



# Papua New Guinea Customs Service

## How to Add, Delete or Modify Container details on a Bill

The following "Functional Note" provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to add, delete or modify container details a Bill.

#### How to Add a Container to a Bill

This is done as follows:

1. In order to add a container to a Bill, ensure that the **Box Total containers** is filled with a number, representing the total number of containers for the Bill and thus different than 0 and click on the **Container Tab** at the bottom of the screen

Total containers	Packag	ges codes	Status
2	СТ	Carton	HSE
Marks & nb.		and the second se	
nil			
nil			
nil Manifested packa	ges	Remaining packages	Manifested gross weight Remaining
nil Manifested packa 200	ges	Remaining packages	Manifested gross weight Remaining 64,000.00

2. Click on Containers Tab

-0 50	Same	62				102		
lbr. of pkg	Ctn. type	E/F	Seal numbers	king.	1	Party	Empty weight	Goods weigh
Nbr. of pkg	Ctn. type	E/F	Seals	Marks	Marks	Party	Empty weight	Goods weigh
32	20	LCL				SHI		6400
	br. of pkg Nbr. of pkg	br. of pkg Nbr. of pkg Ctn. type	br. of pkg E/F Nbr. of pkg Ctn. type E/F	br. of pkg Etn. type E/F Seal numbers Nbr. of pkg Ctn. type E/F Seals	br. of pkg Ctn. type E/F Seal numbers Nbr. of pkg Ctn. type E/F Seals Marks	br. of pkg Etn. type E/F Seal numbers	br. of pkg Etn. type E/F Seal numbers Party Nbr. of pkg Ctn. type E/F Seals Marks Marks Party	br. of pkg Ctn. type E/F Seal numbers Party Empty weight Nbr. of pkg Ctn. type E/F Seals Marks Marks Party Empty weight

- Fill in the screen with the container details (refer to "How to complete a Manifest, including Bills and Containers" for the status of the field (i.e. Mandatory/Optional/Prohibited):
   IF sub bill, ensure to use F3 rather then typing
  - a) **Container Number** → identifying number of the container It should be noted that all containers used are normally BIC coded



b) Nbr.of  $pkg \rightarrow$  number of packages within the container associated with the Bill







By default the AW system will display automatically the total number of packages from the bill. If the goods are in more than one container, the number of package must be adjusted.

c) Select the conatiner type **Ctn.type** from the drop-down menu

Ctn. type	E/F	Seal numbers	
20	20' co	ontainer	
40	40' Co	ontainer	1
OTH	Any o	ther types of container	•

d) Select the indication **E/F** from the drop down menu

	E/F	Seal numbers	
_	EMP	Empty	•
9	FCL	Full Container Load	
-	LCL	Less than Container Load	-

e) Indicate the number of seals, the seal number and its identification, if any

Seal numbers		Plant in the second
2	MARK 1	MARK 2
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f) Select **Party** (i.e. the entity who seals the container) from the drop down menu

Party	Empty weight	Good
CUS	Customs Seal	<b></b>
OTH	Other Seal	
SHI	Shippers Seal	▼
		200

g) Empty Weight  $\rightarrow$  weight of the empty container associated with the Bill



h) Goods weight  $\rightarrow$  weight of the goods associated with the Bill



Do not forget to press "Tab" or "Enter" after entering the Goods weight





4. When completed, click on the "Add a new Container" icon on the top of the container screen

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Waybill - Containers Container Information - Container number	Nbr. of pkg	Ctn. type	E/F	Seal numbers		appl.	Party	Empty weight	Goods weight
Waybill - Containers Container Information – Container number TRLU66712369	Nbr. of pkg	Ctn. type	E/F CL	Seal numbers	MARK 1	MARK 2	Party OTH	Empty weight 100.00	Goods weight

This will allow the system to verify that all the mandatory fields have been filled and to display any errors, if any

Container Information -		[] dulation		all.	1.25				and the state
Container number TRLU66712369	Nbr. of pkg 200	Ctn. type E/	F Seal numbers	MARK 1	MA	RK 2	Party OTH	Empty weight	Goods weight
Container number	Nbr. of pkg	Ctn. type	Error!		X	Marks	Party	Empty weight	Goods weight
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Correct the error(s) and click again on the "Add a new Container" icon on the top of the container screen

Once all the errors have been corrected, this will allow the container to appear in the list of containers

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- 5. Repeat this step for as many time as containers need to be added
- 6. Return to the **Waybill** Tab and **Verify** and **Save the changes** (refer to the "How to add or delete Bills on Manifest" functional note)









#### How to Delete a Container from a Bill

This is done as follows:

1. From the Waybill – Modification screen, click on Containers Tab

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2	CT	Carton
Marks & nb.	10.	Jourton
NIL		

2. Once the container list is displayed, highlight the container to be deleted. The line will appear in dark blue

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Container number	Nbr. of pkg	Ctn. type	E/F	Seals	Marks	Marks	Party	Empty weight	Goods weight
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1280400621									

3. Right click and choose **Remove** 

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4. Click on the **Warning** screen if you want to delete the container

Conversely, click *solution* on the **Warning** screen if you don't want to delete the container



5. Click by confirming the deletion of the container. The system will remove all details regarding the container

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- 6. Repeat the above steps for any further containers that need to be deleted
- 7. Return to the **Waybill** Tab and **Verify** and **Save the changes** (refer to the "How to add or delete Bills on Manifest" functional note)





### How to Modify the Container details on a SAD

This is done as follows:

1. From the Waybill – Modification screen, click on the Containers Tab

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Goods	Details—	2.00	
Total c	ontainers	Packag	jes codes
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Marks &	k nb.		
NIL			

2. Once the container list is displayed, highlight the container to be modified. The line will appear in dark blue

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Waybill - Containers Container Information - Container number Container number	Nbr. of pkg	Ctn. type E/F	Seal numbers	Marks	Marks	Party Party	Empty weight Empty weight	Goods weight Goods weight

3. Right click and select Update

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		F THE			
Container number Nbr. of pkg Ctn. type	E/F Seals	Marks	Marks	Party Empty weight	Goods weight
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4. The system will automatically display the container details on top of the screen (i.e. above the container list).

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Container Information Container number TPHU 400621 Container number	Nbr. of pkg 1,000 Nbr. of pkg	Ctn. type F 20 FC Ctn. type	E/F CL E/F	Seal numbers Seals	Marks	Marks	Party SHI Party	Empty weight	Goods weigh

5. Modify the incorrect information, noting that all the fields associated with the container can be modified with the exception of the Container number

If an incorrect reference has been previously entered for a container, there is no other option than to delete the container itself (refer to the previous section)

6. Once the container details have been updated, click on the **Update a Container** icon

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7. The system will automatically display the updated details in the container list

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8. Return to the **Waybill** Tab and **Verify** and **Save the changes** (refer to the "How to add delete Bills on Manifest" functional note)