ASYCUDA SINGLE WINDOW



EXPORTER REGISTRATION MANUAL





H Y T



1197

UYT

TABLE OF CONTENTS

JAMPRO Exporter Registration User Guide	4
STAGE ONE: CREATING YOUR EXPORTER USER ACCOUNT	4
Figure 1 - ASYCUDA Homepage	4
Figure 1a - ASYCUDA Homepage-Online Services Screen	5
Figure 2 - Application For New User Account –Step One	6
Figure 2a - Application For New User Account-Step Two Screen	7
Figure 2b - Application For New User Account -Step Three Screen	8
Figure 2c - Application for New User Account -Step Four Screen	9
Figure 2d- Application for New User Account – Application Submitted Screen	10
STAGE TWO: COMPLETING AND SUBMITTING YOUR EXPORTER REGISTRATION APPLICATION FORM	и10
STEP ONE -Accessing the Document Library	11
Figure 3 - Exporter Registration-Document Library	11
Figure 3a - Exporter Registration New	12
STEP TWO – How to complete the exporter registration form (General Information)	12
Figure 3b - ASYCUDA SW-Exporter Registration- New Document (General Information)	12
Figure 3c - ASYCUDA SW-Exporter Registration- General Information	13
STEP THREE- How to complete the exporter registration form (Entering Commodities)	13
Figure 3d - ASYCUDA SW-Exporter Registration- Product Reference	14
STEP FOUR- How to complete the exporter registration form (uploading scanned documents)	14
Figure 3e - ASYCUDA SW-Exporter Registration- Scanned Attachments	14
Figure 3f - ASYCUDA SW-Exporter Registration- Scanned Attachments	15
Figure 3g - ASYCUDA SW-Exporter Registration- Scanned Attachments	15
Figure 3h - ASYCUDA SW-Exporter Registration- Referencing Scanned Attachments	16
Figure 3i - ASYCUDA SW-Exporter Registration- Uploading Scanned Attachments	16
STEP FIVE- How to complete the exporter registration form (Entering Export Markets)	17
Figure 3j - ASYCUDA SW-Exporter Registration- Referencing Export Markets	17
Figure 3k - ASYCUDA SW-Exporter Registration- Referencing Export Markets	17
Figure 31 - ASYCUDA SW-Exporter Registration- Referencing Multiple Export Markets	18
Figure 3m - ASYCUDA SW-Exporter Registration- Referencing Multiple Export Markets	18
STEP SIX- How to Store or Submit the completed exporter registration	19
You can store your application if you are not ready to submit same to JAMPRO	19
Figure 3n - ASYCUDA SW-Exporter Registration- Storing/ Submission	19
Figure 30 - ASYCUDA Submitting stored Registration document- System Confirmation	19

Figure 3p - Submitting stored Registration document- System Confirmation	20
Figure 3q - Submitting stored Registration document- Email Notification	20
Figure 3r - ASYCUDA SW-Exporter Registration- Storing/ Submission	20
Figure 3s - ASYCUDA SW-Exporter Registration- Storing/ Submission Confirmation	21
Figure 3t - ASYCUDA SW-Exporter Registration- email Confirmation	21
Submission of a stored Registration document	21
Figure 3u - Finding stored Registration document	22
Figure 3v - Finding stored Registration document	22
Figure 3w - Finding stored Registration document	23
Making Changes Prior to Submission (Retrieve)	23
Figure 3x - Retrieving stored registration document	23
Figure 3y - Retrieving stored Registration document- System Confirmation	23
Submitting Application	
Figure 3z - Submitting stored Registration document	24
Figure 4 - Submitting stored Registration document	24
Figure 4a - Submitting stored Registration document- System Confirmation	25
Figure 4b - Submitting stored Registration document- System Confirmation	25
Figure 4c - Submitting stored Registration document- Email Notification	25
Figure 4d - Checking Registration Status	26
Figure 4e - Checking Registration Status	26
STAGE THREE: SUBMITTING YOUR EXPORTER REGISTRATION FEE PAYMENT ONLINE	27
Figure 5 - ePayment Option	27
Figure 5a - ePayment Online Services	
Figure 5b - ePayment Online Services	
Figure 5c - ePayment Online Services	29
Figure 5d - Email Notification after Payment	29
PROCESSING OF THE APPLICATION BY JAMPRO	
EXPORTER RESPONSE TO QUERY	
Figure 6 - Application Query ASYCUDA Notification	
Figure 6a - Retrieving Application Query	31
Retrieving Query	
Figure 6b - Retrieving Application Query-Storing Query Response	31
Figure 6c - Retrieving Application Query-Storing Query Response	
Submitting the Query Application	

Figure 6d - Submitting Application Query Response	
Figure 6e - Submitting Application Query Response	
Figure 6f - Submitting Application Query Response	
Figure 6g - Submitting Application Query Response-Email Notification	
Exporter Site Visit	34
Figure 7 - Status Update- Site Visit	34
Approval of Application	34
Figure 7a - Status Update- Approval	34
EXPORTER REGISTRATION UPON RENEWAL	35
Figure 8 – Exporter Registration Renewal	
Figure 8a – Submitting Exporter Registration Renewal	
PREPARING DECLARATION FOR EXPORT	36
Figure 9 - Preparing Declaration for Export- Goods Clearance	
Figure 9a - Preparing Declaration for Export- Detailed Declaration-New	
Figure 9b - Preparing Declaration for Export- Referencing Exporter Registration	

JAMPRO Exporter Registration User Guide

This Manual outlines the three (3) core stages in completing your exporter registration online via ExportJA which is accessible via Jamaica Customs ASYCUDA platform. The three core stages are as follows:

- (i) Creating your exporter user account with Jamaica Customs Agency
- (ii) Completing and submitting your exporter registration application form
- (iii) Submitting your exporter registration fee payment online

STAGE ONE: CREATING YOUR EXPORTER USER ACCOUNT

This section outlines the steps to complete the User Account Application for **EXPORTERS** to gain access to the ASYCUDA System. This will allow the exporters to complete the JAMPRO Exporter Registration process in ASYCUDA.

To access the ASYCUDA System:

Open Browser to URL <u>http://jets.jacustoms.gov.jm</u>



Figure 1 - ASYCUDA Homepage

Select from the "Online Services" tab on the Homepage "User Account Application" then select "Apply"



Figure 1a - ASYCUDA Homepage-Online Services Screen

The Application form for a new user has four (4) steps, which must be completed by the applicant. The applicant must NOT have an existing account in the ASYCUDA System.

Step One

Read and accept terms and conditions by:

- Clicking on the "check box" on the bottom of the page
- Click the "Next" to move to Step Two.

Wed October 28, 2020 08:59:33 am	Home ASYCUDA				Logi
	AMAICA C	USTOMS Agency			Search
HOME ONLINE SERVICE	S CONTENTS MAP DOCUMENT TRACK	ING DECLARATION TRACKER 🗄 OFF	CES USER DOCUMENTATION P S	UPPORT 🗮 DUTY ESTIMATOR	2
Annlinetian Fan Navy Hear					;
Step One	Step Two		Step Three	Step Fo	ur
In Progress	Incomplete		Incomplete	Incomp	lete
Step One: Accept Terms and Conditi	ons				
Disclaimer / Terms of Use Agreem	ent				
Limitation of Liability You are accessing the portal of the environment; in particular by using Personal Information Any data of a personal nature that	2 Jamaica Customs Agency. You declare that y regularly-updated virus detection and eradica you communicate on the customs nortal will h	u are aware of the risks and accept them. Yo jon software.	are strongly encouraged to protect yours	If against the risks of computer malwa	are by using an appropriate and secured computer
Authorised Use This is a protected website. Unaut through the knowing transmission	horised access and unauthorised modifications of any program, information, code or comman	are offences under the Cyber Crimes Act, 201 d.) and any other related legislation; it is un	awful therefore to cause damage to it i	intentionally or to any Customs electronic facility or data
Security You must always keep your user II	D and password safe and secret. If you forget	rour user ID, you can ask for it to be re-issued	via e-mail or by using the customs portal.	If you forget your password, you can r	request a replacement.
Service Access Customs will try to ensure that the notice. If the service is disrupted,	online service is available twenty four hours a t remains your responsibility to comply with a	day, seven days a week (24/7). If the service y scatutory time limits regarding the filing of c	is interrupted, the Jamaica Customs Ageno ustoms declarations.	y will restore it as soon as possible. Ho	owever access to the service may be suspended without
Please confirm that you have read	and accepted these terms and condition				
	Back			Next)

Figure 2 - Application For New User Account – Step One

Step Two

This step captures the applicant's email address. All applicants must have an active email which will be used with your ASYCUDA account.

- > Enter the email address and re-enter the same email for confirmation
- Then Click on "Next"

\leftrightarrow \rightarrow C A Not secure ijet	s.jacustoms.gov.jm:8080/portal/services/user/registration/ind	ex.jsf.jsessionid=fAxQex60Co9fizi_Yvi31X6fKDWV0URTP6JDhvMl.wil	idfly.portal	🖈 🚺 Ġ 🛪 🚺 (Update 🚦
Wed October 28, 2020 09:18:20 am	Home ASYCUDA			Login
HOME ONLINE SERVICES	MAICA CUSTO Ag contents map document tracking declaration	TRACKER E OFFICES USER DOCUMENTATION & SUPPOR	RT E DUTY ESTIMATOR	Search. Q English
Application For New User Acc	count	Sten Three	Sten Four	
Completed	In Progress	Incomplete	Incomplete	
Step Two: Email Validation				
Email: *	trecia.jeffrey@jca.gov.jm			
Confirm Email: *	trecia.jeffrey@jca.gov.jm			
	Bank	(Nevt	
	LUCK			
Home Contact us				© ASYCUDA (since 2011)

Figure 2a - Application For New User Account-Step Two Screen

Note: All fields with the * are mandatory

Step Three

This step captures the Tax Registration Number (TRN) of the applicant. This TRN will be used to create the user account and will reflect on all documents for the exporter in the system. E.g. JAMPRO Exporter Registration Application and Detail Declaration for shipments.

- Enter Individual TRN 13-digit code (Enter (9) digits follow up with four (4) zeros at the end, e.g. 1236987420000) If the individual is trading as a business they may use that TRN e.g. 1236987420001.
- Enter Business TRN-If the Applicant is representing an exporter company. (Note: This field is specific for company)

Click on "Next" to move on to the final step

Wed October 28, 2020 09:50:42 am Ho	me ASYCUDA		<i>2</i> 0	
	MAICA CUSTO	MS gency		arch. Q
HOME ONLINE SERVICES	CONTENTS MAP DOCUMENT TRACKING DECLARATIO	N TRACKER 🗏 OFFICES USER DOCUMENTATION 🖉 SU	PPORT 🗮 DUTY ESTIMATOR	
Application For New User Acco	unt			
Step One	Step Two	Step Three Completed	Step Four	
Please specify TRN as a thirteen (13) tight r Individual TRN: * 1234567890000 Business TRN:	number Back		Net	
			Ŭ	

Figure 2b - Application For New User Account -Step Three Screen

Step Four

This Step allows the applicant to complete the User Application Form.

- > Enter all fields mark with the asterisk *
- Select User Type* "Exporter"
- > Enter "Password*" and re-enter "Confirm Password" for confirmation

Note: This password will be used to login to the ASYCUDA System once approval is granted by Jamaica Customs Help Desk.

tep One	Step Two	Step Three	Step Four	
ompleted	Completed	Completed	In Progress	
tep Four: Complete User Account Application	Form			
First Name: *	TEST			
Last Name: *	TEST			
Job Title: *	TEST			
Business Name:				
Country: *	lamaica	v		
Address: *	7747			
		C		
City: *	TECT			
	1001			
Zip Code:				
Phone: *	(876) 933-2666			
Cell: *				
Fax:				
User Type: *	Exporter 💙			
Password: *				
Confirm Password: *	Tota to			
			\frown	
	Back		Next	

Figure 2c - Application for New User Account -Step Four Screen

The application will be sent to the Jamaica Customs Help Desk for approval. The user will receive an email within 24 hours once the application is approved; which contains the applicant's username to access the ASYCUDA World system. Note that the approval of your application will be fully dependent on the accuracy of details provided.

If you are unable to complete the user application form online due to any difficulties, please contact the ASYCUDA/Jamaica Customs Agency Help Desk team for assistance at:

Technical Support : ISU Help Desk Opening Hours : 8:30AM - 9:00PM Monday – Friday Email: <u>helpdesk@jca.gov.jm</u> and copy <u>info@jamprocorp.com</u> Phone: 876-922-5140 - 5149 extensions 3030, 2421, 2422, 2423, 2424, 2580, 2426

ctober 28, 2020 10:32:04 am	Home ASYCUDA			Log
	AMAICA CUSTO	MS Providence	Serch.	Q English
IOME ONLINE SERVIC	ES CONTENTS MAP DOCUMENT TRACKING DECLARATION T	NACKER E OFFICES USER DOCUMENTATION & SUPPO	RT 🗮 DUTY ESTIMATOR	411 (her 179). :
ication For New User	Account Step Two	Step Three	Step Four	
leted	Completed	Completed	Completed	
pleted	Completed	Completed	Completed	
Information Your application	on has been submitted. You will be notified via email on approval of said appl	cation.		
e \ Contact us				© ASYCUDA (since 2011)

Figure 2d- Application for New User Account – Application Submitted Screen

STAGE TWO: COMPLETING AND SUBMITTING YOUR EXPORTER REGISTRATION APPLICATION FORM

Once you've successfully set up a user account you can now proceed to complete the exporter registration form in ASYCUDA World, but first you must ensure that JAVA is installed on your computer, otherwise you won't be able to access the ASYCUDA system, so take a moment to install it.

You may contact JAMPRO's Contact Management Centre at <u>info@jamprocorp.com</u> or 876 978-7755 for the JAVA installation instructions. If you're having problems installing JAVA, contact the Jamaica Customs ASYCUDA Help Desk Team:

Technical Support : ISU Help Desk Opening Hours : 8:30AM - 9:00PM Monday - Friday Email: <u>helpdesk@jca.gov.jm</u> and copy <u>info@jamprocorp.com</u> and <u>trecia.jeffrey@jca.gov.jm</u> Phone: 876-922-5140 - 5149 extensions 3030, 2421, 2422, 2423, 2424, 2580, 2426 Once you've successfully installed JAVA on your computer you can proceed with the following steps:

STEP ONE -Accessing the Document Library

- > Open your web browser and type https://jets.jacustoms.gov.jm/
- > The ASYCUDA homepage will appear.
- Once you're on the homepage, go to the ASYCUDA World Servers and click on ASYCUDA WORLD.
- > Enter your log-in details
- > As soon as the login box appears on your screen, enter your login name and password.
- If you're a new applicant, you'll be prompted to change your password. Go right ahead and do that. Once you've entered your login credentials just select the blue tick and you should now be logged in to the ASYCUDA system.
- Access ASYCUDA Document Library
- ➤ Expand by clicking on the [●] icon to the left
- > Expand ASYCUDA Single Window



Figure 3 - Exporter Registration-Document Library

- > Expand JAMPRO/EXPORTJA folder
- > Select and Right Click on Exporter Registration
- Select the option *New*



Figure 3a - Exporter Registration New

An Exporter Registration New Document will appear.

<u>STEP TWO – How to complete the exporter registration form (General Information)</u>

The new form contains six (6) Tabs: *General Information, Scanned Documents, Export Markets, Authorization, Site Visit, and Payment Registration Slip.*

The First three (3) tabs <u>must</u> be completed by the Exporter prior to submission. The remaining three (3) are reserved for official use.

			Jamaica Promotions Exporter Registratio	Corporation n Certificate	100 1
I. Registration Refe	erence		2. Registration Date		
3. COMPANY	TRN	0000123456789	4. Office phone	5. Mobile phone	
lame	TEST USER		6. Email		
Address	MAIN AGENT RD.		7. Web Site		
			8. Postal Address		
			9. Fax		
10. Director's Name	e(s)		13. Applicant Name TEST JAM	PRO EXPORTERTWO	
11. Contact Person			14. Position		
12. Contact Position	n		15. Employees Nbr		
Production Addres	s				
75					

Figure 3b - ASYCUDA SW-Exporter Registration- New Document (General Information)

The General information tab captures information about the Exporter, business contact details and export commodities. NB: Ensure that the Address is the current address of the company/individual. If not, contact the Tax Administration of Jamaica to rectify before proceeding further with the registration.

/ 🗸 🏦 ۹	2 🔎 😧				100
		Jan Exp	naica Promo	otions Corporation tration Certificate	
. Registration Referen	ce		2. Registration Date		
. COMPANY	TRN	0000123456789	4. Office phone	999-9999 5. Mobile phone 777-7777	
lame	TESTUSER		6. Email	testuser@email.cw.jm	
Address	MAIN AGENT RD.		7. Web Site	www.creativejamaica.com	
			8. Postal Address	MAIN AGENT RD. KING STON JAMAICA	
			9. Fax	999-9999	
0. Director's Name(s)	STEWART BROWN		13. Applicant Name	JOHN BLACK	
1. Contact Person	JOHN BLACK		14. Position	INVENTORY AND LOGISTICS DEPARTMENT	
2. Contact Position	INVENTORY AND LOGI	STIC S DEPARTMENT	15. Employees Nbr	NM123456	
roduction Address	PRODUCTION VENUE	RURAL DIST. PORTLAND JAMAICA			
			ii ii	Production Address	

Figure 3c - ASYCUDA SW-Exporter Registration- General Information

STEP THREE– How to complete the exporter registration form (Entering Commodities)

We're now at the third quadrant of this page where you're required to enter the Commodity Code.

The commodity code is made up of ten digits that represents the item that you will export. Please proceed as follows to use the Commodity code Finder.

- > Right click in the Commodity Code field then select the word "Find" from the list.
- As soon as the HS code finder screen appears, select the appropriate criteria and enter the values to carry out the search. NB: "Tarrif Short Description" is the most commonly used option to search with the criteria "contains substring". It is important to note that value #1 is case sensitive. As such when entering the product name under value #1, it should be in all Capital Letters for e.g., YAM, COFFEE etc.
- Once you've identified the correct commodity code, just double click item to select it. It will automatically populate the tariff information in the boxes.
- > Enter your Commercial Description.
- Then add the commodity code to the system. All you need to do is click on the page icon next to the commodity code box to add the item (product).
- If you wish to delete an item: Select the item (which will then turn blue), right click, then select delete item.

To Modify an item: Select the item (which will then turn blue), right click and select modify, make the changes and select the icon next to commodity code to add the item.

🗸 🗸 🏦 🖣	2 😥 😧			100 *
Name Address	TE ST USER MAIN AGENT RD.	6. Email 7. Web Site 8. Postal Address	testuser@email.cw.jm www.creativejamaica.com MAIN AGENT RD. KINGSTON JAMAICA	
10. Director's Name(s) 11. Contact Person 12. Contact Position Production Address	STEWART BROWN JOHN BLACK INVENTORY AND LOGISTICS DEPARTMENT PRODUCTION VENUE RURAL DIST. PORTLAND JAMA	3. rax 13. Applicant Name 14. Position 15. Employees Nbr NCA	JOHN BLACK INVENTORY AND LOGISTICS DEPARTMENT NM123456	
1 3926400000	STATUETTES AND OTHER ORNAMENTAL ARTICLE	S CRAFT	ITEMS	
2 4414000000	WOODEN FRAMES FOR PAINTINGS, PHOTOGRAPH SIMILAR OBJECTS.	HS, MIRRORS OR PICTU	RE FRAMES	

Figure 3d - ASYCUDA SW-Exporter Registration- Product Reference

<u>STEP FOUR- How to complete the exporter registration form (uploading scanned documents)</u>

- Select the Scanned Documents Tab
- ➤ Select the page icon

Registration Referen	ice	2. Registration Date				
COMPANY	TRN 0000123456789	4. Office phone	999-9999 5. Mobile p	hone 777-7777		
ame	TEST USER	6. Email	testuser@email.cw.jm			
ddress	MAIN AGENT RD.	7. Web Site	www.creativejamaica.com			
		8. Postal Address	MAIN AGENT RD. KINGSTON JAM	AICA		
		9. Fax	999-9999			
0. Director's Name(s)	STEWART BROWN	13. Applicant Name	JOHN BLACK			
1. Contact Person	JOHN BLACK	14. Position	INVENTORY AND LOGISTICS DEP	ARTMENT		
2. Contact Position	INVENTORY AND LOGISTICS DEPARTMENT	15. Employees Nbr	NM123456			
roduction Address	PRODUCTION VENUE RURAL DIST. PORTLAND JAMAI	CA				
canned Documents						
				00		
Inw Code	Description		File name	qt	this	

Figure 3e - ASYCUDA SW-Exporter Registration- Scanned Attachments

The system will open to the user's desktop file source. *Please note that the document to be attached must be uploaded as PDF*.

> Select the document to be uploaded then click open:

. Registration Referen	ice	2. Registration Date			
. COMPANY ame .ddress 0. Director's Name(s) 1. Contact Person	TRN 0000123456789 TE ST U SER MAIN AGENT RD. STEWART BROWN JOHN BLACK	4. Office phone 999-999 6. Email testuser 7. Web Site www.cr 8. Postal Address MAIN AC 9. Fax 999-999 13. Applicant Name JOHN BI 14. Position BIVENTO		× • • • • • • • • • • • • • • • • • • •	
2. Contact Position roduction Address canned Documents	INVENTION VENUE RURAL DIST. PORTLAND JAMAICA	15. Employees NDr IIII1234	Pile Name: PERMIT SAMPLE pdf File Name: PERMIT SAMPLE pdf Files of Type: Corresponding files for scan doc	ument 👻	
Code	Description		File name Status	Open Cancel	

Figure 3f - ASYCUDA SW-Exporter Registration- Scanned Attachments

The system will then attach the file:

distance.		/ Web Vite				
adress	NAN AGENT RD.	7. Web Site	www.creativejamaica.com		-	
		8. Postal Address	MAIN AGENT RD. KINGSTON JAMAICA			
		9. Fax	999-9999			
0. Director's Name(s)	STEWART BROWN	13. Applicant Name	JOHN BLACK			
1. Contact Person	JOHN BLACK	14. Position	INVENTORY AND LOGISTICS DEPARTMENT			
2. Contact Position	INVENTORY AND LOGISTICS DEPARTMENT	15. Employees Nbr	NM123456			
roduction Address	PRODUCTION VENUE RURAL DIST. PORTLAND JAMAICA					
canned Documents			0		lior	
Code	Description		Elle come	Ctatus		
Code	Description	PER	File name MIT SAMPLE pdf	D O Status 0 %		
Code	Description	PER	File name MIT SAMPLE.pd	DO Status 0 %		
Code	Description	PER	File name MIT SAMPLE.pd	D O Status 0 %		
Code	Description	PER	File name MIT SAMPLE.pd	D O Status 0 %		
Code	Description	PER	File name MIT SAMPLE.pd	DO Status 0 %		

Figure 3g - ASYCUDA SW-Exporter Registration- Scanned Attachments

Referencing the attached document

- Select the *Code* from the drop-down list. For ease reference, some of the most used codes are:
 - o JP01 Certificate of Incorporation/Business Registration
 - JP03 Government Issued ID
 - LC05 JACRA Licence
 - LC06 Driver's Licence
 - o LT39 Plant Quarantine Division Packing House Approval
 - PM23 License from Cannabis Licensing Authority

1	1 1 9	9 😥 😱				100 %
Addr	ess	MAIN AGENT RU.	7. Web Site	www.creativejamaica.com		
			8. Postal Address	MAIN AGENT RD. KINGSTON JAMAICA		
			9. Fax	999-9999		
10. D	irector's Name(s)	STEWART BROWN	13. Applicant Name	JOHN BLACK		
11. C	ontact Person	JOHN BLACK	14. Position	INVENTORY AND LOGISTICS DEPARTMENT		
12. C	ontact Position	INVENTORY AND LOGISTICS DEPARTMENT	15. Employees Nbr	NM123456		
Prod	uction Address	PRODUCTION VENUE RURAL DIST. PORTLAND JAMAICA				
	ava	DUTT OT LAND OTHER				
1	Code	Description		File name	O O Status	
114	PERMIT TO I	IMPORT MEAT	PER	MIT SAMPLE.pdf	17 U.S.	
115 116 501 702	MOA VET. SI PESTICIDE C GATE PASS RESPONSE RECEIPT (CU	ERVICES DIVISION IMPORT PERMIT CONTROL AUTHORITY PERMIT TO QUERY USTOMS)				
	POST RECEI	R'S WAREHOUSE RECEIPT				
02						

Figure 3h - ASYCUDA SW-Exporter Registration- Referencing Scanned Attachments

 \blacktriangleright Click on the upload arrow to upload the document to the page (status should read 100%):

Export	ter Registration - Ne t View Help	w [0000123456789]			ក់ជ័ 🗵
	1	P 😥 😡			100 %
A	Idress	MAIN AGENT RD.	/. Web Site	www.creativejamaica.com	*
			8. Postal Address	MAIN AGENT RD. KING STON JAMAICA	
			9. Fax	999-9999	
10	. Director's Name(s)	STEWART BROWN	13. Applicant Name	JOHN BLACK	
11	. Contact Person	JOHN BLACK	14. Position	INVENTORY AND LOGISTICS DEPARTMENT	
12	Contact Position	INVENTORY AND LOGISTICS DEPARTMENT	15. Employees Nbr	NM123456	
Pr	oduction Address	PRODUCTION VENUE RURAL DIST. PORTLAND JAMAICA			
	Provide State				
50	anned Documents			\frown	
	1				
	Code	Description		File name Status	
PM15		IOA VET. SERVICES DIVISION IMPORT PERMIT	PER	MIT SAMPLE.pdf	
					100
					-
General	Information Sca	nned Documents Export Markets Authorization Site	Visit Payment Reg	istration Slip	
n Do	cument library	Exporter Registrati			[]

Figure 3i - ASYCUDA SW-Exporter Registration- Uploading Scanned Attachments

STEP FIVE- How to complete the exporter registration form (Entering Export Markets)

The tab for the export markets displays possible predetermined overseas markets with whom the exporter is interested in doing business

Select the code from the list of available Country Codes:

			20	
lame	TESTUSER	6. Email	testuser@email.cw.jm	
Address	MAIN AGENT RD.	7. Web Site	www.creativejamaica.com	
		8. Postal Address	MAIN AGENT RD. KINGSTON JAMAICA	
		9. Fax	999-9999	
0. Director's Name(s)	STEWART BROWN	13. Applicant Name	JOHN BLACK	
1. Contact Person	JOHN BLACK	14. Position	INVENTORY AND LOGISTICS DEPARTMENT	
2. Contact Position	INVENTORY AND LOGISTICS DEPARTMENT	15. Employees Nbr	NM123456	
CA ♥ CA Canad CC Cocos	Canada la (Keeling) Islands			
CA ⊂ CA Canad CC Coces CD Conge CF Centra CG Conge CH Switze	Canada (Keeling) Islands (Keeling) Islands The Democratic Republic of I African Republic rland		Name	

Figure 3j - ASYCUDA SW-Exporter Registration- Referencing Export Markets

> Use the page \square icon to add the selection

Name Address	TEST USER MAIN AGENT RD.	6. Email 7. Web Site 8. Postal Address 9. Fax	testuser@email.cw.jm www.creativejamaica.com MAIN AGENT RD. KINGSTON JAMAICA 999-9999	
10. Director's Name(s 11. Contact Person 12. Contact Position Production Address	STEWART BROWN JOHN BLACK INVENTORY AND LOGISTICS DEPARTMENT PRODUCTION VENUE RURAL DIST. PORTLA	13. Applicant Name 14. Position 15. Employees Nor ND JAMAICA	JOHN BLACK INVENTORY AND LOGISTICS DEPARTMENT NM123456	
\frown				

Figure 3k - ASYCUDA SW-Exporter Registration- Referencing Export Markets

Edit View Help				
V V 🏝 🤋	2 10 3			100 %
Name	TEST USER	6. Email	testuser@email.cw.jm	
Address	MAIN AGENT RD.	7. Web Site	www.creativejamaica.com	
		8. Postal Address	MAIN AGENT RD. KINGSTON JAMAICA	
		9. Fax	999-9999	
10. Director's Name(s)	STEWART BROWN	13. Applicant Name	JOHN BLACK	
11. Contact Person	JOHN BLACK	14. Position	INVENTORY AND LOGISTICS DEPARTMENT	
12. Contact Position	INVENTORY AND LOGISTICS DEPARTMENT	NT 15. Employees Nbr	NM123456	
Production Address	PRODUCTION VENUE RURAL DIST. PORT	LAND JAMAICA		
Add Ikon				
No	Code		Name	
1	CA GB	Canada United Kingdom		

Multiple country codes can be selected and added as seen in the images below:

Figure 31 - ASYCUDA SW-Exporter Registration- Referencing Multiple Export Markets

Follow the same steps to add each additional country:

Name	TEST USER	6. Email	testuser@email.cw.im	
Address	MAIN AGENT RD.	7 Web Site	www.creativeiamaica.com	
radi obs	and the second second	9. Dostal Address		
		o. Postal Address	MAIN AGENT RD. RINGSTON JAMAICA	
		9. Fax	aaa-aaaa	
10. Director's Name(s) STEWART BROWN	13. Applicant Name	JOHN BLACK	
11. Contact Person	JOHN BLACK	14. Position	INVENTORY AND LOGISTICS DEPARTMENT	
12. Contact Position	INVENTORY AND LOGISTICS DEPARTMENT	15. Employees Nbr	NM123456	
3	. <u></u>			
No	Code		Name	
No 1 2	Code CA GB	Canada United Kindom	Name	
No 1 2 3	Code CA GB US	Canada United Kingdom United States of America	Name	

Figure 3m - ASYCUDA SW-Exporter Registration- Referencing Multiple Export Markets

STEP SIX- How to Store or Submit the completed exporter registration

You can store your application if you are not ready to submit same to JAMPRO.

Select the eye icon to verify

Nama	TEST USER	6 Email	testuser@email.cw.im	
Addasas	MAIN AGENT RD	7 Web Site		
Address	india doctri no.	7. Web site	www.creativejaniaica.com	
		8. Postal Address	MAIN AGENT RD. KINGSTON JAMAICA	
		9. Fax	999-9999	
10. Director's Name(s)	STEWART BROWN	13. Applicant Name	JOHN BLACK	
11. Contact Person	JOHN BLACK	14. Position	INVENTORY AND LOGISTICS DEPARTMENT	
			Second second	
12. Contact Position Production Address	INVENTORY AND LOGISTICS DEPARTMENT PRODUCTION VENUE RURAL DIST. PORTLAN	15. Employees Nbr	NM123456	
12. Contact Position Production Address	INVENTORY AND LOGISTICS DEPARTMENT PRODUCTION VENUE RURAL DIST. PORTLAN	15. Employees Nbr ND JAMAICA	NM123456	
12. Contact Position Production Address	INVENTORY AND LOGISTICS DEPARTMENT PRODUCTION VENUE RURAL DIST. PORTLAN	15. Employees Nor	NM123456	
12. Contact Position Production Address	INVENTORY AND LOGISTICS DEPARTMENT PRODUCTION VENUE RURAL DIST. PORTLAM	15. Employees Nor ND JAMAICA	NM123456	
12. Contact Position Production Address	INVENTORY AND LOGISTICS DEPARTMENT PRODUCTION VENUE RURAL DIST. PORTLAN CODUCTION VENUE RURAL PORTLAN CODUCTION PORTLAN CODUCT	15. Employees Nor ND JAMAICA	NM123456	
12. Contact Position Production Address No 1 2 3	INVENTORY AND LOGISTICS DEPARTMENT PRODUCTION VENUE RURAL DIST. PORTLAM	15. Employees Nor ND JAMAICA	NM123456 Name	

Figure 3n - ASYCUDA SW-Exporter Registration- Storing/ Submission

Select the green k tick once the registration form is fully completed and you're ready to submit the registration application

or

Select the blue vick to store the registration document for submission at a later period

Upon submission, the system will display a confirmation message *Do you really want to submit this application? Ref:XXTRNXX*, and followed by an automatic email notification to your inbox (ASYCUDA mailbox).

Confirmation	ASYCUDAWorld
Do you really want to submit this application ?	You have new mail.
Ref: 0000123456789	Do you want to check it now?
V ×	X
Vec	

Figure 30 - ASYCUDA Submitting stored Registration document- System Confirmation

The system will also send a *Transaction Completed* message box indicating that the Application is Pending Payment.



Figure 3p - Submitting stored Registration document- System Confirmation

e view Help						
s 📴						
Inbox Drafts	Subject	From THE MAIL ROBOT, test jamproexporter2	Date Feb 7, 2017 2:25:09 PM			
Trash	Your Application	THE MAIL ROBOT, test.jamproexporter2	Feb 7, 2017 2:38:47 PM			
Templates						
	* -					
	Header:					
	From: THE MAIL ROBOT, test jamproexporter2					
	Ter test lamore experier?					
	CC:			_		
	BCC:			_		
	Subject: Your Application			_		
	Date: Feb 7, 2017 2:38:47 PM			_		
				_		
	Message:					
	Helio testjaniproexponerz,					
	Your application has been submitted with reference	0000123456789				
	The application is pending and needs to be be paid Kindly pay the application					
	Best Regards					
	Thank you					

Details of email notification prior to payment

Figure 3q - Submitting stored Registration document- Email Notification

If you were not ready to submit the application and had clicked on the blue \checkmark tick to store, the system will display a confirmation message.



Figure 3r - ASYCUDA SW-Exporter Registration- Storing/ Submission

The system will send an email notification based on the action taken

	Header:
	From: THE MAIL ROBOT , test.jamproexporter2
	To: test.jamproexporter2
	cc:
	BCC:
	Subject: New Application
	Date: Feb 7, 2017 2:25:09 PM
	Message:
	Hello test.jamproexporter2, Transaction completed X
ASYCUDAWorld 22 .	Your application has been stored successfully with reference 000 Application 0000123456789 Registration ref:
Do you want to check it now?	Rest Regards
Vac X	Mail Attachments

Figure 3s - ASYCUDA SW-Exporter Registration- Storing/ Submission Confirmation

Details of stored email identified below:

Header:	
From: THE MAIL ROBOT, test.jamproexporter2	
To: test.jamproexporter2	
CC:	
BCC:	
Subject: New Application	
Date: Feb 7, 2017 2:25:09 PM	
Message:	
Hello test.jamproexporter2,	
Your application has been stored successfully with reference 0000123456789	
Kindly submit your application	
BestRegards	
Thank you,	
THE MAIL ROBOT	
Mail Attachmants	

Figure 3t - ASYCUDA SW-Exporter Registration- email Confirmation

Submission of a stored Registration document

- Expand ASYCUDA Single Window
- > Expand JAMPRO/EXPORTJA folder
- Select and Right Click on the Exporter Registration
- Select option *Find*



Figure 3u - Finding stored Registration document

Name	criteria	value #1	value #2
Document Status	all		
Barcode	all		
Clearance off.	all		
Reg. Nber	all		
Reg. Date	all		
Exporter Code	all		
Exporter Name	all		
Country of Export	all		
Officer	all		
Beg. Date	all		
End. Date	all		

The Exporter Registration Finder will appear:

Figure 3v - Finding stored Registration document

- Select the search are CASE Sensitive (CAPITAL letters must be used)
- > The search results will appear

One docume	ation finder ant found! Please s	elect a documer	nt and select an	action from the local	menu		10 10
Exporter TIN 000123456789	Reg. Year	Reg. Nber	∇ Reg. Date	Exporter Name	Beg. Date E	ind. Date	Status tored
) 🔄 🚔 😫							-

Figure 3w - Finding stored Registration document

Making Changes Prior to Submission (Retrieve)

Retrieving Stored Application in order to make updates prior to submission

▶ Right Click and select the option *Retrieve*



Figure 3x - Retrieving stored registration document

The system will update the details and confirmation message will appear.



Figure 3y - Retrieving stored Registration document- System Confirmation

Submitting Application

To Submit Application

Right Click and Select the option *Submit Application*



Figure 3z - Submitting stored Registration document

The application page will open

> Select the green \checkmark tick at the top of the page to submit

	IPRO ESTMENT JAMAICA	E	Jamaica Promo Exporter Regis	otions C	orporation Certificate	
1. Registration Referen	ice		2. Registration Date			
3, COMPANY Name	TRN TEST USER	0000123456789	4. Office phone 6. Email	999-9999 testuser@emai	6. Mobile phone 777-7777 Lcw.jm	
Address	MAIN AGENT RD.		7. Web Site 8. Postal Address 9. Fax	www.creativeja MAIN AGENT RD 999-9999	maica.com . KINGSTON JAMAICA	
10. Director's Name(s)	STEWART BROWN		13. Applicant Name	JOHN BLACK		
11. Contact Person 12. Contact Position Production Address	JOHN BLACK	ISTICS DEPARTMENT	14. Position 15. Employees Nbr	INVENTORY AND	LOGISTICS DEPARTMENT	

Figure 4 - Submitting stored Registration document

The system will then send a confirmation message *Do you really want to submit this application? Ref:XXTRNXX*

The system will then send an automatic email notification.

Confirmation	ASYCUDAWorld
Do you really want to submit this application ?	You have new mail.
Ref: 0000123456789	Do you want to check it now?
V ×	🖌 🔀
Vaa	

Figure 4a - Submitting stored Registration document-System Confirmation

The system will also send a *Transaction Completed* message box indicating that the Application is Pending Payment.



Figure 4b - Submitting stored Registration document- System Confirmation

MailBox				rk ⊠		
File View Help						
🛃 🕅						
Inbox Drafts Trash Sent Templates	Subject New Application Your Application	From THE MAIL ROBOT, test jamproexporter2 THE MAIL ROBOT, test jamproexporter2	Date Feb 7, 2017 2:25:09 PM Feb 7, 2017 2:38:47 PM			
1	Header: From: THE MAIL ROBOT, lest jamproexporter? To: test jamproexporter? CC:					
	BCC: Subject: Your Application Date: Feb 7, 2017 2:38:47 PM					
	Hello test jamproexporter2, Your application has been submitted with reference The application is pending and needs to be path Kindly pathe application Best Regards Thank you,	0000123456789		Ē		
	Mail Attachments					

Details of email notification prior to payment

Figure 4c - Submitting stored Registration document- Email Notification

Checking Registration Status

The registration status is checked using the *Find* option indicated earlier for finding a stored document. Viewing the application after registration will display the system assigned registration number.



Figure 4d - Checking Registration Status

an view Help	0			100 %
JAM JAM	PRO Estiment Janara	Jamaica Prom Exporter Regis	otions Corporation stration Certificate	
1. Registration Referen 3. COMPANY Name Address	C 2017 12 TRN 0000123456789 TE ST U SER MAIN AGENT RD.	2. Registration Date 4. Office phone 6. Email 7. Web Site 8. Postal Address	9 07/02/2017 999-9999 S. Mobile phone 777-7777 testuser@email.cw.jm www.creativejamaica.com MAIN AGENT RD. KINGSTON JAMAICA	
10. Director's Name(s) 11. Contact Person 12. Contact Position Production Address	STEWART BROWN JOHN BLACK INVENTORY AND LOGISTICS DEPARTMENT	13. Applicant Name 14. Position 15. Employees Nbr	JOHN BLACK INVENTORY AND LOGISTICS DEPARTMENT	
rai Information Scar	nned Documents Export Markets Authori	ration Site Visit Payment Rec	istration Sin	

Figure 4e - Checking Registration Status

How to make amendments after submitting your application

- > Right-click exporter registration and select 'Find'.
- From the window that comes up, click on the magnifying icon, you should then see your registration number come up in the listing.
- > After finding the registration, right-click the record and choose "Request for Amendment"
- Make changes to form (if any) and then click on the green tick.
- > Another record should be created and have the status of "Stored".
- > Right-click on this new record and select "Submit Application"
- ▶ Form will open again. Click green tick to submit application.

STAGE THREE: SUBMITTING YOUR EXPORTER REGISTRATION FEE PAYMENT ONLINE

JAMPRO's ExportJA ePayment Platform facilitates the acceptance of electronic payment for online transaction. This is used by the Exporter after they have filled out and submitted the Electronic Exporter Registration Application within the ASYCUDA System. The submitted Exporter Application is given a registration number automatically by the system, for e.g. 2020/4. Applicants using this payment method will need to logout of the ASYCUDA World system and return to the Homepage to access the ePayment Portal.

To complete payment the user should:

- Access the JAMPRO ExportJA ePayment Platform at: <u>https://jets.jacustoms.gov.jm/index.jsf</u>
- > Click on the icon Login to the top right-hand corner of the homepage
- > User will be prompted to enter their ASYCUDA World username and password



Figure 5 - ePayment Option

Once the user logs into the payment portal correctly, a welcome message showing the user's credentials will appear on the screen. Proceed to the link **ONLINE SERVICES** and select from the dropdown menu **Exporter Registration**.



Figure 5a - ePayment Online Services

The Exporter Registration detail will appear on screen.

Select **Pay** to continue.

HOME	O ONLINE SERVICES	CONTENTS MAP	DOCUMENT TRACKING	☐ OFFICES	USER DOCUMENTATION	C COUNTDOWN	DUTY ESTIMATOR
xporte	r Registration						
			Regis	tration Reference	6		
			TRN:				
			Comp	oany Name:			
			Com	any Address:			
			Teles	ite:			
			Emai	1:			
			Valid	From:			
			Valid	To:			
			Statu	s:			CONTRACTOR OF A
			Re	oad			Pay

Figure 5b - ePayment Online Services

- > Select Confirm.
- > Enter payment details

Select **Pay** to complete payment order

	Review and Contin	m Order	Submit Payment Details	Receive Payment Details		← → C A Not secur	🕫 🛛 paygatedev.fsl.org.jm/PaymentPortal/M	akePayment.chtml	
	Obligation ID	2020-35	-N				Review and Confirm Order	Submit Payment Details	Receive Payment Detail
	Amount to be Paid	\$1.50					Course Cours in Course D	unant Outeringing	
	Pay To	JAMPR C/O JEX	D porter				Secure Credit Card Pa This is a secure 128-bit SSL encrypt	ayment Submission red page	
		https://d	obusinessjamaica.com/				Obligation ID		2020-35-N
	Pay For	Exporter	Desirtration East Mass				Amount to be Paid		\$1.50
	(u) (u)	LAporter Regionation rice - New				ePayment Client Name		JAMPRO	
	After cloking the 'Confirm' button, yo Confirm Back to A	or Card Iasoar may	grongt you for your Consumer Authentication pa	seeord to complete your purchase.	Ver by		Card Type " Please select a card Card Number "		
foreared by eGov Jamaica Limited 2018							example: (1234567890123456)		
							avample (MRVV)		
							CVVICVCICIDIKVV		
							Last three digits on the back of the ca	rd	

Figure 5c - ePayment Online Services

After payment is finalized a receipt confirmation is given by the system and an automatic message via the ASYCUDA email is sent to the exporter.

JAMPRO cashier – If fees are paid using other approved payment alternatives (options), the Applicant will need to provide the cashier with the Registration Reference and their TRN details and the system generated Registration Reference#. E.g. 2020/5

After payment the system will send an automatic message via the ASYCUDA email to the exporter after payment is finalized, as indicated below.

MailBox				J [≠] ⊠			
File View Help							
2 🖄							
Inbox Drafts	Subject	From		Date			
Trash	k =						
Sent Templates	From: THE MAIL ROBOT			*			
	To: test.jamproexporter2						
and the second	CC:						
	BCC:						
	Subject: Application Payment						
	Date: Feb 8, 2017 12:03:24 PM						
	Message:						
	Your application 2017 12 has been paid.						
	Best Regards						
	Anna Annaburation (A)]			
Contract of the local division of the local	man Anachments (1)						

Figure 5d - Email Notification after Payment

PROCESSING OF THE APPLICATION BY JAMPRO

The next step after payment of the exporter registration is the processing of the application by the JAMPRO officer. If there are any discrepancies or need for clarity the JAMPRO Officer may send the application to Query. If there are no discrepancies or need for clarity then the application will be sent for Site Verification and/or Approval.

EXPORTER RESPONSE TO QUERY

If the application is sent to Query the system would then send an email to notify the Exporter that the application was sent to Query. (See image below)

🖂 MailBox				n _R X		
File View Help						
2 🕅						
Inbox Drafts Trash Sent Templates	Subject New Application Application Payment Query for Revision Your Application Application Accepted Declaration assessment A 74 Header:	From THE MAIL ROBOT, test jamproexporter2 THE MAIL ROBOT, test jamproexporter2 THE MAIL ROBOT THE MAIL ROBOT THE MAIL ROBOT THE MAIL ROBOT THE MAIL ROBOT test jamproexporter2	Date Feb 7, 2017 2:25 09 PM Feb 7, 2017 2:38 47 PM Feb 8, 2017 12:03 24 PM Feb 8, 2017 12:03 24 PM Feb 8, 2017 30727 PM Feb 8, 2017 6:35 44 PM Feb 8, 2017 6:55 44 PM Feb 9, 2017 12:21:56 PM	¢		
	From: THE MAIL ROBOT To: test.jamproexporter2 CC: BCC:			*		
	Subject: Ouery for Revision Date: Feb 8, 2017 3:07:27 PM					
	Message: Your Application 000123456789 needs to be revised Kindly open application, check queries details, perform modifications accordingly and submit again your application Best Regards					
	Mail Attachments					

Figure 6 - Application Query ASYCUDA Notification

The Exporter is then able to *Retrieve* the application in order to make adjustments and also to *Submit Application*

Exporter Registration finder One document found! Please select	며 ^ピ 2 [㎡] 区 a document and select an action from the local menu	Document library r ^E Document View Help Document View Help ASYCUDA ASYCUDA ASYCUDA ASYUCDASW Chectronic Certificate of Origin Exporter Registration
Exporter TIN Reg Year Reg 0000123459789 2017 12	0. Nber Reg. Date Exporter Name Beg. D. End. D. Status 102/002642 Irecas USER Stored 102/002642 Irecas USER Stored	■ Preferential Certificate of Origin ● ③ International Horms Wy Profile
	Training	NOM M

Figure 6a - Retrieving Application Query

NB: While in Query the JAMPRO officer will be unable to process the application until the Exporter resubmits.

Retrieving Query

- Select the option to *Retrieve*
- > Note the required updates
- > Update then store

Modify Stored			Jamaica Promo Exporter Regis	tions Corporation tration Certificate	100 1
1. Registration Referen	ce 2017	12	2. Registration Date	07/02/2017	
3. COMPANY Name Address	TRN TE ST USER MAIN AGENT RD.	0000123456789	4. Office phone 6. Email 7. Web Site 8. Postal Address 9. Fax	999-9999 5. Mobile phone 777-7777 estuser@email.cw.jm www.creativejamaica.com MAIN AGENT RD. KINGSTON JAMAICA 999-9999	
10. Director's Name(s) 11. Contact Person 12. Contact Position	STEWART BROWN JOHN BLACK INVENTORY AND LC	GISTICS DEPARTMENT	13. Applicant Name 14. Position 15. Employees Nbr	IOHN BLACK INVENTORY AND LOGISTICS DEPARTMENT	
Production Address					

Figure 6b - Retrieving Application Query-Storing Query Response

The system will then confirm the submission, then display a final confirmation for the completed transaction



Figure 6c - Retrieving Application Query-Storing Query Response

Submitting the Query Application

To Submit Application in Query, the exporter must first retrieve the updated stored application, then submit. To submit application:

- > Select and right click on the stored line
- > Select the option *Submit Application*

Exporter TIN	Reg. Year	Reg. Nber 🗸	Reg. Date	Exporter Name	Beg. D End. D	. Status
0123456789	2017	12 (07/02/2017 TE	View		Stored
				Retrieve		
				Submit Application		
			2	D. J. D.	-	
			Ш	Details		

Figure 6d - Submitting Application Query Response

After submission of the application, the system would then send a confirmation window to the exporter.

V & D 0					100 1
		J	Jamaica Prom	otions Corporation stration Certificate	
1. Registration Referen	ace 2017	12	Confirmation		
3. COMPANY Name	TRN TEST USER	0000123456789	Do you rea Ref: 00001	lly want to submit this application ? e 777-7777 23456789	
Address	MAIN AGENT RD.		8. Postal Address	MAIN AGENT RD. KINGSTON JAMAICA	
	CTOWART RROWN		9. Fax	999-9999	
10. Director's Name(s) 11. Contact Person	JOHN BLACK		13. Applicant Name	INVENTORY AND LOGISTICS DEPARTMENT	
12. Contact Position Production Address	INVENTORY AND LOO	SISTICS DEPARTMENT	15. Employees libr		

Figure 6e - Submitting Application Query Response

At submission the system sends an automatic email notification



Figure 6f - Submitting Application Query Response

899						
ox afts	Subject	From	Date			
ih I	Header:					
plates	From: THE MAIL ROBOT , test.jamproexporter2					
	To: test.jamproexporter2					
	CC:					
	BCC:					
	Subject: Your Application					
	Date: Feb 8, 2017 6:43:29 PM					
	Message:		A REAL PROPERTY OF THE REAL PR			
	Hello test.jamproexporter2,					
	Your application has been submitted with reference 000012345678	9				
	Best Regards					
	Thank you, THE MAIL ROBOT					

Figure 6g - Submitting Application Query Response-Email Notification

The status is then updated in the finder to submit.

At each stage of the process the exporter is able to see the status being updated along with an email notification being sent reflecting each new step.

The next step after review is the Site Visit (if required). After this process is completed. The status is updated as seen below:

Exporter Site Visit

Exporter TIN	Reg. Year	Reg. Nber	Reg. Date	Exporter Name	Beg. D End.	D. Status

Figure 7 - Status Update- Site Visit

After the Site Visit the Application is then subjected to a final approval. The status is updated as seen below:

Approval of Application

🔎 Exporter Regi	stration finder					5 ⁵ 0 ¹ 5
One docu	iment found! Pleas	e select a docu	ment and select a	n action from the local	menu	
Exporter TIN	Reg. Year	Reg. Nber	Reg. Date	Exporter Name	Beg. D End. D	Status
000123456789	2017	12	07/02/2017	TEST USER	08/02/ 08/02/	pproved
0 💽 🚍 🛛	ŝ					🐳 🖌

Figure 7a - Status Update- Approval

EXPORTER REGISTRATION UPON RENEWAL

After the user finds their exporter registration record with the finder, then the next step is to rightclick the record and select "Renew Application".



Figure 8 – Exporter Registration Renewal

The form will then come up with the information entered from the previous year. The information should be reviewed, changes made to the form, if any, and then click the green tick at the top of the form to resubmit the form.

V & D 0			100 %
		Jamaica Pro Exporter Reg	motions Corporation gistration Certificate
1. Registration Referen	ce	2. Registration	Date
3. COMPANY Name Address	TRN 0000123 Test User Main Agent RD.	456789 4. Office phone 6. Email 7. Web Site 8. Postal Addre 9. Fax	999.9999 5. Mobile phone 777-7777 testuser@email.cw.jm www.creativejamaica.com MAIN AGENT RD. KUNGSTON JAMAICA 999.9999
10. Director's Name(s) 11. Contact Person 12. Contact Position Production Address	STEWART BROWN JOHN BLACK INVENTORY AND LOGISTICS DEPAR	13. Applicant N 14. Position TMENT 15. Employees	ANNE JOHN BLACK INVENTORY AND LOGISTICS DEPARTMENT Nbr

Figure 8a – Submitting Exporter Registration Renewal

PREPARING DECLARATION FOR EXPORT

> Expand the Goods Clearance folder



Figure 9 - Preparing Declaration for Export- Goods Clearance

- > Select and right click on *Detailed Declaration*
- Select New



Figure 9a - Preparing Declaration for Export- Detailed Declaration-New

A new ASYCUDA Page will appear (See User Guide on Preparing ASYCUDA Export Declaration)

- > Enter all relevant details
- Select the Attached Document (*Att. Doc.*) Tab
- > Reference the JAMPRO Registration Reference using Code *ER01*; Reference Format

Year/Number (e.g. 2020 7) then add item by clicking on the page icon

> Reference all other the applicable attachments

iodel eclarant	Custom	is reference	Declarant reference 2020	Assessment reference	Nbr of Items
Iten	n Code	Description		Reference	Date
	1 ER01	Exporter Registration Number		2020 7	30/09/2020
ltm 1	Code	Desci	ription	Reference	Date 30/09/2020

Figure 9b - Preparing Declaration for Export- Referencing Exporter Registration

> Complete all remaining tabs, then submit declaration

The system would then conduct verification checks between the declaration and the Exporter Registration.