

How to add, delete or modify a Container on a stored Bill

Summary instructions for Carriers and Freight Forwarders

The following summary instructions seek to assist Carriers and Freight Forwarders in adding, deleting or modifying Containers on a stored Bill in the ASYCUDA World (AW) system.

Note:

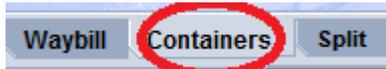
- i. Please refer to the relevant Flowcharts, Standard Operating Procedures and the Terms of Reference for guidance on the specific clearance process of concerned.
- ii. Users are encouraged to take note on the system messages and instructions to complete the procedure.
- iii. To access any reference 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:

1. Prior to adding Container(s) to a Bill, indicate the number of Container(s) on the 'Total containers' field on the Waybill page:



2. Click on the 'Containers' tab at the bottom of the Waybill page:



3. Enter the Container details.

4. Upload the Container by clicking on the 'Add a New Container' icon:



5. To delete a Container, right click on the Container and select 'Remove':



Container number	Nbr. of pkg	Ctn. type	E/F	Seal numbers	Party	Empty weight	Goods weight
1245	20	20GP	F5	00 00 00	CAR		

6. To modify a Container, right click on the Container and select 'Update'.



7. Modify the required Container details and update it by clicking on the 'Update a Container' icon: 
8. Once the container(s) have been added, save the changes by clicking on the 'Save Changes' icon: 

Note: When adding Containers to a Bill, the system will automatically populate the Container details from the corresponding Container on the Master Bill, provided that the exact Container number is captured in the 'Container number' field of the Bill.

■ End