Commercial Customs Cargo Clearance (Non-Motor Vehicle)
Manual Process (when AW is offline)

ISU Manager responsible declares "System down" - Manual Process activated

Flowchart:

Start →

Importer/Agent — Submit *Bill of Lading and Other Supporting Documents* →

Declaration Assessed?
- No → **Importer/Broker** — Use Declaration Pro to prepare and print eSAD with cargo details → **JCA Proper Officer** — Checks Declaration details in **Tableau** against bill of lading details and other documents
- Yes → **JCA Proper Officer** — Checks Declaration details in **Tableau** against bill of lading details and other documents

Declaration Paid?
- Yes → **JCA Proper Officer** — Verify Lane Assignment is Blue/Green
- No → **Letter Clearance Process**

JCA Proper Officer — Verify Lane Assignment is Blue/Green → **Is Blue/Green Lane?**

Is Blue/Green Lane?
- no → **JCA Proper Cashier** — Collect Deposit using C79 Other Duties Payment and issue RDR → (back to Is Blue/Green Lane?)
- Yes → **Goods OK to Release?**

JCA Proper Officer — Advise Other Customs Unit based on Declaration Selectivity (EPU/VAL/RMU) → **OGA Selectivity Required?**

OGA Selectivity Required?
- Yes → **JCA Proper Officer** — Contacts OGA representative and await feed back before proceeding → **JCA Proper Officer** — Examine Shipment if necessary
- No → **JCA Proper Officer** — Examine Shipment if necessary

JCA Proper Officer — Examine Shipment if necessary → **Goods OK to Release?**

Goods OK to Release?
- No → **Detention Procedures/ Request Additional Documentation** → **1**
- Yes → **JCA Proper Officer** — Prepares and Issues Manual Release

1 → **Importer/Agent** — Presents documents to Warehouse Officer → **JCA Proper Officer** — Prepares and Issues Manual Exit Note → **End**