



CONFIDENTIAL

## Papua New Guinea Customs Service

### How to input Manifest and Bill details on a SAD

The following 'Functional Note' provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to input the Manifest and Bill details associated with the SAD.

This is done as follows:

1. The reference details of the manifest should be entered in **Box A** of the SAD.
- a. If the Office of lodgment of the SAD is the same than the Office of Arrival of the manifest, the format should be: the registration year followed by a space followed by the registration number (e.g. 2017 120)

A OFFICE OF DESTINATION	
POM	
CUSTOMS OFFICE -PORT MORESBY	
Customs Registration	
I 147	06/06/2017
Manifest	2017 120

Manifest registration Year

Manifest registration number

- b. If the Office of lodgment of the SAD is different than the Office of Arrival of the manifest, the format should be: the Office of Arrival code followed by a space followed by the registration year followed by a space followed by the registration number (e.g. JAS 2017 120)

A OFFICE OF DESTINATION	
POM	
CUSTOMS OFFICE -PORT MORESBY	
Customs Registration	
I 147	06/06/2017
Manifest	JAS 2017 120

  

1 DECLARATION	
IM	4
3 Pages	4
1	2
5 Items	6 Total pkgs.
2	1
7 Declarant Reference number	
2017 #65	

Manifest Office of Arrival

Manifest Registration Year

Manifest Registration Number



**It should be noted that only one manifest can be associated with one SAD**

2. The reference to the bill should be entered at **item level Box 40**

40 Bill Of lading / Airway Bill / Previous document	S/L
VTU06_H	



From the outset, it should be noted that:

- The Bill must be associated with the Manifest indicated in Box A
- A different Bill reference can be inserted for each item on the same SAD