

## PNG Customs Service

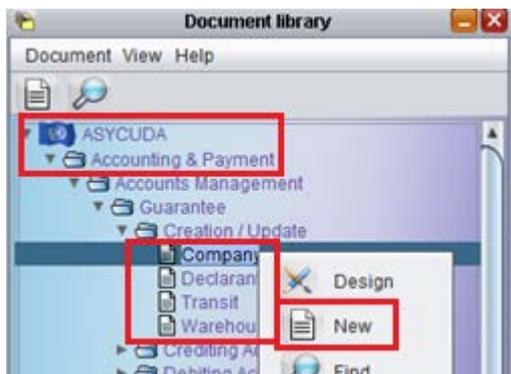
### Training Note – Viewing and updating Prepayment Accounts

The following updated ‘Training Note’ provides Traders with the information necessary to enable them to view the print a daybook from the ASYCUDA World system.

This is done as follows:

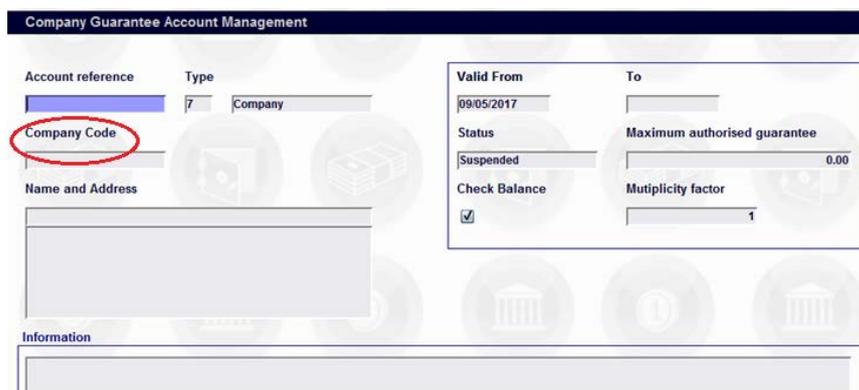
**Note: Under Guarantee, Accounts for Companies, Declarant, Transit and Warehouse is created or updated.**

1. Once, logged-in to the system, go to ASYCUDA → Accounting & Payment → Accounts Management → **Guarantee** → Creation / Update Right click and select **New**



2. Once the **Window** screen is displayed, insert the appropriate information

i) **For Company:**



a. Top Part - **Fields** to be **Captured**:

- Account Reference
- Company TIN - name & address will appear automatically
- Maximum Authorized guarantee
- Information – Give details or comments if necessary

**Note:** Status will remain Suspended.



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**b. Bottom part – Fields to be Captured**

Valid From	Valid To	Amount	Account #	Bank code	Bank name	Branch	Branch name	Information

- Valid From - Date
- Amount Credited – Total Guarantee put up
- Account #
- Bank Code - Select from Dropdown menu  
*Bank name will automatically appear*
- Branch name – Select from Dropdown menu  
*Branch name will automatically appear*
- Information

**Note:** Status will remain Suspended.

After all inputs are done, the bottom part of the screen should display this (below)

Information

AW New Input

Insert all information required & select the ADD TO button if satisfied

Valid From	Valid To	Amount	Account #	Bank code	Bank name	Branch	Branch name	Information
09/05/2017		20000	1000000000	0200	Bank South Pacific	0201	BSP Port Moresby (Douglas St)	Downtown

**c. Click on ADD button and the bottom screen should display this:**

Valid From	Valid To	Amount	Account #	Bank code	Bank name	Branch	Branch name	Information
	31/12/2017							
1	09/05/2017	20,000.00	1000000000	0200	Bank South Pacific	0201	BSP Port Moresby (Douglas ...	Downtown

**ii) F or Declarant:**

Declarant Guarantee Account Management

Account Reference: [Field]  
 Type: 6 Declarant  
 Declarant: [Field]

Name and Address: [Field]

Valid From: 09/05/2017  
 To: [Field]  
 Status: Suspended  
 Maximum Authorized Guarantee: [Field]

Check Account Balance  
 Active

Information



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**a. Fields to be Captured**

- Account Reference
- Declarant TIN – name & address will appear automatically
- Maximum Authorized guarantee
- Information – Give details or comments if necessary

**Note:** Status will remain Suspended

*After all inputs are done, the screen should display this (below)*

Declarant Guarantee Account Management			
Account Reference	Type	Valid From	To
500001475	6 Declarant	09/05/2017	
Declarant		Status	Maximum Authorized Guarantee
500001475		Suspended	20,000.00
Name and Address		Check Account Balance	
NGIP AGMARK LTD P.O. BOX 1921, KOKOPO, ENBP NGIPHAUS, TALINA, Williams Road hgale@agmark.com.pg IPA 1-3193		<input checked="" type="checkbox"/> Active	
Information			
IAW Test level			

**iii) For Transit**

Transit Guarantee Account Management			
Account Reference	Type	Valid From	To
	4 Transit	09/05/2017	
Principal		Status	Maximum Authorized Guarantee
		Suspended	
Name and Address		Check Account Balance	
		<input checked="" type="checkbox"/> Active	
Information			

**b) Fields to be Captured**

- Account Reference
- Principle – Details will appear automatically
- Maximum Authorized guarantee
- Information – Give details or comments if necessary

**Note:** Status will remain suspended



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After all inputs are done, the screen should display this (below)

**Transit Guarantee Account Management**

Account Reference HUON	Type 4 Transit	Valid From 09/05/2017	To
Principal 500055637		Status Suspended	Maximum Authorized Guarantee 30,000.00
Name and Address HUON LOGISTICS LTD LAE P.O.BOX 4602 MOROBE PROVINCE,PNG mb.huonlogistics@gmail.com		Check Account Balance <input checked="" type="checkbox"/> Active	
Information AW New Input			

**iv) For Warehouse**

**Warehouse Guarantee Account Management**

Account Reference 1	Type 5 Warehouse	Valid From 09/05/2017	To
		Status Suspended	Maximum Authorized Guarantee
		Check Account Balance <input checked="" type="checkbox"/> Active	
Information			

**a. Fields to be Captured**

- Account Reference – Warehouse code
- Maximum Authorized guarantee
- Information – Give details or comments if necessary

**Note:** Status will remain suspended

After all inputs are done, the screen should display this (below)

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**Warehouse Guarantee Account Management**

Account Reference CLW1LAE18	Type 5 Warehouse	Valid From 09/05/2017	To 
Status Suspended		Maximum Authorized Guarantee 100,000.00	

Check Account Balance

Active

Information

AW Test Input

3. Once completed, click on the **Verify the document** 

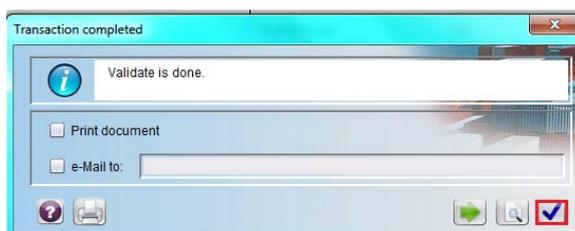
4. Once the verification is completed, click  on the **Message** window



5. Then click on the **Validate**  on the **top screen**



6. On the **message** windows click **Validate**  if that is final or: **(Refer to 7)**



7. If you want to proceed with another guarantee account, click .



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