

**MINISTRY OF FINANCE
CUSTOMS AND EXCISE DIVISION**

NOTICE TO IMPORTERS NO. 16 OF 2021

SUBJECT: CHANGING THE WAY WE WORK IN A TECHNOLOGY-DRIVEN WORKPLACE [11]

All Agents/Cargo Reporters are advised of the implementation of the Cargo Amend procedure on the Customs Border Control System (CBCS) with immediate effect.

The Cargo Amend procedure facilitates the electronic processing of amendments required to be made on all Airway Bills and Bills of Lading. In this regard:

1. There will be no physical lodgment of documents at the Customs and Excise offices.
2. All amendments shall be submitted via the CBCS Cargo Amend feature and shall be assigned a unique Application ID by the CBCS (E.g. Application ID 2021 x).
3. The Agent/Cargo Reporter shall communicate this Application ID via email to the respective Proper Officer as follows:
 - I. The Supervisor or Collector of the Port of Port-of-Spain;
 - II. The O/C at any other Port;
 - III. The O/C of the Transit Shed where the cargo is deposited.

The Email address of each station is detailed in Appendix 1.

4. The Proper Officer shall electronically approve the request for amendments once the justification is acceptable.
5. The approved amendments shall automatically update the Airway Bill or the Bill of Lading on the CBCS.
6. Where an application for amendment is rejected, the Proper Officer shall give the reason for the rejection.

A detailed manual on the use of the Cargo Amend Procedure is attached for ease of reference.

Agents/Cargo Reporters are to be guided accordingly.

K. Matthews
.....
Comptroller of Customs & Excise
Custom House, Port of Spain
Dated: 12.07.2021



APPENDIX I

CUSTOMS AND EXCISE SECTION EMAILS

Section/Station	Email Address
ABL Transit Shed	abl@customs.gov.tt
Aeromarine	aeromarine@customs.gov.tt
Amerijet	amerijet@customs.gov.tt
CAL Transit Shed	cal@customs.gov.tt
Cedros	cedros@customs.gov.tt
Chaguaramas	chaguaramas@customs.gov.tt
Charlotteville	charlotteville@customs.gov.tt
Collector POS Wharves/CES	Collector.poswharves@customs.gov.tt
Galeota	galeota@customs.gov.tt
ISL	isl@customs.gov.tt
Medway	medway@customs.gov.tt
Piarco Air Services	pas@customs.gov.tt
Plipdeco Port	oclipdecoport@customs.gov.tt
Plipdeco Warehouse	oclipdecowarehouse@customs.gov.tt
Pt Fortin	Customsptfortin@customs.gov.tt
Swissport	swissport@customs.gov.tt
Supervisor Air Services	airservices@customs.gov.tt
Supervisor POS Wharves/CES	Supervisor.poswharves@customs.gov.tt
Supervisor Tobago	supervisortobago@customs.gov.tt



CUSTOMS BORDER CONTROL SYSTEM

C.B.C.S



Customs and Excise Division

Government of the Republic of Trinidad and Tobago

ASYCUDA
world
Version 4.2.2

CARGO AMEND

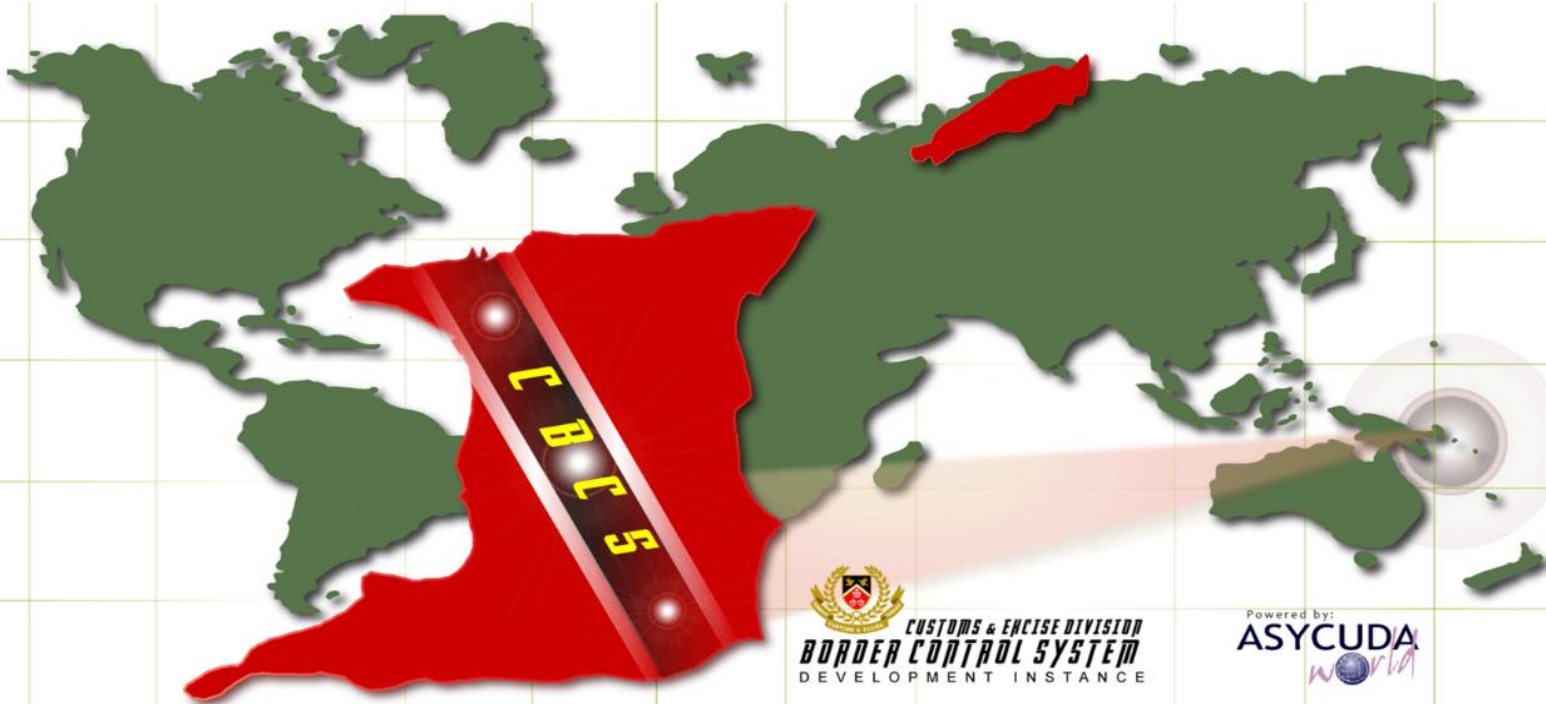




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CARGO AMEND

To make changes to a manifest, the user must navigate through the Document Library by following the path below as shown in *Figure 1*.

ASYCUDA → Cargo Manifest → Manifest Data Capture → Manual Capture → Cargo Amend (Right Click – New)

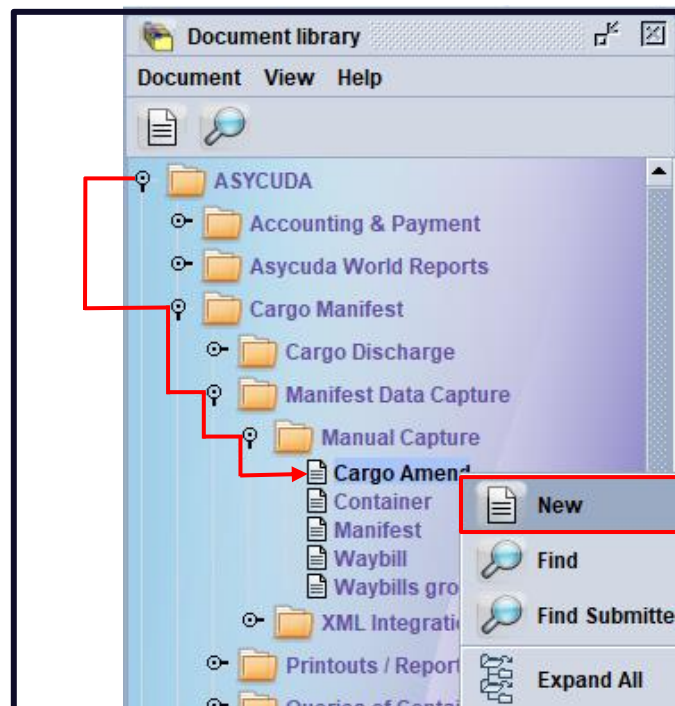


Figure 1. Document Library



The **Cargo Amend - New** page will open showing the various amendment options as shown in *Figure 2*.

The user **MUST** populate the Customs Office, Manifest Registration and Shipping Agent fields before selecting the Type of Amendment(s).

Cargo Amend - New [TTPOS]

File Edit View Help

100%

CBCS ASYCUDA

Cargo control amendments

Customs office
TTPOS Port of Spain

Application ID Submitted on

General Information

Search by:

● Manifest registration
2020 / 3

Shipping agent

Type of amendment(s):

- Amend manifest (place of departure, master info, etc.)
- Amend waybill(s) (packages, weight, volume, freight etc.)
- Amend container(s) (reference, type, seals, etc.)
- Amend vehicle(s) (chassis, engine, model, etc.)
- Add waybill(s) to registered manifest
- Add vehicle(s) to waybill
- Add container(s) to waybill
- Discharge waybill(s)
- Other amend

Reason for amendments

Request

Figure 2. Cargo Amend - New



When an Amendment Type is selected, the tab will appear at the bottom of the page as shown in *Figure 3*.

The user **MUST** insert a reason for the amendment and attach all relevant documents before opening the tab.

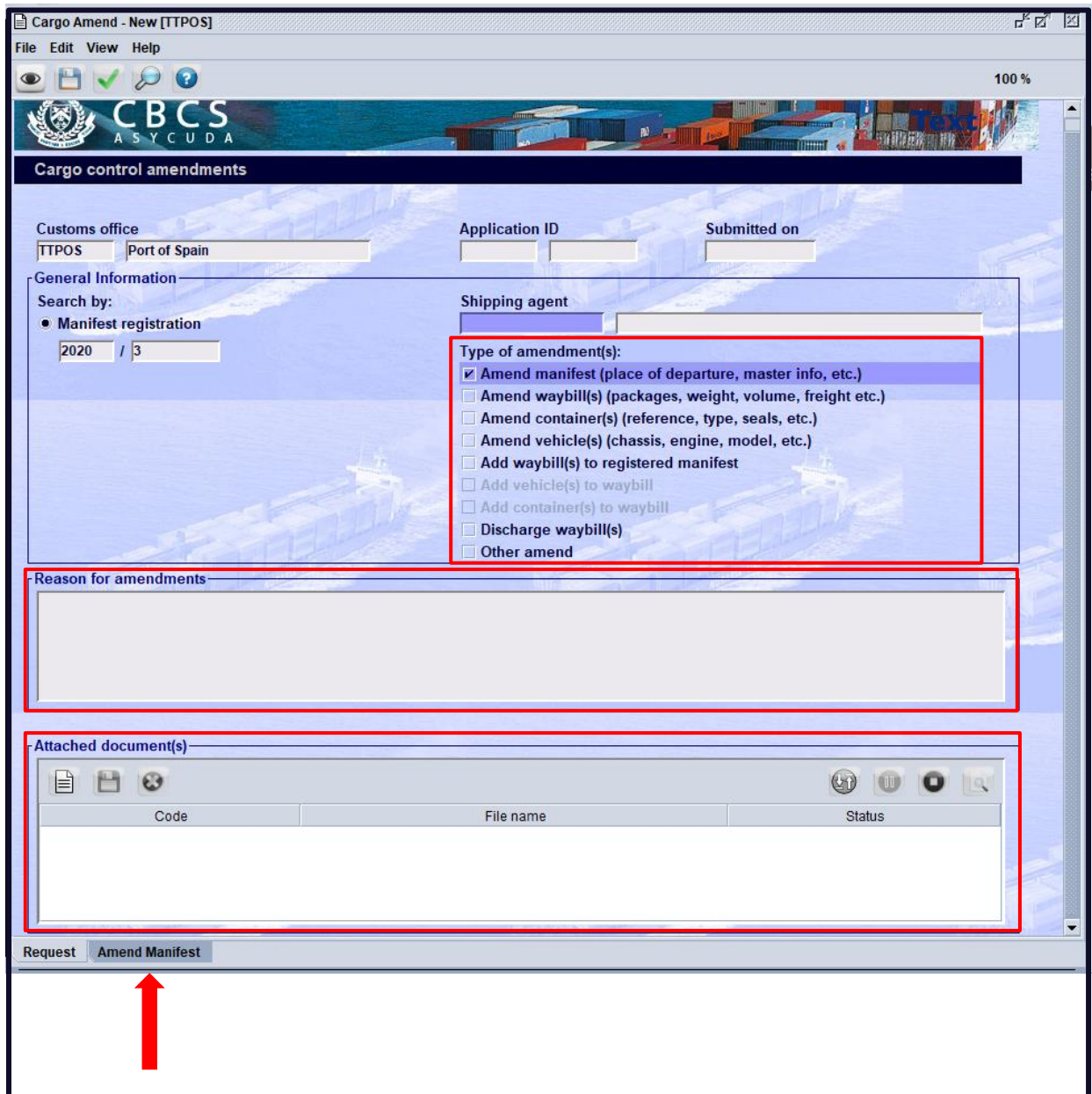
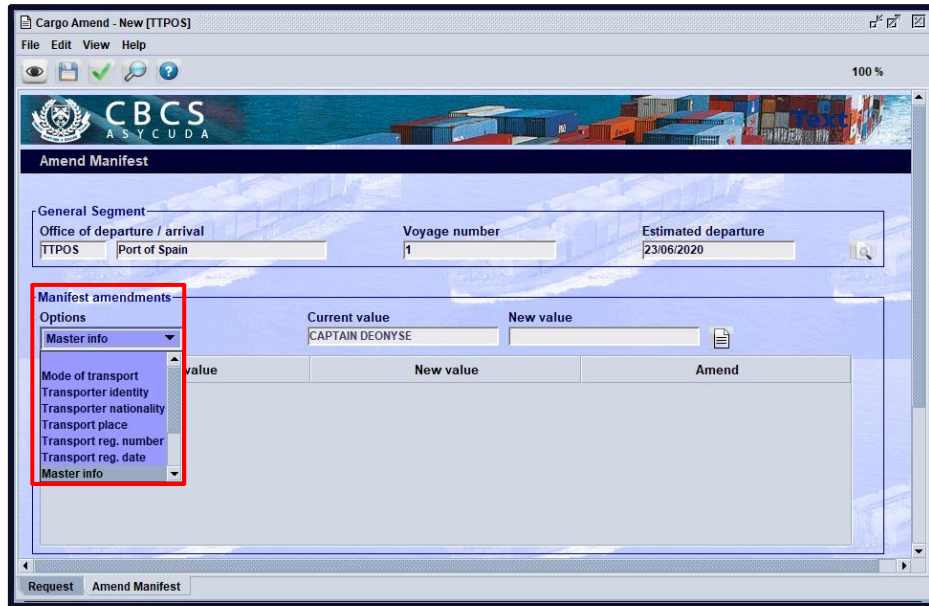


Figure 3. Request Tab

Amend Manifest

Step 1:

In the **Amend Manifest** Tab, select the required Option as shown in *Figure 4*.



Cargo Amend - New [TTPOS]

File Edit View Help

100 %

CBCS
ASYCUDA

Amend Manifest

General Segment

Office of departure / arrival: TTPOS Port of Spain Voyage number: 1 Estimated departure: 23/06/2020

Manifest amendments

Options

Master info (highlighted)


Current value: CAPTAIN DEONYSE New value: []

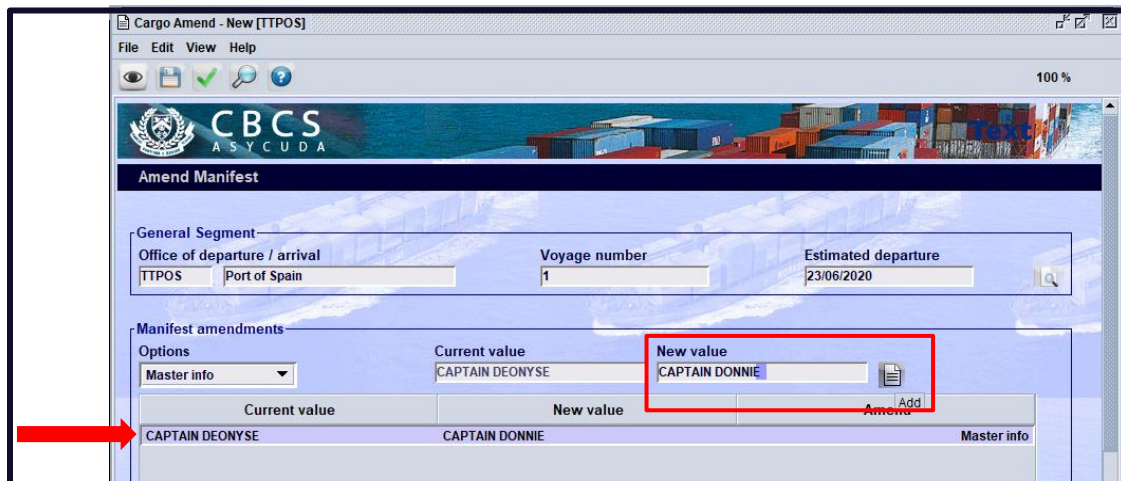
value	New value	Amend

Request Amend Manifest

Figure 4. Amend Manifest Tab

Step 2:

Insert the change in the **New Value** field then click the **Add** icon . The requested change will appear in the line below as shown in *Figure 5*.



Cargo Amend - New [TTPOS]

File Edit View Help

100 %

CBCS
ASYCUDA

Amend Manifest

General Segment

Office of departure / arrival: TTPOS Port of Spain Voyage number: 1 Estimated departure: 23/06/2020

Manifest amendments

Options

Master info

Current value: CAPTAIN DEONYSE New value: CAPTAIN DONNIE (highlighted)

Current value	New value	Amend
CAPTAIN DEONYSE	CAPTAIN DONNIE	

Master info

Figure 5. Change Request

Step 3:

If the change requested is still incorrect, the user can right click on the incorrect line then select **Delete** as shown in *Figure 6*.

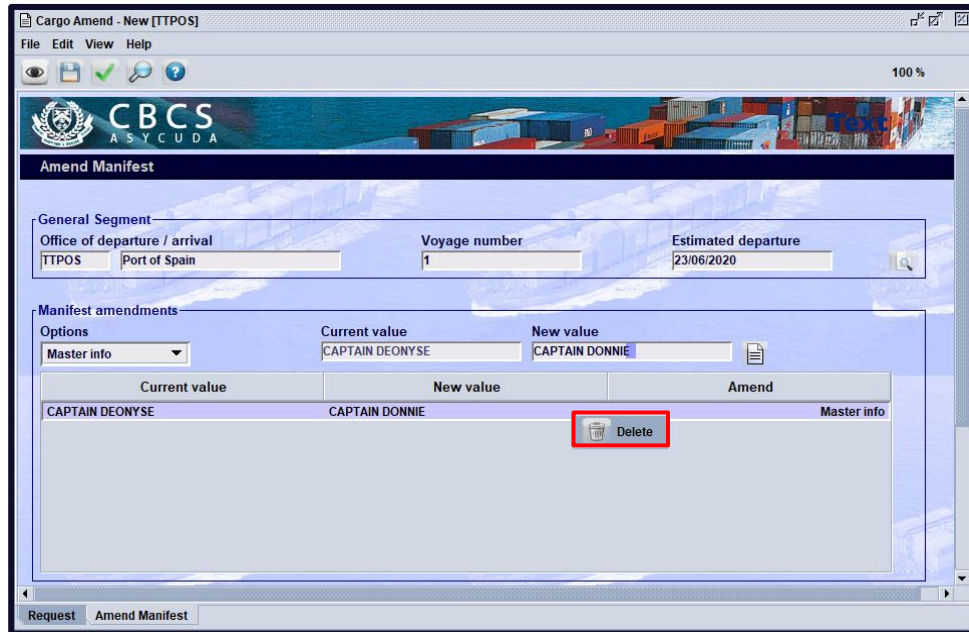


Figure 6. Change Deleted

Repeat Steps 1-3 for the following Type of Amendment(s):

- i. Amend waybill(s)
- ii. Amend container(s)
- iii. Amend Vehicle(s)



Add Waybill(s) to a Registered Manifest

To Add Waybill(s) to a registered Manifest, the user must select the option from the **Type of Amendment(s)** listed for the tab to appear at the bottom of the page as shown in *Figure 7*.

The user **MUST** insert a reason for the amendment and attach all relevant documents before opening the tab.


The screenshot displays the 'Cargo Amend - New [TTPOS]' web application interface. The interface includes a menu bar (File, Edit, View, Help), a toolbar with icons for search, save, and refresh, and a main content area. The main content area is titled 'Cargo control amendments' and contains several sections:

- Customs office:** TTPOS, Port of Spain
- Application ID:** [Empty field]
- Submitted on:** [Empty field]
- General Information:** Search by: Manifest registration (selected), 2020 / 3
- Shipping agent:** [Empty field]
- Type of amendment(s):** A list of options with checkboxes. The option 'Add waybill(s) to registered manifest' is selected and highlighted in blue. Other options include 'Amend manifest (place of departure, master info, etc.)', 'Amend waybill(s) (packages, weight, volume, freight etc.)', 'Amend container(s) (reference, type, seals, etc.)', 'Amend vehicle(s) (chassis, engine, model, etc.)', 'Add vehicle(s) to waybill', 'Add container(s) to waybill', 'Discharge waybill(s)', and 'Other amend'.
- Reason for amendments:** A large text area for providing details on why the amendment is needed.
- Attached document(s):** A section for uploading files, featuring a toolbar with icons for document, folder, and refresh, and a table with columns for Code, File name, and Status.

At the bottom of the interface, there are two buttons: 'Request' and 'Add Bol'. A red arrow points upwards to the 'Add Bol' button.



Figure 7. Request Tab

In the **Add Bol** Tab the Office Code, Voyage Number and Date of Departure fields will be populated. The user must insert the **BL reference** then click the **Add** icon . The requested change will appear in the line below as shown in *Figure 8*.

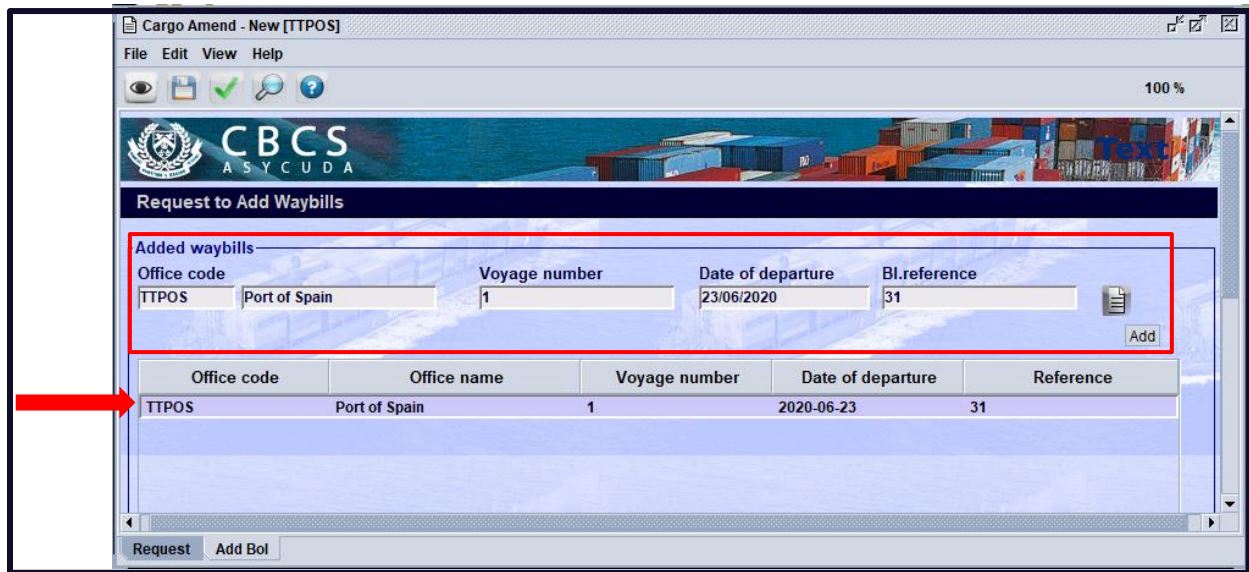



Figure 8. Change Request

Right click on the Waybill information line and select  **Add Bol to Reg. Manifest** as shown in *Figure 9*. If there is an error, the user has the option to delete the incorrect line.

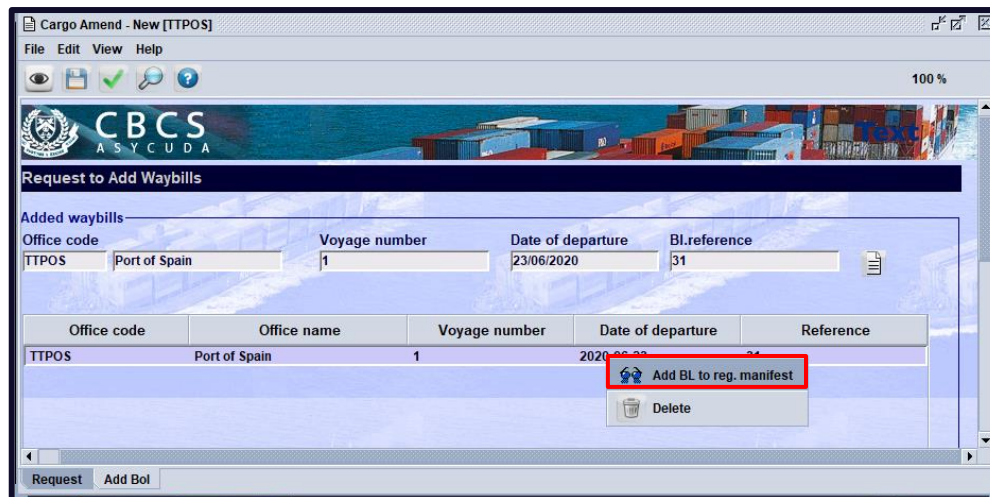





Figure 9. Add Bol to Reg. Manifest

A **Waybill – Amendment – Add BL to reg. manifest** page will open as shown in *Figure 10*.

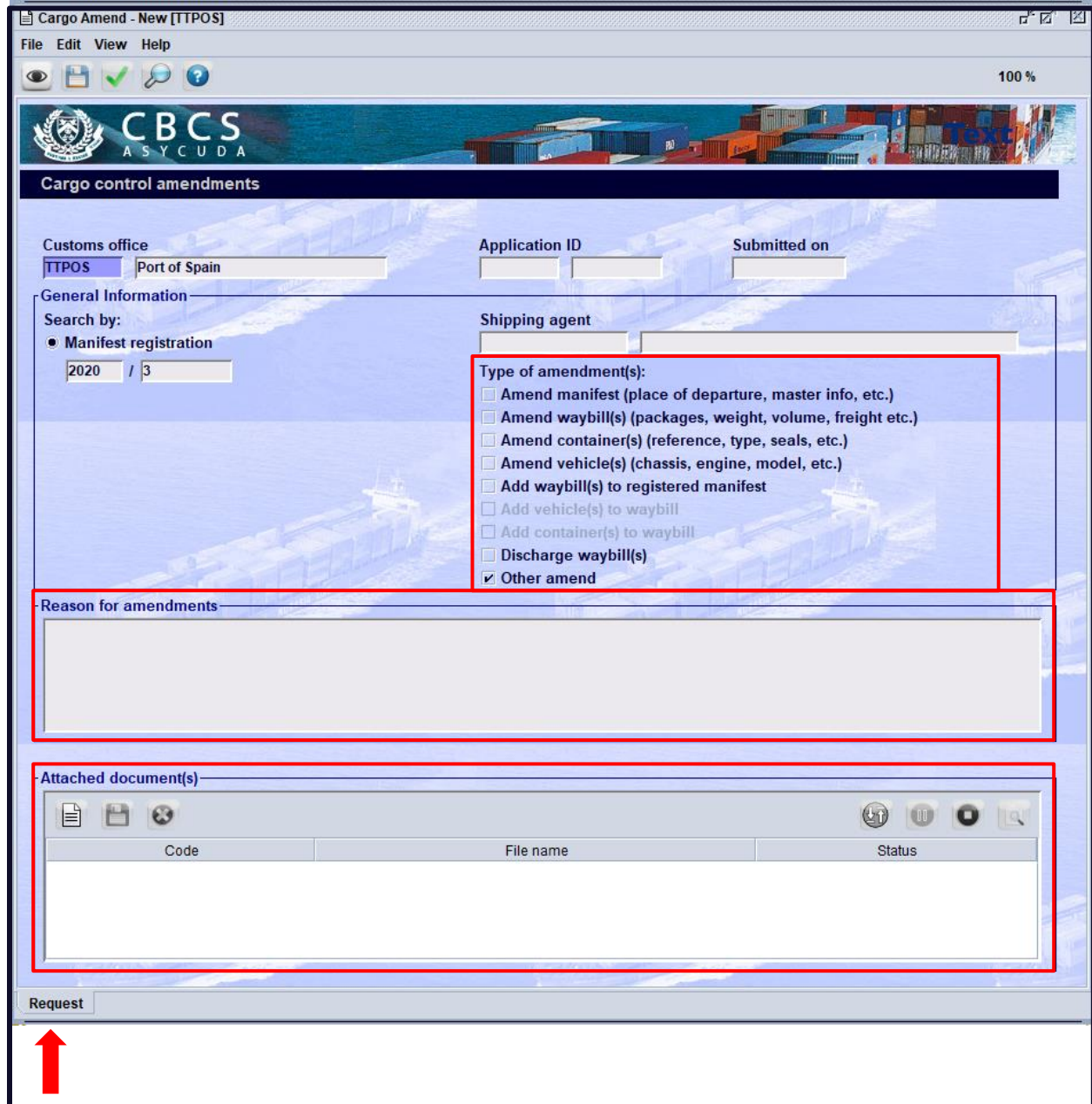
The user will insert all relevant information before selecting the **Verify and Save** icon .

The screenshot shows a web application window titled 'Waybill - Amendment - Add BL to reg. manifest [n/a]'. The interface includes a menu bar (File, Edit, View, Help) and a toolbar with icons for eye, checkmark, XPDF, XXML, search, and help. The main content area features the CBCS ASYCUDA logo and a background image of a ship. The form is titled 'Manifest - Waybill' and contains several sections: 'Office of departure / arrival' with a dropdown for 'TTPOS' and a text field for 'Port of Spain'; 'General Information' with fields for 'Voyage number' (1), 'Date of departure' (23/06/2020), 'Date of arrival', 'Time of arrival', and 'Registration number'; 'Waybill reference number' (30) and 'Waybill type' (dropdown); 'Master waybill number'; 'Place of loading' and 'Place of unloading'; 'Carrier' and 'Exporter/Shipper' sections with text input fields; and 'UCR' (Under Cargo Receipt) section. At the bottom, there are tabs for 'Waybill', 'Containers', 'Vehicle', 'Split', and 'Access'.

Figure 10. Waybill – Amendment

Other Amend

To make other amendments, the user **MUST** select the option from the **Type of Amendment(s)** listed, insert a reason for the amendment and attach all relevant documents as shown in *Figure 11*. For example, the user can add another container and/or vehicle to a Waybill.



Cargo Amend - New [TTPOS]

File Edit View Help

100%

CBCS
ASYCUDA

Cargo control amendments

Customs office: TTPOS, Port of Spain

Application ID: [] []

Submitted on: []

Shipping agent: []

Search by: Manifest registration (2020 / 3)

Type of amendment(s):

- Amend manifest (place of departure, master info, etc.)
- Amend waybill(s) (packages, weight, volume, freight etc.)
- Amend container(s) (reference, type, seals, etc.)
- Amend vehicle(s) (chassis, engine, model, etc.)
- Add waybill(s) to registered manifest
- Add vehicle(s) to waybill
- Add container(s) to waybill
- Discharge waybill(s)
- Other amend

Reason for amendments: []




Attached document(s):

Code	File name	Status

Request

Figure 11. Request Tab: Other Amend



After all amendments have been completed, the user has the option to **Verify** , **Store**  or **Submit**  the request as shown in *Figure 12*.

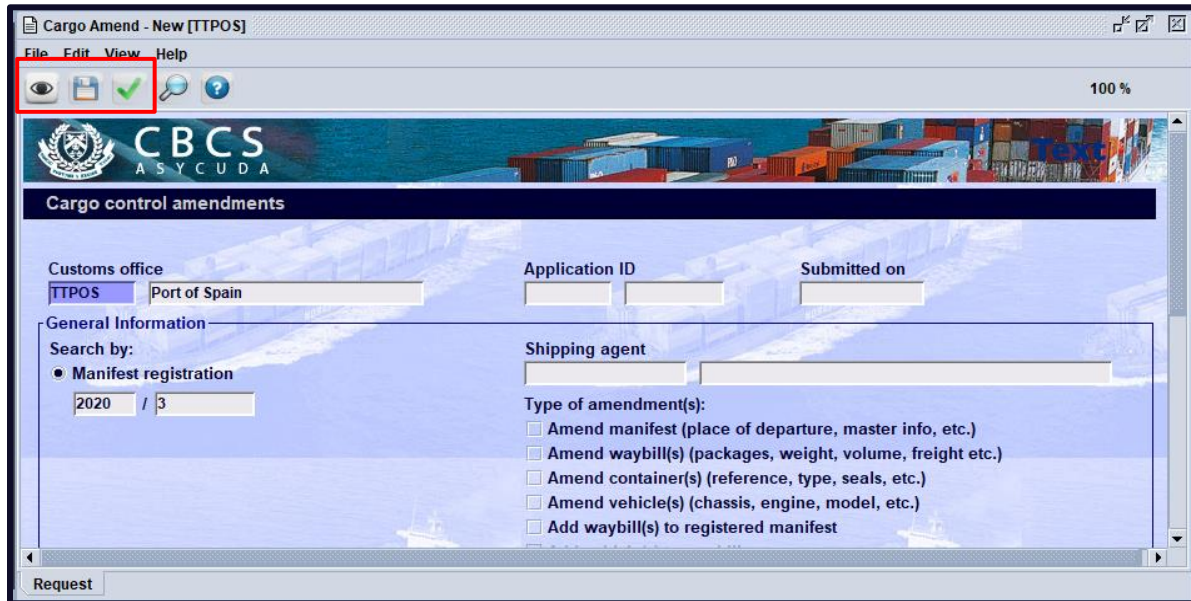


Figure 12. Verify, Store or Submit


Once successful, a **Transaction Completed** box will open stating '**Submit Application is Done!**' as shown in *Figure 13*. It will also state the '**Application ID**' and '**Date the Application was submitted.**' Click to the  **Blue Tick** to close.



Figure 13. Transaction Completed