

How to block and unblock a validated Bill of a registered Manifest

Summary instructions for Customs Manifest Officers

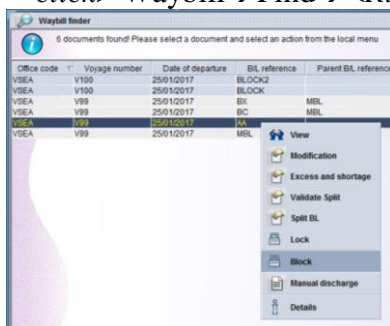
The following summary instructions seek to assist Customs Manifest Officer in blocking and unblocking a validated Bill of a registered Manifest in the ASYCUDA World (AW) system, to prevent an entry to be lodged against the Bill, while issues related to that particular Bill are being sorted.

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.

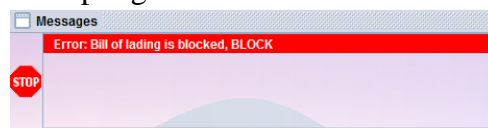
Process:

1. Go to ASYCUDA→Cargo Manifest→Data Management→Manual Capture→<Right click> Waybill→Find→<Right click on the validated Bill>→Block:



Note:

- i. Once the Bill is blocked, the Broker will get the following error message when attempting to assess the related declaration:



2. Once the issue(s) are sorted, the Bill can be unblocked.
3. Go to ASYCUDA→Cargo Manifest→Data Management→Manual Capture→<Right click> Waybill→Find→<Right click on the Bill>→Unblock:



Waybill finder
 6 documents found! Please select a document and select an action from the local menu

Office code	Voyage number	Date of departure	BL reference	Parent BL reference	Type
VSEA	V100	25/01/2017	BLOCK		BOL
VSEA	V99	25/01/2017	BL		BOL
VSEA	V99	25/01/2017	BC		BOL
VSEA	V99	25/01/2017	AA		BOL
VSEA	V99	25/01/2017	MBL		MBL

View
 Unblock
 Details

■ End