

## How to print a Manifest or a Waybill

### Summary instructions for all ASYCUDA Users

The following summary instructions seek to assist ASYCUDA Users in printing a Manifest or a Waybill 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. Manifests or Waybills can be printed by clicking on the 'Print' icon on the top left hand corner of the respective e-document: 

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