

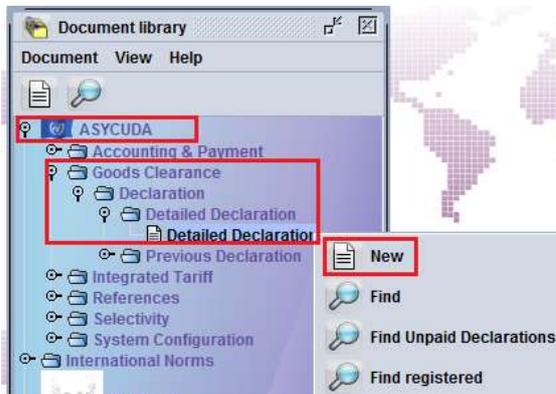


How to Process and Register (Validate) a SAD

The following 'Functional Note' provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to process and register (validate) a SAD.

This is done as follows:

1. Once logged into the system, go to ASYCUDA → Goods Clearance → Declaration → Detailed Declaration → Detailed Declaration
2. Right click and choose **New**



3. A new SAD is opened with the declarant TIN already displayed. This TIN is linked to the user login, independently if you are a Customs broker, a company clearing for itself or an occasional consignee, and cannot be changed.

14 Declarant	No. 1000326	15 Country of export
BJS Agencies Ltd		16 Country of origin
PO Box 439 Honiara, Guadalcanal		

1	DECLARATION	HRS
3	Forms	1
4	Load List	
5	Items	1
6	Mbr packages	
7	Refer	2014
9	Financial	No.
11	Trading	cty.
12	HRS	
13	Honiara Port	
14	Customs Re	
15	Manifest	

4. Complete the SAD (refer to the “How to complete an Import SAD” or “How to complete an Export SAD” functional notes)
5. Specific case of Box 8 - Consignee
 - a. **If you are a declarant**, the Consignee TIN can be different than the Declarant TIN (box 14)

8 Consignee	No. 1000025
Access Plus PO Box 1848 Honiara, Guadalcanal	
14 Declarant	No. 1000326
BJS Agencies Ltd	

- b. **If you are a company clearing for itself**, the Consignee TIN must be the same as the Declarant TIN in Box 14, otherwise the following error will be displayed. After clicking the  (mandatory action), the system will change the Consignee TIN automatically

8 Consignee	No. 1032240	Message  Consignee will change <input checked="" type="checkbox"/>
Express Freight Management (SI) Ltd PO Box C3 Honiara, Guadalcanal		
14 Declarant	No. 1000025	15 Country of export
Access Plus PO Box 1848 Honiara, Guadalcanal		

8 Consignee	No. 1000025
Access Plus PO Box 1848 Honiara, Guadalcanal	
14 Declarant	No. 1000025
Access Plus PO Box 1848 Honiara, Guadalcanal	

- c. **If you are an ‘Occasional Importer’**, the Occasional Consignee TIN No. 9999999 must be inserted in Box 8 and your name and address must be typed in Box 9. Failure to do so will result in the following error being displayed and the SAD not being processed

8 Consignee No. 9999999		9 Financial No.	
Occasional Importer/Exporter Fillin Details in Box 9			
14 Declarant No. 1000326 BJS Agencies Ltd PO Box 439 Honiara, Guadalcanal		Country last	11 Trading

Messages

Error: Name & Address MUST be input in Box 9

STOP

8 Consignee No. 9999999		9 Financial	
Occasional Importer/Exporter Fillin Details in Box 9		Ms. Sol Tuna Street Honiara	
14 Declarant BJS Agencies Ltd PO Box 439 Honiara, Guadal		Country last	1

Message

Document verified!

6. Complete the Valuation Note (refer to the “How to complete the Valuation Note” functional note)
7. If you need to add an item, refer to the “How to add / delete an item on the SAD” functional note
8. If you need to add a container, refer to the “How to add / delete / modify a container on the SAD” functional note
9. If you have to deal with attached documents, refer to “How to record attached documents on the SAD” functional note
10. Once the SAD is completed, click to ‘Verify’ the document

1 DECLARATION		
1M	4	
3 Forms		
1	2	4 Load List
5 Items		
4	6 Nbr packages	7 Refere
	4	2014

11. If errors are detected the system will indicate them with a message prompt and by underlining them in red on the SAD - as shown below

		1	2	Manifest
		5 Items	6 Nbr packages	7 Re
		4	5	201
8 Consignee No. 9999999		9 Financial No.		
Occasional Importer/Exporter Fillin Details in Box 9		Ms. Sol Tuna Street Honiara		
		Country last	11 Trading	12 Va
		con.	cty.	
14 Declarant No. 1000326		15 Country of export		
BJS Agencies Ltd PO Box 439 Honiara, Guadalcanal		HONG KONG		
		16 Country of origin		
		HONG KONG		
18 Identity and nationality of means of transport at arrival		19 Ctr.	20 Delivery terms	
<u>HK</u>		<input type="checkbox"/>	CIF HONIARA	
21 Identity and nationality of active means of transport crossing the border		22 Currency & total amount invoice		

Messages

Error: Ident. of Means of Transport at depart./arrival is mandatory

Error: Total no. of packages should be equal to the sum of the item packages

12. 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 SAD process is then stopped

13. When all the errors have been corrected, the below message is displayed

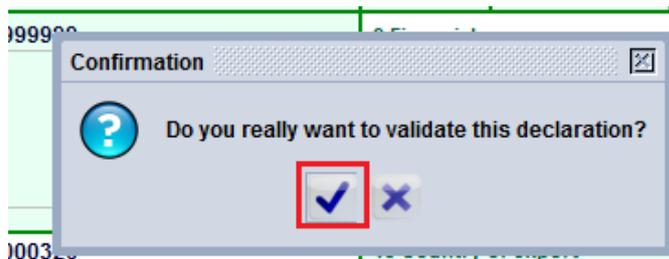


14. Click on

15. Click to Validate the SAD

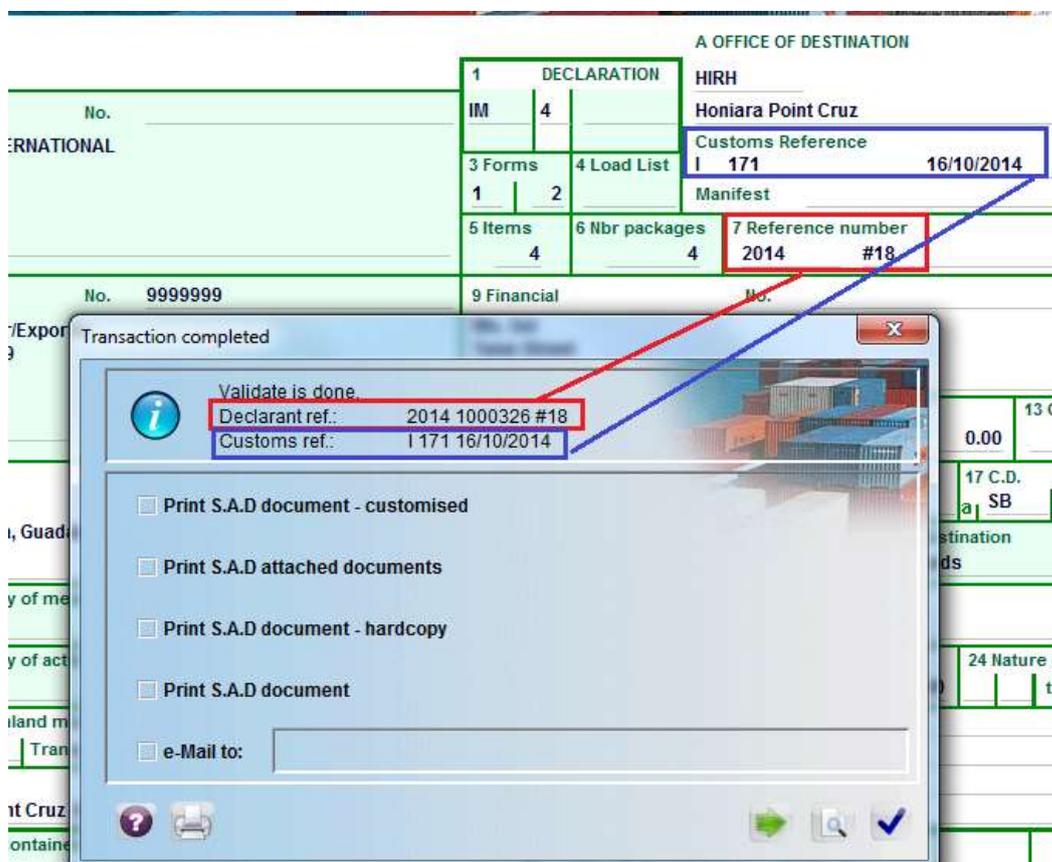


16. On the Confirmation screen, click on 



17. The system will confirm the Validation and will generate automatically:

- a. The Declarant reference number (placed automatically on the SAD Box 7)
- b. The Customs Reference (or Registration) number which will be input automatically on the SAD in Box A)



18. From this screen the SAD can be printed (refer to “How to print the SAD”)

19. If you don't want to proceed with another SAD, click on 

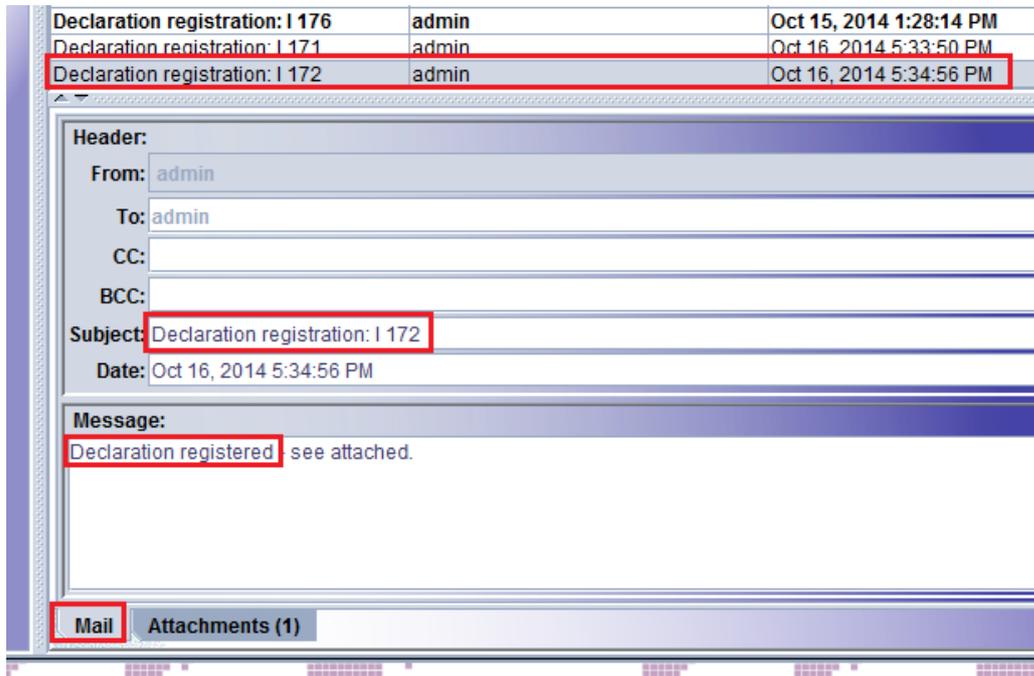
20. If you want to proceed with another SAD, click on  and a new SAD will be displayed

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



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

23. The main screen and the 1st Tab of the mail indicate that a Declaration has been registered (validated), the Customs Reference number and at what time



24. The 2nd Tab of the mail provides the user with the details of the SAD

