



Papua New Guinea Customs Service

How to Degroup a Master Bill

The following 'Functional Note' provides Carriers and Consolidators, who are users of the ASYCUDA World (AW) system, with the information necessary to enable them to degroup a Master Bill.

Upon arrival at the country of destination, consolidated consignments must be degrouped to the individual consignees before clearance can be done.

In the event that the Carrier and the Consolidator are different companies, it will be important that they liaise closely with each other; a consolidator will need to know when the carrier has entered all the information associated with a Master Bill or what are the identification details of the Master Bill in order for the Consolidator to be able to add the House bills and 'Degroup' and for the AW system to link Master Bills and its House Bills

It is important to note that 'Degroupage' must be undertaken before the Manifest is registered.

How to Degroup a Master Bill as a Carrier

This is done as follows:

1. On the Document library. Right click on **General Segment** and click **Find** to open the **General Segment finder: Find**

Name	criteria	value #1	value #2	9 00 ASYCUDA
Document Status al	ill			🛛 🖓 Cargo Manifest
Barcode al	ill			O Ca Data Management
Office code al	4			P 🗁 Manual Capture
Place of loading al	dl			General Segment
Place of unloading al	ill			P Waybill
Voyage number e	quals	V70		Oueries of Containers
Date of departure al	A			Ca International Norms
Carrier al	ll .			
Registration Number al	ill .			My Profile
Registration Year al	ill i			
Registration Date al	11			a second s

2. Enter the voyage number or any other details and click on the **Segment finder:Find** window





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Offic V POM	Voyage n V70	Date of depart 23/01/2017	Place of Io	Place of unio PGPOM	Registra .	Registra .	Registrati	Carrier	Writter No

3. Right click and click Modification



4. Click on the Bol tab to open and Manifest-Wayills window

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anifest - W	/aybills						
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Line nbr	Refinbr	Nb. Ctn.	Packages	Gross weight	remaining parages	traning have up	

It will be necessary to ensure that the Bill to be degrouped has its status equals to MST

5. Highlight the Master Bill and click on Add Bol icon to add bills to the Master Bill

6. Click on Create new B/L screen to confirm the creation of a Bill within the Master Bill





Conversely, click if you don't want to add a Bill within the Master

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7. The **Waybill** – **New** screen is displayed with information associated with the General Segment and that associated with the Master (i.e. previous document, waybill line)

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Office of departure / arrival				
POM CUSTOMS OFFIC	E -PORT MORESBY			
General Information				
Voyage number	Date of departure	Date of an	rival Time of arrival	Registration number
V70	23/01/2017	29/01/2017	10:45	1
Waybill reference number	Waybill type	Nature	Last discharge	Waybill line
V701_1	HSB House Sea Bill	23	30/01/2017	2 1
Previous document		UCR		A Company
V701				
Place of loading		Place of u	nloading	
SGSIN Singapore		PGPOM	Port Moreshy	

- 8. Complete the new Bill (refer to the "How to add or delete Bills on Manifest" functional note)
- 9. Once completed, Verify and Store (refer to the "How to add or delete Bills on Manifest" functional note)

Transaction completed	Х
Store is done.	
Print Waybill, condensed	
e-Mail to:	
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- 10. Click on the **I** to add another bill. Once done click the **I**
- 11. The system will return automatically to the General Segment Modification screen

The status of the Master Bill will have been changed to MST UDG

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lanifest - Waybills					
and					
		-			
Line nbr Ref nbr Nb. Ctn. Packag	es Gross weig	ght Remaining package	es Remaining gross w	Status	
≻□2 V701 2	2 10	000		MST UDG	



12. Once all the Bills have been added to the Master, click on the Directory icon to see all the "sub-bills" of the Master Bill

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Manifest - Wa	vbills							
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Aanifest - Wa Line nbr 9 🗖 2	Ref nbr V701 V701_1	Nb. Ctn. 2	Packages 2	Gross weight 1 000 400	Remaining packages	Remaining gross w	Status MST UDG HSE	

At this stage the status of Master Bill is still MST UDG

- 13. After adding all the House Bills to the Master Bill of Lading, the consolidator must validate the degroupage
- 14. Go to the **Document Library** navigate down to **Waybill**. Right click and click **Find**. On the

Waybill finder window enter the voyage number or other details you have and click





Please	er enter data for sele	ction criteria, and proce	ed to find a specific	Document View Help
Name	criteria	value #1	value #2	
Document Status	all		-	O Cargo Manifest
Barcode	all			O A Data Management
Office code	all			0 A Manual Canture
Voyage number	equals	V70		Conoral Soment
Date of departure	all			
B/L reference	all			Or Cal Queries of Containers
Parent B/L referen	all			Or Containers
Place of loading	all			
Place of unloading	all			My Profile
Consignee Name	all			
Nature	all			

15. Highlight the Master Bill, right click and choose Direct Validate

6	Waybill fin 3 doc	i der uments found! I	Please se	lect a do	cumer	nt and	select an a	ction from the	local men	ц Ч	2
Offi	∇ Voyage.	. Date of depa	. B/L refe.	Paren	Туре	Nat.	Place of I.	. Place of un.	Sts	S	
POM	V70	23/01/2017	V701_2	V701	HSB	23	SGSIN	PGPOM	HSE		
POM	V70	23/01/2017	V701_1	V701	HSB	23	SGSIN	PGPOM	HSE	10 0	
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- 16. If errors are detected, correct them and choose **Direct Validate** again
- 17. Click on the '**Operation Direct Validate is done**' message screen

Information
Operation Direct Validate is done.





18. Highlight the Master Bill, right click and choose Validate Degroupage

D	Waybill fin	der									t, X
6	3 doci	uments found! F	Please sel	ect a do	cumer	nt and	select a	an acti	on from the	local menu	1
Offi	Voyage	Date of depa	B/L refe	Paren	Туре	Nat	Place	of I P	lace of un	Sts	S
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POM	V70	23/01/2017	V701_1	V701	HSB	23	SGSIN	P	GPOM	HSE	
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19. Click on the '**Operation Validate Degroupage is done**' message screen



20. The status of the Master Bill is now MST DEG

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() ^{3 docu}	ments found! Ple	ase select	a docume	nt and	iselec	t an action fro	om the local m	enu		
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POM	V70	23/01/2017	V701_2	V701	HSB	23	SGSIN	PGPOM	HSE		
POM	V70	23/01/2017	V701_1	V701	HSB	23	SGSIN	PGPOM	HSE		
POM	V70	23/01/2017	V701		MSB	23	SGSIN	PGPOM	MST DEG		
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How to Degroup a Master Bill as a Consolidator / Freight Forwarder

This is done as follows:

- 1. Go to ASYCUDA → Cargo Manifest → Data Management → Manual Capture → Waybill
- 2. Right click and choose New



3. The **Waybill Segment** is opened empty

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ASYCUDA		
Manifest - Waybill		
Office of departure / arrival		
General Information	1 Martin Contraction	
Voyage number	Date of departure	Date of arrival
Waybill reference number	Waybill type	Nature Last
Previous document		UCR
Place of loading		Place of unloadi
1		
and the second se		
Carrier		

4. Enter the **Office code, voyage number and date of departure** of the General Segment the newly created Bill is to be associated with. This should be undertaken whether the General Segment has already been stored or is not in the AW system







5. By pressing <Enter> or <Tab> after the date of departure has been entered, data from the General Segment will be automatically displayed, if has been already stored, otherwise all information associated with General Segment must be entered

Waybill - New [HIRA]				
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ASYCUDA	-			
Manifest - Waybill				
			ALC: N	Nall-
Office of departure / arrival				
HIRA Honiara Henders	on Airport			
General Information		- http://www.	12422	
Vovage number	Date of departure	Date of arrival	Time of arrival	Registration number
IE008	04/02/2015	04/02/2015	15:52	1
Waybill reference number	Waybill type	Nature Last d	lischarge	Waybill line
Previous document		UCR		
Place of loading		Place of unloadin	g	
AUBNE Brisbane	100	SBHIR Honiara,	Guadalcanal Is	
Carrier		Exporter/Shipper-	100	
1014727			The same	
Solomon Airlines Ltd	and a line for the second			
P.O BOX 23, HONIARA		-		

- 6. Enter in the **Waybill reference number**, type and nature
- 7. Enter in the **Previous document, the reference number of the Master Bill**, wether the Master Bill has already been stored or not in the AW system
- 8. By pressing <Enter> or <Tab> after the reference number of the Master Bill is entered, the Waybill line and sub-line will be automatically displayed, if the Master Bill has already been stored, otherwise Waybill line and sub-line must be entered







- 9. Complete the Bill (refer to the "How to complete a Manifest, including Bills and Containers" functional note)
- 10. Once the Bill is completed, click **(verify** the document then on **(verify** to store the Bill (refer to the "How to complete a Manifest, including Bills and Containers" functional note)
- 11. Repeat steps 1 to 9 for as many time as Bills need to be added

Option 1

It should be noted that the carrier is responsible for validating the degroupage if there is more than one consolidator involved in the degroupage or if the Master Bill is entered in the system after its associate House Bills.

If there is a single consolidator involved in the degroupage, the consolidator himself (herself) is responsible for validating the degroupage.

Option 2

Carrier is responsible for validating the degroupage in any cases.