

Papua New Guinea Customs Service

How to Locally Save and Retrieve a General Segment or Bill on a Manifest

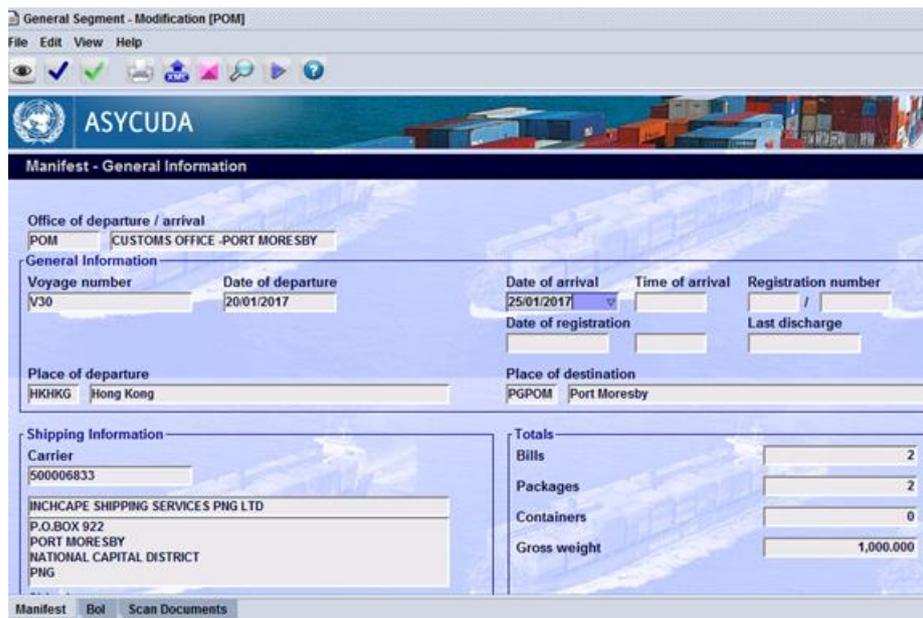
The following 'Functional Note' provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to locally save and retrieve a General Segment or a Bill on a Manifest.

For a number of reasons (e.g. documents missing, incomplete information, etc.), it may be necessary for the General Segment or Bill the user is currently working on, to be saved locally and retrieved at a future time.

How to locally save the General Segment

This is done as follows:

1. Once a General Segment is opened and started to be filled, at any time, the General Segment can be saved locally

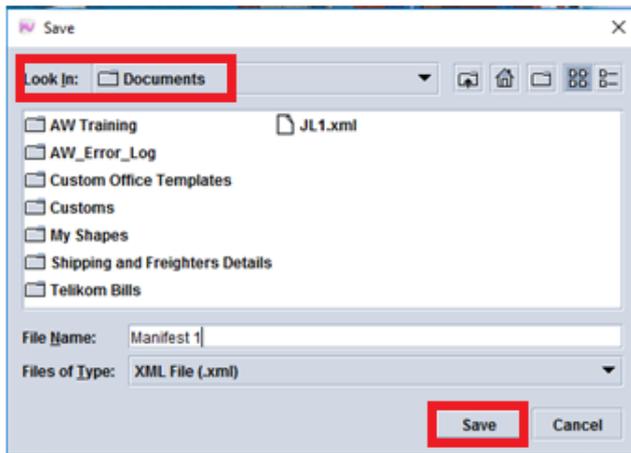


2. Click on the  icon on top of the General Segment screen

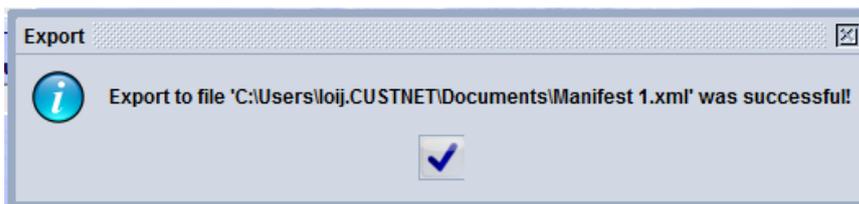


3. In the **Save** screen, indicate:
 - a. In which directory, the file should be saved and
 - b. The file name

4. Then click on



5. When the following message is displayed, click on



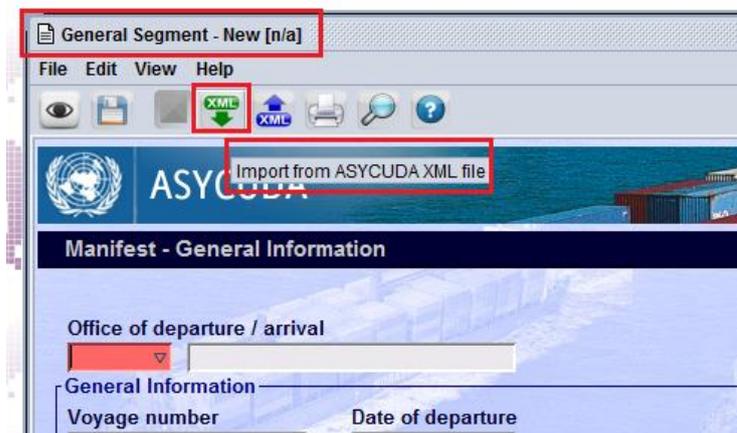
How to locally save the Bill

The same process as above should be applied on the E-document related to the Bill.

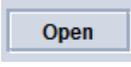
How to retrieve a locally save General Segment

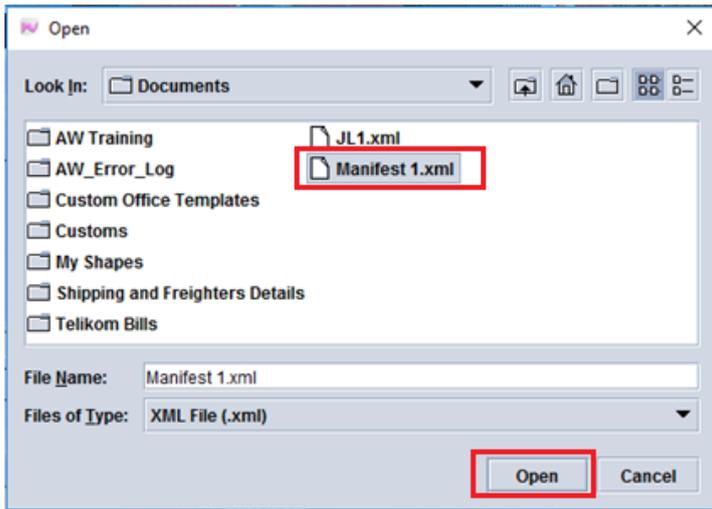
This is done as follows:

1. As soon as a new General Segment is opened, click on  on top of the General Segment

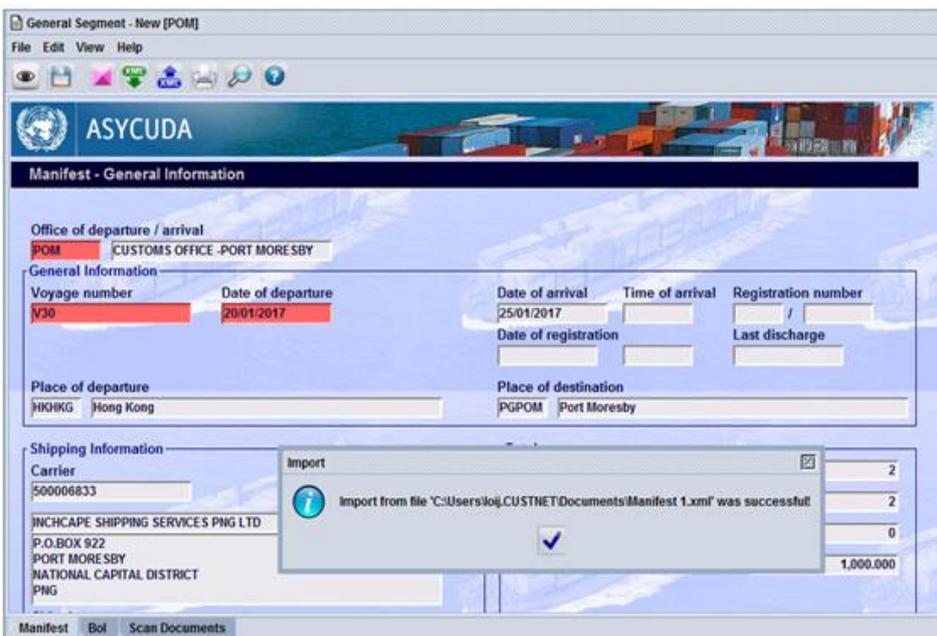


2. In the **Open** screen, indicate:
 - a. In which directory to **Look In** to find the previously saved file and
 - b. The **File Name**

3. Then click on 



4. The new General Segment will be filled with all information previously 'locally saved' and the following screen will be displayed



5. Click on  to continue the Manifest process