ZAMBIA
REVENUE
AUTHORITY

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Our 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 dwell-time 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

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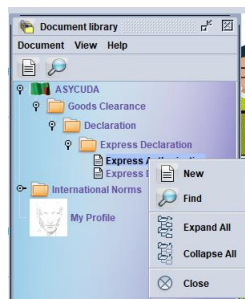
1.2.2. The below window will open, and the user will be able to request to be able to transact on ASYCUDAWorld as an express operator

Submit for approval

save

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.

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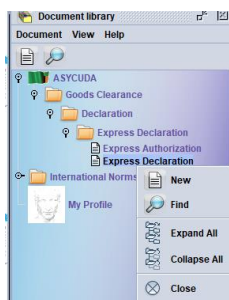
      2.2.2. The below window will be displayed, use the tabs at the bottom to import data.

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.

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

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.

2.2.6. The express declaration will be auto populated as below

Express Declaration - New [LIA]

File Edit View Help

ASYCUDAWorld — "World of e-Customs"

Express Declaration - Generator

Manifest Details

Manifest barcode

Office of departure / arrival

LIA	LUSAKA INTERNATIONAL AIRPORT

Voyage number KQ885

Date of departure 15/04/2024

Registered on 15/04/2024

Arrival confirmed on 15/04/2024

Estimated duties and taxes

Item	Type	Tax base	Rate	Amout	MP

Total

Traders Details

Exporter

No.

GLOBAL AFFAIRS KENYA
125 SUSSEX DR DIP MAIL SERVICES
City: NAIROBI

Consignee

No.

THE KENYAN HIGH COMMISSION
3 UNITED NATIONS RD
City: LUSAKA

Declaration Details

Model & Reference

Clearance Office

LIA	LUSAKA INTERNATIONAL AIRPORT

Model	Procedure			Released on
SED	4	4000	000	

SAD Registration reference

2024	D	6	15/04/2024

Declarant

No. 1002592663

Fedex Express Zambia Limited
PLOT NO 1321
Enock Kavu Road

Name of representative of declarant

SAMUEL NYIRENDA

Totals in selected waybills

Waybills	Weight	Packages	Cus. Value
2	102.00	10	2,879.66

Totals in declared items

Items	Weight	Packages	Cus. Value
3	102.00	10	4,917.93

Authorisation

Office	Submission reference		Type	Validity	Account	Payment Method
LIA	2,024	1	2024-04-09	COURRIER	2024-04-09		

Valid authorisation

Office	Year	Number	Date	Type	Valid from	To	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
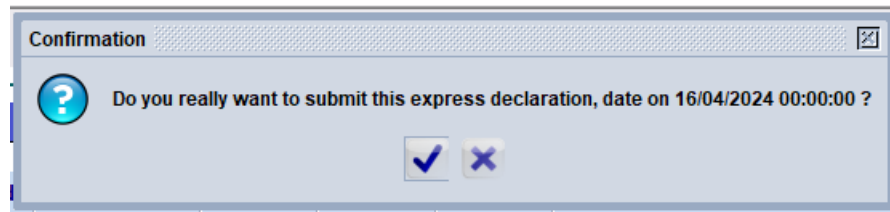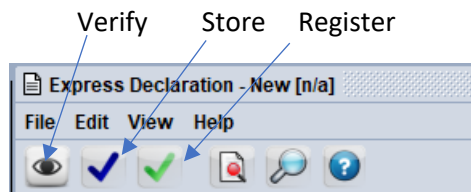
2.2.8. Once confirmed the user would have registered the declaration and a successful message will be applied, the system automatically creates a SAD for the express declaration.
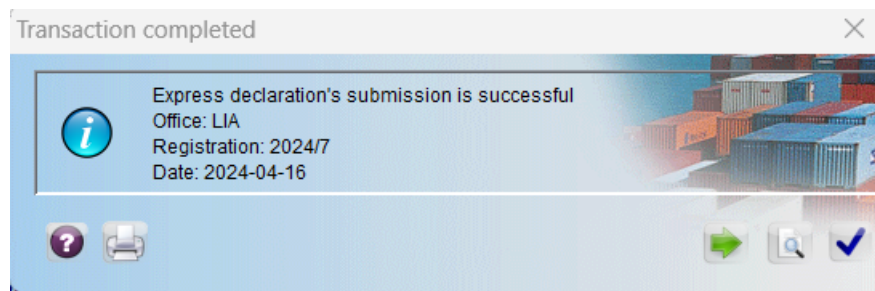
3. VIEWING REGISTERED EXPRESS DECLARATION AND APPROVED EXPRESS AUTHORISATION
   3.1. The user has options to view or find a registered express declaration or an authorisation
      3.1.1. To view an **authorisation** the user will follow the path, GOODS CLEARANCE >>DECLARATION>>EXPRESS AUTHORISATION>>EXPRESS 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**