

How to delete a stored Bill or a stored Manifest

Summary instructions for Carriers, Freight Forwarders and Customs Manifest Officers

The following summary instructions seek to assist Carriers, Freight Forwarders and Customs Manifest Officers in deleting a stored Bill or a stored Manifest where necessary in the ASYCUDA World (AW) system.

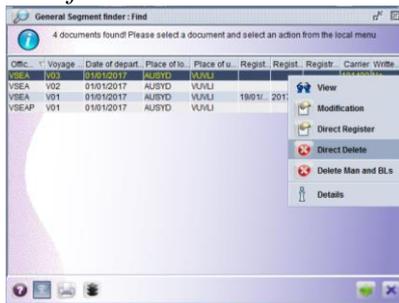
Note:

- 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:

For Carriers (Deleting a stored Manifest)

1. Go to ASYCUDA→Cargo Manifest→Data Management→Manual Capture→<Right click>General Segment→Find→<Right click on the manifest>→Direct Delete.

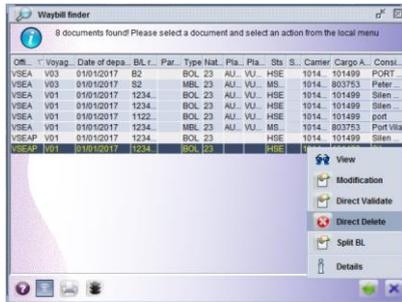


Note:

- i. It is not possible to 'Direct Delete' a stored Manifest if the associated Bills have been validated.
- ii. On the other hand, directly deleting a stored Manifest which has associated Bills which have not been validated will cause the Bills to become Orphan Bills.
- iii. Furthermore, if the associated Bills have not been validated, clicking the 'Delete Man and BLs' action, the system will delete both the stored Manifest and all associated Bills, regardless of their owners.

For both Carriers and Freight Forwarders (Deleting a stored Bill)

2. Go to ASYCUDA→Cargo Manifest→Data Management→Manual Capture→<Right click>Waybill→Find→<Right click on the manifest>→Direct Delete.



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