

ZAMBIAMy TaxREVENUEYour TaxAUTHORITYOur Destiny

USER GUIDELINES

FOR THE AIRCARGO EXPRESS DECLARATION



FOREWORD BY COMMISSIONER – CUSTOMS SERVICES

I am pleased to present the user guidelines for The Air Cargo Electronic Manifest – Express Declaration.

This feature will provide for automatic generation of an express declaration from an electronically lodged 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 is a module on the ASYCUDAWorld system. The feature will allow for courier companies and other importers of goods that are deemed low value but where taxes and duties will have to be collected. With this implementation all waybills that fall under the mentioned category will require to generate a Simplified Express Declaration from the manifest.

The benefits derived are among others simplified processing of declarations, reduced dwelltime for importers, increased monitoring of dutiable goods that will translate into correct collection of government revenue.

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

Table of Contents

| AIRCARGO ELECTRONIC MANIFEST INTRODUCTION | 4 |
|--|----|
| 1. APPLICATION AS AN EXPRESS OPERATOR | 4 |
| 2. CREATION OF AN EXPRESS DECLARATION | 6 |
| 3. VIEWING REGISTERED EXPRESS DECLARATION AND APPROVED EXPRESS AUTHORISATION | 10 |

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. APPLICATION AS AN EXPRESS OPERATOR

- 1.1. User Logs in with the credentials supplied by the ASYCUDAWorld functional team
- 1.2. Once logged in, the user can apply to the Station Management to be able to transact on ASYCUDAWorld as an express operator, this will be approved as per conditions set out at station level.
 - 1.2.1. The user will follow the path, GOODS CLEARANCE >>DECLARATION>>EXPRESS DECLARATION>>EXPRESS AUTHORISATION, Select **New**



1.2.2. The below window will open, and the user will be able to request to be able to transact on ASYCUDAWorld as an express operator

| | Express Authorization - Apply [LIA] | |
|-----------------|---|----------------------|
| Submit | File Curr Verr Help | |
| for approval | ASYCUDAWorld | "World of e-Customs" |
| | AUTHORISATION TO USE SIMPLIFIED DECLARATION | |
| | Customs Office | |
| | LIA LUSAKA INTERNATIONAL AIRPORT | |
| \frown | Туре | Reference 2,024 |
| 631/0 | | |
| save | Declarant Details | Applicant Contact |
| | TIN 1012747731 | Email Address |
| | ICYPEED LIMITED 1987 OFF NGWERERE ROAD | |
| | LUSAKA | Phone Number |
| | Name of Representative EXPRESS 1 | |
| | EAPRESS I | |
| | Additional Information | |
| | Additional Information | |
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| | Code File name | Status |
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| | ┌ Applicant Comments | |
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| | Declarant Application | |

- 1.2.3. The completed form will be submitted by clicking on the 'submit for approval' to send to customs for processing, or 'save' to return to the application once satisfied.
- 1.2.4. The user can find and view status of the Express Declaration
- 1.3. The user can find already created authorisation to view status
- 1.4. Once approved the user can use the profile to declare goods on behalf of other consignees for their manifest.

| press Declaration - | New [LIA] | | | | | | | | | | | | | | | |
|---|----------------------------|---------------------|----------------|-----------------|---------------------------|---------------|--------------------|--------------------|---------------|-----------------|---------------|----------------------|-----------------|---|----------|------------|
| Edit View Help | non tead | | | | | | | | | | | | | | | |
| V V 🖻 | 8 | | | | | | | | | | | | | | | |
| Search By Manifest | 1 | | | | LIA | LUS | AKA INTERNATION/ | AL AIRPORT | EK319 | | 11/04/2024 | | | | | |
| , | | , Master waybi | ll barcode | | Ma | ister waybill | reference | | Registered | d on | Arrival co | firmed on | | | | |
| | | | | | _ | | | a la | 15/04/2024 | | 12/04/2024 | | | | | |
| | | , | | | , | | | | , | | | | | | | |
| Available Wayb | ills | | | | | | | | | | | | | | | |
| Only waybills hav | ing remainir | g quantities, a | rrival confirm | ed or discha | rged, goods ca | ategory 3 and | I not selected for | control | | | | | | | | |
| Reference | Type Nat | re Weight | Pck. Nbr | Pck. Code | Customs value | e Currency | Consi | gnee | | Marks | | Commerc | ial description | | Selected | Default wa |
| | | | | | | Confi | | ant to submit this | | | | 20:00 ? | | | | |
| Salaatad Wayb | 10 | | | | | | | | express decla | | | | | | | |
| Selected Wayb | ills | | | | | | | | express decla | | | | | 0 | | |
| | | we Weight | Date Miss | Data Carlo | Custome units | | Do you realiy w | ant to submit this | express decla | ration, date on | | :00:00 ? | | * | Selected | Default un |
| Selected Wayb Reference 176-0009037 | ilis Type Nat AWB 23 | ire Weight 92.00 | Pck. Nbr | Pck. Code PK | Customs value 1,500.00 | | Do you realiy w | ant to submit this | express decla | nation, date on | 15/04/2024 00 | :00:00 ? Commerce | ial description | | | Default wa |

1.5.

2. CREATION OF AN EXPRESS DECLARATION

- 2.1. User Logs in with the credentials supplied by the ASYCUDAWorld functional team.
- 2.2. Once logged in, the user can declare on behalf of a consignee for goods manifested to them under **category 3**
 - 2.2.1. The user will follow the path, GOODS CLEARANCE >>DECLARATION>>EXPRESS DECLARATION>>EXPRESS DECLARATION, Select **New**



2.2.2. The below window will be displayed, use the tabs at the bottom to import data.

| Marks Good'sower / Consignee Commercial description of goods Items summary No Waybill Commercial description of goods Customs value Currency Origin 1 706-00005001 650211 51.00 PK 3 Oll PRODUCTS 70.64 USD THE KENYAL | Pic I |
|--|------------------|
| Contraction North Of C-Cutstoms: Express Declaration - Items details Goods details on a specific item Waybill Line Commodity code Origin Weight Supplementary units Marks Goods'owner / Consignee Commercial description of goods Items summary No Waybill Commodity code Precision 2 Origin Weight Supplementary Commercial description of goods Commodity code Precision 2 Via 0 PK 2 706.0005001 850710 PK PHONE ACCESSORIES THE KENYAL | |
| No Weight Suppress Version 2 origin Versior 2 origin Versio | |
| Goods details on a specific item Waybill Line Commodity code Origin Weight Supplementary units Packages Preference Customs value Insurance value F Marks Goods'owner / Consignee Commercial description of goods Commercial description of goods E Items summary No Waybill Commodity code Precision 2 Origin Weight Supp. Code Supp. Quantity Pck. Code Pck. Nbr Preference Commercial description of goods Customs value Currency O 1 706.0005001 850211 51.00 PK 3 OIL PRODUCTS 70.64 USD THE KENXU 2 706.0005001 850210 PK 2 PHONE ACCESSORIES THE KENXU | |
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| Waybill Line Commodity code Origin Weight Supplementary units Packages Preference Customs value Insurance value F Marks Goods'owner / Consignee Commercial description of goods Commercial description of goods Image: Commodity code Image: Commodity code Image: Commercial description of goods Image: Commodity code | |
| Marks Goods'owner / Consignee Commercial description of goods Name Goods'owner / Consignee Commercial description of goods Items summary Items summary Items summary No Waybill Commodity code Precision 2 Origin Weight Supp. Code Pick. Nbr Preference Commercial description of goods Customs value Currency OII 1 706-00005001 850211 51.00 Pick 3 OIIL PRODUCTS 70.64 USD THE KENYAH 2 706-00005001 850780 Pick 2 PHONE ACCESSORIES THE KENYAH | reight value 🛛 🕂 |
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| 1 706-00005001 850211 51.00 PK 3 OIL PRODUCTS 70.64 USD THE KENYAN 2 706-00005001 850780 PK 2 PHONE ACCESSORIES THE KENYAN | Consignee |
| Log Update item | HIGH COMMISSION |
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| ress Declaration Rems Waybills dashboard | |

2.2.3. **Waybills dashboard** is used to input the data, you can use the search mode depending on the type of manifest. Once data is entered as per the need, the system will auto populate the Express Declaration tab, and the items tab.

| HORITY Our Destiny | 131 | CUDA | Worle | d | "Wor | ·ld of e-Cusi | 'oms" | | | | |
|-----------------------------------|------------------|-------------|---------------------------|---|---|----------------|----------------------------|------------------------|---|----------|-----------------|
| Express Declarati | ion - Wa | ybills List | | | | | | | | | |
| Manifest / Maste | er waybil | l Details | | | | | | | | | |
| Search Mode Search By Manifest | _ | | st barcode waybill bar | | | Office of depa | SAKA INTERNATIONAL AIRPORT | KQ885 Registered on | Date of departure 15/04/2024 Arrival confirmed on 15/04/2024 | | |
| Available Waybil | ls | | | | | | | | | | |
| | ng remai Type | | | | d or discharged, go Pck. Code Custom | | d not selected for control | Marks | Commercial description | Selected | Default waybill |
| | - | | | | | | | Marks | Commercial description | Selected | Default waybill |
| | - | | | | | | | Marks | Commercial description | Selected | Default waybill |
| | - | | | | | | | Marks | Commercial description | Selected | Default waybill |
| Reference | Type I | | | | | | | Marks | Commercial description | Selected | Default waybill |
| | Type I | | | | | | | Marks | Commercial description | Selected | Default waybill |

2.2.4.On the **Items tab**, the user should update all the required fields. After entering all the required fields, the user can proceed to update the specific item on the waybill. Ensure the correct HS code is entered. Once correctly populated, the system will auto populate with HS code generic name as below

| | | | | | | | | | | |
|--|---------------------|-----------------------|---------------|---------------------------|--------------|-----------------------------------|----------------------|---------------|-----------------|------------------------|
| Express Declaration - New le Edit View Help | (LIA) | | | | | | | | | त [,] य |
| e Eait View Help D 🗸 🗸 👰 🖇 | | | 1 | | | | | | | |
| | | wona | world | a of e-Customs | | | | | | |
| Express Declaration | | | | | | | | | | |
| | | | | | | | | | | |
| Goods details on | a specific item | / | | | | | | | | |
| Waybill | Line | Commodity code | Origin Weight | Supplementary | units | Packages | Preference | Customs value | Insurance value | Freight value 🔄 🧃 |
| 706-00005001 | | 85021100 000 | ZA 51 | 1.00 10.00 | 11 | 3 PK | | 70.64 USD | 0.00 | |
| Marks | | | Good | s'owner / Consignee | | Commercial des | ription of goods | | | |
| THE KENYAN HIGH COM | MISSION | | THE K | ENYAN HIGH COMMISSION | | OIL PRODUCTS | | | | |
| Generating sets with co | ompression-ignition | engines, =<75 kVA | | | | | | | | |
| J | | | | | | | | | | |
| Items summary | | | | | | | | | | |
| | | | | | | | | | | |
| No Waybill | | de Precision 2 Origin | | Supp. Code Supp. Quantity | | | description of goods | | | Consignee |
| 1 706-00005001 2 706-00005001 | 850211 850780 | | 51.00 | | PK 3 PK 2 | DIL PRODUCTS PHONE ACCESSORIES | | 70.64 | | CENYAN HIGH COMMISSION |
| 2 100-0003001 | 030100 | | | | | HONE ACCESSORES | | | | La ran mon commission |
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| press Declaration Iten | ns Waybills dashi | board | | | | | | | | |

2.2.5. If the declaration has more than one item on the waybill or has multiple waybills, the user is advised to use the option 'Set as default waybill for trader's details' to auto populate the details of the declaration on the 'express declaration' tab. This is for a case where the declarant is declaring for multiple waybills that could have been consigned to different companies.

| arch By Manife | | | | | LIA | INTERNATIONAL AIRPORT | KQ885 | 15/04/2024 | | |
|---------------------------|-------------------|---------------------|------------------------------|-----------------------------|--------------------------|--|---------------|------------------------|-----|-------------------------|
| | | , Master waybill | barcode | | , Master waybill refe | erence | Registered on | Arrival confirmed on | | |
| | | | | | - | a. | 15/04/2024 | 15/04/2024 | | |
| | | , | | | , | | , | , | | |
| vailable Way | bills | | | | | | | | | |
| ly waybills ha | iving remainir | ng quantities, arr | rival confirm | ed or discharged, goo | ds category 3 and no | ot selected for control | | | | |
| Reference | Type Nat | ure Weight | Pck. Nbr | Pck. Code Customs | value Currency | Consignee | Marks | Commercial description | s | elected Default waybill |
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| elected Wayl | bills | | | | | | | | | |
| elected Wayl | bills | | | | | | | | × | |
| elected Wayl Reference | bills Type Nat | ure Weight | Pck. Nbr | Pck. Code Customs | value Currency | Consignee | Marks | Commercial description | × s | elected Default waybill |
| | | 51.00 | | DV 70.0 | | Consignee IE KENYAN HIGH COMMISSION | | | s | elected Default waybill |
| Reference | Type Nat | 51.00 | Pck. Nbr View waybill | DV 70.0 | | | | | s | |
| Reference | Type Nat | 51.00 | View waybill | DV 70.0 | USD TH | | | | s | |
| Reference | Type Nat | 51. | View waybill Set as defau | It waybill for traders deta | USD TH | | | | s | |
| Reference | Type Nat | 51. | View waybill | It waybill for traders deta | USD TH | | | | s | |
| Reference | Type Nat | 51. | View waybill Set as defau | It waybill for traders deta | USD TH | | | | s | |
| Reference | Type Nat | 51. | View waybill Set as defau | It waybill for traders deta | USD TH | | | | s | |
| Reference | Type Nat | 51. | View waybill Set as defau | It waybill for traders deta | USD TH | | | | s | |
| Reference | Type Nat | 51. | View waybill Set as defau | It waybill for traders deta | USD TH | | | | s | |

2.2.6. The express declaration will be auto populated as below

| Express Declaration - New [LIA] | | | | | | |
|--|--------|-----------|----------------------------------|-----------------|---------------|------|
| File Edit View Help | | | | | | |
| | | | | | | |
| ASYCUDAWorl | d | | "World | of e-Custe | oms" | |
| Express Declaration - Generator | | | | | | |
| Manifest Details | Estin | ated du | ities and taxes | | | |
| Manifest barcode | Item | Туре | Tax base | Rate | Amout | MP |
| | |]] | |] | J | |
| Office of departure / arrival | | | | | | |
| LIA LUSAKA INTERNATIONAL AIRPORT | | | | | | |
| Voyage number Date of departure | | | | | | |
| KQ885 15/04/2024 | | | | | | |
| Registered on Arrival confirmed on | | | | | | |
| 15/04/2024 | | | | 📓 Tota | I | |
| | | | | | | |
| Traders Details | | | | | | |
| Exporter- | | Consi | gnee | | | |
| No. | | No. | | | | |
| GLOBAL AFFAIRS KENYA 125 SUSSEX DR DIP MAIL SERVICES | | | ENYAN HIGH CON TED NATIONS RD | IMISSION | | _ |
| City: NAIROBI | | | USAKA | | | |
| | | | | | | |
| | | | | | | |
| Declaration Details | | | | | | |
| Model & Reference | | | | | | |
| Clearance Office | | | | | | |
| LIA LUSAKA INTERNATIONAL AIRPORT | | Declara | ant | 400 | 2592663 | |
| Model Procedure Released o | n | No. | | , | 2092000 | |
| SED 4 4000 000 | _ | PLOT N | | Limited | | |
| SAD Registration reference | | , | Kavu Road | ve of declarant | | |
| 2024 D 6 15/04/2024 | _ | | L NYIRENDA | | | _ |
| , , , , , | | , | n declared iter | 20 | | |
| Totals in selected waybills Waybills Weight Packages Cus. Val | ue | Items | Weight | | es Cus. Value | |
| 2 102.00 10 2, | 879.66 | | 3 1 | 02.00 | 10 4,91 | 7.93 |
| , , , , , | | , | , | , | , | |
| Authorisation Office Submission reference Type | Valio | lity | ٨c | count Pa | ayment Method | |
| LIA 2,024 1 2024-04-09 COURRIER | | -04-09 | | | | |
| | 2024 | | | | | Q |
| | | | | | | |
| Valid authorisation | | | | | | |
| Office Veer Number Date 1 | Tuno | Valid fro | m To | Account | Bonofician | |

| Office | Year | Number | Date | Туре | Valid from | lo | Account | Beneficiary |
|--------|------|--------|------------|----------|------------|----|---------|-------------|
| LIA | 2024 | 1 | 09/04/2024 | COURRIER | 09/04/2024 | | | 1002592663 |

2.2.7. The user ensures all the details that pertain to the declaration are correct, the user proceeds to verify and validate the declaration as per custom using the icons as below:

| Verify | Store | Register |
|----------------|---------------|----------|
| Express Decla | aration - Nev | v [n/a] |
| File Edit View | Help | |
| ۷ ۷ | 1 | 9 😧 |



2.2.8. Once confirmed the user would have registered the declaration and a successful message will be applied, the system automatically creates a SAD for the express declaration.

| Tr | ansactior | n completed | × |
|----|-----------|---|-------|
| | 0 | Express declaration's submission is successful Office: LIA Registration: 2024/7 Date: 2024-04-16 | |
| | 0 E | 5 | • • • |

3. VIEWING REGISTERED EXPRESS DECLARATION AND APPROVED EXPRESS AUTHORISATION

- 3.1. The user has options to view or find a registered express declaration or an authorisation
 - 3.1.1.To view an **authorisation** the user will follow the path, GOODS CLEARANCE >>DECLARATION>>EXPRESS AUTHORISATION>>EXPRESS AUTHORISATION, Select **Find**, proceed to enter the necessary parameters
 - 3.1.2.To view a **declaration** the user will follow the path, GOODS CLEARANCE >>DECLARATION>>EXPRESS DECLARATION> EXPRESS DECLARATION, Select **Find**, proceed to enter the necessary parameters