

## How to add or delete Container(s) on a SAD

### Summary instructions for Brokers

The following summary instructions seek to assist Brokers in adding or deleting Container(s) on 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:

##### *Adding Container details on a SAD*

1. It is the law that every SAD clearing FCL consignments must contain the Container(s) details.
2. Tick box 19 to indicate that this SAD is clearing FCL consignments with Container(s):

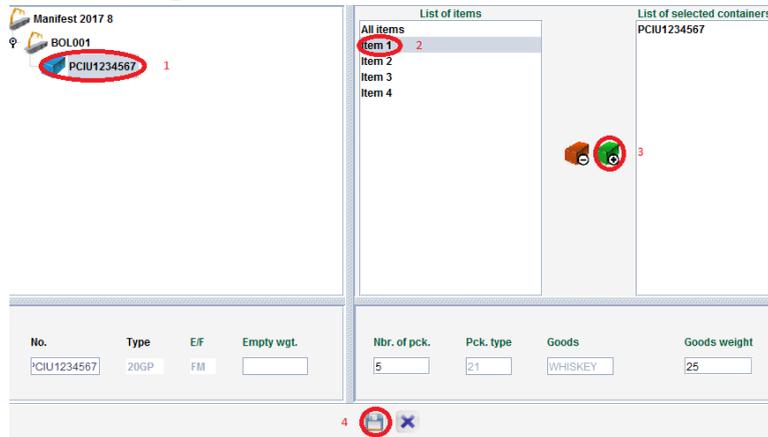
|  |                             |   |
|--|-----------------------------|---|
| 18 Identity and nationality of means of transport at arrival<br>SOUTHERN MOANA |                             | 19 Ctr.<br>AU <input checked="" type="checkbox"/> |
| 21 Identity and nationality of active means of transport crossing the border   |                             |   |
| 25 Mode transport<br>1 at border   | 26 Inland mode<br>Transport | 27 Place of discharge<br>VUVLI PORT VILA          |

3. Click on the 'Containers' tab at the bottom tool bar menu:



4. Click on 'Item' field and press F3. A window will appear for you to link the SAD items to the Container(s) on the Bill, provided that Container(s) were disclosed on that Bill by the Shipping Agent or Freight Forwarder.  
Note: If the Container(s) are not captured on the Bill or with incorrect details, contact Customs to add the Container to the Bill or to correct the details.

5. Follow steps 1 to 5 to link Container(s) to the items on the SAD.

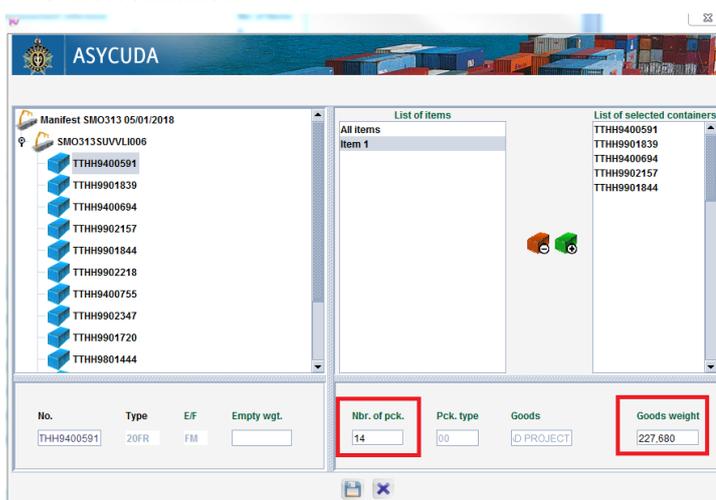


6. Repeat these steps as many items to link all Container(s) on the Bills to the corresponding items on the SAD.  
Note: One Container can be linked to many items or many items can be linked to one Container.

*Distributing the weight and number of packages of the items amongst the Containers*

Note: The quantity and weight of the items (which may correspond to the waybill) must be **logically** distributed amongst the number of containers added to the SAD.

7. Do steps 1-2 in item 5 above. Amend the “Nbr. Of pck” and the “Goods weight” to be allocated to the container. Click on the “Add container” icon to link the item to the container:



8. Repeat these steps as many times, depending on the number of containers and/or items you have to add. Then click this icon.



*Removing Container(s) on a SAD*

- In the Container list box, right click on the item and select 'Delete container' to remove the Container linked to that item.

| Item | Container No. | Nbr. of pck. | Package type | Type | E/F | Goods   | Empty weight | Goods weight |
|------|---------------|--------------|--------------|------|-----|---------|--------------|--------------|
| 1    | PCIU1234567   | 5            | 21           | 20GP | FS  | WHISKEY |              | 25,000       |
| 2    | PCIU1234567   | 5            | 21           | 20GP | FS  | Rum     |              | 25,000       |
| 3    | PCIU1234567   | 5            | 21           | 20GP | FS  | Gin     |              | 25,000       |
| 4    | PCIU1234567   | 5            | 21           | 20GP | FS  | V0      |              | 25,000       |

Context menu options: Delete container, Modify

Navigation bar: S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc. Scan. Doc. ASW Scan. Doc. Containers

- Repeat the process as necessary to remove Containers linked to particular items.

■ End