



How to search for a Bill

Summary instructions for all ASYCUDA Users

The following summary instructions seek to assist ASYCUDA Users in searching for the registration number of a Bill in the ASYCUDAWorld (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 \rightarrow Vanuatu Reports \rightarrow <*Right click*> SO3, Bill Search \rightarrow New.
- 2. Enter the Required fields:

Bill Search Report	VILA WHARF (DFFICE	Mandatory
Bill Reference YVLA-045		Mandatory	
Departure date betw 01/05/2017	veen	Mandatory	
And 12/07/2017		Mandatory	

3. Search for the bill by clicking on the 'Request' icon: Note that if the Bill details are incorrectly captured or the Bill does not exist, the report will be displayed in red when trying to request the report:

Bill Search Report Customs Office VSEA VILA WHAR	FOFFICE	Mandatory	
Bill Reference YVLA-0456	Mandatory		
Departure date between 01/05/2017	Mandatory		
12/07/2017	Mandatory		
Error: [R02] No result found			

- 4. The Report will appear in a PDF Format showing the registration number of Manifest.
- End