Pre-Arrival Assessment Reporting

System (PAARS)

DECLARANT USER GUIDELINE

Approvals and Authorizations

Ver. No.	Ver. Date	Prepared By	Reviewed By	Review Date	Approved By	Affected Session & Summary change
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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:

❖ Business Registration

- ▪ Declarant Registration

❖ User Administration

- ▪ Create User
- ▪ Manage Roles
- ▪ Manage Users
- ▪ Update User Information

❖ Trade Documents Submission

- ▪ Upload Preliminary Documents
- ▪ Submit Final Documents

❖ IDF Tracking

- ▪ IDF Tracking by IDF Number
- ▪ IDF Tracking by CCVR Number

2.2. Declarant User Roles

PAAR System provides three (3) roles for Declarant Users, which as follows:

Roles	Description
Declarant Data Entry Officer	- Submit IDF application form on GCNET system - Populate data not captured on IDF into PAARS
Declarant Data verification Officer	- Verify and validate data captured on IDF into PAARS by the Data Entry Officer
Declarant Administrator	- Create and Manage Declarant users accounts

3. Getting Started / Basic functions (By All the Users)

3.1. Log-In

1. Use any device (Desktop, Laptop, Tab) connected to Interne;

2. Launch a web browser e.g. Internet Explorer, Mozilla, Google Chrome, etc.

3. If Access for Registration :

      i.   Enter the URL of the Ghana's Trading Hub Portal : **ghanatradinghub.gov.gh**

      ii.   Click the Registration Link

      iii.   Read the Guideline and follow the instruction (See Business Registration Module)

4. If Access To PAARS System :

      i.   Enter the URL of the PAARS Application : **paars.ghanatradinghub.com**

      ii.   System displays Log On Credentials Page

      iii.   User enters Username and password.

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

      v.   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
- Users Administration

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

2. Click on Change Password

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

4. Click Change Password

5. System displays "**Your password has been successfully**"

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.

2. Enter your email address

3. Click Submit button.

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

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

3.5. Exit System

"Logout" feature kills all user sessions and the web browser History automatically and it will redirect to Login screen.

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

1. From the current page on the PAARS system, User clicks on the dropdown arrow at right side of the user account name

2. Click Logout

3. System redirects to Home page

4. Business User Registration (By DECLARANT ADMINISTRATOR)

Business Registration Module is the module that allow Business Traders (Declarant, Importers …) to register their companies on the Ghana's Trading Hub Portal as registered user of the portal.

Before any user can access Ghana Pre-Arrival Assessment Reporting System (PAARS), he/she must have a valid user account. When a company register as registered user on the portal by providing the required information (TIN, RC Number…) into the application, the system validates and creates user account for the company, if the validation process was successful.

NOTE: - Any account created by the system for a company must be Admin User account by default.

For a company to register on the Ghana Trade Hub portal, he/she must have valid Company Registration Number and Tax Identification Number, because these documents are perquisite for the registration.

For Business Trade User to register as a registered user, he/she will perform the following steps:-

1. Launch a web browser and enter Ghana Trade Hub portal URL
2. User clicks on Register link on the home page of the portal
3. System displays Stakeholders Registration page.
4. User scrolls down the page to click Next button to Continue Registration
5. User enters the Company Name, Company Registration number and Company TIN
6. User clicks on Next button
7. User enters the Company Details(Company name, address,)
8. User uploads the supporting documents
9. User selects Business Areas
10. User enter username, password and confirm password
11. User clicks Next button to Preview Registration Details
12. User clicks on Finish button to submit the Registration.

5. User Administration Module (BY DECLARANT ADMINISTRATOR)

This Administration module is provided for the Business Trade User Administrator only. It allow the Declarant Administrator to create users, manage roles, manage user and update User Profile.

NOTE: - As **Declarant Admin, you have the privileges to perform all roles available for the business trade users including the administrative role, which mean as Administrator, you can perform the role of Declarant Data Entry Officer and Declarant Data Verification Officer**

This module is subdivided into the following categories

- ➢ Create User
- ➢ Grant Role to User
- ➢ Update User Profile
- ➢ Edit Role

5.1. Create User

This page allow the Administrator to create users.

For Administrator to create user, he/she will perform the following tasks:-

1. From the Business Trade User Admin page, user clicks on Management on left side of the Admin page.
2. User clicks on Manage User.
3. Click on Create User.
4. Enter User Credentials

Fields	Description
User Name	Admin should enter user name
Email address	Admin should enter Email Address
Password	Admin should enter password
Confirm Password	Admin should enter Confirm password
Approve	Admin should check the Approve checkbox

5. User clicks on Create button
6. User account is created

5.2. Grant Role to User

This page allow the Administrator grant role to a user.

For an administrator to grant role to user, he/she will perform the following tasks:-

1. From the Grant Roles To User page that pops after a user has been created
2. User click on role to grant user under Available Roles
3. User clicks on Grant button
4. System displays "**The Role(s) has been GRANTED successfully**"

5.3. Update User Profile

This page allow the Administrator grant role to a user.

For an administrator to update user role, he/she will perform the following tasks:-

1. From the Manage Users Page, Admin searches for the User to update.
2. Click on dropdown arrow in front Action of Username to edit
3. Click on Edit details.
4. Enter User Account Information details

Fields	Description
First Name	Admin should enter first name
Last Name	Admin should enter last name
Middle Name	Admin should enter middle name
Phone Number	Admin should enter phone number

5. Click on Save button

5.4. Edit User Role

This page allow the Administrator edit role of a user.

For an administrator to edit user role, he/she will perform the following tasks:-

1. From the Manage Users home page, User clicks on User edit role for
2. Click on Edit in front of the Role
3. Edit the Role
4. Role edited successfully

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

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

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

- Apply for New Application
- Submit Partial Application

6.1. 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
2. User clicks on Applications.
3. User clicks on New Application at the top of the page.

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

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

6.1.1. 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.

2. User chooses the Regime type

3. User clicks on Save & Continue button

6.1.2. 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:-

1. When user click on Save & Continue button on Application form page, system save the Application form details and system displays Importer Form page

2. User enters the Importer/Consignee Details

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

3. User clicks on Save Importer Details button after entering the Importer details

6.1.3. 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:-

1. From the Importer Form page when User click on Save Importer Details button. System saved the Importer details and displays Exporter Form page

2. User enters Exporter Information 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 Export Details after entering Exporter information details

6.1.4. Goods 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:-

1. From the Exporter Form page when User click on Save Exporter Details, System saved Exporter details and displays Goods Information Form page
2. User enters general description of goods
3. User clicks on Save Good Information Details

6.1.5. 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:-

1. From the Goods Information page, when User click on Save Good Info. Details button, system will save the good description details and displays Items Form page
2. User enters the Item details

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

3. User clicks on Classification Tool link after entering the commodity.
4. System pops up Classification page.

5. User classifies the commodity by modifying the commodity properties until he/she gets the right HS code of the commodity and user clicks on the right HS code
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 pack	User should enter number of pieces per smaller pack
Number of Smaller packs per Bigger pack	User should enter number of smaller pack per bigger pack
Number of Bigger packs per Final pack	User should enter number of bigger packs per final pack
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 he 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

9. User clicks Save Item Details to save details of the item.
10. System saved the item details
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.
12. User repeats the **steps 2 to 10** to add more item details
13. User clicks on Save Items after all items have been added

6.1.6. 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:-

1. From the Items page, when User clicks on Save Items button, system saved the item details and displays Transport Details page
2. User enters the transport details

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

3. User clicks on Save Transport Details button

6.1.7. 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:-

1. From the Transport details page, when User clicks on Save Transport Details button, system will save the transport details and displays Financial Details page
2. User enters financial details

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

3. System populates the following data into application after entering total freight 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

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

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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

6.1.8. 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:-

1. From the Financial details page, when User clicks on Save Invoice Details button, system will save the invoice details and displays Upload Documents page.
2. Clicks on Choose file button in front of document.
3.   Browse the location and double click on the document to upload.
4. System attached the document to upload.
5. User repeats **Steps 2 and 3** to attach the remaining documents.
6. User clicks Upload button to upload attached supporting documents
7. System displays "**File Uploaded Successfully.**"
8. User clicks on Submit Preliminary Documents button.
9. User clicks on Ok button to confirm the submission.
10. System displays "**Details Save successfully.**"

6.2. Add Partial Application

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

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

1. From Import Declaration Application page, user will click on **Apply For CCVR** in front of application to add partial transaction for
2. User clicks Add New Partial
3. User clicks on Choose file to attach supporting documents
4. User browses the file to attach and double click on the file
5. System attached the supporting documents
6. User repeats **Steps 3 to 5** to attach the remaining supporting documents
7. User clicks on Upload button to upload the supporting documents
8. System displays "**File Uploaded Successfully**"

9. User enters partial Invoice details

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

10. User clicks on Save Invoice Details button
11. System displays "**Details have been updated successfully**"
12. User scrolls up page to click on Submit Partial button
13. User clicks OK button to confirm submission
14. System displays "**Partial was Created Successfully**"

6.3. 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

6.3.1. 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.
2. User enter the transport details for partial application

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 transshipment 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
4. Systems displays "**Details have been updated successfully**"
5. User enters the 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
7. System displays "**Details have been updated successfully**"

6.3.2. 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.
2. User enters the partial application financial details

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

3. User clicks on Save Financial Details button
4. System displays "**Details have been updated successfully**"

6.3.3. Approval Page

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

a) For Declarant Data Entry Officer to submit partial application details, he/she will perform the following steps:-
1. From Partial Application Details page, User clicks on Approval Tab

2. User selects submit partial application

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

3. User clicks on Submit button
4. User clicks Ok button to confirm the submission
5. System displays the Partial was successfully submitted

b) For Declarant Officer to return application details, he/she will perform the following steps:-
1. From Partial Application Details page, User clicks on Approval Tab
2. User selects return application

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

3. User clicks on Submit button.
4. Users clicks Ok button to confirm the submission
5. System displays "**Partial was successfully sent back to Declarant EO**"

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

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

2. User clicks on Submit Final Document Details

3. User clicks on application to work on

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

7.1. 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.

2. User updates transport details where necessary and click on Save Transport Details to effect the changes made.

3. System displays the "**Details have been updated successfully**"

7.2. 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:-

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

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

3. System updated the financial details and displays "**Details have been updated successfully**"

7.3. Approval Page

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

a) For Declarant Data Verification Officer to submit partial application details, he/she will perform the followings:-

1. User clicks on Approval tab

2. User selects the submit partial application action

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

3. User clicks on Submit button.

4. User clicks on Ok button to confirm submission

5. System displays Partial application successfully submitted

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

1. User clicks on Approval tab

2. User selects the return action

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

3. User clicks on Submit button.

4. User clicks on Ok button to confirm submission

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

8. Final Document Details Verification and Submission (By DECLARANT Document Verification Officer)

This page allows Declarant Data Verification Officer (Declarant DVO) to verify the final documents of the IDF partial application submitted by Declarant DEO and approve after the verification process.

For Declarant Data Verification Officer (Declarant DVO) to verify and approve final documents details, he/she must follow these steps below:-

1. User must have logged in with valid user account.
2. From the Declarant Data Verification Officer page, User clicks on Final Documents arrow at left side of the page
3. User clicks on Approve/Decline Final Document details
4. User clicks on the IDF number to work on

After the User have clicked on the IDF to work, system displays Partial Application Details.

This document verification has to be divided into smaller tasks, which as follows:-

- ➢ Review Importer/Consignee Details
- ➢ Review Exporter/Consignor Details
- ➢ Review Items Details
- ➢ Review Transport Details
- ➢ Review Invoice Details
- ➢ Approval Page

8.1. Review Importer/Consignee Page

This page allow the Declarant Data Verification Officer (Declarant DVO) to review the Importer information details captured by Declarant Data Entry Officer (Declarant EO) and make corrections where necessary

For Declarant DVO to review and update Importer Information details, he/she must follow these steps

1. Click on the Importer/Consignee Tab from displayed Partial Application Details page after user clicked the IDF to work with.
2. System displays the Importer Information Details, user verifies and updates declarant details where necessary.

3. User clicks on Save Importer Details to save the changes made while reviewing the Importers details.

4. Systems updated the Importer/Consignee Details.

8.2. Review Exporter/Consignor Page

This page allow the Declarant Data Verification Officer (Declarant DVO) to review the Exporter information details captured by Declarant Data Entry Officer (Declarant EO) and make corrections where necessary.

For Declarant DVO to review and update Exporter Information details, he/she must follow these steps:-

1. Click on the Exporter/Consignor Tab from displayed Partial Application Details page on Importer page

2. System displays the Exporter Information Details, user verifies and updates exporter details where necessary

3. User clicks on Save Exporter Details to save the changes made while reviewing the Exporters details.

4. Systems updated the Exporter/Consignor Details

8.3. Review Item Details Page

This page allow the Declarant Data Verification Officer (Declarant DVO) to review the Item information details captured by Declarant Data Entry Officer (Declarant EO) and make corrections where necessary

For Declarant DVO to review and update Item Information details, he/she must follow these steps

1. Click on the Items Tab from displayed Partial Application Details page on Exporter page.

2. System displays the Item Information Details, user verifies and updates item details where necessary by clicking edit icon in front item to review.

3. System displays the Item Details page, User make correction and update by clicking on Details to save the changes made while reviewing the Item details.

4. Systems updated the Item details.

8.4. Review Transport Page

This page allow the Declarant Data Verification Officer (Declarant DVO) to review the Transport information details captured by Declarant Data Entry Officer (Declarant EO) and make corrections where necessary

For Declarant DVO to review and update Transport Information details, he/she must follow these steps

1. Click on the Transport Tab from displayed Partial Application Details page on Items page
2. System displays the Transport Information Details, user verifies and update transport details where necessary
3. User clicks on Save Transport Details to save the changes made while reviewing the Transport details
4. Systems updated the Transport Details

8.5. Review Invoice Details Page

This page allow the Declarant Data Verification Officer (Declarant DVO) to review the Invoice information details captured by Declarant Data Entry Officer (Declarant EO) and make corrections where necessary

For Declarant DVO to review and update invoice Information details, he/she must follow these steps

1. Click on the Invoice Details Tab from displayed Partial Application Details page on Transport page.
2. System displays the Financial Information Details, user verifies and update financial details where necessary
3. User clicks on Save Financial Details to save the changes made while reviewing the financial details
4. Systems updated the Financial Details

8.6. Approval Page

This page allow the Declarant Verification Officer to approve or return partial application

a) For Declarant Verification Officer to approve the partial application details, he/she will perform the followings:-

1. User clicks on Approval tab
2. User selects the submit partial application action

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

3. User clicks on Submit button
4. User clicks on Ok button to confirm approval
5. System displays Partial application successfully submitted.

b) For Declarant Data Verification Officer to Return / Reject the partial application details, he/she will perform the followings:-

1. User clicks on Approval tab.

2. User selects the return application action.

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

3. User clicks on Submit button.

4. User clicks on Ok button to confirm approval.

5. System displays "**Partial was successfully sent back to Declarant DEO"**