# Papua New Guinea Customs Service

## How to Degroup a Master Bill

The following 'Functional Note' provides Carriers and Consolidators, who are users of the ASYCUDA World (AW) system, with the information necessary to enable them to degroup a Master Bill.

Upon arrival at the country of destination, consolidated consignments must be degrouped to the individual consignees before clearance can be done.

In the event that the Carrier and the Consolidator are different companies, it will be important that they liaise closely with each other; a consolidator will need to know when the carrier has entered all the information associated with a Master Bill or what are the identification details of the Master Bill in order for the Consolidator to be able to add the House bills and 'Degroup' and for the AW system to link Master Bills and its House Bills

It is important to note that 'Degroupage' must be undertaken before the Manifest is registered.

**How to Degroup a Master Bill as a Carrier**
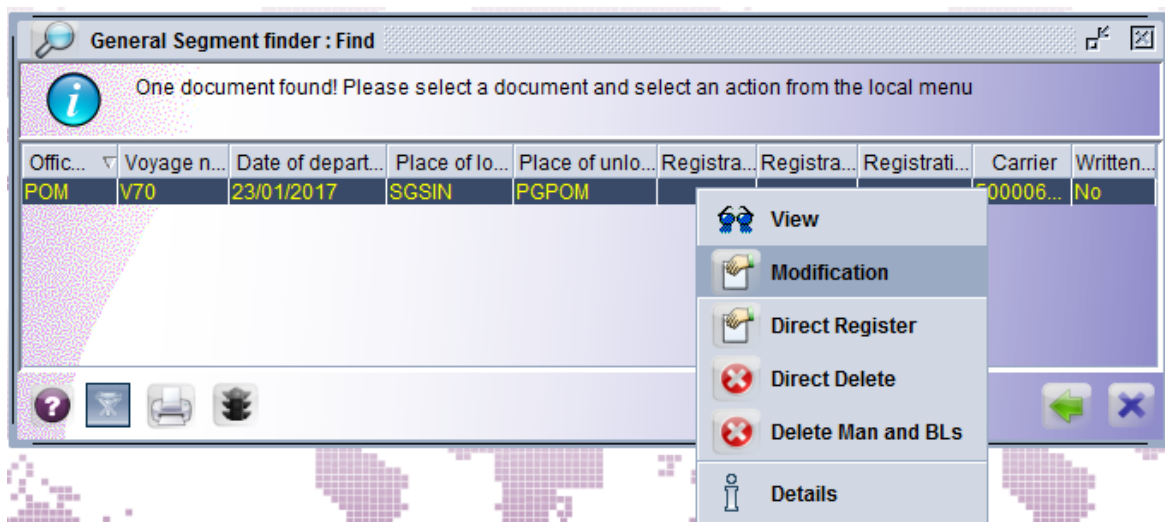
This is done as follows:

1. On the Document library. Right click on **General Segment** and click **Find** to open the **General Segment finder: Find**
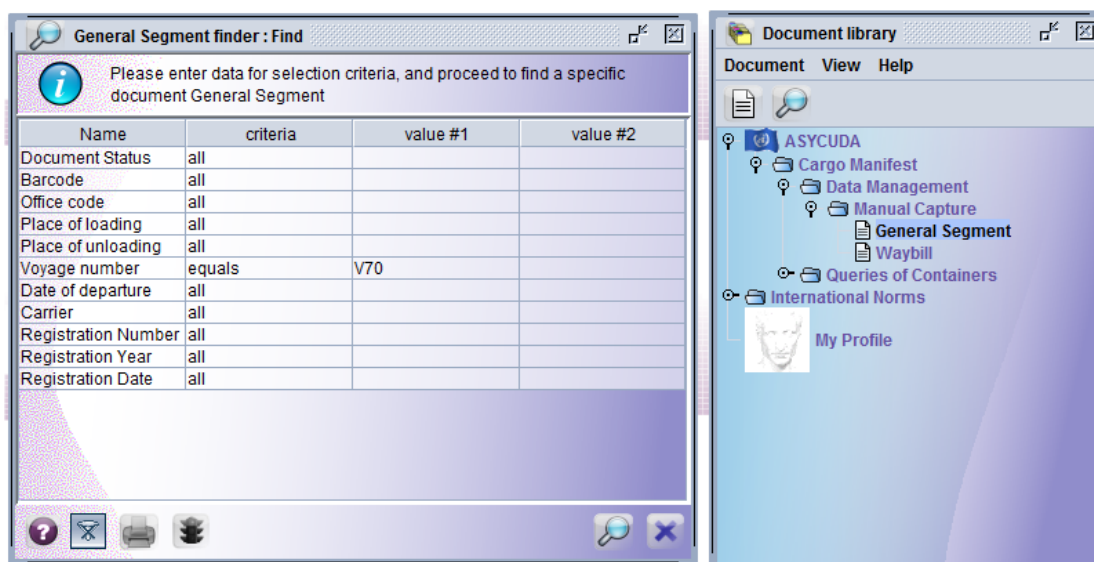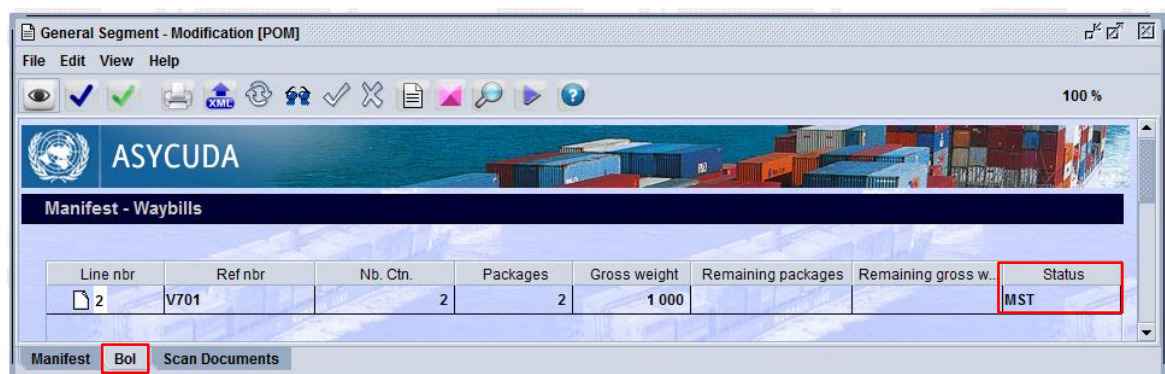


2. Enter the voyage number or any other details and click on the  to open the **General Segment finder:Find** window
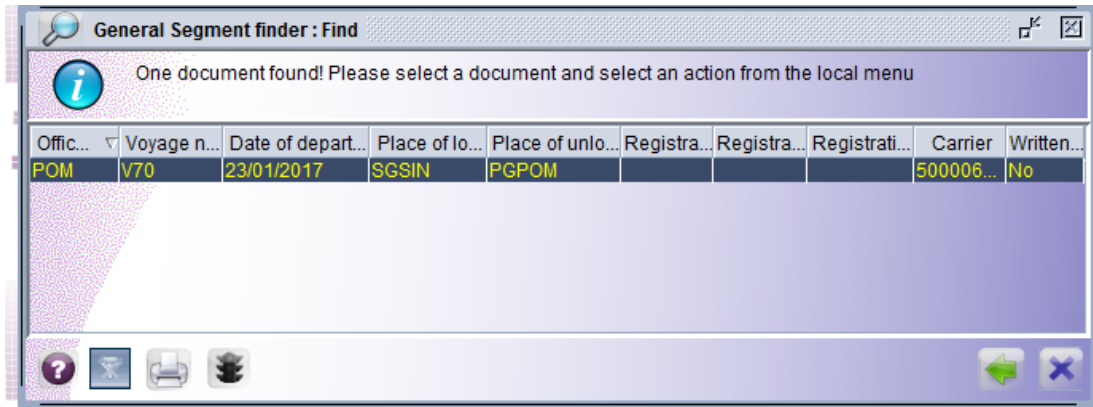
3. Right click and click Modification



4. Click on the **Bol** tab to open and **Manifest-Wayills** window



It will be necessary to ensure that the Bill to be degrouped has its status equals to **MST**

5. Highlight the Master Bill and click on **Add Bol** icon to add bills to the Master Bill

6. Click on **Create new B/L** screen to confirm the creation of a Bill within the Master Bill

Conversely, click ✖ if you don't want to add a Bill within the Master



7. The **Waybill – New** screen is displayed with information associated with the General Segment and that associated with the Master (i.e. previous document, waybill line)



8. Complete the new Bill (refer to the "How to add or delete Bills on Manifest" functional note)

9. Once completed, Verify and Store (refer to the "How to add or delete Bills on Manifest" functional note)

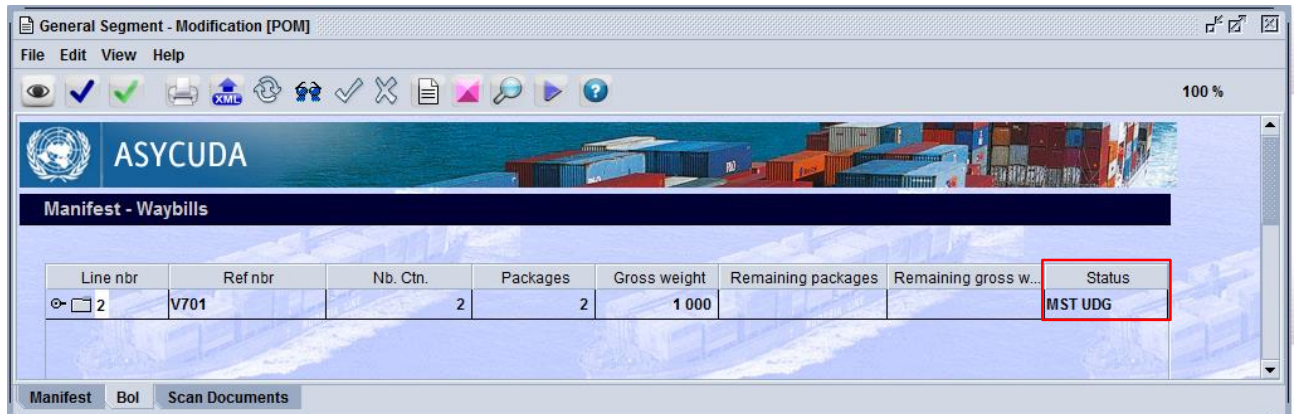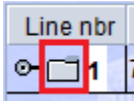10. Click on the ![icon] to add another bill. Once done click the ![icon].

11. The system will return automatically to the **General Segment – Modification** screen

   The status of the Master Bill will have been changed to **MST UDG**



12. Once all the Bills have been added to the Master, click on the Directory ![icon] icon to see all the "sub-bills" of the Master Bill
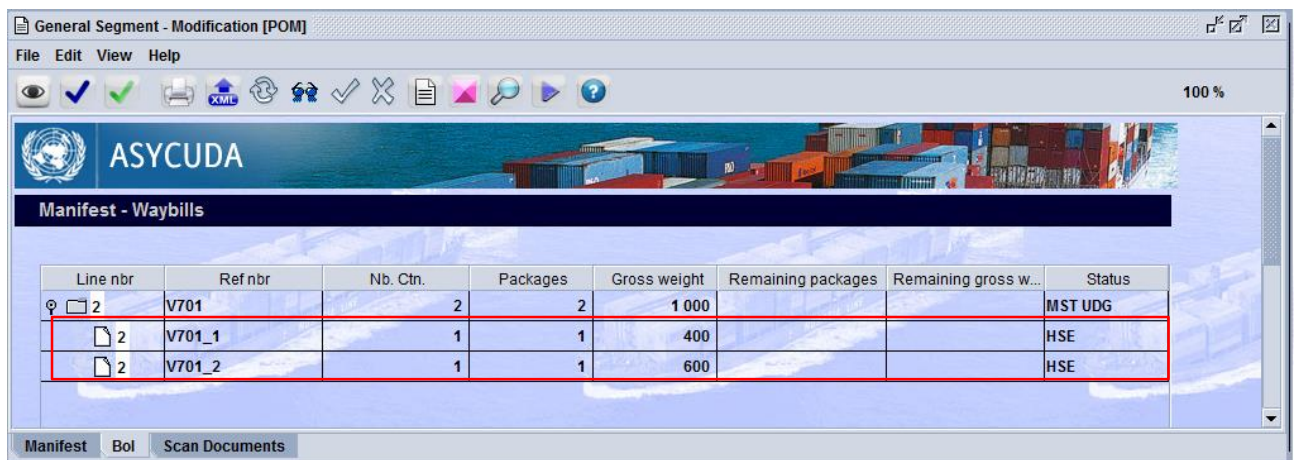


   At this stage the status of Master Bill is still **MST UDG**

13. After adding all the House Bills to the Master Bill of Lading, the consolidator must validate the degroupage
14. Go to the **Document Library** navigate down to **Waybill**. Right click and click **Find.** On the

   Waybill finder window enter the voyage number or other details you have and click ![icon].
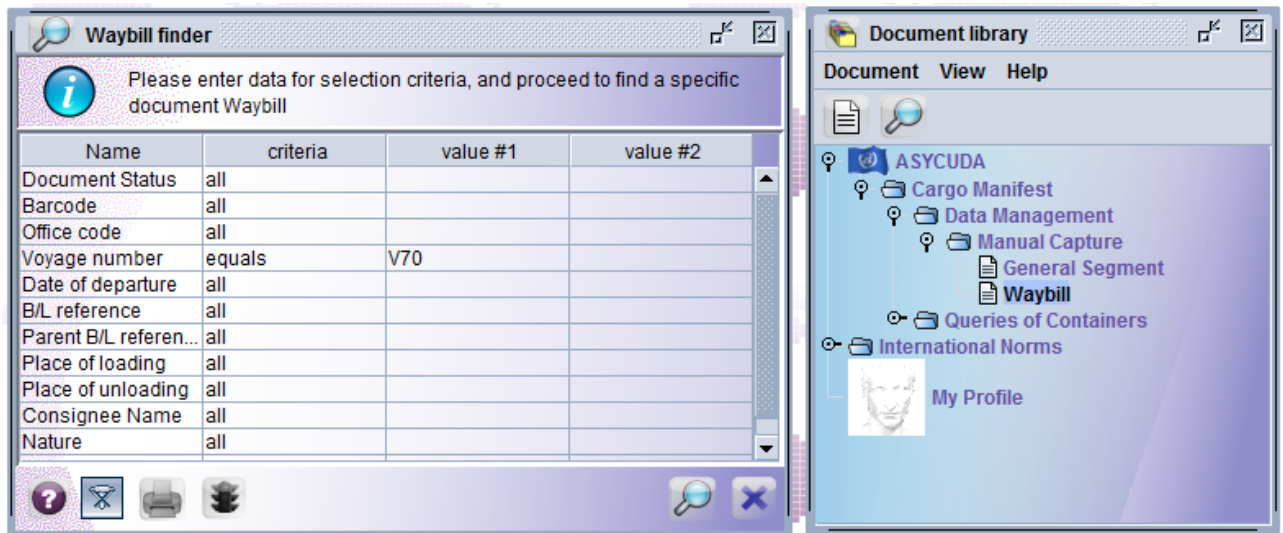
15. Highlight the Master Bill, right click and choose **Direct Validate**
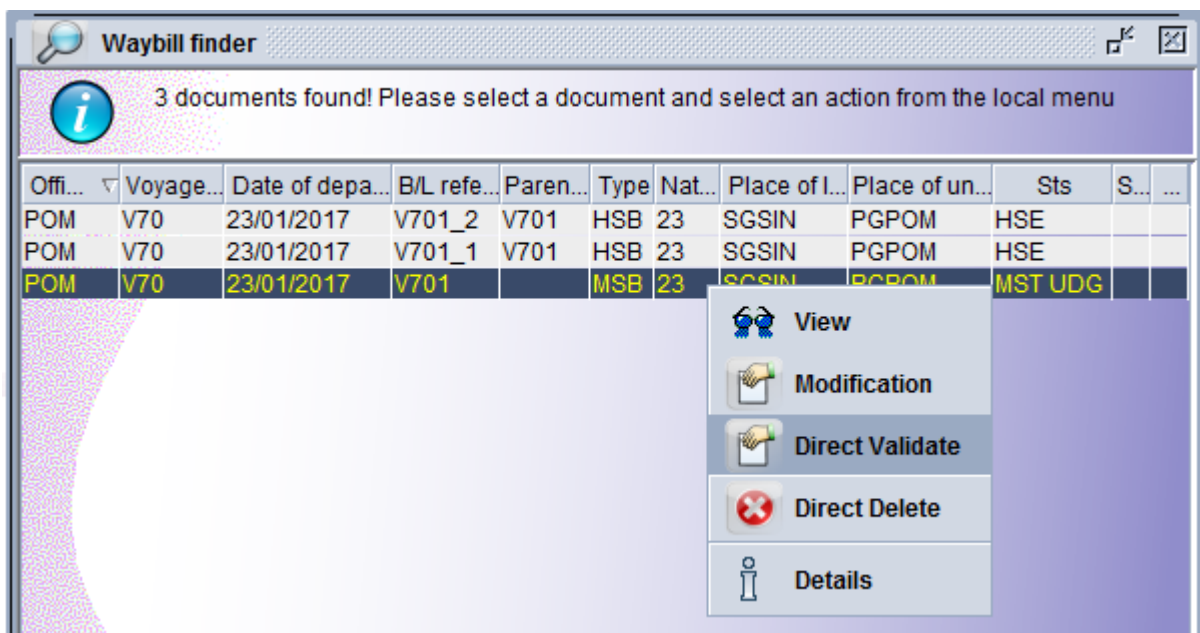


16. If errors are detected, correct them and choose **Direct Validate** again

17. Click [checkmark] on the '**Operation Direct Validate is done'** message screen
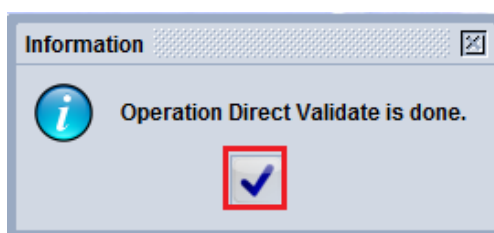
18. Highlight the Master Bill, right click and choose **Validate Degroupage**



19. Click ✔ on the '**Operation Validate Degroupage is done'** message screen



20. The status of the Master Bill is now **MST DEG**
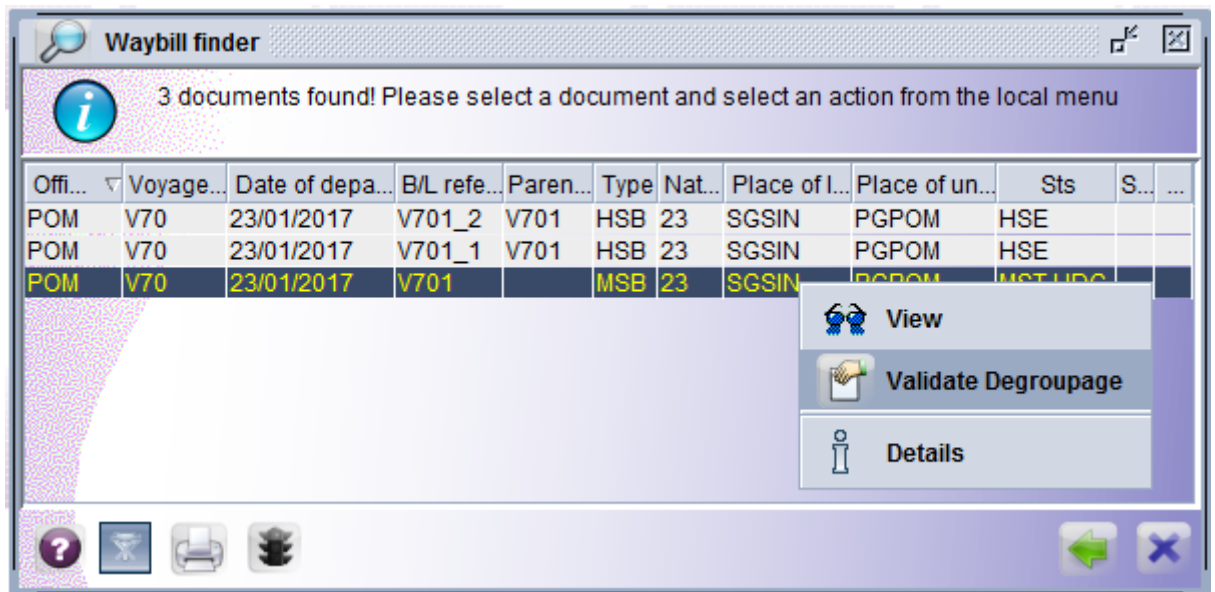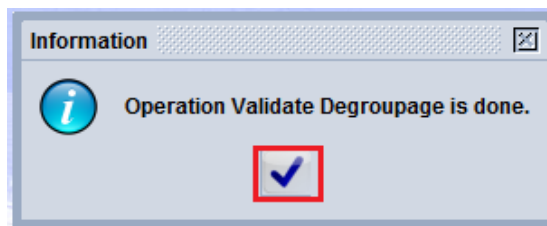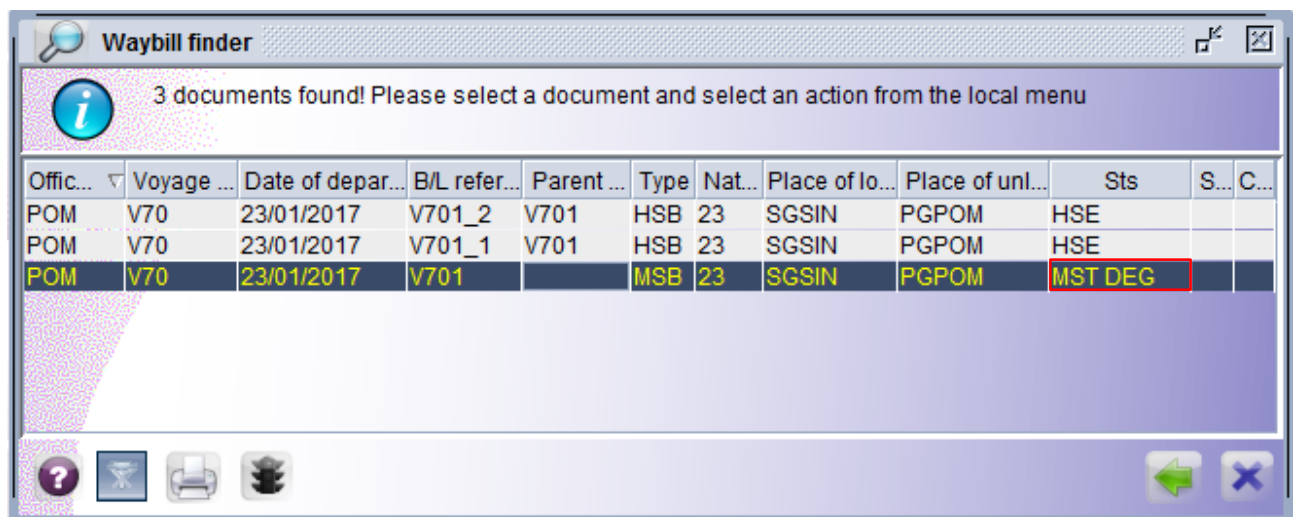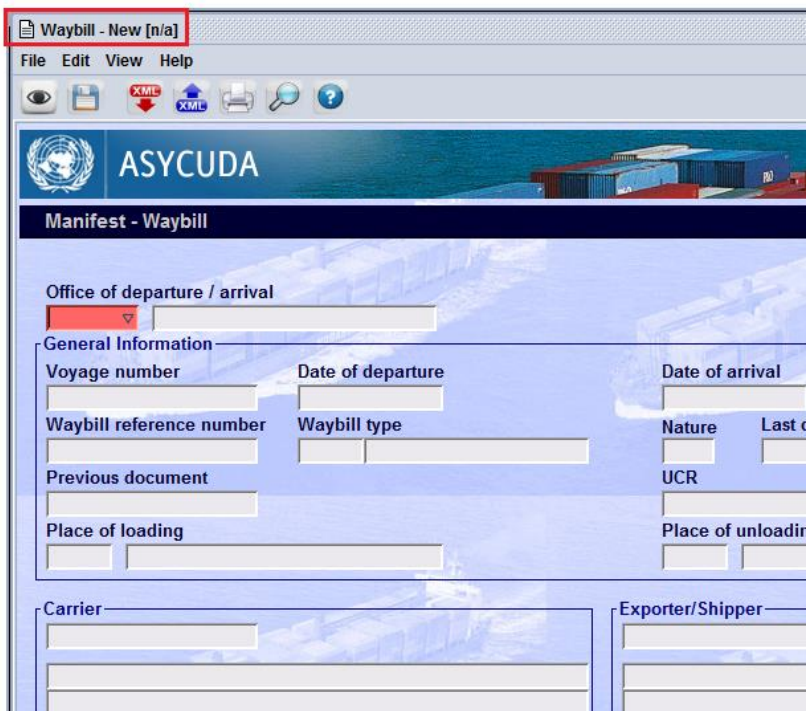
**How to Degroup a Master Bill as a Consolidator / Freight Forwarder**

This is done as follows:

1. Go to ASYCUDA ➔ Cargo Manifest ➔ Data Management ➔ Manual Capture ➔ Waybill

2. Right click and choose **New**
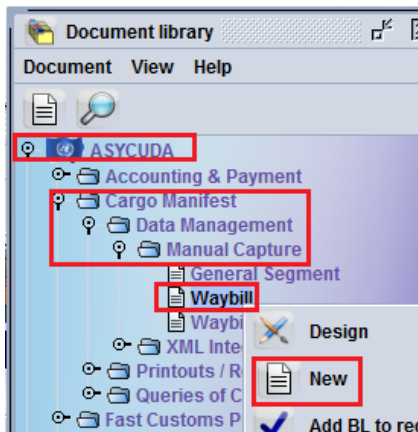


3. The **Waybill Segment** is opened empty



4. Enter the **Office code, voyage number and date of departure** of the General Segment the newly created Bill is to be associated with. This should be undertaken whether the General Segment has already been stored or is not in the AW system

5. By pressing <Enter> or <Tab> after the date of departure has been entered, data from the General Segment will be automatically displayed, if has been already stored, otherwise all information associated with General Segment must be entered



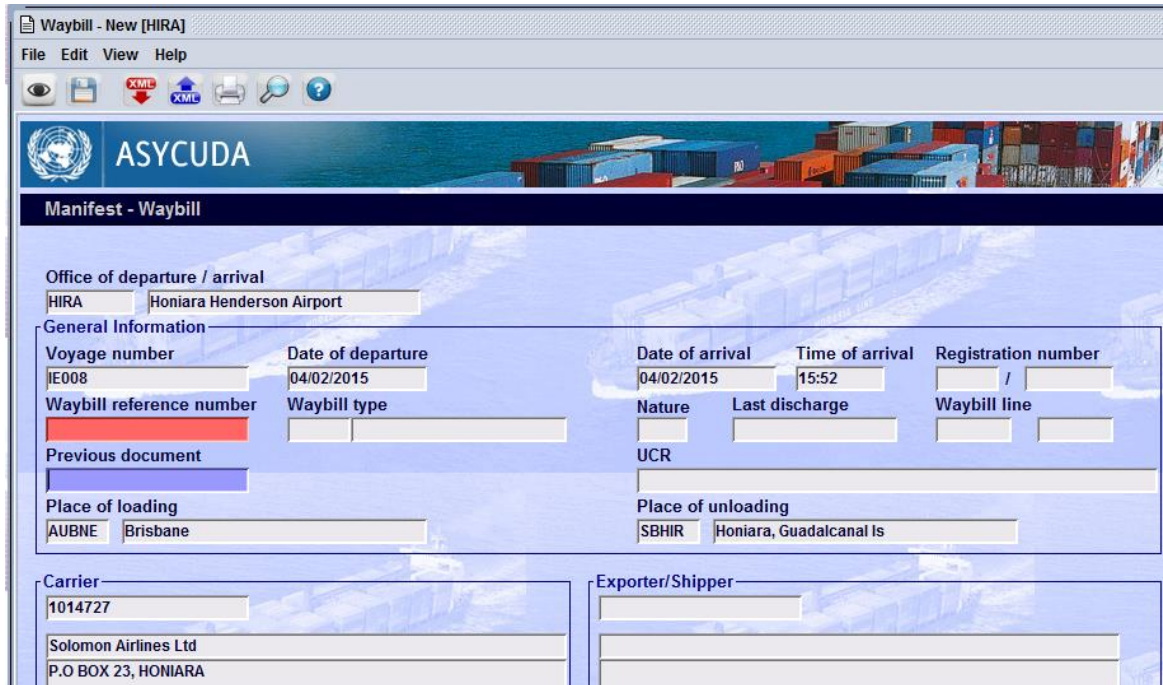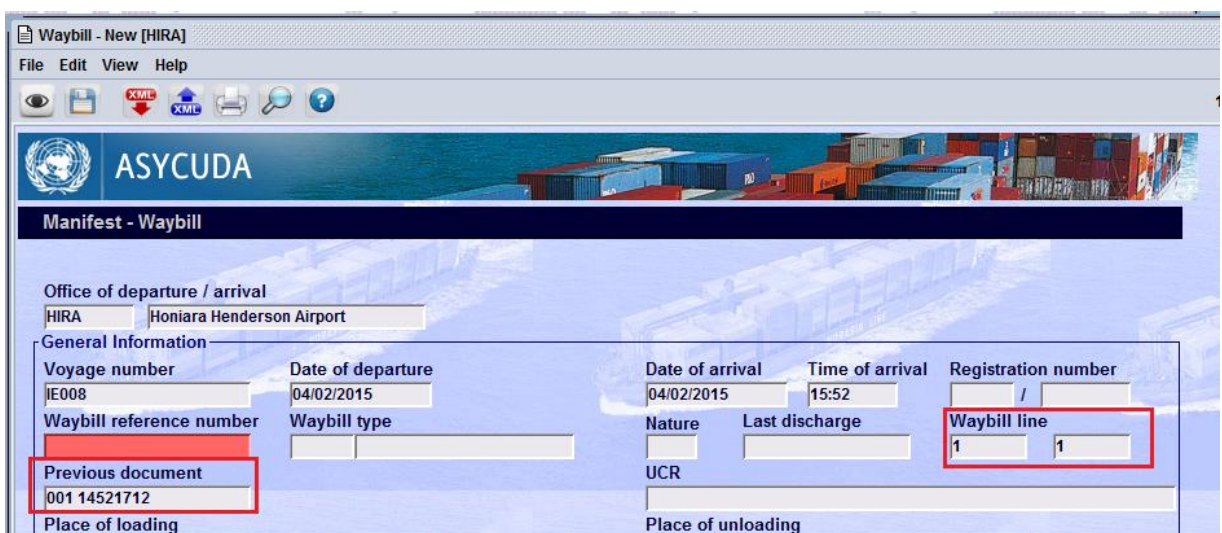6. Enter in the **Waybill reference number, type and nature**

7. Enter in the **Previous document, the reference number of the Master Bill**, wether the Master Bill has already been stored or not in the AW system

8. By pressing <Enter> or <Tab> after the reference number of the Master Bill is entered, the Waybill line and sub-line will be automatically displayed, if the Master Bill has already been stored, otherwise Waybill line and sub-line must be entered

9. Complete the Bill (refer to the "How to complete a Manifest, including Bills and Containers" functional note)

10. Once the Bill is completed, click  to **Verify** the document then on  to store the Bill (refer to the "How to complete a Manifest, including Bills and Containers" functional note)

11. Repeat steps 1 to 9 for as many time as Bills need to be added

**Option 1**
**It should be noted that the carrier is responsible for validating the degroupage if there is more than one consolidator involved in the degroupage or if the Master Bill is entered in the system after its associate House Bills.**

**If there is a single consolidator involved in the degroupage, the consolidator himself (herself) is responsible for validating the degroupage.**

**Option 2**

**Carrier is responsible for validating the degroupage in any cases.**