

# PAAR CONSIGNMENT APPLICATION USER MANUAL – VALIDATION PROCESS

Document Name	PAAR Consignment Application User Manual – Validation Process
Document number	WFN-EXT-PAAR00-04-EN-1.10
General Description	This documented procedure describes how to use Consignment (PAAR) Application module in Validating consignment
Target Audience	Bank User(s)

**Security Notice:** The information contained within this document is CONFIDENTIAL. Unauthorized disclosure is prohibited. Failure to observe Webb Fontaine guidelines regarding proprietary information can result in disciplinary action, including dismissal, and can subject you and/or third parties to legal liability.

**Handling Guidelines:** (Tick all that apply)

- Do not forward or copy data in part or full without explicit permission of Webb Fontaine
  - Limit access to individuals on Access List / Lock in a Drawer / Cabinet
  - Password-protect when emailed outside WF Network / Send password separately
-

## Table of Contents

<b>1</b>	<b>PURPOSE.....</b>	<b>3</b>
<b>2</b>	<b>UNIFORM RESOURCE LOCATOR (URL) .....</b>	<b>4</b>
<b>3</b>	<b>PAAR CONSIGNMENT OPERATIONS.....</b>	<b>5</b>
3.1	SEARCHING A CONSIGNMENT RECORD.....	5
3.2	VALIDATING CONSIGNMENT .....	6
3.3	REJECTING CONSIGNMENT .....	11
3.4	CANCELLING CONSIGNMENT.....	14
3.5	EXPORTING XML .....	16
3.6	PRINTING CONSIGNMENT RECORD .....	17



## 1 PURPOSE

This documented procedure describes how to use PAAR Consignment Application module:

- a. Searching for Consignment record
- b. Viewing Consignment record information
- c. Saving the changes made on draft Consignment
- d. Validating Consignment
- e. Rejecting Consignment
- f. Canceling Consignment
- g. Viewing/Print PDF File
- h. Viewing Profile
- i. Changing Password
- j. Resetting Password
- k. Login/Logout from Application



## 2 UNIFORM RESOURCE LOCATOR (URL)

It can be accessed via the URL: <https://app.trade.gov.ng/consignment> using the Trade Portal. The general login page will be displayed. Enter your username and password then click on **Login** button.

Consignment Search page will be displayed when successfully logged in. Username will be displayed on the upper right part of the window.



### 3 PAAR CONSIGNMENT OPERATIONS

#### 3.1 Searching a Consignment Record

3.1.1 On Consignment search page, define search parameter values and click on **Search** button e.g. Search for specific Consignment number.

The screenshot shows the 'Search Consignment' page in the PAAR application. The search form includes the following fields:

- Consignment Number: 399
- Status: All
- PAAR Number: (empty)
- FormM Number: (empty)
- Total FOB Value: (empty)
- Currency Code: SUGGEST
- Customs Office: SUGGEST (MIN 2)
- Transport Document Number: (empty)
- Mode of Transport: SUGGEST
- Consignment Date: (dropdown)
- Validation Date: (dropdown)
- PAAR Date: (dropdown)
- Application Number: (empty)
- Applicant Tin: SUGGEST (MIN 2)
- Beneficiary Name: (empty)
- HS Code: SUGGEST (MIN 2)
- Description of Goods: (empty)
- ADB: (empty)

The 'Search' button is highlighted with a red box.

**Note:** To display all Consignment records with different type and status (except Stored status), click on **Search** button without defining any search parameter values.

3.1.2 Record that matches the search parameter will be displayed.

The screenshot shows the search results for the consignment number 399. The results are displayed in a table below the search form.

Con #	Con Date	Status	PAAR #	PAAR Date	FormM #	P	LI #	Cur	Total FOB	Applicant Name	TD #
399	04/04/2014	SUBMITTED			BA01120130002731	No	7	EUR	3,650,000.05	NAVAL ENGINEERING ...	TR56721

**Note:**

a. Click on **View** icon to open the Consignment Information in the current window.

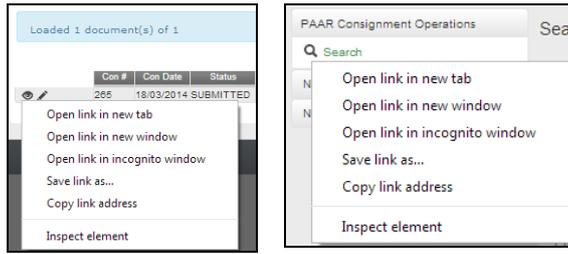
Con #	Con Date	Status
265	18/03/2014	SUBMITTED

b. Click on **Edit** icon to modify the contents of Consignment.

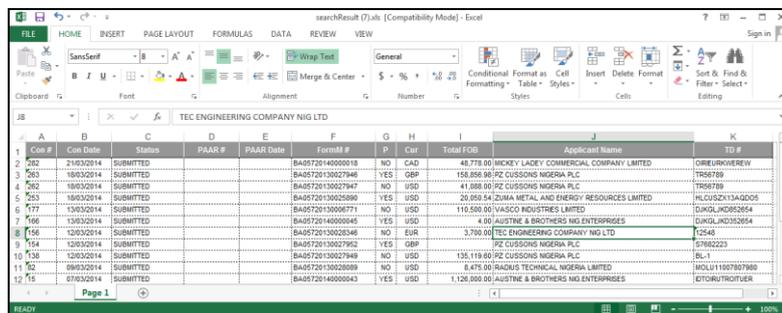
Con #	Con Date	Status
265	18/03/2014	SUBMITTED

c. Right click on any operation's icon or operation's name hyperlink to view other operations.





d. Click on **Excel** icon to download the search results into Excel format.



e. Clicking on CBN Form M Number hyperlink opens its Form M details in new tab.



General Remarks:

1. Users can only search, view and edit their own generated consignment.
2. Users can view different status of their submitted consignment.

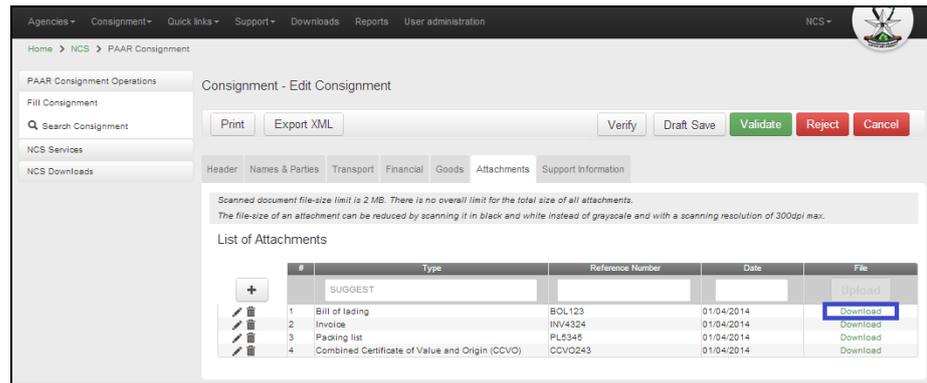
### 3.2 Validating Consignment

3.2.1 On Consignment result page, select any Submitted consignment then click on its **Edit** icon to open the Consignment details.



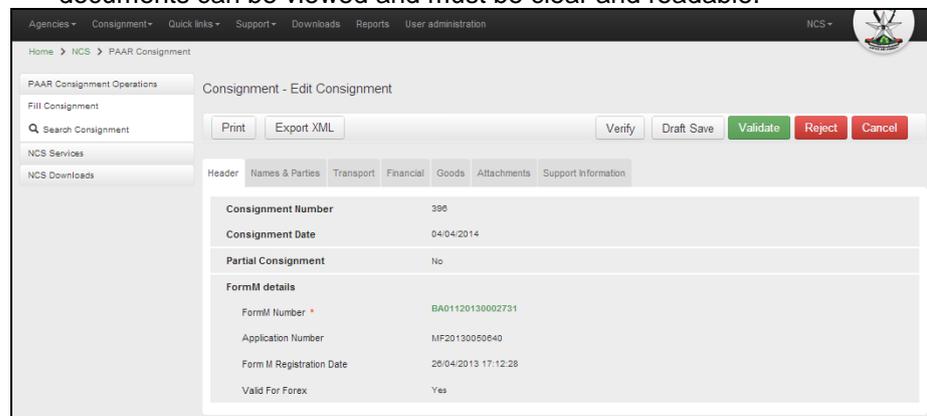
3.2.2 Consignment-edit page will be displayed. Go to Attachment tab and open the attached documents and check its details.





### 3.2.3 Bank Officer to perform the initial checking of the information.

- Compare the document values against the declared values on consignment
- Correct any minor error noted on consignment information as necessary
- In the **Attachment** tab, check the quality of attached documents. Scanned documents can be viewed and must be clear and readable.



Note: The following operations can be performed by clicking on its respective button:

- Verify** – verifies correctness of data
- Validate** – validates the Submitted Consignment.
- Reject** – rejects the consignment when clarifications/corrections on submitted consignment are required during validation process. The submitting party needs to make clarifications/corrections or provide necessary document/s required by the Bank.
- Draft Save** – Saves the changes made on the draft consignment being processed before executing final action.
- Cancel** – discontinue the further processing of the Consignment as per Importer's request.

### 3.2.4 When ongoing checking and modification of consignment details are being done at the same time, user can click on **Draft Save** button more often to save the changes made in consignment until checking of all information are completed. This can be done before executing the final action.

Note: Draft Save operation:

- Allows the user to save/overwrite the changes made on the document more often to eliminate losing his progressive work due to timeout, lost connection or any other reason which can terminate the connection most especially when working on consignment with numerous items.
- Provides functionality to resume/discard editing of the saved draft document.
- If document is not yet locked (Bank's Validator side) any user can overwrite the draft saved by the other user (after confirmation).



Agencies - Consignment - Quick Links - Support - Downloads - Reports - User administration

Home > NCS > PAAR Consignment

PAAR Consignment Operations

Consignment - Edit Consignment

Print Export XML Verify **Draft Save** Validate Reject Cancel

Header Names & Parties Transport Financial Goods Attachments Support Information

Consignment Number 396  
 Consignment Date 04/04/2014  
 Partial Consignment No

Form M details  
 Form M Number \* BA01120130002731  
 Application Number MF20130050640  
 Form M Registration Date 26/04/2013 17:12:28  
 Valid For Forex Yes

**Note:**

When checking partial consignment, user should check the \*Total Freight Charges value of declared partial items based on the Final Invoice document and the \*Invoice Value based on displayed auto calculated \*Total C&F value if correct to avoid the error message “Consignment Value exceeds maximum allowed amount (110% of Form M Value).” on succeeding partial consignments to be validated which has the same Form M number.

Loaded 1 document(s) of 1

Con #	Con Date	Status	PAAR #	PAAR Date	FormM #	P	I #	Cur	Total FOB	Applicant Name	TD #
671	15/07/2014	SUBMITTED			BA011201300090	Yes	96	EUR	72,377.13	EFFEL NIG. LTD	B/L 2gf

PAAR Consignment Operations

Consignment - Edit Consignment

Print Export XML Verify Draft Save **Validate** Reject Cancel

Header Names & Parties Transport Financial Goods Attachments Support Information

Designated Bank 011 First Bank PLC Group

Financial Details  
 Source of Funds OTR OTHER  
 Currency Code EUR Euro member countries  
 Exchange Rate 212.55

Final Invoice  
 Invoice Number \* 134342  
 Invoice Date \* 07/08/2014  
 Invoice Value \* 73,377.13 EUR

	DECLARED	ASSESSED	ADJUSTMENT	
Total FOB Value	72,377.13			EUR
	15,383,758.98			NGN
<b>Total Freight Charges *</b>	1,000.00			EUR
	212,550.00			NGN
Insurance Value	230,756.38			NGN
Ancillary Charges Dutiable	1,000.00			EUR
	212,550.00			NGN
Ancillary Charges not Dutiable	500.00			EUR
	106,275.00			NGN
<b>Total C&amp;F Value</b>	73,377.13			EUR
	15,596,308.98			NGN
Total FOC				EUR
				NGN
Total Over Invoiced Value		EUR		
Total Dutiable Value	74,462.79			EUR
	15,827,066.01			NGN
Total Duty Payable	791,383.59			NGN
CISS TAX 1%	153,837.59			NGN

3.2.5 After checking is done and information is complete and correct, click on **Validate** button.



Agencies - Consignment - Quick links - Support - Downloads - Reports - User administration

Home > NCS > PAAR Consignment

PAAR Consignment Operations

Fill Consignment

Search Consignment

NCS Services

NCS Downloads

Consignment - Edit Consignment

Print Export XML Verify Draft Save **Validate** Reject Cancel

Header Names & Parties Transport Financial Goods Attachments Support Information

Consignment Number 396

Consignment Date 04/04/2014

Partial Consignment No

FormM details

FormM Number BA01120130002731

Application Number MF20130050040

Form M Registration Date 28/04/2013 17:12:28

Valid For Forex Yes

**Note:**

- Ignored Warning messages (for Invoice number, Transport number and Container numbers that have been used in the previous consignments with its corresponding consignment numbers) are displayed in Support information Tab.

Agencies - Consignment - Quick links - Support - Downloads - Reports - User administration

Home > NCS > PAAR Consignment

PAAR Consignment Operations

Fill Consignment

Search Consignment

NCS Services

NCS Downloads

Consignment - Edit Consignment

Print Export XML Verify Draft Save **Validate** Reject Cancel

Header Names & Parties Transport Financial Goods Attachments **Support Information**

Owner BNIK-011-003@011

Status SUBMITTED

25/04/2014

14-20-491 first 003 SB-VL (First Bank ): Submit SUBMITTED

Warning: "Final Invoice Number NV-021 has already appeared in Consignments: 234, 274" has been ignored.

Warning: "Transport Document Number TR56721 has already appeared in Consignments: 409, 478" has been ignored.

Warning: "Container FOU328381 has already appeared in Consignments: 274" has been ignored.

Reason of cancellation

Reason For Rejection

SUGGEST (MIN 2)

- After clicking on **Validate** button, a notification message: ***"FormM has been updated. Click here to reload."*** will be displayed when the details of Form M being used in the consignment has been updated.
  - Click on message hyperlink ***"FormM has been updated. Click here to reload."*** to reload the FormM data.

Agencies - Consignment - Quick links - Support - Downloads - Reports - User administration

Home > NCS > PAAR Consignment

PAAR Consignment Operations

Fill Consignment

Search Consignment

NCS Services

NCS Downloads

Consignment - Edit Consignment

Print Export XML Verify Draft Save **Validate** Reject Cancel

FormM has been updated. Click here to reload.

Header Names & Parties Transport Financial Goods Attachments Support Information

Consignment Number 614

Consignment Date 02/06/2014

Partial Consignment Yes

FormM details

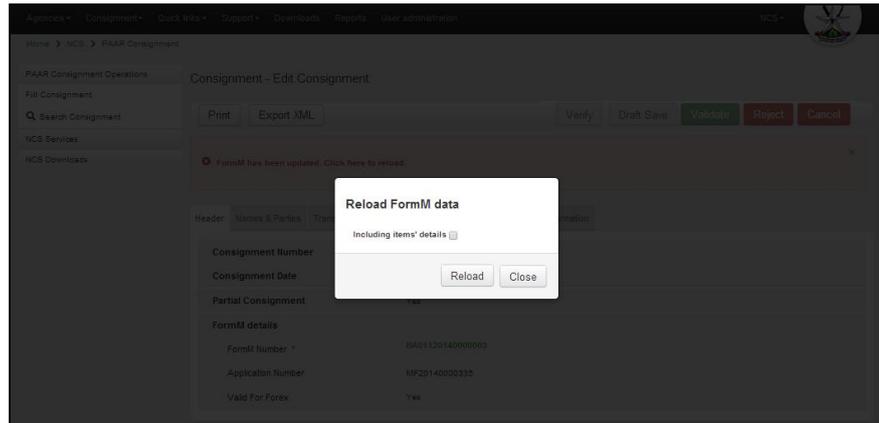
FormM Number BA011201400000003

Application Number MF20140000335

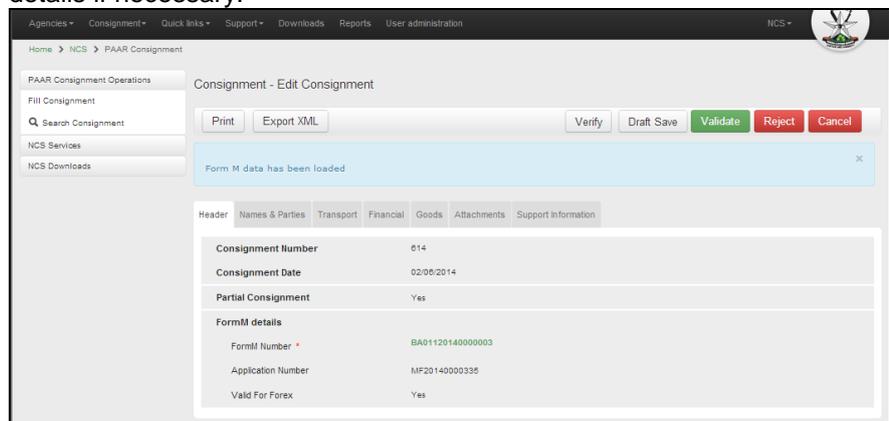
Valid For Forex Yes

- In dialogue box, select FormM data reload option (tick on including Items details box or click on **Reload** button).

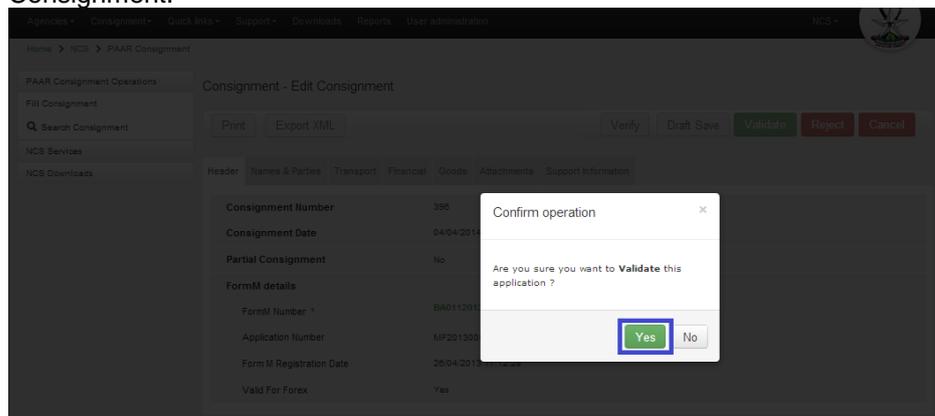




- FormM details will be loaded and message notification that “**FormM data has been loaded**” will be displayed. Check all the loaded data and update details if necessary.

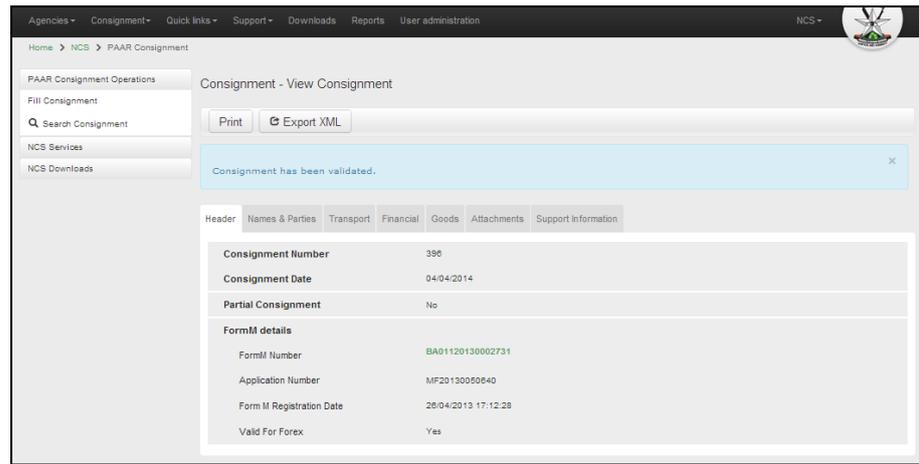


3.2.6 Confirmation messages will be displayed. Click on **Yes** button to validate the Consignment.

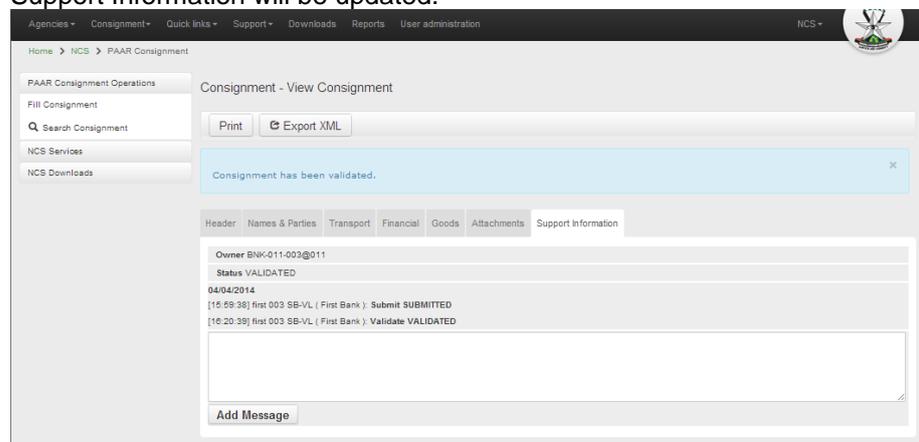


3.2.7 Message confirmation that “**Consignment has been validated**”.





3.2.8 Support Information will be updated.



3.2.9 Consignment status will be changed from “SUBMITTED” to “VALIDATED”.

Loaded 1 document(s) of 1

Con #	Con Date	Status	PAAR #	PAAR Date	Form M #	P	LI #	Cur	Total FOB	Applicant Name	TD #
396	04/04/2014	VALIDATED			BA01120130002731	No	7	EUR	3,650,000.05	NAVAL ENGINEERING ...	TR56721

3.3 Rejecting Consignment

3.3.1 When the Consignment requires major correction or clarification about the information and/or attached documents used, it will be rejected. On **Support Information** tab, Bank Officer will select the reason for rejection.

**Note:** When entering the reason for rejection keyword or hints, the system will display the dropdown lists which contain the same value. Use the scrollbar to move up and down the list of records.



Agencies - Consignment - Quick links - Support - Downloads - Reports - User administration

Home > NCS > PAAR Consignment

PAAR Consignment Operations

Fill Consignment

Search Consignment

NCS Services

NCS Downloads

Consignment - Edit Consignment

Print Export XML Verify Draft Save Validate Reject Cancel

Header Names & Parties Transport Financial Goods Attachments Support Information

Owner BNK-011-003@011

Status SUBMITTED

04/04/2014

[16:02:21] first 003 SB-VL ( First Bank ): Submit SUBMITTED

Reason of cancellation

Reason For Rejection

bill

Bill Lading and Bill of Lading Number mismatch

Bill Of Lading Not Readable

Bill of Lading required in the final document

Conflicting Port of Loading on Airway Bill and Packing List

Conflicting Port of Loading on Bill of Lading and Packing list

Container number required on bill of lading

Home | FAQ | Contact Site Administrator

3.3.2 Click on **Add (+)** icon to add the reason for rejection. To add more reason, repeat step 3.3.1.

Agencies - Consignment - Quick links - Support - Downloads - Reports - User administration

Home > NCS > PAAR Consignment

PAAR Consignment Operations

Fill Consignment

Search Consignment

NCS Services

NCS Downloads

Consignment - Edit Consignment

Print Export XML Verify Draft Save Validate Reject Cancel

Header Names & Parties Transport Financial Goods Attachments Support Information

Owner BNK-011-003@011

Status SUBMITTED

04/04/2014

[16:02:21] first 003 SB-VL ( First Bank ): Submit SUBMITTED

Reason of cancellation

Reason For Rejection

Bill Of Lading Not Readable

Home | FAQ | Contact Site Administrator

3.3.3 Selected reason for rejection will be displayed on Reason(s) for Rejection window. Click on **Reject** button to reject the consignment.

Agencies - Consignment - Quick links - Support - Downloads - Reports - User administration

Home > NCS > PAAR Consignment

PAAR Consignment Operations

Fill Consignment

Search Consignment

NCS Services

NCS Downloads

Consignment - Edit Consignment

Print Export XML Verify Draft Save Validate Reject Cancel

Header Names & Parties Transport Financial Goods Attachments Support Information

Owner BNK-011-003@011

Status SUBMITTED

04/04/2014

[16:02:21] first 003 SB-VL ( First Bank ): Submit SUBMITTED

Reason of cancellation

Reason For Rejection

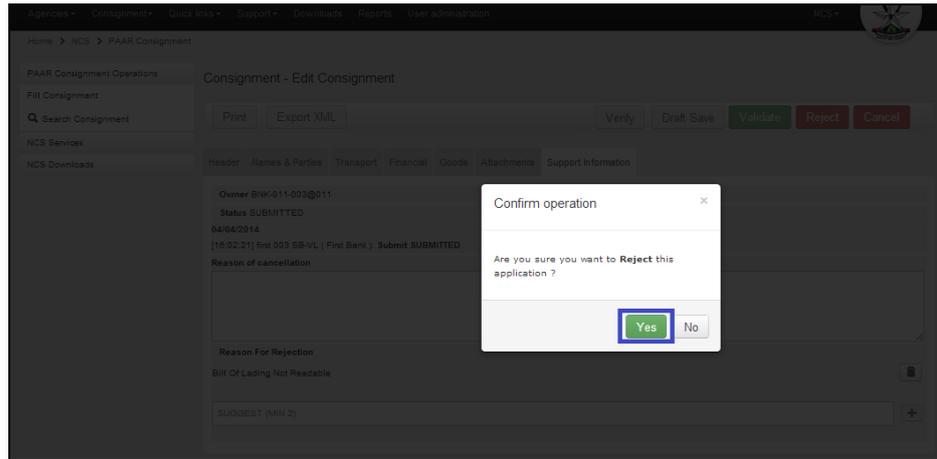
Bill Of Lading Not Readable

SUGGEST (MIN 2)

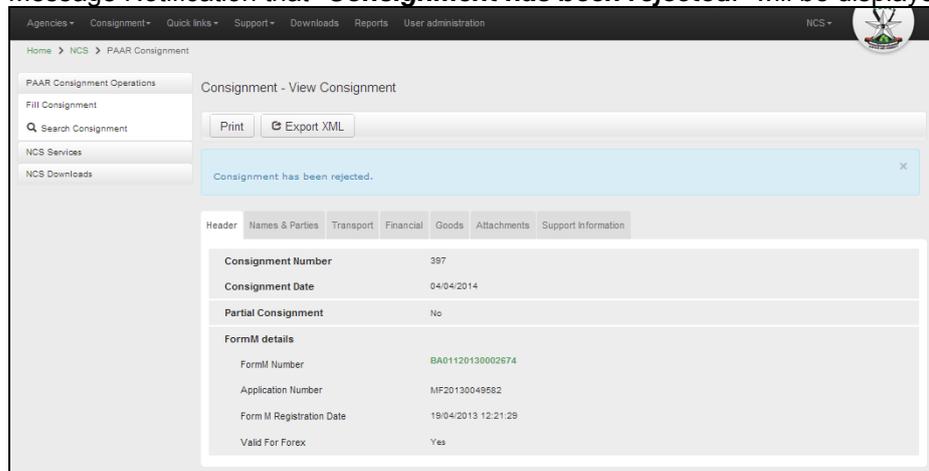
Home | FAQ | Contact Site Administrator

3.3.4 Confirmation messages will be displayed. Click on **Yes** button to confirm Consignment rejection.

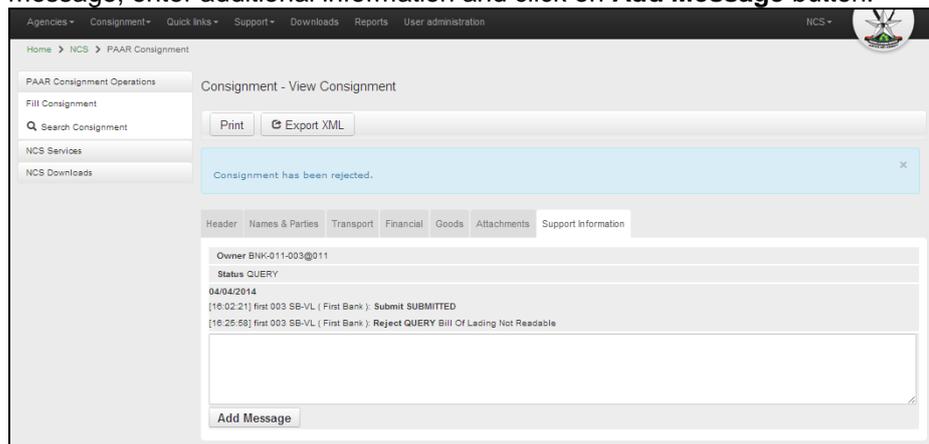




3.3.5 Message Notification that “**Consignment has been rejected.**” will be displayed.



3.3.6 Reason for Rejection will be added in Support information Window. To add a message, enter additional information and click on **Add Message** button.



Note: Consignment status will be changed from “**SUBMITTED**” to “**QUERY**”.

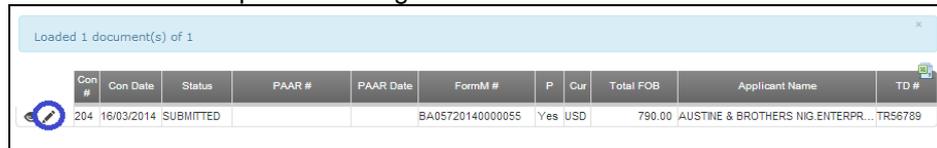
Loaded 1 document(s) of 1

Con #	Con Date	Status	PAAR #	PAAR Date	FormM #	P	LI #	Cur	Total FOB	Applicant Name	TD #
397	04/04/2014	QUERY			BA01120130002674	No	8	USD	182,782.12	HPZ LIMITED	TR5623...



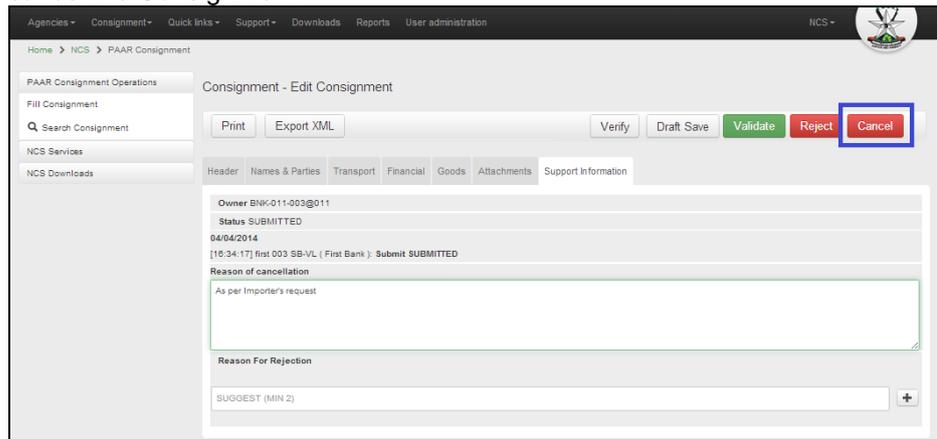
### 3.4 Cancelling Consignment

3.4.1 On Consignment search page, select the consignment to be cancelled then click on its **Edit** icon to open its Consignment details.



Con #	Con Date	Status	PAAR #	PAAR Date	FormM #	P	Cur	Total FOB	Applicant Name	TD #
204	16/03/2014	SUBMITTED			BA05720140000055	Yes	USD	790.00	AUSTINE & BROTHERS NIG ENTERPR...	TR56789

3.4.2 Consignment edit page will be displayed, click on Support Information tab and enter the motive for cancellation of consignment then click on **Cancel** Button to cancel the Consignment.



Agencies - Consignment - Quick links - Support - Downloads - Reports - User administration

Home > NCS > PAAR Consignment

PAAR Consignment Operations

Fill Consignment

Search Consignment

NCS Services

NCS Downloads

Consignment - Edit Consignment

Print Export XML Verify Draft Save Validate Reject Cancel

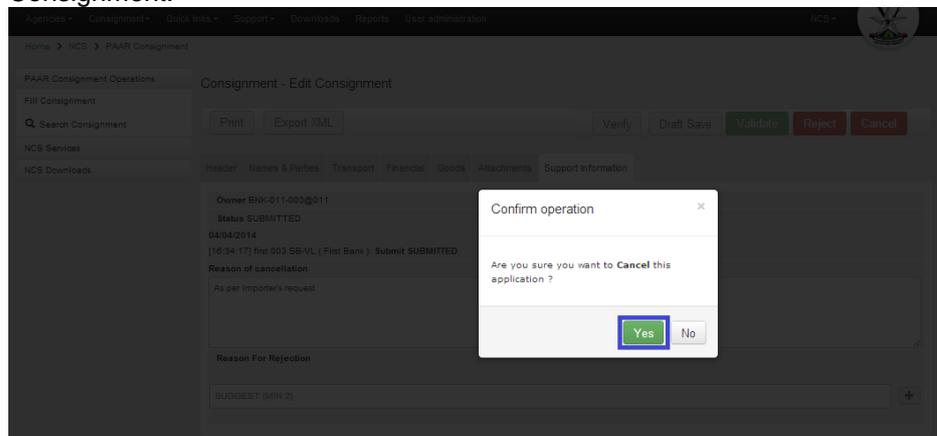
Header Names & Parties Transport Financial Goods Attachments Support Information

Owner:BNK-011-003@011  
Status:SUBMITTED  
04/04/2014  
[16:34:17] first 003 SB-VL ( First Bank ): Submit SUBMITTED

Reason of cancellation  
As per Importer's request

Reason For Rejection  
SUGGEST (MIN 2)

3.4.3 Confirmation message will be displayed. Click on **Yes** button to cancel the Consignment.



Agencies - Consignment - Quick links - Support - Downloads - Reports - User administration

Home > NCS > PAAR Consignment

PAAR Consignment Operations

Fill Consignment

Search Consignment

NCS Services

NCS Downloads

Consignment - Edit Consignment

Print Export XML Verify Draft Save Validate Reject Cancel

Header Names & Parties Transport Financial Goods Attachments Support Information

Owner:BNK-011-003@011  
Status:SUBMITTED  
04/04/2014  
[16:34:17] first 003 SB-VL ( First Bank ): Submit SUBMITTED

Reason of cancellation  
As per Importer's request

Reason For Rejection  
SUGGEST (MIN 2)

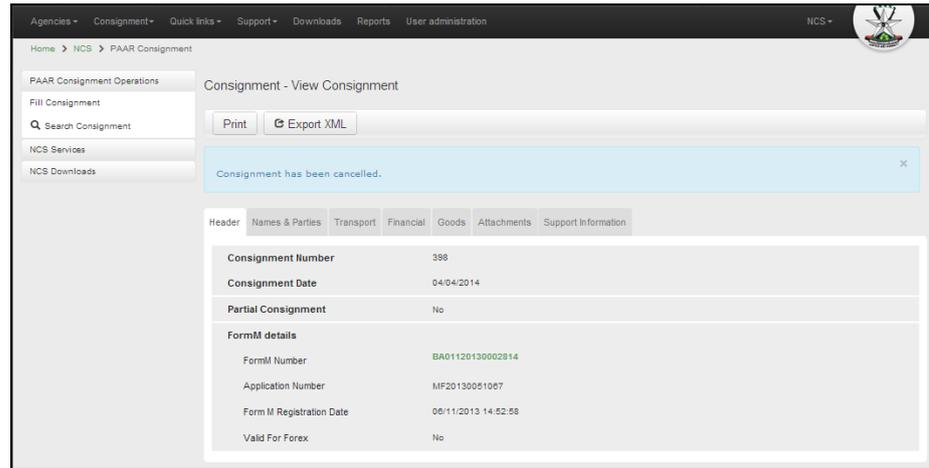
Confirm operation

Are you sure you want to **Cancel** this application ?

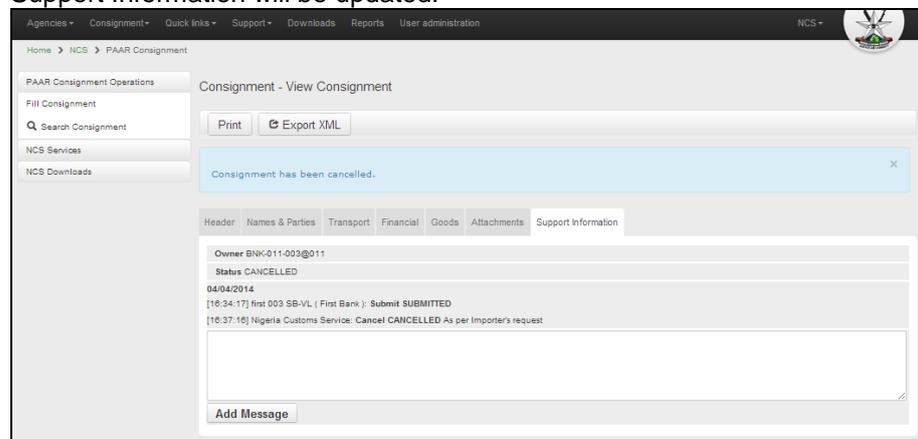
Yes No

3.4.4 Message notification that **“Consignment *has been cancelled.*”** will be displayed.





3.4.5 Support Information will be updated.



3.4.6 Status of Consignment will be changed from “Submitted” to “Cancelled” after cancellation has been made.

Loaded 1 document(s) of 1

Con #	Con Date	Status	PAAR #	PAAR Date	Form M #	P	LI #	Cur	Total FOB	Applicant Name	TD #
398	04/04/2014	CANCELLED			BA01120130002814	No	19	USD	105,148.80	DIKE DUM NIGERIA LTD	FFR56789

Note:

- a. Electronic mail notification format to be sent by the system to **Bank** after Consignment has been cancelled:

*Dear User,  
 Consignment number  $\{id\}$  (Form number:  $\{formNumber\}$ ,  
 Declared FOB value:  $\{totalFOBValue\}\{currencyCode\}$ ) for PAAR issuance  
 has been Cancelled. Please contact  $\{applicantName\}$  for necessary  
 correction.*

*Should you experience issues with the NCS electronic PAAR Forms, please  
 contact the support at [support@trade.gov.ng](mailto:support@trade.gov.ng).*

**NSW Trade Portal team**

*Information in this email is intended solely for the use of the individual(s) to whom it is addressed or otherwise directed.*

*The recipient should check this email for the presence of viruses.*

*The Government accepts no liability for any damage caused by any virus transmitted by this email.*

*If you are not the addressee or have received this message in error, please delete it as well as all copies from your system.*



- b. Electronic mail notification format to be sent by the system to **Trader** after Consignment has been cancelled:

Dear User,  
Consignment number  $\{id\}$  (Form number:  $\{formNumber\}$ , ADB:  $\{bankCode\}$ ) for PAAR issuance has been Cancelled. Please contact your bank for necessary correction.

Should you experience issues with the NCS electronic PAAR Forms, please contact the support at support@trade.gov.ng.

**NSW Trade Portal team**

Information in this email is intended solely for the use of the individual(s) to whom it is addressed or otherwise directed.

The recipient should check this email for the presence of viruses.

The Government accepts no liability for any damage caused by any virus transmitted by this email.

If you are not the addressee or have received this message in error, please delete it as well as all copies from your system.

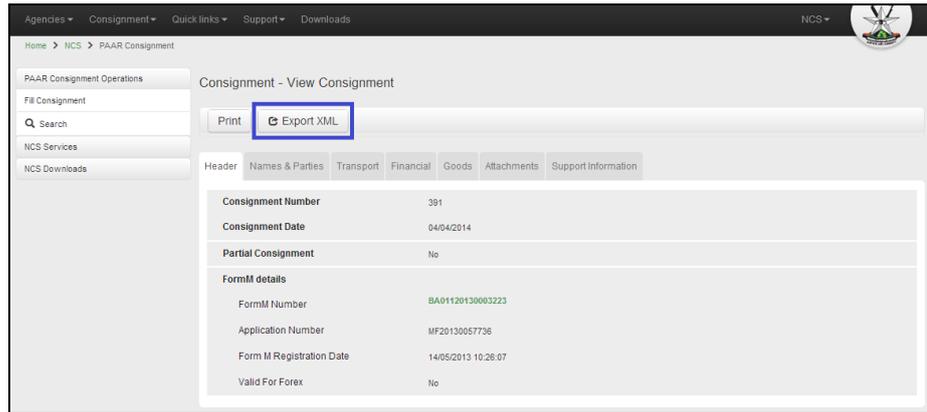
- c. "CANCELLED" watermark text in red font will be displayed on printout copy of a cancelled consignment.

FINAL DOCS RECEIVED DATE		PAAR ISSUE DATE :	PAAR NO	CRMS LEVEL :		
20230214						
<b>IMPORTER NAME &amp; ADDRESS :</b> SRIE DASH NIGERIA LTD 187 ALAKS ROAD, ABA, ABA NORTH, ABA		<b>FORM M APPOINTED AGENT :</b> BA0110110000814		<b>FORM M NO :</b> 1872013001987		
ABA EMAIL : ngsri@kwa700@yahoo.com		<b>FORM M CURRENCY CODE :</b> USD		<b>FORM M APPROVAL DATE :</b>		
PHONE : 0803211343						
<b>EXPORTER NAME &amp; ADDRESS :</b> SHANGHAI SUN HOP & CO P&O LTD 101-102,66-68 10A DU ROAD,HAZU DISTRICT,ZHANGZHOU,CHINA		<b>GROSS WEIGHT :</b> 23.00 KG		<b>CUSTOMS OFFICE :</b> 0876		
CN China EMAIL : 8436@sh.163.com		<b>COUNTRY OF SUPPLY :</b> CN China		<b>PORT OF DISCHARGE :</b> NIGERIA Onne		
PHONE : 0086202344						
<b>TRANSPORT DETAILS :</b> DOC. NO: FFR64789 DOC. DATE: 01/04/2014 MODE: 1 Sea Transport CARRIER: MAERSK VOYAGE NO: 003061309 PORT OF LOADING: CHAOH Lin		<b>REMARKS :</b>				
<b>CANCELLED</b>						
ITEM	QUANTITY	UNIT	USED	ORIGIN	DESCRIPTION OF GOODS	
1	2000	UJ	Yes	CN	VIKROY VINYL LAMINATED FLOOR	
2	2000	UJ	Yes	CN	TELES 400MM*200MM*20MM CERAMIC FLOOR TILES,300MM*300MM	
3	2000	UJ	Yes	CN	UNGLAZED CERAMIC FLOOR TILES,300MM*300MM	
4	2000	UJ	Yes	CN	VIKROY VINYL LAMINATED CERAMIC FLOOR TILES,300MM*300MM	
5	2000	UJ	Yes	CN	VIKROY UNGLAZED CERAMIC WALL TILES,150*300MM	
6	2000	UJ	Yes	CN	VIKROY UNGLAZED CERAMIC WALL TILES,150*400MM	
7	2000	UJ	Yes	CN	VIKROY HOSE/PVC WATER HOSE 1/2"20M	
8	2000	UJ	Yes	CN	VIKROY HOSE/PVC WATER HOSE 3/4"20M	
9	2000	UJ	Yes	CN	VIKROY HOSE/PVC WATER HOSE 1/4"20M	
10	2000	UJ	Yes	CN	VIKROY ELECTRICAL BULB 60W	
11	2000	UJ	Yes	CN	VIKROY CERAMIC WPC SET 1.8M	
12	2000	UJ	Yes	CN	VIKROY CERAMIC BATH LHD-18	
13	2000	UJ	Yes	CN	VIKROY BATH WAX PESTICIDE 12	
14	2000	UJ	Yes	CN	VIKROY BRON CLOTH DRYER/HANGER,100*50CM	
15	2000	UJ	Yes	CN	VIKROY PVC BOARD CEILING/ROOF 200*30MM	
16	2000	UJ	Yes	CN	HEROHOME STONE 40*20*10MM,1000PCS	
17	2000	UJ	Yes	CN	VIKROY STEEL DOOR,2000*750*30MM	
18	2000	UJ	Yes	CN	VIKROY STEEL DOOR,2000*1200*30MM	
19	2000	UJ	Yes	CN	VIKROY PVC DOOR,1000*750*30MM	
ITEM	HS CODE	DUTY RATE(%)	INVOICE NO	FOB INVOICED IN TRANSACTION	ASSESSED FOB IN TRANSACTION CURRENCY	ASSESSED CIF IN NAIRA
1	39269022		20230214	2,000.00		
2	39269022		20230214	4,800.00		
3	39269022		20230214	4,000.00		
4	39269022		20230214	2,100.00		
5	39269022		20230214	4,130.00		
6	39269022		20230214	2,600.00		
7	39269022		20230214	2,765.00		
8	39269022		20230214	11,040.00		
9	39269022		20230214	2,287.00		
10	39269022		20230214	2,180.00		
11	39269022		20230214	8,475.00		
12	39269022		20230214	1,045.00		
13	39269022		20230214	3,615.00		
14	39269022		20230214	360.00		
15	39269022		20230214	21,793.00		
16	39269022		20230214	5,313.00		
SUBTOTAL PAGE 1 TO 2						

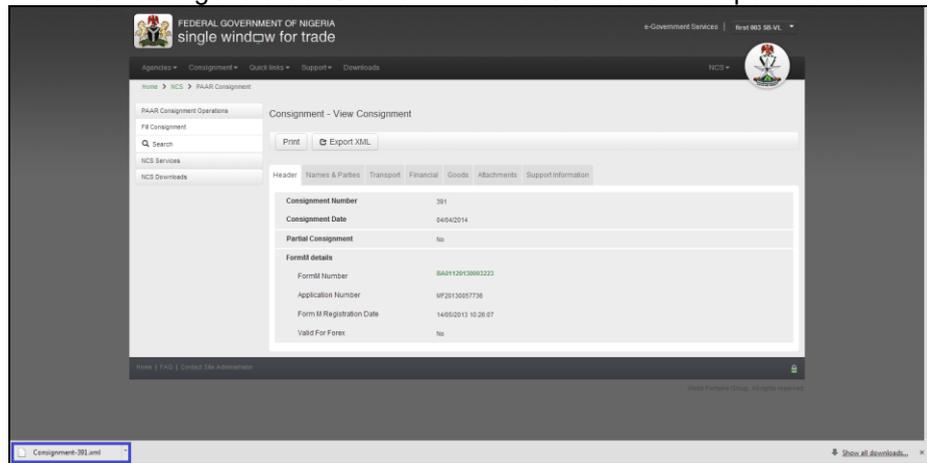
**3.5 Exporting XML**

- 3.5.1 To export Consignment details into XML file, open the Consignment record then click on **Export XML** button at menu bar.





3.5.2 XML file will be generated. Click on XML filename below to open the file.



Note: Downloading of Exported XML file differs with the internet browser being used and any attachment will not be included.

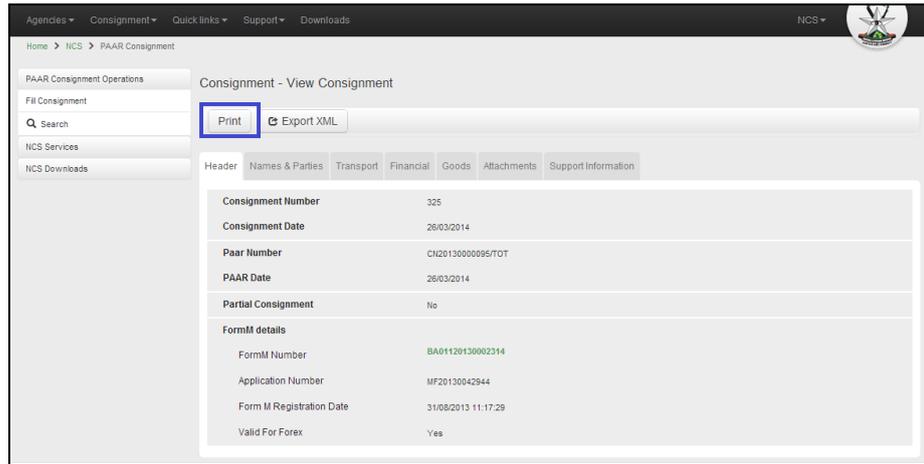
3.5.3 Generated XML file will be displayed. Click on **File** menu then select **Save as** option from dropdown menu to save the file on your computer.



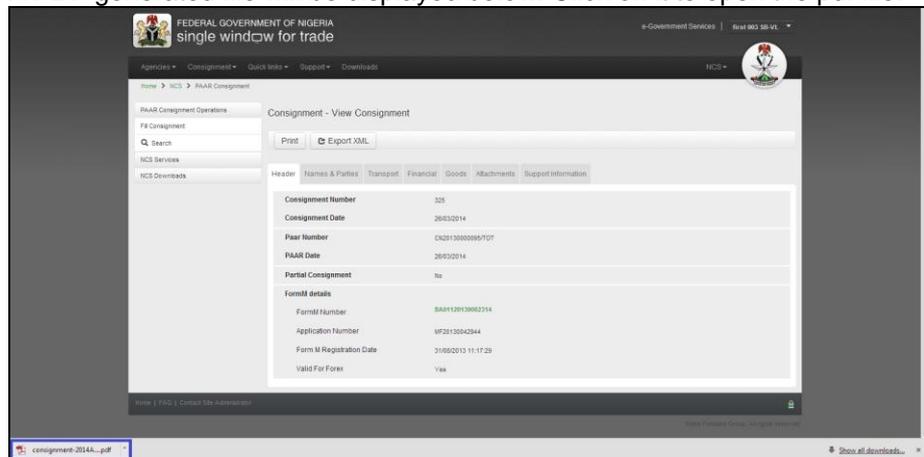
### 3.6 Printing Consignment record

3.6.1 To print consignment on View consignment page, click on **Print** button at menu bar.

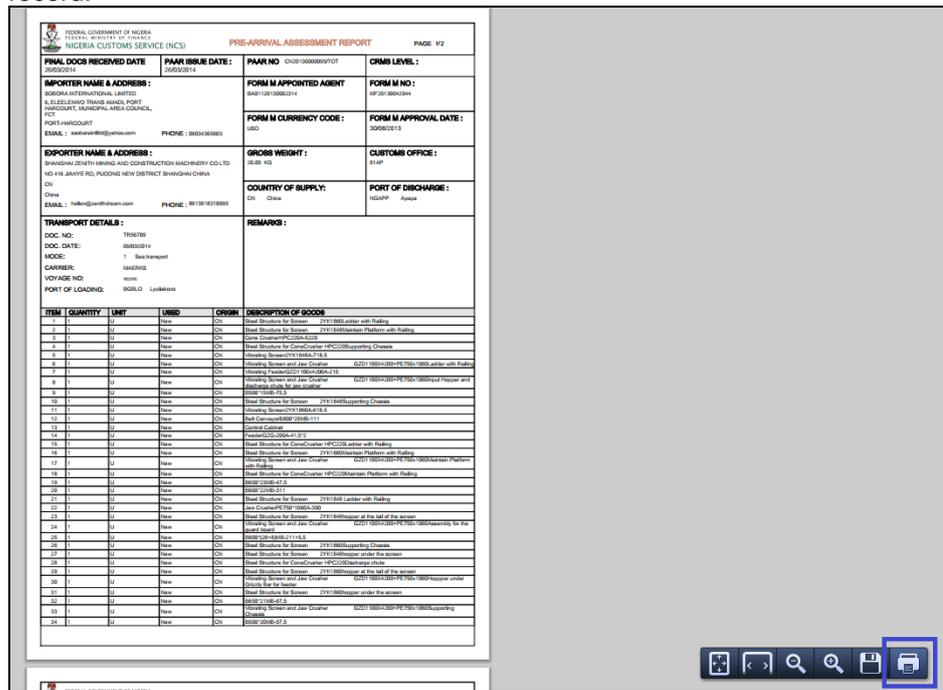




3.6.2 A PDF generated file will be displayed below. Click on it to open the pdf file.



3.6.3 PDF file will be displayed. On PDF file window click on **Print** icon to print the record.



## General Remarks:

- a. Status of Consignment will be changed from “**VALIDATED**” to “**APPROVED**” after the consignment has been approved by NCS-Final Document Verification Officer (FDVO).

Loaded 1 document(s) of 1											
Con #	Con Date	Status	PAAR #	PAAR Date	FormM #	P	LI #	Cur	Total FOB	Applicant Name	TD #
362	01/04/2014	APPROVED			BA01120130002408	Yes	1	USD	2,052.00	JAGUAR BEVERAGES LI...	TR56789

- b. Status of Consignment will be changed from “**APPROVED**” to “**ASSESSED**” after the consignment has been assessed by NCS-Valuation and Classification Officer (VCO).

Loaded 1 document(s) of 1											
Con #	Con Date	Status	PAAR #	PAAR Date	FormM #	P	LI #	Cur	Total FOB	Applicant Name	TD #
285	21/03/2014	ASSESSED			BA01120130009121	Yes	1	USD	132,800.00	KRYSTEL MEGA FISH IN...	TR56789

- c. Status of Consignment will be changed from “**ASSESSED**” to “**REGISTERED**” after the consignment has been registered by NCS- Pre-Arrival Assessment Report Officer (PAARO).

Loaded 1 document(s) of 1											
Con #	Con Date	Status	PAAR #	PAAR Date	FormM #	P	LI #	Cur	Total FOB	Applicant Name	TD #
325	26/03/2014	REGISTERED	CN20130000095/TOT	26/03/2014	BA01120130002314	No	34	USD	472,485.00	SOBORA INTERNATION...	TR56789

- d. Status of Consignment will be changed from any status to “**QUERY**” after the consignment has been **REJECTED** by Bank (Validation Role) or Customs for any reason.

Loaded 1 document(s) of 1											
Con #	Con Date	Status	PAAR #	PAAR Date	FormM #	P	LI #	Cur	Total FOB	Applicant Name	TD #
391	04/04/2014	QUERY			BA01120130003223	No	15	USD	105,000.00	ELE-CEE INTEGRATED C...	MOLU2...

- e. Status of Consignment will be changed from any status to “**CANCELLED**” after the consignment has been **CANCELLED** by Bank or Customs for any reason.

Loaded 1 document(s) of 1											
Con #	Con Date	Status	PAAR #	PAAR Date	FormM #	P	LI #	Cur	Total FOB	Applicant Name	TD #
364	01/04/2014	CANCELLED			BA01120130002375	No	1	USD	1,920.00	WEST AFRICAN CERAML...	MOLU2...

- f. Consignment Number is automatically generated after the Customs has registered the Consignment.

PAAR/RAR Number has following format: **[CS][Year][Number]** , where

- **CS** = Country of Supply Code (2 Char)
- **Year** = Year of registration with YYYY format (4 digit)



- **Number** = Sequential Number with fixed length of 7, prefixed with 0s (e.g. 0000001), starting from 1 every year

PAAR/RAR Number has following format: [PAAR Number Prefix]/[Postfix] , where

- **Postfix** = In case of Full Shipment - **TOT**, In case of Partial Shipment - **001,002...999** (3 digit formatted [Partial Number](#))

E.g.:

Full Shipment: **AM20140000045/TOT**

Partial Shipments: **AM20140000007/001 AM20140000007/002**

- g. Status of Consignment will be changed from “REGISTERED” to “SGD LOCKED” after it is used in SGD. Consignment with “SGD LOCKED” status cannot be modified or cancelled.



Loaded 1 document(s) of 1

Con #	Con Date	Status	PAAR #	PAAR Date	FormM #	P	LI #	Cur	Total FOB	Applicant Name	TD #
472	23/04/2014	SGD LOCKED	AE20140000128/001	25/04/2014	BA05720140000052	Yes	30	CAD	1,370,915.28	MICKEY LADEY COMMER...	MOLU28...

- h. Printing of Registered Consignment can be done directly on Search result page by clicking on its **Print** icon.



Loaded 1 document(s) of 1

Con #	Con Date	Status	PAAR #	PAAR Date	FormM #	P	LI #	Cur	Total FOB	Applicant Name	TD #
325	26/03/2014	REGISTERED	CN20130000095/TOT	26/03/2014	BA01120130002314	No	34	USD	472,485.00	SOBORA INTERNATION...	TR56789

- i. Electronic mail notification format to be sent by the system to **Bank** after Consignment has been registered:

Dear User,  
PAAR  $\{paarNumber\}$  for importer  $\{applicantName\}$  with Consignment number  $\{id\}$  (Form number:  $\{formNumber\}$ , DeclaredFOBvalue:  $\{totalFOBValue\}$  $\{currencyCode\}$ ) has been issued.

Should you experience issues with the NCS electronic PAAR Forms, please contact the support at [support@trade.gov.ng](mailto:support@trade.gov.ng).

#### NSW Trade Portal team

Information in this email is intended solely for the use of the individual(s) to whom it is addressed or otherwise directed. The recipient should check this email for the presence of viruses.

The Government accepts no liability for any damage caused by any virus transmitted by this email.

If you are not the addressee or have received this message in error, please delete it as well as all copies from your system.



- j. Electronic mail notification format to be sent by the system to **Trader** Consignment after has been registered:

*Dear User,  
PAAR \${paarNumber} with Consignment number \${id} (Form number:  
\${formNumber}, ADB: \${bankCode}) has been issued.*

*Should you experience issues with the NCS electronic PAAR Forms, please contact the support at [support@trade.gov.ng](mailto:support@trade.gov.ng).*

**NSW Trade Portal team**

*Information in this email is intended solely for the use of the individual(s) to whom it is addressed or otherwise directed. The recipient should check this email for the presence of viruses.*

*The Government accepts no liability for any damage caused by any virus transmitted by this email.*

*If you are not the addressee or have received this message in error, please delete it as well as all copies from your system.*

