



በኢትዮጵያ ፌዴራላዊ ዲሞክራሲያዊ ሪፐብሊክ
የኢትዮጵያ ገቢዎችና ጉምሩክ ባለሥልጣን
THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY



ለገቢ ገቢዎች ለገቢ ትኩረት
የገቢ ገቢዎች ለገቢ ትኩረት
ገቢዎች ቁጥር 03/08/09
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ቁጥር Ref. No 5-5-0/260/09
ቀን Date 26 መጋቢት 2009

በአባሪው ለተዘረዘሩት ቅጽ/ቤቶች በሙሉ
በያሉበት

ጉዳዩ:- የወጪ ዕቃዎች /EXPORT / እና ድንገተኛ ፍተሻ /Spot Audit / TPRDP ሲስተም
በሁሉም ቅጽ/ቤቶች ተግባራዊ እንዲደረግ ስለመግለጽ

ከላይ በርዕሱ እንደተገለጸው ትሬደር ሪስክ ዳታ ፕሮፋይል ዳታ ቤዝ ሲስተም TPRDP የተለያዩ ክፍሎች ከጥፋት ጋር የተያዘ የግብር ክፍይ መረጃ የሚያስገቡበት የመረጃ ቋት ሲሆን ይህ ሲስተም ቀደም ሲል በዋና መ/ቤት እና በሁሉም ቅጽ/ቤቶች ላሉ ተጠቃሚዎች ስልጠና ተሰጥቶ ተግባራዊ መደረጉ ይታወቃል።

ሆኖም ግን ሲስተሙ ተግባራዊ ሲደረግ የወጪ ዕቃዎች/ EXPORT/ እና ድንገተኛ ፍተሻ /Spot Audit/ መረጃ የሚገባበት ፎርማት የሌለው በመሆኑ እና በተደጋጋሚ ቅጽ/ቤቶች መረጃው የሚገባበት ፎርማት ቢዘጋጅ በሚል ጥያቄ ያቀረቡ በመሆኑ በተጨማሪም ለሥጋት ሥራ አመራር አሰራር በተለይም ቀጣይ ለሚሰራው የወጪ ዕቃዎች የሥጋት ሥራ አመራር ሥራ ጠቃሚ በመሆኑ የእነዚህን ሥራዎች መረጃ ማስገቢያ ፎርማት በትሬደር ሪስክ ዳታ ፕሮፋይል ዳታ ቤዝ ሲስተም ላይ የተካተተ ስለሆነ ይህ ደብዳቤ ከደረሰባችሁ ዕለት ጀምሮ ሲስተሙ ተግባራዊ መደረጉን እንድታውቁና ቀድሞ የተያዙ መረጃዎችንና አዳዲስ መረጃዎችን ማስገባት እንድትጀምሩ እያሳሰብኩ ለዚህም እንዲረዳችሁና ለተግባራዊነቱ አጋዥ የሆነውን የአሰራር ማኑዋል 14 ገጽ አባሪ ተደርጎ መላኩን እገልጻለሁ።

ከላይ ጋር
ሚያቶ
ገቢዎች አምዴ አበበ
የገቢ ገቢዎች ለገቢ ትኩረት ሥጋት ሥራ ጠቃሚ የሆኑትን ዳይሬክተር

ግልባጭ፡

- ለ ህግ ማስከበር ሥራዎች ዘርፍ ም/ዋ/ዳይሬክተር
- ለ ጉምሩክ ፕሮግራም ልማትና ድጋፍ ስራዎች ዘርፍ
- ለጉምሩክ አሰራርና ፕሮግራም ልማት ዳይሬክቶሬት
- ለ ጉምሩክ ቅጽ/ቤቶች ድጋፍ ክትትል ዳይሬክቶሬት
- ለ መረጃ ቴክኖሎጂ ሥራ አመራር ዳይሬክቶሬት

አ./ገ/ገ/ባ
ለዘመናዊና ፍትሐዊ የታክስና ቀረጥ አስተዳደር ሥርዓት ግንባታ ተግተን እንሰራለን !!

- ለአዲስ አበባ ቃሊቲ ጉምሩክ ቅ/ጽ/ቤት
- ለአዲስ አበባ ኤርፖርት ጉምሩክ ቅ/ጽ/ቤት
አዲስ አበባ
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አዳማ
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ሞጆ
- ለሚሌ ገቢዎችና ጉምሩክ ቅ/ጽ/ቤት
ሚሌ
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ባሕር ዳር
- ለመቀሌ ገቢዎችና ጉምሩክ ቅ/ጽ/ቤት
መቀሌ
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ሞያሌ
- ለጋላፊ ጉምሩክ ቅ/ጽ/ቤት
ጋላፊ
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ሀዋሳ
- ለጅማ ገቢዎችና ጉምሩክ ቅ/ጽ/ቤት
ጅማ



**Ethiopian Revenues and Customs Authority
(ERCA)**

**Traders' Risk Data Profile (TRDP)
Export and Spot Audit
User manual**

Tax Compliance Risk Management Directorate

March, 2017



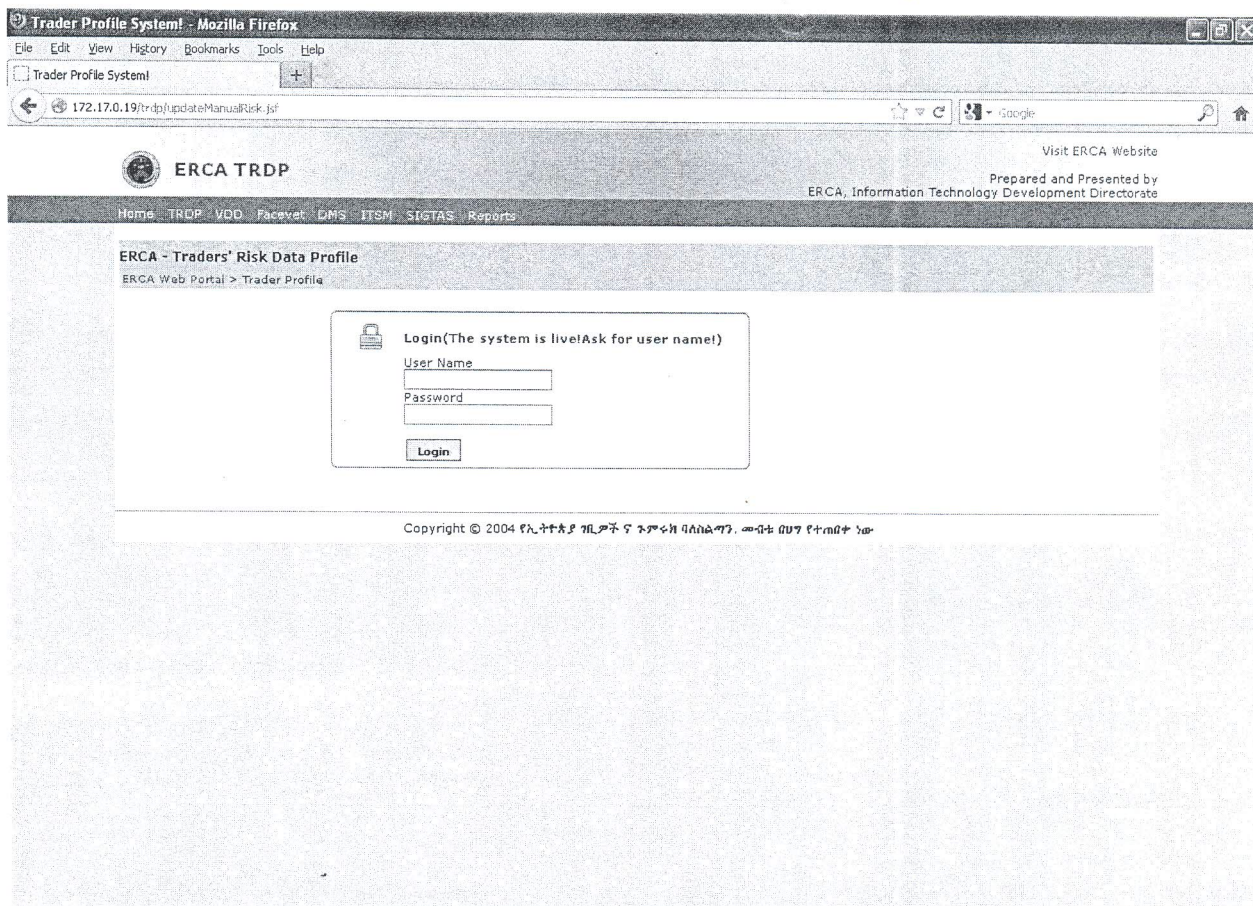
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1. How to start the application (the system)

To start the application run any internet Browser like Mozilla Firefox, internet explorer or any browser and write the following on the address bar [HTTP://172.17.0.19/trdp](http://172.17.0.19/trdp) then the system will display the following user interface



2. How to Login and Logout from the System

Like any application software this software request the authorized user to write his/her login name and password on the blank provided by the system

Use the above user interface/window (Fig 1. User Login form) to login to the system by writing the following:

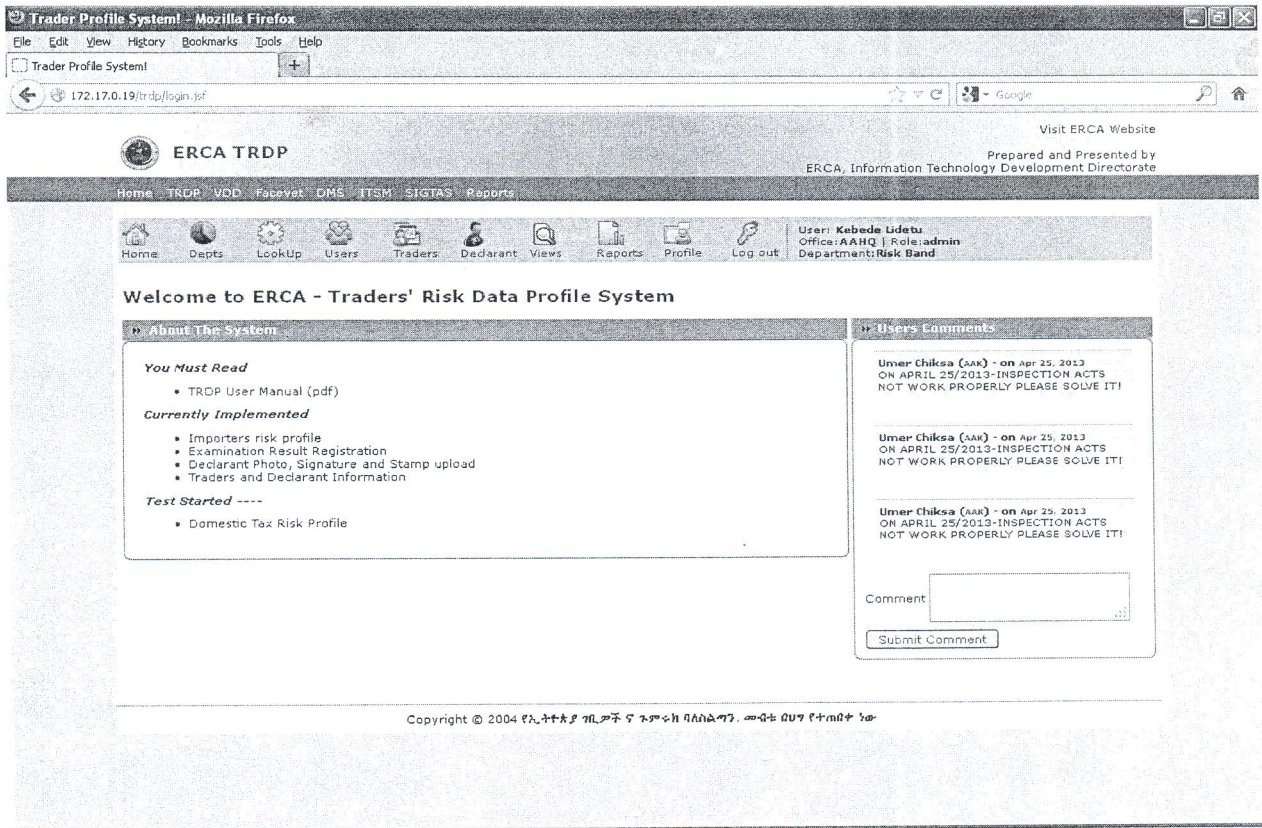
User name: Write your login name

Password: Write your password then

Click "**Login**" button



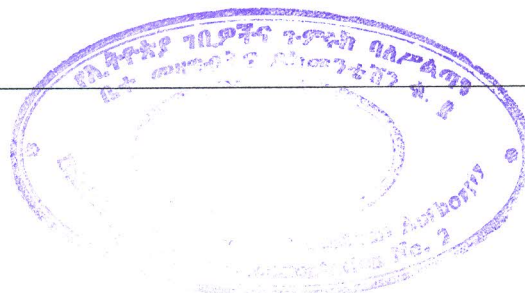
After you click the login button, based on your User Account or role given by the system Administrator (User Name and Password) the system will display the main user interface / form and the specified links which can be accessed based on the role given.

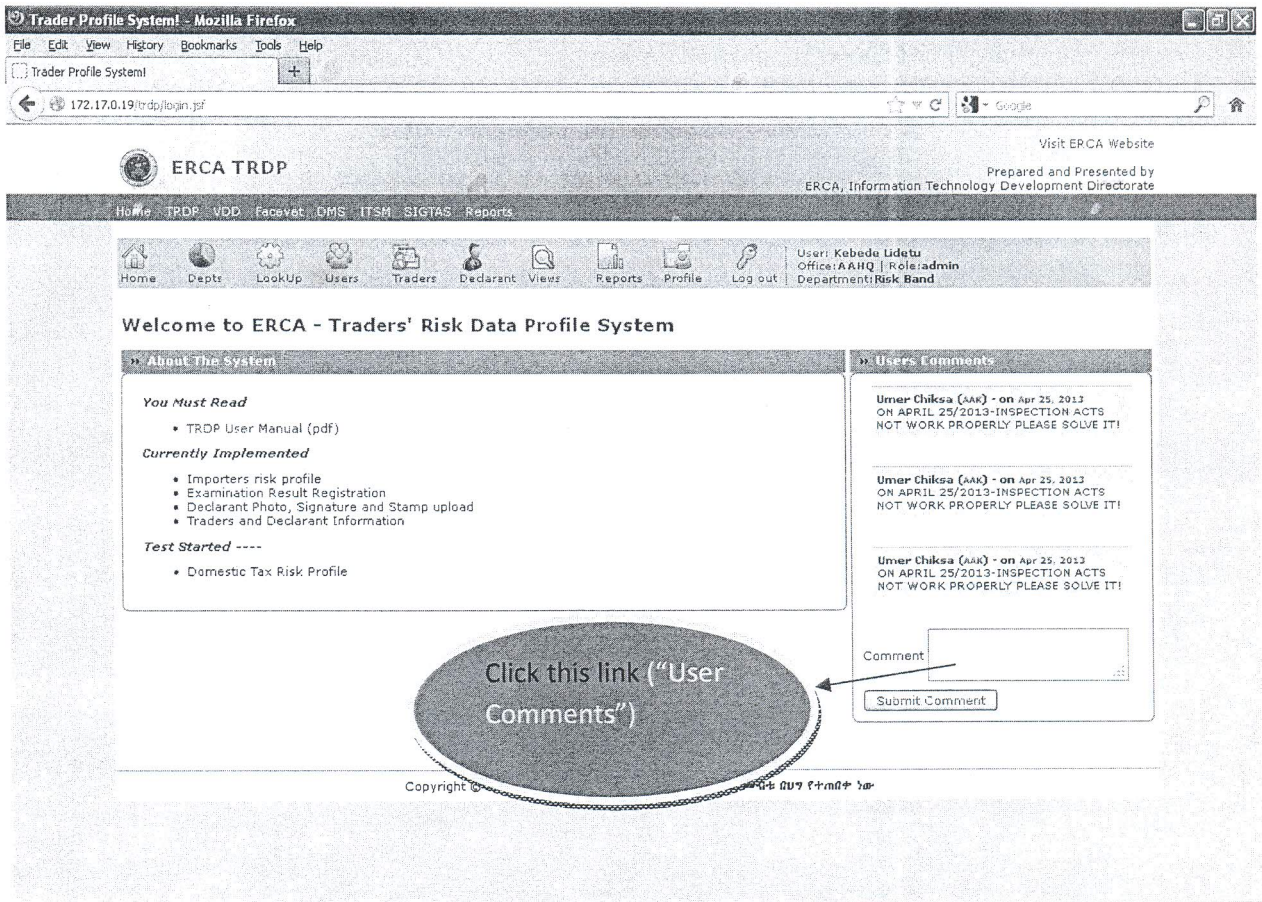


This form helps to go to different user interfaces/forms (windows) and perform different tasks; like to register fraud made by importer, fraud made by customs clearing agent, fraud made by passengers, etc... and to view or search reports from the database.

3. How to Post a message or write comment or any question

By using user comments option located on the right side of the home page you can post you comments, questions or any message. Anyone who is using the system can respond to your questions or comments.





4. How to logout from the system

If you want to quit the program click on "Logout" link

5. How to change password

To change the password given by the system Administrator or your own password, use the link "**profile**" then the system will display the following user interface



- ❖ Insert the new password
- ❖ Insert again the new password for confirmation
- ❖ Click on the *“change”* button then the system will change the password and will display *“your password changed successfully!”* message



6. How to register and View Export fraud/findings

File Edit View History Bookmarks Tools Help

Mozilla Firefox Start Page x Options x Trader Profile System x New Tab x +

172.17.0.19:trdp1/login.jsf Search

Visit ERCA Website

ERCA TRDP Prepared and Presented by ERCA, Information Technology Development Directorate

Home TRDP VDD Facevet DMS ITSM SIGTAS Reports

Home Export Traders Declarant Views Reports Profile Log out User: officereport Office: AAK | Role: ExportOfficer Department: Other

Welcome to ERCA - Traders' Risk Data Profile System

About The System

You Must Read

- TRCP User Manual (pdf)

Currently Implemented

- Importers risk profile
- Examination Result Registration
- Declarant Photo, Signature and Stamp upload
- Traders and Declarant Information

Test Started ----

- Domestic Tax Risk Profile

Users Comments

Assen Workye Aragaw (COM) - on Mar 9, 2017
TRDP is very a dull ugly afternoon in order to register the data, I want to say If you have relating to the making of choices,pls.. you will be adjust its.

Assen Workye Aragaw (COM) - on Mar 9, 2017
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birhanu fikade (AAA) - on Mar 7, 2017

Comment

Submit Comment

Click this link ("Exporter")

To start/access exporter window click on the link Exporter from the above window then the system will display the following window.



a. How to register Exporter Result (Add new record)

ERCA TRDP

Home TRDP VDD Facevet DHS ITSM SIGTAS Reports

Home Export Traders Declarant Views Reports Profile Log out

User: officerexport
Office: AAK | Role: ExportOfficer
Department: Other

Export Traders Risk Profile - List

[Add New](#) [View Record](#)

Copy CSV Excel Print Show 10 entries Search: Show / hide columns

Exporter TIN	Buyer/Importer	Declarant Code	Reg.Number	Country of Destination	Year	Goods Description	DecReg. Date	Payment Mode	Risk Level	Mod of Transport	Dec
0000006994ET03	MARZUK AGRIPTE LTD INEIL ROAD	1032/018	11	Indonesia	2016	GREEN MUNG BEAN NEW CROP	01/01/2016	BANK PERMIT(L/C,CAD...)	Yellow	UNIMODAL TRANSPORT (SEA ROAD)	EX1
0000030991ET08	YAKIN CO.	0093/105	854	Pakistan	2015	ETHIOPIAN BLACK TEA WUSH WUSH & GUMARO	19/02/2015	BANK PERMIT(L/C,CAD...)	Yellow	UNIMODAL TRANSPORT (SEA ROAD)	EX1
0000033559ET01	AYKA TEKSTIL SAN.VE TIC.A.S.	77964/370	1252	Turkey	2016	95%ORGANIC COTTON 5% ELASTANE DYED KNITTED	20/02/2016	BANK PERMIT(L/C,CAD...)	Yellow	UNIMODAL TRANSPORT (SEA ROAD)	EX3
	AHCOF HOLDINGS CO.,LTD	1207/779	874	China	2016	ETHIOPIAN ORIGIN WOLLEGA TYPE SESAME SEEDS	08/02/2016	BANK PERMIT(L/C,CAD...)	Yellow	UNIMODAL TRANSPORT (SEA ROAD)	EX1
	AL BWARDY			United Arab		LAMINATE FLOORING				UNIMODAL	

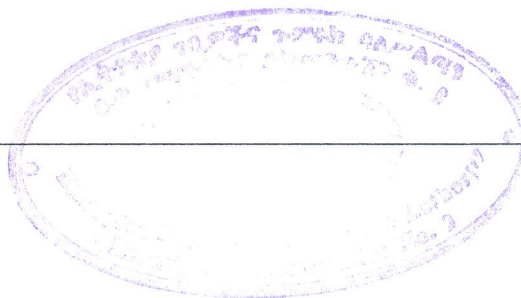
Click this link ("Add New Item")

To insert any record (whether there is finding or not) after examination of goods, examiners use the link "Add new" from the above window then the system will display the following window or user interface.



To insert the new record

- ❖ Insert declaration number, item number and declaration year, then
- ❖ Click **“show ASY data”** button
- ❖ The system will extract the related data about that specific declaration and put on the specified text box (example Exporter TIN, Buyer/Importer, etc.)
- ❖ Select the option **“find by”** from the combo box/ the drop down list and based on the finding select and insert **“Examination”** or **“Assessment”** or **“other”** in to the text box
- ❖ Fill the type of fraud and additional payment
- ❖ If you have any remark put on the “remark” text box ,
- ❖ Click on the “Submit Profile” Button then the system will automatically saves the record and display a message **“The Profile is successfully saved. Thank you”**
- ❖ Remember: all text box with * are mandatory and you have to fill (can't be empty)



b. How to view Export result (search by date)

ERCA TRDP

Home TRDP VDO Facevel DMS ITSN SIGTAS Reports

User: officereport
Office: AAK | Role: ExportOfficer
Department: Other

Export Traders Risk Profile - List

Buttons: Add New, View Record

Copy CSV Excel Print Show 10 entries Search: Show / hide columns

Exporter TIN	Buyer/Importer	Declarant Code	Reg.Number	Country of Destination	Year	Goods Description	DecReg. Date	Payment Mode	Risk Level	Mod of Transport	Decl
0000006994ET03	MARZUK AGRIPTE LTD INEIL ROAD	1032/018	11	Indonesia	2016	GREEN HUNG BEAN NEW CROP	01/01/2016	BANK PERMIT(L/C,CAD...)	Yellow	UNIMODAL TRANSPORT (SEA ROAD)	EX1
0000030991ET08	YAKIN CO.	0093/105	854	Pakistan	2015	ETHIOPIAN BLACK TEA WUSH WUSH & GUMARO	18/02/2015	BANK PERMIT(L/C,CAD...)	Yellow	UNIMODAL TRANSPORT (SEA ROAD)	EX1
		77964/370	1252	Turkey	2016	95%ORGANIC COTTON 5% ELASTANE DYED KNITTED	20/02/2015	BANK PERMIT(L/C,CAD...)	Yellow	UNIMODAL TRANSPORT (SEA ROAD)	EX3
		1207/779	874	China	2016	ETHIOPIAN ORIGIN WOLLEGA TYPE SESAME SEEDS	08/02/2016	BANK PERMIT(L/C,CAD...)	Yellow	UNIMODAL TRANSPORT (SEA ROAD)	EX1
	AL EWARDY			United Arab		LAMINATE FLOORING				UNIMODAL	

Click this link ("view record")

To view the record or report of examination result by date interval use the link, "view record"

To search /view the report or records

- ❖ Click on the "**view record**" button then the system will display the result as shown above



7. How to register and search spot Audit results

ERCA TRDP

Visit ERCA Website

Prepared and Presented by
ERCA, Information Technology Development Directorate

Home TRDP VDD Facevet DMS ITSM SIGTAS Reports

Home Spot Audit Traders Declarant Views Reports Profile Log out

User: spot
Office: AAX | Role: CustSpotAuditAdd
Department: Other

Welcome to ERCA - Traders' Risk Data Profile System

About the System

You Must Read

- TRDP User Manual (pdf)

Currently Implemented

- Importers risk profile
- Examination Result Registration
- Declarant Photo, Signature and Stamp upload
- Traders and Declarant Information

Test Started ----

- Domestic Tax Risk Profile

Users Comments

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TRDP is very a dull ugly afternoon in order to register the data, I want to say If you have relating to the making of choices,pls.. you will be adjust its.

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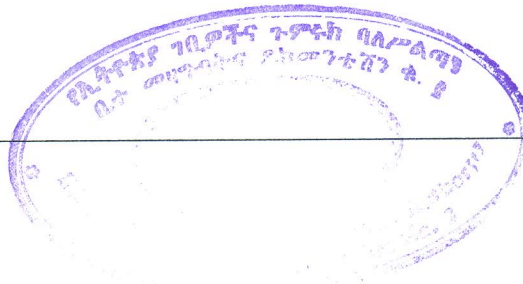
birhanu fikade (AAA) - on Mar 7, 2017

Comment

Submit Comment

Click this link ("Import")

Use the link "**Spot Audit**" from the above user interface to register and Search information about importer. After you click the link the following user interface will appears.



a. How to register Spot Audit results

ERCA TRDP

Visit ERCA Website
Prepared and Presented by
ERCA, Information Technology Development Directorate

Home TRDP VOD Facevet DMS ITSM SIGTAS Reports

Home Spot Audit Traders Declarant Views Reports Profile Log out
Users: spot
Office: AAK | Role: CustSpotAuditAdd
Department: Other

Spot Traders Risk Profile - List

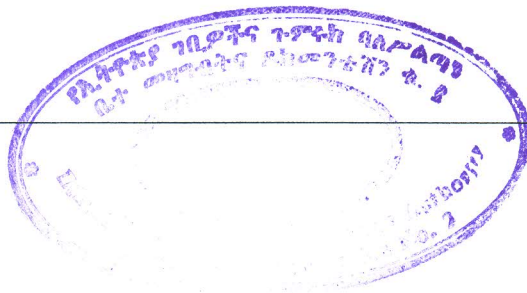
[Add New](#) [View Record](#)

Copy CSV Excel Print Show 10 entries Search: Show / hide columns

Company name	Declarant Name	TIN	Declaration No	Declaration Reg. Year	Declarant Code	Branch	Risk Level	Type of Fraud	Has Fraud?	Source of Information	Examined List Box	F Ex
ABDIKADIR SEID AHMED	Getachew Delessa Furegassa	0003624933AAFI	45	2015	26912/839	AAK	Yellow	hjhj	Yes	hjh	hjh	15
DEJENE FIKADU BEKILE	HAIMANOT FANTAHUN MARYE	0009175274AA02	1258	2016	178049/817	AAK	Red	fdgfd	Yes	dfgd	dfg	fdg
			3052	2017	89	AAK	red	fgh	Yes	fghf	fgh	fgh
			17	2017	456	AAK	red	dghf	Yes	fghf	fghfg	fgh

Click on this link ("Add New (Declared)")

Use the link **"Add new"** from the above user interface to insert records/frauds made by Importers and find by Spot Audit. After you click the link the following user interface will be displayed.



The screenshot shows a web browser window with the URL `172.17.0.19/trdp1/itspotsauditReport.jsf`. The page header includes the ERCA TRDP logo and navigation links: Home, TRDP, JDD, Faceyeek, BMS, ITSM, SIGTAS, Reports. A user menu shows: User: spot, Office: AAK, Role: CustSpotAuditAdd, Department: Other.

The main content area is titled "Spot Traders Risk Profile - New Record" and contains the following form elements:

- Buttons: `Add New`, `View Record`
- Section: **Import Traders Risk Profile - Findings After Examination**
- Fields: `Reg. #(C):`, `Year:`, `Show ASY Data` (button)
- Note: *The data just below is extracted from ASYCUDA system. Write the remark only!*
- Fields: `TIN`, `Declaration Reg. Year`, `Company name`, `Declarant Code`, `Declarant Name`, `Risk Level`
- Fields: `type of Fraud *`, `Source of Information`
- Fields: `Has Fraud? Please select` (dropdown), `Examined List Box *` (list box)
- Fields: `Remark *`, `Finding Examiner with money *`
- Button: `Submit Profile`

To register the record/ finding:

- ❖ Insert declaration number and year and click on the *“show ASY Data”* button. The system will extract all related data about that specific declaration from ASYCUDA ++ then,
- ❖ Insert all findings on the specified text boxes located below the red dotted line then
- ❖ Click the *“Submit Profile”* button and the system will automatically saves the record. If the registration process is successful then the following message will be displayed *“Your Insertion has been done successfully!”* If not the following message appears *“Your insertion is not successful!”*



b. How to search/view Spot Audit registered data

ERCA TRDP

Home TRDP VOD Facevet DMS ITSM SIGTAS Reports

Home Spot Audit Traders Declarant Views Reports Profile Log out

User: spot
Office: AAK | Role: CustSpotAuditAdd
Department: Other

Spot Traders Risk Profile - List

Add New View Record

Copy CSV Excel Print Show 10 entries Search: Show / hide columns

Company name	Declarant Name	TIN	Declaration No	Declaration Reg. Year	Declarant Code	Branch	Risk Level	Type of Fraud	Has Fraud?	Source of Information	Examined List Box	F Ex
ABDULEKADIR SEID AHMED	Getachew Delesa Furegassa	0003624933AAFI	45	2015	26912/839	AAK	Yellow	hjhj	Yes	hjh	hjh	15
		00175274AA02	1258	2016	178049/817	AAK	Red	fdgfd	Yes	dfgd	dfg	fdg
			3052	2017	89	AAK	red	fgh	Yes	fghf	fgh	ffg
		456456	17	2017	456	AAK	red	dghf	Yes	fghf	fghfg	fgr

Click on this link ("View Record")

Use the link "**View Record**" from the above user interface to view records/frauds made by Importers and find by spot Audit.

