



Ref: MOF/OM/0892/2024

October 6, 2024

**THE MINISTER OF FINANCE OF THE FEDERAL GOVERNMENT**

- Having understood:** That the Business Process Guide for the Clearance of Goods Through the Somali Customs Automated System (hereinafter the 'Guide') is crucial for streamlining operations and enhancing efficiency at the Port, ensuring that all stakeholders understand the necessary steps for clearance;
- Recognizing:** That the Guide is essential as it establishes clear protocols that minimize delays and reduce the risk of errors, fostering a more predictable and transparent customs process for importers and exporters alike;
- Acknowledging:** The pivotal role the Guide plays in training customs officials and stakeholders, facilitating compliance with the legal frameworks, and ultimately contributing to the growth of trade and economic stability in Somalia; and
- Taking into consideration:** The authority vested in the Minister of Finance as stipulated in Article 6 of the Revenue Administration Law, 2019 and Article 28 of the Customs Act, 2020;

**Hereby issues the following decree:**

**Article 1**

**Approval of the Business Process Guide for the Clearance of Goods Through the Somali Customs Automated System**

1. The Business Process Guide for the Clearance of Goods Through the Somali Customs Automated System attached to this Ministerial Decree, is hereby approved.
2. The approved Guide shall be made available for public access through publication on the Ministry of Finance's official website, and shall enter into force immediately upon publication.

  
H.E. Bihi Iman Egeh  
The Minister





**MINISTRY OF FINANCE**

**BUSINESS PROCESS GUIDE FOR THE CLEARANCE OF GOODS THROUGH THE  
SOMALI CUSTOMS AUTOMATED SYSTEM (SOMCAS)**

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## Introduction

This document details the Business Process for the clearance of goods through the Somali Customs Automated System (SOMCAS). The processes describe the processes at Mogadishu Customs. The document contains four sections.

Section 1: Narrative of the Process.

Section 2: Chart of clearance process.

Section 3: Customs Clearance Process Flowcharts.

Section 4: Customs Clearance Process embedded in SOMCAS.

## Importation

Currently, all goods arriving at Mogadishu Port with the destination Somalia are cleared at the Customs office in the port. No goods are forwarded under the transit regime for clearance at other Customs offices. In technical terms, this means that all the imported goods are cleared for "home use" and released for "free circulation" at the port. Certain goods may benefit a favourable tariff treatment by reason of their nature and end-use (exemptions and exonerations).

The overall process goes throughout 19 steps but can be divided in three distinguished sub-processes, as below:

Steps 1-5: Placement of goods arriving at the port under Customs control (Cargo Summary Declaration or Manifest)

Steps 6-17: Goods Declaration processing (submission, verifications based on Risk Management (RM), assessment, payment and release)

Steps 18-19: Removal of goods from the Customs Area (generation and validation of the Exit note)

### 1. Lodgement of the manifest (pre-arrival information)

The carriers<sup>1</sup> (commonly known as shipping lines) should lodge the cargo manifest onto SOMCAS. The number and format of the data elements and the format of the file should meet the requirements set out by Customs.

The shipping agency should be able to print the lodged cargo manifest directly from the SOMCAS and provide it endorsed to the captain, who will submit it to the Custom Authorities upon arrival. The printed copy of a lodged manifest should have a standard layout, as specified by Customs. It should indicate also (with a watermark or a notable note) that it belongs to a non-registered cargo manifest.

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<sup>1</sup> Carrier is a standard technical defined in the WCO Glossary of International Customs Terms as "The person actually transporting goods or in charge of or responsible for the operation of the means of transport"

## **2. Notification of arrival to Customs**

As soon as the vessel enters into the Somali territorial waters (Somali Customs territory), the captain should notify Customs of its arrival. It could be the same message that the captain, as provided by the regulations on the matter, sends simultaneously to other authorities.

The detailed information regarding the cargo is already contained in the lodged manifest and Customs may use it for Risk Analysis and Risk Management, in relation with the preparation for any search of the vessel.

## **3. Summary declaration / Manifest registration**

The shipping agency must register the lodged cargo manifest into the system, this can be completed before the arrival of the vessel in Somalia. This operation is equivalent with the submission of a summary declaration as provided by the regulation in force. The registration operation assigns a unique serial number 'M' to the manifest.

After that moment, the carrier (shipping agency) which is in the role of the declarant, cannot correct or amend the information in the cargo manifest (summary declaration), but may submit a request to Customs for any corrections or/and amendments as provided by the regulation in force.

Once the manifest has been registered, the goods may be unloaded and put under temporary storage.

## **4. Submission of manifest hard copy / presentation of goods to Customs**

As soon as the ship berths at the dock location assigned by the Port Authority, Customs shall collect the 'vessel manifest' from the captain, which includes, inter alia, the cargo manifest for the goods to be offloaded at Mogadishu port. The cargo manifest should have been printed from the record of the manifest lodged in SOMCAS.

The Customs Officer that shall find the manifest in SOMCAS, write the registration number on the hard copy manifest, and endorse it with the stamp RECEIVED.

The Customs Officer will perform a cross-check with the registered Manifest. If any discrepancies are found (e.g., extra BLs, weights, numbers), the officer will confirm the amendments with the shipping agent. The officer will then inform the Head of the Manifest Section who will amend the manifest following the approval of the Customs Station Manager.

## **5. Unloading order**

When Customs is satisfied that the cargo manifest is registered and the hard copy is submitted accordingly, the permission to unload the goods shall be given.

The port authority shall unload the goods from the vessel into temporary storage and notify the shipping agency to advise the consignees that the goods are ready to be declared for import.

## **6. Lodgement of the Goods Declaration**

As soon as the cargo manifest is registered and the consignee (importer) has all the necessary information and the required documents, the Goods Declaration may be prepared and submitted to Customs.

The declaration must be submitted by the DECLARANT. The declarant could be the importer/consignee, or someone representing him/her and acting on his/her behalf.

To make a declaration, the declarant must log in to the SOMCAS and fill the declaration in the SAD form. The SOMCAS is able to check the validity of the data captured, against a set of reference tables.

The declaration must be linked with the related manifest and bill of lading/s using the corresponding reference numbers. SOMCAS calculates the duties and taxes payable for the declaration.

During the completion of the declaration, SOMCAS alerts the declarant of any measure that is applicable in relation with the importation of given goods; and may restrict further processing of the declaration if not all the required information is provided.

If all the systems checks are passed, the declarant can register the declaration in SOMCAS. The system assigns a serial Customs Registration Number (CRN) R to the declaration and issues a Registration Notification. From that moment the declaration becomes printable, showing its CRN.

## **7. Submission and reception of goods declaration entry file**

As soon as the declarant has received the Registration Number R, the declarant shall attend the Customs Reception Office to complete the declaration act.

The declarant shall present the Entry File, containing the printed SAD and supporting documents and inform the Reception Officer that he/she has registered a declaration and wants to proceed with assessment of the declaration.

The Reception Officer shall find the registered declaration in the SOMCAS and open it on the screen for scrutiny. The Officer shall then complete completing a 'face-vet' of the SOMSAD and supporting documents to ensure:

- All necessary data fields have been completed.
- All required supporting documents are attached and are of acceptable quality.

If satisfied, the Officer shall confirm that the declarant wants to proceed with the assessment.

The Reception Officer shall confirm that the SAD is signed by the declarant. The signature of the SAD constitutes the formal act of taking the responsibility for the declaration as provided by the law.

The Reception Officer shall make the "Request for Assessment" in SOMCAS.

## **8. Risk management and selectivity**

The execution of the "Request for Assessment" triggers the Risk Management mechanism in SOMCAS. Declarations are selected for examination using certain criteria which are set in the system based upon risk analysis.

The declarations can be selected:

- In Red Lane, for physical examination and documentary check
- In Yellow Lane, for documentary check only
- In Green Lane, for direct assessment (without controls)

The selectivity parameters (the percentages of the declarations that will be sent to each lane) and the selectivity criteria (the basis of how the declarations are selected) will be set up based on Customs policy and available resources.

SOMCAS informs the Reception Officer that the declaration has been selected for control. The Reception Officer shall instruct the declarant that the selection has been completed.

## **9. Assignment of examiners/inspectors for Red Lane declarations**

The declarations selected to Red Lane will be assigned to two examiners:

- a) a Physical Examination Officer, who will carry out the physical examination, and
- b) a Documentary Inspection Officer who will deal with documentary check and valuation matters.

The declaration will be assigned automatically by SOMCAS to an officer, based upon his/her availability and workload. If necessary, a manual re-assignment of the examiners/inspectors is available in SOMCAS.

When a declaration is assigned to an examiner/inspector SOMCAS informs the examiners that a declaration has been assigned to him/her.

## **10. Physical examination**

The assigned Examination Officer shall notify the declarant that the examination team is ready for the physical examination, and he/she must arrange the goods for examination.

The scope of physical examination is to verify whether the physical goods in the temporary storage facilities match with those described in the declaration in terms of type, quantity, and quality. The verification should be carried out based on the methodology and procedures set out for that purpose and using risk management approach.

At the end of the physical examination, the Examination Officer should complete a written Inspection Report and place it in the Entry File. The Officer should then complete the Inspection Report in SOMCAS. If the examination is satisfactory, the Examination Officer shall complete the SOMCAS Inspection Box by selecting 'conform'. If any discrepancies are identified during the examination, the Examination Officer shall note the discrepancies on the Inspection Report and

complete the SOMCAS Inspection Box by selecting 'non-conform' and enter the details of the discrepancies in the Inspection Box.

As soon as the Inspection Report is completed by the Physical Examination Officer, the declaration should be re-routed from the Red Lane to Yellow Lane.

## **11. Assignment of document inspection officers for Yellow Lane declarations**

All the declarations that are sent directly to Yellow Lane (selected for documentary check only) will be subject to documentary checks and will be assigned automatically to an Inspection Officer.

The declaration will be assigned automatically by SOMCAS to an officer, based upon his/her availability and workload. If necessary, a manual re-assignment of the examiners is available in SOMCAS.

## **12. Documentary check**

The Documentary Inspection Officer who has been assigned a declaration, shall perform a documentary check, which would consist of:

- All the required supporting documents are present, and they look authentic (not forged).
- The references of supporting documents match with those declared on the declaration.
- The information captured in all boxes of the declaration is supported by the supported documents.
- The basic elements for calculating the duties and taxes (tariff classification, Customs value, quantity, etc.) are accurate and supported by the attached documents.

At the end of documentary check, the inspection officer shall complete the Inspection Report in SOMCAS. If the inspection is satisfactory, the inspection officer will agree the physical examiner report, if it's not satisfactory, he will select non-confirm box in the Inspection Report.

As soon as the Inspection Report is completed by the Documentary Inspection Officer, the declaration shall be re-routed from the Yellow Lane to the Query Lane.

## **13. Query and Amendment**

All declarations will be sent to the Query and Amendment Office for review, this includes:

- All Green (Standby) Lane declarations; and
- All Red and Yellow Lane declarations that have been re-routed to the Query Lane following completion of the physical examination / documentary inspection.

After reviewing the declaration, the Query and Amendment Manager may re-route the declaration to Red or Yellow Lane to request a physical examination/documentary inspection. This may be done when:

- the Manager identifies a possible anomaly in a declaration waiting in the Green (Stand-by) Lane; or

- the Manager is not satisfied with the quality of the initial controls completed by the physical examiner/documentary inspector.

When assessing non-compliant declarations, the Query and Amendment Manager shall determine the severity of the discrepancies and whether the goods may be seized, and penalties applied.

If the declaration requires a minor amendment, the Query and Amendment Manager shall discuss the discrepancy with the declarant and if agreed, make the necessary amendments to the declaration.

Examples of minor amendments are:

- Change of data in specific data fields, e.g., change in the name of the consignee, country of exportation, tariff classification, etc.

Declarations requiring major amendments shall be deleted by the Query and Amendment Manager and the declarant informed to complete a new declaration.

- "Major Amendments" means any amendments that will affect the structure of the declaration, e.g, adding more items to the SOMSAD.

When the Query and Amendment Manager is satisfied that the declaration is compliant, the declaration shall be re-routed to GREEN Lane and 'Assessed' and the system will assign the 'A' number.

## **14. Assessment of declaration**

Assessment of the declaration is an operation which confirms that the declaration complies with all the rules and requirements to be fulfilled in relation with the requested Customs procedure and the duties and taxes are determined in compliance with the Customs tariff in place.

When assessed, the declaration will receive a new reference number, called the 'Assessment Number', which will be displayed on box B of the SAD (with serial A). The amount to be paid will be displayed and printed on box B of the SAD along with the Assessment Number.

The system will automatically generate the Assessment Notice, showing the total amount to be paid broken down by type of duties and taxes. The printed Assessment Notice shall be endorsed by the Query and Amendment Manager and given to the declarant to make the payment.

## **15. Payment of duties at the bank**

The declarant receives the Assessment Notice and presents it at a counter of the authorised bank, which must be recognised by the Customs and Central Bank of FGS, with the request for transferring the exact amount of funds from his/her account to the FGS account.

The teller of the Central Bank accepts the check and issues a receipt as a proof of payment.

## **16. Acknowledgment of payment by Customs cashier**

The declarant receives the copy of the receipt endorsed by the bank teller and presents it to the Customs cashier notifying that the payment has been made.

The Customs cashier receives the bank receipt and registers the payment into SOMCAS. This operation confirms that the payment is recognised by Customs and the declaration is considered as PAID and the duties and taxes will be automatically distributed into the corresponding budget lines.

When the payment is confirmed in SOMCAS, a new serial number will be displayed in box B of the SAD (Payment Number P).

The Customs cashier shall print and endorse the SOMCAS receipt for the payment and give a copy to the declarant as proof of payment.

## **17. Release note**

Confirmation of the payment with SOMCAS means that there are no liabilities in relation to that declaration and the related goods may be released. The Release Note can be generated only after the declaration is paid in SOMCAS.

The Release Note shall be issued and endorsed by the Station Manager and given to the declarant to prepare for the exit of the goods.

## **18. Exit Note (Gate Pass)**

The Release Note is the proof that goods, belonging to a declaration, are cleared from Customs and can be removed from the temporary storage. The declarant must present the Release Order to the Port Authority to get the permission to arrange the transport.

As soon as the Release Order is generated in SOMCAS a list of the released goods becomes available for selection by the declarant. The declarant can select the goods to be added to the Exit Note, register the Exit Note in SOMCAS, and start the arrangements for the transport and loading the goods.

The Exit Note is the document identifies the details of the transport (type, plate number, driver's identity) and the list of goods loaded, indicating the quantity (type and number of boxes) and gross weight, along with the reference to the declaration.

The released goods may belong either fully or partially to a single declaration or may belong to several declarations.

The Exit Note will be validated in SOMCAS by the Customs Contro Visito Officer to confirm the goods loaded on board of the vehicle are cleared and can be removed from the port premises. The validated Exit Note will receive a serial Exit Number (E). The officer shall print and endorse the Exit Note and give it to the driver of the vehicle.

## **19. Exit of goods**

A validated Exit Note (with an Exit Number E) is the proof that goods loaded on the vehicle are cleared and the declarant is eligible to remove the goods physically from the port.

The Exit Note should be presented to the proper authority at the Exit Gate, to acknowledge the status of goods.

The Exit Gate officer shall check the validity of the Exit Gate and authorize the release from the port. The officer shall secure a copy of the Exit Note for filing.

## Chart of clearance process Mogadishu Port

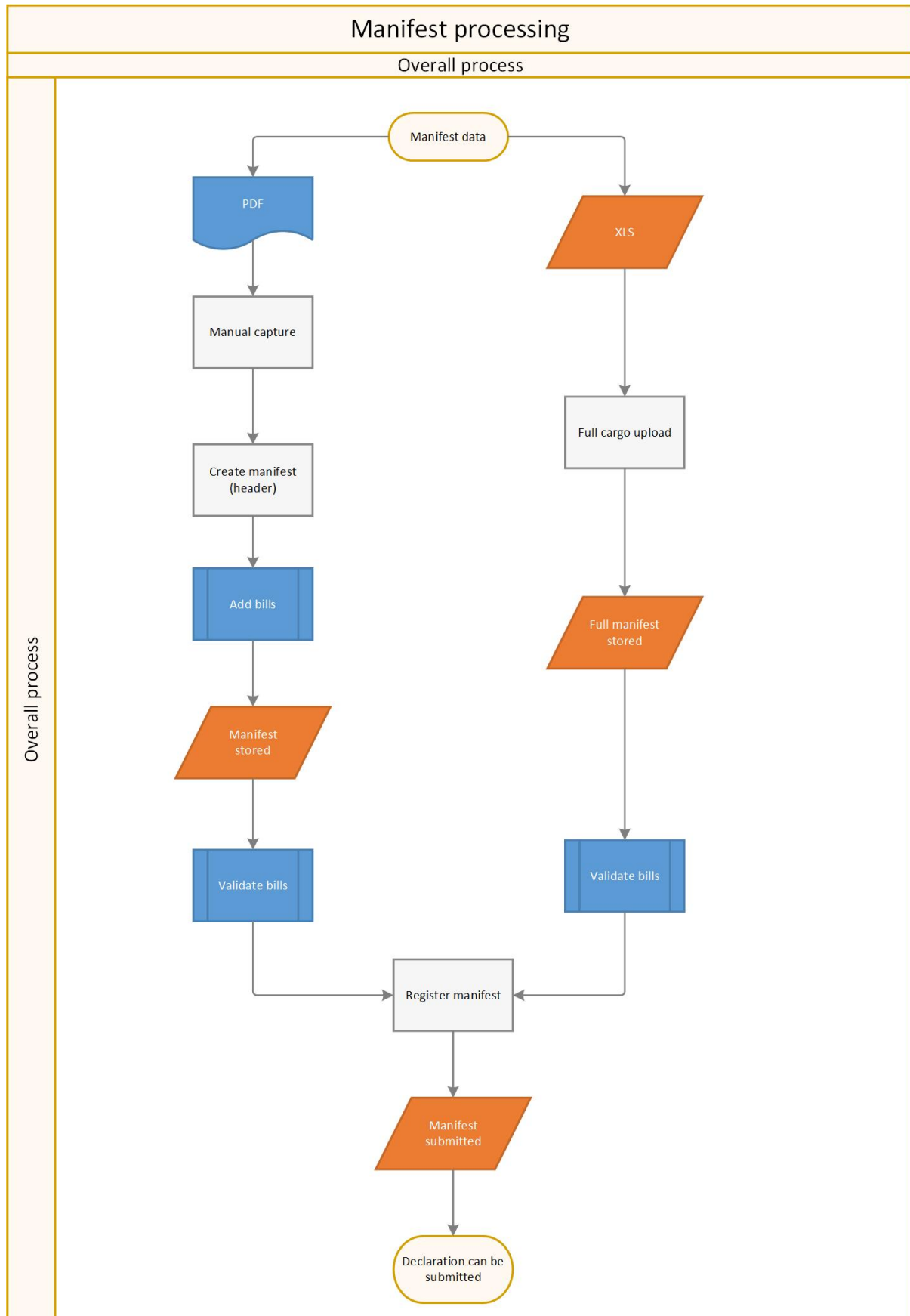
No	DESCRIPTION	AREA	REQUIREMENTS	ACTIONS/INPUTS		OPERATOR/USER	OUTPUT/DOCUMENT
1	Lodgment of manifest prior to arrival	Shipping agency premises	<ul style="list-style-type: none"> <li>Shipping agents' system should be able to generate manifest in Excel (XLS) format according to Customs specifications</li> <li>Shipping agent should be able to login to SOMCAS with a specific profile and rights</li> </ul>	1.1	Shipping agent prepares the manifest in his/her own system	Shipping agent	The manifest along with the Bills of Lading in Excel (XLS) format
				1.2	Shipping agency uploads the manifest directly into SOMCAS	Shipping agent	The manifest along with the Bills of Lading is stored in SOMCAS
				1.3	Shipping agent prints out the manifest from SOMCAS	Shipping agent	Manifest is printed from SOMCAS in the format specified and recognized by Customs
				1.4	Shipping agent delivers the endorsed manifest to ship master/captain	Shipping agent	Vessel master/captain has an endorsed copy of the manifest
2	Notification of arrival	Vessel/Port authority / Shipping agency premises	<ul style="list-style-type: none"> <li>As soon as vessel enters into territorial waters of Somalia.</li> <li>Vessel will be conveyed to the appropriate place following the specified route</li> </ul>	2.1	Arrival is notified to Port Authority/Customs	Master/Carrier/Shipping Agency	A notification arrives in the Customs email inbox
				2.2	Port Authority communicates the route of conveyance to the appropriate place	Port Authority	Master has acknowledged the instructions
				2.3	Conveyance of the vessel to the appropriate birth of place	Master/captain	Vessel is berthed at the appropriate place
3	Summary declaration/manifest registration	Shipping agency premises	Shipping agent should be able to login to SOMCAS with a specific profile and rights	3.1	Shipping agent may review, correct and amend the stored manifest	Shipping agent / broker	Manifest receives a unique reference number
				3.2	Shipping agent registers the stored manifest into the system	Shipping agent / broker	A hard copy of the manifest can be printed
4	Submission of manifest hard copy	Board of vessel	The endorsed hard copy of the registered manifest in SOMCAS to be submitted to Customs	4.1	Customs officers board the vessel	Customs	Vessel boarded
				4.2	Master submits the endorsed copy of the manifest	Master of vessel	Manifest in hard copy delivered
				4.3	Customs / Fiscal police joint team rummages the vessel	Customs / Fiscal Police joint team	Rummage report
5	Unloading order	Customs / Fiscal Police	Customs is satisfied with level of compliance	5.1	Customs give authorization for unloading goods	Customs	Order is issued
				5.2	Goods are unloaded and moved to the temporary storage premises	Port operator	Goods unloaded from the vessel
				6.3	Notification of consignee	Shipping agent	Consignee is notified
6	Lodging the Goods Declaration in SOMCAS	Importer / Agent office or premises	<ul style="list-style-type: none"> <li>Importer / Agent should be able to login to SOMCAS with a specific profile and rights</li> <li>All the required information can be provided</li> </ul>	6.1	Importer / Agent logs into the system to create a new Goods Declaration	Importer / Broker	A new blank SAD form is open in the SOMCAS interface
				6.2	Required information is captured	Importer / Broker	The new SAD form is filled
				6.3	Captured information is checked and validated	SOMCAS automatically	SAD contains accurate and validated data
				6.4	Goods Declaration to be registered in SOMCAS	Importer / Broker	SAD takes the serial Customs Reference Number "R" SOMCAS generates a notice with the references to the SAD

No	DESCRIPTION	AREA	REQUIREMENTS	ACTIONS/INPUTS		OPERATOR/USER	OUTPUT/DOCUMENT
							SOMCAS locks quantities in the BoL
				6.5	Print of Registration Notice	Importer / Broker	Hard copy of Registration Notice
				6.6	Arrangement of Entry File	Importer / Broker	The entry file is ready for submission
7	Submission and acceptance of declaration by Customs	Reception counter at Custom office	<ul style="list-style-type: none"> <li>– SAD is already lodged in SOMCAS and a reference number has been generated</li> <li>– All the required supporting documents can be provided.</li> </ul>	7.1	Submission of Entry File at the reception counter	Importer / Agent	Customs receives the entry file
				7.2	Locating the declaration in SOMCAS	Reception Customs officer	SAD is found and open for view on SOMCAS interface
				7.3	Check the existence of supporting documents against a list attached to the SAD in SOMCAS	Reception Customs officer	SAD is ready for registration
				7.4	Acceptance and registration of declaration in SOMCAS	Reception Customs officer	SAD takes the serial Registration Number entering officially into Customs system
				7.5	Signing the SAD to formalize declaration	Importer/Agent	A formal declaration of goods has been made (signed in paper and information stored in SOMCAS database)
				7.6	Request for assessment	Reception Customs officer	Selectivity mechanism is triggered
8	Risk analysis	Inspection office	<ul style="list-style-type: none"> <li>– SAD is registered and signed by importer</li> <li>– Risk Management system is configured accordingly</li> </ul>	8.1	Selectivity mechanism screens declaration against risk profiles and selectivity criteria	System	SAD is selected
				8.2	If not selected (sent to Green Lane), declaration is directly assessed and take the serial Assessment Number "A"	System	Declaration is assessed (next step is 14)
				8.3	If selected, declaration is sent in one of selectivity lanes (Red or Yellow Lane)	System	The declaration is selected for controls
9	Assignment of examiners	Inspection office	<ul style="list-style-type: none"> <li>– System is configured for automatic assignment</li> <li>– Examiners are available in the system</li> <li>– Declaration is selected in Red lane</li> </ul>	9.1	If selected in Red, the SAD is assigned to an examiner	System	SAD is assigned, examiner workload increased
				9.2	Notification will be sent to assigned examiner	System	Examiner is notified
				9.3	The examiner may be re-assigned manually by the head of inspection office when the selected physical inspector is not available, or he/she is over loaded with work.	Head of Physical Examination	New examiner is assigned to SAD. Related info is updated.
10	Physical examination (Visito)	Goods location / Examination area	<ul style="list-style-type: none"> <li>– SAD is selected in Red lane.</li> <li>– Examination Officer is assigned</li> <li>– Goods examination is completed</li> <li>– Inspection report is completed</li> </ul>	10.1	Notify importer	Examiner assigned	Importer is notified
				10.2	Notify Fiscal Police (if so required)	Importer/Owner/Agent	Fiscal Police assigns an officer
				10.3	Notify Port Authority (if so required)	Importer/Owner/Agent	Port authority locates the cargo in the shed
				10.4	Examination is carried out	Examiner (s)	Inspection report
				10.5	Examiner reports to Head of Section	Examiner	Inspection report is reviewed
				10.6	SAD rerouted to Yellow lane	Examiner	SAD selected in Yellow. Examiner workload released
11	Assignment of Inspection Officers	Documentary	– System is configured for	11.1	If selected in Red or Yellow, the SAD is assigned to an Inspection Officer	System	SAD is assigned, Inspection Officer workload increased

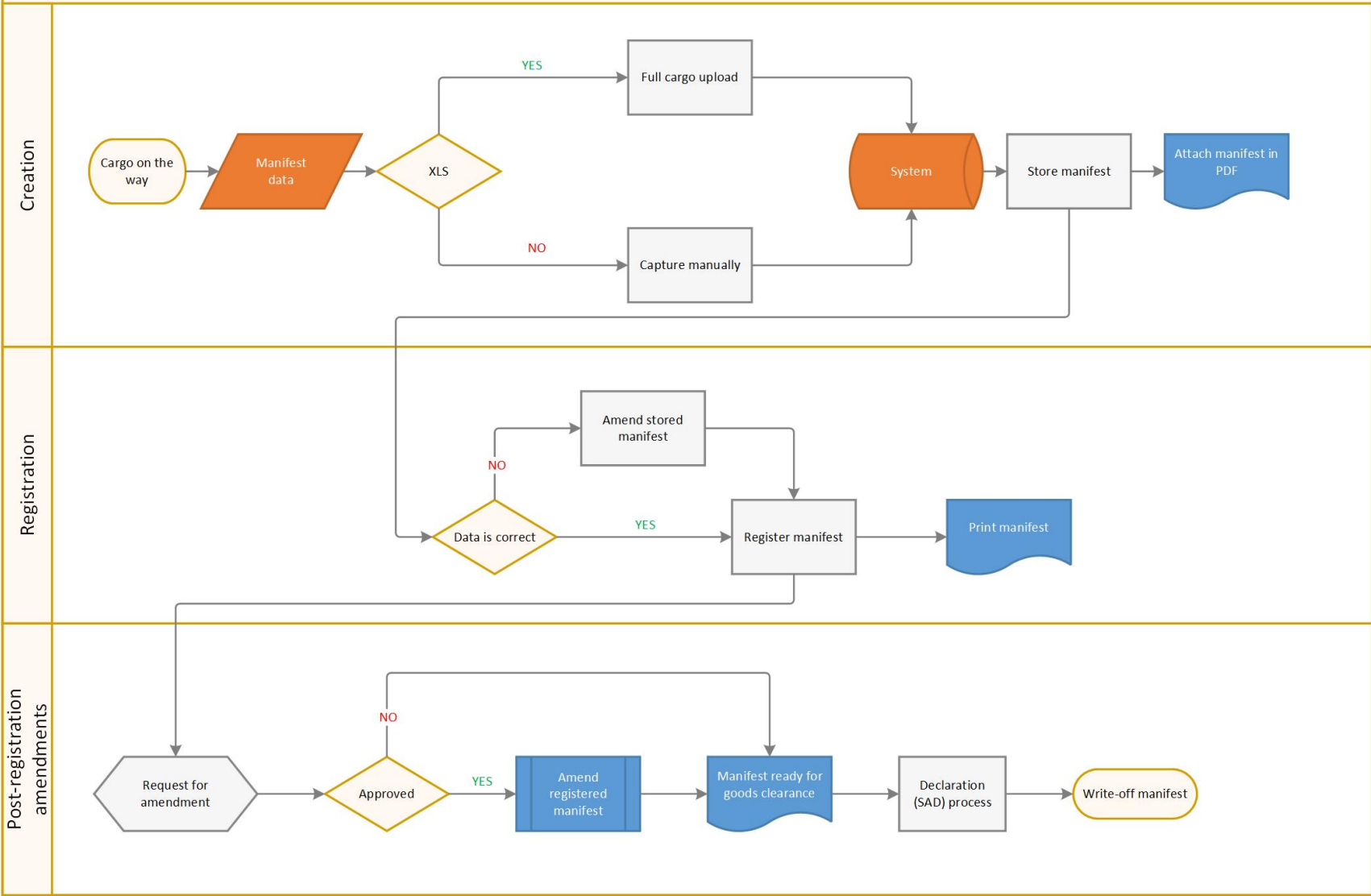
No	DESCRIPTION	AREA	REQUIREMENTS	ACTIONS/INPUTS		OPERATOR/USER	OUTPUT/DOCUMENT
		check and Valuation Section	automatic assignment – Inspection officers are available in the system – Declaration is selected (or re-routed) in Yellow lane	11.2	Notification sent to inspection officer	System	Inspection officer is notified
				11.3	The inspection officer may be re-assigned manually by the head of inspection office when the selected inspection officer is not available, or he/she is overloaded with work.	Head of Documentary Inspection	New inspection officer is assigned to SAD. Related info is updated.
12	Documentary check	Documentary check and Valuation Section	– SAD is selected in Yellow lane. – Inspection Officer is assigned – An inspection report exists if SAD has been previously selected in RED	12.1	Inspection officer searches, finds and retrieves the SAD for review	Inspection officer	SAD is displayed on the interface with all the details
				12.2	Documentary inspection completed	Inspection officer	Inspection report
				12.3	Inspection officer reports to Head of Section	Inspection officer	Inspection report is reviewed
				12.4	SAD rerouted to Query lane	Head of Section	SAD selected in Query. Examiner workload released
13	Assessment of declaration	Query and Amendment (Q&A)	– Documentary check is completed – Reviewed/amended SAD is validated and re-registered	13.1	If necessary, SAD is amended	Q&A Manager	New data are captured
				13.2	Validate new data and re-register the SAD	Q&A Manager/System	New version of SAD is created in the system. Manager is prompted to assess SAD
				13.3	Re-route SAD from Yellow to Green lane	Q&A Manager	SAD is re-routed to GREEN lane
				13.4	Assessment of SAD	Q&A Manager/System	SAD is assessed and takes Assessment Number in box B. Assessment notice is generated. A liability may occur.
14	Payment of duties and taxes at the bank	Commercial and Central Bank	– SAD is assessed – Assessment notice is generated	14.0	Due amount is paid, or transfer is ordered at the designated bank	Importer/broker/bank teller	Bank receipt is issued (hard copy) Payment information sent to Customs system
15	Acknowledgement of payment by Customs	Customs accounting	– Due amount is paid, or transfer is ordered at the bank – Bank has issued the receipt – Payment information to Customs system	15.1	Bank receipt is presented to Customs cashier	Importer/broker/Customs cashier	Payment details are captured into Customs system
				15.2	Validation of payment	Customs cashier/System	Payment is validated SAD takes Payment Number
				15.3	SOMCAS Receipt issued	Customs cashier/System	Duties, taxes and fees are entered into accounts SAD is sent in Stand-by ready for release
16	Release order issued	Station Manager	SAD is paid SAD is in stand-by	16.0	Generate release order	Station Manager/System	Release order is generated
17	Exit note (Gate Pass) generated	Importer / Agent office or premises	SAD is released	17.0	Create Exit Note for released good to be removed	Importer/broker	Exit Note is created in the system
					Validate Exit Note	Customs Contro Visito Officer	Exit Note is validated. The quantities of goods in released declaration are written-off
18	Exit of goods	Exit gate checkpoint	Exit Note exists in the system	18.0	Actual time of exit is registered	Officer at the exit gate	Exit is confirmed Goods are removed from Customs control



# Customs Clearance Process Flowcharts

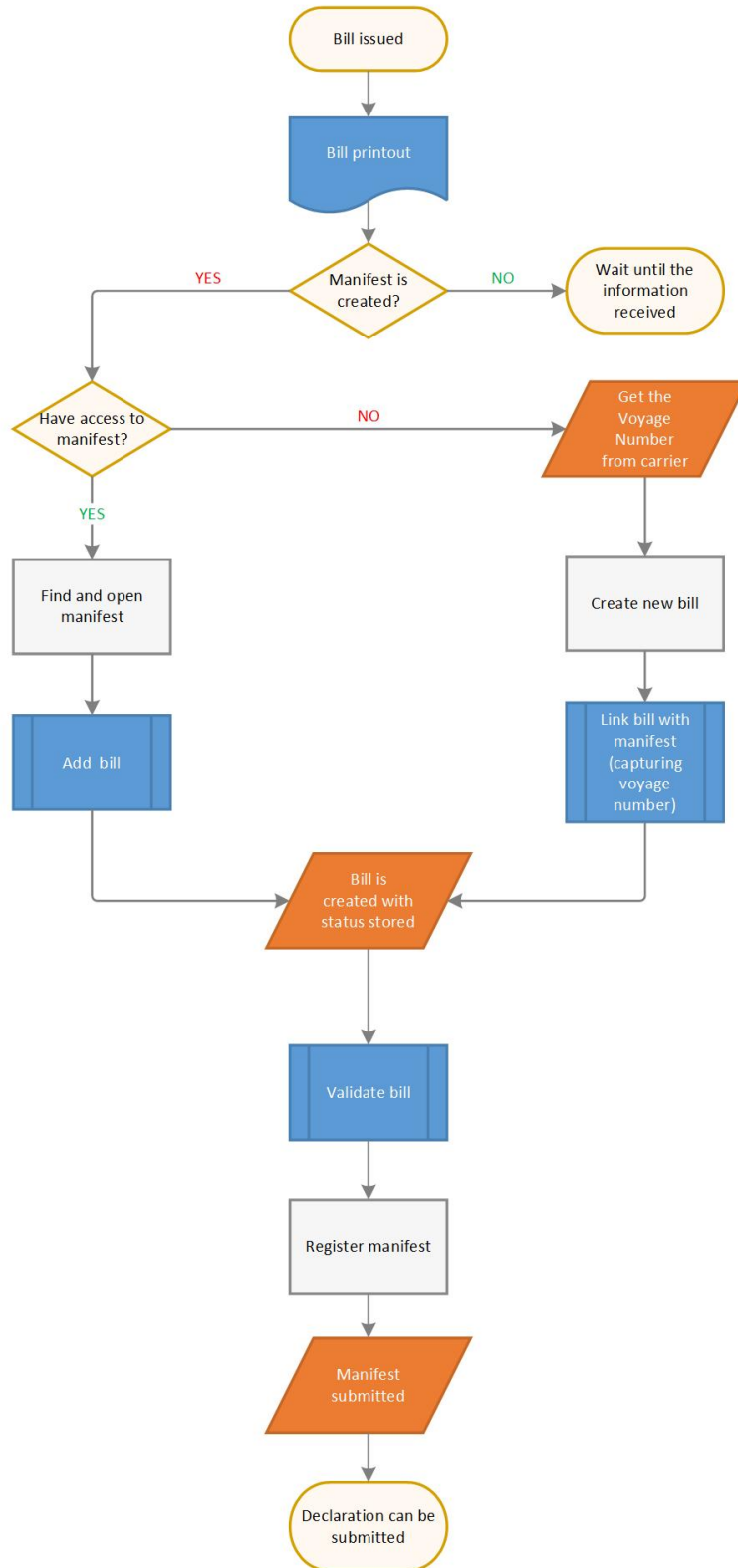


### Cargo Manifest processing path (cross-functional)



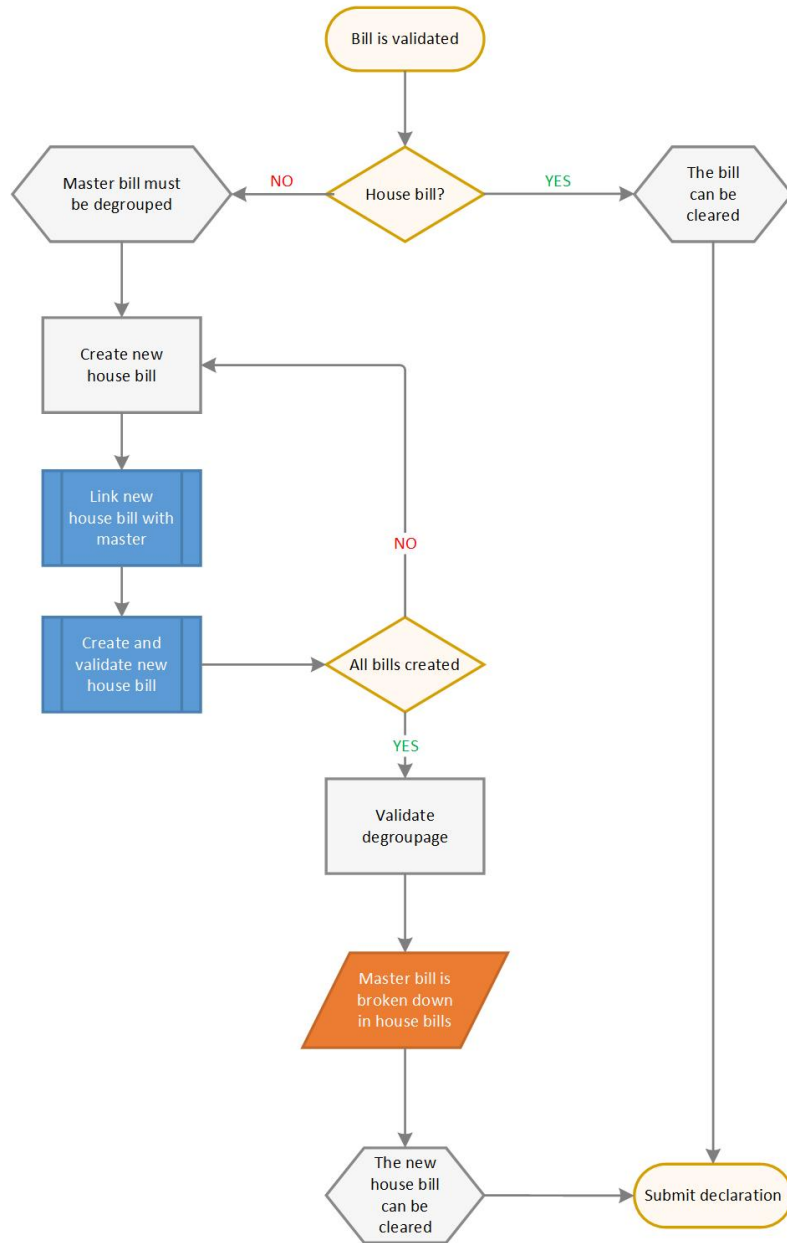
# Waybill processing path

## Overall flow



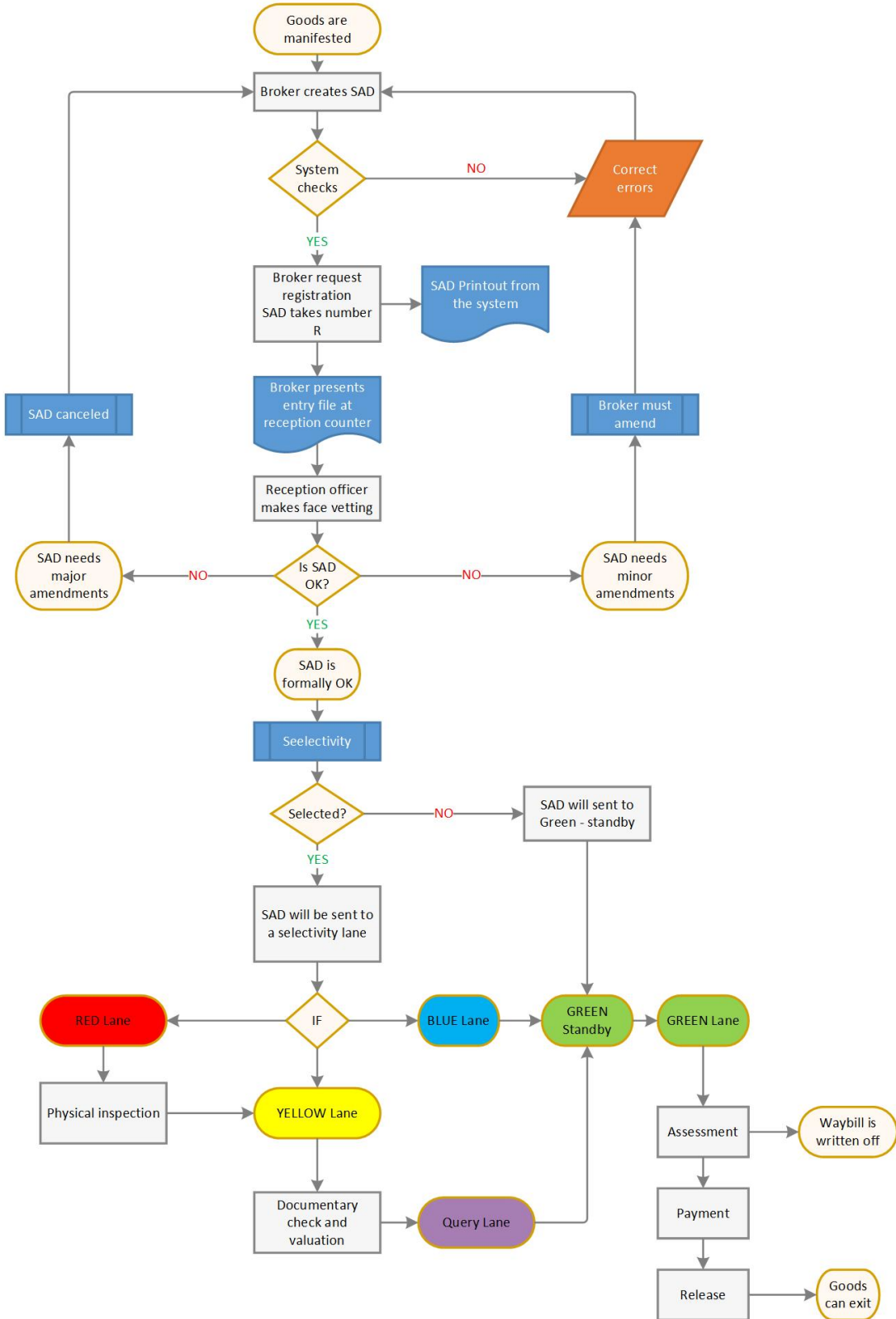
# De-grouping Master Waybill

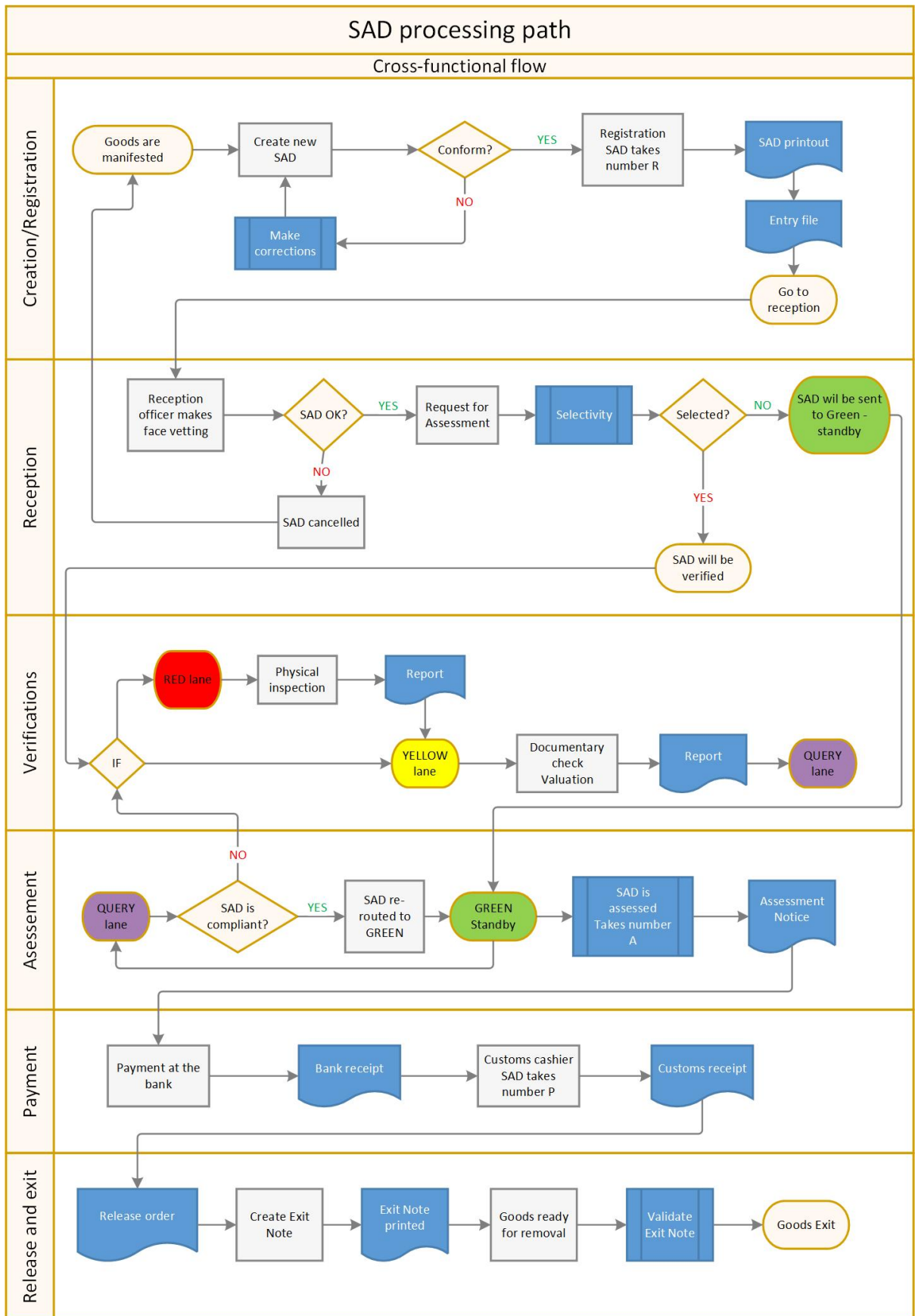
## Overall flow



# SAD processing

## Overall flow





## Customs Clearance Process embedded in SOMCAS

(Adapted for Customs offices in Mogadishu)

Creation and submission of manifest in SOMCAS	
Scope of operations	To create a new manifest document and register it on the SOMCAS server.
Users involved	Customs agents (and designated Customs officers <sup>1</sup> )
Description of operations	<ul style="list-style-type: none"> <li>• The employee of the shipping agent (the shipping agent company that operates on the ground on behalf of the shipping line), that is registered in SOMCAS as a user with an agent profile, logs into SOMCAS and creates a new manifest from the SOMCAS interface.</li> <li>• The user should be able to create the new manifest either from scratch (a blank manifest form) or from an (Excel) XLS file.</li> <li>• The new manifest must pass all the required validations by the system before it can be uploaded to the system.</li> <li>• If the data are valid, the user should only be able to store a new manifest. This is a precautionary measure to enable them to review the stored manifest before submission (register) to the Customs system (SOMCAS).</li> <li>• The user should be able to find the stored manifest and amend it accordingly.</li> <li>• The user should be able to add new bill of lading to the stored manifest and capture all the related information, including the container details.</li> <li>• Every single bill of lading must be validated before proceeding with the registration of the manifest.</li> <li>• When ready, the user can register the manifest in SOMCAS. The manifest should pass all the validation checks by the system before it can be registered.</li> <li>• The user should be able to find their manifests and related bills at any stage of the processing path, using general finder options.</li> </ul>
Required permissions	<ul style="list-style-type: none"> <li>• Create a manifest from an empty form on the interface.</li> <li>• Import (upload) manifest data form and compatible Excel (XLS) file.</li> <li>• Check the validity of the data in filled manifest and report issues.</li> <li>• Store the new manifest in the server.</li> <li>• Find stored manifest.</li> <li>• Amend stored manifest (if necessary).</li> <li>• Add new bill of lading to a stored manifest.</li> <li>• Find and edit new bills.</li> <li>• Validate bill of lading.</li> <li>• Register stored manifest (when it is ready).</li> <li>• Find registered register manifest and view.</li> </ul>

<sup>1</sup> When goods in excess must be manifested.

Creation and submission of manifest in SOMCAS		
	<ul style="list-style-type: none"> <li>Delete stored manifest (if not needed).</li> </ul>	
Business Unit(s)	1_shipping_agent	
Customer Account	2000, 2100	
User additional parameters	Owner	<b>No</b>
	Office	<b>Yes (Office Code)</b>
	Carrier	<b>Yes (Carrier Code)</b>
	Company	<b>Yes (TIN)</b>
Output	<ul style="list-style-type: none"> <li>Manifest will be assigned a serial number M.</li> <li>Manifest should be taken the status REGISTERED.</li> </ul>	

Manifest office operations: Manager	
Scope of operations	<ul style="list-style-type: none"> <li>• Reconciliation of the manifest registered in SOMCAS with the hard copy manifest submitted by shipping agent.</li> <li>• Make minor amendments on the registered manifest in SOMCAS when necessary or required by the shipping agent.</li> <li>• Monitor the clearance status of the manifest generating reports periodically in SOMCAS.</li> <li>• Add new bill of lading to a registered manifest, if needed.</li> <li>• Create and register a new manifest, if needed (e.g., goods in excess).</li> <li>• Discharge manually</li> <li>• Follow up the status of manifested goods to ensure that have been released and exited.</li> </ul>
User(s) involved	Customs Manager at manifest office (manifest manager)
Description of operations	<p>The manifest officer should:</p> <ul style="list-style-type: none"> <li>• Receive the hard copy of the manifest.</li> <li>• Search and find the manifest in SOMCAS.</li> <li>• Review from manifest details the processing history and verify the status of manifest in SOMCAS.</li> <li>• Open the manifest in PDF format attached to the registered manifest and compare with manifest hard copy.</li> <li>• Check if numbers regarding bills, containers, packages, and gross weight match.</li> <li>• Make minor amendments if necessary, or when requested, by the agent and authorised by office manager.</li> <li>• Add new bill of lading to registered manifest, when required.</li> <li>• Create new manifests and register, when required.</li> <li>• Run manifest related reports and follow up outstanding consignments.</li> </ul>
Required permissions	<p>Manifest manager <b>should be able to do</b> the following in SOMCAS:</p> <ul style="list-style-type: none"> <li>• Find registered manifests.</li> <li>• View registered manifest.</li> <li>• Retrieve and amend registered manifest and bills.</li> <li>• Delete outstanding stored manifests.</li> <li>• Manually discharge bill and containers</li> <li>• Add new bills to a registered manifest.</li> <li>• Create and register a local manifest along with bills.</li> <li>• Run manifest related reports</li> </ul>
Business Unit(s)	1_rep_manifest, 1_man_officer, 1_spec_tasks
Customer Account	1112 for office 0101 and 1122 for office 0102.

User additional parameters	Owner	<b>No</b>
	Office	<b>Yes (Office code)</b>
	Carrier	<b>No</b>
	Company	<b>No</b>
Output	<ul style="list-style-type: none"> <li>• Manifest is updated accordingly.</li> <li>• New bill is added to a register manifest.</li> <li>• New manifest is registered in SOMCAS.</li> <li>• Bill of lading is written-off.</li> </ul>	

Manifest office operations: Manifest officer									
Scope of operations	<ul style="list-style-type: none"> <li>• Reconciliation of the manifest registered in SOMCAS with the hard copy manifest submitted by shipping agent.</li> <li>• Make minor amendments on the registered manifest in SOMCAS when necessary or required by the shipping agent.</li> <li>• Monitor the clearance status of the manifest generating reports periodically in SOMCAS.</li> <li>• Discharge manually</li> <li>• Follow up the status of manifested goods to ensure that have been released and exited.</li> </ul>								
User(s) involved	Customs officer at manifest office (manifest officer)								
Description of operations	<p>The manifest officer should:</p> <ul style="list-style-type: none"> <li>• Receive the hard copy of the manifest.</li> <li>• Search and find the manifest in SOMCAS.</li> <li>• Review from manifest details the processing history and verify the status of manifest in SOMCAS.</li> <li>• Open the manifest in PDF format attached to the registered manifest and compare with manifest hard copy.</li> <li>• Check if numbers regarding bills, containers, packages, and gross weight match.</li> <li>• Make minor amendments if necessary, or when requested, by the agent and authorised by office manager.</li> </ul>								
Required permissions	<p>Manifest officer <b>should be able to do</b> the following in SOMCAS:</p> <ul style="list-style-type: none"> <li>• Find registered manifests.</li> <li>• View registered manifest.</li> <li>• Retrieve and amend registered manifest and bills.</li> <li>• Delete outstanding stored manifests.</li> <li>• Manually discharge bill and containers</li> </ul>								
Business Unit(s)	1_man_officer								
Customer Account	1112 for office 0101 and 1122 for office 0102.								
User additional parameters	<table border="1"> <tbody> <tr> <td>Owner</td> <td><b>No</b></td> </tr> <tr> <td>Office</td> <td><b>Yes (Office code)</b></td> </tr> <tr> <td>Carrier</td> <td><b>No</b></td> </tr> <tr> <td>Company</td> <td><b>No</b></td> </tr> </tbody> </table>	Owner	<b>No</b>	Office	<b>Yes (Office code)</b>	Carrier	<b>No</b>	Company	<b>No</b>
Owner	<b>No</b>								
Office	<b>Yes (Office code)</b>								
Carrier	<b>No</b>								
Company	<b>No</b>								
Output	<ul style="list-style-type: none"> <li>• Manifest is updated accordingly.</li> <li>• New bill is added to a register manifest.</li> <li>• New manifest is registered in SOMCAS.</li> </ul>								

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|--|--|
|  | <ul style="list-style-type: none"><li>• Bill of lading is written-off.</li></ul> |
|--|--|

Creation and submission of SAD in SOMCAS		
Scope of operations	To create a new SAD document and register it on the SOMCAS server.	
Users involved	Customs brokers (and designated Customs officers)	
Description of operations	<ul style="list-style-type: none"> <li>• The employee of the declarant (the Customs broker company), that is registered in SOMCAS as a user with a broker profile, logs in to SOMCAS and creates a new SAD from the SOMCAS interface.</li> <li>• The user should be able to create the new SAD either from scratch (a blank SAD form) or from an XML file saved on the local computer (PC). The user should be able to save at any moment the new SAD on the local PC as an XML file and use it later as the base for the new SAD.</li> <li>• The new SAD must pass all the required validations by the system before it can be uploaded to the system.</li> <li>• If the data are valid the user should be initially able only to store a new SAD. This is a precautionary measure to enable them to review the stored declaration before submission (register) to the Customs system (SOMCAS).</li> <li>• The user should be able to find the stored SAD and amend it accordingly. When ready, the user can register the SAD in SOMCAS. The SAD should pass all the validation checks by the system before it can be registered.</li> <li>• The users should be able to find their own declaration at any stage of the processing path, using a general finder.</li> </ul>	
Required permissions	<ul style="list-style-type: none"> <li>• Create a SAD from an empty SAD form.</li> <li>• Import SAD data form and compatible XML file.</li> <li>• Check the validity of the data in filled SAD and report issues.</li> <li>• Store the new SAD in the server.</li> <li>• Find stored SAD.</li> <li>• Amend stored SAD (if necessary).</li> <li>• Register stored SAD (when it is ready).</li> <li>• Find registered SAD and view.</li> <li>• Delete stored SAD (if not needed).</li> <li>• Find declarations at any stage (using general finder).</li> <li>• Find unpaid declarations.</li> </ul>	
Business Unit(s)	1_broker	
Customer Account	2200	
User additional parameters	Owner	<b>Yes (Declarant TIN)</b>
	Office	<b>Yes (Office code(s))</b>
	Carrier	<b>No</b>
	Company	<b>No</b>

Output	<ul style="list-style-type: none"><li>• SAD will be assigned a serial number R.</li><li>• SAD should be taken the status REGISTERED.</li></ul>
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Request for ASSESSMENT	
Scope of operations	<ul style="list-style-type: none"> <li>• Face vetting of the entry file and verifying it against the SAD information in SOMCAS.</li> <li>• Assess the SAD in SOMCAS performing the “Request for Assessment”.</li> <li>• Trigger the selectivity mechanism in SOMCAS.</li> </ul>
User(s) involved	Customs Reception Officers
Description of operations	<p>The Reception Officer should:</p> <ul style="list-style-type: none"> <li>• Receive the entry file, which should contain the printed SAD (as cover) and attached documents, for review.</li> <li>• Using the Registration Number R should search and find the SAD in SOMCAS.</li> <li>• Review from SAD details the processing history and verify the status of SAD in SOMCAS.</li> <li>• Check the list of attached documents in SAD and verify whether each of required document is attached to printed SAD.</li> <li>• If minor amendments <sup>1</sup>required, amend the SAD and print the amended SAD.</li> <li>• If necessary, when deems that SAD would require major amendments<sup>2</sup>, notifies the declarant, and cancel SAD in SOMCAS.</li> <li>• If SAD is formally OK, asks the declarant whether is ready to proceed with the Request for Assessment.</li> <li>• If declarant says YES, requires the declarant to sign the SAD.</li> <li>• Executes the Request for Assessment.</li> <li>• Notify the declarant about the results of selectivity and advise what to do depending on the case.</li> </ul>
Required permissions	<p>Reception officer <b>should be able to do</b> the following in SOMCAS:</p> <ul style="list-style-type: none"> <li>• Find registered SAD (only).</li> <li>• View registered SAD.</li> <li>• Validate SAD from open SAD.</li> <li>• Assess SAD from open SAD.</li> <li>• Print SAD</li> <li>• Assess SAD directly from list.</li> <li>• Cancel SAD.</li> </ul>
Business Unit(s)	1_sad_reception
Customer Account	1112 for office 0101 and 1122 for office 0102

<sup>1</sup> “Minor amendments” are changes of data in specific data fields, e.g., change in the name of the consignee / country of exportation, etc., or missing supporting documents.

<sup>2</sup> “Major amendments” are any amendment that will affect the structure of the declaration (e.g, adding more items to the SOMSAD), or amendments affecting the assessment of revenue.

User additional parameters	Owner	No
	Office	Yes (Office code)
	Carrier	No
	Company	No
Output	<p>SAD will take a colour<sup>1</sup>.</p> <ul style="list-style-type: none"> <li>• If colour is <b>RED</b>, will be selected in <b>RED Lane</b> for physical inspections and documentary checks, and will be assigned automatically<sup>2</sup> to a section, and two examiners: one examiner for physical inspection, and one inspection officer for documentary check.</li> <li>• If colour is <b>YELLOW</b>, will be selected in <b>YELLOW Lane</b> for documentary checks only, and could be assigned automatically<sup>3</sup> to a section, and one inspection officer for documentary check.</li> <li>• If colour is <b>GREEN</b>, will be sent preliminarily in <b>GREEN-STANDBY Lane</b> and is ready for ASSESSMENT.</li> <li>• The status of SAD remains REGISTERED.</li> <li>• The workload of examiners may change.</li> </ul>	

<sup>1</sup> This is subject to the Selectivity Criteria available in the system, selectivity parameters set for the office and the data of SAD.

<sup>2</sup> The automatic assignment is subject to certain related configurations and availability of active examiners in the office sections.

<sup>3</sup> The automatic assignment is subject to certain related configurations and availability of active examiners in the office sections.

Management of Selected SAD: Head of Declaration Control Office (Deputy Manager)		
Scope of operations	To review and correct the assignment of SAD among the sections and examiners	
User(s) involved	Head of Declaration Control Office (Deputy Manager)	
Description of operations	<p>The Head of Declaration Control Office should:</p> <ul style="list-style-type: none"> <li>• Update every day the list of available examiners in any of the sections of the office.</li> <li>• Monitor the assignment of SADs to sections and examiners and if necessary, re-assign manually.</li> </ul>	
Required permissions	<p>The Head of Declaration Control Office <b>should be able to do</b> the following in SOMCAS:</p> <ul style="list-style-type: none"> <li>• Find selected SAD using option “Find Section and Examiners”.</li> <li>• Re-assign sections and examiners.</li> <li>• Re-route SAD from any of the Selectivity Lanes to any other, including <b>GREEN Lane</b>.</li> <li>• Find SAD in <b>QUERY Lane</b>.</li> <li>• Retrieve SAD and make minor amendments, if necessary</li> <li>• Cancel SADs that need major amendments.</li> </ul>	
Business Unit(s)	1_Query_office	
Customer Account(s)	1119 for 0101 office and 1129 for 0102 office	
User additional parameters	Owner	<b>No</b>
	Office	<b>Yes (Office code)</b>
	Carrier	<b>No</b>
	Company	<b>No</b>
Output	<p>SAD may be moved to another lane and take another colour.</p> <p>SAD may be assigned to other sections or examiners.</p> <p>The workload of examiners may change.</p>	

Management of Selected SAD: Head of Physical Examination									
Scope of operations	To manage the assignment of SAD among the examiners								
User(s) involved	Head of Physical Examination								
Description of operations	<p>The Head of Physical Examination Office should:</p> <ul style="list-style-type: none"> <li>• Update every day the list of available examiners in any of the sections of the office.</li> <li>• Monitor the assignment of SADs to examiners and if necessary, re-assign manually.</li> </ul>								
Required permissions	<p>The Head of Physical Examination Office <b>should be able to do</b> the following in SOMCAS:</p> <ul style="list-style-type: none"> <li>• Find selected SAD in <b>RED Lane</b> using option “Find in <b>RED Lane</b> and Examiners”.</li> <li>• Re-assign examiners.</li> </ul>								
Business Unit(s)	1_head_inspection								
Customer Account(s)	1115 for 0101 office and 1125 for 0102 office								
User additional parameters	<table border="1"> <tr> <td>Owner</td> <td><b>No</b></td> </tr> <tr> <td>Office</td> <td><b>Yes (Office code)</b></td> </tr> <tr> <td>Carrier</td> <td><b>No</b></td> </tr> <tr> <td>Company</td> <td><b>No</b></td> </tr> </table>	Owner	<b>No</b>	Office	<b>Yes (Office code)</b>	Carrier	<b>No</b>	Company	<b>No</b>
Owner	<b>No</b>								
Office	<b>Yes (Office code)</b>								
Carrier	<b>No</b>								
Company	<b>No</b>								
Output	<p>SAD may be assigned to other sections or examiners.</p> <p>The workload of examiners may change.</p>								

Management of Selected SAD: Head of Document Inspection
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Management of Selected SAD: Head of Document Inspection		
Scope of operations	To manage the assignment of SAD among the examiners	
User(s) involved	Head of Document Inspection	
Description of operations	<p>The Head of Document Inspection Office should:</p> <ul style="list-style-type: none"> <li>• Update every day the list of available inspectors in any of the sections of the office.</li> <li>• Monitor the assignment of SADs to inspectors and if necessary, re-assign manually.</li> </ul>	
Required permissions	<p>The Head of Document Inspection Office <b>should be able to do</b> the following in SOMCAS:</p> <ul style="list-style-type: none"> <li>• Find selected SAD in <b>YELLOW Lane</b> using option “Find in <b>YELLOW Lane</b> and Examiners”.</li> <li>• Re-assign examiners.</li> </ul>	
Business Unit(s)	1_head_doc_checks	
Customer Account(s)	1115 for 0101 office and 1125 for 0102 office	
User additional parameters	Owner	<b>No</b>
	Office	<b>Yes (Office code)</b>
	Carrier	<b>No</b>
	Company	<b>No</b>
Output	<p>SAD may be assigned to other sections or examiners.</p> <p>The workload of examiners may change.</p>	

Physical Examinations

Physical Examinations		
Scope of operations	To verify whether the goods declared on SAD are of the same nature and quantity as those presented with cargo.	
User(s) involved	Physical Examination Officer	
Description of operations	<p>The Physical Examination Officer should:</p> <ul style="list-style-type: none"> <li>• Verify whether the goods presented with cargo match in nature and quantity with those declared on SAD.</li> <li>• Compile the inspection report and feedback in the system.</li> <li>• Hand over the case to the Documentary Inspector for documentary checks.</li> </ul>	
Required permissions	<p>The Physical Examination Officer <b>should be able to do</b> the following in SOMCAS:</p> <ul style="list-style-type: none"> <li>• Find SAD selected in <b>RED Lane</b> only.</li> <li>• View the information in Selectivity Criteria.</li> <li>• Create/update Inspection Act.</li> <li>• Re-route SAD to <b>YELLOW Lane</b>.</li> </ul>	
Business Unit(s)	1_examiner_visito	
Customer Account(s)	1114 for 0101 office,1124 0102 office	
User additional parameters	Owner	<b>No</b>
	Office	<b>Yes (Office code)</b>
	Carrier	<b>No</b>
	Company	<b>No</b>
Output	<ul style="list-style-type: none"> <li>• Inspection Act is created/updated for SAD.</li> <li>• SAD has changed colour to <b>YELLOW</b>.</li> <li>• The workload of examiner is decreased.</li> </ul>	

Documentary Checks		
Scope of operations	To verify whether the information declared on SAD is supported by supporting documents and the elements of taxation (tariff, origin, and customs value) have been declared correctly.	
User(s) involved	Documentary Inspection Officer	
Description of operations	<p>The Documentary Inspection Officer should:</p> <ul style="list-style-type: none"> <li>• Verify whether the information declared in various boxes of SAD is supported by the attached documents.</li> <li>• Check whether the taxation elements (tariff, origin, and value) are correct and supported by attached documents.</li> <li>• Compile the inspection report and feedback in the system.</li> <li>• Hand over the case to the Query and Amendments section.</li> </ul>	
Required permissions	<p>The Documentary Inspection Officer <b>should be able to do</b> the following in SOMCAS:</p> <ul style="list-style-type: none"> <li>• Find SAD selected in <b>Yellow Lane</b> only.</li> <li>• View the information in Selectivity Criteria.</li> <li>• Retrieve SAD.</li> <li>• Create/update Inspection Act.</li> <li>• Re-route SAD to <b>Query Lane</b>.</li> </ul>	
Business Unit(s)	1_examiner_doc	
Customer Account(s)	1113 for 0101 office,1123 for 0102 office	
Testing credentials	Owner	<b>No</b>
	Office	<b>Yes (Office code)</b>
	Carrier	<b>No</b>
	Company	<b>No</b>
Output	<ul style="list-style-type: none"> <li>• Inspection Act is created/updated for SAD.</li> <li>• SAD has changed to <b>QUERY</b>.</li> <li>• The workload of Inspection Officer is decreased.</li> </ul>	

Query and Amendments Officer		
Scope of operations	To ensure that controls have been carried out the examiners have given the adequate feedback.	
User(s) involved	Query and Amendments Officer	
Description of operations	<p>The Query and Amendments Officer should:</p> <ul style="list-style-type: none"> <li>• Verify whether the declarations arriving in Query Lane have been controlled and the inspections act has been completed by the assigned examiners/inspectors.</li> <li>• Complete minor amendments of the SAD, if necessary</li> <li>• Delete declaration that require major amendments and should be re-submitted by the declarant.</li> <li>• Re-route SAD to any lane in case of the need for re-verifications.</li> <li>• Re-route SAD to <b>GREEN Lane</b> and assess</li> </ul>	
Required permissions	<p>The Query and Amendments Officer <b>should be able to do</b> the following in SOMCAS:</p> <ul style="list-style-type: none"> <li>• Find controlled SADs, those that arrive in <b>Query Lane</b>.</li> <li>• View the information in Selectivity Criteria.</li> <li>• View/update Inspection Act.</li> <li>• Re-route SAD to GREEN Lane.</li> <li>• Find SAD in any selectivity lane (not controlled yet)</li> <li>• Amend SAD</li> <li>• Delete SAD</li> <li>• Re-route to any selectivity lane.</li> </ul>	
Business Unit(s)	1_query_ammend	
Customer Account(s)	1115 for 0101 office,1125 for 0102 office	
Testing credentials	Owner	<b>No</b>
	Office	<b>Yes (Office code)</b>
	Carrier	<b>No</b>
	Company	<b>No</b>
Output	<ul style="list-style-type: none"> <li>• Inspection Act is created/updated for SAD.</li> <li>• SAD has changed colour to <b>GREEN</b>.</li> <li>• SAD is assessed and received number A.</li> <li>• The workload of examiner is decreased.</li> <li>• SAD received the colour of the lane to which it is re-routed.</li> </ul>	

Payment		
Scope of operations	To record details of bank receipt and confirm the payment of SAD in SOMCAS.	
User(s) involved	Cashier	
Description of operations	<p>The Cashier should:</p> <ul style="list-style-type: none"> <li>• Verify whether the receipt submitted by payee is from an authorised bank.</li> <li>• Perform the payment procedure for the SAD to be paid.</li> <li>• Print out the Customs receipt and provide it to the payee.</li> <li>• Generate and print the related accounting report at closure of shift.</li> </ul>	
Required permissions	<p>Reception officer <b>should be able to do</b> the following in SOMCAS:</p> <ul style="list-style-type: none"> <li>• Daybook should be open (not by the cashier).</li> <li>• Access related menus and register payments.</li> <li>• Generate, view, and print the related reports.</li> </ul>	
Business Unit(s)	1_Acc_Cashier	
Customer Account(s)	1116 for 0101 office,1126 for 0102 office	
Testing credentials	Owner	<b>No</b>
	Office	<b>Yes (Office code)</b>
	Carrier	<b>No</b>
	Company	<b>No</b>
Output	<ul style="list-style-type: none"> <li>• SAD is paid and receives receipt number P.</li> <li>• SAD can be released.</li> </ul>	

Release Order		
Scope of operations	To generate and print the Release Order confirming the SAD is compliant and goods can be cleared and enter in free circulation.	
User(s) involved	Customs Manager	
Description of operations	The Customs Manager should:  Confirm release of goods declared in an assessed SAD and the number of payable duties has been paid.	
Required permissions	The Manager <b>should be able to do</b> the following in SOMCAS: <ul style="list-style-type: none"> <li>• Find the controlled and paid SADs.</li> <li>• Confirm the Release Order.</li> <li>• Print the Release Order</li> </ul>	
Business Unit(s)	1_Port_Manager	
Customer Account(s)	1119 for 0101 office,1129 for 0102 office	
Testing credentials	Owner	<b>No</b>
	Office	<b>Yes (Office code)</b>
	Carrier	<b>No</b>
	Company	<b>No</b>
Output	Status of SAD changed from Paid to Released.	

Exit Note (Create and Register)		
Scope of operations	To create and register the Exit Note confirming the list of released goods that will be taken out of the temporary storage facilities (port).	
User(s) involved	Declarant	
Description of operations	The declarant should: <ul style="list-style-type: none"> <li>• Create the Exit Note for the released goods that want to move.</li> <li>• Register the Exit Note</li> <li>• Present the Release Order and goods to exit from the station</li> </ul>	
Required permissions	The declarant <b>should be able to do</b> the following in SOMCAS: <ul style="list-style-type: none"> <li>• Create and store a new Exit Note accessing the list of released goods.</li> <li>• Find, view, and edit the stored Exit Note.</li> <li>• Register a stored Exit Note.</li> </ul>	
Business Unit(s)	1_broker	
Customer Account(s)	2000, 2200	
Testing credentials	Owner	<b>Yes (Declarant TIN)</b>
	Office	<b>Yes (Office code)</b>
	Carrier	<b>No</b>
	Company	<b>No</b>
Output	Status of SAD changed to Partially Exited.	

Exit Note (Validate)		
Scope of operations	To validate a registered Exit Note confirming the released goods are loaded on the means of transport and can be taken out of the temporary storage facilities (port/airport).	
User(s) involved	Customs officer (the Contro Visito officer)	
Description of operations	The user should: <ul style="list-style-type: none"> <li>• Validate the registered Exit Note covering the released goods loaded on a specific means of transport.</li> <li>• Print and endorse the Exit Note</li> </ul>	
Required permissions	The Customs officer <b>should be able to do</b> the following in SOMCAS: <ul style="list-style-type: none"> <li>• Find and view the registered Exit Note.</li> <li>• Update the registered Exit Note adding the required detail of the means of transport.</li> <li>• Validate the Exit Note.</li> <li>• Print the Exit Note.</li> </ul>	
Business Unit(s)	1_Contro Visito_Officer	
Customer Account(s)	1117 for 0101 office,1127 for 0102 office	
Testing credentials	Owner	<b>No</b>
	Office	<b>Yes (Office code)</b>
	Carrier	<b>No</b>
	Company	<b>No</b>
Output	Status of SAD changed to Totally Exited.	