



8/21/2023

Foreign Exchange Permit Management System

User Guide



Yosef Girma

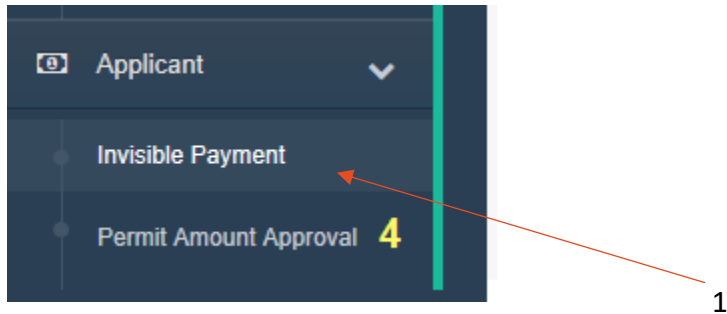
ZEMEN BANK
2023

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1. Create New Applicant

1. Click 'Invisible Payment' link from the left menu.



2. Click "create new applicant" button.

A screenshot of a web application titled 'Create New Applicant Form'. At the top is a red header bar. Below it is a white box containing a blue button labeled '+ Create New Applicant'. Below the button are two search input fields: 'Search for Applicant Name..' and 'Search for CIF #..', followed by a green 'QSearch' button. Below the search fields is a table with three columns: 'Applicant Name', 'CIF #', and 'Actions'. The table contains five rows of data. A red arrow points from the number '2' to the '+ Create New Applicant' button.

Applicant Name	CIF #	Actions
abebe	0000	Details Invisible Payment Permits
Applicant 1	1000092	Details Invisible Payment Permits
mekiya	34532	Details Invisible Payment Permits
musema	7070	Details Invisible Payment Permits
Some one	1000082	Details Invisible Payment Permits

Showing Page 1 of 1 of 5 entries

3. Fill the data and click 'Create' button.

Create New Applicant

Applicant Name:*

Yared Haile

CIF #:

3434

Remark:

+Create

3

2. Create New Invisible Payment Permit

1. Click "invisible payment" button.






Create New Applicant Form

+ Create New Applicant

Search for Applicant Name..

Search for CIF #..

Q Search

Applicant Name	CIF #	Actions
abebe	0000	 Details Invisible Payment Permits
Applicant 1	1000092	 Details Invisible Payment Permits
mekiya	34532	 Details Invisible Payment Permits
musema	7070	 Details Invisible Payment Permits
Some one	1000082	 Details Invisible Payment Permits


Showing Page 1 of 1 of 5 entries

1

2. Fill the required fields and click “Save” button.

2

Create New Invisible Payment Permit

Applicant Name:	<u>abebe</u>	CIF #:	<u>0000</u>
Currency Type:*	USD	Amount:*	234,560
Rate:	55.5304	In ETB:	13,025,210.624
USD Rate:	55.5304	In USD:	234,560
Beneficiary:*	commerce		
Permit Status:*	Active	Approval Status:*	NBE
NBE Approval Ref. #:	23323	Own Source:	--Own Source--
Round:		Queue #:	
Purpose Of Payment:*	Exhibition Fee		
<input type="checkbox"/> Other:			
			

3. It will take you to the confirmation page then click “Print” button.



Zemen Bank S.C.

Trade Service Department

Invisible Bank Permit

Permit #	ZEB-ZBH-03-00011-2023
Date	Thursday, August 3, 2023
CIF #	0000
Applicant Name	abebe
Amount	232,556.00 (DJF)
Beneficiary	sfkurytt
Purp. Of Payment	Education Fees
Permit Status	Active
Approval Status	NBE
NBE Approval Ref. #	2323
Own Source	
Round	
Queue #	
Prepared By	Yosef Girma

 Print

3

4.If you want to see the detail click the “Details”button.

Create New Applicant Form

+ Create New Applicant

Search for Applicant Name..

Search for CIF #..

Q Search

Applicant Name	CIF #	Actions
abebe	0000	<div></div> <div>Details</div> <div>Invisible Payment</div> <div>\$ Permits</div>
Applicant 1	1000092	<div></div> <div>Details</div> <div>Invisible Payment</div> <div>\$ Permits</div>
mekiya	34532	<div></div> <div>Details</div> <div>Invisible Payment</div> <div>\$ Permits</div>
musema	7070	<div></div> <div>Details</div> <div>Invisible Payment</div> <div>\$ Permits</div>
Some one	1000082	<div></div> <div>Details</div> <div>Invisible Payment</div> <div>\$ Permits</div>

Showing Page 1 of 1 of 5 entries

4

and you will see the figure bellow.

View

Applicant Name: abebe

CIF #: 0000

Remark: remark

Close

3. Update Invisible Payment

1. Click "\$ Permits" button.

Create New Applicant Form

+ Create New Applicant

Search for Applicant Name..

Search for CIF #..

Search

Applicant Name	CIF #	Actions
abebe	0000	Details Invisible Payment Permits
Applicant 1	1000092	Details Invisible Payment Permits
mekiya	34532	Details Invisible Payment Permits
musema	7070	Details Invisible Payment Permits
Some one	1000082	Details Invisible Payment Permits

Showing Page 1 of 1 of 5 entries

1

2. Click "\$ Update Amount" button.

Invisible Payment Permits Form

Applicant Name: abebe

CIF #: 0000

Permit #	Status	Currency	Original Amount	Amount	Actions
ZEB-ZBH-03-00011-2023	Active	DJF	232,556.00	232,556.00	Details Update Amount
ZEB-ZBH-03-00010-2023	Active	CNY	3,465.00	3,465.00	Details Update Amount

Showing Page 1 of 1 of 2 entries

1

2

3. Fill the required fields and click “Submit for approval” button.

Current Amount: 232,556.00

Beneficiary: sfkurytt

Purpose Of Payment: Education Fees

Permit Status: Active Approval Status: NBE

NBE Approval Ref. #: 2323 Own Source:

Round: Queue #:


Date	Amount	Amount In USD	Amount In Birr	Prepared By	Status
------	--------	---------------	----------------	-------------	--------

Current Updates:

Currency Type: DJF Amount:

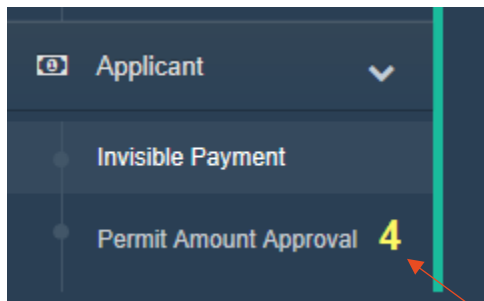
Rate: In ETB:

USD Rate: In USD:



3

4. Click “permit amount approval” button from the left menu.



4

5. Click “Action” button.

Invisible Payment Permit Amount Update Approval Form

Permit #	Currency Type	Current Amount	Amount	Actions
ZEB-ZBH-03-00011-2023	DJF	232,556.00	56,000.00	Action Details
ZEB-ZBH-03-00007-2023	USD	55.00	55.50	Action Details
ZEB-ZBH-03-00006-2023	USD	88.00	44.00	Action Details
ZEB-ZBH-03-00003-2023	USD	10,000.00	11,111.00	Action Details
ZEB-ZBH-03-00002-2023	CAD	47,888.00	1,222.00	Action Details

5

6. Click “Approve” button and “Reject” to reject updation but you have to specify the reason.

Approve Invisible Payment Permit Amount Update

Permit #	Currency Type	Current Amount	Amount
ZEB-ZBH-03-00011-2023	DJF	232,556.00	56,000.00

[✕Cancel](#) [🚫Reject](#) [✅Approve](#)

6

*By clicking “Details” button you can view the updated information in the figure below.

View

✕

Applicant Name: Applicant 1

CIF #: 1000092

Date: Wednesday, August 2, 2023

Amount In USD: 55.50

Amount In Birr: 3,081.94

Prepared By: Adeladay Test

Close

4. Edit Invisible Payment

1. Click “edit icon” button.

Create New Applicant Form

Create New Applicant

Search for Applicant Name..

Search for CIF #..

Search

Applicant Name	CIF #	Actions
abebe	0000	<div><div></div><div>Details</div></div> <div><div></div><div>Invisible Payment</div></div> <div><div></div><div>Permits</div></div>
Applicant 1	1000092	<div><div></div><div>Details</div></div> <div><div></div><div>Invisible Payment</div></div> <div><div></div><div>Permits</div></div>
mekiya	34532	<div><div></div><div>Details</div></div> <div><div></div><div>Invisible Payment</div></div> <div><div></div><div>Permits</div></div>
musema	7070	<div><div></div><div>Details</div></div> <div><div></div><div>Invisible Payment</div></div> <div><div></div><div>Permits</div></div>
Some one	1000082	<div><div></div><div>Details</div></div> <div><div></div><div>Invisible Payment</div></div> <div><div></div><div>Permits</div></div>

Showing Page 1 of 1 of 5 entries

1

2. Fill the required fields and click “Save” button.

Edit Applicant

Applicant Name:*

zagwe

CIF #:*

0001

Remark:

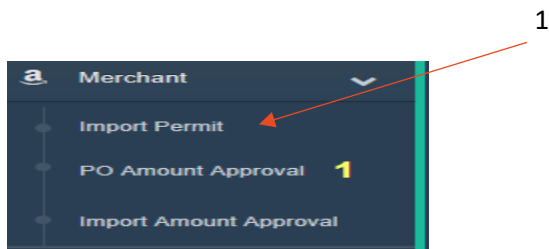
remark

Save

2

5. Create New Merchant

1. Click “Import Permit” button from the left menu .



2. Click “Create New Merchant” button.

Create New Merchant Form

+ Create New Merchant

Search for Permit # | PO #..

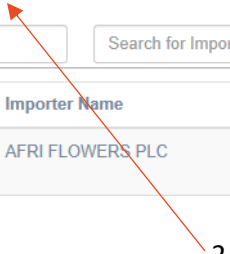
Search for Importer Name..

Search for Tin #..

Search for NBE #..

QSearch

Tin #	NBE #	Importer Name	Actions
0040568840	128884	AFRI FLOWERS PLC	<div><div> Details</div><div> PO</div><div> Import</div><div> PO Permits</div><div> Import Permits</div></div>

A red arrow originates from the '+ Create New Merchant' button and points to the 'Import Permits' button in the Actions column of the table row for 'AFRI FLOWERS PLC'. The number '2' is placed at the end of the arrow.

3. Fill the required data and click “Create” button.

Create New Merchant

Tin #:

1234567

Importer Name:

mezid trading

Trade Name:

mezid trading

NBE #:

2334

Mobile #:

094547620

Email Address:

mezid@gmail.com

Remark:

remark

+Create

3

6. Create New Purchase Order Permit

1. Click “PO” button.

Create New Merchant Form

+ Create New Merchant

Search for Permit # | PO #..

Search for Importer Name..

Search for Tin #..

Search for NBE #..

QSearch

Tin #	NBE #	Importer Name	Actions
0040568840	128884	AFRI FLOWERS PLC	<div><div> Details</div><div> PO</div><div> Import</div><div> PO Permits</div><div> Import Permits</div></div>

1

2. Fill the required data and click “Save”.

Create New Purchase Order Permit

Importer Name:	<u>AFRI FLOWERS PLC</u>	Tin #:	<u>0040568840</u>	NBE #:	<u>128884</u>
Port Of Loading:	--Port Of Loading--	Port Of Destination:	Mekele		
Shipment Allowed By:	Sea	Incoterm:	--Incoterm--		
Currency Type:*	USD	Amount:*	600,000		
Rate:	55.5304	In ETB:	33,318,240		
USD Rate:	55.5304	In USD:	600,000		
LPCO #:*	3434	Country Of Origin:	Afghanistan		
Permit Status:*	Active	Approval Status:*	President		
NBE Approval Ref. #:	222	Own Source:	--Own Source--		
Round:		Queue #:			

Third Priority:

Educational Materials

Educational Materials-Printing Papers

Educational Materials-Ball Pen

Educational Materials-Pencil

Educational Materials-Exercise Book

Non-Priority Items:

Expiry Days:*

56

Save

2

*It will take you to the confirmation page and click “Print” button below.

Zemen Bank S.C.
Trade Service Department
Purchase Order

PO #	<u>ZB/TSP/0727/2023</u>		
Date	<u>Friday, August 4, 2023</u>	NBE #	<u>128884</u>
Importer Name	<u>AFRI FLOWERS PLC</u>		
Tin #	<u>0040568840</u>	Amount	<u>600,000.00 (USD)</u>
Port Of Loading		Port Of Destination	<u>Mekele</u>
Ship. Allowed By	<u>Sea</u>	Incoterm	
LPCO #	<u>3434</u>	Country Of Origin	<u>Afghanistan</u>
Permit Status	<u>Active</u>	Approval Status	<u>President</u>
NBE Approval Ref. #		Own Source	
Round		Queue #	
First Priority	<u>Pharmaceuticals-Laboratory Reagents</u>		
Second Priority	<u>Input Of Agriculture-Chemical</u>		
Third Priority	<u>Educational Materials-Printing Papers</u>		
Non-Priority Items			
Prepared By	<u>Yosef Girma</u>		

 Print


7. Create New Import Permit

1. Click "Import" button.

Create New Merchant Form

[+ Create New Merchant](#)

[QSearch](#)

Tin #	NBE #	Importer Name	Actions
0040568840	128884	AFRI FLOWERS PLC	 Details PO Import \$ PO Permits \$ Import Permits

1

2. Fill "Purchase Order" field and click "Load" button to view some information about the merchant.

Create New Import Permit

Importer Name: AFRI FLOWERS PLC

Tin #: 0040568840

NBE #: 128884

Purchase Orders:

ZB/TSP/0727/2023 [USD]

↓ LOAD

Clear

Method Of Payment*:

CAD

Port Of Loading:

--Port Of Loading--

Port Of Destination:

Mekele

Shipment Allowed By:

Sea

Incoterm:

--Incoterm--

Currency Type*:

USD

Amount*:

Rate:

55.5304

In ETB:

USD Rate:

55.5304

In USD:

Purchase Orders:

Permit #	Status	Currency	Remaining Amount	Expired	Amount	In ETB	In USD
ZB/TSP/0727/2023	Active	USD	600,000.00	No	50,000	2,776,520	50,000

2

3. Fill the "Amount" field which is the amount of money the customer wants to use.

4. Fill the remaining fields and click “Save” button.

Third Priority:

Educational Materials

Educational Materials-Exercise Book

Educational Materials-Printing Papers

Manufacturing Industries Request-Spare Parts

Manufacturing Industries Request-Equipment

Manufacturing Industries Request-Machineries

Manufacturing Industries Request-Accessories

Motor Oil And Lubricants


Nutritious Food For Babies

Pharmaceutical Product-Medical Equipment And Appliances

Pharmaceutical Product-Laboratory Equipment

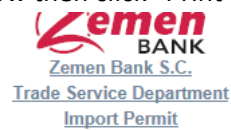
Spare Part (For Construction Machineries)

Non-Priority Items:

 Save

4

5. You are going to have the confirmation page below then click “Print” button



Permit #	ZEB-ZBH-01-00011-2023		
Method Of Payment	CAD		
Date	Friday, August 4, 2023	NBE #	128884
Importer Name	AFRI FLOWERS PLC		
Tin #	0040568840	Amount	50,000.00 (USD)
Port Of Loading		Port Of Destination	Mekele
Ship. Allowed By	Sea	Incoterm	
LPCO #	222	Country Of Origin	Afghanistan
Permit Status	Active		
First Priority	Pharmaceuticals-Laboratory Reagents		
Second Priority	Input Of Agriculture-Chemical		
Third Priority	Educational Materials-Printing Papers		
Non-Priority Items			
Prepared By	Yosef Girma		

 Print

8. Update amount for merchant

1. Click “PO Permits” button.

Create New Merchant Form

[+ Create New Merchant](#)

[QSearch](#)

Tin #	NBE #	Importer Name	Actions
0040568840	128884	AFRI FLOWERS PLC	✎ Details 📄 PO 🔄 Import \$ PO Permits \$ Import Permits

1

2. Click “Update Amount” button.

Purchase Order Permits Form

Importer Name: [AFRI FLOWERS PLC](#) Tin #: [0040568840](#) NBE #: [128884](#)

PO #	Status	Currency	Original Amount	Amount	Actions
ZB/TSP/0727/2023	Active	USD	600,000.00	550,000.00	✎ Details 📅 Expiry \$ Update Amount

2

3. Fill the updated amount and click “Submit For Approval” button.

First Priority: Pharmaceuticals-Laboratory Reagents

Second Priority: Input Of Agriculture-Chemical

Third Priority: Educational Materials-Printing Papers

Non-Priority Items:

Current Expiries:*	Expiry Date	Charge Collected
	Friday, September 29, 2023	

Current Updates:	Date	Amount	Amount In USD	Amount In Birr	Prepared By	Status

Currency Type: USD

Amount:*

Rate:

In ETB:

USD Rate:

In USD:



3


4. Click “PO Amount Approval” button from the left menu..



4

5. Click “Action” button.

Purchase Order Permit Amount Update Approval Form

Permit #	Currency Type	Current Amount	Amount	Actions
ZB/TSP/0727/2023	USD	550,000.00	-20,000.00	 

5

- Click "Approve" button to give permission else reject it using "Reject" button.

Approve Purchase Order Permit Amount Update

Permit #	Currency Type	Current Amount	Amount
ZB/TSP/0727/2023	USD	550,000.00	-20,000.00

6

*follow the same steps above for updating import permits but instead of clicking "PO Permits" button click "Import Permits" button in addition to this click "Import Amount Approval" button instead of "PO Amount Approval" button .

9. Expiry Extension Of Purchase Order

- Click "Expiry" button.

Purchase Order Permits Form

Importer Name: AFRI FLOWERS PLC		Tin #: 0040568840		NBE #: 128884	
PO #	Status	Currency	Original Amount	Amount	Actions
ZB/TSP/0727/2023	Active	USD	600,000.00	550,000.00	<input type="button" value="🔍Details"/> <input type="button" value="🕒Expiry"/> <input type="button" value="\$Update Amount"/>

1

- Fill the data and click "Save" button.

Expiry Extension Form

Current Expiries:*

Expiry Date	Charge Collected
Friday, September 29, 2023	

Expiry Days:*

34

Charge Collected:*

☒ Yes

☐ No

Save

2

10. Expiry Extension Of Permit

1. Click “Expiry” button.

Import Permits Form

Importer Name: ABAYNEH TSIGE MEKONNEN		Tin #: 0000058651	NBE #: 34006		
Permit #	Status	Currency	Original Amount	Amount	Actions
ZEB-ZBH-01-02760-2023	Active	USD	200.00	200.00	Details Expiry Update Amount

1

2. Fill the data and click “Save” button.

Expiry Extension Form

Current Expiries:*

Expiry Date	Charge Collected
Friday, September 29, 2023	

Expiry Days:*

34

Charge Collected:*

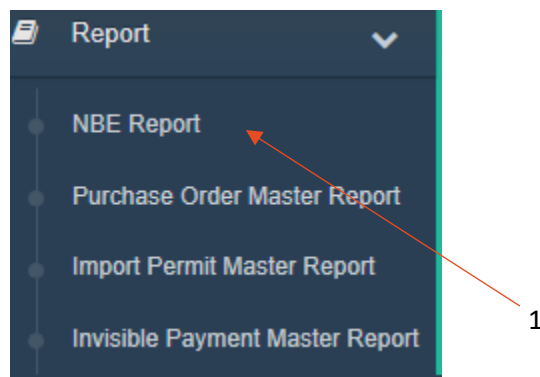
☒ Yes ☐ No

Save

2

11. NBE Report

1. Click “NBE Report ” button from the left menu.



2. Fill the required date and click “Get Report” button.


NBE Report

Method Of Payment: --Method Of Payment--

Currency Type: --Currency Type--

Date From:* 02/August/2023

Date To:* 04/August/2023

 **Get Report**

2

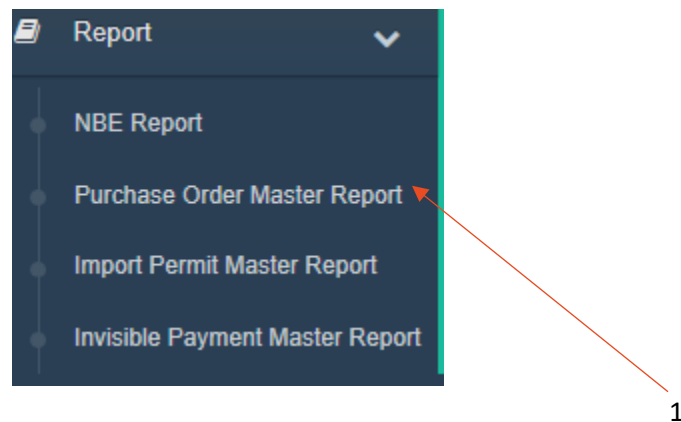
*You will get the report below.

BANK NAME... ZEMEN BANK S.C.									
WEEKLY REPORT 02/AUG/2023 TO 04/AUG/2023									
IMPORT PERMIT ISSUED FOR THE PERIOD 02/AUG/2023 TO 04/AUG/2023									
NO.	NBE ACCOUNT NUMBER	IMPORT PERMIT NO.	IMPORTER NAME	METHOD OF PAYMENT	TYPES OF CURRENCY	FCY AMOUNT	RATE	BIRR EQUIVALENT	LPCO REF.N
1	128884	ZEB-ZBH-01-00003-2023	AFRI FLOWERS PLC	CAD	INR	10,000.00	0.68	6,754.00	5555
2	128884	ZEB-ZBH-01-00004-2023	AFRI FLOWERS PLC	TT	CAD	50,001.00	41.68	2,084,201.68	57666
3	128884	ZEB-ZBH-01-00005-2023	AFRI FLOWERS PLC	CAD	USD	25,000.00	55.53	1,388,260.00	33444
4	34432	ZEB-ZBH-01-00006-2023	getnet trading	CAD	AED	2,000.00	15.12	30,237.00	2345
5	HE-16601	ZEB-ZBH-01-00007-2023	BARKUMA DOKA TRADING PLC	L/C	USD	60,794.65	55.53	3,375,951.23	ZBE/7400/BI1
6	128884	ZEB-ZBH-01-00008-2023	AFRI FLOWERS PLC	CAD	USD	25,000.00	55.53	1,388,260.00	7878
7	128884	ZEB-ZBH-01-00009-2023	AFRI FLOWERS PLC	L/C	USD	1,000.00	55.53	55,530.40	1203
8	123	ZEB-ZBH-01-00010-2023	GENET TEFERA DESALEGN" VIRGINIA IMPORT"	TT	USD	5,000.00	55.53	277,652.00	7579
9	128884	ZEB-ZBH-01-00011-2023	AFRI FLOWERS PLC	CAD	USD	50,000.00	55.53	2,776,520.00	222

Foreign Exchange Permit Management System

12. Purchase Order Master Report

1. Click “Purchase Order Master Report” button from the left menu.



2. Fill the required date and click “Get Report” button.

Purchase Order Permit Master Report

Importer: --Importer--

Permit Status: --Permit Status--

Currency Type: --Currency Type--

Approval Status: --Approval Status--

Date From:* 02/August/2023

Date To:* 04/August/2023

 Get Report

2

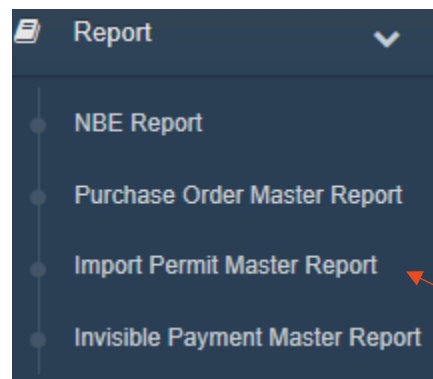
* You will get the report below.

ZEMEN BANK S.C.									
PURCHASE ORDER PERMIT MASTER REPORT 02/AUG/2023 TO 04/AUG/2023									
NO.	DATE	NBE ACCOUNT NUMBER	PERMIT NO.	IMPORTER NAME	PERMIT STATUS	TYPES OF CURRENCY	AMOUNT	RATE	AMOL
1	03-Aug-2023	128884	ZB/TSP/0722/2023	AFRI FLOWERS PLC	Active	USD	50,000.00	55.53	
2	03-Aug-2023	128884	ZB/TSP/0723/2023	AFRI FLOWERS PLC	Active	AED	100,000.00	15.12	
3	03-Aug-2023	34432	ZB/TSP/0724/2023	getnet trading	Active	AED	34,567.00	15.12	
4	04-Aug-2023	123	ZB/TSP/0725/2023	GENET TEFERA DESALEGN VIRGINIA IMPORT	Active	USD	5,000.00	55.53	
5	04-Aug-2023	123	ZB/TSP/0726/2023	GENET TEFERA DESALEGN VIRGINIA IMPORT	Active	EUR	15,000.00	60.00	
6	04-Aug-2023	128884	ZB/TSP/0727/2023	AFRI FLOWERS PLC	Active	USD	600,000.00	55.53	

Foreign Exchange Permit Management System

13. Import Permit Master Report

1. Click “Import Permit Master Report” button from the left menu.




1

2. Fill the required date and click “Get Report” button.

Import Permit Master Report

Importer:	--Importer--
Method Of Payment:	--Method Of Payment--
Permit Status:	--Permit Status--
Currency Type:	--Currency Type--
Approval Status:	--Approval Status--
Date From:*	02/August/2023
Date To:*	04/August/2023

 Get Report

2

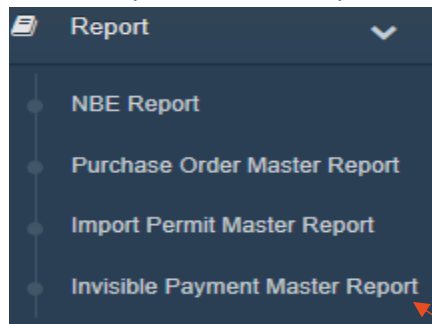
* You will get the report below.

ZEMEN BANK S.C.									
IMPORT PERMIT MASTER REPORT 02/AUG/2023 TO 04/AUG/2023									
NO.	DATE	NBE ACCOUNT NUMBER	IMPORT PERMIT NO.	IMPORTER NAME	PERMIT STATUS	TYPES OF CURRENCY	AMOUNT	RATE	AMOUNT
1	02-Aug-2023	128884	ZEB-ZBH-01-00003-2023	AFRI FLOWERS PLC	Active	INR	10,000.00	0.68	
2	02-Aug-2023	128884	ZEB-ZBH-01-00004-2023	AFRI FLOWERS PLC	Active	CAD	50,001.00	41.68	
3	03-Aug-2023	128884	ZEB-ZBH-01-00005-2023	AFRI FLOWERS PLC	Active	USD	25,000.00	55.53	
4	03-Aug-2023	34432	ZEB-ZBH-01-00006-2023	getnet trading	Active	AED	2,000.00	15.12	
5	03-Aug-2023	HE-16601	ZEB-ZBH-01-00007-2023	BARKUMA DOKA TRADING PLC	Active	USD	60,794.65	55.53	
6	03-Aug-2023	128884	ZEB-ZBH-01-00008-2023	AFRI FLOWERS PLC	Active	USD	25,000.00	55.53	
7	03-Aug-2023	128884	ZEB-ZBH-01-00009-2023	AFRI FLOWERS PLC	Active	USD	1,000.00	55.53	
8	04-Aug-2023	123	ZEB-ZBH-01-00010-2023	GENET TEFERA DESALEGN"VIRGINIA IMPORT"	Active	USD	5,000.00	55.53	
9	04-Aug-2023	128884	ZEB-ZBH-01-00011-2023	AFRI FLOWERS PLC	Active	USD	50,000.00	55.53	

Foreign Exchange Permit Management System

14. Invisible Payment Master Report

1. Click "Invisible Payment Master Report" button from the left menu.



2. Fill the required date and click "Get Report" button.

Invisible Payment Master Report

Applicant: --Applicant--

Permit Status: --Permit Status--

Currency Type: --Currency Type--

Approval Status: --Approval Status--

Purpose Of Payment: --Purpose Of Payment--

Date From:* 02/August/2023

Date To:* 04/August/2023

Get Report

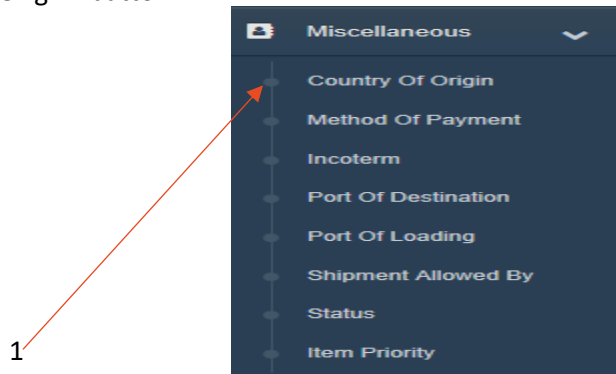
* You will get the report below.

ZEMEN BANK S.C.									
INVISIBLE PAYMENT MASTER REPORT 02/AUG/2023 TO 04/AUG/2023									
NO.	DATE	CIF NUMBER	PERMIT NUMBER	APPLICANT NAME	PERMIT STATUS	TYPES OF CURRENCY	AMOUNT	RATE	AMOUNT I
1	02-Aug-2023	1000092	ZEB-ZBH-03-00003-2023	Applicant 1	Active	USD	10,000.00	55.53	
2	02-Aug-2023	1000092	ZEB-ZBH-03-00004-2023	Applicant 1	Active	USD	22.00	55.53	
3	02-Aug-2023	1000092	ZEB-ZBH-03-00005-2023	Applicant 1	Active	USD	33.00	55.53	
4	02-Aug-2023	1000092	ZEB-ZBH-03-00006-2023	Applicant 1	Active	USD	44.00	55.53	
5	02-Aug-2023	1000092	ZEB-ZBH-03-00007-2023	Applicant 1	Active	USD	55.00	55.53	
6	03-Aug-2023	34532	ZEB-ZBH-03-00008-2023	mekiya	Active	USD	20,000.88	55.53	1,
7	03-Aug-2023	7070	ZEB-ZBH-03-00009-2023	musema	Active	AED	100,000.00	15.12	1,
8	03-Aug-2023	0001	ZEB-ZBH-03-00010-2023	zagwe	Active	CNY	3,465.00	7.77	
9	03-Aug-2023	0001	ZEB-ZBH-03-00011-2023	zagwe	Active	DJF	232,556.00	0.31	
10	04-Aug-2023	0001	ZEB-ZBH-03-00012-2023	zagwe	Active	EUR	1,000.00	60.00	

Foreign Exchange Permit Management System

15. Create New Country Of Origin

1. Click "Country Of Origin" button .



2. Click "Create New Country Of Origin" button.

A screenshot of a web form titled 'Create New Country Of Origin Form' in a red header. Below the header is a blue button with a plus icon and the text '+ Create New Country Of Origin'. Below the button is a table with three columns: 'Country Of Origin', 'Description', and 'Actions'. The table contains six rows of data, each with a country name and a yellow pencil icon in the 'Actions' column. A red arrow points from the number '2' to the blue button.

Country Of Origin	Description	Actions
Afghanistan	Afghanistan	
Albania	Albania	
Algeria	Algeria	
Andorra	Andorra	
Angola	Angola	

3. Fill the required data and click "Create" button.

A screenshot of the 'Create New Country Of Origin' form. It has a red header with the title. Below the header are two input fields: 'Name:*' and 'Description:'. Both fields contain the text 'indonesia'. Below the fields is a green button with a plus icon and the text '+Create'. A red arrow points from the number '3' to the '+Create' button.

Create New Country Of Origin

Name:* indonesia

Description: indonesia




+Create

16. Edit Country Of Origin

1. Click the edit icon.

Create New Country Of Origin Form

+ Create New Country Of Origin

Country Of Origin	Description	Actions
Afghanistan	Afghanistan	
Albania	Albania	
Algeria	Algeria	
Andorra	Andorra	
Angola	Angola	

1

2. Fill the updated value and click "Save" button.

Edit Country Of Origin

Name:*

Afghanistn

Description:

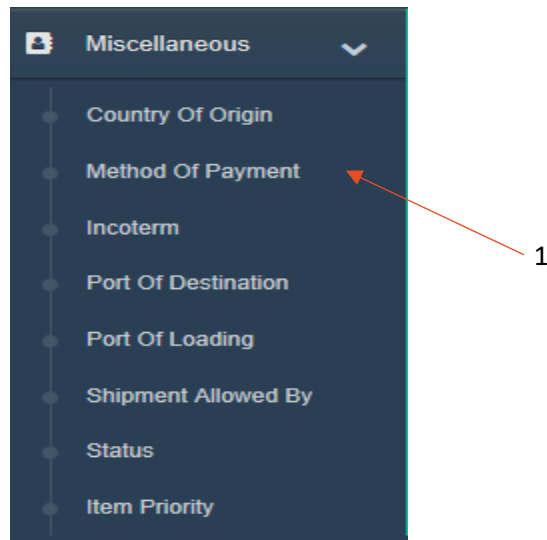
Afghanistan

 Save

2

17. Create New Method Of Payment

1. Click “Method Of Payment” button from the left menu.



2. Click “New Method Of Payment” button.

Create New Method Of Payment Form

+ Create New Method Of Payment

Method Of Payment	Description	Actions
CAD	CAD	
L/C	L/C	
S/Credit	S/Credit	
TT	TT	

3. Fill the required data and click “Create” button.

Create New Method Of Payment

Name:*

cash

Description:

+Create





3

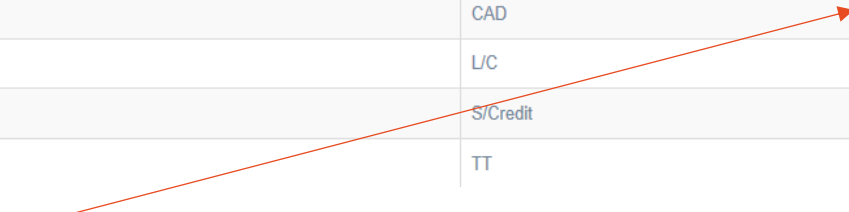
18. Edit Method Of Payment

1. Click the edit icon.

Create New Method Of Payment Form

+ Create New Method Of Payment

Method Of Payment	Description	Actions
CAD	CAD	
L/C	L/C	
S/Credit	S/Credit	
TT	TT	



1 

2. Edit the data and click "Save" button.

Edit Method Of Payment

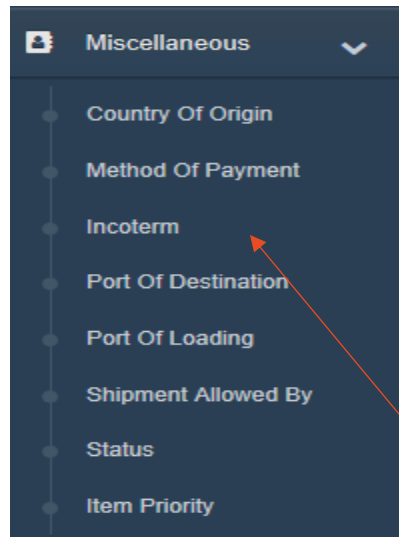
Name: *

Description:

2  

19. Create New Incoterm



1. Click “Incoterm” button from the left menu.



1

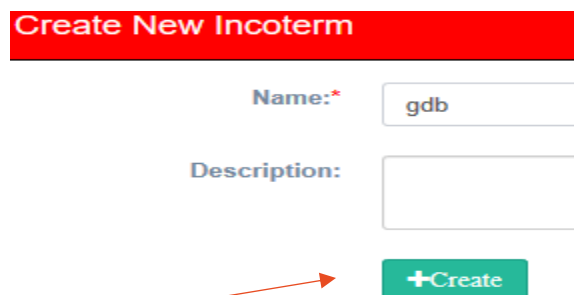
2. Click “Create New Incoterm” button.

A screenshot showing a blue button with a plus icon and the text '+ Create New Incoterm' at the top left. Below it is a table with three columns: 'Incoterm', 'Description', and 'Actions'. The table contains six rows of data, each with an incoterm code and a corresponding description, and an edit icon in the actions column. A red arrow points from the number '2' to the '+ Create New Incoterm' button.

+ Create New Incoterm		
Incoterm	Description	Actions
CFR	CFR	
CPT	CPT	
EXW	EXW	
FCA	FCA	
FOB	FOB	

2


3. Fill the data and click “Create” button.

A screenshot of a form titled 'Create New Incoterm' in a red header. The form has two input fields: 'Name:*' with the value 'gdb' and 'Description:'. Below the fields is a green button with a plus icon and the text '+Create'. A red arrow points from the number '3' to the '+Create' button.

Create New Incoterm

Name:*

Description:






 Create

3

20. Edit Incoterm

1. Click the edit icon.

[+ Create New Incoterm](#)

Incoterm	Description	Actions
CFR	CFR	
CPT	CPT	
EXW	EXW	
FCA	FCA	
FOB	FOB	


1

2. Edit the data and click "Save" button.

Edit Incoterm

Name:*

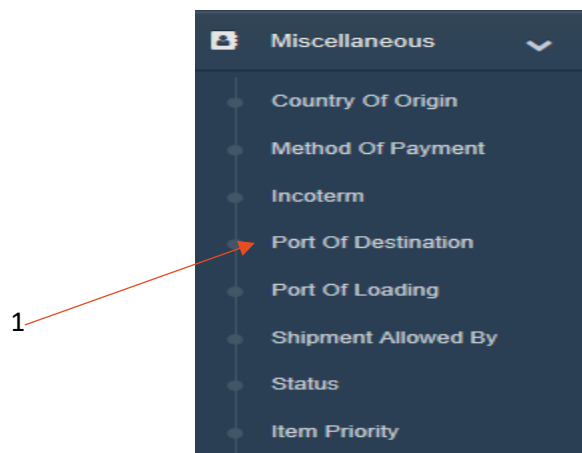
Description:

 Save

2

21. Create New Port Of Destination











1. Click "Port Of Destination" button from the left menu.



2. Click “Create New Port Of Destination” button.

Create New Port Of Destination Form

[+ Create New Port Of Destination](#)

Port Of Destination	Description	Actions
Addis Ababa	Addis Ababa	
Comet/Modjo	Comet/Modjo	
Dire Dawa	Dire Dawa	
Djibouti	Djibouti	
Gelan Dry Port	Gelan Dry Port	
Kombolcha	Kombolcha	
Mekele	Mekele	
Modjo	Modjo	
Modjo/Comet	Modjo/Comet	
Semera	Semera	

2

3. Fill the data and click “Create” button.

Create New Port Of Destination

Name:*

welkite

Description:

[+Create](#)




3

22. Edit Port Of Destination

1. Click the edit icon.

Create New Port Of Destination Form

[+ Create New Port Of Destination](#)

Port Of Destination	Description	Actions
Addis Ababa	Addis Ababa	
Comet/Modjo	Comet/Modjo	
Dire Dawa	Dire Dawa	
Djibouti	Djibouti	
Gelan Dry Port	Gelan Dry Port	
Kombolcha	Kombolcha	
Mekele	Mekele	
Modjo	Modjo	
Modjo/Comet	Modjo/Comet	
Semera	Semera	

1

2. Edit the data and click “Save” button.

Edit Port Of Destination

Name:*

Addis Ababa

Description:

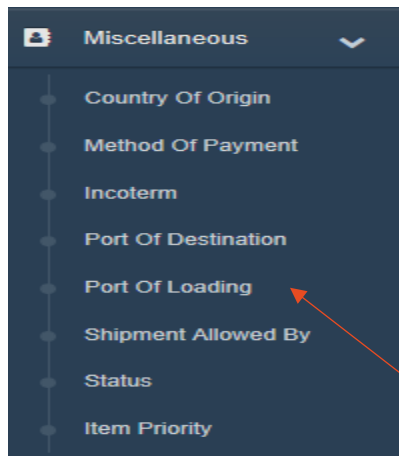
Addis Ababa

 Save

2

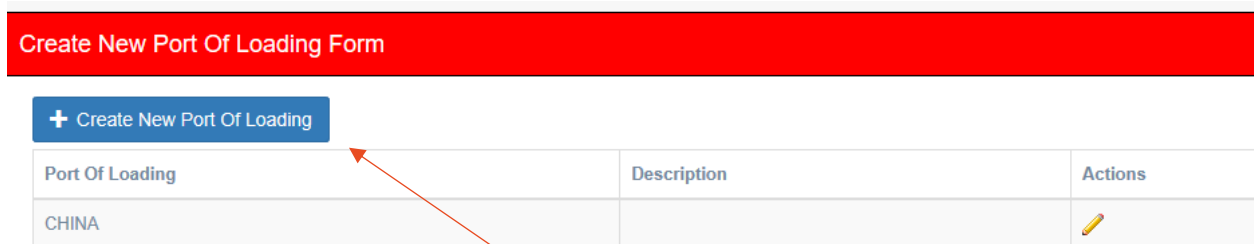
23. Create New Port Of Loading

1. Click “Port Of Loading” button from the left menu.



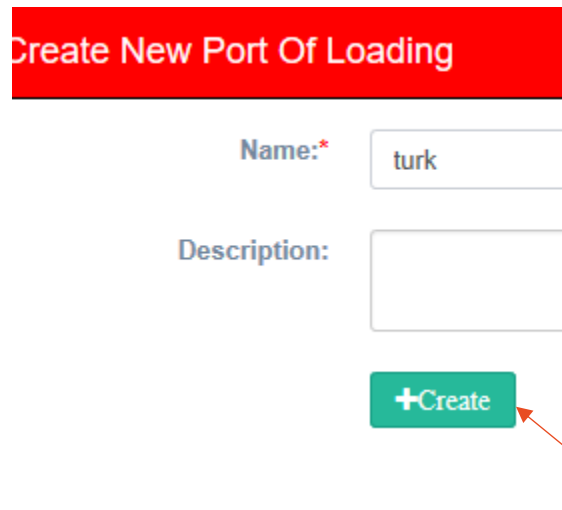
1

2. Click “Create New Port Of Loading” button.



2

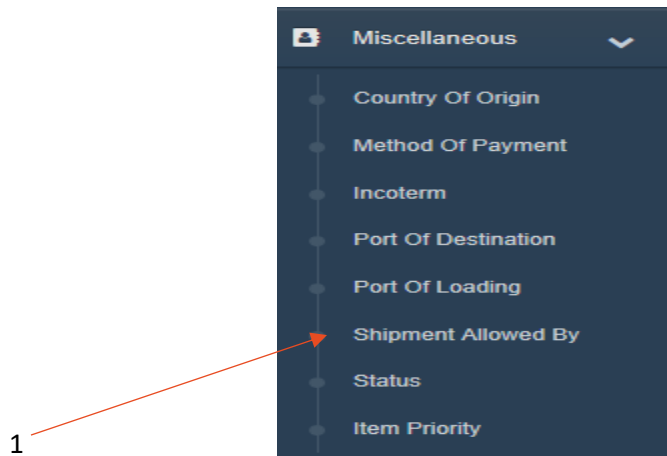
3. Fill the data and click “Create” button.

A screenshot of a web application form titled 'Create New Port Of Loading'. The form has two input fields: 'Name:*' with the value 'turk' and 'Description:' which is empty. Below the fields, there is a green button with a plus icon and the text '+Create'. A red arrow points from the right to the '+Create' button.

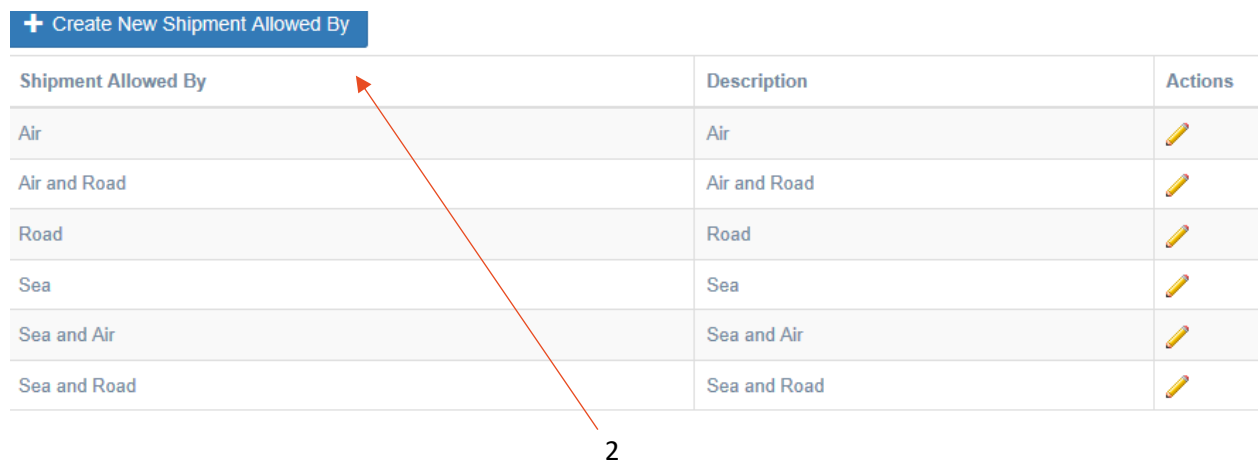
3

24. Create New Shipment Allowed By

1. Click “Shipment Allowed By” button from the left menu.



2. Click “Create New Shipment Allowed By” button.







3. Fill the data and click “Create” button.

A screenshot of a form titled 'Create New Shipment Allowed By'. The form has two input fields: 'Name:*' and 'Description:'. The 'Name:*' field contains the text 'air and road'. Below the input fields is a green button labeled '+Create'. An orange arrow points from the number '3' to the '+Create' button.

25. Edit Shipment Allowed By

1. Click the edit icon.

+ Create New Shipment Allowed By

Shipment Allowed By	Description	Actions
Air	Air	
Air and Road	Air and Road	
Road	Road	
Sea	Sea	
Sea and Air	Sea and Air	
Sea and Road	Sea and Road	


1

2. Edit the data and click "Save" button.

Edit Shipment Allowed By

Name:*

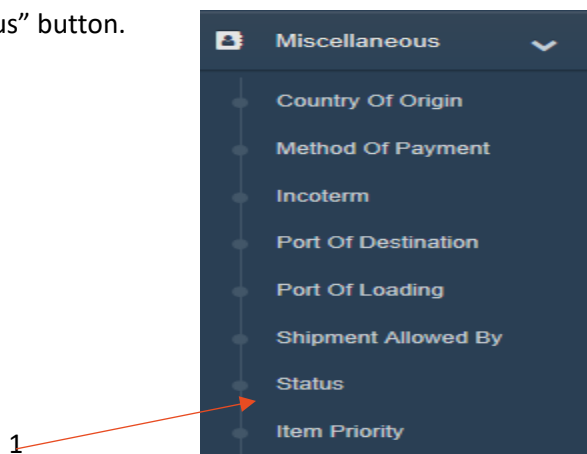
Description:

 Save

2

26. Create New Status

1. Click "Status" button.



1

2. Click “Create New Status” button.

+ Create New Status

Status	Description	Actions
Active	Active	
Approved	Approved	
Cancelled	Cancelled	
Pending	Pending	
Rejected	Rejected	

2

3. Fill the data and click “Create” button.

Create New Status

Name:*

rejected

Description:







+Create

3

27. Edit Status

1. Click the edit icon.

+ Create New Status

Status	Description	Actions
		
Active	Active	
Approved	Approved	
Cancelled	Cancelled	
Pending	Pending	
Rejected	Rejected	


1

2. Edit the data and click "Save" button.

Edit Status

Name:*

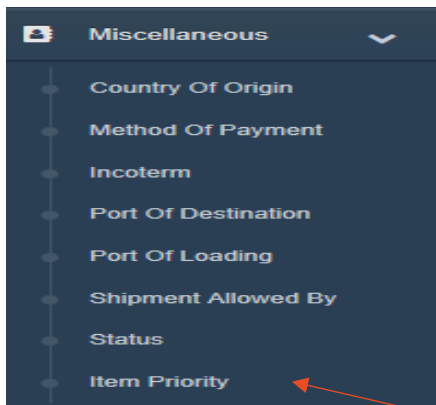
Description:

 **Save**

2

28. Create New Item Priority

1. Click “Item Priority” button from the left menu.



1

2. Click “Create New Item Priority” button.

Create New Item Priority Form

+ Create New Item Priority

Priority Type	Top Level	Sub Level	Actions
First Priority	Input For Manufacturing Of Edible Oil		
First Priority	Liquefied Petroleum Gas (LPG)		
First Priority	Pharmaceuticals	Input For Manufacturing Of Pharmaceuticals	
First Priority	Pharmaceuticals	Laboratory Reagents	
First Priority	Pharmaceuticals	Medicine	
Second Priority	Input For Manufacturing	Chemical	
Second Priority	Input For Manufacturing	Raw Material	
Second Priority	Input Of Agriculture	Chemical	

2

3. Fill the data and click “Create” button.

Create New Item Priority

Priority Type:*

Second Priority

Top Level:*

Input Of Agriculture

☒ New Top Level:

Sub Level:*









irrigation

+Create

3

29. Edit Item Priority

1. Click the edit icon.

Create New Item Priority Form			
<div>+ Create New Item Priority</div>			
Priority Type	Top Level	Sub Level	Actions
First Priority	Input For Manufacturing Of Edible Oil		
First Priority	Liquefied Petroleum Gas (LPG)		
First Priority	Pharmaceuticals	Input For Manufacturing Of Pharmaceuticals	
First Priority	Pharmaceuticals	Laboratory Reagents	
First Priority	Pharmaceuticals	Medicine	
Second Priority	Input For Manufacturing	Chemical	
Second Priority	Input For Manufacturing	Raw Material	
Second Priority	Input Of Agriculture	Chemical	

1

2. Edit the data and click “Save” button.

Edit Item Priority

Priority Type:*

First Priority

Top Level:*

Pharmaceuticals

Sub Level:*

Medicine

Save

2