TRADE FACILITATION BASELINE

SINGLE ELECTRONIC WINDOW

Clearing Agent and Importer/Exporter User Guide

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CHAPTER 1
About this Guide

Welcome to the Trade Facilitation Baseline Single Electronic Window (TFB SEW) user guide for Clearing Agents and Importers /Exporters! This user guide aims to enumerate the process and steps involved in using TFB SEW.

This user guide is divided into different topics and sub-topics. Each topic discusses and shows the steps of the modules that the Clearing Agents and Importers /Exporters can do in TFB SEW.

Purpose and Audience

The purpose of this user guide is to help the Clearing Agents and Importers /Exporters in doing the following tasks:

- Create Declaration
- Search Declaration
- Create Declaration Amendment
- Search Declaration Amendment
- Create Declaration Cancellation
- Search Declaration Cancellation
- Search Valuation Pending Approval
- Search Bond Usage
- Create Road Manifest
- Search Road Manifest
- Cancel Road Manifest

Document Conventions

Refer to this section to familiarise yourself with the visual aids used throughout the user guide.

Navigation

To assist you with accessing screens, pages, or windows, refer to the following navigation format:

Click **Declaration**>> **Create Declaration**

Buttons, fields, and other system elements

All system elements are highlighted in **Bold** text.

Hyperlinks

All topics mentioned in the user guide's content are hyperlinked. Click on the hyperlink to view the referenced topic.

Callouts

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Callouts are presented differently from the original CONTENTS and highlight certain information.

There are two types of callouts: tips and warnings.



A Tip provides useful information that helps you complete a task or procedure.



A Warning refers to information that may be critical to the system's functionality and might affect data or system stability.

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CHAPTER 2
About Trade Facilitation Baseline Single Electronic Window System

The TFB Single Electronic Window System is a trade facilitation system, for customs clearance of traded goods enabling parties involved in trade and transport to submit standardized information and documents with a single entry point, to fulfil legal import, export, and customs transit-related regulatory requirements. These documents are typically customs declarations, applications for import/export permits, and other supporting documents such as certificates of origin and trading invoices.

The main purpose for having a single window for a country or economy is to increase the efficiency through time and cost savings for traders in their dealings with government authorities for obtaining the relevant clearance and permit(s) for moving cargos across national or economic borders.

This chapter covers the following topics:

- Getting Started
- Common Icons and Buttons

Getting Started

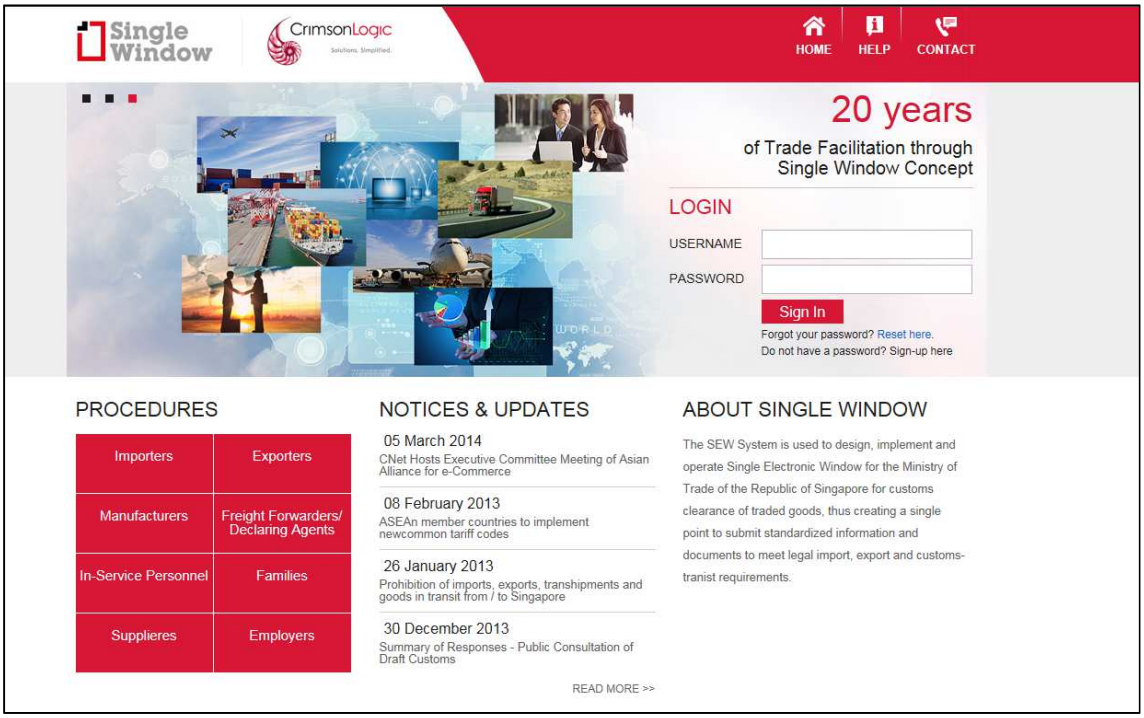
Refer to this section to familiarize yourself with the Trade Facilitation Baseline SEW System interface. This chapter also lists the process to follow in logging-in and logging-out of the system.

Logging In

To log in to the TFB SEW:

1. Type in URL https://tfb2.crimsonlogic.com/TFBSEW/cusLogin/login.cl in your Internet browser to access the TFB Single Window website.

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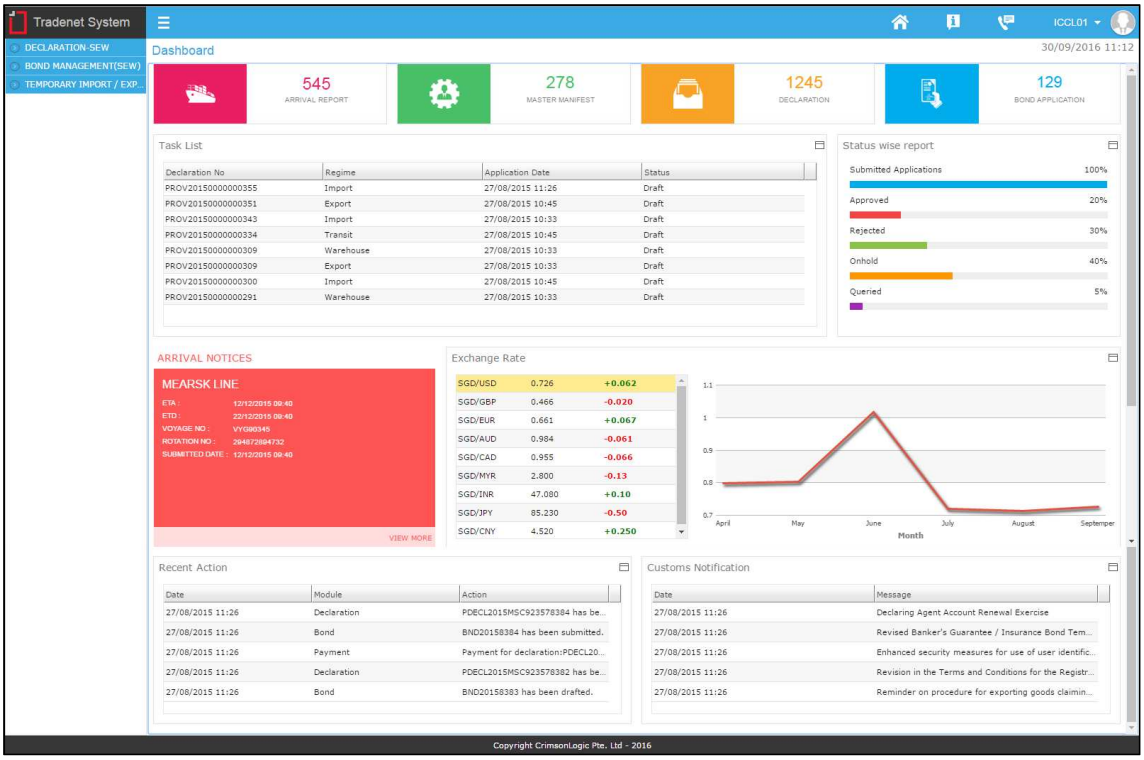


Trade Facilitation Single Window Login Page

2. Enter the **USERNAME** and the **PASSWORD** in the fields provided and Click 

button. Upon successful login, the Trade Facilitation Single Window Home Page will be displayed.

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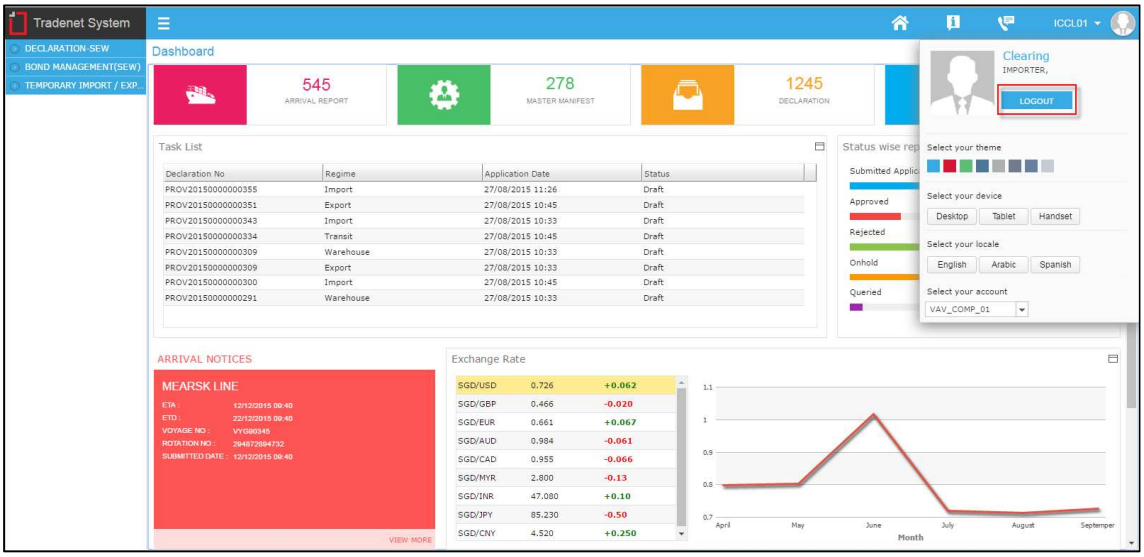


Trade Facilitation Single Window Home Page

Logging Out

1. This function allows the user to log out from the application any time. User can sign out from the Trade Facilitation Baseline Single Window any time by simply clicking the LOGOUT button available at the upper right corner of the main menu.

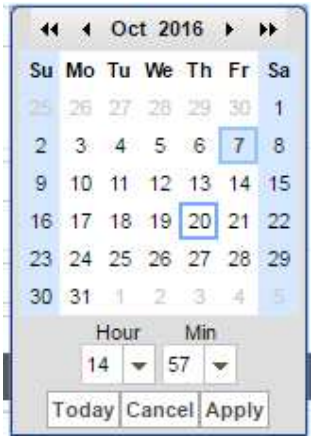
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Log Out Page

Common Icons and Buttons

The following are the list of icons and buttons referenced across screens and their functionality.

Field/Button description	Action/Input Required
	1. Click  to view the calendar. 2. Specify the required date and time from the respective portions of the calendar. 3. Click **Apply**. 
	Click this button to submit the relevant details.
	Click this button to close the relevant tab details.

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Field/Button description	Action/Input Required
Update	Click this button to update the modified details relevant to the respective tab.
Save	Click this button to save the details of that particular tab.
Reset	Click this button to clear the entered details and re-enter the field values.
	Click this icon to search for the exact search results from the available details.
	Click this icon to add a new record relevant to the respective tab.
	Click this icon to view the relevant tab details.
	Click this icon to print the relevant tab details.
	Click this icon to overview the relevant tab details.
	Click this icon to edit the relevant tab details.
	Click this icon to select and delete the record from the database.
	Click this icon to download the relevant tab details as a PDF document.
	Click this icon to download the relevant tab details as an Excel document.

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CHAPTER 3
Declaration

This User Guide assists the Declarant who wish to clear goods imported/exported by sea, air or land from Customs by submitting a declaration. It also guides the user to search for a submitted declaration, make request for amending or cancelling it.

The main objective of this electronic declaration is to increase the efficiency through time and cost savings for traders in their dealings with government authorities for obtaining the relevant clearance and permit(s) for moving cargoes across national or economic borders.

The Declaration process starts when the goods are introduced into a customs territory. These goods have to be placed in a customs procedure such as home use, temporary admission, transit, warehousing etc. and processed within a certain time limit. The Declarant/Clearing Agent or trader (importer or exporter) indicates the Custom Procedure Code (CPC) when lodging a goods declaration.

A Customs Procedure Code (CPC) is used for all regimes to identify the nature of the movement of the goods.

For example: are the goods coming in as samples, either to elicit orders or for you to inspect for its quality, finish etc., before giving the go-ahead for full importation of the product, certain samples can get a relief on duty and VAT and there are CPCs to cover this.

For exports, the CPC has a similar function to notify Customs of the procedure both at the time of export and at the country of destination.

Normally a Manifest is a prerequisite for lodging the declaration.

The declaration will go through all other clearance processes based on risk management assessment, where scanning, physical examination and inspection of the goods may be warranted.

Prior to the importation or exportation of certain goods(e.g. fire arms, liquor), license or permits will be required to be applied to the relevant authorities before goods could be declared for importation or exportation.

While submitting a declaration, the Declarant declares the goods that are traded for various regimes. Duties are calculated during submission if applicable that are payable towards revenue or guarantee or both based on the various scenarios.

A submitted declaration is automatically approved if the Declarant has provided valid details. If the provided details are not valid, there is an option to get a manual approval from the Customs Officer for that declaration.

The Declarant can amend an approved declaration. To amend an approved declaration, the Declarant must submit the Amendment Request. The Customs Office approves or rejects this request.

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Once an amendment request for a declaration is approved by the Customs Officer, the Declarant can amend the declaration before inspection while the Customs Officer can amend the declaration at any given time.

The Declarant can cancel a submitted declaration. To cancel a declaration the Declarant must submit a Cancellation Request. The Customs Officer approves or rejects this request.

Important Business Validations

- All the validations should be conducted during the declaration submission process. This is to provide the central validation engine to the declarations submitted through web interfaces or desktop client.
- All required supporting documents are attached (based on CPC or HS Code).
- A declaration striking process will be done on the declaration for striking the weight & number of packages against the manifest. The unit of number of packages must be the same as used in manifest/BL/AWB.
- A clone option will be provided for creating new declarations from previously submitted declarations.
- The Importer or Exporter should be given view access to their declarations submitted by the Clearing Agents on their behalf. They must be registered with the system.
- If any BL has an amendment pending, then no declaration can be submitted on this declaration.
- If the striking type is "Preceding Entry" - the entire field below the preceding entry should be disabled. Once user adds items from precedent declaration system will auto populate these values (packages, net weight, quantity) consolidating from the items.
- Items from manifest (if striking options is manifest) should be pre-populated from the manifest. User should be able to then modify it.
- HS code can be amended in the item level when striking option is "Precedent Declaration". A new field "Change in Form" indicator to be included. If user selects this indicator then system should allow modification of the HS Code populated from the precedent declaration.

Validation Rules for Items in the Declaration

- At least one item in the Declaration must be declared.
- Item unit of measurement (UOM) should be auto-populated based on HS Code selected.
- Exchange rates for computation of invoice amount for customs duty purpose will be based on the date specified by the Clearing Agent and Importer/Exporter.
- If a draft Declaration was created and saved and the declaration is submitted later, the Clearing Agent needs to specify again the exchange rate effective date before submission.
- If the declared item is a vehicle, then the vehicle information (makes, models, chassis etc.) will be retrieved from the manifest vehicle information.
- The system will only allow one CPC code per declaration. All items should have the same CPC code.

The Clearing Agent and Importer/Exporter can Create, Search, Update, View, Amend, Cancel and Delete a Declaration in the Single Electronic Window system.

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Clearing Agents can create and submit a declaration on behalf of Importers and Exporters in the TFB system.

Following are the various regimes and declaration types available in the TFB system:

Regimes

Regimes	Description
Export	Select this when you are exporting (sending) goods out of the country.
Temporary Export	Select this to temporarily export items out of the country.
Re-Export	Select this to re-export items brought in using Temporary Import.
Import	Select this when you are importing (bringing) goods into the country.
Temporary Import	Select this to import items temporarily into the country.
Re-Import	Select this to re-import items brought out using Temporary Export.
Warehousing	Select this to bring in items to be stored at bonded warehouse.
Transit	Select this when the conveyance passes through your country. In other words, select this option when the goods are not intended for your country and are on the way to the final destination through your country via sea/air/land modes.
Transhipment	Select this when the goods and commodity is transferred (shifted) from a ship, truck, freight car, or other conveyance to another within the same port.

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Declaration Types

Regime ID	Regime	CPC Group and Description
1-	**Export**	100- Direct Export of Home Produced Goods 101- Direct Export of Home Produced Goods in corporation 102- Export Road Manifest 103- Export after Temporary exports for return I unaltered state 104- Export after temporary export for repairs 171- Export from ex-EPZ (Unaltered) 172- Export from ex-EPZ (altered) 173- Export for ex-warehouse 174- Export from MUB
2-	**Temporary Export**	200- Temporary Exports for return in unaltered state 201- Temporary Exports for repair
3-	**Re-Export**	350- Re-export after temporary importation in an unaltered state 351- Re-export after temporary importation for repair 371- Re-export from MUB
4-	**Import**	400- Import for home use 450- Home use after temporary import in unaltered state 451- Home use after temporary import for repair work 470- Ex-Warehouse for home use 471- Ex-MUB for home use (Unaltered) 472- Ex-EPZ for home use (Unaltered) 473- Ex-EPZ for home use (altered) 474- Ex-MUB for home use (altered) 480- Import for home use during transit

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Regime ID	Regime	CPC Group and Description
5-	**Temporary Import**	500- Temporary Importation for return in unaltered state 501- Temporary Importation for repair
6-	**Re-Import**	600- Re-importation after temporary export in an unaltered state 601- Re-importation after temporary export for repair
7-	**Warehousing**	700- Warehousing of goods 701- Warehousing of goods for Crude Petroleum Products 702- Entry into an MUB from Foreign 703- Entry into an EPZ from Foreign 704- Entry into an MUB of home use produced goods 705- Entry into an EPZ of home use produced goods 770- Ex-Warehouse Removal 771- Transfer from one MUB to another 772- Transfer from one EPZ to another
8-	**Transit**	801-Road Customs Transit Declaration 800- Transit of Goods
9-	**Transhipment**	Transhipment

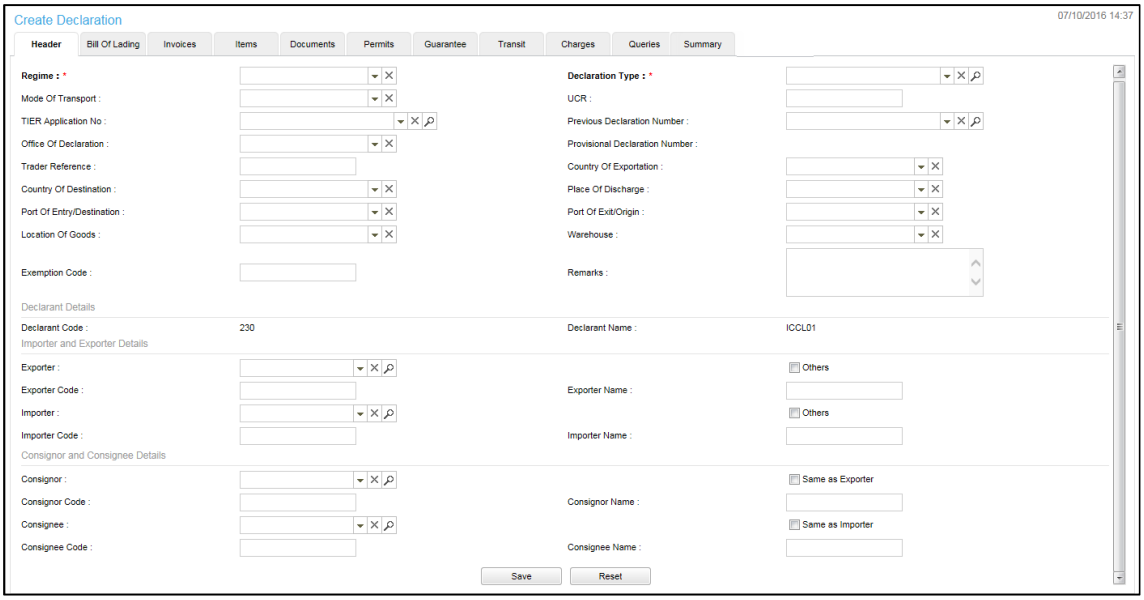
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Creating Declaration

This functionality allows you to create a declaration for various regimes in the TFB system.

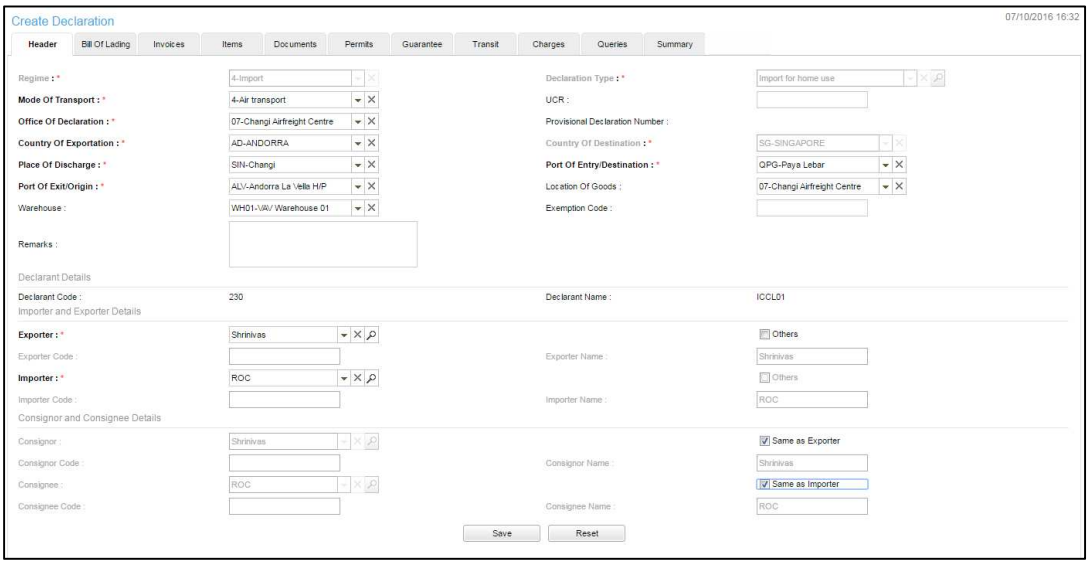
To create a declaration:

1. Click **Declaration** >> **Create Declaration**. The Create Declaration page will be displayed.



Create Declaration page

Based on the regime and the declaration type selected, the following page will be displayed. Below is the description for creating the declaration with **Air transport** as mode of transport.



Declaration Header page

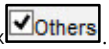
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2. Enter information in the Declaration Header Details fields.

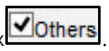
Declaration Header Details

Field/Button description	Action/Input Required
Header	Allows you to specify the declaration header details.
Regime	Select a regime for the declaration. Possible values are **Export, Temporary Export, Re-Export, Import, Temporary Import, Re-Import, Warehousing, Transit** and **Transhipment**.
Declaration Type	Select the declaration type from the dropdown list. For more information, refer to Declaration Types.
Mode of Transport	Select the any one of the mode of transport from the dropdown list. They are: • **1- Maritime transport** • **3- Road transport** • **4- Air transport**
UCR Number	Specify the Unique Consignment Reference number.
Tier Application No	This field will be displayed only if the regime is selected as **Temporary import/export**.
Previous Declaration No	This field will be displayed only if the regime is selected as **Re-Export, Re-Import or Warehouse**. This number refers to the parent declaration number.
Office of Declaration	Select the customs office from the dropdown list where the declaration is submitted.
Provisional Declaration Number	The system generates this number once the declaration header details are saved. This number is used to retrieve the declaration when it is in draft status.
Country of Exportation	Select the country, which exports the goods from the dropdown list.
Country of Destination	Select the country where the goods are destined to reach from the dropdown list.
Place of Discharge	Select the place of discharge of goods from the dropdown list.

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Field/Button description	Action/Input Required
Place of Entry/Destination	Select the location from the dropdown list where the goods will enter the country of import.
Place of Exit/Origin	Select the location from the dropdown list where the goods will leave the country of export.
Location of Goods	Select the place where the goods are located from the dropdown list.
Warehouse	Select the warehouse from the dropdown list where the goods are temporarily stored.
Exemption Code	Enter the exemption code for the goods if any.
Remarks	Enter the remarks relevant to the goods if any.
Declarant Details	Displays the Declarant details.
Declarant Code	Displays the Declarant's code.
Declarant Name	Displays the Declarant's name.
Importer and Exporter Details	Allows you to specify the importer and exporter details for the cargo.
Exporter	Select the Name of the individual or a company, who/which moves the goods (exports) out of the country.
Others	If the exporter does not have a registration code, select this checkbox . On selecting this checkbox, you can manually enter the exporter information in **Exporter Name/Exporter Code**.
Exporter Name	This field is enabled only when the **Others** checkbox is selected. Enter the exporter's name.
Exporter Code	This field is enabled only when the **Others** checkbox is selected. Enter the exporter's code.
Importer	Select the Name of the individual or a company, who/which moves the goods (imports) brings into the country.

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Field/Button description	Action/Input Required
Others	If the importer does not have a registration code, select this checkbox . On selecting this checkbox, you can manually enter the importer information in **Importer Name/Importer Code**.
Importer Name	This field is enabled only when the **Others** checkbox is selected. Enter the importer's name.
Importer Code	This field is enabled only when the **Others** checkbox is selected. Enter the importer's code.
Consignor and Consignee Details	Allows you to specify the consignor and the consignee details for the cargo declaration.
Consignor	Person or company's name (as specified in the bill of lading) who or which ships the commodities. **Note:** Consignor may or may not be the exporter of the goods.
Same as Exporter	Select this checkbox if the **Consignor** and **Exporter** are the same. The exporter's name is now displayed as **Consignor Name**. **Note**: This check box is displayed only for export declaration.
Consignor Code	Enter the consignor code.
Consignor Name	Enter the consignor name.
Consignee	Person or company's name (as specified in the bill of lading) to whom or which the commodities are shipped.
Same as Importer	Select this checkbox if the Consignee and importer are the same. The importer's name is now displayed as **Consignee Name**. **Note**: This check box is displayed only for import declaration
Consignee Code	Enter the consignee code.
Consignee Name	Enter the consignee name.

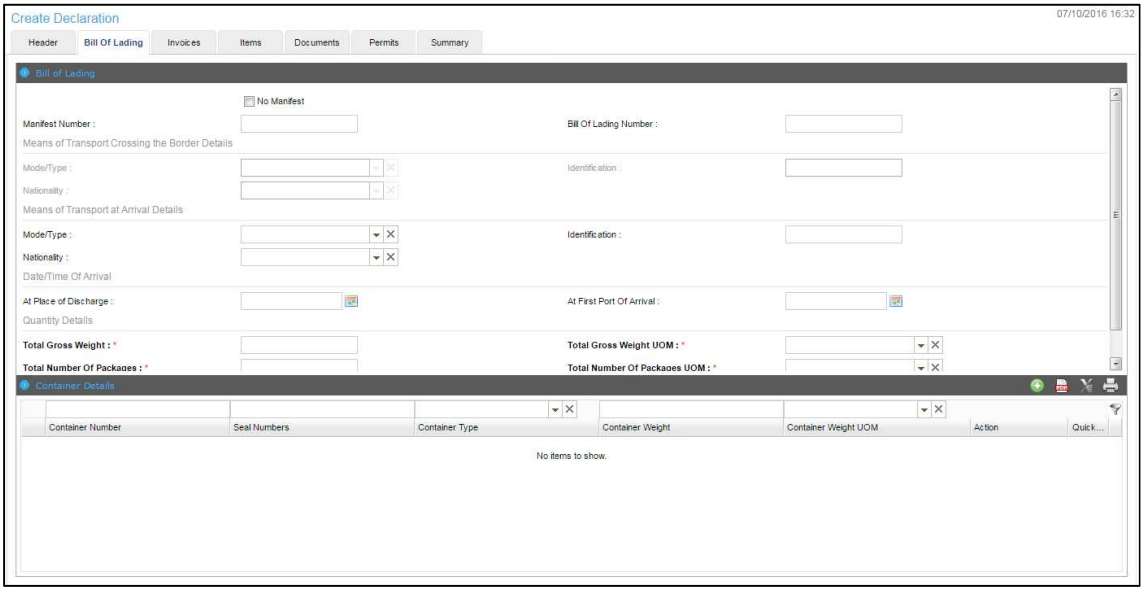
3. Click **Save** button to save the entered declaration header details. The Records saved successfully message will be displayed.

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Records Saved Successfully Message

4. Click **Bill of Lading** Tab. The Bill of Lading Details page will be displayed.



Bill of Lading Details Tab page

5. Enter information in the Bill of Lading Details fields.

Bill of Lading Details

Field/Button description	Action/Input Required
Bill of Lading Details	Allows you to specify the bill of lading details for the declaration.
No Manifest	Select this check box if manifest details are not used in the declaration.

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Field/Button description	Action/Input Required
Manifest Number	If Sea manifest is used in this declaration, enter the Sea manifest number. If Air manifest is used in this declaration, enter the Air manifest number. If Road manifest is used in this declaration, enter the Road manifest number.
Bill of Lading Number	If Sea manifest is used in this declaration, enter the Bill of lading number. If Air manifest is used in this declaration, enter the Airway bill number. If Road manifest is used in this declaration, enter the Invoice number.
Means of Transport Crossing the Border Details	Allows you to specify the transport details.
Mode or Type	Select the mode of transport used for declaration.
Identification	Enter the identification details of the transport.
Nationality	Enter the nationality of the transport.
Means of Transport at Arrival Details	Allows you to specify the arrival transport details.
Mode or Type	Select the mode of transport used for the arrival transport.
Identification	Enter the identification details of the arrival transport.
Nationality	Enter the nationality of the arrival transport.
Date/Time of Arrival	Allows you to specify the date and time of arrival of the cargo.
At place of Discharge	Specify the date and time at which the cargo will be discharged from the origin using the calendar icon.
At place of Arrival	Specify the date and time at which the cargo will arrive at the destination using the calendar icon.
Quantity Details	Allows you to specify the goods quantity details in the cargo.
Total Gross Weight	Enter the total gross weight of the goods.

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Field/Button description	Action/Input Required
Total Gross Weight UOM	Select the unit of measurement for the total weight of the goods.
Total Number of Packages	Enter the total number of packages of goods.
Total Number of Packages UOM	Select the unit of measurement for the packaged goods.

6. Click **Save** button to save the entered bill of lading details. The Records saved successfully message will be displayed.



Records Saved Successfully Message

7. Click  icon to add a new container details.



Container Details page

8. Enter information in the Container Details fields.

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Container Details

Field/Button description	Action/Input Required
Container Details	Allows you to specify the container details carrying the goods.
Container Number	Enter a unique container number.
Seal Number	Enter a seal number of the container.
Container Type	Select the container type carrying the goods from the dropdown list.
Cargo Status	Select the cargo status from the dropdown list.
Container Weight	Enter the weight of the container.
Container Weight UOM	Enter the unit of measurement of the weight of the container.

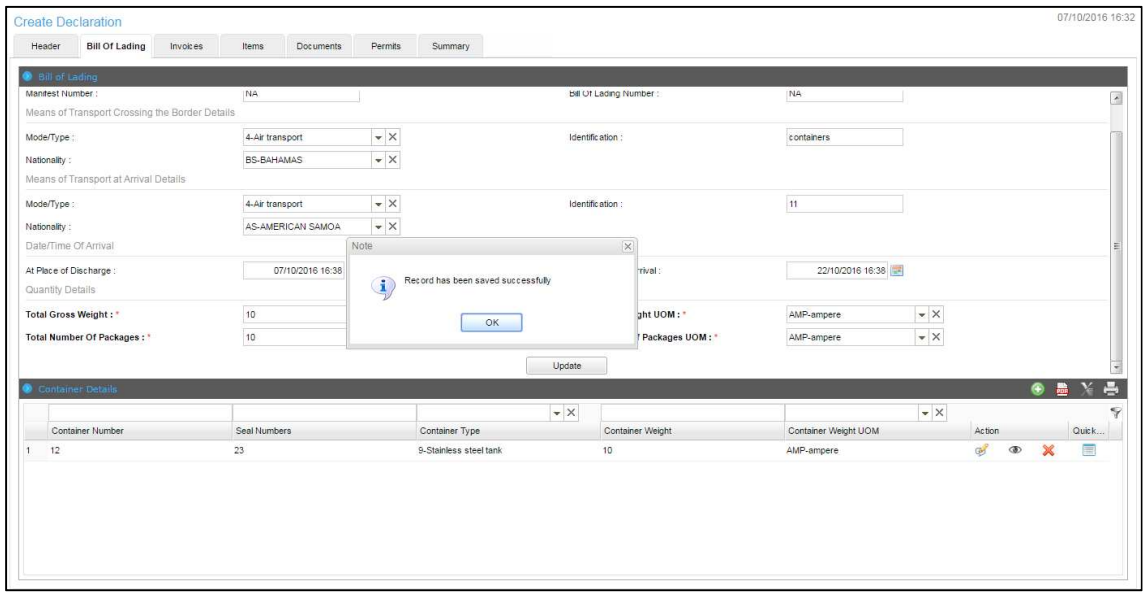
9. Click **Save** button. The Container Saved successfully message will be displayed.



Records Saved Successfully Message

10. Click **Ok** button. The Bill of Lading Container Added page will be displayed.

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Container Added page

Click the  icon to add more than one bill of lading container details.

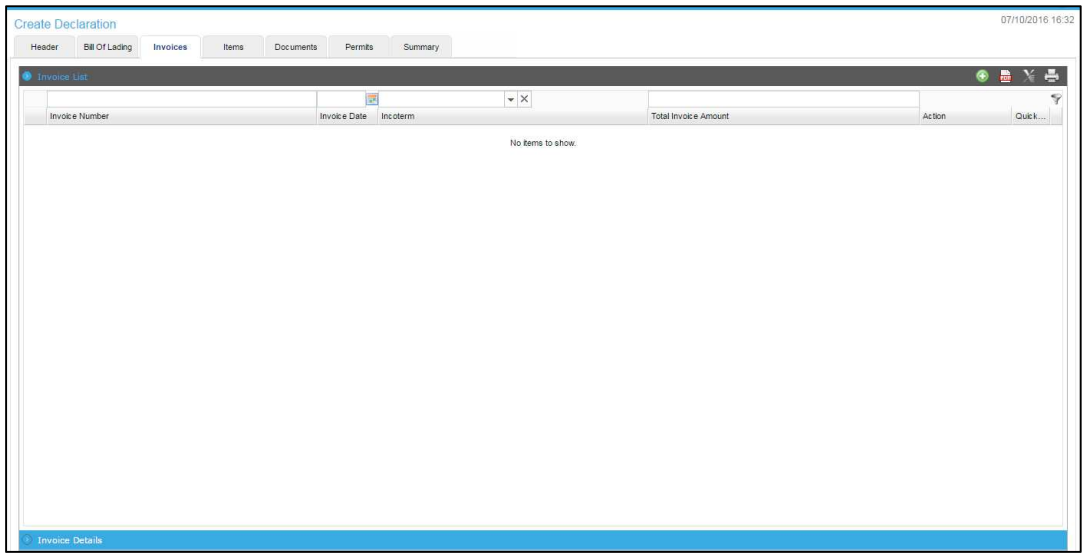
Click the **Edit** icon to edit the bill of lading container details.

Click the **View** icon to view the added bill of lading container details.

Click the **Delete** icon to delete the added bill of lading container details from the available list.

Click **Quick View** icon to overview the bill of lading container details.

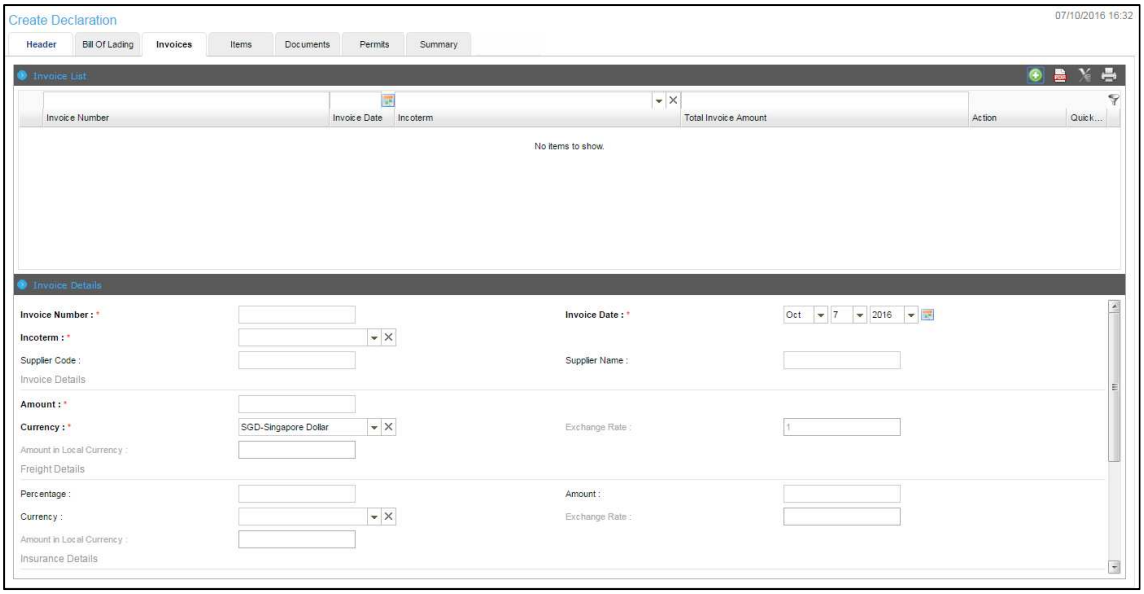
11. Click **Invoices** tab. The Invoice tab page will be displayed.



Invoice Tab page

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12. Click  icon to add an invoice. The Invoice details page will be displayed.



Invoice Details page

13. Enter information in the Invoice Details fields.

Invoice Details

Field/Button description	Action/Input Required
Invoice Details	Allows you to specify invoice details here.
Invoice Number	Enter the invoice number.
Invoice Date	By default, this field displays the current date. Indicates the date of creating the invoice.
Incoterm	Select the pre-defined commercial terms used for commercial transactions from the dropdown list. For Example: **CIP**,**EXW**, **FCA** etc.
Supplier Code	Enter the code of the supplier.
Supplier Name	Enter the name of the supplier.
Amount	Enter the total invoice amount of all the items covered in this invoice.
Currency	Select the appropriate currency for the invoice amount from the dropdown list.

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Field/Button description	Action/Input Required
Exchange Rate	Displays the exchange rate of the selected **Currency** type. This is as of that day when this declaration is submitted/amended. For example, If a declaration was created and saved in **Draft** status two days ago and the declaration is submitted later, the invoice amount, freight charge and insurance will be re-computed based on the exchange rate at the time of submission.
Amount in Local Currency	Displays the invoice amount in local currency after conversion.
Freight Details	Allows you to specify the total freight cost to transport all the items covered in this invoice. Enter the freight charges in the text box corresponding to it in **Amount**. Automatically the **Charge %** against the **Invoice Amount** is calculated and displayed.
Percentage	Enter the percentage of the freight amount.
Amount	Displays the freight amount based on the invoice amount.
Currency	Select the currency of the freight.
Exchange Rate	Displays the freight amount when other currency is selected other than local currency.
Amount in Local Currency	Displays the freight amount in local currency after conversion.
Insurance Details	Allows you to specify the amount paid to cover the insurance cost of all the items in this invoice. Enter the insurance charges in the corresponding text box in **Amount**. Automatically the **Charge %** against the **Invoice Amount** is calculated and displayed.
Percentage	Enter the percentage of the insurance amount.
Amount	Displays the insurance amount based on the invoice amount.
Currency	Select the currency of the insurance.
Exchange Rate	Displays the insurance amount when other currency is selected other than local currency.

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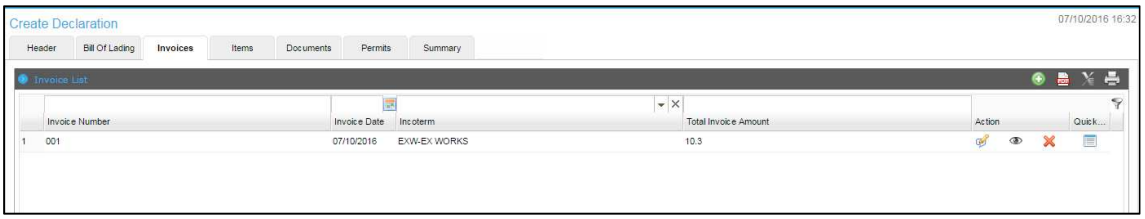
Field/Button description	Action/Input Required
Amount in Local Currency	Displays the insurance amount in local currency after conversion.
Other Details	Allows you to specify other additional charge details.
Percentage	Enter the percentage of the additional amount.
Amount	Displays the additional amount based on the invoice amount.
Currency	Select the currency of the additional amount.
Exchange Rate	Displays the additional amount when other currency is selected other than local currency.
Amount in Local Currency	Displays the additional amount in local currency after conversion.
Total Invoice Amount	This field is auto-displayed with the total invoice amount.

14. Click **Save** button. The Invoice Saved successfully message will be displayed.



Records Saved Successfully Message

15. Click **Ok**. The Invoice Added page will be displayed.



Invoice Added page

@ Click the  icon to add more than one invoice details.
Click the **Edit** icon to edit the invoice details.
Click the **View** icon to view the added invoice details.

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Click the **Delete** icon to delete the added invoice details from the available list.

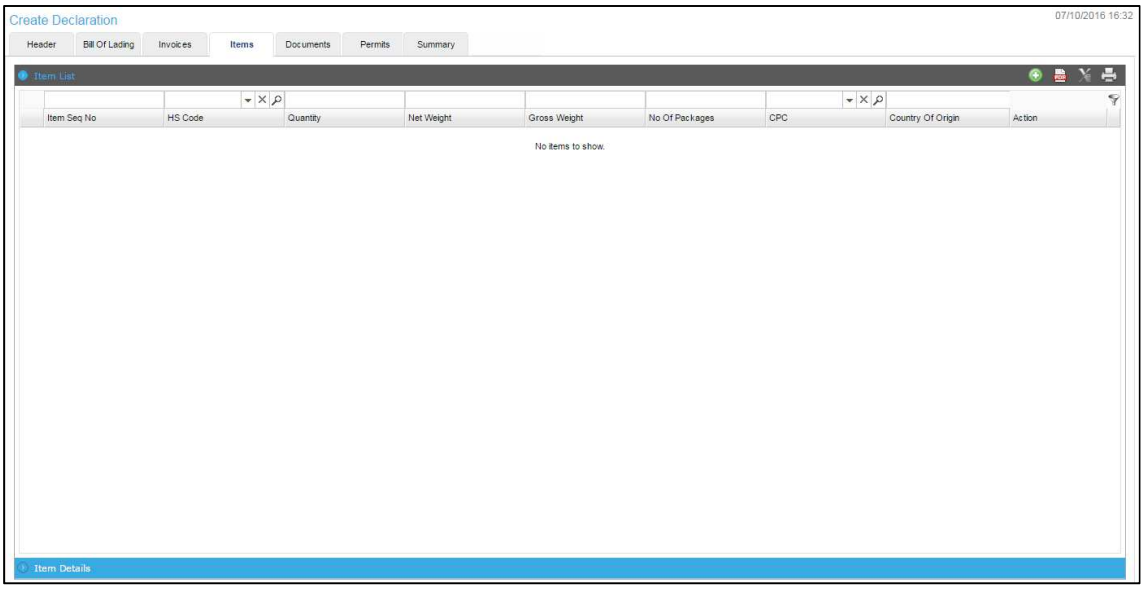
Click the **Quick View** icon to overview the invoice details.

Click the **PDF** icon to download the invoice list as a PDF document.

Click the **Excel Sheet** icon to download the invoice list as an excel sheet.

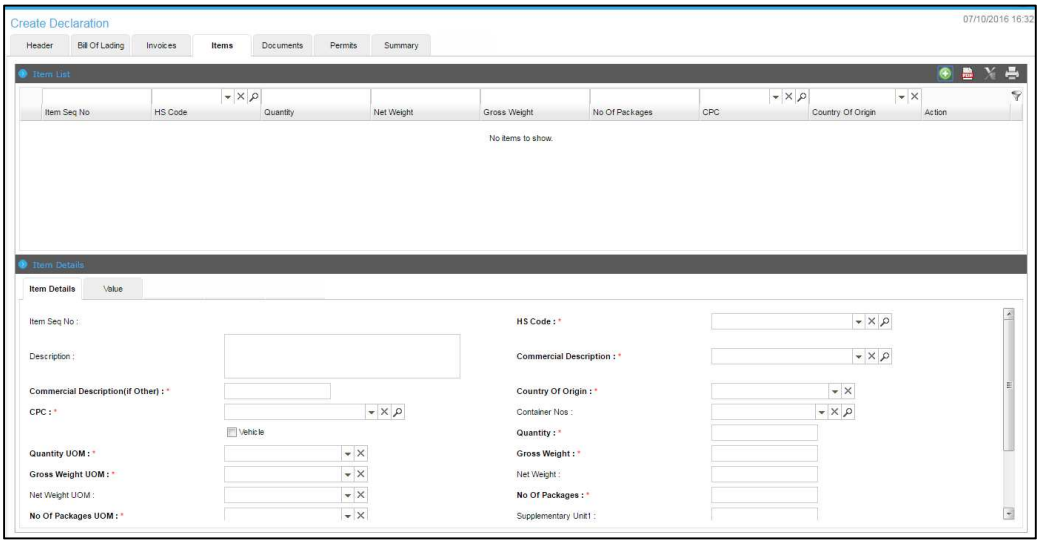
Click the **Print** icon to print the invoice list details.

16. Click **Item** tab. The Item details page will be displayed.



Item Details page

17. Click  icon to add item details.



Add Item Details page

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18. Enter information in the Item Details fields.

Item Details

Field/Button description	Action/Input Required
Item Details	Allows you to specify the item details in the cargo.
Item Seq No	The system generates this number once the item details have been saved.
HS Code	Enter the Harmonised System Code of the item from the dropdown list.
Description	Enter the description for the item.
Commercial Description	Enter the commercial description of the item from the dropdown list.
Commercial Description(If Other)	Enter the commercial description of the item if selected as **Others** from the dropdown list.
Country of Origin	Select the country of origin of the item from the dropdown list.
CPC	Select the Customs Procedure Code for the item from the dropdown list.
Container No	Enter the container number carrying the items in the declaration.
Vehicle	Select this checkbox if the items are in a vehicle.
Quantity	Enter the item's quantity in the invoice.
Quantity UOM	Select the unit of measurement for the specified item quantity.
Gross Weight	Enter the item's gross weight in the invoice.
Gross Weight UOM	Select the unit of measurement for the specified item's gross weight.
Net Weight	Enter the item's net weight in the invoice.
Net Weight UOM	Select the unit of measurement for the specified item's net weight.

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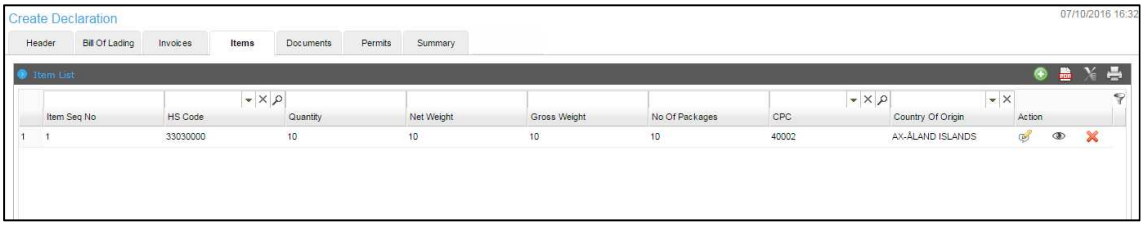
Field/Button description	Action/Input Required
No of Packages	Enter the number of items packaged.
No of Packages UOM	Select the unit of measurement for the packaged items.
Supplementary Unit 1	Enter the first additional dimension of the item.
Supplementary Unit 1 UOM	Select the unit of measurement for the first supplementary unit.
Supplementary Unit 2	Enter the second additional dimension of the item.
Supplementary Unit 2 UOM	Select the unit of measurement for the second supplementary unit.
Supplementary Unit 3	Enter the first additional dimension of the item.
Supplementary Unit 3 UOM	Select the unit of measurement for the third supplementary unit.

19. Click **Save Item** button. The Record has been saved successfully message will be displayed.



Records Saved Successfully Message

20. Click **Ok** button. The Item Details Added page will be displayed.



Item Added page

Click the  icon to add more than one item details.

Click the **Edit** icon to edit the item details.

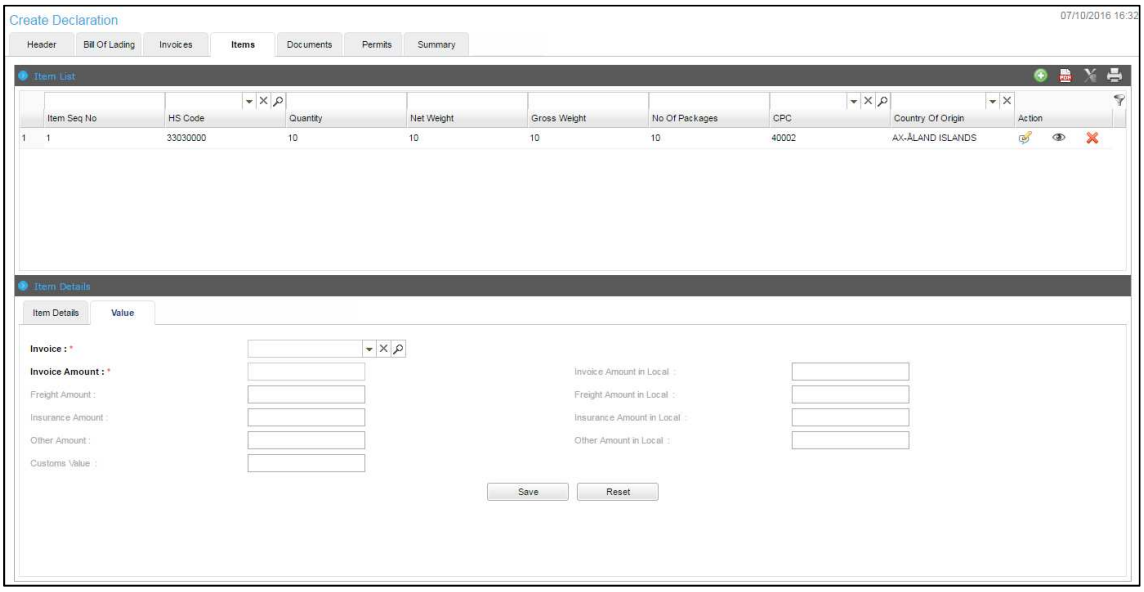
Click the **View** icon to view the added item details.

Click the **Delete** icon to delete the added item details from the available list.

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Click the **Print** icon to print the item list.
Click the **Excel Sheet** icon to download the item list as an excel sheet.
Click the **PDF** icon to download the item list as a PDF document.

21. Click **Value** tab. The Item value details page will be displayed.



Value Tab page

22. Enter information in the Value Details fields.

Value Details

	Action/Input Required
Value Details	Allows you to specify the item value details here.
Invoice	Select the invoice for which the item value details has to be entered.
Invoice Amount	Enter the invoice amount for all the items in the cargo.
Invoice Amount in Local	This field displays the invoice amount for all the items after currency conversion.
Freight Amount	Enter the freight amount for all the items in the cargo.
Freight Amount in Local	This field displays the freight amount for all the items after currency conversion.
Insurance Amount	Enter the insurance amount for all the items in the cargo.

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	Action/Input Required
Insurance Amount in Local	This field displays the insurance amount for all the items after currency conversion.
Other Amount	Enter the invoice amount for all the items in the cargo.
Other Amount in Local	This field displays the invoice amount for all the items after currency conversion.
Customs Value	Enter the amount to be used by customs for duty calculation.

23. Click **Save** button. The Record has been saved successfully message will be displayed.



Records Saved Successfully Message

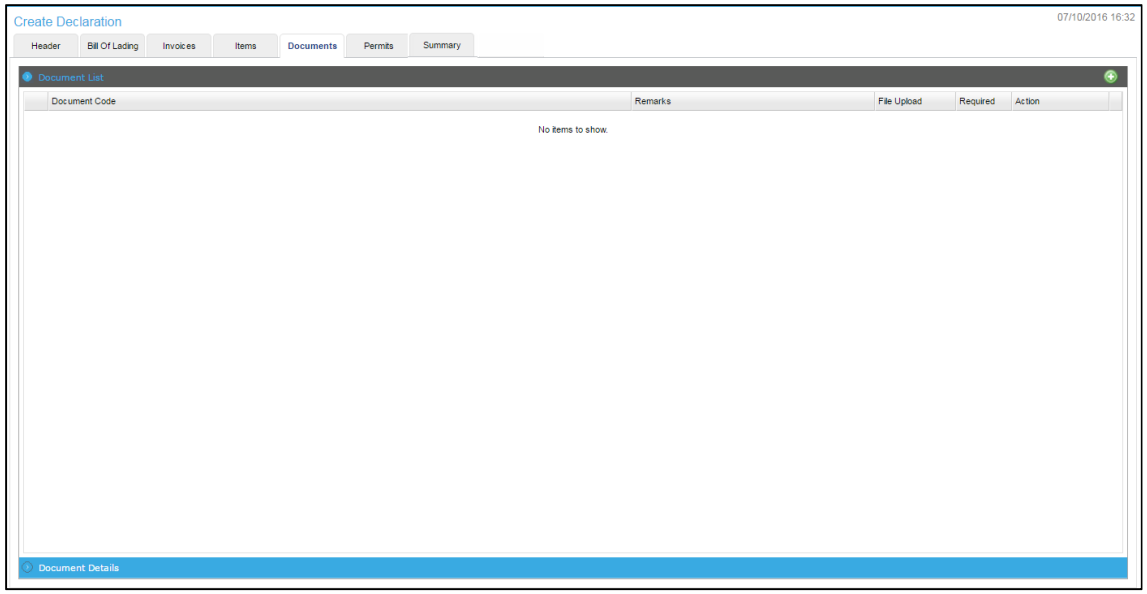
24. Click **Ok** button to close the confirmation message.
25. In the saved **Value** tab page, click **Compute Tax** button compute the tax for the items in the declaration. The Tax computed confirmation message will be displayed.



Tax Computed Confirmation Message

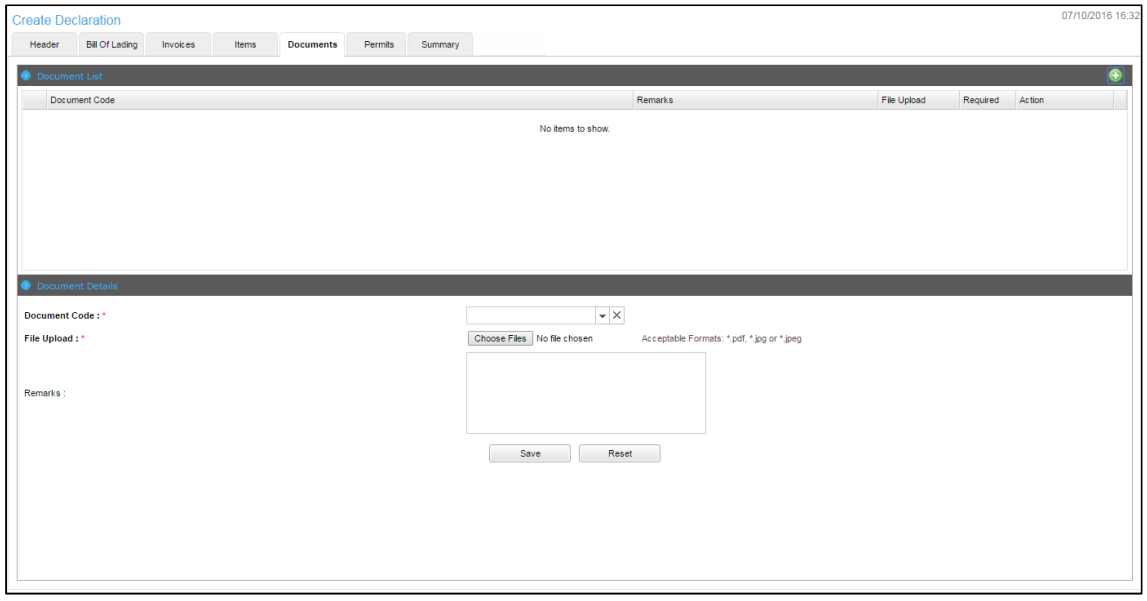
26. Click **OK** button to close the confirmation message.
27. Click **Documents** tab to view the document details. The Documents tab page will be displayed.

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Documents Tab page

28. Click  icon to add the document details.



Add Document Details page

29. Enter information in the Document Details fields.

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Document Details

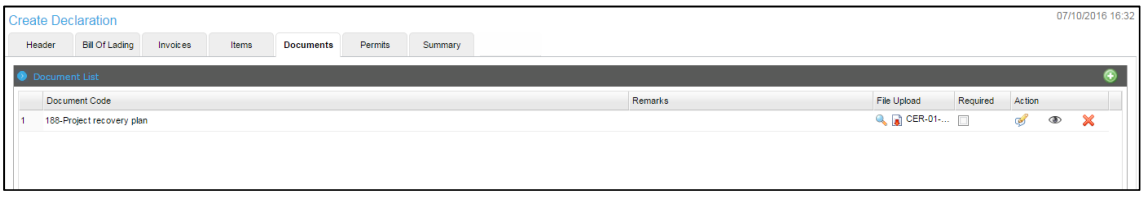
Field/Button description	Action/Input Required
Document Details	Allows you to specify the document details relevant to the cargo.
Document Code	Select the document type that you wish to upload from the dropdown list.
File Upload	Click **Choose File** to browse and select the required supporting document. The **File Upload** window will be displayed. Browse and select the document to be added. **Note**: Ensure that the document is already available in the computer from where you are making this declaration.
Remarks	Enter remarks for this supporting document.

30. Click **Save** button. The Record has been saved successfully message will be displayed.



Records Saved Successfully Message

31. Click **Ok** button. The Document Details Added page will be displayed.



Document Added page

Click the icon to add more than one document.
Click the **Edit** icon to edit the document details.
Click the **View** icon to view the added document details.

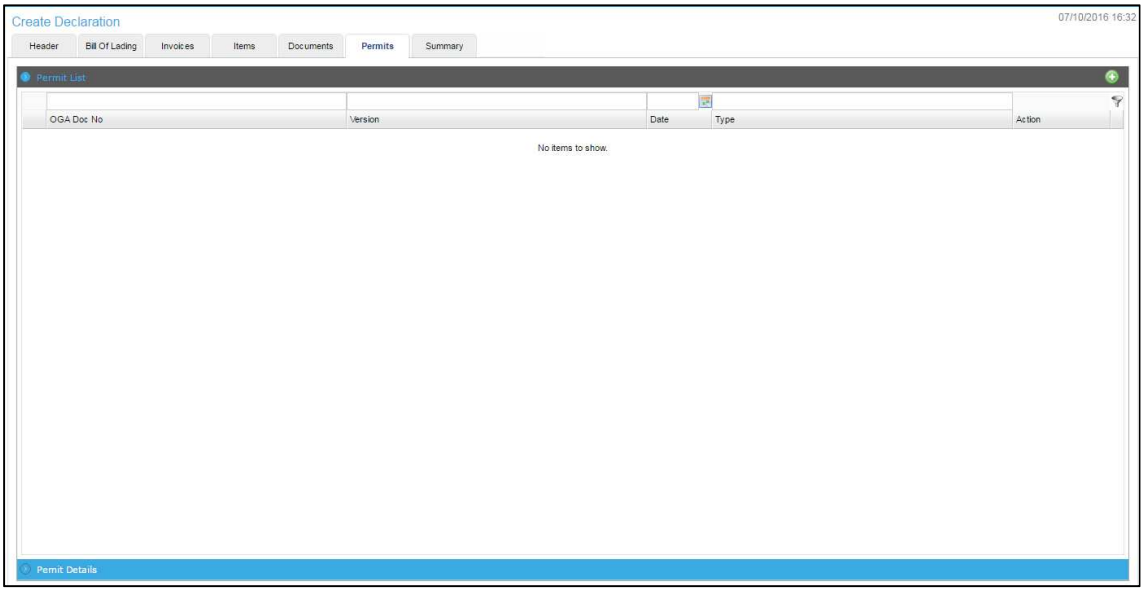
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Click the **Delete** icon to delete the added document details from the available list.

Click the  icon to download the document details.

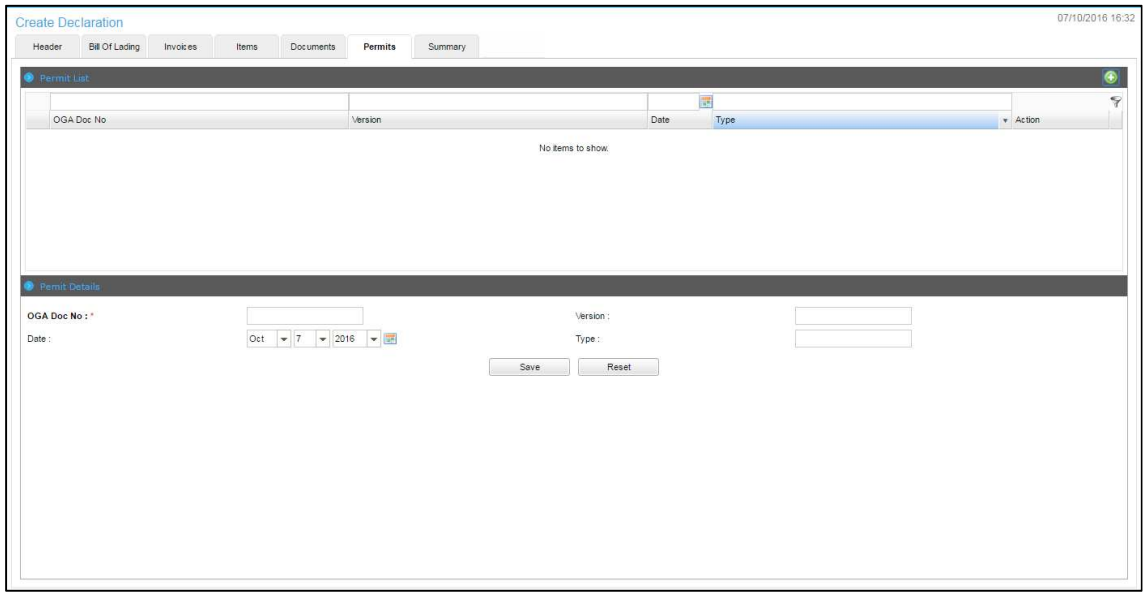
Click the  icon to view the uploaded document details.

32. Click **Permits** tab to view the permit details. The Permits tab page will be displayed.



Permits Tab page

33. Click  icon to add the permit details.



Add Permit Details page

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34. Enter information in the Permit Details fields.

Permit Details

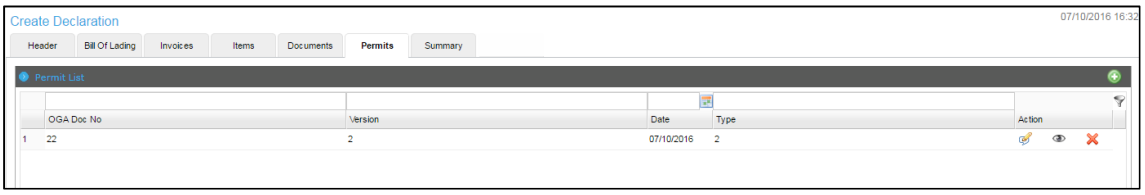
Field/Button description	Action/Input Required
Permit Details	Allows you to specify the permit details for the cargo.
OGA Doc No	Enter the Other Government Agency permit number.
Version	Enter the permit version details.
Date	Enter the date when the permit was approved.
Type	Enter the type of the permit for the item.

35. Click **Save** button. The Record has been saved successfully message will be displayed.



Records Saved Successfully Message

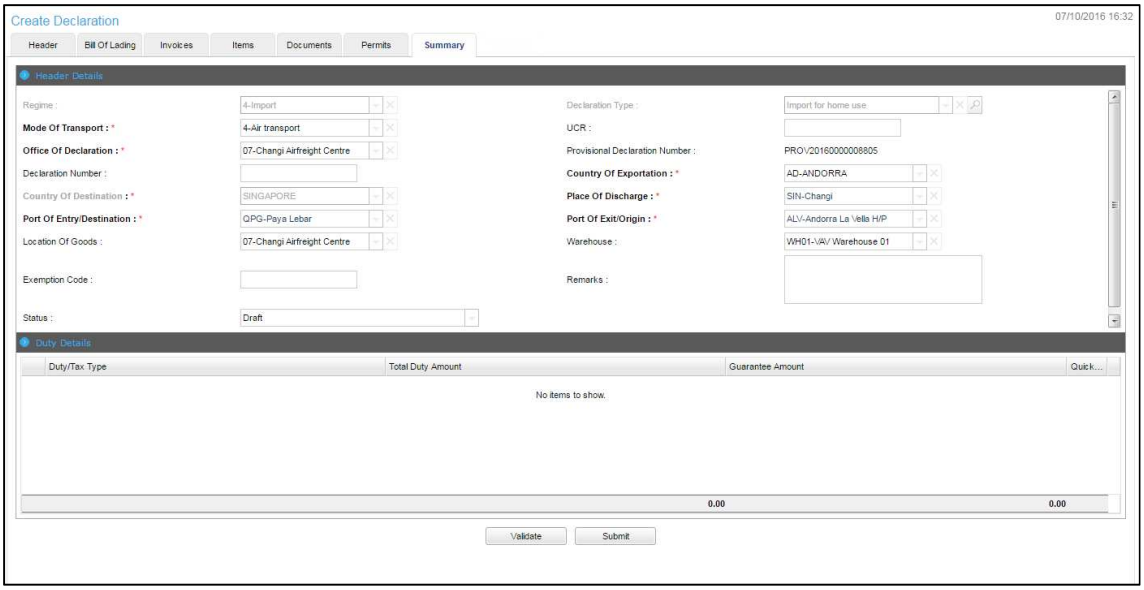
36. Click **Ok** button. The Permit Details Added page will be displayed.



Permit Added page

37. Click **Summary** tab. The Declaration summary details page will be displayed.

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Summary Tab page

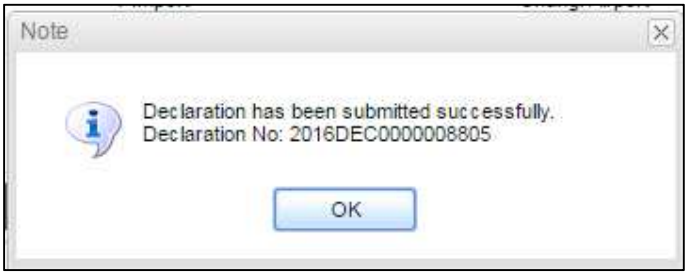
38. Click **Validate** button to validate the entered declaration details. The Declaration validated confirmation message will be displayed.



Declaration Validated Confirmation Message

39. Click **OK** button to close the confirmation message.

40. Click **Submit** button to submit the created declaration details. The Declaration submitted confirmation message will be displayed.



Declaration Submitted Confirmation Message

41. Click **OK** button to close the confirmation message.

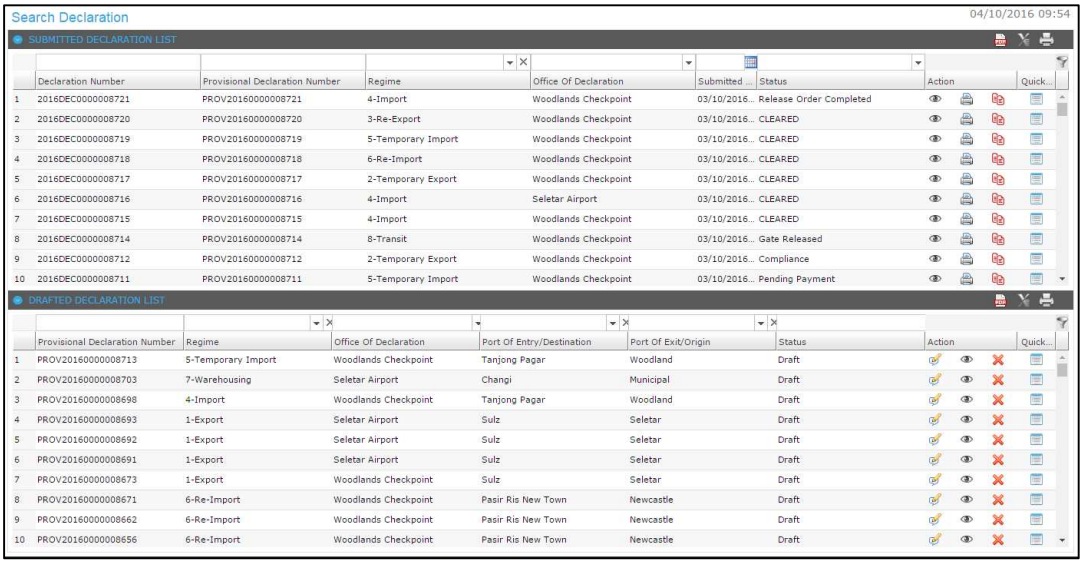
© CrimsonLogic Pte Ltd

Searching Declaration

The functionality allows you to search for, view, print and edit the declaration details in the TFB system.

To search for a declaration:

1. Click **Declaration**>>**Search Declaration**. The Search Declaration Page will be displayed.



Search Declaration Page

Following are the field and button descriptions of the **Search Declaration** page.

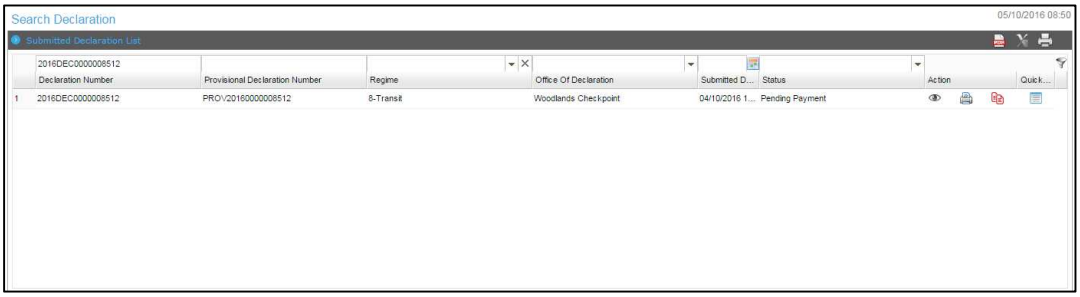
Search Declaration

Field/Button description	Action/Input Required
Declaration Number	Enter the declaration number that you wish to search for.
Provisional Declaration Number	Enter the provisional declaration number that you wish to search.
Regime	Select the regime of the declaration.
Office of Declaration	Select the customs office from the dropdown list where the declaration is submitted.
Submitted date	Enter the date of submission of the declaration.
Status	Select the status of the declaration from the dropdown list.

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- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Declaration Number
  - Provisional Declaration Number
  - Regime
  - Office of Declaration
  - Submitted date
  - Status

2. Enter the search criteria and Click  icon to view the matching results in the **Search Results Page**.



Search Results Page

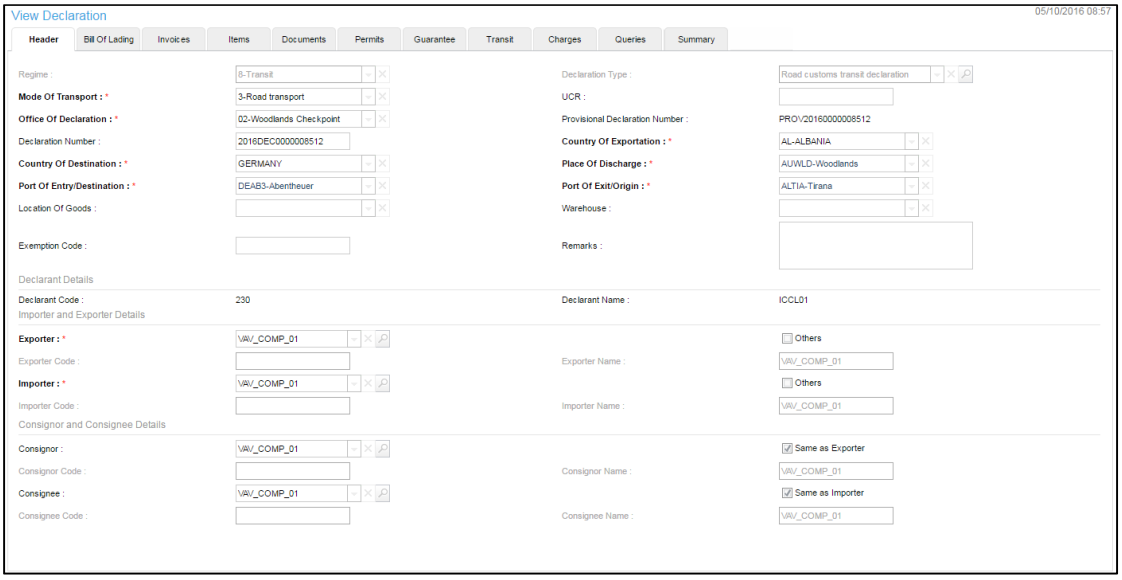
© CrimsonLogic Pte Ltd

View Declaration Details

This functionality allows you to view the declaration details.

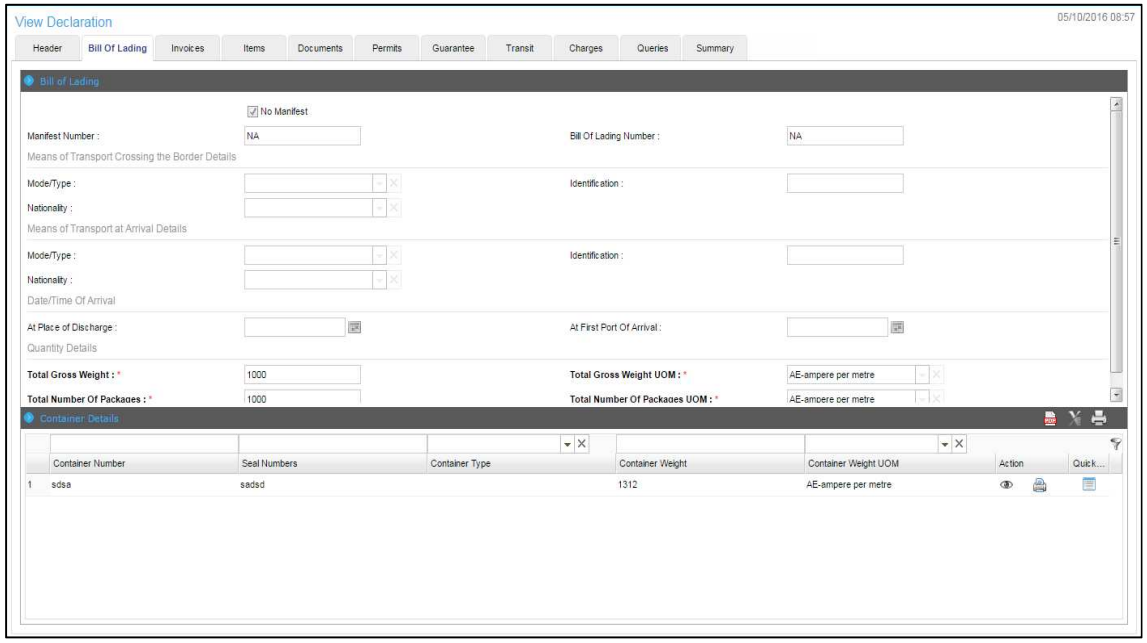
To view the declaration details:

1. From the search results, click the  icon. The View Declaration Header Details Page will be displayed.



View Declaration Header Tab Page

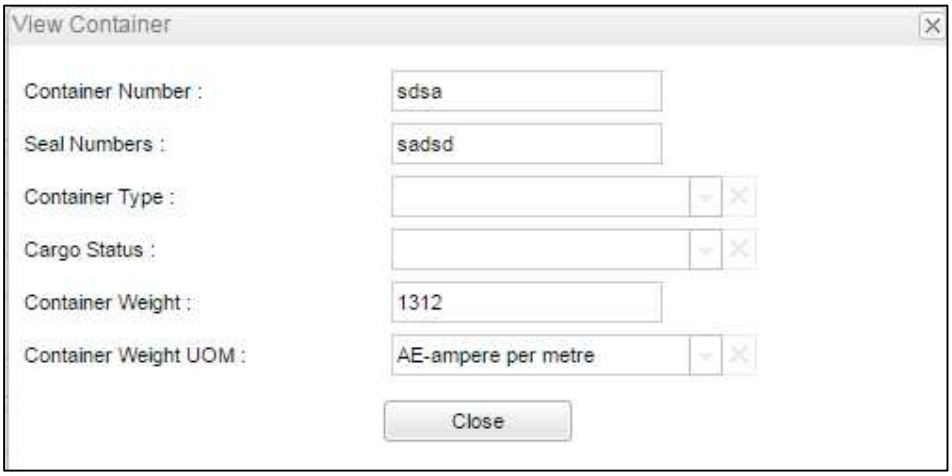
2. Click **Bill of Lading** tab to view the bill of lading details.



Bill of Lading Tab Page

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3. Click the  icon to view the container details.

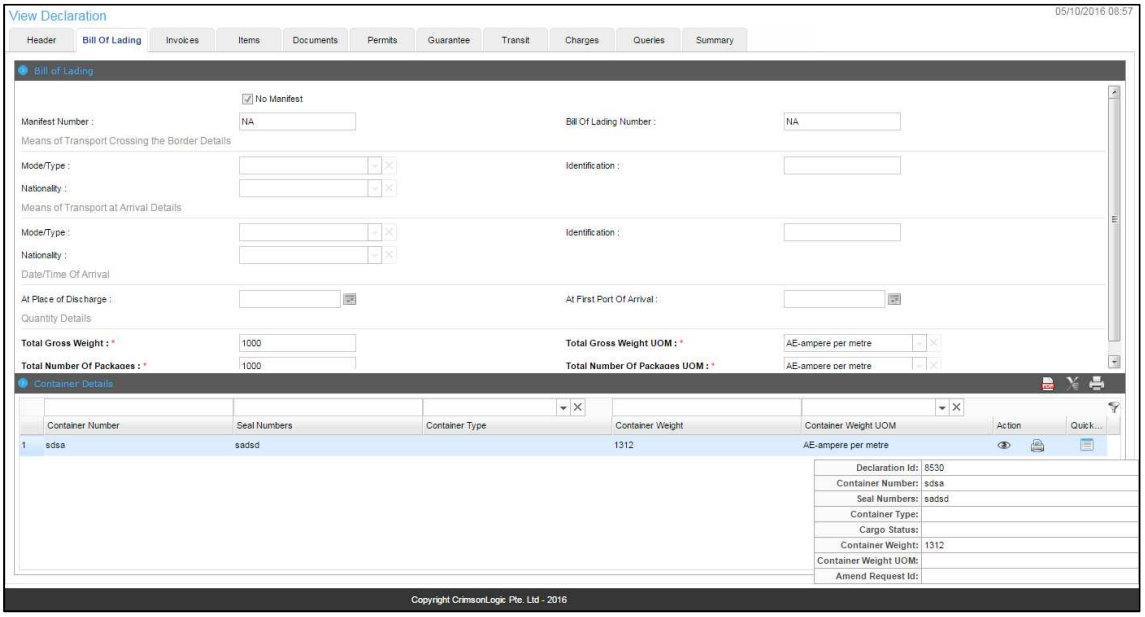


Container Details Page

4. Click **Close** button to close the container details.

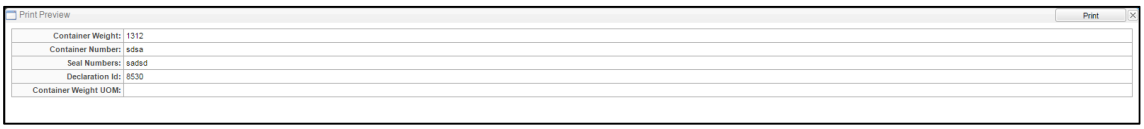
> Click the **Excel sheet** icon to download the container list as an excel sheet.
> Click the **PDF** icon to download the container list details as a PDF document.
> Click the **Print** button to print the container list details.

5. Click the  Quick view icon to view the container details.



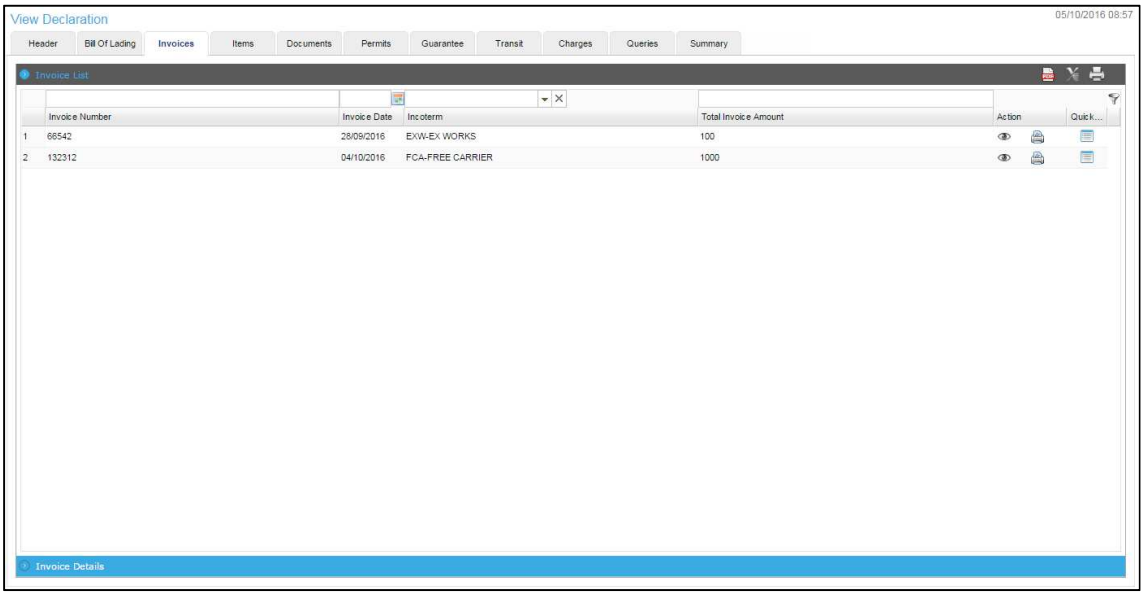
Container Quick View Details Page

6. Click the  icon to print preview the container details.



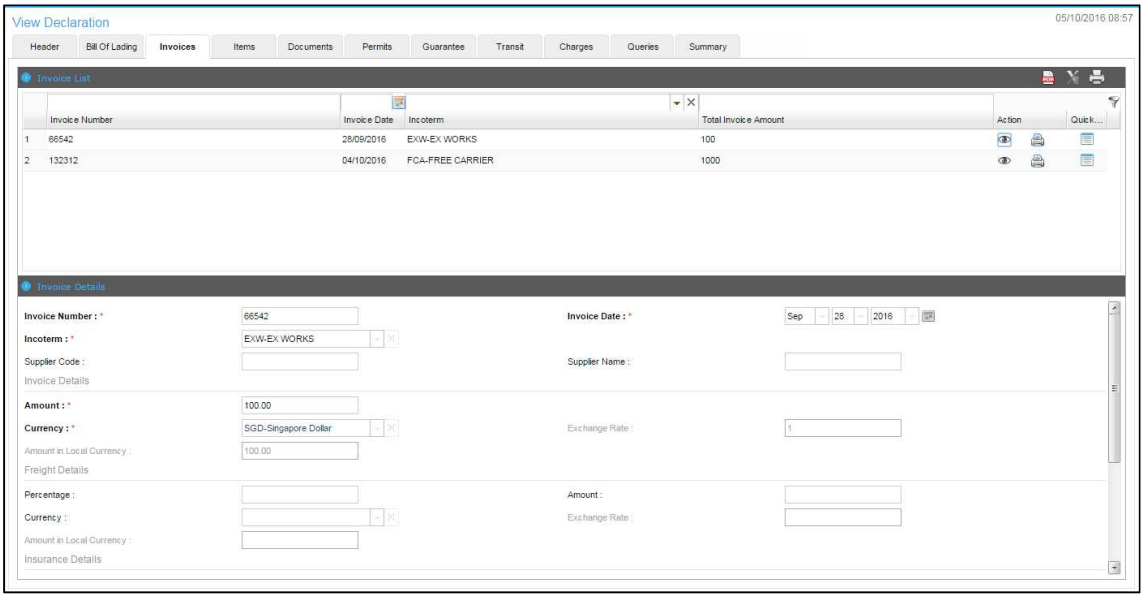
Print Preview Container Details Page

7. Click the **Print** button to print the container details.
8. In the View Declaration page, click **Invoices** tab to view the invoice details.



Invoice Tab Page

9. Click the  icon to view the Invoice details.



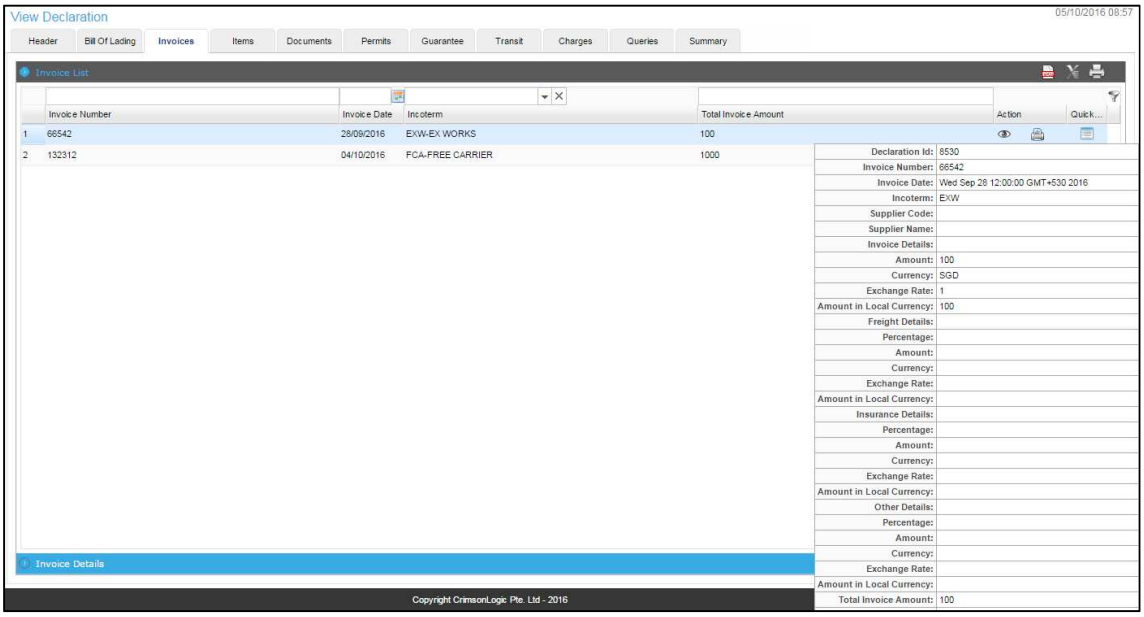
View Invoice Details Page

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10. Click **Close** button to close the invoice details.

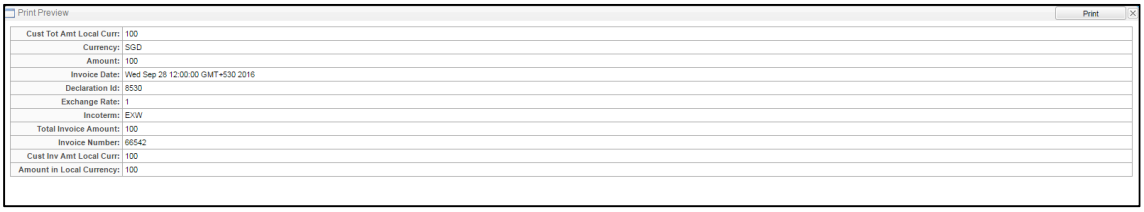
Click the **Excel sheet** icon to download the invoice list details as an excel sheet.
Click the **PDF** icon to download the invoice list details as a PDF document.
Click the **Print** button to print the invoice list details.

11. Click the  Quick view icon to view the invoice details.



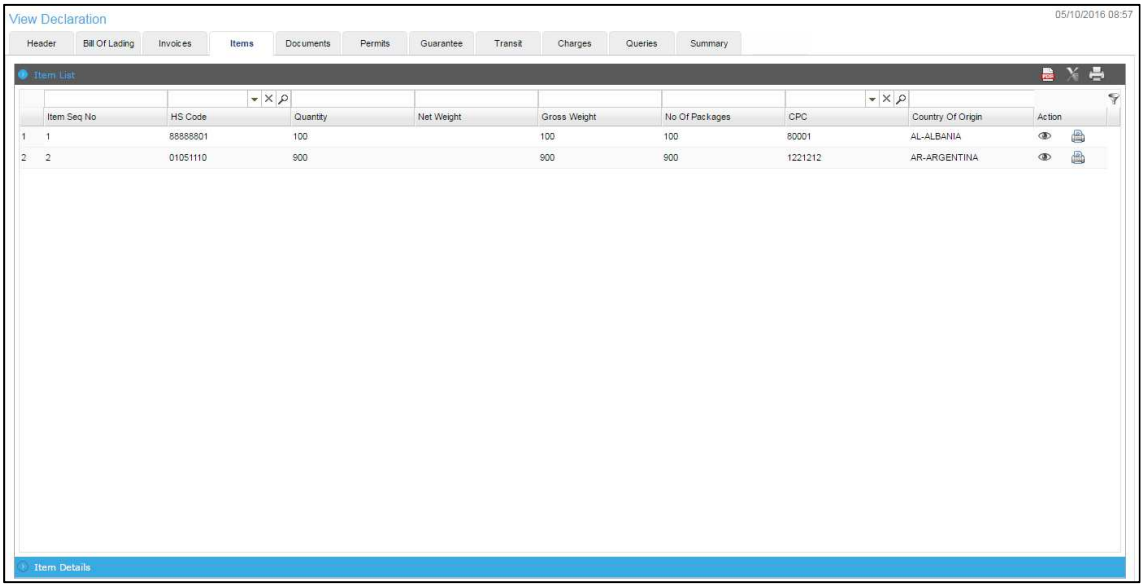
Invoice Quick View Details Page

12. Click the  icon to print preview the invoice details.



Print Preview Invoice Details Page

13. Click the **Print** button to print the invoice details.
14. In the View Declaration page, click **Items** tab to view the items details.



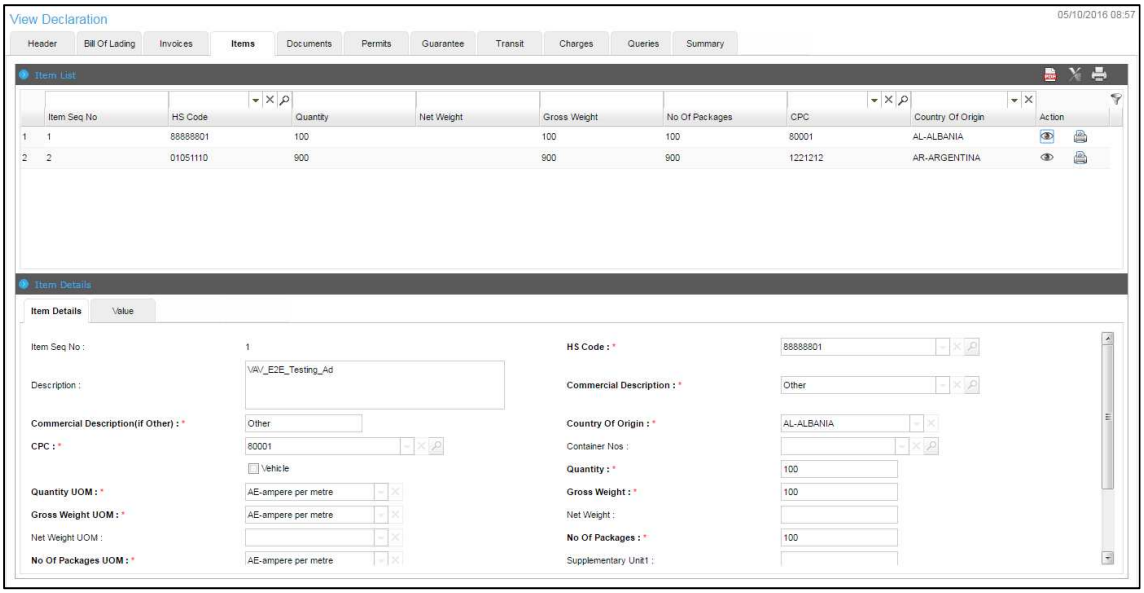
Items Tab Page

Click the **Excel sheet** icon to download the items list details as an excel sheet.

Click the **PDF** icon to download the items list details as a PDF document.

Click the **Print** button to print the items list details.

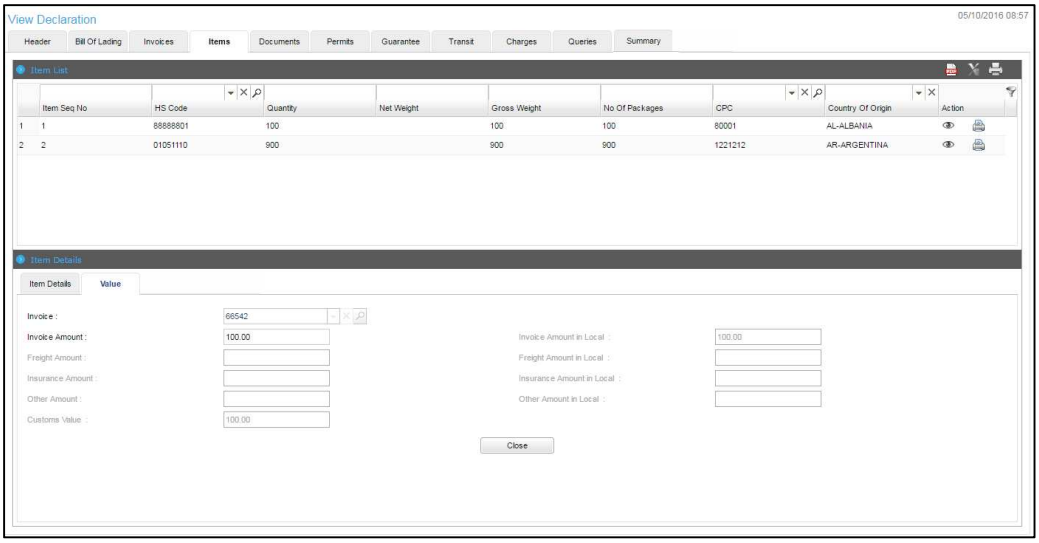
15. Click the  icon to view the item details.



View Item Details Page

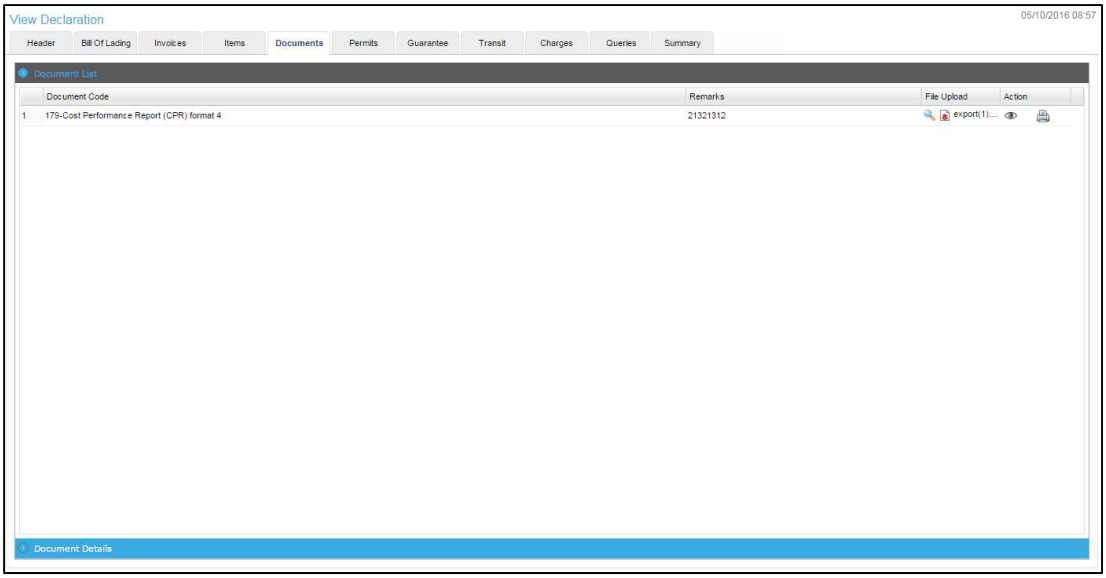
16. Click **Close** button to close the item details.
17. Click **Value** tab to view the item value details.

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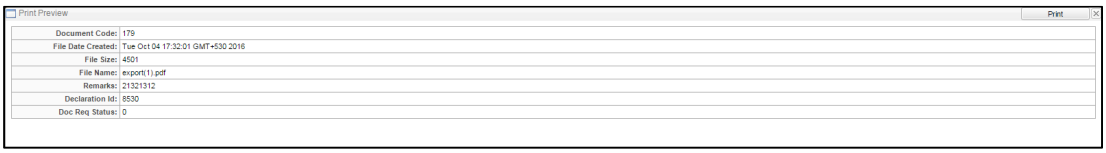
Item Value Tab details page

18. Click **Close** button to close the value tab details.
19. In the View declaration page, click the **Documents** tab,the document details will be displayed.



Documents Tab Page

20. Click the  icon to print preview the document details.

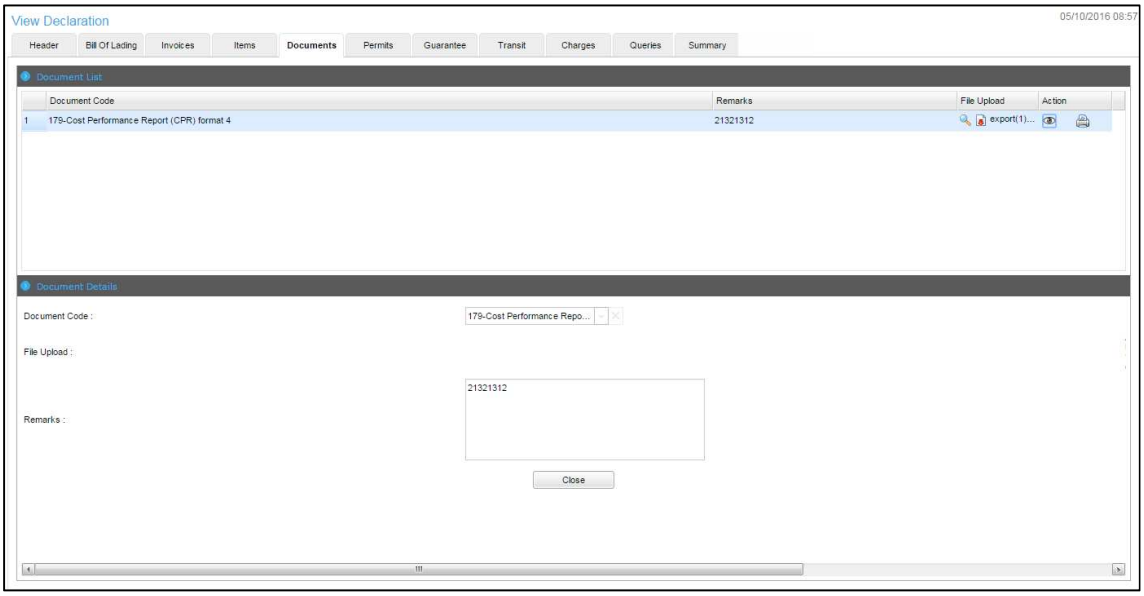


Print Preview Document Details Page

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21. Click the **Print** button to print the document details.

22. Click the  icon to view the uploaded document details.



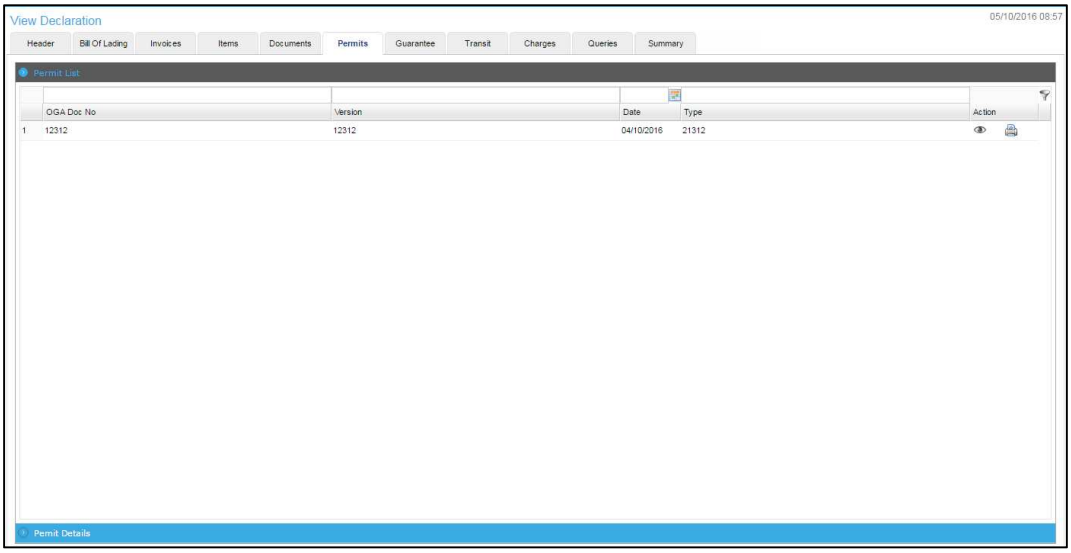
View Document Details Page

23. Click **Close** button to close the document details.

Click the  icon to download the document details.

Click the  icon to view the uploaded document details.

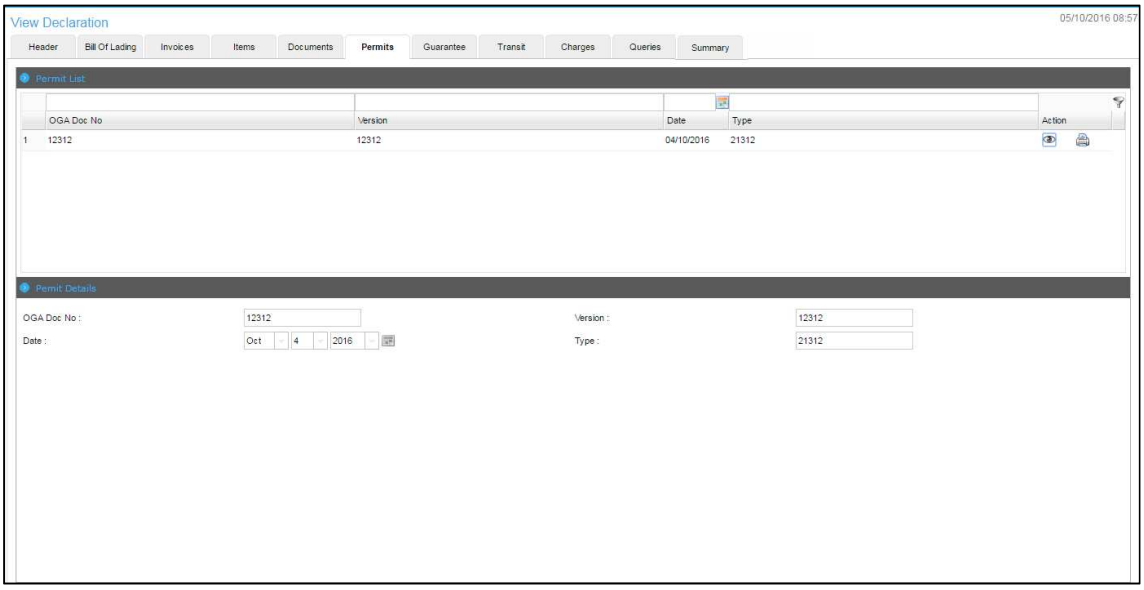
24. In the View declaration page, click **Permits** tab to view the declaration permit details.



Permits Tab Page

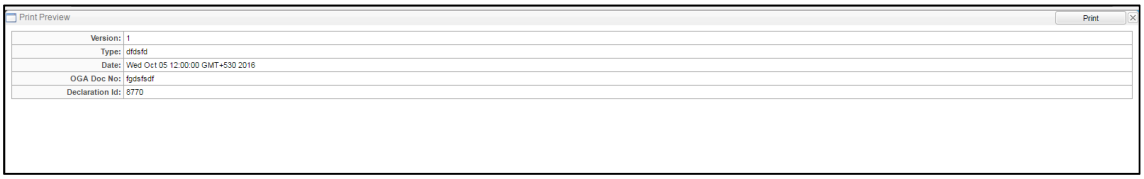
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25. Click the  icon to view the permit details.



View Permit Details Page

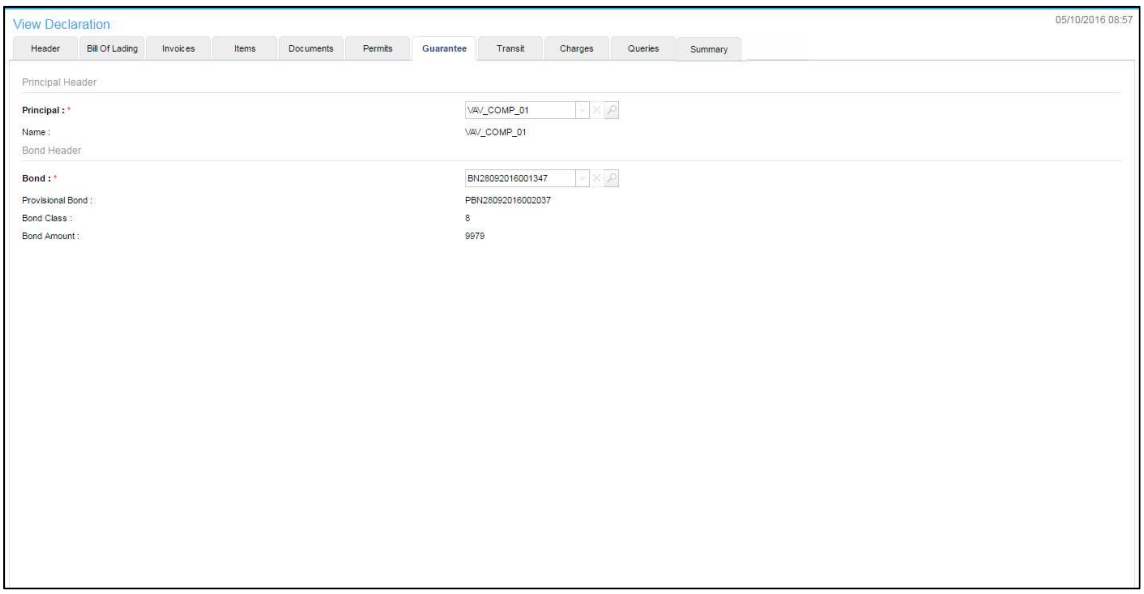
26. Click the  icon to print preview the permit details.



Print Preview Permit Details Page

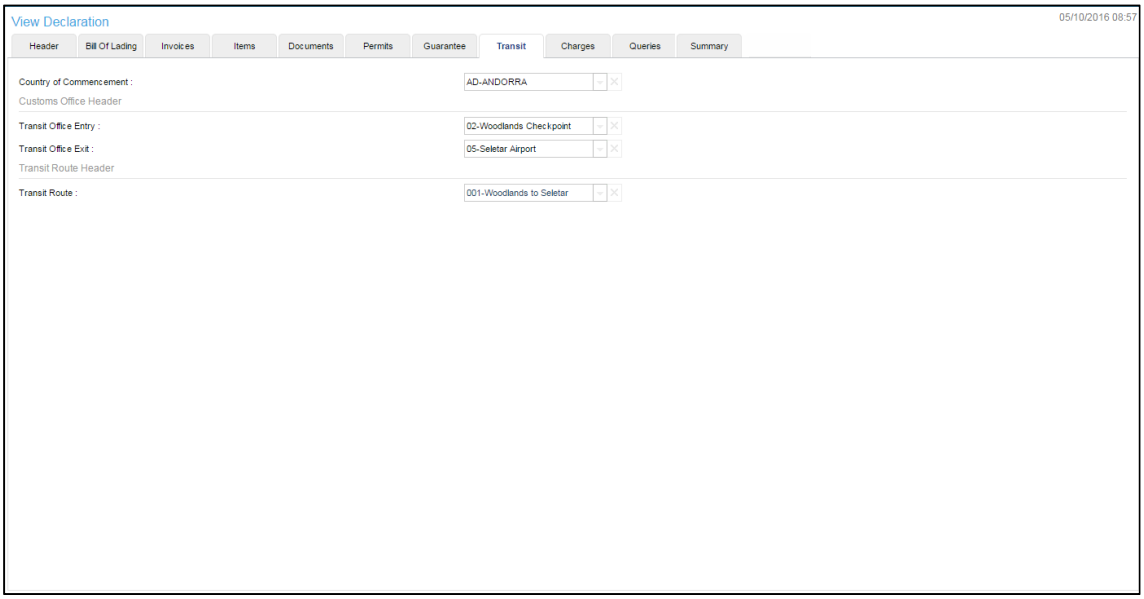
27. Click the **Print** button to print the Permit details.
28. In the View Declaration page, click **Guarantee** tab to view the declaration guarantee details.

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Guarantee Tab Page

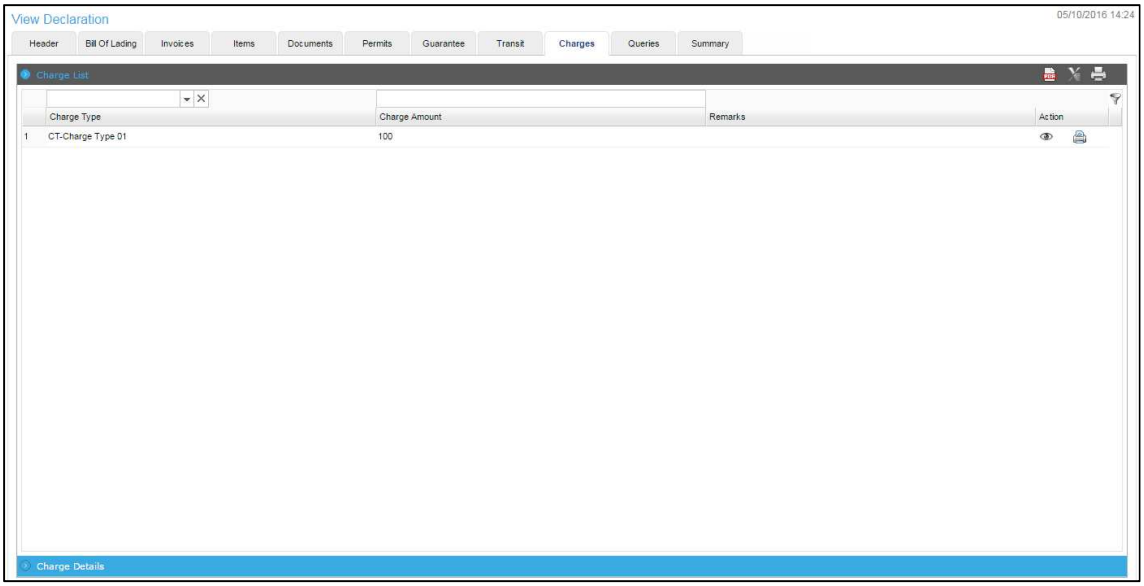
29. Click **Transit** tab, to view the declaration transit details.



Transit Tab Page

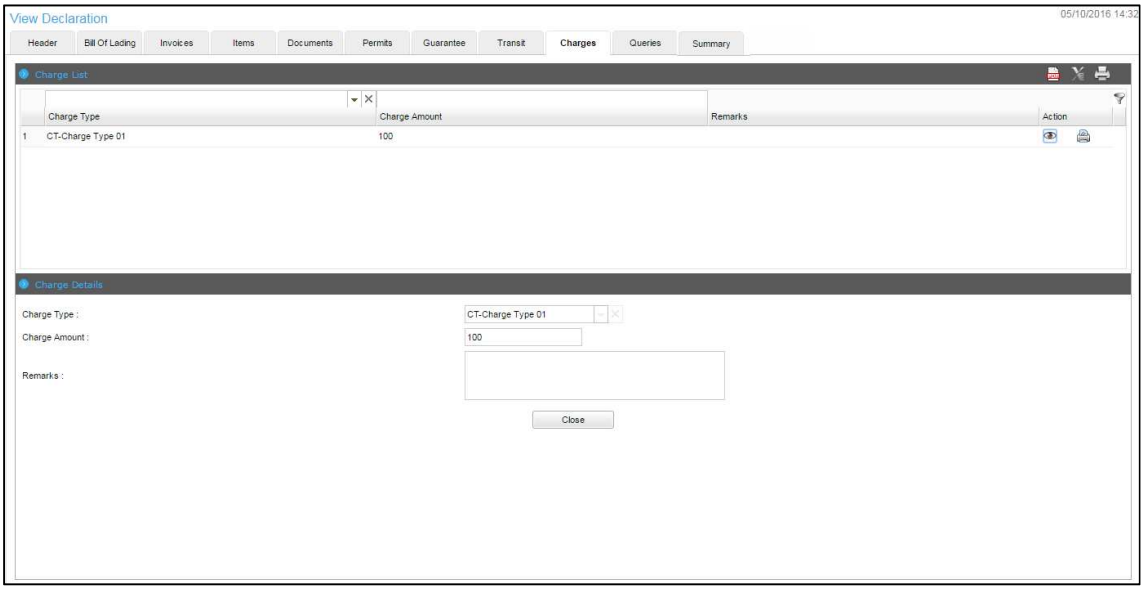
30. Click **Charges** tab, to view the declaration charges details.

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Charges Tab Page

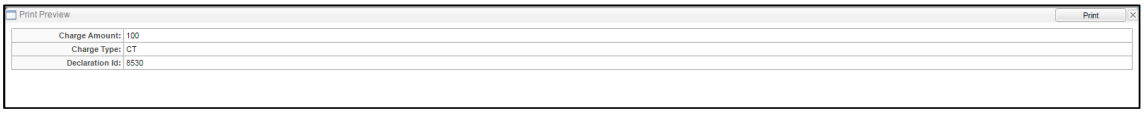
31. Click the  icon to view the charges details.



View Charges Details Page

32. Click **Close** button to close the charges details.

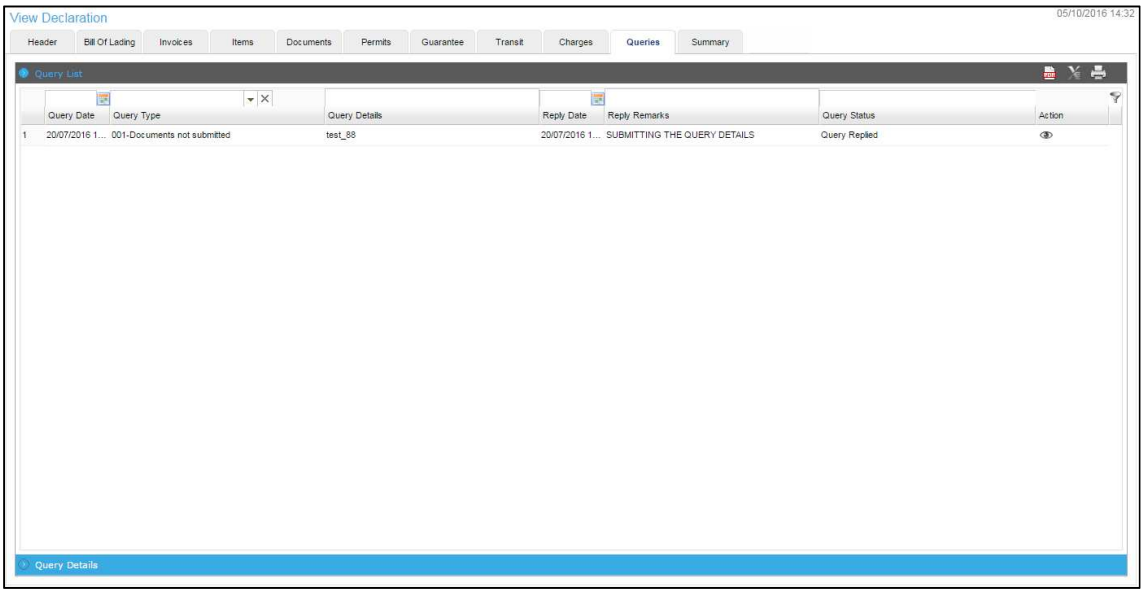
33. Click the  icon to print preview the charges details.



Print Preview Permit Details Page

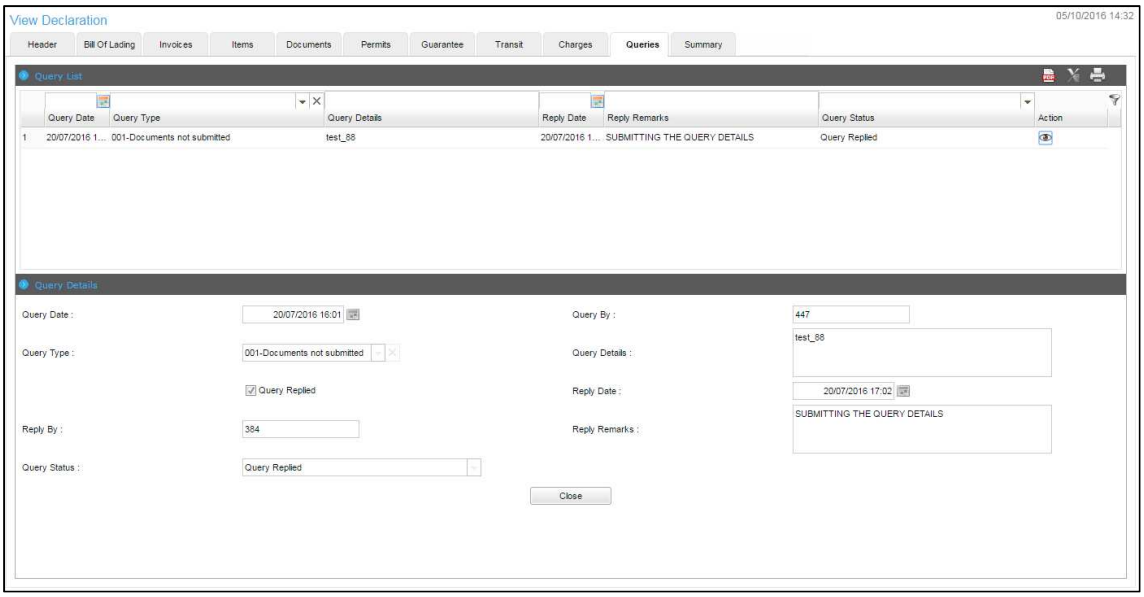
© CrimsonLogic Pte Ltd

34. Click the **Print** button to print the charges details.
35. In the View Declaration page, click **Queries** tab, to view the declaration queries details.



Queries Tab Page

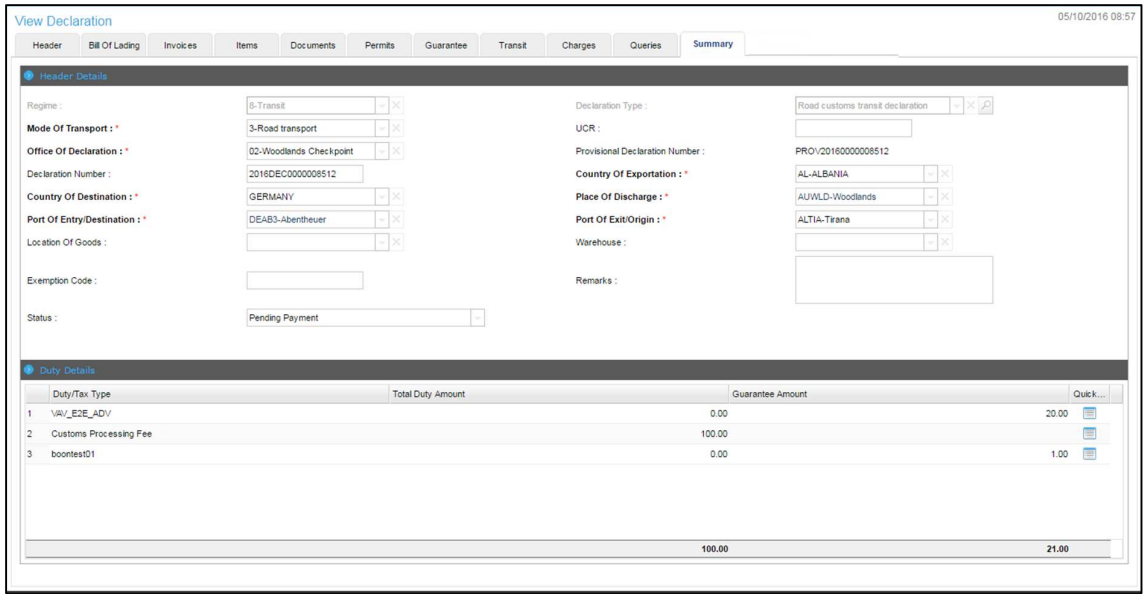
36. Click the  icon to view the queries details.



View Queries Details Page

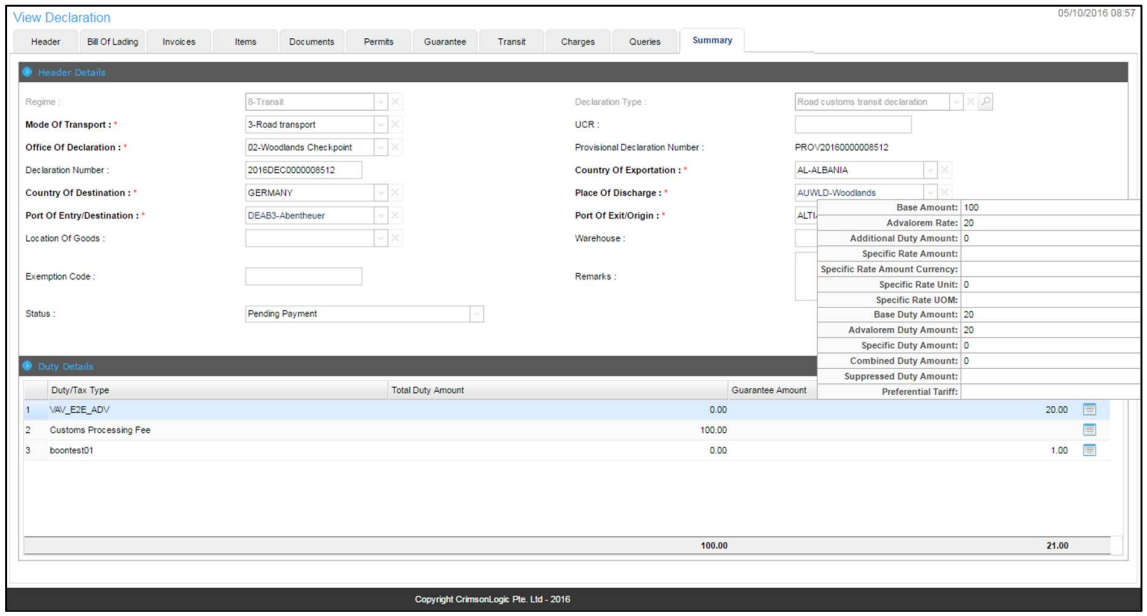
37. Click **Close** button to close the queries details.
38. Click **Summary** tab to view the declaration summary details page.

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Summary Tab page

39. Click the  Quick view icon to quick view the summary details.



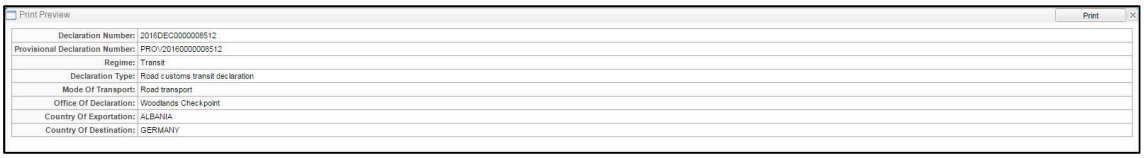
Summary Quick View page

Print Declaration Details

This functionality allows you to print the declaration details such as Declaration Number, Regime, Declaration Type, and Mode of Transport etc.

To print the declaration details:

1. From the search results, click the  icon. The Print Preview Page will be displayed.



Print Preview Page

2. Click **Print** button to print the declaration details.

Clone Declaration Details

This functionality allows you to make another copy of the existing declaration in the TFB system.

To clone the declaration details:

1. From the search results, click the  icon clone the declaration details. The Declaration cloned successfully message will be displayed.



Declaration Cloned Success Message

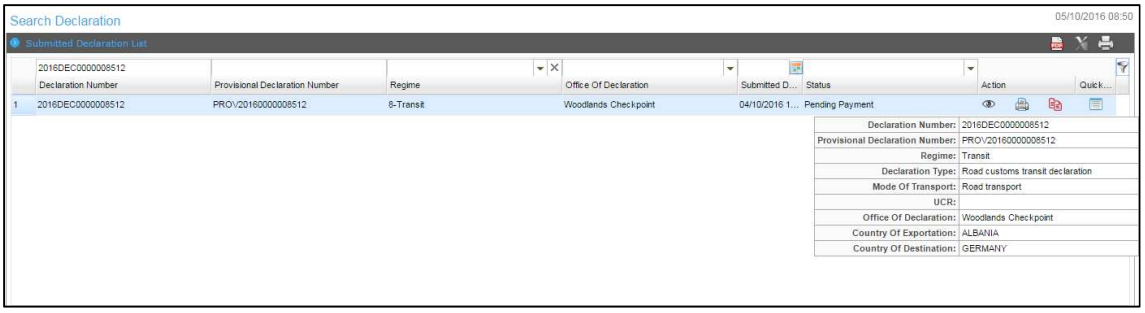
Quick View Declaration Details

This functionality allows you to overview view the Declaration details such as Declaration Number, Declaration Type, Regime, Mode of Transport etc.

To quick view the declaration details:

1. From the search results, click the  icon. The Declaration Quick View Page will be displayed.

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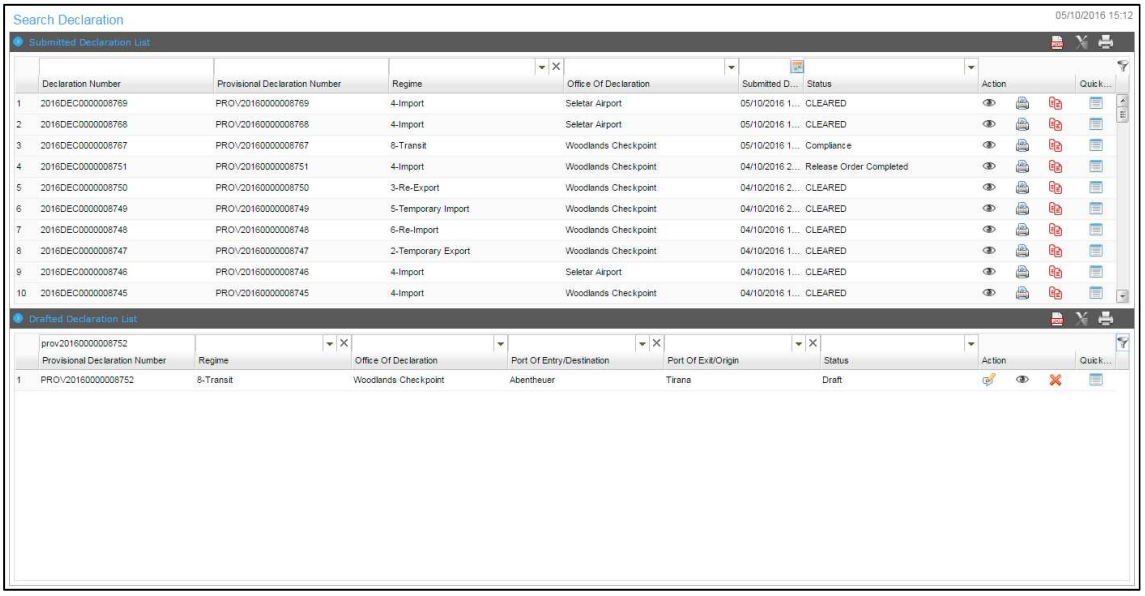
Declaration Quick View Details Page

Edit Declaration Details

This functionality allows you to edit the declaration details, which is in **draft** status in the TFB system.

To edit the declaration details:

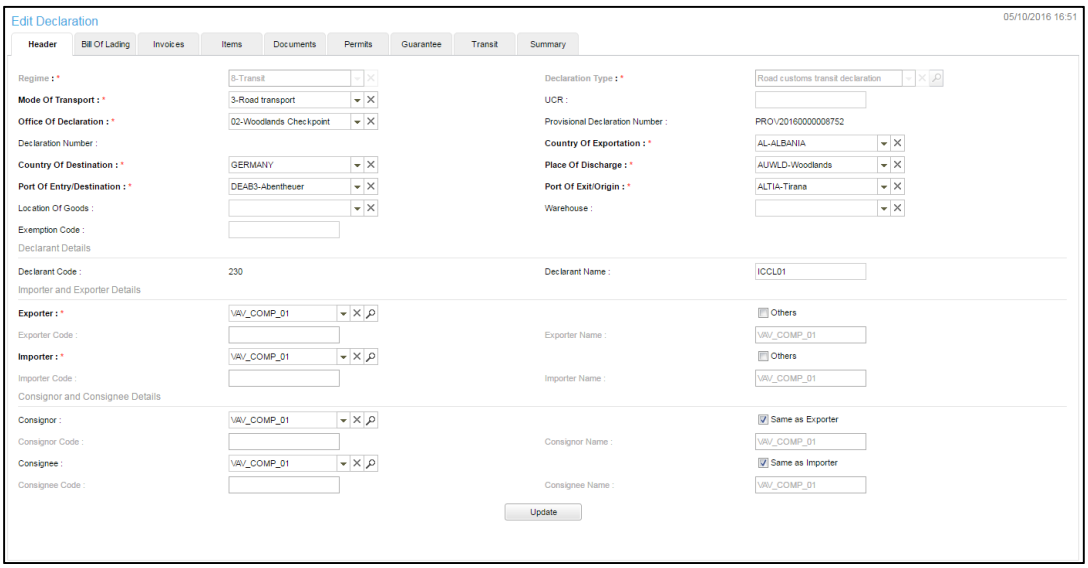
1. Perform a search for the declaration with **Draft** status. The Declaration Search Results page will be displayed.



Declaration Search Results page

2. From the search results, click the  icon. The Edit Declaration Details Page will be displayed.

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Edit Declaration Details Page

3. Modify the necessary information in the Declaration header Details tab page. For more information, refer to field descriptions in Declaration Header Details.

4. Click **Update**. The Records updated successfully message will be displayed.

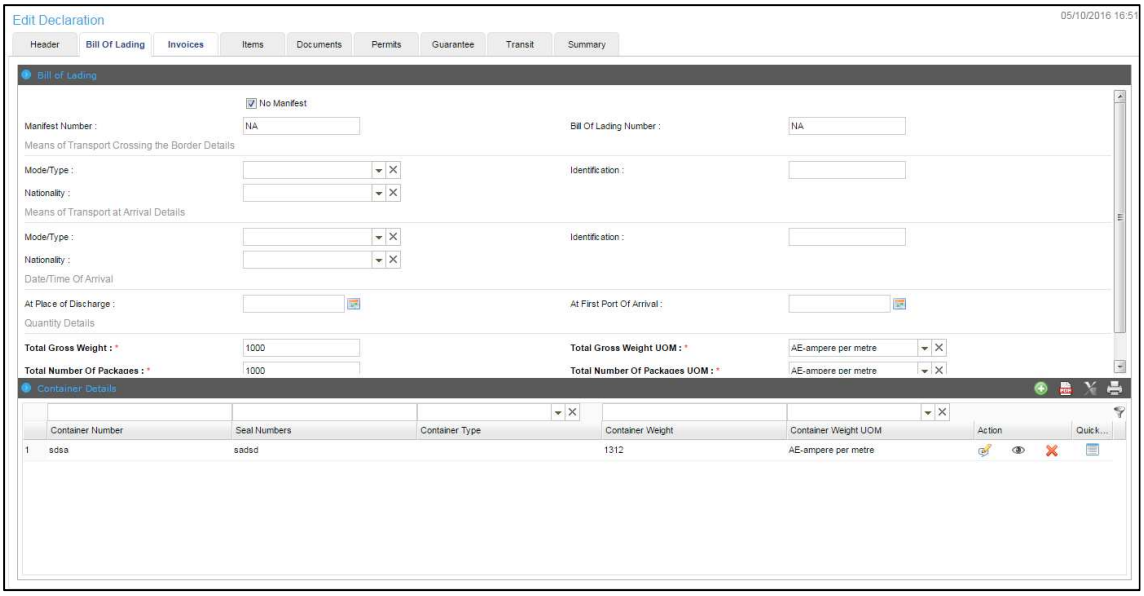


Records Updated Successfully Message

5. Click **Ok** button to close the confirmation message.

6. Click **Bill of Lading** tab to edit the bill of lading details.

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Bill of Lading Tab Page

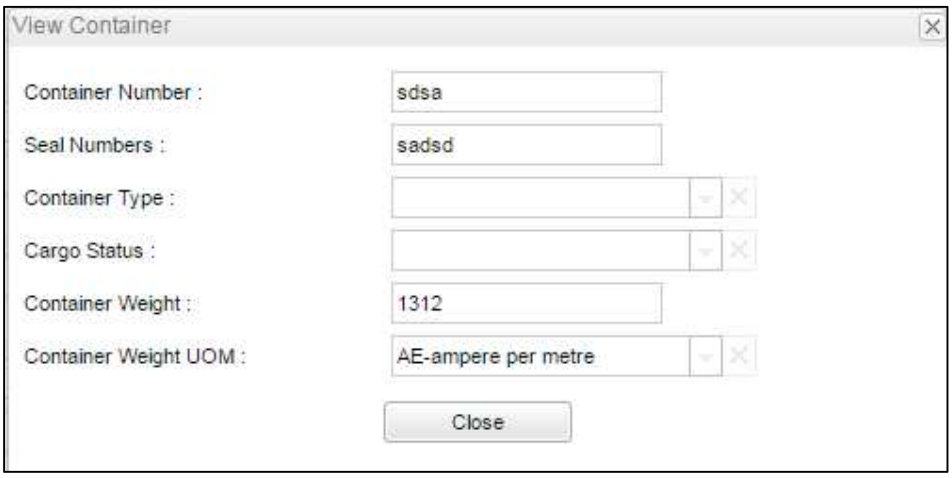
7. Modify the necessary information in the Declaration header Details tab page. For more information, refer to field descriptions in Bill of Lading Details.
8. Click **Update**. The Records updated successfully message will be displayed.



Records Updated Successfully Message

9. Click **Ok** button to close the confirmation message.
10. Click the icon to view the container details.

© CrimsonLogic Pte Ltd

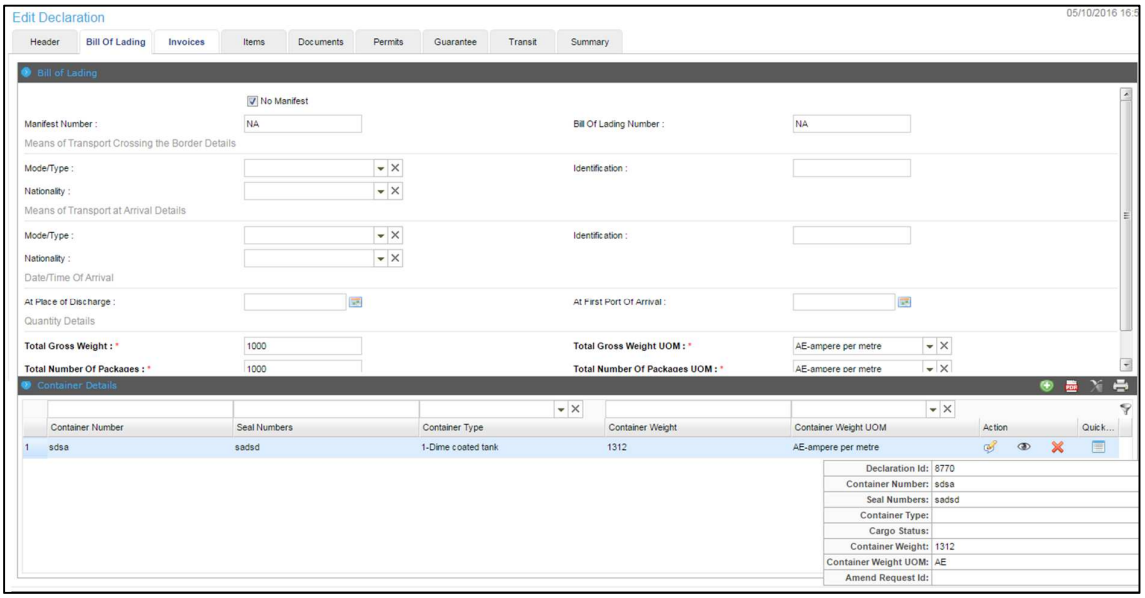


Container Details Page

11. Click **Close** button to close the container details.

Click the **Excel sheet** icon to download the container list as an excel sheet.
Click the **PDF** icon to download the container list details as a PDF document.
Click the **Print** button to print the container list details.
Click the **Add** button to add another container details.

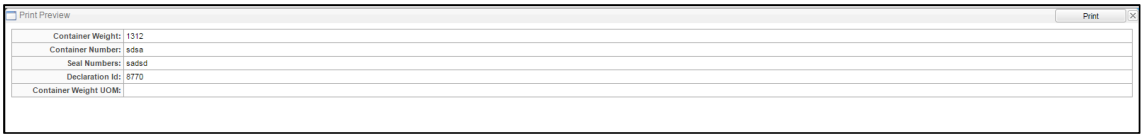
12. Click the  Quick view icon to view the container details.



Container Quick View Details Page

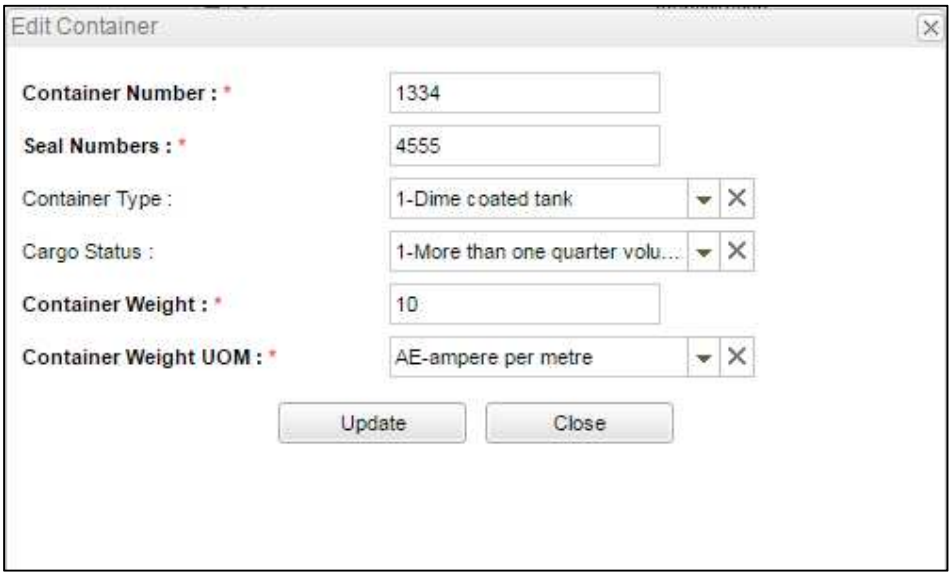
13. Click the  icon to print preview the container details.

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Print Preview Container Details Page

14. Click the **Print** button to print the container details.
15. Click the  icon to edit the container details.



Edit Container Details Page

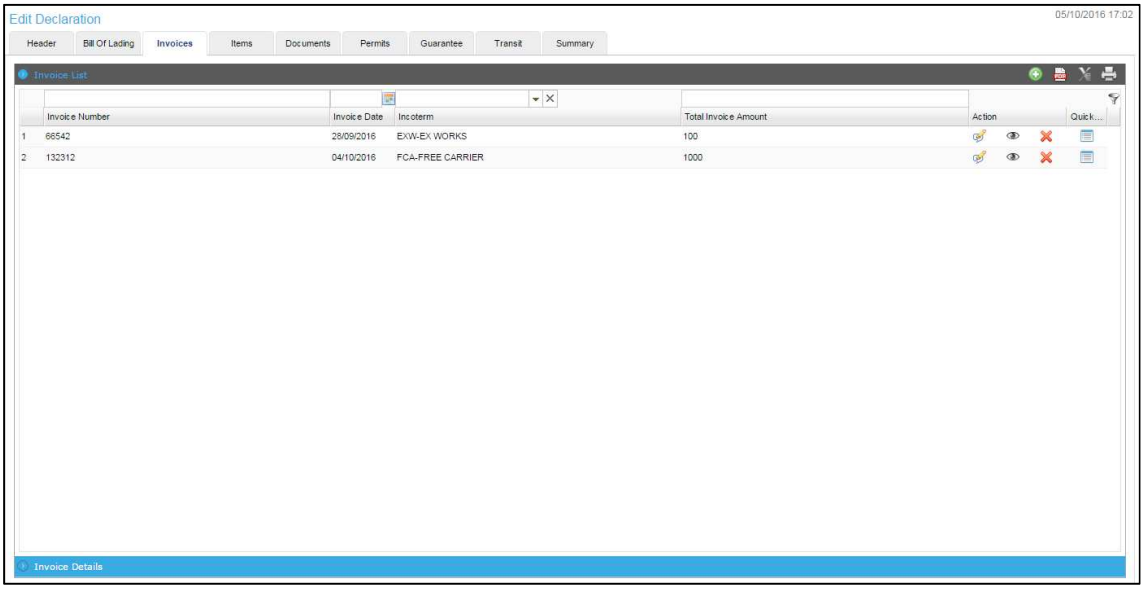
16. Modify the necessary information in the container page. For more information, refer to field descriptions in Container Details.
17. Click **Update**. The Records updated successfully message will be displayed.



Records Updated Successfully Message

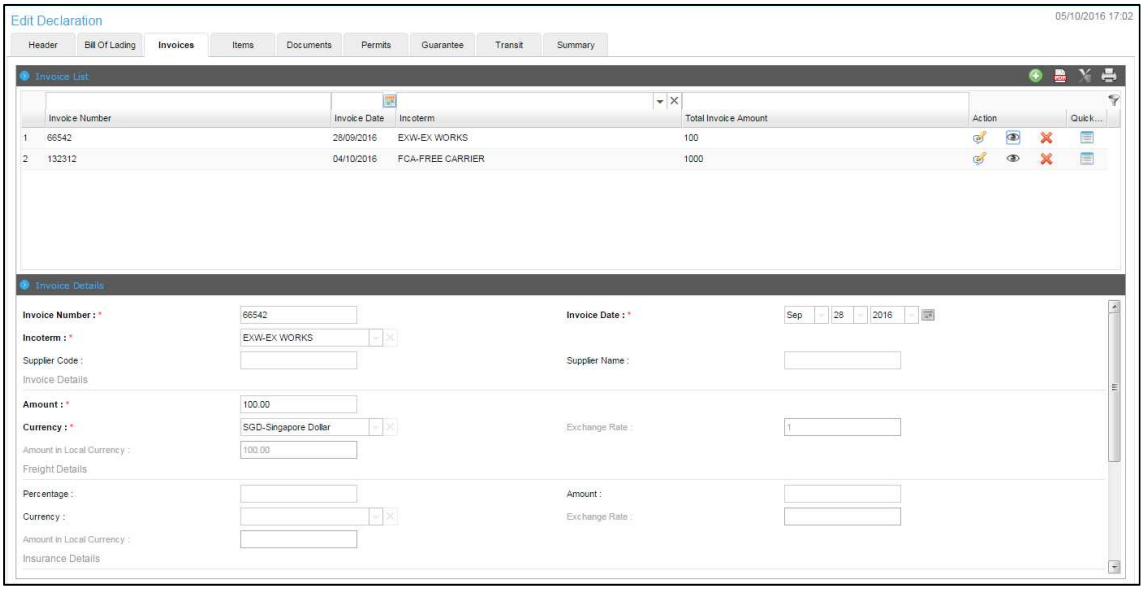
18. Click **Ok** button to close the confirmation message.
19. In the Edit Declaration page, click **Invoices** tab to view the invoice details.

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Invoice Tab Page

20. Click the  icon to view the Invoice details.



View Invoice Details Page

21. Click **Close** button to close the Invoice details.

Click the **Excel sheet** icon to download the invoice list details as an excel sheet.

Click the **PDF** icon to download the invoice list details as a PDF document.

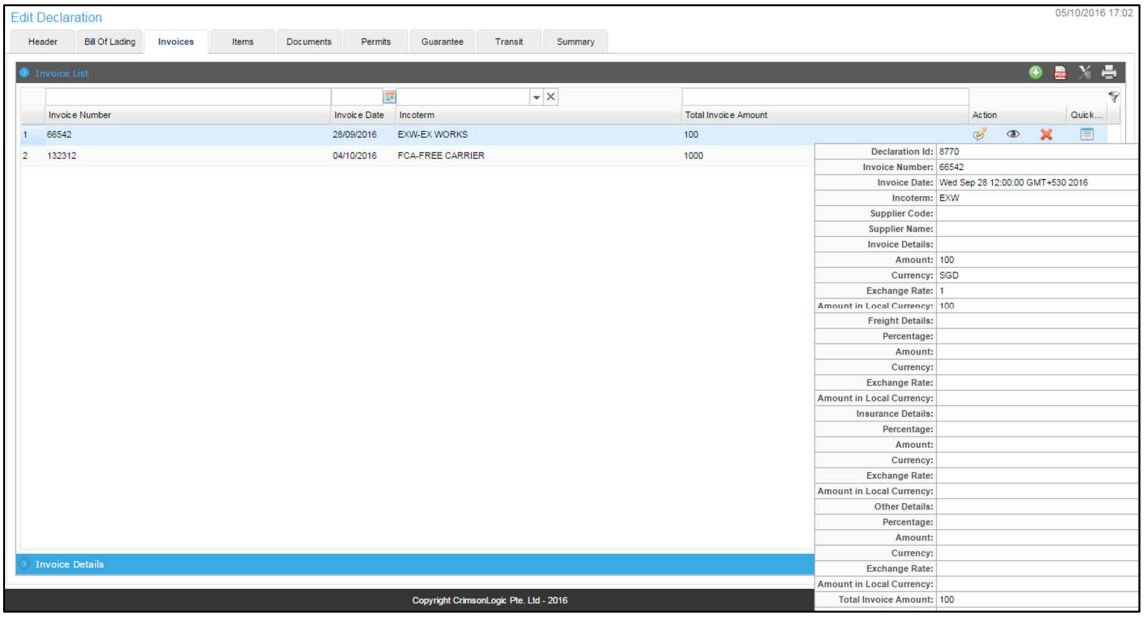
Click the **Print** button to print the invoice list details.

Click the **Add** button to add another invoice details.

© CrimsonLogic Pte Ltd

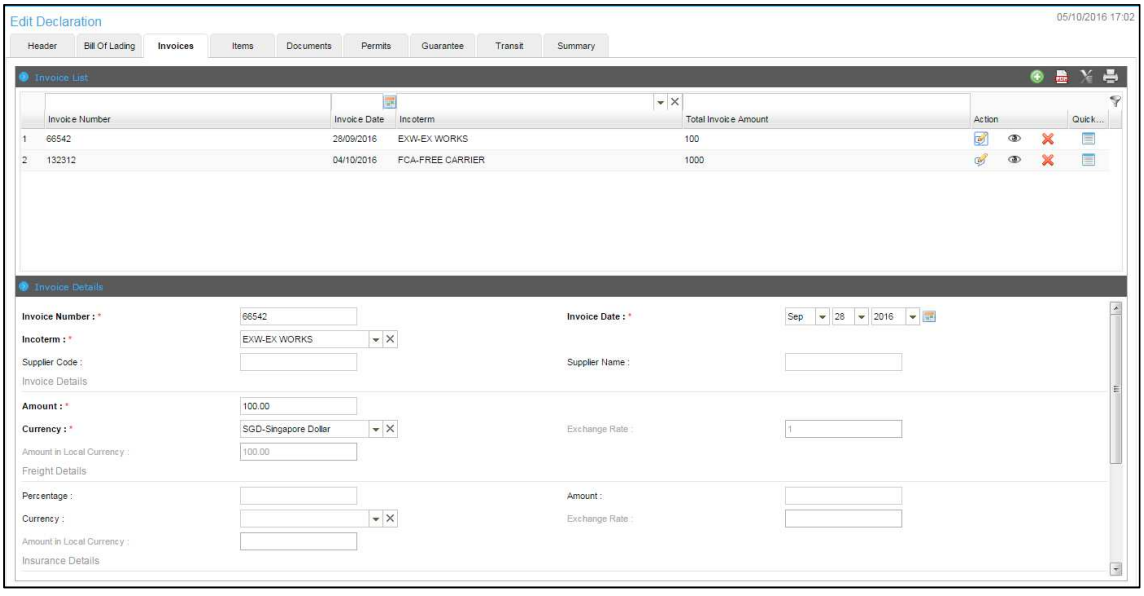
Click the icon to delete icon to delete the invoice from the available list.

22. Click the Quick view icon to view the invoice details.



Invoice Quick View Details Page

23. Click the icon to edit the invoice details.



Edit Invoice Details Page

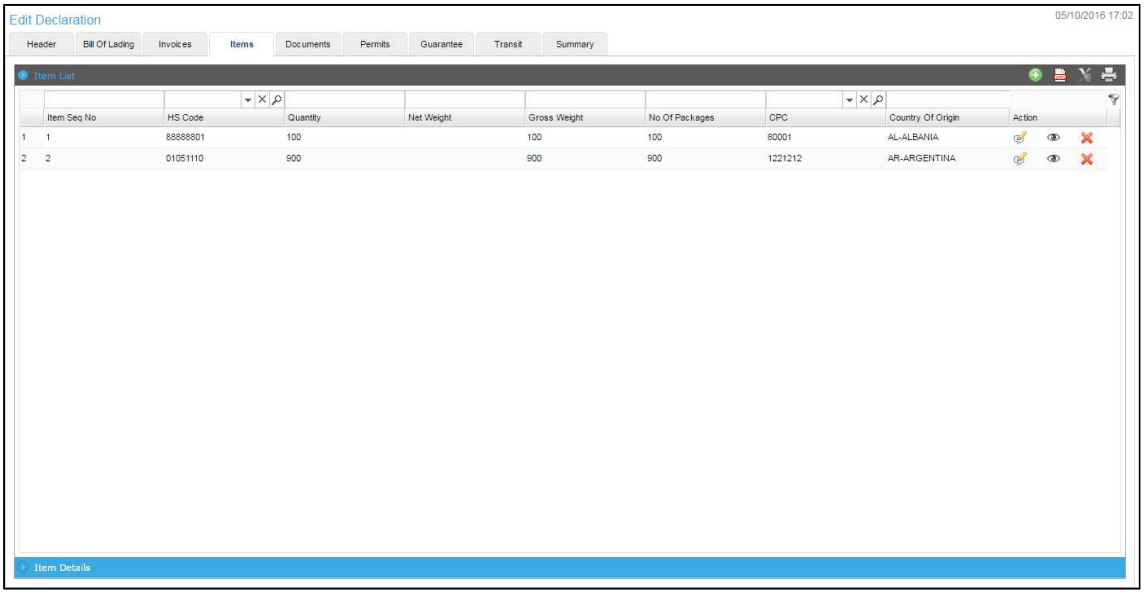
24. Modify the necessary information in the invoice tab page. For more information, refer to field descriptions in Invoice Details.

25. Click **Update**. The Records updated successfully message will be displayed.



Records Updated Successfully Message

26. Click **Ok** button to close the confirmation message.
27. In the Edit Declaration page, click **Items** tab to view the items details.



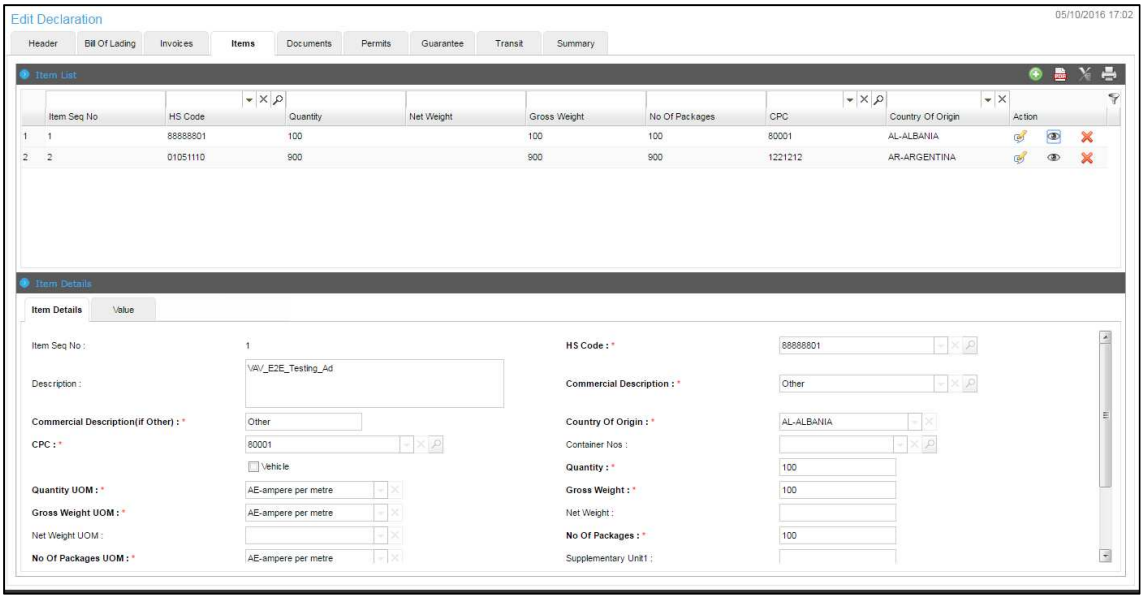
Items Tab Page

@ Click the **Excel sheet** icon to download the items list details as an excel sheet.
Click the **PDF** icon to download the items list details as a PDF document.
Click the **Print** button to print the items list details.
Click the **Add** button to add another item details.

@ Click the  icon to delete icon to delete the item from the available list.

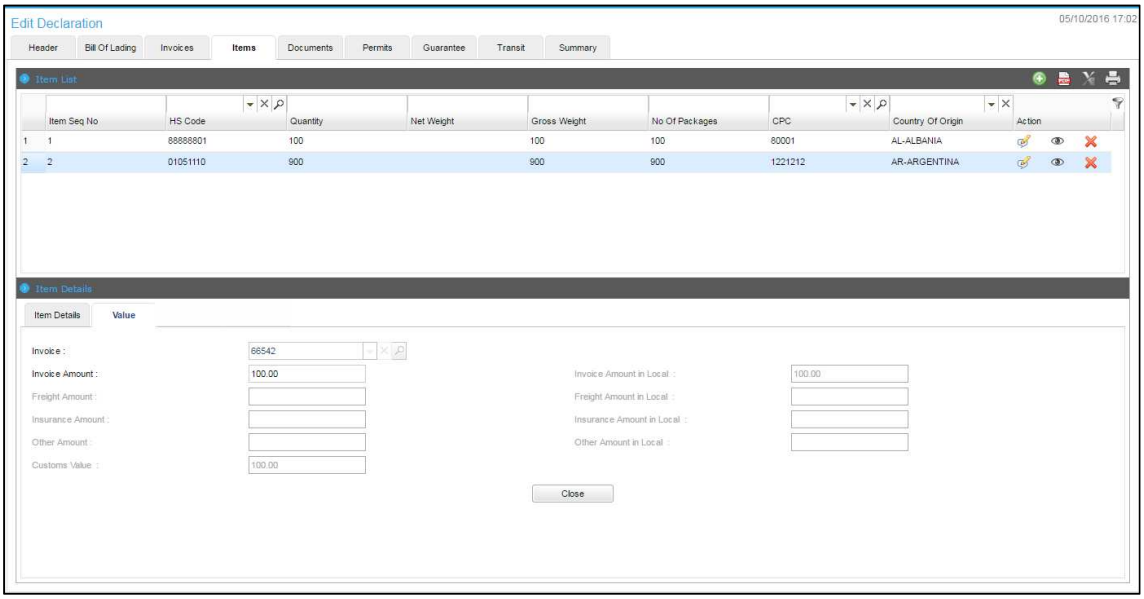
28. Click the  icon to view the item details.

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View Item Details Page

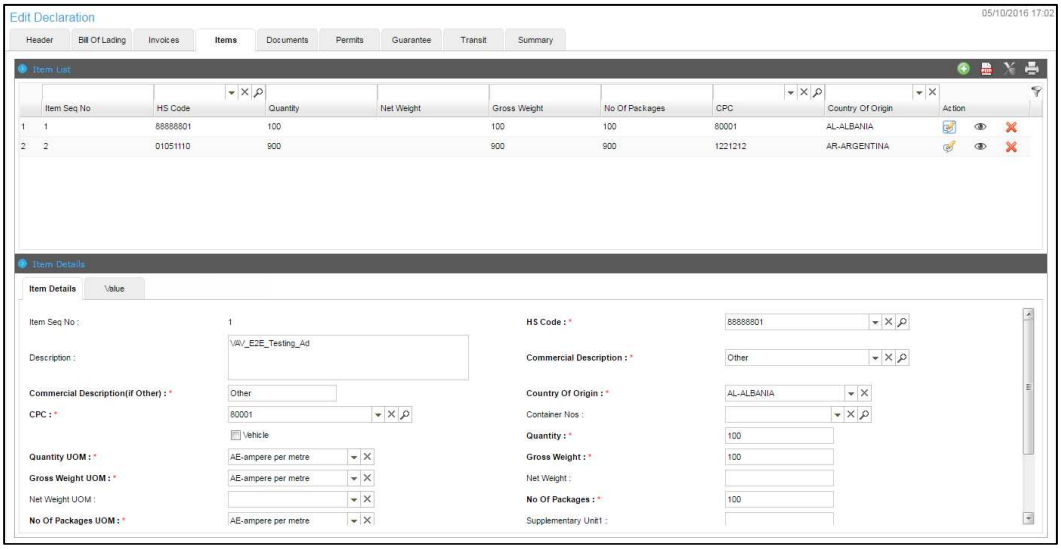
29. Click **Close** button to close the item details.
30. Click **Value** tab to view the item value details.



Item Value Tab details page

31. Click **Close** button to close the value tab details.
32. Click the  icon to edit the item details.

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Edit Item Details Page

33. Modify the necessary information in the item tab page. For more information, refer to field descriptions in Item Details.

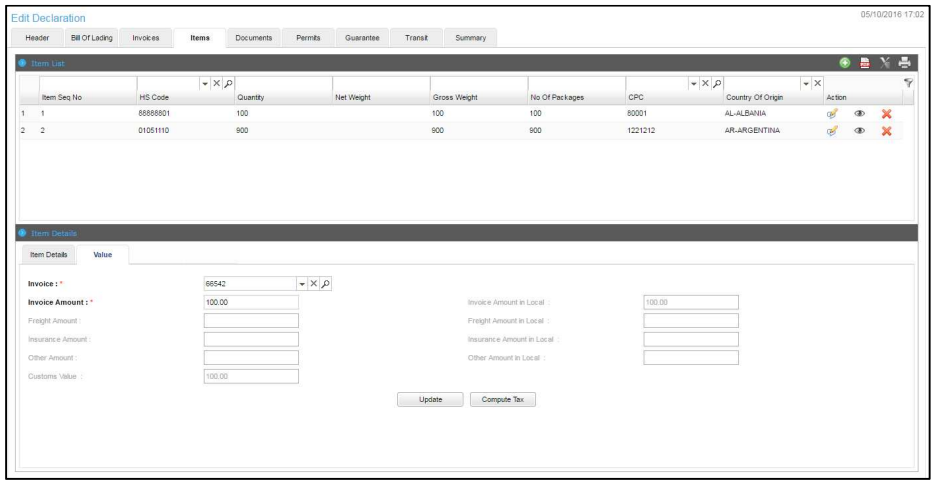
34. Click **Update**. The Records updated successfully message will be displayed.



Records Updated Successfully Message

35. Click **Ok** button to close the confirmation message.

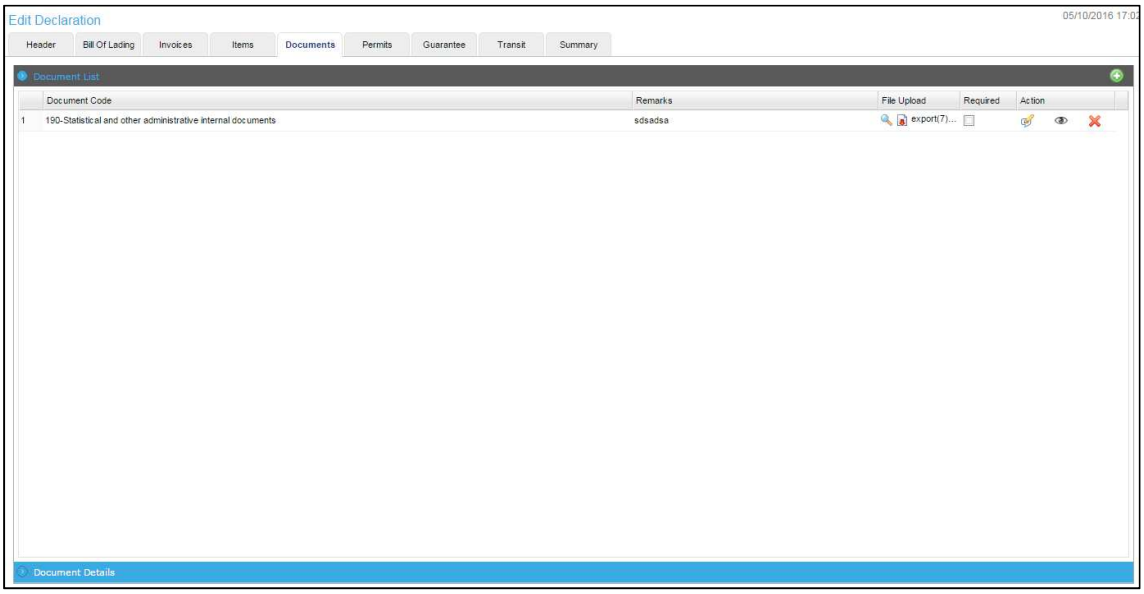
36. Click **Value** tab to edit the item value details.



Item Value Tab Details page

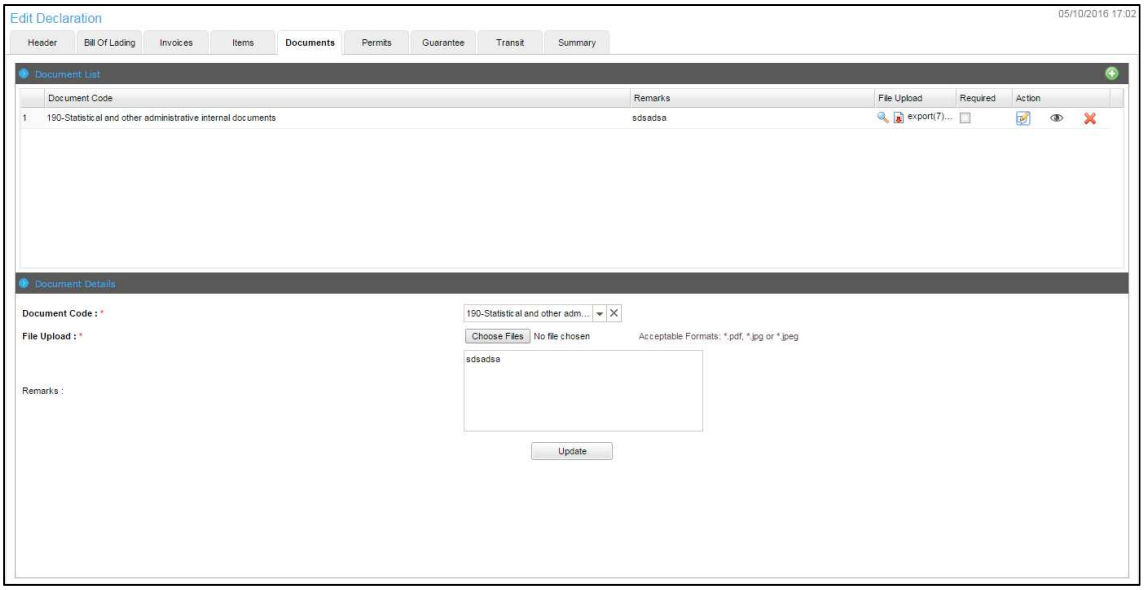
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37. Click **Close** button to close the value tab details.
38. In the Edit declaration page, click the **Documents** tab,the document details will be displayed.



Documents Tab Page

39. Click the  icon to edit the document details.



Edit Document Details Page

40. Modify the necessary information in the document tab page. For more information, refer to field descriptions in Document Details.
41. Click **Update**. The Records updated successfully message will be displayed.

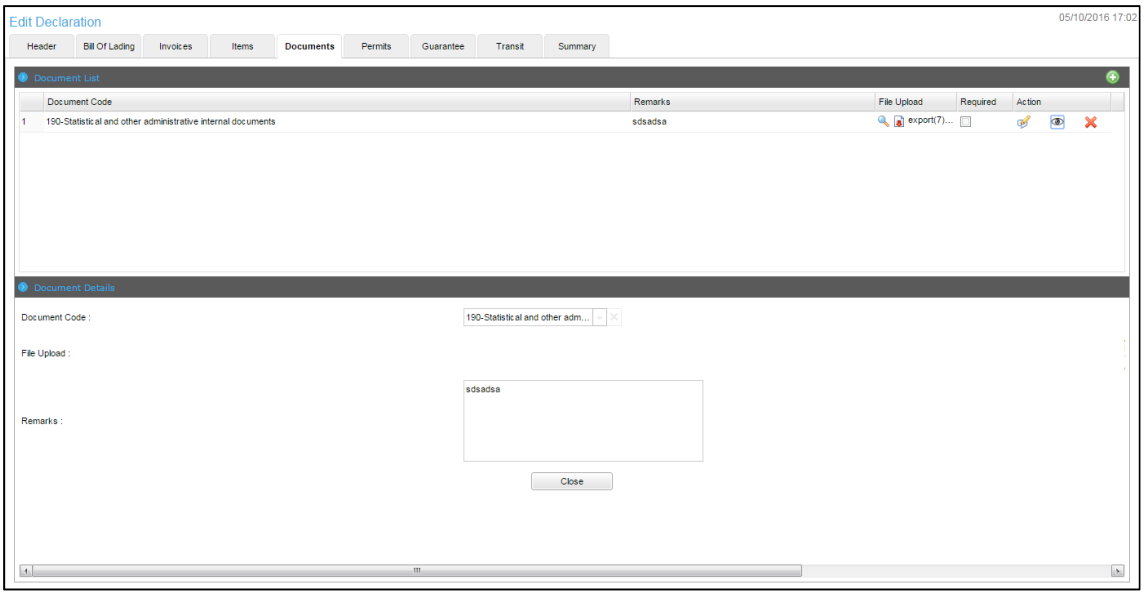
© CrimsonLogic Pte Ltd



Records Updated Successfully Message

42. Click **Ok** button to close the confirmation message.

43. Click the  icon to view the uploaded document details.



View Document Details Page

44. Click **Close** button to close the document details.

Click the  icon to download the document details.

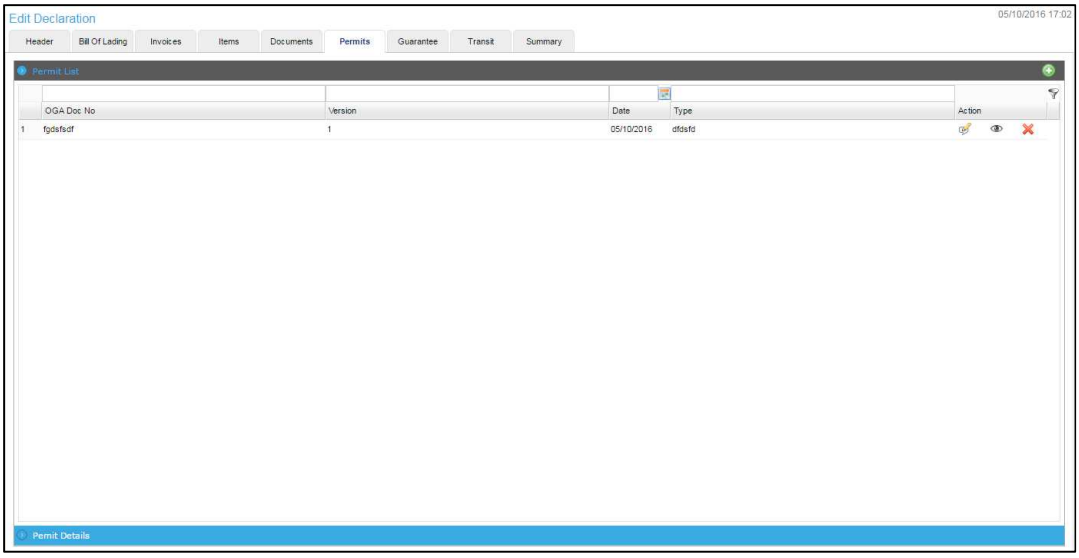
Click the  icon to view the uploaded document details.

Click The Add icon to add another document.

Click the  icon to delete the document from the available list.

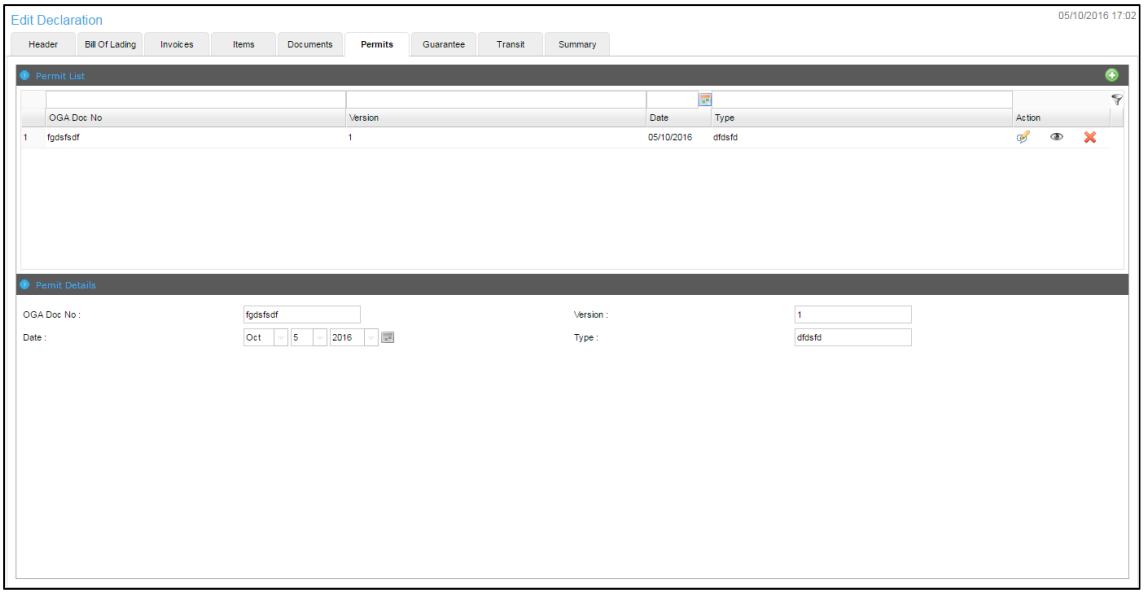
45. In the Edit declaration page, click **Permits** tab to edit the declaration permit details.

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Permits Tab Page

46. Click the  icon to view the permit details.

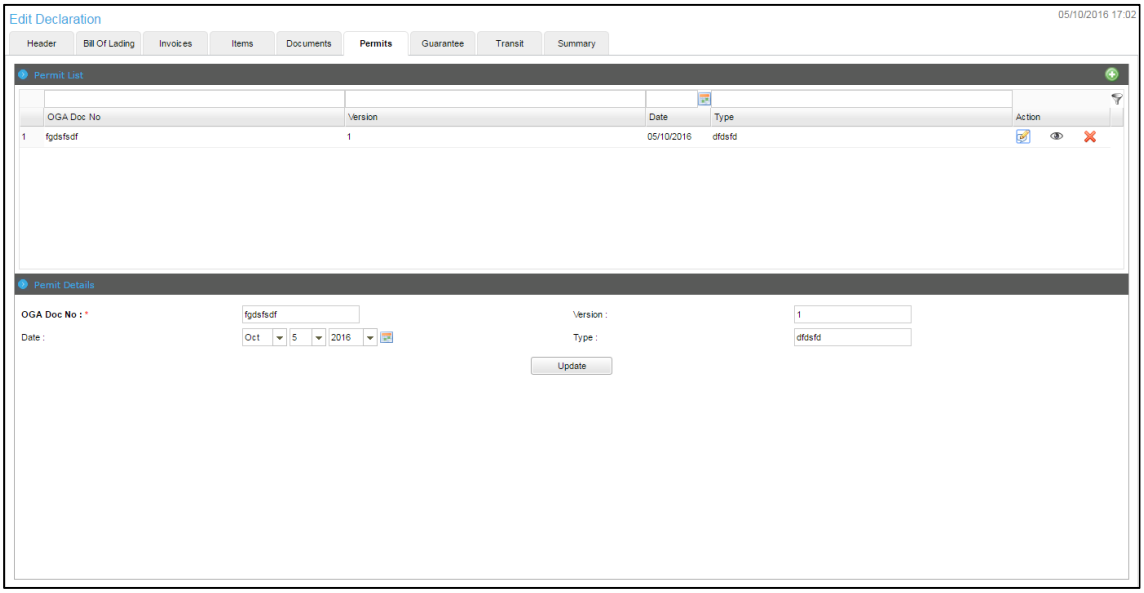


View Permit Details Page

Click the  icon to delete the permit details from the available list.

47. Click the  icon to edit the permit details.

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Edit Permit Details Page

48. Modify the necessary information in the permit tab page. For more information, refer to field descriptions in Permit Details.

49. Click **Update**. The Records updated successfully message will be displayed.

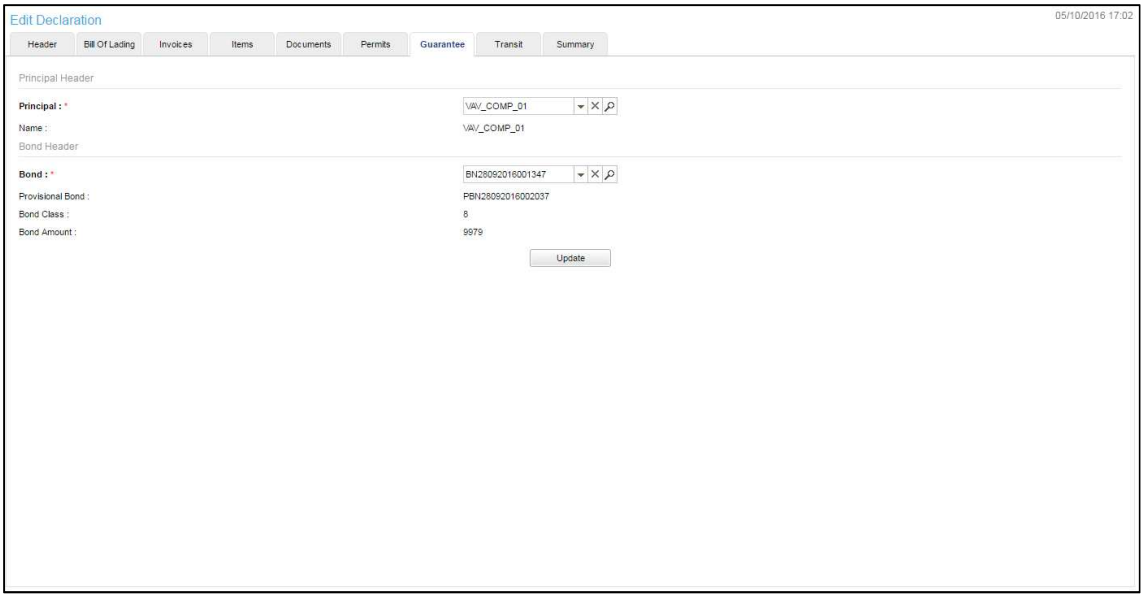


Records Updated Successfully Message

50. Click **Ok** button to close the confirmation message.

51. In the Edit Declaration page, click **Guarantee** tab to edit the declaration guarantee details.

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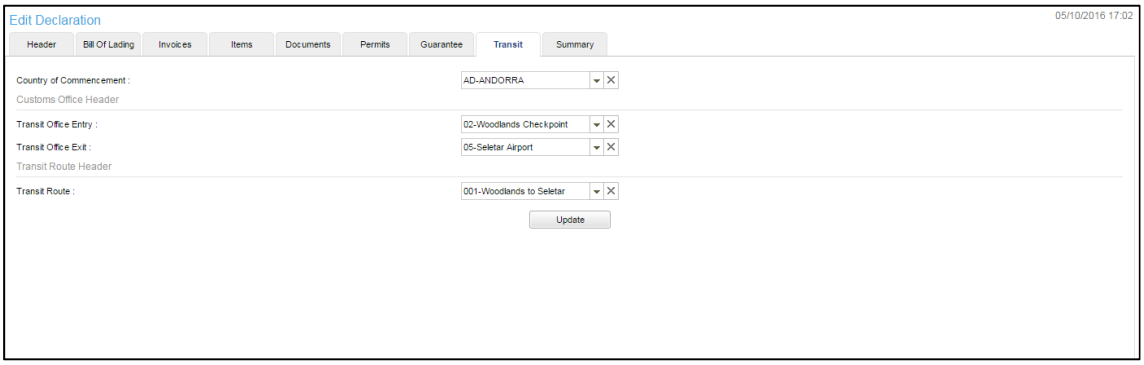
Guarantee Tab Page

52. Modify the necessary information in the Guarantee tab page
53. Click **Update**. The Records updated successfully message will be displayed.



Records Updated Successfully Message

54. Click **Ok** button to close the confirmation message.
55. Click **Transit** tab, to edit the declaration transit details.



Transit Tab Page

56. Modify the necessary information in the Transit tab page.
57. Click **Update**. The Records updated successfully message will be displayed.

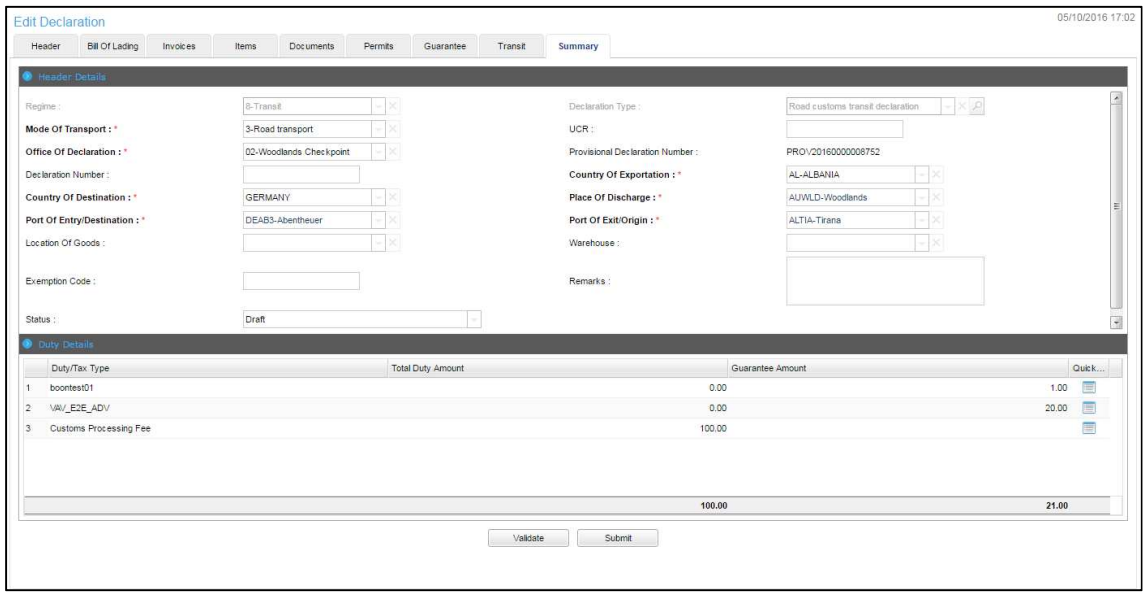
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Records Updated Successfully Message

58. Click **Ok** button to close the confirmation message.

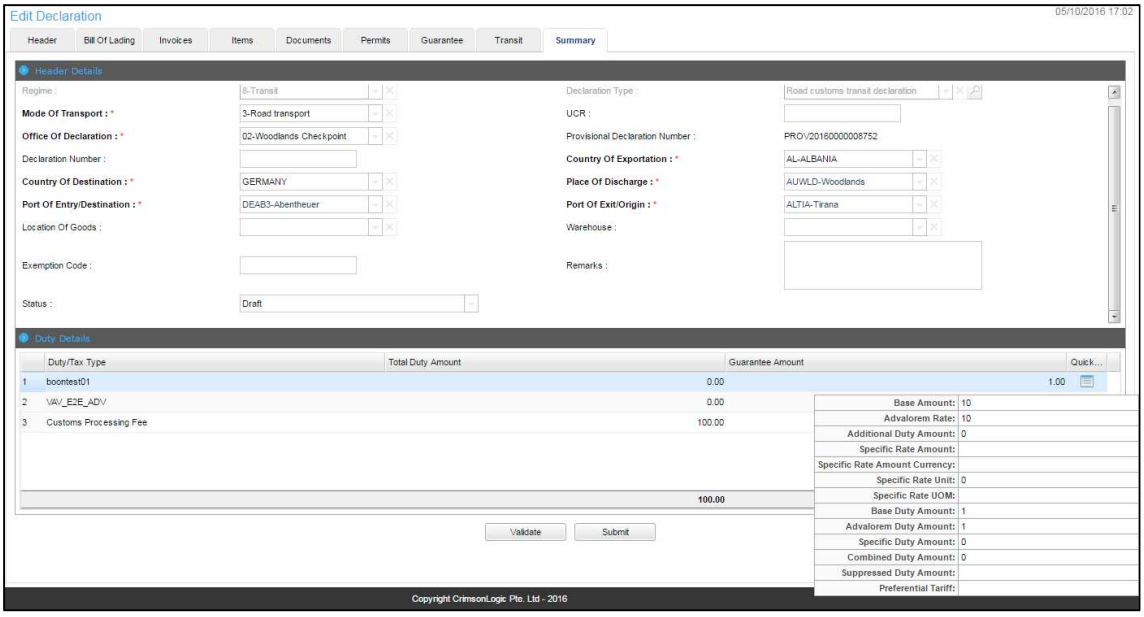
59. Click **Summary** tab. The declaration summary details page will be displayed.



Summary Tab page

60. Click the  Quick view icon to view the duty details.

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Quick View Duty Details Page

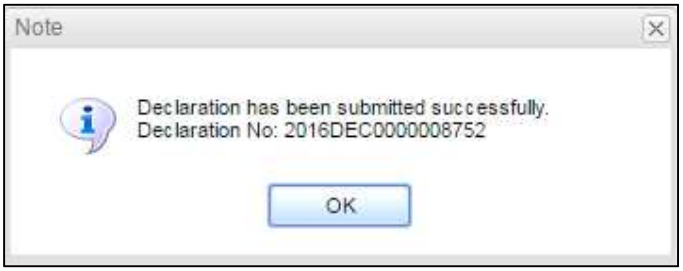
61. Click **Validate** button to validate the entered details. The validation confirmation message will be displayed.



Validation Confirmation Message

62. Click **Ok** button to close the confirmation message.

63. Click **Submit** button to submit the declaration. The declaration submitted successfully message will be displayed.



Declaration Submitted Successfully Message

64. Click **Ok** button to close the confirmation message.

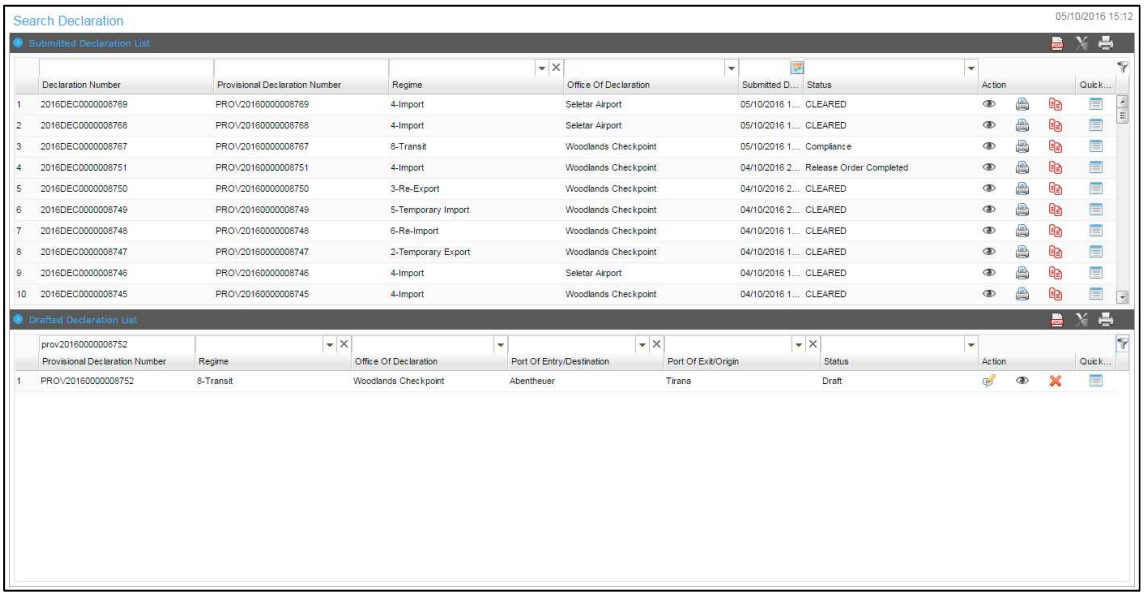
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View Draft Declaration Details

This functionality allows you to view the declaration details in draft status.

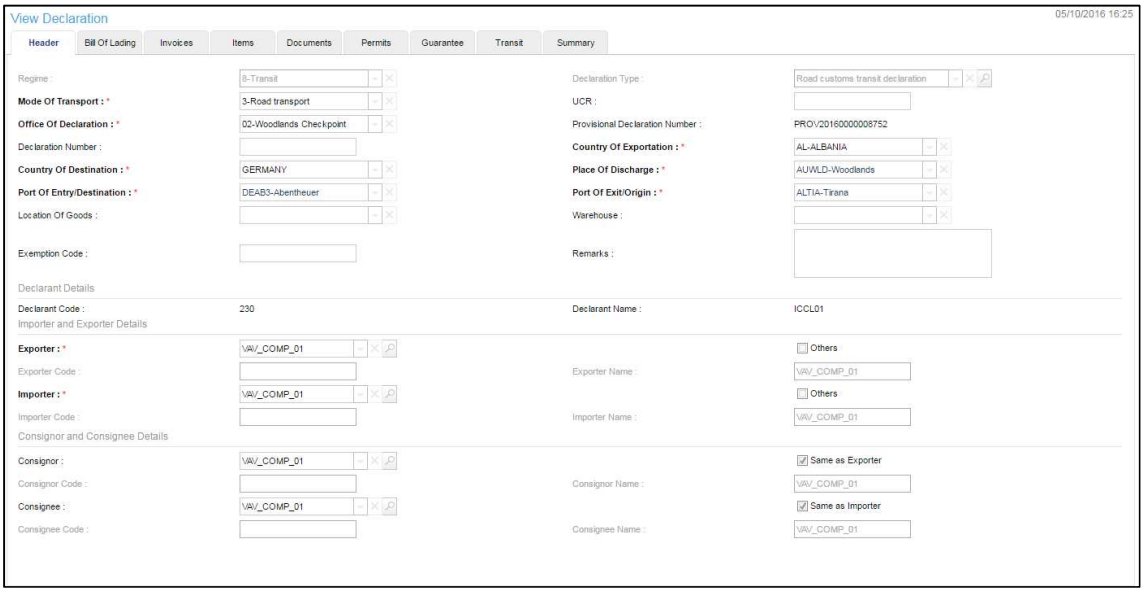
To view the declaration details as a draft:

1. Perform a search with declaration whose status is **Draft**. The Declaration Draft Search Results page will be displayed.



Declaration Draft Search Results Page

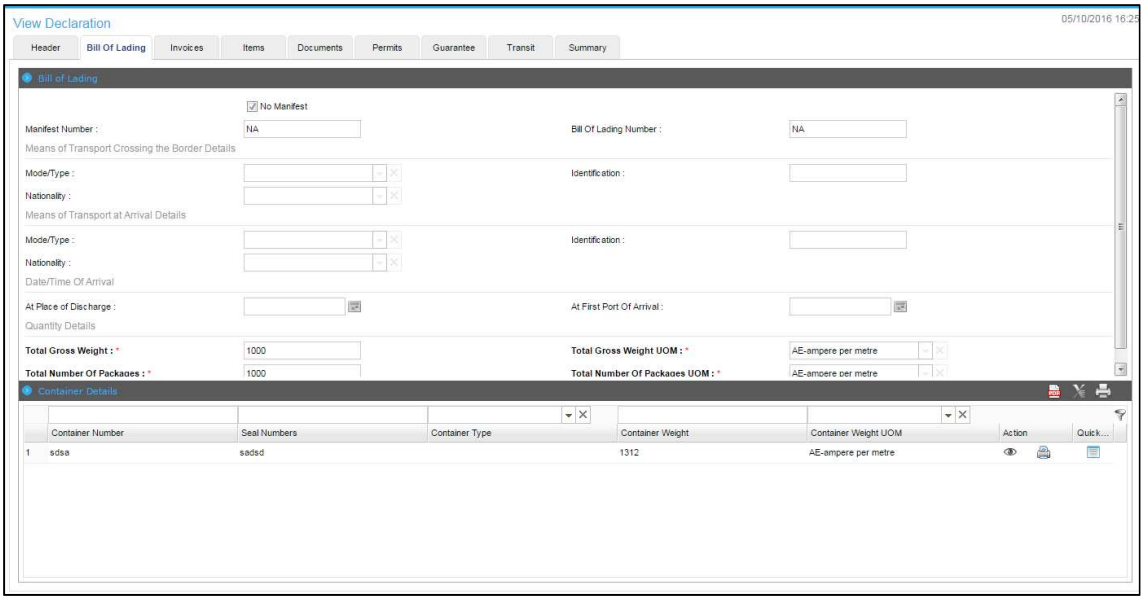
2. Click the  icon. The View Declaration Header Details Page will be displayed.



View Declaration Header Tab Page

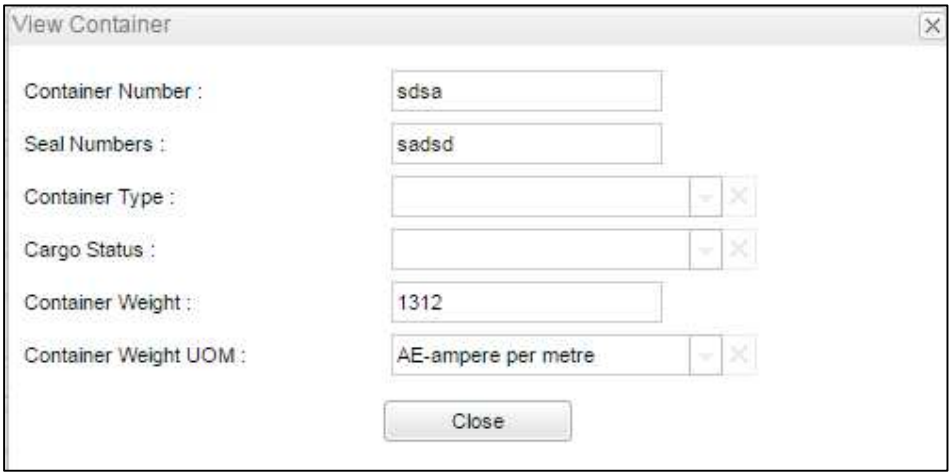
3. Click **Bill of Lading** tab to view the bill of lading details.

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Bill of Lading Tab Page

4. Click the  icon to view the container details.



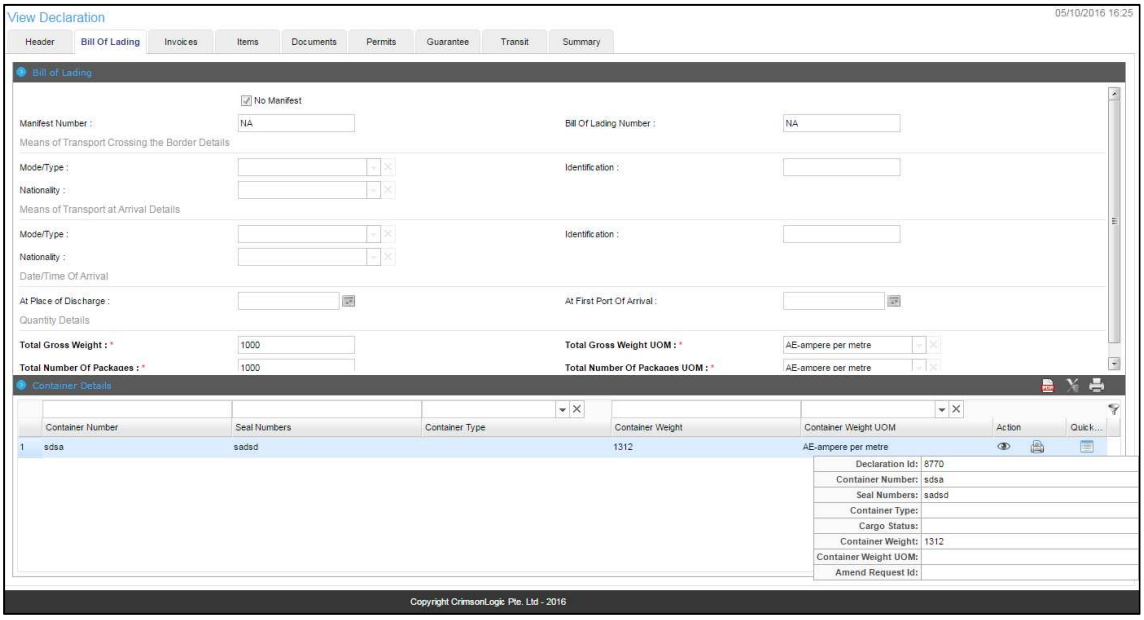
Container Details Page

5. Click **Close** button to close the container details.

Click the **Excel sheet** icon to download the container list as an excel sheet.
Click the **PDF** icon to download the container list details as a PDF document.
Click the **Print** button to print the container list details.

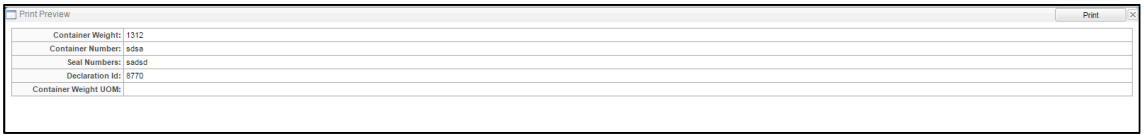
6. Click the  Quick view icon to view the container details.

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Container Quick View Details Page

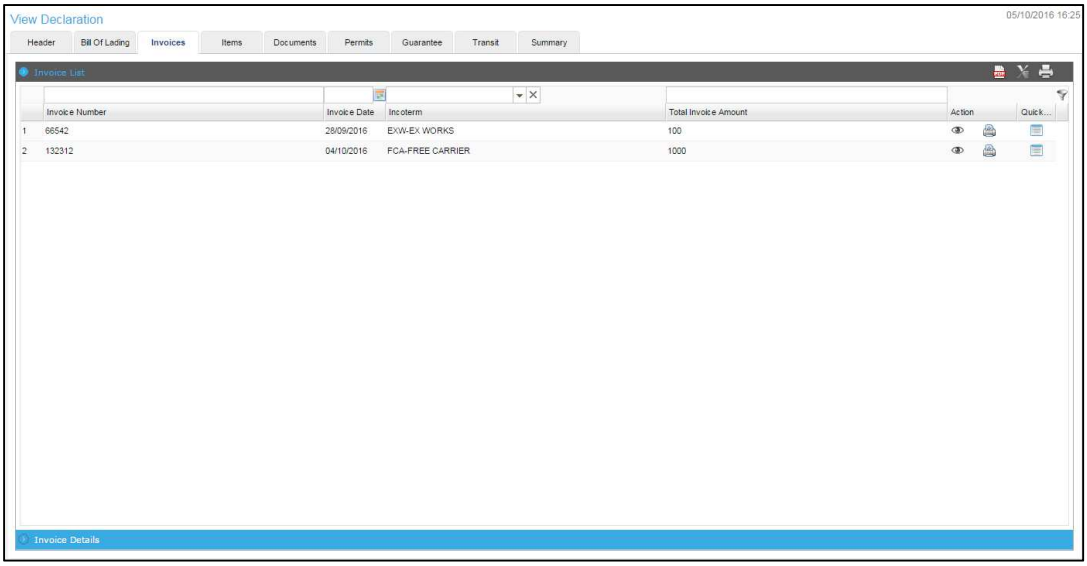
7. Click the  icon to print preview the container details.



Print Preview Container Details Page

8. Click the **Print** button to print the container details.

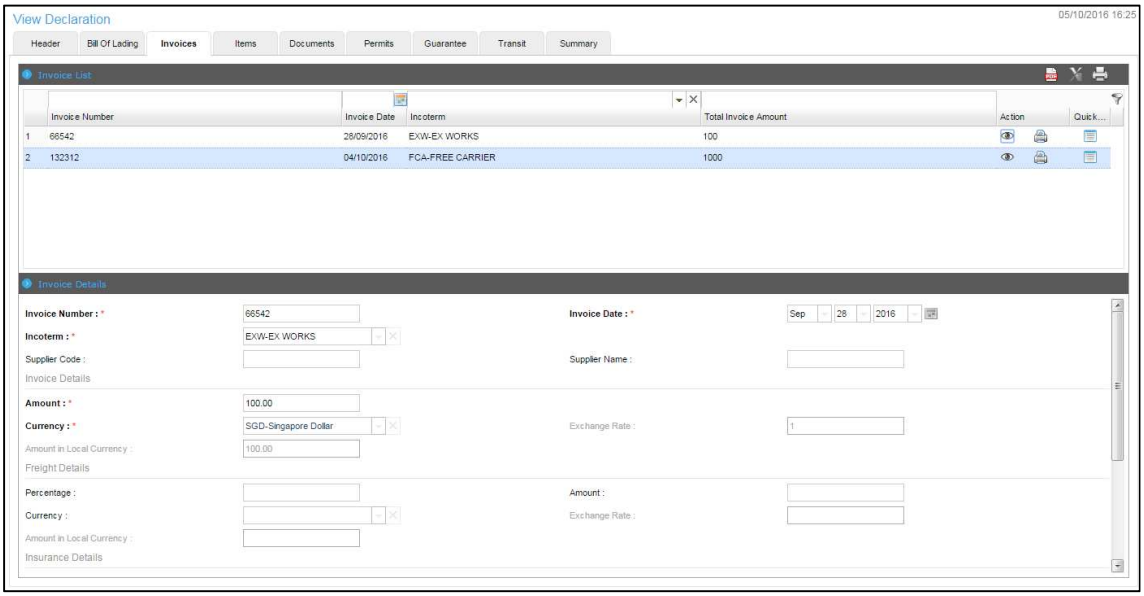
9. In the View Declaration page, click **Invoices** tab to view the invoice details.



Invoice Tab Page

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10. Click the  icon to view the Invoice details.

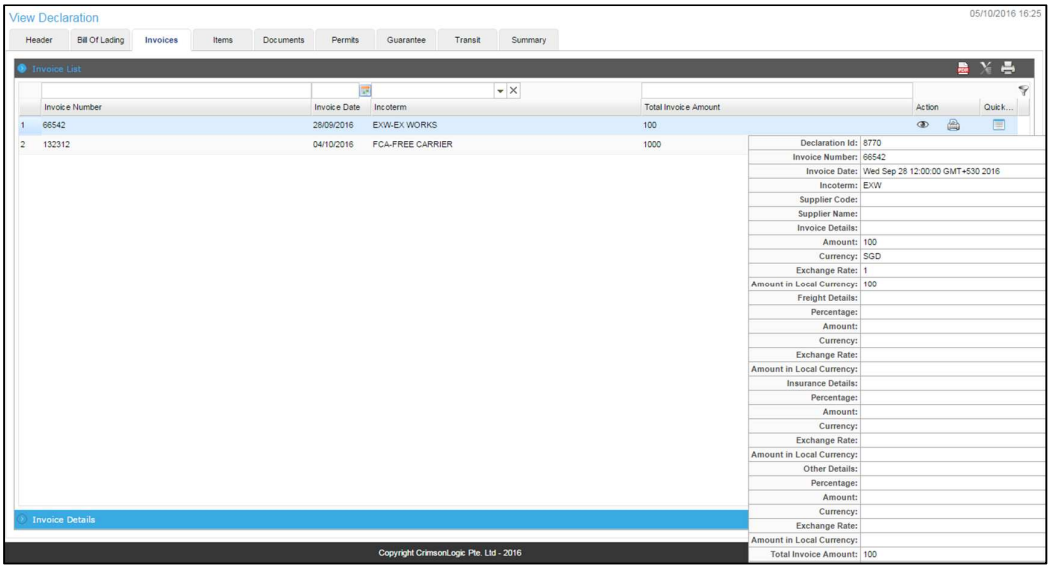


View Invoice Details Page

11. Click **Close** button to close the Invoice details.

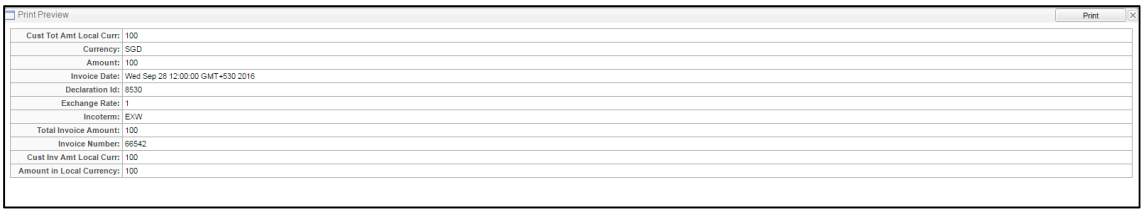
> Click the **Excel sheet** icon to download the invoice list details as an excel sheet.
> Click the **PDF** icon to download the invoice list details as a PDF document.
> Click the **Print** button to print the invoice list details.

12. Click the  Quick view icon to view the invoice details.



Invoice Quick View Details Page

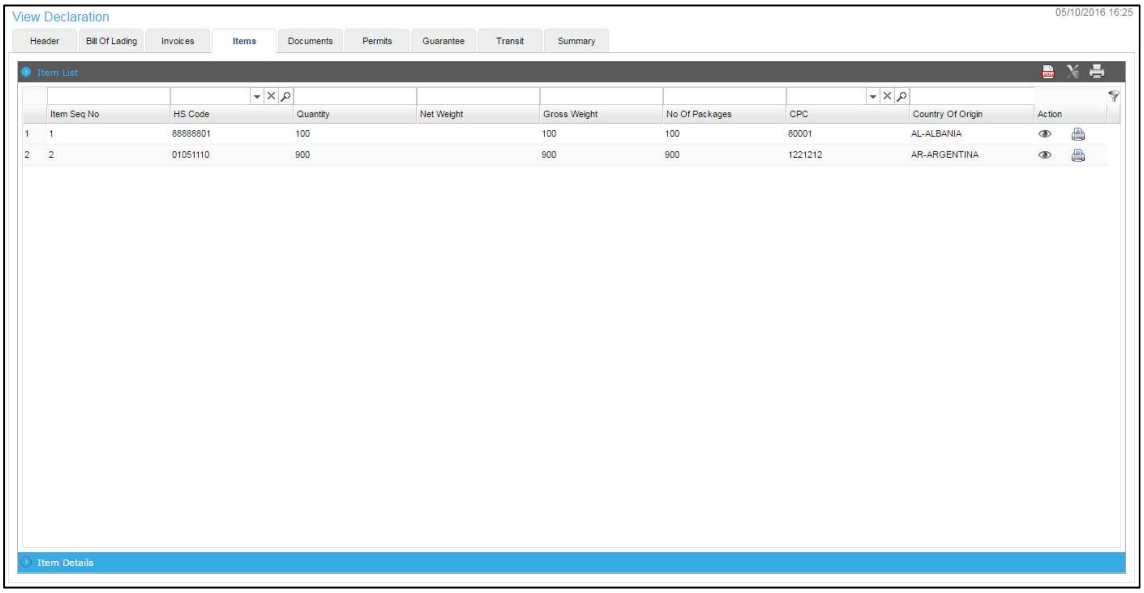
13. Click the  icon to print preview the invoice details.



Print Preview Invoice Details Page

14. Click the **Print** button to print the invoice details.

15. In the View Declaration page, click **Items** tab to view the items details.

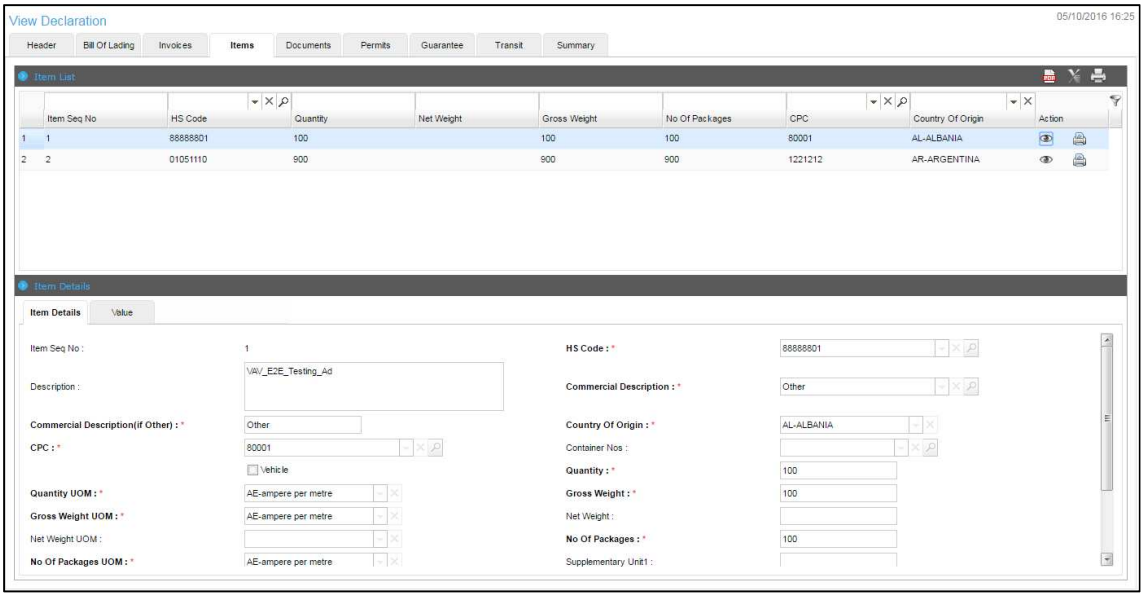


Items Tab Page

Click the **Excel sheet** icon to download the items list details as an excel sheet.
Click the **PDF** icon to download the items list details as a PDF document.
Click the **Print** button to print the items list details.

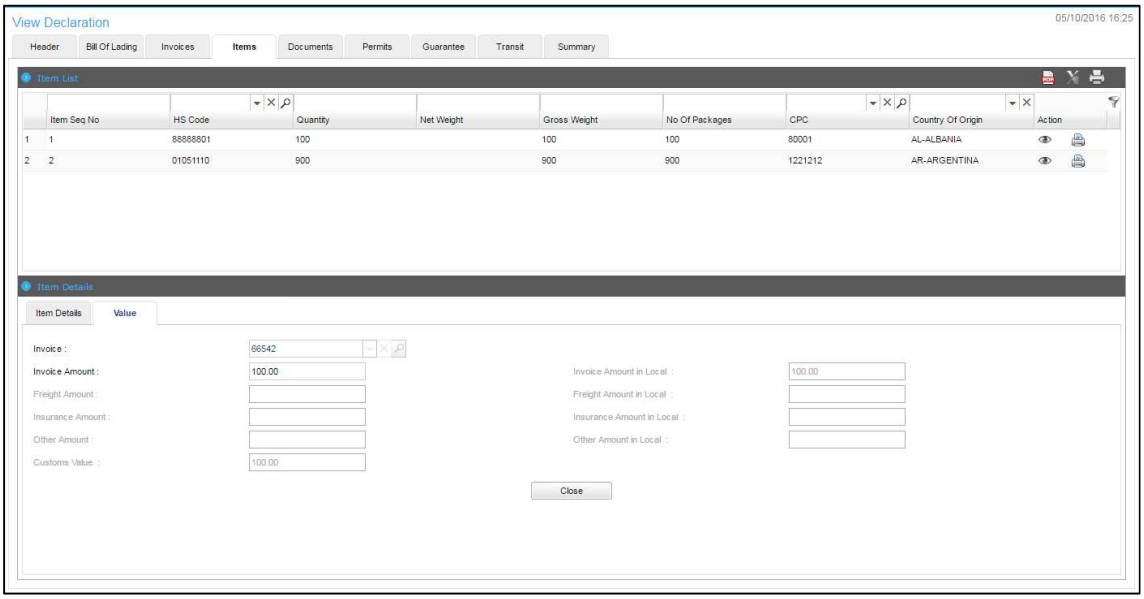
16. Click the  icon to view the item details.

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View Item Details Page

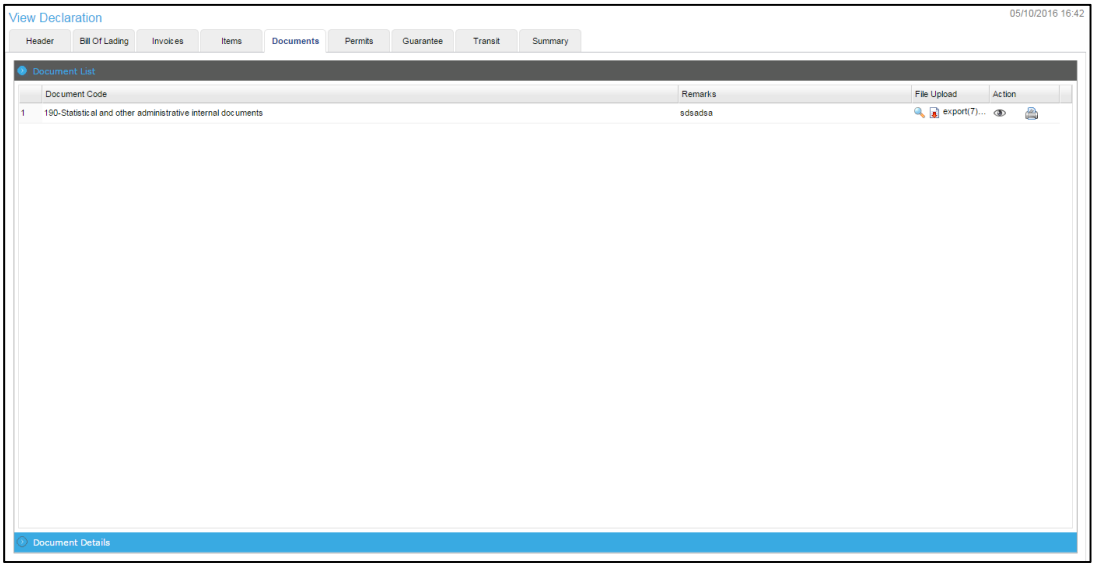
17. Click **Close** button to close the item details.
18. Click **Value** tab to view the item value details.



Item Value Tab details page

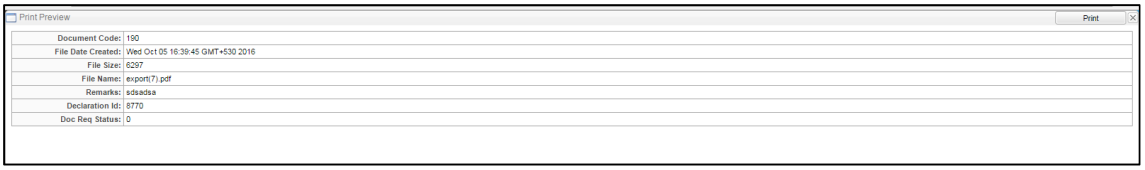
19. Click **Close** button to close the value tab details.
20. In the View declaration page, click the **Documents** tab,the document details will be displayed.

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Documents Tab Page

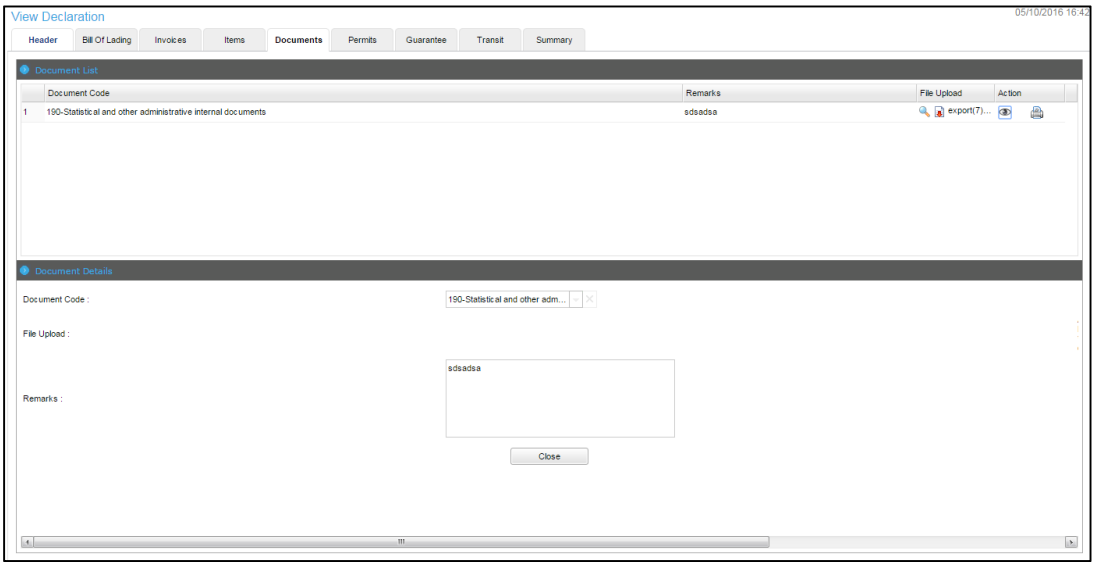
21. Click the  icon to print preview the document details.



Print Preview Document Details Page

22. Click the **Print** button to print the document details.

23. Click the  icon to view the uploaded document details.



View Document Details Page

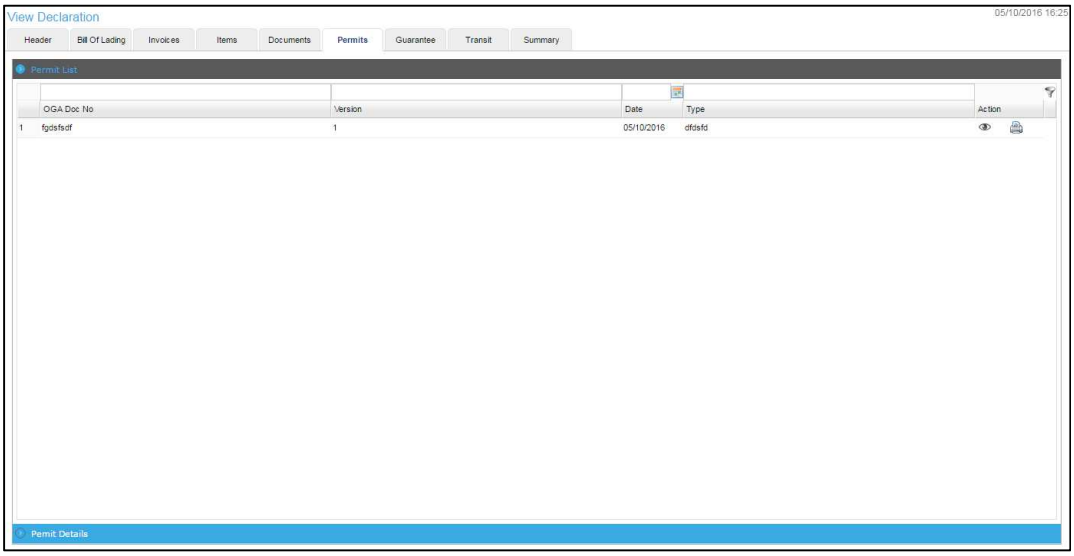
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24. Click **Close** button to close the document details.

Click the  icon to download the document details.

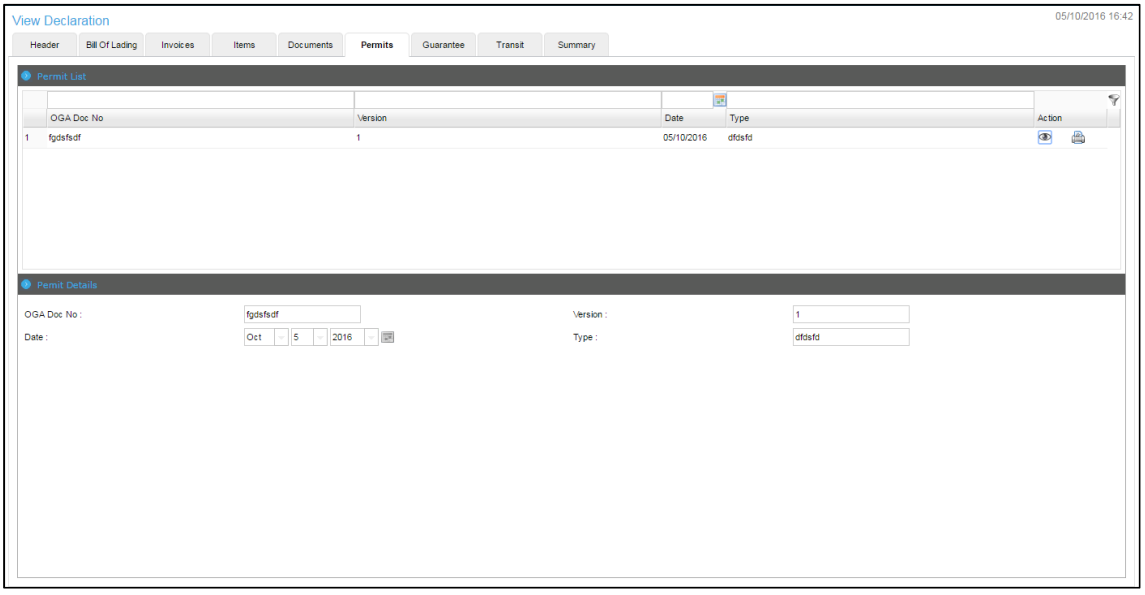
Click the  icon to view the uploaded document details.

25. In the View declaration page, click **Permits** tab to view the declaration permit details.



Permits Tab Page

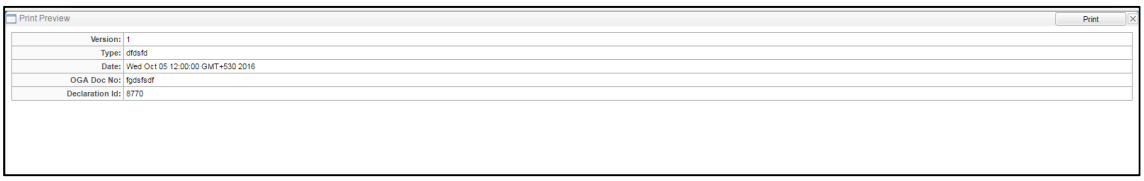
26. Click the  icon to view the permit details.



View Permit Details Page

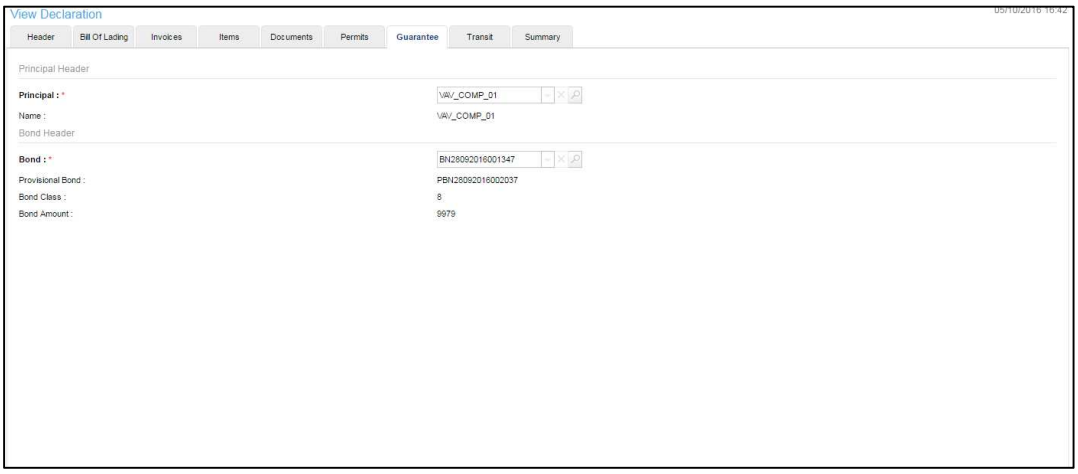
27. Click the  icon to print preview the permit details.

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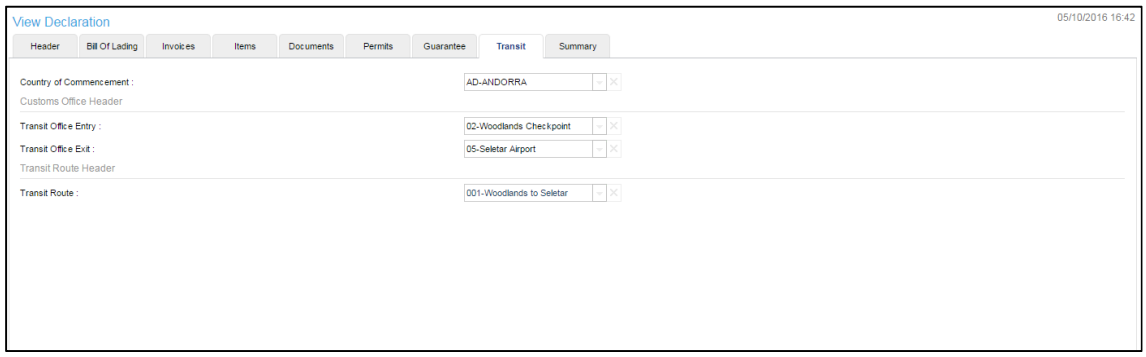
Print Preview Permit Details Page

28. Click the **Print** button to print the Permit details.
29. In the View Declaration page, click **Guarantee** tab to view the declaration guarantee details.



Guarantee Tab Page

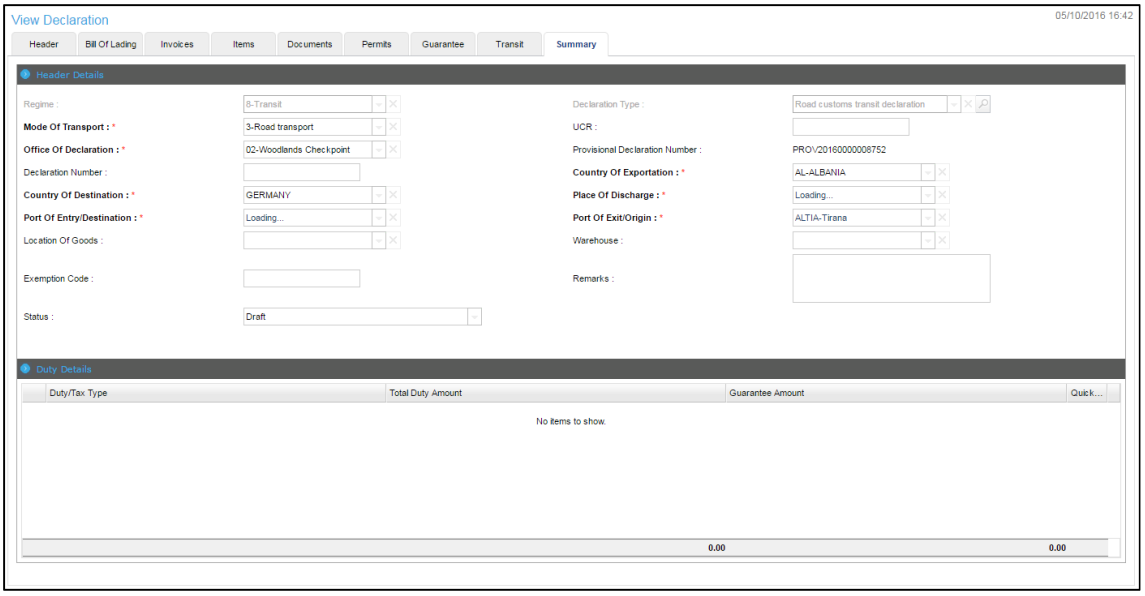
30. Click **Transit** tab, to view the declaration transit details.



Transit Tab Page

31. Click **Summary** tab to view the declaration summary details page.

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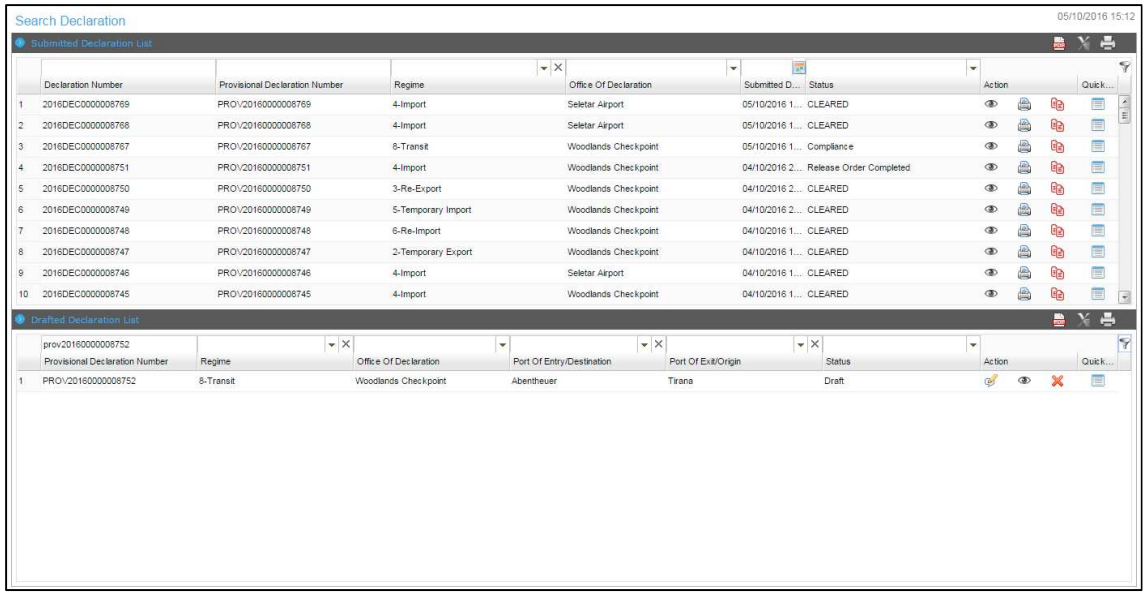
Summary Tab page

Quick View Declaration Details

This functionality allows you to overview the declaration details such as Provisional Declaration Number, Regime, Mode of Transport etc.

To quick view the declaration details:

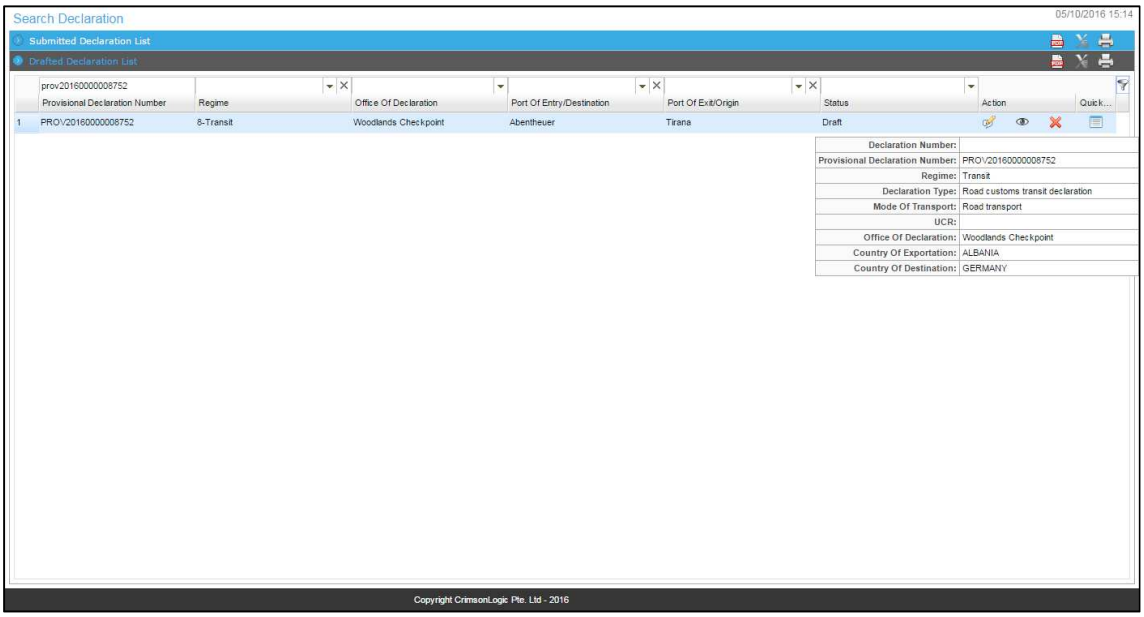
1. Perform a search with declaration whose status is **Draft**. The Declaration Draft Search Results page will be displayed.



Declaration Draft Search Results Page

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2. Click the  icon. The **Draft** Declaration Quick View Page will be displayed.



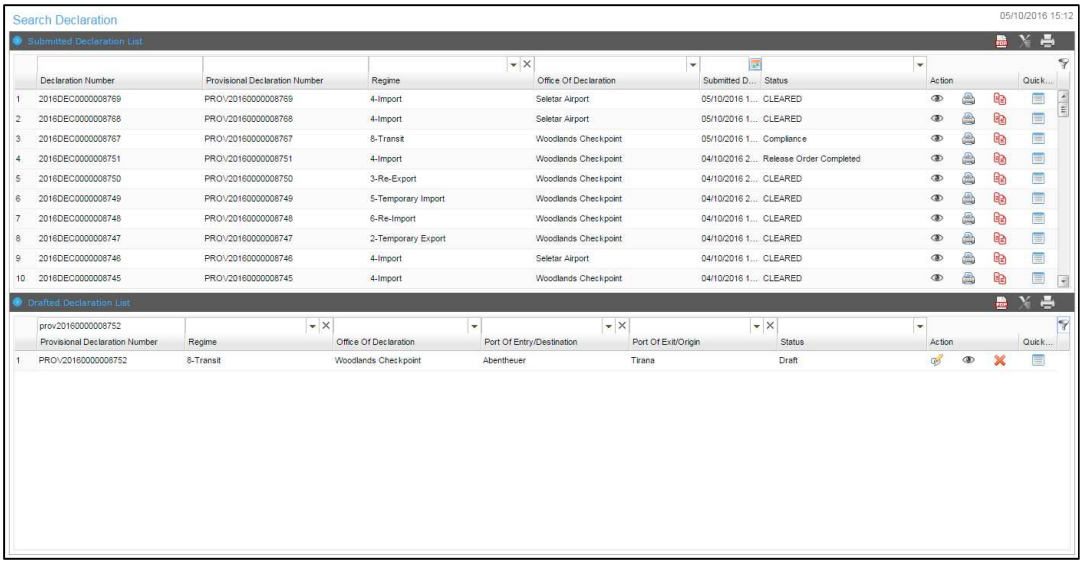
Draft Declaration Quick View Details Page

Delete Declaration Details

This functionality allows you to delete the declaration details in **Draft** status only.

To delete a declaration:

1. Perform a search with declaration whose status is **Draft**. The Declaration Draft Search Results page will be displayed.



Declaration Draft Search Results Page

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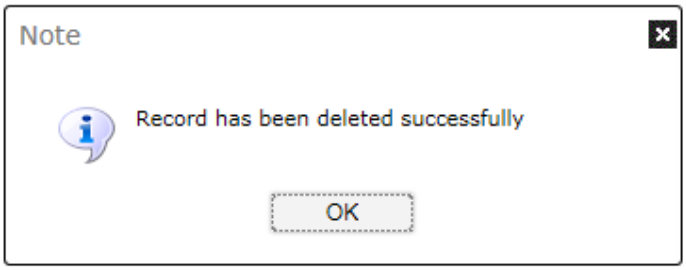
2. Click the  icon to delete the declaration details. The Delete Confirmation message will be displayed.



Delete Confirmation Message

Click **No** button to cancel the deletion.

3. Click **Yes** button to delete the declaration details.



Record Deleted Successfully Message

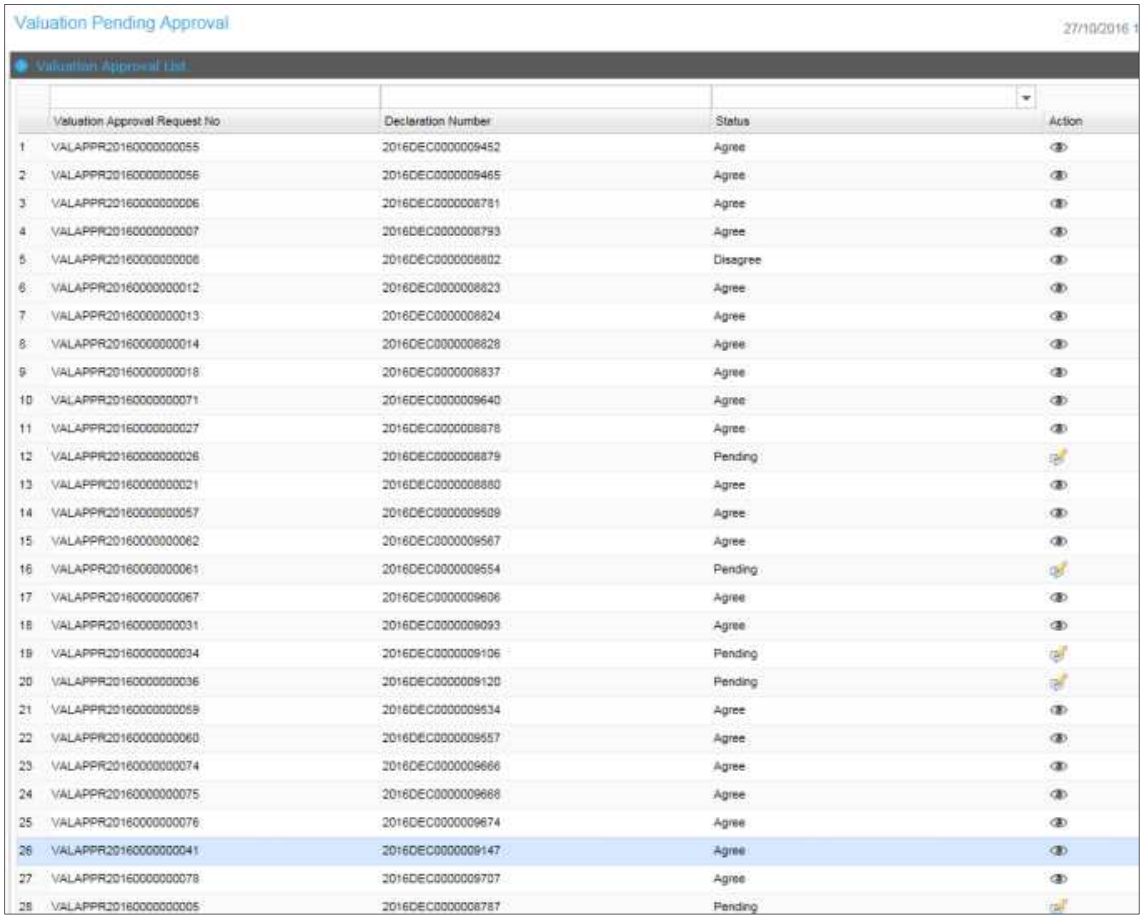
© CrimsonLogic Pte Ltd

Searching Valuation Pending Approval Declaration

The functionality allows you to search for, view, print and overview the valuation approval request details for declaration details in the TFB system.

To search for a valuation approval request:

1. Click **Declaration**>>**Valuation Approval Pending**. The Search result Page will be displayed.



Search Valuation Approval pending List Page

Following are the field and button descriptions of the **Search Bond List** page.

Search Bond List

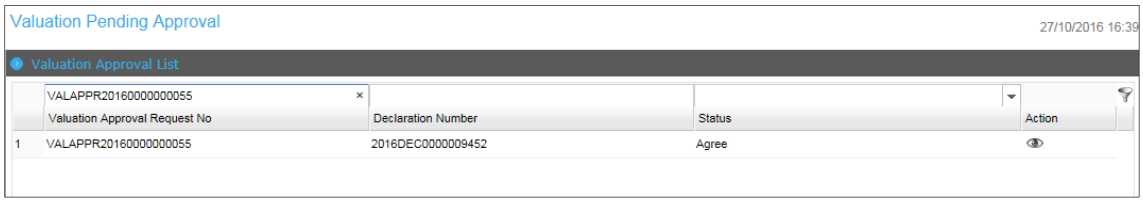
Field/Button description	Action/Input Required
Valuation Approval Request No	Enter the valuation request number to do a specific search
Declaration Number	Enter the declaration number that you wish to search.

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Field/Button description	Action/Input Required
Status	Enter the status of the valuation and click icon to search the valuation pending requests

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Valuation Approval Request No
  - Declaration Number
  - Status

2. Enter the search criteria and Click icon to view the matching results in the **Search Results Page**.



Search Results Page

Viewing Valuation Approval Details

This functionality allows you to view the Valuation Approval details in the TFB system.

To view the Valuation Approval details:

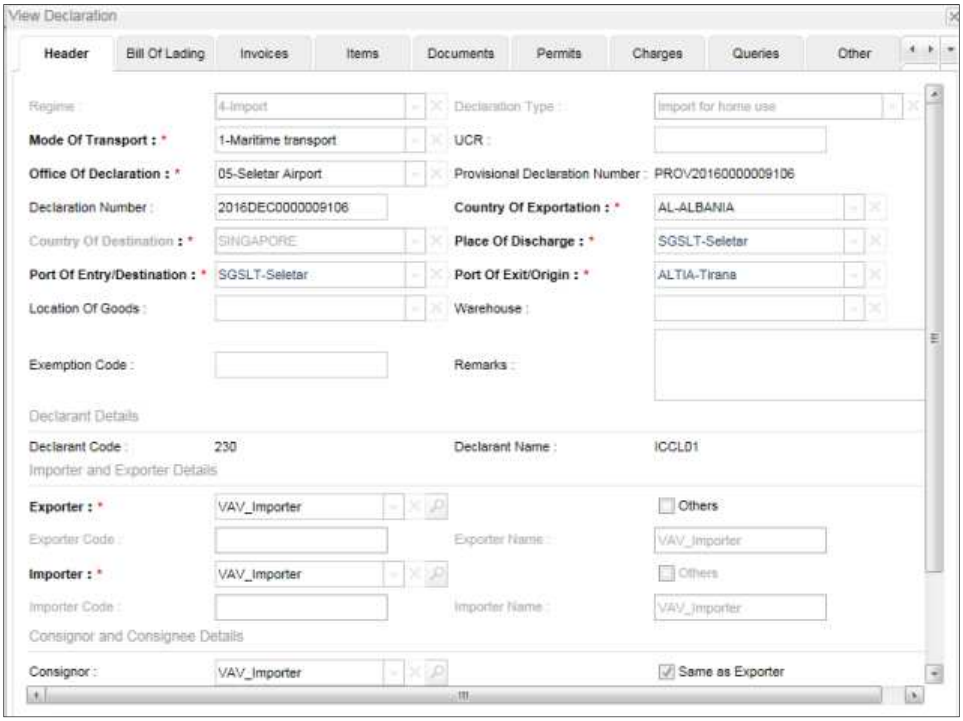
1. Perform a search for the particular declaration. The Search Results page will be displayed.



Header Tab

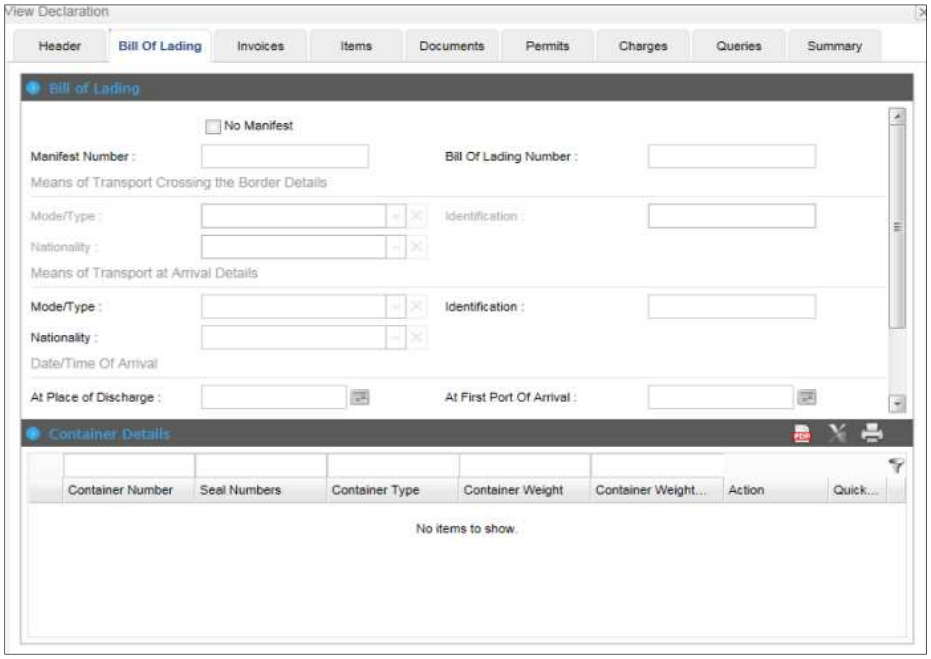
2. Click the **Declaration** number to view the declaration details. The following screen will be displayed.

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Header Details Tab

3. Click the **Bill of Lading** Tab to view the Bill of Lading details. The following screen will be displayed.

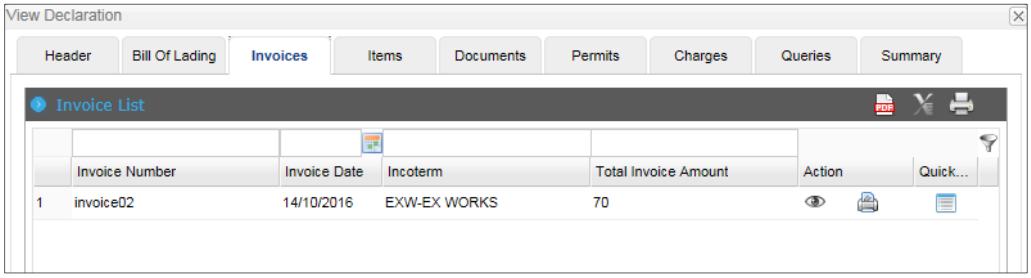


Bill of Lading Details Tab

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Click the **Excel sheet** icon to download the details as an excel sheet.
Click the **PDF** icon to download the details as a PDF document.
Click the **Print** button to print the details.

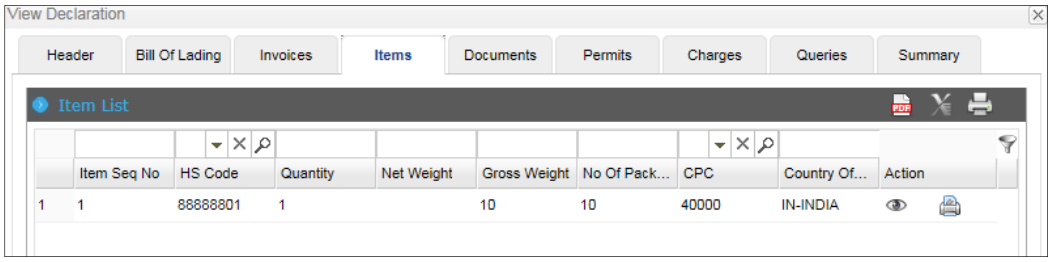
4. Click the **Invoice Tab** to view the Invoice details. The following screen will be displayed.



Invoice Tab

Click the **Excel sheet** icon to download the details as an excel sheet.
Click the **PDF** icon to download the details as a PDF document.
Click the **Print** button to print the details.

5. Click the **Items Tab** to view the Item details. The following screen will be displayed.

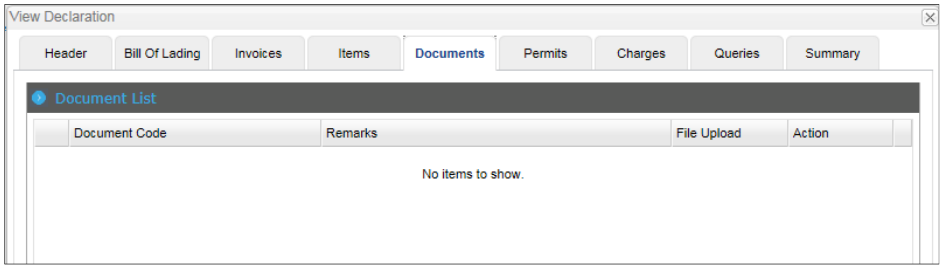


Item Tab

Click the **Excel sheet** icon to download the details as an excel sheet.
Click the **PDF** icon to download the details as a PDF document.
Click the **Print** button to print the details.

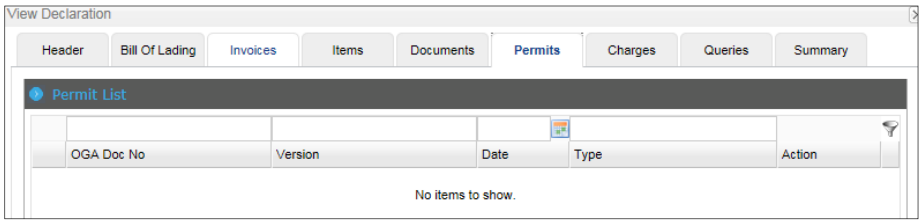
6. Click **Document Tab t**o view the attached documents. The following screen will be displayed.

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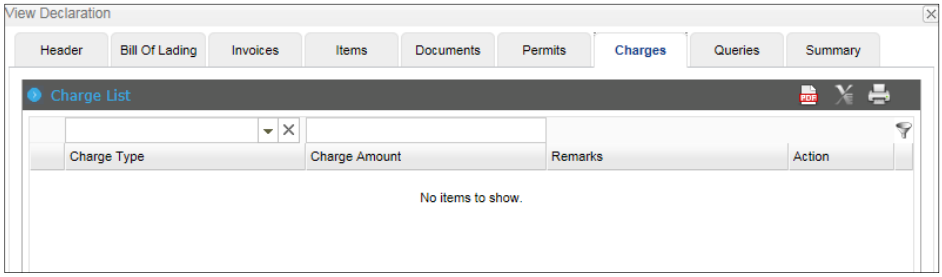
Documents Tab

7. Click **Permits Tab** to view the list of permits. The following screen will be displayed.



Permits Tab

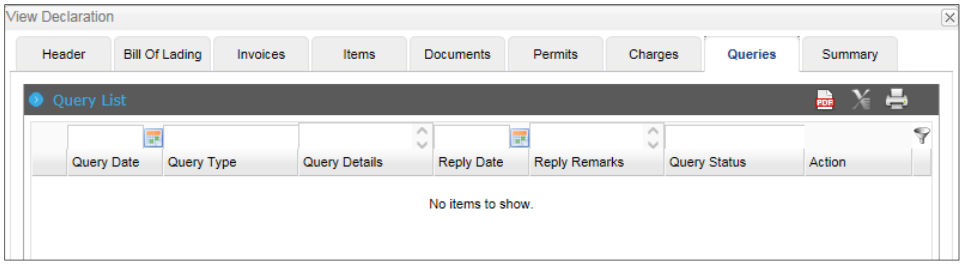
8. Click **Charges Tab t**o view the Charges applicable. The following screen will be displayed.



Charges Tab

Click the **Excel sheet** icon to download the details as an excel sheet.
Click the **PDF** icon to download the details as a PDF document.
Click the **Print** button to print the details.

9. Click **Query Tab** to view the Queries. The following screen will be displayed.



Query Tab

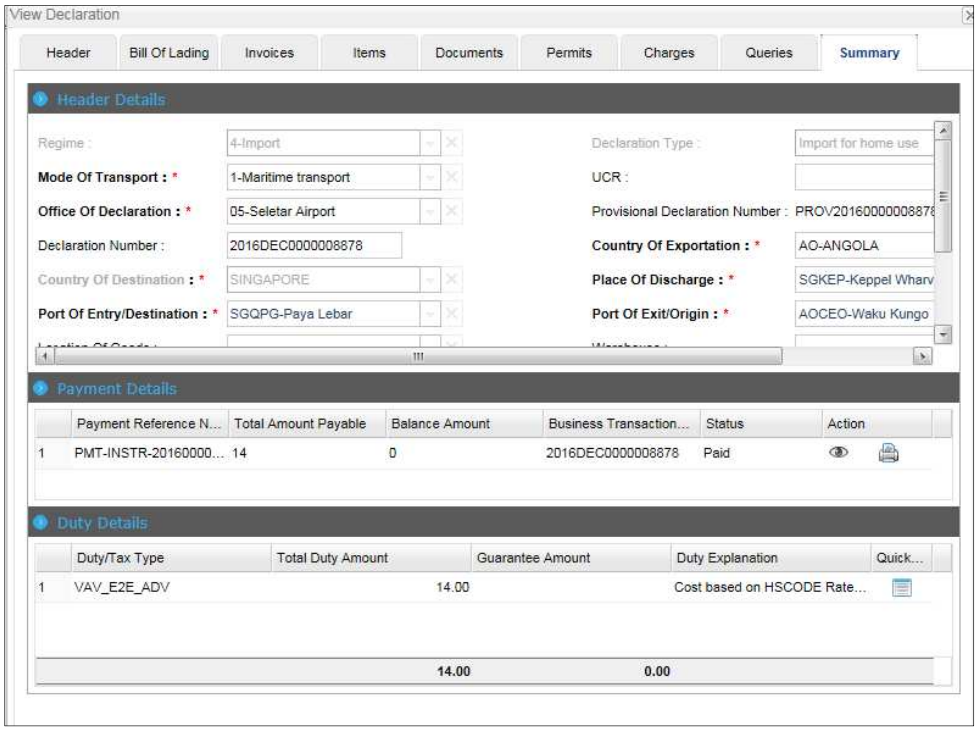
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Click the **Excel sheet** icon to download the details as an excel sheet.

Click the **PDF** icon to download the details as a PDF document.

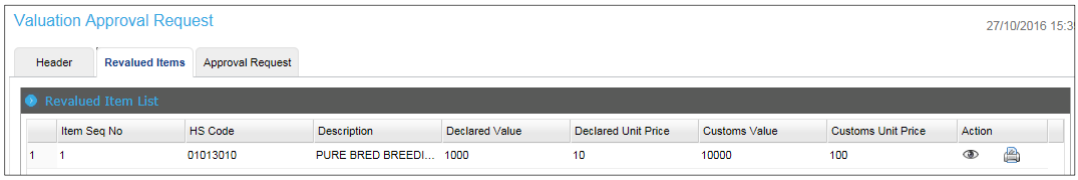
Click the **Print** button to print the details.

10. Click **Summary Tab t**o view the Summary of the declaration. The following screen will be displayed.



Summary Tab

11. Click the **Revalued Items** Tab to view the items. The following screen will be displayed.



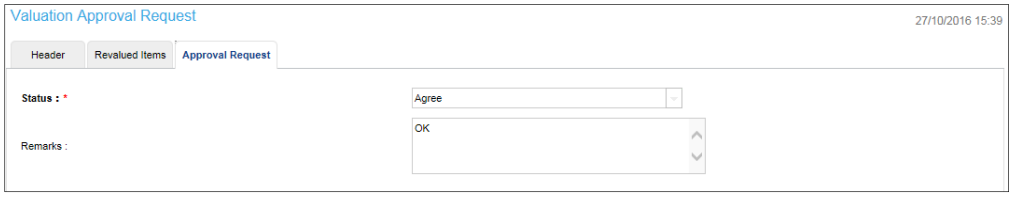
Revalued Items Tab

Click the icon to view the revalued item details.

Click the icon to print the details.

12. Click the **Approval Request Tab** to view the details. The following screen will be displayed.

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Approval Request Tab

Editing Valuation Approval Details

This functionality allows you to edit the Valuation Approval details, which is in **Pending** status in the TFB system.

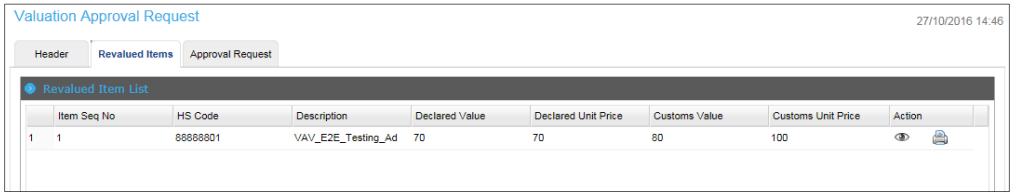
To edit the Valuation Approval details:

1. Perform a search for the declaration in pending status. The Search Results page will be displayed.



Header Tab

2. Click the **Revalued Items** Tab to view the items. The subsequent screen will be displayed.



Revalued Items Tab

Click the  icon to view the valuation approval details.

Click the  icon to print the details.

3. Click the **Approval Request** Tab to update the status of the valuation. The subsequent screen will be displayed.



Approval Request Tab

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4. Select the status of the valuation request as **Agree** or **Disagree** form the drop-down list and state the remarks if any.
5. Click **Confirm** button. Record updated success screen will be displayed.



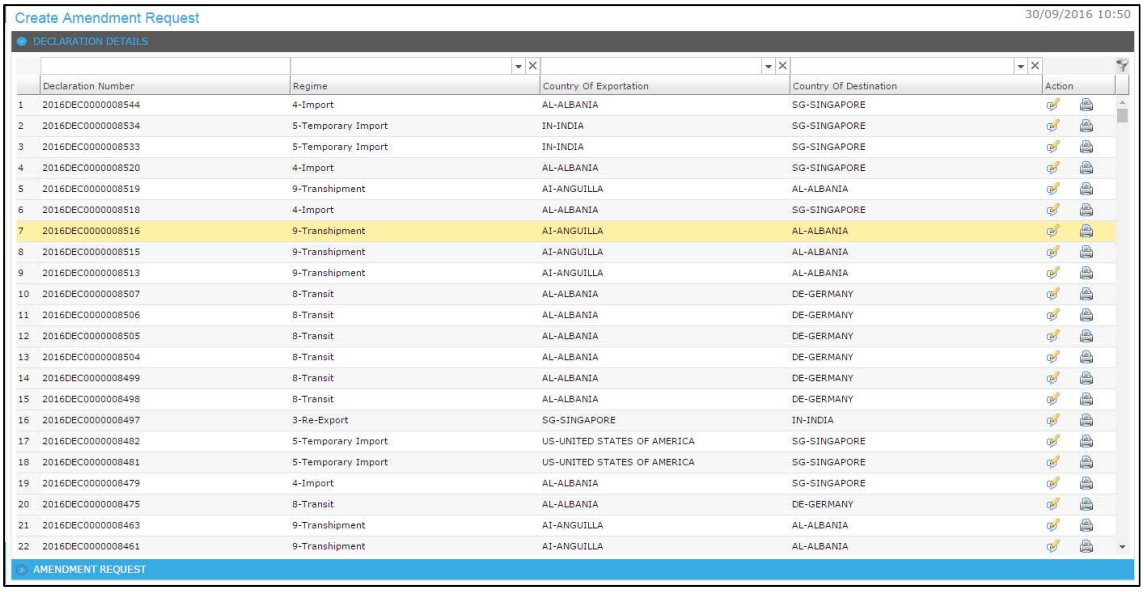
Success Message

Creating Declaration Amendment Request

The functionality allows you to create a new amendment request for a declaration, which is in submitted status. The customs approves the submitted amendment request for the declaration, before the amendment of the declaration is done in the TFB system.

To create a new amendment request for declaration:

1. Click **Declaration**>>**Create Amendment**. The Create Amendment Request Page will be displayed.



Create Amendment Request Page

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Following are the field and button descriptions for the **Search Declaration for Amendment Request** page.

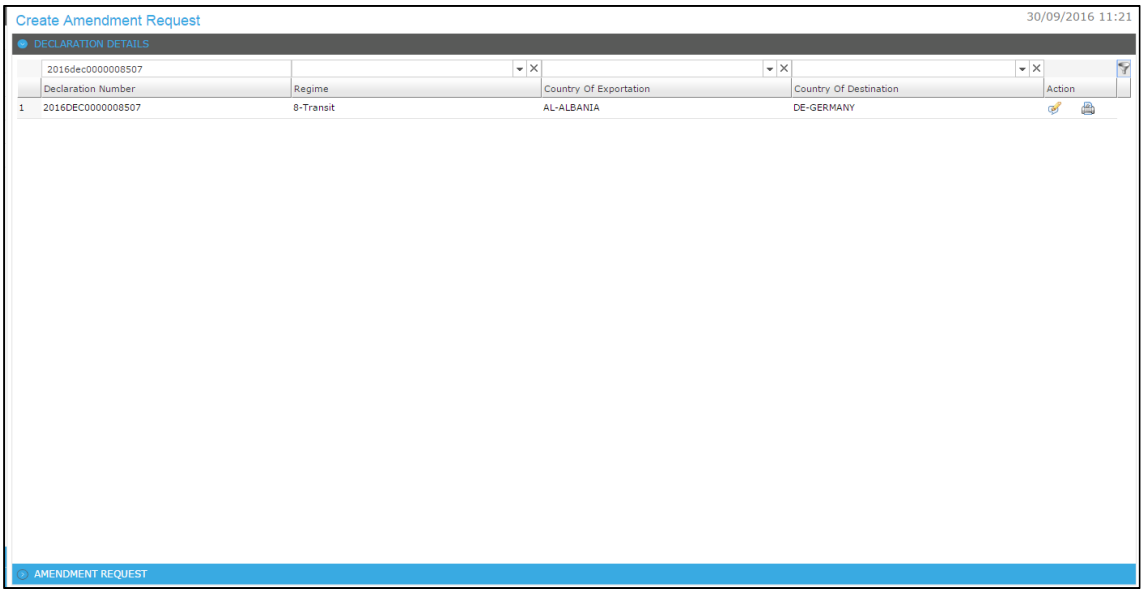
Declaration Details for Amendment

Field/Button description	Action/Input Required
Declaration Number	Enter the declaration number that you wish to amend.
Regime	Select the regime of the declaration to amend.
Country of Exportation	Select the country of exportation of the declaration to amend.
Country of Destination	Select the country of destination of the declaration to amend.

@

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Declaration Number
  - Regime
  - Country of Exportation
  - Country of Declaration

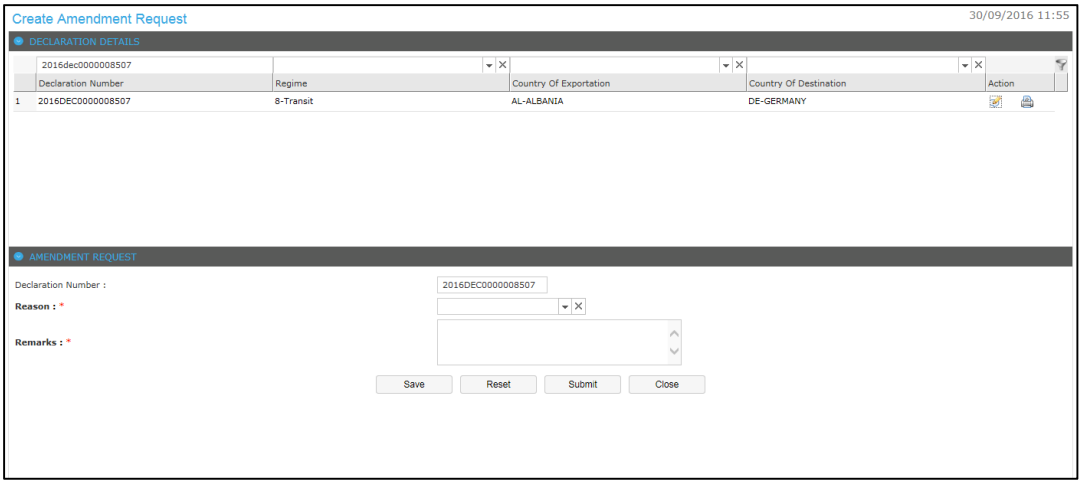
2. Enter the search criteria and Click  icon to view the matching results in the **Search Results Page**.



Search Results page

3. Click the  icon. The Amend Request Details Page will be displayed.

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Amend Request Details Page

Create Amendment Request

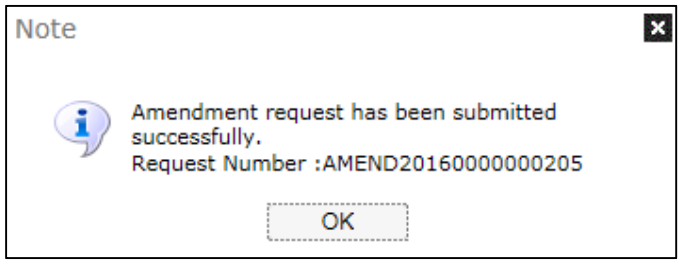
Field/Button description	Action/Input Required
Declaration Number	Enter the declaration number that you wish to amend.
Reason	Select the Reason for amendment of the declaration from the dropdown list
Remarks	Enter the Remarks relevant to the amendment.

@ Click Reset button to clear the entered values and re-enter the field values.

Click Close button to close the amendment request details.

4. Click Save button to save the amendment request details.

5. Click Submit button to submit the amendment request details. The Record updated successfully message will be displayed.

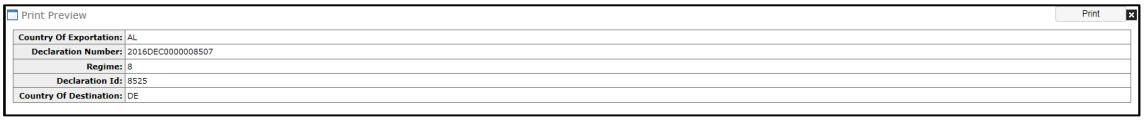


Records Submitted Successfully Message

6. Click **OK** button to close the confirmation message.

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7. In the Create Amendment Request page, click the icon to print preview the Amendment details.



Print Preview Amendment Details Page

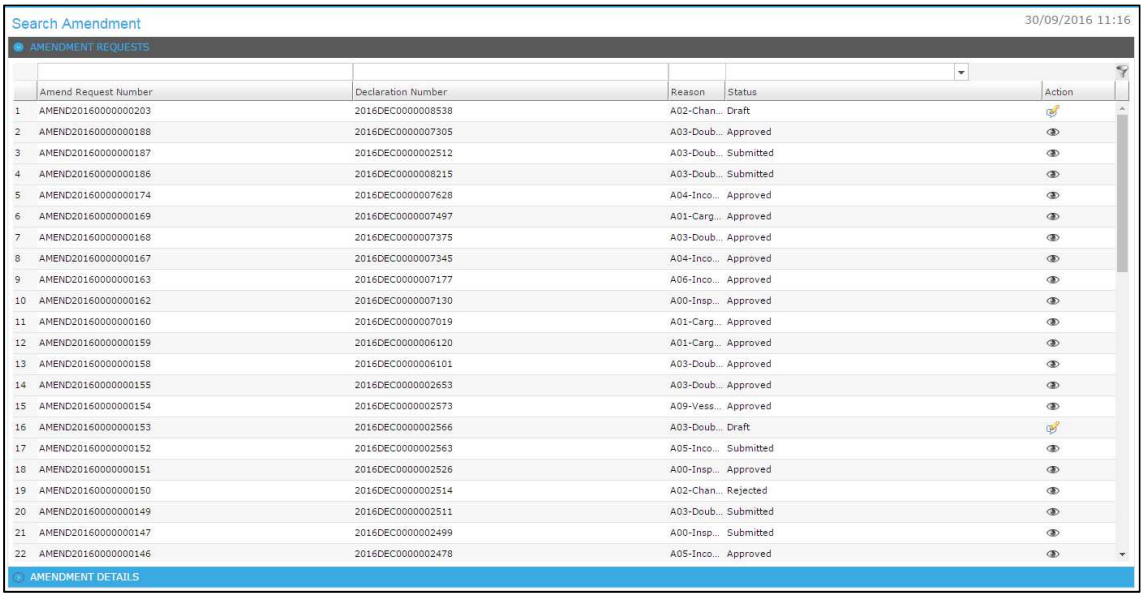
8. Click **Print** button to print the Amendment details.

Searching Declaration Amendment Details

The functionality allows you to search for, amend, overview and delete the declaration amendment details in the TFB system.

To search for declaration amendment details:

1. Click **Declaration**>>**Search Amendment**. The Search Amendment Page will be displayed.



Search Amendment Page

Following are the field and button descriptions of the **Search Amendment** page.

Search Amendment Details

Field/Button description	Action/Input Required
Amendment Request Number	Enter the amendment request number of the declaration you wish to search.

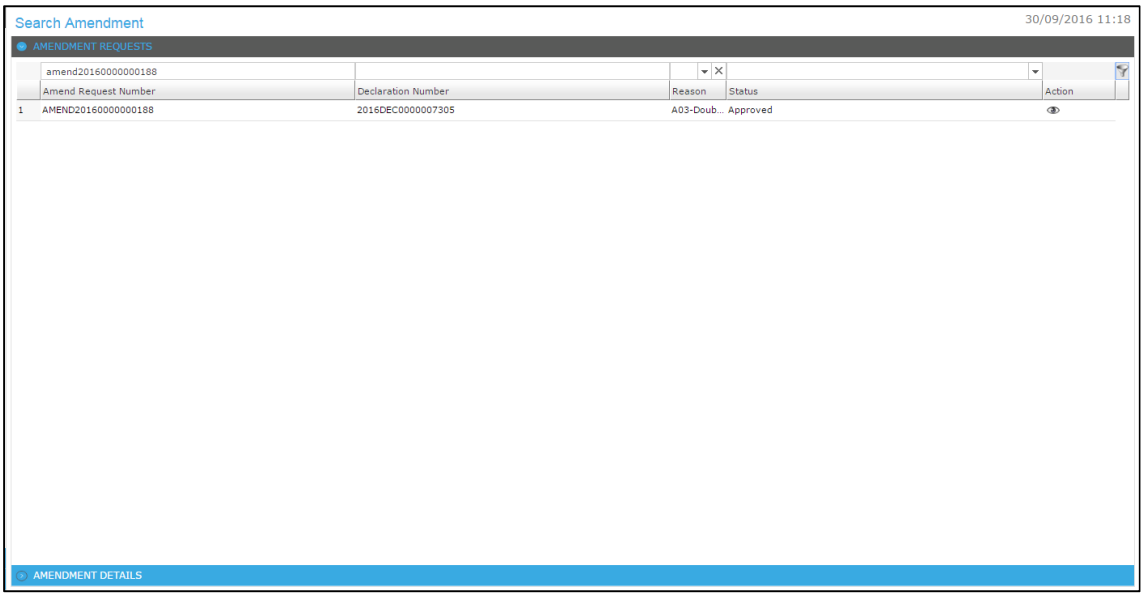
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Field/Button description	Action/Input Required
Declaration Number	Enter the declaration number to search.
Reason	Enter the reason for amendment of the declaration.
Status	Select the status of the declaration from the dropdown list.

@

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Amendment Request Number
  - Declaration Number
  - Reason
  - Status

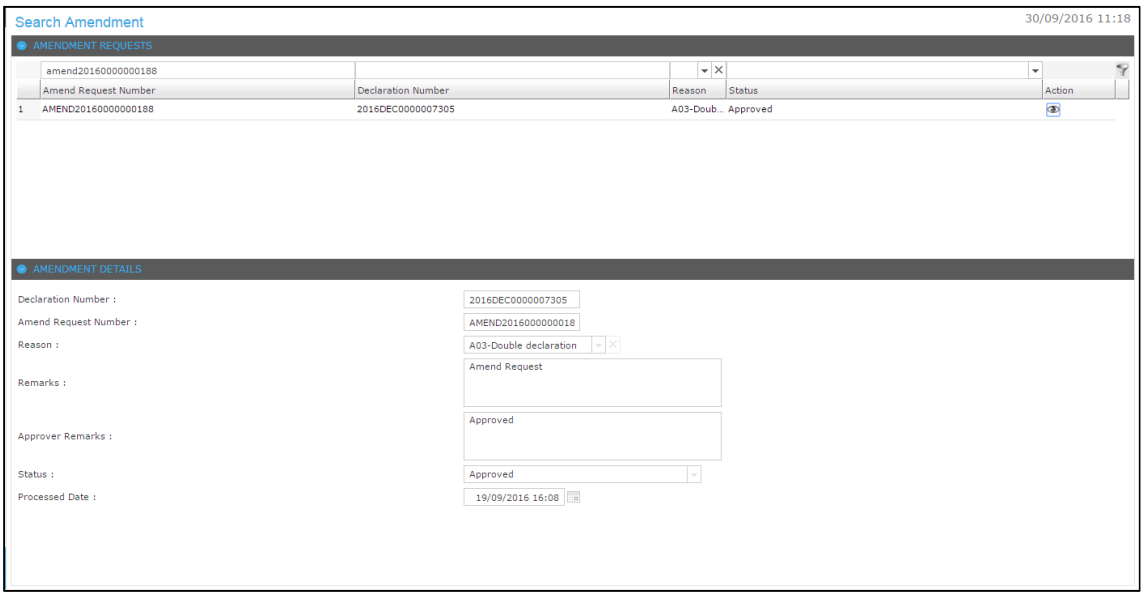
2. Enter the search criteria and click  icon to view the matching results in the **Search Results Page**.



Search Results Page

3. Click the  icon to view the declaration amendment details.

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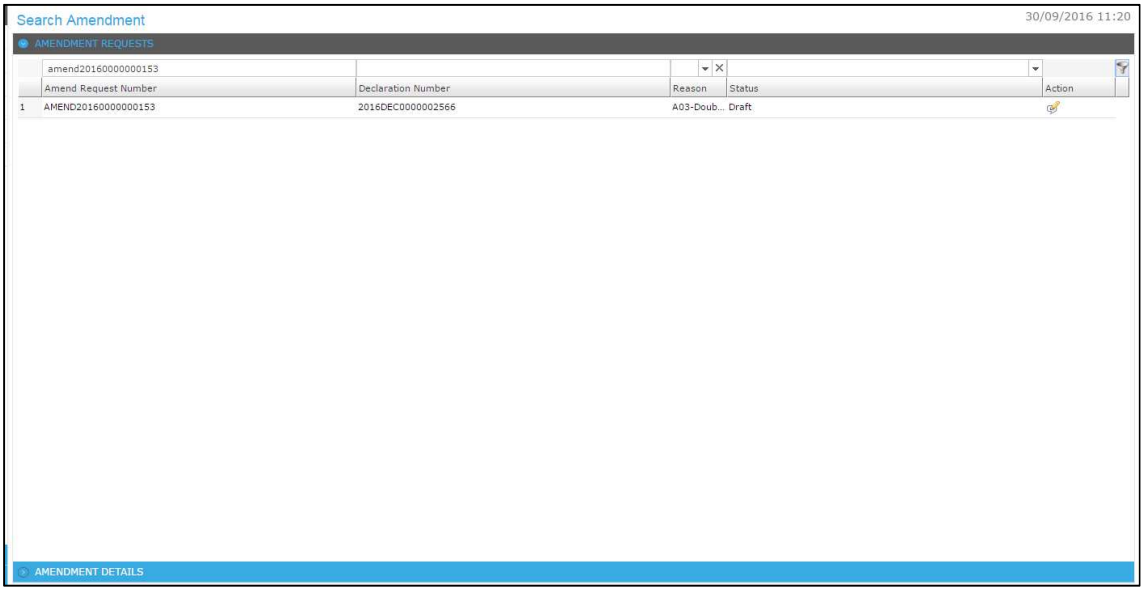
View Amendment Request Details page

Amend Declaration Details

This functionality allows you to amend and submit the declaration details.

To amend the declaration details:

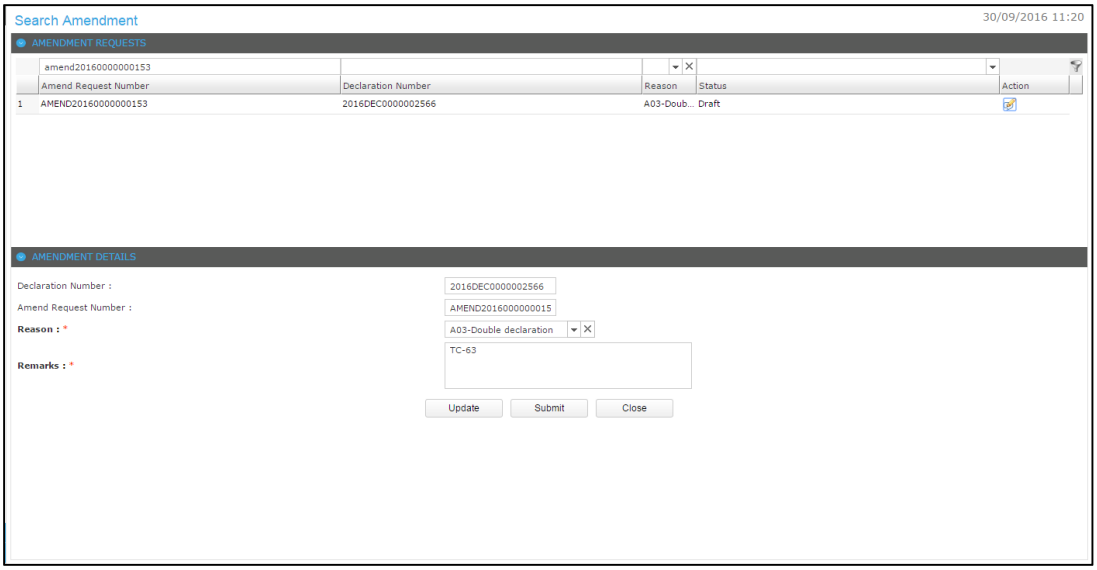
1. Perform an amendment request search with **Draft** status.



Amendment Request Search Results page

2. From the search results, click the  icon. The Amendment Details Edit Page will be displayed.

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Amendment Details Edit Page

3. Modify the necessary information in the amendment details fields. For more information, refer to Create Amendment Request fields.

4. Click **Update**. The Record updated successfully message will be displayed.



Records Updated Successfully Message

5. Click **OK** button to close the confirmation message.

6. Click **Submit** to submit the amended request details. The Record submitted successfully message will be displayed.



Records Submitted Successfully Message

7. Click **OK** button to close the confirmation message.

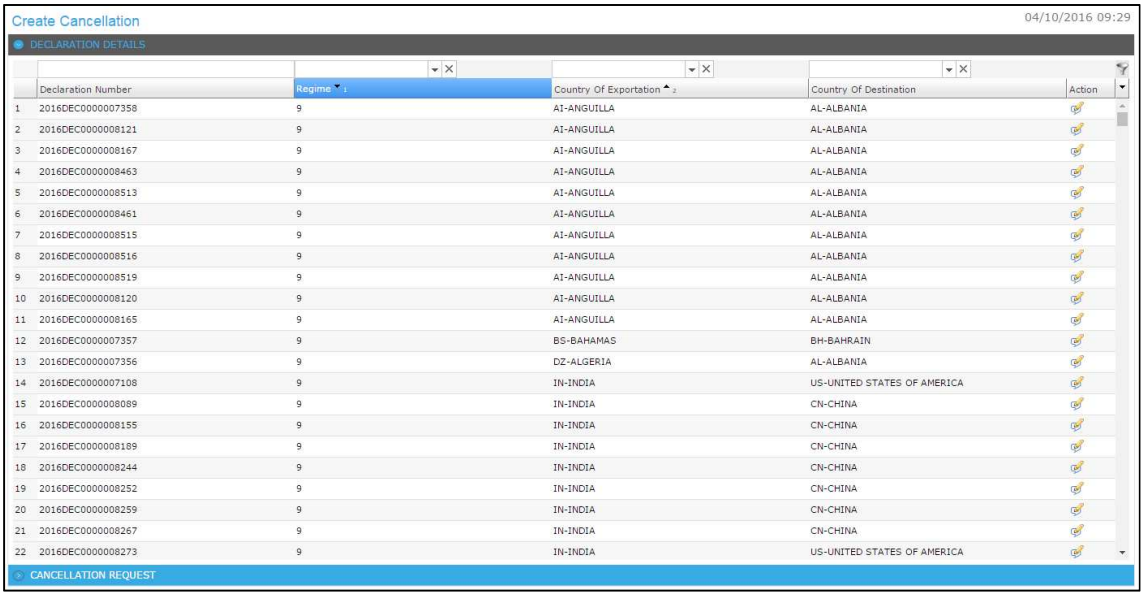
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Creating Declaration Cancellation Request

The functionality allows you to create a new cancellation request for a declaration, which has been submitted in the TFB system. You can cancel a declaration that has already been submitted and yet to be released in the customs clearance process. For example, the declaration in declaration acceptance, valuation phase, risk assessment phase or inspection phase etc.

To create a new cancellation request for declaration:

1. Click **Declaration**>>**Create Cancellation**. The Create Cancellation Request Page will be displayed.



Create Cancellation Request Page

Following are the field and button descriptions for the **Search Declaration for Cancellation Request** page.

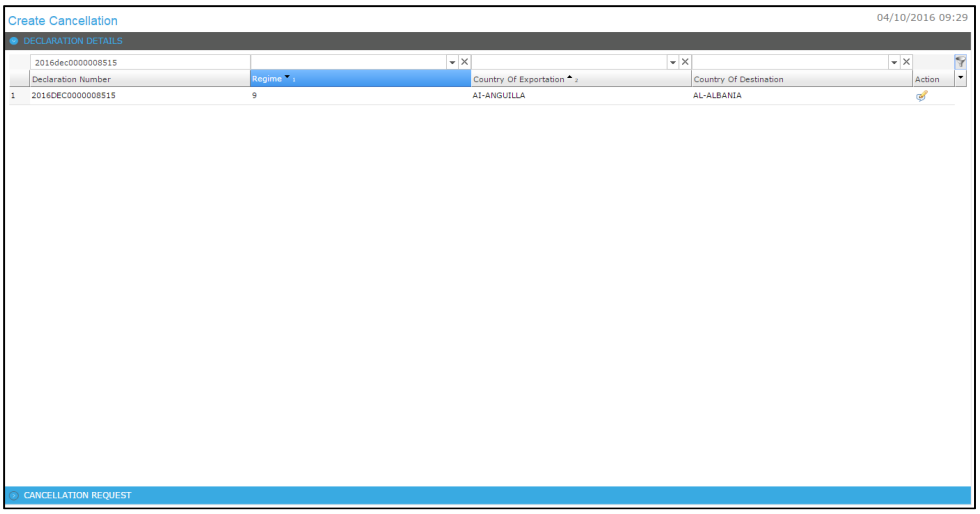
Declaration Details for Cancellation

Field/Button description	Action/Input Required
Declaration Number	Enter the declaration number that you wish to cancel.
Regime	Select the regime of the declaration to cancel.
Country of Exportation	Select the country of exportation of the declaration to cancel.
Country of Destination	Select the country of destination of the declaration to cancel.

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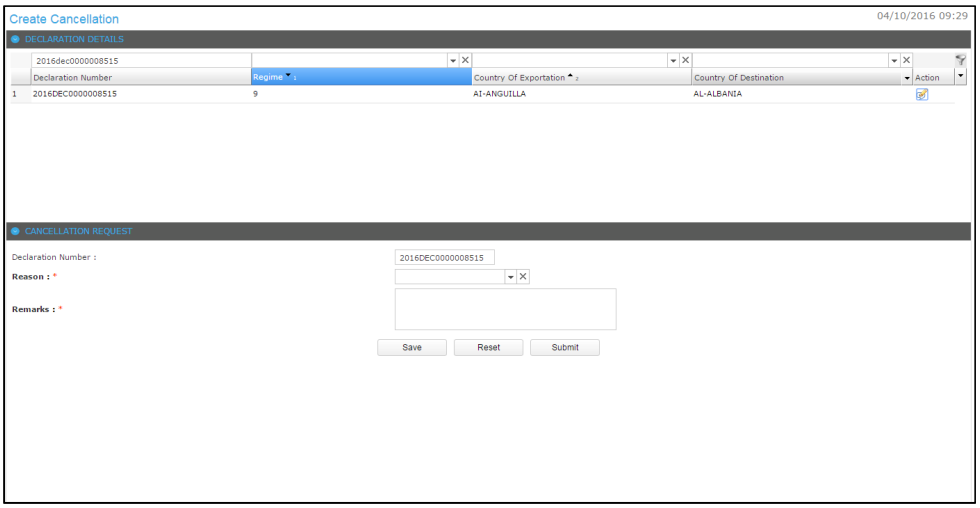
- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Declaration Number
  - Regime
  - Country of Exportation
  - Country of Declaration

2. Enter the search criteria and Click  icon to view the matching results in the **Search Results Page**.



Search Results page

3. Click the  icon. The Cancellation Request Details Page will be displayed.



Cancellation Request Details Page

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Create Cancellation Request

Field/Button description	Action/Input Required
Declaration Number	Enter the declaration number that you wish to cancel.
Reason	Select the reason for cancellation of the declaration from the dropdown list
Remarks	Enter the remarks relevant to the cancellation.



Click Reset button to clear the entered values and re-enter the field values.

4. Click Save button to save the Cancellation request details.
5. Click Submit button to submit the Cancellation request details. The Record updated successfully message will be displayed.



Records Submitted Successfully Message

6. Click **OK** button to close the confirmation message.

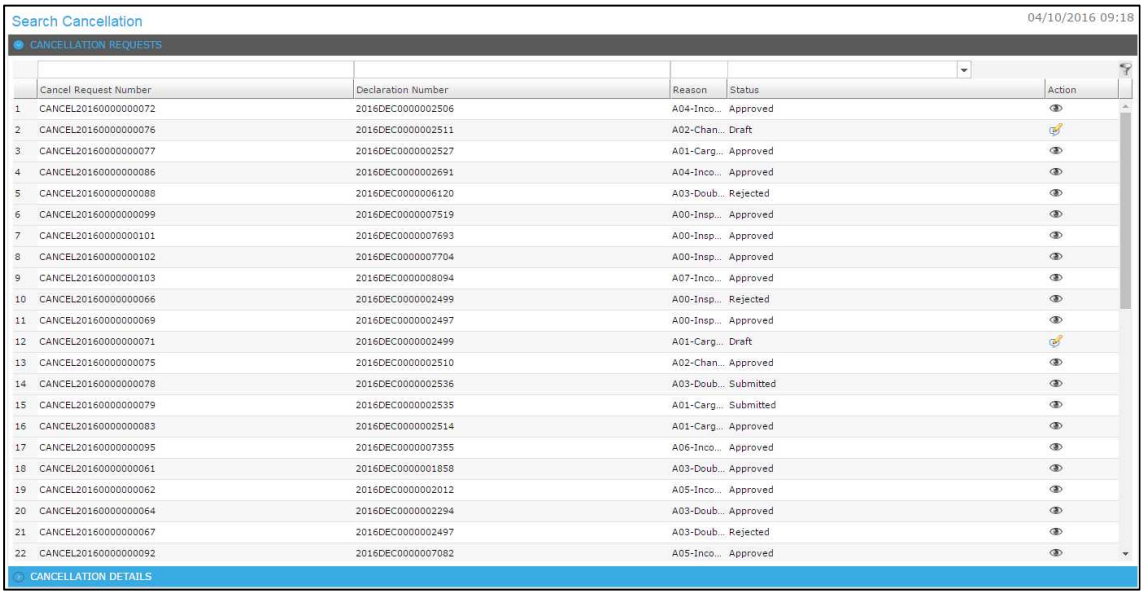
© CrimsonLogic Pte Ltd

Searching Declaration Cancellation Details

The functionality allows you to search for, cancel, overview and delete the declaration for cancellation in the TFB system.

To search for declaration cancellation details:

1. Click **Declaration**>>**Search Cancellation**. The Search Cancellation Page will be displayed.



Search Cancellation Page

Following are the field and button descriptions of the **Search Cancellation** page.

Search Cancellation

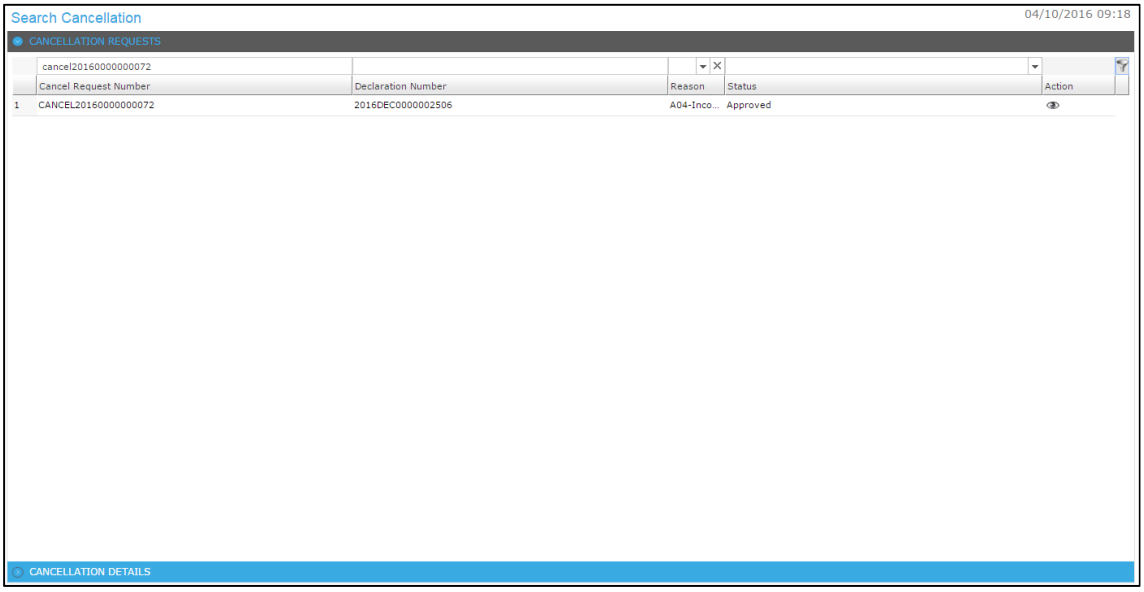
Field/Button description	Action/Input Required
Cancel Request Number	Enter the cancellation request number of the declaration you wish to search.
Declaration Number	Enter the declaration number to search.
Reason	Enter the reason for cancellation of the declaration.
Status	Select the status of the declaration from the dropdown list.

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Cancel Request Number
  - Declaration Number

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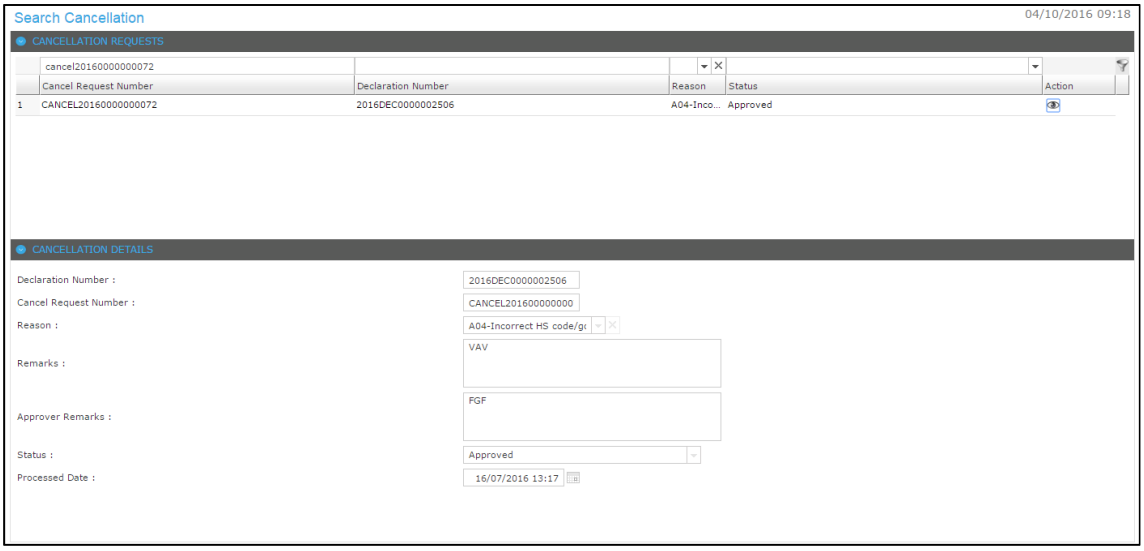
- Reason
- Status

2. Enter the search criteria and click  icon to view the matching results in the **Search Results Page**.



Search Results Page

3. Click the  icon to view the declaration cancellation details.



View Cancellation Request Details page

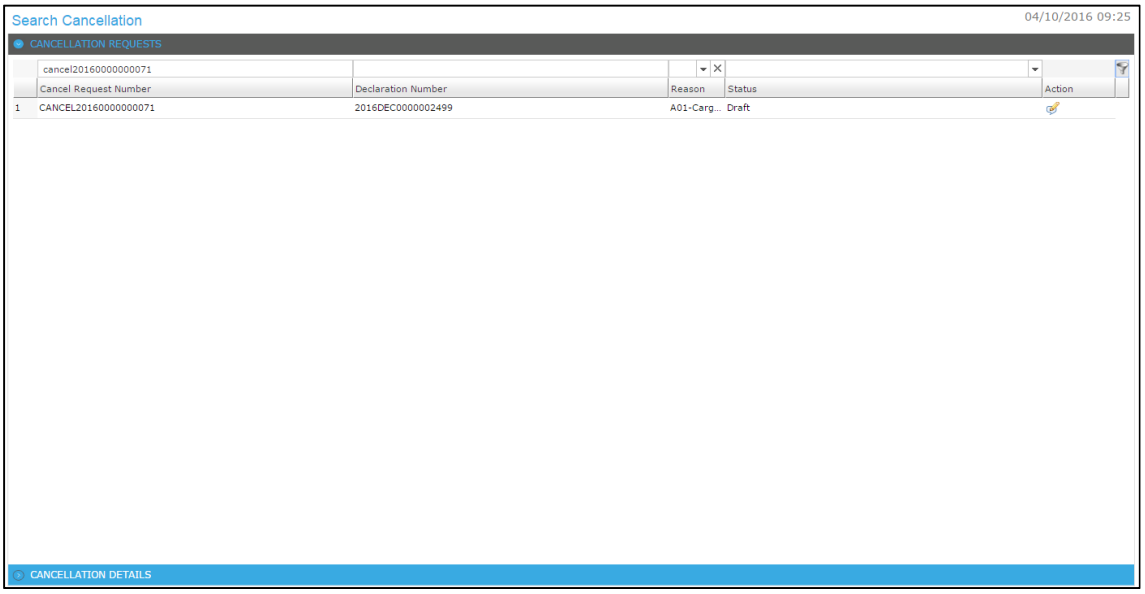
© CrimsonLogic Pte Ltd

Cancel Declaration Details

This functionality allows you to cancel and submit the declaration details.

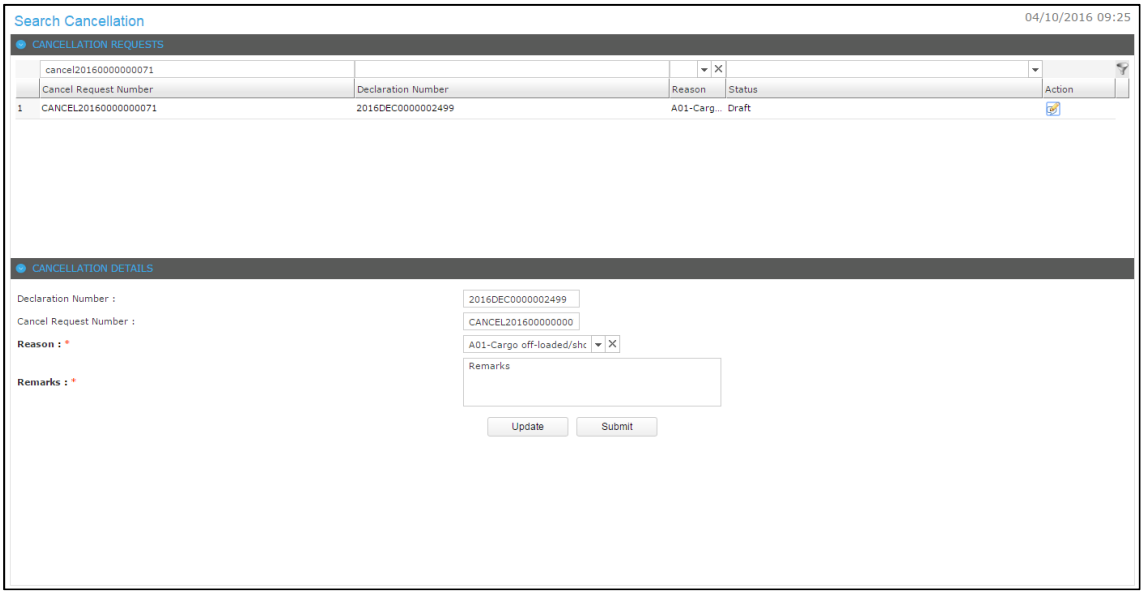
To cancel the declaration details:

1. Perform a cancellation request search with **Draft** status.



Cancellation Request Search Results page

2. From the search results, click the  icon. The cancellation Details Edit Page will be displayed.



Cancellation Details Edit Page

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3. Modify the necessary information in the cancellation details fields. For more information, refer to Create Cancellation Request fields.
4. Click **Update**. The Record updated successfully message will be displayed.



Records Updated Successfully Message

5. Click **OK** button to close the confirmation message.
6. Click **Submit** to submit the cancelled request details. The Record submitted successfully message will be displayed.



Records Submitted Successfully Message

7. Click **OK** button to close the confirmation message.

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CHAPTER4
Road Manifest

Road Manifest is submitted by Clearing Agents at the border. Due to the limited time available for manifesting & clearing cargo at the road borders, the TFB design caters for clearance at the border or inland clearance. For inland clearance an optional gate pass is issued at the road border authorizing the means of transport to bring the cargo into the country.

The road manifest process is included in the following inbound regimes similar to sea & air manifest, Import, Transit, Transhipment, Warehouse, Temporary Import and Re-Import.

A Freight Forwarder or a Clearing Agent submits the road manifest to the customs. It comprises of one or more invoices. The invoice is equivalent to the BL in the sea manifest. The road manifest supports four types of cargo including Containers, Bulk, Vehicles and General Cargo.

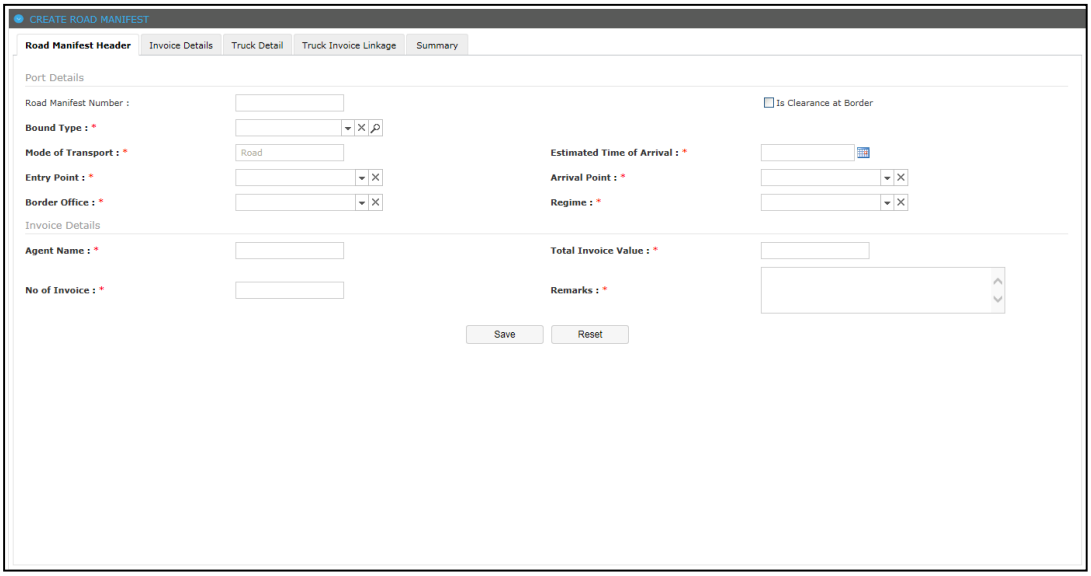
The Freight Forwarder or Clearing Agent can Create, Search and Cancel the road manifest in the TFB system.

Create Road Manifest

This functionality allows you to create and submit a road manifest in order to clear the cargo at the border of the country. The road manifest is created based on per truck details. It consists of Invoice details, Item details and the truck linked to the invoice details. Once the manifest is submitted, the system auto approves the manifest or is directed to the Customs for further approval in the TFB system.

To create a road manifest:

1. Click **Road Manifest** >> **Create Road Manifest**. The Create Road Manifest page is displayed.



Create Road Manifest page

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2. Enter information in the Road Manifest Header details fields.

Road Manifest Header Details

Field/Button description	Action/Input Required
Port Details	Specify the port details for the road manifest.
Road Manifest Number	The road manifest number will be generated when the Road Manifest is saved or submitted.
Is clearance at the Border	Select the checkbox if the road manifest cargo is to be cleared at the border.
Bound Type	Select the bound type from the drop down list. Example: **Inbound** or **Outbound**.
Mode of Transport	By default, the mode of transport displayed is Road.
Estimated Time of Arrival	Enter the estimated time of arrival of the cargo.
Entry Point	Select the point of entry of the cargo from the dropdown list.
Arrival Point	Select the point of arrival of the cargo from the dropdown list.
Border Office	Select the border office where the cargo is verified from the dropdown list.
Regime	Select the regime from the dropdown list.
Invoice Details	Specify the invoice details here.
Agent Name	Enter the name of the agent submitting the manifest.
Total Invoice Value	Enter the total value of the invoice.
No of Invoice	Enter the number of invoice in the cargo manifest.
Remarks	Enter the remarks relevant to invoice if any.

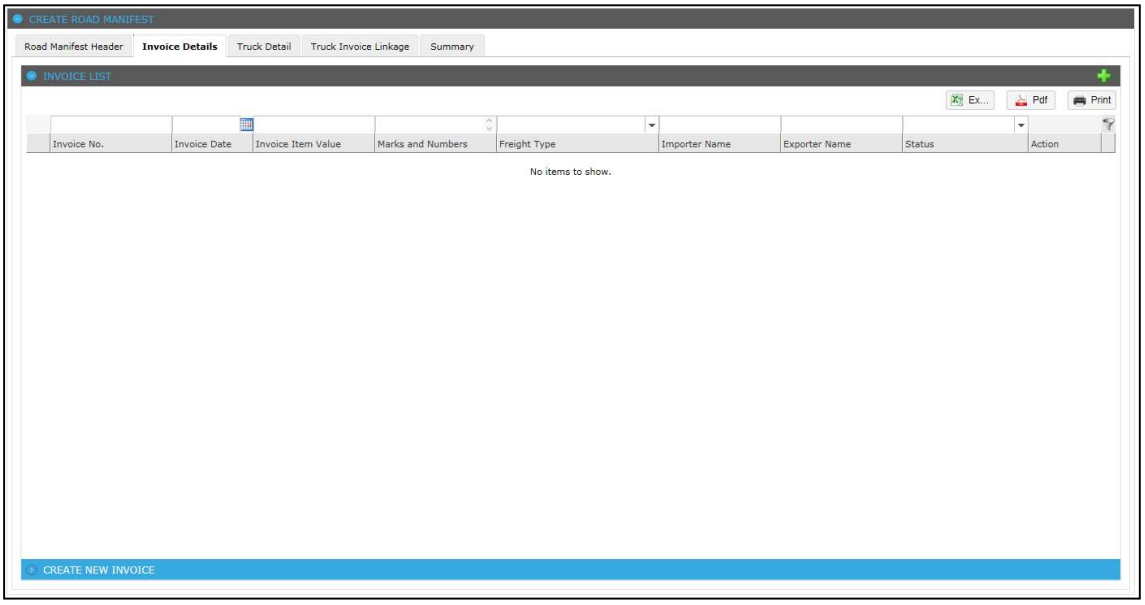
3. Click **Save** button to save the entered manifest header details. The Records saved successfully message will be displayed.

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Records Saved Successfully Message

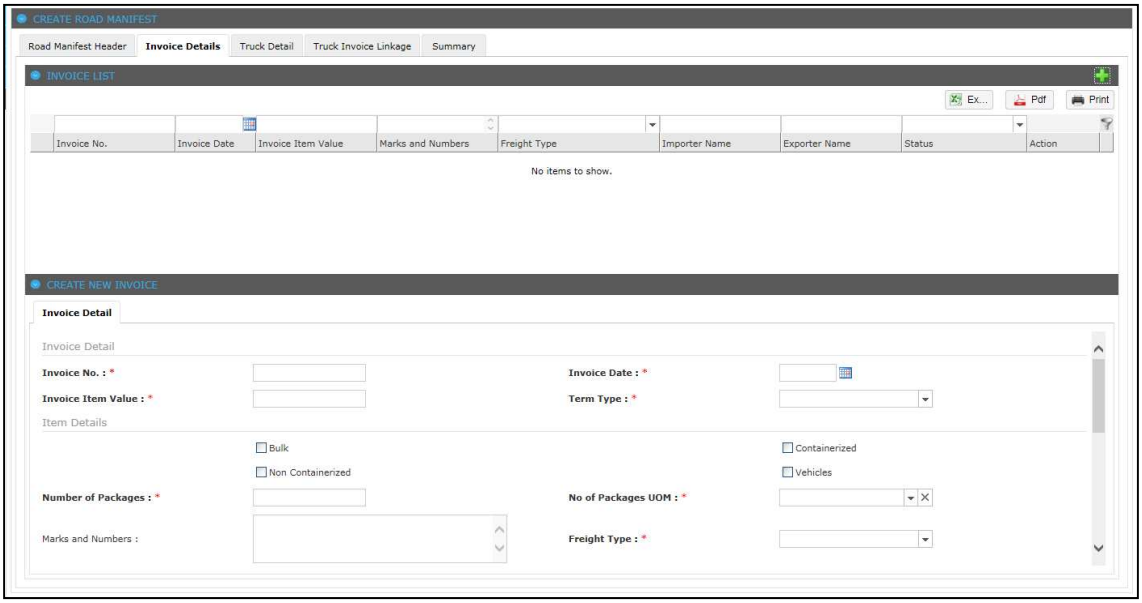
4. Click **OK** button to close the confirmation message.
5. Click **Invoice Details** tab. The Invoice Details page will be displayed.



Invoice Details page

6. Click the  add icon to add new invoice details. The Create New Invoice Page will be displayed.

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Create New Invoice Details Page

7. Enter information in the Invoice details fields.

Invoice Details

Field/Button description	Action/Input Required
Invoice detail	Specify the Invoice details for the road manifest.
Invoice Number	Enter a unique invoice number.
Invoice Date	Select the invoice date using the calendar icon.
Invoice Item Value	Enter the value for the items present in the invoice.
Term Type	Select the term type from the dropdown list. Example: 6 months.
Item Details	Specify the item details in the manifest.
Bulk	Select this checkbox if the items are in bulk in the manifest.
Containerized	Select this checkbox if the items are containerized in the manifest.
Non-Containerized	Select this checkbox if the items are non-containerized in the manifest.
Vehicles	Select this checkbox if the item are vehicles in the manifest.

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Field/Button description	Action/Input Required
Number of Packages	Enter the number of goods packaged.
Number of Packages UOM	Select the unit of measurement for the items.
Marks and Numbers	Enter the marks and number of the item.
Freight Type	Select the freight type for the items from the dropdown list. Example: Pre-paid or Post-paid.
Goods description	Enter the description of the goods in the manifest.
Freight Amount	Enter the freight cost for transporting the item.
Currency	Select the currency for the amount to be paid for the item.
Gross Weight	Enter the gross weight of the item.
Gross Weight UOM	Select the unit of measurement for the gross weight of the item.
Volume	Enter the volume of the items in the invoice.
Importer/ Consignee	Specify the importer/consignee details who brings in the goods from the other country.
Importer ID	Enter the identification details of the importer for the declared goods.
Importer Address	Enter the importer's address details.
Exporter/ Consignor	Specify the exporter/consignor details who sends the goods to the other country.
Exporter ID	Enter the identification details of the exporter for the goods.
Exporter Address	Enter the exporter's address details.

8. Click **Save** button to save the entered invoice details. The Records saved successfully message will be displayed.

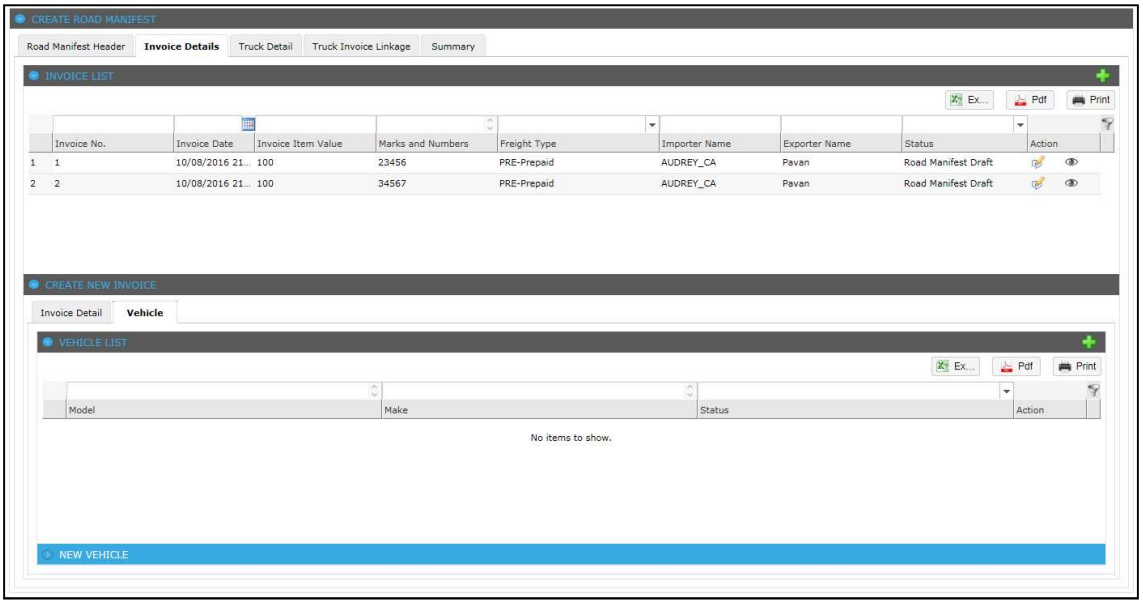
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Records Saved Successfully Message

Based on the selection of items in the Invoice tab, **Items**, **Vehicles** tabs are displayed in the invoice section respectively.

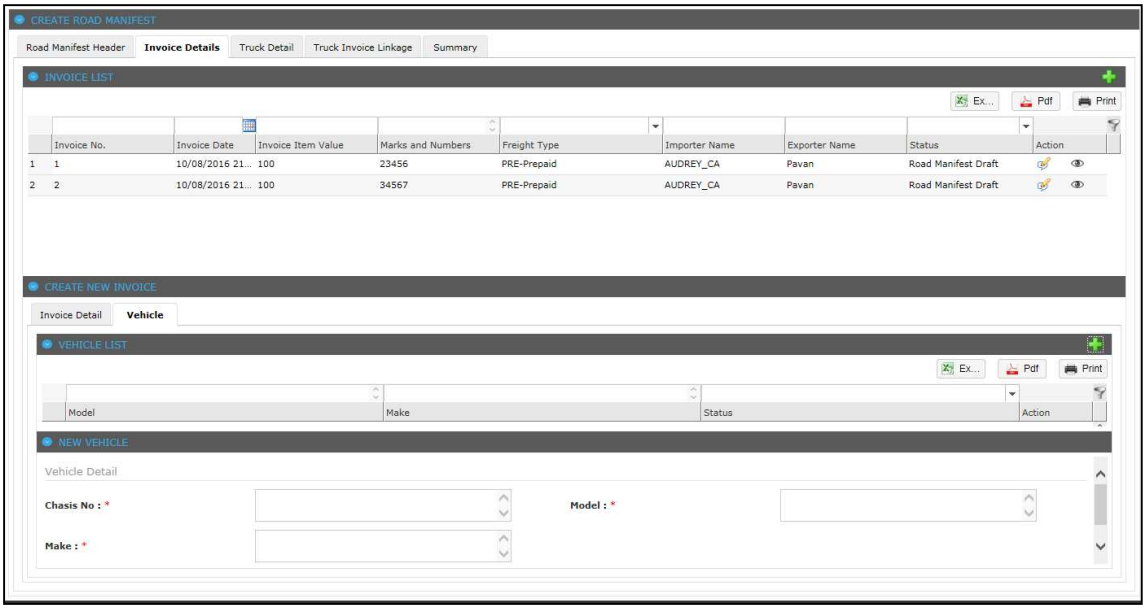
9. Click **OK** button. The Vehicle Details Page will be displayed.



Vehicle Tab Page

10. Click the  add icon to add the vehicle details.

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Vehicle Details Page

11. Enter information in the Vehicle Details fields.

Vehicle Details

Field/Button description	Action/Input Required
Vehicle Detail	Specify the vehicle details. Click  or  to show or hide the details.
Chassis No	Enter the chassis number of the vehicle.
Model	Enter the model number of the vehicle.
Make	Enter the vehicle manufacture details.

If the Items are containerized, the following fields will be displayed.

Container Details

Field/Button description	Action/Input Required
Container Detail	Specify the item's container details. Click  or  to show or hide the details.
Container Number	Enter the container number carrying the item.
Seal Number	Enter the seal of the container carrying the item.

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Field/Button description	Action/Input Required
Number of Packages	Enter the number of packages of the item.
Net Weight	Enter the net weight of the item.
Net Weight UOM	Enter the unit of measurement for the net weight of the items from the dropdown list.
Gross Weight	Enter the total weight of the item.
Gross Weight UOM	Enter the unit of measurement for the gross weight items from the dropdown list.

12. Click **Save** button to save the entered invoice details. The Records saved successfully message will be displayed.

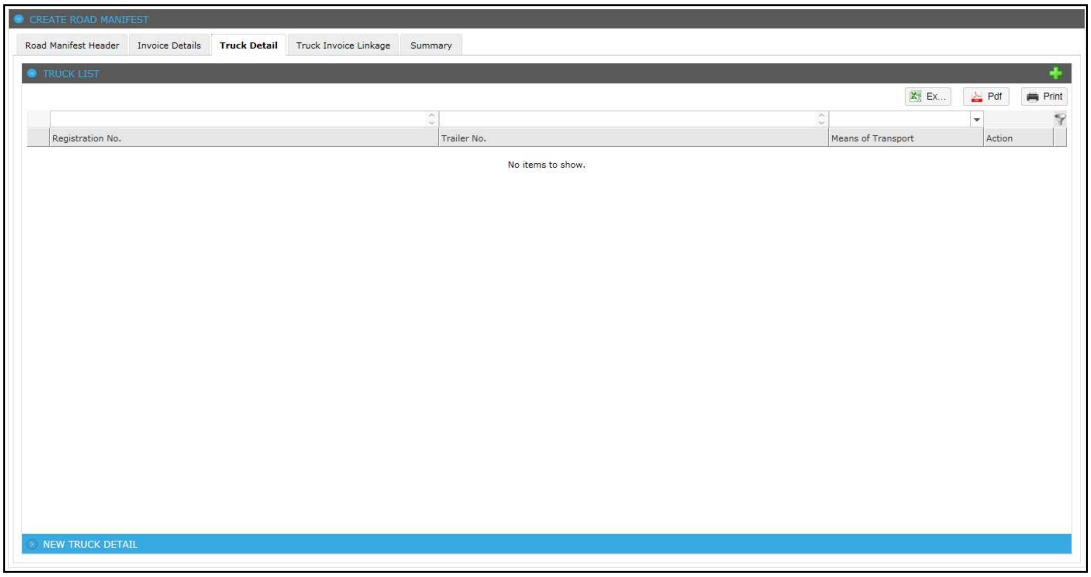


Records Saved Successfully Message

Click the **Excel Sheet** icon to download the invoice details as an excel sheet.
Click the **PDF** icon to download the invoice details as a PDF document.
Click the **Print** button to print the invoice details.
Click the **Edit** icon to edit the invoice details.

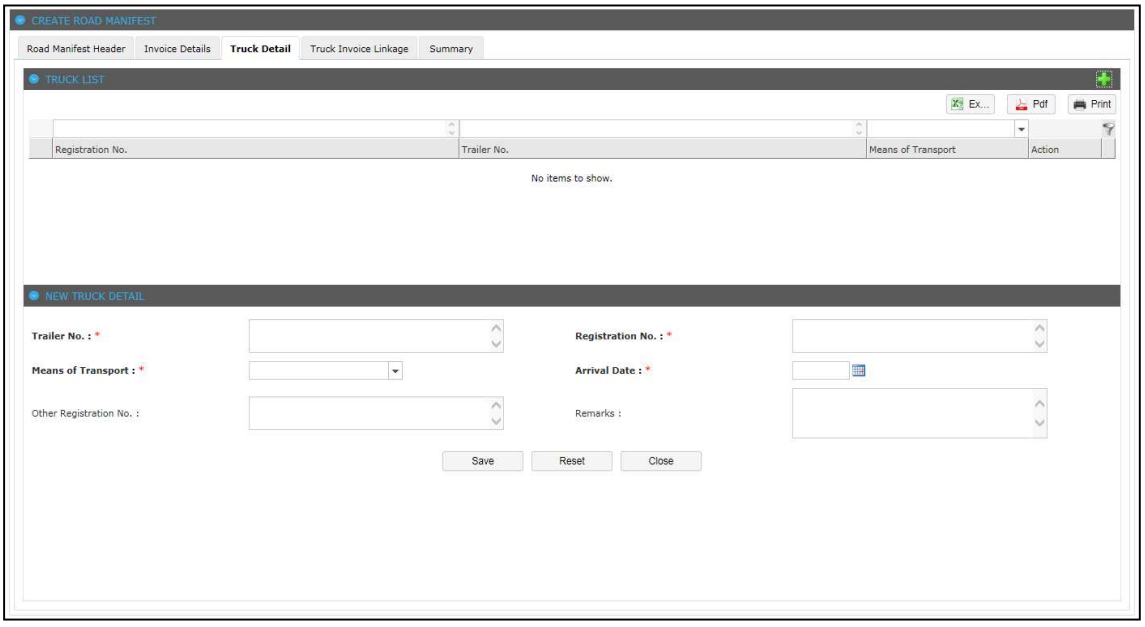
13. Click **OK** button to close the invoice details page.
14. Click **Truck Detail** tab to add the truck details. The Truck Details page will be displayed.

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Truck Details Tab page

15. Click the  add icon to add the truck details.



Truck Details Page

16. Enter information in the Truck Details fields.

Truck Details

Field/Button description	Action/Input Required
Trailer No	Enter the trailer registration number.

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Field/Button description	Action/Input Required
Registration Number	Enter the registration number of the truck carrying the goods.
Means of Transport	Select the means of transport from the dropdown list.
Arrival Date	Select the arrival date of the truck using the calendar icon.
Other Registration Number	Enter the other registration number of the truck if any. This field is optional.
Remarks	Enter the remarks relevant to the truck if any.

17. Click **Save** button to save the entered truck details. The Records saved successfully message will be displayed.



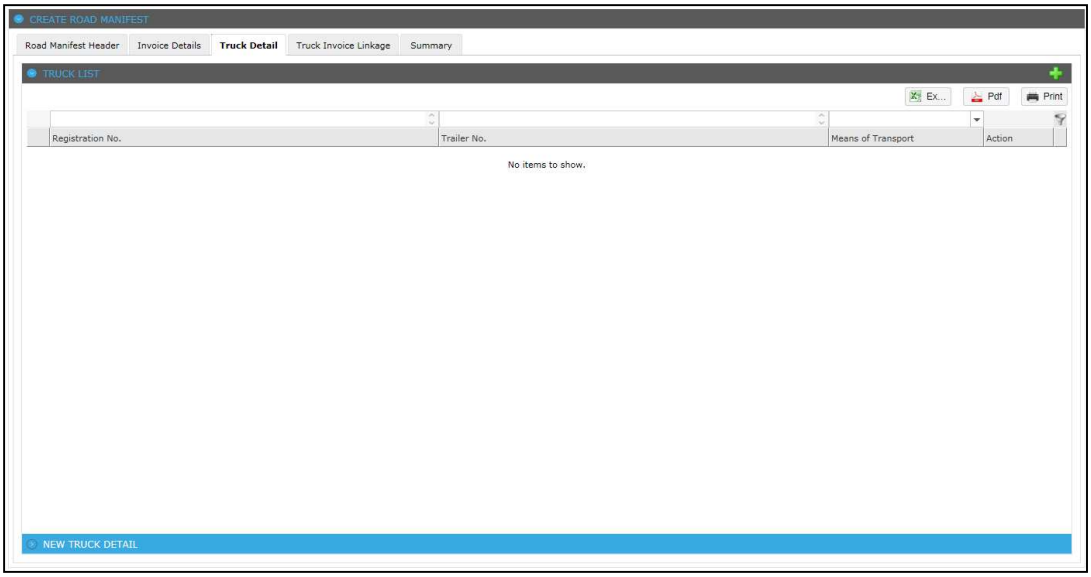
Records Saved Successfully Message

18. Click **OK** button to close truck details tab page.

Click the **Excel Sheet** icon to download the truck details as an excel sheet.
Click the **PDF** icon to download the truck details as a PDF document.
Click the **Print** button to print the truck details.
Click the **Edit** icon to edit the truck details.

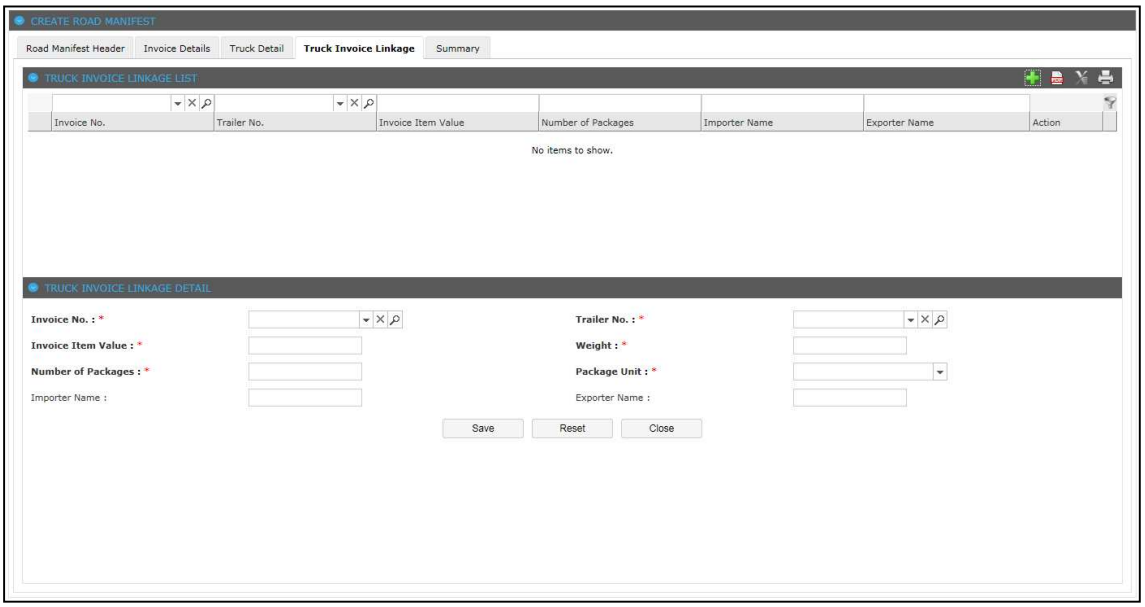
19. Click **Truck Invoice Linkage** tab to add the truck invoice details. The Truck Invoice Linkage page will be displayed.

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Truck Invoice Linkage Tab page

20. Click the  add icon to add the truck invoice details.



Truck Invoice Linkage Details Page

21. Enter information in the Truck Invoice Linkage Details fields.

Truck Invoice Linkage Details

Field/Button description	Action/Input Required
Invoice Number	Enter the invoice number of the goods.
Trailer Number	Enter the trailer number of the truck.

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Field/Button description	Action/Input Required
Invoice Item Value	Enter the value of items present in the invoice.
Weight	Enter the weight of the goods.
Number of Packages	Enter the number of packages in the invoice.
Package Unit	Select the unit of measurement of the packaged items from the dropdown list.
Importer Name	Enter the name of the importer of the goods. This field is optional.
Exporter Name	Enter the name of the exporter of the goods. This field is optional.

22. Click **Save** button to save the entered truck invoice linkage details. The Records saved successfully message will be displayed.



Records Saved Successfully Message

23. Click **OK** button to close truck invoice linkage details page.

Click the **Excel Sheet** icon to download the truck-invoice linkage details as an excel sheet.

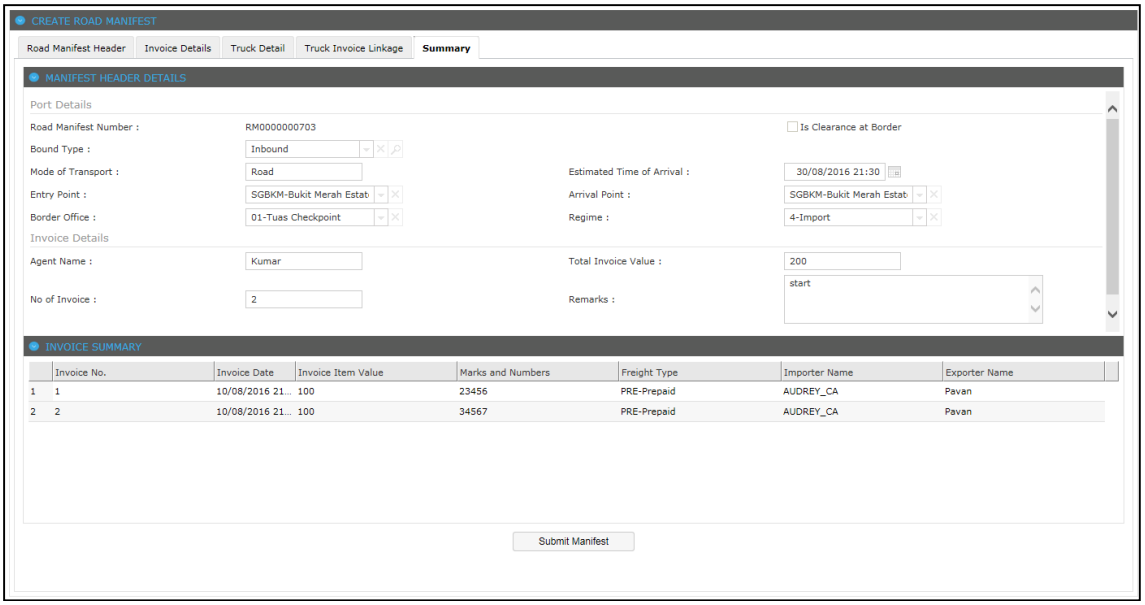
Click the **PDF** icon to download the truck-invoice linkage details as a PDF document.

Click the **Print** button to print the truck-invoice linkage details.

Click the **Edit** icon to edit the truck-invoice linkage details.

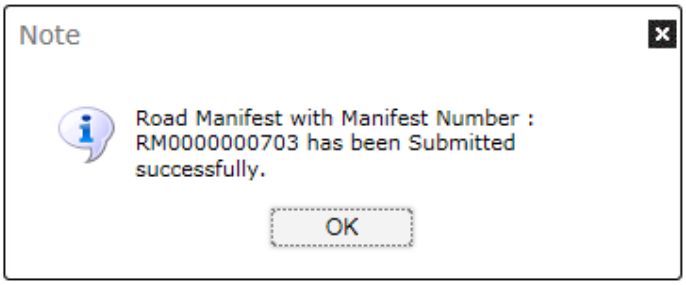
24. Click **Summary** tab to view the summary details.

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Summary Tab page

25. Click **Submit Manifest** button to submit the created road manifest details. The Road Manifest submitted confirmation message will be displayed.



Submit Confirmation Message

26. Click **OK** button to close the confirmation message.

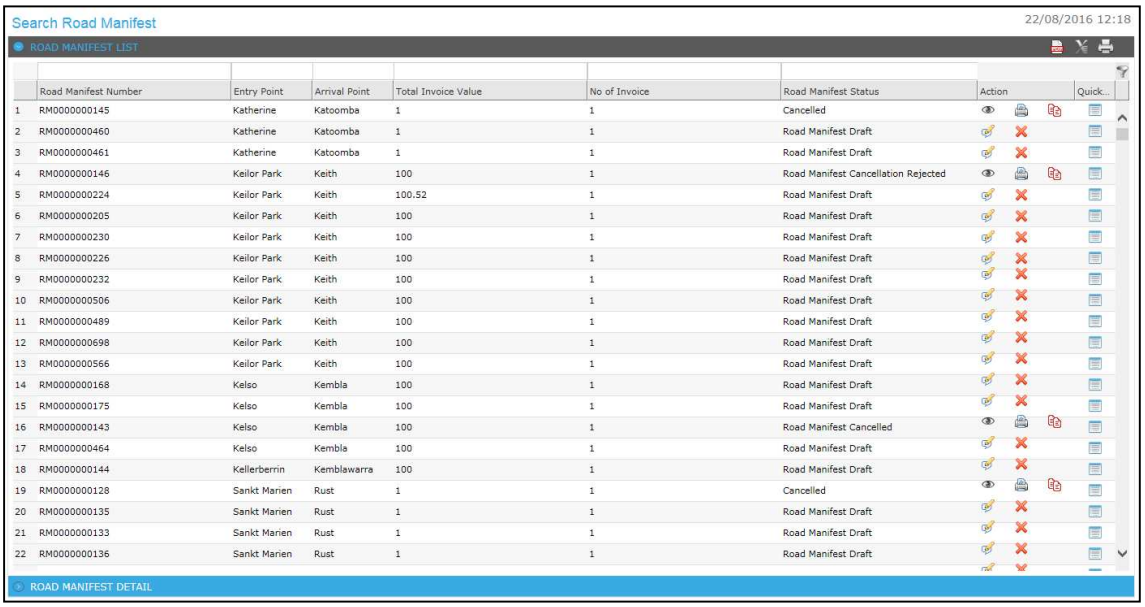
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Searching Road Manifest Details

This functionality allows you to search for, view, print, edit and delete the road manifest details in the TFB system.

To search for a road manifest:

1. Click **Road Manifest**>>**Search Road Manifest**. The Search Road Manifest Page will be displayed.



Search Road Manifest Page

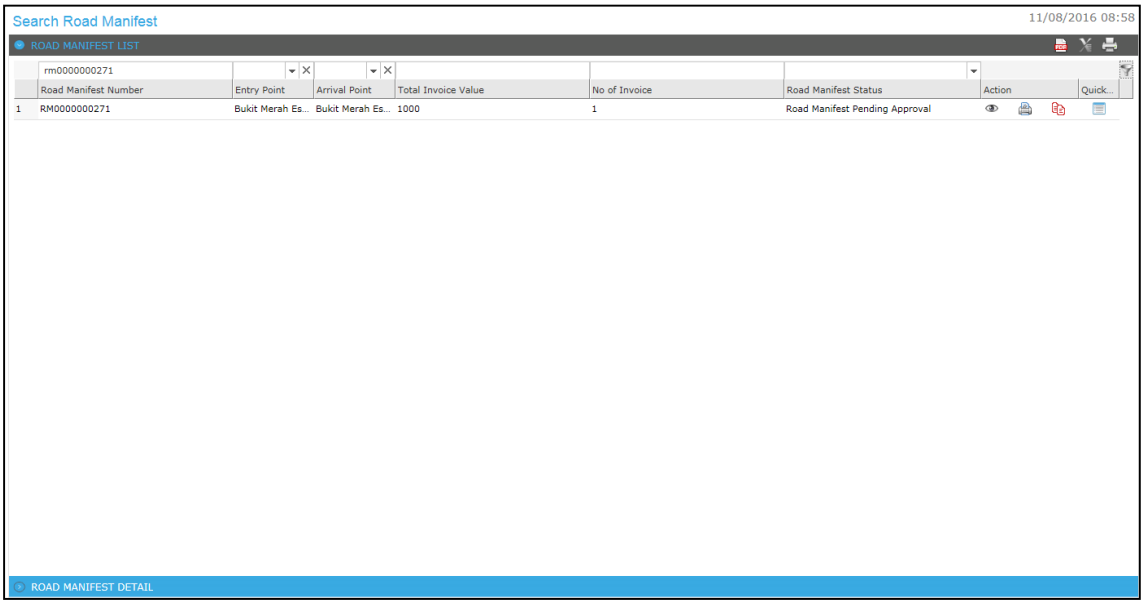
Following are the field and button descriptions of the **Search Road Manifest** page.

Field/Button description	Action/Input Required
Search	Specify the search criteria details.
Road Manifest Number	Enter the road manifest number.
Entry point	Enter the entry point of the cargo manifest.
Arrival point	Enter the arrival point of the cargo manifest.
Total Invoice value	Enter the total value of the invoice.
Invoice Number	Enter the invoice number of the manifest.
Road Manifest status	Select the appropriate status of the road manifest from the dropdown list.

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- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Road Manifest Number
  - Invoice Number
  - Road Manifest Status

2. Enter the search criteria and Click  icon to view the matching results in the **Search Results Page**.



Search Results Page

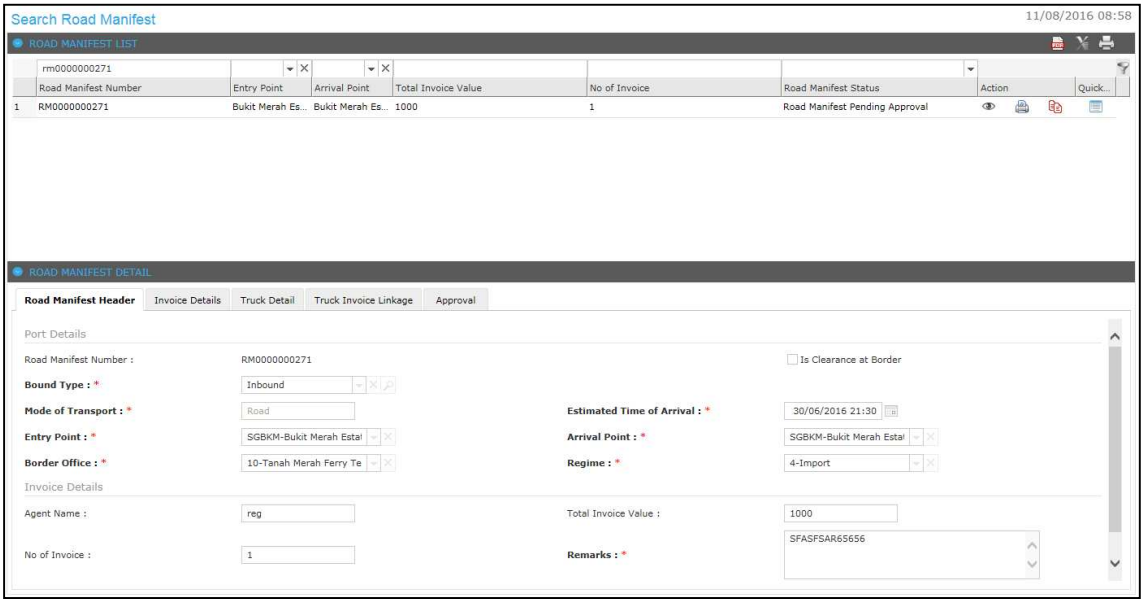
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View Road Manifest Details

This functionality allows you to view the road manifest details.

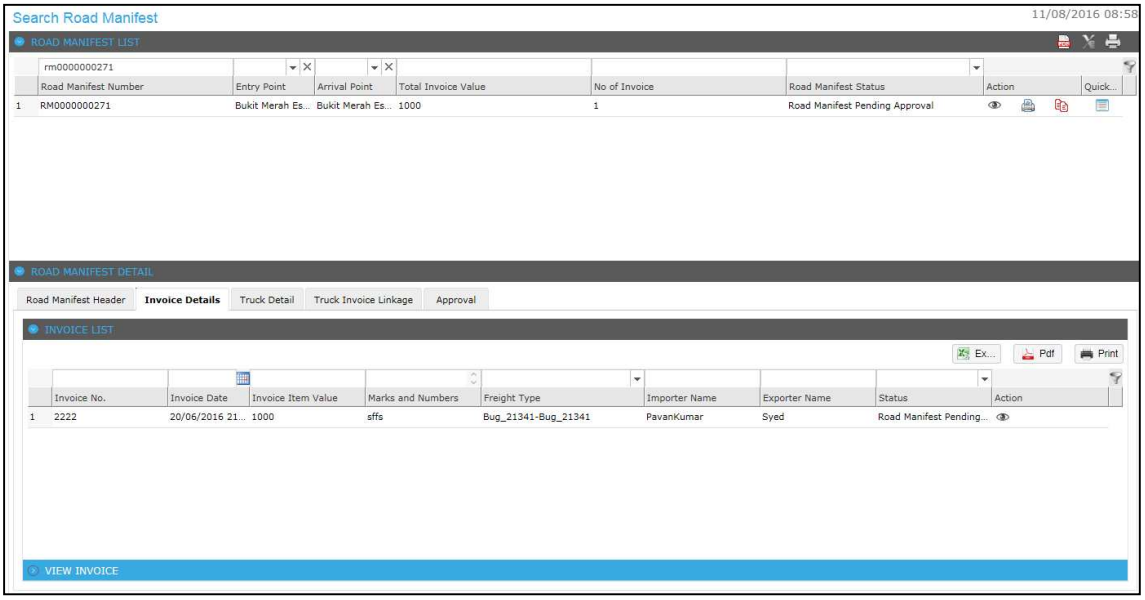
To view the road manifest details:

1. From the search results, click the  icon. The View Road Manifest Details Page will be displayed.



View Road Manifest Header Tab Page

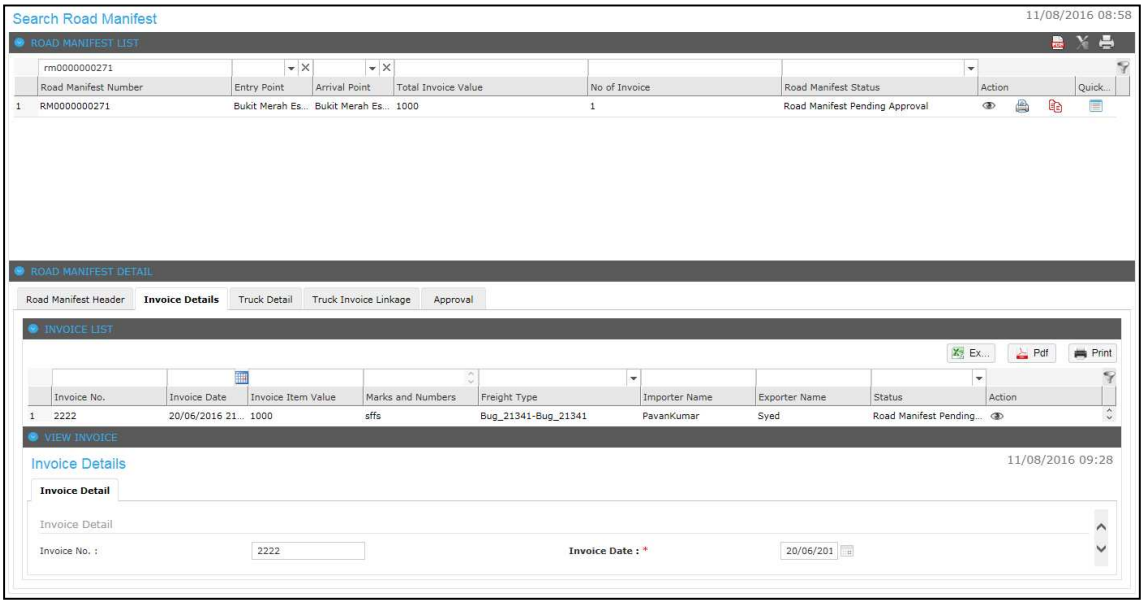
2. Click **Invoice Details** tab to view the invoice details.



Invoice Details Tab Page

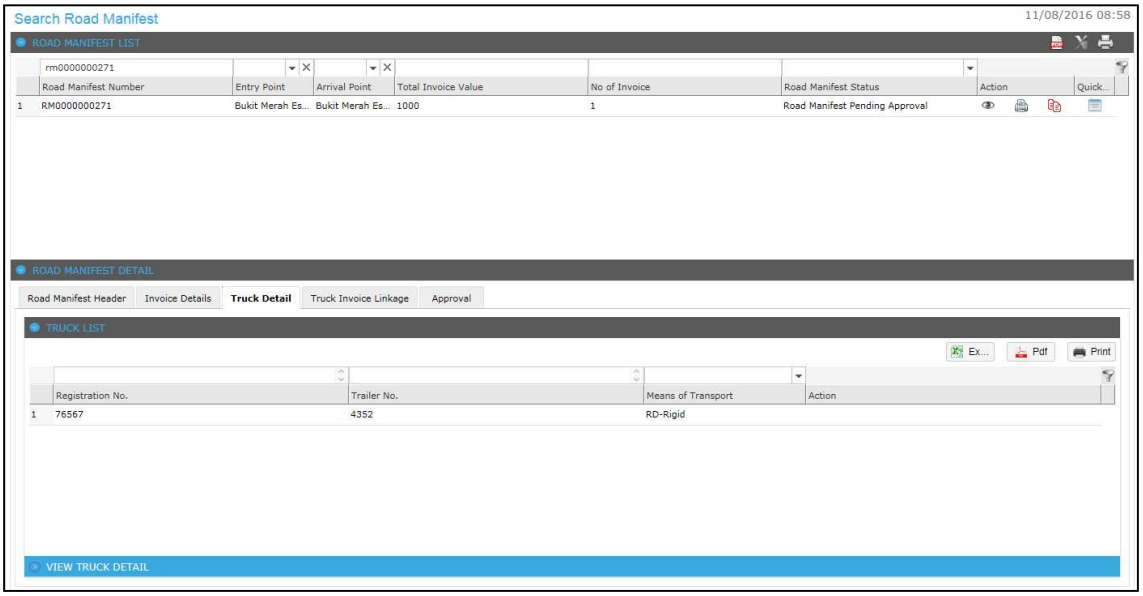
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3. Click the  icon to view the invoice details.



Invoice Details Page

4. Click **Truck Detail** tab to view the truck details.

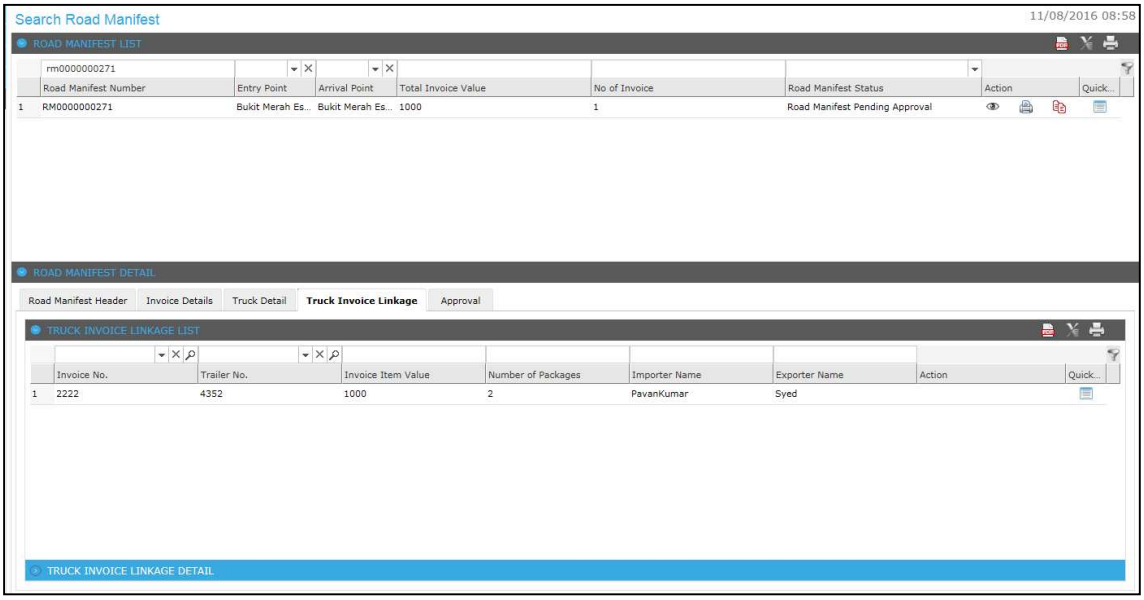


Truck Detail Tab Page

Click the **Excel** button to download the truck details as an excel sheet.
Click the **PDF** icon to download the truck details as a PDF document.
Click the **Print** button to print the truck details.

5. Click the **Truck Invoice Linkage** tab to view the truck linkage details.

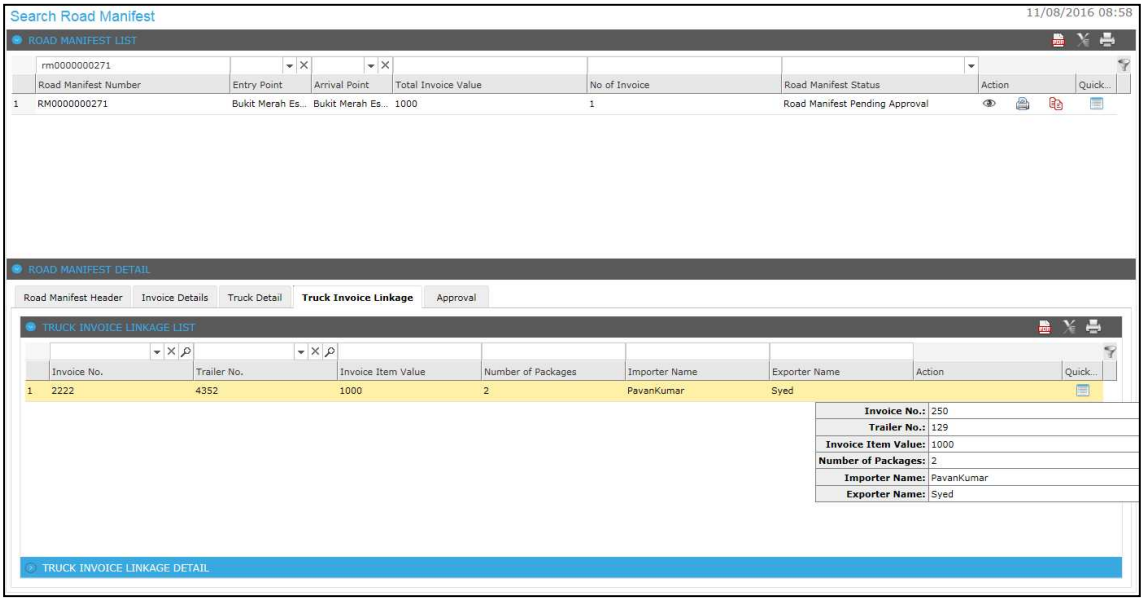
© CrimsonLogic Pte Ltd



Truck Invoice Linkage Tab Page

6. Click **Close** button to close the truck invoice linkage details.

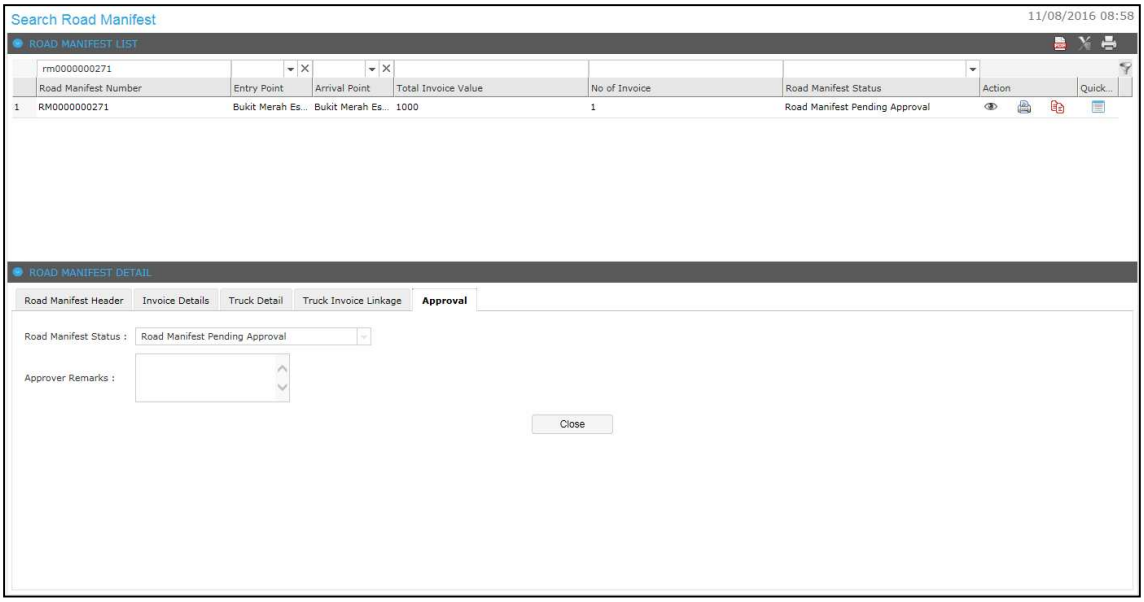
7. Click the  Quick view icon to overview the invoice and truck details.



Truck Invoice Linkage Quick View Tab Page

8. Click **Approval** tab to view the road manifest approval details.

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Road Manifest Approval Tab Page

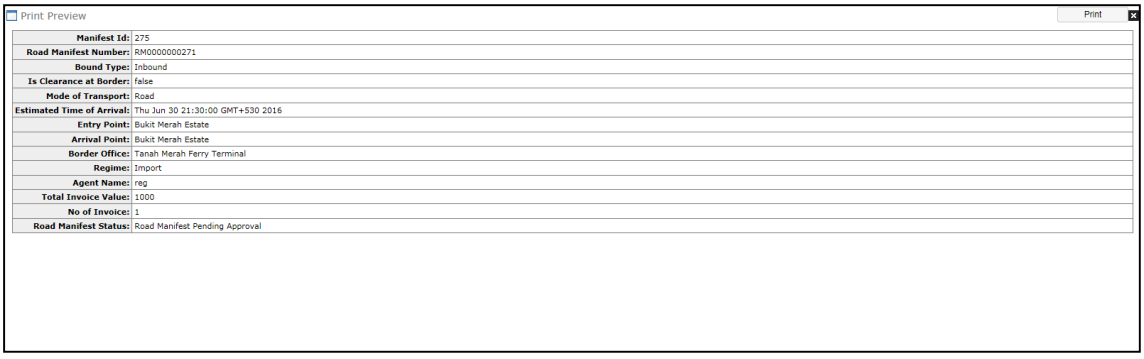
9. Click **Close** button to close the approval details page.

Print Road Manifest Details

This functionality allows you to print the road manifest details such as Road manifest number, Bound Type, Mode of Transport, Entry Point etc.

To print the road manifest details:

1. From the search results, click the  icon. The Print Preview Page will be displayed.



Print Preview Page

2. Click **Print** button to print the Road manifest details.

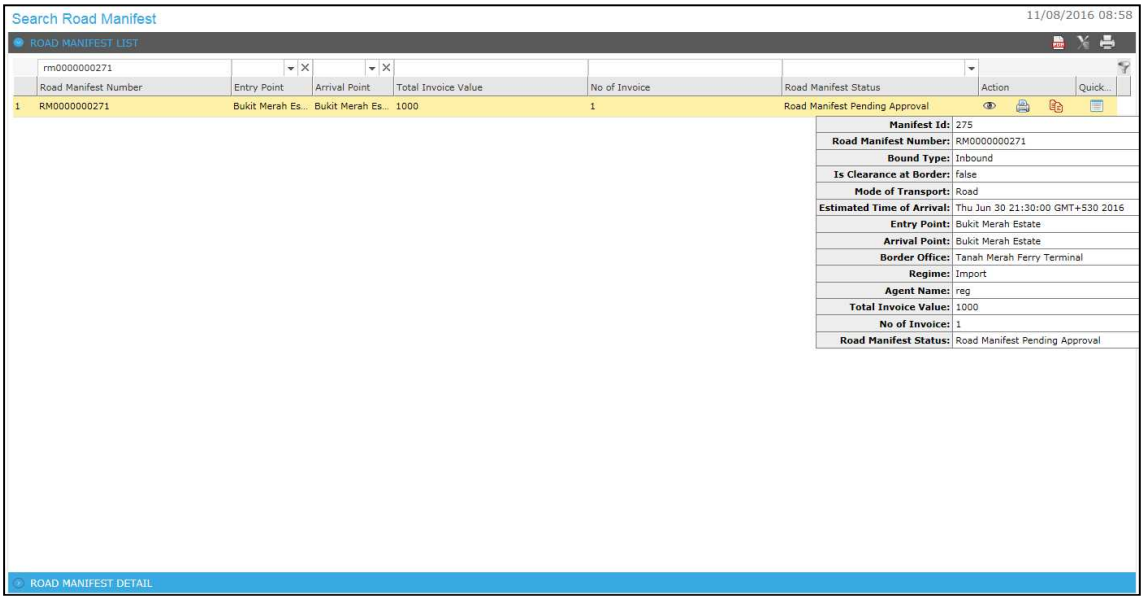
© CrimsonLogic Pte Ltd

Quick View Road Manifest Details

This functionality allows you to overview the road manifest details such as Manifest identification number, Road Manifest number, Mode of Transport, Estimated Time of Arrival, etc.

To quick view the road manifest details:

1. From the search results, click the  icon. The Road Manifest Quick View Page will be displayed.



Road Manifest Quick View Details Page

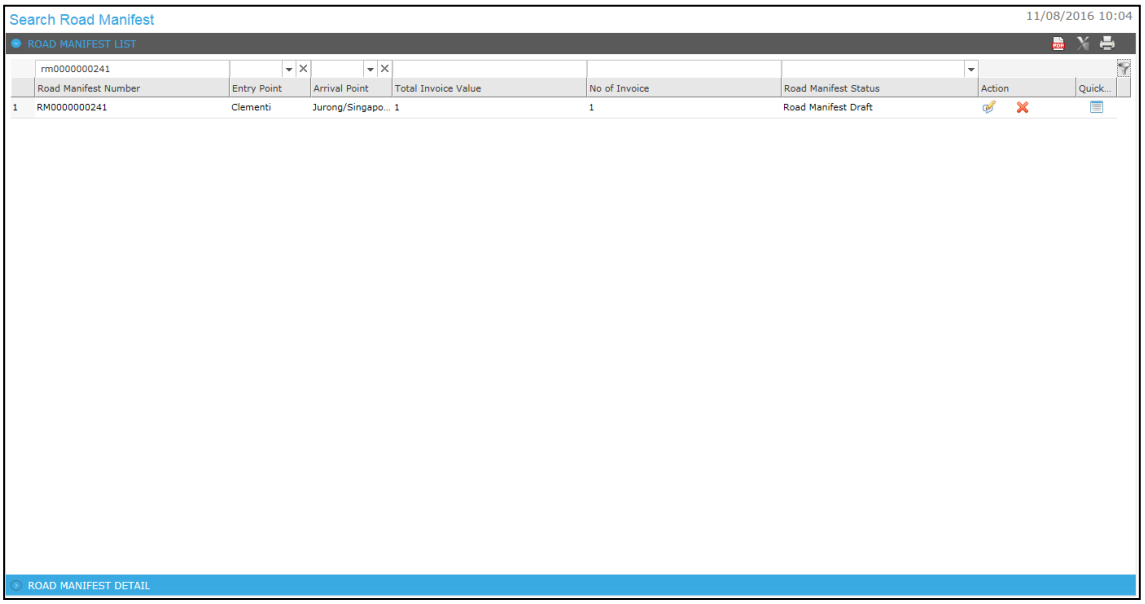
© CrimsonLogic Pte Ltd

Edit Road Manifest Details

This functionality allows you to edit the road manifest details which is in **Draft** status only.

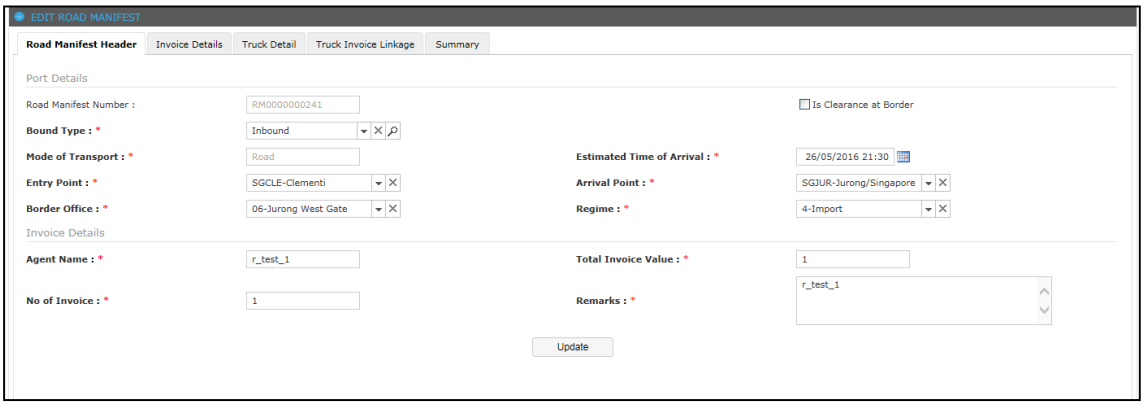
To edit the road manifest details:

1. Perform a search for the Road manifest with Draft status. The Road Manifest Search Results page will be displayed.



Road Manifest Search Results page

2. From the search results, click the  icon. The Edit Road Manifest Details Page will be displayed.



Edit Road Manifest Details Page

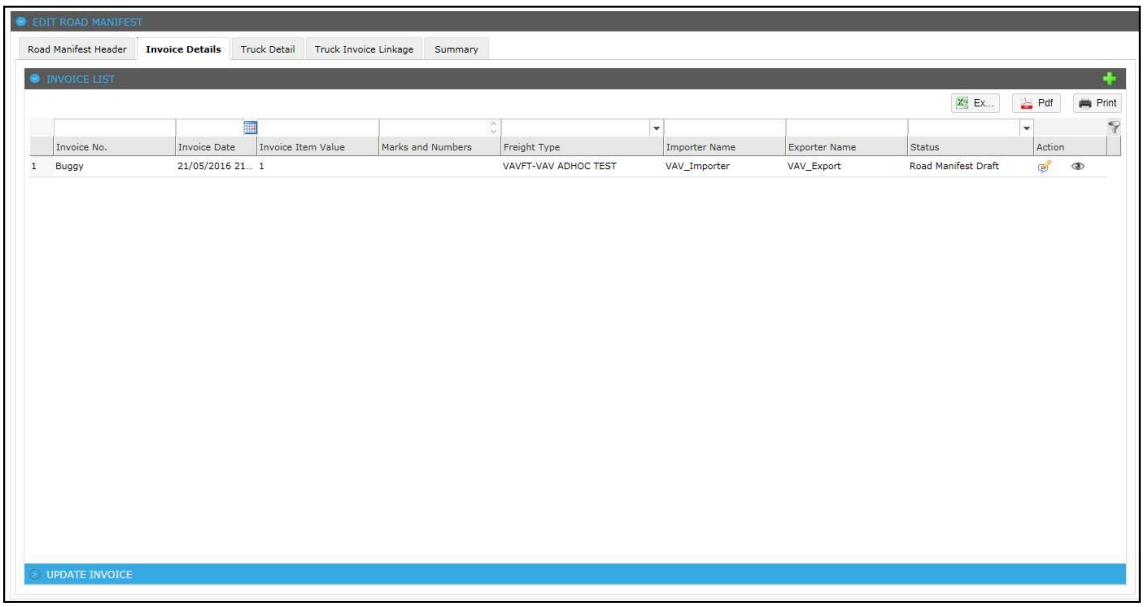
3. Modify the necessary information in the road manifest header Details tab page. For more information refer to field descriptions in Road Manifest Header Details tab.
4. Click **Update**. The Records updated successfully message will be displayed.

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Records Updated Successfully Message

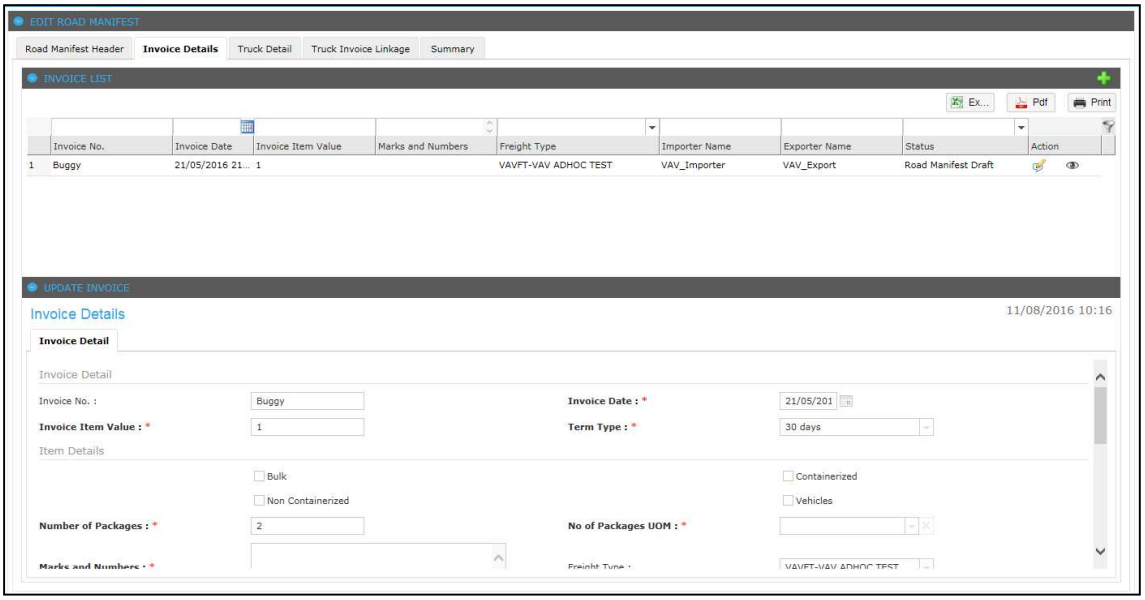
5. Click **Ok** button to close the confirmation message.
6. Click **Invoice Details** tab.The Invoice Details tab page will be displayed.



Invoice Details Page

7. Click the  view icon to view the invoice details. The Invoice Details View page will be displayed.

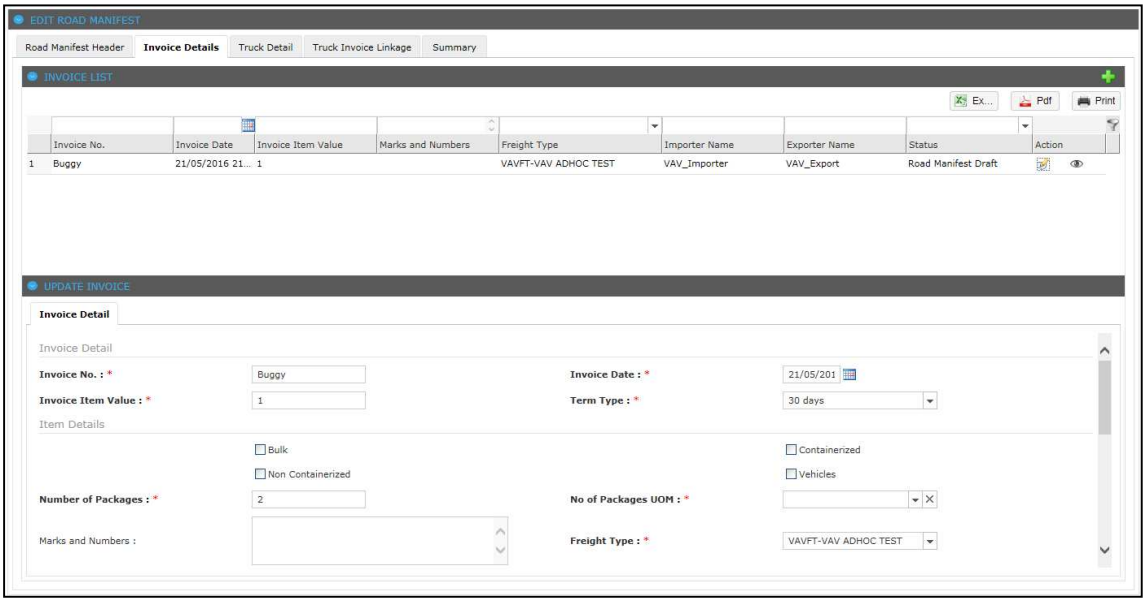
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View Invoice Details Page

8. Click **Close** button to close the invoice details.

9. Click the  button to modify the necessary information in the Invoice Details tab page. For more information refer to field descriptions in the Invoice Details tab.



Edit Invoice Details Page

10. Click **Update.** The Records updated successfully message will be displayed.

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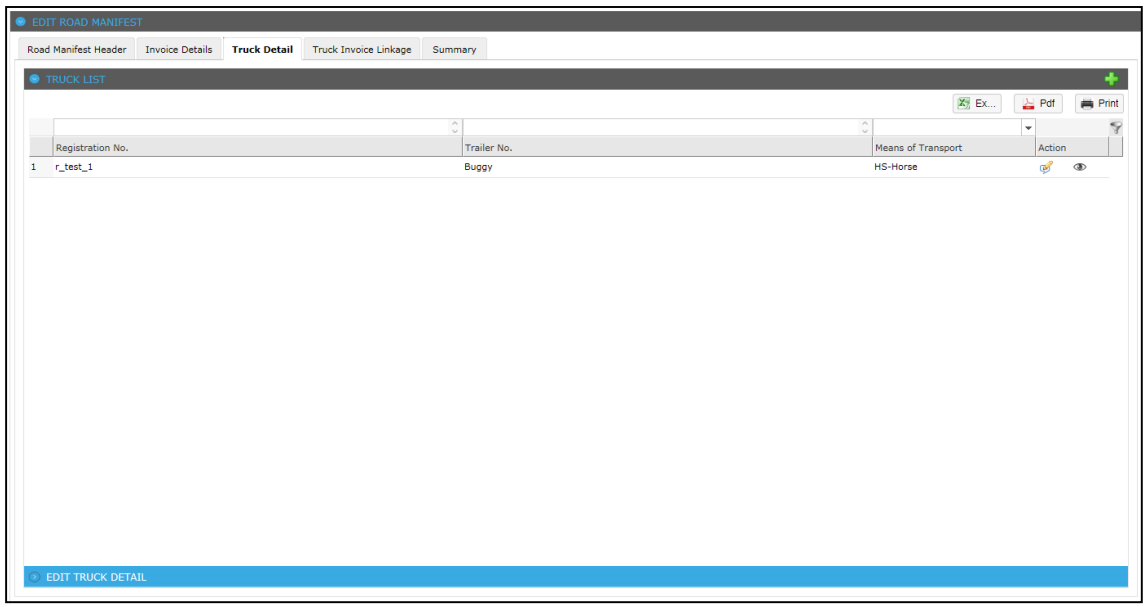


Records Updated Successfully Message

11. Click **OK** button.

Click the **Excel sheet** icon to download the invoice details as an excel sheet.
Click the **PDF** icon to download the invoice details as a PDF document.
Click the **Print** button to print the invoice details.
Click the **Add** icon to add another invoice details.

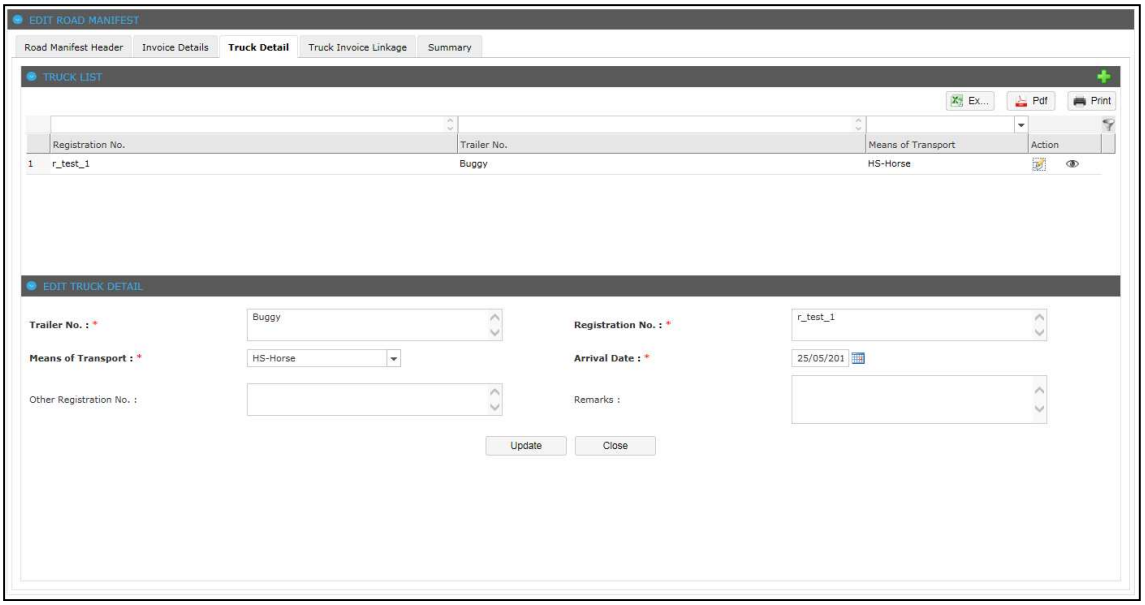
12. Click **Truck Detail** tab to view the truck details.



Truck Detail Tab Page

13. Click the  view icon to view the truck details. The Truck Details View page will be displayed.

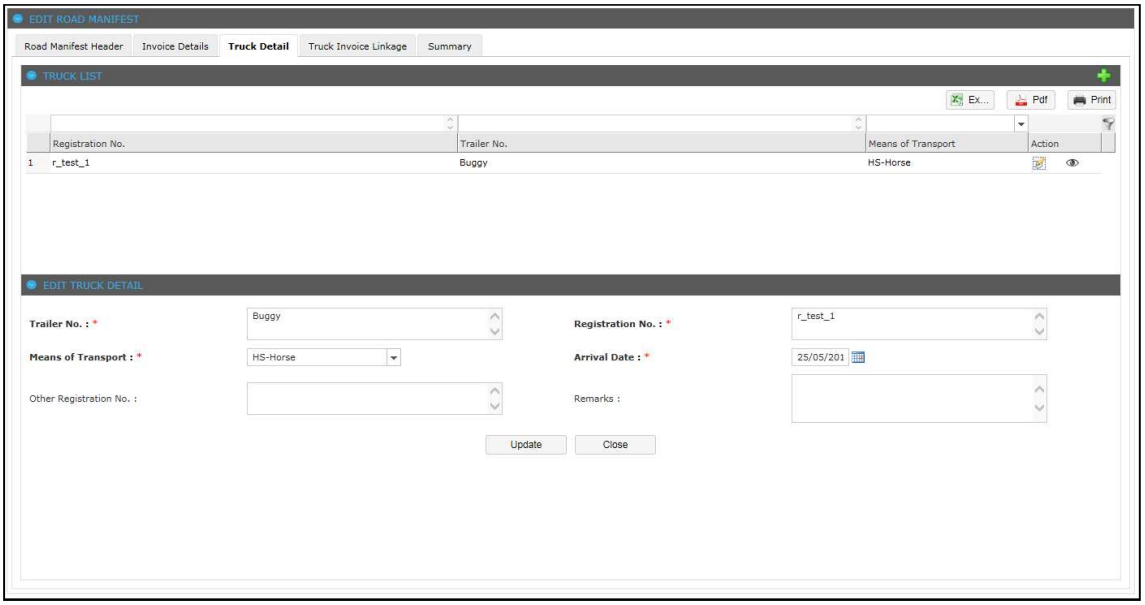
© CrimsonLogic Pte Ltd



View Truck Detail Page

14. Click **Close** button to close the truck details.

15. Click the  button to modify the necessary information in the Truck Details tab page. For more information refer to field descriptions in the Truck Details tab.



Edit Truck Details Page

16. Click **Update.** The Records updated successfully message will be displayed.

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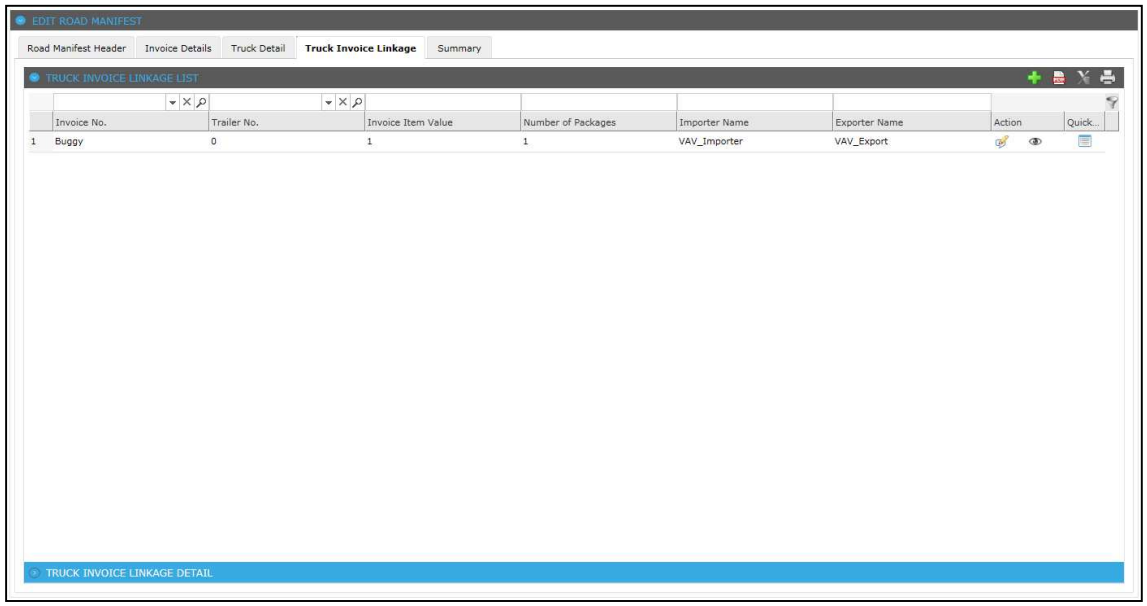


Records Updated Successfully Message

17. Click **OK** button to close the confirmation message.

Click the **Excel sheet** icon to download the truck details as an excel sheet.
Click the **PDF** icon to download the truck details as a PDF document.
Click the **Print** button to print the truck details.
Click the **Add** icon to add another truck details.

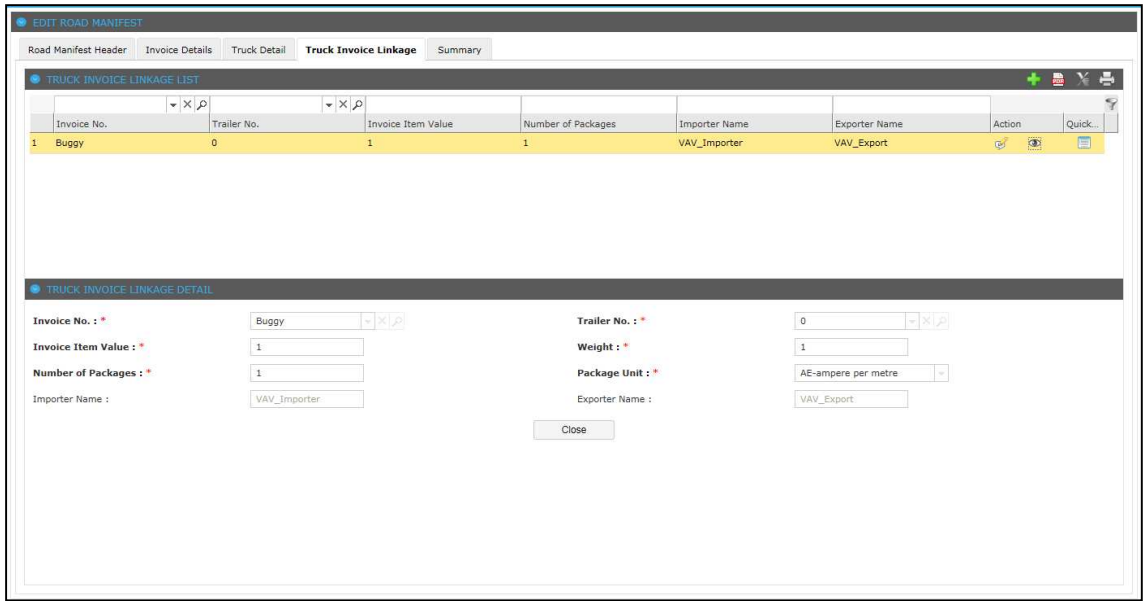
18. Click **Truck Invoice Linkage** tab to view the truck and invoice linkage details.



Truck Invoice Linkage Tab Page

19. Click the  view icon to view the truck invoice details. The View Truck Invoice Linkage Details page will be displayed.

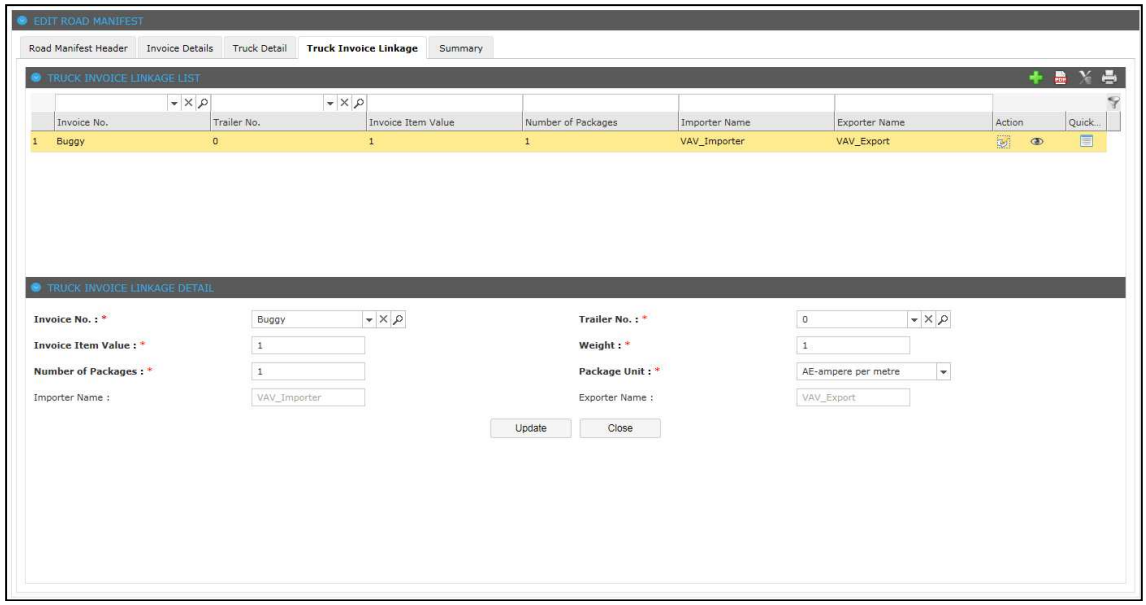
© CrimsonLogic Pte Ltd



View Truck Invoice Linkage Details Page

20. Click **Close** button to close the truck invoice linkage details.

21. Click the  button to modify the necessary information in the Truck Invoice Linkage Details tab page. For more information refer to field descriptions in the Truck Invoice Linkage Details tab.



Edit Truck Invoice Linkage Details Page

22. Click **Update.** The Records updated successfully message will be displayed.

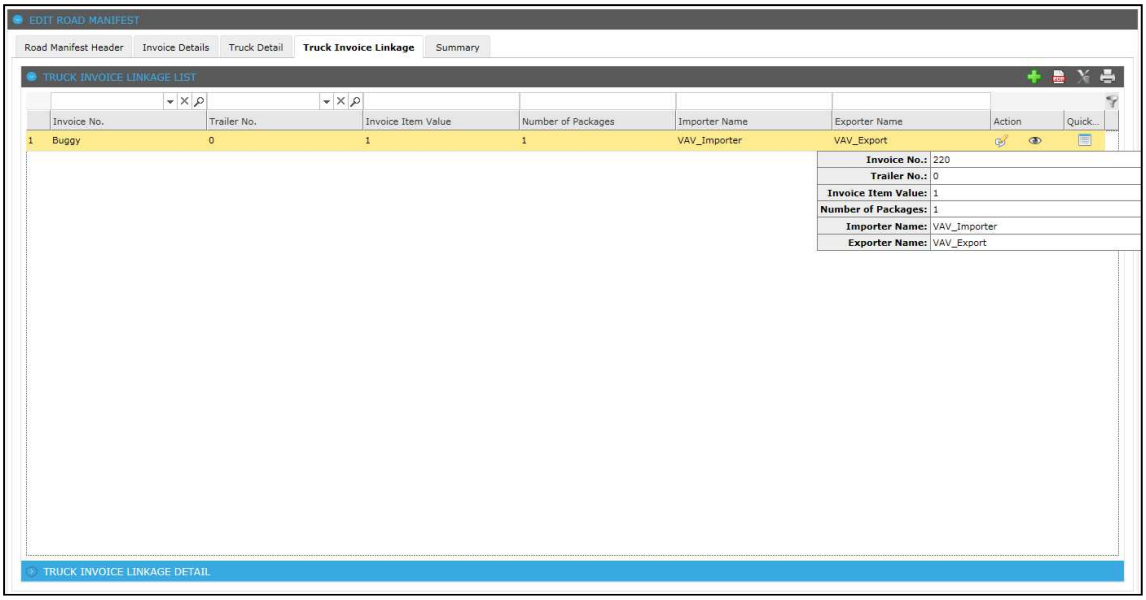
© CrimsonLogic Pte Ltd



Records Updated Successfully Message

23. Click **OK** button to close the confirmation message.

24. Click the  icon to quick view the truck and invoice linkage details. The Truck Invoice Details page will be displayed.



Truck Invoice Quick View Details Page

Click the **Excel sheet** icon to download the truck invoice linkage details as an excel sheet.

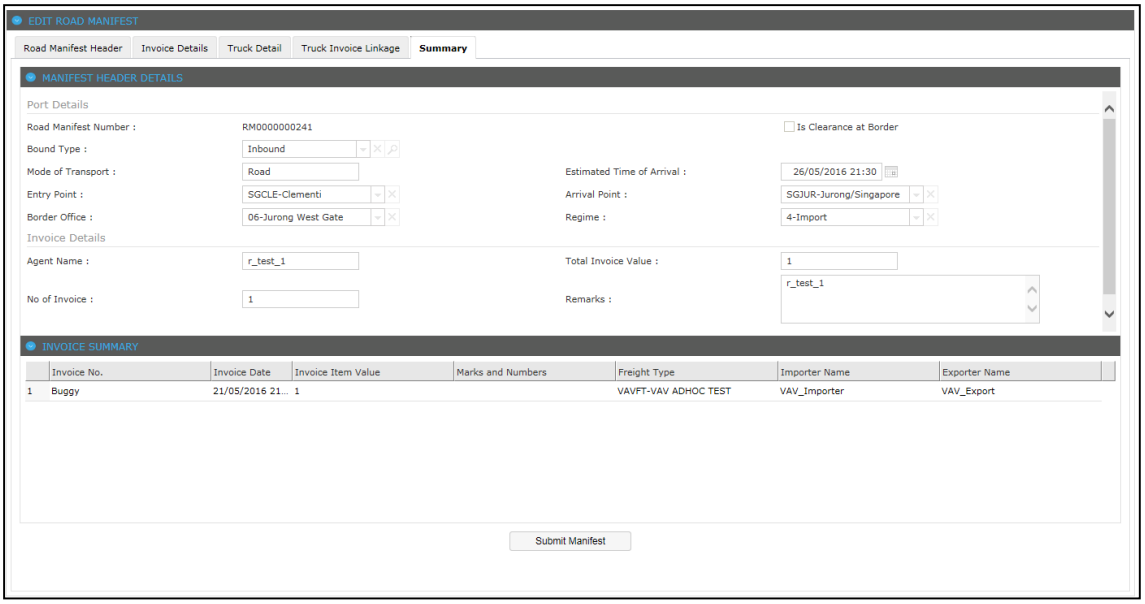
Click the **PDF** icon to download the truck-invoice linkage details as a PDF document.

Click the **Print** button to print the truck-invoice linkage details.

Click the **Add** icon to add another truck-invoice linkage details.

25. Click **Summary** tab to view the summary details.

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Summary Tab Page

26. Click **Submit Manifest** button to submit the road manifest details. The Records submitted successfully message will be displayed.



Records Submitted Successfully Message

27. Click **OK** button to close the confirmation message.

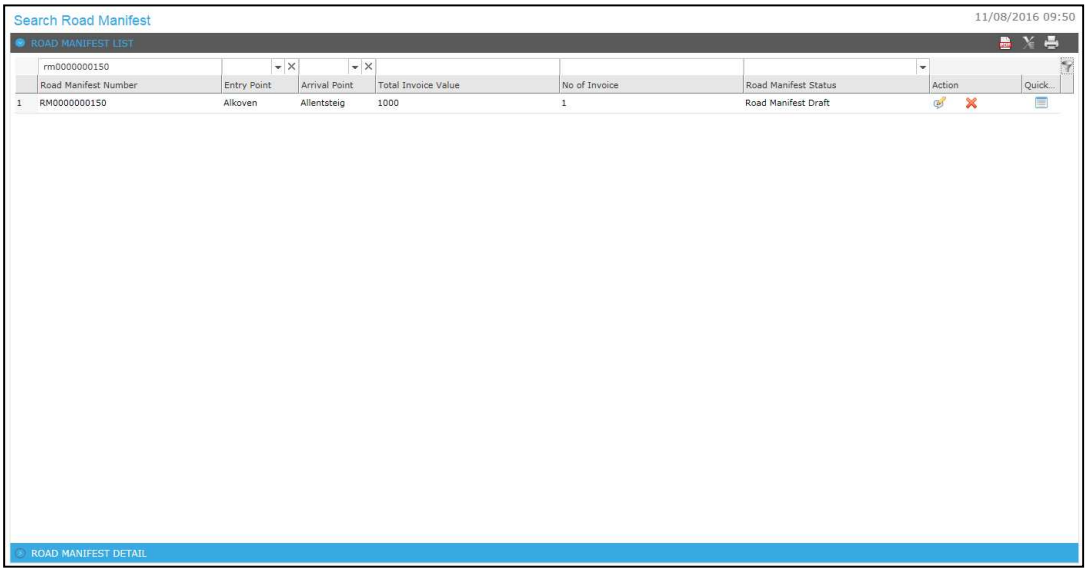
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Delete Road Manifest Details

This functionality allows you to delete the road manifest details in **Draft** status only.

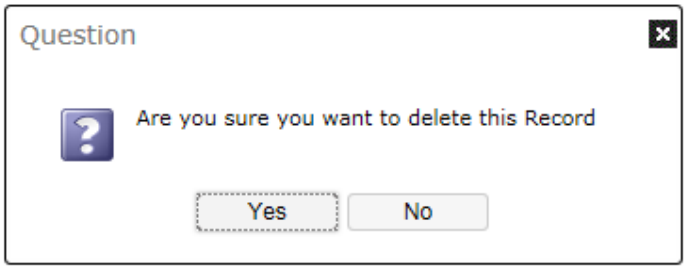
To delete a road manifest:

1. Perform a search with road manifest whose status is Draft. The Road Manifest Draft Search Results page will be displayed.



Road Manifest Draft Search Results Page

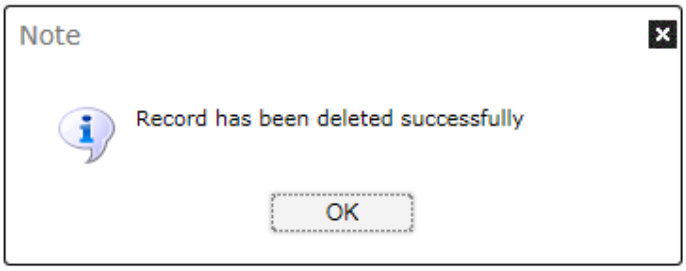
2. Click the  icon to delete the road manifest details. The Delete Confirmation message will be displayed.



Delete Confirmation Message

3. Click **Yes** button to delete the road manifest details.

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Record Deleted Successfully Message

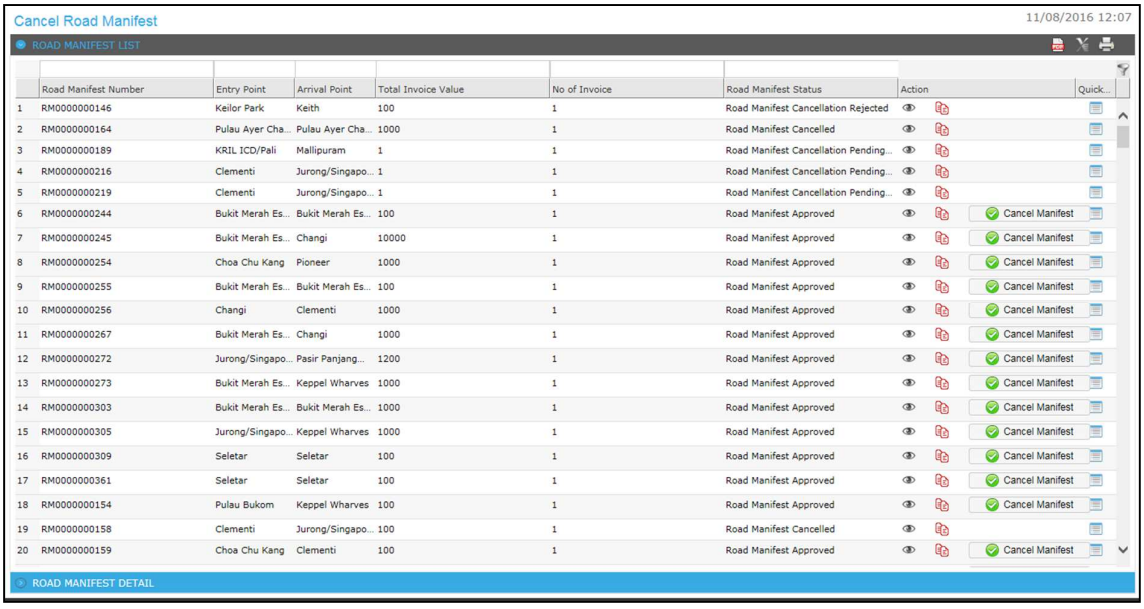
4. Click **OK** button to close the confirmation message.

Cancelling Road Manifest Details

This functionality allows you to search for and cancel the road manifest using the rotational number in the TFB system. If the manifest has been used by a declaration, the cancellation is rejected else the system cancels the road manifest.

To cancel a road manifest:

1. Click **Road Manifest**>>**Cancel Road Manifest**. The Search Cancel Road Manifest Page will be displayed.



Search Cancel Road Manifest Page

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Following are the field and button descriptions of the **Search Road Manifest** page.

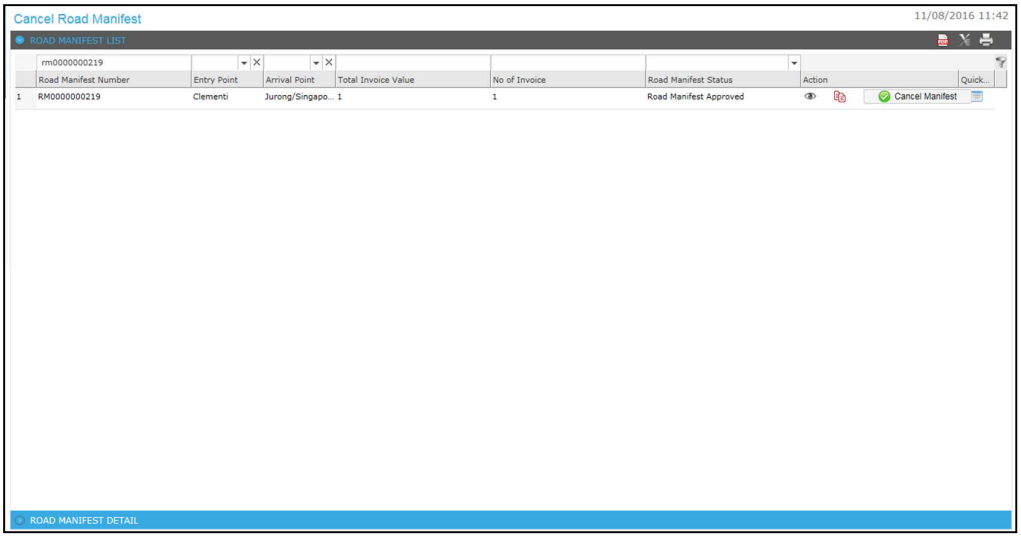
Field/Button description	Action/Input Required
Search	Specify the search criteria details.
Road Manifest Number	Enter the road manifest number.
Entry point	Enter the entry point of the cargo manifest.
Arrival point	Enter the arrival point of the cargo manifest.
Total Invoice value	Enter the total value of the invoice.
Invoice Number	Enter the invoice number of the manifest.
Road Manifest status	Select the appropriate status of the road manifest from the dropdown list.

@

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Road Manifest Number
  - Entry Point
  - Arrival Point
  - Total Invoice Value
  - Invoice Number
  - Road Manifest Status

2. Enter the search criteria and click  icon to view the matching results in the Search Results Page.

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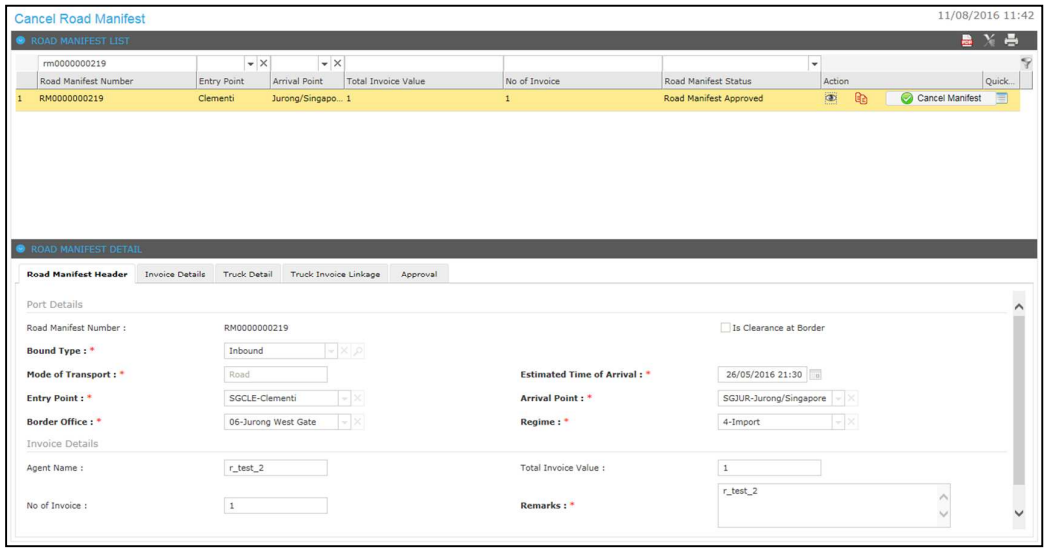
Search Results Page

View Cancel Road Manifest Details

This functionality allows you to view the road manifest details.

To view the cancel road manifest details:

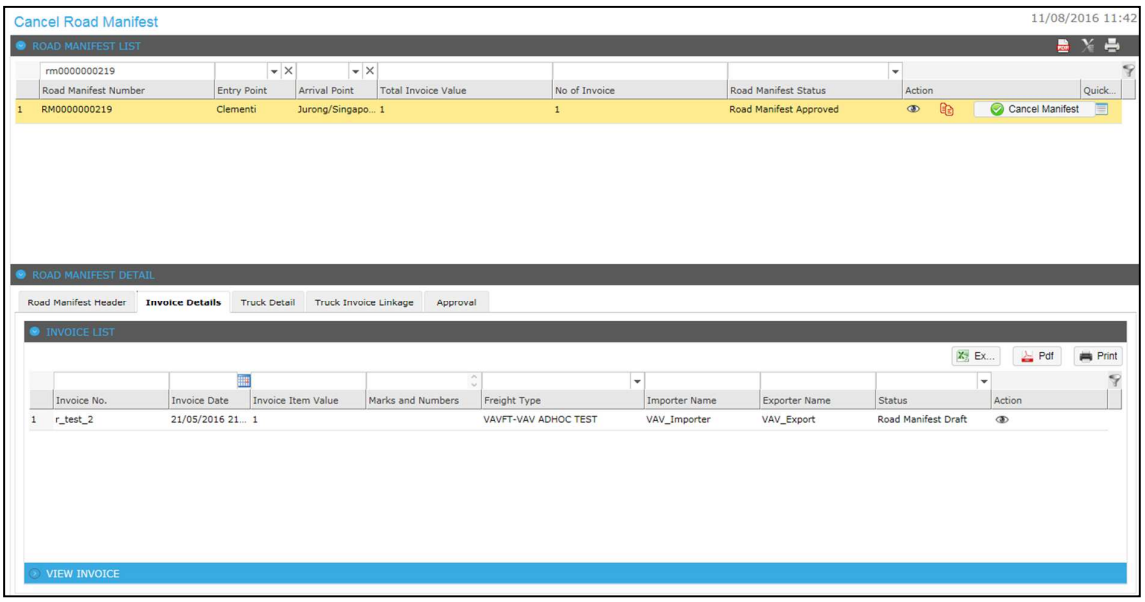
1. From the search results, click the  icon. The View Road Manifest Header Details Page will be displayed.



View Road Manifest Header Details Page

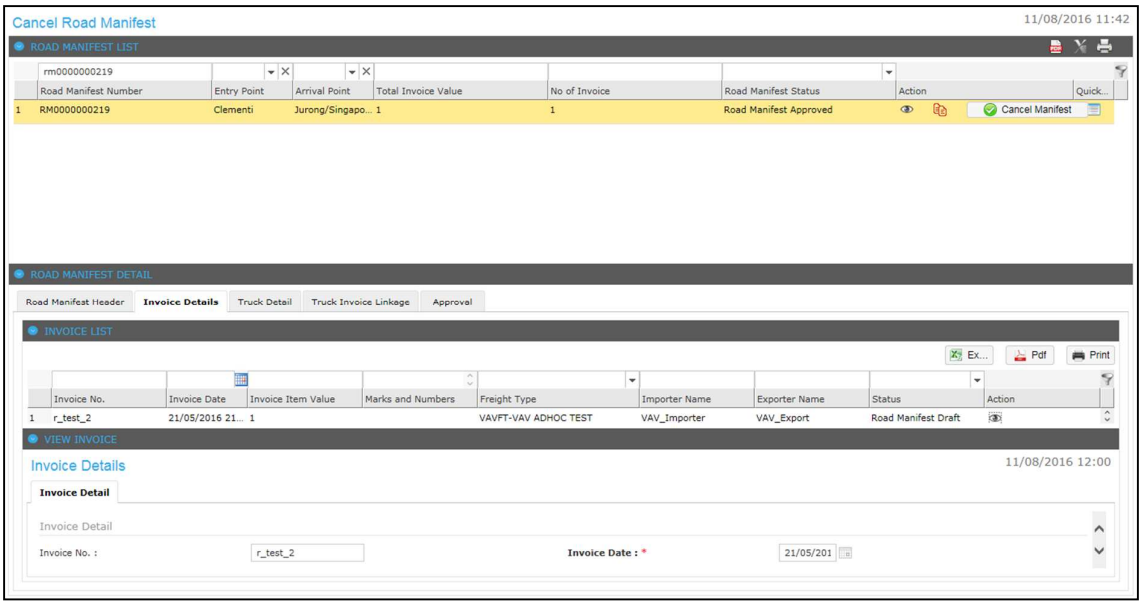
2. Click **Invoice Details** tab to view the invoice details.

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Invoice Details Tab Page

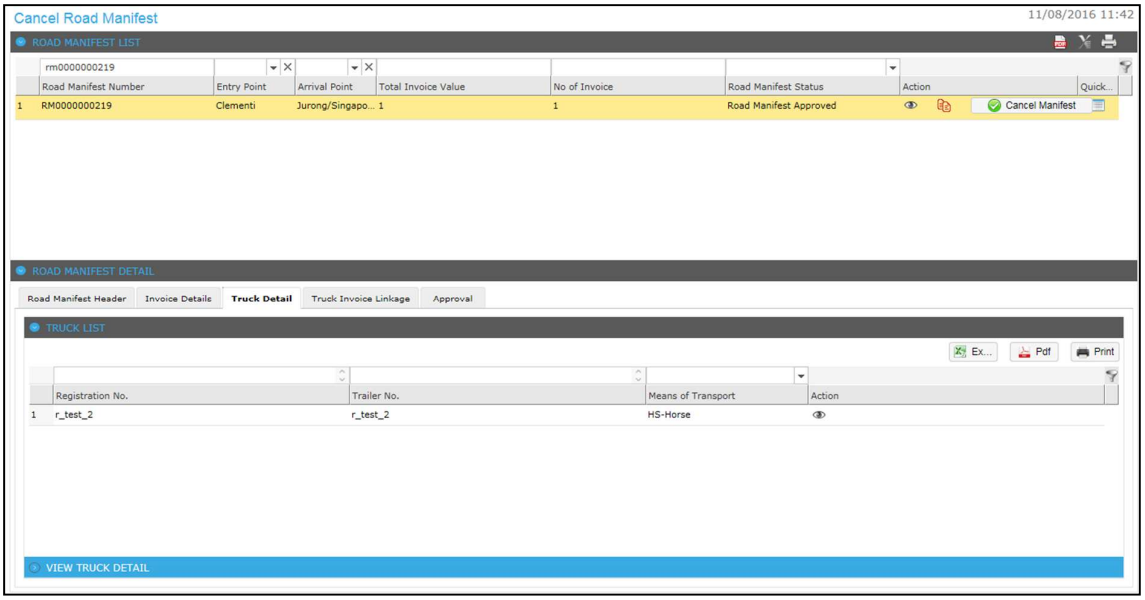
3. Click the  icon to view the invoice details.



Invoice Details Page

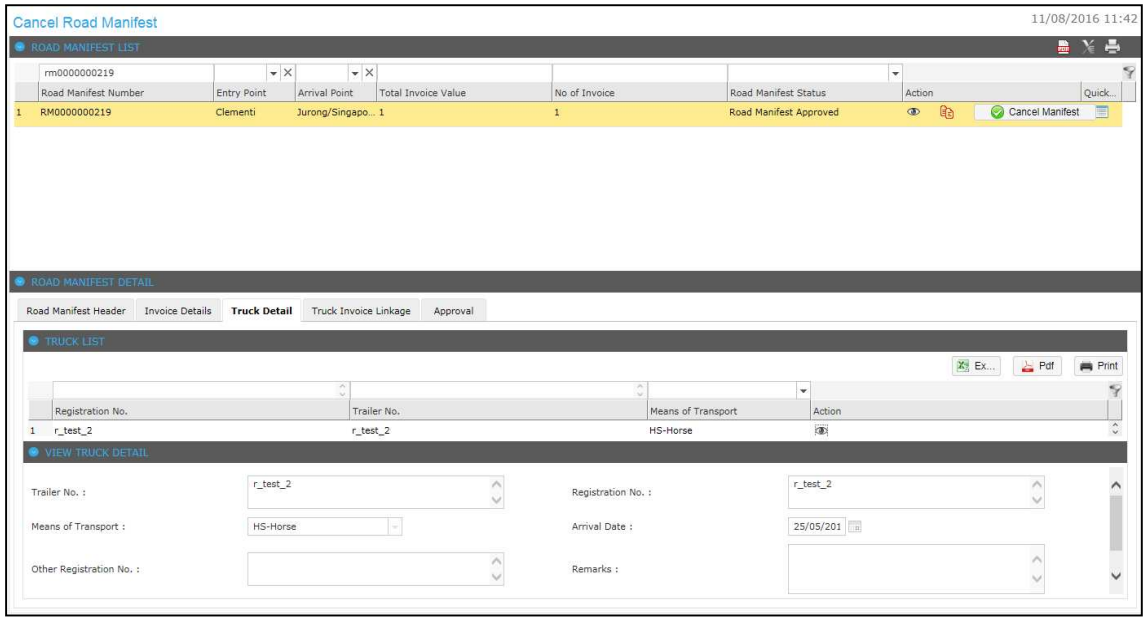
4. Click **Truck Detail** tab to view the truck details.

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Truck Detail Tab Page

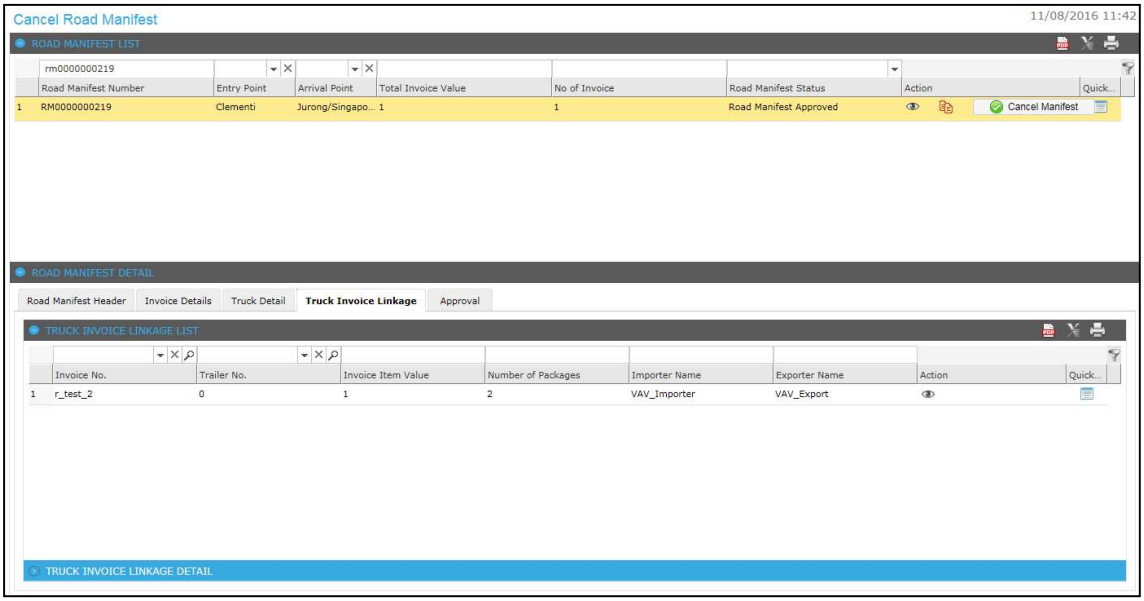
5. Click the  icon to view the truck details.



View Truck Details Page

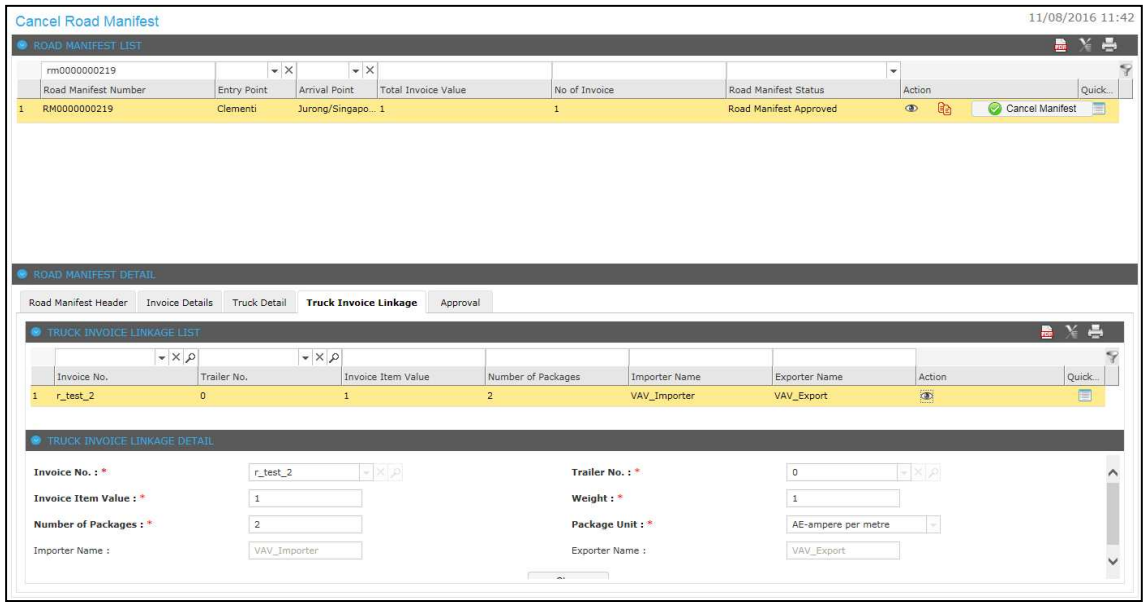
6. Click the **Truck Invoice Linkage** tab to view the truck linkage details.

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Truck Invoice Linkage Tab Page

7. Click the  icon to view the truck linked to the invoice details.

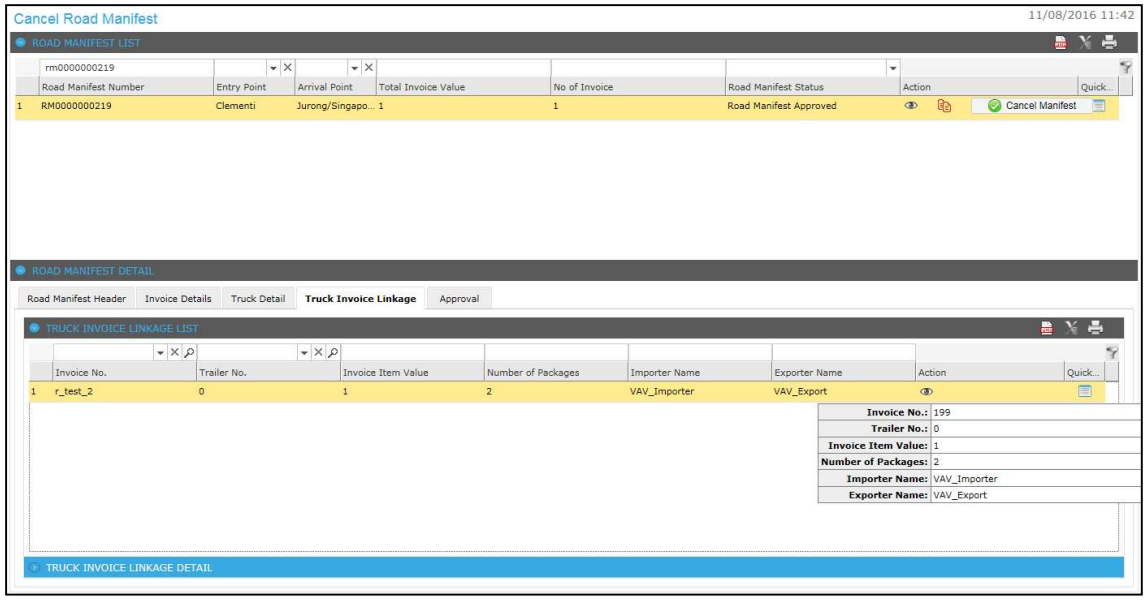


Truck Invoice Linkage Details Page

8. Click **Close** button to close the truck invoice linkage details.

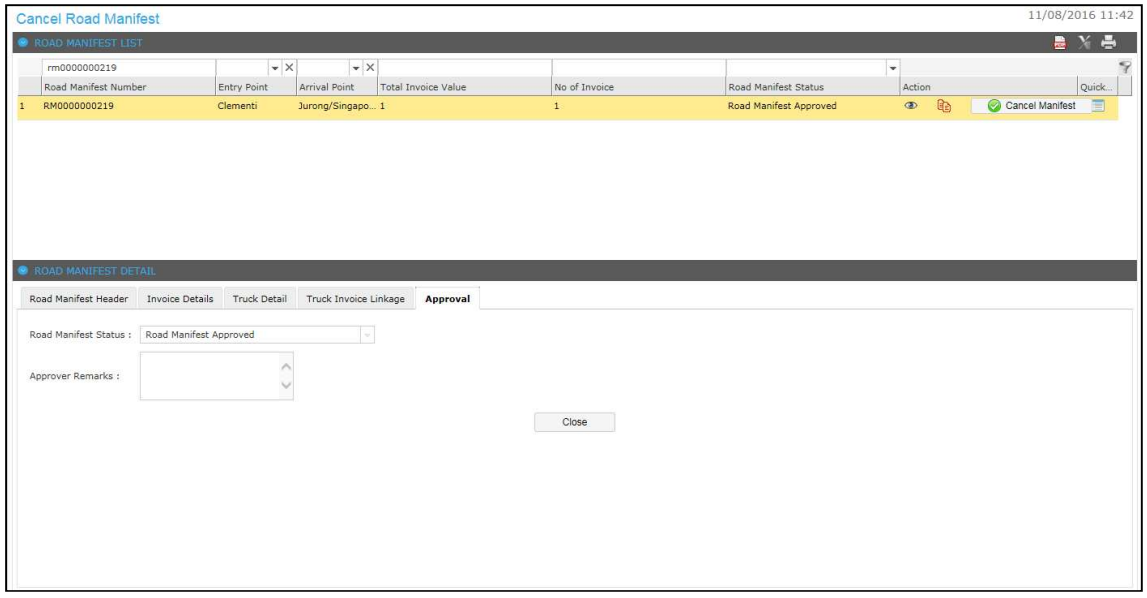
9. Click the  icon to view the invoice and truck details.

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Truck Invoice Linkage Details Quick View Page

10. Click **Approval** tab to view the road manifest approval details.



Road Manifest Approval Tab Page

11. Click **Close** button to close the approval details page.

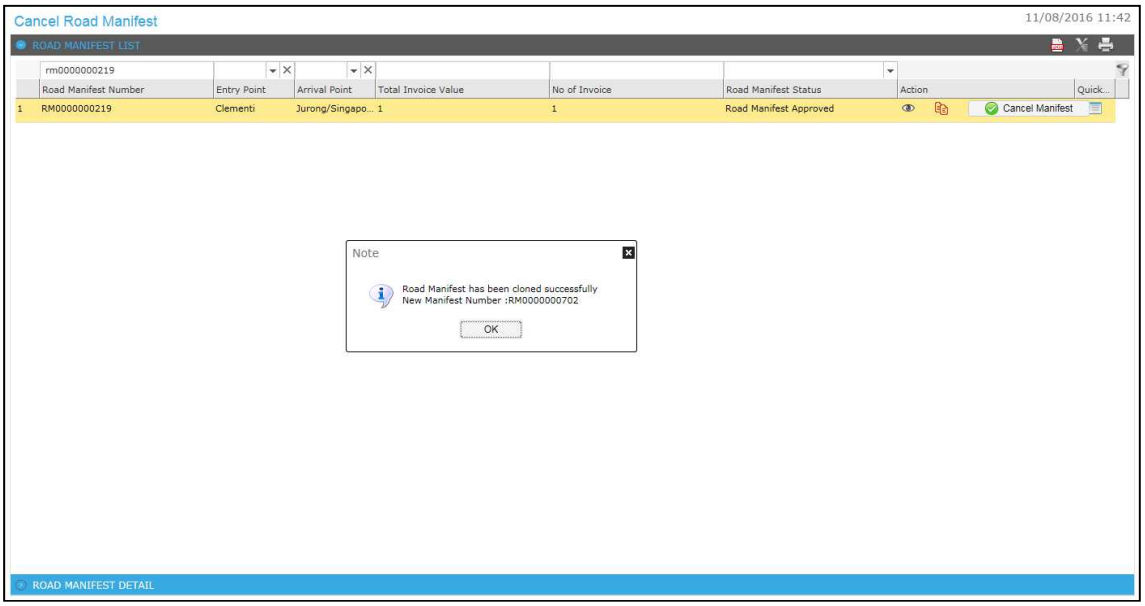
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Clone Road Manifest Details

This functionality allows you to save another copy of the existing road manifest details in the TFB system.

To clone the road manifest details:

1. From the search results, click the  icon. The Road Manifest Cloned confirmation message Page will be displayed.



Road Manifest Clone Confirmation Message Page

2. Click **OK** button to close the confirmation message.

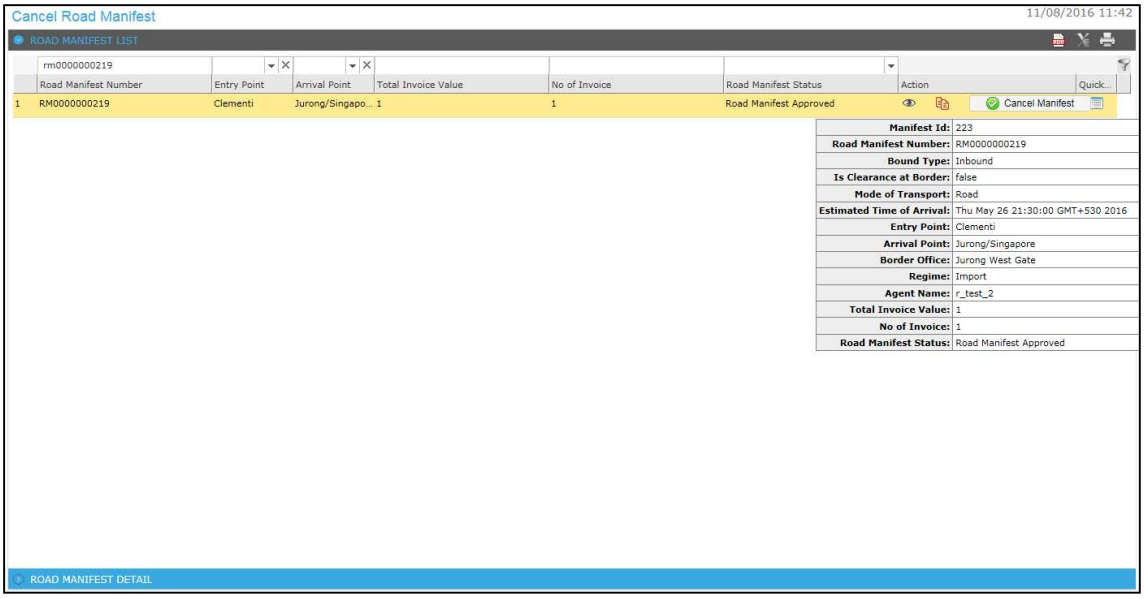
Quick View Road Manifest Details

This functionality allows you to instantly overview the road manifest details such as manifest identification number, Road Manifest Number, Mode of Transport, Estimated Time of Arrival, etc.

To quick view the road manifest details:

1. From the search results, click the  icon. The Road manifest Quick View Page will be displayed.

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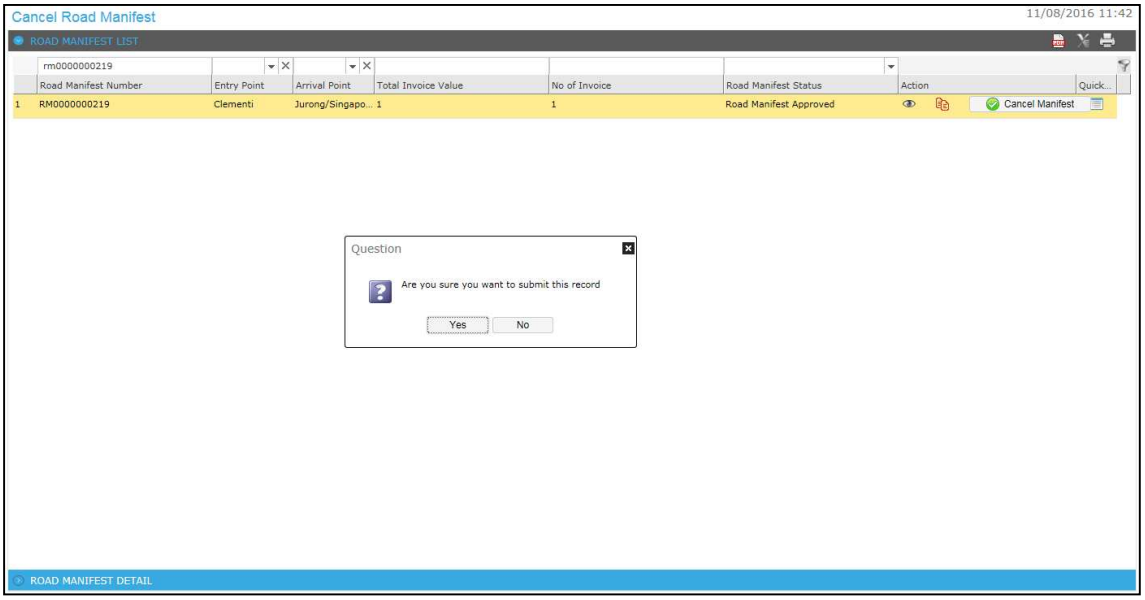
Road Manifest Quick View Details Page

Cancel Road Manifest Details

This functionality allows you to cancel the road manifest details in the TFB system.

To cancel the road manifest details:

1. From the search results, click the **Cancel Manifest** button. The Cancel Manifest Confirmation Message Page will be displayed.



Cancel Manifest Confirmation Message Page

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Click **No** button to cancel the cancellation of the road manifest.

2. Click **Yes** button. The Records submitted successfully message will be displayed.



Records Submitted Successfully Message

3. Click **Ok** button to close the confirmation message.

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