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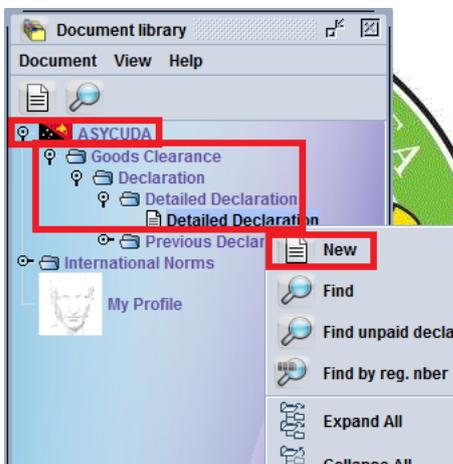
PNG Customs Service

How to “Process and Assess 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 assess 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 in box 14. This TIN is linked to the user login, independently if you are a Customs broker, a company clearing for itself. It can't be changed.

1 DECLARATION		DECLARATION	
2 Exporter No.		3 Forms 1 1	
3 Forms 1 1		4 Load List 1	
5 Items 1		6 Nbr packages 1	
8 Consignee No.		7 Reference number 2017	
14 Declarant No. 500006833		9 Financial No.	
INCHCAPE SHIPPING SERVICES		11 Trading city.	
PO BOX 922, PORT MORESBY, NCD		13 C.A.P.	
CHAMPION PRD, NCSD		15 Country of export	
15 Country of export		16 Country of origin	
16 Country of origin		17 Country of destination	
19 Ctr.		20 Delivery terms	



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- 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. 500056887
HEALTHY LIVES PROMOTION LTD BOROKO P.O.BOX 6617 NATIONAL CAPITAL DISTRICT,PNG	
14 Declarant	No. 500713097
ICM LTD P.O BOX 1587, PORT MORESBY, NCD SECT 116, LOT 52, KANAGE ST. NCD	

- b. **If you are a company clearing for itself (In-house broker)**, the Consignee TIN in Box 8 (or 2 for export SAD) 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. 500000722	9 Financial
SIMBERI GOLD COMPANY LTD KAVIENG P.O.BOX 624 NEW IRELAND,PNG PNG		
14 Declarant	No. 500029024	16 Country of origin
BOROKO MOTORS P.O.Box 1259, BOROKO. NCD SECT 38, LOT 12, WAIGANI DR. NCD		Japan

Message

Consignee will change

A new window will be displayed. Click to Verify as shown below.

8 Consignee	No. 500029024	9 Financial
Boroko Motors PO Box 1259, Boroko Sec 38 Lot 12, Waigani Drive NCD, Papua New Guinea paigaA@borokomotors.com.pg		
14 Declarant	No. 500029024	16 Country of origin
BOROKO MOTORS P.O.Box 1259, BOROKO. NCD SECT 38, LOT 12, WAIGANI DR. NCD		Japan

Message

Document verified!

click here

Box 8 and Box 14 should have the same Company & TIN



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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 items 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 Attach Document Reference on the SAD” functional note
10. If you have to deal with scanned documents, refer to “How to Upload Scanned Documents on the SAD” functional note
11. Once the SAD is completed, click  to ‘Verify’ the document

Detailed Declaration - New [2017]

ASYCUDA World

2 Exporter JOE Blow		TIN		1 DECLARATION IM 4		A OFFICE OF DESTINATION JAS PORT MORESBY-SIX MILE Customs Registration	
8 Importer HARWICKS LTD GORDONS, PORT MORESBY P.O. BOX 788 NATIONAL CAPITAL DISTRICT, PNG		TIN 500056351		3 Pages 1 1		Manifest 2017 11	
				5 Items 1		6 Total pkgs. 250	
				7 Declarant Reference number 2017 11		9 Person resp. for financ settl. TIN 500056351	
				11 Trading		12 Other costs	

12. 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

ASYCUDA World

2 Exporter JOE Blow		No.		1 DECLARATION IM 7		A OFFICE OF DESTINATION JAS PORT MORESBY-SIX MILE Customs Reference	
8 Consignee Boroko Motors PO Box 1259, Boroko		No. 500029024		3 Forms 1 3		4 Load List	
9 Financial Boroko Motors PO Box 1259, Boroko		No. 500029024		5 Items 5		6 Nbr packages 45454	
12 Value details 19,034.44		13 C.A.P.		7 Reference number 2017 45454		15 C.E. Code a) JP	
17 Country of destination Papua New Guinea		17 C.D. Code a) PG		19 Ctr. CIF		20 Delivery terms Port Moresby	
18 Identity and nationality of means of transport at arrival		19 Ctr. CIF		22 Currency & total amount invoiced		23 Exch. rate	
21 Identity and nationality of active means of transport crossing the border		22 Currency & total amount invoiced		23 Exch. rate		24 Nature of	

Message

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

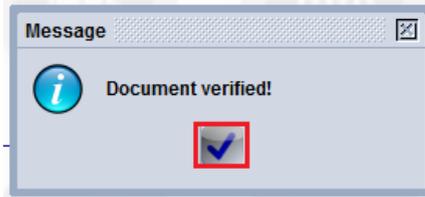
Error: Total number of packages is mandatory

13. 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

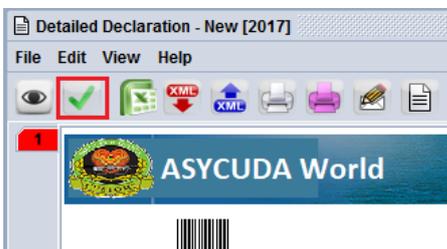
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14. When all the errors have been corrected, the below message is displayed



15. Click on 

16. Click  to Validate and Assess the SAD



17. On the Confirmation screen, click on 



18. The system will confirm the assessment and will generate automatically:

- a. The Declarant reference number (placed automatically on the SAD Box 7), if this field has not been previously filled
- b. The Customs Registration number which will be input automatically on the SAD in Box A)



- c. The Assessment number which will be input automatically on the SAD in Box B ACCOUNTING DETAILS, at the bottom left part of the SAD



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If the SAD has referred to a pre-payment account, the SAD, at time of assessment, will also be paid and the Receipt number will be input automatically on the SAD in Box B ACCOUNTING DETAILS, at the bottom left part of the SAD

48 Deferred Account No.	49 Warehouse		/ Days susp.
B ACCOUNTING DETAILS			
Mode of payment	CASH		
Assessment number	A 140	/	Date 15/06/2017
Receipt number	R 61		Date 15/06/2017
Guarantee	0.00		Date
Total fees	30.00	PGK	
Total declaration	1,280.00	PGK	

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

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

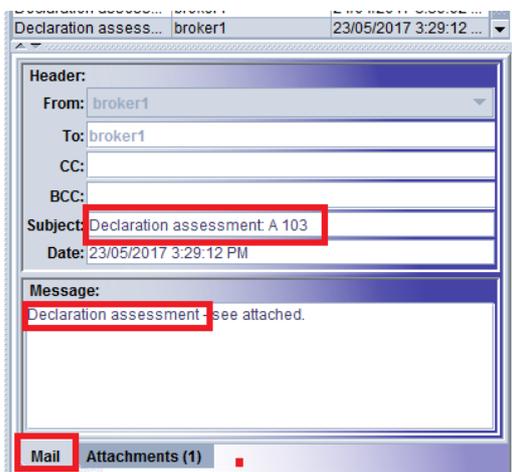
21. If you want to proceed with another SAD, click on and a new SAD will be displayed

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



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

24. The main screen and the 1st Tab of the mail indicate that a Declaration has been assessed, the Customs Reference number and at what time





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

The screenshot shows an email client interface with a list of messages and a detailed declaration table. The messages list includes:

Subject	From	Date
Login failure at Fri Jun 02 14:18:12 PGT 2017	THE MAIL ROBOT	02/06/2017 2:18:12 PM
Report received: Reference database - Additional codes	THE MAIL ROBOT	09/06/2017 11:37:27 AM
Report received: Reference database - Additional codes	THE MAIL ROBOT	13/06/2017 9:41:20 AM
Login failure at Tue Jun 13 14:46:03 PGT 2017	THE MAIL ROBOT	13/06/2017 2:46:03 PM
Declaration assessment: A 137	c.barako	14/06/2017 11:51:56 AM
Declaration registration: I 141	c.barako	14/06/2017 11:55:54 AM
Declaration assessment: A 138	c.barako	14/06/2017 1:39:01 PM
Declaration assessment:	c.barako	14/06/2017 2:07:22 PM

The detailed declaration table is as follows:

Year	Office	Declar.	Ref. N.	Reg. S.	Reg. N.	Reg. D.	Type	Gen. P.	Items	Exporter	Export.	Consi.	Consi.	Total L.	Ast. Ser	Ast. #	PE Nber	Ast. Da.	Colour		
2017	JAS	50001...	CBee45	I	143	2017-...	IM	4	1	JOE BI...	50005...	HARW...	30						Yellow	2	

A blue arrow points to the first row of the detailed declaration table. The bottom of the screenshot shows a tab labeled "Mail Attachments (1)".