

Connecting Businesses. Creating Opportunities

CNSW - LPCO Amendment GUIDE FOR TRADERS

vCargo Cloud Pte. Ltd.



TABLE OF CONTENTS

1	AM	ENDING APPLICATIONS	3
1.	1	CREATE AMENDMENT REQUESTS	4



1 AMENDING APPLICATIONS

Use the amendment feature to amend *Approved* LPCO documents. This allows the traders to update details such as transport information, invoice data, and item details, then submit the application.

You can only amend LPCOs that have not yet expired. You can also amend an LPCO that is linked to another LPCO. However, the number of data that can be amended is limited.

Amendment requests must be reviewed and approved by the OGA Amendment Officer. If the agency rejects the amendment request, traders can submit an updated version of the amendment.



1.1 CREATE AMENDMENT REQUESTS

This section explains the steps for amending an Approved LPCO documents. Before you apply for an amendment, ensure that the LPCO is still valid, has not expired, and there is no pending amendment request.

This example describes the steps to amend a customs permit. To create an amendment, do the following:

1. Open CNSW and sign in as a Trader user.

Dashboard Modules v Administration v	Log Out
↑ Dashboard	c
License Draft 0 Returned 0 Certificate Draft 0 Returned 0 Draft 0 Returned 0 Draft 0 Returned 0 Draft 0 Returned 1 Records 0	Payment Due
Queries C Records 0 Records 0	
Number of approved Applications Select Year Select Month	Select Document Type 🗸 🗸

2. From the Dashboard, select **Permit** to display the Permit application list.

Dashboard Modules ~	Adminis	tration ~							Log Out
Permit Application	n Listing								
Select Ministry		▼ Select Ap	oplication Type	,	New Applicat	ion			3
App Ref No.	Ve	DocRef No.	Ministry	Agency	Office Code	Applicant	Company	Submitted	APPRO\ •
App Ref No.	Ver 斗	Permit Ref No.	Ministry 1	Agency 1	↓ Office Code ↑↓	Applicant 1	Company 1	Submitted Dt	ALL DRAFT
ARNPR2019091900803	1	PRT20190925DDF00054	МОН	DDF		COMPANY1	ACCTIN0000001	19/09/2019	SUBMITTED RETURNED
ARNPR2019091600511	1	PRT20190916DDF00003	MOH	DDF		COMPANY1	ACCTIN0000001	16/09/2019	REJECTED APPROVED
ARNPR2019091700600	1	PRT20190917DDF00018	MOH	DDF		COMPANY1	ACCTIN0000001	17/09/2019	PAID PENDING_PAYMENT
ARNPR2019091700646	1	PRT20190925DDF00039	МОН	DDF		COMPANY1	ACCTIN0000001	17/09/2019	RESUBMITTED EXPIRED
ARNPR2019091800748	1	PRT20190918DDF00046	МОН	DDF		COMPANY1	ACCTIN0000001	18/09/2019	Approved
ARNPR2019091600474	1	PRT20190916DDF00002	МОН	DDF		COMPANY1	ACCTIN0000001	16/09/2019	Approved
ARNPR2019091700559	1	PRT20190917DDF00008	МОН	DDF		COMPANY1	ACCTIN0000001	17/09/2019	Approved
ARNPR2019091900891	1	PRT20190919DDF00001	МОН	DDF		COMPANY1	ACCTIN0000001	19/09/2019	Approved



3. From the Permit Applications list, select the *filter options* to display **Approved** permits.

nboard Modules - A	dministration ~										Log O
Permit Application Listing											
Permit Application L	isting										
Select Ministry		✓ Select Applicati	on Type	~	New A	pplication					
App Ref No.	Ve DocRef No	. Minist	Agen	Permit/Licence/Ma	ster Ref	Office Co	Applicant	Company	Submitted	APPRO' V	4
App Ref No.	Ver 👔 Permit Ref No	. î↓ Ministry	†↓ Agency †↓	Permit/Licence/Master	Ref No. †	Office Code 1	Applicant 1	Company 1	Submitted Dt	Status	1 Actions
ARNPR2021010804474	1 PRT2021010	8GDCE00011 MEF	GDCE			CHQ00	ACCTX00000250	ACCTX00000250	08/01/2021	Approved	:
ARNPR2021010804476	1 PRT2021010	8GDCE00010 MEF	GDCE			CHQ00	ACCTX00000250	ACCTX00000250	08/01/2021	션 Duplica	ate I
ARNPR2021010804477	1 PRT2021010	8GDCE00009 MEF	GDCE			CHQ00	ACCTX00000250	ACCTX00000250	08/01/2021	Approved	i
Rows per page 10 🗸											
Showing 1 to 3 of 3 records											
										Previous 1	Next

NOTE: You cannot amend an application with an existing amendment request. Otherwise, a notification message appears with the amendment reference number, as shown below.

(!)
This application already amended you can't do amend action
Amend ID : AMEND2021010804485
Amend Version : 1
Amend State : SUBMITTED
Ok

4. Choose an application to amend. Click the button from the *Actions* column, select **Amend** and then confirm the amendment. The following page appears:

Dashboard Modules ~ Administration ~					Log Out				
Home / Amendment Submission List / Modify Amendment Submissio	'n				5				
Amendment Submission									
🗎 Header 🗎 🗟 General Info	🛔 Invoice	≣ It	ems ć쉽 Supporting	Document 👍 Other	② Audits				
Ministry name	Agency Name								
MINISTRY OF ECONOMY AND FINANCE	GENERAL DEPARTMENT OF CUSTOMS AND EX		View Approved : PRT2021010						
Approved Document Ref. No. Ver	Document Type	Regime	Submitted Date	Approved Date	Expiry Date				
PRT20210108GDCE00011 1	PERMIT	EXPORT	2021-01-08 14:22:39	2021-01-08 00:00:00	2021-02-08 00:00:00				
By submitting this form. I can confirm I have read and understood the amendment policy of CNSW ©									



5. Select and confirm the **amendment policy**, then click **Save**. The following page appears.

ishboard Modules - Ad	dministration ~					Log Out
e / Amendment Submission List / I	Modify Amendment Submission					
Amendment Submiss	sion					≡ <u></u>
🗎 Header	General Info	🚆 Invoice	≣ Items	쉽 Supporting Document	召 Other	 Audits
Mode Of transport	•	Select Amendment Fields				
Document Fields		Original Data	Request 0	Change Data	Actio	ons
						Save

6. Choose a **field** that you want to amend, then click **Select Amendment Fields**. Repeat this step to add another field. In the example below, the **Office of Lodgements** field will be amended.

ooard Modules - Administra	ition ~					Log Out
Amendment Submission List / Modify Ame	endment Submission					
Amendment Submission						= [
là Header) General Info	🚓 Invoice	📰 Items	쉽 Supporting Document	션 Other	Audits
Customs Entry/Exit Checkpoint	•	Select Amendment Fields		6		
Document Fields		Original Data		Request Change Data		Actions
Office of Lodgement		BAT11		Select Office of Lodgement		• ×

- 7. After you add the Amendment Fields, enter or select the new values in the **Request Change Data** column.
 NOTE: To *remove* a field, select the delete button next to it.
- 8. Select **Save** to save the amendments.



- 9. Select another tab and repeat the same steps to amend a specific field. In the example below, the trader amends the **Customs Procedure Code** in the *Items* tab.
 - **NOTE:** If you replace a supporting document or an invoice, CNSW displays both old and amended files for comparison.

Dast	board Modules ~	Administration ~					Log	Out		
Home /	Amendment Submission List	/ Modify Amendment	Submission							
D	C Amendment Submission									
	🖹 Header	🖹 General Info	🚦 Invoice	Items	셸 Supporting Document	쉽 Other	O Audits			
9	1 - wood	×	Customs Procedure Code	•	Select Amend Field					
	Item Rank No		Field Amend		Original Data	Request Change Data	Actions			
	1		Customs Procedure Code		3555.000	1072.000	• ×			
							Save			

10. After you amend the required fields, go to the **Others** tab.

Das	shboard Modules ~ Ac	Iministration ~					Log Out
Home	/ Amendment Submission List / N	Nodify Amendment Submission					12
C	Amendment Submissi	on				10	= 🖺 📃
_	🖹 Header	🗟 General Info	🚓 Invoice	Items	입 Supporting Document	선 Other	() Audits
11	User remark						
	Remarks						
	Reference documen	t for amendment					
	Add Supporting Documer	ats					

- 11. Enter any amendment **Remarks** and upload any **Supporting Documents**.
- 12. Select **Submit** to send the amendment application for review and approval.



- 13. (Optional) To view the list and the status of your amendment requests, do any of the following:
 - Select **Amendment** on the Dashboard
 - Select **Modules Amendment Submissions** from the main menu.

Dashboard Modules - Administration -	Log Out
C Dashboard	c
License Draft 0 Returned 0 Draft 0 Returned 1 Draft	
Queries Records 0	
Number of approved Applications Select Year Select Month Select Document Type	e ~ Ø

NOTE: CNSW sends a notification once the agency approves or rejects your amendment request. You can update and re-amend a rejected amendment using the steps above. The application's version number is updated after submitting the re-amendment.