



How to Split and Validate a Bill

The following “Functional Note” provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to split a Bill.

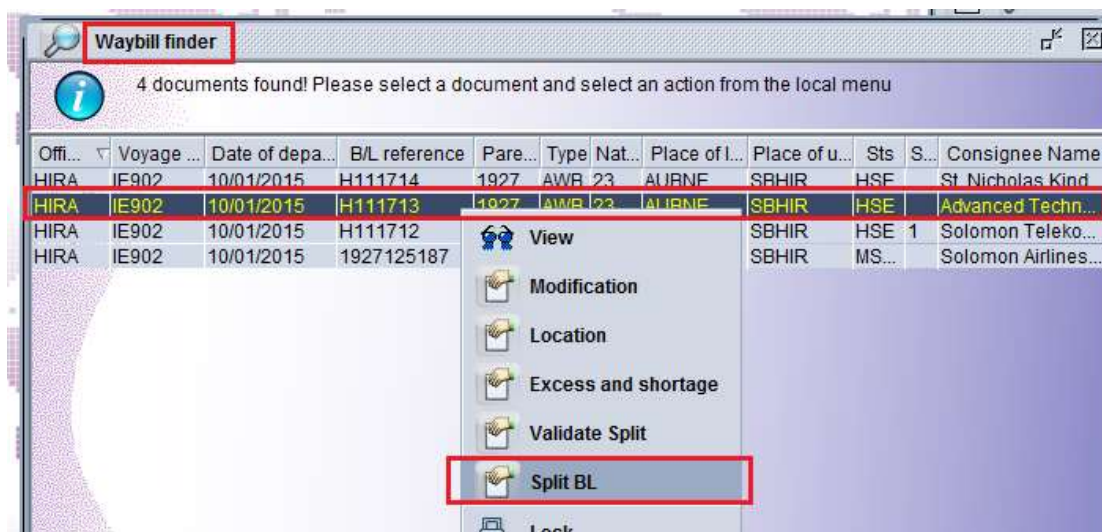
In some cases, goods with two different commodity codes may be packed into one crate and declared on one single Bill. This Bill should be split to identify the two different products with their own weight, type of package, etc.

This is done in two (2) distinct steps. First the Bill must be ‘Split’ then the ‘Split’ must be validated.

Step 1 - How to Split a Bill

This is done as follows:

1. From the **Waybill finder**, highlight the Bill that is to be ‘split’, right click and select **Split BL**



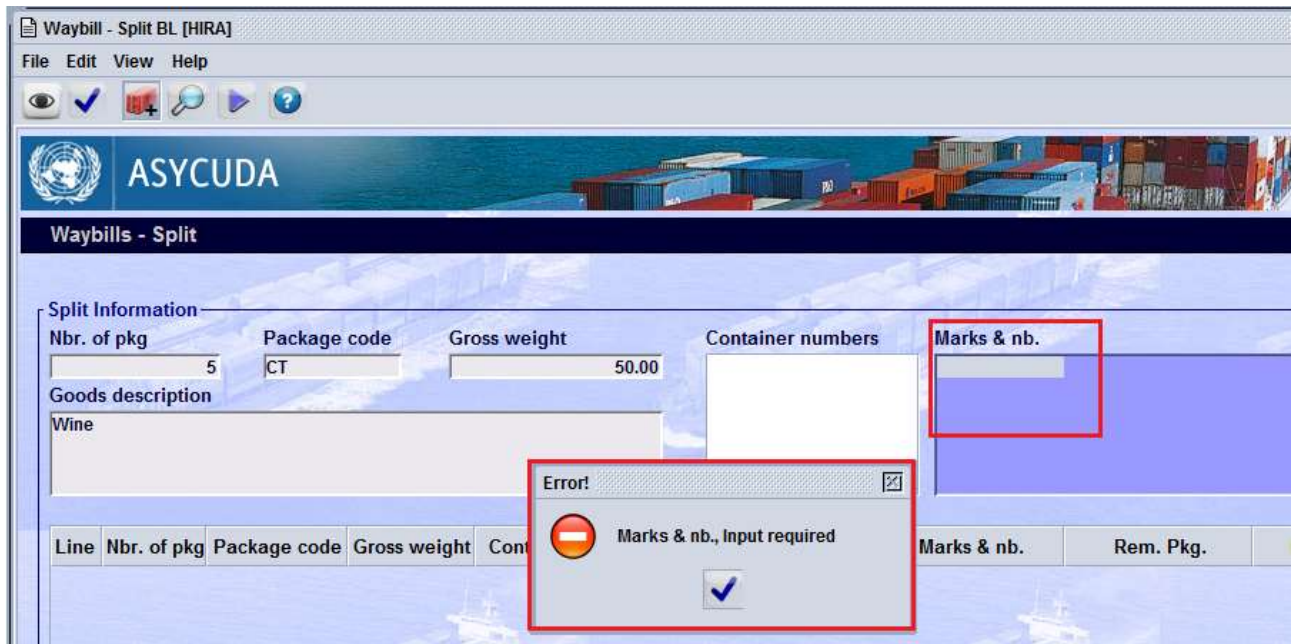
2. Fill in the required information


Line	Nbr. of pkg	Package code	Gross weight	Container number	Goods desc.	Marks & nb.	Rem. Pkg.	Rem. Wgt.	Unloaded
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- a) **Nbr of package** → Number of packages from the Bill that will be in this split. Note the sum of the number of packages per split cannot exceed the total number of package on the Bill
- b) **Package code** → There is no control between the type of package displayed on the Bill and the 'Split' (as an example one of the purposes of the 'split' can be to open a crate containing one carton of shoes and one box of skis)
- c) **Gross weight** → The part of the weight from the Bill that will be outlined in the split. It should be noted that the sum of the weight per split cannot exceed the total weight of the Bill
- d) **Container number** → BIC number
- e) **Marks & nb.** → Any description or marks
- f) **Goods description** → Type of goods specified

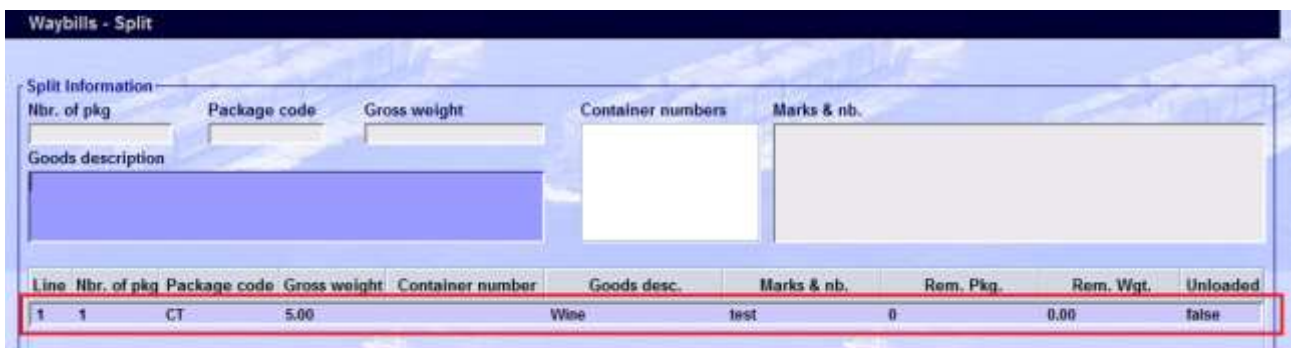
3. When completed, click on the **Add new line**  icon on the top of the Waybills - Split screen

This will allow the system to verify that all the mandatory fields have been filled and that the data inserted conforms with the Bill, and to display any errors - if any.



If errors are detected, correct the error and click the **Add new line**  icon on the top of the Waybills - Split screen again


Once all the errors have been correct, the split will appear in the list of splits.



- Repeat this step for as many times as a 'split' needs to be undertaken.

5. Once completed, click on **Verify the document**  icon on the top of the Waybills - Split screen



6. Click  on the following message



7. Once Verified, click on the **Split Bill**  icon on the top of the Waybills - Split screen



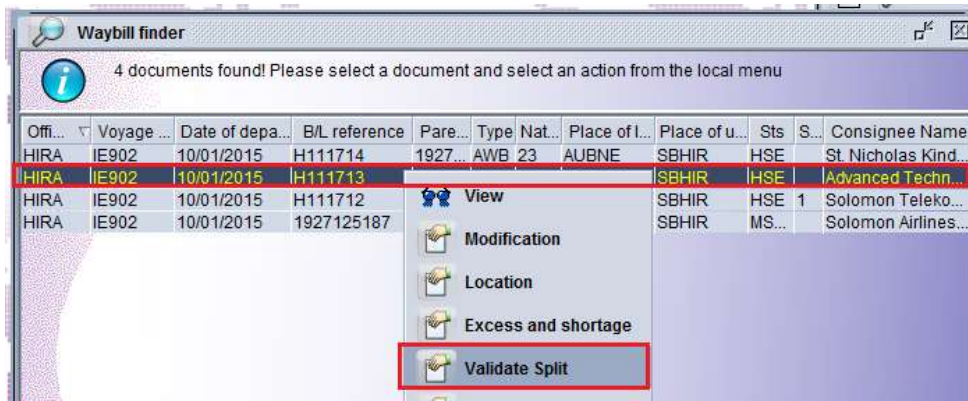
8. Once the split is done, click  on the following message





Step 2 - How to Validate the Bill after Splitting

This is a mandatory step once the split has been completed. It is done as follows:


1. From the **Waybill finder**, highlight the Bill for which the split is to be validated, right click and select **Validate BL**

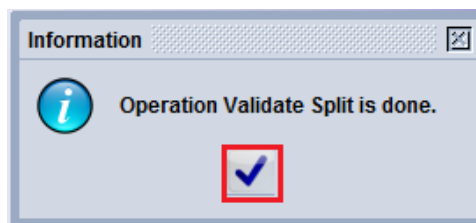


2. Click  on the Confirmation screen if you want to validate the split

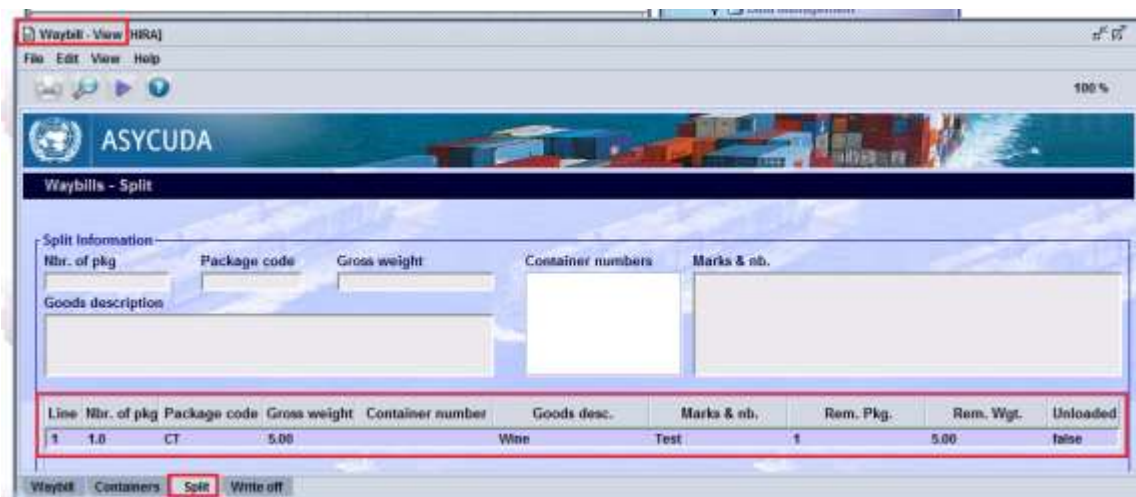
Conversely, click  on the Confirmation screen if you do not want to validate the split




3. Click  on the following screen



It is possible to confirm that the Bill has been split either by viewing the **Waybill – View** screen using the tab **Split** or from the **General Segment – View** screen



From the **General Segment – View** Screen, go to tab **Bol** and click on  to expand the Bill

General Segment - View [HIRA]

File Edit View Help

ASYCUDA

Manifest - Waybills

Line nbr	Ref nbr	Nb. Ctn.	Packages	Gross weight	Remaining packages	Remaining gross weight	Status
1	1927125187	0	4	20	4	20	MST DEG
	H111712	0	2	10	2	10	HSE
	H111712 / 1	0	1	5	1	5	Line 1
	H111712 / 2	0	1	5	1	5	Line 2
	H111713	0	1	5	1	5	HSE
	H111713 / 1	0	1	5	1	5	Line 1
	H111714	0	1	5	1	5	HSE