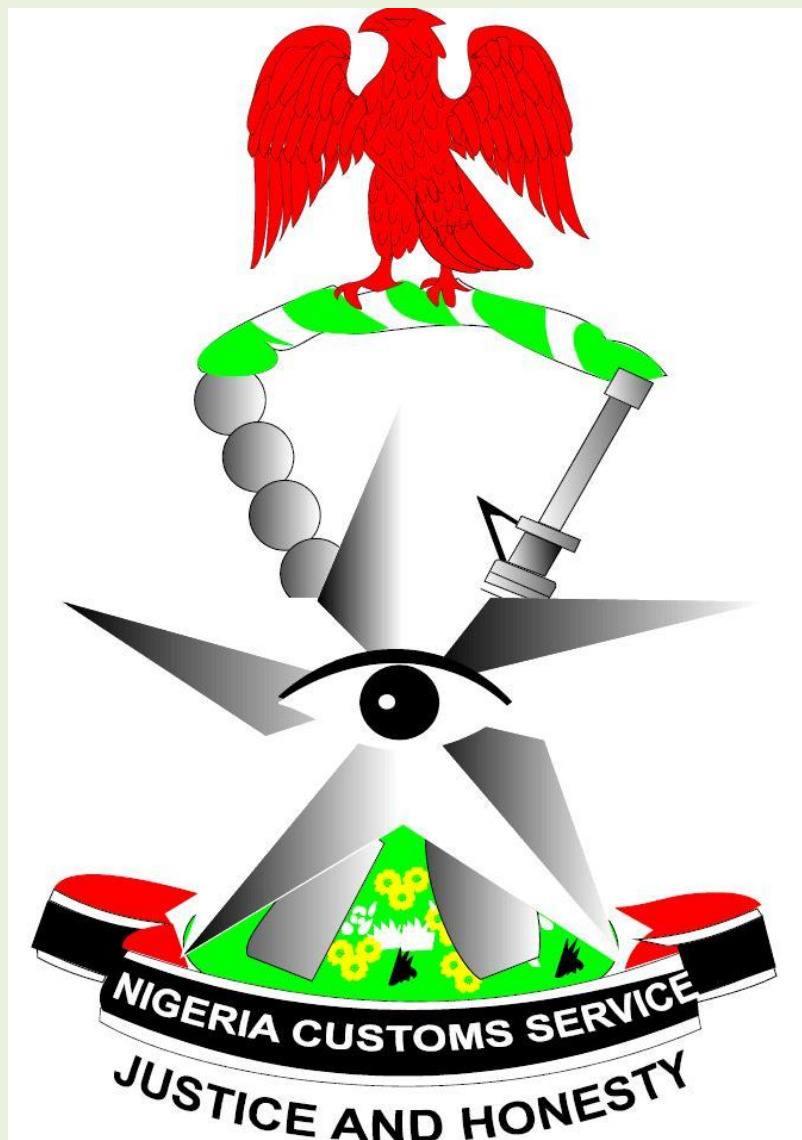


# User Manual-Commercial Banks Module

## Nigeria Customs Services

### Pre-Arrival Assessment Report (PAAR) Generation System





<b>Coding and Unit Testing</b>	<b>User Manual Template</b>	
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## 1. General Information

### 1.1. System Overview

NCSPAAR system, web based application allows users to login from different locations in Nigeria through standard internet browser upon his role and login details provided. The system shall be highly secure and robust and can be accessed by many users (up to 100) at a time, working concurrently.

## 2. System Summary

**NCSPAAR System Modules:**

- User Administration
  - Register Bank Staff.
- Upload Documents – Commercial Bank Admin / Staff
  - Upload Scanned Preliminary Documents
  - Upload Scanned Final Documents

### 2.1. User Access Levels

Access Roles	Description
NCSPAAR - Administrator	Full access to all the modules/activities
Commercial Bank Admin	Access to Registering staff and Upload Documents Preliminary and Final Documents Module.
Commercial Bank Staff	Access to Upload Documents Preliminary and Final Documents Module

## 3. Getting Started

### 3.1. Log-In

- Enter Login Id and password.
- If authorized user, system redirects the user to Home Page.
- If user is unauthorized or is not registered with the system, system will display the error message.

### 3.2. System Menu

NCSPAAR system consists of Five Modules as mentioned below:

- User Administration
- Upload Preliminary / Final Documents.

## 4. Using the System

**User Login:** The following screen allows user to Login to the NCSPAAR application.

The screenshot shows the home page of the Nigeria Customs Services (NCS) Pre-Arrival Assessment Report System. The page header includes the NCS logo and the text 'FEDERAL GOVERNMENT OF NIGERIA FEDERAL MINISTRY OF FINANCE NIGERIA CUSTOMS SERVICE (NCS)'. The main heading is 'PRE-ARRIVAL ASSESSMENT REPORT'. Below this, there is a welcome message: 'Welcome to Nigeria Customs Services : Pre-Arrival Assessment Report System !!'. The text explains that the PAAR System enables NCS to perform Classification and Valuation of goods imported to Nigeria without any partiality. It also allows commercial banks to upload the necessary documents for approval. The page further describes the role of NCS since 1991, highlighting its responsibilities in revenue collection and anti-smuggling activities. It mentions the challenges NCS faces, such as ensuring improvements in speedy delivery of services while maintaining systematic and effective intervention controls. The page concludes by stating that NCS has an enlarged role to perform at the highest levels, to facilitate legitimate trade in a global environment harbouring a litany of threats. At the bottom right, there is a login form with fields for 'Login ID' (containing '1234') and 'Password' (containing '\*\*\*\*\*'). Below the password field are 'Login' and 'Cancel' buttons. There are also links for 'Valuation Tool' and 'FAQ'. A copyright notice at the bottom reads 'Copyright © Nigeria Customs Service. All rights reserved.'

## Fields

## Description

**Login Id**

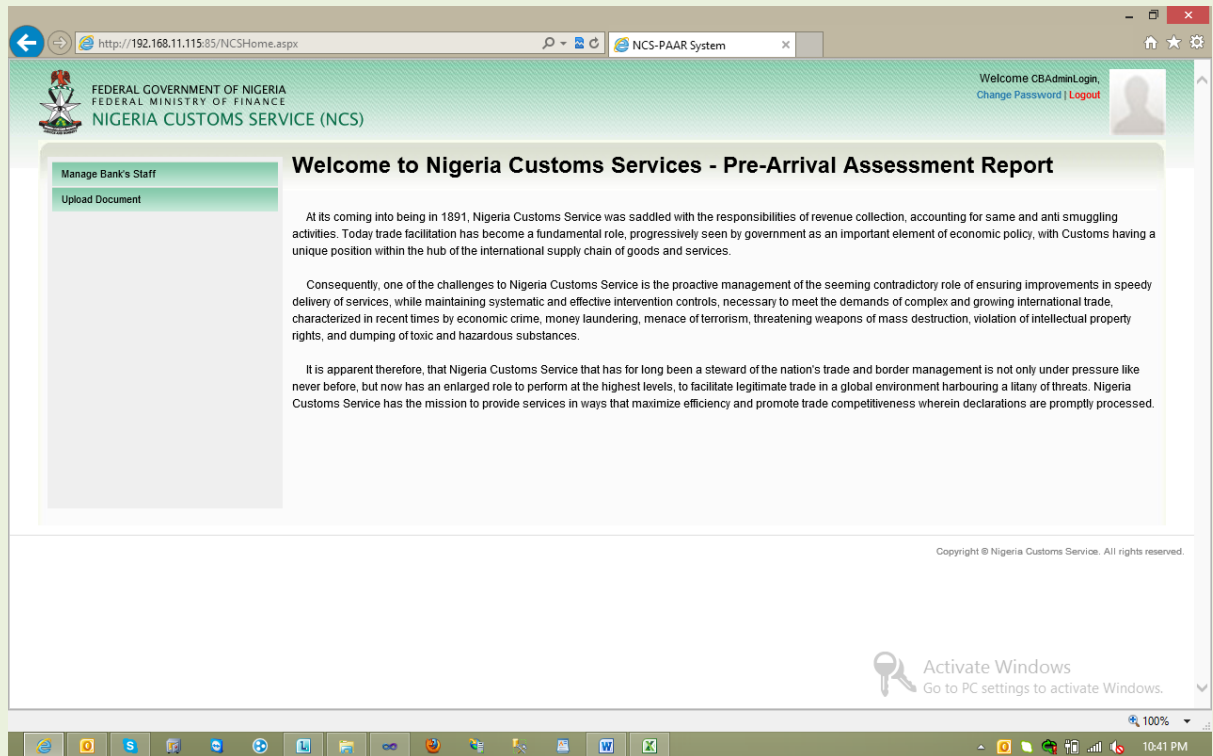
User should enter valid Login Id

**Password**

User should enter valid password

## Home Page:

This following is the home page of the application. Users are allowed to access all the modules from here onwards depending on their access permissions configured by administrator of the NCSPAAR system.



**Register Commercial Bank Staff:**

**Register Bank's Staff**

Login Id \*

User Name \*

Password \*

Email Address \*

Phone Number \*

Is Active \*

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**Registered Bank's Staff**

Login Id	User Name	Email Address	Commercial Bank ID	Phone Number
Ram	Ramakrishna Gummedi	klck.ram@customs.gov.ng	0	9491533090
Hassan	Enamul	ehassan@customs.gov.ng	77	9287347828
snanduri	Santosh Nanduri	snanduri@gmail.com	88	834578477
1234	Ravi	rc@tbipl.com	55	9848485445
1212	Chaitanya	RC@TECHNOBRAINLTD.COM	55	9848485445
Ravi	Ravi	r@gv.com	55	9848485445
1233	sathi	sathi@tbl.com	55	9848485445

Fields	Description
User Administration	User should select User Administration
Login Id	User should select Manage master Information
UserName	User should Enter Username
Password	User should enter Password
Email Address	User should enter email address

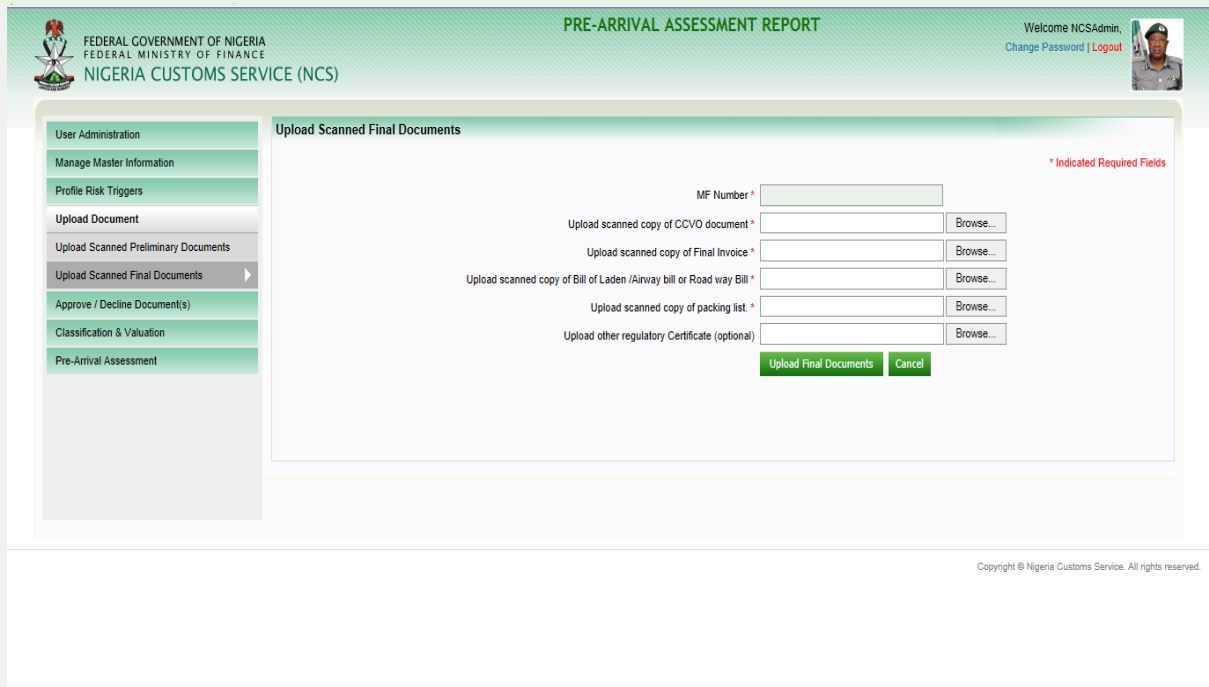
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<b>Phone Number</b>	User should enter phone number
<b>Is Active</b>	User should select Is Active

**Upload Scanned Preliminary Documents Screen:**

<b>Fields</b>	<b>Description</b>
<b>MF Number</b>	User should enter MF Number
<b>Upload Scanned Copy of Form-M</b>	User should Upload Scanned Copy of Form-M
<b>Upload Scanned Copy of Proforma Invoice</b>	User should Upload Scanned Copy of Proforma Invoice
<b>Upload Scanned Copy of Insurance Certificate</b>	User should Upload Scanned Copy of Insurance Certificate
<b>Upload Scanned Copy of Regulatory permit in Case of Drugs(optional)</b>	User should Upload Scanned Copy of Regulatory permit in Case of Drugs(optional)

## Upload Scanned Final Documents Screen:



FEDERAL GOVERNMENT OF NIGERIA  
FEDERAL MINISTRY OF FINANCE  
NIGERIA CUSTOMS SERVICE (NCS)

PRE-ARRIVAL ASSESSMENT REPORT

Welcome NCSAdmin  
[Change Password](#) | [Logout](#)

User Administration  
Manage Master Information  
Profile Risk Triggers  
Upload Document  
Upload Scanned Preliminary Documents  
Upload Scanned Final Documents  
Approve / Decline Document(s)  
Classification & Valuation  
Pre-Arrival Assessment

Upload Scanned Final Documents

\* Indicated Required Fields

MF Number \*

Upload scanned copy of CCVO document \*

Upload scanned copy of Final Invoice \*

Upload scanned copy of Bill of Laden /Airway bill or Road way Bill \*

Upload scanned copy of packing list \*

Upload other regulatory Certificate (optional)

Upload Final Documents Cancel

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## Fields

## Description

<b>MF Number</b>	User should enter MF Number
<b>Upload Scanned Copy of CCVO document</b>	User should Upload Scanned Copy of CCVO document
<b>Upload Scanned Copy of Final Invoice</b>	User should Upload Scanned Copy of Final Invoice
<b>Upload Scanned Copy of Bill Of Laden/Airway Bill or Road Way Bill</b>	User should browse Bill Of Laden/Airway Bill or Road Way Bill
<b>Upload Scanned Copy of Packing List</b>	User should Upload Scanned Copy of Packing List
<b>Upload other Regulatory Certificate(optional)</b>	User should Upload other Regulatory Certificate(optional)