



How to upload “scan documents” on a SAD

The following ‘Functional Note’ provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to upload any scan document(s) which is required on a SAD.

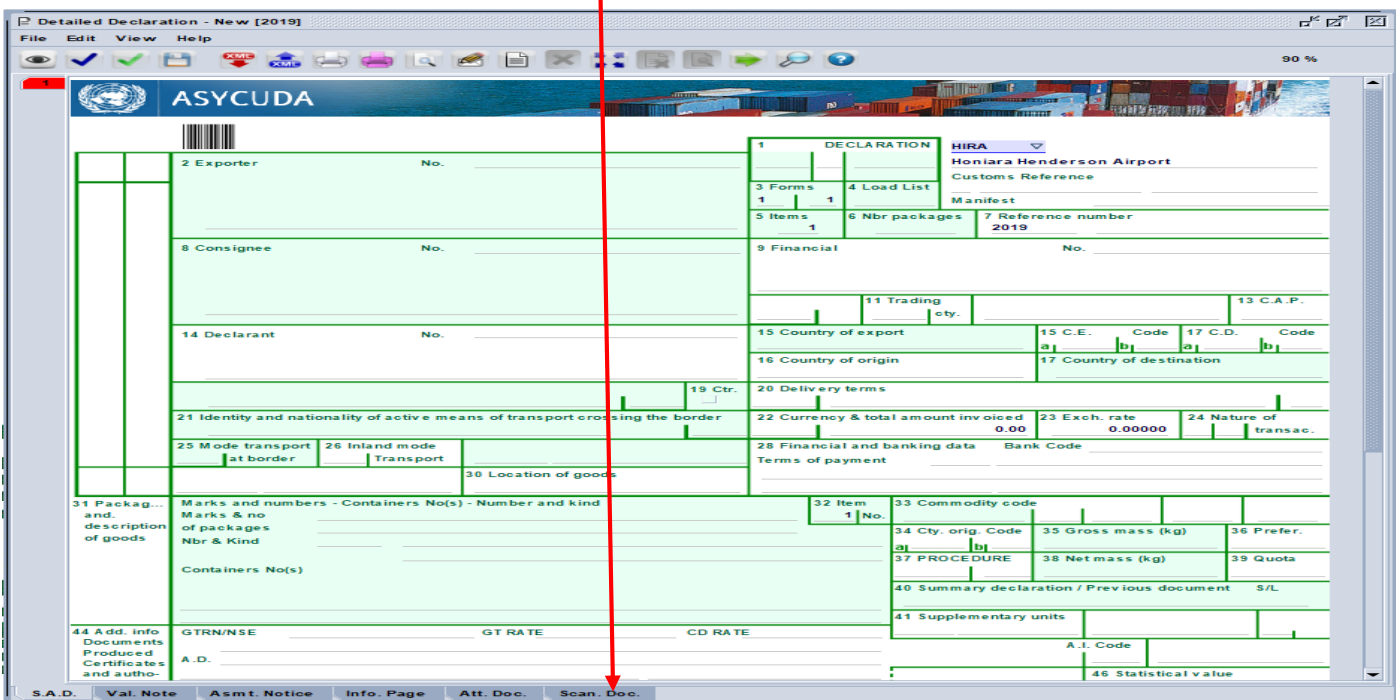
Note:

- File type – PDF or JPG
- File size – 1mb or less per selected file to upload

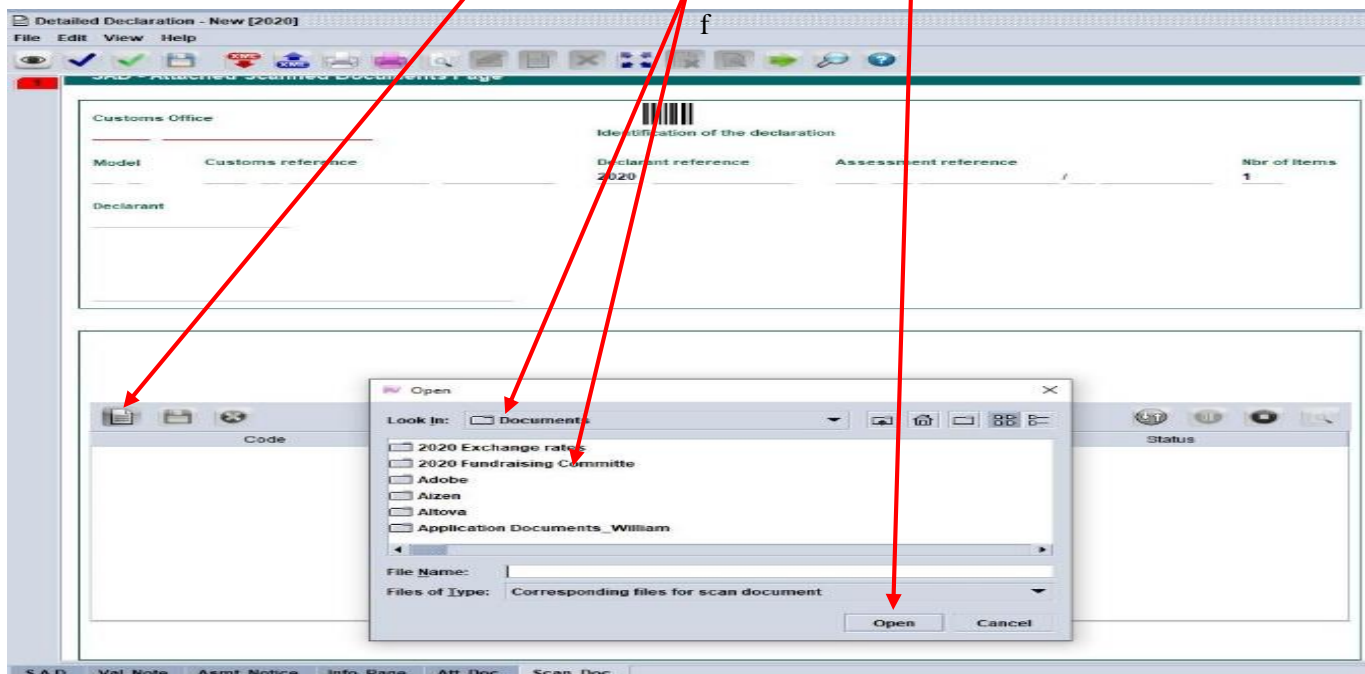
S – Scan Documents are required by the system and are shown mandatory once the SAD is verified.

Steps:

1. Click on **Scan. Doc.** TAB.



2. Click new button, locate your file and click open.



3. Click on **drop down button** to **select code** for document, (eg.BL), **select file** and click **upload button**.

ASYCUDAWorld - Iranca

File View Window Help

Detailed Declaration - New [2020]

File Edit View Help

1

Customs Office

Identification of the declaration

Model Customs reference Declarant reference Assessment reference Mbr of Items

Declarant

2020

1

Code File name Status

BL ANZ fees and charges.pdf 0 %

ALPH Approval letter from the Ministry Of Health and Me

APLB Approval letter from Central Bank of Solomon Islar

APLC Approval letter from the Comptroller of Customs a

APLE Approval letter from the Solomon Islands Electric

APLF SA / FD Approval

BL Bill Of Lading

C40 Repair and Return

C41 Personal Effects - Packing list

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

A