



Board of Investment of Sri Lanka

Import Export Management Web Portal

User Manual

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Purpose of the system

The purpose of this system is to provide the BOI enterprises with the Online Portal to authorise the cusdec entries enabling BOI officers to process them in the AsyWorld system. All selected entries will be validated automatically and the invalied entries will be prompted with the related reasons, to take appropriate actions.

The validated entries will be processed in the AsyWorld system and the Release Order is updated by the BOI officers.

Accordingly, this portal will provide the status of the cusdec entries such as Validation Failed Entries, Pending Release Order Updates, Release Order Granted entries.

User Manual

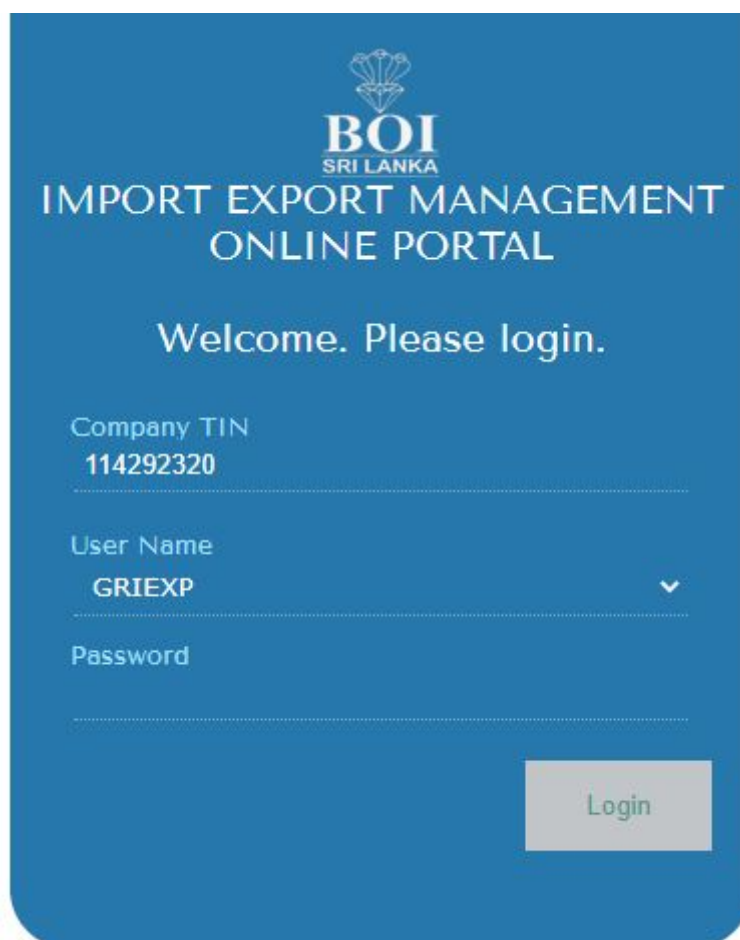
This document serves you as a guide for using the new system. It describes the options of the system step by step enabling you to perform your tasks independently. As a prerequisite, you should have been given Admin “**Username**” and a “**Password**” by the respective BOI officers.

1. Getting Started

Click on ‘**Google Chrome** or ‘**Mozilla Firefox**’ icon on your Desktop to open World Wide Web and type directly, ‘<http://www.investsrilanka.com/CUSDEC/login.aspx>’ on the address bar then you will get the following ‘Login’ screen.

2. Login to the System

Type your ‘**Company TIN**’, Select IMP-EXP/CUSDEC Authorization ‘**Username**’ and type ‘**Password**’, you created through the Admin account, then press ‘**Login**’ button.



BOI
SRI LANKA

IMPORT EXPORT MANAGEMENT
ONLINE PORTAL

Welcome. Please login.

Company TIN
114292320

User Name
GRIEXP

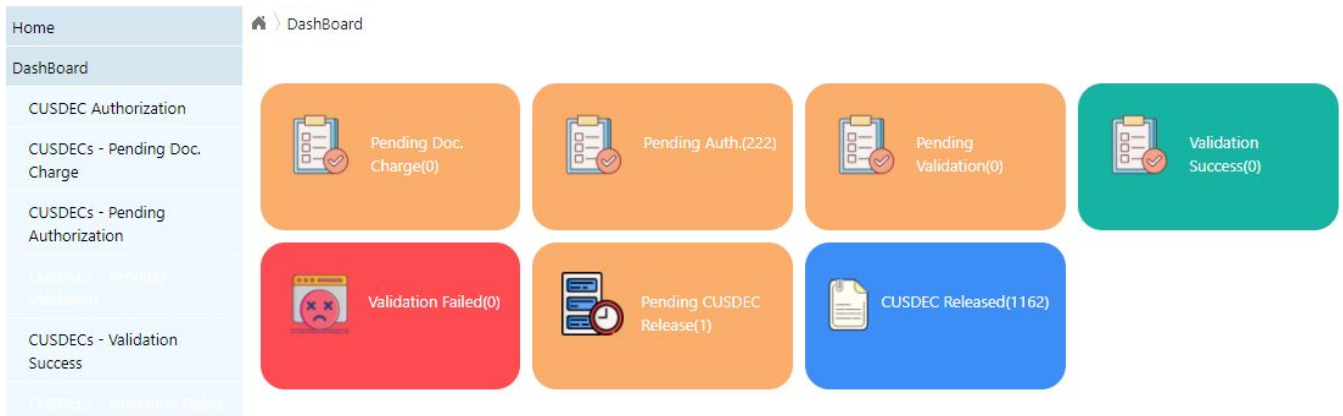
Password

Login

- If your username and password are correct, you will get the following screen.

3) System Dashboard

There are seven main tiles available in the dashboard.



1. Pending Doc Charge

This dashboard tile consists of CusDec details which are pending to collect the documentation charges.

2. Pending Auth

This tile consists of the CusDec details which are automatically deducted documentation charges and eligible for the authorization process. The enterprise has the facility to view these CusDecs at the authorization process.

3. Pending Validation

This dashboard tile consists of CusDec details that are already authorized by the enterprise and entitle for the auto validation process. These CusDecs are disappearing after the auto validation process has been completed.

4. Validation Success

This dashboard tile consists of CusDec details which are automatically validated with no issues. But there can be Warning(s) that are not a burden on the validation process.

Dashboard > Validation Success

CUSDEC #	Warning(s)	Process Date & Time
2020-CBBE1-37633-E	Export without COC	11/Jun/2020 10:53:43
2020-CBBE1-37784-E	Export without COC	10/Jun/2020 15:37:05
2020-CBBE1-37787-E	Export without COC	10/Jun/2020 15:37:06
2020-CBBE1-37832-E	Export without COC	10/Jun/2020 15:37:08
2020-CBBE1-37885-E	Export without COC	10/Jun/2020 15:37:09
2020-CBBE1-37889-E	Export without COC	10/Jun/2020 15:37:11
2020-CBBE2-11654-E	Export without COC	11/Jun/2020 10:53:46
2020-CBBE2-11655-E	Export without COC	11/Jun/2020 10:53:48

5. Validation Failed

This dashboard tile consists of CusDec details that failed in the validation process due to some validation errors.

Dashboard > Validation Failed

CUSDEC #	Reason(s) for failure	Warning(s)	Process Date & Time
2020-CBBI1-13912-S	▪ Unsettle entries more than 90 days	▪ Export without COC	11/Jun/2020 10:54:01
2020-CBBI1-14015-S	▪ Unsettle entries more than 90 days	▪ Export without COC	11/Jun/2020 10:54:03
2020-CBBI1-14141-S	▪ Unsettle entries more than 90 days	▪ Export without COC	11/Jun/2020 10:54:01
2020-CBBI1-14241-S	▪ Unsettle entries more than 90 days	▪ Export without COC	10/Jun/2020 15:37:22
2020-CBBI1-14242-S	▪ Unsettle entries more than 90 days	▪ Export without COC	11/Jun/2020 10:54:02
2020-CBBI1-14265-S	▪ Unsettle entries more than 90 days	▪ Export without COC	10/Jun/2020 15:37:22
2020-CBBI1-14272-S	▪ Unsettle entries more than 90 days	▪ Export without COC	10/Jun/2020 15:37:23
2020-CBBI1-14364-S	▪ Unsettle entries more than 90 days	▪ Export without COC	10/Jun/2020 15:37:23
2020-CBBI2-10029-S	▪ Unsettle entries more than 90 days	▪ Export without COC	10/Jun/2020 15:37:24

6. Pending CUSDEC Released

This dashboard tile consists of CusDec details that are successful in the validation process and pending with the BOI assigning officer for assignment.

Dashboard > Pending Release CUSDECs

Pending Release CUSDECs

CUSDEC #	Warning(s)	Validated Date & Time
2020-CBBE1-59615-E	▪ Export without COC	24/Jun/2020 08:51
2020-CBBE1-59649-E	▪ Export without COC	24/Jun/2020 08:51
2020-CBBE1-59657-E	▪ Export without COC	24/Jun/2020 08:51
2020-CBBE1-59661-E	▪ Export without COC	24/Jun/2020 08:51
2020-CBBE1-60108-E	▪ Export without COC	25/Jun/2020 08:43

7. CUSDEC Released

This dashboard tile consists of CusDec details that are successfully released.

Released CUSDECs

CUSDEC #	Warning(s)	Released Date & Time
2020-CBBE1-56425-E	▪ Export without COC	16/Jun/2020 08:29
2020-CBBE1-56431-E	▪ Export without COC	16/Jun/2020 10:35
2020-CBBE1-56433-E	▪ Export without COC	16/Jun/2020 12:08
2020-CBBE1-56929-E	▪ Export without COC	16/Jun/2020 20:05
2020-CBBE1-56933-E	▪ Export without COC	16/Jun/2020 20:05
2020-CBBE1-57336-E	▪ Export without COC	17/Jun/2020 16:38
2020-CBBE1-57350-E	▪ Export without COC	17/Jun/2020 17:05
2020-CBBE1-57675-E	▪ Export without COC	18/Jun/2020 14:59
2020-CBBE1-57678-E	▪ Export without COC	18/Jun/2020 14:59
2020-CBBE1-57687-E	▪ Export without COC	18/Jun/2020 14:59

4. CUSDEC Authorization procedure

- Select the 'CUSDEC Authorization' tag, you will get the following screen. then select the "Warehouse" to view Pending CUSDECs

- Once you select a warehouse, a pending CUSDECs list will appear, as follows

	CUSDEC No	Warehouse Code	Declarant TIN	IMPORT/EXPORT
<input type="checkbox"/>	2020-BIBI1-13797-S	7803510E99BA0400	114013269	Import
<input type="checkbox"/>	2020-BIBE1-5099-E	7803510E99BA0400	114013269	Export
<input type="checkbox"/>	2020-BIBE1-3578-E	7803510E99BA0400	114013269	Export
<input type="checkbox"/>	2020-BIBE2-2000-E	7803510E99BA0400	114013269	Export
<input type="checkbox"/>	2020-BIBE1-3231-E	7803510E99BA0400	114013269	Export
<input type="checkbox"/>	2020-BIBE1-2738-E	7803510E99BA0400	114013269	Export
<input type="checkbox"/>	2020-BIBI2-1341-S	7803510E99BA0400	114013269	Import

- Tick against the CUSDEC required to authorise for BOI to process in ASY WORLD.
- If you want to deselect, please click the **X**, then it will go back to the pending CUSDECs view again

CUSDEC Authorization

Select Warehouse: RATHNAPURA RD.,GURUGODA,HORANA

Validation Success

Validation Failed

Pending Release

Cusdec Released

Pending CUSDECS

	CUSDEC No	Warehouse Code	Declarant TIN
<input type="checkbox"/>	2020-CB8E2-11395-E	7802990E05CA0100	114109851
<input type="checkbox"/>	2020-CB8I1-12800-S	7802990E05CA0100	114227820
<input type="checkbox"/>	2020-CB8E2-11137-E	7802990E05CA0100	114109851
<input type="checkbox"/>	2020-CB8E2-11139-E	7802990E05CA0100	114109851
<input type="checkbox"/>	2020-CB8E2-11141-E	7802990E05CA0100	114109851
<input type="checkbox"/>	2020-CB8E1-33365-E	7802990E05CA0100	114109851
<input type="checkbox"/>	2020-CB8E1-32276-E	7802990E05CA0100	114109851
<input type="checkbox"/>	2020-CB8E1-32392-E	7802990E05CA0100	114109851
<input type="checkbox"/>	2020-CB8E1-32445-E	7802990E05CA0100	114109851
<input type="checkbox"/>	2020-CB8E1-30479-E	7802990E05CA0100	114109851

1 2 3 4 5 6 7

Add to List

CUSDEC No.	Warehouse Code	Declarant TIN	
2020-CB8I1-14242-S	7802990E05CA0100	104083536	✗
2020-CB8I1-14141-S	7802990E05CA0100	104083536	✗
2020-CB8I1-14015-S	7802990E05CA0100	114235369	✗
2020-CB8I1-13912-S	7802990E05CA0100	104083536	✗
2020-CB8I1-13597-S	7802990E05CA0100	114085987	✗
2020-CB8I2-9602-S	7802990E05CA0100	104083536	✗
2020-CB8E1-36446-E	7802990E05CA0100	114109851	✗
2020-CB8E1-36123-E	7802990E05CA0100	114109851	✗
2020-CB8E1-36124-E	7802990E05CA0100	114109851	✗
2020-CB8E1-36148-E	7802990E05CA0100	114109851	✗

Authorize CUSDECS

- Once you click the **“Authorized CUSDEC”** button, the selected CUSDECS will transfer to the auto validation process. You will be getting a success message as follows.

2020-BIB1-2738-E
 2020-BIB2-1341-S
 CUSDEC(s) are authorized successfully.

- CusDec Inquiry**

Beside the dashboard tiles described in above, another feature called as **“CusDec Inquiry”** is available to search for a profile of a CusDec in the left side menu.

Select "More" for additional information

Ref #	Amount	Tax	Net Amount	Invoice Date	Description
202010033085	500.0000	0.0000	500.0000	12/Oct/2020	

Validation Success CUSDECs

CUSDEC #	Consignee Name	Declarant Name	Registration Date	CUSDEC Status	Verification Status	More
2020-CBBE1-102599-E	EAM MALIBAN TEX. LTD.	EAM MALIBAN TEX. LTD.	12/Oct/2020	Validated	Verified	<input type="button" value="More"/>

CUSDEC Status Log

Status	Status Date	User
CUSDEC is authorized to proceed	12/Oct/2020 11:53	Kosala Weerasekera
Successfully Validated	12/Oct/2020 11:53	System user (BOI)
BOI apprising Officer assigned	12/Oct/2020 11:59	K Nadeesa Madumali (BOI)
Release Order Granted	12/Oct/2020 12:16	Kumari Abeyrathne (BOI)