




How to Add or Delete an item on a SAD

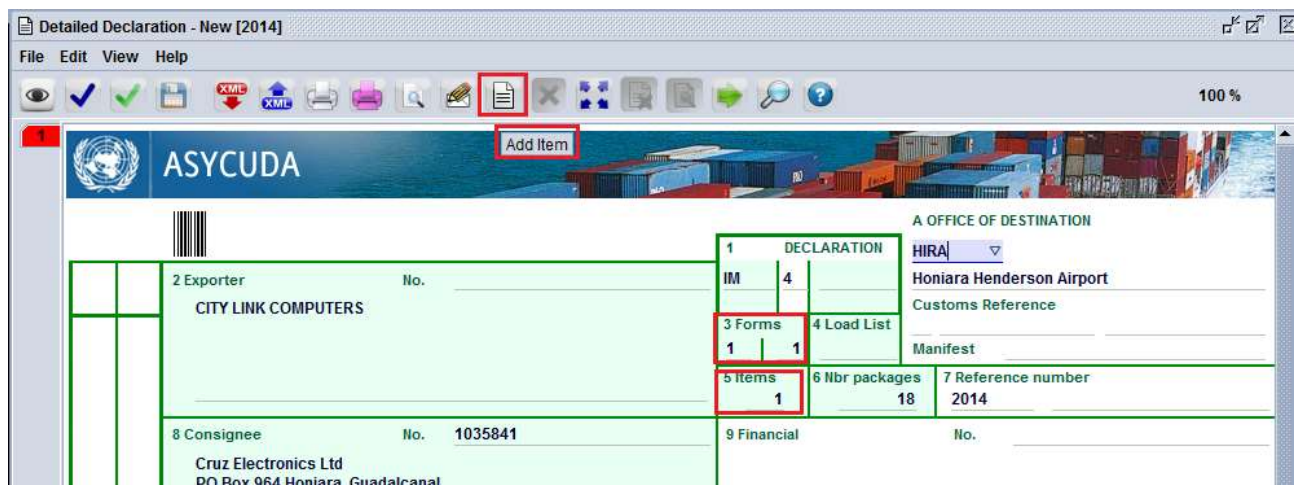
The following 'Functional Note' provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to add/delete item on a SAD.

How to Add an item on a SAD

This is done as follows:

1. Once a SAD has been opened, the General Segment will show:
 - a. In Box 3 the number of pages/form (e.g. 1 | 1)
 - b. In Box 5 the total number of item (e.g. 1)
 - c. On the left hand side, a tab for each item (e.g. 1)

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



2 Exporter		No.	
CITY LINK COMPUTERS			
8 Consignee		No. 1035841	
Cruz Electronics Ltd PO Box 964 Honiara, Guadalcanal			

1 DECLARATION			
IM	4		
3 Forms		4 Load List	
1	1		
5 Items		6 Nbr packages	7 Reference number
1		18	2014
9 Financial		No.	

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

3. The system will automatically:
 - a. Present a new screen related to the item information only
 - b. Add a new tab on the left hand side of the SAD

In addition, the system will automatically update the general segment of the SAD

- a. box 5 (number of item had increased by 1) (e.g. 2)

If adding a new item generates a new form/page, the system will also automatically update the general segment of the SAD, Box 3 by increasing the number of Pages (e.g. 1 | 2)

4. Fill the new item screen and update the General Segment
5. Repeat this procedure as many times as items need to be added

How to Delete an item on a SAD

This is done as follows:

1. Once a SAD has been opened, the General Segment of the SAD will show:
 - a. In Box 3 the number of page/form (e.g. 1 | 2)
 - b. In Box 5 the total number of item (e.g. 4)
 - c. On the left hand size, a tab for each item (e.g. 4)

Detailed Declaration - New [2014]

File Edit View Help

ASYCUDA

2 Exporter No. TECH FORTUNE INTERNATIONAL

1 DECLARATION 4

2 Forms 4 Load List

3 Items 4

4 Reference number 2014

A OFFICE OF DESTINATION HIRH Homara Point Cruz

Manifest 8

2. By clicking on the item Tab to be deleted, the system will display the item

Detailed Declaration - New [2014]

File Edit View Help

ASYCUDA

3 Packages and description of goods

3 Packages and description of goods

1 AG Pallet, shrinkwrapped

3 Commodity code 73083000

24 Cty. orig. Code HK 25 Gross mass (kg) 13.0000

27 PROCEDURE 4000 28 Net mass (kg) 13.0000

40 Summary declaration / Previous document 00

41 Supplementary units 4,824.00

42 Statistical value 4,640.00


Type	Tax base	Date	Amount	MP


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

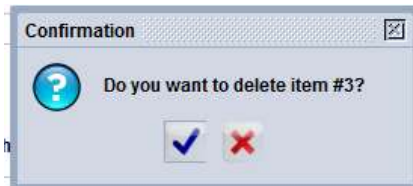
Detailed Declaration - New [2014]

File Edit View Help

Delete Whole Page

4. Click  on the confirmation screen if you want to delete the item.

Conversely, click  on the confirmation screen if you don't want to delete the item.



5. By confirming the item to be deleted, the system will automatically:
- Remove the tab corresponding to the deleted icon on the left hand side of the SAD
 - Move one level up all the items previously input below the deleted item

In addition, the system will automatically update the General Segment of the SAD

- box 5 (number of item had decreased by 1) (e.g. 3)

If deleting an item removes a Page, the system will also automatically update the General Segment of the SAD (Box 3) by decreasing the number of Pages.

6. Repeat this procedure as many times as items need to be deleted