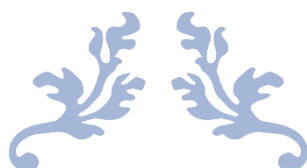




TUVALU Customs Service

**ASYCUDA**  
Automated System for Customs Data



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# ASYCUDAWORLD DECLARATION USER GUIDE

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TUVALU CUSTOMS DIVISION




**DECLARATION USER GUIDE**

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**Appendix A – SAD fields and description**

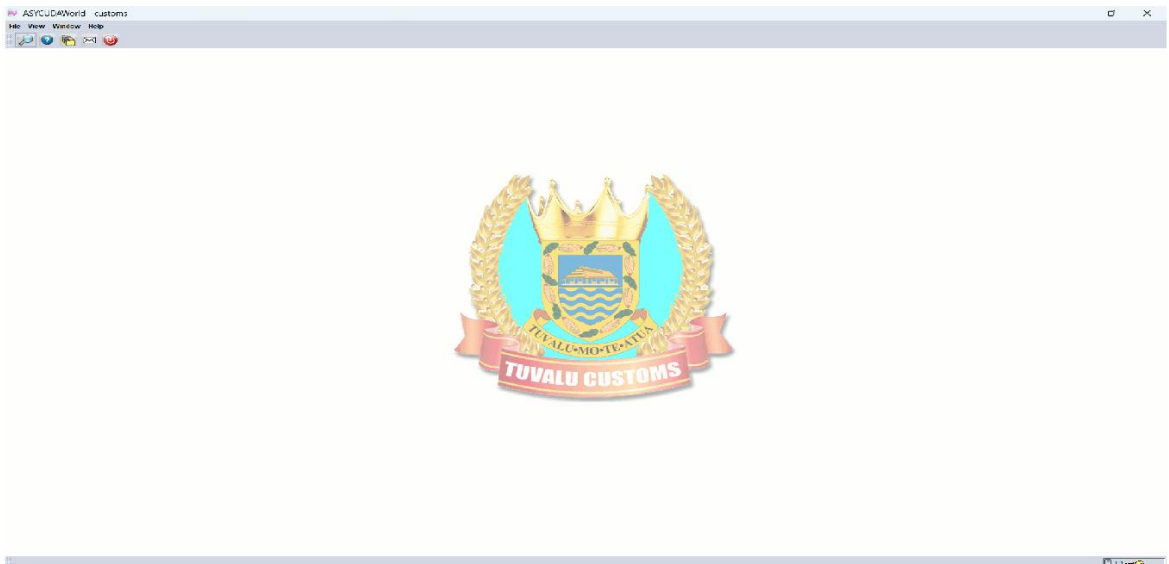
## 1. Compiling a Customs Goods Declaration - Single Administrative Document (S.A.D)

### 1.1 Logging into the ASYCUDAWorld system to access the Document library.

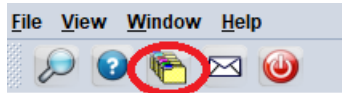
- Log into the ASYCUDA World system using an authorized user name and password.
- Click on the “document library” icon on the tool bar to reach the e-Documents page.
- Enter login name and password and then press  to login into ASYCUDAWorld e-Document processing system.



- Once logging in is successful, the ASYCUDAWorld desktop screen will appear;



- Press  button to get the ASYCUDA Document library.

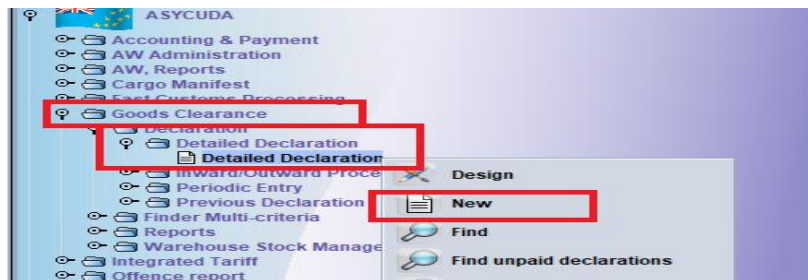


The ASYCUDA Document Library has a number of modules and access to these are based on the permissions granted.



Follow the document library folder path given below to obtain the SAD e-Document:

ASYCUDA → Goods Clearance → Declaration → Detailed Declaration → <Right Click> Detailed Declaration → <Select> New



This will open an empty Customs Declaration e-Document where traders and brokers can use to submit details of their cargo consignments, based on supporting documents such as invoices, bills of lading, packing lists, etc.



The customs declaration (SAD) consists of a main form and, five additional forms.

1. SAD (main form) and SAD item page (multiple item declaration)
2. Valuation Note (General Valuation Note and Item Value).
3. Assessment Notice Form
4. Information page form
5. Scanned documents form
6. Container Form (for Container Declaration).

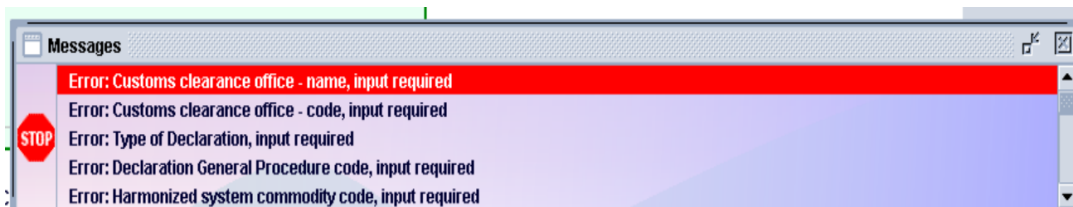
## 1.2 SAD (main form) and SAD item page (for multiple item declaration)

### 1.2.1 SAD Main Form:

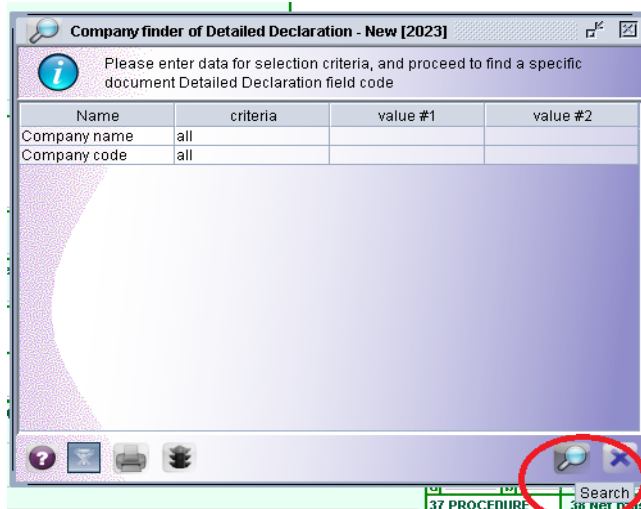
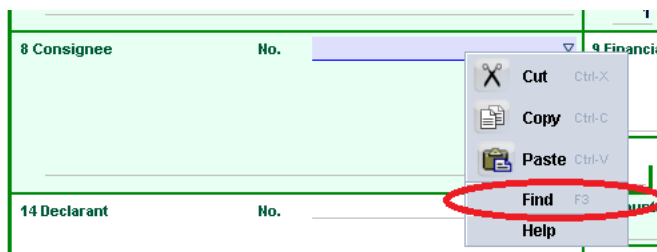
#### 1.2.1.1 Instructions and directions -

Traders and importers can use the following instructions and directions when submitting the import and export customs declaration (S.A.D.) in the ASYCUDA World (AW) system:

- Matters to be considered when compiling a Customs Declaration.
- Please take note of the error messages, system messages, and follow instructions provided accordingly to complete the process.



- Use the F3-Function key on the computer key board to access any reference. Select a field that is enabled with F3 and <Right Click>, or press the F3 key directly;

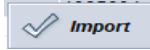


- Press the “Search”  button to receive the result window.

Company finder of Detailed Declaration - New [2025]

24 documents found! Please select a document and select an action from the local menu

Company name	Company code	Start date	End date
ETUATI INVESTMENT	18745	17/02/2022	
MAITAPU FATILAU	22773	17/02/2022	
SUEINA LUKA SALEVAO	22646	16/02/2022	
KAUMAILE D MANUELLA	22822	18/02/2022	
ANA & SAP RENTALS	22893	18/02/2022	
KOKO MARK	18840	18/02/2022	
JESSYNDIA	22847	18/02/2022	
BLUE OCE	11210	18/02/2022	
SEFATAU STORE	10792	18/02/2022	
LAPUA TUAU LAPUA	22903	22/02/2022	
HILDA AMELIA SCHUTZ	22910	23/02/2022	
SAMA & BROTHERS TRADING	21346	23/02/2022	
SAEALA RENTAL	19178	23/02/2022	
NAFICOT	10087	23/02/2022	
TUVALU METEOROLOGICAL SERVICE	22935	28/02/2022	
TRANSAM FUNAFUTI LTD	14881	28/02/2022	
JY Ocean Company	10658	30/06/2021	
TUVALU IMMIGRATION DEPARTMENT	23008	01/03/2022	
TUVALU NATIONAL PROVIDENT FUND	10062	02/03/2022	
TAUKIEI LEESA	23015	03/03/2022	
DEPARTMENT OF AGRICULTURE	22879	03/03/2022	
UNIVERSITY OF THE SOUTH PACIFIC	10136	30/06/2021	

- Select the required result and press “Import”  to obtain the data into the SAD. <Right-click and then select "Import.">
- Select a field that is enabled with the drop-down feature to obtain the appropriate reference values for the declarations.

DECLARATION

EX	1	Exportation
EX	2	Temporary export
EX	3	Re-export
IM	4	Import entry for home use
IM	5	Temporary importation
IM	6	Re-importation
IM	7	Entry for Customs warehousing

- Place and hover the mouse over a certain field, label, or button to view the description.

Customs clearance office - code

- It is advised to obtain the eight-digit Harmonized System (HS) code for commodities from the shipper or supplier so that traders can use the code in the declaration. Traders can also use the Tariff Query facility to get the HS code of the commodity. Invoke the F3 function key from Cage 33 to get the tariff query window.

32 Item No.	33 Commodity code	34 Cty. orig. Co	37 PROCEDURE
2		FJ	4000

Customs Reference



**Tarif query**

Keyword - Commodity Code:  Query Date: 04/10/2023

01 Live animals.  
02 Meat and edible meat offal.  
03 Fish and crustaceans, mollusc and other aquatic  
04 Dairy produce, bird's eggs; natural honey; edible products of animal origin, not elsewhere specified or included  
05 Products of animal origin, not elsewhere specified or included  
06 Live trees and other plants, bulbs, roots, and the like; cut flowers and ornamental foliage  
07 Edible vegetables and certain root and tubers  
08 Edible fruits and nuts; peel of citrus fruit or melon  
09 Coffee, tea, mate and spices  
10 Cereals  
11 Products of the milling industry; malt; starches; inulin; wheat gluten

Section Query Customs Tariff Reference List Print Tariff

- Use the green tick from the below screen sign to import the selected HS code to cage 33.

**Tarif query**

Keyword - Commodity Code: 0301940000 Tuna Query Date: 12/08/2023

Supplementary Unit: KGM

03 Fish and crustaceans, mollusc and other aquatic invertebrates  
03.01 Live fish  
03.01.94 Other live fish:  
03.01.94.00 -- Atlantic and Pacific bluefin **tunas** (Thunnus thynnus, Thunnus orientalis)  
03.01.94.00 -- Atlantic and Pacific bluefin **tunas** (Thunnus thynnus Thunnus orientalis)  
03.01.94.00.00 -- Atlantic and Pacific bluefin **tunas** (Thunnus thynnus Thunnus orientalis)

03.01.94.00.00 -- Atlantic and Pacific bluefin tunas (Thunnus thynnus Thunnus orientalis)  
01/01/2022 -- Atlantic and Pacific bluefin tunas (Thunnus thynnus Thunnus orientalis)

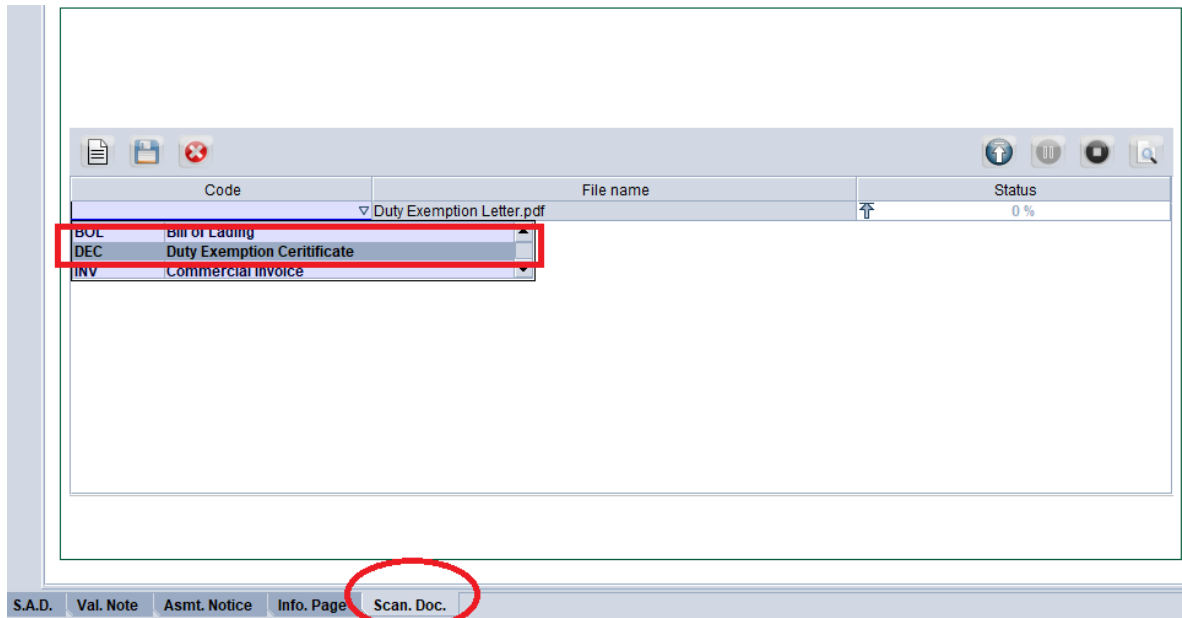
### 1.2.1.2 Processing declarations with duty exemptions and waivers

- The relevant extended customs procedure and national procedure codes provided/given in cage 37 can be used to claim duty exemptions and waivers for the declaration.

32 Item	33 Commodity code			
1 No.	22021092	00		
34 Cty. orig. Code	35 Gross mass (kg)	36 Prefer.		
a) FJ	500.000			
37 PROCEDURE	38 Net mass (kg)	39 Quota		
4000	500.000			
40 Summary	4000 000	Common Regime		
REF03	4000 201	Net mass		
41 Supplem	4000 202	Government of Tuvalu		
LTR	4000 203	Diplomatic Missions		
	4000 204	International Organisation		
	4000 205	Members of a State		
	4000 206	Consular Post		
	4000 207	Honorary Consular		



- Traders can also attach a scanned pdf copy of the duty exemptions and waivers letter(s) in the Scanned Document form.



The screenshot shows a web-based form titled "Scanned Document". It features a table with columns: Code, File name, and Status. The table contains three rows: "BOL" with "Bill of Lading", "DEC" with "Duty Exemption Certificate", and "INV" with "Commercial Invoice". The "DEC" row is highlighted with a red box. Below the table, there is a "Scan. Doc." button, which is also circled in red. The bottom of the form has a navigation bar with tabs: "S.A.D.", "Val. Note", "Asmt. Notice", "Info. Page", and "Scan. Doc.".

Code	File name	Status
BOL	Bill of Lading	
DEC	Duty Exemption Certificate	
INV	Commercial Invoice	

Scan. Doc.

### 1.2.1.3 Instruction to key-in Customs Declaration (SAD)

Traders can import an XML or XLS file into the empty SAD declaration if they already have an XLS file or saved an XML file.

- Follow "XLS Import for Customs Declaration (SAD)" or "XML Export and Import for Customs Declaration (SAD)", provided in the latter part of this guide, when using XML and XLS file import and export facilities.

The SAD e-Document, which contain all the relevant details, is shown below.

[illegible]

- Notes:
- For Import Declarations:

The manifest field should be filled with a valid manifest registration year and number, as shown in the figure given below.

Cage 40 of the SAD should be filled with the validated Bill of Lading reference number (B/L No.) of the registered manifest, which is mentioned in the “Manifest” field.

<Year><Space><Manifest registration number>

MJO01		
Majuro Main Office		
Customs Reference		
Manifest	2023 26	

37 PROCEDURE	38 Net mass (kg)	39 Quota
4000 000	60.000	
40 Summary declaration / Previous document		S/L
CDB-3		

- The relevant bill of lading e-document can be viewed using the “View Waybill” button once the correct manifest registration number and bill of lading are entered in the declaration.

Detailed Declaration - New [2023]

File Edit View Help

View Waybill 11 Trading 12 Value details 13 C.A.P.

Waybill - View [MJO01]

File Edit View Help

100 %

Manifest - waybill

Office of departure / arrival  
MJO01 Majuro Main Office

General Information

Voyage number	Date of departure	Arrived	ATA (Actual Time of Arrival)	Registration
VOYAGE500	15/07/2023	<input checked="" type="checkbox"/>	04/08/2023 11:56	2023
Waybill reference number	Waybill type	Nature	Last discharge	Waybill li
CDB-3	HSB House Sea Bill	23		2
Previous document	ETA (Estimated Time of Arrival)	UCR		
CDB0343789				

Place of loading

Waybill Containers Split Access Scan Documents Write off Examination Results HS Compliance



Waybill - View [FFSEA]

File Edit View Help

100 %

Voyage number BELLARINA	Date of departure 28/02/2025	Arrived <input type="checkbox"/>	ATA (Actual Time of Arrival) 04/03/2025 08:00		Registration number 2025 / 10
Waybill reference number BNO001SUVFUND004	Waybill type HSB House Sea Bill		Nature 23	Last discharge	Waybill line 4
Previous document	ETA (Estimated Time of Arrival)		UCR		
Place of loading FJSUV SUVA			Place of unloading TVFUN FUNAFUTI		

<b>Carrier</b> 14881 TRANSAM FUNAFUTI LTD P.O. BOX 29, TEONE, FUNAFUTI Tuvalu Shipping agent 14881 TRANSAM FUNAFUTI LTD	<b>Exporter/Shipper</b> CBS Power Solution (Fiji) Pte Ltd SUVA
---	--

<b>Transport</b> Mode 1 Sea transport Nationality FJ Fiji	<b>Identity</b> BELLARINA
---	------------------------------

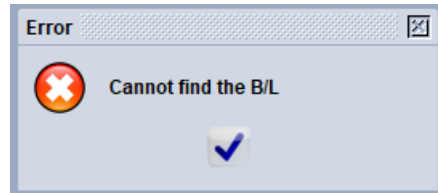
<b>Notify</b> SAME AS CONSIGNEE SAME AS CONSIGNEE	<b>Consignee</b> TEC TUVALU
---	-----------------------------------

<b>Goods Details</b>				
Total containers 0	Packages codes PX Pallet	Category Full goods declaration	Status HSE	Number of degrouped waybills 0
Marks & nb. 1 PALLETS				
Specific Circumstance Indicator				

Waybill Containers Split Access Scan Documents Write off Examination Results HS Compliance

A sample bill of lading e-document is shown below, and the data elements of the bill of lading should match those of the customs declaration.

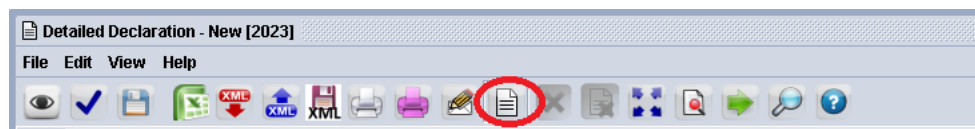
- An error window will pop up if the bill of lading for the given registered manifest cannot be located in the AW system. The carrier or freight forwarder should be contacted to get the correct manifest registration number and bill of lading number (B/L No).



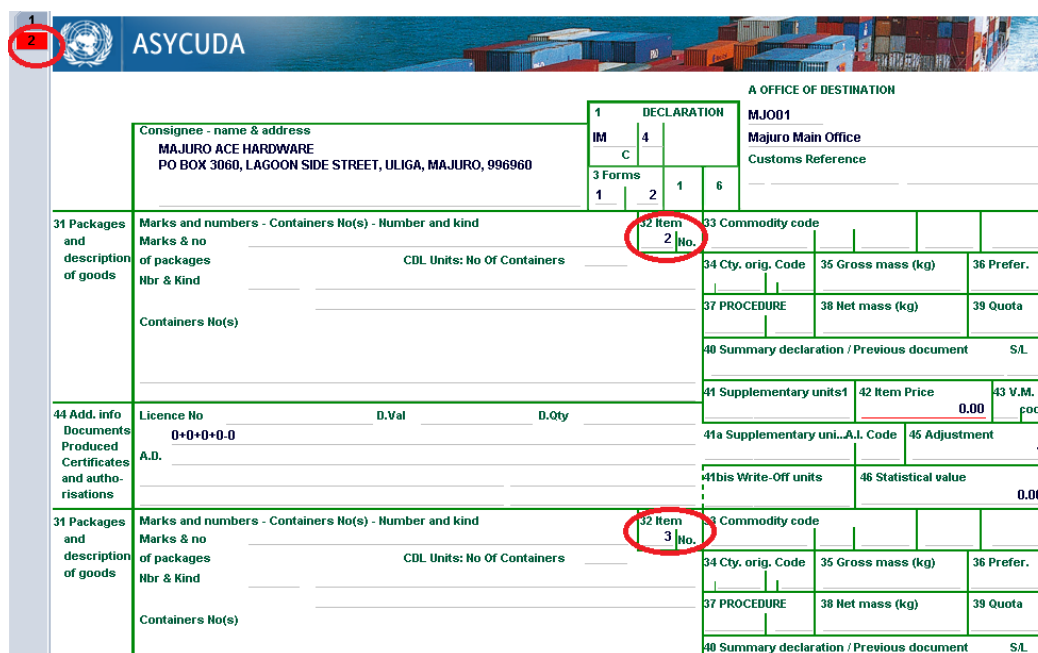
- The bill of lading has one package while the declaration has many items. This declaration can be cleared by declaring 1 in the “Number of Packages” field in item 1 (one) and 0 (zero) for the remaining items in the declaration.

## 1.2.2 SAD Item Form

- Additional items windows can be opened by pressing the “Add item” button on the toolbar.



- Fill in the mandatory item details as per the SAD eDocument.



1 DECLARATION		A OFFICE OF DESTINATION	
IM 4		MJ001	
C		Majuro Main Office	
3 Forms 1 2 1 6		Customs Reference	
1 2			
31 Packages and description of goods		33 Commodity code	
Marks and numbers - Containers No(s) - Number and kind		34 Cty. orig. Code	
Marks & no of packages		35 Gross mass (kg)	
Nbr & Kind		36 Prefer.	
CDL Units: No Of Containers		37 PROCEDURE	
Containers No(s)		38 Net mass (kg)	
		39 Quota	
		40 Summary declaration / Previous document S/L	
44 Add. info Documents Produced Certificates and authorisations		41 Supplementary units	
Licence No 0+0+0+0 D.Val D.Qty		42 Item Price 0.00	
A.D.		43 V.M. code	
		44a Supplementary uni...A.I. Code	
		45 Adjustment 1	
		41bis Write-Off units	
		46 Statistical value 0.00	
31 Packages and description of goods		33 Commodity code	
Marks and numbers - Containers No(s) - Number and kind		34 Cty. orig. Code	
Marks & no of packages		35 Gross mass (kg)	
Nbr & Kind		36 Prefer.	
CDL Units: No Of Containers		37 PROCEDURE	
Containers No(s)		38 Net mass (kg)	
		39 Quota	
		40 Summary declaration / Previous document S/L	

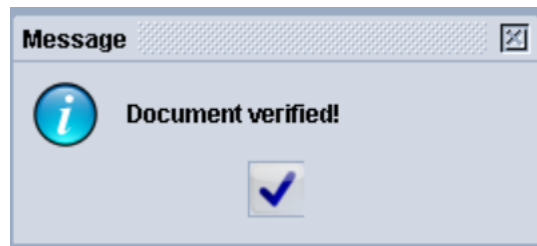
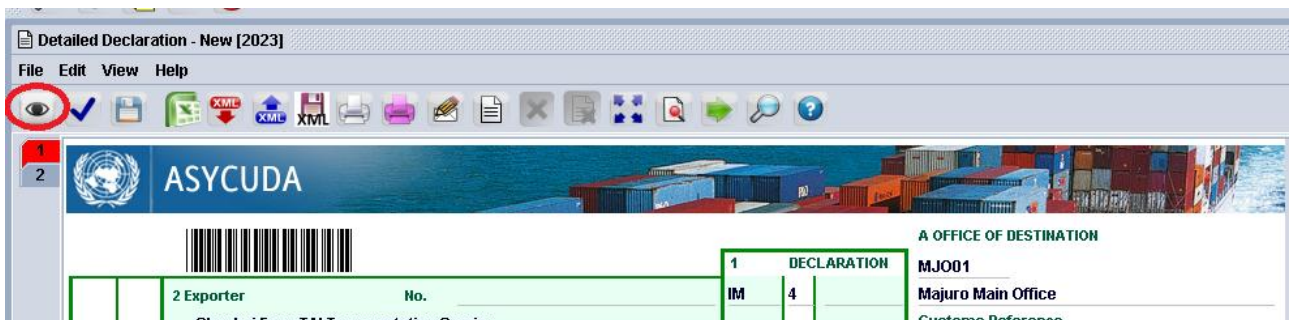
- Use “Delete Whole Page” and “Delete individual Item” to delete unnecessary items or



item segments from SAD.



- Verification of a declaration can be done at any time by clicking on the “Verify the document” icon at the top of the window.



The system displays the above message for each successful verification.

- The trader must rectify the errors before electronically submitting the SAD to customs.
- The “XML file” of the declaration can be stored by clicking on the “Export to ASYCUDA XML file” icon on top of the window and storing the file accordingly.

- Note:

Follow “XML Export and Import for Customs Declaration (SAD)” provided in the latter part of this guide when using XML file export facilities.






### 1.2.3 Valuation Note (General Valuation Note and Item Value)

The valuation note tab is where the trader has to declare additional freight (external and internal), insurance, and other costs. The valuation note has two parts.


1. SAD-Valuation Note: General Segment - Contains the total value details of the declaration.
2. SAD-Valuation Note: Item - Each item has its own valuation note segment and contains the item-wise valuation breakdown.

1

2



**ASYCUDA**



SAD - Valuation Note - General segment

Working mode Apportionment per value

	Amount		FCX code	Exchange rate	Amount in	USD
Invoice value .....	15,000	in	USD	1.0000		15,000.00
External Freight .....(import).....	0.00	in		0.0000		0.00
Internal Freight .....	0.00	in		0.0000		0.00
Insurance .....(import).....	0.00	in		0.0000		0.00
Other costs .....(import).....	0.00	in		0.0000		0.00
Deductions .....	0.00	in		0.0000		0.00
Total gross mass					Total Costs 0.00	
Delivery terms	CIF			CIF value		15,000.00

SAD - Valuation Note - Item

Item number	Amount		FCX code	Exchange rate	Amount in	
1						
Invoice value .....	5,000.00	in	USD	1.0000		5,000.00
External Freight .....(import).....	0.00	in		0.0000		0.00
Internal Freight .....	0.00	in		0.0000		0.00
Insurance .....(import).....	0.00	in		0.0000		0.00
Other costs .....(import).....	0.00	in		0.0000		0.00
Deductions .....	0.00	in		0.0000		0.00
					Total Costs 0.00	
Delivery terms	CIF			CIF value		5,000.00

S.A.D.

Val. Note

Smt. Notice


Info. Page


Scan. Doc.



## 1.2.4 Assessment Notice form


The “SAD-Assessment Notice” form cannot be modified or entered with any data. The “SAD-Assessment” notice shows the duties and taxes that need to be paid as well as the total amount to be paid.

 **ASYCUDA**



**SAD - Assessment Notice**

**Customs Office**  
FF SEA FUNAFUTI SEA PORT OFFIC

  
Identification of the declaration

Model	Customs reference	Declarant reference	Assessment reference	Nbr of Items
IM 4	2025 C 171 13/03/2025	2025 42	2025 A 178 17/03/2025	56

**Declarant**  
14881  
  
TRANSAM FUNAFUTI LTD  
P.O. BOX 29, TEONE, FUNAFUTI

**Company**  
10030  
  
TUVALU ELECTRICITY CORPORATION  
FUNAFUTI  
Tuvalu

Mode of payment	Account number	Receipt number and date	Statement number and date
CASH			

**Items taxes**

IMD	Import Duty	780.73
TCT	Tuvalu Consumption Tax	476.34
IEX	Import Excise Duty	352.08

**Global taxes**

FEE	Declaration Processing Fee	1.00

Total Global Taxes	1.00
Total Items Taxes	1,609.15
Total assessed amount for the declaration	1,610.15
Amount currently to be paid:	1,610.15

S.A.D. Val. Note **Asmt. Notice** Info. Page Scan. Doc. Items administrations selectivity Write off

## 1.2.5 Information page form

The additional information about the customs declaration can be entered in the “Info. Page” tab. Customs and traders can use this space to exchange any information.

Comments

Additional Information

Comments

S.A.D.

Val. Note

Asmt. Notice

Info. Page

Scan. Doc.

### 1.2.6 Scanned documents form

Traders are required to add their supporting documents to this form to support their customs declaration.

The following are the minimum required documents to be attached to the declaration:.

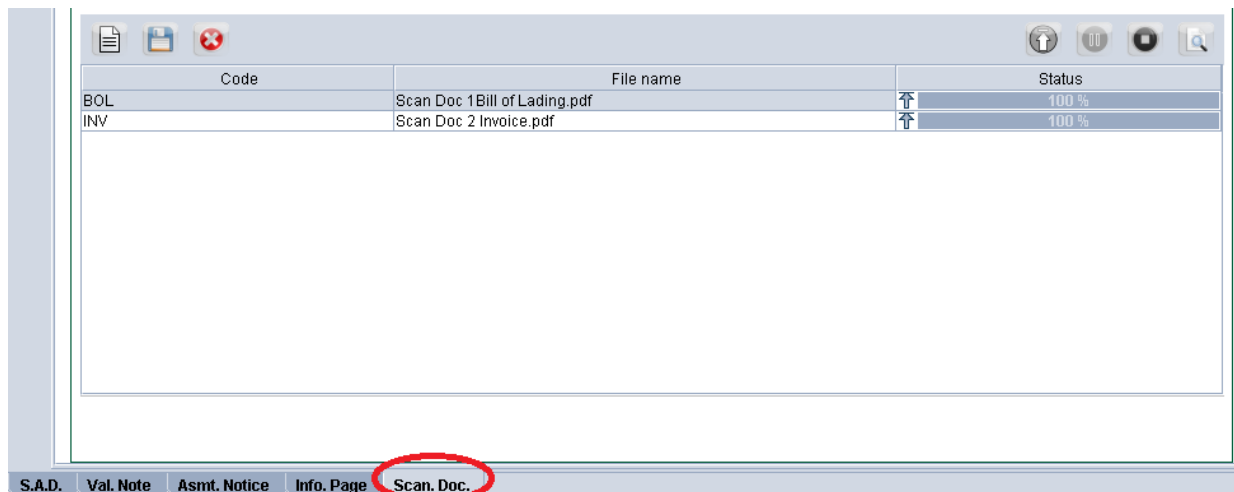
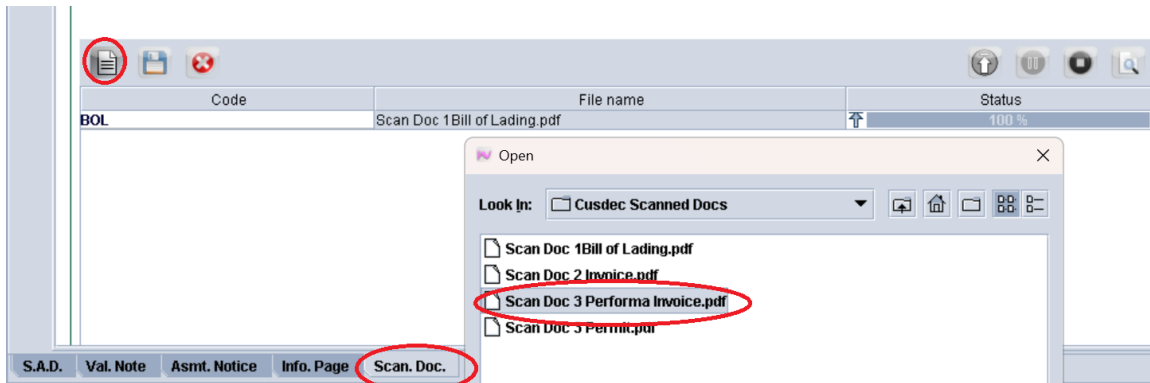
- Commercial Invoice;
- Bill of Lading;

- **Note:**

There is a file size limitation for the scanned documents, and traders are advised to break the larger documents into several scanned documents.

Traders also have the option of uploading other supporting documents, such as:

- Packing list
- Duty exemption letters, etc.



## 1.2.7 Container Form (For Declarations with Container/s).

The traders can use following instructions to declare containers for their full cargo consignments (FCL).

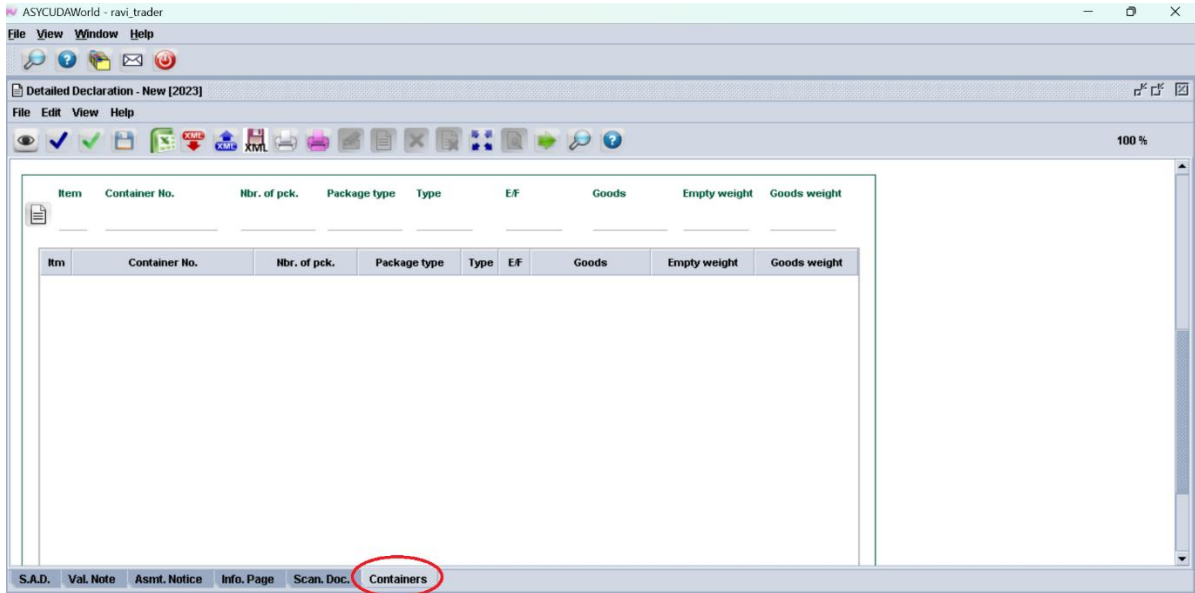
### 1.2.7.1 Steps involved in linking Containers(s) in the Bill of Lading to the Item(s) in the S.A.D:

1. A new container tab can be created by checking the “Container flag” check box on field 19 of the S.A.D.

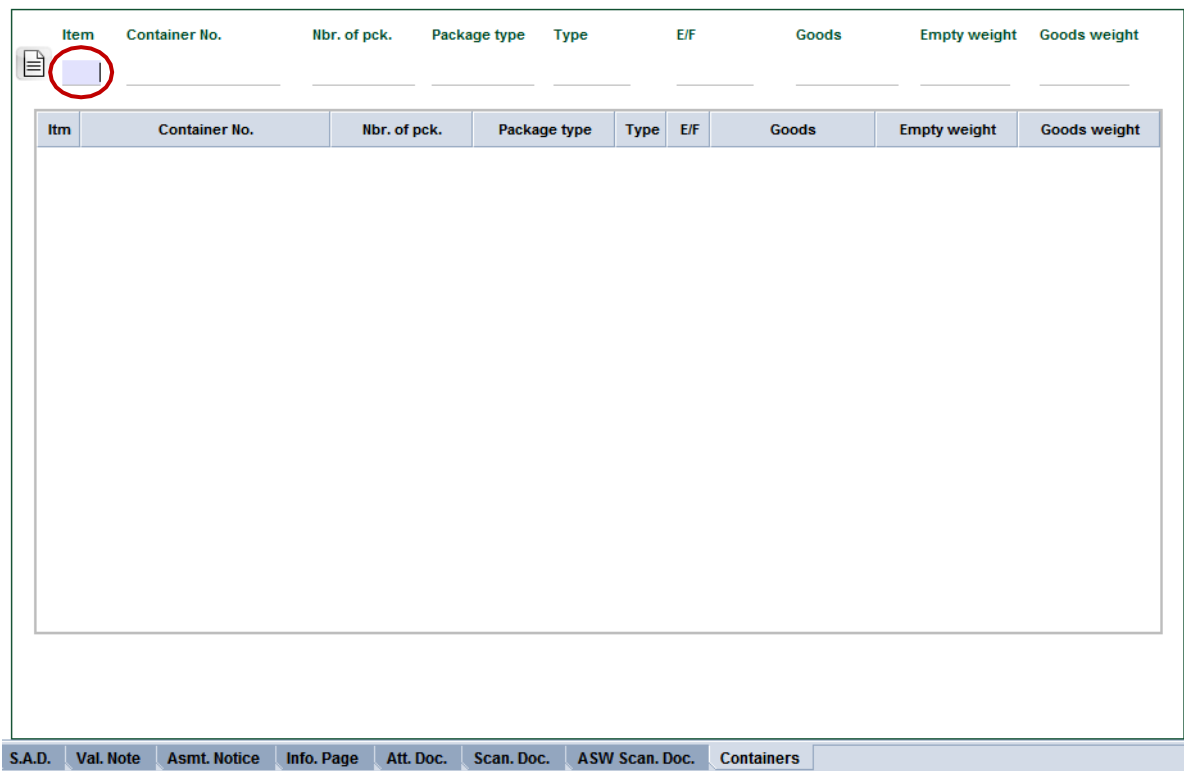
19 Ctr.		20 Delivery terms
<input checked="" type="checkbox"/>		
21 Identity and nationality of active means of transport crossing the border	22 Currency & total amount invoiced	
Container flag		

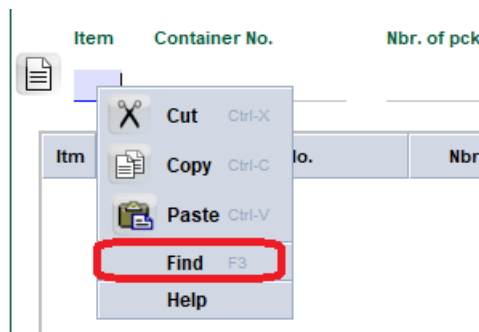
- Note:  
The container details must be declared in the SAD in order to clear FCL consignments.

2. Click on the “Containers” tab at the bottom of the tool bar menu.

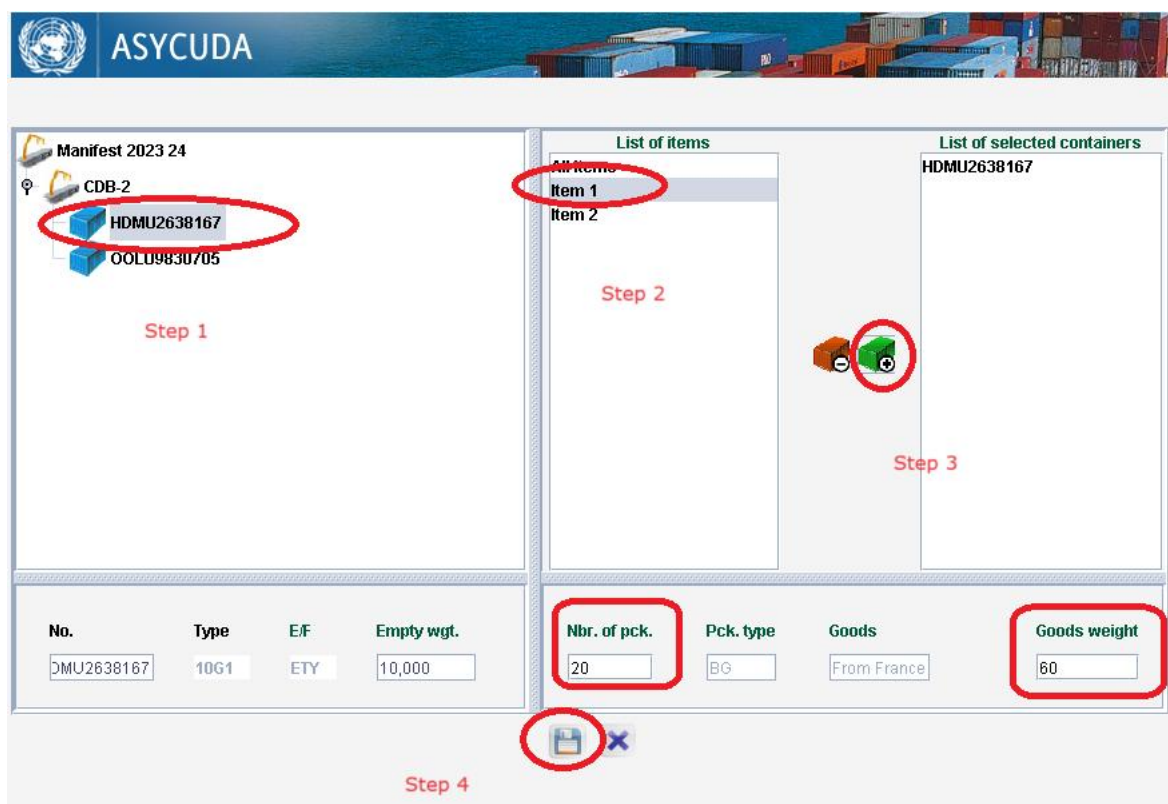


3. Click on the “Item” field and press “F3”.





4. A new window will appear. Follow the steps given below to link the items in the declaration to the container in the bill of lading.



5. Click on the items in the Step 1, Step 2 and Step 3 to link the items with the container. Repeat Step 2 and Step 3 for the additional items in the declarations. Once all the Items in the declaration are linked to the containers, click the button in the Step 3 to create containers into the container tab. The completed container tab is shown below.

- **Note:**

Ensure that the “Number of packages” and “Goods weight” fields in the “Containers” window, match with the “Number of packages (50 in this example)” and “Goods weight (100 KG in this example)” fields in the SAD window.





Case 1: First Container contains Item 1<sup>st</sup> and 2<sup>nd</sup> Container contains Item 2

Item	Container No.	Nbr. of pck.	Package type	Type	E/F	Goods	Empty weight	Goods weight
1	HDMU2638167	20	BG	10G1	FCL	From France	10,000.000	60.000
2	OOLU9830705	30	BG	10G1	FCL	NZ	10,000.000	40.000

S.A.D. Val. Note Asmt. Notice Info. Page Scan. Doc. Containers

Case 2: First Container and 2<sup>nd</sup> Container contain both Item 1 and Item 2

Item	Container No.	Nbr. of pck.	Package type	Type	E/F	Goods	Empty weight	Goods weight
1	HDMU2638167	10	BG	10G1	FCL	From France	10,000.000	30.000
1	OOLU9830705	10	BG	10G1	FCL	From France	10,000.000	30.000
2	HDMU2638167	15	BG	10G1	FCL	NZ	10,000.000	20.000
2	OOLU9830705	15	BG	10G1	FCL	NZ	10,000.000	20.000


S.A.D. Val. Note Asmt. Notice Info. Page Scan. Doc. Containers

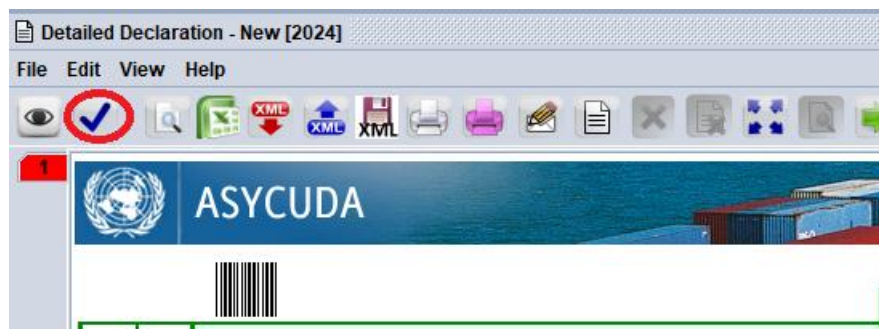
### 1.2.7.2 Deleting or modifying containers in the container form.


A container may be deleted or modified by right clicking on the container and then selecting the “Delete container” or “Modify” option.

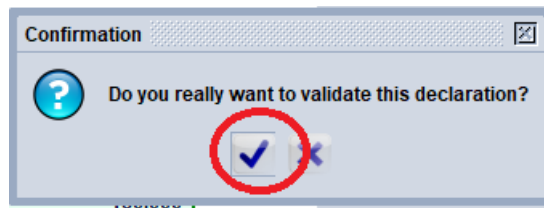
Item	Container No.	Nbr. of pck.	Package type	Type	E/F	Goods	Empty weight	Goods weight
1	HDMU2638167	20	RG	45R1	FCL	From France	10,000.000	60.000
2	HDMU2638167	<div> Delete container Modify </div>		45R1	FCL	NZ	10,000.000	40.000

### 1.2.8 Carrying out “Register” operation to submit the customs declaration to customs

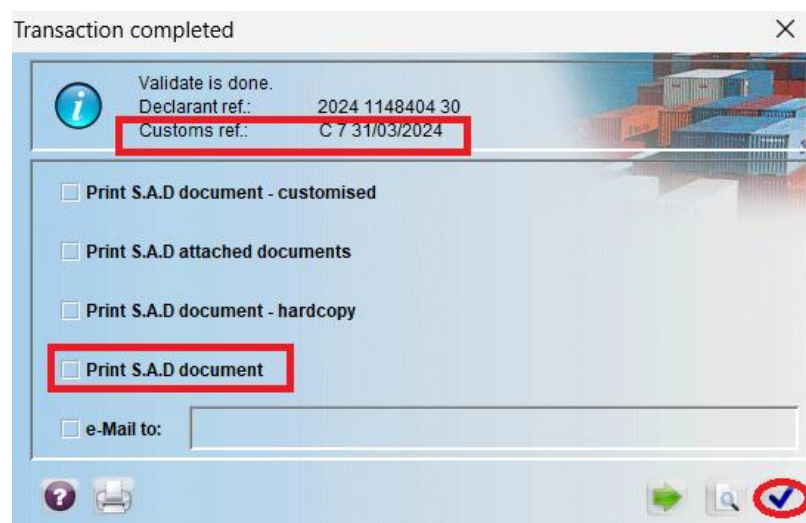
- Once the declaration is correct without any errors, register the declaration by clicking on the “Validate”  icon at the top of the window. This will submit the declaration to customs, and the system will issue a customs reference number.



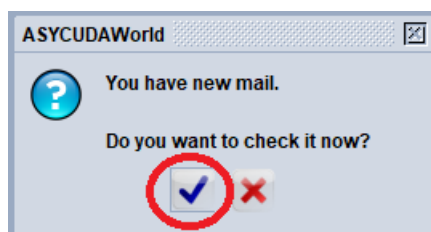
- Press tick sign  on the confirmation widow to confirm the validate declaration operation.



- An automatic customs reference number will be issued and traders are expected to use this reference number for any correspondence with the Customs. The box "Print S.A.D document" can be ticked to get the customs declaration print out.



- An automatic e-mail message will be generated with the registered customs declaration as an attachment.

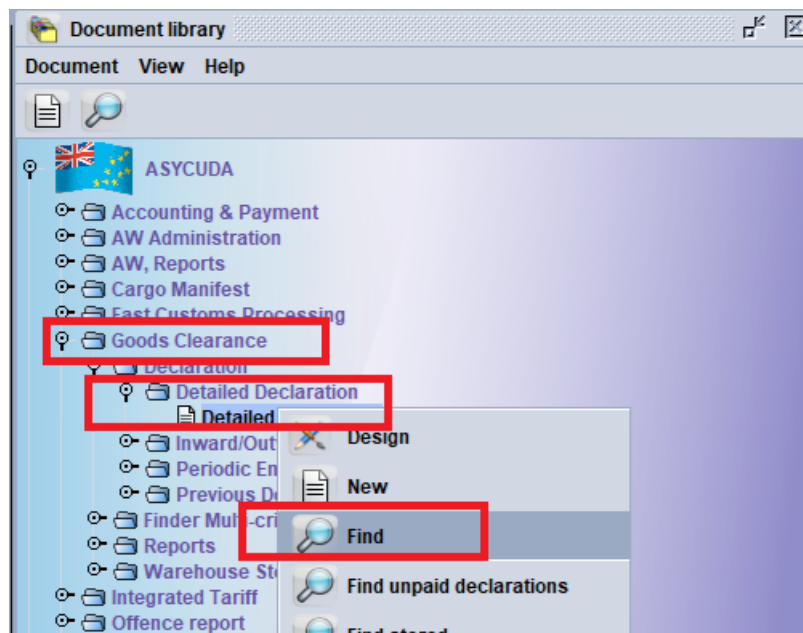


Attachment:

Detailed Declaration																		
Year Offi...	De...	Re...	Re...	Re...	Re...	Type	Ge...	It...	Ex...	Ex...	Co...	Co...	Tot...	Ast...	Ast...	PE ...	Ast...	Col...
20...	MJ...	11...	30	C	7	20...	IM	4	1	Ex...	11...	MA...	95...					

Mail Attachments (1)

- Traders may search for the declaration in the document library and print their registered declaration.



**Detailed Declaration finder**

Please enter data for selection criteria, and proceed to find a specific document Detailed Declaration

Name	criteria	value #1	value #2
Document Status	all		
Clearance off.	equals	FFSEA	
Reg. Ser.	equal	C	
Reg. Nber	equal	25	
Reg. Date	all		
Ast. Ser.	all		
Ast. Nber	all		
PE Nber	all		
Ast. Date	all		
Declarant	all		
Dec. ref. year	equal	2025	
Ref. Nber	all		
Type	all		
Gen. proc.	all		
Exporter	all		
Exporter name	all		

- Use “view operation” to view the declaration and then “Print” button to print the customs declaration.

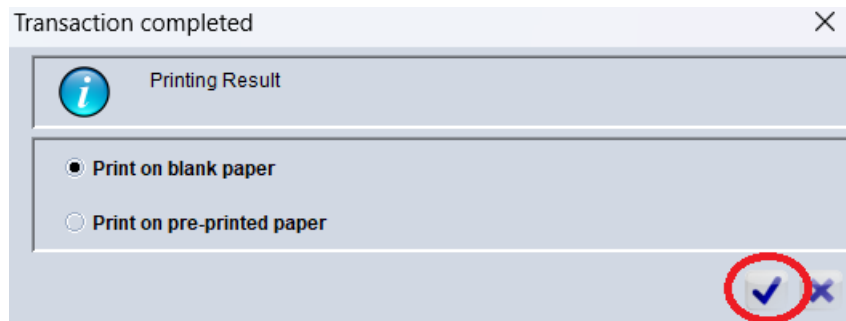
**Detailed Declaration finder**

One document found! Please select a document and select an action from the local menu

Year	Declar...	Ref...	R...	R...	Reg. Da...	Ty...	It...	Exporter name	Consi...	Consignee na...	Tota...	A...	As...	Ast. Date	Colou
20...	FFS...	14881	210	C	25	08/01/2...	IM	4	7	HANSA PRO...	20000	10000	10000	08/01/2...	Green


**View**

- Export release
- View Criteria
- Release Order (selectivity)
- Retrieve
- Cancel
- Lock
- Manual Examiner Assignment
- Generate T1
- Details



## 2. XML Export and Import for Customs Declaration (SAD)

## 2.1 To export (Save) Custom declaration data (SAD) data to an XML file.

- When preparing their customs declaration, traders can use the XML export option, which saves the data in XML on the machine in use. This facility does not require the completion of declarations.
- Trades are advised to use this option to avoid losing data already keyed in as a result of connectivity issues due to power failures, disabling the internet, etc.
- Use  button to store Customs declaration data to an XML format on your Desktop computer.

Detailed Declaration - View [2025]

File Edit View Help

ASYCUDA

2 Exporter  
FREIGHT SERVICES FUJ LTD  
SUVA

3 Consignee  
TUVALU TELECOM  
VAIAKU, FUNAFUTI  
Tuvalu

4 Declarant  
TRANSAM FUNAFUTI LTD  
P.O. BOX 29, TEONE, FUNAFUTI

5 Voyage Number & Departure Date  
MM0047N 07/02/2025

6 Cargo Volume (CBM)  
6.084

7 Mode of transport  
at border

8 Inland mode  
Transport

9 Place of discharge

10 Office of entry

11 Place of goods

12 Declaration  
IM 4  
3 Forms 4 Load List  
5 Items 6 Nbr packages  
15 7 Reference number  
2025 29

13 Financial  
No.

14 City's last  
FJ

15 Trading  
con. TV

16 Value details  
401.22

17 C.A.P.

18 Country of export  
New Zealand

19 Country of origin  
United States

20 Country of destination  
Tuvalu

21 Currency & total amount invoiced  
USD 6,515.00

22 Exch. rate  
1.5668

23 Nature of  
transac.

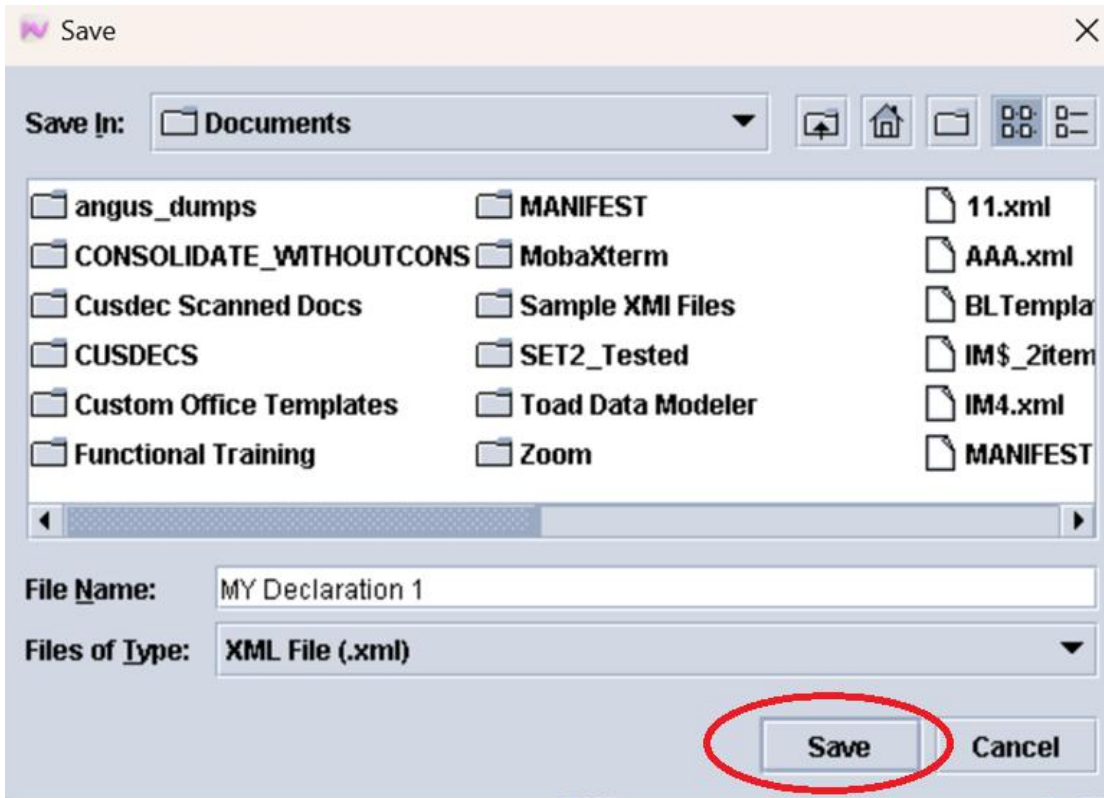
24 Financial and banking data  
Bank Code


25 Terms of payment

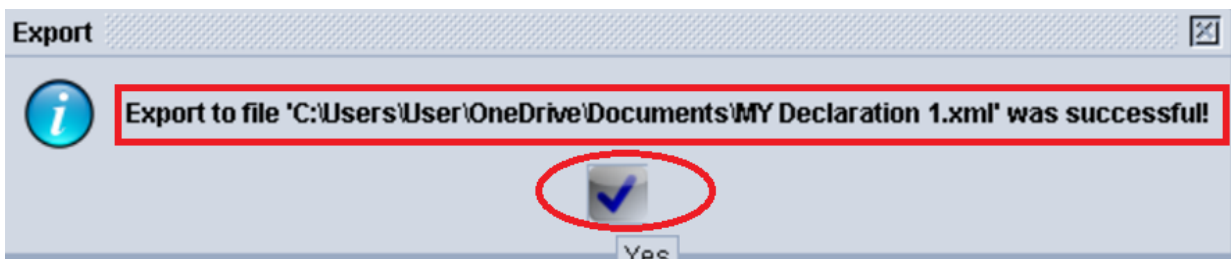
26 Item 27 Commodity code




- Select a folder on the machine that is being used to store XML files and click “Save” button to execute the operation.

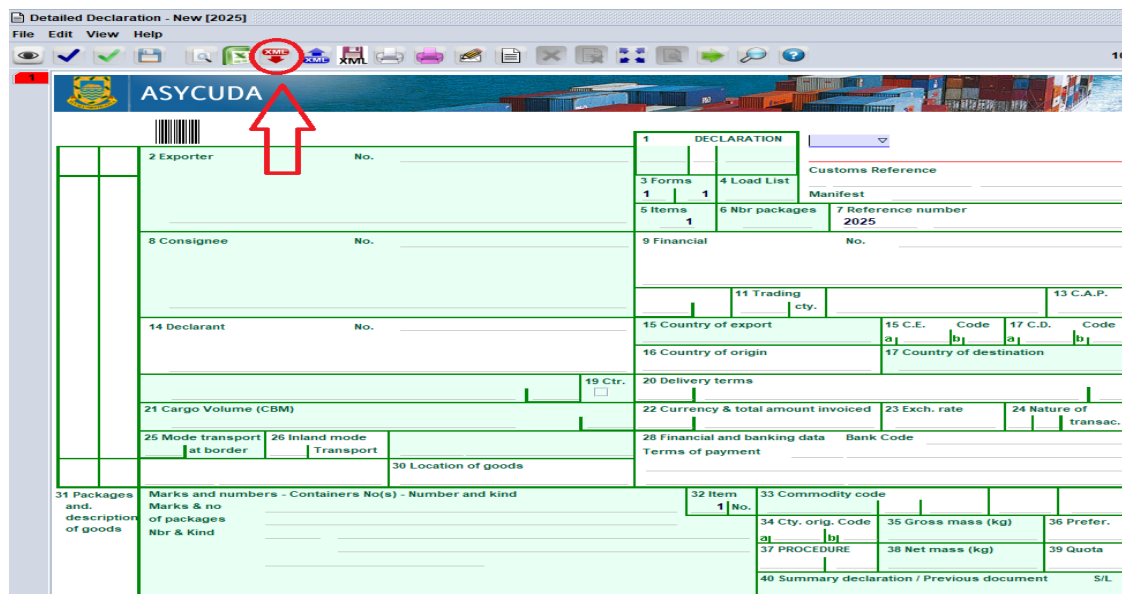


- Click on the  tick sign to complete the operation and it will show you the location of the xml file saved.

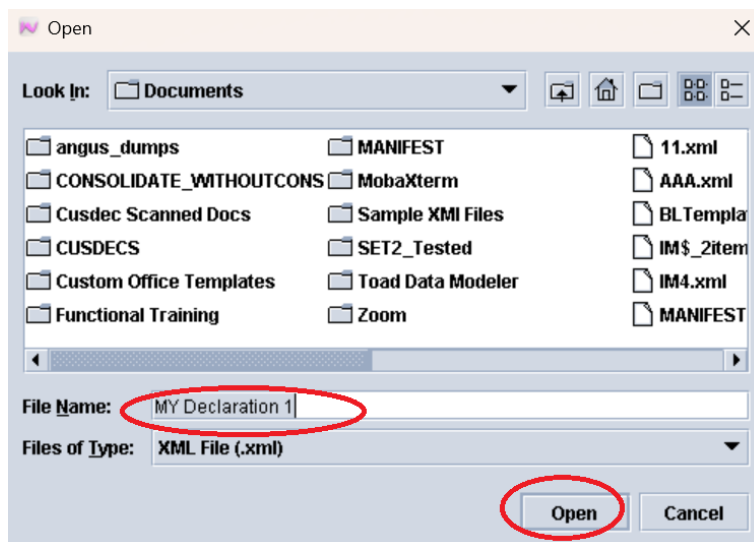


## 2.2 To import declaration data from a saved XML file to an empty declaration (SAD) eDocument.

- The XML import  option can be used to import saved XML data on to an empty customs Declaration (SAD). Traders may use this method to save declaration key-in time and also, maintain different XML templates as per their declaration types.




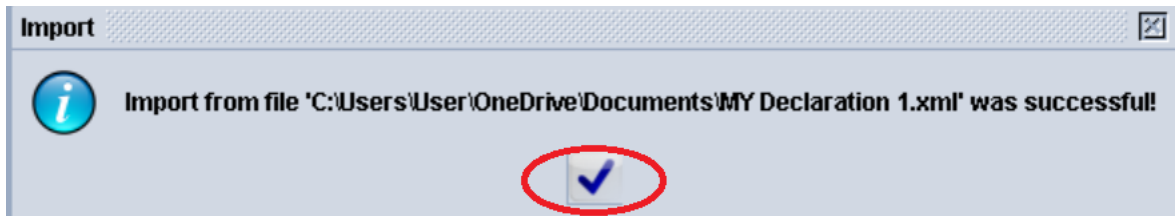
- Select the location of the XML file on your local drive and press “Open” to retrieve data.





■

- Click tick  sign to complete the operation.




- The empty SAD fields will be filled with data saved in the XML file.

ASYCUDA		A OFFICE OF DESTINATION			
2 Exporter No. BIGQSQ		1 DECLARATION IM 4		FFSEA FUNAFUTI SEA PORT OFFICE	
8 Consignee No. 10023 DEVELOPMENT BANK OF TUVALU VAIAKU FUNAFUTI Tuvalu		3 Forms 1 4 Load List 1		Customs Reference Manifest 2021 3	
14 Declarant No. 11813 EASE COMPANY FAKAIFOU, FUNAFUTI, TUVALU		5 Items 1 6 Nbr packages 50 7 Reference number 2025		9 Financial No.	
18 Voyage Number & Departure Date		19 Ctr. <input type="checkbox"/>		Country last 11 Trading 12 value details 13 C.A.P. FJ con. FJ cty. 707.70	
21 Cargo Volume (CBM)		20 Delivery terms CIF		15 Country of export 15 C.E. Code 17 C.D. Code Fiji a FJ b TV b	
25 Mode transport 26 Inland mode 27 Place of discharge at border Transport TVFUN FUNAFUTI		22 Currency & total amount invoiced 23 Exch. rate 24 Nature of FJD 2,500.00 0.7077 transac.		16 Country of origin 17 Country of destination Fiji Tuvalu	
29 Office of entry		30 Location of goods		28 Financial and banking data Bank Code Terms of payment	

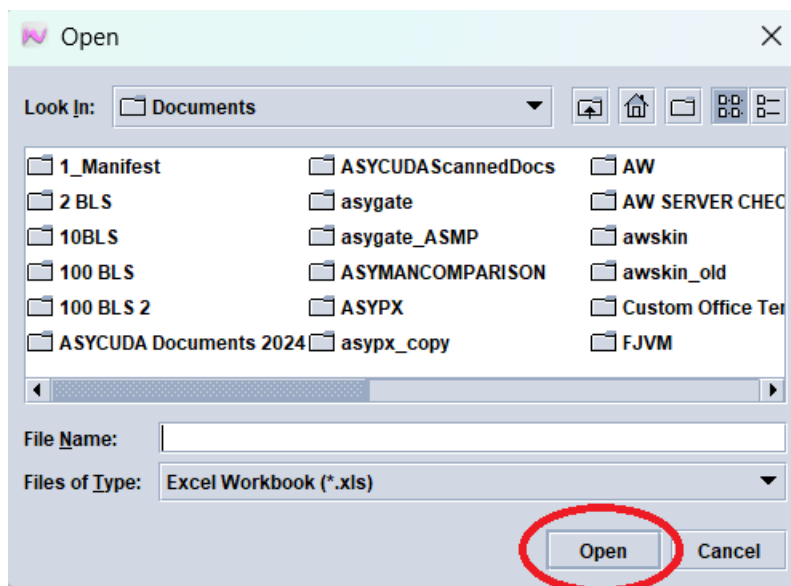
- The traders may modify the retrieved data according to the current bill of lading and commercial invoice.

### 3. XLS (Microsoft Excel) Import for Customs Declaration (SAD)


- ASYCUDAWorld equipped with importing data from the preprepared Microsoft XLS file. Traders are required to prepare the MS XLS file with the declaration data in advance before using this facility. Traders can use pre-prepared XLS template to customize their declaration.
- Use  “Import from ASYCUDA XLS file” button to import data from MS XLS file.

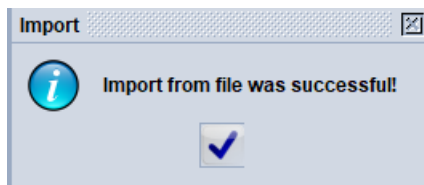


- Select the location of the XLS file on your local drive and press “Open” to retrieve data.






- Click tick  sign to complete the operation.



- The empty SAD fields will be filled with the saved data from the XLS file.
- The traders can modify the retrieved data according to the current bill of lading and commercial invoice.

ASYCUDA		A OFFICE OF DESTINATION		
<div>  </div>		<div> <div>1 DECLARATION</div> <div>IM 4</div> </div>		<div>FFSEA</div>
		<div> <div>3 Forms 1</div> <div>4 Load List 1</div> </div>		<div>FUNAFUTI SEA PORT OFFICE</div>
<div> <div>2 Exporter No. BIGQSQ</div> </div>		<div> <div>5 Items 1</div> <div>6 Nbr packages 50</div> <div>7 Reference number 2025</div> </div>		<div>Customs Reference</div>
<div> <div>8 Consignee No. 10023</div> <div>DEVELOPMENT BANK OF TUVALU</div> <div>VAIAKU FUNAFUTI</div> <div>Tuvalu</div> </div>		<div> <div>9 Financial No.</div> <div>Person resp. for financial settlement - name</div> </div>		<div>Manifest 2021 3</div>
<div> <div>14 Declarant No. 11813</div> <div>EASE COMPANY</div> <div>FAKAIFOU, FUNAFUTI, TUVALU</div> </div>		<div> <div>Country last FJ</div> <div>11 Trading con. FJ</div> <div>12 Value details 707.70</div> <div>13 C.A.P.</div> </div>		<div>15 C.E. Code a FJ b</div> <div>17 C.D. Code a TV b</div>
<div> <div>18 Voyage Number &amp; Departure Date</div> <div>19 Ctr.</div> </div>		<div> <div>16 Country of origin Fiji</div> <div>17 Country of destination Tuvalu</div> </div>		<div>20 Delivery terms</div>
<div> <div>21 Cargo Volume (CBM)</div> </div>		<div> <div>22 Currency &amp; total amount invoiced FJD 2,500.00</div> <div>23 Exch. rate 0.7077</div> <div>24 Nature of transac.</div> </div>		<div>25 Mode transport at border</div> <div>26 Inland mode Transport</div> <div>27 Place of discharge TVFUN FUNAFUTI</div>
<div> <div>29 Office of entry</div> </div>		<div> <div>30 Location of goods</div> </div>		<div>28 Financial and banking data Bank Code</div> <div>Terms of payment</div>



### Appendix A – SAD fields and description

<b>Box No.</b>	<b>Box Caption</b>	<b>Description</b>
A	Customs Clearance office*	A customs office at which a declaration is lodged. In case of IMPORT the field, name is: Office of destination while in EXPORT it is: Office of dispatch/Export
1	Declaration*	Type of declaration code according to the standard (EX1, EX2, IM4, etc...)/.
2	Exporter*	Party who makes, or on whose behalf, the export declaration is made and who is the owner of the goods or has similar right of disposal over them at the time when the declaration is accepted./. In case of IMPORT the exporter is residing outside the country of destination and consequently his information does not exist in the reference data tables. Thus, his information is entered manually as written in the transaction's documents. In case of EXPORT, his information should be stored in the relevant reference table and could be filled in automatically either popped up or using the finder.
3		Used by the system
4	Load List	The number of loading lists, manifests or similar documents. (Known also as bill of lading)
5	Items	Number of declared items.





N/A	Manifest	Reference number to identify a manifest.
6	No. packages	Total number of packages for the whole declaration; packages are made in such a way that they cannot be divided without first undoing the packing.
7	Reference number	Trader's Declaration reference number. A number given to the declaration from the trader's register. The trader can use it to retrieve/modify his declarations.
8	Consignee*	Name [and address] of party who makes, or on whose behalf a Customs clearing agent or other authorized person makes, an import declaration. This may include a person who has possession of the goods or to whom the goods are consigned.
9	Financial*	Name and address of the party responsible for either the transfer or repatriation of the funds relating to a transaction
10	Country last con.*	Country from which goods have been or will be consigned prior to final importation
11	Trading cty.*	Country in which the deal was done. (It might be useful as an indicator for the customs value)
12	Value details	Additional cost items.
13	C.A.P*	Common Agricultural Policy. (For EU countries)
14	Declarant*	Customs clearing agent; could be



		the trader, if he is authorized to clear his consignments by himself, or a brokerage agency.
15	Country of export*	Country from which goods are dispatched between countries of a Customs union, Dispatch country, Country of exportation, Country of provenance.
16	Country of origin*	Country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions (quota), or any measure related to trade.
17	C.D.*	Country of destination; the country to which a consignment is to be delivered to the final consignee.
18	Identity and nationality* of active means of transport at departure	Means of transport used at the time of presentation (departure for export, arrival for import) of the consignment to a Customs office in the context of a goods declaration.
19	Ctr.	An indication whether goods are transported in a container or not.
20	Delivery terms*	Terms of delivery, coded, Inco terms Code
21	Identity and nationality*	Description of a type of means of transport.



	of active means of transport crossing the border	
22	Currency* & total amount invoiced	Total monetary amount charged in respect of one or more invoices associated with the currency in which goods were purchased. The red underline draws the user's attention to fill in the general valuation note form.
23	Exch. Rate*	The rate at which one specified currency is expressed in another specified currency.
24	Nature of transact.*	Code-1 specifying a type of contract./. Main category
24	Nature of transact.*	Code-2 specifying a type of contract./. Sub category
		Code-1 and Code-2 should read together in order to give a comprehensive description of nature of transaction.
25	Mode transport at border*	Code specifying a type of means of transport.
26	Inland mode transport*	Code specifying a type of means of transport for in-country transportation.
27	Place of discharge*	Name of a seaport, airport, freight terminal, rail station or other place



		at which goods are loaded onto the means of transport being used for their carriage.
28	Financial and banking data*	Bank code
28		Terms of payment.
29	Office of entry*	Customs office at which the goods enter the customs territory of destination.
30	Location of goods*	Name of the place where a specific goods item is located and eventual location in which physical inspection might take place.
31	Packages and description of goods*	Plain language description of the nature of a goods item sufficient to identify it for customs, statistical or transport purposes. The kind of package code is chosen from a pull-down menu and the corresponding text is printed on the next line.
32	Item No.	Serial number of the item in that declaration.
33	Commodity code*	Code (Harmonized system) specifying a type of goods for Customs, transport or statistical purposes (generic term).
34	Cty. Orig. Code*	A code to identify the country in which the goods have been produced or manufactured, according to criteria laid down for



		the application of the Customs tariff or quantitative restrictions, or any measure related to trade.
35	Gross mass	Weight (mass) of goods including packaging but excluding the carrier's equipment.
36	Prefer. Code*	Code specifying a regime according to which tax is assessed such as preferential duty rate.
37	PROCEDURE*	Code specifying a procedure performed by Customs on goods which are subject to Customs control.
38	Net mass	Weight (mass) of goods without any packaging.
39	Quota	Quota reference; when a quota related transaction is in question, eligible traders should fill in this field with the appropriate quota reference. In a well-designed system, when a quota is depleted, the trader should be treated differently according to the regulations in force.
40	Summary declaration/ Previous document	The identifier of a previous Customs document.
41	Supplementary units	Quantity of the goods in the unit as required by Customs for tariff, statistical or fiscal purposes.
42	Item price	Amount due for each chargeable item of goods or services.



43	Valuation method code*	Method used to value the declared item.
44	Additional information	Identifier of a document providing additional information.
45	Adjustment	Monetary Amount Adjustment. Identifier;  To identify an adjustment to a monetary amount such as an allowance or charge. (Percentage converted into a 2-digit decimal fraction)
46	Statistical value	Value declared for statistical purposes of those goods in a consignment having the same statistical heading.
47	Calculation of taxes	A mathematical formula is adopted to calculate the various duties / taxes / fees due on each item of the consignment. This encompasses; duties or taxes applicable to commodities or a type of tax or fee applicable to services. The formula is applied on the tax base relevant to each tax type.
48	Deferred payment	Reference number identifying a payment of a duty or tax e.g. under a transit procedure.
49	Identification of warehouse*	To identify a warehouse where a particular consignment has been



		stored.
50	Principal*	Name and address of a party liable for goods moving under a customs authorization and, when applicable, a guarantee.
51	Intended office of transit	Name of the customs office which is responsible for transit formalities en route.
52	Guarantee not valid for	Customs office at which a security or guarantee for the movement of goods under a transit procedure is lodged.
53	Office of destination and country	Name of the customs office at which goods are released from a Customs transit regime.
54	Place and date	To be filled by the representative of the trader indicating the date of the declaration and the name of the representative.