How to process a SAD subject to a Quota

Summary instructions for Brokers

The following summary is to assist Brokers in processing Single Administrative Documents (SADs) with Exemptions that are subject to Quotas, in the ASYCUDA World (AW) system.

Note:
i.   Users are encouraged to take note on the system messages and instructions to complete the procedure.
ii.   To access any reference table, press the F3 key.
iii.   To know the name of a field or button, place the mouse over it to see its name.

Process:
1. When capturing the corresponding consignee, commodity code and exemption codes in a SAD, the system will request for the user to capture the relevant quota.
2. Enter the quota reference in box 39 of the SAD:

Note:
i.   The authorized amount on the quota will be affected once the SAD is registered and assessed.
ii.   The concession code will relieve the duty if the captured commodity code on the SAD exists in the concession.
iii.   If the concession is not captured, the authorized amount on the quota will still be affected, however duties and taxes will not be relieved.
iv.   Other commodities in the concession will not affect the quota other than the commodity that exist in the quota and the corresponding exemption.

3. The system will update the 'Quota -Transactions Report' and the 'Quota – History' (ASYCUDA→Integrated Tariff→Tariff Components→Quotas), once the SAD is registered and assessed.

■ End