



How to Process a Duty Free Shop SAD

The following 'Functional Note' provides registered users of ASYCUDA World (AW) system with the information necessary to enable them to process:

- Importation of goods into a duty free shop;
- The release of goods from a duty free shop for home consumption or re-export.

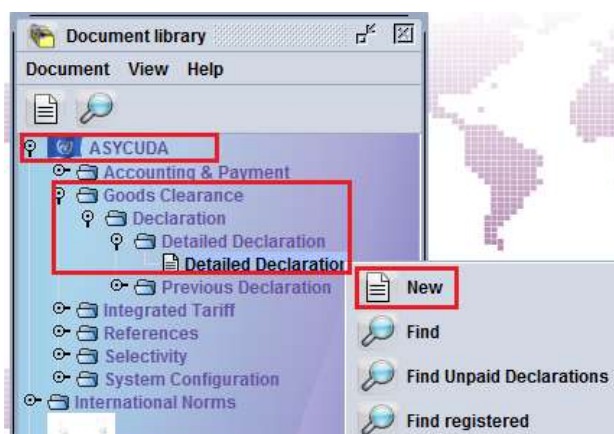
It should be noted that Duty Free Shops will be managed in the same way as Warehouses and that the 'How to' functional notes associated with warehousing procedures may be referred to, including:

- How to warehouse a product and release it with a different HS Code
- How to move products from one bonded warehouse to another bonded warehouse
- How to check the status of SADs associated with the importation of goods in a bonded warehouse / Duty Free Shop / Excise Manufacturing Company

HOW TO IMPORT GOODS INTO A DUTY FREE SHOP

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. Once a new SAD is opened, complete the SAD (refer to the "How to complete an Import SAD" or "How to complete an Export SAD" functional note)
4. The specific fields related to an importation in a Duty Free Shop that must be inserted are:

- **Box 1** - Click on the drop-down menu and select **IM7**
- **Box 8** (Consignee) – Insert the **TIN** which must be consistent with the Duty Free Shop Code in **Box 49** (otherwise an error message will be displayed and the SAD will not be processed until the error is resolved)
- **Box 29** (Office of Entry) – Insert the **Office of entry code**
- **Box 33** (Commodity Code) – Insert the **Commodity Code** which must be consistent with the Duty Free Shop Code in **Box 49** (otherwise an error message will be displayed and the SAD will not be processed until the error is resolved)
- **Box 37** (1st Part) insert the Customs Procedure Code (CPC) – **7200**
- **Box 49** (1st Part) insert the Duty Free Shop Code
- **Box 49** (2nd Part) Insert the delay which is the **number of days** goods are allowed to stay in the Duty Free Shop in conformity with the Customs legislation

		A OFFICE OF DESTINATION	
2 Exporter Bulky		1 DECLARATION IM 7	
8 Consignee Solomon Island Resort Ltd PO Box 268 Honiara, Guadalcanal Restaurants and mobile food service		3 Forms 1 1	
14 Declarant Solomon Island Resort Ltd PO Box 268 Honiara, Guadalcanal		4 Load List Manifest	
18 Identity and nationality of means of transport at arrival PE521/A43/2013		5 Items 1	
21 Identity and nationality of active means of transport crossing the border		6 Nbr packages 18	
25 Mode transport 4 at border		7 Reference number 2015 #1	
26 Inland mode Transport		9 Financial No.	
27 Place of discharge SBHIR Honiara, Guadalcanal Is		11 Trading con. city.	
29 Office of entry HIRA Honiara Henderson Air		12 Value details 0.00	
30 Location of goods SOLAIR		13 C.A.P.	
31 Packag... and... description of goods Nbr & Kind 18 CT Carton		15 Country of export AUSTRALIA	
--- Alcohol of strength not more than 7% vol		16 Country of origin AUSTRALIA	
44 Add. info Documents Produced Certificates and author- ization		17 C.E. Code a AU b SB	
47 Calcula- tion of		17 C.D. Code a SB b	
Type CD		20 Delivery terms CIF HONIARA	
Tax base 108.00		22 Currency & total amount invoiced USD 100.00	
Rate 14.0000		23 Exch. rate 7.44048	
Amount 1,512.00		24 Nature of transac.	
MP 0		28 Financial and banking data Bank Code Terms of payment	
		32 Item 1 No.	
		33 Commodity code 22083010 00	
		34 Cty. orig. Code a AU b	
		35 Gross mass (kg) 108.00	
		37 PROCEDURE 7200 000	
		38 Net mass (kg) 108.00	
		40 Summary declaration / Previous document S/L	
		41 Supplementary units LTR 108.00	
		42 Item Price 100.00	
		43 V.M. code	
		45 Adjustment 1.00	
		46 Statistical value 744.05	
		48 Deferred payment	
		49 Identification of warehouse DFS03 365	

5. Once completed, the SAD should be verified and validated (refer to the “How to Process and Register (validate) a SAD” functional note)

47 Calculation of taxes	Type	Tax base	Rate	Amount	MP	48 Deferred payment	49 Identification of warehouse
	CD	108.00	14.0000	1,512.00	0		DFS03 365
	GT	2,256.04	19.5000	440.00	0		
Total					1,952.00	0	

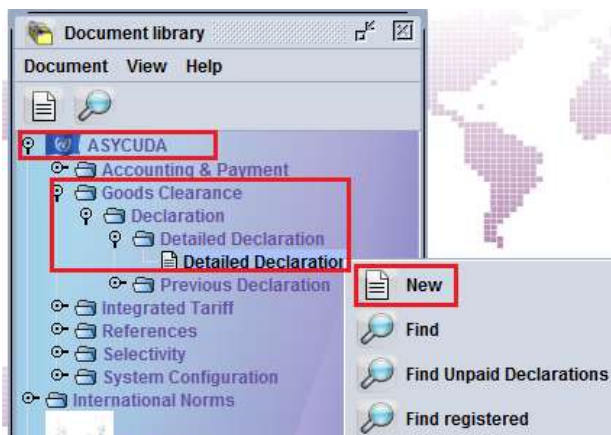
B ACCOUNTING DETAILS	
Mode of payment	CASH
Assessment number	Date
Receipt number	Date
Guarantee	1,952.00 Date
Total fees	10.00 SBD
Total declaration	10.00 SBD

It should be noted that the Duty and Taxes are calculated for guarantee purposes only.

HOW TO RELEASE GOODS FROM A DUTY FREE SHOP FOR HOME CONSUMPTION OR RE-EXPORT

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**

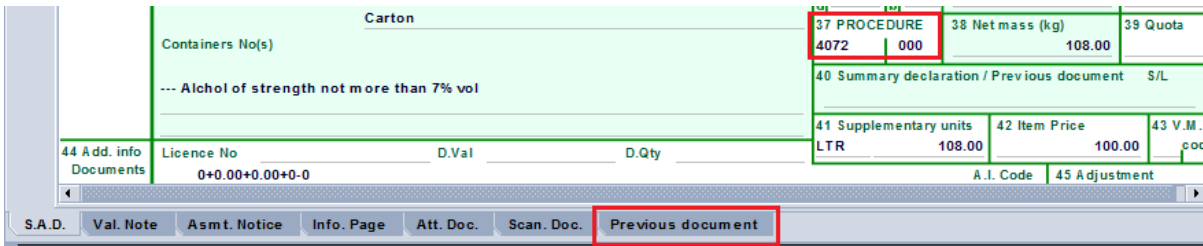


3. Once a new SAD is opened, complete the SAD (refer to the “How to complete an Import SAD” or “How to complete an Export SAD” functional note)
4. The specific fields associated with the release of goods from a duty free shop that must be inserted on SAD are:
 - **Box 1** - Click on the drop-down menu and select **IM4** (for home consumption) or **EX 3** (for re-export)
 - **Box 8** (for home consumption) or **Box 2** (for re-export) - Insert the **TIN** which must be consistent with the Warehouse Code in **Box 49** (otherwise an error message will be displayed and the SAD will not be processed until resolved). It must also be consistent with the TIN on the SAD (IM 7) for the importation into the bonded warehouse

- **Box 18** (Means of Transport) – Insert the **means of transport** on arrival which must be consistent with **Boxes 25 and 29** (otherwise an error message will be displayed and the SAD will not be processed until the error is resolved)
- **Box 33** (Commodity Code) – Insert the **Commodity Code** which must be consistent with the Duty Free Shop Code in **Box 49**, which must be consistent with the commodity on the SAD (IM 7) for the importation into the Duty Free Shop.
- **Box 37** (1st Part) insert the Customs Procedure Code (CPC) – **4072** (for home consumption) or **3072** (for re-export)
- **Box 49** (1st Part) insert the Duty Free Code which must be consistent with the Duty Free Code displayed on the SAD (IM 7) for the importation into the Duty Free Shop.
- **Box 49** (2nd Part) Insert the Duty Free delay which is the **number of days** goods are allowed to stay in the Duty Free Shop.

OFFICE OF DESTINATION	
1 DECLARATION	
HIRA	
Honiara Henderson Airport	
Customs Reference	
Manifest	
2 Exporter No.	3 Forms
Bulky	1 1
4 Consignee No. 1001062	4 Load List
Solomon Island Resort Ltd PO Box 268 Honiara, Guadalcanal Restaurants and mobile food service	5 Items 1
14 Declarant No. 1001062	6 Nbr packages 18
Solomon Island Resort Ltd PO Box 268 Honiara, Guadalcanal	7 Reference number 2015
18 Identity and nationality of means of transport at arrival PE521/A43/2013	9 Financial No.
AU	Country last con.
11 Trading cty.	12 Value details 0.00
13 C.A.P.	15 C.E. Code AU
14 Country of export AUSTRALIA	17 C.D. Code SB
16 Country of origin AUSTRALIA	17 Country of destination Solomon Islands
19 Ctr.	20 Delivery terms CIF HONIARA
21 Identity and nationality of active means of transport crossing the border	22 Currency & total amount invoiced USD 100.00
23 Exch. rate 7.44048	24 Nature of transac.
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 Airp	30 Location of goods SOLAIR
31 Packag... and description of goods	32 Item 1 No. 22083010 00
Marks and numbers - Containers No(s) - Number and kind	33 Commodity code
Marks & no of packages	34 Cty. orig. Code AU
Nbr & Kind 18 CT Carton	35 Gross mass (kg) 108.00
Containers No(s)	37 PROCEDURE 4072 000
--- Alcohol of strength not more than 7% vol	38 Net mass (kg) 108.00
39 Quota	40 Summary declaration / Previous document 5/L
41 Supplementary units LTR 108.00	42 Item Price 100.00
43 V.M. code	44 Adjustment 1.00
45 Adjustment	46 Statistical value 744.05
47 Calculation of	49 Identification of warehouse DF503

Once the **Box 37** (CPC) has been filled, a new tab will be displayed at the bottom of the SAD



5. Filling the “Previous document” Tab

It should be noted that the “Previous document” Tab must be filled as it establishes the link with the SAD associated with the importation of the goods into the duty free shop.

- a) The first part of the screen is related to the information of the SAD processed for the importation of goods into a duty free shop (i.e. the ‘Previous Declaration’)
 - o **Office** – Office of lodgment of the SAD associated with the importation of the goods into the duty free shop
 - o **Year** – Year of lodgment of the SAD associated with the importation of the goods into the duty free shop
 - o **Reg. Nb.** – Registration Number (i.e. the Serial Letter followed by the registration number) of the SAD associated with the importation of the goods into the duty free shop
 - o **Item. Nb.** – The item of the SAD which is associated with the importation of the goods into the duty free shop and which are being released from the duty free shop.

SAD - Previous documents											
Previous declaration											
Office	Year	Reg. Nb.	Item. Nb.	HS Code	Origin	Initial Qty	Packages	Net mass	Sup. Unit	Reference	CIF value
HRGA	2015	1 2	1	72083010	80 AU		18	108.00	108.00		6.89
Remaining Qty :							Packages	Net mass	Sup. Unit		
							18	108.00	108.00		

Once the above information has been entered, the details associated with the item to be released will be automatically displayed by the system, including the HS Code, country of origin, initial quantity, net mass, supplementary unit and CIF Value, together with the remaining quantities, net mass, supplementary unit, etc.

SAD - Previous documents											
Previous declaration											
Office	Year	Reg. Nb.	Item. Nb.	HS Code	Origin	Initial Qty	Packages	Net mass	Sup. Unit	Reference	CIF value
HRGA	2015	1 2	1	72083010	80 AU		18	108.00	108.00		6.89
Remaining Qty :							Packages	Net mass	Sup. Unit		
							18	108.00	108.00		

- b) The second part of the screen relates to the information of the current SAD for the release of goods from the Duty Free Shop (Current Declaration). It includes:
 - o **Item. Nb.** – Which item of the current SAD will be released from the Duty Free Shop

Current declaration

Item No.	SH Code	Origin	Packages	Net mass	Sup. Unit	Reference CIF value


Office	Year	Ser.	Reg. No.	Priv Item	SH Code	Prec Orig.	Packages	Weight	S.U.	Ref. value	Item	Qty written-off	Weight written-off	S.U. written-off	Ref. value

Once the Item number has been entered, the details are automatically displayed by the system: HS Code, country of origin, quantity, net mass, supplementary unit and CIF Value

Current declaration

Item No.	SH Code	Origin	Packages	Net mass	Sup. Unit	Reference CIF value
1	22083010	00 AU	18	108.00	108.00	6.89

Office	Year	Ser.	Reg. No.	Priv Item	SH Code	Prec Orig.	Packages	Weight	S.U.	Ref. value	Item	Qty written-off	Weight written-off	S.U. written-off	Ref. value

c) Click on the icon  to “validate” the information

SAD - Previous documents

Previous declaration											
Office	Year	Reg. No.	Item No.	SH Code	Origin	Initial Qty	Packages	Net mass	Sup. Unit	Reference CIF value	
HRA	2015	1 2									
						Remaining Qty	Packages	Net mass	Sup. Unit		

Current declaration

Item No.	SH Code	Origin	Packages	Net mass	Sup. Unit	Reference CIF value

Office	Year	Ser.	Reg. No.	Priv Item	SH Code	Prec Orig.	Packages	Weight	S.U.	Ref. value	Item	Qty written-off	Weight written-off	S.U. written-off	Ref. value
HRA	2015	1	2	1	22083010	00 AU	18	108.00	108.00	6.89	1	18	108.00	108.00	6.89

All the information will be summarized in a table, including the quantities and weight of the items of the SAD associated with the importation of the goods into the duty free shop with the quantities for each item on the current SAD

- d) Steps a to c must be repeated for each item to be released on the current SAD
6. Once completed, return to the SAD Tab to ‘verify’ the declaration (refer to the “How to process and register (validate) a SAD” functional note)
- a. In addition, at the time of verification, the AW system will cross-check the information between the SAD related to the importation into Duty Free Shop and the current SAD (i.e. the release from the Duty Free Shop). Any mismatch (e.g. different Duty Free Shop, insufficient stock, etc.) will be displayed as an error.

Message

Warehouse on previous document is different than warehouse on declaration. (itm. 1)

A.I. Code 45 Adjustment 1.00

46 Statistical value 744.05

49 Identification of warehouse WH26

Itm. Nb. SH Code Origin

2

Message

Item does not exist in current declaration

e Prec Orig. 10 00 AU 1

7. Once all the errors have been corrected and the SAD is verified, the reference to the “previous” SAD will be automatically displayed in Box 40 of each item and the Duty and Taxes calculated for payment

37 PROCEDURE	38 Net mass (kg)	39 Quota
4072	000	108.00
40 Summary declaration / Previous document		S/L
HIRA 2015 2 art. 1		

47 Calculation of taxes	Type	Tax base	Rate	Amount	MP	48 Deferred payment	49 Identification of warehouse
	CD	108.00	14.0000	1,512.00	1		DF503
	GT	2,256.04	19.5000	440.00	1		
	Total			1,952.00	1		

B ACCOUNTING DETAILS

Mode of payment CASH

Assessment number _____ Date _____

Receipt number _____ Date _____

Guarantee 0.00 Date _____

Total fees 10.00 580

Total declaration 1,962.00 580

8. Once verification has been successfully completed, the SAD should be validated (refer to the “How to Process and Register (Validate) the SAD” functional note)