

How to process a Manifest

Summary instructions for Carriers

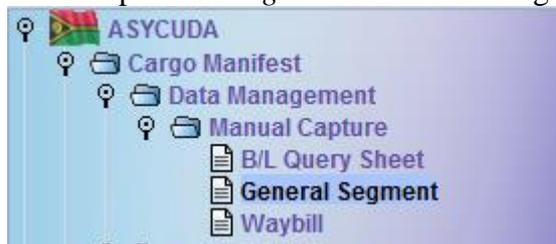
The following summary instructions seek to assist Carriers Agents in processing the Manifest in the ASYCUDA World (AW) system.

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.

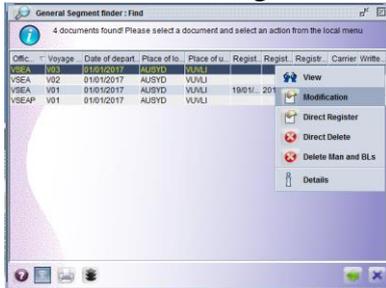
Process:

1. Go to ASYCUDA→Cargo Manifest→Data Management→Manual Capture→<Right click>General Segment→New



2. Or if you already have a local stored General Segment retrieve the locally stored file by clicking on the retrieving file ('Import to ASYCUDA xml file') icon: 
3. Complete General Segment.
4. Once the General Segment has been completed, verify the General Segment by clicking on the 'Verification' icon: 
5. If required local store the General Segment by clicking on the local store ('Export to ASYCUDA xml file') icon: 
6. If no errors are detected (or after any errors are corrected) store the General Segment by clicking on the 'Store' icon: 

7. Prior to registering the manifest wait for all associated bills to be added by those concerned (refer to HTN for how to add associated bills to a manifest).
8. If required to amend the General Segment prior to registering the manifest, go to ASYCUDA→Cargo Manifest→Data Management→Manual Capture→<Right click>General Segment→Find→<Right click on the manifest>→Modification.



9. Do the amendment(s).
10. Once the amendment(s) has been done, verify the General Segment by clicking on the 'Verify the document' icon: 
11. If no errors are detected (or after any errors are corrected) save the General Segment by clicking on the 'Save Changes' icon: 
12. To register the Manifest go to ASYCUDA→Cargo Manifest→Data Management→Manual Capture→<Right click>General Segment→Find→<Right click on the manifest>→Direct Register.

■ End