Zambia Revenue Authority

My Tax, Your Tax, Our Destiny

User Guide for IATA Cargo XML Filing

to ASYCUDAWorld System

ZRA ZAMBIA

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Introduction

The objective of this document is to provide guidance to filers that submit advance electronic data to the ASYCUDAWorld application in the Cargo-XML format published in the International Air Transport Association (hereinafter referred to as **"IATA")** Cargo XML Toolkit.

The document addresses the following topics:

❖ Data Standards
❖ Filing Timelines
❖ Eligible Filers
❖ Technical Setup with Customs
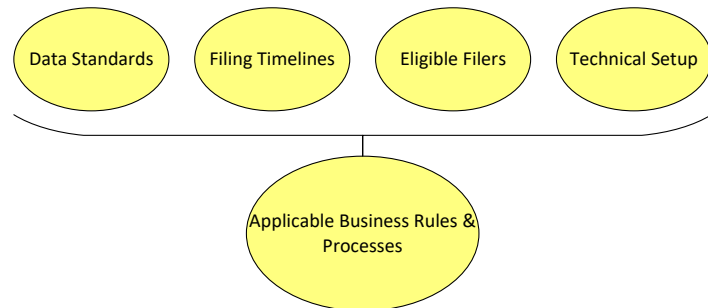❖ Business Rules and Processes

Figure 1 depicts the layout of this document.

Figure 1

1. Data Standards

ASYCUDA World System accepts the IATA Cargo XML messages and the corresponding versions as identified in the following table.

IATA Cargo XML Message	Version	Document Equivalent	Message Purpose
XFFM	2.00/3.00	Flight Manifest	To transmit details of consignments loaded on a single flight to customs.
XFWB	3.00	Air Waybill	To transmit a complete set of data related to an Air Waybill to Customs.
XFZB	3.00	House Air Waybill	To transmit a complete set of data related to a House Air Waybill to Customs.
XFNM	3.00	Response	To receive Custom response (acknowledge or error) notices.

Notes:
❖ ASYCUDA World accepts single batch or individually transmitted messages.
❖ Files that belong to the same consignment can be sent together in a single e-mail as XML attachments
❖ Sequencing is not important i.e. XFFM can be transmitted before, after or in between XFWB and XFZB messages, XFZB can be transmitted before or after XFWB, XFFM.

2. Filing Timelines

All cargo shall be reported electronically to Customs prior to the cargo's actual arrival in Zambia. Customs requires that the cargo declaration must be filed by the Commander of an aircraft the soonest after take-off.

3. Eligible Filers

For ASYCUDAWorld participation, there are two types of eligible filers that may originate and transmit IATA Cargo XML messages, that is, Carriers and Freight Forwarders. Each filer is responsible for its own data. The table below indicates the Filers and their respective messages.

Sr#	Filing Party	Messages
1	Freight Forwarder or its authorized 3rd party	House Waybill (XFZB)
2	Carrier or its authorized 3rd party	Flight Manifest (XFFM) Air Waybill (XFWB) House Waybill (XFZB) when available
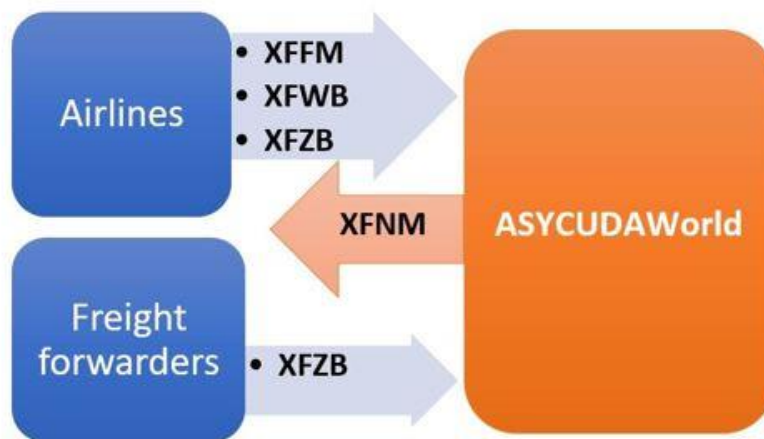
Notes:

- ❖ Authorized 3rd party could be a Carrier, Ground handler, IT Service Provider or any other party who has the capability to connect with Customs.
- ❖ An authorized 3rd party can file on behalf of multiple parties.
- ❖ A Carrier's prior consent is required if a freight forwarder chooses self-filing or a 3rd Party other than the issuing Carrier.
- ❖ ASYCUDAWorld generally accepts XFFM and respective XFWBs and XFZBs from the same filers however, it processes these messages even if the filers are different.

4. Technical Setup

Technical setup is a pre-requisite to start the exchange of electronic information with Customs. It is a 3-step approach (depicted in Figure 2).

Figure 2:
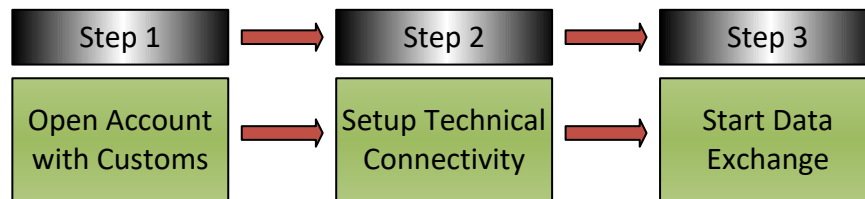
Step 1: Open Account with Customs

The filer must be registered with Customs using the registration form (template attached in Annex A). Filers are requested to notify the ASYCUDAWorld Administrator when any of the information has changed.

Step 2: Setup Technical Connectivity

Custom will set up an account for the user based on the registration request and will provide the necessary connectivity information i.e. SMTP/email address or Web Service authorized login or both.

Step 3: Start Data Exchange

Once approved, the filer can start the test transmission using the IATA Cargo-XML standards mentioned above.

Notes:

- ❖ ASYCUDAWorld only accept messages from the registered users.
- ❖ Users are registered by message types therefore freight forwarder or its authorized 3rd party cannot transmit XFWB and XFFM.

5. Business Rules and Processes

This section provides additional business rules regarding segments and tags of the IATA Cargo XML messages which the ASYCUDAWorld accepts, in accordance with the IATA C-XML Manual.

A. General Rules Applicable to All Messages

- ■ Standards Rules for all messages
  - ❖ ASYCUDAWorld only accepts XML message compliant with IATA Cargo-XML schemas. Mandatory fields are completed with valid values; conditional field's value must satisfy the condition.
  - ❖ ASYCUDAWorld generates a unique response message (XFNM) for each XFWB, XFZB and XFFM message received from an authorized Cargo XML filer. The XFNM is sent to airlines and service providers when XFFM, XFWB and XFZB are received, processed or contain errors.
  - ❖ Only XML files are accepted. The C-XML messages are to be sent by e-mail separately, one message per e-mail or in a single e-mail all messages belonging to one specific consignment. In this case, make sure that the messages are XML attachments in the e-mail. In case the option

one message per e-mail is selected, then it is also possible to send the message as a body text. Make sure in this case that the e-mail body does not contain any footer or pictures.
- ❖ The message key in ASYCUDAWorld is made of the combination of the <u>message header id</u> + the <u>business header id</u>. *In case we have the same combination, we discard the message and don't process it again*. Where an error occurs, and the system is unable to process a given file, the airline can send it again and will have a different message header id but same business header id. This scenario can be used for update purposes or once the bug was fixed and the file can be processed.
- ❖ For message deletion use purpose code Deletion in the message header segment
- ❖ For message update use purpose code Update in the message header segment
- ❖ For new message creation use purpose code Creation in the message header segment

B. Air Waybill (XFWB) and House Waybill (XFZB) Business Rules

- ❖ Once a filer successfully creates an **ASYCUDAWorld** record using the XFWB or XFZB, the filer may not "create" another AWB record using the same number for a period of 365 days.
- ❖ Update to existing Air Waybill (XFWB)/House Waybill (XFZB) records are allowed by original sender using appropriate purpose code in the message header <u>before registration of the manifest in ASYCUDA World</u>. Update after the flight manifest filing could only be done through the ASYCUDA application framework.
- ❖ Deletion of existing Air Waybill (XFWB)/House Waybill (XFZB) records are allowed by original sender <u>before registration of the manifest in ASYCUDA World</u>.
- ❖ XFWB or XFZB message, with purpose code update with new message header ID will create a new XFWB or XFZB record but will update the same linked air waybill in ASYCUDAWorld.
- ❖ Ensure using type code 740 for simple shipments and 741 for Consolidation. Type Code 740 must not have any House Waybill(s) associated to it. We should not have XFZBs linked to a XFWB having type code 740

Note: In Zambia, the manifest must be registered upon arrival. Amendments to a stored manifest are allowed except for its key the customs office code, the voyage number and the date of departure. Agents can request amendment to waybills through AW functionality. After 48 hours from registration, a fee may be charged for amendments depending on the case.

C. Flight Manifest Business Rules

- ❖ ASYCUDAWorld is processing all manifests regardless to the proposed departure date. ASYCUDAWorld will reject the XFFM messages that contain a Scheduled Departure date that is, for example more than sixty (60) days before **ASYCUDA World** receives the message. This value shall be configured at a National level.
- ❖ ASYCUDAWorld ignores the XFFM if Unique Flight Reference has already been successfully processed.
- ❖ Any Flight Manifest changes are only allowed through the ASYCUDA application framework.
- ❖ XFFM message must contain the scheduled Date and Time of Arrival. Note: this is optional in IATA Messages however mandatory for Customs.

D. Response (XFNM) Data Element Rules

❖ The response message can have one of the three following statuses; Processed, Receiver or Rejected

❖ Response Type value of "Processed" means that the ASYCUDAWorld system has validated and processed the file. The manifest or the air waybill is available in ASYCUDAWorld

❖ Response Type value of "Received" means that the ASYCUDAWorld system has validated the file and put it on hold. This scenario happens in case a master air waybill XFWB is sent while its XFFM manifest file that belongs to it was not sent yet. Same wise, we have the received value in case a house air waybill XFZB is sent while its master air waybill XFWB file was not sent yet

❖ Response Type value of "Rejected" may identify one or more errors from the originally submitted message.

❖ ASYCUDAWorld assesses and generates a response to each message as it is received regardless if the filer submits the records asynchronously or as a "batch."

❖ The Airline /Service provider can choose for receiving acknowledgments for processed files only or for both received and processed files.

❖ Please note that ASYCUDA doesn't generate a unique transaction number such as MRN.

❖ Original Document Identification Value is the Message Reference ID provided by the filer in the input message.
In case of Acknowledgements:
➢ For XFWB, it is the Air Waybill number.
➢ For XFZB, it is the Air Waybill+"-"+House Waybill number
➢ For XFFM, it is the Carrier code followed by flight number followed by original schedule departure date and followed by schedule departure location code
In case of an error:
Message header id and message business header id of the original sent files will be used

❖ Response Detail: The response details are used in AW especially for the errors. It contains the error details such as missing mandatory data in XML file or wrong format being used to guide airlines and service providers. In case of acknowledgement and the XML message file is correct, ASYCUDAWorld will show N.A for not available

E. Scenario of Part Shipments

With regard to part shipments, the trader has in general a master airwaybill with a same number for the second part. Let's assume that the waybill reference is X.   Basically, you have a manifest M1 including this master airwaybill X with the first part of the goods and then you will have another manifest M2 including air waybill X with the remaining part of the goods. In other words, XFFM M1 has XFWB X as part of the list of the air waybills and XFFM M2 has XFWB X as well.

To avoid confusions and make sure that the second art is properly connected in ASYCUDA with Manifest M2**, you need to make sure that Manifest M1 is registered before sending the second**

part of the part shipments. Otherwise the system will think that it is an update of the manifest M1.

That's why in IATA Solution within ASYCUDA, **an Email alert is sent upon manifest registration**. The agent or representative of the filer of a given airline receives an email from ASYCUDA on the email contact that he has provided as an XFNM acknowledgment attached as part of the email, this confirmation is a kind of hint to the filer to send the second part of the part shipment.

We need to avoid sending this second part before the registration of M1, in case you don't do it the system will still link it to M1 thinking that it is related to M1 and will reject it especially if the purpose code is Creation. The XFFM M1 will be deleted at manifest document registration in ASYCUDA. It will make sure that the system finds only XFFM M2 and links properly the second part of the waybill.

Annex A – ASYCUDAWorld Filer Information Form Template

Required Element	Filer Information
Agent of the Filer /Airline Name: The commonly known commercial name of the data provider	
Agent of the Filer /Airline Type:	◉ Carrier ○ Freight Forwarder
Address: Physical or mailing address of the data provider for contact purposes	
Telephone Number: Phone number for account Point of Contact	
Email: A valid e-mail address to which Data Provider Account information – username and password - may be sent	
Email: Valid e-mail addresses (one or many) to receive technical responses (Errors or Acknowledgements) from Customs	
Email: Valid e-mail addresses (one or many) from which data is filed to ASYCUDAWorld Customs System	
Connection Means: An indication of how the Data Provider will connect to the ASYCUDAWorld application (Both boxes can be ticked in the same time)	SMTP/Email ☐ Web Service ☐
Authorized 3rd Party Name: The commonly known commercial name of the data provider	
Filing Mechanism:	SMTP/Email:

Filer Certification		
Name of Authorized Representative	Signature	Date

Customs Acknowledgement		
Name of Authorized Representative	Signature	Date

Annex B – Sample Connectivity Details and Deployment Planning

Technical Requirement	Customs Information
Communication Protocols	SMTP/Email
Details of Communication Protocols	Every carrier will receive through an official communication from the Zambia Revenue Authority the e-mail address on which C-XML should be sent
	Freight forwarders will send data on the carrier's email address that was assigned to them.
	Freight forwarders can work with many carriers and hence send data on different email-addresses summarized in annex D

Task	Schedule
Legal Basis	Customs and Excise Act, Chapter 322 of the Laws of Zambia (Section 22)
Pilot Start Date	28/11/2023
Pilot End Date	29/02/2024
Enforcement Date	08/03/2024
Information Availability (website, etc.)	Zambia Revenue Authority Web portal https://www.zra.org.zm/
Point of Contact	Zambia Revenue Authority Point of Contact

Annex C – Contacts and Focal Points

Registration forms mentioned in Annex A should be submitted within the next two weeks to the following contact persons from the Zambia Revenue Authority

Contact Name	Email Address
Mazuba simalabbe	SIMALABM@zra.org.zm
Chama Besa	ChamaB@zra.org.zm
Joan Malangisha	malangij@zra.org.zm
Nosiku Sipalo	SIPALON@zra.org.zm
Molly Tembo	TEMBOMOL@zra.org.zm
Maxwell Kapindula	Kapindum@zra.org.zm
Bhakali Makombo	MAKOMBOB@zra.org.zm
Mubanga Kashimilo	KASHIMIM@zra.org.zm
Winter Msukwa	MSUKWAW@zra.org.zm

During the prototype phase, airlines and freight forwarders can be assisted during the filing data exercise by the following persons

Contact Name	Email Address	Administration /Organization
Chama Besa	ChamaB@zra.org.zm	Zambia Revenue Authority
Joan Malangisha	malangij@zra.org.zm	Zambia Revenue Authority
Nosiku Sipalo	SIPALON@zra.org.zm	Zambia Revenue Authority
Molly Tembo	TEMBOMOL@zra.org.zm	Zambia Revenue Authority
David mungela	MungelD@zra.org.zm	Zambia Revenue Authority
Maxwell Kapindula	Kapindum@zra.org.zm	Zambia Revenue Authority

| Alick Mwanza | Mwanzali@zra.org.zm | Zambia Revenue Authority |
| Ouassim Gahbiche | ouassim.gahbiche@unctad.org | United Nations Conference on Trade and Development |

Annex D – Emails Accounts Summary for Filing C-XML Data

Airline Code	Airline Name	Email Address for Filing C-XML
3W	MALAWI AIRLINES	3w.asycuda@zra.org.zm
4E	STABO AIR	4e.asycuda@zra.org.zm
4Z	AIRLINK	4z.asycuda @zra.org.zm
BP	Air Botswana	bp.asycuda@zra.org.zm
EK	EMIRATES	ek.asycuda@zra.org.zm
ET	ETHIOPIAN AIRLINES	et.asycuda @zra.org.zm
KQ	KENYA AIRWAYS	kq.asycuda @zra.org.zm
P0	PROFLIGHT ZAMBIA	p0.asycuda @zra.org.zm
RAC	ROYAL AIR CHARTERS	ra.asycuda @zra.org.zm
SA	SOUTH AFRICAN AIRWAYS	sa.asycuda @zra.org.zm
SW	AIR NAMIBIA	sw.asycuda @zra.org.zm
WB	RWANDAIR	wb.asycuda @zra.org.zm
TC	AIR TANZANIA	tc.asycuda @zra.org.zm
TK	TURKISH AIRLINES	tk.asycuda @zra.org.zm
3Q	ROYAL ZAMBIAN AIRLINES	3q.asycuda @zra.org.zm
QR	QATAR AIRWAS	qr.asycuda @zra.org.zm
ZN	ZAMBIA AIRWAYS	zn.asycuda @zra.org.zm
TM	MOZAMBIQUE AIRLINES	tm.asycuda @zra.org.zm