



## How to record ‘Attached Documents’ on a SAD

The following ‘Functional Note’ provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to record any attached document(s) which may be required on a SAD.

This can be done in one of two (2) different ways:

### A - Attached Documents are required by the system and are shown mandatory once the SAD is verified

In specific cases (statutory exemptions, Goods Tax exemptions, restricted goods, etc.) one or more document are required by the system to be attached to the SAD.

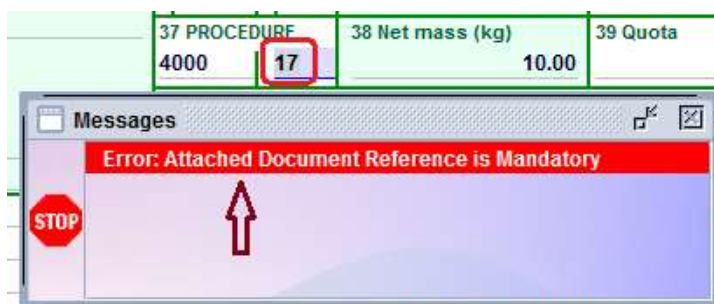
If the document is not attached manually by the declarant (refer to part B below), the system will indicate an error at the time the SAD is verified

As an example:

1. Process a SAD (e.g. using the statutory exemption code 17)

37 PROCEDURE	38 Net mass (kg)	39 Quota
4000	17	10.00
40 Summary	4000 15	SIWA
	4000 16	Raw Materials, other inputs and equipmen
	4000 17	Aid Project
41 Supplem	4000 19	National and Provincial Government
PCS	4000 200	Reduction of Export Duty to 1.5% for Gold &
	4000 210	Reduction of Export Duty for Goods being u
	4000 2A	Diplomatic & Consular - Office
	4000 2B	Diplomatic & Consular - Staff

1. Verify the SAD (refer to the “How to process and Register (Validate) a SAD ” functional note)



The system will automatically require you to complete the information on the Attached Document


2. Go to the **Att. Doc.** TAB

- Insert the reference for the attached document
- Insert the appropriate date on the attached document

Item	Code	Description	Reference	Date
1	C44	All Exemption/Concession claims for Customs Duty	Test	01/12/2014

Item	Code	Description	Reference	Date
1	C44	All Exemption/Concession claims for Customs Duty		

- Click  to update the attached document list
- If the reference for the attached document is not inserted at all then an error message will appear as shown below and the SAD cannot be processed further

Item	Code	Description	Reference	Date
1	C44	All Exemption/Concession claims for Customs Duty		

Messages

**Error: Attached Document Reference is Mandatory**

STOP

- If all the required data are filled, the attached document will be displayed in the list

Item	Code	Description	Reference	Date
1	C44	All Exemption/Concession claims for Customs Duty	Test	01/12/2014

## B - Attached Documents input by the declarant

In specific cases (statutory exemptions, Goods Tax exemptions, restricted goods, etc.) where a document is required by the system to be attached to the SAD or, conversely, if you want to attach a document to the SAD

1. Go straight to the **Att. Doc.** TAB
2. Enter all information related to the document to be attached:
  - Indicate the item number to which the document should be attached
  - Select from the dropdown menu the document (code) to be attached; the system will display automatically the description)
  - Insert the reference for the attached document
  - Insert the appropriate date on the attached document

Item	Code	Description	Reference	Date
1	INV	All SAD - Invoices	Test	01/12/2014

↓

S.A.D. Val. Note Asmt. Notice Info. Page **Att. Doc.** Scan. Doc.

- If the item number of the attached document is not correct or does not exist then an error message will appear as shown below.

Item	Code	Description	Reference	Date
2	INV	All SAD - Invoices	Test	01/12/2014

ERROR  
Invalid item number

3. Once completed, click on  to update the Attached Document List