



DECLARANT DATA VERIFICATION 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 Verification User:

- ❖ Dash Board
- ❖ Final Documents Submission
- ❖ Amendment
- ❖ Feed Back

2.2. Declarant Data Entry Role

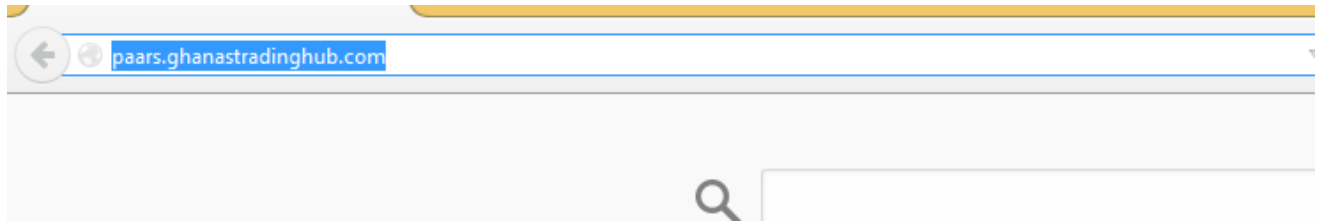
PAAR System provides one (1) role for Declarant Data Verification User, which as follows:

Roles	Description
Declarant Data Verification Officer (Self-Declarant/Customs House Agent)	<ul style="list-style-type: none">- Verify and validate data captured on IDF into PAARS by the Data Entry Officer

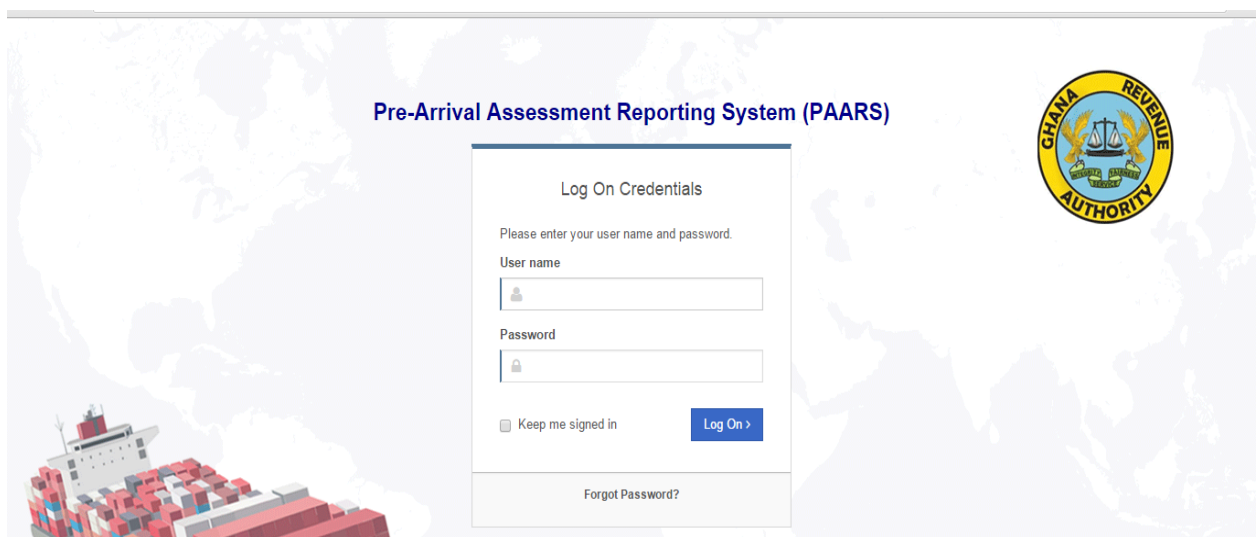
3. Getting Started

3.1. Log-In

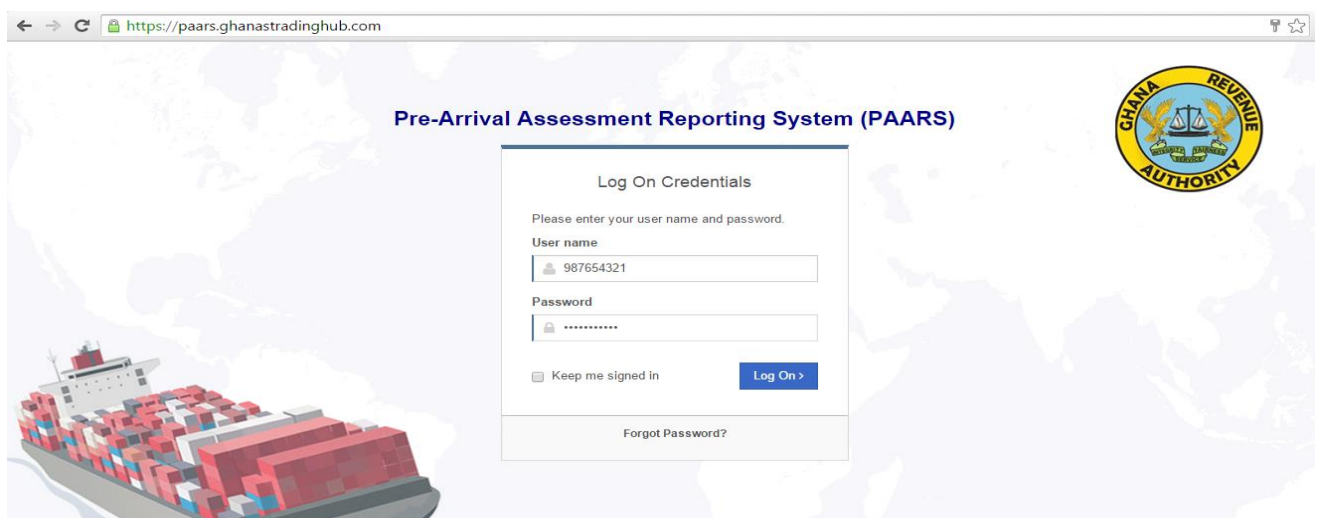
1. Launch a web browser e.g. Internet Explorer, Mozilla, Google Chrome, etc.
2. Enter the URL of the application ([http:// paars.ghanastradinghub.com](http://paars.ghanastradinghub.com))



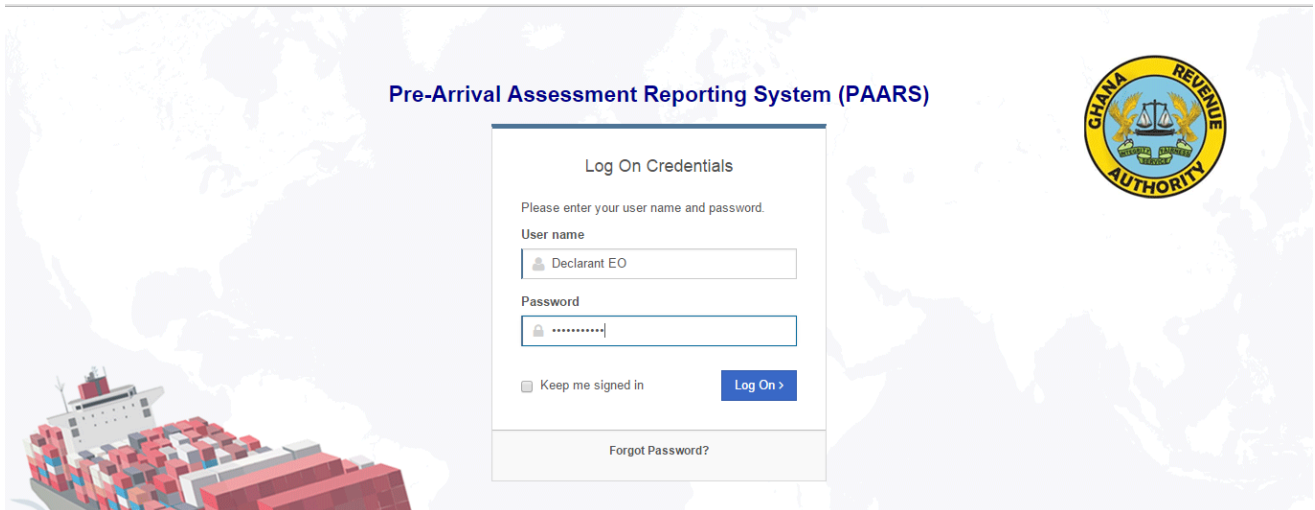
3. System displays Log On Credentials Page



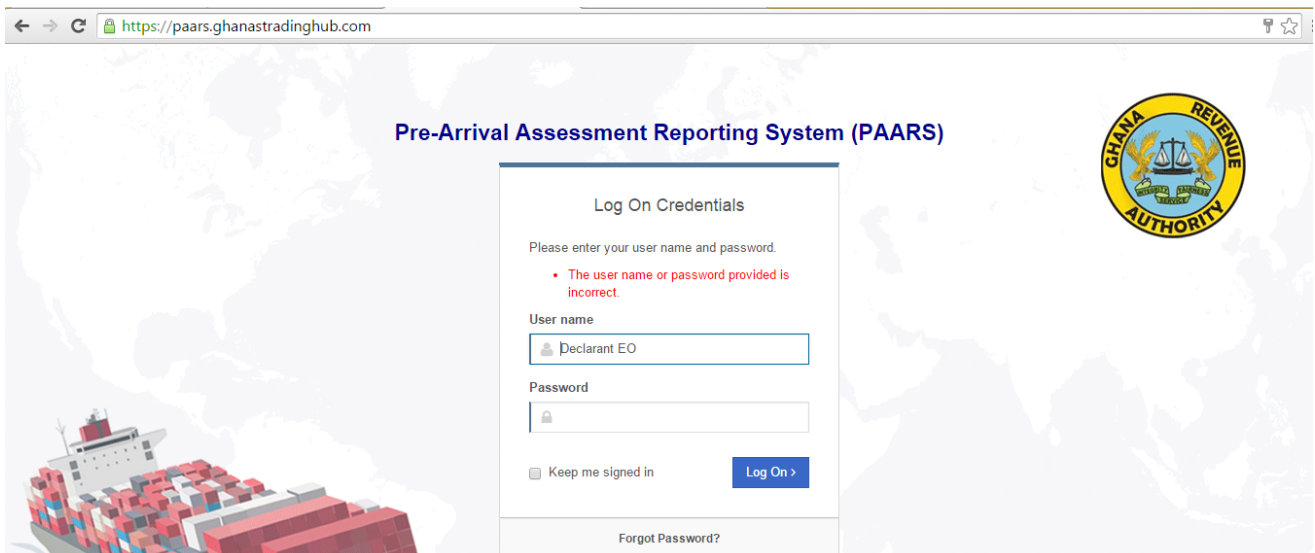
4. User enters Username and password.



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.

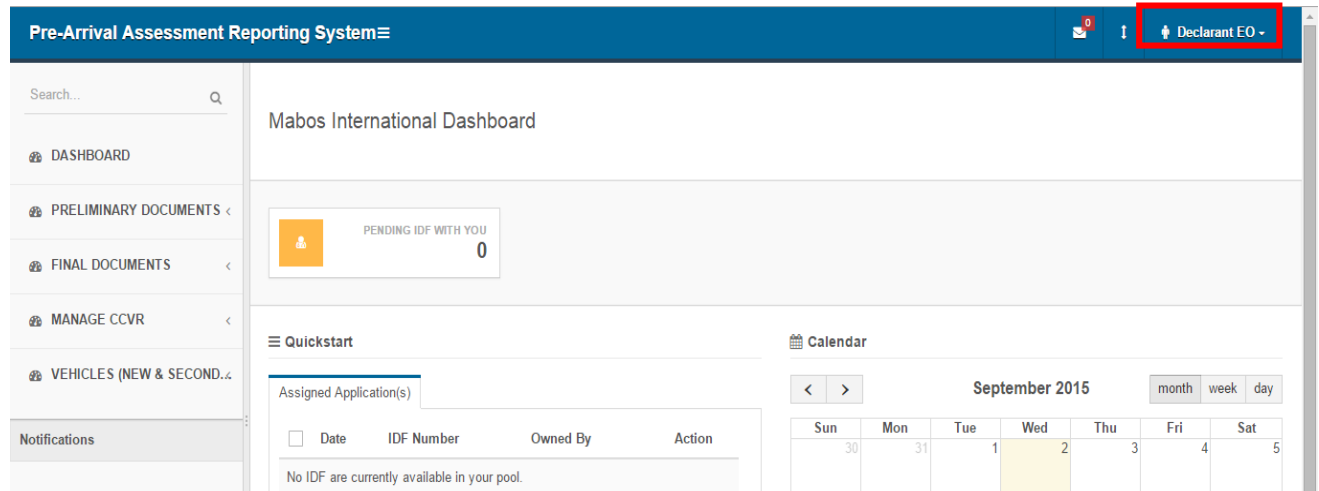
- Dashboard
- Final Documents Submission
- Manage CCVR
- Vehicles (New & Second Hand)

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.

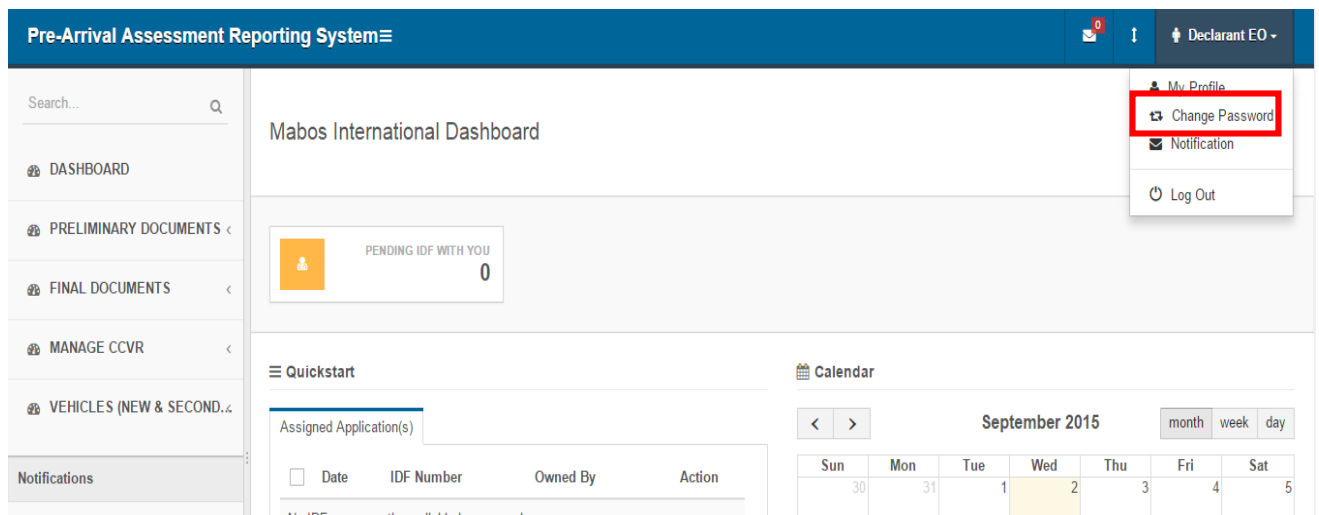
For Admin User to change his/her password after login with the Username and password sent his/her email address. He/she will perform the following steps:-

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. The top navigation bar is blue and contains the system name, a notification icon, and a user profile dropdown menu labeled 'Declarant EO'. The sidebar on the left lists navigation options: DASHBOARD, PRELIMINARY DOCUMENTS, FINAL DOCUMENTS, MANAGE CCVR, and VEHICLES (NEW & SECOND...). The main content area features a 'Mabos International Dashboard' with a 'PENDING IDF WITH YOU' counter showing 0. Below this is a 'Quickstart' section with a table for 'Assigned Application(s)' and a 'Calendar' for September 2015.



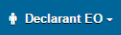
2. Click on Change Password



This screenshot shows the same dashboard as the previous one, but with the user profile dropdown menu open. The menu is located in the top right corner and contains the following options: 'My Profile', 'Change Password' (which is highlighted with a red box), 'Notification', and 'Log Out'.

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



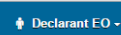
New password

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

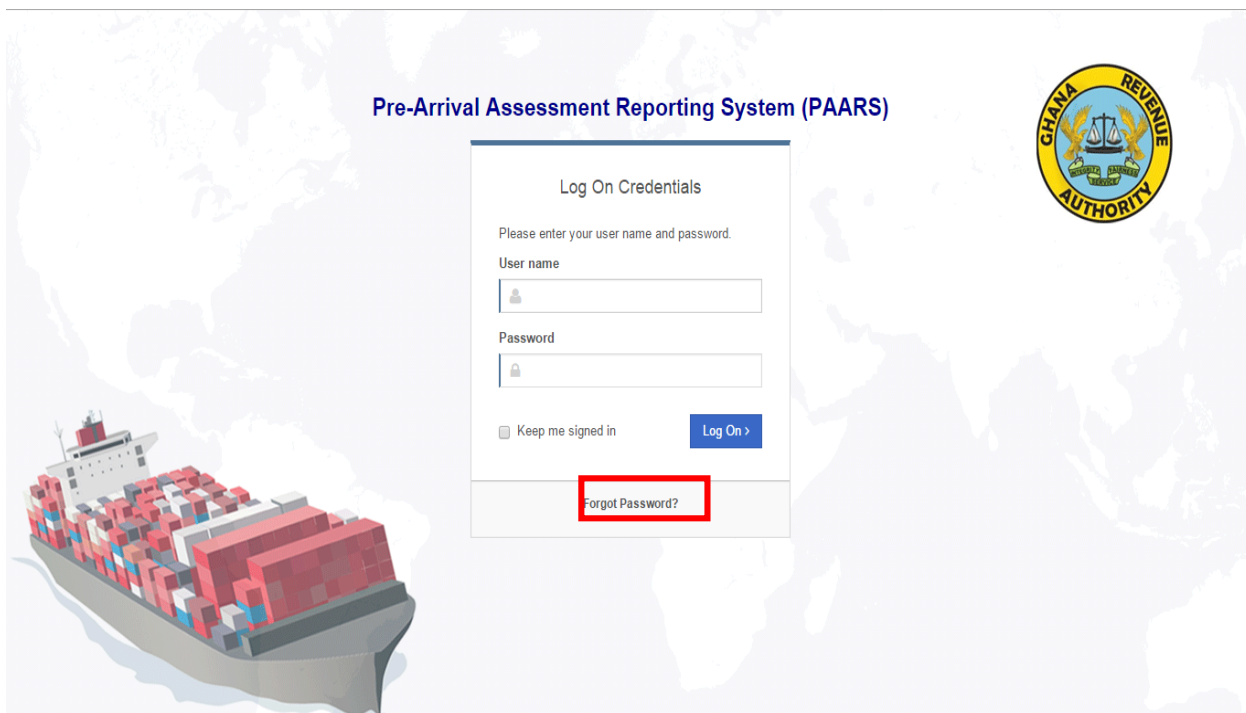
Change Password

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.

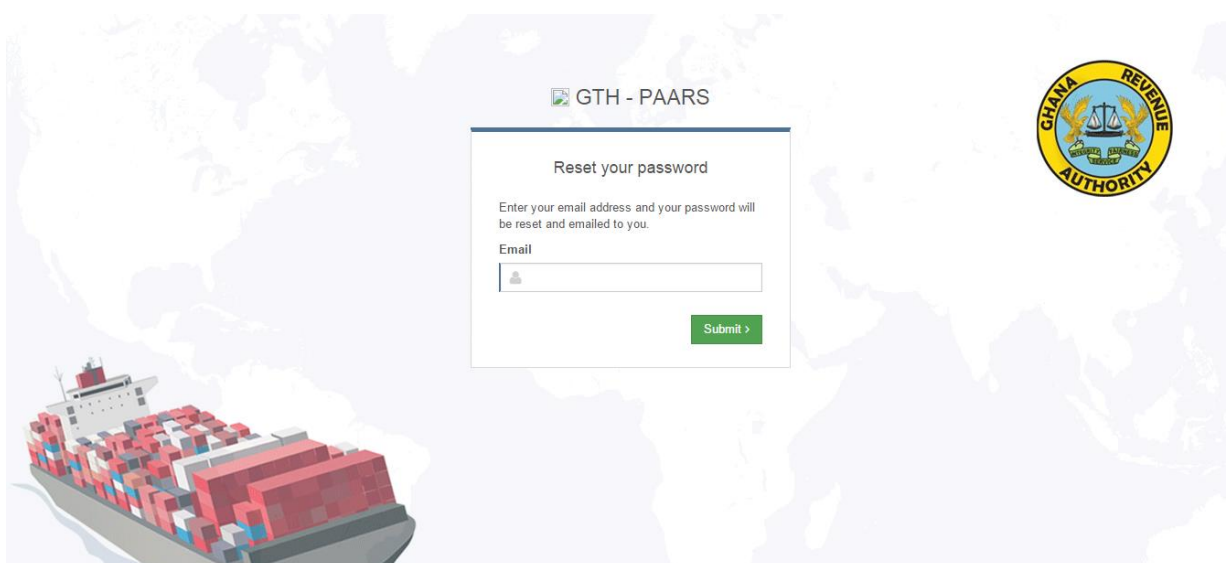
User name

Password

☐ Keep me signed in [Log On >](#)

[Forgot Password?](#)

2. Enter your email address



GTH - PAARS

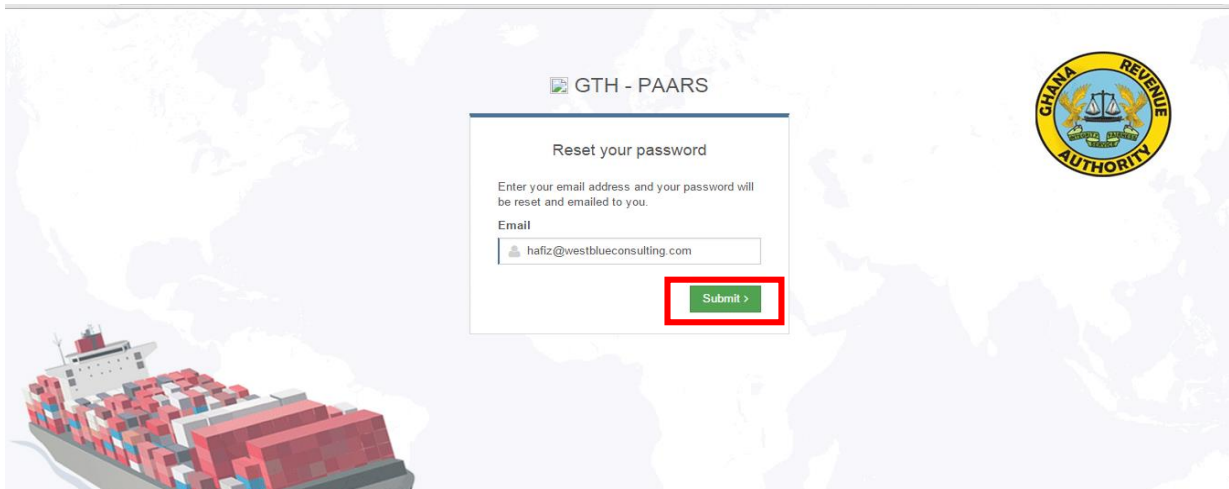
Reset your password

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

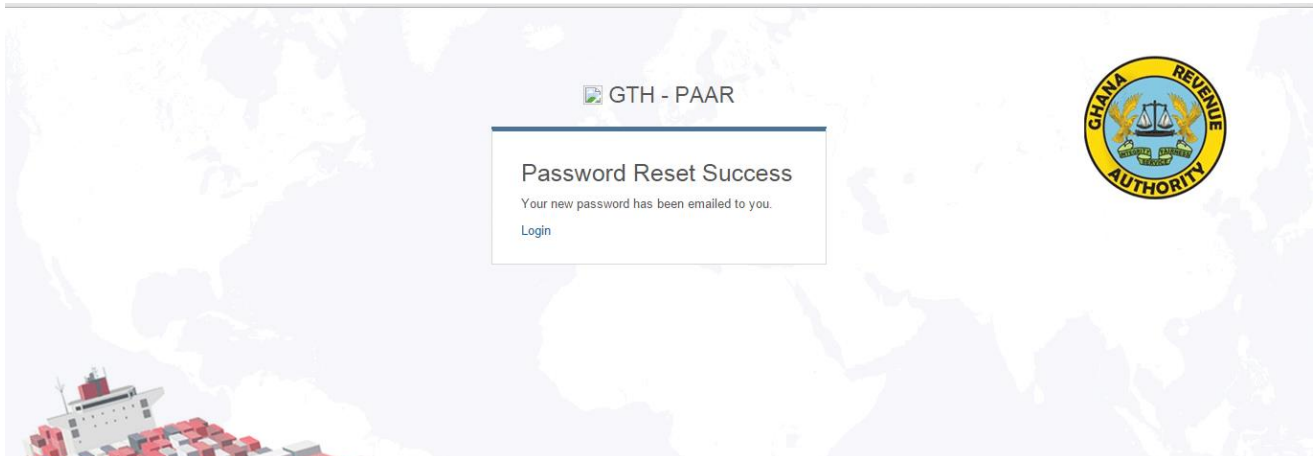
Email

[Submit >](#)

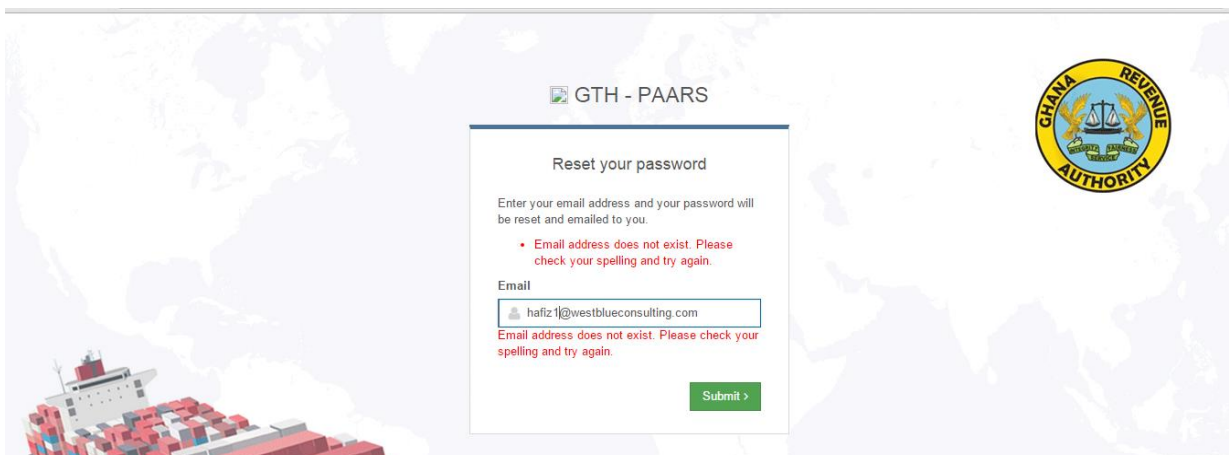
3. Click Submit button



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”

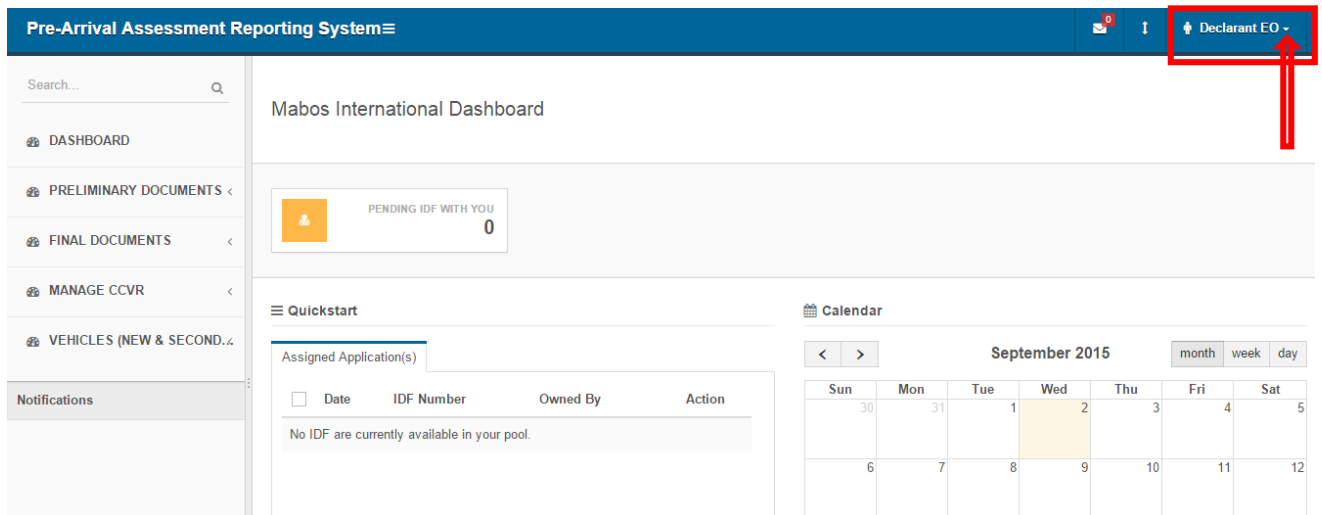


3.5. Exit System

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

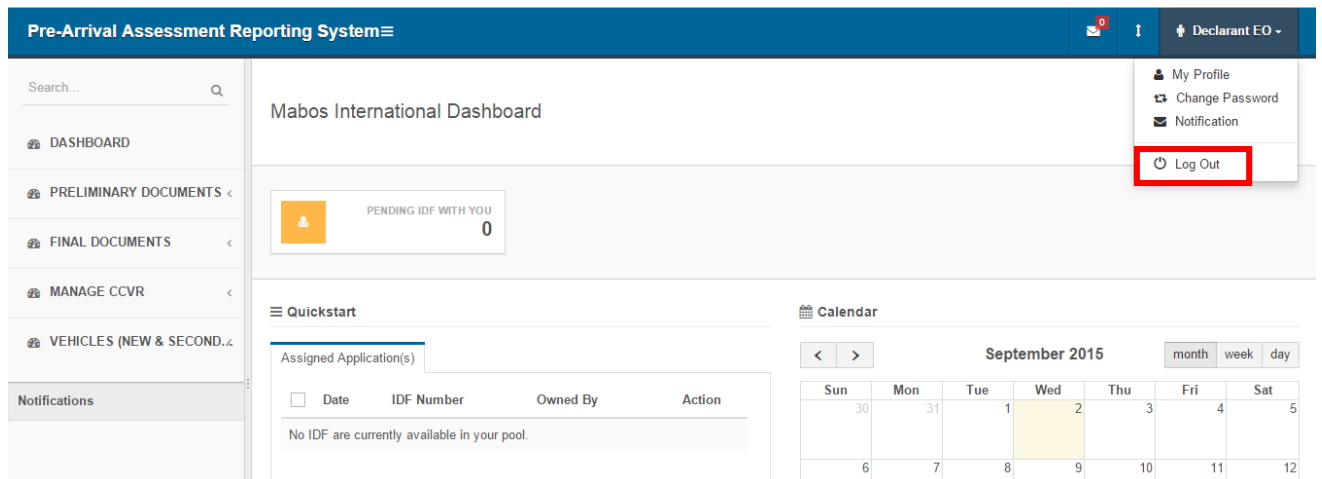
For a User to logout of PAAR system, he/she will perform following steps:-

1. 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 'Pre-Arrival Assessment Reporting System' dashboard. The top navigation bar is dark blue with the system name on the left and user information on the right. The user's name 'Declarant EO' is followed by a dropdown arrow, which is highlighted with a red box and a red arrow pointing to it. The main content area is titled 'Mabos International Dashboard' and includes a 'PENDING IDF WITH YOU' counter showing '0'. Below this is a 'Quickstart' section with a table for 'Assigned Application(s)' and a 'Calendar' for September 2015.

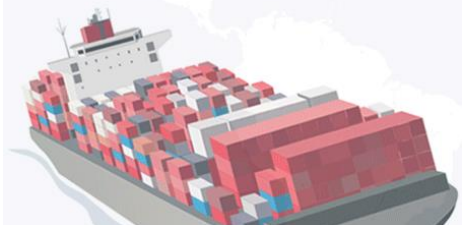
2. Click Logout




This screenshot shows the same dashboard as the previous one, but with the user dropdown menu open. The menu contains options: 'My Profile', 'Change Password', 'Notification', and 'Log Out'. The 'Log Out' option is highlighted with a red box. The rest of the dashboard content remains the same.

3. System redirects to Home page

← → ↻ <https://paars.ghanastradinghub.com>



Pre-Arrival Assessment Reporting System (PAARS)



Log On Credentials

Please enter your user name and password.

User name

Password

☐ Keep me signed in

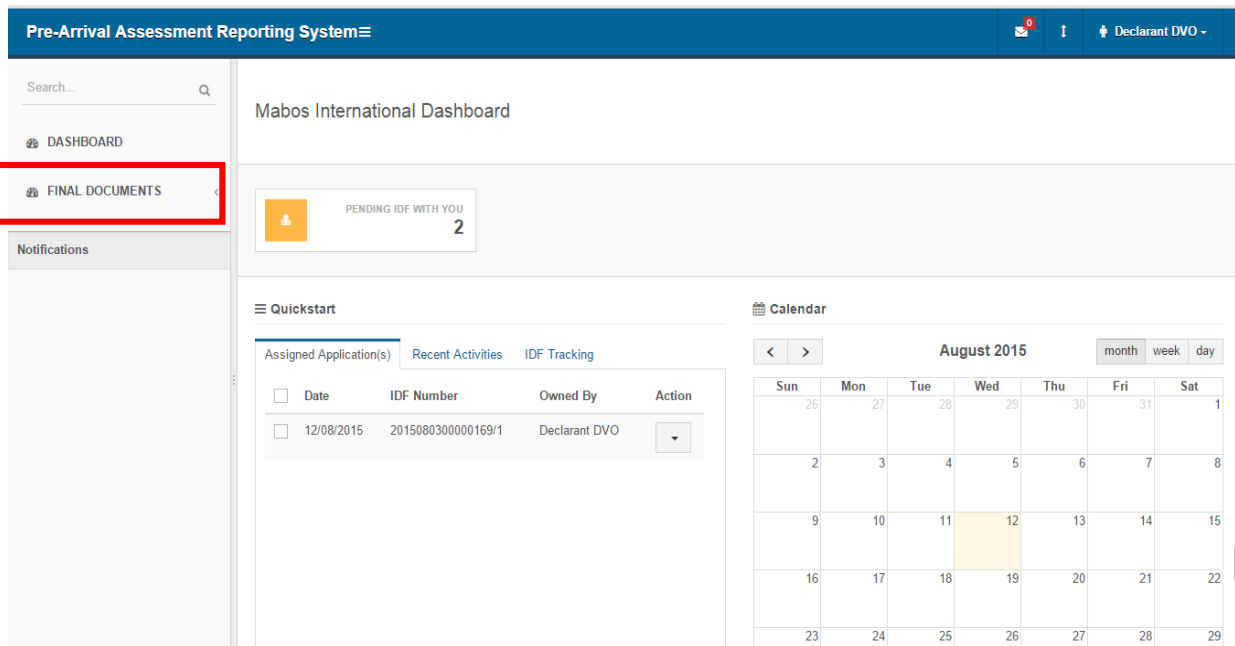
[Forgot Password?](#)

4. 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 EO and approve after the verification process.

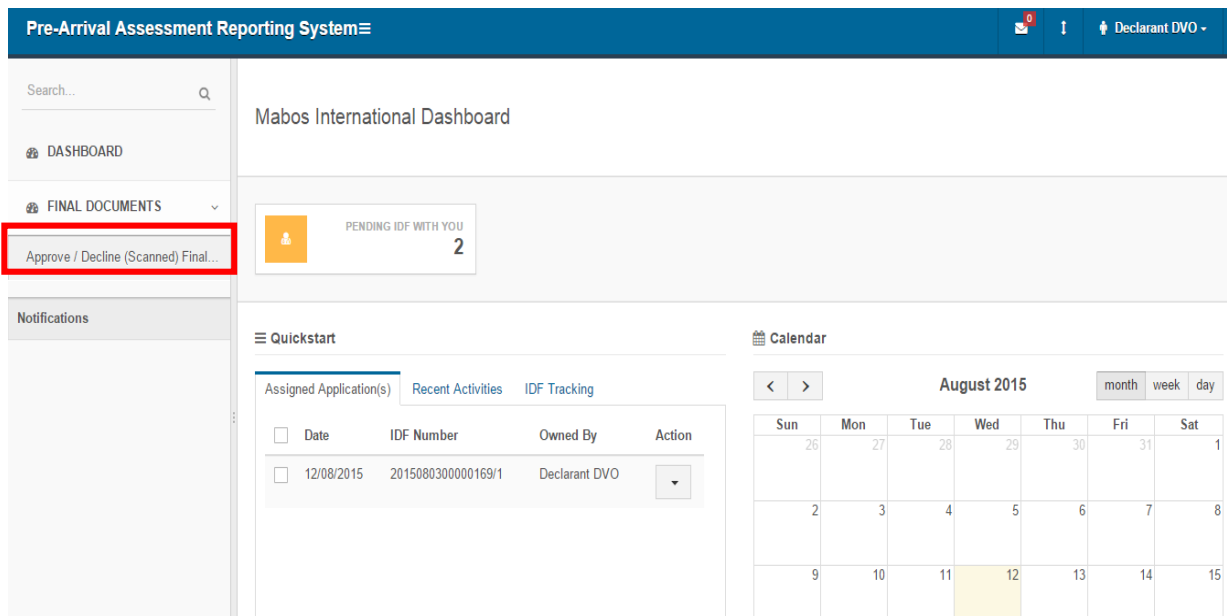
For Declarant Data Verification Officer (Declarant DVO) to verify and approve final documents details, he/she must follow these steps below:-

1. User must have logged in with valid user account. From the Declarant Data Verification Officer page, User clicks on Final Documents arrow at left side of the page



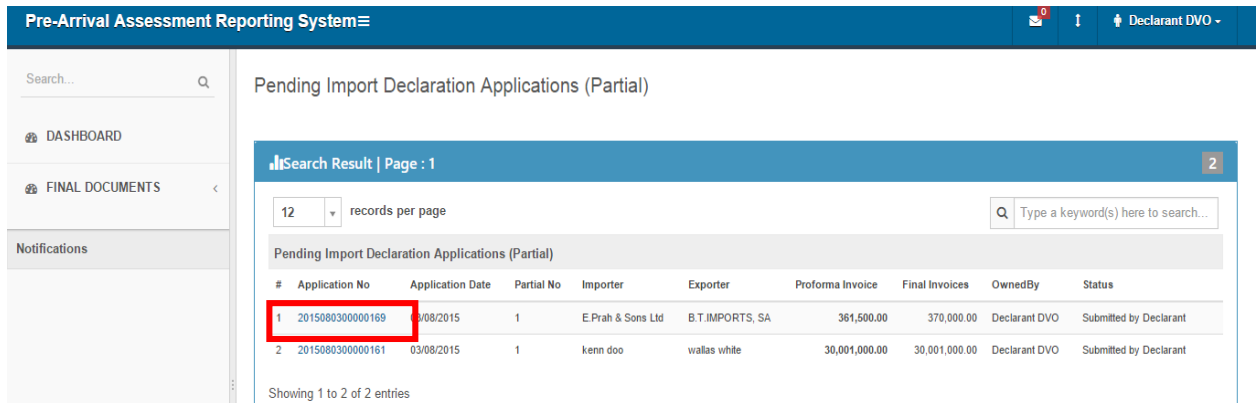
The screenshot shows the 'Pre-Arrival Assessment Reporting System' dashboard. The left sidebar contains a search bar and a menu with 'DASHBOARD' and 'FINAL DOCUMENTS' (highlighted with a red box). The main content area is titled 'Mabos International Dashboard' and includes a 'PENDING IDF WITH YOU' counter showing '2'. Below this is a 'Quickstart' section with tabs for 'Assigned Application(s)', 'Recent Activities', and 'IDF Tracking'. The 'Assigned Application(s)' tab is active, displaying a table with columns: Date, IDF Number, Owned By, and Action. The table contains one row with the date '12/08/2015', IDF Number '2015080300000169/1', and Owned By 'Declarant DVO'. To the right of the table is a 'Calendar' for August 2015, showing dates from 26 to 29.

2. User clicks on Approve/Decline Final Document details



The screenshot shows the same 'Pre-Arrival Assessment Reporting System' dashboard. The left sidebar menu now shows 'Approve / Decline (Scanned) Final...' (highlighted with a red box) under the 'FINAL DOCUMENTS' category. The main content area remains the same, showing the 'Mabos International Dashboard' with the 'PENDING IDF WITH YOU' counter at '2' and the 'Quickstart' section with the 'Assigned Application(s)' tab active. The table and calendar are identical to the previous screenshot.

3. User clicks on the IDF number to work on



Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Pending Import Declaration Applications (Partial)

Search Result | Page : 1

12 records per page

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

Pending Import Declaration Applications (Partial)

#	Application No	Application Date	Partial No	Importer	Exporter	Proforma Invoice	Final Invoices	OwnedBy	Status
1	2015080300000169	03/08/2015	1	E Prah & Sons Ltd	B.T.IMPORTS, SA	361,500.00	370,000.00	Declarant DVO	Submitted by Declarant
2	2015080300000161	03/08/2015	1	kenn doo	wallas white	30,001,000.00	30,001,000.00	Declarant DVO	Submitted by Declarant

Showing 1 to 2 of 2 entries

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:-

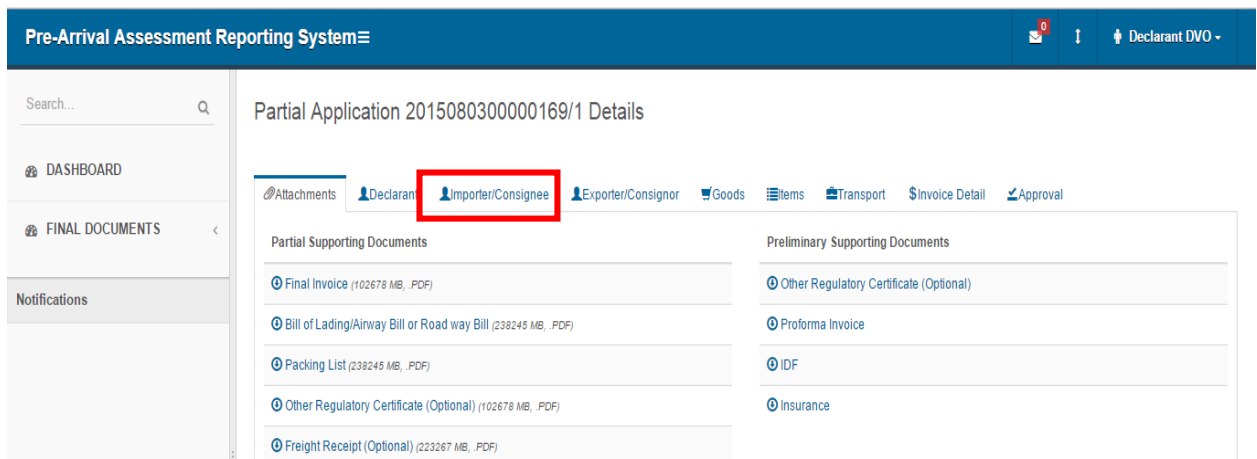
- Review Importer/Consignee Details
- Review Exporter/Consignor Details
- Review Items Details
- Review Transport Details
- Review Invoice Details
- Approval Page

4.1 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



Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Partial Application 2015080300000169/1 Details

Attachments

Declarant

Importer/Consignee

Exporter/Consignor

Goods

Items

Transport

Invoice Detail

Approval

Partial Supporting Documents

- Final Invoice (102678 MB, .PDF)
- Bill of Lading/Airway Bill or Road way Bill (238245 MB, .PDF)
- Packing List (238245 MB, .PDF)
- Other Regulatory Certificate (Optional) (102678 MB, .PDF)
- Freight Receipt (Optional) (223267 MB, .PDF)

Preliminary Supporting Documents

- Other Regulatory Certificate (Optional)
- Proforma Invoice
- IDF
- Insurance

- System displays the Importer Information Details, user verifies and update declarant details where necessary

Pre-Arrival Assessment Reporting System

0

↑

Declarant DVO

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Partial Application 2015080300000169/1 Details

Attachments

Declarant

Importer/Consignee

Exporter/Consignor

Goods

Items

Transport

Invoice Detail

Approval

Importer Information

Importer Name: E.PRAH & SONS LTD

Importer Address: P. O. BOX AH 209, ACCRA

Region: ASHANTI REGION

District: ADANSI NORTH

Company Registration: 27988971

Phone: 0208763467

TIN: 617676311

Email Address: EPRAH@GMAIL.COM

District Office Tax Code:

Commercial Level: Retailer

Fax:

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

Save Importer Details

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

Pre-Arrival Assessment Reporting System

0

↑

Declarant DVO

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Partial Application 2015080300000169/1 Details

Attachments

Declarant

Importer/Consignee

Exporter/Consignor

Goods

Items

Transport

Invoice Detail

Approval

Importer Information

Importer Name: E.PRAH & SONS LTD

Importer Address: P. O. BOX AH 209, ACCRA

Region: ASHANTI REGION

District: ADANSI NORTH

Company Registration: 27988971

Phone: 0208763467

TIN: 617676311

Email Address: EPRAH@GMAIL.COM

District Office Tax Code:

Commercial Level: Retailer

Fax:

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

Save Importer Details

4. System updated the Importer/Consignee Details

Pre-Arrival Assessment Reporting System

Partial Application 2015080300000169/1 Details

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

Importer Information

Importer Name: E.PRAH & SONS LTD | Importer Address: P. O. BOX AH 209, ACCRA

Region: ASHANTI REGION | District: ADANSI NORTH

Company Registration: 27988971 | Phone: 0208763467

TIN: 617676311 | Email Address: EPRAH@GMAIL.COM

District Office Tax Code: | Commercial Level: Retailer

Fax:

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

Save Importer Details

Details have been updated successfully

4.2 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

Pre-Arrival Assessment Reporting System

Partial Application 2015080300000169/1 Details

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

Importer Information

Importer Name: E.PRAH & SONS LTD | Importer Address: P. O. BOX AH 209, ACCRA

Region: ASHANTI REGION | District: ADANSI NORTH

Company Registration: 27988971 | Phone: 0208763467

TIN: 617676311 | Email Address: EPRAH@GMAIL.COM

District Office Tax Code: | Commercial Level: Retailer

Fax:

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

Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Partial Application 2015080300000169/1 Details

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

Exporter Information

* Indicates mandatory fields

Exporter Name: B.T.IMPORTS, SA Exporter Address: 290 HIGH BROOK LANE, SANTON, SA

Phone: 0027558587456 Email Address: BTIMPORTS@YAHOO.CO.ZA

City: SANTON Region:

Country: REPUBLIC OF SOUTH AFRICA Country Code: ZA

Fax: Commercial Level: Manufacturer

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

Save Exporter Details

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

Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Partial Application 2015080300000169/1 Details

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

Exporter Information

* Indicates mandatory fields

Exporter Name: B.T.IMPORTS, SA Exporter Address: 290 HIGH BROOK LANE, SANTON, SA

Phone: 0027558587456 Email Address: BTIMPORTS@YAHOO.CO.ZA

City: SANTON Region:

Country: REPUBLIC OF SOUTH AFRICA Country Code: ZA

Fax: Commercial Level: Manufacturer

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

Save Exporter Details

4. Systems updated the Exporter/Consignor Details

Pre-Arrival Assessment Reporting System

Partial Application 2015080300000169/1 Details

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

Exporter Information

* Indicates mandatory fields

Exporter Name: B.T.IMPORTS, SA

Exporter Address: 290 HIGH BROOK LANE, SANTON, SA

Phone: 0027558587456

Email Address: BTIMPORTS@YAHOO.CO.ZA

City: SANTON

Region:

Country: REPUBLIC OF SOUTH AFRICA

Country Code: ZA

Fax:

Commercial Level: Manufacturer

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

Save Exporter Details

Details have been updated successfully

4.3 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

Pre-Arrival Assessment Reporting System

Partial Application 2015080300000169/1 Details

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

Importer Information

* Indicates mandatory fields

Importer Name: E.PRAH & SONS LTD

Importer Address: P. O. BOX AH 209, ACCRA

Region: ASHANTI REGION

District: ADANSI NORTH

Company Registration: 27988971

Phone: 0208763467

TIN: 617676311

Email Address: EPRAH@GMAIL.COM

District Office Tax Code:

Commercial Level: Retailer

Fax:

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



Pre-Arrival Assessment Reporting System

Partial Application 2015080300000169/1 Details

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

List of Items - 2

[+ Add New Item](#) [Choose File](#) No file chosen [Import: Excel](#) [Export To Excel](#)

	Commodity	HS Code	Unit	Quantity	Unit Price	FOB
	Ladies Blouse	6206.30.00.00	u	1200.0000	100.0000	120000.0000
	Ladies Trousers	6204.61.00.00	u	1200.0000	200.0000	240000.0000

- 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

Pre-Arrival Assessment Reporting System

Standard Unit of Quantity: u Duty Rate: 20

Nature of Packaging: Sachet, Packet Total Quantity of (Sachet, Packet): 100

Unit Price per (Sachet, Packet): 12000 u in 1 Sachet, Packet: 12

Unit Price per u: 1000 Quantity: 1200

FOB Value: 1200000 State Of Goods: ☒ New ☐ Used

Item Delivery Term: COST AND FREIGHT Term Code: CFR

Sectorial Code: TEXTILES



Currency: ZAR FOC: ☐

Country of Origin: Kazakhstan

Country of Supply: Kazakhstan

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

[X Close](#) [Save Item Details](#)

	Commodity	HS Code	Unit	Quantity	Unit Price	FOB
	Ladies Blouse	6206.30.00.00	u	1200.0000	100.0000	120000.0000
	Ladies Trousers	6204.61.00.00	u	1200.0000	200.0000	240000.0000

4. System updated the Item details

Pre-Arrival Assessment Reporting System

0

↑

Declarant DVO

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Partial Application 2015080300000169/1 Details

Attachments

Declarant

Importer/Consignee

Exporter/Consignor

Goods

Items

Transport

Invoice Detail

Approval

List of Items - 2

+ Add New Item

Choose File

No file chosen

Import Excel

Export To Excel

	Commodity	HS Code	Unit	Quantity	Unit Price	FOB
	Ladies Blouse	6206.30.00.00	u	1200	1000	1200000
	Ladies Trousers	6204.61.00.00	u	1200.0000	200.0000	240000.0000

Details have been updated successfully

4.4 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

Pre-Arrival Assessment Reporting System

0

↑

Declarant DVO

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Partial Application 2015080300000169/1 Details

Attachments

Declarant

Importer/Consignee

Exporter/Consignor

Goods

Items

Transport

Invoice Detail

Approval

List of Items - 2

+ Add New Item

Choose File

No file chosen

Import Excel

Export To Excel

	Commodity	HS Code	Unit	Quantity	Unit Price	FOB
	Ladies Blouse	6206.30.00.00	u	1200	1000	1200000
	Ladies Trousers	6204.61.00.00	u	1200.0000	200.0000	240000.0000

2. System displays the Transport Information Details, user verifies and update transport details where necessary

Pre-Arrival Assessment Reporting System

0

↑

Declarant DVO

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Transport Details

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:	21000.0000	Gross Weight:	22000.0000
Country of Origin:	Angola	Country of Supply:	Afghanistan
Port of Loading:	Indonesia (Tebingtinggi)	Port of Discharge:	Ghana (Accra)
Transshipment Port:	Indonesia (Tebingtinggi)		
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

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

Pre-Arrival Assessment Reporting System

0

↑

Declarant DVO

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Transport Details

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:	21000.0000	Gross Weight:	22000.0000
Country of Origin:	Angola	Country of Supply:	Afghanistan
Port of Loading:	Indonesia (Tebingtinggi)	Port of Discharge:	Ghana (Accra)
Transshipment Port:	Indonesia (Tebingtinggi)		
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 updated the Transport Details

Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Transport Details

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:	21000.0000	Gross Weight:	22000.0000
Country of Origin:		Country of Supply:	
Port of Loading:		Port of Discharge:	
Transshipment 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

4.5 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

Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Partial Application 2015080300000169/1 Details

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

Transport Details

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:	21000.0000	Gross Weight:	22000.0000

2. System displays the Financial Information Details, user verifies and update financial details where necessary

Pre-Arrival Assessment Reporting System 0 1 Declarant DVO

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Indicates mandatory fields

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
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:	1000000.0000
Type of Payment:	PARTIAL PAYMENT	Payment Condition:	PAYMENT IN ADVANCE

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

[Save Financial Details](#)

Partial Invoice Details

3. User clicks on Save Financial Details to save the changes made while reviewing the financial details

Pre-Arrival Assessment Reporting System 0 1 Declarant DVO

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Indicates mandatory fields

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
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:	1000000.0000
Type of Payment:	PARTIAL PAYMENT	Payment Condition:	PAYMENT IN ADVANCE

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

[Save Financial Details](#)

Partial Invoice Details

4. System updated the Financial Details

Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Indicates mandatory fields

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

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: 1000000.0000

Type of Payment: PARTIAL PAYMENT Payment Condition: PAYMENT IN ADVANCE

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

Save Financial Details

Details have been updated successfully

4.6 Approval Page

This page allow the Declarant EO to approve or return partial application

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

1. User clicks on Approval tab

Partial Application 2015080300000169/1 Details

Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

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

Financial Details

Indicates mandatory fields

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

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

2. User selects the submit partial application action

Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Partial Application 2015080300000169/1 Details

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

Transaction Endorsement

Current Status: Submitted by Declarant

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

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Partial Application 2015080300000169/1 Details

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

Transaction Endorsement

Current Status: Submitted by Declarant

Select Action: **APPROVE 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

4. User clicks on Ok button to confirm approval

Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Partial Application 2015080300000169/1 Details

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

Transaction Endorsement

Current Status: Submitted by Declarant

Select Action: **APPROVE 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

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

5. System displays Partial application successfully submitted

Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Pending Import Declaration Applications (Partial)

"2015080300000169" was successfully submitted.

Search Result | Page : 1

12 records per page

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

Pending Import Declaration Applications (Partial)

#	Application No	Application Date	Partial No	Importer	Exporter	Proforma Invoice	Final Invoices	OwnedBy	Status
1	2015080300000161	03/08/2015	1	kenn doo	wallas white	30,001,000.00	30,001,000.00	Declarant DVO	Submitted by Declarant

Showing 1 to 1 of 1 entries

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

1. User clicks on Approval tab

Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Partial Application 2015080300000161/1 Details

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

Financial Details

Currency: CFA Exchange Rate: 3.5000

Total FOB Value: 30000000.0000 Total Freight Charges: 1000.0000

2. User selects the return application action

Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

FINAL DOCUMENTS

Notifications

Partial Application 2015080300000161/1 Details

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

Transaction Endorsement

Current Status: Submitted by Declarant

Select Action: SELECT ACTION

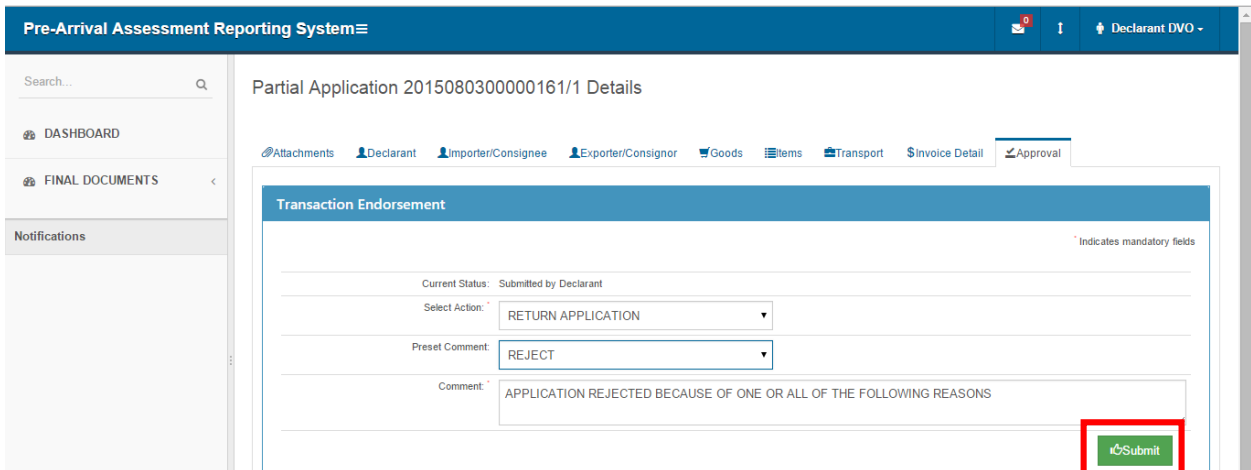
Preset Comment: SELECT

Comment:

Submit

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 2015080300000161/1 Details

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

Transaction Endorsement * Indicates mandatory fields

Current Status: Submitted by Declarant

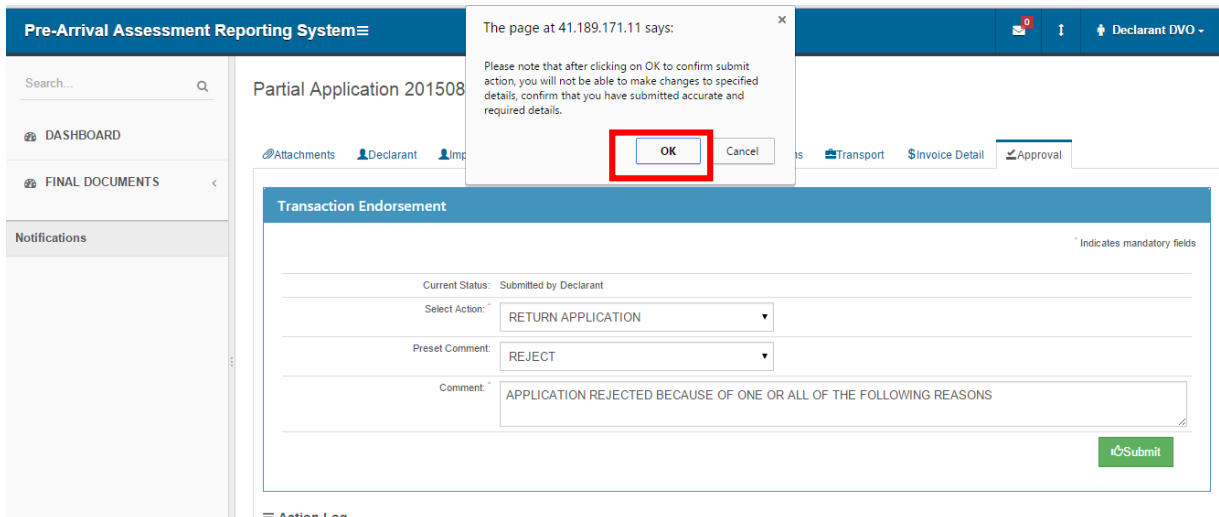
Select Action: RETURN APPLICATION

Preset Comment: REJECT

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

Submit

4. User clicks on Ok button to confirm approval



Pre-Arrival Assessment Reporting System

Partial Application 2015080300000161/1 Details

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

Transaction Endorsement * Indicates mandatory fields

Current Status: Submitted by Declarant

Select Action: RETURN APPLICATION

Preset Comment: REJECT

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

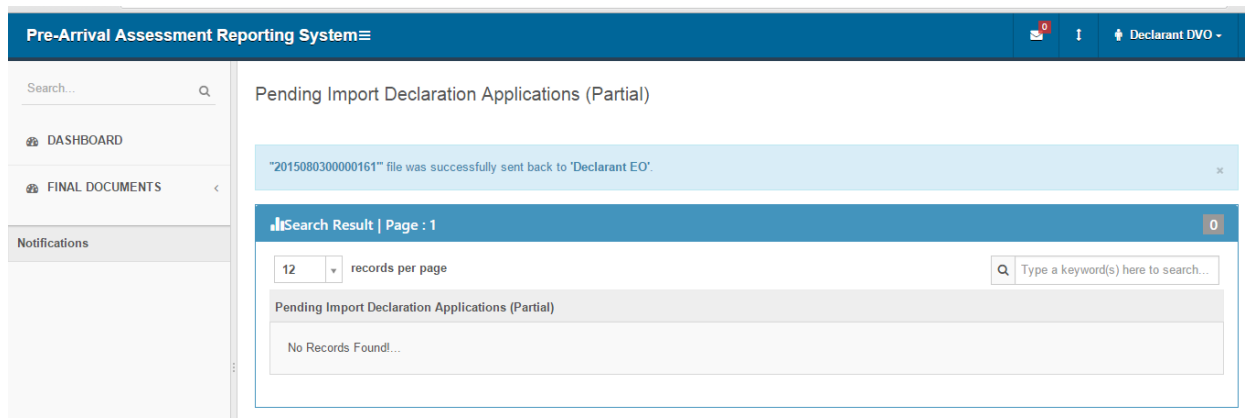
Submit

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

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



Pre-Arrival Assessment Reporting System

Pending Import Declaration Applications (Partial)

"2015080300000161" file was successfully sent back to 'Declarant EO'.

Search Result | Page : 1

12 records per page

Pending Import Declaration Applications (Partial)

No Records Found!...