



CONSIGNEE NUMBER LOOKUP

A STEP-BY-STEP GUIDE ON SEARCHING FOR
CONSIGNEE NUMBERS IN ASYCUDA

STEP 1

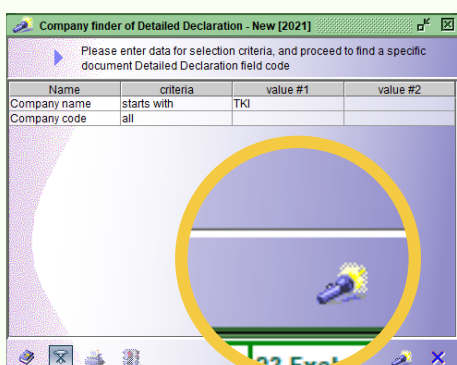
Type the consignee name/
part of the consignee name
in Field 8 of the declaration.

You can improve the quality of your
search results by typing specific
names and using correct spelling.

STEP 2

Press **F3** on the keyboard to
open finder.

You may need to press **F_n** and
F3 simultaneously to open
finder on some keyboards.



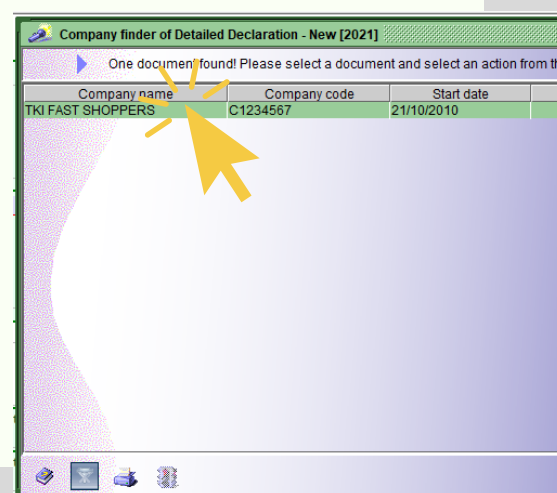
STEP 3

Click the search icon to
execute search.

STEP 4

If you see the consignee name that
matches your search, double click to
select.

If you don't see the consignee name you are
looking for, the Consignee may not have a
Consignee number on file with Customs.



IMPORTANT

Remember to select the type of importation; Commercial.
A consignee number is mandatory for all commercial
imports.