How to search for a Bill

Summary instructions for all ASYCUDA Users

The following summary instructions seek to assist ASYCUDA Users in searching for a Bill using 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:

1. Go to ASYCUDA→Cargo Manifest→Data Management→Manual Capture→*<Right click>*B/L Query Sheet→Report.

2. Enter the required Bill 'Parameters'.

   Note:
   i.   Only the 'Office code' and the 'B/L reference' are mandatory.
   ii.   The 'B/L reference' is not case sensitive.

3. Search for the Bill by clicking on the 'Search B/L' icon:

4. Click on the 'B/L details' view screen to view more details of the Bill:

VANUATU
ASYCUDA
World
PROJECT
2016-2017

V A N U A T U
CUSTOMS & INLAND REVENUE
SERVICE DE LA DOUANE ET DES
CONTRIBUTIONS INDIRECTES
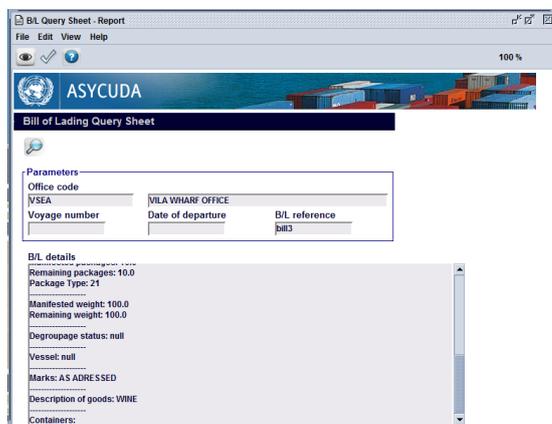
5. Alternatively, a Bill can be searched for by going to ASYCUDA→Vanuatu Reports→Manifest Reports→*<Right click>*Bill Search Report→Report.

6. Enter the required 'Report Parameters':

Report Parameters

Bill Reference

Office

Departure date
Between   And

7. Verify the document by clicking on the "Verify the Document" icon:

8. Search for the bill by clicking on the 'Verify and save' icon:

9. The result will be sent to the AW email account.

◼ End