



PSW
PAKISTAN SINGLE WINDOW



USER MANUAL FOR TRADERS & CUSTOMS AGENTS

PSW Mobile App – Manage Payment

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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 fulfill all import, export, and transit related regulatory requirements. The PSW Mobile App extends this experience to your phone, giving subscribed and registered PSW users on-the-go access to key trade information and actions — using the same credentials as the PSW web portal.

The Mobile App is designed for quick visibility and action while you're away from your desk. It puts the tools you rely on most into your pocket, so you're never far from your trade activity. It allows Traders, Customs Agents, and other authorized users to view and track Goods and Single Declarations, check the status of licenses, permits, and certificates (LPCOs), manage payments and financial instruments, and stay informed through messages and complaint tracking — all from a single dashboard that adapts to your role.

With the PSW Mobile App, you get real-time visibility into your trade activity — from declarations and approvals to payments and support requests — keeping you informed and in control wherever you are. For more information about PSW, please visit our website www.psw.gov.pk.



2. System Requirements

- To use PSW Mobile App on Android device, the subscriber will require:
 - a. Android smartphone.
 - b. Android 11 or later.
 - c. Stable internet connection (Wi-Fi or mobile data).
- To use PSW Mobile App on iPhone, the subscriber will require:
 - a. iOS 15.0 or later.
 - b. Stable internet connection (Wi-Fi or mobile data).



3. Access Payment Management

1. Log in to the PSW Mobile App using valid credentials.

PSW
PAKISTAN SINGLE WINDOW

Welcome Back!
Please login to your account.

Username*
e.g. UN-00-3339320

Password* 

☒ Remember me.

Login

QA/ v1.3.0(126)

Figure 1

2. From the Dashboard, tap on **'Manage Payment - Weboc'**.

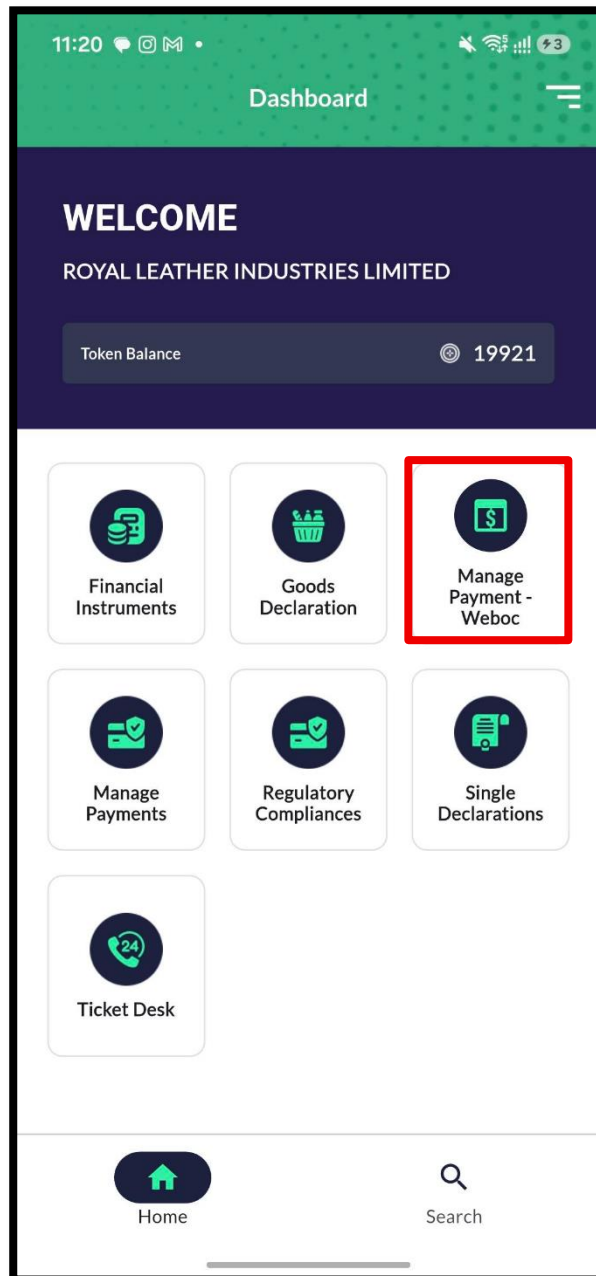
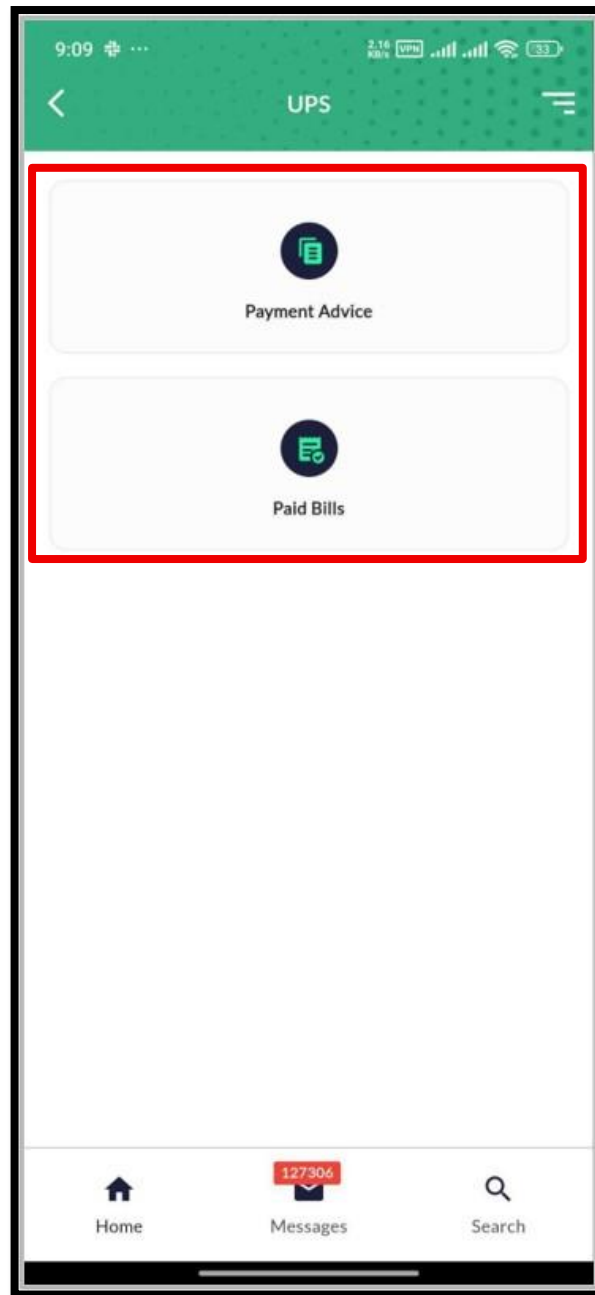


Figure 2

3. On the UPS screen, '**Payment Advice**' and '**Paid Bills**' options are



available.

Figure 3

4. Payment Advice

4.1. Access Payment Advice List

1. After selecting **Payment Advice**, the **Payment Advice** list screen is displayed with all available Payment Advice records.
2. Each Payment Advice record is displayed as a card with summary details.

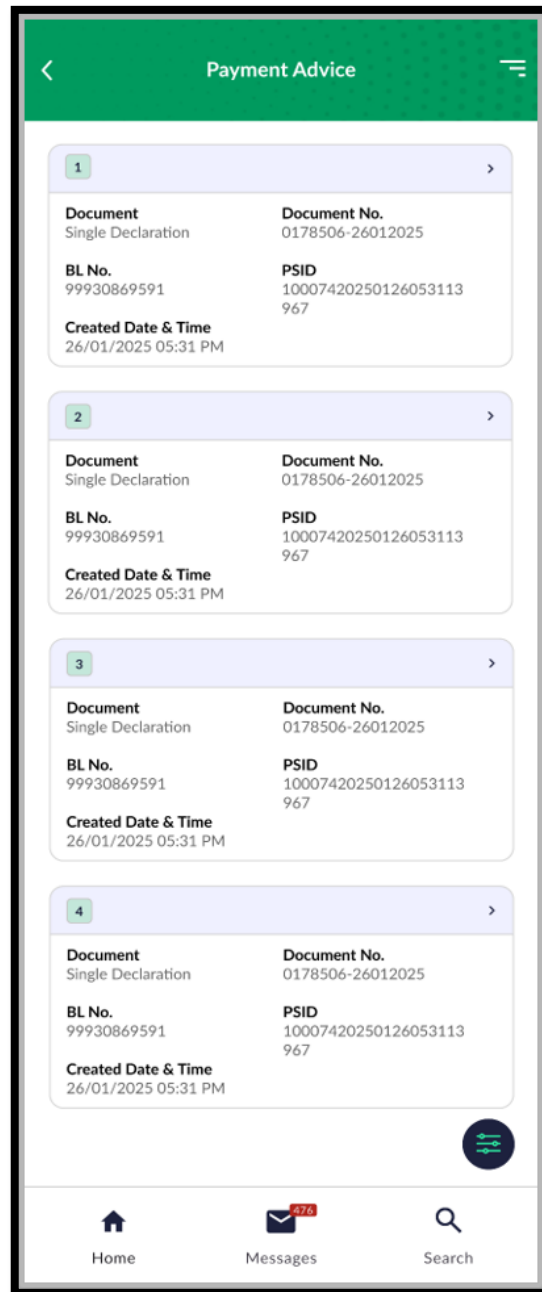


Figure 4



4.2. Search Payment Advice

1. Tap on the filter icon on the Payment Advice list screen to open the search.

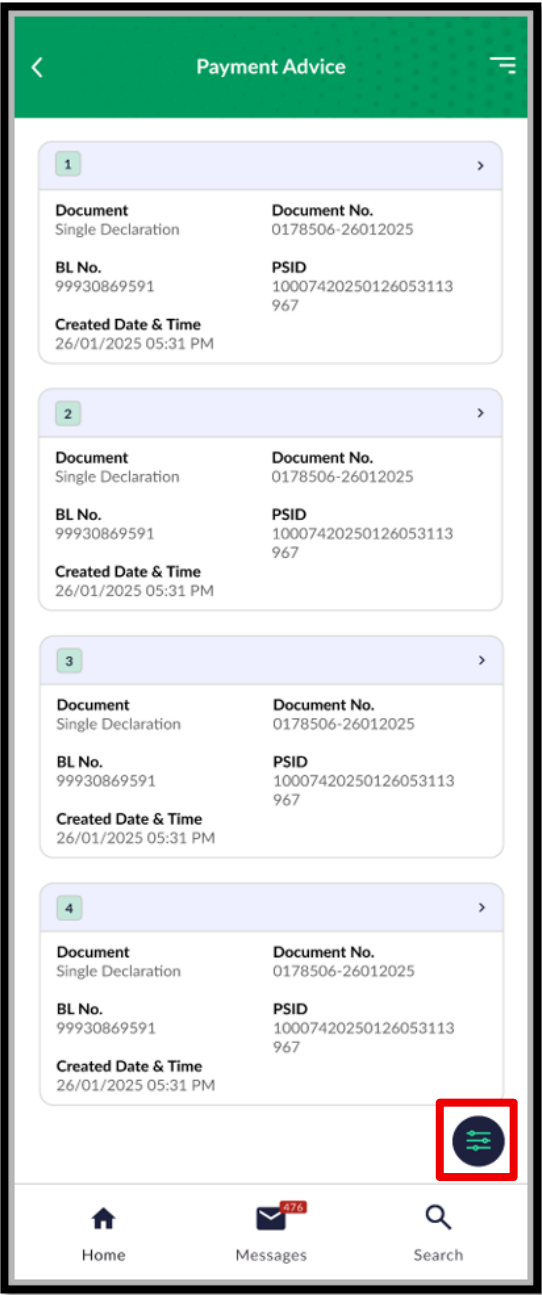


Figure 5



2. Enter one or more search values in the available fields and tap on Search. This filters and displays matching Payment Advice records.
3. Payment Advice can be searched **using PSID, Document Number, Document Type Code, and BL Number.**

The screenshot displays the 'Payment Advice' application interface. At the top, a dark green header bar contains a back arrow on the left and a menu icon on the right. Below the header, a grey card shows a list item with a green circle containing the number '1' on the left. The card contains two rows of text: 'Document Single Declaration' and 'Document No. 0178506-26012025', followed by 'BL No.' and 'PSID'. A white search modal is overlaid on the screen, featuring a red border. The modal is titled 'Payment Advice Search' with a close 'X' button in the top right corner. It contains four text input fields labeled 'PSID', 'Document Number', 'Document Type Code', and 'BL Number'. At the bottom of the modal is a large green button labeled 'Search'.

Figure 6

2. Enter any available search criteria, such as **BL Number**, **GD Number**, **NTN**, **PSID**, **Trader**, or **GD Ref No**, and tap on **'Search'** to view matching records or **'Reset'** to clear the entered search values.
3. The matching records are displayed as cards with summary details.

3:15 12.5 Kbps 55%

< Generated PSID's For Payment Via 1 Link

BL Number

GD Number

NTN 0225900

PSID

Trader

GD Ref No

Search Reset

1 M/S KHAWAJA SPINNING MILLS LTD, >

GD Number -

BL Number Automation-912788

NTN No. 0225900

GD Ref No P-546307-2026

PSID Number 10007420260409033906157

Date 04/09/2026

Payment Against GD

2 M/S KHAWAJA SPINNING MILLS LTD, >

GD Number -

BL Number Automation-66A77

Home Messages Search

Figure 7



4.1. View Payment Advice Details

1. Tap on a list item card to navigate to the Payment Advice detail screen.

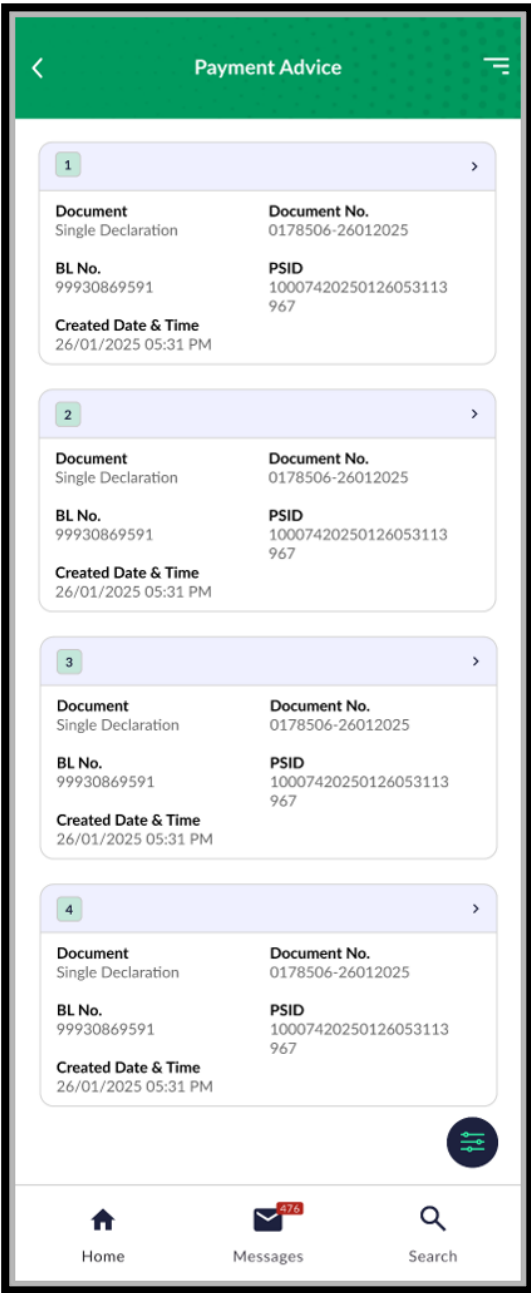


Figure 8

2. On the detail screen, the General Information section is open by default.
3. Other sections can be viewed by expanding them as needed.

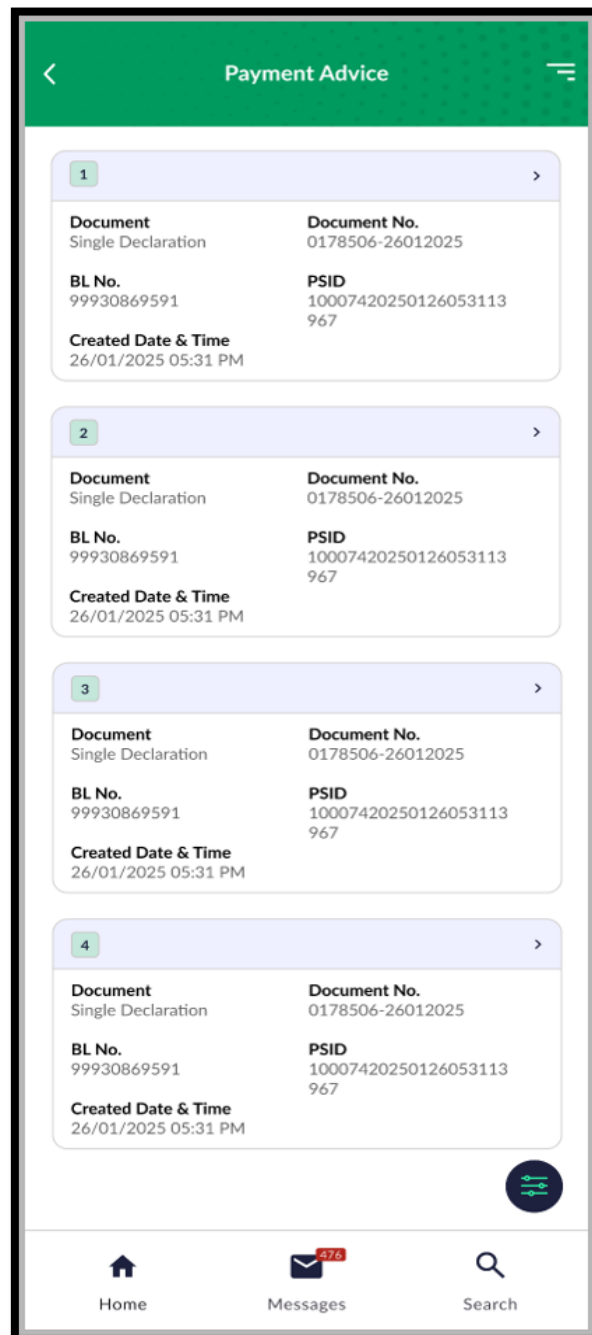


Figure 9

4. On the Payment Advice detail screen, view the payment breakup and the corresponding amount shown for the record.

Payment Advice

General Information

Payment Type

Single Declaration

Creation Date & Time

26/01/2025 05:31 PM

Document Number

0178506-26012025

VIR #

KPAF-0480-14012025

Trader NTN #

711953

BL/AWB #

99930869591

Business Name

Getz Pharma (Private) Limited

Agent Name

Nathanies International Services

Payment Breakup

Amount (PKR)

Goods Declaration

14,987,747

Duty Name

Amount

Additional Custom Duty

1,473,950

Income Tax

2,702,376

Regulatory Duty

3,316,386

Sales Tax

7,495,035

Alternate Delivery Channels (ADC)

PD Account

PSID

10007420250126053113
96

Total Payable Amount

PKR 616,105

Amount in Words

Six hundred sixteen
thousand one hundred
five rupees only

Home

Messages

Search

Figure 10



4.2. Make Payment through PD Account

1. On the Payment Advice detail screen, view the available payment channels such as **Alternate Delivery Channels (ADC)** and **PD Account**.

Payment Advice

General Information

Payment Type

Single Declaration

Creation Date & Time

26/01/2025 05:31 PM

Document Number

0178506-26012025

VIR #

KPAF-0480-14012025

Trader NTN #

711953

BL/AWB #

99930869591

Business Name

Getz Pharma (Private) Limited

Agent Name

Nathanies International Services

Payment Breakup

Amount (PKR)

Goods Declaration

14,987,747

Duty Name

Amount

Additional Custom Duty

1,473,950

Income Tax

2,702,376

Regulatory Duty

3,316,386

Sales Tax

7,495,035

Alternate Delivery Channels (ADC)

PD Account

PSID

1000742025012605311396

Total Payable Amount

PKR 616,105

Amount in Words

Six hundred sixteen thousand one hundred five rupees only

Home

Messages476

Search

Figure 11



2. Tap on the **PD Account** tab.
3. Select the relevant account from the dropdown and tap on **Confirm Payment** to proceed.

Payment Advice

General Information

Payment Type
Single Declaration

Creation Date & Time
26/01/2025 05:31 PM

Document Number
0178506-26012025

VIR #
KPAF-0480-14012025

Trader NTN #
711953

BL/AWB #
99930869591

Business Name
Getz Pharma (Private) Limited

Agent Name
Nathanies International Services

Payment Breakup

Amount (PKR)

Goods Declaration14,987,747

Duty Name

Amount

Additional Custom Duty1,473,950

Income Tax2,702,376

Regulatory Duty3,316,386

Sales Tax7,495,035

Alternate Delivery Channels (ADC)

PD Account

Total Payable Amount
PKR 616,105

Amount in Words
Six hundred sixteen thousand one hundred five rupees only

Karachi Custom

Available Balance in PD Account
PKR 942,505

Confirm Payment

Home

Messages476

Search

Figure 12

4. On the confirmation popup, tap on **Confirm Payment** to continue with the payment.
5. Tap on **Cancel** to stop the payment process.

The screenshot shows a mobile application interface for 'Payment Advice'. The background screen displays various details in a table format, including General Information, Payment Breakup, and Goods Declaration. A red-bordered confirmation popup is overlaid at the bottom, asking for confirmation to pay a specific amount. The popup contains two buttons: 'Confirm Payment' and 'Cancel'.

General Information	
Payment Type	Single Declaration
Creation Date & Time	26/01/2025 05:31 PM
Document Number	0178506-26012025
VIR #	KPAF-0480-14012025
Trader NTN #	711953
BL/AWB #	99930869591
Business Name	Getz Pharma (Private) Limited
Agent Name	Nathanies International Services

Payment Breakup	Amount (PKR)
Goods Declaration	
14,987,747	
Duty Name	Amount
Additional Custom Duty	1,473,950
Income Tax	2,702,376
Regulatory Duty	3,316,386
Sales Tax	7,495,035

Are you sure you want to pay
PKR 616,105?

Confirm Payment

Cancel

Figure 13

6. If the available balance is not sufficient, an **Insufficient Balance** message is displayed.

Payment Advice

General Information

Payment Type

Single Declaration

Creation Date & Time

26/01/2025 05:31 PM

Document Number

0178506-26012025

VIR #

KPAF-0480-14012025

Trader NTN #

711953

BL/AWB #

99930869591

Business Name

Getz Pharma (Private) Limited

Agent Name

Nathanies International Services

Payment Breakup

Amount (PKR)

Goods Declaration

14,987,747

Duty Name

Amount

Additional Custom Duty

1,473,950

Income Tax

2,702,376

Regulatory Duty

3,316,386

Sales Tax

7,495,035

X

PKR 342,505

Insufficient Balance

OK

Figure 14



7. If the payment is completed successfully, a success message is displayed.

Payment Advice

General Information

Payment Type

Single Declaration

Creation Date & Time

26/01/2025 05:31 PM

Document Number

0178506-26012025

VIR #

KPAF-0480-14012025

Trader NTN #

711953

BL/AWB #

99930869591

Business Name

Getz Pharma (Private) Limited

Agent Name

Nathanies International Services

Payment Breakup

Amount (PKR)

Goods Declaration

14,987,747

Duty Name

Amount

Additional Custom Duty

1,473,950

Income Tax

Regulatory Duty

Sales Tax

PKR 616,105

Amount Paid Successfully

OK

Figure 15



5. Paid Bills

5.1. View Paid Bills List

1. After selecting Paid Bills, the Paid Bills list screen is displayed with all available Paid Bill records.
2. Each Paid Bill record is displayed as a card with summary details.

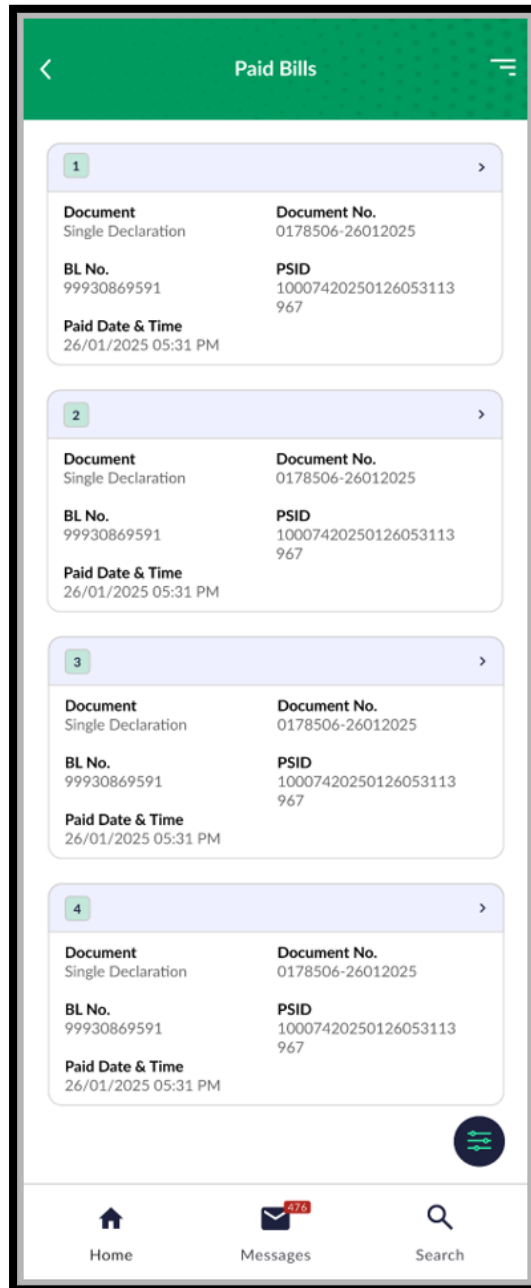


Figure 15

5.2. Search Paid Bills

1. Tap on the **filter** icon on the Paid Bills list screen to open the search.

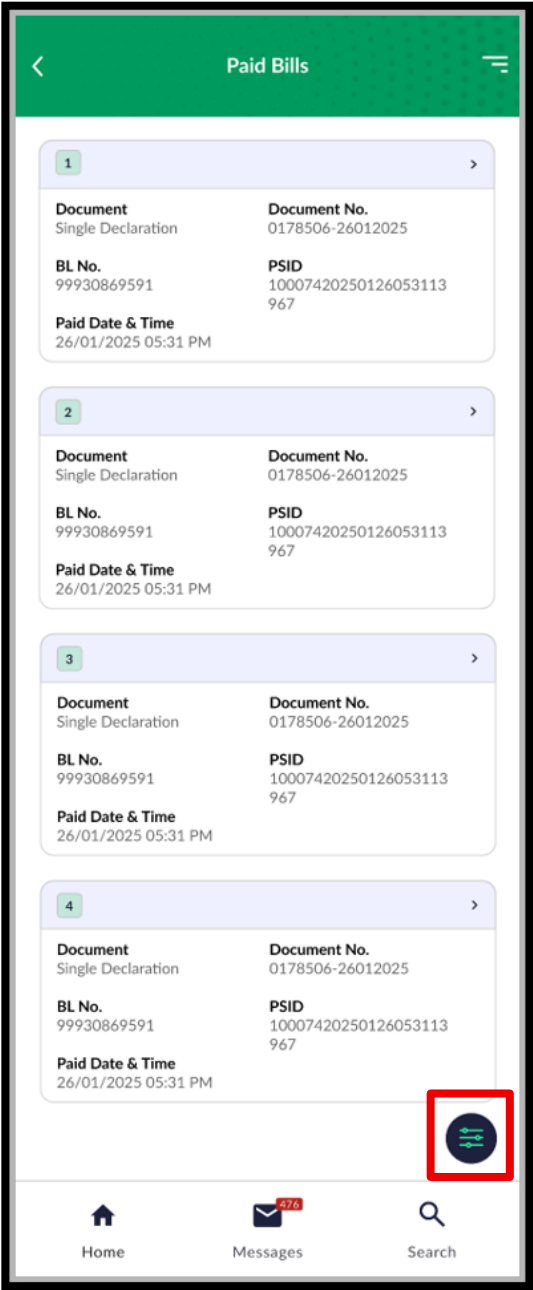


Figure 16



2. Enter one or more search values in the available fields and tap on **Search**. This filters and displays matching Paid Bills.
3. Paid Bills can be searched using **PSID, Document Number, Document Type Code, and BL Number**.

The screenshot shows a mobile application interface for 'Paid Bills'. A modal window titled 'Paid Bills Search' is open, allowing users to filter bills by entering search criteria. The modal includes four text input fields labeled 'PSID', 'Document Number', 'Document Type Code', and 'BL Number'. At the bottom of the modal are two buttons: a green 'Search' button and a white 'Cancel' button with a green border. The background shows a list of bills, with one bill visible: 'Document: Single Declaration' and 'Document No.: 0178506-26012025'.

Figure 17



5.3. View Paid Bill Details

1. Tap on a list item card to navigate to the Paid Bill detail screen.

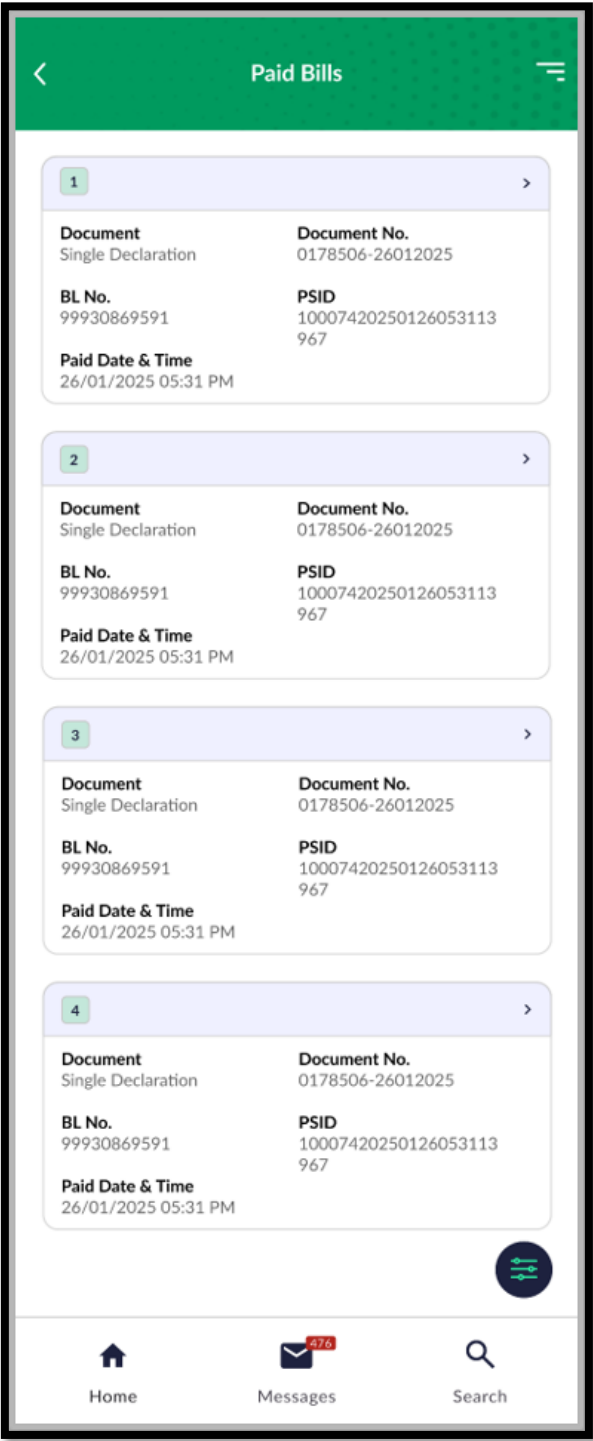


Figure 18

2. On the detail screen, the **General Information** section is open by default.

The screenshot displays the 'Paid Bills' detail screen. At the top, there is a green header bar with a back arrow on the left, the title 'Paid Bills' in the center, and a menu icon on the right. Below the header, the 'General Information' section is expanded, showing a list of fields and their values. This is followed by a 'Payment Breakup' section with a table of amounts. Below that is the 'Goods Declaration' section, which includes a table of duties and taxes. Finally, the 'DRAP Release Order' section is shown with a table of release orders. At the bottom of the screen is a navigation bar with three icons: a home icon, a messages icon with a red notification badge showing '176', and a search icon.

General Information	
Document Single Declaration	PSID Number 1.00074E+22
Document Number SD-I-0139942-25012025	GD Number KAPW- HC-119364-25-01-2025
BL Number SHHKG24218941	Trader NTN # 711953
Business Name Getz Pharma (Private) Limited	Agent Name Nathanies International Services
Mode of Payment PD Account	Payment Date & Time 25/01/2025 01:44 PM
Total Amount Paid PKR 406,180	Total Amount in Words Four hundred and six thousand one hundred and eighty rupees only

Payment Breakup	Amount in (Rs)
Goods Declaration	PKR 898

Duty Name	Amount
Custom Duty	300
Sales Tax	598

DRAP Release Order	
Duty Name DRAP Release Order	Amount 2000

Figure 19

3. On the detail screen, tap on the **Payment Breakup** section to view the complete fee breakdown with corresponding amounts.

Paid Bills

General Information

Document

Single Declaration

PSID Number

1.00074E+22

Document Number

SD-I-0139942-25012025

GD Number

KAPW-
HC-119364-25-01-2025

BL Number

SHHKG24218941

Trader NTN #

711953

Business Name

Getz Pharma (Private)
Limited

Agent Name

Nathanies International
Services

Mode of Payment

PD Account

Payment Date & Time

25/01/2025 01:44 PM

Total Amount Paid

PKR 406,180

Total Amount in Words

Four hundred and six
thousand one hundred
and eighty rupees only

Payment Breakup

Amount in (Rs)

Goods Declaration

PKR 898

Duty Name

Amount

Custom Duty

300

Sales Tax

598

DRAP Release Order

PKR 2000

Duty Name

Amount

DRAP Release Order

2000

Home

Messages

Search

Figure 20



6. 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