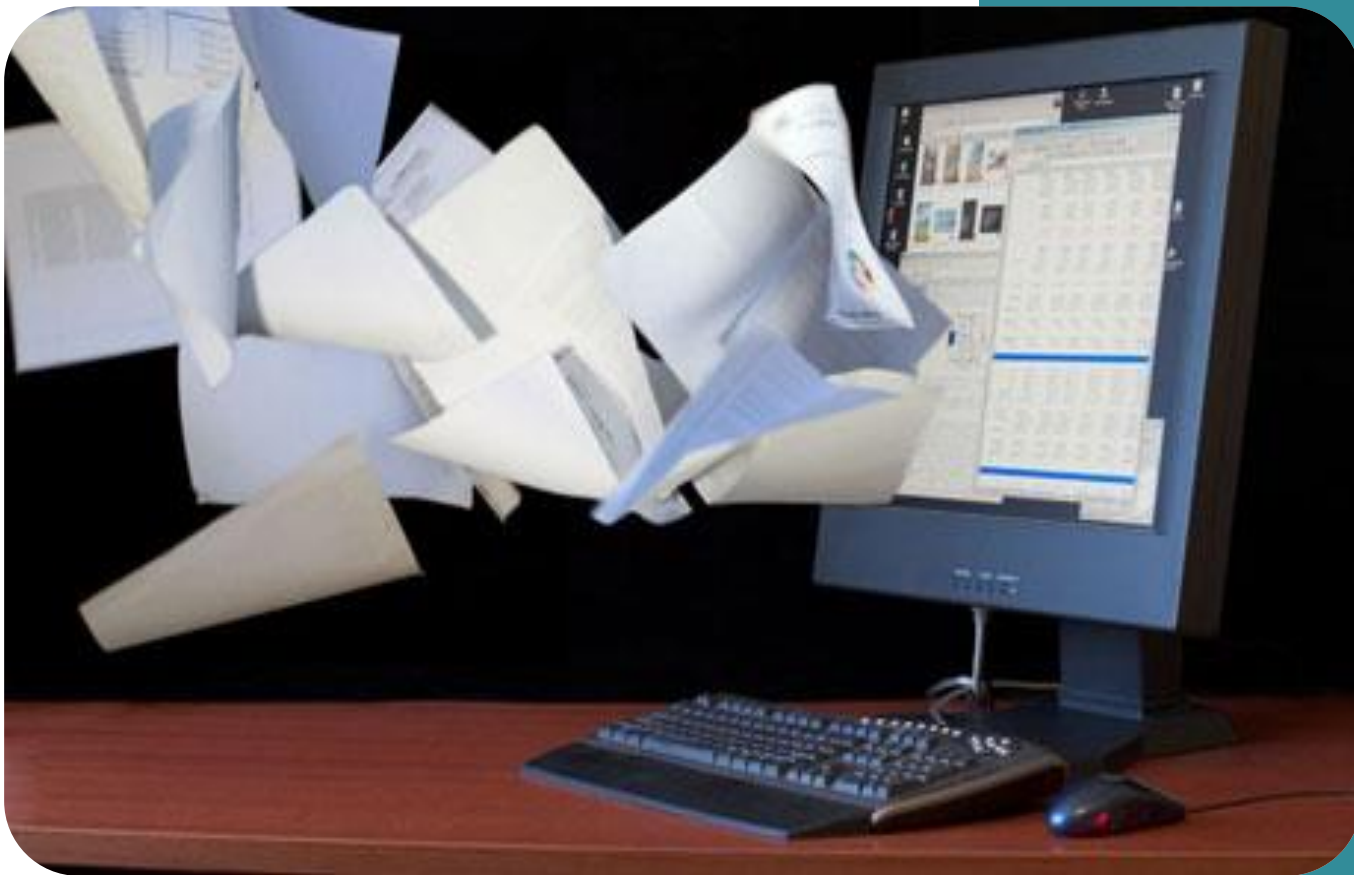




Import Declaration Processing Guide (IM4- Entry for Home Use)



Guyana Revenue Authority
National Project Team

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Regime Types

The Guyana Revenue Authority (GRA) through the introduction of the **Automated System for Customs Data (ASYCUDA) World** requires that declarants prepare and submit an electronic declaration to the system.

The term SAD generally refers to a Single Administrative Document. The electronic Single Administrative Document **e-SAD** is used for Import, Export, Suspense Regimes, Transit and Trans-shipment of goods.

Code	Declaration Model
EX1	Export
EX2	Temporary Export
EX3	Re-Export
IM4	Entry for Home Use
IM5	Temporary Import
IM6	Re-Import
IM7	Warehousing
IM8	Transit
IM9	Other

The Declarant selects the relevant Regime located in Box 1 of the e-SAD as shown in Figure 1.

When a selection is made the system will make available the fields required to complete this declaration. The **Regime Type** selected will also make some fields mandatory.

The screenshot displays the 'Detailed Declaration - New [2018]' window. The interface includes a menu bar (File, Edit, View, Help), a toolbar with various icons, and a header for 'GUYANA CUSTOMS ASYCUDA'. A red box labeled '1' highlights the 'Regime Type' dropdown menu, which is open and showing a list of options: BG 4 Passenger Baggage, EX 1 Exportation, EX 2 Temporary Export, EX 3 Re-export, EX 8 Transit to export, EX 9 Other export procedures, IM 4 Entry for home use, and IM 5 Temporary Importation. The 'IM 4 Entry for home use' option is highlighted in green. Other fields visible include '2 Exporter / Consignor TIN.' and '8 Importer / Consignee TIN.'.

Figure 1 - Regime Types

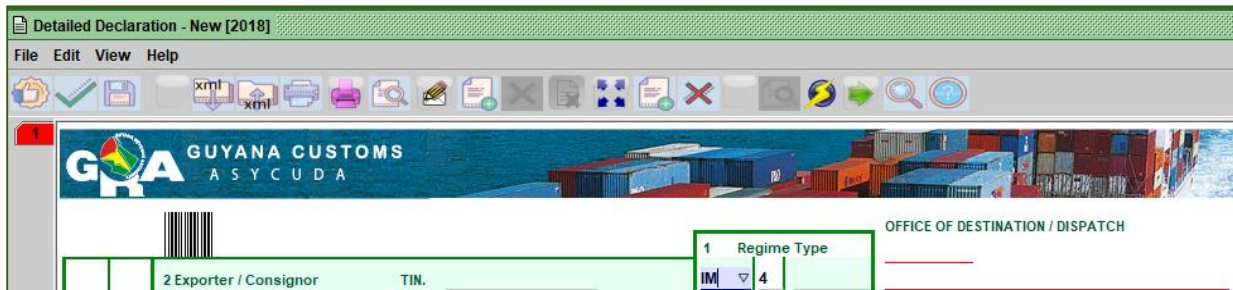


Figure 2 - Regime Type

The selection to be used for domestic import declaration is **IM4**, Entry for Home Use. This selection refers to commodities that are imported for immediate domestic consumption; not being entered into a Private Bonded Warehouse (Suspense Regimes), a Free zone, or Trans-shipped.

The **IM4** Regime is also used to enter goods previously entered under another regime. The Customs Procedure Code (**CPC**) in that case would indicate to the system that a previous procedure applied. The scenario will be explored later under **Customs Procedures Codes** (Box 37)

Completing the Import Declaration

For an Import Declaration to be successfully registered in ASYCUDA the associated Manifest/Waybill **MUST** exist in the system and referenced on the Declaration to allow for verification and write-off.

The Following information must correspond with the manifest/waybill in the system for a declaration to be successfully registered. These details are available on the documentation provided by the Shipping Agent.

- The Manifest Registration Reference (Figure 3 below)
- Waybill Details (**Transport Documents**, Box 40) Figure 4 below
- Package number and Kind (Box 6 and 31) Figures 3 & 4
- Container details (if applicable upon selecting box 19)
- Weights (Box 35, 38)

REFER TO THE C72E – ELECTRONIC SINGLE ADMINISTRATION DOCUMENT (e-SAD) OVERVIEW USER GUIDE FOR A DETAILED EXPLANATION OF ALL FIELDS.

It is recommended that declarants tab (Tab key on keyboard) through all fields for ease of completing the e-SAD.

Detailed Declaration - New [2018]

File Edit View Help

100 %

GUYANA CUSTOMS
ASYCUDA

OFFICE OF DESTINATION / DISPATCH
GY403
Guyana National Industrial Corp.
Registration Number

1 Regime Type	IM	4
3. Pages	1	1
4. Load List	Manifest Ref. 2018 4	
5. Items	1	
6. Total packages	7. Commercial Reference number 2018	

S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc.

Figure 3 - Manifest Details

Box 6 Total number of Packages

Detailed Declaration - New [2018]

File Edit View Help

100 %

25 Mode transport at border	26 Inland Mode of transport	27 Place of Loading	28 Financial and Banking data	Bank Code	0.00	transac.
29 Office of entry/exit		30 Location of goods		28 Terms of payment		
29 Bank Name		30 Branch		31 Packages and description of goods		
31 Marks and numbers - Containers No(s) - Number and kind		32 Item No.	33 Commodity code	Product Identification		
31 Nbr & Kind 100 CS		1	22011010	00	34 Cty. Orig. Code	
31 Tariff Description		34 a) TT		35 Gross weight (kg)	36 Trade	
31 Waters, including natural or mineral		34 b) PROCEDURE		10,000.00	36	
31 Commercial Description		37 PROCEDURE		38 Net weight (kg)	39 Quota	
31 Viva Water 24 x 1 Litre		37		9,500	39	
31		40 AWB/BL/Previous Document		Split Line		
44 Add. info Documents Produced Certificates and authorization		41 Statistical Units		42 Item price	43 V.M. code	
44 Licence No		LTR		2,400.00	1	
44 Valuation Note 0.00+0.00+0.00+0.00-0.00		46 Customs Value		45 Adjustment		
44 Attached Docs		46		1		
44 Previous Declar		46		0.00		
44 Additional Info		47 Calculation of taxes		48 Deferred payment/Pre-payment		
47 Type		47 Tax base		49 Identification of warehouse		
47 Rate		47 Amount		Delay		
47 MP		47		B ACCOUNTING DETAILS		
47		47		Mode of payment CASH		
47		47		Assessment / Date		
47		47		Receipt number Date		

S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc.

Box 31 Number & Kind of Packages

Boxes 35 & 38 Weights

Box 40 Waybill Details

Figure 4 - Cargo Details

- **4070-ExWarehouse**

The first two digits **40** indicate that the import procedure is being requested and the second two-digits **70** indicate that a Warehouse procedure for Warehousing was carried out on that commodity. (Recall-Warehousing Regime IM7)

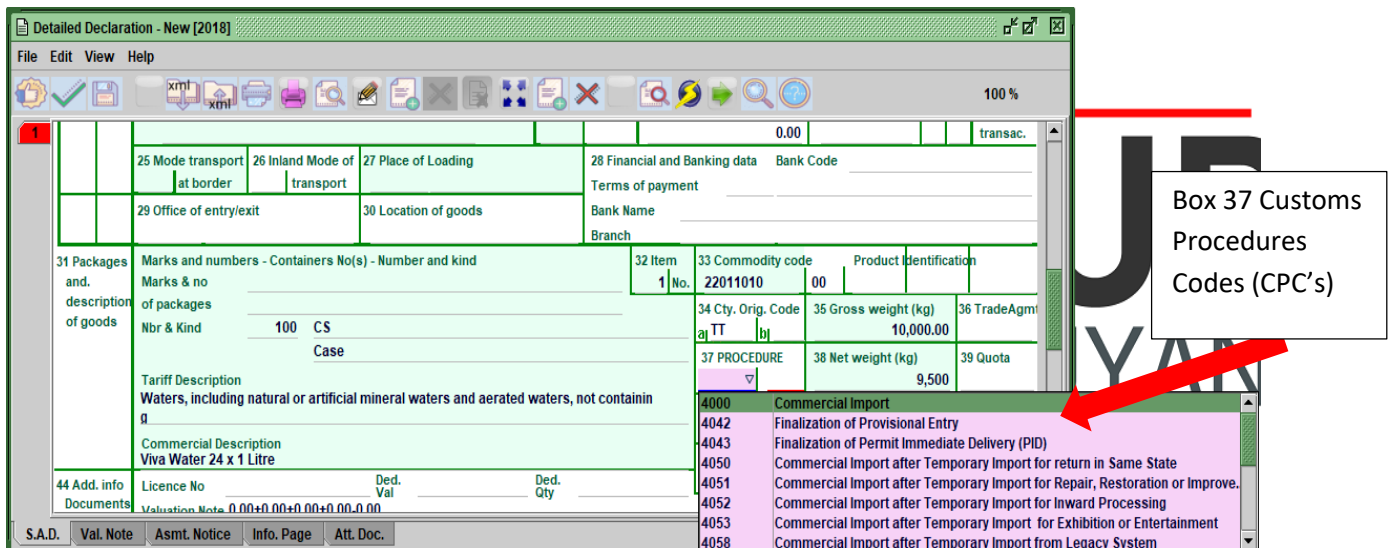


Figure 5 – Procedure Codes

Once there is a previous procedure being declared, an additional tab becomes available on the declaration for **Previous Procedure** to be referenced as shown in figure 6.

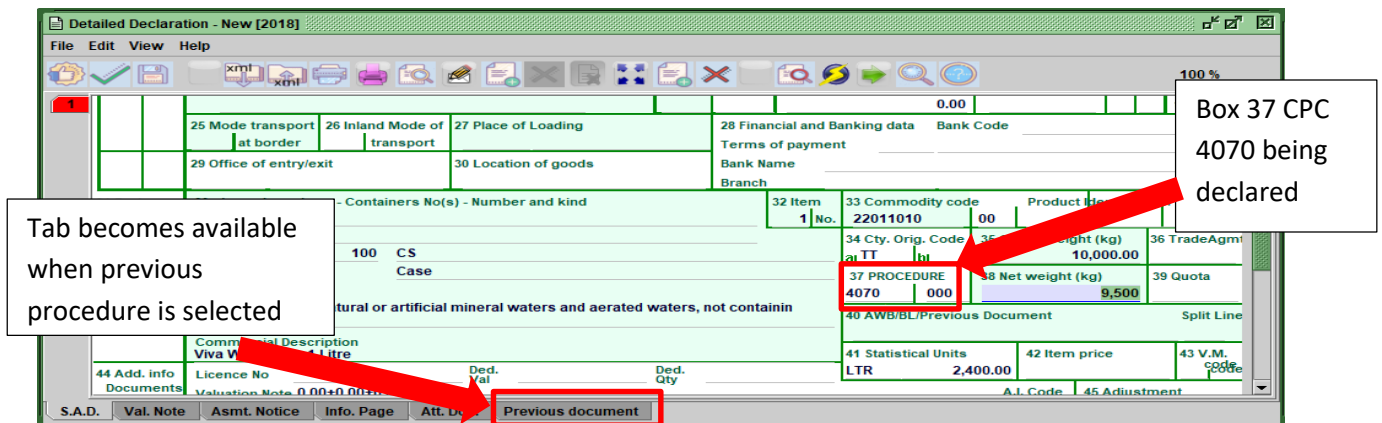


Figure 6 - National Procedure Code and Previous Document

Additional National Codes –ANC

The codes to be entered in the second subdivision, known as the Additional National Codes (ANC), are three-digit codes that identify if the goods are under a special duty/tax treatment.

The system based on this selection will apply the rules and procedures governing the applicable taxes and administrative fees. If there is no special tax treatment applicable, then the selected option would be for **"000-Common Regime"**. See figure 7 below.

The listing will be made available.

31 Packages and description of goods	Marks and numbers - Containers No(s) - Number and kind		32 Item No.	33 Commodity code		Product Identification	
	Marks & no of packages		1	34 Cty. Orig. Code	35 Gross weight (kg)	36 TradeAgm	
	Nbr & Kind			a) b)			
	Tariff Description			37 PROCEDURE	38 Net weight (kg)		
Commercial Description			4000				
44 Add. info Documents Produced Certificates and autho-	Licence No	Ded. Val	Ded. Qty	40 AWB/BLP		41 Statistical	
	Valuation Note	0+0+0+0-0		4000 F13		46 Customs Value	
	Attached Docs			4000 G01		46 Customs Value	
	Previous Declar			4000 G02		46 Customs Value	

Box 37 Second Sub-division ANC Codes

4000 F13 Fishing boats, spare parts & equip. - ICD &
 4000 G01 Military & Para-Military Purposes (GDF)
 4000 G02 Statutory Bodies, Semi-Autonomous Agenc
 4000 G03 Government Importation of Fuel
 4000 G04 Educational & Cultural Purpose
 4000 G05 Items acquired locally & funded from proce
 4000 G06 Goods imported by Public Health supply is f
 4000 G07 Goods imported by Ministry of Public Health

Figure 7 – Customs Procedure Code and Additional National Codes

Adding and Removing Additional Pages

To add additional commodities, it is required to add additional pages to the declaration shown in figure 8.

- Click on the page  icon at the top of the page

To delete additional commodities or pages



- Click the Page icon  with an X to remove item or the  icon to delete the entire page (run the cursor over the image and choose the operation required)



Figure 8 - Adding Additional Pages

Valuation Note

All values for items being declared must be entered on the **Val. Note Tab**

- Click on the Valuation Tab

The valuation page will appear. This page is divided into two sections: Valuation Note General Segment and Valuation Note Item Segment. (see Figures 9 & 11).

General Segment: This captures all the Value details for the entire declaration.

Item: This section captures the value details for the corresponding line item on the declaration.

Completing the Valuation Note Page

- Enter the Invoice value and tab as shown in Figure 9
- Select the Foreign Currency Exchange (**FCX**) Code tab (Figure 9)

The rate will automatically appear on the adjacent line (Bank of Guyana Rates).

The system will automatically calculate the amount in Guyana Dollars.

- Enter the relevant Freight and Insurance details if not included in the Cost Values (CIF)

If the shipment is C&F or FOB, enter the relevant additional cost. These additional values (Freight and Insurance) will be prorated across the Item Values lines for freight and insurance.

Detailed Declaration - New [2018]

File Edit View Help

GUYANA CUSTOMS
ASYCUDA

SAD - Valuation Note - General segment

Working mode Apportionment per value

	Amount		FCX code	Exchange rate	Amount in	GYD
Invoice value	100,000.00	in	USD	206.50		20,650,000.00
External Freight(import).....	0.00	in				0.00
Internal Freight	0.00	in				0.00
Insurance(import).....	0.00	in				0.00
Other costs(import).....	0.00	in				0.00
Deductions	0.00	in				0.00
Total gross mass				Total Costs		0.00
Delivery terms				CIF value		20,650,000.00

S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc. Previous document

Amount converted automatically in GYD

Invoice Value to be entered

Figure 9 - General Segment (Valuation Note)

Detailed Declaration - New [2018]

File Edit View Help

GUYANA CUSTOMS
ASYCUDA

SAD - Valuation Note - General segment

Working mode Apportionment per value

	Amount		FCX code	Exchange rate	Amount in	GYD
Invoice value	100,000.00	in	USD	206.50		20,650,000.00
External Freight(import).....	0.00	in				0.00
Internal Freight	1,000.00	in	USD	206.50		206,500.00
Insurance(import).....	500.00	in	USD	206.50		103,250.00
Other costs(import).....	0	in				0.00
Deductions	0.00	in				0.00
Total gross mass				Total Costs		309,750.00
Delivery terms				CIF value		20,959,750.00

S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc. Previous document

Entering Freight and Insurance

Figure 10 - General Segment (Entering Freight and Insurance)

- Tab down to the item values
- Enter the invoice values for that item and tab out of the field

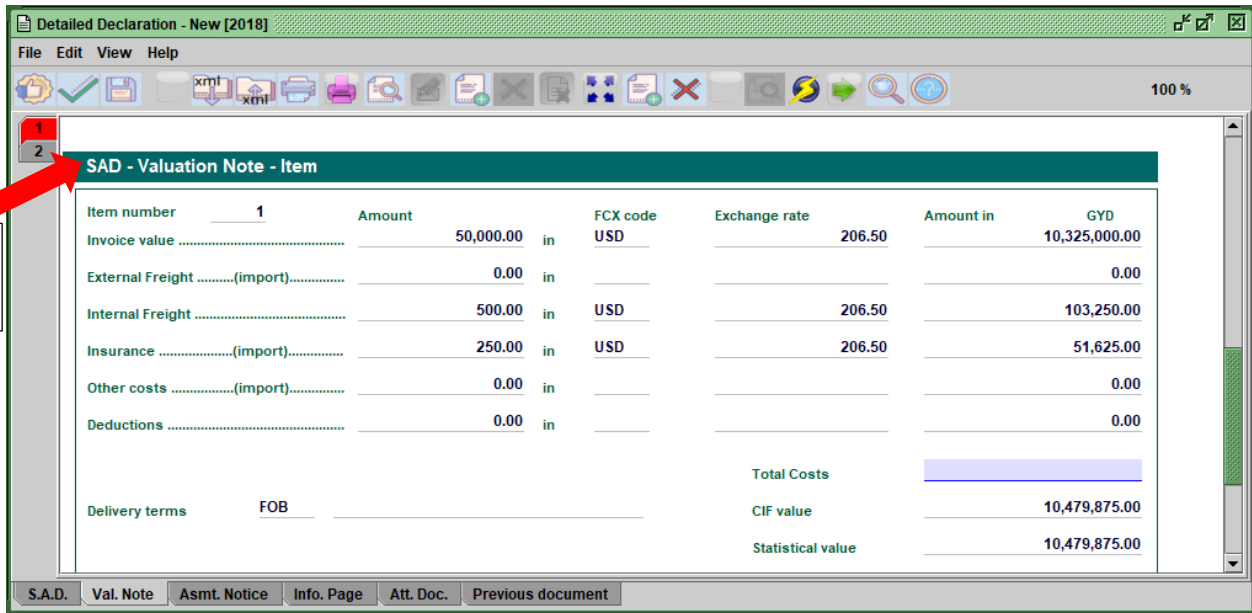


Figure 11 - Valuation Note- Item

Based on the number of items on the declaration, the same amount of items will be available to add values. The declarant is able to access these pages by clicking on the page number at the left upper side of the document. See Figure 12 below.

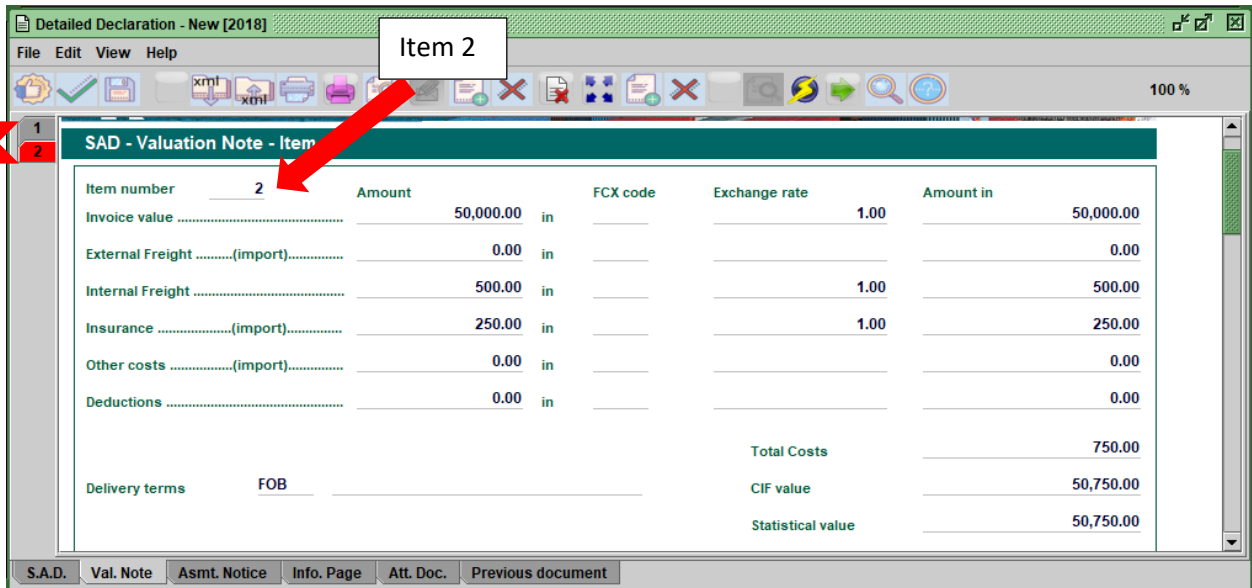


Figure 12 - Valuation Note Page

Upon verification the system will check to see that the values entered at the valuation item adds up to the amount in the General Segment.

Information Page

This page is available for the declarant to input any information related to the shipment that in his/her view is important to note but not accounted for in the e-SAD fields. This can be referenced as clarifications or just further details.

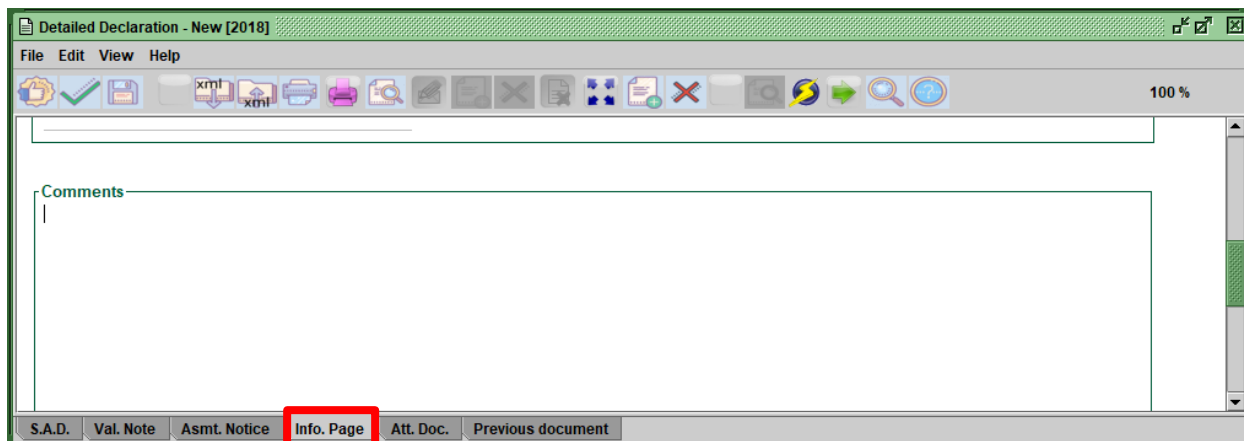


Figure 13- Information Page

Referencing Attached Documents

All relevant supporting Documentation **must be Referenced by clicking the tab (Att. Doc tab).**

There are mandatory documents that the system will prompt, however some commodities may require additional supporting documents. The Declarant therefore must be aware of all the import requirements for the commodity being imported in order to both reference and attach these. The implications of failing to attach these required documents may result in breaches of the Law and fines being applied.

- Click on the tab Att. Doc. (Attached Documents Tab) at the bottom of the page
- Enter the item number on the SAD that relates to the document being referenced

If the document is applicable to multiple items on the e-SAD the item number entered will be 1 e.g. Invoice. However, permits and licences must be independently referenced per item.

- Select the relevant code from the drop down list (the description will appear automatically on the adjacent line) as shown in figure 14.

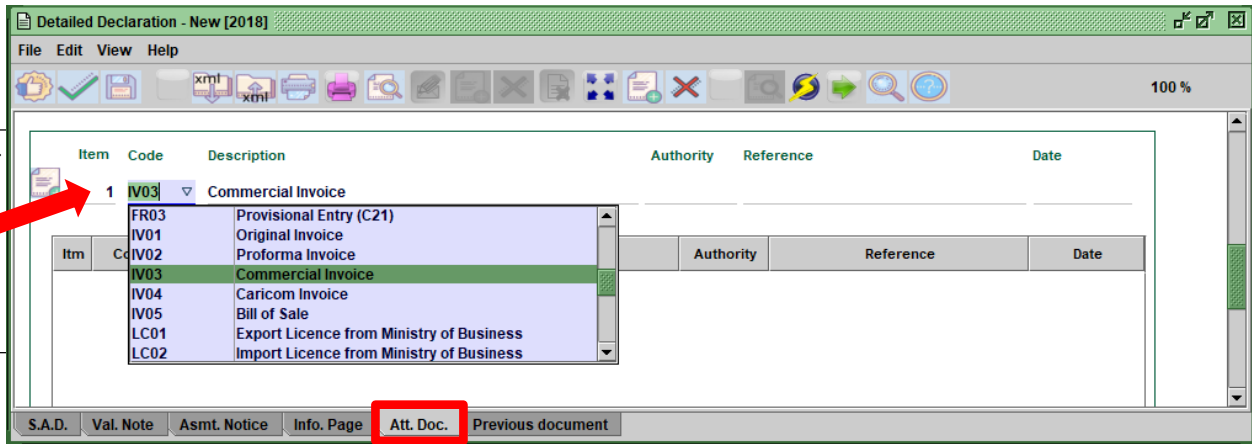


Figure 14- Attached Documents Reference

➤ Input the Attached Document Reference

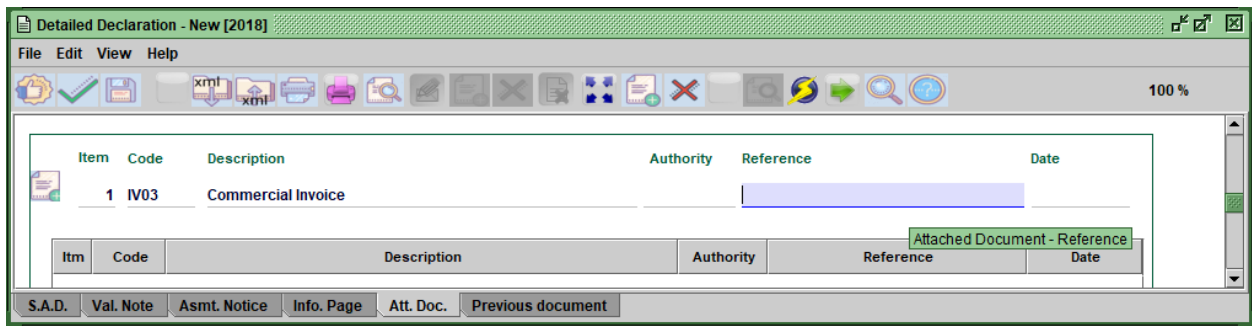


Figure 15 - Attached Document Reference Details

➤ Enter the date of the Attached Document

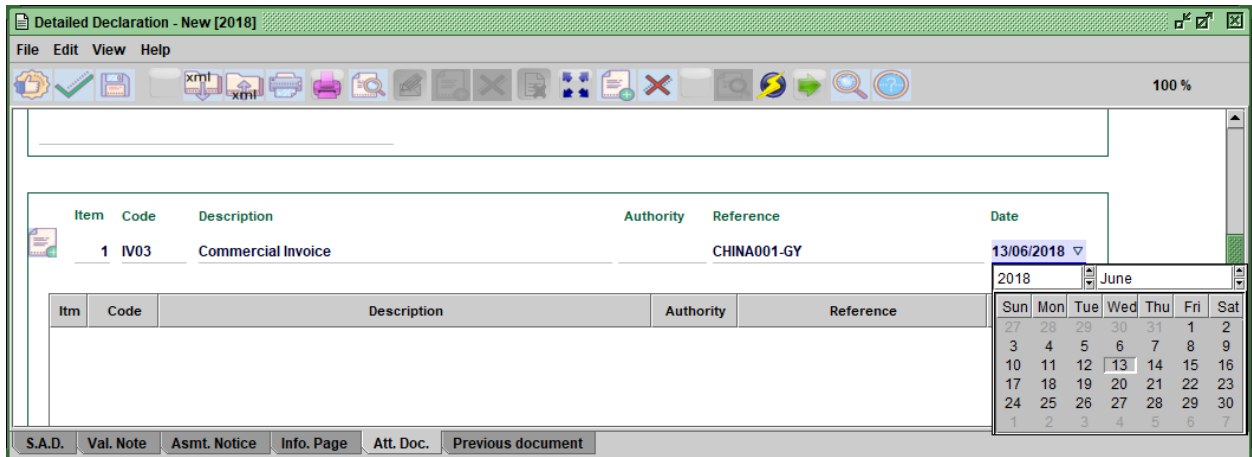



Figure 16 - Attached Document Reference Date

- Use the page  icon to the left of the details entered to add the document being referenced

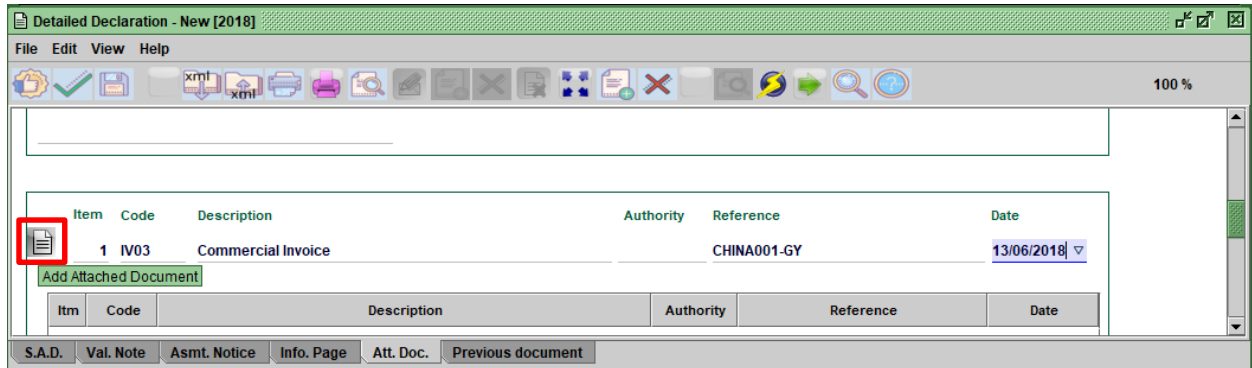
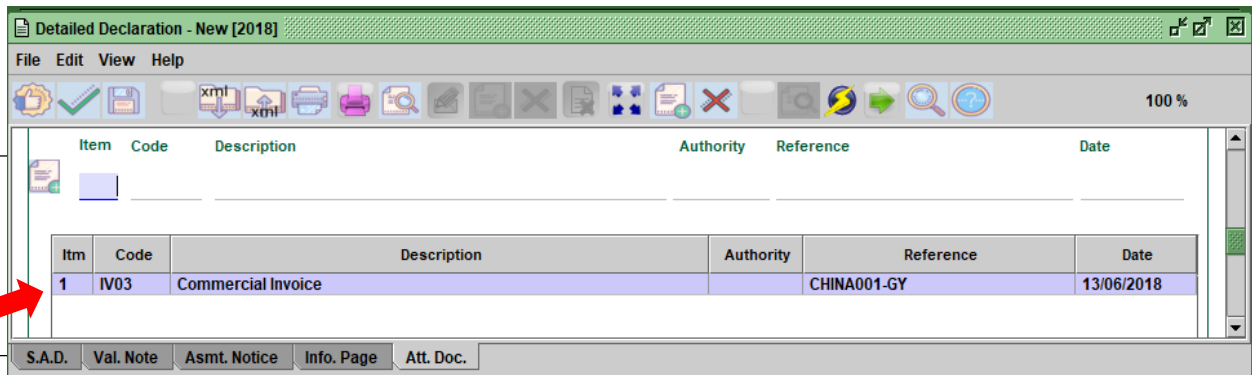


Figure 17- Adding Reference Details

- Repeat the steps above to add all reference attachments



Added document will appear here

Figure 18 - Reference Details (Added)

Scanned Documents

Refer to the Scanned Documents User Guide.

Container (if Applicable)

In order to have this tab available the declarant would have indicated this on the SAD by clicking box 19.

See Figure 19 Below.

It is a requirement for containerized shipments that all items in the container must be referenced in their associating container on this page.

This operation will make an additional tab become available **Container Tab** Figure 19.

- Click on the **Container Tab**

Detailed Declaration - New [2018]

File Edit View Help

18 Identity and nationality of active means of transport on arriv/dept. **19 Ctr.** 20 Delivery terms
 FOB FOB

21 Identity and nationality of active means of transport crossing the border. Container flag by & total amount invoiced 23 Exchange Rate 24 Nature of
 USD 100,000.00 206.50 1 1

25 Mode transport 26 Inland Mode of 27 Place of Loading 28 Financial and Banking data Bank Code
 1 at border transport

29 Office of entry/exit 30 Location of goods 28 Financial and Banking data Bank Code
 GY403 Guyana National Industrie GY403B04 Bank Name
 Branch

31 Packages and description of goods Marks and numbers - Containers No(s) - Number and kind 32 Item 33 Commodity code Product Identification
 Marks & no ii 1 No. 22011010 00
 Nbr & Kind 100 CS Case 34 Cty. Orig. Code 35 Gross weight (kg) 36 Trad
 a) TT b) 10,000.00
 Tariff Description 37 PROCEDURE 38 Net weight (kg) 39 Quot
 Waters, including natural or artificial mineral waters and aerated waters, not contain 4000 000 9,500
 Commercial Description 40 AWB/BL/Previous Document Sp
 Viva Water 24 x 1 Litre TEST
 41 Statistical Units 42 Item price 43

S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc. Previous document **Containers**

Figure 19 - Adding Container Details

Detailed Declaration - New [2018]

File Edit View Help

Item	Container No.	Nbr. of pck.	Package type	Type	E/F	Goods	Empty weight	Goods weight
itm	Container No.	Nbr. of pck.	Package type	Type	E/F	Goods	Empty weight	Goods weight

S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc. Previous document Containers

Figure 20 - Container Page

- Enter the item number and tab

Some lines will be automatically populated, if not they can be entered manually.

- Enter the container Number, Tab
- Select Container Type from drop down list, tab (See Figure 21)
- Indicate if the container is Empty, Full, or less than container Load (E/F) then tab. See figure 22.

The goods line is tied to the information placed in the commercial description. If this field on the SAD was not populated previously the Declarant will have to manually input the details on the container page.

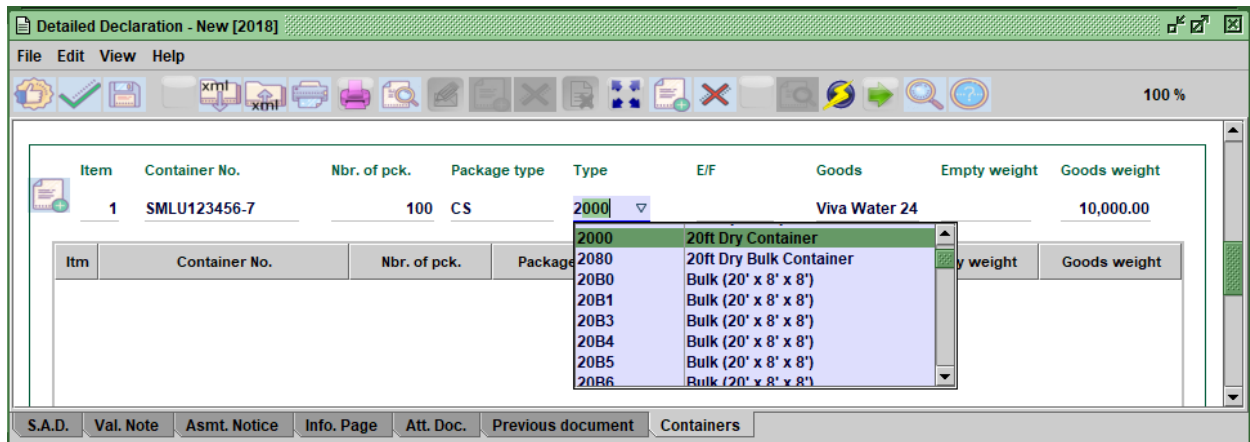


Figure 21 - Container Type

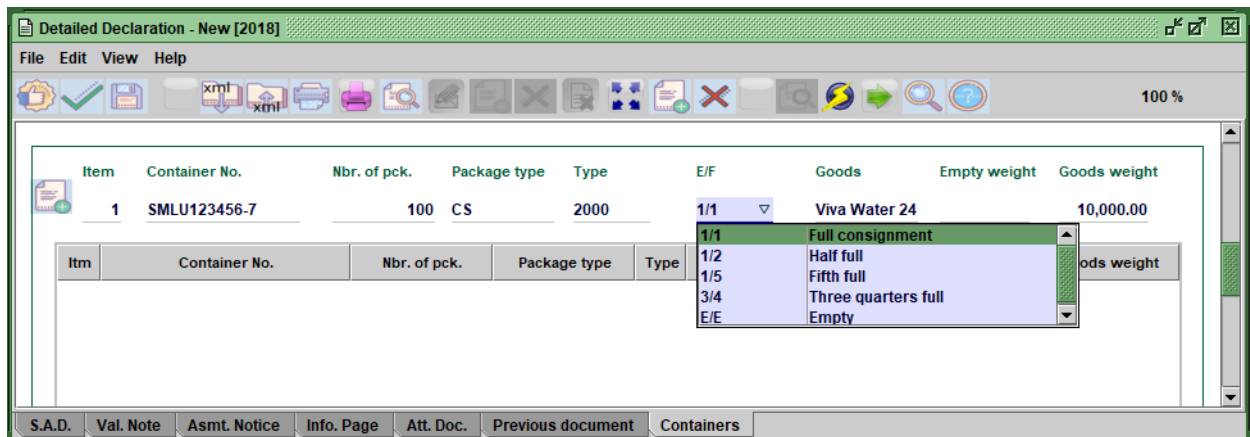


Figure 22 - Container Load

- Click on the page icon to the left of the details entered to add information to the container page.

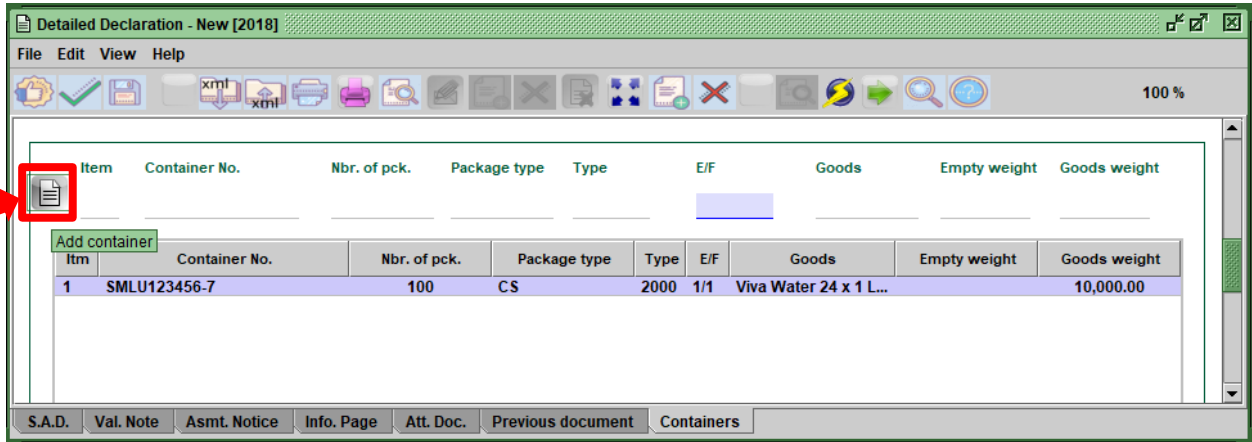


Figure 23 - Adding Containers

Tying Multiple Items to Container

- Right Click on the item line
- Select **Find** as shown in figure 24

Container Box will appear

- Click on the list of Container options (to view available containers entered at item 1)
- Select the container

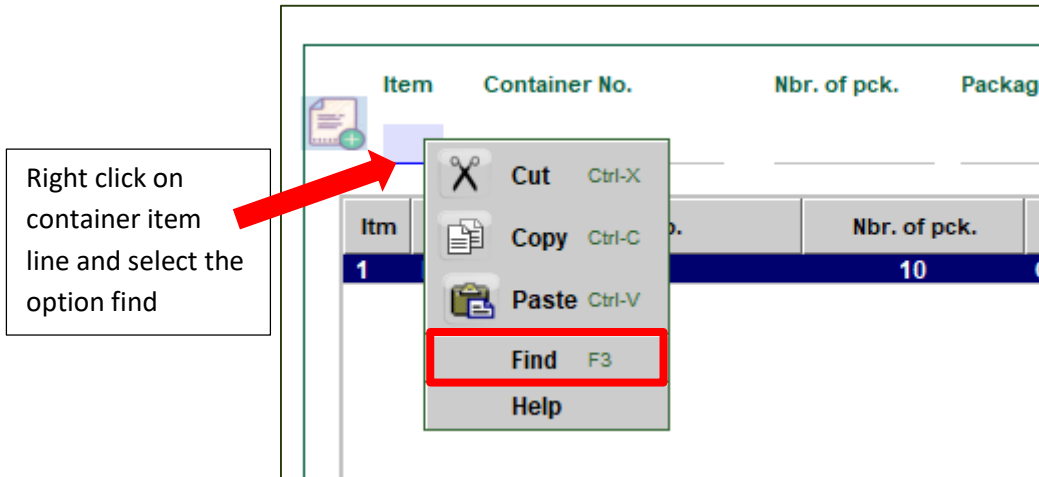


Figure 24 - Adding Containers

The below box will appear after clicking the option find.

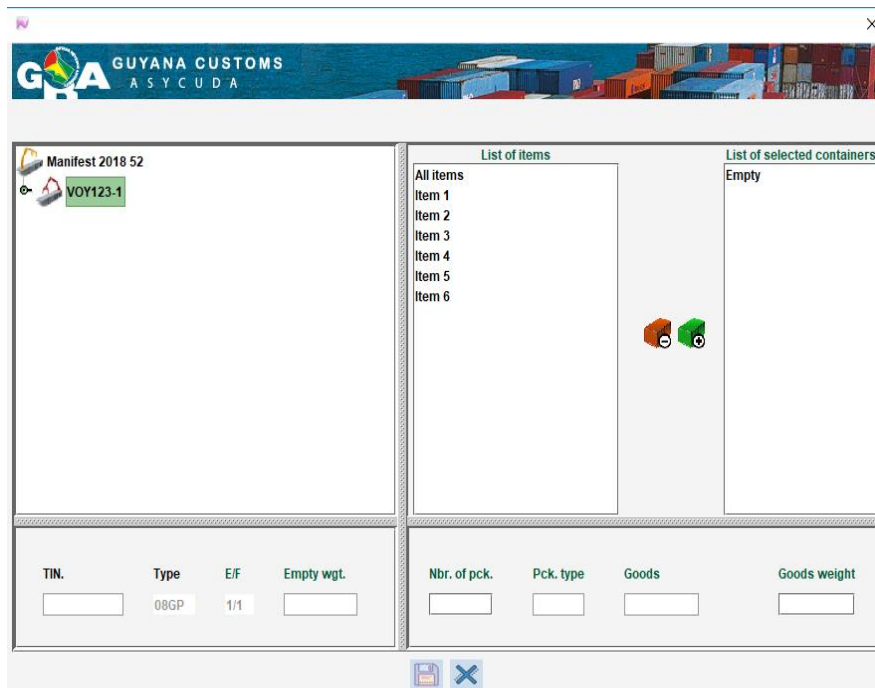



Figure 25 - Adding Container Details using container finder

- Step 1: Select the items to be added to the highlighted container (or All items if multiple items on the SAD apply)
- Step 2: Click on the Container add icon (Green Container with plus sign at the corner)
- Step 3: Select from the List of selected containers the applicable container
- Step 4 Click on the diskette  icon at the bottom of the box to create the container

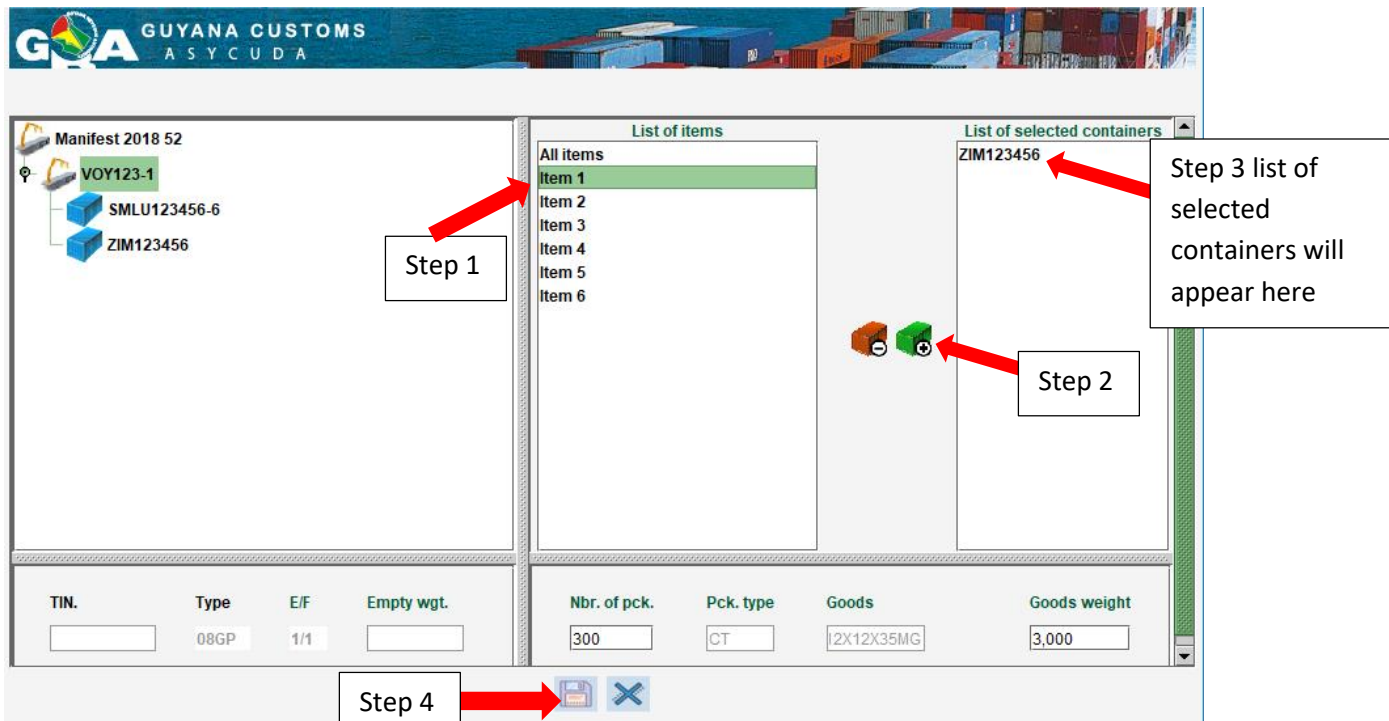


Figure 26 - Adding Container Details using container finder

All selections would then be automatically added to the container page.

Finding Declarations in ASYCUDA

To retrieve declarations within AW, follow the below path:

From Document Library click on

ASYCUDA ⇒ **Goods Clearance** ⇒ **Declaration** ⇒ **Detailed Declaration**

Right click at **Detailed Declaration** and select the option **Find** as illustrated in figure 27.

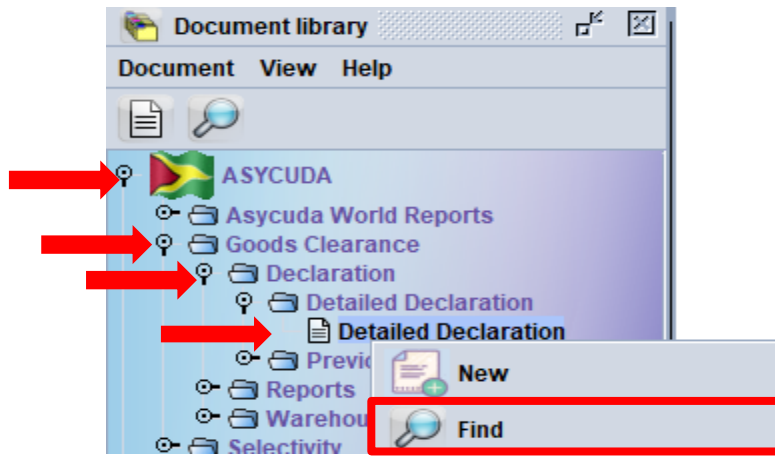


Figure 26 - Adding Container Details Using Container Finder

- The detailed declaration finder will appear as shown in figure 27

Declaration Finder Details

Name	Description	Examples (Note Format Case Sensitive)
Document Status	This allows the user to find declarations based on the declaration status in the system	Registered, Stored, Paid, Cancelled etc.
Clearance Office	This refers to the office where the declaration was submitted	GY400
Registration Serial	This refers to the Prefix Letter attached to the Registration Number given by the system	"C" in C105
Registration Number	This refers to the Registration Number given by the system without the prefix letter	"105" in C105
Registration Date	This refers to the date the declaration was registered	Selected from a calendar
Assessment Serial	This refers to the Assessment serial letter (given by the system)	"A" in A105
Assessment Number	This refers to the Assessment serial number (given by the system)	"105" in A105
Assessment Date	This refers to the date the declaration was assessed	Selected from a calendar
Declarant	This refers to the declarant code (TIN)	09 digits code (TIN)

Declaration Reference Year	This refers to the year in which the declaration was submitted	2018, 2019, etc.
Reference Number	This is a reference given by the declarant for the declaration. (The system will not allow this reference to be repeated by the same declarant in a given year)	NUMBERS or LETTERS given by declarant to the declaration (Internal)
Type	This refers to the type of procedure whether "Import or Export"	IM, EX
General Procedure	This refers to the procedure number for the type of procedure	1, 2, 3, 4, 5.....9
Exporter	This refers to the Exporter code (TIN)	09 digits code (TIN)
Consignee	This refers to the Consignee code (TIN)	09 digits code (TIN)
Total Taxes	This refers to the total amount of duty to be paid	
Selectivity Colour	This refers to the lane assignments	Red, Yellow, Green, Blue
Barcode	This refers to the barcode data	-

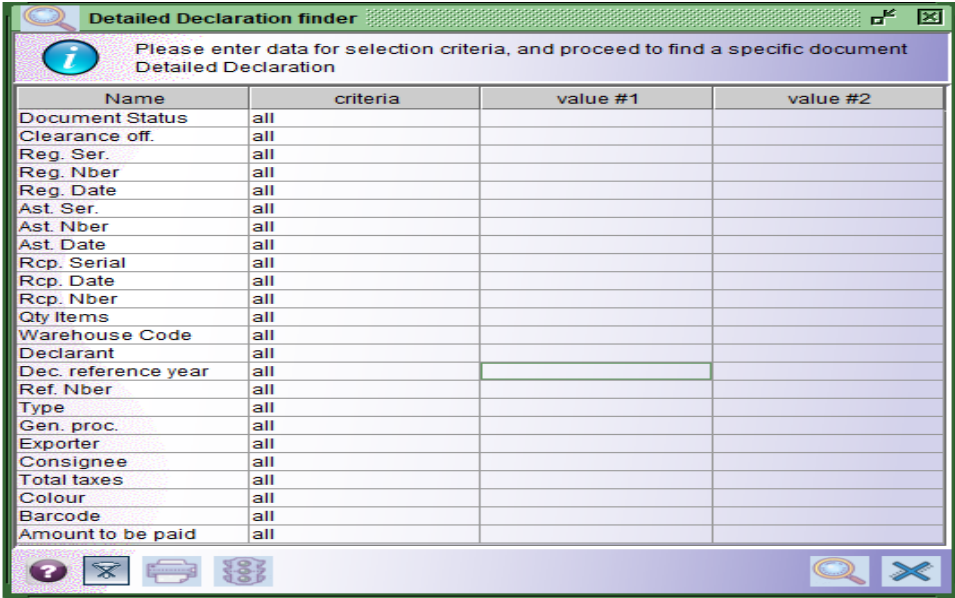


Figure 27- Detailed Declaration Finder

- Enter the search criteria and click the search icon to process the action.

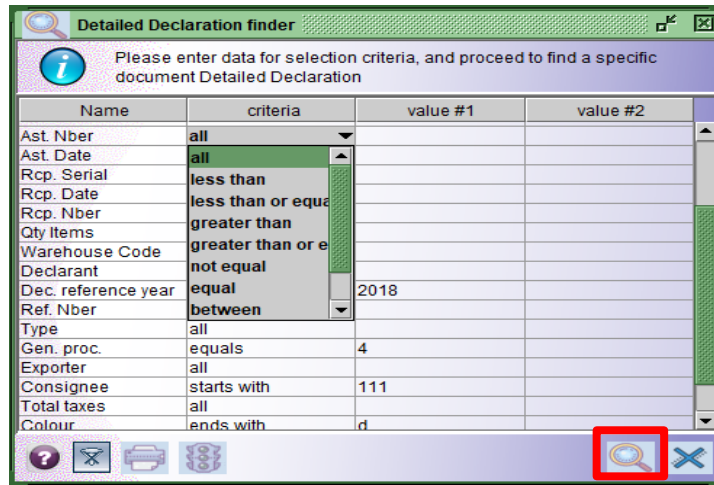


Figure 28 - Detailed Declaration (Finder Criteria)

The search results will appear based on the criteria entered.

- Right click on the desired line and select option available in need of

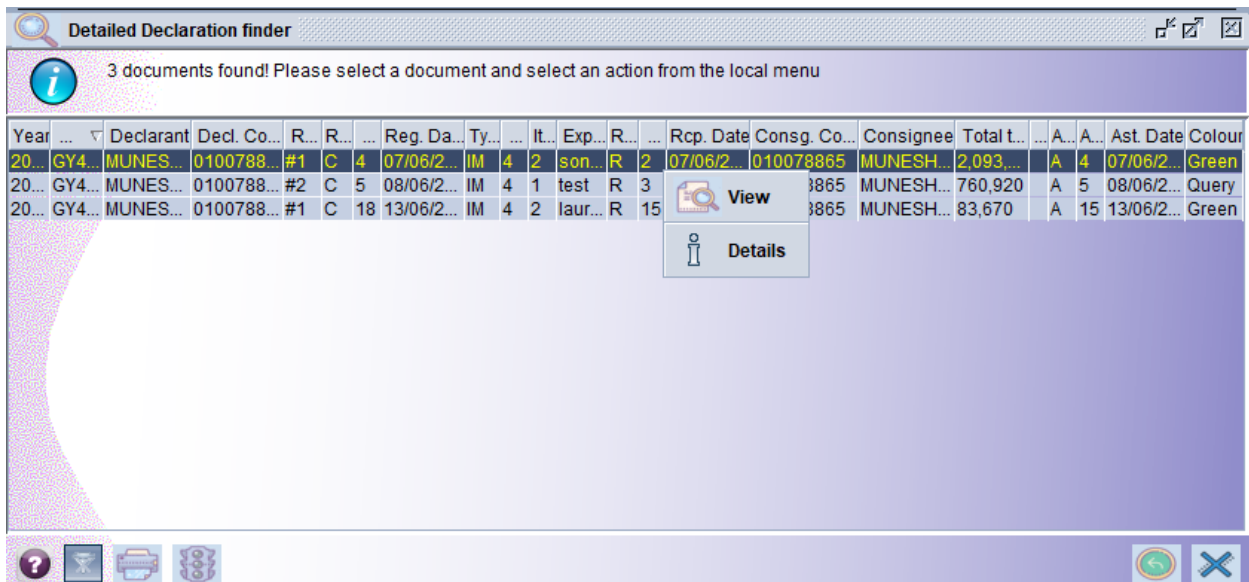


Figure 29- Search Results

- When selecting the view option from the drop down list the detailed declaration will appear. The bar to the left of the screen will indicate the number of pages on the declaration.
- It is always recommended to maximize the window you are working in

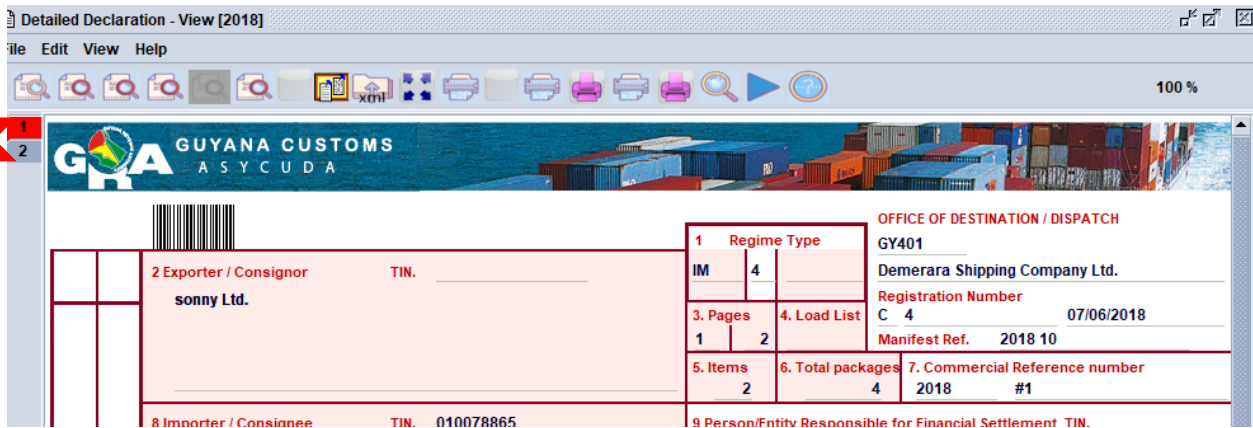


Figure 30 - View Detailed Declaration

Addressing Declarations Routed to Query Lane

To address declarations routed to the query lane Expand *Document Library* ⇒ *ASYCUDA* ⇒ *Goods Clearance* ⇒ *Declaration* ⇒ *Detailed Declaration*.

Right click at **Detailed declaration** and select the option **Find**

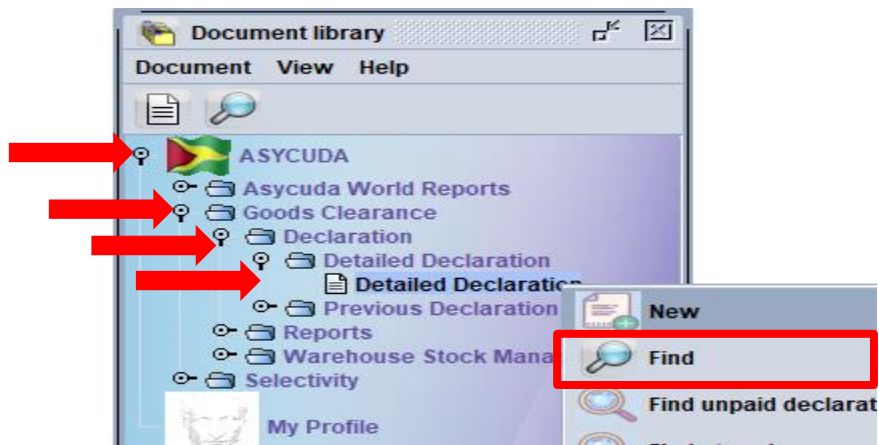


Figure 31 – Find Detailed Declaration

- The finder will appear as shown in Figure 32. Enter the criteria relevant to the declaration queried and select the search icon to process the action

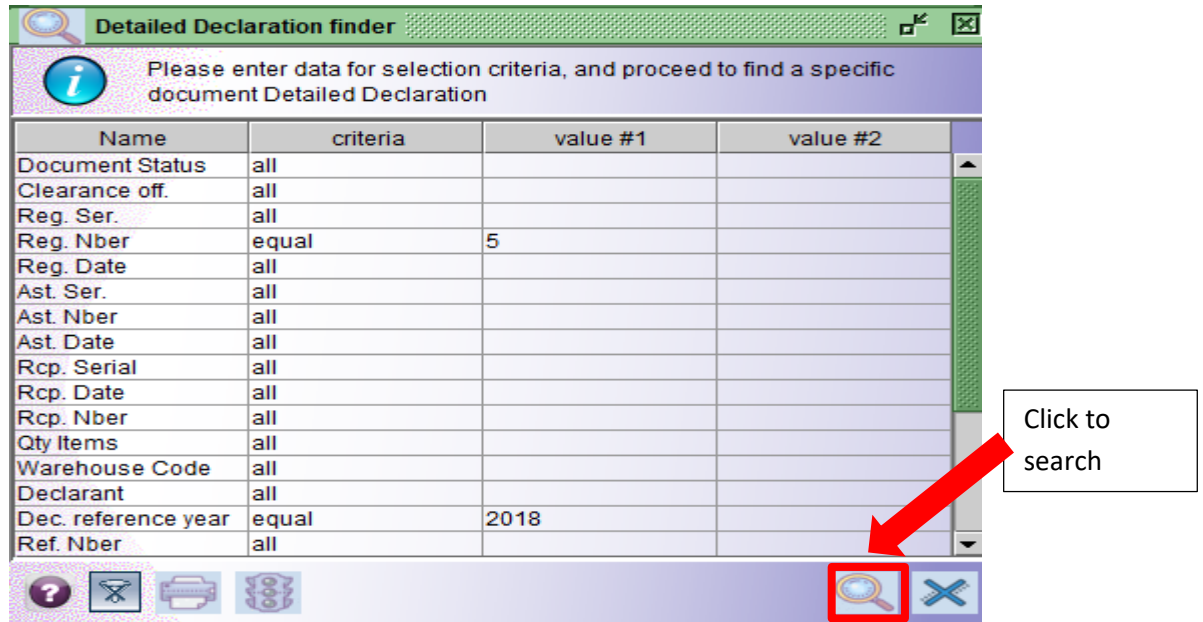


Figure 32 – Declaration Finder

- The Search results will appear, select the desired line and click the option **Retrieve**

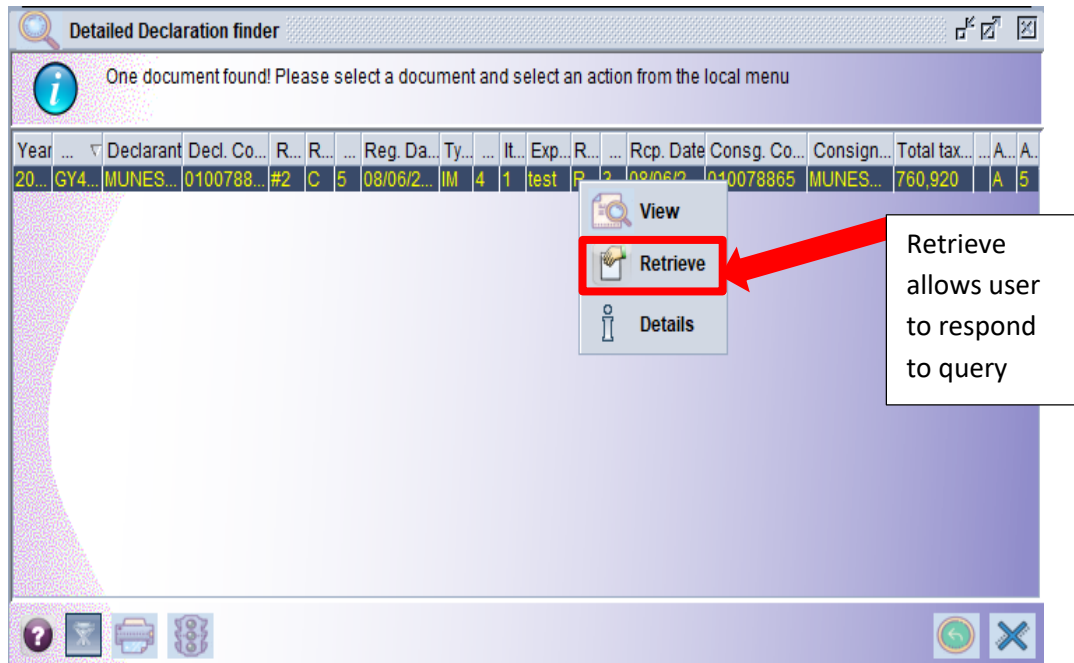


Figure 33 – Declaration Search Results


- The Detailed declaration will appear, select **View Inspection Act** by clicking the fourth search  icon, hover the mouse over the icon to identify their usage



Figure 34 – Selecting Inspection Act Icon

- The Inspection Act will appear to view the issue to be Addressed (see Figure 35)

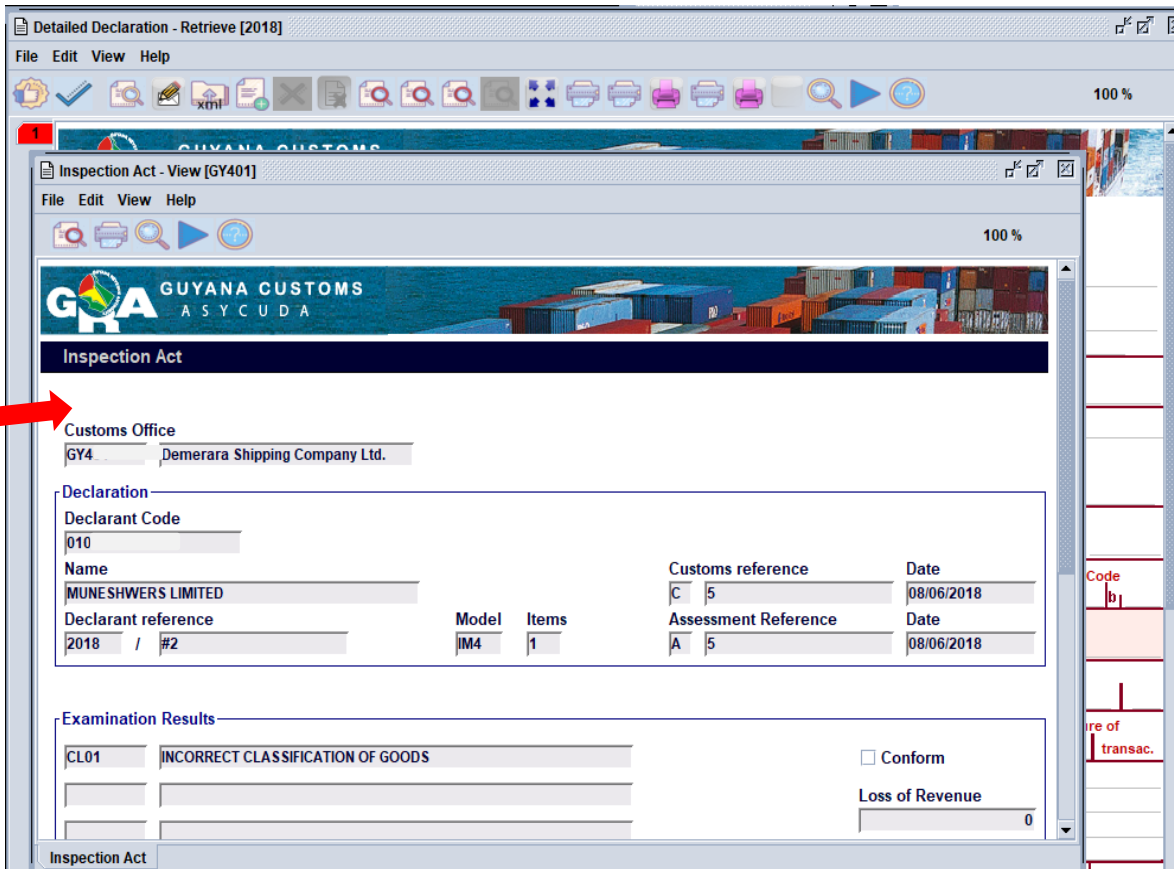
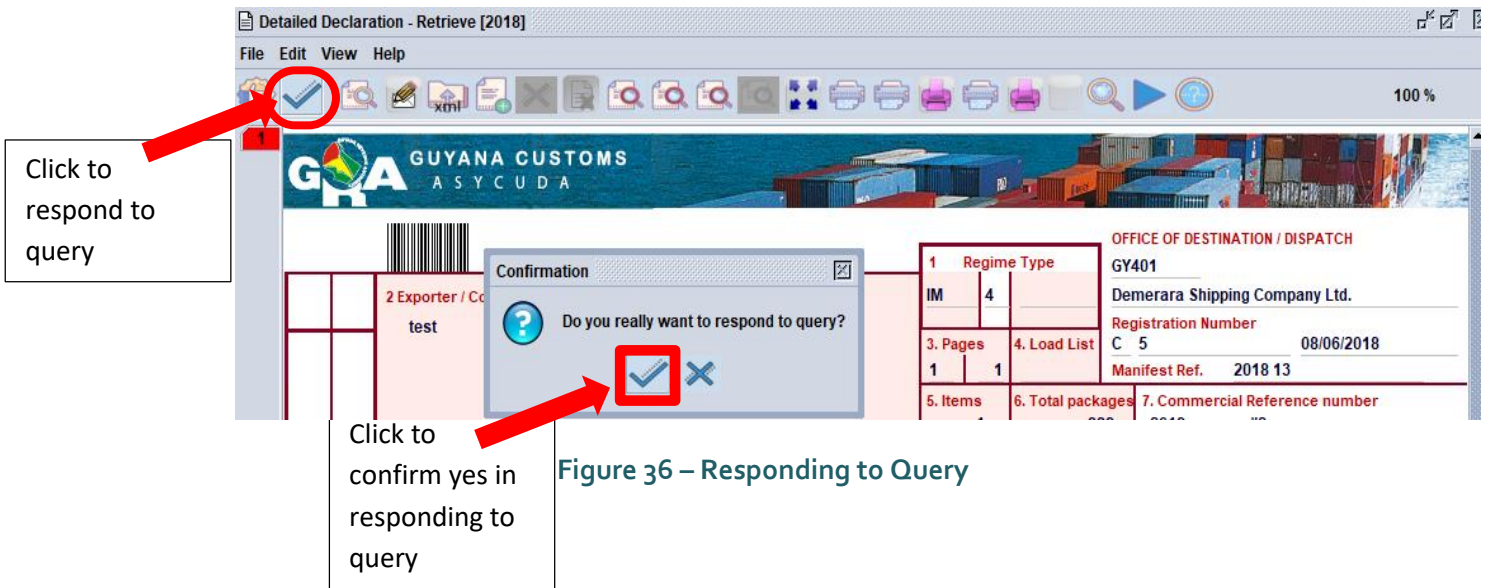


Figure 35 – Selecting Inspection Act Icon

- Address the Query then proceed by clicking the response tab (blue tick) at the top of the page. A confirmation will appear, click the blue tick to process the action as shown in Figure 36



- A transaction box will appear indicating Query response is done, click the blue tick in the transaction completed box to close document

