

Federal Republic of Somalia
Ministry of Finance,
Somali Customs



جمهورية الصومال الفدرالية
وزارة المالية قسم الجمارك

Jamhuuriyadda Federaalka Soomaaliya
Wasaaradda Maaliyadda
Furddooyinka Soomaaliya

CARGO MANIFEST COMPLETION INSTRUCTIONS



BOOKLET

CONTENTS

- 1.0 Introduction
- 2.0 Legislation
 - 2.1 Importation
 - 2.2 Exportation

1.0 INTRODUCTION

The Cargo Manifest is a document used to account for all cargo on board a transporting vessel into or out of a Customs territory. The declaration of the Cargo Manifest to Customs is referred to as the Summary declaration. In a bid to increase Customs efficiency, through Information communication Technology. Somali customs have introduced a system called Somali Customs Automated System (SOMCAS). The system will allow Shippers and Shipping Agents to declare the Cargo manifest electronically also to Customs through SOMCAS.

2.0 LEGISLATION

The Summary declaration is covered in the Customs law through the Customs Law

2.1 IMPORTATION

The Master of the transporting vessel will declare the goods to Customs Authorities within XXX after arrival.

The Master's shipping agent may, however, declare the Manifest copy on SOMCAS prior to arrival of the Transporting Vessel in Somali, electronically through uploading of an XML file from the Shipper's system.

The Shipper shall fulfil all Summary declaration requirements in addition to the Declaration electronically on SOMCAS.

A signed copy of the manifest shall be presented to Customs.

2.2 MANIFEST CAPTURE PROCEDURES

The following steps have been outlined to help Shippers or Shipping Agents to easily capture the Summary declaration (Cargo Manifest) On SOMCAS.

A manifest is made up in two sections.

- i) The General Segment, commonly referred to as the Manifest Header and
- ii) The Item Segment, that lists out the summary of cargo on board the transporting vessel.

2.3 CAPTURING THE GENERAL SEGMENT

Shipper or Shipping Agent, logged in to SOMCAS will select Cargo Manifest tab from the Profile Main Menu and the following screen will appear.



Figure 1

The shipper or Shipping Agent with cargo Manifest information will select(click) the Create Manifest tab.

SOMCAS will open a Manifest form, that will be used to capture details on the system.

2.4 General Information

A screenshot of the 'Cargo Manifest' form in the SOMCAS system. The form is titled 'Cargo Manifest' and has a blue header. It contains several sections for data entry: 'Header' with 'Office of Departure/Arrival' and 'Office Name'; 'General Information' with fields for 'Voyage Number', 'Date of Departure', 'Date of Arrival', 'Time of Arrival', 'Registration Number', 'Type of Registration', 'Registration Date', and 'Last Discharged Date'; 'Shipping Information' with 'Carrier', 'Carrier Name', 'Carrier Address', 'Carrier Agent', and 'Carrier Agent Name'; 'Totals' with 'Bills', 'Packages', 'Container', and 'Cargo Weight'; and 'Transport' with 'Mode of Transport', 'Nationality', 'Name of Country', and 'Registration Number'. The form is designed with a clean, professional layout using light blue and white colors.

Figure 2

The shipper or Shipping Agent will capture summary details / Header as guided by the data fields.

Office of Departure / Arrival: By default, the SOMCAS will have office code to which the user is logged in.

Voyage Number: Enter the details of the Transporting details e.g. ET376 (flight details)

Date of Departure: *capture the date of departure from the immediate Previous city before arrival at customs port in Somali. E.g., 29/01/2022 (select from the calendar prompt)*

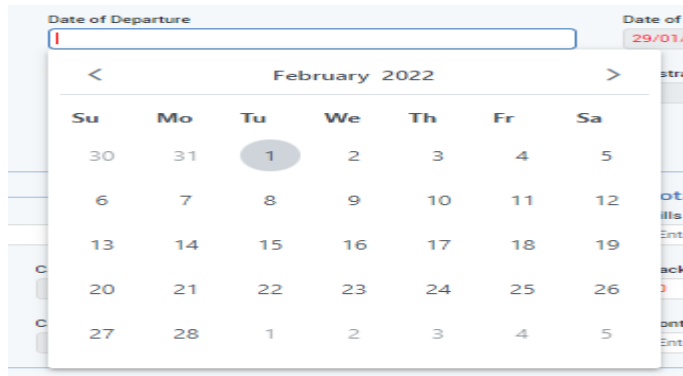


Figure 3

By default, the calendar displays the current month and day. Select the date from the calendar or capture the date directly in the data field as per documentation or scroll to the left. once completed press tab key to move to the next data filed

Date of Arrival: *Capture the date of Arrival at a Customs port in Somali. E.g., 29/01/2022 (Select date from the calendar prompt)*

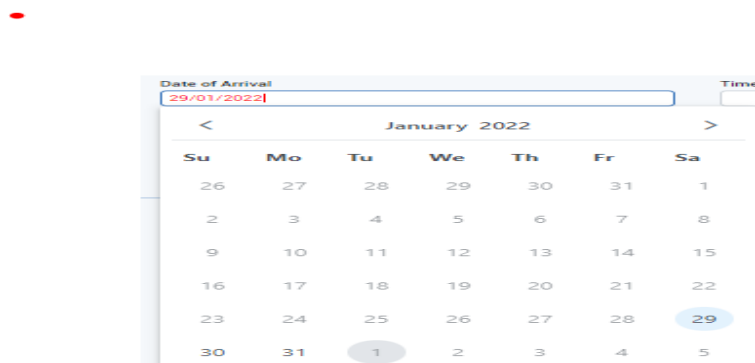


Figure 4

Time of Arrival: *Capture Time of arrival of the transporting vessel in Somali at a Customs port. E.g. 11:30 Hrs (select from the time prompt by scrolling)*

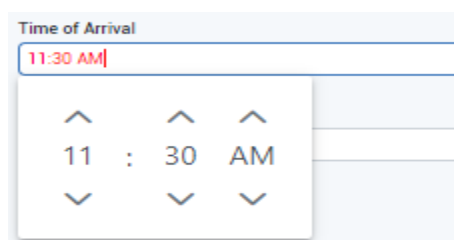


Figure 5

By default, the shown will be that on your computer, edit as per documentation.
(Type in without space, only put space between time and AM or PM 11:30 AM
and press tab to move to the next data field)

Registration Number: *This data field is completed by the system*

Time of Registration: *This data field is completed by the system*

Date of Registration: *This is completed by the system*

Last Discharge Date: *This is not required*

Place of Departure: *Select the port of export before departure to Somali from the table or type it in the data field directly and select (According to documentation).
e.g. ETADD for Addis Abba in Ethiopia*

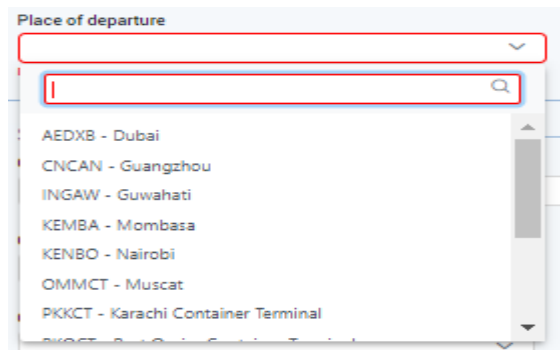
A screenshot of a web application's 'Place of departure' dropdown menu. The dropdown is open, showing a search bar with a magnifying glass icon on the right. Below the search bar is a list of ports with their IATA codes and names: AEDXB - Dubai, CNCAN - Guangzhou, INGAW - Guwahati, KEMBA - Mombasa, KENBO - Nairobi, OMMCT - Muscat, and PKKCT - Karachi Container Terminal. The list is scrollable, with a vertical scrollbar on the right side.

Figure 6

Place of Destination: *Select Customs port or City in Somali where the goods are Discharged. SOMGQ for Mogadishu in Somali*

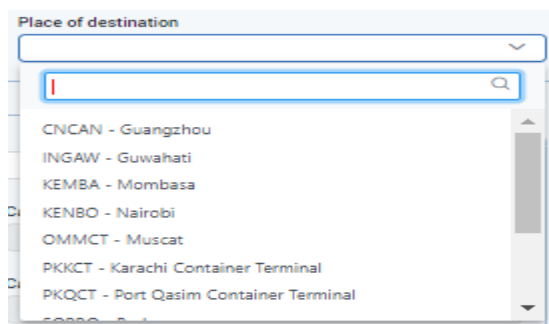
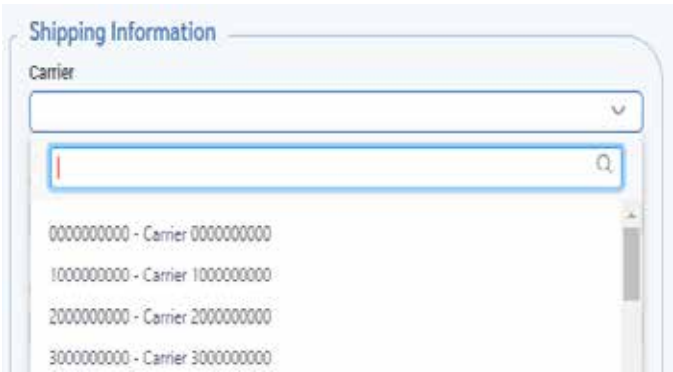
A screenshot of a web application's 'Place of destination' dropdown menu. The dropdown is open, showing a search bar with a magnifying glass icon on the right. Below the search bar is a list of ports with their IATA codes and names: CNCAN - Guangzhou, INGAW - Guwahati, KEMBA - Mombasa, KENBO - Nairobi, OMMCT - Muscat, PKKCT - Karachi Container Terminal, and PKQCT - Port Qasim Container Terminal. The list is scrollable, with a vertical scrollbar on the right side.

Figure 7 (Search or select the destination city)

Shipping Information

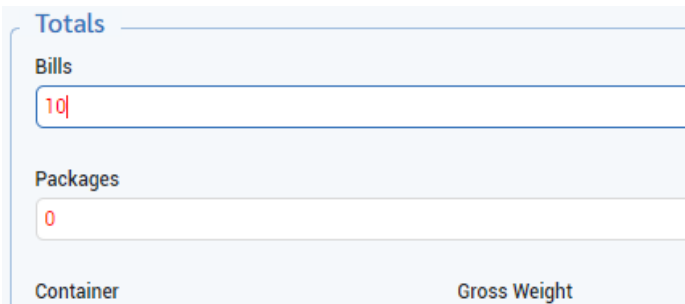
Carrier: Capture or select the details of the Transporter/ Shipper of goods into Somali. E.g., Ethiopian Airlines from the table of Transporters / Shippers.



The screenshot shows a web form titled "Shipping Information". It contains a "Carrier" label above a dropdown menu. The dropdown menu has a search bar with a magnifying glass icon. Below the search bar, a list of carrier codes is visible, including "0000000000 - Carrier 0000000000", "1000000000 - Carrier 1000000000", "2000000000 - Carrier 2000000000", and "3000000000 - Carrier 3000000000".

Figure 8. search option is available for users to input the carrier code. Press Tab key to move to Bills

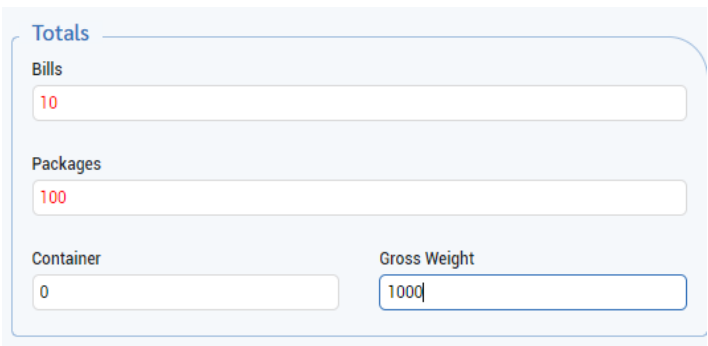
Bills: Enter the total number of Bills for this manifest. (House / Master). E.g. 10



The screenshot shows a web form titled "Totals". It contains a "Bills" label above a text input field. The input field contains the value "10". Below the "Bills" field, there is a "Packages" label above a text input field containing the value "0". At the bottom, there are two labels: "Container" and "Gross Weight", each above a text input field. The "Container" field contains the value "0".

Figure 9. 10 Bills on the Manifest (Press Tab key to move to the next data field)

Packages: Capture the total number of packages on All Bills.



The screenshot shows a web form titled "Totals". It contains a "Bills" label above a text input field. The input field contains the value "10". Below the "Bills" field, there is a "Packages" label above a text input field containing the value "100". At the bottom, there are two labels: "Container" and "Gross Weight", each above a text input field. The "Container" field contains the value "0". The "Gross Weight" field contains the value "1000".

Figure 10. Total number of packages captured 100(Press Tab key to move to Container data field)

Containers: Capture the total number of containers aboard the transporting vessel. E.g. 20. Were there is **No** container aboard the transporting vessel capture Zero (0) in this data field.



The screenshot shows a form titled "Totals" with four input fields. The "Bills" field contains the number "10". The "Packages" field contains the number "100". The "Container" field contains the number "0". The "Gross Weight" field contains the number "1000".

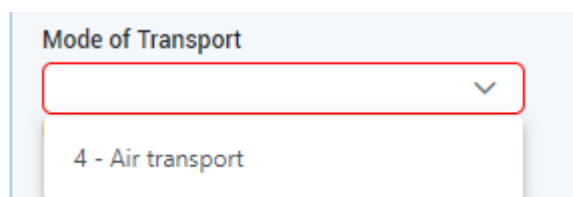
Figure 11. 0 containers on board. (Press Tab to move)

Gross Mass: Capture the total weight of goods on Board the transporting vessel. (See above)

Transport

This section is used to capture details of the transporting vessel and the Master (Captain)

Mode of transport: Capture from the table, by selecting the means / mode of transport used to ferry goods to Somali from the table.



The screenshot shows a dropdown menu titled "Mode of Transport". The selected option is "4 - Air transport".

Figure 12. Air – Transport for Airport

Nationality: *Capture the Nationality of the transporting vessel (Where it is registered). Select from the list. Tab to move. Country code maybe searched*



Figure 13 country list

Registration Number: *Capture the registration details of the mode of transport.*

A screenshot of a web form with a label 'Registration Number' in bold. Below the label is a text input field with a blue border and a light blue background. The input field contains the placeholder text 'Enter registration Number' in a light blue font. The input field is part of a larger form with other input fields visible in the background.

Figure 14. Capture Registration Details.

Master: *Capture the name of the Transporting vessel Master / Captain.*

A screenshot of a web form with a label 'Master' in bold. Below the label is a text input field with a blue border and a light blue background. The input field contains the text 'Captain Mohamed Abdullahi' in a red font. The input field is part of a larger form with other input fields visible in the background.

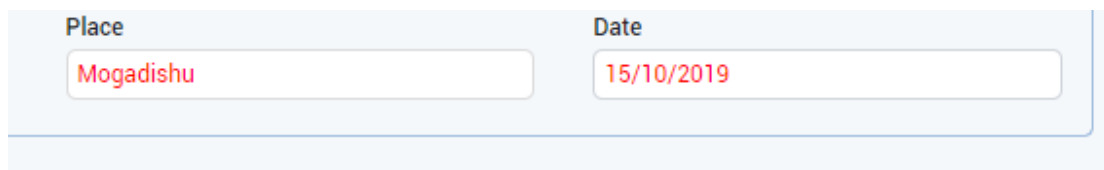
Figure 15. Name of the Master of the Shipping Vessel

Identity: *Capture official identification details of the Master / Captain e.g. Passport Number*

A screenshot of a web form with a label 'Identity' in bold. Below the label is a text input field with a blue border and a light blue background. The input field contains the text 'KZJ678432' in a red font. The input field is part of a larger form with other input fields visible in the background.

Figure 16. Master identification details

Place: Capture the place of Identity registration

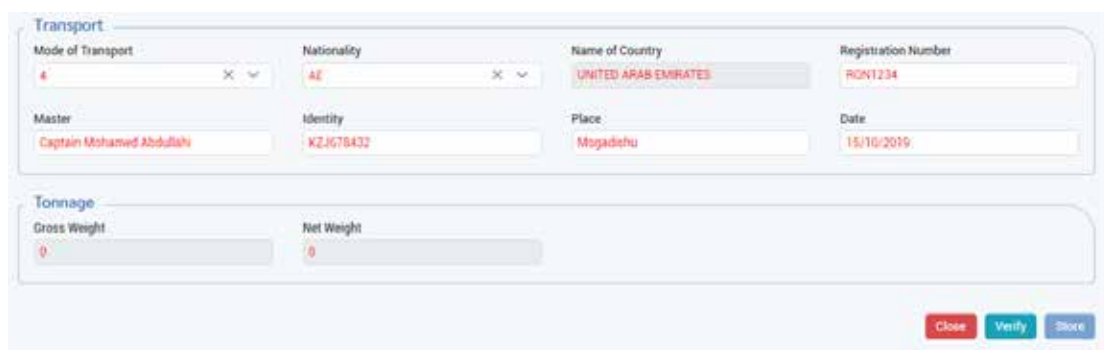


The screenshot shows a form with two input fields. The first field is labeled 'Place' and contains the text 'Mogadishu'. The second field is labeled 'Date' and contains the text '15/10/2019'. Both fields have a red border and a red text color.

Figure 17. Identity registration place Mogadishu in the Example. Tab for the next field

Date: Capture the date of Identity registration. The date can be captured directly in the data field, as shown above.

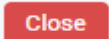
The Capture of the date under transport section marks the end of data capture for the Cargo Manifest Header.



The screenshot shows the 'Transport' section of a form. It contains several input fields: 'Mode of Transport' (with a dropdown arrow), 'Nationality' (with a dropdown arrow), 'Name of Country' (with a dropdown arrow), 'Registration Number', 'Master' (with a dropdown arrow), 'Identity', 'Place', and 'Date'. The 'Place' field contains 'Mogadishu' and the 'Date' field contains '15/10/2019'. Below the 'Transport' section is a 'Tonnage' section with 'Gross Weight' and 'Net Weight' fields, both containing '0'. At the bottom right of the form are three buttons: 'Close', 'Verify', and 'Store'.

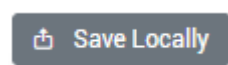
Figure 18. The end to the General Segment data capture screen.

Cancellation of General Segment Capture.

The Shipper or Shipping Agent may choose to cancel, the Manifest capturing process by clicking the  button. This button must be used only if the process is erroneous, otherwise the shipper or shipping agent must locally save the manifest on their computer if they wish to continue with the process later.

Local save

The Manifest may be saved locally by the shipper or Shipping agent on their computer by scrolling up on the Manifest and selecting the Save locally button.



The screenshot shows a button with a floppy disk icon and the text 'Save Locally'.

This saves the file to the download folder. This may be retrieved by the shipper or shipping agent to continue processing at a later stage.

To retrieve the saved manifest general segment. The shipper or shipping agent will proceed by selecting the Create Manifest tab, and select upload



The Shipper or shipping Agent will select, the saved manifest from the opened downloads folder.

Verify General Segment of Cargo Manifest

To verify the information entered in general segment of manifest click button. System shall highlight the missing mandatory information.

The Verify Action will return errors, if required information has not been captured. The data fields requiring corrections will be highlighted. The errors must be resolved.

The screenshot shows a web application interface for creating a manifest. On the left is a blue sidebar with navigation links: CREATE MANIFEST, FIND MANIFEST, CREATE IN, FIND SOL, CONTAINER DISCHARGE, GOODS DECLARATION, SELECTIVITY, INTEGRATED TARIFF, TAXATION RULE, VERIFICATION CONTROL, REFERENCES, REPORTS, and CONFIGURATION. The main area is titled 'Create Manifest' and contains several sections: 'Header' with fields for Office of Departure/Arrival (K23-Magpetaka Office) and Office Name (Singapore office); 'General Information' with fields for Vessel Number (12), Date of Departure (18/11/2021), Date of Arrival (18/11/2021), Time of Arrival (02:00 PM), Registration Number, Time of Registration, Registration Date, and Last Discharge Date; 'Place of departure' (P.S - Port of Salem) and 'Place of destination' (Dotted place of destination); 'Shipping Information' with fields for Carrier (C2 - Air Mail), Carrier Name (Air Mail), Carrier Address (USA), Carrier Agent (BROCKERT - Air Mail Agent), and Carrier Agent Name (Air Mail Agent); and 'Totals' with fields for Bills (1), Packages (100), Containers (1), and Gross Weight (Enter gross weight). A red error message box in the top right corner states 'Create Manifest The record is not verified.' Several fields, including Office Name, Date of Arrival, Place of destination, Carrier Name, Carrier Address, and Carrier Agent Name, are highlighted with red outlines to indicate errors.

Figure19. Verify Action returning error

Not Verified Error button will appear in the top right on the screen and will disappear after some seconds. The data fields with errors will be highlighted with a red outline. See figure 19.

Verified General Segment

If all the data fields are captured in full. No error is returned. The system approves the data capture by a green button in the top right. With a message, Record Verified.

The screenshot shows the 'Cargo Manifest' form in the Somalia Customs system. A green notification box at the top right states 'Create Manifest The record is verified.' The form is divided into several sections:

- Header:** Office of Departure/ Arrival (Mogadishu Office), Office Name (Mogadishu Office).
- General Information:** Voyage Number (13), Date of Departure (14/11/2021), Date of Arrival (14/11/2021), Time of Arrival (4:00 PM), Registration Number, Time of Registration, Registration Date, Last Discharged Date, Place of departure (P.T - Port of Unesco), Place of destination (P.T - Port of Somalia).
- Shipping Information:** Carrier (C2 - Air Blue).
- Totals:** Bills (1).

Figure 20. *Verified Cargo Manifest Header.*

Store Manifest

The shipper or Shipping Agent after a successful verification is required to store the manifest on SOMCAS.

The Shipper or Shipping Agent will use [Store](#) button to store the manifest general segment. The Store button only becomes active after a successful verification. The system will return a message '**Record has been added successfully**' as illustrated in below figure:

The screenshot shows the 'Search Cargo Manifest' dialog box in the Somalia Customs system. The dialog box contains the following fields:

- Office Code *
- Carrier Code
- Voyage Number
- Registration Number
- Place of departure
- Place of destination
- Status
- Date of Departure
- Date of Arrival
- Registration Year
- Registration Date

At the bottom of the dialog box, there are buttons for '+ Add', 'Close', 'Search', and 'Display All Records'. A green notification box at the top right of the background form states 'Create Cargo Manifest Manifest added successfully.'

Figure 20. *After a successful store on SOMCAS*

The Shipper or Shipping Agent may proceed to capture a new manifest by clicking on the Add tab on the prompt on the screen.
The Shipper or Shipping Agent must retrieve the Stored manifest to continue processing. Input any search parameters that is available to you, e.g. Carrier code, Voyage Number, Status etc and click the  button.

Adding (Attaching) Documents to the Stored Manifest

To upload documents, search stored manifest and click 'edit' from action item.

To Access	By clicking on Cargo Manifest > Find Manifest > Edit > Documents tab.
------------------	---

To upload documents, user will select the **'Documents'** tab. User must fill the details.

Click on the  button in order to add details in list. You can update, delete or download the attachment by selecting required action. Documentation for the manifest can be uploaded for easy reference.

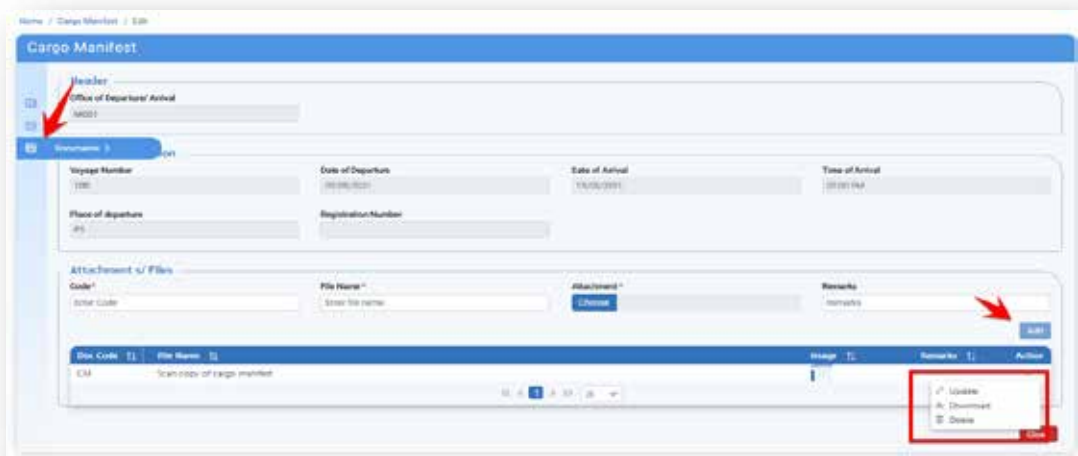


Figure 21. Addition of Documents

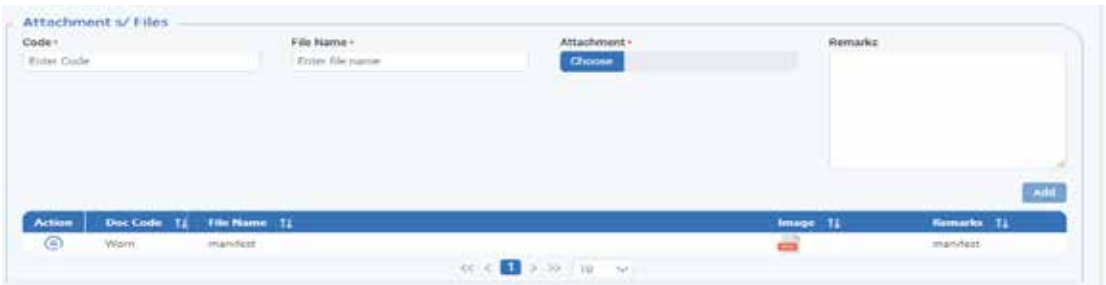


Figure 22. Attached document to the manifest

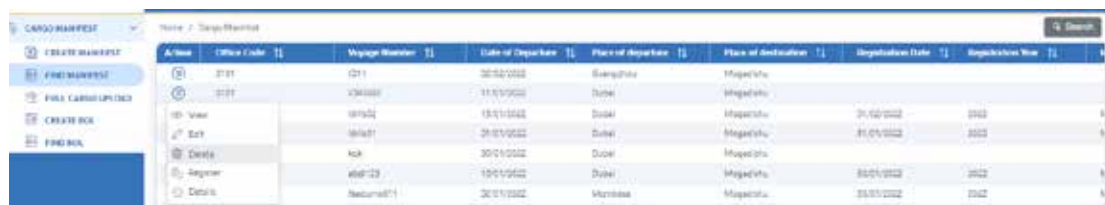
Capturing a Waybill /Bill of Lading To A Stored Manifest

Method 1

To add BOL, search stored manifest and click 'edit' from action item.

To Access	By clicking on Cargo Manifest > Find Manifest > Edit
------------------	---

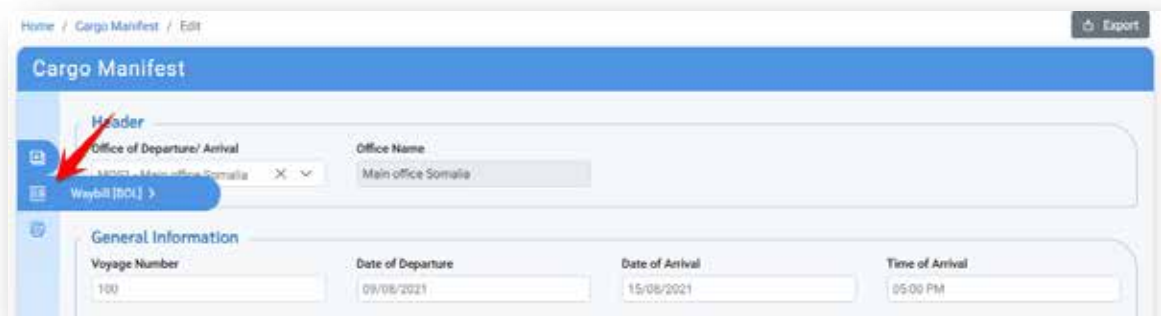
As illustrated below in below figure.



Action	Office Code	Voyage Number	Date of Departure	Place of departure	Place of destination	Departure Date	Registration No.
View	021	021	20/02/2022	Sierra Leone	Mogadishu		
Edit	021	021	11/02/2022	Dubai	Mogadishu		
Details	021	021	18/02/2022	Dubai	Mogadishu	21/02/2022	002
Details	021	021	21/02/2022	Dubai	Mogadishu	21/02/2022	002
Details	021	021	20/02/2022	Dubai	Mogadishu	21/02/2022	002
Details	021	021	20/02/2022	Dubai	Mogadishu	21/02/2022	002

Figure 23. Select stored manifest from the list

To add bill of lading in a stored manifest, click on 'Waybill (BOL) Tab' the after clicking the edit option.



Home / Cargo Manifest / Edit

Cargo Manifest

Header

Office of Departure/ Arrival: Mogadishu, Main office Somalia

Office Name: Main office Somalia

Waybill (BOL) >

General Information

Voyage Number: 100

Date of Departure: 09/08/2021

Date of Arrival: 15/08/2021

Time of Arrival: 05:00 PM

Figure 24. Add BOL in Stored Manifest

On clicking Waybill (BOL) tab, system shall display a list of bill of lading. From listing click on **Add** button.



Figure 25 BOL Listing

System shall display Bill of Lading page. A bill of lading page shall appear with the information from General Segment already inserted. This includes the **office**, **voyage number** and **date of departure**. This means bill of lading is linked with General Segment.

Input required data according to the Waybill (BOL) being captured, then **verify** and **CREATE(Save)** as illustrated below.

Figure 26. Waybill (Bill of Lading) Completed. Verify and Create

CREATE option adds the waybill (BOL) to the Stored manifest on SOMCAS. The created Waybill (BOL) will appear in the Manifest as shown in the diagram.

Action	Line No.	T1	Ref No.	T1	Container	T1	Packages	T1	Gross Weight	T1	Item Packages	T1	Item Gross Weight	T1	Status	T1
	1		12345		0		0		0		0		0		Air Way Bill	

Figure 27. Waybill (BOL) created in a stored manifest.

The Shipper or Shipping Agent may adjust the stored manifest through the Edit function. The captured waybill (BOL) maybe deleted all together if need be.

After Capturing the Waybills (BOL) on a stored Manifest, the Shipper or Shipping Agent may proceed to Validate the Waybill (BOL). Validation is a confirmation stage by the shipper, verifying that the information captured on SOMCAS is accurate and true according to shipping documentation.

Manifest Registration

The Manifest is registered on SOMCAS by the Shipper or Shipping Agent. This is done after the manifest and Waybills (BOL) have undergone a process of verification, with possible modification done before validation. Once validated, a Waybill (BOL) is no longer available for modification. It is now available for Registration on SOMCAS. Waybill (BOL) second method of capture.

Method 2

The second method of capturing a Waybill (BOL) can be done from the main manifest menu. Select '**Create BOL**' option from main menu, System will display a blank BOL screen as illustrated below:

To Access	By clicking on Cargo Manifest > Create BOL
------------------	--

Figure 28. Create BOL (Method 2)

On inputting the **Office Code**, **Voyage Number** and the **Date of Departure** of the stored manifest, using these details the system will link the BOL with manifest.

As you input these key fields, the form will be populated with the data from the General Segment. Continue to enter the missing data in the Waybill Bill(BOL).

When you are finished, click **Verify** Button, to verify the information.

Click on **Create** Button, the BOL will be saved in '**stored**' status.

Click on **Validate** Button, the BOL will be validated, and no further modification can be made.

Home / 24 of Lading / Add

Bill of Lading

Reader

Office of Departure/ Arrival: Office Name:

General Information

Voyage Number: Date of Departure: Date of Arrival:

Time of Arrival: Registration Number: Waybill Reference Number:

Waybill Type: Nature: Last Discharged Date:

Waybill Line: Previous Document Number: Unique Cargo Reference:

Place of Departure: Place of Destination:

Carriers

Carrier: Carrier Name: Exporter/ Shipper: Exporter Name:

Carrier Agent Code: Carrier Agent Name: Address of Exporter:

Transport

Mode of Transport: Name of Transport: Nationality: Identity:

Notify

Notify Code: Notify Name: Consignee: Consignee Name:

Address: Address of Consignee:

Goods Details

Total Containers: Package Code: Package Name:

Status: Number of DE/IMPORT waybill: Marks & Numbers:

Manifested Packages: Remaining Packages: Manifested Gross Weight:

Remaining gross weight: Volume (CBM): Description of Goods:

Location:

Declared values and sales details

PVC Indicator Freight performance indicator:

Value for freight: Currency for freight: Value for customs: Value for transport:

Value for insurance: Seal party: Seal number:

Marks: Information:

Verify Create Validate

Figure 29. Add BOL (Method 2)

The user can repeat the process to add another BOL to the manifest by following same steps.

Container details.

Container details are added in a manifest at waybill (BOL) level. To add container information, Shipper or Shipping Agent will select the ‘**Container**’ tab. User must fill container information with the appropriate information.

The user will then click on the **Add** button in order to add container details in the list. Number of containers defined in BOL and containers recorded in list should be the same.

Home / Bill of Lading / Add

Bill of Lading

Container

Container Number *
Enter container number

Number of Packages *
Enter number of packages

Remaining Number of Packages
Remaining Number of Packages

Reserved Number of Packages
Reserved Number of Packages

Container Type *
Empty/ Full *
Seal number
Enter seal number

Empty weight of container
Enter empty weight of container

Goods Weight *
Enter goods weight

Remaining Goods Weight
Remaining Goods Weight

Reserved Goods Weight
Reserved Goods Weight

Minimum Temperature
Enter minimum temperature

Maximum Temperature
Enter maximum temperature

Humidity
Enter humidity

Description of Goods
Enter description of goods

+ Add

Container Num	Number of Pa	Remaining Num	Reserved Num	Container Type	Empty/ Full	Seal number	Container Wei	Goods Wei	Remaining Go	Reserved Go	D.Action
CNT	10	0	0	Insulate	Full	52	30	10	0	0	1

Figure 30. Container Information

You can update or delete the record by selection option from actions:

Home / Bill of Lading / Edit

Bill of Lading

Containers

Container Number *
Enter container number

Number of Packages *
Enter number of packages

Remaining Number of Packages
Remaining Number of Packages

Reserved Number of Packages
Reserved Number of Packages

Container Type *
Empty/ Full *
Seal number
Enter seal number

Empty weight of container
Enter empty weight of container

Goods Weight *
Enter goods weight

Remaining Goods Weight
Remaining Goods Weight

Reserved Goods Weight
Reserved Goods Weight

Minimum Temperature
Enter minimum temperature

Maximum Temperature
Enter maximum temperature

Humidity
Enter humidity

Description of Goods
Enter description of goods

+ Add

Container No	Number of	Remaining	Reserved #	Container T	Empty/ Full	Seal number	Container W	Goods Wei	Remaining	Reserved	D.Action
CNT	10	10	0	Insulate	Full	52	30	100	100	0	1

Figure 31. Update or Delete Container

Modify Stored Cargo Manifest

To modify the general segment of cargo manifest, follow the steps as defined below:

To Access	Open cargo manifest by clicking on Cargo Manifest > Find Manifest > Select Office > Search > Edit
-----------	--

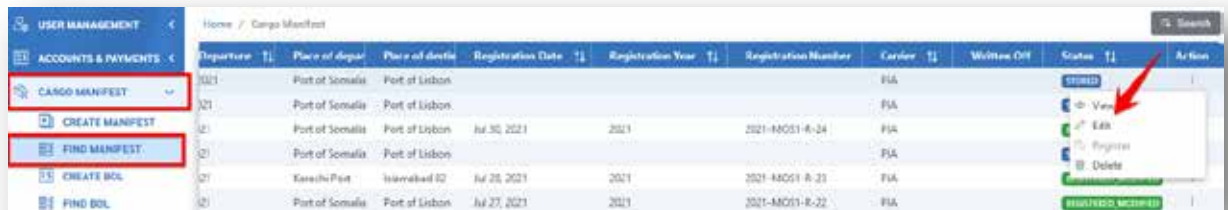


Figure 32 Modify Stored Cargo Manifest

System will display the cargo manifest in editable view. The Shipper or Shipping Agent can make changes to the Stored manifest:

The screenshot shows the 'Modify Cargo Manifest' form. The form is divided into several sections: 'Header' (Office of Departure/Arrival, Office Name), 'General Information' (Voyage Number, Date of Departure, Date of Arrival, Time of Arrival, Registration Number, Time of Registration, Registration Date, Last Discharged Date, Place of departure, Place of destination), 'Shipping Information' (Center, Carrier Name, Carrier Address, Carrier Agent, Carrier Agent Name), 'Totals' (Bills, Packages, Container, Gross Weight), 'Transport' (Mode of Transport, Nationality, Name of Country, Registration Number, Master, Identity, Place, Date), and 'Tonnage' (Gross Weight, Net Weight). At the bottom, there are buttons for 'Clear', 'Verify', 'Update', and 'Register'.

Figure 33. Modify Cargo Manifest

After making changes you click on **Verify** icon. The system shall display a similar message. Then save the changes by clicking on the **Update** icon

Modifying Stored BOL

A Waybill or Bill of Lading could be modified in two ways. One way is to access the BOL from the manifest and the other is done by locating the BOL from Find BOL. The two methods are described below.

Method 1

Open stored cargo manifest in edit mode. Click on Bill of Lading tab. System will display all the BOLs in the list. Select edit option from action column. System will open BOL in editable view.

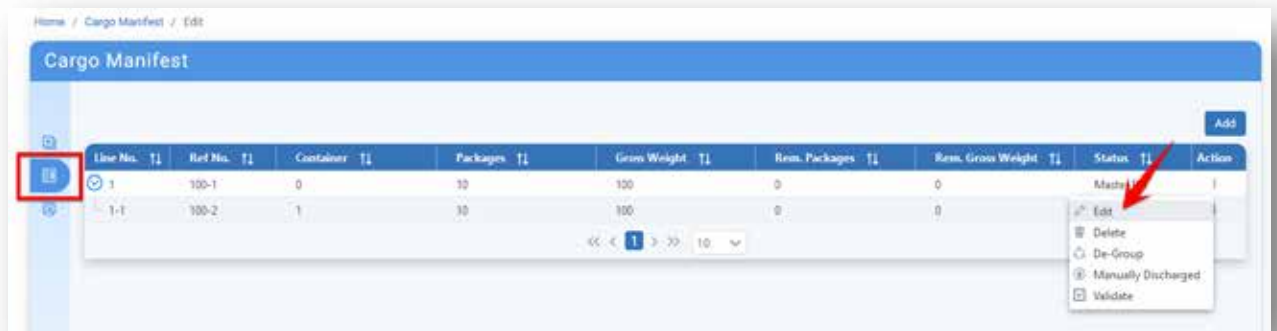


Figure 33. Modify BOL (Method 1)

Method 2

The Shipper or Shipping Agent may open a bill of lading from 'Find BOL' menu as illustrated below:



Figure 35 Search BOL

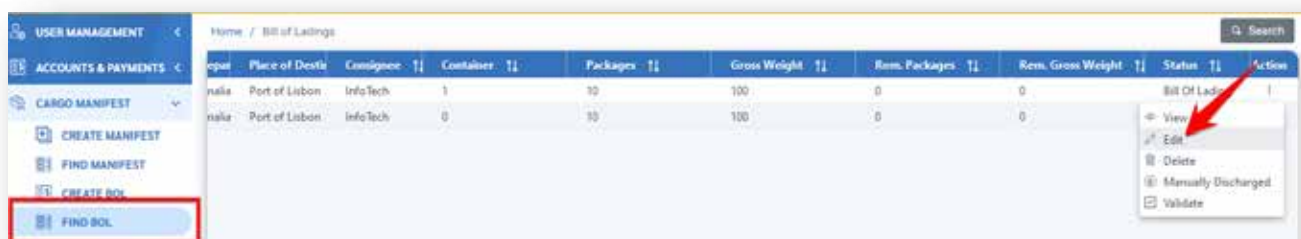


Figure 36. Modify BOL (Method 2)

System will display BOL in editable form. The Shipper or Shipping Agent will make changes and click 'verify' and 'update'.

The information in general segment will not be able to change in the bill of lading.

Degroupage

A bill of lading captured by the Shipper or Shipping Agent may either be a Groupage or Non-Groupage.

Groupage refers to a bill of lading that is a consolidation of more than one consignee. This type of bill of lading is commonly referred to as a Master Airway bill (MAB)

A groupage bill of lading is not suitable for clearance of goods, by Customs. Such bill of lading (MAB) must always undergo a “DE groupage” procedure.

DE groupage means splitting the Master Airway bill to come up with individual Consignee bills of lading commonly called House Airway Bills (AWB). The House Airway bill gives details of goods consigned to individual importers. The House Airway bills are essential for use in the goods clearance by Customs.

To De group a MAB;

Open manifest in edit mode, select BOL tab. System will display list of all waybills. Click on **Add** button.

Fill in the mandatory information and input **previous document** reference number (e.g. Master Airwaybill Number), if you want to create a bill of lading in the master as illustrated below.

OR

Create new BOL from ‘**Create BOL**’ menu. Fill in the information and give reference of Master BOL in previous document field.

The screenshot shows a web-based form for creating a Bill of Lading. The form is divided into several sections. The 'Header' section includes 'Office of Departure/ Arrival' and 'Office Name'. The 'General Information' section contains multiple fields: 'Voyage Number', 'Date of Departure', 'Date of Arrival', 'Time of Arrival', 'Registration Number', 'Waybill Reference Number', 'Waybill Type', 'Nature', 'Last Discharged Date', 'Waybill Line', 'Previous Document Number', and 'Unique Cargo Reference'. The 'Previous Document Number' field is highlighted with a red border, indicating it is a mandatory field for linking to a Master BOL.

Figure 37. House BOL

After adding the reference of previous document number, system will create a link between Master BOL and House BOL.

Line No.	Ref No.	Container	Packages	Gross Weight	Retn. Packages	Retn. Gross Weight	Status	Action
1	100-1	0	10	100	0	0	Master Bill	1
1-1	100-2	1	10	100	0	0	Bill of Lading	1

Figure 38. BOL listing (Master & House BOL)

When adding all the bills of lading is done, The Shipper or Shipping Agent will be required to validate the Degroupage.

To validate a Degroupage, select '**DE Group**' option against master BOL as illustrated in below figure.

Please note a BOL needs to be validated before performing **Degroupage** operation.



Figure 39. DE groupage MBOL

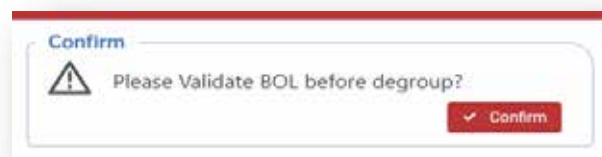


Figure 40. Validate MBOL to DE groupage

Once the record is validated, The Shipper or Shipping Agent can '**DE Group**' the Master BOL into House BOL.

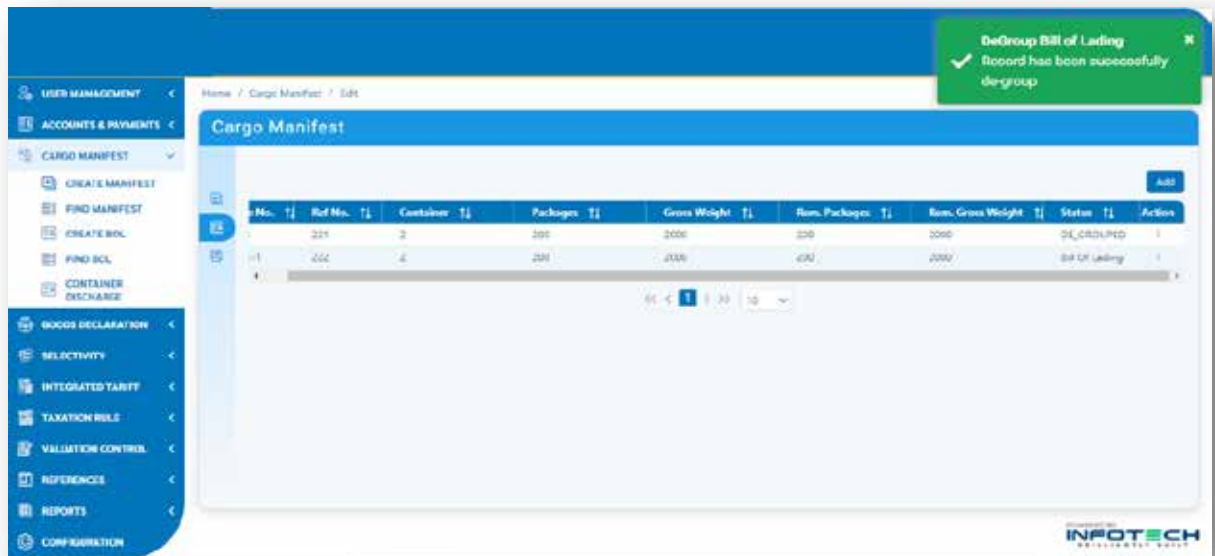


Figure Error! No text of specified style in document.1. Successfully DE grouped

Register Stored Manifest

To register, search stored manifest and click 'edit' from action item.

To Access	By clicking on Cargo Manifest > Find Manifest > Register
------------------	---

As illustrated below in below figure.

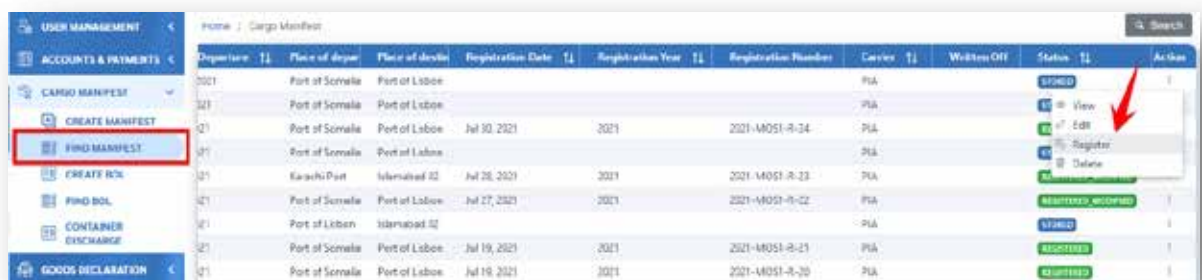


Figure Error! No text of specified style in document.2. Register Manifest

System will open manifest in editable format. The Shipper will click on 'register' button. If there are errors on the manifest it will not register. All errors must be fixed before registering.

Once there are no errors the system shall show a success message that the manifest is registered as
Illustrated below:

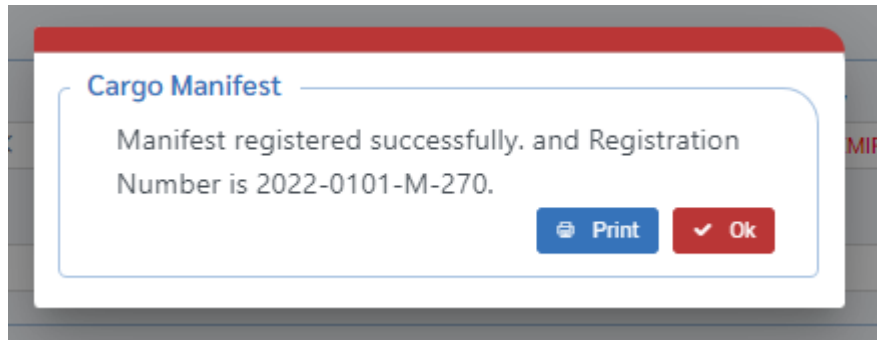


Figure Error! No text of specified style in document.3 Successful Registration of Cargo Manifest

Please note system will validate the following checks at the time of registering manifest:

1. Numbers of bills mentioned are same as added **MBOL OR Parent BOL**.
2. Total number of packages and gross weight is equal to the values in bill of lading (s).
3. Number of containers mentioned in manifest are defined in BOL. Bill of lading with same container number will be treated as one container.
4. All bill of lading(s) is validated.

The Shipper can update or view manifest with **registered** or **registered modified** status.

The Shipper will be required to present the Registered manifest, with copies of the signed manifest from the captain to Customs Manifest Section.

The Shipper will have to share the SOMCAS Manifest Registration number with the Shipping Agents who may be responsible for Degroupage.

Figure Error! No text of specified style in document.4 Adding BOL in registered Manifest

The Shipper will be able to view the **Registered** manifest.

Example of Manifest Printout

Somali Customs		Somali Customs Automated System						
		Cargo Manifest Report						
Office : 0101 - Mogadishu Seaport								
Reg number :	M-270	Reg Date/Time :	Sat, 5 Feb 2022 15:27:59					
Date of Departure :	04/02/2022	Date of Arrival :	05/02/2022					
Voyage number :	ABH1137	Master :	iaz					
Identity :	gdeg	Place :	Lusaka	Date :	23/03/2019			
Total number of bills :	1	Total number of containers :	0	Total number of Packages :	10			
				Total Gross-Weight :	1000.0			
Place Of Departure	Line	BOL Reference Number	Shipper Consignee Notify No.Of Container	Description of Goods			Weights	
				Container number EIR Type Seals number	No.of Packages Type of Packages	Description of Goods Shipping marks	Container weight	Gross weight
AEOXB	1	1234	SH: CN: 0000000000 NY: 0000000000 CT: 0		Carton	eds		1000.0
			SH: CN: 1000000000			asad		

Figure 45. Manifest Printout

COMPLETE UPLOAD OF XML

Shippers or shipping Agents who have soft copies of the cargo manifest, may avoid the process above by directly uploading onto SOMCAS an XML file for the Full cargo.

This file takes care of the Manifest Header, Waybill (BOL) and Container sections of the Manifest simultaneously. It is the quickest method of Cargo Manifest Declaration.

The SOMCAS allows the Shipper or Shipping Agent to upload a complete XML file of a Cargo Manifest including the Bill of Ladings and Containers.

To Access	Click Cargo Manifest > Full Cargo Upload.
------------------	---

After the clicking on Full Cargo Upload either from navigation pane or from the screen as mentioned in below image.

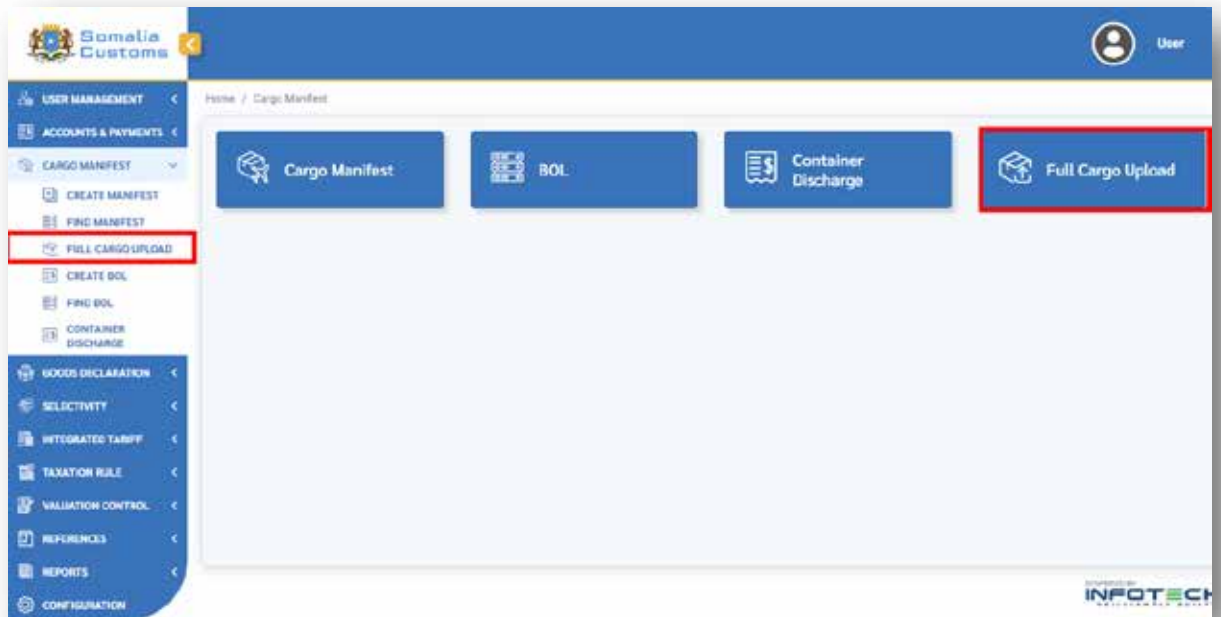


Figure Error! No text of specified style in document.6 Full Cargo Upload

System shall open the following screen.

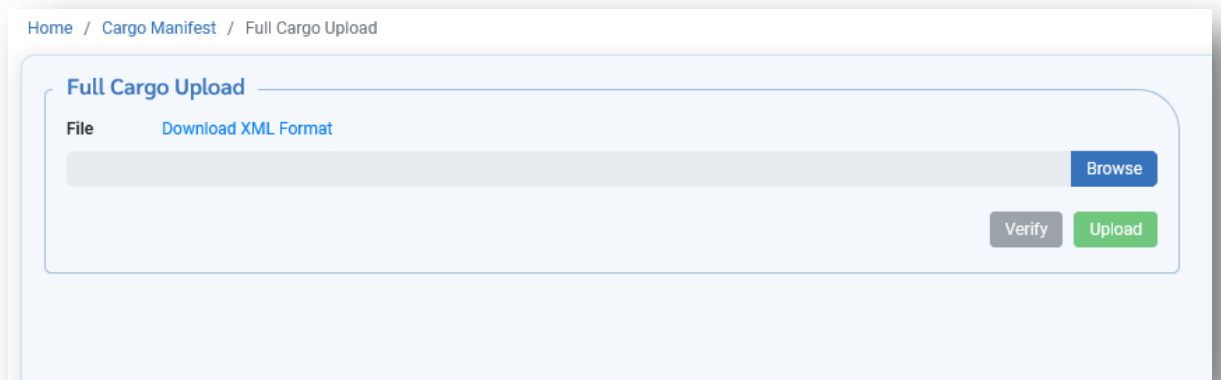


Figure Error! No text of specified style in document.7 Full Cargo Upload

User can download XML file in standard format of CAS by clicking on '[Download XML Format](#)'. User can use that file to fill up the information and upload it as per the procedure described below.

User clicks on [Browse](#) button and system allows user to upload an XML file. After the file has been chosen by the user, user clicks on [Verify](#) button. If the file has some errors, system displays an Alert Message as shown below.

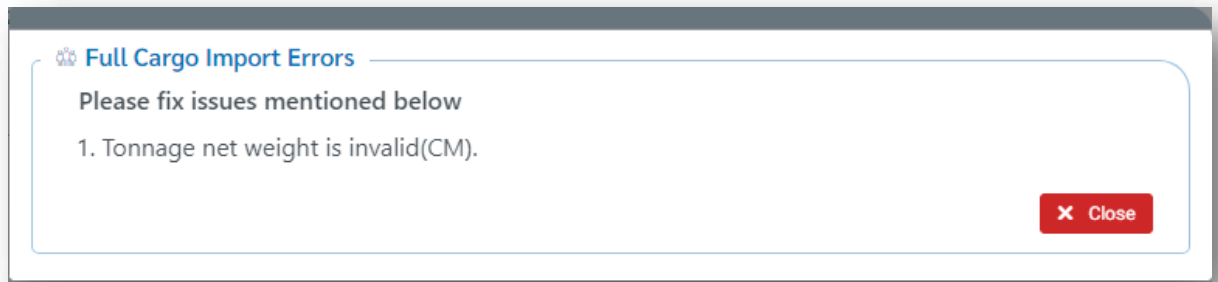


Figure Error! No text of specified style in document.8 (a) Full Cargo Upload

If a unique field is being duplicated in XML file e.g. Voyage Number, system displays the alert message as shown in the image below.

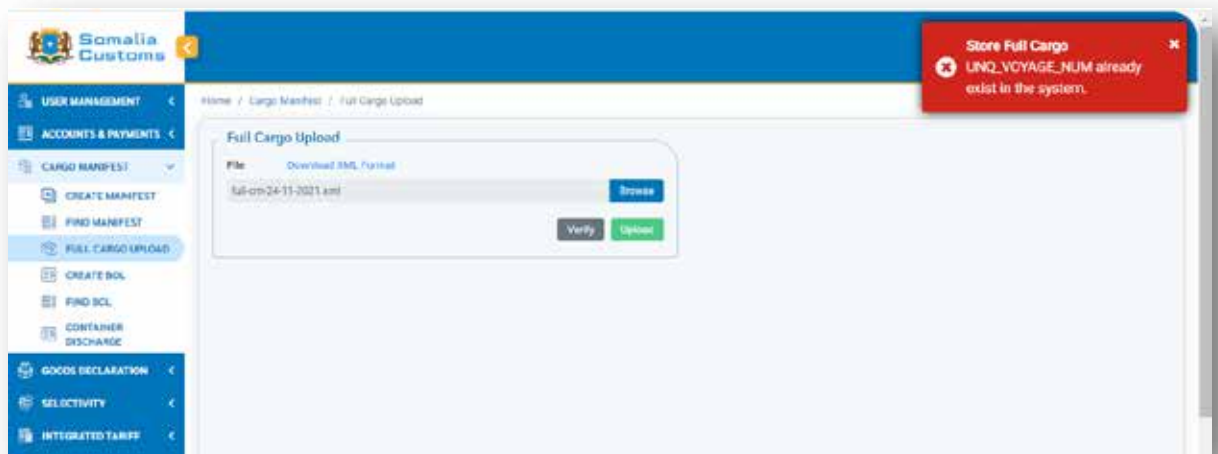


Figure Error! No text of specified style in document.8 (b) Full Cargo Verify Alert Message

If the file is correct, system displays a success message.

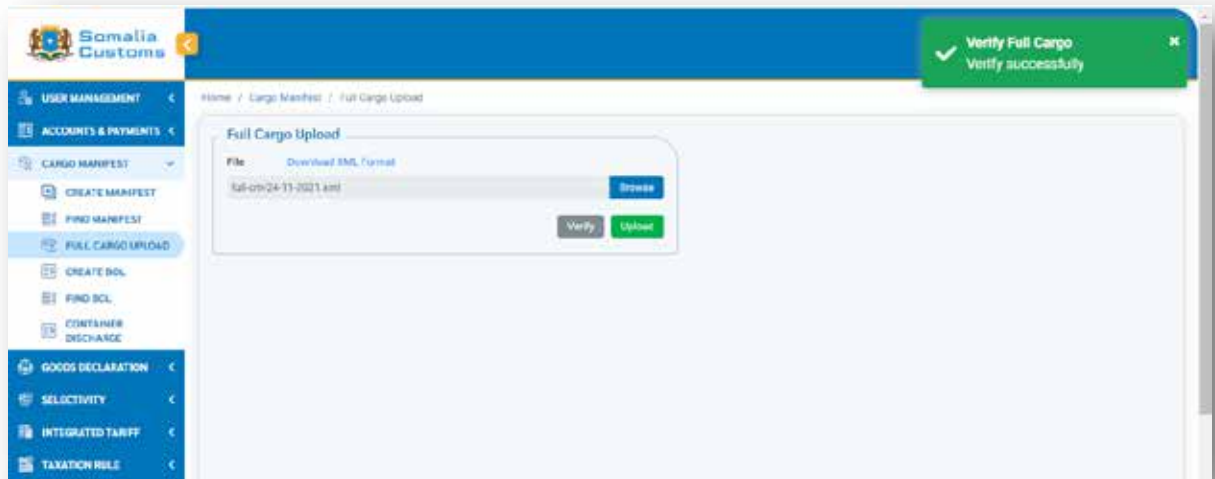


Figure 48 (c) Full Cargo Verify Success Message

After the success message has been displayed, user can click on **Upload** button. The uploaded Cargo Manifest is saved in the system with 'Stored' status. And a success message is displayed.

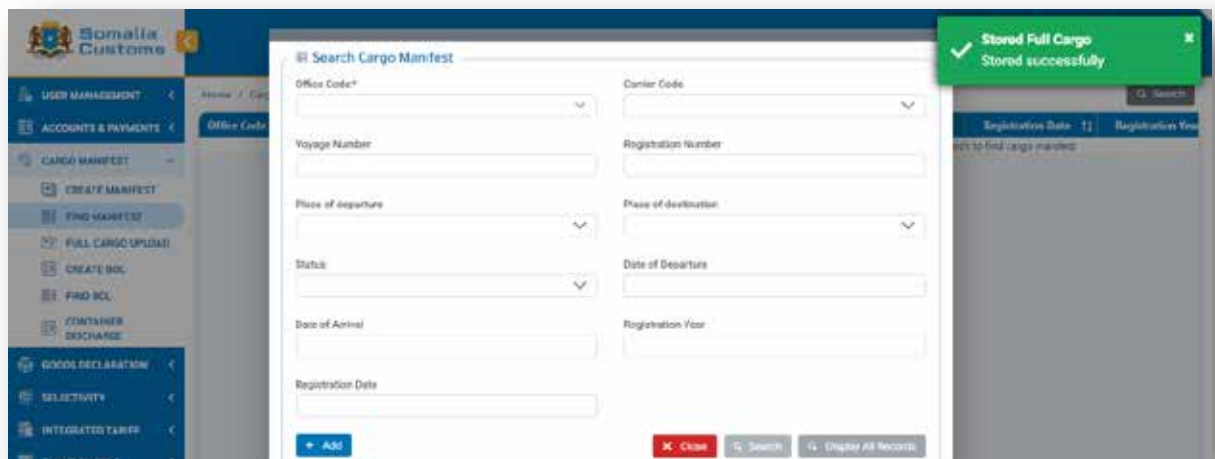


Figure 49 Full Cargo Upload Success Message

Stored Manifest.

The Stored manifest from the XML file, is available to modification, validation as the case maybe and Register on the SOMCAS.

The signed cargo manifest must be presented to Customs Manifest Office for confirmation.

