



ASYCUDA World
Private Mail Bag
Suva, Nadi, Lautoka
Phone: 3243360/3243353/6724300/6626698



Automated of Special Attendance (C1) Guide

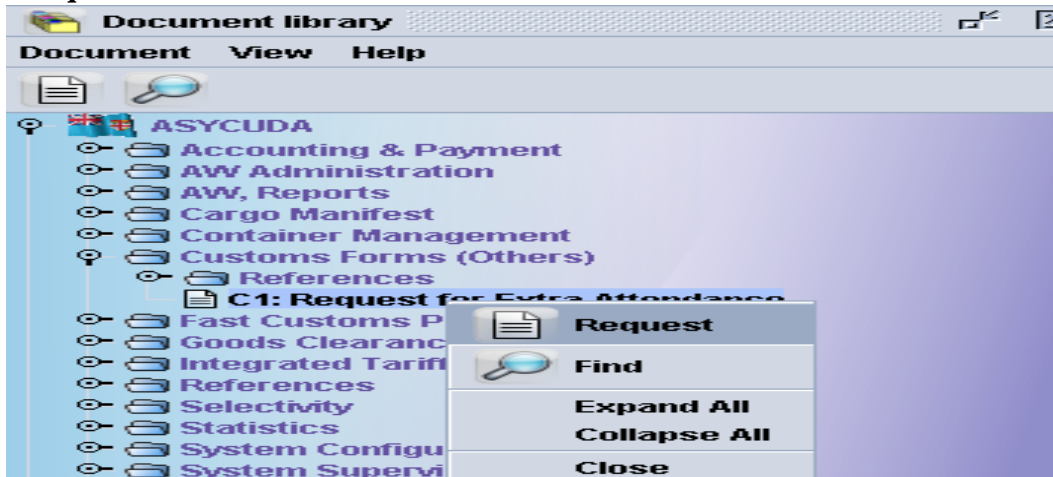
The procedure below is a guide to assist the users in the online processing of the special attendance (C1) application using the ASYCUDAWorld system.

The following steps is to be followed;

Step 01 – Request for Special Attendance.

Login to the AW system

ASYCUDA>Customs Forms (others)>C1: Request for extra Attendance>Right click and choose “Request”



Choosing the request above the “**Request for Extra Attendance of Officers**” screen will appear, and this will require the applicant to complete the required fields.



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C1: Request for Extra Attendance - Request (SUVA)

File Edit View Help

Fiji Revenue & Customs Authority

Request for Extra Attendance of Officers

Date: 20/03/2017

TO THE COMPTROLLER OF CUSTOMS,

I/We hereby apply for the extra attendance of Officers of Fiji Customs Service

Requesting Party: 500003400

CARPENTER FIJI LTD T/A MH,CARP MOT
 HYUNDAI AUTO FIELD, CORALIS, CARP LUB

Meals Provided? Yes Transport Provided? Yes

Start Date and Time: 19/03/2017 14:30 Place: SUVA

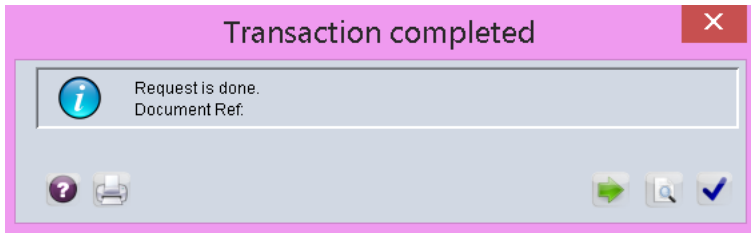
End Date and Time: 19/03/2017 18:00 Primary Location: SUVA.CFL.SF

Nature of Work: EXAMINATION OF 1 FCL FOR VINOD PATEL

Request C1 Details

Note
 Start Date and Time and
 End Date and Time can be
 before, today or future date

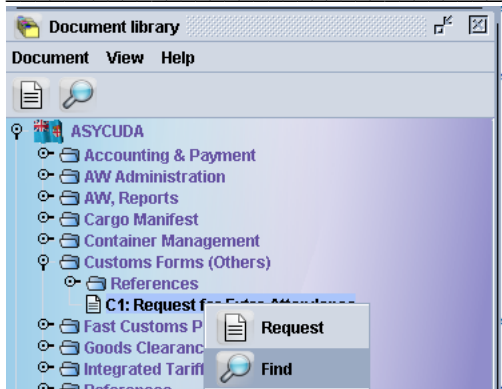
After completing the “Request for Extra Attendance of Officers” screen, choose verify and the to validate. Below will return after validation.




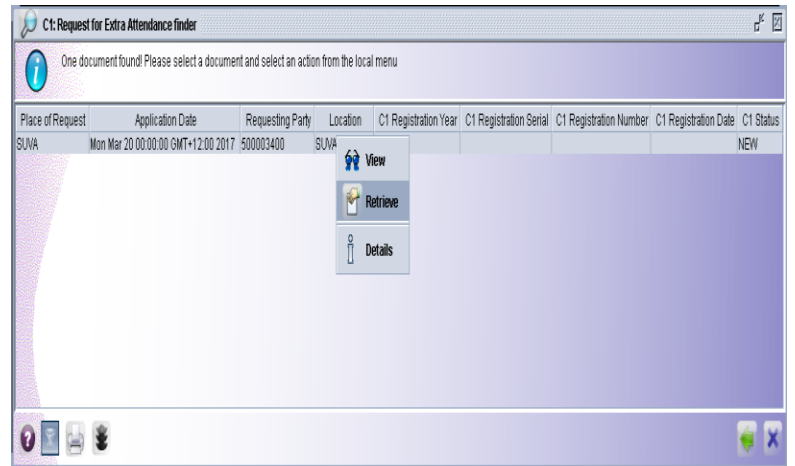
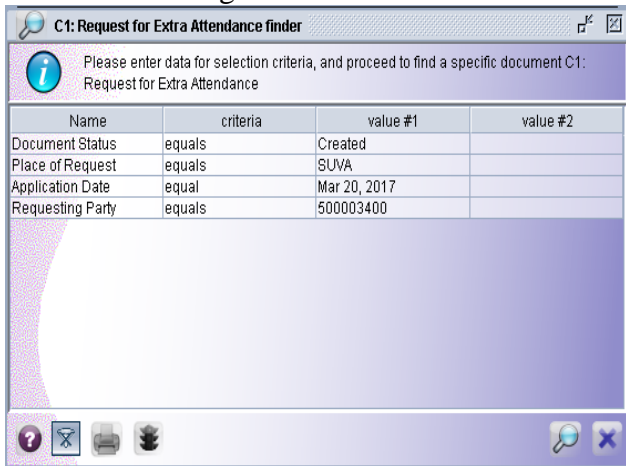
Step 02 – Approve or Reject



Either the Manager, Team Leader or Officer-In-Charge will create the Approval process.

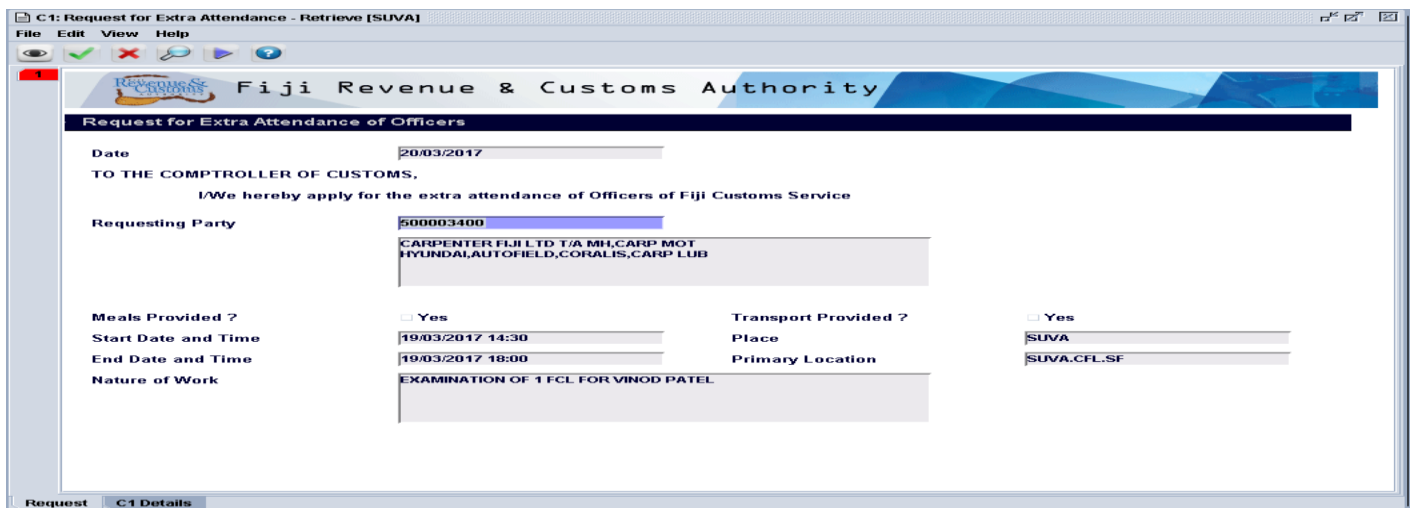
ASYCUDA>Customs Forms (Others)>C1: Request for Extra Attendance> Right click and choose “Find”



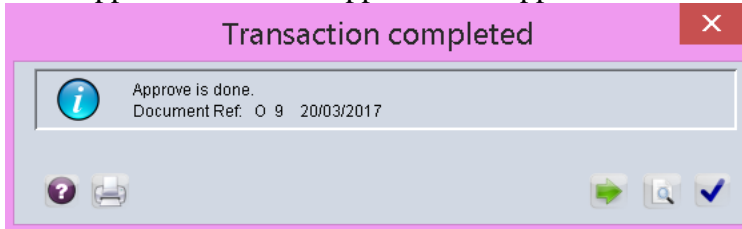
Selecting the Find function will allow the below screen and the criteria field to appear and to be completed before selecting the search  icon. The list of the form will be extracted then select **“Retrieve”**



Selecting the Retrieve will open the below screen and it has to be either approved  or reject .



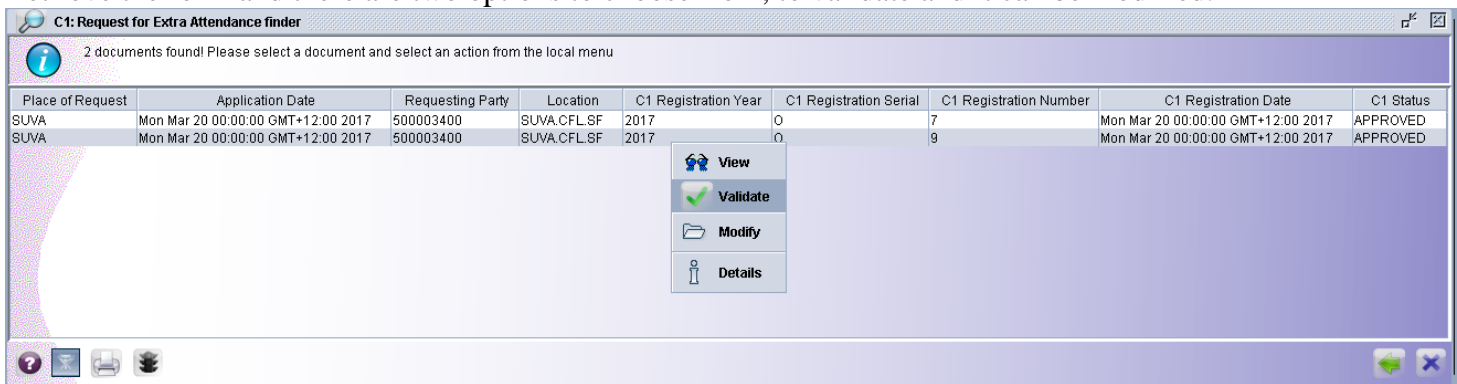
If the application is to be approved the application will be issued the C1# example below O 9 20/03/2017





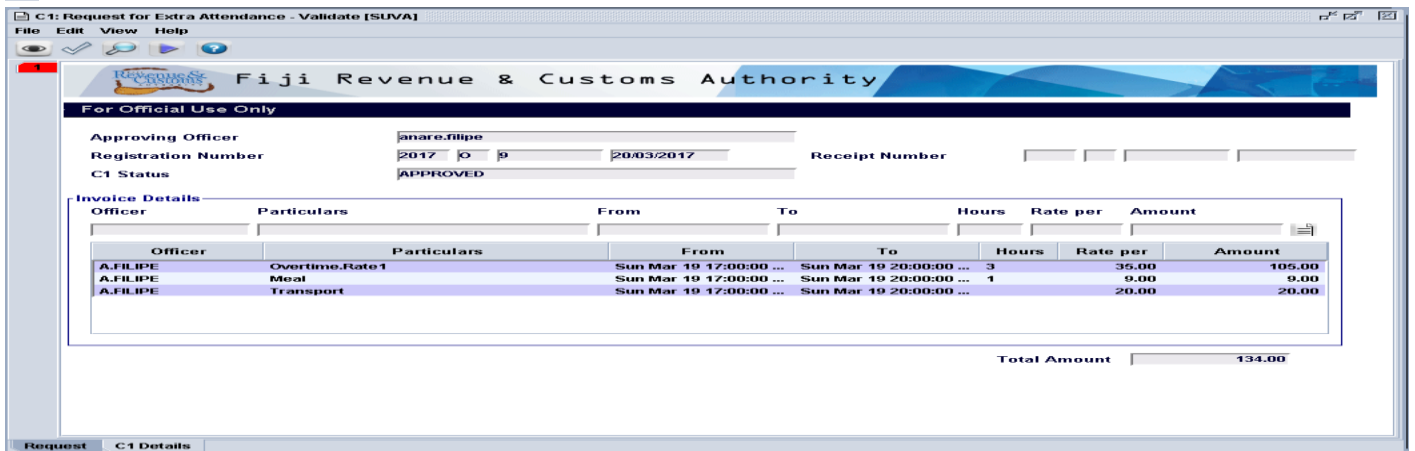
Step 03 – After the Attendance of duty.

Follow step 02 to find the application form again.

Retrieve the form and there are two options to choose from, to validate and it can be modified.



The below screen is to be validated by completing the “Invoice details” fields. Then verify  icon and validate  icon.



When validate icon is selected the transaction completed screen will appear and this can be printed or email to the applicant for cashier payment



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Transaction completed X

Validate is done.
Document Ref: 0 9 20/03/2017

Print C1 Document



FIJI REVENUE AND CUSTOMS AUTHORITY

C1 - For Official Use Only
C1 #: 0 9/2017

REQUEST FOR EXTRA ATTENDANCE OF OFFICERS OF FIJI REVENUE AND CUSTOMS AUTHORITY

Place : SUVA
Date : 20/03/2017

TO THE COMPTROLLER OF CUSTOMS,

I/We hereby apply for the extra attendance of Officers of the Fiji Revenue and Customs Authority at SUVA_CEL_SE

On 20/03/2017 From 2017-03-19 14:30:00.0 To 2017-03-19 18:00:00.0

Nature of work to be performed stating name of Ship, Aircraft, Factory, or Permisses as may be appropriate :

EXAMINATION OF 1 FCL FOR VINOD PATEL

Signature :

CARPENTER FIJI LTD T/A MH,CARP MOT
HYUNDAI,AUTOFIELD,CORALIS,CARP
LUB
CARP TYRE,CARP
HARDWARE,CARPSHIP

FOR OFFICIAL USE ONLY

To: CASHIER

The above request is APPROVED.

Amount of FJD 134.00 should be collected.

Date : 20/03/2017

for Comptroller : _____

ACCOUNT OF CHARGES TO BE RAISED IN RESPECT OF THE ABOVE REQUEST

Officer	Particulars (Attendance, Meal, Transport)	From	To	No. of Hours	Rate	TOTAL
A.FILIPE	Overtime.Rate1	Sun Mar 19 17:00:00 FJT	Sun Mar 19 20:00:00 FJT	3	35.00	105.00
A.FILIPE	Meal	Sun Mar 19 17:00:00 FJT	Sun Mar 19 20:00:00 FJT	1	9.00	9.00
A.FILIPE	Transport	Sun Mar 19 17:00:00 FJT	Sun Mar 19 20:00:00 FJT		20.00	20.00

I certify that the above account is correct and the charges are raised in accordance with section/regulation _____ of the Customs Act/Regulation of 1986.

Date : _____

Supervisor : _____



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Step 04 – Payment

Above document is forwarded to the cashier for payment of dues

The screenshot shows the ASYCUDA World software interface for a payment transaction. The main window is titled "Other - New [SUVA]" and contains several data entry fields:

- Declarant Code:** 500003400
- Company Code:** (empty)
- Customs Office:** SUVA, Suva Customs Office
- Name and Address:** CARPENTERS FIJI LTD T/A CARPENTERS
- Receipt Identification:** 2017 R 7
- Date:** 20/03/2017
- Amount Collected:** 134.00

Below these fields is a "Transactions" table:

Code	Description	Reference	Amount
OVT	Overtime Special	2017 SUVA 0 9	134.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
Total Amount for Transactions:			134.00

A modal dialog box titled "Transaction completed" is overlaid on the screen. It contains the following information:

- Message:** Validate payment is done. Receipt ref: R 7 20/03/2017
- Print receipt**
- Print receipt, condensed**
- e-Mail to:** (empty field)

At the bottom of the main window, the "Means of Payment" section is visible:

Code	Description	Reference	Bank Code	Amount
20	Cheque	123456	ANZ	134
				0.00

The "General" tab is selected at the bottom left.

Receipt can be printed or email.



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Customs Other Payments Receipt



T.I.N: 60-01122-0-0

Receipt number: 2017 R 7 **Issued on:** 20/03/2017
Custom office: SUVA - Suva Customs Office

This receipt is delivered to:

CARPENTERS FIJI LTD T/A CARPENTERS

Declarant: 500003400
Company:

Transaction	Reference	Amount paid	
OVT Overtime Special		134.00	
Total collected for other payments		134.00	
Means of payment	Reference	Bank	Amount paid
20 Cheque	123456	ANZ	134.00
Total amount collected (FJD)			134.00

I the undersigned, cashier of Suva Customs Office acknowledge that I received the sum of 134.00 FJD.

End of Document