



## Public Circular No. 34 of 2017

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### IMPLEMENTATION OF SCAN DOCUMENT FEATURE IN ASYCUDA World

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Fiji Revenue and Customs Authority (FRCA) wishes to inform all Stakeholders that from **12<sup>th</sup> June, 2017** the Scan document feature in AW will be implemented at **Suva Port** and it will be rolled out to **Nadi** and **Lautoka** Ports on **01<sup>st</sup> August, 2017**.

Effective from this dates the Customs Agents and Traders are required to upload all supporting documents related to a SAD using the scan document feature in AW before Assessment.

Also, attached with this Public Circular is a procedure that Customs Brokers can refer to for processing of their SAD's using the scan document feature in AW.

For further enquiries, please liaise with Managers and AW team members at your respective Port or email to [asycuda@frca.org.fj](mailto:asycuda@frca.org.fj)

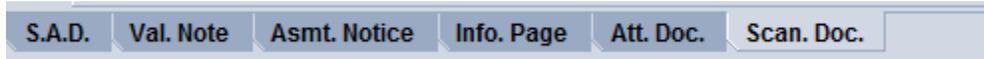
[Visvanath Das]  
**CHIEF EXECUTIVE OFFICER**  
**09<sup>th</sup> June, 2017**

# Instructions To Upload And Download Scan Documents In ASYCUDA World

## A. To Upload Document

### Step 1.

After creating a new SAD click on "Scan.Doc" tab to upload the related scanned or pdf documents.



### Step 2.

On the Scan.Doc screen click on  icon to select the document to be uploaded.

**SAD - Attached Scanned Documents Page**

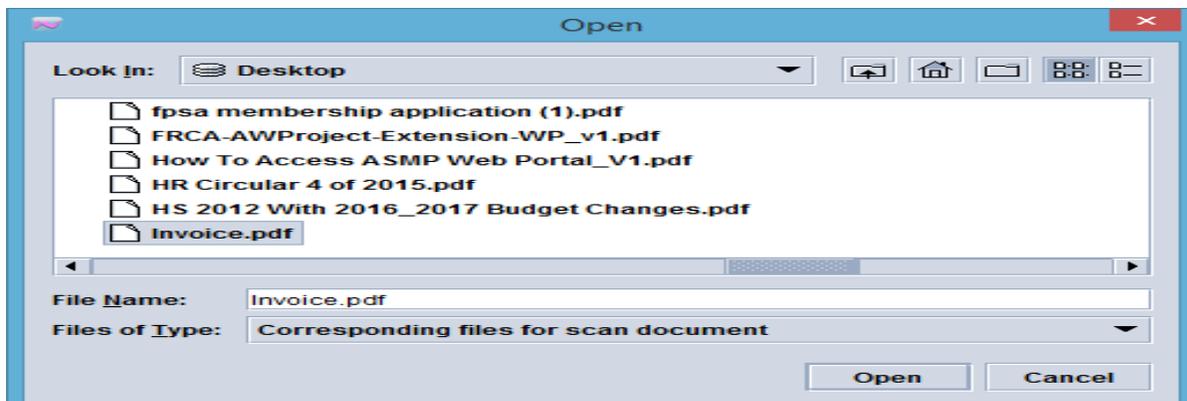
Customs Office SUVA Suva Customs Office		Identification of the declaration		
Model IM 4	Customs reference	Declarant reference 2016	Assessment reference /	Nbr of Items 1
Declarant 501190707				
INTERNATIONAL FREIGHT AND CLEARANCE SERVICES LTD 71 SUVA STREET..TOORAK				

Code	File name	Status

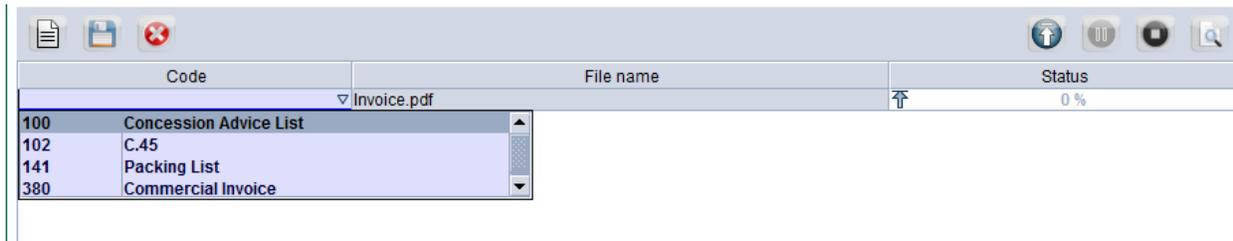
### Step 3.

Browse for the document to be uploaded and click open.



#### Step4.

Click on the dropdown list under “Code” to select the relevant code for the document to be uploaded.



#### Step 5.

After selecting the code ,click on  icon to upload the selected document and the status should reach 100% to confirm the upload and then assess the SAD.



### B). To download and view scan documents from SAD.

#### Step1.

Retrieve the SAD using the finder then click on the ‘Scan.Doc’ tab and select the document to be downloaded and click on  icon to start download.



#### Step2.

Status of 100% will indicate that download is complete and then click on  icon to view the document.

**End Of Documentation**



## **SAD processing using the Scan document function in AW.**

### **YellowLane procedure**

1. Broker create SAD attach relevant scan document, assess, paid, request for release order (selectivity).
2. SAD is selected YellowLane,
3. Broker access the examiner and section binder in AW to identify the YellowLane officer and notifies him/her that SAD is profile to YellowLane.
4. YellowLane officer compares the SAD together with the attach scan document using the AW system.
5. Once officer is satisfied without any discrepancies, he/she will clear the SAD and re-route to Green.
6. If YellowLane office is not satisfied with e-document after all verifications steps has been exhausted, he/she has the option to manually assign the SAD to Inspection section for further physical examination to ascertain his/her requirements. (YellowLane officer to properly endorse the reason for manual assigning the SAD, using the Information page tab or the Inspection Act.
7. When broker receive message of SAD being re-route to green, then print the Release order and forward it to the Shipping Agents.

8. Shipping Agents generate the exit note to allow the goods to be delivered to the consignee.
9. Broker will no longer produce the hard copy of the SAD to YellowLane officer. Only when requested by officer for further verifications and it is to be return to Broker after verification by YellowLane officer for filling with proper signing off.
10. Broker to properly file the hard copy of their SAD together with relevant scan document at their premises.
11. Broker to file their SAD according to their individual client as per their TIN Identification numbers and in Customs reference sequence.

### **RedLane Procedure**

1. Broker create SAD and attach relevant scan document, asses, paid and request for release order (selectivity)
2. SAD is selected RedLane
3. Broker access the examiner and section binder in AW to identify the RedLane officer and notifies him/her of SAD being selected RedLane for Inspection.
4. Inspection officer verifies the SAD with scan documents in the system including the criteria to be examines before attending to physical inspection.
5. Broker to provide hard copy of the SAD together with relevant document to the examination officer for further verification of the cargoes.
6. Hard copy of SAD together with relevant document will be return to the Broker by Inspection officer after entering the

Inspection report and modifications for additional dues to be paid done in the system as required.

7. If no discrepancies found, officer will endorse his/her examination report on the electronic SAD, clear the SAD and re-route to green.
8. If discrepancies found that require further investigation, detains the goods and hand over to compliance or Investigation.
9. Inspection officer will assign the SAD to Blue lane officers for further processing.

### **Green Lane procedure**

1. SAD that are processed under green lane should be properly file by companies TIN in Customs Reference numbers sequence and if hard copies are requested by customs, it should be deliver with proper handing over cover and is to be retrieve back after Customs verification for proper filling.

### **Scan document that brokers overlooked to attach to the SAD.**

1. Broker will seek Manager Revenues approval to Post Modify the SAD
2. Once approvals authorized from Manager Revenue, Manager/Team Leader/YellowLane officer or any other officer appointed will perform the Post Modification of the SAD by uploading the scan document.
3. Broker will have to email the soft copy of document to be upload in the scan document tab to Manager Revenue or Team Leader.

4. Officer will select the scan document tab and upload the documents that is to be attached to the SAD.
5. After uploading officer will Verify and then Validate
6. Officer to complete the Inspection report and validate the Inspection act.

### **Gold Card SAD process;**

1. Current process will still apply, with only scan document attached.
2. Process above will also apply, where SAD hard copy will no longer be required unless necessary required by Custom officer.

### **SAD Requires Section 10 approvals.**

1. Broker follows process on Yellow Lane above from point 1 to 3
2. Broker notifies Tariff & Trade on attach Section 10 application for their endorsement.
3. Tariff & Trade Section when receive notification from Broker (through email or AW email or telephone) will retrieve the SAD.
4. Verifies the SAD together with the attach document, and scan Section 10 application.
5. Tariff & Trade officer endorse his/her findings in the Information page, verify, validate and complete the inspection Act.

6. Tariff & Trade officer notifies the Broker through normal email/AW email or by telephone that they have processed SAD and Broker can liaise with YellowLane officer to proceed with the verification of YellowLane profile SAD.
7. Broker notifies YellowLane officer of SAD being process from Tariff & Trade and to proceed with their YellowLane process.
8. Then continue from 4 to 10 as per prescribe on the YellowLane process above.



**End of Document**