



**ZAMBIA
REVENUE
AUTHORITY** | *My Tax
Your Tax
Our Destiny*

USER GUIDELINES

FOR AIR CARGO
FREIGHT FORWARDERS



FOREWORD BY COMMISSIONER – CUSTOMS SERVICES

I am pleased to present the user guidelines for The Air cargo Electronic Manifest – Freight Forwarders account.

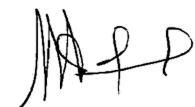
This new user profile on ASYCUDAWorld system allows the freight forwarders to perform functions on the manifest and waybills for an electronic manifest.

This is expected to enhance tracking of consignments within the customs control zone, increase the processing efficiency and reduce the dwell time to clear goods at the international airports

The feature allows for consolidation and deconsolidation of waybills and their associated manifests, as well as access to view IATA messages.

For support, you can reach out to the Business Systems and Support team using the e-mail:

cust-helpdesk@zra.org.zm



Ernest Sigande

Commissioner – Customs Services

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AIRCARGO ELECTRONIC MANIFEST INTRODUCTION

The Zambia Revenue Authority is moving forward by Implementing the IATA Electronic Manifest at Airports.

All flights arriving from a destination outside of Zambia must deliver to Customs, a Cargo Manifest detailing all the goods onboard. Submitting of electronic manifests will be mandatory starting from the 16th of May 2024.

These manifests and related air waybills must be submitted on time by the airlines, freight forwarders and express operators or by their legal representatives in Zambia.

ASYCUDAWorld will provide for authorized businesses & Economic operators to generate & submit simplified declarations.

This document outlines the guidelines for generating and applying for express declarations.

1. VIEWING IATA MESSAGES

- 1.1. User Logs in with the credentials supplied by the ASYCUDAWorld functional team
- 1.2. Once logged in, the user will follow the path, CARGO MANIFEST >>DATA MANAGEMENT>>XML INTEGRATION>>IATA MESSAGES SUMMARY>>IATA MESSAGES FOLLOWUP
- 1.3. The user can proceed to search for IATA messages using the available fields as below:

The screenshot shows the ASYCUDAWorld web application interface for viewing IATA messages. The header includes the Zambia Revenue Authority logo and the text "ASYCUDAWorld" and "World of e-Customs". The main section is titled "IATA Messages Followup". It contains two search criteria boxes: "Messages Criteria" and "Cargo Criteria". The "Messages Criteria" box includes fields for Type, Status, Sending Method, File Name, From (11/04/2024), To (18/04/2024), and Airline. The "Cargo Criteria" box includes fields for Office, Flight Number, Waybill, and Date of Departure. Below these criteria boxes is a "Found Messages" section with a table header containing columns: Type, Status, Reference, Prot., File name, Code, Name, Sent on, Processed, Office, Voyage, Departure, and Waybill. The table body is currently empty. At the bottom of the interface is a "Log Report" section with a large empty box. The total number of messages is displayed as 0.

The above window will open and the user will have to enter the appropriate search criteria.


The user can search using the TYPE, FILE NAME, SENDING METHOD, OFFICE, FIGHT NUMBER, WAYBILL, DATE OF DEPARTURE criteria.

The IATA messages followup window will be populated as below, the messages will have status as below

Received – denotes the message has been received in ASYCUDAWorld system has validated the file and put it on hold.

Processed - denotes the message has been received in ASYCUDAWorld system has validated and processed the file. The manifest or the air waybill is available to be used in ASYCUDAWorld

Rejected - denotes the message has been received in ASYCUDAWorld but may identify one or more errors from the originally submitted message.


ASYCUDAWorld
"World of e-Customs."

IATA Messages Followup


Messages Criteria


Type: File Name:
Status: From: To:
Sending Method: Airline:

Cargo Criteria

Office:
Flight Number: Date of Departure:
Waybill:

Found Messages



Total messages: 

Type	Status	Reference	Prot.	File name	Code	Name	Sent on	Processed	Office	Voyage	Departure	Waybill
XFFM	Processed	EK072/EK072	SOAP		EK	EMIRATES	17/04/2024	17/04/2024	LIA	EK072	16/04/2024	
XFFM	Processed	EK070/EK070	SOAP		EK	EMIRATES	16/04/2024	16/04/2024	LIA	EK070	16/04/2024	

Log Report

IATA Messages Followup

2. DEGROUPE OF WAYBILLS

- 2.1 The user can degroup or deconsolidate house waybills from the master waybill where there is need to allocate goods to various consignees
- 2.2 To degroup the waybills, the user will follow the path, CARGO MANIFEST>>MANUAL CAPTURE>>WAYBILL>>NEW:

Save

Voyage number of the manifest

Enter your reference

Airway bill number attached to the manifest

OFFICE OF ARRIVAL

Office of departure / arrival

General Information

Voyage number	Date of departure	Arrived	ATA (Actual Time of Arrival)	Registration number
Waybill reference number	Waybill type	Nature	Last discharge	Waybill line
Previous document	ETA (Estimated Time of Arrival)	UCR		
Place of loading		Place of unloading		

Carrier

Exporter/Shipper

Shipping agent

Transport Mode

Identity

Nationality

Notify

Consignee

Waybill Containers Split Access HS Compliance Risk Management

All the manifests should be degrouped completely before validation, to ensure that the total quantities on the master airway bill correspond to the degrouped house bills. Once the form opens, information should be filled in as per highlighted tabs above and stored.

2.3 The completed degroupage if successful will return the message below.

Transaction completed

Store is done.

☐ Print Waybill, condensed

☐ e-Mail to:

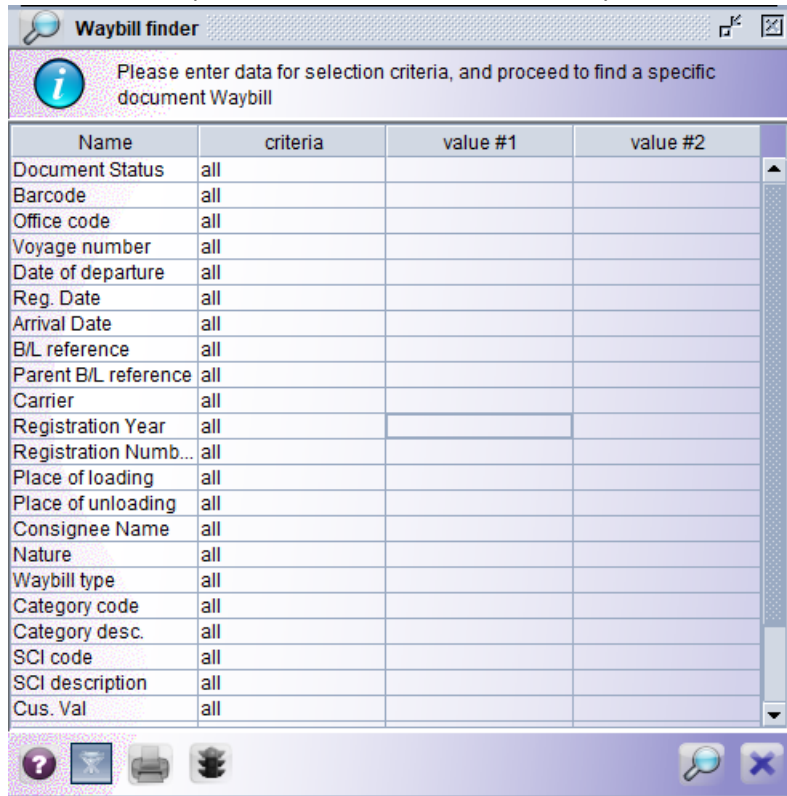
?

→ 🔍 ✓

2.4 Validating Degrouped manifest

To Validate degroupage of the waybills, the user will follow the path, CARGO MANIFEST>>MANUAL CAPTURE>>WAYBILL>>FIND

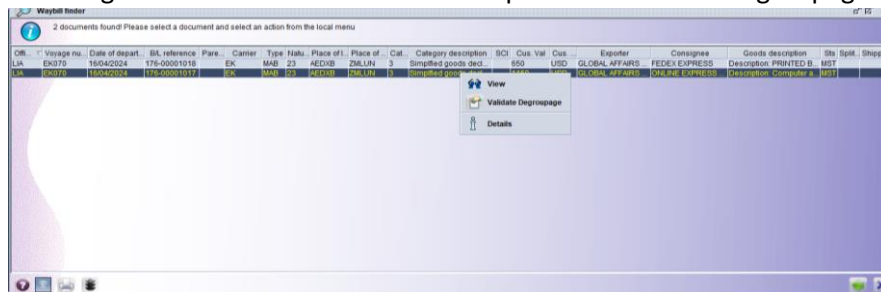
Use the search parameters to find the created waybills



The 'Waybill finder' window contains a search criteria table with the following fields:

Name	criteria	value #1	value #2
Document Status	all		
Barcode	all		
Office code	all		
Voyage number	all		
Date of departure	all		
Reg. Date	all		
Arrival Date	all		
B/L reference	all		
Parent B/L reference	all		
Carrier	all		
Registration Year	all		
Registration Numb...	all		
Place of loading	all		
Place of unloading	all		
Consignee Name	all		
Nature	all		
Waybill type	all		
Category code	all		
Category desc.	all		
SCI code	all		
SCI description	all		
Cus. Val	all		

2.5 Validation of degroupage can be done after customs has validated the stored manifest. The freight forwarder will now have the option to "Validate Degroupage"



The 'Waybill finder' window shows search results and a context menu. The results table is as follows:

OR	Voyage no.	Date of depart.	B/L reference	Parent	Carrier	Type	Nature	Place of l.	Place of u.	Cat.	Category description	SCI	Cus. Val	Cus.	Exporter	Consignee	Goods description	Shp	Split	Ships
UK	EN70	16/04/2004	176-0001018		EN	MAB	23	AECHB	ZALUN	3	Simplified goods des.	800	USD		GLOBAL AFFAIRS	FEDEX EXPRESS	Description PRINTED B	MT		

A context menu is open over the first row with the following options:

- View
- Validate Degroupage
- Details


3. SPLITTING WAYBILLS

This tab is used when a consignment that is packed in bulk has to be split into individual types of packages to recognise the types of goods in each package for Customs clearance purposes

Waybills - Split

Split Information

Nbr. of pkg	Package code	Gross weight	Container numbers	Marks & nb.
Goods description				

Line	Nbr. of pkg	Package code	Gross weight	Container number	Goods desc.	Marks & nb.	Rem. Pkg.	Rem. Wgt.	Unloaded
									

Waybill Containers Split Access Write off HS Compliance Risk Management

- 3.1. To Split waybills, the user will follow the path, CARGO MANIFEST>>MANUAL CAPTURE>>WAYBILL>>FIND
- 3.2. Use the search parameters to find the waybill to be split. Once found right click to get the option to split BL.
 All the Airway bills should be split completely before validation, to ensure that the total quantities on the Master Airway bill correspond to the split bills.
 Once the form opens, information should be filled in as per highlighted tabs above and save.

The screenshot shows the 'Waybills - Split' form in the ASYCUDAWorld application. The form is titled 'Waybills - Split' and includes a 'Split Information' section. The fields are as follows:

- Nbr. of pkg:** A text box for entering the number of packages to be split.
- Package code:** A text box for entering the package code, such as PK to mean package type.
- Gross weight:** A text box for entering the gross weight of the split Airway bill.
- Container numbers:** A text box for entering container details if any.
- Marks & nb.:** A text box for entering the marks and numbers of the split Airway bill.
- Goods description:** A large text area for entering the description of the goods.

Callout boxes with arrows point to each of these fields, providing instructions on what to enter. There are also two 'Add a new line' buttons: one at the top left and one at the bottom right of the form.

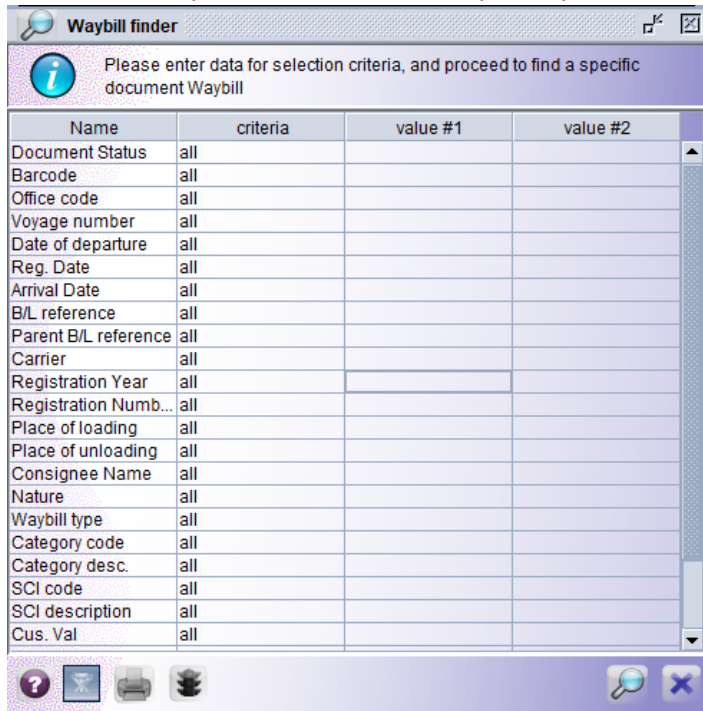
3.3. The completed Split BL if successful will return the message below.

The screenshot shows a 'Transaction completed' dialog box. The message 'Split BL is done.' is displayed next to an information icon. Below the message, there are two checkboxes:

- ☐ Print Waybill, condensed
- ☐ e-Mail to: [text box]

At the bottom of the dialog, there are icons for help (question mark), print, and a green arrow, along with a search icon and a checkmark icon.

- 3.4. Validating Split BLs, to Validate split waybills, the user will follow the path, CARGO MANIFEST>>MANUAL CAPTURE>>WAYBILL>>FIND
Use the search parameters to find the split waybills

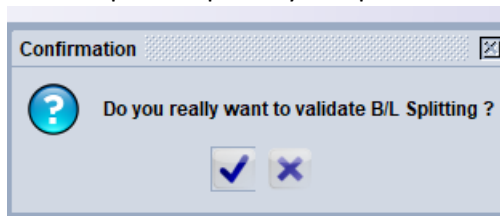


Waybill finder

Please enter data for selection criteria, and proceed to find a specific document Waybill

Name	criteria	value #1	value #2
Document Status	all		
Barcode	all		
Office code	all		
Voyage number	all		
Date of departure	all		
Reg. Date	all		
Arrival Date	all		
B/L reference	all		
Parent B/L reference	all		
Carrier	all		
Registration Year	all		
Registration Numb...	all		
Place of loading	all		
Place of unloading	all		
Consignee Name	all		
Nature	all		
Waybill type	all		
Category code	all		
Category desc.	all		
SCI code	all		
SCI description	all		
Cus. Val	all		

- 3.5. Validation of a split can be done after customs has validated the stored split BLs. The freight forwarder will now have the option to “Validate Split BL”
- 3.6. The completed Split waybill upon validation, will return the message below.

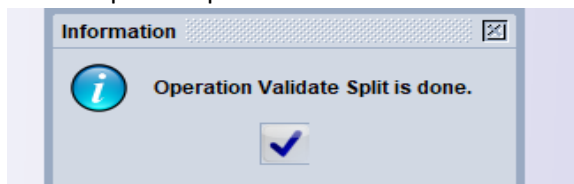


Confirmation

Do you really want to validate B/L Splitting ?

☒ ☐

- 3.7. The completed Split BL if successful will return the message below.



Information

Operation Validate Split is done.

☒

VIEWING DEGROUPED AND SPLIT WAYBILLS

- 1.1. The user has options to view or find a degrouped or split waybill
- 1.1.1. To view a degrouped Waybill the user will follow the path, CARGO MANIFEST>>DATA MANAGEMENT>>MANUAL CAPTURE>>WAYBILL, Select **Find, proceed to enter the necessary parameters**
- 1.1.2. To view a Split Waybill the user will follow the path, CARGO MANIFEST>>DATA MANAGEMENT>>MANUAL CAPTURE>>WAYBILL, Select **Find, proceed to enter the necessary parameters**