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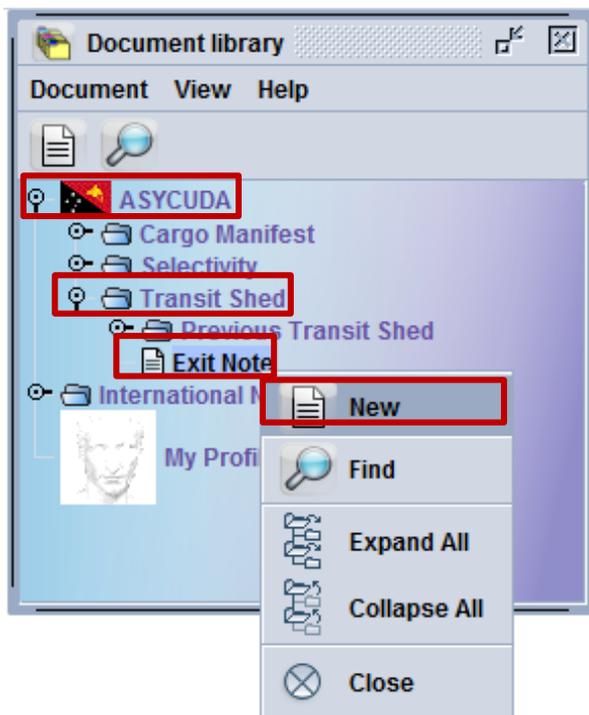
## Papua New Guinea Customs Service

### **Training Note – Issuing an Exit Note by Customs Brokers**

The following ‘Training Note’ provides Customs Brokers with the information necessary to enable them to issue an Exit Note, which is the support documentation for goods to exit Customs Control Areas (Sheds).

This is done as follows:

1. Once logged-into the AW system, go to ASYCUDA → Transit Shed → Exit Note
2. Right click and choose **New**



3. The Exit screen is automatically displayed with the Declaration registration date automatically filled



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**Exit note general information**

<b>Office and Declarant</b> Customs office _____ Location _____ Declarant _____					<b>Identification</b> Exit Note ID                      Barcode _____ Issued on _____				
<b>Goods Exited from Customs Area</b> Place of exit of goods _____									
<b>Declaration registration date</b> 07/03/2017                      To 05/06/2017					<b>Declaration barcode</b> _____				

Cont. No.	Pkg. exited	Wgt exited	Tot. Pkgs	Tot. wgt	Pkg. typ.	Seal Nbr.	Marks & nbr 1	Marks & nbr 2	Ast. ref.	Itm no.

4. Enter the following fields:
  - a. Customs office and
  - b. Declarant codes and
  - c. Location

Update the Declaration registration date period if necessary.

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**Exit note general information**

<b>Office and Declarant</b> Customs office <b>POM                      PORT MORESBY</b> Location <b>POM1</b> Port Moresby Shed 1 Declarant <b>500713097</b> ICM LTD P.O BOX 1587, PORT MORESBY, NCD customsbroker@icm.com.pg					<b>Identification</b> Exit Note ID                      Barcode _____ Issued on _____				
<b>Goods Exited from Customs Area</b> Place of exit of goods _____									
<b>Declaration registration date</b> 07/03/2017                      To 05/06/2017					<b>Declaration barcode</b> _____				

Cont. No.	Pkg. exited	Wgt exited	Tot. Pkgs	Tot. wgt	Pkg. typ.	Seal Nbr.	Marks & nbr 1	Marks & nbr 2	Ast. ref.	Itm no.



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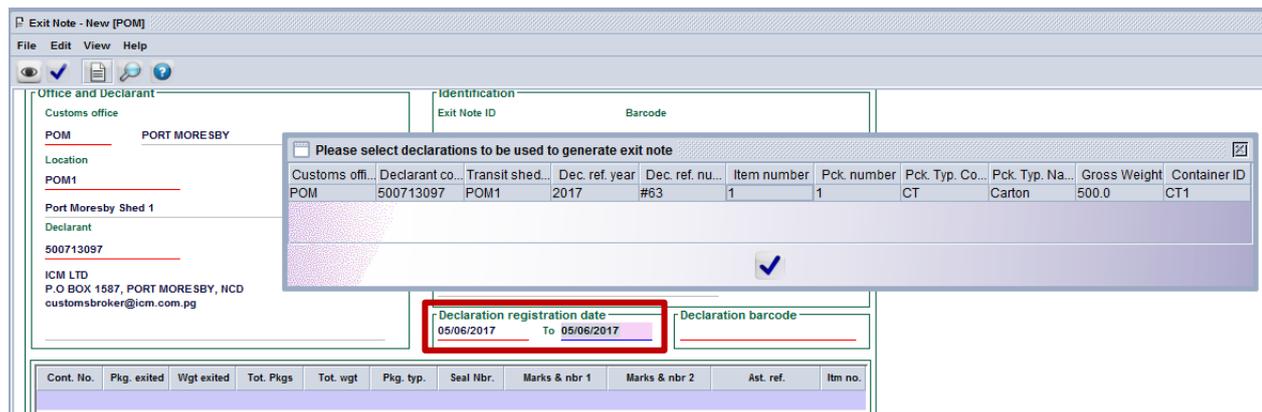
5. Once completed, click on the List of declarations icon



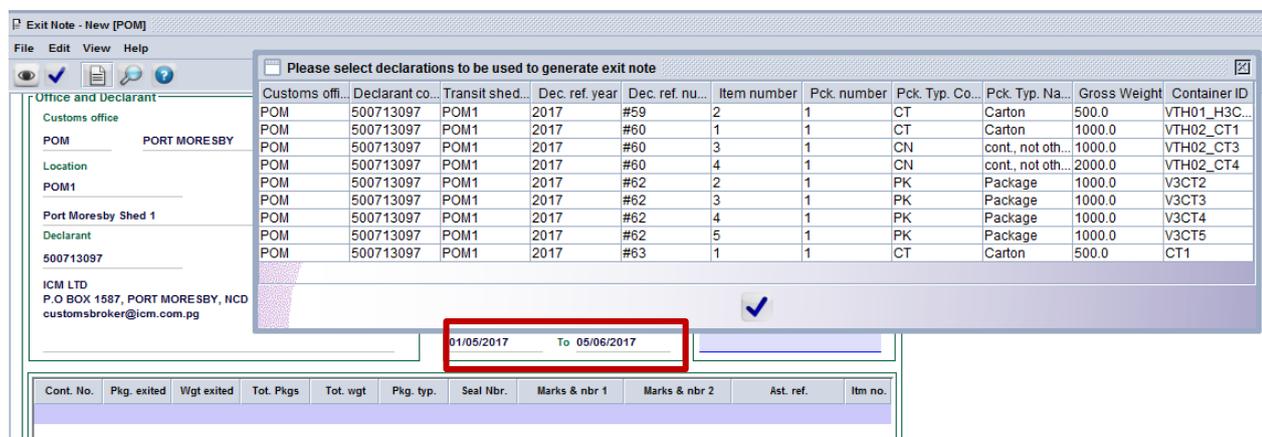
6. A list of **all the items of all the SADs** not yet exited and matching the Declarant code, the Customs office code and the Location for the registration date period chosen will be automatically displayed.

Note: If a declaration is paid, however release order not printed yet the declaration will not appear on the list.

Example A: only one (1) SAD with only one (1) item pending Exit Note is matching the chosen Declarant code, the Customs office code, the Location code and the registration date period



Example B: many SADs with many items pending Exit Note are matching the chosen Declarant code, the Customs office code, the Location and the registration date period



Example A: the single item from the single SAD is selected



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7. When the item is selected, click on  and the chosen item will automatically appear at the bottom part of the Exit Note
8. Fill the three (3) mandatory fields at the bottom of the screen: Transport identify, Transport Nationality and Drive ID and Name

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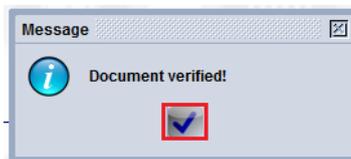
10. Once the Exit Note is completed, click  to 'Verify' the document

If errors are detected, the system will indicate them with a message prompt and by underlining them in red on the Exit Note

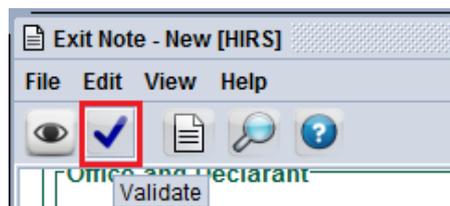
11. Correct all the errors displayed and Verify again

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

12. When all the errors have been corrected, the below message is displayed



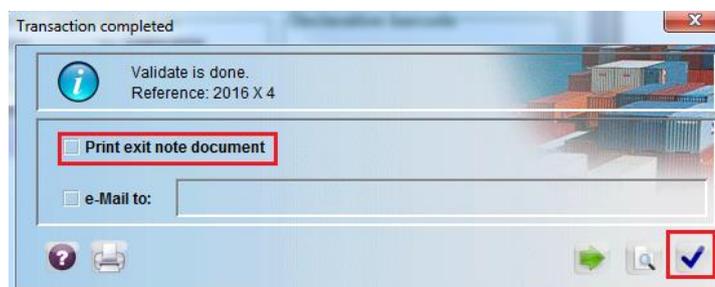
13. Click on  to Validate the Exit Note



14. On the Confirmation screen, click on 

15. The system will confirm the Validation and will generate automatically the Exit Note reference Number

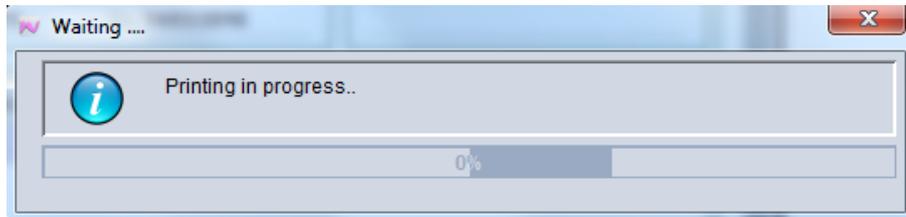
16. Tick the **Print exit note document** and click on 



17. Printing progress screen is displayed



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18. The SAD is then displayed as a .PDF file

### **Exit Note**

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#### **Customs offices of PORT MORESBY**

##### **General Information**

Exit Note Nbr 2017/X/7 Issued On 05/06/2017 21:36 By aia.taisa

Transit Shed / **Port Moresby Shed 1**

Declarant: **ICM LTD  
P.O BOX 1587, PORT MORESBY, NCD  
customsbroker@icm.com.pg**

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##### **Identification of the Transporter**

Registration	Nationality	Driver
<b>CAU003</b>	<b>Papua New Guinea</b>	<b>Joe Blo</b>

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##### **Goods identification**

19. Broker must print Exit Note Copy and produce to the Respective Operators for the finalization of exiting process.