



Subject	Frequently Ask Question, Manifest
Version	1.0
Issue date	16/07/2013
Beneficiaries	Customs, Shipping Agents, Freight Forwarders
File	FAQ_Manifest.docx
Status	Final
Checked by	ASYCUDA National Team, National Board of Revenue
Copyrights	United Nations Conference on Trade and Development

How to read this document



This symbol indicates advice and recommendations. Information on best practices and recommended procedures related to the current topic is contained here.



Keyword Definition



This symbol indicates a warning. Information on common pitfalls or dangers associated with the current topic is contained here.



This symbol indicates an example to further illustrate the current topic.

*Source 1 -
This is an example
of source code*

```
Source code.
```



Figure1 -This is an example of figure

Web Site, User ID & XML File

Question-1. What is the web address of Bangladesh Customs where manifest can be submitted?

Answer: The web address is <https://customs.gov.bd>

Question-2. In which link the manifest related information is available?

Answer: <https://customs.gov.bd/portal/documents.jsf>

Question-3. Is user id & password or registration mandatory to download manifest documents ?

Answer: No, it is not mandatory.

Question-4. Is user id & password mandatory to submit xml file or login to ASYCUDA World server?

Answer: Yes, it is mandatory.

Question-5. How can I get user id & password for ASYCUDA World?

Answer: Visit <https://customs.gov.bd/portal/documents.jsf>. Download **ASYCUDA World Application Registration and User Authorisation**. Read the instructions & fill up the form accordingly. Put signature where necessary. Scan all the related documents & mail the attachments to user.id@customs.gov.bd for user id & password. You will get user id & password by mail. Remind that user id & password will be issued those have MLO/Shipping Agents/Freight Forwarders License from Customs Authority.

Question-6. What is XML file? What is xml file naming convention for ASYCUDA World manifest?

Answer: XML is stands for Extensible Markup Language. It is used for portable data transfer through internet. MLO/Freight Forwarders can submit manifest by using xml file. XML file has two different naming convention for ASYCUDA World manifest:

MAN+AIN(Carrier Code)+_(Underscore)+YYYYMMDDTIME.xml for MLO

Example:MAN301050235_20130619123526.xml

DEG+AIN(FF)+_(underscore)+YYYYMMDDTIME.xml - for Freight Forwarders

Example:DEG301031235_20130621232559.xml

Question-7. What should follow to prepare XML file for manifest?

Answer: Visit <https://customs.gov.bd/portal/documents.jsf>. Download **Manifest XML Structure, Manifest Schema File, B/L Schema File** from our website. Also, **XML Example-manifest file** is available in our website. It will guide you to prepare a correct xml file.

Question-8. Is there any tool available for preparing XML file for manifest?

Answer: Yes, ASYCUDA National Team has developed 2(Two) separate xml tools for MLO & Freight Forwarders. It can download from our website at the <https://customs.gov.bd/portal/documents.jsf> link.

[XML Tool for Freight Forwarder-Ver-04](#)

[XML Tool for Shipping Agents-Ver-05](#)

Question-9. Is there any possibility to reject XML file? What are the reasons behind it?

Answer: Yes, there is a possibility to reject xml file by ASYCUDA World server if you do not consider the following in your xml file:

- 1. Manifest XML Structure;**
- 2. Manifest Schema File;**
- 3. B/L Schema File;**
- 4. Valid reference codes from our web site.**

Question-10. What are the valid reference codes? How can get it?

Answer: ASYCUDA National Team published reference codes those are used in ASYCUDA World manifest. These codes are available at our website at the <https://customs.gov.bd/portal/documents.jsf> link. The codes are **Office code, Transport mode code, Port of origin/loading/unloading/destination code, ISO container code, Container status code, BL Type code, Nature of BL code, Package code, Country code, MLO/Shipping Agents AIN, Freight Forwarders AIN, Consignee/Notify Party code, Offdock code, VAT REG. No. of the LC opening Bank. Successful submission of xml file depends on the use of valid reference codes from our website.**

Question-11. How can submit the XML file for manifest?

Answer: Visit <https://customs.gov.bd>. Click on Log in under online services. Put user id and password. Click Login. Click +Choose, select your desired xml file for uploading. Click open.

You will see the confirmation/reject message from the server. The message can be export to a pdf file by clicking on Export to pdf file. Moreover, you will get e-mail from ASYCUDA World server.

Question-12. How can I know the status of the submitted xml file for manifest? How can amend the submitted XML file?

Answer: Moreover, the confirmation/reject message from server after submission of xml file you can also visit <https://customs.gov.bd>. Click on Testing & Training Environment (for trial operation). For live operation the link will be **Customs Environment**. You will ask for your user id & password. By login to the ASYCUDA World server you can **view/modify** your stored MSB/HSB.

Manifest- General Segment

Question-1. Why office code is used in ASYCUDA World manifest?

Answer: Office code is used in ASYCUDA World manifest to determine in which office the manifest is being processed.

Question-2. What types of data should use in place of departure?

Answer: Last port of call (port code of departure port) code should be used in place of departure.

Question-3. As there is no Rotation number will be existed in ASYCUDA World manifest, how can be pre-arrival vessel activities will be done?

Answer: As long as the xml file for manifest is uploaded into the ASYCUDA World server, the manifest is stored. The stored manifest has 5(five) identities. Using the following identities any pre-arrival activities can be performed.

1. Office Code,
2. Voyage Number,
3. Date of Departure
4. Date of Arrival,
5. Vessel Name

Question-4. What is the registration of manifest? When it will happen? Who will perform registration?

Answer: As long as the xml file for manifest is uploaded by the MLO into the ASYCUDA World server, the manifest is stored. 24 hours before the arrival of vessel the manifest is registered. Registration of the manifest will be performed by the Customs.

Question-5. What is the nationality of transport?

Answer: Nationality of transport manes which country flag does the vessel carry.

Question-6. What is meant by "Place" in transport information?

Answer: Place means where the vessel take its registration.

Question-7. What is Gross, Net used in Tonnage?

Answer: Gross, Net is used to mean the Gross weight, Net weight of the vessel.

Manifest- BL

Question-1. What is meant by MSB, HSB, MAB, AWB in ASYCUDA World?

Answer: MSB- Master Sea Bill, HSB- House Sea Bill

MAB- Master Airway Bill, AWB- Air Way Bill

Question-2. Who can submit the Master Sea Bill (MSB) and House Sea Bill (HSB)?

Answer: The Main Line Operator (MLO)/Shipping Agent can submit MSB & HSB(if there is no Freight Forwarder is assigned) both. Freight Forwarder can submit HSB against a MSB.

Question-3. When xml file for manifest can be uploaded to the ASYCUDA World system? How long it can be uploaded?

Answer: Immediate departure of the vessel from last port of call, the MLO can upload the xml file into ASYCUDA World server. It has to be uploaded at least 24 hours before the arrival of vessel into Bangladesh territory.

Question-4. When Freight Forwarders can submit House Sea Bill (HSB)?

Answer: As long as the Master Sea Bill (MSB) is stored into ASYCUDA World server by MLO, Freight Forwarders can submit House Sea Bill (HSB) against MSB before registration of the manifest.

Question-5. What would be the Carrier_code in case of MSB & HSB ?

Answer: In case of MSB(Master Sea Bill) submission, AIN of the MLO/Shipping agent's will be used as carrier code. For HSB(House Sea Bill), AIN of the Freight Forwarder's will be used as Carrier code.

Question-6. Is it possible to submit HSB by Freight Forwarders after registration of MSB is completed? What is the solution for submission of HSB after registration?

Answer: It is not possible to submit HSB after registration of the manifest. It is strongly recommended to submit HSB before registration of the manifest. In any unavoidable situation regarding submission of HSB after registration, it will require customs approval.

Question-7. What will be the type BL submitted by MLO, where there is no Freight Forwarder is assigned?

Answer: If there is no Freight Forwarder is assigned to a BL by MLO, the type of BL will HSB (House Sea Bill).

Question-8. What will be the type of BL submitted by MLO, where Freight Forwarder is assigned?

Answer: Where Freight Forwarder is assigned to a BL by MLO, the type of BL will be MSB (Master Sea Bill).

Question-9. What is BL/AWB/TR/RR Ref no is ASYCUDA World manifest?

Answer: BL/AWB/TR/RR Ref no refers to a transport document of consignment. BL-Bill of lading, AWB-Air way bill, TR-Truck receipt, RR-Railway receipt.

Question-10. What is the Nature of a BL?

Answer: Nature is used to mean whether a BL carries Import/Export/Transit/Transshipment cargo.

Question-11. Does ASYCUDA World have the facility to submit manifest for Transit/Transshipment? How?

Answer: Yes, ASYCUDA World has the facility to submit manifest for Transit/Transshipment. To prepare BL for Transit/Transshipment put Transit code:24, Transshipment Code:28 in nature of BL.

Question-12. What is Line Number?

Answer: Line Number is the serial number of the BL submitted by MLO (MSB), Freight Forwarders (HSB). It starts from 1 and so on. It is mandatory & filled up by the MLO/Freight Forwarders. The line number used previously has no relation with this new line number under AW.

Question-13. What is Master BL/AWB?

Answer: Master BL/AWB refers to the Master Bill of Lading/Air way Bill. It is mandatory to submit a House Sea Bill/Air Way Bill against a Master BL.

Question-14. What is Port of Origin & Place of Unloading?

Answer: Port of Origin is the port code basically from where the cargo comes from. Place of Unloading is also the port code where the cargo will be unloaded. If the cargo will be unloaded at ICD, Kamalapur the Place of Unloading code will be **BDKAM**.

Question-15. What is Carrier code used in ASYCUDA World?

Answer: In ASYCUDA World carrier code refers to the License Number of MLO/Shipping agents from the Customs authority. It is also known as AIN (example:301990123) starting with office code, 2 digits year of license, 4 digits license number.

Question-16. Is Carrier Code, Carrier name & Carrier Address mandatory?

Answer: Yes, Carrier Code, Carrier name & Carrier Address is mandatory in ASYCUDA World.

Question-17. Is Consignor/Exporter Code, name & address mandatory?

Answer: Consignor/Exporter Code is not mandatory. But, Consignor/Exporter name & address is mandatory.

Question-18. What is the length of Carrier name, Consignor name, Consignee name & notify name?

Answer: The length of Carrier name, Consignor name, Consignee name & notify name is 35 characters.

Question-19. What should do if Carrier name, Consignor name, Consignee name & notify name exceeds its length of 35 characters?

Answer: If the length of Carrier name, Consignor name, Consignee name & notify name exceeds 35 characters rest of the word of the name should be captured in address field.

Question-20. What is the length of Carrier address, Consignor address, Consignee address & notify address?

Answer: The length of Carrier address, Consignor address, Consignee address & notify address is 175 characters.

Question-21. In Master Sea Bill (MSB) who will be the Consignee & Notify? What code should be used in Consignee_code, Notify_code?

Answer: In Master Sea Bill (MSB) Freight Forwarder will be both Consignee & Notify. AIN (License number of the Freight Forwarder from Customs authority) of the Freight Forwarder will used as Consignee_code & Notify_code respectively.

Question-22. In House Sea Bill (HSB) who will be the Consignee & Notify? What code should be used in Consignee_code, Notify_code?

Answer: In House Sea Bill (HSB) VAT Registration Number of the final Importer (BIN) will be used for both Consignee_code & Notify_code. VAT Registration Number (BIN) of the Importer/Exporter is available at our website.

Question-23. In House Sea Bill (HSB) who will be the Consignee & Notify "to the order of the bank" BL? What code should be used in Consignee_code, Notify_code?

Answer: For "to the order of bank" BL, Consignee/Importer code shall be the VAT Registration Number (BIN) of Bank Head Office. In Notify

code VAT Registration Number (BIN) of the final importer has to be captured. VAT Registration Number (BIN) of Bank Head Office is available at our website.

Question-24. What is BIN? What is the difference between VAT REG No. & BIN?

Answer: BIN stands for Business Identification Number. There is no difference between VAT REG. NO. & BIN.

Question-25. Is TIN mandatory to submit manifest?

Answer: No, TIN is not used to submit manifest.

Question-26. Is it possible to consider a foreign company outside of Bangladesh as a Consignee & Notify party?

Answer: A company who is not resides in Bangladesh cannot be used as Consignee & Notify party.

Question-27. In House Sea Bill (HSB) what will be the Consignee_code & Notify_code in case of Diplomatic cargo or privileged person or unaccompanied baggage?

Answer: In our website we have uploaded Casual BIN for Govt./Semi Govt./Organization/UN/Diplomatic Mission/International Organization/ Training & Research Institute/Privileged person or unaccompanied baggage. Consignee_code & Notify_code should use from the website for the respective category.

Question-28. For bulk cargo what should use for No of container, No of packages & package type code in BL?

Answer: For bulk cargo No of container will be 0, No of packages will be 1 or actual what it is & package type code should be bulk according to our reference code for bulk. There are many bulk code available in our reference code.

Question-29. How can manifest for bulk cargo/break bulk/chartered vessel can be submitted as it needs prior entry before arrival of vessel?

Answer: No problem. As long as the vessel depart from the last port of call manifest can be submitted (store) in AW by MLO/Shipping agents.

Question-30. How ASYCUDA World handled Consolidated cargo? What should be the status of LCL & Part container?

Answer: In BL segment where there is a consolidated cargo it must be ticked (logical 1) in ASYCUDA World. If not a consolidated cargo it should not be ticked (logical 0).

In case of LCL or Part container it should be consolidated cargo & its status must be LCL or PRT in container segment.

Question-31. How many times a container should be counted if it is repeatedly use in case of Consolidated cargo & status is LCL & PRT?

Answer: Should counted once though it is repeatedly used.

Question-32. How ASYCUDA World handled DG cargo?

Answer: For DG cargo there is a field name DG Status in the BL segment of the manifest in ASYCUDA World. Put DG in DG Status. Put respective IMCO, UN code in container segment accordingly.

Question-33. Where HScode, Commercial description, technical name, organic name can be included for DG cargo?

Answer: HScode, Commercial description, technical name, organic name can be included for DG cargo in description of goods of BL segment. There are 512 characters for capturing description of goods.

Question-34. Where can put IMCO code, UN code for DG cargo? How to put more than 1(one) DG in the same container?

Answer: In container segment there are IMCO, UN tags for DG cargo. In IMCO, UN tag respective data can put there. Each tag has 17 characters. More than 1 (one) DG code in the same container can be

inserted. For multiple entries of DG code should be separated by a comma.

Question-35. How do ASYCUDA World handle SOC, COC & ROB cargo?

Answer: In Goods segment there is a **Remarks** tag. Its length is 70 characters. For SOC(Shippers own container), COC(Carrier Own container), & ROB(Retained on board) you can put SOC, COC & ROB with accurate quantity.

Question-36. What is the process for empty container?

Answer: For empty containers write COC in Goods segment of Remarks tag. Also put ETY as a status in container segment.

Question-37. Is Gross weight for a container mandatory? Is Gross weight included tare weight?

Answer: Yes, gross weight is mandatory for each container. It is excluded tare weight.

Question-38. What location code should use if the container goes to offdock?

Answer: There is a container location code in container segment. By using offdock code in that place a container can be traced easily. Offdock code is available at our website.

Question-39. What location code should use if the container does not go to offdock?

Answer: By default, it is Chittagong port. No code should use for that location. Because, it is not a offdock.

Question-40. How can accommodate Commercial Import (IM4) & Bond Import (IM7) under same BL with more than 1(one) Bill of Entry?

Answer: As Commercial Import (IM4) & Bond Import (IM7) cannot be processed under single Bill of Entry in that case the respective House BL

can be split as many as necessary. The split process will be performed by Customs upon application from the Importer/Agents before the submission of Bill of Entry.