Solomon Islands Customs & Excise Division, Ministry of Finance and Treasury


How to Process and Register (Validate) a SAD

The following 'Functional Note' provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to process and register (validate) a SAD.

This is done as follows:

1. Once logged into the system, go to ASYCUDA ➔ Goods Clearance ➔ Declaration ➔ Detailed Declaration ➔ Detailed Declaration

2. Right click and choose **New**
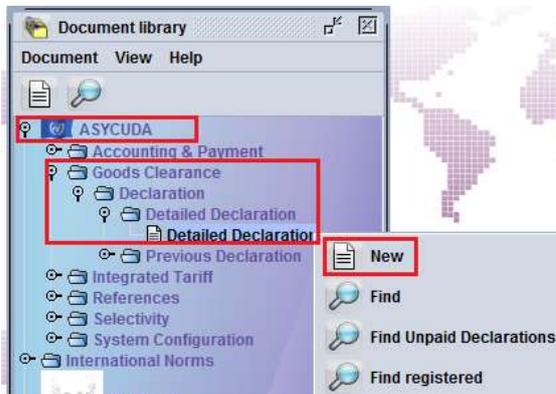
3. A new SAD is opened <u>with the declarant TIN already displayed</u>. This TIN is linked to the user login, independently if you are a Customs broker, a company clearing for itself or an occasional consignee, and cannot be changed.

4. Complete the SAD (refer to the "How to complete an Import SAD" or "How to complete an Export SAD" functional notes)

5. Specific case of Box 8 - Consignee

    a. **If you are a declarant**, the Consignee TIN can be different than the Declarant TIN (box 14)

    b. **If you are a company clearing for itself**, the Consignee TIN must be the same as the Declarant TIN in Box 14, otherwise the following error will be displayed. After clicking the ✔ (mandatory action), the system will change the Consignee TIN automatically

c. **If you are an 'Occasional Importer'**, the Occasional Consignee TIN No. 9999999 must be inserted in Box 8 and your name and address must be typed in Box 9. Failure to do so will result in the following error being displayed and the SAD not being processed

6. Complete the Valuation Note (refer to the "How to complete the Valuation Note" functional note)

7. If you need to add an item, refer to the "How to add / delete an item on the SAD" functional note

8. If you need to add a container, refer to the "How to add / delete / modify a container on the SAD" functional note

9. If you have to deal with attached documents, refer to "How to record attached documents on the SAD" functional note

10. Once the SAD is completed, click to 'Verify' the document

11. If errors are detected the system will indicate them with a message prompt and by underlining them in red on the SAD - as shown below

12. Correct all the errors displayed and **Verify** again.

    You should note that the system will not verify the document until <u>all</u> the errors have been corrected; the SAD process is then stopped

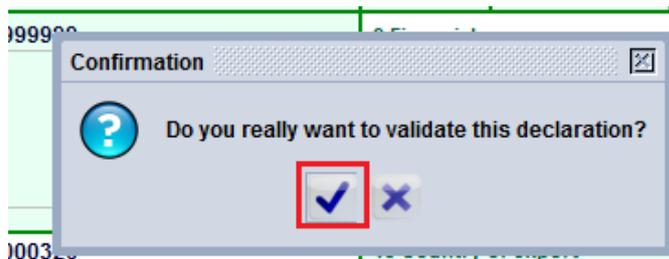13. When all the errors have been corrected, the below message is displayed

14. Click on
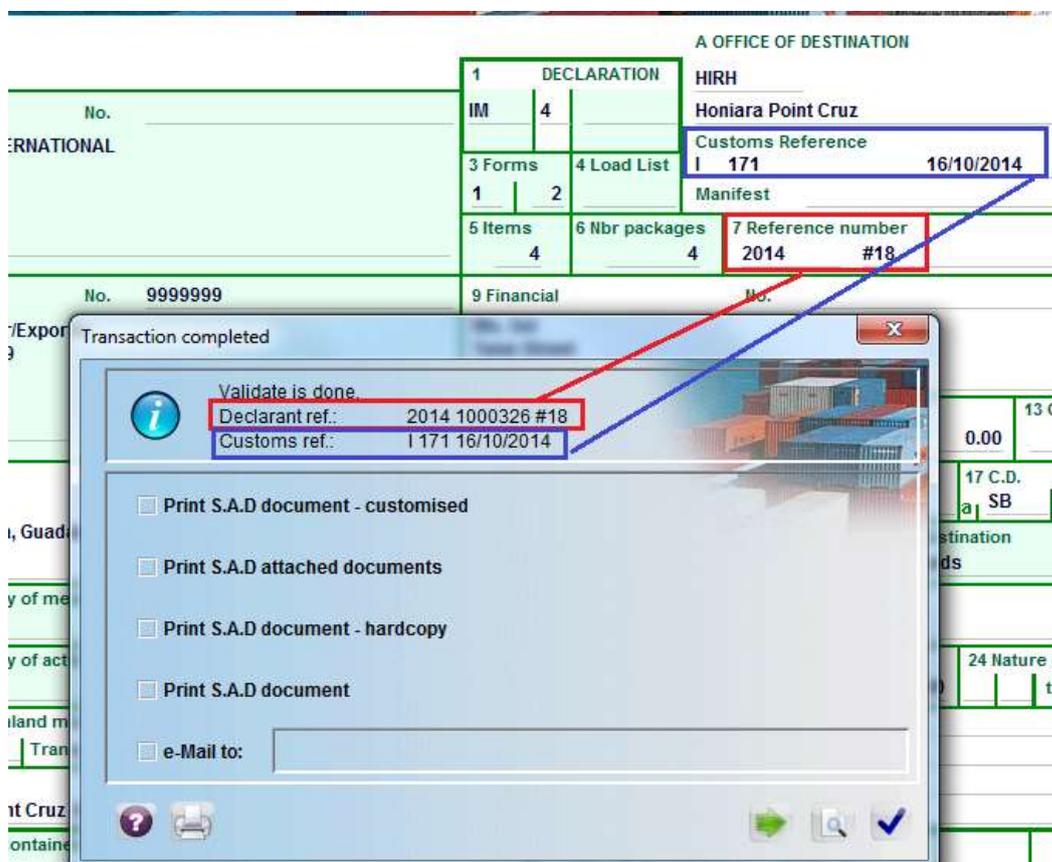
15. Click to Validate the SAD

16. On the Confirmation screen, click on ✔

17. The system will confirm the Validation and will generate automatically:

    a. The Declarant reference number (placed automatically on the SAD Box 7)
    b. The Customs Reference (or Registration) number which will be input automatically on the SAD in Box A)

18. From this screen the SAD can be printed (refer to "How to print the SAD")

19. If you don't want to proceed with another SAD, click on ✔

20. If you want to proceed with another SAD, click on ➡ and a new SAD will be displayed

21. Whatever option is chosen, the system will automatically send a new mail

22. Click to open it (or not to open it)

23. The main screen and the 1st Tab of the mail indicate that a Declaration has been registered (validated), the Customs Reference number and at what time
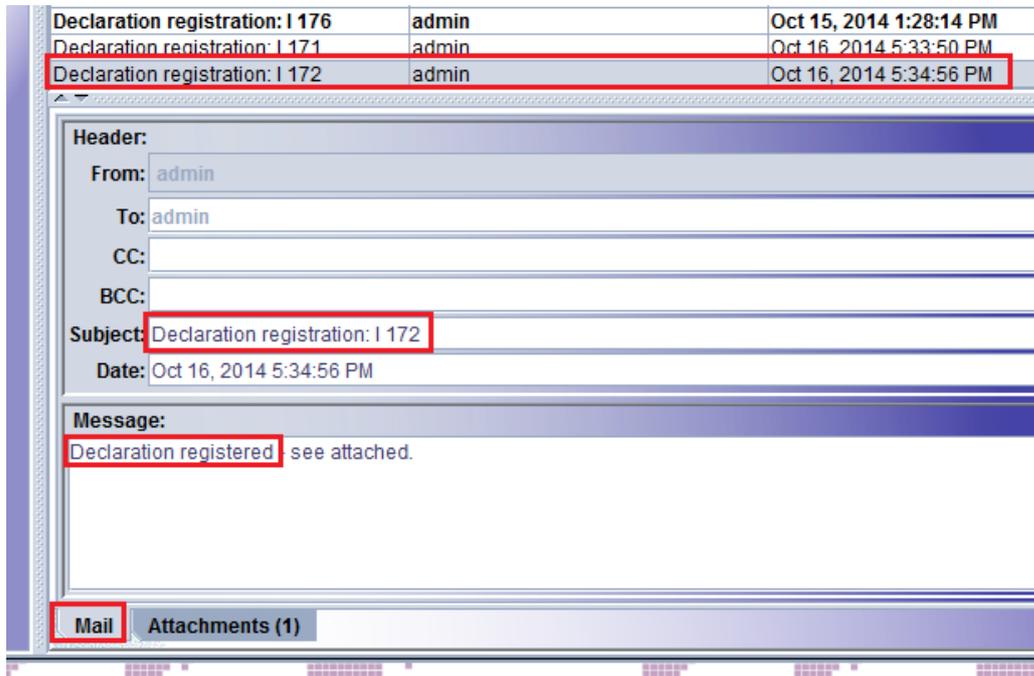
24. The 2nd Tab of the mail provides the user with the details of the SAD