User Manual

Single Declaration - Imports

August 17th, 2022

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Welcome to Single Declaration – Imports!

The user manual for "Single Declaration – Imports" provides a step-by-step guide to the PSW users on how to file a Single Declaration for the clearance of imported cargo. While describing the main features, this manual also outlines some key responsibilities and obligations of both the PSW and the User.

Introduction

Pakistan Single Window (PSW) is the trade related National Single Window (NSW) for efficient management of external trade. The NSW is an electronic portal that allows parties involved in cross border trade and transport to lodge standardized information and documents using a single-entry point to fulfil all import, export, and transit related regulatory requirements. The information is transmitted electronically and individual data elements for clearance and regulatory compliance need only to be submitted once. Use of the PSW portal is allowed to authorized users who have completed the subscription process. Once subscribed and registered with Customs, users can access the PSW portal to perform cross border trade and transit related activities. For further information about PSW please visit our website www.psw.gov.pk

Background

As a signatory to the WTO's Trade Facilitation Agreement (2015), Pakistan has notified the establishment of a 'National Single Window' (NSW) as a 'Category C' commitment with effect from 22nd February 2017. To implement NSW, the Government of Pakistan has promulgated the Pakistan Single Window Act, 2021 while declaring Pakistan Customs as the Lead Agency. Pakistan Customs has established a dedicated PSW Company (PSWC), as a not-for-profit Company under Companies Act, 2017, to implement the PSW program. The PSWC has been designated as the Operating Entity under the PSW Act for developing and maintaining the PSW portal in collaboration with 77 different public sector entities involved in regulation of cross border trade in Pakistan. The PSWC will digitize the processes related to regulations of international trade in the public sector which will benefit economic operators like importers, exporters, freight forwarders, clearing agents, shipping companies, transporters etc. by reducing complications, costs, and time involved in achieving compliance with such regulations. The implementation of PSW program will also enhance government controls and transparency. By creating a national electronic trade and logistics platform, the PSW will help Pakistan integrate better into the regional and global single window systems. It will facilitate integration into global value chains and enable Pakistan to become a hub for regional and international trade as well as transit.

What is a Single Declaration?

Single Declaration is the submission of electronic data/information for clearance of import, export, and transit related goods at a single point. Different Cross Border Regulatory Agencies prescribe data requirements which are often overlapping. To avoid repetitive submission of data, it is necessary to have a harmonized data set. The Single Declaration is based on the concept of developing a 'harmonized data set' so that for a trade transaction or a transport movement to take place, the concerned actors are not obligated to submit the same data repeatedly to different agencies. Information submitted once shall be re-used. Regulatory permissions will be given without traders

having to approach different agencies. Information relevant to different agencies shall be submitted to the concerned agencies for processing.

Salient Features:

1. The Single Declaration being one of the core features of the PSW allows parties involved in trade and transport to lodge standardized information and documents on a single-entry point to fulfill all import, export, and transit-related regulatory requirements. The "Single Declaration - Imports" provides a single interface to its users for filing import declarations.
2. The users will submit integrated import and export declarations that contain all regulatory/clearance related information required by the OGAs. Separate submission of forms/declarations to the OGAs is eliminated.
3. All data fields and requirements have been consolidated into a single data dictionary aligned to the WCO data model eliminating redundant information. This is to enable standardization and single request for data fields and incremental data submission.
4. The system will automatically route applications based on declarations and mark for decisions to the relevant OGAs using clearly defined business rules to identify the OGA(s) whose specific action is required for release of the consignment.
5. The declaration is filed based on "Integrated Tariff for Trade" triggering regulatory and Customs compliance requirements, and Integrated Risk Management System to select consignments for inspection, sampling, and testing.
6. Of all the information provided by the trader, concerned agencies will be transmitted only relevant information which pertains to them.
7. Single Declaration will promote trade facilitation by reducing dwell time.

Pre-requisites for filing a Single Declaration - Imports

1. The User must have subscription of PSW.
2. The banking profile of the user must be integrated with PSW.

System Requirements

To use PSW Portal on Windows®, the user will require:

- Google Chrome Browser
- Windows 7, Windows 8, Windows 8.1, Windows 10 or later
- An Intel Pentium 4 processor or later that's SSE3 capable

To use PSW Portal on Mac®, the user will require:

- Google Chrome Browser
- OS X El Capitan 10.11 or later

Step by Step Process

Single Declaration - Imports

Filing of a Single Declaration - Imports

i.   Please visit "www.psw.gov.pk" and click on "Login".
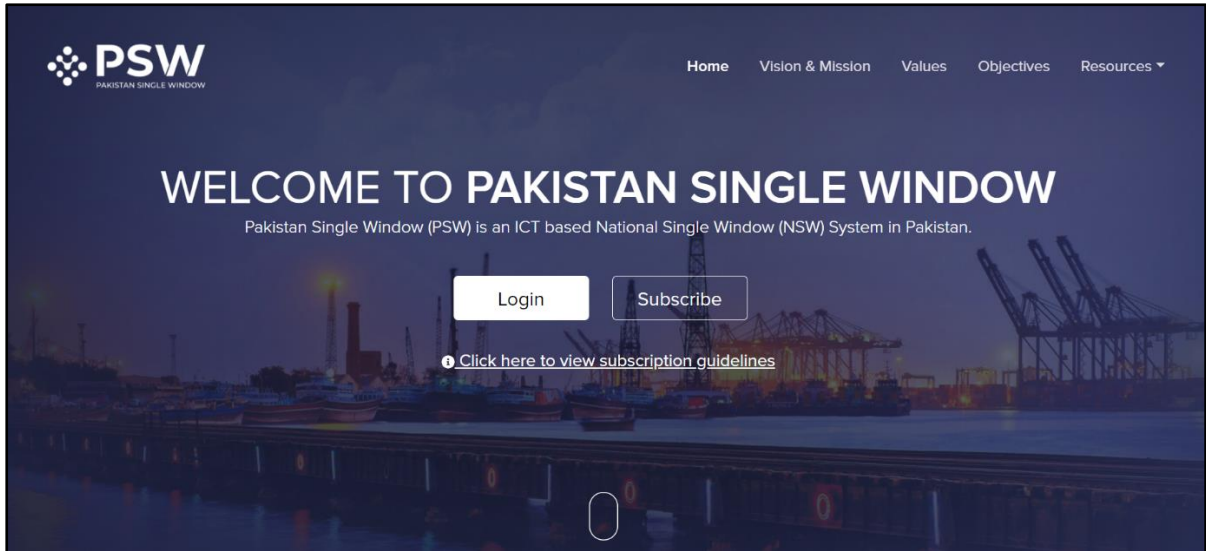
Figure 1
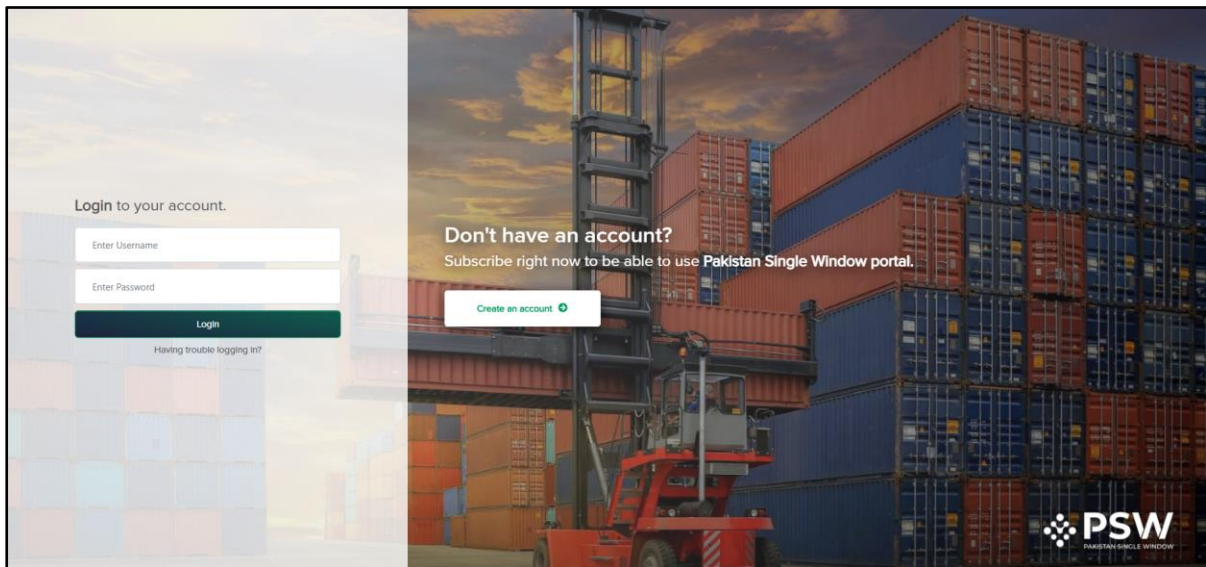
ii.   Enter valid Login Credentials

Figure 2

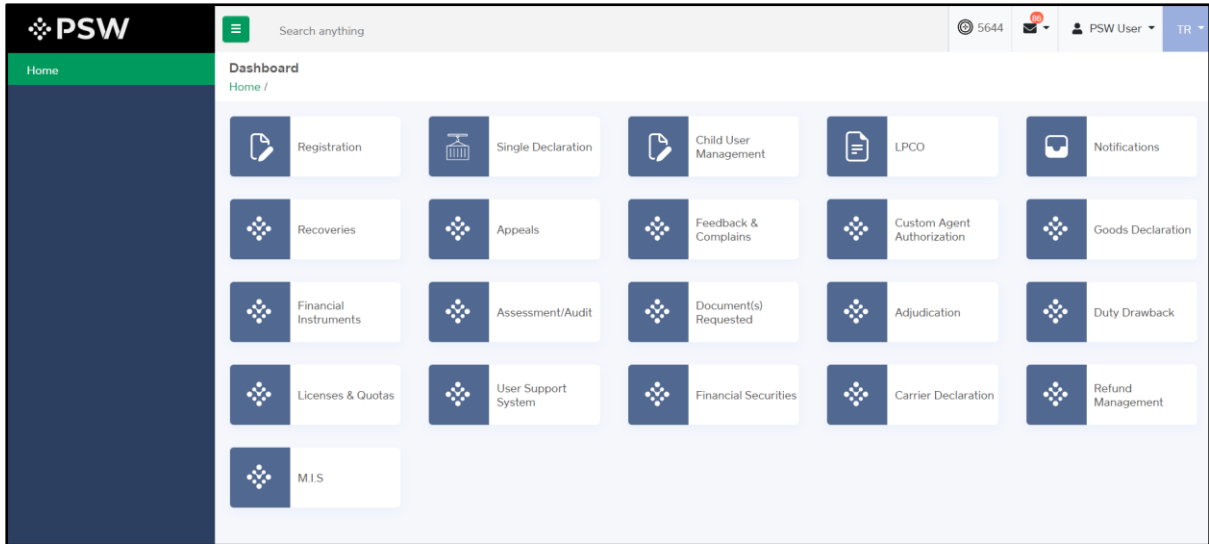iii.   Once the login credentials are validated, you will be redirected to the dashboard.

Figure 3

iv.   Click on the "Single Declaration" option. Upon clicking on the option, "Single Declaration" interface will appear.
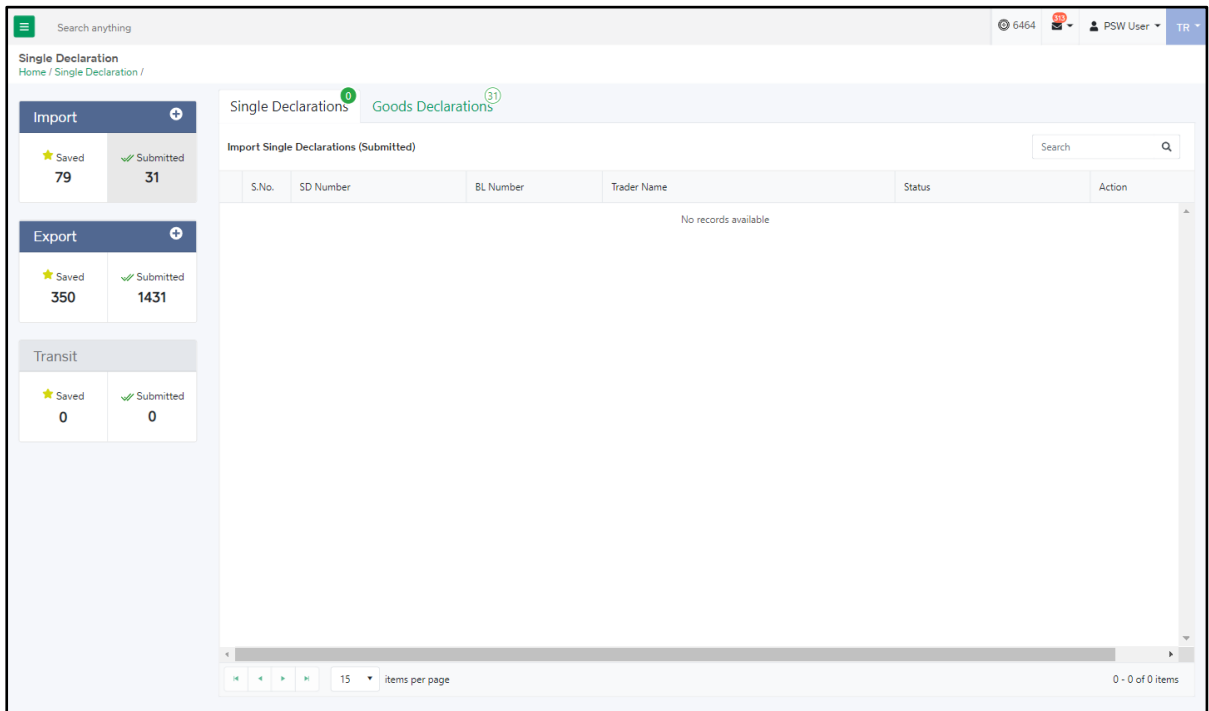

Figure 4

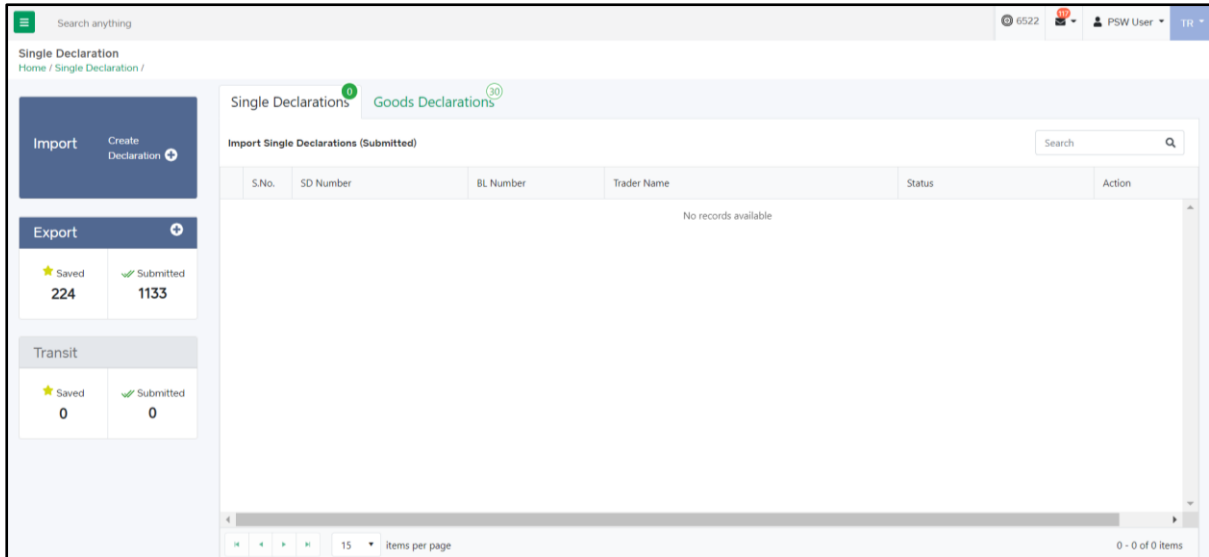v.   Hover on "Import" option. "Create Declaration" option will appear.

Figure 5

vi.   Upon clicking on the "Create Declaration" a pop-up for selection of "Consignment category" & "Declaration Type" will appear.

User – Trader
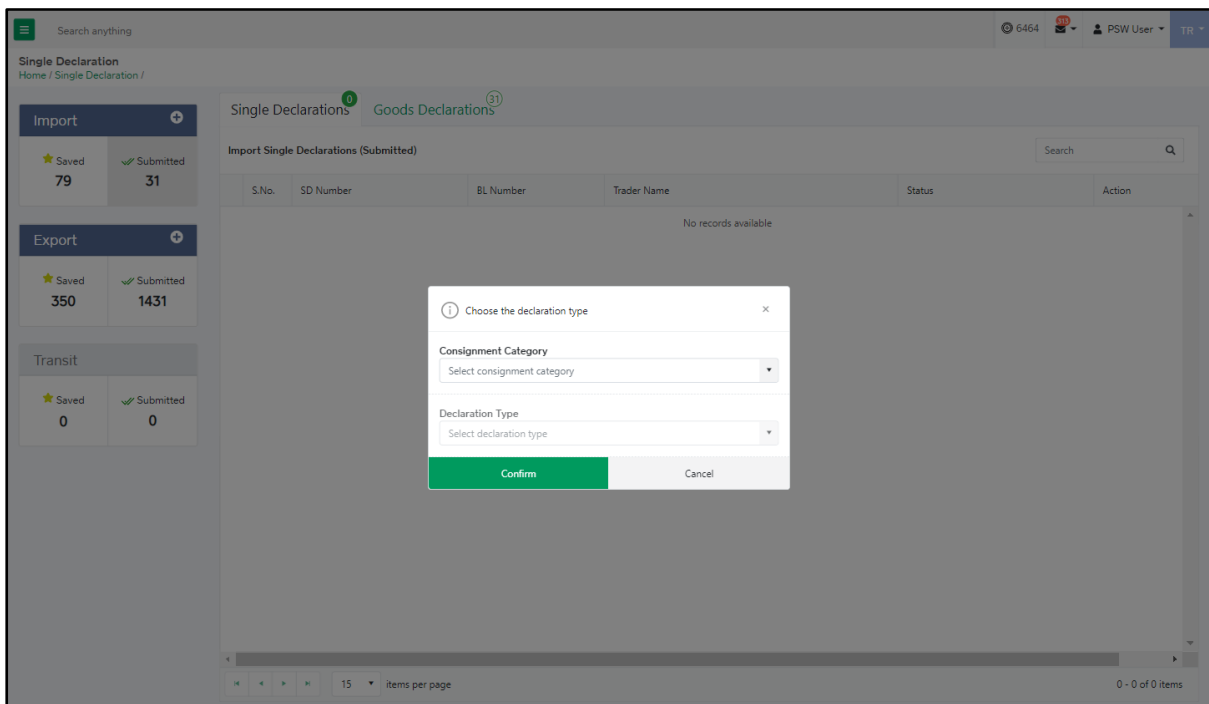
Figure 6

User – Customs Agent
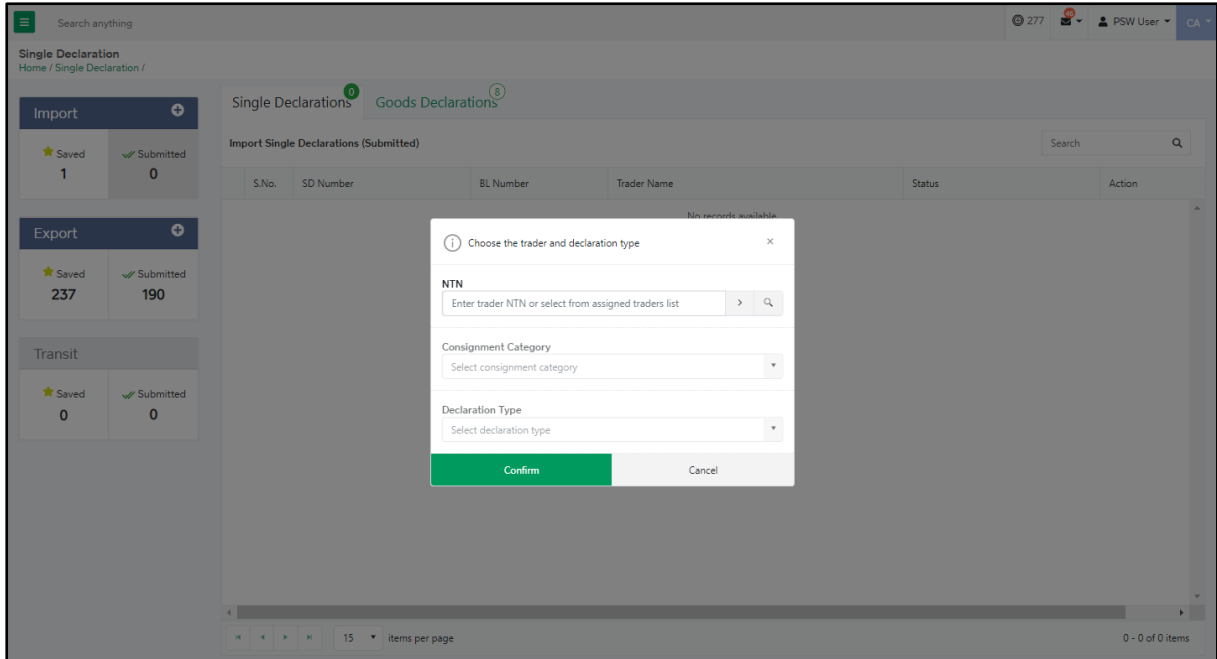
Figure 7

- If the user is Customs Agent, the user will have to select the relevant NTN in this step.
- To select the NTN, click on Search icon of the field labelled as NTN and the "Search Trader" interface will appear.
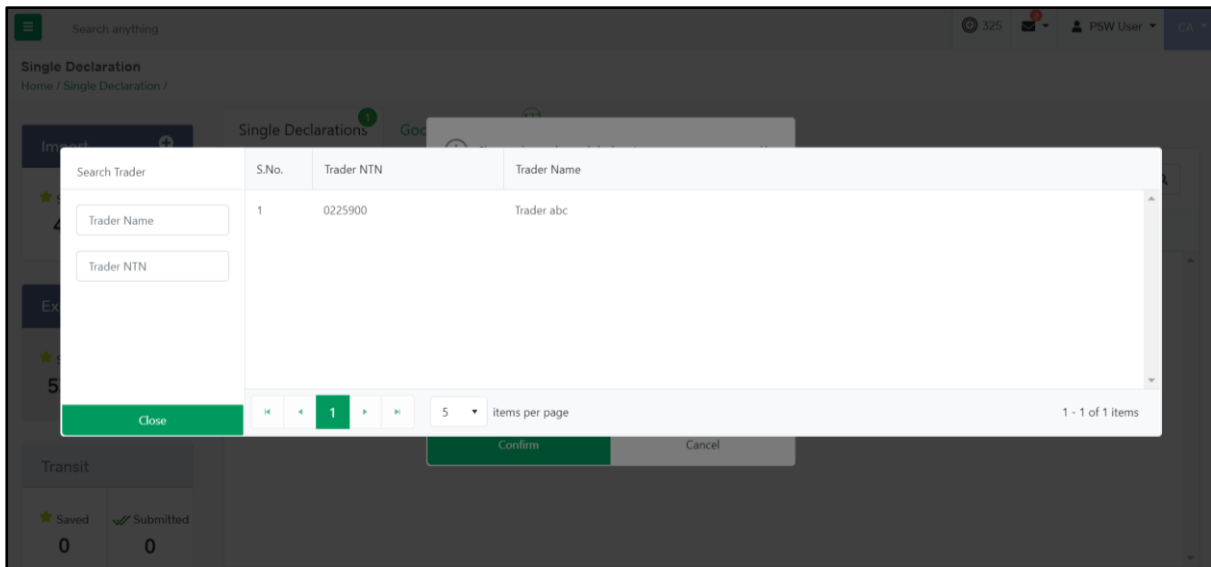
Figure 8

- Only those traders will appear here who have authorized the respective Customs Agent for trade related activities.
- Click on the relevant Trader to select.

- After providing all the required inputs, click on the "Confirm" option from "Declaration Type" Interface.
- Upon clicking on the "Confirm" option, "Consignment Information" interface will appear which is the first step of filing an Import Single Declaration.

Step 1: Consignment Information

Figure 9

vii. In "Consignment Information" interface:
- NTN will be fetched automatically from the Trader's profile.
- Input "BL/AWB Number" and "BL/AWB Date".
- Click on the Search icon of the field labelled as "VIR/AIR Number" to select the VIR/AIR Number from the "VIR Selection" interface.
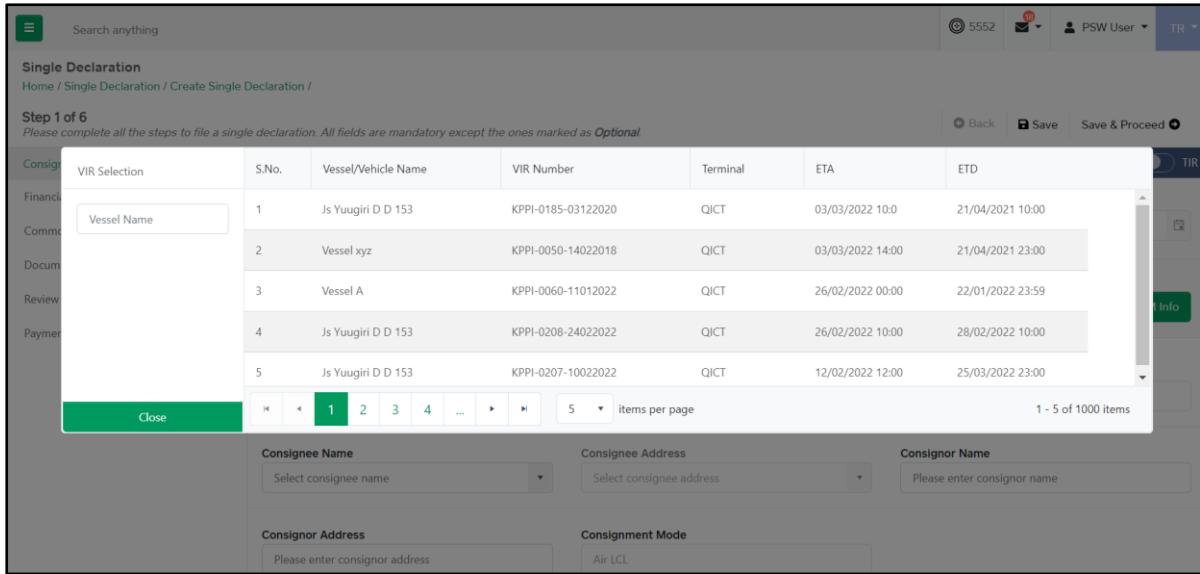
Figure 10

- Select the VIR/AIR Number. After selecting the "VIR/AIR Number", "Get IGM Info" option will be enabled. Click on the "Get IGM Info" button and the system will fetch the IGM Information.
- Following data fields will be populated from IGM Information:
    - Port of Shipment
    - Shed/Location
    - Consignor Name
    - Consignor Address
    - Consignment Mode
    - Gross Weight
    - Net Weight
    - Packages Information
    - Container Information

Figure 11

- Provide the valid:
    - Collectorate
    - Consignee Name
    - Consignee Address
    - Dangerous Goods Hazard Class
    - Flash Point
    - Marks
- Data fields in the "Consignment Information" section may vary according to the selected Collectorate and Consignment Mode.
- If the Consignment Mode is "Air", "the UOM of "Gross Weight" and "Net Weight" will be "KG", otherwise the UOM will be "MT".

viii.   Click on "Save" to save the Single Declaration. Click on "Save & Proceed" to save the Single Declaration and proceed to the next step. Upon clicking on save & proceed, "Financial Information" interface will appear.

Figure 12

Step 2: Financial Information

ix.   To add a financial instrument, select the following:
- o Currency
- o Delivery Term
- o Bank Name
- o IBAN
- o Mode of Payment
- o Financial Instrument No.
- o Invoice Number (Optional)
- o Invoice Date (Optional)

- Once the currency is selected, "Exchange Rate" will be fetched automatically.
- Trader/Customs Agent will be able to select from only those banks which are associated with the user profile.
- The option "Mode of Payment" will only show the authorized payment modes available to the user.
- In case of "Open Account", Financial Instrument association is not required.

- Input the "Financial Instrument No." or click on the search icon of the field labelled as "Financial Instrument No".
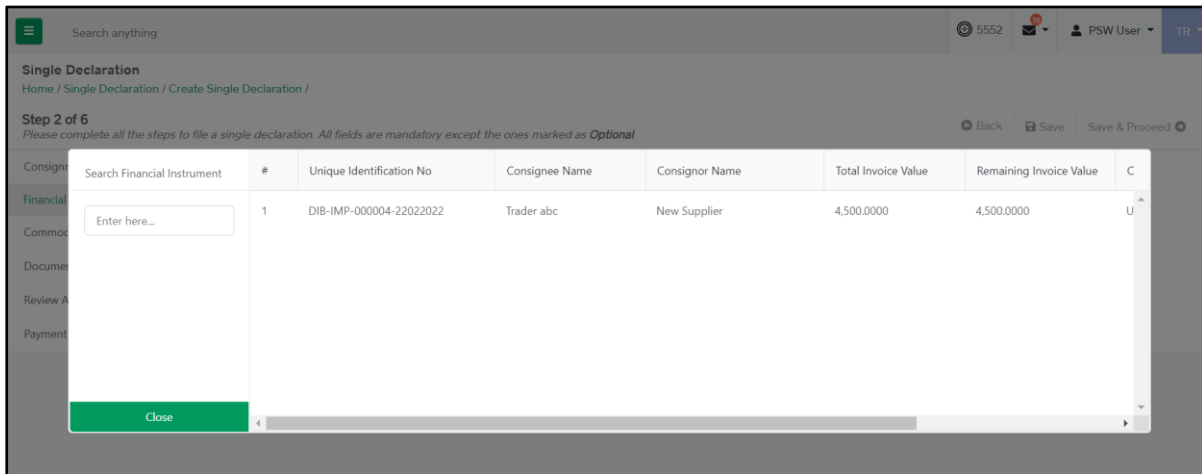

Figure 13

- Select the Financial Instrument No. from the "Financial Instrument Selection" interface.
- User can also view the details of a Financial Instrument at the time of selection of Financial Instrument by clicking on "View" option from the "Action" tab of "Financial Instrument Selection" interface.

Basic Information

Trader NTN	Trader Name	Trader IBAN	Mode Of Payment
0656564	Raees Ahmed	PK83DUIB0000001040001740	Contract/Collection

Financial Instrument Unique No.	Status	Advance Payment %	Document Against Payment %
DIB-IMP-000002-16052022	Active	50	25

Documnet Against Acceptance %	Days	Total Percentage	
25	10	100	

Payment Information

Beneficiary Name	Beneficiary IBAN	Beneficiary Address	Beneficiary Country
John Doe	PK35ASCM0000121234567890	Street 4, Town C, Lahore	Pakistan

Exporter Name	Exporter Address	Exporter Country	Port Of Shipment
New Supplier	Block C, Dubai Downtoan, UAE	France	Anaa

Delivery Term	Financial Instrument Value	Financial Instrument Currency	Exchange Rate
Cost And Freight (CFR)	100000	United States Dollar	160

LC/Contract No.	Balance		
2009LCS2004800PK	96355		

Item Information

HS Code	Description	Quantity	UOM	Country Of Origin	Sample	Sample Value
0401.1000	-FOR WEAVING FABRICS OF A WIDTH NOT EXCEEDING 30CM	5	KG	China	Y	100000
0401.1000	-FOR WEAVING FABRICS OF A WIDTH NOT EXCEEDING 30CM	2	KG	China	N	0

|◄ ◄ **1** ► ►| 1 - 2 of 2 items

Financial Transaction Information

Intended Payment Date	Final Date of Shipment	Transport Document Date	Expiry Date
20221030	20221231	20221030	20221231

Declaration Information

Declaration Number	Total Declared Value
No records available	

Figure 14

- Click on "Add" button to add the Financial Instrument.

Figure 15

- The added financial instrument can now be seen in the financial instrument grid.
- To remove a financial instrument, click on the delete icon in the financial instrument grid.
- User can only associate one Financial Instrument in an Import Single Declaration.
- Input the following where applicable:
    - FOB Value
    - Freight Value
    - CFR Value
    - Insurance Value or %
    - Landing Charges or %
    - Other Charges
- Click on "Save" to save the Single Declaration. Click on "Save & Proceed" to save the Single Declaration and proceed to the next step.
- Upon clicking on save & proceed, "Commodity Information" interface will appear.
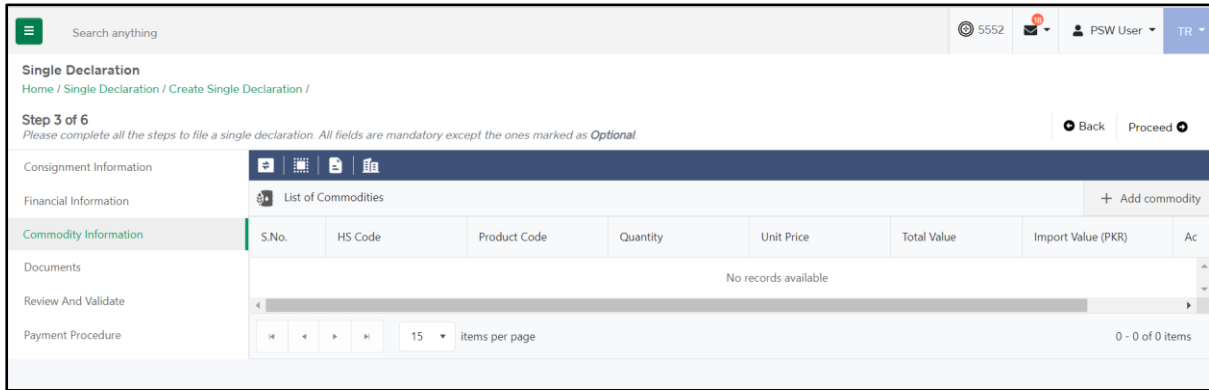
Step 3: Commodity Information

Figure 16

x. In this step, the user provides commodity details. Click on "Add Commodity" option to add the commodities. Upon clicking on the option, "Add Commodity" interface will appear.
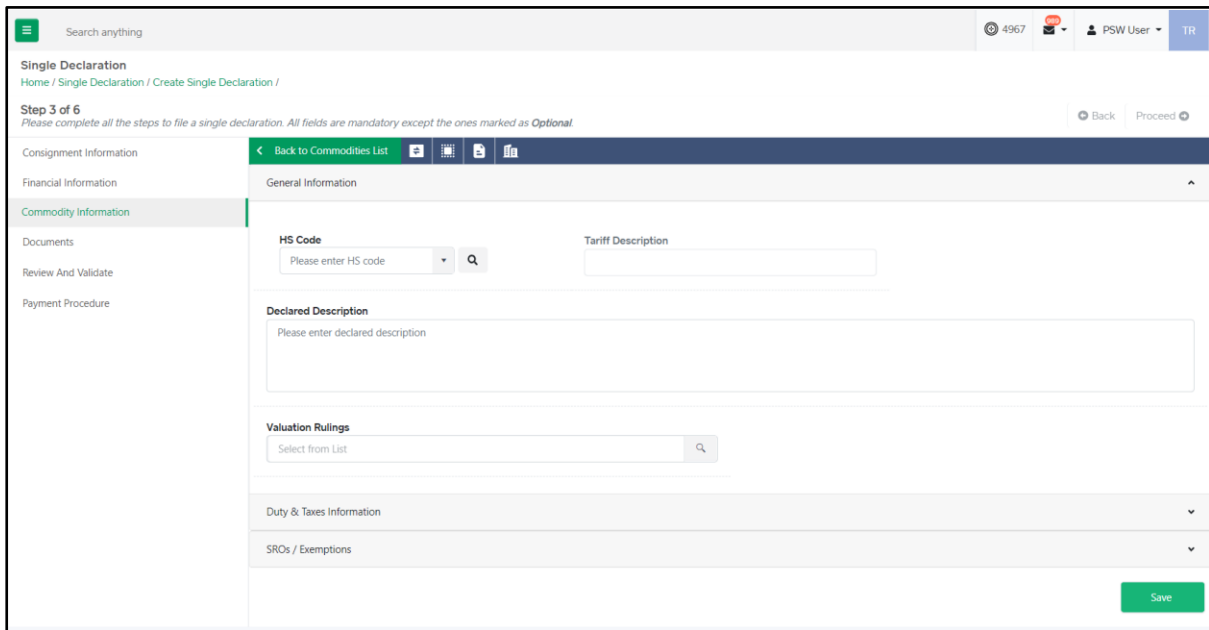

Figure 17

xi. Commodity addition interface includes the following sections:

"General Information" Section:

- In this section, the user provides general information of the consignment goods i.e., HS Code, Product Code, Declared Description.
- Upon entering the "HS Code", the relevant "Tariff Description" is fetched automatically. Similarly, when the user selects relevant "Product Code", the "Product Description" is fetched automatically.

Figure 18

- Once the aforementioned information is provided by the user, the names of the concerned regulatory departments will be displayed under the sub-section titled as "Regulatory Departments".

Note: Product Code refers to the 4-digit code which defines the regulatory requirements associated with a specific product.

Figure 19

"Duty and Taxes Information" Section:

Figure 20

- Provide the following details:
  a. Quantity (Assessment Purpose)
  b. Quantity (Statistical Purpose)
  c. Unit Of Measure (International Traded)
  d. Quantity (International Traded)
  e. Unit Value (Selected Currency)
  f. Total Value
  g. Import Value (PKR)
  h. Unit Value (As per invoice)
  i. Item Import Type
  j. Origin

"SROs/Exemptions" Section:
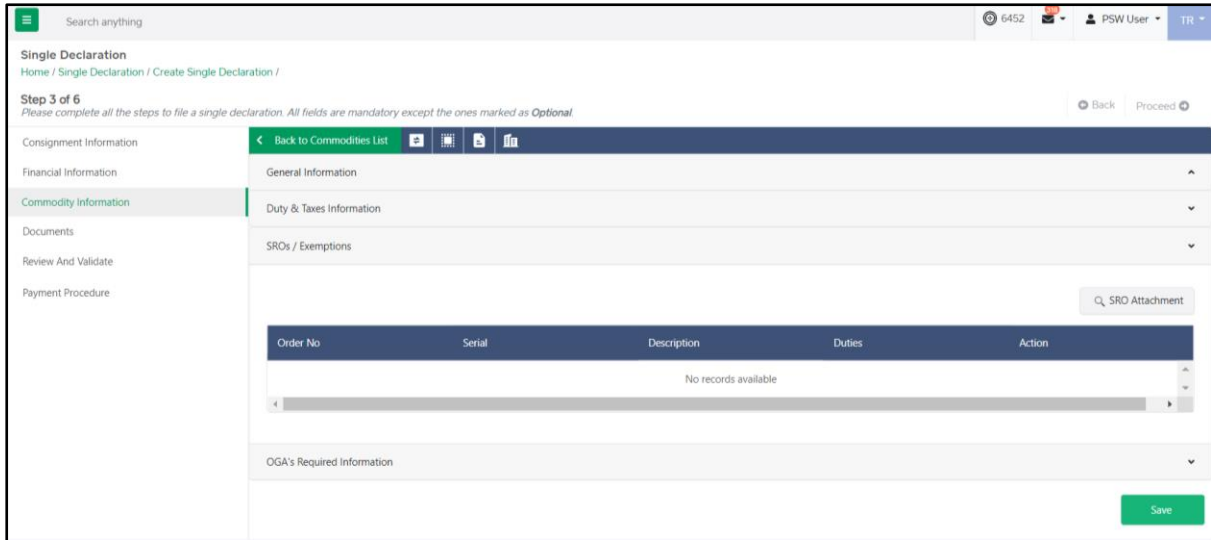
Figure 21

- To add the "SROs/Exemptions", click on the "SRO Attachment" option. "SRO/ Exemptions" interface will appear.
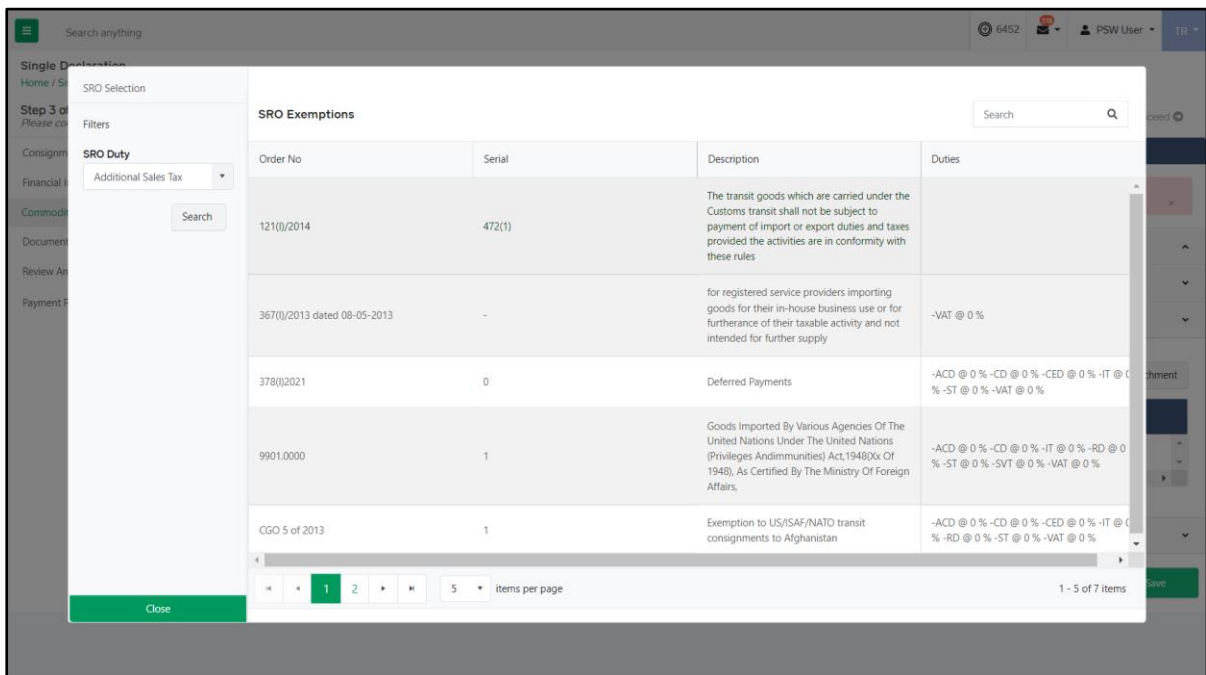

Figure 22

- Select the "SRO Duty" and click on "Search".
- Select the relevant SRO from "SRO Exemptions" interface.
- The added SRO/Exemption will be displayed in the "SROs/Exemptions" section.
- To remove an SRO/Exemption, click on the delete icon under "Action" column in the SRO/Exemption grid.
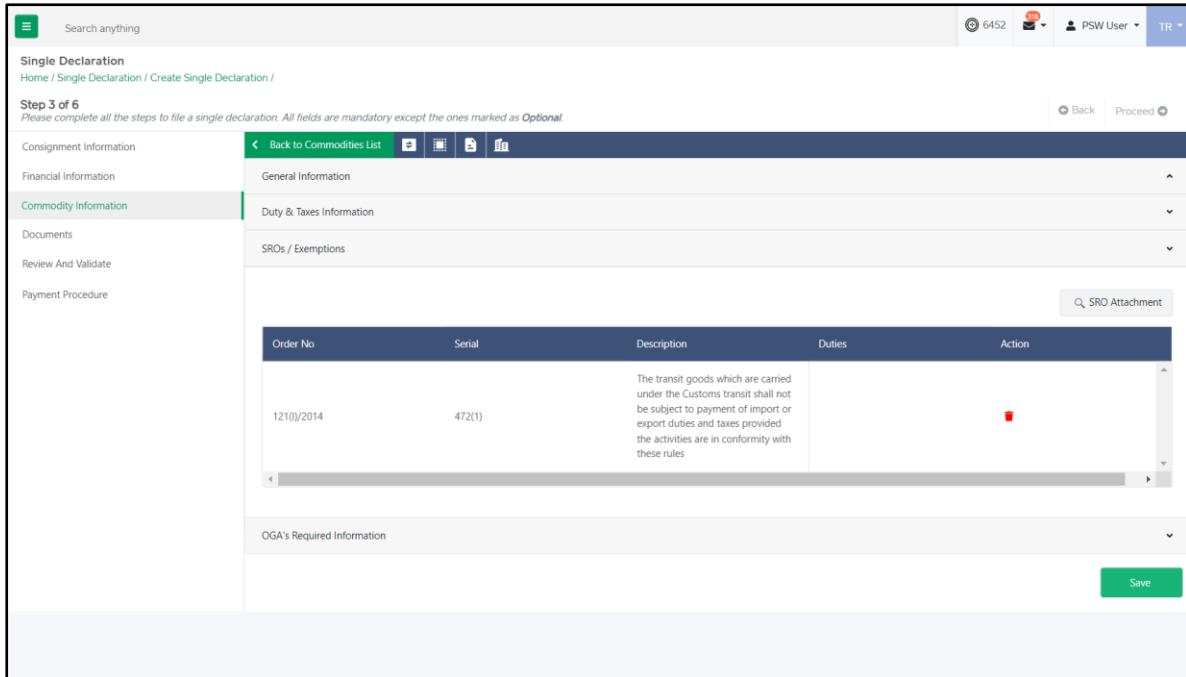
Figure 23

"OGA's Required Information" Section:

- This section is displayed only if there are any regulatory requirements against the declared HS Codes in the Single Declaration.
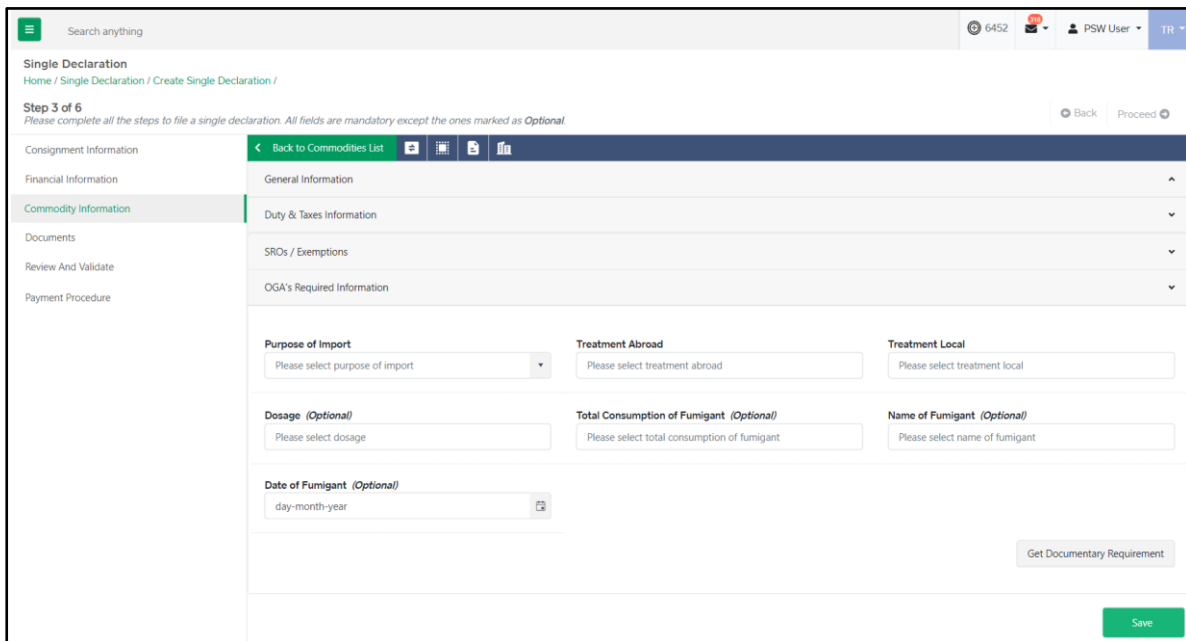

Figure 24

- The fields in the section "OGA's Required Information" varies depending on the regulatory body and HS Codes. User shall provide the required data and click on the "Get Documentary Requirements" option and the requisite documents will appear in the "Required Documents" section for uploading.

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"OGA's Required Documents" Section:

- This section enlists the documents (if any) required by OGAs.
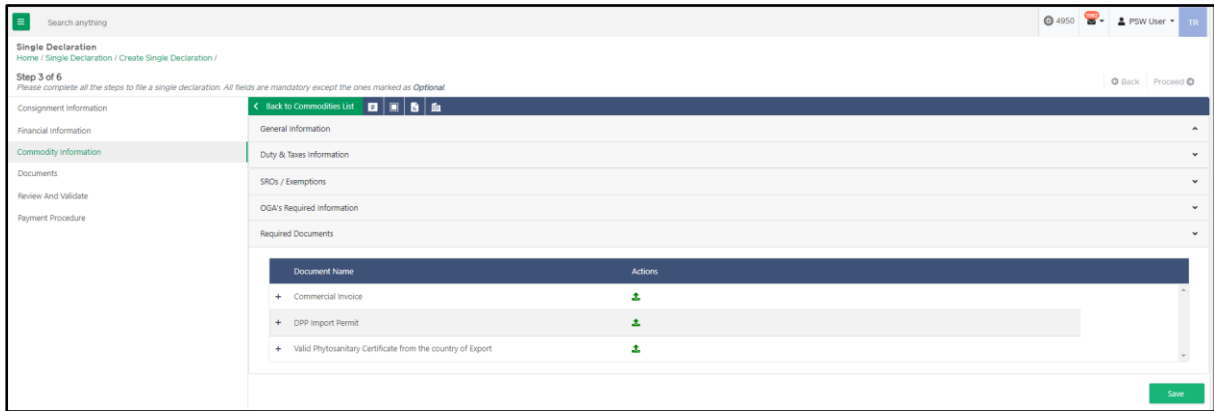- Click on the Upload icon to upload the relevant document.

Figure 25

Note: Documents shall only be in PDF or jpeg file format.

xii.   Click on "Save" button to add the commodity. The "Commodity Information" interface will display the added commodity information along with the edit, item structure, attach quota and remove options. The user can add multiple commodities by following the same method as described above.
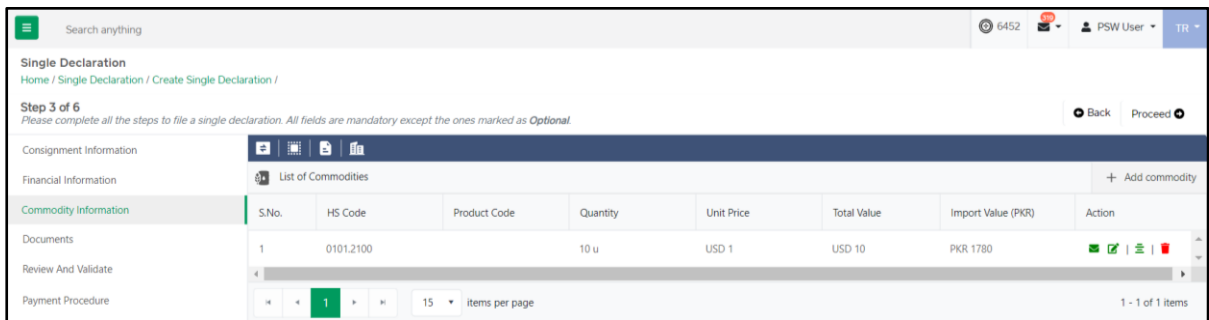

Figure 26

xiii.   To remove a commodity, click on the delete icon under the "Action Tab" in the added commodities grid.

xiv.   To add item structure, click on "Item Structure Required" icon under the "Action Tab" in the added commodities grid. "Attach Item Structure" interface will be displayed. Provide the required data and click on "Submit" button to provide the item structure information.
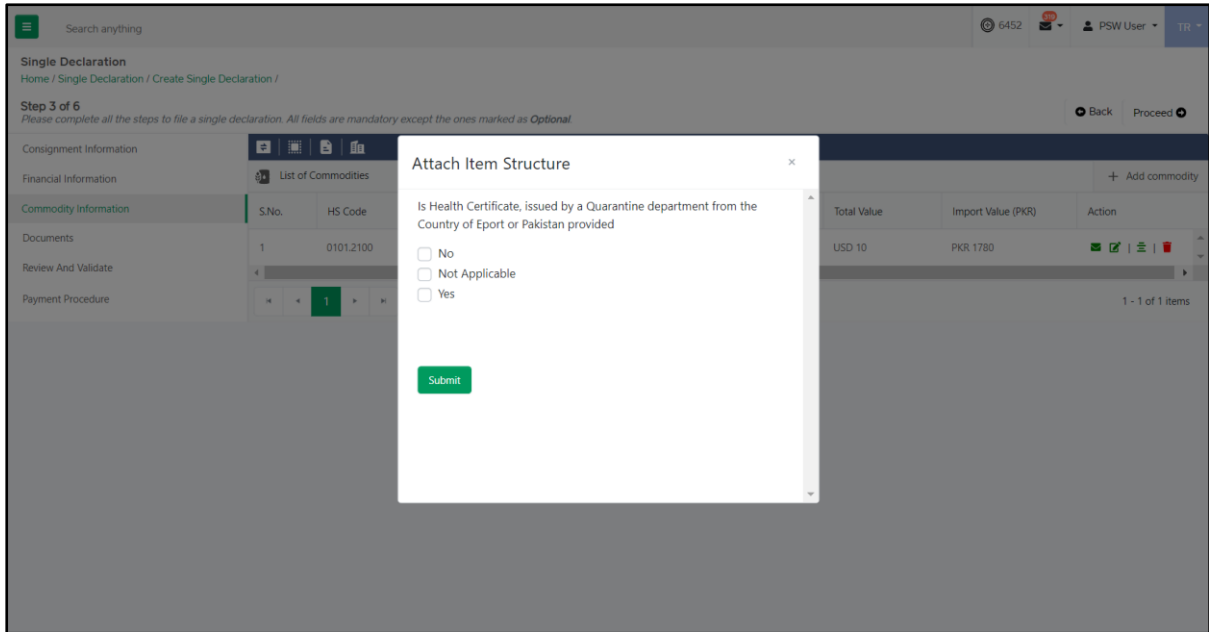
Figure 27

xv. To attach quota, click on the "Attach Quota" icon under the "Action Tab" in the added commodities grid. "Select Quota Type" interface will be displayed.
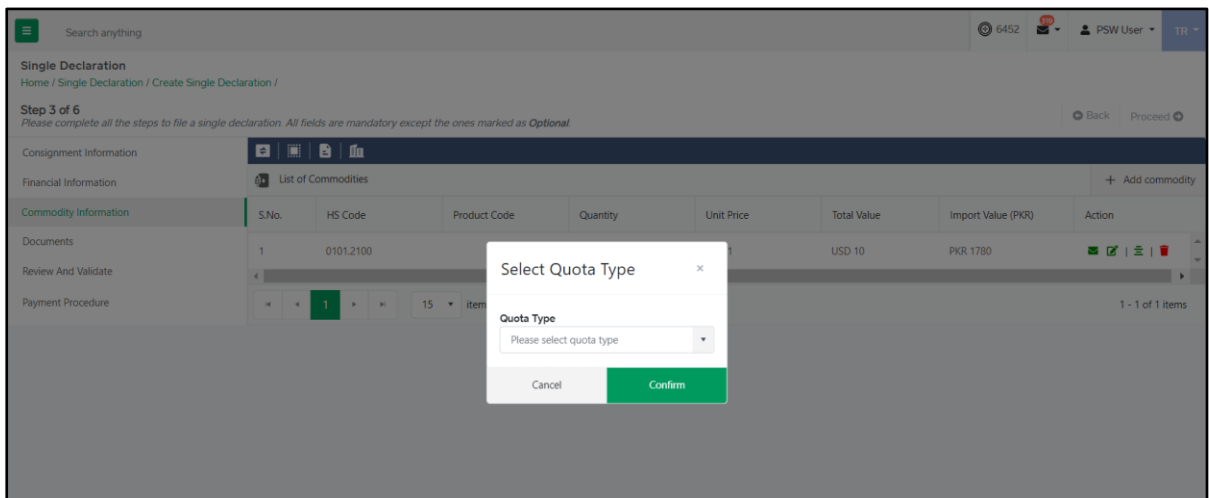

Figure 28

- Select the quota type and click on "Confirm" option. "Quota Association" interface will be displayed.
- In case of EDB quota, "Upload Document" interface will be displayed. Upload the relevant EDB quota document.
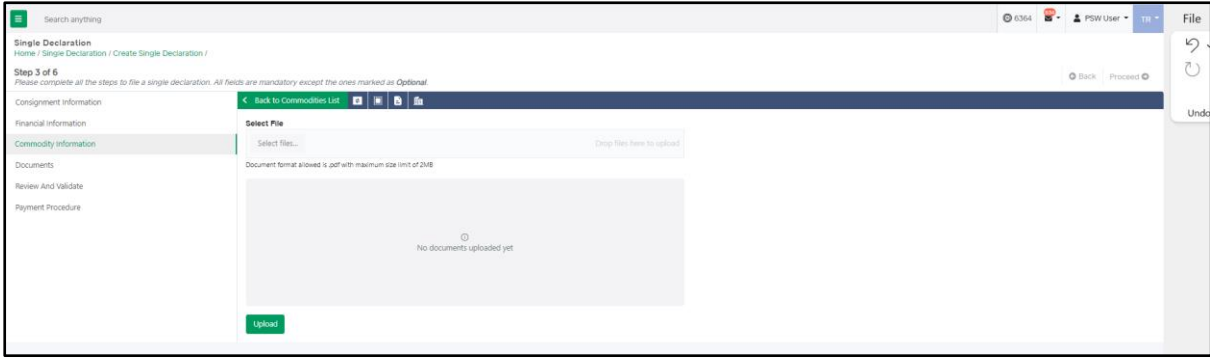
Copyright © Pakistan Single Window

Figure 29

Note: Documents shall only be in .xls file format.

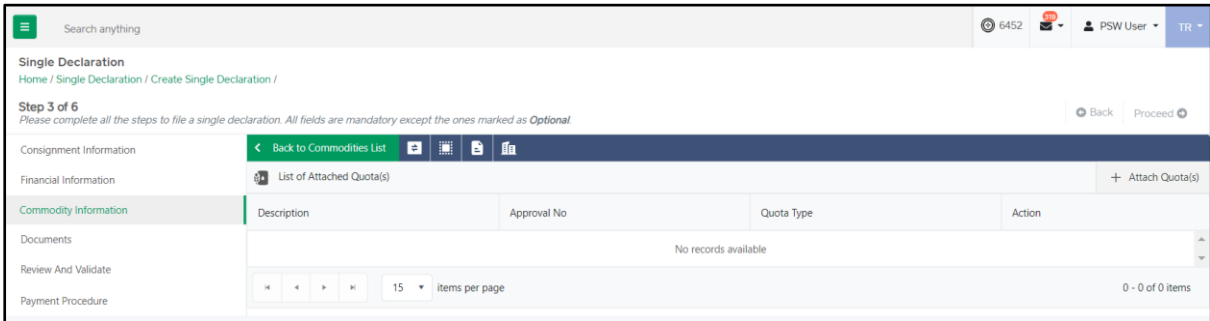- In case of DTRE/FormS/Other, "List of Attached Quotas" interface will be displayed.

Figure 30

- Click on the "Attach Quota(s)" option. "Quota Selection" interface will be displayed.

Figure 31

- Select the relevant quota. The selected Quota will be displayed in the "List of attached quotas" interface.
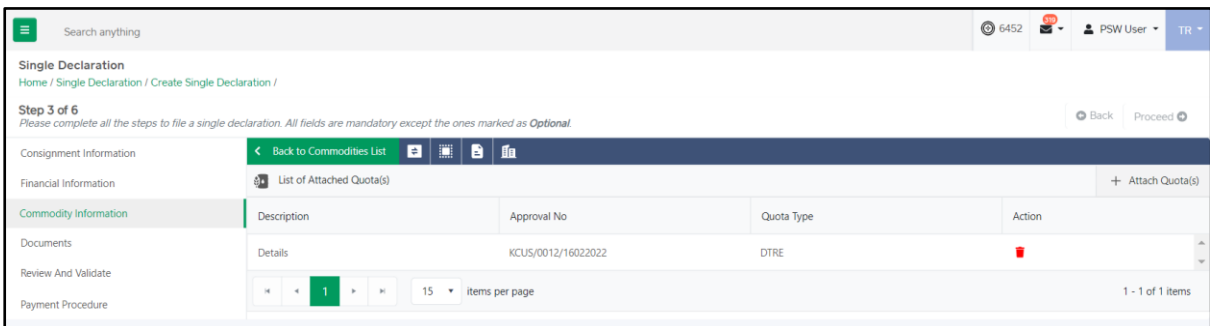

Figure 32

- After adding all commodities, click on "Proceed" option to proceed to the next step.
- Upon clicking on proceed, "Documents" interface will appear.
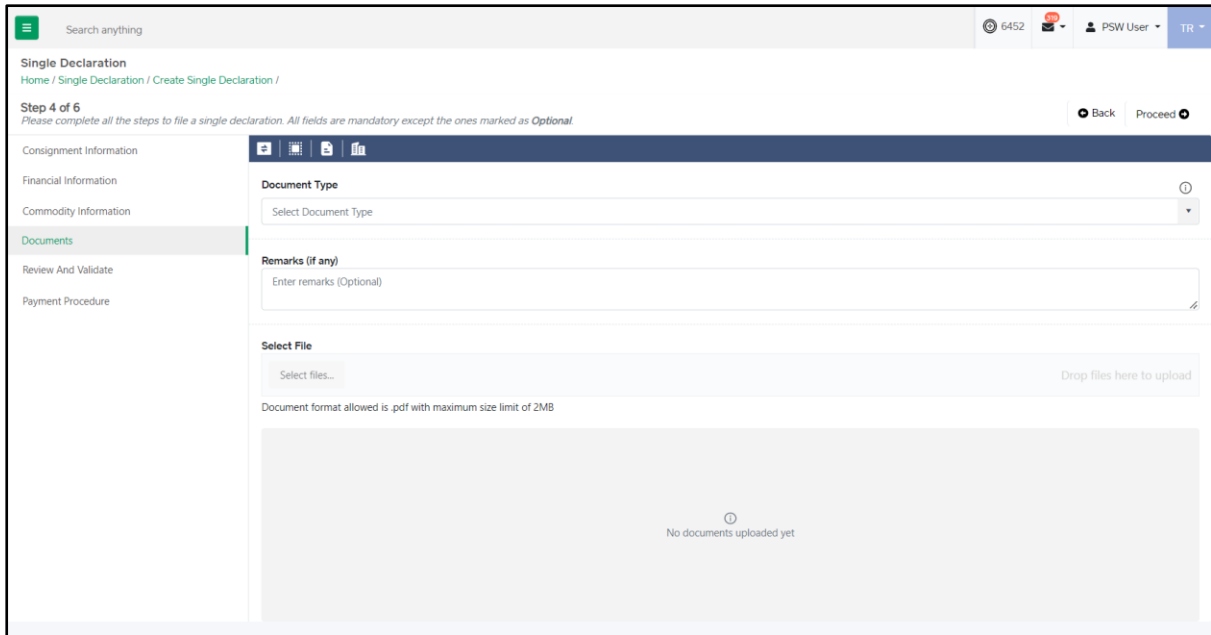
Step 4: Documents

Figure 33

xvi.   In the "Documents" interface, select the document type, add remarks, and click on the "Select File" option to upload the document. After uploading all the required documents, click on "Proceed" option to proceed to the next step. Upon clicking on proceed, "Review and Validate" interface will appear.

Note: Documents can only be uploaded in PDF file format.

Step 5: Review and Validate

Figure 34

xvii. The "Review and Validate" interface displays all the important information provided by the user in preceding steps for a quick review.

- To check duties and taxes, click on the "Check Duties & Taxes" button from the "Review and Validate" interface. "Duties and Taxes" interface will be displayed.

Figure 35

- To update any information at this stage, click on the "Back" option from the "Review and Validate" interface and edit the relevant data field in any section. Otherwise, click on "Validate & Proceed" option to move to the next step.
- Upon clicking on the "Validate & Proceed" option, the system will validate the information and "Payment Procedure" interface will be displayed.

Step 6: Payment Procedure

Figure 36

xviii.   This interface displays the total payment and its details to the user. Click on "Save and Submit" option. After clicking on "Save and Submit" option, a message will be displayed on the screen confirming that the Single Declaration has been submitted successfully along with the system generated PSID.
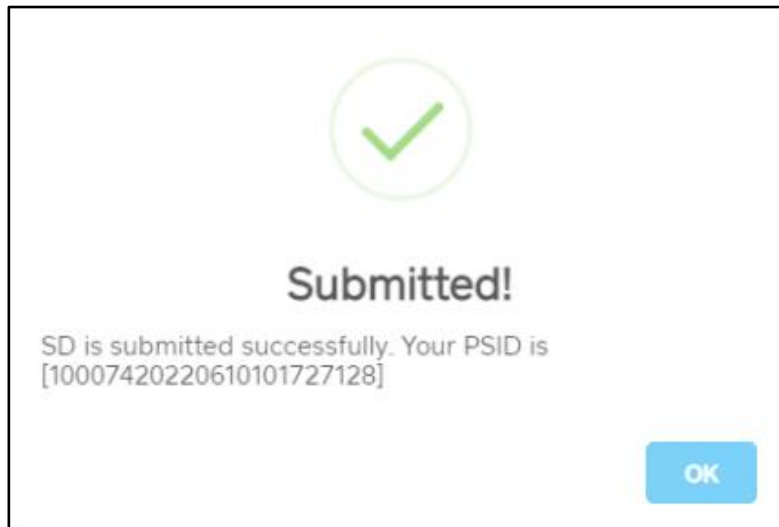

Figure 37

Saved Single Declarations

i.   The number of saved Single Declarations can be viewed from the "Single Declaration" interface.

ii.   To view the saved Single Declarations:

- Click on "Saved" option in the Import section.
- Upon clicking on the "Saved" option, "Import - Saved Single Declarations" interface will appear.

Figure 38

iii. The "Import - Saved Single Declarations" interface enlists the saved Single Declarations of the user by displaying the "Reference Number", "Declaration Type", and "Trader Name" along with the "Status". From the "Action" tab, the saved Single Declarations can be edited, printed, or deleted.

iv. To modify or resume the Saved Single Declaration, click on the Edit icon under the "Action" tab. Upon clicking on the icon, the "Consignment Information" interface of the relevant Saved Single Declaration will appear.

v. To print the saved Single Declaration, click on the Print icon under the "Action" tab. Upon clicking on the icon, a new print screen of the relevant saved Single Declaration will be displayed.

vi. To remove the saved Single Declaration, click on the Delete icon under the "Action" tab. Upon clicking on the icon, a confirmation message will appear.

Figure 39

vii. Click on "Yes" option to remove the saved Single Declaration.

Submitted Single Declarations

i. The number of submitted Single Declarations can be viewed from the "Single Declaration" interface.

ii. To view the submitted Single Declarations:
   - Click on "Submitted" option in the Import section.
   - Upon clicking on the "Submitted" option, "Import - Submitted Single Declarations" interface will appear.
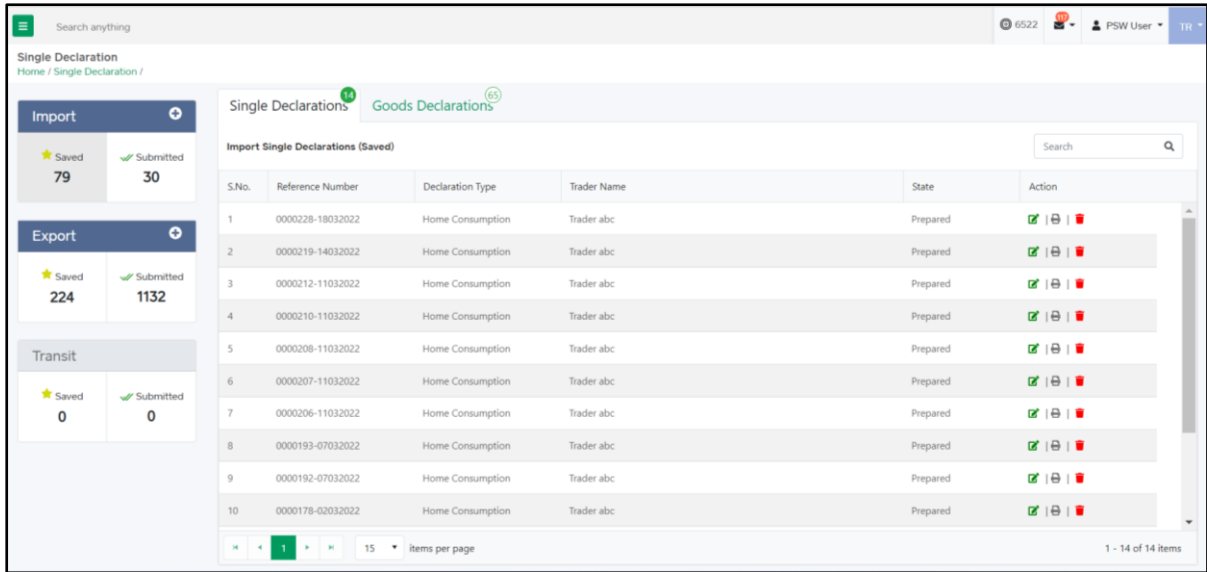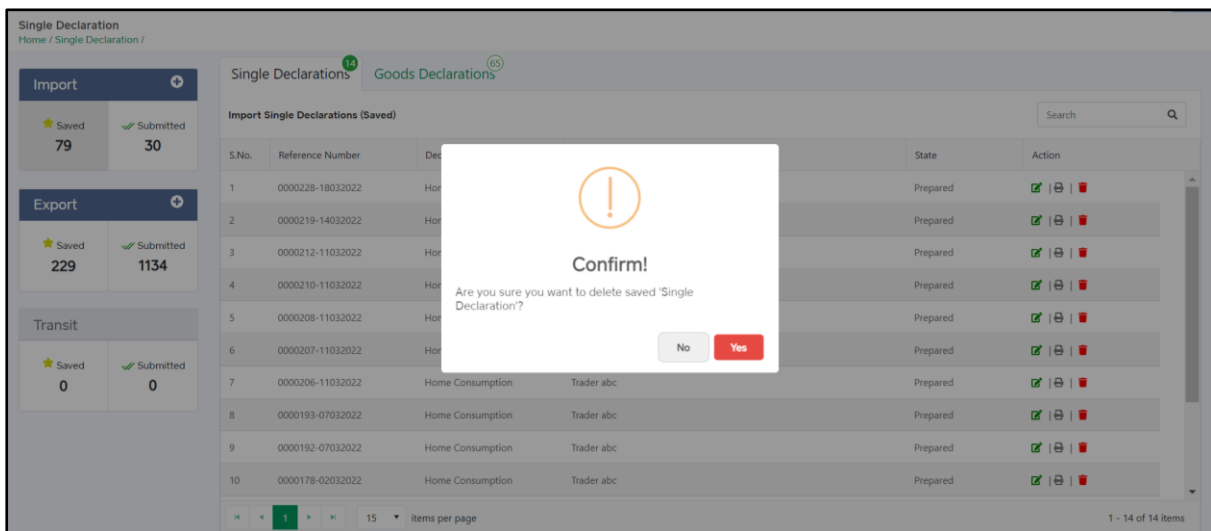

Figure 40

iii. The "Import - Submitted Single Declarations" interface enlists the submitted Single Declarations of the user by displaying the "SD Number", "BL Number" and "Trader Name" along with the "Status" of each submitted Single Declaration. From the "Action" tab, the submitted Single Declarations can be viewed, cloned, printed, or cancelled.

iv. To view the submitted Single Declaration, click on the View icon under the "Action" tab.

v. To create a clone of the submitted Single Declaration, click on the Clone icon under the "Action" tab. The user can modify relevant data fields and save or submit the cloned Single Declaration.

vi. To print the submitted Single Declaration, click on the Print icon under the "Action" tab. Upon clicking on the icon, a new print screen of the relevant submitted Single Declaration will be displayed.

Cancellation of Single Declaration

i. To cancel the submitted Single Declaration, click on the Cancel icon under the "Action" tab.
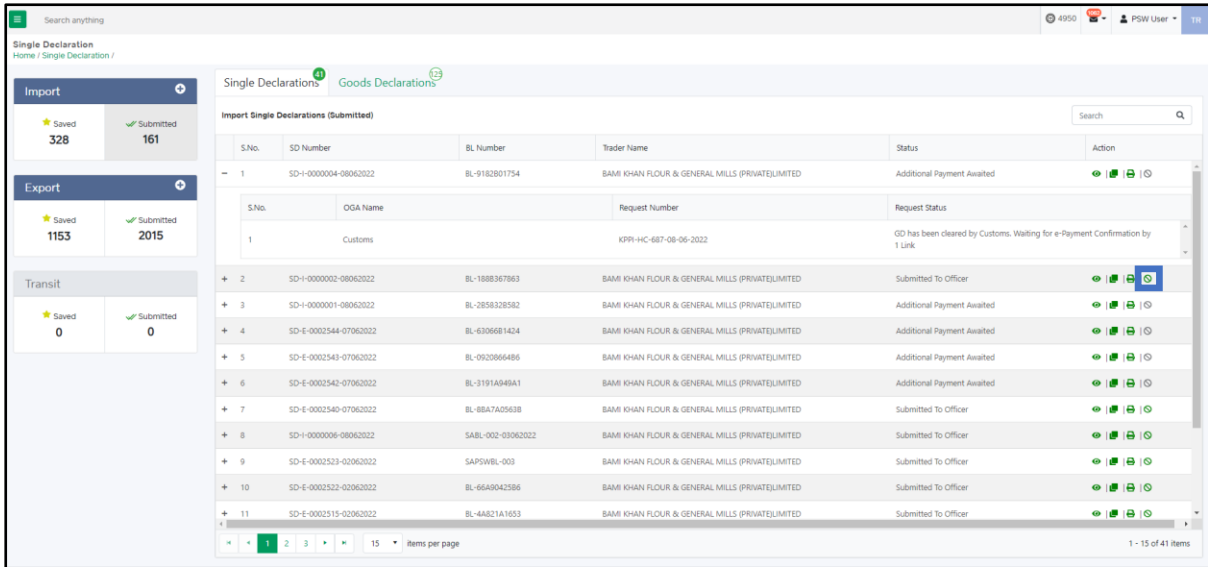
Figure 41

ii.   User will enter the remarks and click on the "Submit" button.
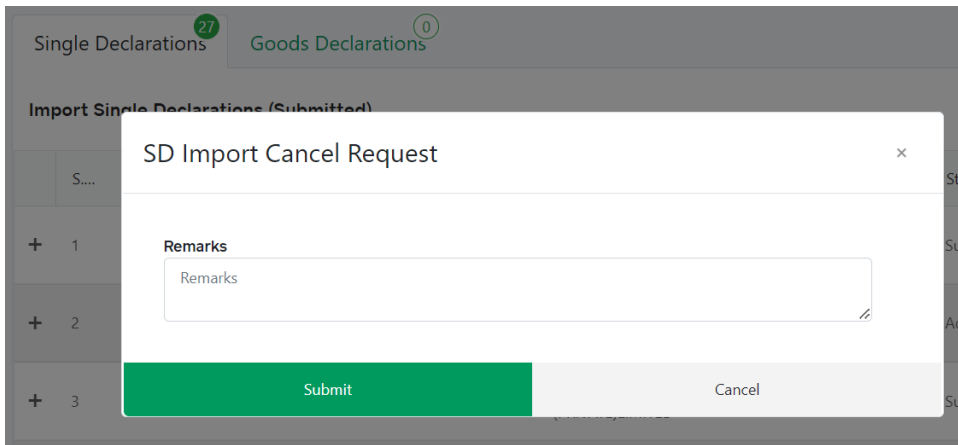

Figure 42

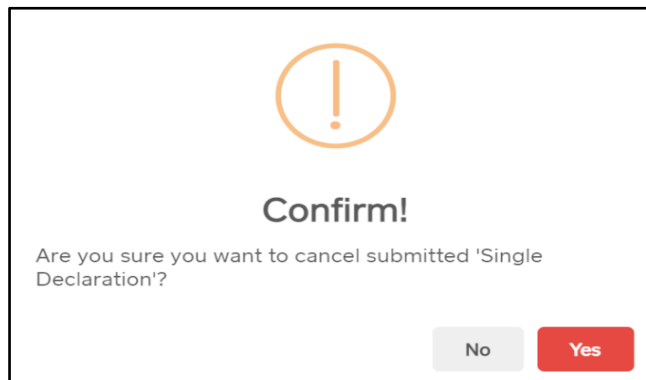iii.   Upon click on the Submit button a confirmation message will appear.

Figure 43

iv.   Click on "Yes" option for cancellation of the Single Declaration.
v.   The Single Declaration is now cancelled.

Procedural Instructions for User's Guidance

i. Using the module of "Single Declaration - Import", the Trader/Customs Agent will be able to file Import Declarations through PSW Portal.

ii. The user will only be able to file "Single Declaration - Imports" against modes of payment authorized by the user's bank in the banking profile communicated to PSW.

iii. While filing the "Single Declaration - Import", the user will be required to associate a Financial Instrument for the payment modes other than "Open Account".

iv. The NTN in the Single Declaration must be the same as that mentioned in the Financial Instrument.

v. The currency selected in the Single Declaration must be the same as that of the Financial Instrument.

vi. For one Single Declaration, only one Financial Instruments can be associated, and these Financial Instruments can also be re-used for other Single Declarations in case of balance availability.

vii. Declared value in the Single Declaration must be equal to or less than the value of the associated Financial Instruments. If declared value in the Single Declaration is greater than the value of the associated Financial Instrument, submission of the Single Declaration will not be permitted by the system.

viii. The Financial Instrument must be valid for association with a Single Declaration. Expired Financial Instruments will not be accepted by the system.

ix. In case, any additional data fields/documents are required by the OGAs, the same will be displayed to the user during the Single Declaration submission process.

Obligations and Responsibilities

Obligations of PSW

i. PSW is responsible for safeguarding the security of any information provided by the user in connection with the "PSW System".

ii. The users shall be entitled to all the functions and privileges available to them in the UIDs and no authority whatsoever shall deprive them from carrying out any activity related to cross-border trade except in accordance with the law.

iii. PSW will make endeavors to ensure that the "PSW System" remains available for the "user" round the clock for the entire period of subscription. It will make all possible efforts to restore services in the shortest time possible in case of any disruption or non-availability of services due to any reason.

Obligations of the User

i. The user will assume responsibility for any unauthorized use of their CNIC, NTN, bank account numbers, SIM card numbers, biometric verifications or any other particulars required by the PSW or its allied components for subscription, role association and further use of the system. The user is responsible for the authenticity of the information provided.

ii. The user is fully responsible for all activities that occur in the "PSW System" under the UIDs provided to them by PSW. The user will ensure that such UIDs are kept confidential and treated in a secure manner. In case of any breach of security with respect to such UIDs or use of the "PSW System," the user must immediately notify PSW through the provided contact information.

iii. The user must not, in any case, share their PSW login credentials with anyone.

Acronyms & Abbreviations

PSW	Pakistan Single Window
PSWC	Pakistan Single Window Company
MT	Metric Ton
WTO	World Trade Organization
NSW	National Single Window
OGA	Other Government Agency
PDF	Portable Document Format
SD	Single Declaration
PKR	Pakistani Rupee
CFR	Cost And Freight
FOB	Free On Board
BL	Bill of Landing
KG	Kilogram
CNIC	Computerized National Identity Card
NTN	National Tax Number
UID	User Identity
SSE3	Streaming SIMD Extensions 3
OS	Operating System
IBAN	International Bank Account Number
PSID	Payment Slip Identification
HS Code	Harmonized System Code
DTRE	Duty & Tax Remission for Exporters
EDB	Engineering Development Board
WCO	World Customs Organization
VIR	Vessel Intimation Report
AWB	Air Waybill
TIR	Transports Internationaux Routiers
IGM	Import General Manifest
FTN	Free Tax Number
EPZ	Export Processing Zone
SROs	Statutory Regulatory Orders
UOM	Unit of Measure
SIM	Subscriber Identity Module

Contact Information

Need any assistance? Please feel free to contact us at:

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