The BORDEREAU DE SUIVI DES CARGAISONS
or CARGO TRACKING NOTE
User Guide
Dear Operators, we would like to inform you that all goods shipped to Madagascar must be submitted to BSC (Cargo Tracking Ticket), according to the public notice of Malagasy Customs N° 173/MFB/SG/DGD, dated on 27 March 2007.

Also, following the notice of Malagasy Customs N° 160-2014-MFB/SG/DGD, dated on 14 May 2014, mentions that all imports require the record of a BSC regardless of the transport terms and the value to declare.

This document is a manual and tool available for new users of the BSC to facilitate the steps they must follow in the context of BSC users.

Stakeholders in the BSC are:

- The exporter: it is the responsibility of this entity to create the BSC
- The export forwarding agent: this field must be registered in the BSC when exporters want their BSC to be opened by this one.
- The importer has to be registered to allow the exporter to open properly the BSC intended for goods going to Madagascar.
- The import forwarding agent must be mentioned in the BSC as he is the one who will take care of customs clearance at Madagascar.

The account that has status “creation”, “invalid” or “waiting for documents” does not allow validation of the BSC. Before the opening of BSC by the exporter (or export forwarder), it is imperative that each of the stakeholder account defined below has been validated.

The exporter (or freight forwarder for export) must always ensure before the creation of the BSC to check whether their account and the importer’s account are valid.
ACCOUNT CREATION

First of all, you have to connect on the website https://bscmg.sgs.com

A- Go to "CLICK HERE TO REGISTER", and continue to the next screen.

B- Check if you are already registered, as you can see on the next picture under.
**STEP 1:** Change the role in the field “EXPORTER FORWARDER” to the appropriate role of your company.

According to the above picture, please fill the required information regarding your company and attach your Certificate of Incorporation or National Business Registration (Kbis).

**Special remark** for company whose choose “The IMPORT/EXPORT MG” in the first field “role”.

The registration must directly begin at the field “Tax Reference No (NIF Code for Madagascar)”: enter numbers without space, dash, or other character.

All the relevant information about the company will be automatically filled with the support of database “NIFONLINE” (Malagasy Identification for Companies). After that, the “importer” will, normally, enter his e-mail address and also his valid local phone number to complete the entry form on this “step2”.

Company Registration

Company creation is for new registrants only.

1. Company
2. User
3. Summary

Company

- **Role**: Importer
- **With NIF Code**: Yes
- **NIF Code**: [Search]
- **Company Name**: [Enter]
- **Address**: [Enter]
- **Country**: [Enter]
- **City**: [Enter]
- **Postal Code**: [Enter]
- **Fax**: [Enter]
- **Phone**: [Enter]
- **Email**: [Enter]
- **Website**: [Enter]
- **Statistical Code**: [Enter]
- **Commercial Level**: [Select]

Record immediately here “Tax Reference No (NIF Code for Madagascar)”: enter numbers without space, dash, or other character.

All the relevant about the Malagasy company will be automatically filled as BSC and “NIFONLINE” are linked.

The “importer” will, only enter his e-mail address and also his valid local phone number to complete the entry form.

Please attach a copy your fiscal card document which proves the identity of your company.
**STEP 2**: Create your access codes in this step, and then submit your account for validation. Our team will check all relevant information and get you inform for the availability of your user account.
BSC CREATION

To start with, please go to website [https://bscmq.sgs.com](https://bscmq.sgs.com) and log on to your account with the login and the password dedicated for your company.

After that, click on “BSC Management”

**Account Management**
This module allows you to perform the following tasks: Account Creation (company & members) and Account Validation.

**Customs Interface**
This module allows the exchange of data between the BSC and Customs’ systems.

**Reports**
This module enables the users to run different reports. This is linked to an external site.

**BSC Management**
This module allows the creation, the maintenance, the validation and the printing of a BSC.

**Reference Management**
Maintenance of System Values. This module allows the maintenance of system values and reference lookups.

**CLICK HERE TO INITIATE BSC CREATION**

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**STEP 1:** You have to click on “Create a BSC”

After that click on “Add Importer’s ID”, you may write only the importer’s ID (ID XXXX) and then click on “Search” select corresponding result.
IMPORTANT and MANDATORY:

According to the Malagasy Customs notice with reference N°145MFB/SG/DGD from 2015 of March, it is now mandatory to identify in the BSC entry form, the “Import Forwarding Agent”.

By this record, the Import Forwarding Agent will get rapidly and automatically all the relevant about his shipment with support of MIDAC’s system.

The Import Forwarding Agent will search a valid reference number of BSC file in the MIDAC’s system and all the authorized information, documents of the goods will be available for him. This system push integration of paperless or dematerialized process for customs clearance. The main objectives are paperless and better rate of « acceptable BSC »:

- Saving time on taking process,
- More less customs clearance scan’s step,
- Less handling mistake
- the fight against corruption and the fulfilment [...] of the commitment

As exposed above, please apply the same indication as previous step:

Click on “Add Importer Forwarder’s ID”, you may write only the forwarder’s ID (ID XXXX) and then click on “Search” select corresponding result

Click on « Next ».

The system will attribute a BSC number and will bring you to next step which consists of following indication.
STEP 2: Add the details regarding the shipment, (NB: bold fields are mandatory)

Record correctly the countries of loading and discharging exactly as mentioned in your transport documents.

7. Fill fields in bold

8. Click here to attach first “Bill of Lading” (Or Air Way Bill), click here again to attach “Customs export Declaration” and lastly, click here to attach the “Packing List”
Attach the 3 mandatory documents at this step 2:

1. **The Bill of lading** LTA (for air shipment) – **Master Bill of Lading MBL + HBL** to attach on one single file compressed or zipped (for maritime shipment)

   For the "Doc Ref No" of the MBL: only enter alphanumeric character without space, coma, underline…

2. **The customs declaration** from the country of exportation

3. **A packing list** with full products details for each invoice. Attach as much packing list file in the BSC website that there are many invoices.
STEP 3: You have to attach the final invoice

Record the value and description of the goods

13. click here to enter one invoice
   (NB: if you have another invoice, click on "Add invoice" again and so on.)

14. fill fields with which you got information and click "Ok"
Please note that, the **final invoice** that you insert on step 3 of the BSC have to mention details of information required by the Malagasy Customs in accordance with the following note N° 270 MFB/SG/DGD dated on 29 July 2008:

1. Name or corporate name, detailed address and registration number of the exporter
2. Name or corporate name, detailed address and registration number of the importer
3. Issue date and number (reference) of the invoice
4. Detailed description of the goods, in order to do an immediate identification by custom, especially regarding the custom codes according to the Harmonised System (HS)
5. Common name, brand, origin, model, size: all information concerning the characteristics of the product or item
6. Packing (bulk, bales, bags, cartons) and weight detailed whenever possible
7. Detailed quantity by items, unit price and currency of each items, the total amount of the sold items.
8. The unit price in legal currency, the total price of each goods.
9. Invoice total amount (in numbers and letters)
10. Sales terms (Incoterm) - Mention details of other costs if other than FOB Incoterm
11. Method of payment
12. Exporter’s stamp and signature on the invoice (supplier)
Please, be informed that you must register at least 10 items with the highest value per invoice on step 3.

If the invoice has more than 10 items enter the first 10 items in terms of value and record each item with following field: brand, reference, origin, characteristics...

If the invoice has less than 10 items: Register for all items: brand, reference, origin, characteristics...
STEP 4: This menu was cancelled since February 2015; you have to go directly to step 5.

STEP 5: Now you can submit your BSC at the status of “asking for validation”. Our team will check all relevant information and get you inform for the clearance.

For any technical problem, you may contact us, at the following address:

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Galaxy Andraharo
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We remain at your disposal for any further information.

Sincerely yours"