



## How to Locally Save and Retrieve a SAD

The following ‘Functional Note’ provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to locally save and retrieve a SAD.

For a number of reasons (e.g. documents missing, incomplete information, etc.), it is possible for the SAD the user is currently working to be saved locally and retrieved at any time.

The facility is also useful for a company that imports or exports the same product (e.g. petroleum). To facilitate the process a fully completed SAD can be saved locally and used as a template. Each time the company imports or exports the same product, the template can be retrieved and only specific data (e.g. value, volume, etc.) updated.

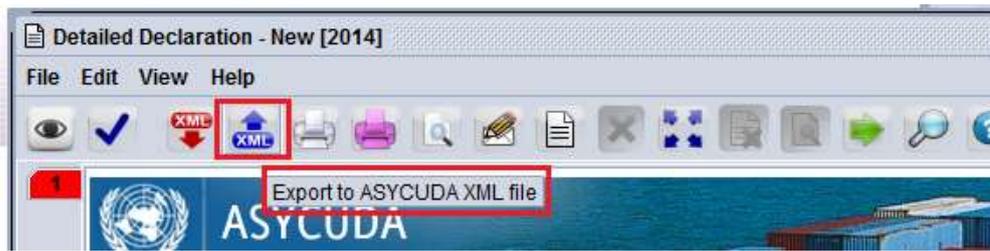
### How to locally save a SAD

This is done as follows:

1. Once a new SAD is opened and data inserted, the declaration can be saved locally at any time during the process

2 Exporter		No.		1 DECLARATION		A OFFICE OF DESTINATION	
CITY LINK COMPUTERS				IM	4	HIRS	
				3 Forms		Honiara Point Cruz Seaport	
				1	1	Customs Reference	
				4 Load List		Manifest	
				5 Items	6 Nbr packages	7 Reference number	
				1	18	2014	
8 Consignee		No. 1035841		9 Financial		No.	
Cruz Electronics Ltd		PO Box 964 Honiara, Guadalcanal					
				Country last	11 Trading	12 Value details	13 C.A.
				con.	cty.	0.00	
14 Declarant		No. 1000326		15 Country of export		15 C.E.	Code
BJS Agencies Ltd		IPO Box 439 Honiara, Guadalcanal		AUSTRALIA		AU	SB
				16 Country of origin		17 Country of destination	
				AUSTRALIA		Solomon Islands	
18 Identity and nationality of means of transport at arrival		19 Ctr.		20 Delivery terms			
PE521/A43/2013		AU		CIF			
21 Identity and nationality of active means of transport crossing the border		22 Currency & total amount invoiced		23 Exch. rate		24 Nature of	
		USD		100,000.00		7.44048	
25 Mode transport		26 Inland mode		27 Place of discharge		28 Financial and banking data	
4 at border		Transport		SBHR Honiara, Guadalcanal Is		Bank Code	
29 Office of entry		30 Location of goods		Terms of payment			
HIRA Honiara Henderson Airpo		HONIARA SEAPORT					
31 Packages and		32 Item		33 Commodity code			
Marks and numbers - Containers No(s) - Number and kind		11		22080000			
Marks & no							

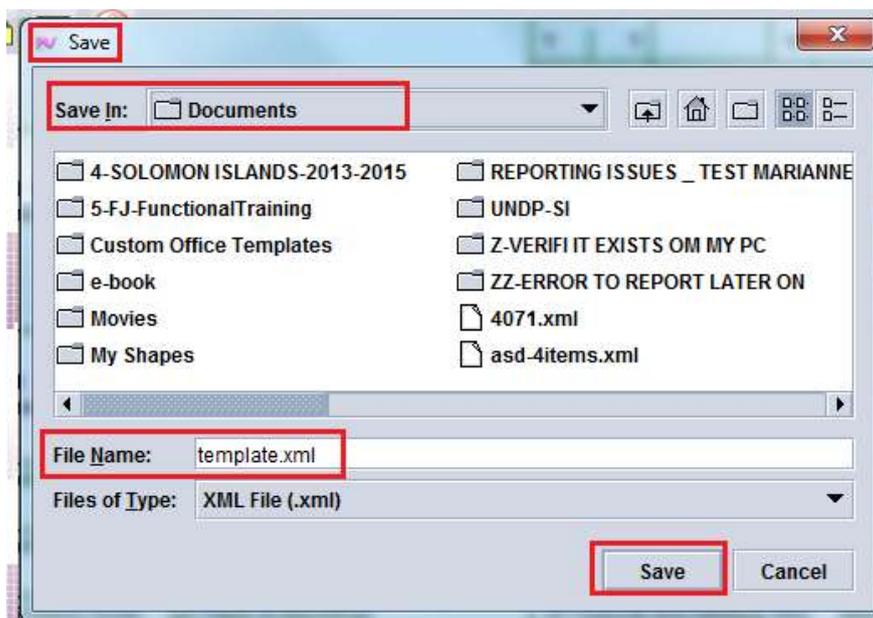
2. Click on the  icon on top of the SAD screen



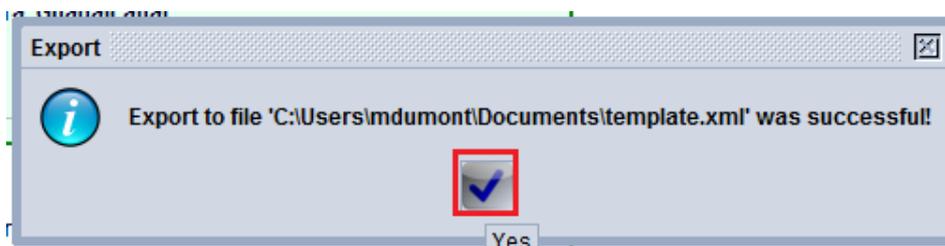
3. In the **Save** screen, indicate:
  - a. In which directory the file should be saved and
  - b. The file name

It should be noted that traders inputting data at the Customs Data Centre must always save their SAD on their personal Hard Disk and not on the PC as this will be regularly cleaned by the ASYCUDA Team.

4. Then click on 



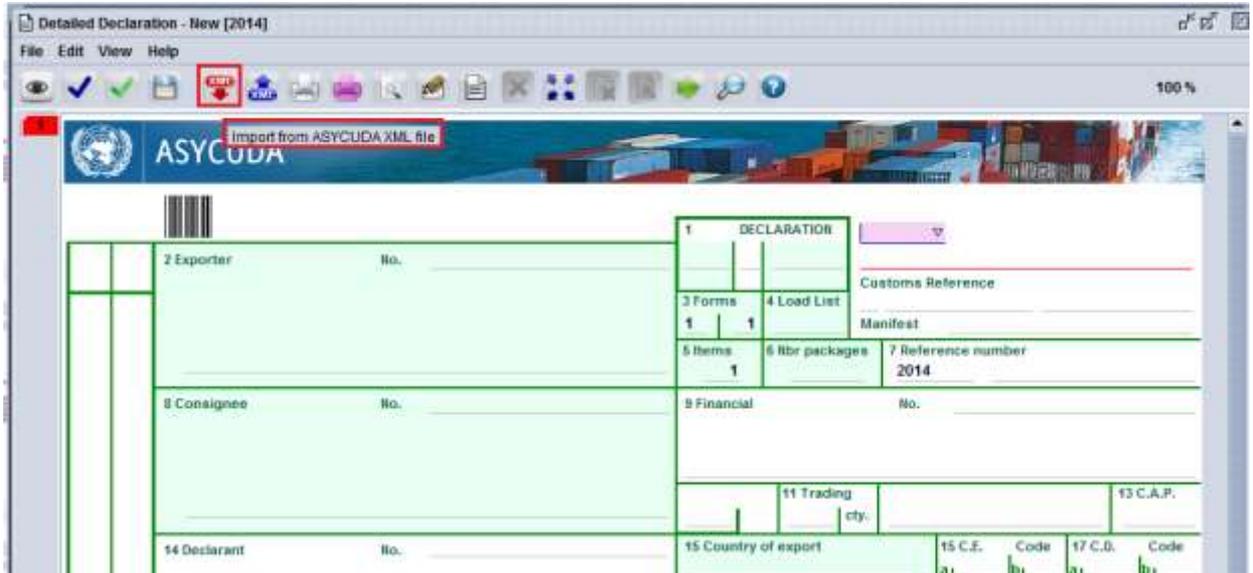
5. When the following message is displayed, click on 



## How to retrieve a locally save SAD

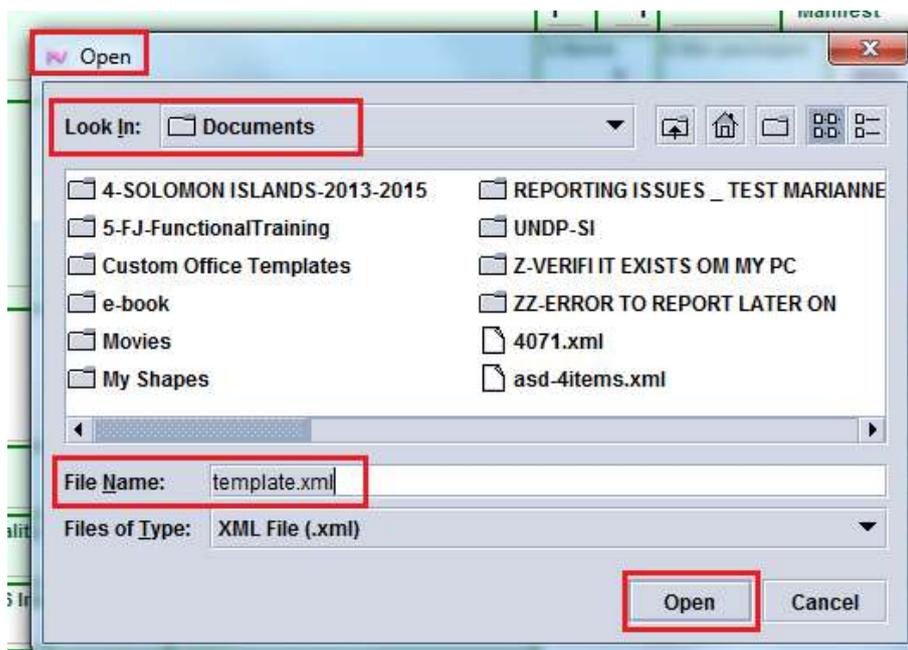
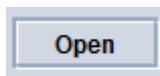
This is done as follows:

1. As soon as a new SAD is opened, click on  on top of the SAD screen



2. In the **Open** screen, indicate:
  - a. In which directory to **Look In** to find the previously saved file and
  - b. The **File Name**

3. Then click on



- The new SAD will be filled with all information previously 'locally saved' and the following screen will be displayed

Detailed Declaration - New [2014]

File Edit View Help

100 %

**ASYCUDA**

A OFFICE OF DESTINATION  
**HIRA**  
 Honiara Henderson Airport  
 Customs Reference  
 Manifest

2 Exporter No. _____ <b>CITY LINK COMPUTERS</b>		1 DECLARATION IM 4		3 Forms 1 1		4 Load List		5 Items 1		6 Nbr packages 18		7 Reference number 2014	
8 Consignee No. <b>1035841</b> <b>Cruz Electronics Ltd</b> PO Box 964 Honiara, Guadalcanal		9 Financial No. _____		10 Details 0.00		13 C.A.P.		15 C.E. Code a AU b		17 C.D. Code a SB b		16 Country of destination <b>Solomon Islands</b>	
14 Declarant <b>BJS Agencies Ltd</b> P.O.BOX 439, HONIARA		18 Identity and nationality of means of transport at arrival PE521/A43/2013 AU		19 Ctr. <input type="checkbox"/>		20 Delivery terms CIF		22 Currency & total amount invoiced USD 100,000.00		23 Exch. rate 7.42300		24 Nature of transac.	
21 Identity and nationality of active means of transport crossing the border		25 Mode transport 4 at border		26 Inland mode Transport		27 Place of discharge SBHIR Honiara, Guadalcanal Is		28 Financial and banking data Bank Code		29 Office of entry HIRA Honiara Henderson Airpo		30 Location of goods HONIARA SEAPORT	
31 Packages and description of goods Marks & numbers - Containers No(s) - Number and kind Nbr & Kind 18 CT		32 Item No. 1		33 Commodity code 22089090 00		34 Cty. orig. Code a AU b		35 Gross mass (kg) 100.0000		36 Prefer.			

**Import**

Import from file 'C:\Users\mdumont\Documents\template.xml' was successful!

Yes

- Click on  to continue the SAD process