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## Papua New Guinea Customs Service

## **Training Note – Issuing an Exit Note by Customs Brokers**

The following 'Training Note' provides Customs Brokers with the information necessary to enable them to issue an Exit Note, which is the support documentation for goods to exit Customs Control Areas (Sheds).

This is done as follows:

- 1. Once logged-into the AW system, go to ASYCUDA  $\rightarrow$  Transit Shed  $\rightarrow$  Exit Note
- 2. Right click and choose **New**



3. The Exit screen is automatically displayed with the Declaration registration date automatically filled





xit note general information		
Office and Declarant	Identification	1
Customs office	Exit Note ID	Barcode
Location	lssued on	
Declarant	Goods Exited Place of exit of	d from Customs Area
	Declaration m 07/03/2017	registration dater Declaration barcode To 05/06/2017
Cont. No. Pkg. exited Wgt exited	ot. Pkgs Tot. wgt Pkg. typ. Seal Nbr.	Marks & nbr 1 Marks & nbr 2 Ast. ref. Itm

- 4. Enter the following fields: a. Customs office and

  - b. Declarant codes and
  - c. Location

Update the Declaration registration date period if necessary.

xit note general information						
Office and Declarant	[	dentificatio	n			
	E	xit Note ID		Barcode		
POM PORT MORESBY	[	sued on				
Port Moresby Shed 1				•	_	
Declarant	-   [0	lace of exit o	d from Customs f goods	Area		
ICM LTD P.O BOX 1587, PORT MORESBY, NCD	-					
customsbroker@icm.com.pg	0	eclaration 7/03/2017	registration date To 05/06/20	17	ration barcode —	
	Dia ta	Cool Nike	Marka 8 alta 4	Marka 8 alta 3	Art art	line .





5. Once completed, click on the List of declarations icon



6. A list of <u>all the items of all the SADs</u> not yet exited and matching the Declarant code, the Customs office code and the Location for the registration date period chosen will be automatically displayed.

Note: If a declaration is paid, however release order not printed yet the declaration will not appear on the list.

<u>Example A</u>: only one (1) SAD with only one (1) item pending Exit Note is matching the chosen Declarant code, the Customs office code, the Location code and the registration date period

_												
₽	Exit Note - New [POM]											
Fil	ile Edit View Help											
	• 🗸 📄 🔎 😧											
	Office and Declarant		lde	ntification								
	Customs office		Exit	Note ID	Ba	rcode						
	POM PORT MORESBY	-										
	Location	Please se	ect declarati	ons to be used	to generate exi	t note						
	ROM1	Customs offi	Declarant co.	Transit shed	Dec. ref. year	Dec. ref. nu	Item number	Pck. number	Pck. Typ. Co	Pck. Typ. Na	Gross Weight	Container ID
	POWI	POM	500713097	POM1	2017	#63	1	1	СТ	Carton	500.0	CT1
	Port Moresby Shed 1		201									
	Declarant											
		and the second second	8									
	500/1309/						1					
	ICM LTD						•					
	P.O BOX 1587, PORT MORE SBY, NCD							11				
	customsbroker@icm.com.pg		- De	claration regist	ation date	r Declarat	ion barcode					
			05/	06/2017 1	0 05/06/2017							
				,								
	Cont. No. Pkg. exited Wgt exited Tot. Pk	gs Tot. wgt	Pkg. typ. S	eal Nbr. Mark	s&nbr1 Ma	rks & nbr 2	Ast. ref.	Itm no.				

Example B: many SADs with many items pending Exit Note are matching the chosen Declarant code, the Customs office code, the Location and the registration date period

	Please se	elect declaratio	ns to be used t	to generate exi	t note						
V E V	Customs offi	Declarant co	Transit shed	Dec. ref. year	Dec. ref. nu	Item number	Pck. number	Pck. Typ. Co	Pck. Typ. Na	Gross Weight	Container
	РОМ	500713097	POM1	2017	#59	2	1	СТ	Carton	500.0	VTH01 H3
customs once	POM	500713097	POM1	2017	#60	1	1	CT	Carton	1000.0	VTH02_CT
POM PORT MORE SBY	POM	500713097	POM1	2017	#60	3	1	CN	cont., not oth	1000.0	VTH02_CT
Location	POM	500713097	POM1	2017	#60	4	1	CN	cont., not oth	2000.0	VTH02_CT
POM1	POM	500713097	POM1	2017	#62	2	1	PK	Package	1000.0	V3CT2
	POM	500713097	POM1	2017	#62	3	1	PK	Package	1000.0	V3CT3
Port Moresby Shed 1	POM	500713097	POM1	2017	#62	4	1	PK	Package	1000.0	V3CT4
Declarant	POM	500713097	POM1	2017	#62	5	1	PK	Package	1000.0	V3CT5
500713097	POM	500713097	POM1	2017	#63	1	1	CT	Carton	500.0	CT1
ICM LTD P.O BOX 1587, PORT MORESBY, NCD customsbroker@icm.com.pg			_		_	-					
Cont. No. Pkg. exited Wgt exited To	ot. Pkgs Tot.	wgt Pkg. typ.	01/05/2017 Seal Nbr.	To 05/06/20	Marks & nbr 2	2 Ast. re	f. Itm no.	]			

Example A: the single item from the single SAD is selected





Exit Note - New [POM]								
File Edit View Help								
• 🗸 📄 🔑 🕑								
Office and Declarant	Identification -							
Customs office	Exit Note ID	Barcode						
POM PORT MORESBY								
E oration Ple	ease select declarations to be use	ed to generate exit note						×
Point	no off Declarant on Transitaba	d Dee ref war Dee ref	au Itaas aug	nhoe Dole num	Dale Tur	Co. Dok Two No	Orean Mir	inht Container ID
POM	500713097 POM1	2017 #63	1	1	СТ	Carton	500.0	CT1
Port Moresby Shed 1								
Declarant								
500713097								
			~					
P O BOX 1587 PORT MORE SBY, NCD			-					
customsbroker@icm.com.pg								
	Declaration regi	stration date De	claration barco	de				
	05/06/2017	To 05/06/2017						
Cont. No. Pkg. exited Wgt exited Tot. Pkgs To	t. wgt Pkg. typ. Seal Nbr. M	arks & nbr 1 Marks & nbr 2	Ast. ref	. Itm no.				

- 7. When the item is selected, click on **v** and the chosen item will automatically appear at the bottom part of the Exit Note
- 8. Fill the three (3) mandatory fields at the bottom of the screen: Transport identify, Transport Nationality and Drive ID and Name

< E	) 🔎 🕜	1							
Office and I	Declarant —					Identification			
Customs of	ffice					Exit Note ID	Barcode		
POM	PORT	MORESBY							
Location						Issued on			
POM1									
Port Moror	rby Shod 4								
Declarant	soy oneu i				_	Goods Exited from Customs	Area		
500742007	7					Place of exit of goods			
	•								
ICM LTD P O BOX 1	587 PORT M	ORESBY NO	D						
customsbr	roker@icm.co	m.pg							
						Declaration registration date	Decl	aration barcode —	
						10 00/00/2011			
Cont. No.	Pkg. exited	Wgt exited	Tot. Pkgs	Tot. wgt	Pkg. typ.	Seal Nbr. Marks & nbr 1	Marks & nbr 2	Ast. ref.	Itm
Cont. No.	Pkg. exited	Wgt exited 500.000	Tot. Pkgs	Tot. wgt 500.000	Pkg. typ. Bag	Seal Nbr. Marks & nbr 1	Marks & nbr 2	Ast. ref. A 58 05/06/2017	ltm 1
Cont. No. CT1	Pkg. exited	Wgt exited 500.000	Tot. Pkgs 1	Tot. wgt 500.000	Pkg. typ. Bag	Seal Nbr. Marks & nbr 1	Marks & nbr 2	Ast. ref. A 58 05/06/2017	ltm 1
Cont. No.	Pkg. exited	Wgt exited 500.000	Tot. Pkgs 1	Tot. wgt 500.000	Pkg. typ. Bag	Seal Nbr. Marks & nbr 1	Marks & nbr 2	Ast. ref. A 58 05/06/2017	ltm 1
Cont. No. CT1	Pkg. exited	Wgt exited 500.000	Tot. Pkgs 1	Tot. wgt 500.000	Pkg. typ. Bag	Seal Nbr. Marks & nbr 1	Marks & nbr 2	Ast. ref. A 58 05/06/2017	ltm 1
Cont. No. CT1	Pkg. exited	Wgt exited	Tot. Pkgs 1	Tot. wgt 500.000	Pkg. typ. Bag	Seal Nbr. Marks & nbr 1	Marks & nbr 2	Ast. ref. A 58 05/06/2017	ltm 1
Cont. No. CT1	Pkg. exited	Wgt exited 500.000	Tot. Pkgs 1	Tot. wgt 500.000	Pkg. typ. Bag	Seal Nbr. Marks & nbr 1	Marks & nbr 2	Ast. ref. A 58 05/06/2017	ltm 1
Cont. No. CT1	Pkg. exited	Wgt exited 500.000	Tot. Pkgs 1	Tot. wgt 500.000	Pkg. typ. Bag	Seal Nbr. Marks & nbr 1	Marks & nbr 2	Ast. ref. A 58 05/06/2017	Itm 1
Cont. No. CT1	Pkg. exited	Wgt exited	Tot. Pkgs 1	Tot. wgt 500.000	Pkg. typ. Bag	Seal Nbr. Marks & nbr 1	Marks & nbr 2	Ast. ref. A 58 05/06/2017	Itm 1
Cont. No. CT1	Pkg. exited	Wgt exited 500.000	Tot. Pkgs 1	Tot. wgt 500.000	Pkg. typ. Bag	Seal Nbr. Marks & nbr 1	Marks & nbr 2	Ast. ref. A 58 05/06/2017	Itm 1

9. Fill the three (3) mandatory fields at the bottom of the screen: Transport identify, Transport Nationality and Drive ID and Name



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10. Once the Exit Note is completed, click store 'Verify' the document

If errors are detected, the system will indicate them with a message prompt and by underlining them in <u>red</u> on the Exit Note

11. Correct all the errors displayed and Verify again

You should note that the system will not verify the document until all the errors have been corrected; the Exit Note process is then stopped

12. When all the errors have been corrected, the below message is displayed



13. Click on 💙 to Validate the Exit Note

Exit No	te - New [HIRS]	
File Edit	View Help	
•		0
	/alidate	nt

- 14. On the Confirmation screen, click on
- 15. The system will confirm the Validation and will generate automatically the Exit Note reference Number
- 16. Tick the **Print exit note document** and click on

Validate is done. Reference: 2016 X 4	
Print exit note document	
e-Mail to:	

17. Printing progress screen is displayed







18. The SAD is then displayed as a .<u>PDF file</u>

Exit	Note

	Customs offi	ces of PORT MORESBY					
	Gener	al Information					
Exit Note Nbr	2017/X/7 Issued On 05/06/2017 21:36	j By aia.taisa					
Fransit Shed / Port Moresby Shed 1							
Declarant: ICM LTD P.O BOX 1587, PORT MORESBY, NCD customsbroker@icm.com.pg							
Identification of the Transporter							
Registration	Nationality	Driver					
CAU003	Papua New Guinea	Joe Blo					
	Goods	identification					

19. Broker must print Exit Note Copy and produce to the Respective Operators for the finalization of exiting process.