

# ASYCUDA WORLD SUSPENSE PROCEDURES MANUAL

## Warehousing SAD

The model of declaration for this type of SAD is IM 7.

Private warehouses are required to warehouse their products under the extended procedure code **7000**.

Duty free shops are required to warehouse their products under the extended procedure code **7100**.

### The Guarantee Account

This account is the **C58 bond** and comprised of the warehouse code. The SADs duty liability is deducted against the balance of the guarantee account. This indicated in **box 49** on the SAD.

### The Product Specification Code

This code may be alpha numeric. Consisting of a maximum of seventeen digits, it is the unique identifier for products being warehoused. It is currently mandatory to include this code when warehousing products as this code it used to identify the products at the point of the preparation of the warehouse exit SAD. Reference this in **box 33** on the SAD.

### The Warehouse Time Delay

This is the legal period in days for which the goods will remain in the warehouse before the payment of duty. Currently it is **720 days**. Input for this is required in **box 49** on the SAD.

### The Process

Access ASYCUDA WORLD and expand the binder **Goods Clearance** and follow the path:

**Declaration – Detail Declaration – Right Click – Select the NEW option.**

The system will retrieve a blank SAD requiring the declarant to key in the details of the shipment. Complete the SAD in its entirety paying attention to the following:

1. Tariff Number
2. Country of Origin
3. Specification Code
4. Supplementary Units
5. Value

# ASYCUDA WORLD SUSPENSE PROCEDURES MANUAL

Ensure that all mandatory fields are completed and proceed to assess the SAD.

At this point duties and taxes are not payable as they are secured against the **warehouse guarantee account**. However the payment of CSCP Fees or Global Standard Fees may apply.

Once paid selectivity lane must be requested for the declaration.

After selectivity the declarant may proceed to Customs for Examination and delivery of the goods.

## EX – Warehouse SAD

The models of declaration for these SADs may include EX 3 for goods sold duty free or re-exported and IM 4 for goods sold duty paid.

### Re-export Procedure Codes

**3070:** Re-exported from a private warehouse.

**3071:** Re-exported from a duty free shop, with the additional code **113** to identify duty free sales.

### Duty paid or Import Procedure Codes

4070: Duty paid from a private warehouse.

4071: Duty paid from a duty free shop.

It should be further noted that the above procedure codes should be used with the appropriate additional code where a concession is being claimed.

### The Previous Declaration

ASYCUDA WORLD has introduced the requirement of the previous entry when exiting goods from a warehouse. The information required from these entries is available through a form and may be obtained from a report in the ASYCUDA WORLD document library through the following path: **ASYCUDA – Goods Clearance – Declaration – Previous declaration – Previous Declaration.**

1. Right click the final option and select the **find** option.
2. Input the criteria for the declaration you intend to find.

# ASYCUDA WORLD SUSPENSE PROCEDURES MANUAL

3. Input the declarations' Office Code, Customs registration number and declaration reference year.
4. Use the search icon to reveal your results. The system will display a listing of previous declarations.
5. Select the declaration of interest and right click to reveal the view option.
6. View the SAD (remember to place it in full screen to reveal the bottom tabs).

## Previous Declaration Format

### General Segment

1. This area of the SAD displays a window containing a summary of all items entered into the warehouse on this particular SAD. It lists each item by SAD line number, tariff number, initial weight, and initial supplementary unit, remaining weight and remaining supplementary units.
2. This information displayed here is important in determining the remaining quantities of the items entered on the warehousing SAD.

### Items Segment

1. Here the system displays all information for a specific line of the SAD. This includes tariff number, item specification code, and country of origin, procedure code, initial weight, initial supplementary units and C.I.F. Reference unit.
2. The C.I.F Reference unit shown is the items base value in Eastern Caribbean Dollars. This value must be multiplied by the quantity of items stated in the supplementary unit field.
3. The weight reference unit should also be multiplied by the supplementary units sold. This reference figure may be obtained from the **previous entry details summary report** explained below.

## Previous Declaration Summary Report

This report is an invaluable tool for use in the preparation of **out of warehouse** SAD's and is exported in .pdf format. It is only available to authorized declarants via the ASYCUDA Reports binder and provides a summary of all the required information necessary for completing the previous declaration field on the SAD. This includes:

1. SAD Office code.
2. SAD Year.

# ASYCUDA WORLD SUSPENSE PROCEDURES MANUAL

3. SAD Reg. Number.
4. Tariff Code.
5. Specification Code.
6. Country of Origin.
7. Remaining Quantity.
8. SAD item line number.
9. C.I.F Reference Unit and Weight Reference.

The .pdf file obtained from the report should be used in its soft copy format as this will facilitate the use of the search option there by allowing the declarant to save time in retrieving information.

## **The Process**

The SAD is prepared as normal. The information keyed into the form should be as follows:

### **General Segment**

1. The items customs value is obtained by multiplying the C.I.F reference unit by the supplementary quantity. This should be stated in E.C. dollars.
2. The individual item weight is proportioned by multiplying the weight reference unit by the supplementary quantity. This reference weight value is available in the previous declaration summary report.
3. The total customs value is a summary of the individual items value and should also be stated in E.C. dollars.

### **Previous Declaration Tab**

The information required by this page is as follows:

1. Input the office code
2. Declaration year
3. Registration letter
4. Registration number
5. Previous entry item line number
6. Current entry item line number

# ASYCUDA WORLD SUSPENSE PROCEDURES MANUAL

The system will compare the information entered and any inconsistencies will be queried through a display message. If all details are in order, the declarant may add the information to the list by clicking the “add intransit option”. Complete this process for each line of the SAD.

## Assessment, Payment and Selectivity

Assess the SAD to complete the process, if there are any errors the system will present them in a display message. Ensure all errors are rectified or the declaration assessment will not be possible.

Pay the relevant duties and taxes where applicable. A selectivity lane must be requested after the declaration is paid to invoke the refund of the duty liability to the guarantee account.

## TRANSFER OF WAREHOUSED GOODS or CHANGE OF OWNERSHIP

**ASYCUDA WORLD** requires **Customs** to transfer ownership of products sold from one warehouse operator to another. The officer will request that both parties be available to present the completed **Transfer of Warehoused Goods Form** while they transfer the individual items from the **ASYCUDA** stock to the receiving warehouse owner. The preparation of a SAD is now required to credit the duty liability of the products from the guarantee account of the previous warehouse owner and debit that of the receiving owner.

The **Model of Declaration** of this type of SAD is **IM 7**.

**7070** - The products are transferred from a private warehouse to another private warehouse.

**7171** - The products are transferred from a duty free shop to another duty free shop.

**7071** – The products are transferred from a private warehouse to a duty free shop the.

**7170** - The products are transferred from a duty free shop to a private warehouse.

### The Previous Warehouse

The system requires the **previous** warehouse code to be placed in box 44. This is the warehouse code of the seller of the products.

# ASYCUDA WORLD SUSPENSE PROCEDURES MANUAL

## Previous Declaration

Since the preparation of the transfer SAD requires information from the previous declaration which previous owner of the products initially prepared. The declarant will not have access to this previous declaration in this case therefore the **Previous Declaration Details Summary Report** should be utilized for these transactions.

## The Process

The SAD preparation process is as normal with the inclusion of the information stated above.

Finalize the process by assessing this SAD and requesting a selectivity lane.