

Volume 4

GPR Web Site User's Manual

PREPARED FOR

The General Organization of Export and
Import Control, The Ministry of Economy and
Foreign Trade

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Introduction

This document is intended to familiarize you with the Product Register web site pages, their purpose and functionality. Although some key steps or processes may not seem obvious, most will because GOEIC has implemented the Product Register using manual processes. From that experience, many GOEIC personnel will already be familiar with the concept of keeping a Product Register and with the essential forms and procedures that the GPR web site will now provide on a computer screen. The typical business cycle involved in the tracking of importing or exporting of goods is as follows:

Business Cycle

- Receive consignment (External activity)
- Enter/Modify consignment header information
- Enter/Modify consignment product details
- Check Inspection requirements
- Release products that do not require inspection
- Print Inspection requirements and sample ids of products that require inspection
- Take samples for the products that require inspection (External activity)
- Send samples to Labs for testing (External activity)
- Enter temporary release information (Optional)
- Enter sample IDs for samples sent to Labs
- Check lab results
- Take other samples and process previous 2 steps (Optional)
- Release consignment / product if Lab results are positive
- Reject consignment / product if Lab results are negative

External activities are all activities done outside the system such as the physical activity of taking and sending a product sample.

A description of each web site page will explain the purpose of the page, it's functionality, and how to navigate the elements of the page. Most pages are very straightforward and need little explanation. Others, like the Import Consignment Detail page, are more complex.

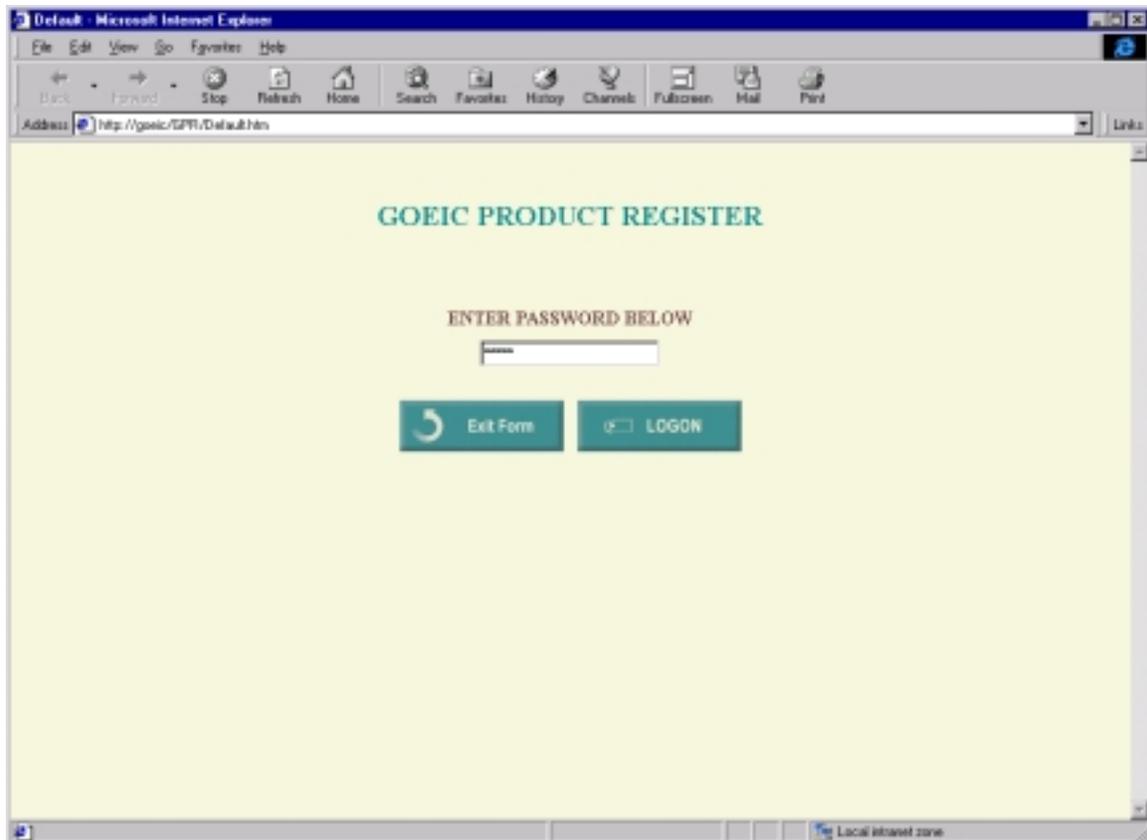
DEFAULT LOGON PAGE

In order to access the GOEIC Product Register Logon page, you simply open the Internet Explorer browser and in the address field type: *//webservername/GPR* where *webservername* is the name of the GOEIC web server. Unless the Network Administrator has changed the name of the web server, this name should be GPRWebServer. The Product Register web site alias to access the default logon

page should be GPR unless this was changed also. Therefore by typing: //GPRWebServer/GPR you should access the GOEIC Product Register main logon page.

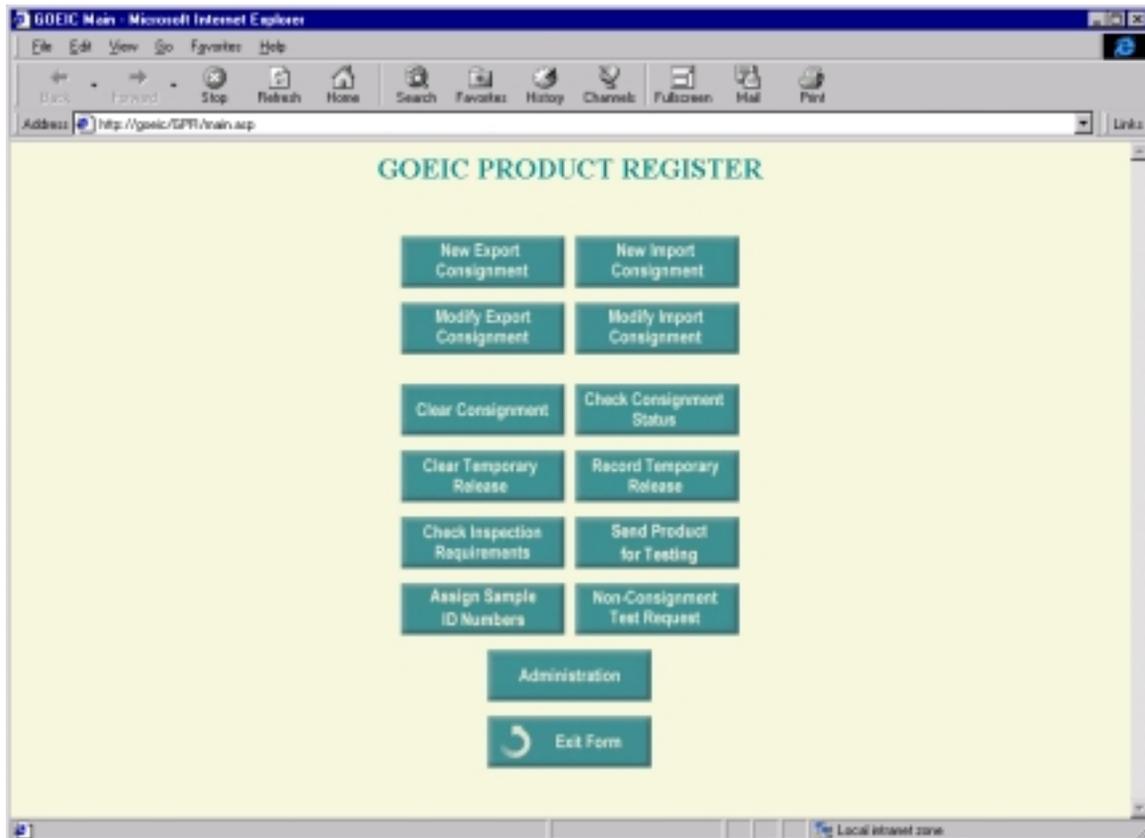
If you will be performing data entry in one of the GOEIC branches (not one of the GOEIC labs), type GOEIC in the password field. If you will be performing data entry in one of the GOEIC labs, type LAB. These entry “passwords” may change from time to time. The GOEIC administrator will notify all personnel when this occurs.

Click on the LOGON button to proceed to the main page of either the GOEIC data entry site or the LAB data entry site.



MAIN PAGE

As you can see on the GOEIC Product Register main page, there are many options available. Depending on which process you will be performing, you would click on the appropriate button. This User Manual will follow a typical consignment business cycle for demonstration purposes.



NEW IMPORT CONSIGNMENT

From the Main menu, click on the New Import Consignment button to open the New Import Consignment header page as shown below. This page is used to start the data entry procedure for entering a new import consignment.

The screenshot shows a web browser window titled "New Import Consignment Header - Microsoft Internet Explorer". The address bar shows "http://gaelc/GPTI/ImportHeader.asp". The main content area has a yellow background and is titled "NEW IMPORT CONSIGNMENT".

The form contains the following fields:

| | | | |
|---|-------------------------|-------------------------------------|--------------------|
| <input type="text" value="09/25/2000"/> | Date of Customs Request | <input type="text" value="C1200"/> | Custom Request No. |
| <input type="text" value="(202) 756 2838"/> | Contact Telephone No. | <input type="text" value="288086"/> | Importer Card No. |
| <input type="text" value="E799"/> | Expediter | <input type="text" value="Cairo"/> | Customs Branch |
| <input type="text" value="0010002"/> | License Number | <input type="text" value="Suez"/> | Port |
| <input type="text" value="france"/> | Origin of Shipment | <input type="text" value="Ship"/> | Transportation |
| | | <input type="text" value="Lyon"/> | Transshipment Port |

At the bottom of the form are four buttons: "Exit Form", "Clear Form", "Save Consignment Only", and "Save Consignment and Enter Products".

A status bar at the bottom right of the browser window shows "Local intranet zone".

A popup message box is overlaid at the bottom left of the browser window. It has a blue title bar that says "Please be patient while page loads . . ." and a yellow warning icon. The text inside says "Click OK when page is loaded completely." and there is an "OK" button at the bottom.

Upon the opening of this page, you will see a popup message box. The dropdown text boxes for Port, Origin of Shipment, and Transportation are being populated from the database and this process may take a few seconds depending on the network activity load. If you watch the lower left portion of the page in the status row you will see activity progressing. Once the status bar says "done" you can click on the OK button to close the popup message box and proceed with data input. It is very important to wait until the page completely loads before proceeding otherwise the dropdown text boxes will not be populated properly. You may exit the page and return in case this happens.

- It is very important to enter The Customs Request Number correctly. This number CANNOT be modified at a later date and gets used throughout the web site.
- The date field should be entered in the format mm/dd/yyyy.
- The following several fields are self-explanatory.
- The Port, Origin of Shipment, and Transportation dropdown text boxes all default to “ - Select Below –“. These fields are mandatory and have to have valid selections.
- All pages behave in a similar manner.
- In general the Exit Form button exits the current form and returns to the previous web page.
- A Clear Form button exists to simplify clearing all fields in case one needs to start from scratch.
- You can always Exit the form without clicking a Save button in order to start with a new consignment. For example, you may want to do this if you realize that the Custom Request Number is wrong.
- The Save Consignment Only button is used if you want to save the Import Consignment header information without proceeding further to enter product details.
- The Save Consignment and Enter Products button is used to save the Import Consignment header information and proceed to enter consignment product details.

IMPORT CONSIGNMENT PRODUCT DETAIL

The Import Consignment Product Detail page is used to enter product details for a consignment. As you can see the Customs Request Number and the Importer Card Number is carried over from the previous page. The Customs Request Number value CANNOT be changed. At this point the header information for this consignment has already been stored in the Product Register database. As the Product Register database grows with more and more information about existing Vendors, Manufactures and Products, this page will become easier and easier to use. If the Vendor, Manufacturer, or Product does not yet exist in the Product Register, this information can be and has to be entered here.

This page is a very important page as not only does this allow for the creation of all product details for a consignment, it allows for the creation in the database of new Vendors, new Manufacturers, and new Products that currently do not exist in the database.

- Start by entering an Invoice Number.
- Select the country for the Vendor from the dropdown textbox.
- You now can perform a search in the Product Register database for the Vendor name required. Enter a name for the Vendor (minimum 3 characters) in the textbox right of the “plus” sign and press the icon that looks like a magnifying glass to the right. This will perform a database search for Vendors that match your search criteria.

It is important to note that the more accurate your search criteria the faster the database query and resulting list will be performed. You will learn from experience that it is well worth typing in more than 5 or 6 characters to quicken the database query and shorten the resulting list. As a hidden option, there is a wildcard search symbol that can be used to search for ALL results for a certain query. Type the “*” symbol in the search criteria. Why is this not a good idea? You may get 10,000 results back!

- The example below shows that “aut” was entered and results were found. If no results are found for your search criteria, a message will appear in the dropdown textbox stating that no records were found. Check all possible spellings by making several tests. If you are certain that the Vendor that you are looking for does not exist, you can add this new Vendor to the database by clicking on the “plus” sign. A popup message box will appear verifying that you want to add a new Vendor. Click “OK” and a simple form will appear allowing you to enter new Vendor information. See below for a sample screen. At this point you may enter more than one Vendor if you like.
- After you exit from the Add New Vendor page, you can reapply your criteria search and see that now your Vendor does appear in the dropdown textbox. Select the correct Vendor.

This procedure is exactly the same for selecting a manufacturer. Perform searches to find the correct Manufacturer. If you are certain that the manufacturer does not exist, add the new manufacturer as

you did before with vendors. (See sample screen below.) Once added, perform a search so that you may select the proper manufacturer.

The same procedure works for products. If you just added a new manufacturer it makes sense that no products will yet be entered for this manufacturer. Follow the same steps to add products for this manufacturer.

ADD NEW VENDOR

| | |
|--------------------|-------------|
| Deux Moutons | Vendor Name |
| 2309 Le Champs Rue | Address 1 |
| | Address 2 |
| Paris | City |
| france | Country |

Exit Form Submit

ADD NEW MANUFACTURER

| | |
|---------------------|-------------------|
| Country Cottons Ltd | Manufacturer Name |
| 210 El Raml Sq | Address 1 |
| | Address 2 |
| Alexandria | City |
| egypt | Country |

Exit Form Submit

ADD NEW PRODUCT

for consignment:
Auto Limited / City / 12 End Rue

Mercedes Salon SE300 Product Name

Auto Type

SE300 Model

Exit Form Submit

Finally, once the Vendor, Manufacturer, and Product values have been selected, you can fill in the other data fields. These fields are self-explanatory. Some fields are required and some are not. A popup message box will appear if you have not entered data for a required field or the data that you did enter is not in the correct format.

Import Consignment Product Detail (with all data fields entered)

IMPORT CONSIGNMENT PRODUCT DETAIL

Inspector: 21000 Customs Request Number: 21000

VENDOR
 Invoice Number: 230001900
 Select Country: Germany
 Select Vendor: Auto Maker 1 / Hamburg / 129 Rue Blvd

MANUFACTURER
 Select Country: France
 Select Manufacturer: Star Limited / City / 9B East Rue

PRODUCT
 Select Product: Mercedes Sedan 300E / Auto

Number or Signs: M0025
 Net Weight: 45000
 Customs No.: 0025
 Egyptian Class. Desc.:
 Container: DM
 Packaging:
 Weight: 65000
 Currency: DM
 Quantity: 700
 Weight Unit: Kilos
 Total Value: 12000000

Pre-Inspection

Exit Form Clear Form Check Inspection Requirements View Product Details Save Product Detail

If there are Pre-Inspection or Safety Marks that should be recorded, click on the “Pre-Inspection” button. You will be presented with the Pre-Inspection and Safety Marks page where you can enter any Certificate Numbers for Safety Marks or Pre-Inspection Certificate Numbers for Pre-Inspectors selected from the dropdown textbox. See diagram below. Click “Return” to return to the details page.

You should save the product details entered by clicking on the “Save Product Detail” button. Continue this process until all products have been entered.

PRE-INSPECTION AND SAFETY MARKS

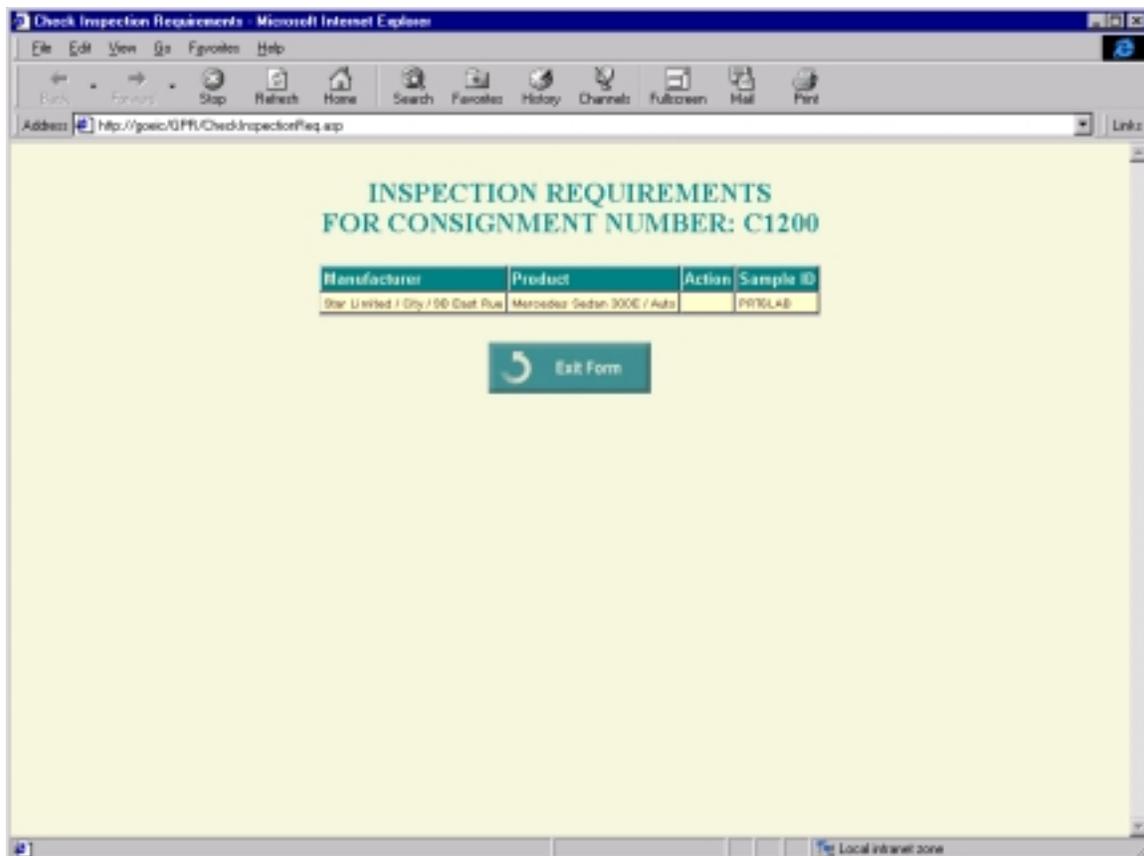
The screenshot shows a Microsoft Internet Explorer browser window with the title 'Import Consignment Detail'. The address bar contains the URL 'http://goec/QPR/reportDetail.asp#bottom'. The main content area has a yellow background and is titled 'PRE-INSPECTION AND SAFETY MARKS'. It contains a form with the following fields:

| Certificate Number | Safety Marks | Pre-Inspector Certificate Number | Pre-Inspector |
|----------------------|--------------|----------------------------------|---------------|
| <input type="text"/> | UL | SS58888 | SGS |
| <input type="text"/> | CE | | |
| <input type="text"/> | JIS | | |
| <input type="text"/> | CSA | | |
| <input type="text"/> | CDE | | |
| <input type="text"/> | GS | | |

At the bottom center of the form is a green button labeled 'Return'.

CHECK INSPECTION REQUIREMENTS

There are several new buttons on the “Import Consignment Product Detail” page besides the common “Exit” and “Clear Form” buttons. You may click on the “Check Inspection Requirements” button to view a list of Inspection Requirements for products in this consignment. As you can see below, a page will present a table with all the current products registered for this consignment. The fields Manufacturer, Product, Action, and Sample ID information are listed. If a product is found on the Product Register list of products that can be waived for inspection, you will see “Inspection Not Required” in the Action field for that product. This means that this product does not require a lab inspection at this time. If you see a blank, “”, for “Action”, this means that an inspection is required for that product. A Sample ID is automatically generated for all products requiring lab inspections. This page needs to be printed as documentation (press either File / Print from the browser menu or Ctrl and P simultaneously) so that samples can be taken for all products requiring lab inspection. See “Send Product for Testing” to review the steps required for sending a product for testing.



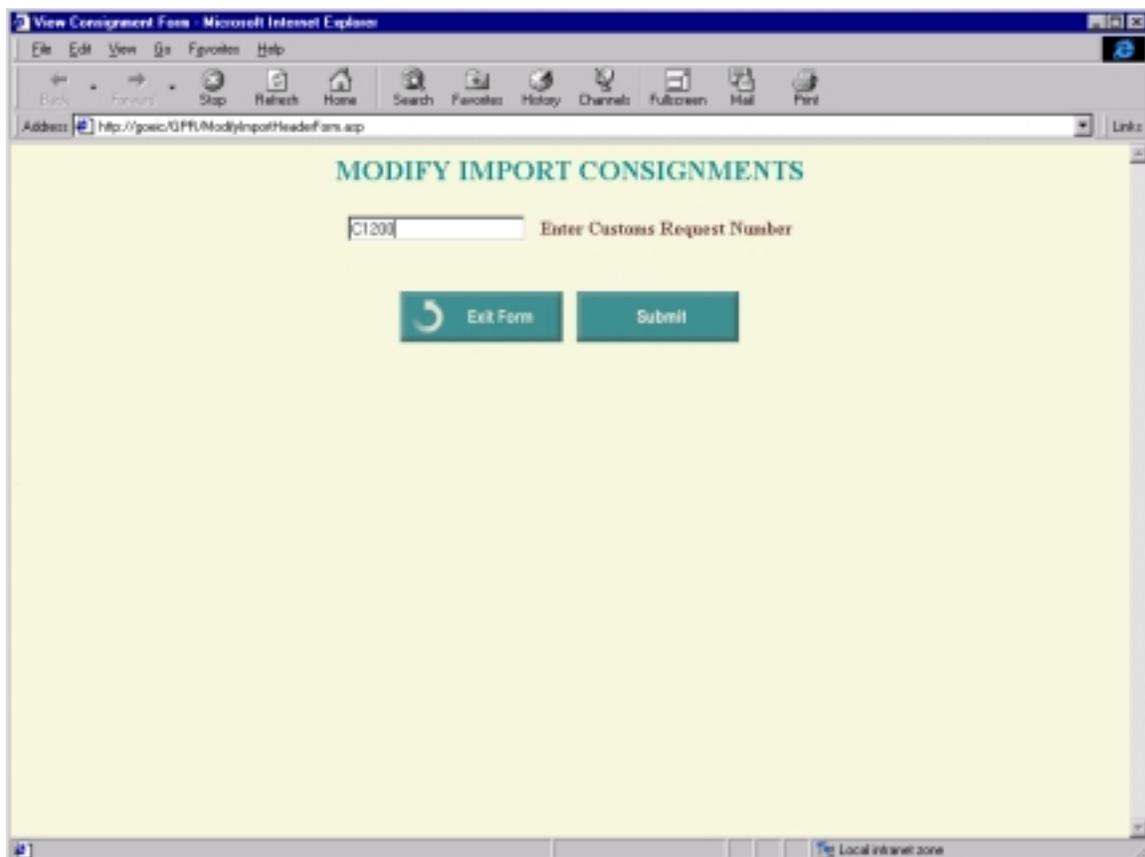
REVIEW PRODUCT DETAILS

There is a button called “Review Product Details” which, when clicked, will present a list of all products details already currently input for this consignment. This way, a user can see if all the product detail data for the consignment have been input or not. It is likely that all products will not be input during one session. One can continue inputting product detail where one has left off.

MODIFY IMPORT CONSIGNMENT FORM

The typical use for these pages is to either complete an incomplete Import Consignment data entry session or to modify information that may have been entered incorrectly. In either case, the procedure is basically the same for entering a new import consignment.

From the main menu, you would click on the “Modify Import Consignment” button. When presented with the Modify Import Consignments short form, simply enter the Customs Request Number for the consignment that requires modification, and click on “Submit”. An error message is displayed if no consignment corresponds to the Customs Request Number that you entered.



The screenshot shows a web browser window titled "View Consignment Form - Microsoft Internet Explorer". The address bar displays "http://goenc/OPRU/ModifyImportHeaderForm.asp". The main content area has a yellow background and is titled "MODIFY IMPORT CONSIGNMENTS" in green text. Below the title is a text input field containing "C1200" and the label "Enter Customs Request Number". At the bottom of the form are two buttons: "Exit Form" (with a circular arrow icon) and "Submit". The browser's status bar at the bottom indicates "Local intranet zone".

Modify Import Consignment

The main Modify Import Consignment head page is displayed with all fields automatically populated. Again, please be patient and wait until the page has completely loaded.

Modify any fields that need to be changed. Notice that the Custom Request Number field is read-only and cannot be changed.

You can Exit, Clear Form, or Save Consignment Only as before.

The screenshot shows a web browser window titled "Modify Consignment Header - Microsoft Internet Explorer". The address bar shows the URL "http://goec/QPR/ModifyImportHeader.asp". The main content area has a yellow background and is titled "MODIFY IMPORT CONSIGNMENT".

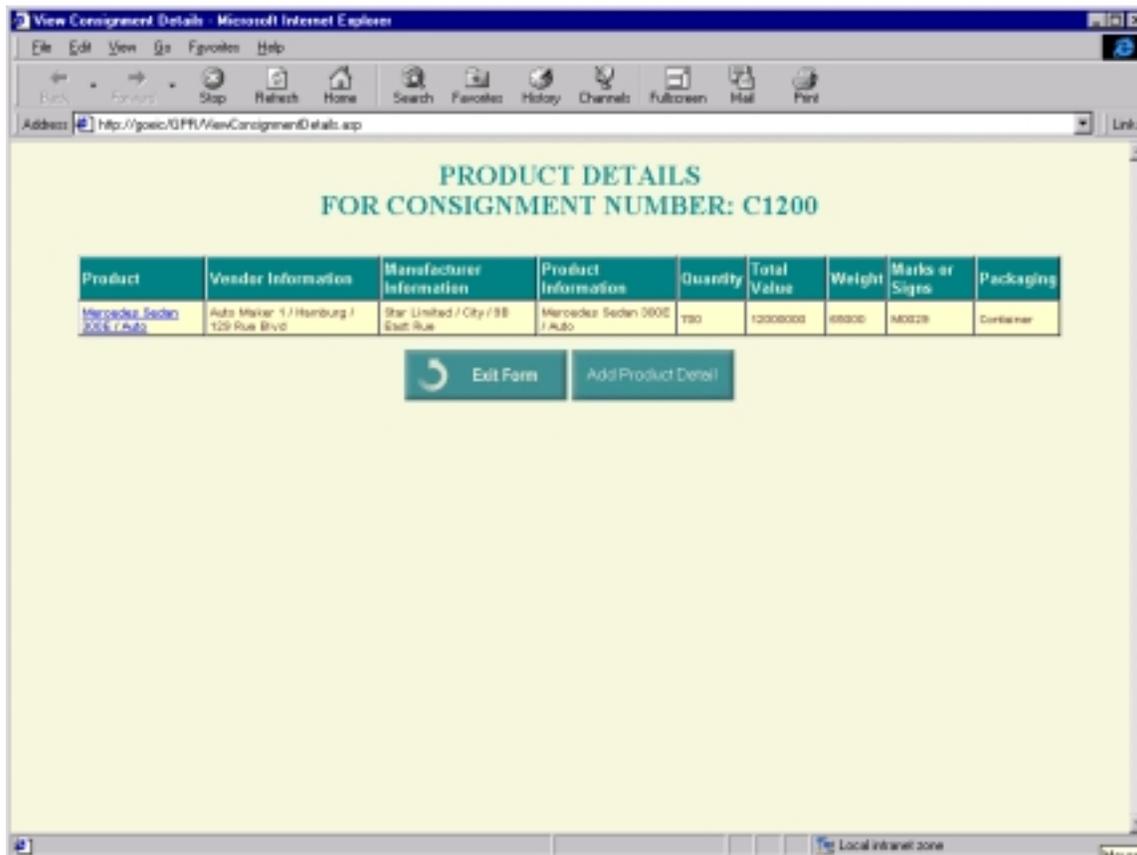
The form contains the following fields:

- Date of Customs Request: 3/25/01
- Contact Telephone No.: (202) 756 2039
- Expediter: E788
- License Number: 0010002
- Custom Request No.: C1288 (read-only)
- Importer Card No.: I200098
- Customs Branch: Cairo
- Port: Suez (dropdown menu)
- Origin of Shipment: France (dropdown menu)
- Transportation: Ship (dropdown menu)
- Transshipment Port: Lyon

At the bottom of the form, there are four buttons: "Exit Form", "Clear Form", "Save Consignment Only", and "Save Consignment and Enter Products".

The "Save Consignment and Enter Products" button performs one intermediary step before displaying a product detail. First you are presented with the "Product Details For Consignment Number: NNN" page that displays a table of all products entered for this consignment. Before modifying a product detail, you must first select one! Do this by clicking on the hyperlink of the product name in the "Product" field. If the product detail has not yet been entered you have the ability to add this new product detail by clicking on the "Add Product Detail" button.

Select Product Detail to Modify



See above for detailed instructions how to add a Product Detail. Depending on which step you took you will either be presented with a Product Detail page fully populated with existing information, ready to modify, or an empty Product Detail page, ready to complete. Make changes if necessary, add new data, etc, and click on “Save Product Detail” to save this new information in the database.

All other buttons and functionality behave exactly as when adding a New Import Consignment.

Modify Import Consignment Product Detail

Modify Import Consignment Detail - Microsoft Internet Explorer

Address: http://goec/QPR/ModifyImportDetail.asp

MODIFY IMPORT CONSIGNMENT PRODUCT DETAIL

Inspector: 210058 Customs Request Number: C1200

VENDOR

Invoice Number: 210001968
 Select Country: germany
 Select Vendor: Auto Maker 1 / Hamburg / 129 Rue Blvd

MANUFACTURER

Select Country: france
 Select Manufacturer: Star Limited / City / 5B East Rue

PRODUCT

Select Product: Mercedes Sedan 300E / Auto

| | | | | | |
|-------|-----------------------|-----------|---------------------|---------------|-------------|
| MI029 | Number or Sigis | Container | Packaging | 700 | Quantity |
| 45000 | Net Weight | 65000 | Weight | Kilos | Weight Unit |
| 0029 | Customs No. | DM | Currency | 12000000 | Total Value |
| | Egyptian Class. Desc. | | Egyptian Class. No. | Preinspection | |

Exit Form | Clear Form | Check Inspection Requirements | View Product Details | Save Product Detail

Local intranet zone

NEW EXPORT CONSIGNMENT

Clicking on the “New Export Consignment” button from the main menu allows you to enter new export consignment header and commodity information. Most fields are similar the “New Import Consignment” pages and most functionality is the same.

Key differences are explained below.

As can be seen from the screen shot below, the main export header page has a few different input fields. Enter all required data. The buttons are identical to the Import pages. If you only have time to enter this header information, you may save the consignment header information only by clicking on the “Save Consignment Only” button. To continue on and add Export Commodity details, click on the “Save Consignment and Enter Commodity” button.

The screenshot shows a web browser window titled "Export Consignment Header - Microsoft Internet Explorer". The address bar shows "http://goec/QPR/ExportHeader.asp". The main content area has a yellow background and is titled "NEW EXPORT CONSIGNMENT".

The form contains the following fields:

- Date of Customs Request: 10/31/2008
- Contact Telephone No.: 450 9323
- Expediter: MTN
- Clearing License Number: 0087199620
- Port of Delivery: Glasgow
- Port of Arrival: Glasgow
- Currency: US \$
- Custom Request No.: CE/00255
- Exporter Id No.: E907762100
- Customs Branch: Alexandria
- Port: Alexandria
- Destination Country: united kingdom
- Vessel Registry: egypt
- Vessel Name: Seagull

At the bottom of the form, there are four buttons:

- Exit Form
- Clear Form
- Save Consignment Only
- Save Consignment and Enter Commodity

Export Consignment Commodity Input

The “Export Consignment Commodity Input” page as seen below resembles and functions very similar to the Import Consignment Product Detail page. There is less information to input. Perform a search for the Manufacturer by clicking on the “magnifying glass” icon and select the correct choice if found. If not, add the new Manufacturer by clicking on the “plus” sign.

The routine is the same. Perform the search criteria to find the new Manufacturer you just added and select this. Continue to Commodity. Add the new commodity for this manufacturer if required.

Continue to input all other fields. Check Inspection Requirements, View Commodity Details, or Save Commodity Detail as with Imports.

The screenshot shows a web browser window titled "Export Consignment Detail - Microsoft Internet Explorer". The address bar shows "http://goenc/GPRU/ExportDetail.asp". The main content area has a yellow background and is titled "EXPORT CONSIGNMENT COMMODITY INPUT".

At the top, there are two input fields: "Exporter: E987762100" and "Customs Request Number: CE00299".

Below this, there is a section for "MANUFACTURER". It includes a dropdown menu with "EGYPT" selected, a search icon, and a plus sign. Below the dropdown is a "Select Manufacturer" dropdown menu.

Below the manufacturer section is a section for "COMMODITY". It includes a search icon and a plus sign. Below this is a "Select Commodity" dropdown menu.

At the bottom of the form, there are several input fields and a dropdown menu:

- Net Weight
- Total Value
- Unit
- Gross Weight
- Consignment No.
- Select below -
- Weight Unit
- Brand

At the very bottom, there are five buttons: "Exit Form", "Clear Form", "Check Inspection Requirements", "View Commodity Detail", and "Save Commodity Detail".

Export Consignment Commodity Input (filled in...)

Export Consignment Detail - Microsoft Internet Explorer

Address: <http://goec/QPR/ExportDetail.asp>

EXPORT CONSIGNMENT COMMODITY INPUT

Exporter: Customs Request Number:

MANUFACTURER

Select Manufacturer:

COMMODITY

Select Commodity:

| | | | |
|--------------------------------------|-------------|---|-----------------|
| <input type="text" value="50000"/> | Units | <input type="text" value="990"/> | Consignment No. |
| <input type="text" value="12000"/> | Net Weight | <input type="text" value="14500"/> | Gross Weight |
| <input type="text" value="5000000"/> | Total Value | <input type="text" value="Kilos"/> | Weight Unit |
| | | <input type="text" value="Country HQ1201"/> | Brand |

Local intranet zone

MODIFY EXPORT CONSIGNMENTS

Clicking on the “Modify Export Consignments” button from the main page allows you to either modify Export Consignment header info, modify existing Export Consignment Commodity details, or continue to add more Commodity details.

Functionality is exactly the same as with “Modify Import Consignments”.

See below for sample screens only.

View Consignment Form - Microsoft Internet Explorer

Address: http://goenc/gpr/ModifyExportHeaderForm.asp

MODIFY EXPORT CONSIGNMENTS

CE/00299 Enter Customs Request Number

Exit Form Submit

Export Consignment Header - Microsoft Internet Explorer

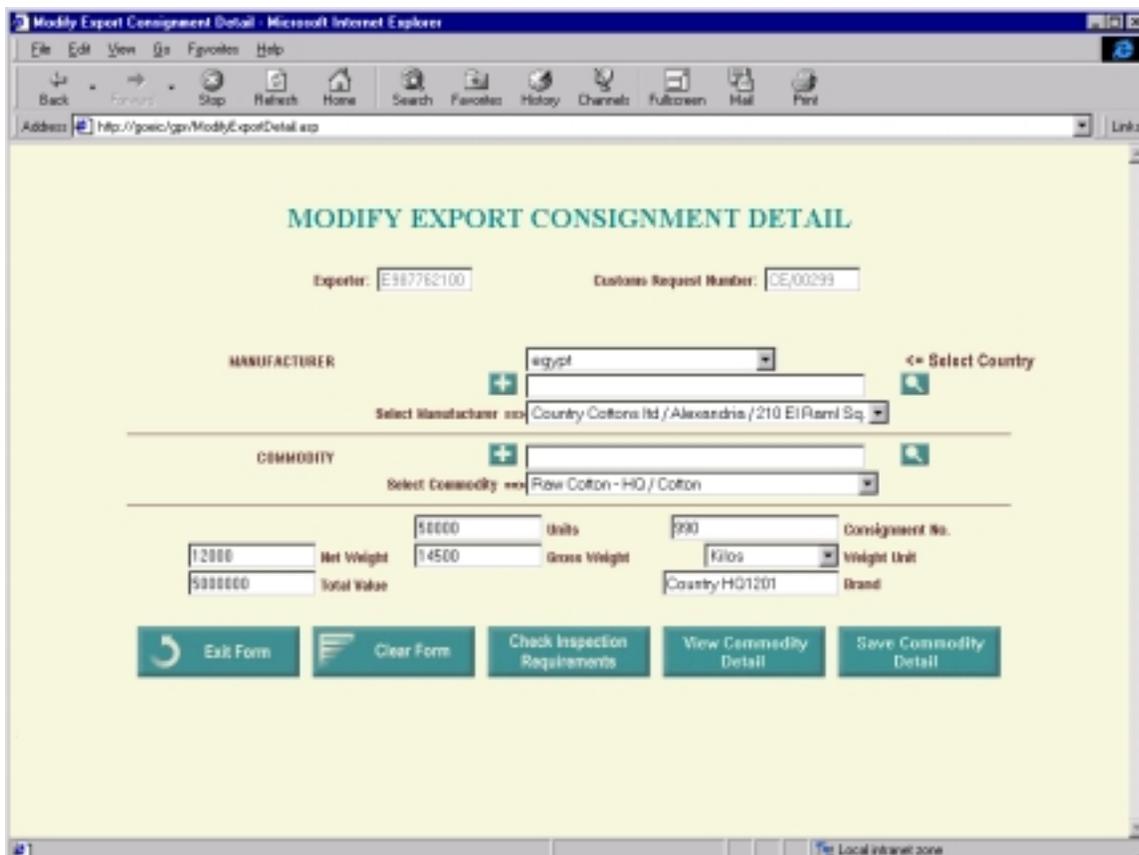
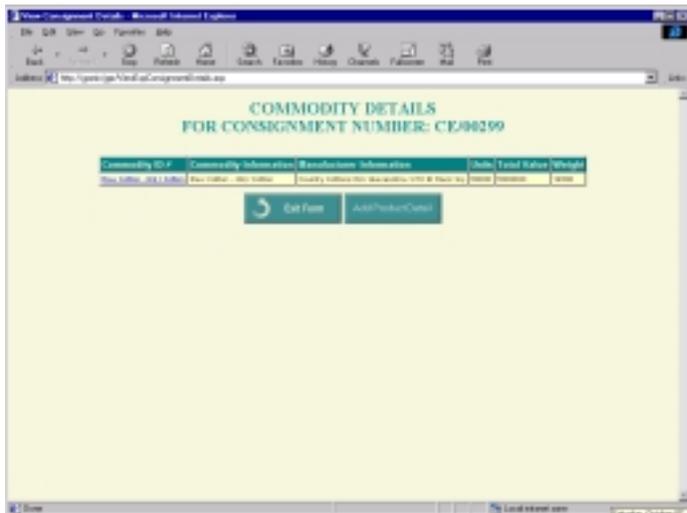
Address: http://goenc/gpr/ModifyExportHeader.asp

MODIFY EXPORT CONSIGNMENT

| | | | |
|---|-------------------------|---|---------------------|
| <input type="text" value="10/3/00"/> | Date of Customs Request | <input type="text" value="CE/00299"/> | Custom Request No. |
| <input type="text" value="450 9823"/> | Contact Telephone No. | <input type="text" value="E987762100"/> | Exporter Id No. |
| <input type="text" value="MTN"/> | Expediter | <input type="text" value="Alexandria"/> | Customs Branch |
| <input type="text" value="0087199620"/> | Clearing License Number | <input type="text" value="Alexandria"/> | Port |
| <input type="text" value="Glasgow"/> | Part of Delivery | <input type="text" value="united kingdom"/> | Destination Country |
| <input type="text" value="Glasgow"/> | Part of Arrival | <input type="text" value="egypt"/> | Vessel Registry |
| <input type="text" value="US \$"/> | Currency | <input type="text" value="Seagull"/> | Vessel Name |

Exit Form Clear Form Save Consignment Only Save Consignment and Enter Commodity

Local intranet zone



Add New Manufacturer - Microsoft Internet Explorer

ADD NEW MANUFACTURER

| | |
|--|-------------------|
| <input type="text" value="Country Cottons Ltd"/> | Manufacturer Name |
| <input type="text" value="210 El Raml Sq"/> | Address 1 |
| <input type="text"/> | Address 2 |
| <input type="text" value="Alexandria"/> | City |
| <input type="text" value="egypt"/> | Country |

Add New Commodity - Microsoft Internet Explorer

ADD NEW COMMODITY

for consignment:
Country Cottons Ltd / Alexandria / 210 El Raml Sq.

| | |
|--|----------------|
| <input type="text" value="Raw Cotton - HQ"/> | Commodity Name |
| <input type="text" value="Cotton"/> | Type |
| <input type="text" value="HQ 1002"/> | Model |

View Consignment Details - Microsoft Internet Explorer

Address: http://goec/gpr/ViewExpConsignmentDetails.asp

COMMODITY DETAILS FOR CONSIGNMENT NUMBER: CE/00299

| Commodity ID # | Commodity Information | Manufacturer Information | Units | Total Value | Weight |
|--------------------------|--------------------------|--|-------|-------------|--------|
| Raw Cotton - HQ / Cotton | Raw Cotton - HQ / Cotton | Country Cottons Ltd / Alexandria / 210 B / Raml Sq | 50000 | 5000000 | 14500 |

Local intranet zone

Check Inspection Requirements - Microsoft Internet Explorer

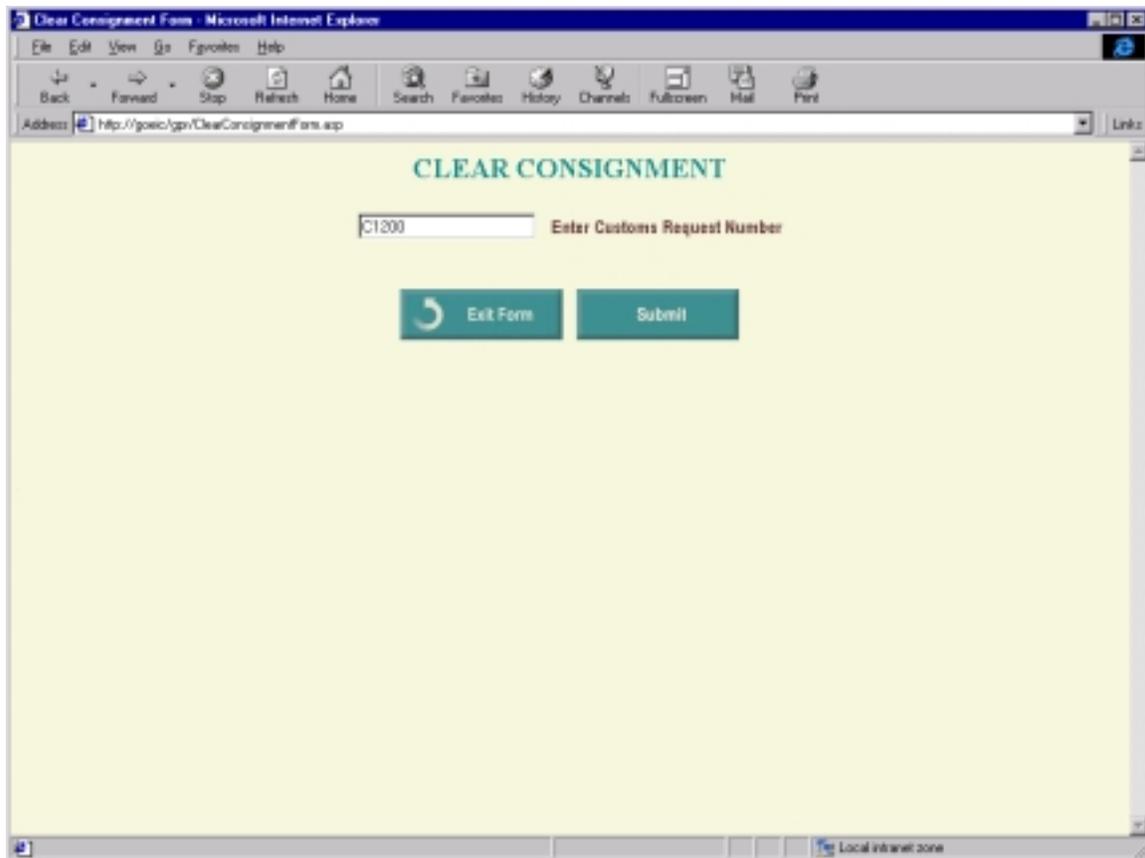
INSPECTION REQUIREMENTS FOR CONSIGNMENT NUMBER: CE/00299

CLEAR CONSIGNMENT (COULD BE CALLED CLEAR OR REJECT CONSIGNMENT)

A full or partial consignment can be cleared or rejected depending on whether the products requiring lab tests have passed or failed.

To clear or reject a full or partial consignment, click on the “Clear Consignment” button on the main menu.

On the “Clear Consignment” form, enter the “Customs Request Number” for the consignment to be cleared or rejected.



The screenshot shows a web browser window titled "Clear Consignment Form - Microsoft Internet Explorer". The address bar displays "http://goec/gov/ClearConsignmentForm.asp". The main content area has a light yellow background and features the heading "CLEAR CONSIGNMENT" in green. Below the heading is a text input field containing "C1200" and a label "Enter Customs Request Number". At the bottom of the form are two buttons: "Exit Form" (with a circular arrow icon) and "Submit". The browser's status bar at the bottom indicates "Local intranet zone".

This brings you to the “Clear Consignment” header page displaying all the header information for the consignment. Notice that ALL fields are read-only and cannot be modified. You can select to clear a whole consignment, reject a whole consignment, or clear / reject a partial consignment by clicking on either the “Clear Whole Consignment” button, the “Reject Whole Consignment” button, or the “Clear / Reject Partial Consignment” button.

The screenshot shows a web browser window titled "Clear Consignment - Microsoft Internet Explorer". The address bar contains "http://goicc.gov/ClearConHeader.asp". The main content area has a yellow background and is titled "CLEAR CONSIGNMENT".

The form contains the following fields:

- Date of Customs Request: 5/25/03
- Contact Telephone No.: (202) 756 2039
- Expediter: E788
- License Number: 8810002
- Custom Request No.: C1288
- Importer Card No.: E00098
- Customs Branch: Cairo
- Port: Suez
- Origin of Shipment: France
- Transportation: Ship
- Transshipment Port: Lyon

At the bottom of the form, there are four buttons:

- Exit Form
- Clear Whole Consignment
- Reject Whole Consignment
- Clear / Reject Partial Consignment

The browser's status bar at the bottom shows "Local intranet zone" and the date "Saturday, October 07, 2006".

By clicking on the “Clear Whole Consignment” or the “Reject Whole Consignment” button, you do just that. The whole consignment is flagged in the database as either cleared or rejected. If you click on the “Clear / Reject Partial Consignment” button, you are presented with a “Products Details For Consignment Number: NNN” page that displays all the products for that consignment. See below. By checking/selecting the appropriate checkboxes in the leftmost column labeled Product ID, you can manually identify which products should be cleared or rejected. See below.

Exit the page when all products have successfully either been cleared, rejected, or some combination of the two.

Clear / Reject Partial Consignment

The screenshot shows a Microsoft Internet Explorer browser window with the title 'Clear/Reject Consignment Details'. The address bar contains the URL 'http://goicc/gpr/ViewClearRejectConsignmentDetails.asp'. The main content area has a yellow background and is titled 'PRODUCT DETAILS FOR CONSIGNMENT NUMBER: C1200'. Below the title is a table with the following data:

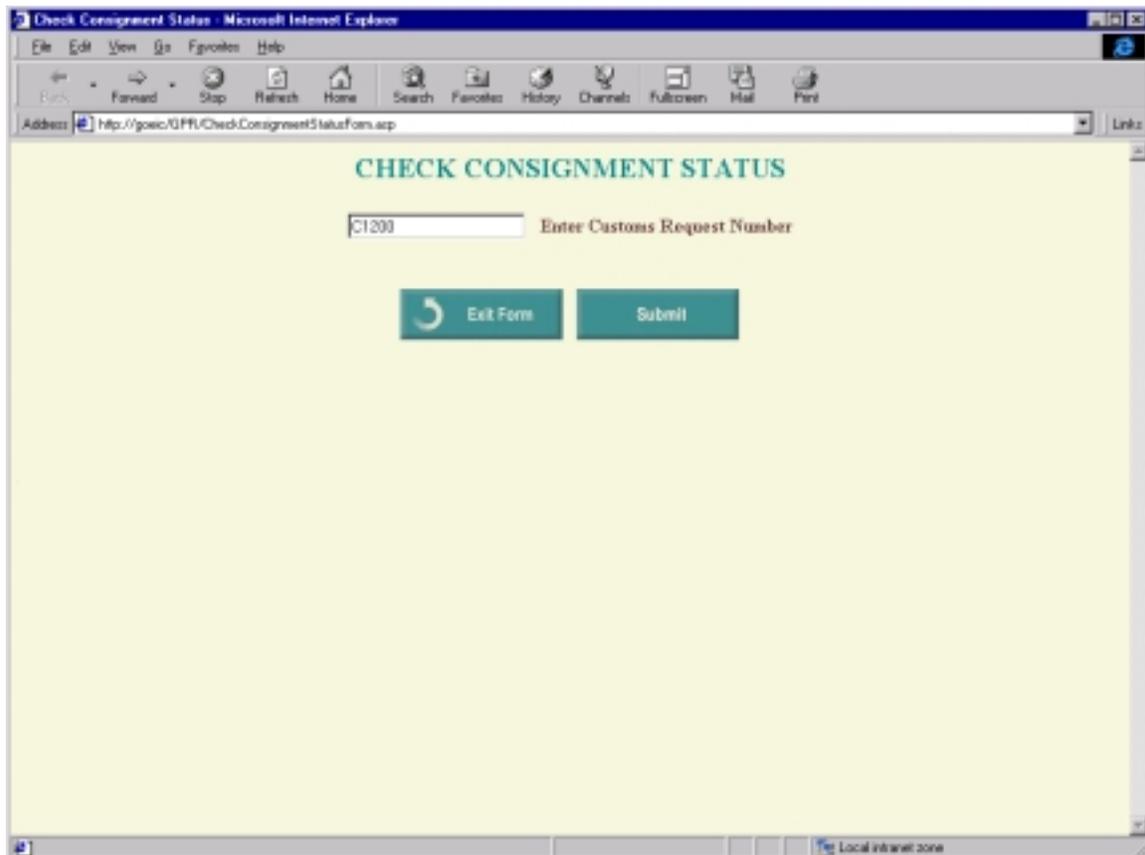
| Product ID | Sample ID | Vendor Information | Manufacturer Information | Product Information | Quantity | Total Value | Weight | Signs or Marks | Packaging |
|----------------------------|-----------|--------------------------------------|--------------------------|---------------------|----------|-------------|--------|----------------|-----------|
| <input type="checkbox"/> 5 | PR03LAB | Auto Maker 1 / Hamburg 1129 Bus Blvd | | | 700 | 1200000 | 65000 | 88029 | Container |

Below the table are three buttons: 'Exit Form', 'Reject Selected Items', and 'Clear Selected Items'. The status bar at the bottom indicates 'Local intranet zone'.

CHECK CONSIGNMENT STATUS

You may check the status of any particular consignment anytime by clicking on the “Check Consignment Status” button from the main menu page. This will enable you to enter the Customs Request Number for the consignment that you are investigating. You will be presented with the “Consignment Status For Consignment Number: NNN” page showing consignment information. The “Final Status” column indicates the current status of the consignment.

Final Status may one of the following three states: Cleared, Rejected, or left blank. A final status of “Cleared” means that the whole consignment has completed the business cycle and the consignment has been cleared. “Failed” indicates that the particular product in the consignment has failed lab testing and has been rejected. A blank “Final Status” indicates the consignment has not been finalized. I.e.: the consignment is currently still under testing as a whole or partially.



The screenshot shows a Microsoft Internet Explorer browser window with the title "Check Consignment Status - Microsoft Internet Explorer". The address bar contains the URL "http://goec/OPR/Check.ConsignmentStatusForm.asp". The main content area has a yellow background and displays the heading "CHECK CONSIGNMENT STATUS" in green. Below the heading is a text input field containing "C1200" and a label "Enter Customs Request Number". At the bottom of the form are two buttons: "Exit Form" (with a circular arrow icon) and "Submit". The browser's status bar at the bottom indicates "Local intranet zone".

Check Consignment Status - Microsoft Internet Explorer

Address: <http://goenc/GPRU/CheckConsignmentStatus.asp>

CONSIGNMENT STATUS FOR CONSIGNMENT NUMBER: C1200

| Import Card Number | Date | Expediter | Country of Origin | Part of Entry | License | Final Status |
|--------------------|---------|-----------|-------------------|---------------|---------|--------------|
| 0200090 | 9/25/90 | 6799 | 60 | 20 | 0810002 | |

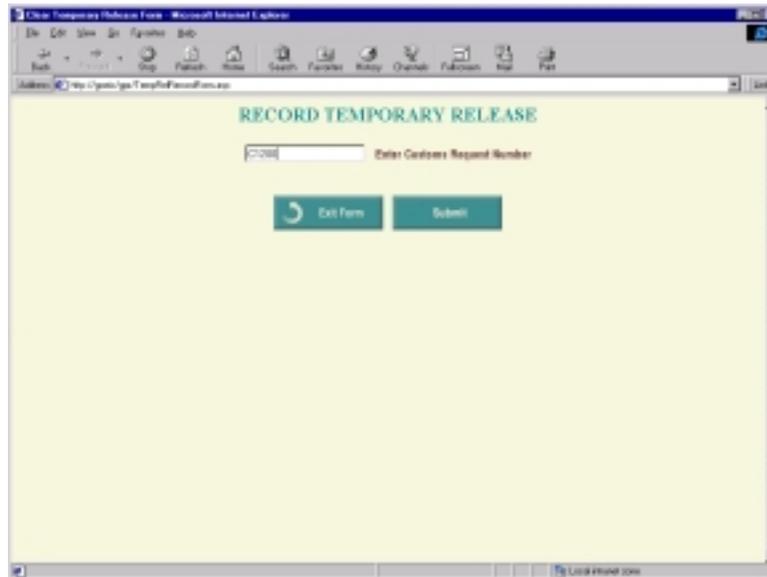
Exit Form

Local intranet zone

RECORD TEMPORARY RELEASE

During the import consignment process, a consignment, or part of a consignment may be allowed to be released and kept outside the GOEIC premises (generally at the Importers warehouse. This is generally allowed during the lab testing process or during the process of identifying products that may be waived, so that the importer would have possession and control of any highly perishable products or high valued products in the consignment.

From the main menu, click on the “Record Temporary Release” button. Enter the Customs Request Number for the Consignment to be released.

A screenshot of a web browser window titled "Click: Temporary Release Form - Microsoft Internet Explorer". The browser's address bar shows the URL "http://www.goec.gov/TempReleaseForm.aspx". The main content area of the page has a light yellow background and features the title "RECORD TEMPORARY RELEASE" in green text. Below the title is a text input field with a small "0000" placeholder and the label "Enter Customs Request Number". At the bottom of the form area, there are two green buttons: "Exit Form" on the left and "Submit" on the right. The browser's status bar at the bottom indicates "Local Intranet Zone".

This brings you to the “Record Temporary Release” input screen. On this form you enter information describing the consignment, Importer ID Number, Importer of Record, type of release granted, facility consignment was released to, address, telephone number, and Name of contact person.

Record Temporary Release - Microsoft Internet Explorer

Address: http://goec/gov/TempRe/Record.asp

RECORD TEMPORARY RELEASE

Customs Req. No.
 Description
 Importer ID No. Importer of Record
 Release during testing
 Release to Free Zone Type of release granted
 Manufacturing re-export
 Facility released to
 Address
 City/Location
 Telephone No. Contact Person

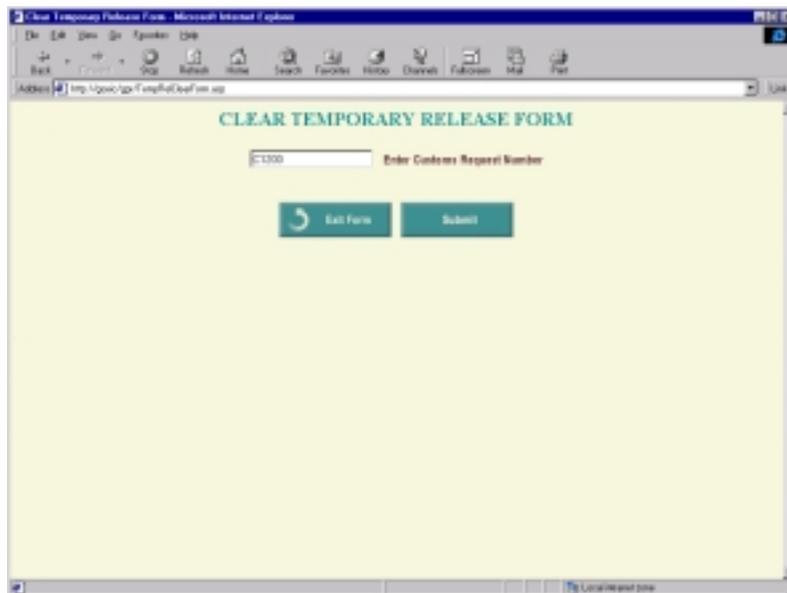
Local intranet zone

Click on the “Record Temporary Release” button after all information has been entered. As of this writing, none of this information is actually stored in the database. The functional requirements were not yet finalized so the functionality of a “Record Temporary Release” and “Clear Temporary Release” has not been implemented. This does reflect what was under consideration.

CLEAR TEMPORARY RELEASE

Depending on the lab results and the decision on whether the products will be waived or not, a consignment will be cleared, rejected, or partially cleared and rejected. If the consignment had been previously released, it will have to be cleared from the “Released” state one way or another. As with the “Record Temporary Release”, the functional requirements for this have not been finalized. These pages act to flag whether a consignment has been released or not, nothing more.

To clear a temporary release, click the “Clear Temporary Release” button from the main menu. Enter the Customs Request Number for the consignment that you want to clear and click “Submit”.

A screenshot of a web browser window displaying a form titled "CLEAR TEMPORARY RELEASE FORM". The browser's address bar shows "http://www.igpa.com/igpa/keaf/keaf.asp". The form has a light yellow background and contains a text input field with the value "1300" and the label "Enter Customs Request Number". Below the input field are two buttons: "Exit Form" and "Submit". The browser's status bar at the bottom indicates the page is "Local intranet page".

It is the intention that the following screen would be displayed fully populated with all the consignment release information. If this is the consignment to be cleared, you would click on the “Clear Temporary Release” button.

Clear Temporary Release - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Refresh

Links Dictionary Customize Links Free Hotmail Windows Alexa Address http://localhost/219/TempRelClear.asp Go

CLEAR TEMPORARY RELEASE

Customs Reg. No.

Importer ID No. Importer of Record

Release during testing
 Release to Free Zone Type of release granted
 Manufacturing re-export

Facility released to
 Address
 City/Location

Telephone No. Contact Person

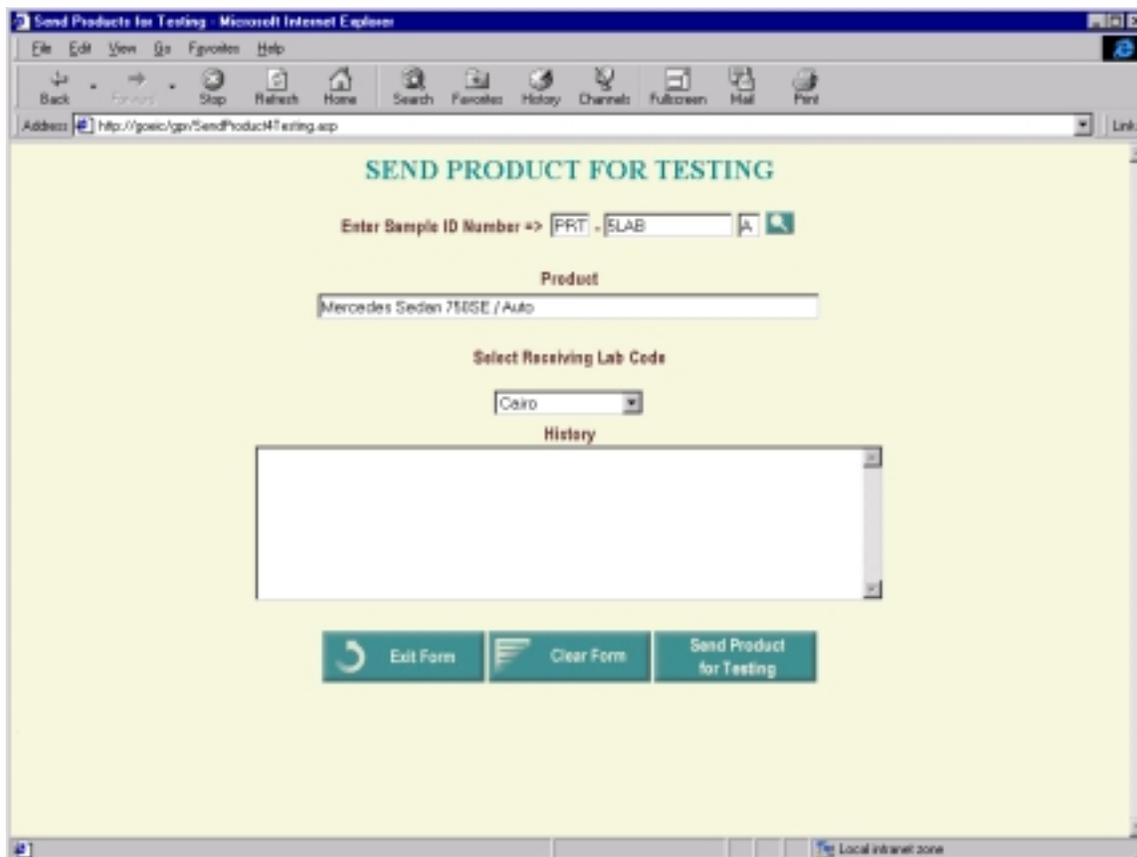
Done Local Intranet

SEND PRODUCT FOR TESTING

Once products in a consignment have been identified to have lab testing performed, samples must be taken of each and sent to the labs for testing. The product samples, along with corresponding assigned Sample ID numbers will be sent to the lab for testing. After the products are tested, the lab results will be recorded in the Product Register. If a product fails, the importer has the option to have another sample taken for one reason or another. This process can continue up to a maximum of 3 lab tests per product. At this point, the product will not be allowed to be tested a fourth time. To record that a product is to be sent to the lab for testing, click on the “Send Product For Testing” button on the main menu.

On the “Send Product For Testing” page, enter the Sample ID Number for the product, taken from the Check Inspection Requirements form previously printed. Click on the “magnifying glass” icon to query and fetch the Product name. Select the Receiving Lab Code from the dropdown list. The History text box will contain lab result history once lab testing has been performed. Click on the “Send Product for Testing” button.

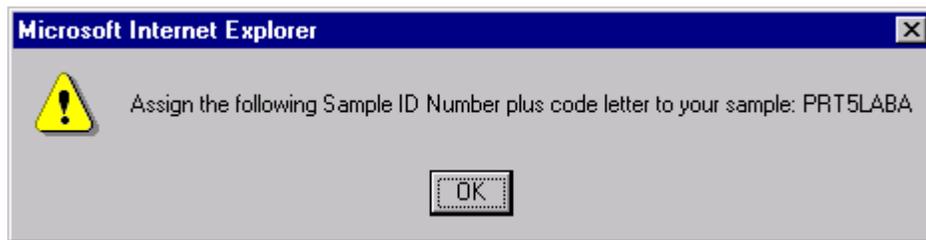
A popup message box will be displayed telling you to assign the Sample ID Number that is indicated in the message box. The designation of “A”, “B”, and “C” at the end of the Sample ID Number indicate whether this is the first, second, or third time this product is being sent for testing. Perform this procedure for all products requiring testing.



The screenshot shows a web browser window titled "Send Products for Testing - Microsoft Internet Explorer". The address bar displays "http://goec/ign/SendProductForTesting.asp". The main content area has a yellow background and is titled "SEND PRODUCT FOR TESTING". It contains the following fields and controls:

- Enter Sample ID Number =>** A text input field containing "FRT - ELAB" and a magnifying glass icon to its right.
- Product** A text input field containing "Mercedes Sedan 750SE / Auto".
- Select Receiving Lab Code** A dropdown menu with "Cairo" selected.
- History** A large, empty text area for displaying lab results.
- At the bottom, there are three buttons: "Exit Form" (with a refresh icon), "Clear Form" (with a list icon), and "Send Product for Testing" (with a green background).

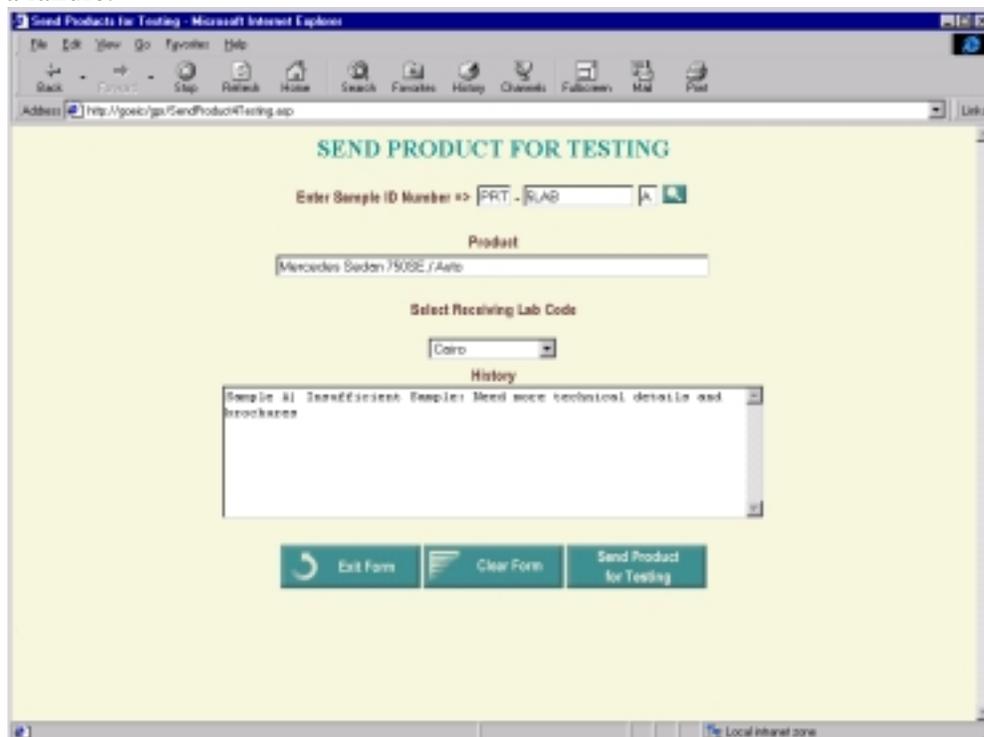
The browser's status bar at the bottom indicates "Local intranet zone".



The following screen shots show examples of a product that is being sent for testing more than once. This could be due to previously failed test results or due to an insufficient sample. An insufficient sample could either mean the actual sample did not contain enough quantity for testing or possibly the sample lacked proper technical information. It should be noted that if a sample is returned due to “insufficient sample” that this does not count as a failed lab test. A new sample is simply re-submitted.

Product about to be sent for testing for the second time

Notice that the history states that Sample A, the first sample, was insufficient, requiring more technical details. The sample would be then re-submitted supplying adequate information. Notice that the letter A is still assigned to this Sample ID Number because the previous submission was treated as a failure.



Product about to be sent for testing for the third time

Notice that the product that was re-submitted due to insufficient technical details failed the next lab test due to mechanical testing. The history indicates that the sample that failed was still treated as sample A. The “I” indicates that that sample was a re-submission of the insufficient sample previously submitted.

The screenshot shows a web browser window titled "Send Products for Testing - Microsoft Internet Explorer". The address bar shows "http://goec/qa/SendProductForTesting.asp". The main content area has a yellow background and is titled "SEND PRODUCT FOR TESTING". It contains the following elements:

- "Enter Sample ID Number => PRT - RLAB" with a search icon.
- "Product" field containing "Mercedes Sedan / W202 / Auto".
- "Select Receiving Lab Code" dropdown menu with "Coro" selected.
- "History" window showing:
 - Sample A I Insufficient Sample: Need more technical details and brochures
 - Sample I/A I Failed: Failed mechanical testing
- Buttons at the bottom: "Exit Form", "Clear Form", and "Send Product for Testing".

This process will continue up to a maximum of three true lab-testing requests. If a product fails 3 times, this page will not allow the product to be sent for testing a fourth time. A popup message box will indicate this. The product will subsequently be “rejected”.

ASSIGN SAMPLE ID NUMBERS

In the normal business cycle for importing a product, Sample ID Numbers are automatically generated by the Product Register system. It may happen under particular circumstances that a product in a consignment may need special testing for some reason or another and should be assigned a Sample ID Number manually. This screen is designed to allow for assigning Sample ID Numbers manually.

Although the functional requirements have not been defined at this point, this screen shows how this functionality may be implemented.

The screenshot shows a web browser window titled "Assign Sample ID Numbers - Microsoft Internet Explorer". The address bar displays "http://goec/igs/AssignSampleIDNo.asp". The page content is as follows:

- Header:** "ASSIGN SAMPLE ID NUMBERS" in green text.
- Form Fields:**
 - "Enter Customs Request Number =>" with a text input field containing "C1208" and a green search icon to its right.
 - "Select Product" with a dropdown menu showing "Mercedes Sedan 350E / Auto" and a "0" next to it.
 - "Enter Sample ID Number" with a text input field.
- Buttons:** Three buttons at the bottom: "Exit Form" (with a refresh icon), "Clear Form" (with a list icon), and "Submit" (with a checkmark icon).

The browser's status bar at the bottom indicates "Local intranet zone".

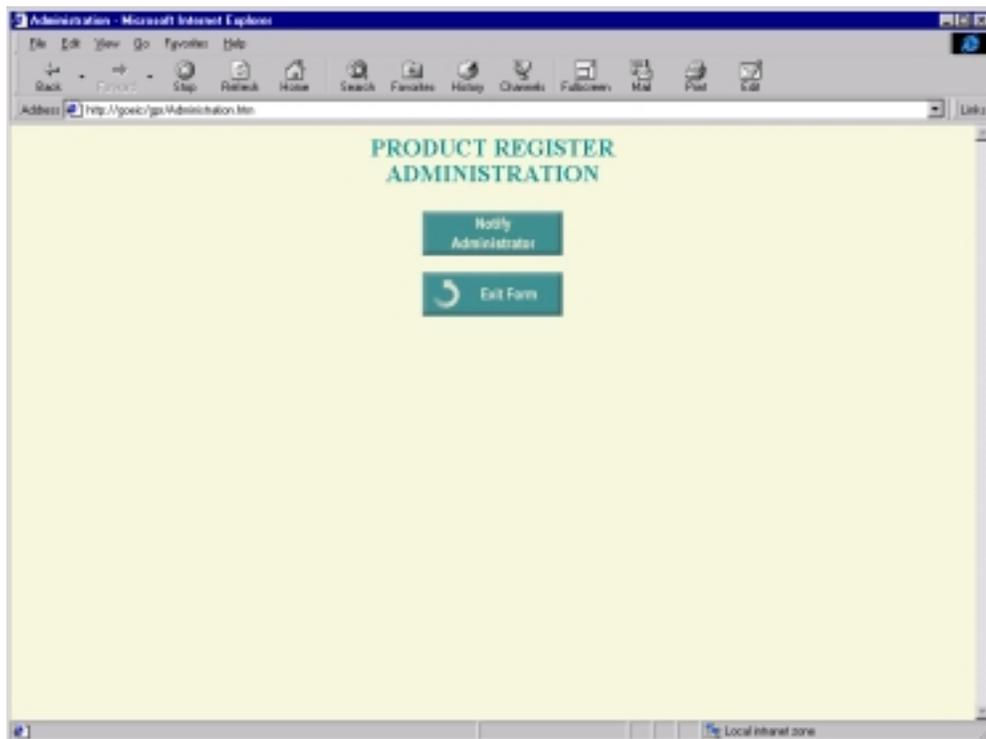
NON-CONSIGNMENT TEST REQUEST

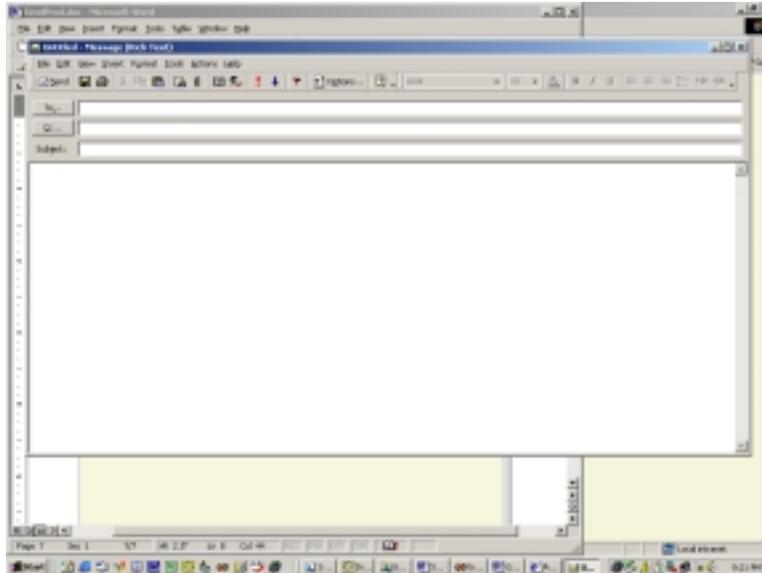
It may happen under particular circumstances that a product that is not in a consignment may need special testing for some reason or another and would need to be sent to the lab. It is the intention of this page to be able to record this process. As of the time of this writing, the functional requirements have not been established. The “Non-Consignment Test Request” button is disabled.

ADMINISTRATION

In case a message needs to be sent to the Product Register Administrator, you may click on the “Administration” button on the main menu.

The “Notify Administrator” button will present a typical email message display where an email message can be written and sent. This functionality can and most likely will be enhanced once requirements are established.





EXIT FORM

The “Exit Form” button on the main menu exits the Product Register system altogether. A message box will appear asking for verification to close the window. Click “OK”.

LAB TESTING

If products have been identified to require lab testing, lab technicians will receive product samples with pre-assigned Sample ID Numbers. After lab testing is performed and results are available, the lab technician is required to record the lab results for each product.

See the Introduction for instructions on how to access the Default Logon Page. A lab technician would enter “LAB” as the password to enter the LAB web site pages. The entry “password” will most likely change when the Product Register installation is complete. The GOEIC administrator will notify all personnel when this occurs.

Click on the LOGON button to proceed to the main page of the LAB data entry site.

Three choices are available. You may query lab results for a particular product, enter lab results for a particular product, or exit the form.

In order to enter lab results for a particular product, click on the “Enter Lab Results” button.



Enter Lab results

See “Send Product For Testing” to review how a product is sent for testing. This explains the History textbox in more detail than below.

Enter the Sample ID Number for the product that was tested. Click on the “magnifying glass” icon to populate the Product description field. Click on the appropriate radio button to indicate whether the product passed, failed, or that the sample was insufficient.

An insufficient sample could either mean the actual sample did not contain enough quantity for testing purposes or possibly the sample lacked proper technical information. It should be noted that if a sample is returned due to “insufficient sample” this does not count as a failed lab test. A new sample will re-submitted.

In case of a product failure, enter the reason why. Try and keep the description short and precise. The History text box will automatically track the results of the product lab testing. No more than three failures will be allowed.

Once the information is entered, click on the “Enter Lab Results” button.

Lab Results being entered for the second time

If a product is returned for a second or third test, you would enter lab results as before. See below for sample screens showing the entering of lab results for a product several times. Review the “Send Product For Testing” documentation to see how this process is working.

Notice that after the Sample ID Number has been entered and the “magnifying glass” is clicked, the Product description is displayed along with other previous lab result history.

You see than sample A was returned due to insufficient sample. Now the product sample fails due to mechanical testing. Enter this and click on the “Enter Lab Results” button.

RECORD LAB RESULTS

Enter Sample ID Number => PRT - SLAB

Product
Mercedes Sedan 70SE /Auto

Enter Test Results

Pass Fail Insufficient Sample

Reason for Failed Inspection
Failed mechanical testing

History
Sample A) Insufficient Sample: Need more technical details and brochures

Exit Form Clear Form Enter Lab Results

Lab Results being entered for the third time

Here you see a lab results being recorded for a PASS!!

RECORD LAB RESULTS

Enter Sample ID Number => PRT - SLAB

Product
Mercedes Sedan 70SE /Auto

Enter Test Results

Pass Fail Insufficient Sample

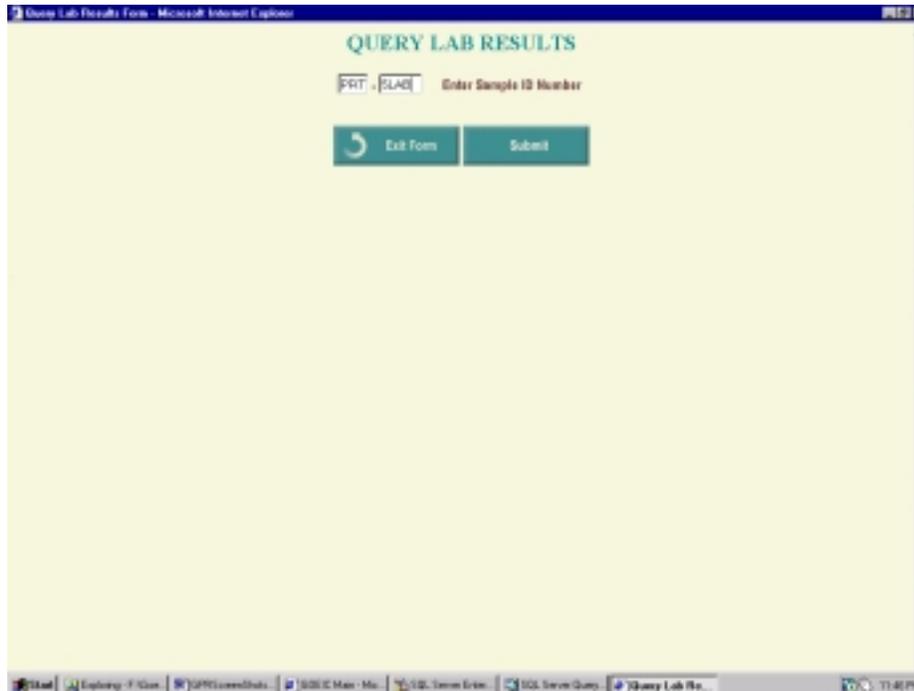
Reason for Failed Inspection
PASSED OK

History
Sample A) Insufficient Sample: Need more technical details and brochures
Sample D/A) Failed: Failed mechanical testing

Exit Form Clear Form Enter Lab Results

Query Lab results

At any time, a lab technician can review previous lab results for a particular sample. From the main LAB menu, click on the “Query Lab Results” button. Enter a Sample ID Number.



The screenshot shows a web browser window titled "Query Lab Results Form - Microsoft Internet Explorer". The page has a light yellow background and features the heading "QUERY LAB RESULTS" in green. Below the heading, there are two radio buttons labeled "PRT" and "GLAD", followed by a text input field labeled "Enter Sample ID Number". At the bottom of the form area, there are two green buttons: "Exit Form" (with a circular arrow icon) and "Submit". The Windows taskbar at the bottom shows several open applications, including "Exploring - F:\G...", "PRT Green Sh...", "SQL E Map - Ma...", "SQL Server Enter...", "SQL Server Query...", and "Query Lab Re...". The system clock in the bottom right corner displays "11:41 PM".

Product Lab Results

You are presented with a table displaying all previous product sample lab testing history. You may have to click on the “Refresh Data” button to view the most recent data. This can be printed if necessary as documentation.

| Test Name | Test Date | Results |
|-----------|-----------------------------------|--|
| Prestat | 2009-09-02 21:46:38 (20090902) | Sample is insufficient Sample - Reservoir technical details and brochures Sample City Failed - Failed mechanical testing Sample ID Passed - 1000113 BR |

Exit Form

Clicking on the “Exit Form” button will return to the default logon screen. Click “Exit Form” to exit the Product Register system.