

How to process a SAD with goods entitled to FTA's

Summary instructions for Brokers

The following summary instructions seek to assist Brokers in processing Single Administrative Documents (SAD) with goods entitled to Free Trade Agreements (FTA) 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. FTA's are captured in the second box of field 36 called the 'Preference code'. Click on the drop down menu to select the appropriate preferential code for the FTA:

32 Item 1	No.	33 Commodity code 11010000	000	0000
		34 Cty. orig. Code a) PG b)	35 Gross mass (kg) 20.000	36 Prefer. MSG
		37 PROCEDURE 4000 000	38 Net mass (kg) 20.000	MSG Melanesian Spearhead Group PICTA Pacific Island Countries Trade Agr
		40 Summary declaration / Previous document BOL001		S/L

Note:

The Country of Origin of the goods must be a contracting party to the FTA or the system will refuse the declaration with the following error message:

32 Item 1	No.	33 Commodity code 11010000	000	0000
		34 Cty. orig. Code a) AU b)	35 Gross mass (kg) 20.000	36 Prefer. MSG
		37 PROCEDURE 4000 000	38 Net mass (kg) 20.000	39 Value

Messages

Error: Preference code and country of origin incompatible

STOP

2. After inserting the preferential code, the system will request for a scanned document. Attach the scanned copy of the FTA certificate.

■ End