



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



USER GUIDE

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DECLARANT DATA VERIFICATION GUIDE

1 Introduction

1.1. System Overview

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

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

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

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

1.2. Authorized Use Permission

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

2 User Access and Roles

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

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

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

2.2. Declarant Data Entry Role

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

Table 1: Declarant Data Verification Role

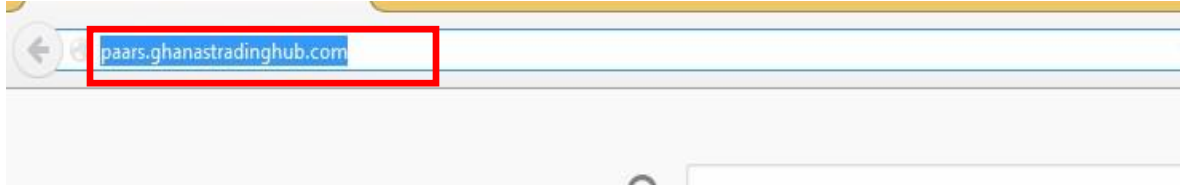
Roles	Description
Declarant Data Verification Officer	<ul style="list-style-type: none"> - Verify and validate data captured on IDF into PAAR by the Data Entry Officer

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)) as shown in Fig 1

Fig 1 paars.ghanastradinghub.com highlighted



OR

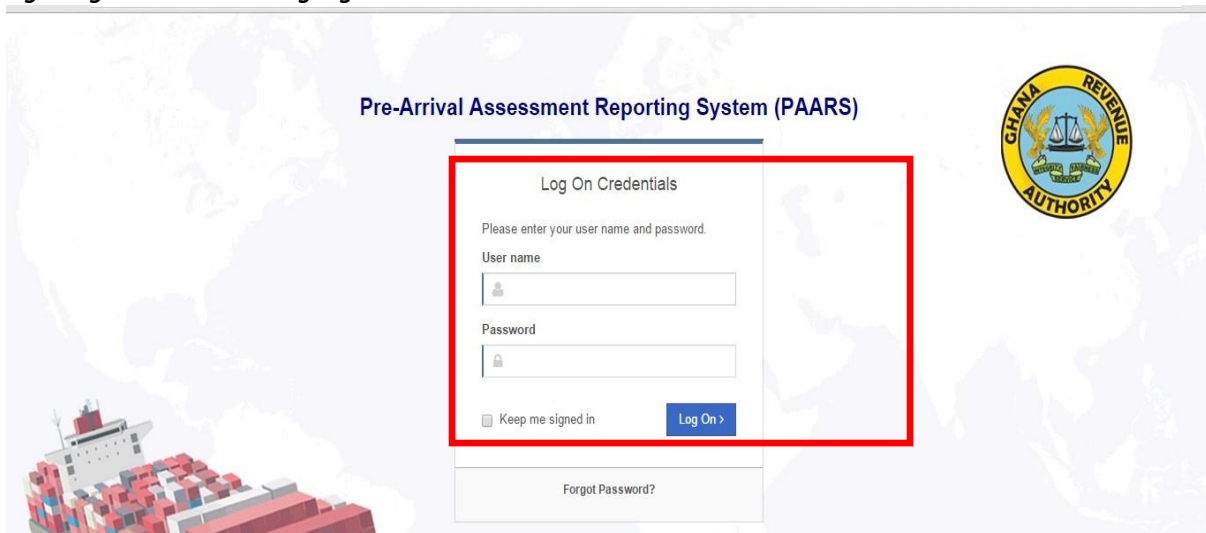
3. Click on Login link from Ghana Trading Hub home page as shown in Fig 2

Fig 2 Login link highlighted



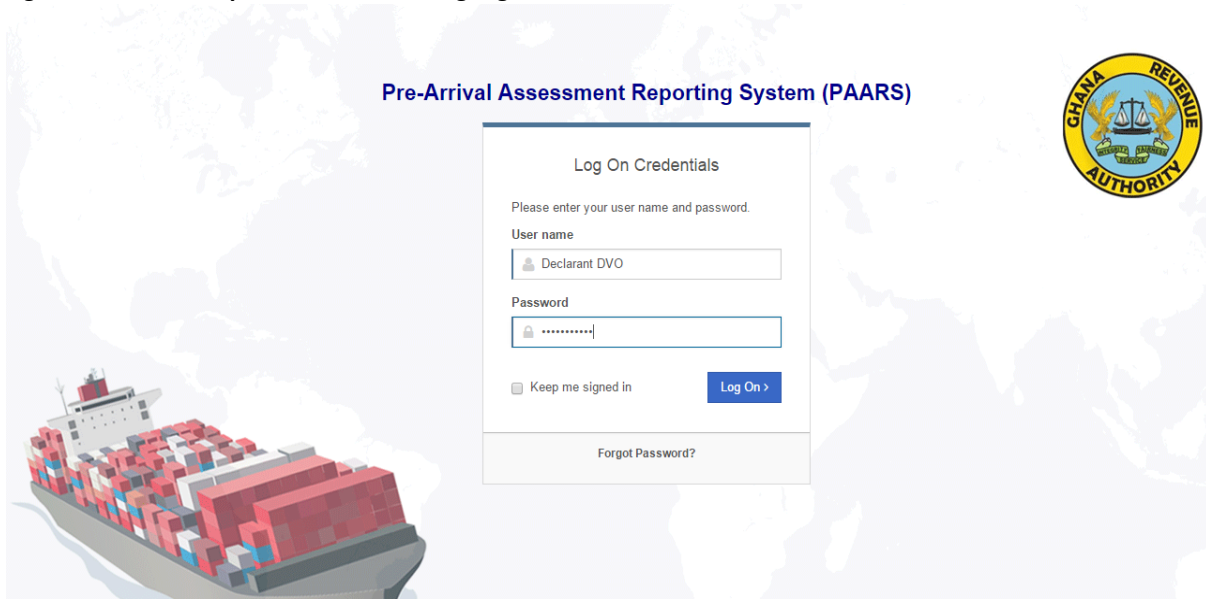
4. System displays Log On Credentials Page as shown in Fig 3

Fig 3 Log On Credentials highlighted



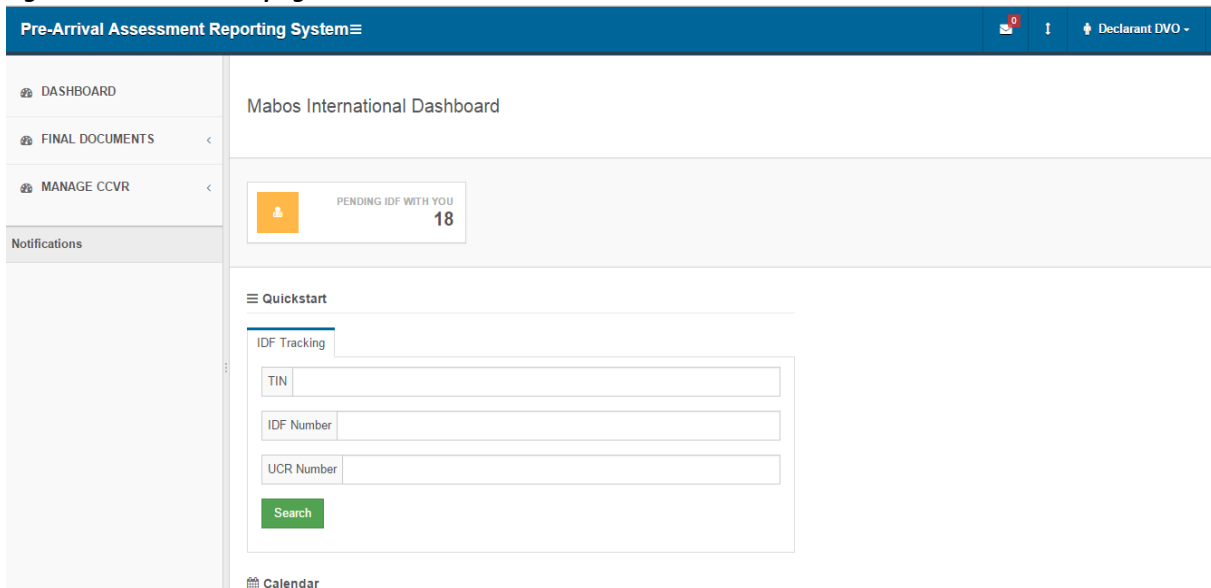
5. User enters Username and password as shown in Fig 4

Fig 4 Username and password entered highlighted



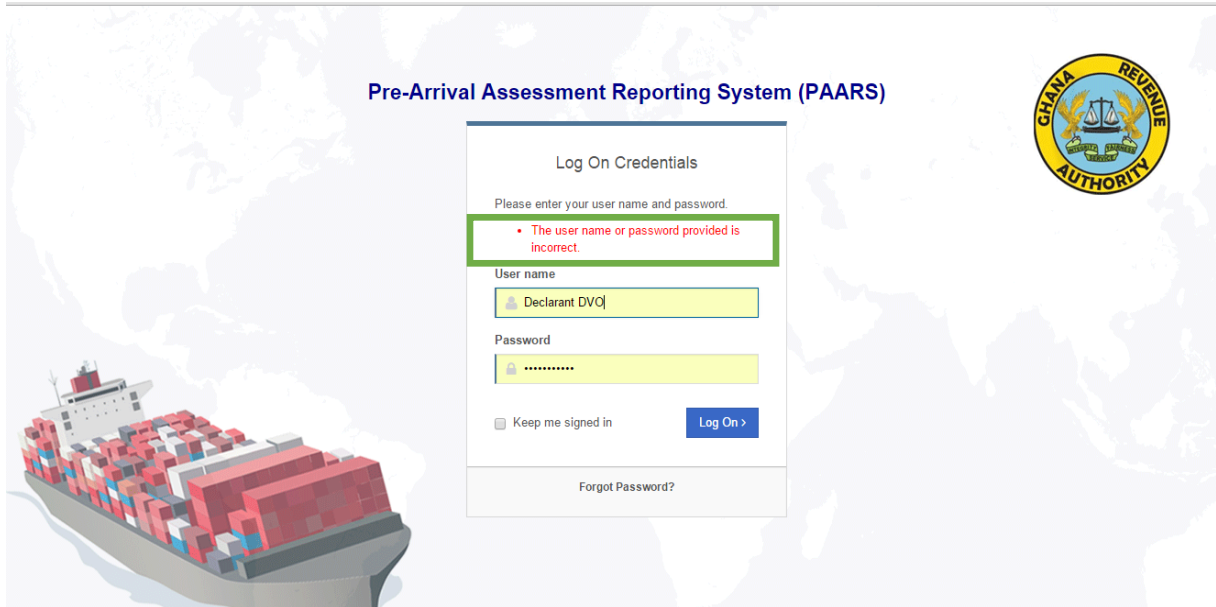
6. If authorized user, System redirects the user to Dashboard Page as shown in Fig 5

Fig 5 User's Dashboard page



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

Fig 6 The Username or password provided is incorrect highlighted

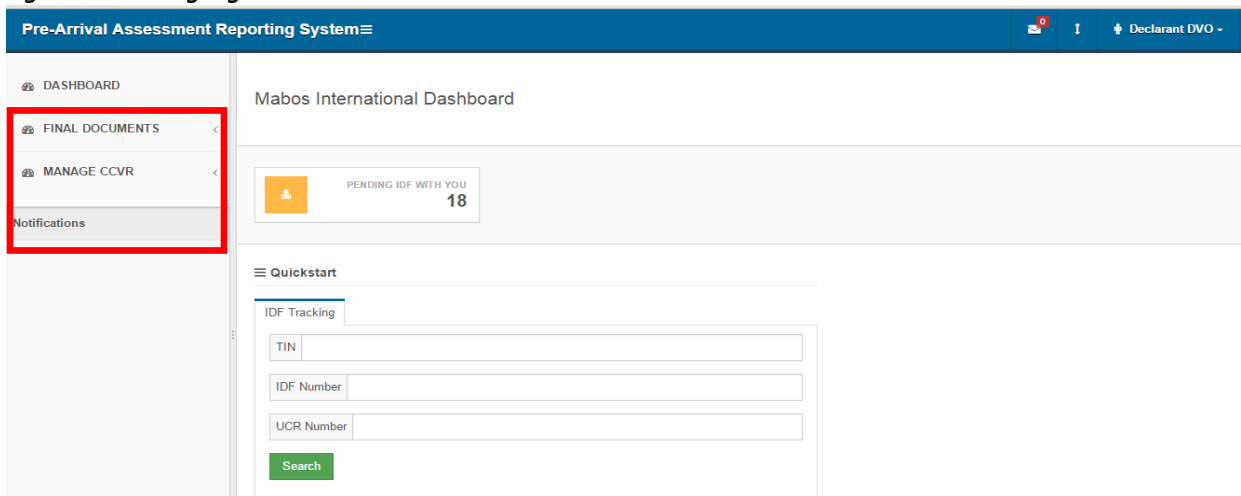


3.2. System Menu

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

- Dashboard
- Final Documents Submission
- Manage CCVR

Fig 7 Modules highlighted



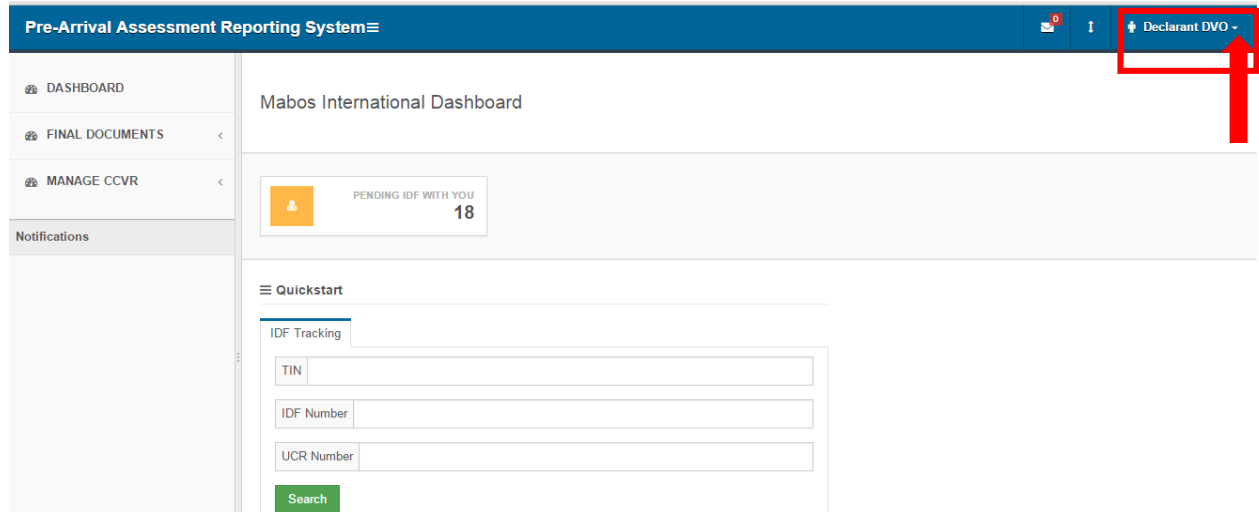
3.3. Change of Password

Users at various levels must change their password upon login 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:-

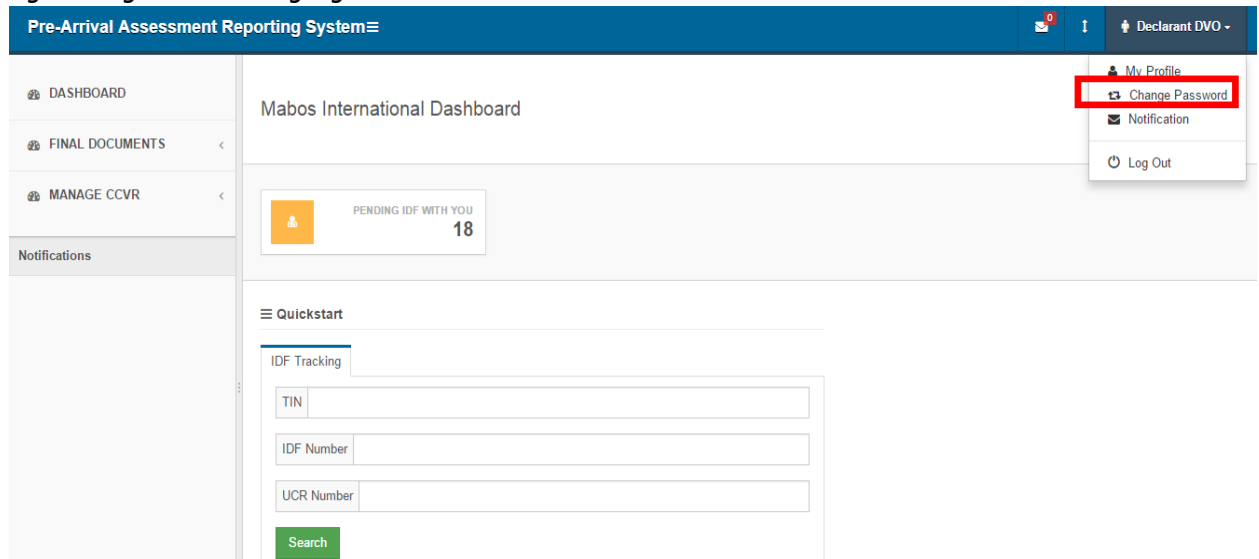
1. From the home page after login, User clicks on dropdown arrow at the right side of User account name as shown in Fig 8

Fig 8 Drop down arrow of User highlighted



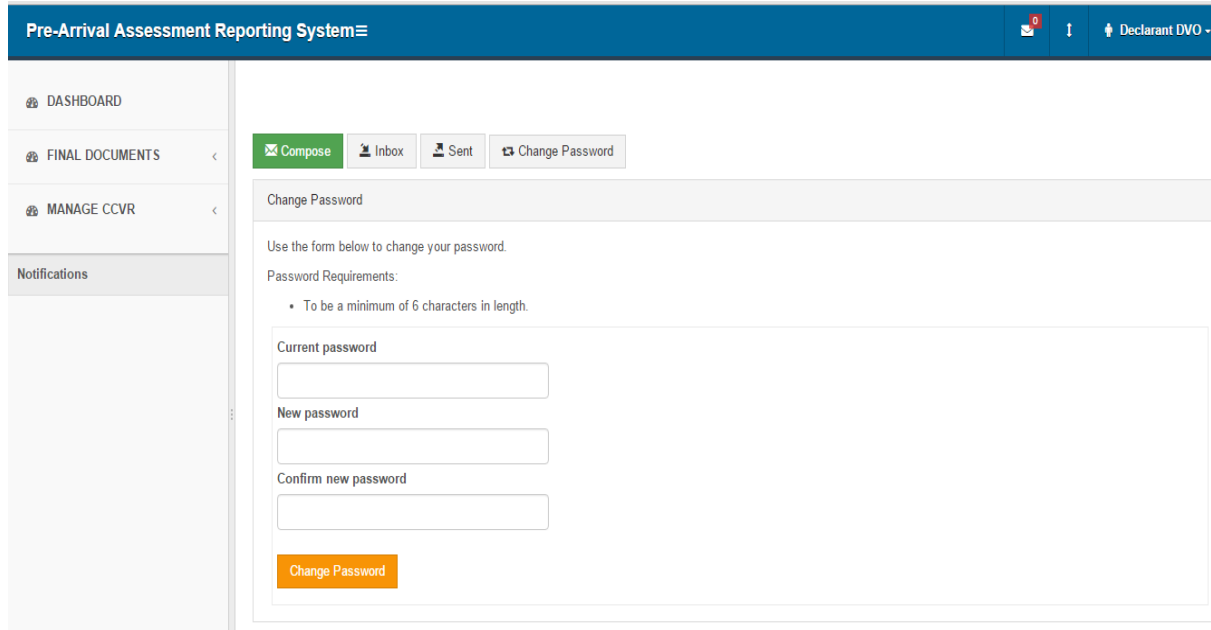
2. Click on Change Password as shown in Fig 9

Fig 9 Change Password highlighted



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

Fig 10 Change Password page



Pre-Arrival Assessment Reporting System

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

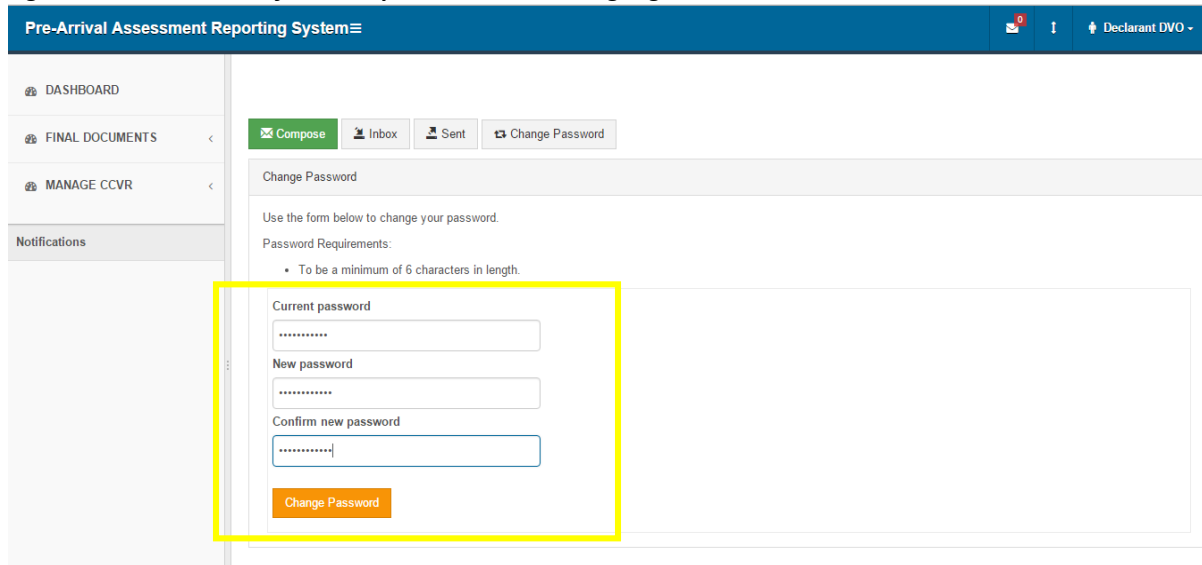
New password

Confirm new password

Change Password

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

Fig 11 Old, New and Confirm new password entered highlighted



Pre-Arrival Assessment Reporting System

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

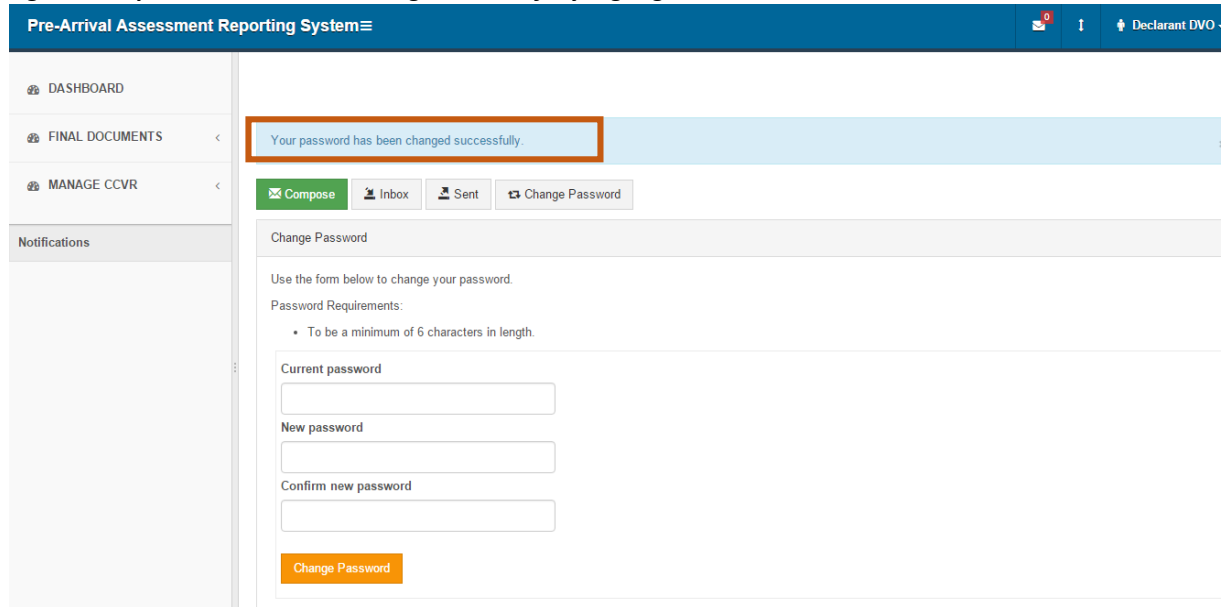
New password

Confirm new password

Change Password

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

Fig 12 Your password has been changed successfully highlighted



The screenshot shows the PAARS interface. At the top, a blue header bar contains the text "Pre-Arrival Assessment Reporting System" and a "Declarant DVO" link. On the left, a sidebar lists navigation options: DASHBOARD, FINAL DOCUMENTS, MANAGE CCVR, and Notifications. The main content area displays a notification box with the message "Your password has been changed successfully." Below this, there are buttons for "Compose", "Inbox", "Sent", and "Change Password". The "Change Password" button is highlighted. Below the buttons, there is a "Change Password" section with instructions: "Use the form below to change your password. Password Requirements: To be a minimum of 6 characters in length." The form includes three input fields: "Current password", "New password", and "Confirm new password". At the bottom of the form is a "Change Password" button.

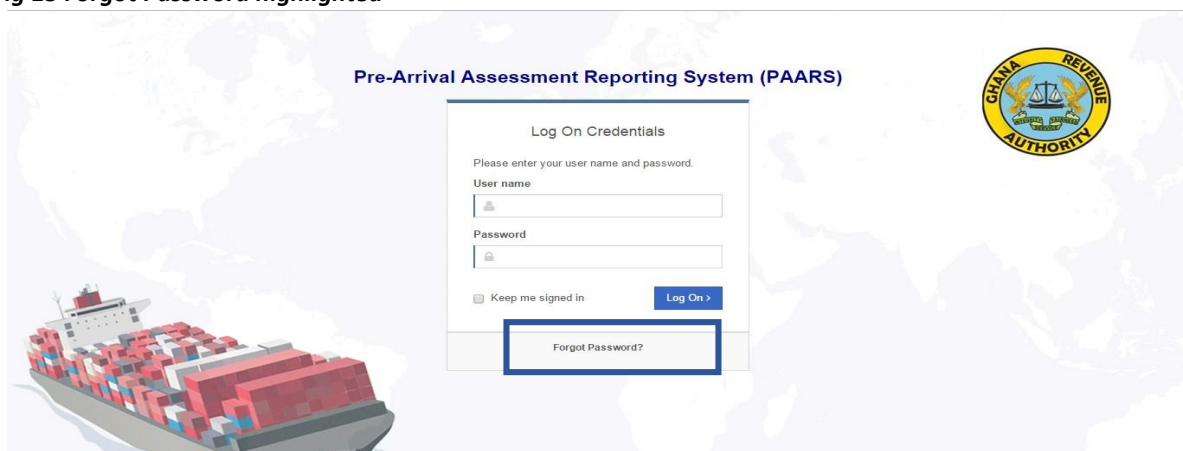
3.4. Forgot password

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

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

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

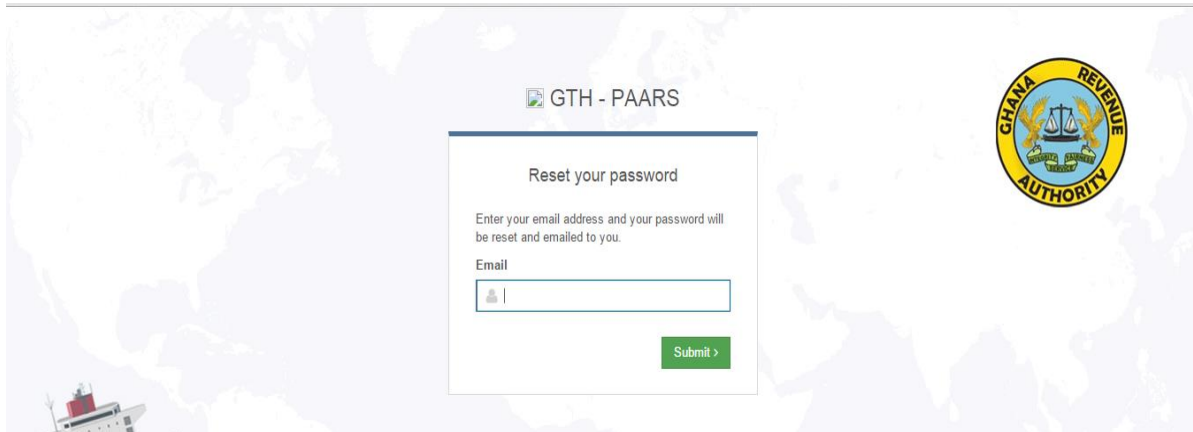
Fig 13 Forgot Password highlighted



The screenshot shows the PAARS "Log On Credentials" page. The page has a header with the title "Pre-Arrival Assessment Reporting System (PAARS)" and the Ghana Revenue Authority logo. The main content area is a login form with the title "Log On Credentials" and the instruction "Please enter your user name and password." The form includes two input fields: "User name" and "Password". Below these fields are checkboxes for "Keep me signed in" and a "Log On >" button. At the bottom of the form, the "Forgot Password?" link is highlighted with a blue box. The background of the page features a map of Ghana and an illustration of a cargo ship.

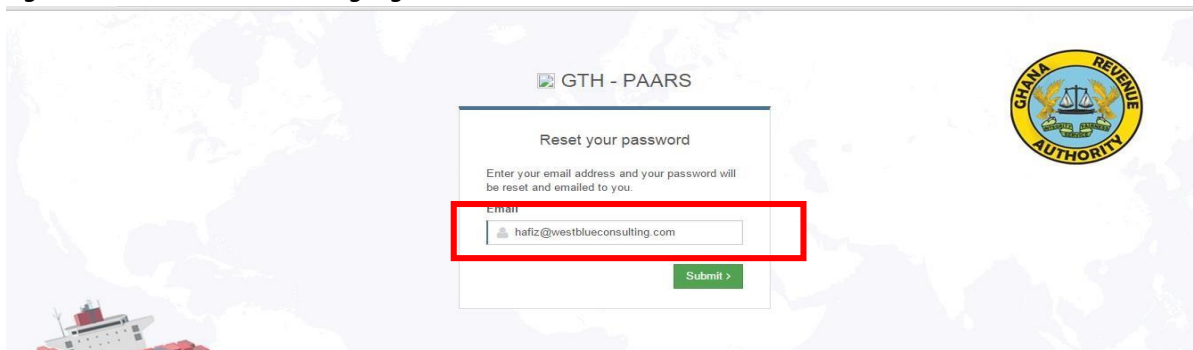
2. System displays Reset Password page as shown in Fig 14

Fig 14 Reset Password page




3. Enter your email address as shown in Fig 15

Fig 15 Email address entered highlighted



4. Click on Submit button as shown in Fig 16

Fig 16 submit button highlighted



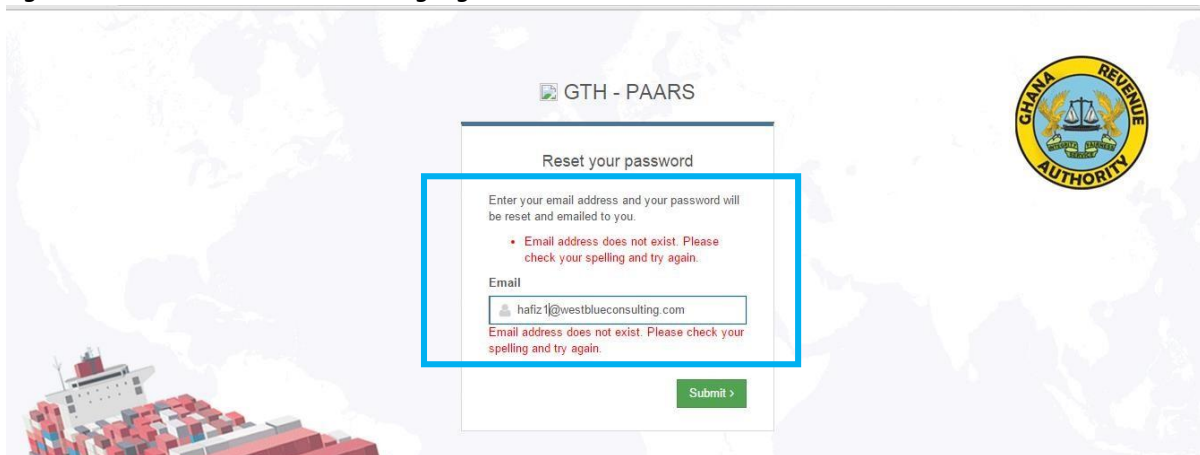
5. System displays “**Password Reset Success**” if the email address is valid as shown in Fig 17

Fig 17 Password Reset Success highlighted



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

Fig 18 Email address does not exist highlighted



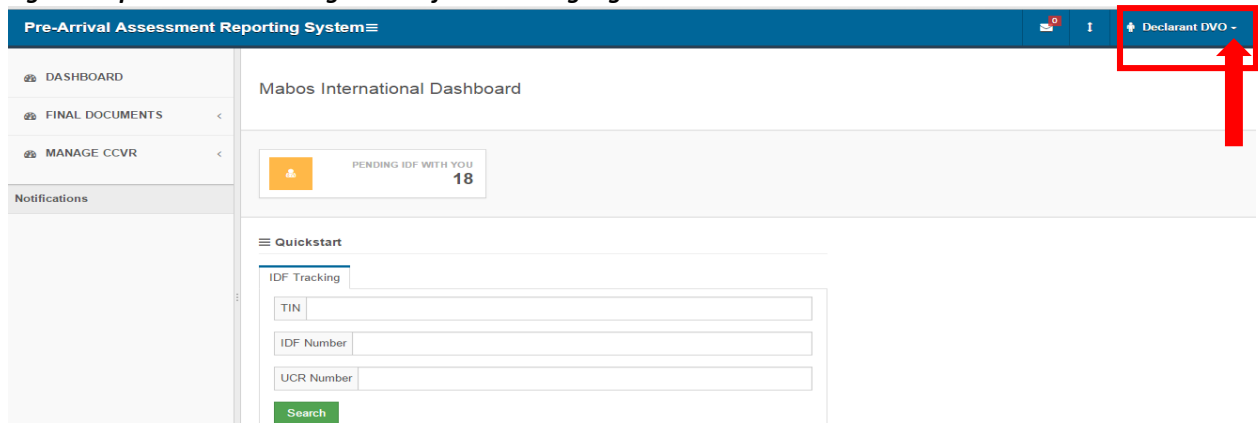
3.5. Exit System

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

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

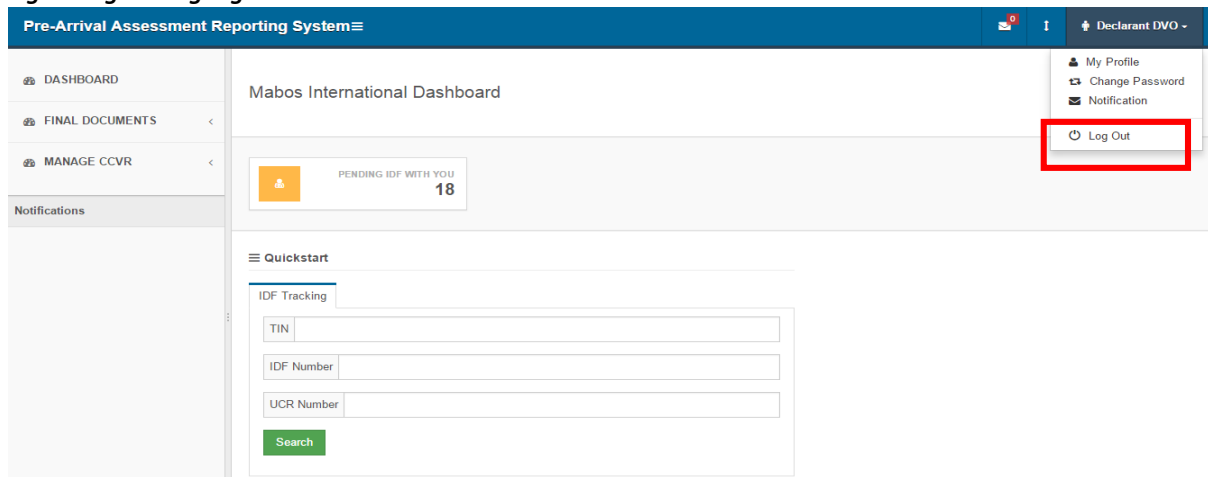
1. From the current page on the PAAR system, User clicks on the dropdown arrow at right side of the user account name as shown in Fig 19.

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



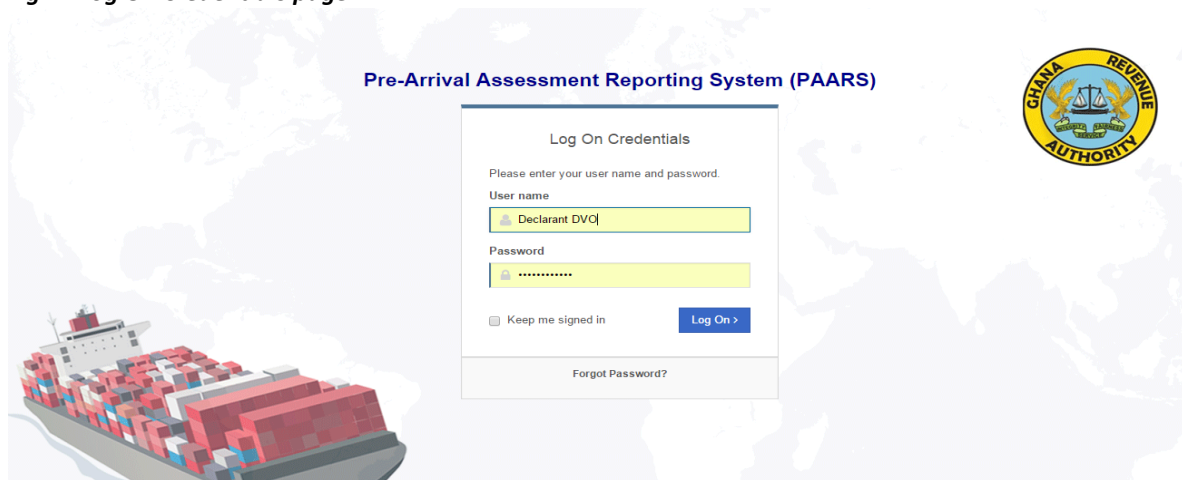
2. Click on Logout as shown in Fig 20

Fig 20 Logout highlighted



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

Fig 21 Log On Credentials page



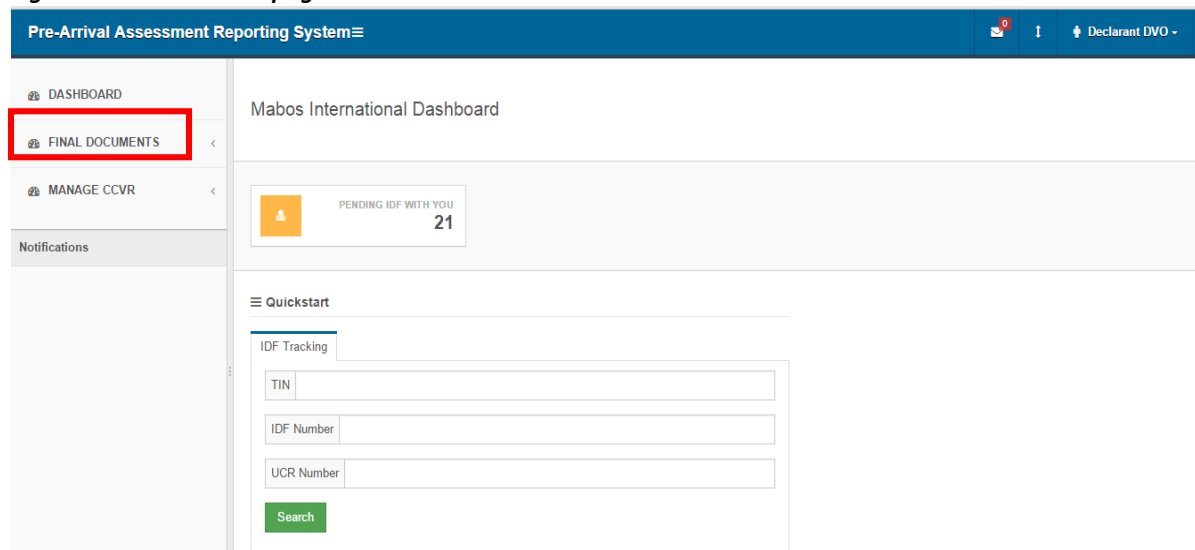
4. Final Document Details Verification and Submission

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 User page, User clicks on Final Documents arrow at left side of the page as shown in Fig 21

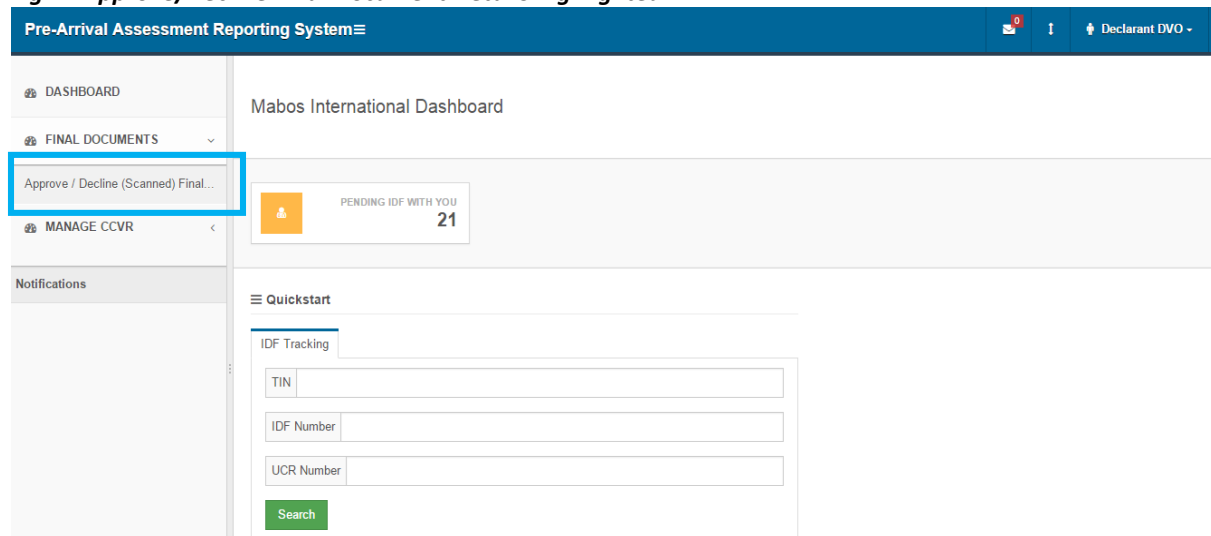
Fig 21 Final Documents page



The screenshot shows the PARS interface. The top navigation bar is blue with the text 'Pre-Arrival Assessment Reporting System' and a user profile dropdown labeled 'Declarant DVO'. The left sidebar contains a menu with 'DASHBOARD', 'FINAL DOCUMENTS' (highlighted with a red box), 'MANAGE CCVR', and 'Notifications'. The main content area is titled 'Mabos International Dashboard' and features a 'PENDING IDF WITH YOU' card showing the number '21'. Below this is a 'Quickstart' section with an 'IDF Tracking' tab and input fields for 'TIN', 'IDF Number', and 'UCR Number', followed by a 'Search' button.

2. User clicks on Approve/Decline Final Document details as shown in Fig 22

Fig 22 Approve/Decline Final Document Details highlighted



This screenshot is similar to Fig 21 but shows the 'FINAL DOCUMENTS' menu item expanded. The sub-menu item 'Approve / Decline (Scanned) Final...' is highlighted with a blue box. The rest of the interface, including the 'Mabos International Dashboard' and the 'Quickstart' section, remains the same.

3. User clicks on IDF number to work on as shown in Fig 23

Fig 23 Application to work on highlighted

Pre-Arrival Assessment Reporting System

Dashboard > Pending Application List

Import Declaration Applications

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	CD201509MOTIIDF10000254330	18/09/2015	2	PEREZ FROZEN FOODS LIMITED	NORIDANE FOODS A/S	31,180.00	22,000.00	Declarant DVO	Submitted by Declarant
2	CD201509MOTIIDF10000254306	15/09/2015	1	ODIMAFO FOODS COMPANY LIMITED	WEGDAM MEAT LINK	45,195.00	20,000.00	Declarant DVO	Submitted by Declarant
3	CD201509MOTIIDF10000254330	18/09/2015	1	PEREZ FROZEN FOODS LIMITED	NORIDANE FOODS A/S	31,180.00	22,000.00	Declarant DVO	Submitted by Declarant

Showing 1 to 3 of 3 entries

PartialNumber	Status	Application Date	Action
CD201509MOTIIDF10000247677/2	Not Submitted	08/09/2015 17:22:32	Continue
CD201509MOTIIDF10000247700/2	Not Submitted	06/09/2015 19:47:58	Continue

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

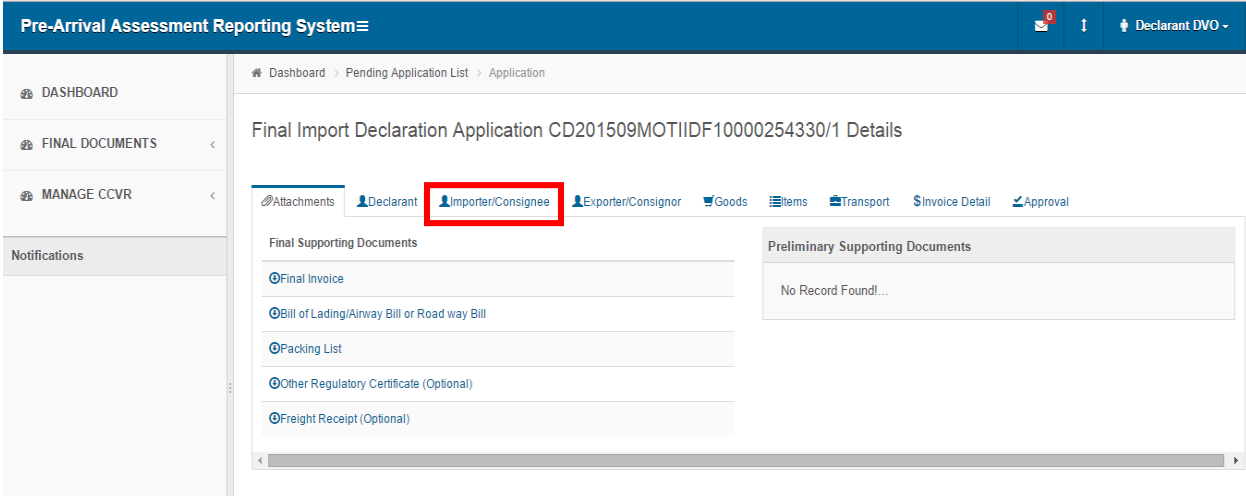
4.1 Review Importer/Consignee Page

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 Final Import Declaration Application Details page after user clicked the IDF to work with as shown in Fig 24

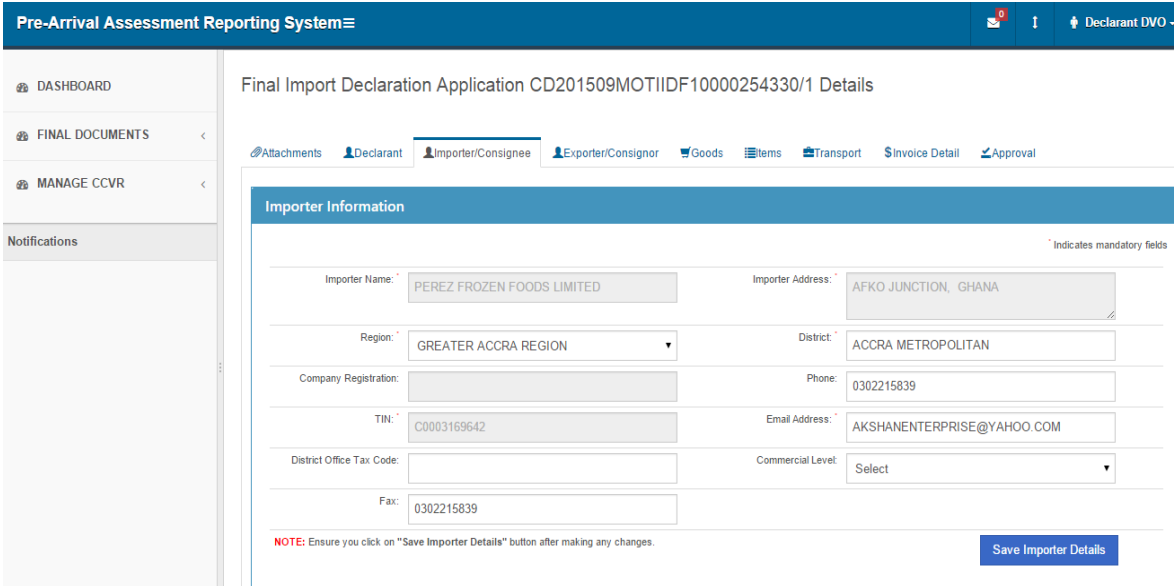
Fig 24 Importer/Consignee Tab highlighted



The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The top navigation bar includes a menu icon, a notification icon with '0', a user icon, and a dropdown for 'Declarant DVO'. The left sidebar contains a menu with 'DASHBOARD', 'FINAL DOCUMENTS', 'MANAGE CCVR', and 'Notifications'. The main content area displays 'Final Import Declaration Application CD201509MOTIIDF10000254330/1 Details'. Below this, there are tabs for 'Attachments', 'Declarant', 'Importer/Consignee' (which is highlighted with a red box), 'Exporter/Consignor', 'Goods', 'Items', 'Transport', 'Invoice Detail', and 'Approval'. The 'Importer/Consignee' tab shows two sections: 'Final Supporting Documents' with links for 'Final Invoice', 'Bill of Lading/Airway Bill or Road way Bill', 'Packing List', 'Other Regulatory Certificate (Optional)', and 'Freight Receipt (Optional)'; and 'Preliminary Supporting Documents' with the text 'No Record Foundl...'.

2. System displays the Importer Information Details, user verifies and update declarant details where necessary as shown in Fig 25

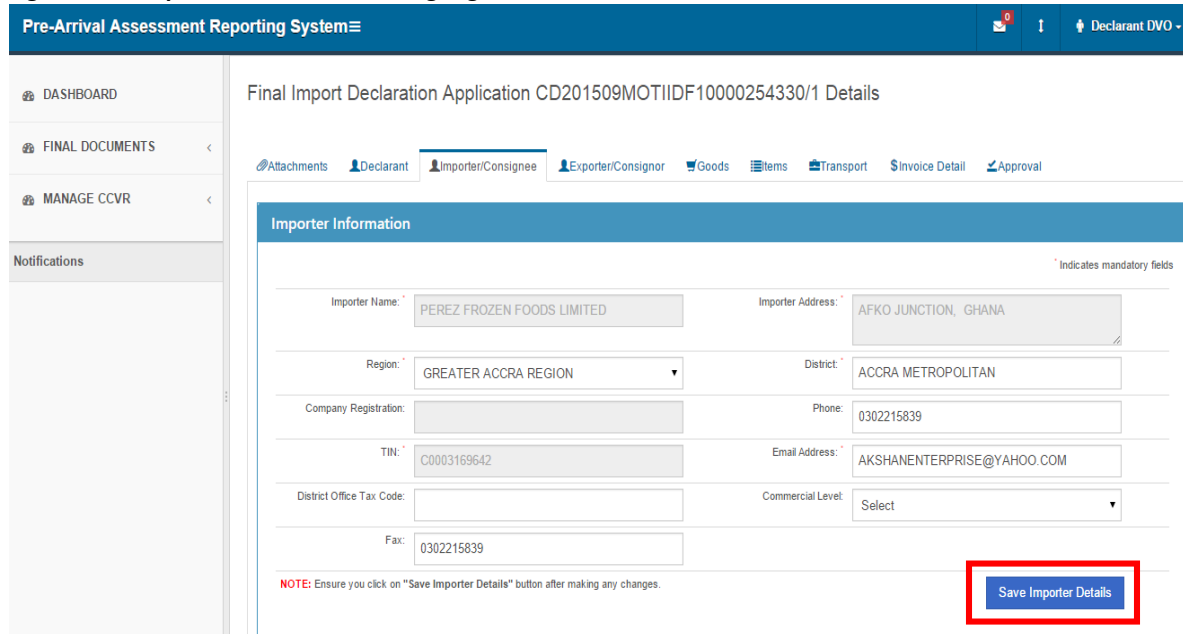
Fig 25 Importer Information details



The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface with the 'Importer/Consignee' tab selected. The main content area displays 'Final Import Declaration Application CD201509MOTIIDF10000254330/1 Details'. Below this, there are tabs for 'Attachments', 'Declarant', 'Importer/Consignee' (which is selected), 'Exporter/Consignor', 'Goods', 'Items', 'Transport', 'Invoice Detail', and 'Approval'. The 'Importer/Consignee' tab shows the 'Importer Information' form. The form includes fields for 'Importer Name' (PEREZ FROZEN FOODS LIMITED), 'Importer Address' (AFKO JUNCTION, GHANA), 'Region' (GREATER ACCRA REGION), 'District' (ACCRA METROPOLITAN), 'Company Registration', 'Phone' (0302215839), 'TIN' (C0003169642), 'Email Address' (AKSHANENTERPRISE@YAHOO.COM), 'District Office Tax Code', 'Commercial Level' (Select), and 'Fax' (0302215839). A note at the bottom states: 'NOTE: Ensure you click on "Save Importer Details" button after making any changes.' A 'Save Importer Details' button is located at the bottom right of the form.

3. User clicks on Save Importer Details to save the changes made while reviewing the Importers details as shown in Fig 26

Fig 26 Save Importer Details button highlighted



Pre-Arrival Assessment Reporting System

Final Import Declaration Application CD201509MOTIIDF10000254330/1 Details

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

Importer Information

* Indicates mandatory fields

Importer Name: PEREZ FROZEN FOODS LIMITED Importer Address: AFKO JUNCTION, GHANA

Region: GREATER ACCRA REGION District: ACCRA METROPOLITAN

Company Registration: Phone: 0302215839

TIN: C0003169642 Email Address: AKSHANENTERPRISE@YAHOO.COM

District Office Tax Code: Commercial Level: Select

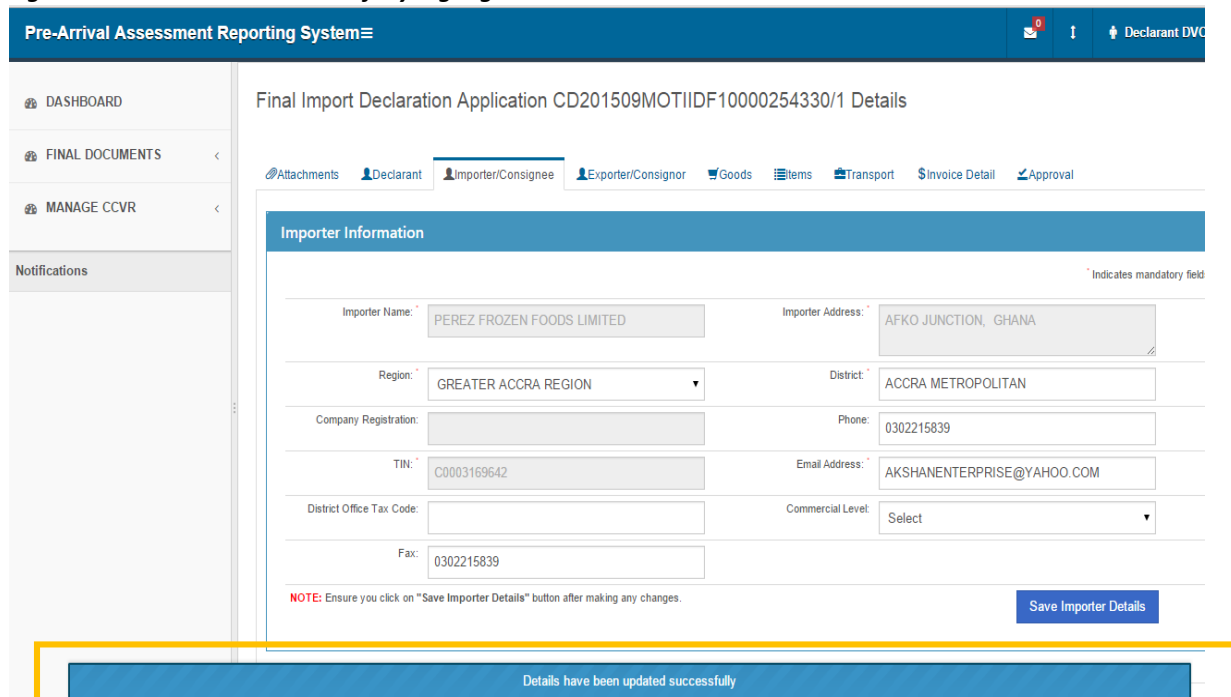
Fax: 0302215839

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

Save Importer Details

4. System updated the Importer/Consignee Details and displays Details have been updated successfully as shown in Fig 27

Fig 27 Details have been successfully highlighted



Pre-Arrival Assessment Reporting System

Final Import Declaration Application CD201509MOTIIDF10000254330/1 Details

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

Importer Information

* Indicates mandatory field

Importer Name: PEREZ FROZEN FOODS LIMITED Importer Address: AFKO JUNCTION, GHANA

Region: GREATER ACCRA REGION District: ACCRA METROPOLITAN

Company Registration: Phone: 0302215839

TIN: C0003169642 Email Address: AKSHANENTERPRISE@YAHOO.COM

District Office Tax Code: Commercial Level: Select

Fax: 0302215839

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

Save Importer Details

Details have been updated successfully

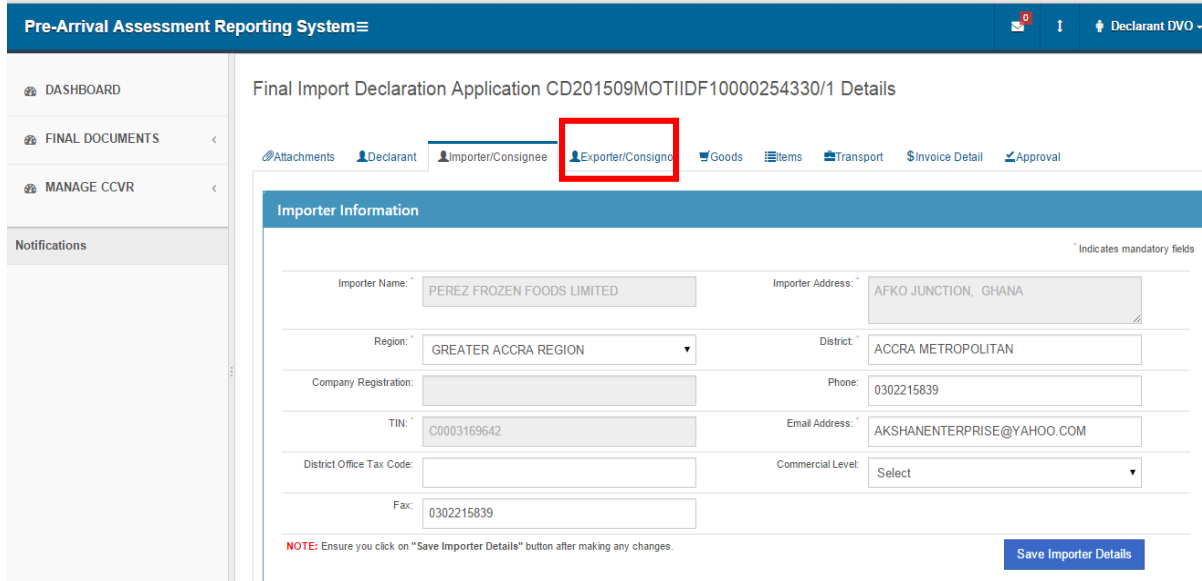
4.2 Review Exporter/Consignor Page

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 as shown in Fig 28

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.

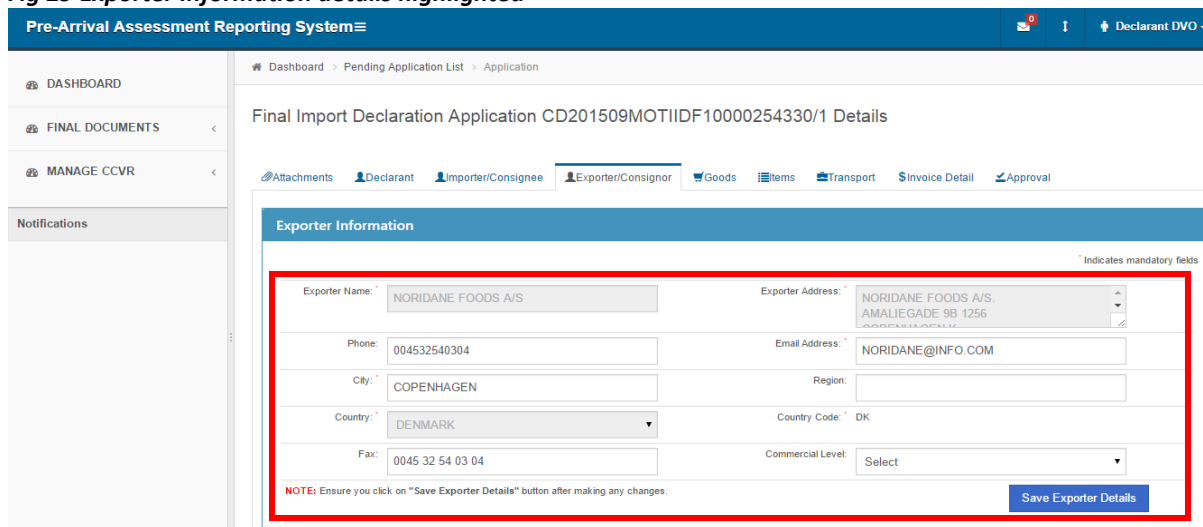
Fig 28 Exporter/Consignor Tab highlighted



The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The left sidebar contains navigation links: DASHBOARD, FINAL DOCUMENTS, MANAGE CCVR, and Notifications. The main content area displays 'Final Import Declaration Application CD201509MOTIIDF10000254330/1 Details'. A horizontal tab bar at the top of the main area includes: Attachments, Declarant, Importer/Consignee, **Exporter/Consignor** (highlighted with a red box), Goods, Items, Transport, Invoice Detail, and Approval. Below the tabs, the 'Importer Information' form is visible, containing fields for Importer Name, Address, Region, District, Company Registration, Phone, TIN, Email Address, District Office Tax Code, Commercial Level, and Fax. A 'Save Importer Details' button is at the bottom right.

2. System displays the Exporter Information Details, user verifies and update exporter details where necessary as shown In Fig 29

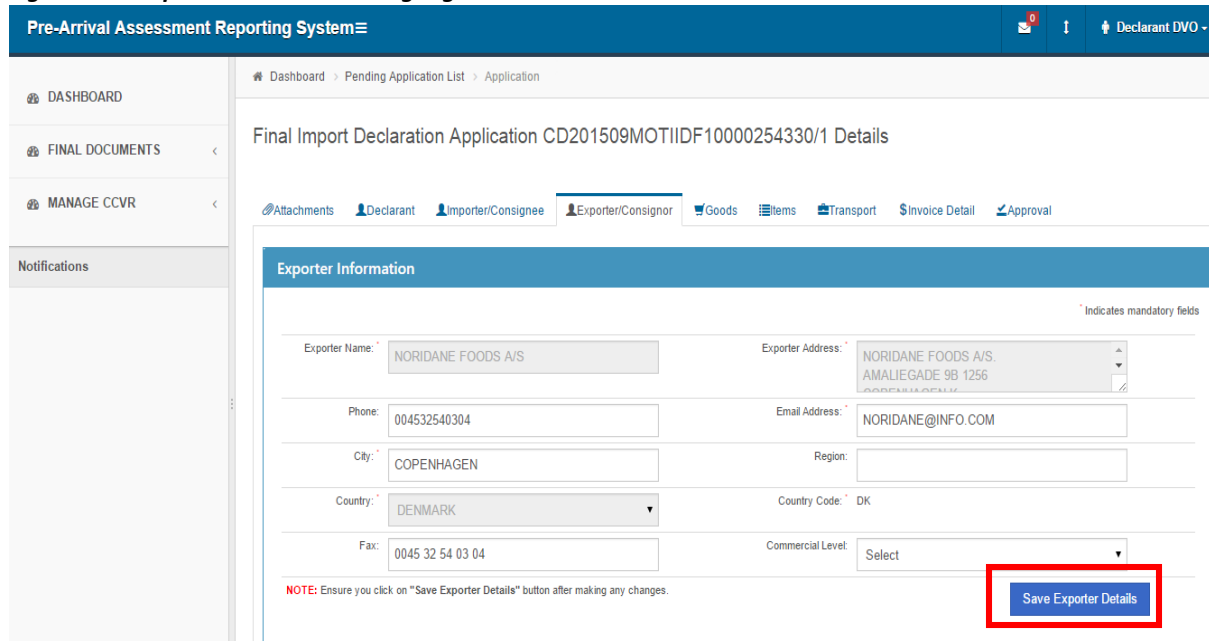
Fig 29 Exporter Information details highlighted



The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The left sidebar is the same as in Fig 28. The main content area displays 'Final Import Declaration Application CD201509MOTIIDF10000254330/1 Details'. The horizontal tab bar is the same, but the 'Exporter/Consignor' tab is now selected. The 'Exporter Information' form is displayed, containing fields for Exporter Name, Address, Phone, Email Address, City, Region, Country, Country Code, Fax, and Commercial Level. A 'Save Exporter Details' button is at the bottom right. The entire form area is highlighted with a red box.

3. User clicks on Save Exporter Details to save the changes made while reviewing the Exporters details as shown in Fig 30

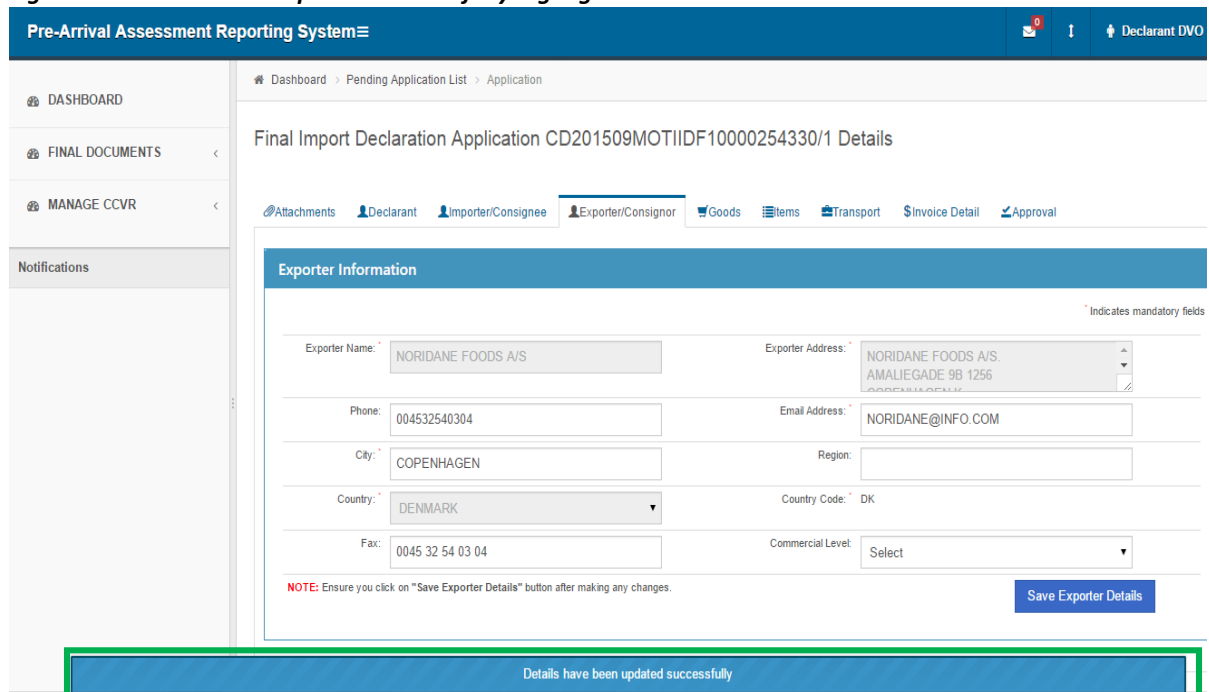
Fig 30 Save Export Details button highlighted



The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The left sidebar contains navigation links: DASHBOARD, FINAL DOCUMENTS, MANAGE CCVR, and Notifications. The main content area displays the 'Final Import Declaration Application CD201509MOTIIDF10000254330/1 Details'. The 'Exporter/Consignor' tab is active, showing the 'Exporter Information' form. The form includes fields for Exporter Name (NORIDANE FOODS A/S), Exporter Address (NORIDANE FOODS A/S, AMALIEGADE 9B 1256), Phone (004532540304), Email Address (NORIDANE@INFO.COM), City (COPENHAGEN), Region, Country (DENMARK), Country Code (DK), Fax (0045 32 54 03 04), and Commercial Level (Select). A red box highlights the 'Save Exporter Details' button at the bottom right of the form. A note at the bottom states: 'NOTE: Ensure you click on "Save Exporter Details" button after making any changes.'

4. Systems updated the Exporter/Consignor Details and displays Details have been updated successfully as shown in Fig 31

Fig 31 Details have been updated successfully highlighted



The screenshot shows the same 'Pre-Arrival Assessment Reporting System' interface as Fig 30. The 'Save Exporter Details' button is no longer highlighted. Instead, a green box highlights a blue message bar at the bottom of the page that reads 'Details have been updated successfully'. The form fields and navigation elements remain the same as in Fig 30.

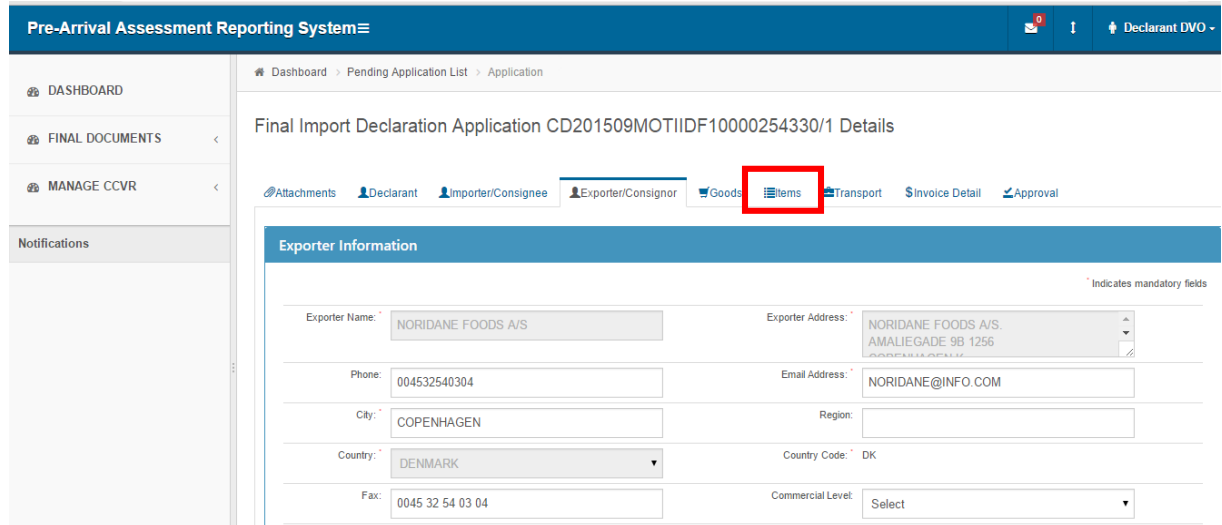
4.3 Review Item Details Page

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 as shown in Fig 32

Fig 32 Items Tab highlighted

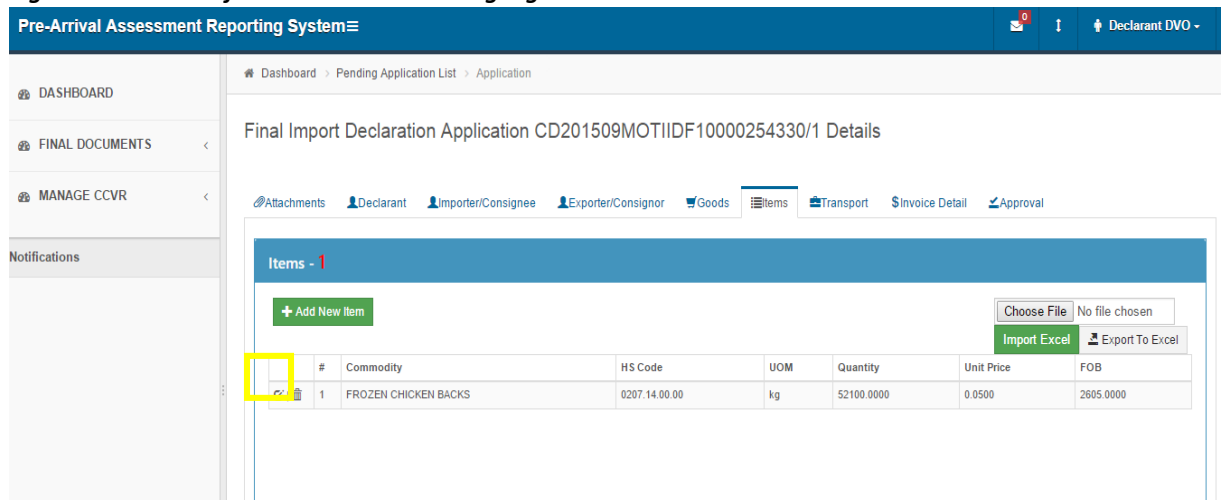


The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The left sidebar contains navigation links: DASHBOARD, FINAL DOCUMENTS, MANAGE CCVR, and Notifications. The main content area displays 'Final Import Declaration Application CD201509MOTIIDF10000254330/1 Details'. The 'Items' tab is highlighted in the navigation bar. The 'Exporter Information' section contains the following details:

Exporter Name:	NORIDANE FOODS A/S	Exporter Address:	NORIDANE FOODS A/S, AMALIEGADE 9B 1256
Phone:	004532540304	Email Address:	NORIDANE@INFO.COM
City:	COPENHAGEN	Region:	
Country:	DENMARK	Country Code:	DK
Fax:	0045 32 54 03 04	Commercial Level:	Select

2. System displays the Item Information Details, user verifies and update item details where necessary by clicking edit icon in front item to review as shown in Fig 33

Fig 33 Edit button of the item to work on highlighted



The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The left sidebar contains navigation links: DASHBOARD, FINAL DOCUMENTS, MANAGE CCVR, and Notifications. The main content area displays 'Final Import Declaration Application CD201509MOTIIDF10000254330/1 Details'. The 'Items' tab is highlighted in the navigation bar. The 'Items - 1' section contains a table with one item:

#	Commodity	HS Code	UOM	Quantity	Unit Price	FOB
1	FROZEN CHICKEN BACKS	0207.14.00.00	kg	52100.0000	0.0500	2605.0000

The 'Edit' button (pencil icon) for the first item is highlighted with a yellow box.

- 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 as shown in Fig 34

Fig 34 Save Item details highlighted

Pre-Arrival Assessment Reporting System

[Dashboard](#)
[Final Documents](#)
[Manage CCVR](#)

Standard Unit of Quantity: Duty Rate:

Nature of Packaging: Total Quantity of (Carton (Box)):

Unit Price per (Carton (Box)): kg in 1 Carton (Box):

Unit Price per kg: Quantity:

FOB Value: State Of Goods: ☒ New ☐ Used

Item Delivery Term: Term Code:

Sectorial Code:

Currency: FOC: ☐

Country of Origin:

Country of Supply:

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

#	Commodity	HS Code	UOM	Quantity	Unit Price	FOB
1	FROZEN CHICKEN BACKS	0207.14.00.00	kg	52100.0000	0.0500	2605.0000

- System updated the Item details as shown in Fig 35

Fig 35 Details has been updated successfully highlighted

Pre-Arrival Assessment Reporting System

[Dashboard](#)
[Final Documents](#)
[Manage CCVR](#)

Dashboard > Pending Application List > Application

Final Import Declaration Application CD201509MOTIIDF10000254330/1 Details

[Attachments](#)
[Declarant](#)
[Importer/Consignee](#)
[Exporter/Consignor](#)
[Goods](#)
[Items](#)
[Transport](#)
[Invoice Detail](#)
[Approval](#)

Items - 1

No file chosen

#	Commodity	HS Code	UOM	Quantity	Unit Price	FOB
1	FROZEN CHICKEN BACKS	0207.14.00.00	kg	52100	0.05	2605

Details have been updated successfully

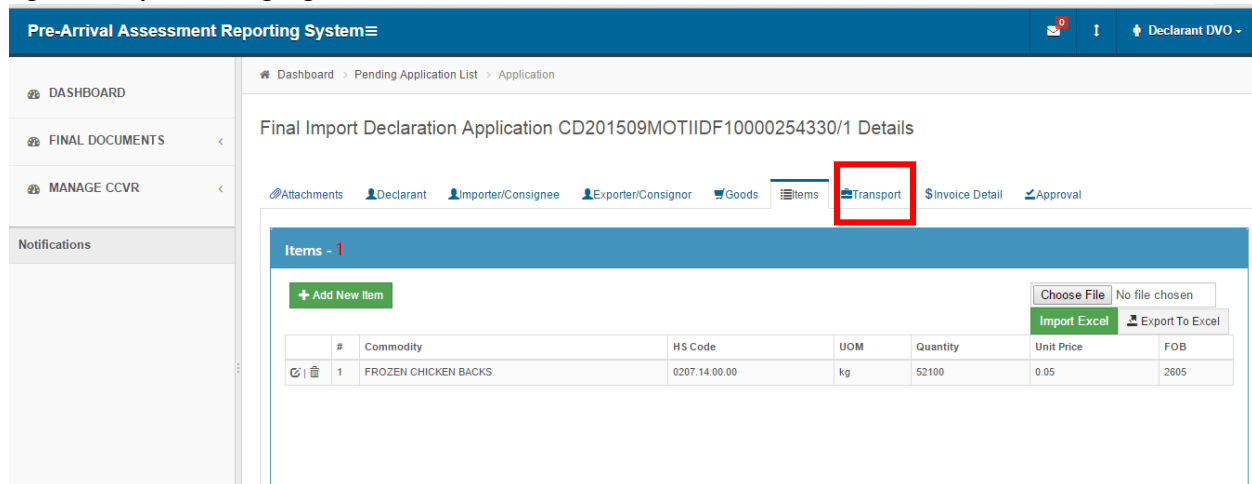
4.4 Review Transport Page

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 as shown in Fig 36

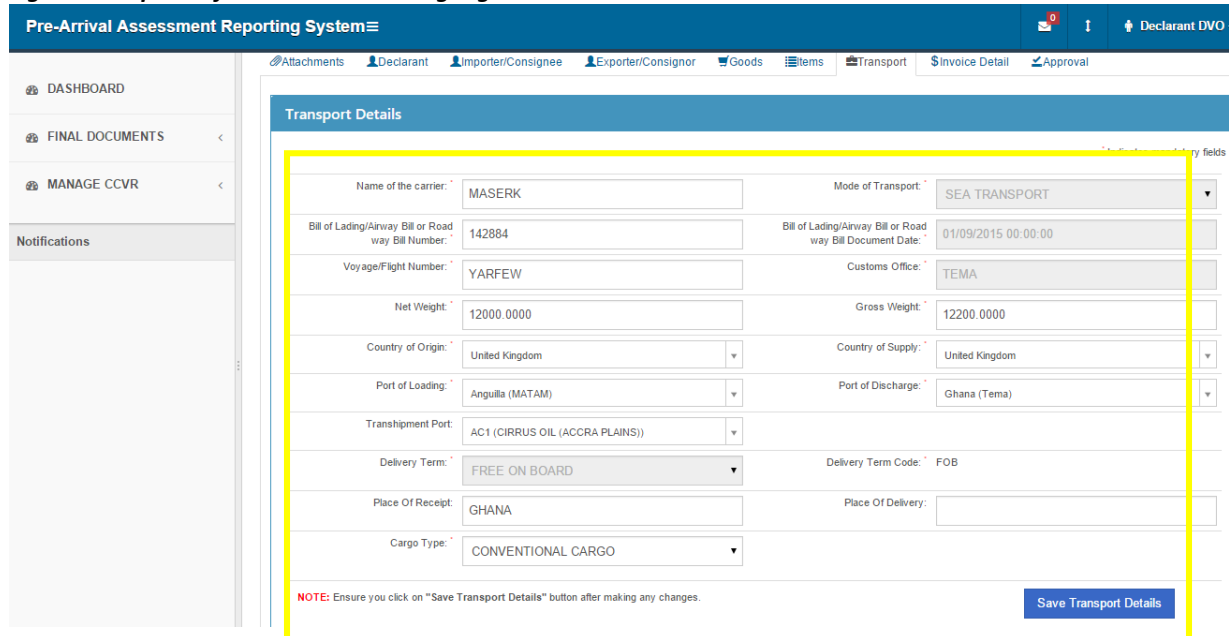
Fig 36 Transport Tab highlighted



The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The left sidebar contains navigation links: DASHBOARD, FINAL DOCUMENTS, MANAGE CCVR, and Notifications. The main content area displays 'Final Import Declaration Application CD201509MOTIIDF10000254330/1 Details'. A horizontal tab bar includes 'Attachments', 'Declarant', 'Importer/Consignee', 'Exporter/Consignor', 'Goods', 'Items', 'Transport' (highlighted with a red box), 'Invoice Detail', and 'Approval'. Below the tabs, the 'Items - 1' section shows a table with one item: 'FROZEN CHICKEN BACKS' with HS Code '0207.14.00.00', UOM 'kg', Quantity '52100', Unit Price '0.05', and FOB '2605'. Buttons for '+ Add New Item', 'Choose File', 'Import Excel', and 'Export To Excel' are also visible.

2. System displays the Transport Information Details, user verifies and update transport details where necessary as shown in Fig 37

Fig 37 Transport Information Details highlighted



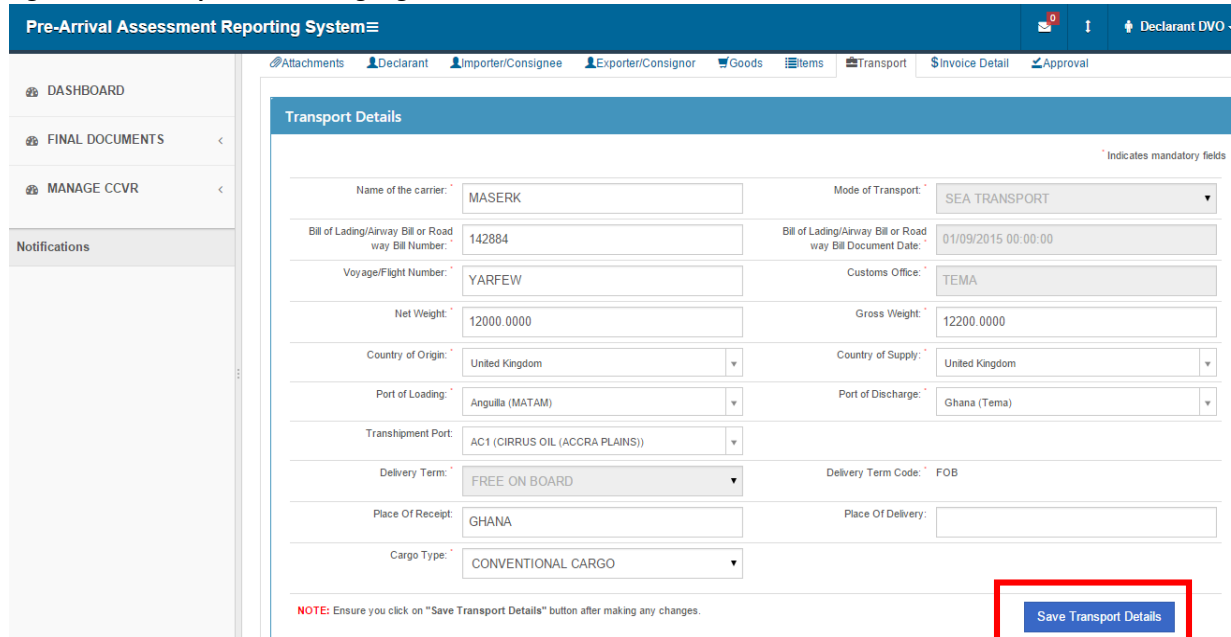
The screenshot shows the 'Transport Details' form within the 'Pre-Arrival Assessment Reporting System'. The form is highlighted with a yellow box. It contains the following fields and values:

- Name of the carrier: MASERK
- Mode of Transport: SEA TRANSPORT
- Bill of Lading/Airway Bill or Road way Bill Number: 142884
- Bill of Lading/Airway Bill or Road way Bill Document Date: 01/09/2015 00:00:00
- Voyage/Flight Number: YARFEW
- Customs Office: TEMA
- Net Weight: 12000.0000
- Gross Weight: 12200.0000
- Country of Origin: United Kingdom
- Country of Supply: United Kingdom
- Port of Loading: Anguilla (MATAM)
- Port of Discharge: Ghana (Tema)
- Transshipment Port: AC1 (CIRRUS OIL (ACCRA PLAINS))
- Delivery Term: FREE ON BOARD
- Delivery Term Code: FOB
- Place Of Receipt: GHANA
- Place Of Delivery:
- Cargo Type: CONVENTIONAL CARGO

A note at the bottom states: 'NOTE: Ensure you click on "Save Transport Details" button after making any changes.' A 'Save Transport Details' button is located at the bottom right of the form.

3. User clicks on Save Transport Details to save the changes made while reviewing the Transport details as shown in Fig 38

Fig 38 Save Transport Details highlighted



Pre-Arrival Assessment Reporting System

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

Transport Details

Indicates mandatory fields

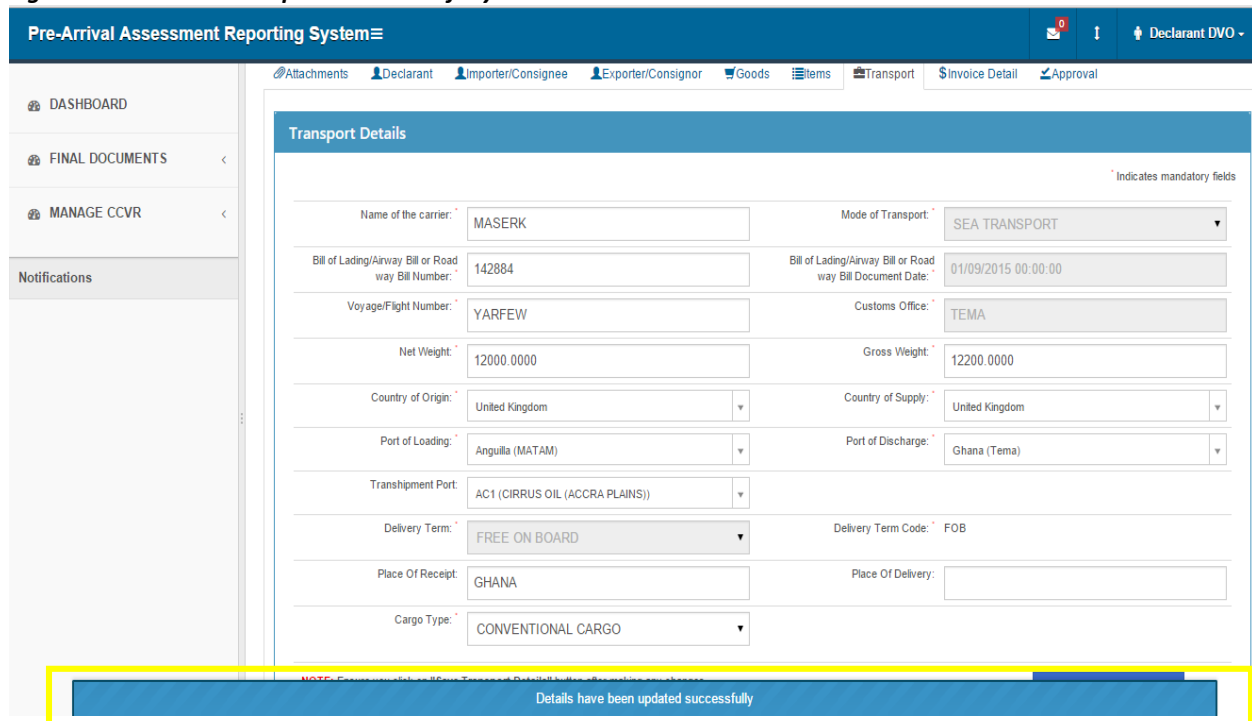
Name of the carrier:	MASERK	Mode of Transport:	SEA TRANSPORT
Bill of Lading/Airway Bill or Road way Bill Number:	142884	Bill of Lading/Airway Bill or Road way Bill Document Date:	01/09/2015 00:00:00
Voyage/Flight Number:	YARFEW	Customs Office:	TEMA
Net Weight:	12000.0000	Gross Weight:	12200.0000
Country of Origin:	United Kingdom	Country of Supply:	United Kingdom
Port of Loading:	Anguilla (MATAM)	Port of Discharge:	Ghana (Tema)
Transshipment Port:	AC1 (CIRRUS OIL (ACCRA PLAINS))		
Delivery Term:	FREE ON BOARD	Delivery Term Code:	FOB
Place Of Receipt:	GHANA	Place Of Delivery:	
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 and details has been updated successfully as shown in Fig 39

Fig 39 Details has been updated successfully



Pre-Arrival Assessment Reporting System

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

Transport Details

Indicates mandatory fields

Name of the carrier:	MASERK	Mode of Transport:	SEA TRANSPORT
Bill of Lading/Airway Bill or Road way Bill Number:	142884	Bill of Lading/Airway Bill or Road way Bill Document Date:	01/09/2015 00:00:00
Voyage/Flight Number:	YARFEW	Customs Office:	TEMA
Net Weight:	12000.0000	Gross Weight:	12200.0000
Country of Origin:	United Kingdom	Country of Supply:	United Kingdom
Port of Loading:	Anguilla (MATAM)	Port of Discharge:	Ghana (Tema)
Transshipment Port:	AC1 (CIRRUS OIL (ACCRA PLAINS))		
Delivery Term:	FREE ON BOARD	Delivery Term Code:	FOB
Place Of Receipt:	GHANA	Place Of Delivery:	
Cargo Type:	CONVENTIONAL CARGO		

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

Details have been updated successfully

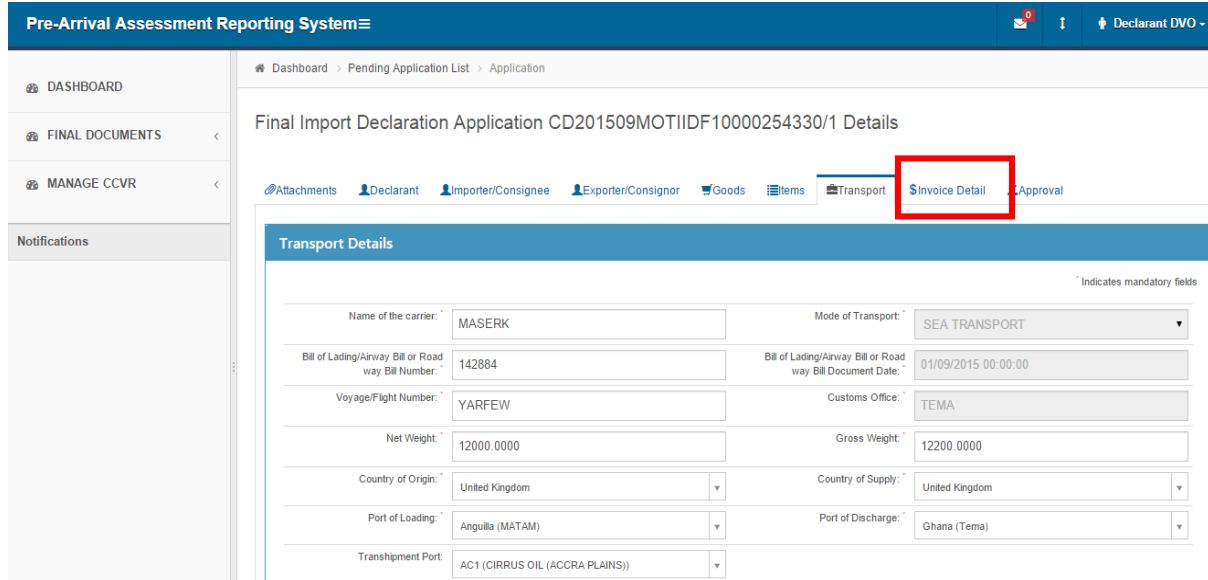
4.5 Review Invoice Details Page

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 as shown in Fig 40

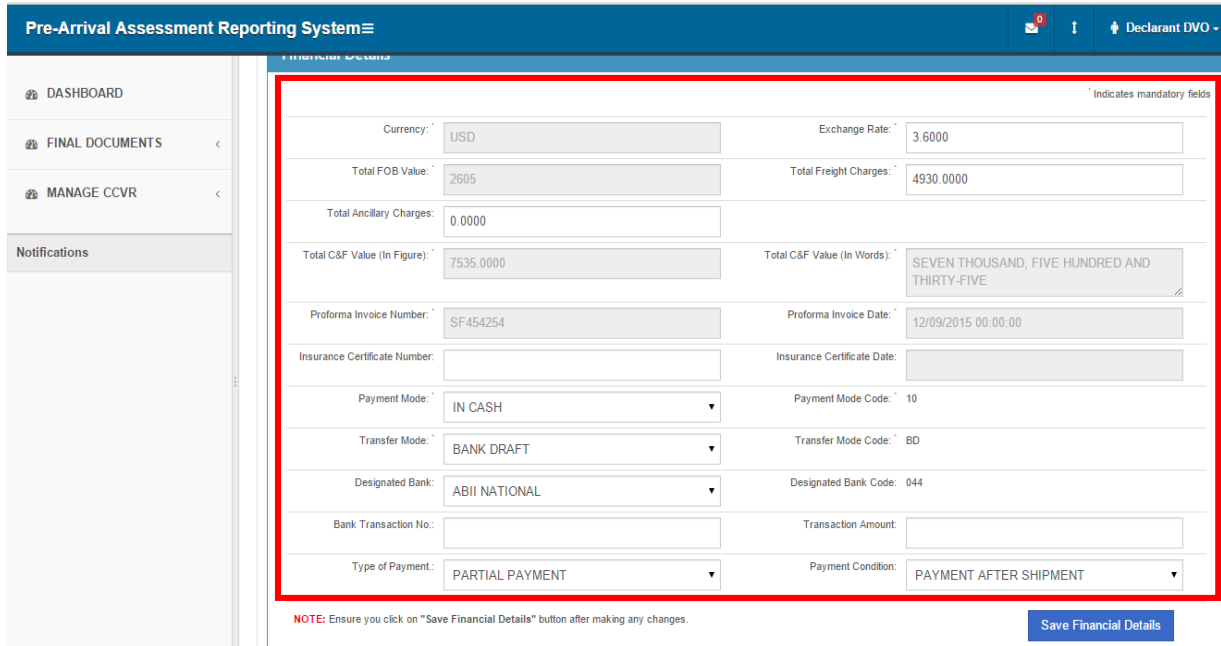
Fig 40 Invoice Details highlighted



The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The left sidebar contains navigation links: DASHBOARD, FINAL DOCUMENTS, MANAGE CCVR, and Notifications. The main content area displays 'Final Import Declaration Application CD201509MOTIIDF10000254330/1 Details'. A tabbed interface at the top includes 'Attachments', 'Declarant', 'Importer/Consignee', 'Exporter/Consignor', 'Goods', 'Items', 'Transport', 'Invoice Detail' (highlighted with a red box), and 'Approval'. Below the tabs, the 'Transport Details' section contains various input fields for carrier information, including Name of the carrier (MASERK), Mode of Transport (SEA TRANSPORT), Bill of Lading/Airway Bill or Roadway Bill Number (142884), Voyage/Flight Number (YARFEW), Net Weight (12000.0000), Gross Weight (12200.0000), Country of Origin (United Kingdom), Country of Supply (United Kingdom), Port of Loading (Anguilla (MATAM)), Port of Discharge (Ghana (Tema)), and Transhipment Port (AC1 (CIRRUS OIL (ACCRA PLAINS))).

2. System displays the Financial Information Details, user verifies and update financial details where necessary as shown in Fig 41

Fig 41 Financial Information details highlighted



The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface with the 'Financial Information Details' tab highlighted in red. The left sidebar is the same as in Fig 40. The main content area displays 'Financial Information Details'. A red box highlights the financial input fields, which include: Currency (USD), Exchange Rate (3.6000), Total FOB Value (2605), Total Freight Charges (4930.0000), Total Ancillary Charges (0.0000), Total C&F Value (In Figure) (7535.0000), Total C&F Value (In Words) (SEVEN THOUSAND, FIVE HUNDRED AND THIRTY-FIVE), Proforma Invoice Number (SF454254), Proforma Invoice Date (12/09/2015 00:00:00), Insurance Certificate Number, Insurance Certificate Date, Payment Mode (IN CASH), Payment Mode Code (10), Transfer Mode (BANK DRAFT), Transfer Mode Code (BD), Designated Bank (ABII NATIONAL), Designated Bank Code (044), Bank Transaction No., Transaction Amount, Type of Payment (PARTIAL PAYMENT), and Payment Condition (PAYMENT AFTER SHIPMENT). A 'Save Financial Details' button is located at the bottom right. A note at the bottom states: 'NOTE: Ensure you click on "Save Financial Details" button after making any changes.'

- User clicks on Save Financial Details to save the changes made while reviewing the financial details as shown in Fig 42

Fig 42 Save Financial Details button highlighted

Pre-Arrival Assessment Reporting System

Indicates mandatory fields

Currency:	USD	Exchange Rate:	3.6000
Total FOB Value:	2605	Total Freight Charges:	4930.0000
Total Ancillary Charges:	0.0000		
Total C&F Value (In Figure):	7535.0000	Total C&F Value (In Words):	SEVEN THOUSAND, FIVE HUNDRED AND THIRTY-FIVE
Proforma Invoice Number:	SF454254	Proforma Invoice Date:	12/09/2015 00:00:00
Insurance Certificate Number:		Insurance Certificate Date:	
Payment Mode:	IN CASH	Payment Mode Code:	10
Transfer Mode:	BANK DRAFT	Transfer Mode Code:	BD
Designated Bank:	ABII NATIONAL	Designated Bank Code:	044
Bank Transaction No.:		Transaction Amount:	
Type of Payment:	PARTIAL PAYMENT	Payment Condition:	PAYMENT AFTER SHIPMENT

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

Save Financial Details

- System updated the Financial Details and displays Details has been updated successfully as shown in Fig 43

Fig 43 Details has been successfully highlighted

Pre-Arrival Assessment Reporting System

Indicates mandatory fields

Currency:	USD	Exchange Rate:	4.8100
Total FOB Value:	2605	Total Freight Charges:	4930.0000
Total Ancillary Charges:	0.0000		
Total C&F Value (In Figure):	7535.0000	Total C&F Value (In Words):	SEVEN THOUSAND, FIVE HUNDRED AND THIRTY-FIVE
Proforma Invoice Number:	SF454254	Proforma Invoice Date:	12/09/2015 00:00:00
Insurance Certificate Number:		Insurance Certificate Date:	
Payment Mode:	IN CASH	Payment Mode Code:	10
Transfer Mode:	BANK DRAFT	Transfer Mode Code:	BD
Designated Bank:	ABII NATIONAL	Designated Bank Code:	044
Bank Transaction No.:		Transaction Amount:	
Type of Payment:	PARTIAL PAYMENT	Payment Condition:	PAYMENT AFTER SHIPMENT

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

Save Financial Details

Details have been updated successfully

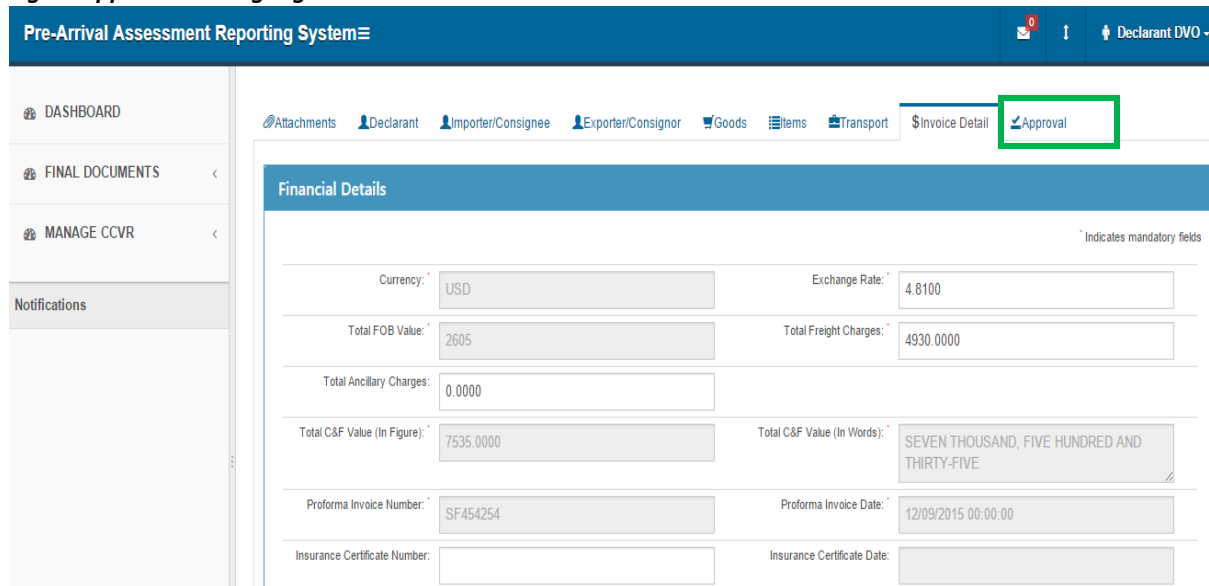
4.6 Approval Page

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

- a) **For Declarant Data Verification Officer to approve the Final Import Declaration application details**, he/she will perform the followings:-

1. User clicks on Approval Tab from displayed Final Import Declaration Application Details page as shown in Fig 44

Fig 44 Approval tab highlighted

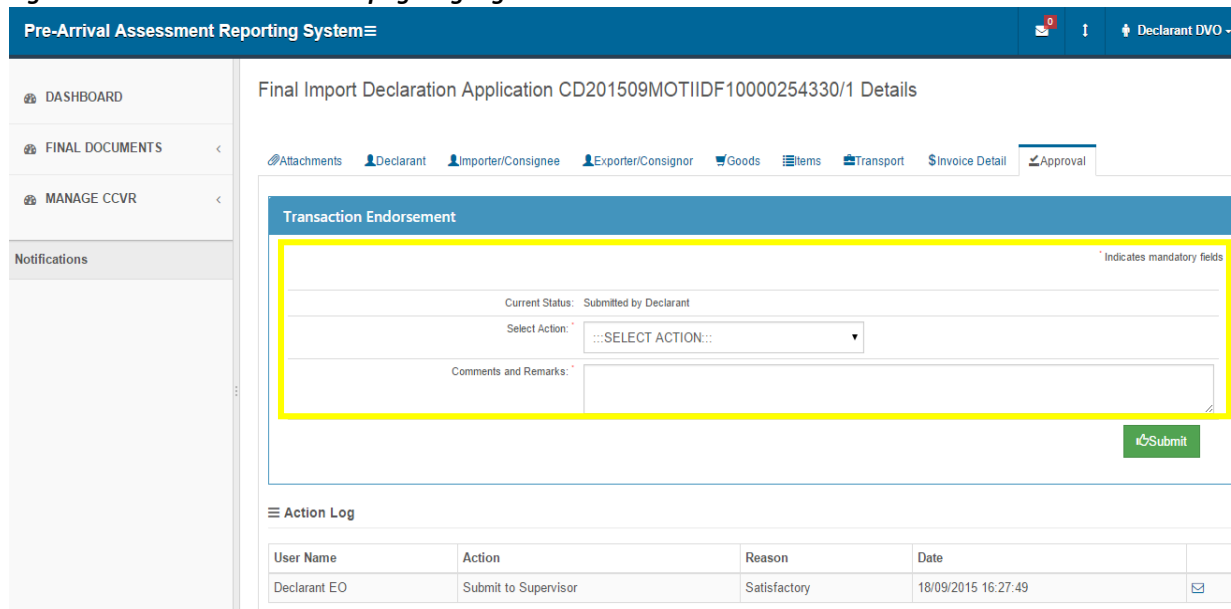


The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The left sidebar contains navigation links: DASHBOARD, FINAL DOCUMENTS, MANAGE CCVR, and Notifications. The main content area is titled 'Financial Details' and includes a tabbed interface with 'Invoice Detail' and 'Approval' (highlighted with a green box). The 'Approval' tab displays various financial fields with values and a 'Submit' button.

Financial Details	
Currency: *	USD
Exchange Rate: *	4.8100
Total FOB Value: *	2605
Total Freight Charges: *	4930.0000
Total Ancillary Charges: *	0.0000
Total C&F Value (In Figure): *	7535.0000
Total C&F Value (In Words): *	SEVEN THOUSAND, FIVE HUNDRED AND THIRTY-FIVE
Proforma Invoice Number: *	SF454254
Proforma Invoice Date: *	12/09/2015 00:00:00
Insurance Certificate Number: *	
Insurance Certificate Date: *	

2. System displays the Transaction Endorsement page as shown in Fig 45

Fig 45 Transaction Endorsement page highlighted



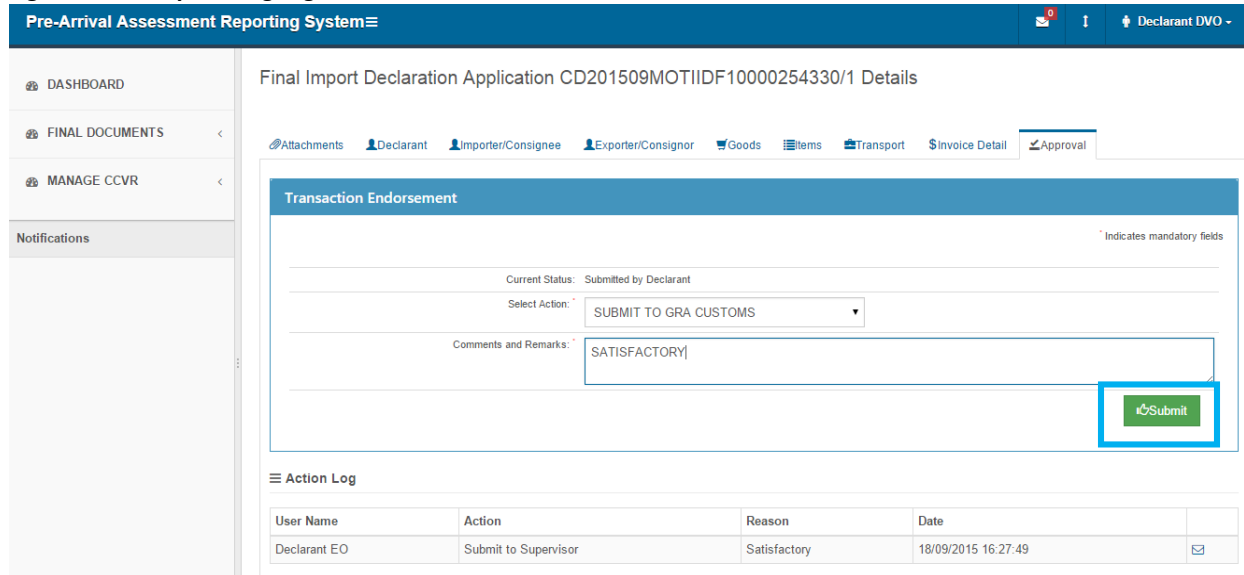
The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The left sidebar contains navigation links: DASHBOARD, FINAL DOCUMENTS, MANAGE CCVR, and Notifications. The main content area is titled 'Final Import Declaration Application CD201509MOTIIDF10000254330/1 Details'. The 'Approval' tab is highlighted with a yellow box. The 'Transaction Endorsement' section includes a 'Current Status' field, a 'Select Action' dropdown, and a 'Comments and Remarks' text area. A 'Submit' button is located at the bottom right. Below the endorsement section is an 'Action Log' table.

Transaction Endorsement				
Current Status: *	Submitted by Declarant			
Select Action: *	:::SELECT ACTION:::			
Comments and Remarks: *				

Action Log				
User Name	Action	Reason	Date	
Declarant EO	Submit to Supervisor	Satisfactory	18/09/2015 16:27:49	

3. User selects the submit partial application action option of Table 2 as shown in Fig 46

Fig 46 Submit option highlighted



Pre-Arrival Assessment Reporting System

Final Import Declaration Application CD201509MOTIIDF10000254330/1 Details

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

Transaction Endorsement

Current Status: Submitted by Declarant

Select Action:

Comments and Remarks:

Action Log

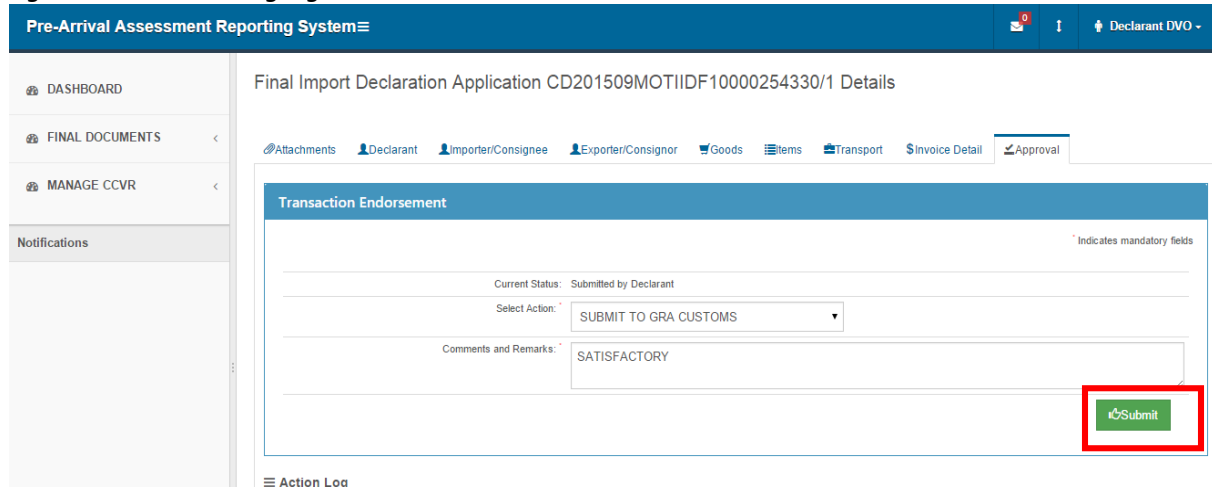
User Name	Action	Reason	Date
Declarant EO	Submit to Supervisor	Satisfactory	18/09/2015 16:27:49

Table 2 Submit Application option

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

4. User clicks on Submit button to confirm as shown in Fig 47

Fig 47 Submit button highlighted



Pre-Arrival Assessment Reporting System

Final Import Declaration Application CD201509MOTIIDF10000254330/1 Details

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

Transaction Endorsement

Current Status: Submitted by Declarant

Select Action:

Comments and Remarks:

Action Log

5. User clicks Ok button to confirm the submission as shown in Fig 48

Fig 48 Ok button highlighted

Pre-Arrival Assessment Reporting System

Final Import Declaration A

Attachments Declarant Imp

Transaction Endorsement

Current Status: Submitted by Declarant

Select Action: SUBMIT TO GRA CUSTOMS

Comments and Remarks: SATISFACTORY

Submit

Action Log

User Name	Action	Reason	Date
Declarant EO	Submit to Supervisor	Satisfactory	18/09/2015 16:27:49

6. System displays Partial application successfully submitted as shown in Fig 49

Fig 49 Application was successfully submitted

Pre-Arrival Assessment Reporting System

Dashboard > Pending Application List

Import Declaration Applications

"CD201509MOTIIDF10000254330" was successfully submitted.

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	Owned By	Status
1	CD201509MOTIIDF10000254330	18/09/2015	2	PEREZ FROZEN FOODS LIMITED	NORIDANE FOODS A/S	31,180.00	22,000.00	Declarant DVO	Submitted by Declarant
2	CD201509MOTIIDF10000254306	15/09/2015	1	ODIMAFO FOODS COMPANY LIMITED	WEGDAM MEAT LINK	45,195.00	20,000.00	Declarant DVO	Submitted by Declarant

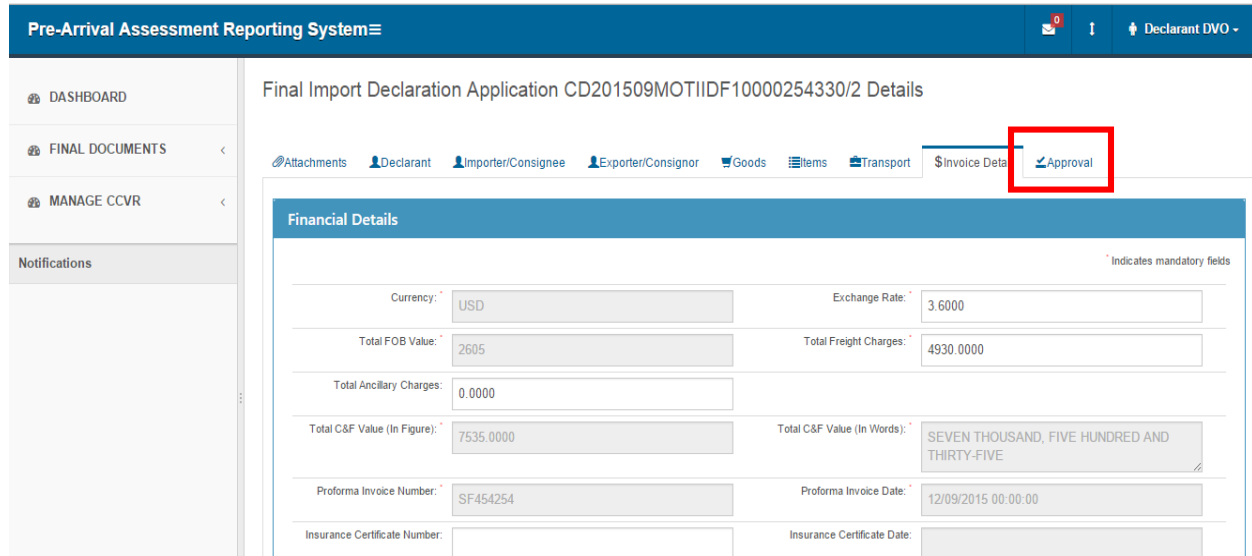
Showing 1 to 2 of 2 entries

Partial Number	Status	Application Date	Action
CD201509MOTIIDF10000247677/2	Not Submitted	08/09/2015 17:22:32	Continue

b) For Declarant Data Verification Officer to return the Final Import Declaration Application details, he/she will perform the followings:-

1. User clicks on Approval tab as shown in Fig 50

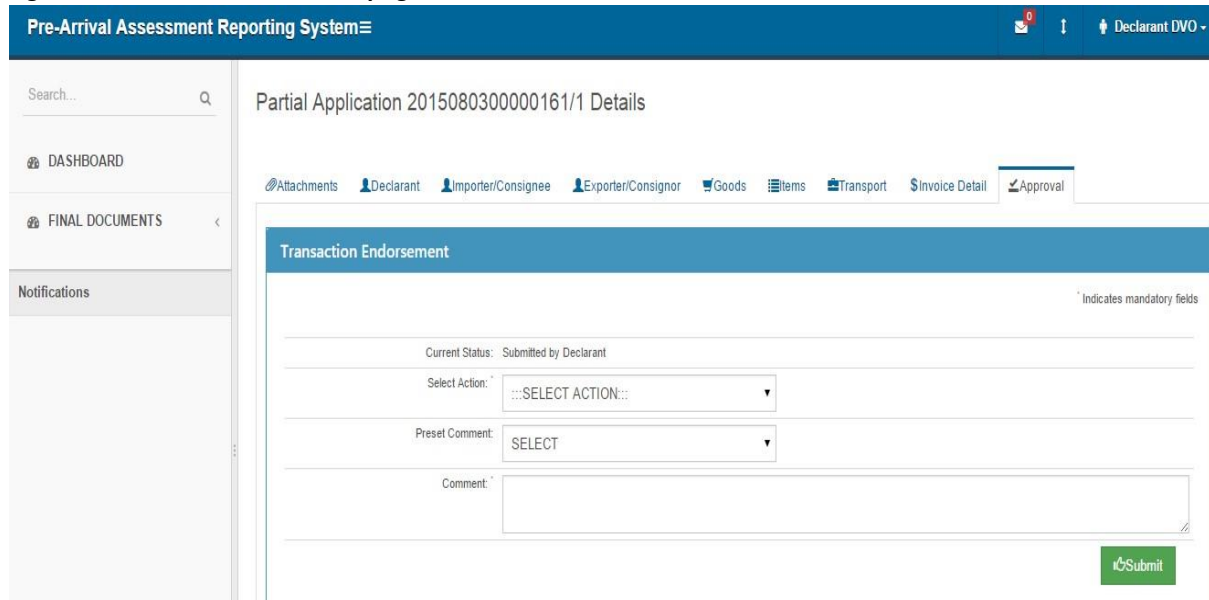
Fig 50 Approval tab highlighted



The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The top navigation bar includes 'DASHBOARD', 'FINAL DOCUMENTS', and 'MANAGE CCVR'. The main content area is titled 'Final Import Declaration Application CD201509MOTIIDF10000254330/2 Details'. The 'Approval' tab is highlighted in red. The 'Financial Details' section includes fields for Currency (USD), Exchange Rate (3.6000), Total FOB Value (2605), Total Freight Charges (4930.0000), Total Ancillary Charges (0.0000), Total C&F Value (In Figure) (7535.0000), Total C&F Value (In Words) (SEVEN THOUSAND, FIVE HUNDRED AND THIRTY-FIVE), Proforma Invoice Number (SF454254), Proforma Invoice Date (12/09/2015 00:00:00), Insurance Certificate Number, and Insurance Certificate Date.

2. System displays Transaction Endorsement page as shown in Fig 51

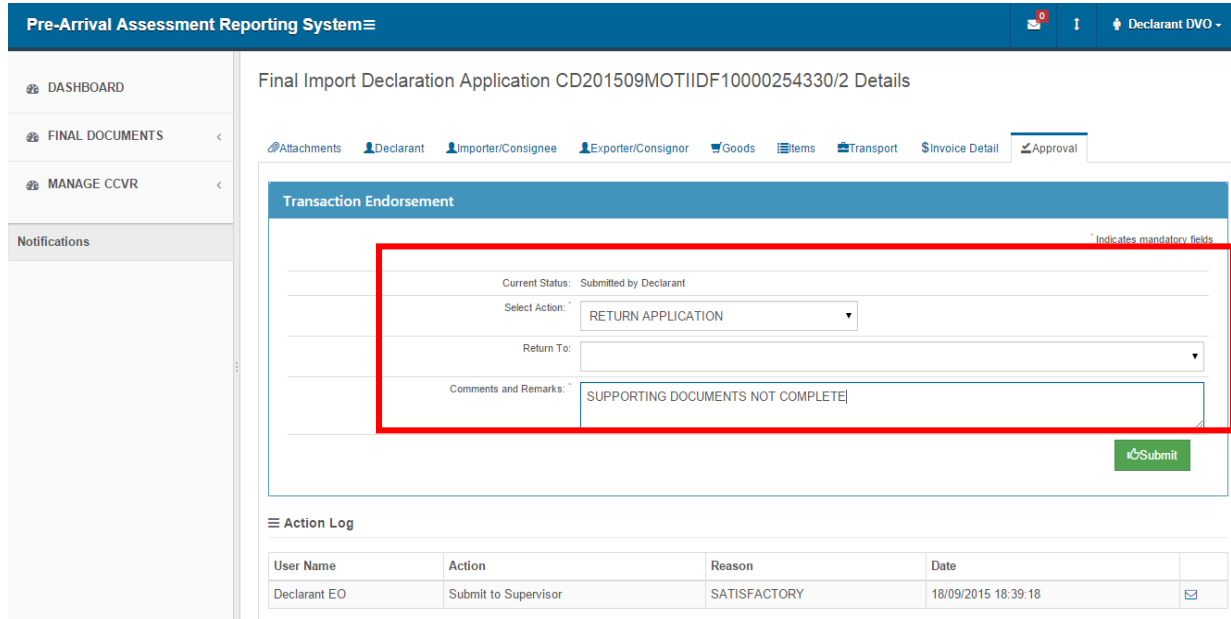
Fig 51 Transaction Endorsement page



The screenshot shows the 'Pre-Arrival Assessment Reporting System' interface. The top navigation bar includes 'DASHBOARD', 'FINAL DOCUMENTS', and 'MANAGE CCVR'. The main content area is titled 'Partial Application 2015080300000161/1 Details'. The 'Approval' tab is highlighted. The 'Transaction Endorsement' section includes fields for Current Status (Submitted by Declarant), Select Action (SELECT ACTION), Preset Comment (SELECT), and Comment. A green 'Submit' button is visible at the bottom right.

3. User selects the return application action of Table 3 as shown in Fig 52

Fig 52 Return Application options highlighted



Pre-Arrival Assessment Reporting System

Final Import Declaration Application CD201509MOTIIDF10000254330/2 Details

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

Transaction Endorsement

Current Status: Submitted by Declarant

Select Action: RETURN APPLICATION

Return To:

Comments and Remarks: SUPPORTING DOCUMENTS NOT COMPLETE

Submit

Action Log

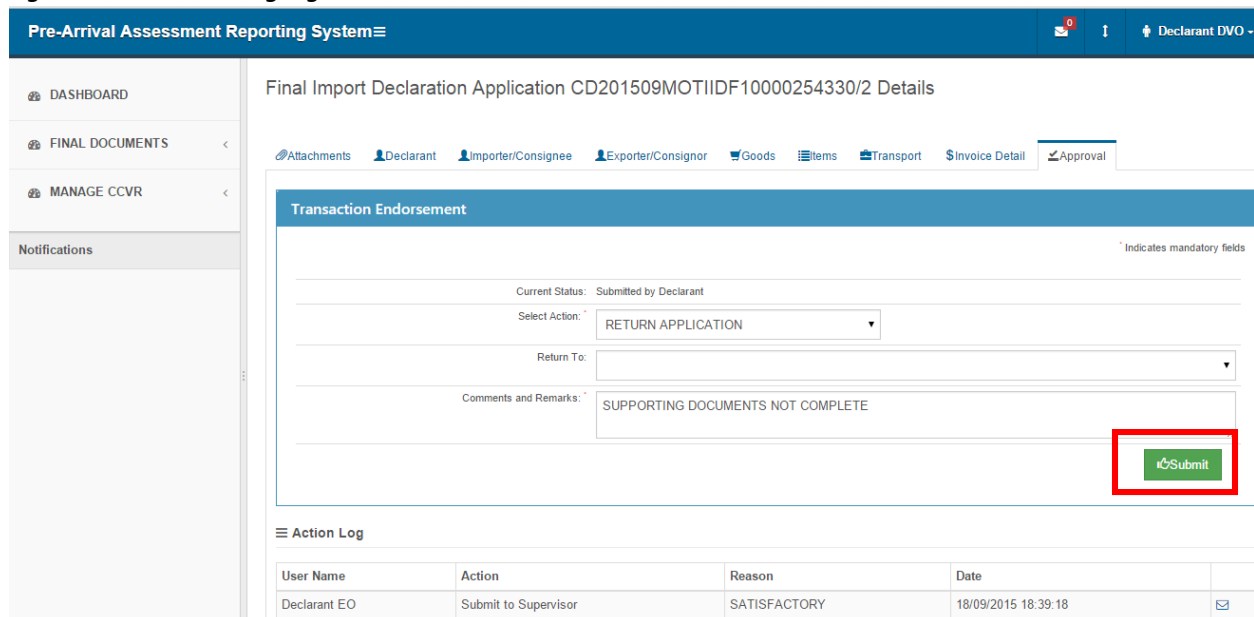
User Name	Action	Reason	Date
Declarant EO	Submit to Supervisor	SATISFACTORY	18/09/2015 18:39:18

Table 3 Return Application option

Fields	Description
Select Action	User should select Return application
Comments and Remarks	User should enter Comments and Remarks

4. User clicks on Submit button as shown in Fig 53

Fig 53 Submit button highlighted



Pre-Arrival Assessment Reporting System

Final Import Declaration Application CD201509MOTIIDF10000254330/2 Details

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

Transaction Endorsement

Current Status: Submitted by Declarant

Select Action: RETURN APPLICATION

Return To:

Comments and Remarks: SUPPORTING DOCUMENTS NOT COMPLETE

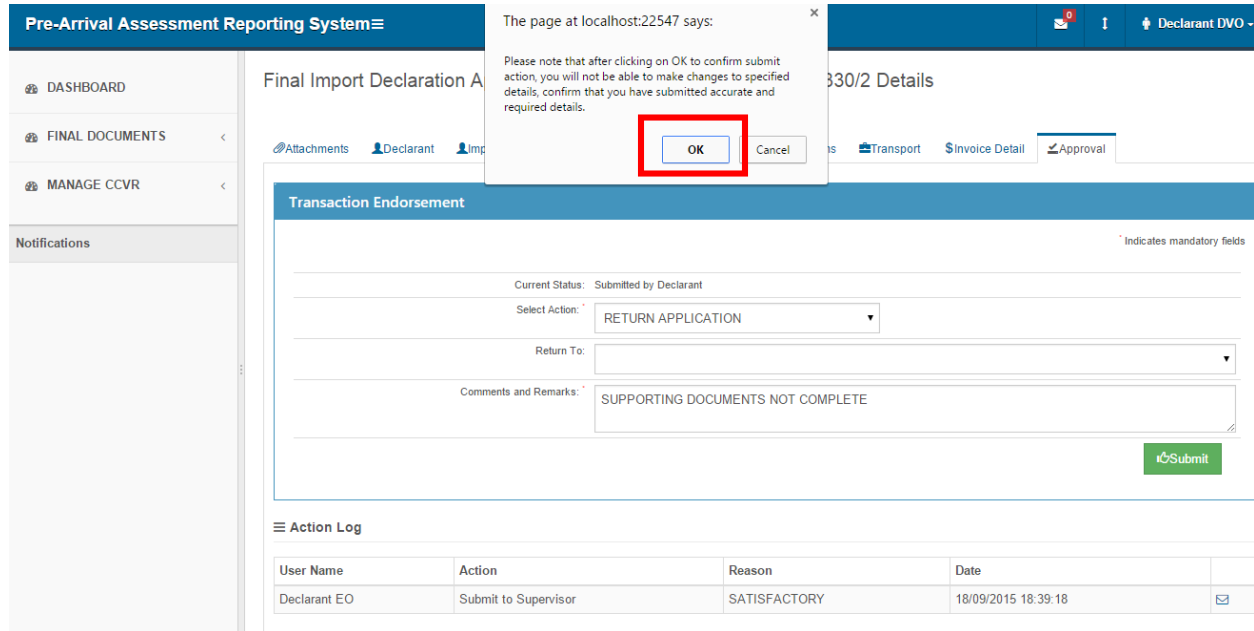
Submit

Action Log

User Name	Action	Reason	Date
Declarant EO	Submit to Supervisor	SATISFACTORY	18/09/2015 18:39:18

5. User clicks on Ok button to confirm reject Application as shown in Fig 54

Fig 54 Ok button highlighted



The page at localhost:22547 says:

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

OK Cancel

Transaction Endorsement

Current Status: Submitted by Declarant

Select Action: RETURN APPLICATION

Return To:

Comments and Remarks: SUPPORTING DOCUMENTS NOT COMPLETE

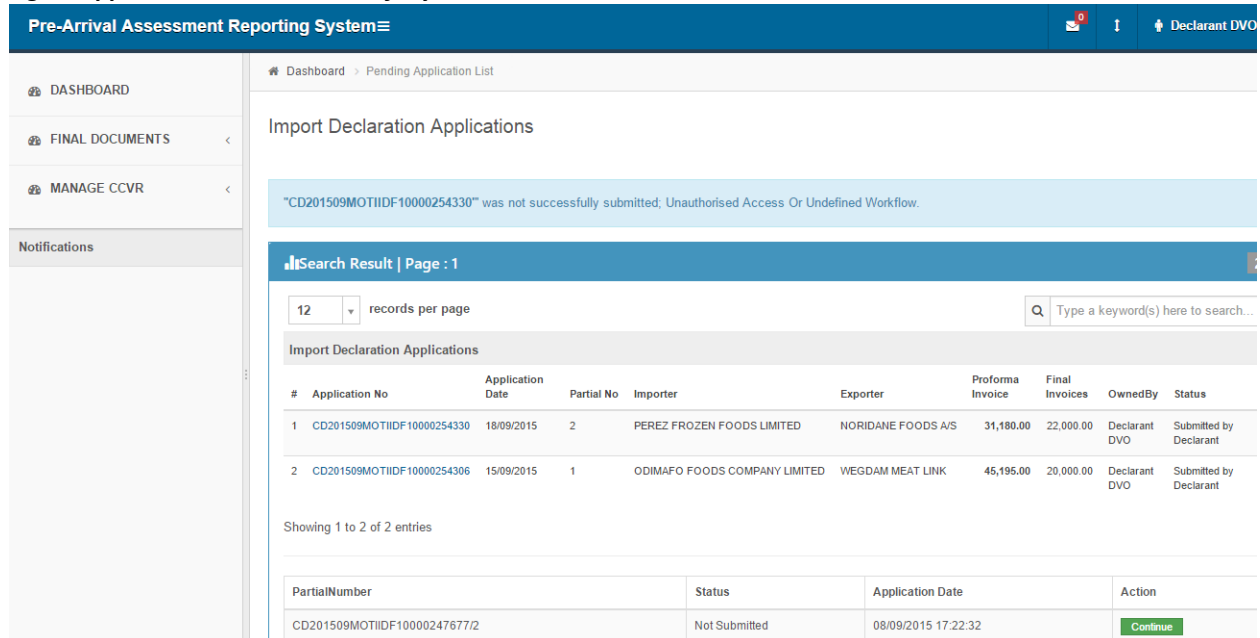
Submit

Action Log

User Name	Action	Reason	Date
Declarant EO	Submit to Supervisor	SATISFACTORY	18/09/2015 18:39:18

6. System displays Partial was not successfully submitted as shown in Fig 55

Fig 55 Application was not successfully submitted



Pre-Arrival Assessment Reporting System

Dashboard > Pending Application List

Import Declaration Applications

"CD201509MOTIIDF10000254330" was not successfully submitted; Unauthorised Access Or Undefined Workflow.

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	CD201509MOTIIDF10000254330	18/09/2015	2	PEREZ FROZEN FOODS LIMITED	NORIDANE FOODS A/S	31,180.00	22,000.00	Declarant DVO	Submitted by Declarant
2	CD201509MOTIIDF10000254306	15/09/2015	1	ODIMAFO FOODS COMPANY LIMITED	WEGDAM MEAT LINK	45,195.00	20,000.00	Declarant DVO	Submitted by Declarant

Showing 1 to 2 of 2 entries

PartialNumber	Status	Application Date	Action
CD201509MOTIIDF10000247677/2	Not Submitted	08/09/2015 17:22:32	Continue