Government of Nepal
Ministry of Finance
Department of Customs

NECAS Training Manual

Customs Officers
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Training Note – Using the NECAS ‘Details’ facility

The following ‘Training Note’ provides Customs Officers with the information necessary to enable them to use the AW ‘Details’ facility.

The ‘Details’ facility:

- is available for any NECAS E-documents (SAD, Inspection Act, Receipt, manifest, etc.),
- displays all the steps (version) the NECAS E-document went through and its status,
- displays which NECAS user had performed which actions and when,
- allows to view all the version of the NECAS E-document.

This ‘Details’ facility is a powerful tool to follow-up on each NECAS E-document (who is doing what) but also follow-up on the efficiency of the process (for example, how long it takes to process a SAD from the time it has been registered by a trader to the time it has been released by Customs).

To access the ‘Details’ facility

1. Log into the system
2. Go to NECAS ➔ Goods clearance ➔ Declaration ➔ Detailed Declaration
3. From the Finder, use any criteria to find the SADs you are looking for (refer to the “How to use the AW Finder Facility” functional note) and click on the Search icon to display the result of the search
4. Highlight the SAD you would like to check (the line will appear in dark blue), right click and choose **Details**

5. The system will automatically display the following:
The top part of the screen provides the following information on the SAD:

- When was it created
- By who (user, full name and owner)
- If it is locked and if yes from when and by who
- The current version
- The current status
- The current owner

The bottom part of the screen should be read from the bottom to the top.

Each line indicates which user had processed a transaction on the SAD and when, and what is the status and version of the SAD.

As an example, the last line reads:

| 1 | 1/11/16 12:06 PM | Registered | Validate | 031 | keshav | no |

It means that the user “declarant” has validated the SAD on the 11th January 2016 at 12:06 pm and at this date, it was the 1st version of the SAD and its status was registered.

The same steps can be applied to Inspection Act, Receipt, Manifest, etc.
Training Note – View criteria

The following ‘Training Note’ provides Customs Officers with the information necessary to enable them to view the criteria associated with a SAD.

This is done as follows:

1. Once logged-into the system, go to NECAS ➔ Goods Clearance ➔ Declaration ➔ Detailed Declaration ➔ Detailed Declaration

2. Right click and select Find Selected Red or Find Selected Yellow or Find Selected Query

3. From the Finder, use any criteria to find the SAD(s) you are looking for (refer to the "How to use the NECAS Finder Facility” functional note)
4. Highlight the SAD for which you want to view the criteria, right click and choose **View Criteria**

5. The **View Criteria screen** displays all the criteria associated with the SAD and the actions to be carried out.

It has to be noted that the bottom part of the screen “Documentation for selected criteria” is coming automatically from the documentation filled while creating the criteria.

This documentation should be detailed enough for each Customs officer to know exactly which task to carry out for each criteria.
Training Note – Re-routing a SAD

The following ‘Training Note’ provides Customs Officers with the information necessary to enable them to ‘re-route’ a SAD.

This is done as follows:

1. Once logged-into the system, go to NECAS ➔ Goods Clearance ➔ Declaration ➔ Detailed Declaration ➔ Detailed Declaration

2. Right click and select **Find Selected Red** or **Find Selected Yellow** or **Find Selected Query**

3. From the **Finder**, use any criteria to find the SAD(s) you are looking for (refer to the “How to use the AW Finder Facility” functional note) and click on the **Search** icon to display the result of the search.
4. Highlight the SAD you want to re-route, right click and choose **Re-route to red** or **Re-route to yellow** or **Re-route to green** or **Re-route to query**

The color the SAD is re-routed to will depend on the findings of the Customs officers.

5. **Re-routing to Green**
   
   a. Once you have clicked on **Re-route to green**, click ✔️ on the **Confirmation** screen if you want to re-route the SAD to Green.

   Conversely, click ✗ on the **confirmation** screen if you don’t want to re-route the SAD to Green.

   b. After confirming the re-routing of the SAD to Green, click ✔️ on the **Transaction completed** screen.
The SAD appears in Green Standby lane; the SAD is in the Green lane but not yet assessed.

c. The AW system will display a screen asking for the confirmation or not of assessing the SAD.

d. Click on the **Declaration assessment** screen if you want to assess the SAD.

Conversely, click on the **Declaration assessment** screen if you don’t want to assess the SAD.

e. After confirming the assessment of the SAD, the **Transaction completed** will display the Assessment reference number.

The assessed SAD has been automatically removed from the list of selected SADs.

f. Click on the **Transaction completed** screen
6. **Re-routing to Yellow**

   a. Once you have clicked on **Re-route to yellow**, click on the **Confirmation** screen if you want to re-route the SAD to Yellow.

   Conversely, click on the **confirmation** screen if you don’t want to re-route the SAD to Yellow.

   ![Confirmation Screen](image1)

   b. After confirming to re-route the SAD to Yellow, the SAD will appear in the Yellow lane.

   The “Yellow” SAD has now been automatically removed from the list of “previous color” selected SADs.

   ![Transaction Completed Screen](image2)

   c. Click on the **Transaction completed** screen

7. **Re-routing to Red**

   a. Once you have clicked on **Re-route to red**, click on the **Confirmation** screen if you want to re-route the SAD to Red.

   Conversely, click on the **confirmation** screen if you don’t want to re-route the SAD to Red.

   ![Confirmation Screen](image3)

   b. After confirming to re-route the SAD to Red, the SAD will appear in the Red lane.

   The “Red” SAD has now been automatically removed from the list of “previous color” selected SADs.
c. Click ✔️ on the Transaction completed screen

8. Re-routing to Query

a. Once you have clicked on Re-route to query, click ✔️ on the Confirmation screen if you want to re-route the SAD to Query.

Conversely, click ✗ on the confirmation screen if you don’t want to re-route the SAD to Query.

b. After confirming to re-route the SAD to Query, the SAD will appear in the Query lane (Purple).

The “Purple” SAD has now been automatically removed from the list of “previous color” selected SADs

c. Click ✔️ on the Transaction completed screen
Training Note – Modifying a SAD

The following ‘Training Note’ provides Customs Officers with the information necessary to enable them to modify a SAD, following a request from a declarant, importer or exporter or based on their findings during documentary check / physical inspection after an agreement is reached with the declarant, importer or exporter.

A SAD is modified while it has not yet been assessed.

This is done as follows:

1. Once logged-into the system, go to NECAS ➔ Goods Clearance ➔ Declaration ➔ Detailed Declaration ➔ Detailed Declaration

2. Right click and select Find registered or Find By reg. nber or Find (whatever is available from your user)

   a) If Find is used, from the Detailed Declaration finder, use any criteria to find the SAD(s) you are looking for (refer to the “How to use the AW Finder Facility” functional note) and click on the Search icon to display the result of the search
b) If **Find registered** is used, from the **Finder: registered declarations**, use any criteria to find the SAD(s) you are looking for (refer to the “How to use the AW Finder Facility” functional note) and click on the **Search** icon to display the result of the search.

c) If **Find By reg. nber** is used, from the **Finder: Sad by Ref. Nber**, use any criteria to find the SAD(s) you are looking for (refer to the “How to use the
AW Finder Facility” functional note) and click on the **Search** icon to display the result of the search.

3. Whatever Finder is used, highlight the SAD you want to modify (the line will appear in dark blue), right click and choose **Retrieve**.

4. Proceed with the modification.

   It has to be noted that any field on the SAD can be modified, including but not restricted to the value, the total invoice, the weight, the quantity, the HS code, etc.
The example below shows a change of the HS code (Box 33), which will automatically generate a change in the Tariff description (Box 31). This kind of change might generate a change in the taxation too.

Original SAD

Modified SAD

5. Once the changes are completed, click on the **Verify the document** icon

6. Click **✓** on the **Message** window

7. Click on the **Validate** icon

8. A **Transaction Completed** screen will be automatically displayed, with the details of the SAD (Declarant ref. and Customs ref.)
9. After clicking on **Transaction Completed** screen, the Inspection Act will be automatically display

10. Fill in the Inspection Act, verify and validate it (refer to the “Filling the Inspection Act” Training Note)

11. Once this has been done, the AW system will bring you back to the Finder originally used at the beginning (**Detailed Declaration Finder** or **Finder: Sad by Ref. Nber** or **Finder: registered declarations**)
Training Note – Completing the Inspection Act

The following ‘Training Note’ provides Customs Officers with the information necessary to enable them to complete the appropriate details in the Inspection Act.

The Inspection act will be automatically displayed by the NECAS system following any modification or post entry modification on a SAD. Conversely, the Inspection Act must be completed by an officer in charge of the SAD when no modification has been carried out.

This is done as follows:

1. If the Inspection Act is automatically displayed by the AW system, it will indicate the SAD details

2. If an officer has to create a new Inspection Act, he/she will proceed as follow:

   2a. Once logged-into the NECAS system, go to NECAS ➔ Selectivity ➔ Inspection Act, right click and choose New
2b. The AW system will automatically display a new and empty Inspection Act

2c. Enter the Customs Registration details: Customs Office, Customs references (Serial letter, Serial number) and Date
2d. Once you press Tab (enter) on date, details of SAD (Declarant Code, Name and Reference, Model, Items Assessment Reference and Date) will be automatically displayed

3. After step 1 or step 2c, complete the Inspection Act:

3a. If the SAD is considered to be in conformity by the Customs officer, tick the box **Conform**

3b. If the SAD is considered NOT to be in conformity by the Customs officer

i. **Fill the Inspection Act Tab**

This is in regards with the general findings on the SAD

- do not tick the Conform box
- choose from the drop down menu, up to 6 “Fraud/Offense” codes
- indicated if a penalty should be imposed and for which amount
1. provide in the Information box, the details of the findings on SAD; describe the issue(s) and indicate how they should be resolved

2. Fill the Frauds Tab

   This is more in regards with the findings on each item.

4. Once the Inspection Act has been completed, click on the verify document icon
5. Click on the **Message** window

![Message window]

6. Click on the **Validate** icon

![Validate icon]

7. A **Transaction completed** screen will be automatically displayed

![Transaction completed screen]

8. Click on the **Transaction Completed** screen

![Transaction completed screen]

It should be noted that each version of the Inspection Act is stored in the Database and can be viewed for comparison purposes (refer to the “Using the Details facility” training note).
Training Note – Completing the Selectivity Control Page

The following ‘Training Note’ provides Customs Officers with the information necessary to enable them to complete the appropriate details in the Selectivity Control Page.

The Selectivity Control Page is accessed by searching the appropriate declaration from the finder. After the declaration is listed in the finder, the Selectivity Control Page is accessed by right clicking on the selected declaration and clicking on the Control Results on the menu list.

1. The NECAS system will display the selected declaration. This declaration will have a new Tab called "Selectivity Control" at the bottom.
2. The NECAS system will display the following page. The second part of the page will display the assigned section, assigned officer.

![NECAS System Page]

3. On the lower section, tick on the Check Box on the respective row assigned to you and put the comments of the findings on the declaration as shown below.

![Check Box and Comments]

No discrepancies found.
4. Once the Inspection Act has been completed, click on the verify document icon.

5. Click on the Message window.

6. Click on the Control Results icon.

7. A Control Results Done screen will be automatically displayed.

8. Click on the Control Results Done screen.

This will complete the tasks on the Selectivity Control Page. If there are other officers assigned, all of the officers have to complete the task separately.
Training Note – Assessing a SAD

The following ‘Training Note’ provides Customs Officers with the information necessary to enable them to assess a SAD.

This is done as follows:

1. Once logged-into the system, go to NECAS ➔ Goods Clearance ➔ Declaration ➔ Detailed Declaration ➔ Detailed Declaration

2. Right click and select **Find registered** or **Find By reg. nber or Find** (whatever is available from your user)

   ![Screenshot of NECAS interface]

   a) If **Find** is used, from the **Detailed Declaration finder**, use any criteria to find the SAD(s) you are looking for (refer to the “How to use the NECAS Finder Facility” functional note) and click on the **Search icon** to display the result of the search.
b) If **Find registered** is used, from the **Finder: registered declarations**, use any criteria to find the SAD(s) you are looking for (refer to the “How to use the AW Finder Facility” functional note) and click on the **Search** icon to display the result of the search.

c) If **Find By reg. nber** is used, from the **Finder: Sad by Ref. Nber**, use any criteria to find the SAD(s) you are looking for (refer to the “How to use the AW Finder Facility” functional note) and click on the **Search** icon to display the result of the search.
3. Assessment

a. **If you are a Assessment Officer**, the assessment must be done on a Registered SAD

   o Highlight the SAD you want to assess (the line will appear in dark blue), right click and choose **Assess Registered (direct)**

   ![Assess Registered (direct) button]

   o Click ✔️ on the **Confirmation** window to confirm the assessment of the SAD.

Conversely, click ❌ on the **Confirmation** screen if you don’t want to assess the SAD. The system will automatically return to the **Detailed Declaration finder**.
After confirming the assessment of the SAD, the AW system will automatically display the color lane the SAD has been allocated to (i.e. the automatic selectivity process at the time of assessment). Note: No assessment number is given.

Any of the following screens might appear:

**SAD selected – Yellow (or Red)**

**SAD selected Standby, Green or Blue**

- Click **✓** on the **Transaction completed**
- The AW system will display a screen asking for the confirmation or not of assessing the SAD.
- Click **✓** on the **Declaration assessment** screen if you want to assess the SAD.
  Conversely, click **✗** on the **Declaration assessment** screen if you don’t want to assess the SAD.
After confirming the assessment of the SAD, the **Transaction completed** will automatically display the Assessment reference number and that the SAD is now in the Green lane.

Click on the **Transaction completed** screen

The system will return to the **Detailed Declaration** finder and the assessed SAD will be automatically removed from the list.

b. **If you are a Yellow or Red officer, Chief Examiner or Chief Customs Officers**, the assessment should be done at the time of re-routing (refer to the “Re-routing a SAD” training note)

c. **If the SAD is in Standby Mode**

Highlight the SAD you want to assess (the line will appear in dark blue), right click and choose **Assess from selected standby**

In the **Transaction completed** screen, the AW system will automatically display the Assessment reference number and that the SAD is now in the Green lane.
Click on the Transaction completed screen

The system will return to the Finder originally used at the beginning (Detailed Declaration Finder or Finder: Sad by Ref. Nber or Finder: registered declarations) and the assessed SAD will be automatically removed from the list.
Training Note – Post-Entry Modification of a SAD

The following ‘Training Note’ provides Customs Officers with the information necessary to enable them to Post-entry modify a SAD, following a request from a declarant, importer or exporter or after the settlement of a dispute.

A SAD is ‘post entry modified’ after it has been assessed.

This is done as follows:

1. Once logged-into the system, go to NECAS ➔ Goods Clearance ➔ Declaration ➔ Detailed Declaration ➔ Detailed Declaration

2. Right click and select Find

3. From the Detailed Declaration finder, use any criteria to find the SAD(s) you are looking for (refer to the “How to use the NECAS Finder Facility” functional note) and click on the Search icon to display the result of the search.
4. Highlight the SAD you want to Post Entry Modify (the line will appear in dark blue), right click and choose Retrieve

5. Proceed with the Post-Entry modification

It has to be noted that any field on the SAD can be Post Entry Modified, including but not restricted to the value, the total invoice, the weight, the quantity, the HS code, etc.

The example below shows a change of the package code in Box 31.

Before change
6. Once the changes have been completed, click on the Verify the document icon.

7. Click on the Message window.

8. Click on the Post Entry icon.

9. Click on the Confirmation window to confirm the re-assessment of the SAD. Conversely, click on the confirmation screen if you don’t want to re-assess the SAD. The system will return to the SAD screen.

10. After confirming the re-assessment of the SAD, the Transaction Completed screen will display all the details of the SAD including a Post-entry number.
In addition, the Post-entry number will be automatically displayed on the SAD on the same line as the Assessment number after the sign /.

11. After clicking on the Transaction Completed screen, the Inspection Act will be automatically displayed.

12. Complete the Inspection Act, verify and validate it (refer to the “Filling the Inspection Act” Training Note).

13. Once this has been done, the AW system will bring you back to the Detailed Declaration Finder.