



VANUATU

ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

How to navigate the References menu in the Document Library

1. After logging in to VeSW, you are taken to the home screen as shown below:

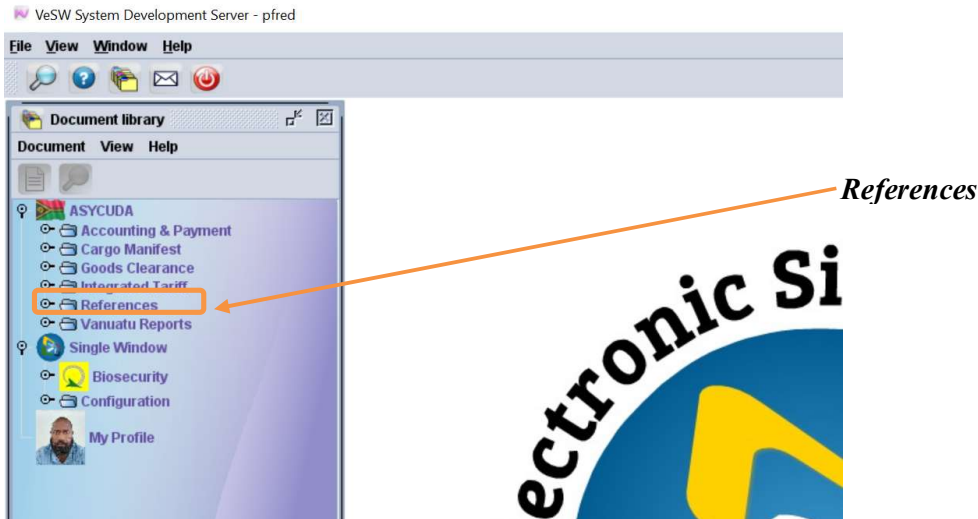


Figure 1: Single window

2. To access **References**, make sure your **Document Library** is open as shown then click, **ASYCUDA → References**.
3. A list of useful **References** will be displayed under the References as shown below and should be very useful in declaration or manifest processing.



Figure 2: References list

1. Customs Procedures

- A. To view all the agreements in the system, **ASYCUDA → References → Customs Procedures → Agreement**; right click **View**. Then click “**Valid from now**”.



VANUATU

ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

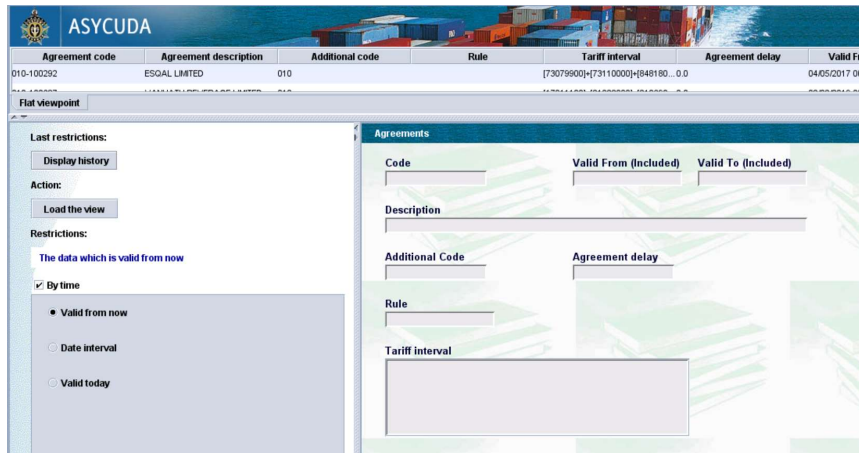


Figure 3: Agreement view

B. To view which agreement belongs to which company, ASYCUDA → **References** → **Customs Procedures** → **Agreement-Company**; right click **View**. Then click “**Valid from now**” and click “**Load view**” and a list of exemptions by company will be displayed.

2. Operational Environment

- A.** To view all the registered carriers and freight forwarders, ASYCUDA → **References** → **Operational Environment** → **Carrier**; right click **View**. Then click “**Valid from now**” and click “**Load view**” and a list of exemptions by company will be displayed.
- B.** To view all registered companies, ASYCUDA → **References** → **Operational Environment** → **Company**, right click **View**. Then click “**Valid from now**” and click “**Load view**” and a list of exemptions by company will be displayed.
- C.** To view all the registered declarant, ASYCUDA → **References** → **Operational Environment** → **Declarant**, right click **View**. Then click “**Valid from now**” and click “**Load view**” and a list of exemptions by company will be displayed.
- D.** To view all registered warehouses in the system, ASYCUDA → **References** → **Operational Environment** → **Warehouse**, right click **View**. Then click “**Valid from now**” and click “**Load view**” and a list of exemptions by company will be displayed.

■ End