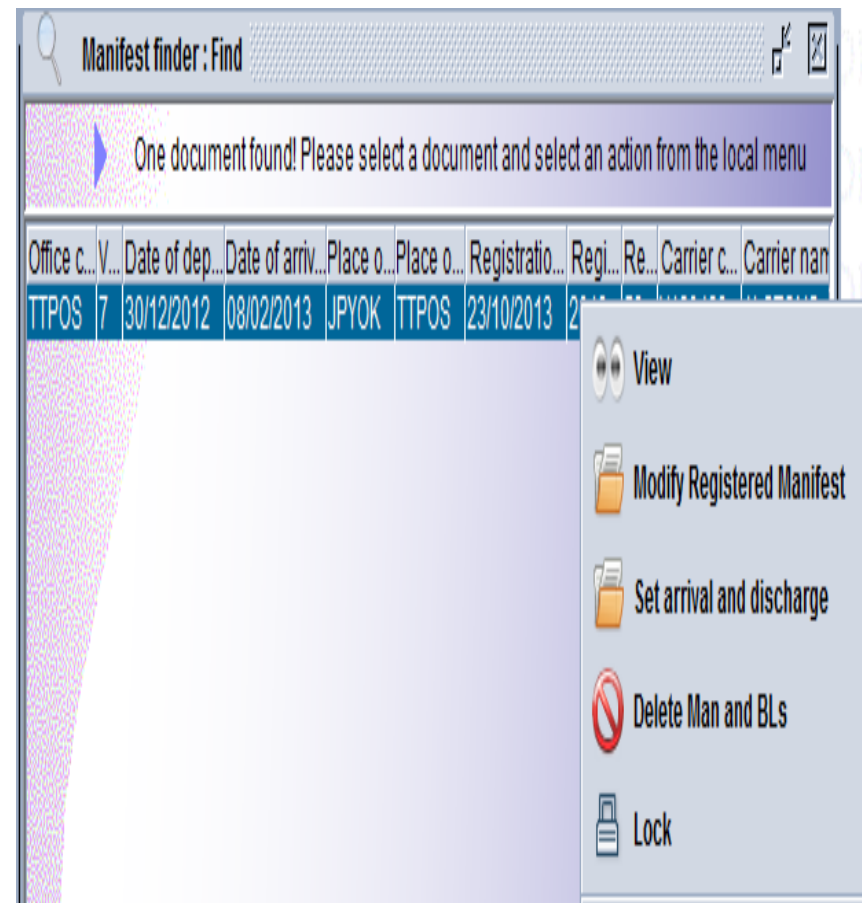
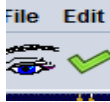


# SETTING ARRIVAL & DISCHARGE DATES & TIMES

- Retrieve the manifest.  
(Left click on ASYCUDA, left click on manifest then right click on manifest, choose find).
- Enter manifest details in the finder.
- To open the manifest choose the option 'set arrival and discharge'.



# SETTING ARRIVAL & DISCHARGE DATES & TIMES

- Enter dates and times of arrival and discharge.
- Select the green tick  on the tool bar to save the information.

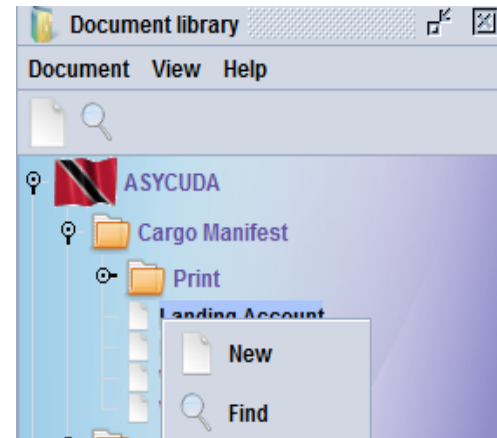
Date of arrival	Time of arrival	Registration Number
06/09/2013 ▾		2013 / 23
Date of registration	Last discharge date & time	
09/09/2013	11:38	

Initially it was requested that the agent provide the arrival date, time and the last date of discharge.

In the near future Customs will be interfacing directly with the port for this information.

# Submitting a landing account.

- Open a new Landing Account. (Left click on ASYCUDA, left click on Manifests then right click on Landing Account, select new.)



# Submitting a landing account

- Complete the manifest information by inserting the Customs Office Code, the registration number (year/date), the Voyage/Flight Number and Date of departure.
- Use the Tab button or enter to advance from one field to the other.

Landing account

Manifest information

Customs office	Registration number					
TTPOS	2013	/	23			
Voyage/Flight N°	Departure date	Last discharge date & time		Deadline for submission		
05SB	06/09/2013	29/10/2013	07:47	30/10/2013	07:47	

Must also include the port where the manifest will be submitted, the year and registration # assigned. The rest will be computed by the system (arrival date, deadline date etc).

# Submitting a landing account

- Select the type of amendment ('add waybill', 'excess/shortage' or 'correct as manifested' ) on the drop down menu.
- Enter the Bill of lading/Airway Bill reference number
- Complete the Justification for Amendment field.
- Upload supporting document (Forms C7 or C8).

Landing account

Manifest information

Customs office	Registration number
TTPOS	2013 / 23

Voyage/Flight N°	Departure date	Last discharge date & time	Deadline for submission
05SB	06/09/2013	29/10/2013 07:47	30/10/2013 07:47

Waybill and amendment information

Type of amendment

Excess/Shortage Amendment by addition/deduction


Reference number	Type	Nature	Line number	Manifested packages	Manifested gross mass
MIAPSO1673	711	23	5	3	34.00

To the Comptroller: Justification for amendments Just. reference

GOOD DISCHARGED AT PREVIOUS PORT

The C7/C8 forms will soon be an online form for completion. This takes the place of the “No Objection” process. Attachment requirements – PDF, 2MB limit. If there are no discrepancies between the manifested cargo and the landed cargo select the check box after “Voyage #”. The system will not request any further info.

# Submitting a landing account

- Save the information by clicking on the icon add way bill.
- Return to the section waybill and amendment information if there is a need to report more than one change.
- Click on the store icon in tool bar to store the application. 
- Note the Landing Account number (It is the same as the registration number of the manifest)

**Landing account**

Manifest information

Customs office	Registration number
TTPOS	2013 / 23

Voyage/Flight N°	Departure date	Last discharge date & time	Deadline for submission
05SB	06/09/2013	29/10/2013 07:47	30/10/2013 07:47

Waybill and amendment information



Type of amendment

Reference number	Type	Nature	Line number	Manifested packages	Manifested gross mass

To the Comptroller: Justification for amendments

	Just. reference

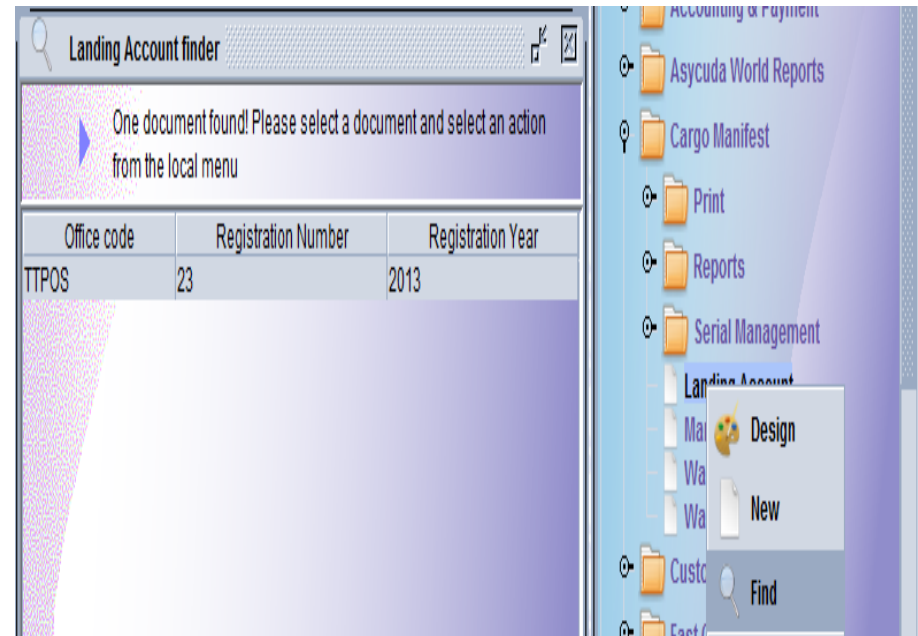
Waybill reference	Modification	Justification
MIAPOS01673	Excess/Shortage	GOOD DISCHARGED AT PREVIOUS PORT



This can be done gradually as the information comes in saving changes until completed.

# Submitting a landing account

- Retrieve the Landing Account. (Left click on ASYCUDA, left click on Manifests then right click on Landing Account, select find.)
- In the results window, place the cursor on the line where the Landing Account occurs.
- Right click and select retrieve.



# Submitting a landing account

- Place cursor on the line where the amendment information occurs (It appears in bold in the bottom segment of the Landing Account).
- Right Click and Select Amend BL.

**Manifest information**

Customs office	Registration number		
TTPOS	2013 / 23		
Voyage/Flight N°	Departure date	Last discharge date & time	Deadline for submission
05SB	06/09/2013	29/10/2013 07:47	30/10/2013 07:47

**Waybill and amendment information**

Type of amendment

Reference number	Type	Nature	Line number	Manifested packages	Manifested gross mass

To the Comptroller: Justification for amendments

Just. reference

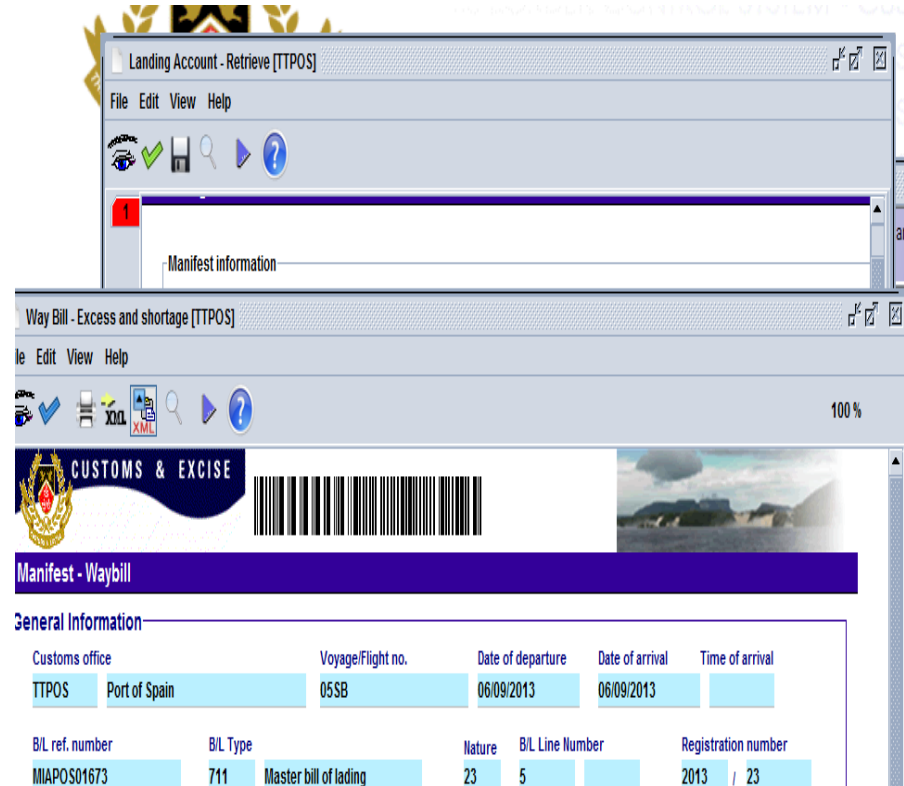
Waybill reference	Modification	Justification
MIAPOS01673	Excess/Shortage	DD DISCHARGED AT PREVIOUS PORT

Amend BL  
Remove



# Submitting a landing account

- Make the adjustments on the Bill of Lading.
- Save the changes by clicking on the blue tick in the tool bar.
- The Landing Account Application will remain open during the tasks.
- Once all changes are completed, submit the Landing Account by choosing the Green Tick in the tool bar. (This signifies your submission of the Landing Account to Customs)



The screenshot shows two overlapping windows from the TTPOS system. The top window is titled 'Landing Account - Retrieve [TTPOS]' and has a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with icons for a green checkmark, a blue checkmark, a magnifying glass, a play button, and a question mark. The main area of this window is labeled 'Manifest information'.

The bottom window is titled 'Way Bill - Excess and shortage [TTPOS]' and also has a menu bar with 'File', 'Edit', 'View', and 'Help'. Its toolbar includes icons for a blue checkmark, a printer, a magnifying glass, a play button, and a question mark. The main area of this window features the 'CUSTOMS & EXCISE' logo, a barcode, and a 'Manifest - Waybill' section. Below this is a 'General Information' table.

Customs office	Voyage/Flight no.	Date of departure	Date of arrival	Time of arrival
TTPOS	Port of Spain	05SB	06/09/2013	

B/L ref. number	B/L Type	Nature	B/L Line Number	Registration number
MAPOS01673	711	Master bill of lading	23	5
				2013 / 23

Only select the "Green Tick" when ready to submit to Customs. Once this is done it can no longer be adjusted. If however, an adjustment is needed *within* the deadline date, a new landing account can be done and will be shown as an addition to the original.