



How to access the reference tables in any ASYCUDA World (AW) E-document (SAD, Manifest, Bills, containers, attached documents, etc.)

The following ‘Functional Note’ provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to access the reference tables in any AW E-document.

Most of the fields on each E-document (SAD, receipt, manifest, bills, inspection act, attached document, containers, etc.) are coded.

All codes are stored in what are referred to as “reference tables”.

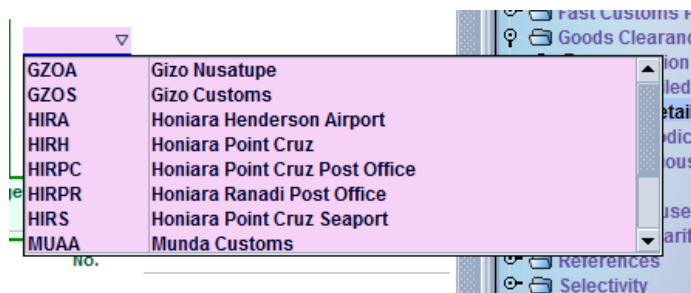
There are different ways of accessing the reference tables, viz:

1- Using the drop down menus – Full list

When the number of codes are minimal, a drop-down menu will display the entire list with a scrolling bar.

By clicking on a code, the code and its details are automatically displayed on the E-document.

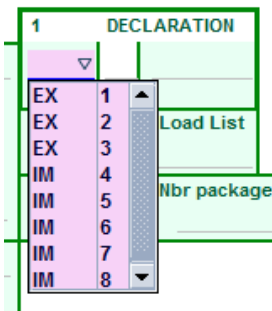
Example 1 → **SAD - Box A** – Customs office code – Click on the drop down menu



→ Double-click on a Customs office code → the Customs office code and its description will be automatically displayed on the SAD



Example 2 → SAD – Box 1 – Declaration – Click on the drop down menu



→ Double-click on a Type of Declaration code → the Type of Declaration code and its description will be automatically displayed on the SAD

→ In addition, in this very specific case of Type of Declaration, the list of Customs Procedure Code (CPC) accessible in box 37 will be restricted to the CPC started by what has been chosen in Box 1

A OFFICE OF DISPATCH/EXPORT

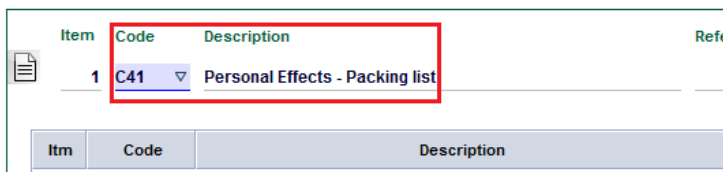
1 DECLARATION			
EX	1	Customs Reference	
3 Forms	4 Load List	Manifest	
1	1		
5 Items	6 Nbr packages	7 Reference number	
1		2014	
9 Financial No.			
Country first		11 Trading	13 C.A.P.
dest.		cty.	
15 Country of export		15 C.E. Code	17 C.D. Code
SWITZERLAND		a) CH b)	a) CH b)
16 Country of origin		17 Country of destination	
20 Delivery terms			
22 Currency & total amount invoiced		23 Exch. rate	24 Nature
0.00		0.00000	t
28 Financial and banking data Bank Code			
Terms of payment			
32 Item	33 Commodity code		
1 No.			
34 Cty. orig. Code		35 Gross mass (kg)	36 P
a)	b)		
37 PROCEDURE		38 Net mass (kg)	39 Q
1000		Outright exportation	
1074		Export excise goods after process	
1200		Export of ship's/ aircraft's stores	
41 Supplementary units			

1 DECLARATION			
IM	4	Customs Reference	
3 Forms	4 Load List	Manifest	
1	1		
5 Items	6 Nbr packages	7 Reference number	
1		2014	
9 Financial No.			
Country last		11 Trading	12 Value details
con.		cty.	
15 Country of export		15 C.E. Code	17 C.D. Code
SWITZERLAND		a) CH b)	a) CH b)
16 Country of origin		17 Country of destination	
		SWITZERLAND	
20 Delivery terms			
22 Currency & total amount invoiced		23 Exch. rate	24 Nature of transac.
0.00		0.00000	
28 Financial and banking data Bank Code			
Terms of payment			
32 Item	33 Commodity code		
1 No.			
34 Cty. orig. Code		35 Gross mass (kg)	36 Prefer.
a)	b)		
37 PROCEDURE		38 Net mass (kg)	39 Quota
4000		Importation for home use	
4050		Importation for home use after temporary importation	
4051		IM for HC after temporary importation for return at unaltered state	
4071		Importation for home use after bonded warehouse	
4072		Importation for home use after Duty Free Shop	
4074		Excise goods after inward process	
4080		Importation for home use after transit	
4871		Importation for home use after Queen's warehouse auction	
46 Statistical value			

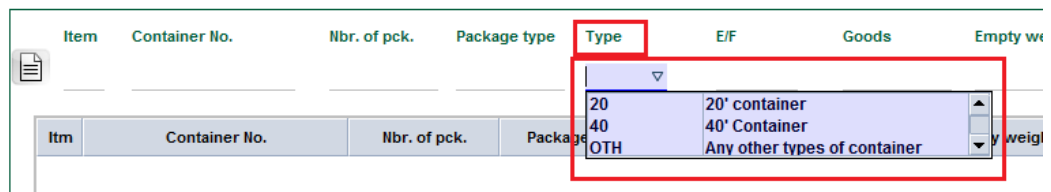
Example 3 → **SAD - TAB Att. Doc** – Attached Documents code – Click on the drop down menu



→ Double-click on an Attached Document code → the Attached Document code and its description will be automatically displayed on the TAB Att. Doc



Example 4 → **SAD - TAB Containers** – Container Type code – Click on the drop down menu



→ Double-click on a Container Type code → only the Container Type code will be automatically displayed on the TAB Containers

Example 5 → **Waybill** – Waybill type code – Click on the drop down menu



→ Double-click on a Waybill Type code → only the Waybill Type code will be automatically displayed on the Waybill

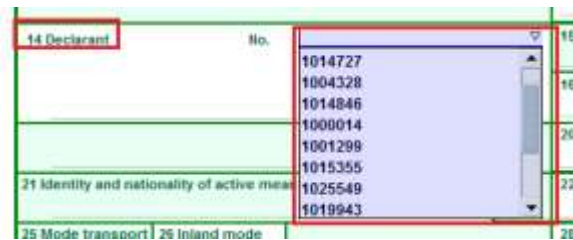


2- Use the drop down menus – Latest used codes

In some cases, it is not practical for the drop down menus to be able to display the entire list of codes.

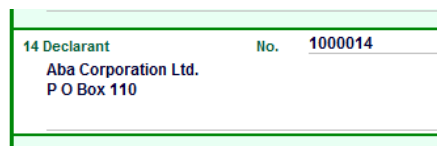
Thus the system, by using the drop-down menu, will only display the latest codes used. Enabling the user to choose a code from a shorter list, which is more practical for traders who always use the same codes.

Example 1 → **SAD - Box 14** – Declarant – Click on the drop down menu



→ Double-click on a Declarant code → only the Declarant code will be automatically displayed on the SAD

→ Press <Enter> on the Declarant code on the SAD → the Declarant details will be automatically displayed on the SAD

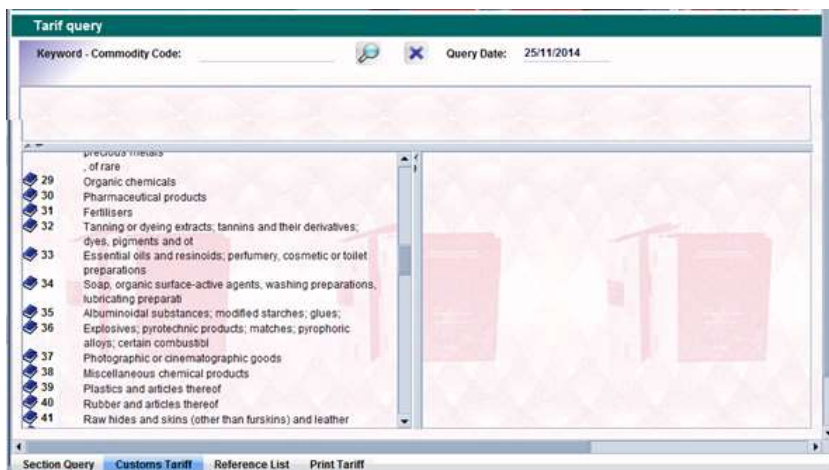


If the codes you are looking for does not appear on the “restricted” list, the F3 key can then be used (refer below)

3 – Use of the F3 Key

Example 1 → **SAD- Box 33** – Commodity code – Press F3 while the cursor is in the box

→ The Tariff Query – View screen is opened



→ Double click on one of the chapters (e.g. 33) displayed on the bottom left column

Tarif query

Keyword - Commodity Code: **33** Query Date: 25/11/2014

Section VI
PRODUCTS OF THE CHEMICAL OR ALLIED INDUSTRIES

Chapter 33
Essential oils and resinoids; perfumery, cosmetic or toilet preparations

33 Essential oils and resinoids; perfumery, cosmetic or toilet preparations

33.01 Essential oils (terpeneless or not), including concretes and absolutes; resinoid

33.02 Mixtures of odoriferous substances and mixtures (including alcoholic solutions)

33.03 Perfumes and toilet waters.

33.04 Beauty or make-up preparations and preparations for the care of the skin (other

33.05 Preparations for use on the hair.

33.06 Preparations for oral or dental hygiene, including denture fixative pastes and p

33.07 Pre-shave, shaving or after-shave preparations, personal deodorants, bath prepar

- The chosen chapter is displayed on the 1st part of the screen;
- The related section and description of the chosen chapter are displayed on the 2nd part of the screen;
- All the Headings (HS at 4 digits level) related to the chosen chapter are displayed on the bottom left column.

→ Double click on a heading until you reach Commodity code at 10 digit levels

Tarif query

Keyword - Commodity Code: **3301130000** Query Date: 25/11/2014

Section VI
PRODUCTS OF THE CHEMICAL OR ALLIED INDUSTRIES

Chapter 33
Essential oils and resinoids; perfumery, cosmetic or toilet preparations

HS Tariff

3301 Essential oils (terpeneless or not), including concretes and absolutes; resinoid

330113 -- Of lemon

Community Nomenclature

33011300 null

National Nomenclature

3301130000 null

Unit of Measure

Supplementary Unit:-----

33 Essential oils and resinoids; perfumery, cosmetic or toilet preparations

33.01 Essential oils (terpeneless or not), including concretes and absolutes; resinoid


33.01.13 -- -- Of lemon


33.01.13.00 -- -- Of lemon

33.01.13.00.00 -- -- Of lemon

→ All the information related to the chosen commodity code (10 digits) is available on the different parts of the screen;

→ On the 1st part of the screen, a green “tick” is available.

→ Click on the 

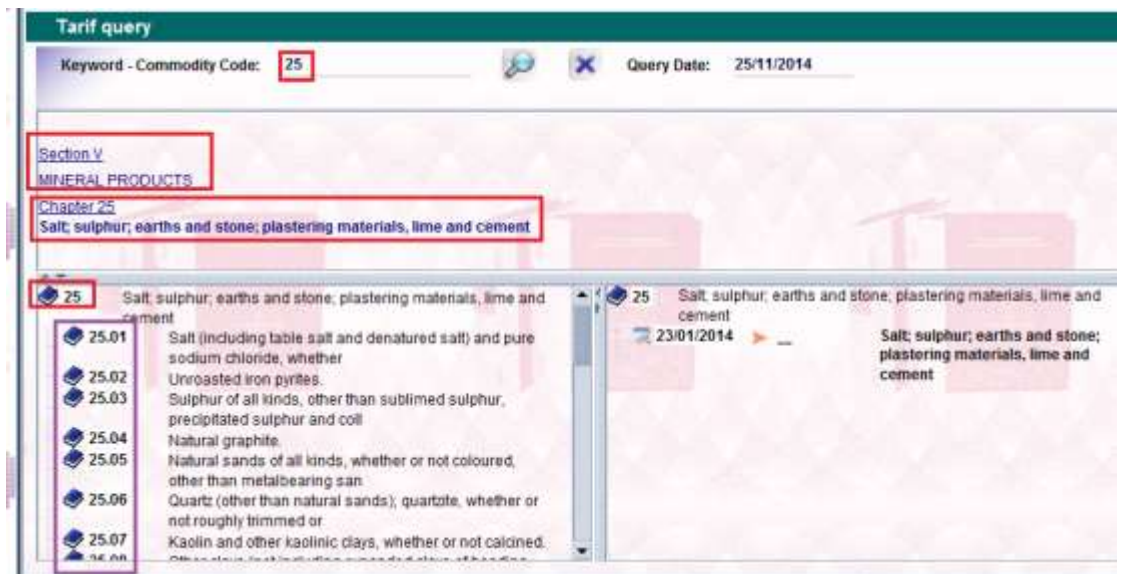
→ Click on  on the following message




→ And the Commodity code and its description (as per the tariff book) will be automatically displayed on the SAD

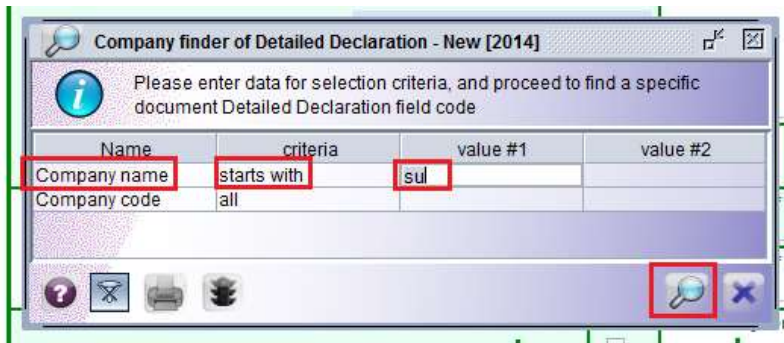


NOTE: If you already know the chapter or the heading of the commodity code, type it in box 33 and then press F3 → the Tariff Query – View screen will open with information related on what was typed in box 33 already displayed

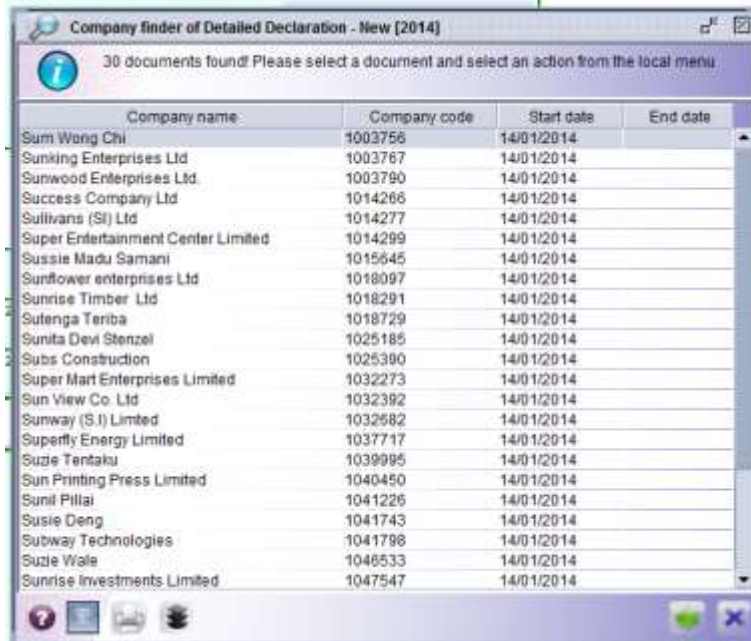


Example 2 → **SAD- Box 8** – Company – Press F3 while the cursor is in the box

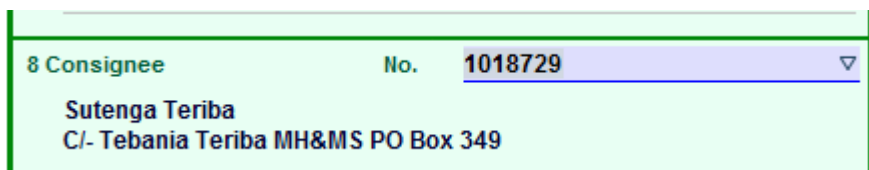
→ If you are looking for a **company whose name starts with su**, choose the criteria “starts with” for the **Company Name** and type **su** in **value #1** on the Finder screen and then click on the search icon 



→ The system will **display the first 100 companies** with a name starting by su

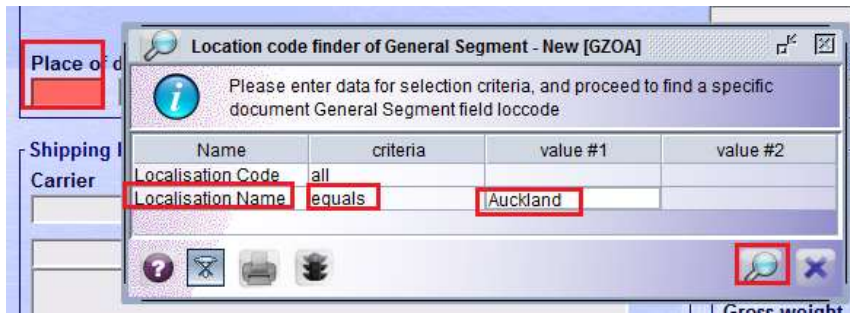


→ By double-click on one company, the Company code and its details will be automatically displayed on the SAD



Example 3 → **Manifest - Place of Departure** (location) – Press F3 while the cursor is in the box

→ If you are looking for the **code used for Auckland**, choose the **criteria “equals”** for the **Localisation Name** and type **Auckland** in **value #1** and then click on the search icon 



→ The system will **display the first 100 Location** with a name coinciding with the name Auckland



→ By double-clicking on one locality, the localisation code and its details will be automatically displayed on the Manifest



For more information relating to the use of the ‘Finder’ facility, refer to “How to use the AW Finder Facility” Functional Note.

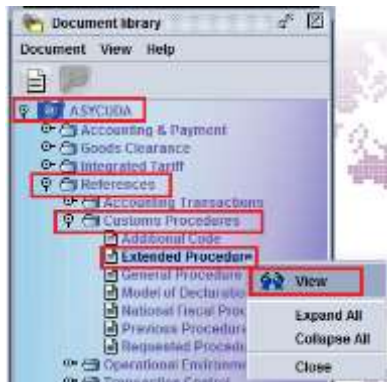
4 – View of the Reference Tables

It should be noted that access given to the trading community for some of the Reference Tables (i.e. outside any E-Document) is restricted to View only.

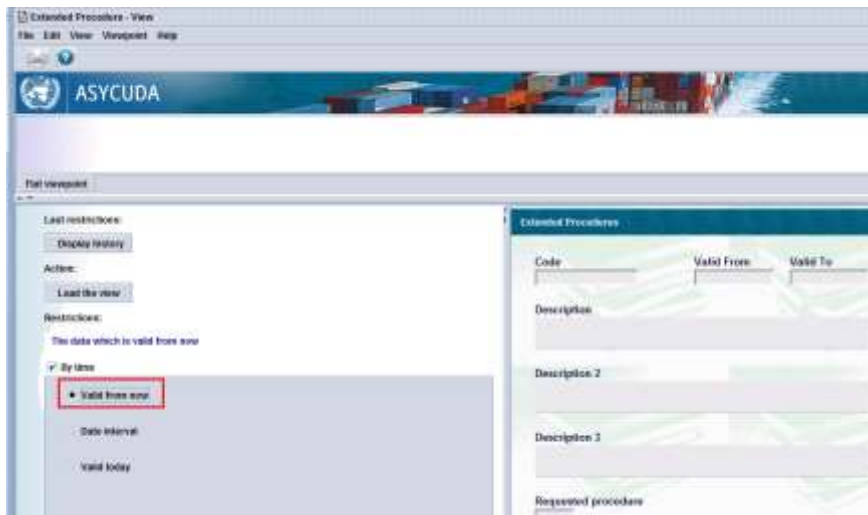
Although access may be given to the trading community to view all the codes it does not necessarily allow them to insert the code in any E-Document.

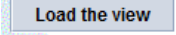
To view the Reference Tables in AW:

- a) Go to ASYCUDA → References → Customs Procedures
- b) Right click on any item below (e.g. Extended Procedure) and choose **View**



- c) On the **Extended Procedure - View** screen, make sure that **Valid from now** is **ticked**



1. Click on **Load the view**  icon
2. The list of all the valid extended procedure are displayed on the top part of the screen

Extended procedure code	Extended procedure descrip...	Extended procedure descrip...	Ext...
8000	National Transit (transit before...		
7400	Raw materials for producing Ex...		
7272	Change of Duty Free Shops or ...		
7271	Duty Free Shops after Customs ...		
7300	Duty Free Shops		
7172	Customs bonded warehouse af...		
7171	Change of Customs bonded wa...		
7100	Customs bonded warehouse		
8121	Re-importation in an unaltered st...		
8020	Re-importation in an altered stat...		
5100	Temporary importation for relat...		
5000	Temporary importation		
4071	Importation for home use after ...		
4080	Importation for home use after R...		
4074	Ex-cise goods after inward proc...		
4072	Importation for home use after D...		
4071	Importation for home use after ...		
4051	BT for HC after temporary import...		