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## PNG Customs Service

### “How to Locally Save and Retrieve a SAD”

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 SAD.

For a number of reasons (e.g. documents missing, incomplete information, etc.), it is possible for the SAD the user is currently working on, to be saved locally and retrieved at any time.

The facility is also useful for a company that imports or exports the same product (e.g. petroleum). To facilitate the process a fully completed SAD can be saved locally and used as a template. Each time the company imports or exports the same product, the template can be retrieved and only specific data (e.g. value, volume, etc.) updated.

#### How to locally save a SAD

This is done as follows:

1. Once a new SAD is opened and data inserted, the declaration can be saved locally at any time during the process

The screenshot shows the ASYCUDA World software interface. At the top, there is a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with various icons, including a red 'XML' icon. The main window displays a 'Detailed Declaration - New [2017]' form. The form is divided into several sections:

- Header:** 'ASYCUDA World' logo and 'A OFFICE OF DESTINATION'.
- 1 DECLAR...:** 'JAS' dropdown, 'PORT MORESBY-SIX MILE', 'Customs Registration', 'Manifest 2017 11'.
- 2 Exporter:** 'TIN TIN', 'JOE Blow'.
- 3 Pages:** '1 | 1'.
- 5 Items:** '1', **6 Total pkgs.:** '250', **7 Declarant Reference number:** '2017 CBeo'.
- 8 Importer:** 'TIN 500056351', 'HARWICKS LTD', 'GORDONS, PORT MORESBY', 'P.O. BOX 788', 'NATIONAL CAPITAL DISTRICT, PNG'.
- 9 Person resp. for fin...:** 'TIN 500056351', 'HARWICKS LTD', 'GORDONS, PORT MORESBY', 'P.O. BOX 788'.
- 10 Country I...:** 'AU', **11 Trading c...:** 'PG', **12 Other costs:** '401.93', **13 Pro...:**
- 14 Declarant/Agent:** 'TIN 500018820', 'EMOTRANS PNG LTD', 'PO BOX 1116, WATERFRONT, POM. NCD', 'PORTION 2437 JACKSONS PRD 7 MIL F'.
- 15 Country of export:** 'Australia', **16 Country of origin:** 'Australia', **17 Country of destination:** 'Papua New Guinea'.
- 18 Identity and nationality (Vessel / Flight) at arrival:** 'QRF', **19 ...:**
- 20 Delivery terms:** 'CIF Port Moresby'.
- 21 Date of arrival (Vessel / Flight):**
- 22 Currency & total amount ...:**, **23 Exch. rate:**, **24 Nature of:**

At the bottom of the window, there is a status bar with buttons for 'S.A.D.', 'Val. Note', 'Asmt. Notice', 'Info. Page', 'Att. Doc.', 'Scan. Doc.', and 'ASW Scan. Doc.'.

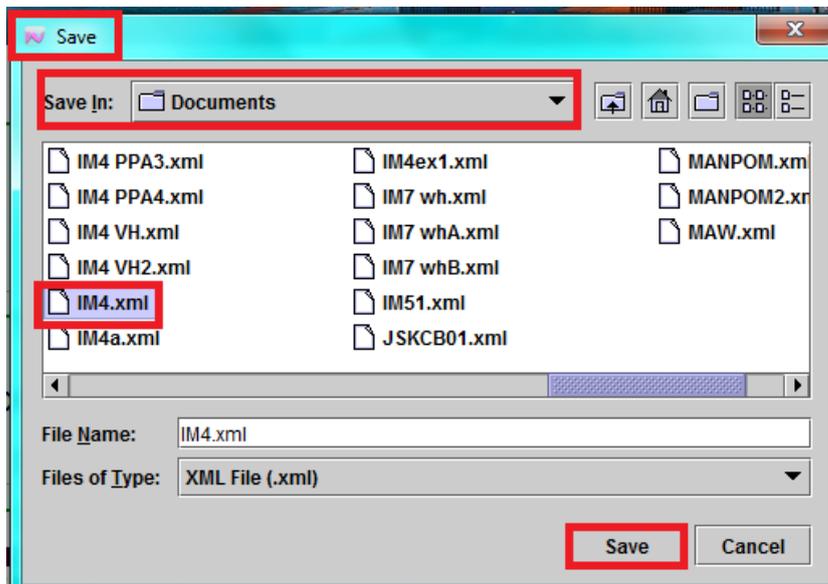
2. Click on the  icon on top of the SAD screen

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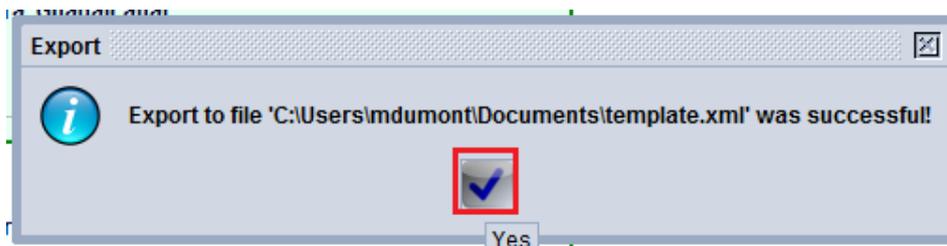


3. In the **Save** screen, indicate:
  - a. In which directory, the file should be saved and
  - b. The file name

4. Then click on 



5. When the following message is displayed, click on 

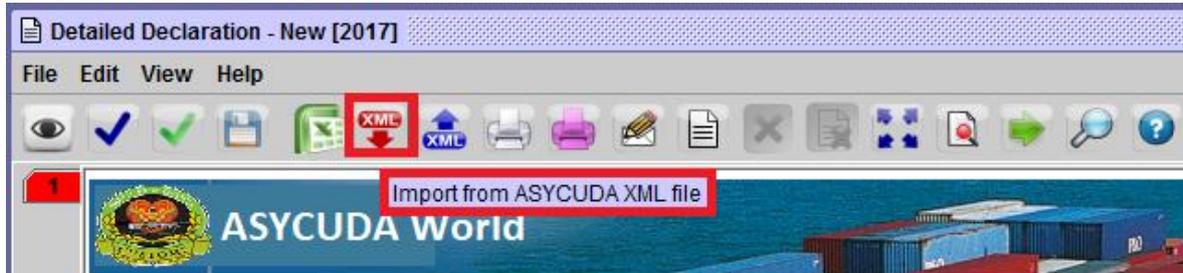


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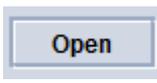
**How to retrieve a locally save SAD**

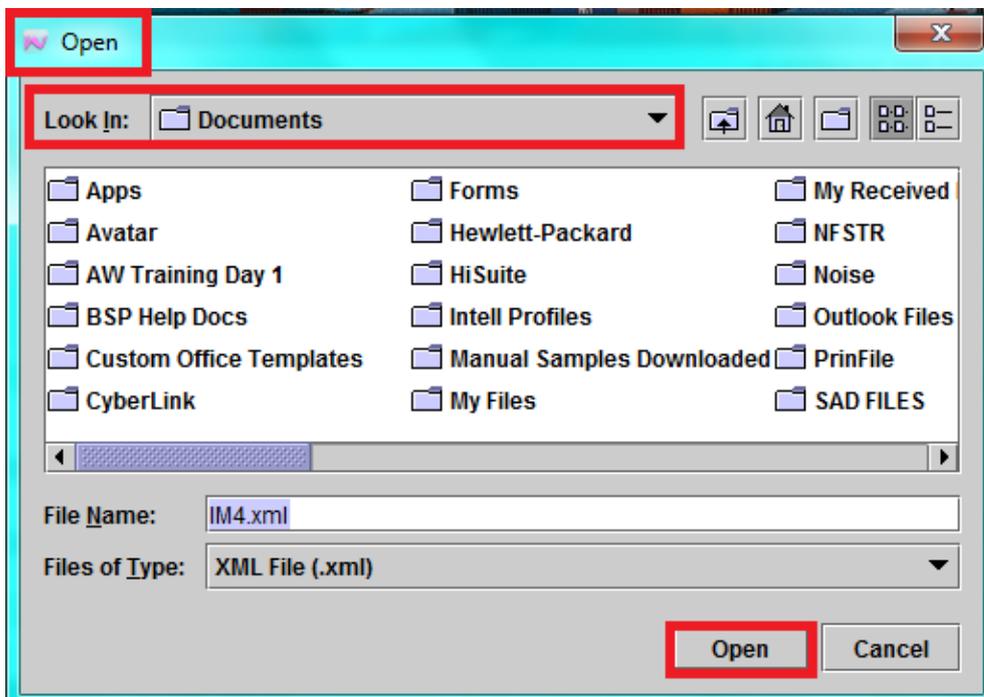
This is done as follows:

1. As soon as a new SAD is opened, click on  on top of the SAD screen



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 



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



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Detailed Declaration - New [2017]

File Edit View Help

ASYCUDA World

A OFFICE OF DESTINATION

1	DECLAR...	JAS
IM	4	PORT MORESBY-SIX MILE
3 Pages	4	Customs Registration
1	1	Manifest 2017 11
5 Items	6 Total Pkgs	17 Declarant Reference number
		CBeo
		500056351
8 Importer		er costs
HARWICKS LTD		401.93
GORDONS, PORT		13 Pro...
P.O.BOX 788		
NATIONAL CAPITAL DISTRICT, PNG	AU	c...
	PG	cty.
14 Declarant/Agent	TIN	500018820
EMOTRANS PNG LTD	15 Country of export	Australia
PO BOX 1116, WATERFRONT, POM. NCD	16 Country of origin	Australia
PORTION 2437 JACKSONS PRD 7 MILE	17 Country of destination	Papua New Guinea
18 Identity and nationality (Vessel / Flight) at arrival	19 ...	20 Delivery terms
QRF		CIF
21 Date of arrival (Vessel / Flight)		Port Moresby
	22 Currency & total amount ...	23 Exch. rate
		24 Nature of

Import

Import from file 'C:\Users\barakoci\Documents\IM4.xml' was successful!

5. Click on  to continue the SAD process