How to add or delete an item on a SAD

Summary instructions for Brokers

The following summary instructions seek to assist Brokers in adding or deleting an item on a draft Single Administrative Document (SAD) in the ASYCUDA World (AW) system.

Note:
i.   Please refer to the relevant Flowcharts, Standard Operating Procedures and the Terms of Reference for guidance on the specific clearance process of concerned.
ii. Users are encouraged to take note on the system messages and instructions to complete the procedure.
iii. To access any reference table, press the F3 key.
iv. To know the name of a field or button, place the mouse over it to see its name.

Process:

To add item(s):

1. A new item can be added to a SAD by clicking on the 'Add Item' icon:
   Note: The system will display 3 item fields per page.

2. Complete the new item(s) details.

3. Repeat this process as many times as required.

To delete item(s):

4. An item can be deleted by clicking anywhere on the item then by clicking on the 'Delete individual item' icon:

5. You may delete all items on a page by clicking on the 'Delete Whole Page' icon:

Note:
i.   Once a SAD has been opened, the General Segment of the SAD will show:
   a. In Box 3 the <'number of the Form'>/<'Total number of Forms'> (e.g. 1 | 2)
   b. In Box 5 the 'Total number of items' (e.g. 4)
   c. On the left hand size, a tab for each page (e.g. 2)
ii. Item number 1 on a SAD cannot be individually deleted, but can only be modified.

■ End