

ASYCUDA WORLD SCANNED DOCUMENTS USER MANUAL



Table of Contents

1. Uploading scanned Documents.....	3
1.1 Option One – The Scanned Documents Folder.....	3
Step 1: Inserting the scanned document page’s reference information	4
Step 2: Selecting the files for upload.....	5
Step 3: Uploading the pdf files	6
Step 4: Adding the uploaded file’s reference information.....	6
1.2 Registering Scanned Documents.....	9
1.3 Retrieving Scanned Documents	10
1.4 Option Two – The SAD Attach Documents Tab.....	13
Step 1: Inserting reference information for the mandatory list	14
Step 2: Inserting scanned documents page reference information.....	15
2. Viewing Scanned Documents	18

1. Uploading scanned Documents

Users conducting transactions within the ASYCUDA World application are required to upload all relevant documents associated with the transaction. The user must first scan and upload the documents to the server. There are two options available for uploading scanned documents.

1.1 Option One – The Scanned Documents Folder

Access the Scanned documents folder in the Document Library by following the path **ASYCUDA>>>Scanned documents>>>Scanned document**. Right-click on the shortcut “Scanned document” and select “New” from the function menu as shown in Figure 1.

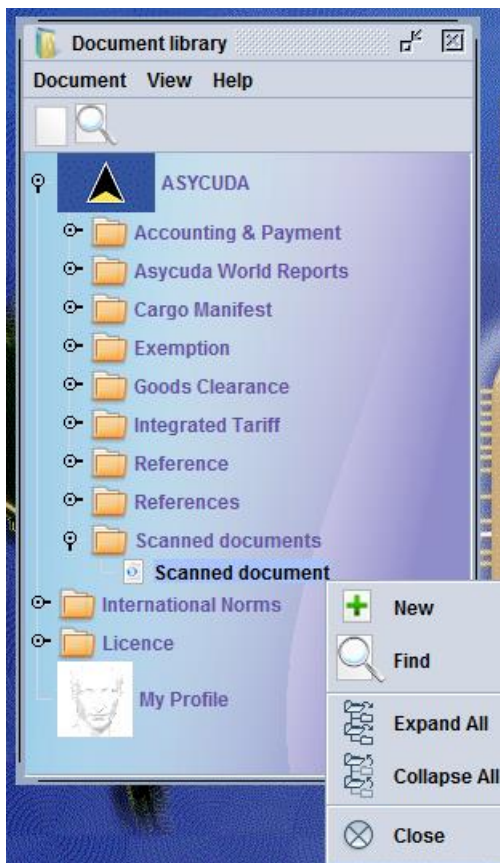


Figure 1. Creating a scanned e-document

NB: The number of, and labels for the folders seen when the top-level ASYCUDA folder is expanded are based on the role assigned to you in the application.

The following page will appear as shown in Figure 2 after clicking on the “New” icon.

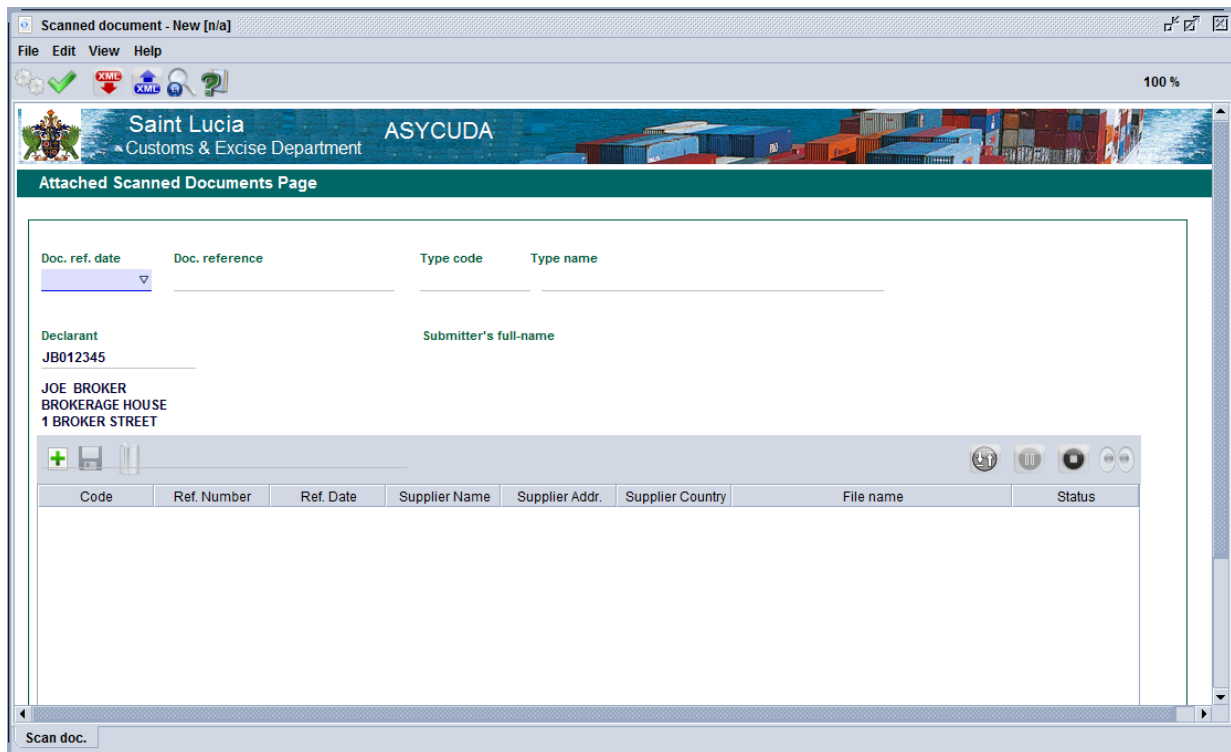


Figure 2. Scanned Documents Page

There are several steps that are to be performed in completing the Scanned Documents page.

Step 1: Inserting the scanned document page's reference information

The user must complete three fields on the upper part of the Scanned Documents Page:


1. **Doc. ref. date:** The date the document is being worked on or uploaded.
2. **Doc. Reference:** The reference code for the document. This is the code that the broker must use to attach the scan(s) to the Single Administrative Document (SAD) or the manifest Attached Documents Page. It can be an invoice or Bill of Lading number.
3. **Type code:** The ASYCUDA-assigned code for the document being attached, example: 851 for Phytosanitary Certificate or 911 for Import Licence.
4. **Declarant:** The Declarant code of the logged-in user uploading the documents will automatically populate this field.

Figure 3 shows a completed upper section of the Scanned Documents page.



Figure 3. Completed upper section

Step 2: Selecting the files for upload

Click on the  icon as illustrated in Figure 4 and a pop-up box that corresponds to a location on the user's computer hard disc drive will appear as shown in Figure 5.

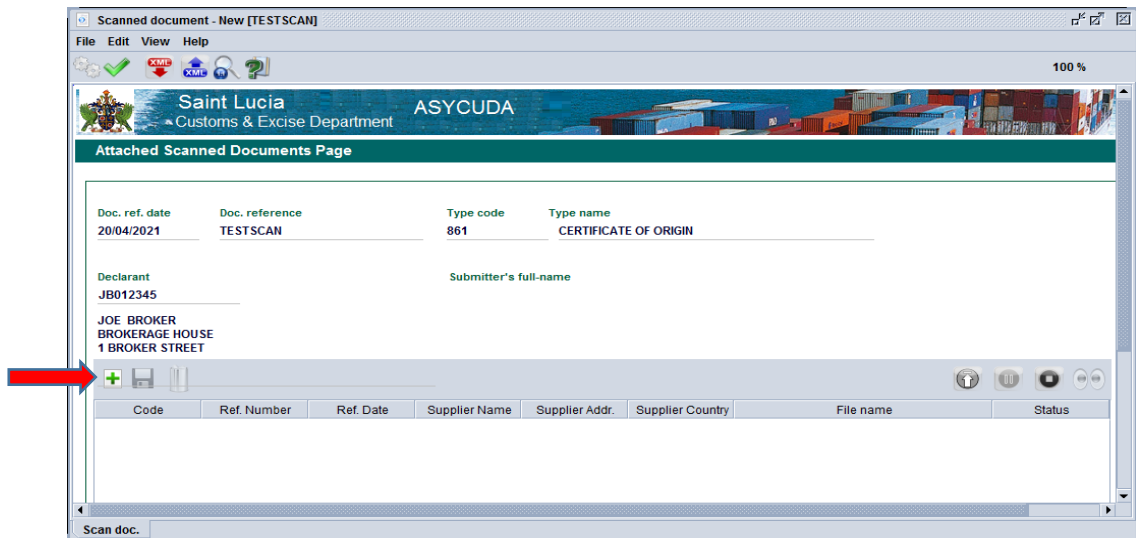


Figure 4. Adding a file to the Scanned Documents page

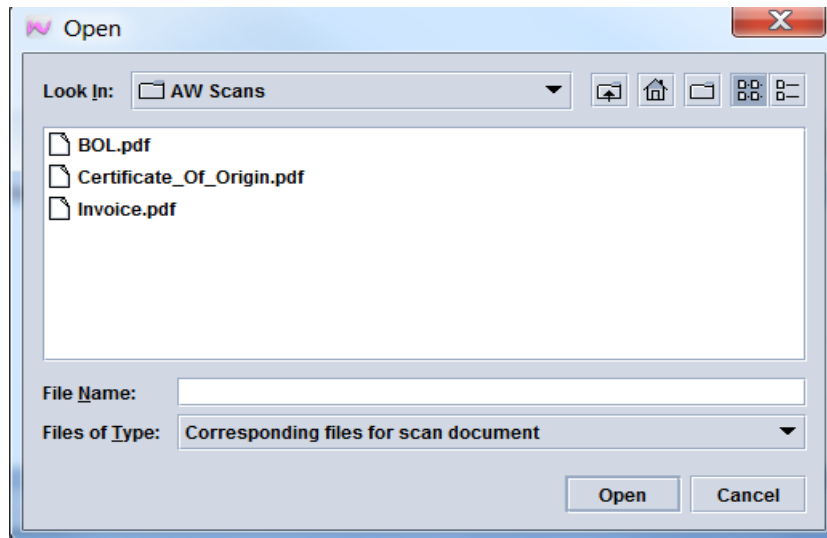


Figure 5. Local Computer Storage

Step 3: Uploading the pdf files

Select the scanned document(s) to be uploaded and click on the “Open” button. The “Code” and “File name” fields will be populated as shown in Figure 6.

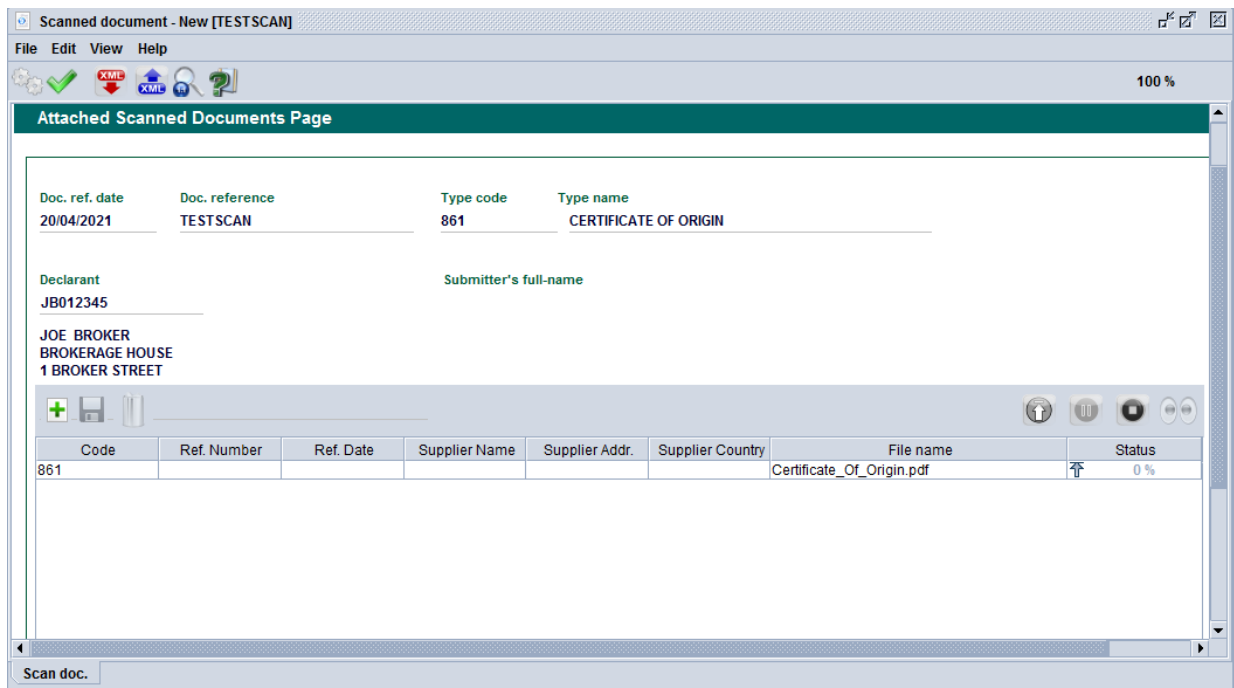
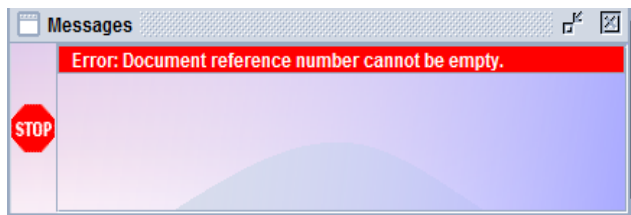


Figure 6. Selected scanned document(s) added to the page

Step 4: Adding the uploaded file’s reference information

Complete the information fields. **Ref. Number** and **Ref. Date** are mandatory fields for all

scanned documents otherwise; an error message is displayed if left empty when attempting to upload the scanned document.



1. **Ref. Number:** The reference number of the document being uploaded for example, invoice number or Bill of Lading number.
2. **Ref. Date:** The date when the document was issued
3. **Supplier Name:** Name of person or company that issued the document
4. **Supplier Address:** Full address of the supplier
5. **Supplier Country:** Country where the document was issued

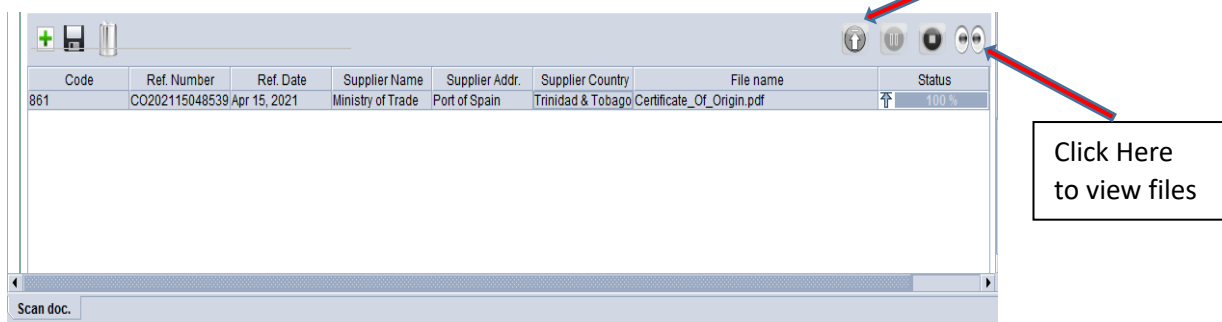


Figure 7. Completed information

Repeat Steps 2 to 4 to upload all scans that are relevant to the type code entered in the upper section of the scanned documents page. See Figure 8.

NB: Only one code type can be registered per attached scanned documents page.

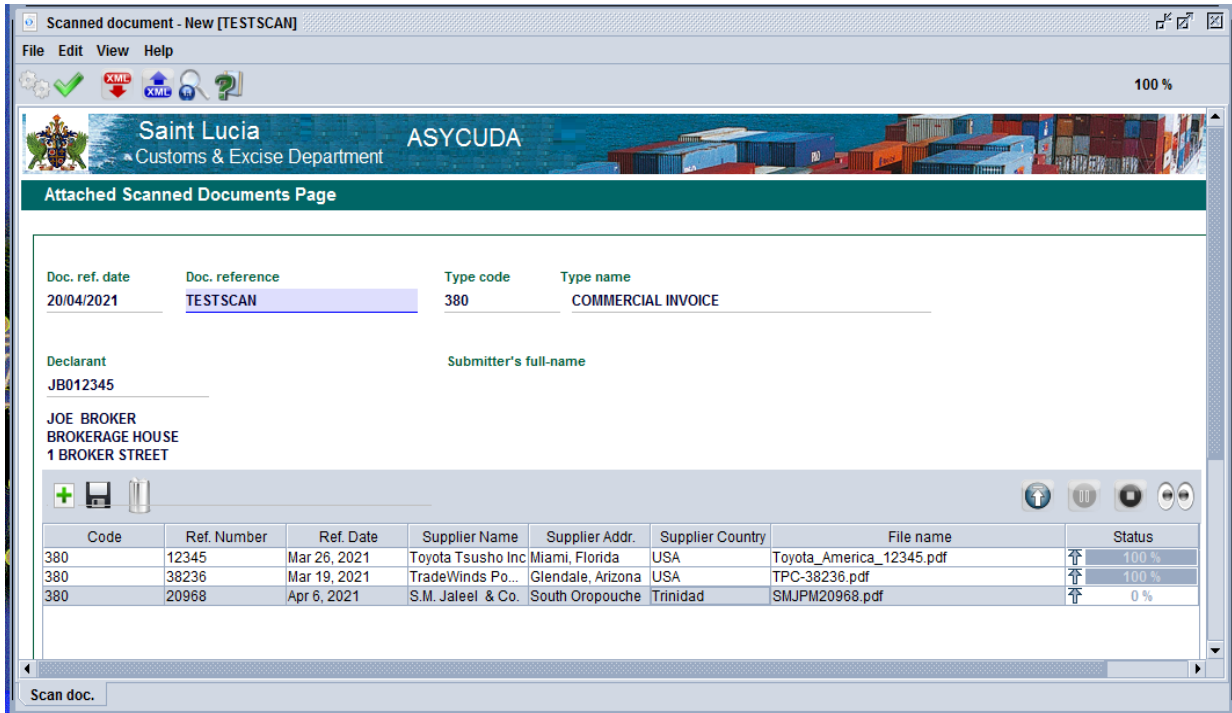

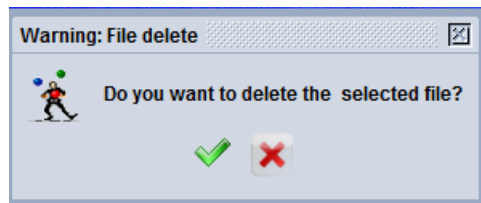



Figure 8. Multiple uploads

To remove a scanned document from the list, click on the line item in the list to select it and then click on the Delete  icon (see Figure 10). A dialog box will appear asking the user for confirmation of the deletion as shown in Figure 9.



File 9. File delete message

Click on the  button to proceed with deleting the file. The file will then be purged from the list as seen in Figure 10.

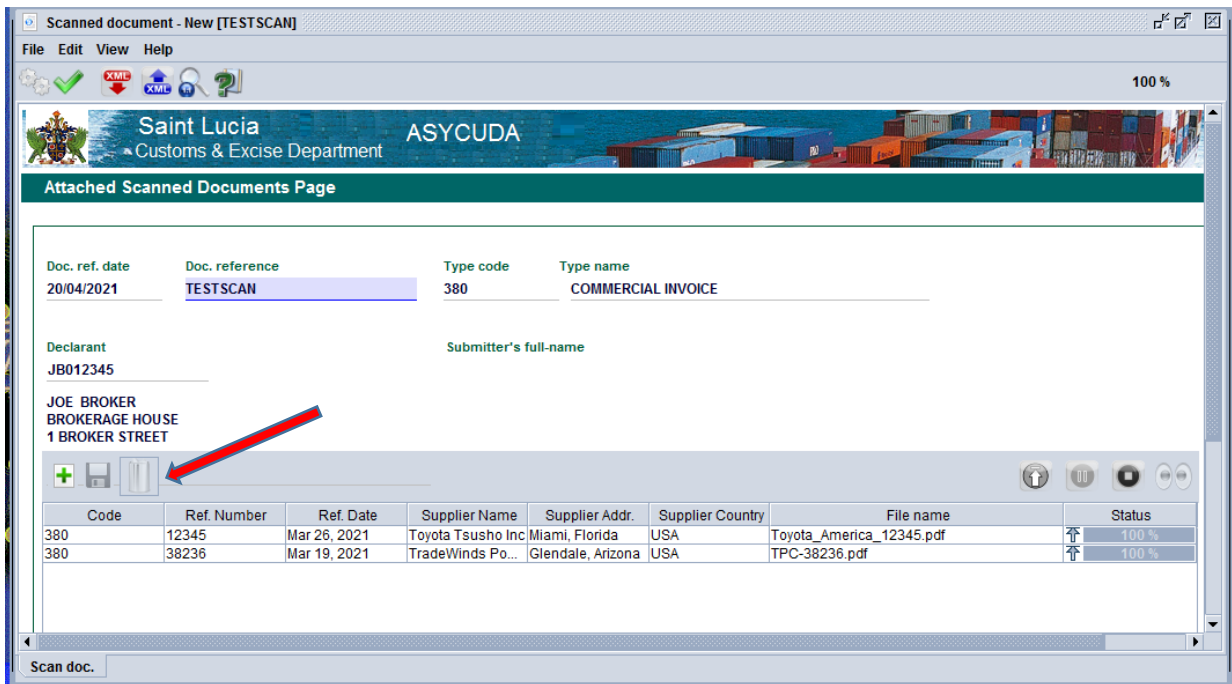

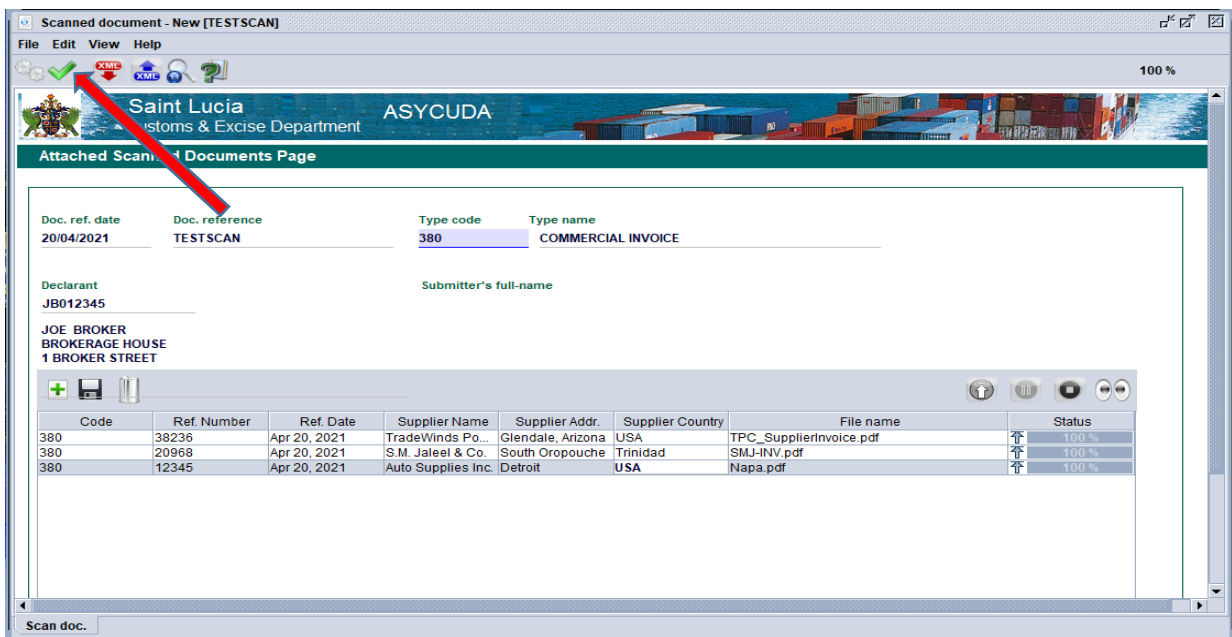


Figure 10. File deleted from list of scanned documents

1.2 Registering Scanned Documents

To register the uploaded files to the ASYCUDA server, select the "Register"  icon on the Scanned document Number toolbar as seen in figure 11.



If any errors are displayed, they must be corrected before registration can be completed. Once successful, the following message will appear.

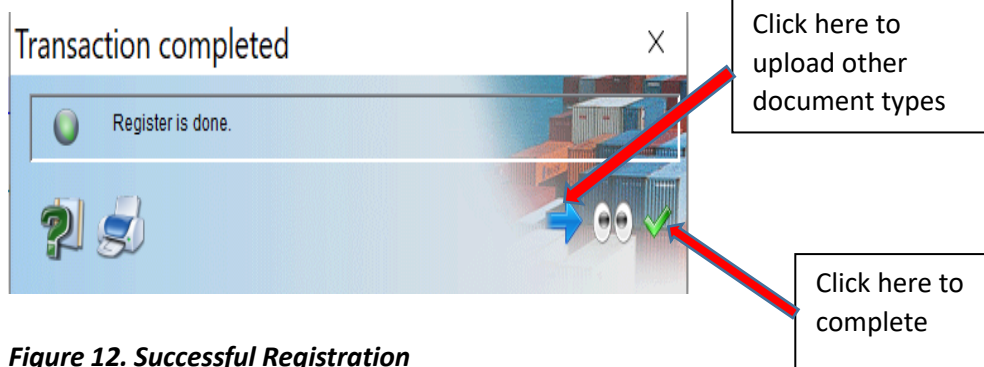


Figure 12. Successful Registration

N.B. The maximum file size allowed per scan is 4 MB. If the document to be uploaded has multiple pages, it may not be possible to scan it and keep the file size below the limit. The user must scan several pages per file to meet the size restriction and label the pages using the convention "Part 1, Part 2, Part 3..."

1.3 Retrieving Scanned Documents

Access the scanned documents folder by the path ASYCUDA>>>Scanned documents. Right-click on "Scanned document" and select "Find" from the function menu as shown in Figure 13.

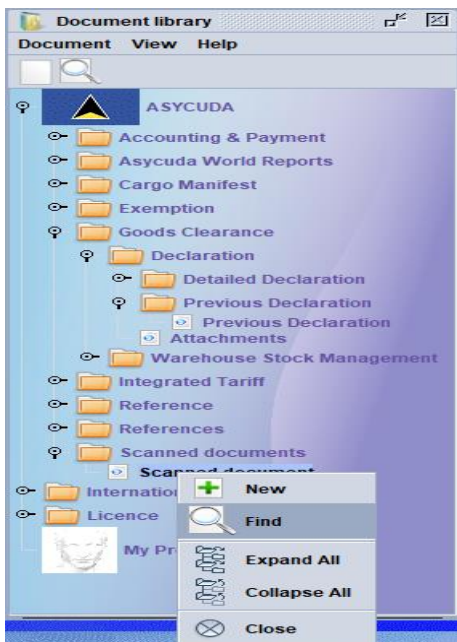


Figure 13. Accessing scanned document

The Scanned document finder will appear as seen in Figure 14.

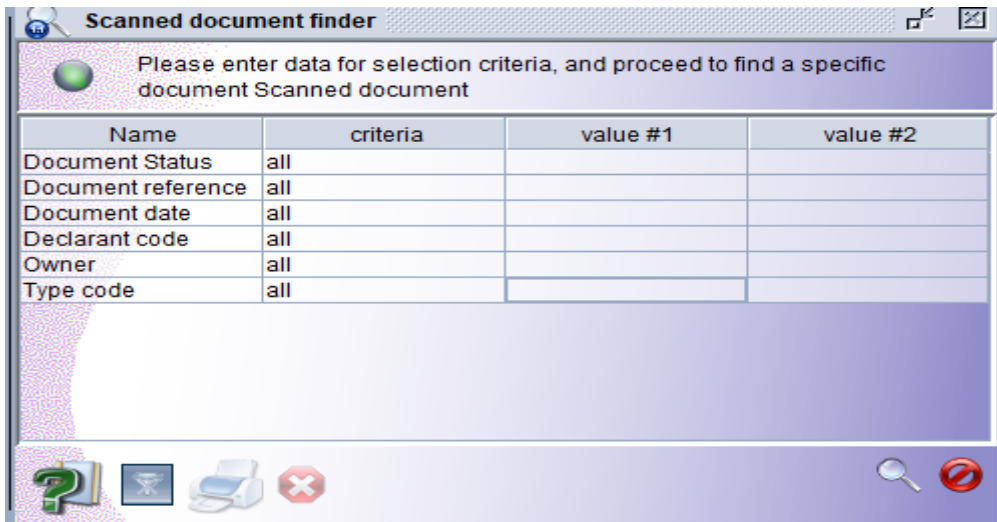



Figure 14. Scanned document finder

Enter the relevant criteria based on the options available and click on the search  icon or press the F3 function key (or Fn + F3 combination) on the keyboard. Figure 15 shows an example of a completed search criteria.

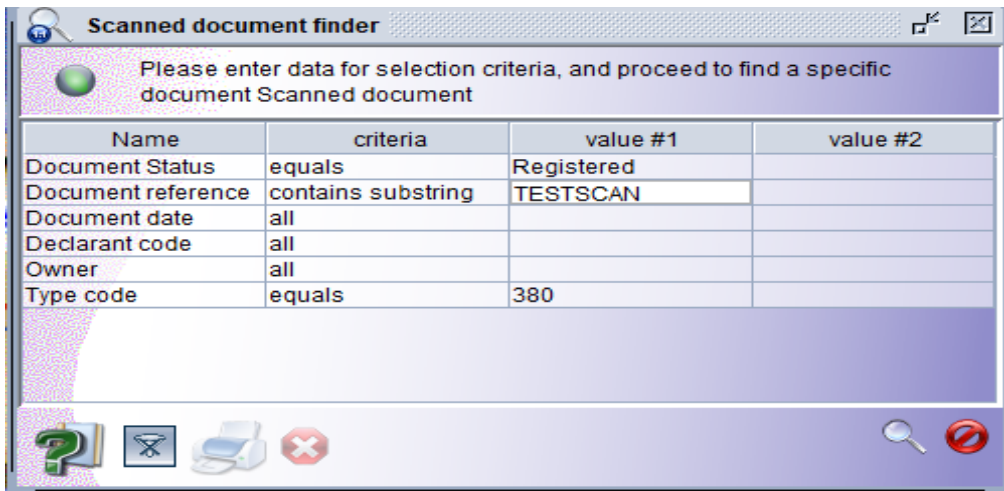


Figure 15. Completed search criteria

Once the information entered is correct the system will return all documents that fit the search criteria. See figure 16.

Pro Tip: Enter as much information as possible in the search criteria to reduce the time taken for the system to return a result.

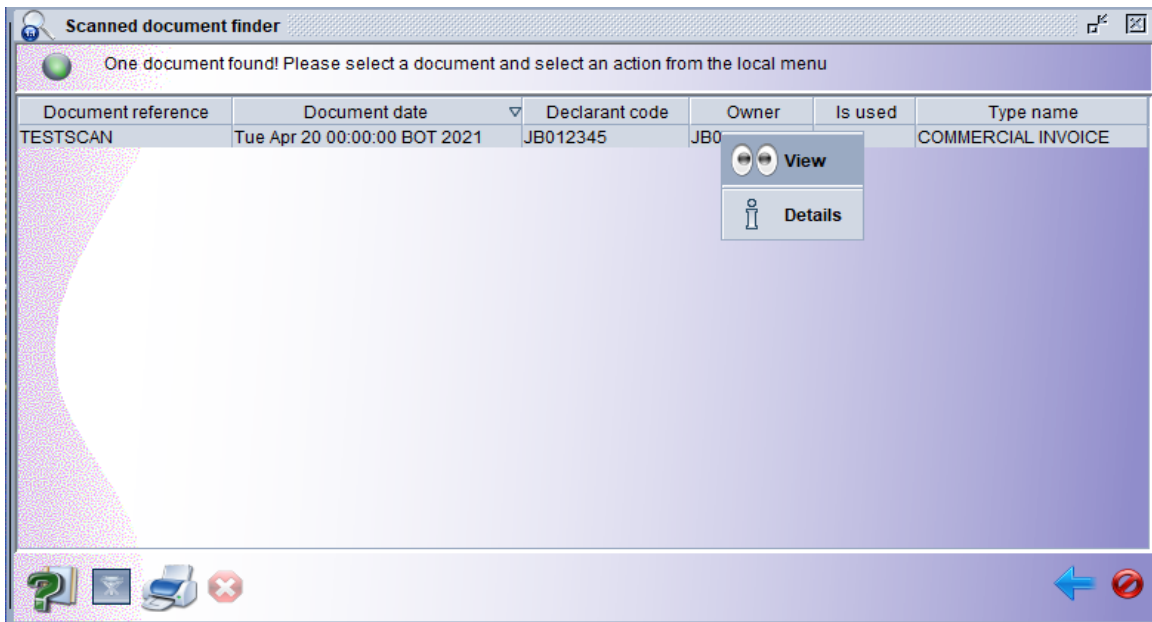


Figure 16. Search results

Right-click on the result returned from the Finder and select the “View” option from the function menu. The Attached Scanned Documents page will appear in view mode as seen in figure 17.

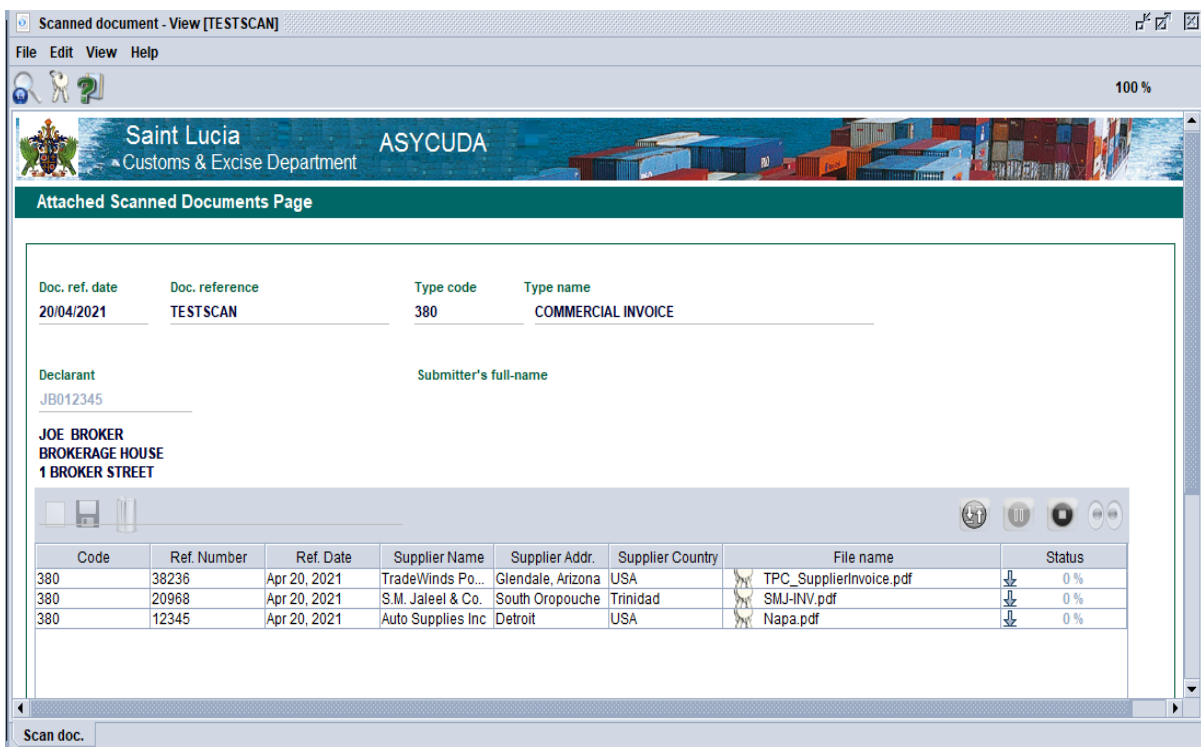


Figure 17. Scanned documents - View

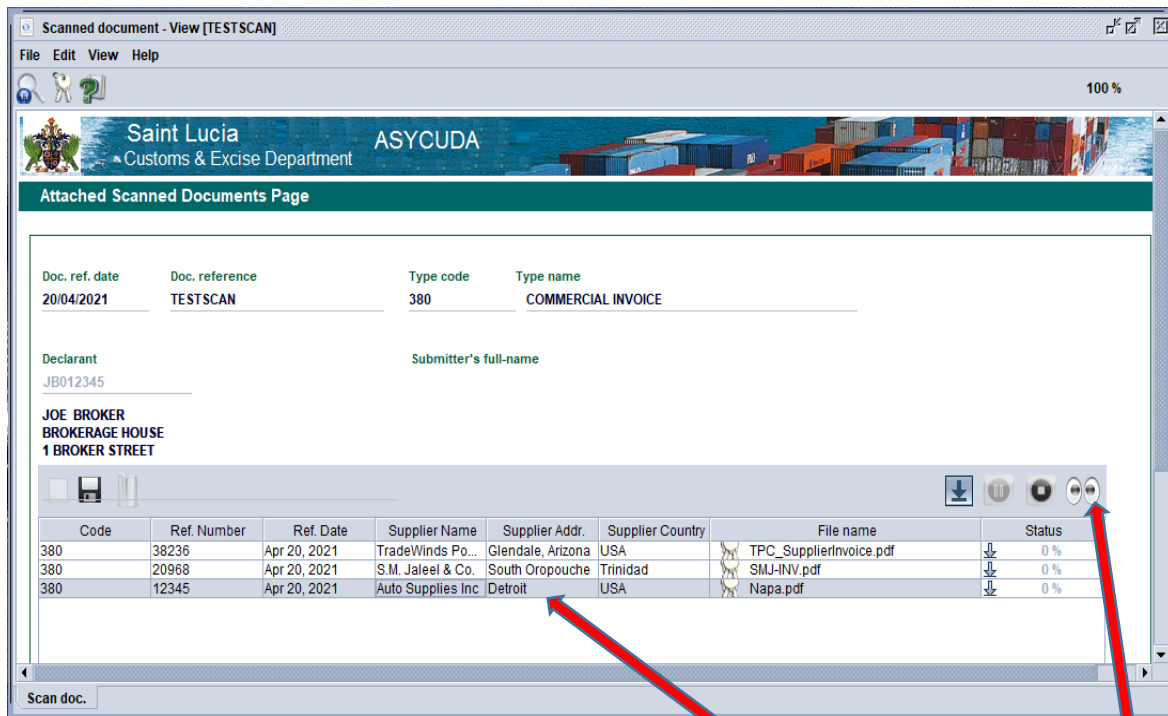




Figure 18. Document options

Document highlighted


Click here to view file

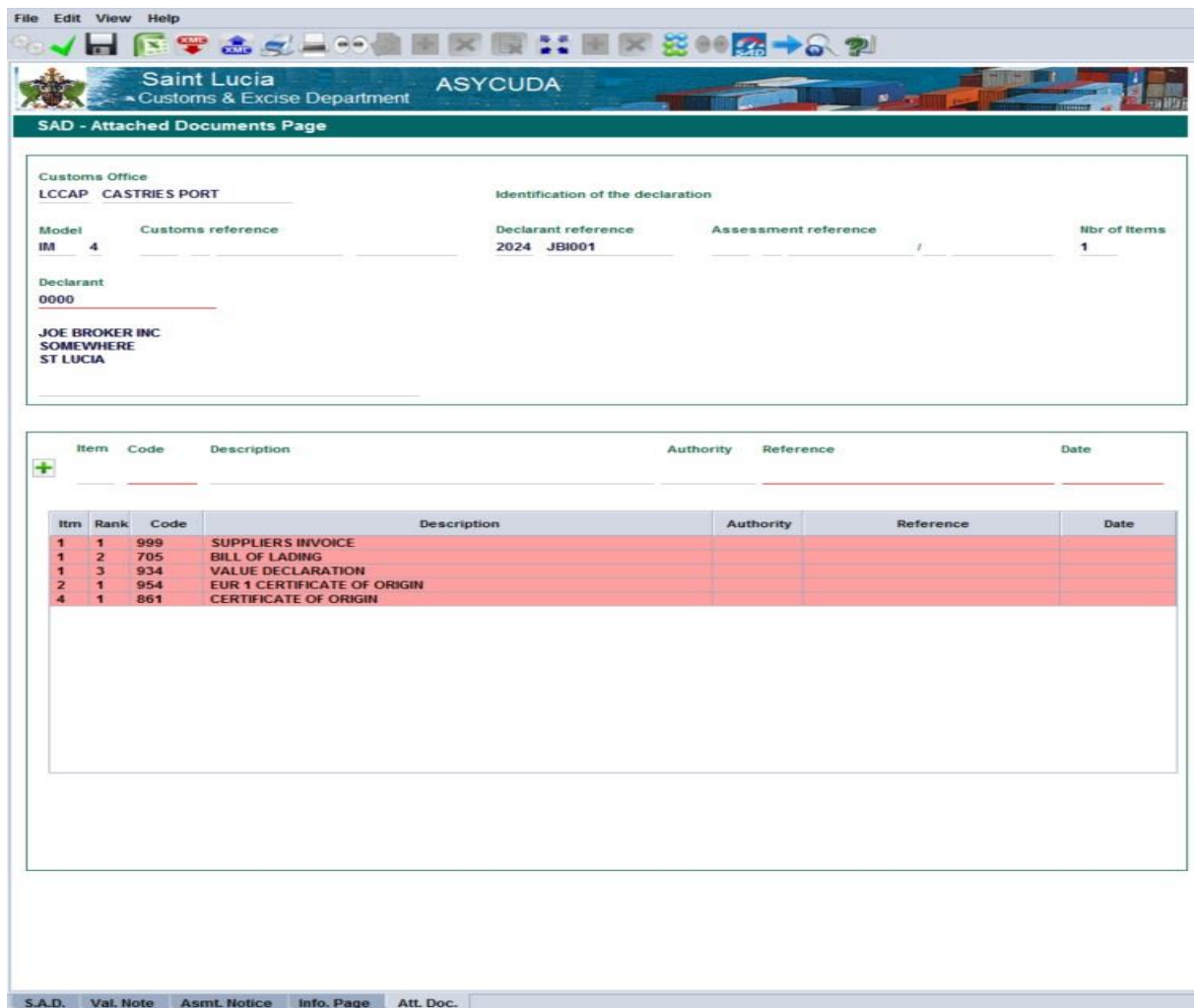
Highlight the document(s) in the bottom half of the page and click on the  button to download the file to the local machine or the  button to open the file in the default PDF file viewer. See Figure 18.

1.4 Option Two – The SAD Attach Documents Tab

An alternative method for attaching scanned documents to a Single Administrative Document (SAD) can be accessed through the “Att.Doc.” tab. Note that during the verification process, the SAD will list all required scanned documents. You must complete the reference information for these documents before the system allows for assessment. Additionally, users have the flexibility to upload additional scanned documents that may not be listed. The steps for both procedures are outlined below:

Step 1: Inserting reference information for the mandatory list

Open a new SAD and complete the various fields required to make your declaration or retrieve a stored SAD for processing. Click on the  icon to verify the SAD. An error message will be displayed stating: "Error: Attached Document Reference is Mandatory". Click the "Att. Doc." Tab at the bottom of the page. The Attached Documents Page upper section will be pre-populated with information from the SAD general segment and will appear as seen in Figure 19. The system will display a listing of all mandatory documents required for the SAD. **N.B. you are to verify the list displayed and insert any missing documents that may not appear in the list.**



The screenshot displays the ASYCUDA web application interface. At the top, there is a navigation bar with the text "Saint Lucia Customs & Excise Department ASYCUDA". Below this is a sub-header "SAD - Attached Documents Page".

The main content area is divided into two sections. The upper section contains a form with the following fields:

- Customs Office: LCCAP CASTRIES PORT
- Identification of the declaration:
 - Model: IM
 - Customs reference: 4
 - Declarant reference: 2024 JBI001
 - Assessment reference: /
 - Nbr of Items: 1
- Declarant: 0000
- Declarant Name: JOE BROKER INC, SOMEWHERE, ST LUCIA


The lower section is a table with the following columns: Item, Rank, Code, Description, Authority, Reference, and Date. The table contains the following data:

Item	Rank	Code	Description	Authority	Reference	Date
1	1	999	SUPPLIERS INVOICE			
1	2	705	BILL OF LADING			
1	3	934	VALUE DECLARATION			
2	1	954	EUR 1 CERTIFICATE OF ORIGIN			
4	1	861	CERTIFICATE OF ORIGIN			



At the bottom of the page, there is a navigation bar with tabs: S.A.D., Val. Note, Asmt. Notice, Info. Page, and Att. Doc.

Figure 19. Attached Documents Page

Step 2: Inserting scanned documents page reference information

Right-click each Scanned Document and select the  option. This will retrieve the selected scanned document and allow for the input of reference information into the fields in the top section of the page as follows: -

- I. Reference – Insert the reference information for each mandatory document listed.
- II. Date – Insert the date for each mandatory document listed.

Click the  icon after inserting the reference information for each scanned document to add it to the list. If the scanned document was previously registered by using the steps described in “Option One” of this user guide, then the scanned document would be automatically added to the bottom list of the page. If the reference information does not match a previously save scanned document, the system will display an error message as seen in Figure 20. Click on the  icon to confirm the upload of the scanned document(s).

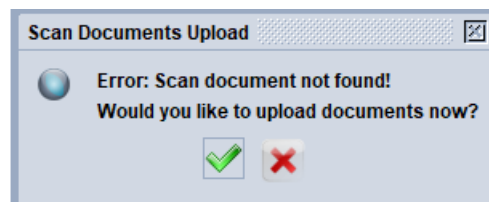


Figure 20. Scanned Documents Upload

The Attached Scanned Documents Page will appear. Note the reference number of the document entered in the previous step in the page’s title bar and Doc. Reference field. See figure 21.

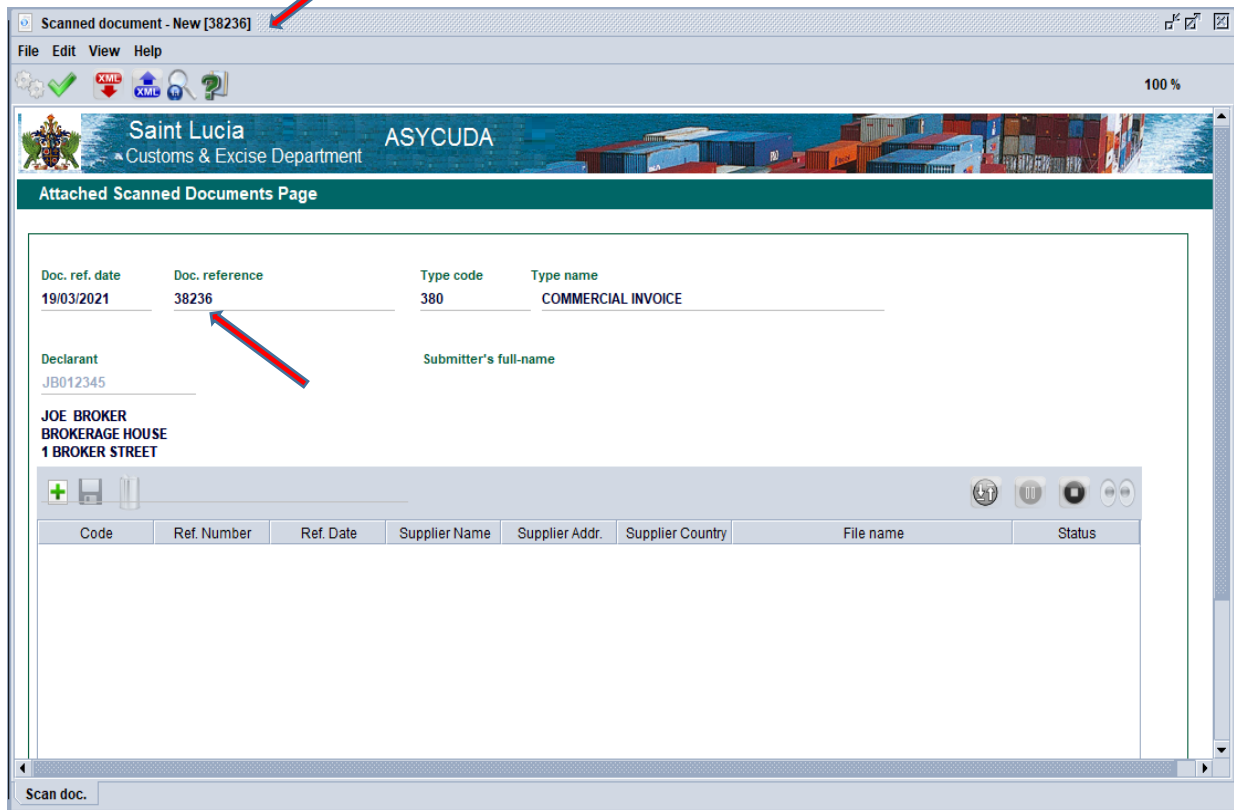




Figure 21. Scanned document page

Click on the “Register”  icon to store the scanned document on the ASYCUDA server. Repeat Steps 2–4 described on pages 5-8 of this manual to upload all scanned files pertinent to the declaration being prepared then click on the  icon in the “Att. Doc.” tab. Figure 22 shows a completed list of all scanned documents in the Attached Documents Page.

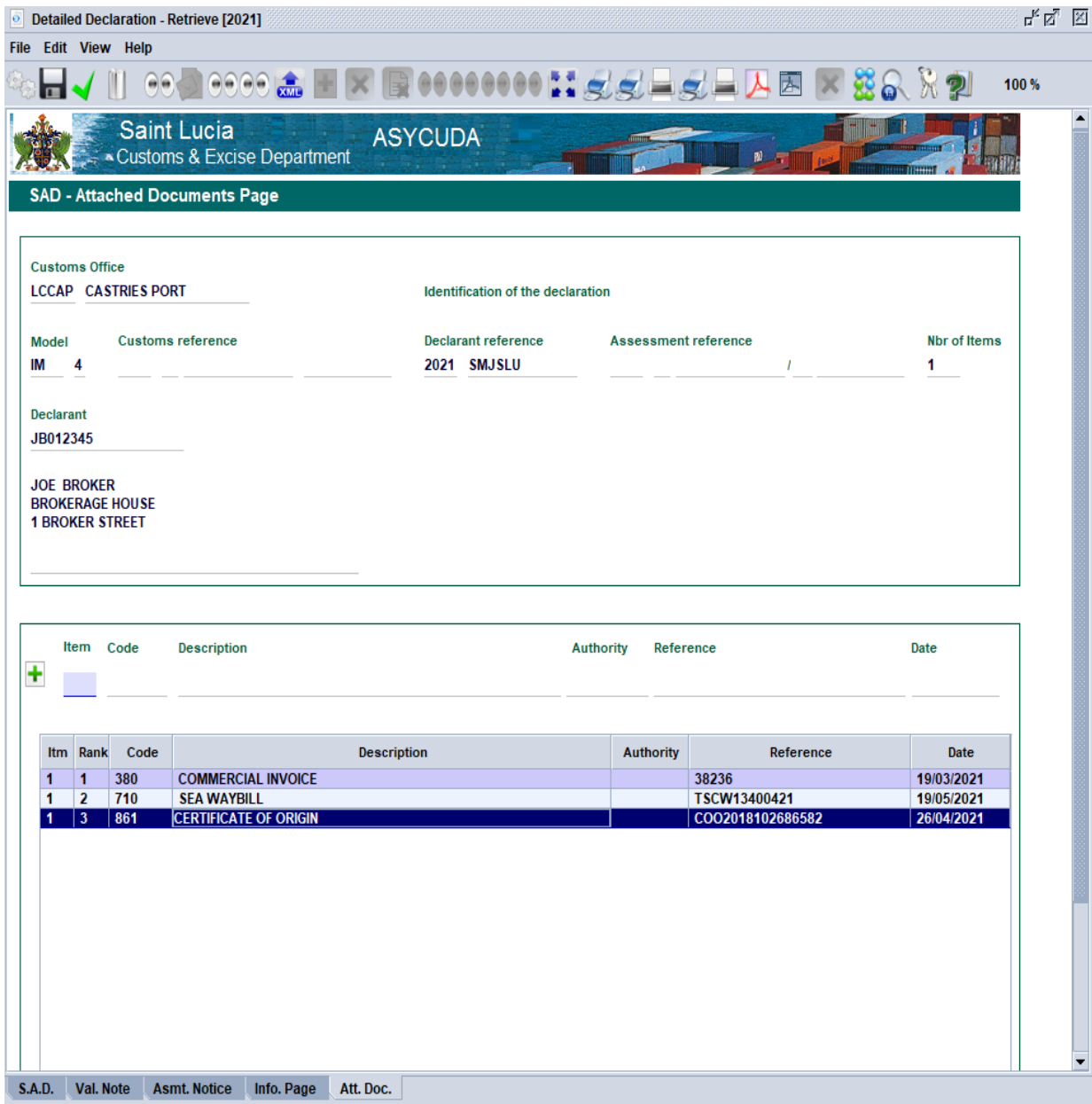


Figure 22. Completed Attached Documents Page

If an error was made in attaching the scanned file to the SAD, the user can select the erroneous line in the list to highlight it, then on right-clicking the appropriate line from the function menu, choose “Modify” to make changes or “Delete” to purge it from the list. See Figure 23 overleaf.

2. Viewing Scanned Documents

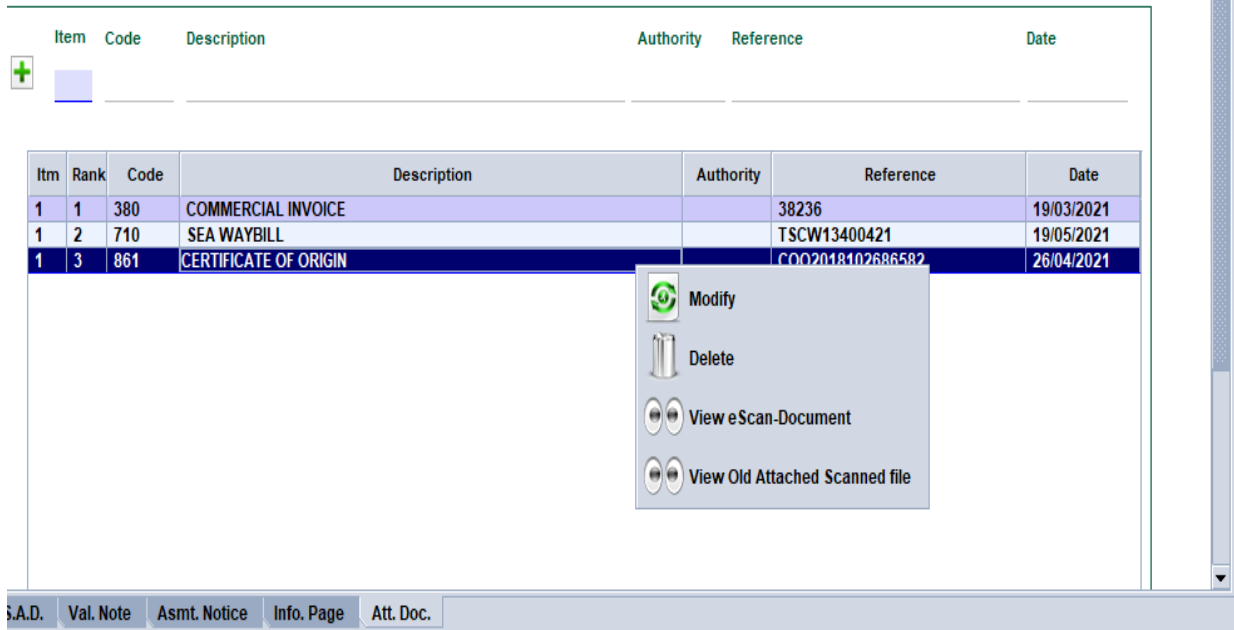


Figure 23. Attached document(s) Function menu



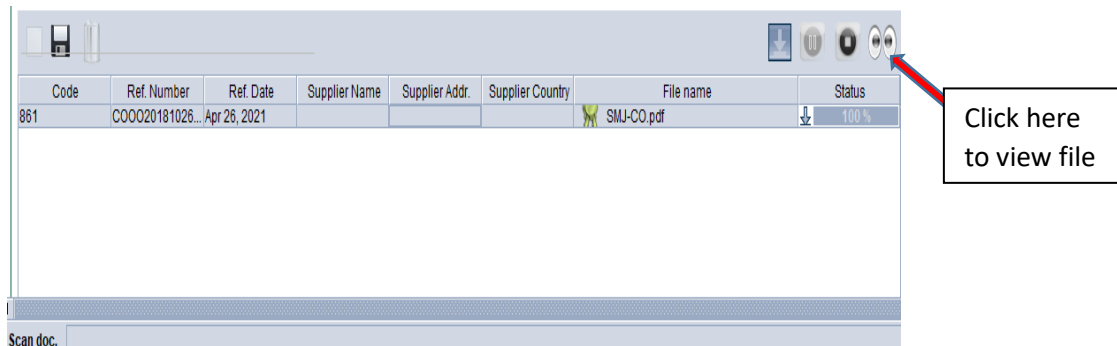
The menu option “View eScan-Document” activates the registered scanned documents page from where the user can click on the  icon to view the scanned file in the default pdf viewer. The option “View Old Attached Scanned file” allows the user to view scanned documents stored on the server prior to ASYCUDA World version 4.2.2, that is, attachments prior to August 2nd 2021.

Figure 24 overleaf shows a sample document when the user clicks on the  icon on a registered scanned document page to view the uploaded scanned file.



SELLER (Name, full address, country) Auto Parts LTD Any Place Any Country		INVOICE DATE AND NO. May 24, 2021 123456789	CUSTOMER'S ORDER NO. 2766
CONSIGNEE (Name, full address, country) ABC Company Some Address Some Country		BUYER (If other than consignee)	
PORT OF LADING Port Castries		PRESENTING BANK	
COUNTRY OF FINAL DESTINATION ST. LUCIA		SHIP/AIR/ETC. OCEAN PANTHER	
OTHER TRANSPORT INFORMATION IMO 987654321		CURRENCY OF SALE USD	
MARKS AND NUMBERS ABC COMPANY		DESCRIPTION OF GOODS AUTO PARTS	GROSS WEIGHT 75 KGS
NO. & KIND OF PKGE.		NET WEIGHT kg.	QUANTITY
SPECIFICATION OF COMMODITIES (IN CODE AND/OR IN FULL)		UNIT PRICE	AMOUNT
3 Box	Oil Filter	20	90
1 Box	Fuel Filter	15	55
2 Boxes	Brake Pads	40	150
			\$ 17.28
			\$ 28.64
			\$ 32.95
IT IS HEREBY CERTIFIED THAT THIS INVOICE SHOWS THE ACTUAL PRICE OF THE GOODS DESCRIBED, THAT NO OTHER INVOICE HAS BEEN OR WILL BE ISSUED AND THAT ALL PARTICULARS ARE TRUE AND CORRECT.		MEAS CBM	
SIGNATURE AND STATUS OF AUTHORIZED PERSON John Doe - Sales Manager		PACKING	
		FREIGHT	Collect
		OTHER COSTS (Specify)	
		INSURANCE	80.73
		TOTAL INVOICE AMOUNT	\$ 8,153.63

Figure 24. Sample Scanned document file