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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:

				4	DEC			FICE OF	DISPAT	CH/EXPORT		
2 Exporter	No.	500052603		EX	1	LANATION	POR	TMOR	ESBY-SI	KMILE		
Urukas Limited PO Box 891, Wewak East Sepik Province Papua New Guinea judykumasi@gmail.	com			3 Forms 1 5 Items	5 1	4 Load List 6 Nbr packa	Cust Man ges 1	toms Re ifest 7 Refer 2017	eference ence nu	nber		
8 Consignee dgvdbhdh fhbfhb	No.			9 Finan	cial			No.				
				Country	first	11 Tradin	g				1	13 C.A.F
				AU	des	it. AU	cty.					
14 Declarant	No.	500713097		15 Cour Papua	ntry o New	of export			15 C.E. a 1 PG	Code	17 C.D. a AU	Coc
ICMILID						Guillea						
P.O BOX 1587, PORT SECT 116, LOT 52, K	MORESBY, N ANAGE ST. NO	ICD CD		16 Cour Papua	ntry o New	of origin Guinea			17 Coun Austr	try of dest alia	tination	
P.O BOX 1587, POR SECT 116, LOT 52, K 18 Identity and nationality FGFF	MORESBY, N ANAGE ST. NO of means of t	ICD 2D transport at departure	19 Ctr.	16 Cour Papua 20 Deliv FOB	New Pery t	ounicu of origin Guinea erms Iburn			17 Coun Austr	try of dest alia	tination	

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

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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									A OF	FICE O	F DISPAT	CH/EXPO	RT	
						1 DECLARATION		JAS						
2 Exporter	No.	5000526	03			EX	1		POR	T MOR	ESBY-SI	X MILE		
Urukas Limit	Urukas Limited						Customs Reference							
PO Box 891,	Wewak					3 Forms 4 Load List								
East Sepik P Papua New (rovince Suinea	Exporter - name & address			1	_1		Manifest						
judykumasi@	gmail.com				5 Items	1	6 Nbr packag	jes 1	7 Refer	rence nui	mber			
	EX					•		· .	2011					
8 Consignee	No.	0				9 Finan	cial			No.	_			<u> </u>
dgvdbhdh							Mo	reagee						
fhbfhb		Error: Attached Document Re					is Ma	ndatory						
		E	rror: Attach	scanne	d Certific	ate of Or	igin (COO) is man	datory	/				
		STOP E	Error: Attachment of scanned Export Permit (EXP) is				t (EXP) is ma	indato	ry				C.A.P.	
							-							
14 Declarant	No.													Code
ICM LTD	ICM LTD					Papua	Guinea			aj ^{PG}	bi	al AO	_b	
P.O BOX 158	P.O BOX 1587, PORT MORESBY, NCD				16 Country of origin			17 Country of destination						
SECT 110, LU	SECT TTO, LOT 52, KANAGE ST. NCD					Papua New Guinea Australia								
18 Identity and na	tionality of means of t	ransport at	departur	e	19 Ctr.	20 Deliv	very	terms						
FGFF						FOB Auburn								

The system is requiring for the AttachDoc Reference to be captured.

- For AttachDoc Ref, Go to the Att. Doc. TAB
- Insert the reference for the attached document
- Insert the appropriate date on the attached document

The windows should display this below.

			Ins	ert Refere	nce	Insert Date
	Item	Code	Description	Ref	wa <mark>k</mark> a	Ŷ
	1	EXP	Export Permit	Tes	t	09/05/2017
	itm (Code	Description		Reference	Date
	1	EXP	Export Permit			
8/	D. Va	I. Note Asm	nt. Notice Info. Poe Att. Doc. San. Doc. ASW Scan	Doc.		

• Click **3** to update the attached document list.

Note: Do the same for the other attach docs if required.

• If all the required data are filled, the attached document will be displayed in the list as shown below.

	Ite	em Code	Description	Refe	rence	Date
U]					
	ltm	Code	Description		Reference	Date
	1	EXP	Export Permit		Test	09/05/2017
S.	.D.	Val. Note Asn	nt. Notice 🛛 Info. Page 🗋 Att. Doc. 🗍 Scan. Doc. 🗋 ASW Scan. Doc. 🗍			





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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
 - o Insert the appropriate date on the attached document

Ite	em Code	Description	Reference	Date
	2	Application of Imports-Firearms	Test2	10/05/2017
Itm	BAD Co BFAR BKG CC CCP CEL CEP	Bank Account Details Bureau of Fisheries & Aquatic Resources Catch Ce. Bank Guarantee Consular Certificate Cities Permit Coffee Export Levy Environmrntal Permit	Reference	Date

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		Re	Reference		
2	RBL	Rubber Buying License		te	s		
		FRROR	ালা হ				
ltm	Code				Reference		Date
		Invalid item number					

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