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# CAMBODIA NATIONAL SINGLE WINDOW (CNSW)

TRADER USER GUIDE

vCargo Cloud Pte. Ltd.

VERSION 1.2

2020



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# PREFACE

## AUDIENCE

This document is for traders, investors, agents, brokers, and trader administrators



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# **REVISION RECORD**

Version	Date	Summary of Changes
1.0	July 2019	Initial release
1.1	May 2020	Added updates for release 1.1 to 1.2.4
1.2	July 2020	Added update for release 1.2.5 to 1.2.6



# 1 OVERVIEW

The Cambodia National Single Window (CNSW) enables importers, exporters, and agents to apply for licenses, permits, certificates, and other documents (LPCO) through the online CNSW portal; relevant government agencies processes and approves these applications in the same portal.

Carriers or their agents can submit cargo-related information through the CNSW, as required by the Port/Airport Operators, Customs, and other authorities. CNSW plans to integrate with the ASEAN Single Window (ASW) to enable the exchange of electronic documents with the other ASEAN Member States, including:

- ATIGA Form (D)
- ASEAN Customs Declaration Document (ACDD)
- Electronic Phytosanitary Certificate (e-Phyto)
- Electronic Animal Health Certificate (e-Animal Health)
- Electronic Food Safety Certificate (e-Food Safety)

This chapter provides an overview of the Cambodia National Single Window (CNSW) application, including a summary of the user guide's learning objectives.



## 1.1 OBJECTIVES

This user guide explains how to use CNSW to manage and apply for documents issued by Cambodian government agencies. This document contains the following topics:

#### For Traders and Agents:

- <u>Getting started with CNSW</u>
- Apply for licenses
- Apply for permits
- <u>Apply for certificates</u>
- Manage queries
- <u>Amend returned applications</u>
- <u>Restricted goods assistance</u>
- Quota management
- Submit additional supporting documents
- Pay and upload receipts
- <u>Apply for permit extensions</u>
- Generate reports
- <u>View LPCO Utilization</u>
- <u>Search permits</u>

#### For Trader Administrators:

- Add users
- <u>Reset user password</u>
- <u>Update profile</u>
- <u>Register an account</u>

## For Investors:

• Apply for master list



# **2 GETTING STARTED**

This chapter provides details on CNSW's system requirements and helps users in understanding the following common features and screen layouts:

- Login screen
- Main Menu
- Dashboard
- Search and filter
- Navigation
- Application status
- User actions
- Logging in and resetting passwords

## 2.1 SYSTEM REQUIREMENTS

Ensure your system meets the following requirements before using CNSW:

Hardware Requirements	Browser Requirements	Network Requirements
Intel Celeron 2 GHz (or equivalent) or faster processor	Supports latest modern browsers with JavaScript and cookies enabled (Chrome, Firefox, and Edge).	
2 GB of RAM or higher	Older versions of these browsers and Internet Explorer can still access the website but may experience inconsistencies with the site's performance.	Stable network connectivity



## 2.2 COMMON FEATURES AND SCREEN LAYOUTS

This section describes the common features and screen layouts throughout the CNSW application.

#### 2.2.1 LOGIN SCREEN

Use the login screen to register an account, log on to your account, or reset your password. You can also change the language by clicking the flag icon on the top-right corner.



#### 2.2.2 MAIN MENU

The Main Menu provides links to the Dashboard and the modules available to the user. You can also change the system's language by clicking the flag icon on the top-right corner.

ប្រព័ន្ធបញ្ជាវ៉េតមួយជាតិ NATIONAL SINGLE WINDOW		🔤 ជាសាខ្មែរ 🚭 Trader Name
Dashboard Modules - Reports - Administration -		Log Out
▲ Dashboard		c
License Draft 30 Returned 0 Draft 63 Returned 0	Certificate Draft 23 Returned 0 Records 2	Payment Due Perding 2
	C3	



#### 2.2.3 DASHBOARD

The Dashboard displays information about the following:

- Total Applications per Category
- Total number of approved applications, which can be filtered by year, month, and document type
- Summary of Application Status, Application Type, and Status
- List of Rejected Applications and Exchange Rates





#### 2.2.4 SEARCH, FILTER, AND NAVIGATION

Use the search and filter features to find an application and view its status. Use the Rows Per Page option to Select the number of transactions to display per page. Use the page navigator to browse to the other pages.

ប្រព័ន្ធបញ្ជរតែមួយជាតិ NATIONAL SINGLE WINDOW					😐 ភាសាខ្មែរ 🚭	Trader Name	
Dashboard Modules - Reports - Admir	istration ~					Log Out	
Home / License Application Listing							
License Application Listing							
Select Ministry	Select Application Type	¥	New Application				
App Ref No. Vi Do	xcRef No. Ministr	Agenr Office Cor	Applicant	Company	Submitted I ALL	•	Search
App Ref No. 11 Ver 11 Licen	se Ref No. 11 Ministry 1	Agency 11 Office Code 11	Applicant	1 Company	1 Submitted Dt 11 Status	1. Actions	and
ARNLC2020042002831 1	мот	DOT	CNSWTRA1A		Draft	I	Filter
ARNLC2020030302453 1	MISTI	ISC	CNSWTRA1A		Draft	I	
ARNLC2020022702413 1	MISTI	ISC	CNSWTRA1A		Draft	ı	
ARNLC2020021002284 1	MOC	DE/I	CNSWTRA1A		Draft	ı	
ARNLC2019100301138 1	MOC	DE/I	CNSWTRA1A	FORESTRYADM	Draft	I	
Rows per page 5 Showing 1 to 5 of 45 records				Previous	1 2 3 4 5	9 Next	Navigation



### 2.2.5 APPLICATION STATUS

The application status is updated as the application progresses from draft to approval. You can view the status by selecting the Application Reference Number, then clicking on the **Enable/Disable Status** icon, as shown below:

Dashboard Modules ~	Reports ~ Administratio								Log Out
Home / e-License Application List	View e-License Application					Enable/Dis	able		_
e-License Applica	tion					Status		=	₽ •
0	0	0		0	0	0			1
1. Draft	2. Submitted	3. Verified		4. Pending Payment	5. Pai	d 6. Reviewed		7. Approved	
⊘ Header	⊘ Trader	⊘ Transport	⊘ Invoice	⊘ Item	⊘ Payment & Others	⊘ Supporting Documents	O Audits	6	Query
Application Det	tails		🖹 Document De	tails					

Application Status	Description
Draft	The application is new and not yet submitted. The Trader must complete the application details.
Submitted	The application is submitted for processing.
	The application is returned from <i>Verifier</i> , <i>Reviewer</i> , or <i>Approver</i> step. The Trader must amend the application, provide the relevant documents, and then re-submit.
Returned	<b>NOTE:</b> For more information on amending returned applications, refer to the <i>Amending Returned Applications</i> section.
Approved	The application is approved. The trader can print the approval for reference.
Pending Payment	The trader must pay the applicable fees and upload the receipts or other proofs of payment. For more information on payment management, refer to the <i>Payment Management</i> section.
Paid	The payment officer has verified the payment. After payment verification, the application is moved to the Reviewer step
Reviewed	The reviewer officer has reviewed the application.
Rejected	The application was rejected and cannot be amended. The trader must create a new application to re-apply.
Resubmitted	The trader has resubmitted the application.
Expired	The application has expired. If eligible, you can also request to extend the validity of your licenses and permits. Refer to the <i>E-Extension Application</i> section for more details.

The following table describes each application status.



#### 2.2.6 USER ACTIONS

Use the Actions column to do the following:

- Edit—allows users to edit the draft application or amend returned applications
- **Duplicate**—allows users to duplicate the application. Using Duplicate copies the information of the original application to create a new application.
- **Delete**—allows users to delete the application.

**NOTE:** To view the reject reason for *Rejected* applications, select the reference number.

ប្រព័ន្ធបញ្ច NATIONAL SII	រតែមួយជាតិ NGLE WINDOW						💻 វាាសាខ្មែរ 🚭 Trader Name	
ashboard Modules ~ R	teports - Administration -						Log Out	
ne / Permit Application Listing								
Permit Application L	isting							
Select Ministry	▼ Select A	oplication Type		¥	New Application			
App Ref No.	Vi DocRef No.	Ministi	Ageni	Office Cor	Applicant	Company	Submitted I DRAFT V	
App Ref No.	1 Ver 1 Permit Ref No.	†↓ Ministry †↓	Agency 📋	Office Code 1	Applicant	1 Company	11 Submitted Dt 11 Status 11 Actions	
ARNPR2019112901685	1	MEF	GDCE	CHQ41	CNSWTRA1A		Draft :	
ARNPR2019112901683	1	MEF	GDCE	CHQ41	CNSWTRA1A		G Edit : 단 印 Duplicate :	
ARNPR2019112901670	1	MEF	GDCE	CHQ00	CNSWTRA1A		Drat	
ARNPR2019112101581	1	MEF	GDCE	CHQ41	CNSWTRA1A	1234-11122211	Draft	
ARNPR2019112101580	1	MEF	GDCE	CHQ41	CNSWTRA1A	1234-11122211	Draft	
Rows per page 5 • • Showing 1 to 5 of 63 records	5					Previous	1 2 3 4 5 13 Next	



## 2.3 LOGGING IN

After your registration is approved or your user account is created, you can now log in to CNSW. Use the login details sent through your registered email address.

Do the following to sign in:

1. Open the CNSW website.



- 2. Enter a valid **User ID** and **Password**.
- 3. Select Login. By default, the Dashboard is displayed.



## 2.4 FORGOT PASSWORD

Use the Forgot Password option if you are unable to sign into your account. Do the following:

1. Open the CNSW website.





2. Select **Forgot Password**. The following page appears:

A 4	🚥 ភាសាខ្មែរ	
	Forgot Password	
	Email Address	ß
	Submit Back To Login	
	چ 🛛 😁 نُ اللہ	
	© vCargo Cloud Pte Ltd. A Portfolio Company of DeClout Group. All Rights Reserved.	

3. Enter the registered **email address** and then click **Submit**. CNSW sends the new password to the registered email account. Use the new password to sign in to your account.



# **3 ACCOUNT REGISTRATION**

To access and use CNSW, you must register your company and send the required business documents and information. Once submitted, the CNSW Secretariat reviews the application and validates the company's details. The following diagram illustrates the account registration process.



## 3.1 INITIAL REGISTRATION

To initially register a CNSW account, do the following:

1. Go to the CNSW website.

Non Par	💻 ភាសាខ្មែរ
	Login
	User ID Enter User ID here
	Password Enter Password here
	Forgot Password?
	<ul> <li>● ▲ ③ ⊕ ◎ ♀</li> </ul>
	Rights Reserved.

PROPRIETARY AND CONFIDENTIAL

2. From the login screen, select **Register**. The company details page appears.

Company Details	🗐 User Details	Company Logo Details 🛛 🗐 Sup	porting Document 📃 Audi	t
Reference No	Owner Name	Address Line 1	Province	
			Select Province	
Company Type	Contact Number	Address Line 2	City/District	
Select Company Type	Communication Control & Address	Address Line 2	Select City/District	
ompany Name	Company Email Address	Address Line 3	Postal code	
TIN Number	Owner Nationality	Country		
	Select Owner Nationality	* CAMBODIA		
Main Business Activities			N	
			65	6
A Back To Login				🗹 Submit

**NOTE:** Highlighted items indicate required fields.

3. Select or enter the following details:

Details	Description/Action	
Company Type	Select one of the following company types: • NGO • Investor • Trader • Agent	
Company Name	Enter your company's registered name.	
TIN	Enter your company's Tax Identification Number.	
Owner Name	Enter the company owner's full name.	
Contact Number	Enter the company's primary contact number.	
Company Email Address	Enter the company's email address. CNSW sends the account registration link to this email address.	
Owner Nationality	Enter the company owner's nationality.	
Address Details	Enter the company's complete address including Address Line 1 & 2, Country, Province, City/District, and Postal Code	



Details	Description / Action
Detalls	Description/Action

Main Business Activities Provide a summary of your company's main business activities.

4. Click **Submit** to submit the initial registration. Continue to the next section to complete and submit your registration.

## 3.2 SUBMIT REGISTRATION

After you submit the company details, you will receive an email to confirm your initial registration. Click the link in this email to continue the registration and provide the remaining details. Do the following:

1. Open the confirmation email from CNSW, and then click the link. The following page appears.

ent 🗄 Company Details	User Details 🛛 Company	y Logo Details 🛛 🗄 Supporting Document	t 🗍 Audit
Full Name	Gender	DOB	Nationality
	Select Gender	Address Lipp 1	CAMBODIA
User Login 10	Position	Address Line i	Select Province
Email Id	ID/Passport No.	Address Line 2	City/District
			Select City/District
Contact No	Validity of ID/Passport No.	Address Line 3	Pin Code
	DD/MM/YYYY		
			Save Submit

2. Select the **User Details** tab and enter the following information.

Details	Description/Action
Full Name	Enter the user's full name
Email ID	Enter the user's email address. The system sends the account activation link and user credentials to this email address.
Contact Number	Enter the user's contact number.
Gender	Select the user's gender.
Position	Enter the user's work designation.



Details Description/Action		
ID/Passport Number	Enter the user's ID or passport number.	
DOB	Enter the user's date of birth (DOB).	
Address Details	<ul> <li>Enter the user's complete company address with the following details:</li> <li>Address Line 1, 2, and 3</li> </ul>	
	Province	
	City/District	
	Postal Code	

3. Select the **Company Logo Details** tab to upload your company's logo.

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1000					
	development of the second seco			×	
	Company Details	🗒 Company Logo Details	Supporting Document	🗒 Audit	-
	Upload Company Stamp Image				
	Chopse File No file chosen				
	Commy Align				
				Save Submit	a property of
				2	
					Lad.
0				23	
e service		1			

4. Click **Choose File** to upload your company's logo.



5. Select the **Supporting Document** tab to upload your company's supporting documents.

Doc. Reference Name         Doc. Date         File         Actions           AX_REG_CERTIFICATE         Image: Choose File         No file chosen         Image: Choose File         No file chosen           ATENT_TAX         Image: Choose File         No file chosen         Image: Choose File         No file chosen           ATIONAL_ID         Image: Choose File         No file chosen         Image: Choose File         No file chosen	Comband rolls Arrent [7] antibor roll recomment	User Details 🗍 Company L	Company Details
AX,REG_CERTIFICATE Choose File No file chosen	ute File Actions	e Doc. Date	Document Doc. Refere
ATENT_TAX Choose File No file chosen	Choose File No file chosen		TAX_REG_CERTIFICATE
ATIONAL ID Choose File No file chosen	Choose File No file chosen		PATENT_TAX
	Choose File No file chosen		NATIONAL_ID

- 6. Select **Choose File** to upload the corresponding document type. You must upload the following supporting documents and provide the **Document Reference Number** and **Document Issue Date**.
  - Tax Registration Certificate
  - Patent Tax
  - National ID
- 7. Click **Save** to save your changes and review the details in the tabs.
- 8. Click **Submit** to submit your registration.

After you submit the request, the CNSW Secretariat will review and approve your application. After approval, your company's administrator will receive the user credentials for CNSW.



# **4 PROFILE MANAGEMENT**

Use the Profile Management page to manage your profile, update your signature, or change your password. Refer to the next sections for more details.

## 4.1 EDIT PROFILE

To edit your user profile, do the following:

- 1. Log in to CNSW.
- 2. On the main menu, select Administration > Edit Profile. The profile management page appears.

				_
	D Profile		Signature	
Account ID	Gender	DOB	Nationality	
CNSWTRA1	FEMALE	• 01/08/1990	CAMBODIA	
User Login ID	Position	Address (Line 1)	Province	
CNSWTRA1A	Shipping	Touk kok, PHNOM PENH	12 - PHNOM PENH	
Full Name	ID/Passport No.	Address (Line 2)	City	
Trader Name	111122233	PHNOM PENH	Select City	
Contact No	Validity of ID/Passport No.	Address (Line 3)	Postal Code	
12333333	DD / MM / YYYY	PP	12345	
Email Address				
cnsw_trader1@safe-planet.com				
User Role				
TRADER_REPORTS,CNSW_TRADE_TRADER				
Upload User Profile Image				
Choose File No file chosen				
Photo Specification * Must be .jpg, .jpeg, or .png * Between 50 KB and 1 MB in size.				
Preview User Profile				

3. Update the following details as required.

Details Description/Action	
Full Name	Enter the user's full name.
Contact Number	Enter the user's contact number.
Profile Image	<ul> <li>Select Choose File to upload the user's profile image. Make sure that the image meets the following requirements:</li> <li>The image must be in .JPG, .JPEG, or .PNG format.</li> <li>The image size must be between 50 KB and 1 MB.</li> </ul>
Position	Enter the user's work position or designation.



Details	Description/Action	
Validity of ID/Passport Number	Select the validity of the user's identification.	
DOB	Select the user's date of birth (DOB).	
Address Details	Enter the user's complete address details including city, postal code, and province.	

4. Select Save to save your changes.

## 4.2 UPLOAD SIGNATURE

To upload your signature, do the following:

- 1. Log in to CNSW.
- 2. On the main menu, select Administration > Edit Profile. The profile management page appears.

	Dashboard Modules - Reports - Administration -			Log Out
	Modify User Profile (Active) Home / User Profile	e Password	3	5
	Pro	file	Signature	
4	Upload Signature Image Choose File. No file chosen Photo Specification * Must be. jog. j.org. or .ong * Between 50 KB and 1 MB In size.	Preview Stamp Signable		

- 3. Select the **Signature** tab to display the upload signature page.
- 4. Select **Choose File** to browse for and upload your signature. Ensure your signature meet the following requirements:
  - The signature must be in .JPG, .JPEG, or .PNG format.
  - The file size of the signature must be between 50 KB and 1 MB.
- 5. Select Save to save your changes.



## 4.3 CHANGE PASSWORD

To change your password, do the following:

- 1. Log in to CNSW.
- 2. On the Main Menu, select **Administration** > **Change Password**. The password management page appears.

Dashboard Modules - Administration		Log Out
Change Password Active Edit Profile Home / Change Password Change Password	2	4 🖻
Current Password	New Password Confirm Password	3
		8

- 3. Enter the following:
  - Current Password
  - New Password
  - Confirm Password
- 4. Select Save to save your changes.



# 5 LPCO APPLICATION OVERVIEW

The CNSW portal enables importers, exporters, agents, and carriers to apply for licenses, permits, certificates, and other documents (LPCO) or submit cargo-related information.

This chapter explains the complete process for submitting any of the following documents:

• **Licenses**—refers to any document that authorizes the import or export of a list of commodities *over a period*, usually 3, 6, 12 or more months. These documents also include approved quotas. The following documents are classified as Licenses:

Document	Issued By
License of Importation/Exportation	Ministry of Commerce (MOC)
Master List	Council for the Development of Cambodia (CDC)
Domesiaciona Lattore	Ministry of Agriculture, Forestry and Fisheries (MAFF)
Permission Letters	Ministry of Industry, Science, Technology & Innovation (MISTI)

• **Permits**—refers to any document that authorizes the import or export of a list of commodities in a *single shipment*. In some cases, where a License has been issued specifying a quota, the Permit is used to control this quota. The following documents are classified as Permits:

Document	Issued By
Customs Permit	General Directorate of Customs and Excise (GDCE)
Transport Permit and equivalent documents	Ministry of Agriculture, Forestry and Fisheries (MAFF)
Import or Export Permit	Ministry of Health (MOH)
Import Certificate for Plant Quarantine Materials	Ministry of Agriculture, Forestry and Fisheries (MAFF)



• **Certificates**—refers to any document that *certifies a specific list of commodities*, such as the item's origin or conformance to the international standard. Typically, a Certificate is required by the importing country and is issued by a competent authority in the exporting. The following documents are classified as Certificates:

Document	Issued By		
Phytosanitary Certificate for Export	Ministry of Agriculture, Forestry and Fisheries (MAFF)		
Phytosanitary Certificate for Re-Export	Ministry of Agriculture, Forestry and Fisheries (MAFF)		
Animal Health Certificate (Veterinary Certificate)	Ministry of Agriculture, Forestry and Fisheries (MAFF)		
Fishery Certificate (Fishery Health Certificate)	Ministry of Agriculture, Forestry and Fisheries (MAFF)		
Fishery Certificate (Fishery Health Certificate) for China	Ministry of Agriculture, Forestry and Fisheries (MAFF)		
Health Certificate of Food Product	Ministry of Health (MOH)		
Kimberley Process Certificate	Ministry of Commerce (MOC)		

## 5.1 LPCO APPLICATION PROCESS

The diagram below illustrates the standard process for LPCO applications. Each application goes through a series of states and each state change is done by a user's action.



NOTE: You cannot amend an application after it is Rejected or Approved.



## 5.2 APPLY FOR LICENSES

This section explains the procedure for applying a *License of Importation* issued by the MOC. Although licenses issued by different agencies have a different purpose and format, the application and approval processes are the same. You can use these instructions to apply for licenses issued by the other government agencies such as MOC, MISTI, and MAFF.

To apply for licenses, you must complete the following sub-tasks:

- Creating Applications
- Adding Trader Information
- Adding Transport Details
- Adding Invoice Details
- Adding Items
- Adding Payment Details
- Uploading Supporting Documents
- Submitting Applications

Each of these sub-tasks is described in detail in the next sections.



### 5.2.1 CREATE NEW APPLICATION

To create a new application, do the following:

1. Sign in to CNSW using a Trader account. The Dashboard page appears.

Dashboard M	1odules – Reports – Administr	ration ~					Log Out
🖒 Dashbo	Apply For License Apply For Permit Apply For Certificate	Apply for Lic	cense	2			c
License Draft 30	Restricted Goods Assistance Quota Management Document Submission Pay online & Generate Payment Advise	Returned 0	Returned 0	© Extension Records 2	Payment Due	ि Queries Records 0	
Rejecte	Payment Receipt Upload e-Extension Application LPCO Utilization Search Permit		<u> </u>	Exchange Rates			e
Transaction	No. 1:	Rejection Reason		SINGAPORE DOLLAR	1 Currency Code	11 Exchange Rates	
				UNITED STATES DOLLAR	USD	4100	

2. On the main menu, select **Modules > Apply for License**. The License Application Listing page appears.

7 License Application Listing										
Elicense Application Listing 3 4 5										
MOC - MINISTRY OF COMMERCE										
App Ref No.	V( DocRef No.	Minist	Agen: Office Cor	Applicant	Company	Submitted I Al	LL ¥			
App Ref No.	Ver 1 License Ref No.	↑↓ Ministry ↑↓	Agency	1 Applicant	11 Company	↑↓ Submitted Dt ↑↓ Statu	s †1 Actions			
ARNLC2020042002831	1	MOT	DOT	CNSWTRA1A		Draf	<b>)</b> :			
ARNLC2020030302453	1	MISTI	ISC	CNSWTRA1A		Drat	<b>)</b> i			
ARNLC2020022702413	1	MISTI	ISC	CNSWTRA1A		Draf	<b>)</b> i			
ARNLC2020021002284	1	MOC	DE/I	CNSWTRA1A		Draf				
ARNLC2019100301138	1	MOC	DE/I	CNSWTRA1A	FORESTRYADM	Draf				
Rows per page 5										

- 3. On the Ministry list, select **MOC Ministry of Commerce.**
- 4. On the Application Type, select **DE/I-L License.**



5. Select **New Application**. The following page appears.

/ e-License Application List / N	ew e-License Application							
e-License Applicatio	n							- ~ [
								= C
Header	🚠 Trader	🚚 Transport		\$ Invoice	Item 📰	Payment & Others	쉽 Supporting Documents	<ul> <li>Audits</li> </ul>
Application Detail		Document Details						
Application Ref. No.			Document Type			Agency Code a	nd Name	
ARNLC2020042102841			LICENSE			DE/I	DEPARTMENT OF EXPORT-	IMPORT
Regime			Document Code	and Name		Ministry		
Select Regime		*	DE/I-L	LICENSE		MINISTRY	OF COMMERCE	
License Ref. No.								
				L.	*			

- 6. On the *Regime* dropdown list, select **IMPORT**. All other fields on this tab are auto-generated.
- 7. Select Save to save all changes to the draft. Continue to the *Adding Trader Information* section.

**NOTE:** If you want to complete the application later, copy the *Application Reference Number*.



#### 5.2.2 ADDING TRADER INFORMATION

To add trader information, do the following:

1. In the draft application, select the **Trader** tab to display the trader information page. Depending on the selected Regime, the Importer or Exporter details are auto-populated.

ishboard Modules ~ Reports ~ Admir	histration ~		Log Out
e / e-License Application List / Modify e-License Applicat	ion		3
e-License Application			
Successfully saved HEADER			×
	🚚 Transport 🛛 \$ Invoice	≣ Item 🖹 Payment & Others	션 Audits
Applicant		🗖 Importer 🗏 As Forestry Administration	
VAT TIN	Address (Line 1)	VAT TIN	Address (Line 1)
1234-11122211	Toul kok, Phnom Penh, Cambodia	1234-11122211	Toul kok, Phnom Penh, Cambodia
Name	Address (Line 2)	Name	Address (Line 2)
Khmer Import Export Co., LTD	Chamkamon, Phnom Penh	Khmer Import Export Co., LTD	Chamkamon, Phnom Penh
Contact Number	Address (Line 3)	Contact Number	Address (Line 3)
0123333332	CAMBODIA	0123333332	CAMBODIA
Fax	City	Fax	City
	កពងស្វាយ		កពងស្វាយ
Email Address	Province	Email Address	Province
cnsw_trader1@safe-planaet.com	12 - PHNOM PENH	cnsw_trader1@safe-planaet.com	12 - PHNOM PENH
Postal Code	Country	Postal Code	Country
1234567	CAMBODIA	1234567	KH - CAMBODIA
Exporter			
VAT TIN	Address (Line 1)		
Name	Address (Line 2)		
Contact Number	Address (Line 3)		
rdx	City		
Email Address	Province		
	Select Province		
Postal Code	Country		
	Select Country		
	elect country *		

**NOTE:** Select any of the icons on the upper-right part to **Reset**, **Save**, **Preview**, or **Submit** the application.



2. Go to the Exporter details, enter the following details:

Details	Description/Values			
VAT TIN	Enter the VAT TIN. If the trader is registered to your account, entering the TIN displays automatic suggestions to retrieve and fill out the other details.			
Name	Enter the exporter name			
Contact Details	Enter the contact and fax number			
Email Address	Enter the email address			
Address Details	Enter the full address including City, Province, Postal Code, and Country			

3. Validate both the importer and exporter details as required, then select Save to save your changes. Continue to the *Adding Transport Details* section.

#### 5.2.3 ADDING TRANSPORT DETAILS

To add transport details, do the following:

1. In the draft application, select the **Transport** tab to display the transport information page.

Dashboard Modules • Reports • Administration •		Log Out
me / e-License Application List / Modify e-License Application		0
e-License Application		= C <b>∏</b> ⊘ (
⊖ Header ⊘ Trader 🚚 Tr	1 ansport \$ Invoice ≣ Item	Payment & Others 2 Supporting Documents O Audits
Transport Details	☐ Shipment Details	
Mode of Transport	Country of Export	Country of Destination
Select Mode of Transport	Select Country of Export	KH - CAMBODIA • KH
Vessel ID /Flight No. /Truck No.	Port of Loading	Port of Discharge
	Select Port of Loading	Select Port of Discharge
Other Remarks		Country of Origin
		Select Country c
Country of Transit	Port of Transit	Actions
		+



2. Select or enter the following details:

Details	Description/Values
Mode of Transport	Select the mode of transport.
Vessel ID/Flight No./Truck No.	Enter the Vessel ID/Flight No./Truck No.
Other Remarks	Enter any additional transport information.
Country of Export	Select the country of export. Depending on the type of application, this field may be auto-populated.
Port of Loading	Select the port of loading.
Country of Destination	Select the country of destination. Depending on the type of application, this field may be auto-populated.
Port of Discharge	Select the port of discharge.
Country of Origin	Select the country of origin

**NOTE:** To add transit information, select the button on the lower-right corner in the Transport tab. Then select the **Country of Transit** and **Port of Transit**.

3. Select Save to save all changes. Continue to the *Adding Invoice Details* section.



#### 5.2.4 ADDING INVOICE DETAILS

To add invoice information, do the following:

1. In the draft application, select the **Invoice** tab to display the invoice information page.

D	shboard Modules v Reports v Administration v									
Hor	me / elianne Application List / Modify elizanne Application									
	e-License Application			= C 🖹 👁 🚊						
	Header	⊘ Trader	♂ Transport	\$ Invoice	iii Item	문 Payment & Others 션 Supporting Document	s 🕜 Audits			
2	III) Condition of delivery			비) Invoice Details						
	Condition of delivery			Currency		Involce Payment Terms				
	CFR - COST AND FREIGHT	Ŧ	CFR	Select Currency	*	Select Payment Terms	*			
	Solicitor Bank			Exchange Rate		Customs Code No. & Tariff				
	Insert Solicitor Bank									
				Total Value (Riel)			le			
				Total Value (Other Currency)						

2. Select or enter the following details:

Details	Description/Values			
Condition of Delivery	Select the condition of delivery.			
Solicitor Bank	Enter the name of the solicitor bank.			
Currency	Select the currency.			
Invoice Payment Terms	Select the payment terms from the list.			
Customs Code No. & Tariff	Enter the customs code number and tariff.			

**NOTE:** The *Exchange Rate*, *Total Value (Riel)*, and *Total Value (Other Currency)* are automatically calculated.

3. Select Save to save all changes. Continue to the next section.



#### 5.2.5 ADDING ITEMS

To add items, do the following:

1. In the draft application, select the **Item** tab to display the item.

Dashboard Modules v	Reports - Administra	ion ~				Log Out
Home / e-License Application List /	Modify e-License Application					
e-License Applicat	tion			-		= C 💿 🤮
⊘ Header	⊘ Trader	⊘ Transport	⊘ Invoice	i Item	🖹 Payment & Others 🏼 연 Suppo	rting Documents O Audits
📃 Item List						T Delete + Add New 2
No.	HS Code	HS Description	Commercial Descripti	Quantity	Net Weight Goods Value	Goods Value (KHR)
No.	†↓ HS Code	11 HS Description	Commercial Description	Quantity 1	Net Weight 11 Goods Value (USD)	↑↓ Goods Value (KHR) ↑↓ Action
			There are no records that r	natch your search criterior	a	
Rows per page 5	¥					
Showing 0 to 0 of 0 re	cords					Previous
					ß	

2. Select **Add New** to add items. The following page appears.

US Codo	Groce Weight	Correction of the second secon		Canada ) /alua		
Q		KGM - KILO( 🔻	Goods value	USD		
HS Code Description	Net Weight		Goods Value (KHR)			
		KGM - KILO( 🔻	0.00	KHR		
Commercial Description	No. Packages					
		Select No. Pa 🔻				
Quantity						
Select UOM 👻						
Marks & Description						
				/		


3. Select the HS Code search to add item details. The following page appears.

F	IS Code List	4 Restricted Goods
	Hs Code	Description
	3807.00.00	WOOD TAR: WOOD TAR OILS: WOOD CREOSOTE; WOOD NAPHTHA: VEGETABLE PITCH; BREWERS' PITCH AN
$\bigcirc$	4401.31.00	WOOD PELLETS
6	4401.40.00	- SAWDUST AND WOOD WASTE AND SCRAP, NOT AGGLOMERATED
Click	4404.20.10	CHIPWOOD
	4405.00.10	- WOOD WOOL
	4405.00.20	- WOOD FLOUR
	4408.39.10	JELUTONG WOOD PENCIL SLATS
5	440	wood
	Rows per page 10	<b>v</b>
	Showing 1 to 7 of 7 reco	rds
		Previous 1 Next
		Close

- 4. Select the **Type of Goods** from the list.
- 5. Search for the item using the **HS Code** or **Description**
- 6. Click the **HS Code** from the list. After selecting the HS Code, the following page appears.

3807.00.00 Q		KGM - KILO( 🔻		USD
HS Code Description	Net Weight		Goods Value (KHR)	
WOOD TAR; WOOD TAR OILS; WOC		KGM - KILO( 🔻	0.00	KHR
Commercial Description	No. Packages			
		Select No. Pa 🔻		
Quantity				
Select UOM 🔻				
Marks & Description				
		I		

7. Select or enter the following details:

Details	Description/Values
Commercial Description	Enter the item's commercial description.
Quantity	Enter the Item's quantity.
Unit of Measurement	Select the unit of measurement.
Marks & Description	Specific item marks and description
Gross Weight	Enter the item's gross weight.
Net Weight	Enter the item's net weight.
Number of Packages	Enter the number of packages and its unit of measurement.
Goods Value	Enter the total goods value.

NOTE: The Goods Value (Riel) is automatically calculated based on the exchange rate.

8. Select **Save** to add the item in the Item List.

Dashboard	d Modules ~	Reports ~ Admini	stration ~							Log Out
Home / e-Lice	nse Application List	/ Modify e-License Applicatio	n							
🗋 e-Li	cense Applica	ation							= C	• 🚊
6	Header	⊘ Trader	⊘ Transport	⊘ Invoice	⊘ Item	Pi	Payment & Others	엽 Supporting Docum	ents Ø	Audits
i≡ It	em List								1 Delete	Add New
	No.	HS Code	HS Description		Commercial Descripti	Quantity	Net Weight	Goods Value	Goods Value (KH	
	No.	†↓ HS Code †↓	HS Description	ti c	ommercial Description 👔	Quantity	1 Net Weight	Goods Value (USD)	Goods Value (KHR)	11 Action
	1	3807.00.00	WOOD TAR; WOOD TAR OILS; WOOD NAPHTHA; VEGETABLE PITCH; BREWE	CREOSOTE; WOOD RS' PITCH AN	edwood	5 PCS	6,000.00	500,000.00	2,050,000,000.00	1
Ro	ws per page 5	Y								
Sh	owing 1 to 1 of 1 n	ecords							Previous 1	Next
						R				

**NOTE:** To delete an item, click the **checkbox** next to the item number, then click **Delete**. To add more items, <u>repeat steps 2 to 8</u>. Continue to the *Adding Payment Details* section.



#### 5.2.6 ADDING PAYMENT DETAILS

To add payment information, do the following:

1. In the draft application, select the **Payment & Others** tab to display the Payment Details page.

D	ashboard Modules ~ Re	ports ~ Administration								Log Out	
Hon	ne / e-License Application List / Mod	lify e-License Application									
	e-License Application						0	E	3 C 🗎	•	
	<b>⊘</b> Header	⊘ Trader	⊘ Transport	⊘ Invoice	⊘ Item	e Pa	ayment & Others	셸 Supporting Documents	🕑 Aud	lits	
	Payment Details										
	Payment Reference No.			Fee Type			Payment Amount (Riel)				
	INVARNLC20200421028411			SERVICE CHARGE			400,000.00				
							N				
2	Other Details						10				
	FA License Ref No			Reference			Notify Party				
	1										
	Purpose										
										A	

- 2. Enter the following details:
  - FA License Reference No-enter the license reference number from the Forestry Administration (FA).
  - **Reference**—enter and assign a unique reference number.
  - **Notify Party**—enter the company name of the relevant 3<sup>rd</sup> party to notify.
  - **Purpose**—enter the payment purpose.

**NOTE:** Copy the Payment Reference Number, which will be used for payment processing.

3. Select Save to save all changes. Continue to the *Uploading Supporting Documents* section.



## 5.2.7 UPLOADING SUPPORTING DOCUMENTS

To upload supporting documents, do the following:

1. In the draft application, select the **Supporting Documents** tab. The following page appears.

e-License Application							<b>4</b> <b>C 1 0</b>
⊘ Header	Trader	⊘ Transport	⊘ Invoice	<b>⊘</b> Item	⊘ Payment & Others	연 Supporting Documents	; O Audits
3 Supporting Documents	3 Doc. Refer	ence Name	Doc, Date	Required	2 File ₽		Actions
C/O, Patent, Transfter Privilege Lette	er		DD / MM / YYYY	Mandatory	Choose file	Browse	Select From Docs 💌
Invoice and Packing List			DD / MM / YYYY	Mandatory	Choose file	Browse	Select From Docs 🔻
Purchase and Sale Contract in Khmer	r Language		DD / MM / YYYY	Mandatory	Choose file	Browse	Select From Docs 💌
Contract Between Traders			DD / MM / YYYY	Mandatory	Choose file	Browse	Select From Docs 🔻
Bill			DD / MM / YYYY	Mandatory	Choose file	Browse	Select From Docs 💌

- 2. To upload a document, do any of the following:
  - Click **Browse** to upload the supporting documents.
  - Click **Select from Docs** to attach a document from your CNSW repository.
- Enter the Document Reference Name and select Document Date for the documents as required.
   NOTE: To upload additional documents, select the Document Type and then select Add New.
- 4. Select Save to save all changes. Continue to the *Submitting License Applications* section.



## 5.2.8 SUBMITTING LICENSE APPLICATIONS

Before submitting the draft application for verification, do the following:

1. In the draft application, check and review the details from all the tabs.

oard Modules - Reports - Adi	ministration ~						Lo
-License Application List / Modify e-License Appl	ication						
e-License Application							= C 🖺 👁
⊘ Header ⊘ Trade	er 🥥 Ti	ansport	Ø Invoice	<b>⊘</b> Item	⊘ Payment & Others	⊘ Supporting Doc	uments 📀 Audits
Supporting Documents							
Document Type	Doc. Reference Name	Doc. Date	Required	File	Actions		
C/O, Patent, Transfter Privilege Letter	aaaa	29/11/2019	Mandatory	Required document.pdf	Sector Secto	Browse	My sample document 1111 👻
Invoice and Packing List	CNSW0012345	20/11/2019	Mandatory	Comm Invoice.pdf	Choose file	Browse	Cert of Orig *
Purchase and Sale Contract in Khmer Language	aaaa	29/11/2019	Mandatory	Required document.pdf	Sector Secto	Browse	My sample document 1111 *
Contract Between Traders	CNSW0012345	20/11/2019	Mandatory	Comm Invoice.pdf	⊘ 🛃 Choose file	e Browse	Cert of Orig *
Bill	CN5W0012345	20/11/2019	Mandatory	Comm Invoice.pdf	⊙ 🛃 Choose file	e Browse	Cert of Orig
fotal number of Entries: 5				* Files must be .pdf, .jpg.	jpeg or .png only.	Document Type	+ Add No

2. Select Submit and confirm to submit the application for processing. Use the search and filter feature to track the application status.

**NOTE:** To display a preview of the submitted application, click the reference number, and then select the Preview button on the upper-right corner.

The Verifier officer may request additional information or clarification through the Query chat. For more information in using the Query feature, refer to the *Managing Queries* section.



# 5.3 APPLY FOR MASTER LIST

The Master List is a type of license issued by the Council for the Development of Cambodia (CDC). Qualified Investment Project (QIP) companies can apply for Master List to obtain endorsement for duty exemption.

To apply for Master List, you must do the following:

- Create Master List Application
- Adding Invoice Details
- Adding Items
- Uploading Supporting Documents
- Submitting Master List Applications

Each of these sub-tasks is described in detail in the next sections.

#### 5.3.1 CREATE MASTER LIST APPLICATION

To create a new application, do the following:

1. Sign in to CNSW using an Investor account. The Dashboard page appears.

Dashboard	Modules - Reports - Administra	tion ~			Log Out
1 Dashbo	Apply For License Apply For Permit Apply For Certificate	Apply for Master List			o
License Draft 0	Apply For Master List Restricted Goods Assistance Quota Management Document Submission	Returned 0	Master List Drart 11	C Extension Records 0	Payment Due Pending 0
① Queries Records 0	Pay online & Generate Payment Advise Payment Receipt Upload e-Extension Application LPCO Utilization				
Numbe	Search Permit r of approved Applications			2020 V Select Mo	nth • Select Document Type • 3
Rin of Analizations Statewithod					



2. From the main menu, select Modules > Apply for Master List. The following page appears.

shboard Modules - R	Reports ~ Administration ~						Log
/ Master List Application Listing							
Master List Applicat	tion Listing			Δ			
Select QIP Code	• s	elect Application Type		New Application			
App Ref No.	Vi DocRef No.	Minist	Agent Of	fice Cor Applicant	Company	Submitted I	ALL v
App Ref No.	1) Ver 1) MasterList Ref No.	1. Ministry 1.	Agency 1 Office	e Code 🌐 Applicant	11 Company	1 Submitted Dt 1 Sta	tus 🏦 Actio
QIPCIB0100711	1	CDC	CIB-ML	INVEMPLOYEE01	B102-90170281	22/04/2020	eviewed
INVQIPT100709	1	CDC	CIB-ML	INVEMPLOYEE01		C	raft i
INVQIPT100708	1	CDC	CIB-ML	INVEMPLOYEE01	B102-90170281	C	raft i
INVQIPT100014	2	CDC	CIB-ML	INVEMPLOYEE01	B102-90170281	30/10/2019	eviewed
INVQIPT100014	1	CDC	CIB-ML	INVEMPLOYEE01	B102-90170281	30/10/2019	eturned i
Rows per page 5 *							
Showing 1 to 5 of 24 records	5					Previous 1 2 3	4 5 Next

- 3. From the list, select the correct **QIP Code** and the correct **Application Type**.
- 4. Select **New Application**. The following page appears.

Dashboard Modules - Reports - Administration -		Log Out
Home / e-Master Application List / New e-Master Application		
C e-Master Application		■ C 🛄
Header 🕼 Investor	\$ Bill 📰 Item	Payment & Others @ Supporting Documents @ Audits
Application Details	Document Details	
Application Ref. No.	Document Type	Agency Code and Name
QIPCIB0100713	OTHERS	CIB-ML CAMBODIA INVESTMENT BOARD ML
5 Regime	Document Code and Name	Ministry
Select Regime	CIB-ML MASTER LIST	COUNCIL FOR THE DEVELOPMENT OF CAMBODIA
Master List Ref. No.		
QIP Number		
QIPCIB01		
Submitted Date		

5. On the *Regime* dropdown list, select **Import**.

**NOTE:** All other fields on this page are auto-generated. Copy the *Application Reference Number* for reference.

6. Select Save to save all changes to the draft. Continue to the *Adding Bill Details* section.

**NOTE:** The **Investor** information is automatically retrieved from the user's account.



## 5.3.2 ADDING BILL DETAILS

To add invoice information, do the following:

1. In the draft application, select the **Bill** tab to display the invoice information page.

Dashboard Modules - Report	s <ul> <li>Administration </li> </ul>					Log Out
me / e-Master Application List / Modify e-	Master Application					0
e-Master Application		1			=	C 🖪 👁 🗐
<b>⊘</b> Header	🚠 Investor	<i>⊗</i> Bill	i≣ Item	Payment & Others	쉽 Supporting Documents	<ul> <li>Audits</li> </ul>
ווי) Master List Total Value						
Currency		Total Value (Riel)				
USD - UNITED STATES DOLLAR	▼ USD	0.00				
Exchange Rate		Total Value (Other Curre	ency)			
4,100		0.00				

**NOTE:** Select any of the icons on the upper-right part to **Reset**, **Save**, **Preview**, or **Submit** the application.

2. Select the **Currency**.

**NOTE:** The *Exchange Rate*, *Total Value* (*Riel*), and *Total Value* (*Other Currency*) are automatically calculated.

3. Select Save to save all changes. Continue to the next section.

## 5.3.3 ADDING ITEMS

There are two ways to add items for your Master List applications:

- To add individual items, select **Add New**.
- To add multiple items using a template, select **Download Template**.

Dashboard Modul	es   Reports  Administration						Log Out
Home / e-Master Applicatio	List / Modify e-Master Application						
🗋 e-Master App	plication					≡ C	• 🚊
⊘ Header	🚛 Investor	<b>⊘</b> Bill	i≣ Item	Payment & Others	션 Supporting Documents	() A	udits
i≡ Item List				Lupload Template	🛓 Download Template	🛍 Delete	Add New
No.	HS Code HS Descript	on Commercial Des	cripti Category	Quantity Net Weight	Goods Value	Goods Value (KH	
No.	↑↓ HS Code ↑↓ HS Description	1 Commercial Descrip	tion 11 Category 11	Quantity 11 Net Weight	↑↓ Goods Value (USD) ↑↓	Goods Value (KHR)	1 Action
		There a	are no records that match your s	earch criterion			
Rows per page	5 *						
Showing 0 to 0	of 0 records					Previous	Next

Each of this method is explained in the next sections.



## 5.3.3.1 ADD INDIVIDUAL ITEMS

To add individual items, do the following:

1. In the draft application, select the **Item** tab to display the item information page.

Dashboard Modules ~	Reports - Administration -								Log	Out
Home / e-Master Application List /	Modify e-Master Application									
🎦 e-Master Applicati	on		-0				=	C	0	A
⊘ Header	🖞 Investor	⊖ Bill	ii Item	🖹 Payme	nt & Others	쉽 Supporting Documents		0	Audits	
📃 Item List				1 Upl	oad Template	🛓 Download Template	t D	elete	+ Add New	2
No.	HS Code HS Description	Commercial Descripti	Category	Quantity	Net Weig	ght Goods Value	Good	is Value (Ki	н	
No.	1 HS Code 11 HS Description	11 Commercial Description 11	Category	Quantity	1. Net Weight	11 Goods Value (USD)	Goods \	/alue (KHR)	1 Action	
		There are no reco	ords that match your	search criterion						
Rows per page 5	T									
Showing 0 to 0 of 0 rec	ords							Previous	Next	

2. Select Add New to add items. The following page appears:

Ceneral General	🗋 Weigh	t	Value	
HS Code	Quantity		Goods Value	
	Q	Select UOM 🔻		USD
HS Code Description	Net Weight		Goods Value (KHR)	
		KGM - KILOGRA 🔻	0,00	KHR
Commercial Description			Unit Value	
Туре			Unit Value(Riel)	
Select Type	Ŧ		0.00	KHR
Country				
Select Country	<b>*</b>			
Serial No,				
Model				
Category				
Select Category	Ŧ			
Marks & Description				
Remarks				
				oco Pocot S

**NOTE:** Highlighted items show the required fields.



3. Select or enter the following details:

Details	Description/Values
HS Code	Enter or select the item's HS code. Click the search icon to search for HS codes and add items.
Commercial Description	Enter the item's commercial description
Туре	Select the item's type or condition.
Country	Select the item's origin country.
Serial Number	Enter the item's serial number as applicable.
Model	Enter the item's model.
Category	Select the item's category.
Marks & Description	Enter specific item marks and description.
Remarks	Enter any relevant item remarks.
Quantity and UOM	Enter the item's quantity and unit of measurement (UOM).
Net Weight	Enter the item's net weight.
Unit Value	Enter the item's value or price per unit.

4. Select **Save** to add the item in the Item List.

hboard Modules v	Reports - Administrat	tion ~							Log Ou
/ e-Master Application List /	Modify e-Master Application								
e-Master Applicat	ion							= C	•
Successfully added Hs Coo	de :								×
⊘ Header	🛔 Investor		\varTheta Bill	<b>⊘</b> Item	Ø	Payment & Others	đ Supporting Documents	() Au	udits
≡ Item List						L Upload Template	🛓 Download Template	🛍 Delete 🕇	Add New
No.	HS Code	HS Description	Commercial Descripti	Category	Quantity	Net Weight	Goods Value	Goods Value (KH	
No.	1 HS Code	HS Description	Commercial Description	1. Category	1. Quantity	1. Net Weight	1 Goods Value (USD)	Goods Value (KHR)	Action
1		WEIGHING 50 KG OR MORE	rice	OTHERS	50 PCS	0.00	2,500.00	10.250.000.00	ı
Rows per page 5	¥								
Showing 1 to 1 of 1 re	cords							Previous 1	Next

**NOTE:** To add more items, <u>repeat steps 2 to 4</u>. To delete an item, click the **checkbox** next to the item number, then click **Delete**.

After you add all items, continue to the *Uploading Supporting Documents* section.



## 5.3.3.2 UPLOADING TEMPLATE FOR MULTIPLE ITEMS

To upload multiple items using the template, do the following:

1. In the draft application, select the **Item** tab to display the item information page.

Dashboard Modules ~	Reports - Administration -						Log Out
Home / e-Master Application List	/ Modify e-Master Application						
e-Master Applica	tion		-0			= C	• 🚊
<b>⊘</b> Header	4 Investor	<b>⊘</b> Bill	i <b>ii</b> Item	Payment & Others		ØA	udits
📃 Item List				🕹 Upload Template	📥 Download Template	🛍 Delete	+ Add New
No.	HS Code HS Description	Commercial Descripti	Category	Quantity Net Weight	Goods Value	Goods Value (KH	
No.	↑↓ HS Code ↑↓ HS Description	11 Commercial Description 11	Category	Quantity 11 Net Weight	1 Goods Value (USD)	Goods Value (KHR)	11 Action
		There are no reco	ords that match your	search criterion			
Rows per page 5	٣						
Showing 0 to 0 of 0 re	ecords					Previous	Next

2. Select **Download Template** to download the file. Open the downloaded template file.

	A	В	с	D	E	F	G	н	l.	J	к	L	м
1						Template	for upload o	f items fo	r master list"				
2	HSCode	Commercial Description	Туре	Country	Serial No	Model	Category	Quantity	Unit Type - UOM	Net Weight	Unit Value	Marks & Description	Remarks
3	8001	jasmine rice	New	CN-CHINA PEO REP OF	NA	NA	OTHERS	50	BG-BAG	500.000	Unit Value	white sack	sacks of rice
4	8002	thai brown rice	New	TH-THAILAND	NA	NA	OTHERS	50	BG-BAG	500.000	Unit Value	brown sack	sacks of rice
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													

**NOTE:** Red columns indicate the mandatory fields.

3. Select or enter the following details in the template.

Column	Description/Values
HS Code	Enter the item's HS Code. Ensure to enter the <u>exact HS</u> <u>Code</u> , otherwise, the upload will fail.
Commercial Description	Enter the item's commercial description
Туре	Select the item's type or condition.
Country	Select the item's origin country.
Serial Number	Enter the item's serial number as applicable.
Model	Enter the item's model.
Category	Select the item's category.
Quantity	Enter the item's quantity.
Unit Type – UOM	Enter the item's unit of measurement (UOM).
Net Weight	Enter the item's net weight.
Unit Value	Enter the item's value or price per unit.
Marks & Description	Enter specific item marks and description.
Remarks	Enter any relevant item remarks.

4. After adding all the item details, **Save** and close the file. Return to the CNSW application.

nboard Modules ~	Reports - Administration -						Log
e-Master Application List	tion					= 0	•
<b>⊘</b> Header	🚓 Investor	⊖ Bill	iii Item	Payment & Others	쉽 Supporting Documents	C	odits
∃ Item List				5 ± Upload Template	🏝 Download Template	1 Delete	Add New
No.	HS Code HS Desc	ription Commercial De	scripti Category	Quantity Net Weig	ht Goods Value	Goods Value (KH	
No.	↑↓ HS Code ↑↓ HS Descript	tion 11 Commercial Descri	ption 11 Category 11	Quantity 11 Net Weight	↑↓ Goods Value (USD) ↑↓	Goods Value (KHR)	1 Action



5. From the Item tab, select **Upload Template** to browse for and upload the file.



- 6. Select **Choose File** to browse for and select the template.
- 7. After locating the template, select **Submit**. The items appear on the list.

e-Master Applica	ation						I	₿ <b>С</b>	0
	🛔 Investor		Bill	<b>⊘</b> Item	🛛 Paym	eent & Others	රු Supporting Documents	() Audi	ts
E Item List					±.0;	oload Template	Download Template	1 Delete + /	Add New
No.	HS Code	HS Description	Commercial Descripti	Category	Quantity	Net Weight	Goods Value	Goods Value (KH	
No.	†i HS Code ↑	HS Description	Commercial Description	1 Category	1 Quantity	1 Net Weight	1 Goods Value (USD) 1	Goods Value (KHR)	Action
□ 1	0102.29	OTHER :	jasmine rice	OTHERS	50 BUI	500.00	2,500.00	10,250,000.00	ı
2	0102.21	PURE-BRED BREEDING ANIMALS	thai brown rice	OTHERS	50 BUA	500.00	2,500.00	10,250,000.00	ı
Rows per page 5	•								

8. (Optional) If you upload another template, the following pop-up appears:



- Select **Reupload** to overwrite the item list. This will delete the items from your previous upload.
- Select **Append** to add more items to the list.

Continue to the next *Uploading Supporting Documents* section.



## 5.3.4 UPLOADING SUPPORTING DOCUMENTS

To upload supporting documents, do the following:

1. In the draft application, select the **Supporting Documents** tab to display the Supporting Documents page.

Jashboard Modules - Reports - Administration -						Log Out
me / e-Master Application List / Modify e-Master Application						
e-Master Application				1 =	CB	• 🗐
⊖ Header 📥 Investor 😔 Bill	<b>⊘</b> Item	⊘ Payment & Others	ත	Supporting Documents	Audit	ts
Supporting Documents		3			2	
Document Type	Doc. Reference Name	Doc. Date	Required	File	Ad	ctions
Report on Import-Export and Inventory (08 original sets)		DD / MM / YYYY	Mandatory	Choose file	Browse	
Application form (signed by ligible person) (08 original sets)		DD / MM / YYYY	Mandatory	Choose file	Browse	
Master List CIB 01E (08 original sets)		DD / MM / YYYY	Mandatory	Choose file	Browse	
Business Registration License (01 copy)		DD / MM / YYYY	Mandatory	Choose file	Browse	
Tax Registry (Patent - VAT) (01 copy)		DD / MM / YYYY	Mandatory	Choose file	Browse	
Construction Plan (Request for Construction materials) (01 copy)		DD / MM / YYYY	Mandatory	Choose file	Browse	
Master Plan (Request for Agricultural Machineries) (01 copy)		DD / MM / YYYY	Mandatory	Choose file	Browse	
Certification of Completion of obligations to the State (01 copy)		DD / MM / YYYY	Mandatory	Choose file	Browse	
Production Capacity Assessment and Production Standards and Production Changes (01 copy)		DD / MM / YYYY	Mandatory	Choose file	Browse	
Environmental Protection Contract (01 copy)		DD / MM / YYYY	Mandatory	Choose file	Browse	
Total number of Entries: 10		* Files must be .pdf * File size of each s	, .jpg, .jpeg or .p hould not excee	ong only. d 5MB. Select Docume	ent Type 🔹 🕇 A	Add New

- 2. Click **Browse** to upload the supporting documents.
- Enter the Document Reference Name and select Document Date for the documents as required.
   NOTE: To upload additional documents, select the Document Type and then select Add New.
- 4. Select Save to save all changes. Continue to the *Submitting Master List Applications* section.



## 5.3.5 SUBMITTING MASTER LIST APPLICATIONS

Before submitting the application for verification, do the following:

1. In the draft application, check and review the details from all tabs.

Dashboard Modules - Reports	<ul> <li>Administration ~</li> </ul>						Log Out
Home / e-Master Application List / Modify e-I	Aaster Application						0
e-Master Application						=	C 🗒 👁 🧾
● Header	🚓 Investor	Ø Bill	⊖ Item	⊖ Payment & Oth	oers රු Su	upporting Documents	() Audits
Application Details		🖹 Document	Details				
Application Ref. No.		Document Type			Agency Code and Na	ime	
QIPCIB0100713		OTHERS			CIB-ML	CAMBODIA INVESTM	ENT BOARD ML
Regime		Document Code an	d Name		Ministry		
IMPORT		▼ CIB-ML	MASTER LIST		COUNCIL FOR T	HE DEVELOPMENT OF C	AMBODIA
Master List Ref. No.							
QIP Number							
QIPCIB01							
Submitted Date							

2. Click Submit to send the application for processing. Use the search and filter feature to track the application status.

**NOTE:** To display a preview of the submitted application, click the reference number, and then select the Preview button on the upper-right corner.

The Verifier officer may request additional information or clarification through the Query chat. For more information in using the Query feature, refer to the *Managing Queries* section.



# 5.4 APPLY FOR PERMITS

This section explains the procedure for applying an *Import Customs Permit* issued by the MEF. Although permits issued by different agencies have a different purpose and format, the application and approval processes are the same. You can use these instructions to apply for permits issued by the other government agencies such as GDCE, MOH, and MAFF.

To apply for Permits, you must do the following:

- Creating Applications
- Adding Trader Information
- Adding Transport Details
- Adding Invoice Details
- Adding Items
- Adding Payment Details
- Uploading Supporting Documents
- Submitting Applications

Each of these sub-tasks is described in detail in the next sections.



# 5.4.1 CREATE NEW APPLICATION

To create a new application, do the following:

1. Sign in to CNSW using a Trader account. The Dashboard page appears.

Dashboard N	Modules - Reports - Administr	ation ~ _					Log Out
🖒 Dashbo	Apply For License Apply For Permit Apply For Certificate	Apply for Permits	2				C
Cicense Draft 30	Restricted Goods Assistance Quota Management Document Submission Pay online & Generate Payment Advise Payment Receits: Ubload	Returned 0	Returned 0	© Extension Records 2	Payment Due     Pending 2	ु Queries Records 0	
Rejecte	e-Extension Application LPCO Utilization Search Permit		0	Exchange Rates			3
Transaction	No. 1	Rejection Reason		Currency	1 Currency Code	11 Exchange Rates	
	There are no records th	at match your search criterion		SINGAPORE DOLLAR	SGD	3000	
				UNITED STATES DOLLAR	USD	4100	

2. On the main menu. select **Modules** > **Apply for Permit**. The Permit Application Listing page appears.

Dashboard Modules ~ R	eports ~ Administration ~						Log Out
Home / Permit Application Listing							
Permit Application L	isting 3		4	5			
Select Ministry	•	Select Application Type	¥	New Application			
App Ref No.	Vi DocRef No.	Minista	Office Cor	Applicant	Company	Submitted I ALL	Ŧ
App Ref No.	$\uparrow\downarrow$ . Ver $\uparrow\downarrow$ . Permit Ref No.	↑↓ Ministry ↑↓ Agency	1 Office Code	Applicant	†↓ Company	↑↓ Submitted Dt ↑↓ Status	1 Actions
ARNPR2019112901685	1	MEF GDCE	CHQ41	CNSWTRA1A		Draft	:
ARNPR2019112901683	1	MEF GDCE	CHQ41	CNSWTRA1A		Dratt	I
ARNPR2019112901670	1	MEF GDCE	CHQ00	CNSWTRA1A		Draft	I
ARNPR2019112101581	1	MEF GDCE	CHQ41	CNSWTRA1A	1234-11122211	Draft	1
Rows per page 5 🔻							
Showing 1 to 5 of 92 records					Previous	1 2 3 4 5	19 Next

- 3. On the Ministry list, select MEF Ministry of Economy and Finance.
- 4. On the Application Type, select **GDCE-CP CUSTOMS PERMIT.**



5. Select New Application. The following page appears.

D	ashboard Modules - Reports - A	dministration ~							Log Out
Hor	ne / e-Permit Application List / New e-Permit Applic	ation							
	e-Permit Application								- C 🗎
	B Header	🚠 Trader 🐗 Transport		\$ Invoice	iii Item	📄 Pay	ment & Others	đ] Supporting Documents	© Audits
	Application Details		Document D	etails			8		
	Application Ref. No.		Document Type				Office Code		
	ARNPR2020072303423		PERMIT				Select Office Code		*
	Type of Permit		Document Code and N	lame			Agency Code and Name		
•	Select Regime	v	GDCE-CP	CUSTOMS PERMIT			GDCE	GENERAL DEPARTMENT OF CUS	TOMS AND EXCISE
	Permit Ref. No.						Ministry		
							MINISTRY OF ECON	OMY AND FINANCE	
6	Permit/License/MasterList		1						
V	Select 👻	+							
	Permit/License/MasterList Ref. No.		•						
	Submitted Date								

- 6. On the *Type of permit* dropdown list, select **IMPORT**.
- 7. On the **Permit/License/Master List**, select the document type to link, enter the correct reference number, then select the **Add**. Note the following when linking any of these documents:
  - You can link multiple Licenses or Master lists. However, you can link one Permit only.
  - Linking an OGA Permit auto-populates some details in the Trader, Transport, Invoice, Item, and Payment tabs.
  - After linking an OGA Permit to the Customs Permit, the system will auto-populate the applicable fields. However, some mandatory fields in the Customs Permit may be blank as <u>these fields might not</u> <u>be present in the linked OGA Permit</u>. Check the other tabs for any fields that you need to fill out.
  - You cannot add or remove items after linking an OGA Permit. Linking an OGA Permit <u>automatically</u> <u>adds the items</u> from the selected Permit.
  - The available quota for the license/master list is used when you link them.
  - You can <u>only add items that are available</u> to the linked license/master list.
- 8. On the **Office Code** dropdown list select the correct agency. All other fields on this page are autogenerated. Copy the *Application Reference Number* for reference.
- 9. Select Save to save all changes to the draft. Continue to the *Adding Trader Information* section.



## 5.4.2 ADDING TRADER INFORMATION

To add trader information, do the following:

1. In the draft application, select the **Trader** tab to display the trader information page. Depending on the selected Regime, the Importer or Exporter details are auto-populated.

Dashboard Modules - Reports - Administration -			Log Out
ome / e-Permit Application List / Modify e-Permit Application			0
C e-Permit Application			3
			E C 🗒 👁 🚊
⊘ Header ▲ Trader	🕫 Transport \$ Involce	Item 🗟 Payment & Others	원] Supporting Documents ② Audits
Applicant		Importer	
VAT TIN	Address (Line 1)	VAT TIN	Address (Line 1)
1234-11122211	Toul kok, Phnom Penh, Cambodia	1234-11122211	Toul kok, Phnom Penh, Cambodia
Name	Address (Line 2)	Name	Address (Line 2)
Khmer Import Export Co., LTD	Chamkamon, Phnom Penh	Khmer Import Export Co., LTD	Chamkamon, Phnom Penh
Contact Number	Address (Line 3)	Contact Number	Address (Line 3)
0123333332	CAMBODIA	0123333332	CAMBODIA
Fax	City	Fax	City
	កតងស្វាយ		កតងស្វាយ
Email Address	Province	Email Address	Province
cnsw_trader1@safe-planaet.com	12 - PHNOM PENH *	cnsw_trader1@safe-planaet.com	12 - PHNOM PENH *
Postal Code	Country	Postal Code	Country
1234567	CAMBODIA	1234567	KH - CAMBODIA
Exporter			
		0	
VALUN	Address (Line 1)	2	
Name	Address (I ine 2)		
	a sama ena ferrar eta		
Contact Number	Address (Line 3)		
Fax	City		
Email Address	Province		
	Select Province 👻		
Postal Code	Country		
	Select Country 💌		

**NOTE:** Select any of the icons on the upper-right part to **Reset**, **Save**, **Preview**, or **Submit** the application.

2. Go to the Exporter details, enter the following details:

Details	Description/Values
VAT TIN	Enter the VAT TIN. If the trader is registered to your account, entering the TIN displays automatic suggestions to retrieve and fill out the other details.
Name	Enter the exporter name
Contact Details	Enter the contact and fax number
Email Address	Enter the email address
Address Details	Enter the full address including City, Province, Postal Code, and Country

3. Select Save to save all changes. Continue to the *Adding Transport Details* section.



## 5.4.3 ADDING TRANSPORT DETAILS

To add transport details, do the following:

1. In the draft application, select the **Transport** tab to display the transport information page.

shboard Modules - Reports -	<ul> <li>Administration ~</li> </ul>						Log O
/ ePermit Application List / Modify e-Per	mit.Application	0				= (	3 2 📳 ⊙ ူ
Header	🕑 Trader	a Transport	\$ Involce	Item	Payment & Others 🖉 Sup	porting Documents	@ Audits
Transport Details							
Mode of Transport		Cour	itry of Export		Country of Destination		
Select Mode of Transport	*	Pie	ease select	*	KH - CAMBODIA		• КН
Vessel ID /Flight No. /Truck No.		Port	of Loading		Port of Discharge		
		Sel	lect Port of Loading	*	Select Port of Discharge		•
Other Remarks							
		li.					
Country of Origin							
Select Country (							
Country Of Transit				Port Of Transit			Actions
							_

2. Select or enter the following details:

Details	Description/Values
Mode of Transport	Select the mode of transport.
Vessel ID/Flight No./Truck No.	Enter the Vessel ID/Flight No./Truck No.
Other Remarks	Enter any additional transport information.
Country of Export	Select the country of export. Depending on the type of application, this field may be auto-populated.
Port of Loading	Select the port of loading.
Country of Destination	Select the country of destination. Depending on the type of application, this field may be auto-populated.
Port of Discharge	Select the port of discharge.
Country of Origin	Select the country of origin

**NOTE:** To add transit information, select the button on the lower-right corner in the Transport tab. Then select the **Country of Transit** and **Port of Transit**.

3. Select Save to save all changes. Continue to the *Adding Invoice Details* section.



# 5.4.4 ADDING INVOICE DETAILS

To add invoice information, do the following:

1. In the draft application, select the **Invoice** tab to display the invoice information page.

ashboard Modules - Reports - Administ	ration ~			Log
e / e-Permit Application List / Modify e-Permit Application				
e-Permit Application	1			= C 🖪 📀
⊘ Header ⊘ Trader	⊘ Transport \$ Invoice	Item	■ Payment & Others	ments @ Audits
비) Incoterms	۱)) Invoice Details			
Incoterms	Currency		Total Value (Riel)	
Select Incoterms	Select Currency	<b>v</b>		
BL / AWB / Road Bill	Exchange Rate		Total Value (Other Currency)	
Date				
DD / MM / YYYY				
Invoice Number/Packing List NO.			Invoice Date	Actions
				3

2. Select or enter the following details:

Details	Description/Values
Incoterms	Select the incoterms.
BL / AWB / Road Bill	Enter the bill of lading, airwaybill, or road bill number.
Date	Select the document date.
Currency	Select the currency.

- 3. (Optional) Select the add button to add an invoice, then provide the required details.
- 4. Select Save to save all changes. Continue to the *Adding Items* section.



## 5.4.5 ADDING ITEMS

Use any of the following ways to add items for your Permit applications:

- To add individual items, select **Add New**.
- To add multiple items using a template, select **Download Template**.

e-Permit Applica	tion						:=	C	0
⊖ Header	⊘ Trader	<ul> <li>Transport</li> </ul>	⊘ Invoice	🗮 ltem	Payment & Others	연 Supporting Do	cuments	0	Audits
E Item List				1	Upload Template 🕹 Downl	oad Template	🛍 Dele	te 🕇	Add Nev
No.	HS Code	HS Description Custo	ms Procedure Cc	cial Descripti Quanti	ty Net Weight	Goods Value	Goods	Value (KH	
No.	†↓ HS Code †↓	HS Description 11 Customs	Procedure Code 11 Commercial	Description 11 Quantity	11 Net Weight 11	Goods Value (SGD)	1. Goods Val	ue (KHR)	Actio
			There are no records that i	natch your search criterior	1				
				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					

To add items from a linked License or Master List, select Add Items. Using this method allows you to
add items that are only available to the linked license/master list. However, if you link an OGA Permit,
you cannot add or remove items. For more information on linking licenses, master lists and permits,
refer to step 7 in the Create New Application section.

e-Permit Applica	ation						<b>⊂ ⊙</b>
<b>⊘</b> Header	👍 Trader	🚚 Transport	⊘ Invoice	<b>⊘</b> Item	⊘ Payment & Others	연 Supporting Document	ts ② Audits
E Item List							Add items
No.	HS Code HS Descript	Customs Procedure C	Commercial Descrip	Doc Numbr	Quantity Net Weigh	Goods Value	Goods Value (KH
□ No. †↓	HS Code 11 HS Description	Customs Procedure Code	Commercial Description     These are no records that	n †1 Doc Number †1 Q	uantity †  Net Weight †	Goods Value (SGD) 1 Go	oods Value (KHR) 🏦 Acti
Rows per page 5	~		There are no records that	t match your search criterio			
Showing 0 to 0 of 0	records						
							Previous Next
- Ouota Details							

Each of these methods are explained in the next sections.



# 5.4.5.1 ADD INDIVIDUAL ITEMS

To add individual items, do the following:

1. In the draft application, select the **Item** tab to display the item information page.

shboard Modules	; ∽ Reports ∽ Administra	ation ~					Log Out
e / e-Permit Application Li	st / Modify e-Permit Application						
e-Permit Applic	cation			1		≡ C	0 🕖
<b>⊘</b> Header	⊘ Trader	⊘ Transport	⊘ Invoice	i Item	글 Payment & Others 션 Supporting Do	ocuments	⊘ Audits
📃 Item List					2 Upload Template	🛱 Delete	+ Add New
No.	HS Code	HS Description Customs	Procedure Cc Commer	cial Descripti Q	uantity Net Weight Goods Value	Goods Value (	KH
No.	†i HS Code †i H	IS Description 1 Customs Pro	cedure Code 1 Commercial	Description 11 Quar	ntity 1 Net Weight 1 Goods Value (SGD)	1 Goods Value (KH	R) 1 Action
			There are no records that i	match your search crit	erion		
Rows per page	5 🔻						
Showing 0 to 0 of	0 records					Previou	IS Next

2. Select **Add New** to add items. The following page appears:

General		Neight		Nalue	
HS Code		Gross Weight		Goods Value	
	٩		KGM - KILO( 🔻		SGE
HS Code Description		Net Weight		Goods Value (KHR)	
			KGM - KILOC 🔻	0.00	KHF
Commercial Description		No. Packages			
			Select Packa 🔻		
Quantity					
	Select UOM 🔻				
Customs Procedure Cod	e				
	Q				
Marks & Description					
Marks & Description					
Marks & Description					
Marks & Description					
Marks & Description					
Marks & Description					
Marks & Description					





3. Select or enter the following details:

Details	Description/Values
HS Code	Enter or select the item's HS code. Click the search icon to search for HS codes and add items. Fill out the HS code details as required.
Commercial Description	Enter the item's commercial description
Quantity and UOM	Enter the item's quantity and unit of measurement (UOM).
Customs Procedure Code	Enter or select the item's customs procedure code. Fill out the other details as required.
Marks & Description	Enter specific item marks and description.
Gross Weight	Enter the item's gross weight.
Net Weight	Enter the item's net weight.
No. of Packages	Enter the number of packages and select the packing type.
Goods Value	Enter the item's value or price.

4. Select **Save** to add the item in the Item List.

/ e-Permit Application List	/ Modify e-Permit Application	ı						
⊖ Header	♥ Trader	⊘ Transport	⊘ Invoice	Ø Item	Payment & Others	욘 Supporting Doc	≡ C	• Audits
∃ Item List				± Uploz	ad Template	nload Template	Delete	Add New
No.	HS Code       1     HS Code       1     HS Code	HS Description Custon HS Description 11 Custons	Procedure Code 11 Commercial	Description 11 Quantity	Net Weight       1       Net Weight       11	Goods Value Goods Value (SGD)	Goods Value (KH	Action
1 Rows per page 5	0101.21.00	PORE BRED BREEDING HORSES 5500.00 (NMB)	) Commercia	al Description 10 BHX	1,100.00	25,000.00	75,000,000.00	I
Showing 1 to 1 of 1 i	records						Previous 1	Next

**NOTE:** To add more items, <u>repeat steps 2 to 4</u>. To delete an item, click the **checkbox** next to the item number, then click **Delete**.

After you add all items, continue to the *Adding Payment Details* section.



## 5.4.5.2 UPLOADING TEMPLATE FOR MULTIPLE ITEMS

To upload multiple items using the template, do the following:

1. In the draft application, select the **Item** tab to display the item information page.

Dashboar	d Modules ~	Reports ~ Admin	istration ~					Log Out
Home / e-Per	rmit Application List /	Modify e-Permit Applicatio	n					
🗋 e-Pe	ermit Applicat	ion			0		= C	• 🗐
e	Header	⊘ Trader	⊘ Transport	⊘ Invoice	i Item	Payment & Others 2 Su	pporting Documents	<ul> <li>Audits</li> </ul>
i≡ It	tem List				1	, Upload Template 🕹 Download Temp	late 🗊 Delete	+ Add New
	No.	HS Code	HS Description Custom	s Procedure Cc Commer	cial Descripti Quan	tity Net Weight Goods	Value Goods Valu	e (KH
	No.	1 HS Code	HS Description 11 Customs P	ocedure Code 11 Commercial	Description 11 Quantity	r ↑↓ Net Weight ↑↓ Goods Va	lue (SGD) 11 Goods Value (K	HR) 11 Action
				There are no records that	match your search criterio	on		
Ro	ows per page 5	¥						
Sh	nowing 0 to 0 of 0 re	cords					Prev	ous

2. Select Download Template to download the file. Open the downloaded template file.

	А	В	с	D	E	F	G	н	1	J	L
1					CUSTOM PERMIT	TEMPLATE FOR UPLOA	DING ITEMS				
2	HS Code	Customs Procedure Code	Commercial Description	Quantity	Unit Type - UOM	Gross Weight (KGM)	Net Weight (KGM)	No. Packages	Package Type	Good Value	Marks & Description
3	0101.21.00	4900.022	oxen	20	NMB-NUMBER	500.00	500.00	20	FD-FRAMED CRATE	2,000.00	white and black spots
4	0102.29.11	4900.021	cattle	25	NMB-NUMBER	550.00	550.00	25	5 FD-FRAMED CRATE	2,500.00	brown with white spots
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											

**NOTE:** Red columns indicate the mandatory fields.

3. Select or enter the following details in the template.

Column	Description/Values
HS Code	Enter the item's HS Code. Make sure to enter the <u>exact HS</u> <u>Code</u> , otherwise, the upload will fail.
Customs Procedure Code	Enter the item's Customs Procedure Code. Make sure to enter the <u>exact Procedure Code</u> , otherwise, the upload will fail.
Commercial Description	Enter the item's commercial description
Quantity	Enter the item's quantity.
Unit Type – UOM	Select the item's unit of measurement (UOM).
Gross Weight	Enter the item's gross weight.
Net Weight	Enter the item's net weight.
No. of Packages	Enter the number of packages.
Package Type	Select the package type.



ColumnDescription/ValuesGoods ValueEnter the value of the goods.

Marks & DescriptionEnter specific item marks and description.

4. After adding all the item details, **Save** and close the file. Return to the CNSW application.

e-Permit Application Lis	Reports Adminis     Modify e-Permit Application	tration V							
e-Permit Applic	ation						≣	C	0
⊘ Header	⊘ Trader		Invoice	iii Item	Payment & Others	쉽 Supporting Do	ocuments	0	) Audits
Item List				5 🖻	Upload Template 📥 Dow	nload Template	📋 De	lete	+ Add Nev
No.	HS Code	HS Description Custor	ns Procedure Cc Comme	rcial Descripti Quanti	ity Net Weight	Goods Value	Good	s Value (Kŀ	
No.	†↓ HS Code †↓	HS Description	Procedure Code 11 Commercia	al Description 11 Quantity	†↓ Net Weight †↓	Goods Value (SGD)	1. Goods V	alue (KHR)	↑↓ Actio
			There are no records that	match your search criterior	1				
Rows per page 5 Showing 0 to 0 of 0	• I records		There are no records that	match your search criterior	1		(	Previous	1

5. From the Item tab, select **Upload Template** to browse for and upload the file.

ſ	Upload		×
6	Upload File Choose File No file chosen		
		Close	Submit 7

6. Select **Choose File** to browse for and select the template.



7. After locating the template, select **Submit**. The items appear on the list.

							- ₽ C	0
⊘ Header	👍 Investor	🕑 Bill	⊘ Item	😔 Paym	ent & Others	쉽 Supporting Documents	Audi	ts
Item List				<b>ٹ</b> Up	oload Template	Download Template	📋 Delete 🕇 /	Add New
No.	HS Code	HS Description Commercial D	Category	Quantity	Net Weight	Goods Value	Goods Value (KH	
No.	1 HS Code	HS Description 11 Commercial Desc	ription 11 Category	1 Quantity	11 Net Weight	Goods Value (USD)	Goods Value (KHR)	Action
			OTHERS	50 BUI	500.00	2,500.00	10,250,000.00	:
□ 1	0102.29	OTHER : jasmine rice	OTHERS					

8. (Optional) If you upload another template, the following pop-up appears:

(]
Do you want to reupload items or
append?
Reupload Append

- Select **Reupload** to overwrite the item list. This will delete the items from your previous upload.
- Select **Append** to add more items to the list.

After you add all items, continue to the *Adding Payment Details* section.



### 5.4.5.3 ADD LINKED ITEMS

If you linked a License or Master List in your permit application, you may only add items that are available to the linked license/master list. For more information on linking licenses or master lists, refer to <u>step 7</u> in the *Create New Application* section.

To add items from a linked License or Master List, do the following:

1. In the draft application, select the **Item** tab to display the item information page.

shboard Modules ~	Reports ~ Administration	~					Log O
/ e-Permit Application List	/ Modify e-Permit Application						
e-Permit Applica	tion			1			= C ⊙
⊘ Header	🚠 Trader	🛲 Transport	⊘ Invoice	⊖ Item	⊘ Payment & Others	쉽 Supporting Document	ts <b>@</b> Audits
📃 Item List						2	Add items
No.	HS Code HS Descriptio	Customs Procedure Cc	Commercial Descripti	Doc Numbr	Quantity Net Weigh	Goods Value	Goods Value (KH
□ No. ↑↓	HS Code 11 HS Description	Customs Procedure Code	Commercial Description	Doc Number 1	Quantity 11 Net Weight 11	Goods Value (SGD) 11 Go	oods Value (KHR) 11 Action
Rows per page 5	~		niele ale no records chac ma	con your search chice	1011		
Showing 0 to 0 of 0	records						Previous Next
🗖 Quota Details							
Quota Issued For							
QUANTITY	*						

2. Select Add Items to add items. The list of items linked to the license or master list appears.

lt	ems f	rom Licens	se		4	Add
		HS Cox	HS Description	Commercial Descripti	License/Master Ref I	Quota
3		HS Code _↑↓	HS Description	Commercial Description 1	License/Master Ref No 🌐	Quota †↓
		0101.21.00	PURE BRED BREEDING HORSES (NMB)	Stallion	LI2000015	QUANTITY
		0102.31.00	PURE BRED BREEDING BUFFALO (NMB)	carabao	LI2000015	QUANTITY
		4401.40.00	- SAWDUST AND WOOD WASTE AND SCRAP, NOT AGGLOMERATED	Narra	L12000015	QUANTITY
		4404.20.10	CHIPWOOD	Apple wood	LI2000015	QUANTITY
4	Row Show	vs per page 1	0 V Frecords		Previous 1	Next



- 3. Select the box next the HS Code to add the item.
- 4. Select **Add** to add the item in the Item List.

e-Permit Application Lis	st / Modify e-Permit	t Application							= C	0
⊘ Header	å.	frader	🚚 Transport	⊘ Invoice	⊖ Item	🕑 Pa	yment & Others	ද්පු Supporting Doct	uments	<ul> <li>Audits</li> </ul>
Item List									Add items	📋 Delete
No.	HS Code	HS Description	Customs Procedure Cc	Commercial Descripti	Doc Numb	Quantity	Net Weigh	Goods Value	Goods Value (F	3H
□ No. †1	HS Code 11	HS Description	Customs Procedure Code	Commercial Description 1	Doc Number 斗	Quantity 1	Net Weight 斗	Goods Value (SGD)	Goods Value (KHR	) 11 Action
1	0101.21.00	PURE BRED BREEDING HORSES (NMB)		Stallion	LI2000015	10 PCS	1,100.00	50,000.00	50,000,000.00	i
Rows per page 5	~								C∦ Ed	it lete
Showing 1 to 1 of 1	1 records								Previous	1 Next
Quota Details	5									
uota Issued For										
QUANTITY		~								

5. The default quantity of the selected items is based on the remaining quota. If you want to edit the default quantity, select button in the *Actions* column, then click **Edit**.

General	🗋 Weight		Nalue		
HS Code	Gross Weight		Goods Value		
0101.21.00	1,100	KGM - KILO( 🗸	50,000.00	SGD	
HS Code Description	Net Weight		Goods Value (KHR)		
PURE BRED BREEDING HORSES (NN	1,100	KGM - KILO( 🗸	150,000,000.00	KHR	
Commercial Description	No. Packages				
Stallion	10	FD - FRAME 🔻			
Quantity					
10 PCS - PIECE 🗸					
Customs Procedure Code					
7272.000 Q					
Doc Ref No					
LI2000015					
Marks & Description					
black and white stripes					

6. Enter or select any of the following details:

Details	Description/Values
Quantity	Enter the item's quantity.
Customs Procedure Code	Enter or select the item's customs procedure code. Fill out the other details as required.
Marks & Description	Enter specific item marks and description.
Gross Weight	Enter the item's gross weight.
Net Weight	Enter the item's net weight.
No. of Packages	Enter the number of packages and select the packing type.
Goods Value	Enter the item's value or price.
HS Extra Fields	If applicable, enter or select the HS Extra Fields.
Internal Product Details	If applicable, enter or select the Internal Product Details.

7. Select **Save** to save your changes.

To add more items, <u>repeat steps 2 to 4</u>. To delete an item, click the **checkbox** next to the item number, then click **Delete**. After you add all items, continue to the *Adding Payment Details* section.



# 5.4.6 ADDING PAYMENT DETAILS

To add payment information, do the following:

1. In the draft application, select the **Payment & Others** tab to display the Payment Details page.

Dashboard	Modules - Repo	rts 🗸 Administrati	on ~						Log Out
Home / e-Permit	Application List / Modify	e-Permit Application							2
🗋 e-Pern	nit Application						•	= (	
He	ader	Irader 🕑	✓ Iransport	⊘ Invoice	⊌ Item	Paym	ent & Others	6월 Supporting Documents	(2) Audits
2 🗖 Payı	ment Details								
Payment Re	eference No.			Fee Type			Payment Amount	(Riel)	
Master List	/License Reference Num	ber		Issue Date			Description		
	er Details								
	er Details								
Customs Er	ntry/Exit Checkpoint			Office of Lodgement					
Customs	Entry/Exit Checkpoint		Ψ	Office of Lodgement		*			
Remarks									

## 2. Enter the following details:

Details	Description/Values
Master List or License Reference Number	Enter the master list or license reference number.
Issue Date	Select the document issue date.
Description	Enter a short description about the document.
Customs Entry/Exit Checkpoint	Select the customs entry or exit checkpoint.
Office of Lodgement	Select the office of lodgement.
Remarks	Enter any relevant remarks.

**NOTE:** Note the Payment Reference Number for payment processing.

3. Select Save to save all changes. Continue to the Uploading Supporting Documents section.



## 5.4.7 UPLOADING SUPPORTING DOCUMENTS

To upload supporting documents, do the following:

1. In the draft application, select the **Supporting Documents** tab to display the Supporting Documents page.

e-Permit Applicatio	n				-	≝ C 🗒 ⊙
⊖ Header	⊘ Trader	⊘ Transport	⊘ Invoice	⊖ Item	nent & Others	ocuments ② Audits
Supporting Docur	ments 3			2		
Document Type	Doc. Reference Name	Doc. Date	Required	File		Actions
Invoice		DD / MM / YYYY	Mandatory	Choose file	Browse	Select From Docs 🔻
Packing List		DD / MM / YYYY	Mandatory	Choose file	Browse	Select From Docs 🔹
Authorization Letter		DD / MM / YYYY	Mandatory	Choose file	Browse	Select From Docs 💌
Bill of Lading		DD / MM / YYYY	Mandatory	Choose file	Browse	Select From Docs 🔹
VAT and Detect		DD / MM / YYYY	Mandatory	Choose file	Browse	Select From Docs 🔹

- 2. To upload a document, do any of the following:
  - Click **Browse** to upload the supporting documents.
  - Click **Select from Docs** to attach a document from your CNSW repository.
- Enter the Document Reference Name and select Document Date for the documents as required.
   NOTE: To upload additional documents, select the Document Type and then select Add New.
- 4. Select Save to save all changes. Continue to the *Submitting Permit Applications* section.



## 5.4.8 SUBMITTING PERMIT APPLICATIONS

Before submitting the application for verification, do the following:

1. In the draft application, check and review the details from all tabs.

Dashboard Modules - Reports - Administration -		Log Out
Home / e-Permit Application List / Modify e-Permit Application		2
e-Permit Application		E C 🗒 🛛 🧕
1 Header © Trader © Transpor	t 🕑 Invoice 🕑 Item	Payment & Others     O Supporting Documents     O Audits
Application Details	Document Details	
Application Ref. No.	Document Type	Office Code
ARNPR2020042302870	PERMIT	CHQ41 - CONTROL OFFICE *
Type of Permit	Document Code and Name	Agency Code and Name
IMPORT •	GDCE-CP CUSTOMS PERMIT	GDCE GENERAL DEPARTMENT OF CUSTOMS AND EXCISE
Permit Ref. No.		Ministry
		MINISTRY OF ECONOMY AND FINANCE
License/MasterList Ref. No.		
Submitted Date		

2. Click Submit to send the application for processing. Use the search and filter feature to track the application status.

**NOTE:** To display a preview of the submitted application, click the reference number, and then select the Preview button on the upper-right corner.

The Verifier officer may request additional information or clarification through the Query chat. For more information in using the Query feature, refer to the *Managing Queries* section.



# 5.5 APPLY FOR CERTIFICATES

This section explains the procedure for applying a *Kimberley Process Certificate* issued by the MOC. Although certificates issued by different agencies have a different purpose and format, the application and approval processes are the same. You can use these instructions to apply for certificates issued by the other government agencies such as MOC, MOH, and MAFF.

To apply for certificates, you must complete the following sub-tasks:

- Creating Applications
- Adding Trader Information
- Adding Transport Details
- Adding Invoice Details
- Adding Items
- Adding Payment Details
- Uploading Supporting Documents
- Submitting Applications

**NOTE:** Each of these sub-tasks is described in detail in the next sections.



# 5.5.1 CREATE NEW APPLICATION

To create a new application, do the following:

1. Sign in to CNSW using a Trader account. The Dashboard page appears.

Dashboard Modules - Reports - Adminis	tration ~	Log Out
Apply For License Apply For License Apply For Permit Apply For Certificate Restricted Goods Assistance Quota Management Document Submission Pay online & Generate Payment Advis	Apply for Certificates Certificate Draft 23 Returned 0 Certificate Records 2 Certifica	°
Rejecte     Rejecte     Search Permit	C Exchange Rates	c
Transaction No.	Rejection Reason         11         Currency         11         Currency Code         11         Exchange Rates           nt match www.cound.co	
	UNITED STATES DOLLAR USD 4100	

2. Select **Modules > Apply for Certificate**. The Certificate Application Listing page appears.

Da	shboard Modules ~ R	eports ~ /	Administration ~							Log Out
Home	/ Certificate Application Listing									
E	Certificate Applicati	on Listing	0			ß				
Ē				4						
L	Select Ministry		Select Applic	ation Type	*	New Application				
	App Ref No.	Vi	DocRef No.	Ministi	Agenr Office Cor	Applicant	Company	Submitted I	ALL	•
	App Ref No.	$\uparrow \downarrow  \text{Ver}  \uparrow \downarrow$	Certificate Ref No.	Ministry 👔	Agency 1 Office Code	Applicant	1 Company	$\uparrow\downarrow$ Submitted Dt $\uparrow\downarrow$	Status	11 Actions
	ARNCR2019100201111	1	CRT20191002GDA00001	MAFF	GDA	CNSWTRA1A	1234-11122211	02/10/2019	Approved	ı
	ARNCR2019082800353	1		MAFF	GDAHP	CNSWTRA1A			Draft	ı
	ARNCR2019082800352	1		MAFF	FIA	CNSWTRA1A	1234-11122211		Draft	ı
	ARNCR2019082200234	1		MAFF	FIA	CNSWTRA1A			Draft	I
	ARNCR2019081300100	1	CRT20190813GDAHP00003	MAFF	GDAHP	CNSWTRA1A	1234-11122211	13/08/2019	Approved	ı
	Rows per page 5									
	Showing 1 to 5 of 28 records	5						Previous 1 2 3	4 5 6	Next

- 3. On the Ministry list, select **MOC Ministry of Commerce**.
- 4. On the Application Type, select **DE/I-KPC KIMBERLEY PROCESS CERTIFICATE.**



5. Select **New Application**. The following page appears.

e / e-Certificate Application List	/ New e-Certificate Application							= C
Header	da Trader	👼 Transport	\$	Invoice	iiii Item	🖹 Payment & Ot	hers 션 Supporting Documents	() Audits
Application Ref. No. ARNCR2020042402887	115		Document Type	Details		Agency DE/I	Code and Name DEPARTMENT OF EXPO	RT-IMPORT
Regime Select Regime		•	Document Code and DE/I-KPC	Name KIMBERLEY PROCESS C	ERTIFICATE	Ministry	STRY OF COMMERCE	
Certificate Ref. No.								

6. On the *Regime* dropdown list, select **IMPORT**.

**NOTE:** All other fields in this page are auto-generated. Copy the *Application Reference Number* for reference.

7. Select Save to save all changes to the draft. Continue to the *Adding Trader Information* section.


### 5.5.2 ADDING TRADER INFORMATION

To add trader information, do the following:

1. In the draft application, select the **Trader** tab to display the trader information page. Depending on the selected Regime, the Importer or Exporter details are auto-populated.

ashboard Modules - Reports - Admi	inistration ~		Log Out
e / e-Certificate Application List / Modify e-Certificate /	Application		
e-Certificate Application			= C 🗒 ⊙ 🚊
⊘ Header ▲ Trader	#Transport \$ Invoice	≣ Item 📄 Payment & Others	입 Supporting Documents ② Audits
Applicant		Importer	
VAT TIN	Address (Line 1)	VAT TIN	Address (Line 1)
1234-11122211	Toul kok, Phnom Penh, Cambodia	1234-11122211	Toul kok, Phnom Penh, Cambodia
Name	Address (Line 2)	Name	Address (Line 2)
Khmer Import Export Co., LTD	Chamkamon, Phnom Penh	Khmer Import Export Co., LTD	Chamkamon, Phnom Penh
Contact Number	Address (Line 3)	Contact Number	Address (Line 3)
0123333332	CAMBODIA	0123333332	CAMBODIA
Fax	City	Fax	City
	កពងស្វាយ		កពងស្វាយ
Email Address	Province	Email Address	Province
cnsw_trader1@safe-planaet.com	12 - PHNOM PENH	cnsw_trader1@safe-planaet.com	12 - PHNOM PENH
Postal Code	Country	Postal Code	Country
1234567	CAMBODIA	1234567	KH - CAMBODIA
Exporter		2	
VAT TIN	Address (Line 1)		
Name	Address (Line 2)		
Contact Number	Address (Line 3)		
Fax	City		
Email Address	Province		
	Select Province 🔹		
Postal Code	Country		
	Select Country 💌		

**NOTE:** Select any of the icons on the upper-right part to **Reset**, **Save**, **Preview**, or **Submit** the application.



2. Go to the Exporter details, enter the following details:

Details	Description/Values
VAT TIN	Enter the VAT TIN. If the trader is registered to your account, entering the TIN displays automatic suggestions to retrieve and fill out the other details.
Name	Enter the exporter name
Contact Details	Enter the contact and fax number
Email Address	Enter the email address
Address Details	Enter the full address including City, Province, Postal Code, and Country

3. Validate both the importer and exporter details as required, then select Save to save your changes. Continue to the *Adding Transport Details* section

### 5.5.3 ADDING TRANSPORT DETAILS

To add transport details, do the following:

1. In the draft application, select the **Transport** tab to display the transport information page.

	Dashboard Modules - Reports - Administration -		Log Out
	Iome / e-Certificate Application List / Modify e-Certificate Application		0
	Certificate Application		= C 🗎 👁 🚊
	⊖ Header 🚓 Trader 🚚 Transpo	ort \$Invoice ≣Item	Payment & Others ᠿ Supporting Documents
2	Transport Details	Shipment Details	
	Mode of Transport	Country of Export	Country of Destination
	AIR	Select Country of Export	KH - CAMBODIA * KH
	Vessel ID /Flight No. /Truck No.	Port of Loading	Port of Discharge
		Select Port of Loading 👻	Select Port of Discharge
	Other Remarks		Country of Origin
			Select Country c
	Country Of Transit	Port Of Transit	Actions
			•



2. Select or enter the following details:

Details	Description/Values
Vessel ID/Flight No./Truck No.	Enter the Vessel ID/Flight No./Truck No.
Other Remarks	Enter any additional transport information.
Country of Export	Select the country of export. Depending on the type of application, this field may be auto-populated.
Port of Loading	Select the port of loading.
Country of Destination	Select the country of destination. Depending on the type of application, this field may be auto-populated.
Port of Discharge	Select the port of discharge.
Country of Origin	Select the country of origin

**NOTE:** To add transit information, select the button on the lower-right corner in the Transport tab. Then select the **Country of Transit** and **Port of Transit**.

3. Select Save to save all changes. Continue to the *Adding Invoice Details* section.

#### 5.5.4 ADDING INVOICE DETAILS

To add invoice information, do the following:

1. In the draft application, select the **Invoice** tab to display the invoice information page.

Dashboard Modules v R	Reports ~ Administration	Ý						Log Ou
Home / e-Certificate Application List /	Modify e-Certificate Application							2
🗋 e-Certificate Applica	tion		-0				= C	: 🖪 🛛 👔
⊘ Header	🚓 Trader	⊘ Transport	\$ Invoice	ii Item	🖹 Payment & C	thers	ද් Supporting Documents	② Audits
배) Incoterms		u))	Invoice Details					
Incoterms		Cu	rrency		Total V	alue (Riel)		
Select Incoterms	•		Select Currency	*				
		Exe	hange Rate		Total V	alue (Othe	r Currency)	
L						_		

**NOTE:** The Exchange Rate, Total Value (Riel), and Total Value (Other Currency) are automatically calculated.

2. Select or enter the following details:

Details	Description/Values
Incoterms	Select the incoterms.
Currency	Select the currency.

3. Select Save to save all changes. Continue to the *Adding Items* section.



### 5.5.5 ADDING ITEMS

To add items, do the following:

1. In the draft application, select the **Item** tab to display the item.

Dashboard Modules v	Reports ~ Administr	ation ~				Log Out
Home / e-Certificate Application Lis	t / Modify e-Certificate Applica	tion				
🎦 e-Certificate Appli	ication			1		= C 💿 🚊
	🏭 Trader		⊘ Invoice	i≣ Item	글 Payment & Others 4 Support	rting Documents ② Audits
🗮 Item List						Delete     Add New 2
No.	HS Code	HS Description	Commercial Descripti	Quantity	Net Weight Goods Value	Goods Value (KHR)
No.	1 HS Code	11 HS Description	Commercial Description	Quantity	1 Net Weight 1 Goods Value (SGD)	1 Goods Value (KHR) 1 Action
			There are no records that	t match your search crite	erion	
Rows per page 5	Ŧ					
Showing 0 to 0 of 0 ree	cords					Previous Next

2. Select **Add New** to add items. The following page appears.

	Grand Minisht		Consta Matura	
HS Code	Gross Weight		Goods Value	
٩		KGM - KILO( 🔻		USD
HS Code Description	Net Weight		Goods Value (KHR)	
		KGM - KILO( 🔻	0.00	KHR
Commercial Description	No. Packages			
		Select No. Pa 🔻		
Quantity				
Select UOM 🔹		Ν		
Marks & Description	J	13		
				h



3. Select the HS Code search to add item details. The following page appears.

Н	IS Code List				
4	Hs Code	]	Description		
	Hs Code	ţ1	Description	ţ1	
	7102.10		- UNSORTED		
5	7102.21		UNWORKED OR SIMPLY SAWN, CLEAVED OR BRUTED		
	7102.31		UNWORKED OR SIMPLY SAWN, CLEAVED OR BRUTED		
	Rows per page 3 • • Showing 1 to 3 of 3 records		Previous 1 Next		
				Clos	se

- 4. Search for the item using the **HS Code** or **Description**
- 5. Click the **HS Code** from the list. After selecting the HS Code, the following page appears.

HS Code	Gross Weight		Goods Value	
7102.21 <b>Q</b>		KGM - KILO( 🔻		SGD
HS Code Description	Net Weight		Goods Value (KHR)	
UNWORKED OR SIMPLY SAWN, C		KGM - KILO( 🔻	0.00	KHR
Number Of Parcels	No. Packages			
		Select Packa 💌		
Quantity				
Select UOM 🔹				
Marks & Description				
_				
HS Extra Fields				
Carat				



6. Select or enter the following details:

Details	Description/Values
Commercial Description	Enter the item's commercial description.
Number of Parcels	Enter the number of parcels.
Quantity	Enter the Item's quantity.
Unit of Measurement	Select the unit of measurement (UOM)
Marks & Description	Specific item marks and description
Gross Weight	Enter the item's gross weight.
Net Weight	Enter the item's net weight.
Number of Packages	Enter the number of packages and its unit of measurement.
Goods Value	Enter the total goods value.

**NOTE:** The Goods Value (Riel) is automatically calculated based on the exchange rate.

7. Select **Save** to add the item in the Item List.

Dashboard Modules - Reports - Adminis	tration ~						Log Out
Home / e-License Application List / Modify e-License Application	ı						
e-License Application						= C	• 📃
⊘ Header ⊘ Trader	<ul> <li>⊘ Transport</li> <li>⊘ Invoice</li> </ul>	Ø Item		ayment & Others	6g Supporting Docum	ents 📀	Audits
i≡ Item List						1 Delete	Add New
No. HS Code	HS Description	Commercial Descripti	Quantity	Net Weight	Goods Value	Goods Value (KH	]
■ No. ↑↓ HS Code ↑↓	HS Description	Commercial Description	Quantity	Net Weight	Goods Value (USD)	Goods Value (KHR)	1 Action
1 3807.00.00	WOOD TAR; WOOD TAR OILS; WOOD CREOSOTE; WOOD NAPHTHA; VEGETABLE PITCH; BREWERS' PITCH AN	redwood	5 PCS	6,000.00	500,000.00	2,050,000,000.00	1
Rows per page 5							
Showing 1 to 1 of 1 records						Previous 1	Next
			B				

**NOTE:** To add more items, <u>repeat steps 2 to 7</u>. To delete an item, click the **checkbox** next to the item number, then click **Delete**.

Continue to the *Adding Payment Details* section.



#### 5.5.6 ADDING PAYMENT DETAILS

To add payment information, do the following:

1. In the draft application, select the **Payment & Others** tab to display the Payment Details page.

	Dasht	poard Modules - Repo	orts   Administration							L	.og Out
	Home /	e-Certificate Application List / Mo	dify e-Certificate Application							3	
	C	e-Certificate Applicatio	n					0	i=	C 🖪	
		⊘ Header	🚓 Trader	⊘ Transport	⊘ Invoice	⊖ Item	🖹 Pay	ment & Others	입 Supporting Documents	<ul> <li>Audits</li> </ul>	
2		Payment Details									
	Par	yment Reference No.			Fee Type			Payment Amoun	t (Riel)		
		INVARNCR20200424028871			SERVICE CHARGE			200,000.00			
	E	Other Details									
	Ce	ertificate of origin no			Certificate of origin no Issued Date						
	Pu	irpose									

2. Enter the **Certificate of Origin Number** and **CO Issue Date**, and the payment purpose details. All the other details are auto-generated.

**NOTE:** Take note of the Payment Reference Number for payment processing.

3. Select Save to save all changes. Continue to the Uploading Supporting Documents section.

### 5.5.7 UPLOADING SUPPORTING DOCUMENTS

To upload supporting documents, do the following:

1. In the draft application, select the **Supporting Documents** tab to display the Supporting Documents page.

Dashboard Modules - Reports - Administration -					Log Out
me / e-Certificate Application List / Modify e-Certificate Application					
e-Certificate Application				<b>1</b>	C 🗄 👁 🚊
⊖ Header 🛔 Trader ⊘	Transport 🕝 Invoice	🕑 ltem	Payment & Others	C Supporting Documen	ts ② Audits
Supporting Documents	3		2		
Document Type	Doc. Reference Name Doc. Date	Required	File		Actions
Sample signature of individuals who authorized to sign on impor - export application form	nt DD / MM / YY	Mandatory	Choose file	Browse	Select From Docs 💌
Business registration certificate at MOC (01 certified copy)	DD / MM / YY	YY	Choose file	Browse	Select From Docs 💌
Patent (01 certified copy)	DD / MM / YY	YY Mandatory	Choose file	Browse	Select From Docs 💌
Kimberly Process Certificate is valid that issued by the institutions with competent of the last relevant countries	DD / MM / YY	Mandatory	Choose file	Browse	Select From Docs 💌
Total number of Entries: 4			* Files must be .pdf, .jpg, .jpeg or .png or * File size of each should not exceed 5M	B. Select Docume	nt Type 🔹 🕇 Add New



- 2. To upload a document, do any of the following:
  - Click **Browse** to upload the supporting documents.
  - Click **Select from Docs** to attach a document from your CNSW repository.
- Enter the Document Reference Name and select Document Date for the documents as required.
   NOTE: To upload additional documents, select the Document Type and then select Add New.
- 4. Select Save to save all changes. Continue to the *Submitting Permit Applications* section.

#### 5.5.8 SUBMITTING PERMIT APPLICATIONS

Before submitting the application for verification, do the following:

1. Check and review the details from all tabs.

ashboard Modules ~ Re	ports - Administration									Lo	g Out
ne / e-Certificate Application List / I	Addify e-Certificate Application										
🗋 e-Certificate Applicat	on							=	С	8 0	2
Ø Header	⊘ Trader	⊘ Transport		⊖ Invoice	<b>⊘</b> Item	Payment 8	& Others	Supporting Documents		<ul> <li>Audits</li> </ul>	
Application Details			🖹 Documer	nt Details							
Application Ref. No.			Document Type			Age	ncy Code and	Name			
ARNCR2020042402887			CERTIFICATE			D	E/I	DEPARTMENT OF EXP	ORT-IMPO	RT	
Regime			Document Code a	ind Name		Min	istry				
IMPORT		*	DE/I-KPC	KIMBERLEY PRO	CESS CERTIFICATE	N	IINISTRY OF	COMMERCE			
Certificate Ref. No.											
Submitted Date											

2. Click Submit to move the application to the Verifier step. Use the search and filter feature to track the application status.

**NOTE:** To display a preview of the submitted application, click the reference number, and then select the Preview button on the upper-right corner.

The Verifier officer may request additional information or clarification through the Query chat. For more information in using the Query feature, refer to the *Managing Queries* section.



## 5.6 MANAGING QUERIES

The CNSW Query is a chat tool that allows agency officers and traders to communicate and resolve any questions about processing the LPCO. After an officer submits a query, the trader receives a notification through email, which includes the following information:

- Application/Document Reference Number
- Queried Agency
- Queried Time

To view and reply to queries, do the following:

- 1. Copy the application reference number from the email.
- 2. Sign in to CNSW using a Trader or Investor account. The Dashboard page appears.

ប្រព័ន្ធបញ្ជាតែមួយជាតិ NATIONAL SINGLE WINDOW				📠 ភាសាខ្មែរ 🚭 🗧	Trader Name
Dashboard Modules - Reports - Administration -					Log Out
Dashboard	Returned 0	) xtension xcords 2	D Payment Due Pending 2	3 © Queries Records 1	
Rejected Applications	e	🕄 Exchange Rates			ø
Transaction No. 1 Rejection Reason There are no records that match your search criterion	11	Currency SINGAPORE DOLLAR UNITED STATES DOLLAR	1: Currency Code SGD USD	Exchange Rates           3000         4100	11



3. On the Dashboard, click **Queries** to display the queries list.

D	ashboard Modules - Rep	oorts ~ Administration ~				Log Out
Qu	eries e / queries					
_	Cueries List					
	App ID	ti L	Last Commented Date	Commented By	1 Actions	
4	ARNLC2020042102841	2	2020-04-27 09:35:52	CNSWMOCV1	÷	
	ARNLC2019080800068	2	2019-08-08 11:28:43	ISC_USR_VER_1	1	
	Rows per page 10 🔻					
	Showing 1 to 2 of 2 records				Previous 1	Next

4. Click the correct **Reference Number**. The application details page is displayed.

Dashboard Modules - Reports - Administration -		Log Out
Queries Active		
Home / Query List / Queries	<u>5</u>	
Document Details	Queries	
Queries		
Please re-upload a supporting document 1, invoice number not clear.	document 1?	
27/04/2020	27/04/2020 11:49:21	
	6	
	Hi, the invoice number is: INVLC334421	

- 5. Select the **Query** tab to view the query.
- 6. Write and send your response to all the queries.

**NOTE:** Click Refresh on your browser to update the query page. After you resolved the query, the officer moves the application to the next step.



## 5.7 AMENDING RETURNED APPLICATIONS

While processing the application, officers may require additional information and return the application to you. You must view the return remarks, amend, and then resubmit the application along with the required information.

#### 5.7.1 VIEWING REMARKS

Before amending the application, view the *Return Remarks* to confirm the requirements. To view the remarks, do the following:

1. Sign in to CNSW using a Trader account. The Dashboard page appears.

								:
Carlot Rest Clicense Quo Draft 33 Doc Pay	stricted Goods Assistance iota Management icument Submission y online & Generate Payment Advise yment Receipt Upload	Returned 0	Certificate Draft 23	Returned 0	② Extension Records 2	Payment Due Pending 2	Image: Constraint of the second secon	
My Pro     LPC     Sear	Extension Application CO Utilization arch Permit					From Dt.	To Dt.	

2. On the Main Menu, click **Modules** then select the correct LPCO type to display the list.

Dashboard Modules ~	Reports - Administration -					Log Out
Home / License Application Listing						
License Application	Listing					
Select Ministry	Y Sel	ect Application Type	New Application			_
App Ref No.	Vi DocRef No.	Minista Agent C	ffice Cor Applicant	Company	Submitted I RETUR	» <b>· · ·</b>
App Ref No.	†↓ Ver †↓ License Ref No.	↑↓ Ministry ↑↓ Agency ↑↓ Offi	ce Code 🌐 Applicant	†↓ Company	1 Submitted Dt 1 Status	1 Actions
ARNLC2020042102841	1	MOC DE/I	CNSWTRA1A	1234-11122211	22/04/2020 Returned	, I
Rows per page 5						
Showing 1 to 1 of 1 records	S				Previous	1 Next

3. Using the filter, select **Returned** to display all returned applications.



4. Select the correct **Application Reference Number** to display the details.

e Electrice / oplication					5			≔	ê ₽
⊘ Header	Trader	⊘ Transport	<ul> <li>Invoice</li> </ul>	<b>⊘</b> Item	⊘ Payment & Others	Supporting Documents	<ul> <li>Audits</li> </ul>		Query
Payment Details									
Payment Reference No.			Fee Type			Payment Amount (Riel)			
Other Details									
☐ Other Details			Reference			Notify Party			
Other Details License Ref No FAL100189			Reference REF1234			Notify Party KAMPANYA INC			
Other Details A License Ref No FALI00189 Vurpose			Reference REF1234			Notify Party KAMPANYA INC			
Other Details  A License Ref No FAL100189  Purpose			Reference REF1234			Notify Party KAMPANYA INC			
Other Details ALIcense Ref No FAL100189 Vurpose			Reference REF1234			Notify Party KAMPANYA INC			

- 5. Select the **Payment & Others** tab.
- 6. View the **Return Remarks**. Continue to the *Amending Returned Applications* section.



### 5.7.2 AMENDING RETURNED APPLICATIONS

After viewing the remarks, you must amend and resubmit the application. Do the following:

1. Sign in to CNSW using a Trader account. The Dashboard page appears.

🖒 Dashbo	Apply For License Apply For Permit Apply For Certificate	Select the LPCO	e
License Draft 33	Restricted Goods Assistance Quota Management Document Submission Pay online & Generate Payment Advise	Returned 0	ᡬ
🚹 My Pro	Payment Receipt Upload e-Extension Application LPCO Utilization Search Permit	From Dt. To Dt.	

2. On the Main Menu, click **Modules** then select the correct LPCO type to display the list.

nboard Modules ∽ Re	eports v Administration v						Log Ou
License Application Listing							
License Application L	isting						
Select Ministry	×	Select Application Type	Ŧ	New Application			
App Ref No.	Vi DocRef No.	Minist	Agenr Office Cor	Applicant	Company	Submitted I	RETURN • 3
App Ref No.	1 Ver 11 License Ref No.	11 Ministry 11 Ag	ency	Applicant	Company 1	Submitted Dt 11 S	Status 11 Actions
ARNLC2020042102841	1	MOC DE	2/1	CNSWTRA1A	1234-11122211	22/04/2020	Returned
Rows per page 5 🔻							Amend
Showing 1 to 1 of 1 records						P	revious 1 Next
						L	

3. Using the filter tool, select **Returned** to display all returned applications.



4. Choose the correct reference number. Select the corresponding button in the *Action* column, then click **Amend** then confirm.

An updated version of the application (with the same Reference Number) is created as shown below.

D	ashboard Modules - Repo	orts < Administration <								Log Out
Hor	ne / License Application Listing									
	🗖 Lissan Analisstica Lis									
	License Application Lis	ung								
	Select Ministry	*	Select Application	Туре	Ŧ	New Application				
	Successfully amended : ARNLC20	20042102841.	Confirm	ation						Х
	Ann Dof No	Vi DocRaf No		Minish		Amliant			ALL -	
	Appiter No.	Docker No.			Agent Onice Cor	Applicant	Company		ALL *	
A	App Ref No.	1↓ Ver 1↓ License Ref No.	ndeted	Ministry 1	Agency 11 Office Code 11	Applicant	Company	Submitted Dt 11 Sta	itus †↓	Actions
0	ARNLC2020042102841	2 🔶 V	resion	MOC	DE/I	CNSWTRA1A	1234-11122211	0	raft	I
	ARNLC2019071239069	1		MAFF	FIA	CNSWTRA1A		0	raft	I
	ARNLC2019072843405	1		мос	DE/I	CNSWTRA1A	1234-11122211	D	raft	i
	ARNLC2019080200017	1		мос	DE/I	CNSWTRA1A		0	raft	÷
	ARNLC2019080800071	1 LCE20190808	ISC00100	MISTI	ISC	CNSWTRA1A	1234-11122211	08/08/2019	pproved	1
	Rows per page 5 *									
	Showing 1 to 5 of 50 records						Previous 1	2 3 4 5	10	Next

5. Click the application reference number. The following page appears.

Dashboard Modules ~	Reports ~ Administration						Log Out
me / e-License Application List /	View e-License Application						6
e-License Applicatio	on						=
Header	⊘ Trader	⊘ Transport	<b>⊘</b> Invoice	<b>⊘</b> Item	⊘ Payment & Others	Supporting Documents	<ul> <li>Audits</li> </ul>
Application Deta	ils	Ē	Document Details				
Application Ref. No.		Docu	nent Type		Agency Code ar	d Name	
ARNLC2020042102841		LIC	LICENSE			DEPARTMENT OF EXPORT-IN	IPORT
Regime		Docu	nent Code and Name		Ministry		
IMPORT		• DE	I-L LICENSE		MINISTRY O	F COMMERCE	
License Ref. No.							
Submitted Date							



6. Click the **edit icon** to start editing the amended application. All the details from the original application are kept.

ashboard Modules - Reports	<ul> <li>Administration </li> </ul>								Log Ou
ne / e-License Application List / Modify e-I	icense Application								
e-License Application								=	C 🗎 🛛 🕻
Ø Header	⊘ Trader	⊘ Transport		Ø Invoice	<b>⊘</b> Item	⊖ Payment &	Others	Supporting Documents	⊘ Audits
Application Details			🖹 Documer	t Details					
Application Ref. No.			Document Type			Agenc	y Code and Nar	me	
ARNLC2020042102841			LICENSE			DE	л	DEPARTMENT OF EXPOR	T-IMPORT
Regime			Document Code a	nd Name		Minist	try		
IMPORT		*	DE/I-L	LICENSE		MI	NISTRY OF CO	MMERCE	
License Ref. No.									
Submitted Date									

- 7. Review and complete the requirements based on the remarks.
- 8. After you complete the requirements, click submit to resubmit the amended application. For more details on the LPCO application process, refer to the *LPCO Application Process* section.



## 6 RESTRICTED GOODS ASSISTANCE

Use the Restricted Goods Assistance to search for Harmonised System (HS) codes and get detailed information about the import and export requirements of an item.

The HS Code Search assists traders in identifying the required LPCOs for specific items.

## 6.1 USING HS CODE SEARCH

To use HS Code Search, do the following:

1. Sign in to CNSW using a Trader account. The Dashboard page appears.

Apply For License	0
Apply for Certificate License Draft 33 Document Submission Apply for Certificate Certificate Draft 23 Certificate Draft 23 Certificate Draft 23 Certificate Draft 23 Certificate Draft 23 Certificate Certificat	Payment Due Pending 2
Pay online & deverate Payment Advise Payment Receipt Upload  e-Extension Application LPCO Utilization Search Permit	Select Year • Select Month • Select Document Type • 3
Nov Dec Jan Pab	Mar Apr Month

2. On the Main Menu, select **Modules** > **Restricted Goods Assistance**. The HS Code Search page appears.

Dashboard Modules v Reports v Administration v	Log Out
Restricted Goods Assistance Home / Restricted Goods Assistance	
HS Code Search	
HS Code (min 2 characters)	
Description(s)	3
Search By	
Containing all of these word(s) (max 2 words separated by space)	
Containing any of these word(s) (max 2 words separated by space) Containing phrases	
Beginning with these Word(s)	6
	D Reset Q Search

3. Enter the **HS Code** or **Description.** Enter a minimum of 2 characters for the HS code.



- 4. Select one of the following Search Parameters
  - Containing all of these word(s) (max 2 words separated by space)
  - Containing any of these word(s) (max 2 words separated by space)
  - Containing phrases
  - Beginning with these word(s)
- 5. Click **Search** to display relevant results. For example, searching for "WOOD" in the Description displays the following results.

Dashboard Mo	odules  ~ Reports  ~ Administration  ~									Log Out
Restricted Goo	ods Assistance ds Assistance									
🗖 HS Code	Search									
HS Code (min 2 ch	aracters)									
wood										
Search By Containing all o Containing any Containing phra Beginning with Search Result HS Code	f these word(s) (max 2 words separated by space) of these word(s) (max 2 words separated by space) ses these Word(s) Description	Responsible Mi	Prohibit	Licence	Permit	Certificate	Prohibit	Licence	C Rese	t Q Search
His Code	Description	Responsible Mil		LICENCE				Literice		Ceruncate
HS Code	Description	Responsible Ministry		Import Req	uirements			Export Re	quirements	
1211.00.04	SANDALWOOD CHIPS	MOC MAEE	Prohibit	Licence	CDCE	Certificate	Prohibit	Licence	CDCE	Certificate
1211.90.94	AGARWOOD (GAHARI I) CHIPS	MOC MAFF	NO	EA	GDCE		NO	EA	GDCE	
0602.90.60	RUBBER BUDWOOD	MAFE	NO	GDA	GDCE	GDA	NO	GDA	-	
3807.00.00	WOOD TAR; WOOD TAR OILS; WOOD CREOSOTE; WOOD NAPHTHA; VEGETABLE PITCH; BREWERS'	мос	NO	DE/I	GDCE	-	NO	DE/I	-	-
4401.31.00	WOOD PELLETS	MOC	NO	DE/I	GDCE	-	YES	-	-	-



The search results display the following information:

Details		Description
HS Code		Displays the item HS Code
Description		Displays the item description
Responsible Ministry		Displays the ministries responsible for regulating the goods
	Prohibit	Determines if item is prohibited ( <b>YES/NO</b> )
	License	Displays the type of license required for the item, including the issuing agency
Import Requirements	Permit	Displays the type of permit required for the item, including the issuing agency
	Certificate	Displays the type of certificate required for the item, including the issuing agency
	Prohibit	Determines if item is prohibited (YES/NO)
Export Requirements	License	Displays the type of license required for the item, including the issuing agency
	Permit	Displays the type of permit required for the item, including the issuing agency



## 7 QUOTA MANAGEMENT

Use the Quota Management to check the remaining item quotas for approved Licenses or Permits. This information helps check the quota used and the remaining quota for the items.

To use Quota Management, do the following:

1. Sign in to CNSW using a Trader account. The Dashboard page appears.

Dashboard Modules - Reports - Administra	ation ~		Log Out
Apply For License			C
Eicense Draft 33 Restricted Goods Assistance Quota Management Document Submission Par vonine & Cenerate Payment Advise	Returned 0	© Extension Records 2	Queries Records 0
Payment Receipt Upload e-Extension Application LPCO Utilization Search Permit		Select Year 🔹 Select	Month • Select Document Type • 3
reaction of the second s			
ž			
Nov	Dec Jan	Feb Mar	Apr Month

2. On the Main Menu, select Modules > Quota Management. The Quota Management page appears.

Dashboard Modules ~	Reports - Administration						Log Out
Quota Management Home / Quota Management							
Quota Management L	ists						
Transaction No.	Application Document T	License No. / Permit	Ministry	General Department	Quota Issued	Approved Date	Action
Transaction No. 1	Application Document Type []	License No, / Permit No, 🍴	Ministry 🔢	General Department 🔢	Quota Issued 🕸	Approved Date []	Action
ARNLC2019061341873	LICENSE	LCE20190613ISC00009	MINISTRY OF INDUSTRY, SCIENCE, TECHNOLOGY & INNOVATION	INSTITUTE OF STANDARDS OF CAMBODIA	QUANTITY	13/6/2019	<ul> <li>Image: Control of the second se</li></ul>
ARNLC2019072228621	LICENSE	LE1900008	MINISTRY OF COMMERCE	DEPARTMENT OF EXPORT- IMPORT	QUANTITY	22/7/2019	<ul> <li>Image: A start of the start of</li></ul>
ARNLC2019072239758	LICENSE	LE1900007	MINISTRY OF COMMERCE	DEPARTMENT OF EXPORT- IMPORT	QUANTITY	22/7/2019	<ul> <li>Image: A start of the start of</li></ul>
ARNLC2019072407063	LICENSE	LCE20190724ISC00001	MINISTRY OF INDUSTRY, SCIENCE, TECHNOLOGY & INNOVATION	INSTITUTE OF STANDARDS OF CAMBODIA	QUANTITY	24/7/2019	<ul> <li>Image: A start of the start of</li></ul>
ARNLC2019080800071	LICENSE	LCE20190808ISC00100	MINISTRY OF INDUSTRY, SCIENCE, TECHNOLOGY & INNOVATION	INSTITUTE OF STANDARDS OF CAMBODIA	QUANTITY	8/8/2019	<ul> <li>Image: A start of the start of</li></ul>
Rows per page 5 • Showing 1 to 5 of 18 records					First Previous	12341	Next Last

3. Use the search parameters to search for licenses and permits.



4. Select the **Transaction Number**. The quota details page appears.

Dashboard Accounts/Users v Configuration v Modules v	Administration ~	Log Out
Quota Management Home / Quota Management / View Quota Management		Ð
🖻 Header	🗎 Trader	De Quota
🗖 Quota Details		6
Quantify  Items Lists  N HS Code Commercial N Quantity	Quota Issued           Net Weight         Other Currency         Local Currency         Balance         App Ref No.	SAD Quantity / V Submitted C
Description & Specification of Goods	Goods Value Balance	Permit Details
HS Code Commercial Name	Other Currency (USD) Local Currency (Riel) App Ref No.	SAD Quantity / Value Submitted Date
1 3806.90.10 Fabric 30.00 SET	90 KGM 4,000.00 16,000,000.00 20.00 ARNPR20190529	10.00 29/05/2019 12:51:13
Rows per page 5 v Showing 1 to 1 of 1 records	Goods Value Balance De	First Last 1 Next Last rmit tails

5. Select the **Quota** tab to display the Quota details page.

The Quota Details page displays the following information:

Detail	Description
Quota Type	Displays the type of quota issued for the item, either of the following:
	Quantity
	• Value
Item Details	Provides item details such as HS Code, Description, Quantity, and Weight
Goods Value	Provides item price in local and other currency
Balance	Displays the remaining quota for the item
Permit Details	Displays the Permit No., SAD, Quota Quantity / Value, Submission Date.

6. (Optional) Use the **Print** button to print the quota details as required.



## 8 DOCUMENT SUBMISSION

The Document Submission feature allows you to upload additional documents for *Submitted* LPCO applications. This feature is helpful if the you need to attach other documents after you have submitted the application.

Before using Document Submission, you must have the following information:

- Application Type—the type of LPCO application.
- Application reference number—the application reference number for attaching the document.

To use Document Submission, do the following:

1. Sign in to CNSW using Trader account. The Dashboard page appears.

Dashboard Modules - Reports - Administra				Log Out
Apply For License				
Dashbo Apply For Permit				0
Apply For Certificate				
Restricted Goods Assistance			a //> 🧟	
License Quota Management	it Certificate	Extension	Payment Due Querie	в
Draft 33 Document Submission 2	3 Returned 0 Draft 23	Returned 0 Records 2	Pending 2 Records 0	• ````````````````````````````````````
Pay online & Generate Payment Advise				
Payment Receipt Upload				
e-Extension Application				(1)110 mm
LPCO Utilization			Select Year V Select Month V	Select Document Type
Search Permit				
An Andrew Construction				
Nev	Dec	Jan Feb	Mar	Apr Month
		🖬 License 📓 Permit 📕 Certificate 📕 Master List		

2. On the main menu, select **Modules** > **Document Submission**. The Document Submission List appears.

Dashboard Mo	dules ~ Reports ~	Administration ~		Log Out
Document Sub Home / Document Subr	mission			3 🖿
Document Su	bmission List			
Application	Reference No.		Application Document Type	Submitted Da
Application Re	ference No.		Application Document Type	Submitted Date 11 Actions 11
		There are	e no records that match your search criterion	
Rows per pag	e 10 V			
Showing 0 to	0 of 0 records			Previous

3. Select the add button to add documents to a submitted application. The following page appears:

Dashboard Modules - Reports - Administration -					Log Out
Ocument Submission me / Document Submission / Add New Document Submission					8
Application Document Type Select Application Document Type	Application Reference No.				
No. Document Type	Doc, Reference Name	Doc, Date	Required	File	Action
Document Type	5 Applicati Reference Num	on ce			6 + Add New
		_			

- 4. On the Application Document Type, select the **Document Type**.
- 5. Enter a valid **Application Reference Number**. CNSW displays an error message if the Application Reference Number you submitted is invalid.
- 6. Select **Add New**. The following page appears.

Dashboa	rd Modules - Reports - Administration					Log Out
Docume Home / Docu	ent Submission ment Submission / Add New Document Submission					9 🖻
Application	on Document Type ISE - LICENSE	Application Re • ARNLC2020	ference No. 0042102841			
No.	Document Type	Doc. Reference Name	Doc. Date	Required	File	Action
1	Other		DD / MM / YYYY	Optional	Choose File No file chosen	×
		7			8	+ Add New

- 7. Enter the following document details:
  - Document Type
  - Document Reference Number
  - Document Date
- 8. Select Choose File to upload the document.

NOTE: Select Add New to add more documents.

9. Select Save to add the document to the application. The Document Submission List is updated. To check if the document is added, copy the reference number and then check the Supporting Documents tab.

Dashboard Modules - Reports - Administration -		Log Out
Document Submission		
Document Submission List		
Successfully added.		Х
Application Reference No.	Application Document Type	Submitted Da
Application Reference No.	Application Document Type	Submitted Date 11 Actions 11
ARNIC2020042102841	LICENSE	2020-04-28 10:45:00.0
Rows per page 10 *		
Showing 1 to 1 of 1 records		Previous 1 Next



## 9 PAYMENT MANAGEMENT

The Payment Management page allows you to settle fees for your LPCO applications. If a settlement is required for the LPCO application, the status is updated to **Pending Payment**. You must pay and settle the amount before the officers can continue processing your application.

CNSW supports the following payment methods:

- **Online Payment**—pay the application fees through electronic banking.
- Bank Counter Payment—pay the application fees through bank deposit.
- Agency Counter Payment—pay the application fees through government agency counters.

This chapter provides instructions in using the following payment features:

- **Pay Online and Generate Payment Advice**—use this feature to access payment records and generate pay advice. After the pay advice is generated, the traders can pay via online banking or pay manually at the other government agency (OGA) counter or commercial banks.
- **Upload Payment Receipt**—use this feature to upload the proofs of payment for the payment advice. Once the Trader uploads the receipt, the proof of payment is sent to the Cashier for validation. If you paid online, you do not need to upload the payment receipt as the bank can check and confirm the transaction records.



## 9.1 PAY ONLINE AND GENERATE PAYMENT ADVICE

To generate payment advice, do the following:

1. Sign in to CNSW using a Trader account. The Dashboard page appears.

Dashboard Modules v Reports v Administration v			Log Out
Dashboard		2	c
License Permit Certificate		Payment Due	
Uralt 43 Returned 0		Records 0	LO
Number of approved Applications		Select Year • Select Month • Select Document Type	e • 3
ng managang pa			
2			
Nev Date	Jan Peb	Mar Agr	Month

2. On the Dashboard, select **Payment Due**. The list of applications that requires payment is displayed.

	Dashbo	oard	I Modules - Reports - Admini	istration ~					Log Out
Р	ay Or me / Pa	nlir 'əy Or	ne & Generate Payment Advice	ce					5
								<u>3</u>	•
			Payment Ref. No.	Application Ref. No.		Version No.	Agency Code	Payment Amou Payment Da PENDING F	
		1	Payment Ref. No.	Application Ref. No.	11	Version No.	Agency Code	Payment Amount 11 Payment Date 11 Status	Action
4	۲	9	NVARNLC20200421028412					522,057.00 PENDING PAYMENT	:
		1	INVARNPR20190730283531	ARNPR2019073028353		1	DDF	200,000.00 PENDING PAYMENT	I
	R	Rows	per page 25 V						
	S	Show	ing 1 to 2 of 2 records					Previous 1	Next

- 3. Using the filter, select **Pending Payment** to display transactions that require payment.
- 4. Select the correct **checkbox** next to the Payment Reference Number. You can select one or more items to consolidate several payments into one payment advice.



5. Select the proceed button. The Payment Details page is displayed.

10 H	leader		🎄 Trader			Payment	
ayment Details							
Payment Ref. No.	1 Application Ref. No.	1. Version No.	1 Fee Type	1 Quantity	1 Unit Price (Riel)	Payment Amount	
	Total Amount: 100,000.00 KHR	Paid	Amount: 0 KHR		Outst	Balance Amount: 100,000 anding Balance Amount: 100,000	).00 KHF
Payment Advice							

- 6. Select the **Payment** tab to view the details and the total amount due.
- 7. Select **Generate Payment Advice** to generate the payment advice, then confirm your selection. The payment advice number is generated.





8. Copy the payment reference number, and then select **Continue** to choose the payment option.

Das	hboard Modules - Reports -	Administration ~					Log Out
Payi	ment Advice No. / Modify Payment Advice	e No,					
	Document Details						
	Ministry MINISTRY OF COMMERCE		Agency Code	Agency Code			
			DE/I	26/1		DEPARTMENT OF EXPO	DRT-IMPORT
	Payment Details						
	Payment Advice Ref. No.	Document Ref. No.		Fee Type	Quantity	Unit Price (Riel)	Payment Amount (Riel)
	2007000041	ARNCR2020072903488		SERVICE CHARGE			100000
							Total Amount: 100,000.00 KHR
		Paid	Amount: 0.00 k	(HR			Balance Amount: 100,000.00 KHR
	Payment Options						
	Almostant : Transaction should be comp	lated within 2 minutes after chaosing approp	riate bank for onlin	e nament Darment advice refere	nce will be saved upon selecting name	ant ontions	
	Amportant : mansaction should be comp	reced within 5 minutes arter choosing approp	riate bank for onlin	e payment, nayment auvice reiere	nce will be saved upon selecting payin	en options.	
9	🥟 P 🖏	9					

- 9. Select any of the available payment options:
  - Manual Payment—select the first icon to pay manually. Selecting this option generates the following
    payment advice. Pay the total amount to settle the bill. Continue to the Upload Payment Receipt
    section.

	ព្រះពុះពុះពុះទោះ Kingdom of Cambodia ខាតិ សាសនា ព្រះទលាក្សត្រ Nation Religion King	
ទព័ន្ធ៖	ទញរតែមួយខាតិ	
ATION	ព័ត៌មានឲ្ទនាត់ច្រាត់	回線設設
	PAYMENT ADVICE	
លេខត	សម្គាល់ឆ្លូនាន់ត្រាត់ : 2007000041	
Payment	nt Advice No.	
តាលច	២៖ខ្លេន : 29/Jul/2020	
Date		
หอลา	INC / DEPARTMENT OF EXPORT-IMPORT	
. "		
Agency	,	
Agency	<b>። «አትትዮο</b> · Trader Name	
Agency	នតិទិ៩ខ : Trader Name er Name	
Agency	සුකිම්එහ : Trader Name er Name මෙම : Khmer Import Export Co., LTD	
Agency	සුසිම්එහ : Trader Name er Name බට : Khmer Import Export Co., LTD ation	
Agency	អតិថិ៩ន : Trader Name er Name នា : Khmer Import Export Co., LTD ation អន្លាន : Toul kok, Phnom Penh, Cambodia, Chamkamon, Phnom Penh, PHNOM F	ENH
Agency دیج: دیج: Customer کیج: Customer کیج: Customer کیج: Customer کیج: Customer کیج: کیج: کیج: کیج: کیج: کیج: کیج: کیج:	មនិទិ៩ខ : Trader Name er Name នា : Khmer Import Export Co., LTD ation អន្តាន : Toul kok, Phnom Penh, Cambodia, Chamkamon, Phnom Penh, PHNOM F	'ENH
Agency نیچی: Customer Hoganiza Customer Address	ອາ Name ອາ Name ເຊີ : Khmer Import Export Co., LTD ation ອະຊີກຂີ: Toul kok, Phnom Penh, Cambodia, Chamkamon, Phnom Penh, PHNOM F ເ ກາະຄືຄາດວິສາ	ENH សរុម (រៀល)
Agency دینی: دیند کنان کنان Address کی: No.	<b>ແສ່ຮີຂັດ</b> : Trader Name er Name ເດີ : Khmer Import Export Co., LTD ation ອີຊີກີດ : ຄະເຄີດແລ້ລ Description	ENH សទុខ (រៀល) Sub-Total (KHR)
Agency کی کی ک	ສະສີຣີຢະຂ : Trader Name er Name ເຄີ : Khmer Import Export Co., LTD ation ອີຮູ້ກິຣ : Toul kok, Phnom Penh, Cambodia, Chamkamon, Phnom Penh, PHNOM F s ກະເຄີດເໝີຊາ Description ARNCR2020072903488 : Submission of SERVICE CHARGE - EXPORT - CERTIFIC	ENH
Agency دیبی: Customer کار Customer کار Customer کار Customer کار Customer کار Customer کار کار کار کار کار کار کار کار کار کار	ສະສີຣີຍັຂ : Trader Name er Name ເຄີ : Khmer Import Export Co., LTD ation ອີຮູ້ວິຂ : Toul kok, Phnom Penh, Cambodia, Chamkamon, Phnom Penh, PHNOM F : ອີຮູລິຂີ Description ARNCR2020072903488 : Submission of SERVICE CHARGE - EXPORT - CERTIFIC ຍຶຮູຂະງລາສ່າຍອາຍຸຍ (ເງິງ: Total Amount (KF	ENH Sub-Total (KHR) ATE 100,000.00 ک) 100,000.00 IR)



• **Electronic Banking Payment**—select this option pay the fees online. There may be more than one epayment option depending on the supported banks. Select the bank, then click **Pay Now** to open the bank's secure payment website, then enter the account details.

Dashboard Modules - Reports - Adminis	tration ~				Log Out
Payment Advice No. tome / Payment Advice No, / Modify Payment Advice No,					
Document Details					
Ministry		Agency Code		Agency Name	
MINISTRY OF COMMERCE		DE/I	DE/I DEPARTMENT OF EXPORT-IMPO		
Payment Details					
Payment Advice Ref. No.	Document Ref. No.	<b>Fee Type</b>	Quantity	Unit Price (Riel)	Payment Amount (Riel)
2007000041	2007000041 ARNCR2020072903488			100000	
					Total Amount: 100,000.00 KHR
	Pai	d Amount: 0.00 KHR Balance			Balance Amount: 100,000.00 KHR
Transaction Details					
AImportant : Transaction should be completed within	n 3 minutes after choosing appro	priate bank for online payment. Payment advice refere	nce will be saved upon selecting payme	ent options.	
Ad	vice No : 2007000041				
	Pay To : Wing (Cambod	ia) Limited Specialised Bank			
с	urrency : KHR				
	Amount : 100,000.00				
Des	cription : DE/I-KPC ARN	CR2020072903488			
	Payment Co You will be after clickin	nfirmation redirected to Wing (Cambodia) Limited Speciali g Pay Now.	sed Bank payment methods		
	Pay Now	Cancel			

A confirmation page displays once you complete the payment. If you paid online, you do not need to upload the receipt for Cashier verification. The application's status is automatically updated to *Paid*.

Ministry MINISTRY OF COMMERCE		Agency Code			Agency Name	
MINISTRY OF COMMERCE						
MINISTRY OF COMMERCE		DE/I	DE/I		DEPARTMENT OF EXPOR	T-IMPORT
Payment Advice Ref. No.	Document Ref. No.		Fee Туре	Quantity	Unit Price (Riel)	Payment Amount (Rie
Payment Advice Ref. No.	ADN/CD2020072002402		Fee Type	Quantity	Unit Price (Riel)	Payment Amount (Rie
		Paid Am	nount: 100,000.00 KHR			Balance Amount: 0.00 KHR

**NOTE:** If you encounter any errors during payment, please contact the agency where you submitted the LPCO application to confirm the payment status.



## 9.2 UPLOAD PAYMENT RECEIPT

After you complete the payment and settle the bill, you must also upload the receipts. Uploading the proof of payment is applicable if you paid manually.

Before you upload the receipts, make sure you have the following:

- Payment Advice Reference Number
- Scanned copies of the receipts or proofs of payment

To upload receipts, do the following:

1. Sign in to CNSW using a Trader account. The Dashboard page appears.

Dashboard M	Aodules - Reports - Administra	tion ~				Log Out
🛆 Dashbo	Apply For License Apply For Permit Apply For Certificate					ø
Draft 33	Restricted Goods Assistance Quota Management Document Submission	Returned 0	ertificate aft 23 Returned 0	© Extension Records 2	Payment Due Pending 3	Oueries     Records 0
Number	Pay online & Generate Payment Advise Payment Receipt Upload e-Extension Application				Select Vore - x - Select Marth	P. Scient Desament Tures and C.
1.	LPCO Utilization Search Permit				Select real	Select Cocument type
He of Andreadon Schendler						
	Nov	Deo	Jan	Feb	t Mar	Apr
			License E Permit	Certificate Master List		Month

2. On the main menu, select Modules > Payment Receipt Upload. The following page is displayed.

Dast	board Modules - Reports - Administration -			Log Out
Payn Home /	nent Receipt Upload Payment Receipt Upload			
			3	
	Payment Advice Ref. No.	Payment Amount (Ri	Agency Code Payment Da ADVICE GE	
	Payment Advice Ref. No.	Payment Amount (Riel)	Agency Code	
	2002000031	100,000.00	DE/I ADVICE GENERATED :	4
	2004000018	522,057.00	DE/I ATWCE GENERATED I	
	Rows per page 5 •		→ View More	-5
	Showing 1 to 2 of 2 records		Previous	Next

**NOTE:** Select **Print Advice** to reprint the Payment Advice.

- 3. Using the filter, select **Advice Generated** to display transactions where the payment advice was already generated.
- 4. Select the application to process, then click the button from the Actions column.



5. Select View More. The Payment Details page is displayed.

Payment Advice No.				6		= 🕄 C 🖺
🗎 Header		🛔 Trader		Payment		② Audits
Payment Details						
Payment Ref. No.	Document Ref. No.	<b>Fee Type</b>	Quantity	Unit Price (Riel)		Payment Amount (Riel)
INVARNLC20200421028412	ARNLC2020042102841	INSPECTION CHARGE				122,057.00
INVARNLC20200421028412	ARNLC2020042102841	SERVICE CHARGE				400,000.00
					Total Amount	522,057.00
Paid Amou	nt 0.00				Outstanding Balance Amount	522,057.00
Payment Bank		Payment Date			Upload Receipt	
Select Payment Bank	*	DD / MM / YYYY			Choose file	Brow
Bank Transaction no.		Payment Advice Date			File Specification	
		28/04/2020			* Between 50 KB and 5 MB in size.	
Remarks						

- 6. Select the **Payment** tab to view the payment details.
- 7. Select or enter the following Payment details:

Payment Details	Description
Payment Bank	Select the bank where you made the payment.
Bank Transaction Number	Enter the bank transaction number from the payment bank receipt or payment slip.
Remarks	Enter any payment remarks.
Payment Date	Select the date of Payment.

- 8. On the *Upload Receipt* section, select **Browse** to upload a copy of the receipt. You can upload PDF, JPG/JPEG, or PNG copies of the receipt, and the file size must be between 50 KB and 5 MB.
- 9. Verify all the details, and then select **Submit** to validate the payment. After you submit the payment advice, the application is forwarded to the Payment Officer/Cashier for verification.



# **10 E-EXTENSION APPLICATION**

The e-Extension Application allows you to apply extensions for expired licenses or permits. E-Extension is only available for licenses and permits issued by the *Ministry of Commerce* (MOC).

**NOTE:** Traders may apply for a maximum of two (2) extensions per license.

To use apply for extensions, do the following:

1. Sign in to CNSW using a Trader account. The Dashboard page appears.

iboard Modules ~	Reports - Administrat	tion ~						Log Ou
Dashboard					2			
j icense raft 111 Returned	d 6	Returned 2	Certificate	Returned 1	C Extension Records 16	D     Payment Due     Pending 33	Queries Records 2	ſ
Rejected Applicatio	ons			8	Exchange Rates			
Rejected Applicatio	ons	Rejection Reason		<b>0</b> 11	Exchange Rates	1; Currency Code	1) Exchange Rates	11
Rejected Applicatio	DNS 11 There are no records th	Rejection Reason at match your search crite	rion	2 11	Exchange Rates	1. Currency Code SGD	1] Exchange Rates 3000	ħ

2. On the Dashboard select **Extension.** The e-Extension Application list appears.

Das	hboard Modules - Reports	<ul> <li>Adminis</li> </ul>	tration ~						Log Out
Home	/ E-Extension Application								
E	E-Extension Application								
1-				 			 		
	App Ref No.	Vi	No Of Extension	Submitted I	Ministi	DocType	Applicant	ALL	•
	App Ref No.	†⊥ Ver †	No Of Extension	Submitted Dt	Ministry 👔	DocType	Applicant	11 Status	1 Actions
3	ARNLC2019102401373	1	0	24/10/2019	мос	LICENSE	CNSWTRA4A	Expired	i
<b>•</b>	Rows per page 10 V								
	Showing 1 to 1 of 1 records							Provincer	Next
								Flevious	INEX

3. From the list, select an **Application Reference Number** to extend. The application details page appears.

E-Extension Application			4			8	
🖹 Header 🏾 🚓 Trader 🕮 Transport	\$ Invoice	Item 🗮	Payment & Others	솀 Supporting Documents	@ Audits	🖹 Query	
Payment Details				<u> </u>			
Payment Reference No.	Fee Type			Payment Amount (Riel)			
INVARNLC20191024013731	SERVICE CHARGE			400,000.00			
Other Details							
FA License Ref No	Reference			Notify Party			
FA-404004	RE-404004			NP-404004			
Purpose							
Extension Request Details							
Extension Request Details							
Extension Request Details No Of Days							
Extension Request Details							
Extension Request Details No Of Days 45 Extension Remarks							
Extension Request Details No Of Days 45 Extension Remarks							
Extension Request Details No Of Days 45 Extension Remarks Extension Document Detail							
Extension Request Details  No Of Days  45  Extension Remarks  Extension Document Detail				* Files m	ust be .pdf. jog. jage or une on	×.	

- 4. Select the **Payment & Others** tab.
- 5. Enter the **Extension Remarks**.
- 6. (Optional) Select **Add New** to attach supporting documents, then provide the document details.
- 7. Note the required **Payment Amount.** After verification, you must process the required payment and upload the payment receipt. For more details, refer to the *Payment Management* section.
- 8. Click **Submit** to send the extension application for processing. Use the search and filter feature to track the application status.

**NOTE:** The officer may request for more information or clarification through the Query chat. For more information on using the Query feature, refer to the *Managing Queries* section.



# 11 LPCO UTILIZATION

Use the LPCO Utilization to view the list of customs permits that were used at the border. Once a permit is used, the custom's system (ASYCUDA) automatically sends the data to CNSW.

Aside from the Customs Declarant (Single Administrative Document) details, you can also view the following information:

- LPCO Reference Number
- Document Type
- Agency
- SAD Details
- Invoice Details
- Item List

To view the LPCO Utilization, do the following:

1. Sign in to CNSW using a Trader account. The Dashboard page appears.

Dashboard Modules - Reports - Administra	tion ~				Log Out
Apply For License Dashbo Apply For Permit					c
Appr +or Certificate Restricted Goods Assistance License Quota Management Document Submission Pay online & Generate Payment Advise Pay online & Generate Payment Advise	Returned 0	Returned 0	n Cl Payment Di Perding 5	ue Guer Record	ries
e-Extension Application Provide the second			Select Year	Select Month V Select	ect Document Type 🔹 🖸
1.1. 1.1.					
03- 02- 01- 0- 0- 0-	Dec	¢ Jan	+ Feb 1	+ Mar	Apr Month



2. On the main menu, select **LPCO Utilization.** The following page appears.

Das	hboard Modules - Re	eports - Admini	stration ~						Log Out	
Home	me / LPCO Utilization									
E	LPCO Utilization									
	LPCO Ref No	Document Ty	Agency	SAD No.	Regime	Office	SAD date	Involve value(Rir	SAD status	
3	LPCO Ref No 11	Document Type	Agency	SAD No 11	Regime 11	Office 11	SAD date 11	Invoive value(Riel)	SAD status	
	PRT20200415GDCE94968	GDCE-CP	GDCE	26092	IMPORT	CHQ42	2020-04-17 00:00:00	1459800	А	
	PRT20200413GDCE94336	GDCE-CP	GDCE	26093	IMPORT	CHQ42	2020-04-17 00:00:00	8901536	A	
	PRT20200408GDCE93163	GDCE-CP	GDCE	26095	IMPORT	CHQ42	2020-04-17 00:00:00	3430530	A	
	PRT20200410GDCE93986	GDCE-CP	GDCE	26096	IMPORT	CHQ42	2020-04-17 00:00:00	131223044	A	
	PRT20200415GDCE95060	GDCE-CP	GDCE	26097	IMPORT	CHQ42	2020-04-17 00:00:00	53630376	A	

3. From the list, select an LPCO Reference Number to view. The LPCO details page appears.

ashboard Modules - Reports - A	dministration ~			Log Out
e / LPCO Utilization / View LPCO Utilization				
LPCO Utilization				
4 B Header	🔥 SAD	\$ Invoice	Item	Q Audits
Office	Registration N	lumber	Regime	
CHQ42	26092		IMPORT	
Registration Year	Registration D	late	Registration reference	
2020	2020-04-17	00:00:00	DARA206	
2020	2020-04-17	00:00:00	DAKA206	

- 4. Select any of the following tabs to view more information:
  - Header
  - SAD
  - Invoice
  - Item



## **12 SEARCH PERMIT**

Use *Search Permit* to search for license or master list reference numbers, and then display all permits that are linked to that license. This feature will also help the trader in tracking the number of times a license has been used to apply for permits.

For example, you have an approved license with reference number **License A**, and this license is used in **Permit 1** and **Permit 2**. If you search **License A** in *Search Permit*, it will display all permits that are linked to **License A**, including **Permit 1** and **Permit 2**.

NOTE: You can only search for permits created under your account.

To use Search Permit, do the following:

1. Sign in to CNSW using a Trader account. The Dashboard page appears.

Dashboard Modules - Reports -	Administration ~					Log Out
Apply For License Apply For License Apply For Certificate Apply For Certificate Restricted Goods Assista License Drait 111 Document Submission Pay online & Generate PA	nce	Returned 1	© Extension Records 16	D Payment Due Pending 33	ල Queries Records 2	° C
Payment Receipt Upload e-Extension Application Search Permit		c	Exchange Rates			c
Transaction No.	Rejection Reason  re no records that match your search criterion	n	Currency SINGAPORE DOLLAR	1: Currency Code	1 Exchange Rates	ti.
			UNITED STATES DOLLAR	USD	4100	

2. On the main menu, select Modules > Search Permit. The following page appears.

	Das	hboard	Modules ~	Reports ~	Administration ~				Log Out
	Home	/ Search Pe	ermit						
	E	B Searc	h Permit						
3		Licence/M	laster Ref No.		Search				
		App R	ief No.		Vi Licence/Master Ref No.	Minista Agena DocType	Applicant	Submitted I	ALL ¥
		App Ref I	No.		Ver 11 Licence/Master Ref No.	Processing	11 Applicant	1. Submitted Dt 11 St	atus
		Rows pe	er page 10	٣					



3. Enter the **License** or **Master List reference number**, then click **Search**. The search result displays all permits that are linked to that license or master list, as shown below.

You can click any of the reference number to display the application details.

Dashboard Modules - Report	ts ~ Administration ~			Log Out
Iome / Search Permit				
Search Permit				
LCE20200313DAL00001	Search			
App Ref No.	V( Licence/Master Ref No.	Ministr Agenx DocType	Applicant	Submitted I ALL •
App Ref No.	1 Ver 1 Licence/Master Ref No.	11 Ministry 11 Agency 11 DocType	1 Applicant	↑↓ Submitted Dt ↑↓ Status
ARNPR2020031302617	1 LCE20200313DAL00001	MEF GDCE CUSTOMS PERMIT	CNSWTRA0004	Trade123456 Approved
ARNPR2020031302615	2 LCE20200313DAL00001	MEF GDCE CUSTOMS PERMIT	CNSWTRA0004	Trade123456 Rejected
ARNPR2020031302614	1 LCE20200313DAL00001	MEF GDCE CUSTOMS PERMIT	CNSWTRA0004	Trade123456 Rejected
ARNPR2020031302615	1 LCE20200313DAL00001	MEF GDCE CUSTOMS PERMIT	CNSWTRA0004	Trade123456 Returned
Rows per page 10 V				
Showing 1 to 4 of 4 records				Previous 1 Next



# **13 GENERATE REPORTS**

Use the Reports feature to generate the following reports:

- Approval Report—generates a report on the total number of approved LPCO applications
- Payment Report—generates a report on the number of payments made for LPCO applications.
- Transition Report—generates a report on the LPCOs transit shipment details.

The steps below describe the process in downloading an Approval Report. Do the following:

1. Sign in to CNSW using a Trader account. The Dashboard page appears.



2. On the main menu, select **Reports** > **View Reports**. The following page appears.

	Dashboard Modules - Reports - Administratio	n v	Log Out
	Categories	Generate Reports	
3	역 Approval Reports	Report Name 4	
	2 Payment Reports	Trader Approved Document	
	션] Transition Reports	Rows per page 10 *	
		Showing 1 to 1 of 1 records Previous 1 Next	

3. From the report Categories, select a report to generate.


4. Select the correct **Report Name** from the list. The following page appears.

Dashboard Modules - Reports - Administration -	Log Out
Generate Reports Karran	
Report Filters for : Trader Approved Document	Excel 🔹 🛓 Generate Report 🛛 🛽
Document Type Submitted Date From To	1
5 6	

**NOTE:** The report details may vary depending on your selected report.

- 5. From the *Document Type* dropdown list, select any of the following document type to include in the report:
  - ALL
  - Certificate
  - License
  - Permits
- 6. From the *Date Range*, click the **From** or **To** fields to select the range for the report.
- 7. Select the report format, either in Excel or PDF format.
- 8. Click **Generate Report** to create the report. The following is a sample PDF report.

		<u>Approv</u>	ed Docume	<u>nt</u>	Transaction Per	riod 01/01/202	10 - 29/04/2020
S/NO	License/Permit/ Certification No.	Ministry	Agency	TIN No	Applicant Name	Submitted Dt.	Approved Dt.
1	CRT20200305DDF00001	MOH - MINISTRY OF HEALTH	DDF - DEPARTMENT OF DRUGS AND FOOD	Trade123456	CNSWTRA0004	05-Mar-2020	05-Mar-2020
2	CRT20200305DDF00002	MOH - MINISTRY OF HEALTH	DDF - DEPARTMENT OF DRUGS AND FOOD	Trade123456	CNSWTRA0004	05-Mar-2020	05-Mar-2020
3	CRT20200305DDF00003	MOH - MINISTRY OF HEALTH	DDF - DEPARTMENT OF DRUGS AND FOOD	Trade123456	CNSWTRA0004	05-Mar-2020	05-Mar-2020
4	CRT20200305DDF00004	MOH - MINISTRY OF HEALTH	DDF - DEPARTMENT OF DRUGS AND FOOD	Trade123456	CNSWTRA0004	05-Mar-2020	05-Mar-2020
5	CRT20200305DDF00005	MOH - MINISTRY OF HEALTH	DDF - DEPARTMENT OF DRUGS AND FOOD	Trade123456	CNSWTRA0004	05-Mar-2020	05-Mar-2020
6	CRT20200305DDF00006	MOH - MINISTRY OF HEALTH	DDF - DEPARTMENT OF DRUGS AND FOOD	Trade123456	CNSWTRA0004	05-Mar-2020	05-Mar-2020
7	CRT20200305FIA00007	MAFF - MINISTRY OF AGRICULTURE, FORESTRY AND FISHERIES	FIA - FISHERIES ADMINISTRATION	Trade123456	CNSWTRA0004	05-Mar-2020	05-Mar-2020
8	CRT20200305FIA00008	MAFF - MINISTRY OF AGRICULTURE, FORESTRY AND FISHERIES	FIA - FISHERIES ADMINISTRATION	Trade123456	CNSWTRA0004	05-Mar-2020	05-Mar-2020
9	CRT20200310DDF00007	MOH - MINISTRY OF HEALTH	DDF - DEPARTMENT OF DRUGS AND FOOD	Trade123456	CNSWTRA0004	10-Mar-2020	10-Mar-2020
			1	Printe	ed By : CNSWTRA	.0004 , Printed Dat	e : 29-Apr-2020



## **14 ACCOUNT AND USER ADMINISTRATION**

This chapter helps administrator users to view account details and create user accounts. The user must be logged in as a *Trader Administrator* before doing any of the tasks in the next sections.

### **14.1 ACCOUNT MANAGEMENT**

The Account Management page allows administrators to view company information, documents, and stamps. To access the Account Management page, select **Accounts/Users** > **Manage Account** from the Main Menu. By default, the company details page appears.

Dashboard Accounts/Users - Reports - A	Administration ~			Log Out
/iew Account Active ome / Account				
Company Details	Company/Agency Stamp	Documents	() Audits	
Account Id	Owner Name	Address (Line 1)	Province	
CNSWTRA1		Toul kok, Phnom Penh, Cambodia	12 - PHNOM PENH	*
Account Type	Contact Number	Address (Line 2)	City	
TRADER	• 0123333332	Chamkamon, Phnom Penh	Select City	*
Company Name	Email Address	Address (Line 3)	Postal Code	
Khmer Import Export Co., LTD	cnsw_trader1@safe-planaet.com	CAMBODIA	1234567	
TIN Number	Owner Nationality	Country		
1234-11122211	Select Owner Nationality	• CAMBODIA	•	
Main Business Activities				
				4

If you want to update your company account details, please contact the GDCE.



## **14.2 USER MANAGEMENT**

The User Management page enables administrators to reset passwords and add, edit, or deactivate user accounts. Trader Administrators can create the following user roles:

- Trade Administrator
- Trade User
- Manifest Freight Forwarded
- Trader Reports
- Manifest Mainline
- Manifest Shipping
- Agent User

To access the User Management page, select **Accounts/Users** > **Manage Users** on the main menu.

#### 14.2.1 ADD NEW USER

To add a new user, do the following:

- 1. Login as Trader Administrator in CNSW.
- 2. On the Main Menu, select Accounts/Users > Manage Users. The User List page appears.

Dashboard A	Accounts/Users ~	Reports ~	Administration ~						Log Out
Manage Use Home / Manage Use	Manage Account Manage Users Trader Registration e Users List	2							3•
User ID		ţI	Account ID	ţţ.	Name	ti ti	User Role	†↓ Status	1 Actions
CNSWTRA	10000		CNSWTRA1		Khmer Import Export		CNSW_TRADE_ADMIN	Active	I
CNSWTRA	1A		CNSWTRA1		Trader Name		TRADER_REPORTS,CNSW_TRADE_TRADER	Active	1
SARETHSH	IIPPING		CNSWTRA1		Meas Sareth		CNSW_TRADE_TRADER	Inactive	i i
SHIPPINGU	USER		CNSWTRA1		Mr Chamnan		CNSW_TRADE_TRADER	Inactive	i i
User ID			Account ID		Name		User Role	All	¥
Rows per p	bage 10 V								
Showing 1 t	to 4 of 4 records							Previou	; 1 Next
									•

3. Click the Add button to add the new user. The following page appears:

Account ID	Gender	DOB	Nationality
CNSWTRA1	Select Gender	DD / MM / YYYY	CAMBODIA
Full Name	Position	Address (Line 1)	Province
			Select Province
User Login ID	ID/Passport No.	Address (Line 2)	City
			Select City
Contact No	Validity of ID/Passport No.	Address (Line 3)	Postal Code
	DD / MM / YYYY		
Email Address			
User Role			
Select User Role			
Upload User Profile Image			
Choose File No file chosen			
Photo Specification			
Between 50 KB and 1 MB in size.			
Preview User Profile			

**NOTE:** Highlighted fields indicate required details.

4. On the Profile tab, enter or select the following details:

Details	Description/Action
Full Name	Enter the user's full name.
	The <b>User Login ID</b> is auto-generated when you enter the user's full name.
Contact Number	Enter the user's contact number.
Email Address	Enter the user's email address. CNSW will send the login details to this email address.
User Role	Assign a role for this user. You can assign one or more roles for the user.
Profile Image	<ul> <li>Select <b>Choose File</b> to upload the user's profile image. Make sure that the image meets the following requirements:</li> <li>The image must be in .JPG, .JPEG, or .PNG format.</li> <li>The image size must be between 50 KB and 1 MB.</li> </ul>
Gender	Select the user's gender.
Position	Enter the user's work position or designation.



Details	Description/Action
ID/Passport Number	Enter the user's identification or passport number.
Validity of ID/Passport Number	Select the validity of the user's identification document.
DOB	Select the user's date of birth (DOB).
Address Details	Enter the user's complete address details including city, postal code, and province.

5. Select the **Signature** tab and upload the signature image.

	Dashboard Accounts/Users - Reports - Administ	ration ~		Log Out
4	Add New Manage Users Active ome / Manage Users / Add New Manage Users	5		7 🖻
	🗟 Profile	Signature	C Properties	() Audits
6	Upload Signature Image Choose File   No file chosen Photo Specification * Must be Jps_Jose or .png * Between 50 KB and 1 MB in size.	Preview Stamp Signature		B

- 6. Select **Choose File** to browse for and select the signature. Ensure the signature meet the following requirements:
  - The file be in .JPG, .JPEG, or .PNG format.
  - The file size must be between 50 KB and 1 MB.
- 7. Select Save to save your changes.

**NOTE:** After you add the user, CNSW sends the login details to the registered email address.



#### 14.2.2 EDIT USER

To edit an existing user, do the following:

- 1. Login as Trader Administrator.
- 2. On the Main Menu, select Accounts/Users > Manage Users. The User List page appears.

Dashboard Accounts/Users - R	Reports - Administration -			Log Out
Manage Users Home / Manage Users Trader Registration	2			+
Manage Users List				
User ID	1 Account ID	†↓ Name	1) User Role	11 Status 11 Actions
CNSWTRA10000	CNSWTRA1	Khmer Import Export	CNSW_TRADE_ADMIN	Active
CNSWTRA1A	CNSWTRA1	Trader Name	TRADER_REPORTS,CNSW_TRADE_TRADER	3
SARETHSHIPPING	CNSWTRA1	Meas Sareth	CNSW_TRADE_TRADER	♥ View
SHIPPINGUSER	CNSWTRA1	Mr Chamnan	CNSW_TRADE_TRADER	C Reset Password
User ID	Account ID	Name	User Role	All
Rows per page 10 V				
Showing 1 to 4 of 4 records				Previous 1 Next

- 3. Choose a user ID to edit, then click the button in the *Action* column.
- 4. Select **Edit**. The following page appears.

Profile	🗟 Signature	C Properties	Ø Audits
Account ID	Gender	DOB	Nationality
CNSWTRA1	FEMALE	• 01/08/1990	CAMBODIA
Full Name	Position	Address (Line 1)	Province
Trader Name	Shipping	Touk kok, PHNOM PENH	12 - PHNOM PENH
User Login ID	ID/Passport No.	Address (Line 2)	City
CNSWTRA1A	111122233	PHNOM PENH	Select City
Contact No	Validity of ID/Passport No.	Address (Line 3)	Postal Code
12333333	DD / MM / YYYY	PP	12345
Email Address			
cnsw_trader1@safe-planet.com			
User Role			
TRADER REPORTS × TRADE USER ×			
Unioad User Profile Image			
Choose File No file chosen			
Photo Specification * Must be .jpgjpg. or .png * Retween 5 K/P and 1 MP in size			
Preview User Profile			

- 5. Edit the user details and signature as required.
- 6. Select Save to save your changes.



#### 14.2.3 DEACTIVATE USER

Deactivating a user disables the account and prevents the user from logging in to the system. To deactivate a user, do the following:

- 1. Login as Trader Administrator.
- 2. On the Main Menu, select Accounts/Users > Manage Users. The User List page appears.

Dashboard Accounts/Users - Rep	orts ~ Administration ~			Log Out
Manage Use Home / Manage Use Trader Registration				•
Manage Users List				
User ID	1 Account ID	11 Name	11 User Role	1 Status 1 Actions
CNSWTRA10000	CNSWTRA1	Khmer Import Export	CNSW_TRADE_ADMIN	Active
CNSWTRA1A	CNSWTRA1	Trader Name	TRADER_REPORTS,CNSW_TRADE_TRADER	
SARETHSHIPPING	CNSWTRA1	Meas Sareth	CNSW_TRADE_TRADER	© View @ Edit
SHIPPINGUSER	CNSWTRA1	Mr Chamnan	CNSW_TRADE_TRADER	Ris Deactivate
User ID	Account ID	Name	User Role	All
Rows per page 10 V				
Showing 1 to 4 of 4 records				Previous 1 Next

- 3. Choose a user ID to deactivate, then click the corresponding button in the Action column.
- 4. Select **Deactivate**. The user Status is set to *Inactive*.

ashboard Accounts/Users	<ul> <li>Reports - Administration -</li> </ul>			Log Out
anage Users me / Manage Users				•
∃ Manage Users List				
User ID	1 Account ID	11 Name	1) User Role	↑↓ Status ↑↓ Actions
CNSWTRA10000	CNSWTRA1	Khmer Import Export	CNSW_TRADE_ADMIN	Active
CNSWTRA1A	CNSWTRA1	Trader Name	TRADER_REPORTS,CNSW_TRADE_TRADER	Active
SARETHSHIPPING	CNSWTRA1	Meas Sareth	CNSW_TRADE_TRADER	Inactive
SHIPPINGUSER	CNSWTRA1	Mr Chamnan	CNSW_TRADE_TRADER	Inactive
User ID	Account ID	Name	User Role	All
Rows per page 10 *				
Showing 1 to 4 of 4 records				Previous 1 Next

**NOTE:** To Activate an inactive account, select **Activate** from the Actions column.



#### 14.2.4 RESET PASSWORD

Use this feature to reset a user's password. Do the following:

- 1. Login as Trader Administrator.
- 2. On the Main Menu, select Accounts/Users > Manage Users. The User List page appears.

Dashboard Accounts/Users - R	eports - Administration -			Log Out
Manage User Home / Manage Users Trader Registration	2			•
Manage Users List				
User ID	1 Account ID	11 Name	11 User Role	1. Status 1. Actions
CNSWTRA10000	CNSWTRA1	Khmer Import Export	CNSW_TRADE_ADMIN	Active
CNSWTRA1A	CNSWTRA1	Trader Name	TRADER_REPORTS,CNSW_TRADE_TRADER	Active 13
SARETHSHIPPING	CNSWTRA1	Meas Sareth	CNSW_TRADE_TRADER	♥ View ■ Edit ■
SHIPPINGUSER	CNSWTRA1	Mr Chamnan	CNSW_TRADE_TRADER	C Reset Password S Deactivate
User ID	Account ID	Name	User Role	TIL TIL
Rows per page 10 •				
Showing 1 to 4 of 4 records				Previous 1 Next

- 3. Choose a user ID, then click the corresponding button in the Action column.
- 4. Select **Reset Password**. The following page appears.

Reset Password	
User ID	ADRIANMARK
Email Address	adrianmarkd+CNSW@gmail.con
	Close Reset

5. Check if the user's email address is correct, then select **Reset**. CNSW sends the new password to the user's email address.



## **14.3 TRADER REGISTRATION**

Use the Trader Registration to store importer and exporter information in your company account. This feature helps users to quickly retrieve information while filling-out the Trader tab for LPCO applications.

To register traders in your account, do the following:

- 1. Sign in to CNSW using a Trader Administrator account. The Dashboard page appears.
- 2. On the Main Menu, select **Accounts/Users** > **Trader Registration**.

Manage Account Coun Manage Users Cother Cour Trader Registration	2		3
Other Country Traders List	1. Country Name	11 Name	1 Status 1 Action
Tin No.	Country Name	Name	All
Rows per page 10    The second			Previous

3. Select Add to add a trader. The following page appears.

Но	dd New Other Country Traders (Active) ne / Other Country Traders / Add New Other Country Traders	5
_	Record Details     O Pro	perties © Audits
4	Tin No.	Address (Line 1)
$\checkmark$	112233445566888	11
	Name	Address (Line 2)
	ABCOM Trading	22
	Country	Address (Line 3)
	KH - CAMBODIA	33
	Contact Number	City
	2312313123	SINGAPORE
	Fax	Province
		SINGAPORE
	Email	Postal Code
	ADRIANMARK.DALIPE@VCARGOCLOUD.COM	100000
		8



4. On the Details tab, enter or select the following information as required:

Details	Action	
TIN	Enter the trader's Tax Identification Number	
Name	Enter the trader's full company name	
Country	Select the trader's country.	
Contact Details	Enter the trader's phone and fax number.	
Email	Enter the trader' s email address.	
Address Details	Enter the trader's complete address details including city, province, and postal code.	

5. Select Save to save your changes.



# 15 GLOSSARY

This chapter defines some of the terms used in this user guide.

Term	Description	
ACDD	ASEAN Customs Declaration Document	
Agency Administrator	The Agency Administrator is the administrator user in CNSW for managing agency user accounts such as verifiers, cashiers, reviewers, and approvers.	
Approver	The Approver officer is an agency officer who approves the LPCO application with their corresponding agency. The Approver officer is the final reviewer for LPCO applications.	
ASEAN	Association of Southeast Asian Nations	
ASW	ASEAN Single Window	
ASYCUDA	Automated System for Customs Data	
ATIGA	ASEAN Trade in Goods Agreement	
BIVAC	Bureau of Inspection Assessment and Control	
CAC	Codex Alimentarius Commission	
Cashier	The Cashier or Payment officer is an agency officer who validates the payments for LPCO applications with their corresponding agency.	
CDC	Council for the Development of Cambodia	
Certificate	A Certificate refers to any document that certifies a specific list of commodities, such as the item's origin or conformance to the international standard. Typically, a Certificate is required by the importing country and is issued by a competent authority in the exporting.	
CIB	Cambodia Investment Board	
CIS	Cam Info Services	
CNSW	Cambodia National Single Window (CNSW) enables importers, exporters, and agents to apply for licenses, permits, certificates, and other documents (LPCO) through the online CNSW portal; relevant government agencies processes and approves these applications in the same portal.	
СТМЅ	Container Terminal Management System	
CNSW Secretariat	The CNSW Secretariat is the administrator user in CNSW for managing OGA user accounts, managing configurations, and creating other administrator users.	

Glossary



Term	Description
DE/I	Department of Export-Import
DAA	Department of Administrative Affairs
DAL	Department of Agriculture Legislation
DDF	Department of Drugs and Food
DDG	Deputy Director General
DG	Director General
DIC	Department of International Cooperation
DPPSPS	Department of Plant Protection Sanitary and Phytosanitary
DRB	Drug Registration Bureau
e-Animal Health	Electronic Animal Health Certificate
e-AWB	Electronic Air Waybill
e-CO	Electronic Certificate of Origin
e-Food Safety	Electronic Food Safety Certificate
e-Phyto	Electronic Phytosanitary (Certificate)
e-SPS	Electronic Sanitary and Phytosanitary
EU	European Union
FA	Forestry Administration
FAL	Convention on Facilitation of International Maritime Traffic
FFM	Flight Manifest Message
FiA	Fisheries Administration
FSB	Food Safety Bureau
FTA	Free Trade Agreement
GDA	General Directorate of Agriculture
GDAHP	General Directorate of Animal Health and Production
GDCE	General Department of Customs and Excise
GDR	General Directorate of Rubber
GLS	Global Logistics Services
HQ	Headquarters
HS Code	Harmonised System (HS) code is an international standard for classifying goods.
ΙΑΤΑ	International Air Transport Association
IPPC	International Plant Protection Convention

Glossary



Term	Description
ISC	Institute of Standards of Cambodia
IT	Information Technology
KAMSAB	Kampuchea Shipping Agency & Brokers
License	A License refers to any document that authorizes the import or export of a list of commodities over a period, usually 3, 6, 12 or more months. Quotas are also indicated in these documents.
LPCO	Licenses, permits, certificates, and other documents
MAFF	Ministry of Agriculture, Forestry and Fisheries
Master List	The Master List is a type of license issued by the Council for the Development of Cambodia (CDC). Qualified Investment Project (QIP) companies can apply for Master List to obtain endorsements for duty exemption.
MEF	Ministry of Economy and Finance
MISTI	Ministry of Industry, Science, Technology & Innovation
MIME	Ministry of Industry, Mining and Energy
МОС	Ministry of Commerce
MOCFA	Ministry of Culture and Fine Arts
MOD	Ministry of Defense
MOE	Ministry of Environment
МОН	Ministry of Health
ΜΟΙ	Ministry of Interior
МОТ	Ministry of Tourism
МРТС	Ministry of Posts and Telecommunications
MPWT	Ministry of Public Works and Transport
NBC	National Bank of Cambodia
NGO	Non-Governmental Organization
NMC	National Metrology Center
OGA	refers to other government agencies
OIE	World Organisation for Animal Health
Permit	A Permit refers to any document that authorizes the import or export of a list of commodities in a single shipment. In some cases, where a License has been issued specifying a quota, the Permit is used to control this quota
PPAP	Phnom Penh Autonomous Port

Glossary



Term	Description
QIP	Qualified Investment Project
Quota	Refers to the allowed quantity/value of goods for trading, indicated in a license or permit
Reviewer	The Reviewer officer is an agency officer who reviews the LPCO application with their corresponding agency. The Reviewer officer is the second-level reviewer for LPCO applications.
RFID	Radio-Frequency Identification
SAD	Single Administrative Document
SEZ	Special Economic Zone
SME	Small-to-Medium Enterprise
TOS	Terminal Operating System
Trader Administrator	The Trader Administrator is the administrator user in CNSW for managing trader user accounts and creating other trader administrator users.
UN/EDIFACT	United Nations Electronic Data Interchange For Administration, Commerce and Transport
US	United States
US-ACTI	United States - ASEAN Connectivity through Trade and Investment
USAID	United States Agency for International Development
USD	United States Dollars
vcc	vCargo Cloud Pte. Ltd.
Verifier Officer	The Verifier is an agency officer who verifies the submitted LPCO documents with their corresponding agency. The Verifier officer is the first-level reviewer for LPCO applications.
WCO	World Customs Organization
XML	Extensible Markup Language