

# TRADE FACILITATION PLATFORM

## **NATIONAL SINGLE WINDOW (NSW) TRAINING MANUAL (CLEARING AND FORWARDING AGENT)**

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# CHAPTER 1: INTRODUCTION

## 1. ABOUT THIS GUIDE

Welcome to the National Single Window (NSW) Trade Facilitation Platform (TFP) user guide. This user guide aims to enumerate the process and steps involved in using NSW for all stakeholders.

This user guide is divided into different topics and subtopics. Each topic discusses and shows the steps of the modules that the officer can do in the National Single Window (NSW).

### 1.1 PURPOSE AND AUDIENCE

The purpose of this user guide is to help the following users in doing their tasks using the NSW TFP.

- Clearing Agent
- Freight Forwarding Agent

### 1.2 DOCUMENT CONVENTIONS

Refer to this section to familiarize yourself with the visual aids used throughout the user guide.

#### Navigation

To assist with accessing screens, pages, or windows, refer to the following navigation format:

#### Buttons, fields, and other system elements

All system elements are highlighted in **bold** text.

#### Hyperlinks

All topics mentioned in the user guide's content are hyperlinked. Click on the hyperlink to view the referenced topic.

#### Callouts

Callouts are presented differently from the original CONTENTS and highlight certain information.

There are two types of callouts: tips and warnings.



A Tip provides useful information that helps you complete a task or procedure.



A Warning refers to information that may be critical to the system's functionality and might affect data or system stability.

## ABOUT NATIONAL SINGLE WINDOW

The NSW system is aimed at building an integrated Customs e-government service that facilitates secure international trade facilitation. The application enables electronic information interchange between various stakeholders in the trading community, which includes traders, shipping/clearing agents, MDAs, and the customs authorities.

It is designed to enhance trade facilitation, regulatory compliance, and inter-agency coordination across the entire cargo clearance value chain. It provides all authorized trade stakeholders with a single, transparent platform for submitting, accessing, and validating trade information.

Through shared visibility into risk, compliance status, valuations, and clearance data, NSW supports informed decision-making by Customs, regulatory agencies, port operators, and gate officials—while reducing duplication, delays, and inefficiencies in cargo clearance.

The purpose of the NSW system is described as follows:

- Develop a one-stop and integrated services that provide a coordinated view of the Government to customers and reduce their administrative and logistical burden.
- Ensure conformity with the international standards, conventions, and best practices in the area of customs, trade facilitation, and security.
- A new web-based single window system for the end-to-end clearance processing.
- Electronically link government agencies that are involved in the customs clearance process to facilitate secure data exchange and to manage the application flow efficiently.
- Automate and simplify the current customs processes to accelerate clearance time. This includes automated approval of permits and licenses, thereby significantly bringing down the manual interventions, routing to consenting government agencies, and applying advanced risk management procedures.
- *NSW will be developed as a web-based system.*

The users of the NSW system are:

- Various government agencies & private sector groups will use the NSW system during the license, permit, and certificate processing. Government agencies will be able to receive the documents submitted by traders electronically and act on those entries until the release of cargo. Also, the system will allow them to interact with other stakeholders in a secure way.
- Other government agencies involved in the clearance process will interact with customs to facilitate the clearance processes electronically.

This chapter covers the following topics:

- [Getting Started](#)
- [Common Icons and Buttons](#)

### 1.3 DEFINITIONS AND ACRONYMS

The table below lists the different acronyms and abbreviations as well as the definitions used throughout this CRS.

TERM	DESCRIPTION
CD/MD	Consignment Document / Master Document
CO/VO	Checking Officer / Validation Officer
CPC	Customs Procedure Code
IAF	International Accreditation Firms
LPCO	License, Permit, Certificate, and Others
MDA	Ministry, Department, and Agency
NSW	National Single Window
TFP	Trade Facilitation Platform
TPR	Trading Partner Registration
UI	User Interface

## 2. GETTING STARTED

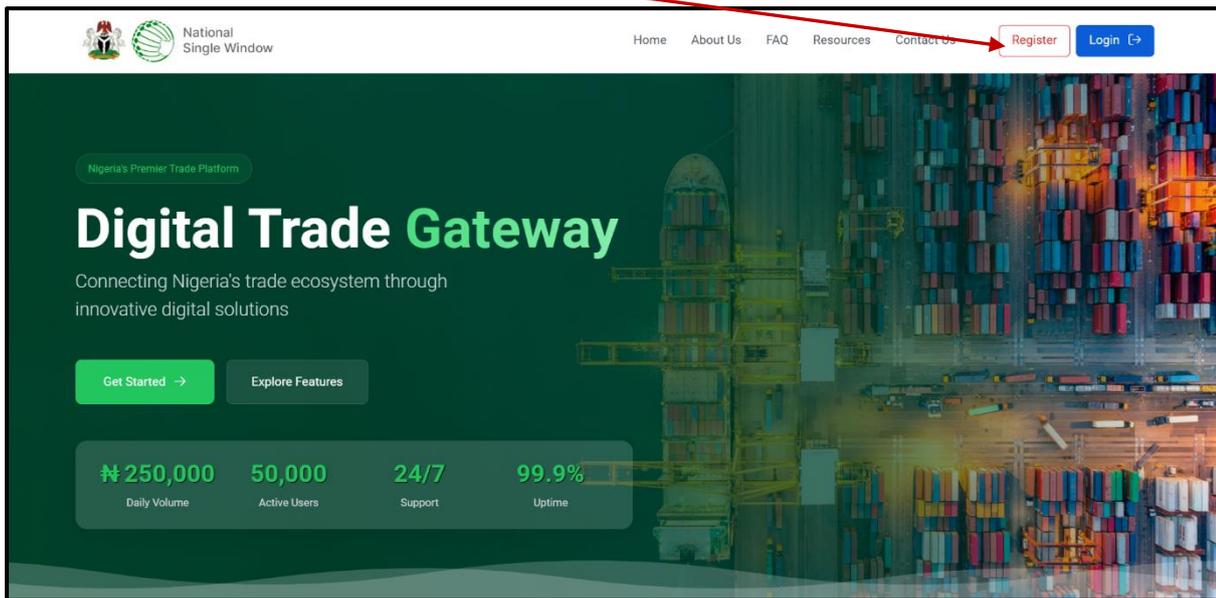
Refer to this section to familiarize yourself with the National Single Window for Ministries, Departments, and Agencies. This chapter also lists the process to follow to register as a new user, logging in and logging out of the system.

### 2.1 NEW USER REGISTRATION

User registration is the first step toward accessing the full features of the National Single Window (NSW) Trade Facilitation Platform. This chapter provides clear guidance on how the Clearing and/or Forwarding Agent can create and activate their accounts. The registration process is designed to ensure security, user authentication, and seamless onboarding.

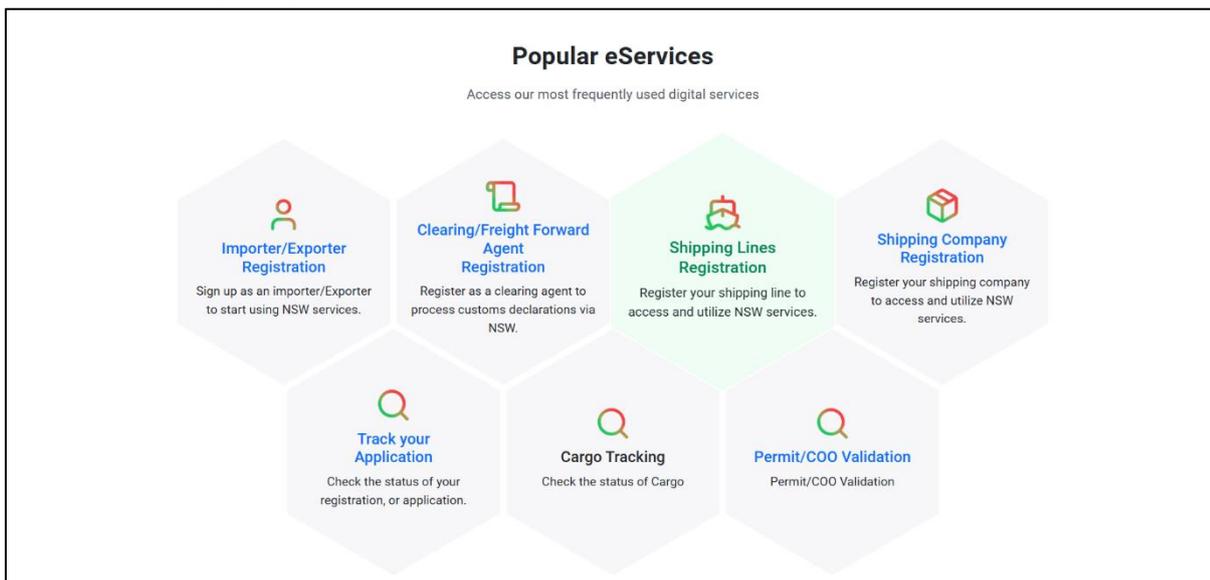
**To register on the NSW TFP:**

1. Type in the URL [nsw.gov.ng](http://nsw.gov.ng) in your Internet browser to access the TFP Single Window website. Click on register.



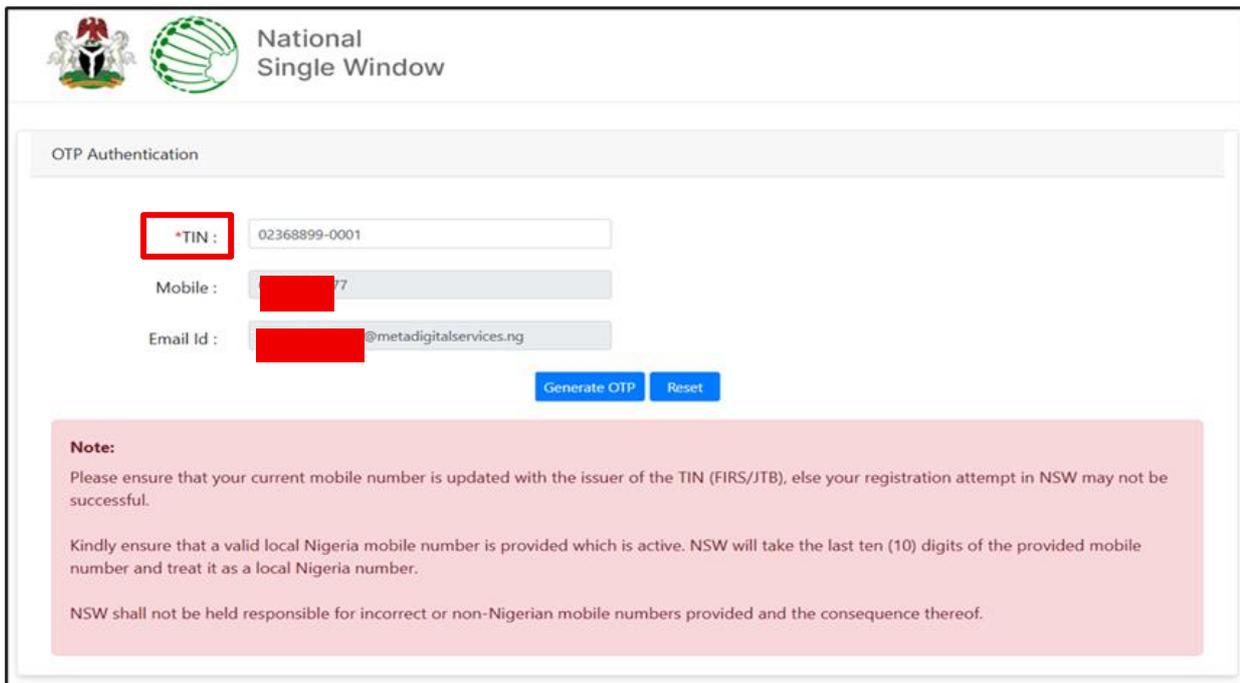
**Select User Category:**

2. After clicking on register, a category option of users to select from will be seen.



3. Click on the relevant category option to sign up. After clicking, the system redirects you to the **OTP Authentication** page
4. Fill the TIN and the registered Mobile Number and Email will automatically be populated.

5. Click on **Generate OTP** and you will receive an OTP via SMS.



**OTP Authentication Page**

6. Enter in the OTP and click on **Validate OTP**.

***NB: Please note that all user categories require an OTP authentication***

**To register as a new Clearing/Freight Forward Agent:**

1. After the **OTP authentication process** is completed, proceed to fill and review other sections (Party Details, Applicant Details, Document Details, and Summary Details) with required information.

The screenshot shows the 'Party Details' section of the registration form. The form is titled 'REGISTRATION OF CLEARING AND FORWARDING AGENT(CFA)'. It has four tabs: 'Party Details', 'Applicant Details', 'Document Details', and 'Summary Details'. The 'Party Details' tab is selected. The form contains the following fields and values:

- \*TIN : 31545059-0001
- \*Type of Application: Both - Clearing And Forwarding Agent
- \*Business Name : KILISHI INTL CONTRACTS NIG LTD
- Telephone Number: 09137888777
- \*Customs Command: Select Options
- \*Customs License Number: CL2992942
- \*Business Address: No. 5 EMIRS DRIVE BAJOGA FUNAKAYE L
- Applicant Remarks: (empty)

At the bottom of the form, there are two buttons: 'Save' and 'Save >>'.

**Party Details Page**

Following are the field and button descriptions of the **Document Status Detail** page.

Field/Button description	Action/Input Required
<b>Customs Command</b>	Select the Customs Command.
<b>Type of Application</b>	Select the category the being registered for.
<b>Customs License Number</b>	Enter the official license number issued by Nigeria Customs Service (NCS) authorizing the company to operate as a Clearing or Forwarding Agent. Must be valid and active.



[Home](#)   [About Us](#)   [Contact](#)   [Login](#)

REGISTRATION OF CLEARING AND FORWARDING AGENT(CFA)

[Party Details](#)   [Applicant Details](#)   [Document Details](#)   [Summary Details](#)

\*ID Number :

\*Login Id :

Middle Name :

\*Gender :

\*Communication Mode :

\*Mobile number :

\*First Name :

Last Name :

\*Preferred Language:

\*Email:

**Applicant Details Page**



[Home](#)   [About Us](#)   [Contact](#)   [Login](#)

REGISTRATION OF CLEARING AND FORWARDING AGENT(CFA)

[Party Details](#)   [Applicant Details](#)   [Document Details](#)   [Summary Details](#)

ID#	Document Name	File Name	Remarks	Action
1	CFA-CFA License Document	License Document.pdf		<input type="button" value="Delete"/> <input type="button" value="View"/>

\* Document Name :

\* File Content :  No file chosen

Remarks :

Allowed Max File size is 1 MB and Acceptable Formats: \*.pdf, \*.jpg, or \*.jpeg

**Document Details Page**

**National Single Window**

Home About Us Contact [Login](#)

REGISTRATION OF CLEARING AND FORWARDING AGENT(CFA)

Party Details Applicant Details Document Details **Summary Details**

**Summary Details**

TIN : **31545059-0001**

Customs License Number: **CL2992942** Business Name: **KILISHI INTL CONTRACTS NIG LTD**

Business Address: **No. 5 EMIRS DRIVE BAJOGA FUNAKAYE L** Telephone Number: **[REDACTED]**

Applicant Remarks: Type of Application: **Both-Clearing And Forwarding Agent**

/we do solemnly affirm and declare that the above information is true and correct to the best of my knowledge and belief.

[submit](#)

**Summary Details Page**

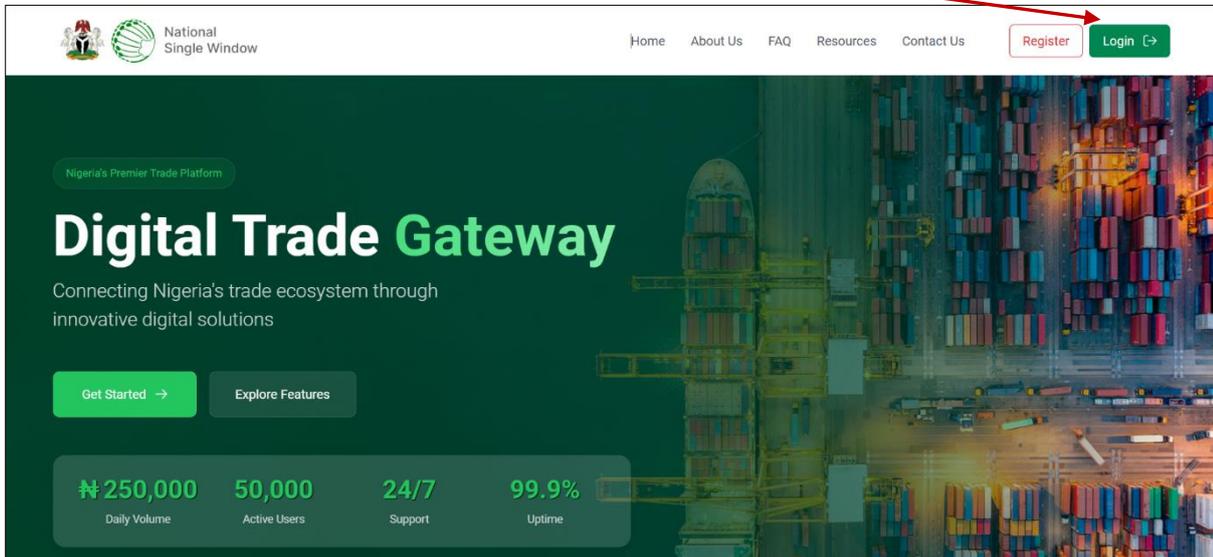
**Note:**

- An email will be sent to your registered email address with your username and a default system-generated password. Follow the instructions in the email and you will have the option to change the default password to your preferred password.
- Once you have successfully changed the password, proceed to log in to NSW system with your username and password to access the system as a registered Clearing /Freight Forward Agent.

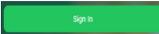
## 2.2 LOGGING IN

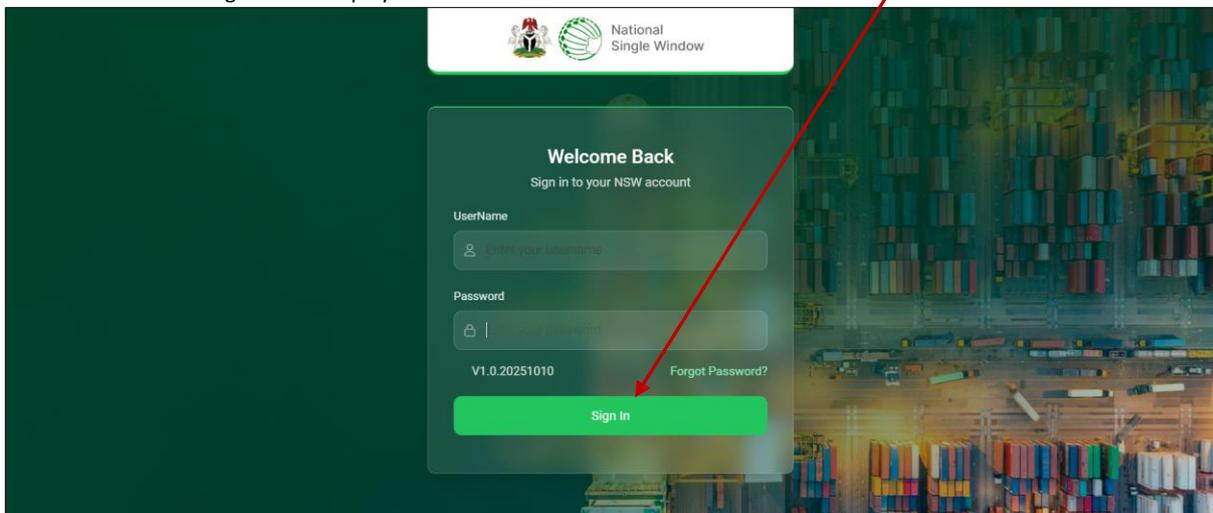
### To log in to the NSW TFP:

1. Type in the URL [nsw.gov.ng](http://nsw.gov.ng) in your Internet browser to access the TFP Single Window website.
2. To log in to the National Single Window platform, click  button at the top right corner of the page to login.

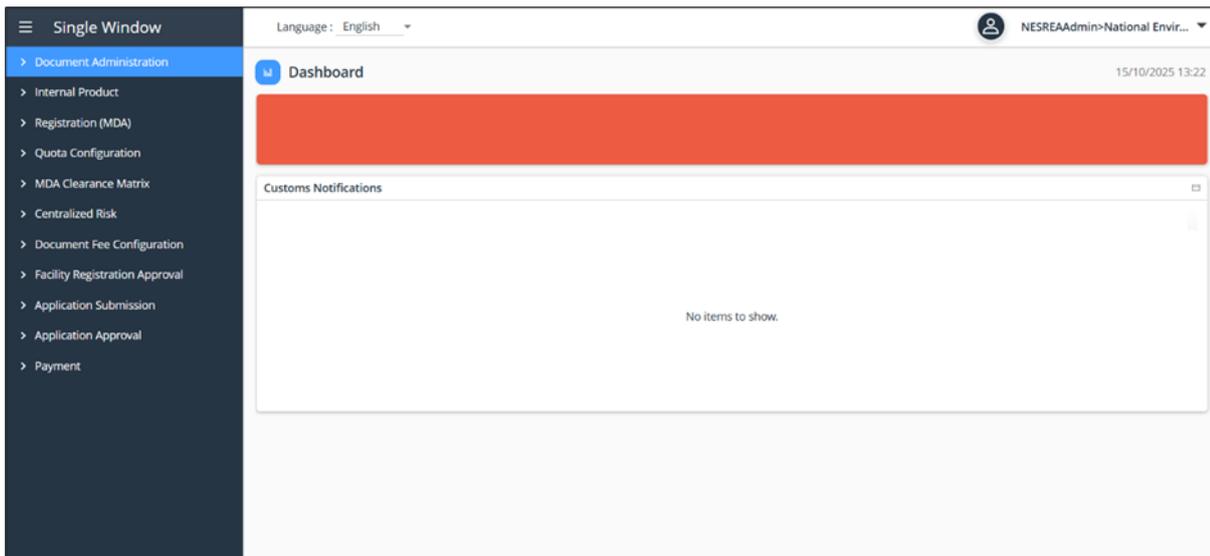


Trade Facilitation Home Page

3. Enter the **USERNAME** and the **PASSWORD** in the fields provided and click  button. Upon successful login the Home Page will be displayed.



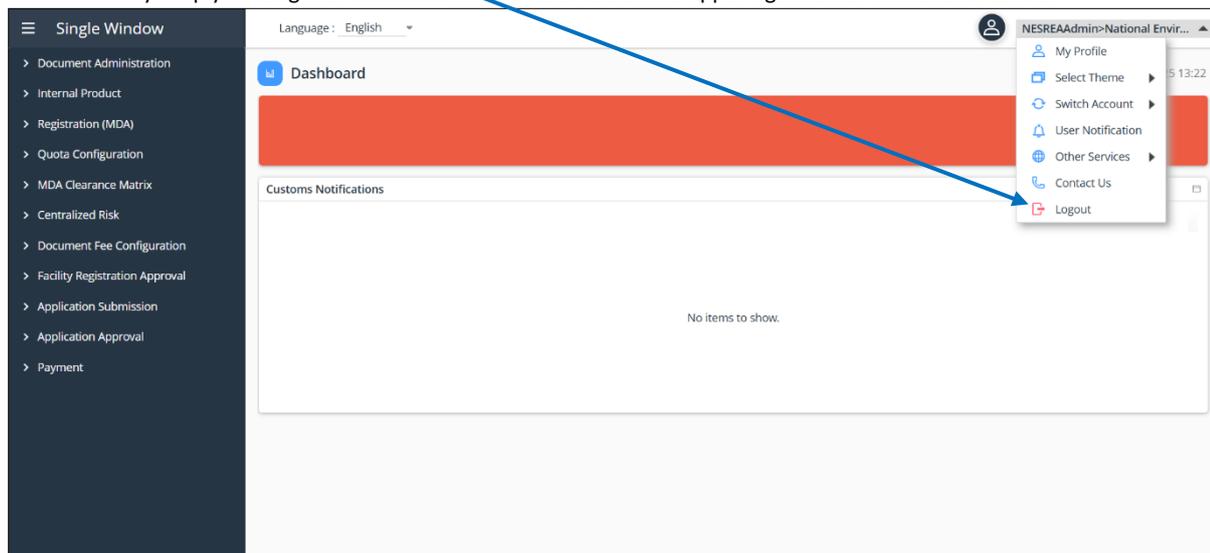
Single Window MDA Login Page



Single Window Home Page

### 2.3 LOGGING OUT

1. This function allows the user to log out from the application any time. User can sign out from the NSW system any time by simply clicking the  Logout button available at the upper right corner of the main menu.



Log Out Page

## 2.4 COMMON ICONS AND BUTTONS

The following are the list of icons and buttons referenced across screens and their functionality.

Field/Button description	Action/Input Required
	<ol style="list-style-type: none"> <li>1. Click  to view the calendar.</li> <li>2. Specify the required date and time from the respective portions of the calendar.</li> <li>3. Click <b>Apply</b>.</li> </ol>
	Click this button to submit the relevant details.
	Click this button to close the relevant tab details.
	Click this button to update the modified details relevant to the respective tab.
	Click this button to save the details of that particular tab.
	Click this button to clear the entered details and re-enter the field values.
	Click this icon to search for the exact search results from the available details.
	Click this icon to view the relevant tab details.
	Click this icon to print the relevant tab details.
	Click this icon to overview the relevant tab details.
	Click this icon to edit the relevant tab details.
	Click this icon to add relevant tab details.

## CHAPTER 2: FREIGHT FORWARDER ROLE

### 3. HOUSE MANIFEST

A Freight Forwarder/Agent submits the house manifest using the NSW User Interface (UI). The submission of a house manifest will be done after the master manifest has been submitted. Multiple freight forwarders may be involved in a single cargo shipment, but the NSW expects only a single level of house, and it should specify the final consignee. The House manifest mainly contains the House Bill of Ladings (HBL) and consignee. During the submission, the system will reconcile house manifest details against its master manifest including **number of containers and container numbers, gross weight, number of BLs and Master BL numbers** to ensure accuracy of the information submitted.

The BL can only be a consolidated BL. Only the selected consolidator on the Master BL can process the House Manifest. The Shipping Agent will assign the Freight Forwarders who will submit the House BL for that consolidated master BL. The relationship between a master and a house BL is 1-to-many. When the Freight Forwarder submits a house BL on a master BL, the master BL is inactive.

#### Important Business Validations

- No. of BL entered in the header should be equal to the total no of added BL in the manifest.
- No. of Container/Vehicle entered should be equal to total no of Container/Vehicle added.
- Only itemized Bill can be used in House manifest.
- Total quantity and total weight of master BL should be equal to sum of the Total quantity and sum of the total weight of House bill.
- Cancellation of Master bill should be before House Bill submission.
- Amendment of master bill should be before House Bill submission.
- Once House bill is submitted and approved, Master bill will be inactivated.
- Cancellation of House bill should be before declaration Creation.
- Amendment of House bill should be before Declaration Creation.
- Once declaration is submitted, Manifest cannot be amended or cancelled.

The Freight Forwarder can Create, Search, Update, View, and Delete a House manifest in the National Single Window system.

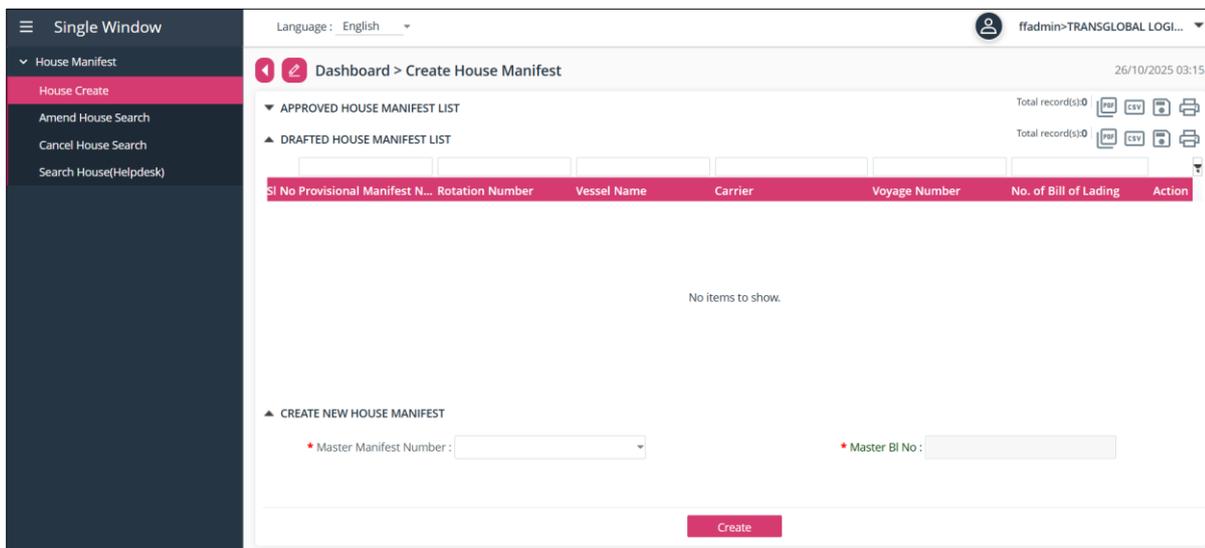
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### 3.1 CREATING HOUSE MANIFEST

This functionality allows the Freight Forwarder Clerk to create a house manifest using the rotation number and the master BL number. The House manifest can only be created with the master BL type as "Consolidator" in the NSW system.

**To create a house manifest:**

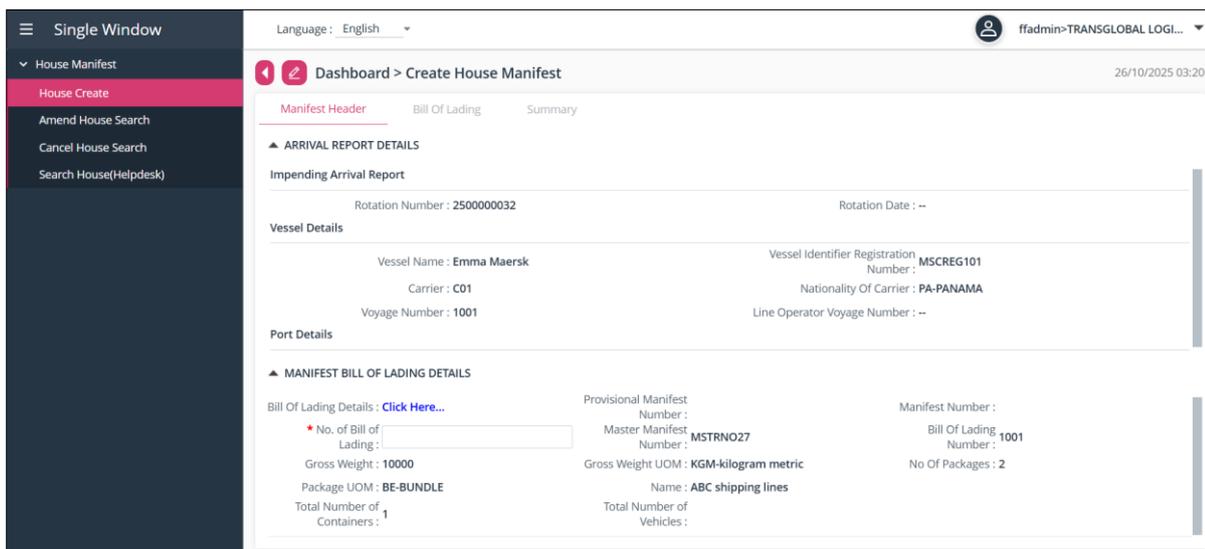
1. Login to the application and click **House Manifest** -> **House Create**. The Create House Manifest page will be displayed.



2. Create House Manifest page Enter information in the Create New House Manifest fields.

Field/Button description	Action/Input Required
Manifest Number	Select the identification number of the master manifest to which you wish to create a house manifest.
Master BL No	Select the identification number of the bill of lading of the master manifest from the dropdown list.

3. Click **Create** button. The Create House Manifest Header Details page will be displayed.



4. **Manifest Header Details** Enter information in the Manifest Header Details fields.

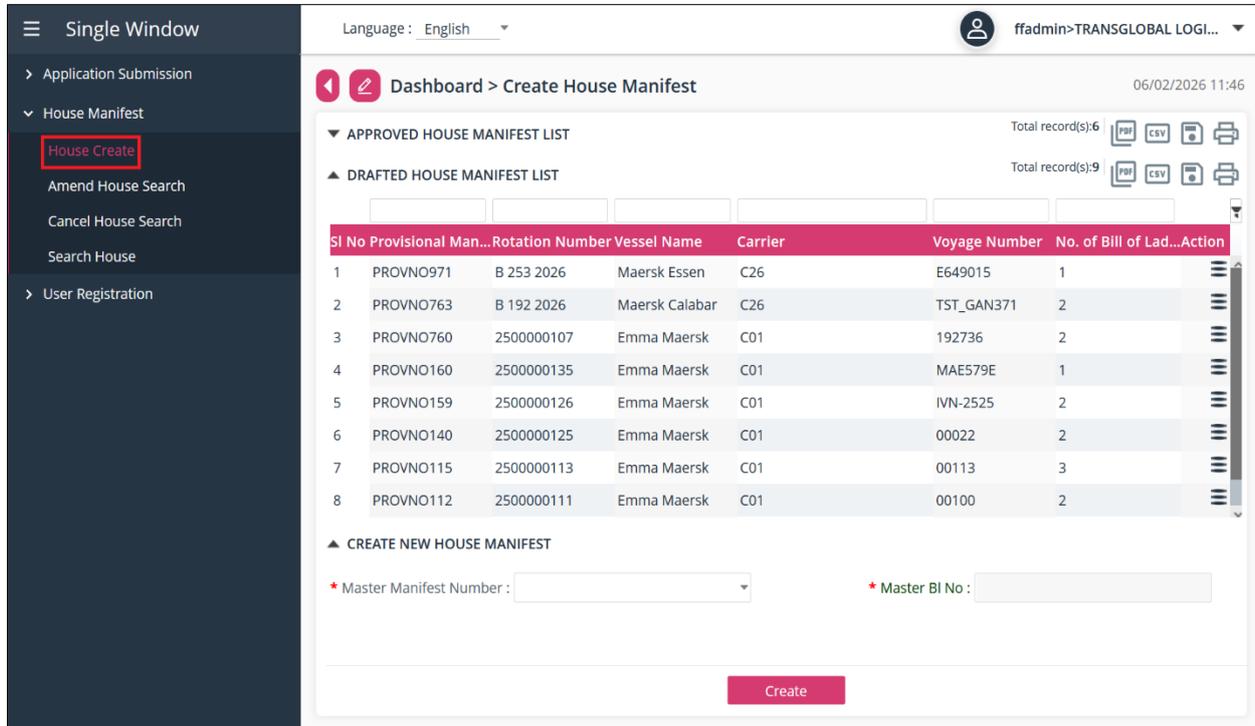
Field/Button description	Action/Input Required
<b>Impending Arrival Report</b>	Displays the arrival report details of the vessel.
<b>Rotation Number</b>	This number is generated once the arrival report is created and submitted to Customs for approval.
<b>Rotation Date</b>	By default, this field displays the date of creation of new arrival report.
<b>Vessel/Aircraft Details</b>	Displays the vessel or aircraft details containing the cargo.
<b>Vessel Identification Registration Number</b>	Displays the vessel identification registration number as registered in the system.
<b>Vessel Number</b>	Displays the vessel number.
<b>Carrier</b>	Displays the carrier name. (Ship/aircraft/vehicle)
<b>Nationality of Carrier</b>	Displays the nationality of the carrier.
<b>Voyage Number</b>	Displays the voyage number of the vessel.
<b>Port Details</b>	Displays the port details for the vessel containing the cargo.
<b>Inbound/Outbound</b>	Displays whether the vessel is coming into (Inbound) or going out (Outbound) of the country.
<b>Mode of Transport</b>	Displays the mode of transport of the vessel as Air or Sea from the dropdown list.
<b>Port of Loading</b>	Displays the port where the vessel was loaded with goods from the dropdown list.
<b>Port of Arrival</b>	Displays the port of arrival of the vessel from the dropdown list.
<b>Next Port of Call</b>	Displays the next port where the vessel goes after arriving at the port.
<b>Final Port of Destination</b>	Displays the final port of destination of the vessel where its journey ends from the dropdown list.
<b>Master Name</b>	Displays the name of the master manifest.
<b>Agent</b>	Displays the name of the agent handling the vessel.
<b>Customs Office</b>	Displays the customs office from the dropdown list.
<b>Arrival/Departure Details</b>	Displays the arrival and departure details of the vessel containing the cargo.
<b>Estimate Time Of Arrival</b>	Displays the estimated time of arrival of the vessel using the calendar icon. The ETA should be lesser than the ETD.
<b>Estimated Time of Departure</b>	Displays the estimated time of departure of the vessel using the calendar icon.
<b>Berth Request</b>	Displays the berth request for the vessel from the dropdown list.
<b>Remarks</b>	Displays the remarks relevant to the arrival or departure if any.
<b>Manifest Bill of Lading Details</b>	Specify the bill of lading details for the house manifest.
<b>Provisional Number</b>	The system generates this number once the manifest header details is saved. This number is used to retrieve the manifest details when it is in draft status.
<b>Manifest Number</b>	The system generates this number once the manifest header details is saved.
<b>Number of BL</b>	Enter the number of bill of lading details attached in the manifest.

- Click **Save** button to save the entered manifest header details. The Records saved successfully message will be displayed.

Record has been saved successfully.

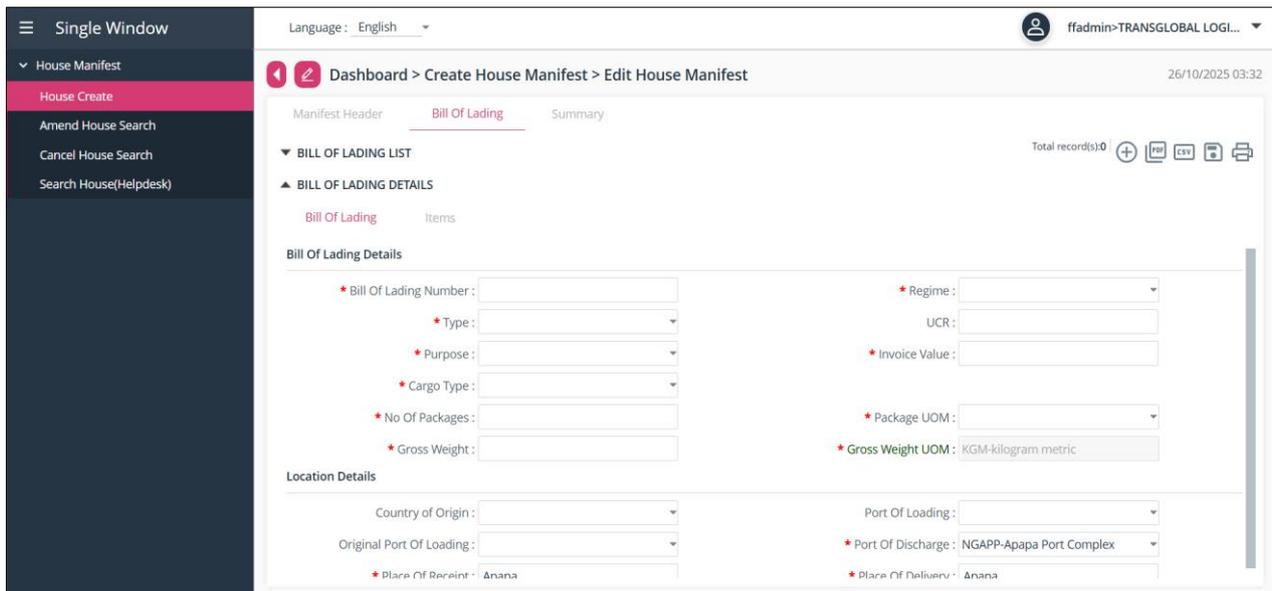
**Records Saved Successfully Message**

6. Click **Bill of Lading** Tab. The Bill of Lading Details page will be displayed.



**Bill of Lading Details Tab page**

7. Click icon to add a new bill of lading details.



**Bill of Lading Details page**

8. Enter information in the Bill of Lading Details fields.

Field/Button description	Action/Input Required
Bill of Lading Details	Specify the bill of lading details of the cargo manifest.
Bill of Lading Number	Enter a unique bill of lading number.
Regime	Select the appropriate regime ID of the BL from the dropdown list. Example: 1 Export, 2 Temporary Export etc.
Type	Select the type from the dropdown list. Example: Consolidator, Normal etc.
UCR	Specify the Unique Consignment Reference number.
Purpose	Select the Purpose from the dropdown list. Example: Commercial, Personal etc.
Invoice Value	Specify the invoice value.
Cargo Type	Select the Cargo Type from the dropdown list. Example: Bulk, Containerized, Non-containerized, Vehicle etc.
No of Containers	This field is displayed only if the Cargo Type is selected as <b>Container</b> .
No of Packages	Enter the number of packages of the items.
No of Vehicles	This field is only displayed if the Cargo Type is selected as <b>“Vehicle.”</b>
Packages in UOM	Select the Unit of Measurement of the packages.
Gross Weight	Enter the gross weight of the item.
Location Details	Specify the source and destination of the cargo.
Port of Loading	Select the port where the vessel was loaded with goods from the dropdown list.
Original Port Of Loading	Select the port where the goods are originally loaded to vessel from the dropdown list.
Port of Discharge	Select the port where the goods from the vessel will be discharged from the dropdown list.
Place of Receipt	Enter the place where the goods were received for the vessel.
Place of Delivery	Enter where the goods must be delivered.
Country of Consignment	Select the country from which goods were dispatched to importing country from the dropdown list.
Destination Location	Select the destination Location from dropdown list.
Party Details	Specify the party details involved in the cargo transaction.
Shipper Name	Enter the name of the Shipper from whom the cargo is sent.
Shipper Address	Enter the Shipper’s address details.
Consignee Name	Enter the name of the receiver to whom the cargo is delivered.
Consignee Address	Enter the Consignee’s address details.
Consignor Name	Enter the name of the seller who delivered the cargo.
Consignor Address	Enter the Consignor’s address details.
Notification Party Details	Specify the party details to whom the notification is sent for every transaction.
First Notify Name	Enter the name of the person to whom the notification will be sent.
First Notify Address	Enter the first notification address.

Field/Button description	Action/Input Required
Second Notify Name	Enter the name of the person to whom the notification will be sent.
Second Notify Address	Enter the second notification address.
Third Notify Name	Enter the name of the person to whom the notification will be sent.
Third Notify Address	Enter the third notification address.
Remarks	Enter the remarks relevant to notification if any.

9. Click **Save** button. The Bill of Lading Saved successfully message will be displayed.



**Records Saved successfully message**

10. The Bill of Lading page will be displayed.



**Bill of Lading page**

@

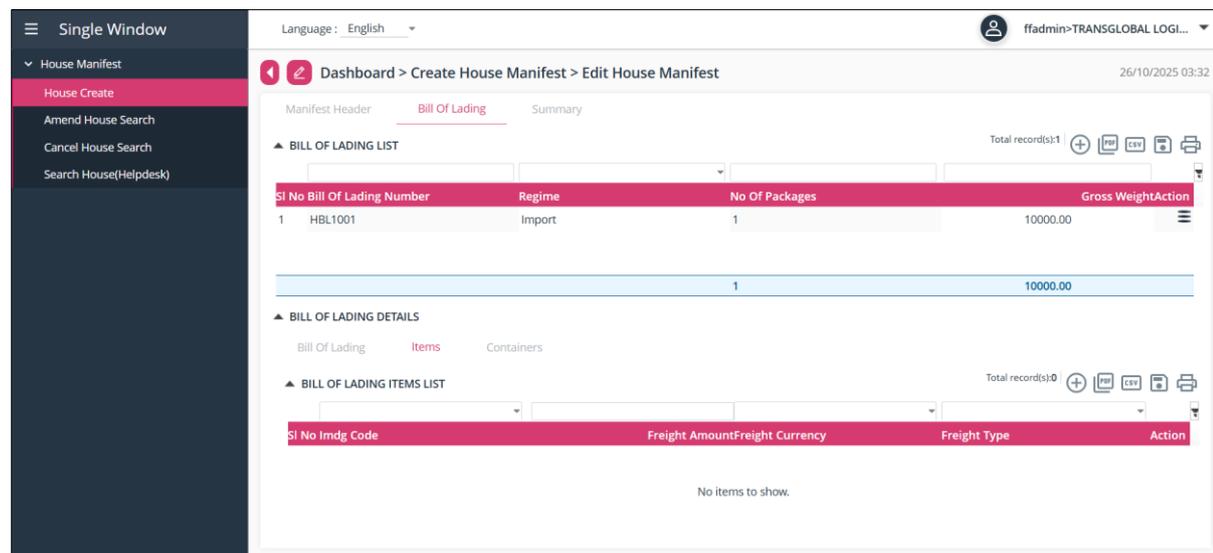
Click the icon to add more than one bill of lading details.

Click on the record to edit the bill of lading details.

Click on the record to view the added bill of lading details.

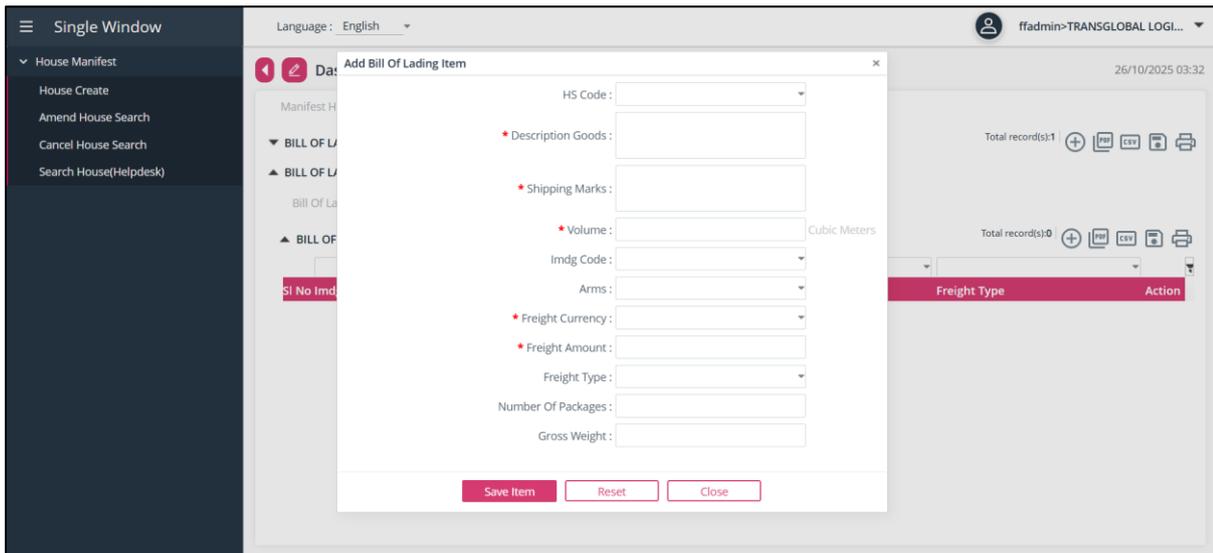
Click the **Print** icon to print the added bill of lading details from the available list.

11. Click **Item** tab. The Item details page will be displayed.



**Item Details page**

12. Click  icon to add item details.



Add Bill of Lading Item Details page

13. Enter information in the Bill of Lading Item Details fields.

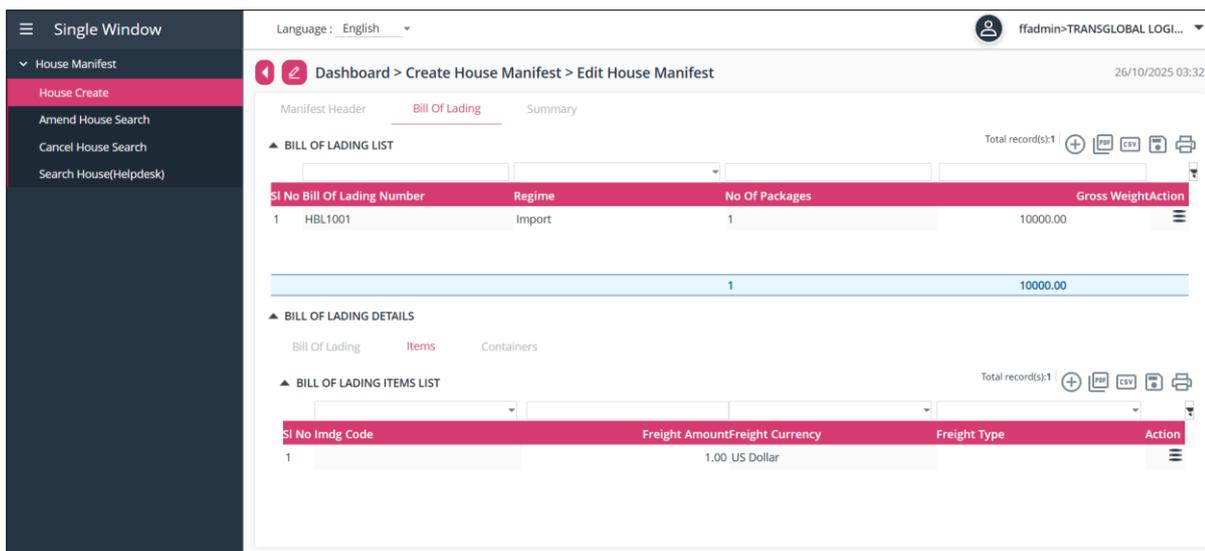
Field/Button description	Action/Input Required
Description Goods	Enter the description of goods being shipped.
Shipping Marks	Enter the shipping marks.
Volume	Enter the volume of items in the shipment.
Imdg Code ID	Enter the International Maritime Dangerous Goods Code if the goods are dangerous or hazardous in the transportation.
Arms	Select the weapons and ammunition type if the items are such.
Freight Currency	Select the freight currency from the dropdown list.
Freight Amount	Enter the amount for the freight in the shipment.
Freight Type	Select the freight type from the dropdown list.

14. Click **Save Item** button. The Bill of Lading Item Saved successfully message will be displayed.



Records Saved successfully message

15. Click **Ok** button. The Item Details page will be displayed.



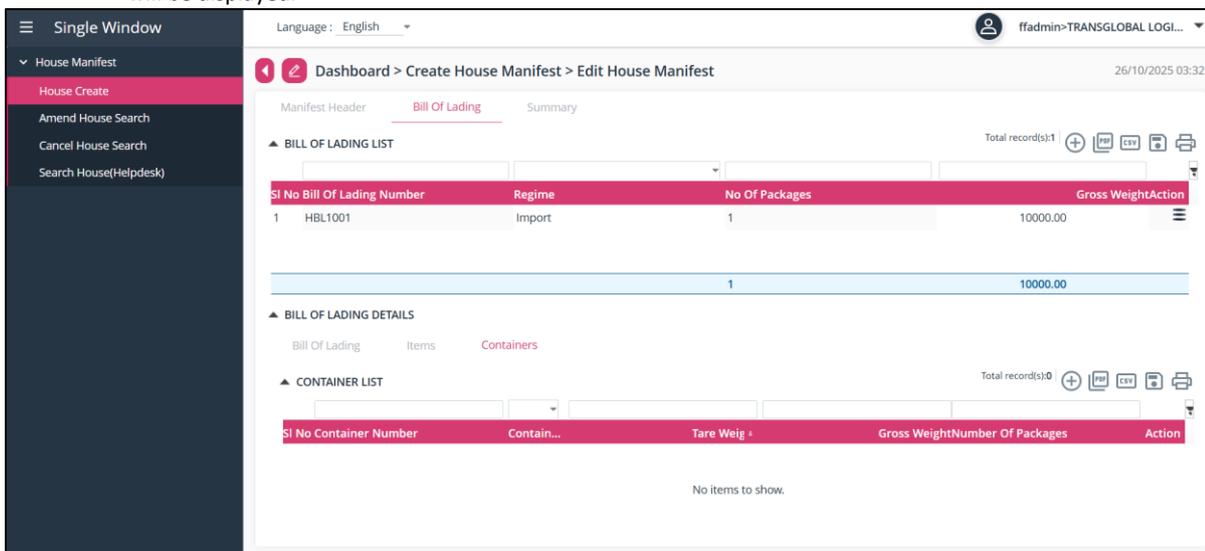
Bill of Lading Item page

 Click the  icon to add more than one bill of lading details.

Click on the record to edit/ view the added bill of lading details.

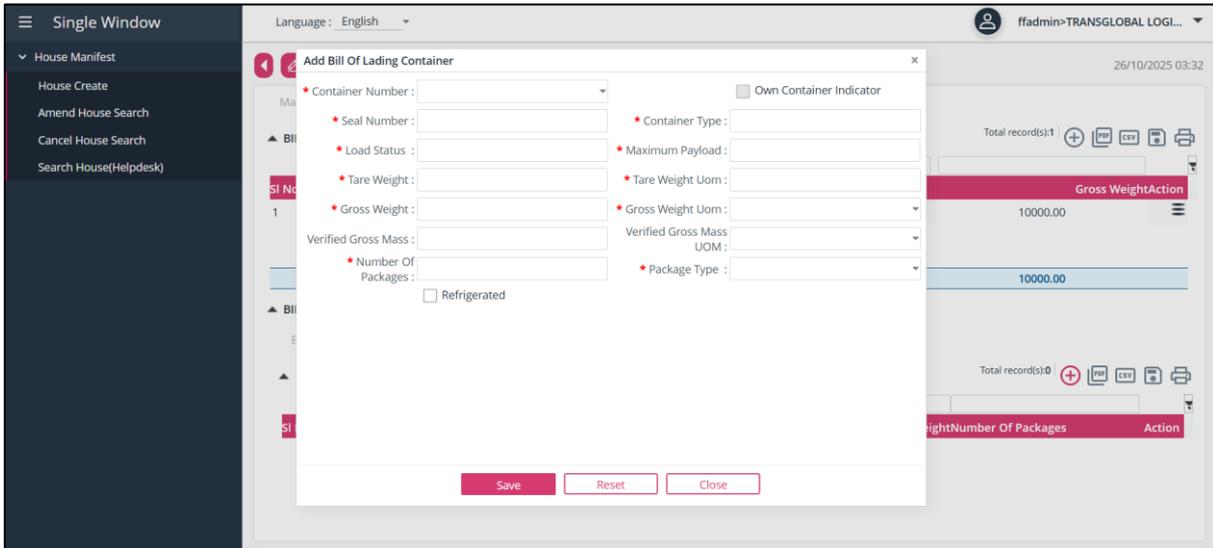
Click the **Print** icon to print the added bill of lading details from the available list.

16. Click **Containers** tab. This field is displayed only if the Cargo Type is selected as **Container**. The Containers details page will be displayed.



Containers Tab page

17. Click  icon to add the container details.



**Add Bill of Lading Container Details page**

18. Enter information in the Bill of Lading Container Details fields.

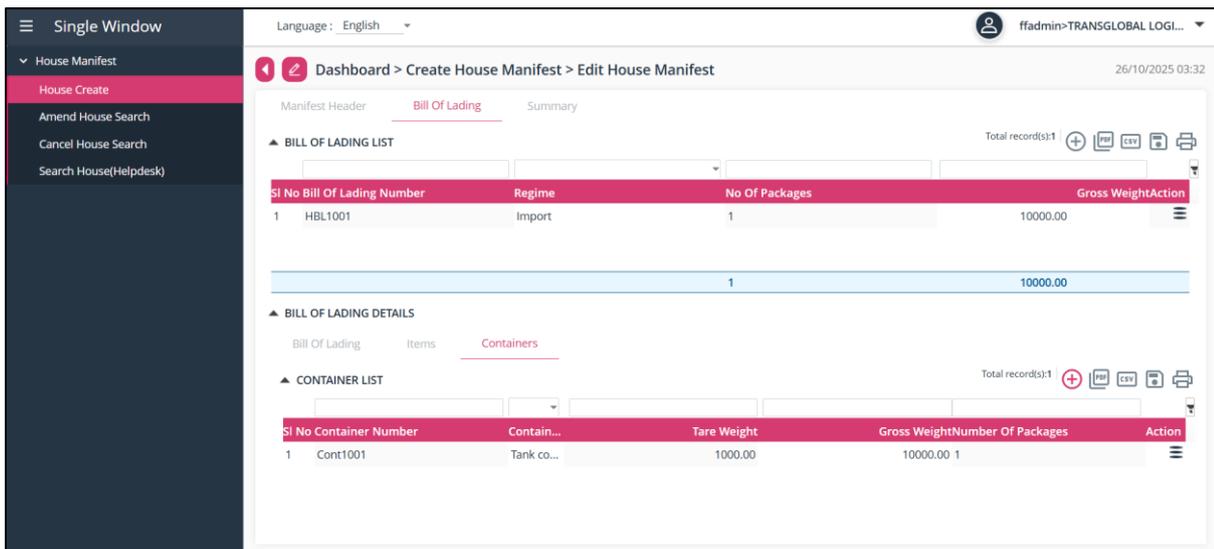
Field/Button description	Action/Input Required
Container Number	Select the container number carrying the goods from the dropdown list.
Own Container Indicator	Select the checkbox if the container is the own container.
Seal Number	Enter the seal number of the container.
Container Type ID	Select the container type id from the dropdown list.
Load Status ID	Select the container load status from the dropdown list.
Maximum Payload	Enter the maximum load that the container can carry.
Tare Weight	Enter the tare weight of the container (Empty container).
Tare Weight UOM ID	Select the Unit of Measurement of the Tare weight of the container.
Gross Weight	Enter the gross weight of goods in the container.
Gross UOM ID	Select the Unit of Measurement of the Gross weight of the container.
Number of Packages	Enter the number of packages of goods.
Packages Type ID	Select the package type for the goods in the container.

19. Click **Save** button. The Bill of Lading Container Saved successfully message will be displayed.



**Records Saved successfully message**

20. Click **Ok** button. The Container Details Added page will be displayed.



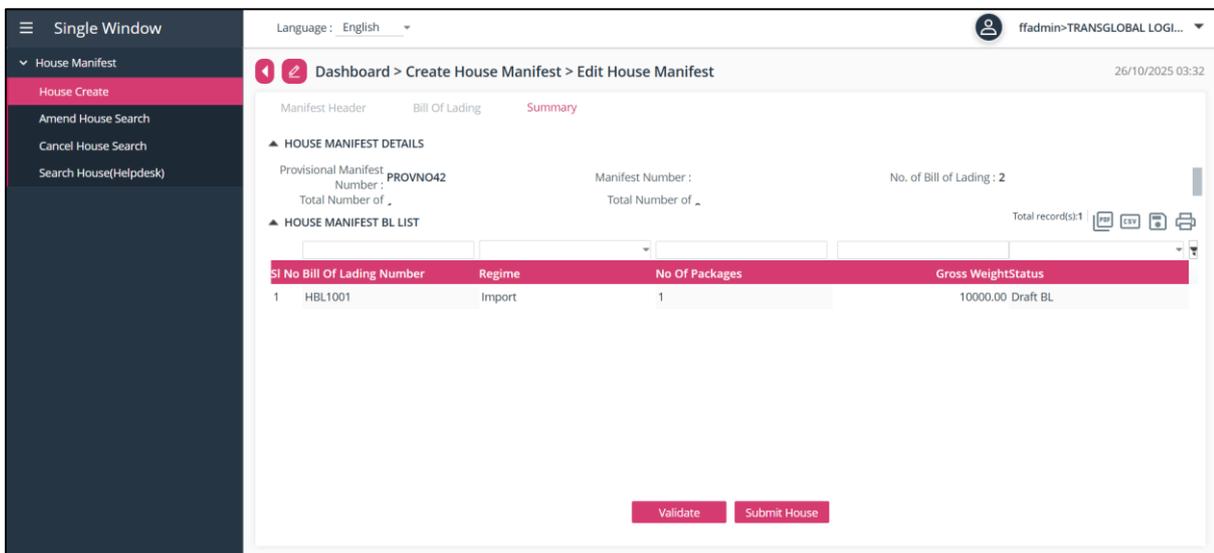
Bill of Lading Container page

Click the  icon to add more than one bill of lading container details.

 Click on the record to view/edit the added bill of lading container details.

Click the **Delete** icon to delete the added bill of lading container details from the available list.

21. The House manifest summary details page will be displayed.



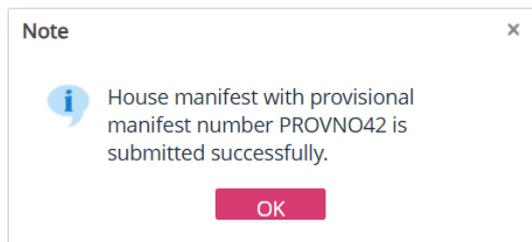
Summary Tab page

Click the **Excel Sheet** icon to download the manifest summary details as an excel sheet.

 Click the **PDF** icon to download the manifest summary details as a PDF document.

Click the **Print** icon to print the manifest summary details.

- Click **Submit House** button to submit the created house manifest details. The House Manifest submitted confirmation message will be displayed.



#### Submit Confirmation Message

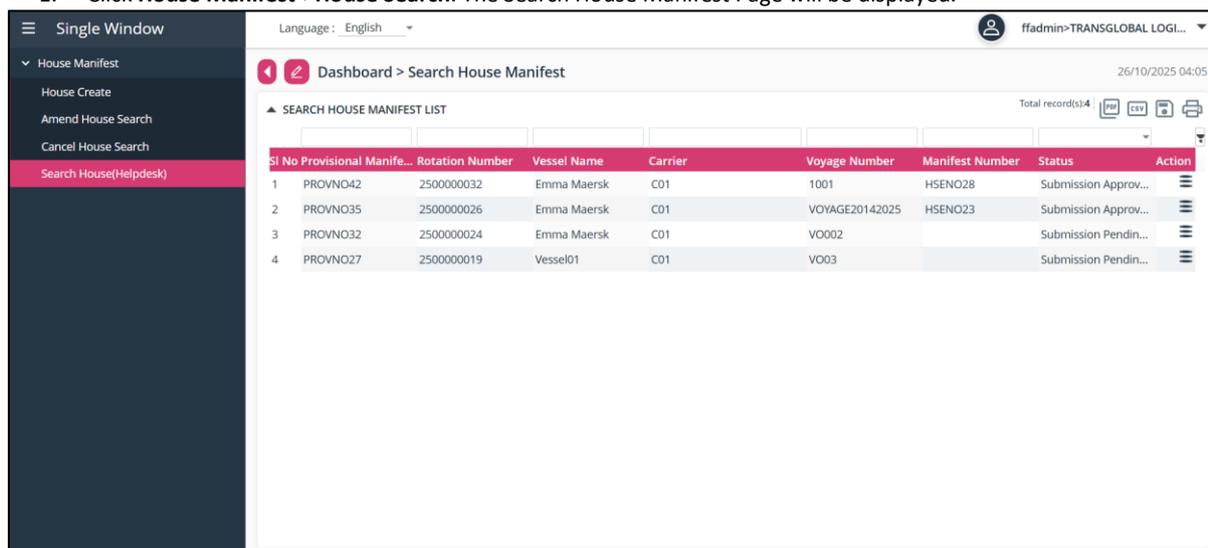
- Click **OK** button to close the confirmation message.

## 3.2 SEARCHING HOUSE MANIFEST DETAILS

The functionality allows you to search for, view, print and edit the house manifest details in the NSW system.

#### To search for a house manifest:

- Click **House Manifest->House Search**. The Search House Manifest Page will be displayed.



#### Search House Manifest Page

Following are the field and button descriptions of the **Search House Manifest** page.

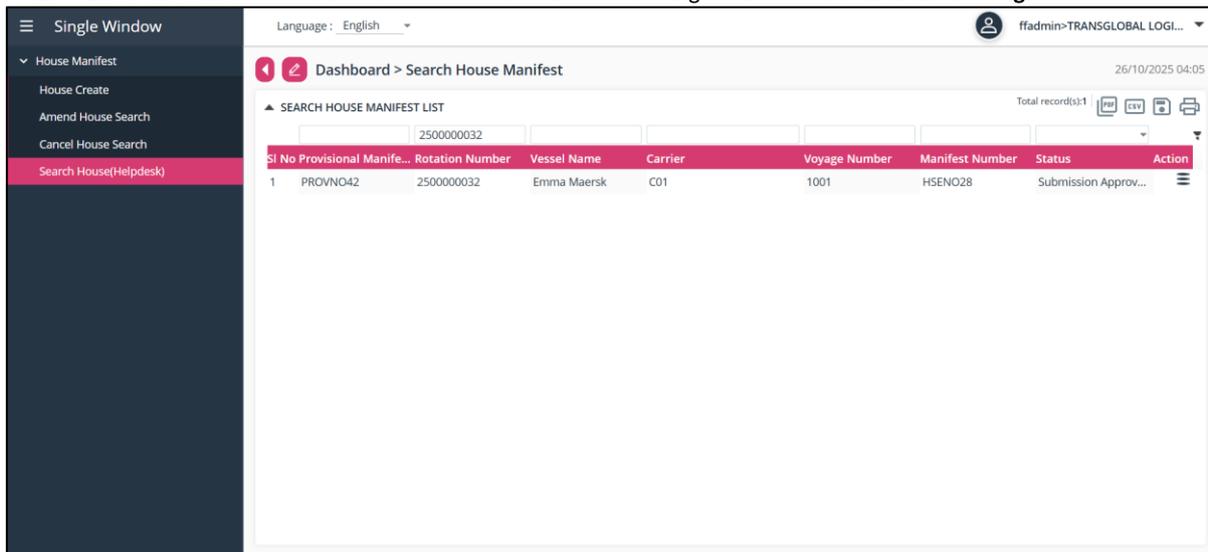
Field/Button description	Action/Input Required
<b>Provisional Manifest Number</b>	Enter the Provisional Manifest Number that you are searching for.
<b>Rotation Number</b>	Enter the rotation number that you are searching for.
<b>Vessel Name</b>	Enter the vessel name that you are searching for.
<b>Carrier</b>	Enter the carrier that you are searching for.
<b>Voyage Number</b>	Enter the voyage number that you are searching for.
<b>Manifest Number</b>	Enter the number of the manifest that you are searching for.

Field/Button description	Action/Input Required
Status	Select the appropriate status of the house manifest from the dropdown list.



- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.

2. Enter the search criteria and click  icon to view the matching results in the **Search Results Page**.



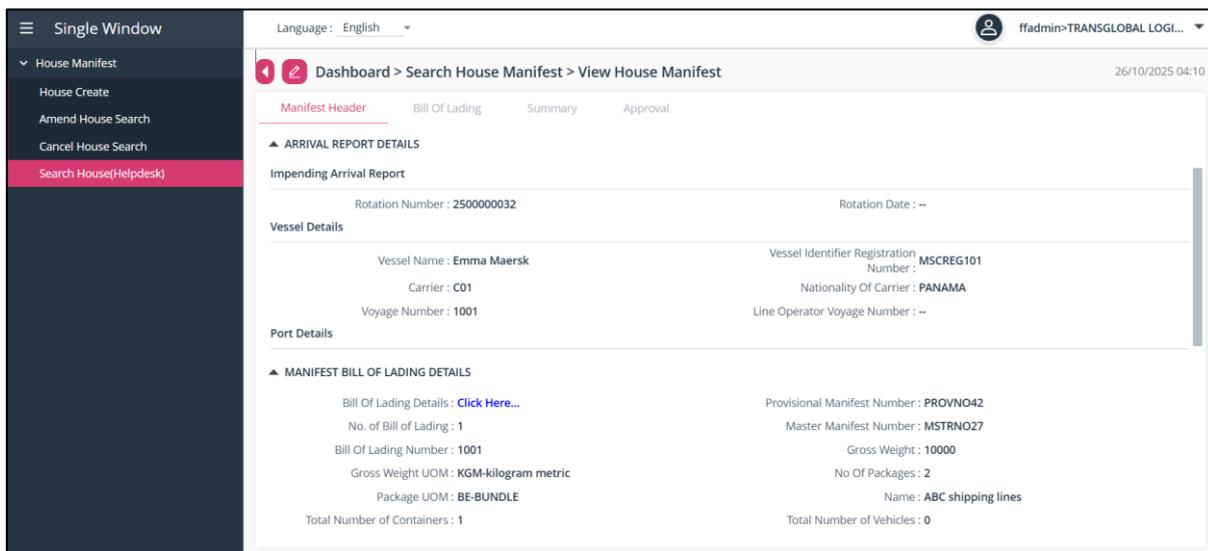
Search Results Page

### 3.3 VIEW HOUSE MANIFEST DETAILS

This functionality allows you to view the house manifest details.

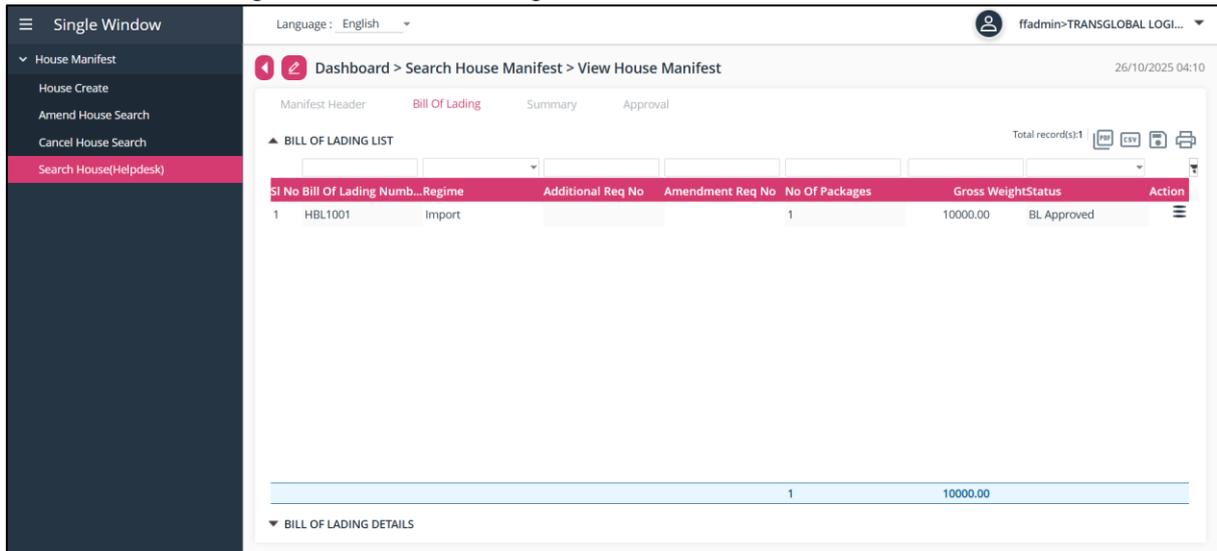
**To view the house manifest details:**

1. From the search results, click on the record icon. The View House Manifest Details Page will be displayed.



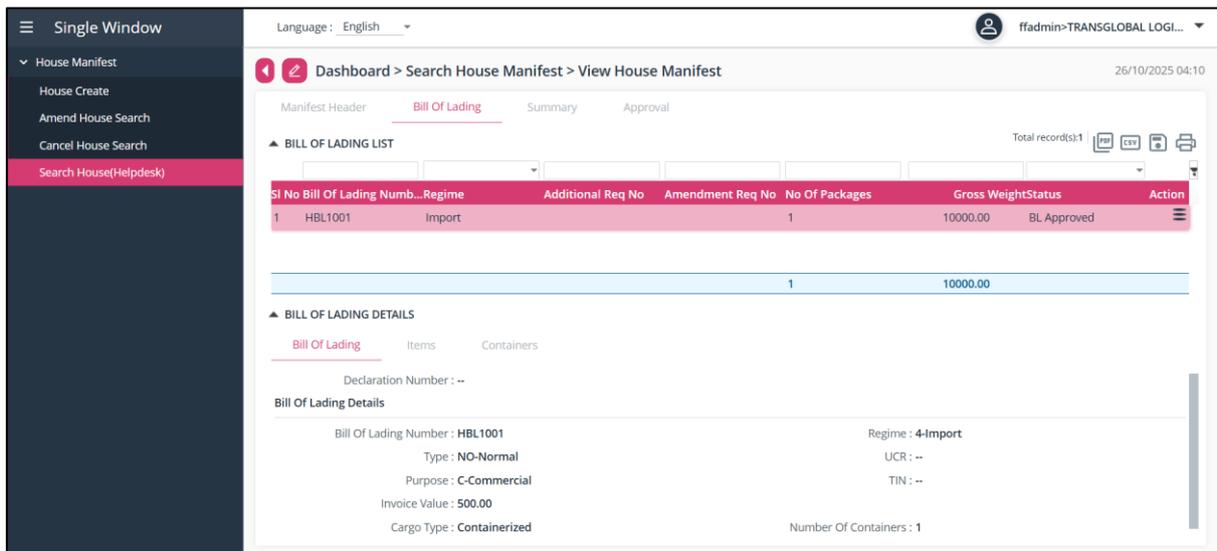
View House Manifest Header Tab Page

2. Click **Bill of Lading** tab to view the bill of lading details.



**Bill of Lading Tab Page**

3. Click on the record to view the bill of lading details.

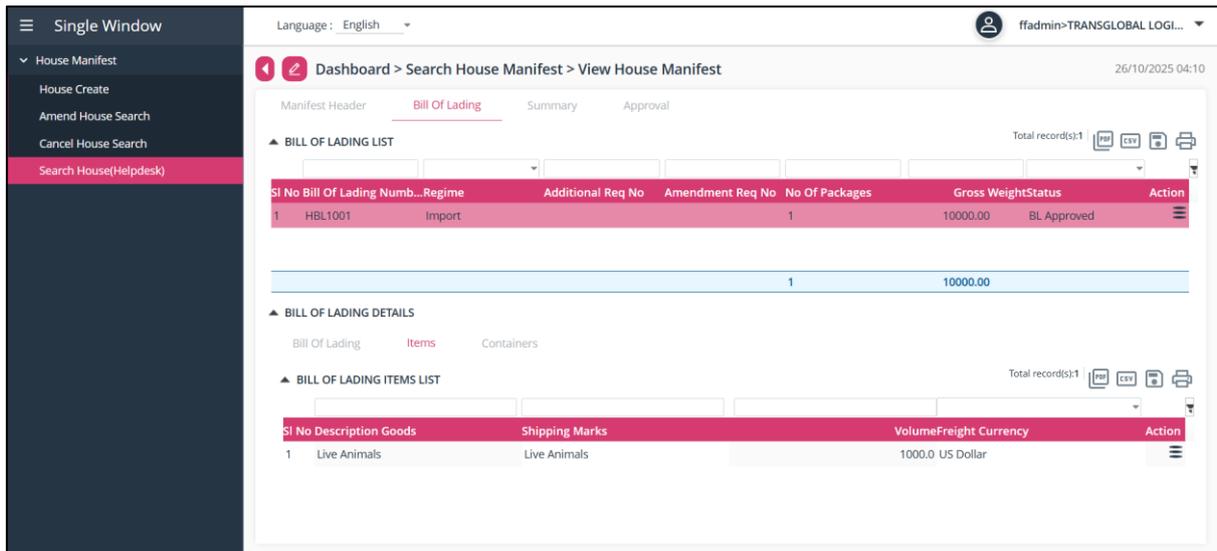


**Bill of Lading Details Page**

4. Click **Close** button to close the bill of lading tab details.

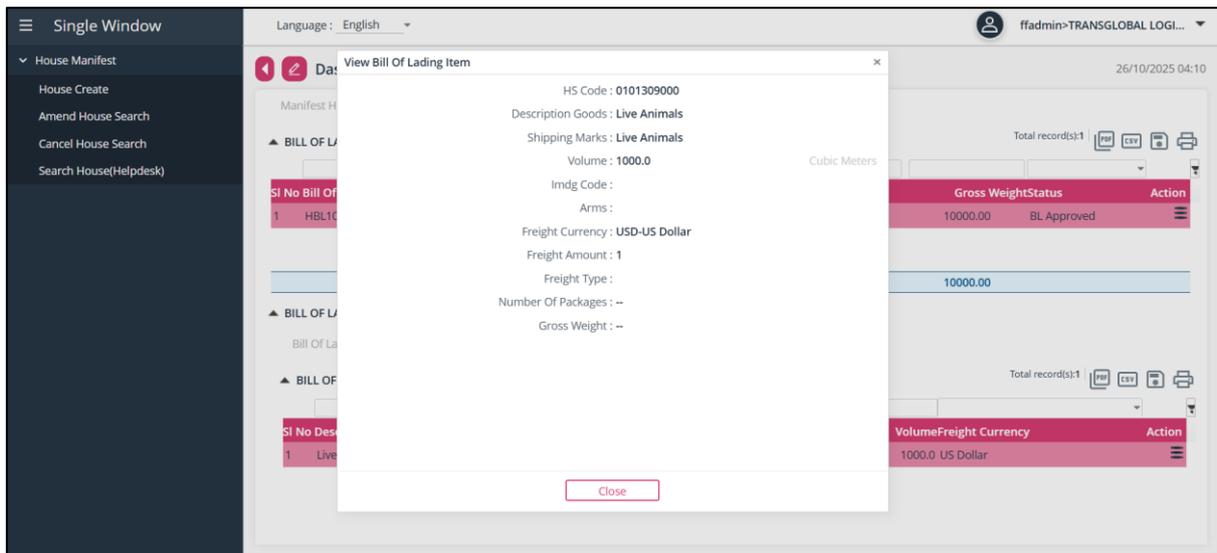
 Click the **Excel sheet** icon to download the bill of lading details as an excel sheet.  
 Click the **PDF** icon to download the bill of lading details as a PDF document.  
 Click the **Print** button to print the bill of lading details.

5. Click **Items** tab to view the item details.



**Item Tab Page**

6. Click on the record to view the bill of lading item details.



**View Bill of Lading Details Page**

7. Click **Close** button to close the bill of lading item details.



Click the **Excel sheet** icon to download the bill of lading item details as an excel sheet.



Click the **PDF** icon to download the bill of lading item details as a PDF document.



Click the **Print** button to print the bill of lading item details.

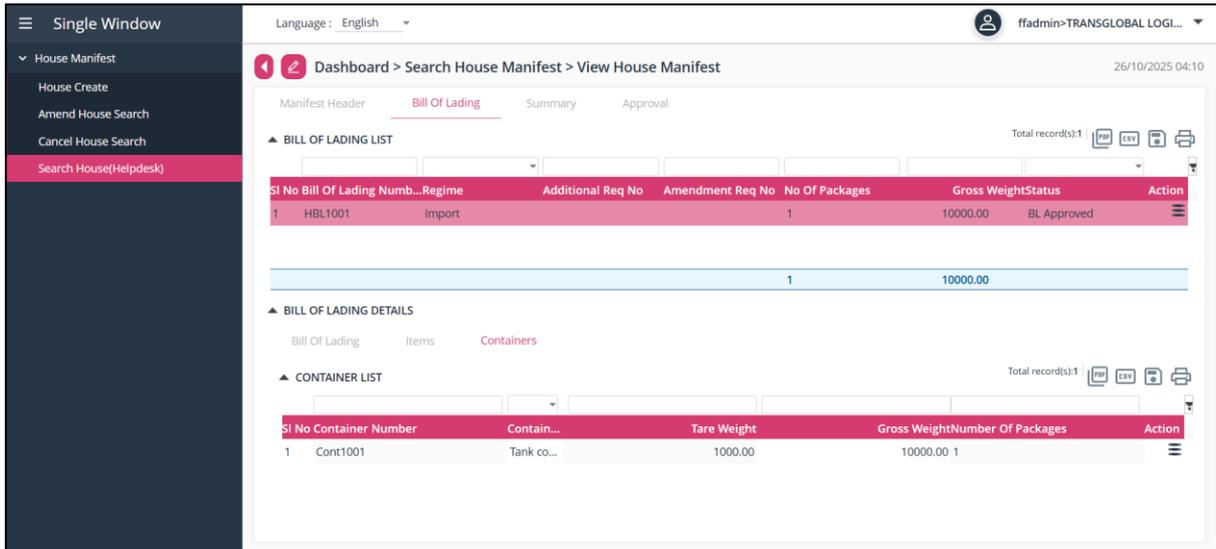
8. Click the  icon to preview the item details.

Print Preview				Print
SI No	Description Goods	Shipping Marks	Volume	Freight Currency
1	Live Animals	Live Animals	1000.0	US Dollar

**Print Preview Item Details Page**

9. Click the **Print** button to print the bill of lading item details.

10. Click **Containers** tab to view the container details.



The screenshot shows the 'View House Manifest' page with the 'Containers' tab selected. It displays two tables:

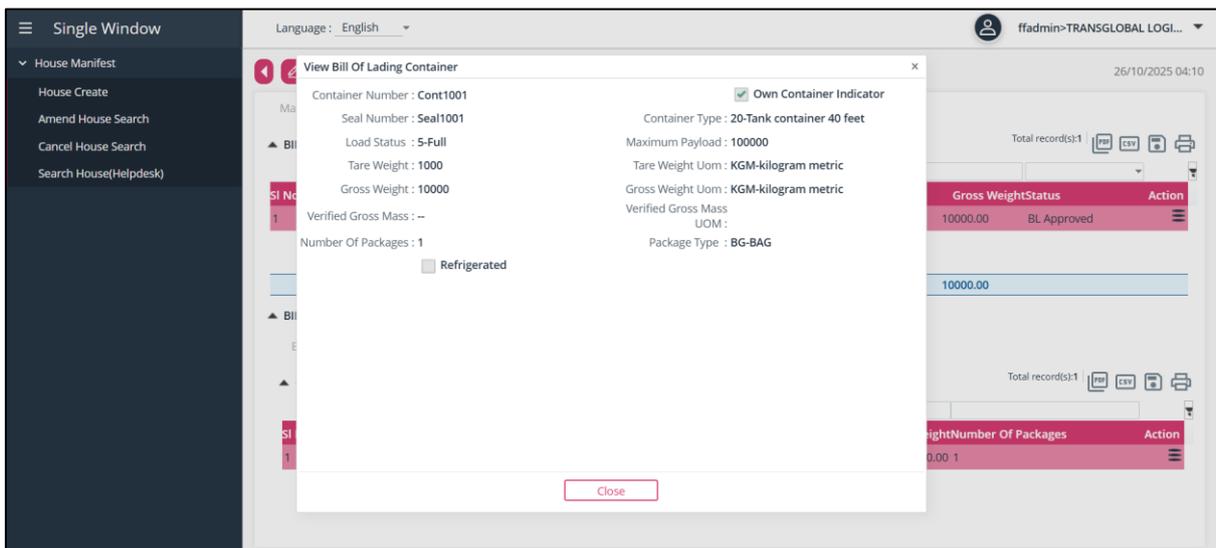
SI No	Bill Of Lading Numb...	Regime	Additional Req No	Amendment Req No	No Of Packages	Gross Weight	Status	Action
1	HBL1001	Import			1	10000.00	BL Approved	

SI No	Container Number	Contain...	Tare Weight	Gross Weight	Number Of Packages	Action
1	Cont1001	Tank co...	1000.00	10000.00	1	

**Containers Tab Page**

11. Click on the record to view the bill of lading container details.



The screenshot shows the 'View Bill of Lading Container' modal window with the following details:

- Container Number : Cont1001
- Seal Number : Seal1001
- Load Status : S-Full
- Tare Weight : 1000
- Gross Weight : 10000
- Verified Gross Mass : --
- Number Of Packages : 1
- Refrigerated:
- Own Container Indicator:
- Container Type : 20-Tank container 40 feet
- Maximum Payload : 100000
- Tare Weight Uom : KGM-kilogram metric
- Gross Weight Uom : KGM-kilogram metric
- Verified Gross Mass UOM :
- Package Type : BG-BAG

**View Bill of Lading Container Details Page**

12. Click **Close** button to close the bill of lading container details.

@

Click the **Excel sheet** icon to download the bill of lading container details as an excel sheet.

Click the **PDF** icon to download the bill of lading container details as a PDF document.

Click the **Print** button to print the bill of lading container details.

14. Click the  icon to print preview the container details.

SI No	Container Number	Container Type	Tare Weight	Gross Weight	Number Of Packages
1	Cont1001	Tank container 40 feet	1000.00	10000.00	1

**Print Preview Container Details Page**

15. Click the **Print** button to print the bill of lading container details.

16. In the View House Manifest page, click **Summary** tab to view the house manifest summary details.

Single Window

- House Manifest
- House Create
- Amend House Search
- Cancel House Search
- Search House(Helpdesk)

Language: English

ffadmin>TRANSGLOBAL LOGI...

Dashboard > Search House Manifest > View House Manifest 26/10/2025 04:10

Manifest Header   Bill Of Lading   **Summary**   Approval

▲ HOUSE MANIFEST DETAILS

Provisional Manifest Number : PROVNO42   Manifest Number : HSENO28   No. of Bill of Lading : 1

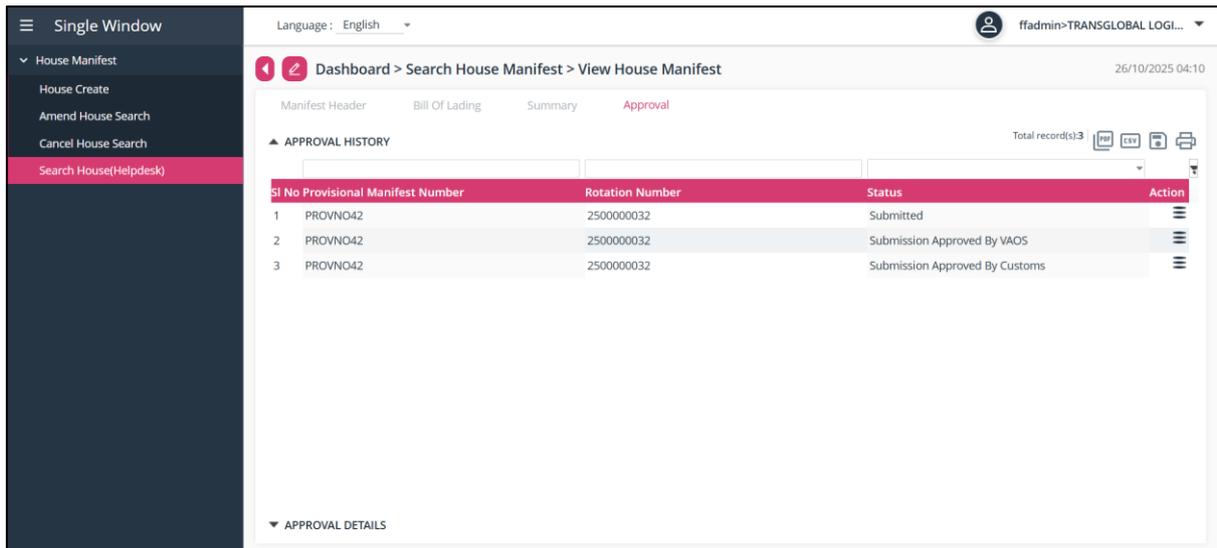
Total Number of ...   Total Number of ...

▲ HOUSE MANIFEST BL LIST Total record(s):1

SI No	Bill Of Lading Number	Regime	No Of Packages	Gross Weight	Status
1	HBL1001	Import	1	10000.00	BL Approved

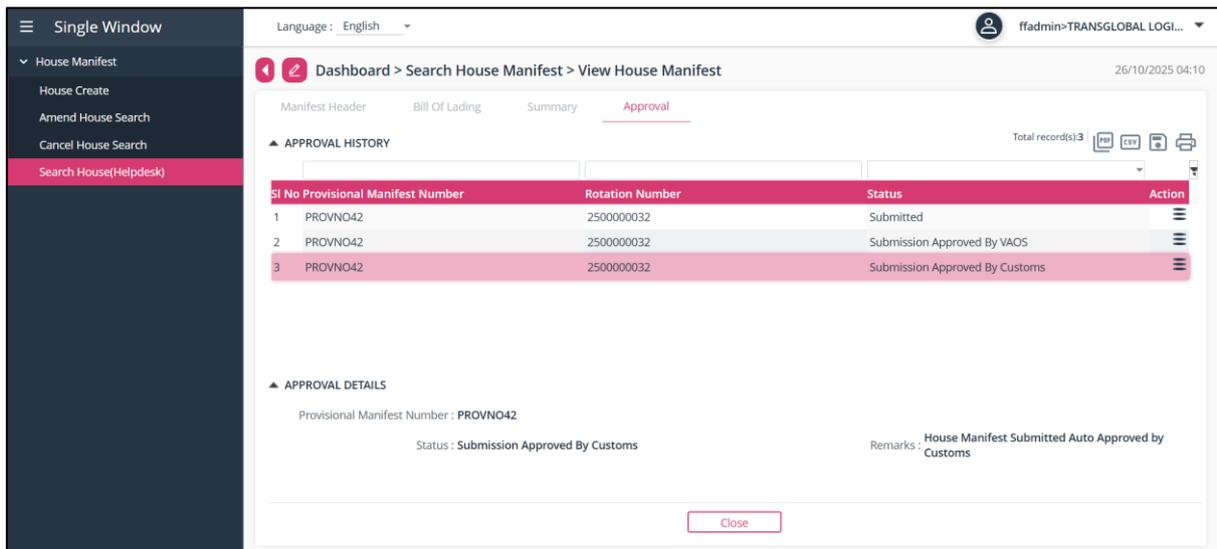
**Summary Tab Page**

17. Click **Approval** tab to view the approval details page.



Approval Tab page

18. Click on the record to view the manifest approval details.



View Manifest Approval Page

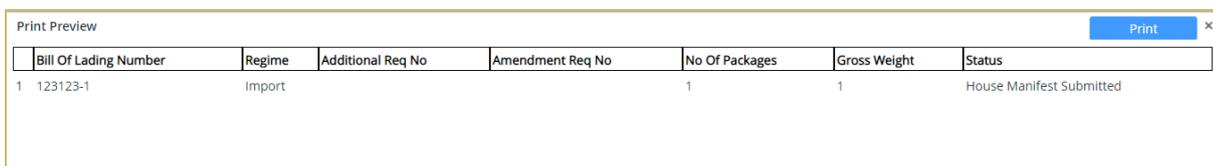
19. Click **Close** button to close the approval details.

### 3.4 PRINT HOUSE MANIFEST DETAILS

This functionality allows you to print the house manifest details such as Manifest Type, Manifest Number, and Master Manifest ID etc.

**To print the house manifest details:**

1. From the search results, click the  icon. The Print Preview Page will be displayed.



Print Preview Page

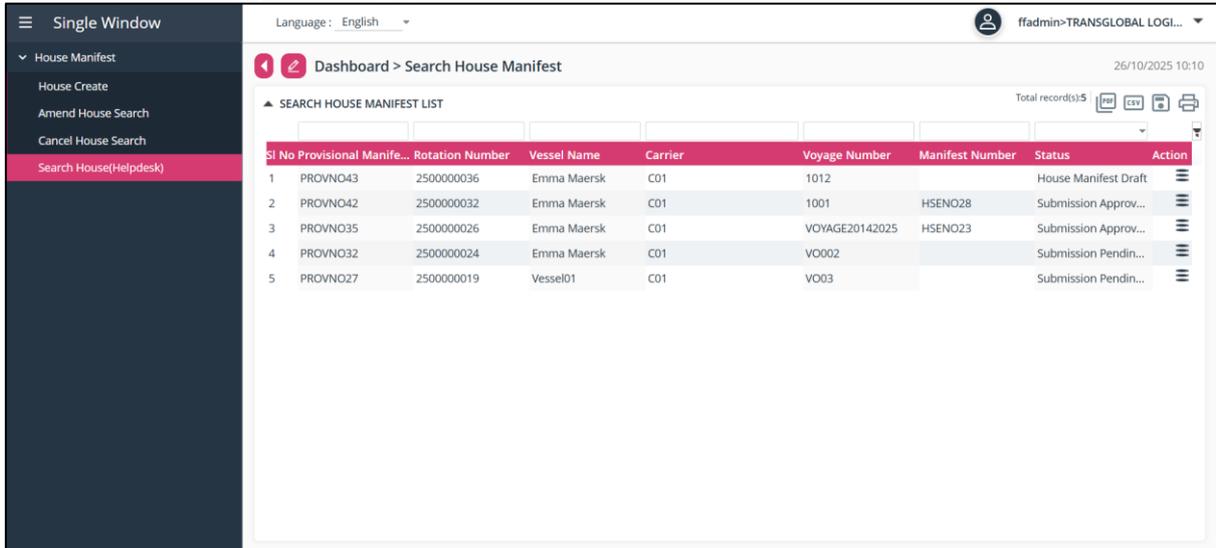
2. Click **Print** button to print the House manifest details.

### 3.5 EDIT HOUSE MANIFEST DETAILS

This functionality allows you to edit the house manifest details which is in draft status or which is rejected by Customs in the NSW system.

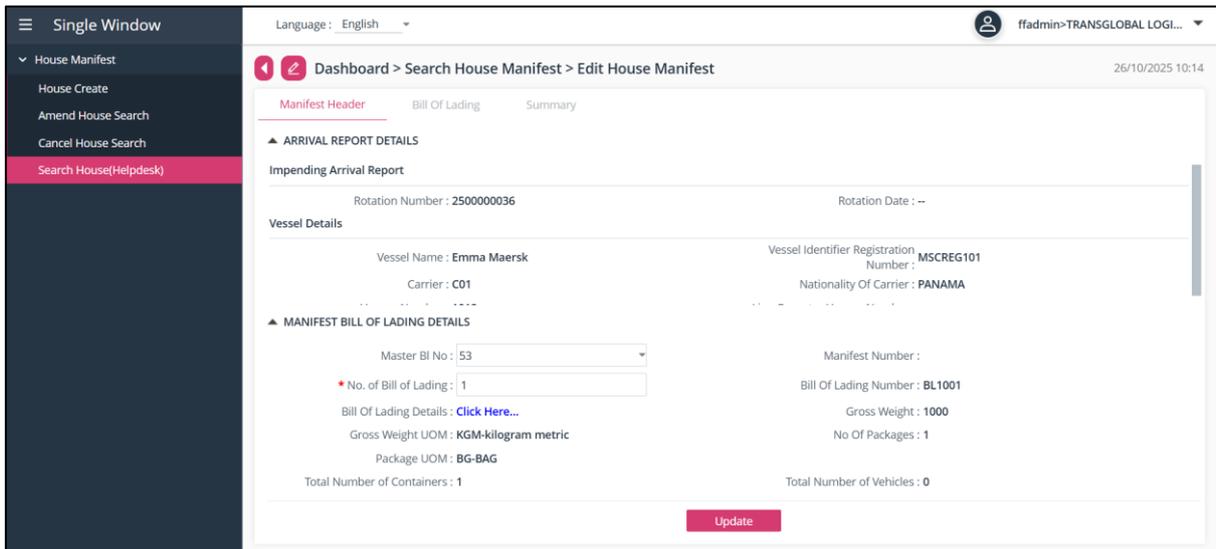
**To edit the house manifest details:**

1. Perform a search for the House manifest to edit, the status should read House Manifest Draft. The House Manifest Search Results page will be displayed.



House Manifest Search Results page

2. From the search results, click on the record. The Edit House Manifest Details Page will be displayed.



Edit House Manifest Details Page

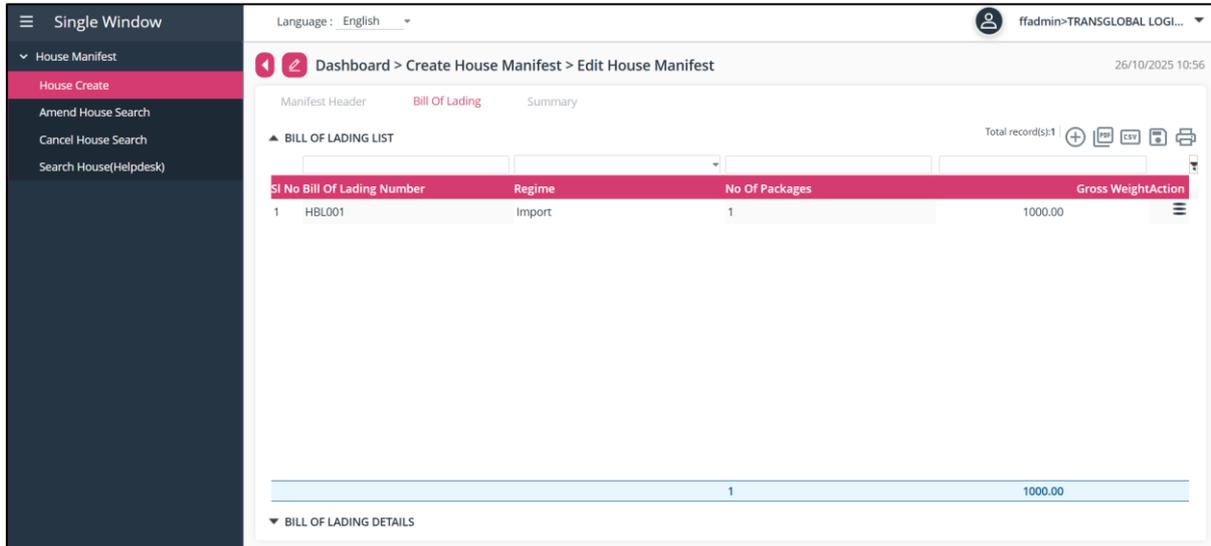
3. Modify the necessary information in the House manifest header Details tab page. For more information, refer to field descriptions in [House Manifest](#) Details.

4. Click **Update**. The Records updated successfully message will be displayed.



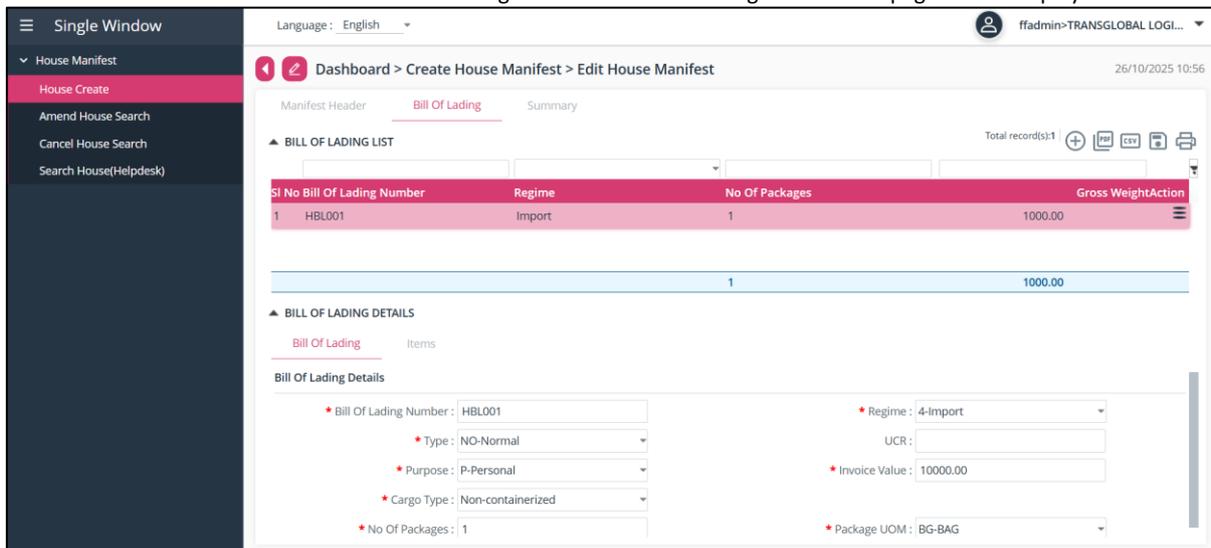
**Records Updated Successfully Message**

5. Click **Bill of Lading** tab. The Bill of Lading Details tab page will be displayed.



**Bill of Lading Details Page**

6. Click on the record to view the bill of lading details. The Bill of Lading Details View page will be displayed.



**View Bill of Lading Details Page**

7. Click **Close** button to close the bill of lading details.

@

Click the **Edit** icon to edit the bill of lading list details.

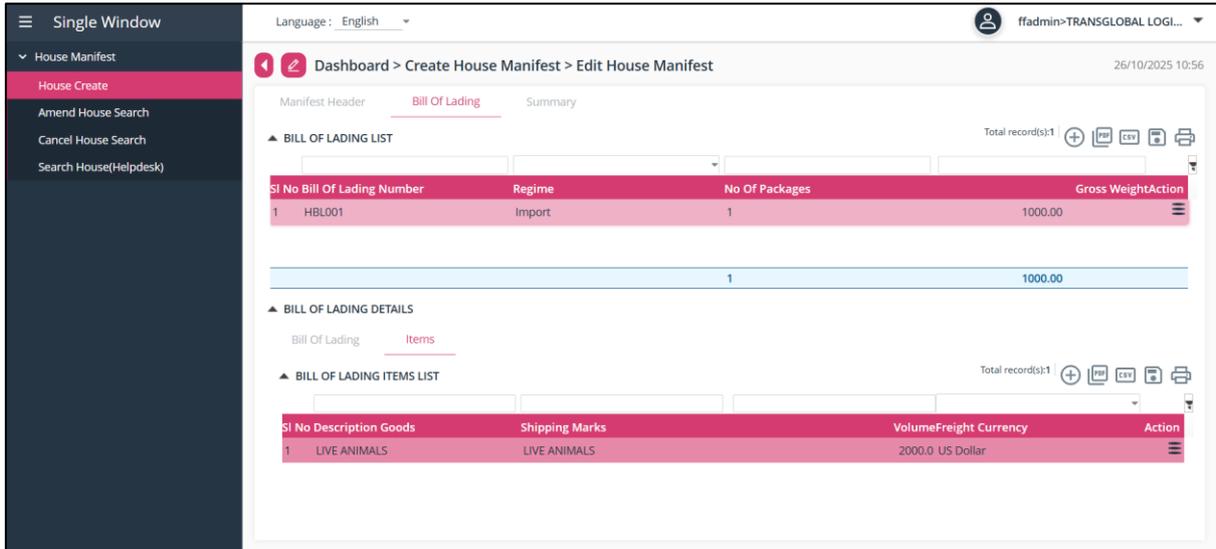
Click the **Print** icon to print the bill of lading list details. Click **Excel sheet** icon to download the bill of lading list as an excel sheet.

Click **PDF** icon to download the bill of lading as a PDF document.

Click **Print** button to print the bill of lading details.

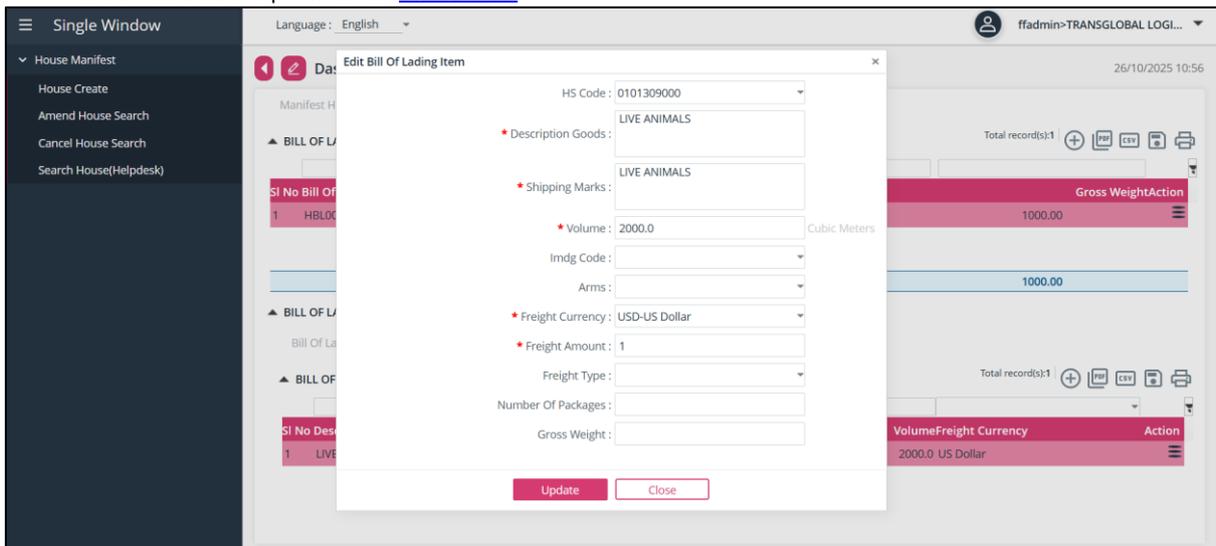
Click **Add** icon to add another bill of lading details.

8. Click **Item** Tab details to view the Bill of lading Item details page.



Item Details Tab page

9. Click on the record to modify the necessary information in the Bill of lading item details page. For more information refer to field descriptions in the [Item Details](#).



Edit Bill of Lading Item Details Page

10. Click **Update**. The Records updated successfully message will be displayed.



## Records Updated Successfully Message

11. Click **OK** button.



Click the **View** icon to view the bill of lading item details.

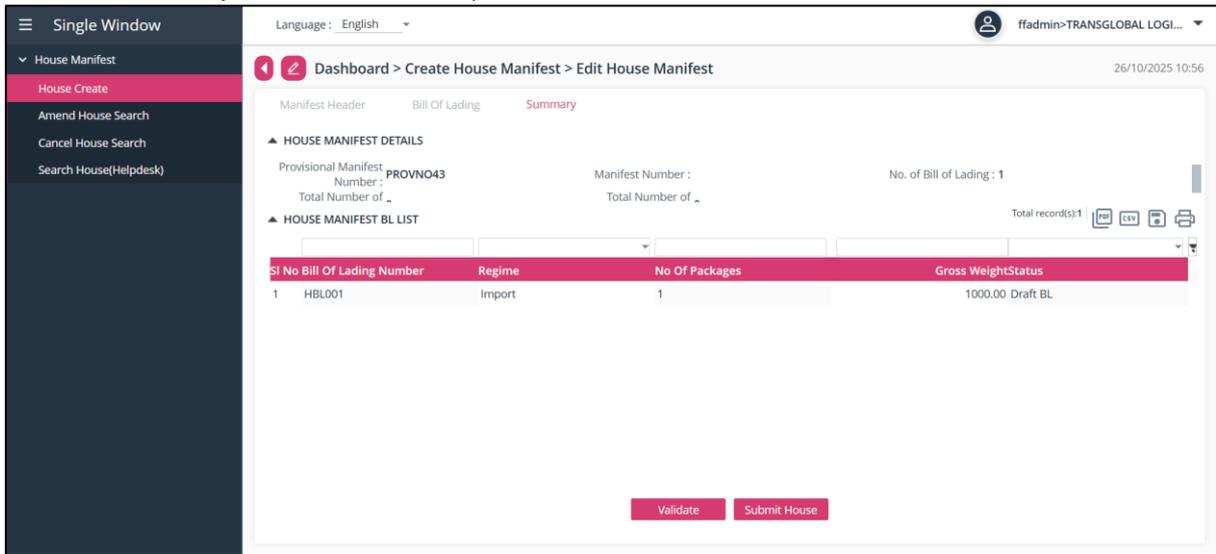
Click the **Print** icon to print the bill of lading item details. Click **Excel sheet** icon to download the bill of lading item details as an excel sheet.

Click **PDF** icon to download the bill of lading item details as a PDF document.

Click **Print** button to print the bill of lading item details.

Click **Add** icon to add another bill of lading item details.

12. Click **Summary** tab to view the summary details.



The screenshot shows the 'Edit House Manifest' page. The sidebar on the left includes 'House Manifest', 'House Create', 'Amend House Search', 'Cancel House Search', and 'Search House(Helpdesk)'. The main content area has a breadcrumb trail: 'Dashboard > Create House Manifest > Edit House Manifest'. The page title is 'Dashboard > Create House Manifest > Edit House Manifest' and the date is '26/10/2025 10:56'. The user is logged in as 'ffadmin>TRANSGLOBAL LOGI...'. The page has three tabs: 'Manifest Header', 'Bill Of Lading', and 'Summary' (selected). The 'HOUSE MANIFEST DETAILS' section shows 'Provisional Manifest Number: PROVNO43', 'Manifest Number:', and 'No. of Bill of Lading: 1'. The 'HOUSE MANIFEST BL LIST' section shows a table with the following data:

SI No	Bill Of Lading Number	Regime	No Of Packages	Gross Weight	Status
1	HBLD01	Import	1	1000.00	Draft BL

At the bottom of the page, there are two buttons: 'Validate' and 'Submit House'.

### Summary Tab Page

13. Click **Submit House** button to submit the edited house manifest details. The Records submitted successfully message will be displayed.

**Note** ✕

 House manifest with provisional manifest number PROVNO42 is submitted successfully.

**OK**

### Records Submitted Successfully Message

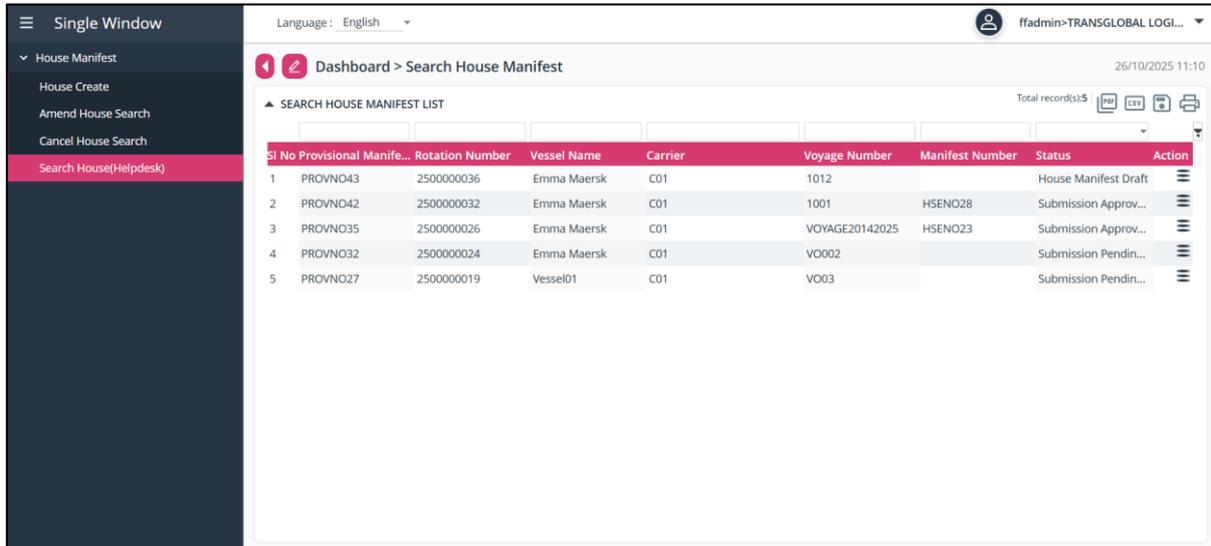
14. Click **OK** button to close the confirmation message.

### 3.6 DELETE BL IN HOUSE MANIFEST DETAILS

This functionality allows you to delete the house manifest details in **Draft** status only.

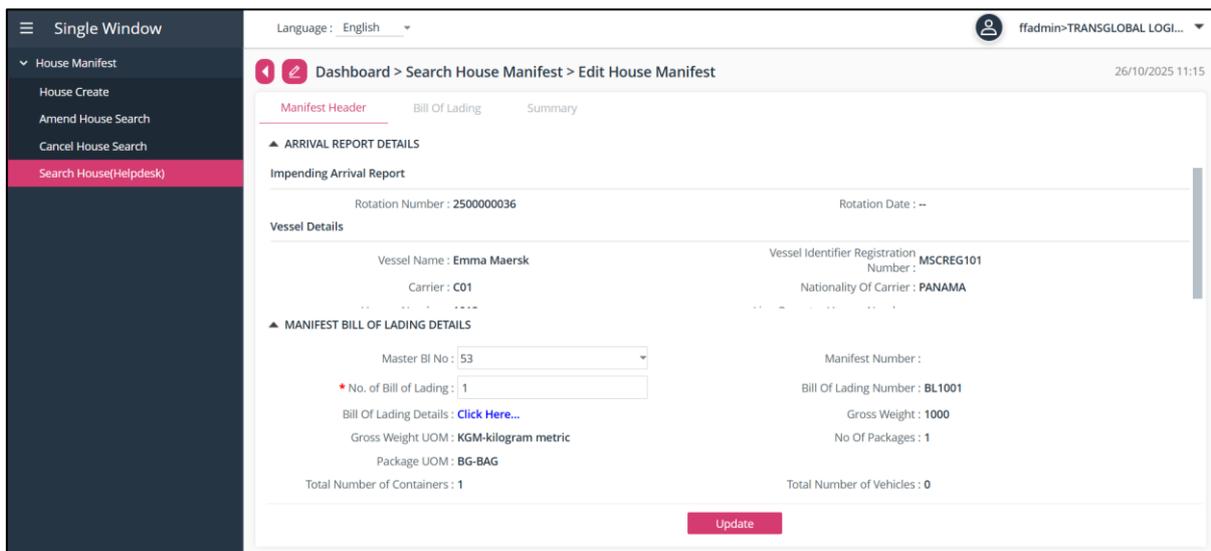
**To delete a BL in House Manifest:**

1. Perform a search for the House manifest that has BLs to be deleted, the status should read House Manifest Draft. The House Manifest Search Results page will be displayed.



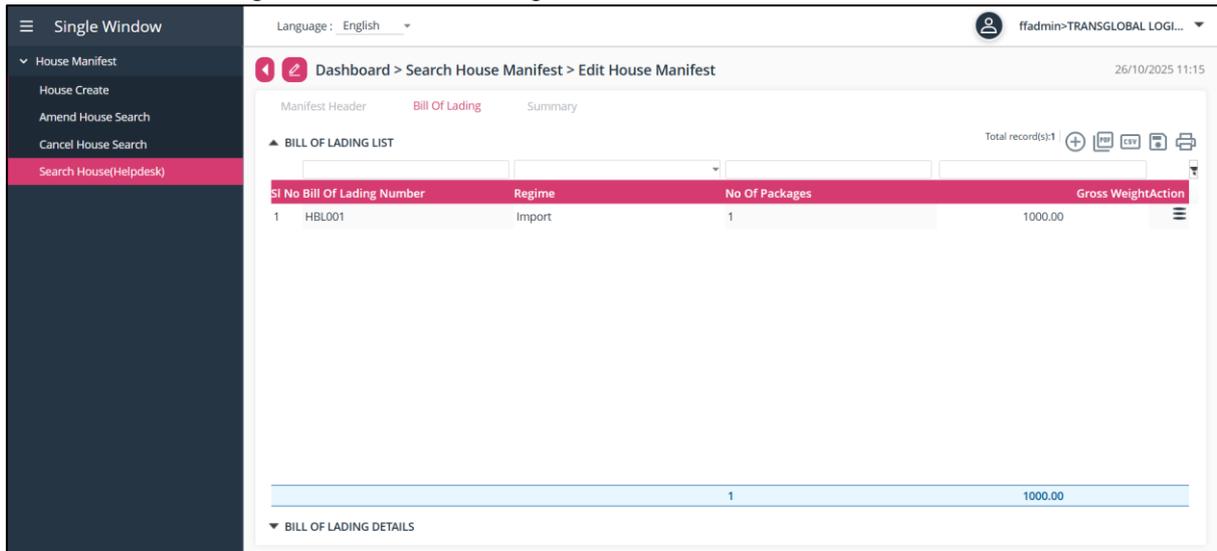
**House Manifest Draft Search Results Page**

2. From the search results, click on the record. The Edit House Manifest Details Page will be displayed.



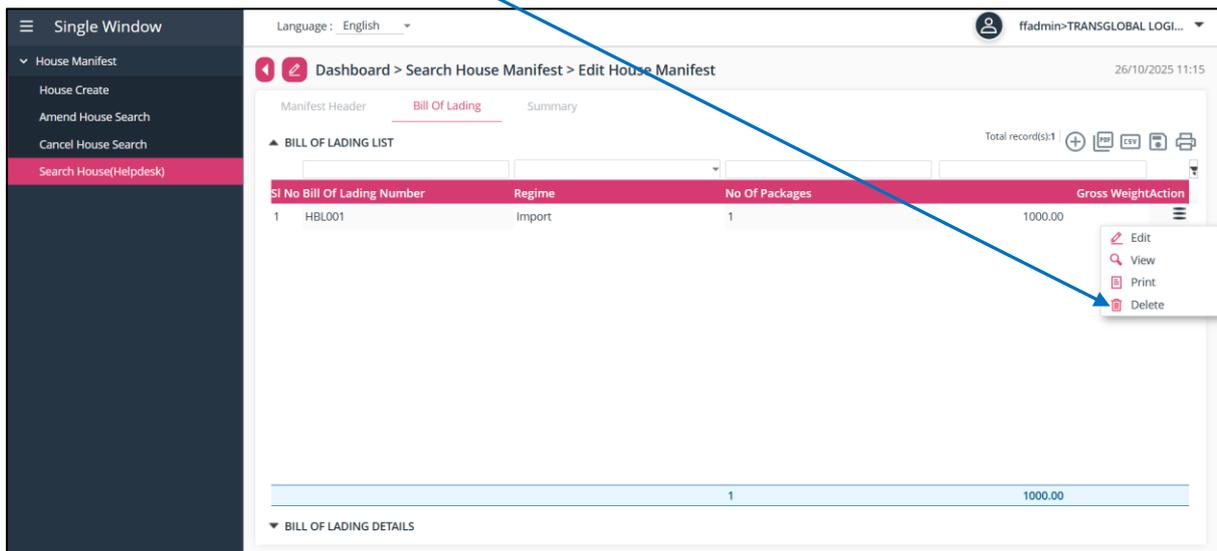
**Edit House Manifest page**

3. Click **Bill of Lading** tab to view the bill of lading details.

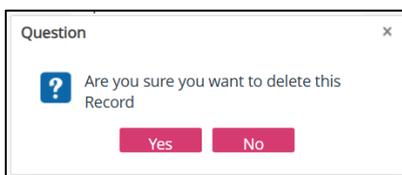


### Bill of Lading Page

1. Click the  icon and  button to delete the BL in house manifest details. The Delete Confirmation message will be displayed.

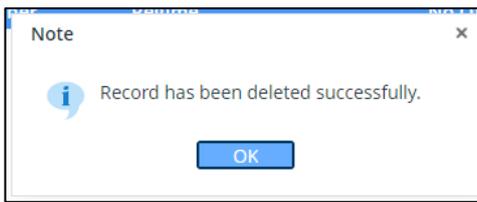


### Bill of Lading Page



### Delete Confirmation Message

2. Click **Yes** button to delete the house manifest details.



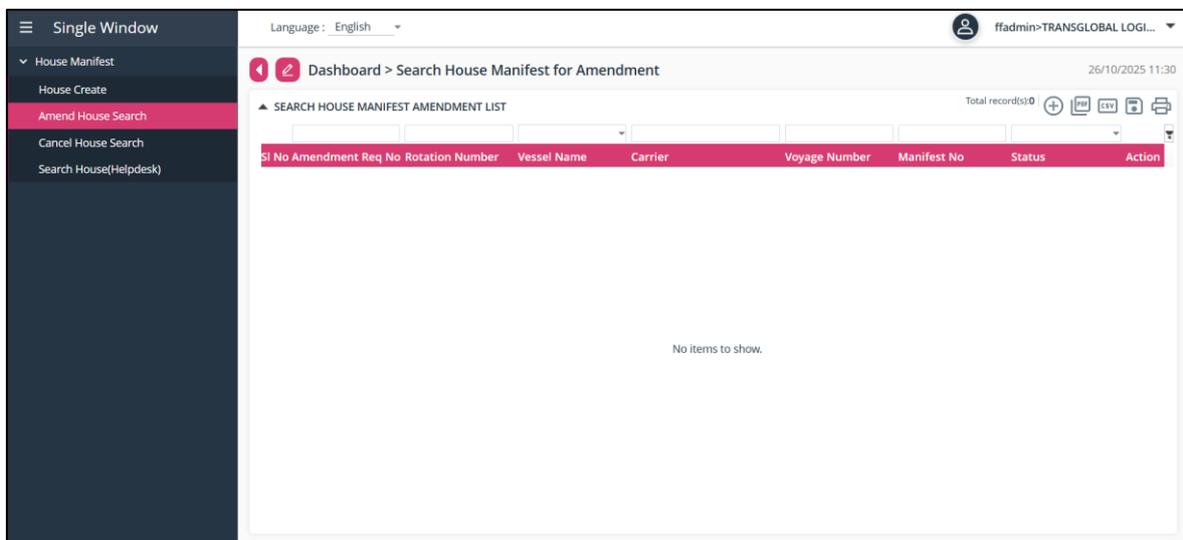
**Record Deleted Successfully Message**

### 3.7 CREATING HOUSE MANIFEST AMENDMENT REQUEST

The functionality allows you to create a new amendment request for a house manifest in the NSW system. Note that Amendment of House bill can only be done if there is no Declaration created with the House BL.

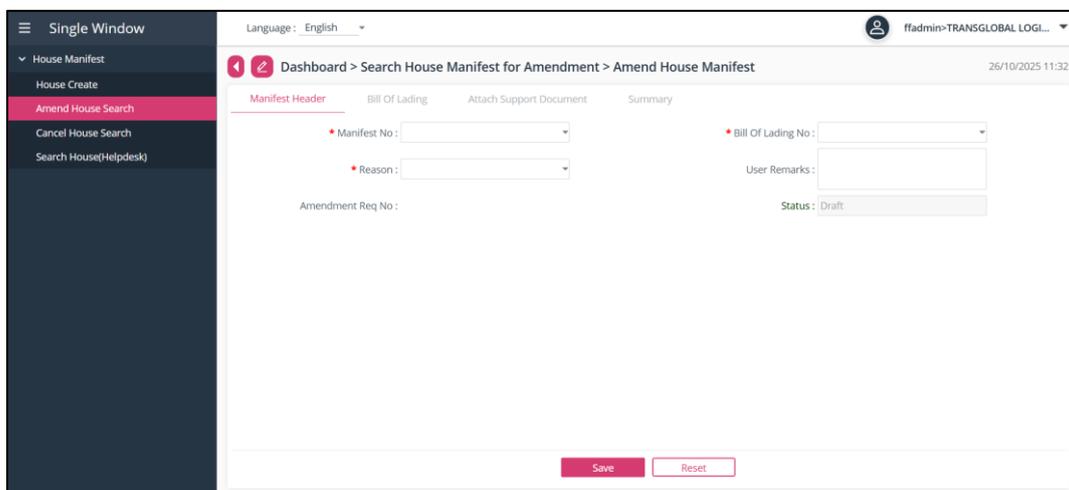
**To create a new amendment request for house manifest:**

1. Click **House Manifest->Amend House Search**. The Search House Manifest for Amendment Page will be displayed.



**Search House Manifest for Amendment Page**

2. Click the  add icon to add a new amendment request for the house manifest. The Amend House Manifest header page will be displayed.



**Amend House Manifest Header page**

3. Enter information in the Amend Manifest Header fields.

Field/Button description	Action/Input Required
<b>Manifest ID</b>	Enter the manifest identification number of the house manifest that you wish to amend.
<b>Bill of Lading ID</b>	Select the bill of lading details from the dropdown list.
<b>Reason</b>	Select the reason from the dropdown list.
<b>Amendment Request Number</b>	This number is auto-generated once the manifest header details has been saved.
<b>Status</b>	The default status is <b>Draft</b> . Once the header details have been saved, the status is automatically changed to <b>Amendment In progress</b> .



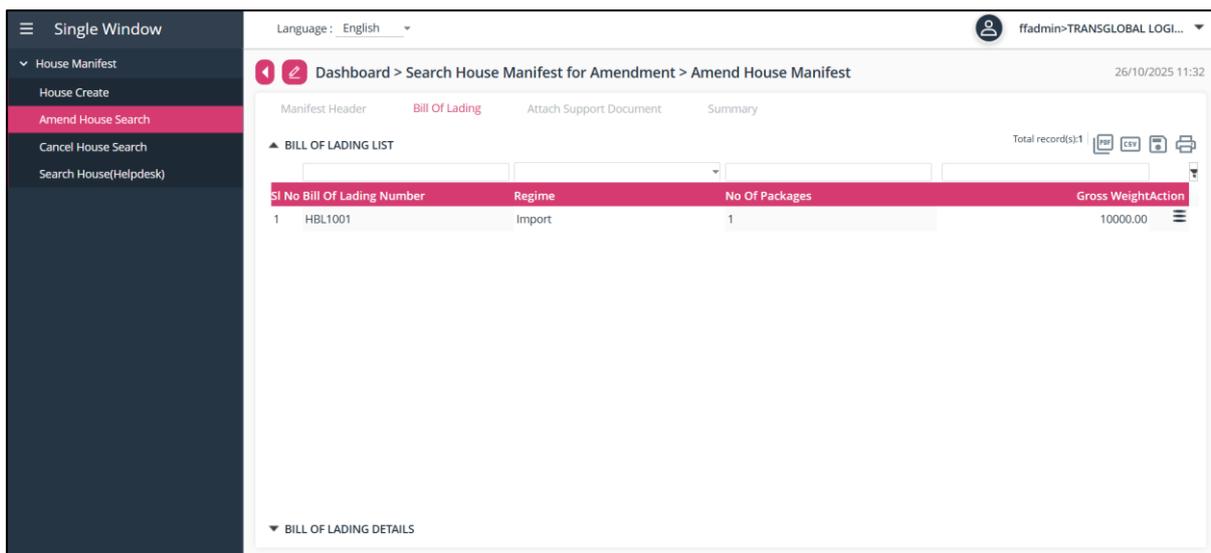
Click Reset button to clear the entered values and re-enter the filed values.

4. Click **Save** button to save the header details. The Records saved successfully confirmation message will be displayed.



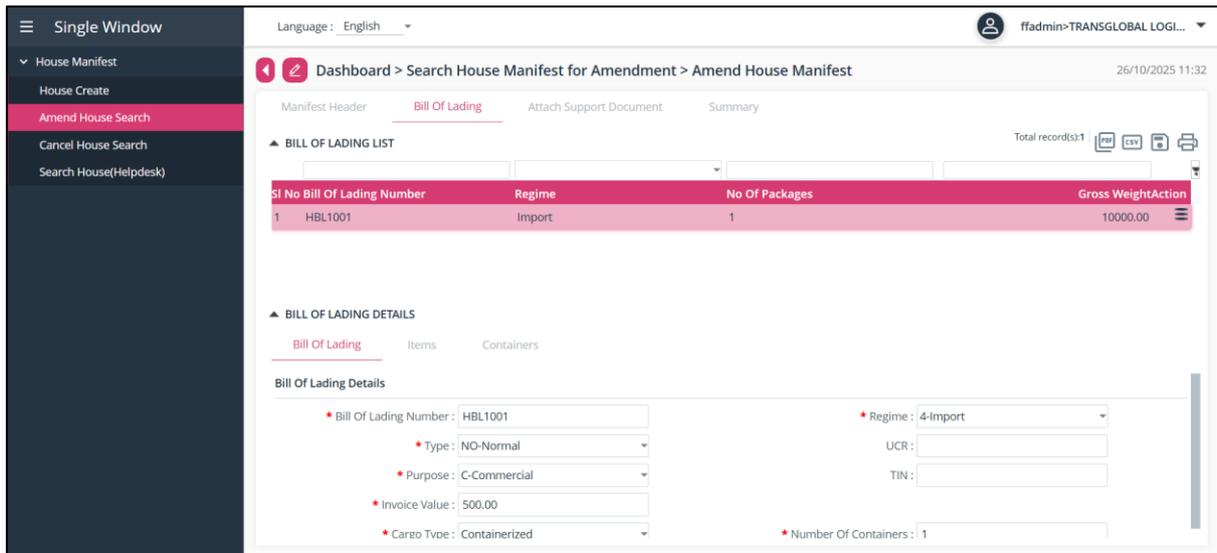
**Records Saved Successfully Message**

5. Click **Bill of Lading** tab. The bill of lading tab page will be displayed.



**Bill of Lading Tab Page**

6. Click on the record to view the bill of lading details. The Bill of Lading Details View page will be displayed.



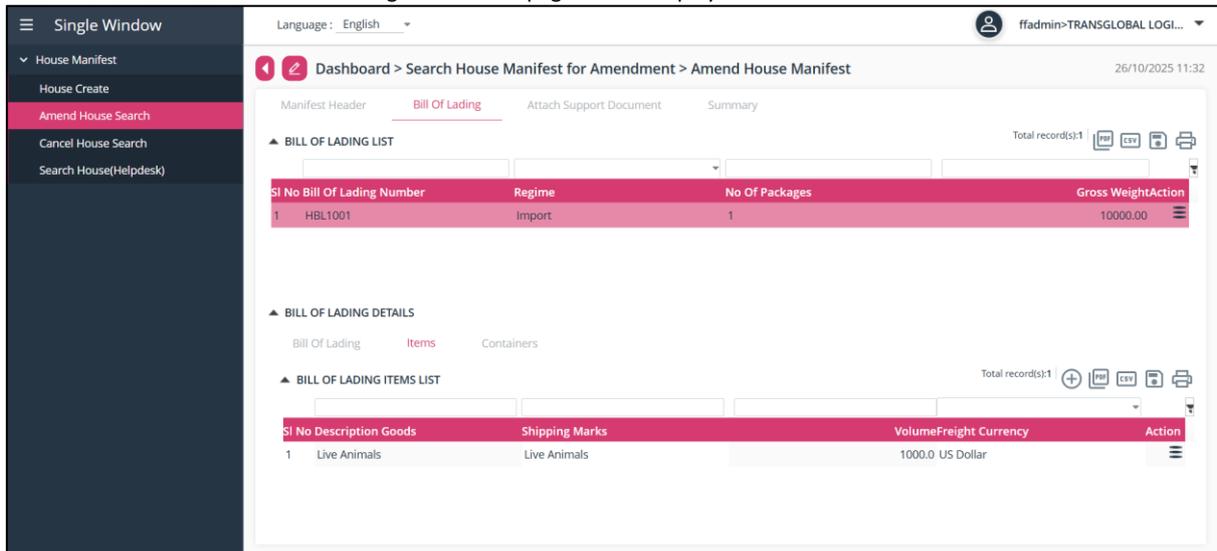
**View Bill of Lading Details Page**

7. Make necessary changes and click Update button to save changes.



**Records Updated Successfully Message**

8. Click **Item** tab. The Bill of Lading Item Details page will be displayed.



**Bill of Lading Item Details page**

9. Click on the record to view the item details.

### Item Details Page

10. Make the necessary changes and click **Update** button to save. Click close button to close the item details page.

11. In the Bill of Lading Item Details page, click the  icon to print preview the item details.

SI No	Description Goods	Shipping Marks	Volume	Freight Currency
1	Live Animals	Live Domestic Animals	1000.0	US Dollar

### Print Preview Item Detail Page

12. Click **Print** button to print the Bill of lading item details.

13. In the Bill of Lading Tab page, click the  icon to print preview the bill of lading. The Bill of Lading Print preview page will be displayed.

SI No	Bill Of Lading Number	Regime	No Of Packages	Gross Weight
1	HBL1001	Import	1	10000.00

### Bill of Lading Print Preview Page

14. Click **Print** button to print the Bill of lading details.

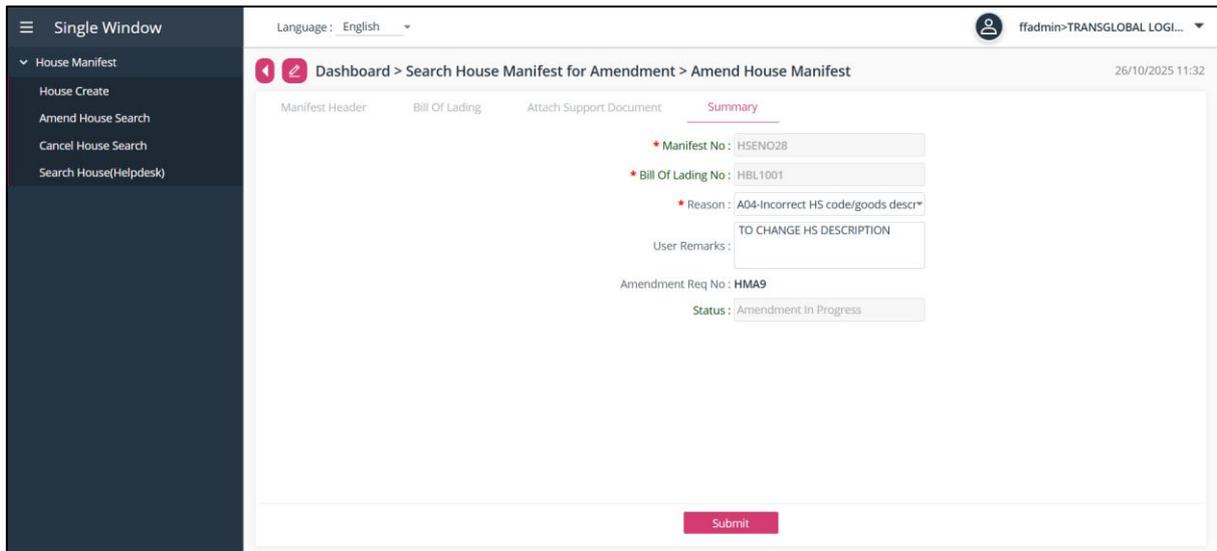
15. Modify the necessary information and click **Update**. The Records updated successfully message will be displayed.

 Record has been updated successfully. 

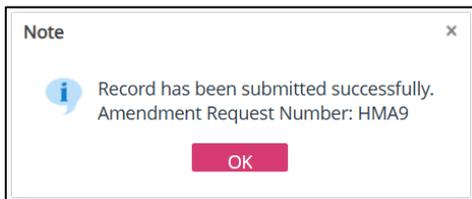
### Records Updated Successfully Message

16. Click **OK** button to close the confirmation message.

17. In the **Summary** tab page, click **Submit** to submit the amended house manifest details. The Record submitted successfully message will be displayed.



Amend House Manifest Summary page



Records Submitted Successfully Message

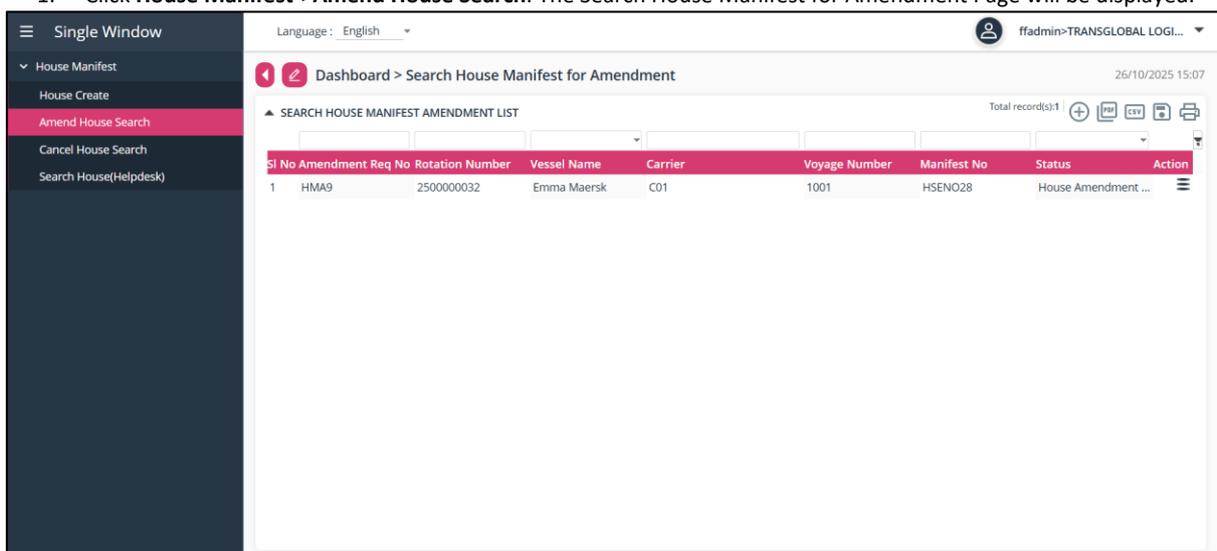
18. Click **OK** button to close the confirmation message.

### 3.8 SEARCHING AND AMENDING HOUSE MANIFEST DETAILS

The functionality allows you to search for, amend, overview and delete the house manifest details in the NSW system.

**To search for and amend house manifest:**

1. Click **House Manifest->Amend House Search**. The Search House Manifest for Amendment Page will be displayed.



Search House Manifest for Amendment Page

Following are the field and button descriptions of the **Search House Manifest for Amendment** page.

Field/Button description	Action/Input Required
<b>Amendment Request Number</b>	Enter the amendment request number of the manifest.
<b>Rotation Number</b>	Enter the rotation number.
<b>Vessel Name</b>	Enter the Vessel Name
<b>Carrier</b>	Enter the Carrier
<b>Voyage Number</b>	Enter the Voyage Number
<b>Manifest ID</b>	Enter the manifest identification number.
<b>Status</b>	Select the status of the house manifest from the dropdown list.



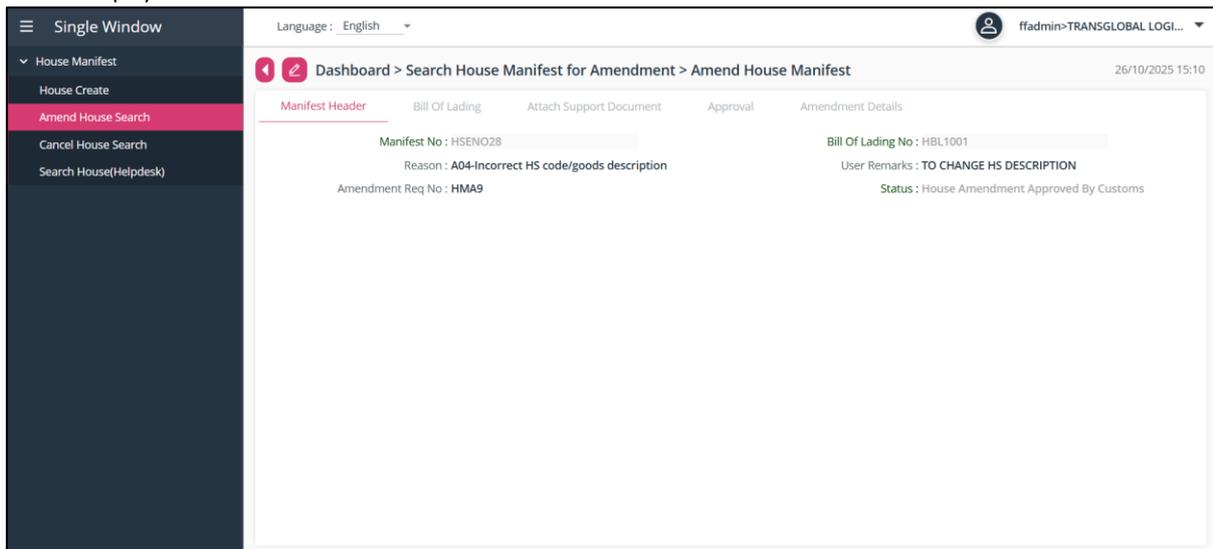
- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words), and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Amendment Request Number
  - Manifest ID

### 3.9 AMEND HOUSE MANIFEST DETAILS

This functionality allows you to amend the house manifest details.

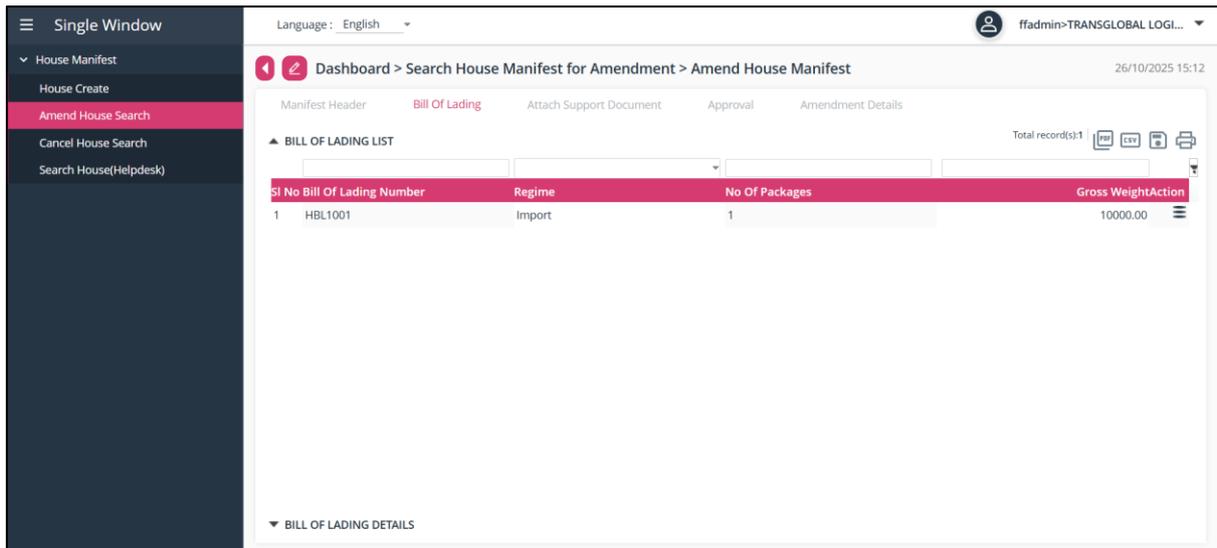
#### To amend the house manifest details:

- From the search results, click on the record to amend. The Amend House Manifest Header Details Page will be displayed.



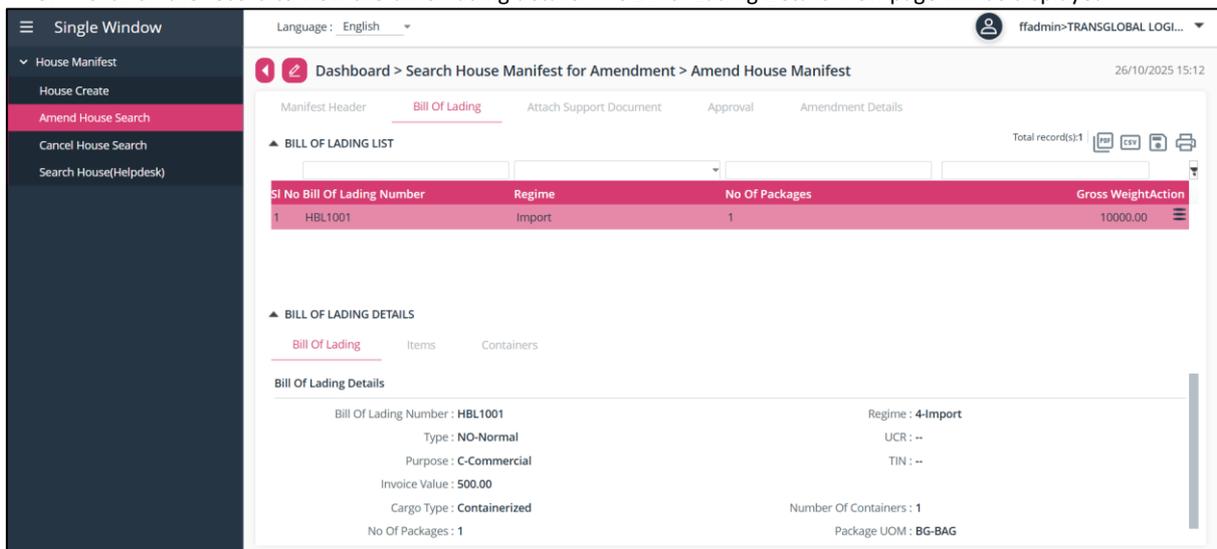
#### Amend House Manifest Header Details Page

- In the Amend House manifest page, click **Bill of Lading** tab. The bill of lading tab page will be displayed.



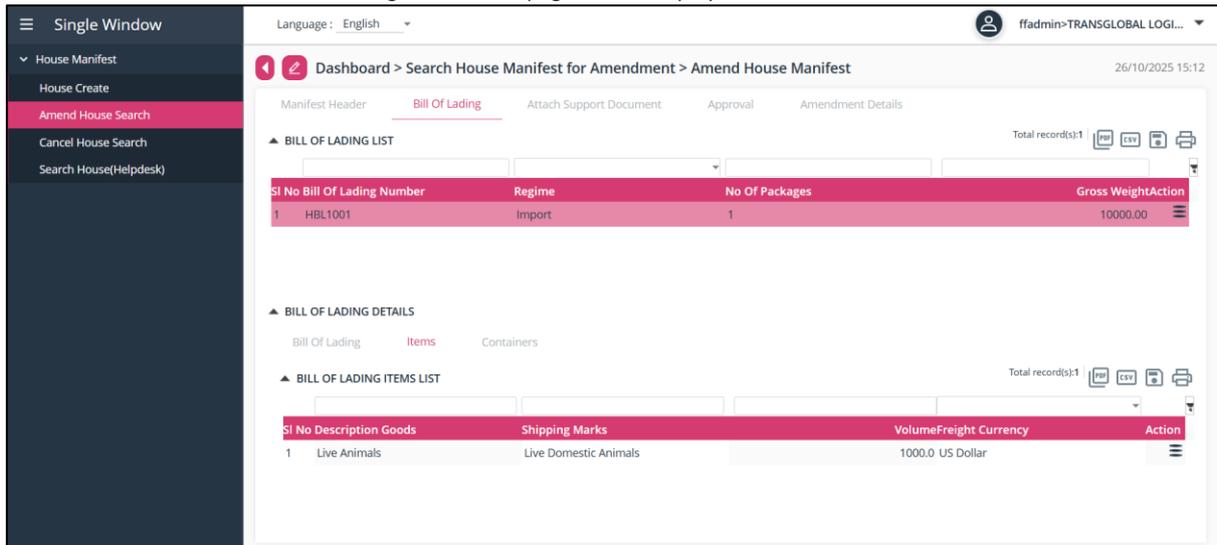
**Bill of Lading Tab Page**

3. Click on the record to view the bill of lading details. The Bill of Lading Details View page will be displayed.



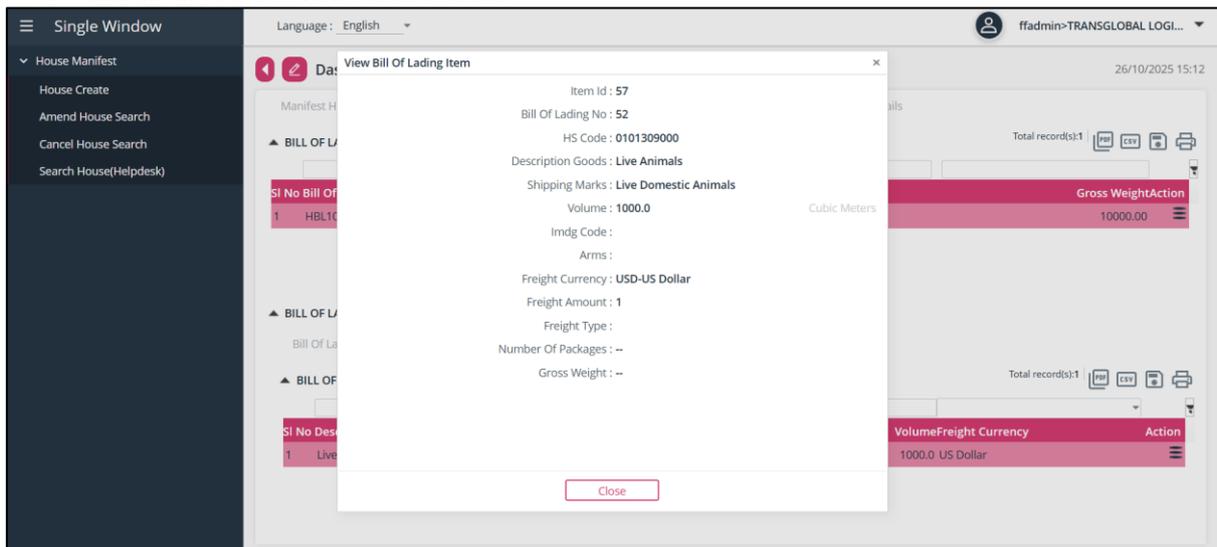
**View Bill of Lading Details Page**

4. Click **Item** tab. The Bill of Lading Item Details page will be displayed.



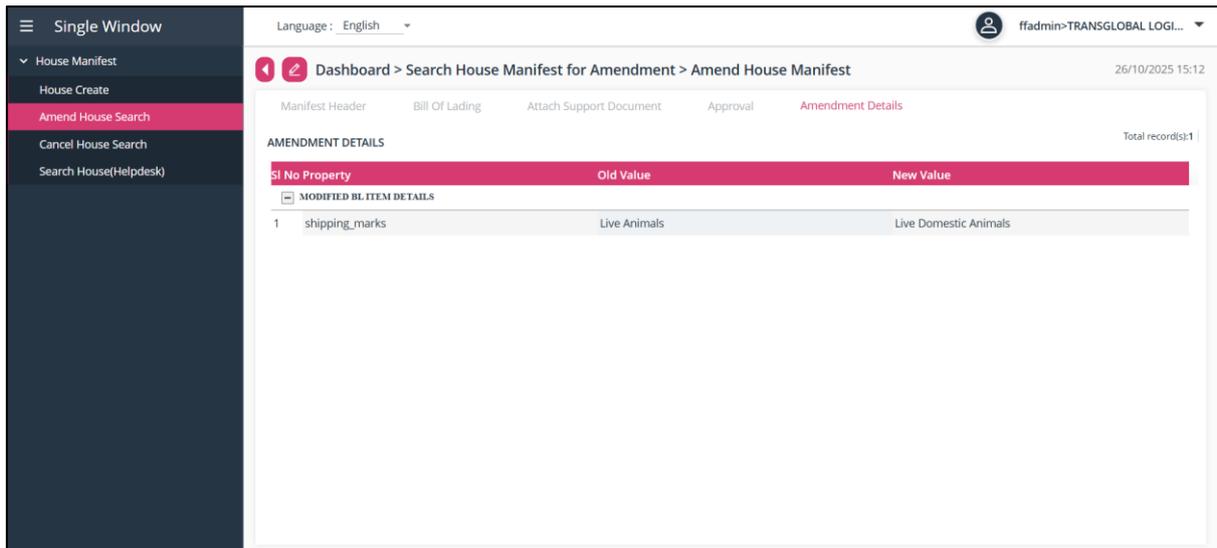
Bill of Lading Item Details page

5. Click on the record to view the item details.



Item Details Page

- 6. Click **Close** button to close the item details page.
- 7. On the Amendment Details page, you will see the changes that were done on the House BL during amendment.



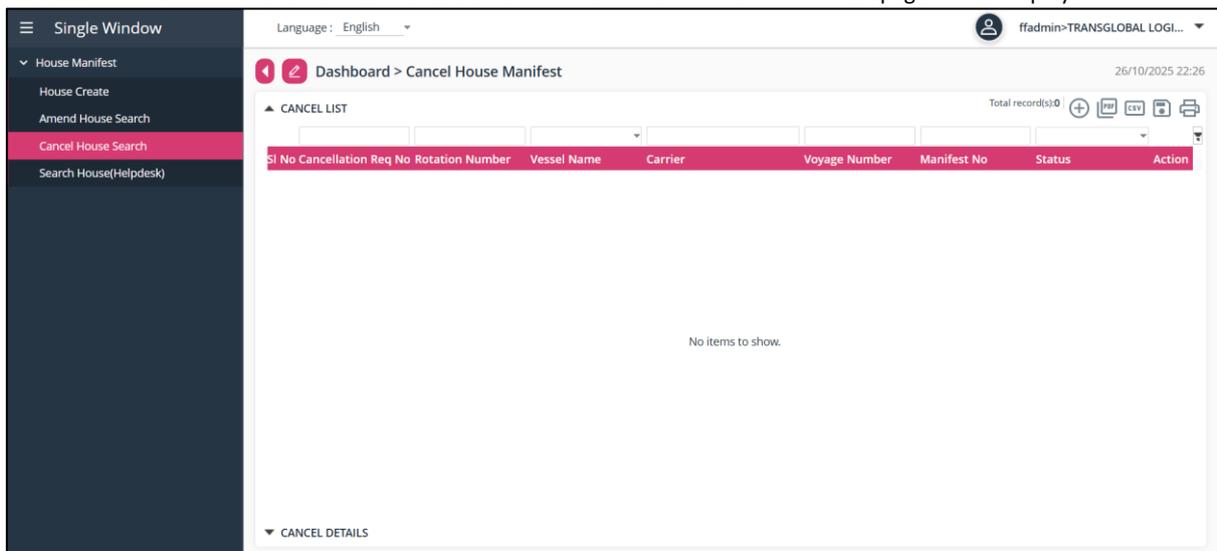
Summary Page

### 3.10 CANCELLING HOUSE MANIFEST DETAILS

This functionality allows you to search for and cancel the house manifest in the NSW system. If the manifest has been used by a declaration, the cancellation is rejected else the system cancels the house manifest.

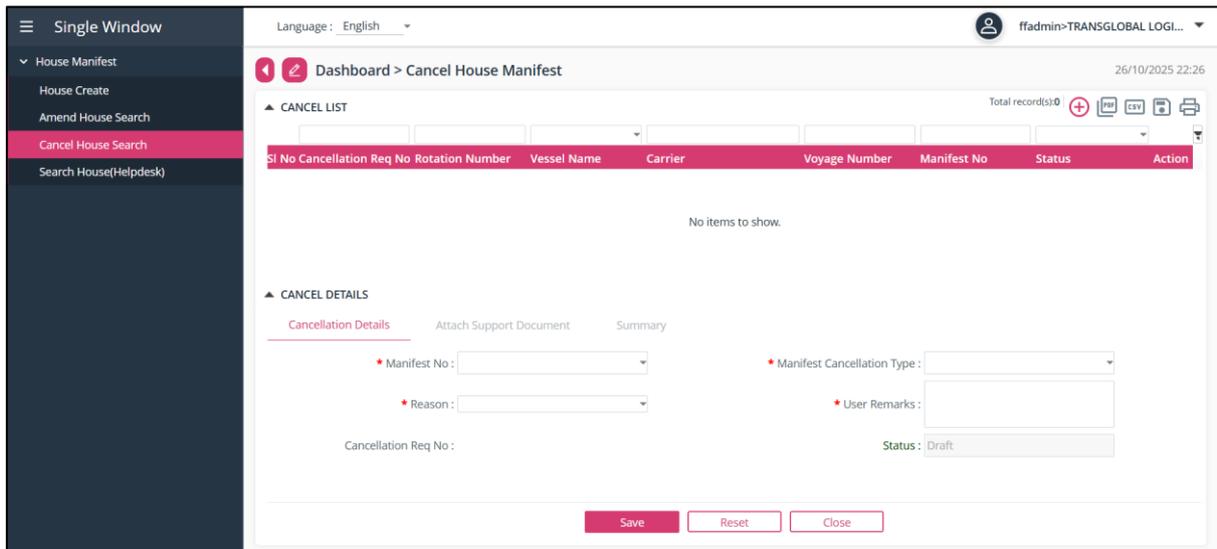
**To cancel a House Manifest:**

1. Click **House Manifest-> Cancel House Search**. The Search Cancel House Manifest page will be displayed.



Cancel House Manifest page

2. Click  icon to cancel house manifest.



**Cancellation Details page**

3. Enter information in the Cancellation details fields.

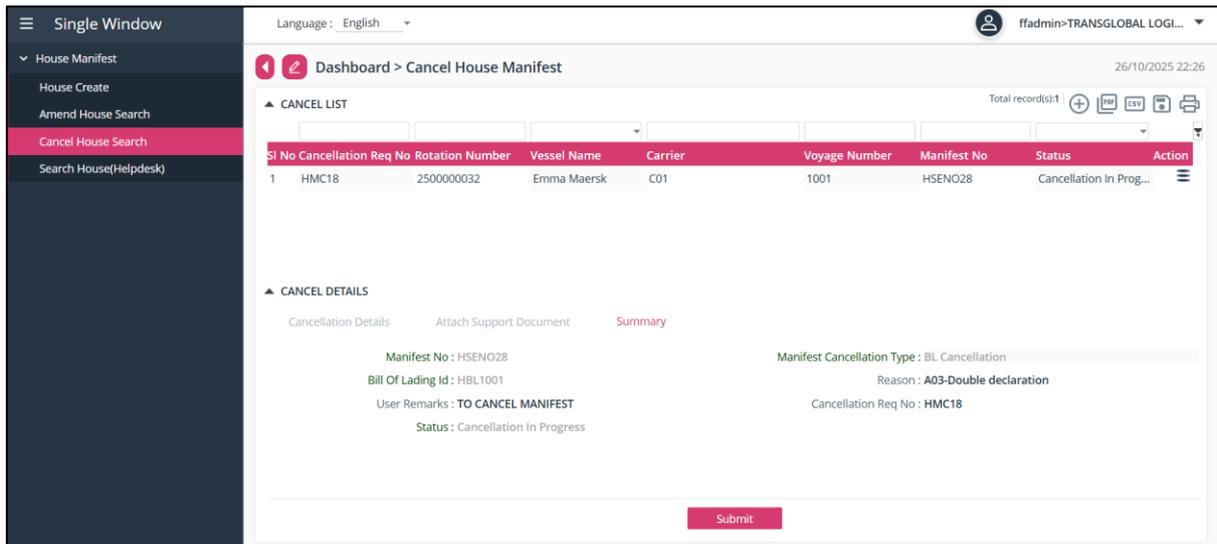
Field/Button description	Action/Input Required
<b>Manifest No.</b>	Specify the Manifest number.
<b>Manifest Cancellation Type</b>	Enter the manifest cancellation type. 1. BL Cancellation 2. Manifest Cancellation
<b>BL Number ID</b>	If the Cancellation Type is BL Cancellation, the BL Number ID will be enabled for you to select the BL to cancel
<b>Reason</b>	Select the Reason code
<b>User Remarks</b>	Enter the remarks for cancelling the house manifest.
<b>Status</b>	Status will be set to Draft by default

4. Click **Save** button. The Records have been saved successfully message will be displayed.



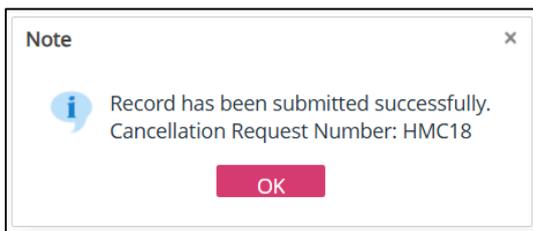
**Records Saved Successfully Message**

5. Enter information in the Cancellation details fields.



**Cancel House Manifest Summary page**

6. Click Submit button to confirm



**Records Submitted Successfully Message**

7. Click **OK** button to close the confirmation message.

# CHAPTER 3: CLEARING AGENT ROLE

## 4. UNIQUE CONSIGNMENT REFERENCE (UCR)

The Unique Consignment Reference (UCR) module allows users to create, amend, and cancel UCRs within the National Single Window (NSW). The UCR serves as the primary system-generated identifier for a consignment and is used to link all related declarations, documents, approvals, and processing activities across the trade lifecycle. Each consignment must have its own UCR to ensure accurate tracking, traceability, and system processing.

Each consignment must have its own UCR to ensure accurate tracking, traceability, and system processing.

- A UCR is created **per consignment**
- The generated UCR must be used consistently across all related transactions
- Once created, the UCR can be used to initiate subsequent processes in the NSW

### Business Rule

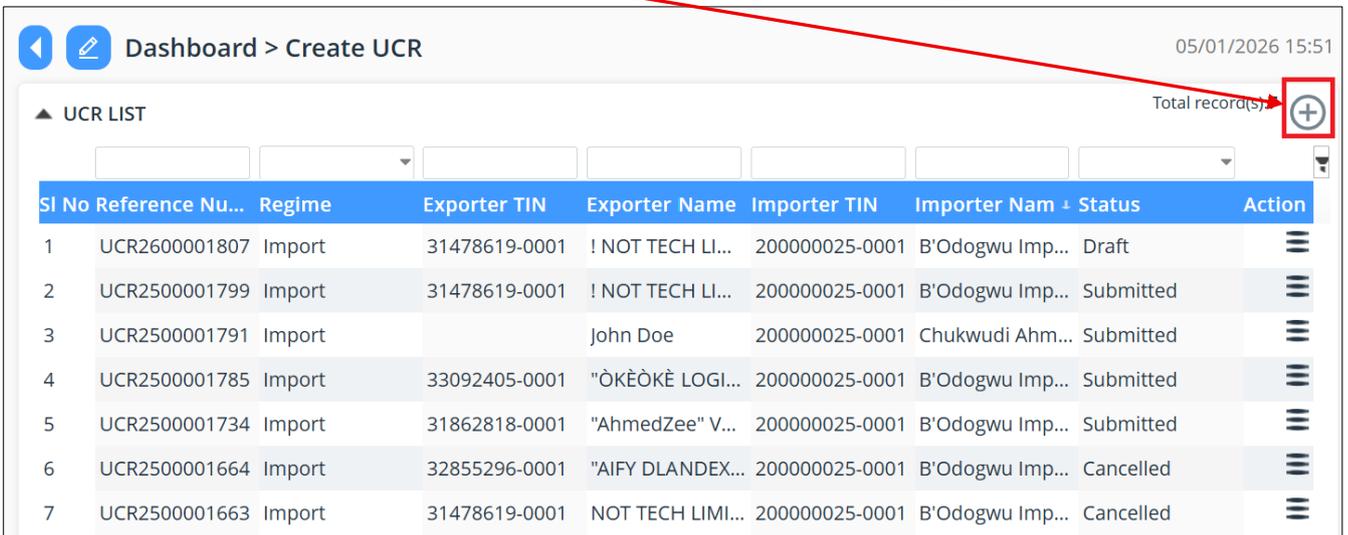
**One consignment = One UCR**

### 4.1 CREATE UCR

The function enables users to generate a new Unique Consignment Reference for a consignment being processed in the NSW. Using this menu, the user enters the required consignment details to create a UCR. Once created, the UCR becomes the primary reference used throughout the system for declarations, manifests, and regulatory interactions.

#### To create a Unique Consignment Reference:

1. Login to the application and click **UCR->Create UCR**. If there are existing UCRs, this will be shown under the **UCR LIST** section. To create a new UCR, click  to access the UCR form.



### Create UCR Page

2. Next, the screen below will be displayed. Provide the necessary details for Exporter, Importer, and other details.

### Create UCR Details Page

Following are the field and button descriptions of the **Create UCR** page.

Field/Button description	Action/Input Required
<b>Regime</b>	Select Regime.
<b>Usage</b>	<b>Available Options</b> <ul style="list-style-type: none"> <li>• <b>Single:</b> Use when the UCR applies to one transaction only.</li> <li>• <b>Multiple:</b> Use when the same UCR will be referenced across multiple related transactions for the same consignment</li> </ul>

- Next, go to the **Document** tab to fill in the details. Provide necessary documents based on the Consignment the UCR will be used for.
- In the **Summary** tab, review inputted details and then click **Submit**.

## 4.2 AMEND UCR

The functionality allows users to modify permitted details associated with an existing UCR. It is used when corrections are required on a UCR that has already been created but has not yet progressed beyond allowable system stages. Amendments are subject to system validations and process status.

Once a UCR is linked to submitted declarations or finalized processes, further amendments may not be allowed.

### To Amend a Unique Consignment Reference:

- Login to the application and click **UCR->Amend UCR**. Under the **UCR LIST** section, click on the UCR you wish to amend.
- Proceed to make the allowed changes in the **UCR details** page and/or upload or delete documents in the **document tab**.
- In the **Summary** tab, review details and then click **Submit**.

Dashboard > Amend UCR > UCR Details

06/01/2026 04:

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UCR Details
Documents
Summary

\* Reference Number : UCR2600001805

\* Regime :

**Exporter Details**

\* Exporter :

Exporter Name :

\* Exporter Telephone :

\* Exporter Email :

Exporter Contact No :

Exporter TIN :

Exporter Other

Exporter Fax :

\* Exporter Contact Person :

Exporter Contact Designation :

#### Amend UCR Details Page

**Note:**

- Only specific UCR details can be amended
- Once a UCR is linked to submitted declarations or finalized processes, further amendments may not be allowed.

### 4.3 CANCEL UCR

The function allows users to cancel an existing UCR that is no longer required. It is used when a consignment is withdrawn, abandoned, or created in error. Cancelling a UCR prevents it from being used in further NSW transactions.

**To Cancel a Unique Consignment Reference:**

1. Login to the application and click **UCR->UCR Cancellation**. Under the **UCR CANCELLATION LIST** section, click on the UCR you wish to cancel.
2. In the **Summary** tab, select the **Reason Code** and specify **Cancellation Remarks**, then click **Cancel UCR**.

### Cancel UCR Page

Following are the field and button descriptions of the **UCR Cancellation** page.

Field/Button description	Action/Input Required
<b>Reason Code</b>	<p>Select the reason for cancelling the UCR. Select any of the options from the down-down:</p> <ol style="list-style-type: none"> <li>1. Inspection Officer Request</li> <li>2. Cargo off-loaded/short landed/overlanded</li> <li>3. Change of Shipment</li> <li>4. Double declaration</li> <li>5. Incorrect HS code/goods description</li> <li>6. Incorrect licence number</li> <li>7. Incorrect quantity/value</li> <li>8. Incorrect type of permit</li> <li>9. Permit validity expired</li> <li>10. Vessel under repair</li> <li>11. Wrong transport mode</li> <li>12. Change Vehicle Number</li> <li>13. Change All</li> <li>14. Change Transit Office Exit</li> <li>15. Change Transit Route</li> <li>16. Vessel Modification</li> <li>17. Transfer of ownership</li> </ol>
<b>Cancellation Remarks</b>	Provide brief details explaining the cancellation request.

#### Note:

- A UCR that has been linked to a Consignment is not visible for cancellation.
- Users must ensure that no active declarations or dependent processes exist before attempting to cancel a UCR.

## 5. APPLICATION SUBMISSION

The Clearing Agent makes use of the application submission menu to process their documents to the MDA for Approval.

### 5.1 MASTER DOCUMENT

This function allows Master Document submission. A master document is a blanket approval from MDA. It is applicable for all documents i.e., Licenses, Permits, Certificates, Exemptions & others (LPCO).

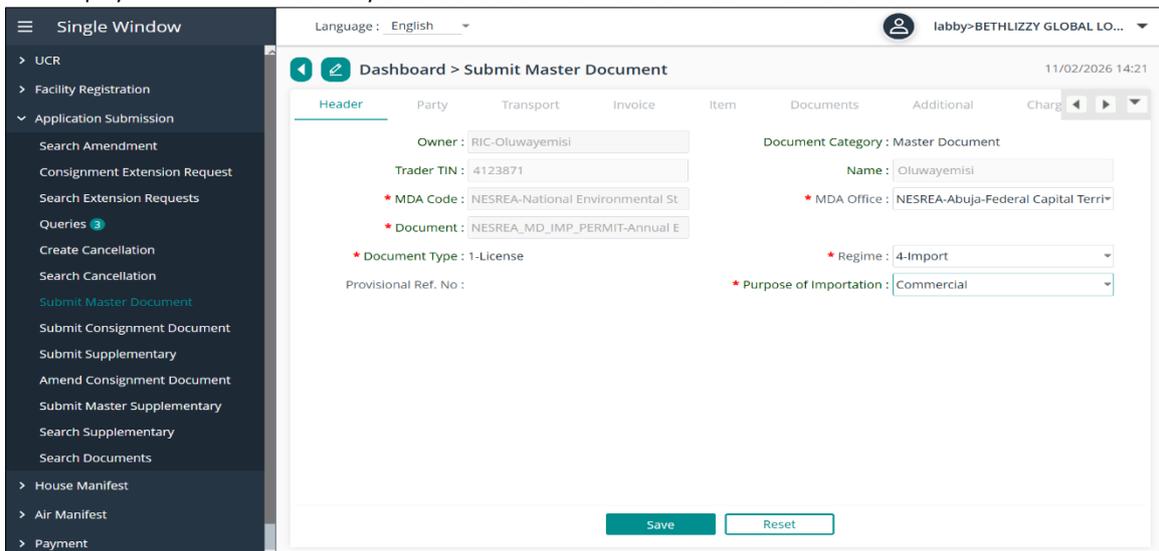
Master document approval is sought by the traders prior to the import or export process. The Master Approval process starts when an MDA grants an importer a “Master Approval” for the importation of certain goods.

Master approval is applicable for all documents. A Master approval can be applied by the importing company on a certain type of good without an actual consignment or trade transaction.

The actual importation or trade transaction of the good for which master approval is granted can be done later, at which time the importer applies for a consignment permit request (Consignment Request) and links the master documents to it.

**To Submit a Master Document:**

1. Login to the application and click **Application Submission->Submit Master Document**. The screen below will be displayed. Provide the necessary details and submit to create a Master Document.



**Master Document submission page**

Following are the field and button descriptions of the **Master Document Submission** page.

Field/Button description	Action/Input Required
<b>Document Category</b>	Preselected by system as Master Document.
<b>MDA Code</b>	Select the MDA Code from the dropdown.
<b>MDA Office</b>	Select the MDA office from the dropdown.
<b>Document Type</b>	Select the document type. 1. License 2. Permit 3. Certificate 4. Others 5. COO
<b>Document</b>	Select Document.
<b>Regime</b>	Select Regime.

Field/Button description	Action/Input Required
UCR Number	Select the UCR Number.

After filling up the fields, click the save button and a successfully saved message will be displayed when the record is saved.



- Next go next tabs to fill in the details. Provide necessary details for all tabs,
  - Party
  - Transport
  - Invoice
  - Item
  - Documents
  - UCR Documents
  - Additional
  - Summary
- The fields required for each tab is different for each document, therefore it is important for the applicant to go to each tab and fill in all the mandatory fields in the tab.

## PRODUCT CERTIFICATE (PC)

A **SON Product Certificate** is an approval issued by the **Standards Organisation of Nigeria (SON)** to confirm that a **product complies with Nigerian Industrial Standards (NIS)** for quality, safety, and performance.

The Product Certificate serves as a Master Document and has the same feature as the same. The trader will liaise with SON to secure their Product Certificate and will come to NSW to activate the given PC using the “Activate Product Certificate” menu.

The screenshot shows the 'Activate Product Certificate' form. The left sidebar contains a menu with 'Activate Product Certificate' highlighted in red. The main form area has the following fields and labels:

- Product Certificate Number: [Input field]
- Product Certificate Link (click to view details): [Text]
- IAF Number: [Input field]
- SON Certificate Type: [Text]
- TIN: 200000025-0001 [Input field]
- Party Name: B'Odogwu Importer Test [Text]
- SON Master Reference Number: [Input field]

At the bottom of the form, there are two buttons: 'Activate Product' (highlighted in blue) and 'Reset'.

Field/Button description	Action/Input Required
Product Certificate Number	Enter your Product Certificate Number
IAF Number	Auto populate after confirming the PC number
Activate Product	Click to activate the PC

**Note:**

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There are two types of Product Certificate

Unregistered PC - This type of PC can only be used by one trader and can only be used once.

Registered/Licensed PC – This can be used by multiple traders and can be used multiple times

## 5.2 CONSIGNMENT DOCUMENT

This function allows Consignment Document submission that references the Master Document. The importer requests for an LPCO consignment document (License, permit, certificate, or exemption etc.), the importer/exporter inputs the UCR number (if mandatory) to which this consignment document belongs and submits the CD request. The request is routed to the MDA/MDAs based on configurations in the MDA Flow configuration.

When the importer submits the request, the importer selects the document from the drop- down list. If the Importer is unsure of which Document code to select for the creation of Consignment document (CD), they can refer to the Decision Tree or Document Search in which the MDA code/Document code/Approval Process is pre-configured.

The following are the supported Consignment documents:

- Licenses
- Permits for controlled commodities.
- Certificates
- Exemptions from payment of duties & taxes
- Clearance on permit request, etc.
- Import declaration forms & others.

The following are samples of documents that are considered as consignment documents, and which are supported by the NSW platform:

- Import Permit for PAAR
- Shipment Default Import Permit
- NAFDAC Permit to clear Bulk Narcotics
- NAFDAC Permit for Industrial and Laboratory Chemicals
- NAQS PERMIT-Plant Import Permit
- NAQS Phytosanitary Certificate
- NESREA Shipment Environmental Import Clearance for Raw Materials without Annual Clearance

### To Submit a Consignment Document:

1. Login to the application and click **Application Submission->Submit Consignment Document**. The screen below will be displayed. Provide the necessary details and submit to complete the process.

Consignment Document submission page

Following are the field and button descriptions of the **Consignment Document Submission** page.

Field/Button description	Action/Input Required
<b>Document Category</b>	Preselected by system as Consignment Document.
<b>Master Reference No.</b>	MDA Master Document No.
<b>MDA Code</b>	Select the MDA Code from the dropdown.
<b>MDA Office</b>	Select the MDA office from the dropdown.
<b>Document Type</b>	Select the document type. 1. License 2. Permit 3. Certificate 4. Others 5. COO
<b>Document</b>	Select Document.
<b>Regime</b>	Select Regime.

After filling up the fields, click the save button and a successfully saved message will be displayed when the record is saved.

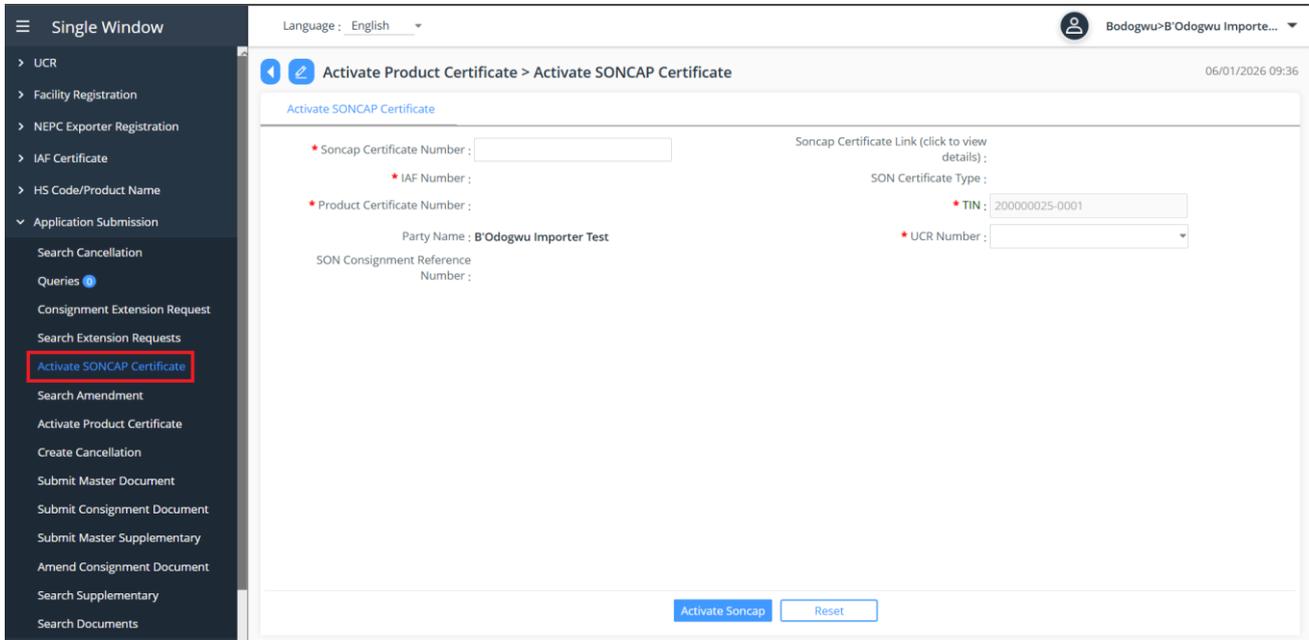


1. Next, provide necessary details for all other tabs,
  - a. Party
  - b. Transport
  - c. Invoice
  - d. Item
  - e. Documents
  - f. UCR Documents
  - g. Additional
  - h. Summary
2. The fields required for each tab is different for each document, therefore it important for the applicant to go to each tab and fill in all the mandatory fields in the tab.

## SONCAP CERTIFICATE (SC)

A **SONCAP Certificate** is an import compliance document issued under the Standards Organisation of Nigeria Conformity Assessment Programme, confirming that regulated goods imported into Nigeria conform to the applicable Nigerian Industrial Standards set by the **Standards Organisation of Nigeria**.

The SONCAP Certificate serves as a Consignment Document and has the same feature as the same. The trader will liaise with SON to secure their SONCAP Certificate and will come to NSW to activate the given SC using the “Activate SONCAP Certificate” menu.



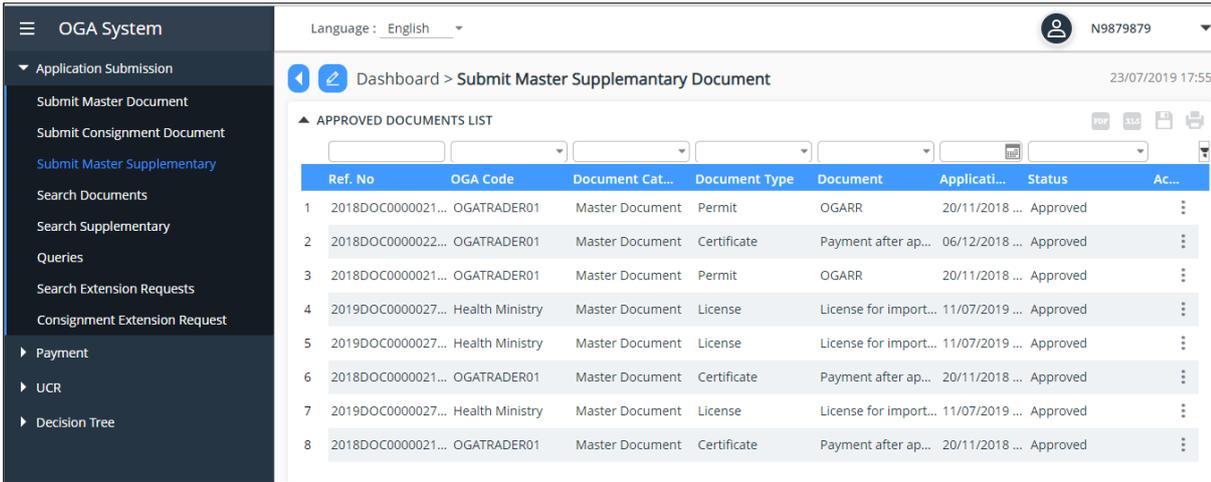
Field/Button description	Action/Input Required
<b>Soncap Certificate Number</b>	Enter your Product Certificate Number
<b>IAF Number</b>	Auto populates after confirming the PC number
<b>Product Certificate Number</b>	Auto populates after confirming the Soncap number
<b>UCR Number</b>	Select the UCR Number
<b>Activate Soncap</b>	Click to activate the PC

### 5.3 SUBMIT MASTER SUPPLEMENTARY DOCUMENT

This function allows the submission of supplementary Master Document to the Master Document.

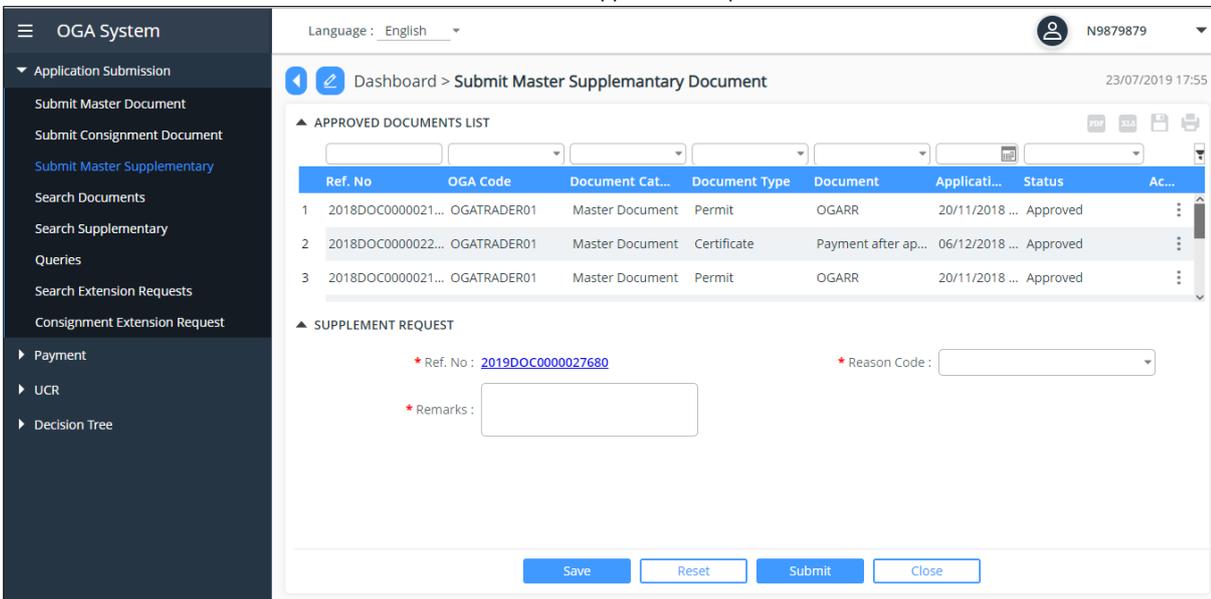
**To Submit a Master Supplementary Document:**

1. Login to the application and click **Application Submission->Submit Master Supplementary Document**. The screen below will be displayed.



**Master Supplementary Document submission page**

2. Select the Master Document available for supplement submission.
3. Provide the Reason Code and Remarks for the Supplement request.



Following are the field and button descriptions of the Supplement Master Document Submission page.

Field/Button description	Action/Input Required
Reason Code	Select the Reason Code from dropdown.
Remarks	Field for the application to provide details.

After filling up the fields, click the submit button and a successfully message will be displayed when the record is submitted for MDA approval.

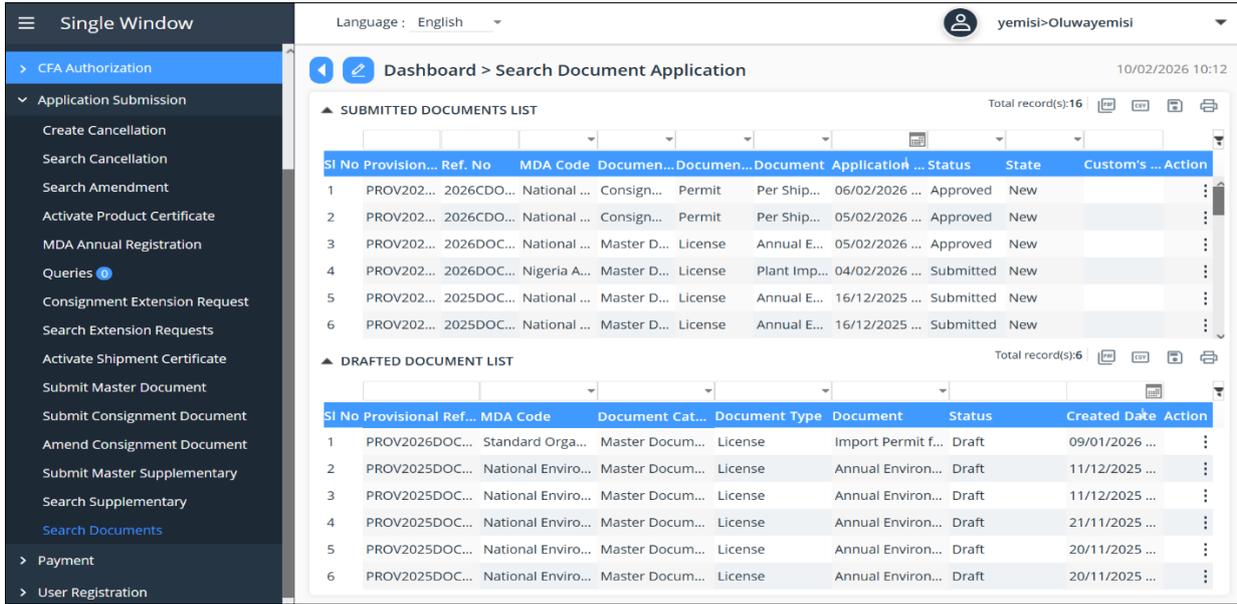


**5.4 SEARCH DOCUMENT**

This function allows the user to search for Master and Consignment Document submitted and those in draft.

**To Search a Document:**

1. Login to the application and click **Application Submission->Search Document**. The screen below will be displayed.



**Search Document Application page**

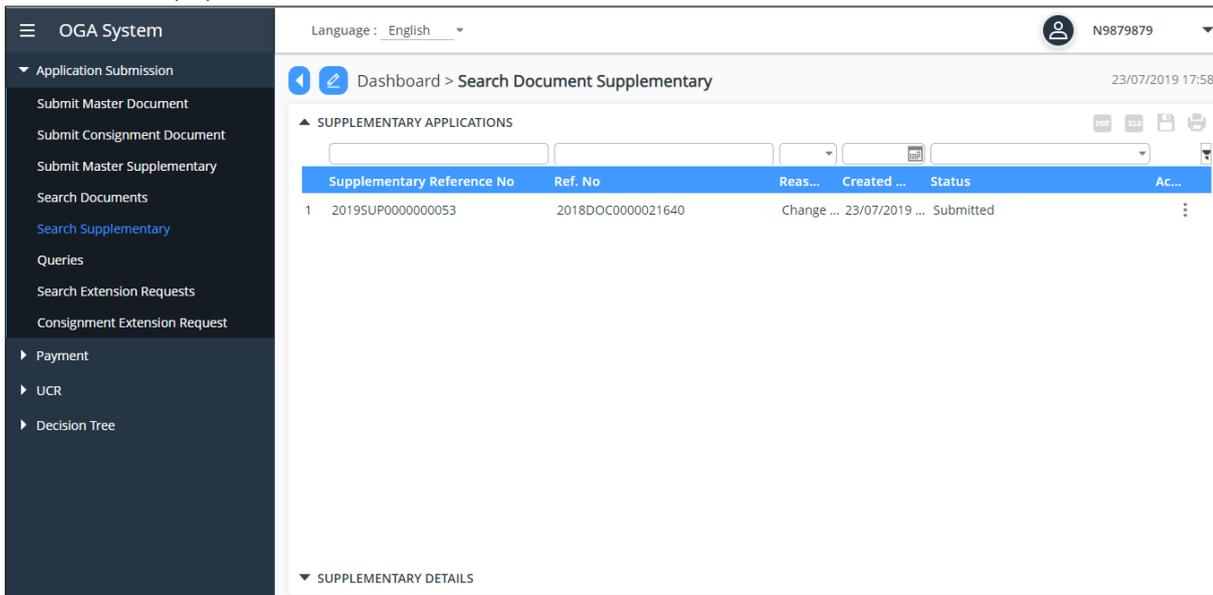
1. This page will display all the submitted Master and Consignment documents as well as the draft documents.
2. Available action options here are
  - a. Cloning of a submitted document
  - b. View submitted document
  - c. Edit and view a draft

**5.5 SEARCH SUPPLEMENTARY**

This function allows search for Supplementary Master Document and their statuses. Applicant will use this menu to access draft supplementary document and submit.

**To Search a Supplementary Document:**

1. Login to the application and click **Application Submission->Search Supplementary**. The screen below will be displayed.



**Search Supplementary page**

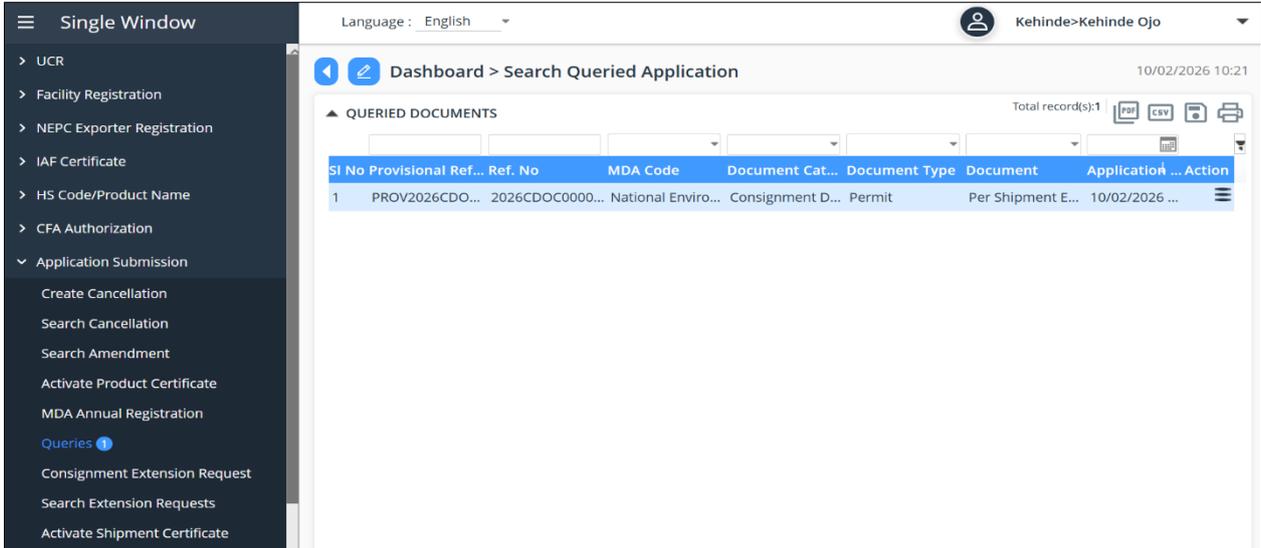
2. Edit and submission of the draft document is same steps as the creation and submission of the supplementary document. Refer to the section for 10.3 Submit Supplementary Document.

## 5.6 QUERIES

This function allows for the MDA and applicant to query each other for details during the submission and approval process.

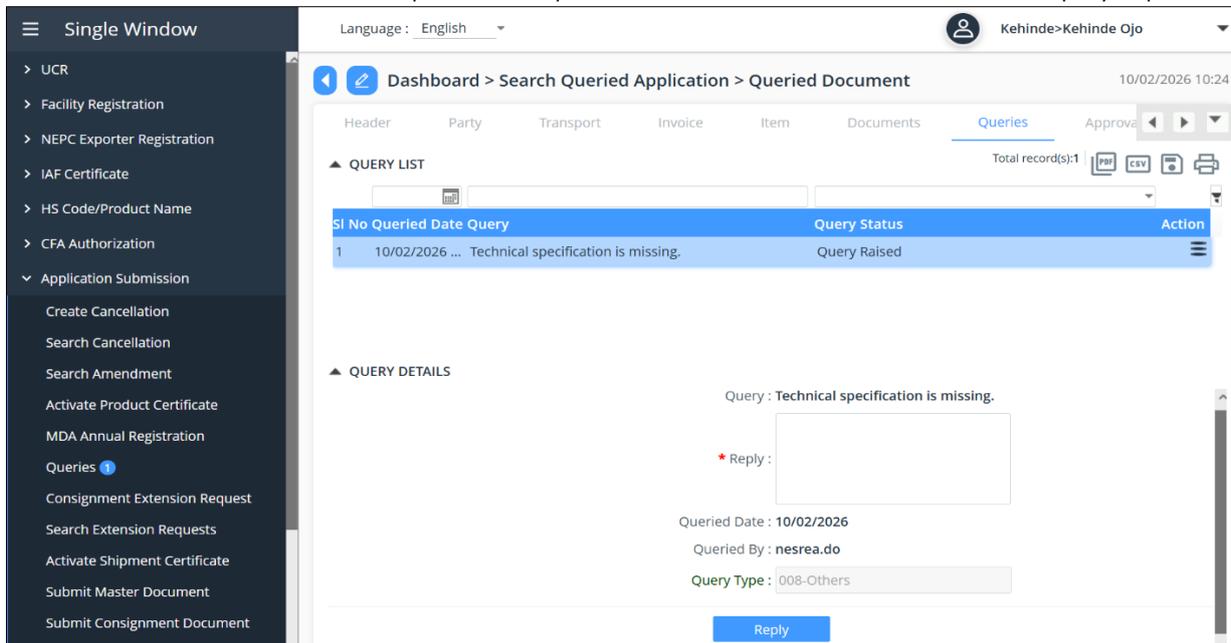
### To Send a Query:

1. Login to the application and click **Application Submission->Queries**. The screen below will be displayed.



### Search Queries Application page

2. Select the document that has queries and respond to it. Click on the edit action icon to start the query respond.



### Query Respond page

3. Select the Queries tab to respond to the queries from the MDA. Type in the response in the Reply text box provided. Once complete, click the Reply button to send the respond back to the MDA.
4. Queries from MDA can occur multiple times and from different MDAs.

After updating the Reply field. click the submit button and a successfully message will be displayed when the record is submitted to the MDA.

✔ Record has been saved successfully. ✕

# CHAPTER 4: PAYMENT

## 6. PAYMENT DETAILS

The payment module is primarily used by Clearing Agents, Freight Forwarders, Shipping Agents, or Importers/Exporters for all payments. Payments are processed on the Single Window. The backend generation of the payment instruction is handled in the Single Window by the respective modules. For example, the LPCO module sends payment instructions to the payment module for collection, accounting, and reporting. Likewise, any other module that requires payment can leverage the payment module.

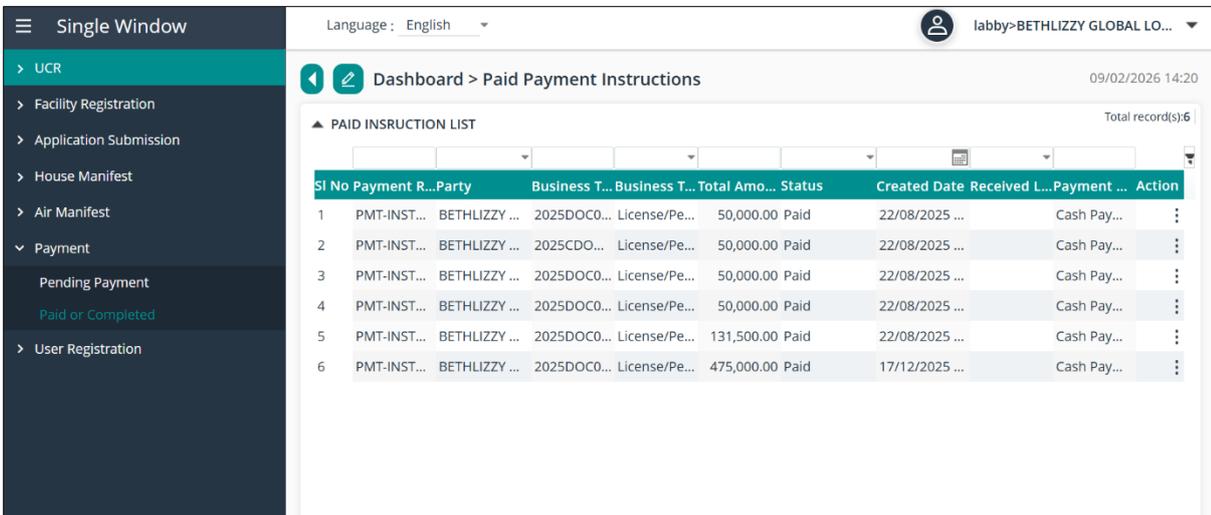
This functionality allows the user to view the Paid Payment details in the NSW Application. After submitting your LPCO document, the Importer/exporter or the clearing agent can make payment using the pending payment option in the NSW application.

### 6.1 SEARCH PAYMENT DETAILS

This section allows the user to search for the paid details in the NSW application.

#### To search the payment details

1. Click **Payment-> Paid or Completed**. The screen below will be displayed.



Paid Payment List Page

Following are the fields and button descriptions of the Pending Payment page.

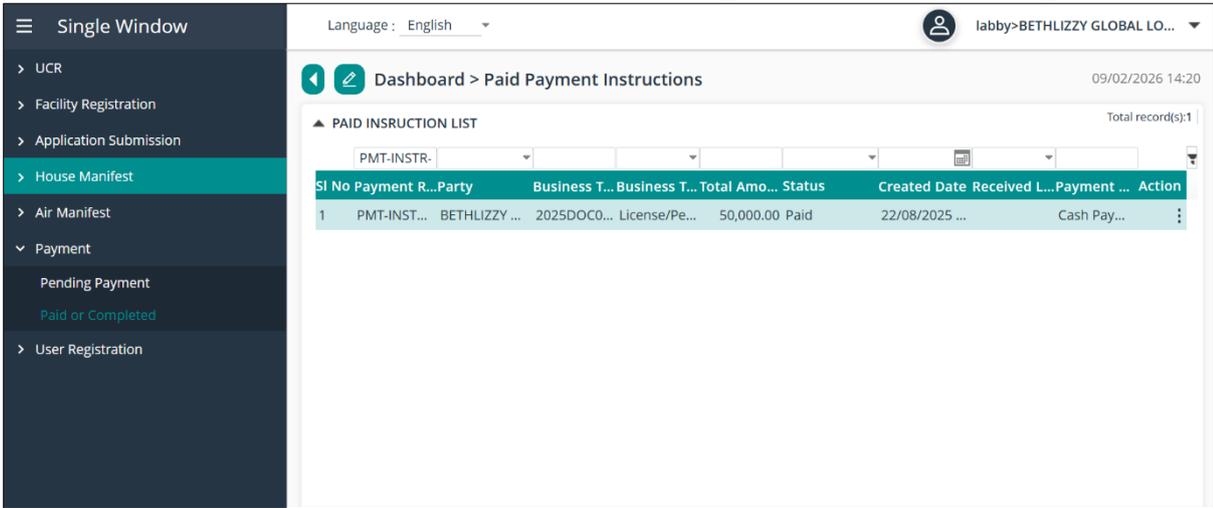
Field/Button description	Action/Input Required
<b>Payment Reference Number</b>	Enter the payment reference number.
<b>Party</b>	Enter the party.
<b>Business Transaction Number</b>	Enter the declaration number of the importer.
<b>Business Transaction Type</b>	Enter the business transaction type.
<b>Total Amount Payable</b>	Enter the total amount payable by the importer/exporter
<b>Additional Amount</b>	Enter the balance amount to be paid.
<b>Status</b>	Select the status of the payment from the drop-down list. Values are: <ul style="list-style-type: none"> <li>• Cancelled</li> <li>• Paid</li> <li>• Pending Payment</li> </ul>
<b>Received By</b>	Enter the receiving company of the transaction.

Field/Button description	Action/Input Required
Received Location	Select the received location of the transaction.
Txn Created Date	Select the calendar icon  to select the created date of the transaction.
Payment Mode	Enter the payment mode of the transaction.



- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Payment Reference Number
  - Business Transaction Number
  - Company Registration Number

2. Enter the search criteria and Click  icon to view the matching results in the Search Results Page.



The screenshot shows a web application interface. On the left is a dark sidebar menu with options like 'Single Window', 'UCR', 'Facility Registration', 'Application Submission', 'House Manifest', 'Air Manifest', 'Payment', 'Pending Payment', 'Paid or Completed', and 'User Registration'. The main content area is titled 'Dashboard > Paid Payment Instructions' and shows a search filter 'PMT-INSTR.' and a table of results. The table has columns: 'SI No', 'Payment R...Party', 'Business T...', 'Business T...', 'Total Amo...', 'Status', 'Created Date', 'Received L...', 'Payment ...', and 'Action'. One record is visible with SI No '1', Payment R...Party 'PMT-INSTR... BETHLIZZY ...', Business T... '2025DOC0...', Business T... 'License/Pe...', Total Amo... '50,000.00', Status 'Paid', Created Date '22/08/2025 ...', and Payment ... 'Cash Pay...'. The top right of the page shows 'Language : English' and a user profile 'labby>BETHLIZZY GLOBAL LO...'.

**Paid Payment Search Result Page**

## 6.2 VIEW PAYMENT DETAILS

This functionality allows the user to view the paid details in the NSW application.

### To view the paid details

1. Click **Payment-> Paid or Completed**. The screen below will be displayed.

SI No	Payment R...	Party	Business T...	Business T...	Total Amo...	Status	Created Date	Received L...	Payment ...	Action
1	PMT-INST...	BETHLIZZY ...	2025DOC0...	License/Pe...	50,000.00	Paid	22/08/2025 ...		Cash Pay...	⋮
2	PMT-INST...	BETHLIZZY ...	2025CDO...	License/Pe...	50,000.00	Paid	22/08/2025 ...		Cash Pay...	⋮
3	PMT-INST...	BETHLIZZY ...	2025DOC0...	License/Pe...	50,000.00	Paid	22/08/2025 ...		Cash Pay...	⋮
4	PMT-INST...	BETHLIZZY ...	2025DOC0...	License/Pe...	50,000.00	Paid	22/08/2025 ...		Cash Pay...	⋮
5	PMT-INST...	BETHLIZZY ...	2025DOC0...	License/Pe...	131,500.00	Paid	22/08/2025 ...		Cash Pay...	⋮
6	PMT-INST...	BETHLIZZY ...	2025DOC0...	License/Pe...	475,000.00	Paid	17/12/2025 ...		Cash Pay...	⋮

**Paid Payment List Page**

2. Click the item to view the payment details.

SI No	Charge Description	taxable	Amount
1	NFDC_APPFEE-Application Fee	No	50,000.00

**View Payment Details Page**

3. Click the Transaction History tab view the History details.

SI No	Business Transaction...	Payment Transactor	Amount Paid	Location	Remarks	Action
1	2025DOC0000005261	202512171500566	50,000.00			⋮

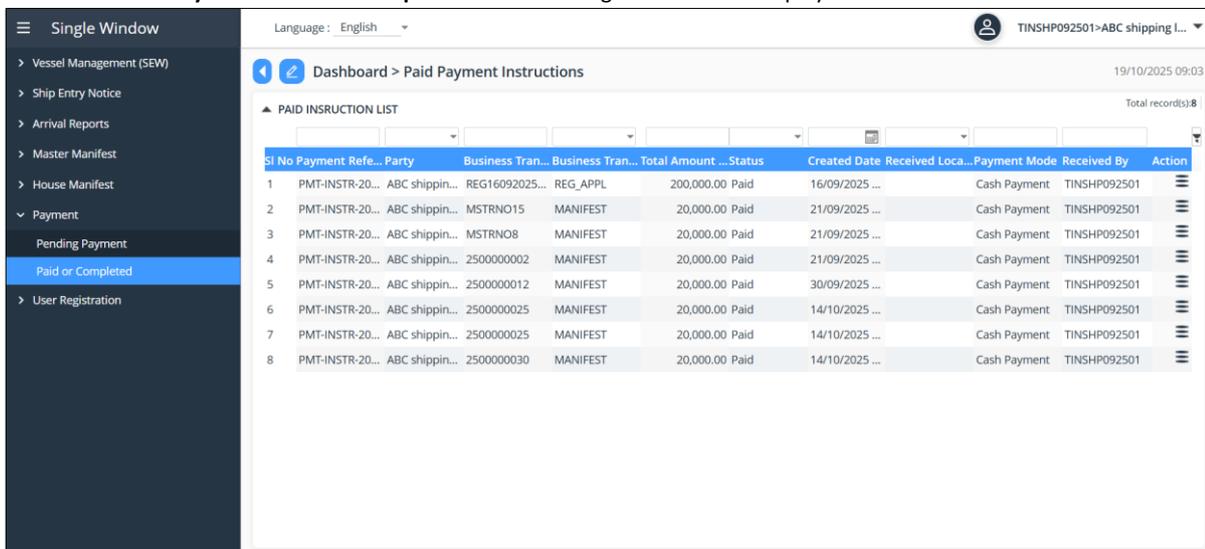
**View Payment Transaction History Page**

### 6.3 PRINT PAYMENT DETAILS

This functionality allows you to print the payment details such as the balance amount, total amount payable, the status of the payment etc.

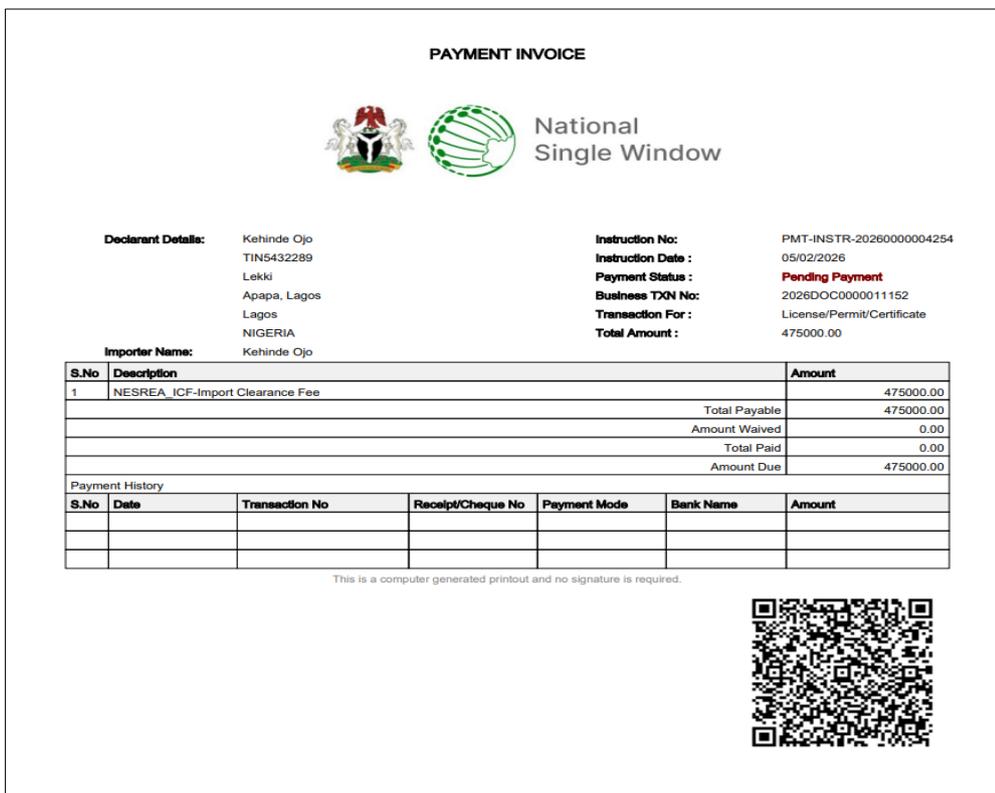
**To print the payment details:**

1. Click **Payment-> Paid or Completed**. The following screen will be displayed.



Search Results Page

2. Click the icon and select Print in the dropdown menu. The payment invoice will be downloaded as a PDF document.



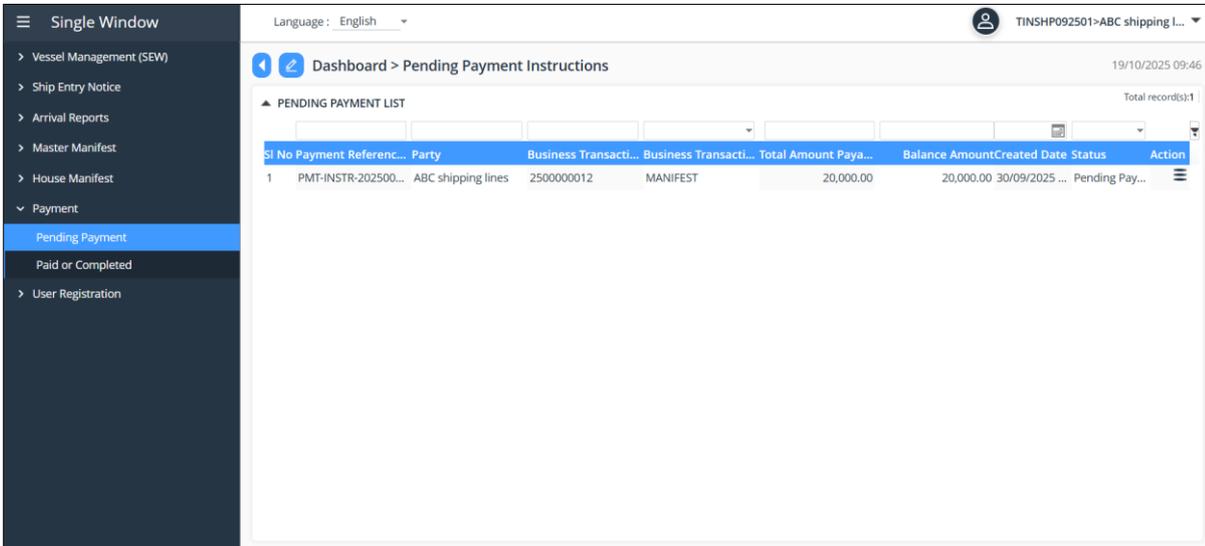
PDF Document of Payment Invoice

## 6.4 PENDING PAYMENT DETAILS

This functionality allows the user to search for the payment details, which are in partially paid and pending status. The user can make payment using this menu.

### To search for pending payments

1. Click **Payment->Pending Payment**. The following screen will be displayed.



### Pending Payment Search Result Page

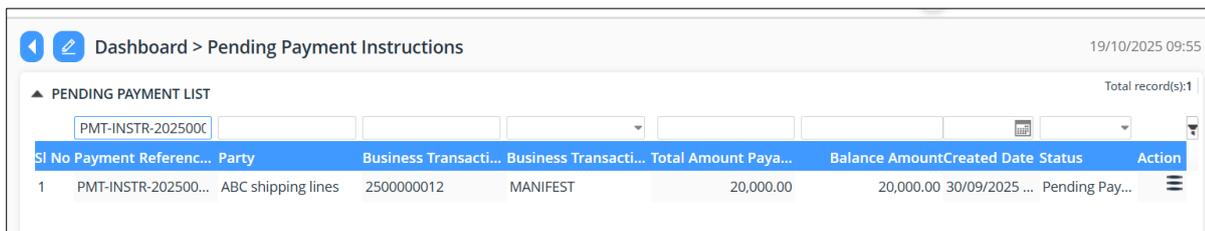
Following are the field and button descriptions of the Pending Payment page.

Field/Button description	Action/Input Required
<b>Payment Reference Number</b>	Enter the payment reference number.
<b>Revision</b>	Enter the revision number.
<b>Party</b>	Enter the party.
<b>Business Transaction Number</b>	Enter the declaration number of the importer.
<b>Business Transaction Type</b>	Enter the business transaction type.
<b>Total Amount Payable</b>	Enter the total amount payable.
<b>Balance Amount</b>	Enter the balance amount to be paid.
<b>Created Date</b>	Select the calendar icon  to select the created date of the pending payment.
<b>Status</b>	Enter the status of the payment.

@

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Payment Reference Number
  - Business Transaction Number
  - Company Registration Number

2. Enter the search criteria and Click  icon to view the matching results in the Search Results Page.



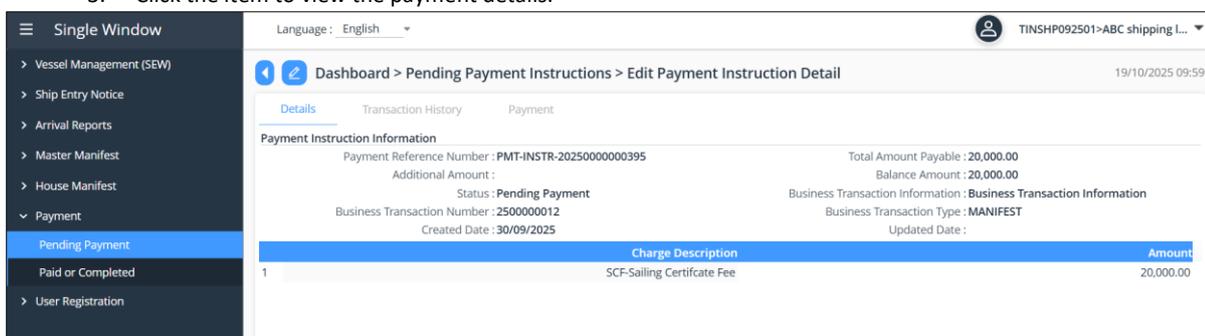
SI No	Payment Referenc...	Party	Business Transacti...	Business Transacti...	Total Amount Paya...	Balance Amount	Created Date	Status	Action
1	PMT-INSTR-202500...	ABC shipping lines	2500000012	MANIFEST	20,000.00	20,000.00	30/09/2025 ...	Pending Pay...	



Click the  icon to edit the pending payment details.

Click the  icon to view the payment details.

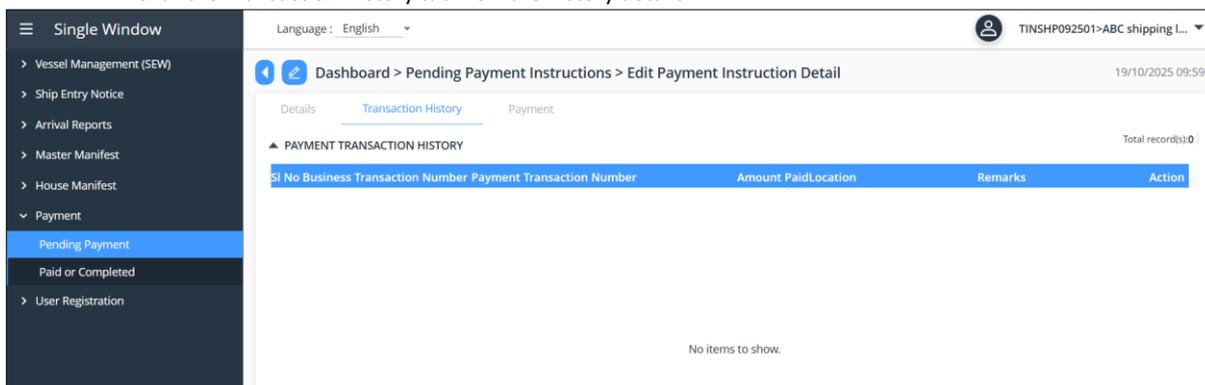
3. Click the item to view the payment details.



Charge Description	Amount
1 SCF-Sailing Certificate Fee	20,000.00

**View Payment Details Page**

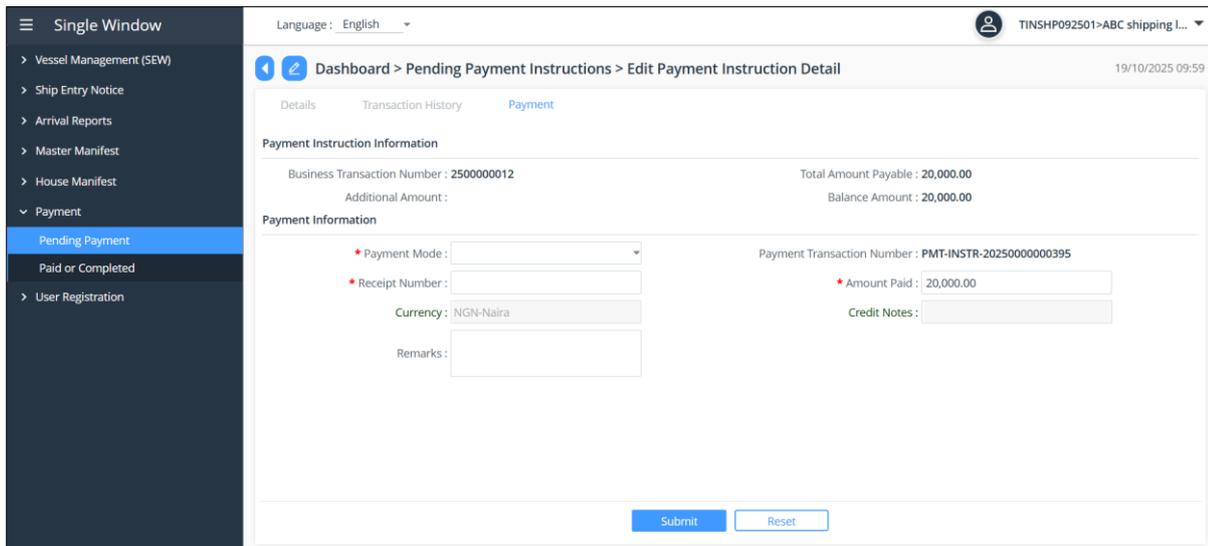
4. Click the Transaction History tab view the history details.



No items to show.

**View Payment History Page**

- Click the Payment tab to view the payment details.

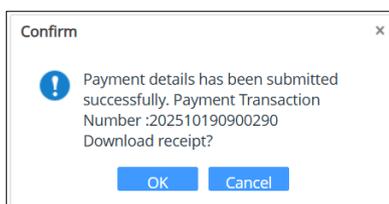


**Add Payment Page**

Following are the field and button descriptions of the Pending Payment page.

Field/Button description	Action/Input Required
<b>Payment Mode</b>	Select the mode of payment from the drop-down list. Possible modes are: <ul style="list-style-type: none"> <li>Online</li> <li>Cash Payment</li> </ul>
<b>Payment Transaction Number</b>	Displays the transaction number.
<b>Receipt Number</b>	Enter the receipt number.
<b>Amount Paid</b>	Enter the amount to be paid.
<b>Remarks</b>	Enter the remarks if any.

- Enter the field values and click Submit button to submit the payment.



**Payment Submitted Successfully Message**

- Click OK button to download the payment invoice as a PDF document. Else, Click Cancel to continue.

**PAYMENT RECEIPT**



National  
Single Window

**Declarant Details:**  
Kehinde Ojo  
TIN5432289  
Lekki  
Apapa, Lagos  
Lagos  
NIGERIA

**Instruction No:** PMT-INSTR-2025000000780  
**Instruction Date :** 18/12/2025  
**Payment Status :** **Paid**  
**Business TXN No:** 2025DOC0000005528  
**Transaction For :** License/Permit/Certificate  
**Total Amount :** 475000.00

**Importer Name:** Kehinde Ojo

S.No	Description	Amount				
1	NESREA_ICF-Import Clearance Fee	475000.00				
	Total Payable	475000.00				
	Amount Waived	0.00				
	Total Paid	475000.00				
	Amount Due	0.00				
Payment History						
S.No	Date	Transaction No	Receipt/Cheque No	Payment Mode	Bank Name	Amount
1	18/12/2025	202512181200570		Cash Payment		475000.00

This is a computer generated printout and no signature is required.



PDF Document of Payment Invoice