


<p>VANUATU ASYCUDA PROJECT 2016-2017</p>	 <p>V A N U A T U CUSTOMS & INLAND REVENUE SERVICE DE LA DOUANE ET DES CONTRIBUTIONS INDIRECTES</p>
<p>CUSTOMS CLEARANCE – STANDARD OPERATING PROCEDURES</p>	
<p>Manifest Submission</p>	
<p>For External users</p>	
<p>Purpose</p>	<p>To submit and register, in ASYCUDA, the manifests under their responsibility, as well as the validation of the first level and subsequent level bills, under their responsibility.</p> <p>To ensure the accuracy and timely submission of the cargo information, thereby assuring the subsequent collection of the revenue due and conformation of all clearance requirements, in accordance with the relevant laws and regulations.</p> <p>To ensure the accountability of all manifested and consolidated goods.</p>
<p>Scope</p>	<p>This procedure applies to Shipping/Airline Agents (Carriers) and Freight Forwarders in the submission and registration of manifests, and corresponding bills, and the submission of consolidated bills.</p>
<p>Location</p>	<p>Port Vila Luganville</p>
<p>Process Owner</p>	<p>Manager Customs Border Manager North</p>
<p>Legislation</p>	<p>Customs Act, Sections 26-27, 32, 102-106 Customs Regulations, 10, 34-35</p>
<p>Flowcharts</p>	<p>Manifest Process Manifest Amendment Process</p>
<p>Minimum Documents Required</p>	<p>Manifests Consolidated Bills House Bills Outturn Reports</p>

Procedure	Person Responsible	Carriers, Freight Forwarders	Section Responsible	Customs Border, Santo Customs
<ol style="list-style-type: none"> 1. Carrier captures and submits General Segment (GS) of manifest * 2. Carrier uploads first level bills including master bills ** 3. Carrier/Freight Forwarders uploads consolidated bills that they own against the master bill *** 4. Freight Forwarders should advise Carriers or high-level Freight Forwarders of any short shipments. The Carrier or higher-level Freight Forwarder should amend the details of the master bill concerned to be in-line with the outturn report of the Freight Forwarder requesting the amendment. See SOP of "Consolidated Cargo transfer" for more details of this process. 5. Carrier registers the manifest. 6. Lower-level Freight Forwarders validate each of their consolidated bills. 7. Carrier/Freight Forwarders may request for manifest amendment with Customs, supported by evidence and reasons for the amendment. 8. Carrier/Freight Forward should inform Customs of any short landed or excess consignments based on Outturn Reports. <p>* Uploading of manifest GS can be done after the uploading of first level bills as well as bills of subsequent levels. Bills that are uploaded prior to the submission of the manifest GS are often referred to as orphan bills. They will be attached to the manifest as well as corresponding master bills once the manifest GS is stored or when the master bills are validated.</p> <p>** At this point, the Carrier can register the manifest if they are satisfied with the loaded cargo, especially if there's no short shipment.</p> <p>*** There could be multiple levels of consolidated bills owned by lower-level freight forwarders. These bills can also be uploaded and linked to the corresponding master bill at the higher level.</p> <p>Note: SADs can be processed against validated bills or whenever a manifest has been registered.</p>				
Monitoring	Person Responsible	Customs Manifest Officer.	Section Responsible	Customs Border, Santo Customs.
<ol style="list-style-type: none"> 1. Customs will monitor timely submission of Manifests and Bills. 2. Customs Officer responsible will run system reports on all un-cleared cargo and will take necessary action. 3. Customs will gather information for the purpose of intelligence and risk management. 				
Corrective Actions	<ol style="list-style-type: none"> 1. If Carrier or Freight Forwarder submits incorrect information, Customs will make amendments accordingly after consultation with the entity concerned. 2. Customs may take action against the Carrier or Freight Forwarder for frequent errors/omissions. 3. If any discrepancies are found during inspection of the consignment or of the Customs Controlled Area, Customs will take necessary action according to the law. 			

VERIFICATION AND RECORD KEEPING

Date Written	: 28 th Oct 2016	By: AW NPT
Date Endorsed	: 3 rd Nov 2016	By: CRMC
Date Authorized	: 4 th Nov 2016	By: Chairman CRMC
Date for Revision:	25 th Sept 2023	By: Border Management and VeSW NPT
