





PNG CUSTOMS SERVICE

Training Note – How to Print Receipt from the Declaration

The following 'Training Note' provides AW Users who have access to the "Detailed Declaration" e-document the necessary steps to enable them to Print Receipt from SAD

This is done as follows:

- 1. Once logged-into the AW system, go to ASYCUDA → Goods Clearance → Declaration → Detailed Declaration
- 2. Right click and choose Find



3. The Detailed Declaration Finder window will pop-up.

Detailed Declaration finder						
Please enter data for selection criteria, and proceed to find a specific document Detailed Declaration						
Name	criteria	value #1	value #2			
Document Status	equals	Paid	▲			
Clearance off.	all					
Reg. Ser.	equal	l I				
Reg. Nber	equal	27				
Reg. Date	all					
Ast. Ser.	all					
Ast. Nber	all					
PE Nber	all					
Ast. Date	all					
Declarant	all					
Dec. ref. year	equal	2018				
Ref. Nber	all					
Туре	all					
Gen. proc.	all					
Exporter	all					
Exporter name	all					
	*					

Noted: If you **do not** know the details of you declaration you can off course do a general find, however note that the general find is only restricted to 500 declaration.

However if do you know the details, you can follow the above example to do a more granular search to find the specific SAD you are looking for.



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Once you confirm all details click on the Dearch icon.

4. The declaration should display as shown below

Detailed Declaration finder	
One document found! Please select a document and select an action from the local menu	
Year Declarant Re Re Reg. Da Ty G It Exp Consignee Consignee name Total t A As	st. Date Colour
	View
	Details
0 🔄 🚔 🛎	

Right click on the mouse and click view.

5. The Detailed Declaration windows should display automatically with fonts highlighted in red.

Detailed Declaration - View [2018]									
File Edit View Help									
R R R R R & # #									
View Receipt ASTCODA World			N						
		1	DECL	ARATION	A OF	FICE OF	LODGEMENT		
2 Exporter	TIN	IM	5		POR	TMOR	ESBY		
					Customs Registration Number I 27 27/02/2018 Manifest Reg2018 5			5	
		3 Pages	1	Load List				8	
		5 Items 1	e	Total pack	ages 1	7 Decla 2018	rant Reference nu #1	mber	
8 Importer Air Niugini Limited PO Box 7186, Boroko National Capital District	TIN 500001507	9 Person resp. for financ settl. TIN							
Papua New Guinea mmatoli@airniugini.com.pg		Cty.s last AU	con.	11 Trading PG	g 1 cty.	2 Othe	r costs	0.00	13 Province
14 Declarant/Agent EMOTRANS PNG LTD	TIN 500018820	15 Country of export Australia				15 Cty Exp Code a AU b	17 Cty a PG	Dest Code	
PO BOX 1116, WATERFRONT, POM. NCD PORTION 2437 JACKSONS PRD, 7 MILE		16 Country of origin Australia				17 Country of destination Papua New Guinea			

Noted: If you hover your mouse over each of the icons displayed on the top you should see their respective display. In this case its **View Receipt**.

Click on the View Receipt icon. Third from left.

6. The Cash Declaration window will pop-up



Cash Declaration - View [POI	M]		ରି ^ଅ ସ
e Edit View Help	-		
🚔 🕨 😧			100 %
ASYCUDA V	World		
Cash Declaration Paym	ient Form		
Barcode			
Declarant Code	Company Code	Customs Office	
	500001507	POM PORT MORE SBY	
Name and Address		Receipt Identification	Date
Name and Address Air Niugini Limited	4	Receipt Identification	Date 27/02/2018
Name and Address Air Niugini Limited PO Box 7186, Boroko National Capital District Papua New Guinea mmatoli@airniugini.com.pg		Receipt Identification	Date 27/02/2018

Click on the 📁 Print to PDF icon to open the receipt.

7. The receipt copy show display in .pdf format as shown below

A State Base Con-		PAPUA NE	W GUINEA				
		PAPUA NEW GU	INEA CUSTOM	IS			
		Payment	Receipt				
		Assess	ed Cash				
Receipt number: 2018 R 10		Issu		n:	27/02/2018		
Custom office:	POM - PORT MC	RESBY					
This receipt is de	elivered to:						
Air Niugini Limited			Declaran	t TIN:			
PO Box 7186, Boro National Capital I Papua New Guinea	ko District	~	Company	TIN:	500001507		
Declarant reference	ce	Customs Regis	tration	Model	Assessed Amount		
2018 #1	111-	POM 2018 I 27	11/-	IM 5	30.00		
	111/	Tota	l collected f	or declarat	ions 30.00		
Means of payment		Reference		Bank	Assessed Amount		
12 Electronic Funds	Transfer (Interne	t TREF		0200	30.00		
	R		Potal amount	collected (PGK) 30.00		
Breakdown of taxes	5				3373		
Tax code		Tax name			Assessed Amount		
EPG	11111	1/1		1111	30.00		
<u>x</u>				111			

You can then print to printer and/or save to your local PC.