

Cayman Islands Customs Department

Customs Online System COLS v1.1

Introduction & Guide

June 2018

online.gov.ky/cols/faces/home

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Scope & Prerequisites

Scope:

This Guide introduces Importers to the Customs Online System (COLS) v1.1. V1.1 is the first significant changes to COLS since its implementation in Fall of 2017

This guide focuses on the new and enhanced features of V1.1. For a comprehensive “COLS How To”, please see the Traders’ Booklet distributed in fall of 2017.

Importer Prerequisites:

- Non-Declaration Related **Importer** Prerequisites:
 - Registration – a unique username and password – see Customs for additional details
 - Generic Company e-mail address used to receive COLS communications

 - Access to a PC connected to the Internet, or COLS Self-Service Centre located in the Customs Waiting Area
 - Access to a Scanner

- Non-Declaration Related **Agent** Prerequisites:
 - Above +
 - Authorisation to represent an Individual Importer

- Declaration Related Prerequisites:
 - Bill of Lading or Air Waybill (BL/AWB)
 - Invoices for Goods listed on BL/AWB – *ALL the invoices* for the Goods listed on BL/AWB
 - Any specialised Supporting Documentation, e.g., licenses, vehicle titles, see Addendum Supporting Documentation, at the end of this document, for complete list. Some Document Types have been added to this list since you last saw it, e.g., Report of International Transportation of Money.

Notes:

1. This guide uses the term “Importer” in a general sense. That is, many times, Importers, Exporters, and Transshippers are meant, but the guide will not say “...Exporters and Transshippers...”.
2. This guide uses the term “Agent” in a general sense. That is, many times, Agents, Brokers, and Consolidators are meant, but the guide will not say “...Brokers and Consolidators...”.
3. This guide is not comprehensive, it does not cover every nuance of COLS. Depending on your level of expertise, frequency of importation, and other factors, you may be completely satisfied with the detail provided herein, or you may self-learn functionality not detailed in this guide.
4. Please feel free to contact the COLS Support Group or the Customs Help Centre for further information. Members of that team will be on hand in the Customs Waiting Area to assist you.
 - a. COLS Support Group: Available within the Customs Waiting Area during normal Customs operating hours.
 - b. Customs Help Centre: available via 949-4579, or by e-mail at CustomsOnLineSupport@gov.ky

Customs Modernisation Process – Phase 1

Background:

In prior Importer presentations, Customs has shared its modernisation plans. The modernisation will be introduced in Phases. COLS v1.0 was a significant component of Phase 1.

Contact Customs for further information about the Customs Modernisation Process.

(COLS v1.0) Phase 1 introduces COLS to you, the Importer. It also introduced an improved internal system to internal Customs Staff.

- COLS is a complete replacement for the existing Importer data entry system
- Historical data will be retained as per Customs Records Retention Policy

COLS v1.1 brings a number of changes which increases the efficiency of entering a Declaration whilst enhancing accuracy.

COLS v1.1 Enhancements Overview

The COLS v1.1 enhancements, panel by panel are below. Following this overview each item will be discussed in turn.

- Dashboard
 - Declarations Requiring Access and Event Log Past 5 Days both include hotlinks to individual Declarations
- Information Page
 - Regime enhancements
- Declaration Type Page
 - Regimes activated
- Importer Information Page
 - Only displayed for Agents, Individual Importers will not see this Page
- Exporter Information Page
 - Exporter information is retained
- Voyage Info Page
 - Sea and Air offer distinctive features
 - Shipping Company and Vessel Name are populated via Drop Down Lists
 - Provisional Declarations enabled for Importers with Bonds
 - Master BL enabled for Agents
- Consignment Page
 - Goods Category added

COLS v1.1 Enhancements Overview (continued)

The COLS v1.1 enhancements, continued:

- Financial Page
 - Added:
 - Total Cost
 - Total Insurance
 - Total Freight
 - Pro-Rating by Value


- Items Page
 - Displays results of Pro-Rating (if selected)
 - Advises if Total of Cost/Insurance/Freight does not equal C/I/F entered on Financial Page

- Supporting Documents Page
 - Introduces Report of International Transportation of Money for Importers
 - Introduces Report of Int'l Transportation of Money and Cargo Load List / Packing List for Agents


- Review and Confirm Page
 - Introduction of Money Attestation covering the International transportation of Money

COLS v1.1 Enhancements –The Details


Dashboard Page –The Details

For both the Declarations Requiring Action and the Event Log Past 5 Days, notice the Declaration Number is a different colour. This is because that number is a Hotlink. If you click on it, you are drawn directly to the view of that Declaration. To stop viewing that Declaration, click  on the View Declarations Page

Declarations Requiring Action



Event Log Past 5 Days



Declarations Requiring Action

Declaration No	Arrival Date	Bill Number	Status
2001461	31-May-2018	0601004	Awaiting Payment
2001458	31-May-2018	0601002	Awaiting Payment
2001462	31-May-2018	0601005	Suspended

COLS v1.1 Enhancements Overview (continued)

Declaration Type Page –The Details

Regimes, e.g., Provisional Declarations are activated. If you are making a Provisional Declaration, click that Regime. When making the Final Declaration, that Final is a Full Definitive Declaration. For the Full Definitive Declaration, preceded by a Provisional, the Voyage Page provides a place where you provide the Provisional Declaration Number so the two are stitched together.

Declaration Type
Is the declaration for goods being imported, exported or is it a transshipment?

Import

Regime

- FULL DEFINITIVE IMPORTATION
- FULL DEFINITIVE IMPORTATION**
- TEMPORARY IMPORTATION
- RE-IMPORTATION
- PROVISIONAL IMPORTATION

Importer Information Page –The Details

If you are a Sole Importer, then the Importer Information Page does not appear because we know the Importer is you.

Agents can import Goods on behalf of themselves or on behalf of Importers for whom the Agent has obtained an Agent Authorisation. Once you have been confirmed as the Agents, the name of your Client will appear in the Drop Down List.

If you, the Agent are the Importer, e.g. on a Master Bill of Lading, then you must leave the Importer Full Name = Blank and this will signify that you are the Importer.

The bars in the image are there to block out Test Names.

<p>Importer Information</p> <p>Full Name</p> <input type="text"/>	<p>Importer Information</p> <p>Full Name</p> <ul style="list-style-type: none">APRIL (58279)JULY (58282)JUNE (58281)MAY (58280)
<p>Phone Number</p> <input type="text"/>	<p>Town/City</p> <input type="text"/>
<p>Street Address</p> <input type="text"/>	<p>State/County/Province</p> <input type="text"/>
<p>Town/City</p> <input type="text"/>	<p>Zip/Postcode</p> <input type="text"/>
<p>State/County/Province</p> <input type="text"/>	
<p>Zip/Postcode</p> <input type="text"/>	

COLS v1.1 Enhancements Overview (continued)

Exporter Information Page –The Details

Sole Importer: If the Exporter you are using is New to you, click on Add New and enter full information the New Exporter.

Agent: If the Exporter you are using is new to the Importer you are entering a Declaration for, then click on Add New.

Both: If the Exporter is one you have used previously on a Declaration which has been approved, then the Exporter Name will be displayed on the Drop Down List. For an Exporter selected from this list, all other Information will fill upon selection of an entry.

<p>Exporter Information</p> <p>Full Name Add New</p> <p><input type="text"/></p> <p>Phone Number</p> <p><input type="text"/></p> <p>Street Address</p> <p><input type="text"/></p> <p>Town/City Zip/Postcode</p> <p><input type="text"/> <input type="text"/></p> <p>State/County/Province</p> <p><input type="text"/></p> <p>Country</p> <p><input type="text"/></p>	<p>Exporter Information</p> <p>Full Name Add New</p> <p><input type="text" value="0206"/></p> <p><input type="text" value="0212"/></p> <p><input type="text" value="0206"/></p> <p>Street Address</p> <p>123 main street</p> <p>Town/City Zip/Postcode</p> <p>miami <input type="text" value="33445"/></p> <p>State/County/Province</p> <p>FL</p> <p>Country</p> <p>United States of America (USA)</p>
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COLS v1.1 Enhancements Overview (continued)Voyage (Air) Page –The Details

Air and Sea are now much different. For Air, once you select the Arrival Date and the Airline, COLS will do its best to give you a focused list in the Flight Numbers. When you select a Flight Number from the Flight Number Drop Down List, the Overseas Port and the Cayman Port will be auto-filled.

If your flight number or Airline is not available via the drop downs, please click Add Airline or Add Flight Number and enter those as described on your AWB.

Voyage Info

How are the good being transported? Air Sea

Arrival Date

06-Jun-2018

**Airline**

Cayman Airways



[Add Airline](#)

Flight Number

KX 103 - MIA -> GCM



[Add Flight Number](#)

Overseas Port

Miami, FL (MIA)

Cayman Port

Grand Cayman, GC (GCM)

**Export Country**

United States of America (USA)

Shipping Company

Cayman Airways

**Select Bill Type**

Master BL House BL Regular BL

Bill Number

060401

Provisional Declaration No

Select Provisional Declaration



Master BL, House BL, Regular BL and Provisional Declaration Number will be described after the following section.

COLS v1.1 Enhancements Overview (continued)Voyage (Sea) Page –The Details

For Sea, select the Overseas Port and other information from the Drop Down Lists.

If your Vessel or Voyage Number is not available via the drop downs, please click Add Vessel and enter the Vessel Name and Voyage Number as described on your BL.

Voyage Info

How are the good being transported? Air Sea

Export Country

United States of America (USA) ▼

Overseas Port

Port Everglades, FL (PEF) ▼

Arrival Date

06-Jun-2018

**Cayman Port**

Georgetown, Grand Cayman, GC (GEC) ▼

Shipping Company

Cayman Freight Shipping Servic ▼

Vessel Name

Caribe Mariner ▼

[Add Vessel](#)

Voyage Number

0604

Select Bill Type

Master BL House BL Regular BL

Bill Number

060401

Provisional Declaration No

Select Provisional Declaration ▼

Master BL, House BL, Regular BL and Provisional Declaration Number will be described in the next section.

COLS v1.1 Enhancements Overview (continued)

Types of Declaration: Category, Provisional, MBL, HBL –The Details

The majority of Importers will only submit normal priority Full Definitive Declarations. However, there are other Importers who will utilise other types.

Declaration Type

Is the declaration for goods being imported, exported or is it a transshipment?

Import

Regime

FULL DEFINITIVE IMPORTATION ▾
FULL DEFINITIVE IMPORTATION
 TEMPORARY IMPORTATION
 RE-IMPORTATION
 PROVISIONAL IMPORTATION

Goods Category

Contents

Regular	Livestock and Pets
Select Goods Category	
Regular	
Articles for urgent medical purposes	
Goods for disaster relief	
Engines or spare parts for urgent repairs serving a public purpose	
Perishable goods, which are likely to decay	
Livestock	
Pets	

For Agents and Sole Importers who import, e.g. perishable Goods, you may use these other Declaration Types:

Declaration Type	Description	What to Do?
High Priority	<ul style="list-style-type: none"> These Categories are available for use: <ul style="list-style-type: none"> Medical Purposes Disaster Relief Engine Parts for Cargo Purposes Perishable Goods including <ul style="list-style-type: none"> Foodstuffs Livestock Pets The clearing of High Priority Goods is expedited. Misuse of Categories will delay clearing of Regular Goods Repeated misuse will classify an Importer as a high risk 	<ul style="list-style-type: none"> Select appropriate Category
Provisional	<ul style="list-style-type: none"> Provisional Declarations may be pre-cleared The clearing of Provisional Goods may be expedited The Duty exposure of a Provisional Declaration is protected by a Bond Misuse of Provisional will delay clearing of non-Provisional Declarations Repeated misuse will classify an Importer as a high risk 	<ul style="list-style-type: none"> Select Provisional Regime on Declaration Type Page When submitting the subsequent Full Definitive Declaration, provide the Provisional’s Declaration Number

COLS v1.1 Enhancements Overview (continued)

Types of Declaration: Category, Provisional, MBL, HBL –The Details (continued)

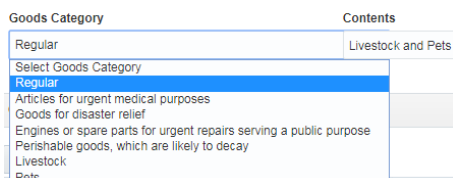
Declaration Type	Description	What to Do?
Master BL	A Master Bill of Lading (MBL) accompanies, and precedes, as set of House Bills of Lading (HBL)	<ul style="list-style-type: none"> • Enter the MBL normally except: <ul style="list-style-type: none"> ○ You are the Importer ○ Your Freight Forwarder is the Exporter ○ Enter the MBL’s BL Number in Bill Number ○ Goods Description = “Consolidated Goods” ○ Select any Terms of Delivery ○ Set Cost =0 and, if any, Insurance = 0, and Freight = 0 ○ Do Not list any HTCs! ○ Provide Cargo Load List / Packing List <p>Once you have entered a MBL, when you enter your HBLs, the MBL Number will be available in the MBL Drop Down List (immediately after Bill Number)</p>
House BL	A family of House Bills of Lading (HBL) accompanies a Master Bill of Lading (MBL) whenever there is a Consolidated Shipment.	<ul style="list-style-type: none"> • Enter the HBL normally except: <ul style="list-style-type: none"> ○ Select the MBL on the Voyage Page

Consignment Page – The Details

Goods Categorisation is now possible. If you consignment includes any of the following you may claim that Category. Note: misuse of Categories will cause delays in your processing and damage your Customs Compliance View.

The Categories are:

- Regular – all normal Consignments
- Articles for urgent medical purposes
- Goods for disaster relief
- Engines or spare parts for urgent repairs serving a public purpose
 Note: This pertains to bits for Boeing 737s, de Havilland Twin Otters, A319s, Container Ships, and such. *It does not pertain to your automobile nor personal / tourist-oriented fishing boat.*
- Livestock
- Pets



COLS v1.1 Enhancements Overview (continued)Financial Page – The Details

The Financial Page introduces a great labour saving device for Importers who specify Insurance or Freight or both – Pro-Rating by Value. This feature is optional. You may not need to use it, or if you desire to use another Pro-Rating technique, e.g. by Volume, you may continue to use that technique.

Currency:

When you first get to this Page, the Currency will have defaulted to the currency used in the country specified on the Exporter Page. You may change the Currency if necessary.

Note: Your Declaration must be entered in a single currency. If you have invoices which are stated in multiple currencies, you will have to convert to a single currency. If you do this, make sure you attach documentation justifying the exchange rate you used.

Terms of Delivery:

(Terms of Delivery is one of those concepts – the names are clear to Shipping Professionals, but can be confusing to many infrequent Importers. Consider this approach, there are three components: Cost, Insurance, Freight and the different Terms combine them in different ways.)

Terms of Delivery:

- Cost And Freight (CF) – your consignment has combined Cost and Freight, thus, specify your Total Cost as per your invoice(s) and Total Insurance as per your consignment’s Insurance Coverage
- Cost and Insurance (CI) – your consignment has combined Cost and Insurance, thus, specify Total Cost as per your invoice(s) and Total Freight as per your consignment’s BL
- Cost, Insurance And Freight (CIF) – your consignment has combined Cost, Insurance and Freight, thus specify your Total Cost as per your Invoice(s)
- Cost Only (FOB) – none of the three are combined for your consignment, you will specify your Total Cost as per your Invoice(s), your Total Insurance as per your consignment’s Insurance Coverage and your Total Freight as per your consignment’s BL (frequently, both Insurance and Freight are listed on your consignment’s BL)

Note: When you select a Terms of Delivery, the Declaration Wizard will enable the fields you must enter. For example, if you have selected CI, then only Cost and Freight may be entered.

Note: Terms of Delivery only apply to the portion of journey between the Overseas Port and the Cayman port. Any costs incurred in the transportation of the goods from the supplier to the Overseas Port must be included in the Cost of the Goods.

For those consignments where you have multiple Harmonised Tariff Codes and your Terms of Delivery require you must enter Insurance or Freight or both, here is where the Declaration Wizard is a great labour saver! To use it, click “Pro-Rate Insurance?”, or “Pro-Rate Freight?” or both. Again, please be aware Importers do not have to use this feature. Importers may choose to pro-rate based on another technique.

Note: If the monetary figure is not evenly divisible by the number of Items, then the Pro-Rating tool will add (or subtract) a round-off figure to one of your Items. Please see the following 2 images noting the effect of 9.98 and 10.00 which are not evenly divisible by 3.

COLS v1.1 Enhancements Overview (continued)

Financial Page – The Details (continued)

Here is an example where the Terms of Delivery require the entry of all three components. In this example, Pro-Rating by Value has been selected for both Insurance and Freight.

Financial

Currency

US Dollar (USD) ▼

Terms of Delivery

COST ONLY (FOB) ▼

Total Cost

\$9.99

Total Insurance

\$9.98 Pro-rate Insurance?

Total Freight

\$10.00 Pro-rate Freight?

Items Page –The Details

There are no apparent changes to this Page, but please note, in this illustration, the bottommost item (which was the first entered) has the round-off subtracted from Insurance and added to Freight.

Note: Because COLS doesn't know how many Items you are going to add, it does not pro-rate (or re-pro-rate) until you Save or Next to the Supporting Documents Page. Thus, to see the effect of the Pro-Rating, enter all of your Items and Save or Next. Once you have Saved or Next-ed (or re-Saved), you will see the effect of Pro-Rating.

Items

View ▼		Add	Delete	Detach				
Tariff Code	Description	Qty	Qty Unit	Cost	Insurance	Freight		
<input type="checkbox"/> 01040000 🔍	Goats	1	Number ▼	3.33	3.33	3.33		
<input type="checkbox"/> 01069010 🔍	Cats	1	Number ▼	3.33	3.33	3.33		
<input type="checkbox"/> 01069020 🔍	Dogs	1	Number ▼	3.33	3.32	3.34		
				\$9.99	\$9.98	\$10.00		

COLS v1.1 Enhancements Overview (continued)

Supporting Documents Page –The Details

There are two additional Supporting Document Types. They are:

- Cargo Load List / Packing List (used for Consolidations)
- Report of International Money (used when importing / exporting KYD 15,000.00 or more)

Supporting Documents

The screenshot shows a web interface for selecting a supporting document type. On the left, there are labels for 'Description', 'Bill of Lading or Air Way', and 'Invoice', along with 'Back' and 'Cancel' buttons. A dropdown menu is open, displaying a list of document types. The items 'Cargo Load List / Packing List' and 'Report of International Money' are circled in red.

Description
Bill of Lading or Air Waybill
Invoice
Proof of Payment
Ag Dept Letter
CITES Certificate
T & B License
HSA Letter
Duty Exemption
Duty Deferral
Duty Deferral Payment Plan
Fees Waiver
Dept Transport Letter
Vehicle Title
Cargo Load List / Packing List
Report of International Money

COLS v1.1 Enhancements Overview (continued)**Review and Confirm Page –The Details**

On the Review and Confirm Page, we have added a “Money Question”. You now must make this attestation.

Yes I am/we are importing money (cash and/or bearer negotiable instruments) amounting to \$15,000 or more (CI or
No foreign equivalents to be calculated at rate of exchange on date of import).

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.

V1.1 Wrap-Up

We are sure you will agree that this COLS version greatly expands the flexibility and efficient use of the COLS Wizard. Again, the highlights are:

- More efficient Wizard entry due to enhancements to:
 - Create Like Function
 - Vessel / Voyage Page
 - Insurance and Freight Pro-Rating Option

- Introduction of:
 - Master BLs and House BLs for Agents (Improves Effectiveness)
 - Two additional Supporting Document Types (Improves Control)
 - Value Based Pro-Rating (Improves Efficiency)
 - “Money” Attestation (Improves Control)

Frequently Asked Questions - FAQs*Do I have to use a Shipper (or Carrier) to Import to the Cayman Islands?*

For those of us who do not have a private yacht capable of sailing international waters, or our own executive airplane, yes, you would use a Shipper to Import to, or Export from, the Cayman Islands.

This, of course, is different from when you are an International Air Arrival Passenger (and in the very rare case, an International Cruise Ship Arrival Passenger). When you “carry your own luggage”, in essence, you are the Shipper.

Do I have to use an Agent to Import to the Cayman Islands?

To use, or not use an Agent is your personal choice. You are not required to have one! / Agents do provide value for money!

Can I use COLS for personal and business Declarations?

YES, you must use COLS for Personal Declarations!

YES, you must use COLS for Business Declarations!

Do I need to register with Customs before using COLS?

YES!

What do I need to register with Customs as a COLS user?

Individuals – (You will use your Individual COLS Identity Credentials (ID and Password) to represent yourself. If you will also use COLS to represent a business, you must first be recognised as an Individual.)

- Proof of Identity supported by Government issued Photo ID
- E-mail address

Business – the above plus:

- Trade & Business License
- Proof of Responsibility, that is, proof you, the Individual, can commit a particular business
- Business E-mail address

Agents – the above plus:

- Authorisation to represent a Client, be they a business or an individual

Once I submit a Declaration complete with all of its Supporting Documentation, how long will I have to wait till my Declaration is ready for payment?

Customs is in the process of transitioning to its Risk-Based Model. When this transition is complete, Customs will be able to publish into Service Level Targets and associated Statistics. (More on this in a few questions.)

Can I pay for my Declaration online?

In a later phase, you will be able to pay for your Declaration online.

Frequently Asked Questions – FAQs (continued)*Why does Cayman require those HTCs?*

Harmonised Tariff Codes, otherwise known as HTCs, are the internationally accepted list of Goods. The HTCs were created by the World Customs Organisation. Whilst many Importers consider these codes a recently-imposed nuisance, it is important for everyone to realise the importance of the HTCs. They have been in use since the late 1980s having been adopted by over 200 countries.

They are critically important and are used to standardise:

- Customs tariffs
- Collection of international trade statistics
- Rules of origin
- Collection of fees, where applicable, e.g. the Environmental Fee
- Trade negotiations (e.g. the World Trade Organization schedules of tariff concessions)
- Transport tariffs and statistics
- Monitoring of controlled goods such as harmful materials, legal and illegal drugs and narcotics, weapons of all types, endangered species, etc.
- Areas of Customs controls and procedures, including risk assessment, information technology and compliance.

Cayman, as have all countries, have tailored the WCO Master List to meet our unique needs.

What is the Customs Risk Based Model? What is my personal “risk”? What is my business’ “risk”?

Customs has made a numerous presentations to the Trader Community to conceptually introduce the Risk Based Model. The following brief comments are not a replacement for those presentations:

- High Risk Group: These Traders and their Declared Goods will receive the highest degree of scrutiny. A Trader in this classification should anticipate the appropriate lead time when ordering and clearing Goods.
- Medium Risk Group: These Traders and their Declared Goods will receive a moderate degree of scrutiny.
- Low Risk Group: These Traders and their Declared Goods can anticipate expeditious clearing.

For more information on any topic or for all other questions, please contact the CustomsOnLineSupport@gov.ky or the Customs Help Centre at 345-949-4579.

COLS UAT Training IDs

The following information pertains to IDs that can be used to train using the COLS User Acceptance Test Region:

The URL is: uonline.gov.ky/cols/faces/home

The UAT region has a “u” as the leading character of the URL.
Production, i.e. the Live System, does not have this “u”.

You have to keep in mind which Region you are pointing at, e.g.:

- If your Production ID/Pswd doesn’t “work”, it may be because you are trying to log onto UAT.
- Likewise, if, e.g. January.user@gov.ky ID/Pswd doesn’t “work”, it may be because you are trying to log into Production.

Traders

- Business Names are Months of the Year
- Trader IDs are “month.user@gov.ky”

Company	TIN						
January	58276	April	58279	July	58282	October	58285
February	58277	May	58280	August	58283	November	58286
March	58278	June	58281	September	58284	December	58287

Note: Over time there have been alterations to these Test IDs, e.g. January is now an Agency and one of the Months has a Bond. Because these states are so variable, we hesitate to say more than: if the one you select doesn’t match your situation, please try another Month.

Agents

- Company Names are “month The Agency”
- Agent IDs are “month.theagent@gov.ky”
- Each Agency represents the three months within their season
 - for example, May The Agency represents Businesses April, May, & June

Agency	TIN						
January <small>The Agency</small>	58333	April <small>The Agency</small>	58336	July <small>The Agency</small>	58339	October <small>The Agency</small>	58342
February <small>The Agency</small>	58334	May <small>The Agency</small>	58337	August <small>The Agency</small>	58340	November <small>The Agency</small>	58343
March <small>The Agency</small>	58335	June <small>The Agency</small>	58338	September <small>The Agency</small>	58341	December <small>The Agency</small>	58344

WARNINGS!!

1. The original Password for all of the above is “welcome1”, all lowercase. Kind in mind since these IDs are in the Public Domain, someone may have changed the password without notice.
2. Please do not enter any business or personal information into UAT – many others can see what you’ve entered!