

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

How to exit a product from a Warehouse with a different HS Code

Summary instructions for Brokers

The following summary instructions seek to assist Brokers with exiting product(s) from a Warehouse with a different HS Code 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:

Commodity Codes may change for various reasons such as:

- i. New HS being implemented;
- ii. Change of product whilst in the warehouse etc.
 - 1. Prepare the exit SAD with the new HS code.
 - 2. Click the 'Previous product' Icon on the exit SAD.
 - 3. Complete the "Previous document reference" pop-up box by inserting the exact 'Previous Commodity code' of the entry SAD <u>up to the 11 digits</u> and the 'National precision #5', if any. The other information will be populated automatically. Click the blue tick icon.





- 4. Complete the 'Previous document' tab. S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc. Scan. Doc. ASW Scan. Doc. Previous document
- 5. Complete the rest of the SAD and if no errors are detected (or after any errors are corrected) assess the SAD by clicking on the 'Validate and assess' icon:
- End