How to process a SAD

Summary instructions for Brokers

The following summary instructions seek to assist Brokers in processing a 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:

1. Go to ASYCUDA→Goods Clearance→Declaration→Detailed Declaration→ <*Right click*>Detailed Declaration→New:
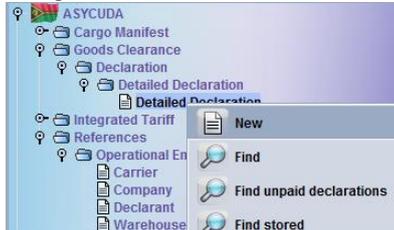
2. If you already have a locally stored SAD retrieve it by clicking on the retrieving file ('Import to ASYCUDA xml file') icon:

3. Complete the SAD.

   Note:

   i.   A SAD can be assessed using a validated Bill of a stored Manifest (a Manifest that is not registered), using this Manifest reference format <Voyage><*Space*><Date>:

   ii.   Or a SAD can be assessed using a Bill of a registered Manifest using this Manifest reference format: <Year><*Space*><Manifest registration number>.

iii. A SAD can be assessed using a Bill of a registered Manifest from a different office using this Manifest reference format: <Office of Manifest registration> <*Space*><Year><*Space*><Manifest registration number>.

iv. A SAD containing a single package with more than one commodities can be cleared by inserting "1" as 'Number of packages' for item 1 and "0" as the 'Number of packages' for item 2 and so on.

4. Once the SAD has been completed, verify the SAD by clicking on the 'Verify the Document' icon:

5. If required local store the SAD by clicking on the local store ('Export to ASYCUDA xml file') icon:

6. Attach the soft copy of the required documents.

   Note:
   i. Only PDF and picture files can be attached to a SAD.
   ii. Customs has agreed on the following to be attached to a SAD:
      a. Commercial invoice
      b. Telegraphic Transfer Receipt, if any
      c. Insurance Certificate, if any
      d. Commercial Contract, if any
      e. Import Permits, if any
      f. Exemption approval or FTA certificate, if applicable

7. If no errors are detected (or after any errors are corrected) assess the SAD by clicking on the 'Validate and assess' icon:

■ End