TRADE FACILITATION BASELINE

SINGLE ELECTRONIC WINDOW

Clearing Agent and Importer/Exporter User Guide

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CHAPTER 1
Bond Management

A Clearing Agent or Importer applies guarantee for a particular regime. The guarantee is used as a bond for liable duties and taxes for the declaration where the process or CPC suspends the duties and taxes until the completion of the process. For example a Warehouse Guarantee is used as a bond (or surety) for the amount of duties and taxes that are payable when the consignment is admitted into a warehouse. The duties and taxes are suspended since the guarantee is used in lieu. They are suspended until the good are removed from the warehouse for import for home consumption, transit or export etc. in which case the duties will be payable and the guarantee will be re-credited (or cancelled in case of a particular guarantee).

The Guarantee in the TFB system is registered for particular regime; it can be applied for that regime only. For example, although all warehousing regimes require a guarantee, a Warehouse Guarantee can be used for warehousing related CPC's. It cannot be used for Transit related CPC's.

Types of Guarantee

Premises or Fixed Guarantee

A Fixed Guarantee is attached to a particular consignment, and can be used for a single declaration only. Once a declaration has been submitted, the guarantee cannot be used in any other declaration

Revolving Guarantee

A Revolving Guarantee is a guarantee that can be continuously added to or deducted from. It can be used for multiple consignments or declarations for the same regime, provided that the same guarantee account is used for a fixed period. Revolving Guarantees expire at the end of specified period.

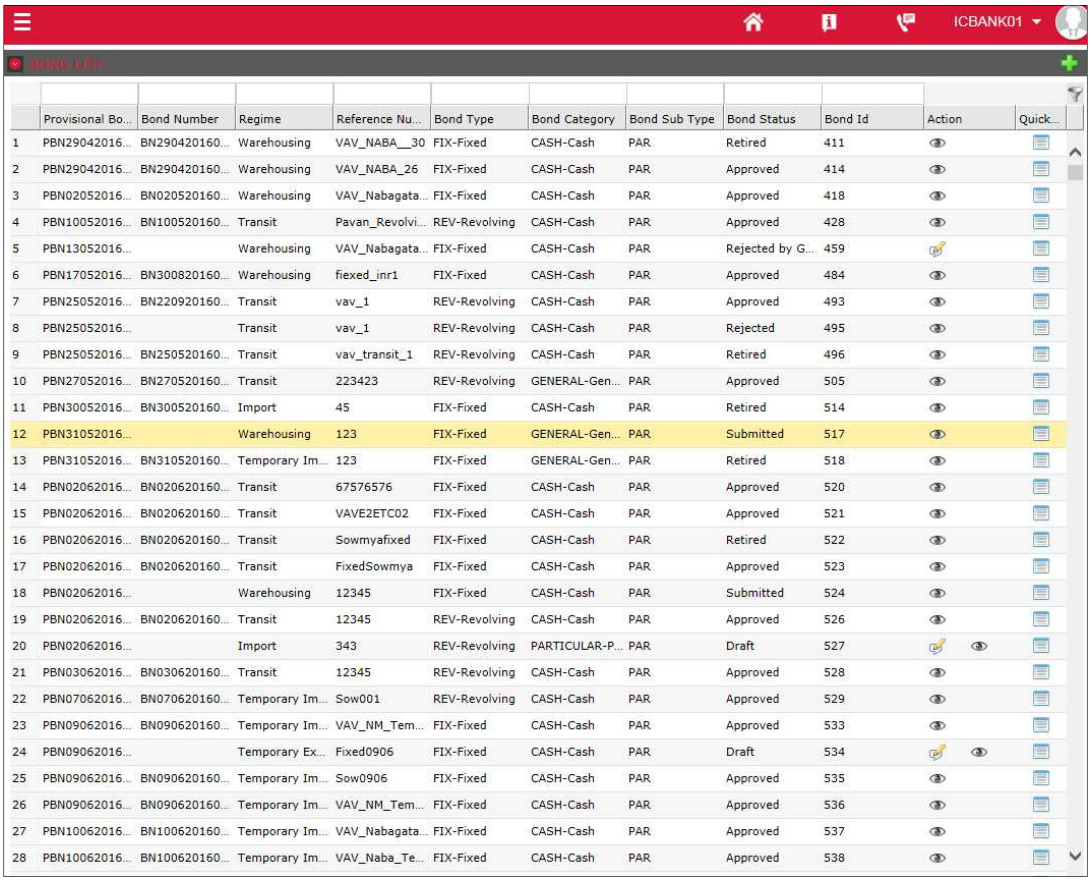
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Creating Bond Details

This section allows you to create the bond using the TFB application. The Importer or the Clearing Agent can apply for the Guarantee in the SEW. The applicant specifies the guarantor (the financial institution or insurance company registered in the system). The guarantor (Issuing Bank or FI) approves it before it is routed to the customs for registration. Once the guarantee is approved, a guarantee account will be created.

To create the bond:

1. Click **Bond Management**>>**Create/Search Bond.** The search result page will be displayed.

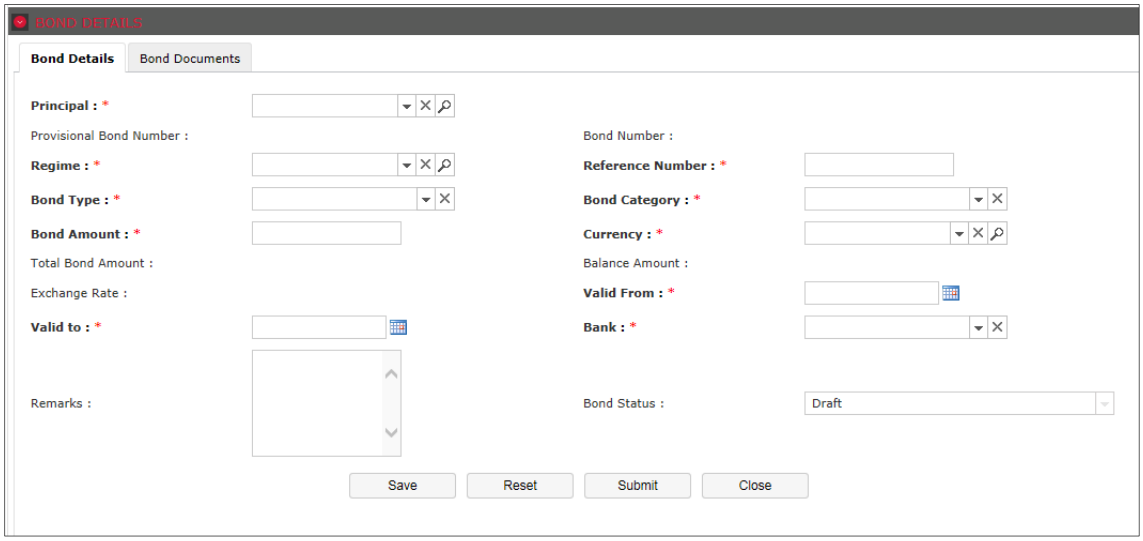


	Provisional Bo...	Bond Number	Regime	Reference Nu...	Bond Type	Bond Category	Bond Sub Type	Bond Status	Bond Id	Action	Quick...
1	PBN29042016...	BN290420160...	Warehousing	VAV_NABA__30	FIX-Fixed	CASH-Cash	PAR	Retired	411		
2	PBN29042016...	BN290420160...	Warehousing	VAV_NABA_26	FIX-Fixed	CASH-Cash	PAR	Approved	414		
3	PBN02052016...	BN020520160...	Warehousing	VAV_Nabagata...	FIX-Fixed	CASH-Cash	PAR	Approved	418		
4	PBN10052016...	BN100520160...	Transit	Pavan_Revolvi...	REV-Revolving	CASH-Cash	PAR	Approved	428		
5	PBN13052016...		Warehousing	VAV_Nabagata...	FIX-Fixed	CASH-Cash	PAR	Rejected by G...	459		
6	PBN17052016...	BN300820160...	Warehousing	fiexed_inr1	FIX-Fixed	CASH-Cash	PAR	Approved	484		
7	PBN25052016...	BN220920160...	Transit	vav_1	REV-Revolving	CASH-Cash	PAR	Approved	493		
8	PBN25052016...		Transit	vav_1	REV-Revolving	CASH-Cash	PAR	Rejected	495		
9	PBN25052016...	BN250520160...	Transit	vav_transit_1	REV-Revolving	CASH-Cash	PAR	Retired	496		
10	PBN27052016...	BN270520160...	Transit	223423	REV-Revolving	GENERAL-Gen...	PAR	Approved	505		
11	PBN30052016...	BN300520160...	Import	45	FIX-Fixed	CASH-Cash	PAR	Retired	514		
12	PBN31052016...		Warehousing	123	FIX-Fixed	GENERAL-Gen...	PAR	Submitted	517		
13	PBN31052016...	BN310520160...	Temporary Im...	123	FIX-Fixed	GENERAL-Gen...	PAR	Retired	518		
14	PBN02062016...	BN020620160...	Transit	67576576	FIX-Fixed	CASH-Cash	PAR	Approved	520		
15	PBN02062016...	BN020620160...	Transit	VAVE2ETC02	FIX-Fixed	CASH-Cash	PAR	Approved	521		
16	PBN02062016...	BN020620160...	Transit	Sowmyafixed	FIX-Fixed	CASH-Cash	PAR	Retired	522		
17	PBN02062016...	BN020620160...	Transit	FixedSowmya	FIX-Fixed	CASH-Cash	PAR	Approved	523		
18	PBN02062016...		Warehousing	12345	FIX-Fixed	CASH-Cash	PAR	Submitted	524		
19	PBN02062016...	BN020620160...	Transit	12345	REV-Revolving	CASH-Cash	PAR	Approved	526		
20	PBN02062016...		Import	343	REV-Revolving	PARTICULAR-P...	PAR	Draft	527		
21	PBN03062016...	BN030620160...	Transit	12345	REV-Revolving	CASH-Cash	PAR	Approved	528		
22	PBN07062016...	BN070620160...	Temporary Im...	Sow001	REV-Revolving	CASH-Cash	PAR	Approved	529		
23	PBN09062016...	BN090620160...	Temporary Im...	VAV_NM_Tem...	FIX-Fixed	CASH-Cash	PAR	Approved	533		
24	PBN09062016...		Temporary Ex...	Fixed0906	FIX-Fixed	CASH-Cash	PAR	Draft	534		
25	PBN09062016...	BN090620160...	Temporary Im...	Sow0906	FIX-Fixed	CASH-Cash	PAR	Approved	535		
26	PBN09062016...	BN090620160...	Temporary Im...	VAV_NM_Tem...	FIX-Fixed	CASH-Cash	PAR	Approved	536		
27	PBN10062016...	BN100620160...	Temporary Im...	VAV_Nabagata...	FIX-Fixed	CASH-Cash	PAR	Approved	537		
28	PBN10062016...	BN100620160...	Temporary Im...	VAV_Naba_Te...	FIX-Fixed	CASH-Cash	PAR	Approved	538		

Bond Search Page

2. Click the  icon to create a new bond. The following page will be displayed.

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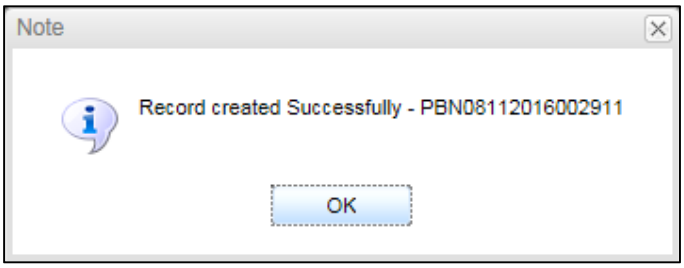
Bond Details Page

Bond Details

Field/Button description	Action/Input Required
Principal	Select the principal on whose behalf the Clearing Agent is applying the guarantee
Regime	Select the regime type from the drop-down list.
Reference Number	Enter the reference number of the company.
Bond type	This indicates whether the Bond is fixed or revolving.
Bond category	Select the category from the drop-down list
Bond Amount	Enter the bond amount.
Currency	Indicates the currency as Singapore dollar or US Dollar. Select the currency from the drop-down list.
Valid From	The date from which the bond is issued. From Date must not be earlier than today's date.
Valid To	The date until which the bond is issued.
Bank	Select the type of guarantee issued by the bank.
Bank Status	Displays the status of the bond as draft or approved or rejected

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3. Enter the field values and Click **Save** button to save the records.



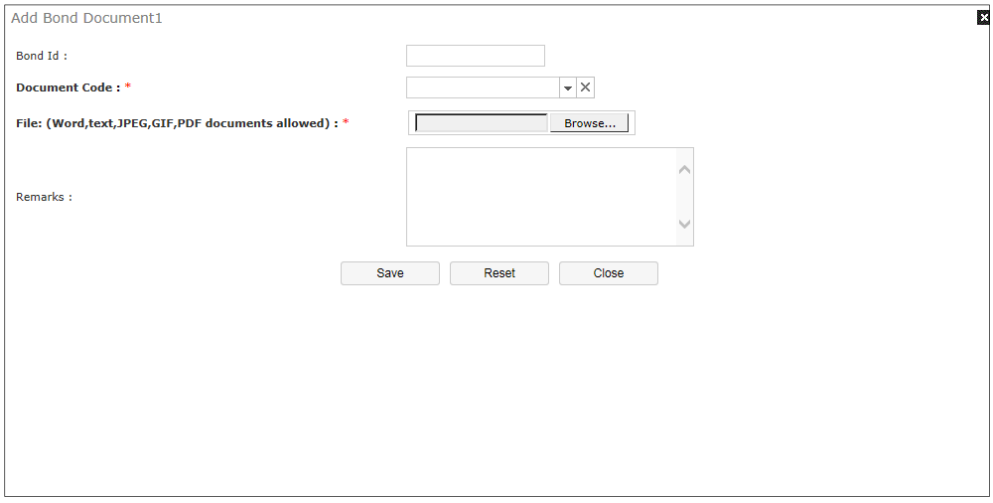
Record Created Successfully Message

4. Click **Bond Documents** Tab to upload the bond related documents. The following page will be displayed.



Bond Documents Page

5. Click the icon to add bond documents. The following page will be displayed.



Add Bond Document Page

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Bond Document Details

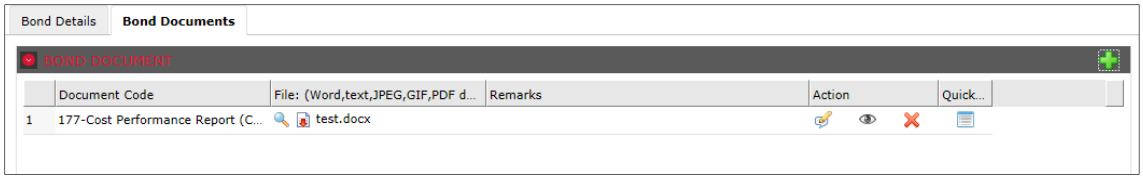
Field/Button description	Action/Input Required
Document Code	Select the document code from the drop-down list.
File	Click the Browse... button to select the file for uploading.
Remarks	Enter the remarks if any.

6. Click **Save** button to save the documents. The success message will be displayed.



Record Saved Successfully Message

7. Click **Ok** button. The bond documents attached page will be displayed.



Bond Documents Attached Page

8. In the Bond Details tab page, click **Submit** button. The Success message will be displayed.



Record Submitted Successfully Message

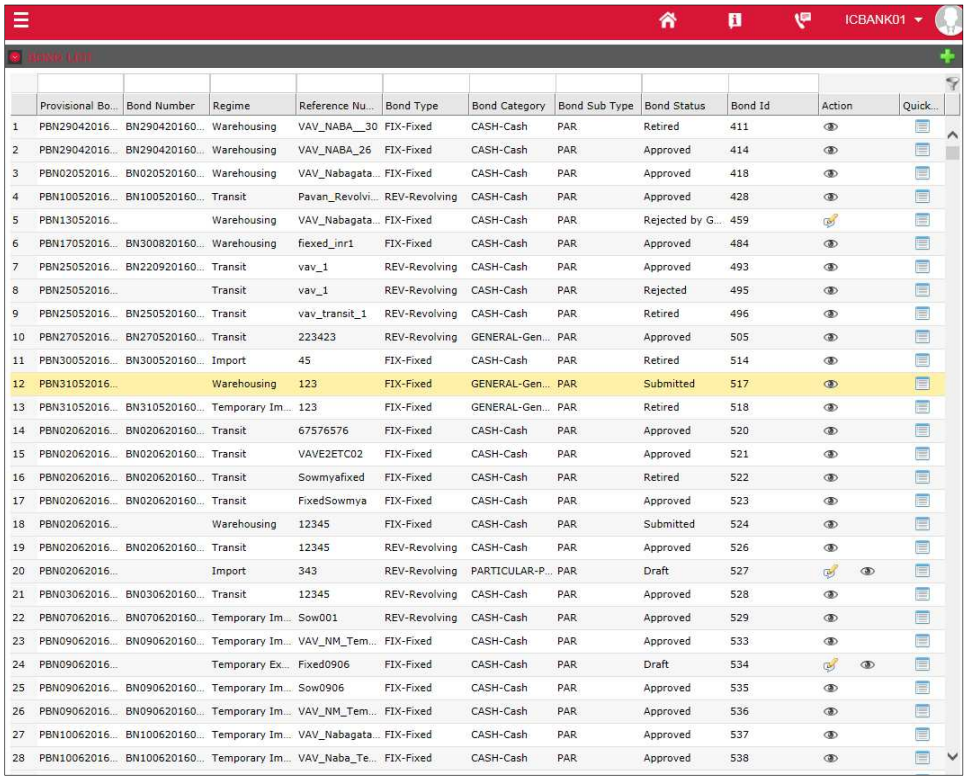
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Searching Bond Details

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

To search for bond details:

1. Click **Bond Management**>>**Create/ Search Bond**. The following page will be displayed.



	Provisional Bo...	Bond Number	Regime	Reference Nu...	Bond Type	Bond Category	Bond Sub Type	Bond Status	Bond Id	Action	Quick...
1	PBN29042016...	BN290420160...	Warehousing	VAV_NABA__30	FIX-Fixed	CASH-Cash	PAR	Retired	411		
2	PBN29042016...	BN290420160...	Warehousing	VAV_NABA_26	FIX-Fixed	CASH-Cash	PAR	Approved	414		
3	PBN02052016...	BN020520160...	Warehousing	VAV_Nabagata...	FIX-Fixed	CASH-Cash	PAR	Approved	418		
4	PBN10052016...	BN100520160...	Transit	Pavan_Revolvi...	REV-Revolving	CASH-Cash	PAR	Approved	428		
5	PBN13052016...		Warehousing	VAV_Nabagata...	FIX-Fixed	CASH-Cash	PAR	Rejected by G...	459		
6	PBN17052016...	BN300820160...	Warehousing	fiexed_inr1	FIX-Fixed	CASH-Cash	PAR	Approved	484		
7	PBN25052016...	BN220920160...	Transit	vav_1	REV-Revolving	CASH-Cash	PAR	Approved	493		
8	PBN25052016...		Transit	vav_1	REV-Revolving	CASH-Cash	PAR	Rejected	495		
9	PBN25052016...	BN250520160...	Transit	vav_transit_1	REV-Revolving	CASH-Cash	PAR	Retired	496		
10	PBN27052016...	BN270520160...	Transit	223423	REV-Revolving	GENERAL-Gen...	PAR	Approved	505		
11	PBN30052016...	BN300520160...	Import	45	FIX-Fixed	CASH-Cash	PAR	Retired	514		
12	PBN31052016...		Warehousing	123	FIX-Fixed	GENERAL-Gen...	PAR	Submitted	517		
13	PBN31052016...	BN310520160...	Temporary Im...	123	FIX-Fixed	GENERAL-Gen...	PAR	Retired	518		
14	PBN02062016...	BN020620160...	Transit	67576576	FIX-Fixed	CASH-Cash	PAR	Approved	520		
15	PBN02062016...	BN020620160...	Transit	VAVE2ETC02	FIX-Fixed	CASH-Cash	PAR	Approved	521		
16	PBN02062016...	BN020620160...	Transit	Sowmyafixed	FIX-Fixed	CASH-Cash	PAR	Retired	522		
17	PBN02062016...	BN020620160...	Transit	FixedSowmya	FIX-Fixed	CASH-Cash	PAR	Approved	523		
18	PBN02062016...		Warehousing	12345	FIX-Fixed	CASH-Cash	PAR	Submitted	524		
19	PBN02062016...	BN020620160...	Transit	12345	REV-Revolving	CASH-Cash	PAR	Approved	526		
20	PBN02062016...		Import	343	REV-Revolving	PARTICULAR-P...	PAR	Draft	527		
21	PBN03062016...	BN030620160...	Transit	12345	REV-Revolving	CASH-Cash	PAR	Approved	528		
22	PBN07062016...	BN070620160...	Temporary Im...	Sow001	REV-Revolving	CASH-Cash	PAR	Approved	529		
23	PBN09062016...	BN090620160...	Temporary Im...	VAV_NM_Tem...	FIX-Fixed	CASH-Cash	PAR	Approved	533		
24	PBN09062016...		Temporary Ex...	Fixed0906	FIX-Fixed	CASH-Cash	PAR	Draft	534		
25	PBN09062016...	BN090620160...	Temporary Im...	Sow0906	FIX-Fixed	CASH-Cash	PAR	Approved	535		
26	PBN09062016...	BN090620160...	Temporary Im...	VAV_NM_Tem...	FIX-Fixed	CASH-Cash	PAR	Approved	536		
27	PBN10062016...	BN100620160...	Temporary Im...	VAV_Nabagata...	FIX-Fixed	CASH-Cash	PAR	Approved	537		
28	PBN10062016...	BN100620160...	Temporary Im...	VAV_Naba_Te...	FIX-Fixed	CASH-Cash	PAR	Approved	538		

Bond Management Search Page

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

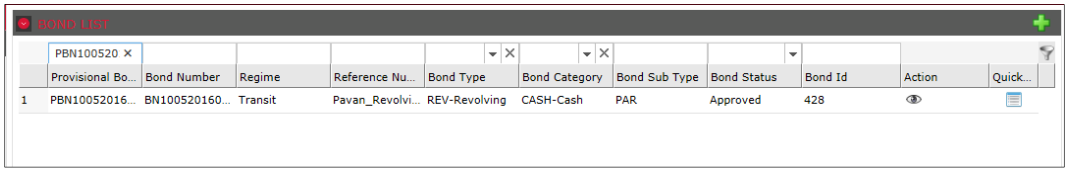
Field/Button description	Action/Input Required
Provisional Bond	Enter the provisional bond number of the importer/Exporter.
Bond Number	Enter the Bond Number of the importer/exporter.

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Field/Button description	Action/Input Required
Regime	Enter the regime type. List of regime types: 1-Export 2-Temporary Export 5-Temporary Import 7-Warehousing 8-Transit 9-Transhipment
Reference Number	Enter the reference number of the bond.
Bond Type	Enter the bond type as fixed or revolving.
Bond Category	Enter the category of the bond.
Bond Sub Type	Enter the bond's sub-type.
Bond Status	Select the status of the bond from the drop-down list.
Bond Id	Enter the bond's identification number.

- 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:
  - Provisional Number
  - Bond Number

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



Bond Management Search Result Page

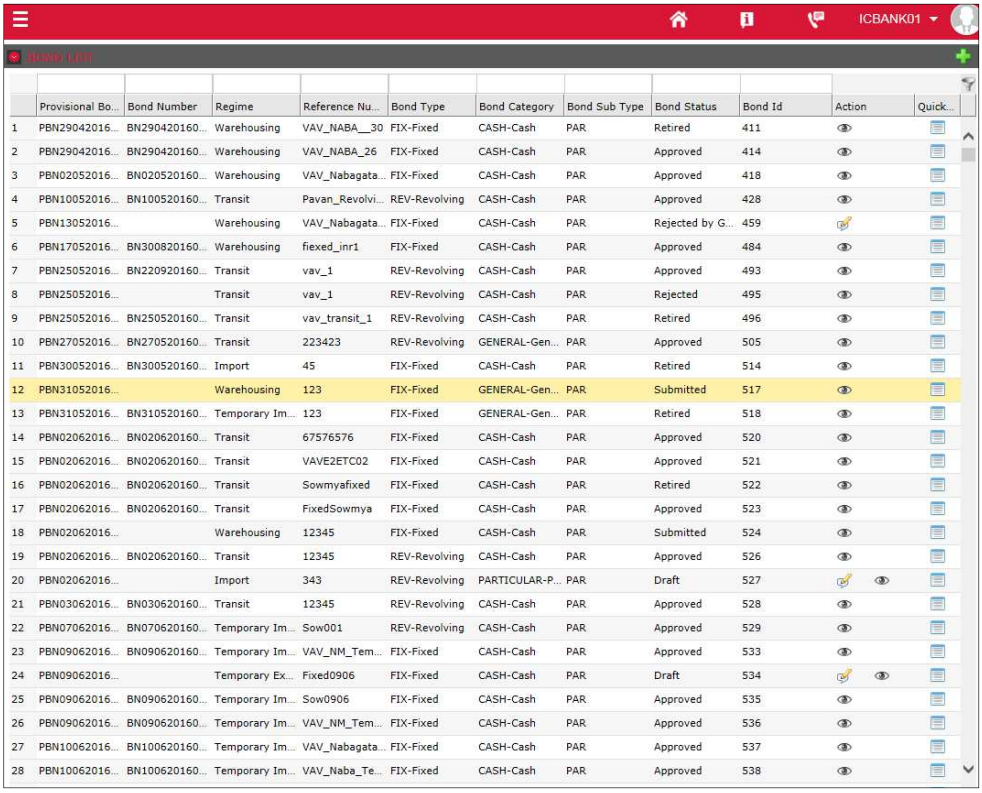
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Quick View Bond Details

This functionality allows you to overview of the Bond details such as the balance amount, Bond status and the validity of the bond etc.

To quick view the bond details:

1. From the search results, click the  icon. The following page will be displayed.



	Provisional Bo...	Bond Number	Regime	Reference Nu...	Bond Type	Bond Category	Bond Sub Type	Bond Status	Bond Id	Action	Quick...
1	PBN29042016...	BN290420160...	Warehousing	VAV_NABA__30	FIX-Fixed	CASH-Cash	PAR	Retired	411		
2	PBN29042016...	BN290420160...	Warehousing	VAV_NABA_26	FIX-Fixed	CASH-Cash	PAR	Approved	414		
3	PBN02052016...	BN020520160...	Warehousing	VAV_Nabagata...	FIX-Fixed	CASH-Cash	PAR	Approved	418		
4	PBN10052016...	BN100520160...	Transit	Pavan_Revolvi...	REV-Revolving	CASH-Cash	PAR	Approved	428		
5	PBN13052016...		Warehousing	VAV_Nabagata...	FIX-Fixed	CASH-Cash	PAR	Rejected by G...	459		
6	PBN17052016...	BN300820160...	Warehousing	fiexed_inr1	FIX-Fixed	CASH-Cash	PAR	Approved	484		
7	PBN25052016...	BN220920160...	Transit	vav_1	REV-Revolving	CASH-Cash	PAR	Approved	493		
8	PBN25052016...		Transit	vav_1	REV-Revolving	CASH-Cash	PAR	Rejected	495		
9	PBN25052016...	BN250520160...	Transit	vav_transit_1	REV-Revolving	CASH-Cash	PAR	Retired	496		
10	PBN27052016...	BN270520160...	Transit	223423	REV-Revolving	GENERAL-Gen...	PAR	Approved	505		
11	PBN30052016...	BN300520160...	Import	45	FIX-Fixed	CASH-Cash	PAR	Retired	514		
12	PBN31052016...		Warehousing	123	FIX-Fixed	GENERAL-Gen...	PAR	Submitted	517		
13	PBN31052016...	BN310520160...	Temporary Im...	123	FIX-Fixed	GENERAL-Gen...	PAR	Retired	518		
14	PBN02062016...	BN020620160...	Transit	67576576	FIX-Fixed	CASH-Cash	PAR	Approved	520		
15	PBN02062016...	BN020620160...	Transit	VAVE2ETC02	FIX-Fixed	CASH-Cash	PAR	Approved	521		
16	PBN02062016...	BN020620160...	Transit	Sowmyafixed	FIX-Fixed	CASH-Cash	PAR	Retired	522		
17	PBN02062016...	BN020620160...	Transit	FixedSowmya	FIX-Fixed	CASH-Cash	PAR	Approved	523		
18	PBN02062016...		Warehousing	12345	FIX-Fixed	CASH-Cash	PAR	Submitted	524		
19	PBN02062016...	BN020620160...	Transit	12345	REV-Revolving	CASH-Cash	PAR	Approved	526		
20	PBN02062016...		Import	343	REV-Revolving	PARTICULAR-P...	PAR	Draft	527		
21	PBN03062016...	BN030620160...	Transit	12345	REV-Revolving	CASH-Cash	PAR	Approved	528		
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23	PBN09062016...	BN090620160...	Temporary Im...	VAV_NM_Tem...	FIX-Fixed	CASH-Cash	PAR	Approved	533		
24	PBN09062016...		Temporary Ex...	Fixed0906	FIX-Fixed	CASH-Cash	PAR	Draft	534		
25	PBN09062016...	BN090620160...	Temporary Im...	Sow0906	FIX-Fixed	CASH-Cash	PAR	Approved	535		
26	PBN09062016...	BN090620160...	Temporary Im...	VAV_NM_Tem...	FIX-Fixed	CASH-Cash	PAR	Approved	536		
27	PBN10062016...	BN100620160...	Temporary Im...	VAV_Nabagata...	FIX-Fixed	CASH-Cash	PAR	Approved	537		
28	PBN10062016...	BN100620160...	Temporary Im...	VAV_Naba_Te...	FIX-Fixed	CASH-Cash	PAR	Approved	538		

Bond Management Search Result Page

2. Click the  icon to view the Bond details.

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Name:	PCN Exporters
Provisional Bond Number:	PBN02062016001078
Bond Number:	BN02062016000524
Regime:	Transit
Reference Number:	67576576
Bond Type:	FIX
Bond Category:	CASH
Bond Amount:	5000
Currency:	SGD
Exchange Rate:	1
Bank:	
Remarks:	
Balance Amount:	111116101.11
Approved By:	27
Approved Date:	02/06/2016
Bond Status:	Approved
Valid From :	01/06/2016
Valid to:	31/12/2016
Issuer Type:	
Total Bond Amount:	111116111.11

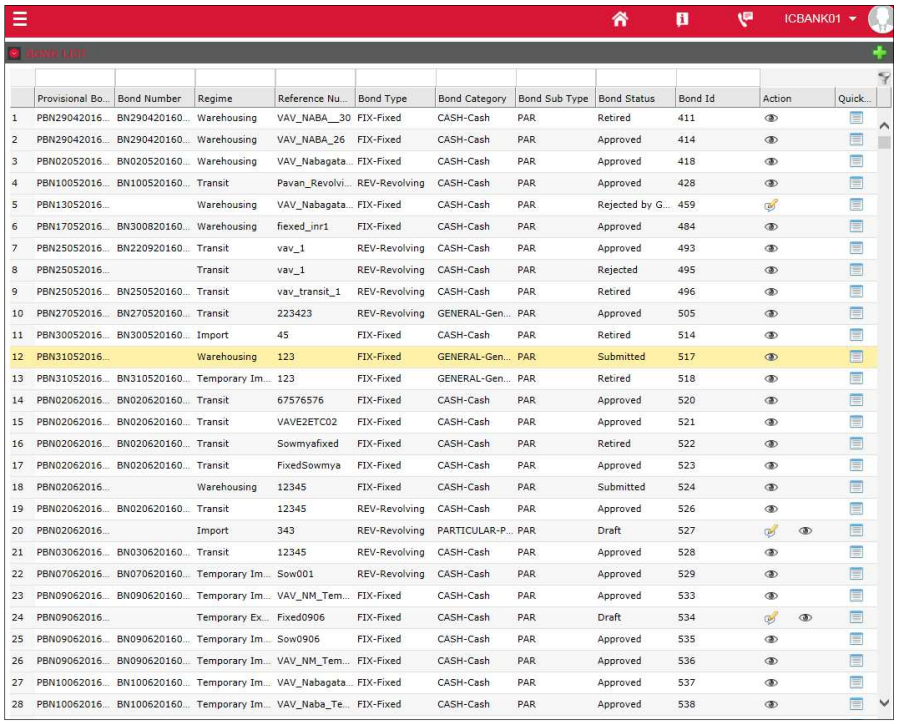
Bond Management Quick View Page

View Bond Details

This functionality allows you to view the bond details.

To view the bond details:

1. From the search results, click the  icon. The bond details page will be displayed.

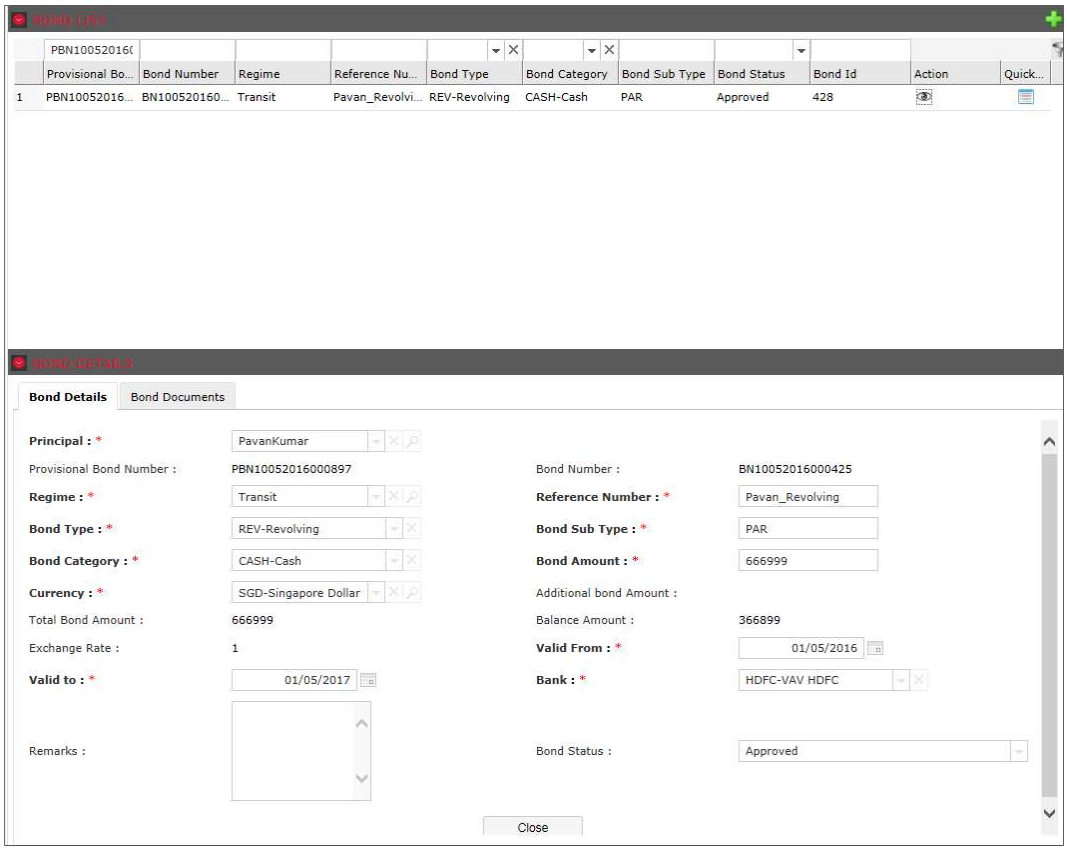


	Provisional Bo...	Bond Number	Regime	Reference Nu...	Bond Type	Bond Category	Bond Sub Type	Bond Status	Bond Id	Action	Quick...
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6	PBN17052016...	BN300820160...	Warehousing	fiexed_inr1	FIX-Fixed	CASH-Cash	PAR	Approved	484		
7	PBN25052016...	BN220920160...	Transit	vav_1	REV-Revolving	CASH-Cash	PAR	Approved	493		
8	PBN25052016...		Transit	vav_1	REV-Revolving	CASH-Cash	PAR	Rejected	495		
9	PBN25052016...	BN250520160...	Transit	vav_transit_1	REV-Revolving	CASH-Cash	PAR	Retired	496		
10	PBN27052016...	BN270520160...	Transit	223423	REV-Revolving	GENERAL-Gen...	PAR	Approved	505		
11	PBN30052016...	BN300520160...	Import	45	FIX-Fixed	CASH-Cash	PAR	Retired	514		
12	PBN31052016...		Warehousing	123	FIX-Fixed	GENERAL-Gen...	PAR	Submitted	517		
13	PBN31052016...	BN310520160...	Temporary Im...	123	FIX-Fixed	GENERAL-Gen...	PAR	Retired	518		
14	PBN02062016...	BN020620160...	Transit	67576576	FIX-Fixed	CASH-Cash	PAR	Approved	520		
15	PBN02062016...	BN020620160...	Transit	VAVE2ETC02	FIX-Fixed	CASH-Cash	PAR	Approved	521		
16	PBN02062016...	BN020620160...	Transit	Sowmyafixed	FIX-Fixed	CASH-Cash	PAR	Retired	522		
17	PBN02062016...	BN020620160...	Transit	FixedSowmya	FIX-Fixed	CASH-Cash	PAR	Approved	523		
18	PBN02062016...		Warehousing	12345	FIX-Fixed	CASH-Cash	PAR	Submitted	524		
19	PBN02062016...	BN020620160...	Transit	12345	REV-Revolving	CASH-Cash	PAR	Approved	526		
20	PBN02062016...		Import	343	REV-Revolving	PARTICULAR-P...	PAR	Draft	527		
21	PBN03062016...	BN030620160...	Transit	12345	REV-Revolving	CASH-Cash	PAR	Approved	528		
22	PBN07062016...	BN070620160...	Temporary Im...	Sow001	REV-Revolving	CASH-Cash	PAR	Approved	529		
23	PBN09062016...	BN090620160...	Temporary Im...	VAV_NM_Tem...	FIX-Fixed	CASH-Cash	PAR	Approved	533		
24	PBN09062016...		Temporary Ex...	Fixed0906	FIX-Fixed	CASH-Cash	PAR	Draft	534		
25	PBN09062016...	BN090620160...	Temporary Im...	Sow0906	FIX-Fixed	CASH-Cash	PAR	Approved	535		
26	PBN09062016...	BN090620160...	Temporary Im...	VAV_NM_Tem...	FIX-Fixed	CASH-Cash	PAR	Approved	536		
27	PBN10062016...	BN100620160...	Temporary Im...	VAV_Nabagata...	FIX-Fixed	CASH-Cash	PAR	Approved	537		
28	PBN10062016...	BN100620160...	Temporary Im...	VAV_Naba_Te...	FIX-Fixed	CASH-Cash	PAR	Approved	538		

Bond Management Search Results Page

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2. From the search results, click the  icon. The View Bond Details Page will be displayed.



View Bond Details Page

3. Click **Bond Document** tab to view the document-attached details.

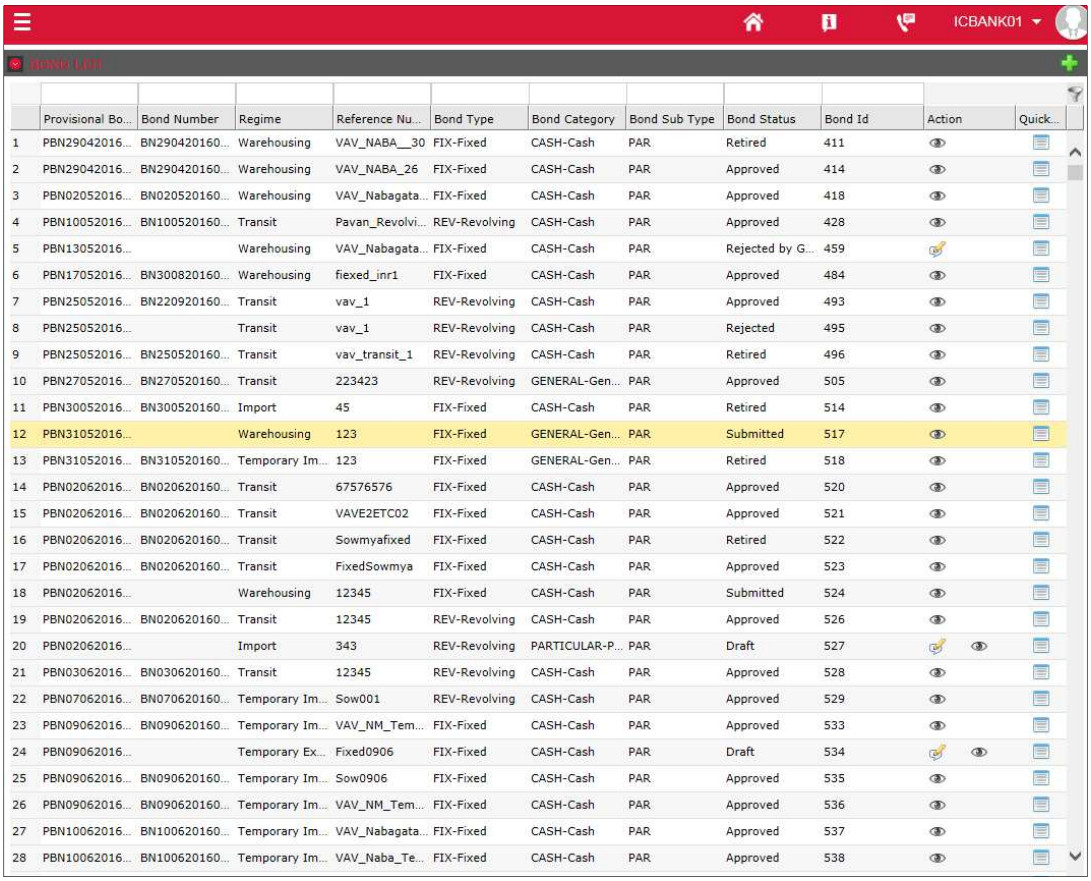
© CrimsonLogic Pte Ltd

Editing Bond Details

This functionality allows you to edit the bond details which is in draft status or which is rejected by the Guarantor in the TFB system.

To edit the bond:

1. Perform a search for the bond with **Draft** or **Rejected** status. The Search Results page will be displayed.

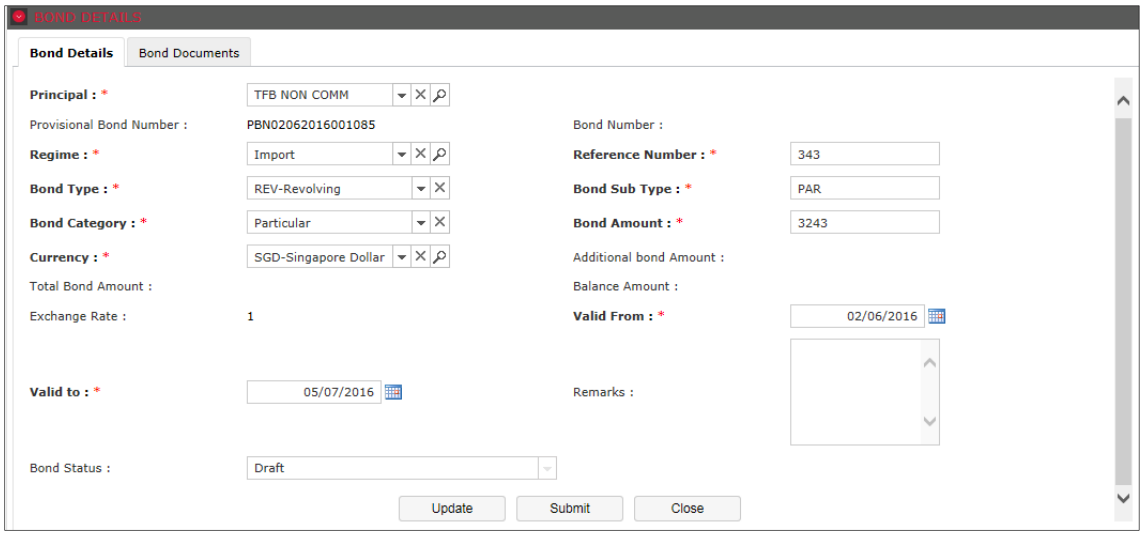


	Provisional Bo...	Bond Number	Regime	Reference Nu...	Bond Type	Bond Category	Bond Sub Type	Bond Status	Bond Id	Action	Quick...
1	PBN29042016...	BN290420160...	Warehousing	VAV_NABA__30	FIX-Fixed	CASH-Cash	PAR	Retired	411		
2	PBN29042016...	BN290420160...	Warehousing	VAV_NABA_26	FIX-Fixed	CASH-Cash	PAR	Approved	414		
3	PBN02052016...	BN020520160...	Warehousing	VAV_Nabagata...	FIX-Fixed	CASH-Cash	PAR	Approved	418		
4	PBN10052016...	BN100520160...	Transit	Pavan_Revolvi...	REV-Revolving	CASH-Cash	PAR	Approved	428		
5	PBN13052016...		Warehousing	VAV_Nabagata...	FIX-Fixed	CASH-Cash	PAR	Rejected by G...	459		
6	PBN17052016...	BN300820160...	Warehousing	fiexed_inr1	FIX-Fixed	CASH-Cash	PAR	Approved	484		
7	PBN25052016...	BN220920160...	Transit	vav_1	REV-Revolving	CASH-Cash	PAR	Approved	493		
8	PBN25052016...		Transit	vav_1	REV-Revolving	CASH-Cash	PAR	Rejected	495		
9	PBN25052016...	BN250520160...	Transit	vav_transit_1	REV-Revolving	CASH-Cash	PAR	Retired	496		
10	PBN27052016...	BN270520160...	Transit	223423	REV-Revolving	GENERAL-Gen...	PAR	Approved	505		
11	PBN30052016...	BN300520160...	Import	45	FIX-Fixed	CASH-Cash	PAR	Retired	514		
12	PBN31052016...		Warehousing	123	FIX-Fixed	GENERAL-Gen...	PAR	Submitted	517		
13	PBN31052016...	BN310520160...	Temporary Im...	123	FIX-Fixed	GENERAL-Gen...	PAR	Retired	518		
14	PBN02062016...	BN020620160...	Transit	67576576	FIX-Fixed	CASH-Cash	PAR	Approved	520		
15	PBN02062016...	BN020620160...	Transit	VAVE2ETC02	FIX-Fixed	CASH-Cash	PAR	Approved	521		
16	PBN02062016...	BN020620160...	Transit	Sowmyafixed	FIX-Fixed	CASH-Cash	PAR	Retired	522		
17	PBN02062016...	BN020620160...	Transit	FixedSowmya	FIX-Fixed	CASH-Cash	PAR	Approved	523		
18	PBN02062016...		Warehousing	12345	FIX-Fixed	CASH-Cash	PAR	Submitted	524		
19	PBN02062016...	BN020620160...	Transit	12345	REV-Revolving	CASH-Cash	PAR	Approved	526		
20	PBN02062016...		Import	343	REV-Revolving	PARTICULAR-P...	PAR	Draft	527		
21	PBN03062016...	BN030620160...	Transit	12345	REV-Revolving	CASH-Cash	PAR	Approved	528		
22	PBN07062016...	BN070620160...	Temporary Im...	Sow001	REV-Revolving	CASH-Cash	PAR	Approved	529		
23	PBN09062016...	BN090620160...	Temporary Im...	VAV_NM_Tem...	FIX-Fixed	CASH-Cash	PAR	Approved	533		
24	PBN09062016...		Temporary Ex...	Fixed0906	FIX-Fixed	CASH-Cash	PAR	Draft	534		
25	PBN09062016...	BN090620160...	Temporary Im...	Sow0906	FIX-Fixed	CASH-Cash	PAR	Approved	535		
26	PBN09062016...	BN090620160...	Temporary Im...	VAV_NM_Tem...	FIX-Fixed	CASH-Cash	PAR	Approved	536		
27	PBN10062016...	BN100620160...	Temporary Im...	VAV_Nabagata...	FIX-Fixed	CASH-Cash	PAR	Approved	537		
28	PBN10062016...	BN100620160...	Temporary Im...	VAV_Naba_Te...	FIX-Fixed	CASH-Cash	PAR	Approved	538		

Bond Management Search Results Page

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

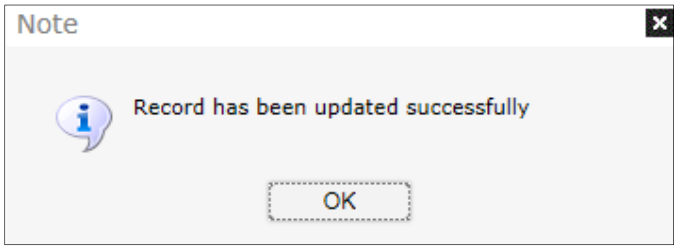
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Bond Details Edit Page

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

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

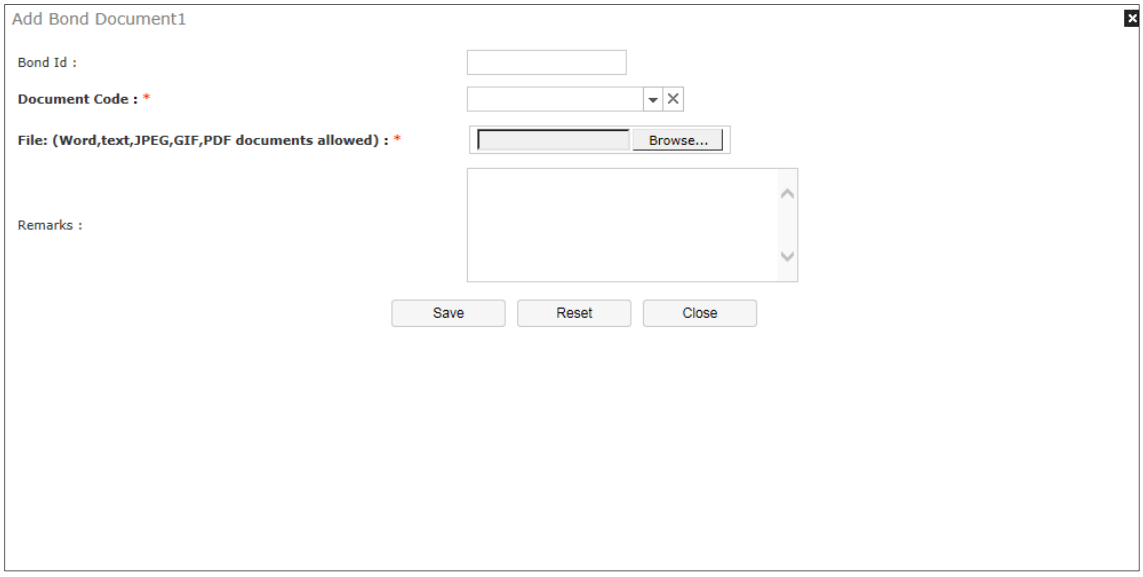


Records Updated Successfully Message

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

6. Click **Bond Documents** tab. The Add Bond Document page will be displayed.

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Add Bond Document Page

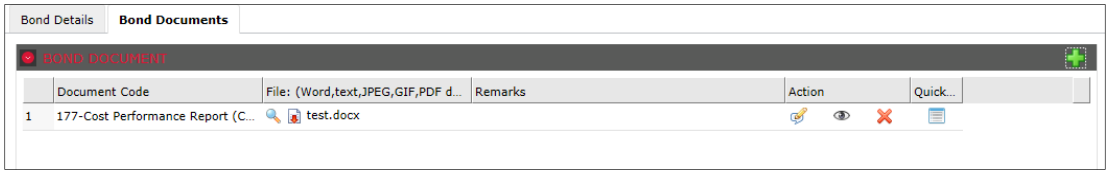
7. Modify the necessary information in the Bond Document tab page. For more information, refer to field descriptions in Bond Document.

8. Click **Save** button . The Records saved successfully message will be displayed.



Records Updated Successfully Message

9. Click **Ok** button. The Bond Document Added page will be displayed.



Bond Document Added Page

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Supplement Bond

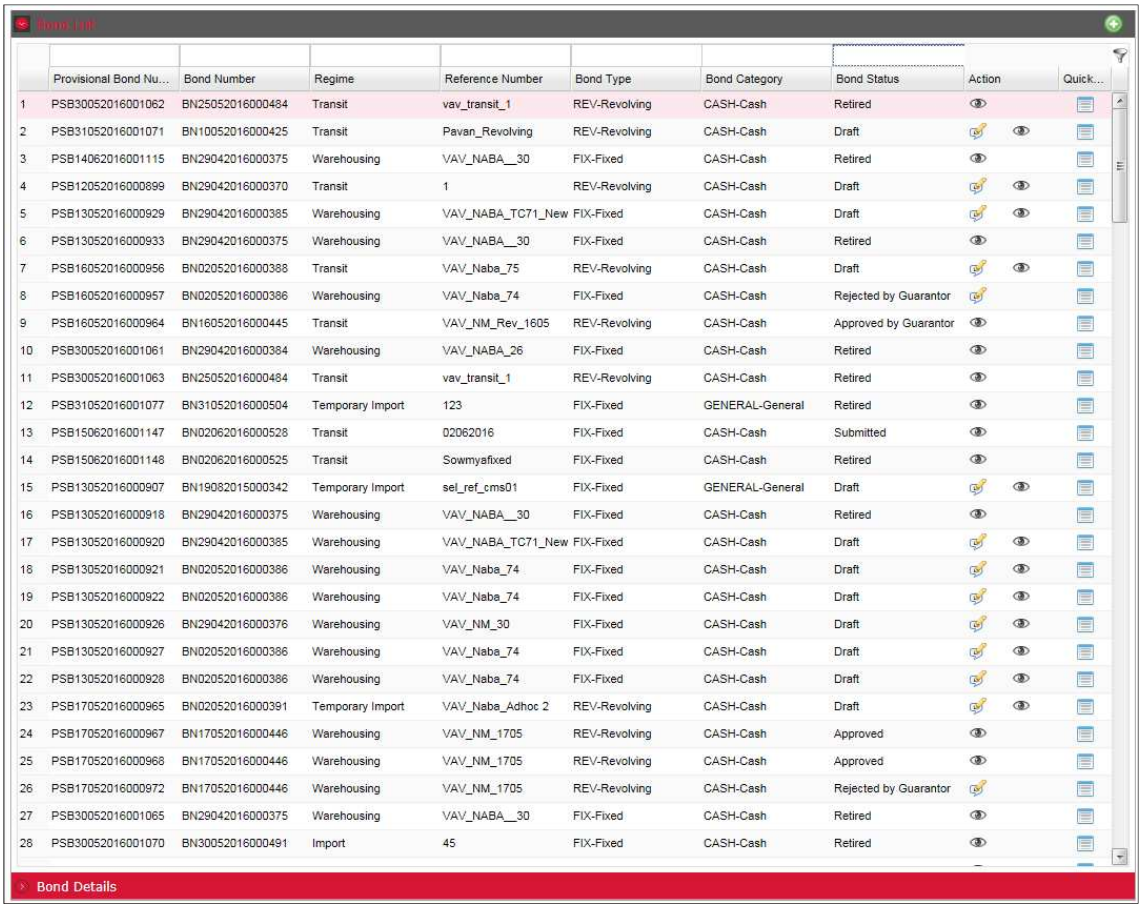
Bond Officer can search for the registered guarantees based on the inputs provided by the Guarantee Officer/Manager. The Guarantee balance can be topped up through supplementary guarantee on the parent guarantee.

Searching and Viewing Supplement Bond

The Bond officer can search and view the supplement bond.

To search and view the supplement bond:

1. Click **Bond Management**>>**Supplement Bond**. The Search Results page will be displayed.



	Provisional Bond Nu...	Bond Number	Regime	Reference Number	Bond Type	Bond Category	Bond Status	Action	Quick...
1	PSB30052016001062	BN25052016000484	Transit	vav_transit_1	REV-Revolving	CASH-Cash	Retired		
2	PSB31052016001071	BN10052016000425	Transit	Pavan_Revolving	REV-Revolving	CASH-Cash	Draft		
3	PSB14062016001115	BN29042016000375	Warehousing	VAV_NABA__30	FIX-Fixed	CASH-Cash	Retired		
4	PSB12052016000899	BN29042016000370	Transit	1	REV-Revolving	CASH-Cash	Draft		
5	PSB13052016000929	BN29042016000385	Warehousing	VAV_NABA_TC71_New	FIX-Fixed	CASH-Cash	Draft		
6	PSB13052016000933	BN29042016000375	Warehousing	VAV_NABA__30	FIX-Fixed	CASH-Cash	Retired		
7	PSB16052016000956	BN02052016000388	Transit	VAV_Naba_75	REV-Revolving	CASH-Cash	Draft		
8	PSB16052016000957	BN02052016000386	Warehousing	VAV_Naba_74	FIX-Fixed	CASH-Cash	Rejected by Guarantor		
9	PSB16052016000964	BN16052016000445	Transit	VAV_NM_Rev_1605	REV-Revolving	CASH-Cash	Approved by Guarantor		
10	PSB30052016001061	BN29042016000384	Warehousing	VAV_NABA_26	FIX-Fixed	CASH-Cash	Retired		
11	PSB30052016001063	BN25052016000484	Transit	vav_transit_1	REV-Revolving	CASH-Cash	Retired		
12	PSB31052016001077	BN31052016000504	Temporary Import	123	FIX-Fixed	GENERAL-General	Retired		
13	PSB15062016001147	BN02062016000528	Transit	02062016	FIX-Fixed	CASH-Cash	Submitted		
14	PSB15062016001148	BN02062016000525	Transit	Sowmyafixed	FIX-Fixed	CASH-Cash	Retired		
15	PSB13052016000907	BN19082015000342	Temporary Import	sel_ref_cms01	FIX-Fixed	GENERAL-General	Draft		
16	PSB13052016000918	BN29042016000375	Warehousing	VAV_NABA__30	FIX-Fixed	CASH-Cash	Retired		
17	PSB13052016000920	BN29042016000385	Warehousing	VAV_NABA_TC71_New	FIX-Fixed	CASH-Cash	Draft		
18	PSB13052016000921	BN02052016000386	Warehousing	VAV_Naba_74	FIX-Fixed	CASH-Cash	Draft		
19	PSB13052016000922	BN02052016000386	Warehousing	VAV_Naba_74	FIX-Fixed	CASH-Cash	Draft		
20	PSB13052016000926	BN29042016000376	Warehousing	VAV_NM_30	FIX-Fixed	CASH-Cash	Draft		
21	PSB13052016000927	BN02052016000386	Warehousing	VAV_Naba_74	FIX-Fixed	CASH-Cash	Draft		
22	PSB13052016000928	BN02052016000386	Warehousing	VAV_Naba_74	FIX-Fixed	CASH-Cash	Draft		
23	PSB17052016000965	BN02052016000391	Temporary Import	VAV_Naba_Adhoc 2	REV-Revolving	CASH-Cash	Draft		
24	PSB17052016000967	BN17052016000446	Warehousing	VAV_NM_1705	REV-Revolving	CASH-Cash	Approved		
25	PSB17052016000968	BN17052016000446	Warehousing	VAV_NM_1705	REV-Revolving	CASH-Cash	Approved		
26	PSB17052016000972	BN17052016000446	Warehousing	VAV_NM_1705	REV-Revolving	CASH-Cash	Rejected by Guarantor		
27	PSB30052016001065	BN29042016000375	Warehousing	VAV_NABA__30	FIX-Fixed	CASH-Cash	Retired		
28	PSB30052016001070	BN30052016000491	Import	45	FIX-Fixed	CASH-Cash	Retired		

Bond Details

Bond List Search Page

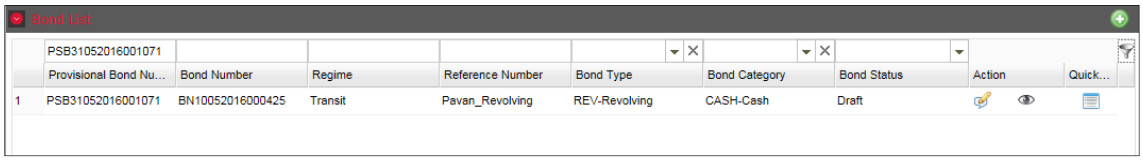
Following are the field and button descriptions of the **Supplement Bond Search** page.

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Field/Button description	Action/Input Required
Provisional Bond Number	Enter the provisional bond number of the importer/Exporter.
Bond Number	Enter the Bond Number of the importer/exporter.
Regime	Enter the regime type. List of regime types: 1-Export 2-Temporary Export 5-Temporary Import 7-Warehousing 8-Transit 9-Transhipment
Reference Number	Enter the reference number of the bond.
Bond Type	Enter the bond type as fixed or revolving.
Bond Category	Enter the category of the bond.
Bond Sub Type	Enter the bond sub-type.
Bond Status	Select the status of the bond from the drop-down list.
Bond Id	Enter the bond's identification number.

- 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:
  - Provisional Number
  - Bond Number

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



Supplement Bond Search Result Page

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Click the icon to view the supplement bond details.

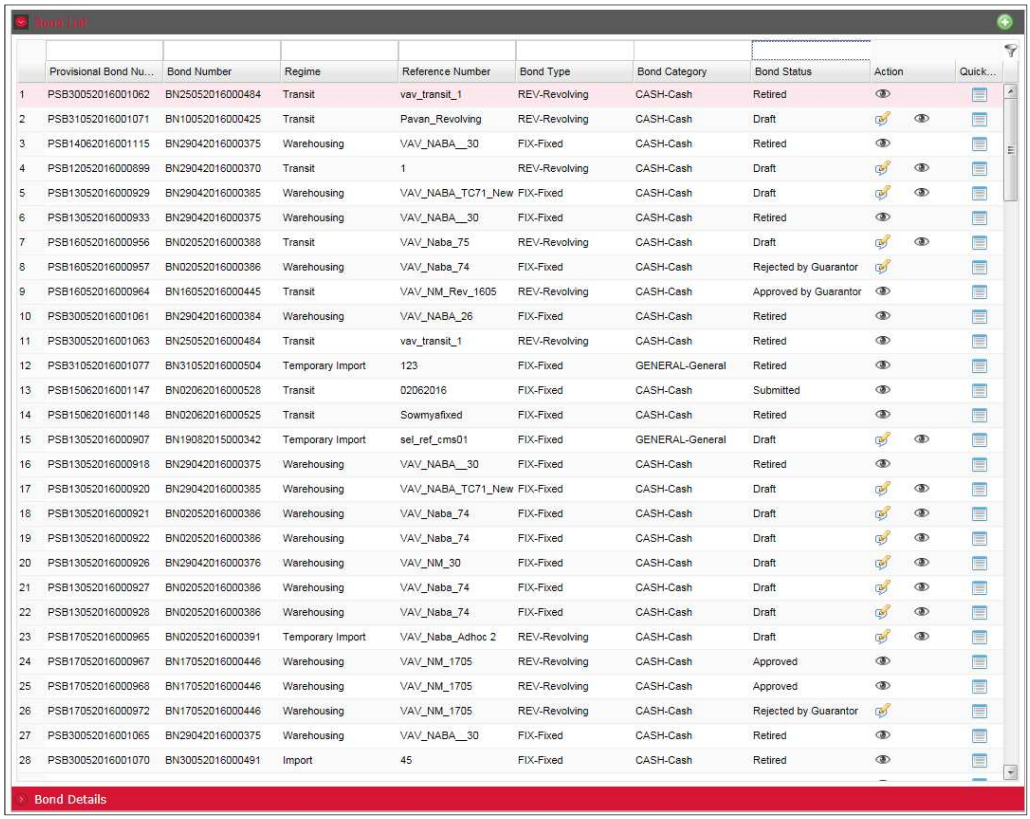
Click the icon to quick view the supplement bond details.

Creating Supplement Bond

This functionality allows you to create a supplement bond in the SEW System.

To create a supplement Bond:

1. Click **Bond Management**>>**Supplement Bond**. The Search page will be displayed.



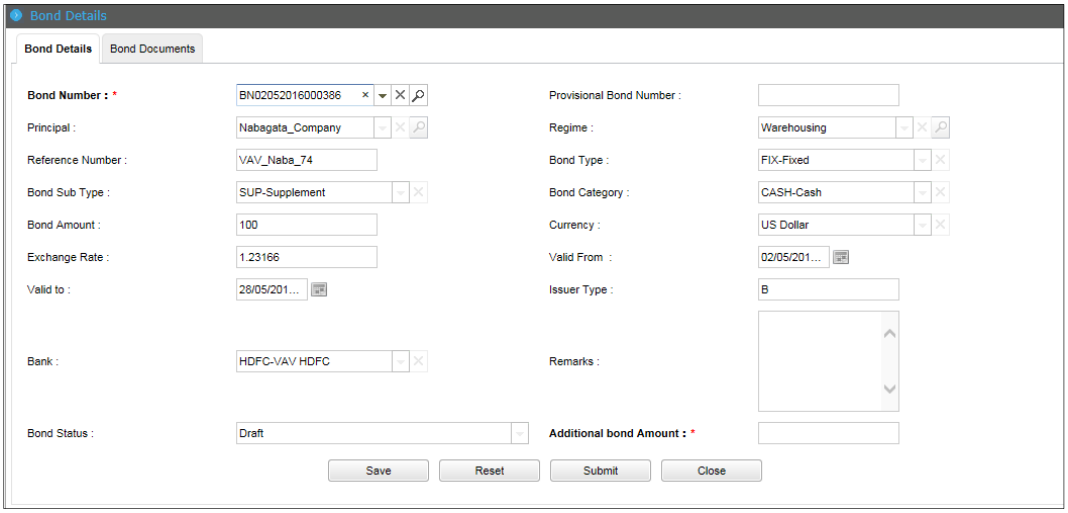
	Provisional Bond Nu...	Bond Number	Regime	Reference Number	Bond Type	Bond Category	Bond Status	Action	Quick...
1	PSB30052016001062	BN25052016000484	Transit	vav_transit_1	REV-Revolving	CASH-Cash	Retired		
2	PSB31052016001071	BN10052016000425	Transit	Pavan_Revolving	REV-Revolving	CASH-Cash	Draft		
3	PSB14062016001115	BN29042016000375	Warehousing	VAV_NABA__30	FIX-Fixed	CASH-Cash	Retired		
4	PSB12052016000899	BN29042016000370	Transit	1	REV-Revolving	CASH-Cash	Draft		
5	PSB13052016000929	BN29042016000385	Warehousing	VAV_NABA_TC71_New	FIX-Fixed	CASH-Cash	Draft		
6	PSB13052016000933	BN29042016000375	Warehousing	VAV_NABA__30	FIX-Fixed	CASH-Cash	Retired		
7	PSB16052016000956	BN02052016000388	Transit	VAV_Naba_75	REV-Revolving	CASH-Cash	Draft		
8	PSB16052016000957	BN02052016000386	Warehousing	VAV_Naba_74	FIX-Fixed	CASH-Cash	Rejected by Guarantor		
9	PSB16052016000964	BN16052016000445	Transit	VAV_NM_Rev_1605	REV-Revolving	CASH-Cash	Approved by Guarantor		
10	PSB30052016001061	BN29042016000384	Warehousing	VAV_NABA_26	FIX-Fixed	CASH-Cash	Retired		
11	PSB30052016001063	BN25052016000484	Transit	vav_transit_1	REV-Revolving	CASH-Cash	Retired		
12	PSB31052016001077	BN31052016000504	Temporary Import	123	FIX-Fixed	GENERAL-General	Retired		
13	PSB15062016001147	BN02062016000528	Transit	02062016	FIX-Fixed	CASH-Cash	Submitted		
14	PSB15062016001148	BN02062016000525	Transit	Sowmyafixed	FIX-Fixed	CASH-Cash	Retired		
15	PSB13052016000907	BN19082015000342	Temporary Import	sel_ref_cms01	FIX-Fixed	GENERAL-General	Draft		
16	PSB13052016000918	BN29042016000375	Warehousing	VAV_NABA__30	FIX-Fixed	CASH-Cash	Retired		
17	PSB13052016000920	BN29042016000385	Warehousing	VAV_NABA_TC71_New	FIX-Fixed	CASH-Cash	Draft		
18	PSB13052016000921	BN02052016000386	Warehousing	VAV_Naba_74	FIX-Fixed	CASH-Cash	Draft		
19	PSB13052016000922	BN02052016000386	Warehousing	VAV_Naba_74	FIX-Fixed	CASH-Cash	Draft		
20	PSB13052016000926	BN29042016000376	Warehousing	VAV_NM_30	FIX-Fixed	CASH-Cash	Draft		
21	PSB13052016000927	BN02052016000386	Warehousing	VAV_Naba_74	FIX-Fixed	CASH-Cash	Draft		
22	PSB13052016000928	BN02052016000386	Warehousing	VAV_Naba_74	FIX-Fixed	CASH-Cash	Draft		
23	PSB17052016000965	BN02052016000391	Temporary Import	VAV_Naba_Adhoc 2	REV-Revolving	CASH-Cash	Draft		
24	PSB17052016000967	BN17052016000446	Warehousing	VAV_NM_1705	REV-Revolving	CASH-Cash	Approved		
25	PSB17052016000968	BN17052016000446	Warehousing	VAV_NM_1705	REV-Revolving	CASH-Cash	Approved		
26	PSB17052016000972	BN17052016000446	Warehousing	VAV_NM_1705	REV-Revolving	CASH-Cash	Rejected by Guarantor		
27	PSB30052016001065	BN29042016000375	Warehousing	VAV_NABA__30	FIX-Fixed	CASH-Cash	Retired		
28	PSB30052016001070	BN30052016000491	Import	45	FIX-Fixed	CASH-Cash	Retired		

Bond Details

Bond List Search Page

2. Click the icon to create a supplement bond. The following page will be displayed.

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Create Bond Page

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

Field/Button description	Action/Input Required
Bond Number	Select the Bond Number of the importer/exporter from the drop-down list.
Provisional Bond Number	Enter the provisional bond number of the importer/Exporter.
Principal	Displays the Principal.
Regime	Displays the Type of regime.
Reference Number	Displays the reference number of the importer/Exporter.
Bond Type	Displays the type of bond selected as **Fixed** or **Revolving**.
Bond Category	Displays the category of the bond.
Bond Sub Type	Displays the supplement as the sub-type of the bond.
Bond Amount	Displays the Bond amount.
Currency	Displays the currency paid in **US dollar** or **Singapore Dollar.**
Exchange Rate	Displays the current exchange rate.
Valid From	Displays the start date of the bond.
Valid To	Displays the end date of the bond.

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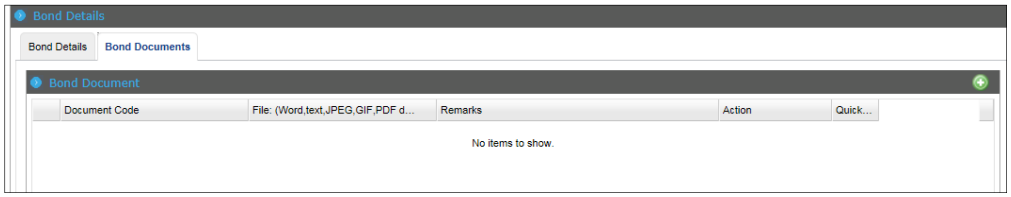
Field/Button description	Action/Input Required
Bank	Displays the Bank Name.
Bond Status	Displays the status of the bond.
Remarks	Displays the remarks if any.
Additional Bond Amount	Enter the additional amount to be paid.

3. Enter the field values and click **Save** button. Success message will be displayed.



Success Message

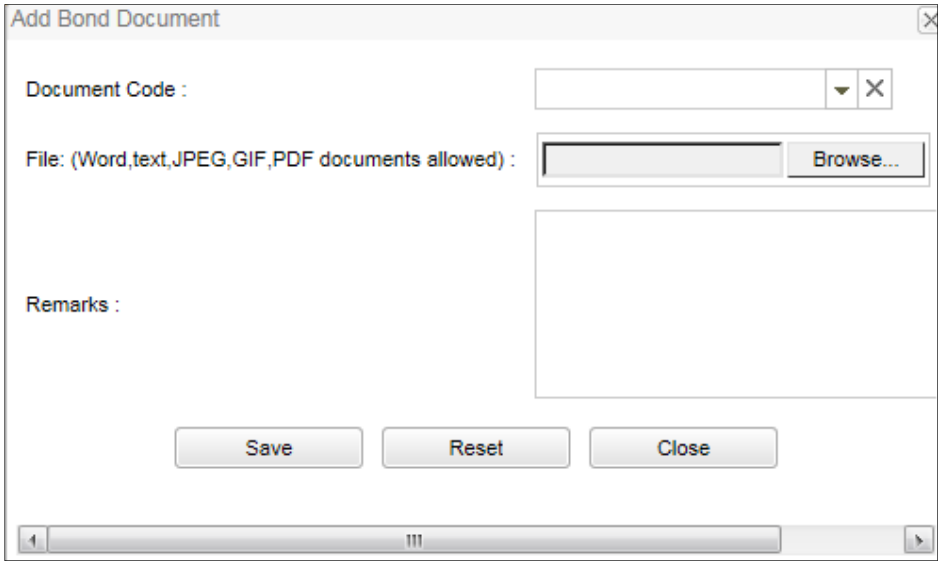
4. Click **Ok** button to close the note.
5. Click the **Bond Documents** tab to attach the documents. The following screen will be displayed.



Bond Documents Page

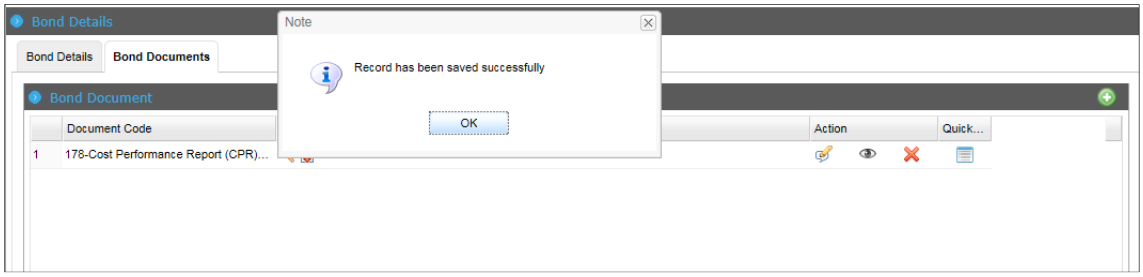
6. Click the  icon to attach the documents. Add document page will be displayed.

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Add Bond Document Page

7. Select the document code from the drop-down list and click **Browse** button to upload the file.
8. Enter the remarks relevant to the bond document if any.
9. Click **Save** button to save the document details. The Record saved successfully message will be displayed.



Success message

Click the icon to overview the bond document details.

Click the icon to view the bond documents details.

Click the icon to delete the document.

Click the icon to edit the document.

10. Click the **Bond Details** Tab and Click **Submit** button. Bond submitted successfully Page will be displayed.

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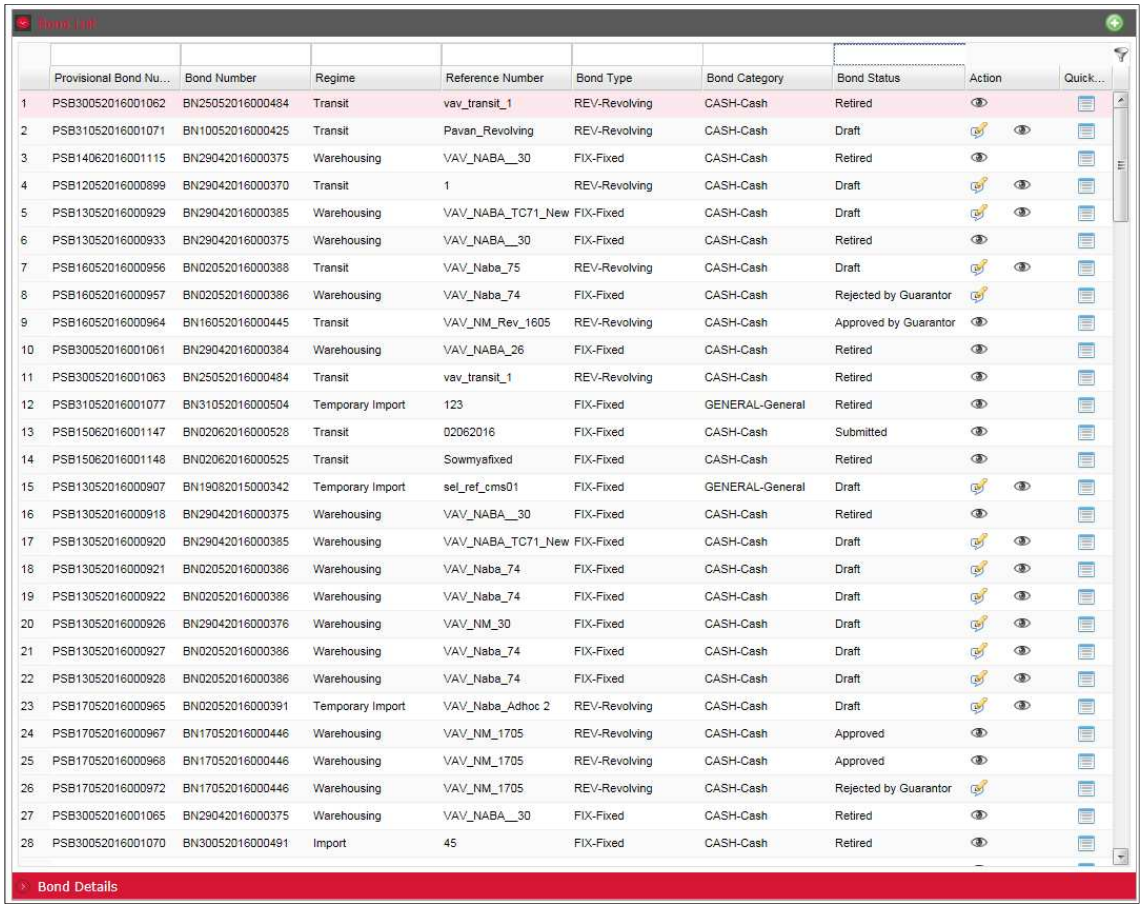
Success Message

Editing Supplement Bond Details

This functionality allows you to edit the supplement bond details which is in draft status or which is rejected by the Guarantor in the TFB system.

To edit the supplement bond details:

1. Click **Bond Management**>>**Supplement Bond**. The Search Results page will be displayed.



	Provisional Bond Nu...	Bond Number	Regime	Reference Number	Bond Type	Bond Category	Bond Status	Action	Quick...
1	PSB30052016001062	BN25052016000484	Transit	vav_transit_1	REV-Revolving	CASH-Cash	Retired		
2	PSB31052016001071	BN10052016000425	Transit	Pavan_Revolving	REV-Revolving	CASH-Cash	Draft		
3	PSB14062016001115	BN29042016000375	Warehousing	VAV_NABA__30	FIX-Fixed	CASH-Cash	Retired		
4	PSB12052016000899	BN29042016000370	Transit	1	REV-Revolving	CASH-Cash	Draft		
5	PSB13052016000929	BN29042016000385	Warehousing	VAV_NABA_TC71_New	FIX-Fixed	CASH-Cash	Draft		
6	PSB13052016000933	BN29042016000375	Warehousing	VAV_NABA__30	FIX-Fixed	CASH-Cash	Retired		
7	PSB16052016000956	BN02052016000388	Transit	VAV_Naba_75	REV-Revolving	CASH-Cash	Draft		
8	PSB16052016000957	BN02052016000386	Warehousing	VAV_Naba_74	FIX-Fixed	CASH-Cash	Rejected by Guarantor		
9	PSB16052016000964	BN16052016000445	Transit	VAV_NM_Rev_1605	REV-Revolving	CASH-Cash	Approved by Guarantor		
10	PSB30052016001061	BN29042016000384	Warehousing	VAV_NABA_26	FIX-Fixed	CASH-Cash	Retired		
11	PSB30052016001063	BN25052016000484	Transit	vav_transit_1	REV-Revolving	CASH-Cash	Retired		
12	PSB31052016001077	BN31052016000504	Temporary Import	123	FIX-Fixed	GENERAL-General	Retired		
13	PSB15062016001147	BN02062016000528	Transit	02062016	FIX-Fixed	CASH-Cash	Submitted		
14	PSB15062016001148	BN02062016000525	Transit	Sowmyafixed	FIX-Fixed	CASH-Cash	Retired		
15	PSB13052016000907	BN19082015000342	Temporary Import	sel_ref_cms01	FIX-Fixed	GENERAL-General	Draft		
16	PSB13052016000918	BN29042016000375	Warehousing	VAV_NABA__30	FIX-Fixed	CASH-Cash	Retired		
17	PSB13052016000920	BN29042016000385	Warehousing	VAV_NABA_TC71_New	FIX-Fixed	CASH-Cash	Draft		
18	PSB13052016000921	BN02052016000386	Warehousing	VAV_Naba_74	FIX-Fixed	CASH-Cash	Draft		
19	PSB13052016000922	BN02052016000386	Warehousing	VAV_Naba_74	FIX-Fixed	CASH-Cash	Draft		
20	PSB13052016000926	BN29042016000376	Warehousing	VAV_NM_30	FIX-Fixed	CASH-Cash	Draft		
21	PSB13052016000927	BN02052016000386	Warehousing	VAV_Naba_74	FIX-Fixed	CASH-Cash	Draft		
22	PSB13052016000928	BN02052016000386	Warehousing	VAV_Naba_74	FIX-Fixed	CASH-Cash	Draft		
23	PSB17052016000965	BN02052016000391	Temporary Import	VAV_Naba_Adhoc 2	REV-Revolving	CASH-Cash	Draft		
24	PSB17052016000967	BN17052016000446	Warehousing	VAV_NM_1705	REV-Revolving	CASH-Cash	Approved		
25	PSB17052016000968	BN17052016000446	Warehousing	VAV_NM_1705	REV-Revolving	CASH-Cash	Approved		
26	PSB17052016000972	BN17052016000446	Warehousing	VAV_NM_1705	REV-Revolving	CASH-Cash	Rejected by Guarantor		
27	PSB30052016001065	BN29042016000375	Warehousing	VAV_NABA__30	FIX-Fixed	CASH-Cash	Retired		
28	PSB30052016001070	BN30052016000491	Import	45	FIX-Fixed	CASH-Cash	Retired		

Bond Details

Bond List Search Page

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

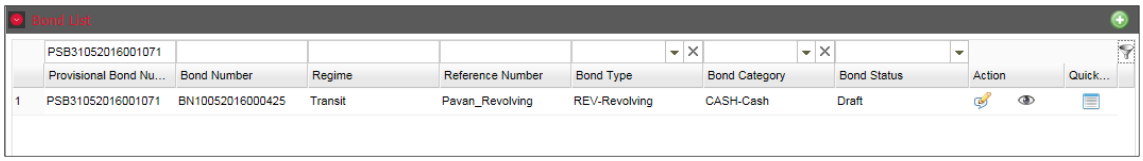
Field/Button description	Action/Input Required
Provisional Bond	Enter the provisional bond number of the importer/Exporter.
Bond Number	Enter the Bond Number of the importer/exporter.
Regime	Enter the regime type. List of regime types: 1-Export 2-Temporary Export 5-Temporary Import 7-Warehousing 8-Transit 9-Transhipment
Reference Number	Enter the reference number of the bond.
Bond Type	Enter the bond type as fixed or revolving.
Bond Category	Enter the category of the bond
Bond Sub Type	Enter the bond sub-type.
Bond Status	Select the status of the bond from the drop-down list.
Bond Id	Enter the bond's identification number.

@

- 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:
  - Provisional Number
  - Bond Number

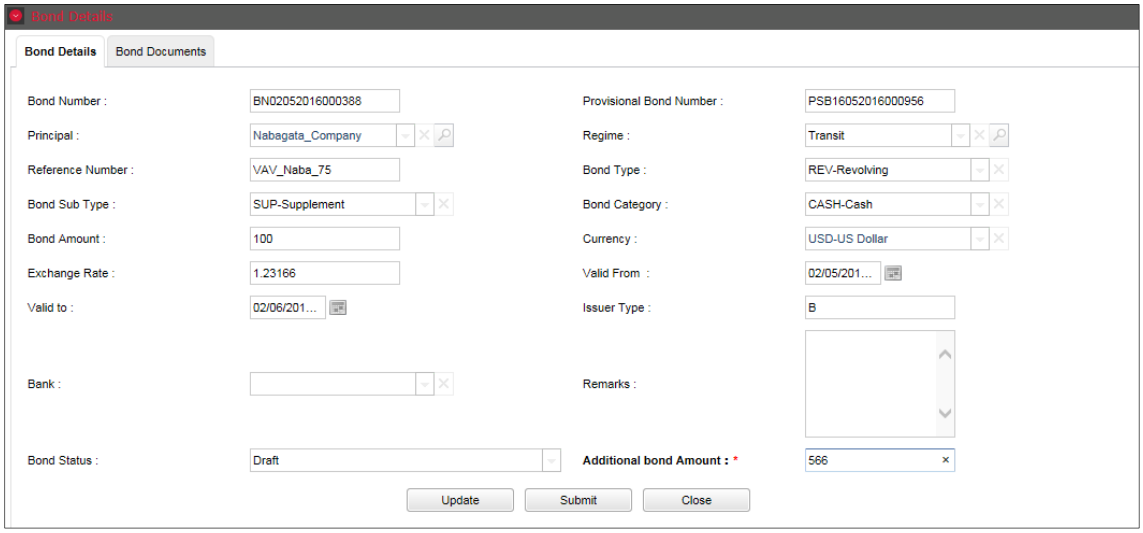
2. Enter the search criteria and Click  icon to view the matching results in the **Search Results Page**.

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Supplement Bond Search Results Page

3. Click the  icon to add the bond amount.



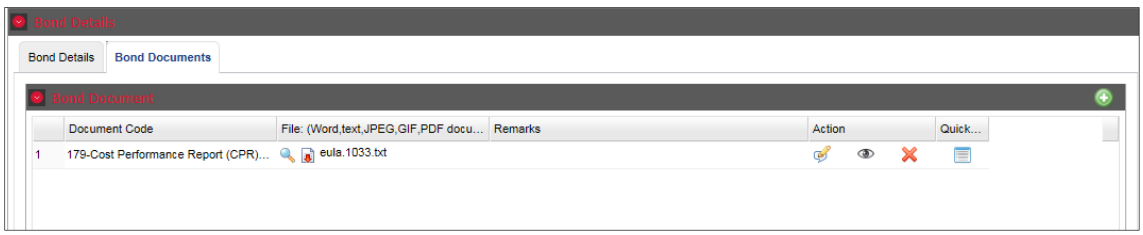
Bond Details Page

4. Modify the top up amount and Click **Update** button. Click **Ok**. The Record Updated Successfully screen will be displayed



Records Updated Successfully Message

5. Click the **Bond Documents** tab to add, edit the bond documents. The following screen will be displayed.



Bond Documents Page

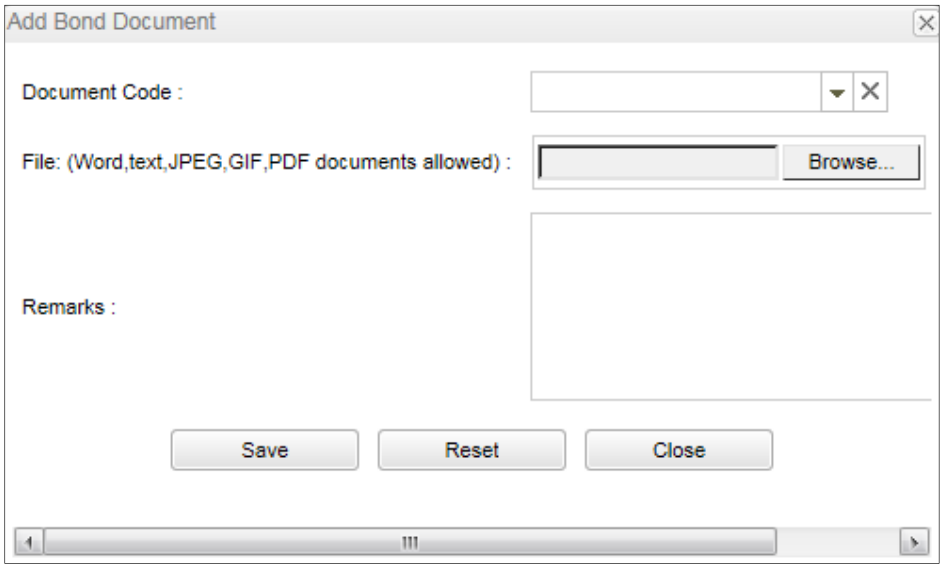
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Click the **Quick View** icon to overview the bond document details.

Click the  icon to view the bond documents details.

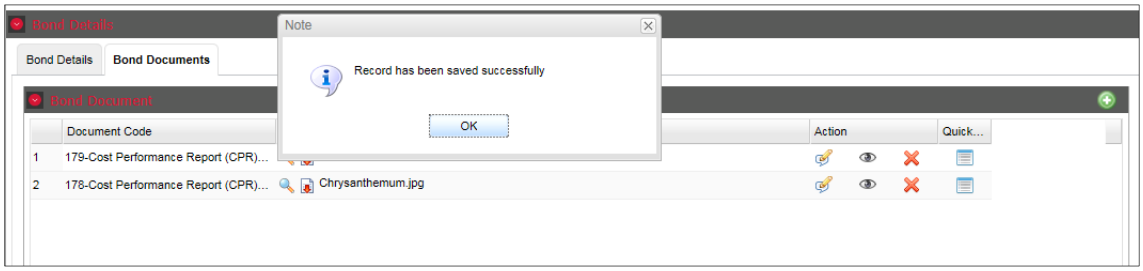
Click the  icon to delete the document.

6. Click  to add new document.



Add Bond Document Page

7. Select the document code from the drop-down list and click **Browse** button to upload the file.
8. Enter the remarks relevant to the bond document if any.
9. Click **Save** button to save the document details. The Record saved successfully message will be displayed.



Record Saved Successfully Message

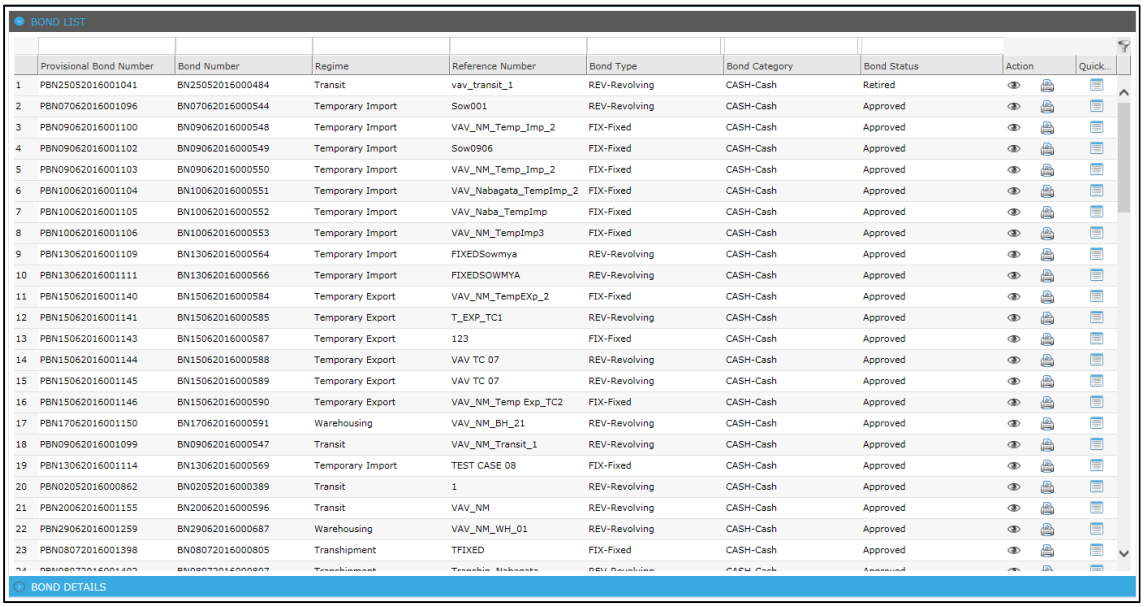
© CrimsonLogic Pte Ltd

Searching Bond Usage

The functionality allows you to search for, overview, and print the bond usage details for declaration details in the TFB system.

To search for bond usage:

1. Click **Bond Management**>>**Bond Usage**. The Search Bond List Page will be displayed.



Search Bond List Page

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

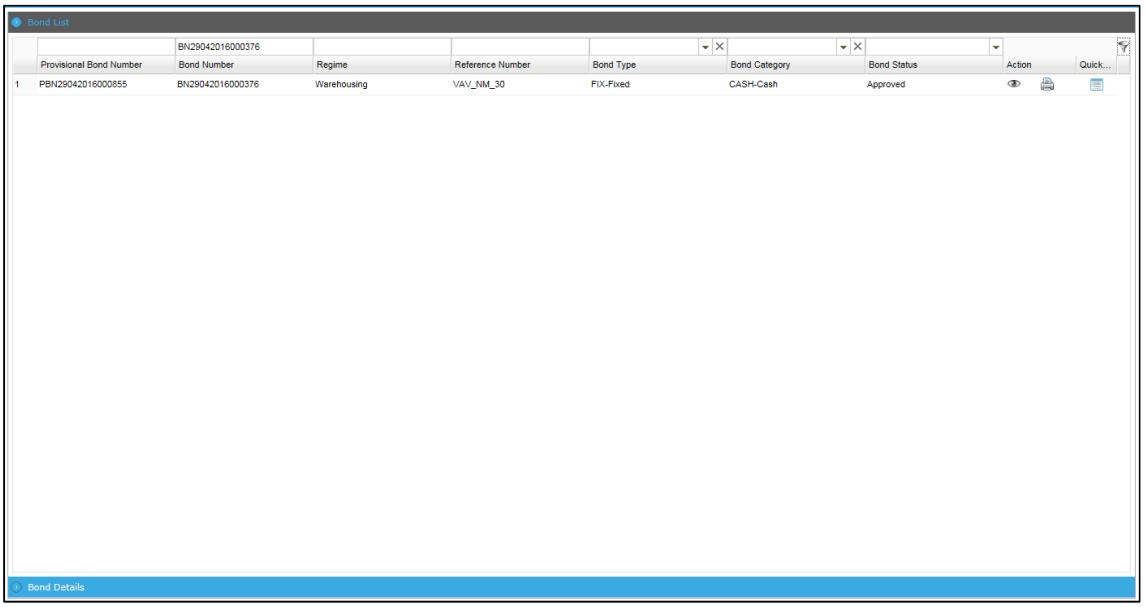
Search Bond List

Field/Button description	Action/Input Required
Provisional Declaration Number	Enter the provisional declaration number that you wish to search.
Bond Number	Enter the bond number that you wish to search.
Regime	Select the regime of the declaration.
Reference Number	Enter the reference number of the bond.
Bond Type	Enter the bond type as **Fixed** or **Revolving**.
Bond Category	Enter the bond category.
Bond Status	Select the status of the bond 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
  - Reference Number
  - Bond Type
  - Bond Category
  - Bond Status

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



Search Results Page

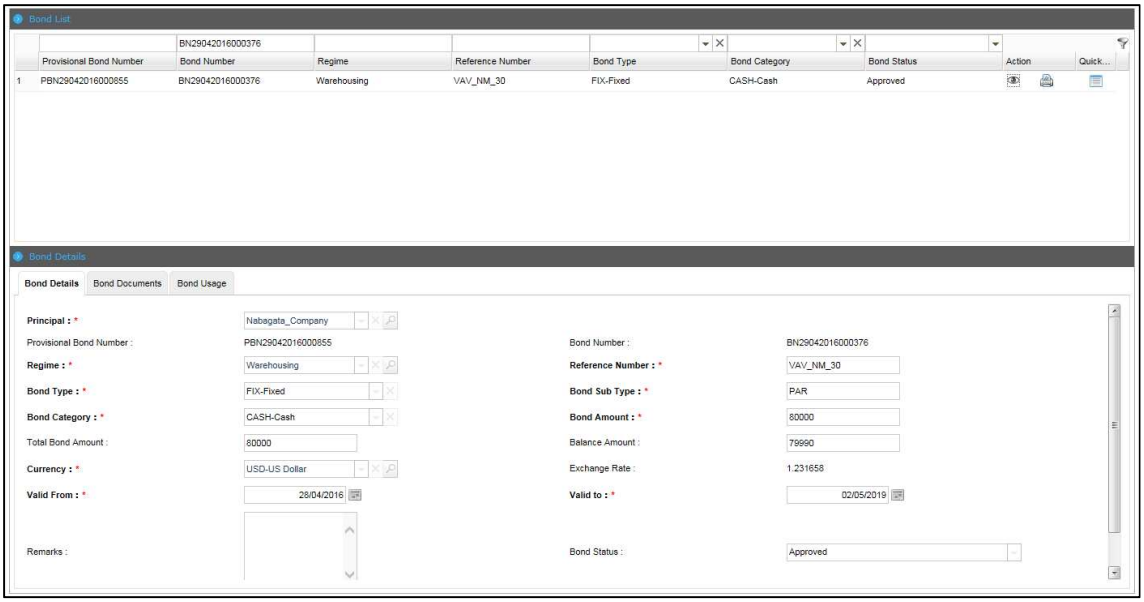
View Bond Usage Details

This functionality allows you to view the Bond Usage details for a declaration.

To view the bond usage details:

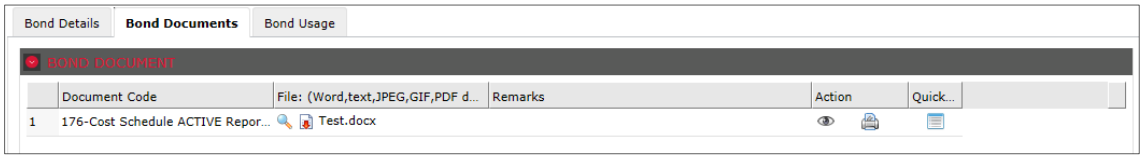
1. From the search results, click the  icon. The View Declaration Header Details Page will be displayed.

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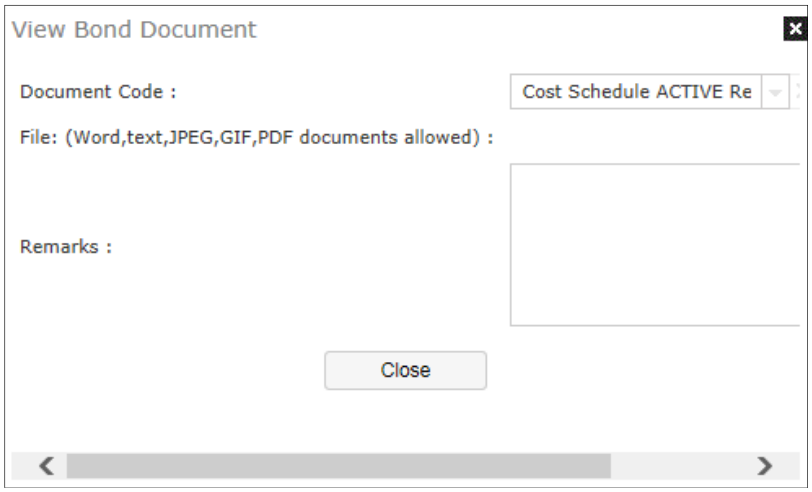
View Bond Details Tab Page

2. Click **Close** button to close the bond details.
3. Click **Bond Documents** tab to view the bond document details.



Bond Documents Tab Page

4. Click the  view icon to view the Bond document details.



View Bond Document Page

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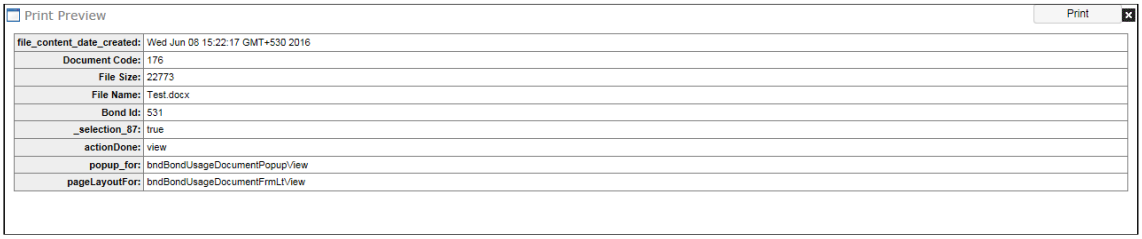
5. Click **Close** button to close the document details.

6. Click the  Quick view icon to overview the bond document details.

Bond Id:	531
Document Code:	176
File Name:	Test.docx
File Size:	22773
File: (Word,text,JPEG,GIF,PDF documents allowed):	Test.docx
Remarks:	

Bond Document Quick View Details Page

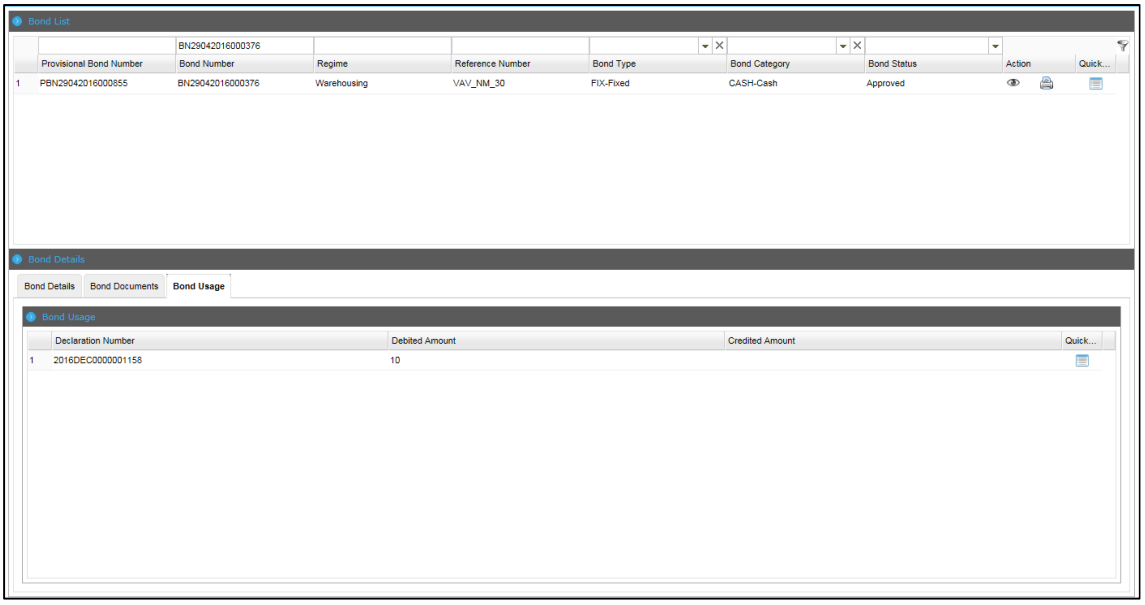
7. Click the  icon to print preview the bond document details.



Print Preview Bond Document Details Page

8. Click the **Print** button to print the bond document details.

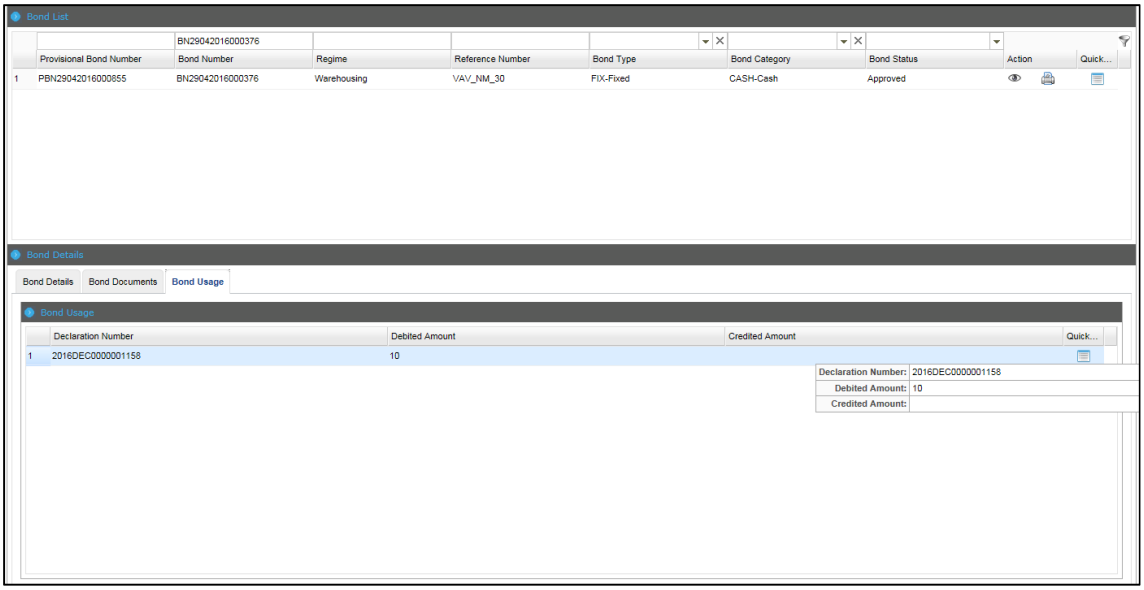
9. In the Bond Details page, click **Bond Usage** Tab to view the bond usage details.



Bond Usage Page

10. Click the  Quick view icon to overview the bond details.

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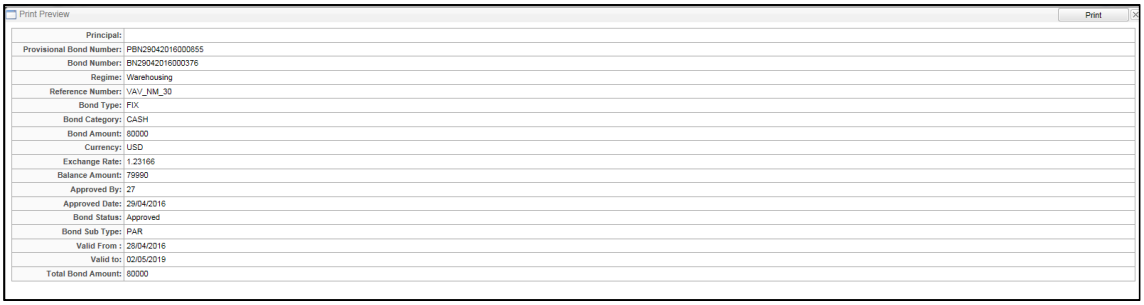
Bond Usage Quick View Details Page

Print Bond Usage Details

This functionality allows you to print the bond usage for the declaration details such as Bond Number, Regime, Bond Type, Bond category and Bond Amount etc.

To print the bond usage 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 bond usage details.

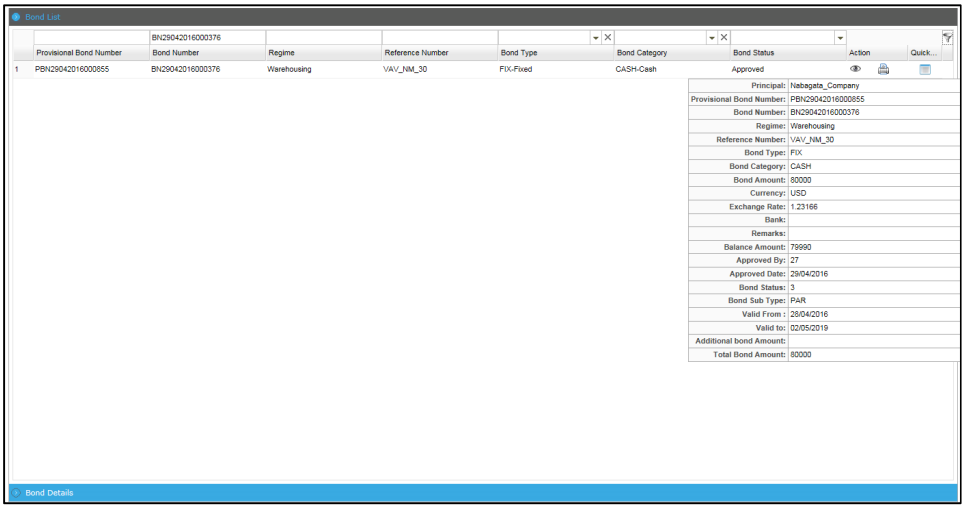
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Quick View Bond Usage Details

This functionality allows you to overview view the bond usage details such as Bond Number, Regime, Bond Type, Bond category and Bond Amount etc.

To quick view the bond usage details:

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



Bond Usage Quick View Details Page

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CHAPTER2
Temporary Import and Export Application

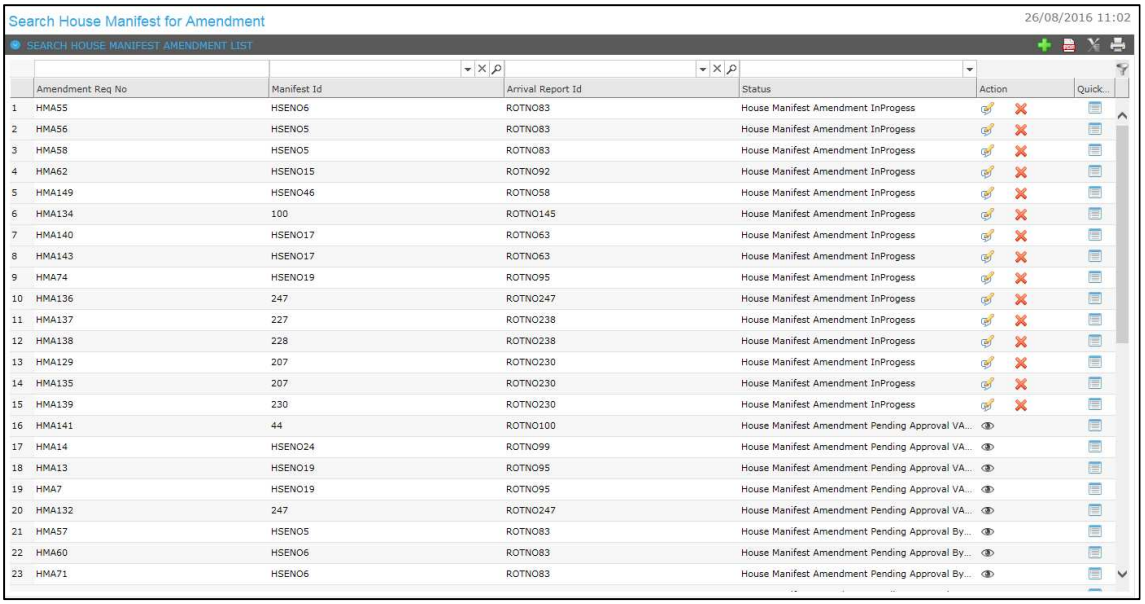
This chapter allows you to Create, Search for, View and Print the Submission and Extension Temporary Import/Export Requests for a declaration in the TFB system.

Creating Temporary Import/Export Request

The functionality allows you to create a new temporary import/export request before submitting a temporary import/export declaration. Once the request has been submitted, the Customs Officer approves the request and only those temporary import/ export items can be used in the declaration during submission in the TFB system.

To create a new temporary import/export request for a declaration:

1. Click **Temporary Import/Export Request**>>**Submit TIER Request**. The Submit Temporary Import/Export Request Page will be displayed.

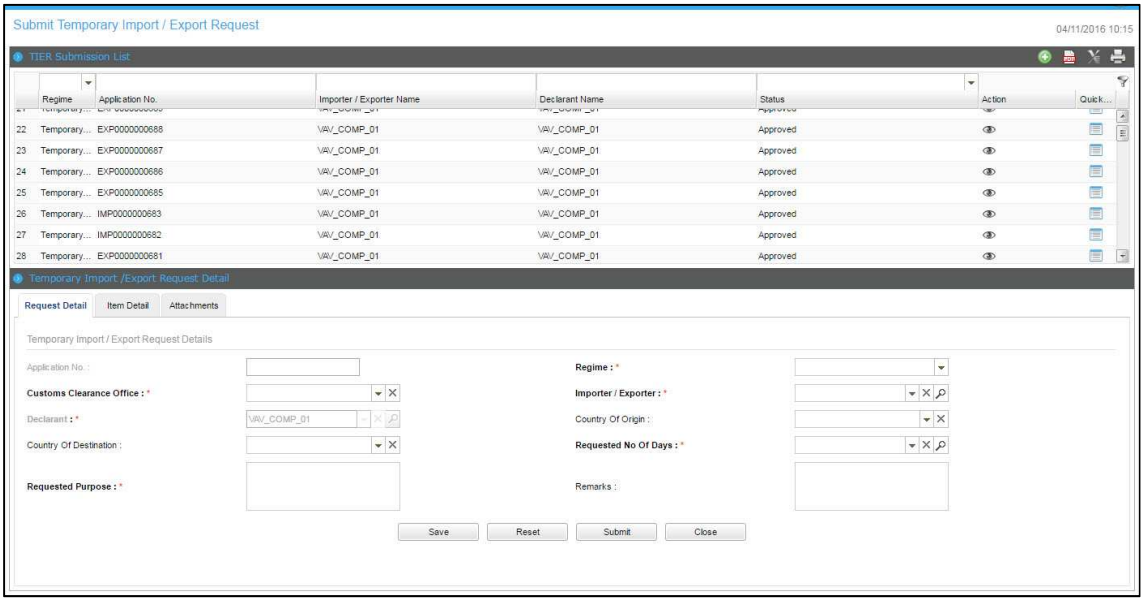


	Amendment Req No	Manifest Id	Arrival Report Id	Status	Action	Quick...
1	HMA55	HSENO6	ROTNO83	House Manifest Amendment InProgess		
2	HMA56	HSENO5	ROTNO83	House Manifest Amendment InProgess		
3	HMA58	HSENO5	ROTNO83	House Manifest Amendment InProgess		
4	HMA62	HSENO15	ROTNO92	House Manifest Amendment InProgess		
5	HMA149	HSENO46	ROTNO58	House Manifest Amendment InProgess		
6	HMA134	100	ROTNO145	House Manifest Amendment InProgess		
7	HMA140	HSENO17	ROTNO63	House Manifest Amendment InProgess		
8	HMA143	HSENO17	ROTNO63	House Manifest Amendment InProgess		
9	HMA74	HSENO19	ROTNO95	House Manifest Amendment InProgess		
10	HMA136	247	ROTNO247	House Manifest Amendment InProgess		
11	HMA137	227	ROTNO238	House Manifest Amendment InProgess		
12	HMA138	228	ROTNO238	House Manifest Amendment InProgess		
13	HMA129	207	ROTNO230	House Manifest Amendment InProgess		
14	HMA135	207	ROTNO230	House Manifest Amendment InProgess		
15	HMA139	230	ROTNO230	House Manifest Amendment InProgess		
16	HMA141	44	ROTNO100	House Manifest Amendment Pending Approval VA...		
17	HMA14	HSENO24	ROTNO99	House Manifest Amendment Pending Approval VA...		
18	HMA13	HSENO19	ROTNO95	House Manifest Amendment Pending Approval VA...		
19	HMA7	HSENO19	ROTNO95	House Manifest Amendment Pending Approval VA...		
20	HMA132	247	ROTNO247	House Manifest Amendment Pending Approval VA...		
21	HMA57	HSENO5	ROTNO83	House Manifest Amendment Pending Approval By...		
22	HMA60	HSENO6	ROTNO83	House Manifest Amendment Pending Approval By...		
23	HMA71	HSENO6	ROTNO83	House Manifest Amendment Pending Approval By...		

Submit Temporary Import/Export Request Page

2. Click  icon to create a new Temporary Import/Export Request.

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Create New Temporary Import/Export Request page

3. Enter information in the Request Details fields.

Request Details

Field/Button description	Action/Input Required
Application Number	This number is generated once the temporary import/export request is created and submitted to the Customs for approval.
Regime	Select the regime type as **Temporary Import** or **Temporary Export** from the dropdown list.
Customs Clearance Office	Select the customs clearance office from the dropdown list.
Importer/Exporter	Select the importer or the exporter details from the dropdown list.
Declarant	By default, this field displays the declarant details.
Country of Origin	Select the country of origin of the goods where its journey starts from the dropdown list.
Country of Destination	Select the country of destination of the goods where its journey ends from the dropdown list.
Requested No of Days	Select the duration of the goods to be imported or exported from the dropdown list.
Requested Purpose	Enter the purpose for the temporary import or export of goods.

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Field/Button description	Action/Input Required
Remarks	Select whether the vessel is coming into (Inbound) or going out (Outbound) of the country.
Remarks	Enter the remarks relevant to the request if any.

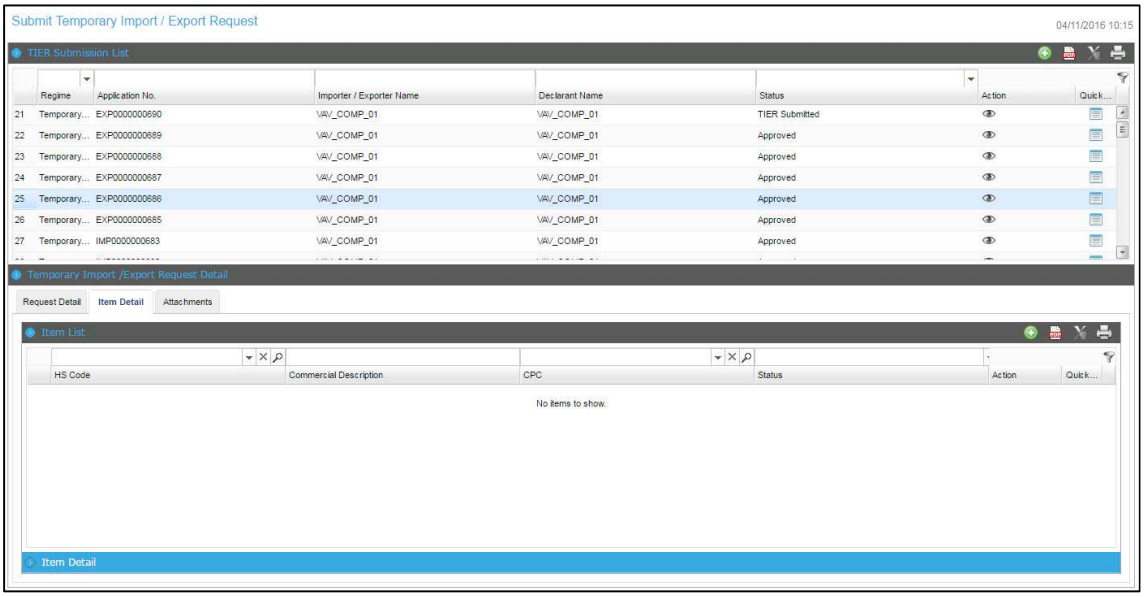
Click Reset button to clear the entered details and re-enter the field values.

4. Click **Save** button to save the entered request details.



Record Saved Successfully Message

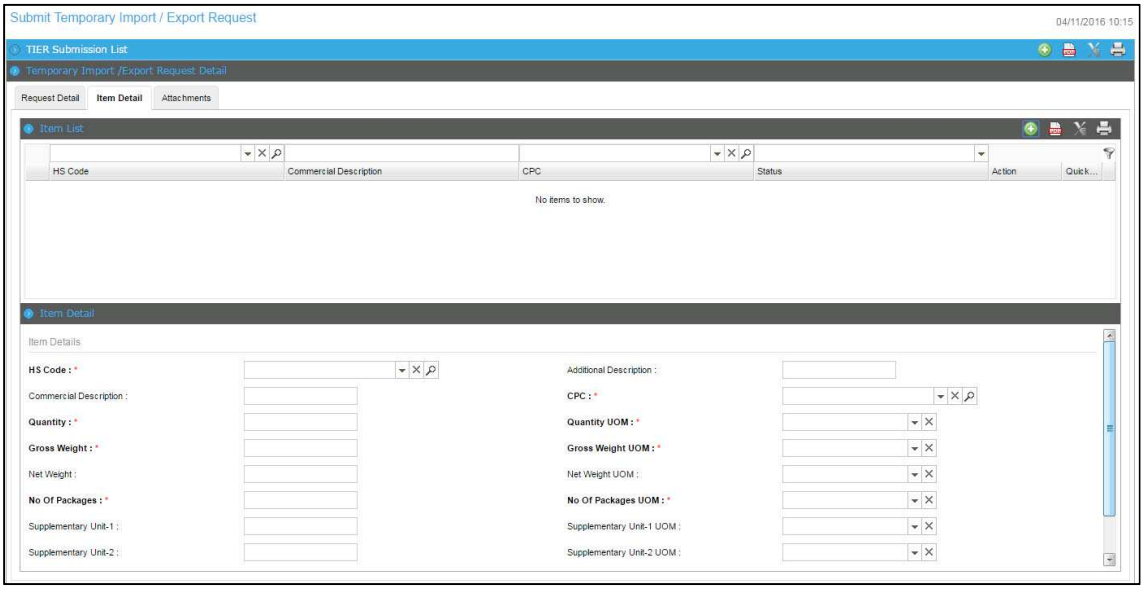
5. Click **Ok** button to close the confirmation message.
6. Click **Item Details** Tab. The Item Details page will be displayed.



Item Details Tab page

7. Click icon to add a new item details.

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Item Details page

8. Enter information in the Item Details fields.

Item Details

Field/Button description	Action/Input Required
HS Code	Enter the Harmonised System Code of the item from the dropdown list.
Description	This field is auto- displayed when the HS code is selected for the item.
Commercial Description	This field is auto- displayed when the HS code is selected for the item.
CPC	Select the Customs Procedure Code for the item from the dropdown list.
Quantity	Enter the item's quantity.
Quantity UOM	Select the unit of measurement for the specified item quantity.
Gross Weight	Enter the item's gross weight.
Gross Weight UOM	Select the unit of measurement for the specified item's gross weight.
Net Weight	Enter the item's net weight.

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Field/Button description	Action/Input Required
Net Weight UOM	Select the unit of measurement for the specified item's net weight.
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 third additional dimension of the item.
Supplementary Unit 3 UOM	Select the unit of measurement for the third supplementary unit.

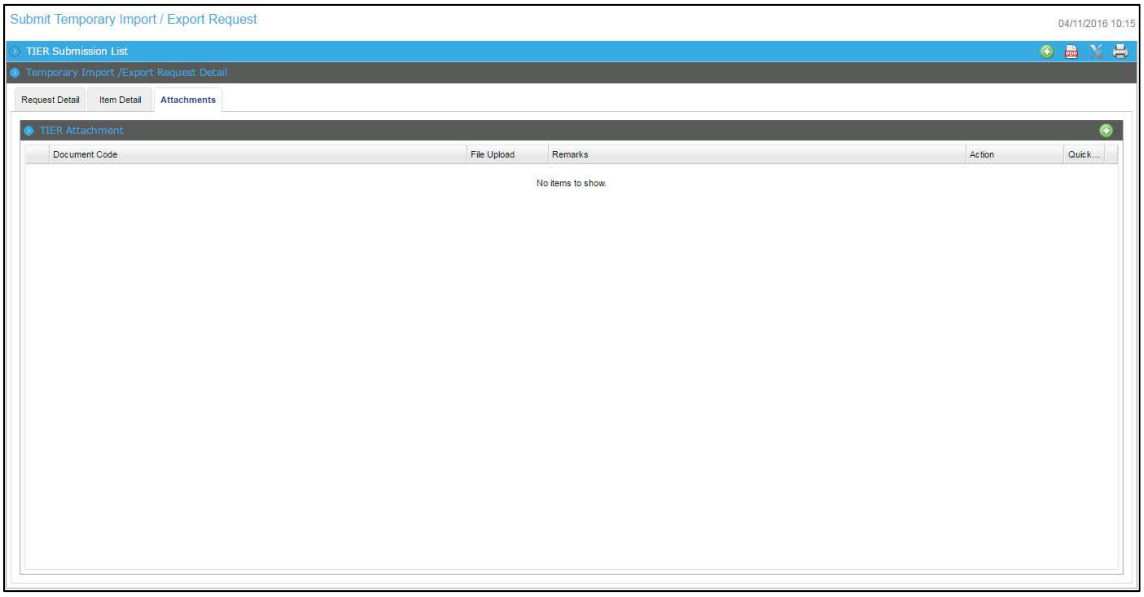
9. Click **Save** button to save the entered item details.



Record saved Successfully Message

10. Click **Ok** button to close the confirmation message.
11. Click **Attachments** tab. The Attachments details page will be displayed.

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Attachments page

12. Click the  add icon to add a new attachment.



Add TIER Attachment page

13. Enter information in the Attachment Details fields.

Attachment Details

Field/Button description	Action/Input Required
Document Code	Select the document code that you wish to attach from the dropdown list.

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Field/Button description	Action/Input Required
File Upload	Select the file you wish to upload using the **Choose File** button. **Note:** You can upload files in **.pdf**, **.jpg or .jpeg** formats only.
Remarks	Enter the remarks relevant to the attachment if any.

14. Click **Save** button to save the entered request details.



Record saved Successfully Message

15. Click **Ok** button to close the confirmation message.
16. In the Request Details tab page, click **Submit** button to submit the Created temporary import/export request for declaration. The Record Submitted Confirmation message will be displayed.



Record Submitted Successfully Message

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

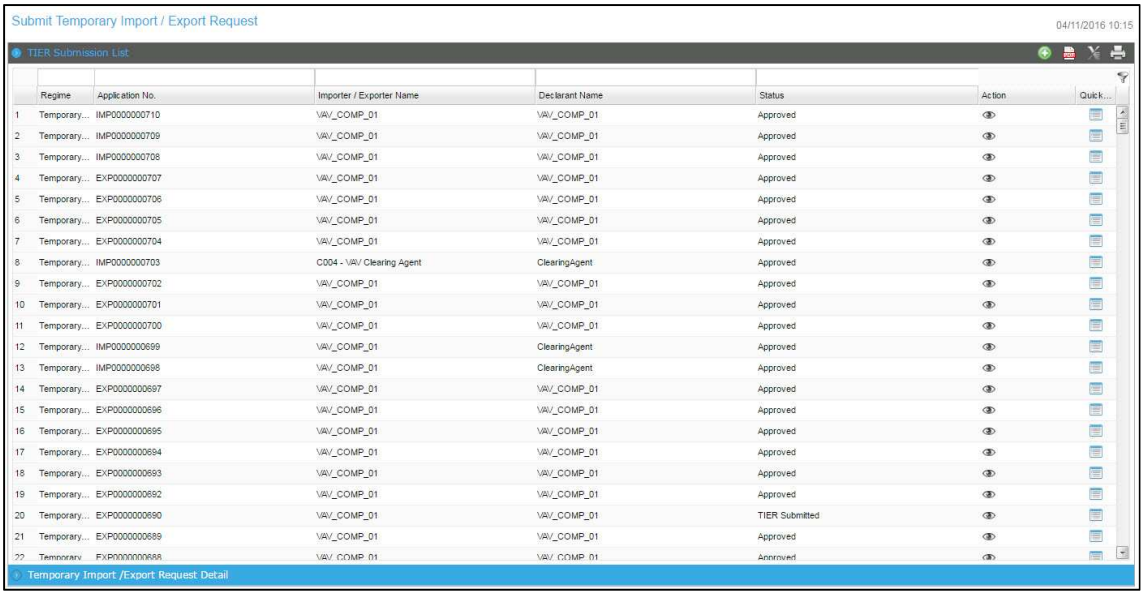
© CrimsonLogic Pte Ltd

Searching Temporary Import/Export Request Details

The functionality allows you to search for, view, edit, overview and delete the temporary import/export request details in the TFB system.

To search for Temporary Import/Export Request:

1. Click **Temporary Import/Export Request**>>**Submit TIER Request**. The Search Submit Temporary Import/Export Request Page will be displayed.



Search Submit Temporary Import/Export Request Page

Following are the field and button descriptions of the **Search Temporary Import/Export Request** page.

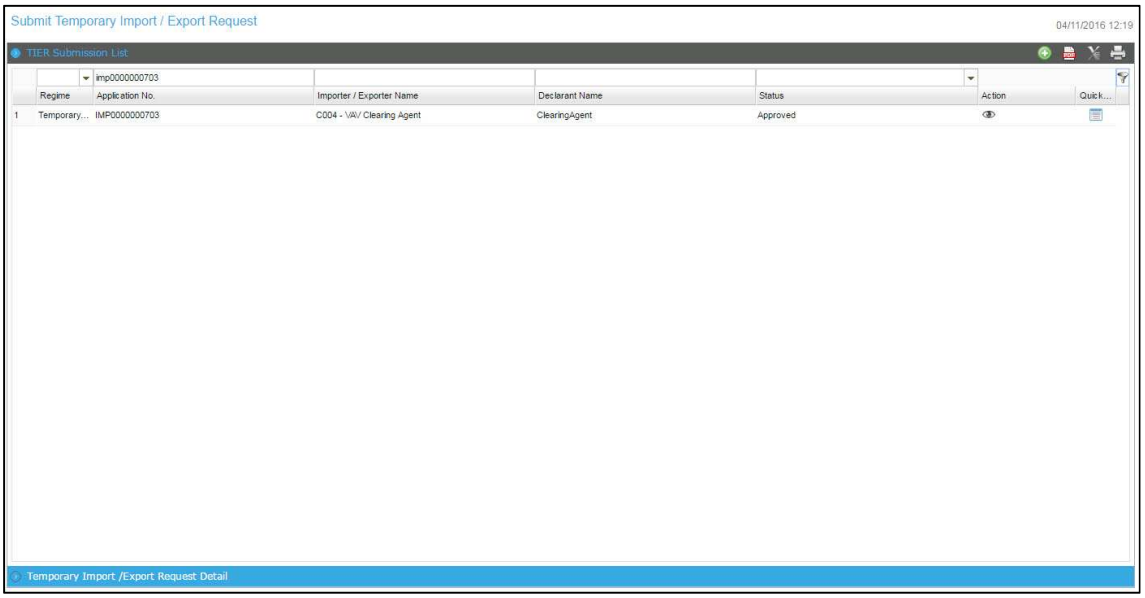
Field/Button description	Action/Input Required
Regime	Enter the regime as **Temporary Import** or **Temporary Export**.
Application Number	Enter the temporary import/export application number.
Importer/Exporter Name	Enter the name of the temporary importer/exporter.
Declarant Name	Enter the name of the declarant.
Status	Select the status of the temporary import/export request.

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.

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- To get an exact search result, you must enter the following search criteria:
  - Regime
  - Application Number
  - Importer/Exporter Name
  - Declarant Name
  - Status

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



Search Results Page

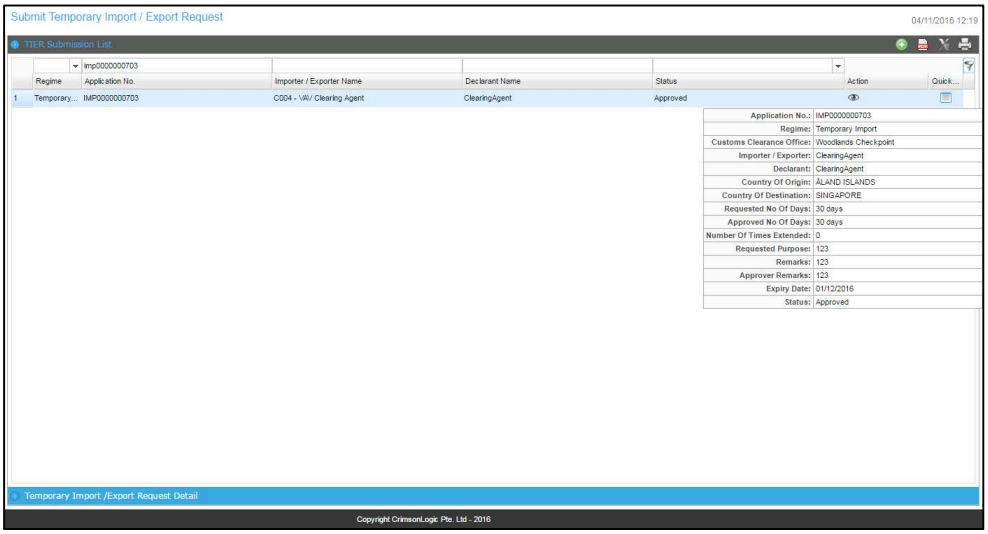
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Quick View Temporary Import/Export Request Details

This functionality allows you to overview the Temporary Import/Export Request details such as Application number, regime, Customs Clearance Officer, Importer/Exporter and Request No of Days etc.

To quick view the temporary import/export request details:

1. From the search results, click the  icon. The Temporary Import/Export Request Quick View Page will be displayed.



Temporary Import/Export Request Quick View Details Page

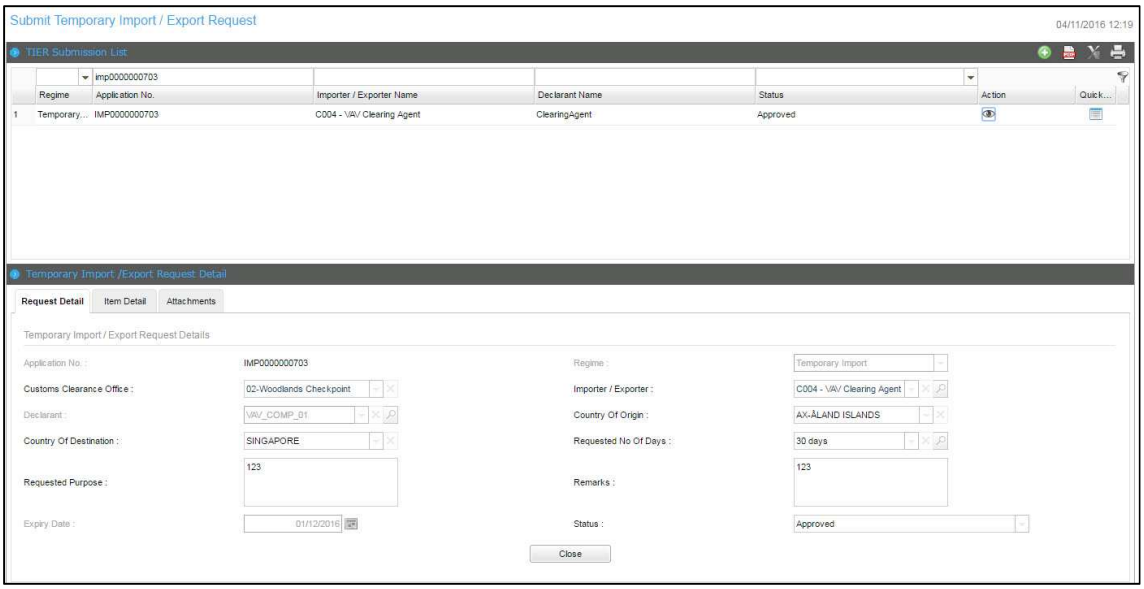
© CrimsonLogic Pte Ltd

View Temporary Import/Export Request Details

This functionality allows you to view the Temporary Import/Export Request details.

To view the temporary import/export request details:

1. From the search results, click the  icon. The View Temporary Import/Export Request Details Page will be displayed.



View Request Details Tab Page

2. Click **Close** button to close the request details.

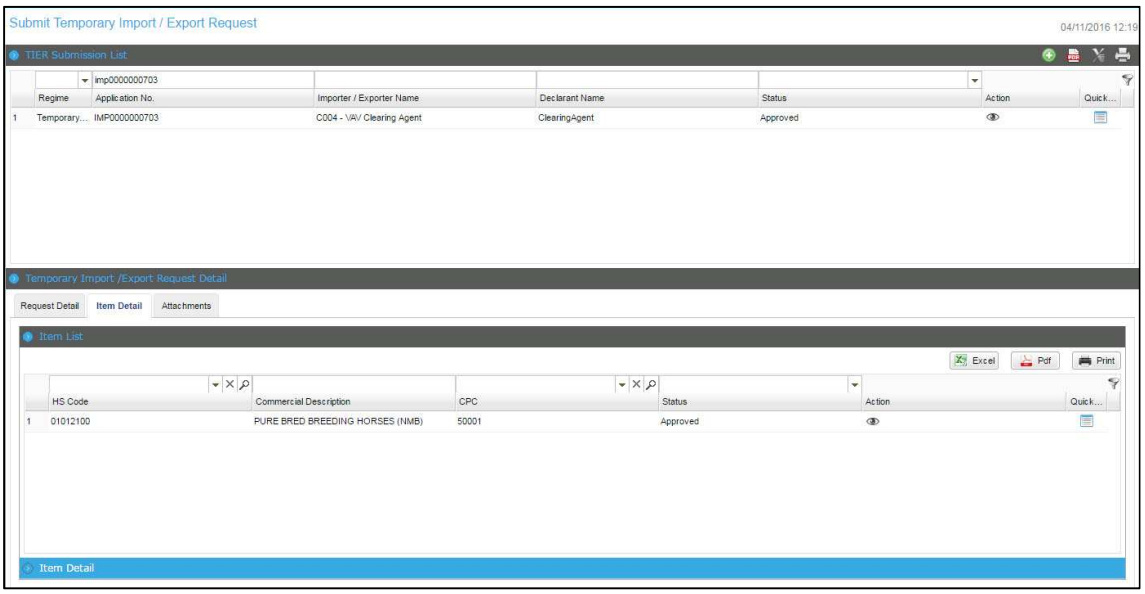
Click the **Excel sheet** icon to download the temporary import/export details as an excel sheet.

Click the **PDF** icon to download the temporary import/export details as a PDF document.

Click the **Print** button to print the temporary import/export details.

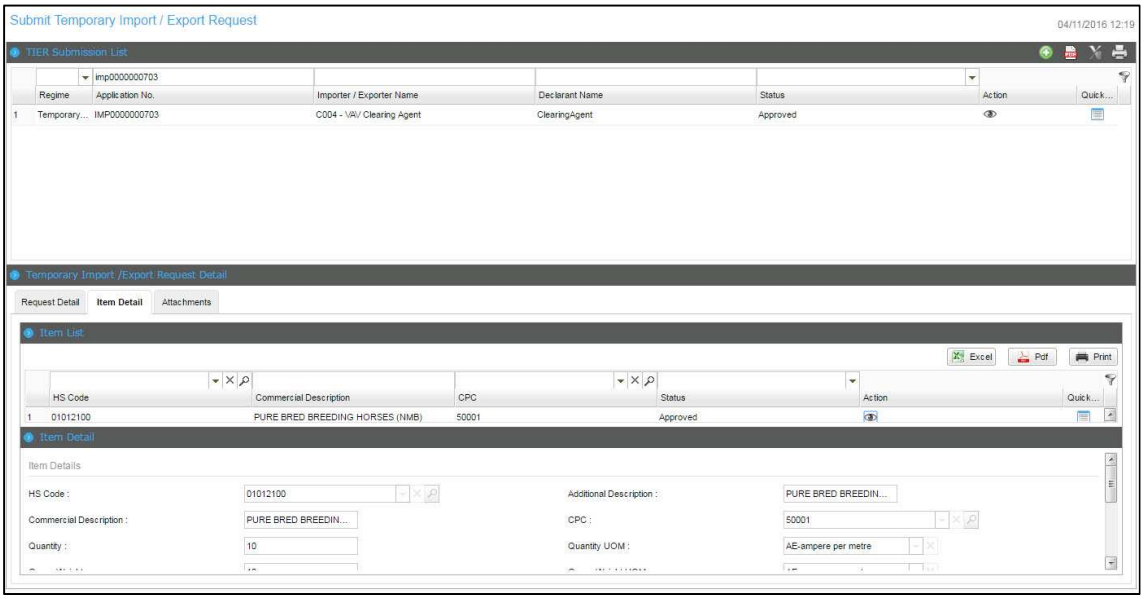
3. Click **Items Details** tab to view the item details.

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Item Detail Tab Page

4. Click the  icon to view the temporary import/export item details.



View Item Details Page

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

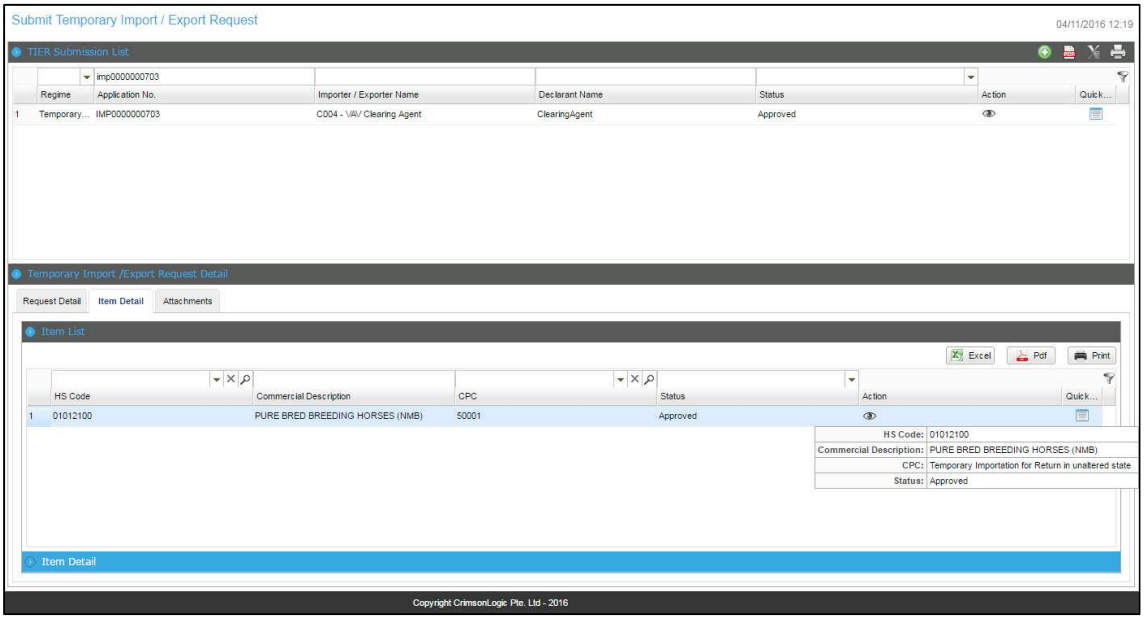
Click the **Excel sheet** icon to download the temporary import/export item details as an excel sheet.

Click the **PDF** icon to download the temporary import/export item details as a PDF document.

Click the **Print** button to print the temporary import/export item details.

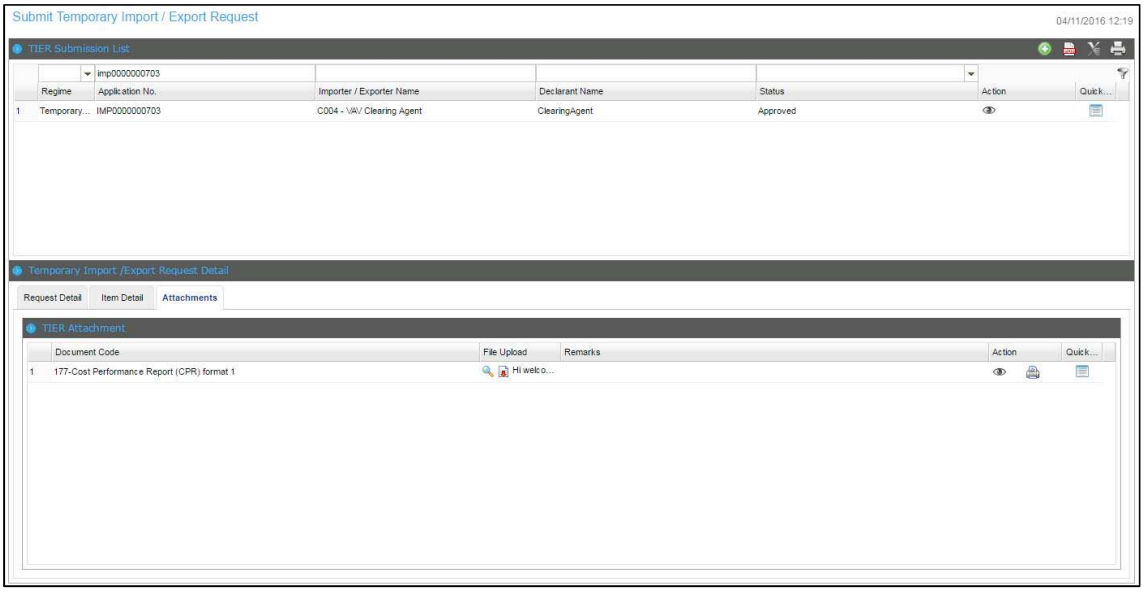
© CrimsonLogic Pte Ltd

6. In the Item Details tab, click the  Quick view icon to view the item details.



Item Details Quick View Page

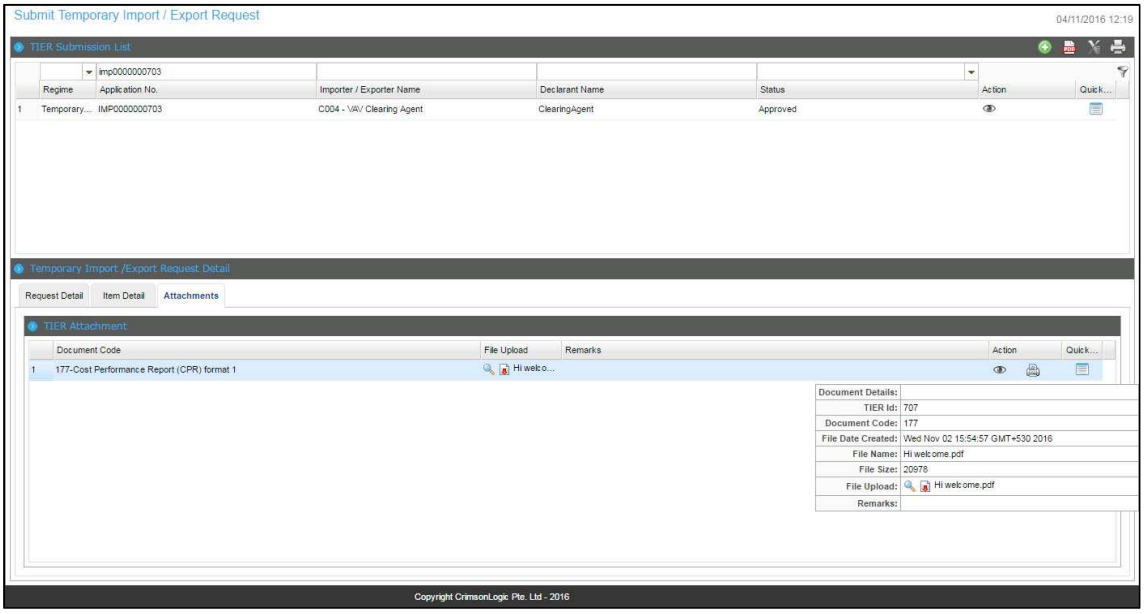
7. Click **Attachments** tab to view the temporary import/export attached document details.



Attachments Tab Page

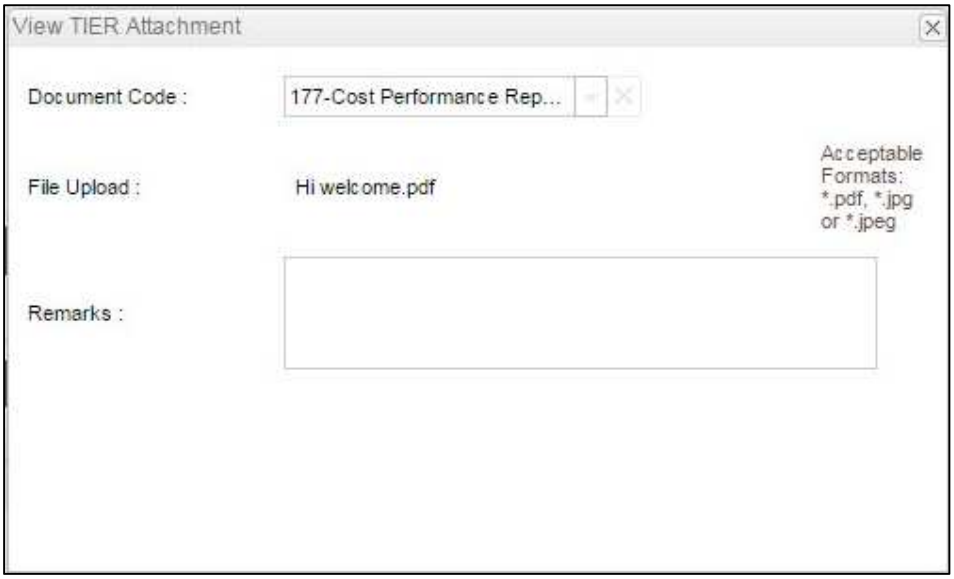
8. Click the  quick view icon to view the temporary import/export attachment details.

© CrimsonLogic Pte Ltd



Attachments Quick View Page

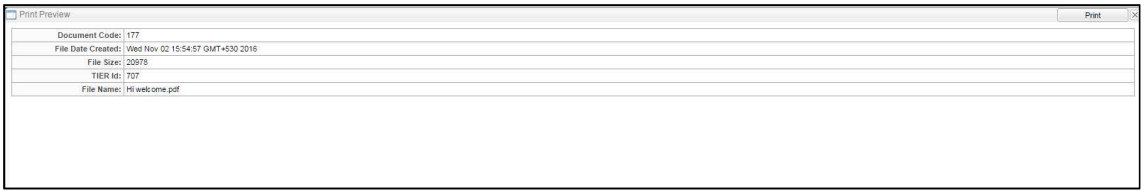
9. Click the  icon to view the temporary import/export attachment details.



View TIER Attachment Page

10. In the Attachments Tab page, click  icon to print the attachement details. The Print preview page will be displayed.

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Print Preview Item Detail Page

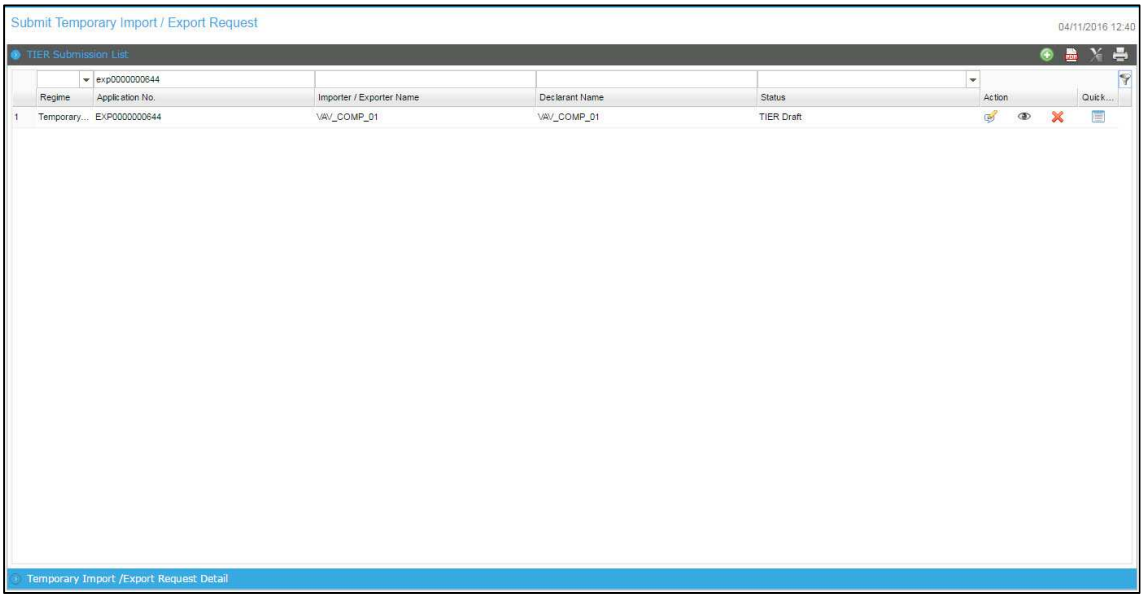
11. Click **Print** button to print the temporary import/export attachment details.

Edit Temporary Import/Export Request Details

This functionality allows you to edit the Temporary import/export details, which is in draft status in the TFB system.

To edit the temporary import/export request details:

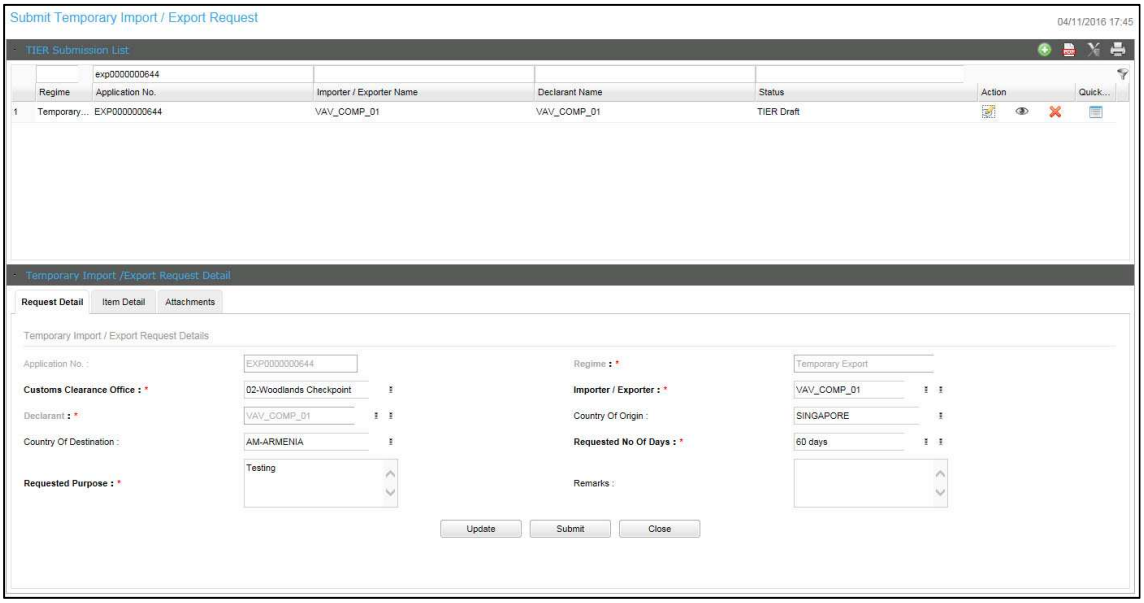
1. Perform a search for the Temporary Import/Export Request with **Draft** status. The Temporary Import/Export Request Search Results page will be displayed.



Temporary Import/Export Request Search Results page

2. From the search results, click the  icon. The Edit Temporary import/export Details Page will be displayed.

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Edit Request Details Page

3. Modify the necessary information in the Temporary import/export Request Details tab page. For more information, refer to field descriptions in Request Details.

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

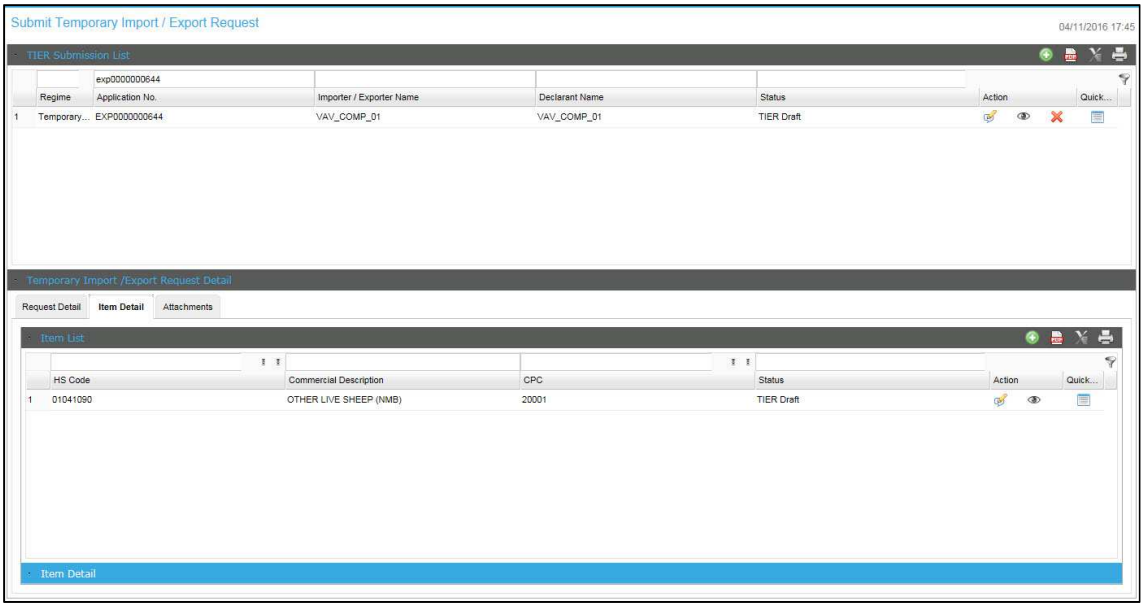


Records Updated Successfully Message

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

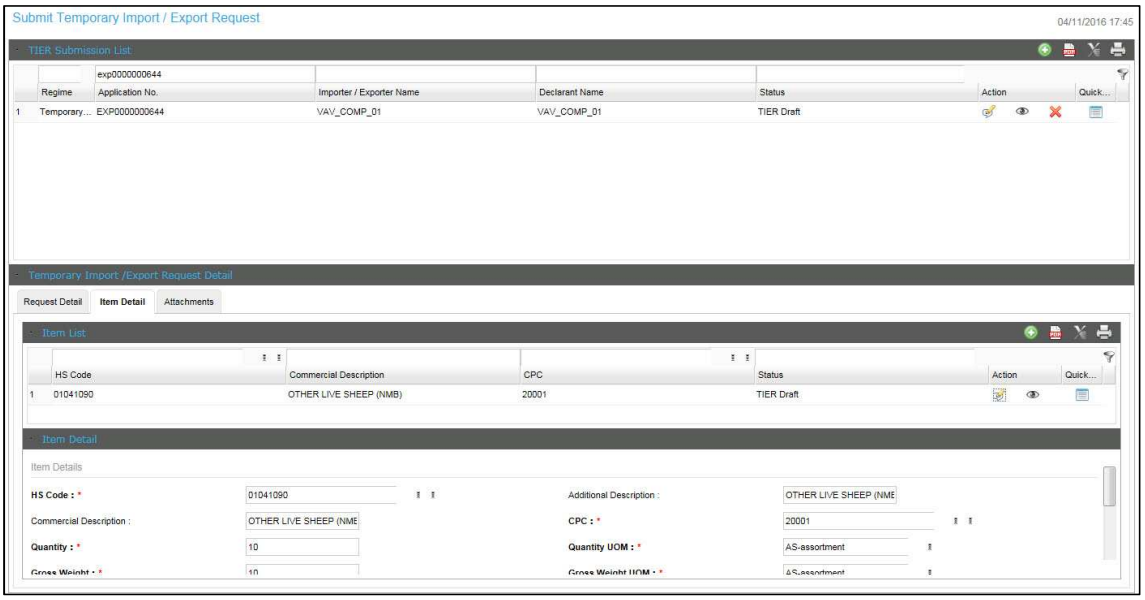
6. Click **Item Detail** Tab details to view the temporary import/export Item details page.

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Item Details Tab page

7. Click the  button to modify the necessary information in the temporary import/export item details page. For more information, refer to field descriptions in the Item Details.



Edit Item Details Page

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

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Records Updated Successfully Message

9. Click **OK** button.

Click the **View** icon to view the Temporary import/export item details.

Click the **Quick View** icon to overview the Temporary import/export item details.

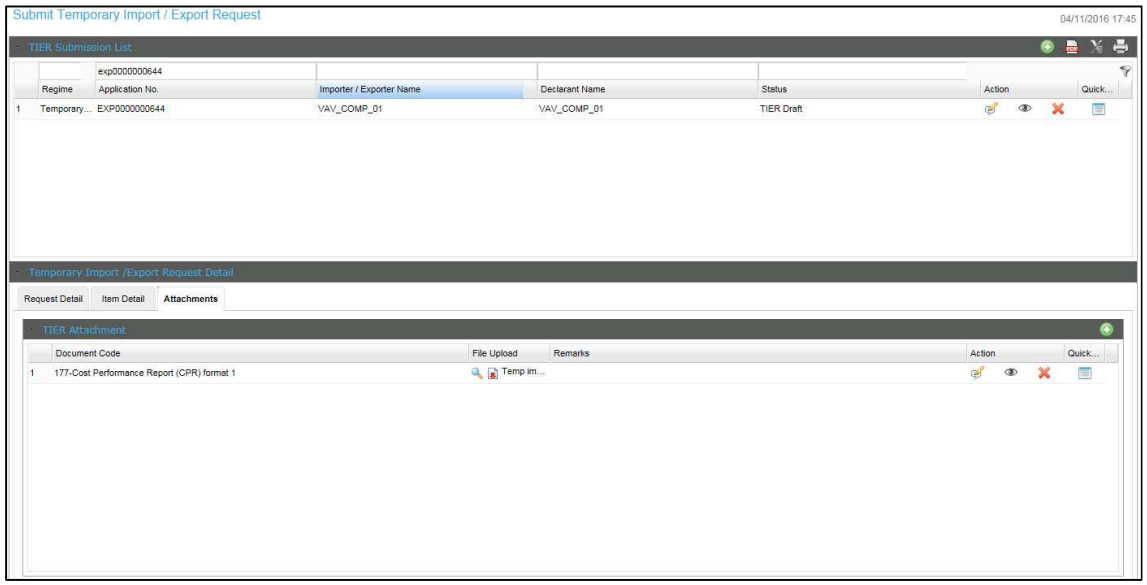
Click **Excel sheet** icon to download the Temporary import/export item details as an excel sheet.

Click **PDF** icon to download the Temporary import/export item details as a PDF document.

Click **Print** button to print the Temporary import/export item details.

Click **Add** icon to add another Temporary import/export item details.

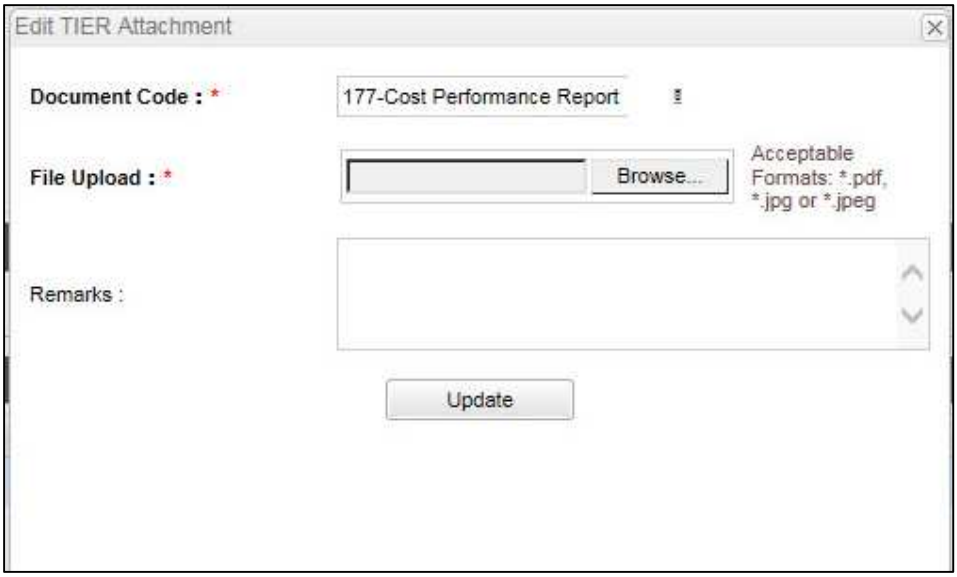
10. Click **Attachments** tab.The Temporary Import/export attachment Details tab page will be displayed.



Attachments Tab Page

11. Click the  button to modify the necessary information in the attachment details page. For more information, refer to field descriptions in the Attachment Details.

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Edit TIER Attachments Page

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



Records Updated Successfully Message

13. Click **OK** button.

Click the **View** icon to view the attachments details.
Click the **Delete** icon to delete the attachments details.
Click the **Quick View** icon to overview the attachments details.
Click **Add** icon to add another attachment details.

14. In the Request Details tab page, click **Submit** button to submit the edited temporary import/export request details. The Records submitted successfully message will be displayed.

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Records Submitted Successfully Message

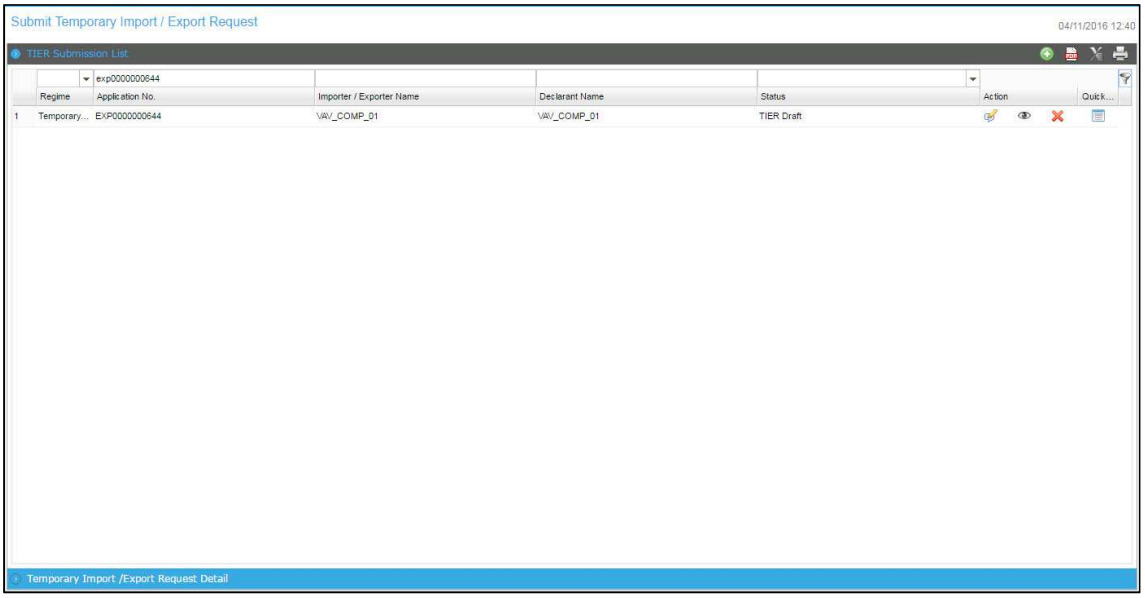
15. Click **OK** button to close the confirmation message.

View Draft Temporary Import/Export Request Details

This functionality allows you to view the Temporary Import/Export Request details in draft status.

To view the temporary import/export request details as a draft:

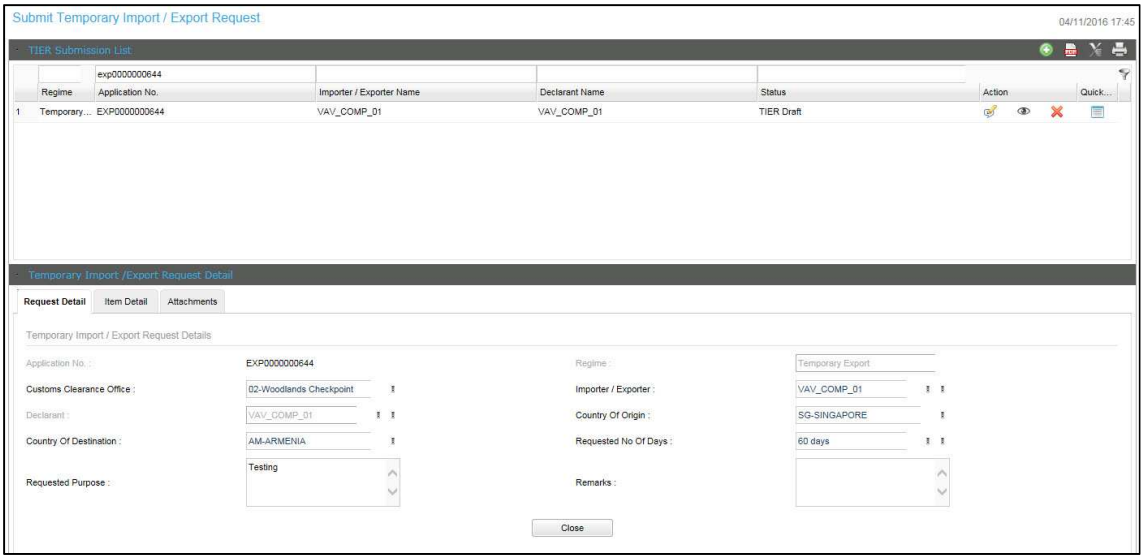
1. Perform a search with Temporary Import/Export Request whose status is **Draft**. The Temporary Import/Export Request Draft Search Results page will be displayed.



Temporary Import/Export Request Draft Search Results Page

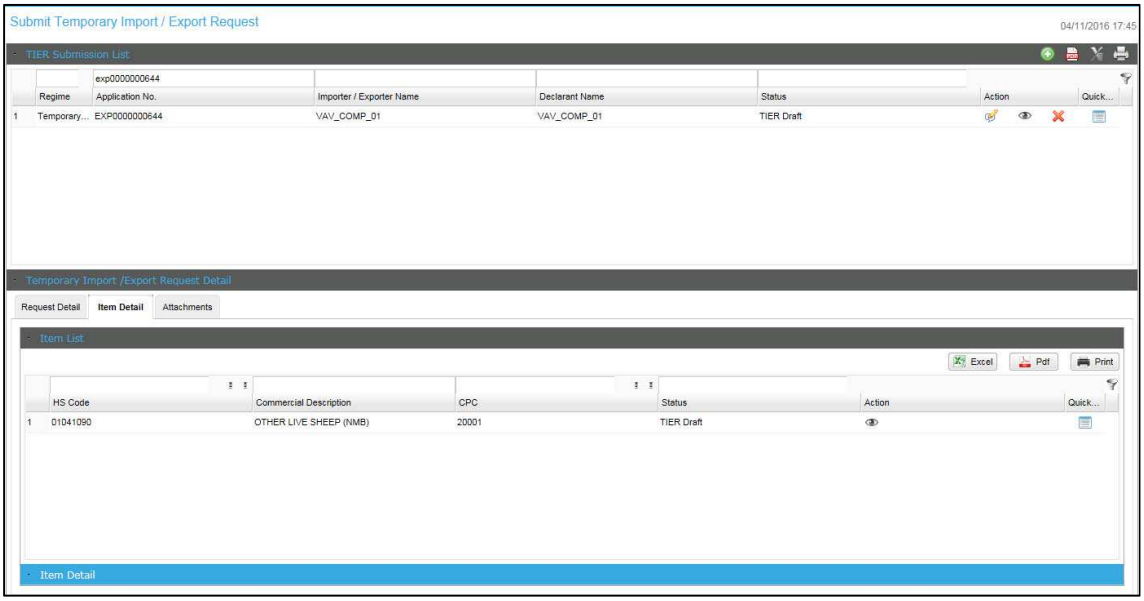
2. Click the  icon. The View Request Details Page will be displayed.

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View Request Details Tab Page

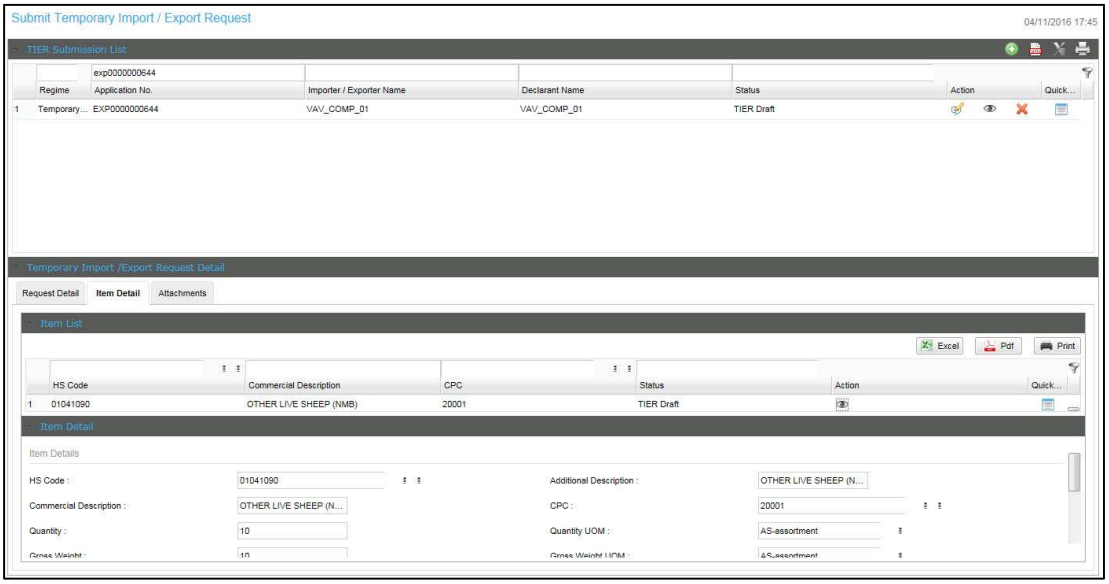
3. Click **Close** button to close the request details page.
4. Click **Items Details** tab to view the item details.



Item Detail Tab Page

5. Click the  icon to view the temporary import/export item details.

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View Item Details Page

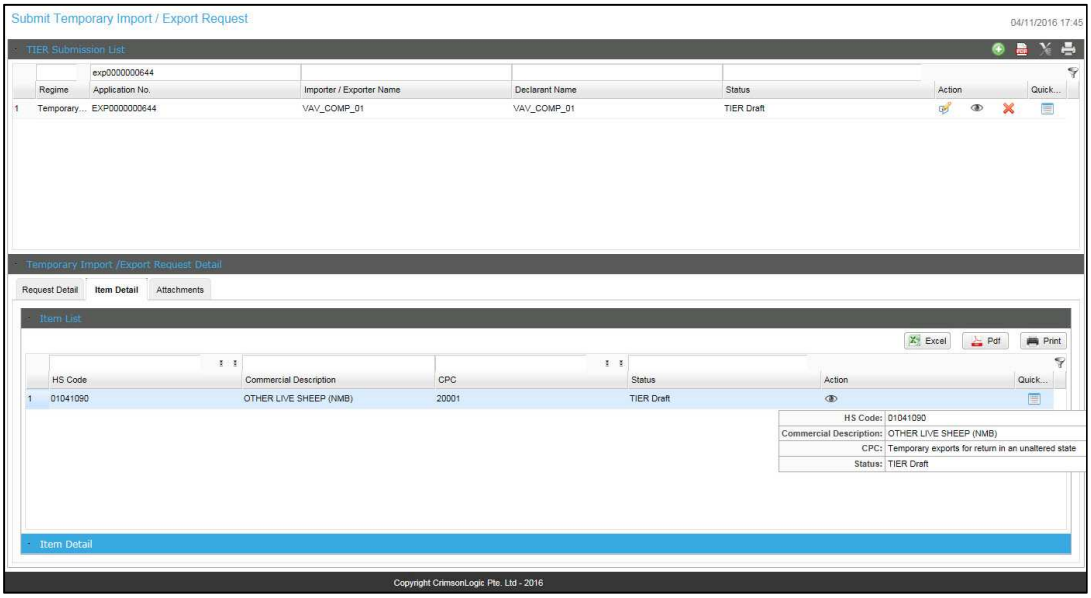
6. Click **Close** button to close the item details.

Click the **Excel sheet** icon to download the temporary import/export item details as an excel sheet.

Click the **PDF** icon to download the temporary import/export item details as a PDF document.

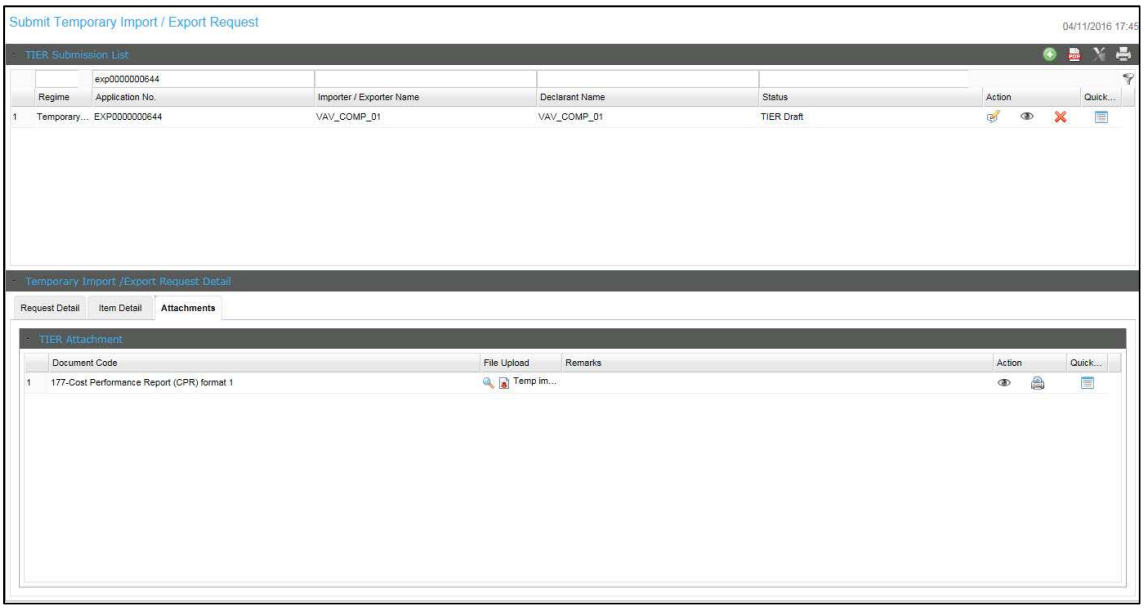
Click the **Print** button to print the temporary import/export item details.

7. In the Item Details tab, click the  Quick view icon to view the item details.



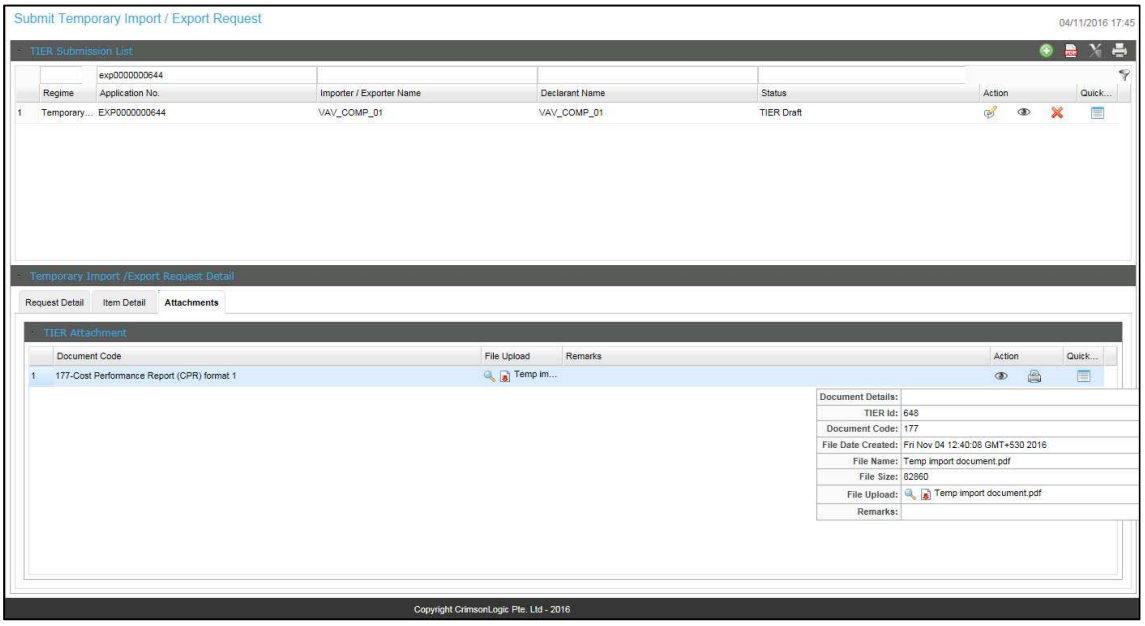
Item Quick View Details Page

8. Click **Attachments** tab to view the temporary import/export attached document details.



Attachments Tab Page

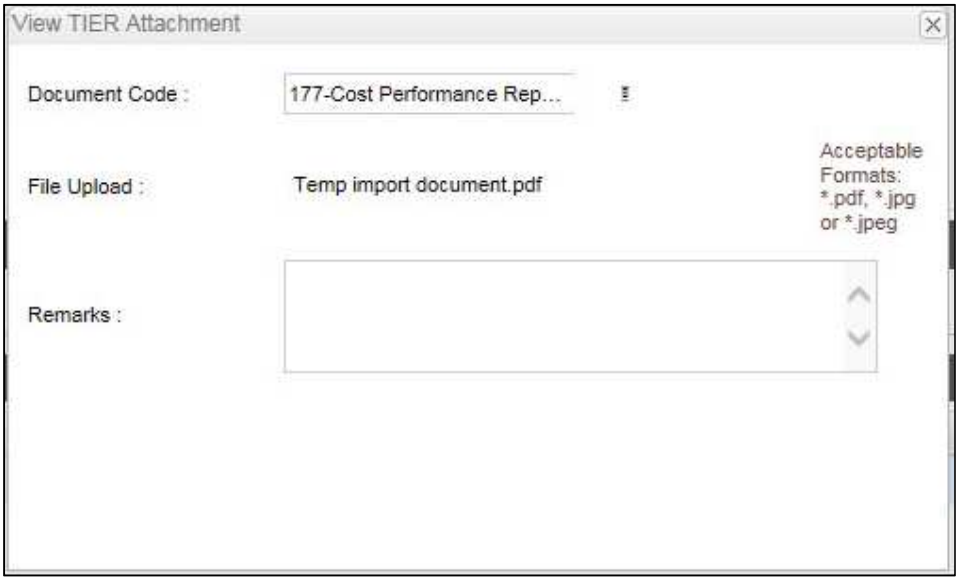
9. Click the  quick view icon to view the temporary import/export attachment details.



Attachments Quick View Page

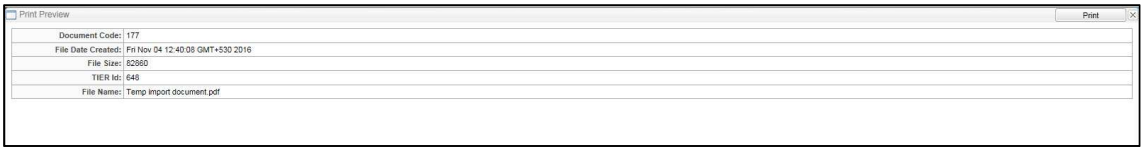
10. Click the  icon to view the temporary import/export attachment details.

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View TIER Attachment Page

11. Click icon to print the attachment details. The Print preview page will be displayed.



Print Preview Item Detail Page

12. Click **Print** button to print the temporary import/export attachment details.

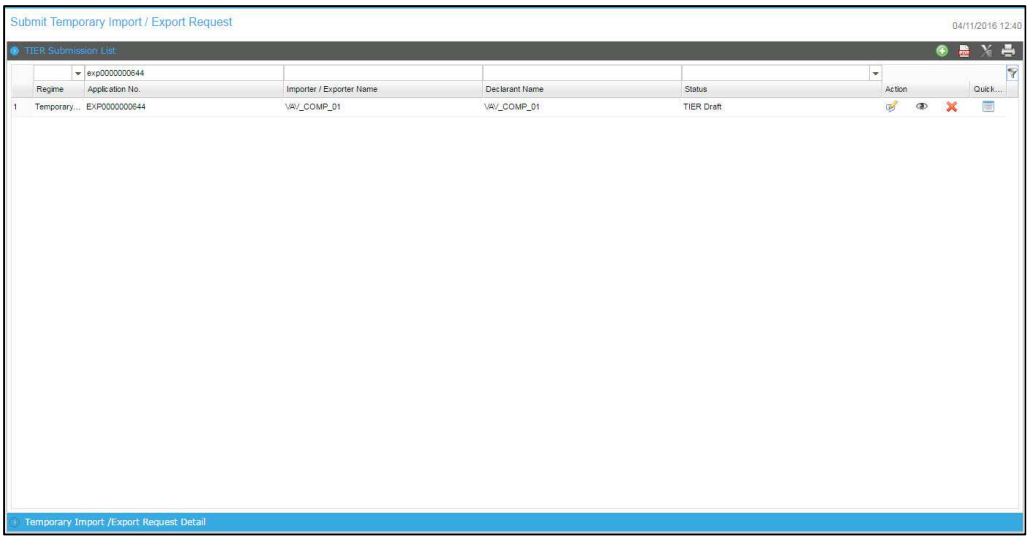
© CrimsonLogic Pte Ltd

Quick View Temporary Import/Export Request Details

This functionality allows you to overview the Temporary Import/Export Request details such as Application number, regime, Customs Clearance Officer, Importer/Exporter and Request No of Days etc.

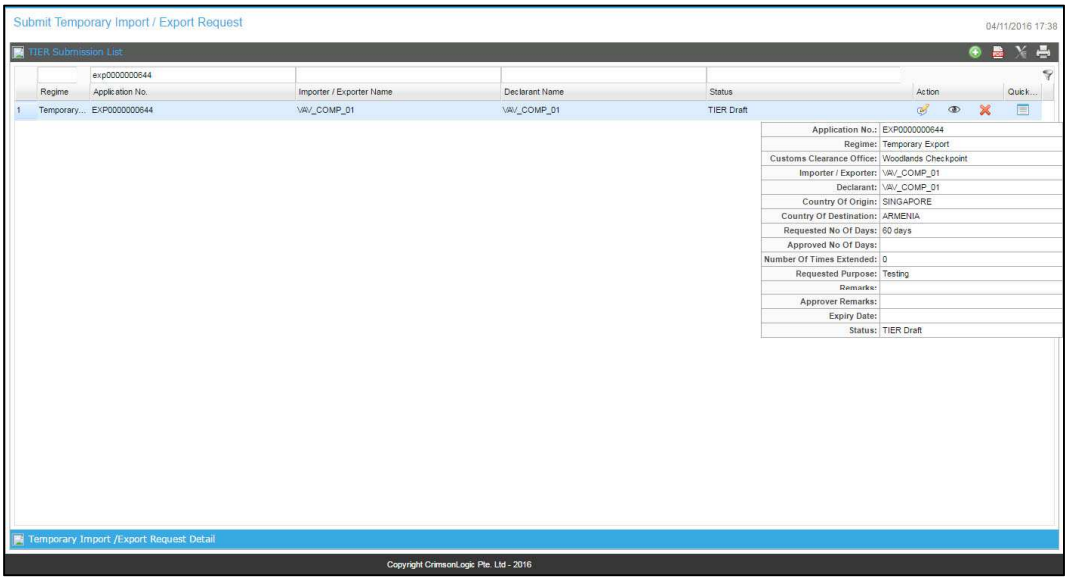
To quick view the temporary import/export request details:

1. Perform a search with Temporary Import/Export Request whose status is **Draft**. The Temporary Import/Export Request Draft Search Results page will be displayed.



Temporary Import/Export Request Draft Search Results Page

2. Click the  icon. The **Draft** Temporary Import/Export Request Quick View Page will be displayed.



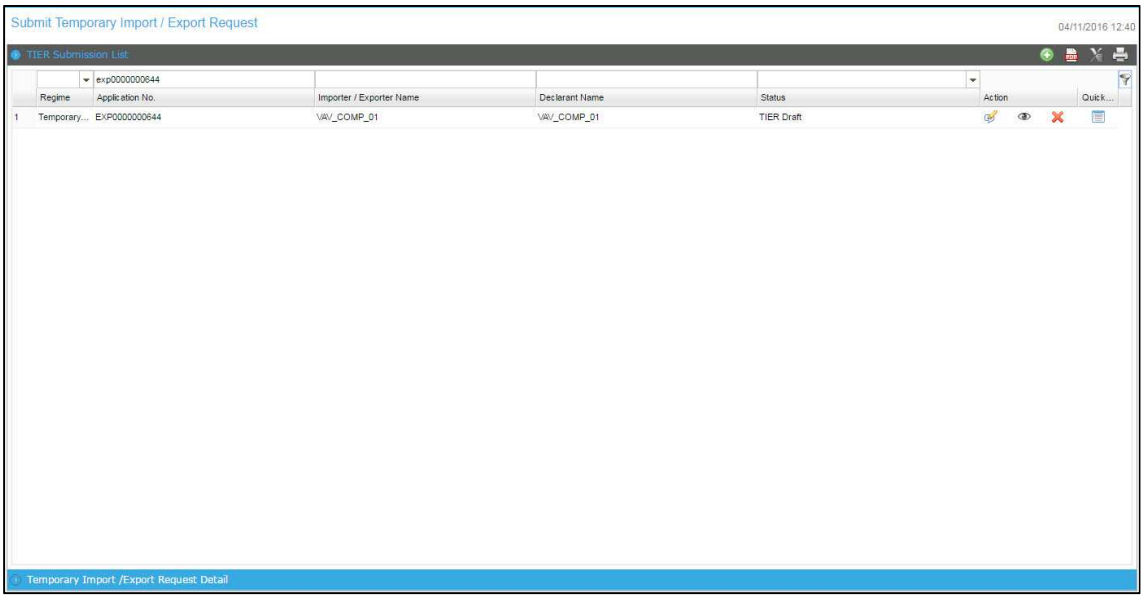
Draft Temporary Import/Export Request Quick View Details Page

Delete Temporary Import/Export Request Details

This functionality allows you to delete the Temporary Import/Export request details, which is in draft status in the TFB system.

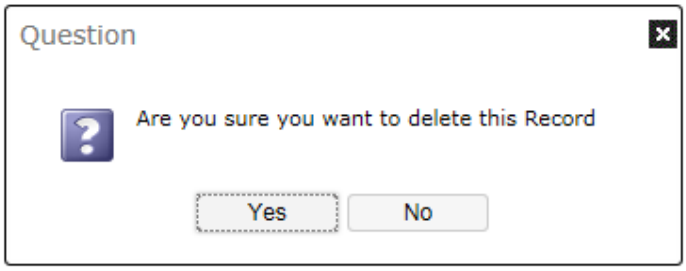
To delete a temporary import/export request:

1. Perform a search with Temporary Import/Export request. The Temporary Import/Export Request Search Results page will be displayed.



Temporary Import/Export request Search Results Page

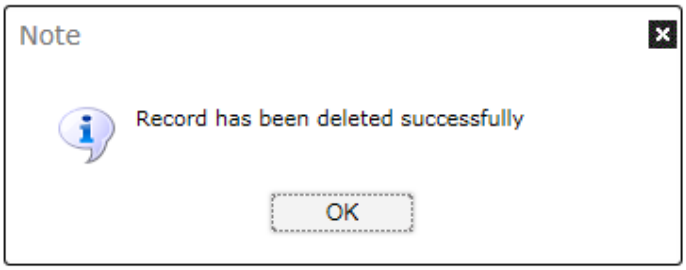
2. Click the  icon to delete the Temporary Import/Export request details. The Delete Confirmation message will be displayed.



Delete Confirmation Message

3. Click **Yes** button to delete the Temporary Import/Export request details.

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Record Deleted Successfully Message

Searching Extend Temporary Import/Export Details

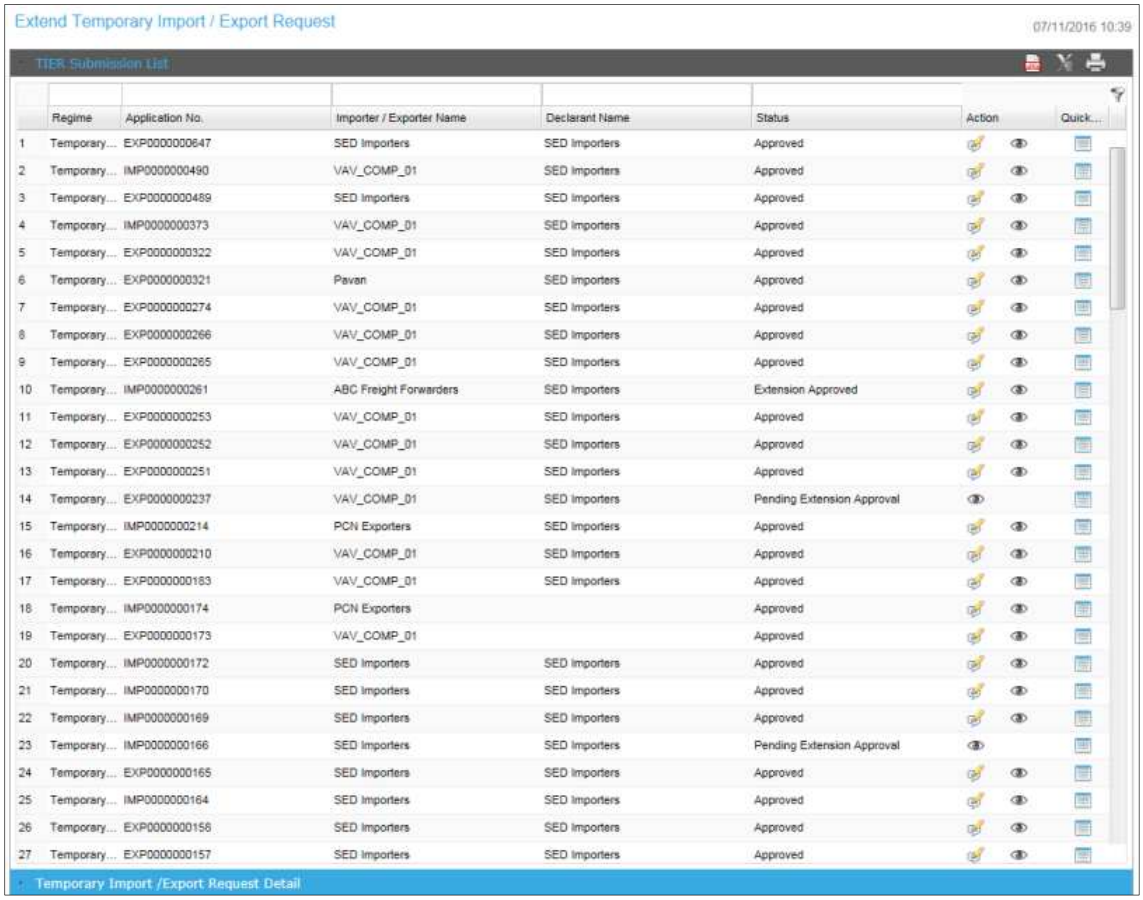
The functionality allows you to search for, view, edit, submit and overview the temporary import and export details in the TFB system.

You can submit the extension request for cargo items that have exceeded its authorized stay in the TFB system. Once the extension request has been submitted, the Customs Officer approves the extension request in the TFB system.

To search for extend temporary import/export request:

1. Login to the application and Click **Temporary Import/Export** >>**Extend TIER Request**. The Search result page will be displayed.

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Extend Temporary Import/Export Search Page

Following are the field and button descriptions of the **Extend Temporary Import/Export Search** Page

Field/Button description	Action/Input Required
Regime	Enter the regime type.
Application Number	Enter the application number of the importer/exporter request.
Importer/Exporter Name	Enter the name of the importer or exporter.
Declarant Name	Enter the declarant's name.
Status	Select the appropriate status of the request 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:
  - Regime

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- Application Number
- Importer/Exporter Name
- Declarant Name
- Status

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



Search Results Page

Quick View Extend Temporary Import/Export Details

This functionality allows you to overview the Extend Temporary Import/Export Details such as Requested number of days, Number of times extended, Requested purpose etc.

To quick view extend temporary import/export request details:

1. From the search results, click the  icon. The following page will be displayed.

Application No.:	IMP0000000174
Regime:	Temporary Import
Customs Clearance Office:	Seletar Airport
Importer / Exporter:	PCN Exporters
Declarant:	PCN Exporters
Country Of Origin:	AUSTRALIA
Country Of Destination:	SINGAPORE
Requested No Of Days:	24 months
Approved No Of Days:	24 months
Number Of Times Extended:	0
Requested Purpose:	OK
Remarks:	OK
Approver Remarks:	OK
Expiry Date:	06/07/2018
Status:	Approved

Quick View Details Page

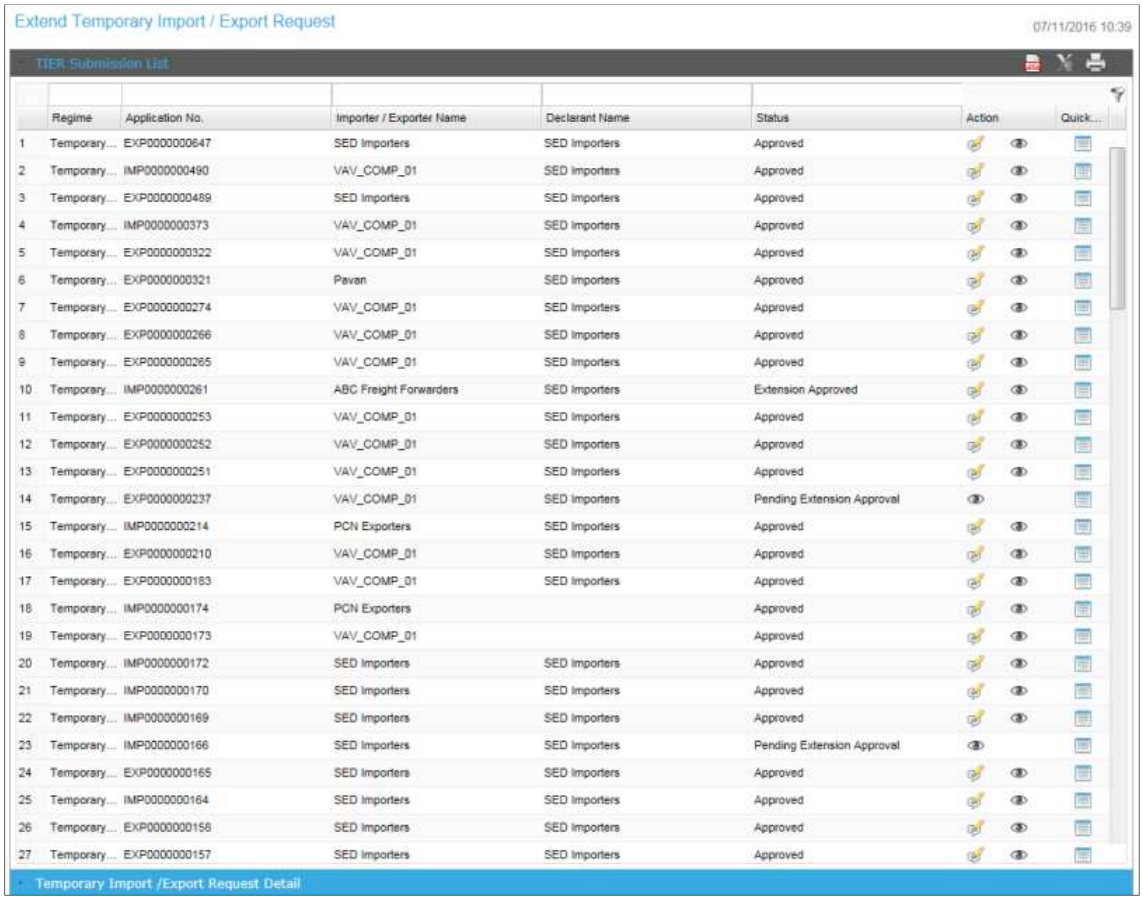
© CrimsonLogic Pte Ltd

Edit Extend Temporary Import/Export Details

This functionality allows you to edit the Extend Temporary Import/Export Details, which is in Approved, Extension Approved and Extension rejected status by Customs in the TFB system.

To edit extend temporary import/export request details:

1. Perform a search for the Edit Extend Temporary Import/Export Details with Draft status. The Search Results page will be displayed.

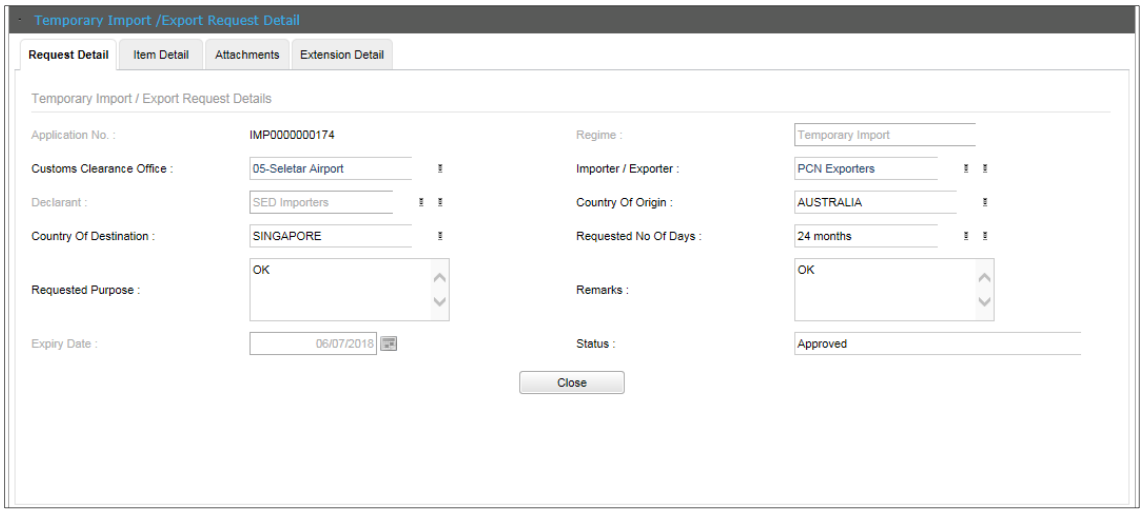


	Regime	Application No.	Importer / Exporter Name	Declarant Name	Status	Action	Quick...
1	Temporary...	EXP0000000647	SED Importers	SED Importers	Approved		
2	Temporary...	IMP0000000490	VAV_COMP_01	SED Importers	Approved		
3	Temporary...	EXP0000000489	SED Importers	SED Importers	Approved		
4	Temporary...	IMP0000000373	VAV_COMP_01	SED Importers	Approved		
5	Temporary...	EXP0000000322	VAV_COMP_01	SED Importers	Approved		
6	Temporary...	EXP0000000321	Pavan	SED Importers	Approved		
7	Temporary...	EXP0000000274	VAV_COMP_01	SED Importers	Approved		
8	Temporary...	EXP0000000266	VAV_COMP_01	SED Importers	Approved		
9	Temporary...	EXP0000000265	VAV_COMP_01	SED Importers	Approved		
10	Temporary...	IMP0000000261	ABC Freight Forwarders	SED Importers	Extension Approved		
11	Temporary...	EXP0000000253	VAV_COMP_01	SED Importers	Approved		
12	Temporary...	EXP0000000252	VAV_COMP_01	SED Importers	Approved		
13	Temporary...	EXP0000000251	VAV_COMP_01	SED Importers	Approved		
14	Temporary...	EXP0000000237	VAV_COMP_01	SED Importers	Pending Extension Approval		
15	Temporary...	IMP0000000214	PCN Exporters	SED Importers	Approved		
16	Temporary...	EXP0000000210	VAV_COMP_01	SED Importers	Approved		
17	Temporary...	EXP0000000183	VAV_COMP_01	SED Importers	Approved		
18	Temporary...	IMP0000000174	PCN Exporters		Approved		
19	Temporary...	EXP0000000173	VAV_COMP_01		Approved		
20	Temporary...	IMP0000000172	SED Importers	SED Importers	Approved		
21	Temporary...	IMP0000000170	SED Importers	SED Importers	Approved		
22	Temporary...	IMP0000000169	SED Importers	SED Importers	Approved		
23	Temporary...	IMP0000000166	SED Importers	SED Importers	Pending Extension Approval		
24	Temporary...	EXP0000000165	SED Importers	SED Importers	Approved		
25	Temporary...	IMP0000000164	SED Importers	SED Importers	Approved		
26	Temporary...	EXP0000000158	SED Importers	SED Importers	Approved		
27	Temporary...	EXP0000000157	SED Importers	SED Importers	Approved		

Search Results page

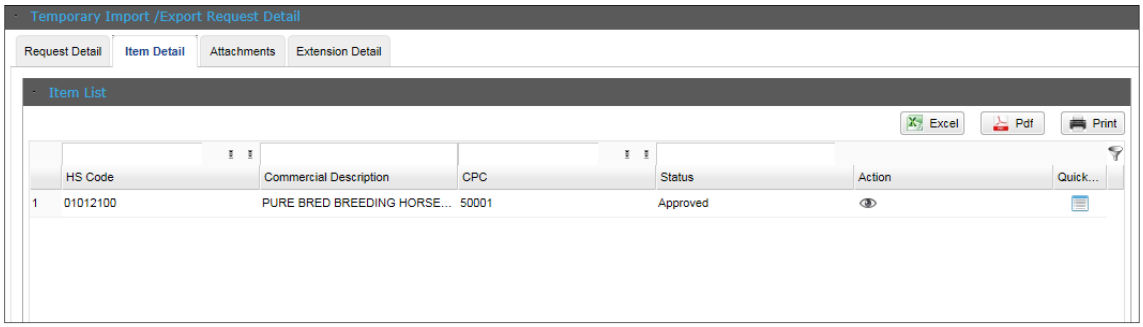
2. From the search results, click the  icon. The Edit Page will be displayed.

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Request Details Tab

3. Click the **Item Detail** Tab to view the item details.



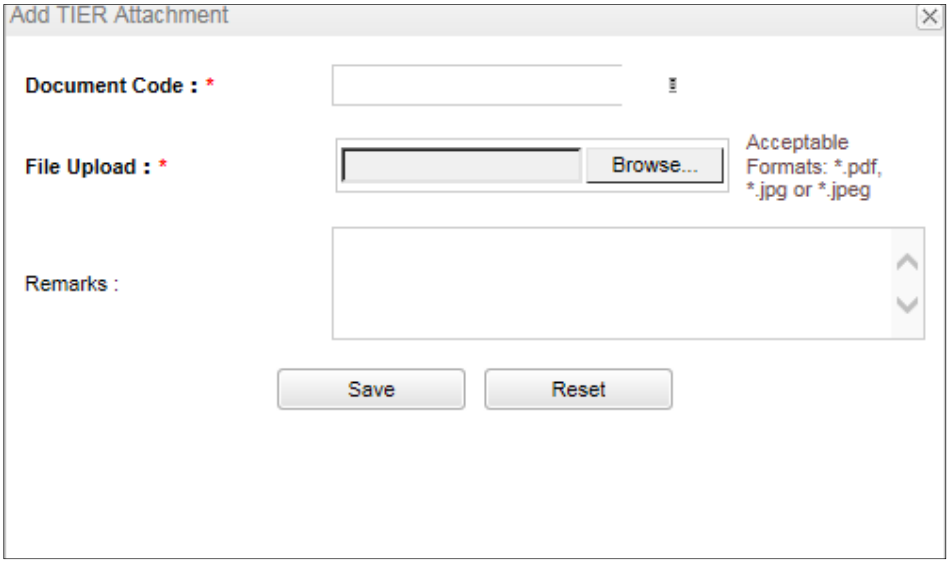
Items Details Tab Page

Click the **View** icon to view the item details.
Click the **Quick View** icon to overview the item details.

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

4. Click the **Attachment** tab to view the item details.

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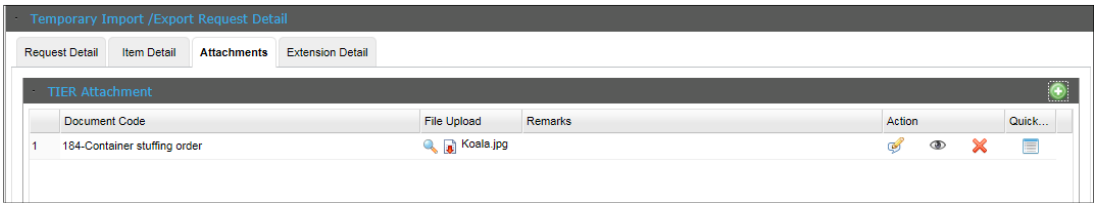


Add Attachment Page

Attachment Details

Field/Button description	Action/Input Required
Document Code	Select the appropriate document code from the drop-down list.
File Upload	Click the **Browse** button to upload the files.
Remarks	Enter the remarks if any.

5. Click **Save** button to save the documents.

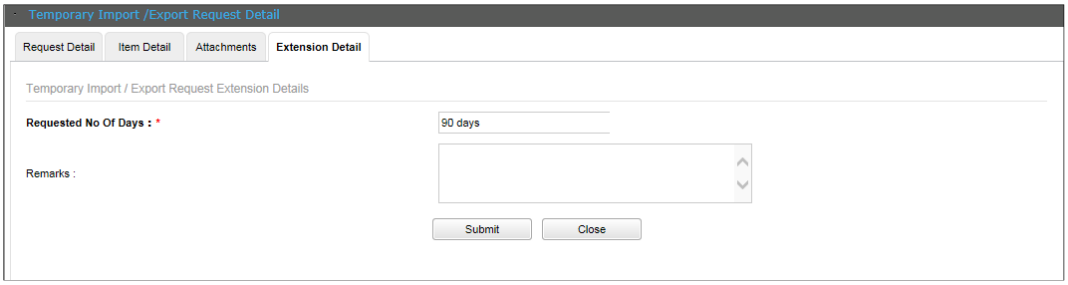


Attachment Added Page

Click the  icon to add more attachments.
Click the **Edit** icon to edit the details attached.
Click the **View** icon to view the added documents details.
Click the **Delete** icon to delete the documents attached.

6. Click **Extension Details** Tab to add the number of days extended.

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Extension Details Page

7. Click on the text area to select the number of days, enter the remarks if any, and click **Submit** button. The Record submitted successfully message will be displayed.



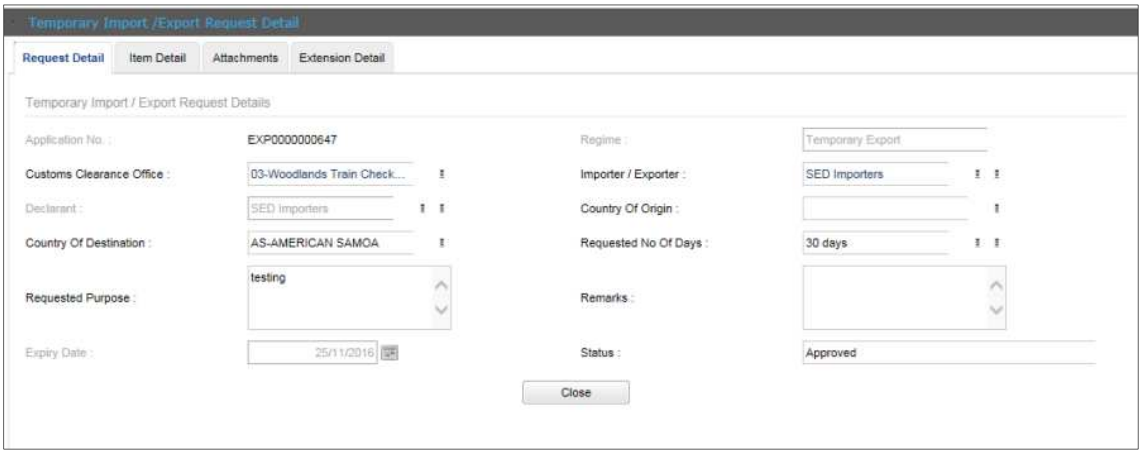
Record Submitted Success Message

View Extend Temporary Import/Export Details

This functionality allows you to view extend temporary import/export details.

To view the extend temporary import/export request details:

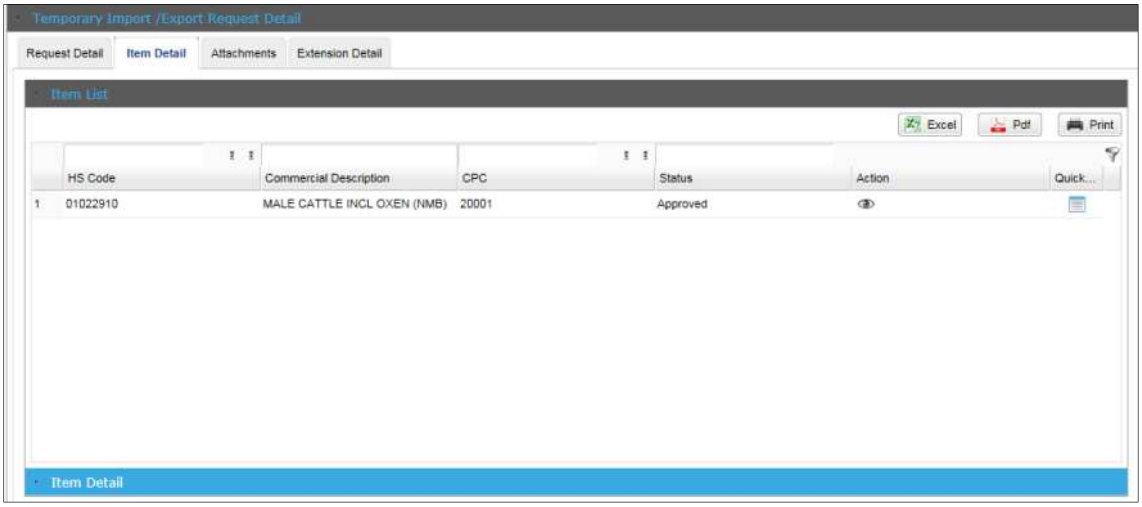
1. From the search results, click the  icon. The Extend Temporary Import/Export Details Page will be displayed.



View Extend Temporary Import/Export Details Page

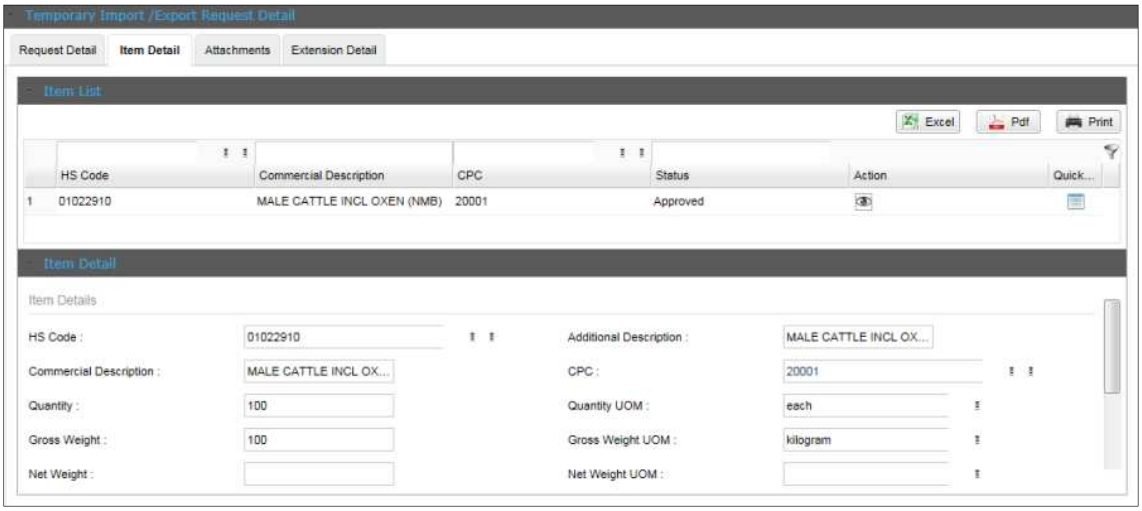
2. Click **Item Details** tab to view the Item details.

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Item Tab Page

3. Click the  icon to view the item details.



Item Details Page

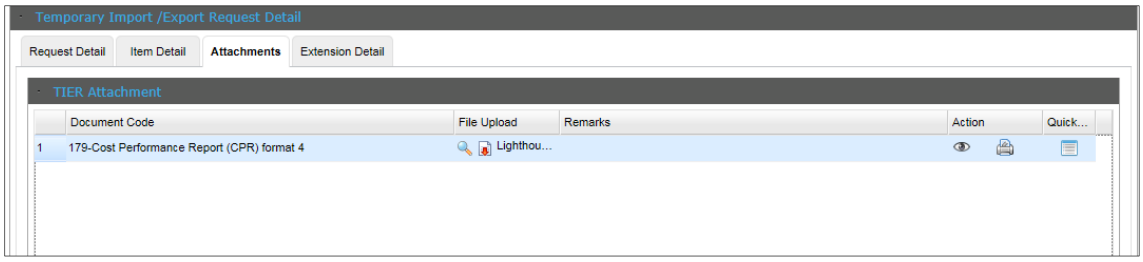
4. Click **Close** button to close the Item tab details.

@	Click the **Quick View** icon to overview the item details.

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

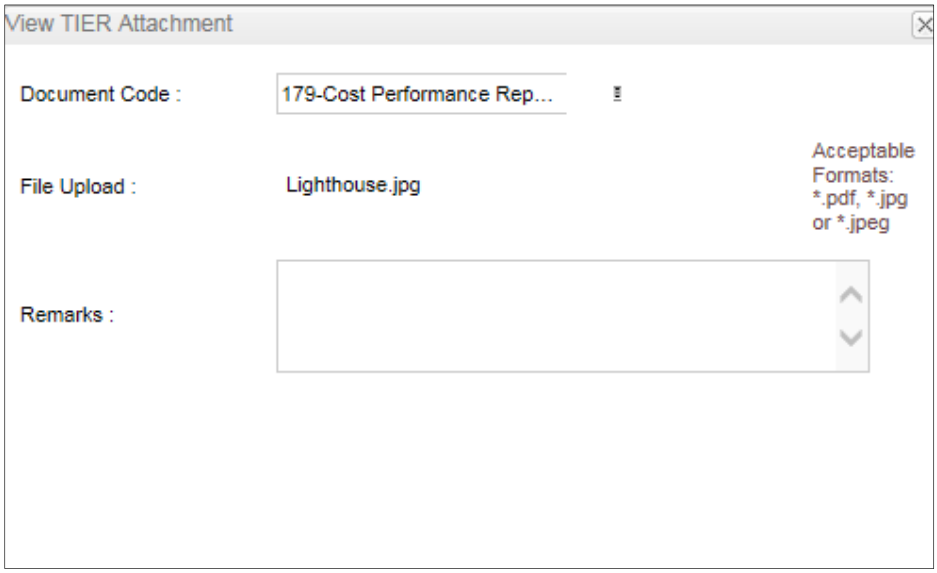
5. Click **Attachment** tab to view the documents attached details.

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Attachment Tab Page

6. Click the  icon to view the attached documents.



View TIER Attachment Details Page

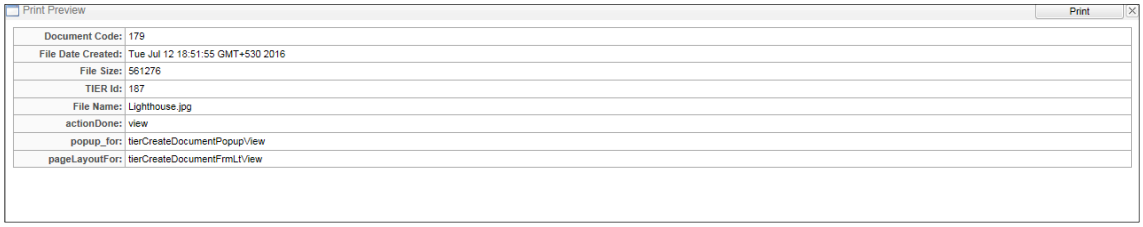
7. In the Attachments tab page, click the  Quick view icon to view the documents.

Document Details:	
TIER Id:	187
Document Code:	179
File Date Created:	Tue Jul 12 18:51:55 GMT+530 2016
File Name:	Lighthouse.jpg
File Size:	561276
File Upload:	Lighthouse.jpg
Remarks:	

Attachment Quick View Details Page

8. Click the  icon to print preview the attached documents.

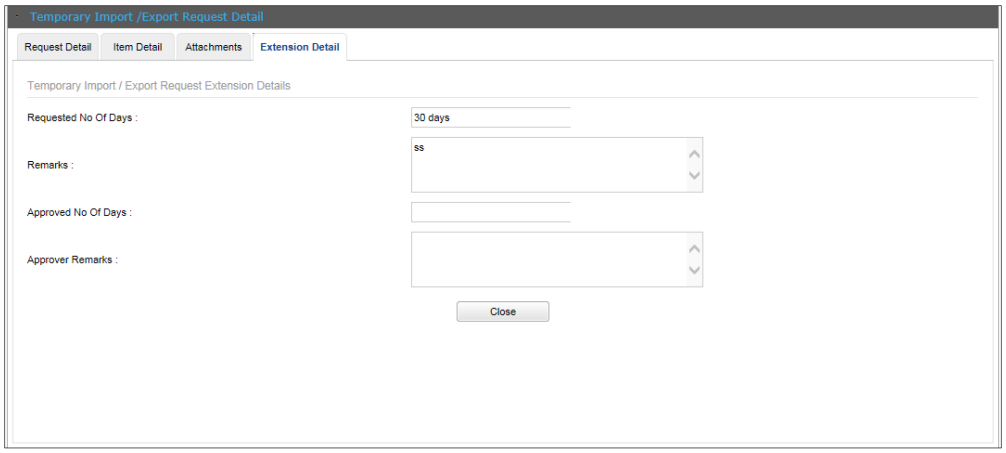
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Print Preview Item Details Page

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

10. Click the **Extension Details** tab to view the number of days extended.



Extension Details Tab

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CHAPTER 3
Payment

This chapter allows the Importer, Exporter and the Clearing Agent to view the Paid Payment details in the TFB Application. Once the declaration has been submitted to the Customs, the Importer/Exporter or the Clearing Agent can make the payment using the Pending Payment option in the TFB Application.

Paid/Completed Payment Details

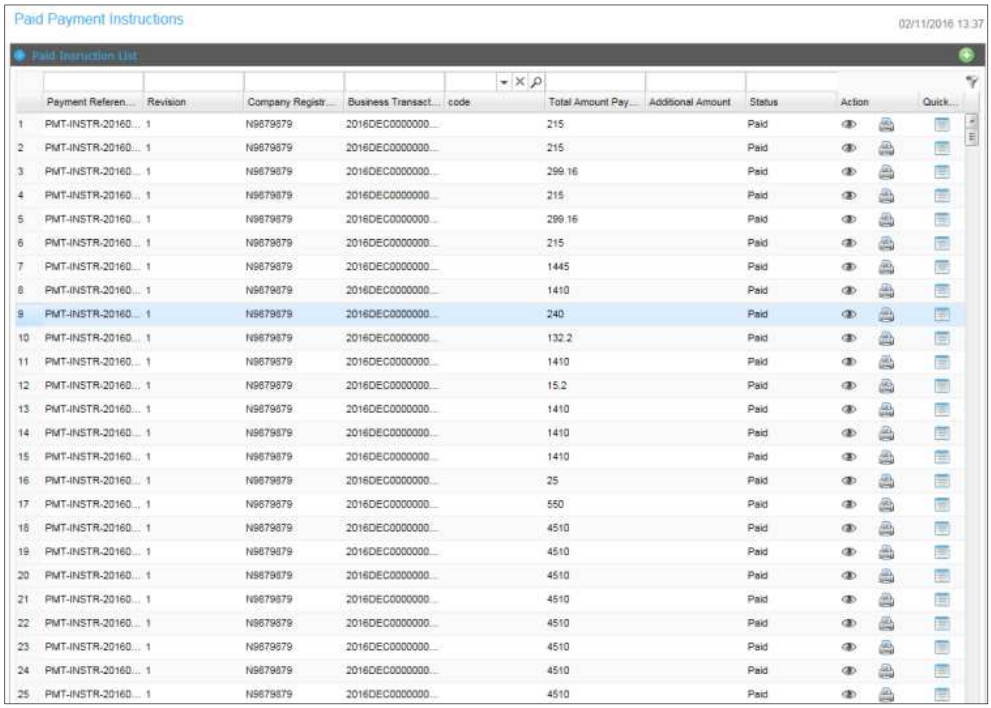
This functionality allows the Clearing Agent/Importer/Exporter to search, quick view, print and view of the paid details in the TFB application.

Search Payment Details

This section allows you to search the paid details in the TFB application.

To search the payment details:

1. Click **Payment**>> **Paid or Completed**. The following page will be displayed.



Paid Payment Search Page

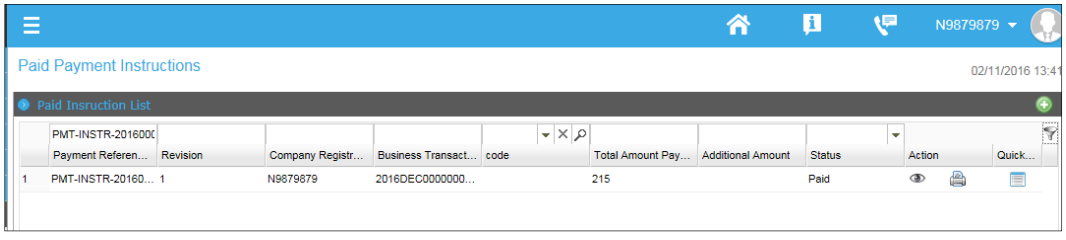
© CrimsonLogic Pte Ltd

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

Field/Button description	Action/Input Required
Payment Reference Number	Enter the payment reference number.
Revision	Enter the revision number.
Company Registration Number	Enter the registration number of the company.
Business Transaction Number	Enter the declaration number of the importer.
Total Amount Payable	Enter the total amount payable by the importer/exporter
Additional Amount	Enter the balance amount to be paid.
Status	Select the status of the payment from the drop-down list/ Possible values are: • Cancelled • Deferred • Paid • Paid by Credit • Paid and Posted • Partially Paid • Pending • Pending for Approval • Void • Waived • Written off

- 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:
  - Payment Reference Number
  - Business Transaction Number
  - Company Registration Number

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



Paid Payment Search Result Page

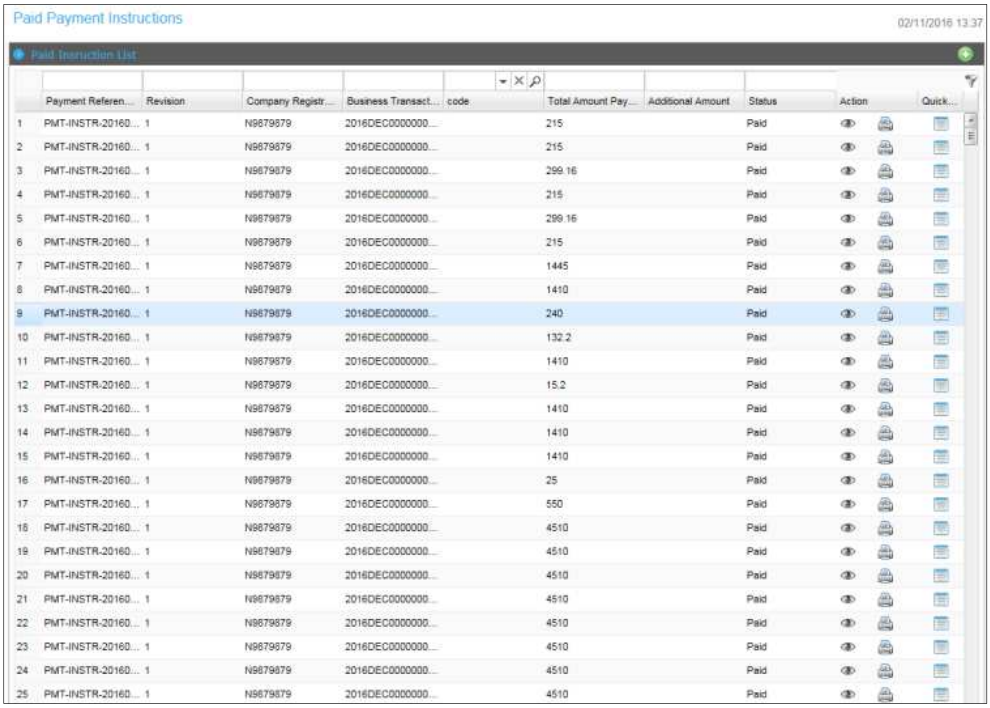
© CrimsonLogic Pte Ltd

View Payment Details

This functionality allows the Clearing Agent/Importer/Exporter to view the paid details in the TFB application.

To view the paid details:

1. Click **Payment**>> **Paid or Completed**. The following page will be displayed.

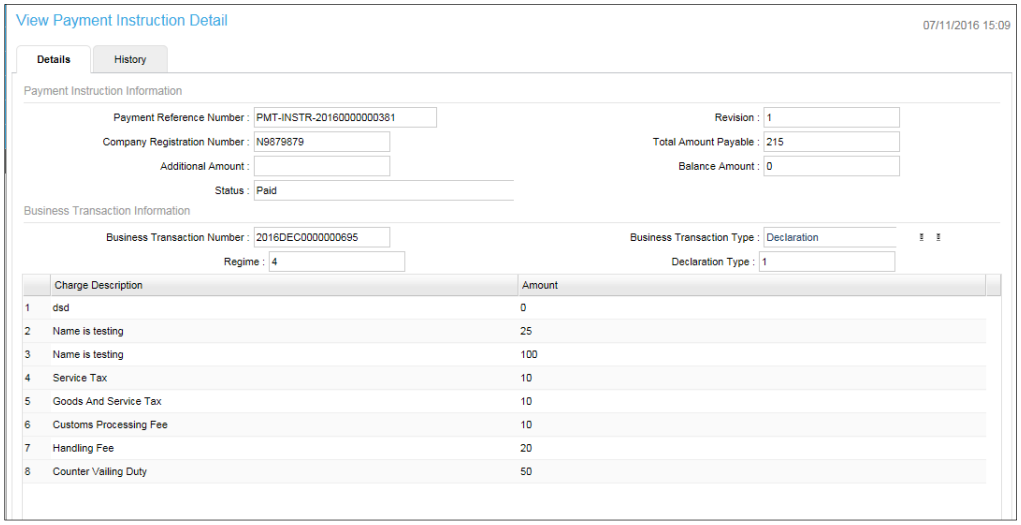


	Payment Referen...	Revision	Company Registr...	Business Transact...	code	Total Amount Pay...	Additional Amount	Status	Action	Quick...
1	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		215		Paid		
2	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		215		Paid		
3	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		299.16		Paid		
4	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		215		Paid		
5	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		299.16		Paid		
6	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		215		Paid		
7	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		1445		Paid		
8	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		1410		Paid		
9	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		240		Paid		
10	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		132.2		Paid		
11	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		1410		Paid		
12	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		15.2		Paid		
13	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		1410		Paid		
14	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		1410		Paid		
15	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		1410		Paid		
16	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		25		Paid		
17	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		550		Paid		
18	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		4510		Paid		
19	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		4510		Paid		
20	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		4510		Paid		
21	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		4510		Paid		
22	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		4510		Paid		
23	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		4510		Paid		
24	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		4510		Paid		
25	PMT-INSTR-20160...	1	N9679879	2016DEC0000000...		4510		Paid		

Paid Payment Search Results Page

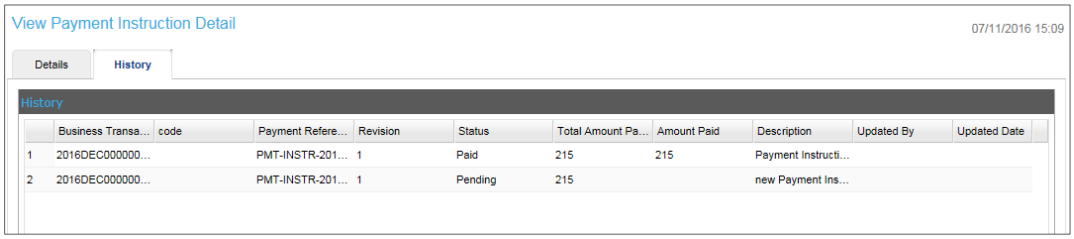
2. Click the Action icon to view the payment details.

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View Payment Details Page

3. Click the **History** tab view the payment history details.



View Payment History Page

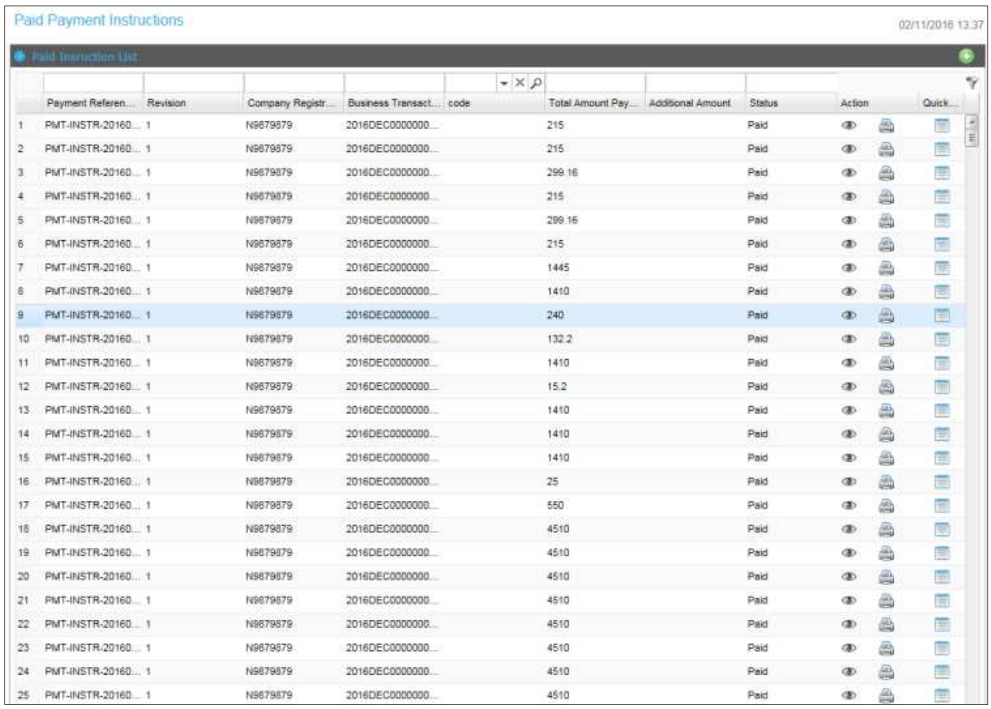
© CrimsonLogic Pte Ltd

Print Payment Details

This functionality allows you to print the payment details such as the balance amount, total amount payable, the status of the payment etc.

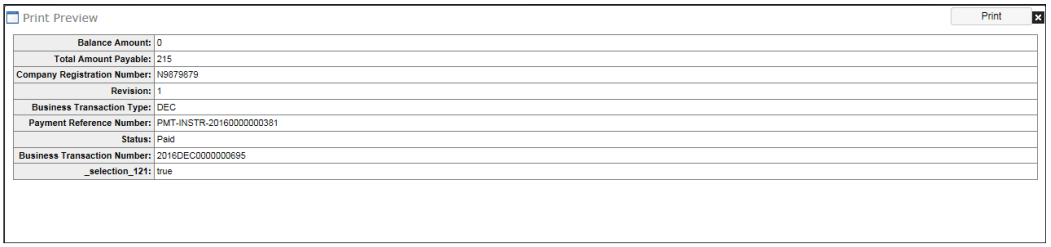
To print the payment details:

1. Perform a search with paid payment whose status is paid. The following page will be displayed.



Search Results Page

2. Click the  icon. The Print Preview Page will be displayed.



Print Preview Page

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

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Quick View Details

This functionality allows you to overview the payment details such as Payment Reference number, Business Transaction Number, Total Amount Paid, Status of the payment etc.

To quick view the print details:

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

Payment Instruction Information:	
Declaration Id:	
Payment Reference Number:	PMT-INSTR-20160000000381
Revision:	1
Total Amount Payable:	215
Additional Amount:	
Balance Amount:	0
Company Registration Number:	N9879879
Status:	Paid
Business Transaction Information:	
Business Transaction Number:	2016DEC0000000695
Business Transaction Type:	DEC
Action Custom:	

Quick View Details Page

Pending Payment Details

This section allows the Clearing Agent/Importer/Exporter to make the pending payments for the submitted declaration.

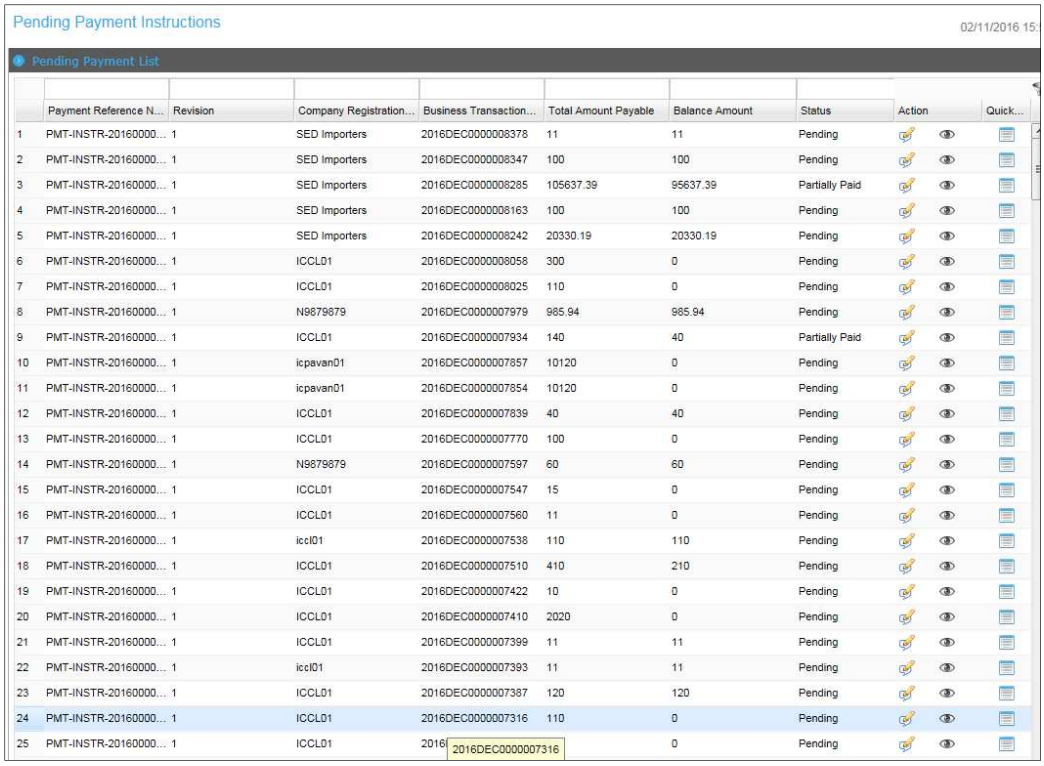
Searching Pending Payment

This functionality allows the Clearing Agent/Importer/Exporter to search for the payment details, which are in partially paid and pending statuses.

To search for pending payments:

1. Click **Payment**>>**Pending Payment.** The following page will be displayed.

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	Payment Reference N...	Revision	Company Registration...	Business Transaction...	Total Amount Payable	Balance Amount	Status	Action	Quick...
1	PMT-INSTR-20160000...	1	SED Importers	2016DEC0000008378	11	11	Pending		
2	PMT-INSTR-20160000...	1	SED Importers	2016DEC0000008347	100	100	Pending		
3	PMT-INSTR-20160000...	1	SED Importers	2016DEC0000008285	105637.39	95637.39	Partially Paid		
4	PMT-INSTR-20160000...	1	SED Importers	2016DEC0000008163	100	100	Pending		
5	PMT-INSTR-20160000...	1	SED Importers	2016DEC0000008242	20330.19	20330.19	Pending		
6	PMT-INSTR-20160000...	1	ICCL01	2016DEC0000008058	300	0	Pending		
7	PMT-INSTR-20160000...	1	ICCL01	2016DEC0000008025	110	0	Pending		
8	PMT-INSTR-20160000...	1	N9879879	2016DEC0000007979	985.94	985.94	Pending		
9	PMT-INSTR-20160000...	1	ICCL01	2016DEC0000007934	140	40	Partially Paid		
10	PMT-INSTR-20160000...	1	icpavan01	2016DEC0000007857	10120	0	Pending		
11	PMT-INSTR-20160000...	1	icpavan01	2016DEC0000007854	10120	0	Pending		
12	PMT-INSTR-20160000...	1	ICCL01	2016DEC0000007839	40	40	Pending		
13	PMT-INSTR-20160000...	1	ICCL01	2016DEC0000007770	100	0	Pending		
14	PMT-INSTR-20160000...	1	N9879879	2016DEC0000007597	60	60	Pending		
15	PMT-INSTR-20160000...	1	ICCL01	2016DEC0000007547	15	0	Pending		
16	PMT-INSTR-20160000...	1	ICCL01	2016DEC0000007560	11	0	Pending		
17	PMT-INSTR-20160000...	1	iccl01	2016DEC0000007538	110	110	Pending		
18	PMT-INSTR-20160000...	1	ICCL01	2016DEC0000007510	410	210	Pending		
19	PMT-INSTR-20160000...	1	ICCL01	2016DEC0000007422	10	0	Pending		
20	PMT-INSTR-20160000...	1	ICCL01	2016DEC0000007410	2020	0	Pending		
21	PMT-INSTR-20160000...	1	ICCL01	2016DEC0000007399	11	11	Pending		
22	PMT-INSTR-20160000...	1	iccl01	2016DEC0000007393	11	11	Pending		
23	PMT-INSTR-20160000...	1	ICCL01	2016DEC0000007387	120	120	Pending		
24	PMT-INSTR-20160000...	1	ICCL01	2016DEC0000007316	110	0	Pending		
25	PMT-INSTR-20160000...	1	ICCL01	2016	2016DEC0000007316	0	Pending		

Pending Payment Search Result Page

Following are the field and button descriptions of the **Pending Payment** page.

Field/Button description	Action/Input Required
Payment Reference Number	Enter the payment reference number.
Revision	Enter the revision number.
Company Registration Number	Enter the registration number of the company.
Business Transaction Number	Enter the declaration number of the importer.
Total Amount Payable	Enter the total amount payable.
Balance Amount	Enter the balance amount to be paid.
Status	Enter the status of the payment.

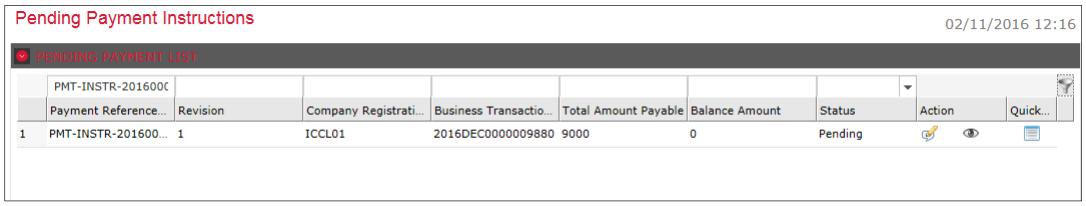
@

- 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:
  - Payment Reference Number

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- Business Transaction Number
- Company Registration Number

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



Search Results page

Click the  icon to edit the pending payment details.

Click the  icon to overview the Pending Payment details.

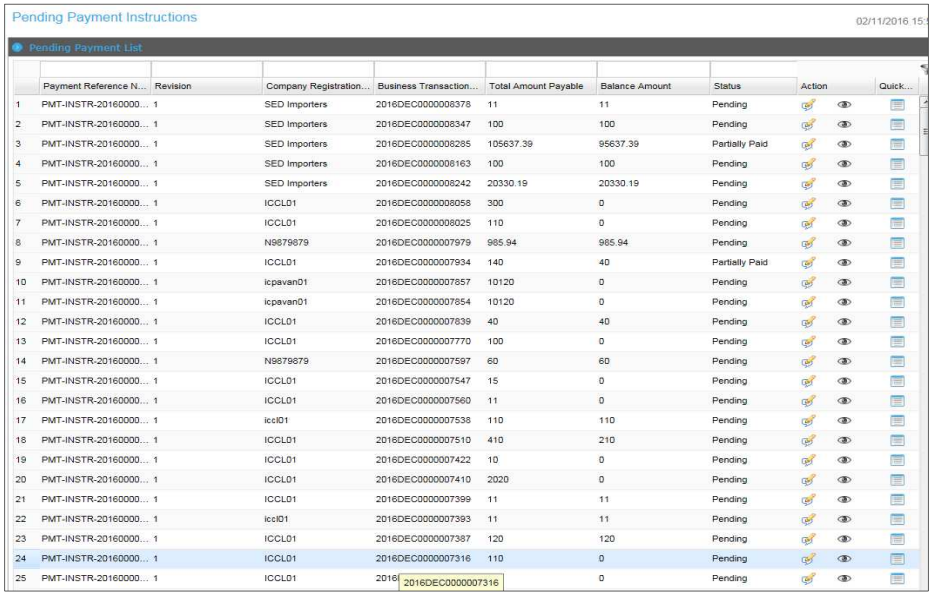
Click the  icon to view the payment details.

View Pending Payment Details

This functionality allows you to view the pending payment details in the TFB application.

To view the paid details:

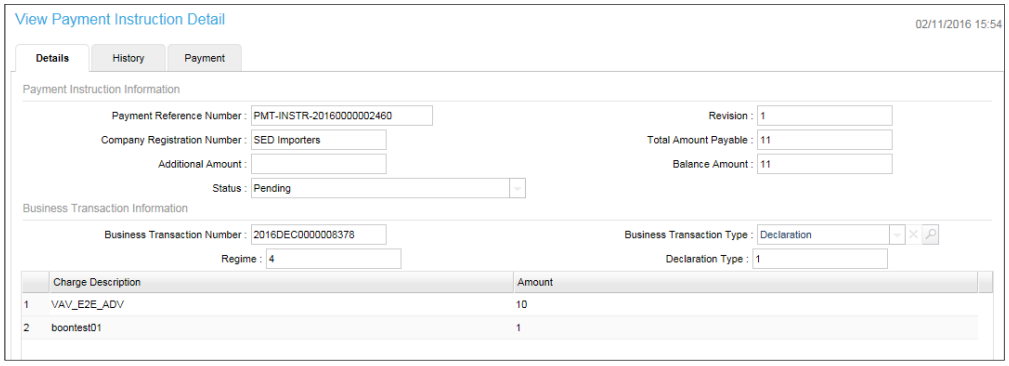
1. Click **Payment**>> **Pending Payment**. The following page will be displayed.



Pending Payment Search Page

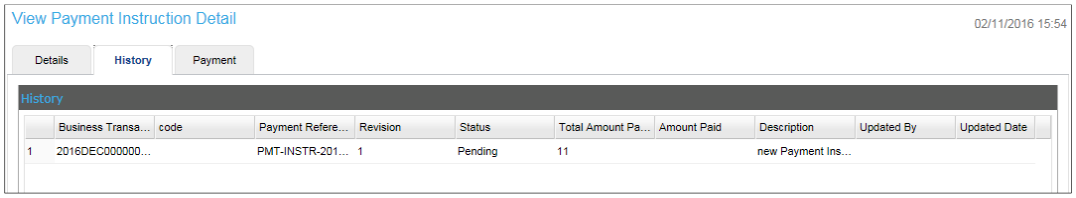
© CrimsonLogic Pte Ltd

2. Click the Action icon to view the payment details.



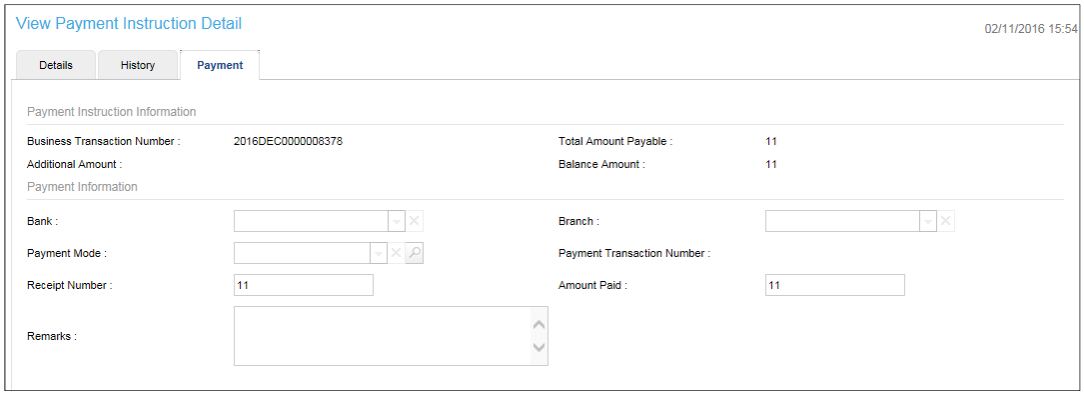
View Payment Details Page

3. Click the **History** tab view the history details.



View Payment History Page

4. Click the **Payment** tab view the Payment details.



View Payment Details Page

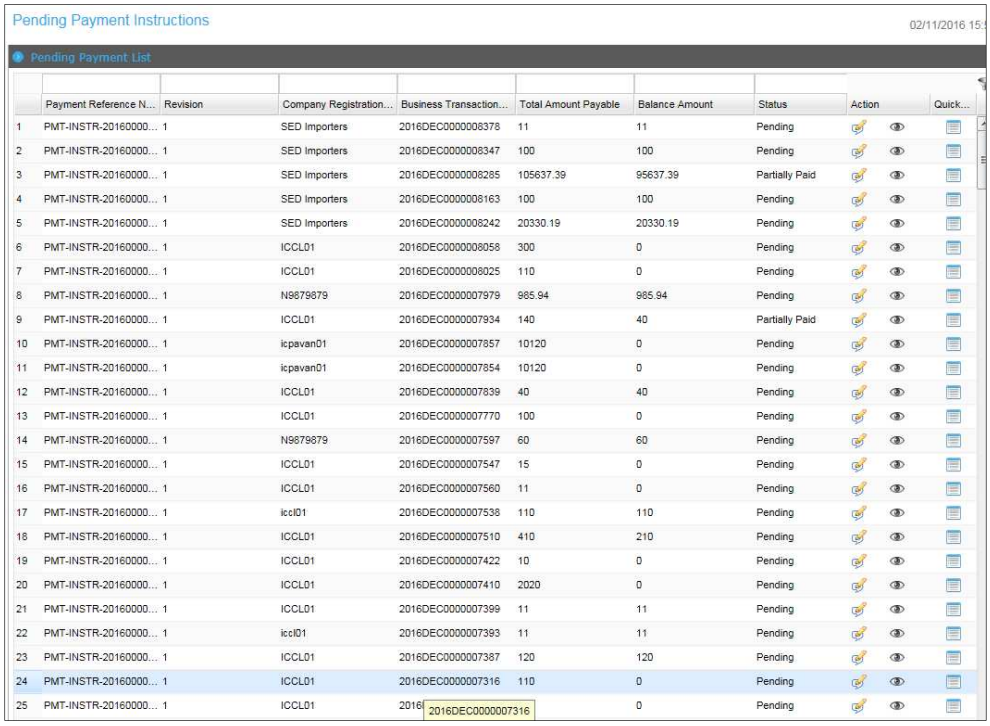
© CrimsonLogic Pte Ltd

Quick View Pending Payment Details

This functionality allows you to overview the payment details such as Payment Reference number, Business Transaction Number, Total Amount Paid, Status of the payment etc.

To quick view the pending payment details:

1. Click **Payment**>>**Pending Payment**. The following page will be displayed.



Pending Payment Search Page

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

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Payment Instruction Information:	
Declaration Id:	
Payment Reference Number:	PMT-INSTR-20160000002460
Revision:	1
Total Amount Payable:	11
Additional Amount:	
Balance Amount:	11
Company Registration Number:	SED Importers
Status:	Pending
Business Transaction Information:	
Business Transaction Number:	2016DEC0000008378
Business Transaction Type:	DEC
Action Custom:	

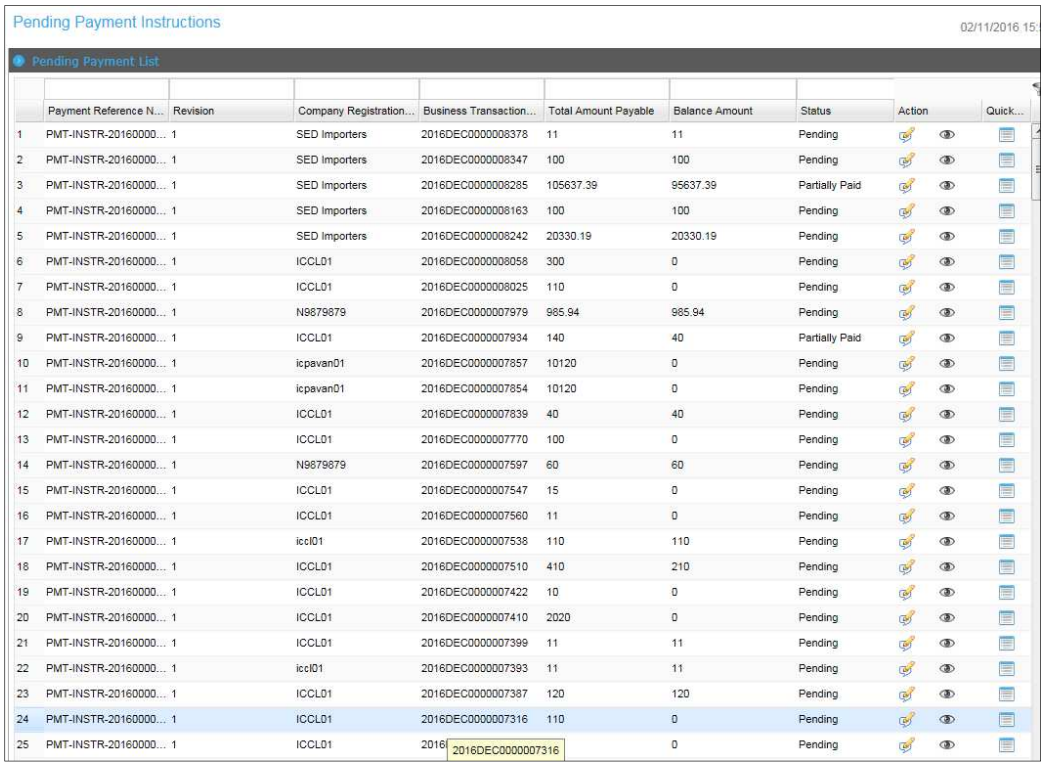
Quick View Details Page

Edit Pending Payment Details

This functionality allows you to pay the fee for the declaration submitted.

To edit the pending payment details:

1. Click **Payment**>>**Pending Payment.** The following page will be displayed.



Pending Payment Search Result Page

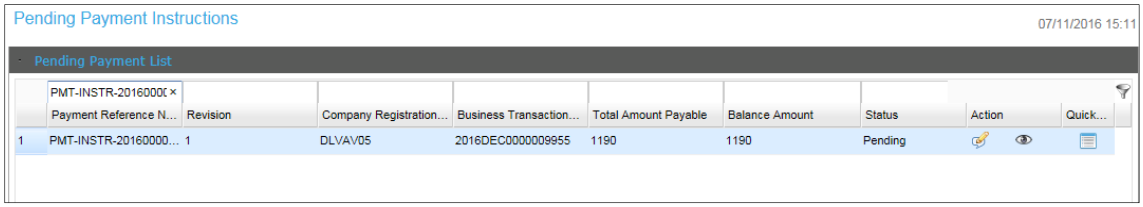
© CrimsonLogic Pte Ltd

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

Field/Button description	Action/Input Required
Payment Reference Number	Enter the payment reference number.
Revision	Enter the revision number.
Business Transaction Number	Enter the declaration number of the importer.
Total Amount Payable	Enter the total amount payable.
Balance Amount	Enter the balance amount to be paid.
Status	Enter the status of the payment.

- 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:
  - Payment Reference Number
  - Business Transaction Number
  - Company Registration Number

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

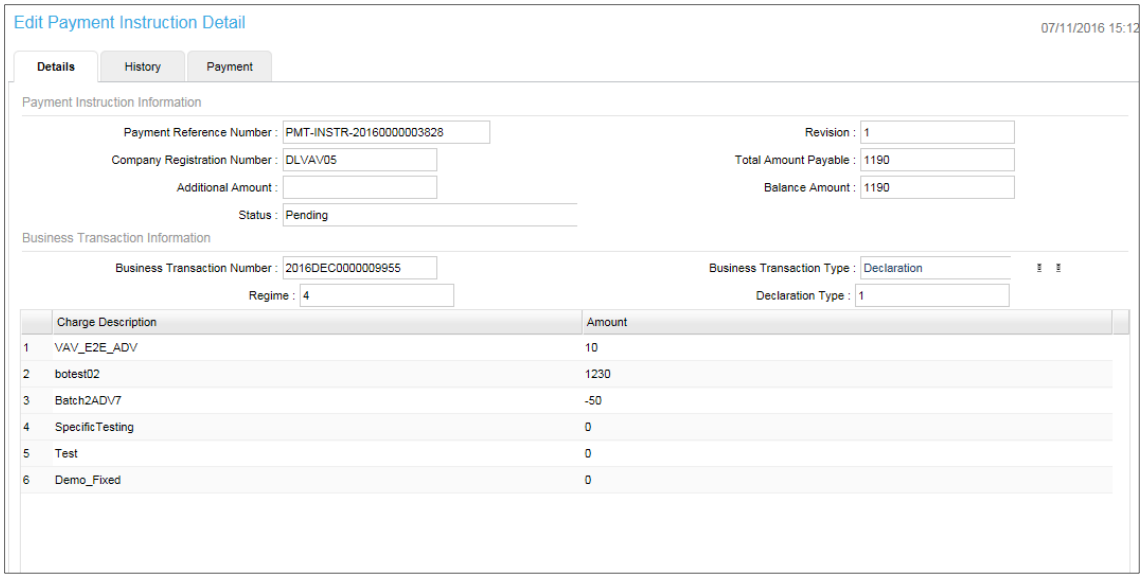


Click the  icon to overview the Pending Payment details.

Click the  icon to view the payment details.

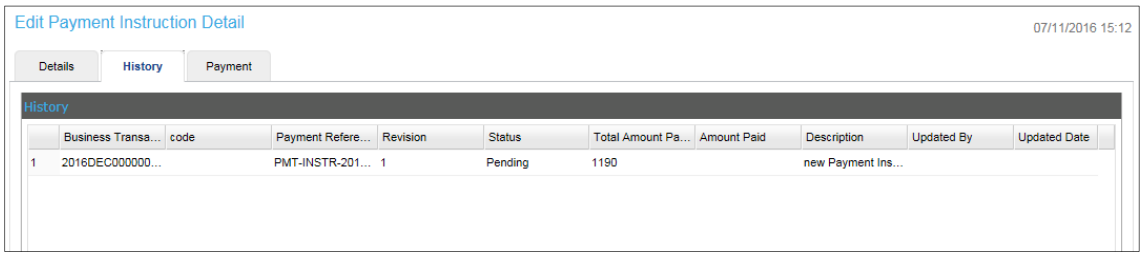
3. Click the  icon to edit the pending payment details.

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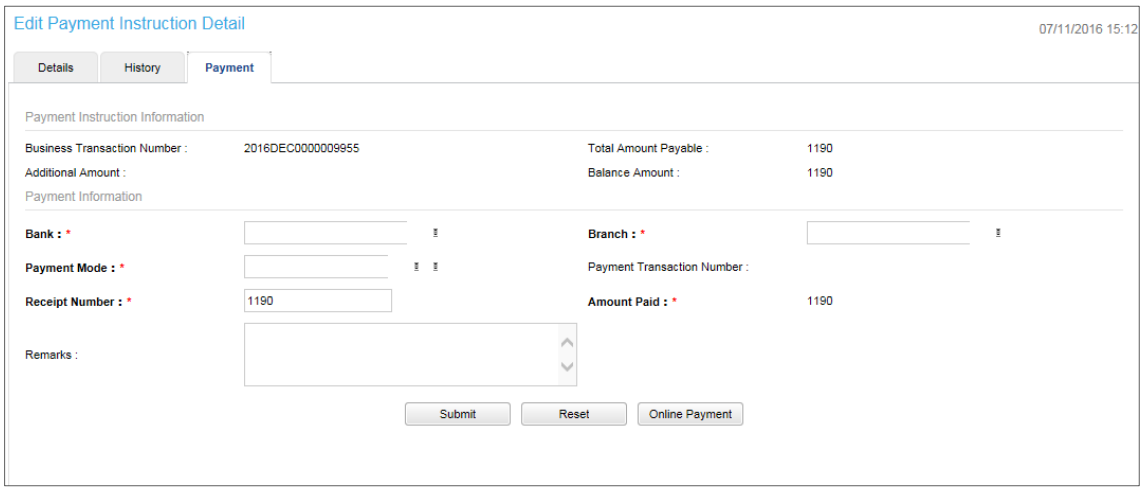
Edit Payment Details Page

4. Click the **History** tab to view the history details.



Payment History Details Page

5. Click the **Payment** tab to view the payment details.



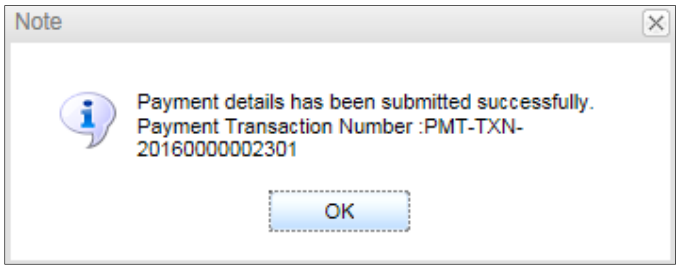
Add Payment Page

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Following are the field and button descriptions of the **Pending Payment Details** page.

Field/Button description	Action/Input Required
Bank	Select the bank from the drop-down list.
Payment Mode	Select the mode of payment from the drop-down list.
Branch	Select the name of the branch where the payment has to be made from the drop-down list.
Payment Transaction Number	Displays the transaction number.
Receipt Number	Enter the receipt number.
Amount Paid	Enter the amount to be paid.
Remarks	Enter the remarks if any.

6. Enter the field values and click **Submit.** Payment submitted successfully page will be displayed



Success Message

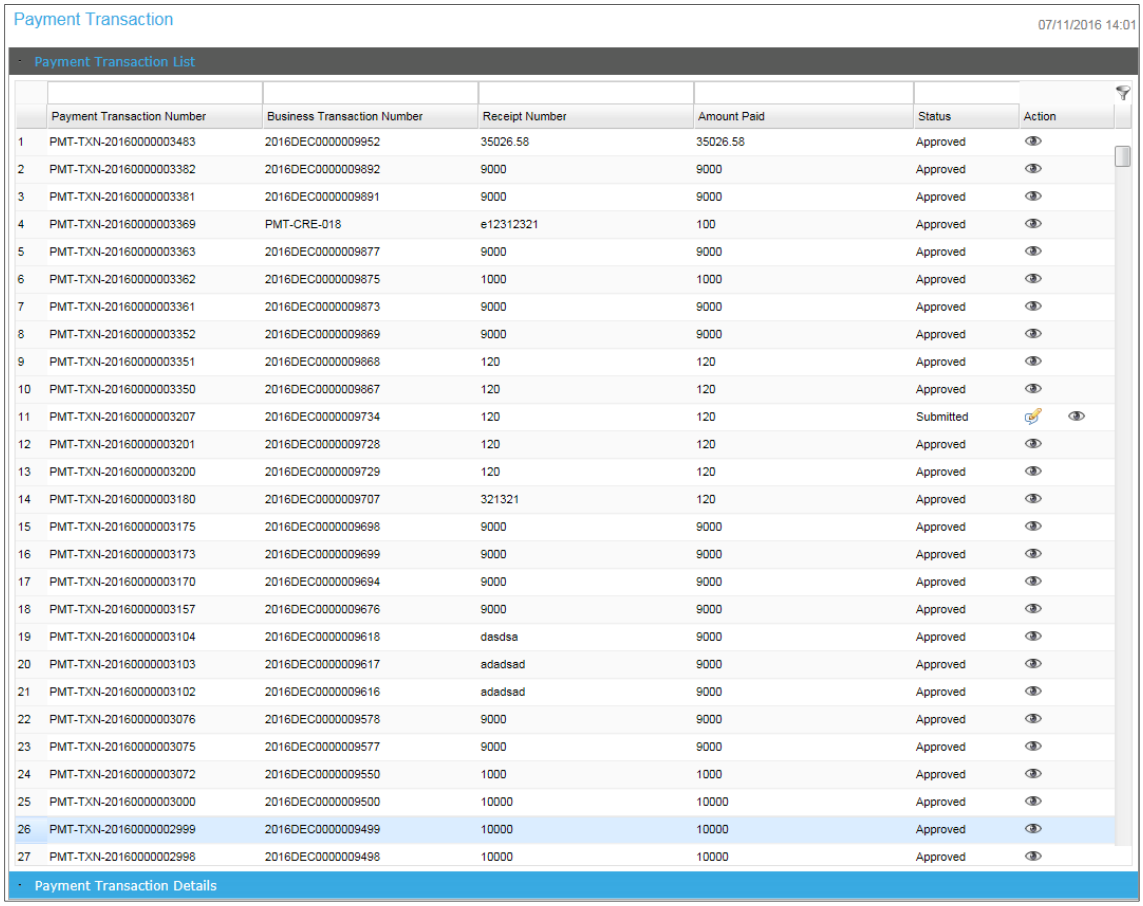
© CrimsonLogic Pte Ltd

Editing Payment Transaction Details

This functionality allows you to approve, reject and submit the payment transaction details using the TFB Application.

To edit the payment transaction details:

1. Click **Payment>> Search PMT TXN VO**. The following page will be displayed.



	Payment Transaction Number	Business Transaction Number	Receipt Number	Amount Paid	Status	Action
1	PMT-TXN-20160000003483	2016DEC0000009952	35026.58	35026.58	Approved	
2	PMT-TXN-20160000003382	2016DEC0000009892	9000	9000	Approved	
3	PMT-TXN-20160000003381	2016DEC0000009891	9000	9000	Approved	
4	PMT-TXN-20160000003369	PMT-CRE-018	e12312321	100	Approved	
5	PMT-TXN-20160000003363	2016DEC0000009877	9000	9000	Approved	
6	PMT-TXN-20160000003362	2016DEC0000009875	1000	1000	Approved	
7	PMT-TXN-20160000003361	2016DEC0000009873	9000	9000	Approved	
8	PMT-TXN-20160000003352	2016DEC0000009869	9000	9000	Approved	
9	PMT-TXN-20160000003351	2016DEC0000009868	120	120	Approved	
10	PMT-TXN-20160000003350	2016DEC0000009867	120	120	Approved	
11	PMT-TXN-20160000003207	2016DEC0000009734	120	120	Submitted	
12	PMT-TXN-20160000003201	2016DEC0000009728	120	120	Approved	
13	PMT-TXN-20160000003200	2016DEC0000009729	120	120	Approved	
14	PMT-TXN-20160000003180	2016DEC0000009707	321321	120	Approved	
15	PMT-TXN-20160000003175	2016DEC0000009698	9000	9000	Approved	
16	PMT-TXN-20160000003173	2016DEC0000009699	9000	9000	Approved	
17	PMT-TXN-20160000003170	2016DEC0000009694	9000	9000	Approved	
18	PMT-TXN-20160000003157	2016DEC0000009676	9000	9000	Approved	
19	PMT-TXN-20160000003104	2016DEC0000009618	dasdsa	9000	Approved	
20	PMT-TXN-20160000003103	2016DEC0000009617	adadsad	9000	Approved	
21	PMT-TXN-20160000003102	2016DEC0000009616	adadsad	9000	Approved	
22	PMT-TXN-20160000003076	2016DEC0000009578	9000	9000	Approved	
23	PMT-TXN-20160000003075	2016DEC0000009577	9000	9000	Approved	
24	PMT-TXN-20160000003072	2016DEC0000009550	1000	1000	Approved	
25	PMT-TXN-20160000003000	2016DEC0000009500	10000	10000	Approved	
26	PMT-TXN-20160000002999	2016DEC0000009499	10000	10000	Approved	
27	PMT-TXN-20160000002998	2016DEC0000009498	10000	10000	Approved	

Payment Transaction Search Page

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

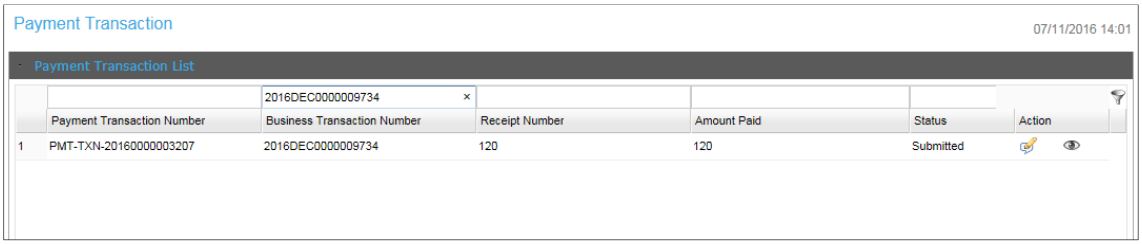
Field/Button description	Action/Input Required
Payment Reference Number	Enter the payment reference number of the importer/ Exporter
Business Transaction Number	Enter the declaration number of the importer.
Receipt Number	Enter the receipt number.
Amount Paid	Enter the amount paid.

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Field/Button description	Action/Input Required
Status	Enter the status of the payment.

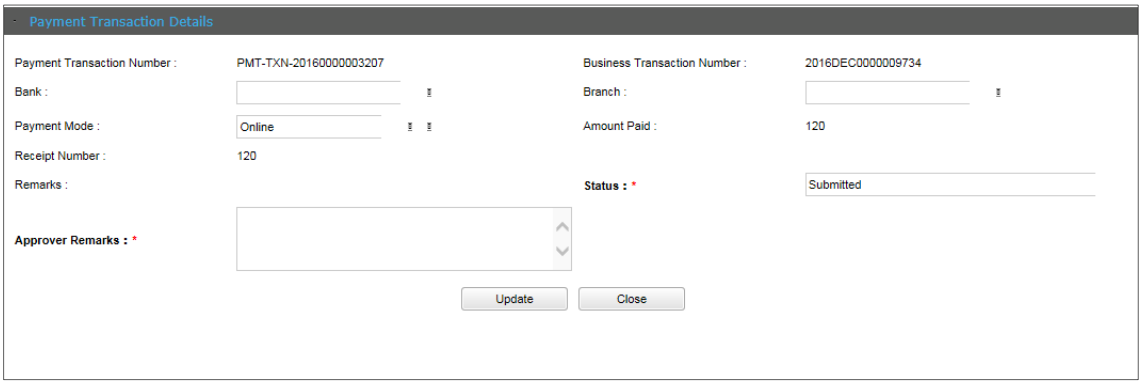
- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Payment Reference Number
  - Business Transaction Number
  - Receipt Number

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



Payment Transaction Search Result Page

3. Click the  icon to update the status. The following page will be displayed.



Payment Transaction Edit Page

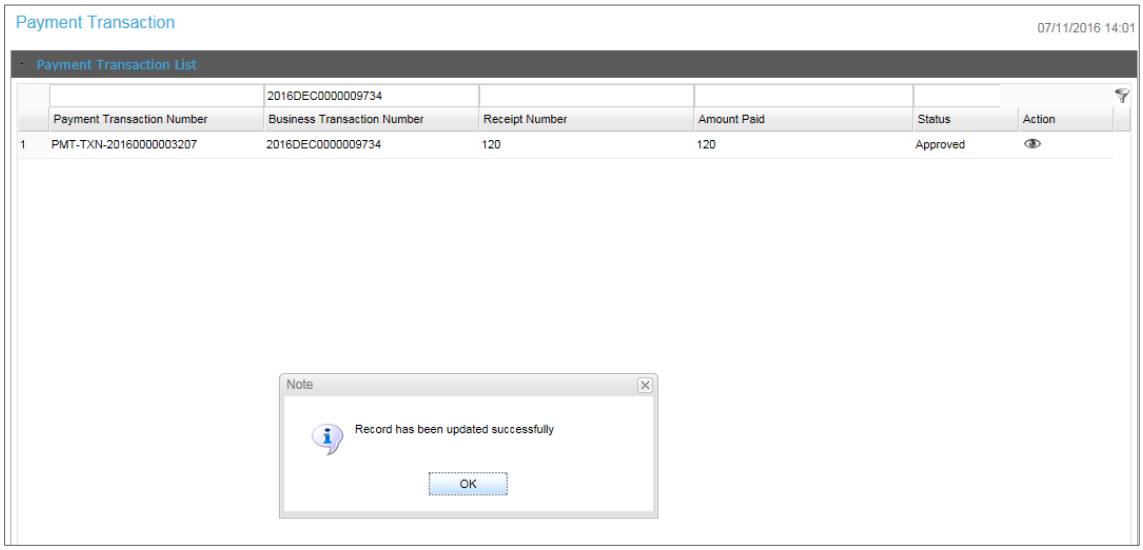
Following are the field and button descriptions of the Pending Payment page.

Field/Button description	Action/Input Required
Payment Reference Number	This field displays the payment reference number of the Importer/ Exporter.
Business Transaction Number	This field displays the declaration number of the importer.
Bank	Select the bank through which payment is made.

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Field/Button description	Action/Input Required
Branch	Select the bank's branch through which the payment is made.
Payment Mode	Select the mode of payment.
Amount Paid	This field displays the amount paid.
Receipt Number	Enter the Receipt number.
Status	This field displays the status of the payment.
Approver Remarks	Enter the approver remarks.

4. Enter the field values and click **Submit** button. The Success message will be displayed.



Payment Transaction Updated Success Page

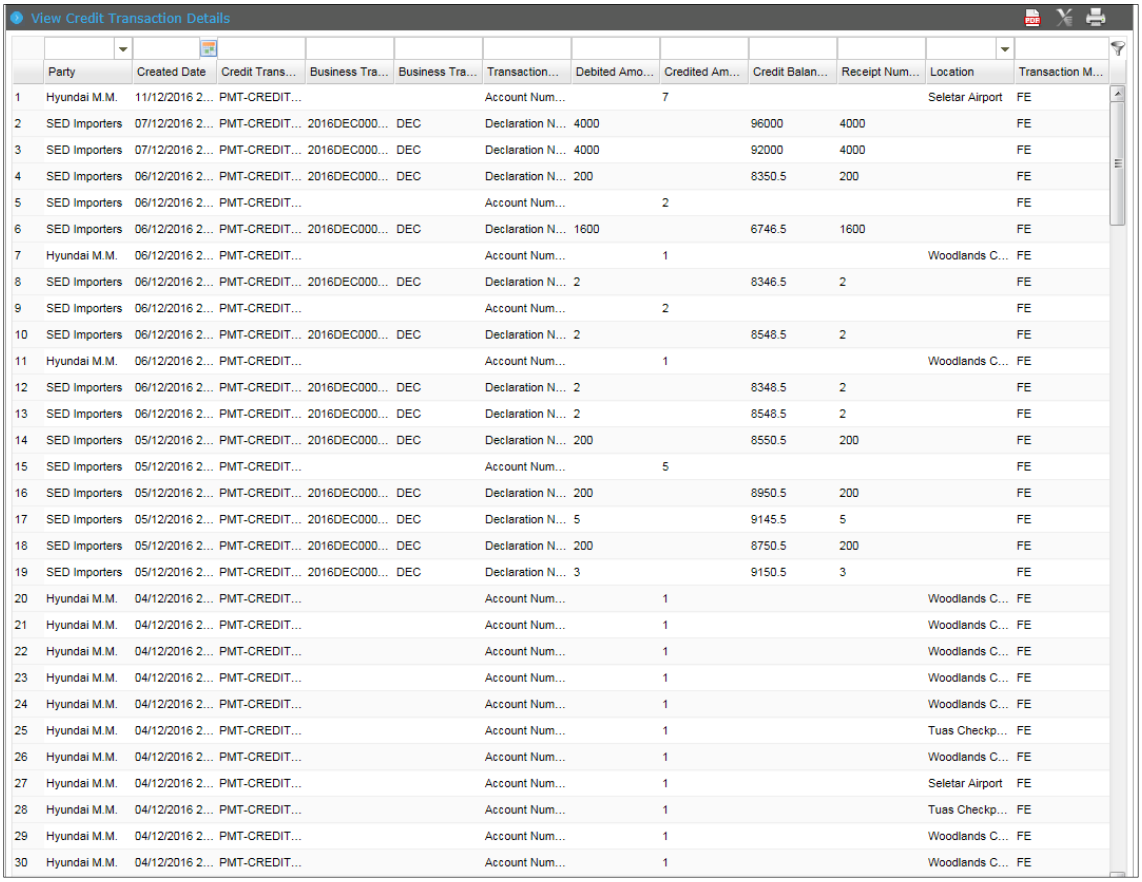
View Credit TXN

This section allows you to view the credit transactions in the Application

To view credit transactions

1. Click **Payment** >> **View Credit TXN**. The subsequent screen will be displayed.

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View Credit Transaction Details

	Party	Created Date	Credit Trans...	Business Tra...	Business Tra...	Transaction...	Debited Amo...	Credited Am...	Credit Balan...	Receipt Num...	Location	Transaction M...
1	Hyundai M.M.	11/12/2016 2...	PMT-CREDIT...			Account Num...		7			Seletar Airport	FE
2	SED Importers	07/12/2016 2...	PMT-CREDIT...	2016DEC000...	DEC	Declaration N...	4000		96000	4000		FE
3	SED Importers	07/12/2016 2...	PMT-CREDIT...	2016DEC000...	DEC	Declaration N...	4000		92000	4000		FE
4	SED Importers	06/12/2016 2...	PMT-CREDIT...	2016DEC000...	DEC	Declaration N...	200		8350.5	200		FE
5	SED Importers	06/12/2016 2...	PMT-CREDIT...			Account Num...		2				FE
6	SED Importers	06/12/2016 2...	PMT-CREDIT...	2016DEC000...	DEC	Declaration N...	1600		6746.5	1600		FE
7	Hyundai M.M.	06/12/2016 2...	PMT-CREDIT...			Account Num...		1			Woodlands C...	FE
8	SED Importers	06/12/2016 2...	PMT-CREDIT...	2016DEC000...	DEC	Declaration N...	2		8346.5	2		FE
9	SED Importers	06/12/2016 2...	PMT-CREDIT...			Account Num...		2				FE
10	SED Importers	06/12/2016 2...	PMT-CREDIT...	2016DEC000...	DEC	Declaration N...	2		8548.5	2		FE
11	Hyundai M.M.	06/12/2016 2...	PMT-CREDIT...			Account Num...		1			Woodlands C...	FE
12	SED Importers	06/12/2016 2...	PMT-CREDIT...	2016DEC000...	DEC	Declaration N...	2		8348.5	2		FE
13	SED Importers	06/12/2016 2...	PMT-CREDIT...	2016DEC000...	DEC	Declaration N...	2		8548.5	2		FE
14	SED Importers	05/12/2016 2...	PMT-CREDIT...	2016DEC000...	DEC	Declaration N...	200		8550.5	200		FE
15	SED Importers	05/12/2016 2...	PMT-CREDIT...			Account Num...		5				FE
16	SED Importers	05/12/2016 2...	PMT-CREDIT...	2016DEC000...	DEC	Declaration N...	200		8950.5	200		FE
17	SED Importers	05/12/2016 2...	PMT-CREDIT...	2016DEC000...	DEC	Declaration N...	5		9145.5	5		FE
18	SED Importers	05/12/2016 2...	PMT-CREDIT...	2016DEC000...	DEC	Declaration N...	200		8750.5	200		FE
19	SED Importers	05/12/2016 2...	PMT-CREDIT...	2016DEC000...	DEC	Declaration N...	3		9150.5	3		FE
20	Hyundai M.M.	04/12/2016 2...	PMT-CREDIT...			Account Num...		1			Woodlands C...	FE
21	Hyundai M.M.	04/12/2016 2...	PMT-CREDIT...			Account Num...		1			Woodlands C...	FE
22	Hyundai M.M.	04/12/2016 2...	PMT-CREDIT...			Account Num...		1			Woodlands C...	FE
23	Hyundai M.M.	04/12/2016 2...	PMT-CREDIT...			Account Num...		1			Woodlands C...	FE
24	Hyundai M.M.	04/12/2016 2...	PMT-CREDIT...			Account Num...		1			Woodlands C...	FE
25	Hyundai M.M.	04/12/2016 2...	PMT-CREDIT...			Account Num...		1			Tuas Checkp...	FE
26	Hyundai M.M.	04/12/2016 2...	PMT-CREDIT...			Account Num...		1			Woodlands C...	FE
27	Hyundai M.M.	04/12/2016 2...	PMT-CREDIT...			Account Num...		1			Seletar Airport	FE
28	Hyundai M.M.	04/12/2016 2...	PMT-CREDIT...			Account Num...		1			Tuas Checkp...	FE
29	Hyundai M.M.	04/12/2016 2...	PMT-CREDIT...			Account Num...		1			Woodlands C...	FE
30	Hyundai M.M.	04/12/2016 2...	PMT-CREDIT...			Account Num...		1			Woodlands C...	FE

View Credit Transactions Page

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

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

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

Consolidate Pending Payment

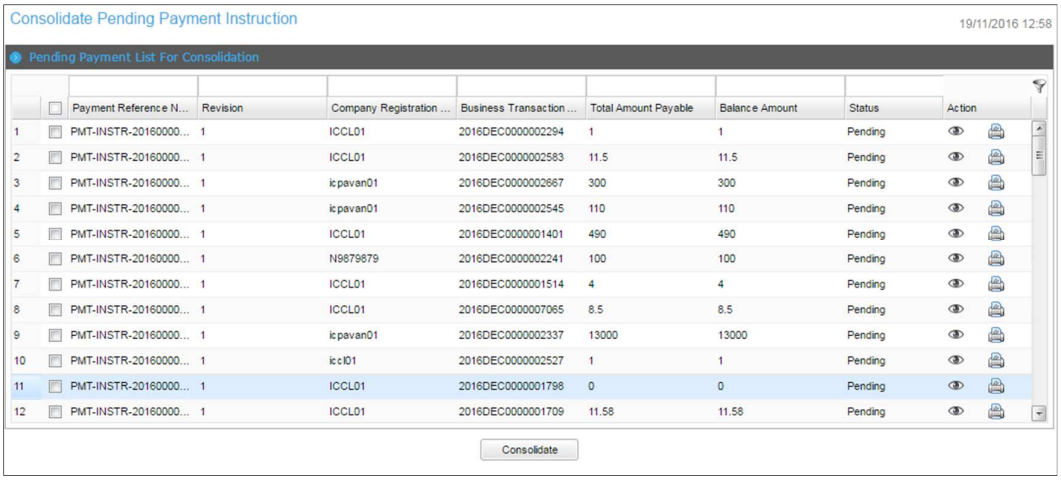
Consolidate Pending Payment

This section allows you to consolidate the pending payment using the Application

To consolidate pending payment:

1. Click **Payment** >> **Consolidate Pending Payment**. The subsequent screen will be displayed.

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Consolidate Pending Payment Page

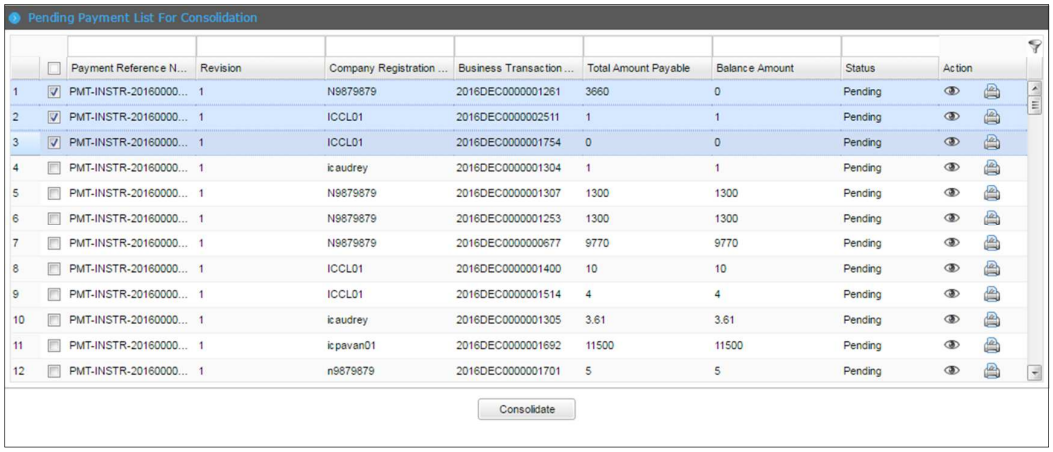
2. Enter any one of the search criteria to view the payment details.

Following are the field and button descriptions of the Pending Payment List Tab.

Field/Button description	Action/Input Required
Payment Reference Number	Enter the payment reference number.
Company Registration Number	Enter the company registration number.
Business Transaction Number	Enter the declaration number.
Total Amount Payable	Enter the pending amount to pay.
Balance Amount	Enter the balance amount in the account.
Status	Enter the status of transaction.

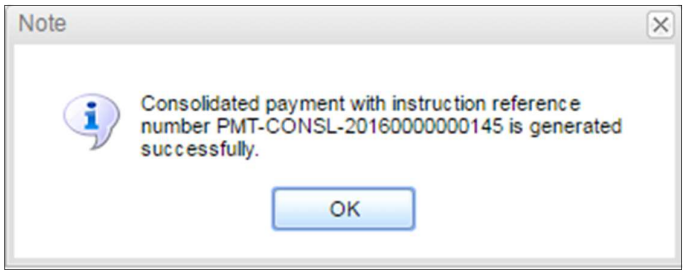
3. Enter the search criteria and Click  icon to view the matching results in the Search Results Tab.
4. Select the checkbox **Payment Reference Numbers** that needs to be consolidate, use scroll bar to find the more payment reference numbers. The subsequent screen will be displayed.

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Pending Payment List for Consolidation Page

5. Click **Consolidate** button to consolidate the pending payments.



Success Message

6. Click **OK** button to continue.

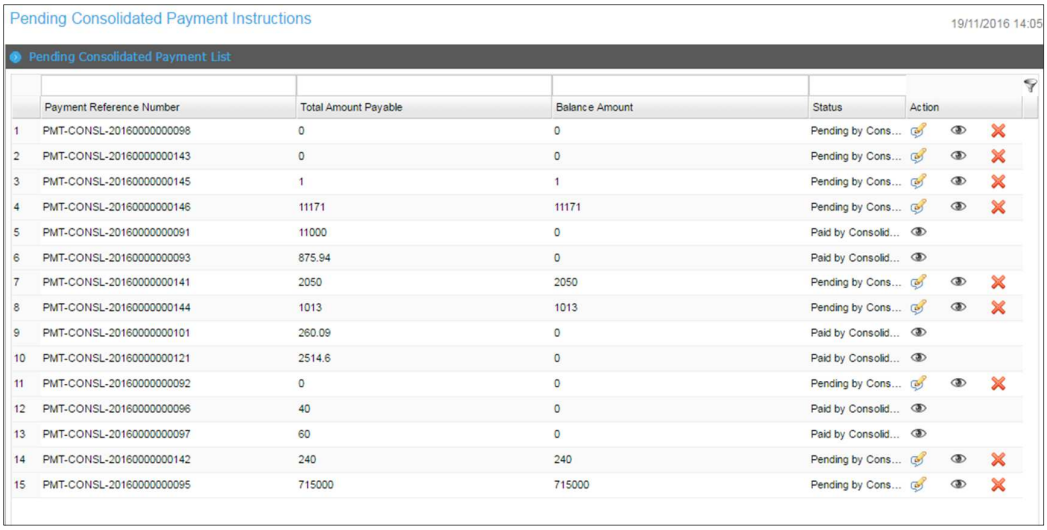
Pending Consolidated Payment

This section allows you to consolidate pending payment and pay the pending consolidated payment in the TFB system.

To pay pending consolidated payment:

1. Click **Payment** >> **Pending Consolidated Payment**. The subsequent screen will be displayed.

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	Payment Reference Number	Total Amount Payable	Balance Amount	Status	Action
1	PMT-CONSL-20160000000098	0	0	Pending by Cons...	
2	PMT-CONSL-20160000000143	0	0	Pending by Cons...	
3	PMT-CONSL-20160000000145	1	1	Pending by Cons...	
4	PMT-CONSL-20160000000146	11171	11171	Pending by Cons...	
5	PMT-CONSL-20160000000091	11000	0	Paid by Consolid...	
6	PMT-CONSL-20160000000093	875.94	0	Paid by Consolid...	
7	PMT-CONSL-20160000000141	2050	2050	Pending by Cons...	
8	PMT-CONSL-20160000000144	1013	1013	Pending by Cons...	
9	PMT-CONSL-20160000000101	260.09	0	Paid by Consolid...	
10	PMT-CONSL-20160000000121	2514.6	0	Paid by Consolid...	
11	PMT-CONSL-20160000000092	0	0	Pending by Cons...	
12	PMT-CONSL-20160000000096	40	0	Paid by Consolid...	
13	PMT-CONSL-20160000000097	60	0	Paid by Consolid...	
14	PMT-CONSL-20160000000142	240	240	Pending by Cons...	
15	PMT-CONSL-20160000000095	715000	715000	Pending by Cons...	

Pending Consolidated Payment Page

2. Enter any one of the search criteria to view the payment details. Following are the field and button descriptions of the Pending Payment List Page.

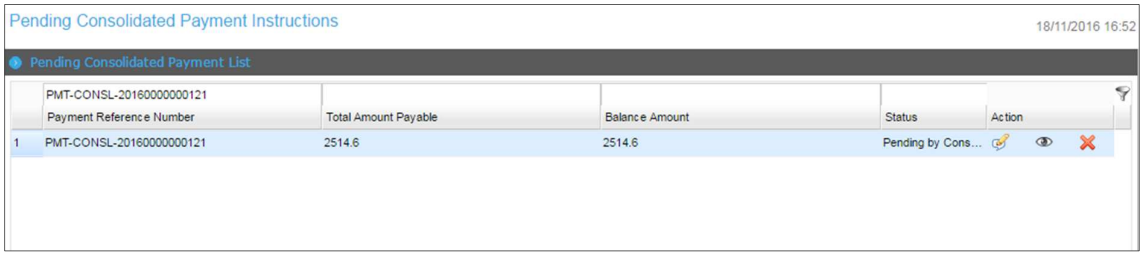
Field/Button description	Action/Input Required
Payment Reference Number	Enter the payment reference number.
Total Amount Payable	Enter the pending amount to pay.
Balance Amount	Enter the balance amount in the account.
Status	Enter the status of transaction.

@

- 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:
  - Balance Amount
  - Status

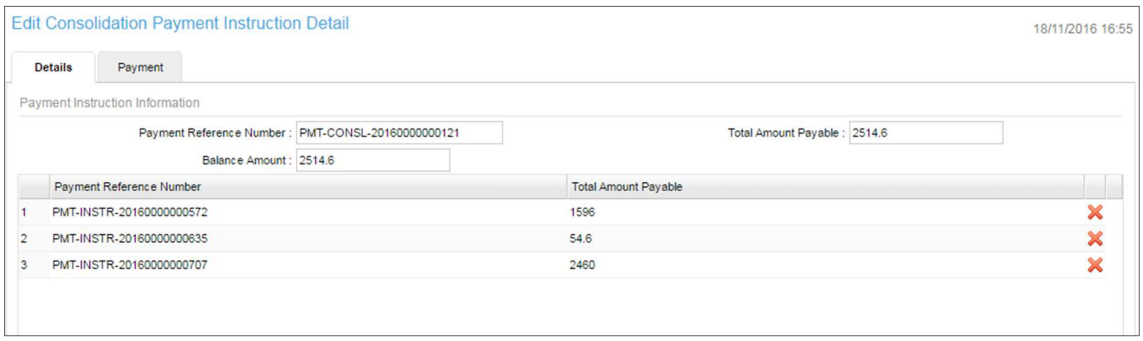
3. Enter the search criteria and Click  icon to view the matching results in the Search Results Page.

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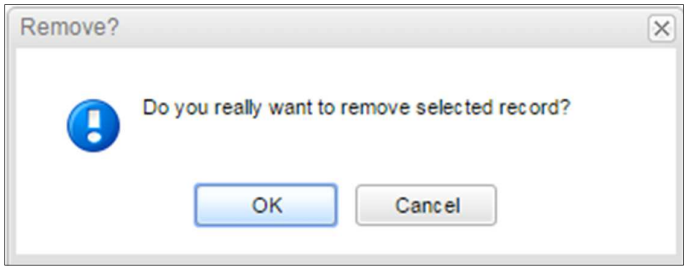
Pending Consolidated Payment Search Result Page

4. Click the edit icon to pay the pending amount. The following screen will be displayed.



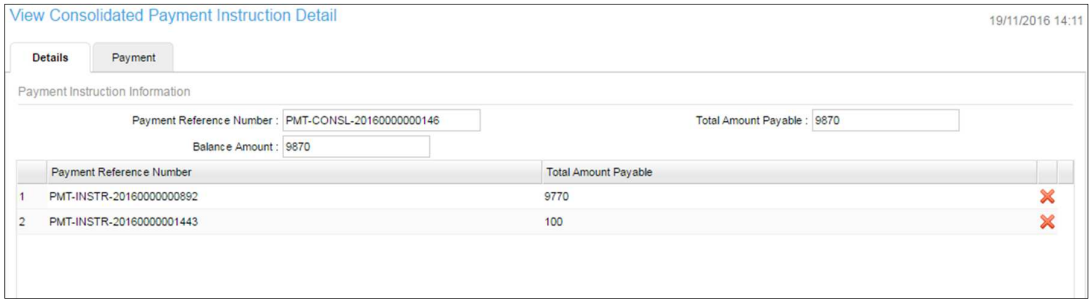
Pending Consolidated Payment Details Tab

5. Click delete icon to remove payment reference number from consolidated list. The following screen will be displayed.



Remove Confirmation Message Popup

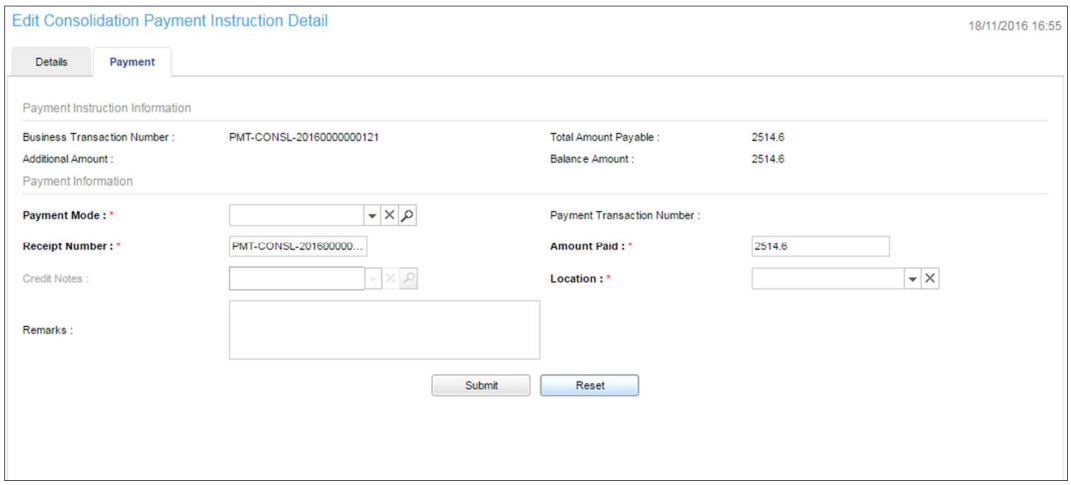
6. Click **OK** button to remove payment reference number. The following updated screen will be displayed.



Updated Pending Consolidated Payment Details Tab

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7. Click **Payment** tab to pay the pending amount. The following updated screen will be displayed.

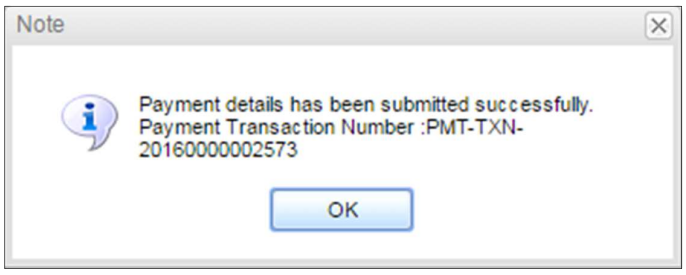


Consolidated Payment Tab

8. Enter information in the Payment Tab fields.

Field/Button description	Action/Input Required
Payment Mode	Select the payment mode from the drop-down list.
Receipt Number	Displays the receipt number of payment.
Location	Select center location from drop-down list.
Amount Paid	Enter the amount to be paid.
Remarks	Enter the remarks regarding payment transaction.

9. Click **Submit** button to pay the amount. The following screen will be displayed.



Success Message Popup

10. Click **Ok** button in success message box to continue.

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CHAPTER 4
Bonded Warehouse Management

The Warehousing process applies to all declarations submitted for warehousing regime. All warehousing declarations require a guarantee. The warehousing declaration is followed by an ex-warehouse declaration. Warehouse declaration is to receive goods into the warehouse and ex-warehouse is to release the goods from the warehouse.

When a declaration is submitted with a warehousing regime, the duties and taxes are suspended. In some cases, a physical examination is required and can be done at the warehouse. The declaration will only be cleared after a physical examination is done at the premise. The goods are then admitted into a warehouse and the Customs Officer updates the discharge status on the declaration.

For declarations with an ex-warehousing regime, they are routed to a centralized warehouse specialized unit.

Warehouse Maintenance

Warehouse Maintenance allows the warehouse officer to set-up warehouses in different areas and locations.

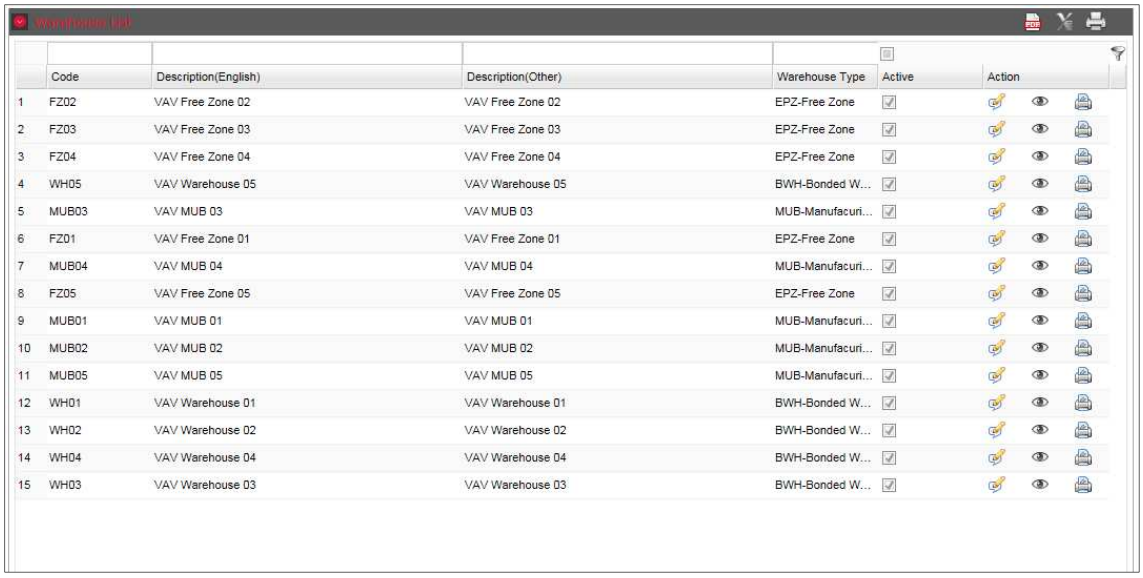
Searching Warehouse Details

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

To search the warehouse details:

1. Login to the application and click **Bonded Warehouse**>>**Warehouse Maintenance.** The following screen will be displayed.

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	Code	Description(English)	Description(Other)	Warehouse Type	Active	Action
1	FZ02	VAV Free Zone 02	VAV Free Zone 02	EPZ-Free Zone	☑	
2	FZ03	VAV Free Zone 03	VAV Free Zone 03	EPZ-Free Zone	☑	
3	FZ04	VAV Free Zone 04	VAV Free Zone 04	EPZ-Free Zone	☑	
4	WH05	VAV Warehouse 05	VAV Warehouse 05	BWH-Bonded W...	☑	
5	MUB03	VAV MUB 03	VAV MUB 03	MUB-Manufacuri...	☑	
6	FZ01	VAV Free Zone 01	VAV Free Zone 01	EPZ-Free Zone	☑	
7	MUB04	VAV MUB 04	VAV MUB 04	MUB-Manufacuri...	☑	
8	FZ05	VAV Free Zone 05	VAV Free Zone 05	EPZ-Free Zone	☑	
9	MUB01	VAV MUB 01	VAV MUB 01	MUB-Manufacuri...	☑	
10	MUB02	VAV MUB 02	VAV MUB 02	MUB-Manufacuri...	☑	
11	MUB05	VAV MUB 05	VAV MUB 05	MUB-Manufacuri...	☑	
12	WH01	VAV Warehouse 01	VAV Warehouse 01	BWH-Bonded W...	☑	
13	WH02	VAV Warehouse 02	VAV Warehouse 02	BWH-Bonded W...	☑	
14	WH04	VAV Warehouse 04	VAV Warehouse 04	BWH-Bonded W...	☑	
15	WH03	VAV Warehouse 03	VAV Warehouse 03	BWH-Bonded W...	☑	

Warehouse List Search Page

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

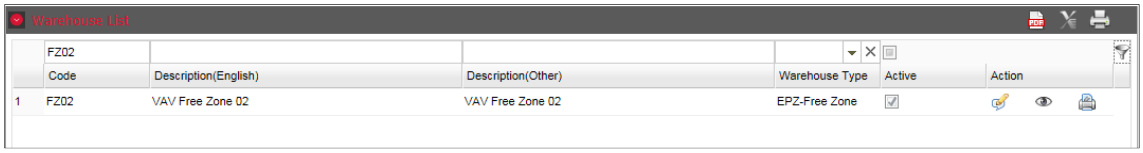
Field/Button description	Action/Input Required
Warehouse Name	Enter the name of the Warehouse
Warehouse Code	Enter the unique Warehouse code assigned to the particular warehouse
Declaration Number	Enter the declaration number of the importer.
Customs Office	Enter the customs office where the goods are placed.
Declarant	Enter the name of the declarant.
Submission	Enter the date when the warehouse was submitted
Status	Select the status of the warehouse form the drop-down 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:
  - Warehouse Number
  - Warehouse Code

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

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Warehouse List Search Result Page

Click the icon to print the Warehouse details.

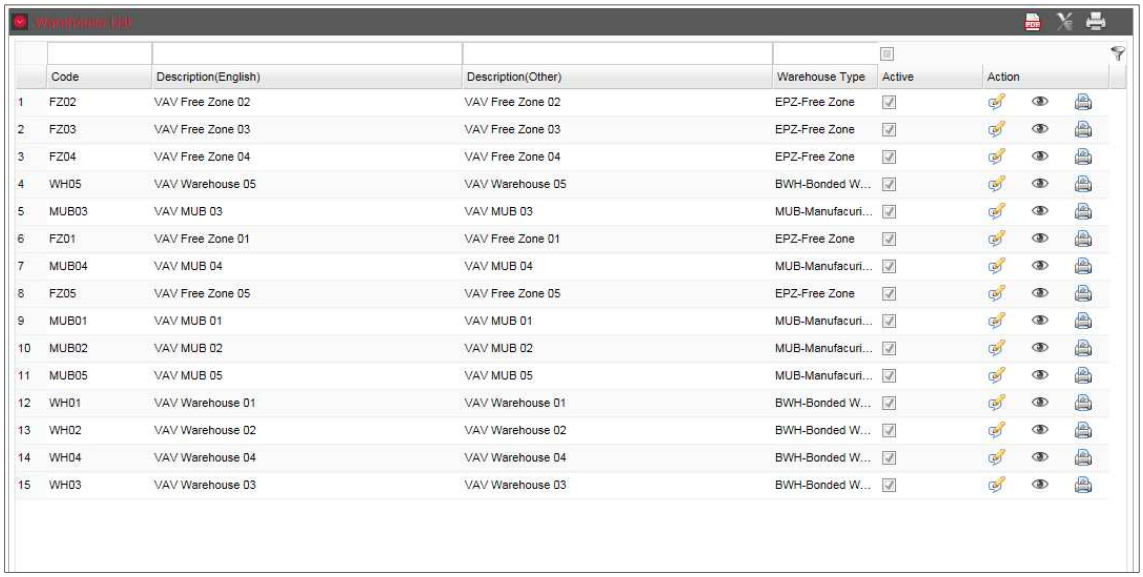
Click the icon to view the Warehouse details.

Adding a New Zone to the Warehouse Goods

This functionality allows the Warehouse officer to add a new zone to the warehouse goods.

To add a new zone:

1. Click **Bonded Warehouse**>>**Warehouse Maintenance.** The following screen will be displayed.



Warehouse List Search Page

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

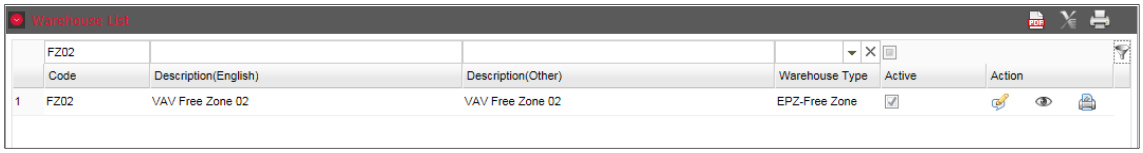
Field/Button description	Action/Input Required
Warehouse Name	Enter the name of the Warehouse.
Warehouse Code	Enter the unique Warehouse code assigned to the particular warehouse.
Declaration Number	Enter the declaration number of the importer.

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Field/Button description	Action/Input Required
Customs Office	Enter the customs office where the goods are placed.
Declarant	Enter the name of the declarant.
Submission	Enter the date when the warehouse was submitted.
Status	Select the status of the warehouse form the drop-down list.

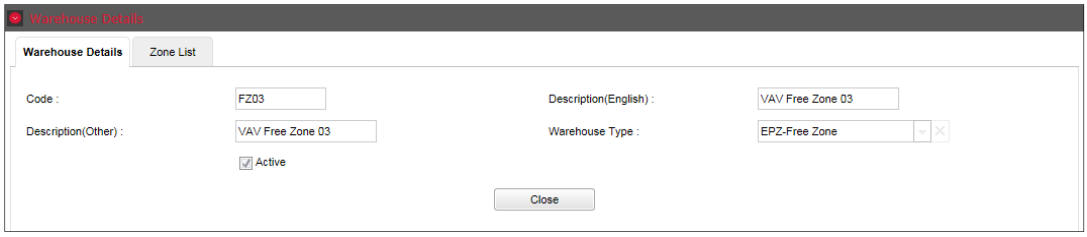
- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Warehouse Number
  - Warehouse Code

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



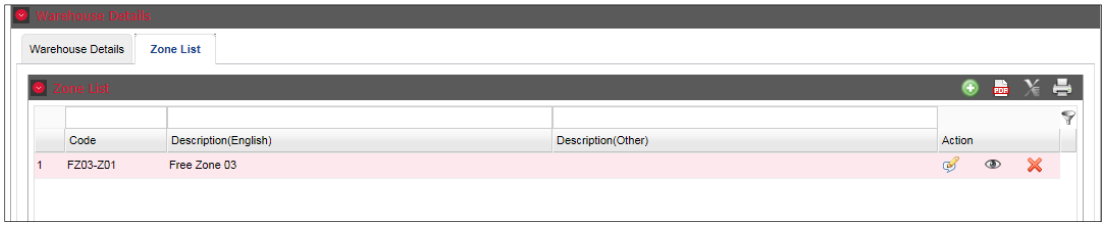
Warehouse List Search Result Page

3. Click  to add the zones and edit the exiting zones. The following screen will be displayed.



Warehouse Details Page

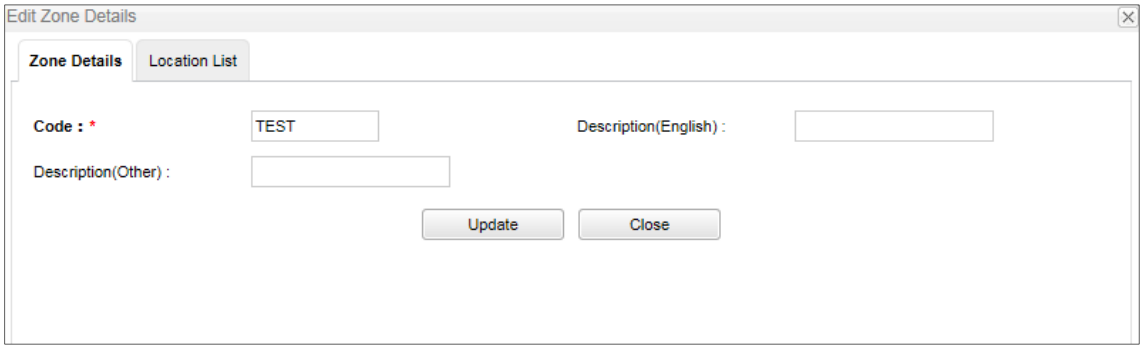
4. Click the **Zone list** to add the zones. The following screen will be displayed.



Zone Details Page

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5. Click  icon to edit the zone details.



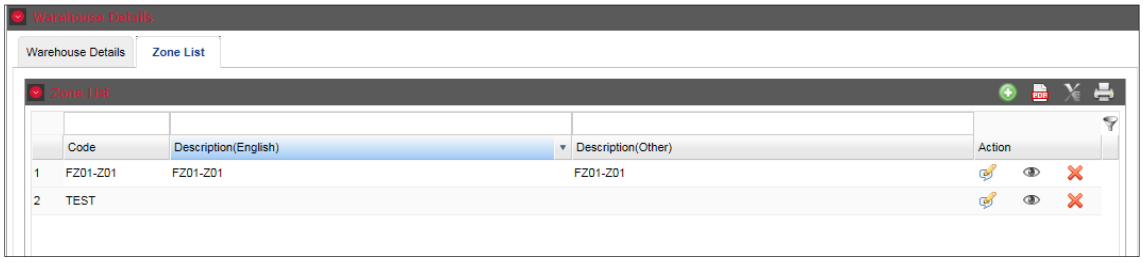
Edit Zone Page

6. Modify the fields and click **Update** button. The Record updated successfully message will be displayed.



Success Message

7. Click **Ok**. The New zone is added to the zone list.



Zone List Updated Page

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Admit Goods

The process of admitting the goods into the Warehouse starts after the Gate release of the Warehouse declaration.

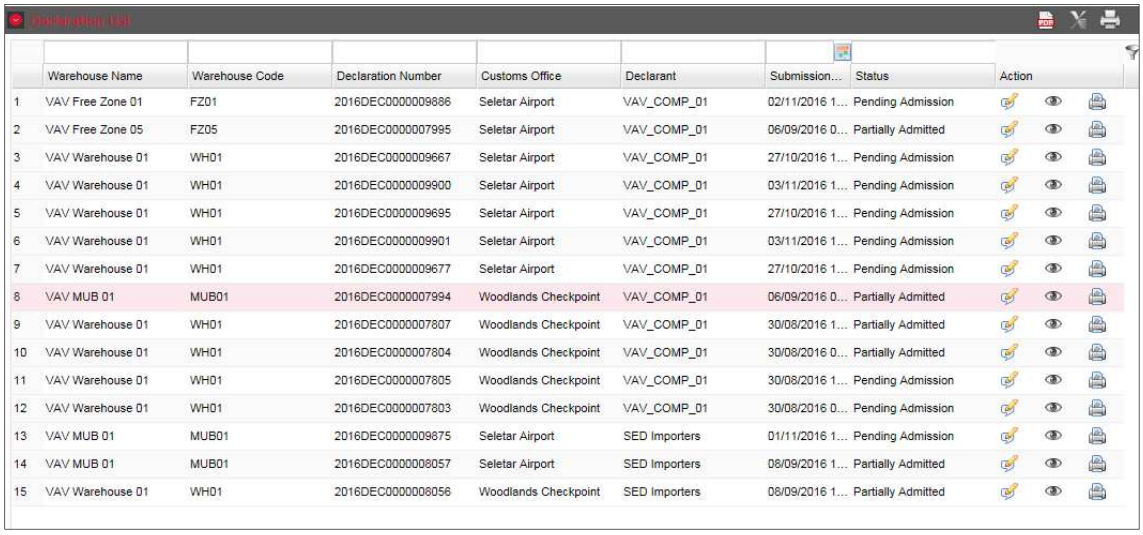
This functionality allows the warehouse officer to admit the Goods/Items after the successful verification of the declaration. The goods can be admitted either partially or fully depending on the arrival of the goods to the Warehouse. The partial or full status of the goods is measured by the quantity of the goods admitted to the warehouse. Warehouse officer updates the quantity of the goods.

Search and View Admitted Goods

This functionality allows the warehouse officer to search and view the admitted goods.

To search and view the admitted goods:

1. Login to the application and click **Bonded Warehouse**>> **Admit Goods.** The following screen will be displayed.



	Warehouse Name	Warehouse Code	Declaration Number	Customs Office	Declarant	Submission...	Status	Action
1	VAV Free Zone 01	FZ01	2016DEC0000009886	Seletar Airport	VAV_COMP_01	02/11/2016 1...	Pending Admission	
2	VAV Free Zone 05	FZ05	2016DEC0000007995	Seletar Airport	VAV_COMP_01	06/09/2016 0...	Partially Admitted	
3	VAV Warehouse 01	WH01	2016DEC0000009667	Seletar Airport	VAV_COMP_01	27/10/2016 1...	Pending Admission	
4	VAV Warehouse 01	WH01	2016DEC0000009900	Seletar Airport	VAV_COMP_01	03/11/2016 1...	Pending Admission	
5	VAV Warehouse 01	WH01	2016DEC0000009695	Seletar Airport	VAV_COMP_01	27/10/2016 1...	Pending Admission	
6	VAV Warehouse 01	WH01	2016DEC0000009901	Seletar Airport	VAV_COMP_01	03/11/2016 1...	Pending Admission	
7	VAV Warehouse 01	WH01	2016DEC0000009677	Seletar Airport	VAV_COMP_01	27/10/2016 1...	Pending Admission	
8	VAV MUB 01	MUB01	2016DEC0000007994	Woodlands Checkpoint	VAV_COMP_01	06/09/2016 0...	Partially Admitted	
9	VAV Warehouse 01	WH01	2016DEC0000007807	Woodlands Checkpoint	VAV_COMP_01	30/08/2016 1...	Partially Admitted	
10	VAV Warehouse 01	WH01	2016DEC0000007804	Woodlands Checkpoint	VAV_COMP_01	30/08/2016 0...	Partially Admitted	
11	VAV Warehouse 01	WH01	2016DEC0000007805	Woodlands Checkpoint	VAV_COMP_01	30/08/2016 1...	Pending Admission	
12	VAV Warehouse 01	WH01	2016DEC0000007803	Woodlands Checkpoint	VAV_COMP_01	30/08/2016 0...	Pending Admission	
13	VAV MUB 01	MUB01	2016DEC0000009875	Seletar Airport	SED Importers	01/11/2016 1...	Pending Admission	
14	VAV MUB 01	MUB01	2016DEC0000008057	Seletar Airport	SED Importers	08/09/2016 1...	Partially Admitted	
15	VAV Warehouse 01	WH01	2016DEC0000008056	Woodlands Checkpoint	SED Importers	08/09/2016 1...	Partially Admitted	

Declaration List Search Page

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

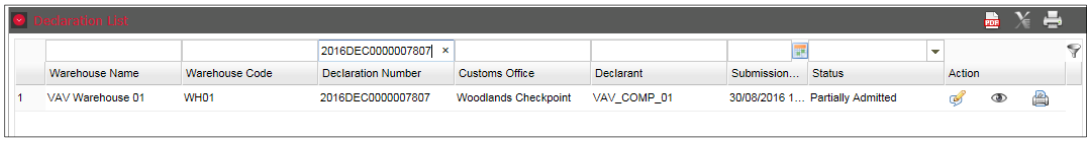
Field/Button description	Action/Input Required
Warehouse Name	Enter the name of the Warehouse.
Warehouse Code	Enter the unique Warehouse code assigned to the particular warehouse.
Declaration Number	Enter the declaration number of the importer.
Customs Office	Enter the customs office where the goods are placed.

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Field/Button description	Action/Input Required
Declarant	Enter the name of the declarant.
Submission	Enter the date when the warehouse was submitted.
Status	Select the status of the warehouse form the drop-down list.

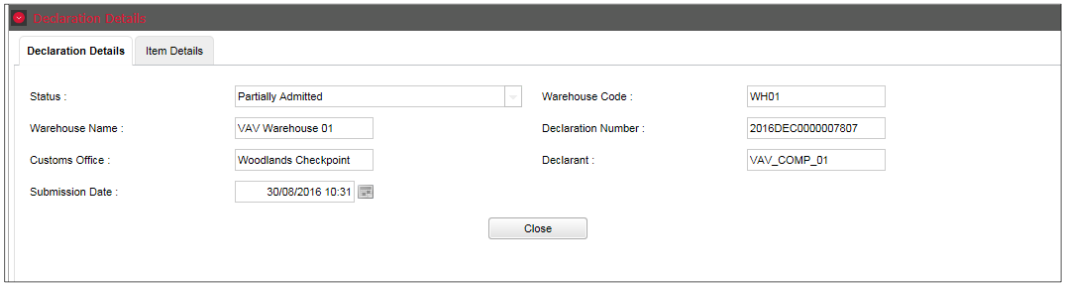
- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Warehouse Number
  - Warehouse Code

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



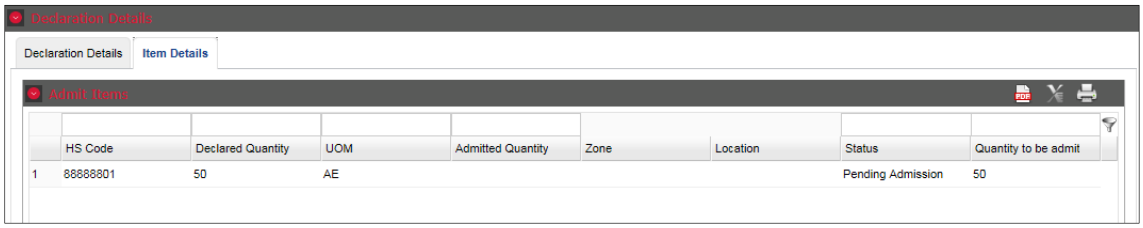
Declaration List Search Result Page

3. From the search results, click the  icon. The view details page will be displayed.



Declaration Details Page

4. Click the **Items** tab to view the item details.



Item Details Page

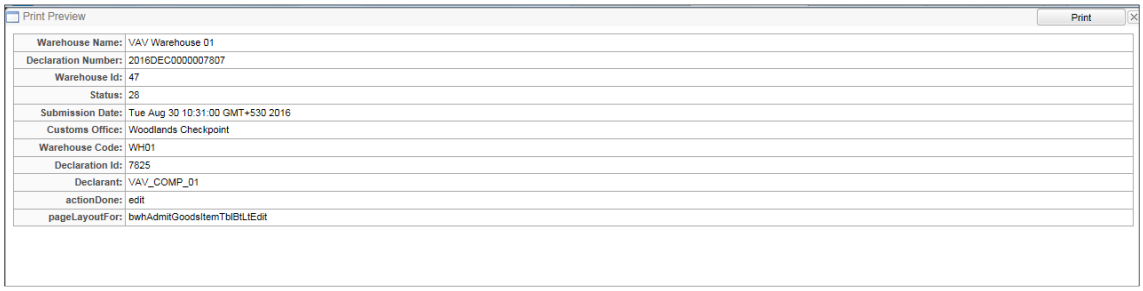
© CrimsonLogic Pte Ltd

Print Admitted Goods

This functionality allows you to print the admitted goods.

To print the admitted goods:

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



Print Preview Page

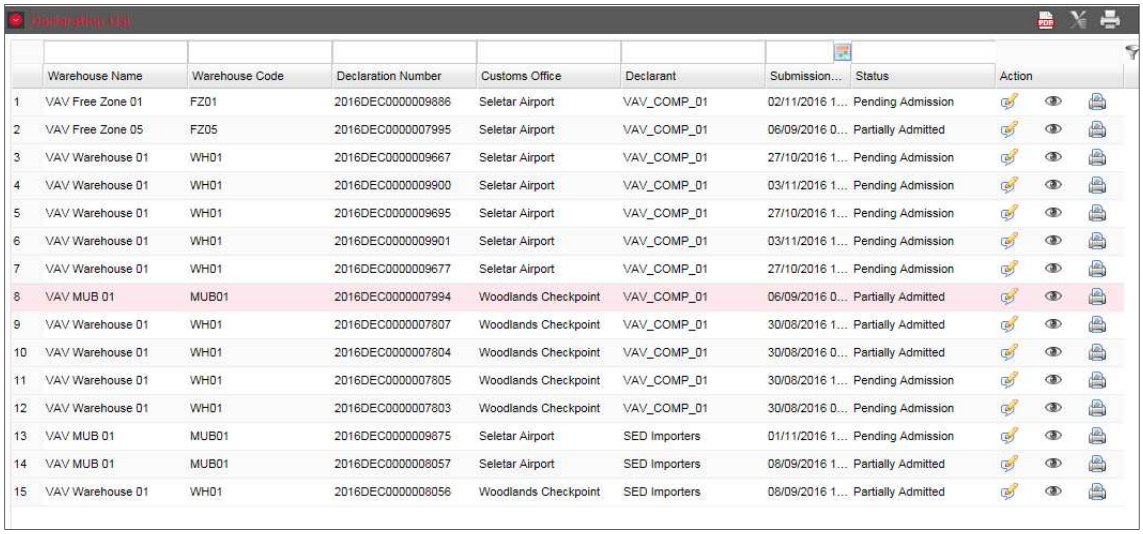
2. Click **Print** button to print the admitted goods details.

Editing Admitted Goods

This functionality allows the warehouse officer to admit the goods, which are partially admitted and are in Pending Admission Status. The warehouse officer can view the goods that are fully admitted, released and rejected by the Guarantor.

To edit the admitted goods:

1. Login to the application and click **Bonded Warehouse**>> **Admit Goods.** The following screen will be displayed.



	Warehouse Name	Warehouse Code	Declaration Number	Customs Office	Declarant	Submission...	Status	Action
1	VAV Free Zone 01	FZ01	2016DEC0000009886	Seletar Airport	VAV_COMP_01	02/11/2016 1...	Pending Admission	
2	VAV Free Zone 05	FZ05	2016DEC0000007995	Seletar Airport	VAV_COMP_01	06/09/2016 0...	Partially Admitted	
3	VAV Warehouse 01	WH01	2016DEC0000009667	Seletar Airport	VAV_COMP_01	27/10/2016 1...	Pending Admission	
4	VAV Warehouse 01	WH01	2016DEC0000009900	Seletar Airport	VAV_COMP_01	03/11/2016 1...	Pending Admission	
5	VAV Warehouse 01	WH01	2016DEC0000009695	Seletar Airport	VAV_COMP_01	27/10/2016 1...	Pending Admission	
6	VAV Warehouse 01	WH01	2016DEC0000009901	Seletar Airport	VAV_COMP_01	03/11/2016 1...	Pending Admission	
7	VAV Warehouse 01	WH01	2016DEC0000009677	Seletar Airport	VAV_COMP_01	27/10/2016 1...	Pending Admission	
8	VAV MUB 01	MUB01	2016DEC0000007994	Woodlands Checkpoint	VAV_COMP_01	06/09/2016 0...	Partially Admitted	
9	VAV Warehouse 01	WH01	2016DEC0000007807	Woodlands Checkpoint	VAV_COMP_01	30/08/2016 1...	Partially Admitted	
10	VAV Warehouse 01	WH01	2016DEC0000007804	Woodlands Checkpoint	VAV_COMP_01	30/08/2016 0...	Partially Admitted	
11	VAV Warehouse 01	WH01	2016DEC0000007805	Woodlands Checkpoint	VAV_COMP_01	30/08/2016 1...	Pending Admission	
12	VAV Warehouse 01	WH01	2016DEC0000007803	Woodlands Checkpoint	VAV_COMP_01	30/08/2016 0...	Pending Admission	
13	VAV MUB 01	MUB01	2016DEC0000009875	Seletar Airport	SED Importers	01/11/2016 1...	Pending Admission	
14	VAV MUB 01	MUB01	2016DEC0000008057	Seletar Airport	SED Importers	08/09/2016 1...	Partially Admitted	
15	VAV Warehouse 01	WH01	2016DEC0000008056	Woodlands Checkpoint	SED Importers	08/09/2016 1...	Partially Admitted	

Declaration List Search Page

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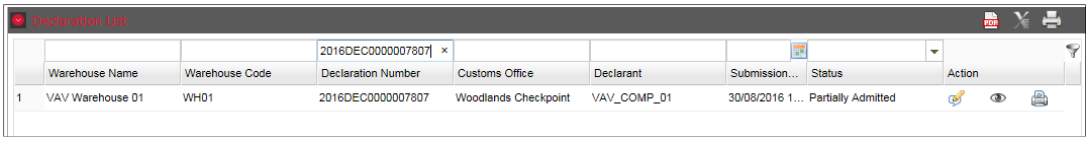
Following are the field and button descriptions of the **Search Admit Goods** page.

Field/Button description	Action/Input Required
Warehouse Name	Enter the name of the Warehouse.
Warehouse Code	Enter the unique Warehouse code assigned to the particular warehouse.
Declaration Number	Enter the declaration number of the importer.
Customs Office	Enter the customs office where the goods are placed.
Declarant	Enter the name of the declarant.
Submission	Enter the date when the warehouse was submitted.
Status	Select the status of the warehouse form the drop-down list.

@

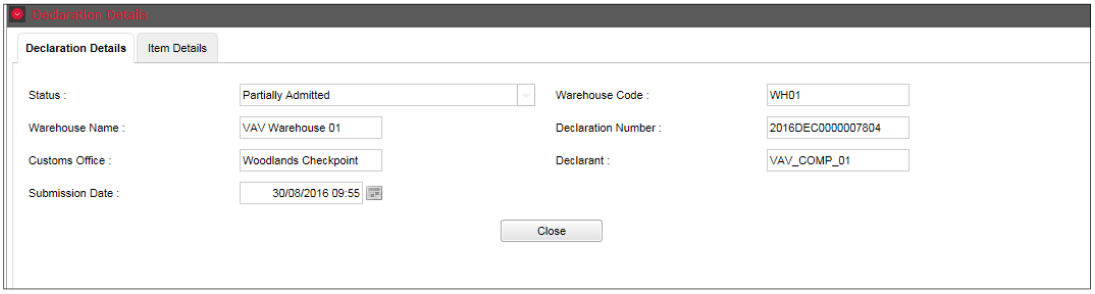
- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Warehouse Number
  - Warehouse Code

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



Declaration List Search Result Page

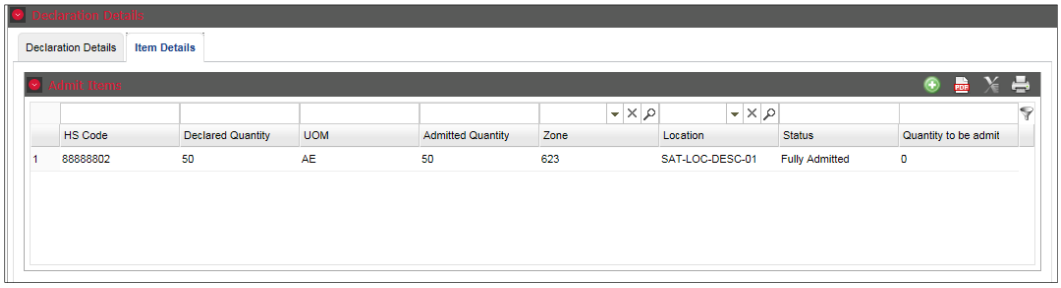
3. Click the  icon to edit the admit goods. The following screen will be displayed.



Declaration Details Page

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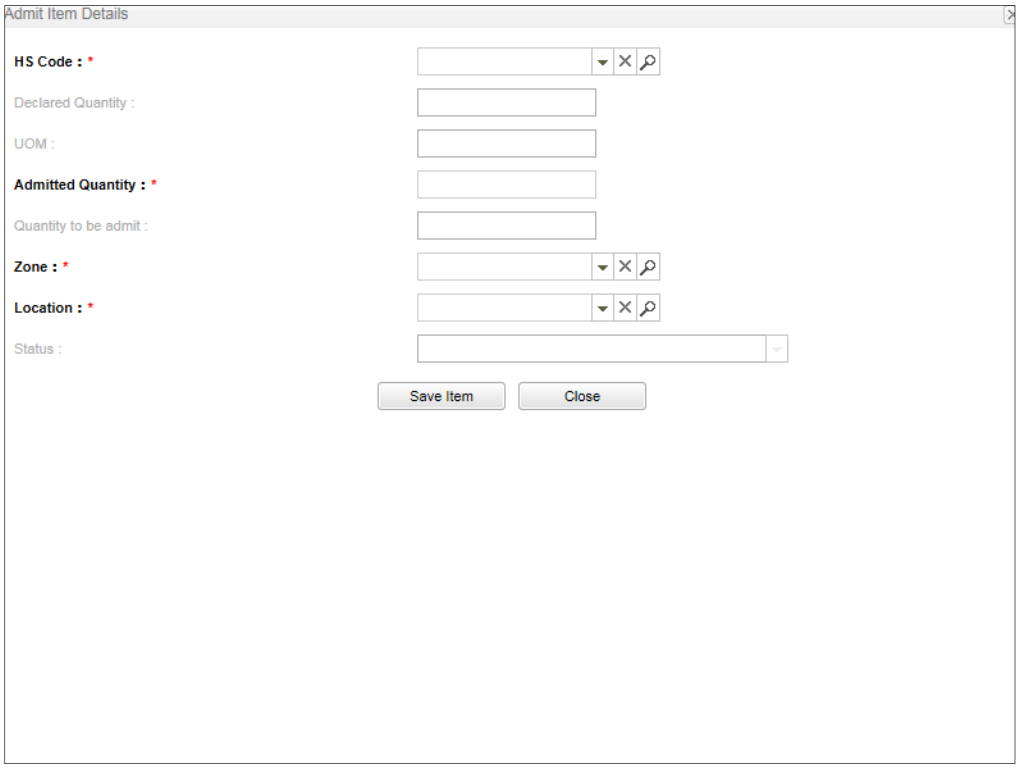
4. Click the **Item** Details Tab to add the items and admit the quantity of the goods.



Item Details Page

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

5. Click the  icon to create the item. The Add Item details page will be displayed.



Add Item Details Page

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Following are the field and button descriptions of the **Add Item Details** page.

Field/Button description	Action/Input Required
HS Code	Select the HS Code from the drop-down list.
Declared Quantity	Declared Quantity is auto-populated based on the HS Code.
UOM	Displays the Unit of measurement of an item.
Admitted Quantity	Enter the quantity.
Quantity to be admit	Displays the Total quantity to be admitted. It is an auto-populated field.
Zone	Select the zone from the drop-down list.
Location	Select the location from the drop-down list.

6. Click **Save** Item to save the item details.

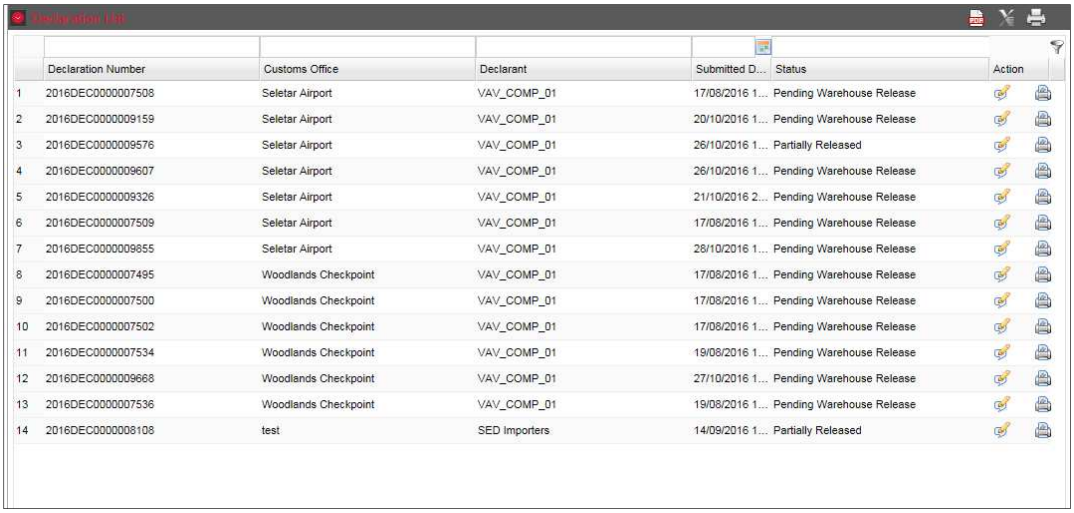
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Release Goods

Warehouse officer can perform a partial/full release depending on the release of the goods from the Warehouse. The process of releasing the goods from the Warehouse starts after the compliance clearance of the Ex-Warehouse declarations linked to corresponding parent Warehouse declaration.

To release the goods:

1. Click **Bonded Warehouse**>>**Release Goods**. The following screen will be displayed.



	Declaration Number	Customs Office	Declarant	Submitted D...	Status	Action
1	2016DEC0000007508	Seletar Airport	VAV_COMP_01	17/08/2016 1...	Pending Warehouse Release	
2	2016DEC0000009159	Seletar Airport	VAV_COMP_01	20/10/2016 1...	Pending Warehouse Release	
3	2016DEC0000009576	Seletar Airport	VAV_COMP_01	26/10/2016 1...	Partially Released	
4	2016DEC0000009607	Seletar Airport	VAV_COMP_01	26/10/2016 1...	Pending Warehouse Release	
5	2016DEC0000009326	Seletar Airport	VAV_COMP_01	21/10/2016 2...	Pending Warehouse Release	
6	2016DEC0000007509	Seletar Airport	VAV_COMP_01	17/08/2016 1...	Pending Warehouse Release	
7	2016DEC0000009855	Seletar Airport	VAV_COMP_01	28/10/2016 1...	Pending Warehouse Release	
8	2016DEC0000007495	Woodlands Checkpoint	VAV_COMP_01	17/08/2016 1...	Pending Warehouse Release	
9	2016DEC0000007500	Woodlands Checkpoint	VAV_COMP_01	17/08/2016 1...	Pending Warehouse Release	
10	2016DEC0000007502	Woodlands Checkpoint	VAV_COMP_01	17/08/2016 1...	Pending Warehouse Release	
11	2016DEC0000007534	Woodlands Checkpoint	VAV_COMP_01	19/08/2016 1...	Pending Warehouse Release	
12	2016DEC0000009668	Woodlands Checkpoint	VAV_COMP_01	27/10/2016 1...	Pending Warehouse Release	
13	2016DEC0000007536	Woodlands Checkpoint	VAV_COMP_01	19/08/2016 1...	Pending Warehouse Release	
14	2016DEC0000008108	test	SED Importers	14/09/2016 1...	Partially Released	

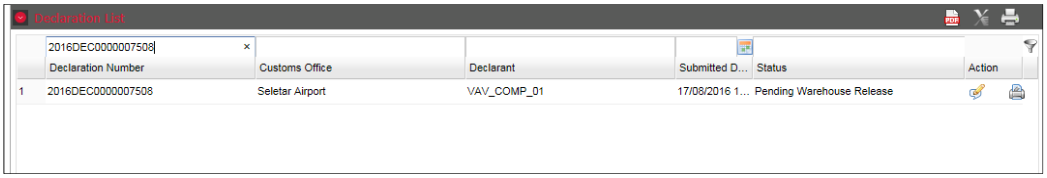
Declaration list Search Page

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

Field/Button description	Action/Input Required
Declaration Number	Enter the declaration number.
Customs Office	Enter the customs office where the goods are placed.
Declarant	Displays the declarant name.
Submitted date	Select the submitted date using the calendar icon.
Status	Enter or select the status from the drop-down list.

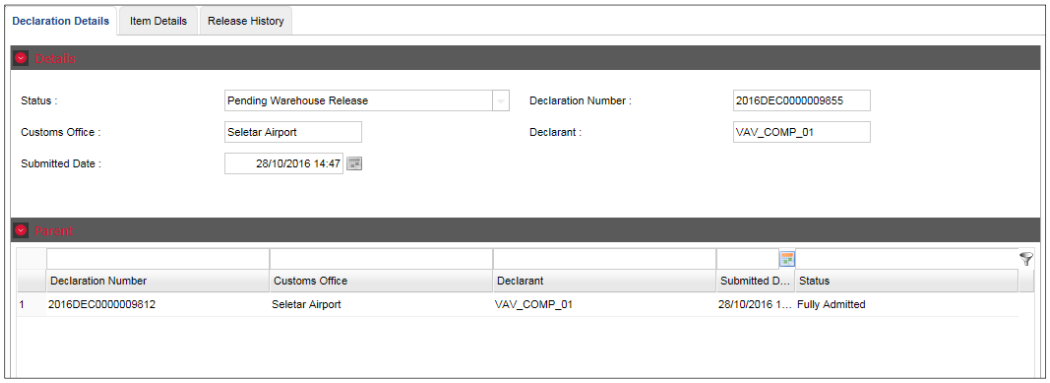
2. Enter the search criteria and Click  icon to view the matching results in the **Search Results Page**.

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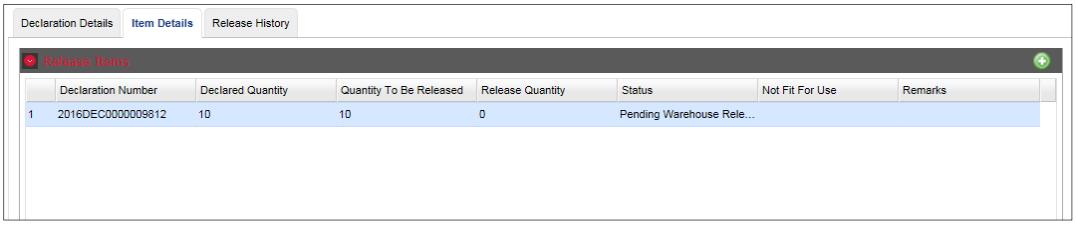
Declaration list Search Result Page

3. Click the  icon to release the goods. The Declaration details page will be displayed.



Declaration Details Page

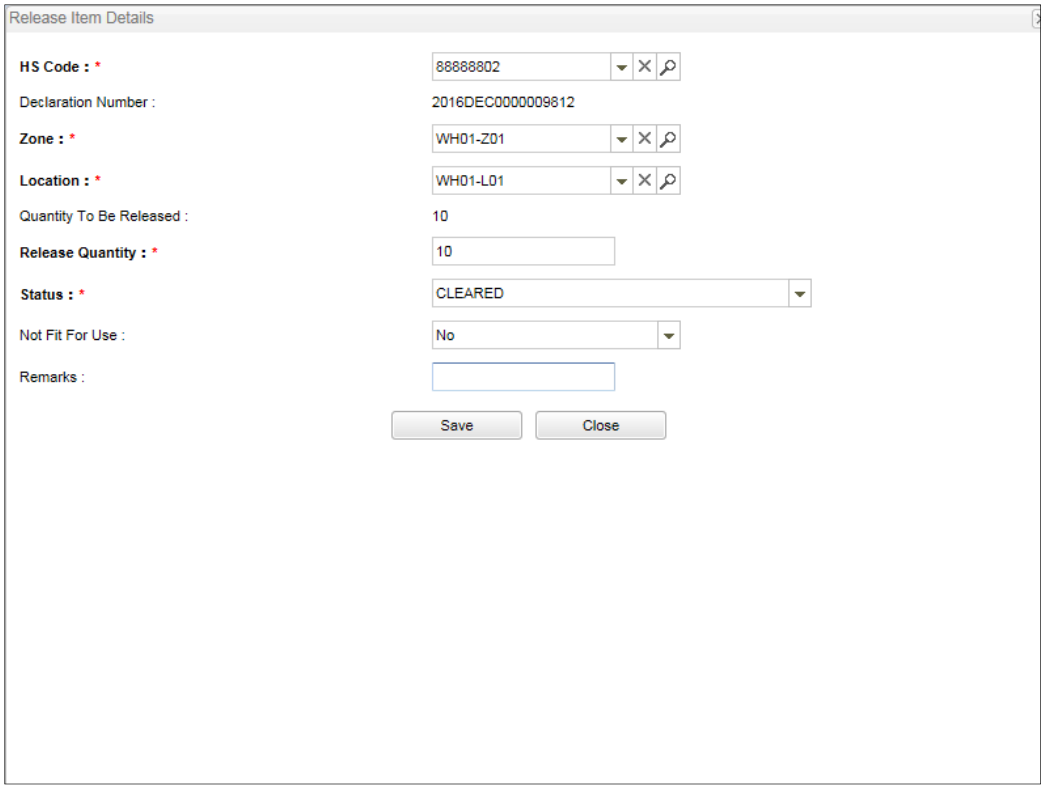
4. Click the **Item** tab. The following screen will be displayed.



Item Details Page

5. Click  to add release items. The following screen will be displayed.

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Release Item Details Page

Following are the field and button descriptions of the **Release Item Details** page.

Field/Button description	Action/Input Required
HS Code	Select the HS code of the item from the drop-down list.
Declaration Number	Enter the declaration number.
Zone	Select the zone of the goods from the drop-down list.
Location	Select the location of the goods from the drop-down list.
Quantity to be released	This field displays the quantity of goods to be released.
Release Quantity	Enter the quantity of goods to be released.
Status	Enter the status of the goods released from the drop-down list.
Not Fit for Use	Select **Yes** or **No** from the dropdown list to state whether the remaining amount is loss via spillage/evaporation.
Remarks	Enter the remarks for the released goods if any.

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6. Click the **Save** button to save the released item details.
7. Click the **Release History** tab. The following screen will be displayed.



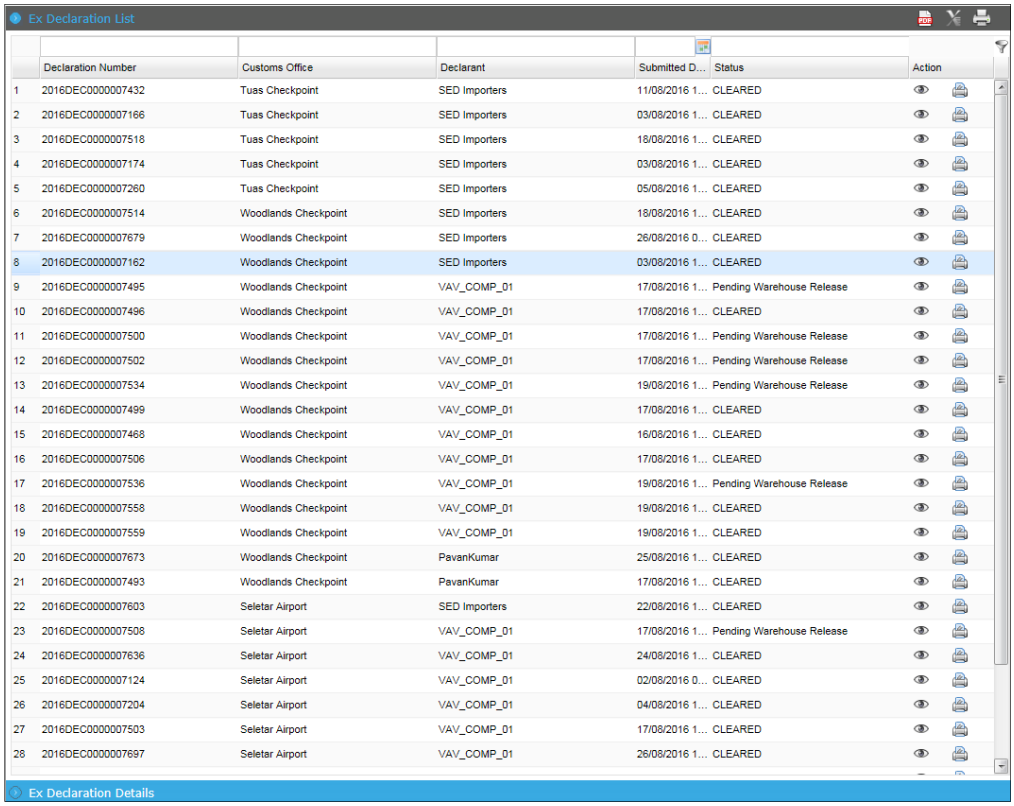
Release History Tab

Search and View Ex goods

This functionality allows the bonded officer to search and view the goods that are released and cleared from the warehouse in the TFB system.

To search and view the released goods:

1. Login to the application and click **Bonded Warehouse**>>**Search Ex Goods.** The following screen will be displayed.



Ex-Declaration List Page

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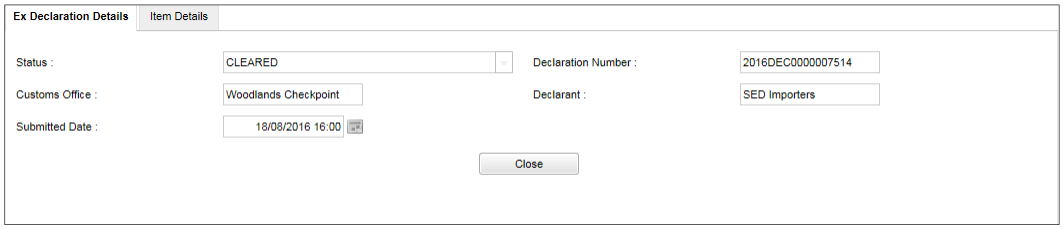
Following are the field and button descriptions of the **Search Ex Goods** page.

Field/Button description	Action/Input Required
Declaration Number	Enter the declaration number of the importer.
Customs Office	Enter the customs office where the goods are placed.
Declarant	Enter the name of the declarant.
Submitted Date	Enter the date when the warehouse was submitted.
Status	Select the status of the warehouse form the drop-down list.

@

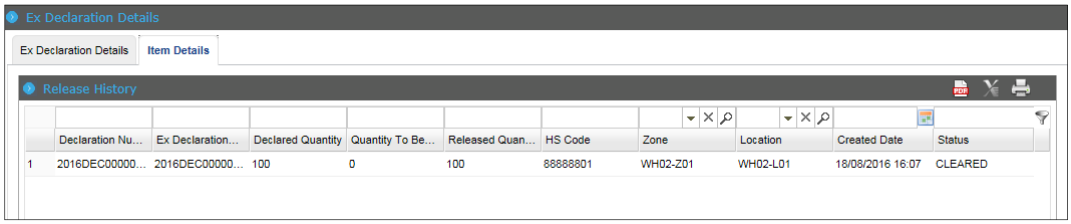
- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Declaration Number
  - Customs Office
  - Declarant
  - Submitted Date
  - Status

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



Ex-Declaration Details Tab page

3. Click the **Items** tab to view the item details.



Item Details Tab page

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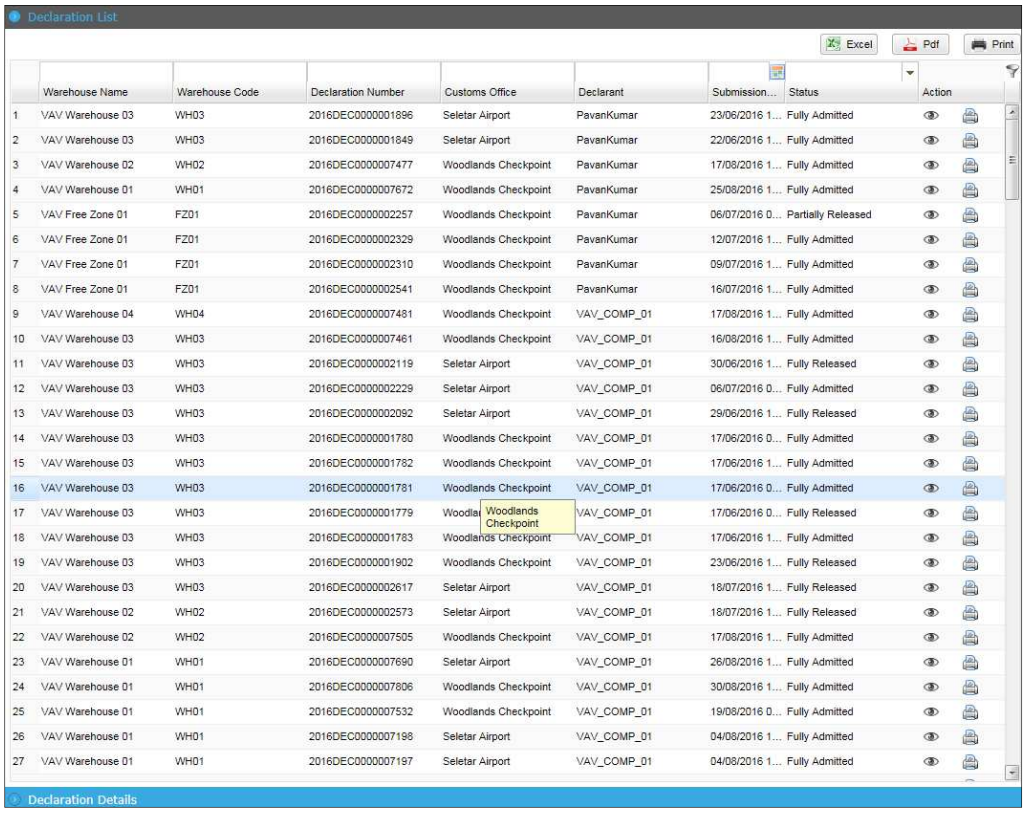
Click the **Excel sheet** icon to download the Item details as an excel sheet.
Click the **PDF** icon to download the Item details as a PDF document.
Click the **Print** button to print the Item details.

Search and View Goods

This functionality allows the bonded warehouse officer to search, print and view the goods.

To search and view the goods

1. Login to the application and click **Bonded Warehouse**>>**Search Goods.** The following screen will be displayed.



	Warehouse Name	Warehouse Code	Declaration Number	Customs Office	Declarant	Submission...	Status	Action
1	VAV Warehouse 03	WH03	2016DEC0000001896	Seletar Airport	PavanKumar	23/06/2016 1...	Fully Admitted	
2	VAV Warehouse 03	WH03	2016DEC0000001849	Seletar Airport	PavanKumar	22/06/2016 1...	Fully Admitted	
3	VAV Warehouse 02	WH02	2016DEC0000007477	Woodlands Checkpoint	PavanKumar	17/08/2016 1...	Fully Admitted	
4	VAV Warehouse 01	WH01	2016DEC0000007672	Woodlands Checkpoint	PavanKumar	25/08/2016 1...	Fully Admitted	
5	VAV Free Zone 01	FZ01	2016DEC0000002257	Woodlands Checkpoint	PavanKumar	06/07/2016 0...	Partially Released	
6	VAV Free Zone 01	FZ01	2016DEC0000002329	Woodlands Checkpoint	PavanKumar	12/07/2016 1...	Fully Admitted	
7	VAV Free Zone 01	FZ01	2016DEC0000002310	Woodlands Checkpoint	PavanKumar	09/07/2016 1...	Fully Admitted	
8	VAV Free Zone 01	FZ01	2016DEC0000002541	Woodlands Checkpoint	PavanKumar	16/07/2016 1...	Fully Admitted	
9	VAV Warehouse 04	WH04	2016DEC0000007481	Woodlands Checkpoint	VAV_COMP_01	17/08/2016 1...	Fully Admitted	
10	VAV Warehouse 03	WH03	2016DEC0000007461	Woodlands Checkpoint	VAV_COMP_01	16/08/2016 1...	Fully Admitted	
11	VAV Warehouse 03	WH03	2016DEC0000002119	Seletar Airport	VAV_COMP_01	30/06/2016 1...	Fully Released	
12	VAV Warehouse 03	WH03	2016DEC0000002229	Seletar Airport	VAV_COMP_01	06/07/2016 0...	Fully Admitted	
13	VAV Warehouse 03	WH03	2016DEC0000002092	Seletar Airport	VAV_COMP_01	29/06/2016 1...	Fully Released	
14	VAV Warehouse 03	WH03	2016DEC0000001780	Woodlands Checkpoint	VAV_COMP_01	17/06/2016 0...	Fully Admitted	
15	VAV Warehouse 03	WH03	2016DEC0000001782	Woodlands Checkpoint	VAV_COMP_01	17/06/2016 1...	Fully Admitted	
16	VAV Warehouse 03	WH03	2016DEC0000001781	Woodlands Checkpoint	VAV_COMP_01	17/06/2016 0...	Fully Admitted	
17	VAV Warehouse 03	WH03	2016DEC0000001779	Woodlands Checkpoint	VAV_COMP_01	17/06/2016 0...	Fully Released	
18	VAV Warehouse 03	WH03	2016DEC0000001783	Woodlands Checkpoint	VAV_COMP_01	17/06/2016 1...	Fully Admitted	
19	VAV Warehouse 03	WH03	2016DEC0000001902	Woodlands Checkpoint	VAV_COMP_01	23/06/2016 1...	Fully Released	
20	VAV Warehouse 03	WH03	2016DEC0000002617	Seletar Airport	VAV_COMP_01	18/07/2016 1...	Fully Released	
21	VAV Warehouse 02	WH02	2016DEC0000002573	Seletar Airport	VAV_COMP_01	18/07/2016 1...	Fully Released	
22	VAV Warehouse 02	WH02	2016DEC0000007505	Woodlands Checkpoint	VAV_COMP_01	17/08/2016 1...	Fully Admitted	
23	VAV Warehouse 01	WH01	2016DEC0000007690	Seletar Airport	VAV_COMP_01	26/08/2016 1...	Fully Admitted	
24	VAV Warehouse 01	WH01	2016DEC0000007806	Woodlands Checkpoint	VAV_COMP_01	30/08/2016 1...	Fully Admitted	
25	VAV Warehouse 01	WH01	2016DEC0000007532	Woodlands Checkpoint	VAV_COMP_01	19/08/2016 0...	Fully Admitted	
26	VAV Warehouse 01	WH01	2016DEC0000007198	Seletar Airport	VAV_COMP_01	04/08/2016 1...	Fully Admitted	
27	VAV Warehouse 01	WH01	2016DEC0000007197	Seletar Airport	VAV_COMP_01	04/08/2016 1...	Fully Admitted	

Declaration List Page

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

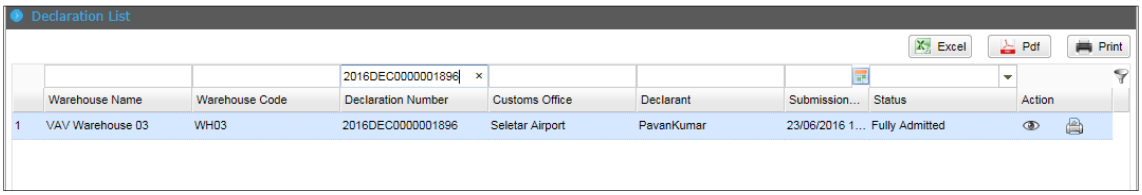
Field/Button description	Action/Input Required
Warehouse Name	Enter the name of the Warehouse.
Warehouse Code	Enter the unique Warehouse code assigned to the particular warehouse.

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Field/Button description	Action/Input Required
Declaration Number	Enter the declaration number of the importer.
Customs Office	Enter the customs office where the goods are placed.
Declarant	Enter the name of the declarant.
Submission	Enter the date when the warehouse was submitted.
Status	Select the status of the warehouse form the drop-down list.

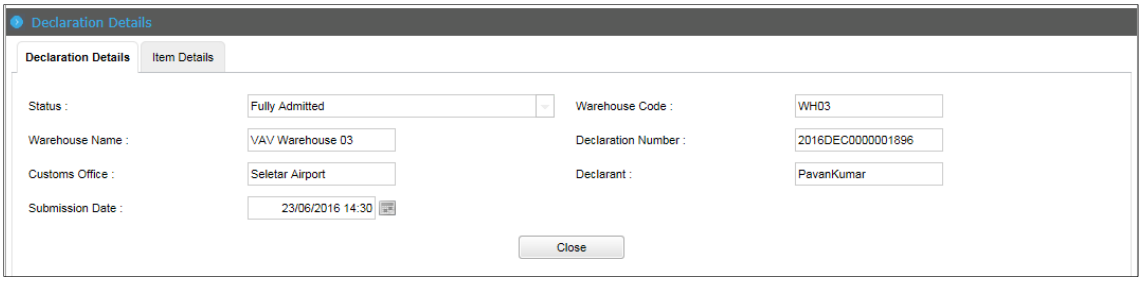
- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Warehouse Number
  - Warehouse Code

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



Declaration Search Result Page

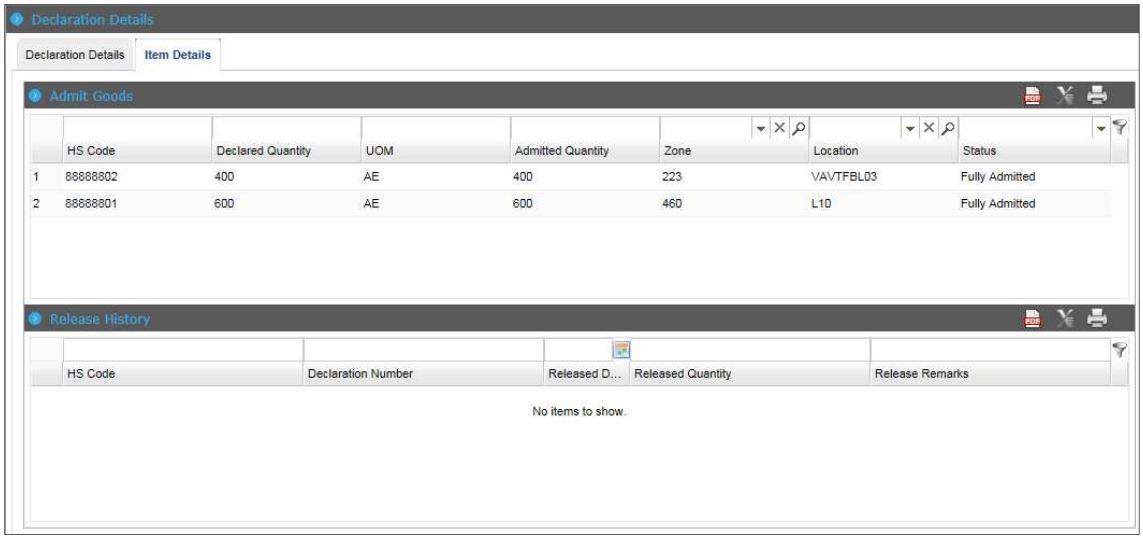
3. From the search results, click the  icon. The view details page will be displayed.



Declaration Details Page

4. Click the **Item Details** tab to view the status of the admitted and released items.

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Item Details Page

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

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

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

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CHAPTER 3
Refund

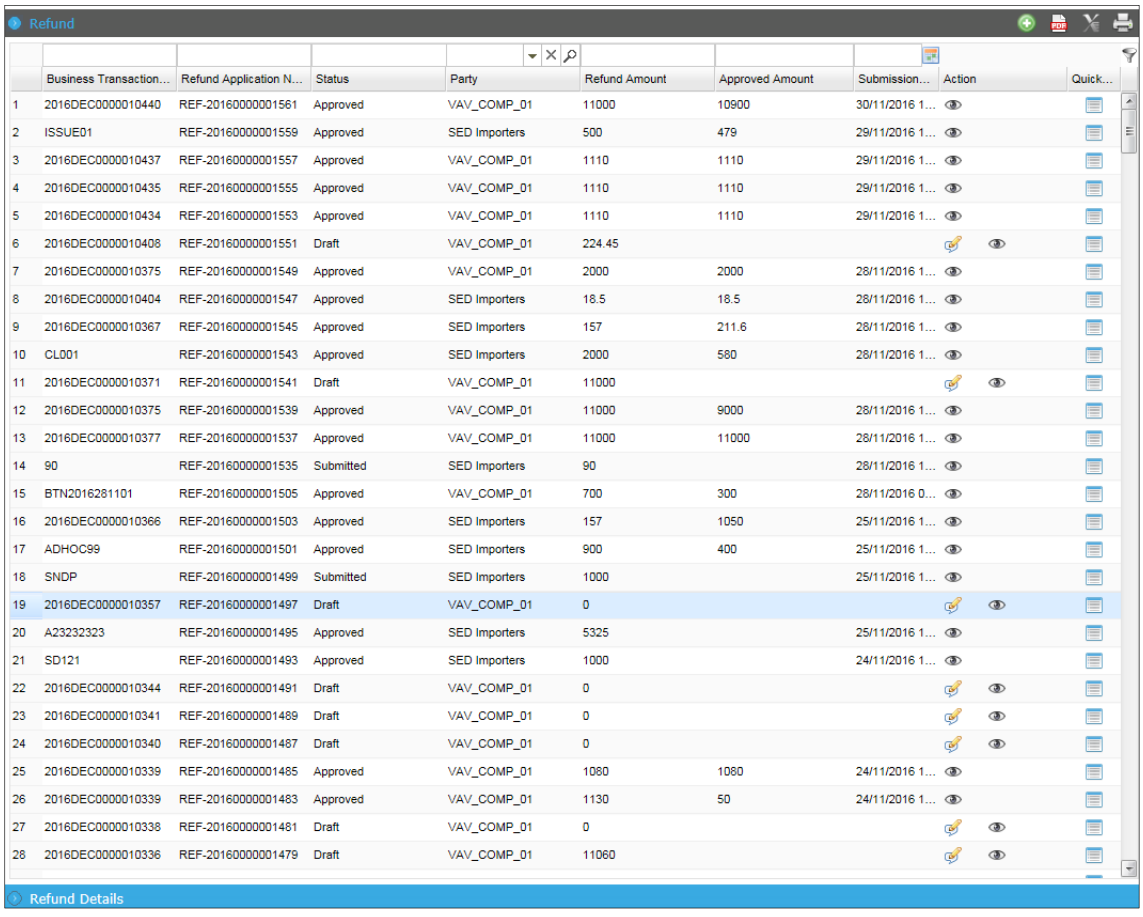
This functionality allows the Clearing Agent/Importer/Exporter to apply for refund from customs for various situations (e.g. imported goods are re-exported, excess payment made to customs etc…). For all refunds, a request has to be made and requires approval from customs finance section.

Search and View Refund Details

This functionality allows the Clearing Agent/Importer/Exporter to search and view the refund details.

To search and view the refund details:

1. Click **Refund**>>**Refund.** The following page will be displayed.



Refund search Page

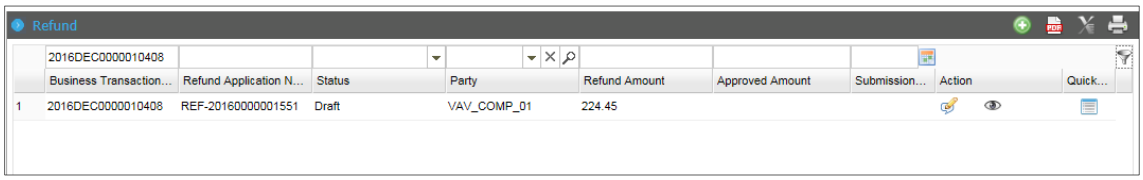
© CrimsonLogic Pte Ltd

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

Field/Button description	Action/Input Required
Business Transaction Number	Enter the declaration number of the declarant.
Refund Application Number	Enter the refund application number.
Status	Select the status of the refund the drop-down list.
Party	Enter the name of the party
Refund Amount	Enter the refund amount to be paid.
Approved Amount	Enter the approved amount to be refunded.
Submitted Date	Click on the Calendar icon to specify the dates.

- 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:
  - Business Transaction Number
  - Refund Application Number

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

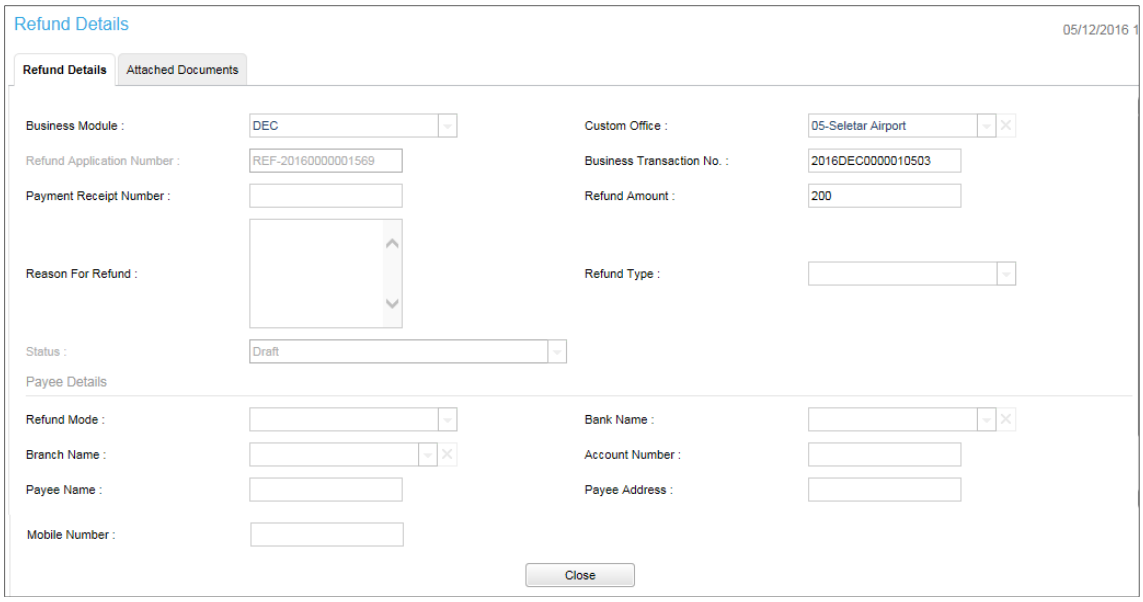


Search Results page

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

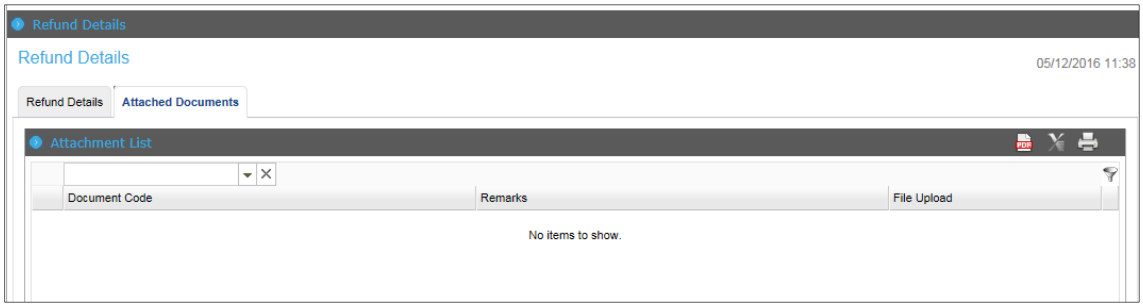
3. Click the  icon to view the refund details.

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Refund Details Page

4. Click the icon to view the documents attached.



Documents Attached Page

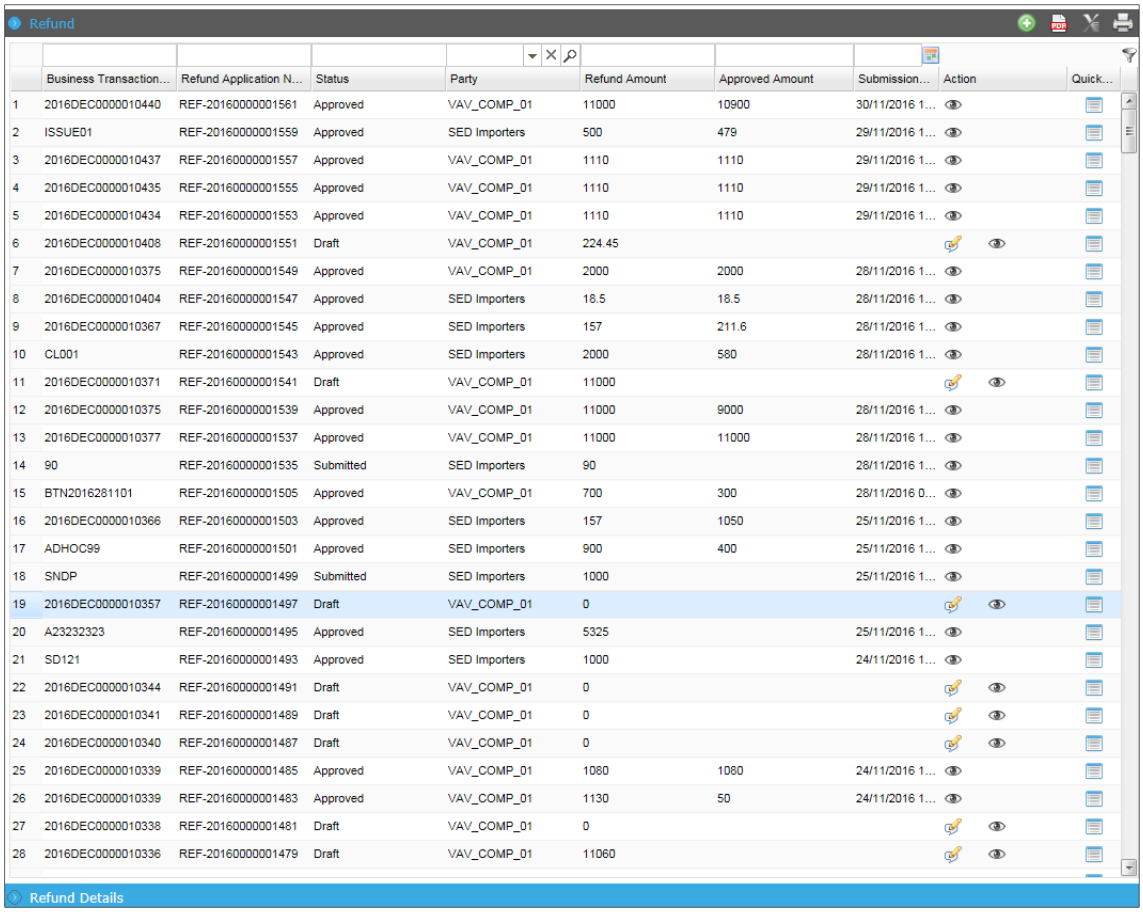
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Create Refund

This functionality allows you to create the refund in the TFB application.

To create the refund:

1. Click **Refund**>>**Refund.** The following page will be displayed.

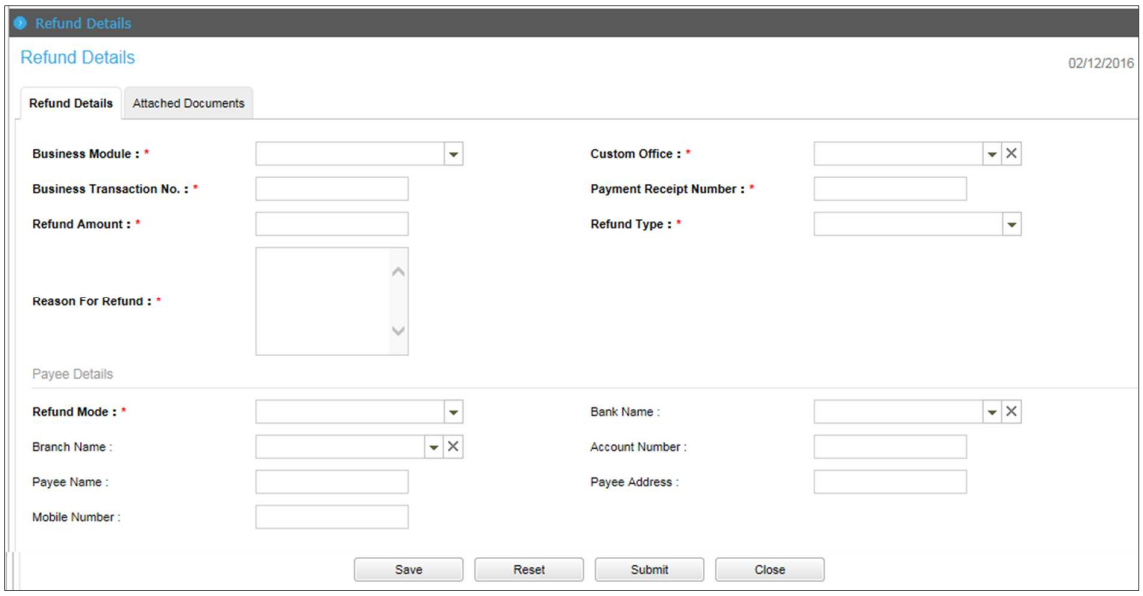


	Business Transaction...	Refund Application N...	Status	Party	Refund Amount	Approved Amount	Submission...	Action	Quick...
1	2016DEC0000010440	REF-20160000001561	Approved	VAV_COMP_01	11000	10900	30/11/2016 1...		
2	ISSUE01	REF-20160000001559	Approved	SED Importers	500	479	29/11/2016 1...		
3	2016DEC0000010437	REF-20160000001557	Approved	VAV_COMP_01	1110	1110	29/11/2016 1...		
4	2016DEC0000010435	REF-20160000001555	Approved	VAV_COMP_01	1110	1110	29/11/2016 1...		
5	2016DEC0000010434	REF-20160000001553	Approved	VAV_COMP_01	1110	1110	29/11/2016 1...		
6	2016DEC0000010408	REF-20160000001551	Draft	VAV_COMP_01	224.45				
7	2016DEC0000010375	REF-20160000001549	Approved	VAV_COMP_01	2000	2000	28/11/2016 1...		
8	2016DEC0000010404	REF-20160000001547	Approved	SED Importers	18.5	18.5	28/11/2016 1...		
9	2016DEC0000010367	REF-20160000001545	Approved	SED Importers	157	211.6	28/11/2016 1...		
10	CL001	REF-20160000001543	Approved	SED Importers	2000	580	28/11/2016 1...		
11	2016DEC0000010371	REF-20160000001541	Draft	VAV_COMP_01	11000				
12	2016DEC0000010375	REF-20160000001539	Approved	VAV_COMP_01	11000	9000	28/11/2016 1...		
13	2016DEC0000010377	REF-20160000001537	Approved	VAV_COMP_01	11000	11000	28/11/2016 1...		
14	90	REF-20160000001535	Submitted	SED Importers	90		28/11/2016 1...		
15	BTN2016281101	REF-20160000001505	Approved	VAV_COMP_01	700	300	28/11/2016 0...		
16	2016DEC0000010366	REF-20160000001503	Approved	SED Importers	157	1050	25/11/2016 1...		
17	ADHOC99	REF-20160000001501	Approved	SED Importers	900	400	25/11/2016 1...		
18	SNDP	REF-20160000001499	Submitted	SED Importers	1000		25/11/2016 1...		
19	2016DEC0000010357	REF-20160000001497	Draft	VAV_COMP_01	0				
20	A23232323	REF-20160000001495	Approved	SED Importers	5325		25/11/2016 1...		
21	SD121	REF-20160000001493	Approved	SED Importers	1000		24/11/2016 1...		
22	2016DEC0000010344	REF-20160000001491	Draft	VAV_COMP_01	0				
23	2016DEC0000010341	REF-20160000001489	Draft	VAV_COMP_01	0				
24	2016DEC0000010340	REF-20160000001487	Draft	VAV_COMP_01	0				
25	2016DEC0000010339	REF-20160000001485	Approved	VAV_COMP_01	1080	1080	24/11/2016 1...		
26	2016DEC0000010339	REF-20160000001483	Approved	VAV_COMP_01	1130	50	24/11/2016 1...		
27	2016DEC0000010338	REF-20160000001481	Draft	VAV_COMP_01	0				
28	2016DEC0000010336	REF-20160000001479	Draft	VAV_COMP_01	11060				

Refund Search Page

2. Click the  icon to add the refund details.

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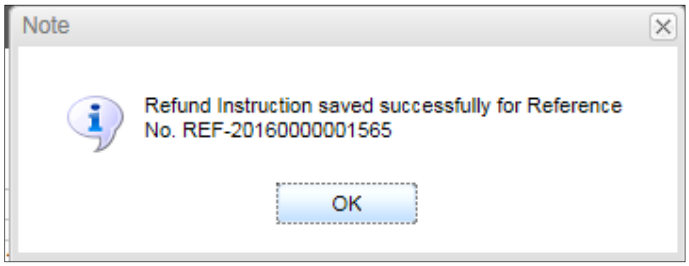
Refund Details Page

Field/Button description	Action/Input Required
Business Module	Select the module name as **Adhoc**, **Declaration** or **Guarantee** form the drop-down list.
Customs Office	Select the customs office from the drop-down list. This is applicable only if the user selects **Adhoc** (Business Module)
Business Transaction Number	Enter the business transaction number of the importer,
Payment receipt Number	Enter the payment receipt number.
Refund Amount	Enter the amount to be refunded.
Refund type	Select the refund type from the drop-down list. Possible types are: • Duties and fees • Handling Charges.
Reason for refund	State the reason for refunding.
Refund Mode	Select the refund mode as **Cash**, **Bank Account** or **Cheque** from the drop-down list.
Bank Name	Select the bank from the drop-down list.
Branch Name	Select the branch name from the drop-down list.

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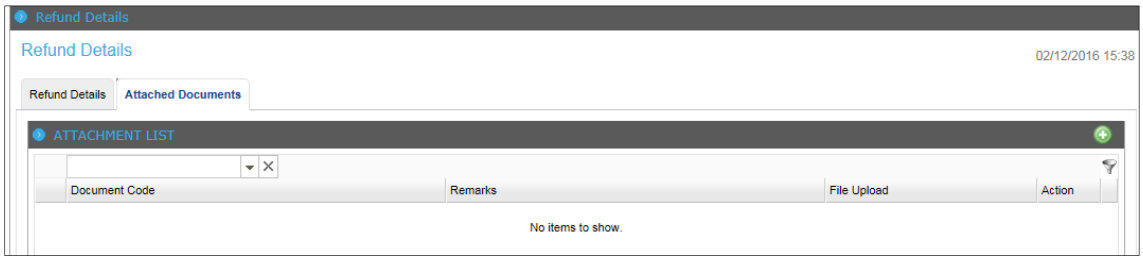
Field/Button description	Action/Input Required
Account Number	Enter the account number of the declarant.
Payee Name	Enter the payee name.
Payee Address	Enter the address of the payee.
Mobile Number	Enter the account number of the declarant.

3. Enter the field values and Click **Save** button to save the records.



Record Saved Successfully Message

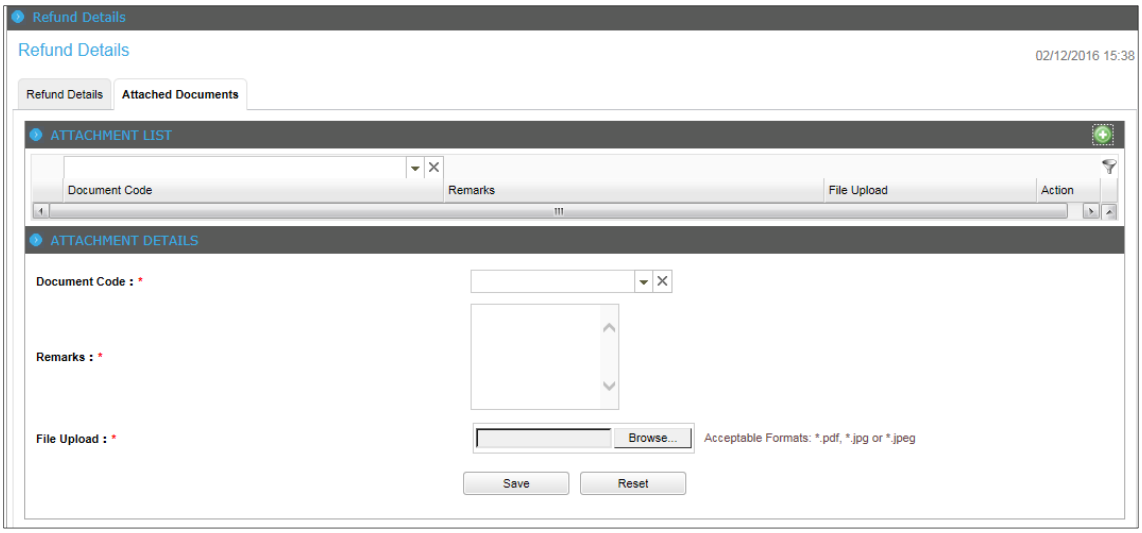
4. Click **Ok** to close the note.
5. Click **Attached Documents** tab to attach the refund documents.



Attach Documents Page

6. Click  icon to add the documents. The following screen will be displayed.

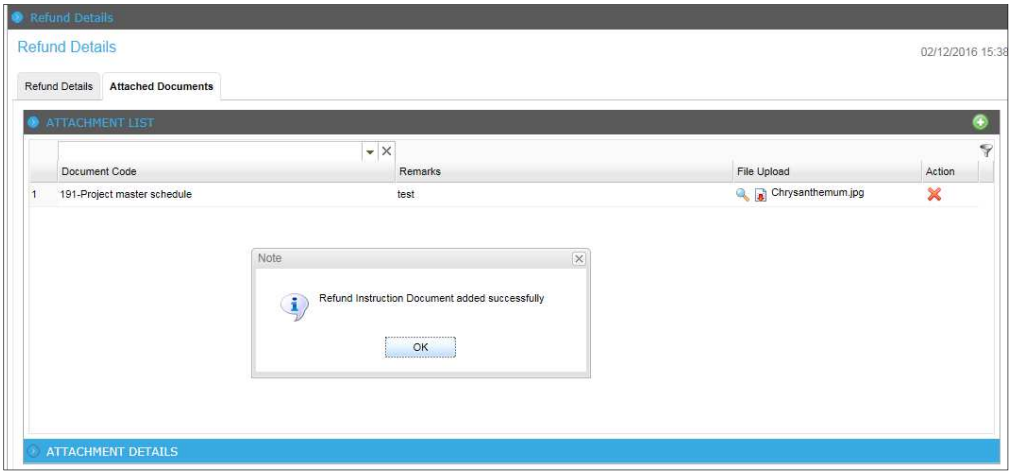
© CrimsonLogic Pte Ltd



Add Documents Page

Field/Button description	Action/Input Required
Document code	Select the document code from the drop-down list.
Remarks	Enter the reason for refunding.
File Upload	Click **Browse** button, to browse and attach the files.

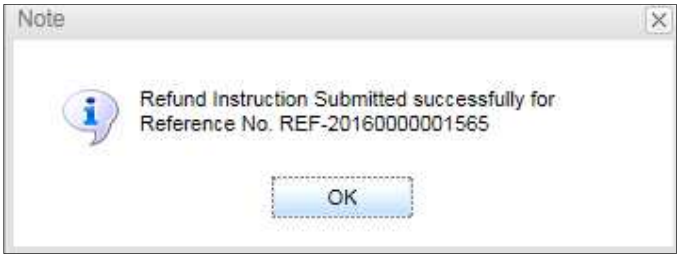
7. Enter the field values and click **Save** button. Successfully saved screen will be displayed.



Success Message

8. Click **OK** to save the files.
9. Click the **Refund Details** tab to submit the details. Click **Submit** button. Refund submitted successfully screen will be displayed.

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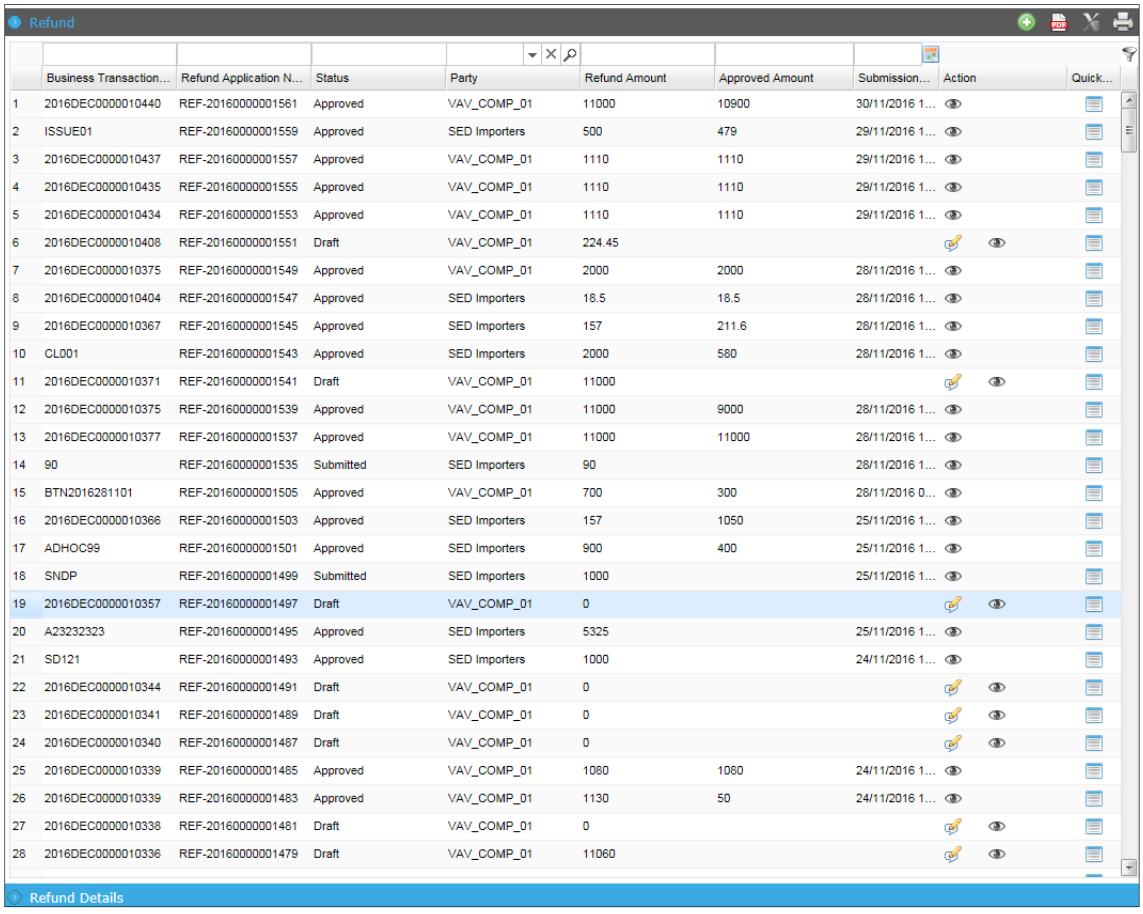
Submitted successfully message

Quick View Refund Details

This functionality allows you to have a quick view of the details such as the refund type, mode refund amount, reason for refunding, the payee details and the bank details etc.

To quick view the refund details:

1. Click **Refund**>>**Refund**. The following page will be displayed.



	Business Transaction...	Refund Application N...	Status	Party	Refund Amount	Approved Amount	Submission...	Action	Quick...
1	2016DEC0000010440	REF-20160000001561	Approved	VAV_COMP_01	11000	10900	30/11/2016 1...		
2	ISSUE01	REF-20160000001559	Approved	SED Importers	500	479	29/11/2016 1...		
3	2016DEC0000010437	REF-20160000001557	Approved	VAV_COMP_01	1110	1110	29/11/2016 1...		
4	2016DEC0000010435	REF-20160000001555	Approved	VAV_COMP_01	1110	1110	29/11/2016 1...		
5	2016DEC0000010434	REF-20160000001553	Approved	VAV_COMP_01	1110	1110	29/11/2016 1...		
6	2016DEC0000010408	REF-20160000001551	Draft	VAV_COMP_01	224.45				
7	2016DEC0000010375	REF-20160000001549	Approved	VAV_COMP_01	2000	2000	28/11/2016 1...		
8	2016DEC0000010404	REF-20160000001547	Approved	SED Importers	18.5	18.5	28/11/2016 1...		
9	2016DEC0000010367	REF-20160000001545	Approved	SED Importers	157	211.6	28/11/2016 1...		
10	CL001	REF-20160000001543	Approved	SED Importers	2000	580	28/11/2016 1...		
11	2016DEC0000010371	REF-20160000001541	Draft	VAV_COMP_01	11000				
12	2016DEC0000010375	REF-20160000001539	Approved	VAV_COMP_01	11000	9000	28/11/2016 1...		
13	2016DEC0000010377	REF-20160000001537	Approved	VAV_COMP_01	11000	11000	28/11/2016 1...		
14	90	REF-20160000001535	Submitted	SED Importers	90		28/11/2016 1...		
15	BTN2016281101	REF-20160000001505	Approved	VAV_COMP_01	700	300	28/11/2016 0...		
16	2016DEC0000010366	REF-20160000001503	Approved	SED Importers	157	1050	25/11/2016 1...		
17	ADHOC99	REF-20160000001501	Approved	SED Importers	900	400	25/11/2016 1...		
18	SNDP	REF-20160000001499	Submitted	SED Importers	1000		25/11/2016 1...		
19	2016DEC0000010357	REF-20160000001497	Draft	VAV_COMP_01	0				
20	A23232323	REF-20160000001495	Approved	SED Importers	5325		25/11/2016 1...		
21	SD121	REF-20160000001493	Approved	SED Importers	1000		24/11/2016 1...		
22	2016DEC0000010344	REF-20160000001491	Draft	VAV_COMP_01	0				
23	2016DEC0000010341	REF-20160000001489	Draft	VAV_COMP_01	0				
24	2016DEC0000010340	REF-20160000001487	Draft	VAV_COMP_01	0				
25	2016DEC0000010339	REF-20160000001485	Approved	VAV_COMP_01	1080	1080	24/11/2016 1...		
26	2016DEC0000010339	REF-20160000001483	Approved	VAV_COMP_01	1130	50	24/11/2016 1...		
27	2016DEC0000010338	REF-20160000001481	Draft	VAV_COMP_01	0				
28	2016DEC0000010336	REF-20160000001479	Draft	VAV_COMP_01	11060				

Refund Search Page

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

Custom Office:	Seletar Airport
Refund Application Number:	REF-20160000001551
Business Transaction No.:	2016DEC0000010408
Payment Receipt Number:	
Refund Amount:	224.45
Approved Amount:	
Reason For Refund:	
Refund Type:	
Status:	Draft
Party:	VAV_COMP_01
Refund Mode:	
Bank Name:	
Branch Name:	
Account Number:	
Payee Name:	
Payee Address:	
Mobile Number:	

Quick View Details Page

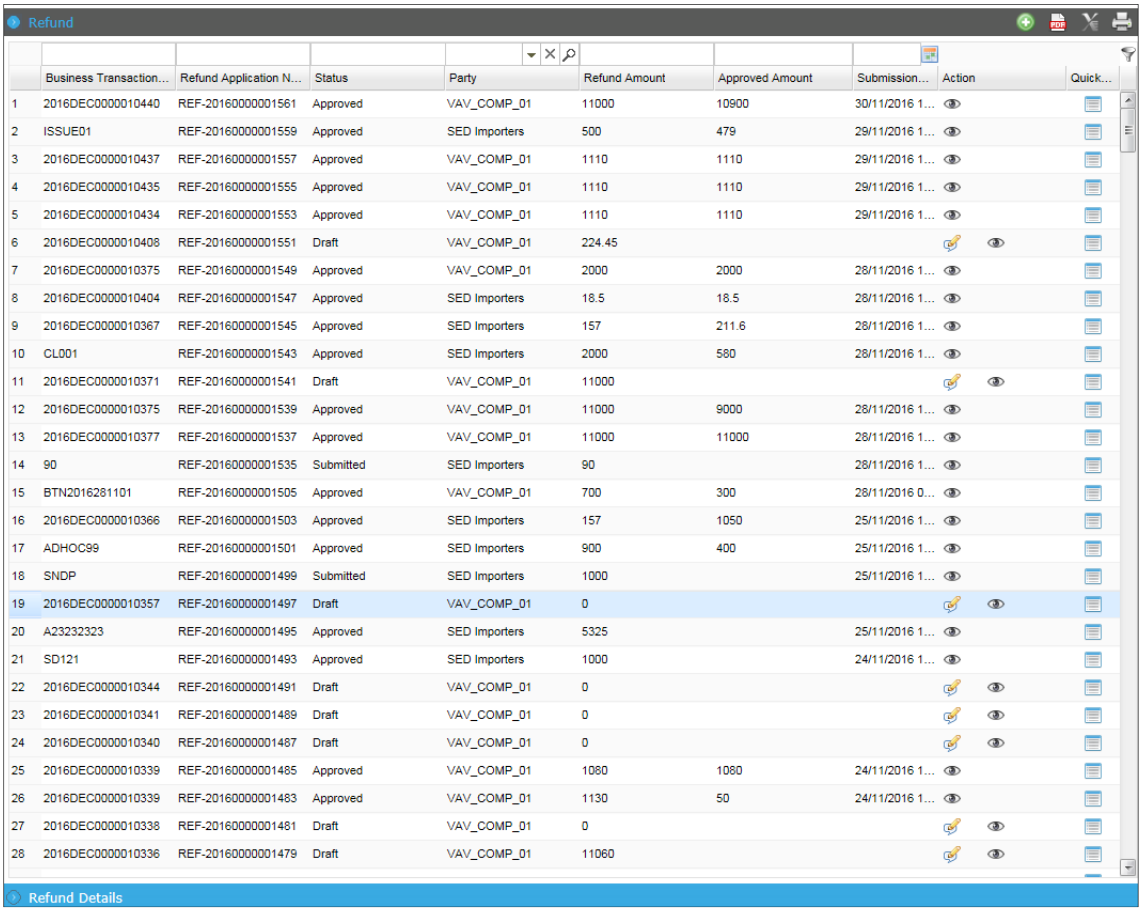
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Edit Refund Details

This functionality allows you to edit the refund details.

To edit the refund details:

1. Click **Refund**>>**Refund.** The following page will be displayed.



	Business Transaction...	Refund Application N...	Status	Party	Refund Amount	Approved Amount	Submission...	Action	Quick...
1	2016DEC0000010440	REF-20160000001561	Approved	VAV_COMP_01	11000	10900	30/11/2016 1...		
2	ISSUE01	REF-20160000001559	Approved	SED Importers	500	479	29/11/2016 1...		
3	2016DEC0000010437	REF-20160000001557	Approved	VAV_COMP_01	1110	1110	29/11/2016 1...		
4	2016DEC0000010435	REF-20160000001555	Approved	VAV_COMP_01	1110	1110	29/11/2016 1...		
5	2016DEC0000010434	REF-20160000001553	Approved	VAV_COMP_01	1110	1110	29/11/2016 1...		
6	2016DEC0000010408	REF-20160000001551	Draft	VAV_COMP_01	224.45				
7	2016DEC0000010375	REF-20160000001549	Approved	VAV_COMP_01	2000	2000	28/11/2016 1...		
8	2016DEC0000010404	REF-20160000001547	Approved	SED Importers	18.5	18.5	28/11/2016 1...		
9	2016DEC0000010367	REF-20160000001545	Approved	SED Importers	157	211.6	28/11/2016 1...		
10	CL001	REF-20160000001543	Approved	SED Importers	2000	580	28/11/2016 1...		
11	2016DEC0000010371	REF-20160000001541	Draft	VAV_COMP_01	11000				
12	2016DEC0000010375	REF-20160000001539	Approved	VAV_COMP_01	11000	9000	28/11/2016 1...		
13	2016DEC0000010377	REF-20160000001537	Approved	VAV_COMP_01	11000	11000	28/11/2016 1...		
14	90	REF-20160000001535	Submitted	SED Importers	90		28/11/2016 1...		
15	BTN2016281101	REF-20160000001505	Approved	VAV_COMP_01	700	300	28/11/2016 0...		
16	2016DEC0000010366	REF-20160000001503	Approved	SED Importers	157	1050	25/11/2016 1...		
17	ADHOC99	REF-20160000001501	Approved	SED Importers	900	400	25/11/2016 1...		
18	SNDP	REF-20160000001499	Submitted	SED Importers	1000		25/11/2016 1...		
19	2016DEC0000010357	REF-20160000001497	Draft	VAV_COMP_01	0				
20	A23232323	REF-20160000001495	Approved	SED Importers	5325		25/11/2016 1...		
21	SD121	REF-20160000001493	Approved	SED Importers	1000		24/11/2016 1...		
22	2016DEC0000010344	REF-20160000001491	Draft	VAV_COMP_01	0				
23	2016DEC0000010341	REF-20160000001489	Draft	VAV_COMP_01	0				
24	2016DEC0000010340	REF-20160000001487	Draft	VAV_COMP_01	0				
25	2016DEC0000010339	REF-20160000001485	Approved	VAV_COMP_01	1080	1080	24/11/2016 1...		
26	2016DEC0000010339	REF-20160000001483	Approved	VAV_COMP_01	1130	50	24/11/2016 1...		
27	2016DEC0000010338	REF-20160000001481	Draft	VAV_COMP_01	0				
28	2016DEC0000010336	REF-20160000001479	Draft	VAV_COMP_01	11060				

Refund search Page

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

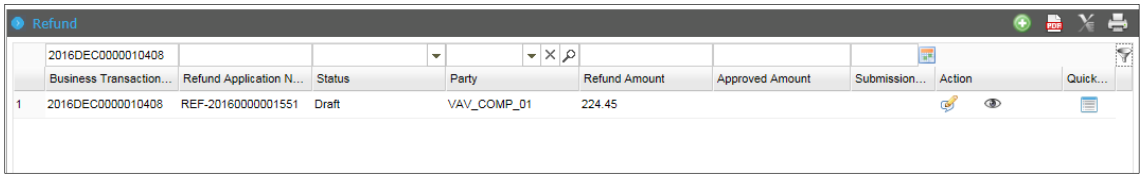
Field/Button description	Action/Input Required
Business Transaction Number	Enter the declaration number of the declarant.
Refund Application Number	Enter the refund application number.
Status	Enter the status of the refund the drop-down list.
Party	Enter the name of the party
Refund Amount	Enter the refund amount to be paid.

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Field/Button description	Action/Input Required
Approved Amount	Enter the approval amount.
Submitted Date	Click on the Calendar icon to specify the dates.

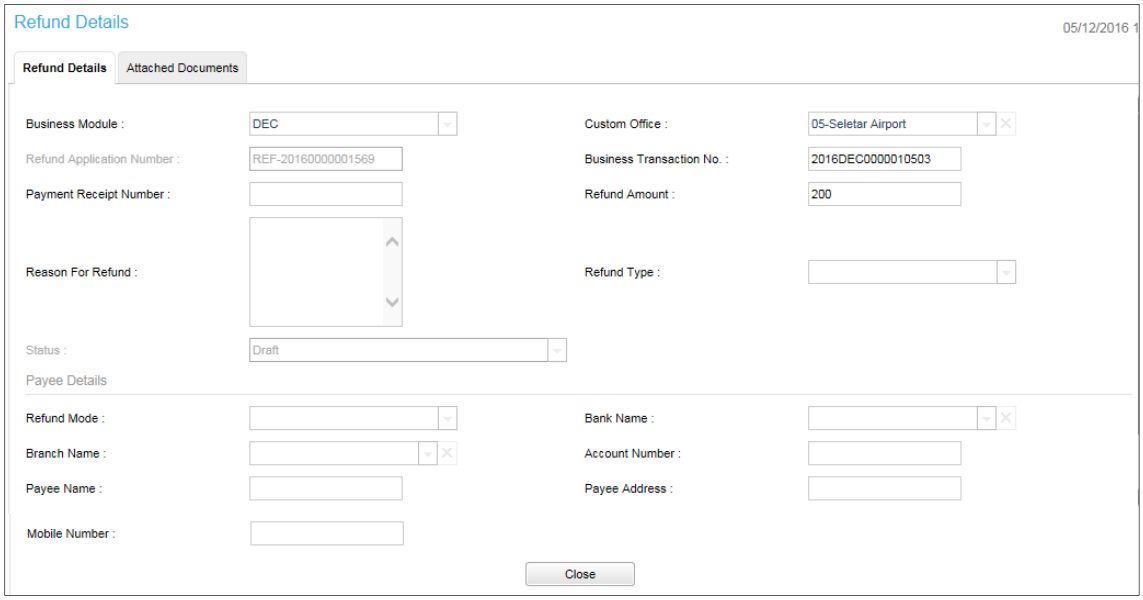
- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Business Transaction Number
  - Refund Application Number

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 edit the refund details.

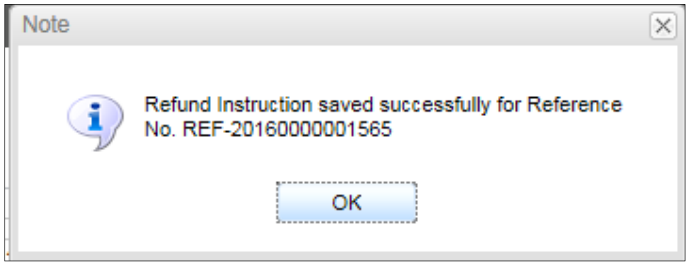


Edit Refund Details Page

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Field/Button description	Action/Input Required
Business Module	Select the module name form the drop-down list
Customs Office	Select the customs office from the drop-down list.
Business Transaction Number	Enter the business transaction number of the importer,
Payment receipt Number	Enter the payment receipt number.
Refund Amount	Enter the amount to be refunded.
Refund type	Select the refund type from the drop-down list. Possible types are: Duties and fees Handling Charges.
Reason for refund	State the reason for refunding.
Refund Mode	Select the refund mode as Cash, Bank Account or Cheque
Bank Name	Select the bank from the drop-down list.
Branch Name	Select the branch name from the drop-down list.
Account Number	Enter the account number of the declarant
Payee Name	Enter the payee name.
Payee Address	Enter the address of the payee
Mobile Number	Enter the mobile number of the declarant.

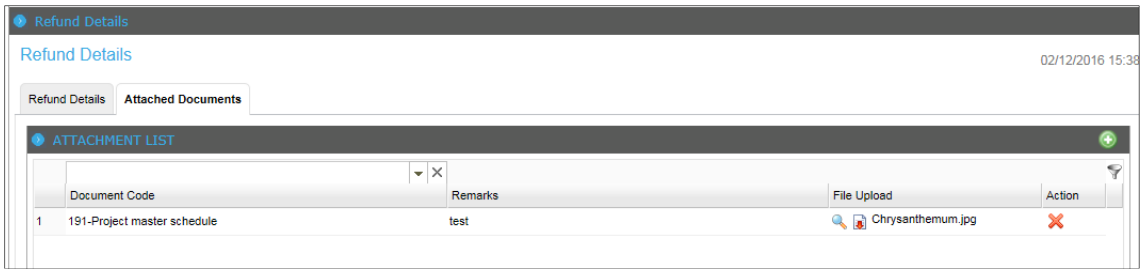
4. Enter the field values and Click **Save** button to save the records.



Record Saved Successfully Message

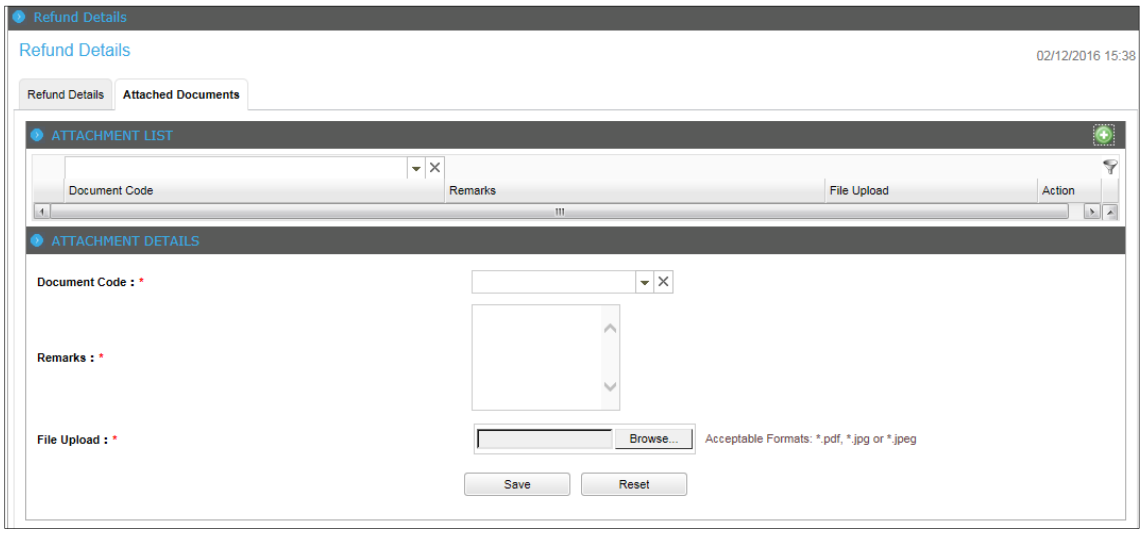
5. Click **Ok** to close the note.
6. Click **Attached Documents** tab to attach the refund documents.

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Attach Documents Page

7. Click  icon to add the documents. The following screen will be displayed.

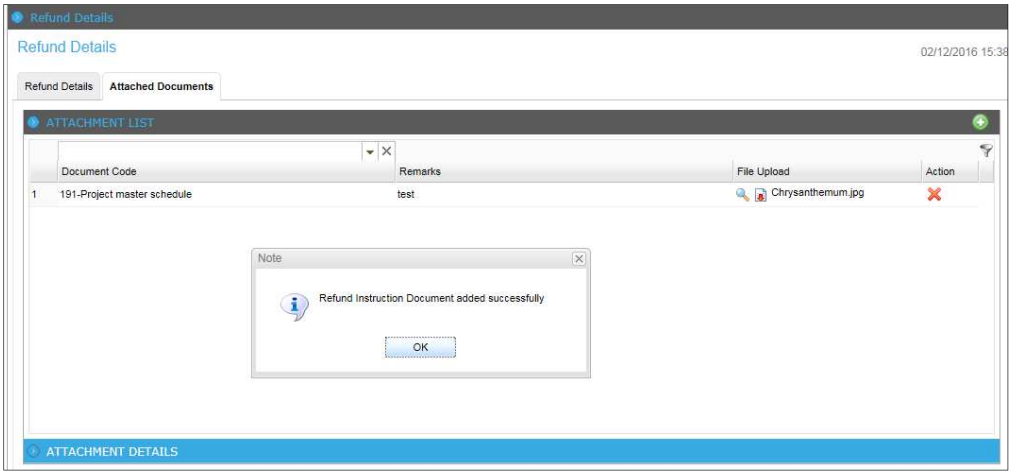


Add Documents Page

Field/Button description	Action/Input Required
Document code	Select the document code from the drop-down list.
Remarks	Enter the reason for refunding.
File Upload	Click Browse button, to browse and attach the files.

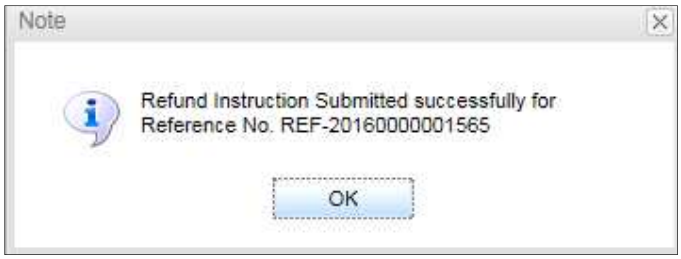
8. Enter the field values and click **Save** button. Successfully saved screen will be displayed.

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Success Message

9. Click **OK** to save the files.
10. Click the refund details tab to submit the details. Click **Submit** button. Refund submitted successfully screen will be displayed.



Submitted Successfully Message

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