

# **TRADE FACILITATION BASELINE**

## **SINGLE ELECTRONIC WINDOW**

### **Bank Officer User Guide**

Version: 1.1  
Date: 19/12/2016



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# DOCUMENT HISTORY

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# CONTENTS

<b>Chapter 1: About this Guide</b>	<b>4</b>
Purpose and Audience .....	4
Document Conventions .....	4
<b>Chapter 2: About Trade Facilitation Baseline Single Electronic Window System 5</b>	
Getting Started .....	5
Logging In .....	5
Logging Out .....	7
Common Icons and Buttons .....	8
<b>Chapter 3: Payment</b>	<b>11</b>
Pending Payment Details .....	11
Searching Pending Payment .....	11
View Pending Payment Details .....	13
Quick View .....	15
Edit Pending Payment .....	17
Paid or Completed .....	20
Search Payment Details .....	20
View Payment Details .....	22
Print Payment Details .....	23
Quick View Print Details .....	24
Pending Consolidated Payment .....	25
Search PMT TXN CO .....	28
Search PMT TXN VO .....	30
Editing Payment Transaction Details .....	32
<b>Chapter 4: Bond Management</b>	<b>35</b>
Approve Bond Details .....	36
Supplement Approval .....	39
Uploading Supplement Bond .....	43

# CHAPTER 1

## About this Guide

Welcome to the Trade Facilitation Baseline Single Electronic Window (TFB SEW) user guide for Freight Forwarders! This user guide aims to enumerate the process and steps involved in using TFB SEW.

This user guide is divided into different topics and sub-topics. Each topic discusses and shows the steps of the modules that the Freight Forwarders can do in TFB SEW.

## Purpose and Audience

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The purpose of this user guide is to help you in doing the tasks using the TFB Application.

## Document Conventions

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

### Navigation

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

Click **Payment>>Paid or Completed**

### Buttons, fields, and other system elements

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

### Hyperlinks

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

### Callouts

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

There are two types of callouts: tips and warnings.



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



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

## CHAPTER 2

# About Trade Facilitation Baseline Single Electronic Window System

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

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

This chapter covers the following topics:

- [Getting Started](#)
- [Common Icons and Buttons](#)

## Getting Started

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

### Logging In

#### ***To log in to the TFB SEW:***

1. Type in URL <https://52.74.211.62/TFBSEW/cusLogin/login.cl> in your Internet browser to access the TFB Single Window website.

**PAYMENT USER GUIDE**  
**ABOUT TRADE FACILITATION BASELINE SINGLE ELECTRONIC WINDOW SYSTEM**

**Single Window** **CrimsonLogic** SOLUTIONS. SIMPLIFIED.

HOME HELP CONTACT

**20 years**  
of Trade Facilitation through  
Single Window Concept

**LOGIN**

USERNAME

PASSWORD

**Sign In**

Forgot your password? [Reset here.](#)  
Do not have a password? [Sign-up here](#)

**PROCEDURES**

Importers	Exporters
Manufacturers	Freight Forwarders/ Declaring Agents
In-Service Personnel	Families
Suppliers	Employers

**NOTICES & UPDATES**

**05 March 2014**  
CNet Hosts Executive Committee Meeting of Asian Alliance for e-Commerce

**08 February 2013**  
ASEAN member countries to implement new common tariff codes

**26 January 2013**  
Prohibition of imports, exports, transshipments and goods in transit from / to Singapore

**30 December 2013**  
Summary of Responses - Public Consultation of Draft Customs

[READ MORE >>](#)

**ABOUT SINGLE WINDOW**

The SEW System is used to design, implement and operate Single Electronic Window for the Ministry of Trade of the Republic of Singapore for customs clearance of traded goods, thus creating a single point to submit standardized information and documents to meet legal import, export and customs-tranist requirements.

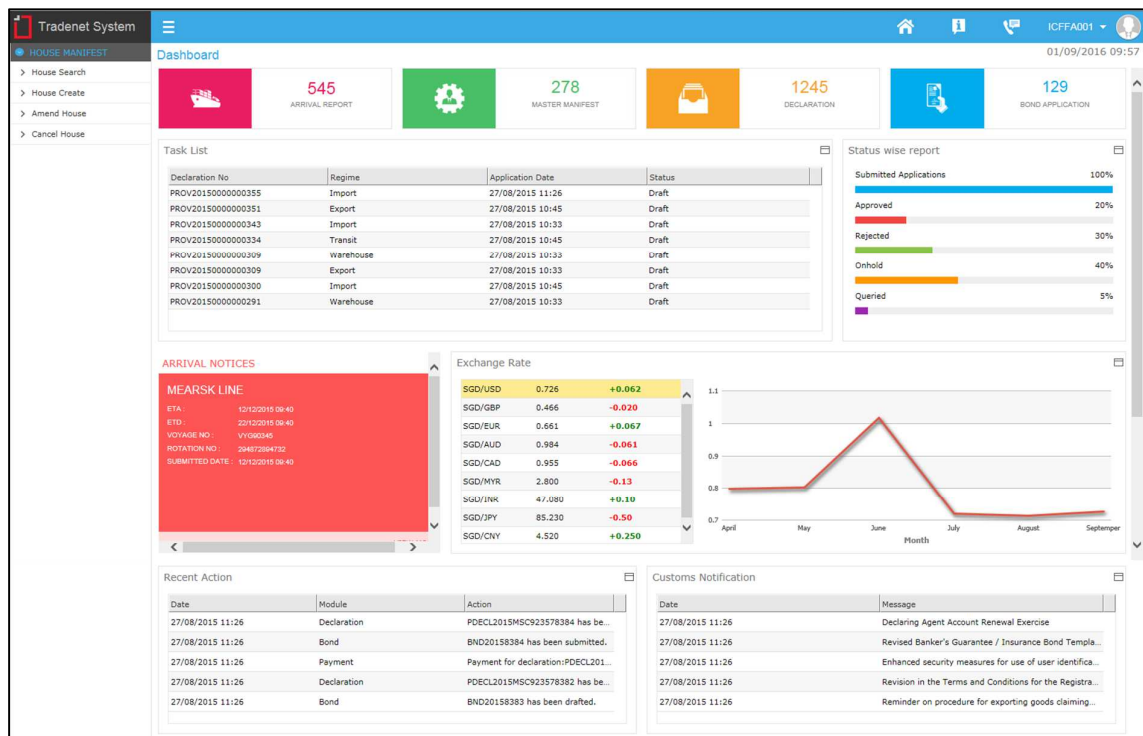
**Trade Facilitation Single Window Login Page**

2. Enter the **USERNAME** and the **PASSWORD** in the fields provided and Click **Sign In** button. Upon successful login the Trade Facilitation Single Window Home Page will be displayed.



# PAYMENT USER GUIDE

## ABOUT TRADE FACILITATION BASELINE SINGLE ELECTRONIC WINDOW SYSTEM



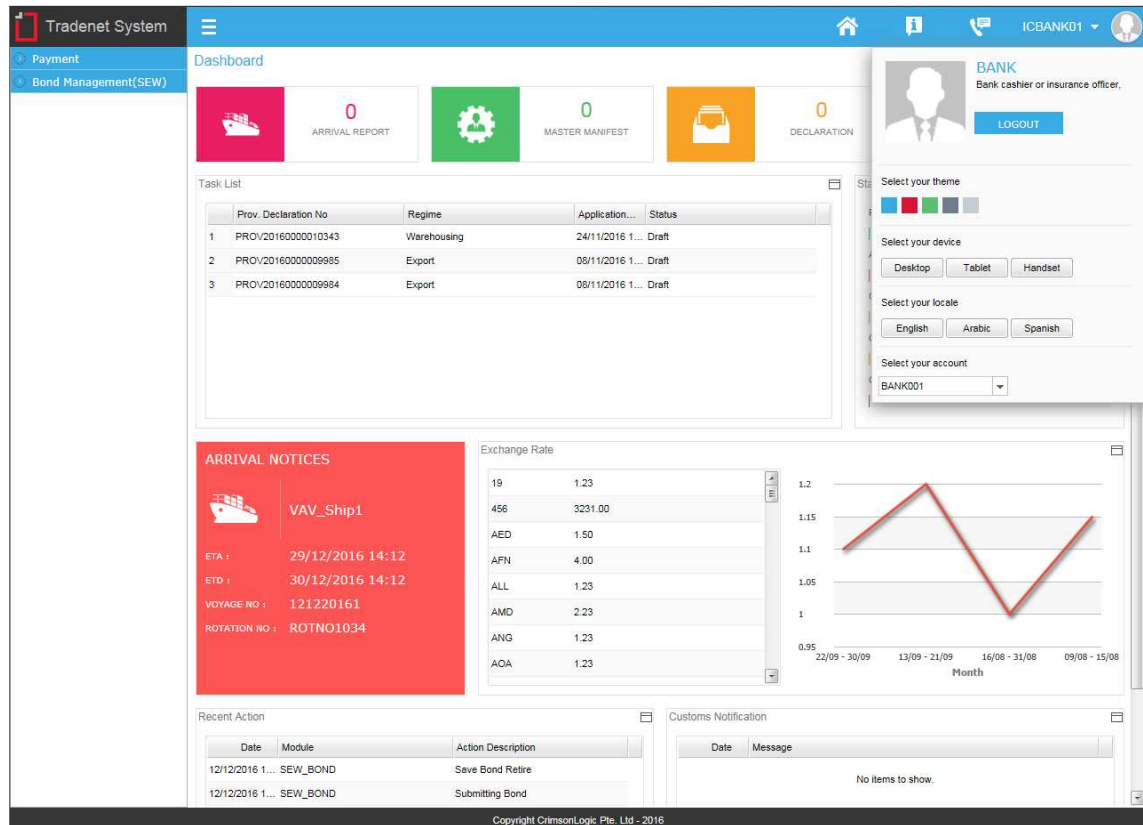
Trade Facilitation Single Window Home Page

## Logging Out

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

# PAYMENT USER GUIDE

## ABOUT TRADE FACILITATION BASELINE SINGLE ELECTRONIC WINDOW SYSTEM



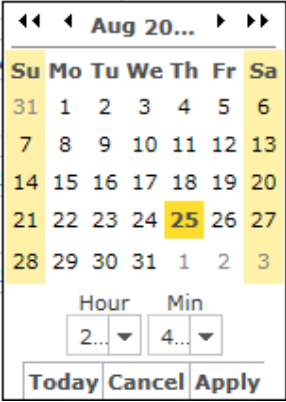
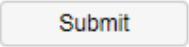

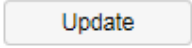
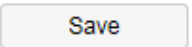
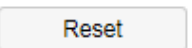
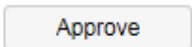








Log Out Page




## Common Icons and Buttons

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

**PAYMENT USER GUIDE**  
**ABOUT TRADE FACILITATION BASELINE SINGLE ELECTRONIC**  
**WINDOW SYSTEM**

Field/Button description	Action/Input Required
	<ol style="list-style-type: none"> <li>1. Click  to view the calendar.</li> <li>2. Specify the required date and time from the respective portions of the calendar.</li> <li>3. Click <b>Apply</b>.</li> </ol> 
	Click this button to submit the relevant details.
	Click this button to close the relevant tab details.
	Click this button to update the modified details relevant to the respective tab.
	Click this button to save the details of that particular tab.
	Click this button to clear the entered details and re-enter the field values.
	Click this button to approve the entered approval details.
	Click this icon to search for the exact search results from the available details.
	Click this icon to add a new record relevant to the respective tab.
	Click this icon to view the relevant tab details.
	Click this icon to print the relevant tab details.
	Click this icon to overview the relevant tab details.
	Click this icon to edit the relevant tab details.

**PAYMENT USER GUIDE**  
**ABOUT TRADE FACILITATION BASELINE SINGLE ELECTRONIC WINDOW SYSTEM**

Field/Button description	Action/Input Required
	Click this icon to select and delete the record from the database.
	Click this icon to download the relevant tab details as a PDF document.
	Click this icon to download the relevant tab details as an Excel document.

## CHAPTER 3

# Payment

This functionality allows the importer, Exporter and the clearing agent to view the Paid Payment details in the TFB Application. After submitting the declaration, the Importer/exporter or the clearing agent can do the payment using the pending payment option on the TFB Application.

## Pending Payment Details

### Searching Pending Payment

This functionality allows the payment officer to search for the payment details, which are in partially paid and pending status,

#### *To search for pending payments*

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

Pending Payment Instructions 02/11/2016 15:

• Pending Payment List

	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	2016DEC0000007316	0	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
<b>Payment Reference Number</b>	Enter the payment reference number.
<b>Revision</b>	Enter the revision number.
<b>Business Transaction Number</b>	Enter the declaration number of the importer.
<b>Total Amount Payable</b>	Enter the total amount payable.
<b>Balance Amount</b>	Enter the balance amount to be paid.
<b>Status</b>	Enter the status of the payment.






- If you does 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**.




Pending Payment Instructions

02/11/2016 12:16

PENDING PAYMENT LIST

	PMT-INSTR-201600C								
	Payment Reference...	Revision	Company Registrati...	Business Transactio...	Total Amount Payable	Balance Amount	Status	Action	Quick...
1	PMT-INSTR-201600...	1	ICCL01	2016DEC0000009880	9000	0	Pending	  	



- 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 lets the payment verification officer to view the pending payment details in the TFB application.

### *To view the paid details*

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

Pending Payment Instructions 02/11/2016 15:...

**Pending Payment List**

	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	ICCLD1	2016DEC0000008058	300	0	Pending		
7	PMT-INSTR-20160000...	1	ICCLD1	2016DEC0000008025	110	0	Pending		
8	PMT-INSTR-20160000...	1	N9879879	2016DEC0000007979	985.94	985.94	Pending		
9	PMT-INSTR-20160000...	1	ICCLD1	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	ICCLD1	2016DEC0000007839	40	40	Pending		
13	PMT-INSTR-20160000...	1	ICCLD1	2016DEC0000007770	100	0	Pending		
14	PMT-INSTR-20160000...	1	N9879879	2016DEC0000007597	60	60	Pending		
15	PMT-INSTR-20160000...	1	ICCLD1	2016DEC0000007547	15	0	Pending		
16	PMT-INSTR-20160000...	1	ICCLD1	2016DEC0000007560	11	0	Pending		
17	PMT-INSTR-20160000...	1	iccl01	2016DEC0000007538	110	110	Pending		
18	PMT-INSTR-20160000...	1	ICCLD1	2016DEC0000007510	410	210	Pending		
19	PMT-INSTR-20160000...	1	ICCLD1	2016DEC0000007422	10	0	Pending		
20	PMT-INSTR-20160000...	1	ICCLD1	2016DEC0000007410	2020	0	Pending		
21	PMT-INSTR-20160000...	1	ICCLD1	2016DEC0000007399	11	11	Pending		
22	PMT-INSTR-20160000...	1	iccl01	2016DEC0000007393	11	11	Pending		
23	PMT-INSTR-20160000...	1	ICCLD1	2016DEC0000007387	120	120	Pending		
24	PMT-INSTR-20160000...	1	ICCLD1	2016DEC0000007316	110	0	Pending		
25	PMT-INSTR-20160000...	1	ICCLD1	2016DEC0000007316	0	0	Pending		

### Pending Payment Search Page

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

View Payment Instruction Detail 02/11/2016 15:54

**Details** History Payment

Payment Instruction Information

Payment Reference Number : PMT-INSTR-2016000002460 Revision : 1

Company Registration Number : SED Importers Total Amount Payable : 11

Additional Amount : Balance Amount : 11

Status : Pending

Business Transaction Information

Business Transaction Number : 2016DEC0000008378 Business Transaction Type : Declaration

Regime : 4 Declaration Type : 1

Charge Description	Amount
1 VAV_E2E_ADV	10
2 boontest01	1

### View Payment Details Page

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

View Payment Instruction Detail
02/11/2016 15:54

Details
History
Payment

History

	Business Transa...	code	Payment Refere...	Revision	Status	Total Amount Pa...	Amount Paid	Description	Updated By	Updated Date
1	2016DEC000000...		PMT-INSTR-201...	1	Pending	11		new Payment Ins...		

### View Payment History Page

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

View Payment Instruction Detail
02/11/2016 15:54

Details
History
Payment

Payment Instruction Information

Business Transaction Number : 2016DEC0000006378

Additional Amount :

Total Amount Payable : 11

Balance Amount : 11

Payment Information

Bank :

Payment Mode :

Receipt Number :

Remarks :

Branch :

Payment Transaction Number :

Amount Paid :

### View Payment Details Page



## Quick View

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. Click **Payment>>Pending Payment**. The following screen will be displayed.

Pending Payment Instructions 02/11/2016 15:...

**Pending Payment List**

	Payment Reference N...	Revision	Company Registration...	Business Transaction...	Total Amount Payable	Balance Amount	Status	Action	Quick...
1	PMT-INSTR-20160000...	1	SED Importers	2016DEC00000008378	11	11	Pending		
2	PMT-INSTR-20160000...	1	SED Importers	2016DEC00000008347	100	100	Pending		
3	PMT-INSTR-20160000...	1	SED Importers	2016DEC00000008285	105637.39	95637.39	Partially Paid		
4	PMT-INSTR-20160000...	1	SED Importers	2016DEC00000008163	100	100	Pending		
5	PMT-INSTR-20160000...	1	SED Importers	2016DEC00000008242	20330.19	20330.19	Pending		
6	PMT-INSTR-20160000...	1	ICCL01	2016DEC00000008058	300	0	Pending		
7	PMT-INSTR-20160000...	1	ICCL01	2016DEC00000008025	110	0	Pending		
8	PMT-INSTR-20160000...	1	N9879879	2016DEC00000007979	985.94	985.94	Pending		
9	PMT-INSTR-20160000...	1	ICCL01	2016DEC00000007934	140	40	Partially Paid		
10	PMT-INSTR-20160000...	1	icpavan01	2016DEC00000007857	10120	0	Pending		
11	PMT-INSTR-20160000...	1	icpavan01	2016DEC00000007854	10120	0	Pending		
12	PMT-INSTR-20160000...	1	ICCL01	2016DEC00000007839	40	40	Pending		
13	PMT-INSTR-20160000...	1	ICCL01	2016DEC00000007770	100	0	Pending		
14	PMT-INSTR-20160000...	1	N9879879	2016DEC00000007597	60	60	Pending		
15	PMT-INSTR-20160000...	1	ICCL01	2016DEC00000007547	15	0	Pending		
16	PMT-INSTR-20160000...	1	ICCL01	2016DEC00000007560	11	0	Pending		
17	PMT-INSTR-20160000...	1	iccl01	2016DEC00000007538	110	110	Pending		
18	PMT-INSTR-20160000...	1	ICCL01	2016DEC00000007510	410	210	Pending		
19	PMT-INSTR-20160000...	1	ICCL01	2016DEC00000007422	10	0	Pending		
20	PMT-INSTR-20160000...	1	ICCL01	2016DEC00000007410	2020	0	Pending		
21	PMT-INSTR-20160000...	1	ICCL01	2016DEC00000007399	11	11	Pending		
22	PMT-INSTR-20160000...	1	iccl01	2016DEC00000007393	11	11	Pending		
23	PMT-INSTR-20160000...	1	ICCL01	2016DEC00000007387	120	120	Pending		
24	PMT-INSTR-20160000...	1	ICCL01	2016DEC00000007316	110	0	Pending		
25	PMT-INSTR-20160000...	1	ICCL01	2016DEC00000007316		0	Pending		

### Pending Payment Search Page

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

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

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 screen will be displayed.

Pending Payment Instructions									
02/11/2016 15:...									
Pending Payment List									
	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	N8679879	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	N8679879	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	2016DEC0000007316	0	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
<b>Payment Reference Number</b>	Enter the payment reference number.
<b>Revision</b>	Enter the revision number.
<b>Business Transaction Number</b>	Enter the declaration number of the importer.
<b>Total Amount Payable</b>	Enter the total amount payable.
<b>Balance Amount</b>	Enter the balance amount to be paid.
<b>Status</b>	Enter the status of the payment.






- If you does 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**.

Pending Payment Instructions 07/11/2016 15:11


Pending Payment List

	PMT-INSTR-20160000 ×	Payment Reference N...	Revision	Company Registration...	Business Transaction...	Total Amount Payable	Balance Amount	Status	Action	Quick...
1	PMT-INSTR-20160000...	1		DLVAV05	2016DEC0000009955	1190	1190	Pending	  	



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.

Edit Payment Instruction Detail 07/11/2016 15:12

Details History Payment

Payment Instruction Information

Payment Reference Number : PMT-INSTR-20160000003828 Revision : 1

Company Registration Number : DLVAV05 Total Amount Payable : 1190

Additional Amount : Balance Amount : 1190

Status : Pending

Business Transaction Information

Business Transaction Number : 2016DEC0000009955 Business Transaction Type : Declaration

Regime : 4 Declaration Type : 1

Charge Description	Amount
1 VAV_E2E_ADV	10
2 botest02	1230
3 Batch2ADV7	-50
4 Specific Testing	0
5 Test	0
6 Demo_Fixed	0

### Edit Payment Details Page

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

## PAYMENT USER GUIDE

### PAYMENT

Edit Payment Instruction Detail 07/11/2016 15:12

Details History **Payment**

**History**

	Business Transa...	code	Payment Refere...	Revision	Status	Total Amount Pa...	Amount Paid	Description	Updated By	Updated Date
1	2016DEC000000...		PMT-INSTR-201...	1	Pending	1190		new Payment Ins...		

#### Payment History Details Page

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

Edit Payment Instruction Detail 07/11/2016 15:12

Details History **Payment**

Payment Instruction Information

Business Transaction Number :	2016DEC0000009955	Total Amount Payable :	1190
Additional Amount :		Balance Amount :	1190

Payment Information

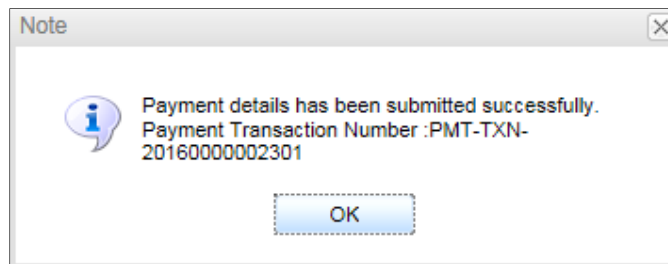
Bank : *	<input type="text"/>	Branch : *	<input type="text"/>
Payment Mode : *	<input type="text"/>	Payment Transaction Number :	
Receipt Number : *	<input type="text" value="1190"/>	Amount Paid : *	1190
Remarks :	<input type="text"/>		

#### Add Payment Page

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

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

- Enter the field values and click **Submit**. Payment submitted successfully screen will be displayed



### Success Message

## Paid or Completed

This functionality allows the payment officer to view, search, print and a quick view of the paid details in the TFB application.

### Search Payment Details

This section allows the payment customs officer to search the paid details in the TFB application.

#### *To search the payment details*

- Click **Payment>> Paid or Completed**. The following screen will be displayed.

Paid Payment Instructions 02/11/2016 13:37

Paid Instruction List

	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 Page

## PAYMENT USER GUIDE


### PAYMENT

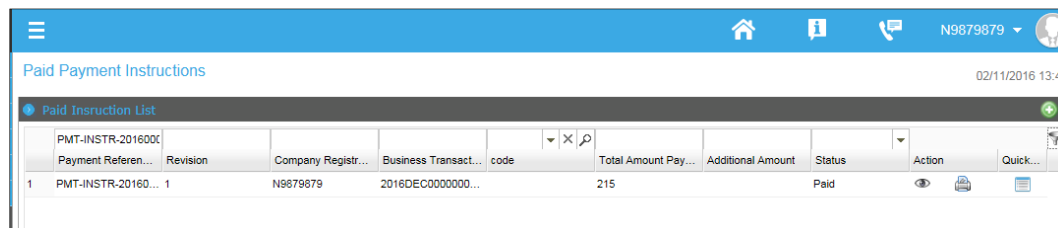
Following are the field and button descriptions of the Pending Payment page.

Field/Button description	Action/Input Required
<b>Payment Reference Number</b>	Enter the payment reference number.
<b>Revision</b>	Enter the revision number.
<b>Company Registration Number</b>	Enter the registration number of the company.
<b>Business Transaction Number</b>	Enter the declaration number of the importer.
<b>Total Amount Payable</b>	Enter the total amount payable by the importer/exporter
<b>Additional Amount</b>	Enter the balance amount to be paid.
<b>Status</b>	<p>Select the status of the payment from the drop-down list/ Possible values are:</p> <ul style="list-style-type: none"> <li>• Cancelled</li> <li>• Deferred</li> <li>• Paid</li> <li>• Paid by Credit</li> <li>• Paid and Posted</li> <li>• Partially Paid</li> <li>• Pending</li> <li>• Pending for Approval</li> <li>• Void</li> <li>• Waived</li> <li>• Written off</li> </ul>



- If you does 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 Instructions									
Paid Instruction List									
	PMT-INSTR-2016000								
	Payment Referen...	Revision	Company Registr...	Business Transact...	code	Total Amount Pay...	Additional Amount	Status	Action
1	PMT-INSTR-20160...	1	N9879879	2016DEC0000000...		215		Paid	

**Paid Payment Search Result Page**

## View Payment Details

This functionality lets the payment officer to view the paid details in the TFB application.

### To view the paid details

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

Paid Payment Instructions 02/11/2016 13:37

Paid Instruction List

	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 Result Page

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

View Payment Instruction Detail 07/11/2016 15:09

Details History

Payment Instruction Information

Payment Reference Number : PMT-INSTR-20160000000361 Revision : 1

Company Registration Number : N9679879 Total Amount Payable : 215

Additional Amount : Balance Amount : 0

Status : Paid

Business Transaction Information

Business Transaction Number : 2016DEC0000000695 Business Transaction Type : Declaration

Regime : 4 Declaration Type : 1

Charge Description	Amount
1 dsd	0
2 Name is testing	25
3 Name is testing	100
4 Service Tax	10
5 Goods And Service Tax	10
6 Customs Processing Fee	10
7 Handling Fee	20
8 Counter Valling Duty	50

### View Payment Details Page



## PAYMENT USER GUIDE

### PAYMENT

- Click the **History** tab view the History details.

View Payment Instruction Detail

07/11/2016 15:09

Details

History

History

	Business Transa...	code	Payment Refere...	Revision	Status	Total Amount Pa...	Amount Paid	Description	Updated By	Updated Date
1	2016DEC000000...		PMT-INSTR-201...	1	Paid	215	215	Payment Instructi...		
2	2016DEC000000...		PMT-INSTR-201...	1	Pending	215		new Payment Ins...		

### View Payment History Page

## 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:*

- Perform a search with paid payment whose status is paid. The following screen will be displayed.

Paid Payment Instructions

02/11/2016 13:37

Paid Instruction List

	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		

### Search Results Page

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

☐ Print Preview
 Print

Balance Amount:	0
Total Amount Payable:	215
Company Registration Number:	N9879879
Revision:	1
Business Transaction Type:	DEC
Payment Reference Number:	PMT-INSTR-20160000000381
Status:	Paid
Business Transaction Number:	2016DEC00000000695
_selection_121:	true

### Print Preview Page

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

### Quick View Print 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:*

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

<b>Payment Instruction Information:</b>	
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
<b>Business Transaction Information:</b>	
Business Transaction Number:	2016DEC00000000695
Business Transaction Type:	DEC
Action Custom:	


































### Quick View Details Page

## 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.

Pending Consolidated Payment Instructions					19/11/2016 14:05
Pending Consolidated Payment List					
	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 Consol...	
6	PMT-CONSL-20160000000093	875.94	0	Paid by Consol...	
7	PMT-CONSL-20160000000141	2050	2050	Pending by Cons...	  
8	PMT-CONSL-20160000000144	1013	1013	Pending by Cons...	  
9	PMT-CONSL-20160000000101	280.09	0	Paid by Consol...	
10	PMT-CONSL-20160000000121	2514.6	0	Paid by Consol...	
11	PMT-CONSL-20160000000092	0	0	Pending by Cons...	  
12	PMT-CONSL-20160000000096	40	0	Paid by Consol...	
13	PMT-CONSL-20160000000097	60	0	Paid by Consol...	
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
<b>Payment Reference Number</b>	Enter the payment reference number.
<b>Total Amount Payable</b>	Enter the pending amount to pay.
<b>Balance Amount</b>	Enter the balance amount in the account.
<b>Status</b>	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.

Pending Consolidated Payment Instructions					18/11/2016 16:52
Pending Consolidated Payment List					
	PMT-CONSL-20160000000121	Total Amount Payable	Balance Amount	Status	Action
1	PMT-CONSL-20160000000121	2514.6	2514.6	Pending by Cons...	  

#### Pending Consolidated Payment Search Result Page


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

Edit Consolidation Payment Instruction Detail		18/11/2016 16:55
<div>Details    Payment</div>		
Payment Instruction Information		
Payment Reference Number :	PMT-CONSL-20160000000121	Total Amount Payable : 2514.6
Balance Amount :	2514.6	
Payment Reference Number	Total Amount Payable	
1 PMT-INSTR-20160000000572	1596	
2 PMT-INSTR-20160000000635	54.6	
3 PMT-INSTR-20160000000707	2460	

#### Pending Consolidated Payment Details Tab

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

Remove?


Do you really want to remove selected record?

OK

Cancel

#### Remove Confirmation Message Popup

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

## PAYMENT USER GUIDE

### PAYMENT

View Consolidated Payment Instruction Detail 19/11/2016 14:11

Details **Payment**

Payment Instruction Information

Payment Reference Number : PMT-CONSL-2016000000146 Total Amount Payable : 9870

Balance Amount : 9870

	Payment Reference Number	Total Amount Payable	
1	PMT-INSTR-20160000000892	9770	✗
2	PMT-INSTR-20160000001443	100	✗

#### Updated Pending Consolidated Payment Details Tab

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

Edit Consolidation Payment Instruction Detail 18/11/2016 16:55

Details **Payment**

Payment Instruction Information

Business Transaction Number : PMT-CONSL-2016000000121 Total Amount Payable : 2514.6

Additional Amount : Balance Amount : 2514.6

Payment Information

Payment Mode : \*  Payment Transaction Number :

Receipt Number : \* PMT-CONSL-201600000... Amount Paid : \* 2514.6

Credit Notes :  Location : \*

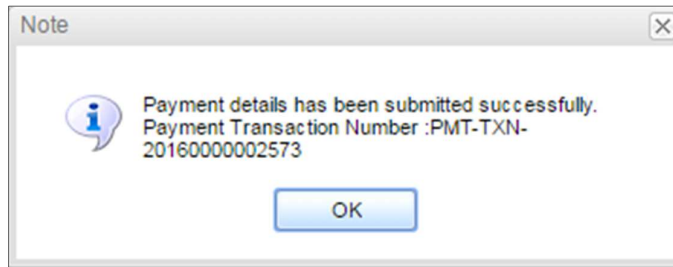
Remarks :

#### Consolidated Payment Tab

- Enter information in the Payment Tab fields.

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

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



#### Success Message Popup

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

## Search PMT TXN CO

This functionality allows you to search for the payment record and approve, submit and reject the payment. If the PCO finds any complications with the payment details, he/she will reject the payment.

#### *To search the PMT TXN CO (Payment Transaction Collection Officer)*

- Click **Payment>> Search PMT TXN CO**. The subsequent screen will be displayed.

Payment Transaction List						
	Payment Transaction Number	Business Transaction Number	Receipt Number	Amount Paid	Status	Action
1	PMT-TXN-20160000003484	2016DEC0000009950	100	100	Submitted	👁
2	PMT-TXN-20160000003483	2016DEC0000009952	35026.58	35026.58	Approved	👁
3	PMT-TXN-20160000003482	2016DEC0000009951	1001654	100	Submitted	👁
4	PMT-TXN-20160000003481	2016DEC0000009949	100	1504.21	Approved	👁
5	PMT-TXN-20160000003467	2016DEC0000009947	901.21	901.21	Submitted	👁
6	PMT-TXN-20160000003466	2016DEC0000009947	13	13	Submitted	👁
7	PMT-TXN-20160000003465	2016DEC0000009947	147	147	Submitted	👁
8	PMT-TXN-20160000003464	2016DEC0000009947	1	1	Submitted	👁
9	PMT-TXN-20160000003463	2016DEC0000009947	112	112	Submitted	👁
10	PMT-TXN-20160000003462	2016DEC0000009947	123	123	Submitted	👁
11	PMT-TXN-20160000003461	2016DEC0000009947	8	8	Submitted	👁
12	PMT-TXN-20160000003460	2016DEC0000009947	09	9	Submitted	👁
13	PMT-TXN-20160000003459	2016DEC0000009947	12	12	Submitted	👁
14	PMT-TXN-20160000003458	2016DEC0000009947	10	10	Submitted	👁
15	PMT-TXN-20160000003457	2016DEC0000009947	123	123	Submitted	👁
16	PMT-TXN-20160000003456	2016DEC0000009947	11	11	Submitted	👁
17	PMT-TXN-20160000003455	2016DEC0000009947	21	21	Submitted	👁
18	PMT-TXN-20160000003454	2016DEC0000009947	12	12	Submitted	👁
19	PMT-TXN-20160000003453	2016DEC0000009947	1	1	Submitted	👁
20	PMT-TXN-20160000003452	2016DEC0000009946	1	1504.21	Submitted	👁
21	PMT-TXN-20160000003451	2016DEC0000009945	R4	3660	Submitted	👁
22	PMT-TXN-20160000003450	2016DEC0000009938	testing	0.6	Submitted	👁
23	PMT-TXN-20160000003449	2016DEC0000009938	testing	2.5	Submitted	👁
24	PMT-TXN-20160000003448	2016DEC0000009943	123	25	Rejected	👁
25	PMT-TXN-20160000003447	2016DEC0000009945	R3	4	Approved	👁
26	PMT-TXN-20160000003446	2016DEC0000009945	R2	4	Approved	👁
27	PMT-TXN-20160000003445	2016DEC0000009945	R1	2	Approved	👁
28	PMT-TXN-20160000003444	2016DEC0000009944	2	10	Submitted	👁

#### Payment Transaction Search Page

## PAYMENT USER GUIDE


### PAYMENT



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

Field/Button description	Action/Input Required
<b>Payment Transaction Number</b>	Enter the payment transaction number.
<b>Business Transaction Number</b>	Enter the declaration number of the importer.
<b>Receipt Number</b>	Enter the receipt number.
<b>Amount Paid</b>	Displays the amount paid.
<b>Status</b>	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 Transaction 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 List						
	Payment Transaction Number	Business Transaction Number	Receipt Number	Amount Paid	Status	Action
1	PMT-TXN-20160000003448	2016DEC0000009943	123	25	Rejected	 

### Payment Transaction Search Result Page

3. Click  icon to view the Payment Transaction Details.

Payment Transaction Details			
Payment Transaction Number :	PMT-TXN-20160000003448	Business Transaction Number :	2016DEC0000009943
Bank :	<input type="text"/>	Branch :	<input type="text"/>
Payment Mode :	Cash Payment	Amount Paid :	25
Receipt Number :	123	Status :	Rejected
Remarks :	12		
<input type="button" value="Close"/>			

### Payment Transaction View Page

4. Click **Close** button to close the payment transaction details page.

## Search PMT TXN VO

This functionality allows the Payment Verification officer to search for the payment record and approve, submit and reject the payment. If the PVO finds any complications with the payment details, he/she will reject the payment.

### *To search the PMT TXN VO (Payment Transaction Verification Officer)*

- Click **Payment>> Search PMT TXN VO**. The subsequent screen will be displayed.

Payment Transaction						07/11/2016 14:01
Payment Transaction List						
	Payment Transaction Number	Business Transaction Number	Receipt Number	Amount Paid	Status	Action
1	PMT-TXN-20160000003483	2016DEC0000009852	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	2016DEC0000009684	9000	9000	Approved	
18	PMT-TXN-20160000003157	2016DEC0000009676	9000	9000	Approved	
19	PMT-TXN-20160000003104	2016DEC0000009618	dasdsa	9000	Approved	
20	PMT-TXN-20160000003103	2016DEC0000009617	edadsad	9000	Approved	
21	PMT-TXN-20160000003102	2016DEC0000009616	edadsad	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 Details						

### Payment Transaction Search Page


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



Field/Button description	Action/Input Required
<b>Payment Reference Number</b>	Enter the payment reference number.
<b>Business Transaction Number</b>	Enter the declaration number of the importer.
<b>Receipt Number</b>	Enter the receipt number.
<b>Status</b>	Enter the status of the payment.





- If you does 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

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

Payment Transaction					07/11/2016 14:01
Payment Transaction List					
	2016DEC0000009734	x			
Payment Transaction Number	Business Transaction Number	Receipt Number	Amount Paid	Status	Action
1 PMT-TXN-20160000003207	2016DEC0000009734	120	120	Submitted	 

#### Payment Transaction Search Result Page

7. Click  icon to view the Payment Transaction Details.

Payment Transaction Details					
Payment Transaction Number :	PMT-TXN-20160000003207	Business Transaction Number :	2016DEC0000009734		
Bank :	<input type="text"/>	Branch :	<input type="text"/>		
Payment Mode :	Online	Amount Paid :	120		
Receipt Number :	120	Status :	Submitted		
Remarks :					
Approver Remarks :					
<input type="button" value="Close"/>					

#### Payment Transaction View Page

## Editing Payment Transaction Details

This functionality allows the Payment Verification officer 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 screen will be displayed.

Payment Transaction						07/11/2016 14:01
Payment Transaction List						
	Payment Transaction Number	Business Transaction Number	Receipt Number	Amount Paid	Status	Action
1	PMT-TXN-2016000003483	2016DEC0000009952	35026.58	35026.58	Approved	
2	PMT-TXN-2016000003382	2016DEC0000009892	9000	9000	Approved	
3	PMT-TXN-2016000003381	2016DEC0000009891	9000	9000	Approved	
4	PMT-TXN-2016000003369	PMT-CRE-018	e12312321	100	Approved	
5	PMT-TXN-2016000003363	2016DEC0000009877	9000	9000	Approved	
6	PMT-TXN-2016000003362	2016DEC0000009875	1000	1000	Approved	
7	PMT-TXN-2016000003361	2016DEC0000009873	9000	9000	Approved	
8	PMT-TXN-2016000003352	2016DEC0000009869	9000	9000	Approved	
9	PMT-TXN-2016000003351	2016DEC0000009868	120	120	Approved	
10	PMT-TXN-2016000003350	2016DEC0000009867	120	120	Approved	
11	PMT-TXN-2016000003207	2016DEC0000009734	120	120	Submitted	
12	PMT-TXN-2016000003201	2016DEC0000009728	120	120	Approved	
13	PMT-TXN-2016000003200	2016DEC0000009729	120	120	Approved	
14	PMT-TXN-2016000003180	2016DEC0000009707	321321	120	Approved	
15	PMT-TXN-2016000003175	2016DEC0000009698	9000	9000	Approved	
16	PMT-TXN-2016000003173	2016DEC0000009699	9000	9000	Approved	
17	PMT-TXN-2016000003170	2016DEC0000009694	9000	9000	Approved	
18	PMT-TXN-2016000003157	2016DEC0000009676	9000	9000	Approved	
19	PMT-TXN-2016000003104	2016DEC0000009618	dasdsa	9000	Approved	
20	PMT-TXN-2016000003103	2016DEC0000009617	adadsad	9000	Approved	
21	PMT-TXN-2016000003102	2016DEC0000009616	adadsad	9000	Approved	
22	PMT-TXN-2016000003076	2016DEC0000009578	9000	9000	Approved	
23	PMT-TXN-2016000003075	2016DEC0000009577	9000	9000	Approved	
24	PMT-TXN-2016000003072	2016DEC0000009550	1000	1000	Approved	
25	PMT-TXN-2016000003000	2016DEC0000009500	10000	10000	Approved	
26	PMT-TXN-2016000002999	2016DEC0000009499	10000	10000	Approved	
27	PMT-TXN-2016000002998	2016DEC0000009498	10000	10000	Approved	
Payment Transaction Details						


### Payment Transaction Search Page

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

Field/Button description	Action/Input Required
<b>Payment Reference Number</b>	Enter the payment reference number of the importer/ Exporter
<b>Business Transaction Number</b>	Enter the declaration number of the importer.
<b>Receipt Number</b>	Enter the receipt number
<b>Status</b>	Enter the status of the payment.



- If you does 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 screen 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
<b>Payment Reference Number</b>	Enter the payment reference number of the importer/ Exporter
<b>Business Transaction Number</b>	Enter the declaration number of the importer.
<b>Receipt Number</b>	Enter the Receipt number
<b>Status</b>	Display the status of the payment.

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

Payment Transaction
07/11/2016 14:01

Payment Transaction List

	Payment Transaction Number	Business Transaction Number	Receipt Number	Amount Paid	Status	Action
1	PMT-TXN-20160000003207	2016DEC0000009734	120	120	Approved	

Note
Record has been updated successfully
OK

Payment Transaction Updated Success Page

# Bond Management

This chapter allows you to search for, view and print the bond usage details of a declaration in the TFB system.

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 goods 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.

The good's regime type and CPC Codes determine if a guarantee is mandatory in a declaration.

## **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.

## Approve Bond Details

This functionality allows you to search for and review the submitted guarantee details. You can approve or reject the guarantee. The guarantee is rejected in the following scenarios: when the supporting documents submitted by trader/importer does not match with the details mentioned in the declaration, the amount in the paid receipt does not match with the used guarantee amount etc.

### *To approve the bond:*

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

Bond List									
	Provisional Bond Nu...	Bond Number	Regime	Reference Number	Bond Type	Bond Category	Bond Status	Action	Quick...
1	PBN13052016000931		Warehousing	VAV_Nabagata_1305	FIX-Fixed	CASH-Cash	Rejected by Guarantor		
2	PBN31052016001072		Warehousing	123	FIX-Fixed	GENERAL-General	Submitted		
3	PBN02062016001082		Warehousing	12345	FIX-Fixed	CASH-Cash	Submitted		
4	PBN29042016000857		Warehousing	VAV_NABA_Test 71	FIX-Fixed	CASH-Cash	Submitted		
5	PSB16052016000957	BN02052016000386	Warehousing	VAV_Naba_74	FIX-Fixed	CASH-Cash	Rejected by Guarantor		
6	PSB16052016000964	BN16052016000445	Transit	VAV_NM_Rev_1605	REV-Revolving	CASH-Cash	Approved by Guarantor		
7	PBN19052016000996		Warehousing	1	yy-yyyy	ca-cs	Submitted		
8	PBN10062016001108		Warehousing	65656	FIX-Fixed	CASH-Cash	Submitted		
9	PBN15062016001142		Temporary Export	123	FIX-Fixed	CASH-Cash	Submitted		
10	PSB15062016001147	BN02062016000528	Transit	02062016	FIX-Fixed	CASH-Cash	Submitted		
11	PBN26042016000837		Temporary Export	VAV_Naba_2604	FIX-Fixed	CASH-Cash	Approved by Guarantor		
12	PBN26042016000844		Temporary Export	14123	FIX-Fixed	CASH-Cash	Submitted		
13	PSB17052016000972	BN17052016000446	Warehousing	VAV_NM_1705	REV-Revolving	CASH-Cash	Rejected by Guarantor		
14	PBN30052016001068		Import	123	FIX-Fixed	CASH-Cash	Rejected by Guarantor		
15	PBN15062016001139		Transit	Sup #21121	REV-Revolving	CASH-Cash	Approved by Guarantor		
16	PBN05022016000798		Temporary Import	RN01	FIX-Fixed	CASH-Cash	Approved by Guarantor		
17	PBN19082015000671		Temporary Import	se1_ref_cms01	FIX-Fixed	GENERAL-General	Submitted		
18	PBN26012016000758		Temporary Import	23423423	REV-Revolving	PARTICULAR-Particular	Submitted		
19	PBN25012016000737		Temporary Import	232323232	FIX-Fixed	GENERAL-General	Rejected by Guarantor		
20	PBN19012016000716		Warehousing	2222	REV-Revolving	PARTICULAR-Particular	Approved by Guarantor		
21	PBN26042016000843		Temporary Import	VAV_Naba_GUR_8	REV-Revolving	CASH-Cash	Rejected by Guarantor		
22	PBN27042016000846		Temporary Import	VA Temporary Import	REV-Revolving	CASH-Cash	Rejected by Guarantor		
23	PBN28042016000847		Warehousing	VAV_Naba_Test case...	FIX-Fixed	CASH-Cash	Approved by Guarantor		
24	PSB13052016000925	BN29042016000370	Transit	1	REV-Revolving	CASH-Cash	Submitted		
25	PSB16052016000934	BN06052016000405	Transit	24234	FIX-Fixed	GENERAL-General	Submitted		
26	PSB16052016000960	BN16052016000444	Warehousing	VAV_NM_1605	FIX-Fixed	CASH-Cash	Rejected by Guarantor		
27	PSB17052016000973	BN17052016000446	Warehousing	VAV_NM_1705	REV-Revolving	CASH-Cash	Approved by Guarantor		
28	PBN18052016000977		Warehousing	123	REV-Revolving	GENERAL-General	Submitted		

### Bond Management Search Page


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





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

Field/Button description	Action/Input Required
<b>Regime</b>	Enter the regime type.  List of regime types:  1-Export  2-Temporary Export  5-Temporary Import  7-Warehousing  8-Transit  9-Transshipment
<b>Reference Number</b>	Enter the reference number of the bond.
<b>Bond Type</b>	Enter the bond type as fixed or revolving.
<b>Bond Category</b>	Enter the category of the bond.
<b>Bond Status</b>	Select the status of the bond as <b>Submitted</b> from 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:
  - Provisional Number
  - Bond Number

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

Bond List									
	Provisional Bond Nu...	Bond Number	Regime	Reference Number	Bond Type	Bond Category	Bond Status	Action	Quick...
1	PBN02062016001082		Temporary Import	12345	FIX-Fixed	CASH-Cash	Submitted		
2	PBN02062016001082		Warehousing	12345	FIX-Fixed	CASH-Cash	Submitted		

### Bond Management Search Result Page

3. Click the  icon to approve or reject the bond. The following page will be displayed.

## PAYMENT USER GUIDE

### BOND MANAGEMENT

#### Bond Details Page

- Click **Bond Documents** tab to view the documents attached. The following page will be displayed.

#### Bond Documents Page

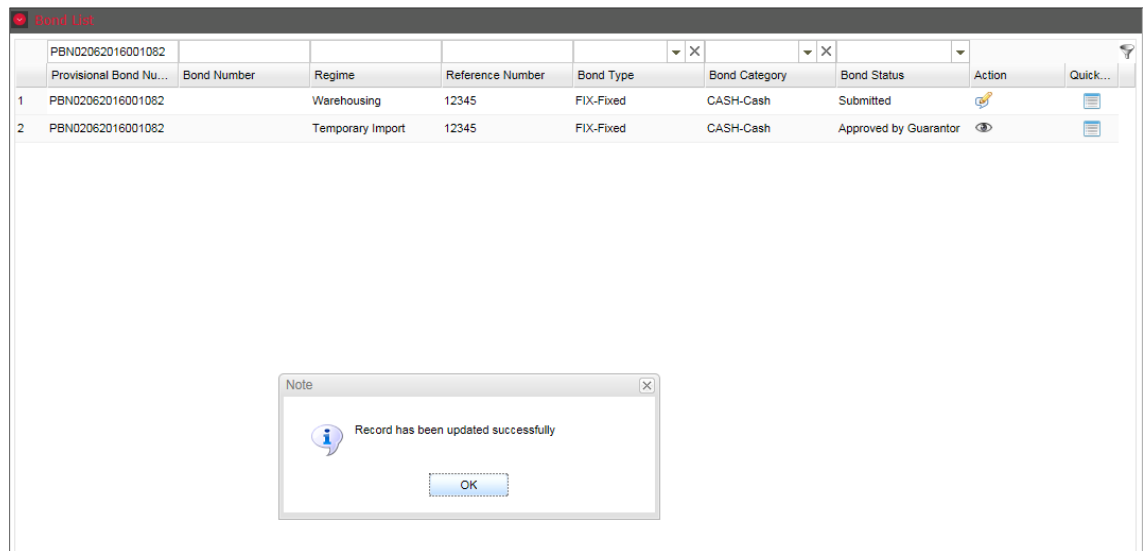
- Click **Approve** tab. The following page will be displayed.

#### Approve Tab

Field/Button description	Action/Input Required
<b>Bond Status</b>	Select the status of the bond.
<b>Guarantor Remarks</b>	Enter the guarantor remarks for the bond.



- Select the status of the bond and enter the remarks for approving or rejecting the guarantee and click **Update** button. The Record updated successfully page will be displayed



#### Record Updated Successfully Message

- Click **Close** button to close the bond details page.

## Supplement Approval

This functionality allows you to search for and review the submitted guarantee details. You can approve or reject the guarantee. The guarantee is rejected in the following scenarios: when the supporting documents submitted by trader/importer does not match with the details mentioned in the declaration, the amount in the paid receipt does not match with the used guarantee amount etc.

#### *To approve the bond:*

- Click **Bond Management>>Approve Bond**. The Search Results page will be displayed.

# PAYMENT USER GUIDE

## BOND MANAGEMENT

	Provisional Bond Nu...	Bond Number	Regime	Reference Number	Bond Type	Bond Category	Bond Status	Action	Quick...
1	PSB31052016001071	BN10052016000425	Transit	Pavan_Revolving	REV-Revolving	CASH-Cash	Approved		
2	PSB16052016000964	BN16052016000445	Transit	VAV_NM_Rev_1605	REV-Revolving	CASH-Cash	Approved		
3	PSB15062016001147	BN02062016000528	Transit	02062016	FIX-Fixed	CASH-Cash	Approved		
4	PSB17052016000967	BN17052016000446	Warehousing	VAV_NM_1705	REV-Revolving	CASH-Cash	Approved		
5	PSB17052016000968	BN17052016000446	Warehousing	VAV_NM_1705	REV-Revolving	CASH-Cash	Approved		
6	PBN15062016001139		Transit	Sup #21121	REV-Revolving	CASH-Cash	Approved by Guarantor		
7	PSB19082015000678	BN19082015000341	Temporary Import	sel_ref_sup01	FIX-Fixed	GENERAL-General	Approved		
8	PBN28042016000847		Warehousing	VAV_Naba_Test case...	FIX-Fixed	CASH-Cash	Approved by Guarantor		
9	PSB16052016000934	BN06052016000405	Transit	24234	FIX-Fixed	GENERAL-General	Submitted		
10	PSB16052016000959	BN16052016000444	Warehousing	VAV_NM_1605	FIX-Fixed	CASH-Cash	Approved		
11	PSB16052016000936	BN02052016000388	Transit	VAV_Naba_75	REV-Revolving	CASH-Cash	Approved		
12	PSB16052016000961	BN16052016000444	Warehousing	VAV_NM_1605	FIX-Fixed	CASH-Cash	Approved		
13	PSB16052016000963	BN16052016000445	Transit	VAV_NM_Rev_1605	REV-Revolving	CASH-Cash	Approved		
14	PSB17052016000973	BN17052016000446	Warehousing	VAV_NM_1705	REV-Revolving	CASH-Cash	Approved by Guarantor		
15	PSB03082016001587	BN03082016000919	Transit	Test_Fixed_batch 2	FIX-Fixed	CASH-Cash	Approved		
16	PSB27072016001517	BN27072016000866	Temporary Import	111	FIX-Fixed	CASH-Cash	Approved		
17	PBN20062016001159		Transit	21121_test2	REV-Revolving	CASH-Cash	Approved by Guarantor		
18	PSB28062016001240	BN28062016000665	Temporary Import	Sow001	FIX-Fixed	CASH-Cash	Submitted		
19	PSB28072016001523	BN28072016000871	Temporary Import	123456789	REV-Revolving	CASH-Cash	Approved		
20	PSB11082016001646	BN02062016000528	Transit	02062016	FIX-Fixed	CASH-Cash	Approved		
21	PSB17082016001682	BN17082016000989	Warehousing	VAV_NM_22940	FIX-Fixed	CASH-Cash	Approved		
22	PSB17082016001680	BN17082016000982	Warehousing	R-001	REV-Revolving	CASH-Cash	Approved		
23	PSB19082016001692	BN01082016000905	Transit	VAV_01082016	FIX-Fixed	CASH-Cash	Approved		
24	PSB24082016001711	BN22082016001010	Warehousing	123456789	REV-Revolving	CASH-Cash	Approved		
25	PSB19082016001695	BN19082016001004	Warehousing	Rf-0081	REV-Revolving	CASH-Cash	Approved		
26	PSB25082016001717	BN25082016001024	Warehousing	R-009	REV-Revolving	CASH-Cash	Approved by Guarantor		
27	PSB17082016001684	BN02062016000524	Transit	67576576	FIX-Fixed	CASH-Cash	Submitted		
28	PSB22082016001705	BN22082016001010	Warehousing	123456789	REV-Revolving	CASH-Cash	Submitted		

### Bond Management Search Page

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

Field/Button description	Action/Input Required
<b>Provisional Bond</b>	Enter the provisional bond number of the importer/Exporter.
<b>Bond Number</b>	Enter the Bond Number of the importer/exporter.
<b>Regime</b>	Enter the regime type.  List of regime types:  1-Export  2-Temporary Export  5-Temporary Import  7-Warehousing  8-Transit  9-Transshipment


# PAYMENT USER GUIDE



## BOND MANAGEMENT

Field/Button description	Action/Input Required
<b>Reference Number</b>	Enter the reference number of the bond.
<b>Bond Type</b>	Enter the bond type as fixed or revolving.
<b>Bond Category</b>	Enter the category of the bond.
<b>Bond Status</b>	Select the status of the bond as <b>Submitted</b> from 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:
  - Provisional Number
  - Bond Number

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

Supplement Bond List									
	<div>PNB15062016001139 x</div> <div>Provisional Bond Nu...</div>	Bond Number	Regime	Reference Number	Bond Type	Bond Category	Bond Status	Action	Quick...
1	PNB15062016001139		Transit	Sup #21121	REV-Revolving	CASH-Cash	Approved by Guarantor	  	

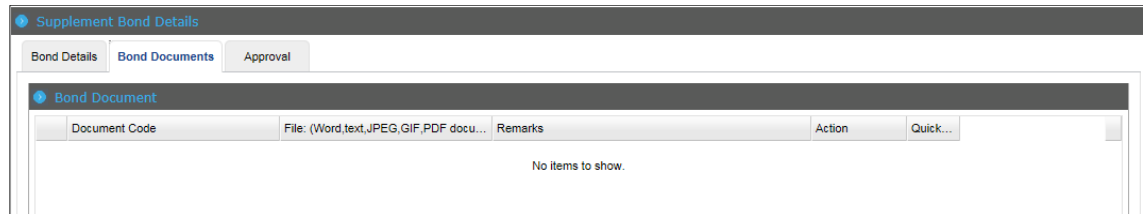
### Bond Management Search Result Page

10. Click the  icon to approve or reject the bond. The following page will be displayed.

Supplement Bond Details	
Bond Details	Approval
Principal : *	SED Importers
Provisional Bond Number :	PNB15062016001139
Regime : *	Transit
Bond Type : *	REV-Revolving
Bond Category : *	CASH-Cash
Additional bond Amount :	
Currency : *	SGD-Singapore Dollar
Valid From : *	15/06/2016
Remarks :	
Bond Number :	Sup #21121
Reference Number : *	Sup #21121
Bond Sub Type : *	SUP
Bond Amount : *	1000
Total Bond Amount :	1000
Exchange Rate :	1
Valid to : *	30/06/2016
Bond Status :	Approved by Guarantor
<div>Close</div>	

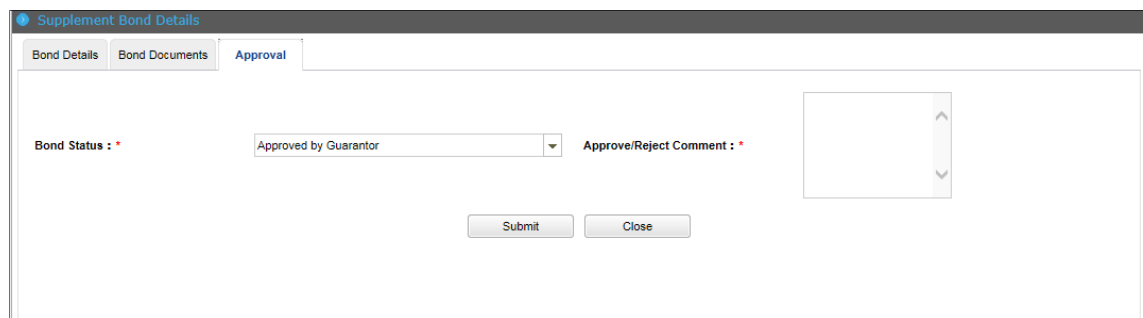
## Bond Details Page

11. Click **Bond Documents** tab to view the documents attached. The following page will be displayed.



## Bond Documents Page

12. Click **Approve** tab. The following page will be displayed.



## Approve Tab

Field/Button description	Action/Input Required
<b>Bond Status</b>	Select the status of the bond.
<b>Guarantor Remarks</b>	Enter the guarantor remarks for the bond.

13. Select the status of the bond and enter the remarks for approving or rejecting the guarantee and click **Update** button. The Record updated successfully page will be displayed



## Record Updated Successfully Message

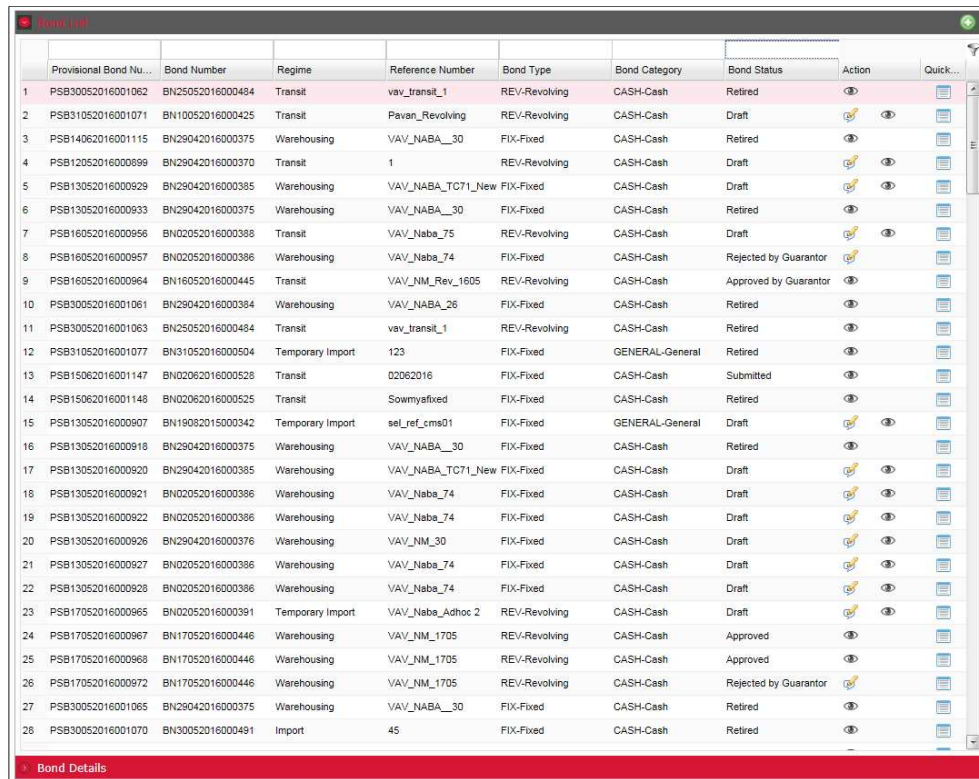
14. Click **Close** button to close the bond details page.

## Uploading Supplement Bond

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

### *To upload 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	Soamyaafived	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 List Search Page

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

Bond Details

**Bond Details**
Bond Documents

**Bond Number :** BN02052016000386 ✕ ✕ ✕

**Principal :** Nabagata\_Company ✕ ✕

**Reference Number :** VAV\_Naba\_74

**Bond Sub Type :** SUP-Supplement ✕ ✕

**Bond Amount :** 100

**Exchange Rate :** 1.23166

**Valid to :** 28/05/201... 📅

**Bank :** HDFC-VAV HDFC ✕ ✕

**Bond Status :** Draft ✕

**Provisional Bond Number :**

**Regime :** Warehousing ✕ ✕

**Bond Type :** FIX-Fixed ✕ ✕

**Bond Category :** CASH-Cash ✕ ✕

**Currency :** US Dollar ✕ ✕

**Valid From :** 02/05/201... 📅

**Issuer Type :** B

**Remarks :**

**Additional bond Amount :**

Save
Reset
Submit
Close

### Create Bond Page

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

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

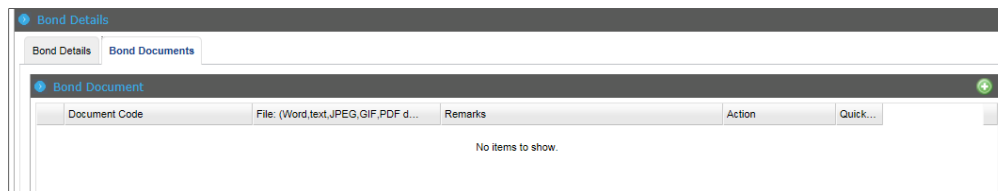
Field/Button description	Action/Input Required
<b>Bank</b>	Displays the Bank Name.
<b>Bond Status</b>	Displays the status of the bond.
<b>Remarks</b>	Displays the remarks if any.
<b>Additional Bond Amount</b>	Enter the additional amount to be paid.

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



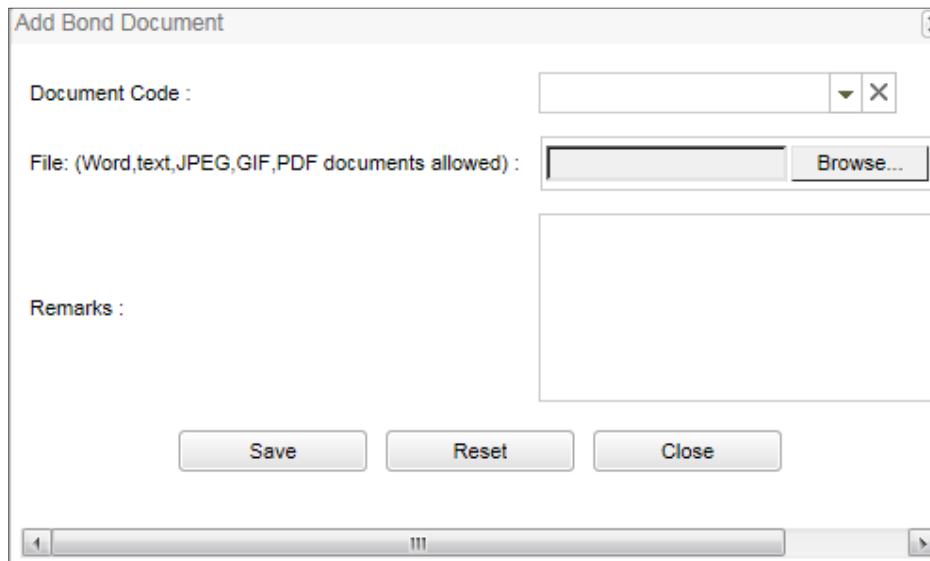
#### Success Message

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



#### Bond Documents Page

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

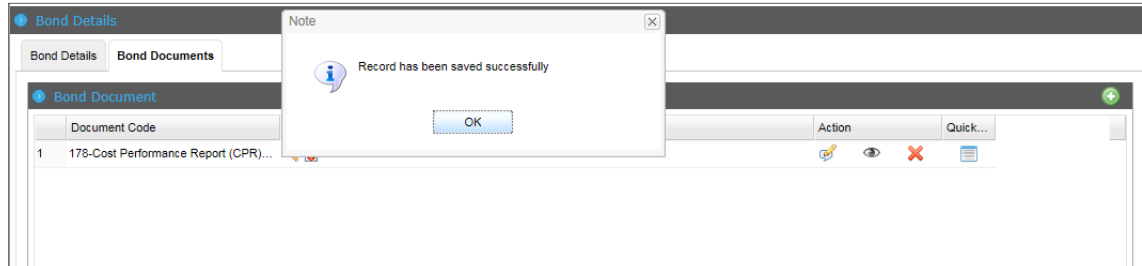


The 'Add Bond Document' dialog box contains the following fields and controls:

- Document Code :** A text input field with a dropdown arrow and a close button (X).
- File: (Word,text,JPEG,GIF,PDF documents allowed) :** A text input field followed by a 'Browse...' button.
- Remarks :** A large text area for entering remarks.
- Buttons:** 'Save', 'Reset', and 'Close' buttons at the bottom.


#### 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.



**PAYMENT USER GUIDE**  
**BOND MANAGEMENT**



**Success Message**

