ASYCUDA WORLD SCANNED DOCUMENTS USER MANUAL

Table of Contents

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.

Option 1 – 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.
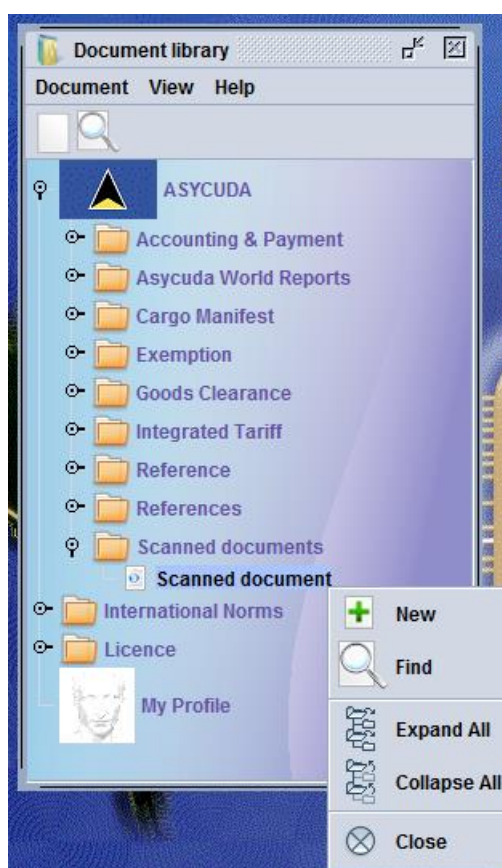

Figure 1. Creating a scanned e-document

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:

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's (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.

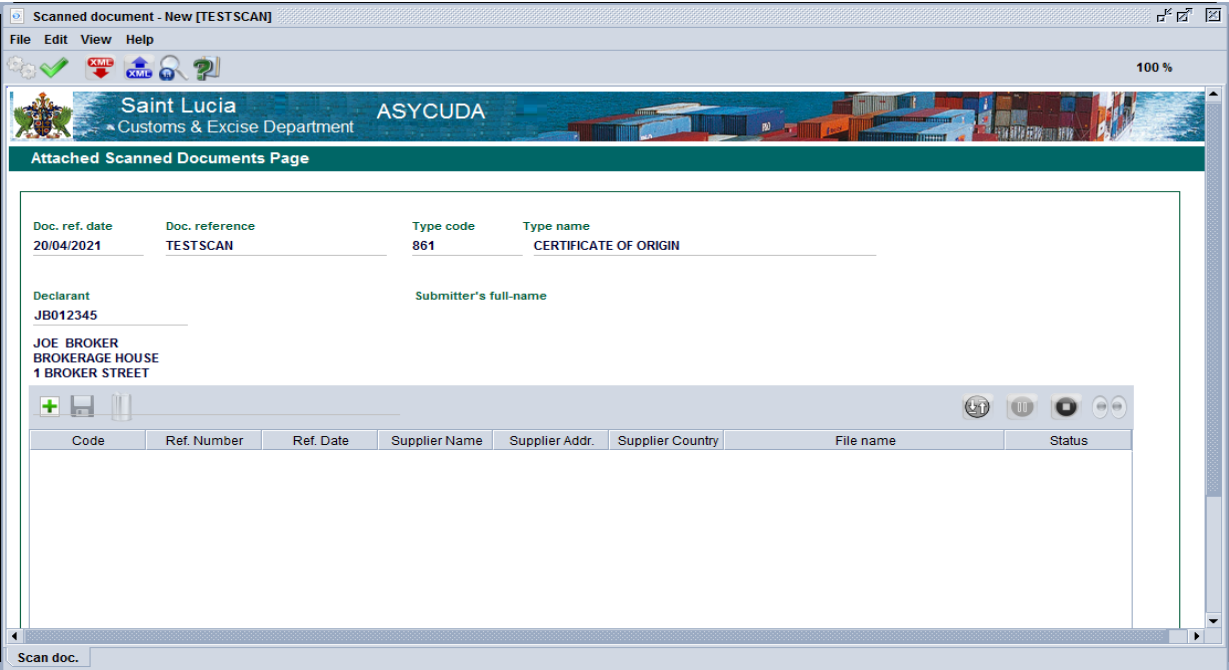Figure 3 shows a completed upper section of the Scanned Documents page.

Figure 3. Completed Upper Section

Step 2:

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.
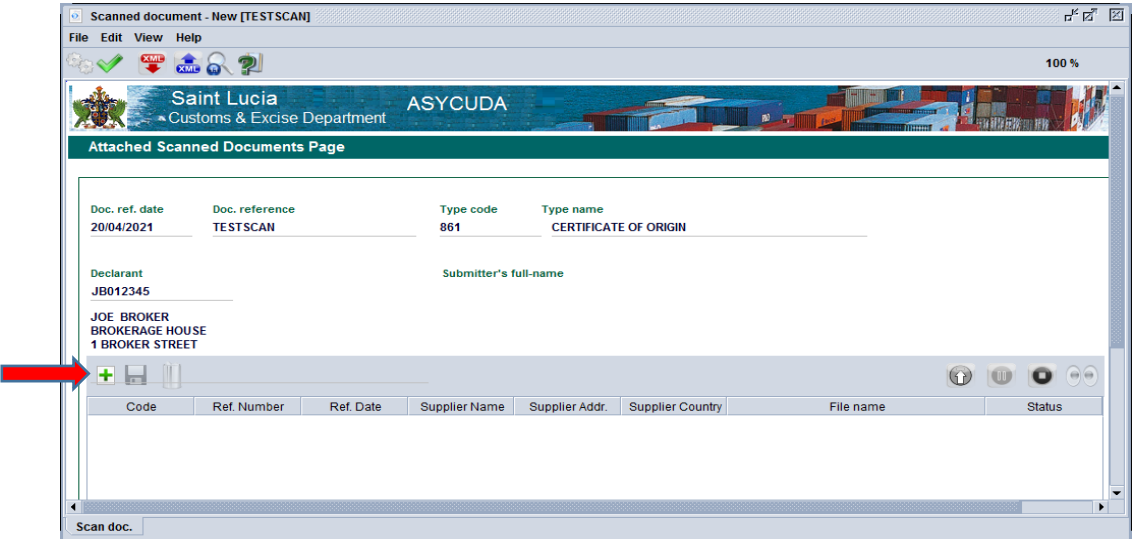

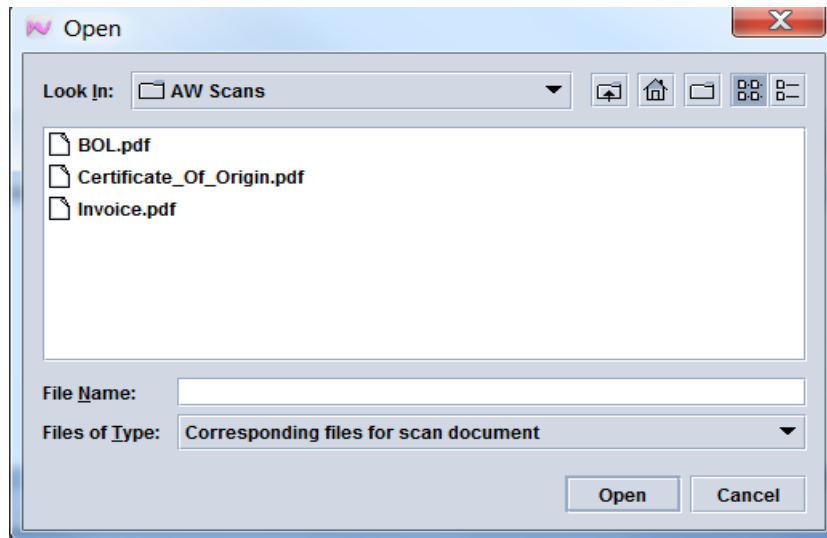*Figure 4. Adding file(s) to the Scanned Documents Page*

Figure 5. Local Computer Storage

Step 3:

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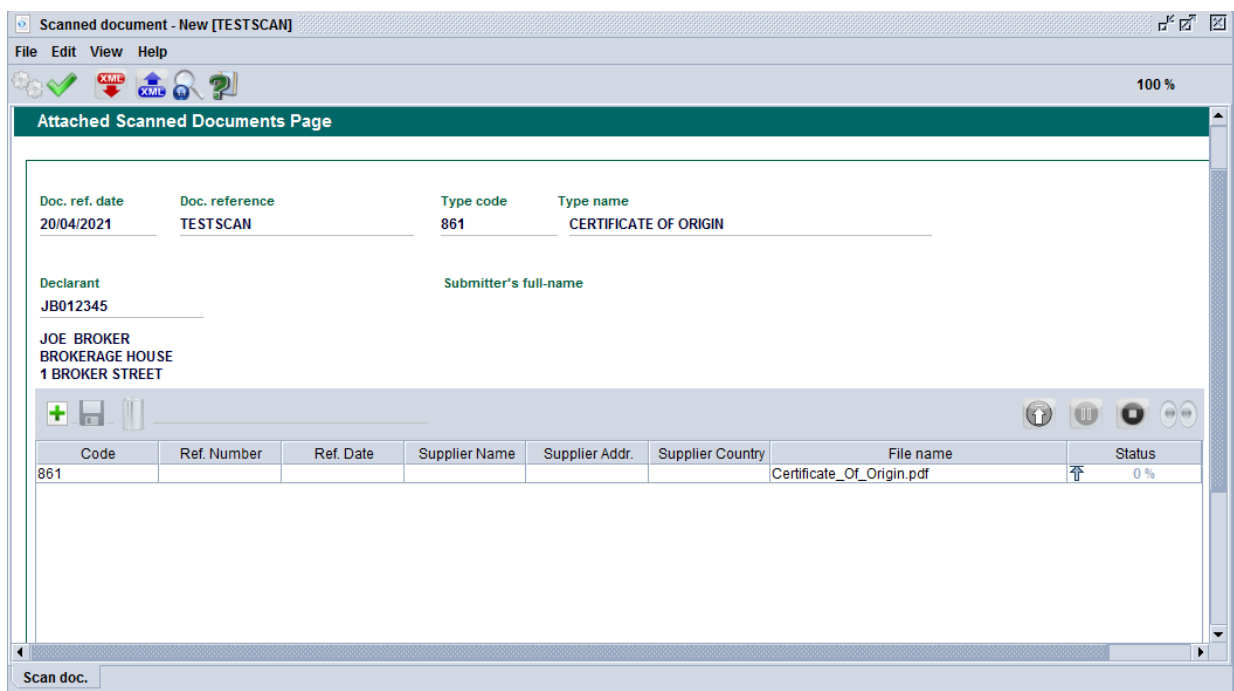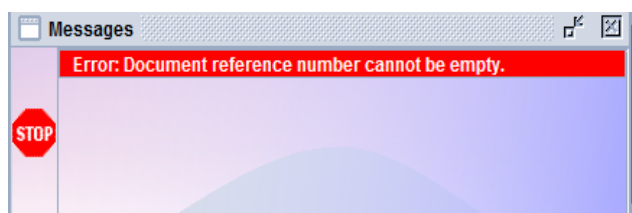

Figure 6. Selected file(s) added to the Page

Step 4:

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
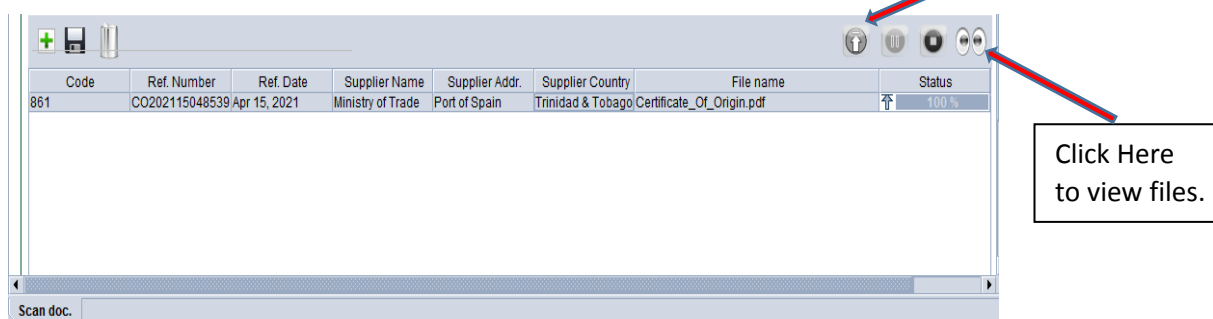
Figure 7. Completed Information

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

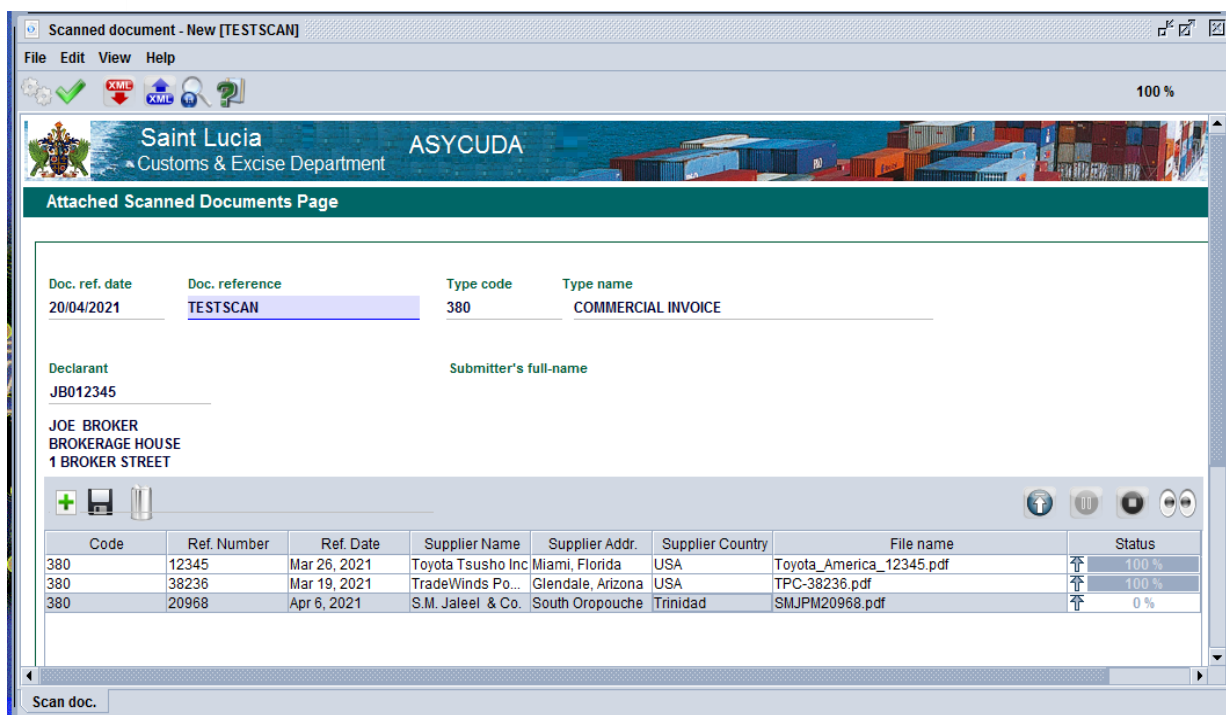**NB: Only one code type can be registered per attached scanned documents page.**

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.
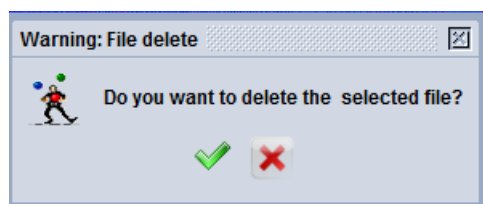

Figure 9. File Delete Message

Click on the ✓ button to proceed with deleting the file. The file will then be purged from the list as seen in Figure 10.
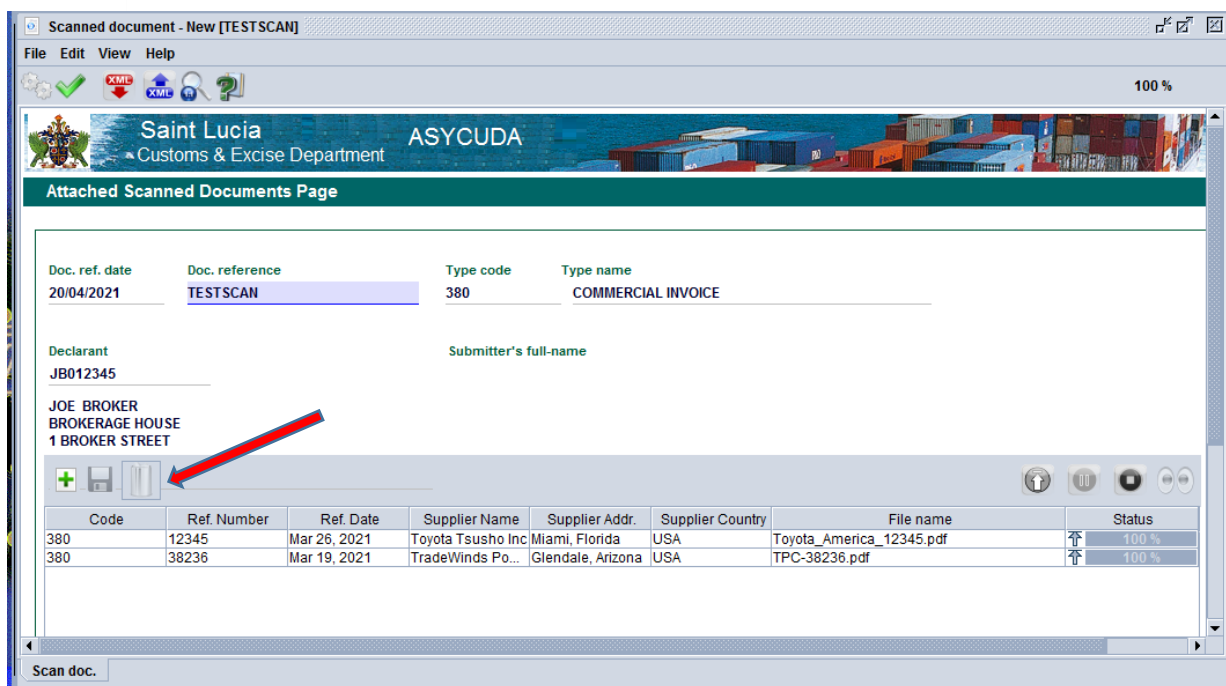
Figure 10. File deleted from list of scanned documents

2. Registering Scanned Documents

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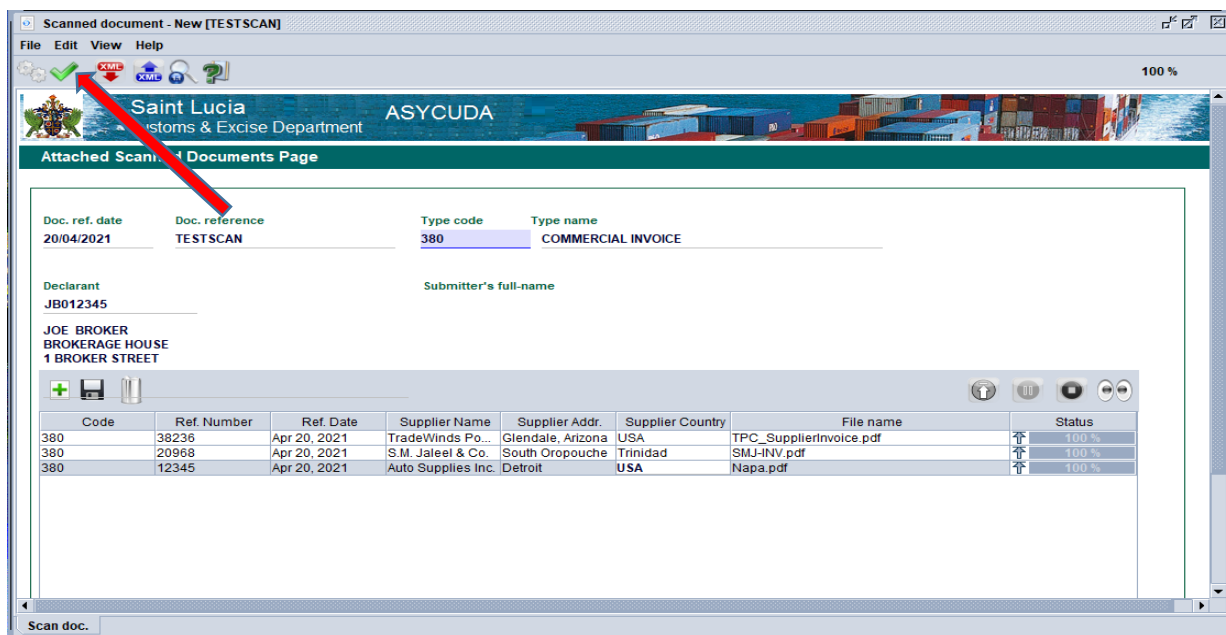

Figure 11. Register the Scanned Documents on the server

If any errors are displayed, they must be corrected before registration can be completed.

Once successful, the following message will appear.

Click here to upload other document types
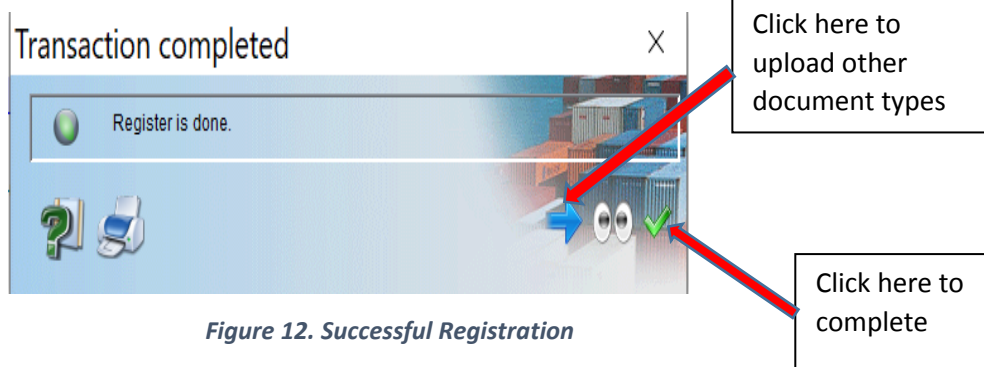
Click here to complete

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...".

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.
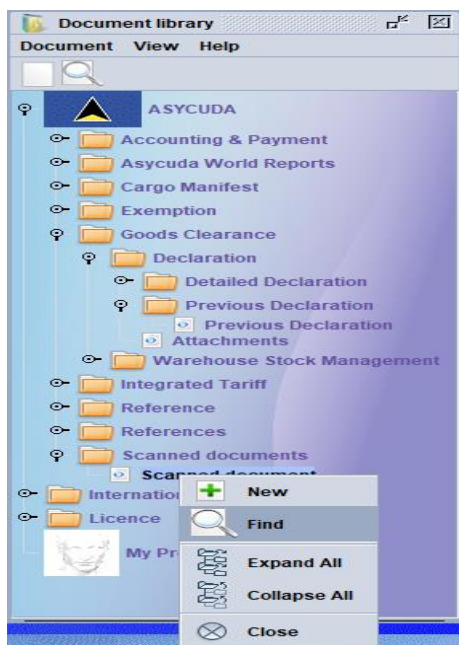

Figure 13. Retrieve Scanned Document

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] 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 155. 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.
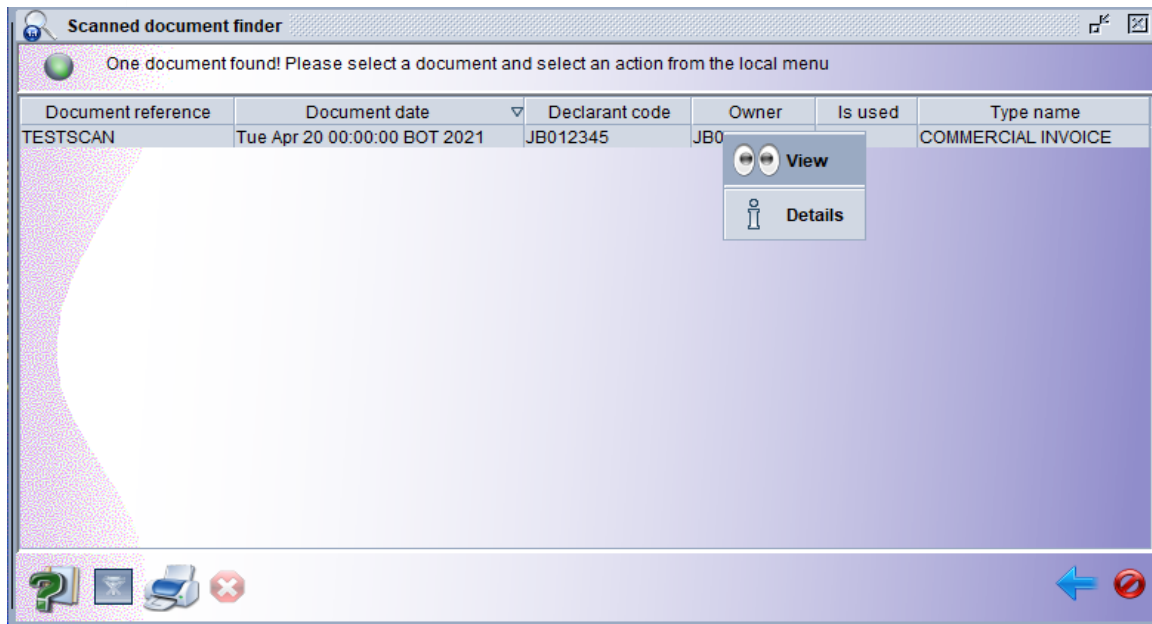
Figure 16. Search Results

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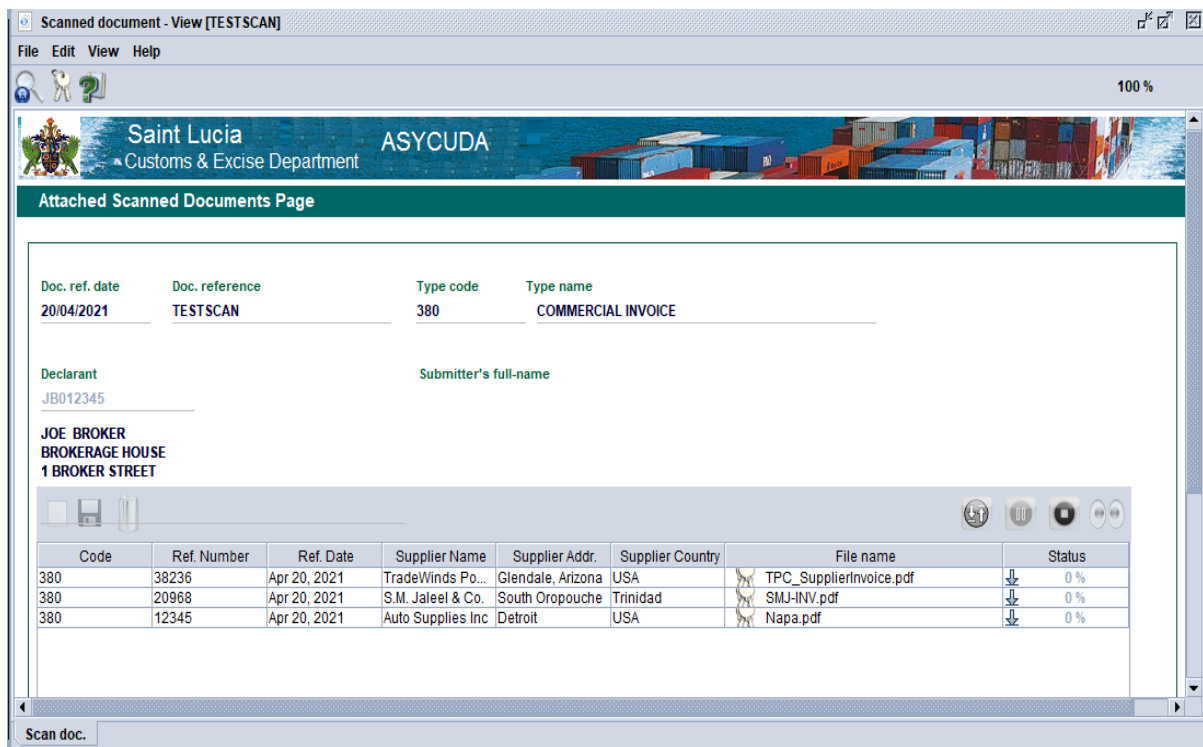

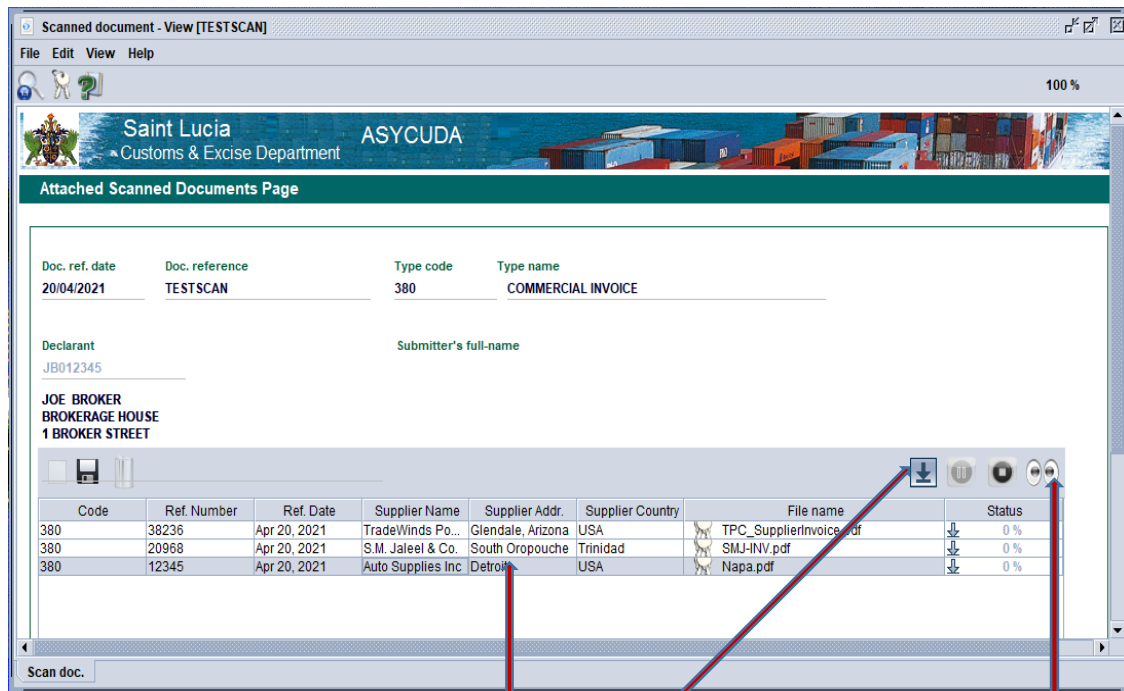*Figure 17. Scanned Documents - View*

Figure 17. Document Options

Document highlighted

Click here to download

Click here to view

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.

Option 2 – The SAD Attach Documents Tab

A second option for attaching scanned documents to a Single Administrative Document (SAD) is available via the "**Att.Doc**." tab. The procedure is explained in several steps as follows: -

Step 1:

Open a new SAD or retrieve a stored SAD for processing. Click on the "Att. Doc." Tab at the bottom of the page. The Attached Documents Page upper section pre-populated with information from the SAD general segment will appear as seen in Figure 19.

Figure 19. Attached Documents Page

Step 2:

Input information into the fields in the bottom section of the page as follows: -

I.   **Item.** Enter 1
II. **Code.** The code for the document being attached, e.g. 380 for invoice or 710 for BOL.
III. **Reference.** The commercial reference number such as an invoice or license number.
IV. **Date.** The date as indicated on the document

Step 3:

Click on the [+] icon. A pop-up dialog box will appear as seen in Figure 20. Click on the ✓ icon to confirm the upload of the scanned document(s).
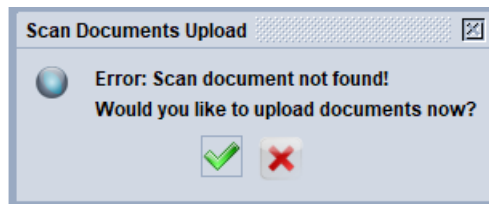
Figure 18. Scanned Documents Upload

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.
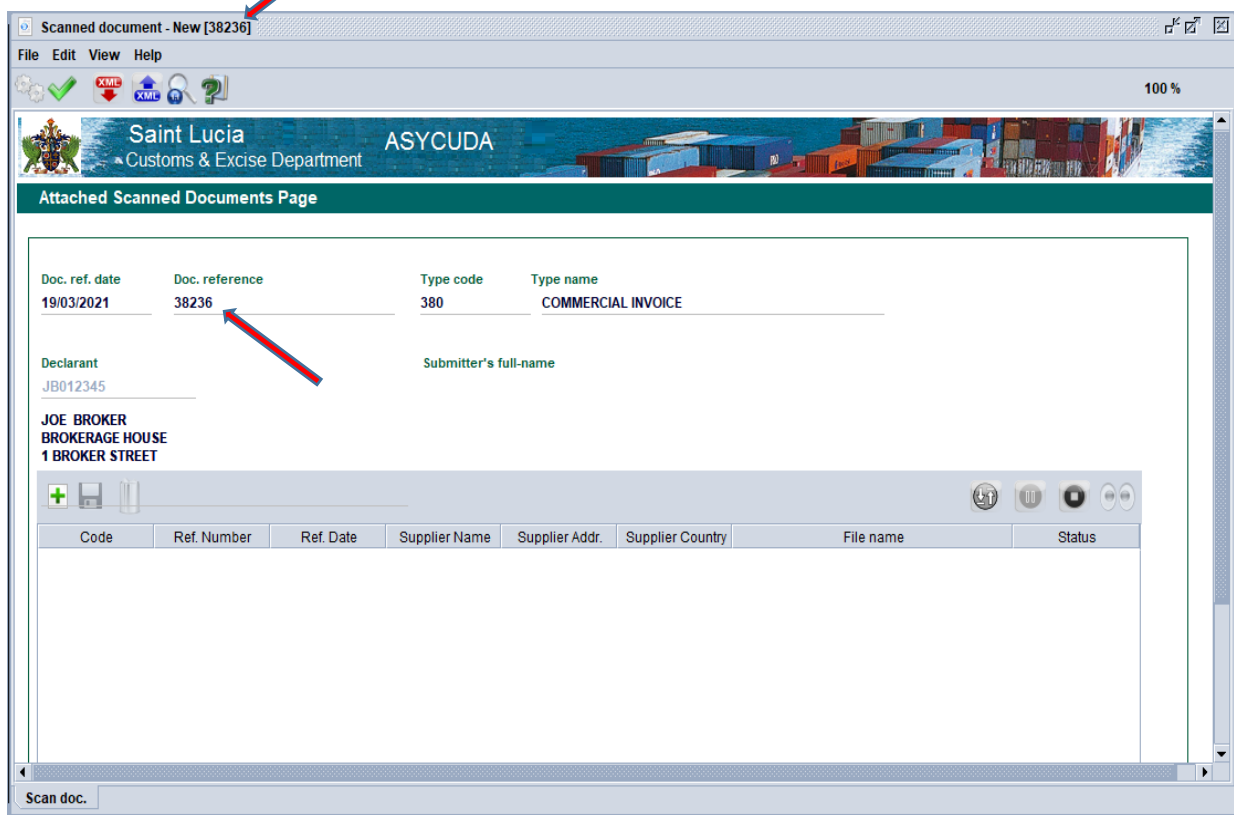

Figure 21. Scanned Document Page

Click on the "Register" ✓ icon to store the scanned document on the ASYCUDA server. Repeat Steps 2–4 described on pages 5-7 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 19. 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.
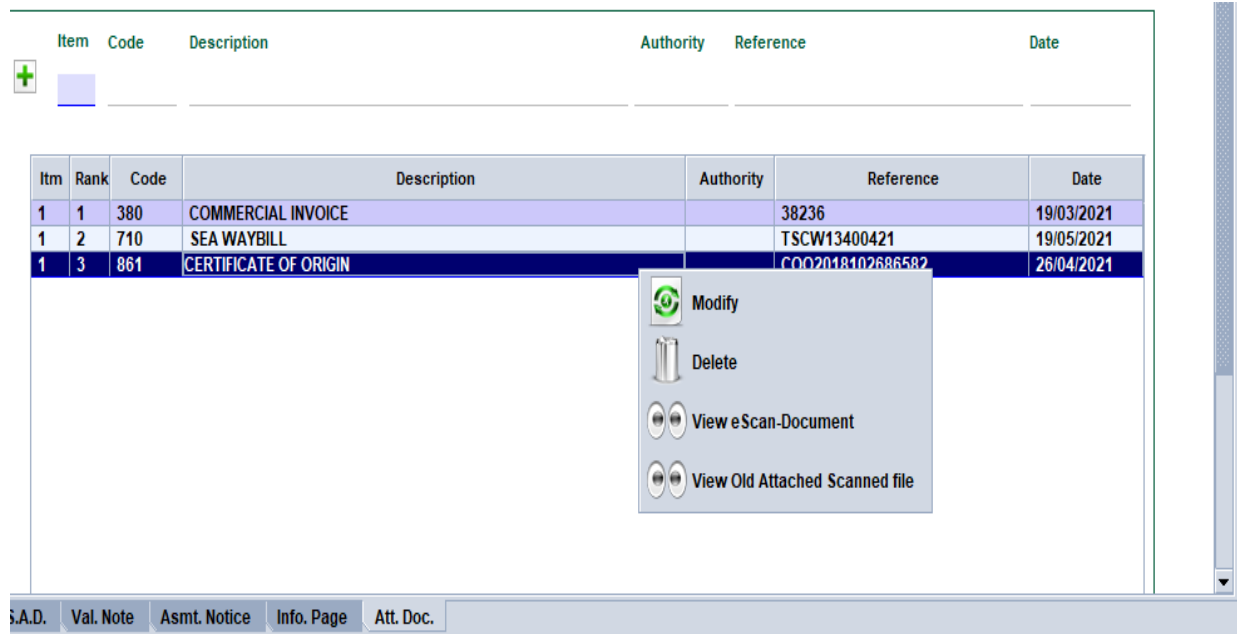
4. Viewing Scanned Documents

Figure 20. 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. See Figure 24. The option "View Old Attached Scanned file" allows the user to view scanned documents stored on the server prior to the implementation date of ASYCUDA World version 4.2.2.

Figure 25 overleaf shows a sample document when the user clicks on the ⊙⊙ icon on a registered scanned document page to view the uploaded scanned file.
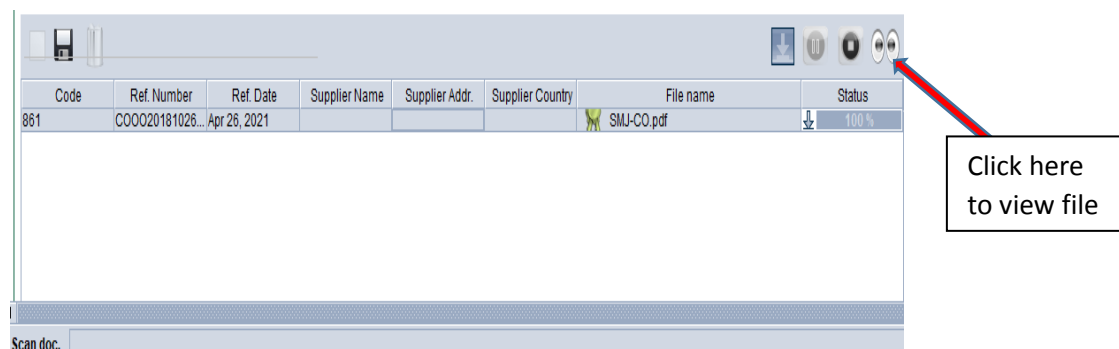

Figure 21. View file in pdf

SELLER (Name, full address, country)	INVOICE DATE AND NO.		CUSTOMER'S ORDER NO.
	May 24, 2021	123456789	2766
Auto Parts LTD Any Place Any Country	OTHER REFERENCES		
	BUYER (If other than consignee)		
	PRESENTING BANK		

CONSIGNEE (Name, full address, country)
   ABC Company
   Some Address
   Some Country
	Ship To:
	   Same as consignee		

	COUNTRY OF ORIGIN OF GOODS USA		
PORT OF LADING Port Castries	TERMS AND CONDITIONS OF DELIVERY AND PAYMENT FOB		
COUNTRY OF FINAL DESTINATION ST.LUCIA	SHIP'AIR/ETC. OCEAN PANTHER		
	CURRENCY OF SALE USD		

OTHER TRANSPORT INFORMATON IMO 987654321	MARKS AND NUMBERS ABC COMPANY	DESCRIPTION OF GOODS AUTO PARTS	GROSS WEIGHT 75 KGS
			MEAS CBM

NO. & KIND OF PKGE.	SPECIFICATION OF COMMODITIES (IN CODE AND/OR IN FULL)	NET WEIGHT kg.	QUANTITY	UNIT PRICE	AMOUNT
3 Box	Oil Filter	20	90	$ 17.28	$ 1,555.20
1 Box	Fuel Filter	15	55	$ 28.64	$ 1,575.20
2 Boxes	Brake Pads	40	150	$ 32.95	$ 4,942.50

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.

PACKING		
FREIGHT	Collect	
OTHER COSTS (Specify)		
INSURANCE		80.73
TOTAL INVOICE AMOUNT	$	8,153.63

SIGNATURE AND STATUS OF AUTHORIZED PERSON
 John Doe - Sales Manager

Figure 22. Sample Scanned Document File