



PERMIT MANAGEMENT AND CONTROL

November 2017



Other Government Agencies
Guide

Document Revision History

Version	Date Issued	Department	Author	Comments
0.1	31/05/2016	ASYCUDA	NPT	Version 0.1
0.2	16/11/2017	ASYCUDA	NPT	Version 0.2

Table of Contents

List of Figures	3
Tables.....	4
ACRONYMS	6
Introduction	7
Customs and Excise Act and Regulations	7
Overview	8
Part One	8
1.1 Creating a Permit.....	8
1.2 Updating a Permit.....	19
Part Two	22
2.1 Transactions Report.....	22



List of Figures

Figure 1: Login Name, password and validation of Credentials	8
Figure 3: AW Main Menu	10
Figure 4: Creating a Quota	11
Figure 5: Maximizing a page.....	11
Figure 10: Quota Code Description	13
Figure 11: Administration Code	13
Figure 12: Customs Office Code	14
Figure 13: Company Code.....	14
Figure 14: Start Date	Error! Bookmark not defined.
Figure 15: Expiry Date	Error! Bookmark not defined.
Figure 16: Commodity Code.....	Error! Bookmark not defined.
Figure 17: Country of Origin	Error! Bookmark not defined.
Figure 18: Net Weight, Quantity, Value and Currency Code	17
Figure 20: Register a Quota or Permit.....	18
Figure 20: Add Item	18
Figure 22: Retrieve Document	19
Figure 23: Quota Update	Error! Bookmark not defined.
Figure 24: Updating Net Mass	20
Figure 25: Generating a Transaction Report	Error! Bookmark not defined.
Figure 26: Search Parameters for Quota.....	23
Figure 27: Import Permit.....	24
Figure 28: Transactions Report	25





Tables

Table 1: Definition of Icons 5
Table 2: Description of Tabs..... 25
Table 3: Description of Columns..... 25



Table 1: Definition of Icons

ICON	DEFINITION
	Add Item
	Document Library
	Verify
	Register
	Search
	Active Item / Report
	Inactive Item / Report
	Maximize Icon
	Minimize Icon
	Close Icon

ACRONYMS

OGA	-	Other Government Agencies/Administrations
ASYCUDA	-	Accounting Systems for Customs data
MOU	-	Memorandum of Understanding
NAMBOARD	-	National Agricultural Marketing Board
SAD	-	Single Administration Document
SDB	-	Swaziland Dairy Board
SEA	-	Swaziland Environmental Authority
SRA	-	Swaziland Revenue Authority
TIN	-	Taxpayer Identification Number
ITD	-	International Trade Department



Introduction

The SRA and OGAs are working towards the use of ASYCUDAWorld based Multi-Agency Risk Management System at the country's borders. Multi-Agency Risk Management involves interventions to the flow of cross border international trade traffic by the SRA Customs and OGAs present at the borders. The main aim is to achieve Border Management objectives of Trade Facilitation and Effective Controls. However this has been acknowledged to be an insurmountable task in some instance hence the need to coordinate the intervention to lessen the delays and cost of clearing goods at the borders. The SRA / Customs Department is mandated by law (s113 of the Customs and Excise Act, 1971) to enforce restrictions and prohibitions on imports and exports as enacted in any statute in Swaziland.

The world also acknowledges the need for a coordinated approach of border agencies in the Trade Facilitation Agreement of 2013 (Bali Agreement). Benefits of the Multi-Agency Risk Management to the country among other elements of a national and strategic nature are an opportunity to lay a foundation to build up to Coordinated Border Management, an electronic Single Window can be a lot easier on the basis of effective coordination among Government Agencies, Contribution to Ease of Doing Business Ranking for the Kingdom, Contribution to targets in the Investor Road Map, Contribution to Vision 2022 and other National Development Programs and Compliance with International / Regional Conventions / Protocol / Agreements.

At institutional level, Other Government Agencies or Administrations (OGAs) in collaboration with SRA, are able to manage, control and get accurate statistics on permits for restricted goods which they issue to qualifying importers and / or exporters. This document, however, is intended to be used as a guide for OGAs which implement adopted new changes that this initiative brings onto the Border Operations.

Customs and Excise Act and Regulations

Prohibitions and Restrictions

113 (1) the import of the following goods is hereby prohibited – 439

(f) goods the import of which in terms of this act or any other law required to be authorized by a permit, certificate or other authority, unless imported under such permit, certificate or other authority which purports to have been issued thereunder (Amended A.2/1985)

(2) Goods which purport to have been imported under a permit, certificate or other authority referred to in subsection (1) shall be deemed to have been imported in contravention of that subsection unless such permit, certificate or other authority in question is produced to the controller.

(9) The export of goods the export of which is in terms of this Act or of any other law required to be authorized by a permit, certificate or other authority, is hereby prohibited unless exported under such permit, certificate or other authority which in terms purports to have been issued thereunder, and such permit, certificate or other authority is produced to the controller before export of such goods.



Overview

In Swaziland the SRA Customs adapted the Quota control function and developed a permit management and control function for restricted goods. The system allows the capture, validation and registration of Government permits in ASYCUDA. When restricted goods are imported, the relevant permit is updated by the system. Quantities and volumes for each declaration processed are deducted from the balances brought down since the last transaction. When the available quantities are exceeded, the system stops further registration or assessment of additional Customs declarations. If the Value is exceeded, the system returns negative values pertaining to the quantities being acquitted. Reports are available in the system and can be generated or viewed to monitor the permit balances on quantities and values. Summary details on the balances remaining at any one time can be viewed from respective permits.

The facility provides for transparency within the clearance processes as traders are able to enjoy Pre-clearance benefits which include reduced traffic congestion at border offices. In addition, the manual marking off of hard copy permits for each restricted consignment imported and subsequent manual reconciliations by Customs and the OGAs is in the past. The system is capable of generating reports for these purposes.

The access and use of the ASYCUDA is controlled. All prospective users are expected to undergo ASYCUDA training, and successfully sit for a competency test in line with the SRA ICT policy. Subsequently, the prospective user must submit an application to use the system. On its approval by SRA, the prospective user is created in the system.

The user guide consists of screen shots to guide the user from creating to registering of permits in ASYCUDA. It also includes steps for retrieving the transactions report to view balances, which are given per product.

Part One


In order to create and subsequently register a Permit, the user is required to submit an application form to SRA. Upon application approval; the SRA administrator issues the User identification comprising the User- name and a password. Steps to log into the ASYCUDA system are outlined below and illustrated by screen shots.

1.1 Creating a Permit

Figure 1: Login Name, password and validation of Credentials





- Capture login name,
- Capture password, and
- Click tick  icon to validate the credentials.

The Login name and password are unique for every user to ensure confidentiality. For security reasons these cannot be shared.



Click on the icon for “Document Library” shown below in Figure 2 to activate the Document Library where most of the folders are found, as displayed by Figure 3.

Figure 2: Document Library

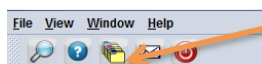


Figure 3: AW Main Menu

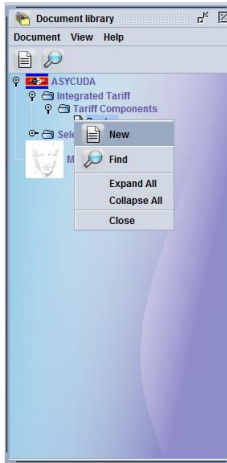


On the Document Library the user should click on the following options in sequence:

- ASYCUDA;
- Integrated Tariff; and
- Tariff Components.

Next, right click on the Quotas to open a new list of options. Click "New" from these options to create a new permit. Refer to Figure 4, below.

Figure 4: Creating a Quota



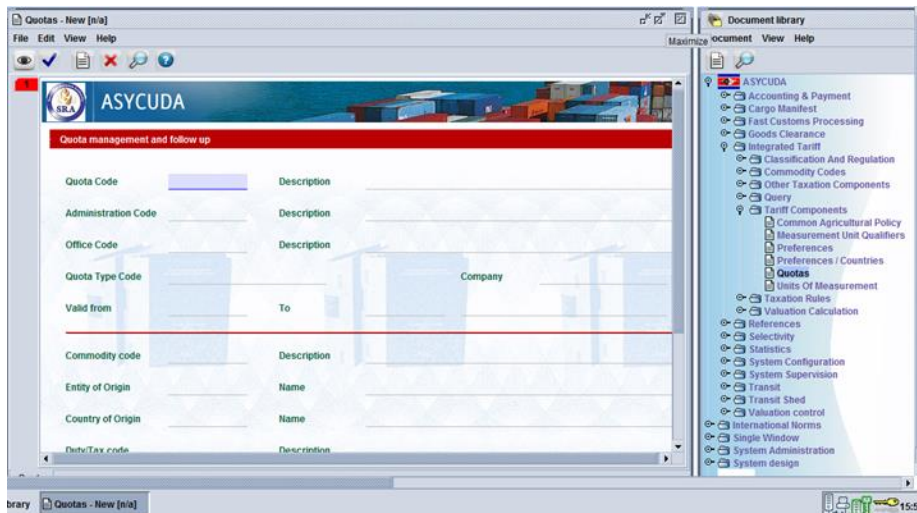
Enlarge the screen for capturing permit by clicking the icon marked “Maximize” on the top right corner, as indicated by

the arrow in Figure 5, below.



It is advisable to enlarge the screen at all times to display the full screen.

Figure 5: Maximizing Page



Capture the Permit Number and description of the permit as approved by the Other Government Agency or Administration.



Figure 6: Permit Number

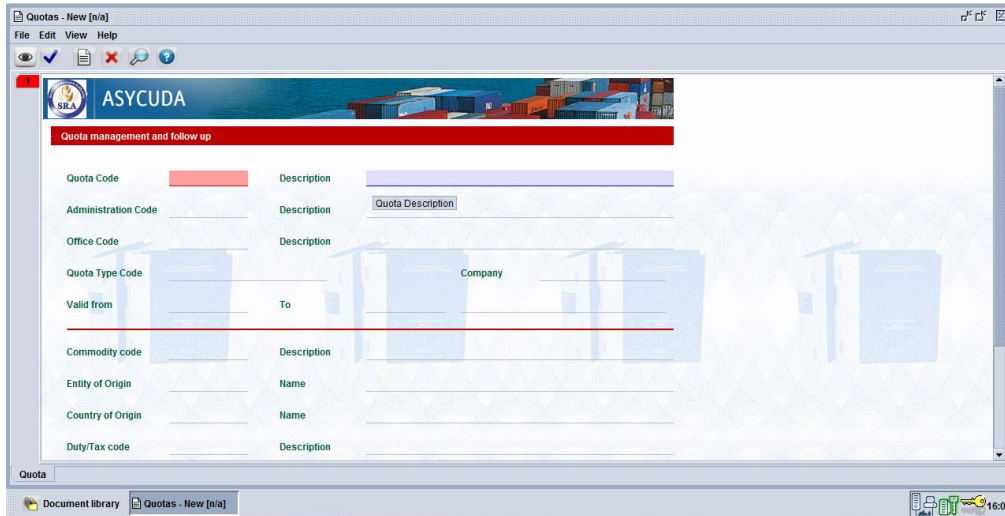
The screenshot shows a web browser window titled 'Quotas - New [nia]'. The page header includes the ASYCUDA logo and the text 'Quota management and follow up'. The main content area contains a form with the following fields:

Quota Code	Description
Administration Code	Description
Office Code	Description
Quota Type Code	Company
Valid from	To
Commodity code	Description
Entity of Origin	Name
Country of Origin	Name
Duty/Tax code	Description

The 'Quota Code' field is highlighted in pink. The background of the form area features a faint image of shipping containers. The browser's taskbar at the bottom shows 'Document library' and 'Quotas - New [nia]'.

Click “Tab” to proceed, and capture the permit description as highlighted. Refer to Figure 7.

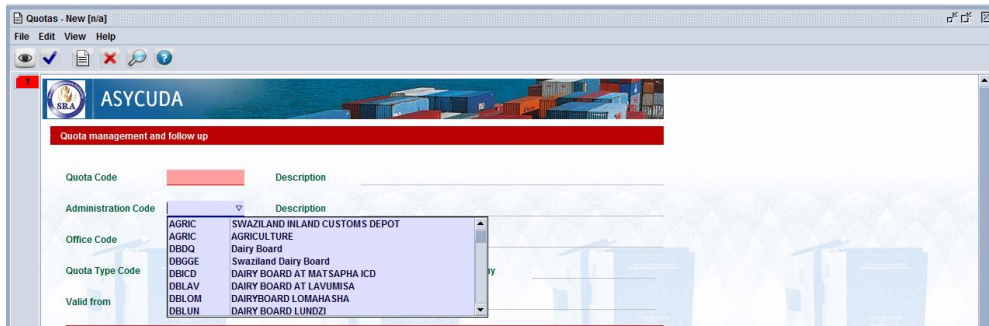
Figure 7: Permit Description



Click "Tab" to proceed again.

Click the drop down arrow to select the Administration Code for the OGA from the list.

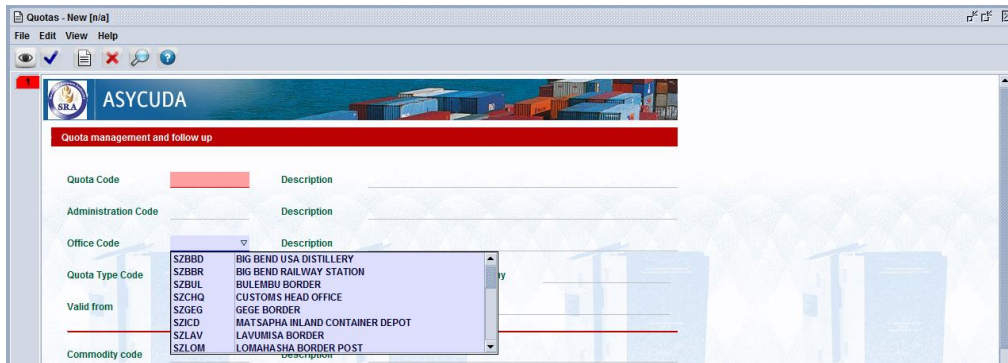
Figure 8: Administration Code



The description (that is, OGA Name) is auto filled by selecting the administration code.

Insert the "Office Code" by clicking the drop down arrow to select the Customs Office code through which goods are authorized to enter Swaziland. Leaving this field blank will allow the Permit to be used at any commercial Border or Customs Office in Swaziland.

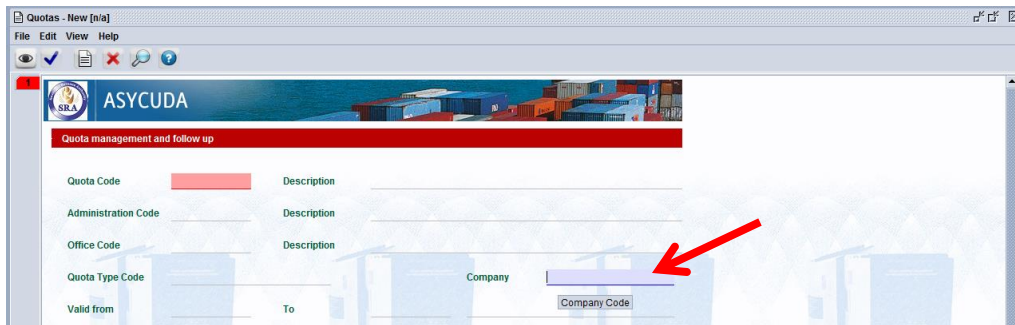
Figure 9: Customs Office Code



Similarly, Customs Office code description is auto filled.

Capture the Company Code (that is an SRA approved TIN) and the company details will appear automatically in relevant field.

Figure 10: Company Code/TIN



Click the drop down arrow to select the "Start Date" for the permit.

Figure 11: Start Date

The screenshot shows the ASYCUDA software interface. The 'Valid from' field is set to 14/08/2015. A calendar dropdown is open, showing the month of August 2015. The interface includes fields for Quota Code, Administration Code, Office Code, Quota Type Code, Commodity code, Entity of Origin, and Country of Origin.

Valid from is the date on which the permit will begin to be effective.

Click “Tab” to proceed to the expiry date.

Figure 12: Expiry Date

The screenshot shows the ASYCUDA software interface. The 'To' field is highlighted in red. A calendar dropdown is open, showing the month of August 2015. The interface includes fields for Quota Code, Administration Code, Office Code, Quota Type Code, Commodity code, Entity of Origin, Country of Origin, and Duty/Tax code.

The expiry date is an optional input. Leaving it blank means the permit is not control by expiry date, and it can be used as long as other control fields (quantity, value etc) remain valid.

After inserting the expiry date for the permit, then click “Tab” to proceed.

Capture the HS Commodity Code for the product involved on the next field. This field accommodates codes ranging from a Chapter, HS Heading and HS Sub-headings in 6, 8 or 11-digit levels.

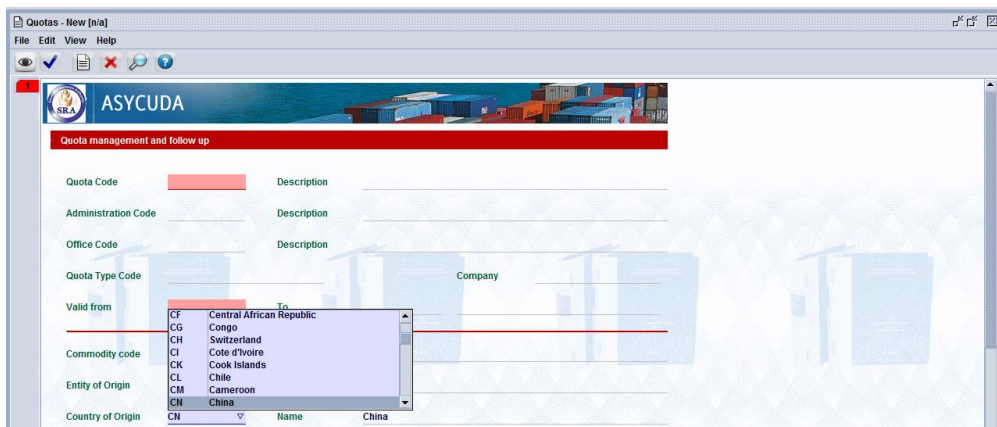


Figure 13: Commodity Code



Then Click the drop down arrow to select the “Country of Origin” from the list.

Figure 14: Country of Origin



The duty / tax code and duty / tax rate fields are not mandatory. Click “Tab” twice and move on to the last three fields of net weight, quantity and value.



Figure 15: Net Weight, Quantity, Value and Currency Code

The screenshot shows a software application window with a form for entering permit details. The form is divided into several sections: Office Code, Quota Type Code, Valid from, To, Commodity code, Description, Entity of Origin, Name, Country of Origin, Name, Duty/Tax code, Description, Duty/Tax rate, Base, Quota amounts, Net weight (Kilos), Quantity, UOM Code, Value, and Currency code. A red box highlights the 'Net Weight (Kilos)' field. The 'Currency code' field is marked as '(For Information Only)'. The window title bar shows standard OS icons and a red 'X' icon.

Capture the “Net Weight” in kilograms, and click “Tab” to proceed. Next, capture the Quantity, if it applicable for those HS Code that require another statistical measure to be added to the Net Weight detail.

Click “Tab” to proceed and capture the “Value” and proceed to the next field for Currency code.

Click the drop down arrow to select the country’s “Currency Code”. Unless otherwise required by the Administration the Currency Code should always be in SZL.

If the permit consists of one item, click the verify  icon and register  icon as indicated by Figure 19 and Figure 20 as respectively.

Once registered the permit will be uploaded in ASYCUDA World and be accessible for use by Customs in allowing goods into or out of Swaziland.

Figure 16: Verifying a Document



Verify the document

ASYCUDA

Quota management and follow up

Quota Code	<input type="text"/>	Description	<input type="text"/>
Administration Code	<input type="text"/>	Description	<input type="text"/>
Office Code	<input type="text"/>	Description	<input type="text"/>
Quota Type Code	<input type="text"/>	Company	<input type="text"/>
Valid from	<input type="text"/>	To	<input type="text"/>
<hr/>			
Commodity code	<input type="text"/>	Description	<input type="text"/>
Entity of Origin	<input type="text"/>	Name	<input type="text"/>
Country of Origin	<input type="text"/>	Name	<input type="text"/>
Duty/Tax code	<input type="text"/>	Description	<input type="text"/>

Figure 17: Registering Import Permit

Register

ASYCUDA

Quota management and follow up

Quota Code	<input type="text"/>	Description	<input type="text"/>
Administration Code	<input type="text"/>	Description	<input type="text"/>
Office Code	<input type="text"/>	Description	<input type="text"/>
Quota Type Code	<input type="text"/>	Company	<input type="text"/>
Valid from	<input type="text"/>	To	<input type="text"/>
<hr/>			
Commodity code	<input type="text"/>	Description	<input type="text"/>
Entity of Origin	<input type="text"/>	Name	<input type="text"/>
Country of Origin	<input type="text"/>	Name	<input type="text"/>
Duty/Tax code	<input type="text"/>	Description	<input type="text"/>

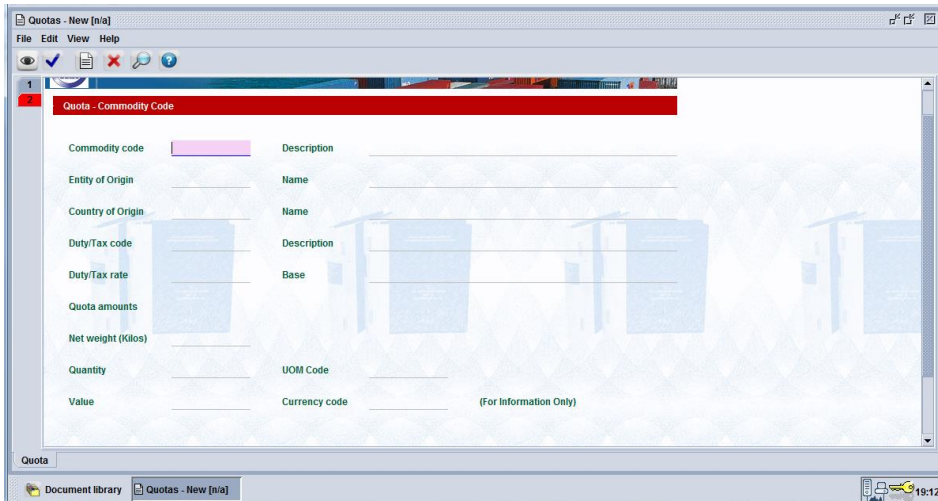
Quota

However, if the quota has multiple items, with different commodity codes, the process steps are articulated in the next paragraph.



First, click on the “Add Item” icon to display the new item page displayed in Figure 18 below, to add each item to the permit. To add new items to a quota or import permit repeat the steps discussed in Figure 13 to Figure 17 above. Upon completion the document should be verified and registered in order to be stored as a valid authorization in the ASYCUDA World system.

Figure 18: New Item

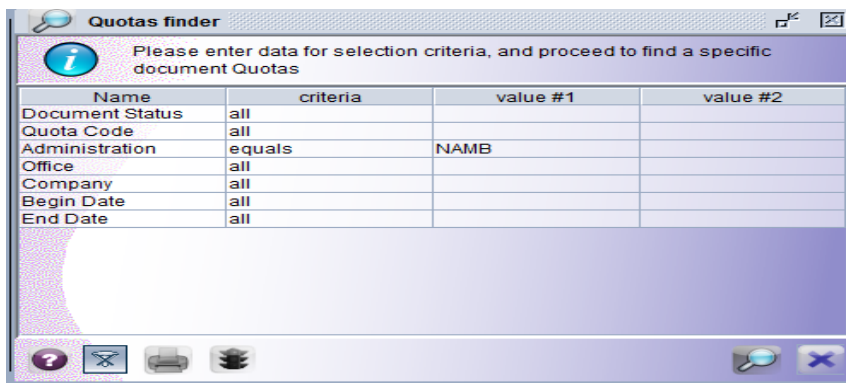



1.2 Updating a Permit

These are the preliminary steps under Document Library:

- Click “ASYCUDA”;
- Click “Integrated Tariff”;
- Click “Tariff Components”;
- Highlight and right click “Quotas” to activate the functional list; and
- Click “Find” from the functional list.

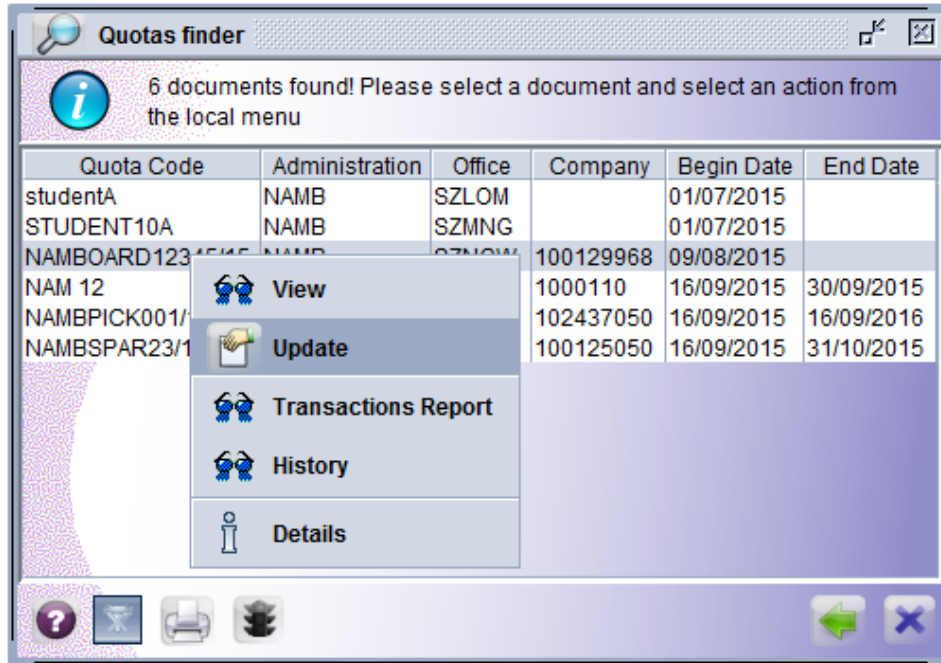
Figure 19: Retrieve Document



In Figure 19, above create search parameters and click the “Search”  icon to retrieve available quotas.

Search parameters may include the permit itself, OGA, Company, begin and end date, and others, in order to make the search to be precise, and avoid retrieving huge data.

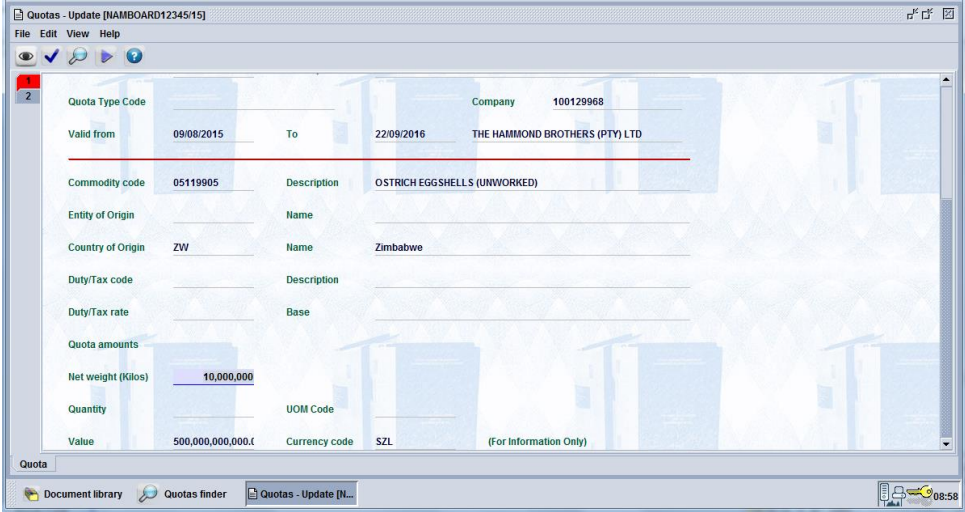
Figure 20: Quota Update



The permits already issued by the Administration are displayed as illustrated in Figure 19 above. The user should identify and highlight the quota to be amended, then right click on it to activate the functional list, then click "Update".

Figure 20, above displays the import permit ready for amendment.

Figure 21: Updating Net Weight



The closing date can be amended only where it had not been stated earlier otherwise it is prohibited to amend this field. Amendments are allowed in the following fields: net weight, quantity and value (See Figure 20).

After the changes click the verification  and  validation icons as indicated.

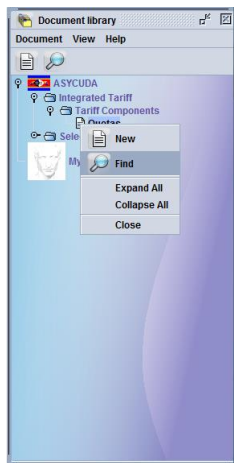
Part Two

2.1 Transactions Report

To retrieve the transactions report these are the steps:

- Click “ASYCUDA”;
- Click “Integrated Tariff”;
- Click “Tariff Components”; and
- Right click “Quotas”.

Figure 22: Generating a Transaction Report



Click “Find” on the functional list in Figure 22 above.

Figure 23: Permit Search Parameters

Name	criteria	value #1	value #2
Document Status	all		
Quota Code	all		
Administration	equals	NAMB	
Office	all		
Company	all		
Begin Date	all		
End Date	all		

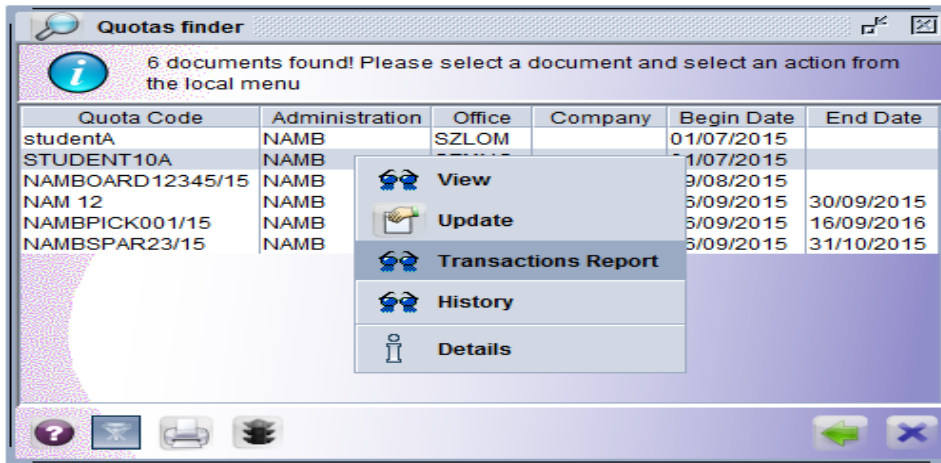
Capture all the known search parameters to retrieve the relevant permit, in fact it is recommended that search parameters are used at this stage to avoid retrieving unnecessary information, which will consume time.

Hence, the immediate action after the “Find” is to create search parameters as shown in Figure 23, above, and click

the “Search”  icon to proceed. A list of quotas or import permits will be displayed as below. Refer to Figure 24.

Select and right click the import permit to activate the functional list shown in Figure 24, below.

Figure 24: Quota or Import Permit



Click "Transactions Report" from the functional list to display the report illustrated in Figure 25, below.

Figure 25: Transaction Report

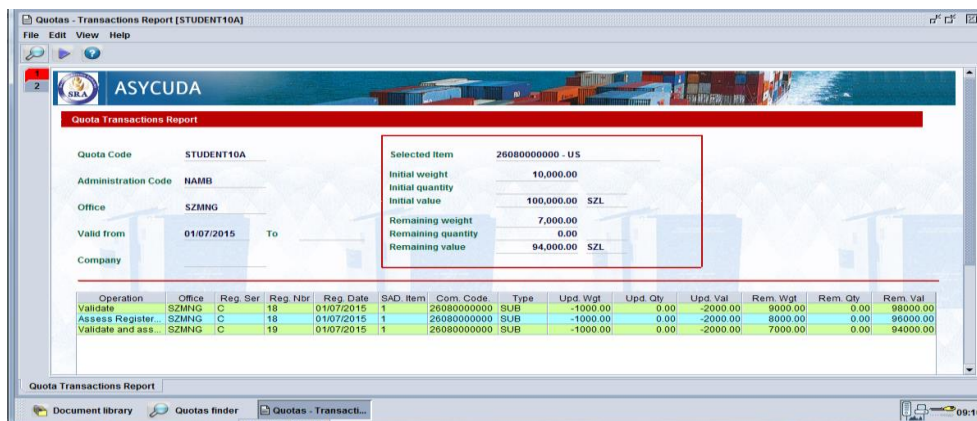


Table 2: Description of Tabs



Tab	Description
	The item report that is currently active or open.
	The item report that is inactive or not open.

Table 3: Description of Columns

Column	Description
1	Describes the operation, for example, it can show that a declaration was validated and assessed.
2	Customs Office of clearance
3 and 4	Display the Customs Series and Reference or Registration Number.
5	Date of registration for the declaration.
6	Item number as it appears on the SAD500.
7	Commodity code for the item.
8	Item weight as declared on the SAD 500.
9	Quantity for the item declared on the SAD 500.
10	Quantity for the item declared on the SAD 500.
11	Remaining weight from permit after deducting quantity in Column Eight.
12	Remaining quantity on the permit after deducting quantity in Column Nine.
13	Remaining value on the permit after deducting quantity in Column Ten.

End

