



Papua New Guinea Customs Service

How to Locally Save and Retrieve a General Segment or Bill on a Manifest

The following 'Functional Note' provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to locally save and retrieve a General Segment or a Bill on a Manifest.

For a number of reasons (e.g. documents missing, incomplete information, etc.), it may be necessary for the General Segment or Bill the user is currently working on, to be saved locally and retrieved at a future time.

How to locally save the General Segment

This is done as follows:

1. Once a General Segment is opened and started to be filled, at any time, the General Segment can be saved locally

Edit View Help				
. 🗸 🗸 👝 🏯 🜌 🔎 🕨 🥹				
S ASYCUDA				
Manifest - General Information				
Office of departure / arrival				
General Information				
Voyage number Date of departure	Date of arrival Time of arrival	Registration number		
V30 20/01/2017	25/01/2017			
Constant of the second s	Date of registration	Last discharge		
Place of departure	Place of destination			
HKHKG Hong Kong	PGPOM Port Moresby			
Shipping Information	Totals	12.000		
Carrier	Bills	2		
500006833				
	Packages	2		
D O BOX 922	Containers	0		
PORT MORESBY	Gross weight	1.000.000		
NATIONAL CAPITAL DISTRICT	diose mergin	1,000,000		
David				

2. Click on the icon on top of the General Segment screen



- 3. In the **Save** screen, indicate:
 - a. In which directory, the file should be saved and
 - b. The file name





4. Then click on



Save

5. When the following message is displayed, click on

Export	X
$\overline{\mathbf{i}}$	Export to file 'C:\Users\loij.CUSTNET\Documents\Manifest 1.xml' was successful!

How to locally save the Bill

The same process as above should be applied on the E-document related to the Bill.

How to retrieve a locally save General Segment

This is done as follows:

1. As soon as a new General Segment is opened, click on on top of the General Segment







- 2. In the **Open** screen, indicate:
 - a. In which directory to Look In to find the previously saved file and
 - b. The File Name
- 3. Then click on **Open**

📈 Open					×
Look in: 🗖	Documents		•	a 6	
AW Trainin AW_Error, Custom O Customs My Shape: Shipping a Telikom B	ng _Log ffice Templates s ind Freighters Detai ills	S JL1.xml			
File <u>N</u> ame: Files of <u>T</u> ype:	Manifest 1.xml XML File (.xml)			Open	▼ Cancel

4. The new General Segment will be filled with all information previously 'locally saved' and the following screen will be displayed

Edit View Help						
💾 🖬 罕 🍰 🚍 😥	0					
ASYCUDA			DERINA A			
anifest - General Information			and the second se			
1						
flice of departure / arrival	n white					
CUSTOMS OFFICE -PORT M	IORE SBY					
eneral Information		A DECEMBER OF THE OWNER	100			
oyage number Date o	f departure	Date of arrival Time of arrival Registration	number			
V30 20/01/2017		25/01/2017 /				
		Date of registration Last discharge				
ace of departure		Place of destination				
KHKG Hong Kong		PGPOM Port Moresby				
ipping Information	DATION 2					
arrier	Import	E	2			
00006833						
		Cousersion, Costner Luccuments mannest Txmir was successful	2			
CHCAPE SHIPPING SERVICES PING LTD		1	0			
PORT MORE SBY						
ATIONAL CAPITAL DISTRICT			1,000,000			

5. Click on **Solution** to continue the Manifest process