



E-Declaration Enhancement System Requirements Specifications

Executive Sponsor – HAJT Commercial Department
Project Lead – Jason Lopez
Original Plan Date:

INTRODUCTION

This document for all its intended purposes will only be shared with a registered supplier who has signed and submitted a non-disclosure agreement with Hutchison Ports Ajman

The e-declaration system will handle the core transactions of Ajman Port and Customs regarding processing of declarations for cargoes going in and out of the terminal.

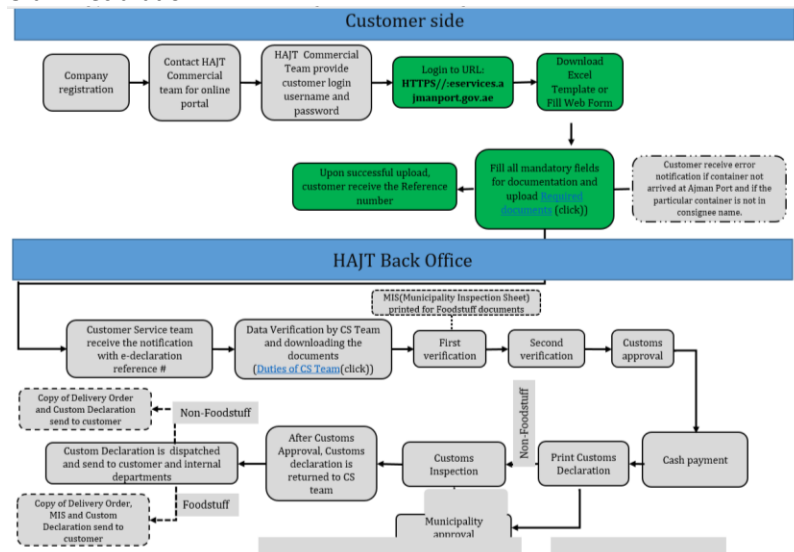
PURPOSE OF THIS DOCUMENT

The document contains information about the architecture and enhancements of the e-declaration web portal and its processes.

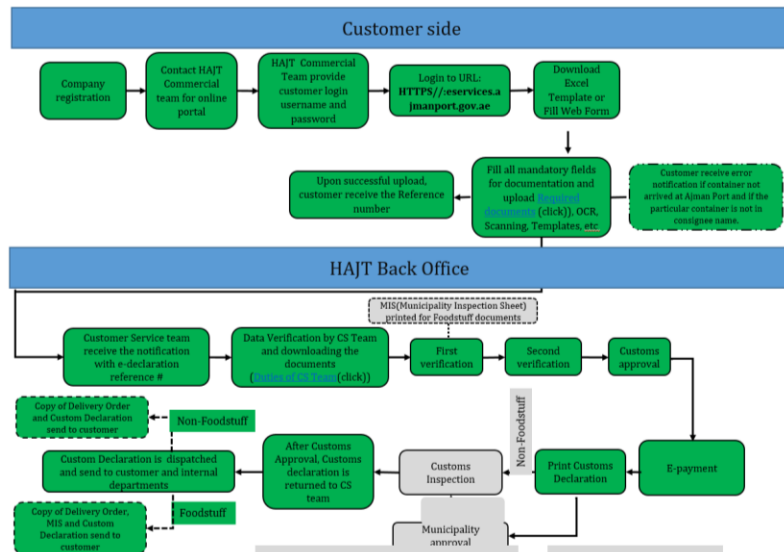
GOALS OF THE PROJECT

The project goal is to eliminate manual processing of data, documents, and transactions of Ajman Port and Customs declaration processes. Customers need not to physically visit Ajman Port and Customs to submit documents and process their requirements for shipments/cargoes.

Old E-Declaration



New E-Declaration



SYSTEM SCOPE

The current e-declaration system is a basic website that allows the customer to enter details of their declarations via an excel sheet or web-form, it also allows them to check the statuses of the submitted declarations.

The system scope to be will have the following additional components:

- SMS and Email Notifications on certain checkpoints and movement
- Optical Character Recognition, enabling customers to upload documents and based on intelligent label identification technologies will auto-fill defined fields in the e-declaration web-form.
- Customer Registration page, enabling a new user to register and submit all the necessary requirements online.
- Auto validation, for every declaration type will auto validate and define mandatory fields, mandatory documents and ad-hoc documents that need to be submitted to the authorities to avoid unforeseeable delays in releasing a cargo/shipment
- Internal task assigning, tracking, and monitoring
- E-Invoicing (automated charges)
- E-payment Gateway integration
- Security Modules for OTP
- API Integration and transaction encryption
- Content Management System
- Integrate-able platform with different systems
- EDI uploads
- User Management
- Master Tables (Customer, Charge, Supplier, Contracts, etc)
- Service Masters
- Tariff Master
- Charges Master
- HS Codes Master
- Port Master
- Country Master
- Currency Master
- Freight Master
- Voyage Master
- Container Master
- Insurance Master

- Document Master
- Document Repository
- Workflow based System
- BI reporting

CLIENT, CUSTOMER AND OTHER STAKEHOLDERS

- **The Client** – Hutchison Ports Ajman & Department of Ports and Customs Government of Ajman
- **The Customer** – All customers of Ajman Port and Customs
- **Other Stakeholders** – Hutchison Ports Ajman Commercial, Operations, Finance, and IT Departments

USERS OF THE PRODUCT

HAJT Internal Users (Documentation Team) – registration, verifying, processing, validation, communication, charging, and approval/rejections of e-declarations

Customers – Users, approvers, notification recipients, report recipients, submitter of e-declarations

HAJT Management – Reports, forecast, Business Intelligence, Innovations

Department of Port and Customs – federal employees

IT – Support and Administration

Finance – Payments and Accounting

ASSUMPTIONS AND OTHER RELEVANT FACTS

- The system should be built in a .net framework and architecture which employs Microsoft best practices and standards in coding, structure, and security
- Should be hosted on premise under HAJT and Department of Ports and Customs Premise and not in the cloud.
- Should have a warranty period of 1 year after project closure.
- The project has to have a Service Level Agreement valid for 1 year after project closure with clear scopes, definition of chargeable and non-chargeable tasks, response times, resolution times, and their caveats.
- Project milestones will be based on “Live-Testing” and not on “User Acceptance Testing”
- Project must comply with HAJT IT/IS, and Mobility Policies
- Project must comply with Ajman Digital Government Standards for software development
- Project must comply with Department of Ports and Customs Standards and Approvals
- Project must comply with Hutchison Ports Ajman Standards and Approvals
- Project design and branding must comply with HPH Branding Guidelines and GCA Standards and Approvals
- All communication must be documented via email or signed documents
- All delays should have a corresponding certificate acknowledged by both parties
- Project must be completed 100% in functionality after scope freeze

FUNCTIONAL REQUIREMENTS

The e-declaration functional requirements should follow:

- Business Rules
- Transaction corrections, adjustments and cancellations
- Administrative functions
- Authentication
- Authorization levels
- Audit Tracking

- External Interfaces
- Certification Requirements
- Reporting Requirements
- Historical Data
- Legal or Regulatory Requirements

DATA REQUIREMENTS

The projected application enhancements will have its own database and would be interfaced with the billing and warehouse systems in Hutchison Ports. The communication between systems will have to be done thru API's. Encryption of data upon transport is a must, IT and IS Policies must apply to safeguard the data of the said application.

INTEGRATION REQUIREMENTS

Integration with Orbits System, WMS, FTA, Municipality, TOS, Oracle 11g Database

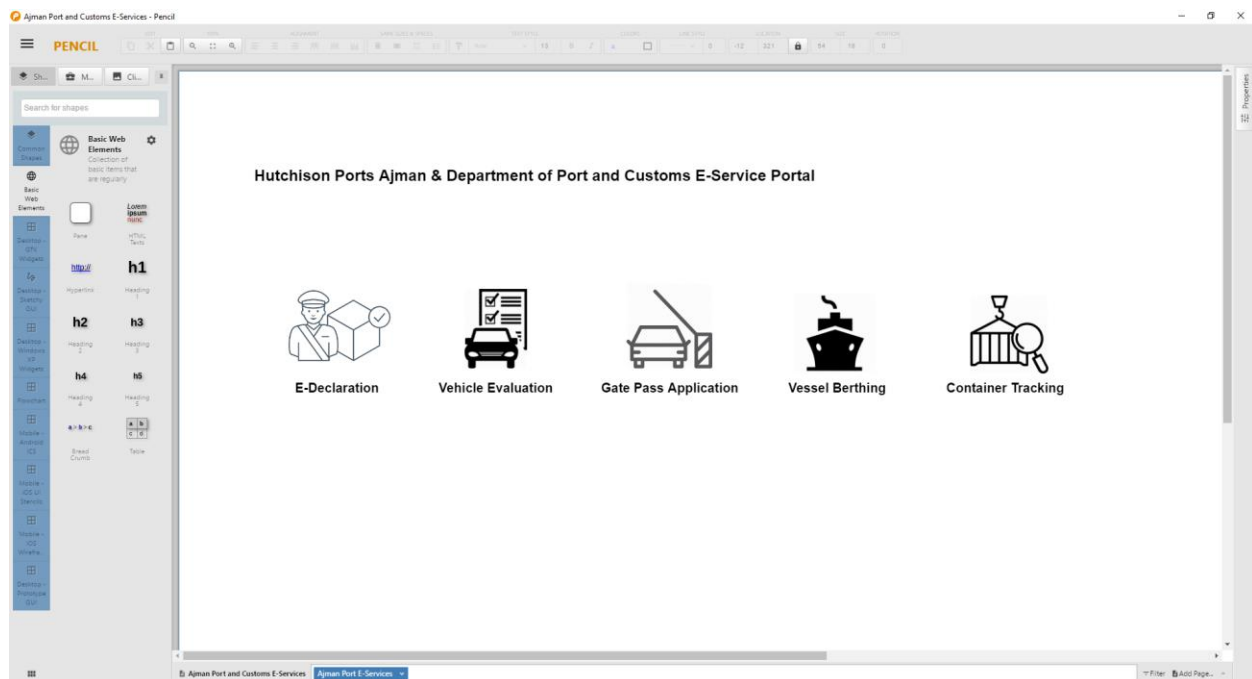
USER INTERFACE REQUIREMENTS

User interfaces should be fully customizable via CMS (mandatory fields, banners, graphics, themes, templates, layout etc including information on the measurements of graphics, fonts, etc).

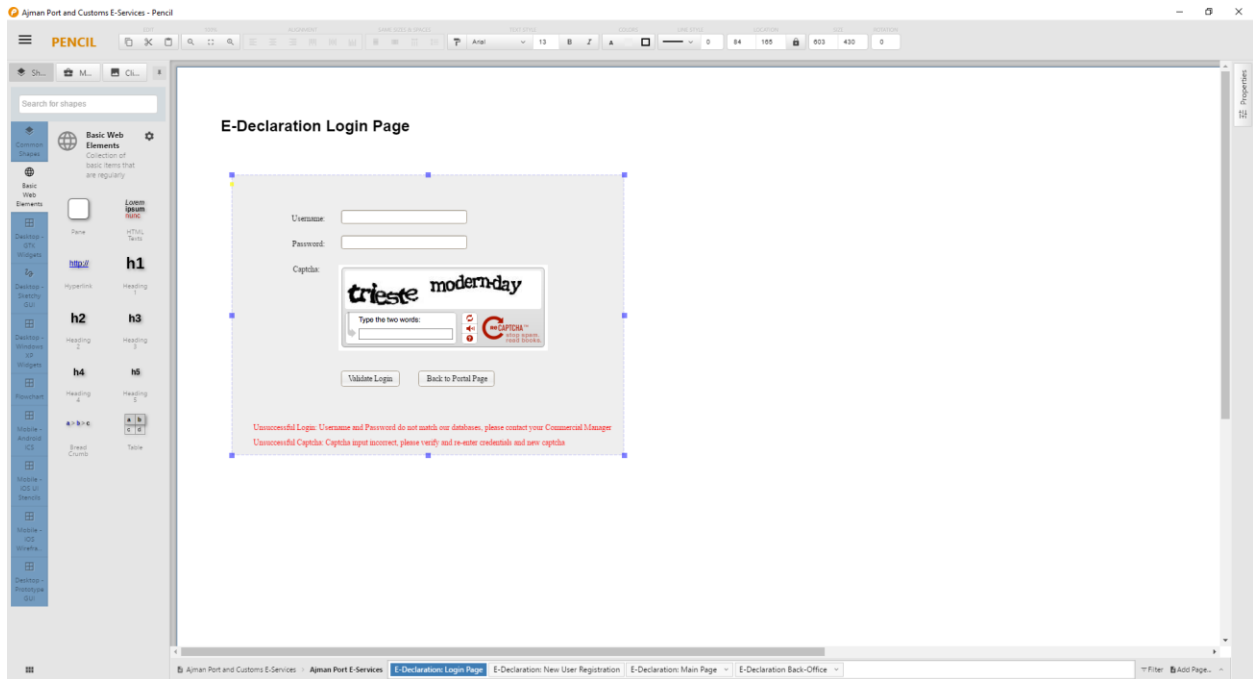
SCREEN LAYOUT REQUIREMENTS

Screens and form designs must comply with the HPH Branding Guidelines and HPH GCA Approvals, sample screens are bare minimum requirement from Hutchison Ports, shall supplier requires to have additional fields then they are free to do so.

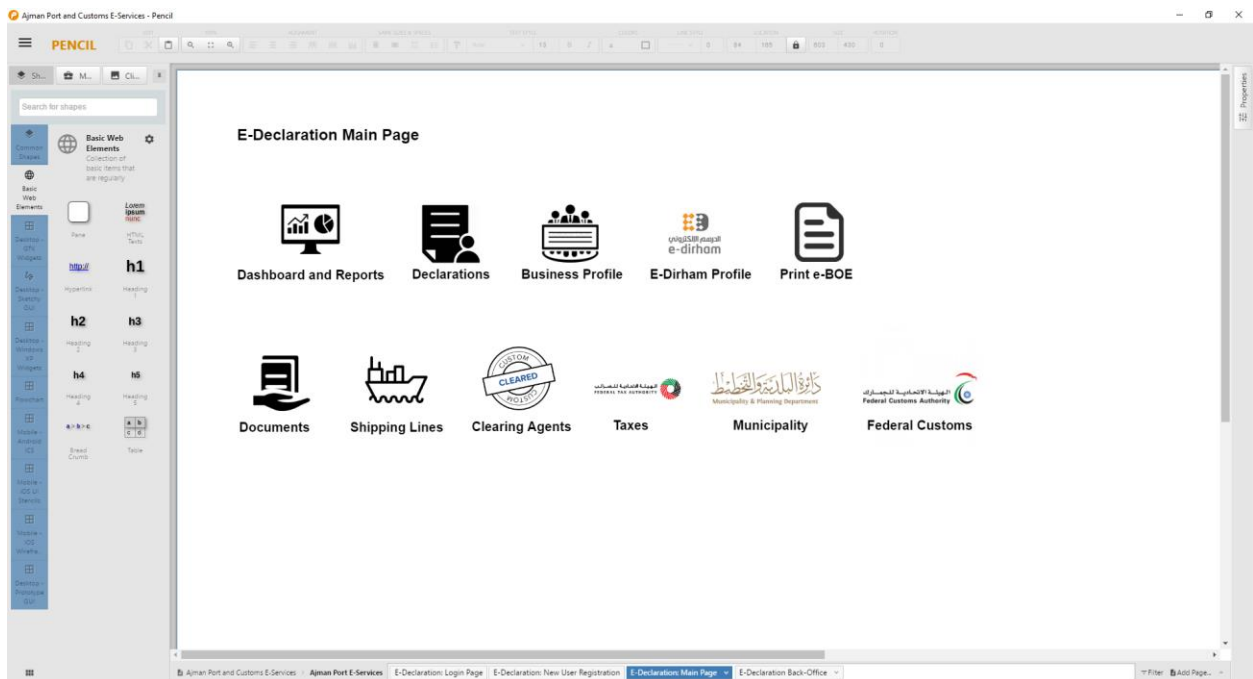
Landing Page



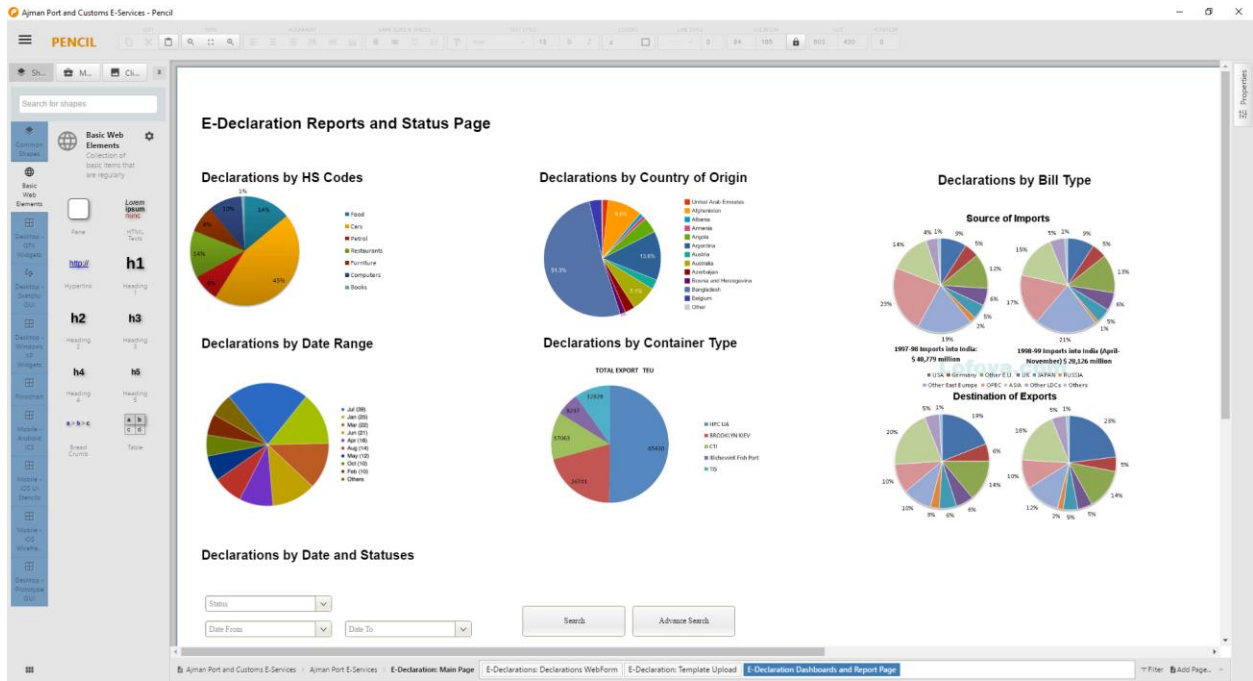
Login Page



E-Declaration Main Page



Dashboards



EDI/Template Based Declaration

Alman Port and Customs E-Services - Pencil

E-Declarations

The form displays the E-Declarations section, including the following fields and buttons:

- Upload Excel Template:** A button to upload an Excel template.
- declaration.xlsx**: A text input field for the template name.
- Analyze for Errors**: A button to analyze the template for errors.
- Upload File**: A button to upload a file.
- Analysis Result:** A section showing the analysis results, including a list of documents to upload.
- Documents to Upload:** A list of documents to upload, including: Certificate of Origin, Invoice, Packing List, Bill of Lading, Delivery Order, Municipality Certificate (Food based HS CODE), Hold Certificate (Food based HS CODE), ESSMA Certificate (Food based HS CODE), OSI Certificate (Type based HS CODE), Environmental Certificate (as required by Customs Inspector), and Other Certificates based on HS Code.
- Attach Documents via Checklist**: A button to attach documents via a checklist.

Alman Port and Customs E-Services - Alman Port E-Services - E-Declaration: Main Page | E-Declarations: Declarations WebForm | E-Declaration: Template Upload | E-Declaration Dashboards and Report Page

Web Form Based Template with OCR

Aljman Port and Customs E-Services - Pencil

E-Declarations

Header Information

Container/Carrier: Bill Type: Customer:

Clearing Agent: Identified No.: Delivery Order/DO:

DD Expiry Date: Bill Of Lading No.: Re Export No.:

Loading Port: Discharge Port: Destination:

Voyage No.: Driver: Vessel Name / Truck Name:

Export To: GDC Border: GDC Country:

Freight Currency: Freight Amount:

Cargo Description:

Remarks:

Declaration Details

Mark & Number / Container Number: HS Code:

Packing Type: Country Of Origin: Quantity:

Container Type: Container Size: Cargo Volume:

Gross Tonnage: Gross Weight: Currency Type:

Foreign Currency Amount: Freight Amount: Cargo Insurance:

Cargo Value in AED:

Details List

CONTAINER #	CONTAINER TYPE	HS CODE	COUNTRY OF ORIGIN	QUANTITY	PACKING TYPE	GROSS WEIGHT	CURRENCY TYPE	CURRENCY AMOUNT
1	40HQ/DRY	40HQ/DRY	AFGHANISTAN	50	DRY	50	USD	50

Template List

TEMPLATE #	HS CODE	PACKING TYPE	COUNTRY OF ORIGIN	QUANTITY	CONTAINER #	CURRENCY TYPE	CURRENCY AMOUNT
1							

New User Registration

Aljman Port and Customs E-Services - Pencil

E-Declaration: New User Registration

Business Name: Arabic Business Name:

Trade License: Registration Category:

Business Owner Name: Number of Employees:

Office Contact Number: Issuing Authority:

Owner's Contact Number: License Type:

Business Address: Registration Date:

PO Box: Expiry Date:

Email Address: Renewal Date:

Website:

NOC Number:

Customs Card No.:

Company Logo:

Trade License Scan:

Establishment Card:

Owner's Emirates ID:

Capita:

Calendars

August - 2016

S	M	T	W	T	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

August - 2016

S	M	T	W	T	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

August - 2016

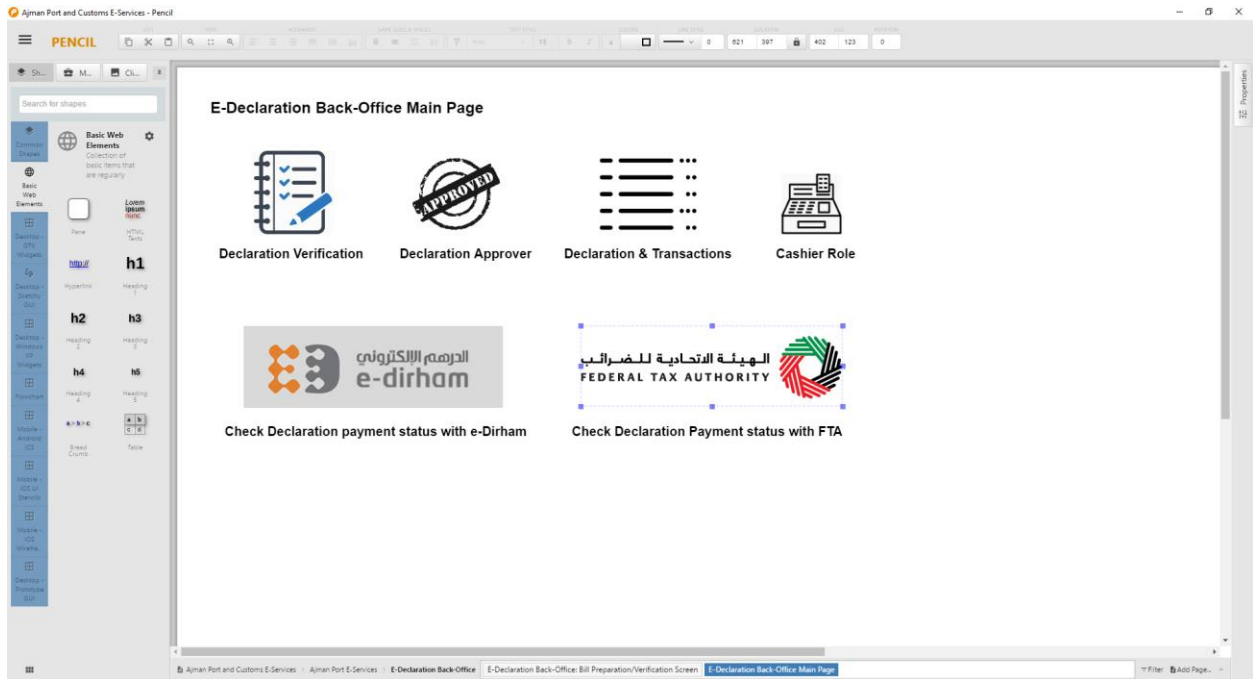
S	M	T	W	T	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Canada

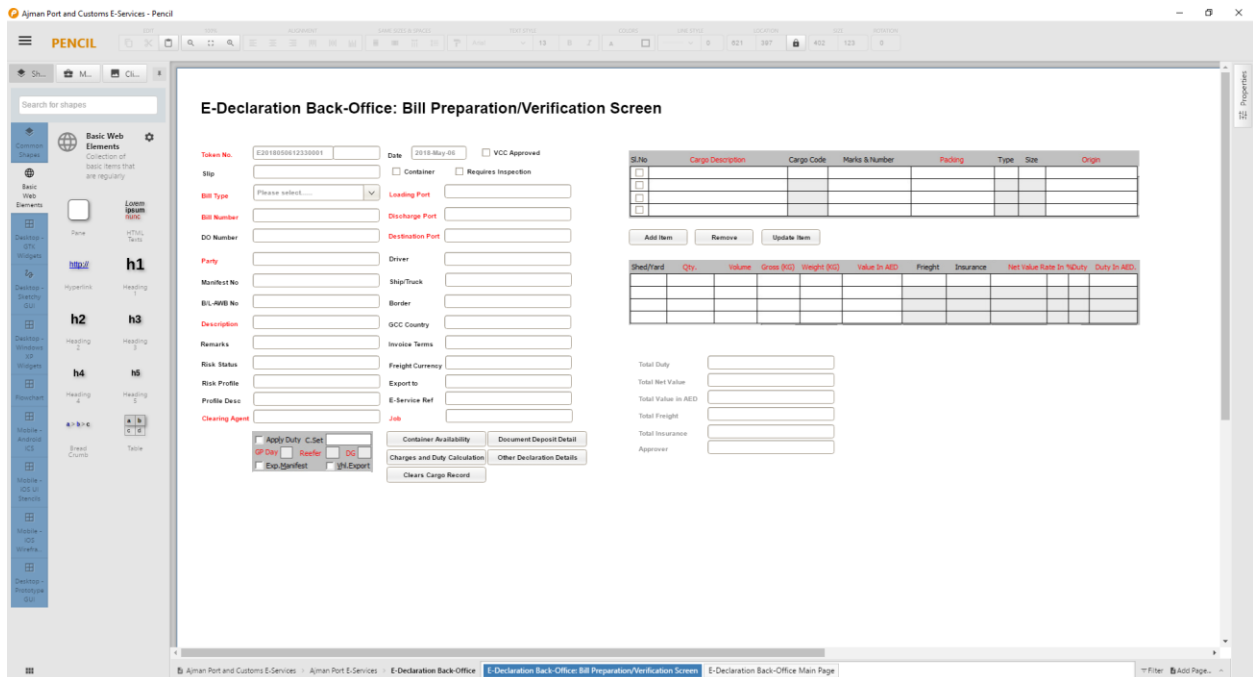
Type the two words:

Submit Registration **Exit Registration**

E-Declaration Back Office View



E-Declaration Back-Office: Bill Submission and Verification Screen



E-Declaration Back Office - Declaration Approval

Bill Approval Screen

Queue No: Appl: Date: Driver: Invoice Terms: C. Day:

Bill Type: Combox box: Bill No: Ship/Truck: Freight Value AED:

Compass: BL/458 No: It's. Ent: Documentation:

Shaper: 000: Voyage No: Jaka Di: Stewarding:

Trade License: 78: Loading: Duration: Port Handling:

Manifest No: Discharge: Free Del: Storage:

Clearing Agent: 000: Destination: Manifest: Other Charges:

Vessel Agent: 000: Border: Duty:

Delivery Order: Exp Date: OC Country: Total Charges:

Description: Remarks: Entered By:

Risk Status: Risk Profile: ☐ Manual Inspection?

Profile Desk: E-Service Refno:

SL No	HS Description	HS Code	Marks and Number	Packing	Type	Size	Origin				
Shed/Hand	Qty	Volume	Weight (KG)	Value in FC	Value in AED	Freight	Insurance	Net Value	Duty	Rate %	Duty In AED

Define common values for multiple cargo

Document's Head: Account's Head: Customer's Head:

Inspector: Exit Fig:

Clears Cargo Record: ☐ Municipality Sheet: ☐ No Sheet: ☐

Duty Deposit: Apply Duty: ☐ Service Details / Duty Calculation:

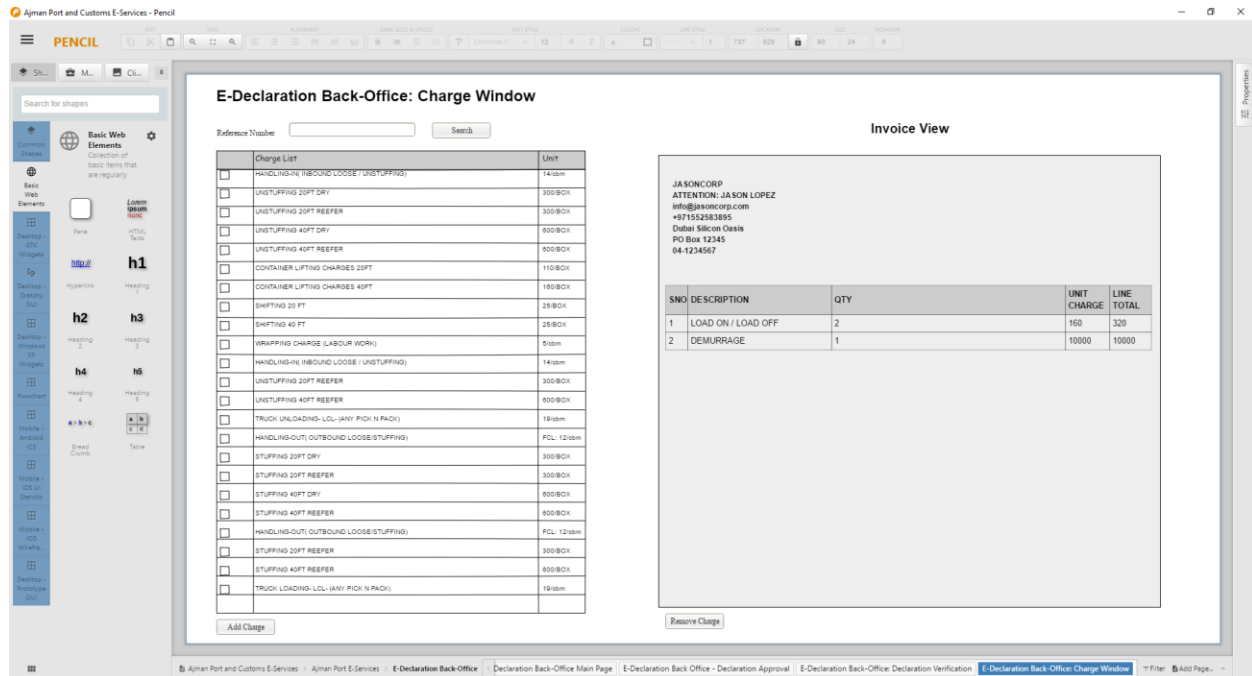
Declaration Document View

Token Number	BOE No	Bill Type	Customer Name	Documents Submitted
10001	2165451374356840	Import	AFNEA	No
10002	98746516876168400	Import from ROW	CEE CEE INTL	No
10003	65546456561165	Import from ROW	TRUEBELL	No
10005	84748444998774	Import	LULU	Yes

Certificate Name	Submitted
Delivery Order	Yes
Bill of Lading	Yes
Commercial Invoice	Yes
Packing List	Yes
Certificate of Origin	Yes
Health Certificate	Yes
Hold Certificate	Yes
ESMA Certificate	Yes

Certificate Name	Submitted
Final release request and 3 months prior Analysis Report	No

LULU - 84748444998774 - Document View



Historical Log & Audit Screen Reports and Business Intelligence Screen

- Customer
- Internal User
- Management
- Administration

REPORTING REQUIREMENTS

- Declarations submitted by customer
- Declarations submitted by date range
- Declarations submitted by bill type
- Declarations submitted by country
- Declarations submitted by HS Code
- Declarations submitted by Shipping Line
- Declarations submitted by Feeder
- Declarations submitted by a combination of xx categories
- Other reports
- BI Like Charts and Graphs

USABILITY REQUIREMENTS

EASE-OF-USE REQUIREMENTS

Refer to HPH Branding Guidelines

DOCUMENTATION REQUIREMENTS FOR OPTICAL CHARACTER RECOGNITION SOFTWARE

Hutchison Ports Ajman understands that every authority has a different format for every certificate furnished by different authorities and that is why we do not require a standard format document.

However for every declaration here are the mandatory documents required:

- BILL OF LADING
- DELIVERY ORDER
- PACKING LIST
- INVOICE
- CERTIFICATE OF ORIGIN

In certain cases, such as foodstuff, the following additional documents are required

- MUNICIPALITY CERTIFICATE (FOOD)
- HALAL CERTIFICATE (FOOD)
- ESMA CERTIFICATE (FOOD)
- FINAL RELEASE CERTIFICATE (FOOD)

Other certificates may also be asked by Customs Authority in which the submitter must upload to avoid any delays

- HAZARDOUS CERTIFICATE (HAZARDOUS GOODS)
- GSI CERTIFICATE (TYRES)
- ENVIRONMENTAL CERTIFICATE (AS REQUIRED BY CUSTOMS)
- OTHERS: _____

SAFETY/DISCLAIMER REQUIREMENTS

- Documents submitted thru the e-declaration portal are subject to authenticity and validity review by the customs authority.
- Failure to comply with Ports and Customs regulations will result to hefty fines and prosecution from the law.
- Declaration Statements
- Acknowledgement of the terms and conditions
- Acknowledgement of the accuracy and truthfulness of the information submitted to customs

SECURITY REQUIREMENTS

USER SECURITY REQUIREMENTS

One-time password should be implemented in every transaction made in the e-declaration system

DATA SECURITY REQUIREMENTS

System to System connections require API instead of direct SQL transactions
All transactions should be encrypted and encapsulated over transport layers
SSL certificate must be installed in the site

ACRONYMS AND GLOSSARY

HAJT – Hutchison Ports Ajman

DPC - Department of Ports and Customs

Digital Government – Digital Government of Ajman

IT Team – Information Technology Department of HAJT

Commercial Team – Commercial and Marketing Department of HAJT

Operations Team - Operations Department of HAJT

Finance Team – Finance Department of HAJT

PROJECT PLAN

TBD

STAKEHOLDERS AND PROCESS OWNERS

System Owner – Operations

System Sponsor – Commercial

Stakeholders – Finance, Operations, Commercial, IT, Customs

Declaration Process Owner – Operations

Registration Process Owner – Commercial

Payment/Billing/Invoices Owner – Finance

Maintenance and Data Security – IT

Approvers:

- Registration – Commercial
- Declaration Verification (Initial Approval) – Operations/Customs
- Charges – Finance
- Final Declaration Approval – Customs
- Inspection – Customs
- Contracts – Commercial
- Tariff Changes – Finance, Commercial, Operations
- HS Code Changes - Customs