



HOW TO PRINT A WAYBILL IN ASYCUDA WORLD

ABSTRACT

This document equips users of the ASYCUDA WORLD GUYANA system with the knowledge of how to print a waybill.

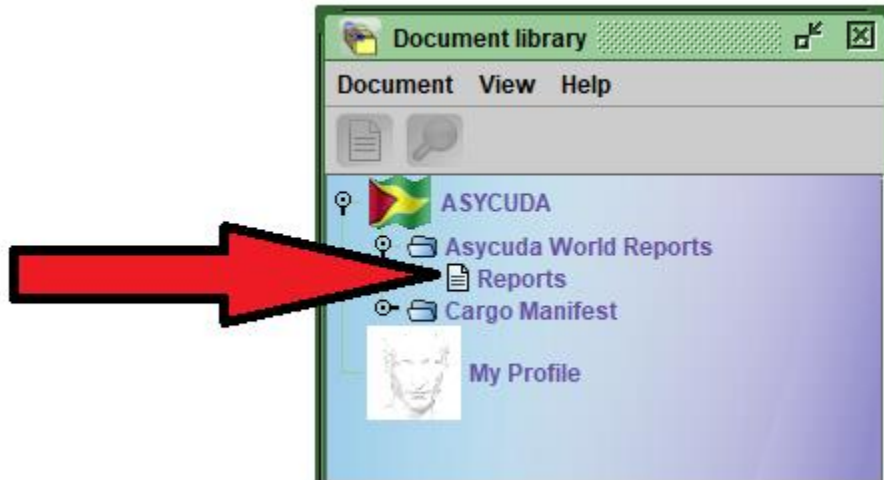
ASYCUDA WORLD

GUYANA NATIONAL PROJECT TEAM

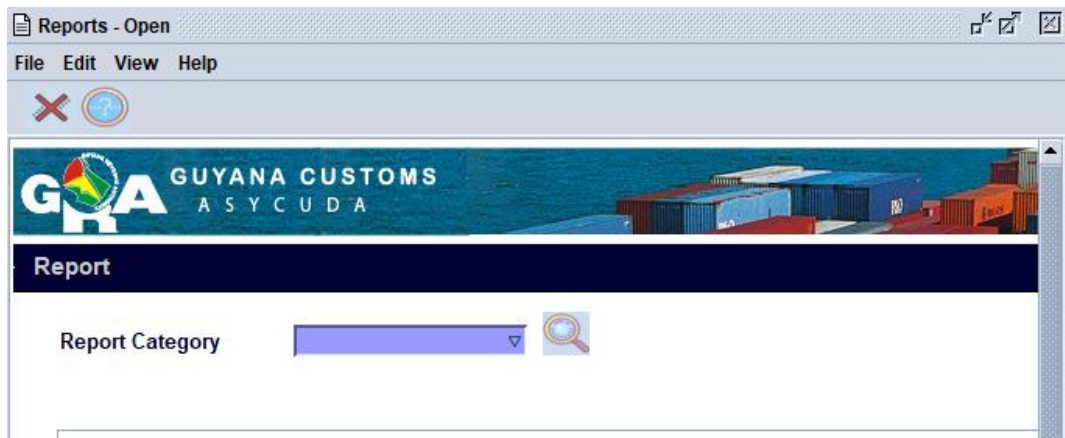
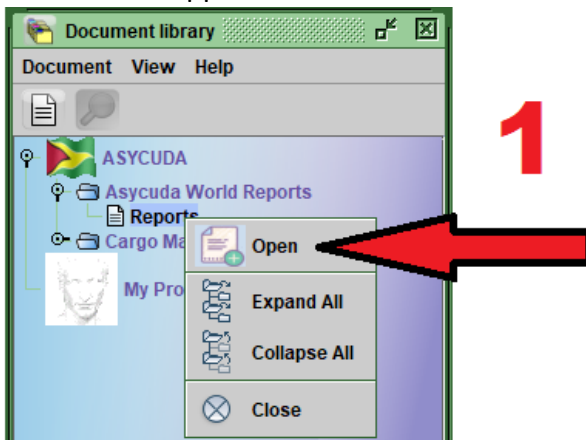
Print Waybill

Printing A Waybill

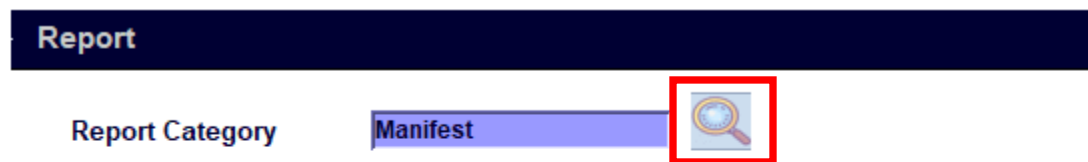
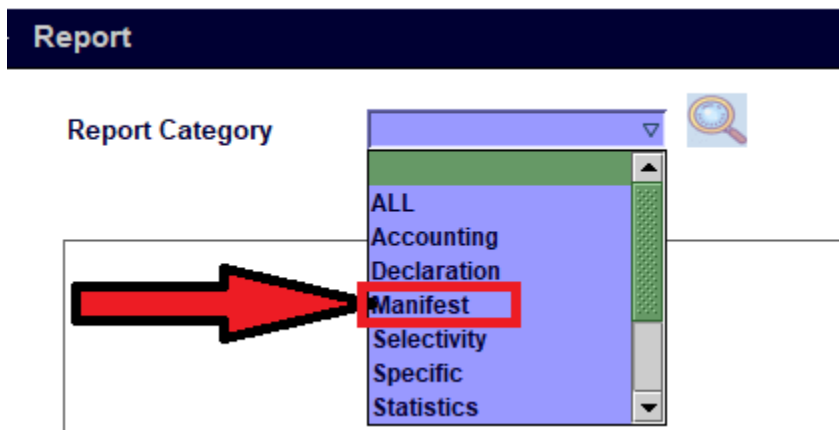
1. Once you are logged in, go to the document library and follow the path: ASYCUDA → Asycuda World Reports → Reports



2. Select the folder Reports, right click and select the option "Open". A new Reports Window will appear as shown below.

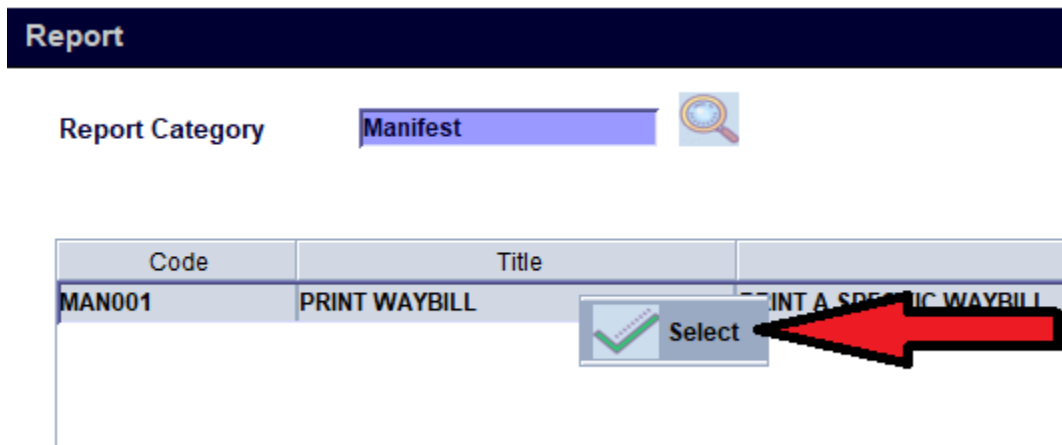


3. Select the drop down arrow at Report Category, choose the option Manifest, then select the search Icon.

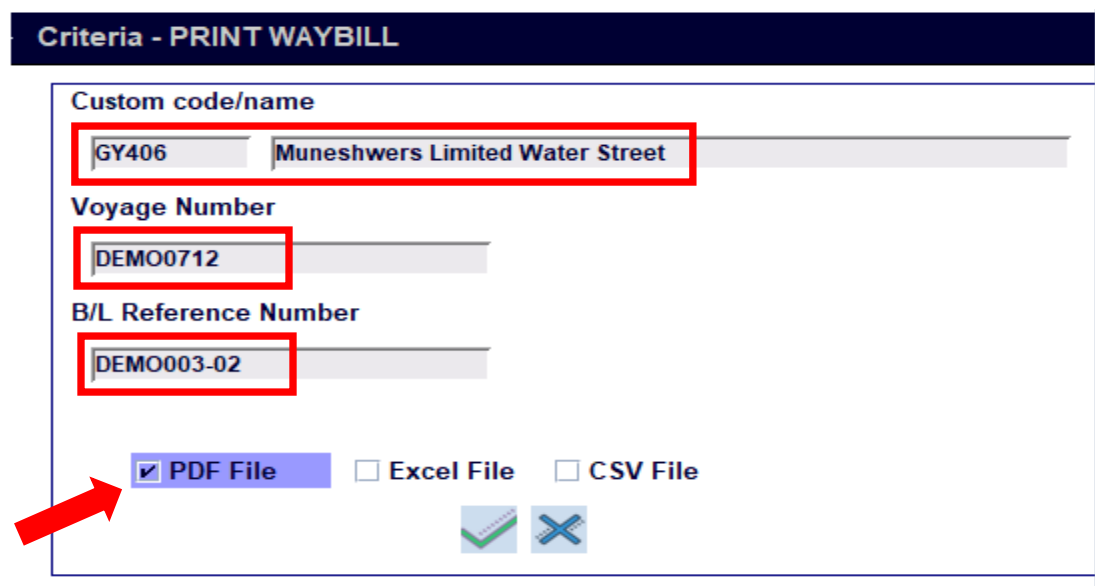


Code	Title	
MAN001	PRINT WAYBILL	PRINT A SPECIFIC WAYBILL

- Right click on Print Waybill and Select the Green Star that reads "Select". A new window will appear.



- Fill out the details of the Waybill you wish to print then select the tick box PDF File.



6. Proceed in selecting the Green star icon at the bottom of the window.



Criteria - PRINT WAYBILL

Custom code/name
GY406 Muneshwers Limited Water Street


Voyage Number
DEMO0712


B/L Reference Number
DEMO003-02



PDF File Excel File CSV File

7. A confirmation box will appear. Click the blue check. Your Waybill will then open in the pdf form. You can now print your waybill from the pdf reader.

Confirmation 

 Would you generate the report : PRINT WAYBILL

8. The Printed Waybill will appear as shown below.



WAYBILL

Office : Muneshwers Limited Water Street

PORT AUTHORITY	CUSTOMS
Reg. number :	Reg. number : 2018/8
Reg. Date/Time :	Reg. Date/Time : 2018-04-05 00:00:00.0
Valid. number :	Valid. number :
Valid. Date/Time :	Valid. Date/Time :
	Voyage number : DEMO0712
	Date of departure : 2018-03-11 00:00:00.0
	Date of arrival : 2018-04-04 00:00:00.0
	Ship name : MV_CARIBBEAN
	Flag : Cyprus
	Captain :
	Shipping line : Wings Aviation Limited
	Berth place :

Total number of B/Ls 1 Total number of containers 1 Total number of packages Total gross weight 200.0 Number of pages 1

Office : Muneshwers Limited Water Street		Reg. date 05/04/2018	Date of departure 11/03/2018	Reg. num 2018/8	Voyage num DEMO0712	Page 1				
Loading Port	Line	B/L number	Shipper Consignee Notify Number of containers	Container number E/F, Type Seals number	Number & Type of Packages	Description of Goods		Weights (KG)		
						Shipping marks		Net	Tare	Gross
USMIA MIAMI	2	DEMO003-02 HSE	SHI/ADD: AMERICAN CONTAINER LINES FOR /ACCOUNT OFUSG INTERIORS CNI/ADD: KMS INTERNATIONAL /JOKELAAN BARBADOS NY/ADD: SAME AS CONSIGNEE /NO ADDRESS CT: 1	IPXU3205318 1/1 45G0 SN: 014669 Hazmat:string	100 Drum, steel	BUILDING MATERIAL MISCELLANEOUS PP 1429 USD				200.0