

How to process and write off suspense SADs

Summary instructions for Brokers

The following summary instructions seeks to assist Brokers in processing and writing off suspense Single Administrative Documents (SADs) 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:

Processing suspense entries

1. The important fields relating to processing suspense entries are:
 - **Field 1** 'Model of Declaration'. Click the drop down menu and select IM5 (or PR9 for pre-release).
 - **Field 37** 'Procedure Code'. Enter 5200 or 5300, or 9100 for pre-release. For IM5, enter exemption 080 for "Temporary Importation" in the second box of field 37 for 'National customs procedure code'.
 - **Field 49** 'Warehouse time delay'. Enter the estimated time of no more than 365 days of which the goods are expected to be temporarily imported under the 080 exemption.
2. Complete the rest of the SAD and if no errors are detected (or after any errors are corrected) assess the SAD by clicking on the 'Validate and assess' icon: 

Write-off suspense SADs

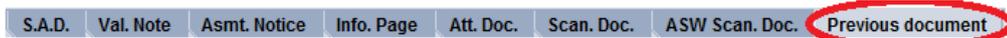
Note:

- i. Each item on the release SAD must be linked to the corresponding item in the original suspense SAD.
- ii. The tab for "Previous Document" at the bottom tool bar menu must be completed to link the previous item on the suspense SAD to the current item on the write-off SAD.



3. The important fields relating to writing-off the suspense SAD:
 - **Field 1** 'Model of Declaration'. Click the drop down menu and select either IM4 or EX3.
 - **Field 37** 'Procedure Code'. Enter 4052 or 4053, or 3052 or 3053, or 4091 for perfecting the pre-release.
 - **Box 38 and/or Box 41** 'Net mass' and/or 'Supplementary units' cannot be more than the weight and supplementary unit of the product to be written-off.

4. Click the 'Previous document' tab.



5. Complete the 'Previous Document' tab by inserting the details of the suspense SAD:

- Office
- Year
- Registration number
- Item Number

Previous declaration				SH Code	Origin	Initial Qty :	Packages	Net mass	Sup. Unit	Reference CIF value
VSEA	2017	C 13	1	22083020	000 AU		5	10.000	2,000.000	43
Remaining Qty :							Packages	Net mass	Sup. Unit	
							2	5.000	1,000.000	

6. On the 'Write-off' area, enter the number of 'Packages', 'Net mass' and 'Sup. Unit' of the previous item to be written off in this SAD:

7. Link these details to the previous item by clicking on this icon:

8. To remove the link, right click on the item and select 'Delete previous document':

9. Complete the rest of the SAD and if no errors are detected (or after any errors are corrected) assess the SAD by clicking on the 'Validate and assess' icon:

■ End