



How to input Manifest and Bill details on a SAD

The following 'Functional Note' provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to input the Manifest and Bill details associated with the SAD.

This is done as follows:

1. The reference details of the manifest should be entered in **Box A** of the SAD.
 - a. If the Office of lodgment of the SAD is the same than the Office of Arrival of the manifest, the format should be: the registration year followed by a space followed by the registration number (e.g. 2014 10)

A OFFICE OF LODGEMENT	
HIRA	
Honiara Henderson Airport	
Customs Reference	
I 88	15/09/2014
Manifest	2014 10

Manifest registration Year **Manifest registration number**

- b. If the Office of lodgment of the SAD is different than the Office of Arrival of the manifest, the format should be: the Office of Arrival code followed by a space followed by the registration year followed by a space followed by the registration number (e.g. HIRA 2015 16)

A OFFICE OF LODGEMENT	
HIRS	
Honiara Point Cruz Seaport	
Customs Reference	
I 15	03/02/2015
Manifest	HIRA 2015 16
Reference number	2015 #1

Manifest Office of Arrival **Manifest Registration Year** **Manifest Registration Number**



It should be noted that only one manifest can be associated with one SAD

2. The reference to the bill should be entered at **item level Box 40**

40 Summary declaration / Previous document	S/L
AWB1	

**Bill reference number
as stated in the manifest**



From the outset it should be noted that:

- The Bill must be associated with the Manifest indicated in Box A
- A different Bill reference can be inserted for each item on the same SAD

3. In those instances where the Bill has been split – Refer to the “How to Split a Bill” functional note - the reference to the Bill’ which has been split should be entered at the **item level, in Box 40** (under the label S/L)

40 Summary declaration / Previous document	S/L
AWB1	1

**Bill reference number
as stated in the manifest**

Sub-bill reference