

# IMPORT CLEARANCE Process

Standard Operating Procedure and End-User Guideline v.1



ASYCUDA  
world

Jamaica Electronic Trade System --JeTS

## Processing Import Shipments

Commercial and Non-Commercial shipments processed through Customs Brokers or Authorized Agents known as Declarants



### Advance Cargo Reporting

Ocean carriers, airlines and anybody transporting goods into Jamaica are expected to submit their cargo manifest in advance or prior to arrival

This document is intended to assist the trading community in obtaining Customs clearance on all shipments being imported. The Standard Operating Procedure described in this document applies at all ports of entry in Jamaica.

This guide describes how declarants using ASYCUDA World can fulfill all Customs requirements and explains the operations involved in processing and assessing Customs declarations until goods are delivered to the importer. The goods declaration (e-SAD) is the most important document in the customs clearance process.

The declarant acts as an intermediary between the importer and the Jamaica Customs Agency in submitting the required information through the new electronic environment.



### Declarants

The declarant is the person responsible for preparing and submitting Customs declarations for themselves or on behalf of importers.



## General Aspects

### Customs Declaration

The Single Administrative Document (e-SAD), also known as the Entry, is a declaration made by the importer or exporter of the goods and certifies that the particulars therein are true and accurate. Declaration can be submitted as soon as cargo is reported

### Self Assessment

Declarants are directly responsible for the truthfulness, completeness and accuracy of the declaration and the supporting documentations. A Declarant can be the importer or an agent or customs broker acting on his/her behalf

### Pre-Clearance Verification

Customs will undertake documentary verification on declarations making use of special or preferential tax treatments. Physical examination of the goods may be required based on Customs determination of risk

### Regulatory Agencies

The declarant will ensure that relevant permits, licenses, approvals and any other regulatory requirement have been obtained

Regulatory Agencies may be required to intervene prior to removal of goods. The ASYCUDA World system will notify agencies of the impending arrival of goods

# Operating Procedure

The Declarant is required to **Self-Assess** the Customs declaration (e-SAD) using ASYCUDA World

## 1. Self Assessment

- 1.1 The declarant logs-in the ASYCUDA World system to prepare and complete the goods declaration
- 1.2 The declarant runs the consistency checks available in the system as he/she completes e-SAD to ensure all data is complete, accurate and correct and all required ancillary documentation is attached
- 1.3 If the declarant is using the Advance Deposit Account facility, the proper account number must be entered in the e-SAD, the system checks that enough balance is available for paying all duties, taxes and fees
- 1.4 Once checks are confirmed, the declarant requests to assess the e-SAD using the ASYCUDA World system. The assessed declaration has legal value. The assessed status of a declaration signals acceptance by the Proper Officer of the Jamaica Customs Agency
- 1.5 After the declaration is assessed, the system displays the Customs Reference number assigned to the e-SAD as a confirmation of positive allocation of data into the system. The system sends to the declarant an electronic mail with all reference numbers of the declaration as confirmation
- 1.6 When using Advance Deposit Account, the system will automatically pay the declaration by debiting the account assessed. If the importer wants to pay at a customs cashier he/she will print the **Assessment Notice**.







Customs Clearance Processing

## Payment of Duties and Taxes Automated Risk Assessment

### **2. Walk-In Payment of Duties & Taxes**

- 2.1 The importer can choose how he/she wants to settle the duty liability whether by On-Line payment, advance deposit account or walk-in at a customs cashier.
- 2.2 When paying On-Line the importer or declarant proceeds to the JeTS Portal completing the Payment Order and effecting payment as directed through the site.
- 2.3 When effecting payment through walk-in at a customs cashier, the declarant produces the printout of the Assessment Notice and tenders the amount assessed by any means of payment authorized.
- 2.4 The customs cashier processes the payment by first using barcode reader to pull all relevant data and validating the transaction.
- 2.5 On validation, AW generates the receipt, assigns a number and attaches same to the eSAD.
- 2.6 If required, the customs cashier may generate a printout of the receipt for the payee. At any time, the receipt can be accessed electronically through the JeTS portal or AW to print a hard copy.

### **3. Risk Assessment - Selectivity**

- 3.1 Subsequent to payment of duty liability, the goods are deemed to be entered which triggers the automated selectivity process to assess the level of risk. The level of risk establishes if intervention is required by Customs or any other trade related government agency.
- 3.2 The AW system may allocate a RED or YELLOW lane and automatically assigns the Customs Officer(s) that may be involved in the examination of the cargo. An electronic notification is sent to the Officer(s) for their attention.

### 3. Risk Assessment – Selectivity (continued)

- 3.3 When Customs or other government agencies do not require examining documentation or physically inspecting the cargo before release, the AW system allocates a **GREEN** lane. The **GREEN** lane signifies that the importer is authorized to take delivery of the shipment after fulfilling all Customs requirements.
- 3.4 The AW system may allocate a **RED** or **YELLOW** lane and automatically assign the Customs Officer(s) that may be involved in the examination of the cargo.

## Release and Delivery

### 4. Customs Clearance

- 4.1 Based on the intervention level, Customs Officer(s) may start examining the documentation and data contained in the customs declarations as soon as they receive the notification from the AW system.
- 4.2 When a declaration is selected for physical inspection (**RED** lane) at the port, the Customs Officer will await notification from the Terminal Operator as to containers being ready for stripping. The importer is responsible for securing the movement of containers to the examination areas. If containers are examined at importer's premises, importers are required to secure appointment of Customs Officers from SITE.
- 4.3 Customs Officers carry on the physical examination based on the instructions contained in the risk assessment criteria. After inspection is finished, Officers complete the Inspection Report providing all relevant details regarding findings and discrepancies or simply choosing the '**Conform**' box.
- 4.4 When infractions are detected and after completing the Inspection Report, the Customs Officer brings the matter to the attention of Supervisor.
- 4.5 The Supervisor reviews the Officer's report and if in agreement, re-routes the e-SAD to **QUERY** lane. A notification is sent to the Declarant communicating the findings and discrepancies that require their attention and response.
- 4.6 If no infraction or discrepancy was detected or after corrective measures were made, the Customs Officer '**Clears**' the e-SAD and re-routes it to **GREEN** lane.
- 4.7 The AW system verifies that all Customs Officers assigned, as well as Officials from Regulatory Agencies have completed their intervention. If any remains outstanding, the system does not allow the e-SAD to be cleared neglecting release.



### Risk Management

Effective application of risk management practices is key to achieving high levels of both control and facilitation, and thus compliance.

The ASYCUDA World selectivity engine provides Customs with the necessary tools to assess risk determining the appropriate level of intervention and scrutiny required for each shipment.

Other Regulatory Agencies will use the same set of risk tools to automatically target cargo whenever they need to intervene.



### Release and Delivery

The entire customs clearance process is paperless. No step in the releasing of goods requires hard-copy evidence to approve and grant delivery.

Trade-related regulatory agencies are notified through the AW system when intervention is required based on commodities imported

Terminal operators will receive electronic notification when Customs grants release to import shipments.

Movement of cargo to other depots before their importation requires similar release at the port of entry.

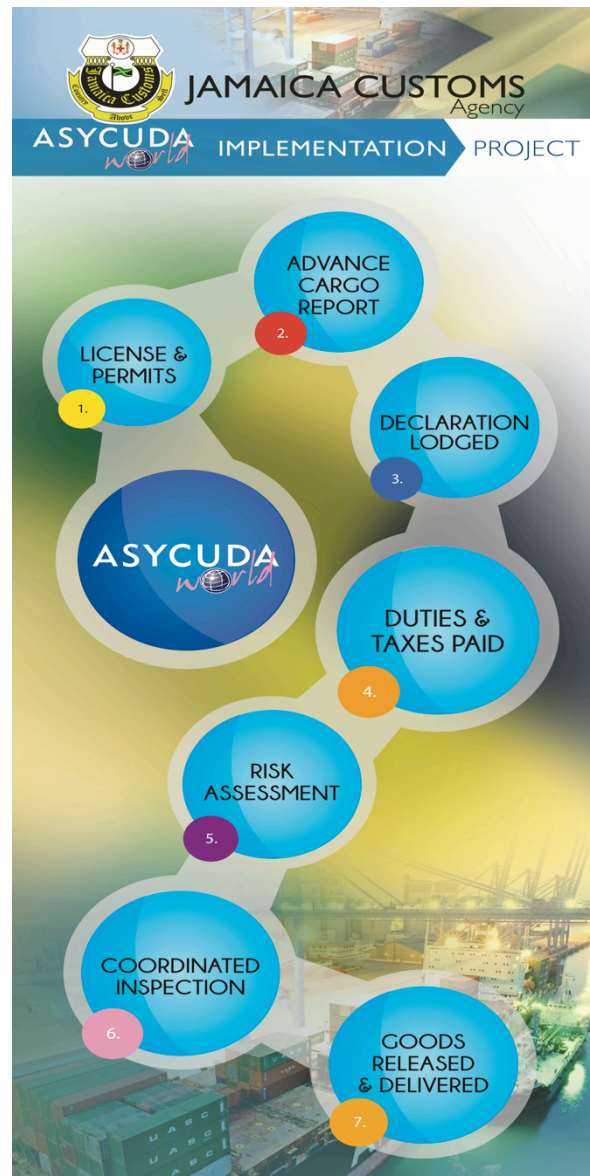


#### 4. Customs Clearance (continued)

- 4.8 On successfully re-routing to **GREEN**, the Customs Officer grants release to the goods, which in turn generates the Release Order to be used by the Terminal Operator.
- 4.9 When risk assessment assigns **GREEN** directly to a shipment, the e-SAD is granted an automatic release and a Release Order can be generated.
- 4.10 The Terminal Operator is notified by the AW system at the time a release is granted for a shipment.

#### 5. Delivery

- 5.1 The operator is responsible for making all necessary logistics in moving the cargo from the examination bay or storage area to the delivery point.
- 5.2 The Operator is responsible in generating a '**Gate Pass**' to allow the goods to leave the Customs controlled area.
- 5.3 Subsequent to generating the Gate Pass, the Operator notifies Customs AW system signaling the information related to the delivery.



## ASYCUDA World in Jamaica

The ASYCUDA World system in Jamaica is installed and operating on a centralized architecture providing 24/7 access and is available from anywhere in the world where an authorized user can get Internet service.

The Jamaica Customs Agency is providing greater transparency by allowing traders to track and trace shipments and customs declarations throughout the entire clearance processing. From the moment goods are manifested, reported to arrive in Jamaica, during declaration processing, until final delivery is granted.



**ASYCUDA World Project Office**  
 Jamaica Customs Head Office  
 Newport East, Kingston 15  
[awinfo@jacustoms.gov.jm](mailto:awinfo@jacustoms.gov.jm)