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PNG Customs Service

How to 'Upload Scanned Document"

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, certificate of Origin, Export License, 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 **EX 1** SAD with Tariff Code **47073000**

				1	DEC	LARATION	A C JA		F DISPAT	CH/EXPORT	r	
2 Exporter	No.	500052603		EX	1				ESBY-SI	X MILE		
Urukas Limited PO Box 891, Wewa East Sepik Provinc Papua New Guinea	e			3 Form	1	4 Load List	Ma	nifest	eference			
judykumasi@gmai	l.com			5 Items	1	6 Nbr packa	ges 1	2017	rence nu	mber		
8 Consignee dgvdbhdh fhbfhb	No.			9 Finan	udl			No.				
				Country AU			g cty.				1	13 C.
14 Declarant ICM LTD	No.	500713097		AU 15 Cou	de: ntry		-		15 C.E. aj <mark>PG</mark>	Code bj	17 C.D. aj AU	13 C.
	RT MORESBY, N	ICD		AU 15 Cou Papua 16 Cou	de: ntry New ntry	st. AU	-		a _l PG	b htry of dest	17 C.D. a ^{AU}	
ICM LTD P.O BOX 1587, POP	RT MORESBY, N KANAGE ST. NO	ICD CD	19 Ctr.	AU 15 Cou Papua 16 Cou	de: New New New	st. AU of export Guinea of origin Guinea	-		aj <mark>PG</mark> 17 Cour	b htry of dest	17 C.D. a ^{AU}	

- 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.

			4	DEC	LARATION	A OFFICE OF DISPATCH/EXPOR	т
2 Exporter		No. 500052603	EX	1	LARATION	JAS PORT MORESBY-SIX MILE	
Urukas Lin PO Box 891 East Sepik	1, Wew		3 Form	s	4 Load List	Customs Reference	
Papua New Guinea judykuma			-	_			
8 Consignee Error: Attach scanned Certificate of Origin (COO) is Error: Attachment of scanned Export Permit (EXP) i			_				
dgvdbhdh fhbfhb	SIUP	Error: Attached Document Reference is Mandatory					
U			AU			cty.	13 C.A.P.

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





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3. Go to the Scan. Doc. TAB

	click here ADD	
Code	File name	Status
	Select the Reference Code from the Dropdown Menu	Click here to Upload
	Scan Doc Tab	
D. Val. Note Asmt. N	otice Info. Page Att. Doc Scan. Doc. 2000 Scan. Doc.	

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

Click here		
<u> </u>	N Open	1
Code	Look jn: 🕋 Documents 💌 🍙 🍙 🗐	
	BROKERS INFOR SHEET pdf Overtime sheet.xls Certificate of Origin.pdf C Export Permit.pdf C Export Permit.pdf C Job Search.pdf C Job Search.pdf C JS-MISSREP-201612-drait.pdf C UNCMPTAB.xls C Search.pdf	
	File Name: Certificate of Origin.pdf	
	Files of Type: Corresponding files for scan document	
	Select Doc & click open Cancel	

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

Code		File name	
		Certificate of Origin.pdf	
CEP	Environmrntal Permit	A	
CMI	Commercial Invoice		
COL	Cocoa Levy		
COO	Certificate of Origin		
COS	Contract of Sale Buyer/Seller		
CRG	Certificates for Restricted Go	ods	
DGC	Dangerous Goods Certificate		
DOHC	Health Certificate	T	

• 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.