



PSW
PAKISTAN SINGLE WINDOW



USER MANUAL FOR TRADERS AND CUSTOMS AGENTS

FSC&RD – SEED ENLISTMENT AND RELEASE ORDER

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ABSTRACT

Welcome to the Pakistan Single Window Module for, FSC&RD Seed Enlistment & Release Order User Manual!

This Pakistan Single Window (PSW) user manual for traders and customs agents, is your step-by-step guide on how to obtain Seed Enlistment and Release Order from the Federal Seed Certification & Registration Department through the PSW portal. This user manual provides background of the PSW system while describing its key features. It also outlines some responsibilities and obligations of the PSW users while using the PSW portal.

1. INTRODUCTION

Pakistan Single Window (PSW) 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 approvals 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 PSW, you can access the PSW to perform cross border trade and transit related activities including online payment of taxes and OGA fees.

Currently, most OGAs dealing in cross border trade are performing their related functions manually. Even the OGAs using electronic means lack integration with the customs clearance system. All the internal users correspond through emails, phone calls and messages which causes delay in the operational processes and approvals.

The PSW aims to simplify your cross-border trade and transport experience. This new platform will facilitate the trader/customs agent with online applications for Release Order and Seed Enlistment by the FSC&RD. The application for the same shall be received and processed through the PSW portal. Similarly, sharing of messages and documents required for processing of regulatory approval requests shall be enabled by the PSW.

This new platform will automate all trade related business processes of FSC&RD including document calling, inspection calling, approval/rejection of Seed Enlistment and Release Order requests. The Release Order request will be generated by the system at the time of submission of import Single Declaration (SD). With the PSW system going live, there will be no FSC&RD office visits and manual submission of applications for the issuance of regulatory approvals. The processing of application will be done online, where you can have a clear visibility of the action being performed on the same. For example, if, during the processing of application for the Seed Enlistment, the FSC&RD officer requests for any document required for a consignment, then a notification will be generated automatically by the PSW system which will appear in the trader dashboard.

With the help of this platform, the communication between you and FSC&RD officer will be visible robust and transparent. For more to know about PSW please visit our website www.psw.gov.pk

2. 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 of public sector entities, related to regulation of international trade. This will not only reduce the time and costs but also increase compliance and immensely benefit economic operators like importers, exporters, freight forwarders, clearing agents, shipping companies, transporters etc. 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 transit and trade.

3. SALIENT FEATURES OF FSC&RD LPCO MODULE

- a) A complete solution for online filling and processing of applications.
- b) It caters to all the needs of FSC&RD related to processing of Seed Enlistment(s) and Release Order(s).
- c) A complete and comprehensive log of the activities on the trader's online request for Seed Enlistment and Release Order will be visible to the trader/custom agent in the system.
- d) Dynamic User Management System provided to the FSC&RD will ensure proper performance monitoring against agreed performance benchmarks and key performance indicators.
- e) Communication between the officer and trader/custom agent will be done through the PSW system.
- f) Facilitates compliance of trade regulations through the system relying on HS code/Product Code based description and purpose of import selection.
- g) Allows efficient clearance of consignments from the port through automation of the processing of LPCO.
- h) Digital transactions through online payments of LPCO fees thus saving time and costs and promotion of digital transactions.
- i) Clarity and precision in determining LPCO requirements on items being imported through the ITMS based product codes.

3.1. Pre-requisites for availing FSC&RD PSW LPCO Services

- i. The trader/custom agent must register in PSW.
- ii. The trader/custom agent must have a valid bank account and bank profile registered with the Authorized Dealer.

3.2. System Requirements

- i. To use PSW Portal on Windows®, the subscriber will require:
 - a. Google Chrome Browser.
 - b. Windows 7, Windows 8, Windows 8.1, Windows 10 or later
 - c. An Intel Pentium 4 processor or later that's SSE3 capable
- ii. To use PSW Portal on Mac®, the subscriber will need:
 - d. Google Chrome Browser
 - e. OS X El Capitan 10.11 or later.

4. STEP BY STEP PROCESS

4.1. User Login

- i. Please visit "www.psw.gov.pk" and click on the 'Login' option.

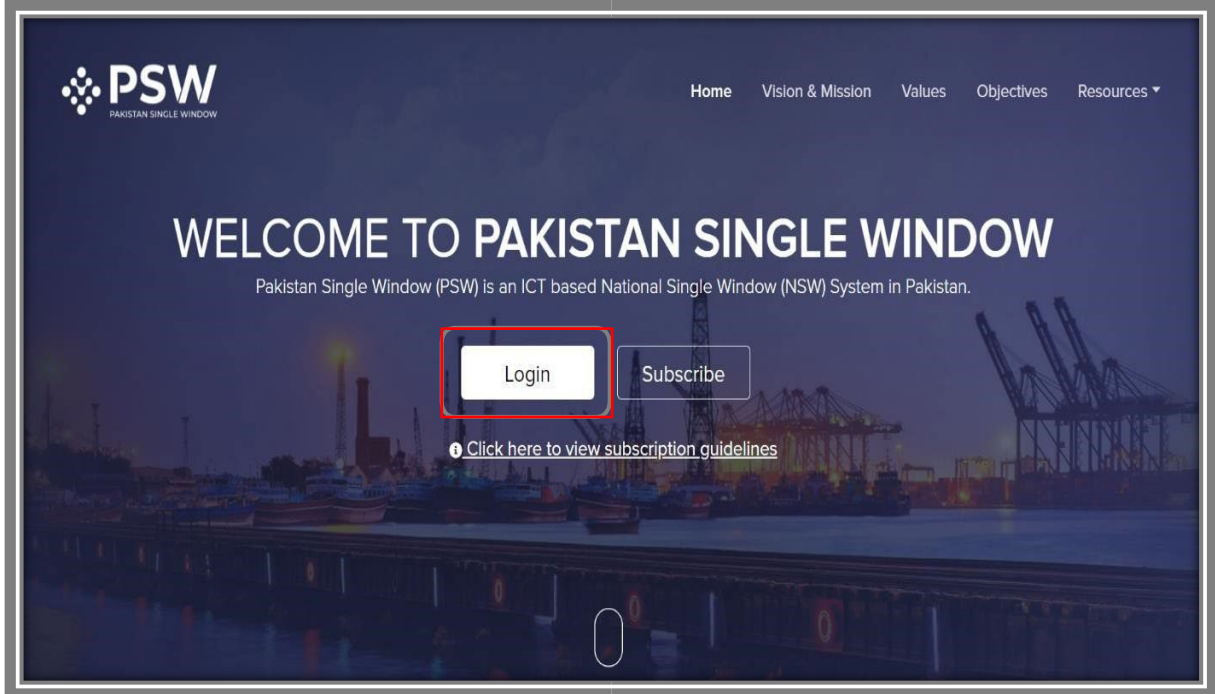


Figure 1

- ii. After clicking on the login button, you will be redirected to the login interface. Here, you will be required to enter your login credentials.

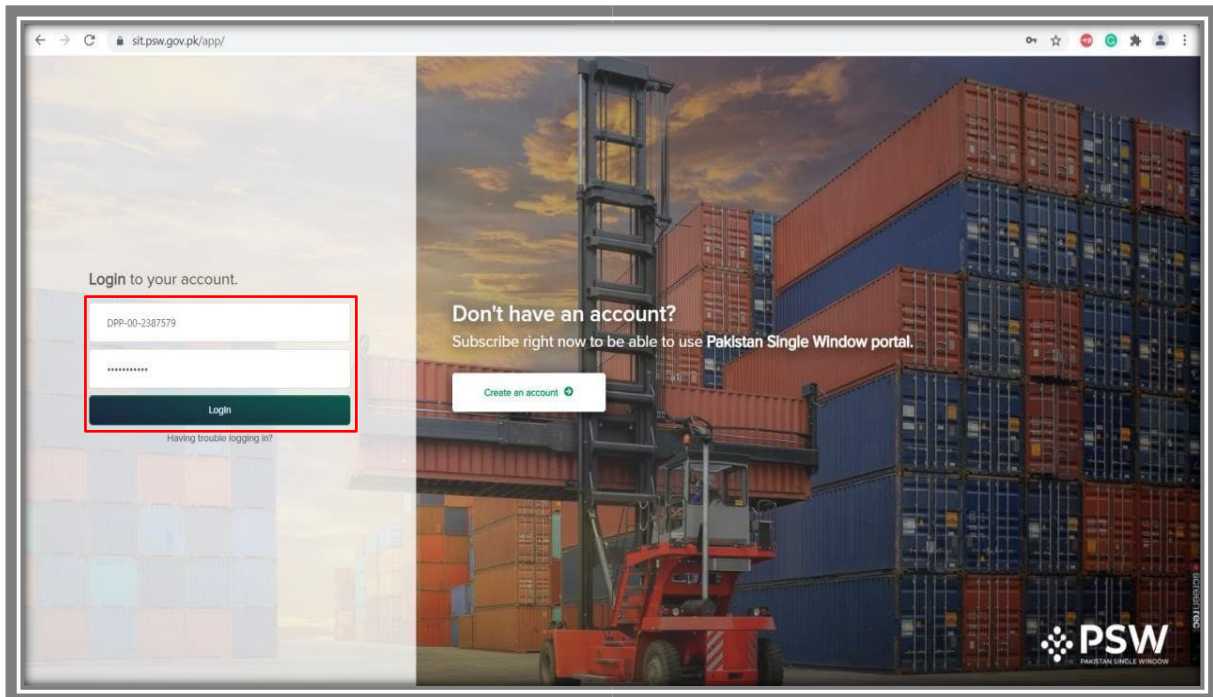


Figure 2

4.2. User Dashboard

4.2.1. User Dashboard - Trader

- i. Once the login credentials are validated, you will be redirected to the Dashboard. Here, you will click on “LPCO option.”

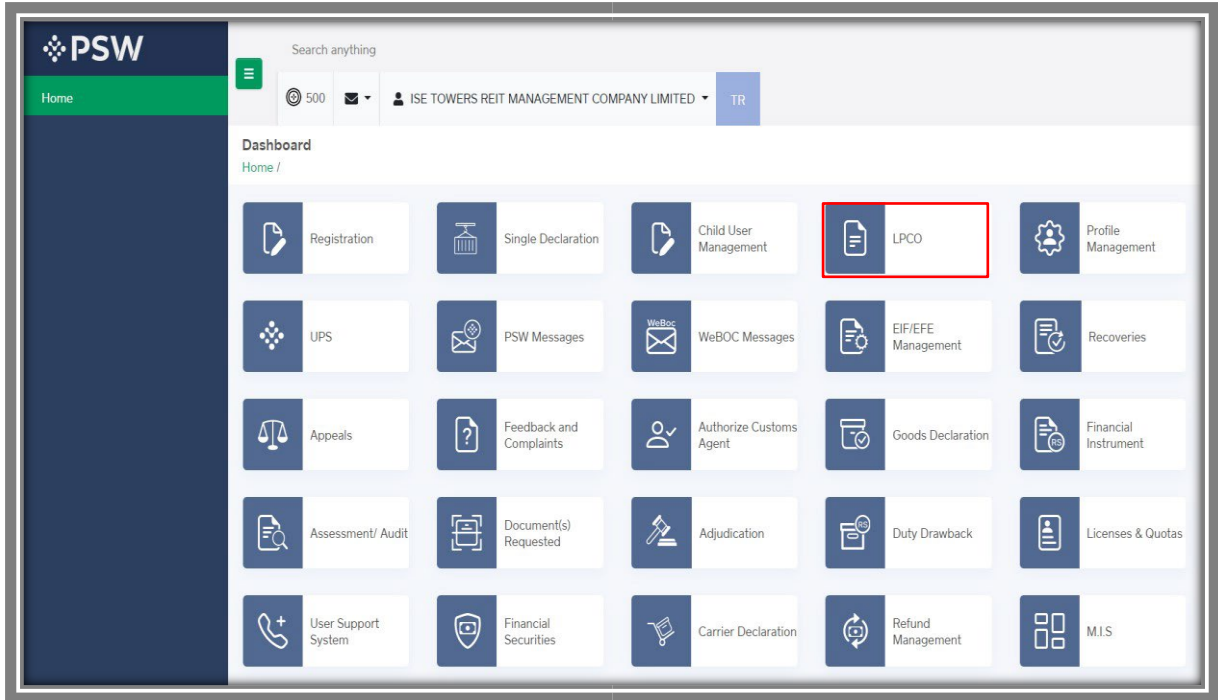


Figure 3

4.2.2. User Dashboard - Custom Agent

- i. Once the login credentials are validated, you will be redirected to the Dashboard. Here, you will click on “LPCO option.”

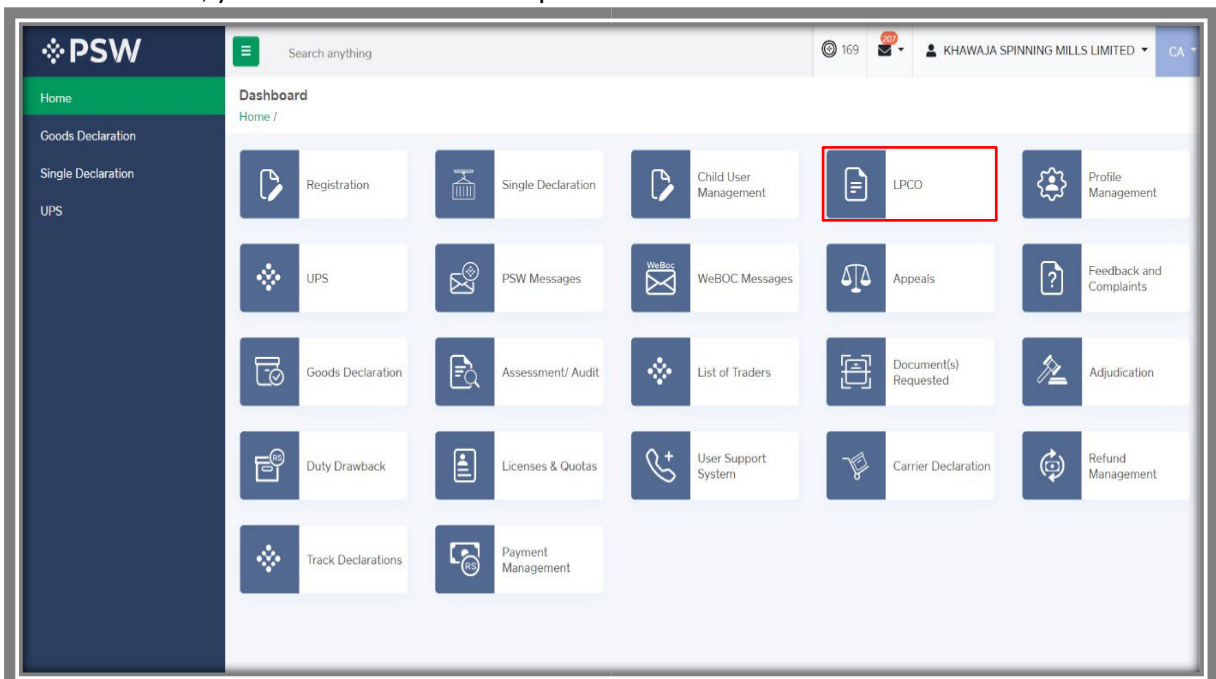


Figure 4

5. SEED ENLISTMENT(S)

5.1. Filling of New Seed Enlistment Request

- i. Click on 'Seed Enlistment'

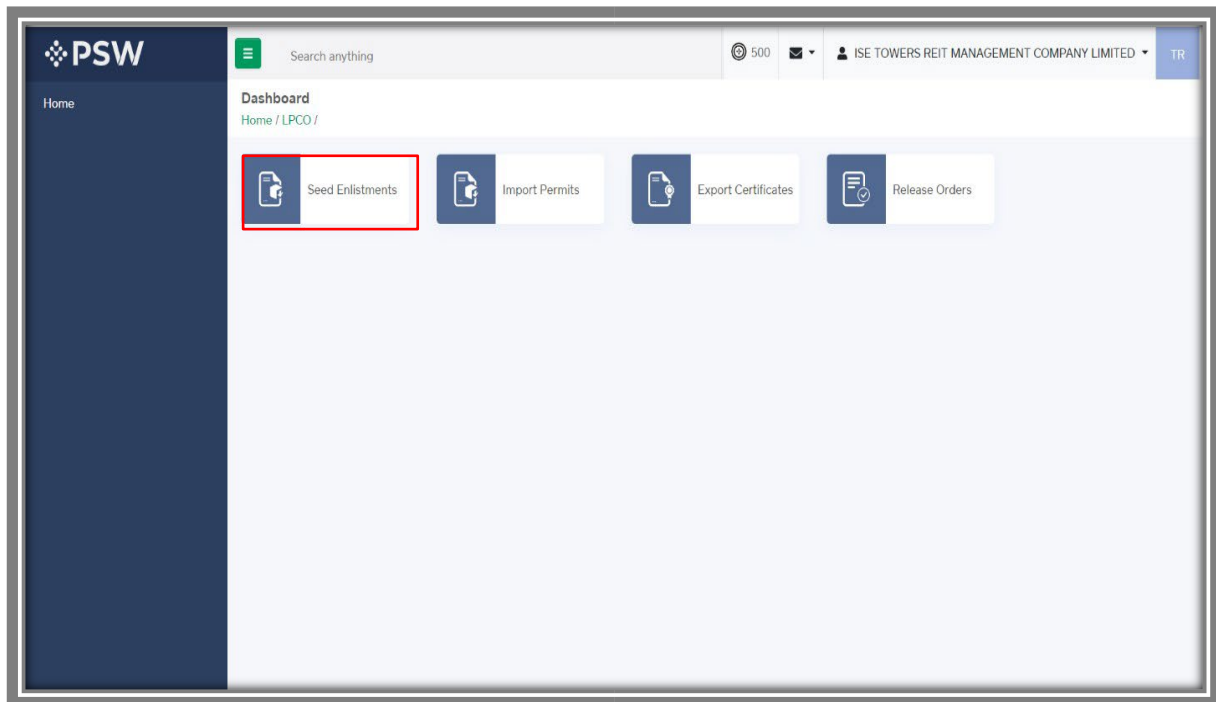


Figure 5

- ii. After clicking on Seed Enlistment, you will be able to create a new Seed Enlistment by clicking on 'Create Seed Enlistment' button.

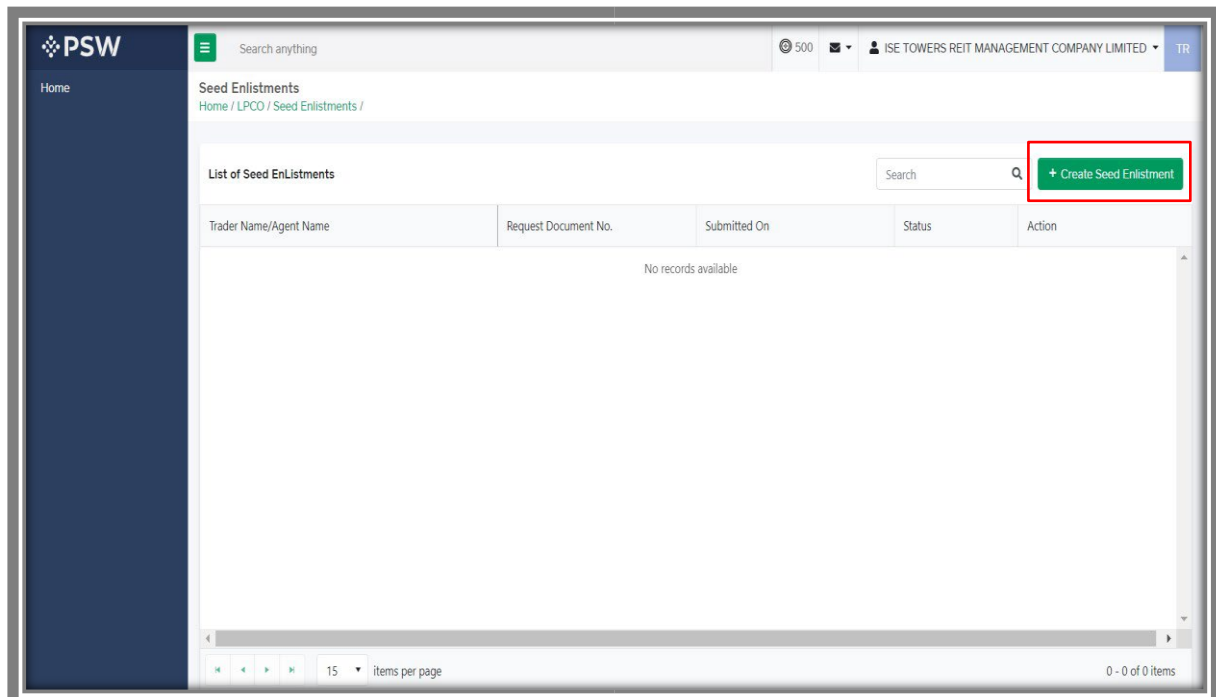


Figure 6

5.2. Consignment Information

Trader View

- i. As you click on 'Create Seed Enlistment' button, a new screen will appear where you will lodge an online application for Seed Enlistment.
- ii. Following will be the view if trader is filling Seed Enlistment. Trader will add Consignment Information and click on 'Save & Proceed' button to proceed further.

PSW Search anything 500 ISE TOWERS REIT MANAGEMENT COMPANY LIMITED TR

Home Create Seed Enlistment Home / LPCO / Seed Enlistments / Create /

Step 1 of 3 Please complete all the steps to create a seed enlistment. All fields are mandatory except the ones marked as Optional. Save

Basic Information

Commodities

Document Information

Trader Name ISE TOWERS REIT MANAGEMENT COMPANY LIMITED NTN 0656916

Business Name ISE TOWERS REIT MANAGEMENT COMPANY LIMITED Business Address Clifton Karachi

Breeder Name Bami Khan Has the breeder consented to this application Yes No

Exporter Name Imran Khan Sector Private

Exporter Address Saddar Karachi Institute where the variety has been developed FSCRD

Maintainer Khalid ahmed City Karachi Please select City where you want to process Seed Enlistment application

Save & Proceed

Figure 7

Custom Agent View

- i. Following will be the view if Custom Agent is filing Seed Enlistment. Custom Agent will add Consignment Information and click on 'Save & Proceed' button.

PSW Search anything 140 KHAWAJA SPINNING MILLS LIMITED CA

Home Goods Declaration Single Declaration LPS Payment Advice Export Certificates Child User Management Import Permits

Home Create Seed Enlistment Home / LPCO / Seed Enlistments / Create /

Step 1 of 3 Please complete all the steps to create a seed enlistment. All fields are mandatory except the ones marked as Optional. Save

Basic Information

Commodities

Document Information

NTN Select NTN ADOS PAKISTAN LIMITED (0656582) BAMI KHAN FLOUR & GENERAL MILLS PRIVATE LIMITED (0656864) FERTILITY & GENETIC SERVICES (PVT) LIMITED (0656916) KHAWAJA SPINNING MILLS LIMITED (0229060) TRUST SHOES INTERNATIONAL (PRIVATE) LIMITED (0463600)

Trader Name KHAWAJA SPINNING MILLS LIMITED

Business Address Select Address

Has the breeder consented to this application Yes No

Exporter Name

Sector Select sector

Exporter Address Institute where the variety has been developed

Maintainer City Select City Please select City where you want to process Seed Enlistment application

Save & Proceed

Figure 8

5.3. Commodities – Trader/Custom Agent

- i. Trader will select the HS Code, or you can search it from the search icon. Fill the required information and click on 'Add Commodity'.

The screenshot shows the 'Create Seed Enlistment' form in the PSW system. The form is at Step 2 of 3. The 'Basic Information' section includes fields for 'HS Code' (0601.1090) and 'Product Code' (1000). A red box highlights the search icon in the Product Code field. The 'Name of product' field contains the text: '----- Tubers, tuberous roots, corms, crowns and rhizomes [dormant]: For sowing'. The 'Add Commodity' button is highlighted with a red box.

Figure 9

5.3.1. Commodities searching – Trader/Custom Agent

- i. You will be able to search and identify the specific commodity HS code and Product code by clicking on 'Search' tab in the Product Code field.

The screenshot shows the 'Edit Seed Enlistment' form in the PSW system. The form is at Step 2 of 3. The 'Basic Information' section includes fields for 'HS Code' (0601.1090) and 'Product Code' (1000). A red box highlights the search icon in the Product Code field. The 'Name of product' field contains the text: '----- Tubers, tuberous roots, corms, crowns and rhizomes [dormant]: For sowing'. The 'Add Commodity' button is highlighted with a red box.

Figure 10

a. You can search the items by HS Code, Product Code, Item Description and Purpose.

The screenshot shows a search interface with a sidebar on the left containing search filters: 'Search HS Codes', 'HS Code', 'Product Code', 'Item Description', and 'Purpose of Import'. Each filter has a corresponding text input field. A 'Reset' button is located at the bottom of the sidebar. The main area displays a table with the following columns: 'HS Code', 'Product Code', 'Item Description', and 'Purpose'. The table contains 12 rows of data. At the bottom, there is a pagination control showing '1' as the current page, '10 items per page', and '1 - 10 of 644 items'. The 'Search' and 'Close' buttons are also visible at the bottom left.

HS Code	Product Code	Item Description	Purpose
0106.4100	0000	-- Bees	Culturing
0106.4100	0000	-- Bees	Screening / Research/ trial
0106.4900	1100	-- Other	Culturing
0106.4900	1100	-- Other	Screening / Research/ trial
0106.4900	1900	-- Other	Culturing
0106.4900	1900	-- Other	Screening / Research/ trial
0106.4900	9000	-- Other	Culturing
0106.4900	9000	-- Other	Culturing
0106.9000	9200	- Other	Culturing
0106.9000	9200	- Other	Screening / Research/ trial

Figure 11

b. You can also click on 'Reset' button to reset the search.

This screenshot is identical to Figure 11, but the 'Reset' button in the sidebar is highlighted with a red rectangular box. The rest of the interface, including the search filters, the table of results, and the pagination controls, remains the same.

Figure 12

ii. Click on the add commodity option to add the commodity.

PSW Search anything 1000 102 THORNTON PEST MANAGEMENT COMPANY LIMITED

Create Seed Enlistment Home LPOC Seed Enlistments Create

Step 2 of 3 Please complete all the steps to create a seed enlistment. All fields are mandatory except the ones marked as Optional.

Save Cancel

Basic Information

Commodities

Document Information

MS Code: 0801 1060 Product Code: 1000 Name of product: Tuberc, tubercous roots, corms, corms and rhizomes (dormant) For cooking

Purpose of import: Commercial/Exporting Variety: Potatole

Crop: Avena sativa Species: Cereals grain

Proposed denomination of the variety: Sample Temporary designation of the variety: Crop

Specification of plant material: Extra Shown in Spring Adaptability studies of the variety: Excellent

Morphological description of the variety: Avena sativa is commonly eaten or taken as a medicinal supplement for its highly-acclaimed health benefits. Distinguishing characteristics of the variety: The plant is comprised of a seed (cari, leaves and stems (not straw), and bran (the outer layer of the whole seed). Various parts of the Avena sativa plant are used to make medicinal/herbal supplements, providing a wide range of health benefits.

Method to reconstitute the variety if a particular cycle of reproduction is specified: Enter variety (Optional) Plant variety maintenance and seed renewal system: Enter variety

Name of the country: United Arab Emirates Year of inclusion: 2022

Title of inclusion: Enter Other Description Has the variety been included in an official list outside Pakistan if yes, then give (for each country): Yes No

Sample of seed

Add Commodity Cancel

Figure 13

iii. Commodity will be added to the Commodities table. Now click on the 'Save and Proceed' button to proceed further.

Method to reconstitute the variety if a particular cycle of reproduction is specified: Enter variety (Optional) Plant variety maintenance and seed renewal system: Enter variety

Name of the country: United Arab Emirates Year of inclusion: 2022

Title of inclusion: Enter Other Description Has the variety been included in an official list outside Pakistan if yes, then give (for each country): Yes No

Sample of seed

List of Commodities

MS Code	PCT Code	Item Description	Name of Country	Year of inclusion	Name of Crop	Action	Action
0801 1060	1000	Other	United Arab Emirates	2022	Avena sativa		

1 of 1 items

Save & Proceed

Figure 14

5.4. Document Information – Trader/Custom Agent

- i. The system will require you to upload mandatory documents, through the use of ITMS HS code and Product Code. The system will only display the documents which are required under the selected HS/Product Code.

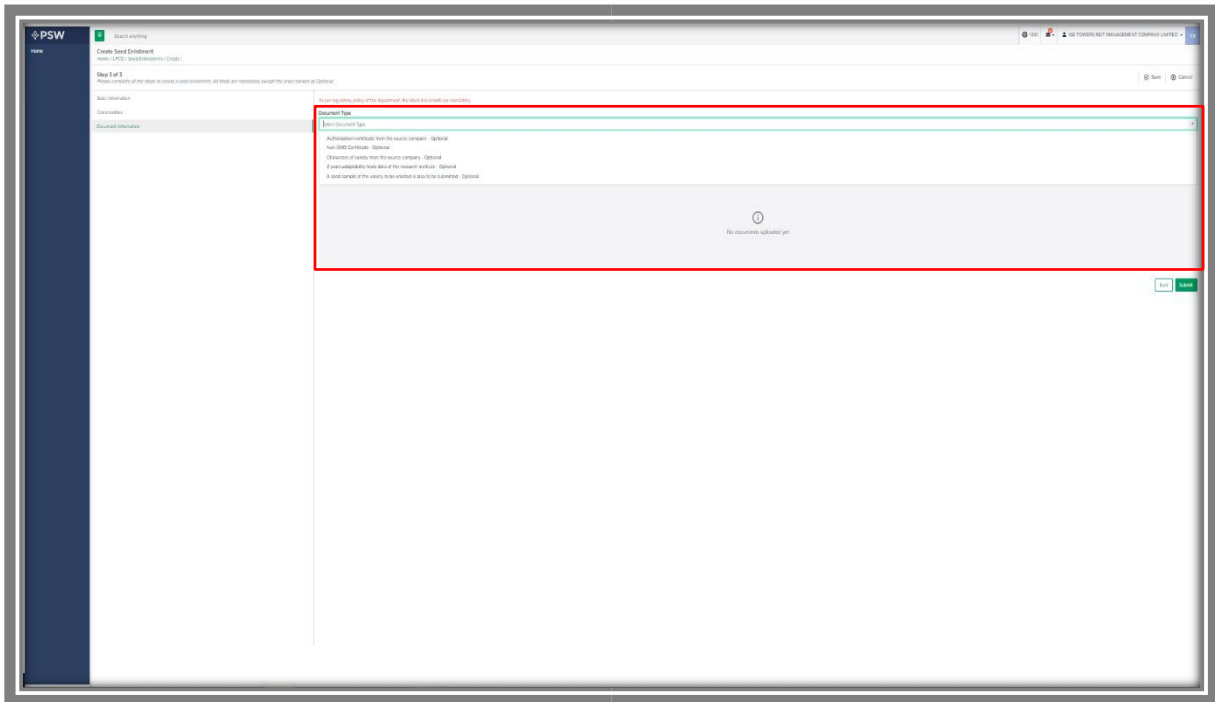


Figure 15

- ii. Click on 'Select Files' to Upload required documents.

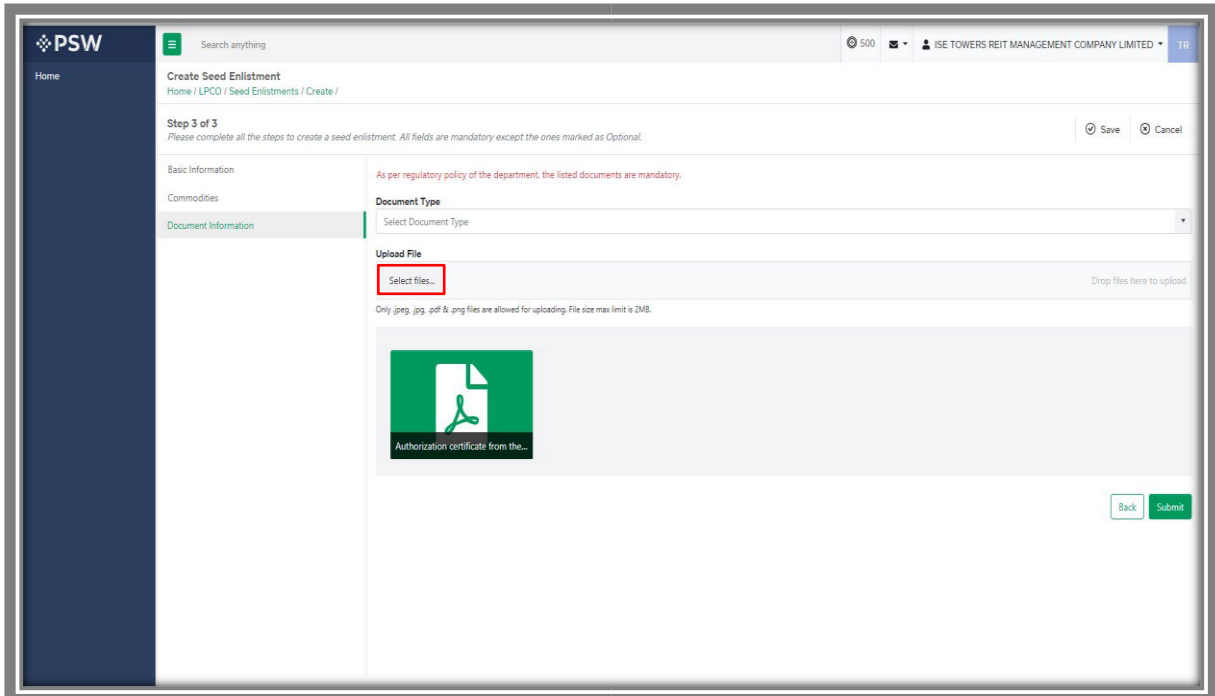


Figure 16

iii. You can also click on uploaded document to view the documents.

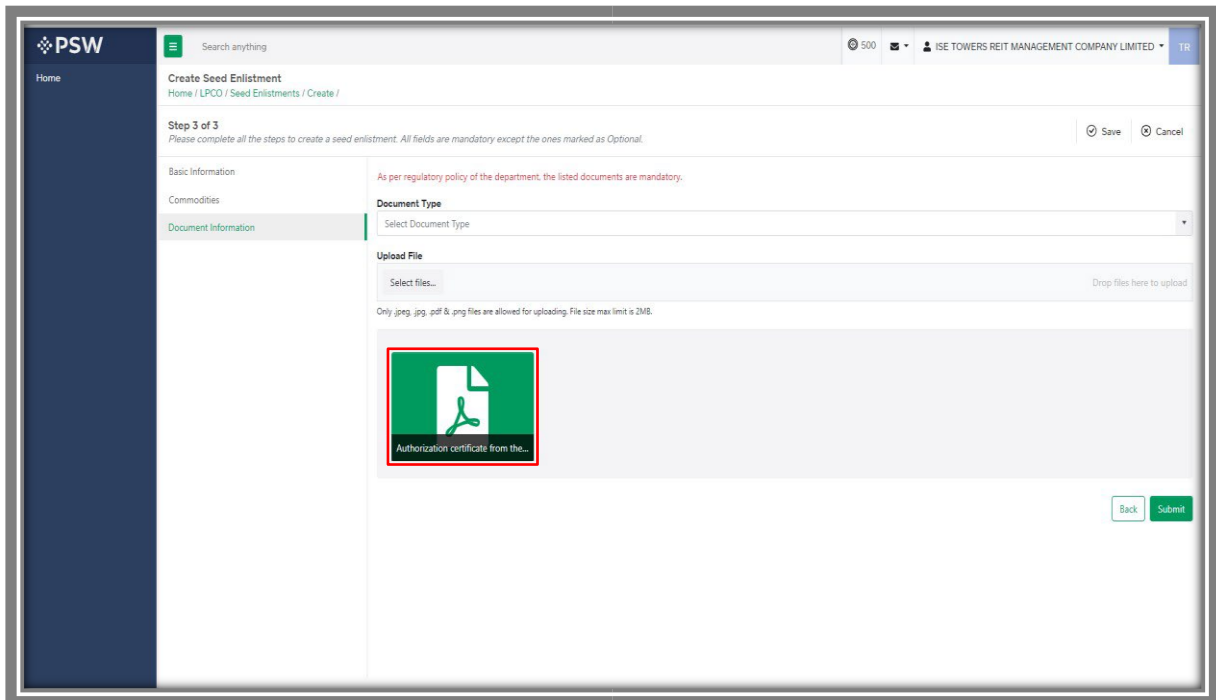


Figure 17

iv. After submission of documents, a dialogue box will appear, showing the information of seeds enlisted and total charges for seed enlistment(s).

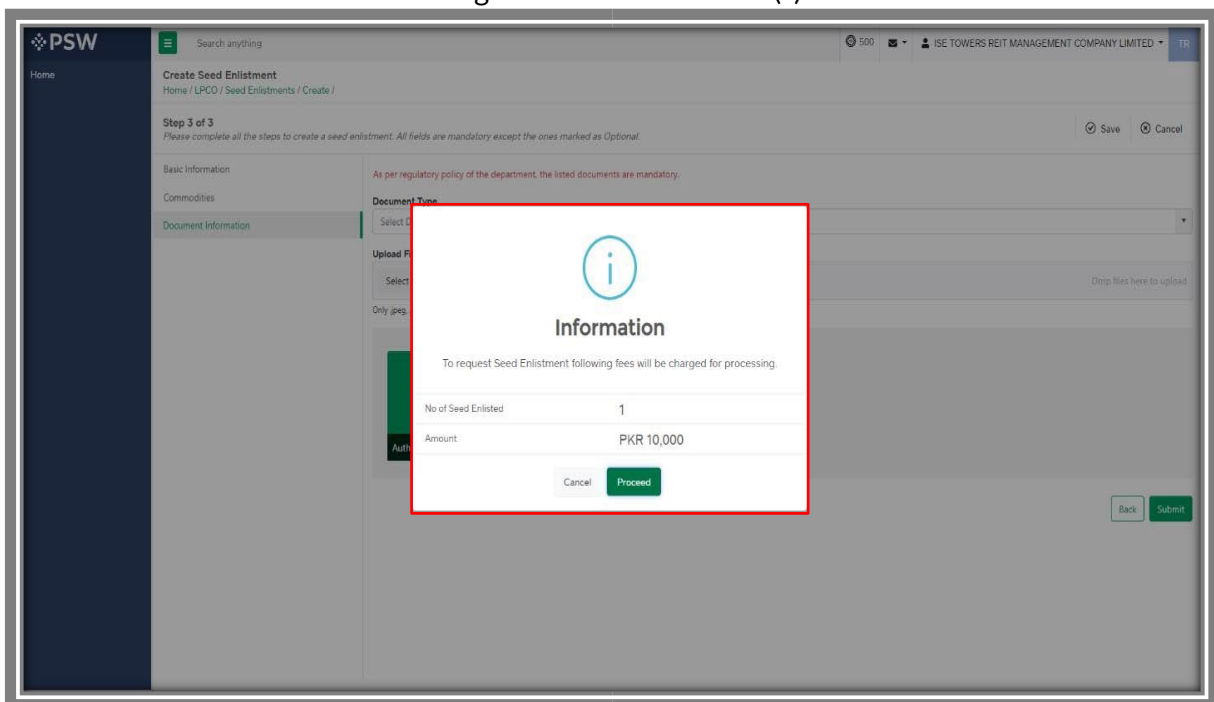


Figure 18

v. You will confirm the submission of seed enlistment request by clicking on 'Yes' Button.

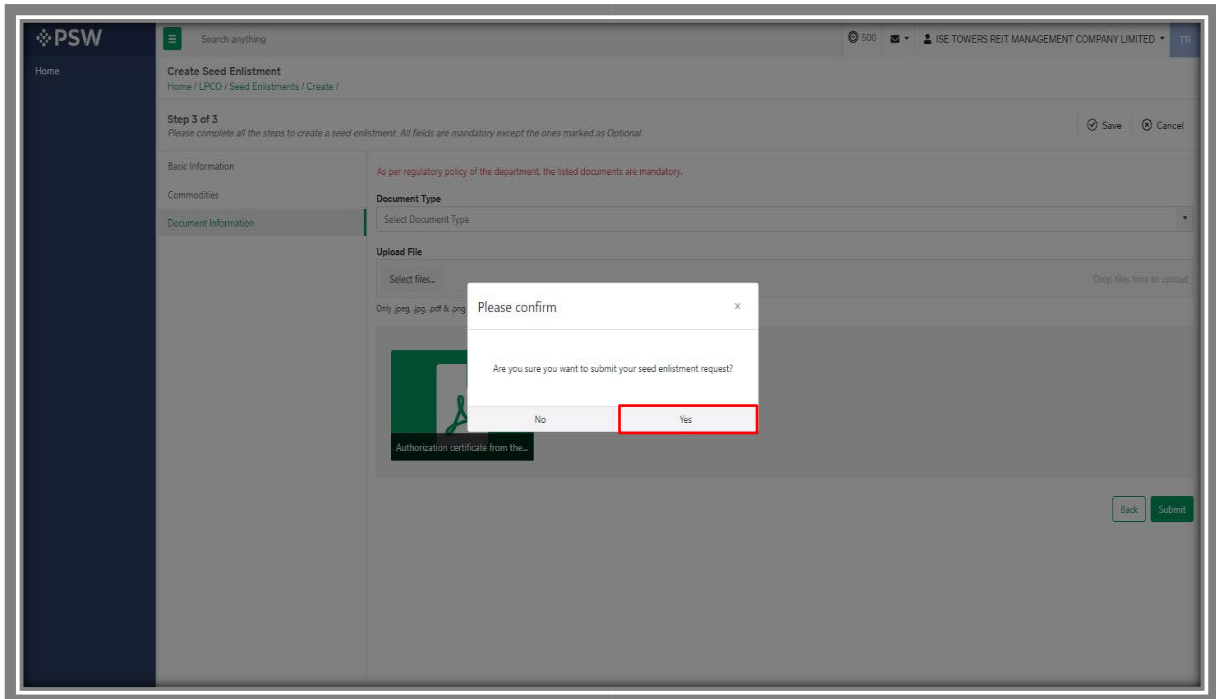


Figure 19

vi. PSID details will appear. Pay fee against the PSID to proceed further.

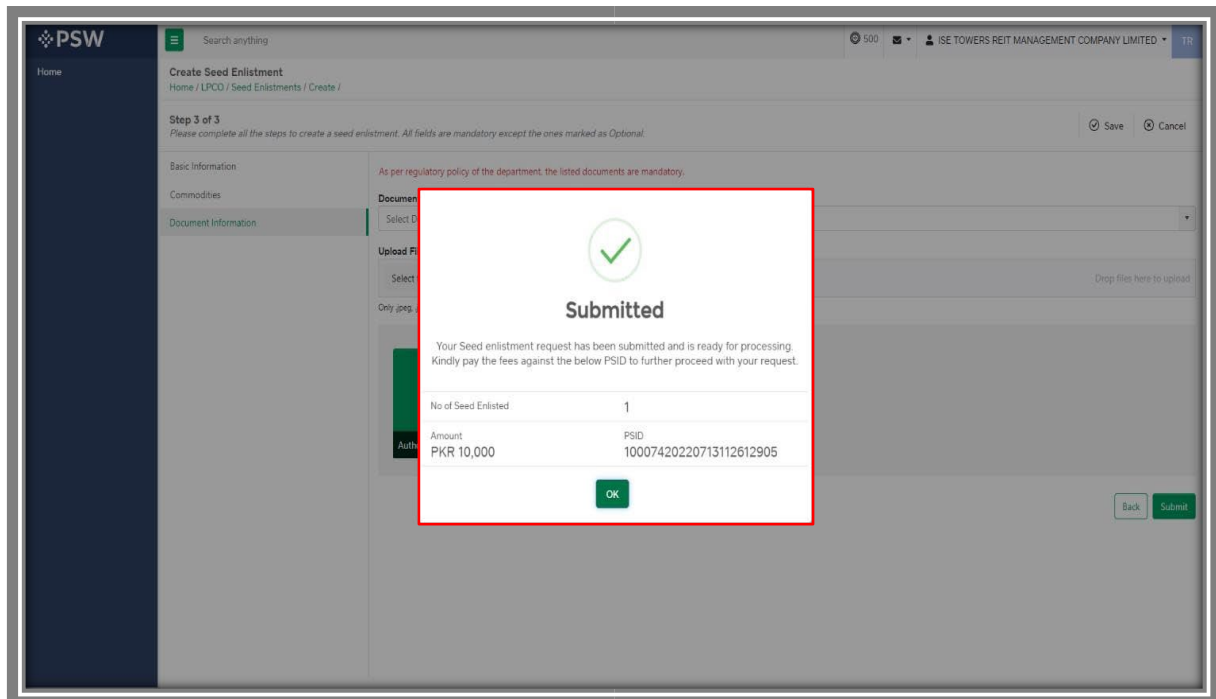


Figure 20

- vii. You can also review the attached document by clicking on the document widget appearing at right center side of the screen.

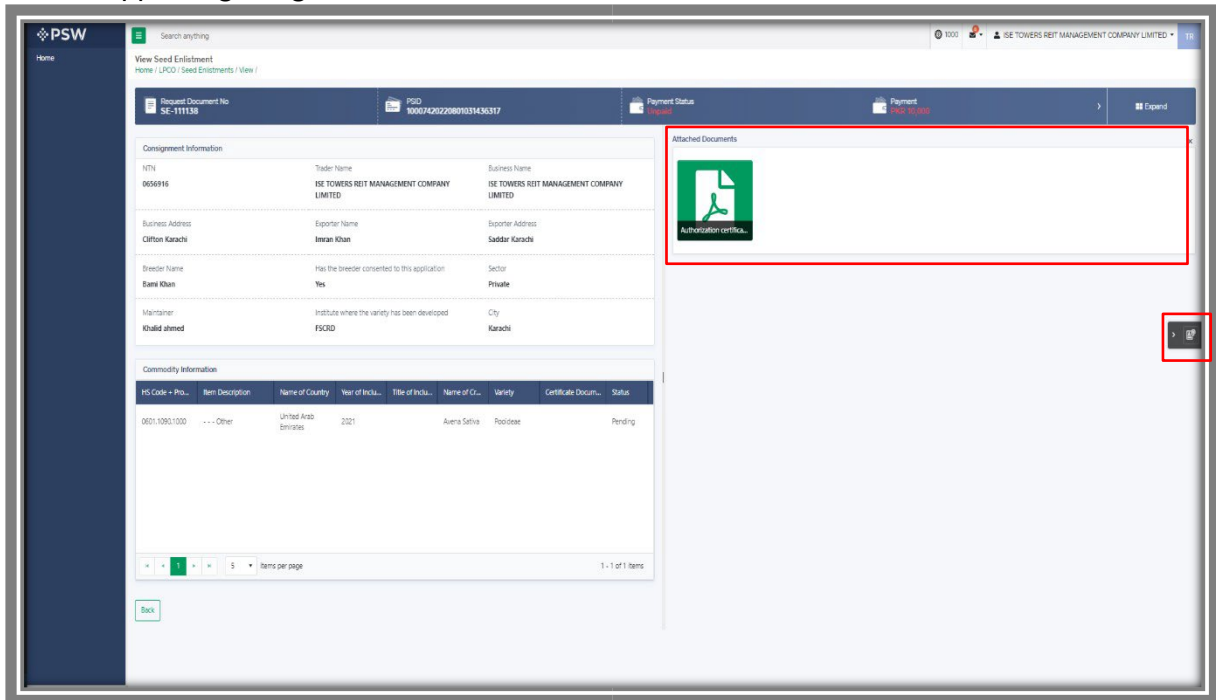


Figure 21

5.5. Save, Edit, Cancel & View Seed Enlistment

5.5.1. Save Seed Enlistment

- i. You can save the information entered while creating Seed Enlistment by clicking on 'Save' button during each step.

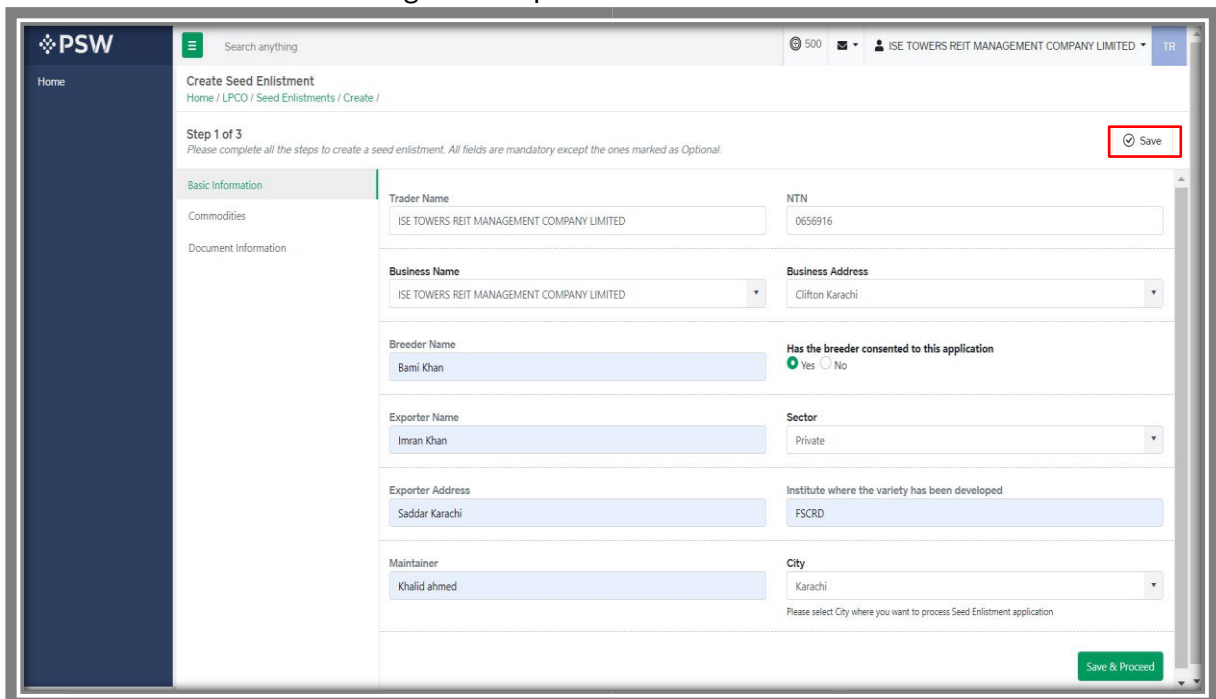


Figure 22

ii. Upon clicking on 'Save' button, a pop up will appear, where trader/Custom agent will click 'Yes' to save the information entered.

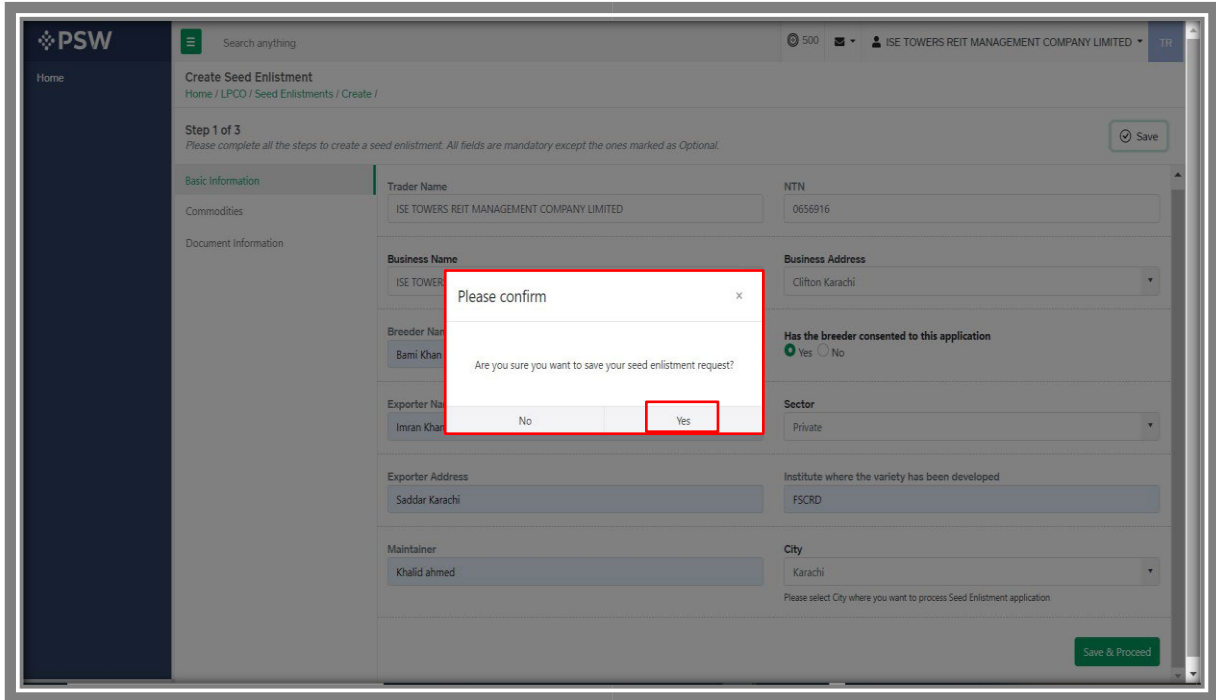


Figure 23

iii. Your Draft will be saved in the system, you can edit the information whenever required.

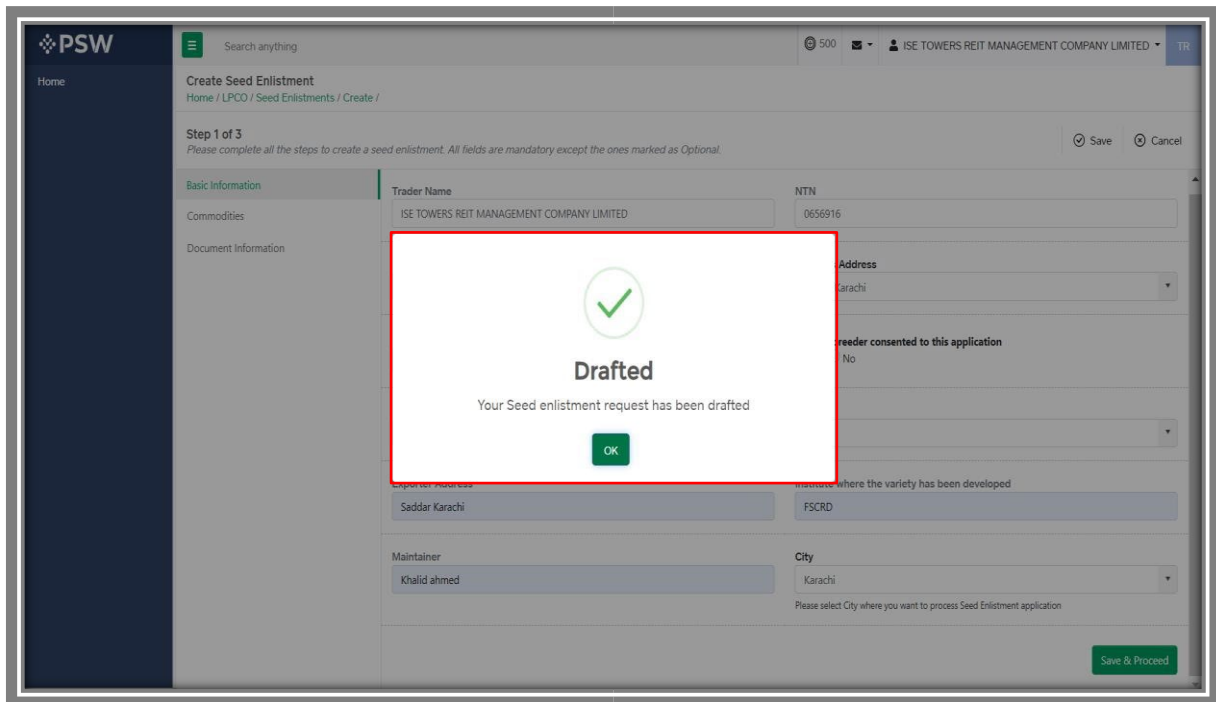


Figure 24

5.5.2. Edit Saved Seed Enlistment

- i. Once the Seed Enlistment information is saved, it will appear in the Seed Enlistment grid with the status "Drafted," you can click on pen icon to edit drafted/saved Seed Enlistments(s).

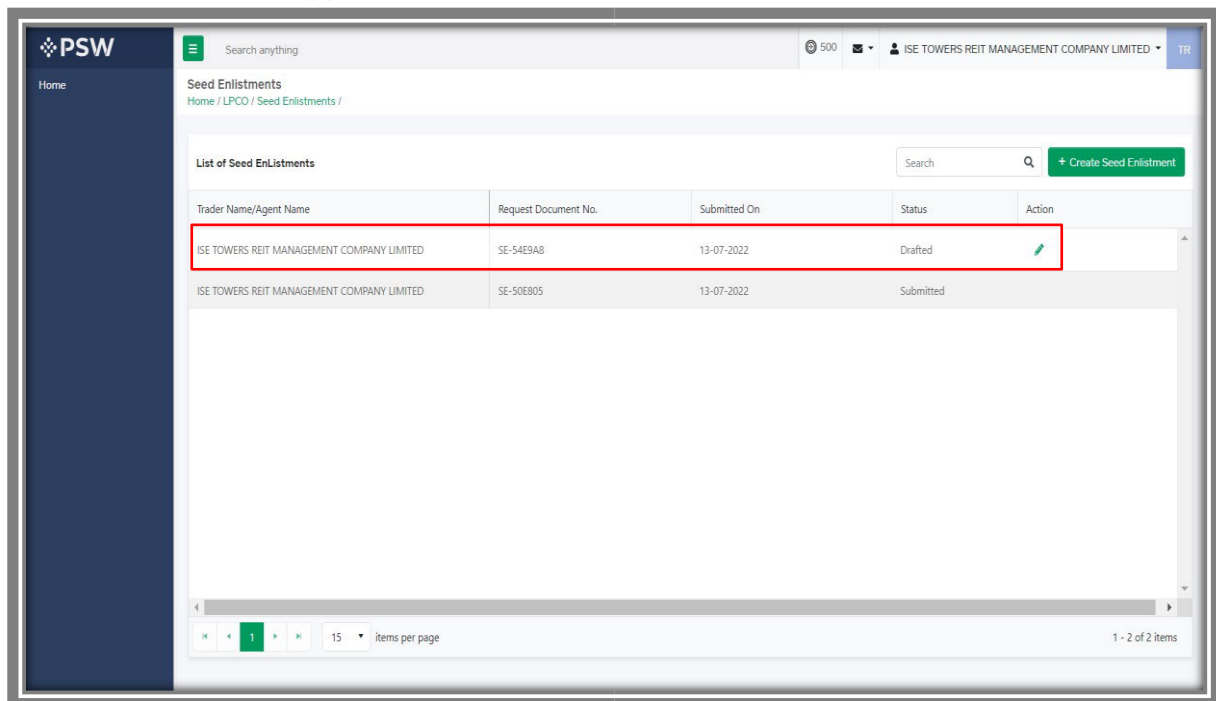


Figure 25

Trader View

- i. You can edit your saved draft by clicking on pen icon.

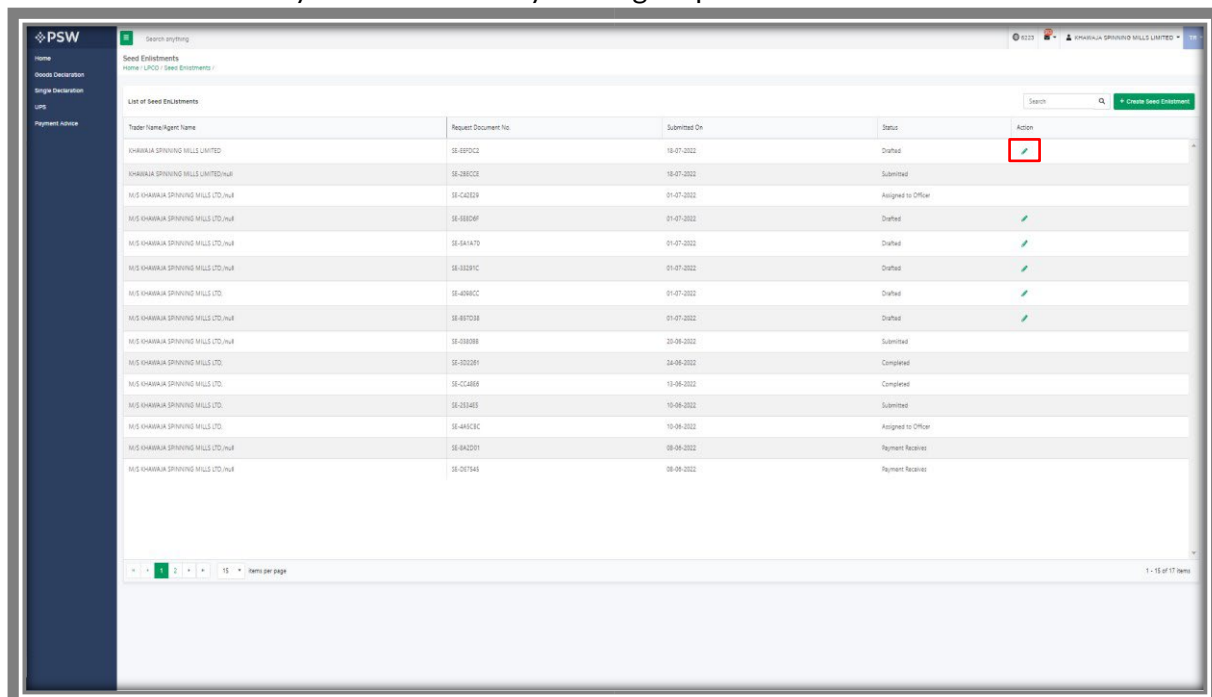


Figure 26

- ii. Upon clicking the pen icon, Seed Enlistment Edit window will be opened, now you can edit information.

PSW Search anything 500 ISE TOWERS REIT MANAGEMENT COMPANY LIMITED TR

Home Edit Seed Enlistment
Home / LPCO / Seed Enlistments / Edit /

Step 1 of 3
Please complete all the steps to create a seed enlistment. All fields are mandatory except the ones marked as Optional.

Save Cancel

Basic Information

Commodities

Document Information

Trader Name
ISE TOWERS REIT MANAGEMENT COMPANY LIMITED NTN
0656916

Business Name
ISE TOWERS REIT MANAGEMENT COMPANY LIMITED **Business Address**
Clifton Karachi

Breeder Name
Barni Khan **Has the breeder consented to this application**
Yes No

Exporter Name
Imran Khan **Sector**
Private

Exporter Address
Saddar Karachi **Institute where the variety has been developed**
FSCRD

Maintainer
Khalid ahmed **City**
Karachi
Please select City where you want to process Seed Enlistment application

Save & Proceed

Figure 27

Custom Agent View

- i. You can edit your saved draft by clicking on pen icon.

PSW Search anything 103 KHARAKA SPRINKLING MILLS LIMITED

Home Seed Enlistments
Home / LPCO / Seed Enlistments /

List of Seed Enlistments Search Create Seed Enlistment

Trader Name/Agent Name	Request Document No.	Submitted On	Status	Action
KHARAKA SPRINKLING MILLS LIMITED/Null	SE-08701E	19-07-2022	Drafted	
KHARAKA SPRINKLING MILLS LIMITED/Null	SE-2802CE	19-07-2022	Submitted	
FERTILITY & GENETIC SERVICES (PVT.) LIMITED/Null	SE-4025CF	30-06-2022	Assigned to Officer	
M/S KHARAKA SPRINKLING MILLS LTD./Null	SE-6835PF	01-07-2022	Drafted	
Null	SE-8431CA	01-07-2022	Drafted	
M/S KHARAKA SPRINKLING MILLS LTD./Null	SE-84167D	01-07-2022	Drafted	
M/S KHARAKA SPRINKLING MILLS LTD./Null	SE-83291C	01-07-2022	Drafted	
M/S KHARAKA SPRINKLING MILLS LTD./Null	SE-83703H	01-07-2022	Drafted	
FERTILITY & GENETIC SERVICES (PVT.) LIMITED/Null	SE-02104B	30-06-2022	Drafted	
M/S KHARAKA SPRINKLING MILLS LTD./Null	SE-03939B	20-06-2022	Submitted	
FERTILITY & GENETIC SERVICES (PVT.) LIMITED/Null	SE-63377C	25-06-2022	Completed	
FERTILITY & GENETIC SERVICES (PVT.) LIMITED/Null	SE-59898B	19-06-2022	Completed	
FERTILITY & GENETIC SERVICES (PVT.) LIMITED/Null	SE-82256A3	19-06-2022	Completed	
FERTILITY & GENETIC SERVICES (PVT.) LIMITED/Null	SE-743419	19-06-2022	Completed	

1 - 14 of 14 items

Figure 28

- ii. Upon clicking the pen icon, Seed Enlistment Edit window will be opened, now you can edit information.

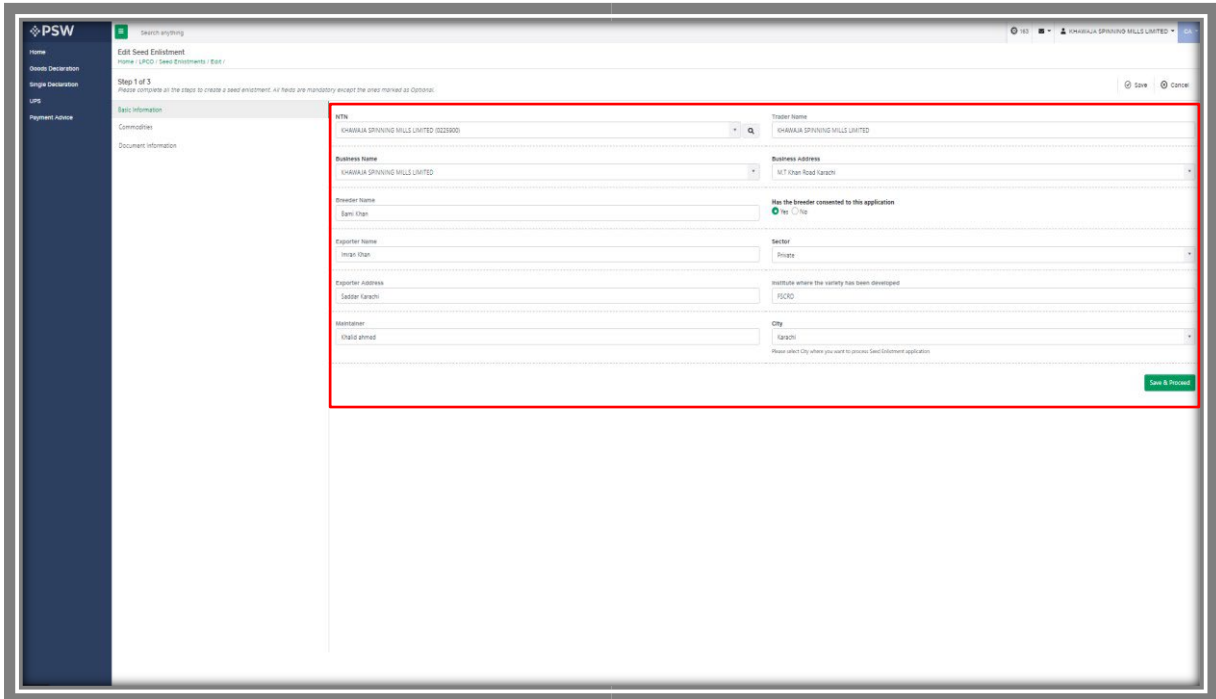


Figure 29

5.5.3. Cancel Seed Enlistment

- i. To cancel a saved Seed Enlistment, which is not submitted for processing, you shall click on 'Cancel' button.
(Note: Edit and cancel function shall only be available on draft/saved Seed Enlistment. No option to edit or cancel will be available once the Seed Enlistment is submitted)

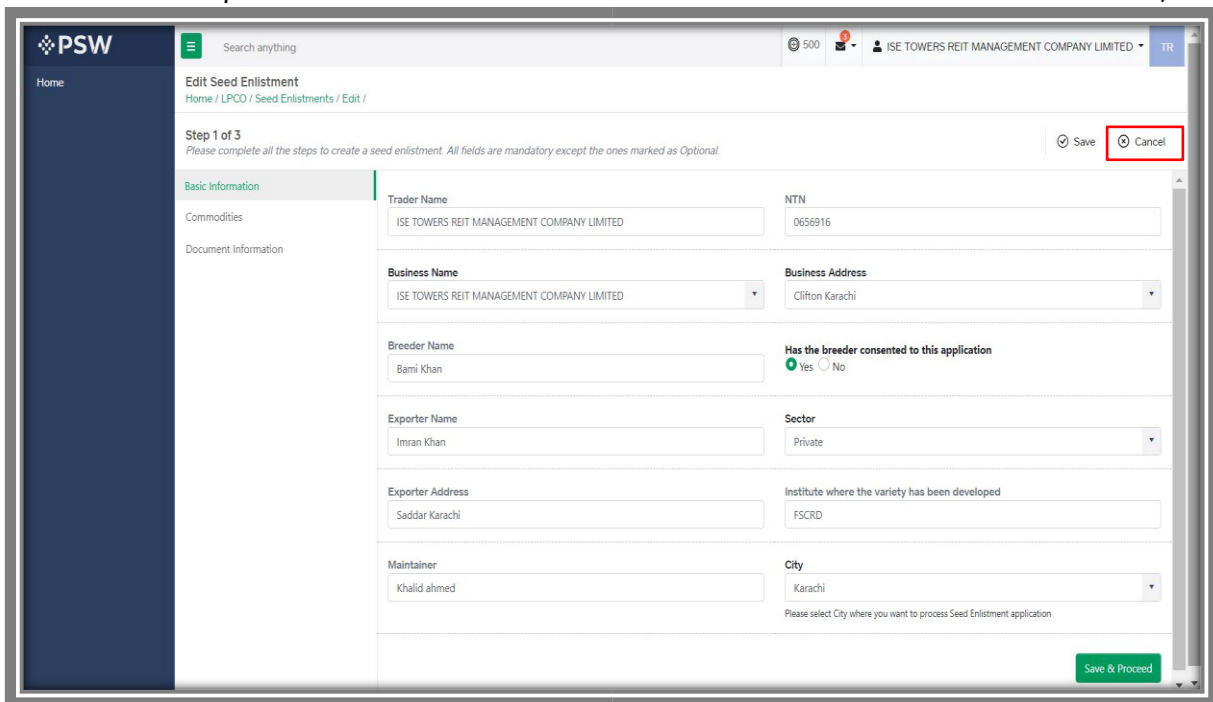


Figure 30

- ii. Upon clicking on 'Cancel' button, a pop up will appear. Select the 'Yes' button to cancel Seed Enlistment request.

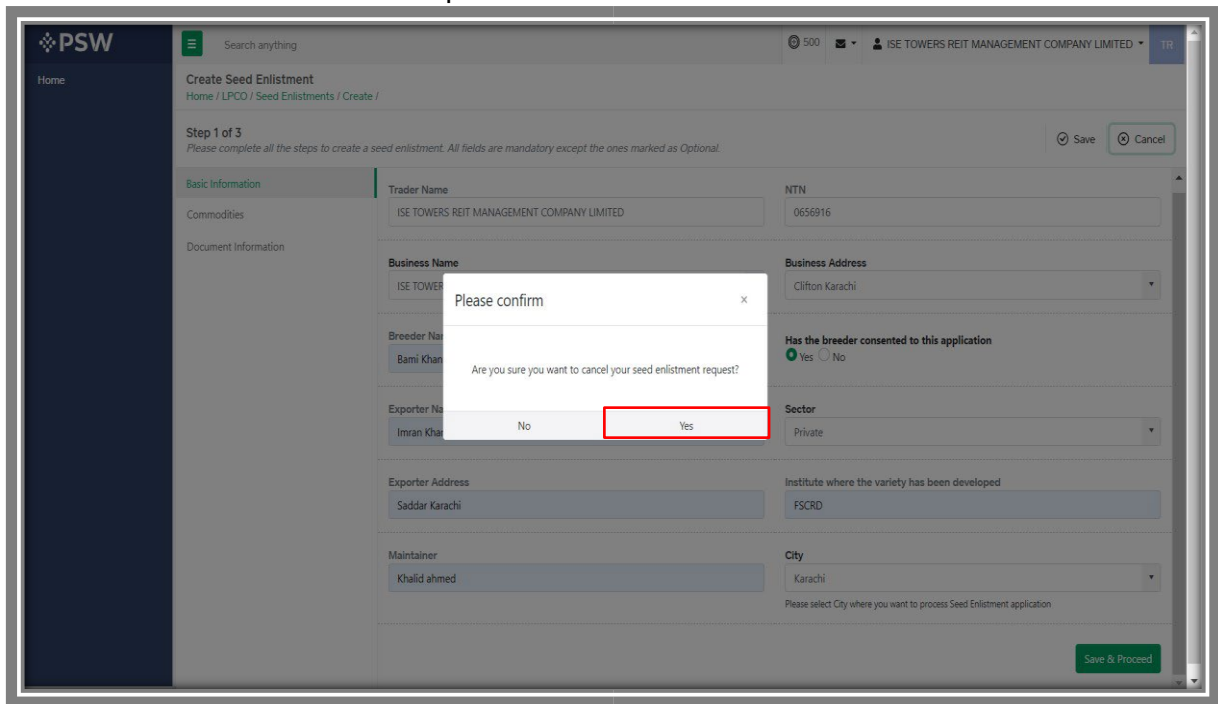


Figure 31

- iii. Seed Enlistment Request Canceled dialogue box will appear.

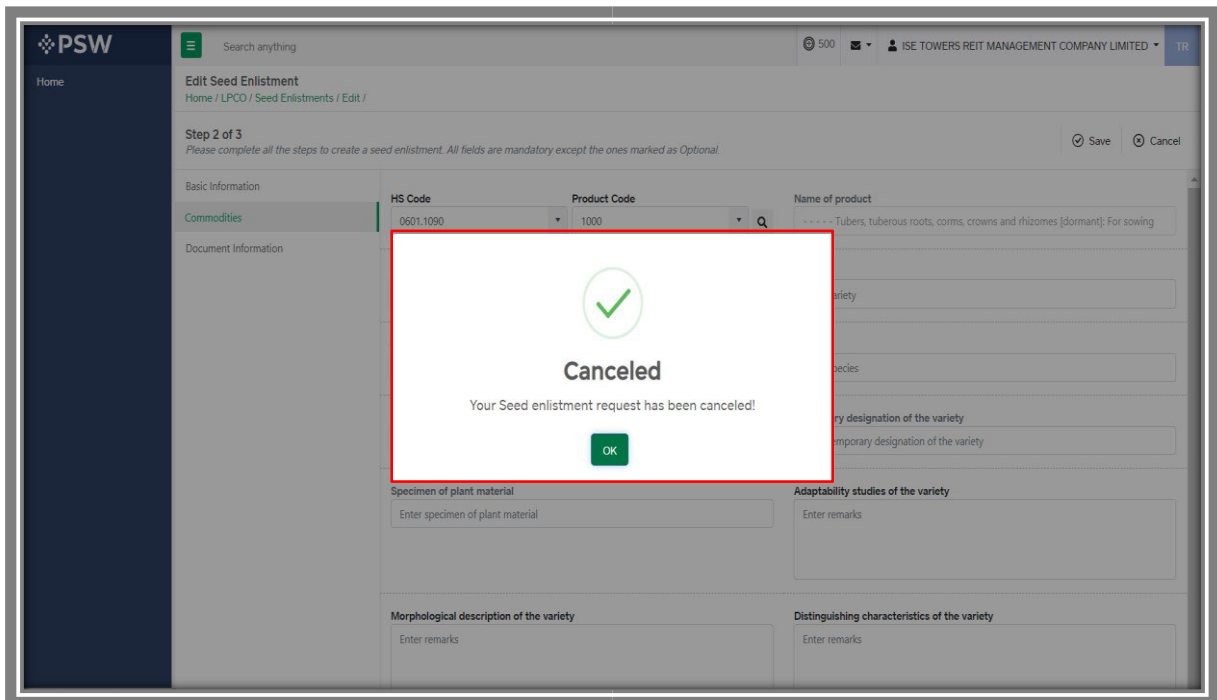


Figure 32

5.5.4. View Seed Enlistment - Trader/Custom Agent

- i. You can view the submitted requests along with their status in the Seed Enlistment list.

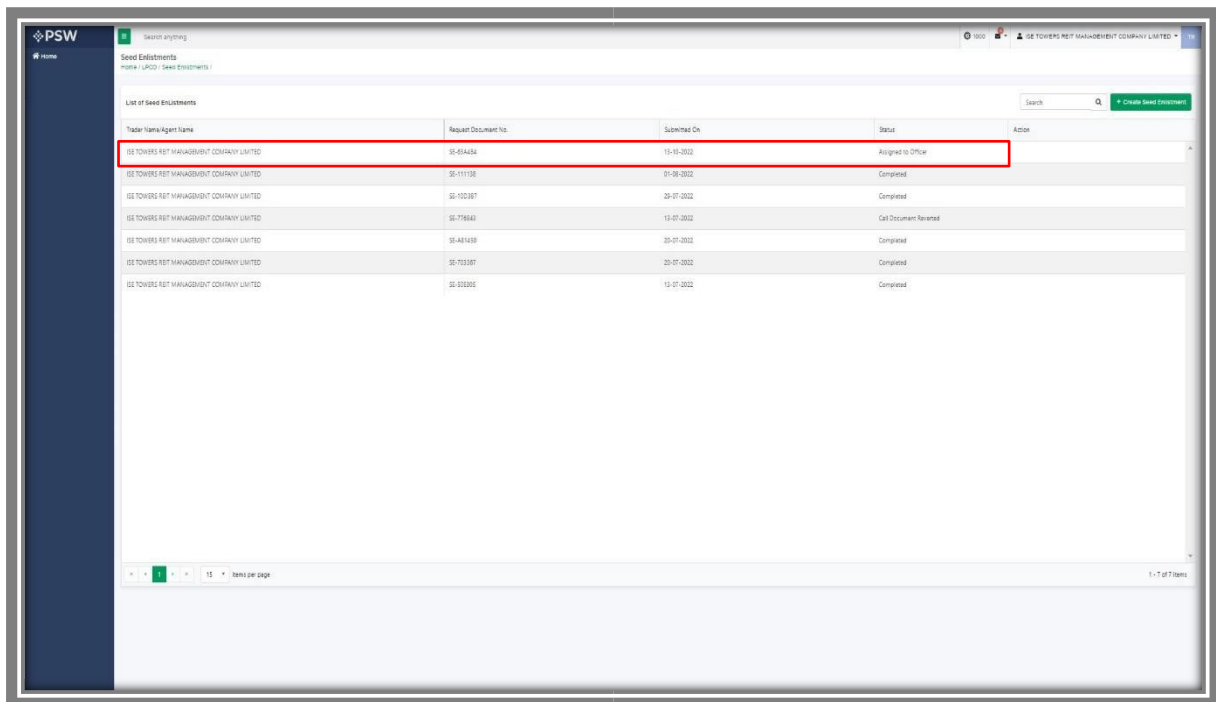


Figure 33

- ii. Upon clicking the particular seed enlistment request, you can view the submitted details along with the name of 'Assigned Officer' and 'Department'.

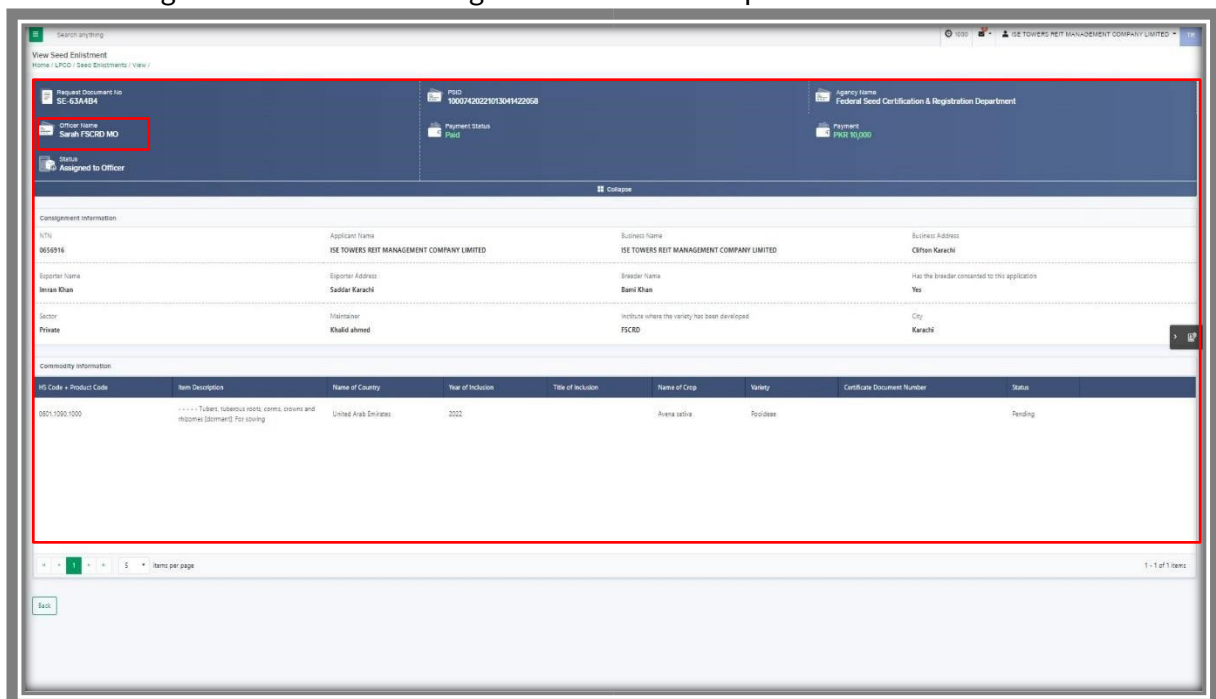


Figure 34

- iii. You can also view the submitted consignment details by clicking on the information, under the commodity information grid.

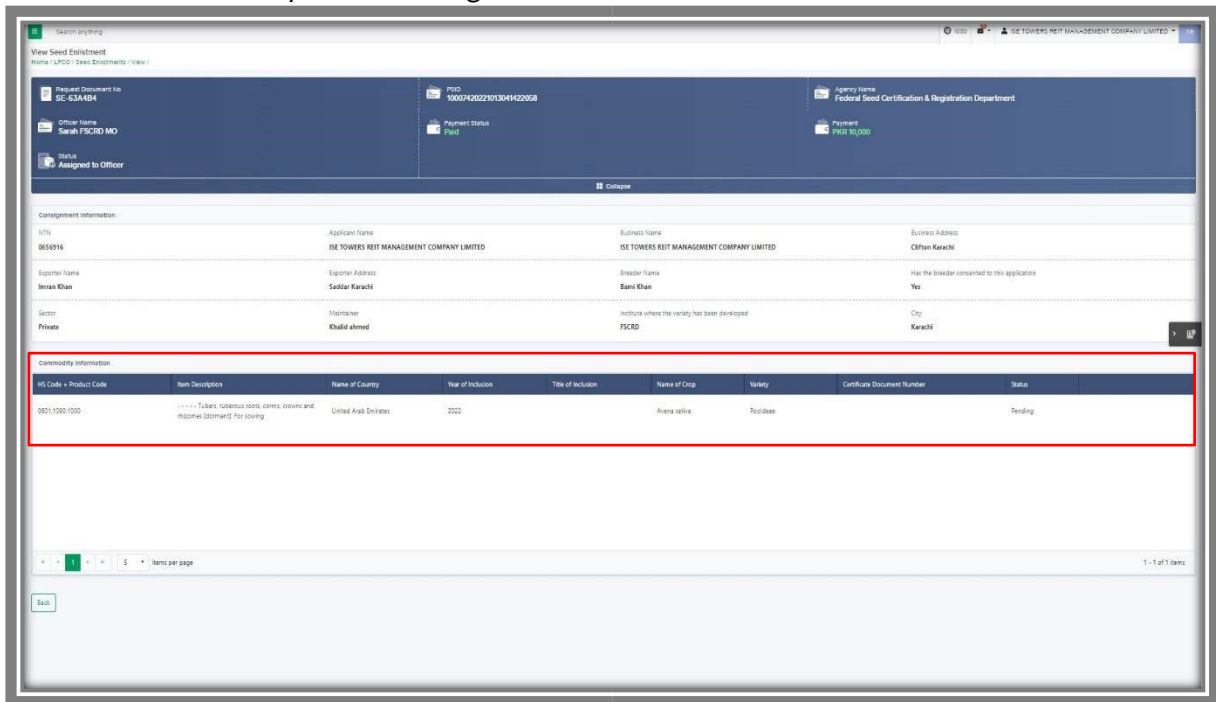


Figure 35

- iv. You can view the submitted consignment details

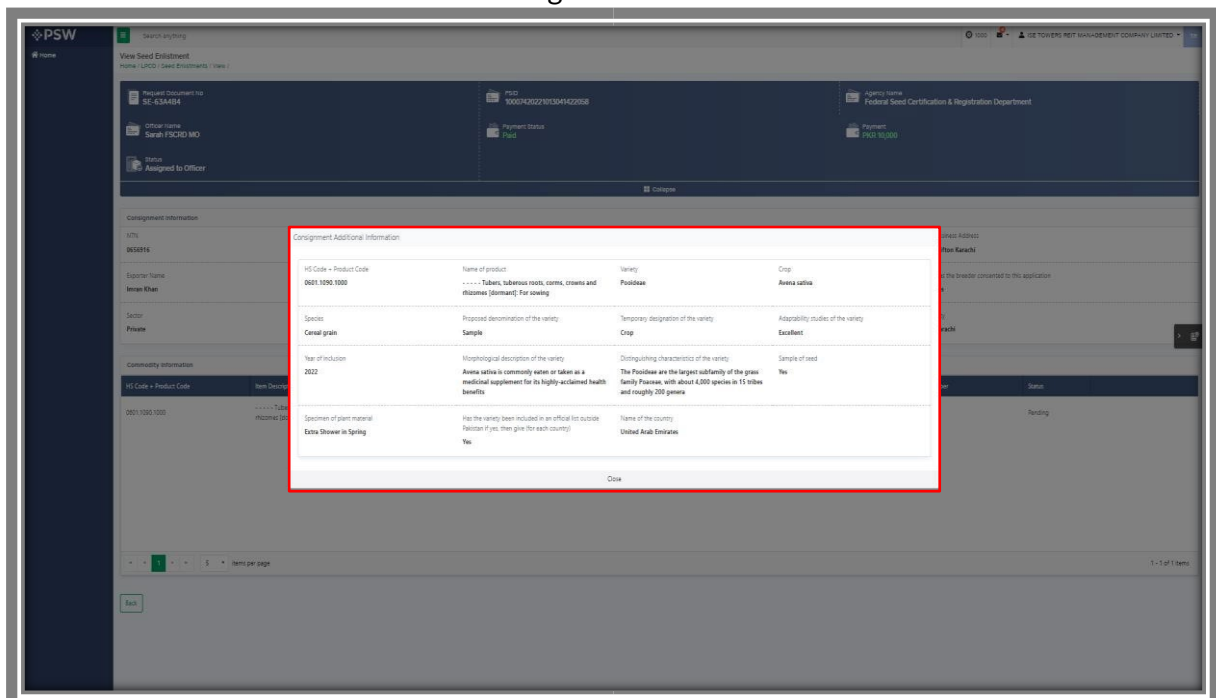


Figure 36

5.6. Call Documents

- i. If FSC&RD officer requests any additional document, a notification will appear in the notification bar. You will click on notification button appearing at top right side on the window.

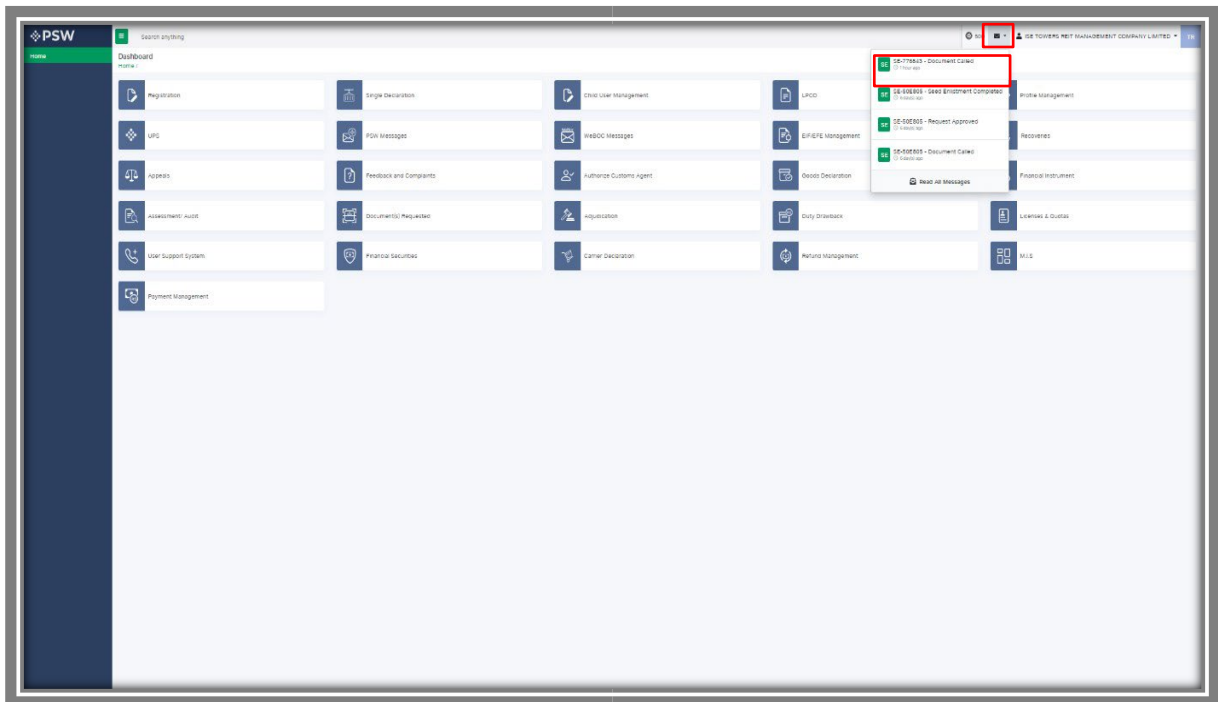


Figure 37

- ii. Click on the Document Called notification. You will be redirected to the inbox.

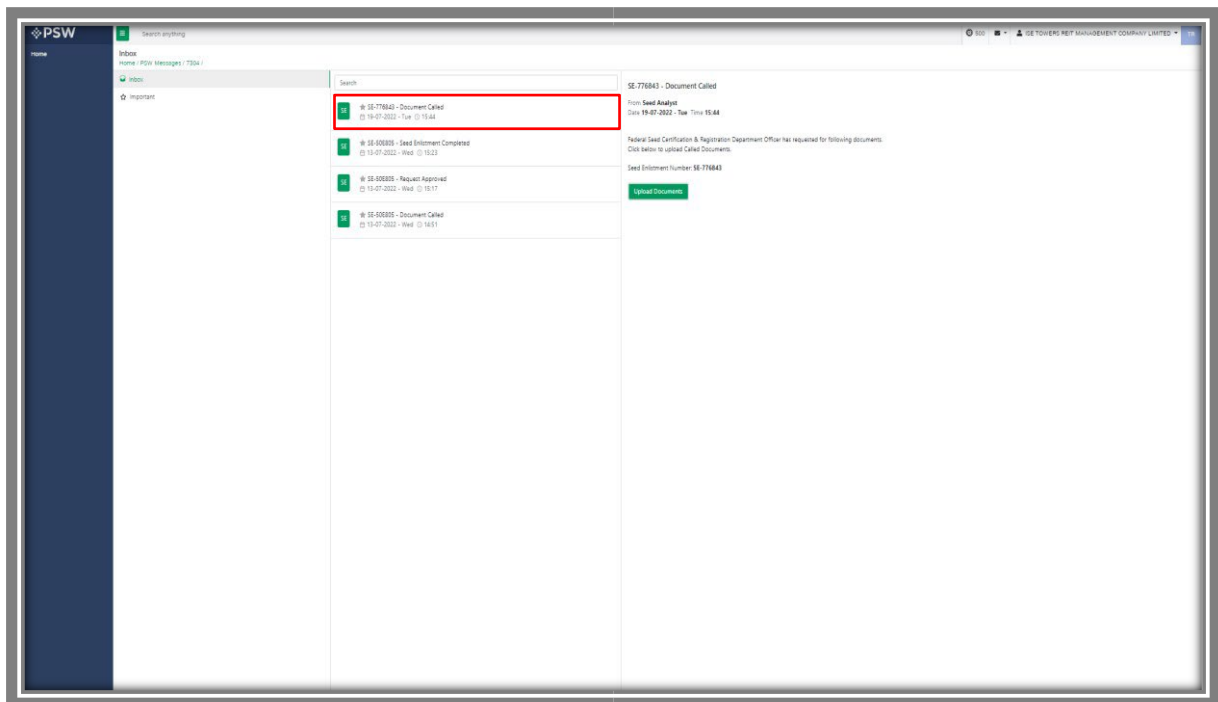


Figure 38

5.6.1. Upload Call Documents

- i. Click on 'Upload Documents' to attach required documents.

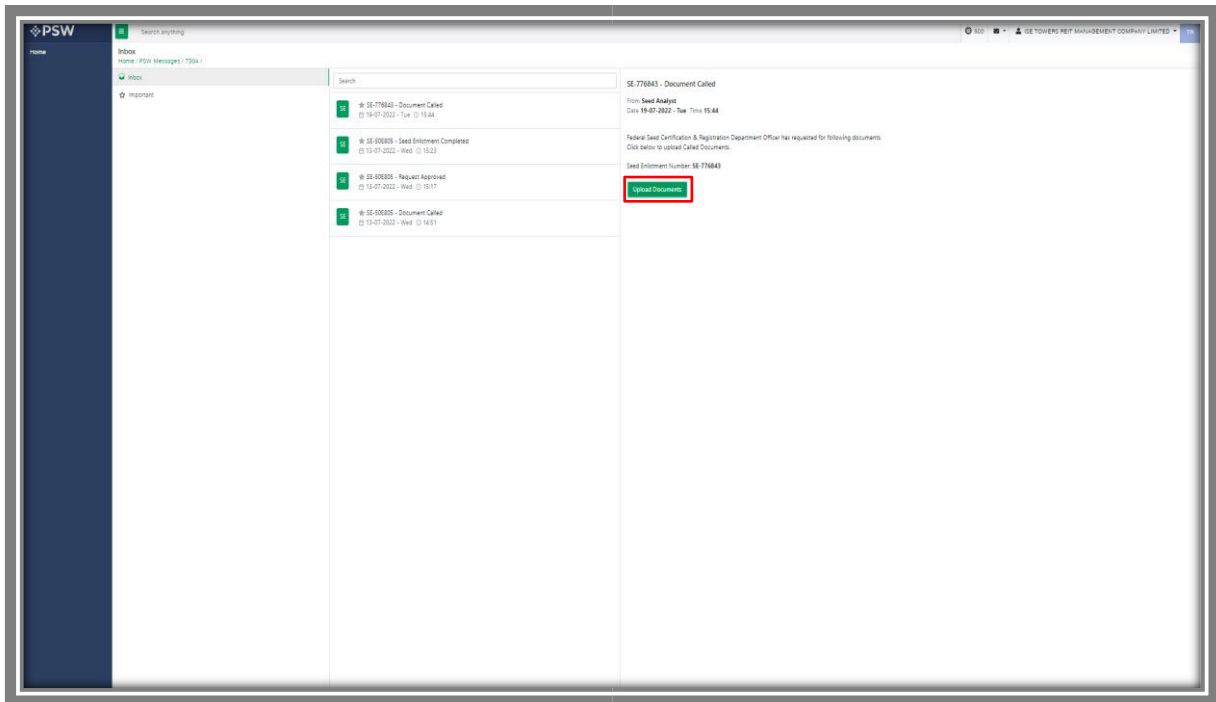


Figure 39

- ii. 'Document Called' screen will be opened, here you can view and upload the required document.

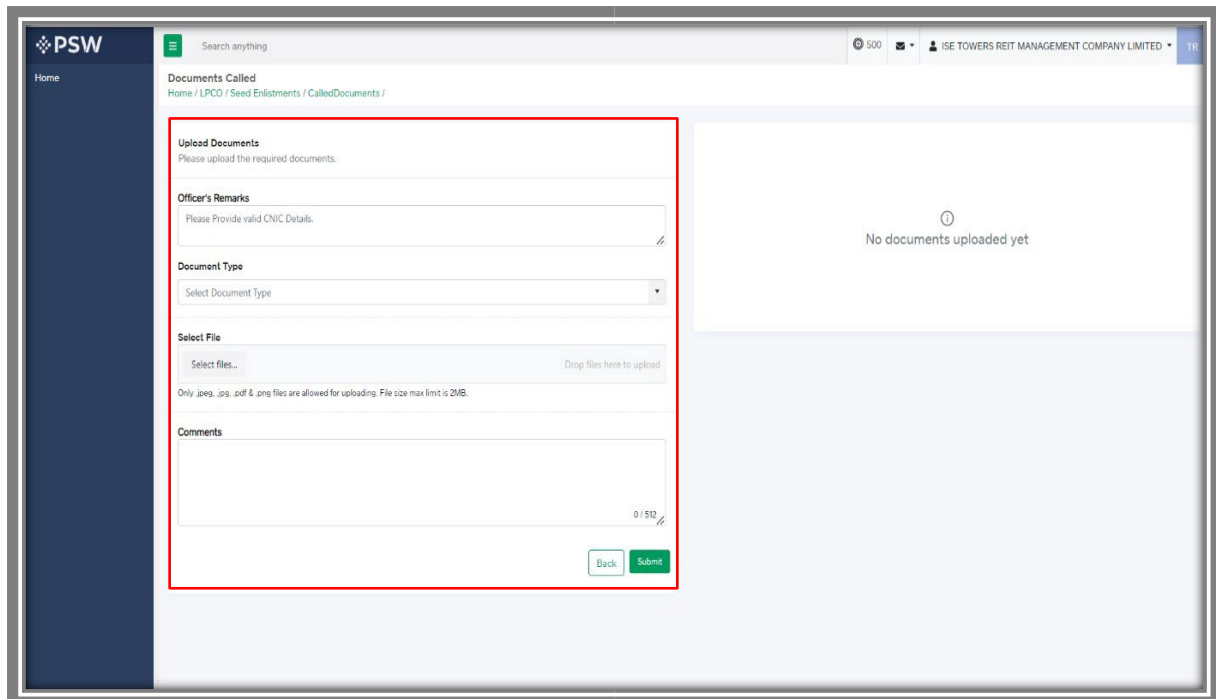


Figure 40

iii. Click on 'Document Type' and then select the document from dropdown list.

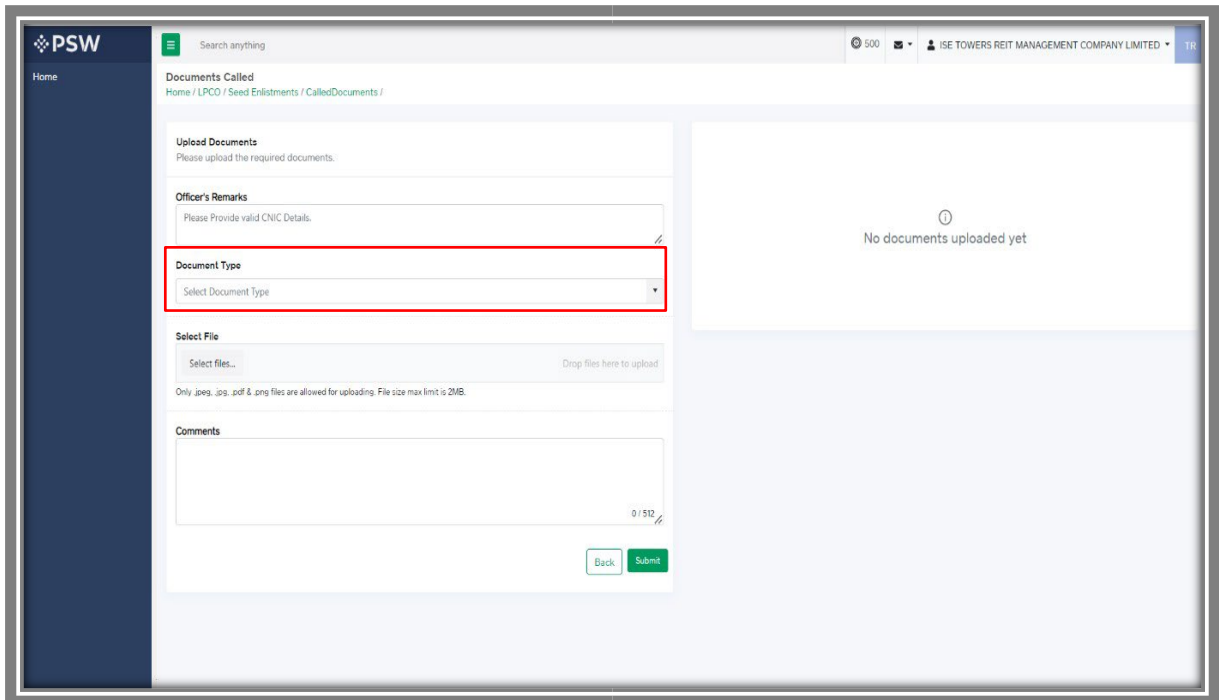


Figure 41

iv. Now click 'select file' button and upload the required document.

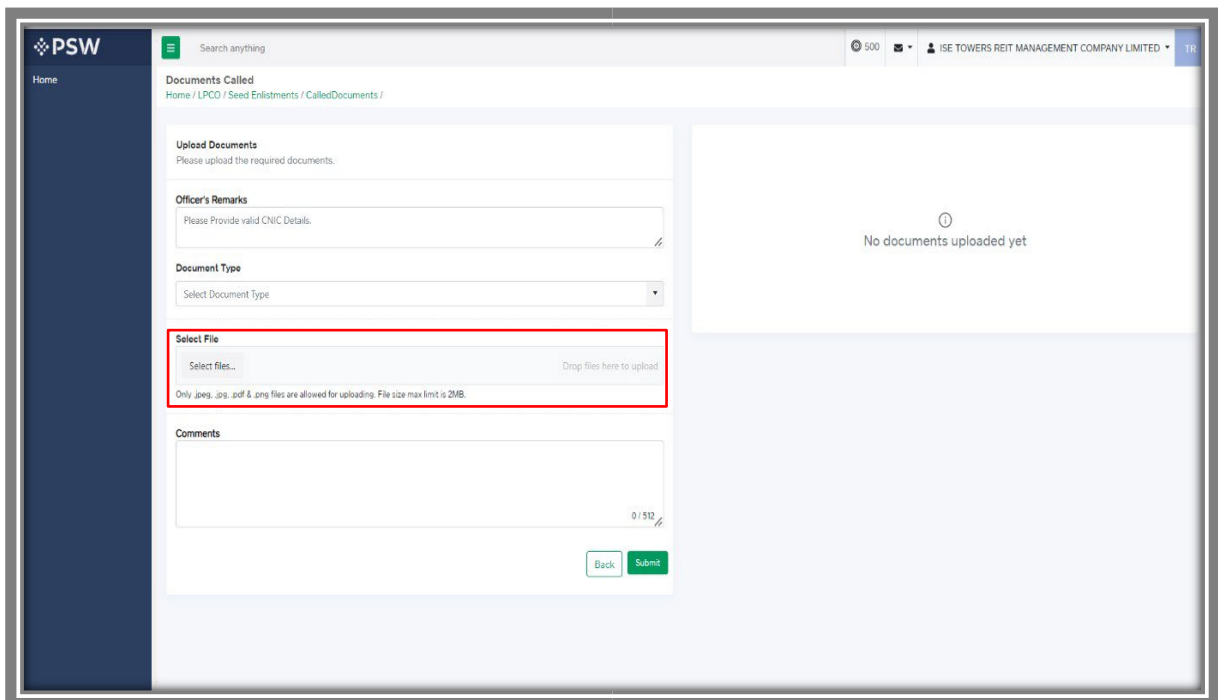


Figure 42

- v. You can review the attached document by clicking on document preview. Now click the 'Submit' button to proceed further.

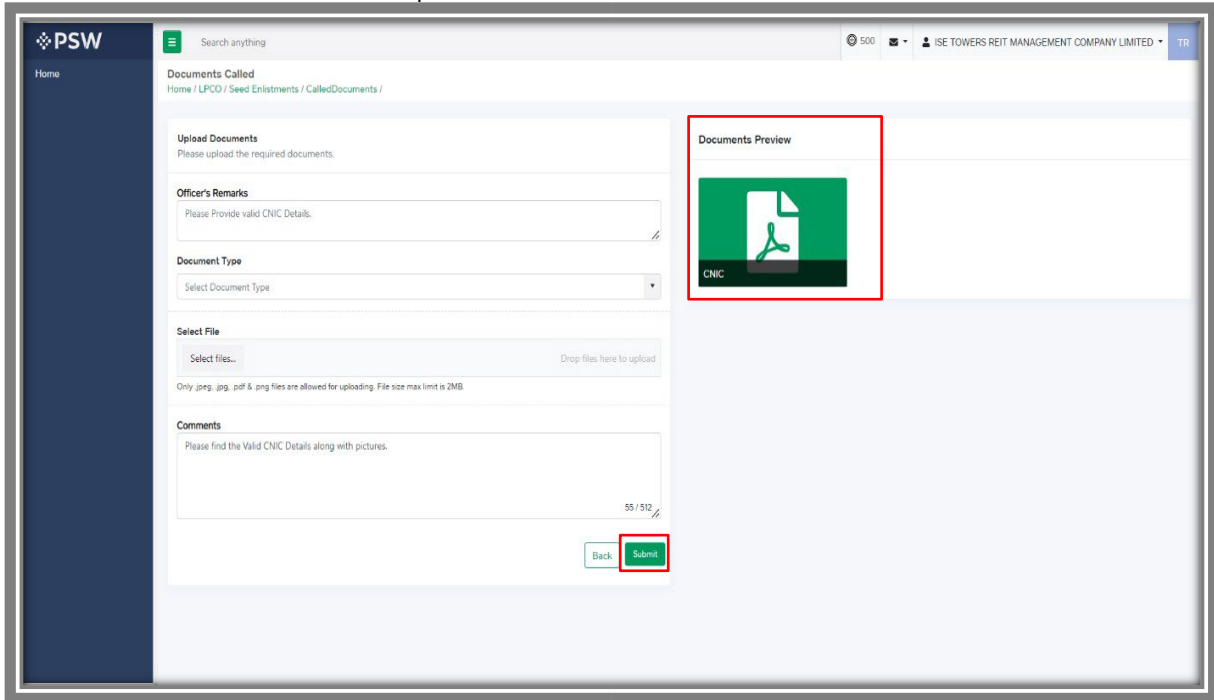


Figure 43

- vi. Upon clicking on 'Submit' button a success pop-up screen will appear.

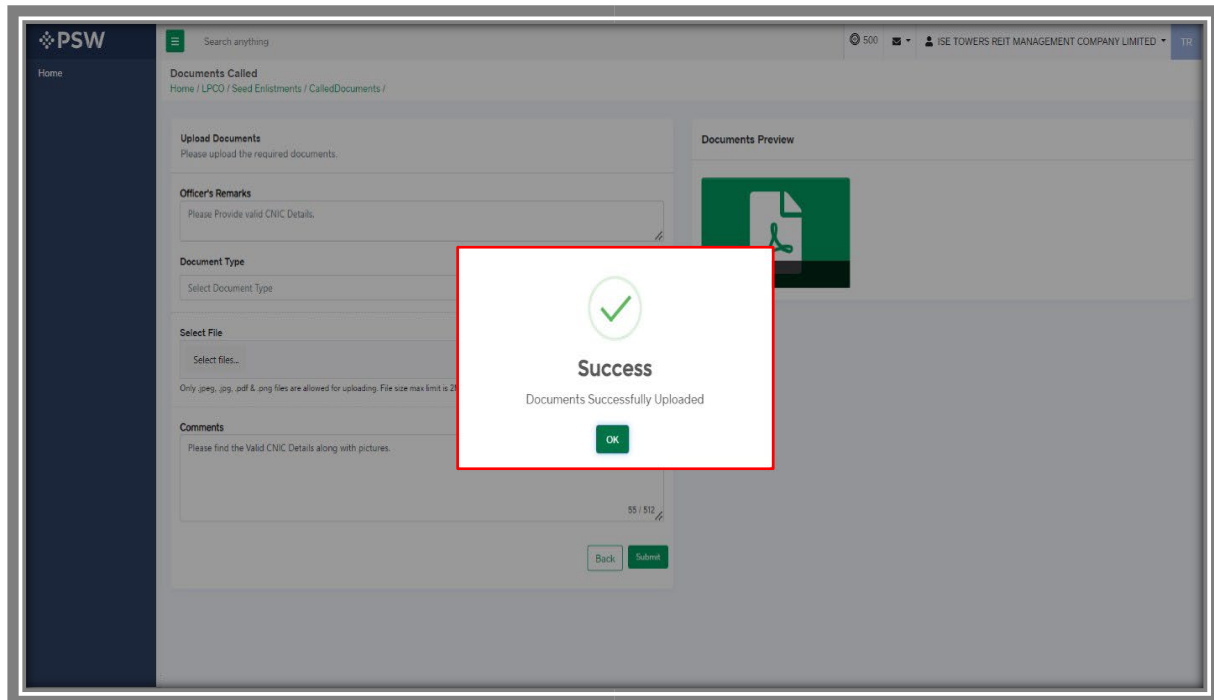


Figure 44

5.6.2. Alternate Way to Upload Call Documents

- i. You can also click on the 'Upload Document' button appearing in the 'Action' column of the Seed Enlistment grid. It is an alternate way to upload called documents.

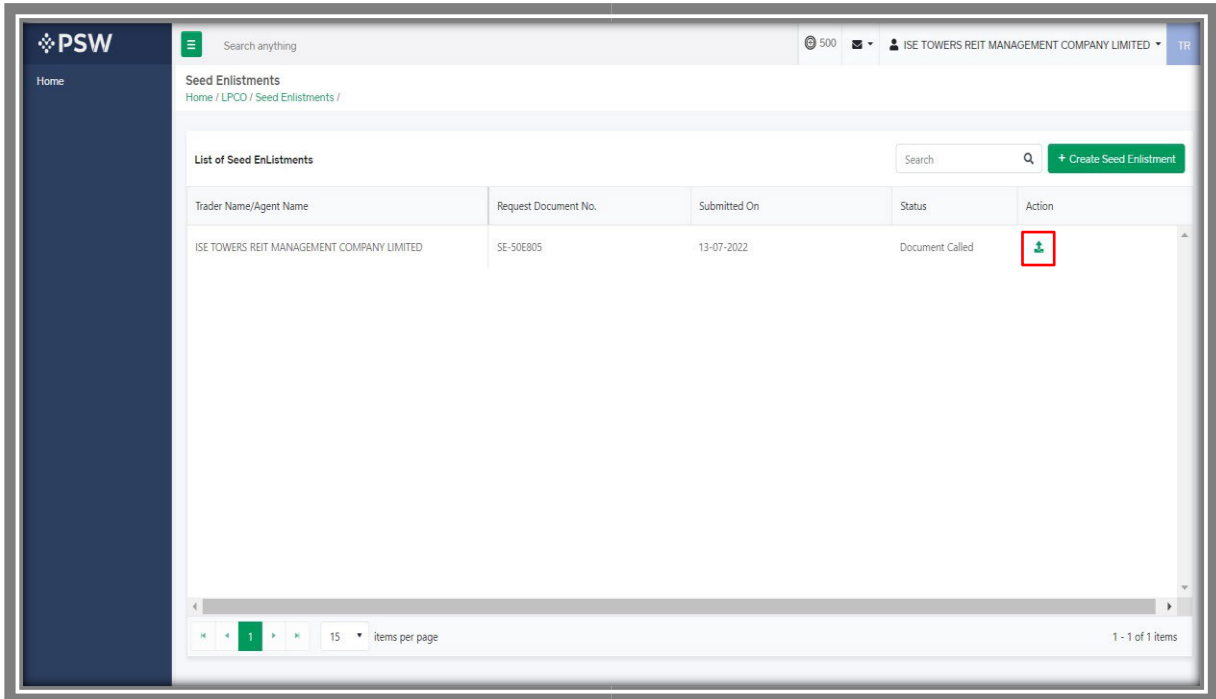


Figure 45

5.7. Notification regarding Approval/Rejection of Seed Enlistment

5.7.1. Approval notification

- i. A notification will appear in your inbox informing you about the Seed Enlistment approval. You will click on the notification icon.

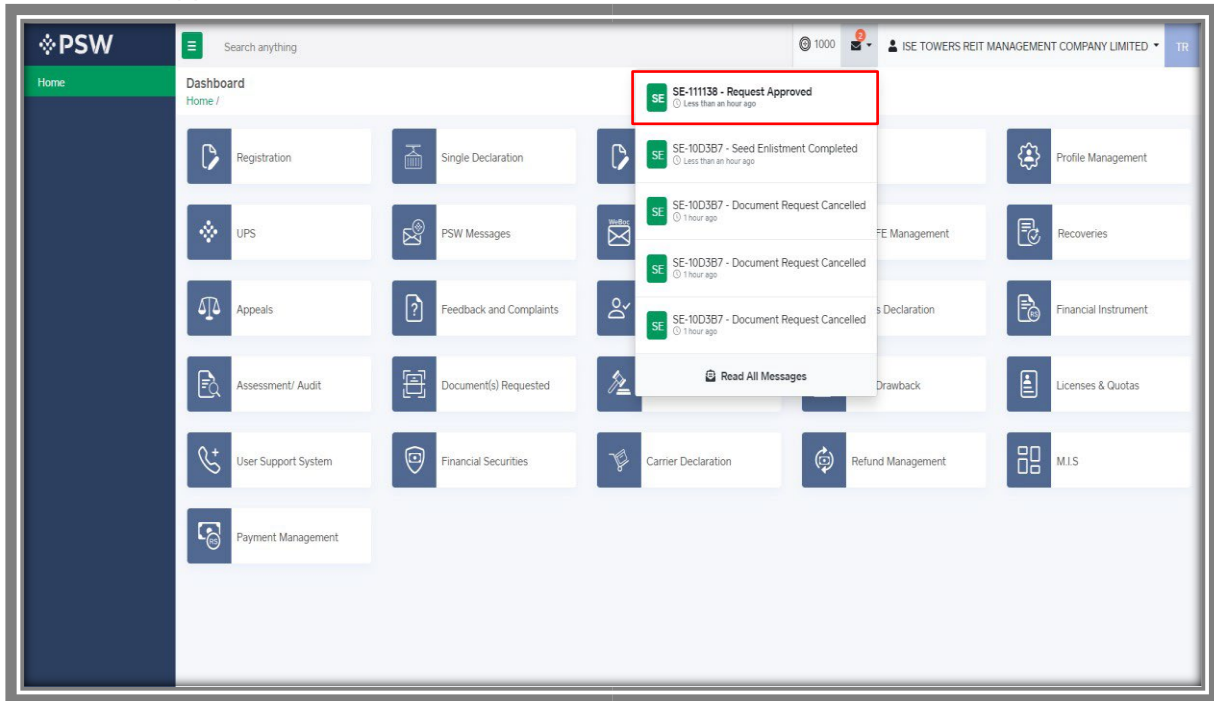


Figure 46

- ii. Select the 'Request Approved' notification.

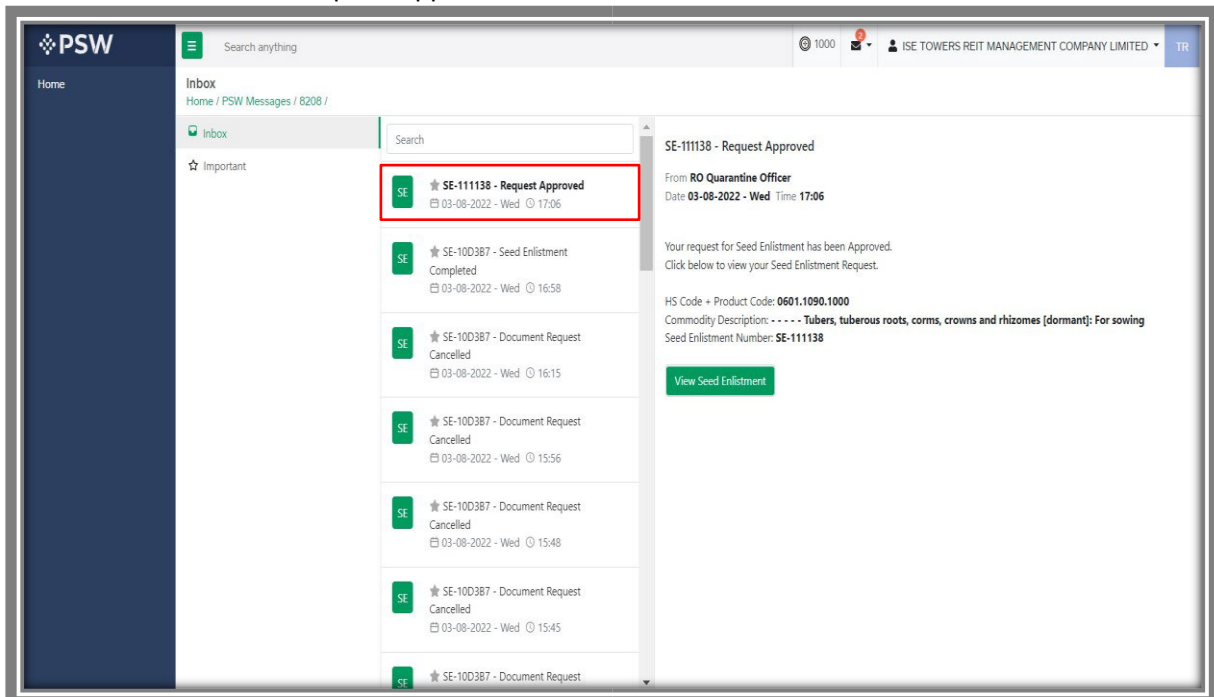


Figure 47

iii. Now click on the 'View Seed Enlistment' button to view approved Seed Enlistment.

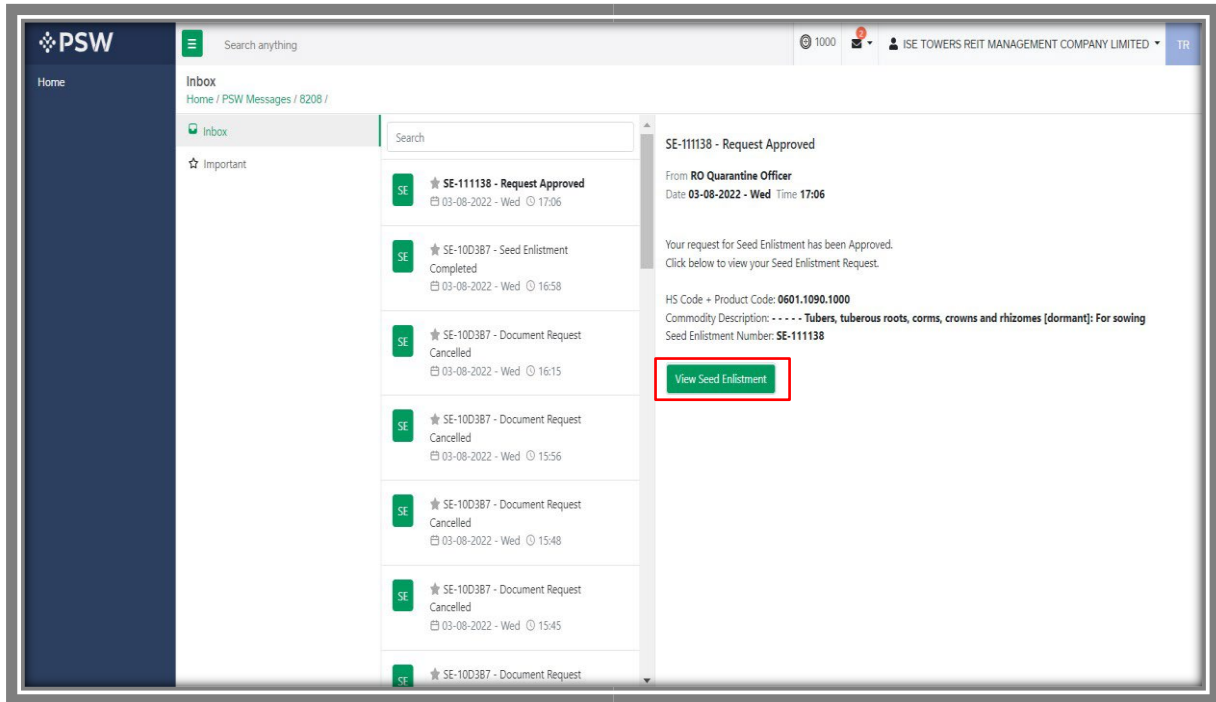


Figure 48

iv. You will be re-directed to Seed Enlistment screen to view the approved Seed Enlistment along with the officer's remarks.

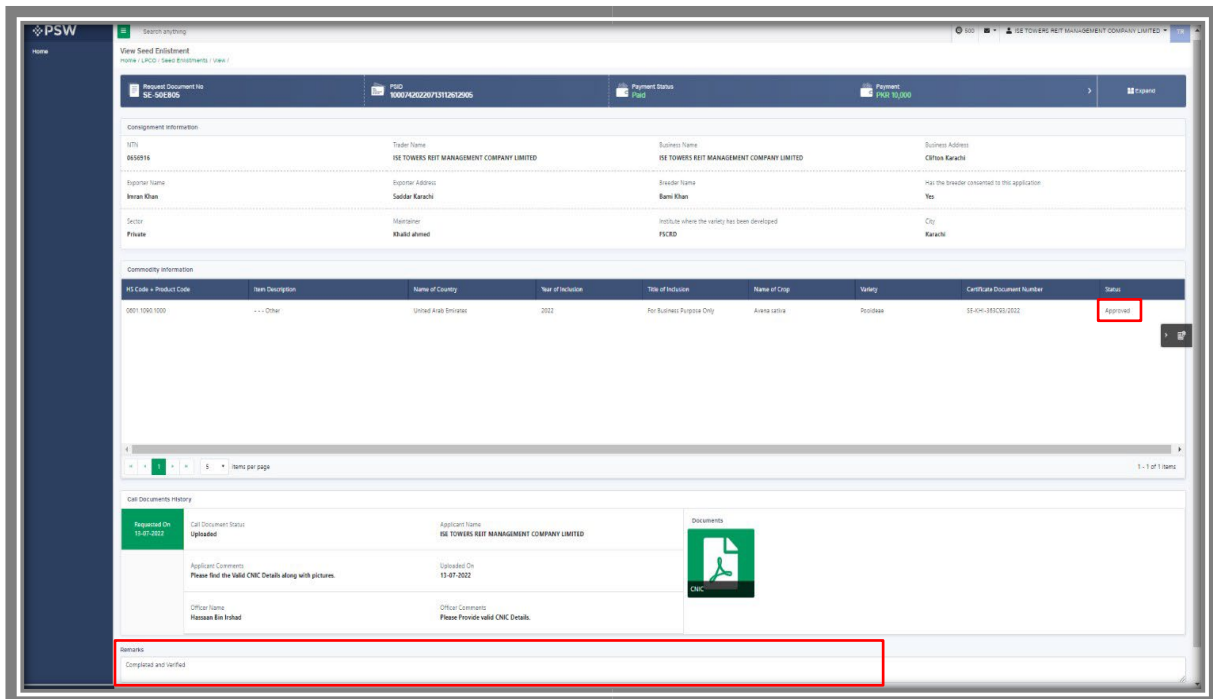


Figure 49

5.7.2. Rejection notification

- i. A notification will appear in your inbox informing you about the Seed Enlistment Rejection. You will click on the notification icon.

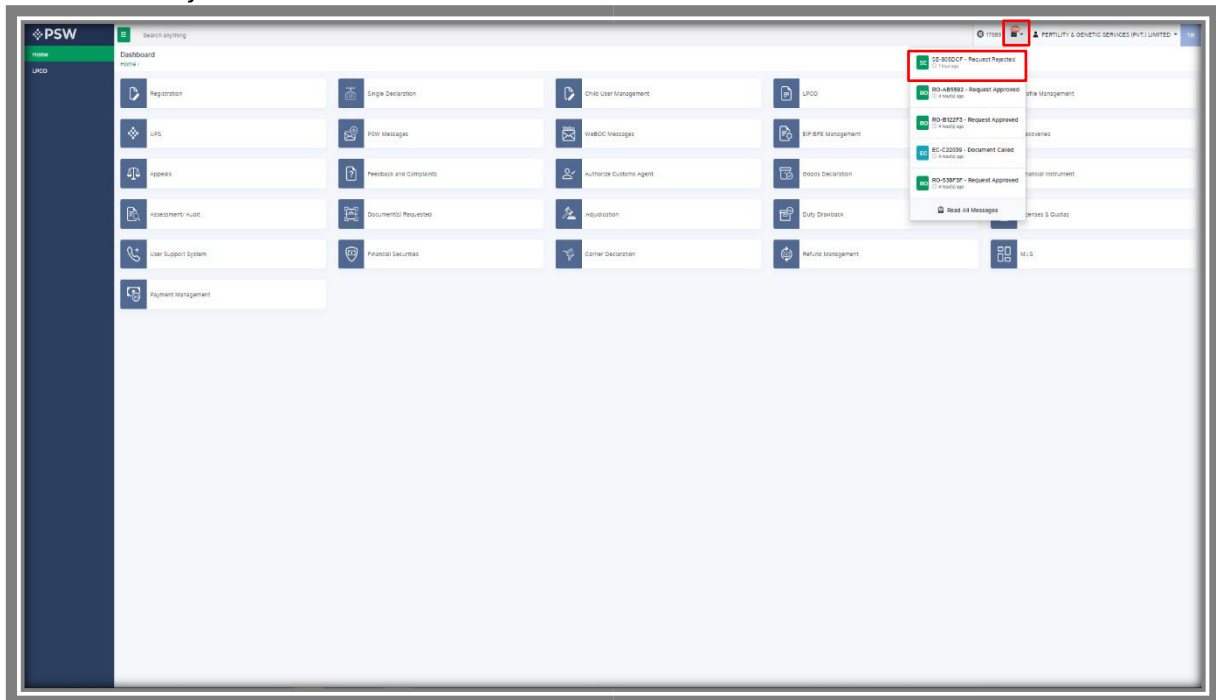


Figure 50

- ii. Select the 'Request Rejected' message where you will be redirected to the inbox screen.

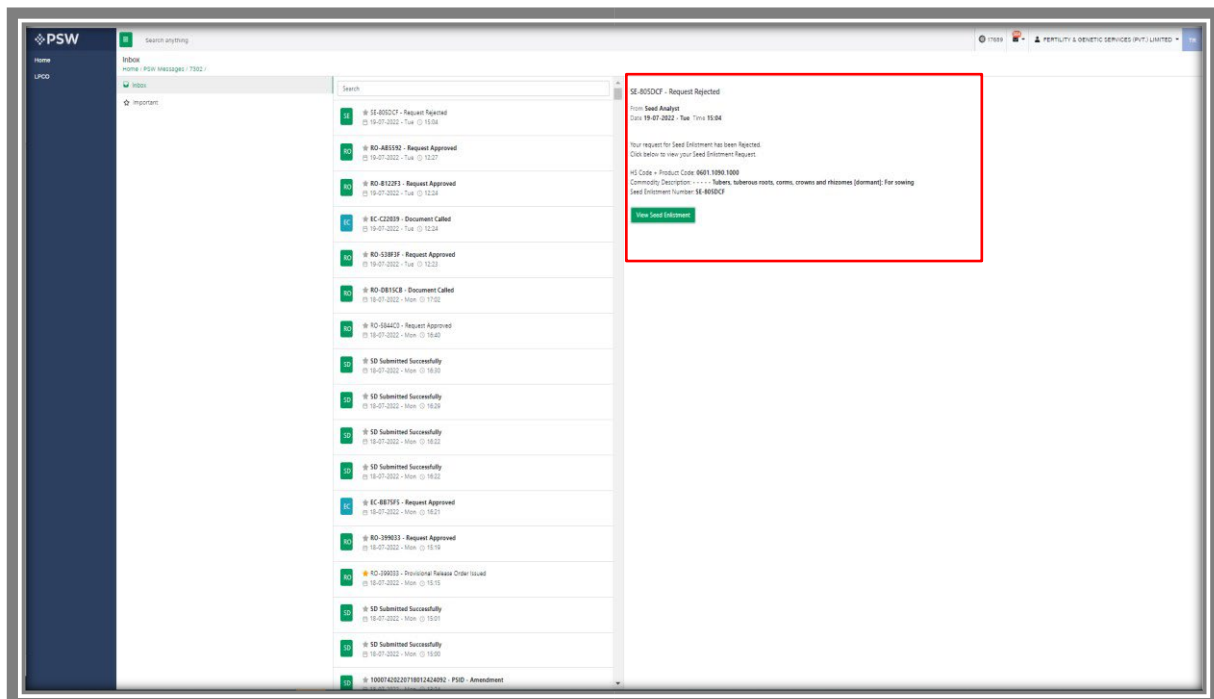


Figure 51

iii. You will click on 'View Seed Enlistment' to view the rejected Seed Enlistment.

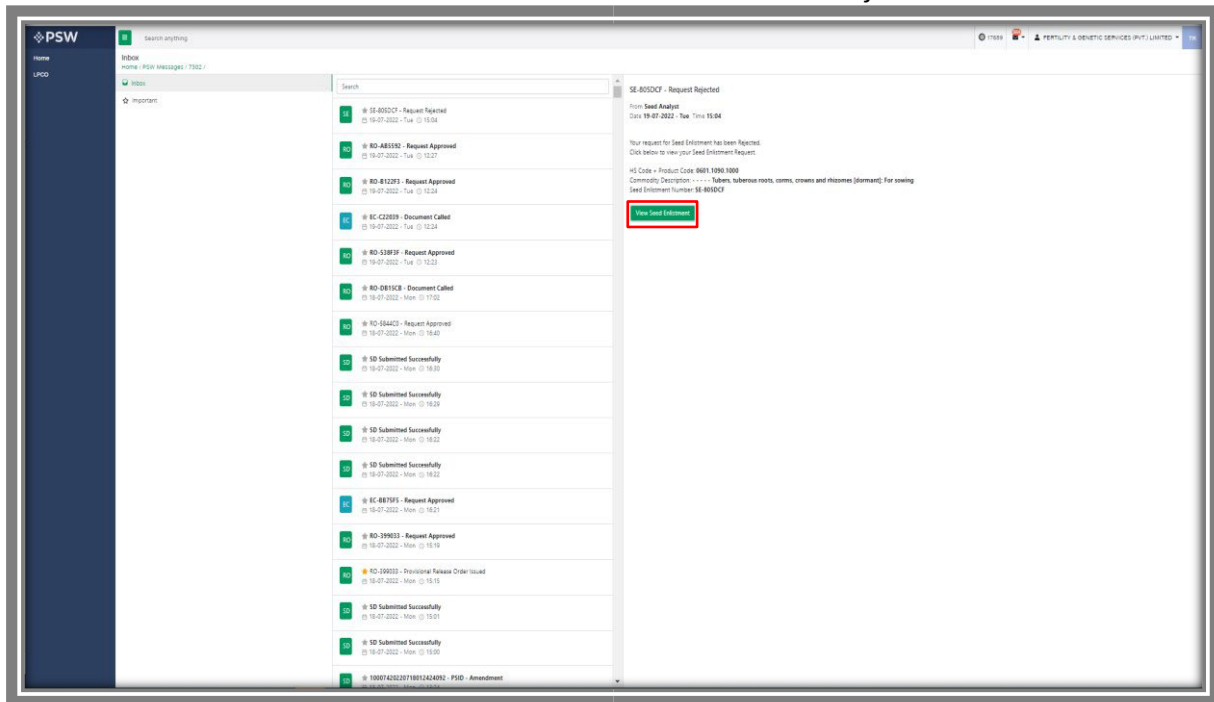


Figure 52

iv. 'Seed Enlistment Screen' screen will be opened. You can see the rejected status along with the Officer's Remarks.

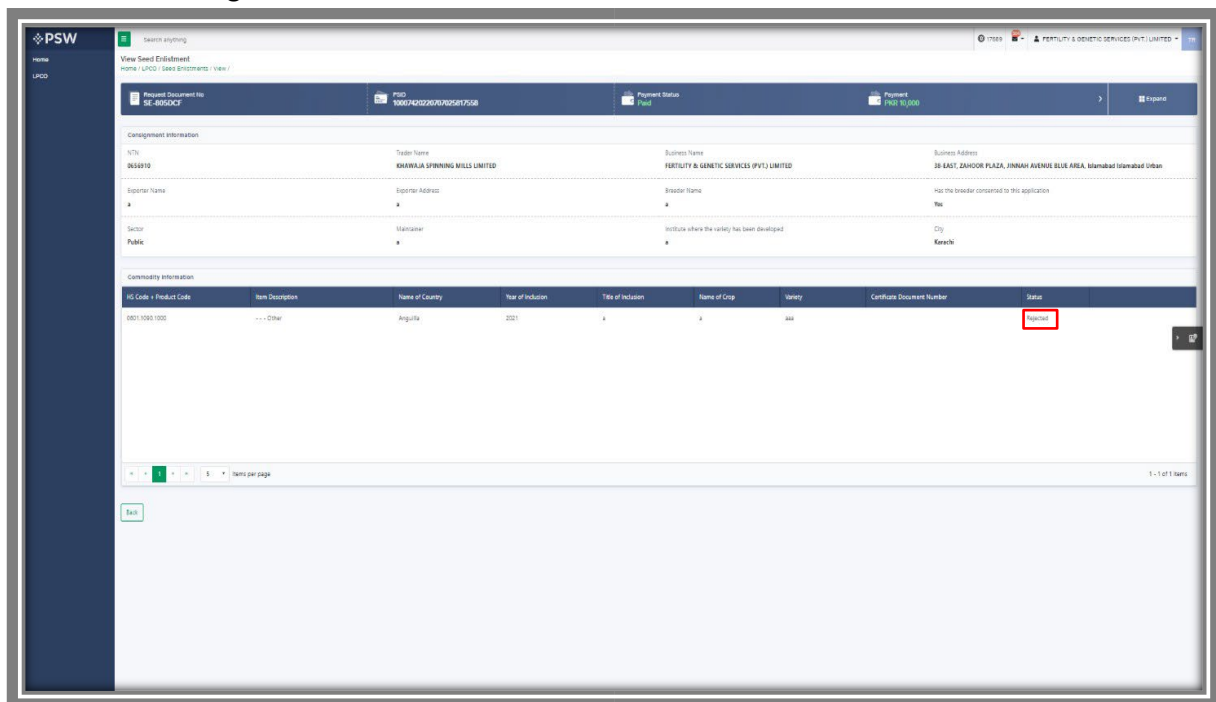


Figure 53

5.8. Suspension of Seed Enlistment

- i. You will receive the notification if your approved seed enlistment has been suspended by the FSC&RD Officer. Click on the notification to view the details.

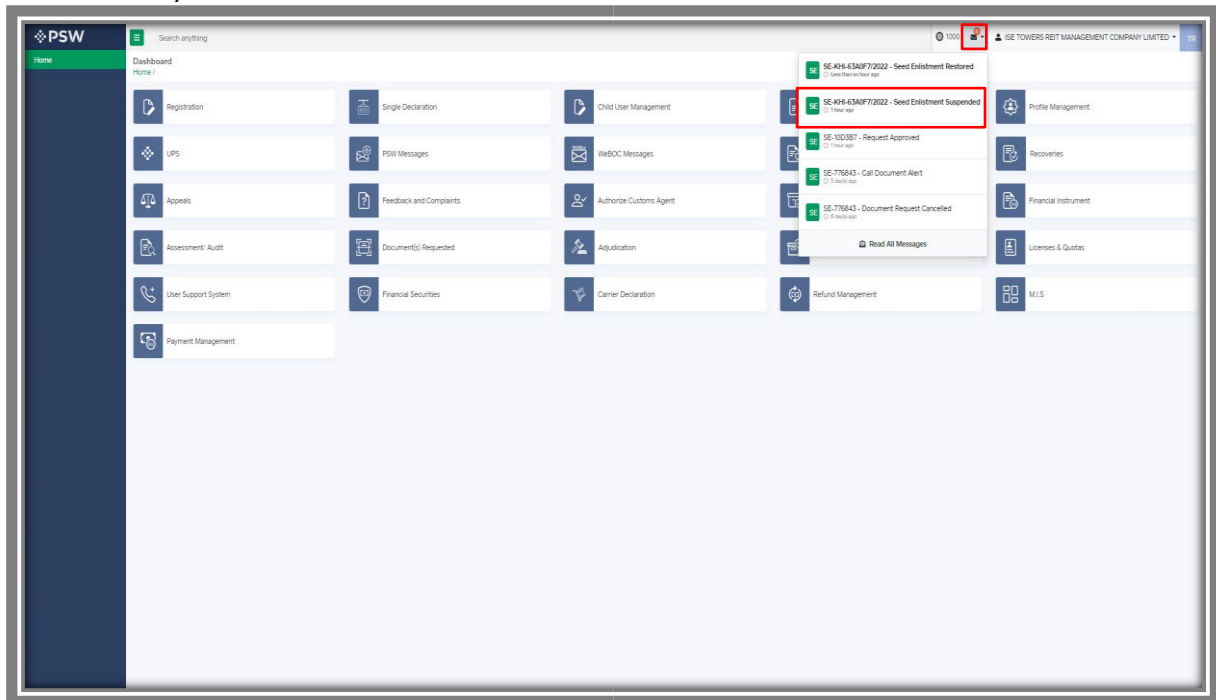


Figure 54

- ii. You will be redirected to the inbox. A message will appear along with the details of suspension of request.

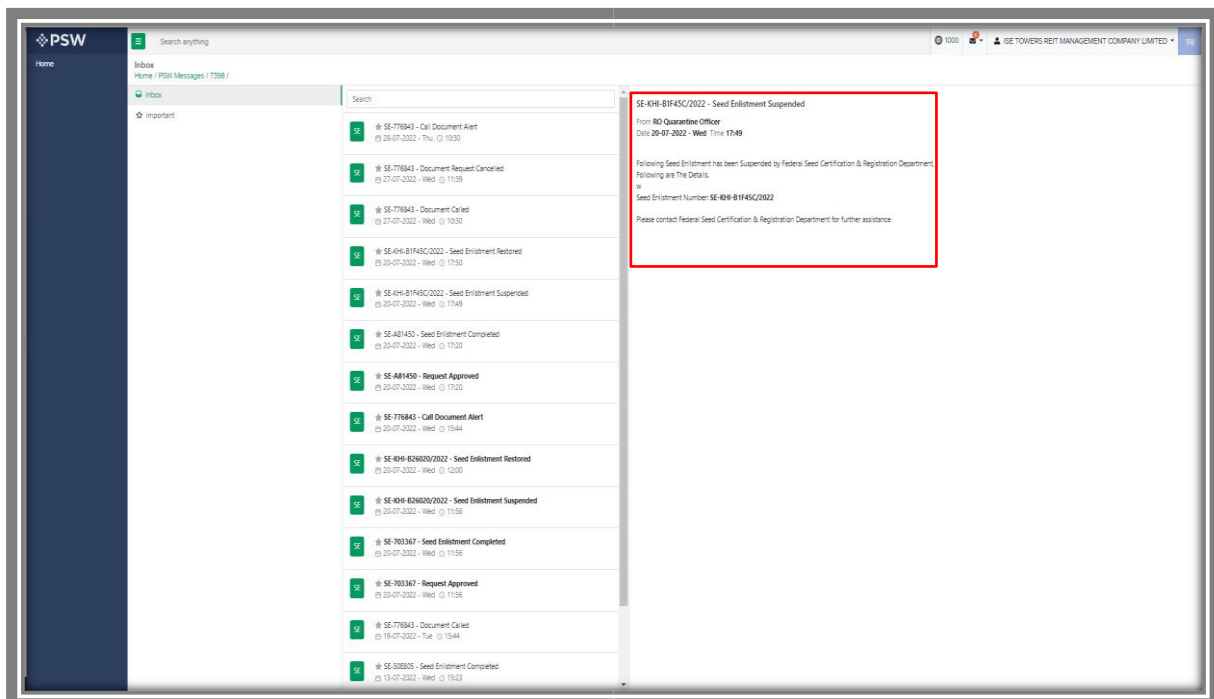


Figure 55

iii. Your seed enlistment status will be changed to 'Inactive'.

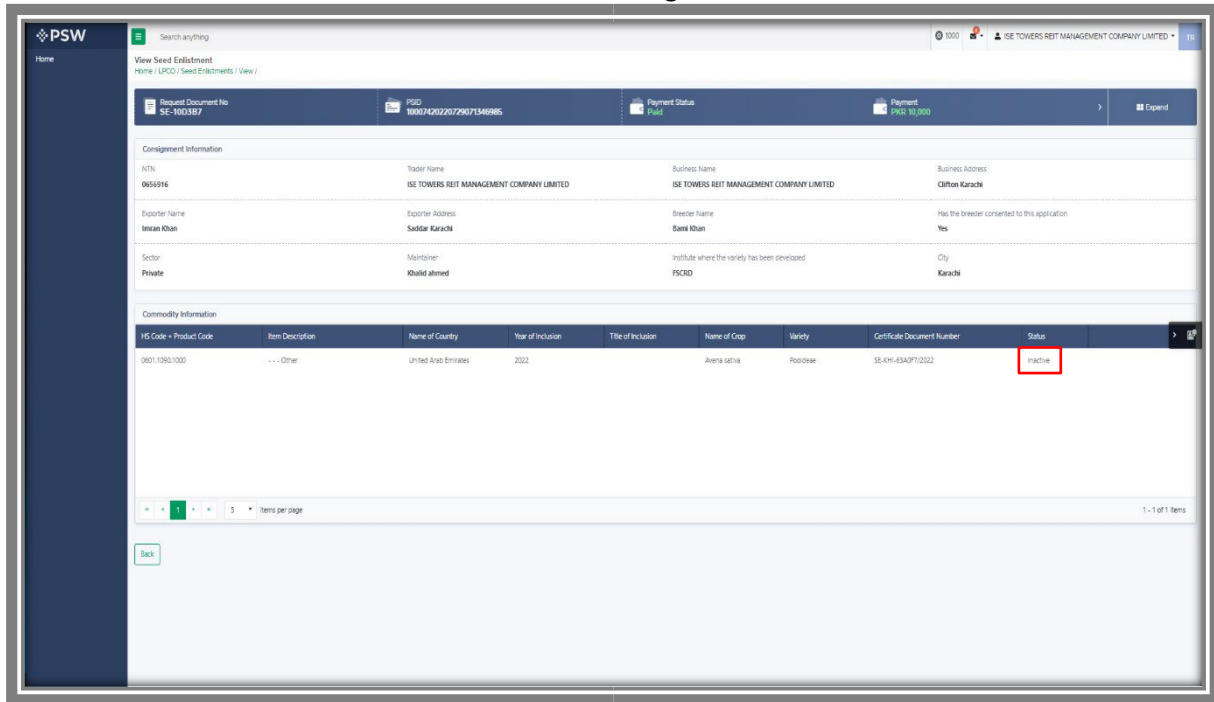


Figure 56

5.9. Restoration of Seed Enlistment

i. You will receive the notification if your approved seed enlistment has been suspended by the FSC&RD Officer. Click on the notification to view the details.

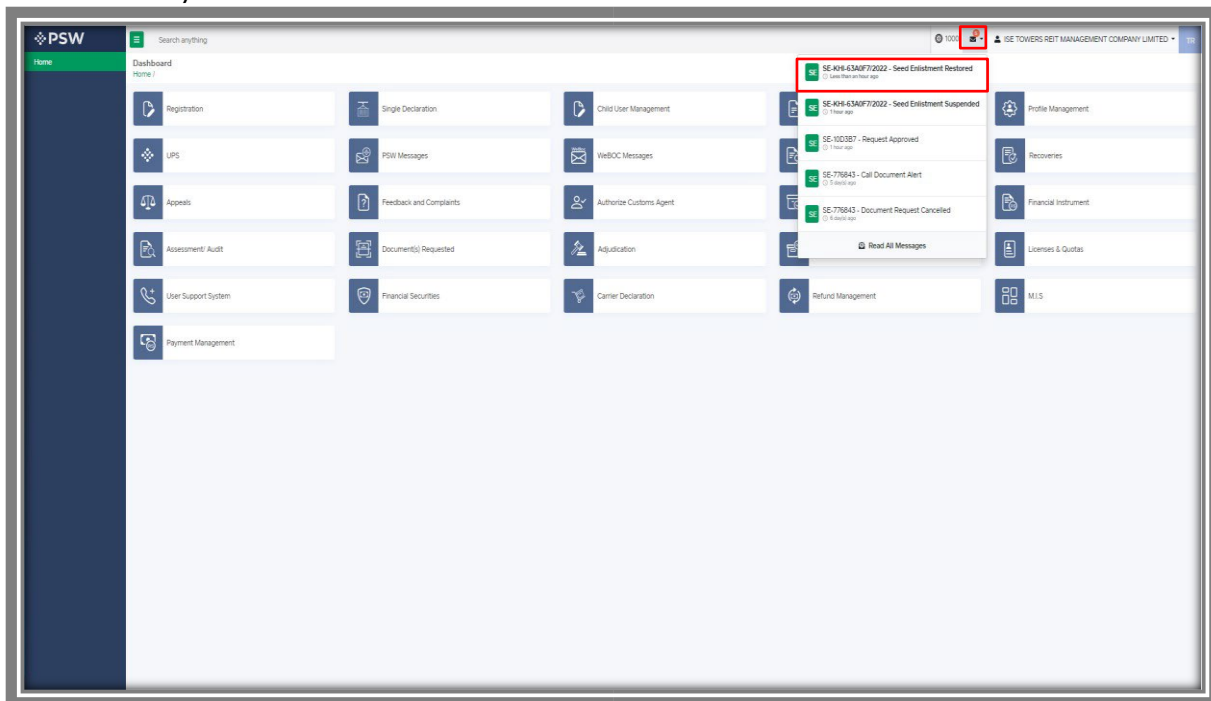


Figure 57

- ii. You will be redirected to the inbox. A message will appear along with the details of restoration of request.

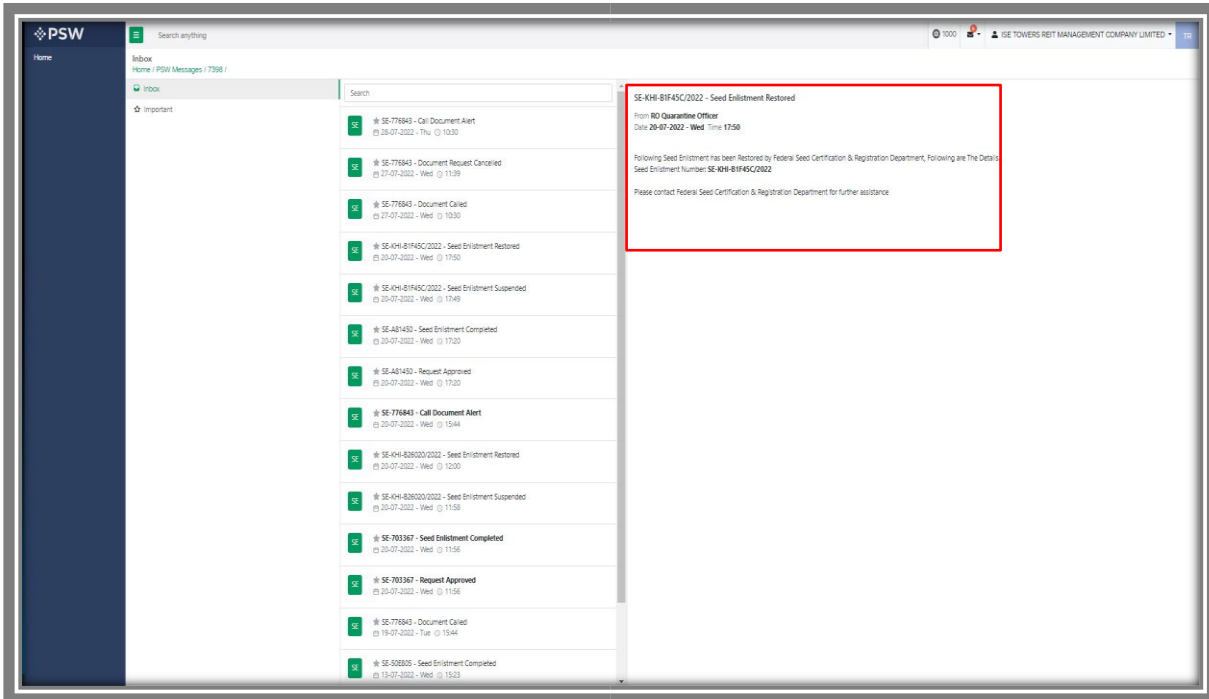


Figure 58

- iii. Your seed enlistment status will be now changed to 'Active'.

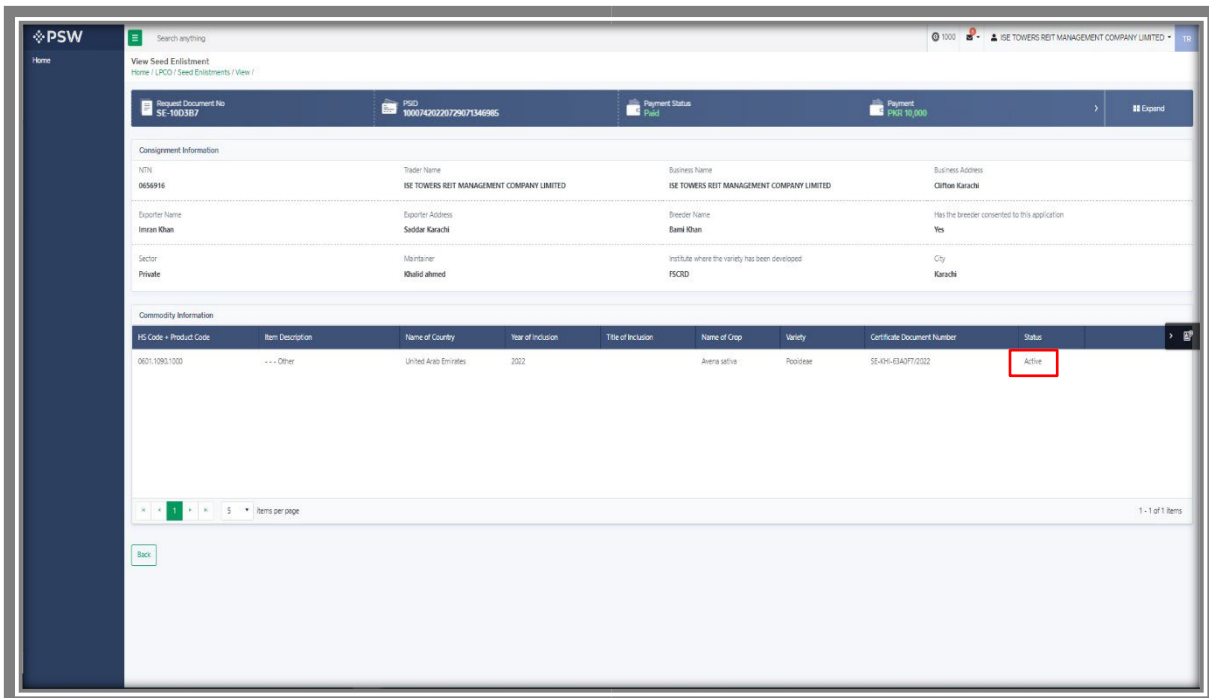


Figure 59

6. RELEASE ORDER

6.1. View Release Order

Once the Seed Enlistment process has been completed, click on the LPCO Button to view status of the Release Order Request.

Note: All the requests of Release Order will be automatically generated upon submission of Single Declaration-Imports.

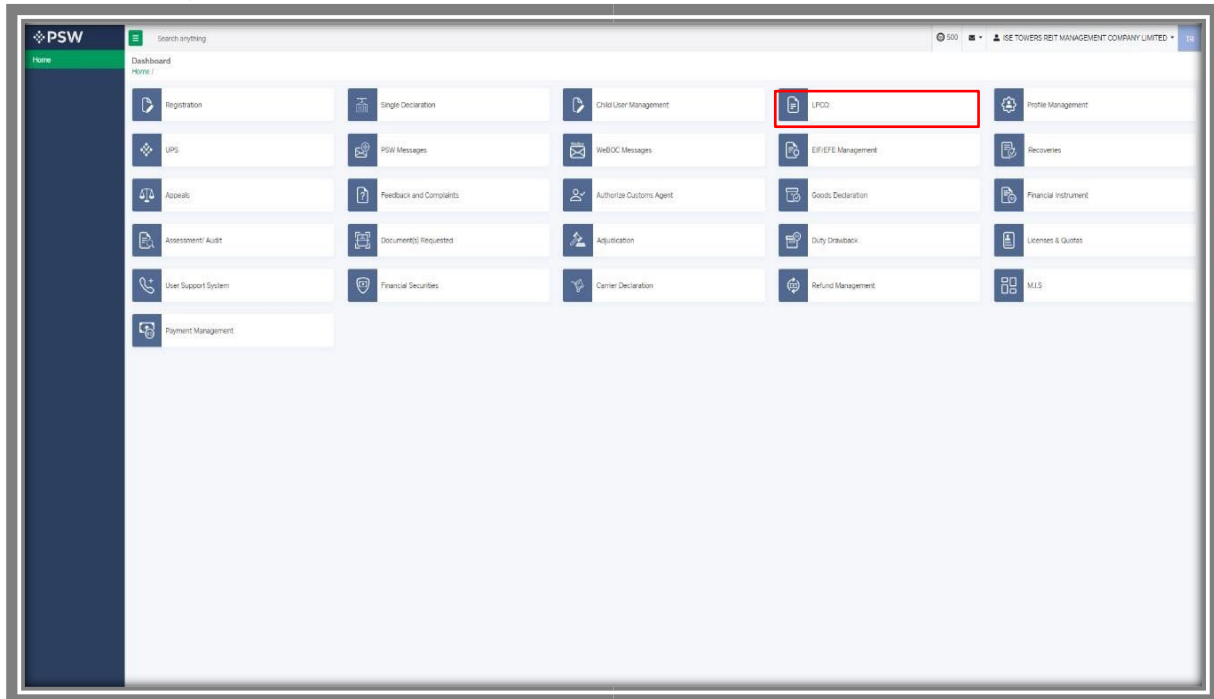


Figure 60

- i. Once the single declaration-imports has been submitted. The request will be validated by the relevant department and request for Release Order will be assign to officer.

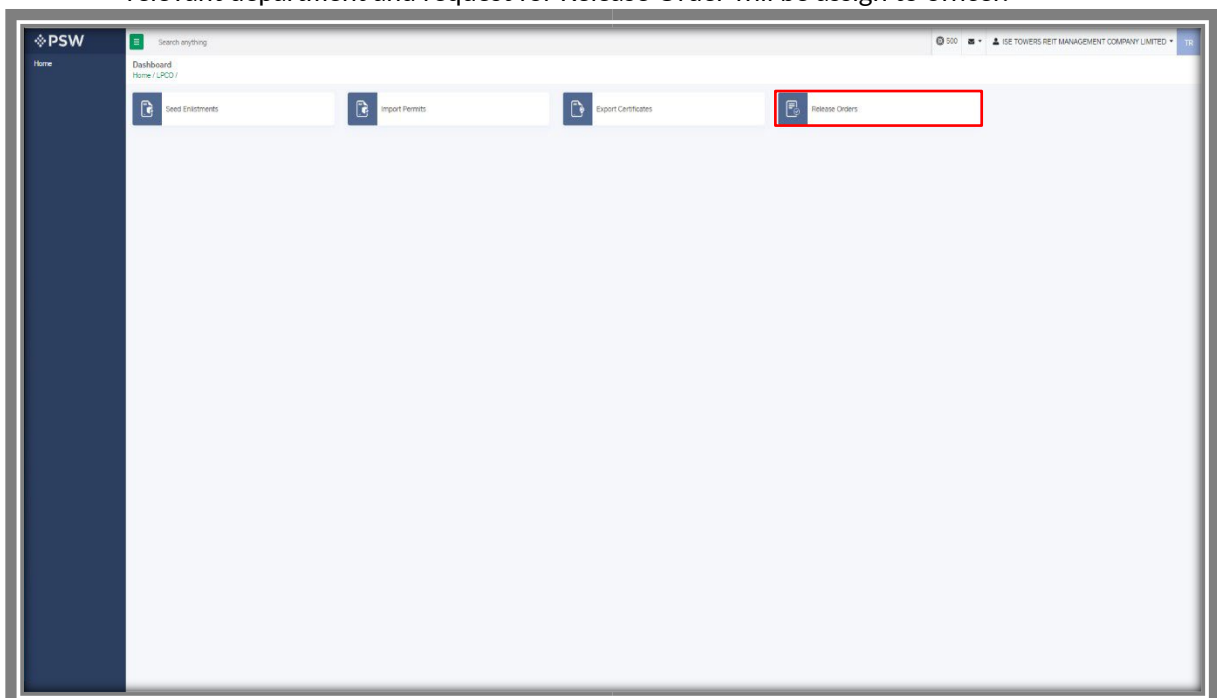


Figure 61

- ii. You will click on the relevant Release Order to view the status of the request.

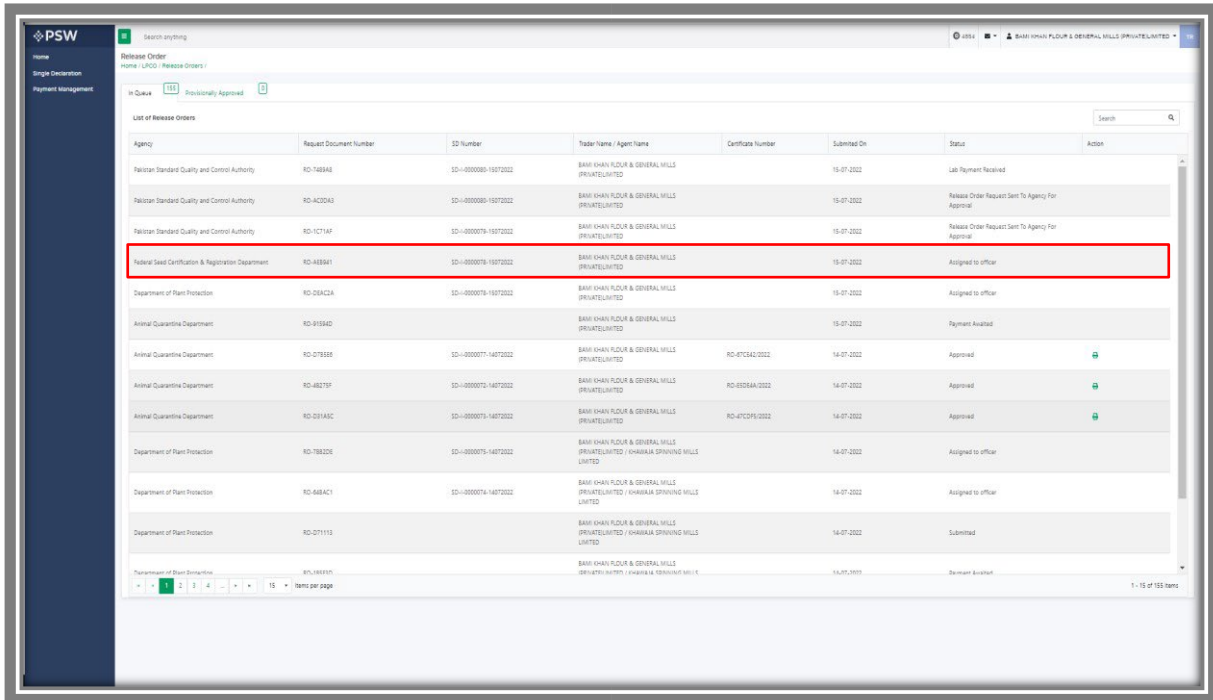


Figure 62

- v. Upon clicking the particular release order request, you can view the submitted details along with the name of 'Assigned Officer' and 'Department'.

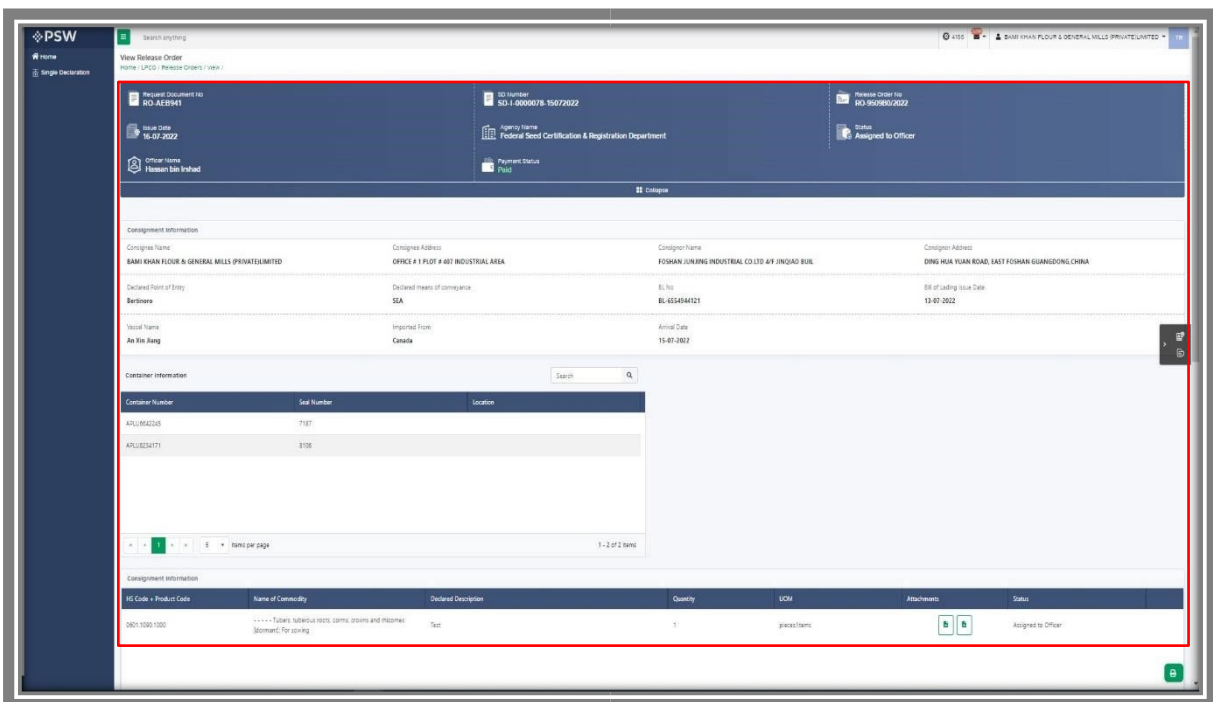


Figure 63

- vi. You can also view the submitted consignment details by clicking on the information, under the consignment information grid.

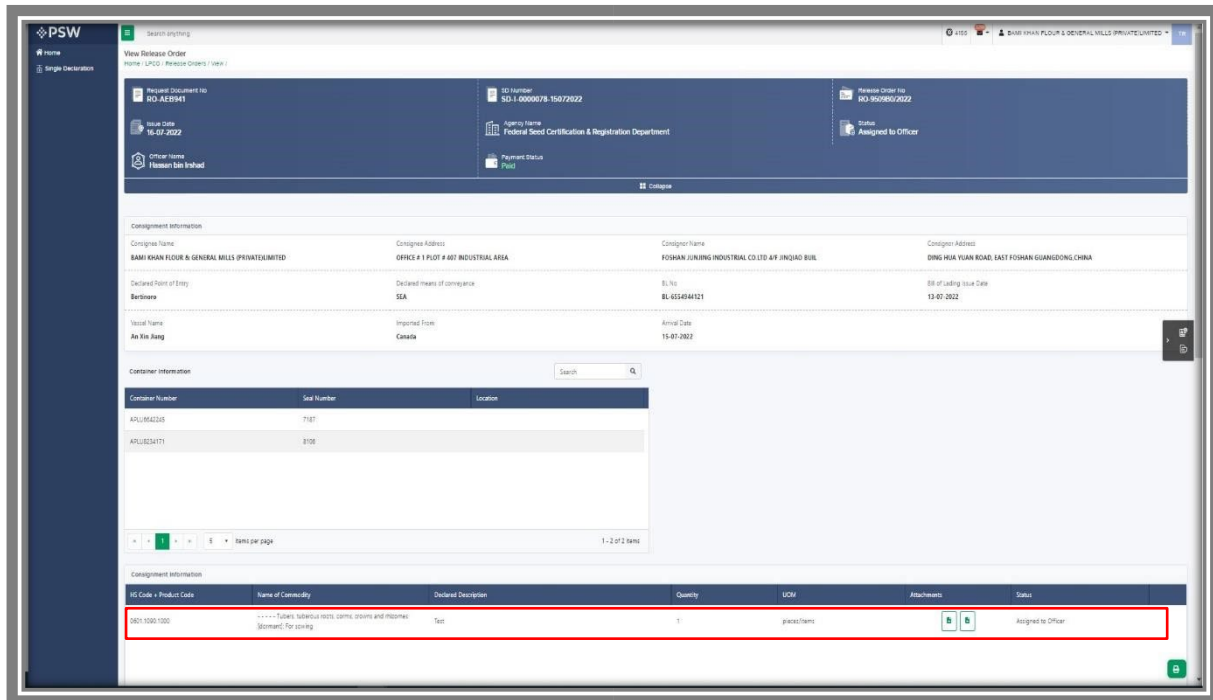


Figure 64

- vii. You can view the submitted consignment details.

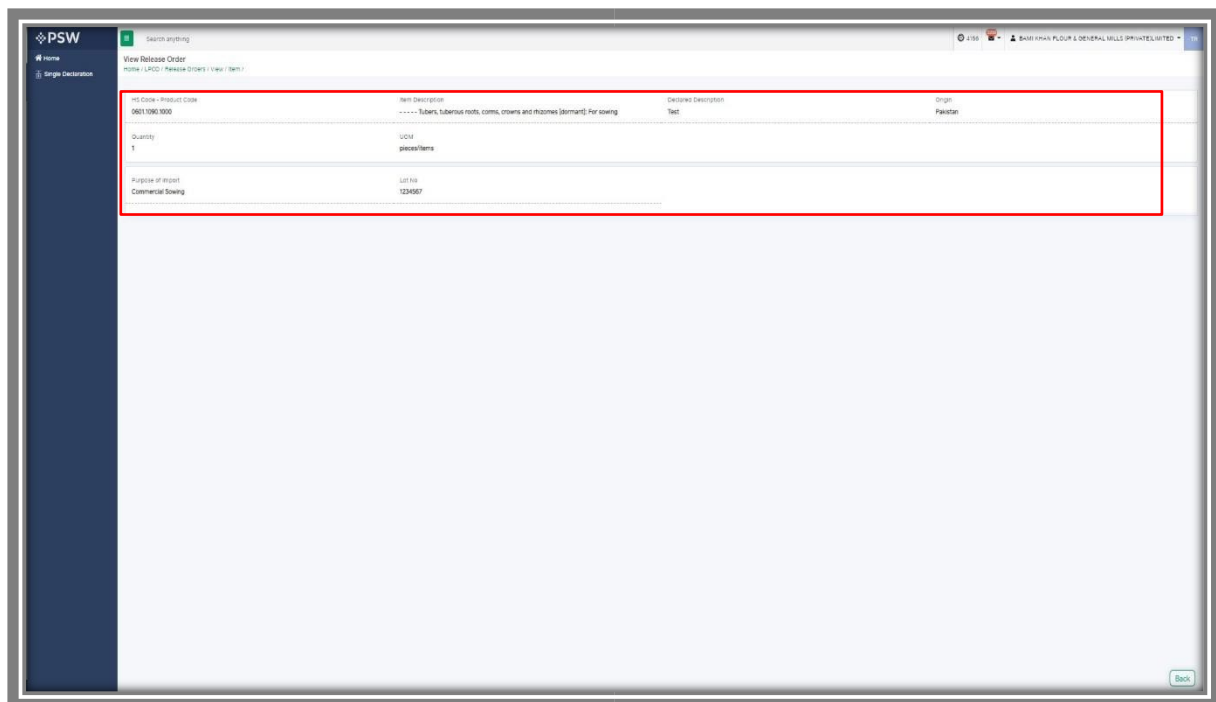


Figure 65

viii. You can view the attached import permit by clicking on the widget in the 'Attachments' grid of Release Order window.

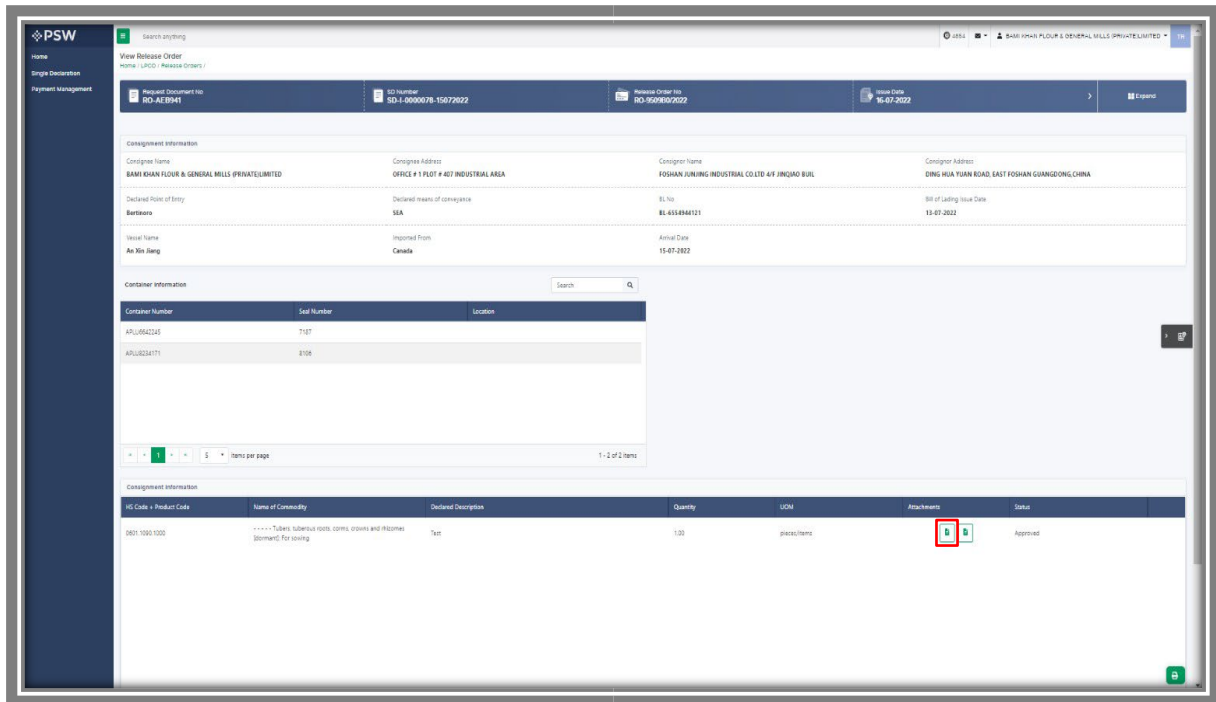


Figure 66

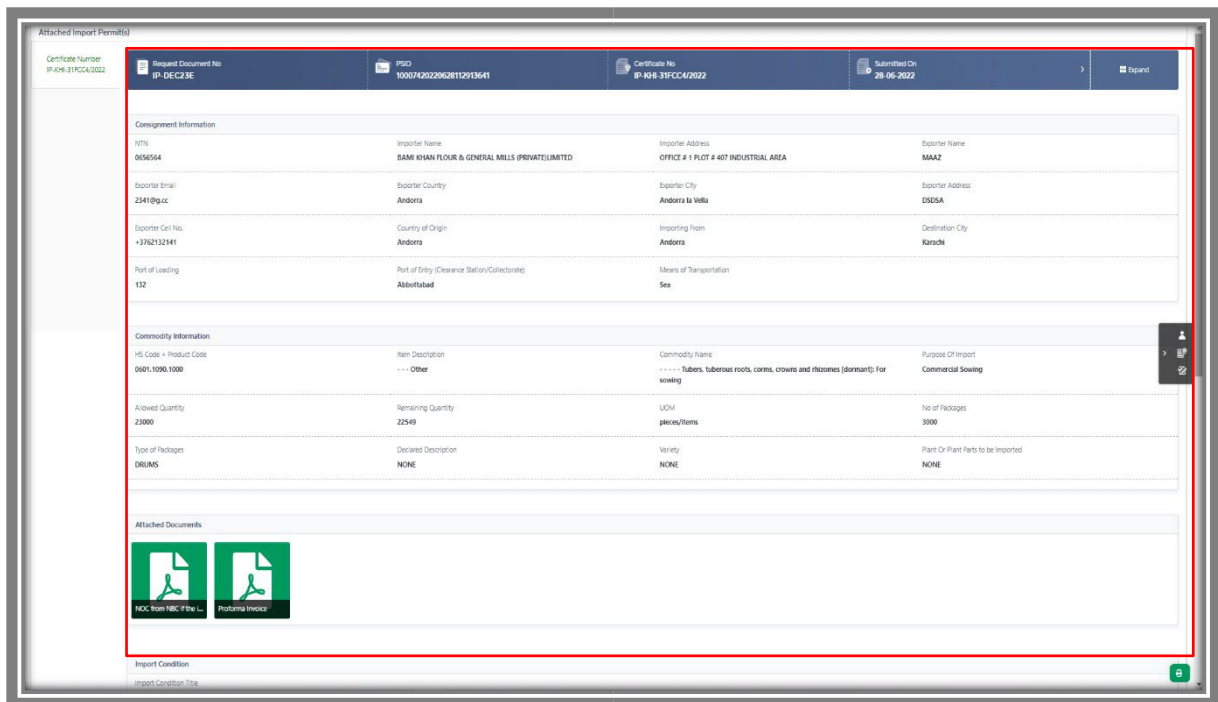


Figure 67

- ix. You can view the attached seed enlistment by clicking on the widget in the 'Attachments' grid of Release Order window.

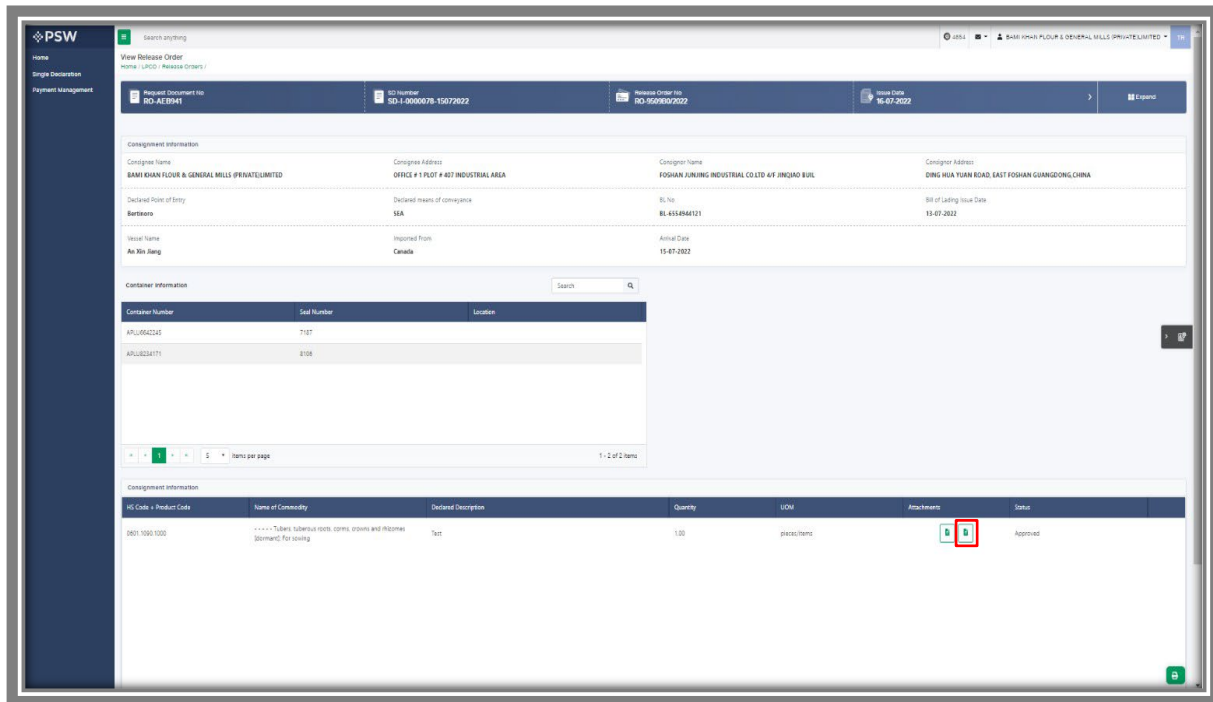


Figure 68

6.1.1. Upload Call Documents

- i. A notification will appear in the notification bar when officer requests the trader/custom agent to submit any additional document. You will click on notification button to open all the notifications.

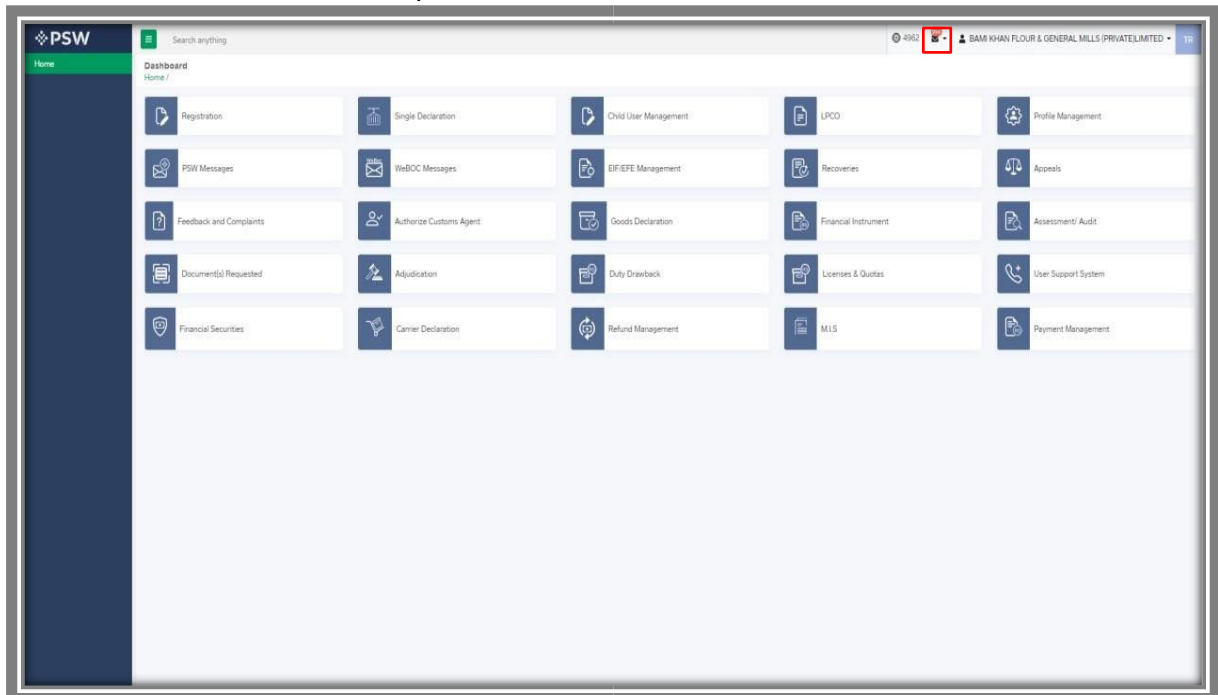


Figure 69

ii. You will click on the notification of Document Called.

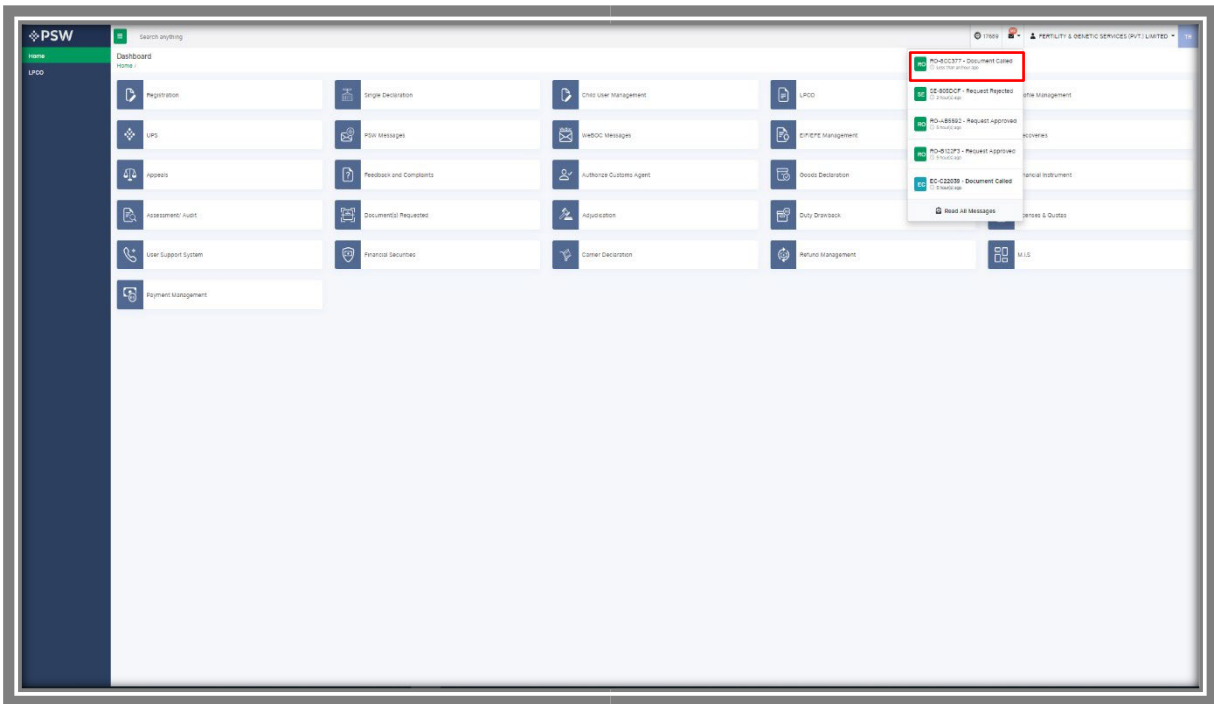


Figure 70

iii. When you will click 'Documents Called notification', you will be re-directed to the inbox from where you can 'Upload Document', by clicking on it.

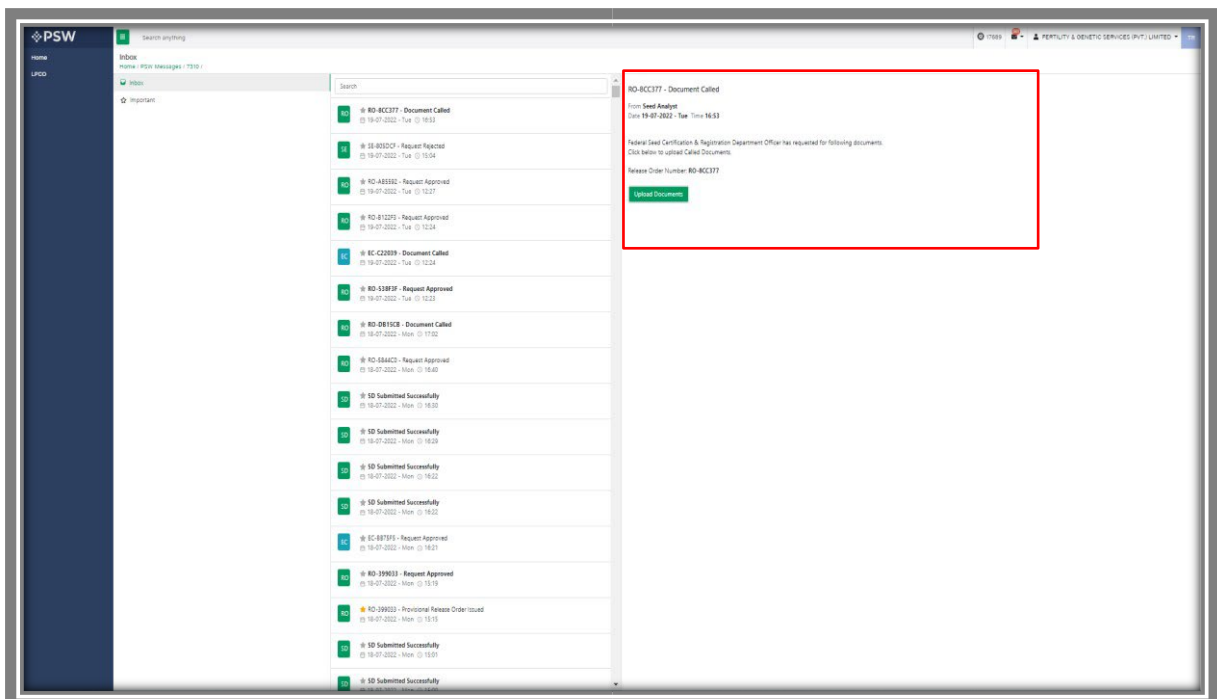


Figure 71

- iv. You will be re-directed to the 'Document Called' screen, where you can upload the required documents.

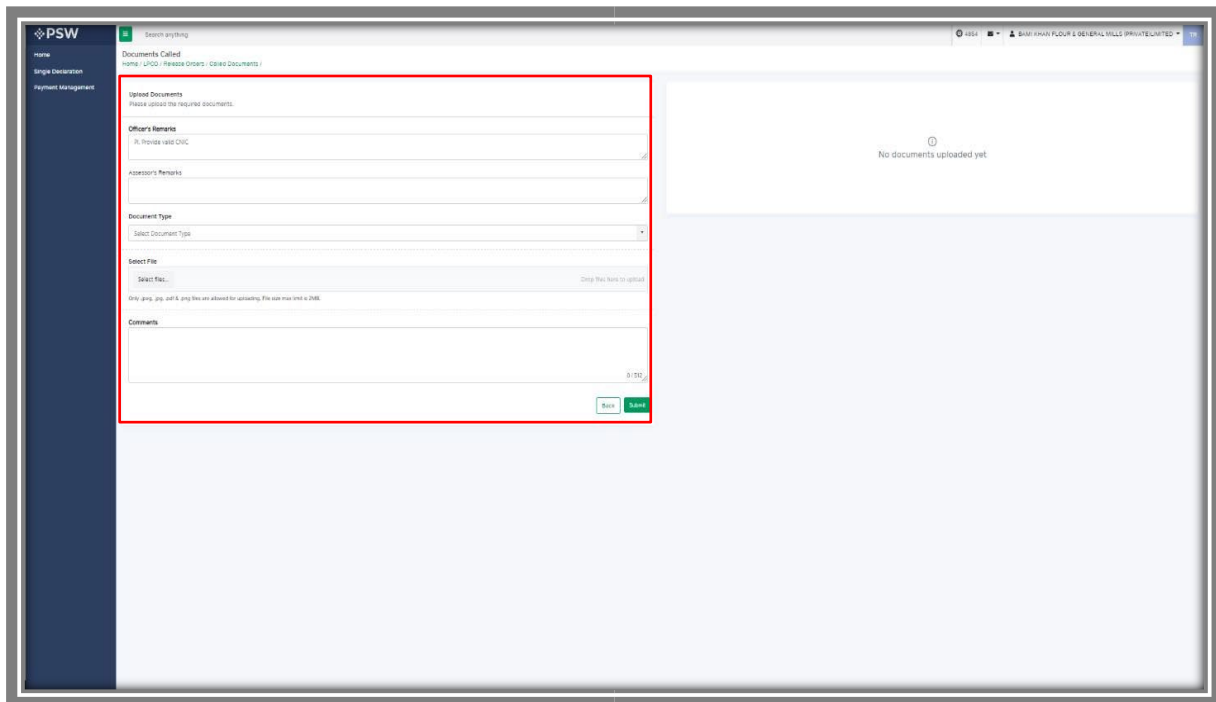


Figure 72

- v. You will select required document by clicking on 'Document Type'.

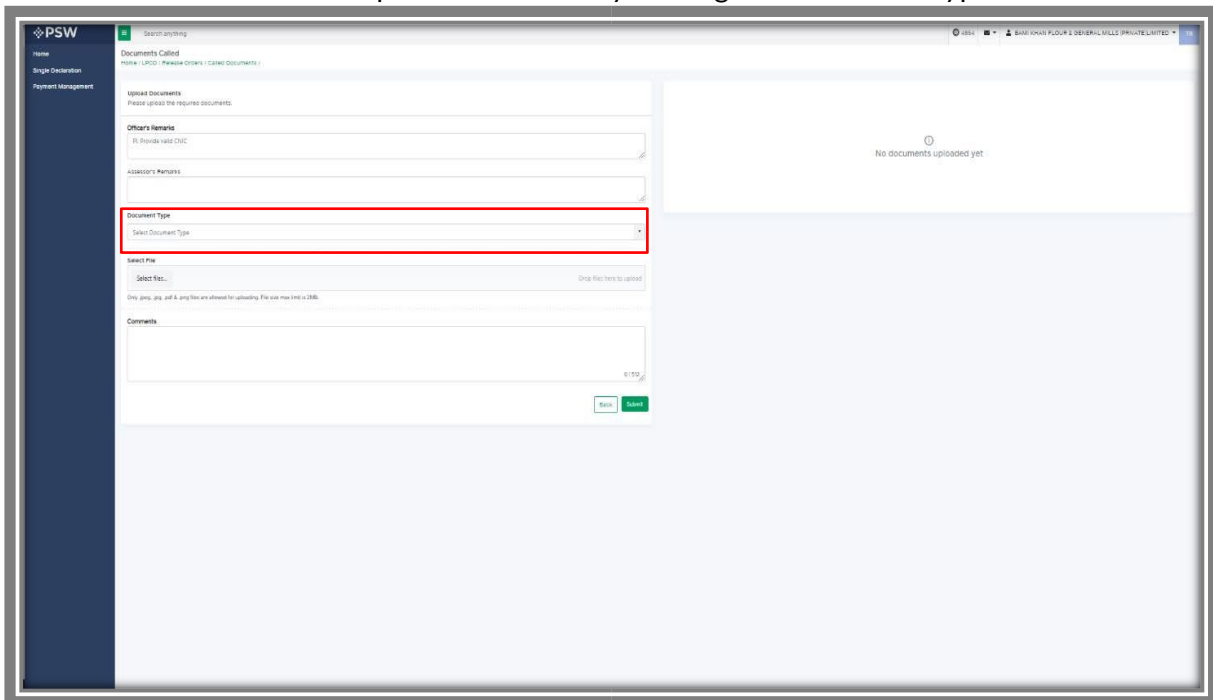


Figure 73

vi. Now click on select file and then upload file.

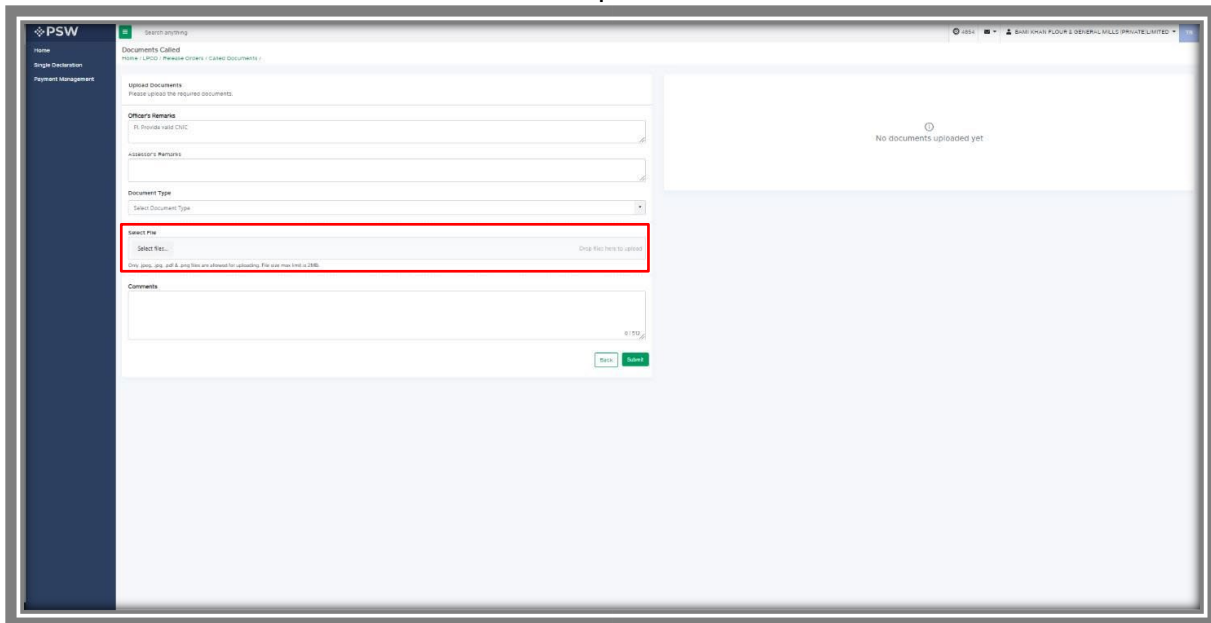


Figure 74

vii. You can review the attached document by clicking on document. Now click on 'Submit' button to proceed further.

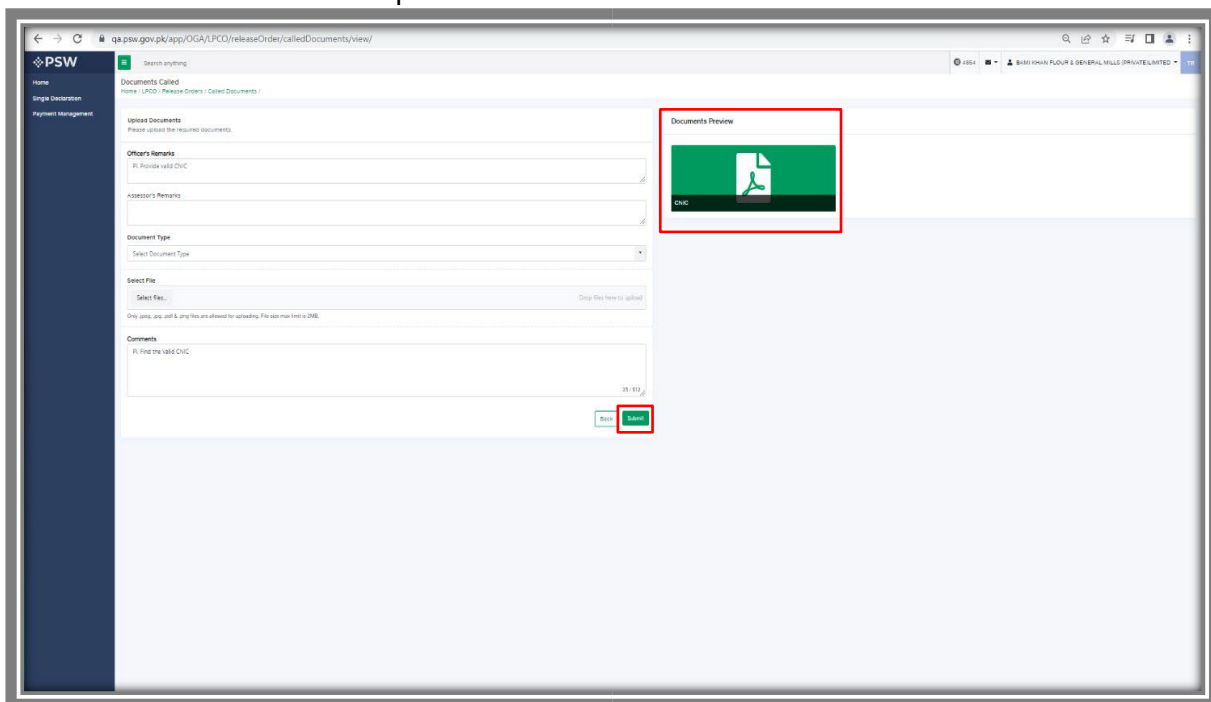


Figure 75

viii. Upon clicking on submit button a success pop-up will appear.

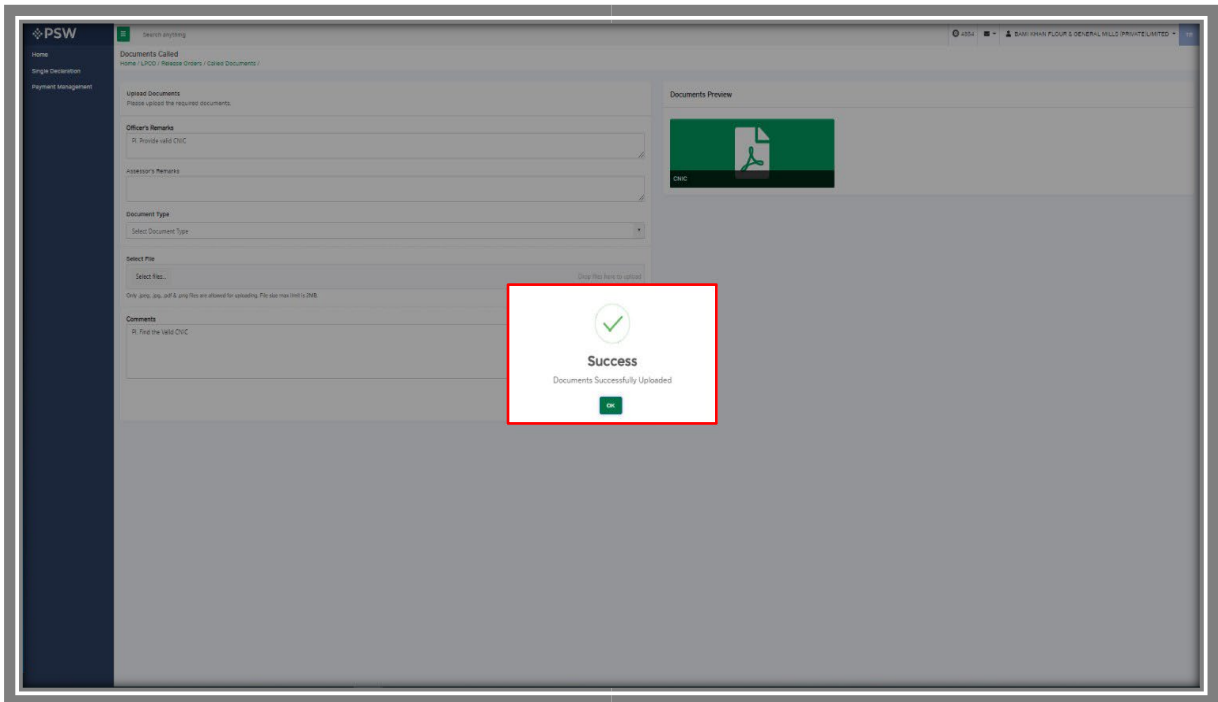


Figure 76

6.1.2. Alternate way to upload document

i. You can also upload document by clicking on action icon.

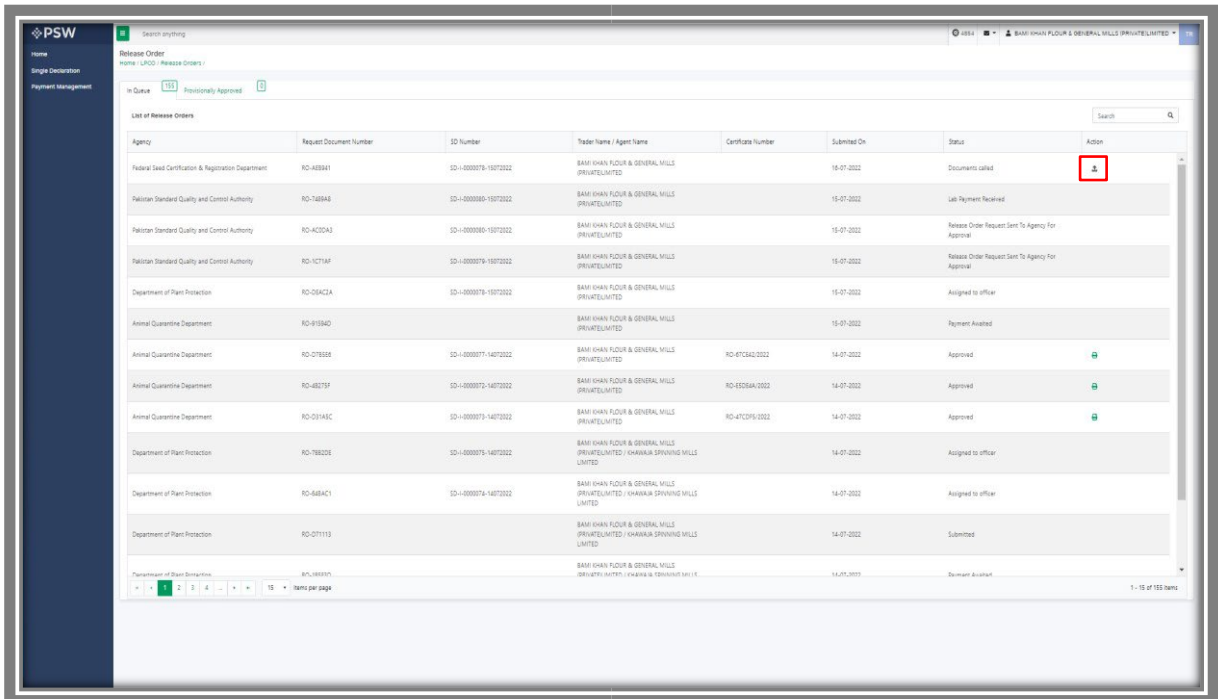


Figure 77

6.2. Notification for Approval/Rejection of Release Order

6.2.1. Approval notification

- i. A notification will appear in your inbox notifying you about release order approval. You will click on the notification.

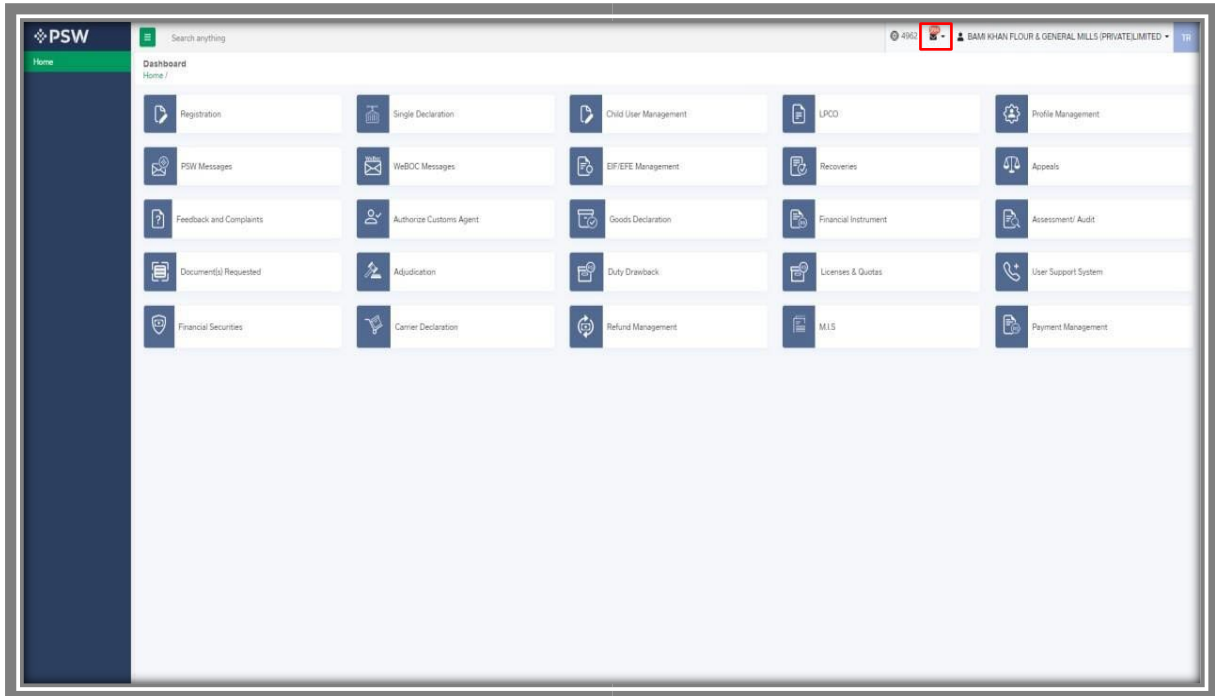


Figure 78

- ii. Click on the 'Request Approved' notification, then click on View Release Order.

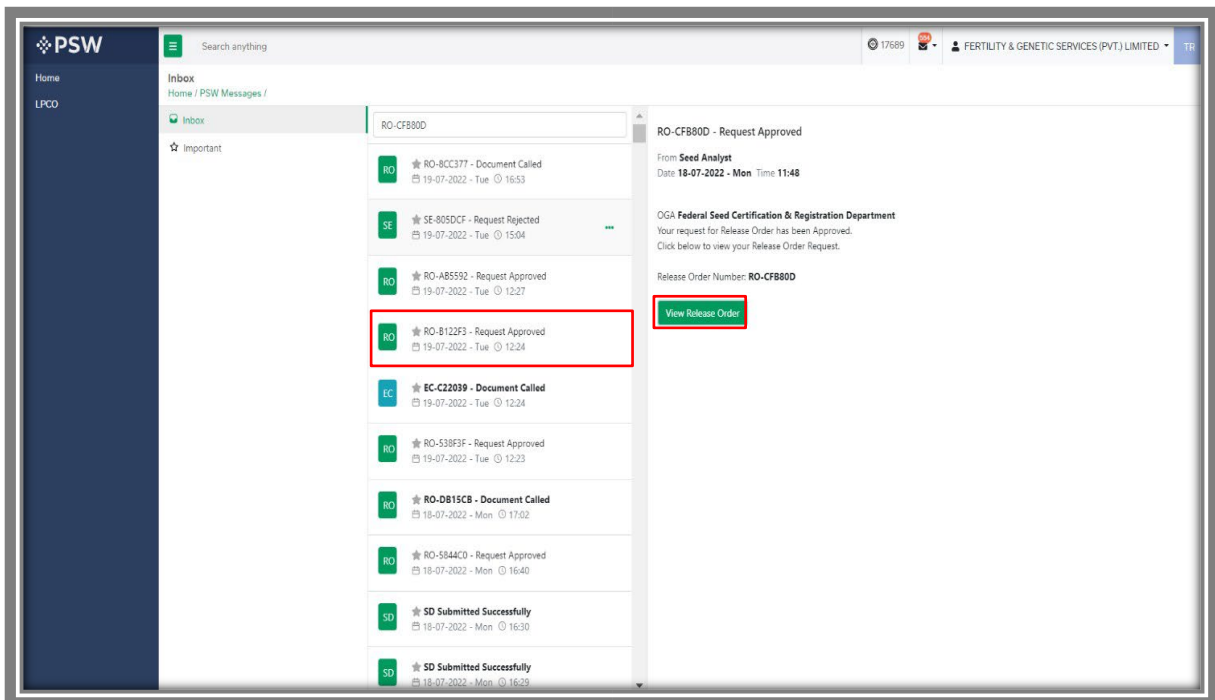


Figure 79

iii. You can view the Approved Release order along with the Officer's Remarks.

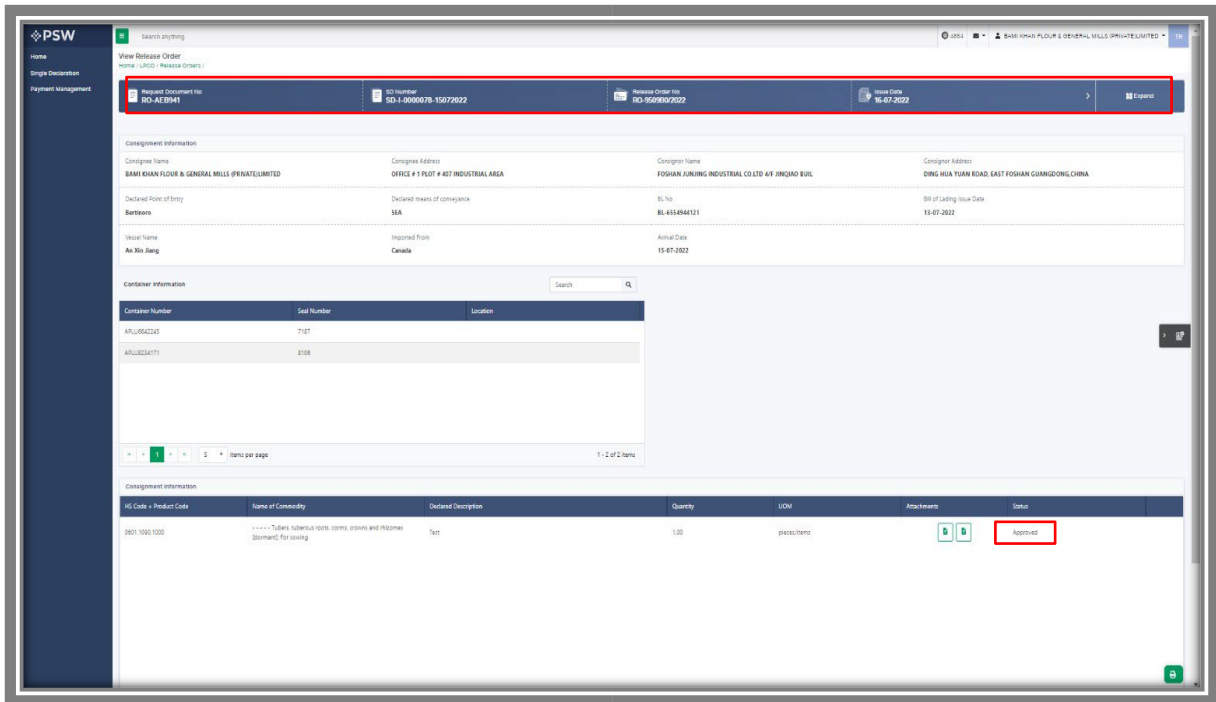


Figure 80

6.2.2. Print Release Order

iv. Click on 'Print' button to print Release Order in FSC&RD prescribed format.

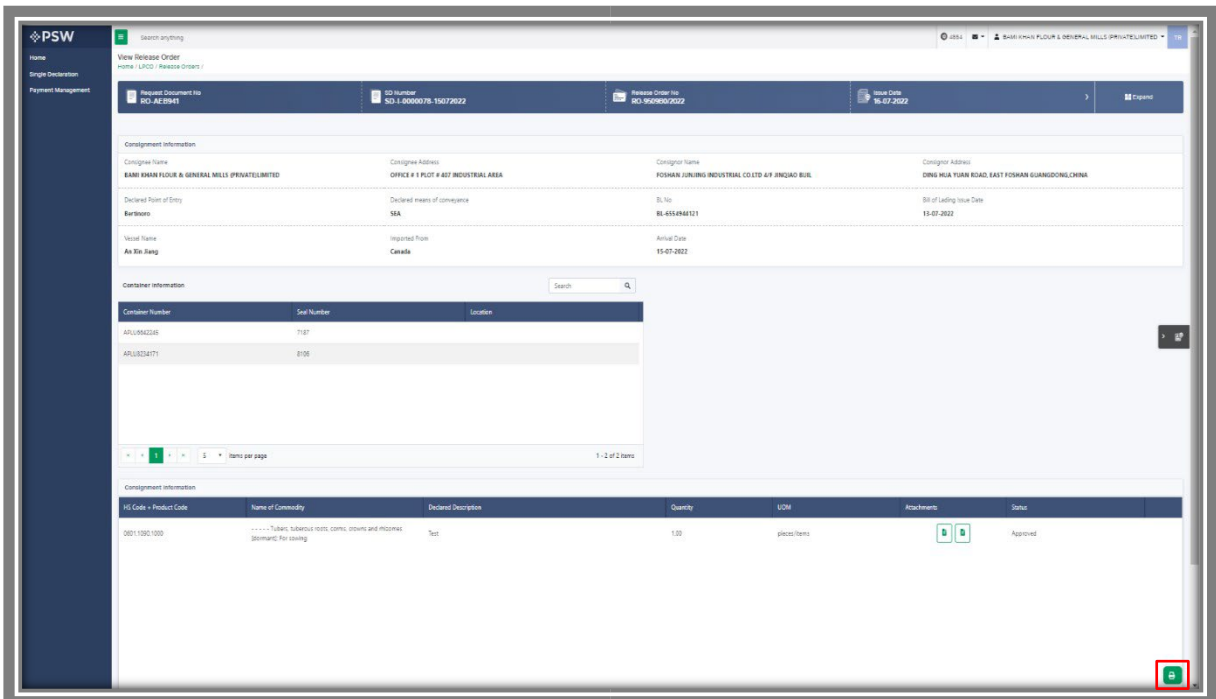


Figure 81

6.2.2.1. Alternate way to print Release order

- v. You can also print the release order by clicking on the print button in 'Action' column of the 'Release Order In-Que List'.

Agency	Request Document Number	SD Number	Trader Name / Agent Name	Certificate Number	Submitted On	Status	Action
Federal Seed Certification & Registration Department	RD-48941	SD-I-0000078-15072022	BAHAI KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED	RD-489380(2022)	15-07-2022	Approved	
Pakistan Standard Quality and Control Authority	RD-748848	SD-I-0000085-15072022	BAHAI KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED		15-07-2022	Lab Payment Received	
Pakistan Standard Quality and Control Authority	RD-AC0243	SD-I-0000085-15072022	BAHAI KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED		15-07-2022	Release Order Request Sent To Agency For Approval	
Pakistan Standard Quality and Control Authority	RD-1CT1AF	SD-I-0000078-15072022	BAHAI KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED		15-07-2022	Release Order Request Sent To Agency For Approval	
Department of Plant Protection	RD-0EAC2A	SD-I-0000078-15072022	BAHAI KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED		15-07-2022	Assigned to officer	
Animal Quarantine Department	RD-8193AD		BAHAI KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED		15-07-2022	Payment Awaited	
Animal Quarantine Department	RD-0795E6	SD-I-0000077-14072022	BAHAI KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED	RD-47C5A2(2022)	14-07-2022	Approved	
Animal Quarantine Department	RD-48279F	SD-I-0000073-14072022	BAHAI KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED	RD-48264A(2022)	14-07-2022	Approved	
Animal Quarantine Department	RD-03748C	SD-I-0000073-14072022	BAHAI KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED	RD-47C2F6(2022)	14-07-2022	Approved	
Department of Plant Protection	RD-7892D6	SD-I-0000075-14072022	BAHAI KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED / DHARMAK SPINNING MILLS LIMITED		14-07-2022	Assigned to officer	
Department of Plant Protection	RD-484AC1	SD-I-0000074-14072022	BAHAI KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED / DHARMAK SPINNING MILLS LIMITED		14-07-2022	Assigned to officer	
Department of Plant Protection	RD-071113		BAHAI KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED / DHARMAK SPINNING MILLS LIMITED		14-07-2022	Submitted	

Figure 82

vi. Upon clicking on print button, a PDF will be automatically downloaded.



GOVERNMENT OF PAKISTAN
FEDERAL SEED CERTIFICATION & REGISTRATION DEPARTMENT
MINISTRY OF NATIONAL FOOD SECURITY & RESEARCH
@AgencyAddress Tel: @AgencyContactNumber



S.No _____

No. RO-9509B0/2022
Dated. 16-07-2022

SCHEDULE-VIII
RELEASE OF SEED CONSIGNMENT

Seed consignment received as detailed below may be released to
OFFICE # 1 PLOT # 407 INDUSTRIAL AREA Importer/Agent as he has given on undertaking that the seed shall not be offered for sale until approval of seed lot/consignment by the Seed Analyst, Federal Seed Certification & Registration Department Agency. (FSC&RD).

1. Name of Crop: (1)
2. Variety: (1) DEMO
3. Lot No: (1) DEMO
4. Consignment No: N/A
5. Quantity: (1) 1.0000 pieces/items
6. Imported From: Canada
7. Date of Arrival: 15-07-2022
8. Index No: 29
9. Bill of Lading No. & Date: BL-6554944121 14-07-2022

To,
Assistant Collector of Custom,
N/A

Seed Inspector,
Federal Seed Certification
Agency
N/A

Figure 83

6.2.3. Rejection notification

- i. A notification will appear in user's inbox notifying user about release order rejection. Click on the notification.



Figure 84

- ii. You will be redirected to the inbox screen from where you can click on 'View Release Order' button to view rejected Release Order.

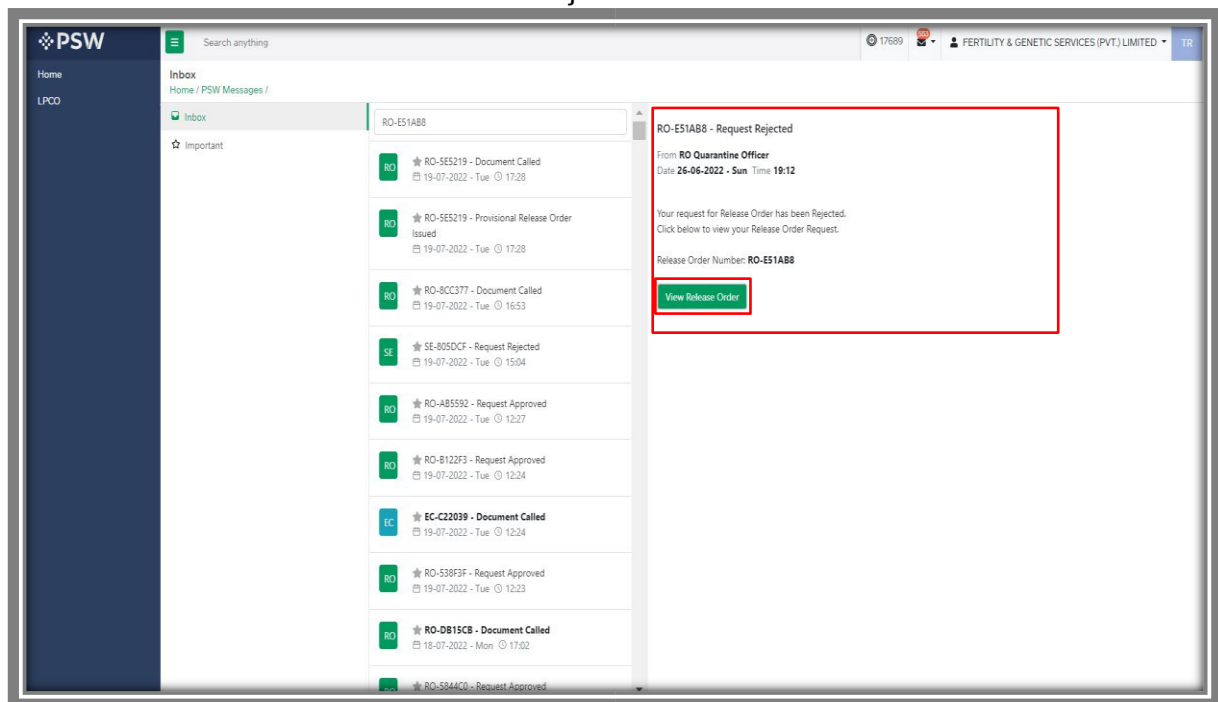


Figure 85

iii. You can view the rejected Release Order along with the Officers Remarks.

The screenshot shows the PSW interface for viewing a Release Order. The top navigation bar includes the PSW logo, a search bar, and user information for 'FERTILITY & GENETIC SERVICES (PVT.) LIMITED'. The main header displays 'View Release Order' with a breadcrumb trail 'Home / LPCO / Release Orders / View /'. Below this, a summary bar shows the Request Document No (RO-E51ABB), SD Number (SD-I-0000080-26062022), and Status (Rejected), with the 'Rejected' status highlighted in a red box. The 'Consignment Information' section provides details for the consignee (FERTILITY & GENETIC SERVICES (PVT.) LIMITED), consignee address (38-EAST, ZAHOR PLAZA, JINNAH AVENUE BLUE AREA, Islamabad Islamabad Urban), consignee name (Maaz), and consignee address (Maaz). It also lists the declared point of entry (Bolgare), declared means of conveyance (SEA), BL No (BL-06A4615811), and bill of lading issue date (22-06-2022). Vessel information includes the name (Js Yaugiri D D 153), imported from (Albania), and arrival date (23-06-2022). The 'Container Information' section features a table with one entry: Container Number APLU6536100, Seal Number 1244, and Location. Below the table is a pagination control showing 5 items per page and 1 of 1 items. At the bottom, there is a section for 'Consignment Information' which is partially visible.

Figure 86

This screenshot provides a detailed view of the container and consignment information. The 'Container Information' section shows a table with one entry: Container Number APLU6536100, Seal Number 1244, and Location. Below this is a pagination control for 5 items per page. The 'Consignment Information' section displays a table with the following data:

HS Code + Product Code	Name of Commodity	Declared Description	Quantity	UOM	Attachments	Status
0602.9090.9000	----- Other live plants (including their roots); Other	Declared Description	12.00	Kilogram		Rejected

The 'Rejected' status in the table is highlighted with a red box. Below the table is a pagination control for 10 items per page. At the bottom, the 'Officer's Remarks' section contains the text 'reject', which is also highlighted with a red box.

Figure 87

7. ACRONYMS & ABBREVIATIONS

S. No.	Acronyms	Definition
1.	EC	Export Certificate
2.	IP	Import Permit
3.	LPCO	License, Permits, Certificates and Others
4.	NSW	National Single Window
5.	OGA	Other Government Agency
6.	PSW	Pakistan Single Window
7.	SD	Single Declaration

8. CONTACT INFORMATION NEED ANY ASSISTANCE?

Please feel free to contact us as:

Email: support@psw.gov.pk

Phone: 021-111-111-779



+92-51-9245605



info@psw.gov.pk



www.psw.gov.pk