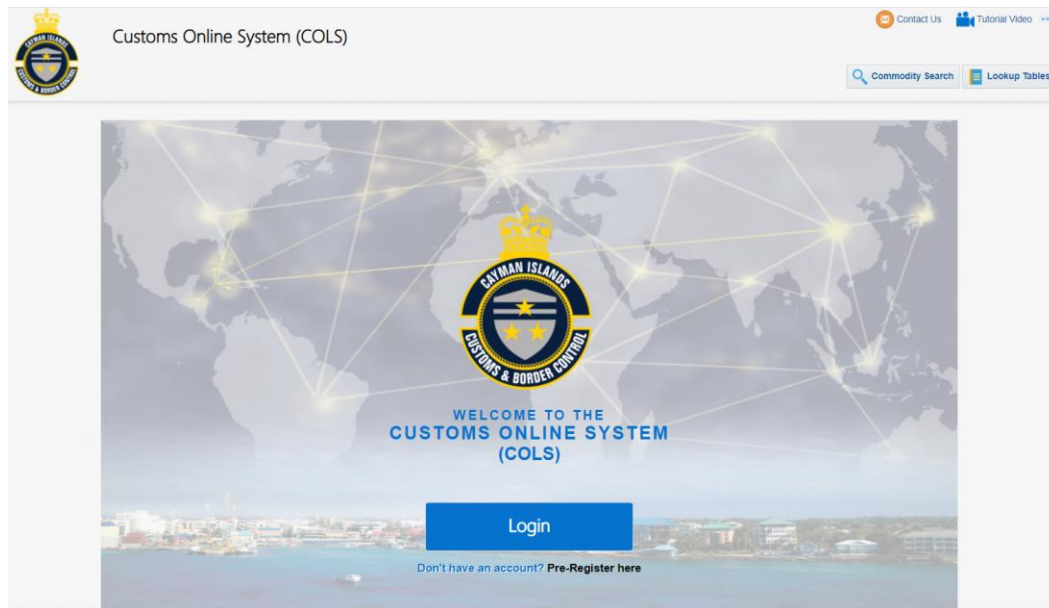


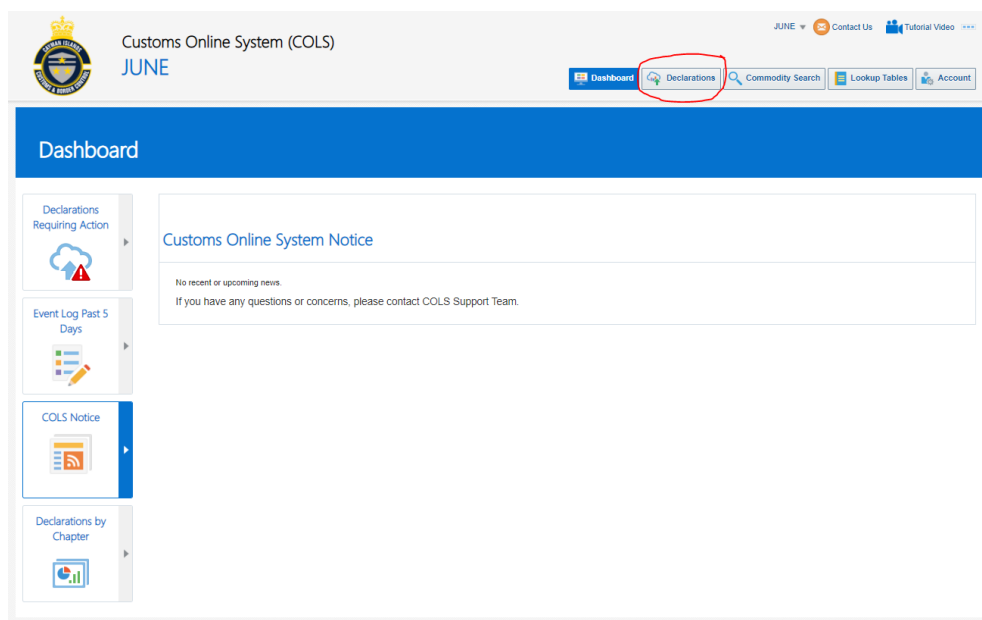
COLS 101

Submitting a Declaration with a Duty Relief

Access the COLS website and login.



Once logged in, the Dashboard page is seen and defaulted to the "COLS Notice" board. This screen shows any notification from CBC to all users of COLS. Select "Declarations" from the top right menu options.



Enter Declaration

After selecting “Declarations” from the top right menu options, Seen on the left side of the screen is the Main menu for the Declarations page.

Information Screen

Start of the process to entering a Declaration. [Click NEXT.](#)

Customs Online System (COLS)
JUNE

Dashboard | **Declarations** | Commodity Search | Lookup Tables | Account

Enter Declaration
XML Upload
View Declarations
Enter Bonded Movements
View Bonded Movements
Alcohol Inventories
Tobacco Inventories
Agent Authorisation

Enter Declaration

0% 100%

TIN	Name
58281	JUNE

Information

Please ensure that you have scanned all of the required documents for the commodities you are declaring.
You will be prompted to upload the bill of lading or air waybill and any invoices associated with your goods, but may also be required to provide additional documents depending on the type of products you are importing.
Help information is provided on a number of screens and can be accessed by clicking the information icon ⓘ

Cancel Next

Declaration Type Screen.

For “Declaration type” select Import. [Click NEXT.](#)

Customs Online System (COLS)
JUNE

Dashboard | **Declarations** | Commodity Search | Lookup Tables | Account

Enter Declaration
XML Upload
View Declarations
Enter Bonded Movements
View Bonded Movements
Alcohol Inventories
Tobacco Inventories
Agent Authorisation

Create Like Declaration

0% 100%

Declaration Type
Is the declaration for goods being imported, exported or is it a transhipment?
 Import In-Bond

Regime
FULL DEFINITIVE IMPORTATION ▼

Back Cancel Next

Exporter Information Screen

If a New exporter, Click “Add New” and manually enter the exporter information according to the BL/AWB. If the exporter was entered before, click the drop-down box under “Full Name” and select the previously entered exporter. This will automatically fill in the rest of the information. [Click NEXT.](#)

The screenshot shows the 'Enter Declaration' screen in the Customs Online System (COLS). The page title is 'Enter Declaration' and the progress bar is at 0%. The 'Exporter Information' section contains the following fields:

- Full Name: AMERICAN CONSOLIDATION & LOGISTICS (with a red circle around the dropdown arrow and an 'Add New' button below it)
- Phone Number: 1
- Street Address: 12707 NW 42ND AVENUE
- Town/City: OPA LOCKA
- Zip/Postcode: (empty)
- State/County/Province: FL
- Country: United States of America (USA)

Buttons: Back, Cancel, Next

Voyage Info Screen

First, choose “Air” or “Sea”. Now enter the Voyage Information according to the BL/AWB. “Export Country” will be defaulted to USA and “Cayman Port” will be defaulted to George Town Grand Cayman. **Note: The “Bill Number” CANNOT be duplicated. The system will prompt to change if duplication is detected.** [Click NEXT.](#)

The screenshot shows the 'Enter Declaration' screen in the Customs Online System (COLS). The page title is 'Enter Declaration' and the progress bar is at 0%. The 'Voyage Info' section contains the following fields:

- How are the goods being transported?: Air Sea
- Export Country: United States of America (USA)
- Overseas Port: Port Everglades, FL (PEF)
- Arrival Date: 27-Sep-2022
- Cayman Port: Georgetown, Grand Cayman, GC (GEC)
- Shipping Company: RUBIS Fuel and Oil
- Vessel Name: Jose Fernando
- Voyage Number: 4555
- Bill Number: INTERMFUEL01

Buttons: Back, Cancel, Next

Consignment Screen

Enter consignment information for Packages according to the BL/AWB.

Customs Online System (COLS)
JUNE

Dashboard | Declarations | Commodity Search | Lookup Tables | Account

Enter Declaration | XML Upload | View Declarations | Enter Bonded Movements | View Bonded Movements | Alcohol Inventories | Tobacco Inventories | Agent Authorisation

Create Like Declaration

0% 100%

Consignment

Goods Category: Regular Contents: propane

Packages

Packages	Weight	Volume
1 Tank, cylindrical (TY)	100 Pound(s) (LB)	10 Cubic Feet (CF)

Containers

Container Type	Container Number	Dock Receipt	Marks and Numbers	Seal Number	Volume / Weight
No data to display.					

Back Cancel Next

Financial Screen

This page is to enter overall financial information regarding your shipment. "Currency" will be defaulted to the currency of the Export Country used on the "Voyage Info" Screen. This can be changed if need be. Select the "Terms of Delivery" from the drop-down box.

Customs Online System (COLS)
JUNE

Dashboard | Declarations | Commodity Search | Lookup Tables | Account

Enter Declaration | XML Upload | View Declarations | Enter Bonded Movements | View Bonded Movements | Alcohol Inventories | Tobacco Inventories | Agent Authorisation

Enter Declaration

0% 100%

Financial

Currency: US Dollar (USD)

Terms of Delivery: Select Terms of Delivery

- Select Terms of Delivery
- COST AND FREIGHT (CF)
- COST AND INSURANCE (C)
- COST,INSURANCE AND FREIGHT (CIF)
- COST ONLY (FOB)

\$0.00 Pro-rate Insurance?

Total Freight: \$0.00 Pro-rate Freight?

Back Cancel Next

Once the “Terms of Delivery” has been chosen, enter the financial information: “Total Cost”, “Total Insurance” and “Total Freight”. If “Total Insurance” and “Total Freight” will need to be Pro-rated, then click each check box next to each.

Note: Totals entered on this page will have to be equal to totals combined on the Items Screen. Pro-rating occurs according to Cost. Click NEXT.

Items Screen (Duty Relief chosen here)

On the Items screen the items of the shipment are entered. Click “Add” to add an item line. Choose the correct Tariff Code, enter the Description, enter the Invoice number/s, choose Procedure (here choose the Duty Relief that applies from the drop-down box), choose the Origin of the goods, enter Quantity, enter Cost, Insurance, and Freight.

Note: If NO Duty Relief applies, then select “HOME” which is used for direct home use.

Combined Cost, combined Freight, and combined insurance must equal the value entered on the Financial Screen. Click NEXT.

Tariff Code	Description	Invoice Number(s)	Procedure	Origin	Qty	Qty Unit	Cost	Insurance	Freight	VIN
43031000	INTERM FUELS	41522		United States	1	Number	5000.00			
							\$5,000.00	\$0.00	\$0.00	

Note: Commodity code can be searched by description.

The screenshot shows a 'Create Like Declaration' dialog box with a 'Search and Select: Tariff Code' window. The search window has a 'Description' input field, 'Search', and 'Reset' buttons. Below the input is a table of tariff codes:

Code	Description
01012100	Pure-bred breeding horses
01012900	Live horses (excl. pure-bred for breeding)
01013000	Live asses (donkeys)
01019000	Live mules and hinnies
01022100	Pure-bred cattle for breeding (cows, bulls)
01022900	Live cattle (excl. pure-bred for breeding)
01023100	Pure-bred buffalo for breeding
01023900	Live buffalo (excl. pure-bred for breeding)
01029000	Live bovine animals (excl. cattle and buffalo)
01031000	Pure-bred breeding swine (pigs, hogs, boars)

The background shows a 'Total Records: 1' summary and a table with columns for 'Insurance', 'Freight', and 'Invoice Number'. The 'Invoice Number' is 1253. There are 'OK' and 'Cancel' buttons at the bottom of the search window.

Supporting Document Screen

On this screen, all supporting documents will be uploaded. This screen will have two mandatory documents that will need to be uploaded: "Bill of Lading or Airway Bill" and "Invoice". If additional documents are needed, click the drop-down box next to "List of Document Types", choose the appropriate document, and then click "Add Document" button. [Click NEXT.](#)

The screenshot shows the 'Enter Declaration' screen in the Customs Online System (COLS). The page header includes the COLS logo, the date 'JUNE', and navigation links for 'Dashboard', 'Declarations', 'Commodity Search', 'Lookup Tables', and 'Account'. A sidebar on the left lists various declaration and inventory options.

The main content area is titled 'Enter Declaration' and features a progress bar at 0%. Below the progress bar is the 'Supporting Documents' section. It includes a 'List of Document Types' dropdown menu, an 'Add Document' button, and a table of existing documents:

Description	Filename	Action
Bill of Lading or Airway Bill	aaDOC10.pdf	Download Clear
Invoice	aaDOC20.pdf	Download Clear


The dropdown menu is open, showing a list of document types including 'Bill of Lading or Airway Bill', 'Invoice', 'Proof of Payment', 'Ag Depl Letter', 'CITES Certificate', 'T & B License', 'HSA Letter', 'Duty Exemption', 'Duty Deferral', 'Duty Deferral Payment Plan', 'Fees Waiver', 'Depl Transport Letter', 'Vehicle Title', 'Report of International Money', and 'Cargo Load List / Packing List'. There are 'Back' and 'Cancel' buttons at the bottom left and a 'Next' button at the bottom right.

Review and Confirm Screen

The Review and Confirm screen is just a summarized overview of all the information entered in all the previous screens. This is where the last verification that all was entered correctly before submitting the Bonded Declaration.

In order to complete the declaration submission process, on this page there are two boxes at the bottom. The "Monetary Declaration" box and the "Confirmation of true and correct information" box. These two boxes must be checked. **Once checked the "Save and Submit" button under these boxes will become available. Click IT.**

Create Like Declaration



Review and Confirm

Please review the declaration information shown below. If you need to make changes use the back button to access the relevant page and update the information. Once you are satisfied it is correct, check the box at the bottom of the screen and click the Save and Submit button.

Declaration

Import - FULL DEFINITIVE IMPORTATION

Exporter

AMERICAN CONSOLIDATION & LOGISTICS
1
12707 NW 42ND AVENUE
OPA LOCKA
FL
United States of America (USA)

Transport Mode	Arrival Date	Export Country
Sea	9/27/2022	United States of America (USA)
Vessel Name/Airline	Voyage/Flight Number	Shipping Company
Katharina B	1255	Thompson Shipping Co Ltd
Bill Number	Overseas Port	Cayman Port
propane0001	Port Of South Louisiana, LA (LUS)	Georgetown, Grand Cayman, GC (GEC)

Consignment

Goods Category	Contents	
propane	Regular	
Packages	Weight	Volume
1 Tank, cylindrical (TY)	100 Pound(s) (LB)	10 Cubic Feet (CF)

Financial

Currency	Terms of Delivery	
US Dollar (USD)	COST,INSURANCE AND FREIGHT (CIF)	
Total Cost	Total Insurance	Total Freight
\$10,000.00	\$0.00	\$0.00

Items

Tariff Code	Description	Procedure	Preference	Origin	Qty	Qty Unit	Cost	Insurance	Freight	Invoice Number(s)
27111200	Propane	Direct entry fo...		United States of ...	100	Imperial Gallo...	10000			1253

Yes I am/we are importing money (cash and/or bearer negotiable instruments) amounting to \$10,000 or more (CI or foreign equivalents to be calculated at rate of exchange on date of import).

No

DECLARATION: I hereby declare the information given by me is true and correct. I understand that making a false declaration is a criminal offence under the Customs Law and can result in forfeiture of goods, fines, penalties, and/or imprisonment.

Back
Cancel

Save and Submit

“Success” box will appear showing the declaration number created for this Bonded Declaration. Click “Return to View Declaration” button.

SUCCESS ✕


Information

Declaration Number 2039803 has been created. Please use this number when communicating with Customs.

Create Another Declaration
Return to View Declarations

View Declaration Screen

This screen will now show the recently submitted Bonded Declaration.



Customs Online System (COLS)

JUNE

JUNE ▼ [Contact Us](#) [Tutorial Video](#) ⋮

Dashboard
Declarations
Commodity Search
Lookup Tables
Account

- [Enter Declaration](#)
- [XML Upload](#)
- [View Declarations](#)
- [Enter Bonded Movements](#)
- [View Bonded Movements](#)
- [Alcohol Inventories](#)
- [Tobacco Inventories](#)
- [Agent Authorisation](#)

View Declarations

View ▼ Today Yesterday Last 7 Days Last Month Last Two Months All

Export to Excel 📄 🔗 Detach

Regime	Status	Bill Number	Declaration No	Arrival Date	Consignment Description
IM1	Submitted	propane0001	2039803	27-Sep-2022	propane
BW1 (...)	Paid	fueldiesel0005	2039802	27-Sep-2022	diesel
BW1	Paid	fueldiesel0005	2039801	27-Sep-2022	diesel
IM1	Submitted	fuelmovement01	2039800	27-Sep-2022	fuel

Declaration No 2039803

Edit
Create Like
View Docs
Adjustment
Make Payment

Print Duty Notice
Print Release Notice
Print Acknowledgement of Payment

History Payments Fees Items

Event Date	Description
28-Sep-2022	Declaration DECLARE/2039803/2022 has been submitted.

Columns Hidden 1