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# **CARGO MANIFEST** **MANUAL FOR** **BROKERS (MODBRK)**

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# INTRODUCTION

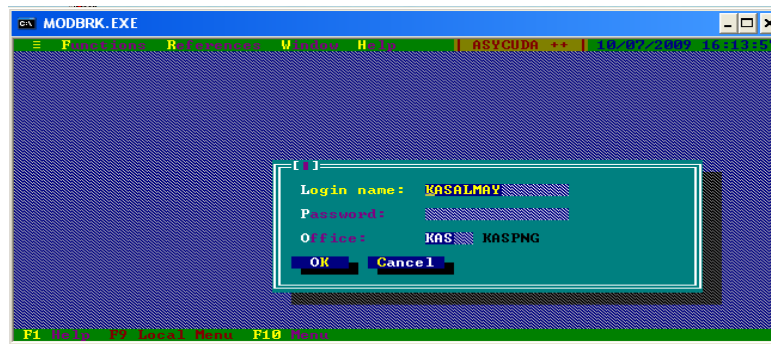
This manual is purposely for Customs Brokers to use as a guide when compiling their entry. As you are aware, there will no longer be any manifests lodged manually, same goes for manifest screening. Everything will be done electronically.

Thus, the broker will depend highly on the shipping agent to lodge the manifest before the entry is lodged. This is because the entry will be linked to the manifest via the BOL Number.

The shipping agent will input all manifest details into ASYCUDA. Once they register the manifest, a manifest reference will be assigned by the system to the agent. The broker will then be given the BOL number & they will then use this BOL number to access the details of their bill for their compiling use.

## 1. Logging In

First, after dialing in to connect to Customs, log in to ASYCUDA by keying in your **USERNAME & PASSWORD -> Enter**.



## 2. Create Your Entry

You can now key in your SAD document/Entry and make sure to local store your entry.

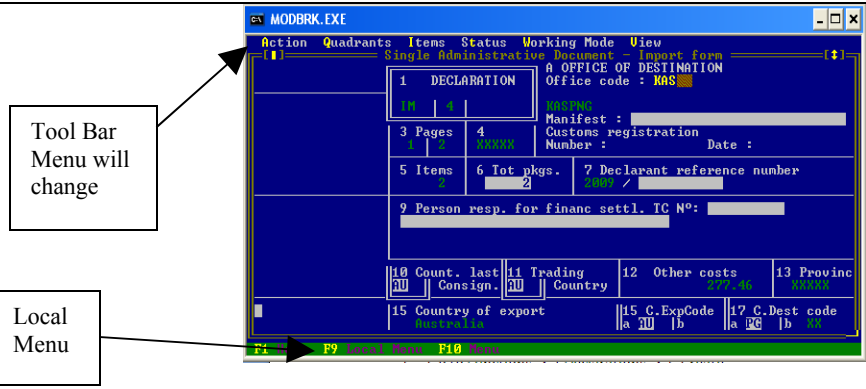
1. Go to Functions -> 2.Declarations -> 1. Create
2. Click on Create
3. Select Mode of Declaration
4. Key in details of SAD Entry

If you already have the BOL from your shipping agent than you can input the necessary details needed in your entry. If you haven't, then you can compile your entry & local store it. It can be retrieved once you have your BOL Number.

## 3. Local Storing Your Entry

To local store:

1. Click on **Local Menu** at the bottom of the screen or you can press **F9** on your keyboard or you can **left click** on your mouse. When you do this you will notice the tool bar menu will change.



2. Click on **Action**
3. Got to **(4)Local Store**
4. **Name your entry**
5. **OK**

#### 4. Retrieving Your Manifest/Bill Of Lading Details

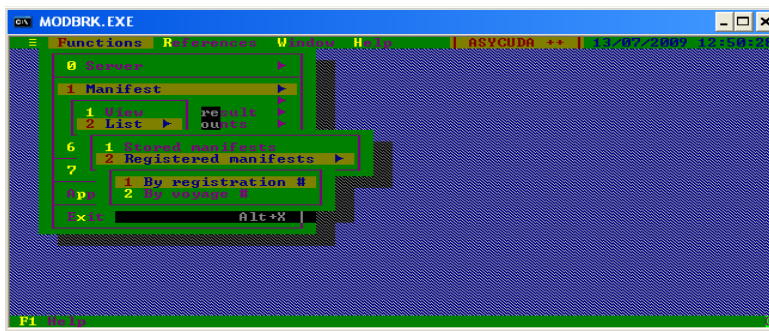
You will need some details of the BOL to compile your entry for lodgment. To do that, you must obtain the BOL Number from your shipping agent. Using this BOL number/reference, you can now obtain the rest of the details you need to compile your entry.

The important details to note for your compiling are:

- Manifest Reference
- BOL Number
- Total Number of Packages & Type of package.

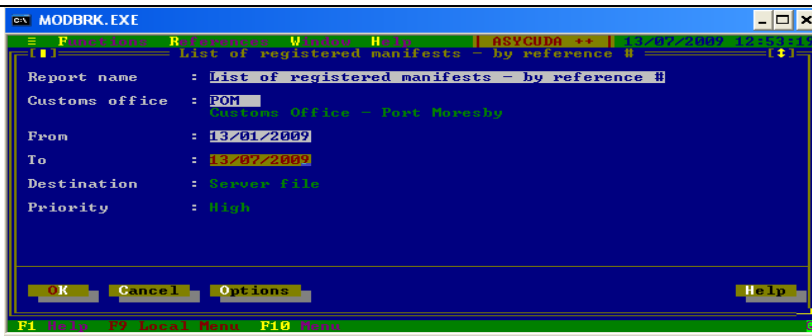
There are two (2) ways you can get your manifest details using the BOL Ref:

#### (a) Viewing the List of Bills using the Functions Tool:



1. Go to Functions
2. Go to (1)Manifest
3. Select (2)List
4. Go to (2)Registered Manifests
5. Click on (1)By Registration Number

This will give you the screen below:



1. Click on the blank space at From
2. Press Alt+D; this will give the current date ->Change the month to January (01) -> enter
3. Press Alt+D again -> Click on OK.

You will then have a screen that gives you a **Server Report Information**:

1. Click on Retrieve
2. Give your report a name -> OK.

From this you will be given a report that shows all manifests that have been submitted by the Shipping Agents. Here, you can select your manifests.

You can scroll up & down & view/take note:

- \* Manifest reference number
- \* Voyage Number
- \* Date of Departure

For example, the Manifest Reference Number is 2009/2, Voyage Number EFMCN0409S & date of Departure is 22/02/2009.

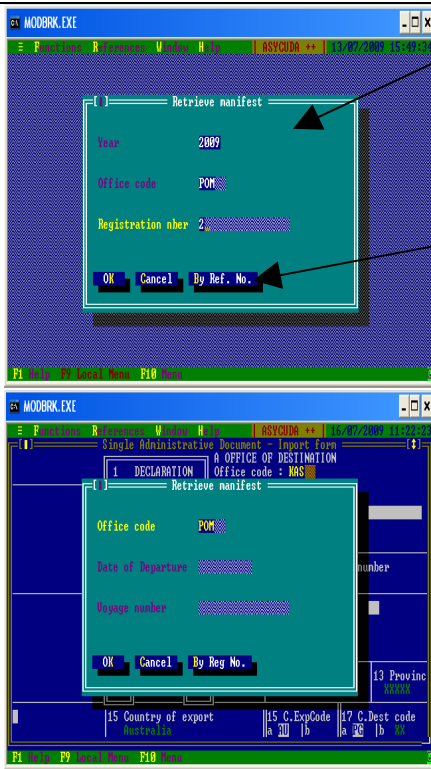
#### 4. Viewing The Details Of The Manifest/Bol

Now you can view your manifest using this information.

To view your manifest, you can either:

- Retrieve using the **Reference Number** where you enter the **Voyage Number & Date of Departure**
- Retrieve using the **Registration Number** where you enter the **Manifest Registration Number**.

In this case, we can retrieve by using the **Registration Number '2'**. Enter '2' -> **OK**.



By Registration Number  
By Reference Number

Click on this button to switch between the two screens.

To switch between the two screens:

- Click on the **By Ref. No** button at the bottom of the box.
- How to get the Scroll Bars on the screen.

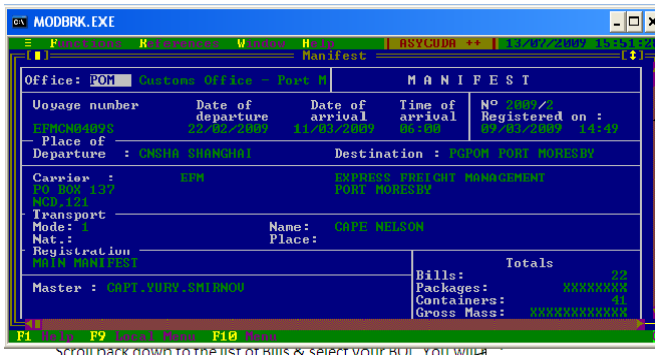
Once you click on OK, you will see a screen that shows all the listed bills on that manifest.

1. Click anywhere outside the box of bills -> the box of list of bills will change color & the scroll arrows will appear -> you can scroll up to view the general details of the manifest.



Empty space outside Box

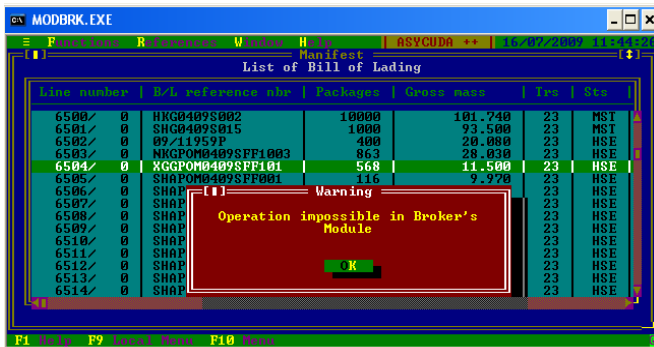
Scroll Bar that shows the arrows.



When you scroll up, you can view the details of the manifest.

6. Scroll back down to the list of Bills
7. Select your BOL.

★ You will notice that when you double click on the bill, a pop-up screen will appear warning you that you are not able to open the bill. This is because you as brokers are not permitted to view the bill. But, as we mentioned earlier, you can view the general details of the Manifest.

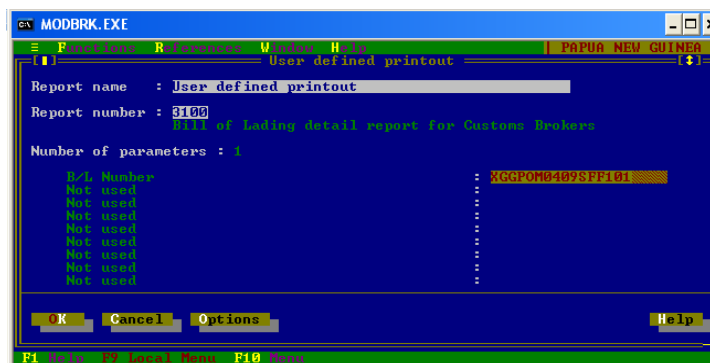


(b) Retrieving BOL Details from the ASYCUDA Server

We have written a **User Defined Report** especially for manifest purposes for the brokers. You can use this report to obtain your Bill details to be inputted into your entry.

1. Go to Functions
2. Go to (6) User Defined Printout

You will see the screen below.



3. Click on 'Report Number' & type in "3100". Please remember this number as this is the number you will always refer to to obtain the details of your Bill.
4. Press 'Enter'.
5. Key in your Bill Number -> Click on OK

In our example, the BOL Number is **XGGPOM0409SFF101**.

Once you have clicked enter, a pop-up screen will appear;

6. Click on 'Retrieve'. This is because you are asking for a report from the ASYCUDA server.
7. Give your report a name -> Click on **OK**.

A Server Report will appear showing all the details of the bill. It is important to note the following, to be used in your entry:

- Manifest Reference
- BOL

- Total Number of Package & Type

```

MODBRK.EXE
Functions References Window Help | ASVCUDA ++ | 13/02/2009 15:42:19
User defined printout
Internal Revenue Commission - Papua New Guinea
Bill of Lading Details

Office : POM
Voyage Number : EFMCM0409S
Departure Date : 22/02/2009
Arrival Date : 11/03/2009
Vessel Name : CAPE NELSON
Manifest Registration : 2009 2 (Input for Manifest Ref.)
B/L Number : XGGPOM0409SFF101 (Input for Cage 40)
Company TC Code :
Company Name : BRIAN BELL & CO
Goods Description : 1 X 20FT FCL STC: PE TARPAULIN
Goods Description :
Goods Description :
Goods Description :
Line Number : 6504/0
UCR Number : 6504
Total Number of Pkg : 568 OT (Inputs for Cage 6 and 31)
Total gross mass : 11.5

F1 Help

```

## 5. Completing The Entry

Once you have retrieved all the necessary details you need, you can now complete your entry & submit it.

### (a) Retrieving your Local Stored Entry

1. Go to Functions
2. Go to (2)Declaration
3. Go to (2)Amendment
4. Click on Local File
5. Click on the name you saved your entry under -> Click on OK
6. Key in your manifest details in their respective cages:
  - Manifest Registration
  - Bill Number
  - Total Number of Packages – make sure all your items tally up to your total number of packages.

### (b) Do a Local Check

1. Click on Local Menu or press F9
2. Click on Action
3. Click on (1)Local Check

### (c) Do a Server Check

1. Press F9 to go to Local Menu
2. Click on Action
3. Click on (2)Check

**Note: Always remember that you can only process one Bill per entry. Not more than that.**

### **Warehouse Entries:**

Please be reminded that you cannot warehouse some goods & clear some goods upon one entry – this cannot be done. Instead you will have to warehouse all the goods & then clear them one by one.



## 6. Learning Mode

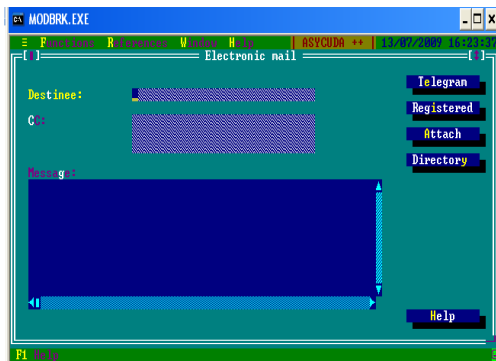
😊 When ASYCUDA goes live with the manifest module, all brokers will be put on **Learning Mode**. This means that even if your entry is not complete, whether there is no manifest attached, or the total packages are not correct, you can still assess your entry. However, you will be prompted by a warning box, asking you to confirm if you want to go ahead & assess the entry.



If you say 'NO', the entry won't be assessed & you can correct your entry. However, if you chose to assess & say 'YES', your entry will be assessed & you will be given a **Customs Reference Number**.

## 7. Electronic Mail

You can either use the ASYCUDA email system & email your Reference number to Customs to assess or you can bring this number to Customs for assessment & payment.



Using electronic email is just the same as any email system.

To use the electronic mail,

1. Go to **Functions -> Electronic Mail**.
2. Click on **Directory** to find your destinee/contact person -> click on **Local Users**
3. Select your contact ->click on **OK**
4. Click in the Message box & type in your message & include your Customs Ref No.
5. Click on **Telegram**

You should receive a pop-up screen notifying you that the message has been sent. The IEOs will also do the same when the entry has been screened & assessed. They will email the assessment number to you; you can then assess your assessment notice & raise payment for the entry.

This way, you spend less fuel to travel to & from Customs HQ. The only time you want to come to Customs HQ is when you want to make the payment.

## 8. How to use the “Reference toolbar”

The “Reference” on the toolbar is a very helpful tool to use when you are stuck when compiling your entry.

### 8.1 Country Code

If you’re unsure of a Country code for a particular country, you can use the reference toolbar to assist you.

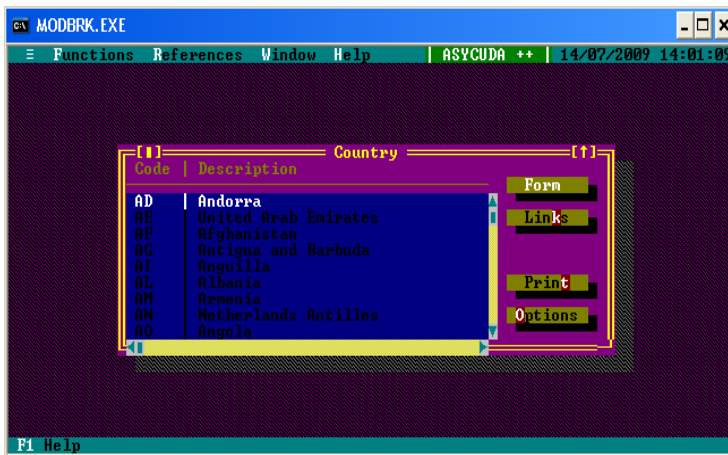
To view the Country Codes:

1. Click on Reference
2. Go to (4.) Transaction Controls
3. Click on (4.)Country

As shown below.

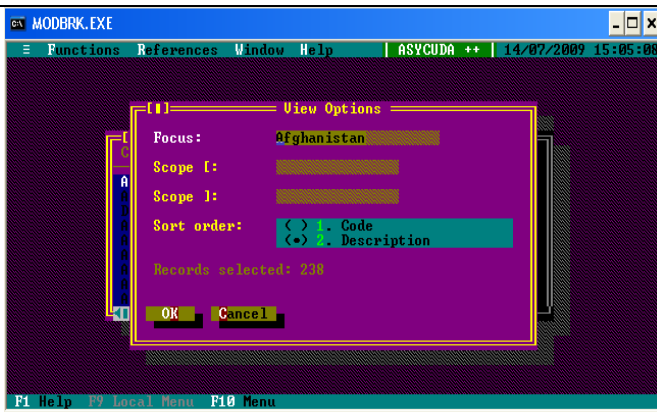


You will get a screen like the one shown below. By Default the Code listing will be in alphabetical order.



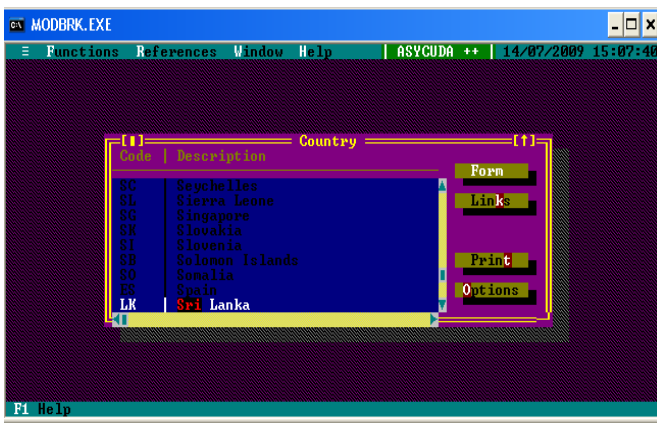
If you don’t know a Country code for a particular country you can:

1. Click on Options
- You will get a screen like this.



2. Click in (2)Description Brackets
3. Click OK

You will now notice that the list is sorted by Description alphabetically.



You can now type in the name of the country & the cursor will automatically search the country for you.

This is a more convenient and faster way to find country codes which you are not familiar with. It saves you a lot of time rather than scrolling up and down searching for the country.

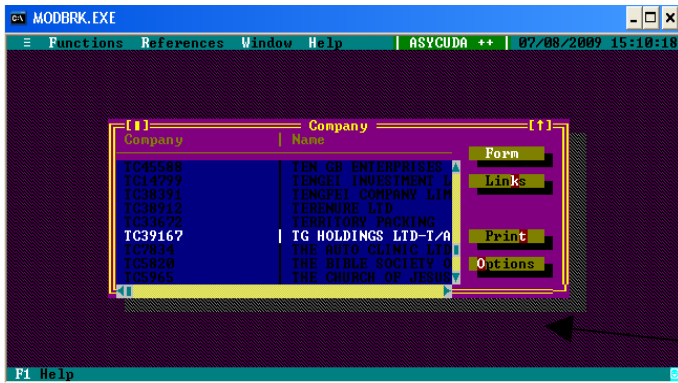
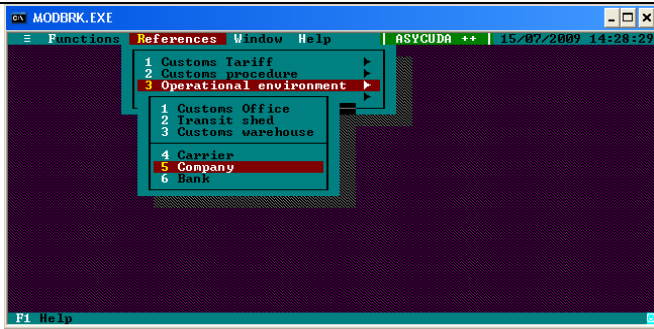
## **8.2 Company Tax File Number (TC Code)**

When compiling an entry sometimes your client will give you a wrong Tax file number for a company (TC number) or you don't know the Tax file for that particular company, then you can use your "reference" toolbar for assistance.

### **How to find a Tax file number for a Company**

1. Click on Reference
2. Go to (3) Operational environment
3. Click on (5) Company

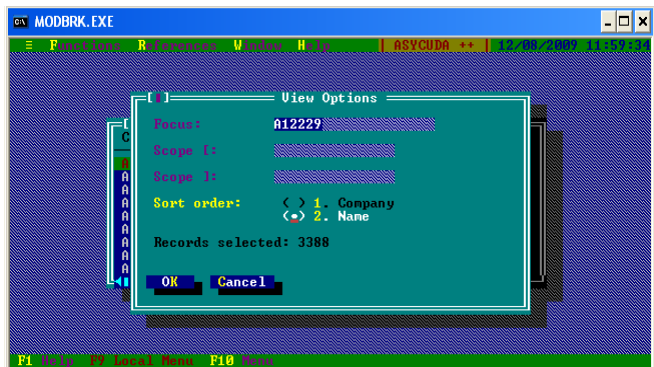
This will give you the windows below.



You will notice that the list is sorted by Company Code, by default. If you know the Company TC Number, then go ahead and type the TC Number. For example, type TC39167, & the system will automatically bring the cursor to the company.

If, for example, the company TC is not known, you can click on **Options**

You will see a View Options box appear.

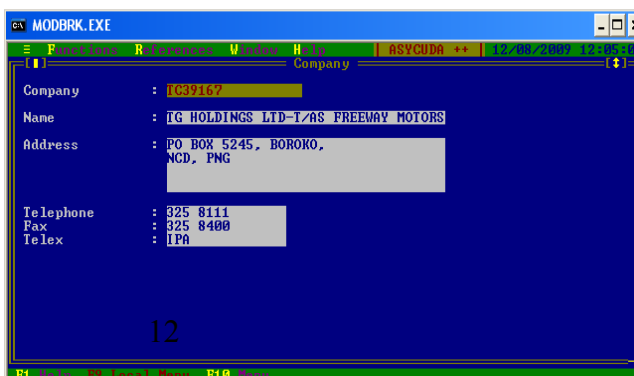


1. Click in (2)Name Brackets to select it.
2. Click OK

You will now notice that the list is sorted by Name. Go ahead and type the Company Name. The system will automatically search the company for you. Once you find the company you are after, you can view the company contact details.

### How to view Company Contact Details:

1. Click on Form



This will give the details of the company. Once you are done, you can close the box.

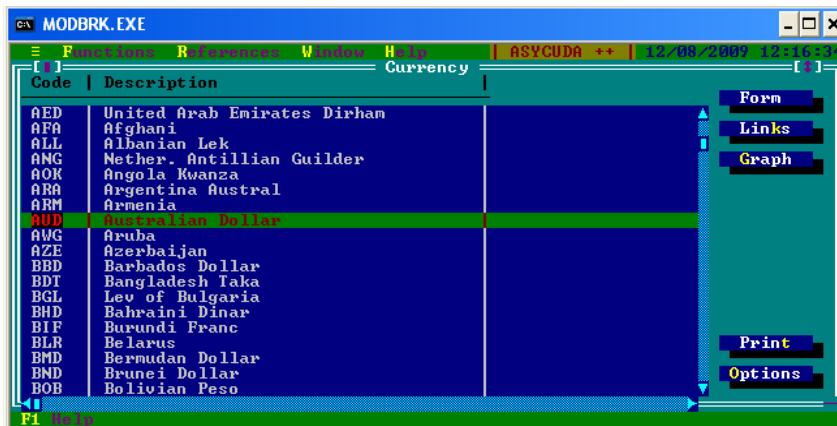
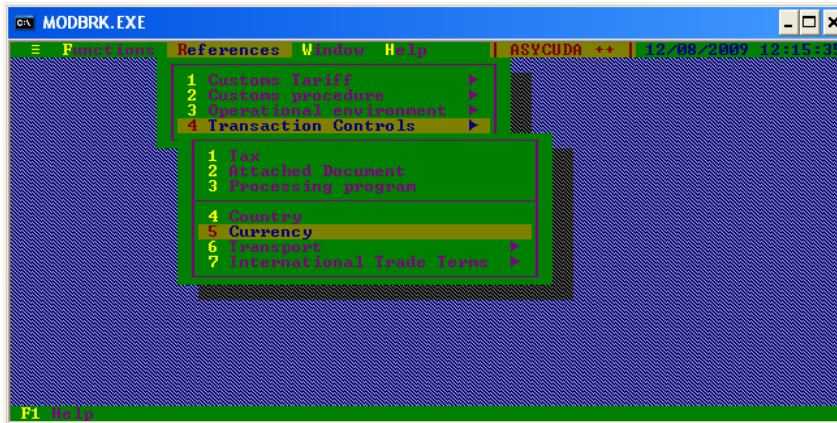
Normal procedures apply if Company TC is not in the system; fill in a G26(a) & (b) form, attach all the relevant documents & bring to our office for input & update.

### 8.3 Exchange Rates

The reference tool is also useful when trying to find out the latest exchange rates. Instead waiting for us to fax a copy, you can just view the rates using the reference tool.

#### **How to view the Exchange Rates:**

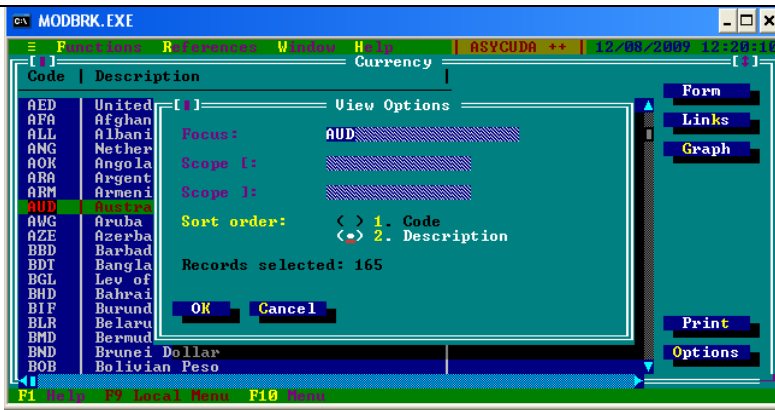
1. Go to Reference
2. Go to (4) Transaction Controls
3. Click on (5) Currency, as shown below:



Once in the Currency window, you will notice that the list is sorted by Code (Currency) alphabetically. If you know the currency code, go ahead and type the code. The cursor will automatically select the currency. If you don't know the code, you can:

1. Click on Options
2. Click in (2)Description Brackets
3. Click OK

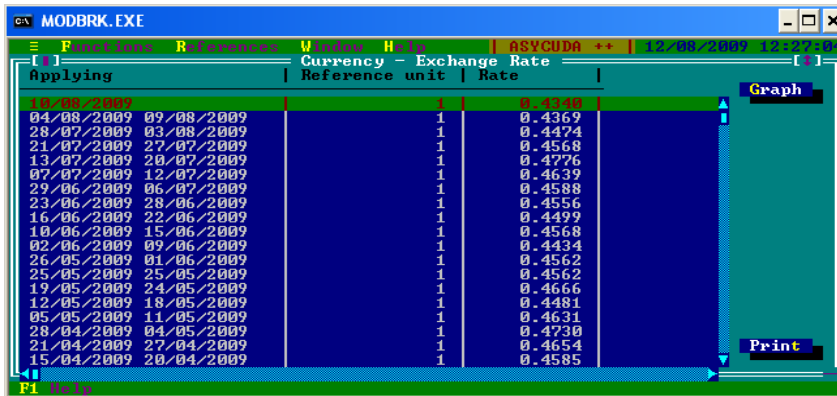
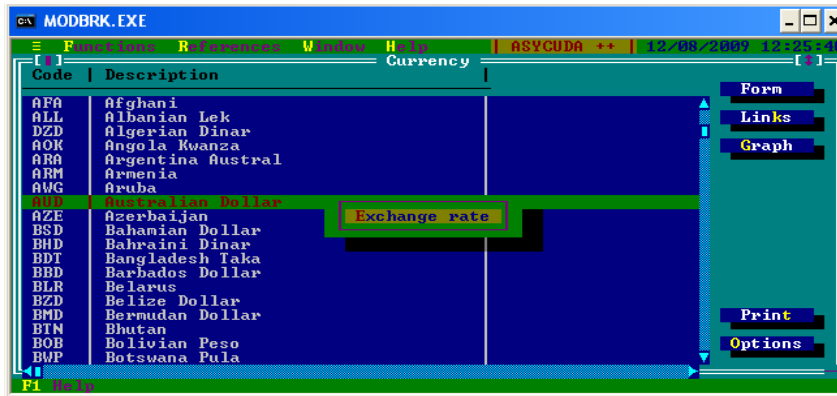
The list will now be sorted by Description; you can type in the country currency. The system will search the currency for you.



### Viewing the Exchange Rates:

Once you have selected your currency, you can now view its exchange rates.

1. Select Currency
2. Click on Links
3. Click on Exchange Rates, as shown below:



The exchange rates will appear; the latest/current being on top & dating from 1994 till present.

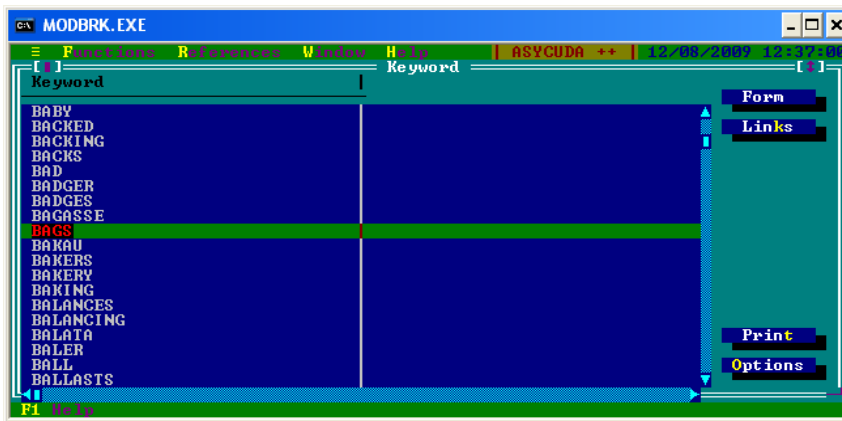
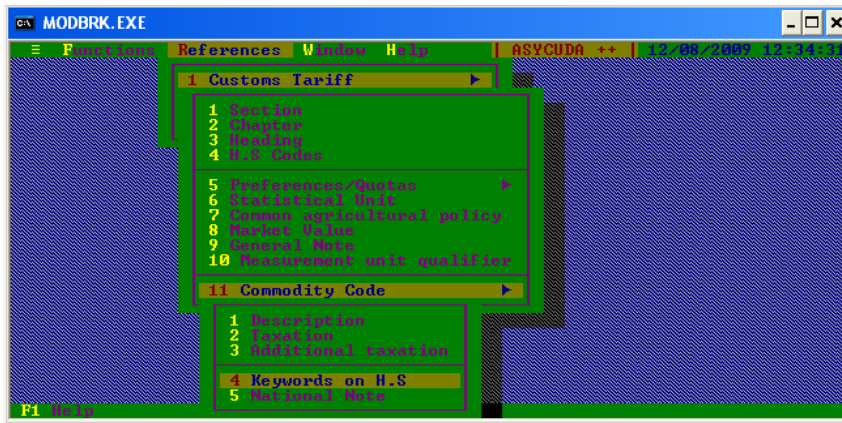
### 8.4 Tariff Codes (HS)

Having the right commodity code for a good is very important. Therefore, to help you use the right commodity code, reference tool can guide you.

Should you, for example, not know a particular commodity code, you can:

1. Go to Reference
2. Select (1) Customs Tariff

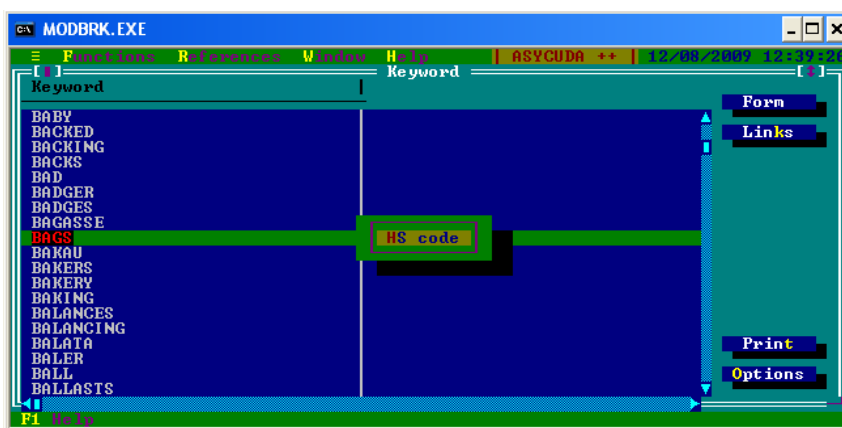
3. Go to (11) Commodity Code
4. Click on (4) Keyword on HS, as shown below:



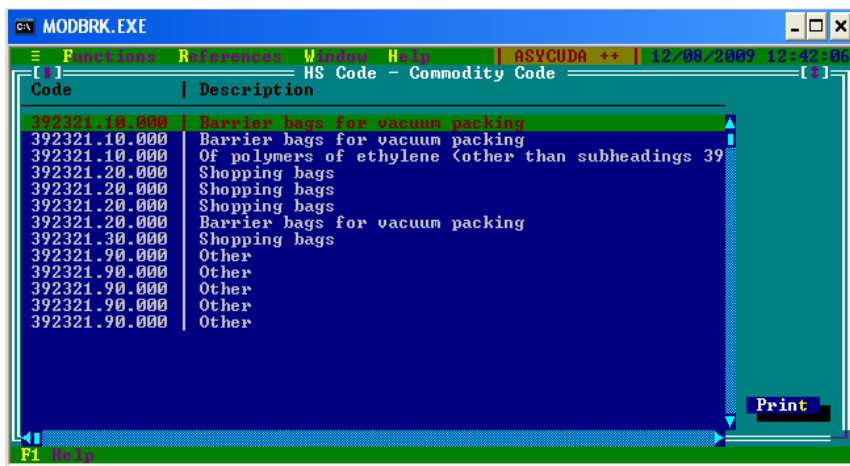
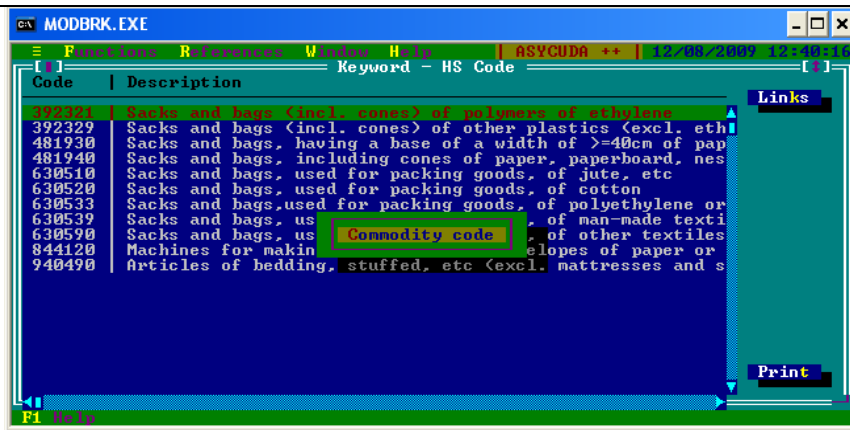
The Keyword screen will appear. Here, you can type in a word describing the good; the system will pick it up.

To view the commodity code:

1. Click on Links
2. Click on HS Code



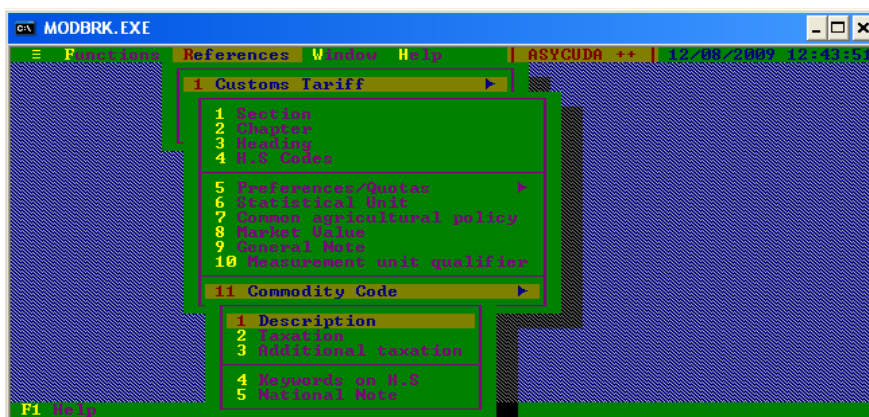
3. Select, again, the description of the good
4. Click on Links
5. Click on Commodity Code, for the exact commodity code you are after.



Viewing the different rates applied:

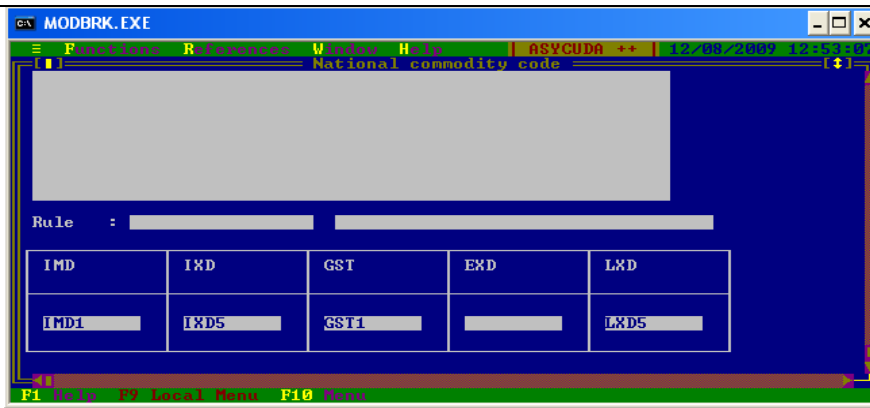
Say, for instance, you know the commodity code, but you would like to know what rates are applied to that commodity; simply:

1. Go to Reference
2. Go to (1) Customs Tariff
3. Go to (11) Commodity Code
4. Click on (1) Description



5. Type in your commodity code
6. Click on Form



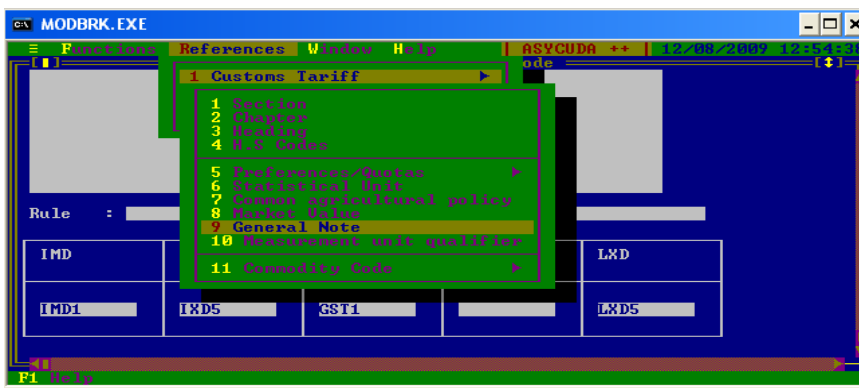


Click anywhere in the empty spaces on the form, this will display the scroll bar arrows. Scroll down to view the rates. You will notice that the rates are in code.

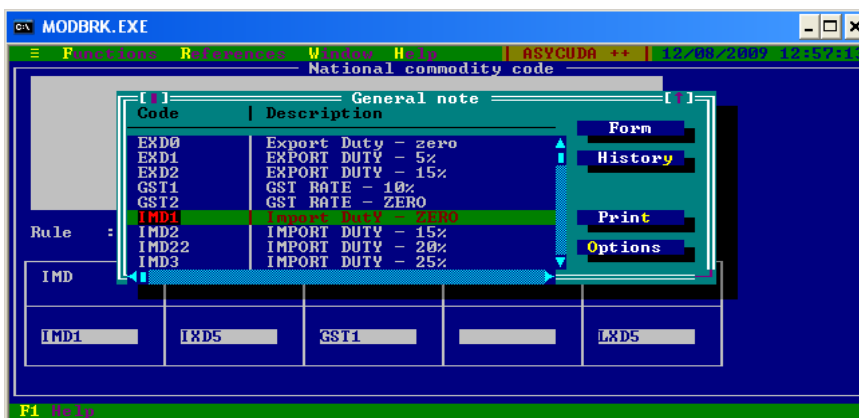
### Viewing the actual rates:

To view the actual rates of the commodity, keep the current window open, and

1. Go to reference
2. Go to (1) Customs tariff
3. Click on (9) General Note



Here, you can just type in the code & the system will search the code for you & give you the rate you are after.



## Conclusion

Should you need any other assistance during our manifest implementation, please do not hesitate to contact us on the given contact details.