



# **PNG Customs Service**

# "How to Add or Delete an item on a SAD"

The following 'Functional Note' provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to add/delete item on a SAD.

#### How to Add an item on a SAD

This is done as follows:

- 1. Once a SAD has been opened, the General Segment will show:
  - a. In Box 3 the number of Pages (e.g. 1 | 1)
  - b. In Box 5 the total number of item (e.g. 1)
  - c. On the left-hand side, a tab for each item (e.g. 1)
- 2. Click on the icon on top of the SAD screen

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- 3. The system will automatically:
  - a. Present a new screen related to 1 page made of three (3) items information
  - b. Add a new tab on the left-hand side of the SAD





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In addition, the system will automatically update the general segment of the SAD

a. box 5 (number of item had increased by 3) (e.g. 4)

If adding a new item generates a new form/page, the system will also automatically update the general segment of the SAD, Box 3 by increasing the number of Pages (e.g. 1 | 2)

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		paigaA@boroko	w Guinea omotors.com.pg	 	5 Iter	ns 4	6 Total pkgs	s. 1

- 4. Fill the new item screen and update the General Segment
- 5. Repeat this procedure as many times as items need to be added

#### How to Delete an item on a SAD

This is done as follows:

- 1. Once a SAD has been opened, the General Segment of the SAD will show:
  - a. In Box 3 the number of page/form (e.g. 1 | 2)
  - b. In Box 5 the total number of item (e.g. 4)
  - c. On the left-hand size, a tab for each item (e.g. 2)

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		NCD, Papua New Guinea paigaA@borokomotors.com.pg	5 Iter	ns 6 Total pkg 4	s. 1



2. By clicking on the item Tab to be deleted, the system will move to the item page

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	Consignee - name & address P.O.BOX 1587, POM Sec 16 LOT 52, SL KANAGE PORT MORESBY, PAPUA NEW GUINEA customsbroker@icm.com.pg	DECLARA 4	A OFFICE O TION POM PORT MOR Customs R 6 I 141	F DESTI	NATION ce 0	2/06/2017	,
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You can either delete item one by one or delete the entire page composed of 3 items.

icon on top of the SAD screen to delete Individual

#### **DELETING ONE ITEM**

3. Select an item and click on the **Item** 



If no item is selected at the time you click on the <sup>[1]</sup> icon, the following message will be displayed

Message	X
0	lo item selected, please position the cursor on the relevant item



# ASYCUDA

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4. Click on the confirmation screen if you want to delete the **item**.

Conversely, click *on the confirmation screen if you don't want to delete the item.* 

	Confirm	ation
	?	Do you want to delete item #3?
h		✓ ×

- 5. By confirming the **item** to be deleted, the system will automatically:
  - a. Move one level up all the items previously input below the deleted item

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31 Packages and description of goods	PORT MORESBY, PAPUA NEW GUINEA Marks and numbers - Number and kind Marks & no STC of packages Packages of Milo Packages of Milo		2 32 Item 2 No.	33 Commo 87033119 34 Cty. orig	dity cod	e 000 35 Gro	oss mass	; (kg)	36 Prefer.
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description of goods	of packages Nbr & Kind 2 CN			34 Cty. orig <sub> </sub> JP	. Code	35 Gro	oss mass 2	(kg) ,000.000	36 Prefer.
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In addition, the system will automatically update the General Segment of the SAD

b. box 5 (number of item had decreased by 1) (e.g. 3)

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	3 Page	s	4	1
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	5 Items	;	6 Total pkgs	
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<u>If deleting an item removes also a Page</u>, the system will also automatically update the General Segment of the SAD (Box 3) by decreasing the number of Pages.

6. Repeat this procedure as many times as items need to be deleted

## **DELETING ONE WHOLE PAGE (3 items)**

3. Click on the **I** icon on top of the SAD screen to delete the **Whole Page**.

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4. Click

on the confirmation screen if you want to delete the Whole Page.

Conversely, click on the confirmation screen if you don't want to delete the Whole Page.

Confirm	ation
$\bigcirc$	Do you want to delete all 3 items on this page(4,3 and 2)?
	✓ ×

- 5. By confirming the **whole page** to be deleted, the system will automatically:
  - a. Move one level up all the pages previously input below the deleted page
  - b. Remove the tab associated to the page deleted

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In addition, the system will automatically update the General Segment of the SAD

- c. Box 3 (number of page had decreased by 1) (e.g.1)
- d. Box 5 (number of item had decreased by 3) (e.g. 1)





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8	1	1		М
	5 Items		6 Total pkgs.	
	1		5	

6. Repeat this procedure as many times as whole pages need to be deleted

# Note that it is not possible to delete the 1<sup>st</sup> item; icons are not available.

