



DECLARANT DATA ENTRY USER GUIDE
For
Ghana Revenue Authority
Pre-Arrival Assessment Reporting System (PAARS)

1. Introduction

1.1. System Overview

Pre-Arrival Assessment Reporting System (PAARS) is developed to enhance trade facilitation with importers and to access goods imported at Ghana without any partiality. The Ghana-PAAR system is hosted on central server with centralized database and this system is integrated with multiple other systems like GCNET System through web services for accessing IDF form details, Classification tool to classify the goods, Valuation tool to perform valuation of declared prices, email system and SMS system to inform the status of IDF Form to importers and Trade Users. This 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 for analyzing risks involved during import procedure to proceed for final clearance of goods.

1.2. Authorized Use Permission

PAARS system is a web based application that allows user to login from different locations in Ghana through standard internet browser through login credentials provided by the PAARS System Administrator. Based on role access the user is displayed with the functional modules. An administrator of the system has the privileges to grant permissions to the user to the desired functionality of the application.

2. System Summary

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

- ❖ Trade Documents Submission
- ❖ IDF Tracking

2.2. Declarant Data Entry Role

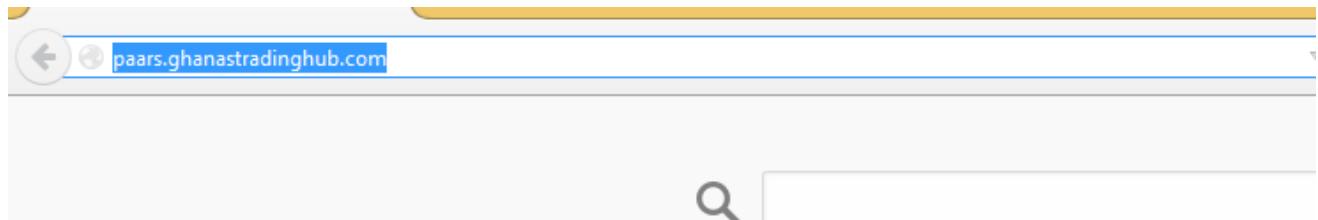
PAAR System provides one (1) role for Declarant Data Entry User, which as follows:

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

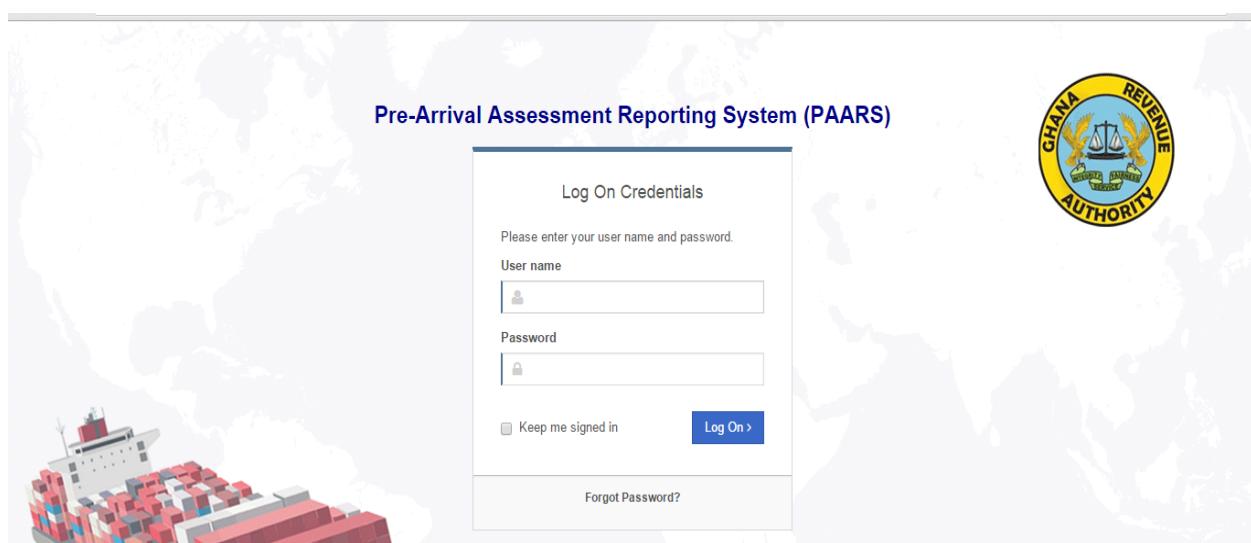
3. Getting Started

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>)



3. System displays Log On Credentials Page



Pre-Arrival Assessment Reporting System (PAARS)

Log On Credentials

Please enter your user name and password.

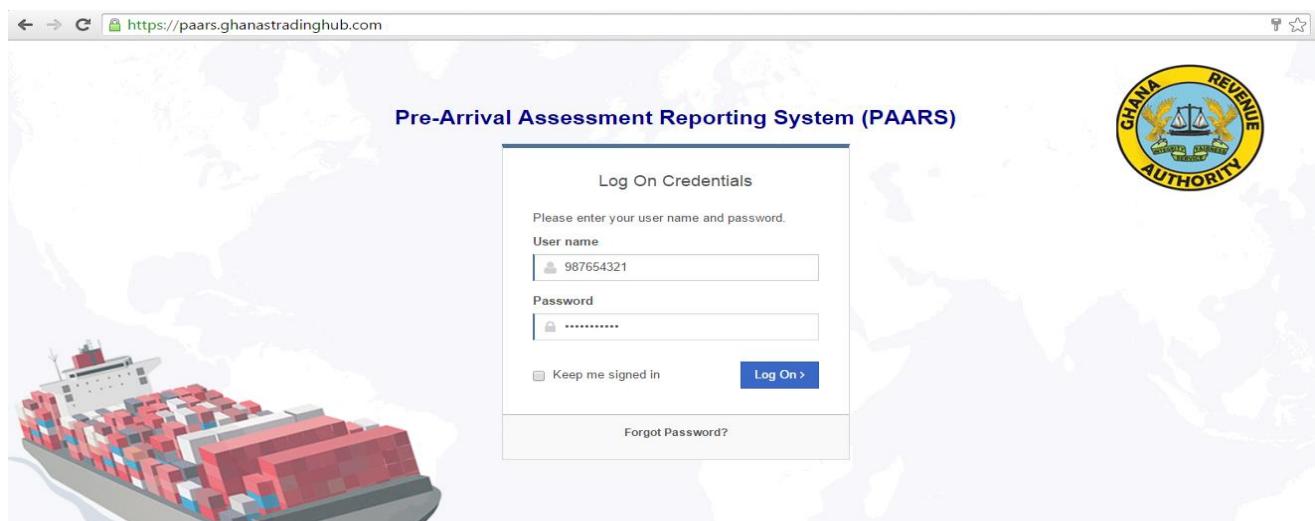
User name

Password

Keep me signed in

[Forgot Password?](#)

4. User enters Username and password.



Pre-Arrival Assessment Reporting System (PAARS)

Log On Credentials

Please enter your user name and password.

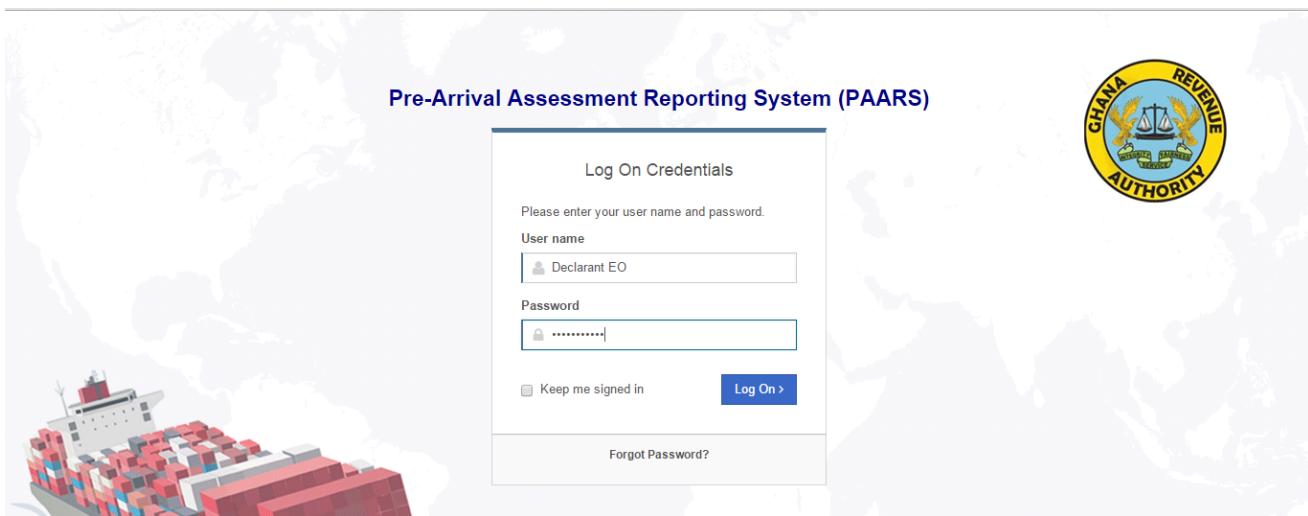
User name

Password

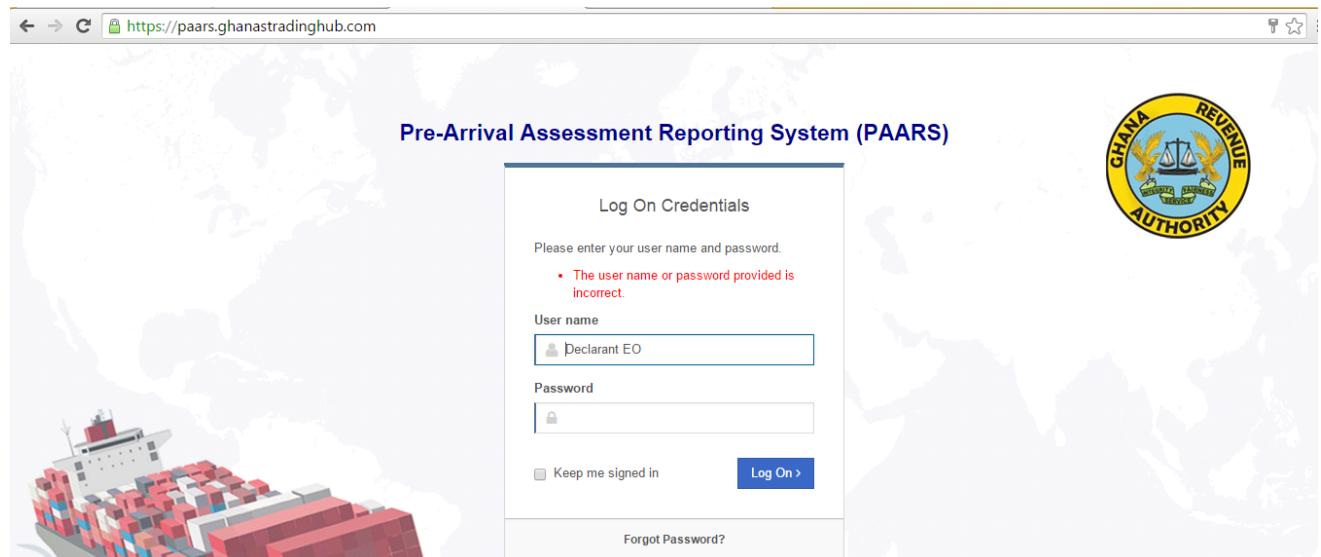
Keep me signed in

[Forgot Password?](#)

5. If authorized user, System redirects the user to Home Page.



6. Else user is unauthorized or is not registered with the system, system will display the error message “**The Username or password provided is incorrect**”



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.

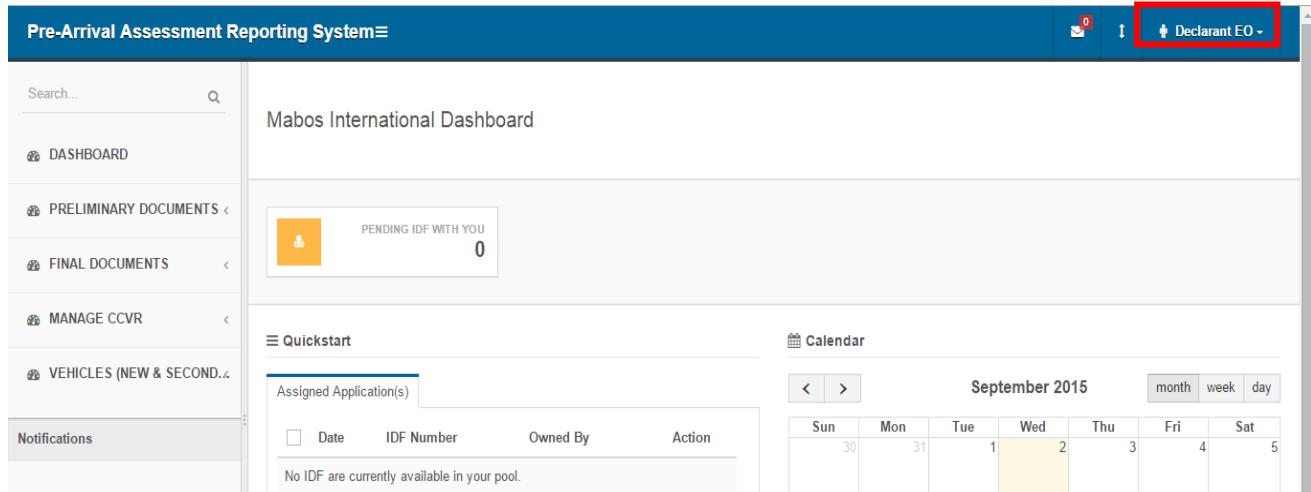
- Dashboard
- Preliminary Documents Submission
- Final Documents Submission
- Manage CCVR
- Vehicles (New & Second Hand)

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.

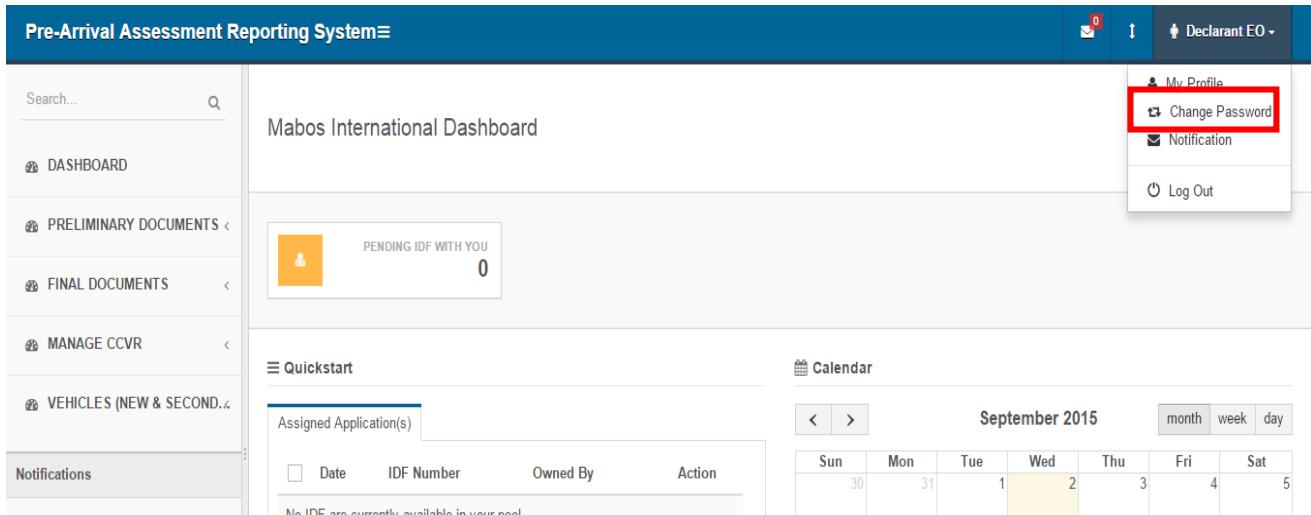
For Admin User to change his/her password after login with the Username and password sent his/her email address. He/she will perform the following steps:-

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



The screenshot shows the 'Pre-Arrival Assessment Reporting System' dashboard. On the right side, there is a user account dropdown menu with options: 'My Profile', 'Change Password' (which is highlighted with a red box), and 'Notification'. Below the menu, there is a 'Logout' link.

2. Click on Change Password



This screenshot is identical to the one above, showing the 'Pre-Arrival Assessment Reporting System' dashboard. The 'Change Password' option in the user account dropdown menu is explicitly highlighted with a red box.

3. Enter old password, new password and confirm new password

Pre-Arrival Assessment Reporting System

Search... 

 DASHBOARD

 PRELIMINARY DOCUMENTS <

 FINAL DOCUMENTS <

 MANAGE CCVR <

 VEHICLES (NEW & SECOND..<

Notifications

 Compose  Inbox  Sent  Change Password

Change Password

Use the form below to change your password.

Password Requirements:

- To be a minimum of 6 characters in length.

Current password

New password

Confirm new password

Change Password

4. Click Change Password

Pre-Arrival Assessment Reporting System

Search... 

 DASHBOARD

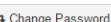
 PRELIMINARY DOCUMENTS <

 FINAL DOCUMENTS <

 MANAGE CCVR <

 VEHICLES (NEW & SECOND..<

Notifications

 Compose  Inbox  Sent  Change Password

Change Password

Use the form below to change your password.

Password Requirements:

- To be a minimum of 6 characters in length.

Current password

New password

Confirm new password

Change Password

5. System displays “Your password has been successfully”

Pre-Arrival Assessment Reporting System

Search... 

 DASHBOARD

 PRELIMINARY DOCUMENTS <

 FINAL DOCUMENTS <

 MANAGE CCVR <

 VEHICLES (NEW & SECOND..<

Notifications

 Compose  Inbox  Sent  Change Password

Your password has been changed successfully.

Change Password

Use the form below to change your password.

Password Requirements:

- To be a minimum of 6 characters in length.

Current password

New password

Confirm new password

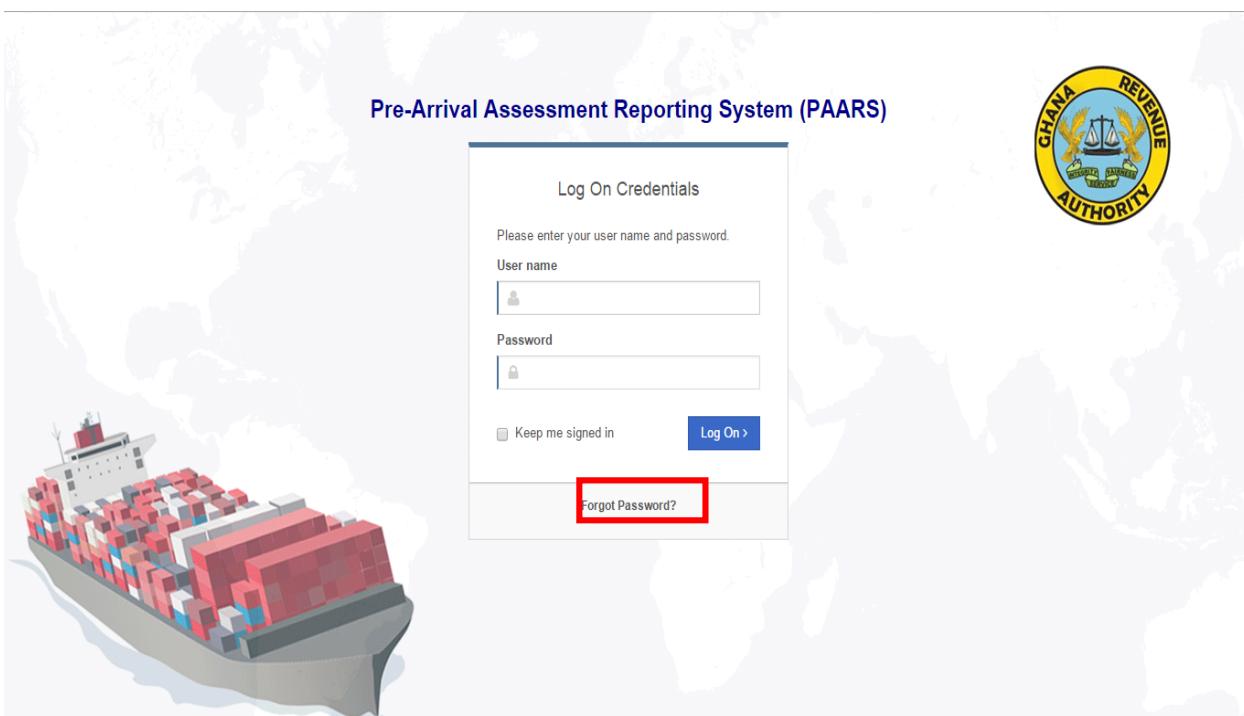
Change Password

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.



Pre-Arrival Assessment Reporting System (PAARS)

Log On Credentials

Please enter your user name and password.

User name

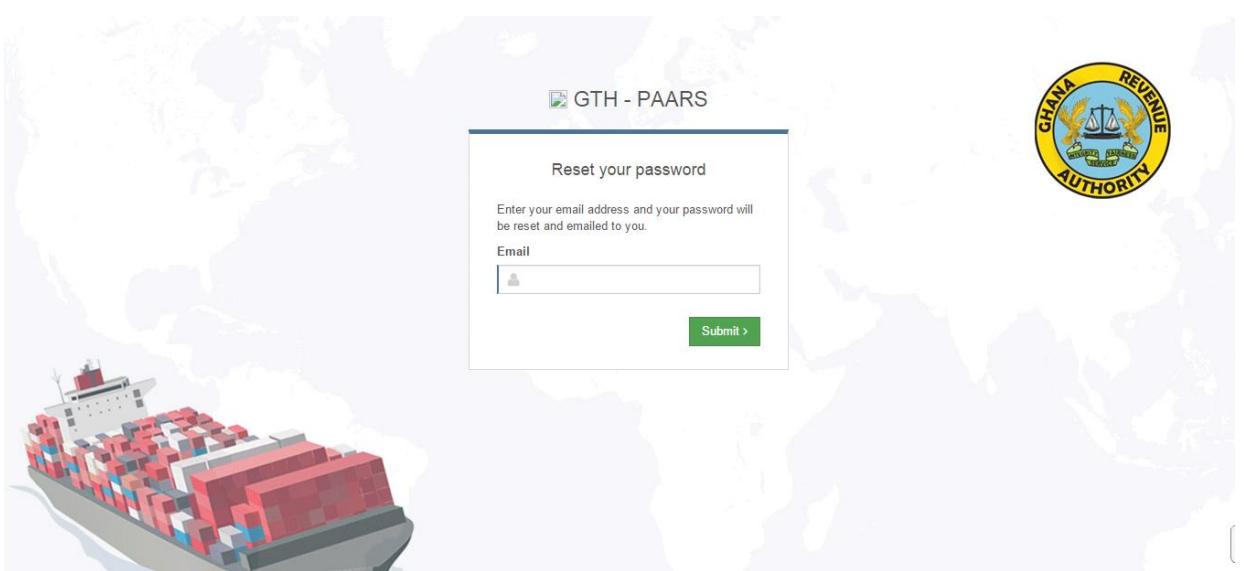
Password

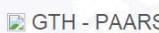
Keep me signed in **Log On >**

Forgot Password?



2. Enter your email address





Reset your password

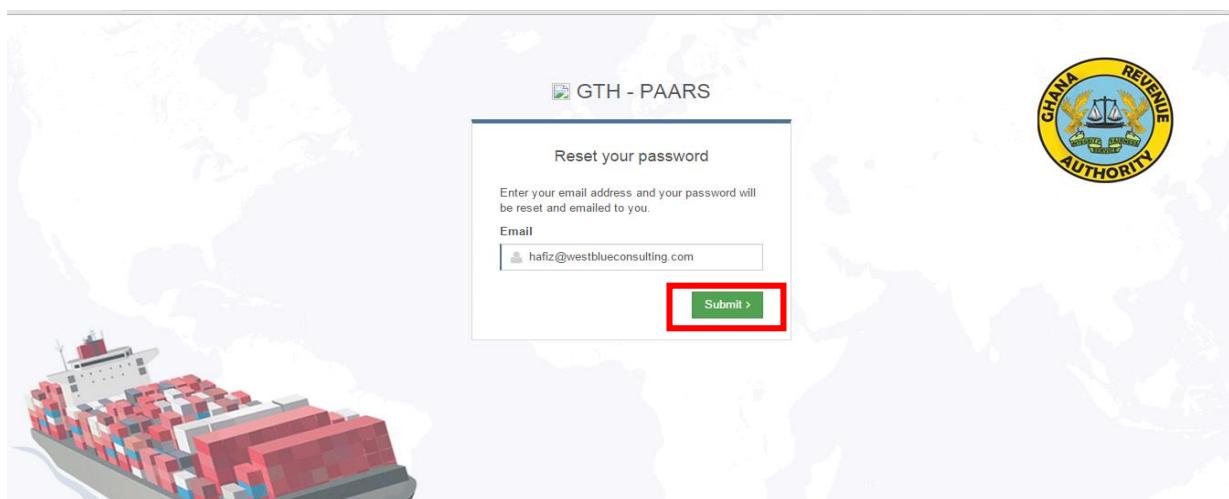
Enter your email address and your password will be reset and emailed to you.

Email

Submit >



3. Click Submit button



GTH - PAARS

Reset your password

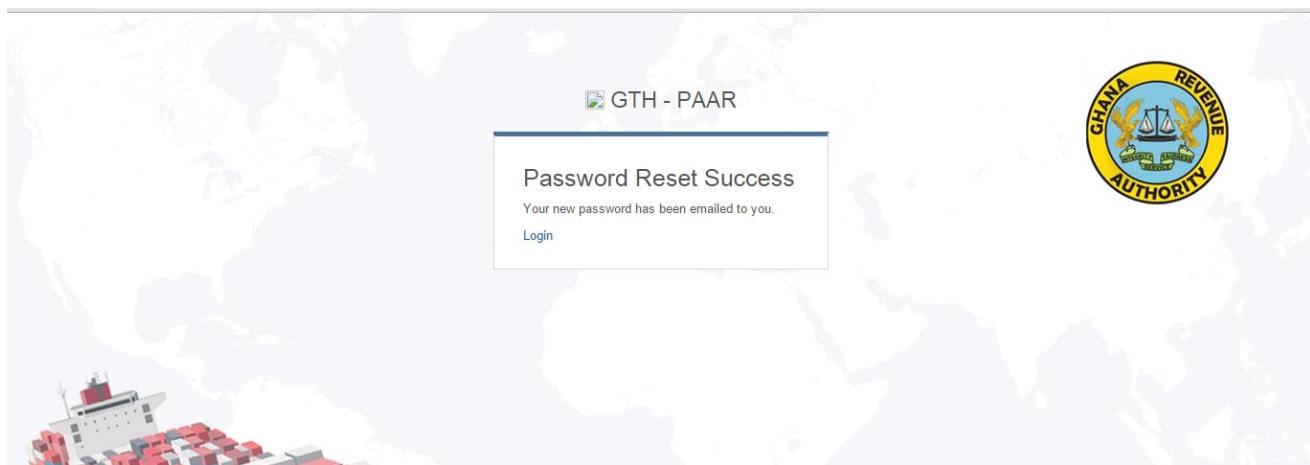
Enter your email address and your password will be reset and emailed to you.

Email

Submit > (The 'Submit' button is highlighted with a red border)



4. System displays “**Password Reset Success**” if the email address is valid



GTH - PAAR

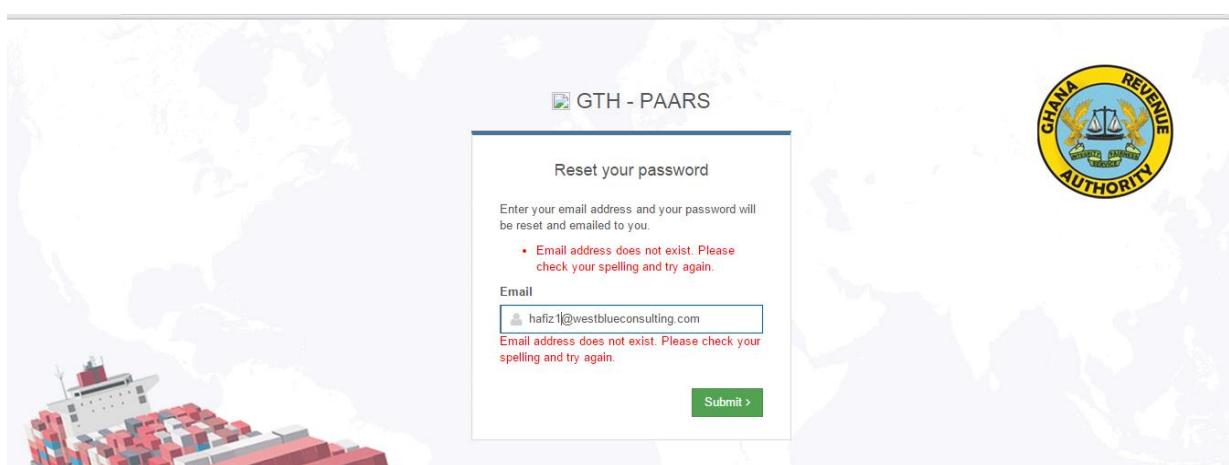
Password Reset Success

Your new password has been emailed to you.

[Login](#)



5. Else the system displays “**Email address does not exist. Please check your spelling and try again**”



GTH - PAARS

Reset your password

Enter your email address and your password will be reset and emailed to you.

- Email address does not exist. Please check your spelling and try again.

Email

Email address does not exist. Please check your spelling and try again.

Submit > (The 'Submit' button is highlighted with a red border)

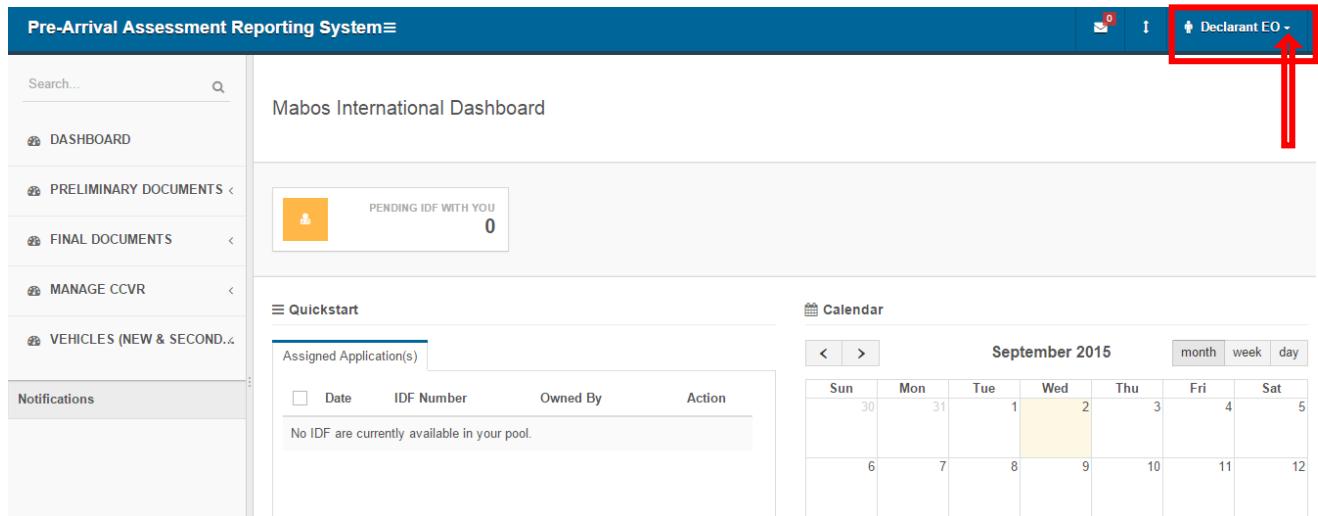


3.5. Exit System

“Logout” feature kills all user sessions and the IE browser History automatically and it will redirect to Login screen.

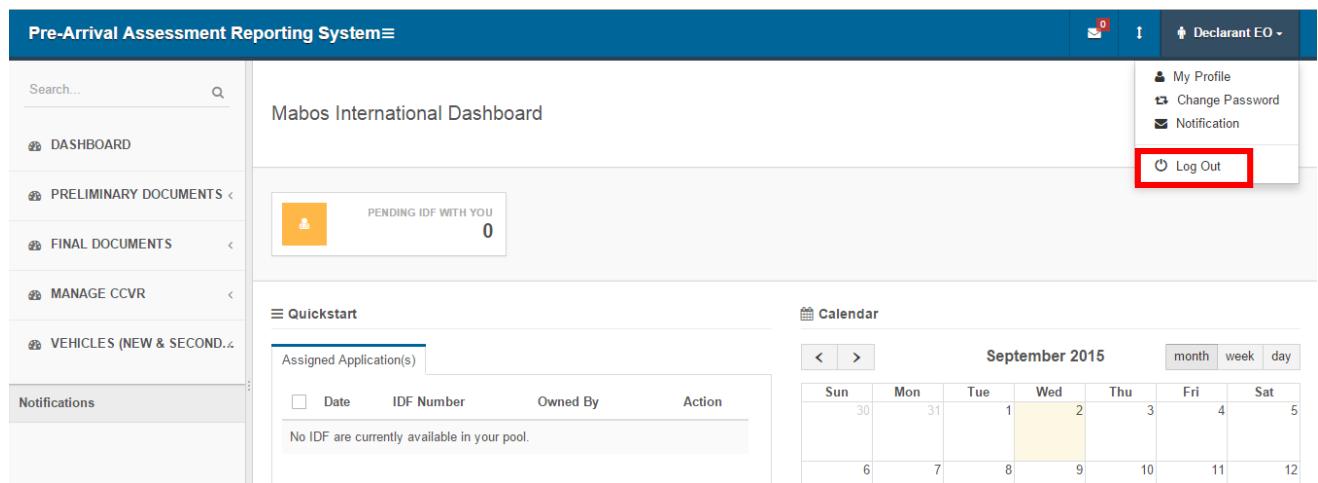
For a User to logout of PAAR system, he/she will perform following steps:-

- From the current page on the PAAR system, User clicks on the dropdown arrow at right side of the user account name



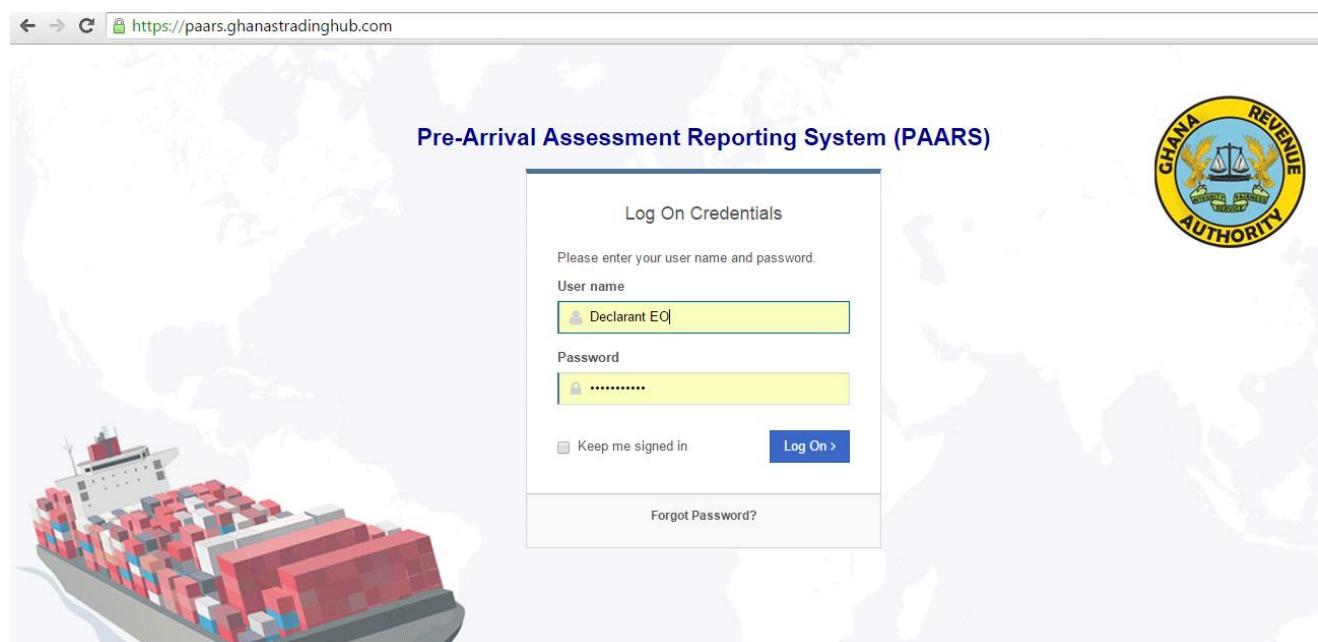
The screenshot shows the Mabos International Dashboard. On the left is a sidebar with links like DASHBOARD, PRELIMINARY DOCUMENTS, FINAL DOCUMENTS, MANAGE CCVR, and VEHICLES. The main area has sections for Pending IDF (0), Quickstart (Assigned Application(s)), and a Calendar for September 2015. The top right corner features a 'Declarant EO' dropdown menu with a red arrow pointing to it.

- Click Logout



This screenshot is identical to the one above, showing the Mabos International Dashboard. However, the 'Declarant EO' dropdown menu is open, and the 'Log Out' option is highlighted with a red box.

3. System redirects to Home page



← → C https://paars.ghanatradinghub.com

Pre-Arrival Assessment Reporting System (PAARS)



Log On Credentials

Please enter your user name and password.

User name

Password

Keep me signed in

[Forgot Password?](#)

4. Preliminary Documents Submission by DECLARANT DATA ENTRY OFFICER (DEO)

This page is used by Declarant Data Entry Office 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

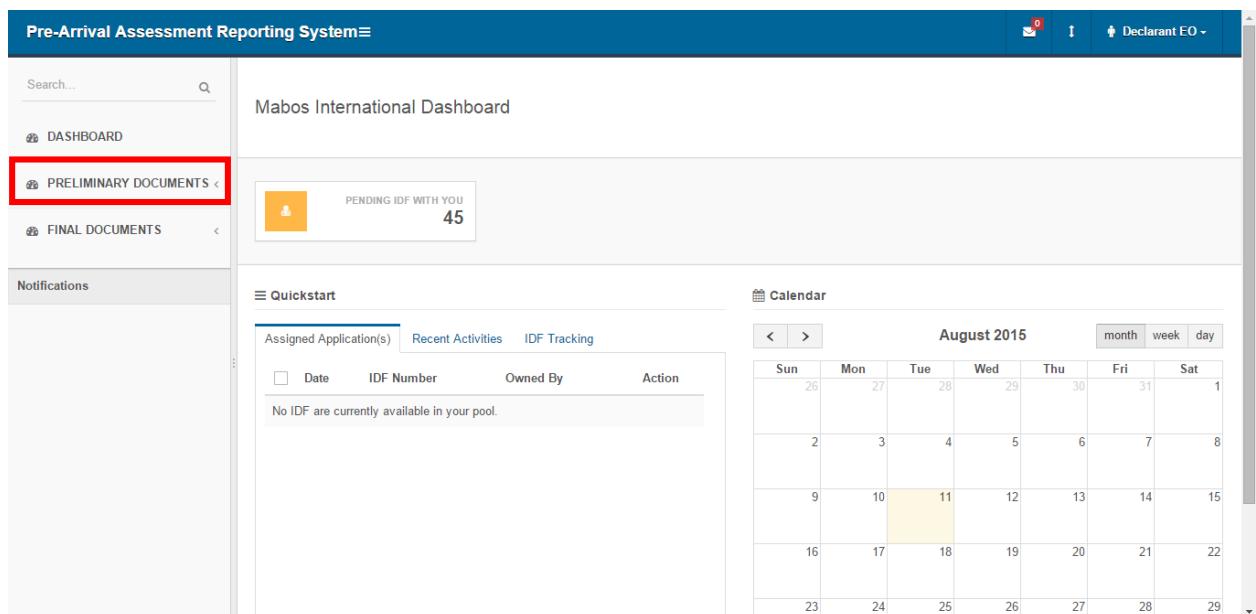
- Apply for New Application
- Submit Partial Application

4.1 Apply For New Application

This page allows 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.

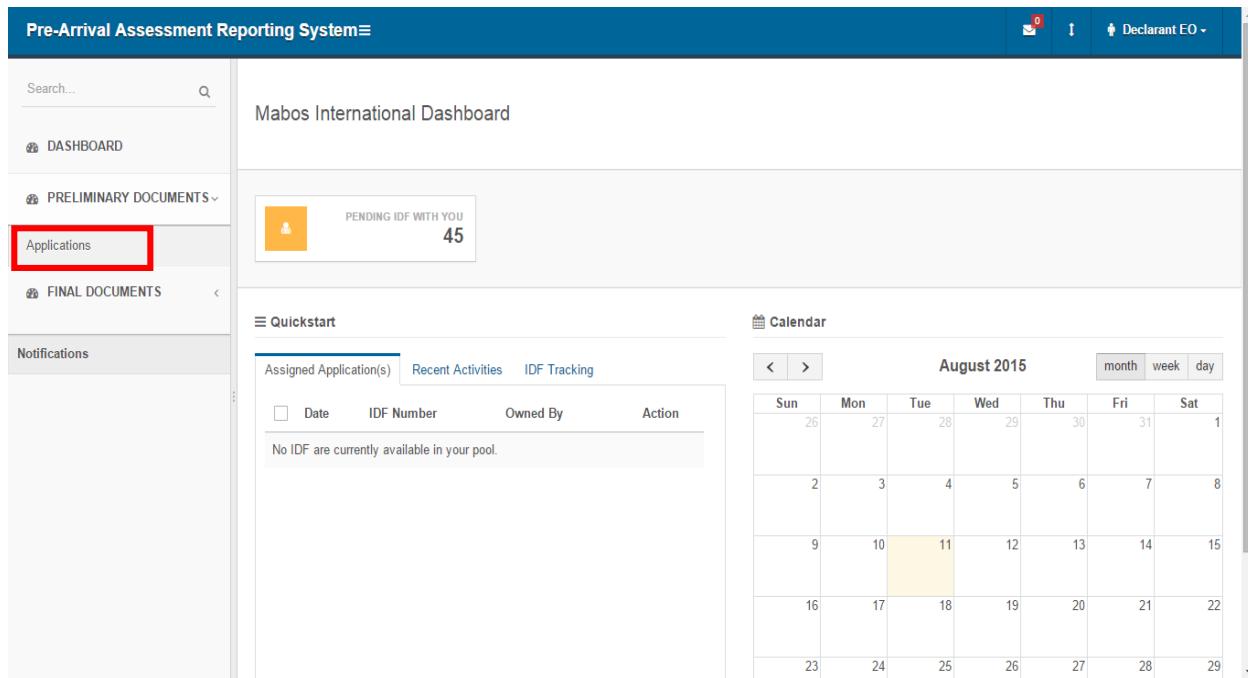
For Declarant Data Entry Officer to apply for new Application, he/she must follow these steps below:-

1. From the home page after login, User clicks on Preliminary Documents arrow on the left side of the page



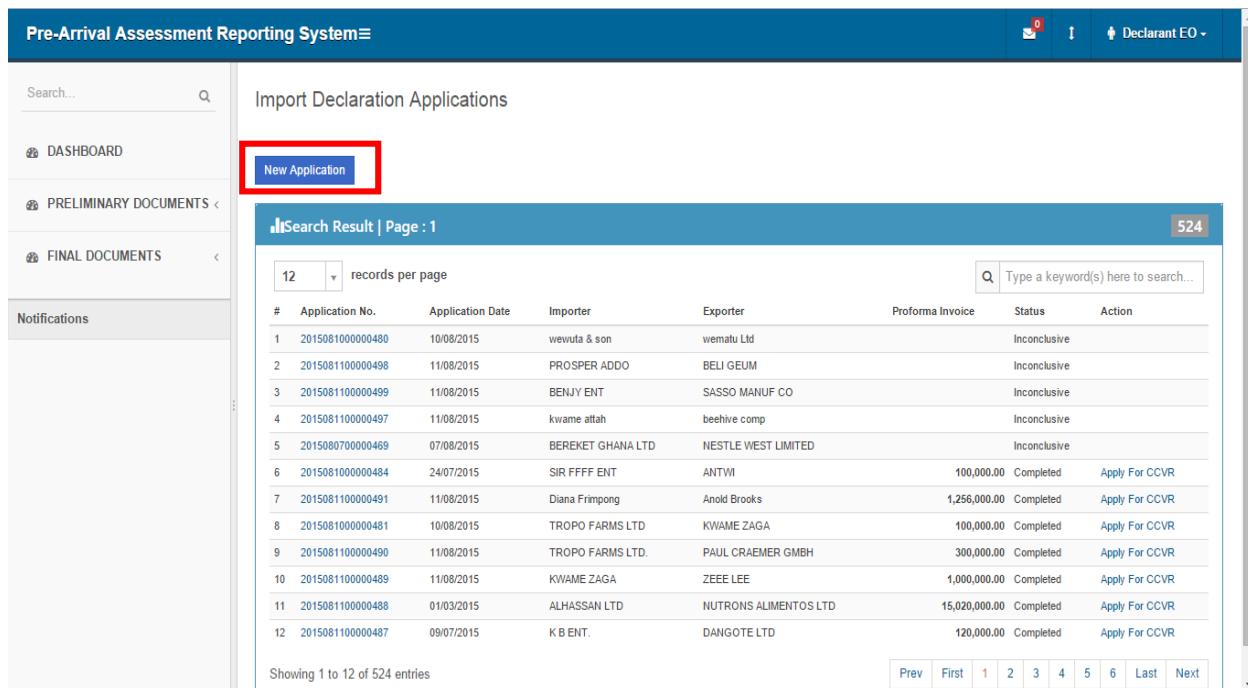
The screenshot shows the PAARS dashboard. On the left, there's a sidebar with 'DASHBOARD', 'PRELIMINARY DOCUMENTS' (which is highlighted with a red box), and 'FINAL DOCUMENTS'. The main content area has a header 'Mabos International Dashboard'. Below it, there's a box with an orange icon showing 'PENDING IDF WITH YOU' and the number '45'. To the right of this box is a 'Quickstart' section with tabs for 'Assigned Application(s)', 'Recent Activities', and 'IDF Tracking'. Under 'Assigned Application(s)', it says 'No IDF are currently available in your pool.' To the right of the 'Quickstart' section is a 'Calendar' for August 2015. The calendar shows dates from 26 to 31, with August 11 highlighted in yellow.

2. User clicks Applications.



The screenshot shows the Mabos International Dashboard. On the left, there's a sidebar with 'DASHBOARD', 'PRELIMINARY DOCUMENTS' (with 'Applications' highlighted), and 'FINAL DOCUMENTS'. Below that is a 'Notifications' section. The main area has a 'PENDING IDF WITH YOU' box showing '45' items. Under 'Quickstart', there are tabs for 'Assigned Application(s)', 'Recent Activities', and 'IDF Tracking'. A message says 'No IDF are currently available in your pool.' To the right is a 'Calendar' for August 2015, showing dates from 26 to 31.

3. User clicks on New Application at the top of the page.



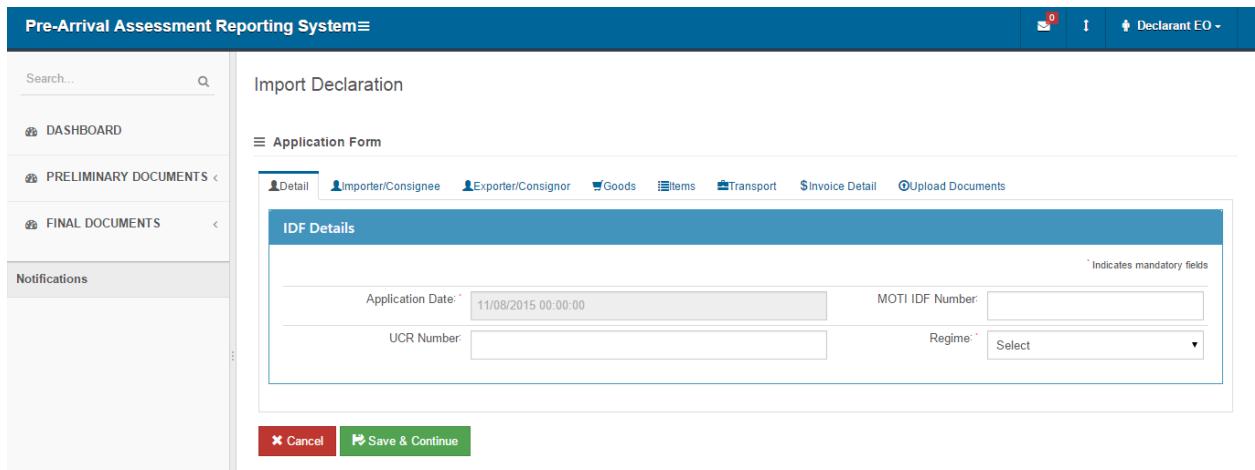
The screenshot shows the 'Import Declaration Applications' page. The 'New Application' button in the header is highlighted with a red box. The main area displays a table of search results with 524 entries. The columns include Application No., Application Date, Importer, Exporter, Proforma Invoice, Status, and Action. The table shows various entries with details like '1 201508100000480 10/08/2015 wewuta & son wematu Ltd Inconclusive' and '12 records per page' at the top. At the bottom, it says 'Showing 1 to 12 of 524 entries' and has navigation links for 'Prev', 'First', '1', '2', '3', '4', '5', '6', 'Last', and 'Next'.

After the User has clicked on the New Application, system pops up Import Declaration Page which are subdivided into following sub tasks, which as follows

- Application Details
- Importer/Consignee Details

- Exporter/Consignor Details
- Goods
- Items
- Transport Details
- Invoice Details
- Upload Documents

Pre-Arrival Assessment Reporting System



Import Declaration

Application Form

IDF Details

Indicates mandatory fields

Application Date:	11/08/2015 00:00:00	MOTI IDF Number:	<input type="text"/>
UCR Number:	<input type="text"/>	Regime:	<input type="button" value="Select"/>

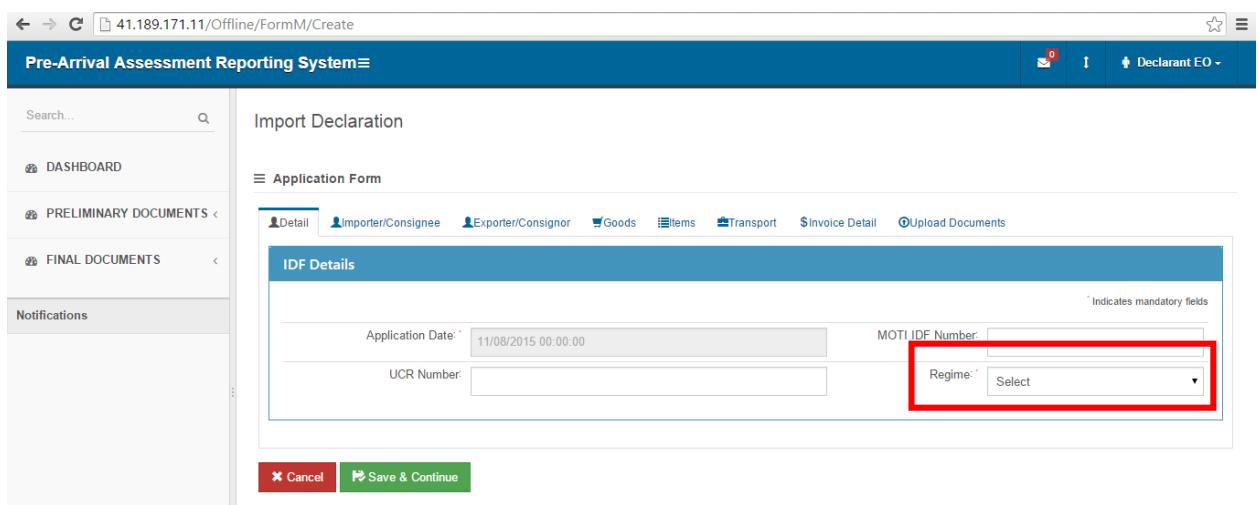
Cancel **Save & Continue**

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:-

1. From Application Form page, User selects Regime type by clicking on the dropdown arrow in Regime.



41.189.171.11/Offline/FormM/Create

Pre-Arrival Assessment Reporting System

Import Declaration

Application Form

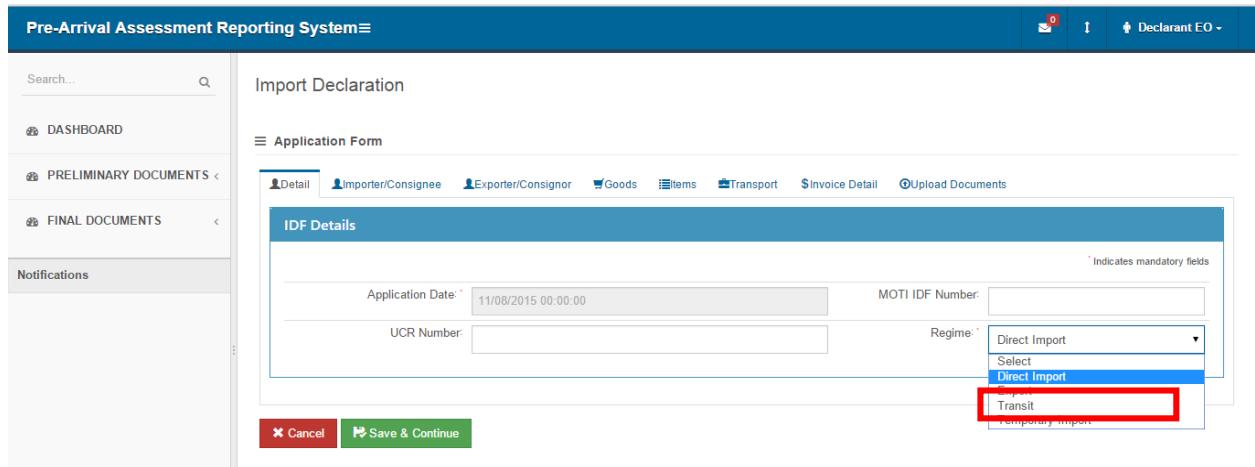
IDF Details

Indicates mandatory fields

Application Date:	11/08/2015 00:00:00	MOTI IDF Number:	<input type="text"/>
UCR Number:	<input type="text"/>	Regime:	<input type="button" value="Select"/>

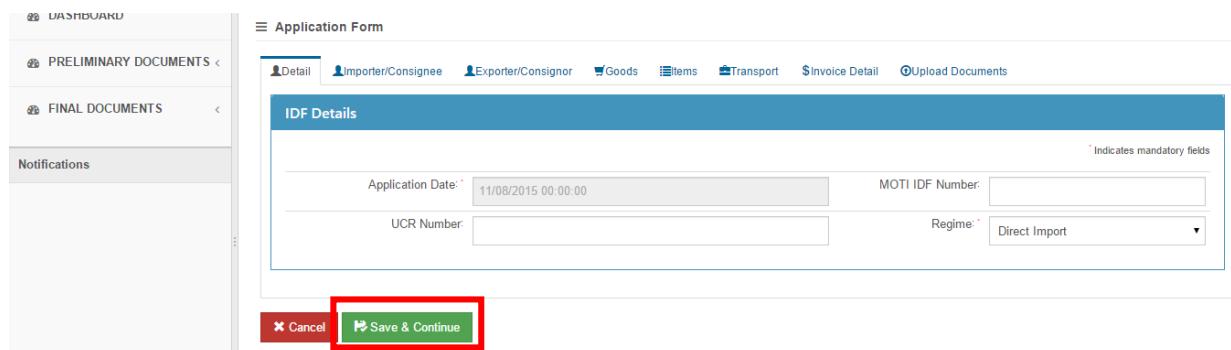
Cancel **Save & Continue**

2. User chooses the Regime type



The screenshot shows the 'Import Declaration' section of the application. On the left is a sidebar with 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', and 'Notifications'. The main area has tabs for 'Detail', 'Importer/Consignee' (which is selected), 'Exporter/Consignor', 'Goods', 'Items', 'Transport', 'Invoice Detail', and 'Upload Documents'. Below these tabs is a 'IDF Details' section with fields for 'Application Date' (11/08/2015 00:00:00), 'MOTI IDF Number', 'UCR Number', and 'Regime'. A dropdown menu for 'Regime' is open, showing 'Direct Import' (selected), 'Select', 'Transit' (highlighted with a red box), and 'Temporary Import'.

3. User clicks on Save & Continue button



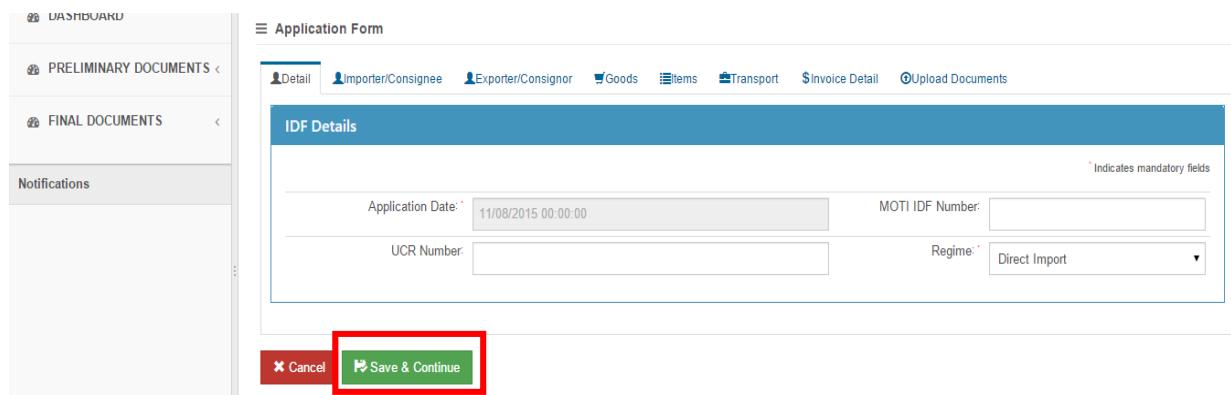
This screenshot shows the same 'Import Declaration' page after the user has clicked 'Save & Continue'. The 'Regime' dropdown now shows 'Direct Import'. The 'Save & Continue' button at the bottom of the form is highlighted with a red box.

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 system displays Importer Form page



This screenshot shows the 'Importer/Consignee' page of the application. It has a similar layout to the previous screenshot, with a sidebar and various tabs. The 'Save & Continue' button at the bottom is highlighted with a red box.

2. User enters the Importer/Consignee Details

Pre-Arrival Assessment Reporting System

Search...

Importer Form

Importer Information

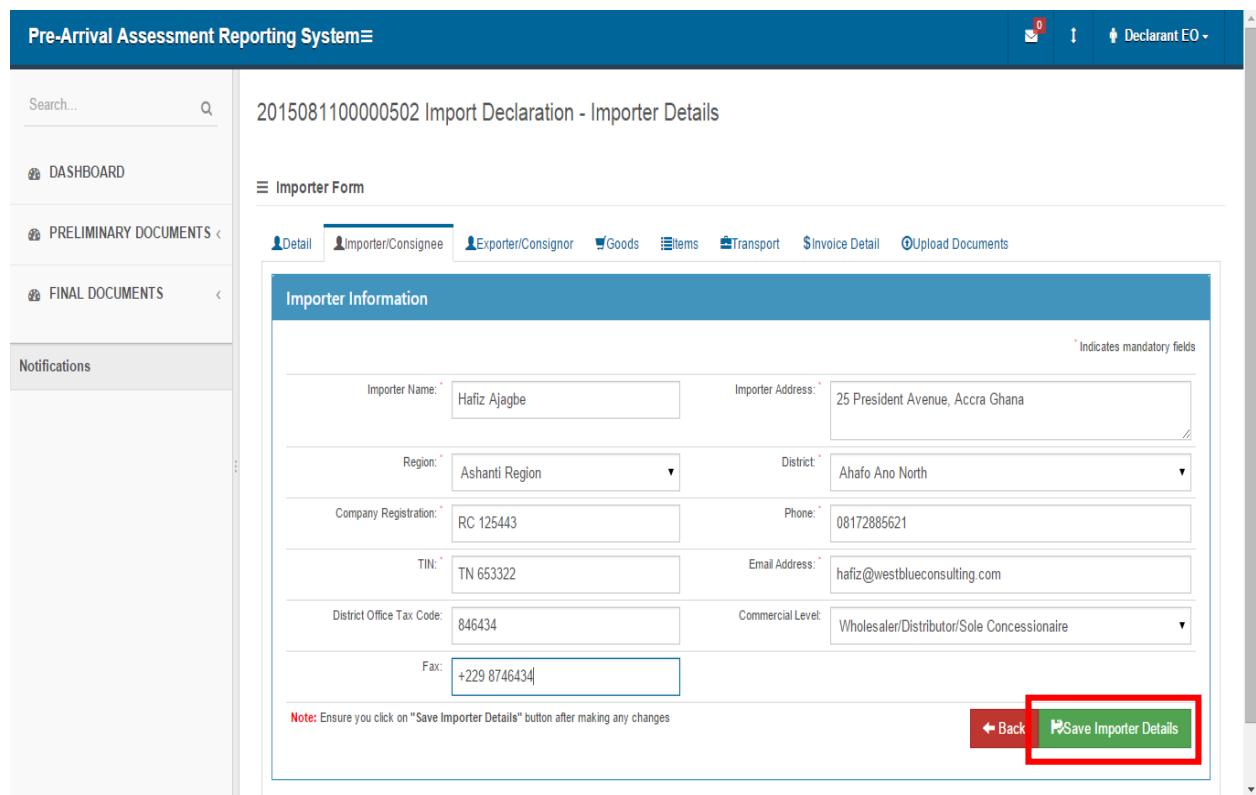
* Indicates mandatory fields

Importer Name:	<input type="text"/>	Importer Address:	<input type="text"/>
Region:	Select	District:	Select Region first
Company Registration:	<input type="text"/>	Phone:	<input type="text"/>
TIN:	<input type="text"/>	Email Address:	<input type="text"/>
District Office Tax Code:	<input type="text"/>	Commercial Level:	Select
Fax:	<input type="text"/>		

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

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



Pre-Arrival Assessment Reporting System

2015081100000502 Import Declaration - Importer Details

Importer Form

Importer Information

Indicates mandatory fields

Importer Name:	Hafiz Ajagbe	Importer Address:	25 President Avenue, Accra Ghana
Region:	Ashanti Region	District:	Ahafo Ano North
Company Registration:	RC 125443	Phone:	08172885621
TIN:	TN 653322	Email Address:	hafiz@westblueconsulting.com
District Office Tax Code:	846434	Commercial Level:	Wholesaler/Distributor/Sole Concessionaire
Fax:	+233 8746434		

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

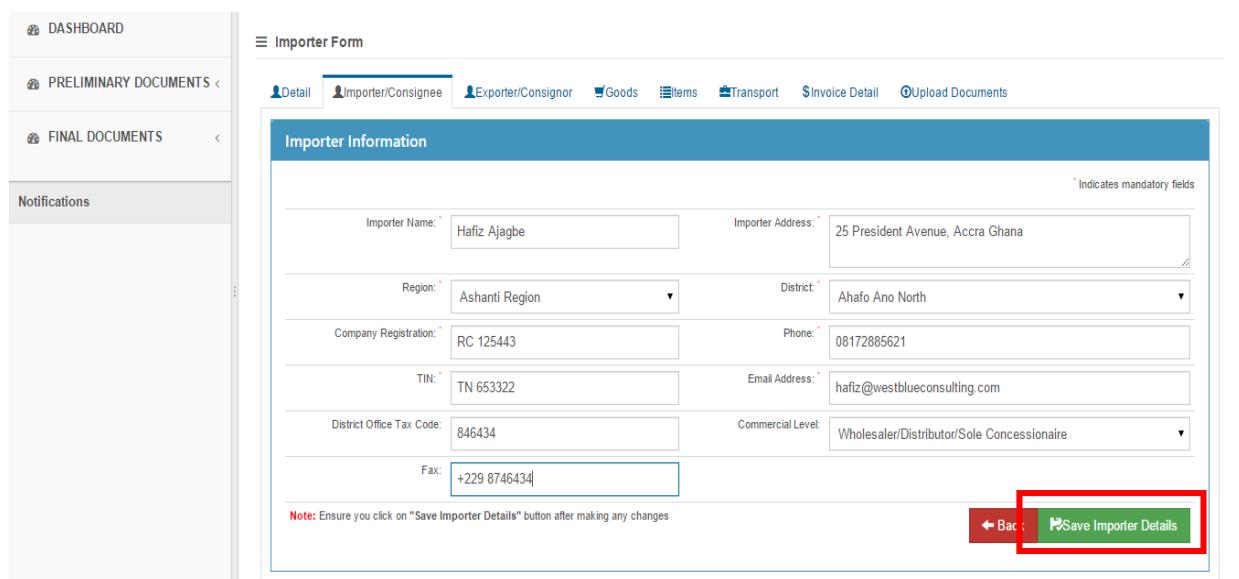
Back **Save Importer Details**

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



Pre-Arrival Assessment Reporting System

2015081100000502 Import Declaration - Importer Details

Importer Form

Importer Information

Indicates mandatory fields

Importer Name:	Hafiz Ajagbe	Importer Address:	25 President Avenue, Accra Ghana
Region:	Ashanti Region	District:	Ahafo Ano North
Company Registration:	RC 125443	Phone:	08172885621
TIN:	TN 653322	Email Address:	hafiz@westblueconsulting.com
District Office Tax Code:	846434	Commercial Level:	Wholesaler/Distributor/Sole Concessionaire
Fax:	+233 8746434		

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

Back **Save Importer Details**

2. User enters Exporter Information details

Pre-Arrival Assessment Reporting System

Preliminary Documents - Exporter Details

Exporter Form

Detail Importer/Consignee Exporter/Consignor Goods Items Transport Invoice Detail Upload Documents

Exporter Information

Indicates mandatory fields

Exporter Name:	Exporter Physical Address:
Phone:	Email Address:
Country:	TIN:
Town:	Country Code:
Fax:	Commercial Level:

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

[Back](#) [Save 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

Pre-Arrival Assessment Reporting System

Preliminary Documents - Exporter Details

Exporter Form

Detail Importer/Consignee Exporter/Consignor Goods Items Transport Invoice Detail Upload Documents

Exporter Information

Indicates mandatory fields

Exporter Name:	Dangote Group Limited	Exporter Physical Address:	Dangote Warf House Apapa, Lagos
Phone:	08059398145	Email Address:	sales@dangote-group.ng.ltd
Country:	Nigeria	TIN:	TN 037747
Town:	Apapa	Country Code:	NG
Fax:	+234 87566435	Commercial Level:	Manufacturer

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

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

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

Pre-Arrival Assessment Reporting System

Preliminary Documents - Exporter Details

Exporter Form

Exporter Information

Indicates mandatory fields

Exporter Name:	Dangote Group Limited	Exporter Physical Address:	Dangote Warf House Apapa, Lagos
Phone:	08059398145	Email Address:	sales@dangotegroup@ng.ltd
Country:	Nigeria	TIN:	TN 037747
Town:	Apapa	Country Code:	NG
Fax:	+234 87566435	Commercial Level:	Manufacturer

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

Save Exporter Details

- User enters general description of goods

Pre-Arrival Assessment Reporting System

Preliminary Documents - Goods Information Details

Goods Information Form

Goods Information

Indicates mandatory fields

General Description of Goods (Give Full Particulars and State if Goods are New, Refurbished or Scraps)*

Net Weight/Mass (i.e. without packing in Kilograms) No. of items imported (as per H.S. Codes)

Gross Weight/Mass (i.e. with packing in Kilograms) No. of items imported (as per H.S. Codes)

Note: Ensure you click on "Save Good Info. Details" button after making any changes

Save Good Info. Details

3. User clicks on Save Good Information Details

Pre-Arrival Assessment Reporting System

Preliminary Documents - Goods Information Details

Goods Information Form

General Description of Goods (Give Full Particulars and State if Goods are New, Refurbished or Scraps) *
Cements

Net Weight/Mass (i.e. without packing in Kilograms) No. of items imported (as per H.S. Codes)

Gross Weight/Mass (i.e. with packing in Kilograms) No. of items imported (as per H.S. Codes)

Note: Ensure you click on "Save Good Info. Details" button after making any changes

Save Good Info. Details

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

Pre-Arrival Assessment Reporting System

Preliminary Documents - Goods Information Details

Goods Information Form

General Description of Goods (Give Full Particulars and State if Goods are New, Refurbished or Scraps) *
Sugars and Rice

Net Weight/Mass (i.e. without packing in Kilograms) No. of items imported (as per H.S. Codes)

Gross Weight/Mass (i.e. with packing in Kilograms) No. of items imported (as per H.S. Codes)

Note: Ensure you click on "Save Good Info. Details" button after making any changes

Save Good Info. Details

2. User enters the Item details

41.189.171.11/Offline/FormM/Items?AppId=2015081100000502

Pre-Arrival Assessment Reporting System

Preliminary Documents - Items Details

Items Form

Detail Importer/Consignee Exporter/Consignor Goods Items Transport Invoice Detail Upload Documents

List of Items: 0

+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

Classification Tool

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

Pre-Arrival Assessment Reporting System

Preliminary Documents - Items Details

Items Form

Detail Importer/Consignee Exporter/Consignor Goods Items Transport Invoice Detail Upload Documents

List of Items: 0

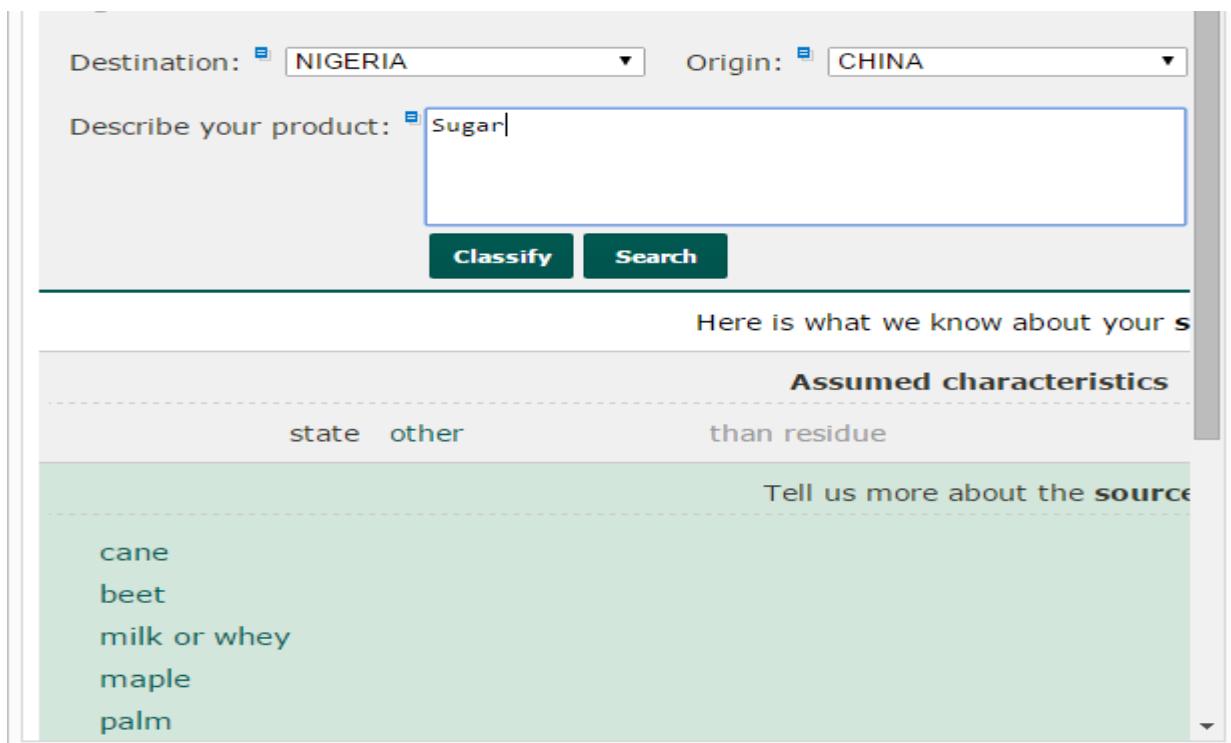
+Add New Item

Item Details

Invoice Item Serial Number:	23434	Item Term:	Cost, insurance and freight
Commodity:	Sunar	Currency:	Nigeria Naira (NGN)
HS Code:		HS Code Description:	
Standard Unit of Quantity:		Duty Rate:	

Classification Tool

4. System pops up Classification page



Destination: **NIGERIA** Origin: **CHINA**

Describe your product: **Sugar**

Classify **Search**

Here is what we know about your sugar

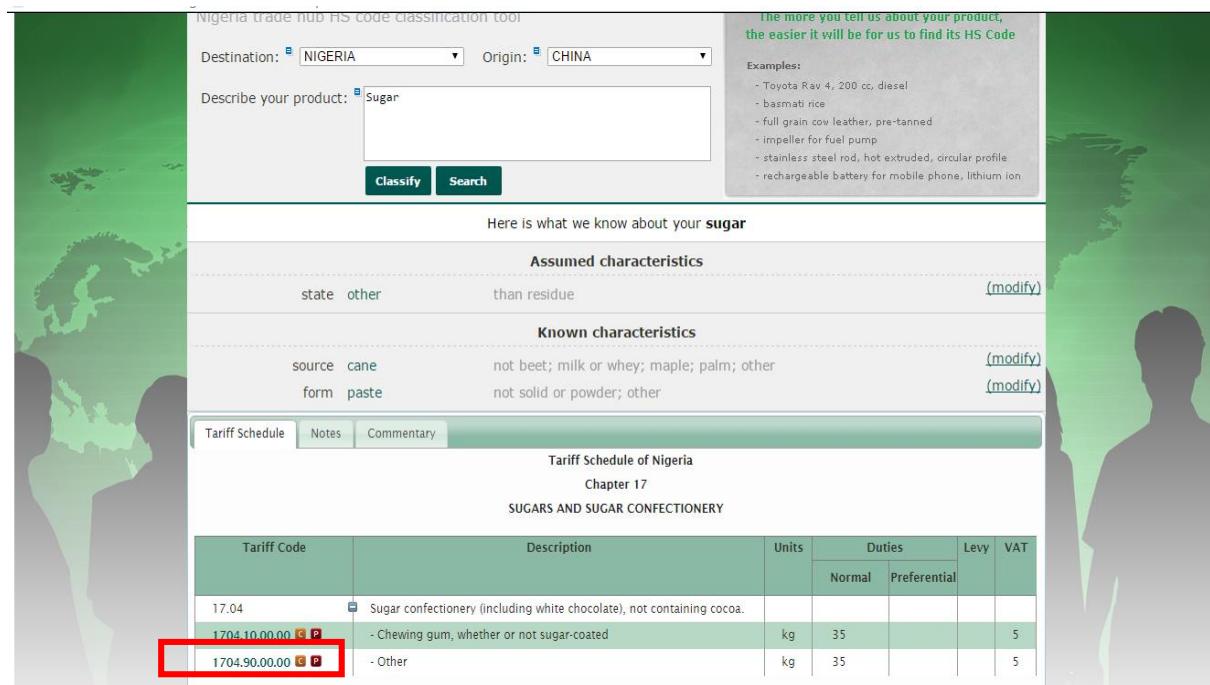
Assumed characteristics

state	other	than residue
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tell us more about the source

- cane
- beet
- milk or whey
- maple
- palm

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



Nigeria Trade Hub HS code classification tool

Destination: **NIGERIA** Origin: **CHINA**

Describe your product: **Sugar**

Classify **Search**

The more you tell us about your product, the easier it will be for us to find its HS Code

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

Here is what we know about your sugar

Assumed characteristics

state	other	than residue	(modify)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(modify)

Known characteristics

source	cane	not beet; milk or whey; maple; palm; other	(modify)
form	paste	not solid or powder; other	(modify)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(modify)

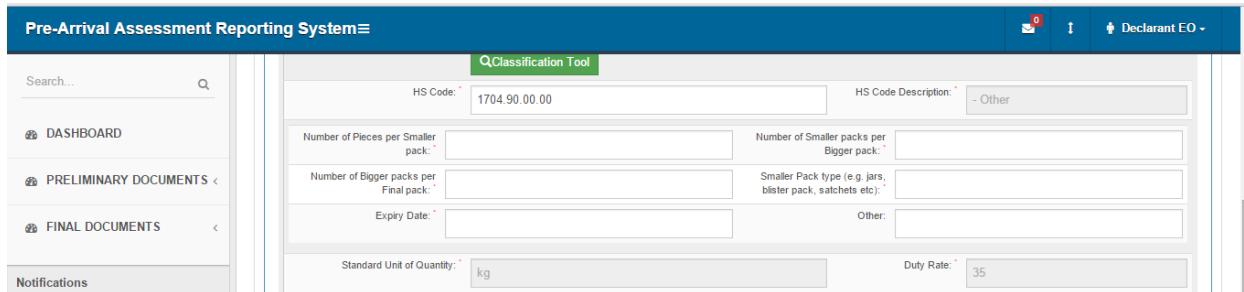
Tariff Schedule **Notes** **Commentary**

Tariff Schedule of Nigeria
Chapter 17
SUGARS AND SUGAR CONFECTIONERY

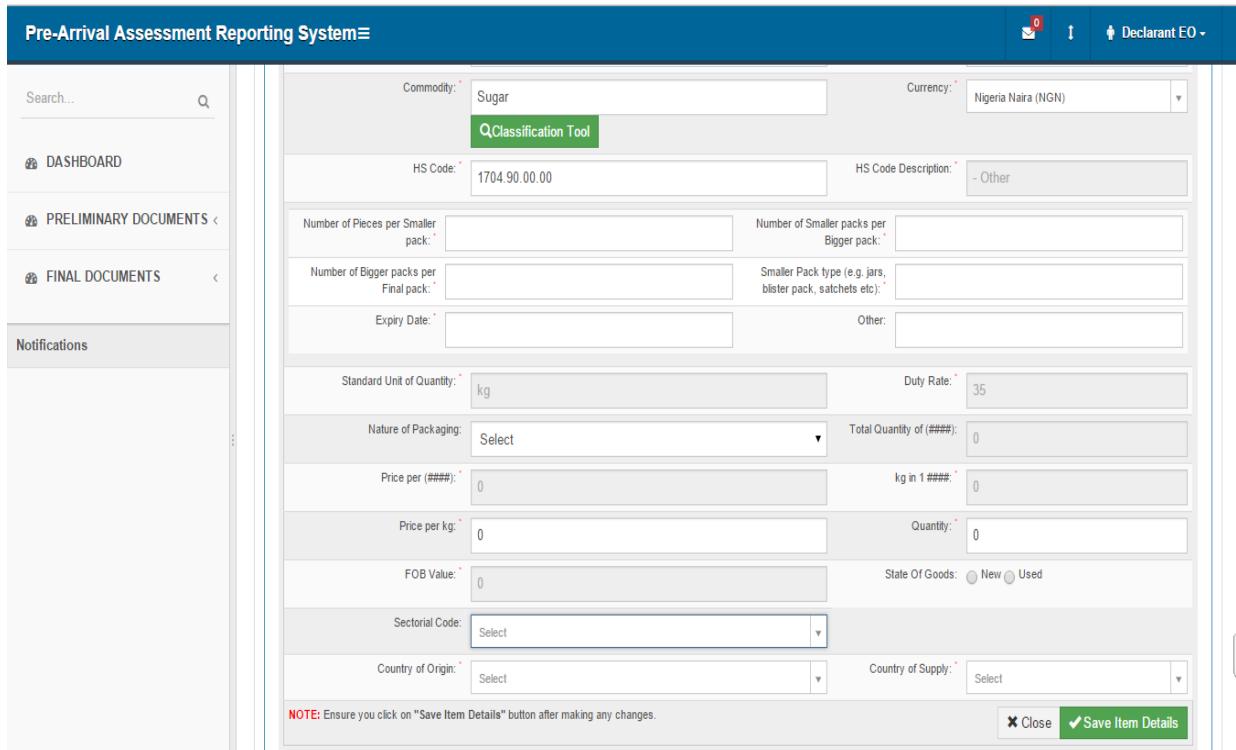
Tariff Code	Description	Units	Duties		Levy	VAT
			Normal	Preferential		
17.04	Sugar confectionery (including white chocolate), not containing cocoa.					
1704.10.00.00	- Chewing gum, whether or not sugar-coated	kg	35		5	
1704.90.00.00	- Other	kg	35		5	

6. Systems accepts the HS Code and populate the following into the Application

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



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 into the system after entering the price per bag

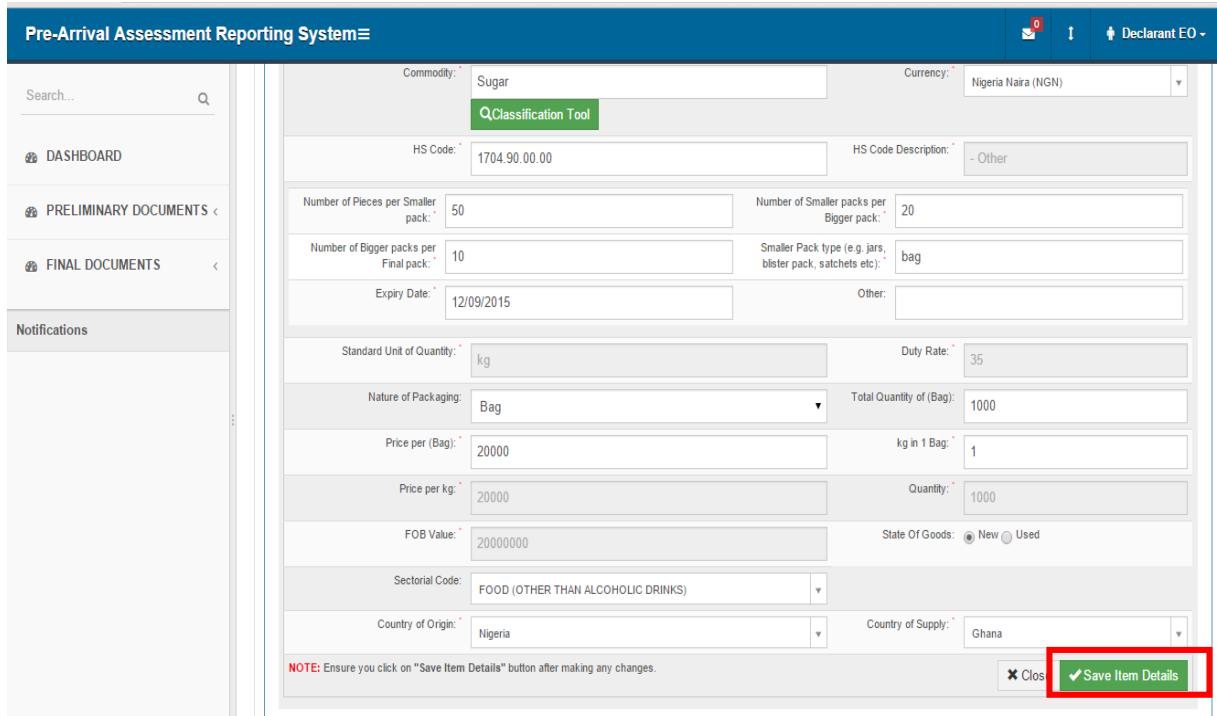
Fields	Description
Price per Kg	System populates the price per kg
Quantity	System populates the quantity
FOB Value	System populates the FOB



The screenshot shows a form for item details. The populated fields include:

- 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: 2000000
- State Of Goods: New

9. User clicks Save Item Details to save details of the item



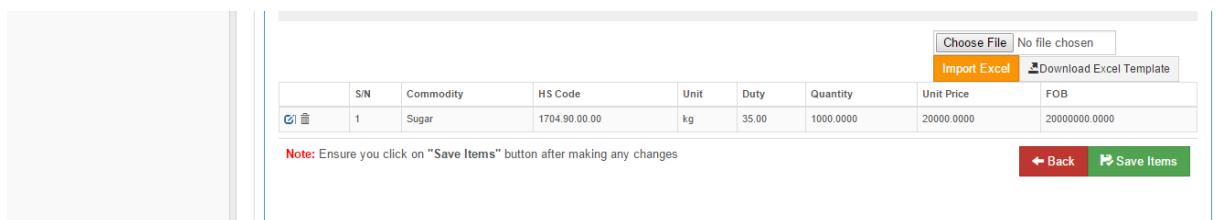
The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The 'Save Item Details' button is highlighted with a red box.

Form fields (Populated values):

- Commodity: Sugar
- Currency: Nigeria Naira (NGN)
- 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
- Number of Bigger packs per Final pack: 10
- Smaller Pack type (e.g. jars, blister pack, sachets etc.): bag
- Expiry Date: 12/09/2015
- Standard Unit of Quantity: kg
- Duty Rate: 35
- 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: 2000000
- State Of Goods: New
- Sectorial Code: FOOD (OTHER THAN ALCOHOLIC DRINKS)
- Country of Origin: Nigeria
- Country of Supply: Ghana

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

10. System saved the item details



The screenshot shows a table of saved item details. The table includes columns: S/N, Commodity, HS Code, Unit, Duty, Quantity, Unit Price, and FOB. One row is shown for Sugar.

	S/N	Commodity	HS Code	Unit	Duty	Quantity	Unit Price	FOB
1	1	Sugar	1704.90.00.00	kg	35.00	1000.0000	20000.0000	2000000.0000

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

Buttons at the bottom right:

- Choose File: No file chosen
- Import Excel
- Download Excel Template
- 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.

Pre-Arrival Assessment Reporting System

+ Add New Item

Item Details

Invoice Item Serial Number:	0	Item Term:	:Select an Option:
Commodity:		Currency:	:Select
Classification Tool			
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:	<input type="radio"/> New <input checked="" type="radio"/> Used
Sectorial Code:	:Select		
Country of Origin:	:Select	Country of Supply:	:Select

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

X Close **✓ Save Item Details**

12. User repeats the steps 2 to 10 for add item details

Pre-Arrival Assessment Reporting System

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:	<input type="radio"/> New <input checked="" type="radio"/> Used
Sectorial Code:	:Select		
Country of Origin:	:Select	Country of Supply:	:Select

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

X Close **✓ Save Item Details**

Choose File No file chosen
Import Excel **Download Excel Template**

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

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

◀ Back **Save Items**

13. User clicks on Save Items after all items have been added

Pre-Arrival Assessment Reporting System

Price per : 0 **Quantity:** 0

FOB Value:	0	State Of Goods:	<input type="radio"/> New <input checked="" type="radio"/> Used
Sectorial Code:	:Select		
Country of Origin:	:Select	Country of Supply:	:Select

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

X Close **✓ Save Item Details**

Choose File No file chosen
Import Excel **Download Excel Template**

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

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

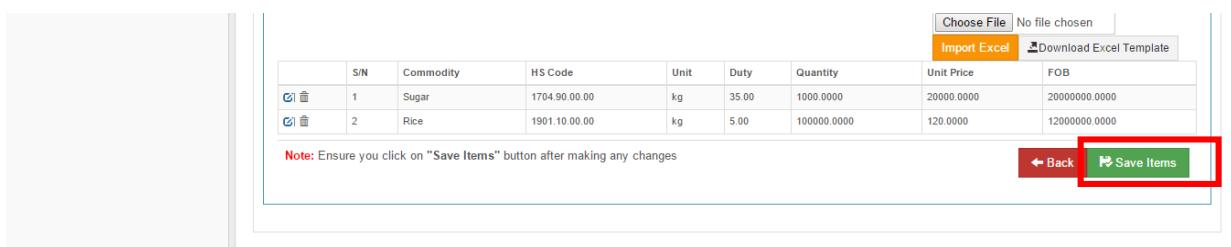
◀ Back **Save Items**

4.1.6 Transport Details Page

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

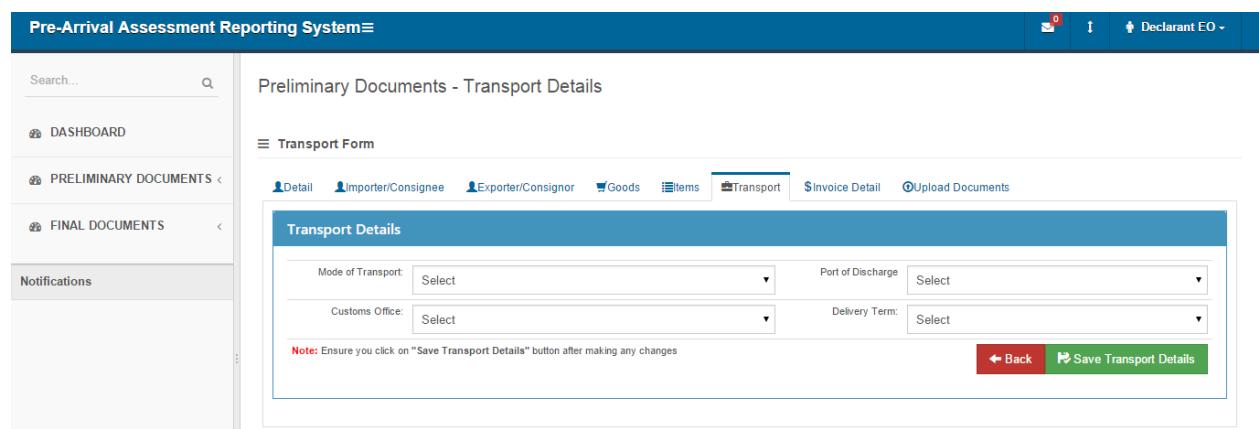
For a User to enter transport details, he/she will perform the following steps:-

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



The screenshot shows a table of items with columns: S/N, Commodity, HS Code, Unit, Duty, Quantity, Unit Price, and FOB. Two items are listed: Sugar (HS 1704.90.00.00) and Rice (HS 1901.10.00.00). Below the table is a note: "Note: Ensure you click on 'Save Items' button after making any changes". At the bottom right are "Back" and "Save Items" buttons, with "Save Items" highlighted by a red box.

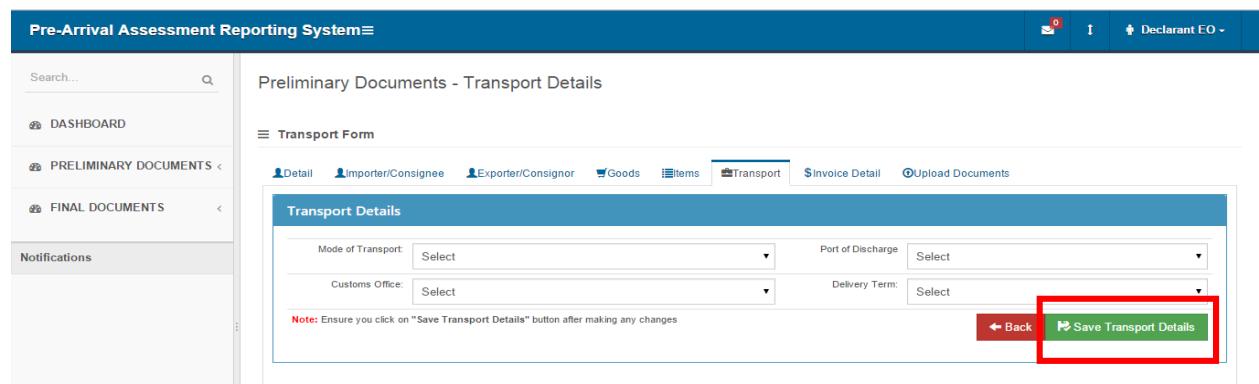
- User enters the transport details



The screenshot shows the "Transport Form" section with tabs: Detail, Importer/Consignee, Exporter/Consignor, Goods, Items, Transport (selected), Invoice Detail, and Upload Documents. Under the Transport tab, there are dropdowns for Mode of Transport, Port of Discharge, Customs Office, and Delivery Term. A note at the bottom says: "Note: Ensure you click on 'Save Transport Details' button after making any changes". At the bottom right are "Back" and "Save Transport Details" buttons, with "Save Transport Details" highlighted by a red box.

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



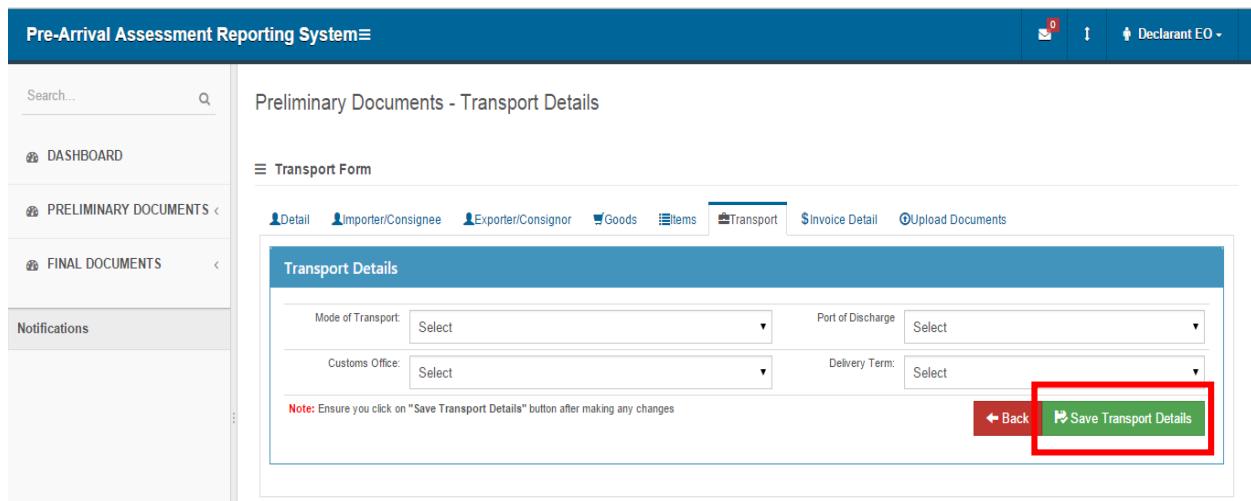
The screenshot shows the "Transport Form" section with tabs: Detail, Importer/Consignee, Exporter/Consignor, Goods, Items, Transport (selected), Invoice Detail, and Upload Documents. Under the Transport tab, there are dropdowns for Mode of Transport, Port of Discharge, Customs Office, and Delivery Term. A note at the bottom says: "Note: Ensure you click on 'Save Transport Details' button after making any changes". At the bottom right are "Back" and "Save Transport Details" buttons, with "Save Transport Details" highlighted by a red box.

4.1.7 Financial Details Page

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

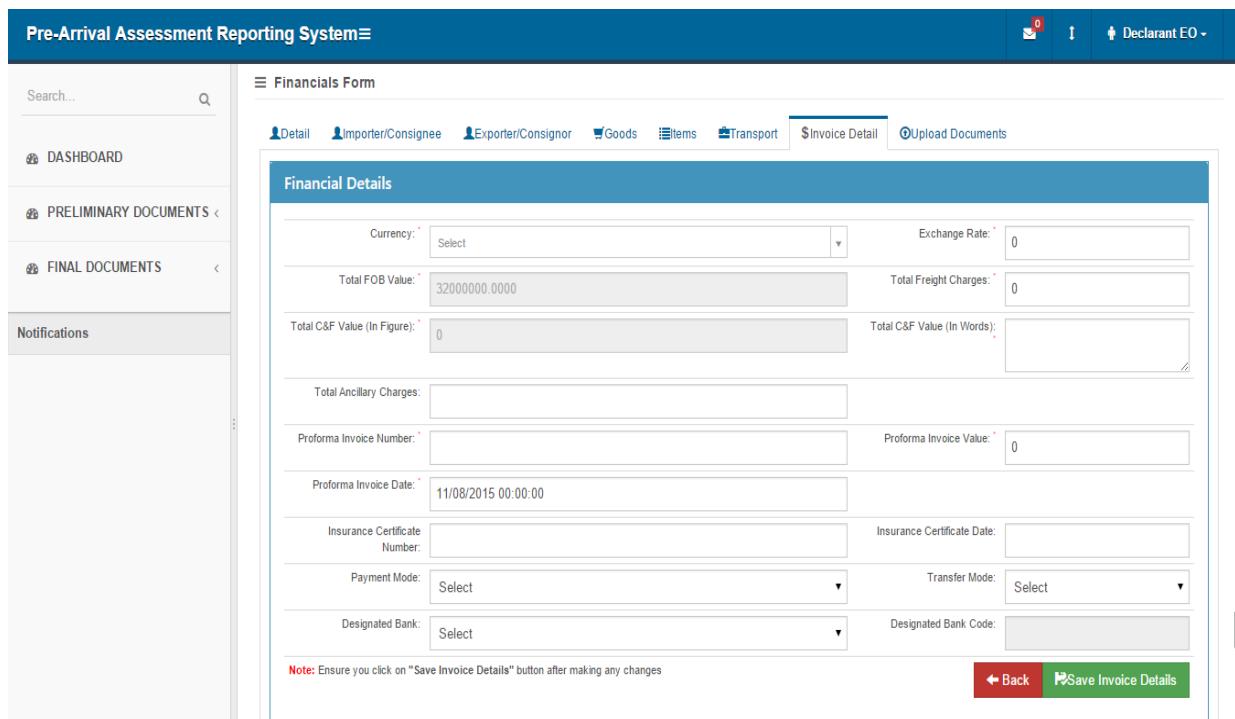
For a User to enter financial details, he/she will perform the following steps:-

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



The screenshot shows the 'Transport Details' section of the PAAR system. It includes fields for Mode of Transport, Port of Discharge, Customs Office, and Delivery Term. 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.

- User enters financial details



The screenshot shows the 'Financial Details' section of the PAAR system. It includes fields for Currency, Exchange Rate, Total FOB Value, Total Freight Charges, Total C&F Value (In Figure), Total C&F Value (In Words), Total Ancillary Charges, Proforma Invoice Number, Proforma Invoice Value, Proforma Invoice Date, Insurance Certificate Number, Insurance Certificate Date, Payment Mode, Transfer Mode, Designated Bank, and Designated Bank Code. A note at the bottom says: 'Note: Ensure you click on "Save Invoice Details" button after making any changes'. The 'Save Invoice Details' button is highlighted with a red box.

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 into application after entering total freight charges

Pre-Arrival Assessment Reporting System

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:			

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

Pre-Arrival Assessment Reporting System

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:			
Proforma Invoice Number:		Proforma Invoice Value:	32230000.0000
Proforma Invoice Date:	11/08/2015 00:00:00	Insurance Certificate Number:	
Payment Mode:	Select	Transfer Mode:	Select
Designated Bank:	Select	Designated Bank Code:	

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

Back **Save Invoice 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

Pre-Arrival Assessment Reporting System

Financial Details

Currency:	Nigeria Naira (NGN)	Exchange Rate:	3.1233
Total FOB Value:	3200000.0000	Total Freight Charges:	230000
Total C&F Value (In Figure):	3223000.0000	Total C&F Value (In Words):	THIRTY-TWO MILLION, TWO HUNDRED AND THREE THOUSAND
Total Ancillary Charges:	12000		
Proforma Invoice Number:	PI27353	Proforma Invoice Value:	3223000.0000
Proforma Invoice Date:	11/08/2015 00:00:00		
Insurance Certificate Number:	ISU764534	Insurance Certificate Date:	07-03-2012
Payment Mode:	Banker's draft	Transfer Mode:	BANK DRAFT
Designated Bank:	Ecobank Ghana	Designated Bank Code:	058

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

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

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

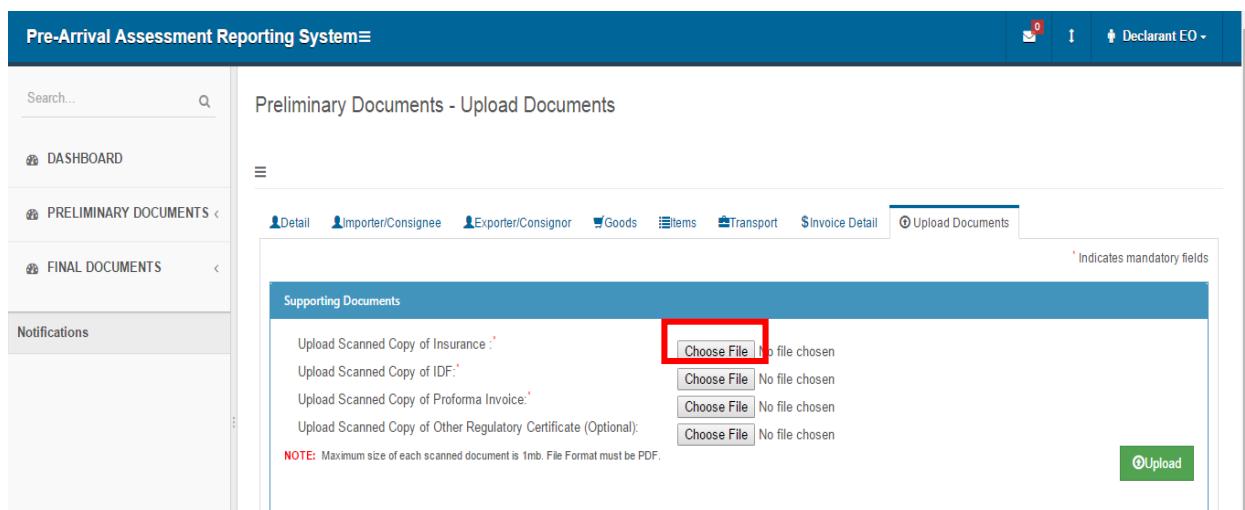
Financial Details

Total Ancillary Charges:	12000	I TWO HUNDRED AND TWO THOUSAND	
Proforma Invoice Number:	PI27353	Proforma Invoice Value:	3223000.0000
Proforma Invoice Date:	11/08/2015 00:00:00		
Insurance Certificate Number:	ISU764534	Insurance Certificate Date:	07-03-2012
Payment Mode:	Banker's draft	Transfer Mode:	BANK DRAFT
Designated Bank:	Ecobank Ghana	Designated Bank Code:	058

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

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

2. Clicks on Choose file button in front of document



Preliminary Documents - Upload Documents

Supporting Documents

Upload Scanned Copy of Insurance.* No file chosen

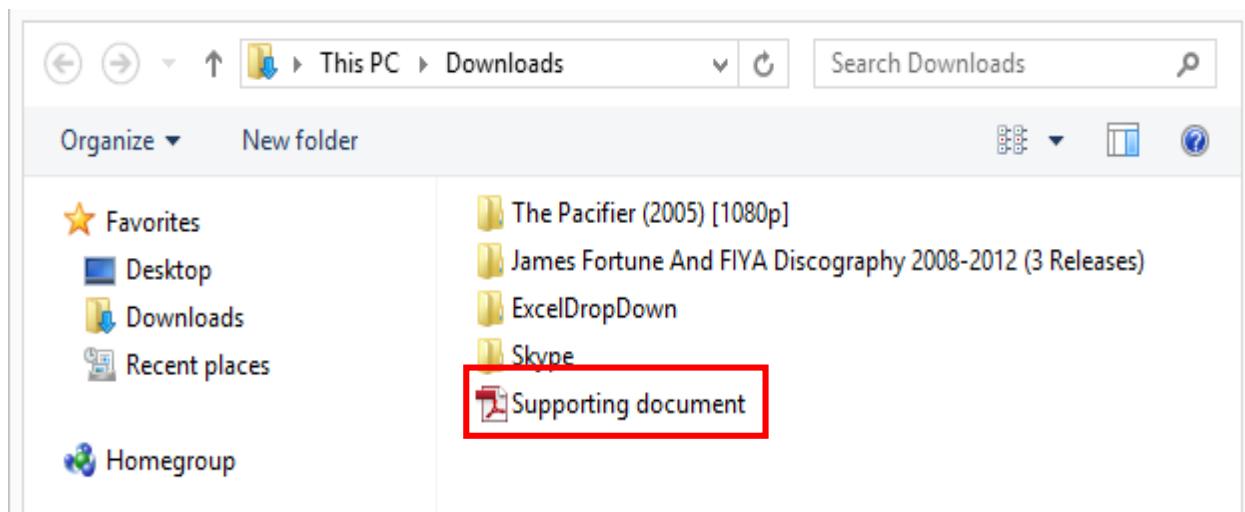
Upload Scanned Copy of IDF.* No file chosen

Upload Scanned Copy of Proforma Invoice.* No file chosen

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

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

3. Browse the location and double click on the document to upload



This PC > Downloads

Organize New folder

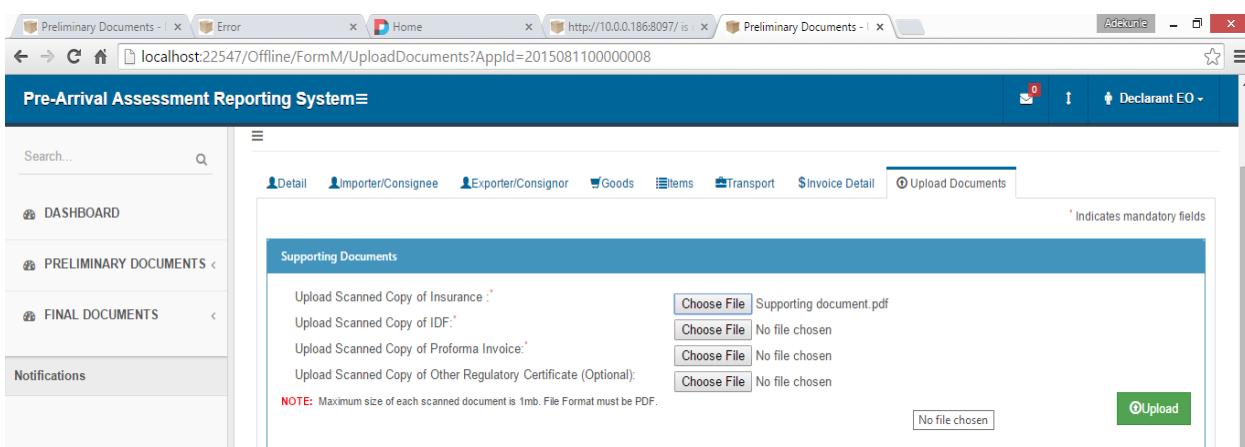
Favorites: The Pacifier (2005) [1080p], James Fortune And FIYA Discography 2008-2012 (3 Releases), ExcelDropDown, Skype

Desktop: Supporting document

Downloads: Supporting document

Recent places: Homegroup

4. System attached the document to upload



Preliminary Documents - | Error | Home | http://10.0.186:8097/ is | Preliminary Documents - | Adekunle | x

localhost:22547/Offline/FormM/UploadDocuments?AppId=2015081100000008

Pre-Arrival Assessment Reporting System

Supporting Documents

Upload Scanned Copy of Insurance.* Supporting document.pdf

Upload Scanned Copy of IDF.* No file chosen

Upload Scanned Copy of Proforma Invoice.* No file chosen

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

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

5. User repeats steps 2 and 3 to attach the remaining documents



Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

PRELIMINARY DOCUMENTS

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Supporting Documents

Upload Scanned Copy of Insurance:^{*} Supporting document.pdf

Upload Scanned Copy of IDF:^{*} Supporting document.pdf

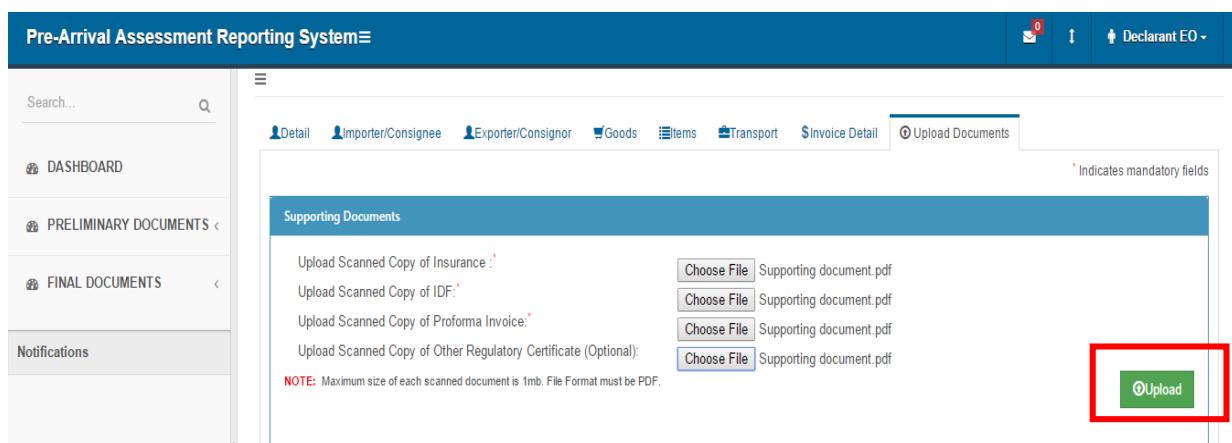
Upload Scanned Copy of Proforma Invoice:^{*} Supporting document.pdf

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.

Upload

6. User clicks Upload button to upload attached supporting documents



Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

PRELIMINARY DOCUMENTS

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Supporting Documents

Upload Scanned Copy of Insurance:^{*} Supporting document.pdf

Upload Scanned Copy of IDF:^{*} Supporting document.pdf

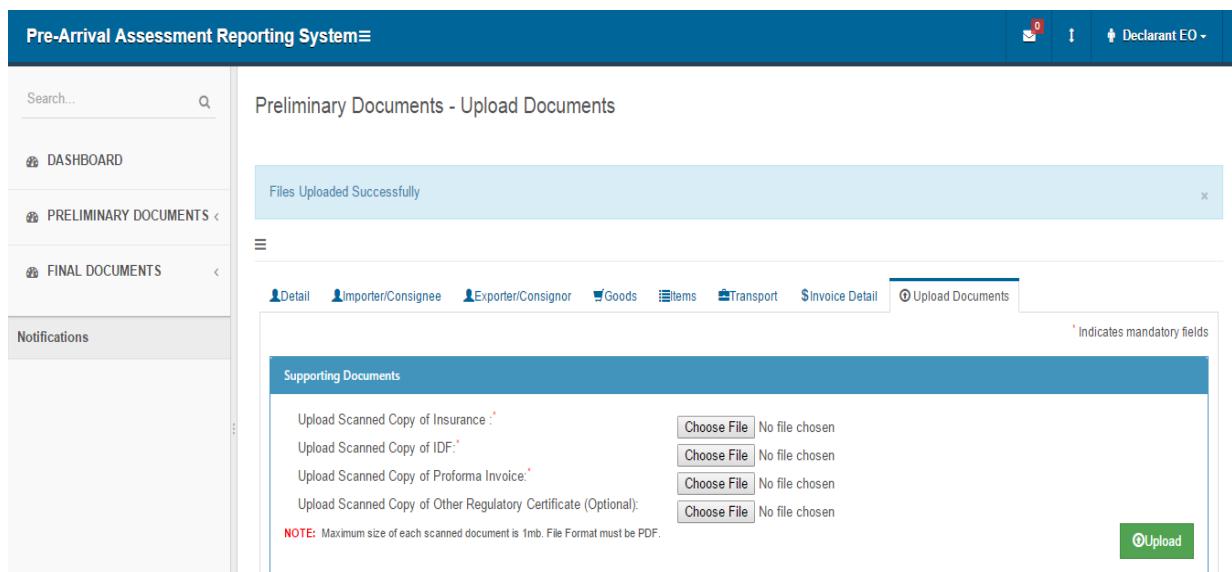
Upload Scanned Copy of Proforma Invoice:^{*} Supporting document.pdf

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.

Upload

7. System displays “File Uploaded Successfully”



Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

PRELIMINARY DOCUMENTS

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Notifications

Preliminary Documents - Upload Documents

Files Uploaded Successfully

Supporting Documents

Upload Scanned Copy of Insurance:^{*} No file chosen

Upload Scanned Copy of IDF:^{*} No file chosen

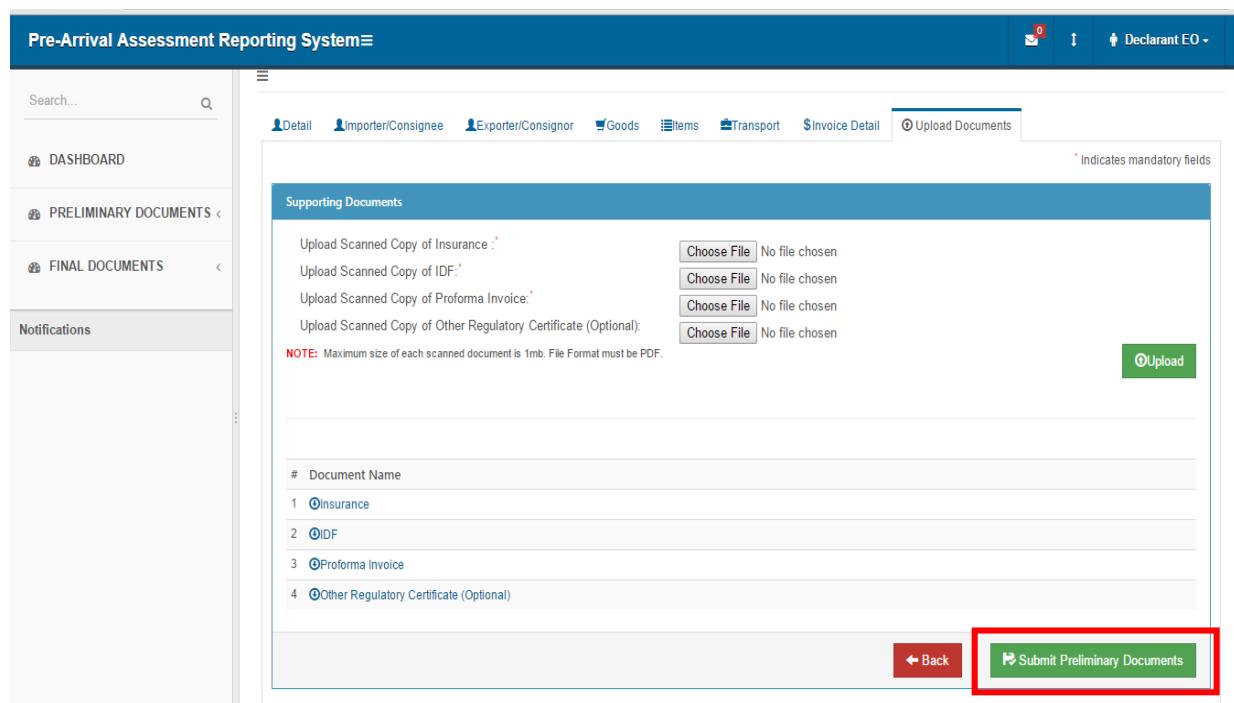
Upload Scanned Copy of Proforma Invoice:^{*} No file chosen

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

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

Upload

8. User clicks on Submit Preliminary Documents button



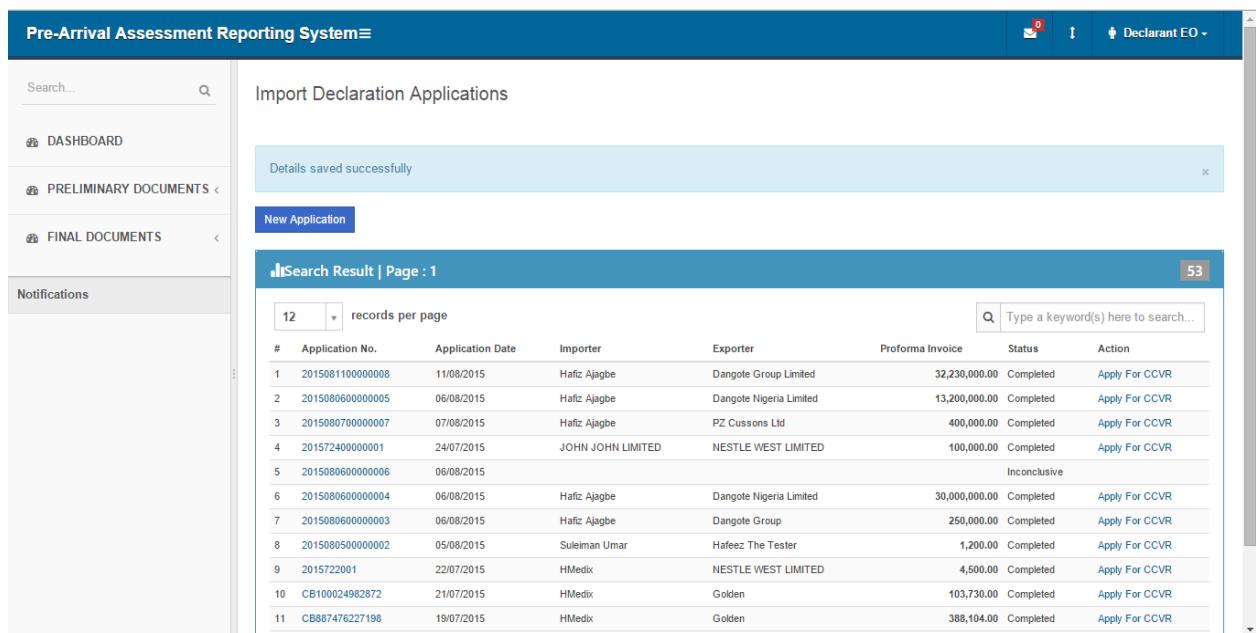
The screenshot shows the 'Supporting Documents' section of the system. It includes fields for uploading scanned copies of Insurance, IDF, Proforma Invoice, and Other Regulatory Certificate, each with a 'Choose File' button and a note that no file has been chosen. Below these is a note about the maximum file size (1mb) and format (PDF). At the bottom, there is a list of document names (Insurance, IDF, Proforma Invoice, Other Regulatory Certificate) with corresponding radio buttons. The 'Submit Preliminary Documents' button is highlighted with a red box.

9. User clicks on Ok button to confirm the submission



The screenshot shows a confirmation dialog box with the message: '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.' Below the message are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box. The background shows the same 'Supporting Documents' page as the previous screenshot, with the 'Submit Preliminary Documents' button also visible.

10. System displays “Details Save successfully”



The screenshot shows the 'Import Declaration Applications' page. A success message 'Details saved successfully' is displayed. Below it, a search result table titled 'Search Result | Page : 1' shows 12 records per page. The table includes columns for #, Application No., Application Date, Importer, Exporter, Proforma Invoice, Status, and Action. One row in the table has its 'Action' column highlighted with a red border.

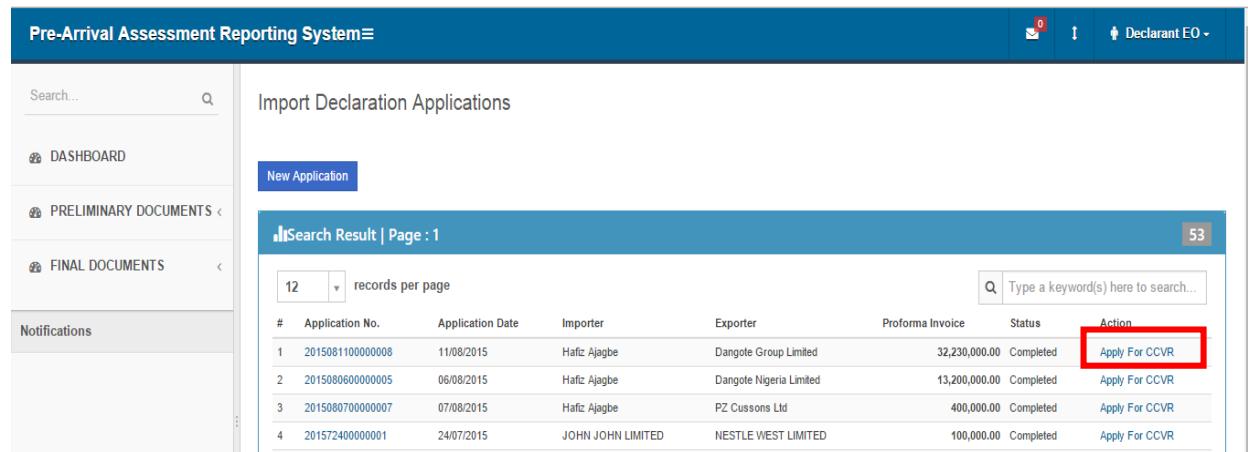
#	Application No.	Application Date	Importer	Exporter	Proforma Invoice	Status	Action
1	2015081100000008	11/08/2015	Hafiz Ajagbe	Dangote Group Limited	32,230,000.00	Completed	Apply For CCVR
2	2015080600000005	06/08/2015	Hafiz Ajagbe	Dangote Nigeria Limited	13,200,000.00	Completed	Apply For CCVR
3	2015080700000007	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	2015080800000004	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	HMedit	NESTLE WEST LIMITED	4,500.00	Completed	Apply For CCVR
10	CB100024982872	21/07/2015	HMedit	Golden	103,730.00	Completed	Apply For CCVR
11	CB887476227198	19/07/2015	HMedit	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:-

- From Import Declaration Application page, user will click on **Apply For CCVR** in front of application to add partial transaction for



The screenshot shows the 'Import Declaration Applications' page. A search result table titled 'Search Result | Page : 1' is displayed. The 'Action' column for the first row is highlighted with a red border, indicating it is the target for the 'Apply For CCVR' 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

2. User clicks Add New Partial

Pre-Arrival Assessment Reporting System

Search...

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2015081100000008 Partial Details

Application Details

Application No.	UCR Number	Importer Name	Exporter Name
2015081100000008		Hafiz Ajagbe	Dangote Group Limited

Partial Details

Proforma Invoice Value: NGN 32230000 0000 | Sum of All Invoice Values: NGN 0

2015081100000008 Partial Details

No Record Found!...

3. User clicks on Choose file to attach supporting documents

Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

PRELIMINARY DOCUMENTS

FINAL DOCUMENTS

Notifications

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

Partial Details

PartialNumber	Status	Application Date
2015081100000008/1		11/08/2015

Indicates mandatory fields

Supporting Documents

Upload Scanned Copy of Final Invoice.* No file chosen

Upload Scanned Copy of Bill of Lading/Airway Bill or Road way Bill.* No file chosen

Upload Scanned Copy of Packing List.* No file chosen

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

Upload Scanned Copy of Freight Receipt (Optional): No file chosen

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

Uploaded Documents

4. User browse the file to attach and double click on the file

Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

PRELIMINARY DOCUMENTS

FINAL DOCUMENTS

Organize ▾ New folder

★ Favorites

Desktop

Downloads

Recent places

Homegroup

This PC

Open

Declarant EO ▾

Indicates mandatory fields

5. System attached the supporting documents

PRELIMINARY DOCUMENTS
FINAL DOCUMENTS
Notifications

Submit Partial

* Indicates mandatory fields

Supporting Documents

Upload Scanned Copy of Final Invoice.*
 Final Invoice.pdf

Upload Scanned Copy of Bill of Lading/Airway Bill or Road way Bill.*
 No file chosen

Upload Scanned Copy of Packing List.*
 No file chosen

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

Upload Scanned Copy of Freight Receipt (Optional):
 No file chosen

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

Upload

Uploaded Documents

No Record Found!...

6. User repeats Steps 3 to 5 to attach the remaining supporting documents

Search...
Q
DASHBOARD
PRELIMINARY DOCUMENTS
FINAL DOCUMENTS
Notifications

Submit Partial

* Indicates mandatory fields

Supporting Documents

Upload Scanned Copy of Final Invoice.*
 Final Invoice.pdf

Upload Scanned Copy of Bill of Lading/Airway Bill or Road way Bill.*
 AirwayBill.pdf

Upload Scanned Copy of Packing List.*
 Packing List.pdf

Upload Scanned Copy of Other Regulatory Certificate (Optional):
 Other Regulatory Certificate.pdf

Upload Scanned Copy of Freight Receipt (Optional):
 Freight Receipt.pdf

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

Upload

Uploaded Documents

No Record Found!...

7. User clicks on Upload button to upload the supporting documents

Search...
Q
DASHBOARD
PRELIMINARY DOCUMENTS
FINAL DOCUMENTS
Notifications

Submit Partial

* Indicates mandatory fields

Supporting Documents

Upload Scanned Copy of Final Invoice.*
 Final Invoice.pdf

Upload Scanned Copy of Bill of Lading/Airway Bill or Road way Bill.*
 AirwayBill.pdf

Upload Scanned Copy of Packing List.*
 Packing List.pdf

Upload Scanned Copy of Other Regulatory Certificate (Optional):
 Other Regulatory Certificate.pdf

Upload Scanned Copy of Freight Receipt (Optional):
 Freight Receipt.pdf

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

Upload

Uploaded Documents

No Record Found!...

8. System displays “File Uploaded Successfully”

Pre-Arrival Assessment Reporting System

Files Uploaded Successfully

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

Partial Details

PartialNumber	Status	Application Date
2015081100000008/1		11/08/2015

Submit Partial

* Indicates mandatory fields

Supporting Documents

Upload Scanned Copy of Final Invoice.* No file chosen

Upload Scanned Copy of Bill of Lading/Airway Bill or Road way Bill.* No file chosen

Upload Scanned Copy of Packing List.* No file chosen

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

Upload Scanned Copy of Freight Receipt (Optional): No file chosen

9. User scrolls down the page to enter partial Invoice details

Pre-Arrival Assessment Reporting System

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

#	Document Name	Size(MB)	Type
1	Final Invoice	7755	.pdf
2	Bill of Lading/Airway Bill or Road way Bill	7755	.pdf
3	Packing List	7755	.pdf
4	Other Regulatory Certificate (Optional)	7755	.pdf
5	Freight Receipt (Optional)	7755	.pdf

Partial Invoice Details

Toggle Add/Update Invoice Panel Proforma Invoice Value: NGN 32230000.0000 Sum of All Invoice Values: NGN 0

Add/Update Final Invoice

Invoice Number:	TD645564	Invoice Date:	09-06-2015	Invoice Value:	1200000
-----------------	----------	---------------	------------	----------------	---------

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

Save Invoice Details

Invoice Details

Invoice Number	Invoice Value	Invoice Date

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

Notifications

Partial Invoice Details

Toggle Add/Update Invoice Panel Proforma Invoice Value: NGN 32230000.0000 Sum of All Invoice Values: NGN 0

Add/Update Final Invoice

Invoice Number:	TD645564	Invoice Date:	09-06-2015	Invoice Value:	1200000
-----------------	----------	---------------	------------	----------------	---------

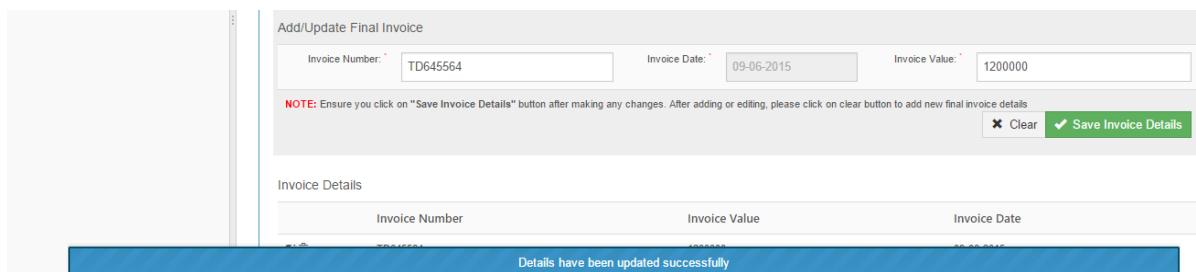
NOTE: Ensure you click on "Save Invoice Details" button after making any changes. After adding or editing, please click on clear button to add new final invoice details

Save Invoice Details

Invoice Details

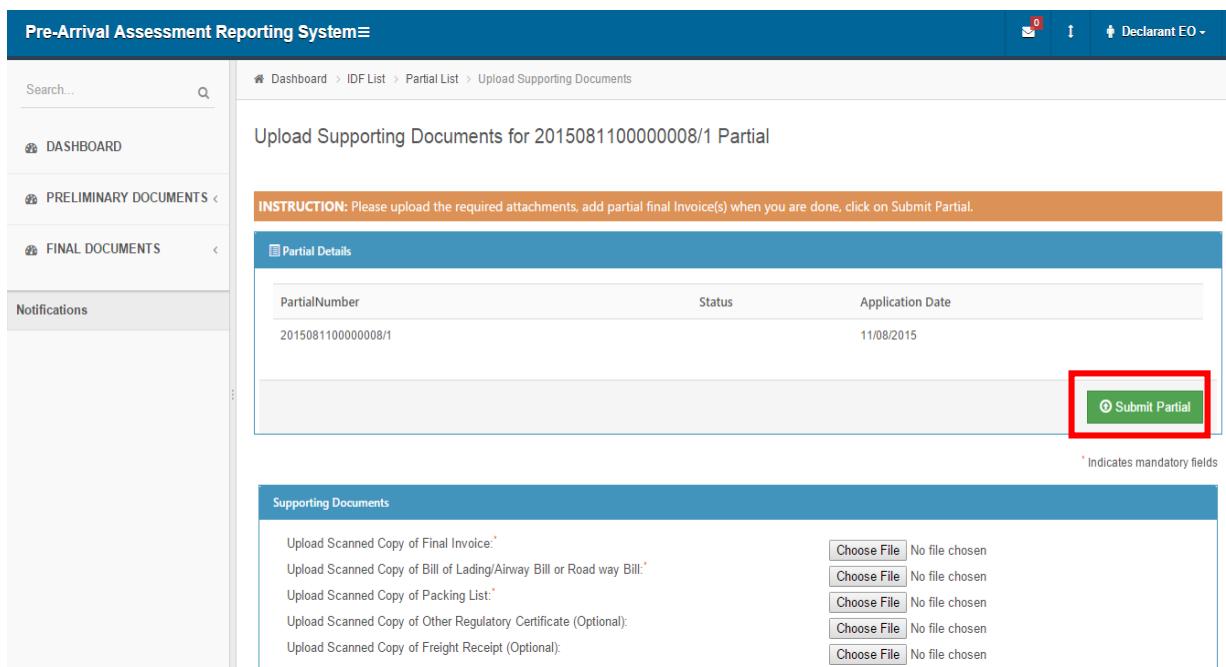
Invoice Number	Invoice Value	Invoice Date

11. System displays “Details have been updated successfully”



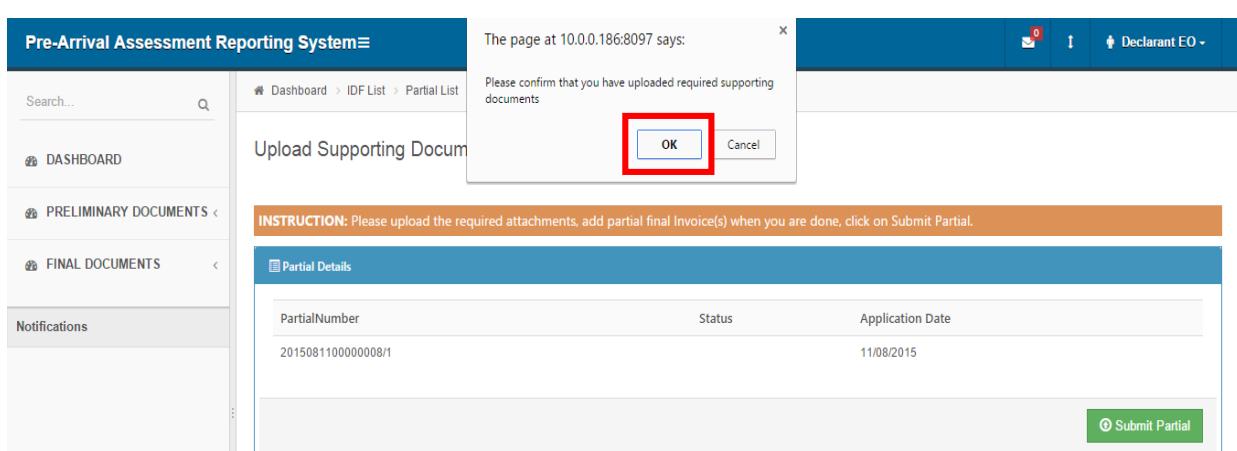
The screenshot shows the 'Add/Update Final Invoice' interface. At the top, there are fields for 'Invoice Number' (TD645564), 'Invoice Date' (09-06-2015), and 'Invoice Value' (1200000). Below these is a note: 'NOTE: Ensure you click on "Save Invoice Details" button after making any changes. After adding or editing, please click on clear button to add new final invoice details.' There are 'Clear' and 'Save Invoice Details' buttons. A success message 'Details have been updated successfully' is displayed at the bottom.

12. User scrolls up page to click on Submit Partial button



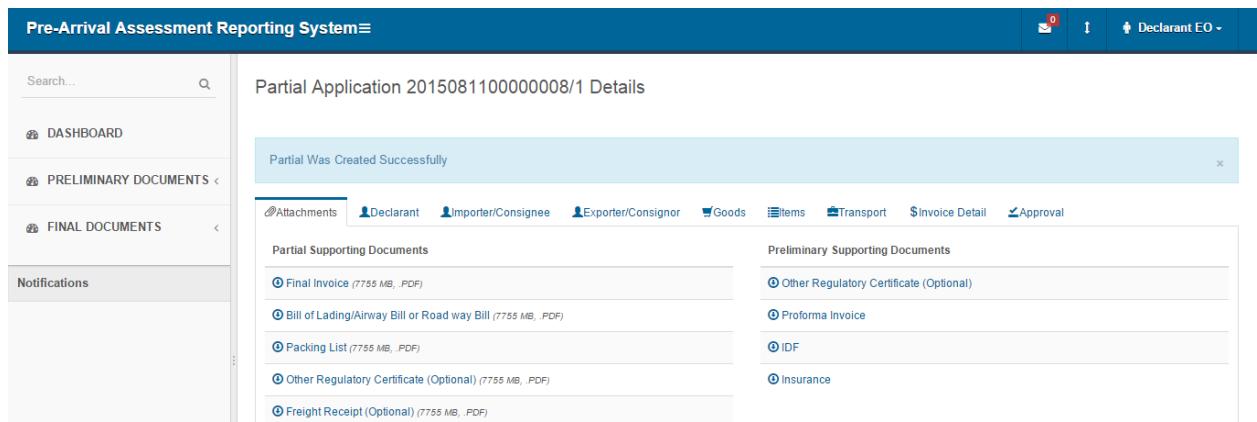
The screenshot shows the 'Pre-Arrival Assessment Reporting System'. The left sidebar has 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', and 'Notifications'. The main area shows 'Upload Supporting Documents for 2015081100000008/1 Partial'. A red box highlights the 'Submit Partial' button in the 'Partial Details' section. A note at the bottom right says '* Indicates mandatory fields'.

13. User clicks OK button to confirm submission



The screenshot shows the 'Pre-Arrival Assessment Reporting System'. The left sidebar has 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', and 'Notifications'. A modal dialog box is open, asking 'Please confirm that you have uploaded required supporting documents' with 'OK' and 'Cancel' buttons. A red box highlights the 'OK' button. The background shows the 'Upload Supporting Document' page with a red box around the 'Submit Partial' button in the 'Partial Details' section.

14. System displays “Partial was Created Successfully”



The screenshot shows the PAARS interface. The top navigation bar includes a search bar, a dashboard link, and a 'Declarant EO' dropdown with a red notification badge. The main content area is titled 'Partial Application 2015081100000008/1 Details'. A message box at the top says 'Partial Was Created Successfully'. Below it, there are tabs for 'Attachments', 'Declarant', 'Importer/Consignee', 'Exporter/Consignor', 'Goods', 'Items', 'Transport' (which is highlighted with a red box), 'Invoice Detail', and 'Approval'. Under 'Partial Supporting Documents', there are links to 'Final Invoice', 'Bill of Lading/Airway Bill or Road way Bill', 'Packing List', 'Other Regulatory Certificate (Optional)', and 'Freight Receipt (Optional)'. Under 'Preliminary Supporting Documents', there are links to 'Other Regulatory Certificate (Optional)', 'Proforma Invoice', 'IDF', and 'Insurance'.

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

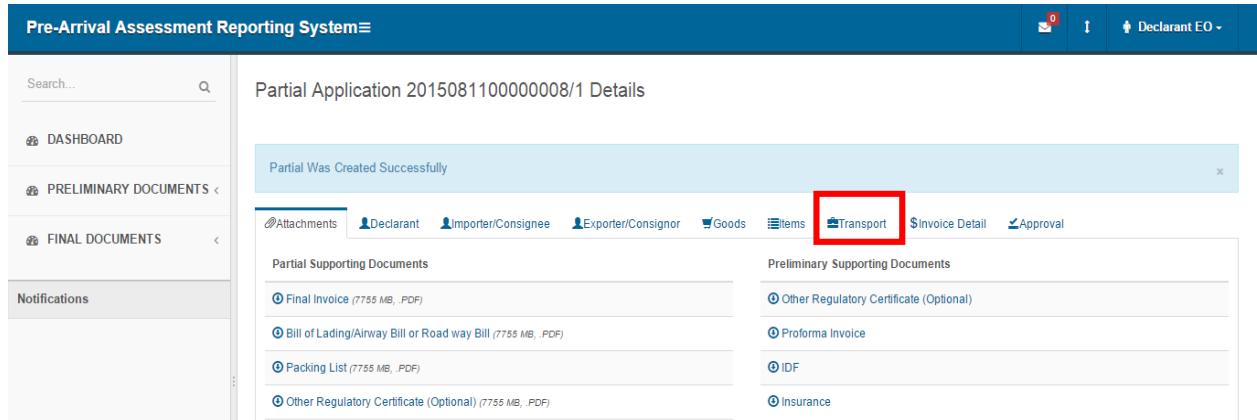
- Add Transport Details
- Add Invoice Detail
- Approval Page

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:-

1. From Partial Application Details page, User clicks on Transport tab



The screenshot shows the PAARS interface, similar to the previous one but with a different tab selection. The 'Transport' tab is highlighted with a red box. The rest of the interface is identical, showing the 'Partial Was Created Successfully' message, document attachments, and preliminary supporting documents sections.

2. User enter the transport details for partial application

Pre-Arrival Assessment Reporting System

Attachments Declarant Importer/Consignee Exporter/Consignor Goods Items Transport Invoice Detail Approval

0 Declarant EO -

Search... Q

DASHBOARD PRELIMINARY DOCUMENTS FINAL DOCUMENTS Notifications

Transport Details

* Indicates mandatory fields

Name of the carrier:	Mode of Transport:
	AIR TRANSPORT
Bill of Lading/Airway Bill or Road way Bill Number:	Bill of Lading/Airway Bill or Road way Bill Document Date:
Voyage/Flight Number:	Customs Office:
Net Weight:	Gross Weight:
Country of Origin:	Country of Supply:
Port of Loading:	Port of Discharge:
Transhipment Port:	
Delivery Term:	Delivery Term Code:
Place Of Receipt:	Place Of Delivery:
Cargo Type:	

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

Save 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

Pre-Arrival Assessment Reporting System

Attachments Declarant Importer/Consignee Exporter/Consignor Goods Items Transport Invoice Detail Approval

Transport Details

Name of the carrier: AERO CONTRACTOR Mode of Transport: AIR TRANSPORT * Indicates mandatory fields

Bill of Lading/Airway Bill or Road way Bill Number: AERO77452 Bill of Lading/Airway Bill or Road way Bill Document Date: 04-08-2015

Voyage/Flight Number: AC7642BD472746 Customs Office: ACP9

Net Weight: 20000 Gross Weight: 22000

Country of Origin: Nigeria Country of Supply: Ghana

Port of Loading: Nigeria (Tincan/Lagos) Port of Discharge: Ghana (Accra)

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

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

Save Transport Details

4. Systems displays “Details have been updated successfully”

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

PRELIMINARY DOCUMENTS FINAL DOCUMENTS Notifications

Container Details

Toggle Add/Update Container Panel

Add/Update Container

Container Number: Container Size: -CHOOSE- Seal Number:

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

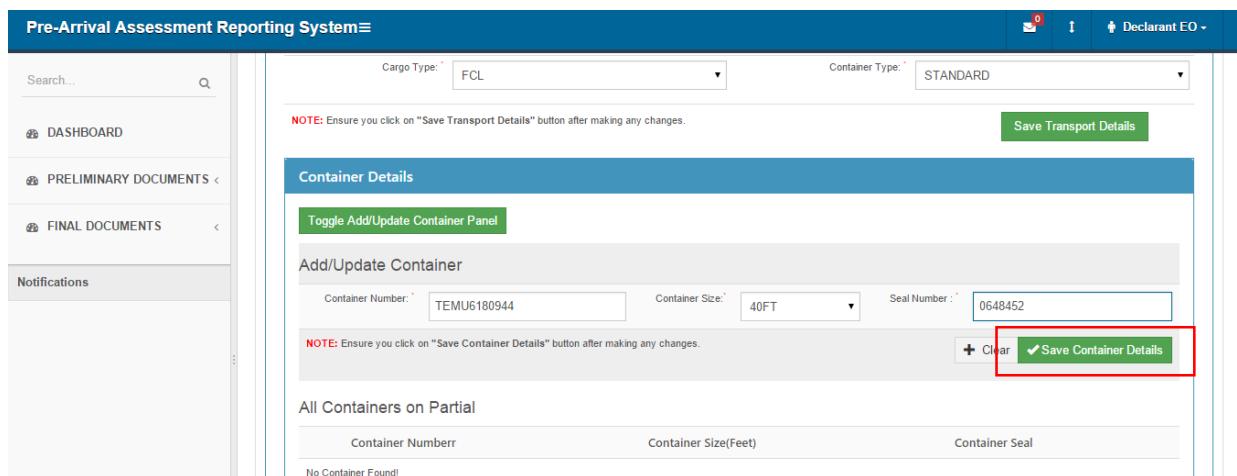
All Containers on Partial

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

Save 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



Pre-Arrival Assessment Reporting System

Cargo Type: FCL Container Type: STANDARD

Container Details

Add/Update Container

Container Number: TEMU6180944 Container Size: 40FT Seal Number: 0648452

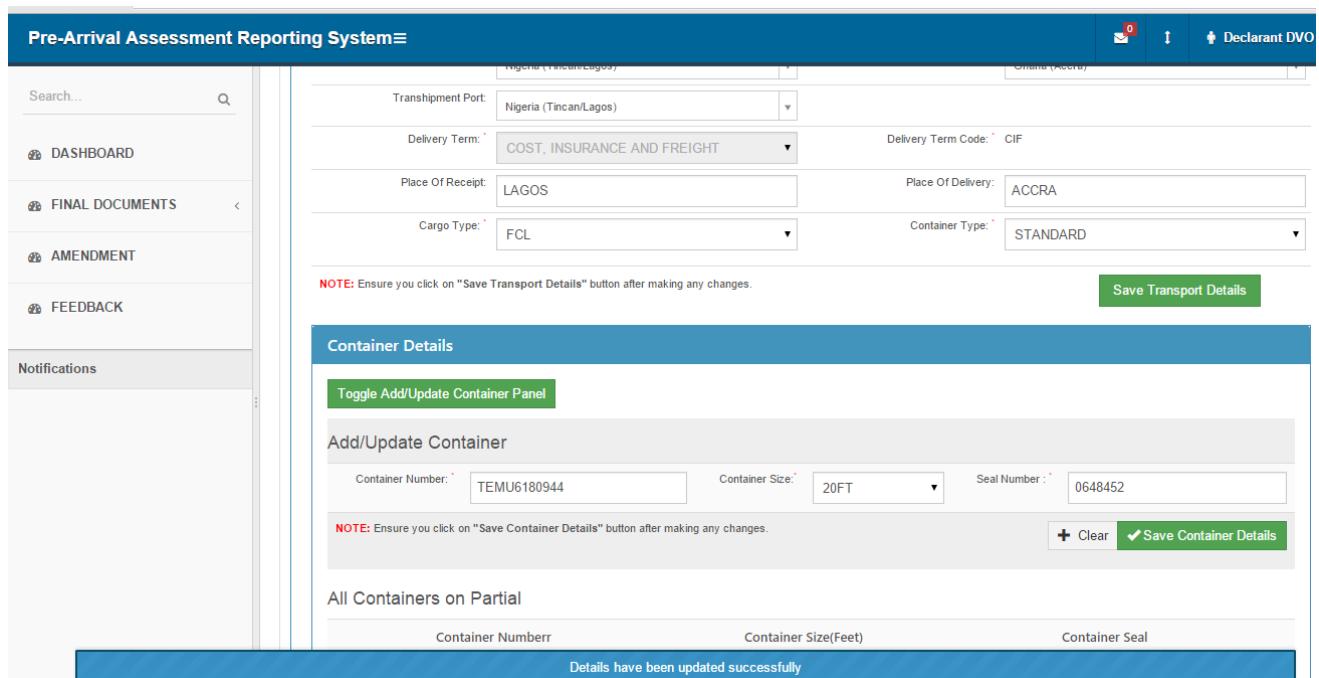
Note: Ensure you click on "Save Container Details" button after making any changes.

+ Clear **Save Container Details**

All Containers on Partial

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

7. System displays “Details have been updated successfully”



Pre-Arrival Assessment Reporting System

Transhipment Port: Nigeria (Tincan/Lagos) Origin (Record):

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

Place Of Receipt: LAGOS Place Of Delivery: ACCRA

Cargo Type: FCL Container Type: STANDARD

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

Save Transport Details

Container Details

Add/Update Container

Container Number: TEMU6180944 Container Size: 20FT Seal Number: 0648452

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

+ Clear **Save Container Details**

All Containers on Partial

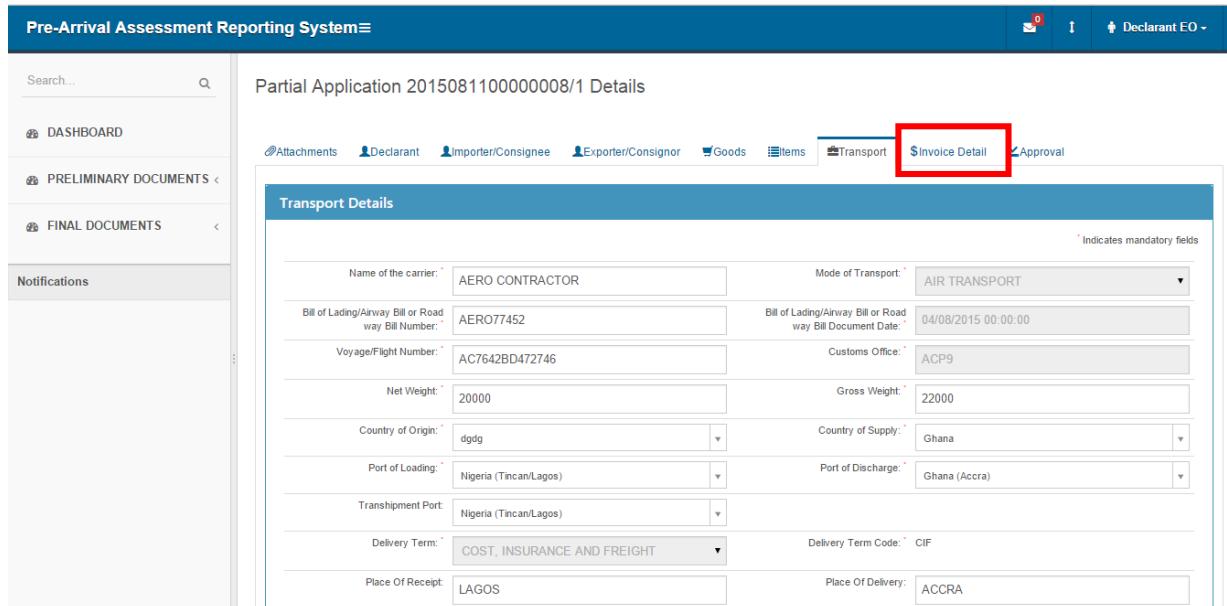
Container Number	Container Size(Feet)	Container Seal
Details have been updated successfully		

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:-

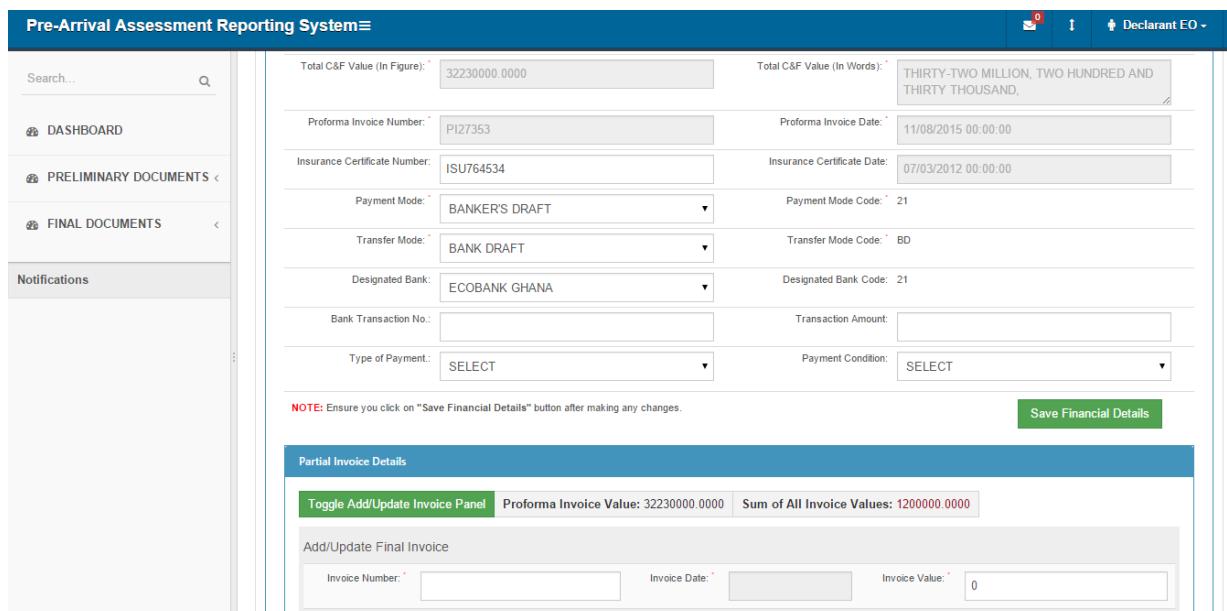
1. User clicks on Invoice Detail page



The screenshot shows the 'Transport Details' section of the 'Partial Application 201508110000008/1 Details' page. The 'Invoice Detail' tab is highlighted with a red box. The form fields include:

- Name of the carrier: AERO CONTRACTOR
- Mode of Transport: AIR TRANSPORT
- Bill of Lading/Airway Bill or Road way Bill Number: AERO77452
- Bill of Lading/Airway Bill or Road way Bill Document Date: 04/08/2015 00:00:00
- Voyage/Flight Number: AC7642BD472746
- Customs Office: ACP9
- Net Weight: 20000
- Gross Weight: 22000
- Country of Origin: dgdg
- Country of Supply: Ghana
- Port of Loading: Nigeria (Tincan/Lagos)
- Port of Discharge: Ghana (Accra)
- Transhipment Port: Nigeria (Tincan/Lagos)
- Delivery Term: COST, INSURANCE AND FREIGHT
- Delivery Term Code: CIF
- Place Of Receipt: LAGOS
- Place Of Delivery: ACCRA

2. User enters the partial application financial details



The screenshot shows the 'Financial Details' section of the system. The 'Save Financial Details' button is highlighted with a green box. The form fields include:

- 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: ISU764534
- Insurance Certificate Date: 07/03/2012 00:00:00
- Payment Mode: BANKERS DRAFT
- Payment Mode Code: 21
- Transfer Mode: BANK DRAFT
- Transfer Mode Code: BD
- Designated Bank: ECOBANK GHANA
- Designated Bank Code: 21
- Bank Transaction No.: (empty)
- Transaction Amount: (empty)
- Type of Payment: SELECT
- Payment Condition: SELECT

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

Save 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

Pre-Arrival Assessment Reporting System

Search...	Total C&F Value (In Figure): 32230000.0000	Total C&F Value (In Words): THIRTY-TWO MILLION, TWO HUNDRED AND THIRTY THOUSAND,
DASHBOARD	Proforma Invoice Number: PI27353	Proforma Invoice Date: 11/08/2015 00:00:00
PRELIMINARY DOCUMENTS <	Insurance Certificate Number: ISU764534	Insurance Certificate Date: 07/03/2012 00:00:00
FINAL DOCUMENTS <	Payment Mode: BANKER'S DRAFT	Payment Mode Code: 21
Notifications	Transfer Mode: BANK DRAFT	Transfer Mode Code: BD
	Designated Bank: ECOBANK GHANA	Designated Bank Code: 21
	Bank Transaction No.: ECO7424	Transaction Amount: 1200000
	Type of Payment: PARTIAL PAYMENT	Payment Condition: PAYMENT IN ADVANCE
<small>NOTE: Ensure you click on "Save Financial Details" button after making any changes.</small>		
<input style="background-color: #008000; color: white; border: 1px solid black; padding: 2px 10px;" type="button" value="Save Financial Details"/>		

Partial Invoice Details

<input type="button" value="Toggle Add/Update Invoice Panel"/>	Proforma Invoice Value: 32230000.0000	Sum of All Invoice Values: 1200000.0000
Add/Update Final Invoice		
Invoice Number:	Invoice Date:	Invoice Value:
		0

4. System displays “Details have been updated successfully”

Pre-Arrival Assessment Reporting System

Search...	Total C&F Value (In Figure): 32230000.0000	Total C&F Value (In Words): THIRTY-TWO MILLION, TWO HUNDRED AND THIRTY THOUSAND,
DASHBOARD	Proforma Invoice Number: PI27353	Proforma Invoice Date: 11/08/2015 00:00:00
PRELIMINARY DOCUMENTS <	Insurance Certificate Number: ISU764534	Insurance Certificate Date: 07/03/2012 00:00:00
FINAL DOCUMENTS <	Payment Mode: BANKER'S DRAFT	Payment Mode Code: 21
Notifications	Transfer Mode: BANK DRAFT	Transfer Mode Code: BD
	Designated Bank: ECOBANK GHANA	Designated Bank Code: 21
	Bank Transaction No.: ECO7424	Transaction Amount: 1200000
	Type of Payment: PARTIAL PAYMENT	Payment Condition: PAYMENT IN ADVANCE
<small>NOTE: Ensure you click on "Save Financial Details" button after making any changes.</small>		
<input style="background-color: #008000; color: white; border: 1px solid black; padding: 2px 10px;" type="button" value="Save Financial Details"/>		

Partial Invoice Details

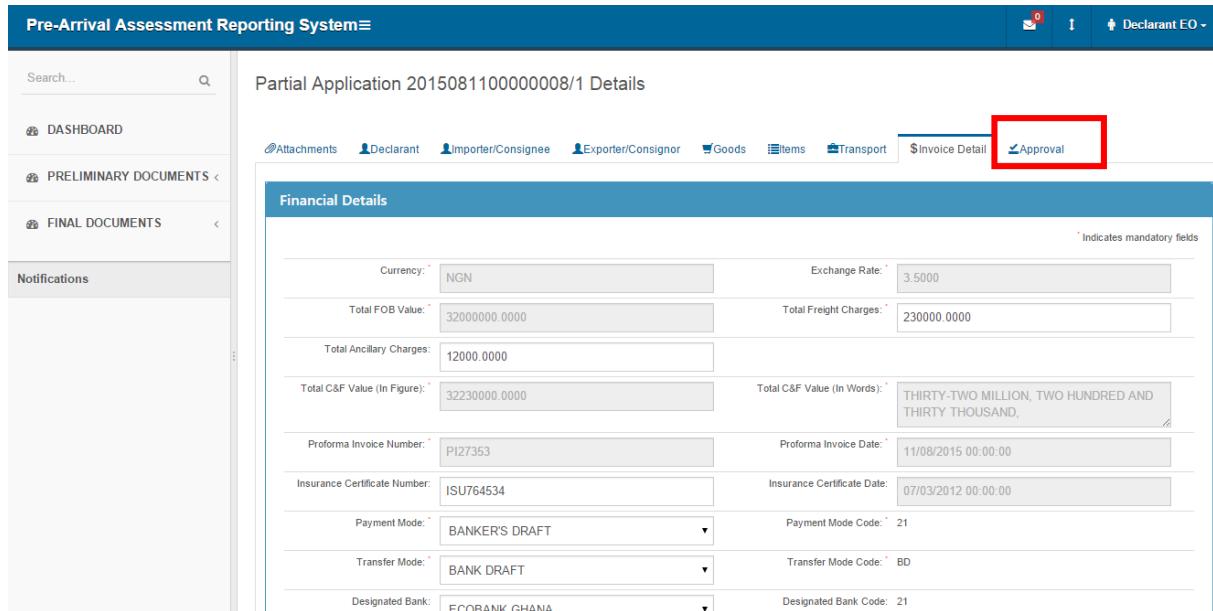
<input type="button" value="Toggle Add/Update Invoice Panel"/>	Proforma Invoice Value: 32230000.0000	Sum of All Invoice Values: 1200000.0000
Add/Update Final Invoice		
Invoice Number:	Invoice Date:	Invoice Value:
		0

Details have been updated successfully

4.3.3 Approval Page

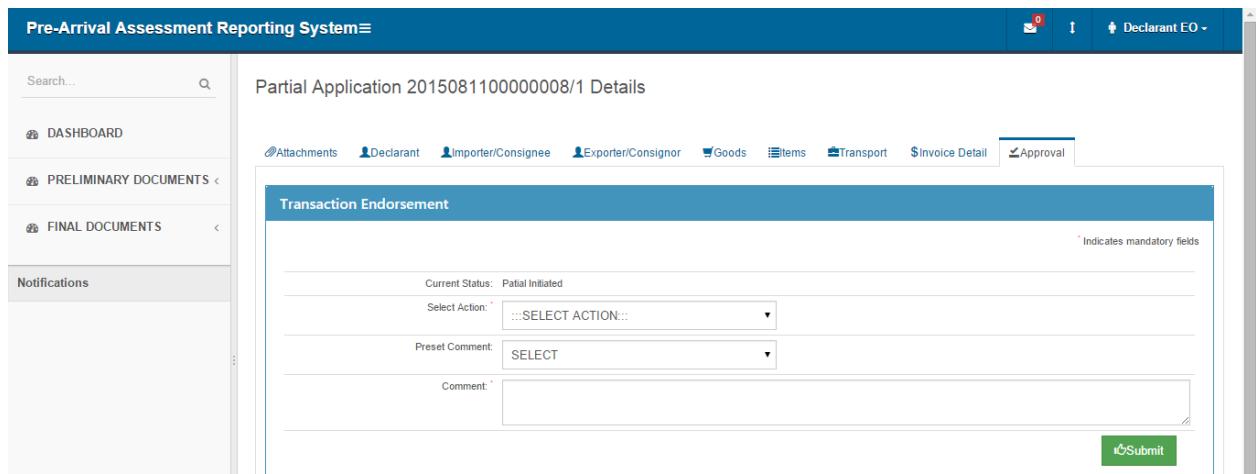
This page allow the Declarant Data Entry Officer to submit or return partial Application Detail.

- a) **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



The screenshot shows the 'Partial Application 201508110000008/1 Details' page. The 'Approval' tab is highlighted with a red box. The 'Financial Details' section contains various input fields for currency, exchange rate, total FOB value, total ancillary charges, and payment modes. The 'Total C&F Value (In Figure)' field is filled with '32000000.0000' and the 'Total C&F Value (In Words)' field shows 'THIRTY-TWO MILLION, TWO HUNDRED AND THIRTY THOUSAND'. The 'Proforma Invoice Number' is 'PI27353' and the date is '11/08/2015 00:00:00'. The 'Insurance Certificate Number' is 'ISU764534' and the date is '07/03/2012 00:00:00'. Payment modes listed are BANKERS DRAFT, BANK DRAFT, and ECOBANK GHANA.

- User selects submit partial application



The screenshot shows the 'Partial Application 201508110000008/1 Details' page with the 'Approval' tab selected. The 'Transaction Endorsement' section contains fields for 'Current Status' (set to 'Partial Initiated'), 'Select Action' (dropdown menu with ':::SELECT ACTION:::'), 'Preset Comment' (dropdown menu with 'SELECT'), and a large 'Comment' text area. A green 'Submit' button is located at the bottom right of the endorsement section.

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

3. User clicks on Submit button

Pre-Arrival Assessment Reporting System

Partial Application 2015081100000008/1 Details

Transaction Endorsement

Current Status: Partial Initiated

Select Action: SUBMIT PARTIAL APPLICATION

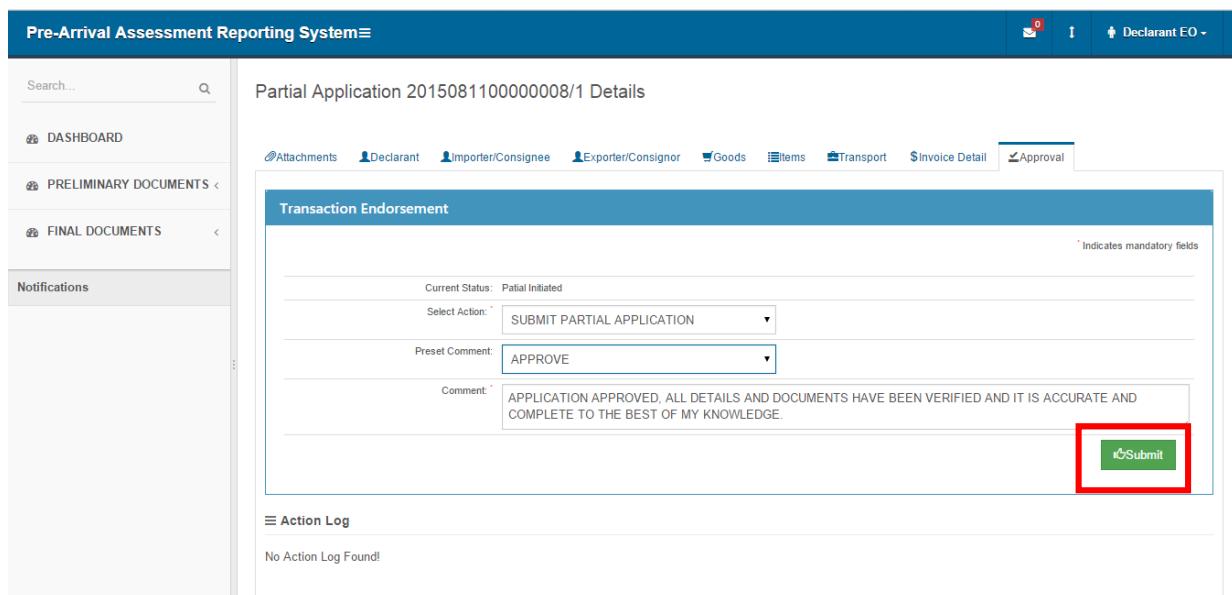
Preset Comment: APPROVE

Comment: APPLICATION APPROVED, ALL DETAILS AND DOCUMENTS HAVE BEEN VERIFIED AND IT IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Submit

Action Log

No Action Log Found!



4. User clicks Ok button to confirm the submission

Pre-Arrival Assessment Reporting System

Partial Application 2015081100000008/1 Details

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

Transaction Endorsement

Current Status: Submitted by Declarant

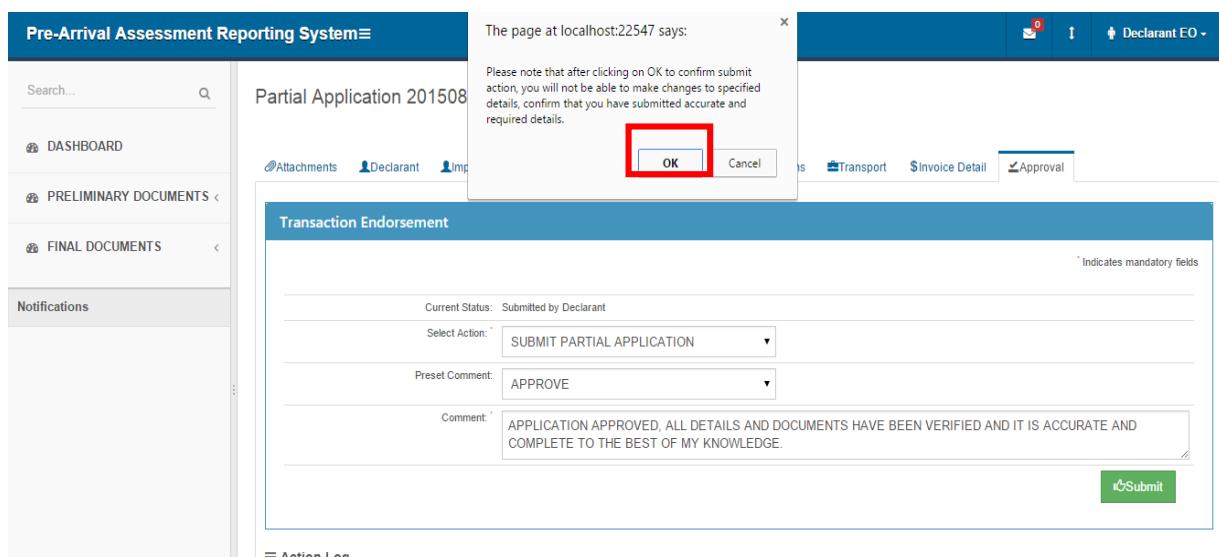
Select Action: SUBMIT PARTIAL APPLICATION

Preset Comment: APPROVE

Comment: APPLICATION APPROVED, ALL DETAILS AND DOCUMENTS HAVE BEEN VERIFIED AND IT IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Submit

Action Log



5. System displays the Partial was successfully submitted

Pre-Arrival Assessment Reporting System

Pending Import Declaration Applications (Partial)

"2015081100000008" was successfully submitted.

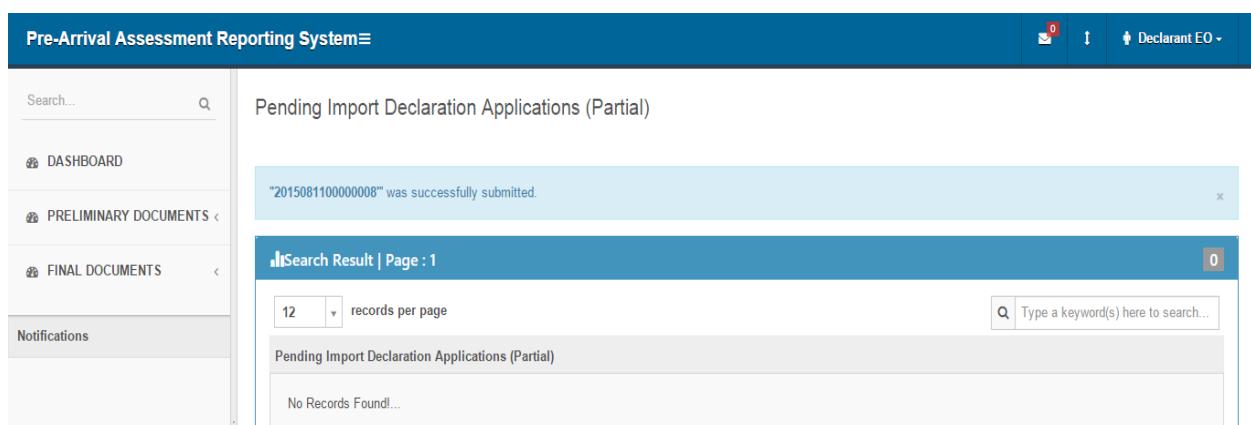
Search Result | Page : 1

12 records per page

Type a keyword(s) here to search...

Pending Import Declaration Applications (Partial)

No Records Found...



b) For Declarant Officer to return application details, he/she will perform the following steps:-

- From Partial Application Details page, User clicks on Approval Tab

Pre-Arrival Assessment Reporting System

Partial Application 201508110000008/1 Details

Attachments Declant Importer/Consignee Exporter/Consignor Goods Items Transport \$Invoice Detail **Approval**

Financial Details

* Indicates mandatory fields

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:	ISU764534	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	Designated Bank Code:	21

- User selects return application

Pre-Arrival Assessment Reporting System

Partial Application 201508070000007/3 Details

Attachments Declant Importer/Consignee Exporter/Consignor Goods Items Transport \$Invoice Detail **Approval**

Transaction Endorsement

* Indicates mandatory fields

Current Status:	Partial Initiated
Select Action:	::SELECT ACTION::
Preset Comment:	SELECT
Comment:	(empty)

Submit

Action Log

No Action Log Found!

Fields	Description
Select Action	User should select Return application
Preset Comment	User should select Reject preset comment

3. User clicks on Submit button

Pre-Arrival Assessment Reporting System

Partial Application 201508070000007/3 Details

Transaction Endorsement

Current Status: Partial Initiated

Select Action: RETURN APPLICATION

Preset Comment: REJECT

Comment: APPLICATION REJECTED BECAUSE OF ONE OR ALL OF THE FOLLOWING REASONS

Submit

Action Log

No Action Log Found!

4. Users clicks Ok button to confirm the submission

Pre-Arrival Assessment Reporting System

Partial Application 201508070000007/3 Details

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

Transaction Endorsement

Current Status: Partial Initiated

Select Action: RETURN APPLICATION

Preset Comment: REJECT

Comment: APPLICATION REJECTED BECAUSE OF ONE OR ALL OF THE FOLLOWING REASONS

Submit

5. System displays “Partial was successfully sent back to Declarant EO”

Pre-Arrival Assessment Reporting System

Pending Import Declaration Applications (Partial)

“201508070000007” file was successfully sent back to ‘Declarant EO’.

Search Result | Page : 1

12 records per page

Type a keyword(s) here to search...

#	Application No	Application Date	Partial No	Importer	Exporter	Proforma Invoice	Final Invoices	OwnedBy	Status
1	201508070000007	12/08/2015	3	Hafiz Ajagbe	PZ Cussons Ltd	400,000.00	370,000.00	Declarant EO	Additional Information Required
2	201508110000008	11/08/2015	1	Hafiz Ajagbe	Dangote Group Limited	32,230,000.00	1,200,000.00	Declarant EO	Submitted by Declarant

5. Final Document Details Submission by DECLARANT DATA ENTRY OFFICER (DEO)

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)

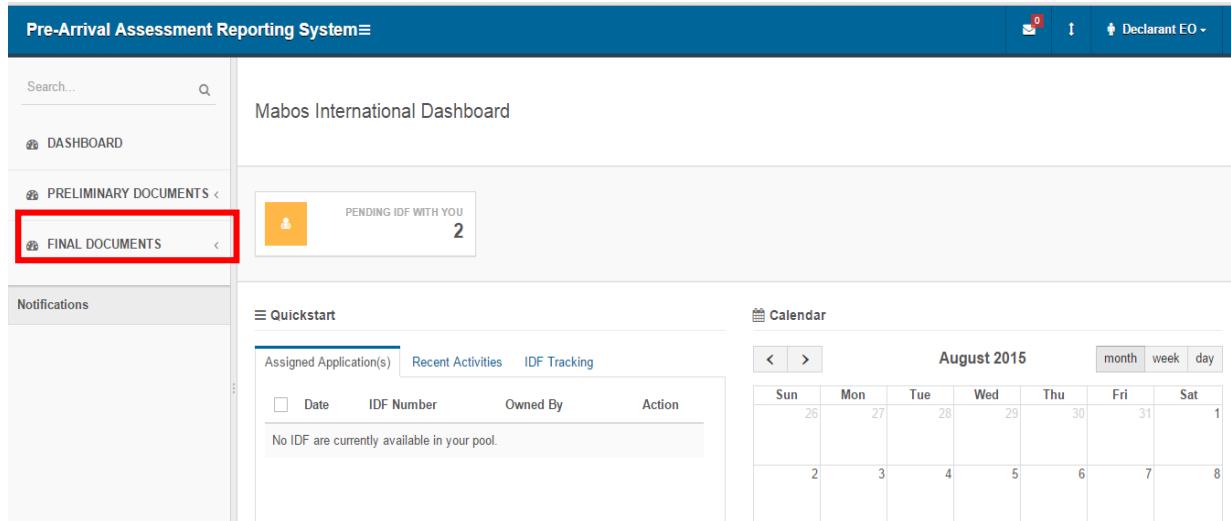
- Submit Final Document Details
- Approve Final Documents

5.1 Submit Final Document Details Page

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

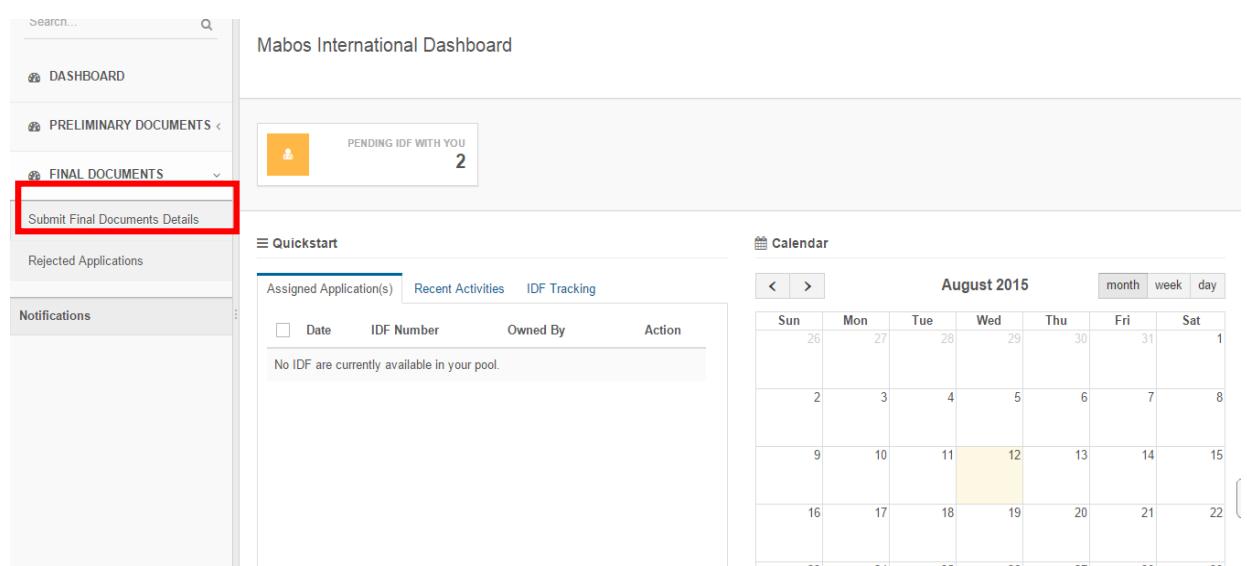
For Declarant Data Entry Officer to submit final documents details, he/she must follow these steps below:-

1. From Declarant EO home page, User clicks on Final Documents arrow on the left side



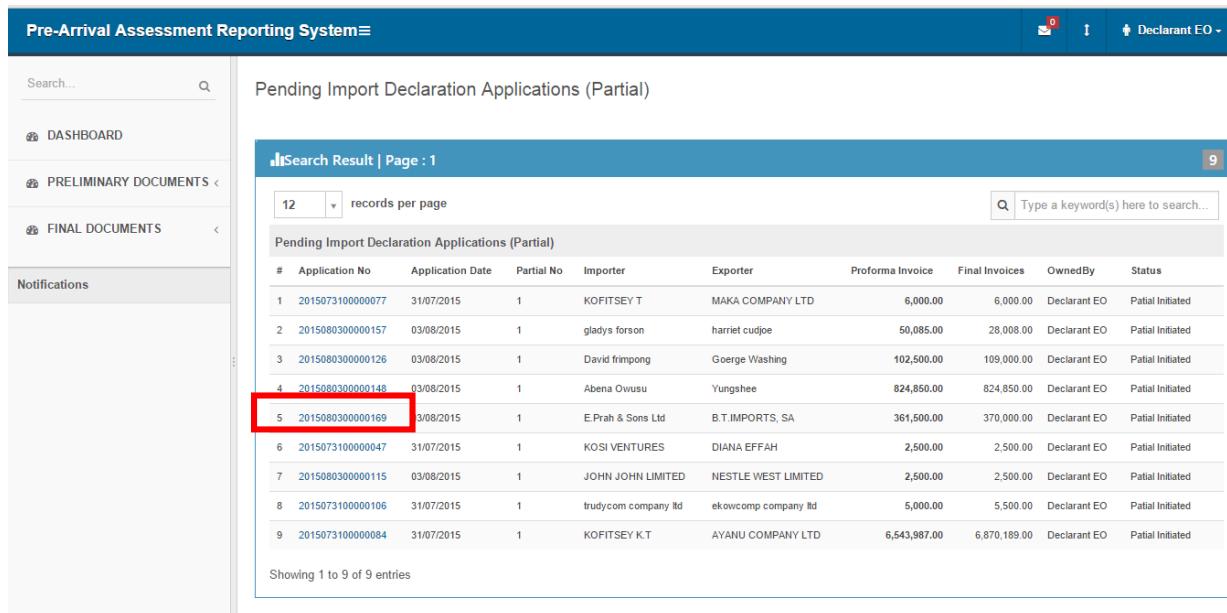
The screenshot shows the 'Mabos International Dashboard' of the 'Pre-Arrival Assessment Reporting System'. The left sidebar has a 'DASHBOARD' section and a 'PRELIMINARY DOCUMENTS' section with a 'FINAL DOCUMENTS' menu item. A red box highlights the 'FINAL DOCUMENTS' link. The main content area shows a 'PENDING IDF WITH YOU' box with a count of '2'. Below it is a 'Quickstart' section with tabs for 'Assigned Application(s)', 'Recent Activities', and 'IDF Tracking'. The 'Assigned Application(s)' tab is selected, showing a table with columns for 'Date', 'IDF Number', 'Owned By', and 'Action'. The table is empty with the message 'No IDF are currently available in your pool.' To the right is a 'Calendar' for August 2015, showing dates from 26 to 31.

2. User clicks on Submit Final Document Details



The screenshot shows the same 'Mabos International Dashboard' as the previous one, but with a different focus. The 'FINAL DOCUMENTS' menu item in the sidebar is now expanded, showing a 'Submit Final Documents Details' link, which is highlighted with a red box. The rest of the interface is identical to the first screenshot, including the 'PENDING IDF WITH YOU' box, the 'Quickstart' section, and the 'Calendar' for August 2015.

3. User clicks on application to work on



#	Application No	Application Date	Partial No	Importer	Exporter	Proforma Invoice	Final Invoices	OwnedBy	Status
1	201507310000077	31/07/2015	1	KOFITSEY T	MAKA COMPANY LTD	6,000.00	6,000.00	Declarant EO	Partial Initiated
2	201508030000157	03/08/2015	1	glady's forson	harriet cudjoe	50,085.00	28,008.00	Declarant EO	Partial Initiated
3	201508030000126	03/08/2015	1	David frimpong	George Washing	102,500.00	109,000.00	Declarant EO	Partial Initiated
4	201508030000148	03/08/2015	1	Abena Owusu	Yungshee	824,850.00	824,850.00	Declarant EO	Partial Initiated
5	201508030000169	03/08/2015	1	E.Prah & Sons Ltd	B.T.IMPORTS, SA	361,500.00	370,000.00	Declarant EO	Partial Initiated
6	201507310000047	31/07/2015	1	KOSI VENTURES	DIANA EFFAH	2,500.00	2,500.00	Declarant EO	Partial Initiated
7	201508030000115	03/08/2015	1	JOHN JOHN LIMITED	NESTLE WEST LIMITED	2,500.00	2,500.00	Declarant EO	Partial Initiated
8	201507310000106	31/07/2015	1	trudycom company ltd	ekowcomp company ltd	5,000.00	5,500.00	Declarant EO	Partial Initiated
9	201507310000084	31/07/2015	1	KOFITSEY K.T	AYANU COMPANY LTD	6,543,987.00	6,870,189.00	Declarant EO	Partial Initiated

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

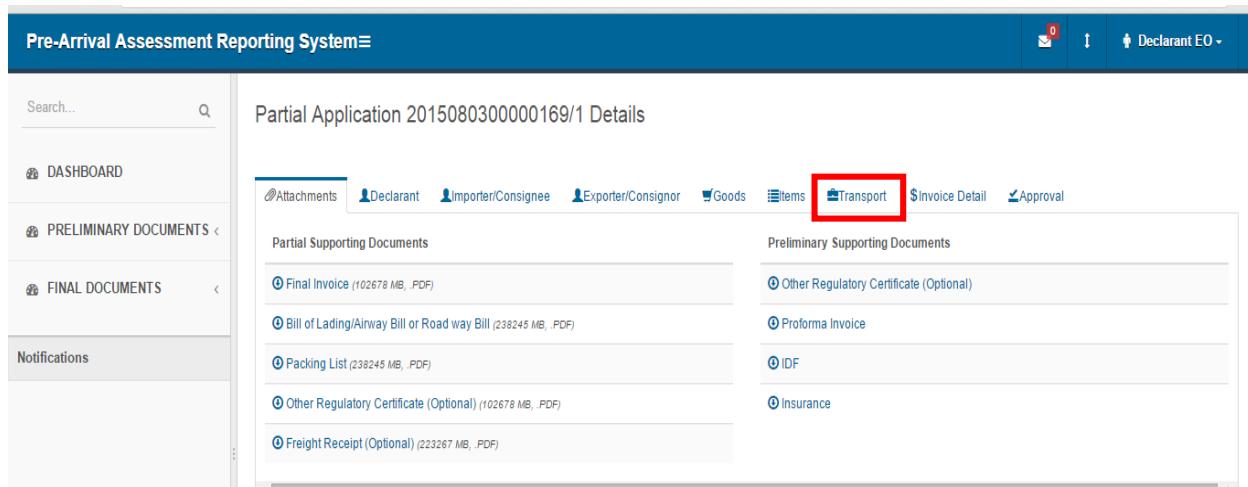
- Review Transport Details
- Review Invoice Detail
- Approval Page

5.1.1 Review Transport Details Page

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

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

1. From the Partial Application Details page, User clicks on Transport tab



Partial Application 201508030000169/1 Details	
<p>Attachments Declant Importer/Consignee Exporter/Consignor Goods Items Transport Invoice Detail Approval</p> <p>Partial Supporting Documents</p> <ul style="list-style-type: none"> ① Final Invoice (102678 MB, PDF) ① Bill of Lading/Airway Bill or Road way Bill (238245 MB, PDF) ① Packing List (238245 MB, PDF) ① Other Regulatory Certificate (Optional) (102678 MB, PDF) ① Freight Receipt (Optional) (223267 MB, PDF) 	<p>Preliminary Supporting Documents</p> <ul style="list-style-type: none"> ① Other Regulatory Certificate (Optional) ① Proforma Invoice ① IDF ① Insurance

2. User updates transport details where necessary and click on Save Transport Details

Pre-Arrival Assessment Reporting System

Transport Details

Search... Q

Indicates mandatory fields

Name of the carrier:	ABC	Mode of Transport:	AIR TRANSPORT
Bill of Lading/Airway Bill or Road way Bill Number:	7244	Bill of Lading/Airway Bill or Road way Bill Document Date:	06-07-2015
Voyage/Flight Number:	153535	Customs Office:	KIA1
Net Weight:	21000	Gross Weight:	22000
Country of Origin:	Nigeria	Country of Supply:	Ghana
Port of Loading:	Nigeria (Tincan/Lagos)	Port of Discharge:	Ghana (Accra)
Transhipment Port:	Nigeria (Tincan/Lagos)		
Delivery Term:	COST AND FREIGHT	Delivery Term Code:	CFR
Place Of Receipt:	LAGOS	Place Of Delivery:	ACCRA
Cargo Type:	CONVENTIONAL CARGO		

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

Save Transport Details

4. System displays the “**Details have been updated successfully**”

Pre-Arrival Assessment Reporting System

Transport Details

Search... Q

Indicates mandatory fields

Name of the carrier:	ABC	Mode of Transport:	AIR TRANSPORT
Bill of Lading/Airway Bill or Road way Bill Number:	7244	Bill of Lading/Airway Bill or Road way Bill Document Date:	06/07/2015 00:00:00
Voyage/Flight Number:	153535	Customs Office:	KIA1
Net Weight:	21000	Gross Weight:	22000
Country of Origin:	Angola	Country of Supply:	
Port of Loading:	Indonesia (Tebingtinggi)	Port of Discharge:	Ghana (Accra)
Transhipment Port:			
Delivery Term:	COST AND FREIGHT	Delivery Term Code:	CFR
Place Of Receipt:	LAGOS	Place Of Delivery:	ACCRA
Cargo Type:	CONVENTIONAL CARGO		

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

Save Transport Details

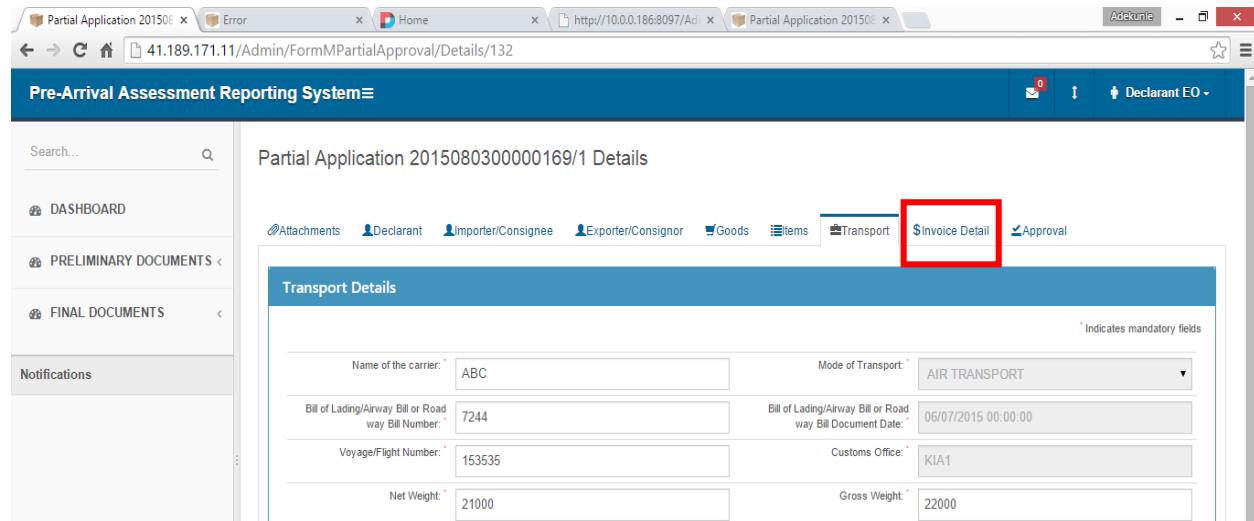
Details have been updated successfully

5.1.2 Review Invoice Details Page

This page allow the Declarant EO to update the transport details for partial application where necessary.

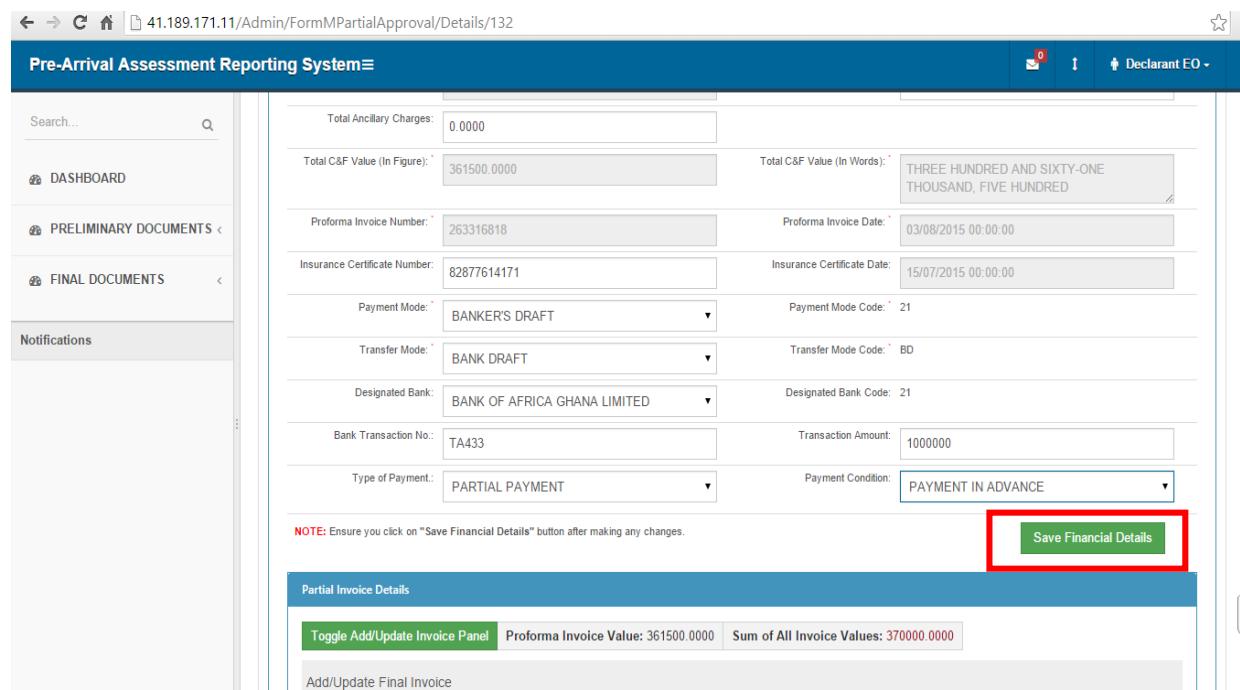
For Declarant Data Entry Officer to update the partial application transport details, he/she will perform the followings:-

- From the Partial Application Details page, User clicks on Invoice Detail tab



The screenshot shows the 'Partial Application 2015080300000169/1 Details' page. On the left, there's a sidebar with 'DASHBOARD', 'PRELIMINARY DOCUMENTS', 'FINAL DOCUMENTS', and 'Notifications'. The main area has tabs for 'Attachments', 'Declarant', 'Importer/Consignee', 'Exporter/Consignor', 'Goods', 'Items', 'Transport' (which is highlighted with a red box), and '\$Invoice Detail'. Below these tabs is a 'Transport Details' section containing fields for carrier name (ABC), mode of transport (AIR TRANSPORT), bill of lading number (7244), document date (06/07/2015), voyage number (153535), customs office (KIA1), net weight (21000), and gross weight (22000). A note at the top right indicates mandatory fields with a red asterisk.

- User updates the invoice details of partial application where necessary and clicks on Save Financial Details button



The screenshot shows the 'Partial Application 2015080300000169/1 Details' page. The sidebar and tabs are the same as the previous screenshot. The main area now shows the 'Partial Invoice Details' section. It contains fields for total ancillary charges (0.0000), total C&F value (361500.0000) with its word representation (THREE HUNDRED AND SIXTY-ONE THOUSAND, FIVE HUNDRED), proforma invoice number (263316818), date (03/08/2015), insurance certificate number (82877614171), date (15/07/2015), payment mode (BANKER'S DRAFT), mode code (21), transfer mode (BANK DRAFT), mode code (BD), designated bank (BANK OF AFRICA GHANA LIMITED), bank code (21), bank transaction no. (TA433), transaction amount (1000000), type of payment (PARTIAL PAYMENT), and payment condition (PAYMENT IN ADVANCE). A note at the bottom left says 'NOTE: Ensure you click on "Save Financial Details" button after making any changes.' A green 'Save Financial Details' button is highlighted with a red box at the bottom right.

3. System updated the financial details and displays “Details have been updated successfully”

Pre-Arrival Assessment Reporting System

Search...	Q	0	Declarant EO
Proforma Invoice Number: 263316818 Proforma Invoice Date: 03/08/2015 00:00:00 Insurance Certificate Number: 82877614171 Insurance Certificate Date: 15/07/2015 00:00:00 Payment Mode: BANKER'S DRAFT Payment Mode Code: 21 Transfer Mode: BANK DRAFT Transfer Mode Code: BD Designated Bank: BANK OF AFRICA GHANA LIMITED Designated Bank Code: 21 Bank Transaction No.: TA433 Transaction Amount: 100000 Type of Payment: PARTIAL PAYMENT Payment Condition: PAYMENT IN ADVANCE			
<small>NOTE: Ensure you click on "Save Financial Details" button after making any changes.</small>			
<input type="button" value="Save Financial Details"/>			
Partial Invoice Details			
Toggle Add/Update Invoice Panel Proforma Invoice Value: 361500.0000 Sum of All Invoice Values: 370000.0000			
Add/Update Final Invoice Invoice Number: Invoice Date: Invoice Value: 0			
Details have been updated successfully			

5.1.3 Approval Page

This page allow the Declarant DVO to either submit or return final document details for partial application

- For Declarant Data Verification Officer to submit partial application details, he/she will perform the followings:-
- User clicks on Approval tab

Pre-Arrival Assessment Reporting System

Search...	Q	0	Declarant EO
Partial Application 2015080300000169/1 Details			
Attachments Declarant Importer/Consignee Exporter/Consignor Goods Items Transport \$Invoice Details Approval			
Financial Details			
<small>* Indicates mandatory fields</small>			
Currency: * ZAR		Exchange Rate: * 3.5000	
Total FOB Value: * 360000.0000		Total Freight Charges: * 1500.0000	
Total Ancillary Charges: 0.0000			
Total C&F Value (In Figure): * 361500.0000		Total C&F Value (In Words): * THREE HUNDRED AND SIXTY-ONE THOUSAND, FIVE HUNDRED	

2. User selects the submit partial application action

Pre-Arrival Assessment Reporting System

Partial Application 2015080300000169/1 Details

Attachments Declarant Importer/Consignee Exporter/Consignor Goods Items Transport Invoice Detail Approval

Transaction Endorsement

Current Status: Partial Initiated

Select Action: ::SELECT ACTION::

Preset Comment: SELECT

Comment:

Submit

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

3. User clicks on Submit button

Pre-Arrival Assessment Reporting System

Partial Application 2015080300000169/1 Details

Attachments Declarant Importer/Consignee Exporter/Consignor Goods Items Transport Invoice Detail Approval

Transaction Endorsement

Current Status: Partial Initiated

Select Action: SUBMIT PARTIAL APPLICATION

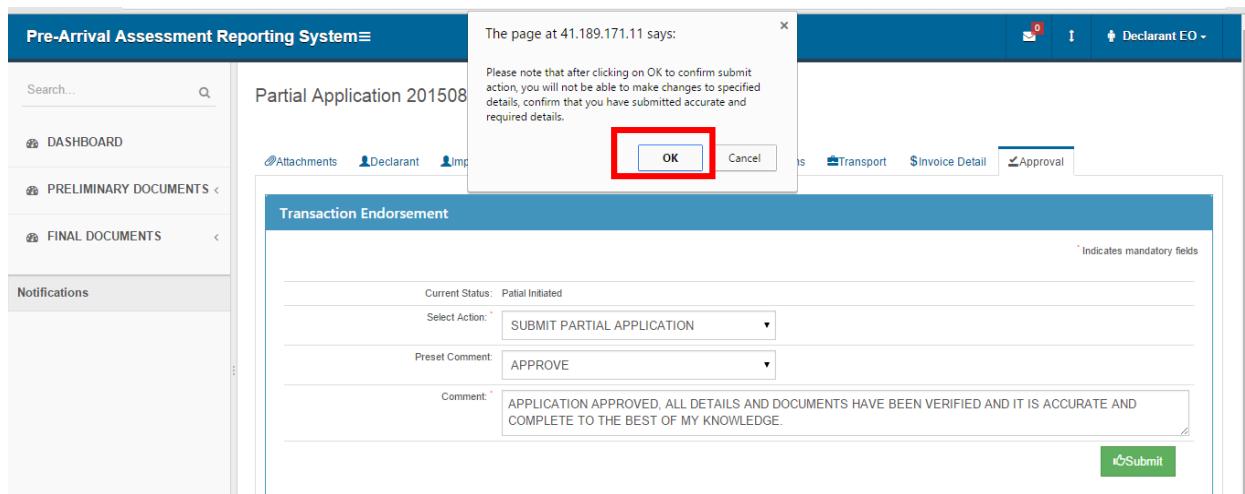
Preset Comment: APPROVE

Comment: APPLICATION APPROVED, ALL DETAILS AND DOCUMENTS HAVE BEEN VERIFIED AND IT IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Submit

Action Log

4. User clicks on Ok button to confirm submission



The page at 41.189.171.11 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

Transaction Endorsement

Current Status: Partial Initiated

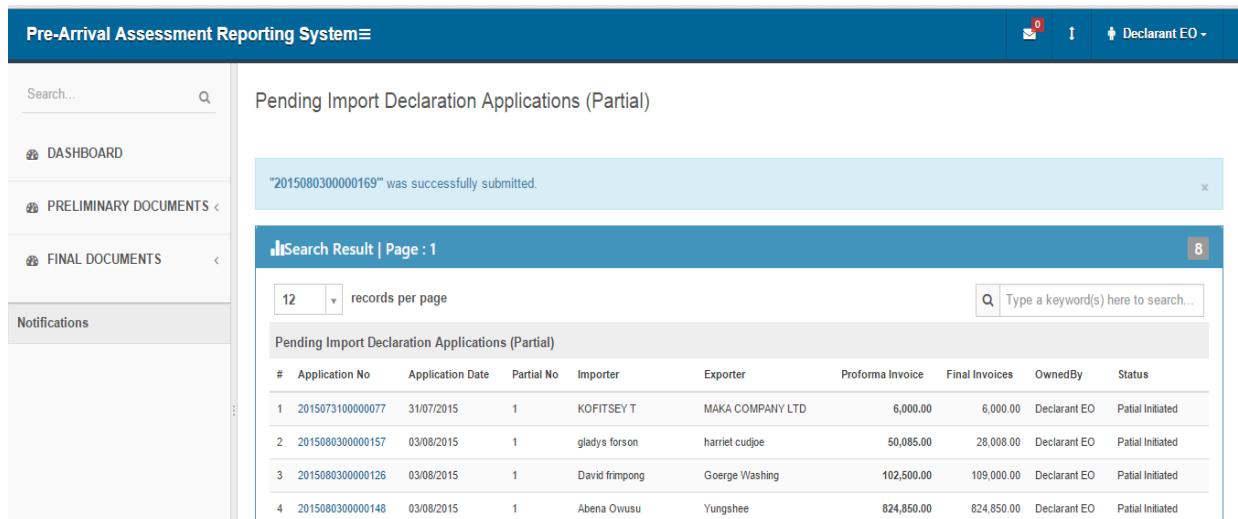
Select Action: **SUBMIT PARTIAL APPLICATION**

Preset Comment: APPROVE

Comment: **APPLICATION APPROVED, ALL DETAILS AND DOCUMENTS HAVE BEEN VERIFIED AND IT IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.**

Submit

5. System displays Partial application successfully submitted



Pending Import Declaration Applications (Partial)

"2015080300000169" was successfully submitted.

#	Application No	Application Date	Partial No	Importer	Exporter	Proforma Invoice	Final Invoices	OwnedBy	Status
1	2015073100000077	31/07/2015	1	KOFITSEY T	MAKA COMPANY LTD	6,000.00	6,000.00	Declarant EO	Partial Initiated
2	2015080300000157	03/08/2015	1	gladys forson	harriet cudjoe	50,085.00	28,008.00	Declarant EO	Partial Initiated
3	2015080300000126	03/08/2015	1	David frimpong	Goerge Washing	102,500.00	109,000.00	Declarant EO	Partial Initiated
4	2015080300000148	03/08/2015	1	Abena Owusu	Yungshee	824,850.00	824,850.00	Declarant EO	Partial Initiated

b) For Declarant Data Entry Officer to return application details, he/she will perform the followings:-

1. User clicks on Approval tab

Pre-Arrival Assessment Reporting System

Partial Application 2015080300000157/1 Details

Attachments Declant Importer/Consignee Exporter/Consignor Goods Items Transport \$Invoice Detail ↴Approval

Financial Details

Currency: USD Exchange Rate: 3.5000

Total FOB Value: 50000.0000 Total Freight Charges: 85.0000

Total Ancillary Charges: 0.0000

Total C&F Value (In Figure): 50085.0000 Total C&F Value (In Words): FIFTY THOUSAND, EIGHTTY-FIVE

Proforma Invoice Number: 56 Proforma Invoice Date: 07/07/2015 00:00:00

Insurance Certificate Number: 87 Insurance Certificate Date: 09/07/2015 00:00:00

Payment Mode: BANKER'S DRAFT Payment Mode Code: 21

Transfer Mode: BANK DRAFT Transfer Mode Code: BD

2. User selects the return action

Pre-Arrival Assessment Reporting System

Partial Application 2015080300000157/1 Details

Attachments Declant Importer/Consignee Exporter/Consignor Goods Items Transport \$Invoice Detail ↴Approval

Transaction Endorsement

Current Status: Partial Initiated

Select Action: ::SELECT ACTION::

Preset Comment: SELECT

Comment:

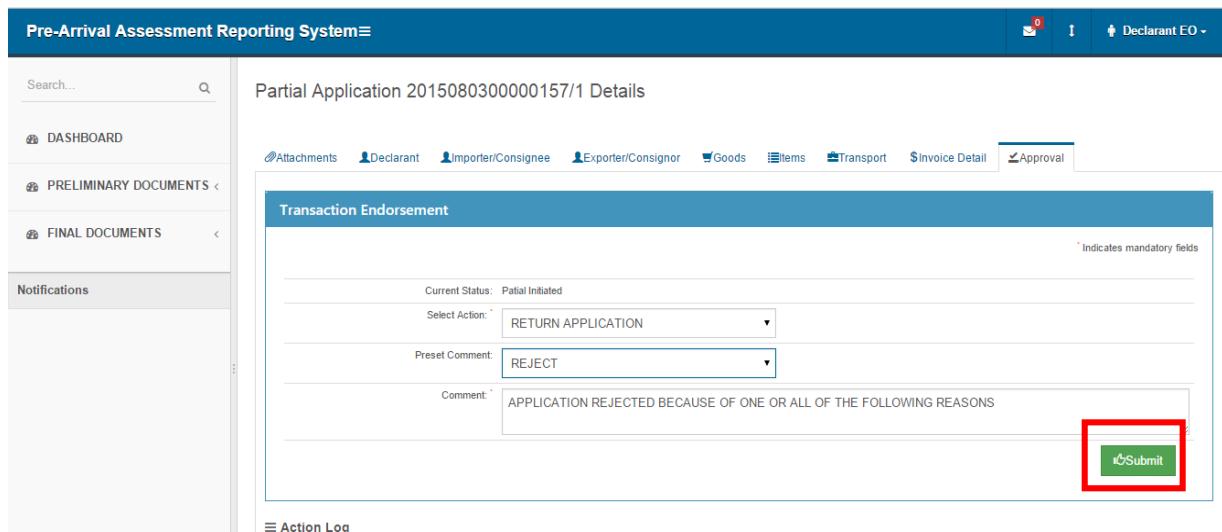
Submit

Action Log

No Action Log Found!

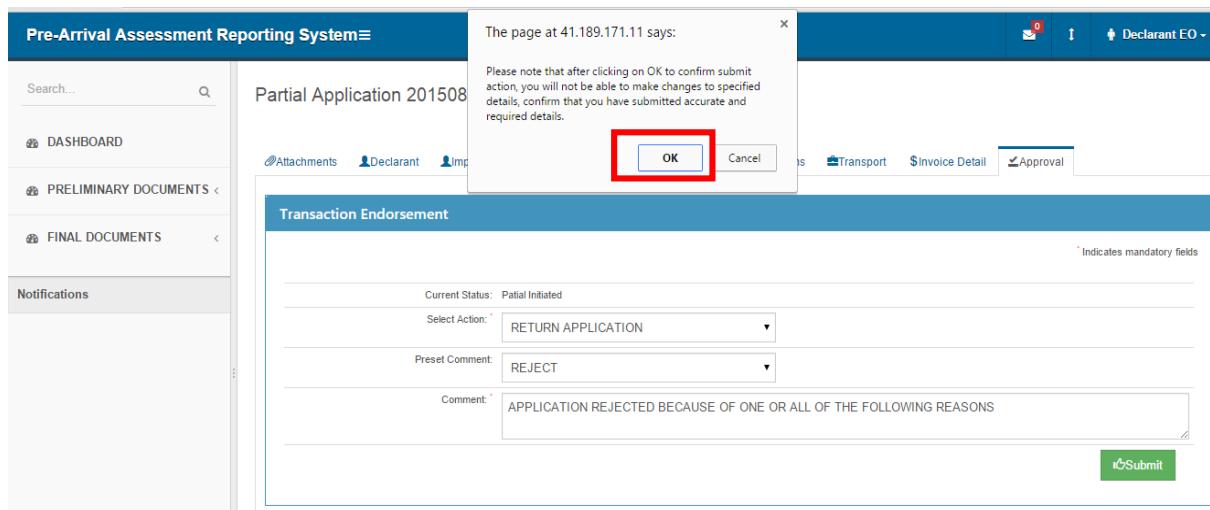
Fields	Description
Select Action	User should select Return Partial application
Preset Comment	User should select reject preset comment

3. User clicks on Submit button



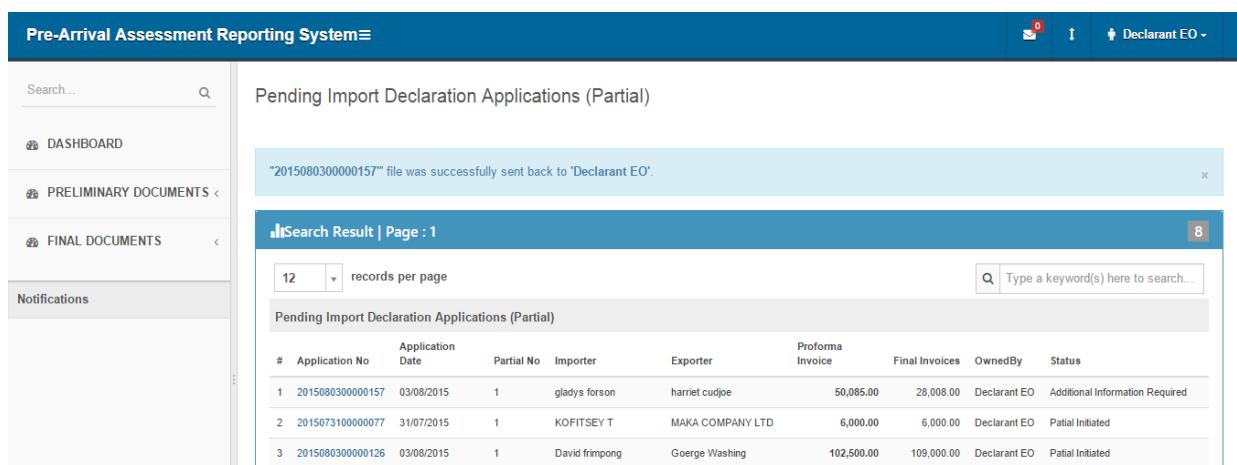
The screenshot shows the 'Partial Application 201508030000157/1 Details' page. In the center, there's a 'Transaction Endorsement' section. At the bottom right of this section is a green button labeled 'Submit' with a white icon. A red rectangular box is drawn around this 'Submit' button.

4. User clicks on Ok button to confirm submission



The screenshot shows a confirmation dialog box in the center of the screen. It contains the text: 'The page at 41.189.171.11 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.' Below the text are two buttons: 'OK' (highlighted with a red box) and 'Cancel'. In the background, the main application window is visible, showing the 'Transaction Endorsement' page with the 'Submit' button.

5. System displays Partial was successfully sent back to Declarant EO



The screenshot shows the 'Pending Import Declaration Applications (Partial)' page. At the top, there is a message box stating: "'201508030000157'" file was successfully sent back to 'Declarant EO'. Below this, there is a search result table titled 'Search Result | Page : 1'. The table has 12 records per page. The columns include: #, Application No, Application Date, Partial No, Importer, Exporter, Proforma Invoice, Final Invoices, OwnedBy, and Status. The data from the table is as follows:

#	Application No	Application Date	Partial No	Importer	Exporter	Proforma Invoice	Final Invoices	OwnedBy	Status
1	201508030000157	03/08/2015	1	gladys forson	harriet cujoe	50,085.00	28,008.00	Declarant EO	Additional Information Required
2	201507310000077	31/07/2015	1	KOFITSEY T	MAKA COMPANY LTD	6,000.00	6,000.00	Declarant EO	Partial Initiated
3	201508030000126	03/08/2015	1	David frimpong	George Washing	102,500.00	109,000.00	Declarant EO	Partial Initiated