How to search for a Bill

Summary instructions for all ASYCUDA Users

The following summary instructions seek to assist ASYCUDA Users in searching for the registration number of a Bill in the ASYCUDAWorld (AW) system.

Note:
   i.   Please refer to the relevant Flowcharts, Standard Operating Procedures and the Terms of Reference for guidance on the specific clearance process of concerned.
   ii. Users are encouraged to take note on the system messages and instructions to complete the procedure.
   iii. To access any reference table, press the F3 key.
   iv. To know the name of a field or button, place the mouse over it to see its name.

Process:
1. Go to ASYCUDA→Vanuatu Reports→*<Right click>* SO3, Bill Search →New.

2. Enter the Required fields:

3. Search for the bill by clicking on the 'Request' icon: ✔
   Note that if the Bill details are incorrectly captured or the Bill does not exist, the report will be displayed in red when trying to request the report:
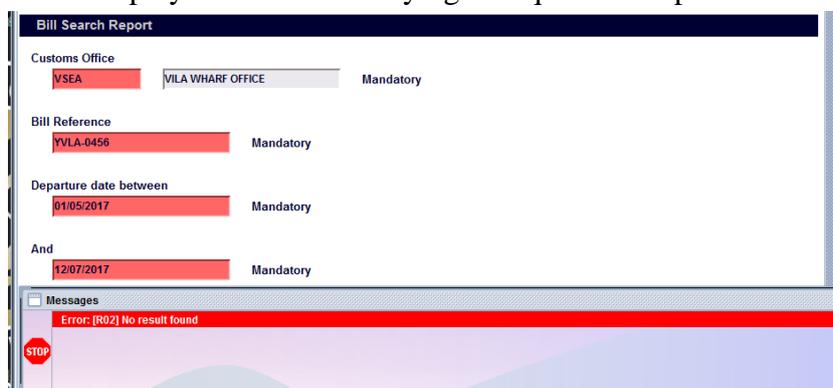
4. The Report will appear in a PDF Format showing the registration number of Manifest.

   ■ End