

TRADE FACILITATION BASELINE

SINGLE ELECTRONIC WINDOW

Bank Officer User Guide

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CrimsonLogic Pte Ltd delivers world-class eGovernment solutions by leveraging on best-practice technologies, quality human capital and global experiences. Our proven track record of end-to-end eGovernment solutions spans across trade facilitation and customs, judiciary, tax, healthcare, and IT security domains. With 20 years of experience in developing and managing nationwide, mission-critical IT systems and services in a Public-Private Partnership model, CrimsonLogic has set industry standards with world-first eGovernment solutions such as TradeNet, eStamping, eJudiciary and CertOfOrigin. For more information, visit www.crimsonlogic.com

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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

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

Document Conventions

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

Navigation

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

Click **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

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

The screenshot displays the Tradenet System Dashboard. At the top, there are navigation icons and the system name. The main dashboard area is divided into several sections:

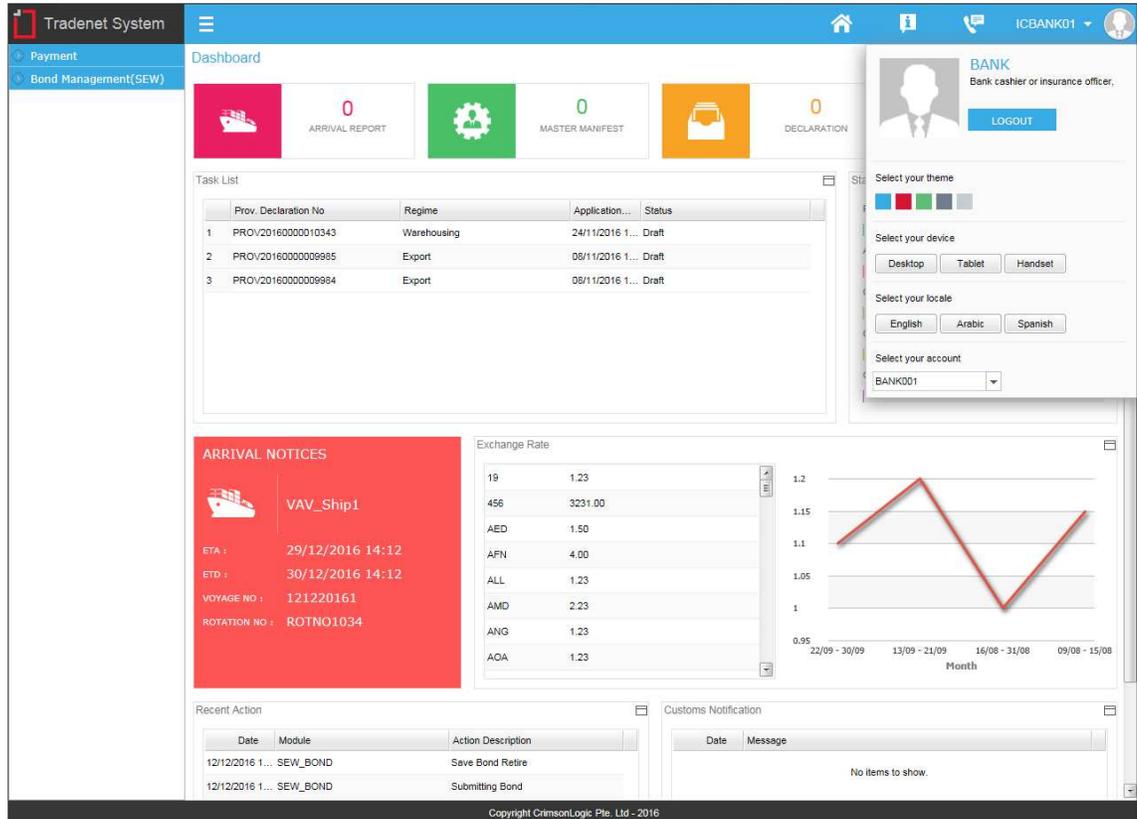
- Dashboard Metrics:** Four large colored boxes showing key figures: 545 ARRIVAL REPORT (red), 278 MASTER MANIFEST (green), 1245 DECLARATION (orange), and 129 BOND APPLICATION (blue).
- Task List:** A table listing declarations with columns for Declaration No, Regime, Application Date, and Status. The status for all listed items is 'Draft'.
- Status wise report:** A horizontal bar chart showing the distribution of application statuses: Submitted Applications (100%), Approved (20%), Rejected (30%), Onhold (40%), and Queried (5%).
- ARRIVAL NOTICES:** A red box containing details for a 'MEARSK LINE' arrival, including ETA, ETD, VOYAGE NO, ROTATION NO, and SUBMITTED DATE.
- Exchange Rate:** A table showing exchange rates for various currencies against SGD, with a corresponding line graph showing the rate for SGD/USD over time.
- Recent Action:** A table listing recent system actions such as 'Declaration', 'Bond', and 'Payment' with their respective dates and details.
- Customs Notification:** A table listing notifications from customs, including 'Declaring Agent Account Renewal Exercise', 'Revised Banker's Guarantee', and 'Reminder on procedure for exporting goods claiming'.

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  button available at the upper right corner of the main menu.

PAYMENT USER GUIDE
ABOUT TRADE FACILITATION BASELINE SINGLE ELECTRONIC WINDOW SYSTEM

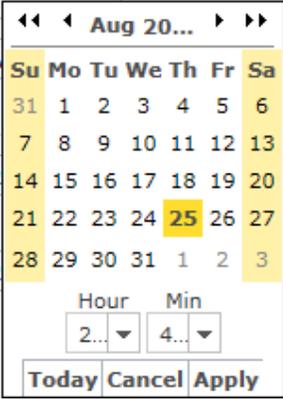
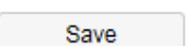
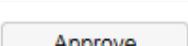


Log Out Page

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"> 1. Click  to view the calendar. 2. Specify the required date and time from the respective portions of the calendar. 3. Click Apply. 
	Click this button to submit the relevant details.
	Click this button to close the relevant tab details.
	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 in 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.

The screenshot shows a web application interface titled "Pending Payment Instructions" with a timestamp of "02/11/2016 15:00". Below the title is a "Pending Payment List" section containing a table with the following columns: Payment Reference N..., Revision, Company Registration..., Business Transaction..., Total Amount Payable, Balance Amount, Status, Action, and Quick... The table lists 25 rows of payment data, including details like "SED Importers", "ICCLD1", and "N9879879".

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 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.
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 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									
	Payment Reference...	Revision	Company Registrati...	Business Transactio...	Total Amount Payable	Balance Amount	Status	Action	Quick...
1	PMT-INSTR-201600...	1	ICCL01	2016DEC000009880 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 15:54

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	N8679879	2016DEC0000007979	985.94	985.94	Pending		
9	PMT-INSTR-20160000...	1	ICCLD1	2016DEC0000007934	140	40	Partially Paid		
10	PMT-INSTR-20160000...	1	icpavanD1	2016DEC0000007857	10120	0	Pending		
11	PMT-INSTR-20160000...	1	icpavanD1	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	N8679879	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	icclD1	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	icclD1	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 boontestD1	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 : 2016DEC0000008378 Total Amount Payable : 11

Additional Amount : Balance Amount : 11

Payment Information

Bank : Branch :

Payment Mode : Payment Transaction Number :

Receipt Number : 11 Amount Paid : 11

Remarks :

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	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  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.

The screenshot shows a web application interface titled "Pending Payment Instructions" with a date of 02/11/2016 15:00. Below the title is a "Pending Payment List" section containing a table with the following columns: Payment Reference N..., Revision, Company Registration..., Business Transaction..., Total Amount Payable, Balance Amount, Status, Action, and Quick... The table lists 25 rows of payment entries, each with a unique reference number, revision, company name (e.g., SED Importers, icpavan01, ICCLD1, N9879879), business transaction ID, and amounts. The status of each entry is either "Pending" or "Partially Paid".

	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	110	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.
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 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 x	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 SpecificTesting	0
5 Test	0
6 Demo_Fixed	0

Edit Payment Details Page

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

Payment History Details Page

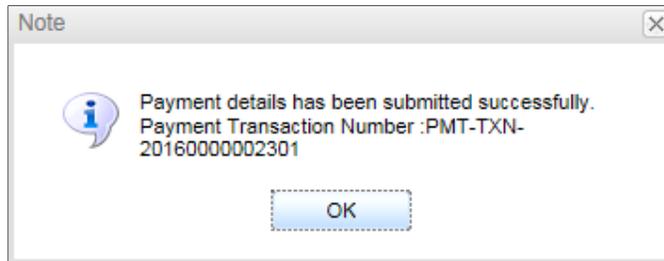
5. Click the **Payment** tab to view the payment details.

Add Payment Page

Following are the field and button descriptions of the Pending Payment 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. Possible modes are:
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.

- 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.

The screenshot shows a table titled 'Paid Payment Instructions' with a date and time '02/11/2016 13:37' in the top right corner. The table has the following columns: Payment Referen..., Revision, Company Registr..., Business Transact..., code, Total Amount Pay..., Additional Amount, Status, Action, and Quick... The table contains 25 rows of data, with the 9th row highlighted in blue. The data in the table is as follows:

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

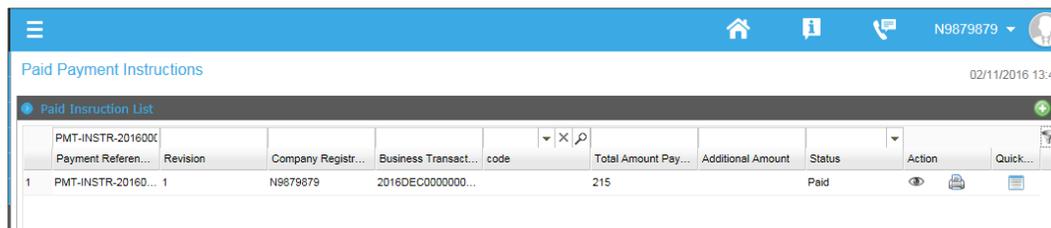
Following are the field and button descriptions of the Pending Payment page.

Field/Button description	Action/Input Required
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: <ul style="list-style-type: none"> • Cancelled • Deferred • Paid • Paid by Credit • Paid and Posted • Partially Paid • Pending • Pending for Approval • Void • Waived • Written off



- 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 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-20160000000381 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

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3. 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:

1. 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

2. 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:	2016DEC0000000695	
_selection_121:	true	

Print Preview Page

3. 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:

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 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 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	280.09	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

- 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

- 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

Details **Payment**

Payment Instruction Information

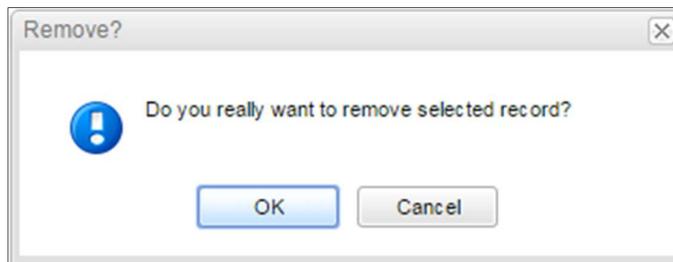
Payment Reference Number : PMT-CONSL-20160000000121 Total Amount Payable : 2514.6

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

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



Remove Confirmation Message Popup

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

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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 : *

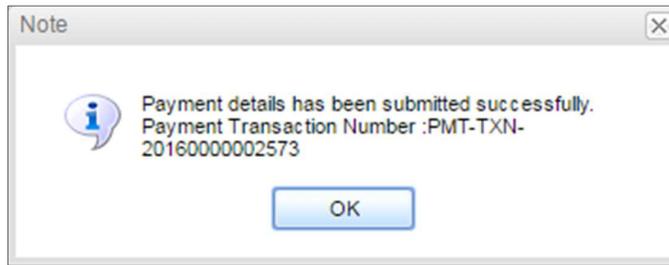
Remarks :

Consolidated Payment Tab

- Enter information in the Payment Tab fields.

Field/Button description	Action/Input Required
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.

- 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.

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)

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

	Payment Transaction Number	Business Transaction Number	Receipt Number	Amount Paid	Status	Action
1	PMT-TXN-2016000003484	2016DEC0000009950	100	100	Submitted	👁
2	PMT-TXN-2016000003483	2016DEC0000009952	35026.58	35026.58	Approved	👁
3	PMT-TXN-2016000003482	2016DEC0000009951	1001654	100	Submitted	👁
4	PMT-TXN-2016000003481	2016DEC0000009949	100	1504.21	Approved	👁
5	PMT-TXN-2016000003467	2016DEC0000009947	901.21	901.21	Submitted	👁
6	PMT-TXN-2016000003466	2016DEC0000009947	13	13	Submitted	👁
7	PMT-TXN-2016000003465	2016DEC0000009947	147	147	Submitted	👁
8	PMT-TXN-2016000003464	2016DEC0000009947	1	1	Submitted	👁
9	PMT-TXN-2016000003463	2016DEC0000009947	112	112	Submitted	👁
10	PMT-TXN-2016000003462	2016DEC0000009947	123	123	Submitted	👁
11	PMT-TXN-2016000003461	2016DEC0000009947	8	8	Submitted	👁
12	PMT-TXN-2016000003460	2016DEC0000009947	09	9	Submitted	👁
13	PMT-TXN-2016000003459	2016DEC0000009947	12	12	Submitted	👁
14	PMT-TXN-2016000003458	2016DEC0000009947	10	10	Submitted	👁
15	PMT-TXN-2016000003457	2016DEC0000009947	123	123	Submitted	👁
16	PMT-TXN-2016000003456	2016DEC0000009947	11	11	Submitted	👁
17	PMT-TXN-2016000003455	2016DEC0000009947	21	21	Submitted	👁
18	PMT-TXN-2016000003454	2016DEC0000009947	12	12	Submitted	👁
19	PMT-TXN-2016000003453	2016DEC0000009947	1	1	Submitted	👁
20	PMT-TXN-2016000003452	2016DEC0000009946	1	1504.21	Submitted	👁
21	PMT-TXN-2016000003451	2016DEC0000009945	R4	3660	Submitted	👁
22	PMT-TXN-2016000003450	2016DEC0000009938	testing	0.6	Submitted	👁
23	PMT-TXN-2016000003449	2016DEC0000009938	testing	2.5	Submitted	👁
24	PMT-TXN-2016000003448	2016DEC0000009943	123	25	Rejected	👁
25	PMT-TXN-2016000003447	2016DEC0000009945	R3	4	Approved	👁
26	PMT-TXN-2016000003446	2016DEC0000009945	R2	4	Approved	👁
27	PMT-TXN-2016000003445	2016DEC0000009945	R1	2	Approved	👁
28	PMT-TXN-2016000003444	2016DEC0000009944	2	10	Submitted	👁

Payment Transaction Search Page

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

Field/Button description	Action/Input Required
Payment Transaction Number	Enter the payment transaction number.
Business Transaction Number	Enter the declaration number of the importer.
Receipt Number	Enter the receipt number.
Amount Paid	Displays the amount 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 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 Number	Business Transaction Number	Receipt Number	Amount Paid	Status	Action	
1	PMT-TXN-2016000003483	2016DEC0000009852	35026.58	Approved	🔍	
2	PMT-TXN-2016000003382	2016DEC0000009892	9000	Approved	🔍	
3	PMT-TXN-2016000003381	2016DEC0000009891	9000	Approved	🔍	
4	PMT-TXN-2016000003369	PMT-CRE-018	e12312321	100	Approved	🔍
5	PMT-TXN-2016000003363	2016DEC0000009877	9000	Approved	🔍	
6	PMT-TXN-2016000003362	2016DEC0000009875	1000	Approved	🔍	
7	PMT-TXN-2016000003361	2016DEC0000009873	9000	Approved	🔍	
8	PMT-TXN-2016000003352	2016DEC0000009869	9000	Approved	🔍	
9	PMT-TXN-2016000003351	2016DEC0000009868	120	Approved	🔍	
10	PMT-TXN-2016000003350	2016DEC0000009867	120	Approved	🔍	
11	PMT-TXN-2016000003207	2016DEC0000009734	120	Submitted	🔍	
12	PMT-TXN-2016000003201	2016DEC0000009728	120	Approved	🔍	
13	PMT-TXN-2016000003200	2016DEC0000009729	120	Approved	🔍	
14	PMT-TXN-2016000003180	2016DEC0000009707	321321	120	Approved	🔍
15	PMT-TXN-2016000003175	2016DEC0000009699	9000	Approved	🔍	
16	PMT-TXN-2016000003173	2016DEC0000009699	9000	Approved	🔍	
17	PMT-TXN-2016000003170	2016DEC0000009684	9000	Approved	🔍	
18	PMT-TXN-2016000003157	2016DEC0000009676	9000	Approved	🔍	
19	PMT-TXN-2016000003104	2016DEC0000009618	dasdsa	9000	Approved	🔍
20	PMT-TXN-2016000003103	2016DEC0000009617	edadsad	9000	Approved	🔍
21	PMT-TXN-2016000003102	2016DEC0000009616	edadsad	9000	Approved	🔍
22	PMT-TXN-2016000003076	2016DEC0000009578	9000	Approved	🔍	
23	PMT-TXN-2016000003075	2016DEC0000009577	9000	Approved	🔍	
24	PMT-TXN-2016000003072	2016DEC0000009550	1000	Approved	🔍	
25	PMT-TXN-2016000003000	2016DEC0000009500	10000	Approved	🔍	
26	PMT-TXN-2016000002999	2016DEC0000009499	10000	Approved	🔍	
27	PMT-TXN-2016000002998	2016DEC0000009498	10000	Approved	🔍	

Payment Transaction Search Page

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

Field/Button description	Action/Input Required
Payment Reference Number	Enter the payment reference number.
Business Transaction Number	Enter the declaration number of the importer.
Receipt Number	Enter the receipt number.
Status	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 List					
Payment Transaction Number	Business Transaction Number	Receipt Number	Amount Paid	Status	Action
1 PMT-TXN-2016000003207	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-2016000003207	Business Transaction Number :	2016DEC0000009734
Bank :	<input type="text"/>	Branch :	<input type="text"/>
Payment Mode :	Online	Amount Paid :	120
Receipt Number :	120	Status :	Submitted
Remarks :	<input type="text"/>		
Approver Remarks :	<input type="text"/>		
<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 Number	Business Transaction Number	Receipt Number	Amount Paid	Status	Action
1	PMT-TXN-2016000003483	2016DEC000009952	35026 58	35026 58	Approved	👁️
2	PMT-TXN-2016000003362	2016DEC000009892	9000	9000	Approved	👁️
3	PMT-TXN-2016000003381	2016DEC000009891	9000	9000	Approved	👁️
4	PMT-TXN-2016000003369	PMT-CRE-018	e12312321	100	Approved	👁️
5	PMT-TXN-2016000003363	2016DEC000009877	9000	9000	Approved	👁️
6	PMT-TXN-2016000003362	2016DEC000009875	1000	1000	Approved	👁️
7	PMT-TXN-2016000003361	2016DEC000009873	9000	9000	Approved	👁️
8	PMT-TXN-2016000003352	2016DEC000009869	9000	9000	Approved	👁️
9	PMT-TXN-2016000003351	2016DEC000009868	120	120	Approved	👁️
10	PMT-TXN-2016000003350	2016DEC000009867	120	120	Approved	👁️
11	PMT-TXN-2016000003207	2016DEC000009734	120	120	Submitted	👁️ 🗑️
12	PMT-TXN-2016000003201	2016DEC000009728	120	120	Approved	👁️
13	PMT-TXN-2016000003200	2016DEC000009729	120	120	Approved	👁️
14	PMT-TXN-2016000003180	2016DEC000009707	321321	120	Approved	👁️
15	PMT-TXN-2016000003175	2016DEC000009698	9000	9000	Approved	👁️
16	PMT-TXN-2016000003173	2016DEC000009699	9000	9000	Approved	👁️
17	PMT-TXN-2016000003170	2016DEC000009694	9000	9000	Approved	👁️
18	PMT-TXN-2016000003157	2016DEC000009676	9000	9000	Approved	👁️
19	PMT-TXN-2016000003104	2016DEC000009618	dasdsa	9000	Approved	👁️
20	PMT-TXN-2016000003103	2016DEC000009617	adadsad	9000	Approved	👁️
21	PMT-TXN-2016000003102	2016DEC000009616	adadsad	9000	Approved	👁️
22	PMT-TXN-2016000003076	2016DEC000009578	9000	9000	Approved	👁️
23	PMT-TXN-2016000003075	2016DEC000009577	9000	9000	Approved	👁️
24	PMT-TXN-2016000003072	2016DEC000009550	1000	1000	Approved	👁️
25	PMT-TXN-2016000003000	2016DEC000009500	10000	10000	Approved	👁️
26	PMT-TXN-2016000002999	2016DEC000009499	10000	10000	Approved	👁️
27	PMT-TXN-2016000002998	2016DEC000009498	10000	10000	Approved	👁️

Payment Transaction Search Page

Following are the field and button descriptions of the Payment transaction 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
Status	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
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
Status	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-2016000003207	2016DEC000009734	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.

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	se_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	VAV_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.

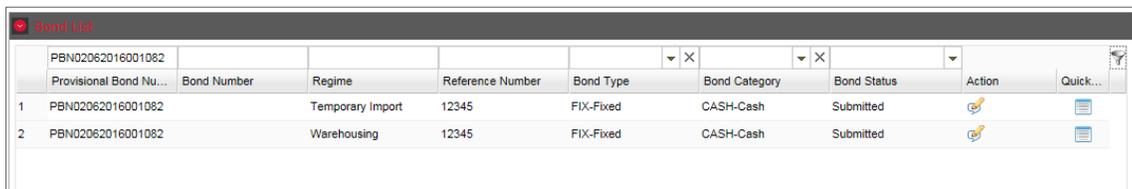
Field/Button description	Action/Input Required
Provisional Bond	Enter the provisional bond number of the importer/Exporter.
Bond Number	Enter the Bond Number of the importer/exporter.

PAYMENT USER GUIDE
BOND MANAGEMENT

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 Status	Select the status of the bond as Submitted 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**.



	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.

Bond Details Page

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

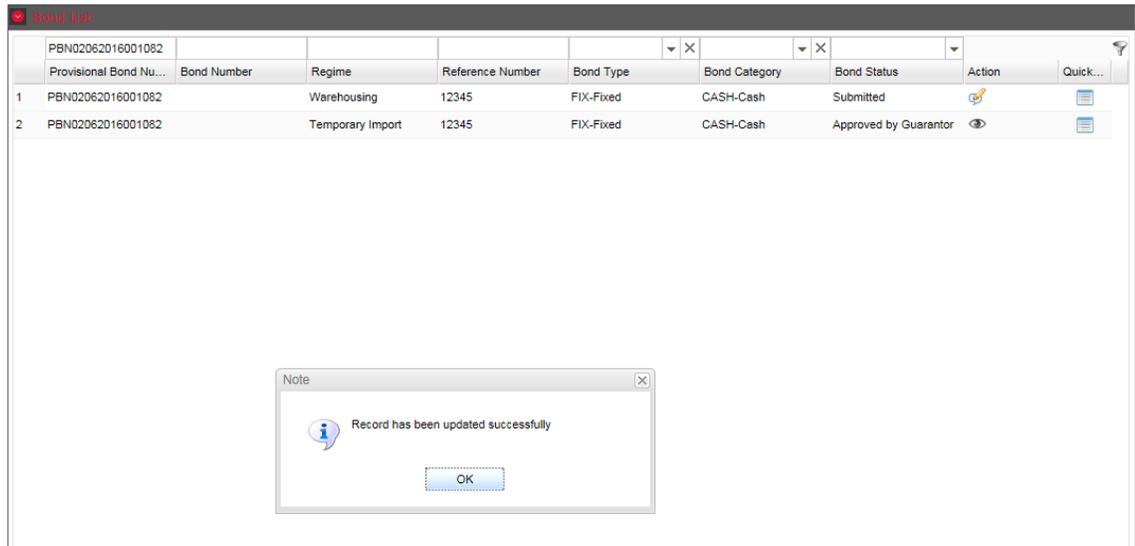
Bond Documents Page

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

Approve Tab

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

6. 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

7. 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:

8. 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
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-Transshipment

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Field/Button description	Action/Input Required
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 Status	Select the status of the bond as Submitted 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

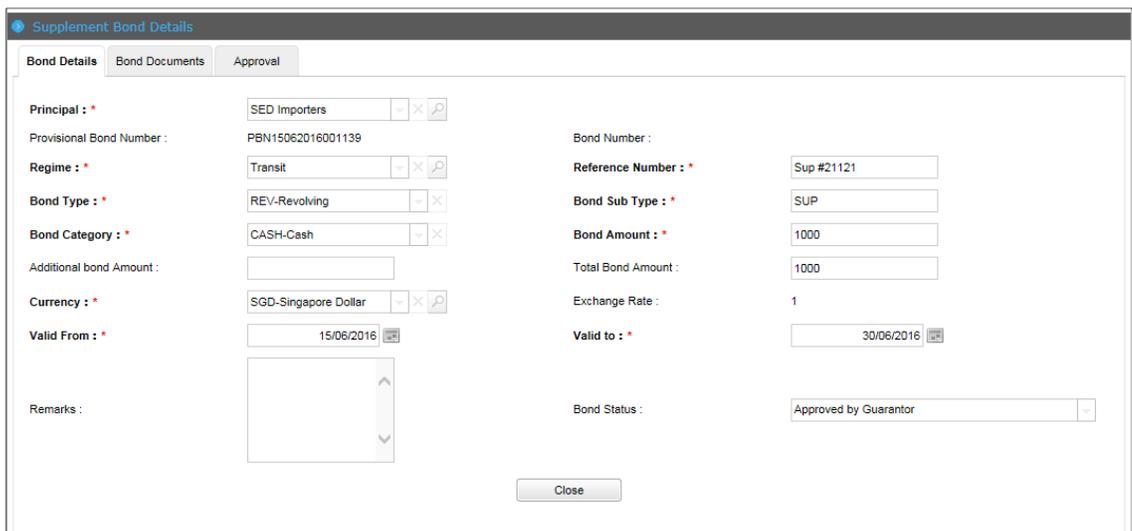
9. Enter the search criteria and click  icon to view the matching results in the **Search Results Page**.



	Provisional Bond Nu...	Bond Number	Regime	Reference Number	Bond Type	Bond Category	Bond Status	Action	Quick...
1	PBN15062016001139		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 | Bond Documents | Approval

Principal : * SED Importers

Provisional Bond Number : PBN15062016001139

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 :

Reference Number : * Sup #21121

Bond Sub Type : * SUP

Bond Amount : * 1000

Total Bond Amount : 1000

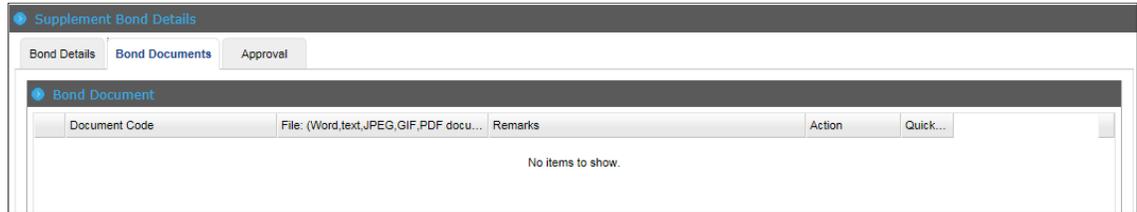
Exchange Rate : 1

Valid to : * 30/06/2016

Bond Status : Approved by Guarantor

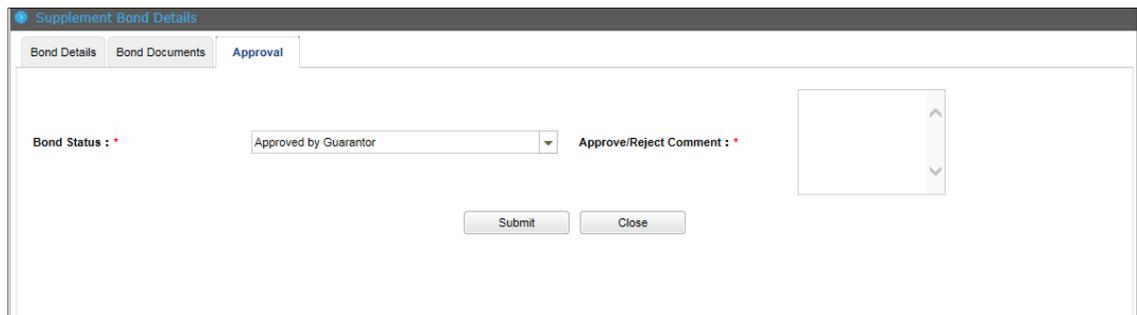
Bond Details Page

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



Bond Documents Page

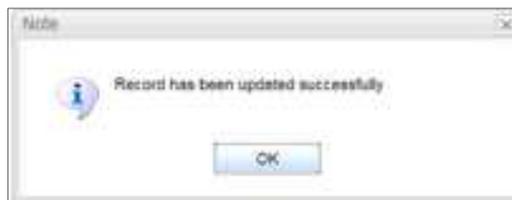
- Click **Approve** tab. The following page will be displayed.



Approve Tab

Field/Button description	Action/Input Required
Bond Status	Select the status of the bond.
Guarantor Remarks	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

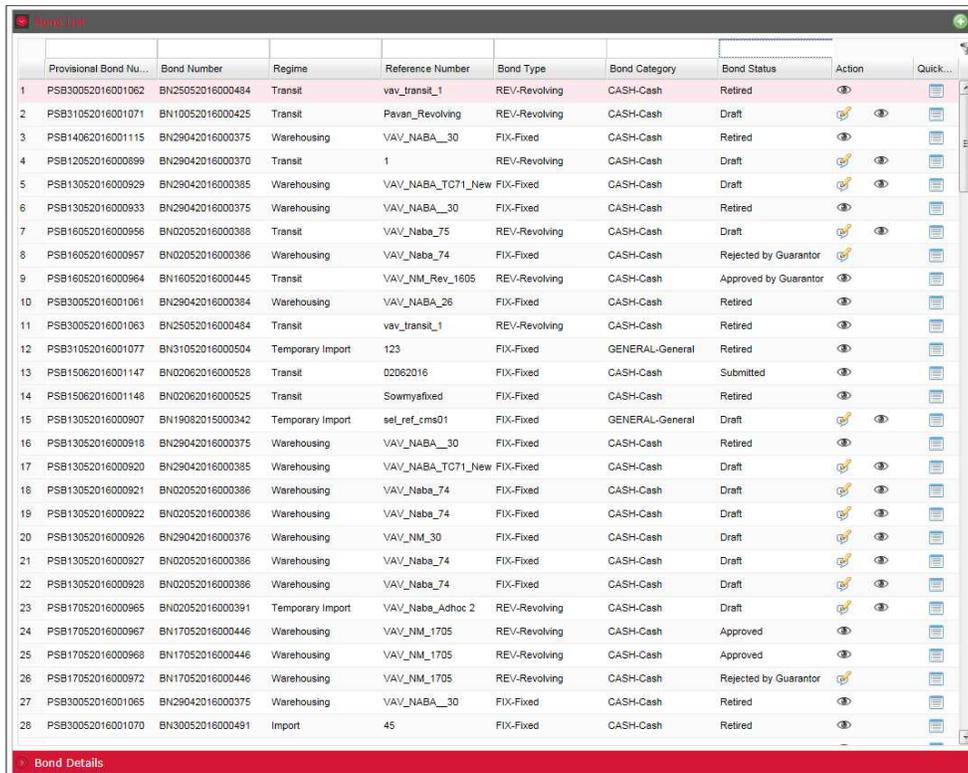
- Click **Close** button to close the bond details page.

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	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_Athoc 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	BN30052016000481	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.

The screenshot shows a web form for 'Bond Details'. The form is organized into two columns of fields. The left column includes: Bond Number (BN02052016000386), Principal (Nabegata_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), and Bond Status (Draft). The right column includes: Provisional Bond Number (empty), Regime (Warehousing), Bond Type (FIX-Fixed), Bond Category (CASH-Cash), Currency (US Dollar), Valid From (02/05/201...), Issuer Type (B), Remarks (empty text area), and Additional bond Amount (empty). At the bottom, there are four buttons: Save, Reset, Submit, and Close.

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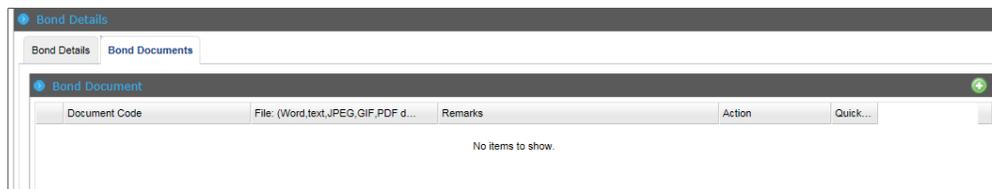
Field/Button description	Action/Input Required
Bank	Displays the Bank Name.
Bond Status	Displays the status of the bond.
Remarks	Displays the remarks if any.
Additional Bond Amount	Enter the additional amount to be paid.

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.

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

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- 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

