

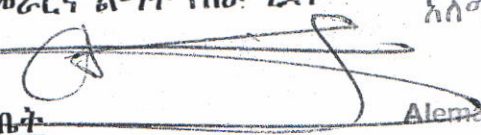
በጉምሩክ ኮሚሽን
የአዲስ አበባ ቃሊቲ ጉምሩክ ቅ/ጽ/ቤት
CUSTOMS COMMISSION
ADDIS ABABA KALITI CUSTOMS BRANCH OFFICE

ቁጥር: ስ/አ/ጽ/ቤት 64/11
ቀን: 14/07/2011 ዓ.ም

- ለ፡-ትራንዚትና መጋዘን አስተዳደር የስራ ሂደት
- ለ፡- ኢስተርን ኢንዱስትሪ ፓርክ የጉ/ሥ/ሥ/ አ/የስራ ሂደት
- ለ፡- ቦሌ ለሚ ኢንዱስትሪ ፓርክ የጉ/ሥ/ሥ/ አ/የስራ ሂደት
- ለ፡- ንግድ ዕቃ አወጣጥ የስራ ሂደት
- ለ፡- ለወጪና ንግድ ያልሆኑ የገቢ ዕቃዎች አወጣጥ የስራ ሂደት
- ለ፡- ገቢ ሂሳቦች አስተዳደርና የቀረጥ ተመላሽ የስራ ሂደት
- ለ፡- ተተውና የተወረሱ መጋዘን አስተዳደር የስራ ሂደት
- ለ፡- ደንበኞች ትምህርትና ድጋፍ የስራ ሂደት
- ለ፡- ኢንተሎጀንስ ኮንትራባንድ ክትትል የስራ ሂደት
- ለ፡- ኢንዶዴ የጉ/ሥ/አ/ የስራ ሂደት
- ለ፡- ድህረ ዕቃ አወጣጥ አዲት የስራ ሂደት
- ለ፡- ሀብት አስተዳደር የስራ ሂደት
- ለ፡- ሰው ሀብት ስራ አመራርና ልማት የስራ ሂደት

ከ፡- ስራ አስኪያጅ ጽ/ቤት

አ.አ. ቃሊቲ ጉምሩክ ቅ/ጽ/ቤት



አለማየሁ አንቲቾ ደዴቦ

ስራ አስኪያጅ

Alemayehu Anticho dedebo
Manager

ጉዳዩ፡- የተሻሻለ የዕቃ መልቀቂያ አሰራር ስለማሳወቅ ይመለከታል፤

የጉምሩክ ሥራ አመራር ስርዓት ፕሮጀክት ጽ/ቤት በቁጥር 4-5/13/11 በቀን 09/07/2011 ዓ.ም በተጻፈ ደብዳቤ በአዲሱ የጉምሩክ ሥራ አመራር ስርዓት ከዕቃ መልቀቂያ አሰራር ጋር በተያያዘ ከተጠቃሚዎች የተነሱ ጥያቄዎችን ተከትሎ ማሻሻያ ማድረጉን በመግለፅ የተሻሻለው የዕቃ መልቀቂያ አሰራር ከመጋቢት 12/07/2011 ዓ.ም ጀምሮ ተግባራዊ እንደሚሆን ገልጿል።

ስለሆነም አሰራሩን የሚገልፅ መመሪያ ከዚህ ደብዳቤ ጋር አባሪ ተደርጎ የተላከላችሁ በመሆኑ እንዲትጠቀሙበት እየገለፁን አጠቃቀሙ ላይ የሚገጥማችሁን ችግር ለእገዛ ይረዳችሁ ዘንድ ለይታችሁ በጽሑፍ ለሚመለከተው ዘርፍ እንዲታቀርቡ አሳስባለሁ።

ከሰላምታ ጋር

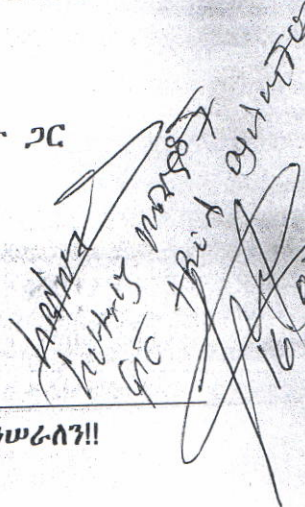
ግልባጭ

- ❖ ለ፡አምራችና ወጪ ሊሎች ጣቢያዎች ም/ስራ አስኪያጅ
- ❖ ለ፡ንግድ ገቢ ዕቃዎች አፕሪኬሽን ም/ስራ አስኪያጅ
- ❖ ለ፡ሀገ ተገኝነት ም/ስራ አስኪያጅ
- ❖ ለ፡አቅምና ግንባታ ድጋፍ ም/ስራ አስኪያጅ

አ.አ. ቃሊቲ ጉምሩክ ቅ/ጽ/ቤት

ስልክ
0118964720

ለዘመናዊ ፍትሐዊ የታክስና ቀረጥ አስተዳደር ሥርዓት ግንባታ ተግተን እንሠራለን!!



12

1

2

Handwritten signature

05 መጋቢት 2019

4-5/13/11

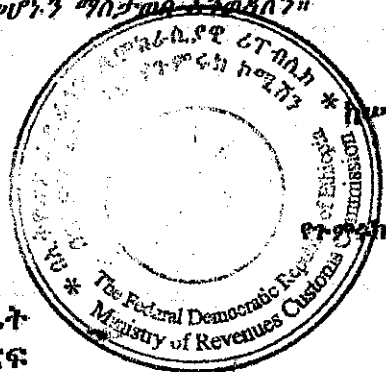
በአባሪው ለተጠቀሱት በሙሉ በያሉበት

ጉዳይ: የተሻሻለ (ዕቃ መልቀቂያ) አሰራርን ማሳወቅን ይመለከታል (SU0002/2019)

በአዲሱ የጉምሩክ ሥራአመራር ስርዓት ከዕቃ መልቀቂያ አሰራር ጋር በተያያዘ ከተጠቃሚዎች የተነሱ ጥያቄዎችን መሰረት በማድረግ የማሻሻያ ስራዎች ተከናውነው ለሰራ ዝግጁ ሆነዋል።

በዚህ መሰረት የተሻሻለው የዕቃ መልቀቂያ አሰራር ከመጋቢት 12 ቀን 2011 ዓ.ም. ጀምሮ ተግባራዊ እንደሚሆን እያሳወቅን አሰራሩን የሚገልጽ መመሪያ (ከአሰሪ ማኑዋል ከገጽ 19-27፣ ከፈሰሹት ማኑዋል ከገጽ 16-25) ከዚህ ደብዳቤ ጋር አያይዘን የላከን መሆኑን እንገልጻለን።

ማሳሰቢያ፤ በአጠቃቀሙ ላይ ተጨማሪ ማሳሰቢያ (እንዲሁም መመሪያዎችን) በተለመደው መንገድ የጥርጅክት ጽ/ቤቱን ባለሙያዎች በመጠየቅ አስፈላጊውን እገዛ ማግኘት የሚቻል መሆኑን ማስታወሻ እንደሚገልጽ።



የጉምሩክ ሥራ አመራር ሥርዓት ጥርጅክት ጽ/ቤት
አዲስ አበባ

ግልባጭ

- ለጉምሩክ ኮሚሽን ጽ/ቤት
 - ለጉምሩክ ኦፕሬሽን ዘርፍ
 - ለጉምሩክ ህግ ተገዥነት ዘርፍ
- ጉምሩክ ኮሚሽን**

1
2

(

)

ቅርንጫፍ ጽ/ቤቶች

- > ለአዲስ አበባ ቃሊቲ ጉምሩክ ቅ/ጽ/ቤት
- > ለአዲስ አበባ ኤርፖርት ጉምሩክ ቅ/ጽ/ቤት

አዲስ አበባ

- > ለጋላፊ ጉምሩክ ቅ/ጽ/ቤት
- ጋላፊ

- > ለሞጆ ደረቅ ወደብ ቅ/ጽ/ቤት
- ሞጆ

- > ለአዳማ ጉምሩክ ቅ/ጽ/ቤት
- አዳማ

- > ለሐዋላ ጉምሩክ ቅ/ጽ/ቤት
- ሐዋላ

- > ለባህርዳር ጉምሩክ ቅ/ጽ/ቤት
- ባህርዳር

- > ለመቀሌ ጉምሩክ ቅ/ጽ/ቤት
- መቀሌ

- > ለድሬዳዋ ጉምሩክ ቅ/ጽ/ቤት
- ድሬዳዋ

- > ለጅማ ጉምሩክ ቅ/ጽ/ቤት
- ጅማ

- > ለጅጅጋ ጉምሩክ ቅ/ጽ/ቤት
- ጅጅጋ

- > ለሚሊ ጉምሩክ ቅ/ጽ/ቤት
- ሚሊ

- > ለኮምቦልቻ ቅ/ጽ/ቤት
- ኮምቦልቻ

- > ለሞያሌ ጉምሩክ ቅ/ጽ/ቤት
- ሞያሌ

- > ለጂቡቲ ማስተባበሪያ ጽ/ቤት
- ጂቡቲ



2
3

4

5



Table of Contents

CHANGE CONTROL SUMMARY 5

1. OVERVIEW 6

2. BUSINESS ROLE 7

3. FUNCTIONS 8

3.1. LOG INTO TWM 8

3.2. RETRIEVE SAD 9

3.2.1. Find using barcode 10

3.2.2. Find using declaration reference 11

3.2.3. Find using other criteria 11

3.2. POST-ENTRY MODIFICATIONS (PEM) 12

3.3. VERIFY OPERATION (RISK ANALYSIS) 15

3.4. LANE RE-ROUTING 17

3.5. RELEASE ORDER 19

3.5.1. Full release 21

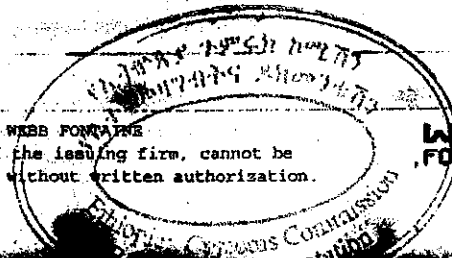
3.5.2. Partial release 21

3.5.3. Non-containerized goods 23

3.5.4. Print the Release Order 26

3.5.4.1. Right after validation 26

3.5.4.2. From release order 27







3.2.2. Find using declaration reference

In the case the barcode reader doesn't work, the user can actually type in manually (using keyboard) the reference, in the format [year], space, [office], space, [reg serial], space, [reg number]. For example: "2017 AAK00 4 49".

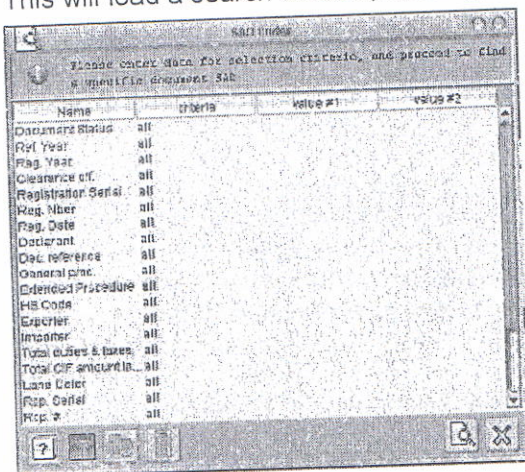
The user then press the right arrow, or presses "enter"

This will load the same finder window as before.

3.2.3. Find using other criteria

If there is no barcode, and the user doesn't know the exact reference, the user can simply select "find" instead of "find using barcode".

This will load a search window, allowing the user to use several criteria to filter its search.



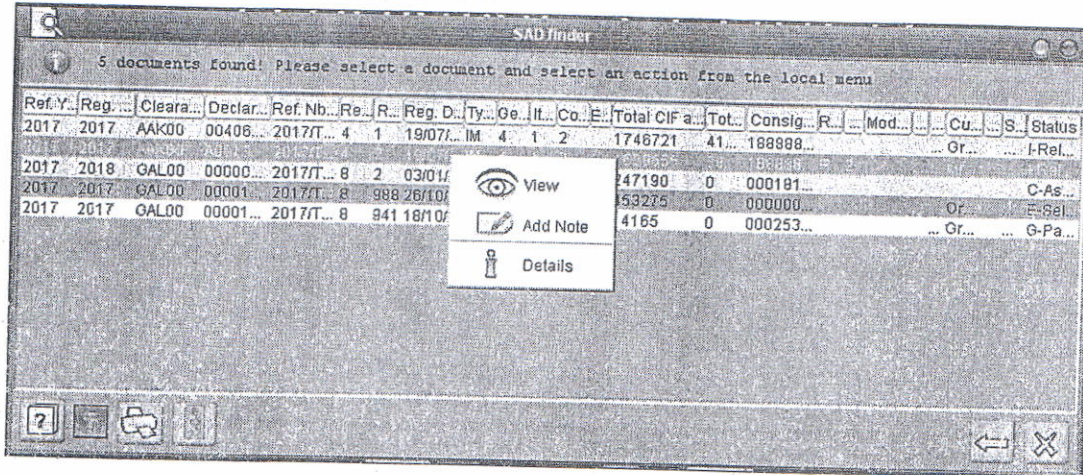
In this case it is possible to list several results with similar criteria (for example, same office code, same registration date, etc.) as follow:

Ref. Y.	Reg.	Clearan.	Declara.	Ref. Nbr	Re. Re.	Reg. D.	Type	Qs.	It.	Ex.	Total CIF a	Tota. Co.	R.	Cur.	S.	Status
2017	2017	AAK00	A0013	WWWW	4	41	18/05	IM	4	1	23811	207...	55...	R	15	Paid
2017	2017	AAK00	A0013	IM48888	4	42	18/05	IM	4	1	23811	207...	55...	R	14	Paid
2017	2017	AAK00	A0013	TEST2	4	47	18/05	IM	4	1	23811	207...	55...	R	16	Paid
2017	2017	AAK00	00000	000018	7	7	18/05	IM	7	3	78060	0	7	R	30	Exited
2017	2017	AAK00	12312	11111	4	48	22/05	IM	4	2	2281	541...	11...	R	10	Exited
2017	2017	AAK00	A0013	IM44TE	4	50	23/05	IM	4	1	22811	207...	55...	R	15	Ass...
2017	2017	AAK00	00000	8874127	4	48	22/05	IM	4	1	2281	541...	11...	R	10	Ass...
2017	2017	AAK00	12312	20170	4	53	24/05	IM	4	1	32811	221...	11...	R	21	Ass...
2017	2017	AAK00	12312	20170	4	51	24/05	IM	4	1	32811	221...	11...	R	21	Ass...
2017	2017	AAK00	VARDA	HAK2	4	54	24/05	IM	4	1	22811	125...	11...	R	11	Ass...
2017	2017	AAK00	12312	20170	4	52	24/05	IM	4	1	32811	221...	11...	R	21	Ass...
2017	2017	AAK00	A0013	TEST1	4	55	25/05	IM	4	1	23177	210...	55...	R	11	Paid
2017	2017	AAK00	12312	20170	4	67	25/05	IM	4	2	248938	188...	11...	R	18	Rela...
2017	2017	AAK00	12312	PAVE1	4	58	25/05	IM	4	2	1217032	820...	11...	R	20	Paid
2017	2017	AAK00	12312	20170	4	62	26/05	IM	4	2	2376193	153...	11...	R	24	Rela...
2017	2017	AAK00	12312	20170	4	59	26/05	IM	4	1	251471	162...	11...	R	21	Exited
2017	2017	AAK00	12312	20170	4	60	26/05	IM	4	2	248938	188...	11...	R	22	Paid
2017	2017	AAK00	12312	PAVE1	4	61	26/05	IM	4	2	1217032	820...	11...	R	25	Paid
2017	2017	AAK00	12312	20170	4	71	26/05	IM	4	2	20827664	0	72	R	26	Ass...



Ethiopia ERCA eCIVIL

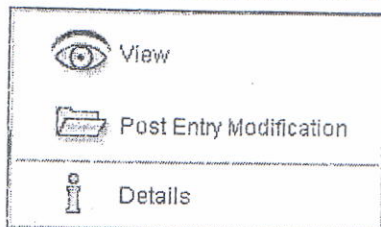
From there, the operation is however the same, the user simply has to right click on the correct declaration to view available operations.



3.2. POST-ENTRY MODIFICATIONS (PEM)

As an assessor, the user is allowed to perform some post-entry modifications, i.e. modifications on an already assessed declaration. This is only possible on declarations with status "Paid" or "Assessed". Not all fields can be modified once a declaration has been assessed, however, some can be, but only by the assessor. These modifications can induce a modification in taxes and duties, which could lead to the need for the trader to pay for the second time and go back to the cashier operation (see WFET-CMS-MAN-0003 for cashier operations).

To do PEM; the user will first search for a declaration using the finder, then, will do a right click on the selected declaration and select the operation "Post Entry Modification".



This will open the declaration, as it would if the user had selected "view", however, in this case, fields are editable, and allow for modification.

To edit a field, the user simply needs to select the field, which will become yellow, and type in the new information.



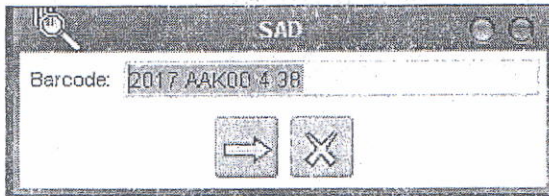
From this sub menu, the user will be able to search a SAD either by scanning the barcode on the SAD, by typing in the barcode reference, by Credit account, or using some other criteria.

3.2.1. Find using barcode

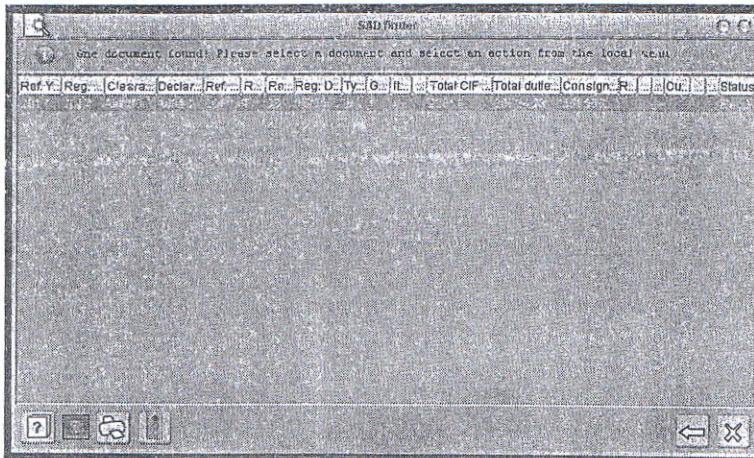
In the case the cashier has a barcode reader connected to his/her computer, the user needs to select "Find by barcode", then a new pop-up will appear, waiting for the user to scan the code.



Scanning the code will automatically enter the information in the box, and the user will only have then to press "enter"



The finder window will open with the SAD corresponding to the barcode reference.

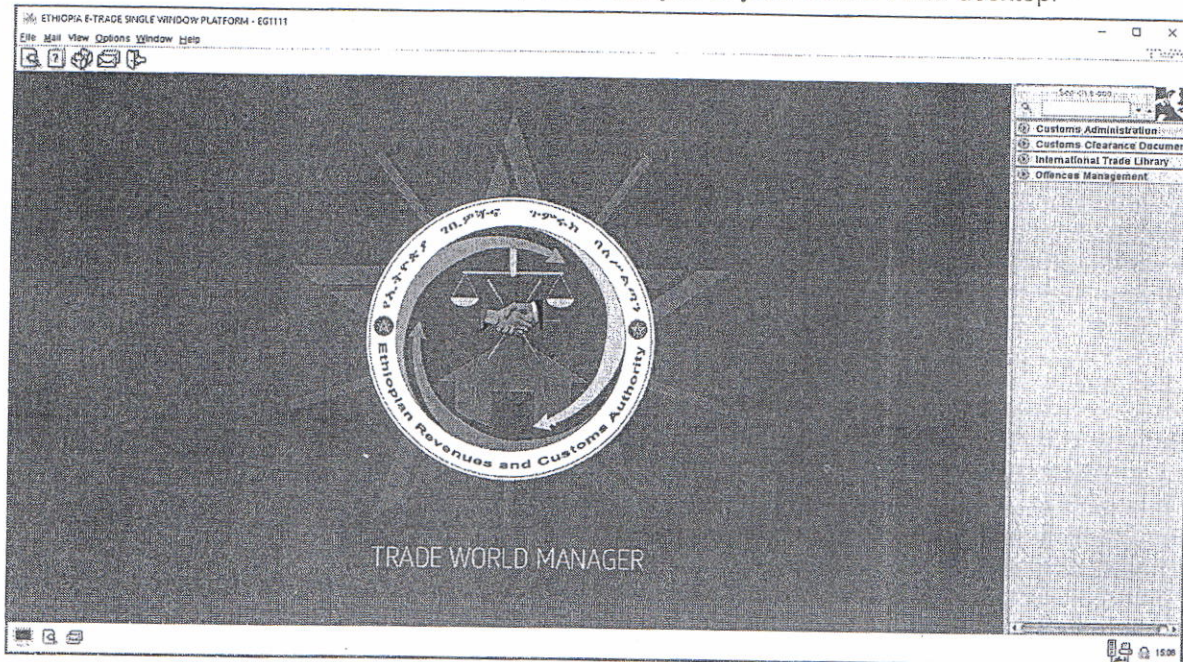


From there, the officer will be able using right click on the declaration, to access different operations.



Ethiopia ERCA eCMS Project

Once you have entered all the information, it will take you to your eCMS TWM desktop.

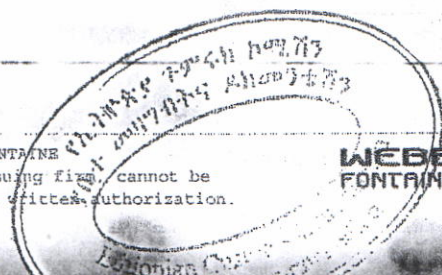
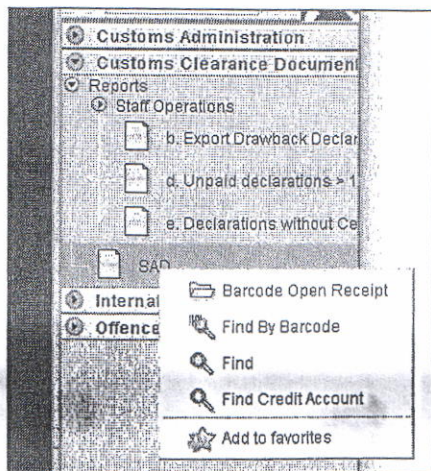


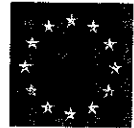
TWM offers each user its own desktop, which can be personalized to the users' convenience. The user can for example add shortcuts

3.2. RETRIEVE SAD

The first operation will be to find a SAD in the system. To do so, several options are available to the user.

under customs clearance document, the user will right click on SAD.





Ethiopia ERCA eCMS Project

2. BUSINESS ROLE

An assessor has several roles to perform in the clearance process. He/She is the officer who will receive a declaration when it was selected for documentary check, but he also will be the one requesting release after inspection, documentary check, or even when the declaration is selected "Green".

The assessor has the right to re-route a declaration, either to green, to confirm conformity, or to a higher level, when there is a suspicion of fraud or issue.



3. FUNCTIONS

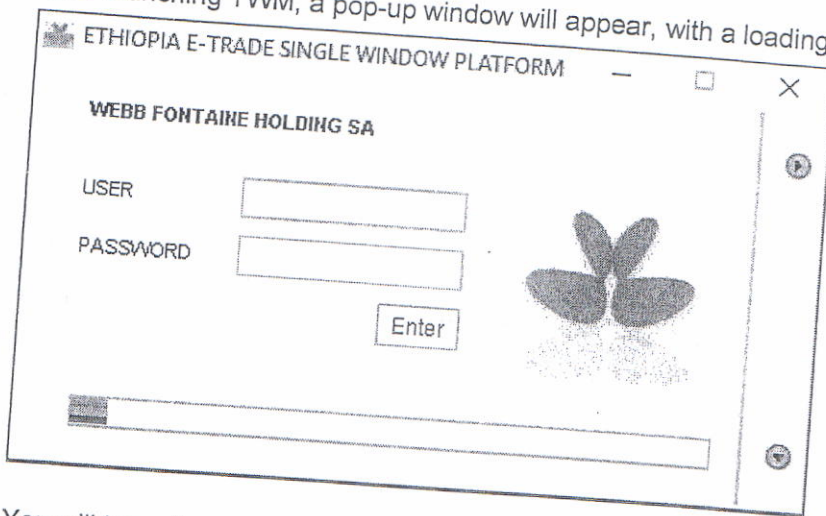
3.1. LOG INTO TWM

To have more information about TWM utilization, you can refer to the document WFET-CMS-MAN-0001 ERCA eCMS TWM Introduction. The guide here only summarize how to launch TWM.

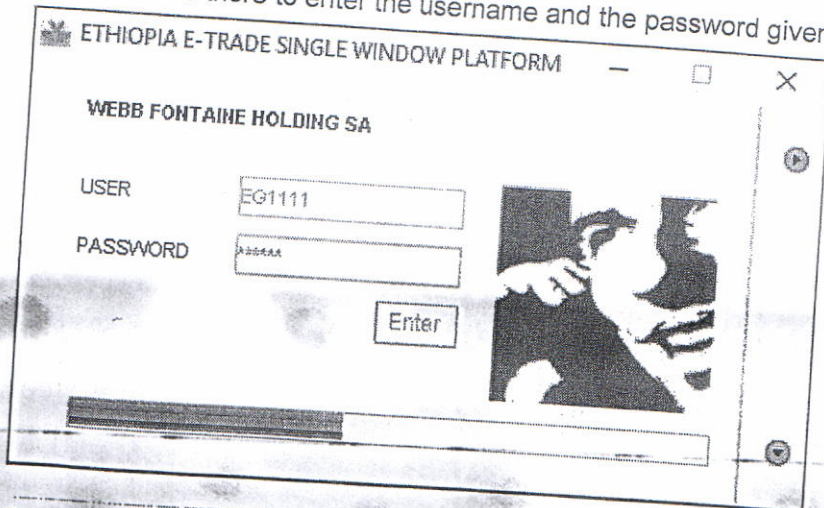
Once you have downloaded the JNLP file, locate the file, and then double-click on it. This will launch TWM and at the same time create a shortcut on your desktop so you don't have to look for the JNLP file any longer.



After launching TWM, a pop-up window will appear, with a loading bar, it is TWM login window.



You will have there to enter the username and the password given to you by ERCA.



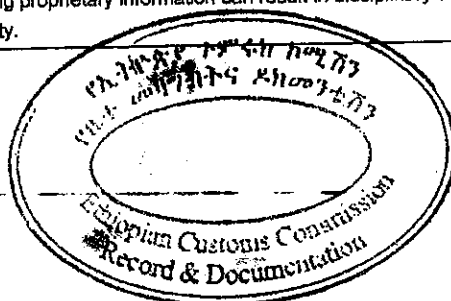


ETHIOPIA ERCA eCMS PROJECT

MANUAL ERCA ECMS TWM CLEARANCE PROCEDURE - ASSESSOR

Document Name	ERCA eCMS TWM Clearance Procedure - Assessor
Document Number	WFET-CMS-MAN-0019
General Description	Manual for Assessor utilization of eCMS
Target Audience	ERCA

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.





ETHIOPIA ERCA eCMS PROJECT

DOCUMENT SUMMARY

Subject:	Assessor eCMS operations
Version:	2.1
Issue Date:	14/02/2019
Circulation:	Webb Fontaine, ERCA, EU
Prepared by:	Wladislas Zarnowiecki
Language:	English
Status:	FINAL

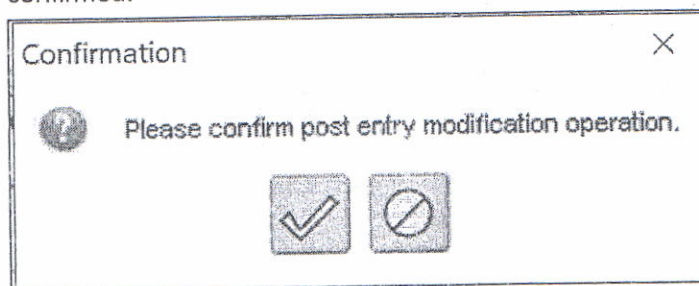


Once verified, the user can save the updates, by clicking on the



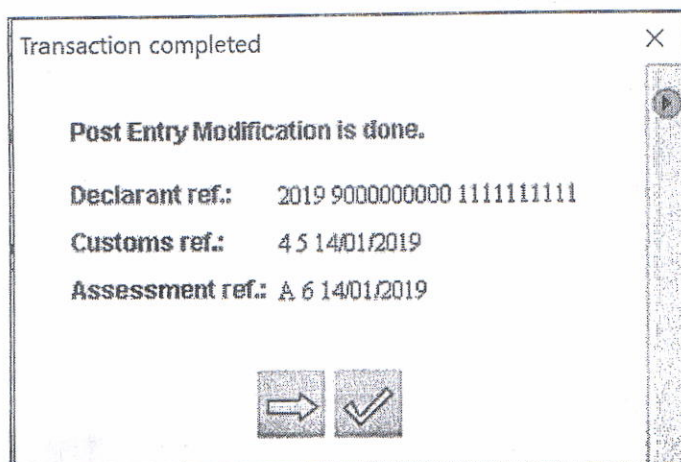
button.

When the user will try to register the changes, the system will ask if the operation is to be confirmed.



N.B. : Post Entry Modification is a very sensitive operation, since it is modifying information on the SAD. It is very important the user makes sure that only the required changes were performed.

The system will then confirm the update operation with the following message:





Ethiopia ERCA eCMS Project

SAD - Post Entry

File Edit View Help

100 %

2 Consignor / Exporter TIN: _____		1 DECLARANT M 4 AAK00 AAKALITY (AAK)		OFFICE CODE AAK00 AAKALITY (AAK)	
8 Consignee TIN: 1111111111ET11 Hakob LTD Nora		3 Forms 1 1		4 Loading list 2017 4 54 2305/2017	
14 Declarant/Representative TIN: VARDANSI TEST Q8995d wsewzwxwz		5 Items 1		6 Total package 10	
10 Identify and nationality of means of transport at arrival AZD		19 Ctr. Trk. CP		7 Declarant Reference Number 2017 HAKZ	
21 Identify and nationality of active means of transport crossing the border USD		20 Delivery terms CP		9 TAX IDEN. No(TIN)	
25 Mode of transport at the border AAAD0 AA Airport		26 Inland mode of transport		10 Country of origin Spain	
27 Piece of loading ESFOR FUENTES DE ONORO		28 Financial and Banking Data Terms of Payment 0 FRANCO VALUTA (SPECIAL BANK APPL.)		12 Value details 0.000	
29 Office of entry AAAD0 AA Airport		30 Location of goods		13 C.O. AA	
31 Package end		32 Item 1		15 C. disp./exp. Cde a) ES b) ET c) AA	
Marks and Numbers - Container No(s) - Number and kind		33 Commodity Code 1 No. 49100000		16 Country of origin Spain	
SAD Val. Note Item Val. Note Asmt. Notice Att. Doc. Containers list				17 Country of destination Ethiopia	

Once the information updates are completed, the user can verify the information validity, and make sure that nothing is missing, using the



button. In the case there is an error, the following pop-up window will show up.

SAD - Post Entry Modific

File Edit View Help

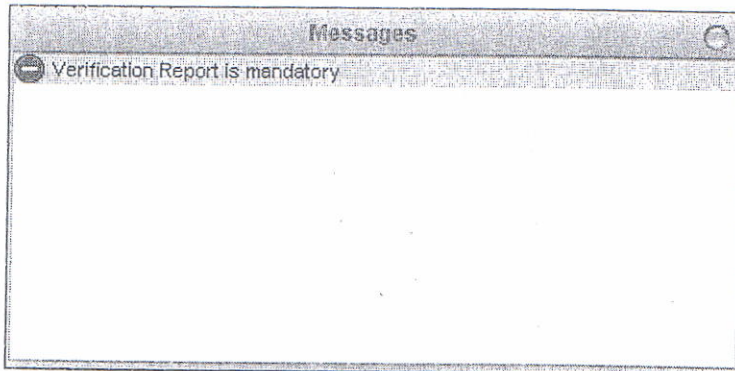
Messages

- Invalid date
- Invalid date
- Invalid date
- Invalid date

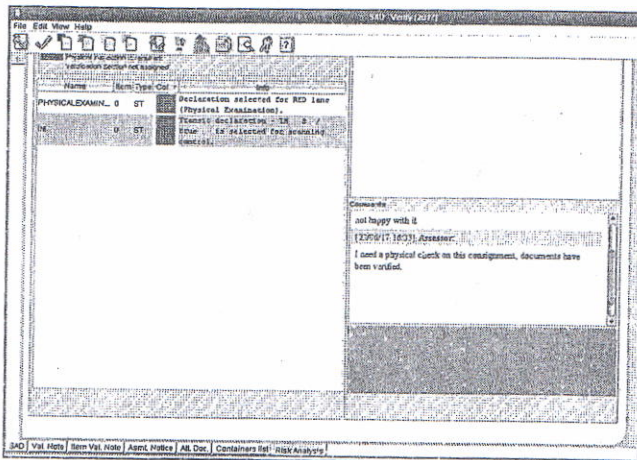
8 Consignee TIN: 1111111111ET11 Hakob LTD Nora		1 DECLARANT M 4		OFFICE CODE AAK00 AAKALITY (AAK)	
		3 Forms 1 1		4 Loading list 2017 4 54 2305/2017	
		5 Items 1		6 Total package 10	
		9 TAX IDEN. No(TIN)			
		10 Country of origin Spain			

Double-click on each error, will take the user to the field where there is an error and highlight it in red to identify it more easily.

In case all fields are confirmed to be ok, the system will display a confirmation pop-up window saying that the document has been verified.

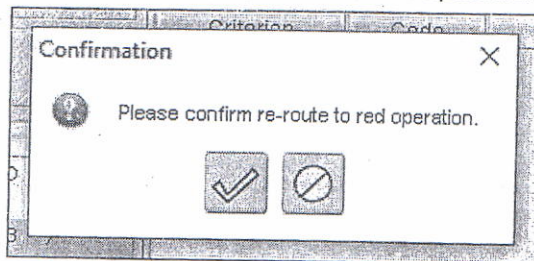


The comments box can be found at the bottom of the Risk Analysis page.



The user will there add his/her comments, and then will be able to perform the re-route operation.

Once the user select one re-route operation, the system will ask for confirmation.



The user can then either cancel the operation, or validate it. Once validated, the system will confirm the re-route operation, aith the new selected lane.

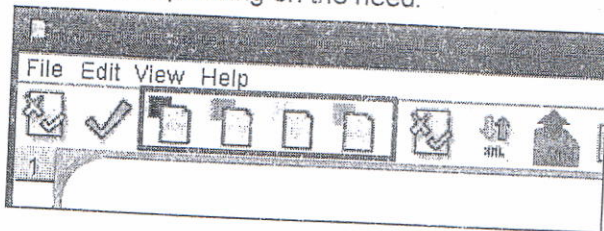


Risk Analysis Results				Verification Report																
Current Doc. check is required Verification Section not assigned				Revenue increase/decrease																
Original Physical inspection is required Verification Section not assigned				<table border="1"> <thead> <tr> <th>Criterion</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Criterion	Code	Description												
Criterion	Code	Description																		
<table border="1"> <thead> <tr> <th>Name</th> <th>Item</th> <th>Type</th> <th>Color</th> <th>Info</th> </tr> </thead> <tbody> <tr> <td>PHYSICALEXAMIN...</td> <td>0</td> <td>ST</td> <td> </td> <td>Declaration selected for RED lane (Physical Examination).</td> </tr> <tr> <td>IM</td> <td>0</td> <td>ST</td> <td> </td> <td>Transit declaration - IM 8 / true is selected for scanning control.</td> </tr> </tbody> </table>				Name	Item	Type	Color	Info	PHYSICALEXAMIN...	0	ST		Declaration selected for RED lane (Physical Examination).	IM	0	ST		Transit declaration - IM 8 / true is selected for scanning control.	Comments [2006/17/09/15] Fareven I found mismatch in his documents, be careful. [2006/17/09/15] Fareven not happy with it	
Name	Item	Type	Color	Info																
PHYSICALEXAMIN...	0	ST		Declaration selected for RED lane (Physical Examination).																
IM	0	ST		Transit declaration - IM 8 / true is selected for scanning control.																

As the system allows historization of operations, every operation performed on a declaration is stored, with the date, time and user name and comments. This allows the Assessor to know why it was selected, why it might have been re-routed, and if it is not satisfying, the Assessor can re-route it again to the suitable lane.

3.4. LANE RE-ROUTING

On the top of the risk analysis page, several buttons are there to allow the user to perform re-route operation depending on the need.



When the user requires a lane re-routing, the system will ask for comments from the user to be provided.



3.3. VERIFY OPERATION (RISK ANALYSIS)

As an assessor, one of the users' roles is to perform documentary check on the declaration, if selected Yellow. To do so, in addition to the physical check of the documents, the assessor can, view the declaration on TWM using the finder, and view also all the attached documents that could have been uploaded with the declaration. Also, when the declaration is selected, the Risk Analysis page will give the assessor the details on what criteria were hit by selectivity to route the declaration to yellow, giving more precise information on what to look for.

In some cases, when for instance the declaration was selected Green, but the Face Vet officer has noticed some discrepancies or issues, the risk analysis page will not only show that the declaration was routed to yellow, but the comments from the Face Vet officer will also be available to view to the assessor.

To perform Verify operation, the user has to first launch the finder window to search for a declaration, then, select one declaration and do a right-click operation.

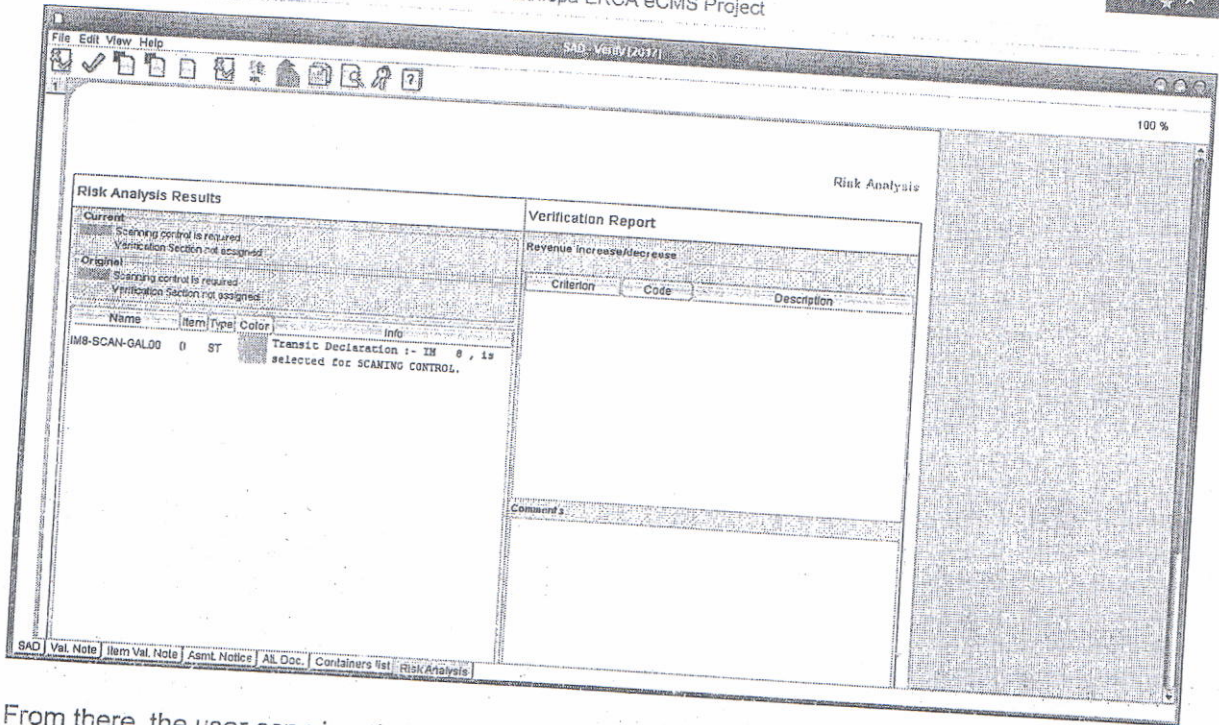
SAD finder

16 documents found! Please select a document and select an action from the local menu

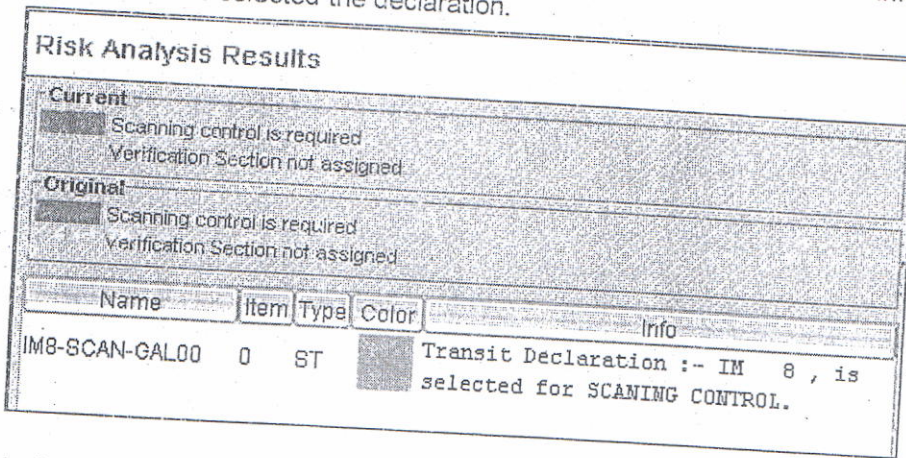
Ref. Y...	Reg...	Cleara...	Declar...	Ref. N...	Re...	Re...	Reg. D...	Ty...	G...	It...	E...	Total CIF...	Tot...	Consign...	R...	...	Curren...	S...	Status
2017	2017	GAL00	A0013	2017/...	8	98	24/05/...	IM	8	1		798396	0	111111...			Yellow		Sel...
2017	2017	GAL00	A0013	2017/...	8	105	24/05/...	IM	8	1		1596791	0	177777...			Yellow		Sel...
2017	2017	GAL00	A0013	2017/...	8	124	31/05/...	IM	8	1		811198	0	777777...			Orange		Sel...
2017	2017	GAL00	A0013	2017/...	8	81	18/05/...	IM	8	1		22811					Yellow		Sel...
2017	2017	GAL00	A0013	000022	8	86	22/05/...	IM	8	1		22811			R 1		Yellow		Sel...
2017	2017	GAL00	12312	111AS	4	11	22/05/...	IM	4	2		2281					Yellow		Sel...
2017	2017	GAL00	A0013	2017/...	8	84	22/05/...	IM	8	1		22811					Yellow		Sel...
2017	2017	GAL00	A0013	2017/...	8	111	24/05/...	IM	8	1		23177					Orange		Sel...
2017	2017	GAL00	A0013	2017/...	8	117	25/05/...	IM	8	1		23177					Orange		Sel...
2017	2017	GAL00	A0013	2017/...	8	118	25/05/...	IM	8	1		23177					Orange		Sel...
2017	2017	GAL00	A0013	LAST	8	119	25/05/...	IM	8	1		23177	0	555555...			Orange		Sel...
2017	2017	AAK00	12312	20170...	4	57	25/05/...	IM	4	1		246836	16	111111...	R 18		Red		Sel...
2017	2017	AAK00	12312	20170...	4	57	25/05/...	IM	4	1		23177	0	555555...			Orange		Sel...
2017	2017	GAL00	A0013	2017/...	8	122	29/05/...	IM	8	1		811198	0	177777...			Orange		Sel...
2017	2017	GAL00	00305	2017/...	8	139	05/06/...	IM	8	1		23177	0	555555...			Orange		Sel...
2017	2017	GAL00	A0013	00032	8	143	08/06/...	IM	8	1		23177	0	555555...			Orange		Sel...
2017	2017	AAK00	VARDA	15051...	4	92	15/06/...	IM	4	4		23766	56	111111...	R 47		Red		Sel...

Context menu options: View, Verify, Details

The system will then load the declaration on the "Risk Analysis" page.



From there, the user can view the risk assessment of the declaration, with the original selected lane, the current lane if it has been re-routed already, as well as all the information on the risk criteria that has selected the declaration.



In the case the declaration was already re-routed by another officer, the comments of the officer will also be available, and the name of the user will be mentioned.



Ethiopia ERCA eCMS Project

File Edit View Help
a Exp Note - Release Order [AAK00]

Release Order 100 %

Customs office
AAK00 AA KALITY (AAK)

Release Order reference
000000-RO01

Total Gross Mass
7000

Total Number Of Packages
8

Issued on:

Total Number Of Containers
2

Issued by:

Containers

Reference Number:

Item Number	Reference Num.	Number of Pack.	Type of Container	Empty/Full	Marks 1	Marks 2	Seals	Sealing Party	Released	Exported
1	POAL7312372	8	4501						<input type="checkbox"/>	No
	MSHU9446719	8	420P	1/1					<input type="checkbox"/>	No

General Release Orders

To select, the user can either tick the box at the end of the line which requires to be released (partial),

File Edit View Help
a Exp Note - Release Order [AAK00]

Release Order 100 %

Customs office
AAK00 AA KALITY (AAK)

Release Order reference
000000-RO01

Total Gross Mass
7000

Total Number Of Packages
8

Issued on:

Total Number Of Containers
2

Issued by:

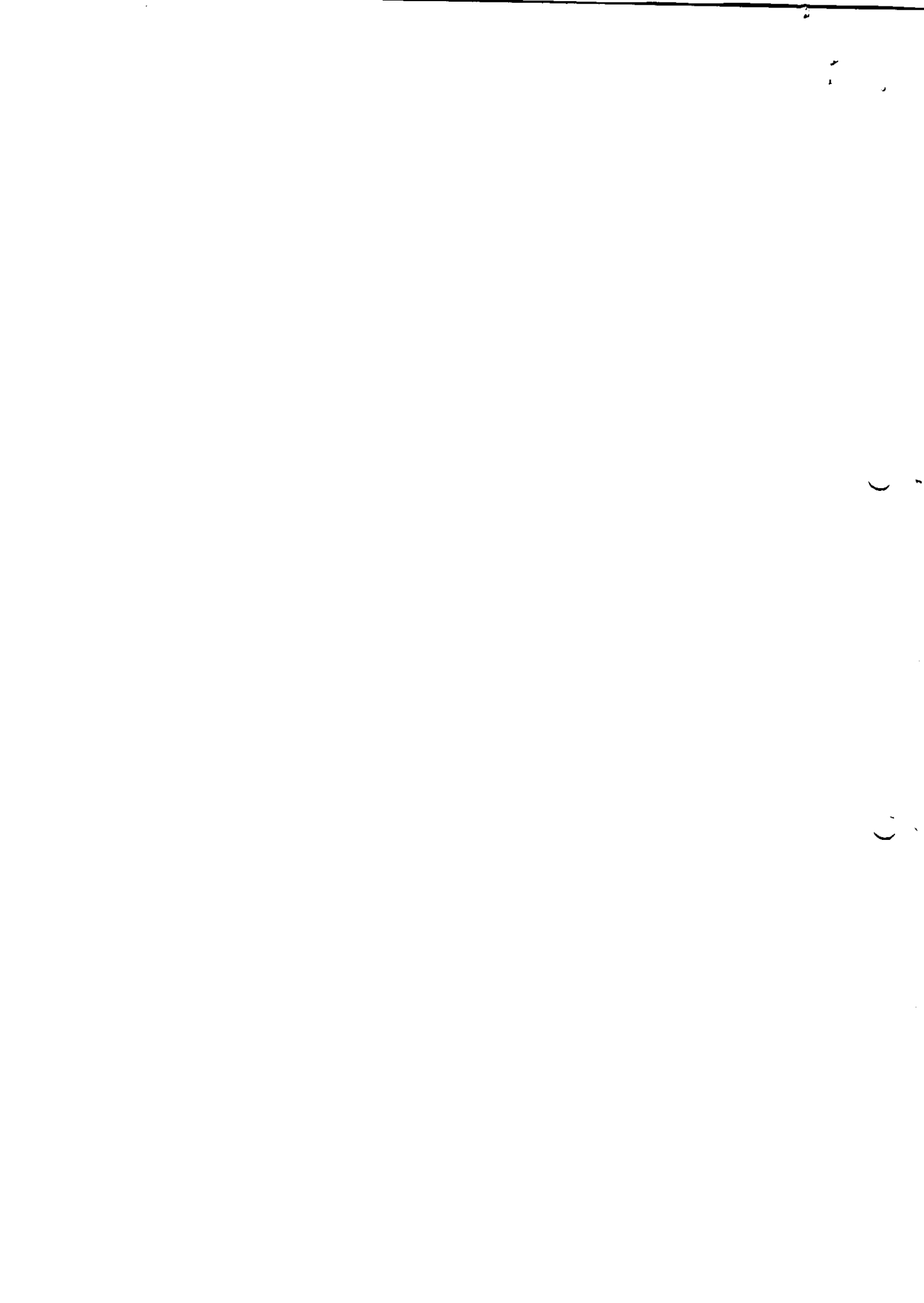
Containers

Reference Number:

Item Number	Reference Num.	Number of Pack.	Type of Container	Empty/Full	Marks 1	Marks 2	Seals	Sealing Party	Released	Exported
1	POAL7312372	8	4501						<input type="checkbox"/>	No
	MSHU9446719	8	420P	1/1					<input type="checkbox"/>	No

General Release Orders

Or to tick the box in the header row, which will select all items (full release).





000079100101552467147056



ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY
EXIT TICKET

TICKET NUMBER:	1	TICKET DATE:	13 Mar 2019
TICKET REFERENCE:	000079100101552467147056	ISSUED ON:	13 Mar 2019 11:38
CUSTOMS OFFICE:	AAK00 AA KALITY (AAK)	EXIT NOTÉ REFERENCE:	2019 X 44
LOCATION:		SAD REG NUM.:	AAK00 2019 4 79
DECLARANT:	0009658981 EYUEL BELAYNEH TADESSE (I) RG: SNNPRS ZN: HAWASSA CITY ADMIN WR: HAWASSA CITY ADM KB :WUKIRO	COMPANY:	9000000001 HAROP COMPUTER PRIVATE LIMITED COMP RG: ADDIS ABABA ZN: KIRKOS WR: NO WOREDA-142 KB :05/06/07 HN :038 POB :
TRANSPORT ID:	1251	WAYBILL REF.:	NSSCB1700370401
DRIVER NAME:	DSFS	ESCORT:	
NATIONALITY:	ET / Ethiopia		

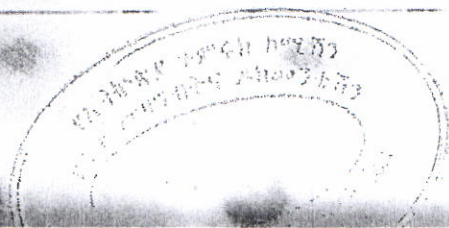
CONTAINER INFORMATION

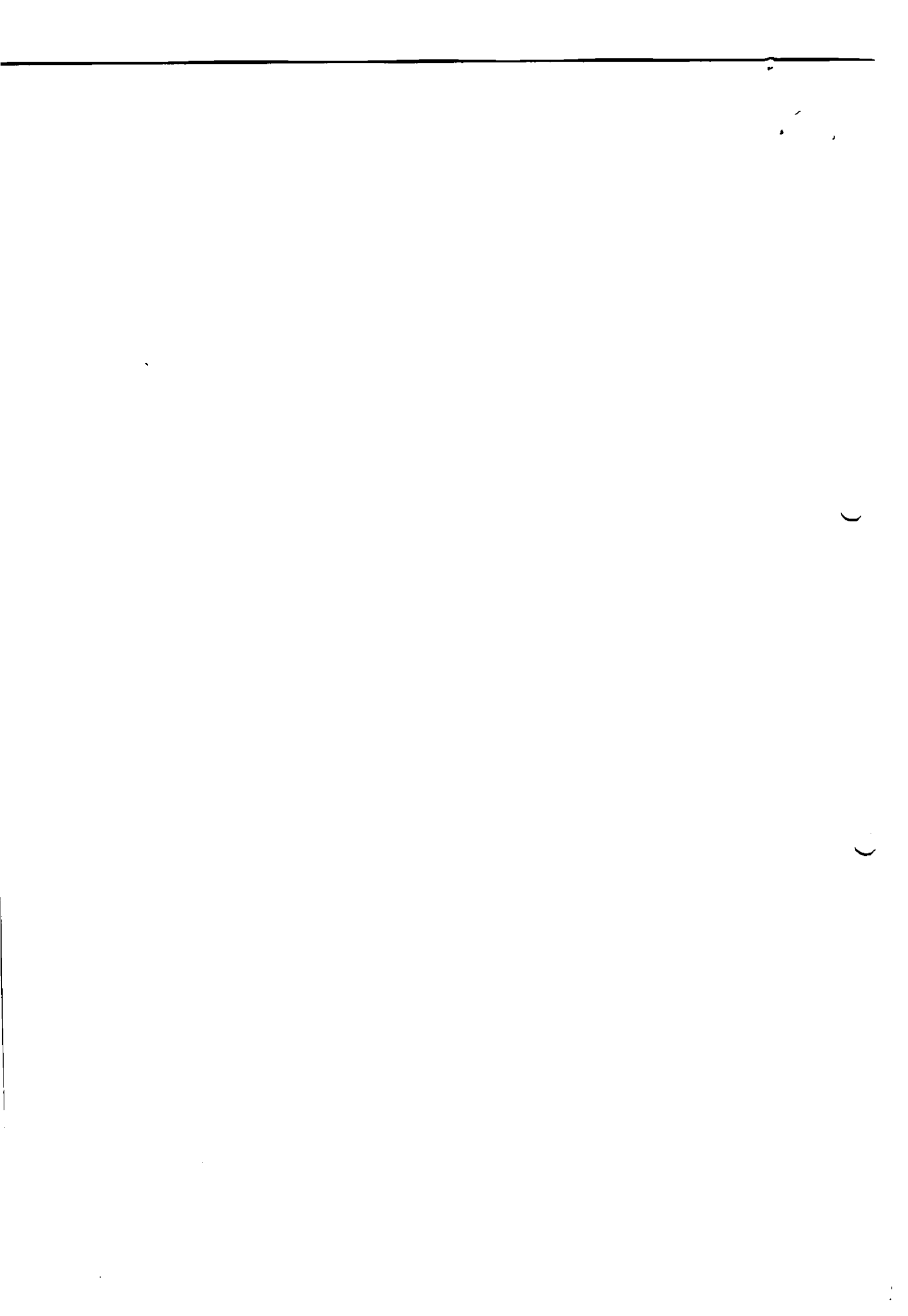
ITEM NUM.	REFERENCE NUMBER	NUM. OF PACKAGES	CONTAINER TYPE	EMPTY FULL	MARKS 1	MARKS 2	SEALS	SEALING PARTY
1	PONU7312372	8	45G1	1/1				
1	MSKU9446719	8	42GP	1/1				

TOTAL CONTAINERS EXITED: 2

GOODS EXITED FROM CUSTOMS AREA:

PLACE:	AA KALITY (AAK)
DATE:	13 Mar 2019
USER:	Elias K Mariam (WFeliask)







Ethiopia ERCA eCMS Project

CHANGE CONTROL SUMMARY

Version	Issue Date	Authors	Description
0.1	08/06/2017	Wladislas Zarnowiecki	Document creation
1.0	01/02/2019	Wladislas Zarnowiecki	Document number update
2.0	14/02/2019	Wladislas Zarnowiecki	Full update (Release Order)
2.1	14/02/2019	Wladislas Zarnowiecki	Name update & Release Order print



Ethiopia ERCA eCMS Project

Table of Contents

CHANGE CONTROL SUMMARY	4
1. OVERVIEW	5
2. BUSINESS ROLE	6
3. FUNCTIONS	7
3.1. LOG INTO TWM	7
3.2. RETRIEVE SAD	8
3.2.1. Find using barcode	9
3.2.2. Find using declaration reference	10
3.2.3. Find using other criteria	10
3.2.4. Find unpaid	11
3.3. REQUEST CLEARANCE	11
3.4. VERIFY OPERATION (RISK ANALYSIS)	12
3.5. LANE RE-ROUTING	14
3.6. RELEASE ORDER	16
3.6.1. Full release	18
3.6.2. Partial release	19
3.6.3. Non-containerized goods	21
3.6.4. Print the Release Order	23
3.6.4.1. Right after validation	24
3.6.4.2. From release order	25



ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY
RELEASE ORDER

REF. NUM.:	2019X000044-R001	RELEASE ORDER DATE:	13 Mar 2019
CUSTOMS OFFICE:	AAK00 AA KALITY (AAK)	ISSUED ON:	13 Mar 2019 11:38
LOCATION:		SAD REG NUM.:	AAK00 2019 4 79
DECLARANT:	0009658981 EYUEL BELAYNEH TADESSE (!) RG: SNNPRS ZN: HAWASSA CITY ADMIN WR: HAWASSA CITY ADM KB :WUKIRO	COMPANY:	9000000001 HAROP COMPUTER PRIVATE LIMITED COMP RG: ADDIS ABABA ZN: KIRKOS WR: NO WOREDA-142 KB :05/06/07 HN :038 POB :
WAYBILL REF.:	NSSCB1700370401		

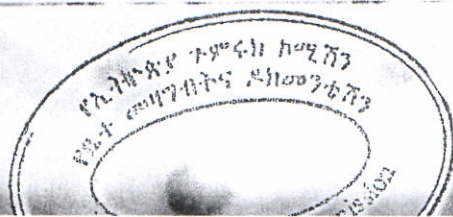
CONTAINER INFORMATION

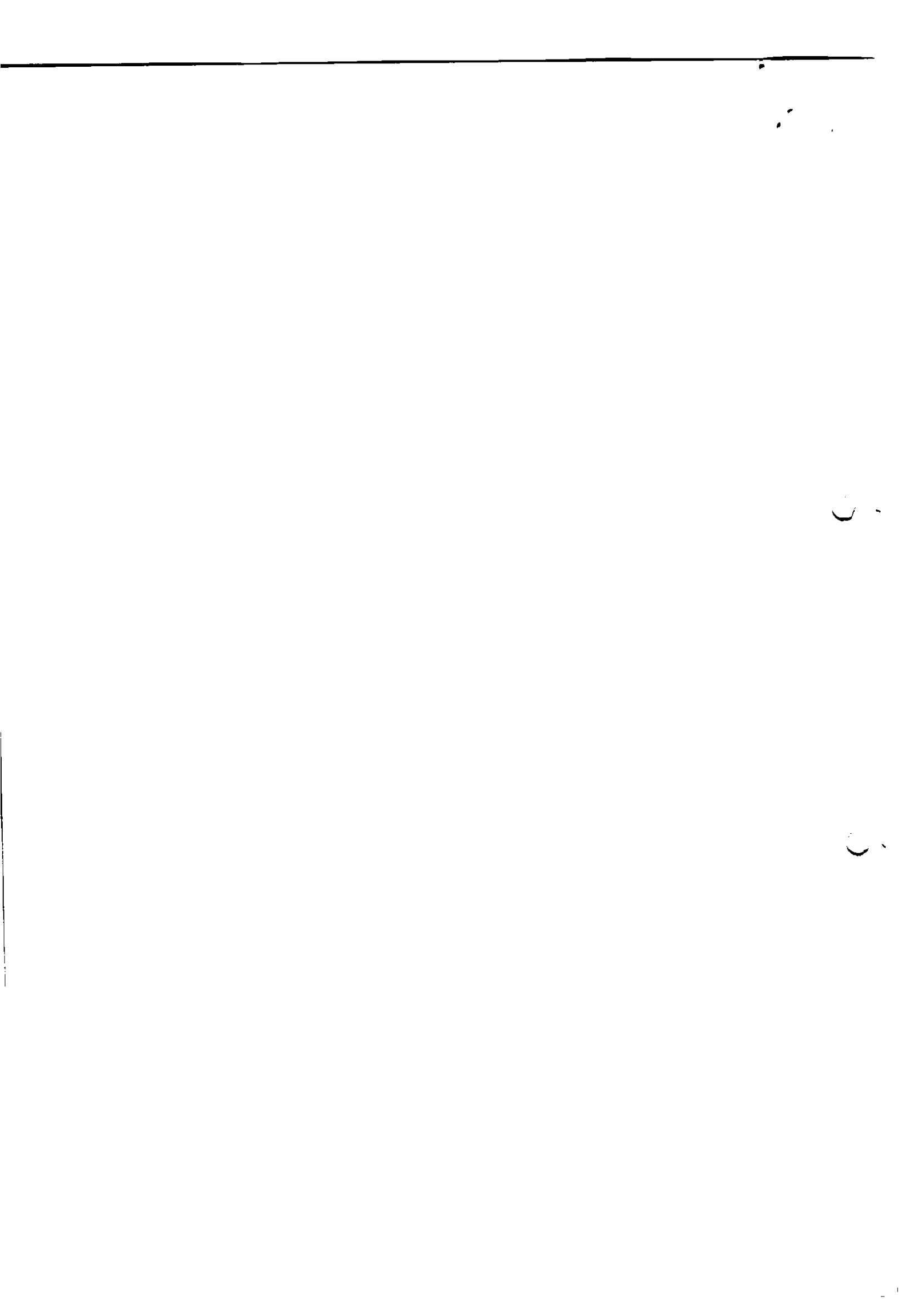
ITEM NUM.	REFERENCE NUMBER	NUM. OF PACKAGES	CONTAINER TYPE	EMPTY/FULL	MARKS 1	MARKS 2	SEALS	SEALING PARTY
1	PONU7312372	8	45G1	1/1				
1	MSKU9446719	8	42GP	1/1				

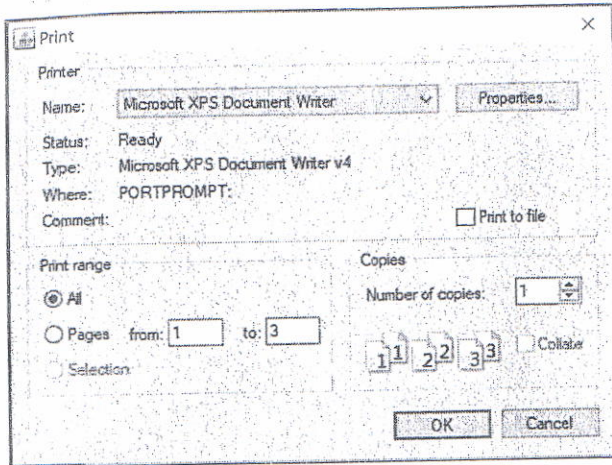
TOTAL CONTAINERS RELEASED: 2


GOODS RELEASED FROM CUSTOMS AREA:

PLACE:	AA KALITY (AAK)
DATE:	13 Mar 2019
USER:	Elias K Mariam (WFelask)



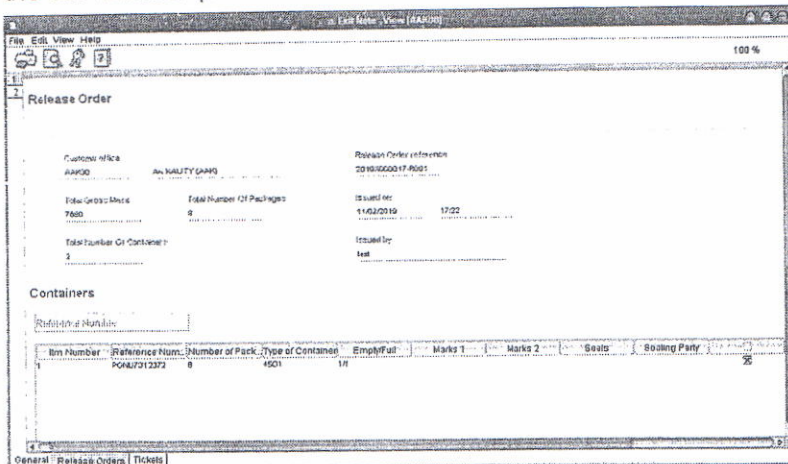




N.B. : Clicking on the  button will simply confirm the registration, and will not launch the printing menu.


3.5.4.2. From release order

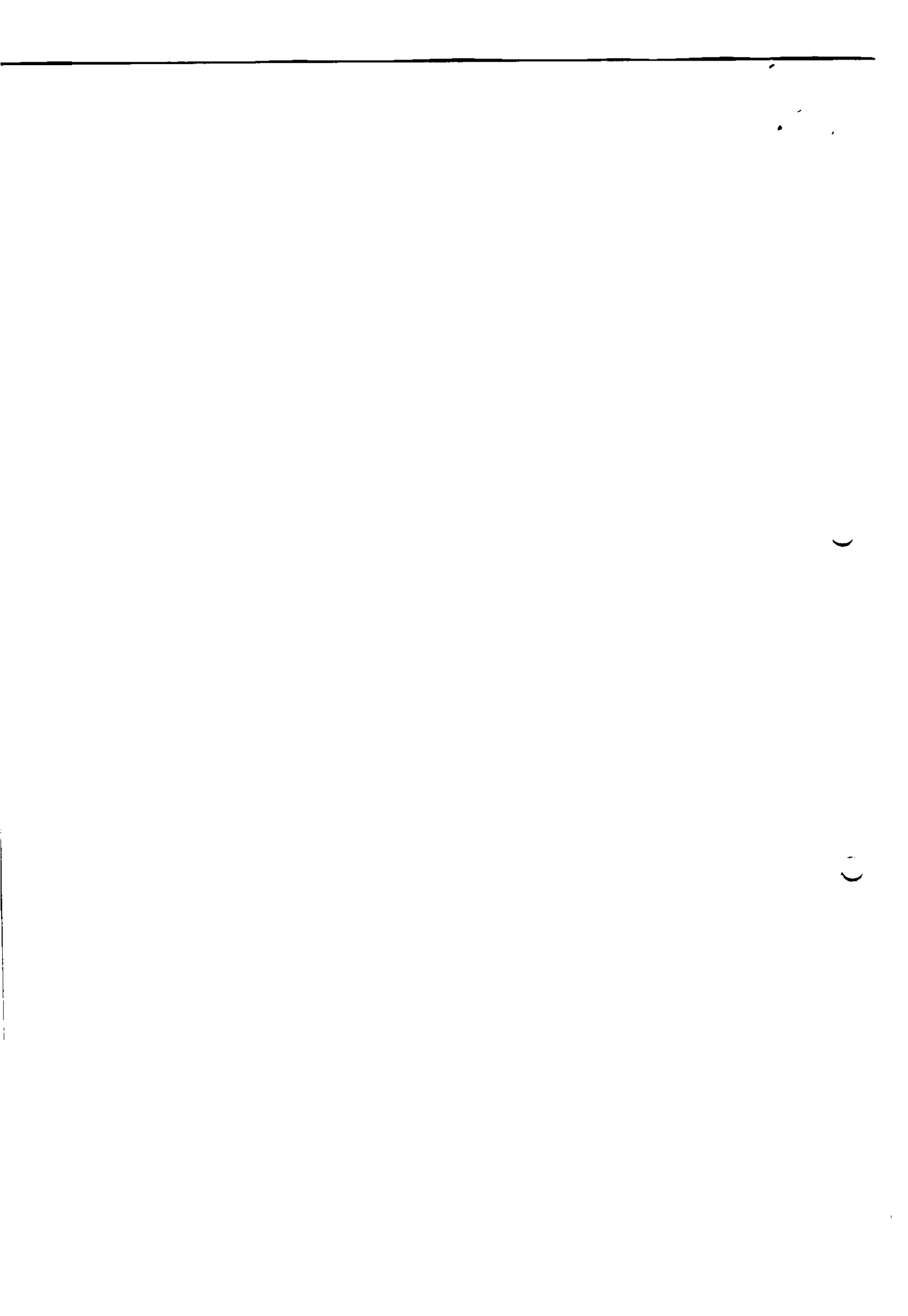
If the user has forgotten to print the Release Order, or if the agent needs a new printout, it is possible to print it again from the Release Order itself. The user has however to pay attention to the tab number (on the left hand side of the release order, see the numbered tabs 1 and 2).



At the top of the release order, when the user is viewing the document (not while modifying), the



user needs to click on the  button. This will open the print menu, from where the user will be able to print again the selected Release Order.





Ethiopia ERCA eCMS Project

Marks 1	Marks 2	Pck Kind	Pck Type	Orig. Wgt	Rem. Wgt	Orig. Pck	Rem. Pck	Orig. Supp.	Rem. Supp.	Suppl. Unit	Pck. Out	Wgt. Out
		Pck	Non-Bulk	120.314	-	0.342	0.342				0	

In the case the user still tries to release more, the system will display an error message after the validation attempt, blocking the issuance of this ticket, and will also prevent validation by highlighting in red the amount, to show that it is incorrect.

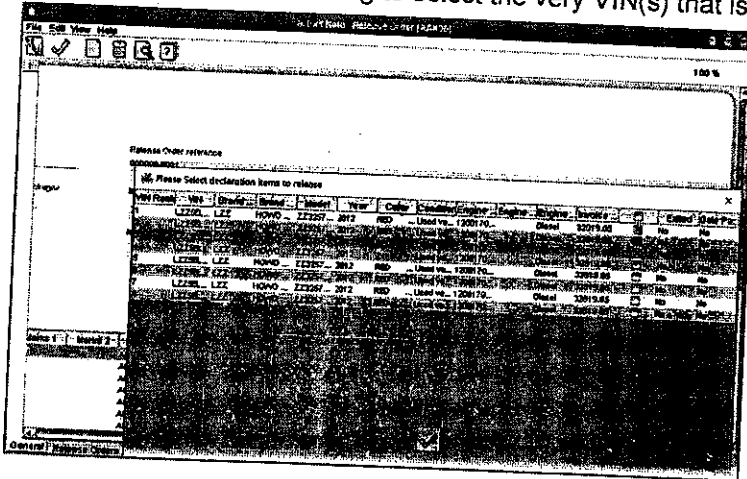
Marks 1	Marks 2	Pck Kind	Pck Type	Orig. Wgt	Rem. Wgt	Orig. Pck	Rem. Pck	Orig. Supp.	Rem. Supp.	Suppl. Unit	Pck. Out	Wgt. Out
		Pck	Non-Bulk	120.314	-	0.342	0.342	0			0.000	

In the case of vehicles, or item using supplementary units, the user will have to update the column "Suppl Unit".

Marks 1	Marks 2	Pck Kind	Pck Type	Orig. Wgt	Rem. Wgt	Orig. Pck	Rem. Pck	Orig. Supp.	Rem. Supp.	Suppl. Unit	Pck. Out	Wgt. Out
AE		Non-Bulk		46.200	-	2	2	2	2		0	
AE		Non-Bulk		33.000	-	2	2	2	2		0	
AE		Non-Bulk		32.372	-	2	2	2	2		0	
AE		Non-Bulk		36.700	-	1	1	1	1		0	
AE		Non-Bulk		38.000	-	2	2	2	2		0	
AE		Non-Bulk		180.151	-	1	1	0				



To do so, the user will simply click on the value stored in this column, which, in case of VINs, will open a new window, allowing to select the very VIN(s) that is(are) going to be released.

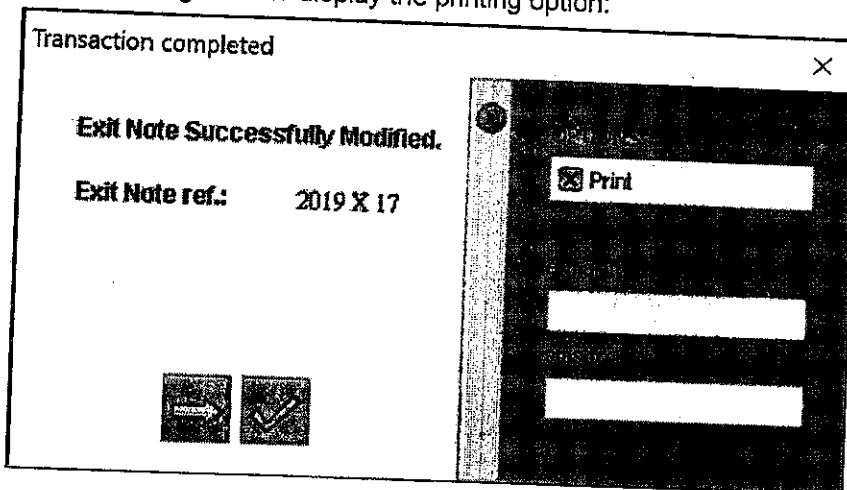


3.5.4. Print the Release Order

Once the release order has been produced, the user needs to print it to give it to the agent. To print it, two options for the user.

3.5.4.1. Right after validation

Once the user sees the confirmation message, it is possible to click on the tiny arrow on the right of the message box to display the printing option:



At this stage, the user simply has to tick the box in front of the option "print" and then to click on the

button. This will open the print menu.



ETHIOPIA ERCA eCMS PROJECT

DOCUMENT SUMMARY

Subject:	Facevet eCMS operations
Version:	2.1
Issue Date:	14/02/2019
Circulation:	Webb Fontaine, ERCA, EU
Prepared by:	Wladislas Zarnowiecki
Language:	English
Status:	FINAL



ETHIOPIA ERCA eCMS PROJECT

MANUAL ERCA ECMS TWM CLEARANCE PROCEDURE - FACEVET

Document Name	ERCA eCMS TWM Clearance Procedure - Facevet
Document Number	WFET-CMS-MAN-0018
General Description	Manual for Facevet officer utilization of eCMS
Target Audience	ERCA

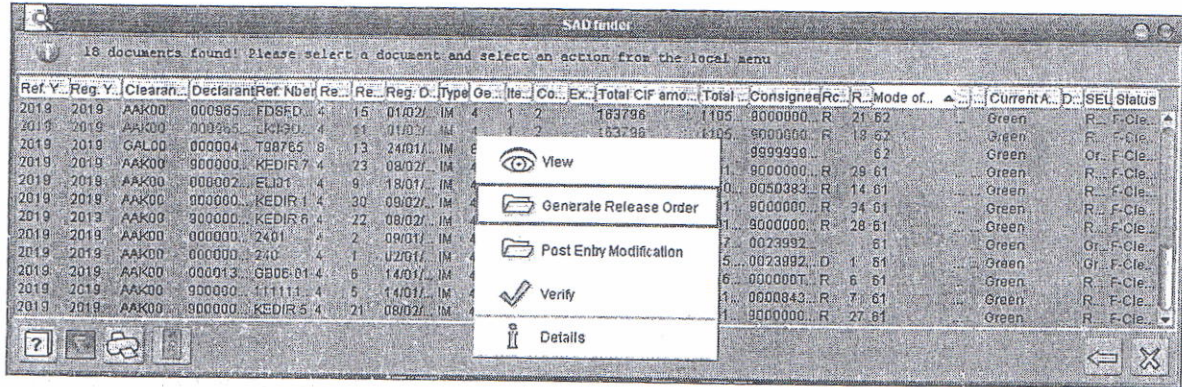
Security Notice: The information contained within this document is CONFIDENTIAL. Unauthorized disclosure is prohibited. Failure to observe Webb Fontaine guidelines regarding proprietary information can result in disciplinary action, including dismissal, and can subject you and/or third parties to legal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



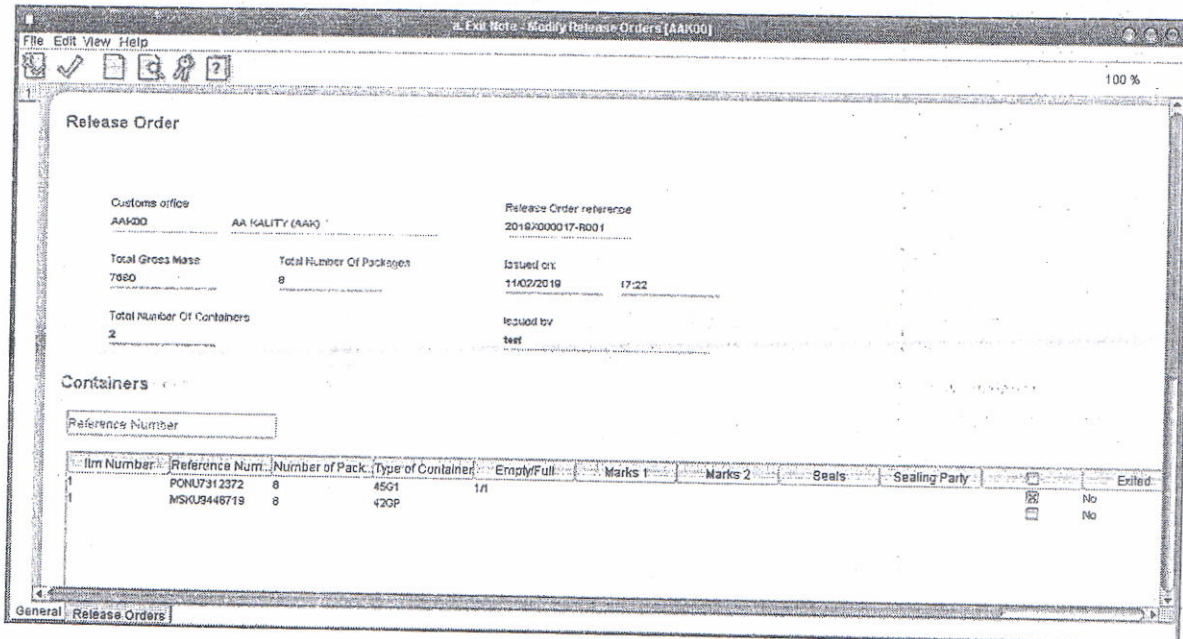
3.5.2. Partial release

In the case the user has already partially released goods from one SAD, and need to release more, the operation will change slightly.


Indeed, the user will retrieve the SAD as before, and select again the option "Generate Release Order":



The process will however change from this point.



The first thing to notice is how the information has been filled in the fields "Issued on" and "Issued by". Indeed, these will display who has already performed the first operation and when.

At this point, to release more, the user will have to click on the  button at the top of the page, in order to generate a new release order.



Ethiopia ERCA eCMS Project

Release Order

Customs office: AAKDD
AA KALITY (AAK)

Release Order reference: 000000-R001

Total Gross Mass: 7080
Total Number Of Packages: 8
Issued on:

Total Number Of Containers: 2
Issued by:


Containers

Reference Number

Item Number	Reference Num.	Number of Pack.	Type of Container	Empty/Full	Mark 1	Mark 2	Seals	Sealing Party	Entered
1	MSKLB446719	8	42GP	1/1			<input checked="" type="checkbox"/>		No

3.5.1. Full release



In the case of the full release at once, the user will tick all the boxes  (or tick the header one,


in order to automatically select all), and click on the  button at the top of the Release Order page, to generate the release order, and wait for the confirmation message from the system:

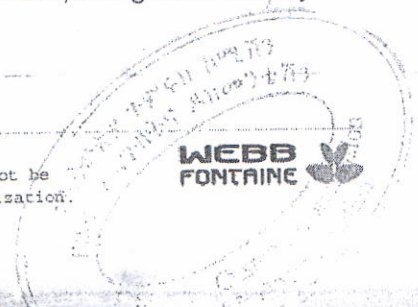
Transaction completed

Release Order(s) are Successfully Validated.

Exit Note ref.: 2019 X 17

The user can then click on the  button, to close the message box, and get back to any other task.





Ethiopia ERCA eCMS Project

2. BUSINESS ROLE

The Face vet officer receives and check customs declaration (SAD) and attached documents. First, the officer will check that declaration is paid. Once verification is ok, the officer verifies that all the attached documents are ok, if it is the case, then the officer request for clearance in the system, which will automatically reroute the declaration to Green lane, Yellow lane or Red lane.

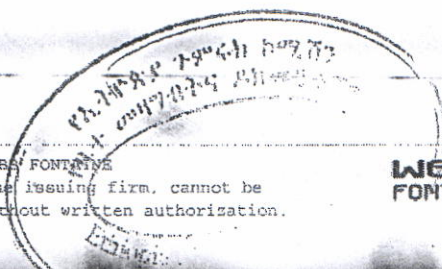
In the case there is an issue with the documents, which cannot be addressed by just providing additional documents, but requires post-entry modification, the Face Vet officer will be able to perform two things. First, the officer will have to request clearance to trigger selectivity, then, the officer will be able to either notify Assessor or Inspector that there is a need to check documents by updating the risk analysis page, and also, in the case the declaration is routed to green, to reroute it to yellow, providing additional information.



Ethiopia ERCA eCMS Project

1. OVERVIEW

This document will look into Face Vet officer business role in eCMS and how to perform operations using TWM





Ethiopia ERCA eCMS Project



3. FUNCTIONS

3.1. LOG INTO TWM

To have more information about TWM utilization, you can refer to the document WFET-CMS-MAN-0001 ERCA eCMS TWM Introduction. The guide here only summarize how to launch TWM.

Once you have downloaded the JNLP file, locate the file, and then double-click on it. This will launch TWM and at the same time create a shortcut on your desktop so you don't have to look for the JNLP file any longer.



After launching TWM, a pop-up window will appear, with a loading bar, it is TWM login window.

ETHIOPIA E-TRADE SINGLE WINDOW PLATFORM

WEBB FONTAINE HOLDING SA

USER

PASSWORD

Enter

You will have there to enter the username and the password given to you by ERCA.

ETHIOPIA E-TRADE SINGLE WINDOW PLATFORM

WEBB FONTAINE HOLDING SA

USER EG1111

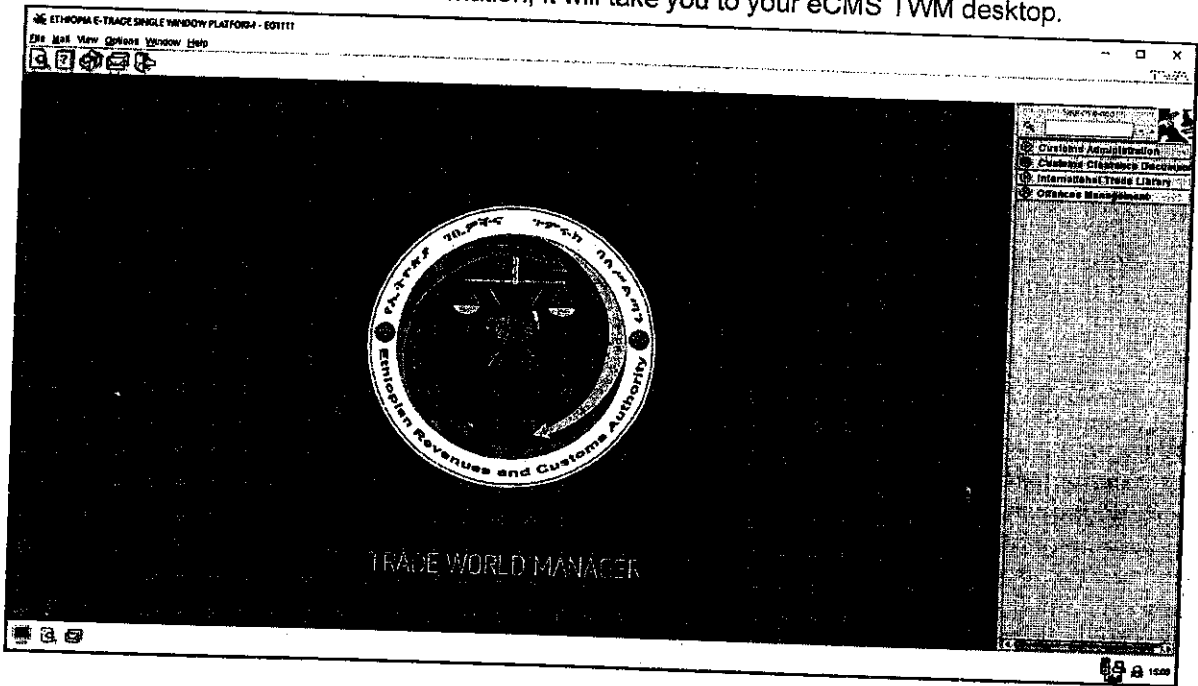
PASSWORD *****

Enter



Ethiopia ERCA eCMS Project

Once you have entered all the information, it will take you to your eCMS TWM desktop.

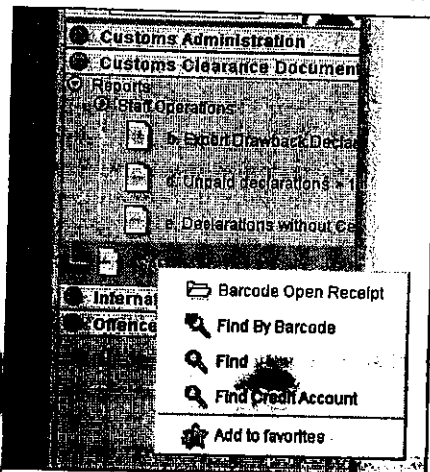


TWM offers each user its own desktop, which can be personalized to the users' convenience. The user can for example add shortcuts

3.2. RETRIEVE SAD

The first operation will be to find a SAD in the system. To do so, several options are available to the user.

under customs clearance document, the user will right click on SAD.

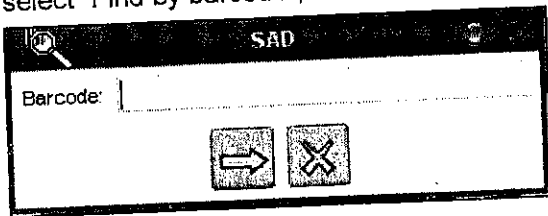




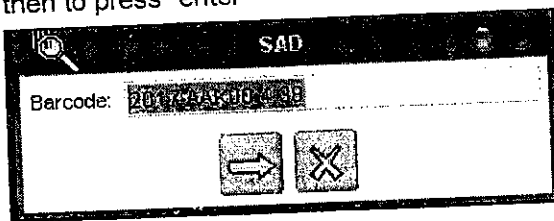
From this sub menu, the user will be able to search a SAD either by scanning the barcode on the SAD, by typing in the barcode reference, by Credit account, or using some other criteria.

3.2.1. Find using barcode

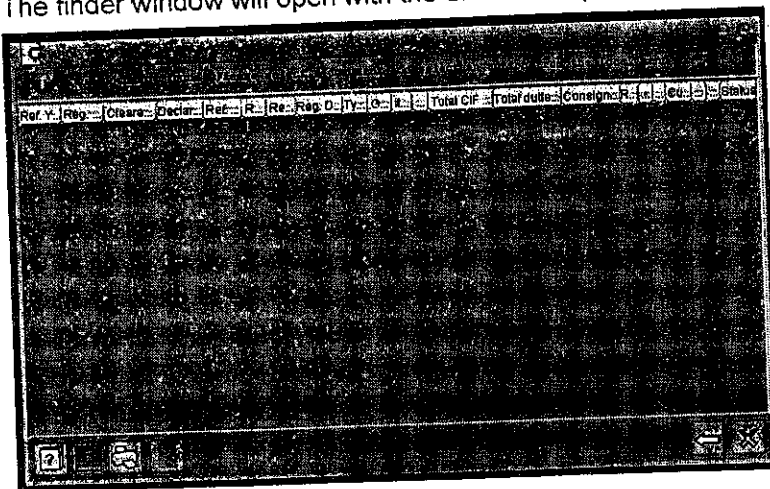
In the case the cashier has a barcode reader connected to his/her computer, the user needs to select "Find by barcode", then a new pop-up will appear, waiting for the user to scan the code.



Scanning the code will automatically enter the information in the box, and the user will only have then to press "enter"



The finder window will open with the SAD corresponding to the barcode reference.



From there, the officer will be able using right click on the declaration, to access different operations.



3.2.2. Find using declaration reference

In the case the barcode reader doesn't work, the user can actually type in manually (using keyboard) the reference, in the format [year], space, [office], space, [reg serial], space, [reg number]. For example: "2017 AAK00 4 49".

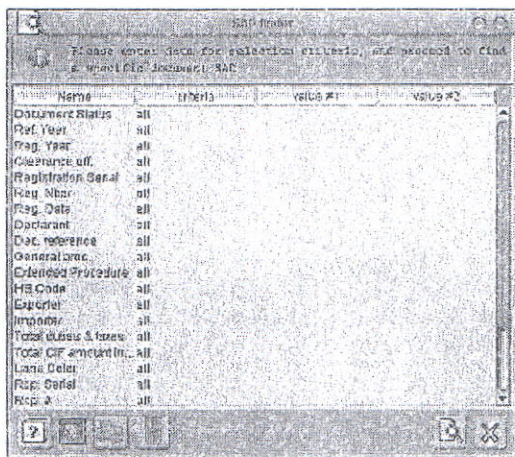
The user then press the right arrow, or presses "enter"

This will load the same finder window as before.

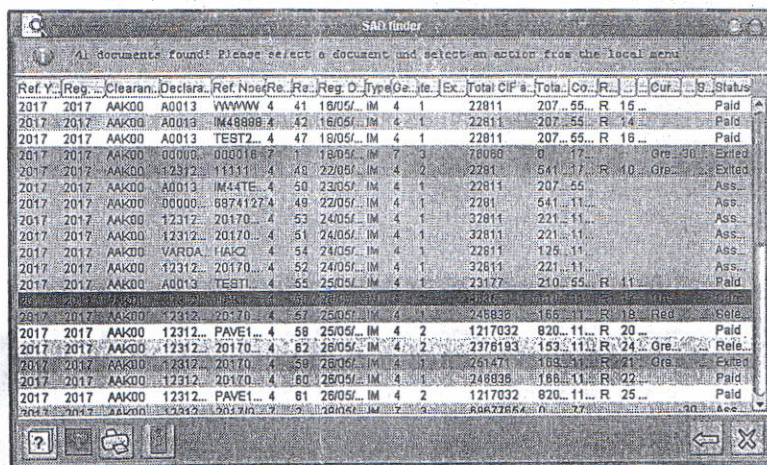
3.2.3. Find using other criteria

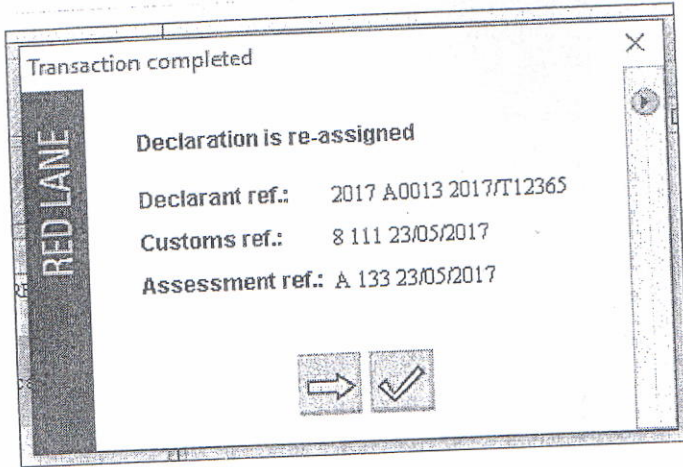
If there is no barcode, and the user doesn't know the exact reference, the user can simply select "find" instead of "find using barcode".

This will load a search window, allowing the user to use several criteria to filter its search.



In this case it is possible to list several results with similar criteria (for example, same office code, same registration date, etc.) as follow:

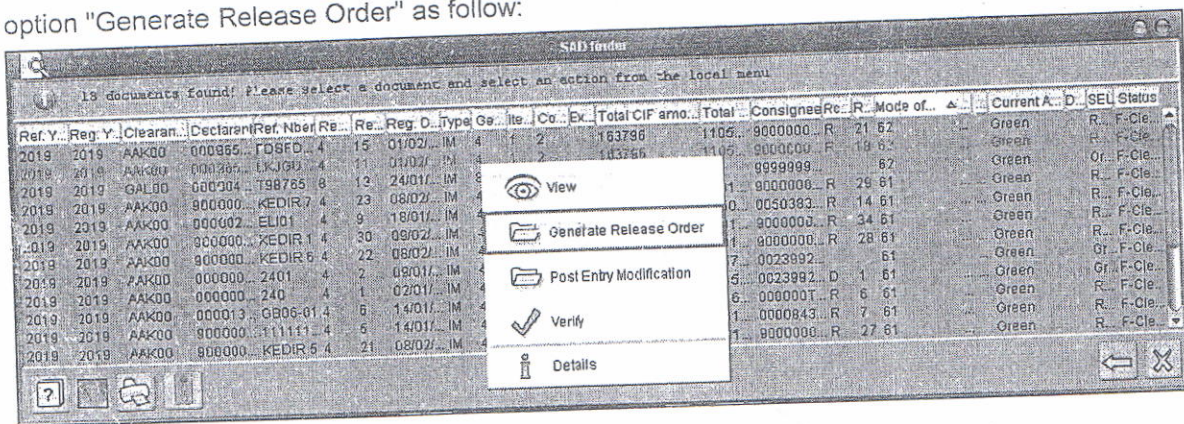




3.5. RELEASE ORDER

Once the clearance process has been completed, and goods can be released from Customs, the assessor (or Facevet if SAD was selected GREEN from the start) will have to perform the issuance of a Release Order.

To do so, the first step is to retrieve the correct SAD using the finder, and from there, select the option "Generate Release Order" as follow:



This will open a new window (Release Order window), where the user can select the extent of the release order (meaning, if this order is for full or partial consignment).





Ethiopia ERCA eCMS Project

File Edit View Help
* Exit Note - Release Order (AAK00)

100 %

Release Order

Customs office
AAK00 AA HALITY (AAK)

Release Order reference
00000-R001

Total Gross Mass
7000

Total Number Of Packages
8

Issued on:

Total Number Of Containers
2

Issued by:

Containers

Reference Number:

Item Number	Reference Num.	Number of Pack.	Type of Container	Empty/Full	Marks 1	Marks 2	Seals	Sealing Party	Released	Exited
1	PCML7312372	8	4501						<input type="checkbox"/>	No
	MSKU9446719	8	420P	1/1					<input type="checkbox"/>	No

General | Release Orders

To select, the user can either tick the box at the end of the line which requires to be released (partial),

File Edit View Help
* Exit Note - Release Order (AAK00)

100 %

Release Order

Customs office
AAK00 AA HALITY (AAK)

Release Order reference
00000-R001

Total Gross Mass
7000

Total Number Of Packages
8

Issued on:

Total Number Of Containers
2

Issued by:

Containers

Reference Number:

Item Number	Reference Num.	Number of Pack.	Type of Container	Empty/Full	Marks 1	Marks 2	Seals	Sealing Party	Released	Exited
1	PCML7312372	8	4501						<input type="checkbox"/>	No
	MSKU9446719	8	420P	1/1					<input type="checkbox"/>	No

General | Release Orders

Or to tick the box in the header row, which will select all items (full release).



SAD finder

16 documents found! Please select a document and select an action from the local menu

Ref. Y.	Reg.	Cleara.	Declar.	Ref. N.	Re.	Re.	Reg. D.	Ty.	G.	It.	E.	Total CIF	Tot.	Consign.	R.	Current	S.	Status
2017	2017	GAL00	A0013	2017/...	8	98	24/05/...	IM	8	1		798396	0	111111...		Yellow		Sel...
2017	2017	GAL00	A0013	2017/...	8	105	24/05/...	IM	8	1		1596791	0	177777...		Yellow		Sel...
2017	2017	GAL00	A0013	2017/...	8	124	31/05/...	IM	8	1		811198	0	177777...		Orange		Sel...
2017	2017	GAL00	A0013	2017/...	8	81	19/05/...	IM	8	1		22811				Yellow		Sel...
2017	2017	GAL00	A0013	000022	8	86	22/05/...	IM	8	1		22811				Yellow		Sel...
2017	2017	GAL00	12312	111AS	4	11	22/05/...	IM	4	2		2281				Yellow		Sel...
2017	2017	GAL00	A0013	2017/...	8	84	22/05/...	IM	8	1		22811				Yellow		Sel...
2017	2017	GAL00	A0013	2017/...	8	111	24/05/...	IM	8	1		22811				Orange		Sel...
2017	2017	GAL00	A0013	2017/...	8	117	25/05/...	IM	8	1		23177				Orange		Sel...
2017	2017	GAL00	A0013	2017/...	8	118	25/05/...	IM	8	1		23177				Orange		Sel...
2017	2017	GAL00	A0013	LAST	8	119	25/05/...	IM	8	1		23177	0	555555...		Orange		Sel...
2017	2017	AAK00	12312	20170	4	57	25/05/...	IM	4	1		246836	16	111111...	R 18	Red		Sel...
2017	2017	GAL00	A0013	2017/...	8	122	29/05/...	IM	8	1		23177	0	555555...		Orange		Sel...
2017	2017	GAL00	00305	2017/...	8	139	05/06/...	IM	8	1		811198	0	177777...		Orange		Sel...
2017	2017	GAL00	A0013	00032	8	143	08/06/...	IM	8	1		23177	0	555555...		Orange		Sel...
2017	2017	AAK00	VARDA	15061	4	92	15/06/...	IM	4	4		23766	56	111111...	R 47	Red		Sel...

Local menu: View, Verify, Details

The system will then load the declaration on the "Risk Analysis" page.

SAD - Verify (2017)

File Edit View Help

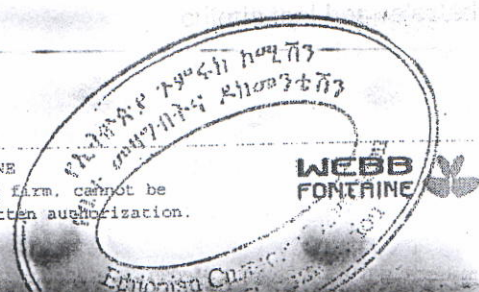
100 %

Risk Analysis

Risk Analysis Results				Verification Report																								
<p>Current</p> <p>Scanning control is required Verification Section not assigned</p> <p>Original</p> <p>Scanning control is required Verification Section not assigned</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Item</th> <th>Type</th> <th>Color</th> <th>Info</th> </tr> </thead> <tbody> <tr> <td>IMB-SCAN-GAL00</td> <td>0</td> <td>ST</td> <td></td> <td>Transit Declaration :- IM 8 , is selected for SCANNING CONTROL.</td> </tr> </tbody> </table> <p>Comments:</p>				Name	Item	Type	Color	Info	IMB-SCAN-GAL00	0	ST		Transit Declaration :- IM 8 , is selected for SCANNING CONTROL.	<p>Revenue increase/decrease</p> <table border="1"> <thead> <tr> <th>Criterion</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Criterion	Code	Description									
Name	Item	Type	Color	Info																								
IMB-SCAN-GAL00	0	ST		Transit Declaration :- IM 8 , is selected for SCANNING CONTROL.																								
Criterion	Code	Description																										

SAD Val. Note Item Val. Note Asmt. Notice All Doc. Containers List Risk Analysis

From there, the user can view the risk assessment of the declaration, with the original selected lane, the current lane if it has been re-routed already, as well as all the information on the risk criteria that has selected the declaration.





Risk Analysis Results				
Current				
Scanning control is required Verification Section not assigned				
Original				
Scanning control is required Verification Section not assigned				
Name	Item	Type	Color	Info
IM8-SCAN-GAL00	0	ST		Transit Declaration :- IM 8 , is selected for SCANNING CONTROL.

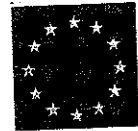
In the case the declaration was already re-routed by another officer, the comments of the officer will also be available, and the name of the user will be mentioned.

Risk Analysis Results					Verification Report		
Current					Revenue increase/decrease		
Doc. check is required Verification Section not assigned					Criterion Code Description		
Original							
Physical inspection is required Verification Section not assigned							
Name	Item	Type	Color	Info			
PHYSICALEXAMIN...	0	ST		Declaration selected for RED lane (Physical Examination).			
IM	0	ST		Transit declaration - IM 8 / true is selected for scanning control.			
					Comments		
					[19/06/17 13:00] Facever		
					I found mismatch in his documents, be careful.		
					[20/06/17 09:15] Facever		
					not happy with it		

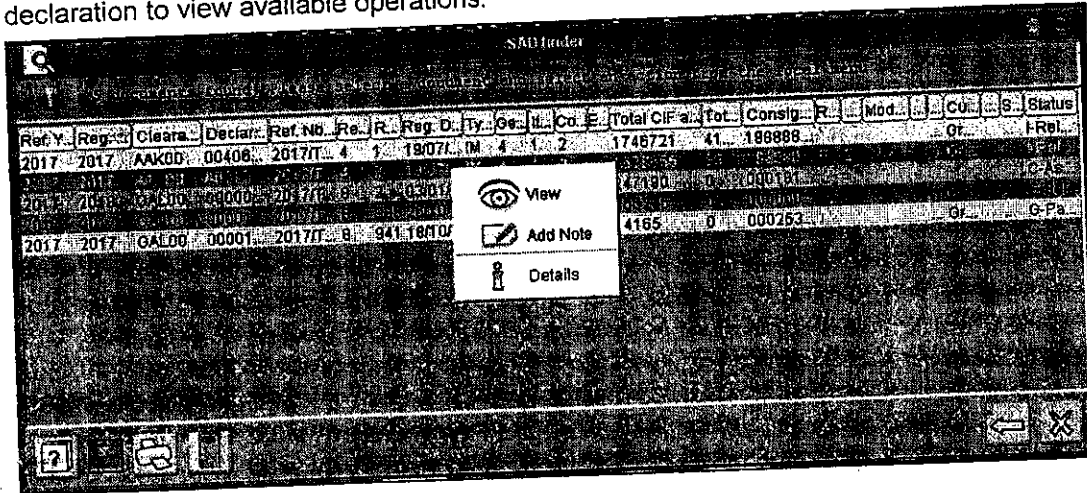
As the system allows historization of operations, every operation performed on a declaration is stored, with the date, time and user name and comments. This allows the Assessor to know why it was selected, why it might have been re-routed, and if it is not satisfying, the Assessor can re-route it again to the suitable lane.

3.5. LANE RE-ROUTING

On the top of the risk analysis page, several buttons are there to allow the user to perform re-route operation depending on the need.

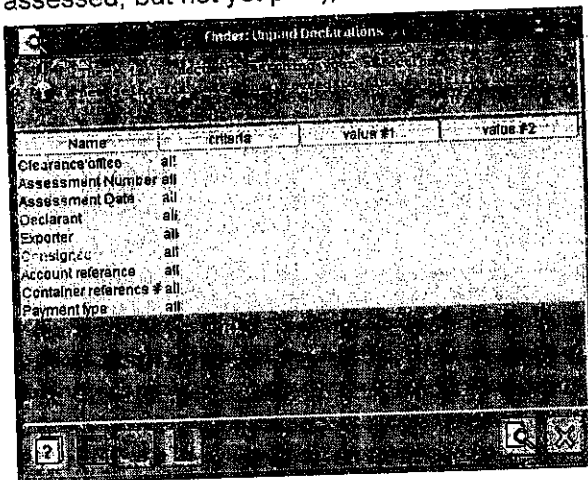


From there, the operation is however the same, the user simply has to right click on the correct declaration to view available operations.



3.2.4. Find unpaid

In the case the officer wishes only to list all unpaid declaration (meaning, all declarations assessed, but not yet paid), there is an option when doing a right-click on SAD.



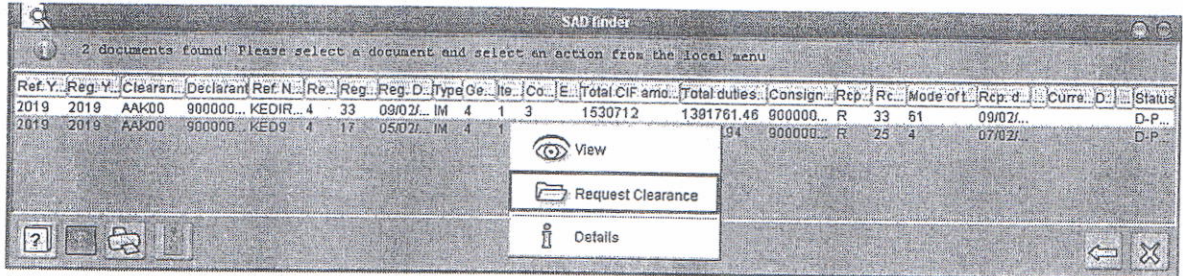
This will launch a smaller finder window with less elements to filter. From there, the officer will be able to search by office, assessment number or date, etc.

3.3. REQUEST CLEARANCE

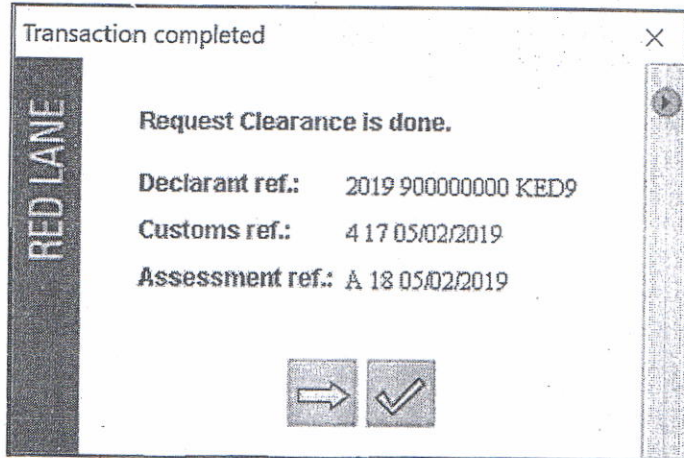
Once the officer is satisfied with all the attached document, the officer will have to request clearance for this SAD, in order to selectivity to come in, allowing further processing of the SAD (clearance, or examination, etc.).



For the user to do so, the user needs to look for the SAD in the finder, and then, select the option "Request Clearance".



At this point, the system will trigger selectivity, and along with the confirmation, will notify the user with the selected lane:



The user can then click on the  button to close the notification window.

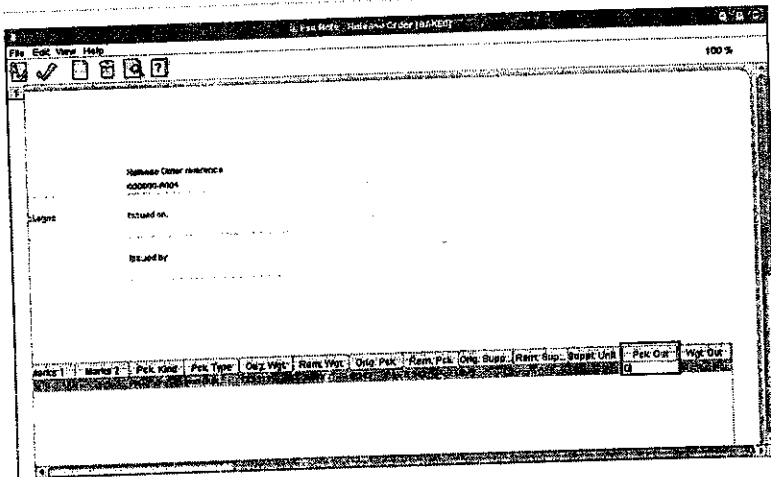
3.4. VERIFY OPERATION (RISK ANALYSIS)

As a Facevet, one of the users' roles is to check attached documents to the declaration before request clearance. The Facevet officer may want to re-route a declaration to Yellow to request Assessor's point of view on the documents in some cases, when for instance the declaration was selected Green, but the Face Vet officer has noticed some discrepancies or issues. The verify operation will be required for the Facevet to put his/her comments in order to justify re-routing from Green to Yellow.

To perform Verify operation, the user has to first launch the finder window to search for a declaration, then, select one declaration and do a right-click operation.

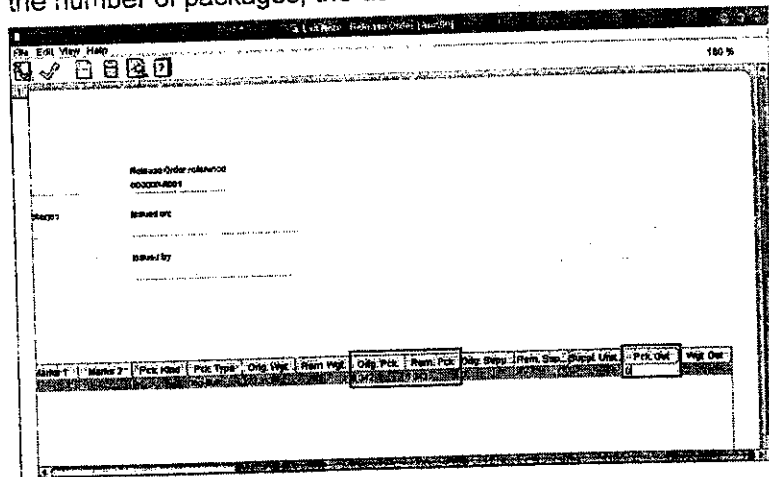


Ethiopia ERCA eCMS Project

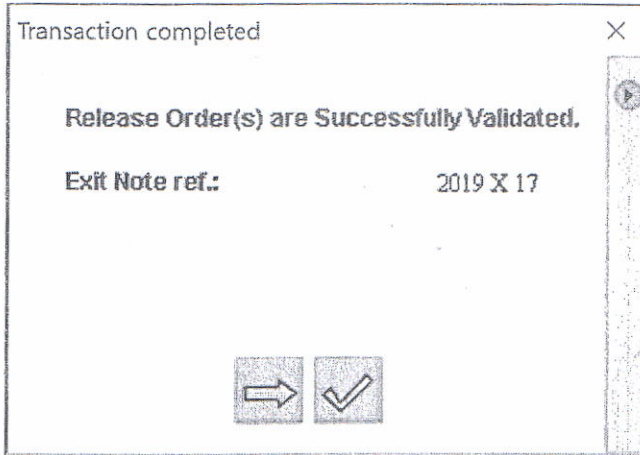


The user has to pay attention to the quantities though, as it is not possible to release more than what is available to release, shown under the columns "Orig Pck" (Original number of packages) and "Rem Pck" (remaining available packages).

In the case of bulk cargo, the principle will be the same as non-bulk, however, instead of updating the number of packages, the user will have to update the weight.



In the case the user still tries to release more, the system will display an error message after the validation attempt, blocking the issuance of this ticket, and will also prevent validation by highlighting in red the amount, to show that it is incorrect.



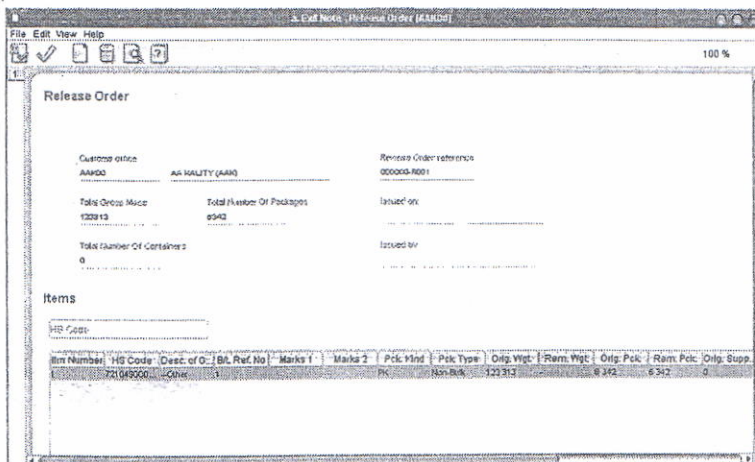
The user can then click on the



button, to close the message box, and get back to any other task.

3.6.3. Non-containerized goods

When the goods are not containerized, the selection of items on the Release Order is a bit different, depending on whether it is bulk, non-bulk, or VINs. Although the page seems similar, the way to specify the quantities will differ.



In the case of non-bulk, for instance, the number of packages will be used to define the quantity going out. To do so, the user has to scroll to the very end of the Release Order page, on the right, and change the value in the column "Pck Out" (Number of packages going out).

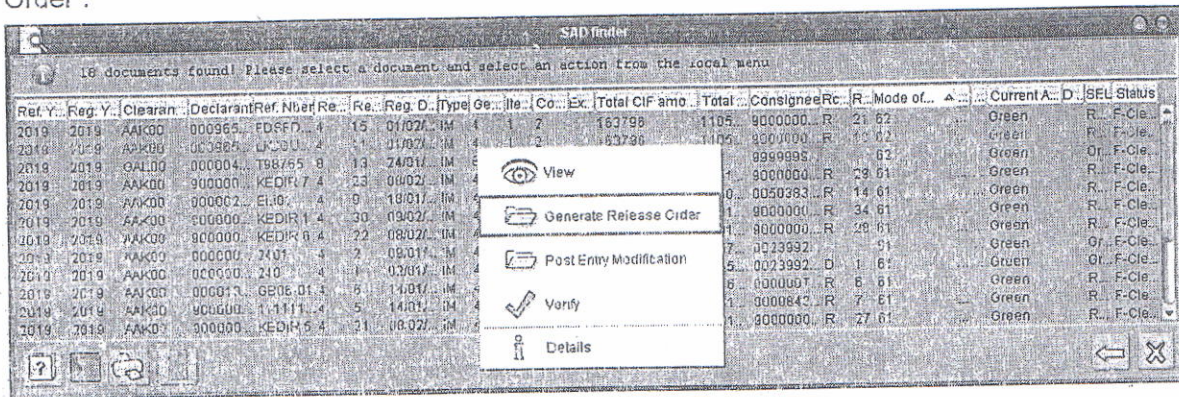


button, to close the message box, and get back to any other task.

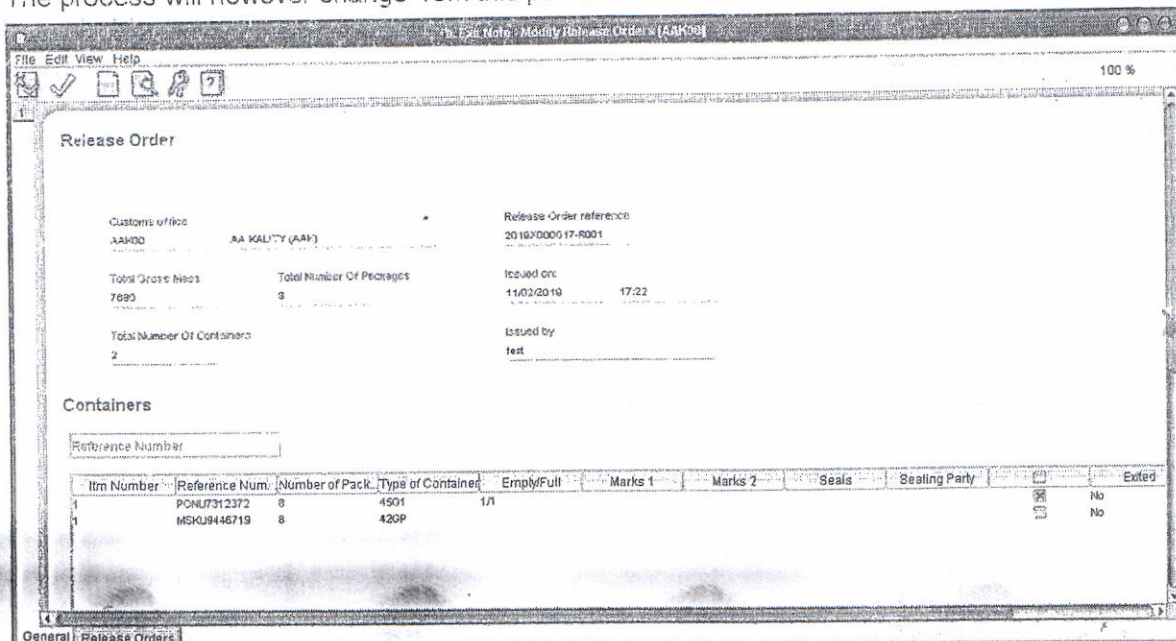
3.6.2. Partial release

In the case the user has already partially released goods from one SAD, and need to release more, the operation will change slightly.

Indeed, the user will retrieve the SAD as before, and select again the option "Generate Release Order":



The process will however change from this point.



The first thing to notice is how the information has been filled in the fields "Issued on" and "Issued by". Indeed, these will display who has already performed the first operation and when.



At this point, to release more, the user will have to click on the



button at the top of the page, in order to generate a new release order.

Item Number	Reference Num.	Number of Pck.	Type of Container	Empty/Full	Marks 1	Marks 2	Seals	Sealing Party	Exited
1	MSKUR445718	8	42GP						<input checked="" type="checkbox"/>

This will have the effect of creating a new tab (i.e. a new release note) for the user to define.

In this example, the SAD had only two container, so the user will select the last container by clicking on the tick-box



and then click on the



button at the top to validate the creation.

The system will then display a confirmation message:



Exit Note - Release Order (AAKUJ) 100%

File Edit View Help

Release Order

Customs office: AA/200 AA KALITY (AAK) Release Order reference: 000000-RO01

Total Gross Mass: 7090 Total Number Of Packages: 8 Issued on:

Total Number Of Containers: 2 Issued by:

Containers

Reference Number:

Item Number	Reference Num.	Number of Pack.	Type of Container	Empty/Full	Marks 1	Marks 2	Seals	Sealing Party	Checked	Edited
1	PCNUT312372	8	4531	Full					<input checked="" type="checkbox"/>	No
	MSKUB446719	8	420P						<input type="checkbox"/>	

General - Release Orders

3.6.1. Full release

In the case of the full release at once, the user will tick all the boxes



(or tick the header one, in order to automatically select all), and click on the





button at the top of the Release Order page, to generate the release order, and wait for the confirmation message from the system:

Transaction completed

Release Order(s) are Successfully Validated.

Exit Note ref.: 2019 X 17

The user can then click on the

The user can then click on the



Ethiopia ERCA eCMS Project

Release Order

Customs office: AAH00 AA HAILITY (AAH)
Release Order reference: 00000-R001

Total Gross Mass: 7080
Total Number Of Packages: 8
Issued on:

Total Number Of Containers: 2
Issued by:

Containers

Reference Number:

Item Number	Reference Num.	Number of Pack.	Type of Container	Empty/Full	Marks 1	Marks 2	Seals	Sealing Party	Released
1	POMU7312372	8	4501	1/1					No
	MSKU9446719	8	42GP						No

To select, the user can either tick the box



at the end of the line which requires to be released (partial),

Release Order

Customs office: AAH01 AA HAILITY (AAH)
Release Order reference: 00000-R001

Total Gross Mass: 7080
Total Number Of Packages: 9
Issued on:

Total Number Of Containers: 2
Issued by:

Containers

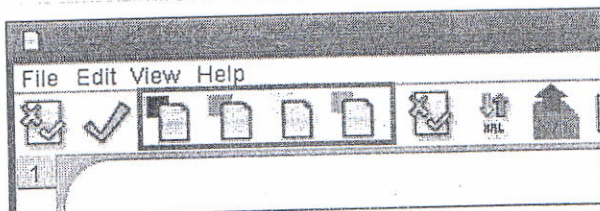
Reference Number:

Item Number	Reference Num.	Number of Pack.	Type of Container	Empty/Full	Marks 1	Marks 2	Seals	Sealing Party	Released
	POMU7312372	8	4501	1/1					No
	MSKU9446719	8	42GP						No

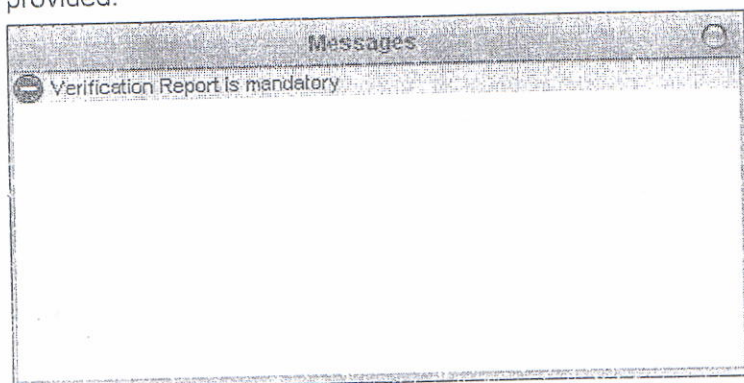
Or to tick the box in the header row, which will select all items (full release).



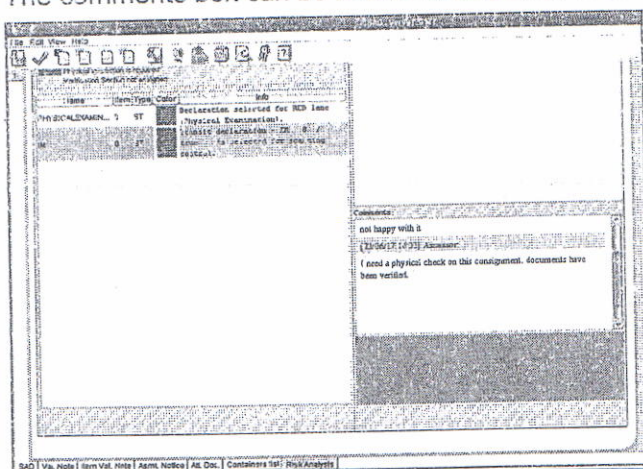
Ethiopia ERCA eCMS Project



When the user requires a lane re-routing, the system will ask for comments from the user to be provided.

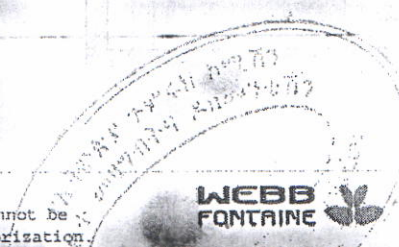
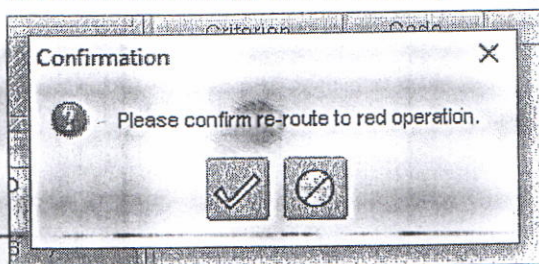


The comments box can be found at the bottom of the Risk Analysis page.



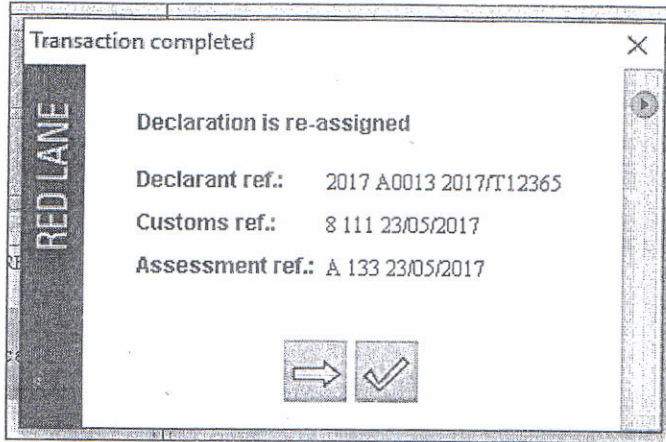
The user will there add his/her comments, and then will be able to perform the re-route operation.

Once the user select one re-route operation, the system will ask for confirmation.





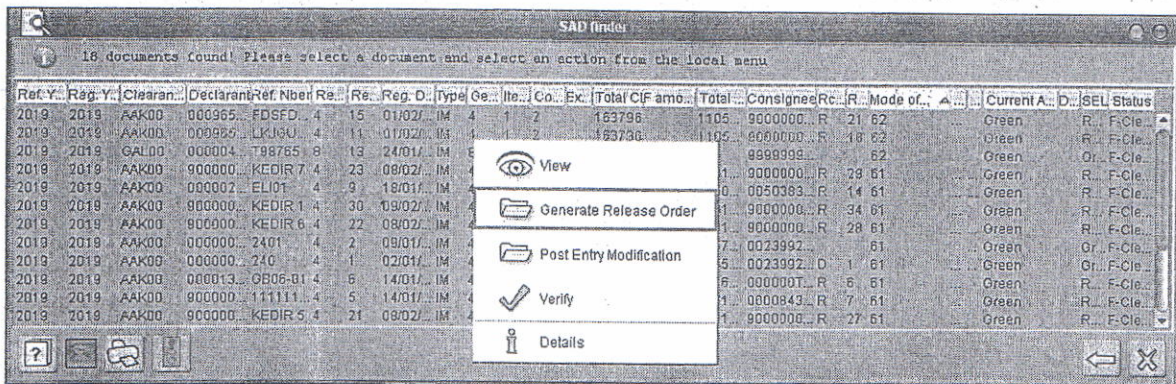
The user can then either cancel the operation, or validate it. Once validated, the system will confirm the re-route operation, with the new selected lane.



3.6. RELEASE ORDER

Once the clearance process has been completed, and goods can be released from Customs, the assessor (or Facevet if SAD was selected GREEN from the start) will have to perform the issuance of a Release Order.

To do so, the first step is to retrieve the correct SAD using the finder, and from there, select the option "Generate Release Order" as follow:



This will open a new window (Release Order window), where the user can select the extend of the release order (meaning, if this order is for full or partial consignment).



Ethiopia ERCA eCMS Project

Release Order reference: 000000-RD01

Mark1	Mark2	Pck Kind	Pck Type	Orig. Wgt.	Rem. Wgt.	Orig. Pck.	Rem. Pck.	Orig. Supp.	Rem. Supp.	Suppl. Unit	Pck. Out	Wgt. Out
PK		Non-Bulk		123.313		6.342	6.342	0			0.000	

In the case of vehicles, or item using supplementary units, the user will have to update the column "Suppl Unit".

Release Order reference: 000000-RD01

Mark1	Mark2	Pck Kind	Pck Type	Orig. Wgt.	Rem. Wgt.	Orig. Pck.	Rem. Pck.	Orig. Supp.	Rem. Supp.	Suppl. Unit	Pck. Out	Wgt. Out
AE		Non-Bulk		48.200		2	2	2	2	0		
AE		Non-Bulk		21.000		2	2	2	2	0		
AE		Non-Bulk		32.372		2	2	2	2	0		
AE		Non-Bulk		26.700		1	1	1	1	0		
AE		Non-Bulk		28.000		2	2	2	2	0		
AE		Non-Bulk		180.151		1	1	0				

To do so, the user will simply click on the value stored in this column, which, in case of VINs, will open a new window, allowing to select the very VIN(s) that is(are) going to be released.

Release Order reference: 000000-RD01

Please Select declaration items to release

VIN Rank	VIN	Brand	Brand	Model	Year	Color	Condition	Engine	Engine	Engine	Involve	Edilat	Date Pa
1	LZZ26L LZZ	HONDA		223257	2012	RED	Used ve.	1208170	Diessl	32019.85	<input type="checkbox"/>	No	No
2	LZZ26L LZZ	HONDA		223257	2012	RED	Used ve.	1208170	Diessl	32019.85	<input type="checkbox"/>	No	No
3	LZZ26L LZZ	HONDA		223257	2012	RED	Used ve.	1208170	Diessl	32019.85	<input type="checkbox"/>	No	No
4	LZZ26L LZZ	HONDA		223257	2012	RED	Used ve.	1208170	Diessl	32019.85	<input type="checkbox"/>	No	No
5	LZZ26L LZZ	HONDA		223257	2012	RED	Used ve.	1208170	Diessl	32019.85	<input type="checkbox"/>	No	No
6	LZZ26L LZZ	HONDA		223257	2012	RED	Used ve.	1208170	Diessl	32019.85	<input type="checkbox"/>	No	No
7	LZZ26L LZZ	HONDA		223257	2012	RED	Used ve.	1208170	Diessl	32019.85	<input type="checkbox"/>	No	No
8	LZZ26L LZZ	HONDA		223257	2012	RED	Used ve.	1208170	Diessl	32019.85	<input type="checkbox"/>	No	No



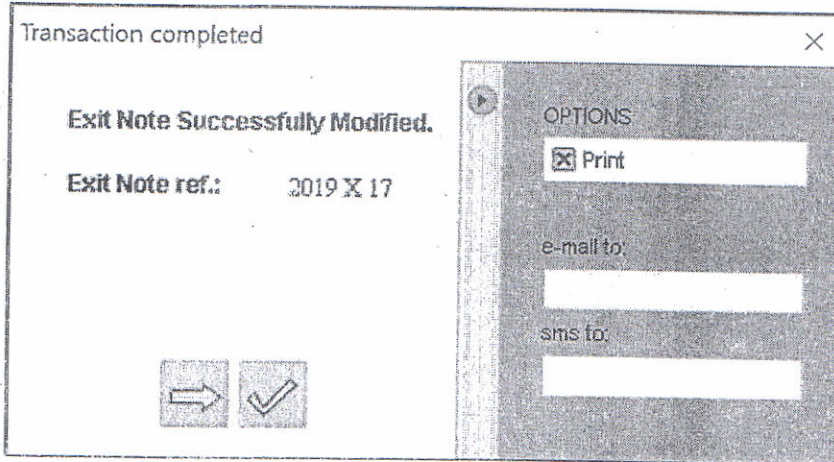


3.6.4. Print the Release Order

Once the release order has been produced, the user needs to print it to give it to the agent. To print it, two options for the user.

3.6.4.1. Right after validation

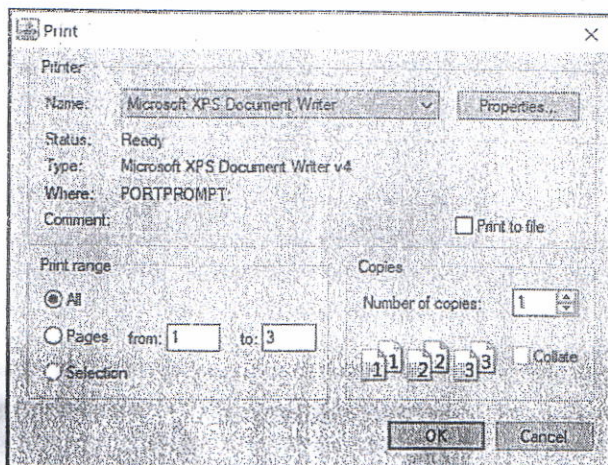
Once the user sees the confirmation message, it is possible to click on the tiny arrow on the right of the message box to display the printing option:

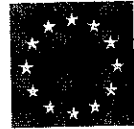



At this stage, the user simply has to tick the box in front of the option "print" and then to click on the



button. This will open the print menu.





N.B. : Clicking on the  button will simply confirm the registration, and will not launch the printing menu.

3.6.4.2. From release order


If the user has forgotten to print the Release Order, or if the agent needs a new printout, it is possible to print it again from the Release Order itself. The user has however to pay attention to the tab number (on the left hand side of the release order, see the numbered tabs 1 and 2).

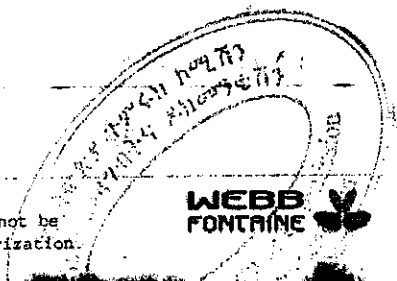
Customer info		Release Order reference
NAME	AA KHUTTY (RNG)	20181000174601
Total Supply Man	Total Number Of Packages	Rowed up
7000	2	114020018 1752
Total Number Of Containers		Issued by
2		test

Containers						
Tab Number	Release Order Name	Number of Packages	Type of Container	Emply/Full	Mark 1	Mark 2
1	AA KHUTTY (RNG)	2	20	Full		

At the top of the release order, when the user is viewing the document (not while modifying), the



user needs to click on the  button. This will open the print menu, from where the user will be able to print again the selected Release Order.







ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY

RELEASE ORDER

REF. NUM.:	2019X000044-R001	RELEASE ORDER DATE:	13 Mar 2019
CUSTOMS OFFICE:	AAK00 AA KALITY (AAK)	ISSUED ON:	13 Mar 2019 11:38
LOCATION:		SAD REG NUM.:	AAK00 2019 4 79
DECLARANT:	0009658981 EYUEL BELAYNEH TADESSE (I) RG: SNNPRS ZN: HAWASSA CITY ADMIN WR: HAWASSA CITY ADM KB :WUKIRO	COMPANY:	9000000001 HAROP COMPUTER PRIVATE LIMITED COMP RG: ADDIS ABABA ZN: KIRKOS WR: NO WOREDA-142 KB :05/06/07. HN :038 POB :
WAYBILL REF.:	NSSCB1700370401		

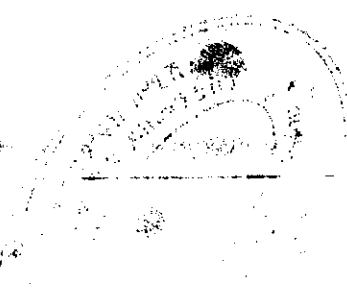
CONTAINER INFORMATION

ITEM NUM.	REFERENCE NUMBER	NUM. OF PACKAGES	CONTAINER TYPE	EMPTY FULL	MARKS 1	MARKS 2	SEALS	SEALING PARTY
1	PONU7312372	8	45G1	1/1				
1	MSKU9446719	8	42GP	1/1				

TOTAL CONTAINERS RELEASED: 2

GOODS RELEASED FROM CUSTOMS AREA:

PLACE:	AA KALITY (AAK)
DATE:	13 Mar 2019
USER:	Elias K Mariam (WFeliask)



3

1

2



000079100101552467147056



ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY
EXIT TICKET

TICKET NUMBER: 1	TICKET DATE: 13 Mar 2019
TICKET REFERENCE: 000079100101552467147056	ISSUED ON: 13 Mar 2019 11:38
CUSTOMS OFFICE: AAK00 AA KALITY (AAK)	EXIT NOTE REFERENCE: 2019 X 44
LOCATION:	SAD REG NUM.: AAK00 2019 4 79
DECLARANT: 0009658981 EYUEL BELAYNEH TADESSE (I) RG: SNNPRS ZN: HAWASSA CITY ADMIN WR: HAWASSA CITY ADM KB :WUKIRO	COMPANY: 9000000001 HAROP COMPUTER PRIVATE LIMITED COMP RG: ADDIS ABABA ZN: KIRKOS WR: NO WOREDA-142 KB :05/06/07 HN :038 POB :
TRANSPORT ID: 1251	WAYBILL REF.: NSSCB1700370401
DRIVER NAME: DSFS	ESCORT:
NATIONALITY: ET / Ethiopia	

CONTAINER INFORMATION								
ITEM NUM.	REFERENCE NUMBER	NUM. OF PACKAGES	CONTAINER TYPE	EMPTY/FULL	MARKS 1	MARKS 2	SEALS	SEALING PARTY
1	PONU7312372	8	45G1	1/1				
1	MSKU9446719	8	42GP	1/1				

TOTAL CONTAINERS EXITED: 2

GOODS EXITED FROM CUSTOMS AREA:	
PLACE:	AA KALITY (AAK)
DATE:	13 Mar 2019
USER:	Elias K Mariam (WFeliask)



)

)