



How to process a Warehousing 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 bonded warehouse;
- The release of goods from a bonded warehouse for home consumption or re-export.

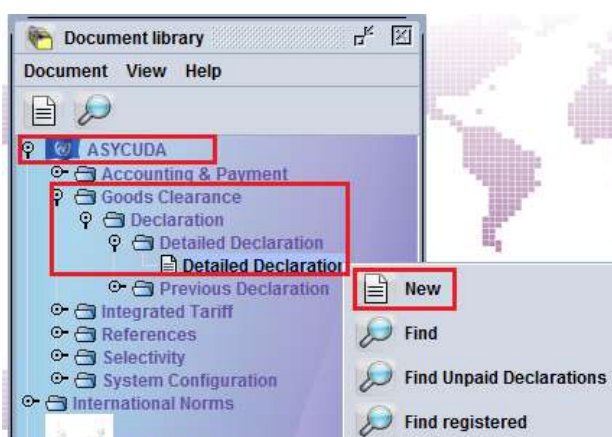
It should be noted that the document is not exhaustive and additional 'How to' functional notes associated with warehousing procedures are available, including:

- 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 BONDED WAREHOUSE

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 information required (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 into a bonded warehouse 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 Warehouse 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 **Office of entry code** which must be consistent with **Boxes 25** and in some specific cases with **box 49** (otherwise an error message will be displayed and SAD will not be processed until the error is resolved)
- **Box 33** (Commodity Code) – Insert the **Commodity Codes** of the products to be warehoused which must be consistent with the Warehouse Code in **Box 49**
- **Box 37** (1st Part) insert the Customs Procedure Code (CPC) – **7100**
- **Box 49** (1st Part) insert the Warehouse Code
- **Box 49** (2nd Part) Insert the warehouse delay which is the **number of days** goods are allowed to stay in the warehouse in conformity with the Customs legislation

		A OFFICE OF DESTINATION	
2 Exporter CITY LINK COMPUTERS		1 DECLARATION IM 7	
8 Consignee No. 1019335 Daltron [Solomon Island] Ltd PO Box 855 Honiara, Guadalcanal Other information service activitie		9 Financial No.	
14 Declarant No. 1019335 Daltron [Solomon Island] Ltd PO Box 855 Honiara, Guadalcanal		15 Country of export AUSTRALIA	
18 Identity and nationality of means of transport at arrival PE521/A43/2013 AU		19 Ctr. <input type="checkbox"/>	
21 Identity and nationality of active means of transport crossing the border		22 Currency & total amount invoiced USD 100,000.00	
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 HONIARA SEAPORT	
31 Packages and description of goods Nbr & Kind 18 CT Carton - Parts and accessories of the machines of heading 84.69 Computer parts		32 Item No. 1	
		33 Commodity code 84731000 00	
		34 Cty. orig. Code AU	
		35 Gross mass (kg) 20.0000	
		37 PROCEDURE 7100 000	
		38 Net mass (kg) 20.0000	
44 Add. info Documents Produced Certificates and authorization Licence No 0+0.00+0.00+0-0 D.Val D.Qty A.D.		41 Supplementary units A.I. Code	
		42 Item Price 100,000.00	
		43 V.M. code 1.00	
		46 Statistical value 742,300.00	
47 Calculation of Type CD Tax base 742,300.00 Rate 5.0000 Amount 37,115.00 MP 0		48 Deferred payment	
		49 Identification of warehouse WH20	
		20	

- **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 **TIN** which must be consistent with Warehouse Code in **Box 49** (otherwise an error message will be displayed and SAD will not be processed until solved) and which must 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 SAD will not be processed until solved)
- **Box 33** (Commodity Code) – Insert the **Commodity Code** which must be consistent with Warehouse Code in **Box 49**, which must be consistent with the commodity on the SAD (IM 7) for the importation of the goods into the bonded warehouse
- **Box 37** (1st Part) insert the Customs Procedure Code (CPC) – **4071** (for home consumption) or **3071** (for re-export)
- **Box 49** (1st Part) insert the Warehouse Code which must be consistent with the Warehouse Code on the SAD (IM 7) for the importation into the bonded warehouse

A OFFICE OF DESTINATION	
1 DECLARATION IM 4	
2 Exporter No. CITY LINK COMPUTERS	
3 Forms 1 1	
4 Load List Manifest	
5 Items 1	
6 Nbr packages 18	
7 Reference number 2014	
8 Consignee No. 1019335 Dalltron [Solomon Island] Ltd PO Box 856 Honiara, Guadalcanal Other information service activitie	
9 Financial No.	
Country last 11 Trading 12 Value details 13 C.A.P. 0.00	
14 Declarant No. 1019335 Dalltron [Solomon Island] Ltd PO Box 856 Honiara, Guadalcanal	
15 Country of export AUSTRALIA	
16 Country of origin AUSTRALIA	
17 Country of destination Solomon Islands	
18 Identity and nationality of means of transport at arrival PES21/A43/2013 AU	
19 Ctr.	
20 Delivery terms CIF	
21 Identity and nationality of active means of transport crossing the border	
22 Currency & total amount invoiced USD 100,000.00	
23 Exch. rate 7.42300	
24 Nature of transac.	
25 Office of entry HIRA Honiara Henderson Airp	
26 Inland mode Transport	
27 Place of discharge SBHR Honiara, Guadalcanal Is	
28 Financial and banking data Bank Code	
29 Location of goods HONIARA SEAPORT	
30 Summary declaration / Previous document S/L	
31 Packages and description of goods Marks & no of packages Nbr & Kind 18 CT Carton - Parts and accessories of the machines of heading 84.69 Computer parts	
32 Item 1 No. 84731000 00	
33 Commodity code	
34 Cty. orig. Code AU	
35 Gross mass (kg) 20.0000	
36 Prefer. 4071 000	
37 PROCEDURE	
38 Net mass (kg) 20.0000	
39 Quota	
40 Supplementary units 42 Item Price 100,000.00	
41 V.M. code 1.00	
43 V.M. code	
44 Add. info. Documents Produced Certificates and authorization	
45 Adjustment 1.00	
46 Statistical value 742,300.00	
47 Calculation of Type Tax base Rate Amount S/P 48 Deferred payment 49 Identification of warehouse WH20	

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

The screenshot shows a software interface for a Single Administrative Document (SAD). At the top, there is a section for 'Carton' with a green background. Below this, there are fields for 'Containers No(s)', '- Parts and accessories of the machines of heading 84.69', and 'Computer parts'. To the right of these fields, there is a vertical list of codes: '37 PROC 4071', '40 Summ', and '41 Suppl'. Below the main form area, there is a section for '44 Add. info Documents' with a 'Licence No' field containing '0+0.00+0.00+0-0'. At the bottom, there is a navigation bar with several tabs: 'S.A.D.', 'Val. Note', 'Asmt. Notice', 'Info. Page', 'Att. Doc.', 'Scan. Doc.', and 'Previous document'. The 'Previous document' tab is highlighted with a red border.

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 bonded warehouse is.

- a) The first part of the screen is related to the information of the SAD for the importation of goods into a bonded warehouse (Previous Declaration)
 - **Office** – Office of lodgment of the SAD associated with the importation of the goods into the bonded warehouse
 - **Year** – Year of lodgment of the SAD associated with the importation of goods into a bonded warehouse
 - **Reg. Nb.** – Registration Number (Serial Letter followed by registration number) of the SAD associated with the importation of the goods into the bonded warehouse
 - **Itm. Nb.** – The item on the SAD which is associated with the importation of goods into a bonded warehouse and which is to be released from the warehouse

The screenshot shows a window titled 'SAD - Previous documents'. Inside, there is a table with the following columns: Office, Year, Reg. Nb., Itm. Nb., SH Code, Origin, Initial Qty, Packages, Net mass, Sup. Unit, and Reference CIF value. The first row of data contains the values: HRA, 2014, I 69, and a dropdown menu. The first four columns (Office, Year, Reg. Nb., Itm. Nb.) are highlighted with a red border.

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 units, etc

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	2014	I 09	1	84731000	00	AU	18	50.0000		14,846.00	
						Remaining Qty.:	Packages	Net mass	Sup. Unit		
							18	50.0000			

b) The second part of the screen relates to the information of the current SAD for the release of goods from the bonded warehouse and includes:

- o **Item. Nb.** – Which item of the current SAD will release goods from the bonded warehouse

Current declaration															
[Icon]															
Item. Nb.	SH Code	Origin	Packages	Net mass	Sup. Unit	Reference CIF value									
1															
Office	Year	Ser.	Reg. No.	Prv. Item	SH Code	Proc. 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															
[Icon]															
Item. Nb.	SH Code	Origin	Packages	Net mass	Sup. Unit	Reference CIF value									
1	84731000	00	AU	18	20.0000	37,115.00									
Office	Year	Ser.	Reg. No.	Prv. Item	SH Code	Proc. Orig.	Packages	Weight	S.U.	Ref. value	Item	Qty written-off	Weight written-off	S.U. written-off	Ref. value

Current declaration



c) Click on the icon to “validate” your typing

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	2014	I 09	1	84731000	00	AU	18	50.0000		14,846.00					
						Remaining Qty.:	Packages	Net mass	Sup. Unit						
							18	50.0000							
Current declaration															
[Icon]															
Item. Nb.	SH Code	Origin	Packages	Net mass	Sup. Unit	Reference CIF value									
1	84731000	00	AU	18	20.0000	37,115.00									
Office	Year	Ser.	Reg. No.	Prv. Item	SH Code	Proc. Orig.	Packages	Weight	S.U.	Ref. value	Item	Qty written-off	Weight written-off	S.U. written-off	Ref. value
HRA	2014	I 09	1	84731000	00	AU	18	50.0000		14,846.00	1	18	20.0000		37,115.00

All previous information will be summarized in a table which will include the quantities and weight of the items of the original SAD associated with the importation of the goods into the bonded warehouse, with the quantities to be released for each item on the current SAD

d) Steps a to c should 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 to all AW controls, at the time of verification, the AW system cross-checks information between the SAD related to the importation in a bonded warehouse and the current SAD (release from bonded warehouse). Any mismatch (different warehouse, insufficient stock, etc) will be displayed as an error.

Message: Warehouse on previous document is different than warehouse on declaration. (Itm. 1)

Office	Year	Ser.	Reg. No.	Pro. No.	SH Code	Prev. Orig.	Packages	Weight	S.U.	Ref. value	Itm	Qty written-off	Weight written-off	S.U. written-off	Ref. value
HRA	2014	1	09	1	04731900	00	All	18	59.0000	14,845.00	1	18	100.0000		7,423.00

Message: Previous document: 59J.2014,HIRA Item 1: not enough remaining quantities

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

40 Summary declaration / Previous document	S/L
HIRA 2014 I 69 art. 1	

47 Calculation of taxes	Type	Tax base	Rate	Amount	MP
	CD	742,300.00	5.0000	37,115.00	1
	GT	779,415.00	19.5000	151,986.00	1
	Total			189,101.00	1

48 Deferred payment	49 Identification of w
	WH20

B ACCOUNTING DETAILS

Mode of payment: CASH

Assessment number: _____ Date: _____

Receipt number: _____ Date: _____

Guarantee: 0.00 Date: _____

Total fees: 10.00 SBD

Total declaration: 189,111.00 SBD

8. Once verify, validate the SAD (refer to the “How to process and register (validate) a SAD” functional note)