VANUATU
ASYCUDA
WORLD
PROJECT
2016-2017

VANUATU
CUSTOMS & INLAND REVENUE
SERVICE DE LA DOUANE ET DES
CONTRIBUTIONS INDIRECTES

How to attach documents to a SAD

Summary instructions for Brokers

The following summary instructions seek to assist Brokers in attaching documents to 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:

Note:
  i.   Only PDF and picture files can be attached to a SAD.
  ii. Customs has agreed on the following to be attached to a SAD:
      a. Commercial invoice
      b. Telegraphic Transfer Receipt, if any
      c. Insurance Certificate, if any
      d. Commercial Contract, if any
      e. Import Permits, if any
      f. Exemption approval or FTA certificate, if applicable

1. To attach a document to a SAD, click on the 'Scan Doc.' tab at the bottom of the tool bar menu.

2. Attach the required document by clicking on the 'New' icon:

3. Click on the 'Code' drop down menu to select a code related to the attached document.
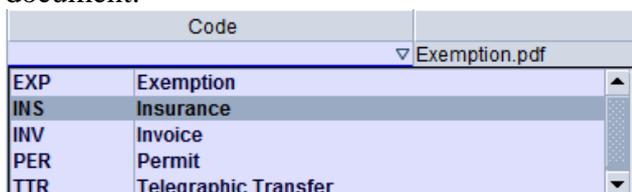
4. Click on the attached document 'File name' and upload the document by clicking on the 'Upload' icon:

◼ End