Papua New Guinea Customs Service

HOW TO COMPLETE THE MANIFEST

The following functional note provide Shipping and Airline Company with the information necessary for completion of the 'Manifest' details in the ASYCUDA World (AW) system.

Each section provides an outline of the purpose of the fields within the Manifest, including details of the Bills of Lading and Containers (as appropriate). Each field (or box) is described in sequence with information on whether the content is:

- 'Mandatory' (i.e. it <u>must</u> be input or is automatically generated by the system),
- 'Optional' (i.e. only to be completed if the specific information is known) or
- 'Prohibited' (i.e. the data is not required or the information is not known).

Some fields require the input of specific codes which represent standard reference information. For the complete list of reference codes, please refer to the Manifest – Reference Code Guide

MANIFEST

Field Label	Action	Description and Use
Office of departure / arrival	Mandatory	This field determines the Customs office code where the goods arrive or depart (in or out of PNG).
Voyage / Flight number	Mandatory	This field identifies the voyage details of the mode of transport of the goods. It should be the name of the vessel and **voyage number** (if available) for a vessel (e.g. VA189) and the flight **number** for an aircraft (e.g. PX019).
Date of departure	Mandatory	This is the date of departure of the manifested goods (either to or from PNG). The date format is dd/mm/yyyy (e.g. 20/08/2017).
Note: The combination of the three (3) fields above (i.e. Office of departure/arrival, Voyage/Flight number, Date of Departure) establishes a <u>unique Manifest reference.</u>		
Date of arrival	Mandatory	This is the date of arrival of the manifested goods (either in or from PNG). The date format is dd/mm/yyyy (e.g. 20/09/2014). It should be noted that the ASYCUDA World system has been configured to allow for the registering of a manifest before the date of arrival of the goods in the PNG.

Time of arrival	Optional	This is the time of arrival of the manifested goods (either in or from PNG). The time format is hh:mm (e.g. 12:30).
Registration number	Automatically displayed by the system	This field is in two parts: 1st field: **Registration year** 2nd field: **Registration number**
Date of registration	Automatically displayed by the system	This field is in two parts: 1st field: **Registration date** 2nd field: **Registration time**
Last discharge	Optional	This is the latest date when the vessel/flight loaded goods before arriving at the destination country, if applicable.
Place of departure	Mandatory	This is the place (port) of departure of the manifested goods. This field is composed of the Country Code followed by the City Code (international codification). **Examples:** AUSYD for Australia, Sydney PGPOM for PNG, Port Moresby
Place of destination	Mandatory	This is the place (port) of arrival of the manifested goods, where they will be cleared by Customs. This field is composed of the Country Code followed by the City Code (international codification). **Examples:** PGPOM for PNG, Port Moresby AUSYD for Australia, Sydney
Carrier	Optional	This field is in three parts: 1st field: **Carrier TIN**

		These are the details of the carrier of the goods transported. If the TIN is available, insert. If the carrier has a valid TIN in PNG, enter the TIN. The system will automatically display the associated details. If no TIN is available, the carrier code remains empty but the details (name, address) must be input manually in the name and address box.
	Mandatory	2nd field: **Carrier name**
	Optional	3rd field: **Carrier address**
Shipper Agent		This field is in two parts: These are the details of the Shipper Agent of the carrier who transported the goods
	Optional	1st field: **Shipper Agent TIN**
	Optional	2nd field: **Shipper Agent name**
Totals		This is the manifest summary details in term of total number of:
	Mandatory	* **Bills (at first level)**
	Mandatory	* **Packages (at first level)**
	Mandatory	* **Containers** (0 if none) **(at first level)**
	Mandatory	* **Gross weight** (in kilos) N.B. this is the sum of the weight of each Bill **(at first level)** **First level means that the deconsolidation is not taken into account.**
Transport		The following information relates to the means of transport used to carry the cargo consignment. The field is in 7 parts:
	Mandatory	1st field: **Mode**. This is the mode of transport code used for the carriage of the goods across the border. The AW system verifies that the mode of transport is compatible with the Customs Office Code
	Mandatory	2nd field: **Vessel / Flight name**. These are the details of the transporter; it can be the flight number or the vessel name
	Mandatory	3rd field: **Nationality**. This is the nationality (country code) of the means of transport
	Optional	4th field: **Place of Registration**. This is the port of registry of the vessel or where the carrier's head office is located

Optional	5th field: **Registration Details.** It can be the international registration for an aircraft or Lloyds registration for a vessel	
Optional	6th field: **Date** (of registration) of means of transport	
Optional	7th field: **Captain / Pilot Details**. Name or any other information on the captain or pilot	

Tonnage		The field is in 4 parts:
	Optional	1st field: **Gross** Tonnage of the vessel
	Optional	2nd field: **Net** Tonnage of the vessel
	Prohibited	3rd field: **Office of destination (transit)**
	Prohibited	4th field: **Prev ref.**

BILLS

Field Label	Action	Description and / or Use
Office of departure / arrival	Mandatory	This is the **same Customs Office Code** that is recorded on the general segment to which the Bill will be attached.
Voyage / Flight number	Mandatory	This is the **same Voyage number** that is recorded on the general segment to which the Bill will be attached.
Date of departure	Mandatory	This is the **same Date of departure** than on the general segment to which the Bill will be attached.
The last 3 fields **establish a unique Manifest reference** (General Segment) to which the Bills will be attached. When the three fields are entered and **if the General Segment is already stored in AW**, the AW system will automatically display many fields associated with the General Segment such as the Date and Time of arrival, Place of loading, Place of unloading, Carrier, Transport mode, identity and nationality.		
Date of arrival	Automatically displayed by the system	Will be automatically displayed if the manifest General Segment is already stored in the AW system. Otherwise the field is not accessible.

Time of arrival	Automatically displayed by the system	Will be automatically displayed if the manifest General Segment is already stored in the AW system and information available. Otherwise the field is not accessible.
Registration number	Automatically displayed by the system	The details are automatically inserted at the time the manifest is registered.
Waybill reference number	Mandatory	This is also referred to as the **Transport Document Number**; it is the reference number assigned by the carrier or his/her agent to the transport document. This becomes the reference number of each Bill.

Waybill type	Mandatory	This is the code for the Waybill type, namely:
		    AWB – Air Way Bill
		    MAB - Master Air Bill
		    HSB – House Sea Bill
		    MSB – Master Sea Bill
		
		It should be noted that the degrouping / deconsolidation of Bills is possible for certain codes only (viz: MAB, MBL).

Nature	Mandatory	Codes for the nature of the transaction:
		    23 for Imports
		    22 for Exports
		    24 for Transit
		    28 for Transhipment

Waybill line	Mandatory	This is the line number representing the order in which the Bill appears on the document. The field will be generated automatically by the system when "attaching" a House Bill to a Master Bill.
Master Bill reference	Optional/Mandatory	This field is mandatory **only** when "attaching" a Bill to a Master Bill. This field will be generated automatically by the system when "attaching" a House Bill to a Master Bill.
Freight Forwarder TIN	Optional	This is where the TIN of the Freight Forwarder is captured in order to restrict the access to Bills belonging to specific Freight Forwarder TIN.

	Automatically displayed by the system	If you are a Freight Forwarder, when you create a new Bill or when you modify a Bill with this field empty, your TIN will be automatically displayed by the system. If you are a Freight Forwarder and use the XML Integration, you must indicate your TIN within <Unique_carrier_reference> </Unique_carrier_reference>.
Place of loading	Mandatory	The details are inserted automatically if the manifest General Segment is already stored in the AW system. However, they can be modified if a Bill is from a different place other than the place of departure of the entire cargo.
Place of unloading	Mandatory	The details are inserted automatically if the manifest General Segment is already stored in the AW system. However, they can be modified if a Bill is from a different place other than the place of arrival of the entire cargo.
Carrier	Automatically displayed by the system	The details are inserted automatically if the manifest General Segment is already stored in the AW system. Otherwise the field is not accessible.
Exporter / Shipper		The field contains details of the exporter or shipper The field is in 3 parts, namely:
	Optional	1st field: **Exporter / Shipper TIN**
	Mandatory	2nd field: **Exporter / Shipper name**
	Mandatory	3rd field: **Exporter / Shipper address**
Transport	Automatically displayed by the system	The details (mode, Vessel/Flight name, nationality) are inserted automatically if the manifest General Segment is already stored in the AW system. Otherwise the field is not accessible.
Notify		The person (customs brokers, airlines company, etc.) that will be advised of the arrival of the consignment. This field is in three parts:
	Optional	1st field: **Notify TIN**
	Optional	2nd field: **Notify name**

	Optional	Automatically displayed by the system if the TIN is previously entered otherwise can be manually inserted 3rd field: **Notify address** Automatically displayed by the system if the TIN is previously entered otherwise can be manually inserted
Consignee		The consignee is the person, company or organisation named in a freight contract to whom the goods have been shipped or turned over for care. This field is in three parts:
	Optional	1st field: **Consignee TIN**
	Mandatory	2nd field: **Consignee name** Automatically displayed by the system if the TIN is previously entered otherwise must be manually inserted
	Mandatory	3rd field: **Consignee address** Automatically displayed by the system if the TIN is previously entered otherwise must be manually inserted
Total containers	Mandatory	If you have declared 0 containers in the manifest, 0 should also be typed on the Bill. If goods are containerised, enter the total number of containers per Bill and press enter. The container management screen is activated to enter container details.
Package codes	Mandatory	This is the type of package code indicated in the 1st field [e.g. 21 = Cartons]. The system will automatically display the description.
Status	Automatically displayed by the system	Indicates the status of the Bill based on its type (MST if it is for degroupage, HSE if not).
Number of degrouped waybills	Automatically displayed by the system	By default, the system will generate 0. This will be updated following degroupage.
Marks & nb.	Mandatory	These are the shipping marks & numbers indicated on each type of package.
Manifested packages	Mandatory	The number of packages and gross mass must be entered. It should be noted that accuracy is important as these figures are automatically crosschecked against the **totals** in the manifest general segment.

Manifested gross weight		
Remaining packages **Remaining gross weight**	Automatically displayed by the system	The quantities remaining are automatically controlled by the system and the fields are not accessible for typing. When capturing Bill details these fields are filled with the same numbers as the manifested quantities.
Volume (CBM)	Optional	Volume of manifest goods expressed in Cubic Meter.
Description of goods	Mandatory	This box is used to enter a brief/general description (general term) of the goods. **Example:** Machinery
Location	Optional	This field is in three parts: 1st part: indicates the place where the goods are to be located on their arrival in the country or to be moved after their arrival (depot) and where they are to be made available for inspection. This may be the importers' premises, temporary storage facility, open area at airport, etc. The field should not be used for declaring the Customs Warehouse in which the goods are placed on importation.
	Optional	2nd part: is the description/details of the location.
	Optional	3rd part: any additional information related to the location of goods including bonded warehouse, if appropriate.
P/C Ind	Mandatory	This is an indicator of whether the freight was prepaid or not and, if so, the amount. **YES** ➔ next two fields (**Freight Amount and currency)** should be completed **NO** ➔ next two fields (**Freight Amount and currency)** should remained empty
Freight Amount and currency		The field is in two parts:
	Optional	1st part indicates the total amount of the cost for the freight
	Optional	2nd part indicates the currency code used for the freight
Value for customs		This field is in two parts:
	Optional	1st part indicates the value declared for Customs

	Optional	2nd part indicates the currency code used for the Customs Value
Value for transport		This field is in two parts:
	Optional	1st part indicates the value declared for Transport
	Optional	2nd part indicates the currency code used for the Transport Value
Value for insurance		This field is in two parts:
	Optional	1st part indicates the value declared for Insurance
	Optional	2nd part indicates the currency code used for the Insurance Value
Seals Number Marks Party		This field is in four parts:
	Optional	1st part indicates the number of seals affixed
	Optional	2nd indicate the seal identification number
	Optional	3rd and 4th parts indicate the Code and name of the authority/organisation that affixed the seals
Information	Optional	Any additional information (2 fields available).

CONTAINER SCREEN

Field Label	Action	Description and / or Use
Container number	Mandatory	This is the identifying number of the container. It should be noted that all containers used are normally BIC coded.
Nbr. of pkg	Mandatory	This represents the number of packages within the container associated with the Bill.
Ctn. type	Mandatory	This is the type of container (e.g. 20').
E/F	Mandatory	This is an indicator (e.g. FCL) on the container.
Seal numbers		This field is in three parts:

	Optional	1st part indicates the number of seals affixed.
	Optional	2nd and 3rd parts indicate the Marks and Seal identification number.
Party	Optional	This indicate the party who seals the container.
Empty weight	Optional	This is the weight of the empty container associated with the Bill.
Goods weight	Mandatory	This is the weight of the goods within the container associated with the Bill.