How to split a Bill

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 splitting a Bill 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. To split a validated Bill, go to ASYCUDA→Cargo Manifest→Data Management→Manual Capture→*<Right click>*Waybill→Find→*<Right click on the Bill>*→Split BL.
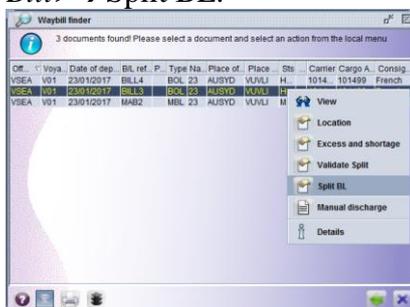
2. Enter the Split details.

3. Create the Split bill list by clicking on the 'Add a new line' icon:

4. Split the Bill by clicking on the 'Split BL' icon:

5. Go to ASYCUDA→Cargo Manifest→Data Management→Manual Capture→*<Right click>*Waybill→Find→*<Right click on the Bill>*→Validate Split

Note:

i. A stored Bill can also be split by clicking on the 'Split' tab at the bottom of the Waybill:
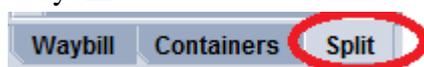
ii.   Follow the similar process above to split and validate the stored Bill.

iii.   Once a Split is validated, the Bill cannot be split again.

■ End