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PAPUA NEW GUINEA CUSTOMS SERVICE

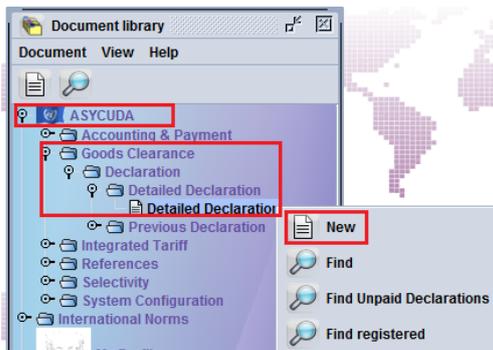
How to Process a SAD using a Pre-payment Account

The following ‘Functional Note’ provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to Process a SAD using Pre-payment Account Facility and to perform some actions on the Pre-payment Account.

Note: This **Pre-payment Account Facility** can only be accessed if there is pre-payment account created and activated in the ASYCUDA system.

This is done as follows:

1. Once logged into the system, go to ASYCUDA → Goods Clearance → Declaration → Detailed Declaration → Detailed Declaration
2. Right click and choose **New**



3. Once a new SAD is opened, complete the SAD (refer to the “How to process and assess a SAD” functional note)
4. The specific fields related to a SAD entitled to preferential relief, at item level:

- Box 48 (Deferred Account No.) – Type Pre-payment Account Code and the related PIN

ty	MIK	150.000	3,500.00
Account Name		A.I. Code	45 Adjustme
41bis Write-off units		46 Value for duty PGK	
MP	48 Deferred Account No.	49 Warehouse	/ /
1		Password	
B ACCOUNTING DETAILS			
Mode of payment		ACCOUNT PAYMENT	
Assessment number		/	Date
Receipt number			Date
Guarantee		0.00	Date

5. Verify the SAD (refer to the “How to process and assess a SAD” functional note)

At this time, the AW system will verify that all requirements are met:

- Pre-payment account activated
- TIN of the declarant or company associated to the pre-payment account used
- Pre-payment account balance sufficient to cover the full amount of taxes to be paid
- PIN must match with the pre-payment account



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For any of those requirements not fulfilled, the AW system will indicate it with a message prompt and by underlining the error in red on the SAD - as shown below

i) PIN does not match

D.Val	D.Qty	MTK	150.000	3,500.00	code
00+0.00-0.00		A.I. Code	45 Adjustment		1.00
		41bis Write-off units	46 Value for duty PGK		12,500.00
Rate	Amount	MP	48 Deferred Account No.	49 Warehouse	Statistical value SP.
500.00	0.000	0.00	1 ICM_PPA		
500.00	10.000	1,250.00	1 B ACCOUNTING DETAILS		
Total		1,250.00	1	Total declaration	

Messages

Error: Invalid PIN Entered

STOP

ii) Pre-Payment Account does not exist/Wrong Pre-Payment Account used

44 Add. info Documents Produced Certificates and authorization	Licence No	D.Val	D.Qty	MTK	150.000	3,500.00	code
	431.03+0.00+0.00+0.00-0.00			A.I. Code	45 Adjustment		1.00
	Attach.Doc.Cod...			41bis Write-off units	46 Value for duty PGK		12,500.00
47 Calculation of taxes	Type	Tax base	Rate	Amount	MP	48 Deferred Account No.	49 Warehouse / Days susp.
	IMD	12,500.00	0.000	0.00	0.00	1 DHHD	
	GST	12,500.00	10.000	1,250.00	1	B ACCOUNTING DETAILS	
Total		1,250.00	1	Total declaration		1,280.00	PGK

Messages

Error: Invalid deferred payment reference

STOP

iii) Insufficient Fund in Pre-Payment Account

Licence No	D.Val	D.Qty	41 Suppl. qty	42 Item Price FCY
431.03+0.00+0.00+0.00-0.00			NMB 150.000	10,000.00
Attach.Doc.Cod...			A.I. Code	45 Adjustment
			41bis Write-off units	46 Value for duty PGK
Type	Tax base	Rate	49 Warehouse	/ D
IMD	34,913.79	0.00		
IXD	34,913.79	80.00		
GST	62,844.82	10.00		
Total			Receipt number	Date
			Guarantee	0.00 Date

Messages

Error: Account has insufficient credit

STOP

You should note that the system will not verify the document until all the errors have been corrected; the SAD process is then stopped



6. Correct all the errors displayed and click to **Verify** again.

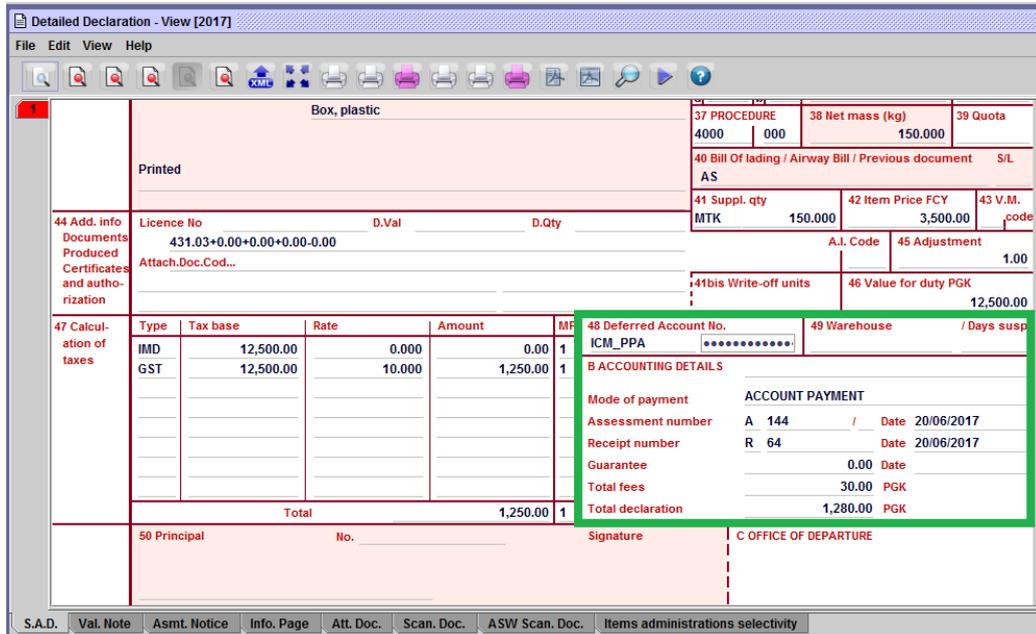
In the case where the SAD is flagged RED or Yellow, the broker must wait till the SAD is Re-routed to GREEN and Assess by the Assessing Officer.

7. If all requirements are met, then the SAD is automatically Assessed & Paid.

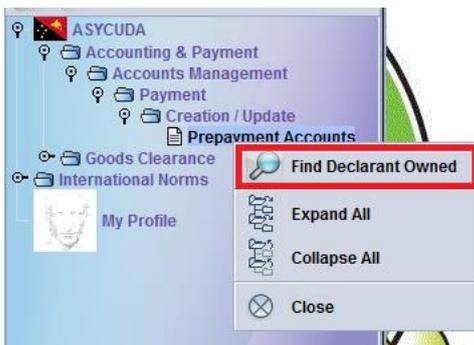


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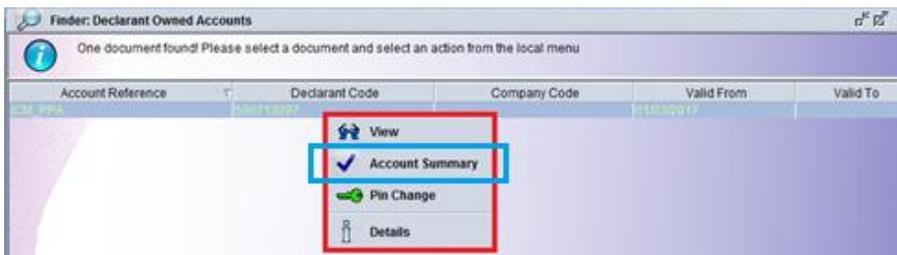
By viewing the SAD, it appears in red colour and the receipt number and date are automatically displayed on box B ACCOUNTING DETAILS



- 8. At any time, the Declarants/Companies can check their Pre-payment Account to see and verify all transaction being done in any period of time.
- 9. For this, go to ASYCUDA → Accounting & Payment → Accounts Management → Payment → Creation / Update → Prepayment Accounts
- 10. Right click and choose **Find Declarant Owned**



- 11. From the Finder (refer to the “How to use the AW Finder Facility” functional note), highlight the account, right click on the Account and choose **Account Summary**





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- 12. From the screen automatically displayed, type the period of time for which you want to check your account (the “From” date cannot be earlier than the date the account was created) and click on the

icon

Prepayment Account Management

Account reference: ICM_PPA Type: 2 PrePayment

Declarant: 500713097 Company: []

Date Interval: [] Company Code: []

From: 30/03/2017 To: 13/04/2017

- 13. You can see all transaction processed as well as the remaining balance

Account Summary

Op.	Description	Ser.	Nbr.	Ass. Date	Office	Debit	Credit	Date
Report on : 22/05/2017								
1	Cash Deposit				JAS		1,000.00	22/05/2017
2	Declaration Assessment	A	95	22/05/2017	JAS	417.93		22/05/2017
3	Declaration Assessment	A	53	02/06/2017	POM	16,926.55		02/06/2017
4	Declaration Assessment	A	56	02/06/2017	POM	4,598.95		02/06/2017
5	Declaration Assessment	A	57	05/06/2017	POM	2,680.00		05/06/2017
6	Declaration Assessment	A	58	05/06/2017	POM	2,130.00		05/06/2017
7	Declaration Assessment	A	144	20/06/2017	JAS	1,280.00		20/06/2017
8	Declaration Assessment	A	145	21/06/2017	JAS	1,280.00		21/06/2017
Total						29,313.43	1,000.00	
Balance on : 21/06/2017							4,036.86	

- 14. Going back to the Finder (refer to the “How to use the AW Finder Facility” functional note), highlight the account, right click on the Account and choose **View, to display all account details** (no action permitted)

Prepayment Accounts - View [ICM_PPA]

File Edit View Help

100 %

ASYCUDA World

Prepayment Account Management

Account Reference: ICM_PPA Type: 2 PrePayment

Declarant: 500713097 Company: []

Valid From: 01/03/2017 To: []

Status: Active

Account owner PIN: []

Name and Address: ICM LTD1, P.O BOX 1587, PORT MORESBY, NCD, SECT 116, LOT 52, KANAGE ST. NCD, customsbroker@icm.com.pg, IPA 1-77498

Bank Information:

Bank account number: 123456789 Bank Code: 0100 Branch Code: 0150

ANZ Banking Group (PNG) Ltd ANZ Port Moresby

General

- 15. Going back to the Finder (refer to the “How to use the AW Finder Facility” functional note), highlight the account, right click on the Account and choose **Pin Change, to change your PIN**
- 16. From the screen automatically displayed, type the **Old Account PIN**, then the **New Account PIN**, then retype it to **Confirm PIN**

Account Reference	Type	Valid From	To
ICM_PPA	2	01/03/2017	
Declarant	Company	Status	
500713097		Active	
Name and Address	Old Account PIN	New Account PIN	Confirm PIN
ICM LTD1 P.O BOX 1587, PORT MORESBY, NCD SECT 116, LOT 52, KANAGE ST. NCD customsbroker@icm.com.pg IPA 1-77498			
Bank Information	this is where the PIN is changed		
Bank account number	Bank Code	Branch Code	
123456789	0100	0150	
Additional Information	ANZ Banking Group (PNG) Ltd ANZ Port Moresby		
New AW input			

- 17. Once done, click  to **Verify** the document
- 18. If errors are detected the system will indicate them with a message prompt and by underlining them in red on the SAD - as shown below

Account Reference	Type	Valid From	To
ICM_PPA	2	01/03/2017	
Declarant	Company	Status	
500713097		Active	
Name and Address	Old Account PIN	New Account PIN	Confirm PIN
ICM LTD1 P.O BOX 1587, PORT MORESBY, NCD SECT 116, LOT 52, KANAGE ST. NCD customsbroker@icm.com.pg IPA 1-77498	***	***	****
Bank Information	Error: New and Confirm PIN does not match!		

- 19. Correct all the errors displayed and click  to **Verify** and click
- 20. When all the errors have been corrected, the below message is displayed

Message

Document verified!



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21. Click on 

22. Click  to Validate.
The screen will be automatically closed.