

How to create a Container Pass for Customs Inspection

Summary instructions for Customs Brokers

The following summary instructions is to assist Customs Brokers on how to create a Container Pass in the ASYCUDA World (AW) system to release FCL Containers for entries pending Customs inspection, from the Wharf to the Importers premises.

Note:

- i. Users are encouraged to take note on the system messages and instructions to complete the procedures.
- ii. Container passes should only be issued for registered declarations. Assessed declarations should be paid and released by the RELEASE ORDER.



Process:

1. Go to ASYCUDA → Cargo Transfer Management <Right click> Cargo Pass Document for SAD → New.
2. Complete the following mandatory details on the form:

SAD Information:

Enter the 'Customs Office' and 'SAD Reg Number'.

Container No:

Click on the search icon:  A pop up box will display the container numbers. Select the container by double clicking and once done, click on the tick icon to accept: 

Note:

- a. If a container has been released, it will not appear on the list.
- b. If containers are not linked to a SAD, it will not appear on the list also. The SAD must therefore be amended to link container(s), which means the container(s) must also exist on the bill of lading.

Destination:



Enter the physical location where the container will be relocated to.

Importer's Representative:

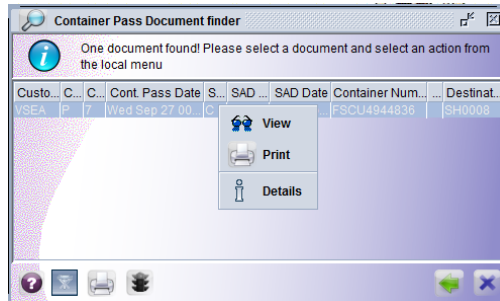
Enter the name of the staff who will be presenting the Container Pass to the Stevedores, where it says "Name & Signature".

Examination – Appointment Date:

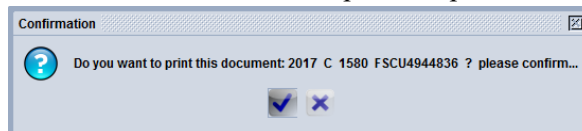
Enter an estimated date and time of inspection.

3. Once completed, verify the document by clicking on the 'Verify the Document' icon: 
4. If no errors detected (or after errors are corrected), register the document by clicking on the 'Register' icon: 
5. Once Customs approves the Container Pass, it can be printed by the Broker.

6. To print the Container Pass:
 - a. Locate the Container Pass from the Finder;
 - b. Right click on the interested Container Pass and select 'Print':



- c. Click on the 'Yes' button to print the pass:



Note:

1. The Bill of Lading will be automatically displayed on the Container Pass printout.
2. The Seal number(s) of the container will be automatically displayed on the Container Pass printout.
3. The Container Pass can now be presented to the Stevedores to relocate the Container.

■ End