



# PAAR Consignment

## Quick Guide



### 1 ACCESSING THE PAAR CONSIGNMENT ONLINE SERVICE

- PAAR stands for Pre-Arrival Assessment Report. A valid PAAR report approved by NCS is required to clear goods entering Nigeria. Upon reception of final documents, the commercial bank having opened the Form M will complete on line an electronic PAAR Consignment form and will submit it to NCS via the Nigeria Single Window Trade Portal, together with scanned copies of final documents.
- The PAAR Consignment service can be accessed via internet thru Nigeria SW Trade Portal, using any up-to-date web browser software, at the web address:  
<https://app.trade.gov.ng/paar/consignment>
- If you are not already logged-in you will be prompted to do so. Enter your username and password then click on the **Login** button.
- The PAAR Consignment Search page will be displayed when successfully logged. Your username will be displayed on the upper right part of the window.

*Enrolled users with NSW Trade Portal credentials for Form M submission can access the PAAR Consignment submission service.*

#### QUICK GUIDE ON

Online submission of final documents required for the issuance of the PAAR (Pre-Arrival Assessment Report)

#### TARGET USERS

Bank officers (Submission Role)



## 2 SUBMISSION OF A PAAR CONSIGNMENT FORM

### 1. Open a new PAAR Consignment form

On the left **NCS Services** menu, open the **PAAR Consignment's** dropdown menu and select the **Fill** operation.

Form M details	
Form M Number	86073813867354
Application Number	
Form M Registration Date	
Valid For Force	

### 2. Automatically pre-fill the PAAR Consignment form with e-Form M data

On **Header Tab's** Form M segment, enter the BA number of the corresponding form M, then click on the **load** icon. Form M data will be automatically loaded into the PAAR Consignment blank form.

### 3. Load voyage information from the e-Bill of Lading

In the **Transport Tab**, once you have keyed-in **Transport Document Number & date, Voyage number** and **Departure Date**, click on the **Load BL** icon. All B/L details, including the list of containers will be automatically loaded into the PAAR Consignment's corresponding fields.

Transport Document Number/ Date	802011007007000	08
Voyage Number	12250F42	
Departure Date	08/03/2013	

You can search for the Voyage number on the NSW Trade Portal at the URL <https://trade.gov.nq/ncs/manifest/search.do>

### 4. Fill remaining data elements from the various tabs of the PAAR Consignment form

Complete the all data entries required in all Tabs: **Header, Names and Parties, Transport, Financial** and **Goods**, and scan and attach required final documents, indicating proper document types using the **Attachment tab**.

### 5. Edit items: Goods tab

Some of the items inherited from the form M may not be part of the consignment, or be of a lesser quantity and therefore value. This is particularly the case for partial shipments. Items loaded from the form M can be edited in the **Goods** tab, in the goods summary table, using the **Edit/Delete** button.

The system automatically recalculates all the values after editing or deleting items.

### 6. Check the PAAR Consignment form

You can verify at any time the correctness of your data by clicking on the **Verify** (Verify) button. Eventual errors will be listed on the top of the page and will have to be corrected before submission.

### 7. Save your work in progress

You can export the PAAR Consignment form being prepared into an XML file that will be stored locally on your computer, using the **Export XML** button (use the **Import XML** button to reload it). You can also save it on the NSW Trade Portal server, using the **Store** button. A Consignment number is assigned to your document, for further retrieval using the "Search" function in the **PAAR Consignment** dropdown menu. Stored consignments can be updated, submitted or deleted.

Consignment Number	177
Consignment Date	13/03/2014
Partial Consignment	No

### 8. Submit the PAAR Consignment form

After having completed the all data entries of PAAR Consignment Form and attached necessary scanned documents, click on the **Submit** (Submit) button. The system will automatically assign a PAAR Consignment number, date and type that will be displayed on the **Header tab**. The PAAR Consignment form and all attached documents becomes immediately available to Bank's Validator for final quality check.

The PAAR consignment form will become available to NCS after the Validation step.