



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**

The screenshot shows the ASYCUDA World SAD form. A red box highlights the 'DECLARATION' section where 'IM 4' is entered. Other fields include: 2 Exporter (NEGOCIO MEDI LLP), 8 Importer (SAVIMEDS LIMITED), 3 Pages (1), 4 Load List (2), 5 Items (2), 6 Total packages (484), 7 Declarant Reference number (2024 013/SM0824PIS), and 9 Person resp. for financ settl. (SAVIMEDS LIMITED).

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

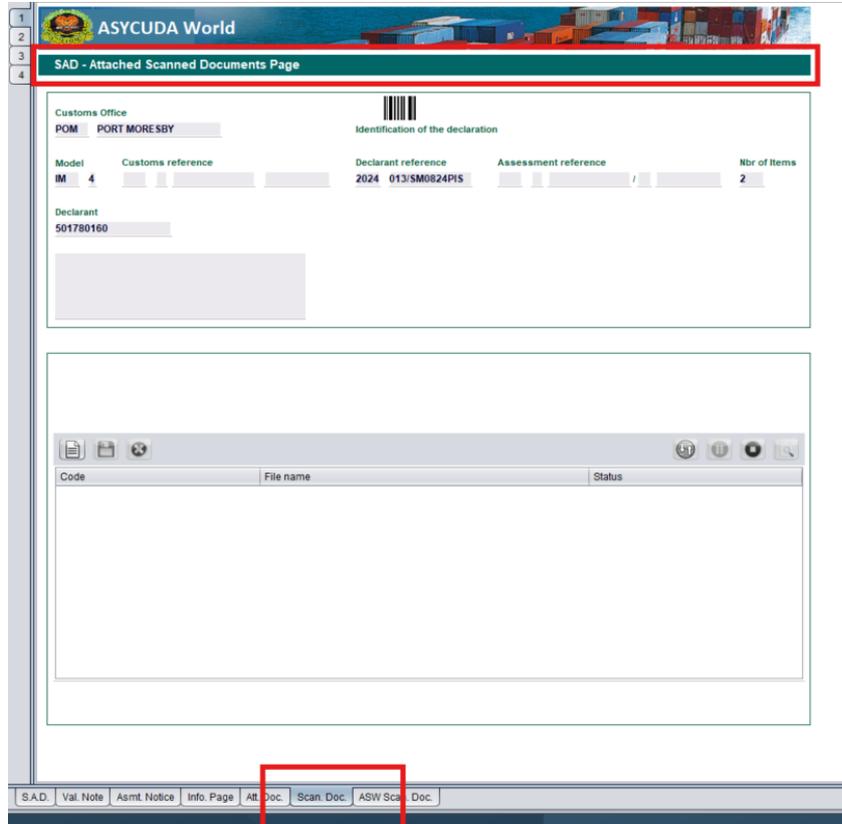
- The system will automatically display an **error** as shown below.

The screenshot shows the ASYCUDA World SAD form with an error message overlay. The error message reads: "Error: Upload of Scanned Consular/Exemption/Approval Letter (CCEL) is mandatory depending on the nature of concession". The error message is highlighted with a red box. The background form shows details for 'CATHETERS, BLOOD TRANSFUSION SET, IV BURET SET &' with a total value of 25,654.40 + 0.00 + 1,709.79 + 0.00 = 0.00.

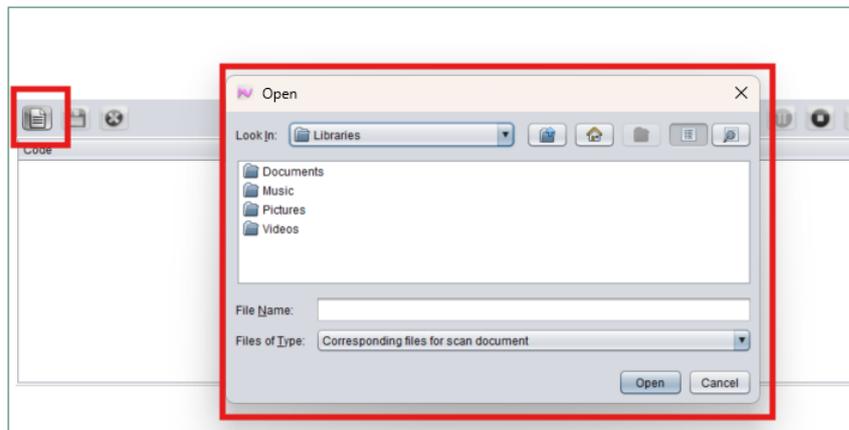
- The system is requiring for a Scanned Doc to be Uploaded



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



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

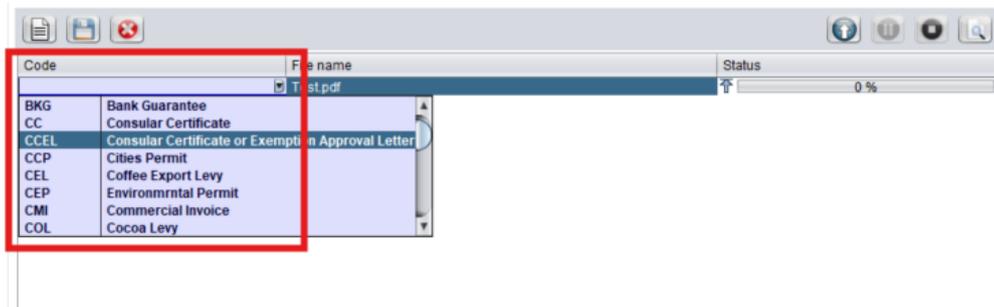




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- Select the Reference Code of the Document to be **Uploaded**.



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



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

- Then complete by verifying the entry.