RE-IMPORT USER GUIDE FOR CLEARING AGENTS/DECLARANTS

Following implementation of ASYCUDAWorld, It has been observed that there is no compliance with the process flow for declaring goods after temporary exports for repairs through the system. This guide has since been developed for deployment to all clearing agents and declarants to assist them to comply with the expected outcome for declaring goods after temporary exports for repairs.

This guide consists of the flow and screen shots.

The Flow

Clearing Agent/Declarant	Action Steps
Retrieve the stored ASYCUDA XML File for EX2	This is a product of the temporary export for repairs, clearing agents and declarants are advised to create an XML File for EX2 after assessment to import when creating the IM6.
Create new SAD500 (Figure 1)	- Click ASYCUDA folder; - Click Goods Clearance folder; - Click Declaration folder; - Click Detailed Declaration folder; - Right click Detailed Declaration file; - Select and click new from menu list;
Import ASYCUDA XML File (Figure 1) (Figure 2) (Figure 3) (Figure 4) (Figure 5) (Figure 6)	- Import EX2 from ASYCUDA XML file; - Select and open the appropriate ASYCUDA XML File; - Data is uploaded; - Click "Yes" icon to confirm upload; - Select IM6 from the drop down list; - Capture the exporting company; - Capture the Consignee Code; - Capture the country of export code;
General Segment and Item 1 (Figure 7)	- Invoice amount includes initial amount for temporary export plus cost of repairs for the item; - Capture appropriate extended procedure code; - Capture Additional Procedure Code to suppress VAT and duties; - In box 44 capture the item rebate code used to suppress VAT and duties in box 37;

Item 2 (Figure 8)	▪ Click the "Add Item" icon; ▪ The same information in item one is used to capture item two; ▪ Capture the Extended Procedure Code(i.e., 6000) for re-importation of goods paying duties on repairs / processing;
Previous Document (Figure 9) (Figure 10)	▪ Open the previous document tab at the bottom of the SAD500; ▪ Capture office of clearance code, year, customs reference and item number for the previous document(i.e., EX2); ▪ Under current declaration capture the item number as captured on previous declaration; ▪ Click the icon marked Add Intrant below Current Declaration description;
Submission of Declaration (Figure 11) (Figure 12) (Figure 13)	▪ Open the S.A.D tab on the far left ▪ Verify document; ▪ The customs reference for the previous document will appear on box 40; ▪ Click the "Yes" or conform icon to accept re-importation of goods; ▪ Validate and assess; ▪ Click the "Yes" or conform icon to complete the validate and assess process; ▪ A new mail will appear on the screen confirming that validate and assess was successful; ▪ Click "Yes" icon to open the mail, alternatively click the close ignore to end the declaration process from the broker or declarant's side;

Figure 1: New SAD500

- Select and click "New" to open new SAD500;

Figure 2: SAD500

- Import EX2 from ASYCUDA XML file;

Figure 3: XML File
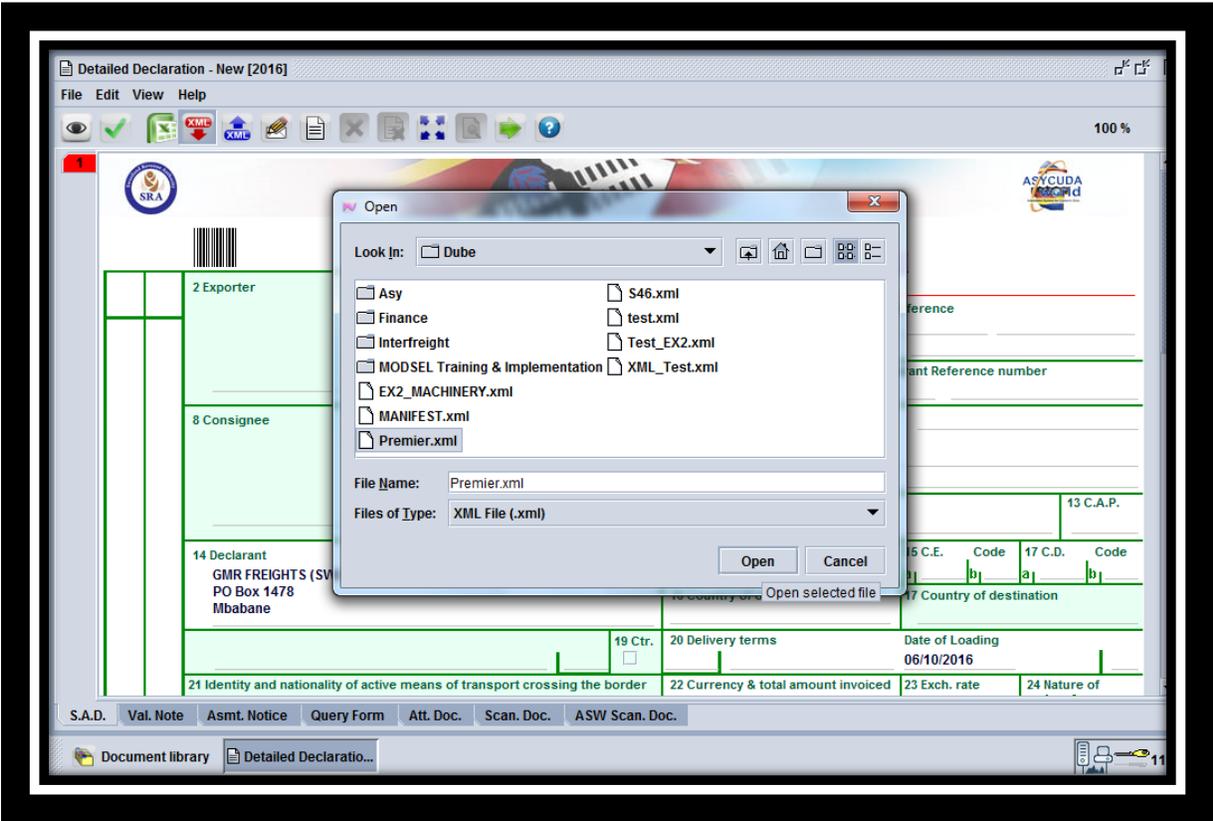
- Select and open the appropriate ASYCUDA XML File;

Figure 4: Previous Document – EX2
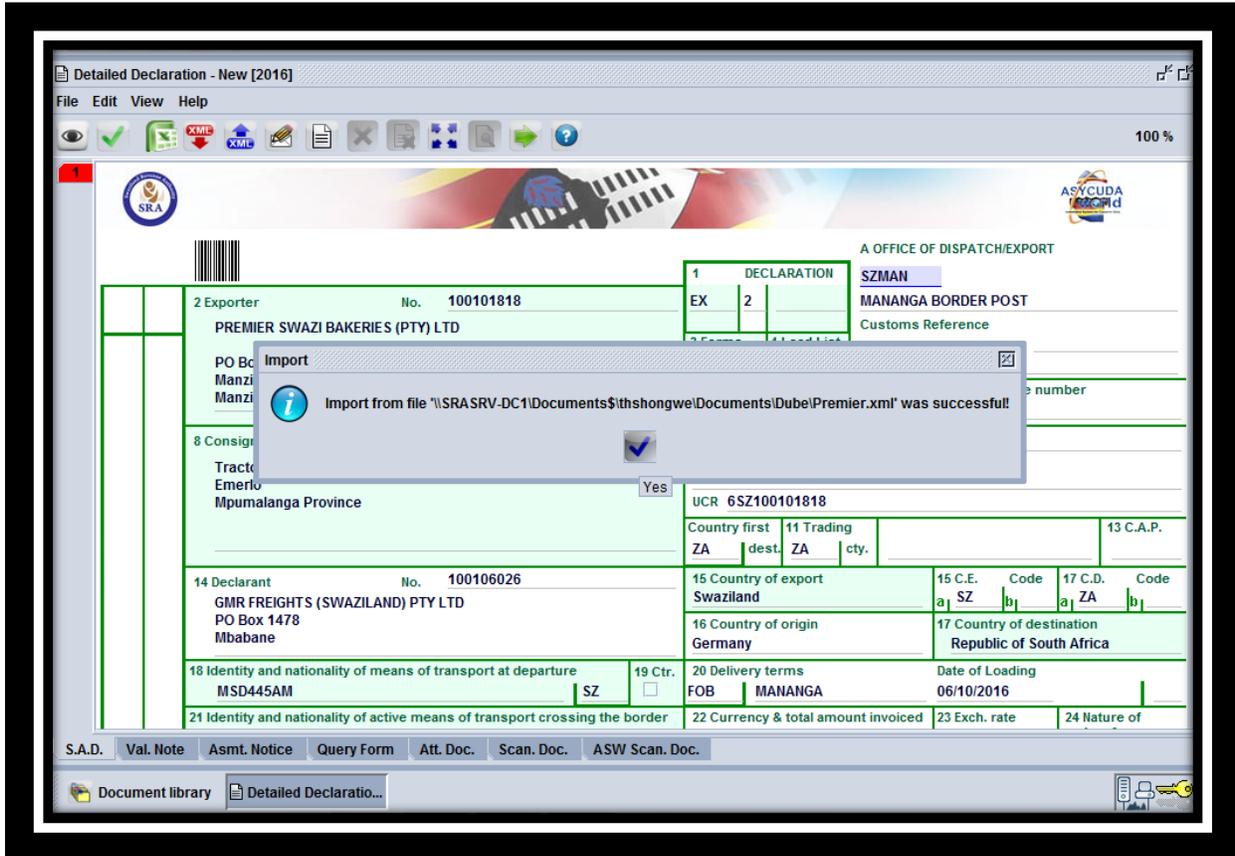
- Data is automatically populated;
- Click "Yes" icon to confirm upload;

Figure 5: Re-Import

- Select IM6 from the drop down list;

Figure 6: Consignee Code

- Capture the exporting company;
- Capture the Consignee Code;
- Capture the country of export code;

Figure 7: Invoice Amount

- Invoice amount includes initial amount for temporary export plus cost of repairs for the item;
- Capture appropriate extended procedure code;
- Capture Additional Procedure Code to suppress VAT and duties;
- In box 44 capture the item rebate code used to suppress VAT and duties in box 37;

Figure 8: Cost of Repairs

- Click the "Add Item" icon;
- The same information in item one is used to capture item two;
- Capture the Extended Procedure Code(i.e., 6000) for re-importation of goods paying duties on repairs / processing;

Figure 9: Previous Document Stage 1
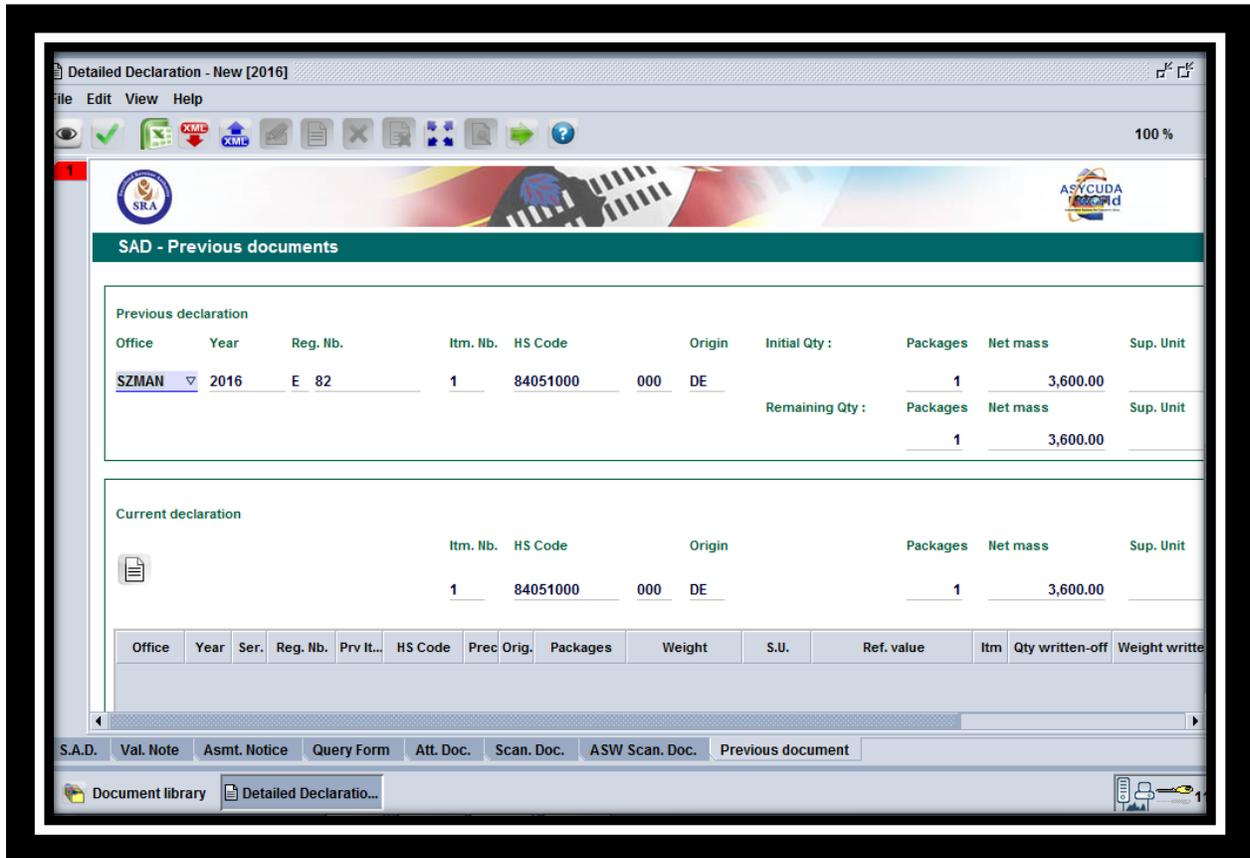
- Open the previous document tab at the bottom of the SAD500;
- Capture office of clearance code, year, customs reference and item number for the previous document(i.e., EX2);
- Under current declaration capture the item number as captured on previous declaration;

Figure 10: Previous Document Stage 2
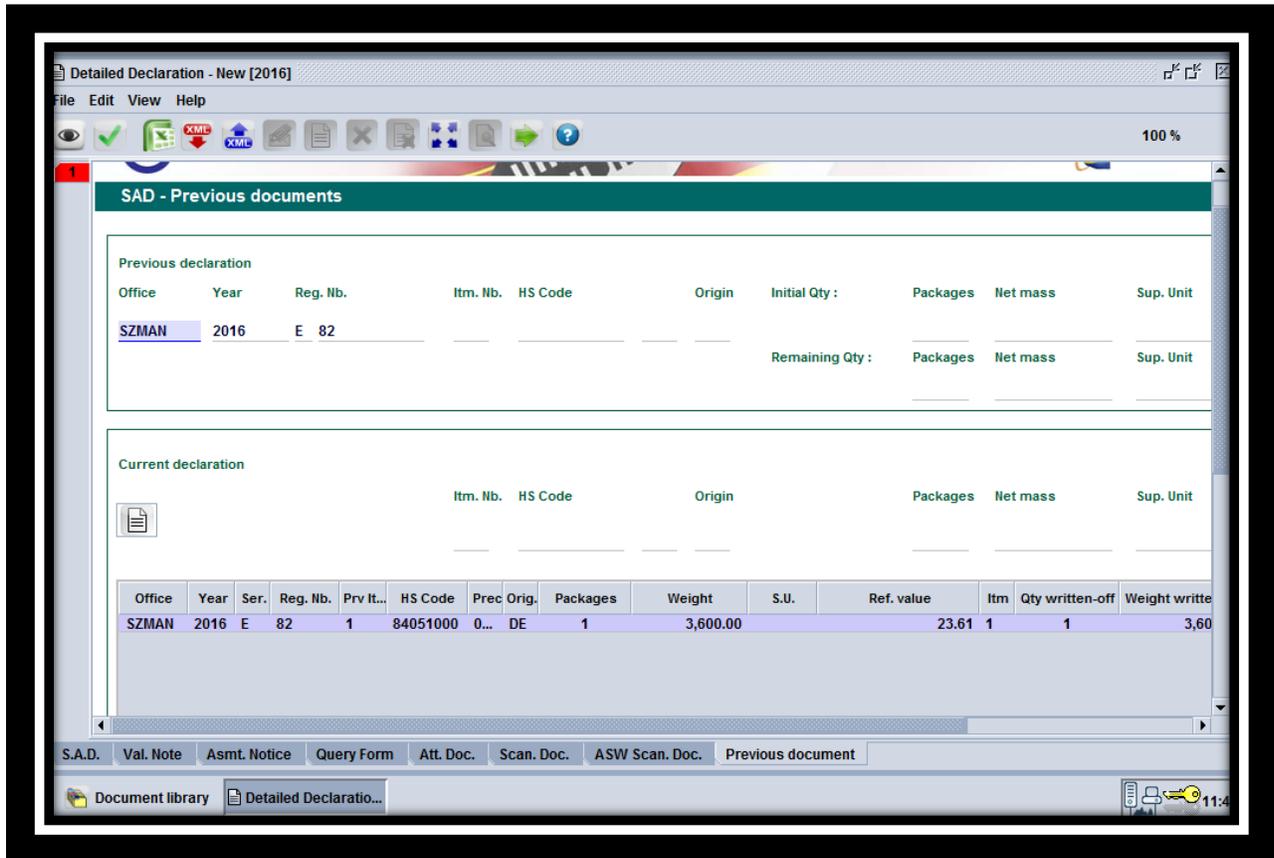
- Click the icon marked Add Intrant, below Current Description;

Figure 11: Re-Importation of Goods

- Verify document;
- The customs reference for the previous document will appear on box 40;
- Click the "Yes" or conform icon to accept re-importation of goods;

Figure 12: Validate and Asses
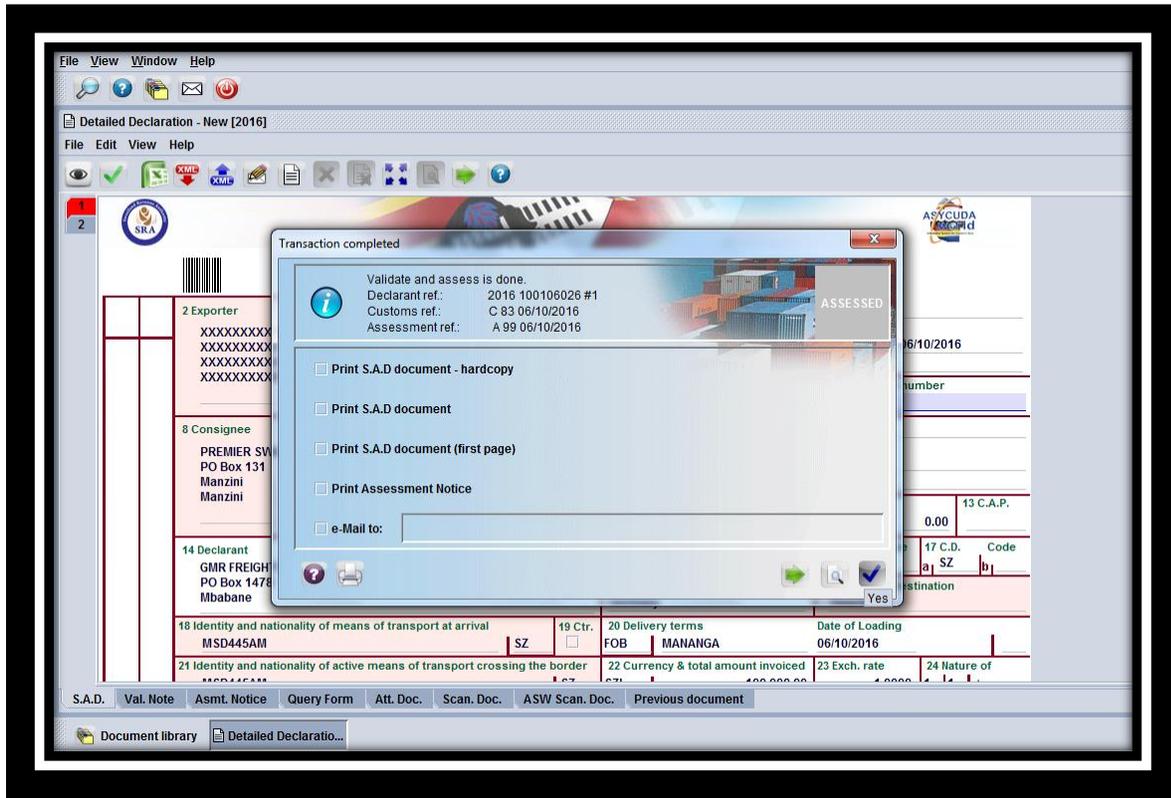
- Validate and assess;
- Click the "Yes" or conform icon to complete the validate and assess process;

Figure 13: Assessment Confirmation

- A new mail will appear on the screen confirming that validate and assess was successful;
- Click "Yes" icon to open the mail, alternatively click the close ignore to end the declaration process from the broker or declarant's side.

END