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## PNG Customs Service

### How to ‘Attach Document Reference’

The following ‘Functional Note’ provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to attach reference to document(s) which may be required on a SAD.

This can be done in one of two (2) different ways:

#### A. Attached Documents are required by the system and are shown mandatory once the SAD is verified

In specific cases, some Country, Office, City, Tariff Commodities, CPCs, Mode of Declarations and others when used, require **Attachments** to accompany the SAD.

The system will indicate an error at the time the SAD is verified

As an example:

#### 1. Processing an EX 1 SAD with Tariff Code 47073000

		<b>1 DECLARATION</b> EX 1		A OFFICE OF DISPATCH/EXPORT JAS PORT MORESBY-SIX MILE Customs Reference	
<b>2 Exporter</b> No. 500052603 Urukas Limited PO Box 891, Wewak East Sepik Province Papua New Guinea judykumasi@gmail.com		<b>3 Forms</b> 1 1		<b>4 Load List</b> Manifest	
<b>8 Consignee</b> No. [redacted] dgvd bhdh fhbfhb		<b>5 Items</b> 1		<b>6 Nbr packages</b> 1	
<b>14 Declarant</b> No. 500713097 ICM LTD P.O BOX 1587, PORT MORESBY, NCD SECT 116, LOT 52, KANAGE ST. NCD		<b>9 Financial</b> No. [redacted]		<b>7 Reference number</b> 2017	
<b>18 Identity and nationality of means of transport at departure</b> FGFF		<b>11 Trading</b> AU dest AU cty.		<b>13 C.A.P.</b>	
<b>19 Ctr.</b>		<b>15 Country of export</b> Papua New Guinea		<b>15 C.E. Code</b> a PG b1	
<b>20 Delivery terms</b> FOB Auburn		<b>16 Country of origin</b> Papua New Guinea		<b>17 C.D. Code</b> a AU b1	
<b>21 Identity and nationality of active means of transport crossing the border</b>		<b>17 Country of destination</b> Australia		<b>22 Currency &amp; total amount invoiced</b> USD 5,000.00	
		<b>23 Exch. rate</b> 0.2000		<b>24 Nature of</b>	

#### 2. Verify the SAD (refer to the “How to process and Register (Validate) a SAD ” functional note)

The system will automatically display an **error** as shown below.





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**B. Attached Documents input by the declarant before Verifying (Registering) the SAD**

1. Go straight to the **Att. Doc.** TAB
2. Enter all information related to the document to be attached:
  - Indicate the item number to which the document should be attached
  - Select from the dropdown menu the document (code) to be attached; the system will display automatically the description)
  - Insert the reference for the attached document
  - Insert the appropriate date on the attached document

Item	Code	Description	Reference	Date
2			Test2	10/05/2017

  

Item	Code	Description	Reference	Date
	AIF	Application of Imports-Firearms		
	BAD	Bank Account Details		
	BFAR	Bureau of Fisheries & Aquatic Resources Catch Ce.		
	BKG	Bank Guarantee		
	CC	Consular Certificate		
	CCP	Cities Permit		
	CEL	Coffee Export Levy		
	CEP	Environmrntal Permit		

3. If the item number of the attached document is not correct or does not exist then an error message will appear as shown below.

Item	Code	Description	Reference	Date
2	RBL	Rubber Buying License	tes	

  

**ERROR**

Invalid item number

4. Once completed, click on  to update the Attached Document List