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## PNG Customs Service

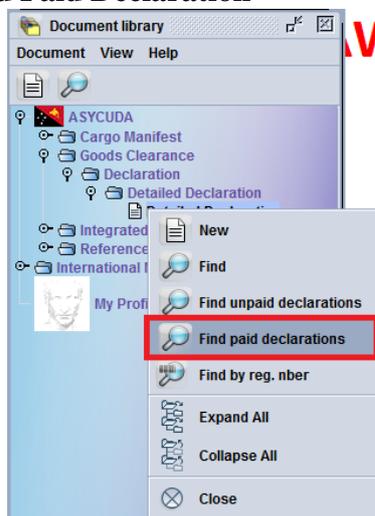
### “How to Trigger Release Order”

The following ‘Functional Note’ provides all registered Customs Brokers of the ASYCUDA World (AW) system with the information necessary to enable them to Trigger Release Order.

A Release Order can only be triggered after the payment is done.

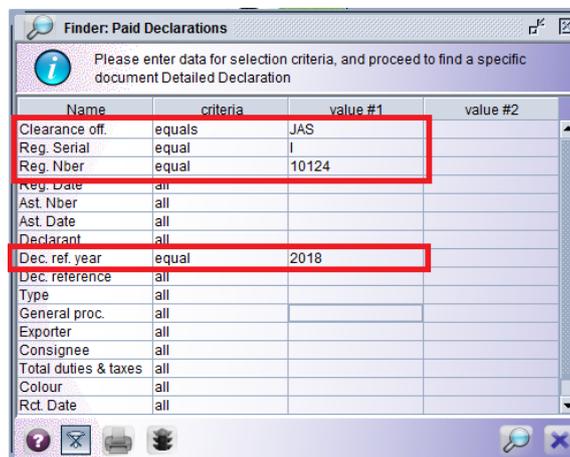
This is done as follows:

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

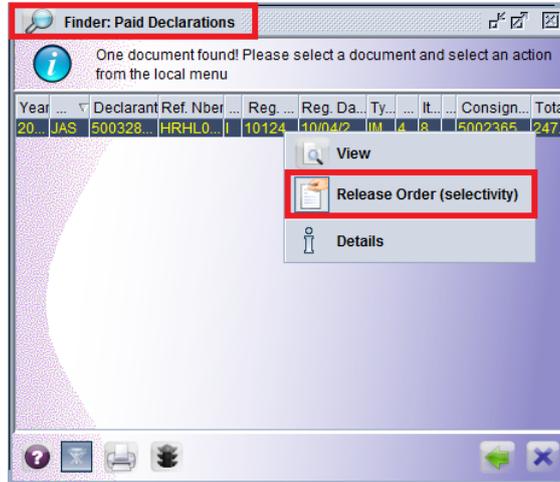


3. From the **Paid Declaration** finder, use any criteria to find the SAD(s) you are looking for (refer to the “How to use the AW Finder Facility” functional note) and click on the

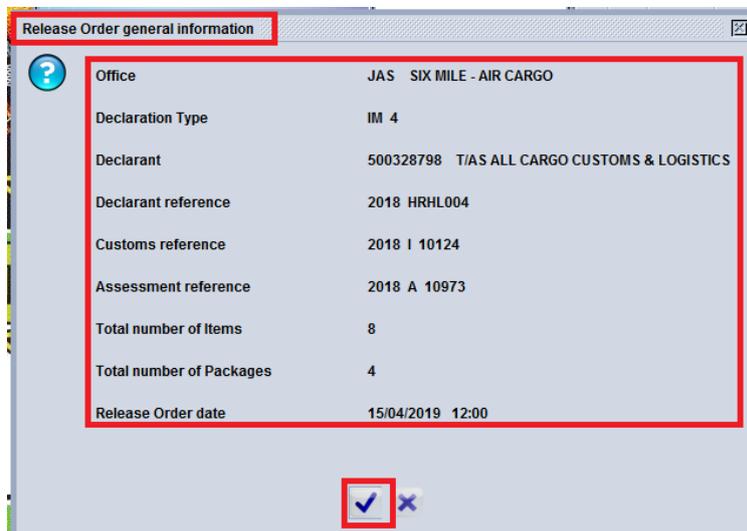
**Search** icon  to display the result of the search, as the Release Order can only be issued when the SAD has been paid. It is recommended to Use the **Finder: Paid Declaration**



4. Highlight the SAD for which you want to Trigger the Release Order (the line will appear in dark blue), right click and choose **Release Order (selectivity)**



5. The AW system will automatically display a **Release Order general information** screen with the SAD details (Office, Declaration Type, Declarant, Declarant reference, Customs and assessment references, Total number of items, Total number of Packages and the Release Order date)



6. Once you click  on the **Release Order general information** message window, the Release Order will be automatically generated as a .pdf file and displayed on the screen



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PAPUA NEW GUINEA CUSTOMS

RELEASE ORDER

Customs office: JAS - SIX MILE - AIR CARGO

Receipt number: JAS - 2018 R 8385

Declarant	Consignee	Exporter
500328798	500236568	
T/AS ALL CARGO CUSTOMS & LOGISTICS	HENAO KOREMA HRHL-IT CONSULTING,WGNI V-	108 MAUTA ENTERPRISE B6 L27 KERRIA ROSE

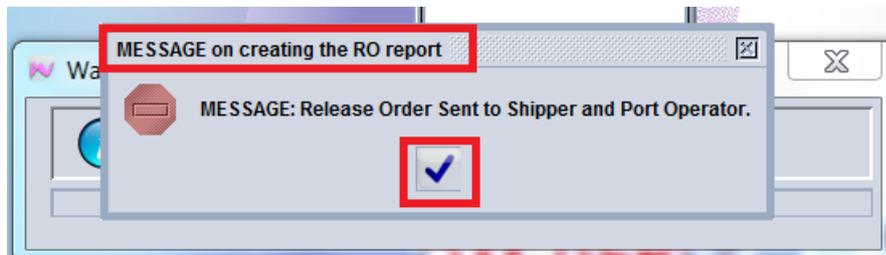
Customs Registration: 2018 I 10124    Model    Items    8  
 Assessment reference: 2018 A 10973    IM 4    Packages    4  
 Manifest reference: 2018 1003

Item Number	Gross mass	Commodity code - Goods description		Transport Document
	Statistical unit	Packages	Marks	
1	11.875	51129000 000 - Other/WOOL FABRIC		07945285450
	1.000 MTK	4 4G (Box, fibreboard)	#079-45285450 / 4 x 95.0 kg HRHL	
2	11.875	52115900 000 - Other fabrics/FABRIC		07945285450
	3.000 MTK	0 4G (Box, fibreboard)	*****	
3	11.875	96062100 000 - Buttons of plastics, not covered with textile		07945285450
	14.000 NMB	0 4G (Box, fibreboard)	*****	
4	11.875	96071900 000 - Other/ZIPPER		07945285450
	3.000 NMB	0 4G (Box, fibreboard)	*****	
5	11.875	55081000 000 - Of synthetic staple fibres/THREADS		07945285450
	11.875 KGM	0 4G (Box, fibreboard)	*****	
6	11.875	58063900 000 - Of other textile materials/GARTER		07945285450
	4.000 MTK	0 4G (Box, fibreboard)	*****	
7	11.875	39269090 000 - Other/PLASTIC SEWING ACESORIES		07945285450
	11.875 KGM	0 4G (Box, fibreboard)	*****	
8	11.875	73199000 000 - Other/NEEDLES		07945285450
	4.000 NMB	0 4G (Box, fibreboard)	*****	

This .pdf file can be printed, saved, etc.

7. When the Release Order (in PDF File) is generated another window will automatically

pop-up. Select the tick Box . This is where the Mail Notification (With RO as Attachment) is sent to All Parties concerned. Example: MITL, Shipping Agent, NAQIA etc...



- This should enable the Parties concerned to be informed in advance and start preparing for Cargo Release.



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ASYCUDA  
WORLD

- Once the RO Report is sent, AW system will automatically return to the **Paid Declaration Finder**.

**Finder: Paid Declarations**

Please enter data for selection criteria, and proceed to find a specific document Detailed Declaration

Name	criteria	value #1	value #2
Clearance off.	equals	JAS	
Reg. Serial	all		
Reg. Nber	equal	10124	
Reg. Date	all		
Ast. Nber	all		
Ast. Date	all		
Declarant	all		
Dec. ref. year	equal	2018	
Dec. reference	all		
Type	all		
General proc.	all		
Exporter	all		
Consignee	all		
Total duties & taxes	all		
Colour	all		
Rct. Date	all		

Navigation icons: ? (Help), [X] (Close), [Print], [Search], [Close]