How to issue a Release Order

Summary instructions for Brokers and Customs Cashiers

The following summary instructions seek to assist Brokers and Customs Cashiers on how to issue a Release Order on a paid Single Administrative Document (SAD) 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:

1. Go to ASYCUDA→Goods Clearance→Declaration→Detailed Declaration→ Detailed Declaration→*<Right click>*Find.

2. From the 'Detailed Declaration finder' use any criteria to find the interested SAD and click on the 'Search' icon to display the result of the search.

3. Right click on the interested SAD and select 'Release Order (selectivity)'
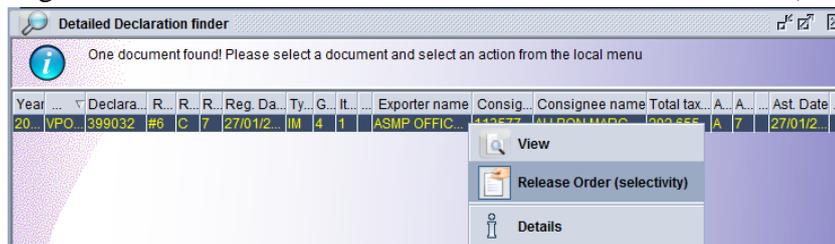
4. Print the Release Order by clicking on this icon on the pop up window:

Note: Release Order of a SAD can be printed as many times as necessary following the above same process.

■ End