HOW TO UPLOAD SCAN DOCUMENTS TO THE CUSTOMS ASYCUDA SYSTEM

Open a new declaration in ASYCUDA World.

Go to Scan.Doc at the bottom of the declaration
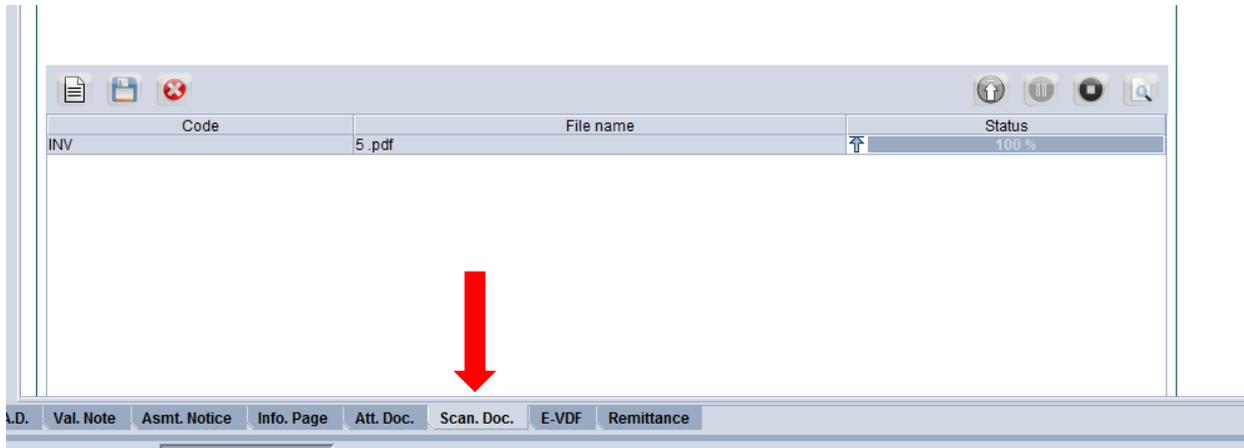
Click on the new button
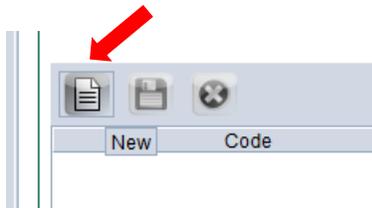
Select the Scan Doc (pdf less than 140kb) you want to upload and click on Open
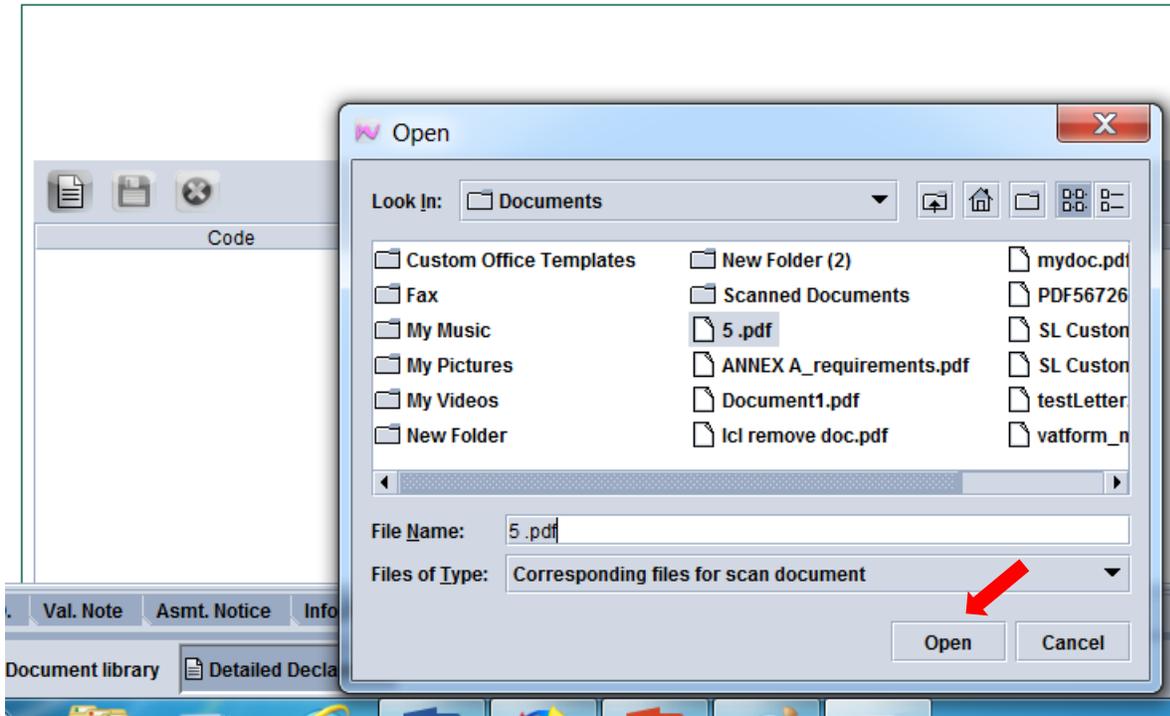
Left click on the mouse while the mouse pointer is on the Document1.pdf. The colour of the bar will change.
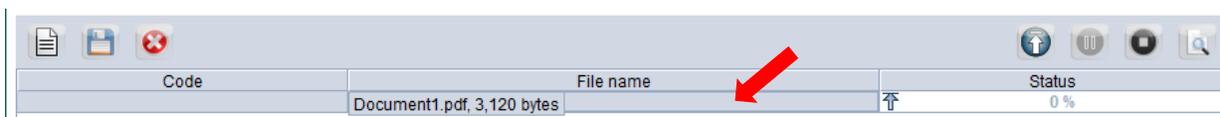
When you take the mouse to the upload button the colour will change to yellow.
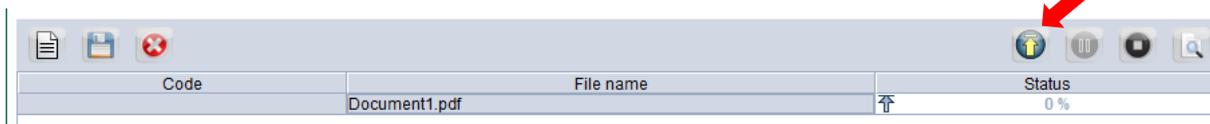
Next click on the Upload button .

When the upload is completed the status button will indicate 100% has been uploaded.

Next click on the Code and select the relevant document.

Code		File name	Status
	▽ Document1.pdf		100 %
001	Authorization letter of the company		
002	Commercial Invoice		
003	Delivery Order (DO)		
004	Letter of Credit (LC) or other documents relating to		
005	Insurance Certificate		
SLC	Letter form Sri Lanka Customs		

| S.A.D. | Val. Note | Asmt. Notice | Info. Page | Att. Doc. | Scan. Doc. | E-VDF | Remittance |
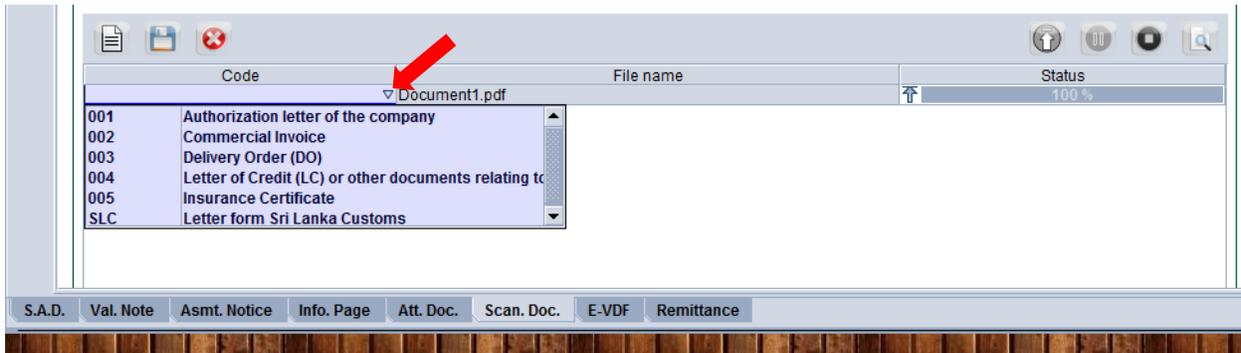
Next click on the verify button 👁 at the top of the menu bar. You will get a message stating the "Document verified". Click on ✔ button.

Detailed Declaration - New [2018]

File   Edit   View   Help

ASYCUDA

SAD - Attached Scanned Documents Page

Customs Office
CBHQ1   Colombo Head Quaters

Identification of the declaration

Model   Customs reference
IM   4

Declarant reference   As
2018

Declarant
1146397612525

EMIRATES CARGO LOGISTICS PVT LTD
8/3/13 BRISTOL ST COL 01
TL 22.05.2018 VAT EXPIRES

Message

ⓘ   Document verified!

✔

If you want to delete a document already attached to the CusDec you may do so by clicking the

delete button. The system will ask "Do you want to delete the selected file". Click on the blue button if you want to delete.
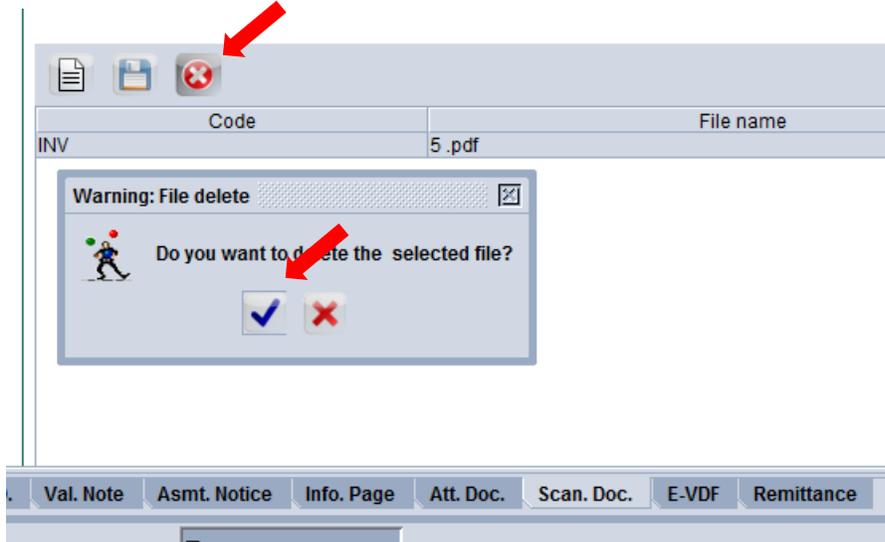
You may also pause or stop uploading a document by clicking on the pause or stop buttons.
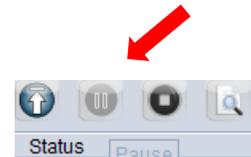
You can view the already uploaded pdf document by clicking on the icon.

If you click on the blue button next to the validate button the system will ask "Do you really want to validate this declaration?. If you are satisfied with the details you have keyed in to the AsyCuda system click on the blue button .
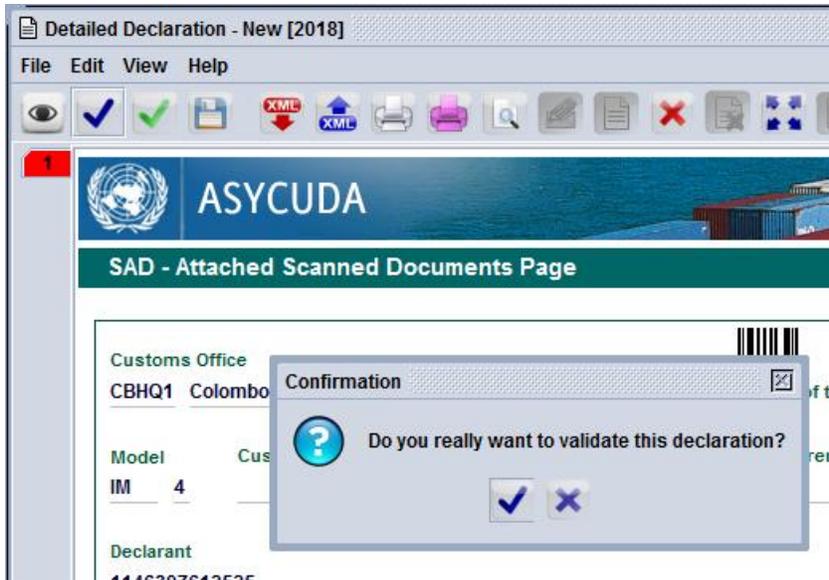
HOW TO VIEW SCAN DOCUMENTS TO THE CUSTOMS ASYCUDA SYSTEM

Click on the pdf document you wish to view and then click on the down load button.
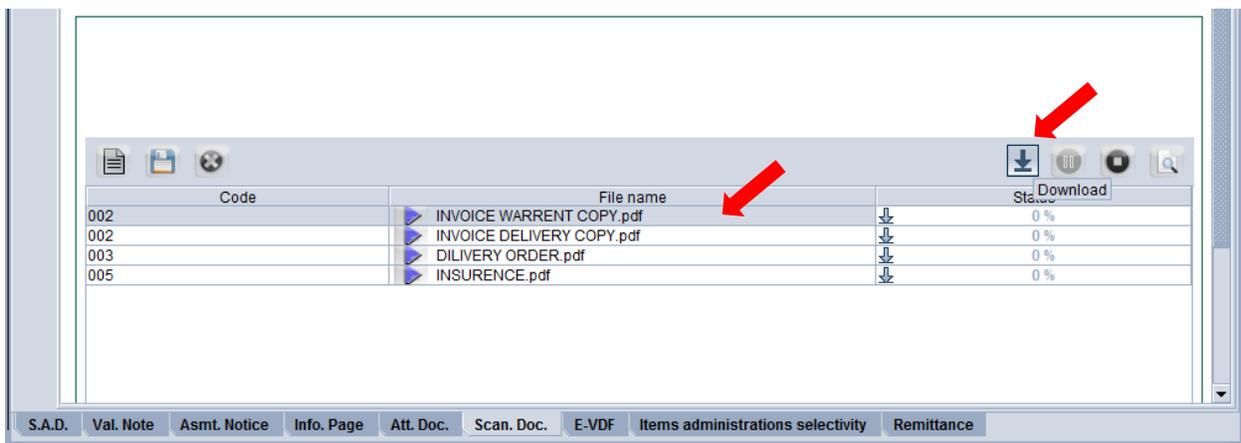
The relevent document will be downloaded on demand. Status will be indicated as 100% downloaded.
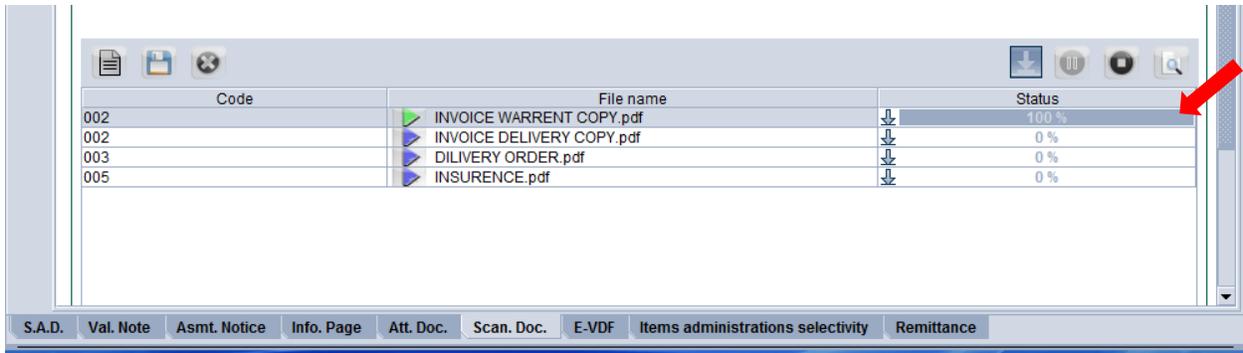
Click on View and the document will open.