How to process entry into and exit from Warehouses

Summary instructions for Brokers

The following summary instructions seeks to assist Brokers in processing Warehouse Single Administrative Documents (SADs) 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:

Processing goods into a Warehouse

1. The important fields relating to processing goods into a Warehouse are:
   - **Field 1** 'Model of Declaration'. Click the drop down menu and select IM7 or DE7 for domestic excise.
   - **Field 8** 'Consignee'. The Consignee code must be related to the warehouse' code in field 49.
   - **Field 33** 'Commodity Code' must be approved for the warehouse code in field 49.
   - **Field 37** 'Procedure Code'. Enter 7100 or 7400 for domestic excise.
   - **Field 49** 'Identification of warehouse', including 'Warehouse time delay' of no more than 365 days of which the goods are expected to be warehoused under the IM7 regime.

2. 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:

*Exit goods from a warehouse for Home consumption or Re-export*

Note:

i. Each item on the release SAD must be linked to the corresponding item in the warehouse entry SAD.

ii. The tab for "Previous Document" at the bottom tool bar menu must be completed to link the previous item on the entry SAD to the current item on the exit SAD.

3. The important fields relating to exit goods from a Warehouse are:
   - **Field 1** 'Model of Declaration'. Click the drop down menu and select either IM4 or EX3, or DE4 or DE1 for domestic excise.
   - **Field 2 or 8** The Exporter or Consignee must be consistent with the Consignee on the entry SAD or the current owner of the item in the warehouse.
   - **Field 33** 'Commodity Code' must be consistent with the item on entry SAD. If the HS Code has changed, the new HS Code can be captured instead. Refer to the documentation on 'How to exit a product from the warehouse with a different HS Code'.
   - **Field 34** 'Country of origin - code' must be consistent with the country of origin of the item on the entry SAD.
   - **Field 37** 'Procedure Code'. Enter 4071 or 3071, or 4474 or 1474 for domestic excise.
   - **Box 38 and/or Box 41** 'Net mass' and/or 'Supplementary units' cannot be more than the weight and supplementary unit of the product to be written-off.
   - **Field 49** 'Identification of warehouse' must be consistent with entry SAD.

4. Click the 'Previous document' tab.

S.A.D.	Val. Note	Asmt. Notice	Info. Page	Att. Doc.	Scan. Doc.	ASW Scan. Doc.	Previous document
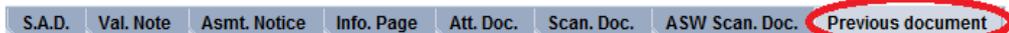
5. Complete the 'Previous Document' tab by inserting the details of the entry SAD:
   - Office
   - Year
   - Registration number
   - Item Number

Previous declaration

Office	Year	Reg. Nb.	Itm. Nb.	SH Code		Origin	Initial Qty :	Packages	Net mass	Sup. Unit	Reference CIF value
VSEA	2017	C 13	1	22083020	000	AU		5	10.000	2,000.000	43
							Remaining Qty :	Packages	Net mass	Sup. Unit	
								2	5.000	1,000.000	

6. On the 'Current declaration', Click the 'Item' and insert the item number of your current declaration to link the current item to the corresponding item of the 'Previous declaration'. The current SAD item details will be displayed:

Current declaration

Itm. Nb.	SH Code		Origin	Packages	Net mass	Sup. Unit	Reference CIF value
1	22083020	000	AU	1	10.000	500.000	1

Office	Year	Ser.	Reg. Nb.	Prv It..	SH Code	Prec	Orig.	Packages	Weight	S.U.	Ref. value	Itm	Qty written-off	Weight written-off	S.U. written-off	Ref. value

7. Link this current item to the previous item by clicking on this icon:

Office	Year	Ser.	Reg. Nb.	Prv It...	SH Code	Prec	Orig.	Packages	Weight	S.U.	Ref. value	Itm	Qty written-off	Weight written-off	S.U. written-off	Ref. value
VSEA	2017	C	13	1	22083020	0...	AU	2	5.000	1,000....		43	1	1	10.000	500.000	1

8. To remove the linked item, right click on the item and select 'Delete intrant':

Office	Year	Ser.	Reg. Nb.	Prv It...	SH Code	Prec	Orig.	Packages	Weight	S.U.	Ref. value	Itm	Qty written-off	Weight written-off	S.U. written-off	Ref. value
VPOST	2017	C	29	1	22083020	0...		Delete intrant	50.000	100.000		867	1	25	25.000	50.000	1,733

9. 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