



GHANA'S TRADING HUB
www.ghanastradinghub.gov.gh



USER GUIDE

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DECLARANT DATA ENTRY GUIDE

1.0 Introduction

1.1. System Overview

Pre-Arrival Assessment Reporting System (PAARS) is developed to enhance trade facilitation and reduce time involved in goods clearance. The System enable goods intended for import into Ghana to be classified and valued without any partiality.

The Ghana PAAR system is hosted on a central server with a centralized database. This system can easily integrate with other system e.g It is integrated with GCNET System through a web services for accessing IDF form details.

Some component of the system includes the Classification tool used to classify the goods, The Valuation tool used to perform valuation of declared prices, Email and SMS tool components used to send e-mails and SMS messages to notify Trade Users of their application status.

The system helps user to perform assessment of imported goods through classification of HS-Codes, Valuation of goods and then to generate Customs Classification and Valuation Report (CCVR). This report can be used to analyze risks involved with imported goods before the goods arrives in Ghana and before the final clearance is done

1.2. Authorized Use Permission

The PAARS application can be accessed via any standard Internet browser such as Google Chrome, Mozilla etc from any location. The user provides his/her login credentials to access the system. The system displays only the functionalities the user have access right to view based on their assigned roles. The system Administrator is solely responsible for granting Users roles and privileges to access the desired functionality of the application.

.	USER'S MANUAL GUIDE - DECLARANT DATA ENTRY GUIDE	
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2 User Access and Roles

This section describes the Modules and roles that Declarant Data Entry User would have access to

2.1. Ghana PAARS System Modules for Declarant Data Entry User:

- ❖ Trade Documents Submission
 - Upload Preliminary Documents
 - Submit Final Documents
- ❖ IDF Tracking
 - IDF Tracking by IDF Number
 - IDF Tracking by CCVR Number

2.2. Declarant Data Entry Role

The PAAR System provides one (1) for Declarant Data Entry, which describe in Table 1:

Table 1: Declarant Data Entry Role

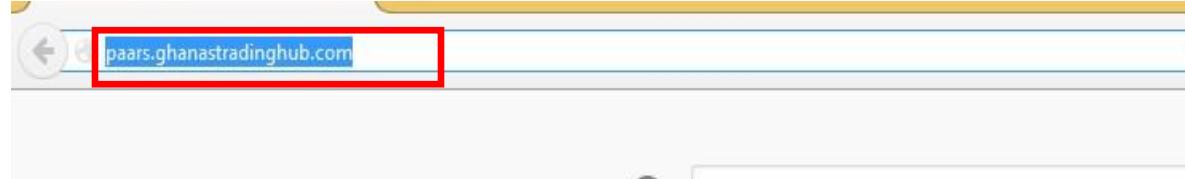
Roles	Description
Declarant Data Entry Officer	<ul style="list-style-type: none"> - Submit IDF application form on GCNET system - Populate data not captured on IDF into PAARS

3 Getting Started

3.1. Log-In

1. Launch a web browser e.g. Internet Explorer, Mozilla, Google Chrome, etc.
2. Enter the URL of the application (<http://paars.ghanastradinghub.com>) as shown in Fig 1

Fig 1 paars.ghanastradinghub.com highlighted



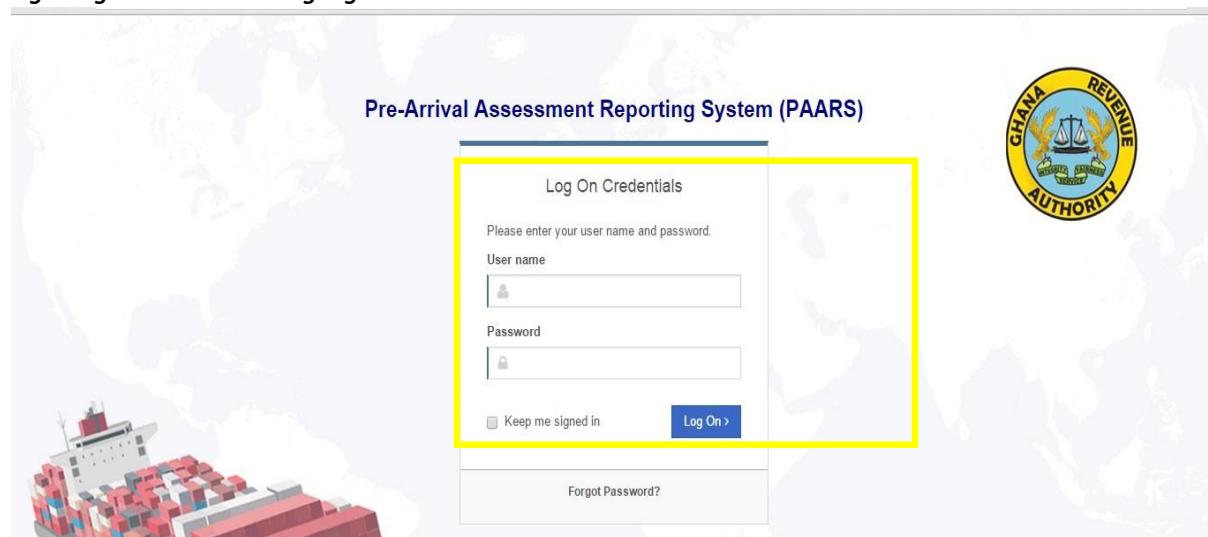
3. OR Click on Login link from Ghana Trading Hub home page as shown in Fig 2

Fig 2 Login link highlighted



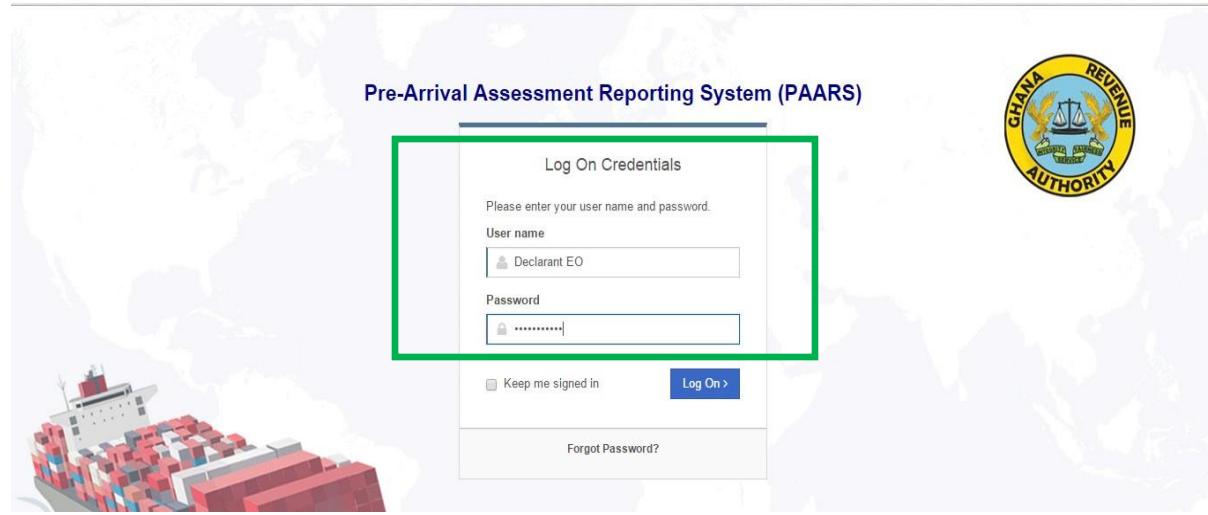
4. System displays Log On Credentials Page as shown in Fig 3

Fig 3 Log On Credentials highlighted



5. User enters Username and password as shown in Fig 4

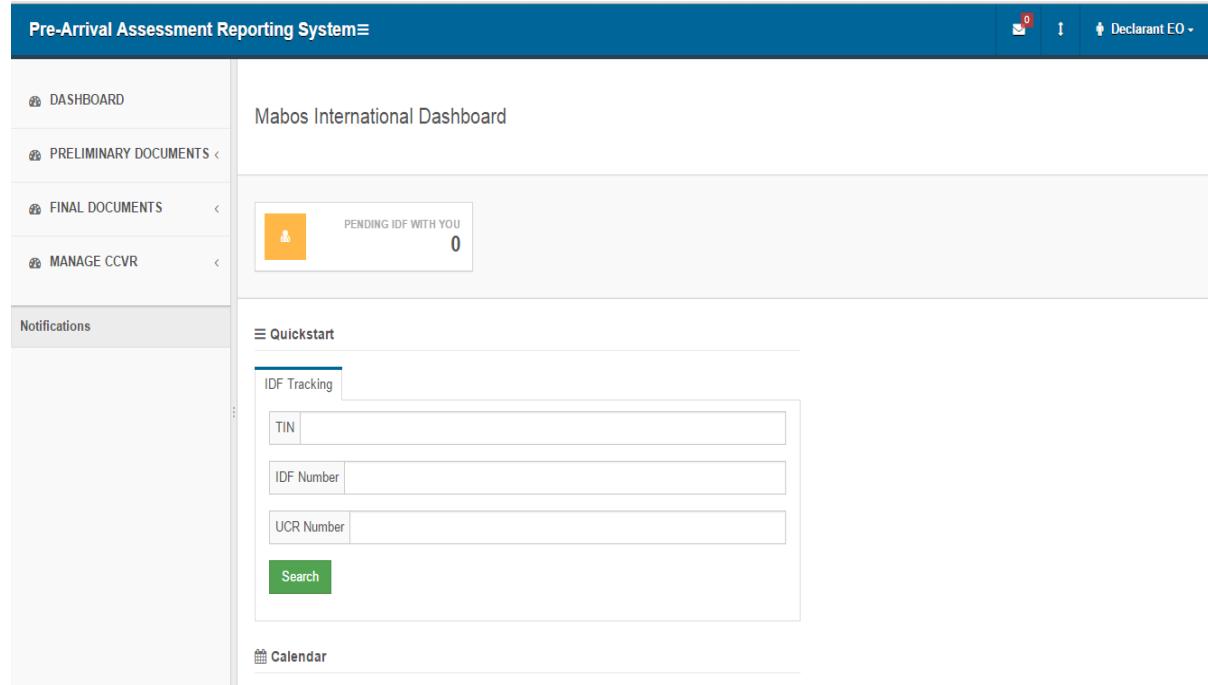
Fig 4 Username and password entered highlighted



The screenshot shows the PAARS login interface. At the top center is the system title "Pre-Arrival Assessment Reporting System (PAARS)". To the right is the "GHANA REVENUE AUTHORITY" logo. The main area is titled "Log On Credentials" and contains fields for "User name" (with "Declarant EO" entered) and "Password" (with a masked password). Below these fields are checkboxes for "Keep me signed in" and "Forgot Password?", and a blue "Log On" button.

6. If authorized user, System redirects the user to Dashboard Page as shown in Fig 5

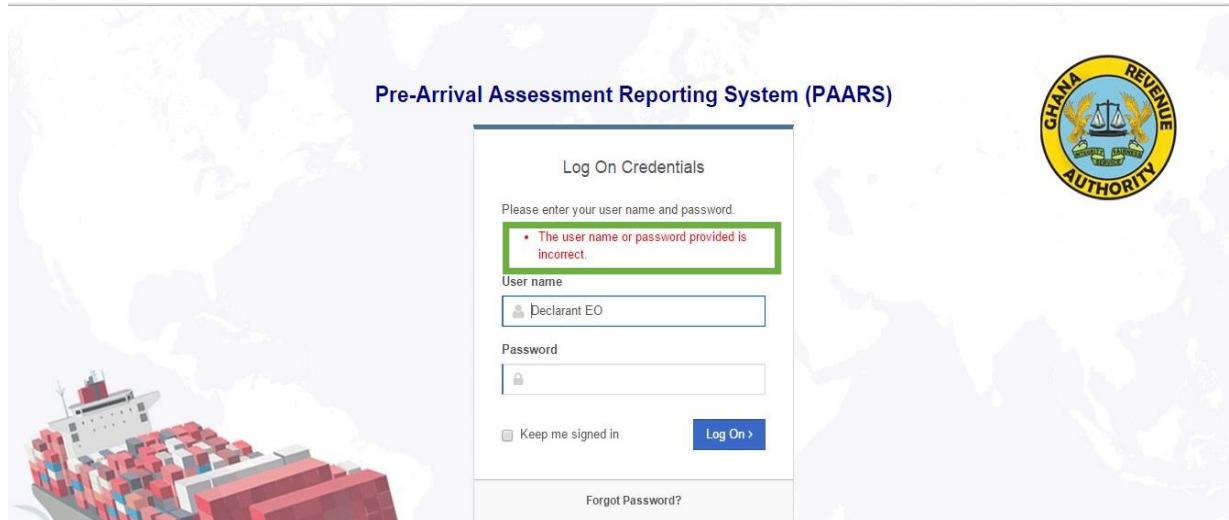
Fig 5 User's Dashboard page



The screenshot shows the Mabos International Dashboard. The top navigation bar includes the system title "Pre-Arrival Assessment Reporting System" and user information "Declarent EO". The left sidebar has sections for "DASHBOARD", "PRELIMINARY DOCUMENTS", "FINAL DOCUMENTS", and "MANAGE CCVR". The main content area features a "PENDING IDF WITH YOU" section showing "0" items. Below it is a "Quickstart" section for "IDF Tracking" with input fields for "TIN", "IDF Number", and "UCR Number", and a "Search" button. At the bottom of the main area is a "Calendar" icon. The right side of the screen shows a vertical "Notifications" panel with icons for email (0), messages, and user status.

7. Else user is unauthorized or is not registered with the system, system will display the error message "The Username or password provided is incorrect" as shown in Fig 6

Fig 6 The Username or password provided is incorrect highlighted



3.2. System Menu

This page displays the dashboard, which contains the menus, username and login information. This is the main page to select any module or feature of PAARS System that is accessible to a particular Declarant user as shown in Fig 7

- Dashboard
- Preliminary Documents Submission
- Final Documents Submission
- Manage CCVR

Fig 7 Modules highlighted

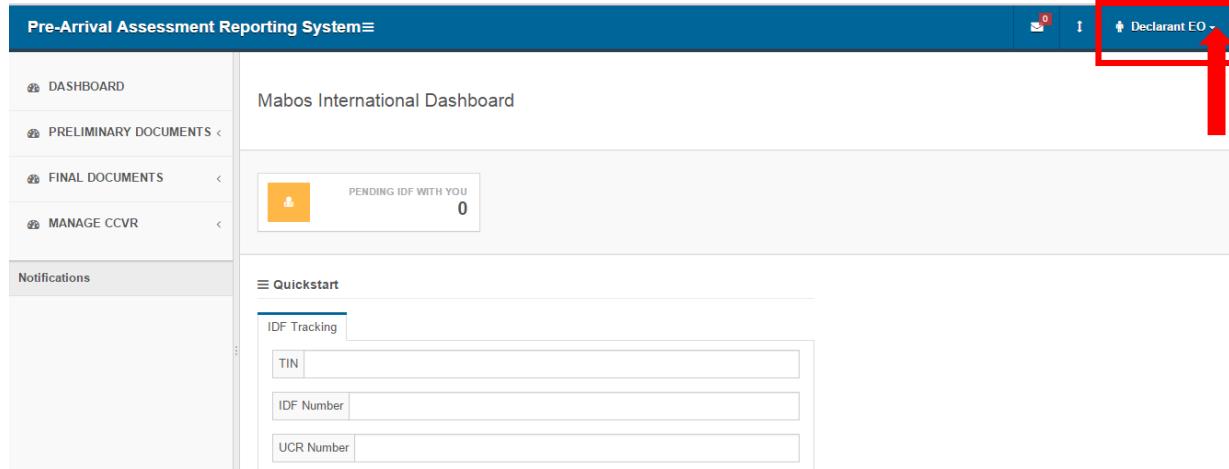
3.3. Change of Password

Users at various levels must change their password upon logon to the application at the first time for security purpose.

For Declarant Data Entry User to change his/her password after login with the Username and password sent his/her email address. He/she will perform the following steps:-

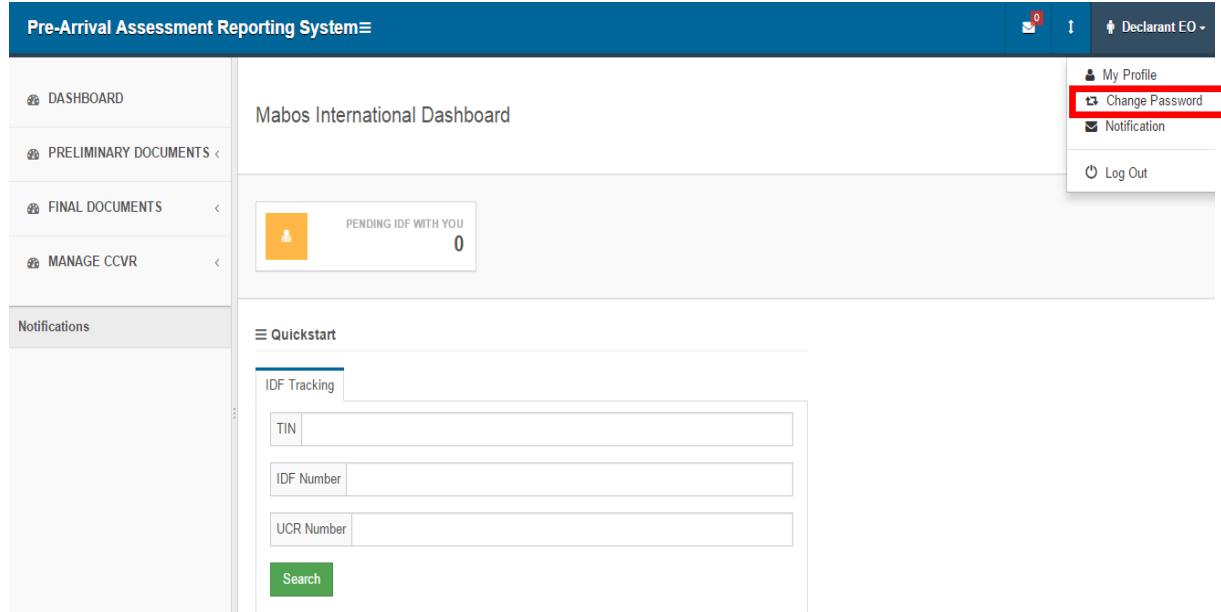
1. Form the home page after login, User clicks on dropdown arrow at the right side of User account name as shown in Fig 8

Fig 8 Drop down arrow of User highlighted



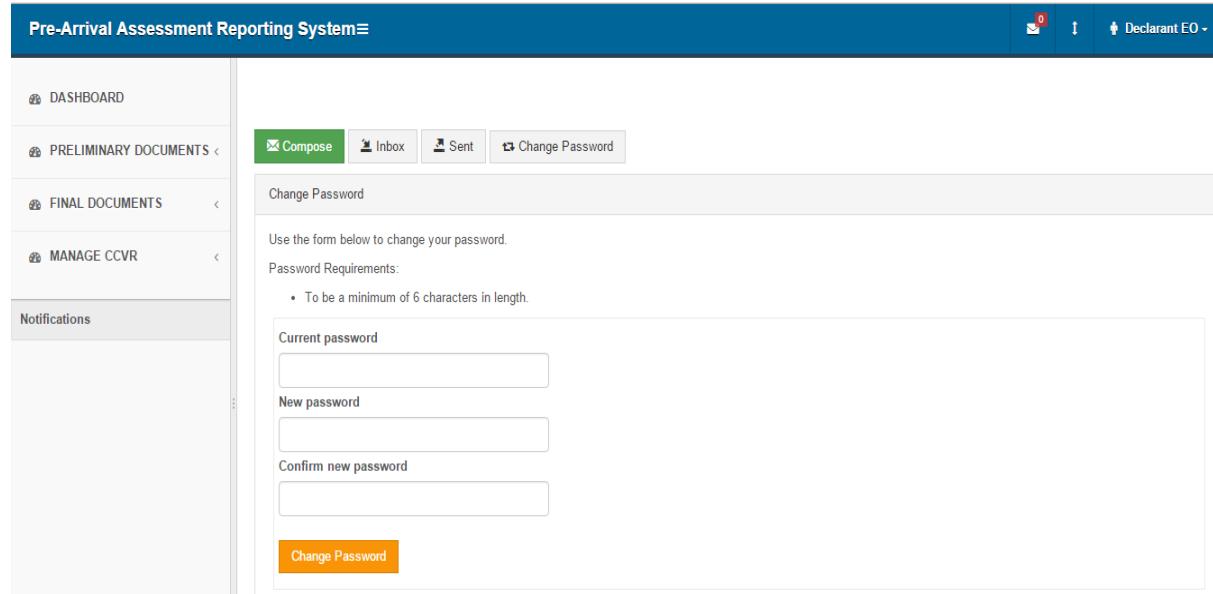
2. Click on Change Password as shown in Fig 9

Fig 9 Change Password highlighted



3. System display Change Password page as shown in Fig 10

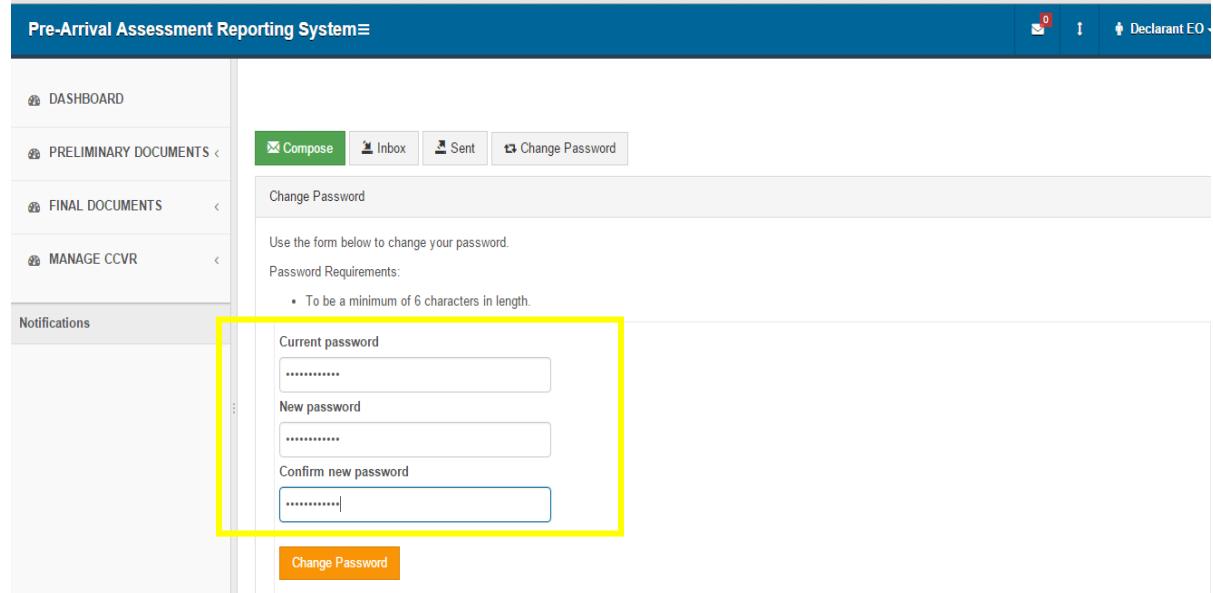
Fig 10 Change Password page



The screenshot shows the 'Change Password' page of the Pre-Arrival Assessment Reporting System. The left sidebar has links for DASHBOARD, PRELIMINARY DOCUMENTS, FINAL DOCUMENTS, MANAGE CCVR, and Notifications. The top navigation bar includes tabs for Compose, Inbox, Sent, and Change Password. The main content area is titled 'Change Password' and contains instructions: 'Use the form below to change your password.' It lists 'Password Requirements': 'To be a minimum of 6 characters in length.' Below these are three input fields: 'Current password', 'New password', and 'Confirm new password'. A large orange 'Change Password' button is at the bottom.

4. Enter old password, new password and confirm new password as shown in Fig 11

Fig 11 Old, New and Confirm new password entered highlighted



This screenshot is identical to Fig 10, showing the 'Change Password' page. The 'Current password', 'New password', and 'Confirm new password' fields are highlighted with a thick yellow border, drawing attention to the specific fields where user input is needed.

5. System displays “Your password has been changed successfully” as shown in Fig 12

Fig 12 Your password has been changed successfully highlighted

The screenshot shows the 'Change Password' page of the PAARS system. A blue success message box at the top contains the text 'Your password has been changed successfully.' Below this, there are fields for 'Current password', 'New password', and 'Confirm new password'. At the bottom is a large orange 'Change Password' button.

3.4. Forgot password

This page allow the users to retrieve their password, once user clicks “Forgot Password” on Log On credentials page, the system will allow him/her to enter his/her Email Address. Upon entering the Email address, system will first check the validity of the email address, if it is valid, system will send the password pulled from database to this email address. If it doesn’t exist system will display warning message as “Email Address does not exist. Please check your spelling and try again”.

For user to retrieve password, he/she must follow these steps:-

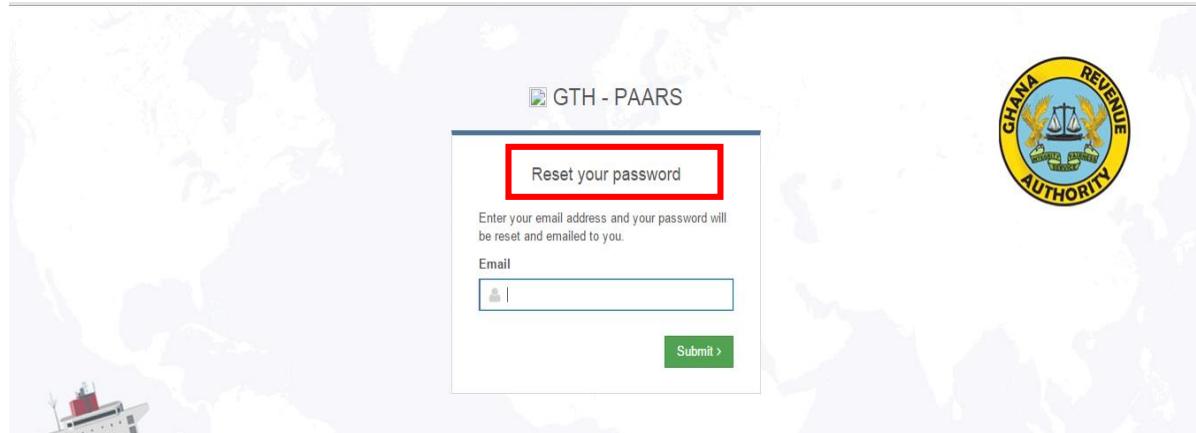
1. User clicks on “Forgot Password” on “Log On Credentials” Page as shown in Fig 13

Fig 13 Forgot Password highlighted

The screenshot shows the 'Log On Credentials' page of the PAARS system. It features a logo of the Ghana Revenue Authority and a background image of a cargo ship. The page includes fields for 'User name' and 'Password', a 'Keep me signed in' checkbox, and a 'Log On >' button. Below these is a red box highlighting the 'Forgot Password?' link.

2. System displays Reset Password page as shown in Fig 14

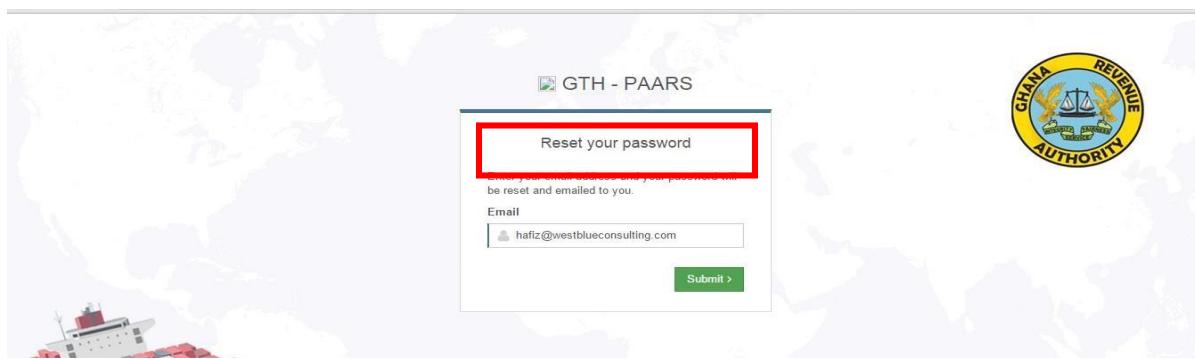
Fig 14 Reset Password page



The screenshot shows a web page titled "GTH - PAARS". At the top right is the Ghana Revenue Authority logo. The main content area has a red box highlighting the "Reset your password" button. Below it, a text box says "Enter your email address and your password will be reset and emailed to you." There is an "Email" input field containing "hafiz@westblueconsulting.com" and a green "Submit >" button.

3. Enter your email address as shown in Fig 15

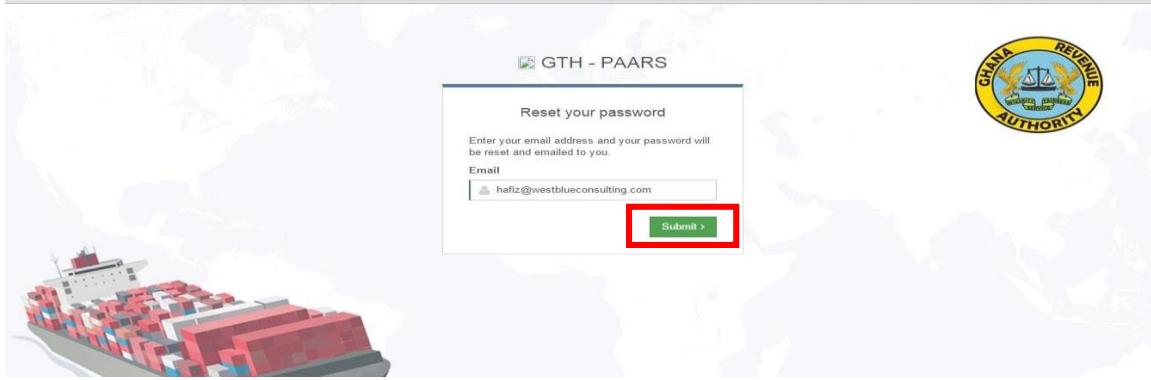
Fig 15 Email address entered highlighted



This screenshot is identical to Fig 14, showing the "Reset your password" page. The "Email" input field now contains the value "hafiz@westblueconsulting.com", which is highlighted with a red box. The "Submit >" button is also highlighted with a red box.

4. Click on Submit button as shown in Fig 16

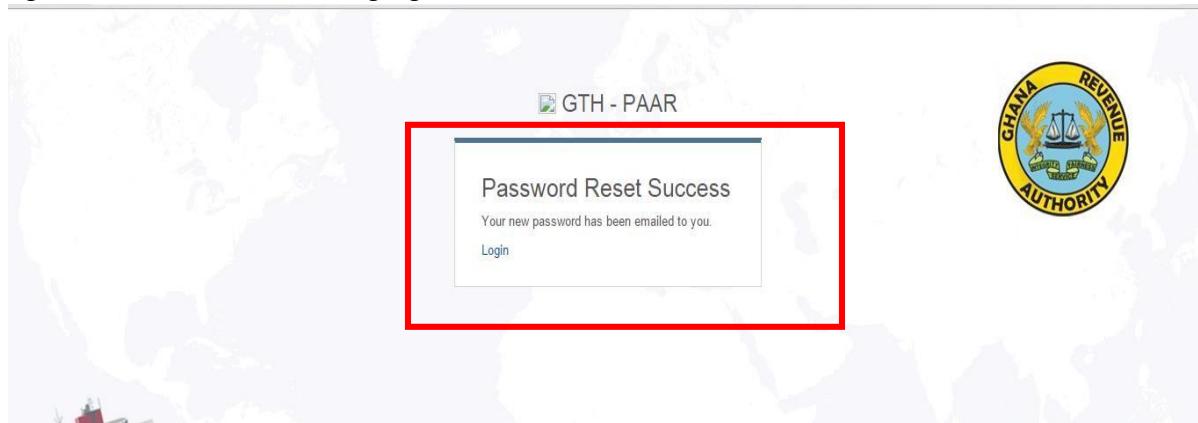
Fig 16 Submit button highlighted



This screenshot shows the same page as before, but the "Submit >" button is now highlighted with a red box. The rest of the page, including the email input field and the "Reset your password" button, appears unhighlighted.

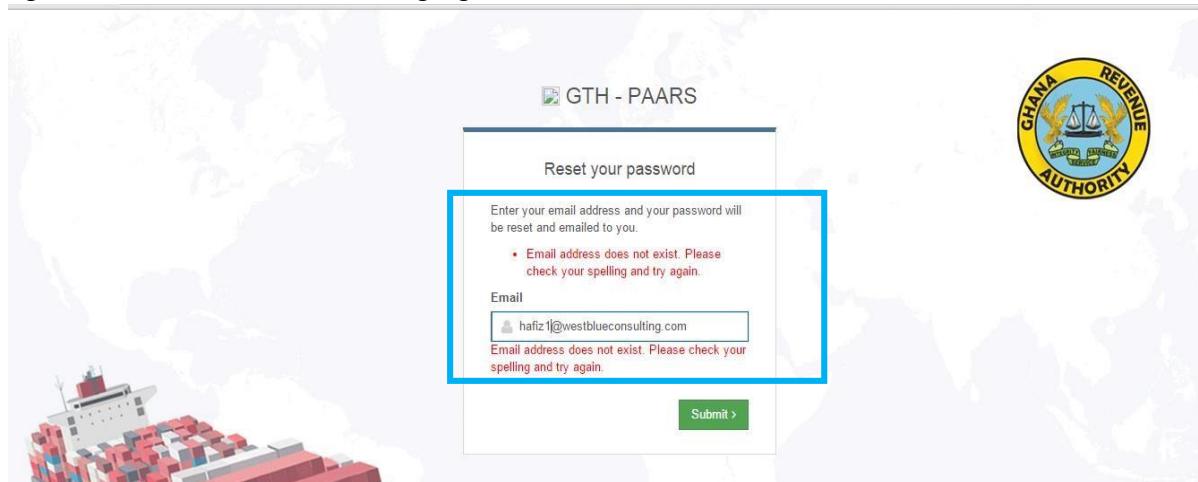
5. System displays “**Password Reset Success**” if the email address is valid as shown in Fig 17

Fig 17 Password Reset Success highlighted



6. Else the system displays “**Email address does not exist. Please check your spelling and try again**” as shown in Fig 18

Fig 18 Email address does not exist highlighted

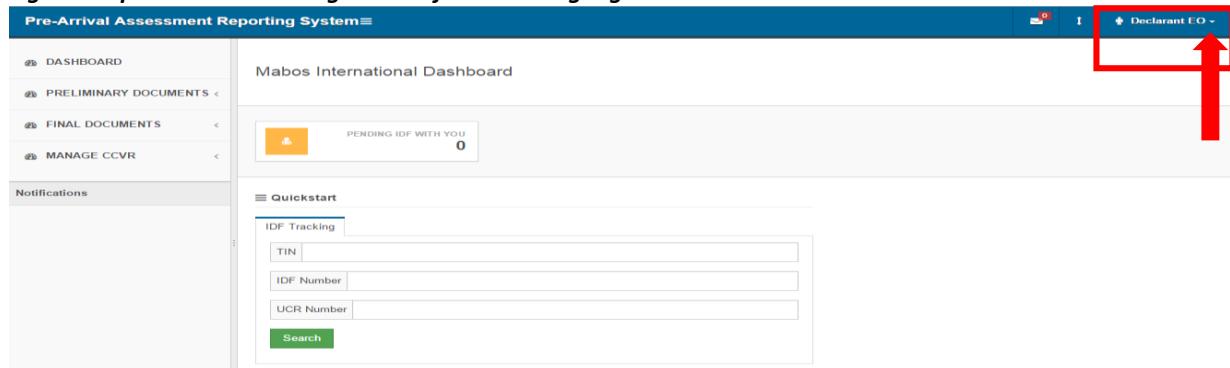


3.5. Exit System

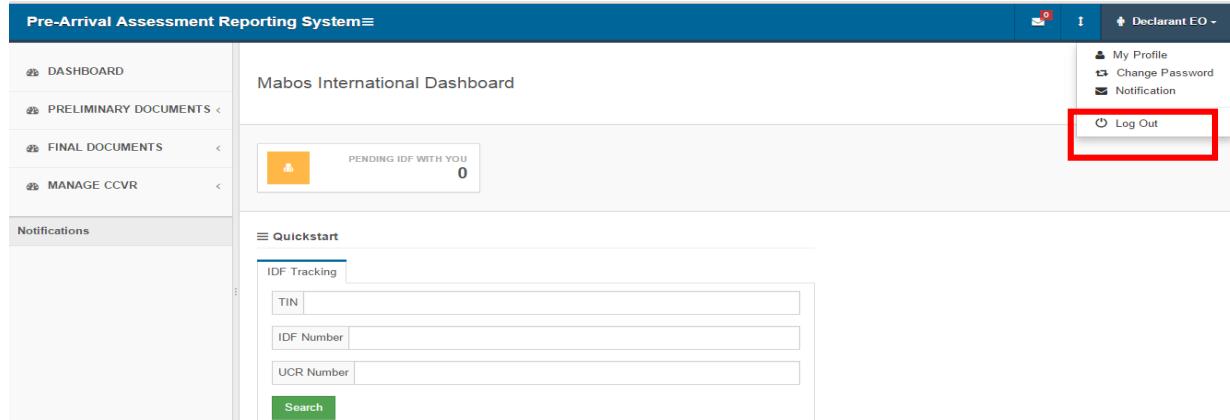
“Logout” feature kills all user sessions and the IE browser History automatically and it will redirect to Log On Log On Credential page.

For a User to logout of PAAR system, he/she will perform following steps:-

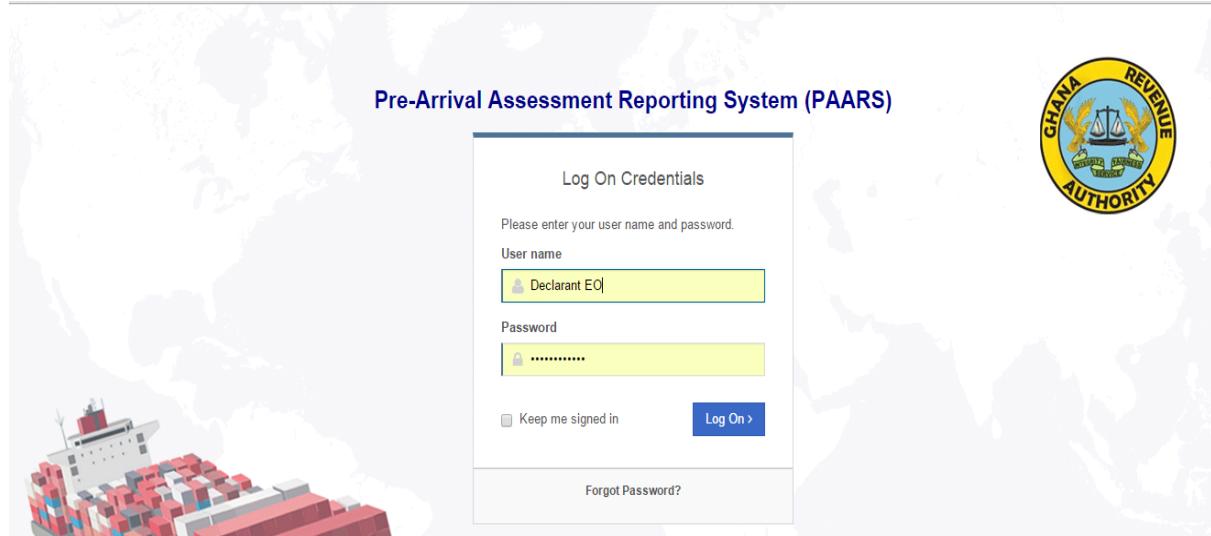
1. From the current page on the PAAR system, User clicks on the dropdown arrow at right side of the user account name as shown in Fig 19.

Fig 19 Drop down arrow at right side of the User highlighted

2. Click on Logout as shown in Fig 20

Fig 20 Logout highlighted

3. System redirects to Log On Credentials page as shown in Fig 21

Fig 21 Log On Credentials page

4. Preliminary Documents Submission

This page is used by Declarant Data Entry Officer known as (Declarant EO) for submitting electronic application with relevant supporting documents on behalf of Importers.

Under this module, the user can perform the following tasks as Declarant Data Entry Officer

- Apply for New Application
- Submit Partial Application

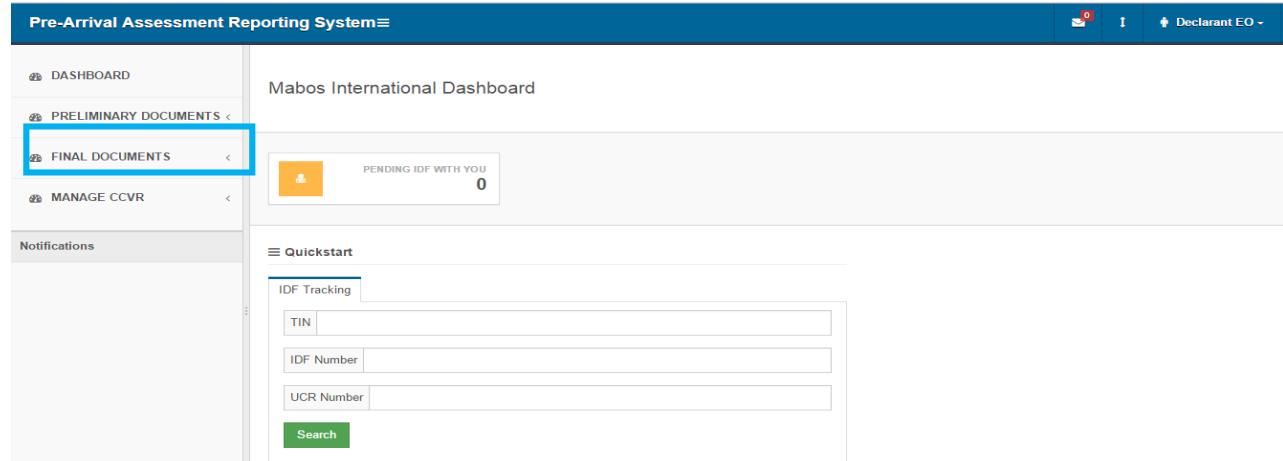
4.1 Apply For New Application

This page allow Declarant Data Entry officer (Declarant EO) to submit an electronic document as new on PAARS Application. A new IDF number would be created automatically for this application by the system.

For Declarant Data Entry Officer to apply for new Application, he/she must follow these steps below:-

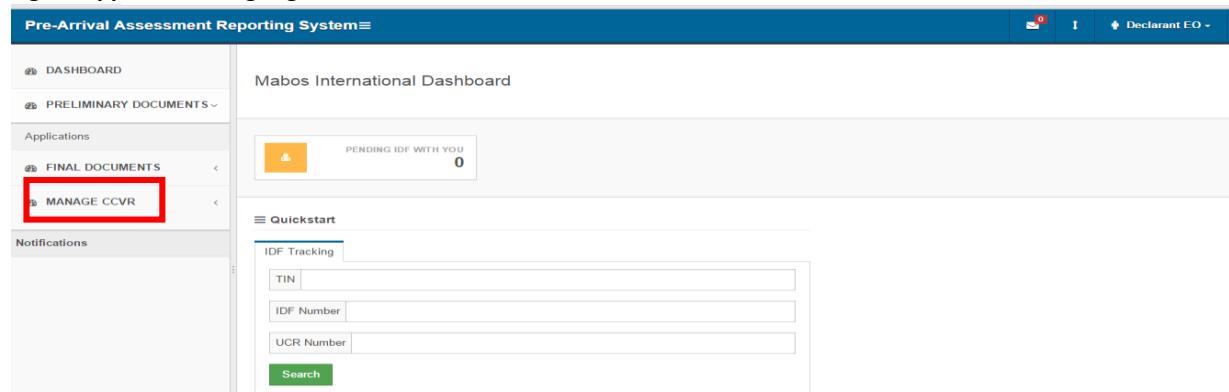
1. From the home page after login, User clicks on Preliminary Documents arrow on the left side of the page as shown in Fig 22

Fig 22 Preliminary documents highlighted



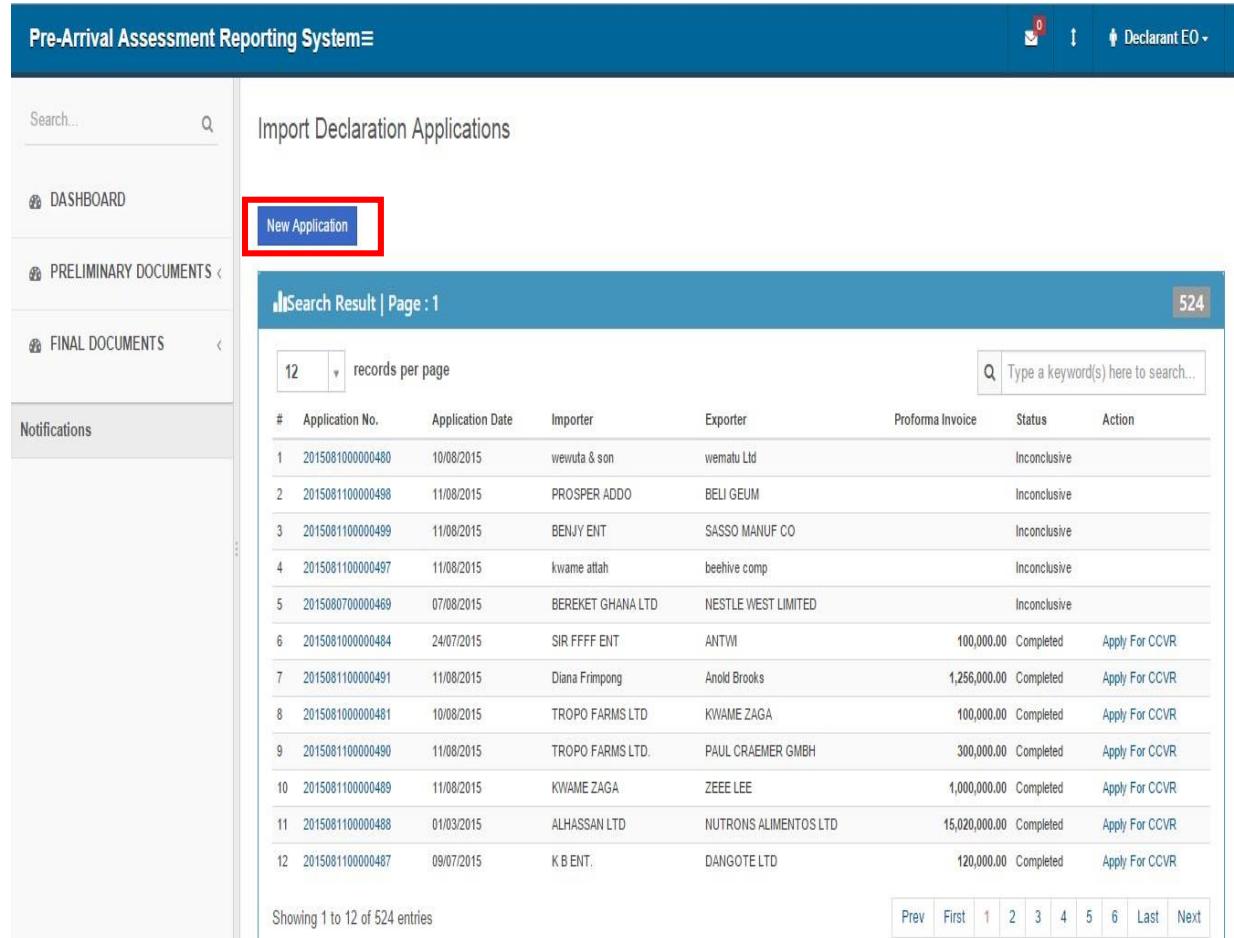
2. User clicks Applications as shown in Fig 23

Fig 23 Applications highlighted



3. User clicks on New Application button at the top of the page as shown in Fig 24

Fig 24 New Applications highlighted



The screenshot shows the 'Import Declaration Applications' screen. On the left, there's a sidebar with 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', and 'Notifications'. The main area has a search bar and a table of application results. At the top right, there are icons for notifications (0), Declarant EO, and a user profile. The table header includes columns for '#', 'Application No.', 'Application Date', 'Importer', 'Exporter', 'Proforma Invoice', 'Status', and 'Action'. The table body contains 12 rows of data, each with a unique application number, date, importer, exporter, proforma invoice amount, status (all listed as 'Inconclusive'), and an 'Apply For CCVR' action link.

#	Application No.	Application Date	Importer	Exporter	Proforma Invoice	Status	Action
1	2015081000000480	10/08/2015	wewuta & son	wematu Ltd		Inconclusive	
2	2015081100000498	11/08/2015	PROSPER ADDO	BELI GEUM		Inconclusive	
3	2015081100000499	11/08/2015	BENJY ENT	SASSO MANUF CO		Inconclusive	
4	2015081100000497	11/08/2015	kwame attah	beehive comp		Inconclusive	
5	2015080700000469	07/08/2015	BEREKET GHANA LTD	NESTLE WEST LIMITED		Inconclusive	
6	2015081000000484	24/07/2015	SIR FFFF ENT	ANTWI	100,000.00	Completed	Apply For CCVR
7	2015081100000491	11/08/2015	Diana Frimpong	Arnold Brooks	1,256,000.00	Completed	Apply For CCVR
8	2015081000000481	10/08/2015	TROPO FARMS LTD	KWAME ZAGA	100,000.00	Completed	Apply For CCVR
9	2015081100000490	11/08/2015	TROPO FARMS LTD.	PAUL CRAEMER GMBH	300,000.00	Completed	Apply For CCVR
10	2015081100000489	11/08/2015	KWAME ZAGA	ZEEE LEE	1,000,000.00	Completed	Apply For CCVR
11	2015081100000488	01/03/2015	ALHASSAN LTD	NUTRONS ALIMENTOS LTD	15,020,000.00	Completed	Apply For CCVR
12	2015081100000487	09/07/2015	K B ENT.	DANGOTE LTD	120,000.00	Completed	Apply For CCVR

Showing 1 to 12 of 524 entries

Prev | First | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | Last | Next

After the User has clicked on the New Application, system pops up Import Declaration Page which are sub divided into following sub tasks, which as follows as shown in Fig 25

- Application Details
- Importer/Consignee Details
- Exporter/Consignor Details
- Goods
- Items
- Transport Details
- Invoice Details
- Upload Documents

Fig 25 Import Declaration page

4.1.1 Application Form Page

This page allow the Declarant Data Entry Officer to enter Importer Application details.

For a User to enter Application Form Details, he/she will perform the following steps:-

From Application Form page, User selects Regime type by clicking on the dropdown arrow in Regime as shown in Fig 26

Fig 26 Regime textbox highlighted

- User selects the Regime type as shown in Fig 27

Figure 27 Regime selected highlighted

The screenshot shows the 'Application Form' section of the system. In the 'IDF Details' area, there is a dropdown menu for 'Regime'. The options listed are 'Direct Import', 'General', 'Transit', and 'Temporary Import'. The 'Direct Import' option is highlighted with a red box.

- User clicks Save and Continue button as shown in Fig 28

Figure 28 Save and continue button highlighted

The screenshot shows the same 'Application Form' page as Figure 27. The 'Save & Continue' button at the bottom left of the 'IDF Details' section is highlighted with a yellow box.

4.1.2 Importer/Consignee Page

This page allow the Declarant Data Entry Officer to capture Importer/Consignee details.

For a User to enter Application Form Details, he/she will perform the following steps:-

- When user click on Save & Continue button on Application form page, system save the Application form details and displays Importer Form page as shown in Fig 29

Fig 29 Importer Form page

Pre-Arrival Assessment Reporting System

2. User enters the Importer/Consignee details of Table 2 as shown in Fig 30

Fig 30 Importer form details highlighted

Pre-Arrival Assessment Reporting System

Table 2 Importer details

Fields	Description
Importer Name	User should enter Importer name
Importer Address	User should enter Importer Address
Region	User should select Region
Company Registration	User should enter Company Registration Number
Phone Number	User should enter Importer's phone number
TIN	User should enter TIN number
Email Address	User should enter Importer's email address
District Office Tax Code	User should enter District Office Tax Code
Commercial Level	User should select Commercial level
Fax	User should enter Fax Number

3. User clicks on Save Importer Details button after entering the Importer details as shown in Fig 31

Fig 31 Save Importer Details highlighted

The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The main title is 'CD201509MOTIIDF10000254321 Import Declaration - Importer Details'. On the left, there's a sidebar with 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', 'MANAGE CCVR', and 'Notifications'. The main content area has tabs for 'Importer Form' (selected), 'Detail', 'Importer/Consignee', 'Exporter/Consignor', 'Goods', 'Items', 'Transport', '\$Invoice Detail', and 'Upload Documents'. Below these tabs is a section titled 'Importer Information'. It contains fields for 'Importer Name' (NYAMEKE ALEBA COMPANY LIMITED), 'Importer Address' (P 28 HALF ASSINI, P 28 HALF ASSINI, NKRUMAH STREET, Ghana), 'Region' (Ashanti Region), 'District' (Adansi North), 'Company Registration' (RC 125443), 'Phone' (+2348067123419), 'TIN' (C0003070158), 'Email Address' (hafiz@westblueconsulting.com), 'District Office Tax Code' (empty), 'Commercial Level' (Wholesaler/Distributor/Sole Concessionaire), and 'Fax' (0302215839). A note at the bottom says 'Note: Ensure you click on "Save Importer Details" button after making any changes'. At the bottom right are 'Back' and 'Save Importer Details' buttons, with 'Save Importer Details' being highlighted with a yellow box.

4.1.3 Exporter/Consignor Page

This page allow the Declarant Data Entry Officer to capture Exporter/Consignor details. For a User to enter Application Form Details, he/she will perform the following steps:-

- From the Importer Form page when User clicks on Save Importer Details button. System saved the Importer details and displays Exporter Form page as shown in Fig 32

Fig 32 Exporter Form page

2. User enters Exporter Information details of Table 3 as shown in Fig 33

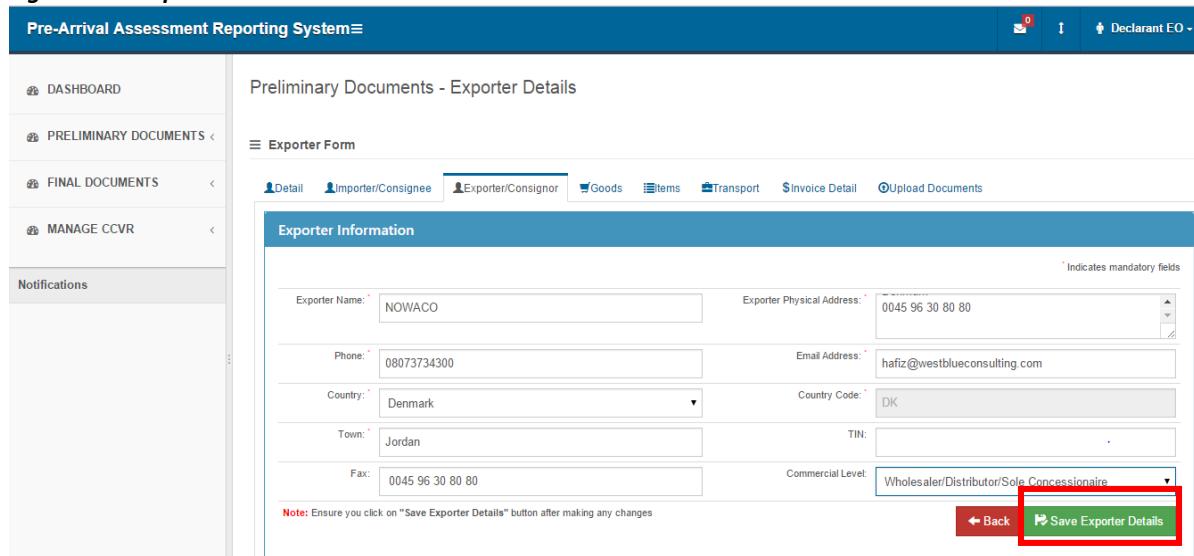
Fig 33 Exporter details highlighted

Table 3 Exporter details

Fields	Description
Exporter Name	User should enter Exporter name
Exporter Physical Address	User should enter physical Importer Address
Phone Number	User should enter Importer's phone number
Email Address	User should enter Importer's email address
Country	User should selects Country
TIN	User should enter TIN number
Town	User should enter town name
Country Code	User should select Country code
Fax	User should enter Fax Number
Commercial Level	User should enter commercial level

3. User clicks on Save Exporter Details after entering Exporter information details as shown in Fig 34

Fig 34 Save Exporter Details button



The screenshot shows the 'Preliminary Documents - Exporter Details' page. On the left is a sidebar with 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', 'MANAGE CCVR', and 'Notifications'. The main area has tabs for 'Detail', 'Importer/Consignee', 'Exporter/Consignor' (which is selected), 'Goods', 'Items', 'Transport', 'Invoice Detail', and 'Upload Documents'. Below the tabs is a section titled 'Exporter Information' containing fields for 'Exporter Name' (NOWACO), 'Exporter Physical Address' (0045 96 30 80 80), 'Phone' (08073734300), 'Email Address' (hafiz@westblueconsulting.com), 'Country' (Denmark), 'Country Code' (DK), 'Town' (Jordan), 'TIN' (empty), 'Fax' (0045 96 30 80 80), and 'Commercial Level' (Wholesaler/Distributor/Sole Concessionaire). A note at the bottom says 'Note: Ensure you click on "Save Exporter Details" button after making any changes'. At the bottom right are 'Back' and 'Save Exporter Details' buttons, with 'Save Exporter Details' being highlighted by a red box.

4.1.4 Good Information Page

This page allow the Declarant Data Entry Officer to capture Good Information details
For a User to enter Good description, he/she will perform the following steps:-

- From the Exporter Form page when User click on Save Exporter Details, System saved Exporter details and displays Goods Information Form page as shown in Fig 35

Fig 35 Goods Information Form page

2. User enters good description as shown in Fig 36

Fig 36 Goods description details

3. User clicks on Save Good Information Details as shown in Fig 37

Fig 37 Save Good Info Details highlighted

4.1.5 Items Form Page

This page allow the Declarant Data Entry Officer to capture Items details into PAAR System.
For User to enter Good description, he/she will perform the following steps:-

- From the Goods Information page, when User click on Save Good Info. Details button, system saved the good description details and displays Items Form page as shown in Fig 38

Fig 38 Items Form page

Item Details	
Invoice Item Serial Number:	21433
Commodity:	car
HS Code:	
Standard Unit of Quantity:	
Nature of Packaging:	Select
Price per (####):	0
Item Term:	Cost, insurance and freight
Currency:	United States Dollar (USD)
HS Code Description:	
Duty Rate:	
Total Quantity of (####):	0
In 1 #:	0

- User enters the Item details of Table 4 as shown in Fig 39

Fig 39 Item details entered highlighted

Item Details	
Invoice Item Serial Number:	21433
Commodity:	car
HS Code:	
Standard Unit of Quantity:	
Nature of Packaging:	Select
Item Term:	Cost, insurance and freight
Currency:	United States Dollar (USD)
HS Code Description:	
Duty Rate:	
Total Quantity of (####):	0
In 1 #:	0

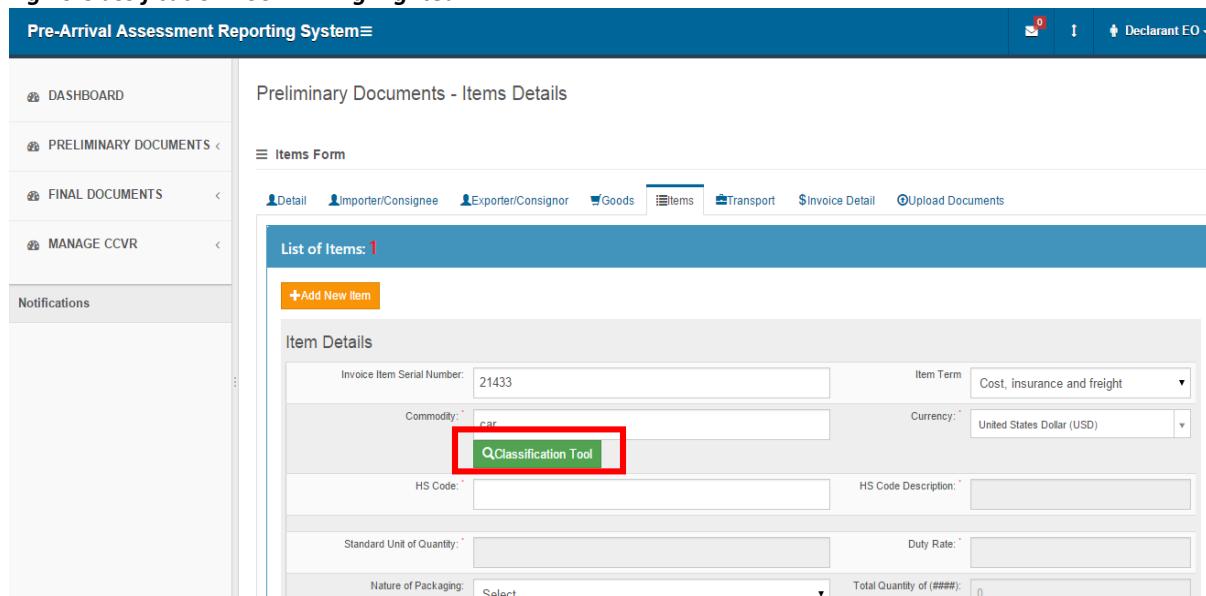
	USER'S MANUAL GUIDE - DECLARANT DATA ENTRY GUIDE	
		 WEST BLUE CONSULTING

Table 4 Item details

Fields	Description
Invoice Item Serial Number	User should enter Invoice Item Serial number
Item Term	User should select Item Term option
Commodity	User should enter commodity name
Currency	User should select currency type

3. User clicks on Classification Tool link after entering the commodity as shown in Fig 40

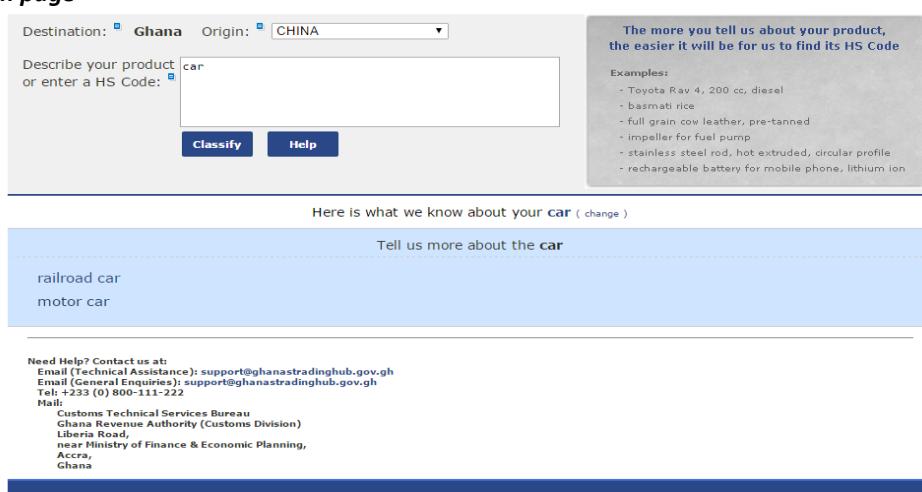
Fig 40 Classification Tool link highlighted



The screenshot shows the 'Preliminary Documents - Items Details' section of the system. On the left is a sidebar with navigation links: DASHBOARD, PRELIMINARY DOCUMENTS, FINAL DOCUMENTS, MANAGE CCVR, and Notifications. The main area has tabs for Detail, Importer/Consignee, Exporter/Consignor, Goods, Items (which is selected), Transport, Invoice Detail, and Upload Documents. Below these tabs is a sub-header 'List of Items: 1'. Underneath is a form titled 'Item Details' with fields for Invoice Item Serial Number (21433), Item Term (Cost, insurance and freight), Commodity (car), Currency (United States Dollar (USD)), HS Code, HS Code Description, Standard Unit of Quantity, Duty Rate, Nature of Packaging (Select), and Total Quantity of (###). A prominent red box highlights the 'Classification Tool' button, which is a green button with white text.

4. System pops up Classification page as shown in Fig 41

Fig 41 Classification page



The classification page has a header with 'Destination: Ghana' and 'Origin: CHINA'. Below is a search input field containing 'car'. Underneath are 'Classify' and 'Help' buttons. To the right, a sidebar says 'The more you tell us about your product, the easier it will be for us to find its HS Code' and lists examples: Toyota Rav 4, 200 cc, diesel; basmati rice; full grain cow leather, pre-tanned; impeller for fuel pump; stainless steel rod, hot extruded, circular profile; rechargeable battery for mobile phone, lithium ion. At the bottom, a summary table shows 'Here is what we know about your car (change)' with rows for 'railroad car' and 'motor car'. A footer contains contact information: Email (Technical Assistance): support@ghanatradinghub.gov.gh; Email (General Enquiries): support@ghanatradinghub.gov.gh; Tel: +233 (0) 800-111-222; Mail: Customs Technical Services Bureau, Ghana Revenue Authority (Customs Division), Liberia Road, near Ministry of Finance & Economic Planning, Accra, Ghana.

5. User classifies the commodity by modifying the commodity properties until he/she gets HS code of the commodity and user clicks on the right HS code as shown in Fig 42

Fig 42 Correct HS Code highlighted

ASSUMED CHARACTERISTICS			
characteristics	other	than toy; designed for fairground amusement	(modify)
design use	other	than designed for travelling on snow	(modify)
Known characteristics			
item	motor car	not railroad car	(modify)
propulsion	self-propelled	not other	(modify)
function	transportation	not other	(modify)
transport use	persons	not goods	(modify)
number of transported persons	< 10.0 persons	not >= 10 persons	(modify)
power unit	internal combustion engine	not other	(modify)
ignition	spark-ignition	not compression-ignition; other	(modify)
cylinder capacity	> 1000 and <= 1500 cc	not <= 1000 cc; > 1500 and <= 3000 cc; > 3000 cc	(modify)
<input type="button" value="Tariff Schedule"/> <input type="button" value="Notes"/> <input type="button" value="Commentary"/>			
Tariff Schedule of Ghana Chapter 87 VEHICLES OTHER THAN RAILWAY OR TRAMWAY ROLLING STOCK, AND PARTS AND ACCESSORIES THEREOF			
Tariff Code	Description	Units	Duties
87.03	<input checked="" type="checkbox"/> Motor cars and other motor vehicles principally designed for the transport of persons (other than those of heading 87.02), including station wagons and racing cars. <input type="checkbox"/> - Vehicles specially designed for travelling on snow; golf cars and similar vehicles <input type="checkbox"/> - Other vehicles, with spark-ignition internal combustion reciprocating piston engine : <input type="checkbox"/> -- Of a cylinder capacity not exceeding 1,000 cc : <input type="checkbox"/> --- New : <input type="checkbox"/> --- Used : <input type="checkbox"/> ---- Of age not more than 10 years 5% <input type="checkbox"/> 8703.21.20.21 Obtain GTH Classification Certificate <input type="checkbox"/> 8703.21.20.22	u	20%
			15%
		u	5%
		u	15%
		u	5%
		u	15%

6. Systems accepts the HS Code and populates the following details of Table 5 into the IDF Application as shown in Fig 43

Fig 43 Item details populated highlighted

The screenshot shows the 'Classification Tool' section of the system. The HS Code input field contains '1704 90 00'. The 'HS Code Description' field shows '- Other'. Below these fields are input boxes for 'Number of Pieces per Smaller pack.', 'Number of Smaller packs per Bigger pack.', 'Number of Bigger packs per Final pack.', 'Smaller Pack type (e.g. jars, blister pack, sachets etc.)', 'Expiry Date.', 'Other.', 'Standard Unit of Quantity.' (kg), and 'Duty Rate.' (35). The entire 'Classification Tool' section is highlighted with a green box.

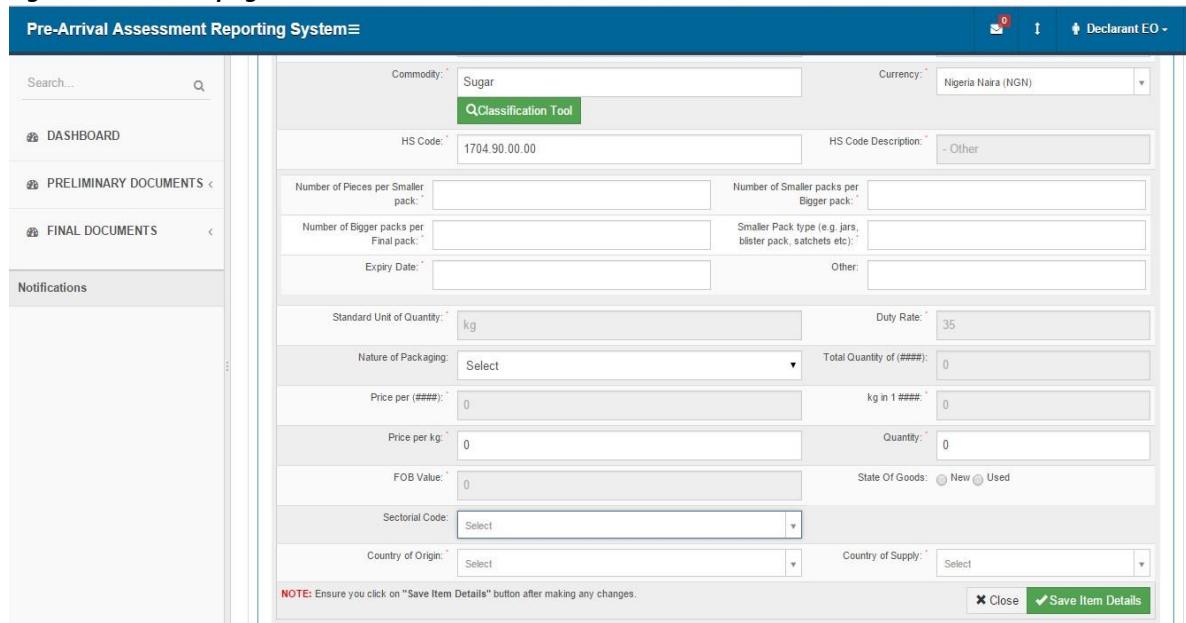
	USER'S MANUAL GUIDE - DECLARANT DATA ENTRY GUIDE	
--	---	---

Table 5 Item details system populated

Fields	Description
Hs Code	System populates Hs code into the Items page
Standard Unit of Quantity	System populates standard unit of quantity
Duty Rate	System populates the duty rate of the commodity

7. User enters the remaining item details of Table 6 as shown in Fig 44

Fig 44 Item details page



The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. On the left is a sidebar with links for DASHBOARD, PRELIMINARY DOCUMENTS, FINAL DOCUMENTS, and Notifications. The main area is titled 'Item Details' and contains the following fields:

- Commodity: Sugar
- Currency: Nigeria Naira (NGN)
- HS Code: 1704.90.00.00
- HS Code Description: - Other
- Number of Pieces per Smaller pack
- Number of Smaller packs per Bigger pack
- Number of Bigger packs per Final pack
- Smaller Pack type (e.g. jars, blister pack, sachets etc.)
- Expiry Date
- Other
- Standard Unit of Quantity: kg
- Duty Rate: 35
- Nature of Packaging: Select
- Total Quantity of (####): 0
- Price per (####): 0
- kg in 1 ####: 0
- Price per kg: 0
- Quantity: 0
- FOB Value: 0
- State Of Goods: New (radio button selected)
- Sectorial Code: Select
- Country of Origin: Select
- Country of Supply: Select

A note at the bottom says: "NOTE: Ensure you click on "Save Item Details" button after making any changes." There are 'Close' and 'Save Item Details' buttons at the bottom right.

Table 6 Item Remaining details

Fields	Description
Number of Pieces per Smaller	User should enter number of pieces per smaller pack
Number of Smaller packs per	User should enter number of smaller pack per bigger
Number of Bigger packs per	User should enter number of bigger packs per final
Smaller Pack type	User should enter small pack type
Expiry Date	User should enter expiry date of the commodity
Nature of Packaging	User should select nature of packaging
Price per (Bag)	User should enter price per bag
Kg in 1 bag	User should enter number of kilogram in 1 bag
Quantity	User should enter the quantity of the item
State of Goods	User should select state of goods
Sectorial Code	User should select the sectorial code
Country of Origin	User should select the country of origin
Country of Supply	User should select the country of supply

8. System populates following data of Table 7 into the system after entering the price per bag as shown in Fig 45

Figure 45 Item details system populated

Nature of Packaging:	Bag	Total Quantity of (Bag):	1000
Price per (Bag):	20000	kg in 1 Bag:	1
Price per kg:	20000	Quantity:	1000
FOB Value:	20000000	State Of Goods: <input checked="" type="radio"/> New <input type="radio"/> Used	

Table 7 Item details system populated

Fields	Description
Price per Kg	System populates the price per kg
Quantity	System populates the quantity
FOB Value	System populates the FOB

9. User clicks Save Item Details to save details of the item as shown in Fig 46

Fig 46 Save Item Details button highlighted

Pre-Arrival Assessment Reporting System

Search... Q	Commodity: Sugar	Currency: Nigeria Naira (NGN)
Classification Tool		
HS Code: 1704.90.00.00	HS Code Description: - Other	
Number of Pieces per Smaller pack: 50	Number of Smaller packs per Bigger pack: 20	Smaller Pack type (e.g. jars, blister pack, satchets etc): bag
Number of Bigger packs per Final pack: 10	Expiry Date: 12/09/2015	
Standard Unit of Quantity: kg	Duty Rate: 35	Other:
Nature of Packaging: Bag	Total Quantity of (Bag): 1000	
Price per (Bag): 20000	kg in 1 Bag: 1	
Price per kg: 20000	Quantity: 1000	
FOB Value: 20000000	State Of Goods: <input checked="" type="radio"/> New <input type="radio"/> Used	
Sectorial Code: FOOD (OTHER THAN ALCOHOLIC DRINKS)	Country of Origin: Nigeria	
Country of Supply: Ghana		
<small>NOTE: Ensure you click on "Save Item Details" button after making any changes.</small>		
<input style="background-color: green; color: white; border: none; padding: 5px; float: right; margin-right: 10px;" type="button" value="Save Item Details"/> <input style="border: none; padding: 5px; float: right;" type="button" value="Close"/>		

10. System saved the item details as shown in Fig 47

Fig 47 Item details saved highlighted



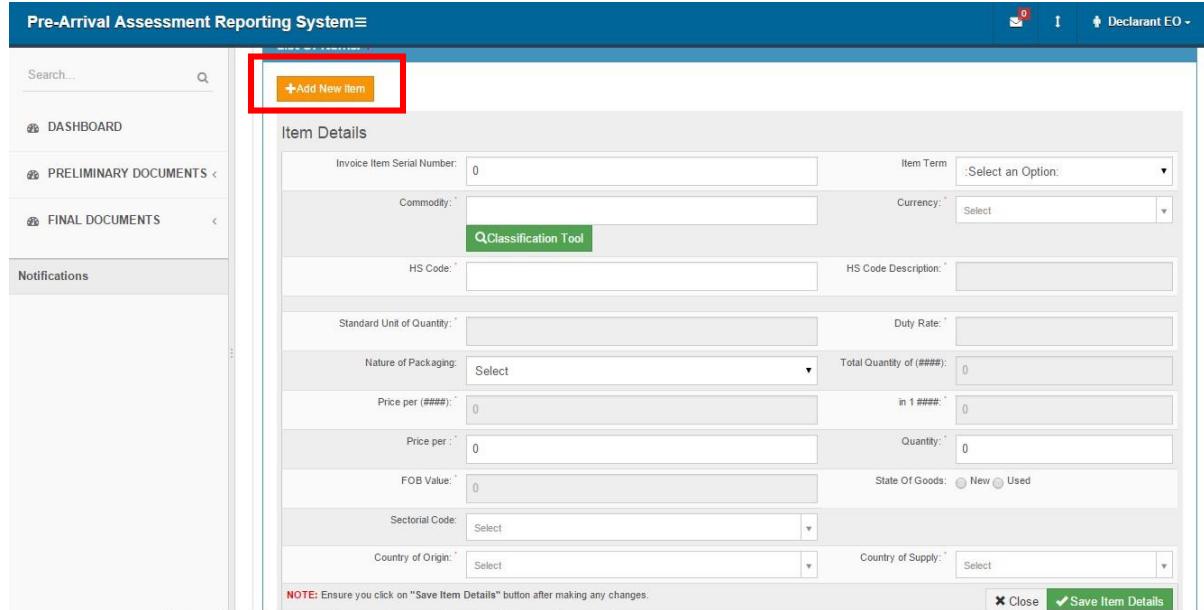
S/N	Commodity	HS Code	Unit	Duty	Quantity	Unit Price	FOB
1	Sugar	1704.90.00.00	kg	35.00	1000.0000	20000.0000	20000000.0000

Note: Ensure you click on "Save Items" button after making any changes

Back **Save Items**

11. User clicks on Add New Items at the top of the page to add the remaining items, if the items are more than one as shown in Fig 48

Fig 48 Add New Item highlighted



Pre-Arrival Assessment Reporting System

Add New Item

Item Details

Invoice Item Serial Number:	0	Item Term:	Select an Option
Commodity:		Currency:	Select
HS Code:		HS Code Description:	
Standard Unit of Quantity:		Duty Rate:	
Nature of Packaging:	Select	Total Quantity of (####):	0
Price per (####):	0	in 1 ####:	0
Price per :	0	Quantity:	0
FOB Value:	0	State Of Goods:	New Used
Sectorial Code:	Select	Country of Origin:	Select
Country of Supply:	Select	Country of Supply:	Select

NOTE: Ensure you click on "Save Item Details" button after making any changes.

Close **Save Item Details**

12. User repeats the steps 2 to 10 for add item details as shown in Fig 49

Fig 49 Items added highlighted

The screenshot shows the PAAR system's interface for entering item details. The main form includes fields for Nature of Packaging, Price per, FOB Value, Sectorial Code, Country of Origin, and Country of Supply. Below this is a note about saving changes. At the bottom, there is a table of items with columns for S/N, Commodity, HS Code, Unit, Duty, Quantity, Unit Price, and FOB. A note at the bottom of the table area says "Note: Ensure you click on 'Save Items' button after making any changes." The "Save Item Details" button is highlighted with a yellow box.

S/N	Commodity	HS Code	Unit	Duty	Quantity	Unit Price	FOB
1	Sugar	1704.90.00.00	kg	35.00	1000.0000	20000.0000	20000000.0000
2	Rice	1901.10.00.00	kg	5.00	100000.0000	120.0000	12000000.0000

13. User clicks on Save Items after all items have been added as shown in Fig 50

Fig 50 Save Items highlighted

This screenshot shows the PAAR system after items have been added. The main form includes fields for Price per, FOB Value, Sectorial Code, Country of Origin, and Country of Supply. A note at the bottom says "Note: Ensure you click on 'Save Items' button after making any changes." Below is a table of items with the same columns as Fig 49. The "Save Items" button is highlighted with a blue box.

S/N	Commodity	HS Code	Unit	Duty	Quantity	Unit Price	FOB
1	Sugar	1704.90.00.00	kg	35.00	1000.0000	20000.0000	20000000.0000
2	Rice	1901.10.00.00	kg	5.00	100000.0000	120.0000	12000000.0000

4.1.6 Transport Details Page

This page allow the Declarant Data Entry Officer to capture Transport details into PAAR System

For a User to enter transport details, he/she will perform the following steps:-

- From the Items page, when User click on Save Items button, system saved the item details and displays Transport Details page as shown in Fig 51

Fig 51 Transport details page

Pre-Arrival Assessment Reporting System

Preliminary Documents - Transport Details

Transport Form

- [Detail](#)
- [Importer/Consignee](#)
- [Exporter/Consignor](#)
- [Goods](#)
- [Items](#)
- Transport**
- [Invoice Detail](#)
- [Upload Documents](#)

Transport Details

Mode of Transport:	Select	Port of Discharge:	Select
Customs Office:	Select	Delivery Term:	Select

Note: Ensure you click on "Save Transport Details" button after making any changes

[Back](#) [Save Transport Details](#)

- User selects the transport details of Table 8 as shown in Fig 52

Fig 52 Transport details selected highlighted

Pre-Arrival Assessment Reporting System

Preliminary Documents - Transport Details

Transport Form

- [Detail](#)
- [Importer/Consignee](#)
- [Exporter/Consignor](#)
- [Goods](#)
- [Items](#)
- Transport**
- [Invoice Detail](#)
- [Upload Documents](#)

Transport Details

Mode of Transport:	Select	Port of Discharge:	Select
Customs Office:	Select	Delivery Term:	Select

Note: Ensure you click on "Save Transport Details" button after making any changes

[Back](#) [Save Transport Details](#)

Table 8 Transport details

Fields	Description
Mode of Transport	User should select the mode of transport
Customs Office	User should select customs office
Port of Discharge	User should select port of discharge
Delivery Term	User should select delivery term

- User clicks on Save Transport Details button as shown in Fig 53

Fig 53 Save Transport Details button highlighted

Pre-Arrival Assessment Reporting System

Preliminary Documents - Transport Details

Transport Form

- [Detail](#)
- [Importer/Consignee](#)
- [Exporter/Consignor](#)
- [Goods](#)
- [Items](#)
- Transport**
- [Invoice Detail](#)
- [Upload Documents](#)

Transport Details

Mode of Transport:	Select	Port of Discharge:	Select
Customs Office:	Select	Delivery Term:	Select

Note: Ensure you click on "Save Transport Details" button after making any changes

[Back](#) [Save Transport Details](#)

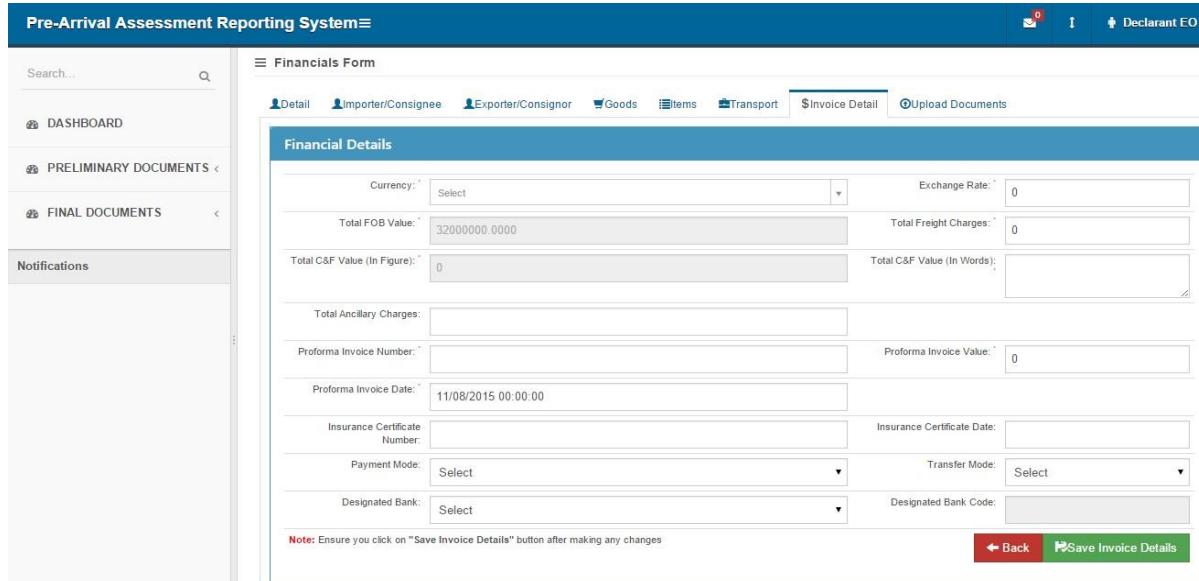
4.1.7 Financial Details Page

This page allow the Declarant Data Entry Officer to capture financial details into PAAR System

For a User to enter financial details, he/she will perform the following steps:-

- From the Transport details page, when User click on Save Transport Details button, system saved the transport details and displays Financial Details page as shown in Fig 54

Fig 54 Invoice Details page



- User enters financial details of Table 9 as shown in Fig 55

Fig 55 Invoice details entered highlighted

Pre-Arrival Assessment Reporting System

Financial Details

Indicates mandatory fields

Currency:	USD	Exchange Rate:	3.6000
Total FOB Value:	2605	Total Freight Charges:	4930 0000
Total Ancillary Charges:	0.0000	Total C&F Value (In Words): SEVEN THOUSAND, FIVE HUNDRED AND THIRTY-FIVE	
Total C&F Value (In Figure):	7535.0000		
Proforma Invoice Number:	SF454254	Proforma Invoice Date:	12/09/2015 00:00:00
Insurance Certificate Number:		Insurance Certificate Date:	
Payment Mode:	IN CASH	Payment Mode Code:	
Transfer Mode:	BANK DRAFT	Transfer Mode Code:	
Designated Bank:	ABII NATIONAL	Designated Bank Code:	044
Bank Transaction No.:		Transaction Amount:	
Type of Payment:	PARTIAL PAYMENT	Payment Condition:	PAYMENT AFTER SHIPMENT

NOTE: Ensure you click on "Save Financial Details" button after making any changes.

Save Financial Details

Table 9 Invoice details

Fields	Description
Currency	User should select the currency type
Exchange Rate	User should select exchange rate
Total Freight Charges	User should enter total freight charges

3. System populates the following data of Table 10 into application after entering total freight charges as shown in Fig 56

Fig 56 Data populated highlighted

Pre-Arrival Assessment Reporting System

Financials Form

Financial Details

Currency:	Nigeria Naira (NGN)	Exchange Rate:	3.1233
Total FOB Value:	32000000.0000	Total Freight Charges:	230000
Total C&F Value (In Figure):	32230000.0000	Total C&F Value (In Words):	THIRTY-TWO MILLION, TWO HUNDRED AND THREE THOUSAND
Total Ancillary Charges:			

Table 10 System populated data

Fields	Description
Total C & F Value (In Figure)	System populates the total C&F in figure
Total C & F Value (In Words)	System populates the total C&F in words
Proforma Invoice Value	System populates the proforma invoice value

4. User enters the remaining financial details of Table 11 as shown in Fig 57

Fig 57 Remaining Financial details entered highlighted

The screenshot shows the 'Financial Details' form with various fields filled in. A red box highlights the following fields:

- Total Ancillary Charges: 12000
- Proforma Invoice Number: PI27353
- Proforma Invoice Date: 11/08/2015 00:00:00
- Insurance Certificate Number: ISU764534
- Payment Mode: Banker's draft
- Designated Bank: Ecobank Ghana

The 'Save Invoice Details' button is located at the bottom right of the highlighted area.

Table 11 Remaining financial details

Fields	Description
Total Ancillary Charges	User should enter the total ancillary charges
Proforma Invoice Number	User should enter proforma invoice number
Insurance Certificate Number	User should enter insurance certificate number
Insurance Certificate Date	User should enter insurance certificate date
Payment Mode	User should select payment mode
Transfer Mode	User should select transfer mode
Designated Bank	User should select designated bank

5. User clicks on Save Invoice Details as shown in Fig 58

Fig 58 Save Invoice Details highlighted

The screenshot shows the 'Financial Details' form with various fields filled in. The 'Save Invoice Details' button is highlighted at the bottom right.

	USER'S MANUAL GUIDE - DECLARANT DATA ENTRY GUIDE	
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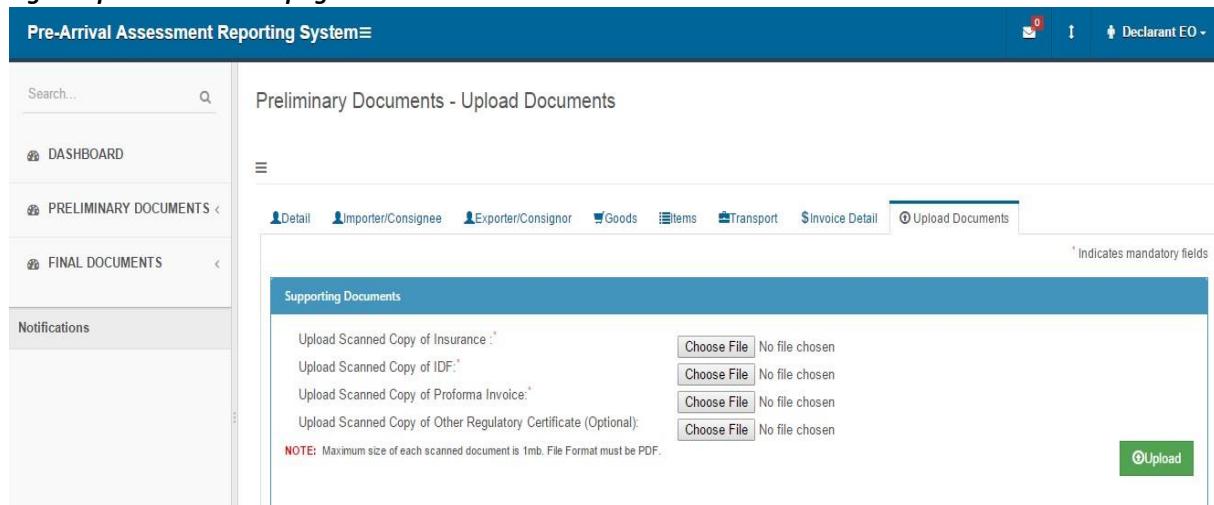
4.1.8 Upload Documents Page

This page allow the Declarant Data Entry Officer to upload relevant supporting documents into PAAR Application

For a User to upload supporting documents, he/she will perform the following steps:-

- From the Financial details page, when User clicks on Save Invoice Details button, system saved the invoice details and displays Upload Documents page as shown in Fig 59

Fig 59 Upload Document page



Preliminary Documents - Upload Documents

Supporting Documents

Upload Scanned Copy of Insurance: Choose File No file chosen

Upload Scanned Copy of IDF: Choose File No file chosen

Upload Scanned Copy of Proforma Invoice: Choose File No file chosen

Upload Scanned Copy of Other Regulatory Certificate (Optional): Choose File No file chosen

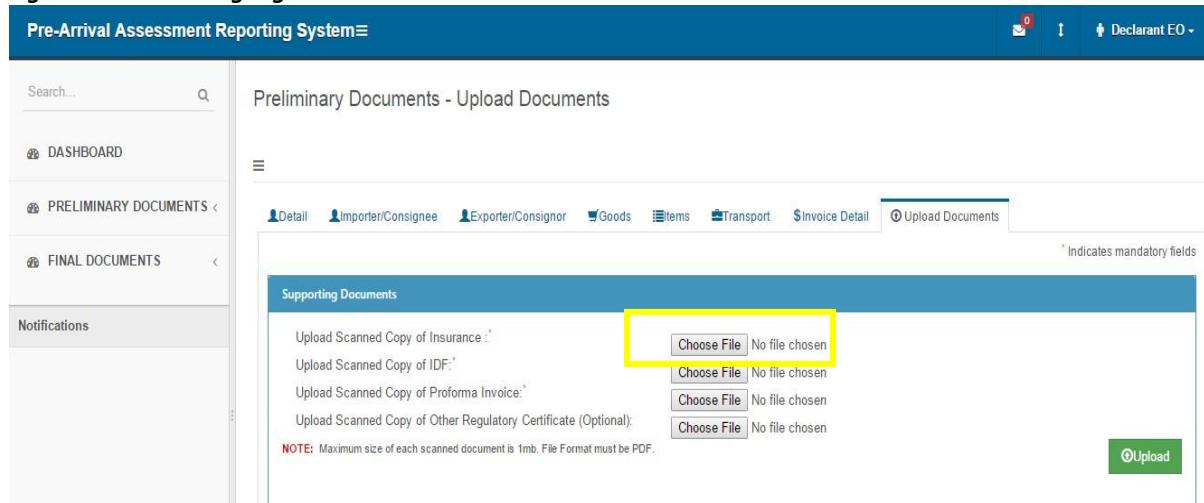
* Indicates mandatory fields

NOTE: Maximum size of each scanned document is 1mb. File Format must be PDF.

Upload

- Clicks on Choose file button in front of document as shown in Fig 60

Fig 60 Choose File highlighted



Preliminary Documents - Upload Documents

Supporting Documents

Upload Scanned Copy of Insurance: **Choose File** No file chosen

Upload Scanned Copy of IDF: Choose File No file chosen

Upload Scanned Copy of Proforma Invoice: Choose File No file chosen

Upload Scanned Copy of Other Regulatory Certificate (Optional): Choose File No file chosen

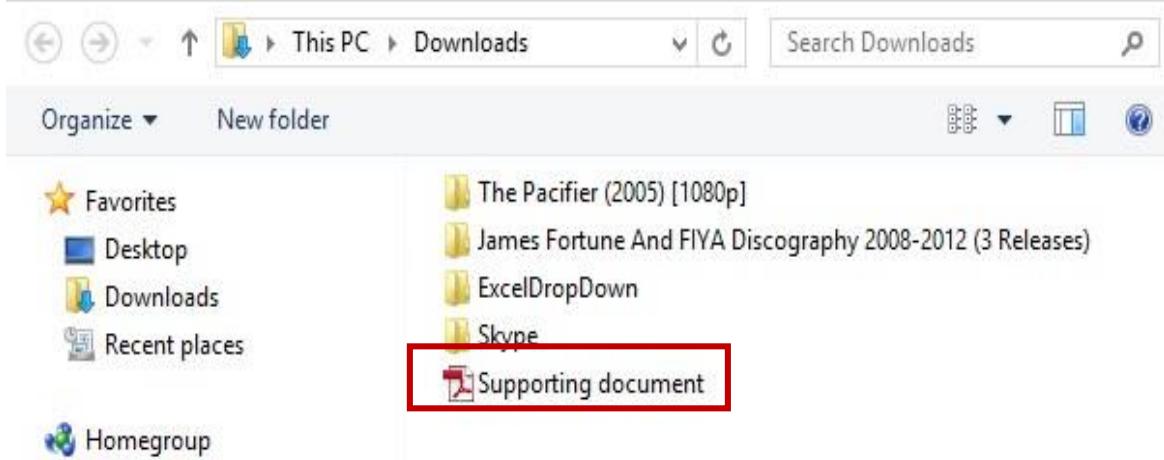
* Indicates mandatory fields

NOTE: Maximum size of each scanned document is 1mb. File Format must be PDF.

Upload

3. Browse the location and double click on the document to upload as shown in Fig 61

Fig 61 Supporting document to upload highlighted



4. System attached the document to upload as shown in Fig 62

Fig 62 Attached supporting document highlighted



The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The top navigation bar includes links for 'Detail', 'Importer/Consignee', 'Exporter/Consignor', 'Goods', 'Items', 'Transport', 'Invoice Detail', and 'Upload Documents'. The left sidebar has sections for 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', and 'Notifications'. The main content area is titled 'Supporting Documents' and contains fields for uploading various documents. The 'Upload Scanned Copy of Insurance:' field has a 'Choose File' button followed by the path 'Supporting document.pdf', which is highlighted with a red box. Below it are other fields for 'IDF', 'Proforma Invoice', and 'Other Regulatory Certificate' with their respective 'Choose File' buttons. A note at the bottom states: 'NOTE: Maximum size of each scanned document is 1mb. File Format must be PDF.' A green 'Upload' button is located at the bottom right.

5. User repeats steps 2 and 3 to attach the remaining documents as shown in Fig 63

Fig 63 All the supporting documents attached highlighted



Pre-Arrival Assessment Reporting System

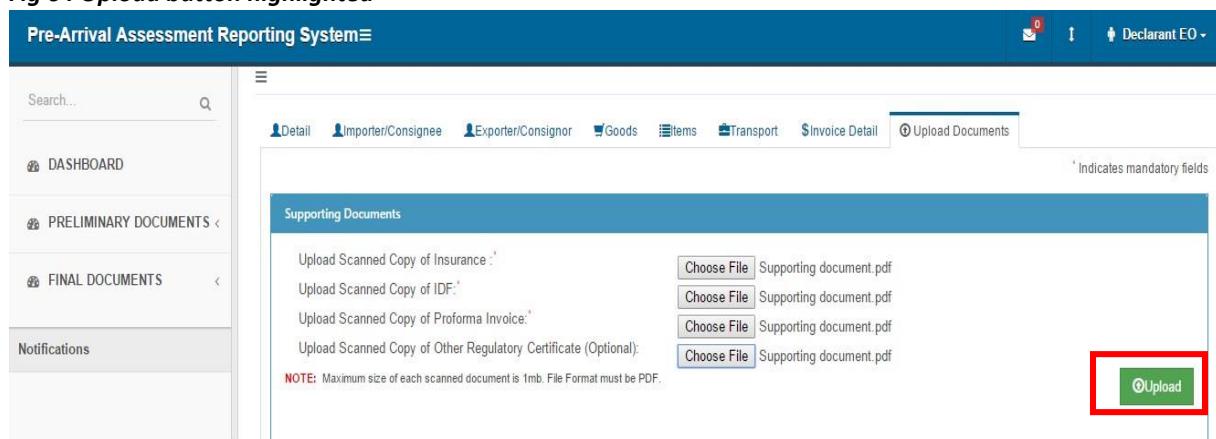
Supporting Documents

Upload Scanned Copy of Insurance: Supporting document.pdf
 Upload Scanned Copy of IDF: Supporting document.pdf
 Upload Scanned Copy of Proforma Invoice: Supporting document.pdf
 Upload Scanned Copy of Other Regulatory Certificate (Optional): Supporting document.pdf

OTE: Maximum size of each scanned document is 1mb. File Format must be PDF.

6. User clicks Upload button to upload attached supporting documents as shown in Fig 64

Fig 64 Upload button highlighted



Pre-Arrival Assessment Reporting System

Supporting Documents

Upload Scanned Copy of Insurance: Supporting document.pdf
 Upload Scanned Copy of IDF: Supporting document.pdf
 Upload Scanned Copy of Proforma Invoice: Supporting document.pdf
 Upload Scanned Copy of Other Regulatory Certificate (Optional): Supporting document.pdf

NOTE: Maximum size of each scanned document is 1mb. File Format must be PDF.

7. System displays “File Uploaded Successfully” as shown in Fig 65

Fig 65 File Uploaded Successfully highlighted

The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. On the left, a sidebar lists 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', 'MANAGE CCVR', and 'Notifications'. The main content area shows a breadcrumb path: Dashboard > Preliminary Doc. List > Application List > Upload Supporting Documents. The title of the page is 'Upload Supporting Documents for CD201509MOTIIDF10000254330/1 Partial'. A yellow box highlights a message 'Files Uploaded Successfully'. Below it, a brown bar contains the instruction: 'INSTRUCTION: Please upload the required attachments, add final Invoice(s) when you are done, click on Submit.' A table titled 'Application Details' shows a PartialNumber (CD201509MOTIIDF10000254330/1), Status (Status), and Application Date (18/09/2015). A red button labeled 'Submit' is at the bottom right. A note at the bottom right says '* Indicates mandatory fields'.

8. User clicks on Submit Preliminary Documents button as shown in Fig 66

Fig 66 Submit Preliminary Documents highlighted

The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The sidebar includes 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', and 'Notifications'. The main area has tabs for 'Detail', 'Importer/Consignee', 'Exporter/Consignor', 'Goods', 'Items', 'Transport', '\$Invoice Detail', and 'Upload Documents'. A green box highlights the 'Upload Documents' tab. Below it, a section titled 'Supporting Documents' contains fields for uploading scanned copies of Insurance, IDF, Proforma Invoice, and Other Regulatory Certificate, each with a 'Choose File' button. A note states 'NOTE: Maximum size of each scanned document is 1mb. File Format must be PDF.' A green button labeled 'Upload' is visible. At the bottom, there are 'Back' and 'Submit Preliminary Documents' buttons, with the 'Submit Preliminary Documents' button highlighted by a red box.

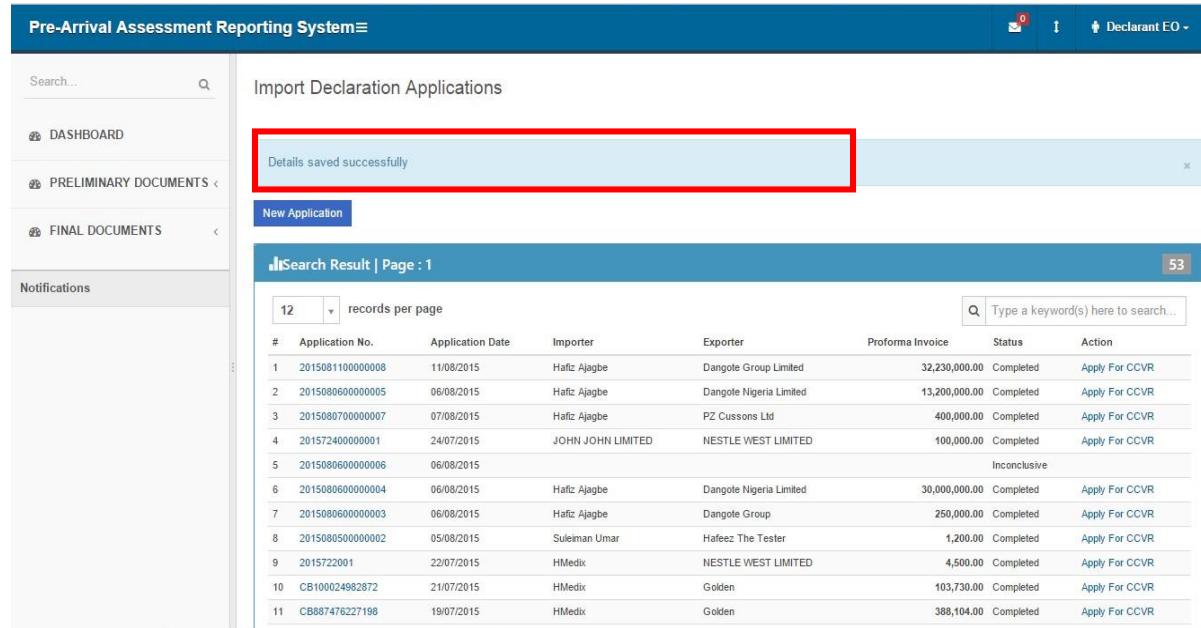
9. User clicks on Ok button to confirm the submission as shown in Fig 67

Fig 67 Ok button highlighted

The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The sidebar includes 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', and 'Notifications'. A modal dialog box is centered, displaying the message: 'The page at localhost:22547 says: Please note that after clicking on OK to confirm submit action, you will not be able to make changes to specified details, confirm that you have submitted accurate and required details and have uploaded supporting documents.' It has 'OK' and 'Cancel' buttons. The background shows the 'Supporting Documents' section with fields for uploading scanned copies of Insurance, IDF, Proforma Invoice, and Other Regulatory Certificate, each with a 'Choose File' button. A note states 'NOTE: Maximum size of each scanned document is 1mb. File Format must be PDF.' A green button labeled 'Upload' is visible. A note at the bottom right says '* Indicates mandatory fields'.

10. System displays “Details Save successfully” as shown in Fig 68

Fig 68 Details Save successfully highlighted



The screenshot shows the 'Import Declaration Applications' page of the PAARS system. A red box highlights the message 'Details saved successfully' which appears in a blue notification bar at the top of the page. Below this, there is a search result table titled 'Search Result | Page : 1' containing 12 records per page. The table lists various declaration applications with columns for Application No., Application Date, Importer, Exporter, Proforma Invoice, Status, and Action.

#	Application No.	Application Date	Importer	Exporter	Proforma Invoice	Status	Action
1	2015081100000008	11/08/2015	Hafiz Ajagbe	Dangote Group Limited	32,230,000.00	Completed	Apply For CCVR
2	2015080600000005	06/08/2015	Hafiz Ajagbe	Dangote Nigeria Limited	13,200,000.00	Completed	Apply For CCVR
3	2015080700000007	07/08/2015	Hafiz Ajagbe	PZ Cussons Ltd	400,000.00	Completed	Apply For CCVR
4	20157240000001	24/07/2015	JOHN JOHN LIMITED	NESTLE WEST LIMITED	100,000.00	Completed	Apply For CCVR
5	2015080600000006	06/08/2015				Inconclusive	
6	2015080600000004	06/08/2015	Hafiz Ajagbe	Dangote Nigeria Limited	30,000,000.00	Completed	Apply For CCVR
7	2015080600000003	06/08/2015	Hafiz Ajagbe	Dangote Group	250,000.00	Completed	Apply For CCVR
8	2015080500000002	05/08/2015	Suleiman Umar	Hafeez The Tester	1,200.00	Completed	Apply For CCVR
9	2015722001	22/07/2015	HMedix	NESTLE WEST LIMITED	4,500.00	Completed	Apply For CCVR
10	CB100024982872	21/07/2015	HMedix	Golden	103,730.00	Completed	Apply For CCVR
11	CB887476227198	19/07/2015	HMedix	Golden	388,104.00	Completed	Apply For CCVR

4.2 Add Partial Application

This page allows Declarant Data Entry officer (Declarant EO) to add partial application for a particular transaction on PAARS Application.

For Declarant Officer to add partial application for a transaction, he/she will perform the following steps:-

1.	USER'S MANUAL GUIDE DECLARANT DATA ENTRY GUIDE on Apply For CCVR in front of application to add partial transaction for as shown in Fig 69
----	---

Fig 69 Apply For CCVR for Application to work on highlighted

The screenshot shows a table of import declaration applications. The columns are: #, Application No., Application Date, Importer, Exporter, Proforma Invoice, Invoice Value, Status, and Action. The fourth row has a red box around the 'Action' column, which contains 'Completed' and 'Apply For CCVR'.

#	Application No.	Application Date	Importer	Exporter	Proforma Invoice	Invoice Value	Status	Action
1	CD201509MOTIIDF10000254209	11/09/2015	ODIMAF O FOODS COMPANY LIMITED	WEGDAM	45,195.00		Inconclusive	
2	CD201509MOTIIDF10000254321	12/09/2015	NYAMEKE ALEBA COMPANY LIMITED	NOWACO	31,180.00		Inconclusive	
3	CD201509MOTIIDF10000254310	12/09/2015	ODIMAF O FOODS COMPANY LIMITED	WEGDAM MEAT LINK	45,195.00		Inconclusive	
4	CD201509MOTIIDF10000254306	12/09/2015	ODIMAF O FOODS COMPANY LIMITED	WEGDAM MEAT LINK	45,195.00		Completed	Apply For CCVR
5	CD201509MOTIIDF10000254330	12/09/2015	PEREZ FROZEN FOODS LIMITED	NORIDANE FOODS A/S	31,180.00		Completed	Apply For CCVR
6	CD201509MOTIIDF10000254302	12/09/2015	ODIMAF O FOODS COMPANY LIMITED	WEGDAM MEAT LINK	45,195.00		Completed	Apply For CCVR

2. User clicks Add New Partial as shown in Fig 70

Fig 70 Add New Application highlighted

The screenshot shows the 'Preliminary Details' and 'Application Details' sections. In the 'Application Details' section, there is a red box around the '+ New Application' button.

3. User clicks on Choose file to attach supporting documents as shown in Fig 71

Fig 71 Choose file is highlighted

Dashboard > Preliminary Doc. List > Application List > Upload Supporting Documents

Upload Supporting Documents for CD201509MOTIIDF10000254330/1 Partial

INSTRUCTION: Please upload the required attachments, add final Invoice(s) when you are done, click on Submit.

Application Details		
PartialNumber	Status	Application Date
CD201509MOTIIDF10000254330/1		18/09/2015

Submit

* Indicates mandatory

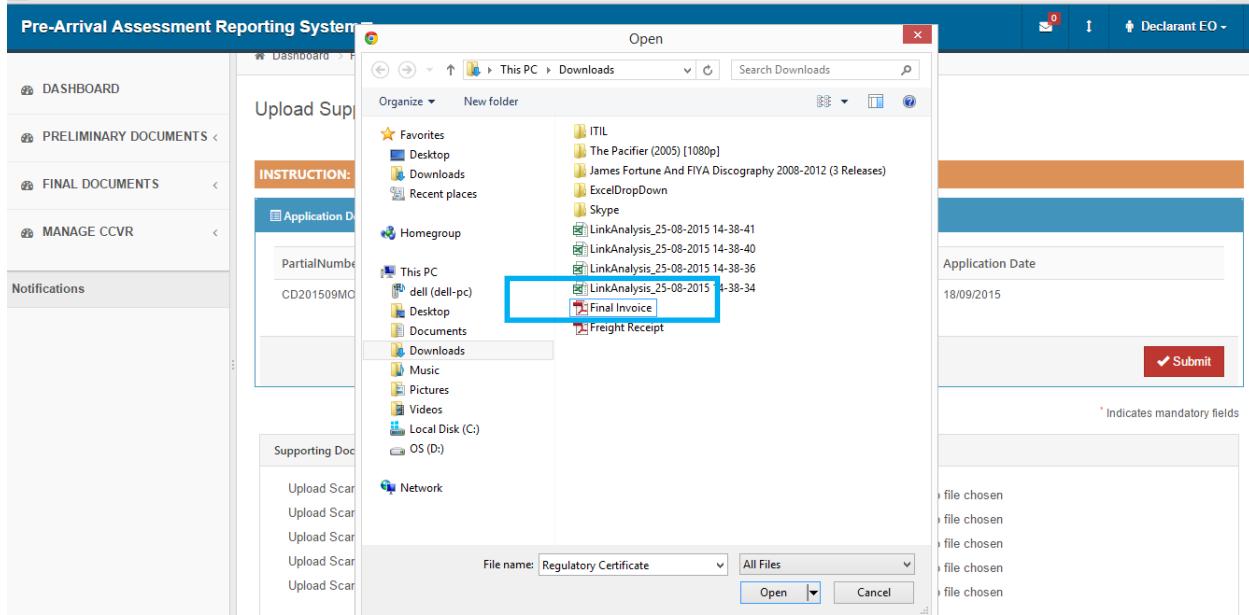
Supporting Documents

Upload Scanned Copy of Final Invoice.*
Upload Scanned Copy of Bill of Lading/Airway Bill or Road way Bill.*
Upload Scanned Copy of Packing List.*
Upload Scanned Copy of Other Regulatory Certificate (Optional):

Choose File No file chosen

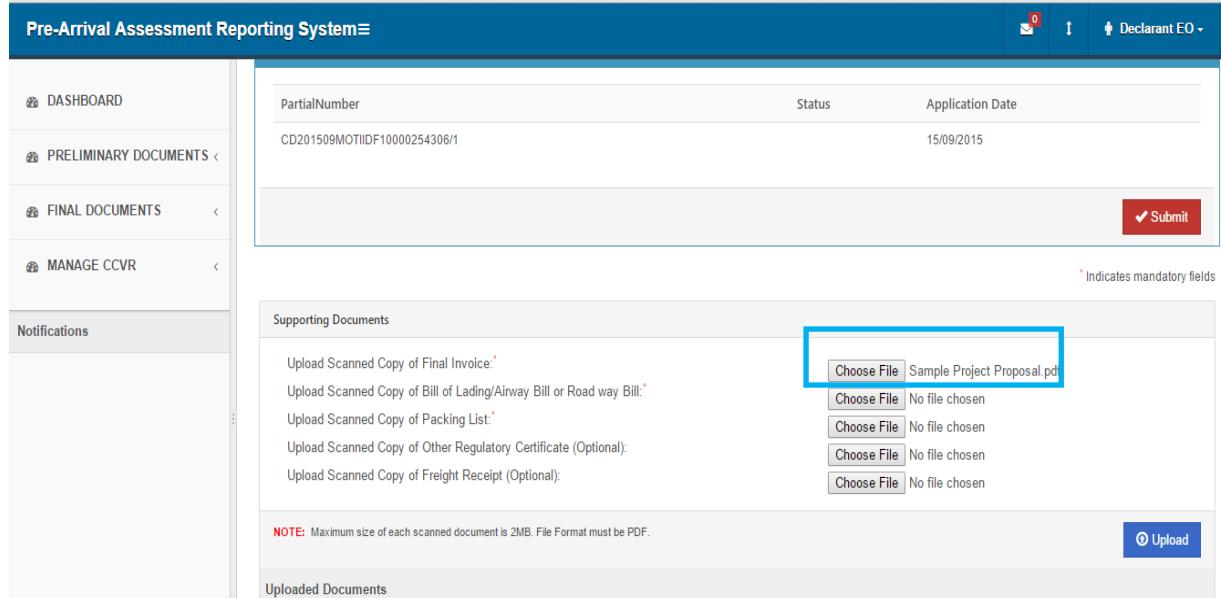
4. User browses the file to attach and double click on the file as shown in Fig 72

Fig 72 Supporting document highlighted



5. System attached the supporting documents as shown in Fig 73

Fig 73 Supporting documents uploaded highlighted



6. User repeats **Steps 3 to 5** to attach the remaining supporting documents as shown in Fig 74

Fig 74 All Supporting documents uploaded highlighted

Pre-Arrival Assessment Reporting System

DASHBOARD

PRELIMINARY DOCUMENTS

FINAL DOCUMENTS

MANAGE CCVR

Notifications

Supporting Documents

Upload Scanned Copy of Final Invoice.*
Upload Scanned Copy of Bill of Lading/Airway Bill or Road way Bill.*
Upload Scanned Copy of Packing List.*

Choose File Sample Project Proposal.pdf
Choose File Airway Bill.pdf
Choose File Packing List.pdf
Choose File Regulatory Certificate.pdf
Choose File Freight Receipt.pdf

NOTE: Maximum size of each scanned document is 2MB. File Format must be PDF.

Submit

Indicates mandatory fields

Upload

Uploaded Documents

No Record Found!...

Invoice Details

7. User clicks on Upload button to upload the supporting documents as shown in Fig 75

Fig 75 Upload button highlighted

Pre-Arrival Assessment Reporting System

DASHBOARD

PRELIMINARY DOCUMENTS

FINAL DOCUMENTS

MANAGE CCVR

Notifications

Supporting Documents

Upload Scanned Copy of Final Invoice.*
Upload Scanned Copy of Bill of Lading/Airway Bill or Road way Bill.*
Upload Scanned Copy of Packing List.*

Choose File Sample Project Proposal.pdf
Choose File Airway Bill.pdf
Choose File Packing List.pdf
Choose File Regulatory Certificate.pdf
Choose File Freight Receipt.pdf

NOTE: Maximum size of each scanned document is 2MB. File Format must be PDF.

Upload

Uploaded Documents

No Record Found!...

Invoice Details

8. System displays “File Uploaded Successfully” as shown in Fig 76

Fig 76 File Uploaded Successfully highlighted

The screenshot shows the 'Pre-Arrival Assessment Reporting System'. On the left is a sidebar with 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', and 'Notifications'. The main area has a header 'INSTRUCTION: Please upload the required attachments, add partial final invoice(s) when you are done, click on Submit Partial.' Below this is a 'Partial Details' section with a table showing a single row: PartialNumber 201508110000008/1, Status, and Application Date 11/08/2015. A green button 'Submit Partial' is at the bottom right. A note at the bottom right says '* Indicates mandatory fields'. A red box highlights the message 'Files Uploaded Successfully'.

9. User scrolls down the page to enter partial Invoice details of Table 12 as shown in Fig 77

Fig 77 Partial Invoice Details highlighted

The screenshot shows the 'Pre-Arrival Assessment Reporting System'. The sidebar includes 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', 'MANAGE CCVR', and 'Notifications'. The main area displays a list of documents with icons and file details. Below this is an 'Invoice Details' section with a sub-section 'Add/Update Final Invoice' highlighted with a red box. This sub-section contains fields for 'Invoice Number' (1232), 'Invoice Date' (10-09-2015), and 'Invoice Value' (20000). A note below says 'NOTE: Ensure you click on "Save Invoice Details" button after making any changes. After adding or editing, please click on clear button to add new final invoice details'. At the bottom is a table for 'Invoice Details' with one row: Invoice Number 1232, Invoice Value 20000, and Invoice Date 10-09-2015. A red box also highlights the 'Save Invoice Details' button.

Table 12 Invoice details

Fields	Description
Invoice Number	User should enter the invoice number
Invoice Date	User should select invoice date
Invoice Value	User should enter invoice value

10. User clicks on Save Invoice Details button as shown in Fig 78

Fig 78 Save Invoice Details highlighted

The screenshot shows the 'Partial Invoice Details' section of the application. At the top, there are buttons for 'Toggle Add/Update Invoice Panel', 'Proforma Invoice Value: NGN 32230000.0000', and 'Sum of All Invoice Values: NGN 0'. Below this is a form for 'Add/Update Final Invoice' with fields for 'Invoice Number' (TD645564), 'Invoice Date' (09-06-2015), and 'Invoice Value' (120000). A note at the bottom says: 'NOTE: Ensure you click on "Save Invoice Details" button after making any changes. After adding or editing, please click on clear button to add new final invoice details'. To the right of the note are 'Clear' and 'Save Invoice Details' buttons, with the 'Save Invoice Details' button being highlighted by a red box.

11. System displays “Details have been updated successfully” as shown in Fig 79

Fig 79 Details have been updated successfully highlighted

The screenshot shows the same 'Partial Invoice Details' section as Fig 78. The 'Add/Update Final Invoice' form now has different values: 'Invoice Number' (1232), 'Invoice Date' (10-09-2015), and 'Invoice Value' (20000). The note and buttons remain the same. Below the form is a table for 'Invoice Details' with one row: 'Invoice Number' (1232), 'Invoice Value' (20000), and 'Invoice Date' (10-09-2015). At the bottom of the page, a blue bar contains the text 'Details have been updated successfully' which is highlighted with a yellow box.

12. User scrolls up page to click on Submit Partial button as shown in Fig 80

Fig 80 Submit button highlighted

The screenshot shows the 'Pre-Arrival Assessment Reporting System'. The left sidebar includes 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', 'MANAGE CCVR', and 'Notifications'. The main area shows a breadcrumb path: Dashboard > Preliminary Doc. List > Application List > Upload Supporting Documents. It displays a message: 'Upload Supporting Documents for CD201509MOTIIDF10000254330/1 Partial'. Below this is an orange box with the instruction: 'INSTRUCTION: Please upload the required attachments, add final Invoice(s) when you are done, click on Submit.' A table titled 'Application Details' shows a single row: 'PartialNumber' (CD201509MOTIIDF10000254330/1), 'Status' (Status), and 'Application Date' (18/09/2015). At the bottom right is a red 'Submit' button, which is highlighted with a blue box. A note at the bottom right says: 'Indicates mandatory fields'.

13. User clicks Ok button to confirm submission as shown in Fig 81

Fig 81 Ok button highlighted

14. System displays “**Final Import Declaration was Created Successfully**” as shown in Fig 82

Fig 82 Final Import Declaration Created Successfully

4.3 Submit Partial Application

This page allows Declarant Data Entry officer (Declarant EO) to submit partial application for a particular transaction on PAARS Application. This is sub divided into three sub tasks

- Add Transport Details
- Add Invoice Detail
- Approval Page

4.3.1 Add Transport Details Page

This page allow the Declarant Data Entry Officer to capture Transport details of partial Application.

For Declarant Officer to add transport application details for a partial application he/she will perform the following steps:-

- From Partial Application Details page, User clicks on Transport tab as shown in Fig 83

Fig 83 Transport Details page

- User enter the transport details of Table 13 for partial application as shown in Fig 84

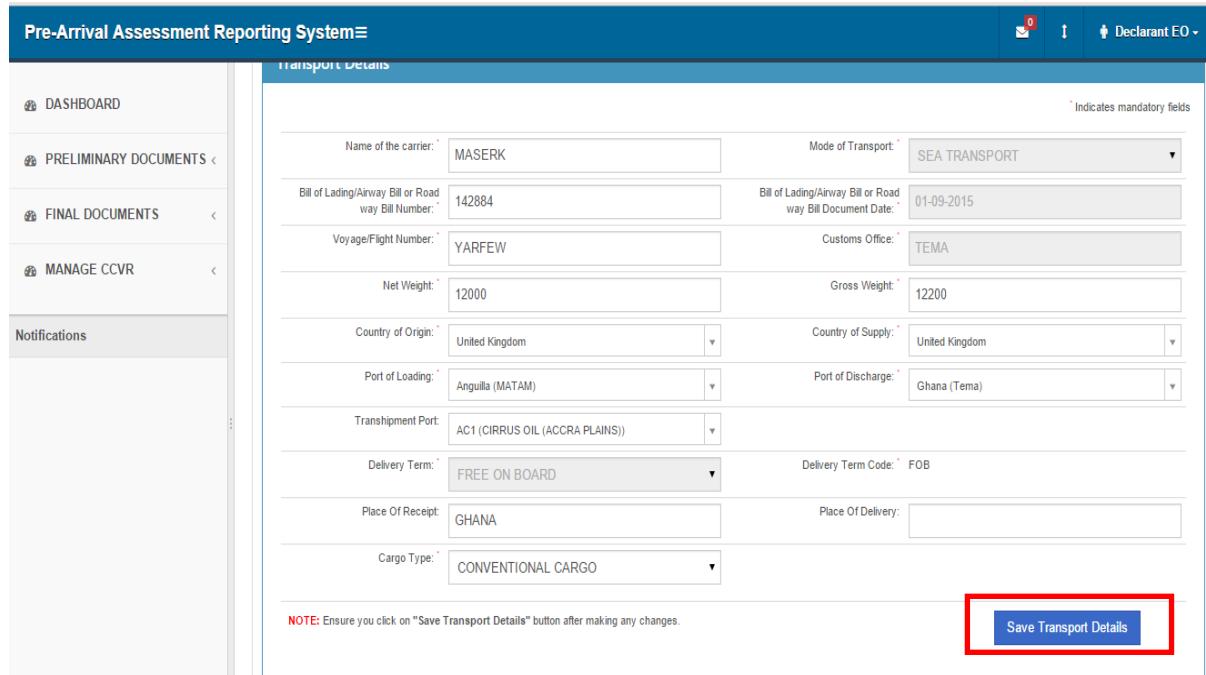
Fig 84 Transport details highlighted

Table 13 Transport details

Fields	Description
Name of Carrier	User should enter name of carrier
Airway Bill	User should enter Airway bill
Airway Bill Date	User should enter Airway bill date
Voyage/Flight Number	User should enter voyage/flight number
Net Weight	User should enter net weight
Gross Weight	User should enter gross weight
Country of Origin	User should select country of origin
Country of Supply	User should select country of supply
Port of Loading	User should select port of loading
Port of Discharge	User should select port of discharge
Transhipment Port	User should select transhipment port
Place of Receipt	User should enter place of receipt
Place of Delivery	User should enter place of delivery
Cargo Type	User should select cargo type
Container Type	User should select the container type

3. User clicks on Save Transport Details button as shown in Fig 85

Fig 85 Save Transport Details highlighted



The screenshot shows the 'Transport Details' section of the system. The form contains the following fields:

- Name of carrier: MASERK
- Mode of Transport: SEA TRANSPORT
- Bill of Lading/Airway Bill or Road way Bill Number: 142884
- Bill of Lading/Airway Bill or Road way Bill Document Date: 01-09-2015
- Voyage/Flight Number: YARFEW
- Customs Office: TEMA
- Net Weight: 12000
- Gross Weight: 12200
- Country of Origin: United Kingdom
- Country of Supply: United Kingdom
- Port of Loading: Anguilla (MATAM)
- Port of Discharge: Ghana (Tema)
- Transhipment Port: AC1 (CIRRUS OIL (ACCRA PLAINS))
- Delivery Term: FREE ON BOARD
- Delivery Term Code: FOB
- Place Of Receipt: GHANA
- Place Of Delivery: (empty field)
- Cargo Type: CONVENTIONAL CARGO

At the bottom left, a note says: "NOTE: Ensure you click on "Save Transport Details" button after making any changes." The 'Save Transport Details' button is highlighted with a red box.

4. System displays “Details have been updated Successfully” as shown in Fig 86

Fig 86 Details have been updated Successfully highlighted

Transhipment Port: Nigeria (TinCan/Lagos)

Delivery Term: COST, INSURANCE AND FREIGHT Delivery Term Code: CIF

Place Of Receipt: LAGOS Place Of Delivery: ACCRA

Cargo Type: FCL Container Type: STANDARD

Details have been updated successfully

5. User enters the container details of Table 14 as shown as in Fig 87

Fig 87 Container details highlighted

PRELIMINARY DOCUMENTS <

FINAL DOCUMENTS <

Notifications

Container Details

Add/Update Container

Container Number: [] Container Size: [-CHOOSE-] Seal Number: []

NOTE: Ensure you click on "Save Container Details" button after making any changes.

+ Clear ✓ Save Container Details

All Containers on Partial

Container Number	Container Size(Feet)	Container Seal
No Container Found!		

Table 14 Container Details

Fields	Description
Container Number	User should enter container number
Container Size	User should select container size
Seal Number	User should enter seal number

6. User clicks on Save Container Details button as shown in Fig 88

Fig 88 Save Container Details highlighted

Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

PRELIMINARY DOCUMENTS <

FINAL DOCUMENTS <

Notifications

Container Details

Add/Update Container

Cargo Type: FCL Container Type: STANDARD

NOTE: Ensure you click on "Save Transport Details" button after making any changes.

+ Clear ✓ Save Transport Details

NOTE: Ensure you click on "Save Container Details" button after making any changes.

+ Clear ✓ Save Container Details

All Containers on Partial

Container Number	Container Size(Feet)	Container Seal
TEMU6180944	40FT	0648452
No Container Found!		

7. System displays “Details have been updated successfully” as shown in Fig 89

Fig 89 Details have been updated successfully highlighted

The screenshot shows the 'Container Details' section of the system. It includes fields for Container Number (TEMU6180944), Container Size (20FT), and Seal Number (0648452). Below these fields is a note: 'NOTE: Ensure you click on "Save Container Details" button after making any changes.' To the right of the container details are 'Clear' and 'Save Container Details' buttons. At the very bottom of the page, a blue bar contains the message 'Details have been updated successfully'.

4.3.2 Add Invoice Detail Page

This page allow the Declarant Data Entry Officer to capture Invoice Details for partial application.

For Declarant Officer to add invoice details for a partial application he/she will perform the following steps:-

1. User clicks on Invoice Details Tab as shown in Fig 90

Fig 90 Invoice Details page

The screenshot shows the 'Transport Details' section of the system. It includes fields for Name of the carrier (MASERK), Mode of Transport (SEA TRANSPORT), Bill of Lading/Airway Bill or Road way Bill Number (142884), Bill of Lading/Airway Bill or Road way Bill Document Date (01/09/2015 00:00:00), Voyage/Flight Number (YARFEW), Customs Office (TEMA), Net Weight (12000), Gross Weight (12200), Country of Origin (United Kingdom), Country of Supply (United Kingdom), Port of Loading (Anguilla (MATAM)), Port of Discharge (Ghana (Tema)), and Transhipment Port (AC1 (CIRRUS OIL (ACCRA PLAINS))). Above the transport details, the navigation bar shows tabs for Attachments, Declarant, Importer/Consignee, Exporter/Consignor, Goods, Items, Transport, **\$Invoice Detail**, and Approval. The '\$Invoice Detail' tab is highlighted with a red box.

2. User enters the partial application financial details of Table 15 as shown in Fig 91

Fig 91 Partial Application Financial details highlighted

The screenshot shows the 'Financial Details' section of the system. The highlighted area contains the following fields:

- Currency: USD
- Exchange Rate: 3.6000
- Total FOB Value: 2605
- Total Freight Charges: 4930.0000
- Total Ancillary Charges: 0.0000
- Total C&F Value (In Figure): 7535.0000
- Total C&F Value (In Words): SEVEN THOUSAND, FIVE HUNDRED AND THIRTY-FIVE
- Proforma Invoice Number: SF454254
- Proforma Invoice Date: 12/09/2015 00:00:00
- Insurance Certificate Number: [empty]
- Insurance Certificate Date: [empty]
- Payment Mode: IN CASH
- Payment Mode Code: [empty]
- Transfer Mode: BANK DRAFT
- Transfer Mode Code: [empty]
- Designated Bank: ABII NATIONAL
- Designated Bank Code: 044
- Bank Transaction No.: [empty]
- Transaction Amount: [empty]
- Type of Payment: PARTIAL PAYMENT
- Payment Condition: PAYMENT AFTER SHIPMENT

NOTE: Ensure you click on "Save Financial Details" button after making any changes.

Save Financial Details

Table 15 Partial Application Financial details

Fields	Description
Bank Transaction No	User should enter back transaction number
Transaction Amount	User should enter transaction amount
Type of Payment	User should select type of payment
Payment Condition	User should select payment condition

3. User clicks on Save Financial Details button as shown in Fig 92

Fig 92 Save Financial Details button highlighted

The screenshot shows the 'Financial Details' section of the system. The highlighted area is the 'Save Financial Details' button at the bottom right.

Save Financial Details

4. System displays “**Details have been updated successfully**” as shown in Fig 93

Fig 93 Details have been updated successfully highlighted

The screenshot shows the 'Financial Details' section of the system. It includes fields for Currency (USD), Exchange Rate (4.8100), Total FOB Value (2605), Total Freight Charges (4930.0000), Total Ancillary Charges (0.0000), Total C&F Value (In Figure) (7535.0000), Total C&F Value (In Words) (SEVEN THOUSAND, FIVE HUNDRED AND THIRTY-FIVE), Proforma Invoice Number (SF454254), Proforma Invoice Date (12/09/2015 00:00:00), Insurance Certificate Number, Insurance Certificate Date, Payment Mode (IN CASH), Payment Mode Code (10), Transfer Mode (BANK DRAFT), Transfer Mode Code (BD), Designated Bank (ABII NATIONAL), Designated Bank Code (044), Bank Transaction No., Transaction Amount, Type of Payment (PARTIAL PAYMENT), and Payment Condition (PAYMENT AFTER SHIPMENT). A green box highlights the success message 'Details have been updated successfully' at the bottom.

4.3.3 Approval Page

This page allow the Declarant Data Entry Officer to submit or return partial Application Detail.

For Declarant Officer to **submit partial application details**, he/she will perform the following steps:-

- From Partial Application Details page, User clicks on Approval Tab as shown in Fig 94

Fig 94 Approval Tab highlighted

The screenshot shows the 'Partial Application Details' page for application number 2015081100000008/1. The Approval tab is highlighted with a red box. The page includes tabs for Attachments, Declarant, Importer/Consignee, Exporter/Consignor, Goods, Items, Transport, Invoice Detail, and Approval. The 'Financial Details' section contains fields for Currency (NGN), Exchange Rate (3.5000), Total FOB Value (32000000.0000), Total Freight Charges (230000.0000), Total Ancillary Charges (12000.0000), Total C&F Value (In Figure) (32230000.0000), Total C&F Value (In Words) (THIRTY-TWO MILLION, TWO HUNDRED AND THIRTY THOUSAND), Proforma Invoice Number (PI27353), Proforma Invoice Date (11/08/2015 00:00:00), Insurance Certificate Number (ISUT64534), Insurance Certificate Date (07/03/2012 00:00:00), Payment Mode (BANKER'S DRAFT), Payment Mode Code (21), Transfer Mode (BANK DRAFT), Transfer Mode Code (BD), Designated Bank (ECOBANK GHANA), and Designated Bank Code (21).

2. System displays Transaction Endorsement page as shown in Fig 95

Fig 95 Transaction Endorsement page

The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. On the left, there's a sidebar with 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', and 'Notifications'. The main area is titled 'Partial Application 2015081100000008/1 Details'. Below it, a sub-section titled 'Transaction Endorsement' contains fields for 'Select Action' (set to ':SELECT ACTION::'), 'Preset Comment' (set to 'SELECT'), and 'Comment'. A green 'Submit' button is at the bottom right. A small note at the top right says 'Indicates mandatory fields'.

3. User selects submit partial application options of Table 16 as shown in Fig 96

Fig 96 Transaction Endorsement highlighted

This screenshot is similar to Fig 95 but includes a red box highlighting the 'Action Log' section at the bottom. The 'Action Log' section displays the message 'No Action Log Found!'. The rest of the interface is identical to Fig 95, including the 'Transaction Endorsement' form with its dropdowns and the green 'Submit' button.

Table 16 Submit Option

Fields	Description
Select Action	User should select Submit Partial application
Preset Comment	User should select approve preset comment

4. User clicks on Submit button as shown in Fig 97

Fig 97 Submit is highlighted

The screenshot shows the 'Partial Application 2015081100000008/1 Details' page. In the center, there's a 'Transaction Endorsement' section. At the bottom right of this section is a green 'Submit' button. A red box highlights this button.

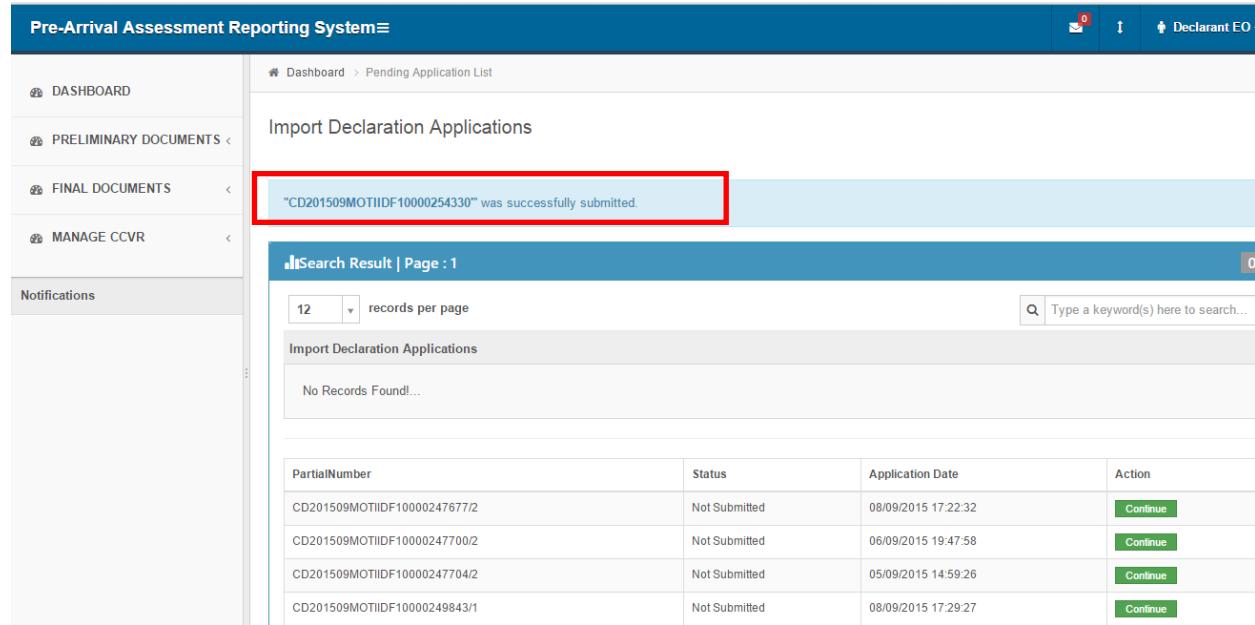
5. User clicks Ok button to confirm as shown in Fig 98

Fig 98 Ok button highlighted

The screenshot shows the same 'Transaction Endorsement' page as Fig 97. A confirmation dialog box is overlaid on the screen. The dialog box contains the text: 'The page at localhost:22547 says: Please note that after clicking on OK to confirm submit action, you will not be able to make changes to specified details, confirm that you have submitted accurate and required details.' At the bottom left of this dialog box is an 'OK' button, which is highlighted with a red box. To its right is a 'Cancel' button.

6. System displays the “**Partial Application was successfully submitted**” submitted as shown in Fig 99

Fig 99 Application was successfully submitted highlighted



The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The left sidebar includes 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', 'MANAGE CCVR', and 'Notifications'. The main content area shows a success message: "'CD201509MOTIIDF10000254330' was successfully submitted." Below this is a search result table titled 'Import Declaration Applications' with one row: 'No Records Found!...'. At the bottom is a table listing five application entries:

PartialNumber	Status	Application Date	Action
CD201509MOTIIDF10000247677/2	Not Submitted	08/09/2015 17:22:32	Continue
CD201509MOTIIDF10000247700/2	Not Submitted	06/09/2015 19:47:58	Continue
CD201509MOTIIDF10000247704/2	Not Submitted	05/09/2015 14:59:26	Continue
CD201509MOTIIDF10000249843/1	Not Submitted	08/09/2015 17:29:27	Continue

5. Final Document Details Submission

This page is used by Declarant Data Entry Office known as (Declarant EO) for submitting electronic application with relevant supporting documents on behalf of the Importers and Declarant Data Verification Officer (Declarant DEO) to approve the final documents.

This module is subdivided into two (2)

- Submit Final Document Details
- Approve Final Documents

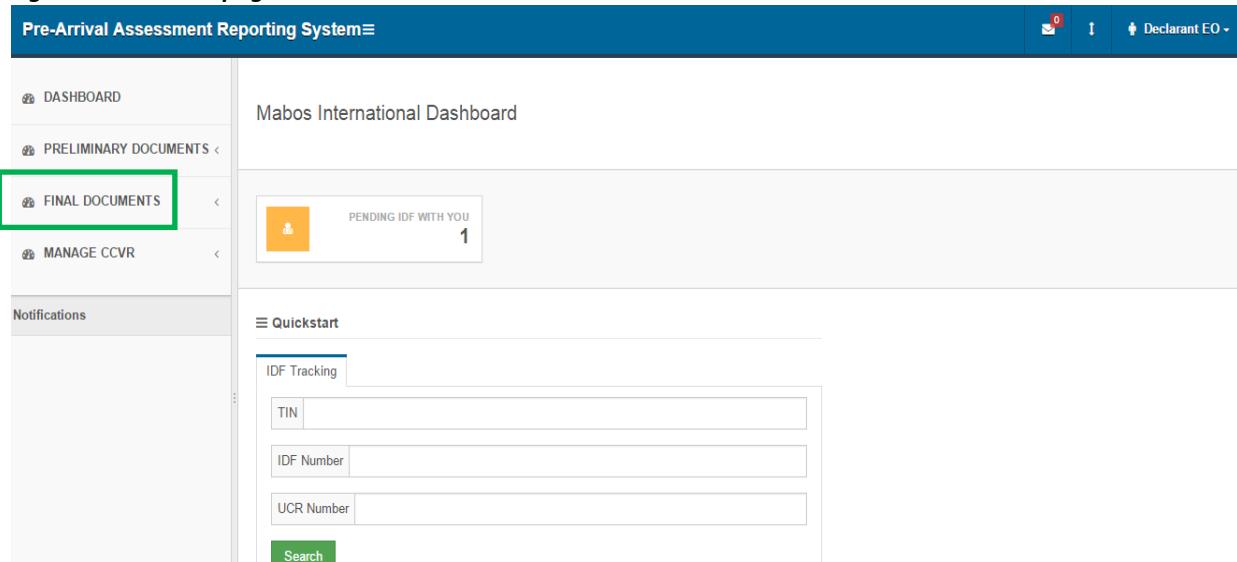
5.1 Submit Final Document Details Page

This page allows Declarant Data Entry officer (Declarant EO) to submit final documents of the IDF application for an importer. This is sub divided into three sub tasks

For Declarant Data Entry Officer to submit final documents details, he/she must follow these steps below:-

1. From Declarant EO home page, User clicks on Final Documents arrow on the left side as shown in Fig 100

Fig 100 Dashboard page



2. User clicks on Submit Final Document Details as shown in Fig 101

Fig 101 Submit Final Details highlighted

The screenshot shows the Mabos International Dashboard. On the left, there's a sidebar with a navigation menu. The 'FINAL DOCUMENTS' section is expanded, and the 'Submit Final Documents Details' link is highlighted with a yellow box. The main content area shows a 'PENDING IDF WITH YOU' section with a count of 1, followed by a 'Quickstart' section for IDF Tracking with fields for TIN, IDF Number, and UCR Number, and a 'Search' button.

3. User clicks on Continue button of the application to work on as shown in Fig 102

Fig 102 Application Number to work on highlighted

The screenshot shows the Import Declaration Applications page. The sidebar has the same navigation as Fig 101. The main content shows a search result table titled 'Search Result | Page : 1'. The table has columns for PartialNumber, Status, Application Date, and ACTION. The ACTION column contains green 'Continue' buttons, with the first one highlighted by a yellow box. The table lists five applications with their respective details.

PartialNumber	Status	Application Date	ACTION
CD201509MOTIDF10000247677/2	Not Submitted	08/09/2015 17:22:32	Continue
CD201509MOTIDF10000247700/2	Not Submitted	06/09/2015 19:47:58	Continue
CD201509MOTIDF10000247704/2	Not Submitted	05/09/2015 14:59:26	Continue
CD201509MOTIDF10000249843/1	Not Submitted	08/09/2015 17:29:27	Continue
CD201509MOTIDF10000254306/1	Not Submitted	15/09/2015 11:07:33	Continue

System displays the Final Import Declaration Application Details page, to submit final document details for partial application, is sub divided into followings

- Review Transport Details
- Review Invoice Detail
- Approval Page

5.1.1 Review Transport Details Page

This page allow the Declarant EO to review and update the transport details for Final Import Declaration application where necessary.

For Declarant Data Entry Officer to review the Final Import Declaration application transport details, he/she will perform the followings:-

- From the Partial Application Details page, User clicks on Transport tab as shown in Fig 103

Fig 103 Transport tab highlighted

The screenshot shows the 'Final Import Declaration Application' page. The left sidebar has links for Dashboard, Preliminary Documents, Final Documents, Manage CCVR, and Notifications. The main content area shows the application details and a navigation bar with tabs: Attachments, Declarant, Importer/Consignee, Exporter/Consignor, Goods, Items, Transport (highlighted with a red box), Invoice Detail, and Approval. Below the tabs, there are sections for 'Final Supporting Documents' and 'Preliminary Supporting Documents'. The 'Final Supporting Documents' section contains fields for Final Invoice, Bill of Lading/Airway Bill or Road way Bill, Packing List, Other Regulatory Certificate (Optional), and Freight Receipt (Optional). The 'Preliminary Supporting Documents' section displays a message: 'No Record Found!...'.

- User updates transport details where necessary and click on Save Transport Details as shown in Fig 104

Fig 104 Save Transport Details highlighted

The screenshot shows the 'Transport Details' form. The left sidebar is identical to Fig 103. The main form contains fields for Name of the carrier (MASERK), Mode of Transport (SEA TRANSPORT), Bill of Lading/Airway Bill or Road way Bill Number (891364), Voyage/Flight Number (2U42), Net Weight (12000), Gross Weight (12200), Country of Origin (Bouvet Island), Country of Supply (Albania), Port of Loading (AC1 (ACCRA PLAINS BOST)), Port of Discharge (Ghana (Tema)), Transhipment Port (AC1 (ACCRA PLAINS BOST)), Delivery Term (FREE ON BOARD), Delivery Term Code (FOB), Place Of Receipt (empty), Place Of Delivery (empty), and Cargo Type (CONVENTIONAL CARGO). A note at the bottom says 'NOTE: Ensure you click on "Save Transport Details" button after making any changes.' The 'Save Transport Details' button is highlighted with a red box.

3. System displays the “Details have been updated successfully” as shown in Fig 105

Fig 105 Details have been updated successfully highlighted

The screenshot shows the 'Transport Details' section of the system. It includes fields for carrier name (MASERK), mode of transport (SEA TRANSPORT), bill of lading number (891364), document date (02/09/2015 00:00:00), voyage number (2U42), customs office (TEMA), net weight (12000), gross weight (12200), country of origin (Bouvet Island), country of supply (Albania), port of loading (AC1 (ACCRA PLAINS BOST)), port of discharge (Ghana (Tema)), transhipment port (AC1 (ACCRA PLAINS BOST)), delivery term (FREE ON BOARD), delivery term code (FOB), place of receipt, place of delivery, and cargo type (CONVENTIONAL CARGO). A note at the bottom says 'NOTE: Ensure you click on "Save Transport Details" button after making any changes.' A blue bar at the bottom contains the message 'Details have been updated successfully'.

5.1.2 Review Invoice Details Page

This page allow the Declarant EO to update the transport details for Final Import Declaration application where necessary. For Declarant Data Entry Officer to update the Final Import Declaration Application transport details, he/she will perform the followings:-

1. From the Final Import Declaration Application Details page, User clicks on Invoice Detail tab as shown in Fig 106

Fig 106 Invoice Detail Tab highlighted

The screenshot shows the 'Final Import Declaration Application CD201509MOTIIDF10000254330/2 Details' page. The navigation bar includes 'Attachments', 'Declarant', 'Importer/Consignee', 'Exporter/Consignor', 'Goods', 'Items', 'Transport', '\$Invoice Detail' (which is highlighted with a red box), and 'Approval'. Below this is the 'Transport Details' section, which is identical to Fig 105, including fields for carrier name (MASERK), mode of transport (SEA TRANSPORT), bill of lading number (891364), document date (02/09/2015 00:00:00), voyage number (2U42), customs office (TEMA), net weight (12000), gross weight (12200), country of origin (Bouvet Island), country of supply (Albania), port of loading (AC1 (ACCRA PLAINS BOST)), port of discharge (Ghana (Tema)), transhipment port (AC1 (ACCRA PLAINS BOST)), delivery term (FREE ON BOARD), delivery term code (FOB), place of receipt, place of delivery, and cargo type (CONVENTIONAL CARGO).

2. User updates the invoice details of Final Import Declaration application where necessary and clicks on Save Financial Details button as shown in Fig 107

Fig 107 Save Financial Details button highlighted

The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. On the left is a sidebar with 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', 'MANAGE CCVR', and 'Notifications'. The main area contains various input fields for financial details: Total FOB Value (2605), Total Freight Charges (4930.0000), Total Ancillary Charges (0.0000), Total C&F Value (In Figure) (7535.0000), Total C&F Value (In Words) (SEVEN THOUSAND, FIVE HUNDRED AND THIRTY-FIVE), Proforma Invoice Number (SF454254), Proforma Invoice Date (12/09/2015 00:00:00), Insurance Certificate Number, Insurance Certificate Date, Payment Mode (IN CASH), Payment Mode Code (10), Transfer Mode (BANK DRAFT), Transfer Mode Code (BD), Designated Bank (SELECT), Designated Bank Code, Bank Transaction No., Transaction Amount, Type of Payment (SELECT), Payment Condition (SELECT), and a note: 'NOTE: Ensure you click on "Save Financial Details" button after making any changes.' A blue 'Save Financial Details' button is at the bottom right, with a red box highlighting it. Below the form is a section titled 'Invoice Details' with a green button 'Toggle Add/Update Invoice Panel'.

3. System updated the financial details and displays “**Details have been updated successfully**” as shown in Fig 108

Fig 108 Details have been updated successfully

This screenshot is identical to Fig 107, showing the same form fields and layout. However, a red box highlights the bottom status bar, which now displays the message 'Details have been updated successfully' in white text on a blue background. The rest of the interface is the same as in Fig 107.

5.1.3 Approval Page

This page allow the Declarant EO to submit details for Final Import Declaration application

For Declarant Data Entry Officer to submit Final Import Declaration application details, he/she will perform the followings:-

- User clicks on Approval tab as shown in Fig 109

Fig 109 Approve Tab highlighted

The screenshot shows the 'Financial Details' section of an application. The 'Approval' tab is highlighted with a red box. The form includes fields for Currency (USD), Exchange Rate (4.8100), Total FOB Value (2605), Total Freight Charges (4930.0000), Total Ancillary Charges (0.0000), Total C&F Value (In Figure) (7535.0000), Total C&F Value (In Words) (SEVEN THOUSAND, FIVE HUNDRED AND THIRTY-FIVE), Proforma Invoice Number (SF454254), Proforma Invoice Date (12/09/2015 00:00:00), Insurance Certificate Number, and Insurance Certificate Date.

- System displays Transaction Endorsement page as shown in Fig 110

Fig 110 Transaction Endorsement page

The screenshot shows the 'Transaction Endorsement' section of an application. The 'Approval' tab is visible at the top. The form includes fields for Current Status (Partial Initiated), a dropdown menu for Select Action (with options like ::SELECT ACTION::), and a Comments and Remarks text area. A green 'Submit' button is located at the bottom right.

3. User selects the submit Final Import Declaration application options of Table 17 as shown in Fig 111

Fig 111 Submit Partial Application option highlighted

The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. On the left is a vertical navigation bar with links for DASHBOARD, PRELIMINARY DOCUMENTS, FINAL DOCUMENTS, MANAGE CCVR, and Notifications. The main content area shows a breadcrumb path: Dashboard > Pending Application List > Application. Below this is the title 'Final Import Declaration Application CD201509MOTIIDF10000254330/2 Details'. A horizontal toolbar below the title includes links for Attachments, Declarant, Importer/Consignee, Exporter/Consignor, Goods, Items, Transport, Invoice Detail, and Approval. The central part of the screen is titled 'Transaction Endorsement'. It displays the current status as 'Partial Initiated' and a dropdown menu for 'Select Action' with 'SUBMIT TO SUPERVISOR' selected. The 'Comments and Remarks' field contains the text 'SATISFACTORY'. A green 'Submit' button is located at the bottom right of the endorsement form.

Table 17 Submit Partial Application option

Fields	Description
Select Action	User should select Submit Partial application
Comments and Remarks	User should enter comment and remarks

4. User clicks on Submit button as shown in Fig 112

Fig 112 Submit button highlighted

The screenshot shows the same interface as Fig 111, but with a yellow box highlighting the 'Submit' button at the bottom right of the 'Transaction Endorsement' form. The rest of the page content is identical to Fig 111.

5. User clicks on Ok button to confirm submission as shown in Fig 113

Fig 113 OK button highlighted

The page at localhost:22547 says:

Please note that after clicking on OK to confirm submit action, you will not be able to make changes to specified details, confirm that you have submitted accurate and required details.

OK Cancel

330/2 Details

Transaction Endorsement

Current Status: Partial Initiated

Select Action: SUBMIT TO SUPERVISOR

Comments and Remarks: SATISFACTORY

Submit

6. System displays Partial application successfully submitted as shown in Fig 114

Fig 114 Application was successfully submitted

"CD201509MOTIIDF10000254330" was successfully submitted.

Search Result | Page : 1

12 records per page

No Records Found...

PartialNumber	Status	Application Date	Action
CD201509MOTIIDF10000247677/2	Not Submitted	08/09/2015 17:22:32	Continue
CD201509MOTIIDF10000247700/2	Not Submitted	06/09/2015 19:47:58	Continue
CD201509MOTIIDF10000247704/2	Not Submitted	05/09/2015 14:59:26	Continue
CD201509MOTIIDF10000249843/1	Not Submitted	08/09/2015 17:29:27	Continue