



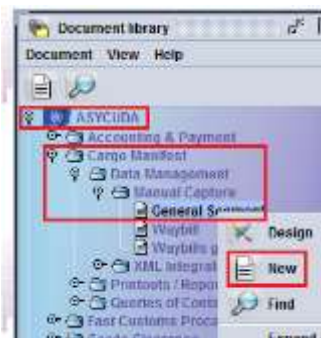
How to Manually Process, Store and Register a Manifest

The following “Functional Note” provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to manually process, store and register a manifest.

How to Process and Store the General Segment

This is done as follows:

1. Once logged-in to the system, go to ASYCUDA → Cargo Manifest → Data Management → Manual Capture → General Segment
2. Right click and choose **New**




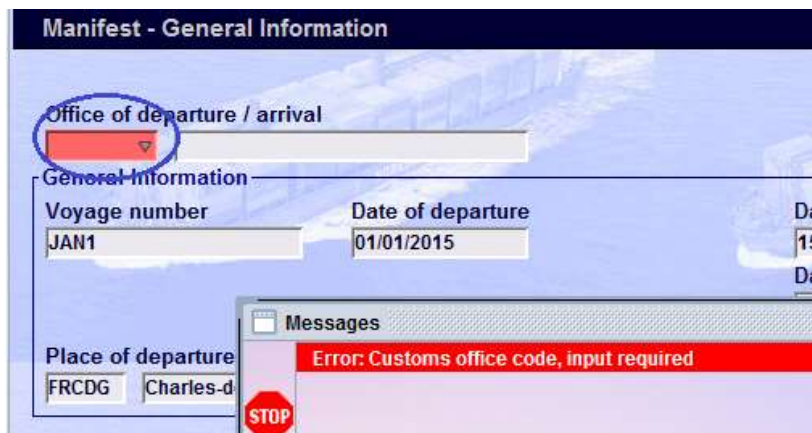
3. Once a new General Segment is opened, complete it

A screenshot of the "General Segment - New" form in the ASYCUDA system. The window title is "General Segment - New [n/a]". The form is titled "Manifest - General Information" and contains several input fields for manifest details. The fields are organized into sections: "Office of departure / arrival", "General Information" (with sub-fields for Voyage number, Date of departure, Date of arrival, Time of arrival, Registration number, Date of registration, and Last discharge), "Place of departure", "Place of destination", "Shipping Information" (with a sub-field for Carrier), and "Totals" (with sub-fields for Bills, Packages, and Containers). A red box highlights the window title bar.

The General Segment can be completed either by typing all the data (refer to the “How to complete a Manifest, including Bills and Containers” functional note) or, if you have an .xml file by using the function **Import from ASYCUDA XML file** (refer to the “How to locally save and retrieve a General Segment-Bill” functional note)




4. Once the General Segment is completed, click  to **Verify** the document
5. If errors are detected the system will indicate them with a message prompt and by colouring them in red on the General Segment - as shown below




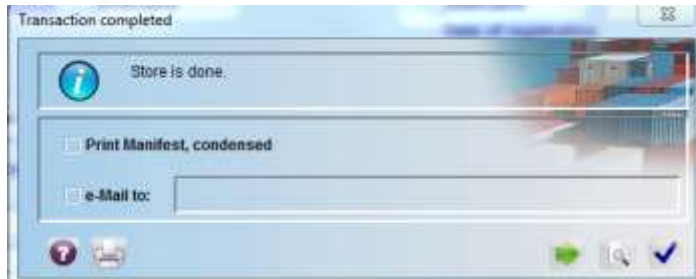
6. Correct all the errors displayed and **Verify** again.
You should note that the system will not verify the document until all the errors have been corrected; the General Segment process is then stopped
7. When all the errors have been corrected, the below message is displayed



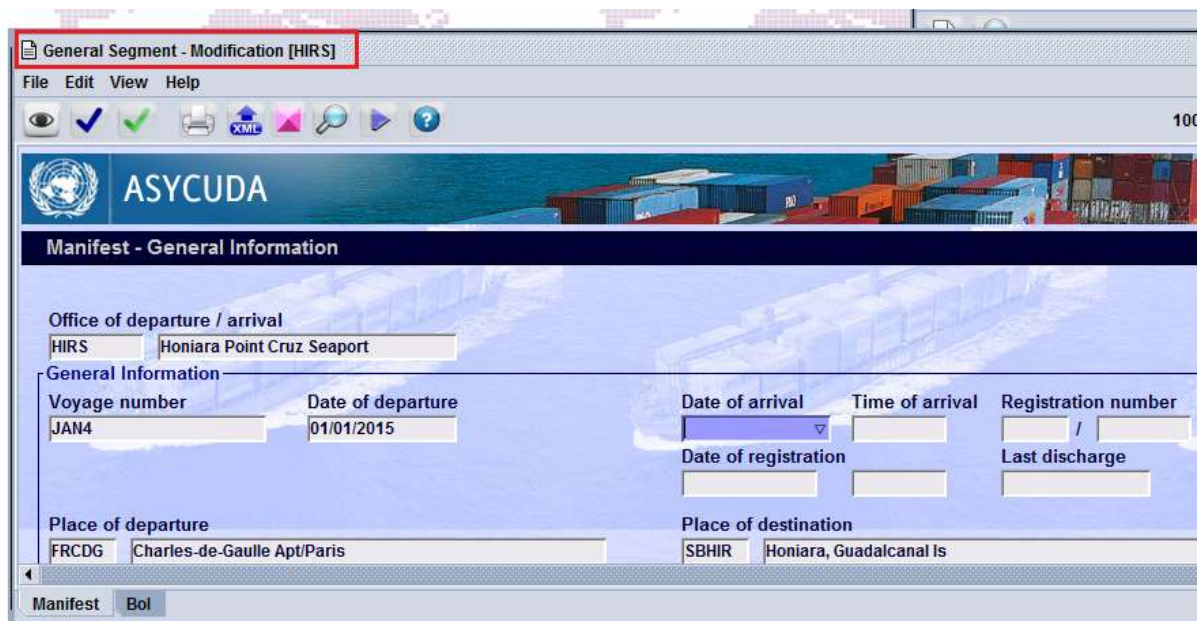
8. Click on 
9. Click  to Store the General Segment

10. Click  on the **Transaction completed** screen if you do not wish continuing working on this General Segment; the General Segment screen will be closed

Conversely, click  on the **Transaction completed** screen if you wish continuing working on this General Segment (adding Bill for example);



11. By confirming to continue working on the General Segment, the **General Segment – Modification** screen is opened



12. To add Bills on the General Segment, refer to the “How to add / delete Bills on Manifest” functional note

When the General Segment is completed and all the relevant Bills have been added (including those which have been ‘degroupped’), the Manifest should then be ‘registered’.

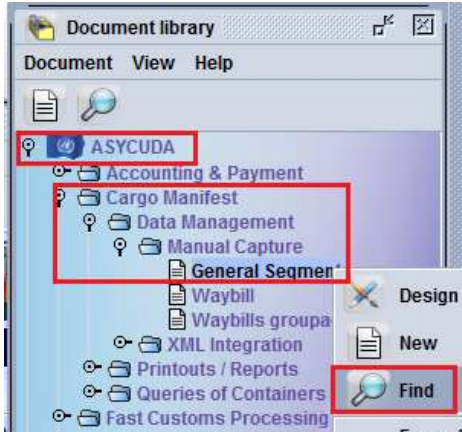
It should be noted that there are two (2) different ways of registering a manifest, either from the General Segment Finder or from the General Segment – Modification screen.

They are presented below.

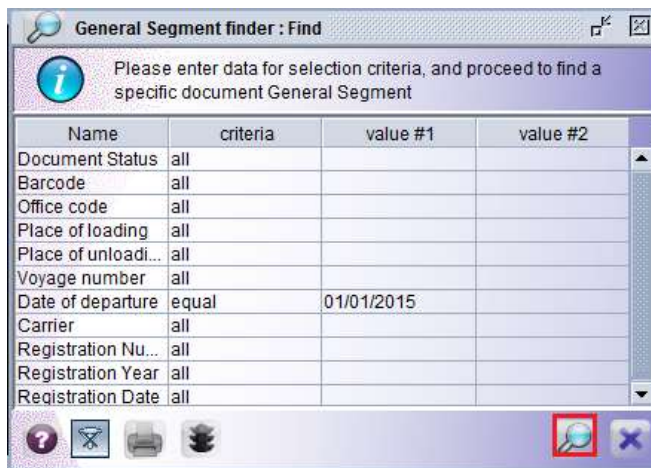
How to Register a Manifest from the General Segment Finder

This is done as follows:

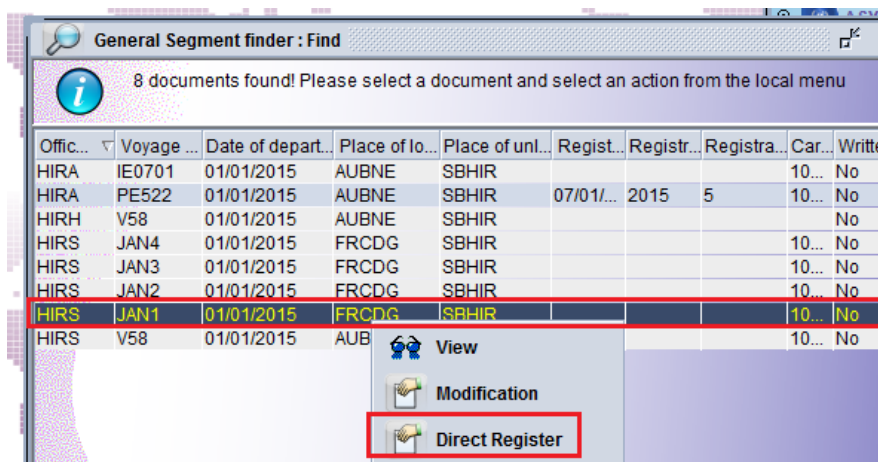
1. Go to ASYCUDA → Cargo Manifest → Data Management → Manual Capture → General Segment - Right click and choose **Find**



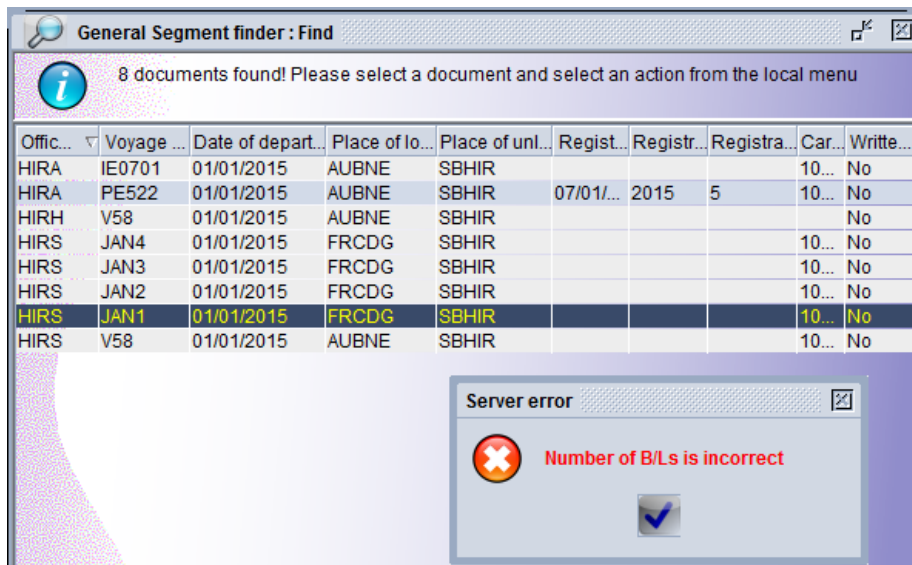
2. Refer to the “How to use the AW Finder Facility” functional note in order to highlight the General Segment to be registered



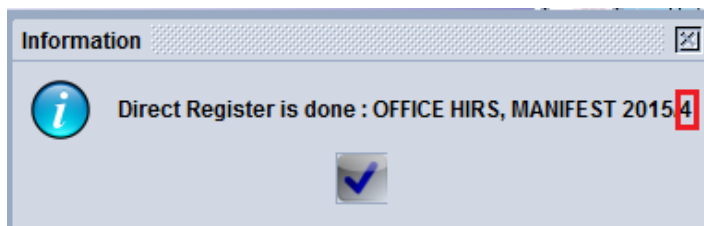
3. Right click and choose **Direct Register**



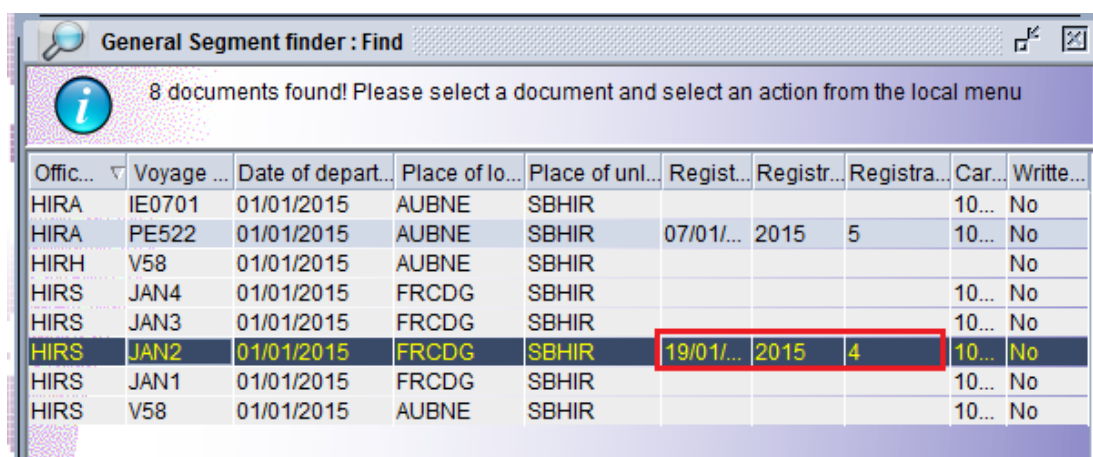
- If errors are detected the system will indicate them. The errors must be resolved (General Segment – Modification and/or Bill-Modification) before the manifest could be registered



- Once the have been resolved, choose **Direct Register**; the manifest will be registered and the registration number displayed as follows:



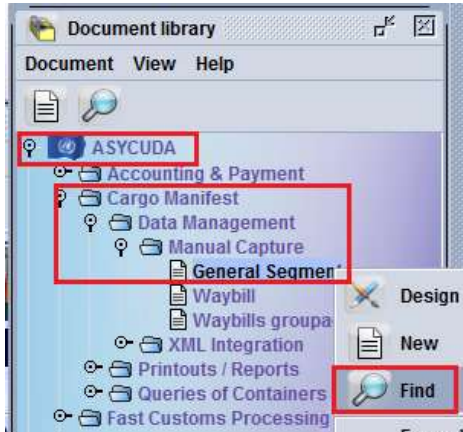
In addition, the Finder will be automatically updated with the registration date, year and number



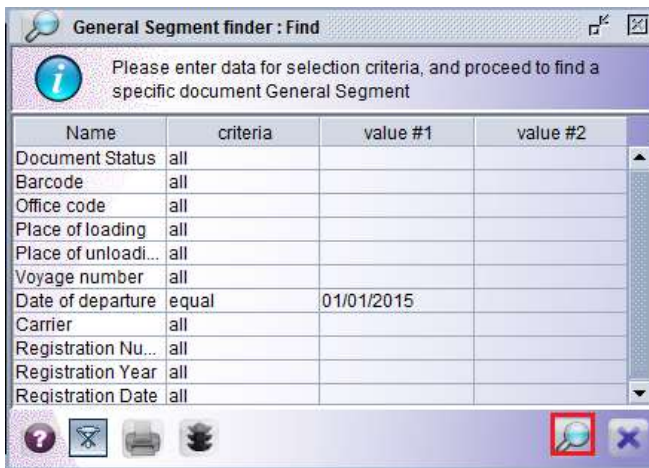
How to Register a Manifest from the General Segment-Modification screen

This is done as follows:

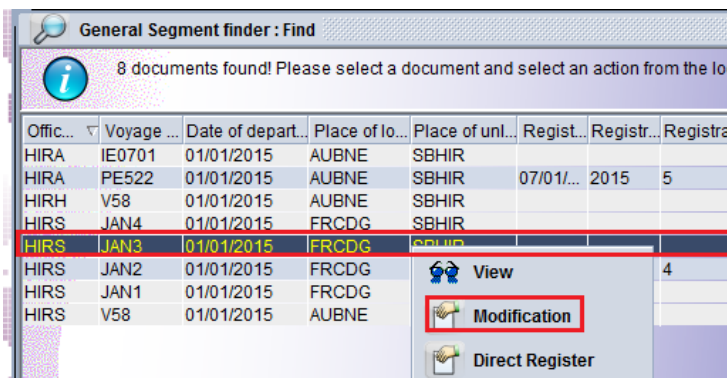
1. Go to ASYCUDA → Cargo Manifest → Data Management → Manual Capture → General Segment and Right click and choose Find




2. Refer to “How to use the AW Finder Facility” functional note in order to highlight the General Segment to be registered




3. Right click and choose Modification



- Once the General Segment-Modification screen is opened, proceed with the required modification
- Once any modifications are completed, click on the **Save Changes**  icon



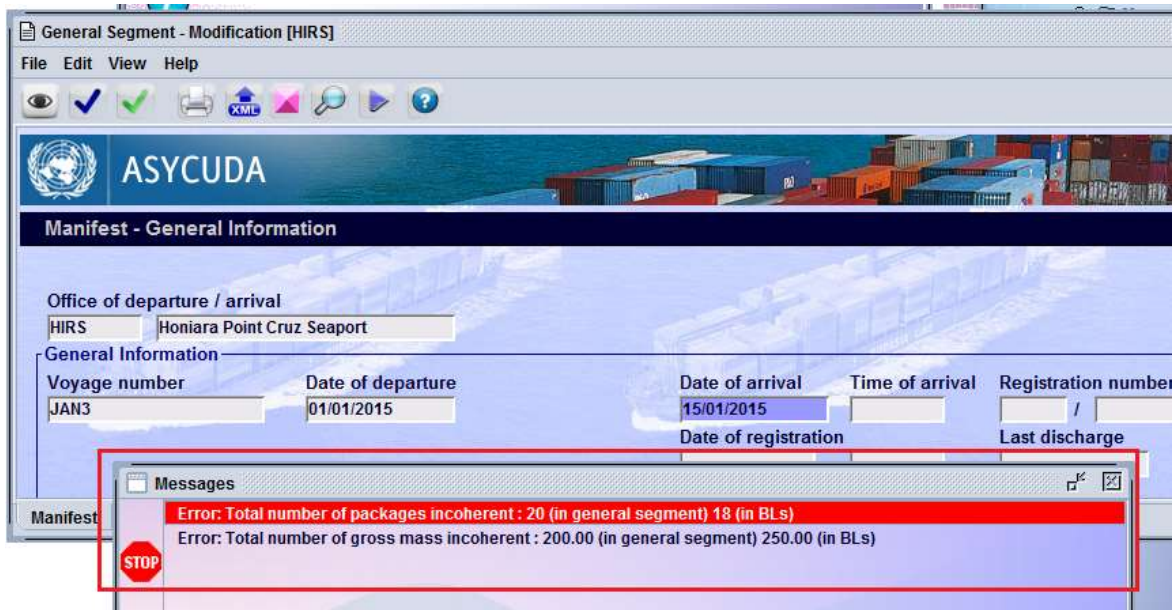
- Click  on the **Transaction completed** screen to proceed with the registration; the **General Segment – Modification** screen remains opened



- Click on the **Register**  icon





- If any errors are detected the system will indicate them and they must be resolved (General Segment –Modification and/or Bill-Modification) before the manifest can be registered



- Once the errors have been resolved, click again on the **Register**  icon; the manifest will be registered and the registration number displayed as follows:





- Click  on **Transaction completed** screen if you do not wish continuing working; the General Segment-Modification screen will be closed

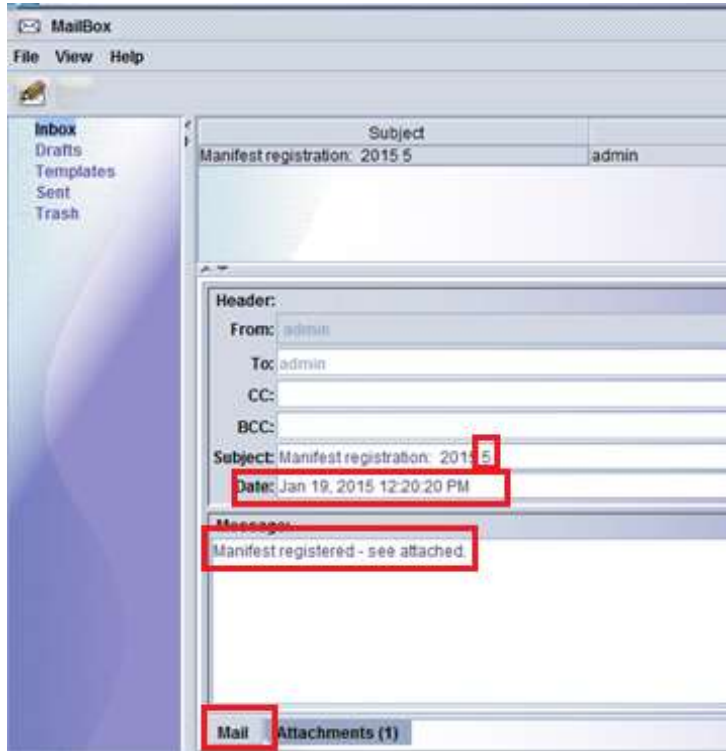
Conversely, click  on the **Transaction completed** screen if you wish to continue working; a General Segment – New screen will be opened

- Whatever option is chosen, the system will automatically send a new mail



12. Click  to open it (or  not to open it)

13. The main screen and the first Tab of the mail will indicate that a Manifest has been registered, including the registration number, day and time



14. The second Tab of the mail will automatically provide the user with the details of the Manifest

