Guidelines

for

IATA Cargo XML Filing to

Ghana Revenue Authority –

Customs Division

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Introduction

The objective of this document is to provide guidance to filers that submit advance electronic data to the Ghana National Single Window (GNSW) platform of Ghana Revenue Authority Customs Division, in the Cargo-XML format published in the International Air Transport Association (IATA) Cargo XML Toolkit.

The document addresses the following topics:

- Data Standards
- Filing Timelines
- Eligible Filers
- Technical Setup with Customs
- Business Rules and Processes
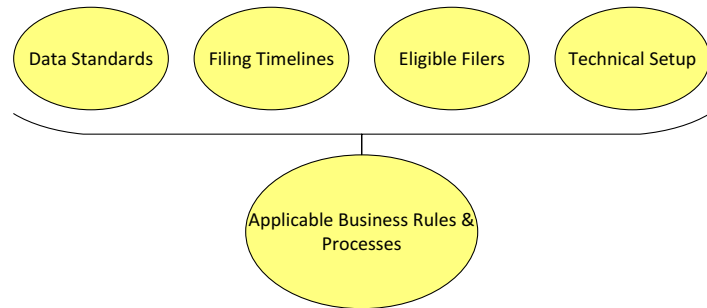
Figure 1 depicts the layout of this document.

Figure 1

1. Data Standards

GNSW accepts only the IATA Cargo XML messages and the corresponding versions as identified in the following table.

IATA Cargo XML Message	Version	Document Equivalent	Message Purpose
XFFM	2.00	Flight Manifest	To transmit details of consignments loaded on a single flight to customs.
XFWB	3.00	Air Waybill	To transmit a complete set of data related to an Air Waybill to customs.
XFZB	3.00	House Air Waybill	To transmit a complete set of data related to a House Air Waybill to customs.
XFNM	3.00	Response	To receive Custom response (acknowledge or error) notices.

Notes:
- GNSW accepts single batch or individually transmitted messages.
- Sequencing is not important i.e. XFFM can be transmitted before/after/in between XFWB and XFZB messages, XFZB can be transmitted before/after XFWB, XFFM.

2. Filing Timelines

The report shall be made by master or agent of conveyance and in the case of an aircraft, upon take-off from the last point of departure for Ghana.

(1) The report shall state separately
    a. the goods that are in transit

b. goods intended for an inland port
c. goods that are to be transferred to another conveyance for re exportation, and
d. whether any goods are to remain on board for re exportation in the same conveyance.

2. Eligible Filers

For the purpose of GNSW participation, there are two types of eligible filers that may originate and transmit IATA Cargo XML messages: Carriers and Freight Forwarders. Each filer is responsible of the data it owns. Below table indicate the Filers and their respective messages.

Sr#	Filing Party	Messages
1	Freight Forwarder or its authorized 3rd party	House Waybill (XFZB)
2	Carrier or its authorized 3rd party	Flight Manifest (XFFM) Air Waybill (XFWB)

Notes:

- Authorized 3rd party could be a carrier, Ground handler or IT Service Provider.
- One authorized 3rd party could file on behalf of multiple parties.
- Carrier prior consent is required if a freight forwarder chooses a 3rd Party other than issuing Carrier.
- GNSW generally accepts XFFM and respective XFWB from the same filers however, it processes these messages even if the filers are different.

3. Technical Setup

Technical setup is pre-requisite to start exchange electronic information with the customs. It is a 3 step approach (depicted in Figure 2).
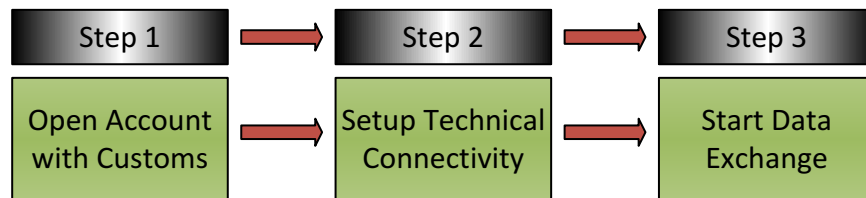
Step 1		Step 2		Step 3
Open Account with Customs		Setup Technical Connectivity		Start Data Exchange

Figure 2

Step 1: Open Account with GNSW

The filer must be registered with GNSW using the registration module at https://www.ghanastradinghub.gov.gh/Homes/Stakeholder-Registration .

Filers are to notify the GNSW Administrator support@ghanastradinghub.com when any of the information has changed.

Step 2: Setup Technical Connectivity

GNSW will setup an account for the user based on the registration request and will provide necessary connectivity information of a Web service URL; Secure User ID and Password.

Step 3: Start Data Exchange

Once approved, filer can start the test transmission using the IATA Cargo-XML standards mentioned above.

Notes:

- GNSW only accept messages from the registered users.
- Users are registered by message types therefore freight forwarder or its authorized 3rd party cannot transmit XFWB and XFFM.

4. Business Rules and Processes

This section provides additional business rules regarding segments and tags of the IATA Cargo XML messages which the GNSW accepts.

A. General Rules Applicable to All Messages

▪ Standards Rules for all messages

- GNSW only accepts XML message compliant with IATA Cargo-XML schemas. Mandatory fields are completed with valid values; conditional fields' value must satisfy the condition.
- GNSW generates a unique response message (XFNM) for each XFWB, XFZB and XFFM message received from an IATA Cargo XML filer.

▪ Common Message Header Values

All Cargo-XML Messages contain a Message Header Segment. In additions to the business rules specified in the IATA Cargo-XML Toolkit, GNSW accepts following:

Data Element	Format	Ghana Customs Requirement	Example	Business Rule
Sender Identification	70 AN	Mandatory	Swiss WorldCargo	Registered name with the GNSW
Recipient Identification	70 AN	Mandatory	GH_GNSW	Fixed Value

▪ Common Business Data Elements Values

Data Element	Format	Ghana Customs Requirement	Example	Business Rule
Service Type Code	3 A	Optional	XPS	When the value is "XPS", **GNSW** considers this to be an Express shipment. **GNSW** ignores all other codes.
Party Type Code	2 A	Optional	NI	**GNSW** recognizes only the value of "NI" in this field to indicate the

				presence of Notify Party Information. All other values and corresponding details are not used by **GNSW**.

B. Air Waybill (XFWB) and House Waybill (XFZB) Business Rules

- Once a filer successfully creates a **GNSW** record using the XFWB/XFZB, the filer may not "create" another AWB record using the same number for a period of 365 days.
- Update to existing Air Waybill (XFWB)/House Waybill (XFZB) records are allowed by original sender for a pre-determined period of 24 hours.
- Deletion of existing Air Waybill (XFWB)/House Waybill (XFZB) records are allowed by original sender for a pre-determined period of 24 hours.
- XFWB/XFZB message, with purpose code update (but no XFWB/XFZB) will create a new XFWB/XFZB record.

C. Flight Manifest Business Rules

- GNSW rejects the XFFM message that contains a Scheduled Departure date that is more than 60 days before **GNSW** receives the message.
- GNSW rejects the XFFM if Unique Flight Reference has already successfully processed.

D. Response (XFNM) Data Element Rules

- Response Type value of "Rejected" may identify one or more errors from the originally submitted message.
- Ghana Customs assesses and generates a response to each message as it is received regardless if the filer submits the records asynchronously or as a "batch."

XFNM Message				
Data Element	**Format**	**Ghana Customs Requirement**	**Example**	**Notes**
Response Header				
Original Document Identification	AN	Mandatory	057-12345675	Value is the Message Reference ID provided by the filer in the input message. • For XFWB, it is the Air Waybill number. • For XFZB, it is the Air Waybill+"-"+House Waybill number • For XFFM, it is the Carrier code followed by flight number followed by original schedule departure date and followed by schedule departure location code
Response Type	AN	Mandatory	Processed	Value is either "Processed" or "Rejected"
Response Summary				

XFNM Message				
Data Element	**Form at**	**Ghana Customs Requirement**	**Example**	**Notes**
Category	AN	Mandatory	Acknowl edgemen t	At this time, the only valid values are "Acknowledgement" or "Error". In the future, "Warning" may be used.
Code	AN	Optional		Not used by the **GNSW** at this time.
Text	AN	Conditional	ArrivalDa teTimeTy peCode is missing	This is a short text field describing the nature of an identified error.
Actual Value	AN	Optional	Path: FlightMa nifest: ArrivalEv ent: ArrivalDa teTimeTy peCode; Line number: 37	In the case of errors, identifies both the complete path (segment, subsegment(s) and tag) and message line number on which the error was identified.
Response Details	AN	Optional		Not used by the **GNSW** at this time.

Addendum 1 –Connectivity Details and Deployment Planning

Technical Requirement	Customs Information
Systems Address	https://test5.ghanastradinghub.com/api/Iata
Communication Protocols	https
Details of Communication Protocols	An http post has to be made to the system address using the IATA-XML message as the content. IATA Messages Reader - Integration

Technical Requirement	Customs Information
Legal Basis	Customs (Amendment) Act, 2016 (Act 923): L.I 2248 – Customs Regulations, 2016
Pilot Commencement Date	WC: 28th April 2017
Implementation Date	28th May 2017
Informed Compliance Period	1 Month
Enforcement Date	28th June 2017
Information Availability (website, etc.)	www.ghanastradinghub.gov.gh
Point of Contact	**Commissioner** –Ghana Revenue Authority, Customs Division Off Starlets' 91 Road, near Accra Sports Stadium Postal: P. O. Box 2202, Email: info@gra.gov.ghTel: +233- (0) 302 675701-9/684363-686106/684363 Fax: +233- (0) 302 681163/664938