

## How to submit Bills

### Summary instructions for Carriers and Freight Forwarders

The following summary instructions seek to assist Carriers and Freight Forwarders in the preparation and submission of Bills using the ASYCUDA World (AW) system.

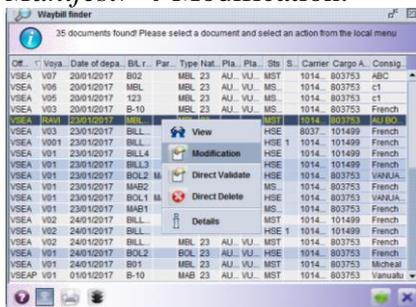
#### Note:

- i. Please refer to the relevant Flowcharts, Standard Operating Procedures and the Terms of Reference for guidance on the specific clearance process of concerned.
- ii. Users are encouraged to take note on the system messages and instructions to complete the procedure.
- iii. To access any reference table, press the F3 key.
- iv. To know the name of a field or button, place the mouse over it to see its name.

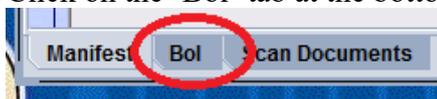
#### Process:

##### Adding Bills to the stored Manifest: *For Carriers ONLY*

1. Go to ASYCUDA→Cargo Manifest→Data Management→Manual Capture→<Right click>General Segment→Find→<Right click on the Manifest>→Modification:



2. Click on the 'Bol' tab at the bottom of the General Segment page:



3. Add the bill by clicking on the 'Add Bol' icon: 

4. Enter the Bill details.

5. Or if you already have a local stored Bill retrieve the locally stored file by clicking on the retrieving file ('Import to ASYCUDA xml file') icon: 

6. Once the Bill details have been entered, verify the Bill by clicking on the verification icon: 
7. If required local store the Bill by clicking on the local store ('Export to ASYCUDA xml file') icon: 
8. If no errors are detected (or after any errors are corrected) store the Bill by clicking on the store icon: 
9. Click on the 'Yes' icon:



#### *Creating Bills of a future Manifest: For Carriers ONLY*

10. To create an Orphan Bill (Bills without a stored Manifest during creation), or to add a Bill to a stored Manifest, go to ASYCUDA→Cargo Manifest→Data Management→Manual Capture→<Right click>Waybill→New.
  - i. To ensure there will be a link between the Orphan Bills and the Manifest, or there is a link between the associated Bills and their stored Manifest, the following matching details has to be captured on the Bill:



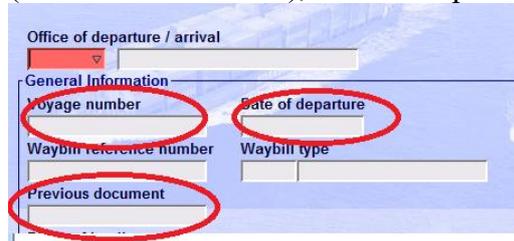
- ii. For Orphan Bills, the link will be established later by the system when the associated Manifest is stored.

#### *Creating Bills of a stored Master Bill: For Freight Forwarders ONLY*

11. To create a Bill of a stored Orphan Master Bill (Master Bill without a stored Manifest<sup>1</sup>) or a Master Bill (of a stored Manifest), go to ASYCUDA→Cargo Manifest→Data Management→Manual Capture→<Right click>Waybill→New.
  - i. To ensure there is a link between the associated Bills and their stored Master Bill, the reference details of the corresponding Manifest and the Master Bill

<sup>1</sup> Any Bills created without a stored Manifest are considered as "orphan bills".

(‘Previous document’), must be captured on the Bill.



- ii. For Orphan Bills, the link will be established later by the system when the associated manifest is stored.

12. Enter the Bill details.

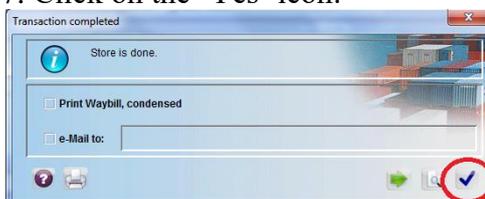
13. Or if you already have a local stored Bill retrieve the locally stored file by clicking on the retrieving file (‘Import to ASYCUDA xml file’) icon: 

14. Once the Bill details have been entered, verify the Bill by clicking on the verification icon: 

15. If required local store the Bill by clicking on the local store (Export to ASYCUDA xml file) icon: 

16. If no errors are detected (or after any errors are corrected) store the Bill by clicking on the store icon: 

17. Click on the ‘Yes’ icon:

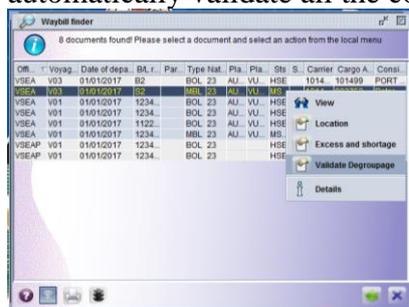


18. To validate the Bills go to ASYCUDA→Cargo Manifest→Data Management→Manual Capture→<Right click>Waybill→Find→<Right click on the bill>→Direct Validate.

i. For the consolidated bills, the bills can be validated individually:



ii. Or, by locating the Master Bill then validating the de-groupage. This will automatically validate all the consolidated bills:



■ End