



CONFIDENTIAL

## PNG Customs Service

### How to ‘Upload Scanned Document’

The following ‘Functional Note’ provides registered users of the ASYCUDA World (AW) system with the information necessary to enable users to Upload Scanned Document(s) that is required by Customs on the SAD.

**Uploaded Scanned Documents are required by the system and are shown mandatory once the SAD is verified**

This is done as follow:

In specific cases, certificate of Origin, Export License, etc,... **Scanned Documents** must be uploaded to the SAD.

The system will indicate an error at the time the SAD is verified

As an example:

#### 1. Processing an EX 1 SAD with Tariff Code 47073000

		<b>1</b> DECLARATION <b>EX</b> <b>1</b>		<b>A</b> OFFICE OF DISPATCH/EXPORT <b>JAS</b> <b>PORT MORESBY-SIX MILE</b> Customs Reference Manifest	
<b>2</b> Exporter No. 500052603 Urukus Limited PO Box 891, Wewak East Sepik Province Papua New Guinea judykumasi@gmail.com		<b>3</b> Forms <b>1</b> <b>1</b>		<b>4</b> Load List <b>1</b> <b>1</b>	
<b>8</b> Consignee No. dgvdhbdh fhbfhb		<b>5</b> Items <b>1</b>		<b>6</b> lbr packages <b>1</b>	
<b>14</b> Declarant No. 500713097 ICM LTD P.O BOX 1587, PORT MORESBY, NCD SECT 116, LOT 52, KANAGE ST. NCD		<b>9</b> Financial No.		<b>7</b> Reference number <b>2017</b>	
<b>18</b> Identity and nationality of means of transport at departure FGFF		<b>19</b> Ctr.		<b>20</b> Delivery terms FOB Auburn	
<b>21</b> Identity and nationality of active means of transport crossing the border		<b>11</b> Trading AU dest. AU cty.		<b>13</b> C.A.P.	
<b>15</b> Country of export Papua New Guinea		<b>16</b> Country of origin Papua New Guinea		<b>17</b> Country of destination Australia	
<b>15</b> C.E. Code a) PG b) AU		<b>17</b> C.D. Code a) AU b) AU		<b>22</b> Currency & total amount invoiced 6 500.00	
<b>23</b> Exch. rate 6 3000		<b>24</b> Nature of			

#### 2. Verify the SAD (refer to the “How to process and Register (Validate) a SAD ” functional note)

- The system will automatically display an **error** as shown below.

		<b>1</b> DECLARATION <b>EX</b> <b>1</b>		<b>A</b> OFFICE OF DISPATCH/EXPORT <b>JAS</b> <b>PORT MORESBY-SIX MILE</b> Customs Reference Manifest	
<b>2</b> Exporter No. 500052603 Urukus Limited PO Box 891, Wewak East Sepik Province Papua New Guinea judykuma:		<b>3</b> Forms <b>1</b> <b>1</b>		<b>4</b> Load List <b>1</b> <b>1</b>	
<b>8</b> Consignee dgvdhbdh fhbfhb					

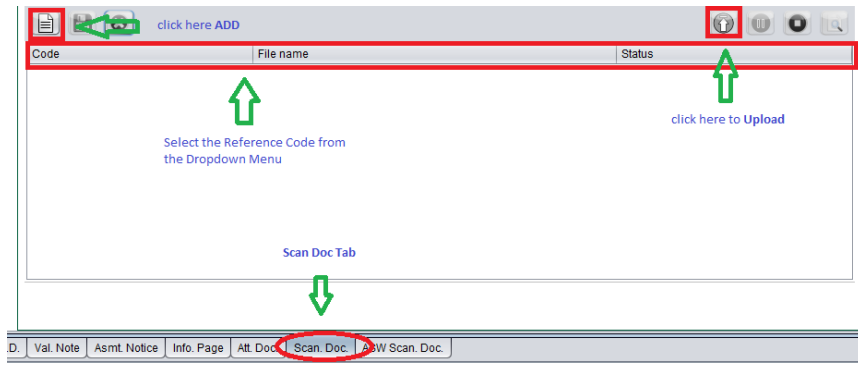
Error: Attach scanned Certificate of Origin (COO) is mandatory

Error: Attachment of scanned Export Permit (EXP) is mandatory

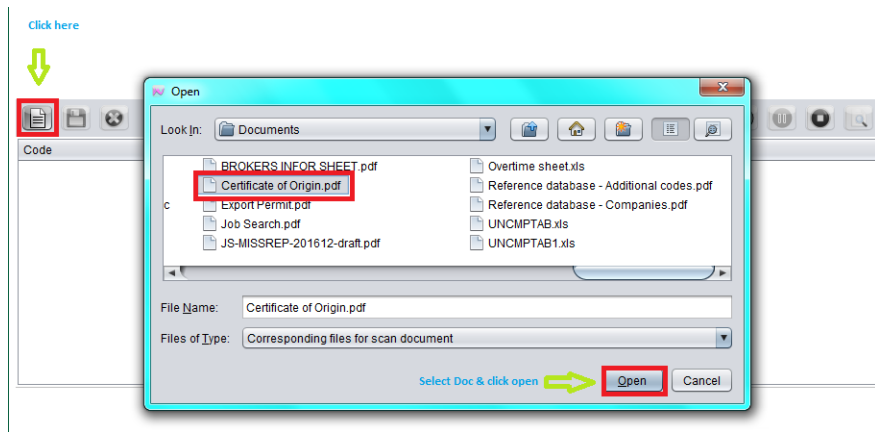
Error: Attached Document Reference is Mandatory

- The system is requiring for a Scanned Doc to be Uploaded

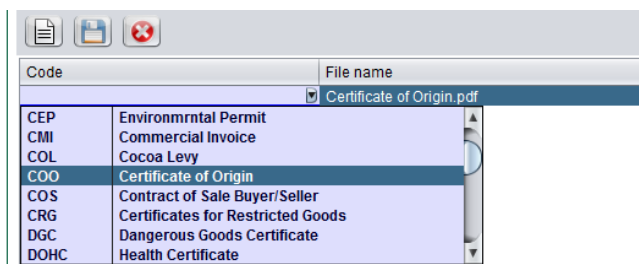
3. Go to the **Scan. Doc.** TAB



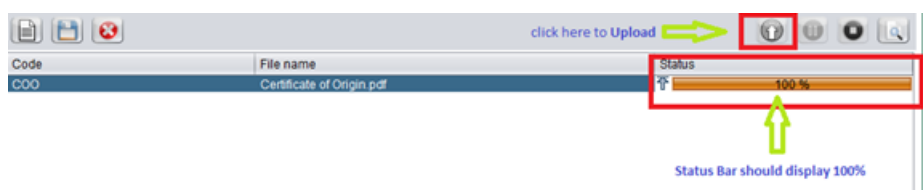
- From the window click the **Add** button. A dialogue box will be displayed
- Select the desired file & click **Open** as shown below



- Select the Reference Code of the Document to be **Uploaded**.



- Select and click upload. Once the document is uploaded, the **Status** column should show 100%.



**Note:** Do the same for the other Scanned Doc Uploads if required.