

1. Consignment Approval Applications

Applicant requests for a consignment document which will be approved by the MDAs. These consignment documents may be Permits, IDFs or Exemptions.

In the request form, the applicant enters the UCR which the consignment document will be attached to and also defines the process for which the application will go through. If unsure, the Decision Tree (from the Quick Start section of the homepage) may guide the applicant in determining which process to select.

The following are the types of consignment documents supported by the system:

- Import declaration forms
- Exemptions from payment of duties
- Permits for controlled commodities
- Temporary import application
- Temporary export application
- Clearance on permit request

The Administrator may add documents to the list as needed.

This topic includes the following:

- [Applying for Consignment Approval](#)
- [Retrieving Draft Consignment Request](#)
- [Responding to Queries for Consignment Request](#)
- [Resubmitting Rejected Consignment Requests](#)

1.1 Applying for Consignment Approval

1.1.1 To apply for consignment approval:

1. From the homepage, click on **Application for a New Consignment approval's** hyperlink under the **New Application** section. The **New Consignment Request** page is displayed.

The screenshot displays the GCNet eMDA Portal interface. At the top, the logo for GCNet (Ghana Community Network Services Limited) is on the left, and 'eMDA Portal' is on the right. A navigation bar includes links for HOME, HELP, CONTACT, PAYMENT, and LOGOUT. The main content area is divided into three columns:

- MDA LINKS:** A vertical list of various Ghanaian government departments and agencies, such as the Animal Production Directorate, Customs Exemption and Concession, Energy Commission, Environmental Protection Agency, Food and Drugs Board, Ghana Atomic Energy Commission, Ghana Free Zone Board, Ghana Investment Promotion Centre, GCNet CERTIFICATE GNCCI, Ghana National Petroleum Corporation, Ghana Standards Authority, Ministry of Foreign Affairs, Ministry of Finance and Economic Planning, Minerals Commission, Ministry of Food and Agriculture, MOTE Exemption, Ministry of Trade and Industry, National Communications Authority, National Petroleum Authority, Plant Protection And Regulatory Services, Timber Industry Development Division, and Veterinary Services Department.
- QUICK START:** A section titled 'What regime the document will cover' with a list of options: Export, Import, Warehouse, Transit, Transshipment, and More >>.
- NEW APPLICATION:** A section with a purple header containing three links: 'Apply for a New UCR (Unique consignment reference)', 'Application for a New Master Approval (IDF, Permit, Exemptions)', and 'Application for a New Consignment Approval (IDF, Permit, Exemptions)'. This section is highlighted with a red rectangular box.
- TRACK STATUS:** A section with a yellow header containing links for Search by UCR, Retrieve draft UCR, My follow up actions, Retrieve my draft applications, Track approval status, and Amend IDF.
- FCVR STATUS:** A section with a purple header containing links for Check FCVR Status and Check IDF Status.

The central banner features an image of a port with a crane lifting a container, with the text 'Ghana TradeNet' overlaid. Below the banner is an 'INTRODUCTION' section with the following text: 'GCNet MDA is a part of the single electronic window Ghana TradeNet application for online submission, processing, approval and distribution of a wide range of trade related documentation by ministries, departments and agencies. Users of GCNet MDA be they importer, exporters, clearing agents, logistics companies etc can interact with the various MDAs involved in the clearance process. Users may submit applications, receive & respond to queries, submit supporting documents and track the progress of their applications.'

The **New Consignment Request** page

2. Enter information on the following fields:

I want to make a new application using UCR #

Search for the UCR to which your consignment request will be attached to by clicking on . This will open the [UCR Search](#) pop up window.

Which MDA you wish to apply for?

Select from the dropdown list, the appropriate MDA you want to direct your request to.

What is the eDoc you want to apply for?

Select from the dropdown list the eDoc you want to attach to the request.

What is the process you want to apply for?

3. [Click](#) . [The New Consignment Request Input page is displayed.](#)

These displays (non editable) items are shown on the upper section of the page.

Field	Description
Application Ref No.	Indicates the unique reference number assigned to the application
Application Date	Indicates the date when the application was created.
Application Status	Indicates status of the application
Application Version No.	Indicates the version of the application.

By Default, the **Header** tab is shown. All fields will be automatically filled out and are not editable except for **Referenced Permit/Exemption No** field:

Service Provider Information

Code

Indicates the service provider's assigned code.

TIN

Indicates the service provider's Tax Identification Number.

Name

Indicates the service provider's business name.

Physical Address

Indicates the service provider's office address.

Postal Address

Indicates the service provider's complete mailing address.

eDoc Information

MDA Code & Description

Indicates the MDA's assigned code and its description.

Application Type Code & Description

Indicates code of the application type and its description.

eDoc Type Code & Description

Indicates type code for the eDoc and its description.

eDoc Code & Description

Indicates the eDoc code and its description.

Consignment Type & Description

Indicates the type of consignment and its description.

UCR Number

Indicates the UCR number to which the consignment request is attached to.

Referenced Permit/Exemption Information

Referenced Permit/Exemption No.

Enter the Permit No or Exemption No related to the consignment request if any.

GCNet
Ghana Community Network Services Limited

Welcome trader | Mon May 18 11:30:58 GMT 2015

HOME HELP CONTACT PAYMENT LOGOUT

Home > New Consignment Application > Header Details

NEW APPLICATION

- Apply for a New UCR (Unique Consignment Reference)
- Application for a New Master Approval (IDF, Permit, Exemptions)
- Application for a New Consignment Approval (IDF, Permit, Exemptions)
- Application for Master Supplementary (IDF, Permit, Exemptions)

NEW CONSIGNMENT REQUEST

Application Ref No	CD2015050EPAEP050000001201
Application Date	18-05-2015 11:30:56
Application Status	Draft
Application Version No	1

Sections Completed

Header Importer Exporter Transport Goods Item Others Approval Terms Confirmation

Clone This Request? ?

Service Provider Information

Code	SPUSHP02
TIN	524W036578
Name	USHIP LOGISTICS GHANA LIMITED
Physical Address	PO BOX BT 194 TEMA
Contact Details	FLEMING ASEM
Approved Email 1	tt.fleming@yahoo.com
Approved Email 2	yaw.fleming@yahoo.com

eDoc Information

MDA Code & Description	EPA Environmental Protection Agency
Application Type Code & Description	CD Consignment Document
eDoc Type Code & Description	PER Permits
eDoc Code & Description	EP05 EPA Permit Ind and Consumer Consign
Process Code & Description	EP0501 EP05 Process 01 Ind And Con Single
Consignment Type Code & Description	C Consignment
UCR Number	KGHCEPSUCR1500001297

4. Click on . The **Importer** tab is displayed.



Depending on the **UCR No** selected, the **Importer Information** fields will already be automatically filled out.

Importer Information

Importer Name

Search for the Importer's name by clicking on . This will open the [Importer Search](#) pop up window.

Importer TIN

The Tax Identification Number will be automatically filled out once the Name is selected.

Importer MDA Ref No.

Importer Sector of Activity

Physical Address

The importer's office will be automatically filled out once Name is selected.

Country

Select from the dropdown list the country where the importer's office is located.

Postal Address

The importer's complete mailing address will be automatically filled out once Name is selected.

Telephone/Fax/Email

The importer's contact details like telephone number, fax number, and primary email address will be automatically filled out once Name is selected.

Importer Warehouse Code

Select from the dropdown list the importer's warehouse code or location.

Importer Warehouse Location

Indicates the importer's warehouse location. This is automatically filled out when the **Importer Warehouse Code** is selected.

Importer is consignee?

Mark this if importer and consignee are the same.

Consignee Information



*Consignee Information will be automatically filled and reflect the Importer Information when **Importer is consignee** field is marked or ticked.*

Consignee Name

Search for the consignee name by clicking on . This will open the open the [Search pop up window](#).

Consignee TIN

The Tax Identification Number will be automatically filled out once the Name is selected.

Consignee MDA Ref No.

Consignee Sector of Activity

Physical Address

The consignee's office will be automatically filled out once Name is selected.

Country

Select from the dropdown list the country where the consignee's office is located.

Postal Address

The consignee's complete mailing address will be automatically filled out once Name is selected.

Telephone/Fax/Email

The consignee's contact details like telephone number, fax number, and primary email address will be automatically filled out once Name is selected.

Consignee Warehouse Code

Select from the dropdown list the consignee's warehouse code.

Consignee Warehouse Location

Indicates the consignee's warehouse location. This is automatically filled out when the **Consignee Warehouse Code** is selected.

Importer tab contains input fields for the Importer applying for the Consignment Approval.



NEW APPLICATION

Apply for a New UCR (Unique Consignment Reference)

Application for a New Master Approval (IDF, Permit, Exemptions)

Application for a New Consignment Approval (IDF, Permit, Exemptions)

Application for Master Supplementary (IDF,Permit,Exemptions)

Home > New Consignment Application > Importer Details

NEW CONSIGNMENT REQUEST
* indicates mandatory field.

Application Ref No	CD2015050EPAEP050000001201
Application Date	18-05-2015 11:30:56
Application Status	Draft
Application Version No	1

Sections Completed

- Header
- Importer
- Exporter
- Transport
- Goods
- Item Others
- Approval Terms
- Confirmation

Importer Information

Importer Name *	YAW ABABIO
Importer TIN *	P000002290X
Importer MDA Ref No	CDTest01
Importer Sector of Activity	Trade
Importer Physical Address *	Ghana, ASHANTI, Kumasi Metropolit an, B104
Importer Physical Country *	GH - GHANA
Importer Postal Address	Ghana, ASHANTI, Kumasi Metropolit an, B104
Importer Postal Country	GH - GHANA
Importer Telephone/Fax/Email *	0202229999
Importer Warehouse Code	A/40
Importer Warehouse Location	PLT 30 BLOCK N OPPOSITE PENS AND PL
Importer is Consignee ?	<input checked="" type="checkbox"/>

Consignee Information

Consignee Name *	YAW ABABIO
Consignee TIN *	P000002290X
Consignee MDA Ref No	
Consignee Sector of Activity	Trade
Consignee Physical Address *	Ghana, ASHANTI, Kumasi Metropolit an, B104
Consignee Physical Country *	GH - GHANA
Consignee Postal Address	Ghana, ASHANTI, Kumasi Metropolit an, B104
Consignee Postal Country	GH - GHANA
Consignee Telephone/Fax/Email *	0202229999
Consignee Warehouse Code	A/40
Consignee Warehouse Location	PLT 30 BLOCK N OPPOSITE PENS AND PL

Save Save & Validate

5. Click on . The Exporter tab is displayed.



*Depending on the **UCR No** selected, the **Exporter Information** fields will already be automatically filled out.*

Exporter Information

Exporter Name

Search for the Exporter's name by clicking on . This will open the [Exporter Search](#) pop up window.

Exporter TIN

The Tax Identification Number will be automatically filled out once the Name is selected.

Exporter MDA Ref No.

Exporter Sector of Activity

Physical Address

The Exporter's office will be automatically filled out once Name is selected.

Country

Select from the dropdown list the country where the Exporter's office is located.

Postal Address

The Exporter's complete mailing address will be automatically filled out once Name is selected.

Telephone/Fax/Email

The Exporter's contact details like telephone number, fax number, and primary email address will be automatically filled out once Name is selected.

Exporter Warehouse Code

Select from the dropdown list the Exporter's warehouse code or location.

Exporter Warehouse Location

Indicates the Exporter's warehouse location. This is automatically filled out when the **Exporter Warehouse Code** is selected.

Exporter is consignee?

Mark this if Exporter and consignee are the same.

Consignee Information



*Consignee Information will be automatically filled and reflect the Exporter Information when **Exporter is consignee** field is marked or ticked.*

Consignee Name

Search for the consignee name by clicking on . This will open the open the [Search pop up window](#).

Consignee TIN

The Tax Identification Number will be automatically filled out once the Name is selected.

Consignee MDA Ref No.

Consignee Sector of Activity

Physical Address

The consignee's office will be automatically filled out once Name is selected.

Country

Select from the dropdown list the country where the consignee's office is located.

Postal Address

The consignee's complete mailing address will be automatically filled out once Name is selected.

Telephone/Fax/Email

The consignee's contact details like telephone number, fax number, and primary email address will be automatically filled out once Name is selected.

Consignee Warehouse Code

Select from the dropdown list the consignee's warehouse code.

Consignee Warehouse Location

Indicates the consignee's warehouse location. This is automatically filled out when the **Consignee Warehouse Code** is selected.

Exporter tab contains input fields for the Exporter applying for the Consignment Approval

eMDA Portal User Guide - Electronic Processing of Trade Related Documents

Header	Importer	Exporter	Transport	Goods	Item Others	Approval Terms	Confirmation
Exporter Information ▾							
Exporter Name *	African Grains Limited <input style="float: right;" type="button" value="?"/>						
Exporter TIN *	NA						
Exporter MDA Ref No	CDTest02						
Exporter Sector of Activity	Select... ▾						
Exporter Physical Address *	Box 3000 China						
Exporter Physical Country *	CN - CHINA ▾						
Exporter Postal Address	Box 3000 China						
Exporter Postal Country	CN - CHINA ▾						
Exporter Telephone/Fax/Email *	30090070001212						
Exporter Warehouse Code	Select... ▾						
Exporter Warehouse Location							
Exporter is Consignor ?	<input checked="" type="checkbox"/>						
Consignor Information ▾							
Consignor Name *	African Grains Limited						
Consignor TIN *	NA						
Consignor MDA Ref No							
Consignor Sector of Activity	Select... ▾						
Consignor Physical Address *	Box 3000 China						
Consignor Physical Country *	CN - CHINA ▾						
Consignor Postal Address	Box 3000 China						
Consignor Postal Country	CN - CHINA ▾						
Consignor Telephone/Fax/Email *	30090070001212						
Consignor Warehouse Code	Select... ▾						
Consignor Warehouse Location							
<input type="button" value="Save"/>				<input type="button" value="Save & Validate"/>			

6. Click on .The Transport tab is displayed.

Transport Information

Mode of Transport Code & Description

Select from the dropdown list the mode of transporting the goods.

Vessel Name

Enter the vessel name that will carry the goods if applicable.

Voyage No.

Enter the voyage number of the vessel that will carry the goods if applicable.

Shipment Date

Enter the shipment date in DD-MM-YYYY format or click on  icon to specify the date.

Carrier

Enter the carrier's name for the shipment of the goods.

Manifest No.

Enter the Manifest Number of the vessel that carried the goods if any.

BL/AWB

Enter the Bill of Lading (BL) or AWB of the vessel that carried the goods if any.

Marks and Numbers

Enter the marks and numbers indicated on the good's packaging if any.

Port of Arrival Code & Description

Select the port of destination for the shipment by clicking on . This will open the [Port Search](#) pop up window.

Port of Departure Code & Description

Select the originating port of the shipment by clicking on . This will open the [Port Search](#) pop up window.

Customs Office Responsible Code & Description

Select from the dropdown list the customs office responsible for the inspection of the goods.

Freight Station

Select from the station the freight station involved in consignment.

Inland Transport Co

Inland Transport Co Ref No.

Cargo Type Indicator

Select from the dropdown list the cargo type used for shipping the goods.

Transport tab contains transportation details of the carrier of the goods.

eMDA Portal User Guide - Electronic Processing of Trade Related Documents

■ Sections Completed

- Header
- Importer
- Exporter
- Transport
- Goods
- Item Others
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Transport Information

Mode of Transport Code & Description *	3 - BY SEA TEST
Vessel Name	
Voyage No	
Shipment Date *	03-05-2015 (DD-MM-YYYY)
Carrier *	Maersk
Manifest No	
BL/AWB	
Marks and Numbers	
Port of Arrival Code & Description *	001 ? DFSDFSDFS
Port of Departure Code & Description *	AAE ? ANNABA TEST
Customs Office Responsible Code & Description *	TMA1 - CEPS TEMA
Freight Station *	MCT - MAERSK CONTAINER TERMINAL
Inland Transport Co	
Inland Transport Co. Ref No	
Cargo Type Indicator *	Containerized

Container Information

<input type="checkbox"/>	FCL / LCL	Container Number	Seal Number	Number of Packages	Size
<input type="checkbox"/>	FCL	BL1234567	Q123456	1	40RG

Add Container Remove Container

Save Save & Validate

7. Click on . The **Goods** tab is displayed.

Header Value

Foreign Currency Code & Description

Select from the dropdown list the currency used by the Importer.

Forex Rate

This will be automatically filled out once the Foreign Currency Code is selected. This shows the exchange rate for the selected currency against the Ghana Cedi.

CIF FCY

Enter the total for the Freight and Insurance charges.

FOB FCY

Enter Free on Board amount in the foreign currency selected.

Freight FCY

Enter the freight amount in the foreign currency selected.

Insurance FCY

Enter the insurance amount in the foreign currency selected.

Other Charges FCY

Enter amount for other charges in the foreign currency selected

Click on . The following fields are automatically filled out:

CIF NCY

Shows the total for the Freight and Insurance charges

FOB NCY

Shows the product of the amount in Free on Board FCY multiplied by the Forex Rate.

Freight NCY

Shows the product of the amount in Freight FCY multiplied by the Forex Rate.

Insurance NCY

Shows the product of the amount in Insurance FCY multiplied by the Forex Rate.

Other Charges NCY

Shows the product of the amount in Other Charges FCY multiplied by the Forex Rate.

Header Payment Information

Terms of Payment Code & Description

Select from the dropdown list the payment terms for the consignment.

Local Bank Code & Description

Select from the dropdown list the local bank you will be transaction your payment with.

Goods tab contains input fields for the details of the goods to be imported.

eMDA Portal User Guide - Electronic Processing of Trade Related Documents

■ Sections Completed

■ Header ■ Importer ■ Exporter ■ Transport Goods **Item Others** Approval Terms Confirmation

Header Value ▾

Foreign Currency Code & Description *	USD - US DOLLAR ▾
Forex Rate *	GHC 3.837
CIF FCY *	3000
FOB FCY *	3000
Freight FCY	0
Insurance FCY	0
Other Charges FCY	0
Compute	
CIF NCY *	11511
FOB NCY *	11511
Freight NCY	0
Insurance NCY	0
Other Charges NCY	0
INCO Terms *	Free on Board ▾

Save **Save & Validate**

8. Click on . The **Item Others** tab is displayed.

Item Others tab allows user to add and identify the details of items involved in the consignment request.

■ Sections Completed

■ Header ■ Importer ■ Goods ■ Transport **Item Others** Non-Standard Confirmation

Item No	Item Description	HS Description	HS Code
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Add Item Edit Item Delete Item

Save Save & Validate

9. Click on to display the **Items Details** page.

Item Details

Item No.

This displays the sequence of the items on how they will appear on the list. This is non-editable.

Item Description

Enter description for the item.

Item HS Code & Description

Search for the HS Code by clicking on . This will open the open the [HS Code Search](#) pop up window

Item Qty

Enter the quantity for the items.

Unit of Qty Code/Description

Select from the dropdown list the unit of measuring the quantity of items.

Item Supplementary Qty

Enter the quantity of supplementary items.

Unit of Supplementary Qty Code/Description

Select from the dropdown list the unit of measuring the quantity of supplementary items.

Package Qty

Enter the quantity of package(s).

Package Type Code/Description

Select from the dropdown list the package type for the item

Product Information Details

Internal File Number

Enter the file number used internally for this item.

Internal Product Number

Enter the product number used internally.

Product Technical Name

Product Brand Name

This is automatically filled out when the Internal Product Number is selected. This shows the brand of the product.

Product Active Ingredients

Enter the active ingredients for the product.

Product Packaging Details

Product Class Code/Desc

Select from the dropdown list the Class where the product belongs.

Product Pricing

Foreign Currency Code

This is automatically filled out. This shows the Foreign Currency code chosen in the Goods tab.

Unit Price FCY

Enter the price per unit using the selected Foreign Currency

Total Price FCY

Enter the total price using the selected Foreign Currency

Unit Price NCY

This is automatically computed when the Unit Price FCY is entered. This shows is the product of the Unit Price FCY multiplied by the Foreign Exchange rate.

Total Price NCY

This is automatically computed when the Total Price FCY is entered. This shows is the product of the Total Price FCY multiplied by the Foreign Exchange rate.

Country of Origin

Select from the dropdown list the originating country of the items.

Item Net Weight

Enter the net weight for the items.

Item Gross Weight

Enter the gross weight for the items in.

Remarks from Applicant

Enter remarks or additional information about the items or goods.

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Item Details ▾

Item No *	1
Item Description *	TELEVISION
Item HS Code & Description *	8528721000 ? Reception apparatus for television : Other, cl Clear
Item Qty *	600
Unit of Qty Code/Description *	021 - Unit, Number ▾
Item Supplementary Qty	
Unit of Supplementary Qty Code/Description	Select... ▾
Package Qty *	600
Package Type Code/Description *	CT - CARTON ▾

Product Price ▾

FOB FCY	3000.00
Foreign Currency Code *	USD - US DOLLAR ▾
Unit Price FCY *	5
Total Price FCY *	3000
Unit Price NCY *	19.19
Total Price NCY *	11514
Country of Origin *	PHILIPPINES ▾
Item Net Weight *	7500
Item Gross Weight *	8000
Remarks from Applicant	

eDocs Details ▾

<input type="checkbox"/>	Attached eDoc Code(s)	Attached eDoc Reference No(s)	Scan of Attached eDoc(s) File size <=1 Mb, File types : jpeg, gif, pdf, doc, docx, xls and xlsx

9. *On the eDocs Details section, click . This additional input details are displayed.*

Attached eDoc Code(s)


Select from the dropdown list the code of the eDoc to be attached.

Attach eDoc Reference No(s)

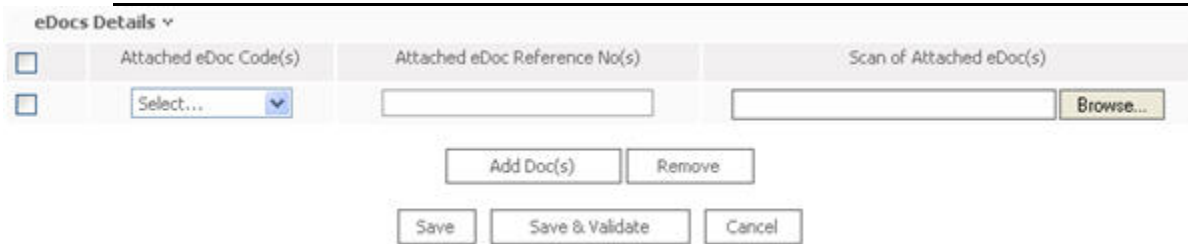
Enter the Reference Number of the eDoc to be attached

Scan of Attached eDoc(s)

Click on to locate from your PC and upload the scanned copy of the eDoc to be attached.

 To add more eDocs, click on and follow step 9.

To delete an eDoc attachment, mark the eDoc you want to delete and then click on .



The screenshot shows a form titled "eDocs Details" with a dropdown arrow. It contains three columns: "Attached eDoc Code(s)", "Attached eDoc Reference No(s)", and "Scan of Attached eDoc(s)". The first column has a checkbox and a "Select..." dropdown. The second column has a text input field. The third column has a text input field and a "Browse..." button. Below the columns are three buttons: "Add Doc(s)", "Remove", and "Save". At the bottom are three buttons: "Save", "Save & Validate", and "Cancel".

10. Click on . This page containing the saved Item is displayed.

If you want to add other items, click on and then follow steps 8-10.

If you want to remove an item, click on .

If you want to update an item, click on . The Add Item Details page is displayed and then update the fields as necessary.

■ Sections Completed

■ Header ■ Importer ■ Exporter ■ Transport ■ Goods ■ Item Others ■ Approval Terms ■ Confirmation

EXCEL Upload ▾

EXCEL File path No file selected.

Item List ▾

<input type="checkbox"/>	Item No	Item Description	Item Qty	HS Code	HS Description	Total Price FCY
<input type="checkbox"/>	1	TELEVISION	600	8528721000	Reception apparatus for television : Other, colour : Presented completely knocked down (CKD) or unassembled for the assembling industry	3000
Sum of Total Price FCY						3000

11. Click on .The Approval Terms tab is displayed.

Approval Terms Details

Approval Terms

Purpose of Import/Export

Remarks from Applicant

Third Party Distribution

Distribution Method & Mailbox/Account

Additional Parties for Distribution 1

Attached Electronic Documents

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Sections Completed

Header
 Importer
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Approval Terms ▾

Approval Terms*	1. The Goods should not be used, distributed or sold until sampling and chemical analysis has confirmed the identity and quality of the chemicals and materials 2. This Permit is valid for the above consignment only. You should notify the agency after taking delivery of the above consignment. The use and application of the chemical must be in strict accordance with the information provided in the material safety sheets and or Technical Dossier accompanying the product.	<input checked="" type="checkbox"/> I Agree
Purpose of Import/Export *	<input type="text" value="Commercial"/>	
Remarks from Applicant	<input type="text" value="Commercial"/>	
Third Party Distribution	CEPS - Customs Excise and Preventive Service	
Distribution Method & Mailbox/Account	MHUB (cust006)	
Third Party Distribution	nacbh - Narcotics Control Board	
Distribution Method & Mailbox/Account	MHUB (nacb051)	
Additional Parties for Distribution	<input type="text" value=""/>	<input type="button" value="Select"/> <input type="button" value="Clear"/>

S.No.	Attached eDoc Code(s)	Attached eDoc Reference No(s)	Download File size <=1 Mb, File types : jpeg, gif, pdf, doc, docx, xls and xlsx
1	003 -INVOICE	INV004	CD2015050EPAEP050000001201_1_INV004.jpg
2	004 -MANUFACTURER'S LICENCE	ML004	CD2015050EPAEP050000001201_1_ML004.jpg
3	005 -BILL OF LADING / AIRWAYBILL	BOL004	CD2015050EPAEP050000001201_1_BOL004.jpg
4	021 -PACKING LIST	PL004	CD2015050EPAEP050000001201_1_PL004.jpg

12. Click on . The **Confirmation** tab is displayed.

Confirmation tab shows all the information you have inputted for the application.



The list of tabs available in a Consignment Document/Master Document application is dependent on the MDA you are applying for.

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Sections Completed

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Service Provider Information

Code	SPUSHPO2
TIN	524V036578
Name	LSHIP LOGISTICS GHANA LIMITED
Physical Address	PO BOX BT 194 TEMA
Contact Details	FLEMING ASEMI
Approved Email 1	tt.fleming@yahoo.com
Approved Email 2	yaw.fleming@yahoo.com

eDoc Information

MDA Code & Description	EPA Environmental Protection Agency
Application Type Code & Description	CD Consignment Document
eDoc Type Code & Description	PER Permits
eDoc Code & Description	EP05 EPA Permit Ind and Consumer Consign
Process Code & Description	EP0501 EP05 Process 01 Ind And Con Single
Consignment Type Code & Description	C Consignment
UCR Number	KGHCEPSUCR1500001297

Importer Information

Importer Name	YAW ABABIO
Importer TIN	P000002290X
Importer MDA Ref No	CDTee01
Importer Sector of Activity	Trade
Physical Address	Ghana, ASHANTI, Kumasi Metropolitan, B 104
Postal Address	Ghana, ASHANTI, Kumasi Metropolitan, B 104
Telephone/Fax/Email	0202229999
Importer Warehouse Code & Location	A/40 - TOYOTA GHANA COMPANY LIMITED

Consignee Information

Consignee Name	YAW ABABIO
Consignee TIN	P000002290X
Consignee MDA Ref No	
Consignee Sector of Activity	Trade
Physical Address	Ghana, ASHANTI, Kumasi Metropolitan, B 104
Postal Address	Ghana, ASHANTI, Kumasi Metropolitan, B 104
Telephone/Fax/Email	0202229999
Consignee Warehouse Code & Location	A/40 - TOYOTA GHANA COMPANY LIMITED

Exporter Information

Exporter Name	African Grains Limited
Exporter TIN	NA
Exporter MDA Ref No	CDTee02
Exporter Sector of Activity	
Physical Address	Box 3000 China
Postal Address	Box 3000 China
Telephone/Fax/Email	30090070001212
Exporter Warehouse Code & Location	

Consignor Information

Consignor Name	African Grains Limited
Consignor TIN	NA
Consignor MDA Ref No	
Consignor Sector of Activity	
Physical Address	Box 3000 China
Postal Address	Box 3000 China
Telephone/Fax/Email	30090070001212
Consignor Warehouse Code & Location	

Transport Information

Mode of Transport Code	BY SEA TEST
Vessel Name	
Voyage No	
Shipment Date	03-05-2015
Carrier	Maersk
Manifest No	0.00
BL/AWB	
Marks and Numbers	
Port of Arrival Code & Description	001 - DFSDFSDFS
Port of Departure Code & Description	AAB - ARIABA TEST
Customs Office Responsible Code & Description	TMA1 - CEPS TEMA
Freight Station	MCT
Cargo Type Indicator	Containerized

Goods Value Information

Foreign Currency Code	US DOLLAR
Forex Rate	3.837
FOB FCY	3000.00
Freight FCY	0.0
Insurance FCY	0.0
Other Charges FCY	0.0
CIF FCY	3000.00
FOB NCY	11511.00
Freight NCY	0.00
Insurance NCY	0.00
Other Charges NCY	0.00
CIF NCY	11511.00
INCO Terms	Free on Board
Terms of Payment Code & Description	
Local Bank Code & Description	

Item Details

Item No	Item Description	Item Qty	Item HS Code	HS Description
1	TELEVISION	600	8528721000	Reception apparatus for television ; Other, colour ; Presented completely knocked down (CKD) or unassembled for the assembling industry

Standard Information

Approval Terms	1. The Goods should not be used, distributed or sold until sampling and chemical analysis has confirmed the identity and quality of the chemicals and materials 2. This permit is valid for the above consignment only. You should notify the agency after taking delivery of the above consignment 3. The use and application of the chemical must be in strict accordance with the information provided in the material safety sheets and/or Technical Dossier accompanying the product.	<input checked="" type="checkbox"/> Agree
Purpose of Import/Export	Commercial	
Remarks from Applicant	Commercial	
Third Party Distribution	CEPS - Customs Excise and Preventive Service	
Distribution Method & Mailbox/Account	MHUB (cust006)	
Third Party Distribution	nacbhg - Narcotics Control Board	
Distribution Method & Mailbox/Account	MHUB (nacb051)	

13. Click on . A confirmation message that your application has been submitted successfully is displayed.

If you click on , a warning pop up message appears:



Click on to quit the application. The Search Consignment Request page is then displayed.

To print the confirmation page, click on

14. Click . The Search Consignment Request page is displayed.

NEW APPLICATION

- Apply for a New UCR (Unique Consignment Reference)
- Application for a New Master Approval (IDF, Permit, Exemptions)
- Application for a New Consignment Approval (IDF, Permit, Exemptions)
- Application for Master Supplementary (IDF, Permit, Exemptions)

SEARCH CONSIGNMENT REQUEST

Search Criteria

UCR Number ?

MDA

Importer TIN/Name ?

Reference Number

Status

Submitted Date

From Date

To Date

Consignment Request Records

4,627 results found, displaying 1 to 5

Reference Number	UCR Number	MDA	Submitted Date & Time	Status	Action
CD2015050EPAEP050000001201	KGHCPSUCR1500001297	EPA	18/05/2015 12:01:24	Payment Due	View
CD201505MOTIIDF10000001148	KGHCPSUCR1500001300	MOTI	14/05/2015 14:05:24	Submitted	View
CD201505MOTIIDF10000001147	KGHCPSUCR1500001271	MOTI	11/05/2015 11:29:35	Approved	View
CD201505MOTIIDF10000001146	KGHCPSUCR1500001270	MOTI	11/05/2015 11:24:40	Approved	View
CD201505MOTIIDF10000001145	KGHCPSUCR1500001269	MOTI	11/05/2015 11:19:50	Approved	View



You may click on to Save the application as Draft at any point during creation. Draft applications may be retrieved for updating and submission later on.



You cannot proceed to the next tab if all required information are not entered even if you click . Information that were not provided properly will be written in red and can be found below the tab labels.

Sample warning message:

■ Header Importer Goods Item Others Approval Terms Confirmation

- Importer MDA RefNo is Required
- Importer PostalAddress is Required

Warning Message

Importer Information

Name *	LATEX FOAM BURKINA ?
TIN *	00000680M
MDA Ref No *	
Physical Address *	01 BP 3754
Country *	AFGHANISTAN
Postal Address *	

1.2 Retrieving Draft Consignment Request

Consignment Documents saved as draft during the filling out process can be retrieved by doing the following:

1.2.1 To retrieve a Draft Consignment Request:

1. From the Homepage, click on **Retrieve My Draft Application** under the **Track Status** section.

The screenshot displays the eMDA Portal interface. At the top left is the GCNet logo (Ghana Community Network Services Limited) and the eMDA Portal title. A navigation bar includes links for HOME, HELP, CONTACT, PAYMENT, and LOGOUT. A sidebar on the left lists various MDA LINKS such as Animal Production Directorate, Customs Exemption and Concession, Energy Commission, Environmental Protection Agency, Food and Drugs Board, Ghana Atomic Energy Commission, Ghana Free Zone Board, Ghana Investment Promotion Centre, GCNet CERTIFICATE GNCCI, Ghana National Petroleum Corporation, Ghana Standards Authority, Ministry of Foreign Affairs, Ministry of Finance and Economic Planning, Minerals Commission, Ministry of Food and Agriculture, MOTE Exemption, Ministry of Trade and Industry, National Communications Authority, National Petroleum Authority, Plant Protection And Regulatory Services, Timber Industry Development Division, and Veterinary Services Department. The main content area features a large image of a port with a crane and containers, labeled 'Ghana TradeNet'. Below the image is an 'INTRODUCTION' section. On the right, there are three main sections: 'QUICK START' with links for Export, Import, Warehouse, Transit, and Transshipment; 'NEW APPLICATION' with links for Apply for a New UCR, Application for a New Master Approval, and Application for a New Consignment Approval; and 'TRACK STATUS' with links for Search by UCR, Retrieve draft UCR, My follow up actions, Retrieve my draft applications (highlighted with a red box), Track approval status, and Amend IDF. Below 'TRACK STATUS' is the 'FCVR STATUS' section with links for Check FCVR Status and Check IDF Status.

Retrieve My Draft Applications list page is displayed.

The screenshot displays the 'Retrieve My Draft Applications' page on the eMDA Portal. The page header includes the GCNet logo and 'eMDA Portal' text. A navigation bar shows 'HOME', 'HELP', 'CONTACT', 'PAYMENT', and 'LOGOUT'. The main content area is titled 'TRACK STATUS' and 'Retrieve my Draft Applications'. It shows a table with 15 results, displaying 1 to 15 items. The table columns are Reference No., UCR No., Consign Type, Principal MDA, Document Type, Last Save Date, and Delete. The 'Delete' column contains 'Delete' and 'Draft' links for each row.

Reference No.	UCR No	Consign Type	Principal MDA	Document Type	Last Save Date	Delete
MD2015050EPAEP010000001150	0	Master Approval	Environmental Protection Agency	EPA Permit Ind and Consumer Master	14-05-2015 14:33:12	Delete Draft
CD2015050EPAEP050000001139	KGHCEPSUCR.1500001255	Consignment	Environmental Protection Agency	EPA Permit Ind and Consumer Consign	07-05-2015 15:55:28	Delete Draft
MD2015050NPANP010000001136	0	Master Approval	National Petroleum Authority	NPA Master Permit Lubricants	07-05-2015 13:46:12	Delete Draft
CD2015050GFZBGF9D0000001115	KGHCEPSUCR.1500001212	Consignment	Ghana Free Zone Board	GFZB Form 9 D	05-05-2015 15:43:35	Delete Draft
CD2015040EPAEP020000001102	KGHCEPSUCR.1500001201	Consignment	Environmental Protection Agency	EPA Permit Pesticides	29-04-2015 06:36:40	Delete Draft
CD2015040EPAEP020000001101	KGHCEPSUCR.1500001110	Consignment	Environmental Protection Agency	EPA Permit Pesticides	28-04-2015 17:38:19	Delete Draft
CD2015040NPANP020000001089	KGHCEPSUCR.1500001110	Consignment	National Petroleum Authority	NPA Lubricant Permit	24-04-2015 14:45:10	Delete Draft
CD2015040NPANP020000001088	KGHCEPSUCR.1500001109	Consignment	National Petroleum Authority	NPA Lubricant Permit	24-04-2015 14:44:46	Delete Draft
MD2015040NPANP010000001087	0	Master Approval	National Petroleum Authority	NPA Master Permit Lubricants	24-04-2015 14:33:07	Delete Draft
MD2015040NPANP010000001086	0	Master Approval	National Petroleum Authority	NPA Master Permit Lubricants	24-04-2015 14:33:02	Delete Draft
MD2015040NPANP010000001085	0	Master Approval	National Petroleum Authority	NPA Master Permit Lubricants	24-04-2015 14:32:40	Delete Draft
MD2015040NPANP010000001084	0	Master Approval	National Petroleum Authority	NPA Master Permit Lubricants	24-04-2015 14:32:16	Delete Draft
MD2015040NPANP010000001083	0	Master Approval	National Petroleum Authority	NPA Master Permit Lubricants	24-04-2015 14:31:55	Delete Draft
MD2015040EPAEP010000001082	0	Master Approval	Environmental Protection Agency	EPA Permit Ind and Consumer Master	24-04-2015 14:30:45	Delete Draft
CD2015040MOTIIDF10000001081	KGHCEPSUCR.1500001110	Consignment	Ministry of Trade and Industry	Import Declaration Form	24-04-2015 14:30:21	Delete Draft

2. Click on the **Reference No** hyperlink of the application. The application's details page is displayed.

Application details displayed with all headers for editing, completion and submission.

The screenshot displays the 'EDIT CONSIGNMENT REQUEST' page in the eMDA Portal. The page is divided into several sections:

- NEW APPLICATION** (Left sidebar):
 - Apply for a New UCR (Unique Consignment Reference)
 - Application for a New Master Approval (IDF, Permit, Exemptions)
 - Application for a New Consignment Approval (IDF, Permit, Exemptions)
 - Application for Master Supplementary (IDF, Permit, Exemptions)
- EDIT CONSIGNMENT REQUEST** (Main content area):
 - Application Ref No: CD2015050EPAEP050000001139
 - Application Date: 07-05-2015 03:55:28
 - Application Status: Draft
 - Application Version No: 1
- Service Provider Information** (Table):

Code	SPUSHP02
TIN	524V036578
Name	USHIP LOGISTICS GHANA LIMITED
Physical Address	PO BOX BT 194 TEMA
Contact Details	FLEMING ASEM
Approved Email 1	tt.fleming@yahoo.com
Approved Email 2	yaw.fleming@yahoo.com
- eDoc Information** (Table):

MDA Code & Description	EPA Environmental Protection Agency
Application Type Code & Description	CD Consignment Document
eDoc Type Code & Description	PER Permits
eDoc Code & Description	EP05 EPA Permit Ind and Consumer Consign
Process Code & Description	EP0601 EP06 Process 01 Ind and Cons Sub
Consignment Type Code & Description	C Consignment
UCR Number	KGHCPSUCR1500001255

Buttons at the bottom: Save, Save & Validate

Refer to [Applying for Consignment Approval](#) for the descriptions of the tabs and the steps in submitting the application.

1.3 Responding to queries for Consignment Requests

MDAs may send queries to the applicant who submitted the Consignment Requests. MDA changes the application's status to Query and then the application is sent back to the applicant for follow up actions.

The applicant can reply to the query or do the necessary follow up actions by doing the following steps:

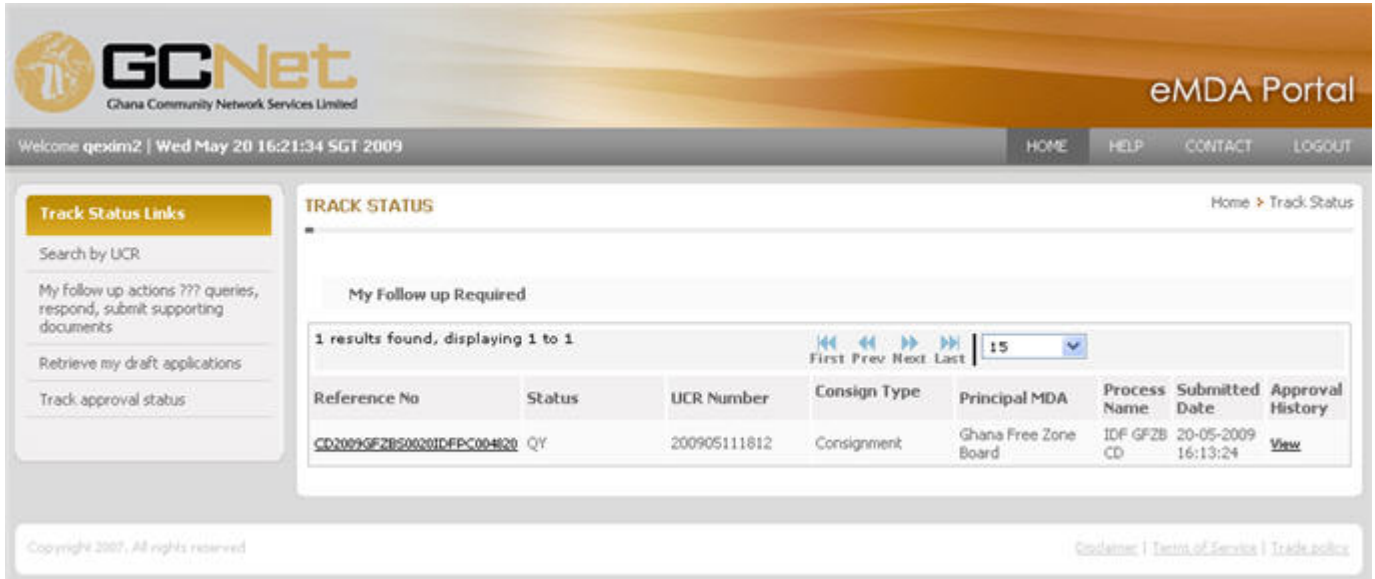
1.3.1 To view and respond to queries from MDA:

eMDA Portal User Guide - Electronic Processing of Trade Related Documents

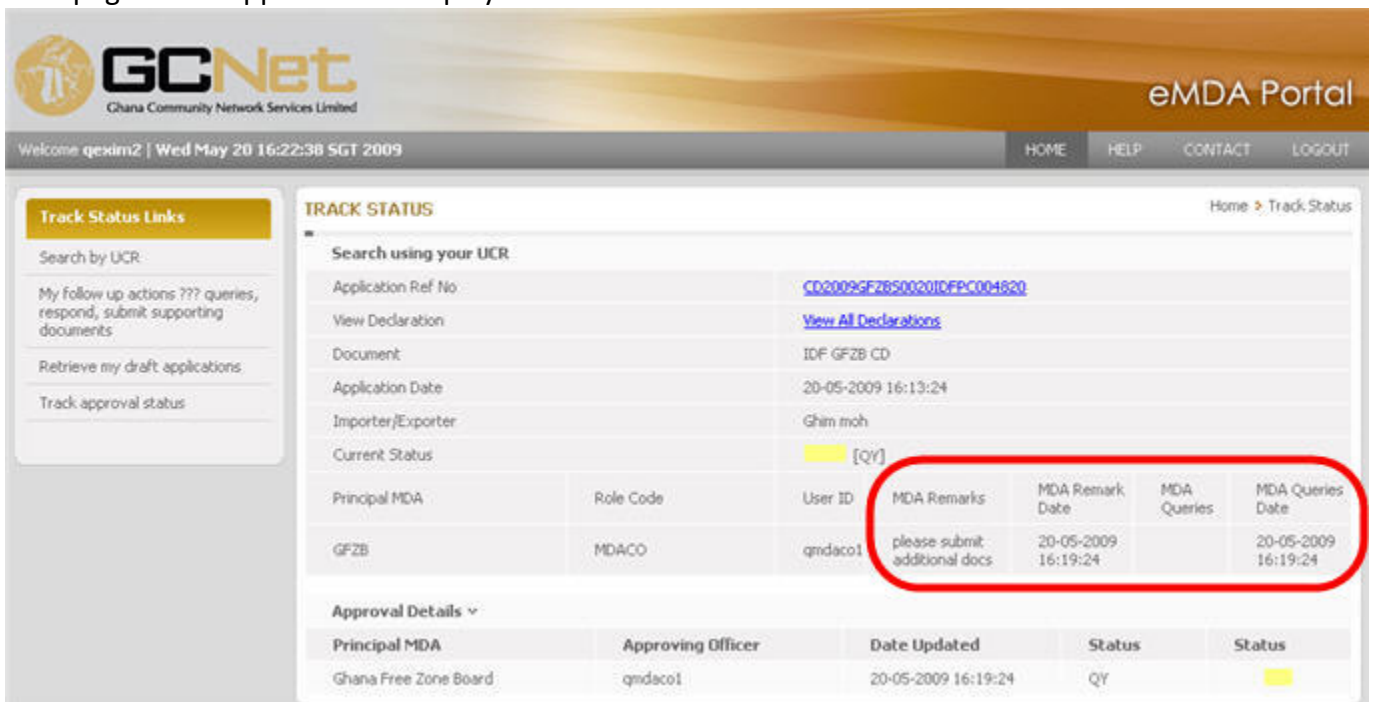
1. From the Homepage, click on **My follow up actions**, queries hyperlink under the **Track Status** section.

The screenshot displays the eMDA Portal homepage. At the top left is the GCNet logo (Ghana Community Network Services Limited) and the text 'eMDA Portal'. A navigation bar includes 'HOME', 'HELP', 'CONTACT', 'PAYMENT', and 'LOGOUT'. A welcome message reads 'Welcome trader | Thu May 14 14:13:52 GMT 2015'. On the left is a vertical 'MDA LINKS' menu listing various Ghanaian government departments. The main content area features a large image of a port with a crane and stacked containers, with the text 'Ghana TradeNet' overlaid. Below the image is an 'INTRODUCTION' section describing the GCNet MDA as a single electronic window for trade-related documentation. On the right side, there are three main sections: 'QUICK START' with links for Export, Import, Warehouse, Transit, Transshipment, and More; 'NEW APPLICATION' with links for UCR, Master Approval, and Consignment Approval; and 'TRACK STATUS' with links for Search by UCR, Retrieve draft UCR, My follow up actions (circled in red), Retrieve my draft applications, Track approval status, and Amend IDF. Below 'TRACK STATUS' is the 'FCVR STATUS' section with links for Check FCVR Status and Check IDF Status.

Track Status - My follow up Required page is displayed.



- Click on the [View](#) hyperlink of the desired Consignment Document application. The Summary page of the application is displayed.



From this page, you will be able to see the **MDA Remarks** and **Queries** that contain queries or instruction on follow up actions necessary for the approval of the application. You will also see the **Current Status** of the application, **MDA** involved and the **Approving Officer**.

- Click on the **Application Ref No** hyperlink to open the application details page.

VIEW APPLICATION

Application Ref No	CD2009GFZBS0020IDFPC004820
Status	Query
Application Date	20/05/2009 16:13:24
Application Version	1

Header	Importer	Goods	Transport	Item Others	Non-Standard	Approval History
--------	----------	-------	-----------	-------------	--------------	------------------

Service Provider Information ▾

Code	EXIM0001
TIN	EXIM00002
Name	HOLLYWOOD
Physical Address	ST GEORGE TOWER
Postal Address	SAME AS ABOVE

eDoc Information ▾

MDA Code	GFZB
MDA Description	Ghana Free Zone Board
Application Type Code	CD
Application Type Description	Consignment Document
eDoc Type Code	IDF
eDoc Type Description	Import Declaration Forms

4. Click on the **Item Others** tab to display the **Items** page.

VIEW APPLICATION

Application Ref No	CD2009GFZBS0020IDFPC004820
Status	Query
Application Date	20/05/2009 16:13:24
Application Version	1

Header	Importer	Goods	Transport	Item Others	Non-Standard	Approval History
--------	----------	-------	-----------	-------------	--------------	------------------

Item No.	Item Description	HS Description	HS Code	View
1	test	breeding animals	0101100000	View

5. Click on the [View](#) hyperlink to open the Item details.

VIEW APPLICATION

Application Ref No	CD2009GFZBS0020IDFPC004820
Status	Query
Application Date	20/05/2009 16:13:24
Application Version	1

Item Details #1

Description	test	
HS Code & Description	0101100000	breeding animals
Quantity	5000.0	Units aa
Supplementary Quantity	3.0	Units aa
Package Type/Quantity	CC	50

Product Internal Details

Internal File No	file one
Internal Product No	hgg
Product Brand Name	ansi
Product Active Ingredients	none
Product Class Code/Desc	PRT CLS 1

Product Pricing

Foreign Currency Code	USD
Unit Price FCY	5000.0
Total Price FCY	500.0
Unit Price NCY	250000.0
Total Price NCY	322775.0
Country of Origin	ANGOLA
Item Net Weight	65
Item Gross Weight	70

End User & Safety Details

End Use (General Description)	323
End Use (Details)	test
Remarks from Applicant	submitted additional documents

MDA Remarks Details

S.No.	MDA Remarks	Applicant Remarks	MDA Remark Date	Applicant Remark Date
1		submitted additional documents		20/05/2009 21:56:36

eDocs Details

S.No.	Attached eDoc Code(s)	Attached eDoc Reference No(s)
1	027 - GSB	test

Submit Back

- On the **Remarks from Applicant** field, enter your reply or response to the MDA query then click on . The **Item Other** tab is again displayed.

VIEW APPLICATION

Application Ref No	CD2009GFZBS0020IDFPC004820
Status	Query
Application Date	20/05/2009 16:13:24
Application Version	1

Header	Importer	Goods	Transport	Item Others	Non-Standard	Approval History
Item No.	Item Description	HS Description	HS Code	View		
1	test	breeding animals	0101100000	View		

7. Click on the Approval History tab to display the page.

[Print Page](#)

VIEW APPLICATION

Application Ref No	CD2009GFZBS0020IDFPC004820
Status	Query
Application Date	20/05/2009 16:13:24
Application Version	1

Header	Importer	Goods	Transport	Item Others	Non-Standard	Approval History
--------	----------	-------	-----------	-------------	--------------	------------------

Approval History ▾

Principal MDA	Approver User ID	Role	Status	Date Time	Status
GFZB	qmdco1	MDA Checking Officer	Query	20-May-2009 16:19:24	■

From this page, you will see the approval history of the application. It shows the application's current **Status**, the **Principal MDA** involved and current **Approver**.

8. Click . The Track Status page is displayed.

GCNet
Ghana Community Network Services Limited

Welcome qexim2 | Wed May 20 15:59:58 SGT 2009

HOME HELP CONTACT LOGOUT

TRACK STATUS Home > Track Status > Requests Submitted

Track Status Links

Search by UCR

My follow up actions ??? queries, respond, submit supporting documents

Retrieve my draft applications

Track approval status

Status: Select... [v]

Reference Number: []

Date Start: [] [calendar icon]

Date End: [] [calendar icon]

[Search]

You have submitted the following requests

3 results found, displaying 1 to 3

Reference No	UCR No	Consign Type	Principal MDA	Document Type	Date Submitted	Approval Status	Approval History
CD20090FDBFDB20FDBCD00405Z	200905111754	Consignment	Food and Drugs Board	FDB CD 001	20-05-2009 15:35:00	SU	View
CD20090FZB500201DFPC00467Z	200905111812	Consignment	Ghana Free Zone Board	IDF GFZB CD	20-05-2009 13:11:10	SU	View
MD20090FDBFDB10FDBMA00293Z	0	Master Approval	Food and Drugs Board	FDB MA 001	19-05-2009 09:52:56	SU	View

1.4 Resubmitting Consignment Request

A Consignment Document Approval request is routed back to the requestor for re-submission when the application is rejected by the approving MDA. There are two ways to resubmit a rejected application. This depends on the type of rejection. For Technical Rejection, the applicant resubmits the same application with the necessary updates required by the MDA. For Process Rejection, the applicant cannot update the original application since it has been deactivated but can copy or clone the contents of the original application and then submit it as if submitting a new application.

1.4.1 To resubmit Consignment Approval Application:

1. From the Homepage, click on **My follow up actions**, queries hyperlink under the **Track Status** section.

The screenshot displays the eMDA Portal interface. At the top left is the GCNet logo (Ghana Community Network Services Limited) and the eMDA Portal title. A navigation bar includes links for HOME, HELP, CONTACT, PAYMENT, and LOGOUT. The main content area is divided into three sections:

- MDA LINKS:** A vertical list of various Ghanaian government departments and agencies, including the Animal Production Directorate, Customs Exemption and Concession, Energy Commission, Environmental Protection Agency, Food and Drugs Board, Ghana Atomic Energy Commission, Ghana Free Zone Board, Ghana Investment Promotion Centre, GCNet CERTIFICATE GNCCI, Ghana National Petroleum Corporation, Ghana Standards Authority, Ministry of Foreign Affairs, Ministry of Finance and Economic Planning, Minerals Commission, Ministry of Food and Agriculture, MOTE Exemption, Ministry of Trade and Industry, National Communications Authority, National Petroleum Authority, Plant Protection And Regulatory Services, Timber Industry Development Division, and Veterinary Services Department.
- INTRODUCTION:** A central text block explaining that GCNet MDA is a part of the single electronic window Ghana TradeNet application for online submission, processing, approval and distribution of trade related documentation. It mentions that users (importers, exporters, clearing agents, logistics companies) can interact with various MDAs involved in the clearance process.
- TRACK STATUS:** A section with a yellow header containing a list of actions:
 - Search by UCR
 - Retrieve draft UCR
 - My follow up actions** (highlighted with a red box)
 - Retrieve my draft applications
 - Track approval status
 - Amend IDF

My Follow up Required page is displayed.

GCNet
Ghana Community Network Services Limited

Welcome qexim2 | Fri May 22 16:53:01 SGT 2009

HOME HELP CONTACT LOGOUT

TRACK STATUS Home > Track Status

Track Status Links

- Search by UCR
- My follow up actions ??? queries, respond, submit supporting documents
- Retrieve my draft applications
- Track approval status

My Follow up Required

2 results found, displaying 1 to 2

Reference No	Status	UCR Number	Consign Type	Principal MDA	Process Name	Submitted Date	Approval History
CD2009GFZBS0020IDFPC006043	RJ	200905111812	Consignment	Ghana Free Zone Board	IDF GFZB CD	22-05-2009 16:43:33	View
CD2009GFZBS0020IDFPC004620	OH	200905111812	Consignment	Ghana Free Zone Board	IDF GFZB CD	20-05-2009 16:13:24	View

- Click on the **Reference No** hyperlink of the rejected application you want to resubmit. The application details are displayed.

Home > Edit Consignment > Header Details

EDIT CONSIGNMENT REQUEST

Application Ref No	CD2009GFZBS0020IDFPC006043
Application Date	22-05-2009 04:43:33
Application Status	Draft
Application Version No	2

Sections Completed

Header Importer Goods Transport Item Others Non-Standard Confirmation

Service Provider Information

Code	123
TIN	santosh
Name	santosh
Physical Address	123
Contact Details	

eDoc Information

MDA Code & Description	GFZB Ghana Free Zone Board
Application Type Code & Description	CD Consignment Document
eDoc Type Code & Description	IDF Import Declaration Forms
eDoc Code & Description	5002 IDF GFZB CD
Process Code & Description	IDFPC IDF Process GFZB
Consignment Type Code & Description	C Consignment
UCR Number	200905111812

Save Save & Validate

3. Edit information from the different tabs. Refer to [Applying for Consignment Approval](#) for the descriptions of the tabs and the steps in submitting the application.

REFERENCES

1. **CrimsonLogic Pte Ltd, Ghana eMDA User Manual**