

How-to-Note: Upload Scanned Documents for Exemption Approvals

The following 'Functional Note' provides registered users of the ASYCUDA World (AW) system with the information necessary to enable users to Upload Scanned Document(s) that is required by Customs on the SAD.

Uploaded Scanned Documents are required by the system and are shown mandatory once the SAD is verified

This is done as follow:

In specific cases, Exemption Approval letters etc,... Scanned Documents must be uploaded to the SAD.

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

As an example:

1. Processing an IM 4 SAD with Tariff Code 90183900



- 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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• The system is requiring for a Scanned Doc to be Uploaded



3. Go to the **Scan. Doc.** TAB

Customs Office POM PORT MORESBY		Identification of the declaration	
Model Customs reference		Declarant reference Assessment reference 2024 013/SM0824PIS /	Nbr of Items
Declarant 501780160			
501760160			
		9	
Code	File name	Status	

- From the window click the **Add** button. A dialogue box will be displayed
- Select the desired file & click **Open** as shown below

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	File Name: Files of Type: Corresponding files for scan document Open Cancel	



• Select the Reference Code of the Document to be **Uploaded.**

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• Select and click upload. Once the document is uploaded, the **Status** column should show 100%.

Status	Upload	Status
₹	0 %	100 %

Note: Do the same for the other Scanned Doc Uploads if required.

• Then complete by verifying the entry.