



AGRICULTURE IMPORT EXPORT APPLICATION

User Manual





Contents

Import Permit Service.....	2
Overview.....	2
How to register as a new user/ customer?	2
How to apply for a new permit?.....	3
How to track applications after submitting the permit request?	4
How to update a document submitted for permit requests?.....	5
How to pay import permit fees?	6
How to apply for extension of permit period?.....	7
How to recreate a permit?	8
How to print a permit?	9
Inspection Request and payment.....	11
Overview.....	11
How to apply and pay inspection fees?.....	11
How to view applied inspection requests ?.....	13

Import Permit Service

Overview

Import permit application is a completely atomized system to issue import permits for agricultural consignments. In order to apply for a permit customer should be authorized by Agricultural Health Directorate AGHD. To get the authentication to use the system customer must register and Agricultural Health Directorate should approve your registration.

How to register as a new user/ customer?

Please refer below fig (1). Click on new user link to do the registration.

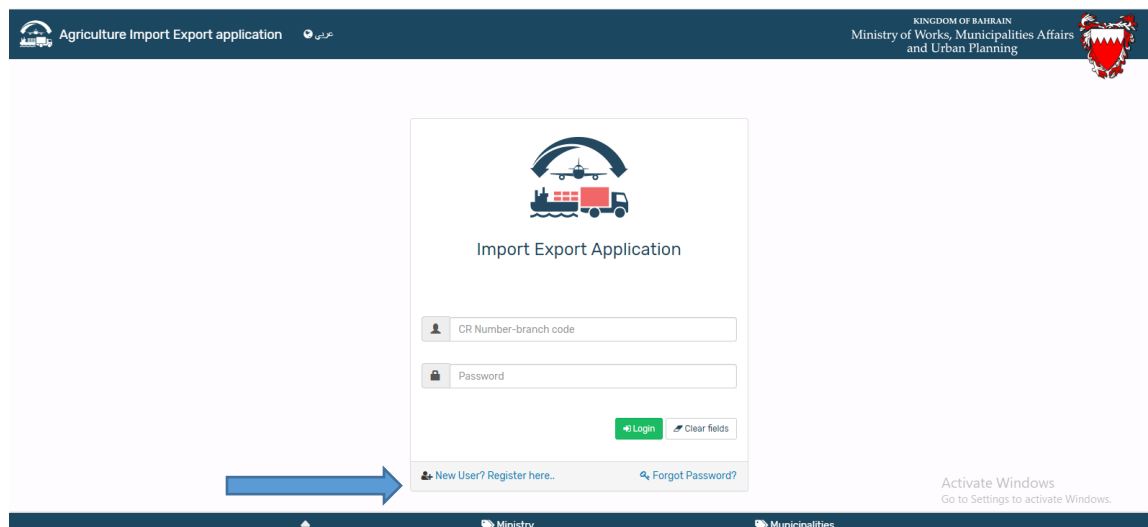


Fig (1)

The screenshot shows a registration form for the Agriculture Import Export application. The form is titled 'Registration Form' and contains several sections: 'Customer Type' with a dropdown menu; 'CR Number' and 'Branch Number' fields; a note about CR numbers; 'Password' and 'Confirm Password' fields; 'Phone Number' and 'Email' fields; 'Attachment Details' with a dropdown for 'Attachment Document' and a 'Choose File' button; and 'Add Representative' with 'CR Number', 'Role', and 'Attach CR user?' fields. A verification code 'dyy88' is shown, and a green 'Submit' button is at the bottom. The page also has a 'Login' link at the top and a Windows activation notice at the bottom right.

Fig (2)

Fill the information, attach the documents required and submit the request. Once the AGHD user approves your authentication requests you will be notified via email.

How to apply for a new permit?

Login using your username and password.

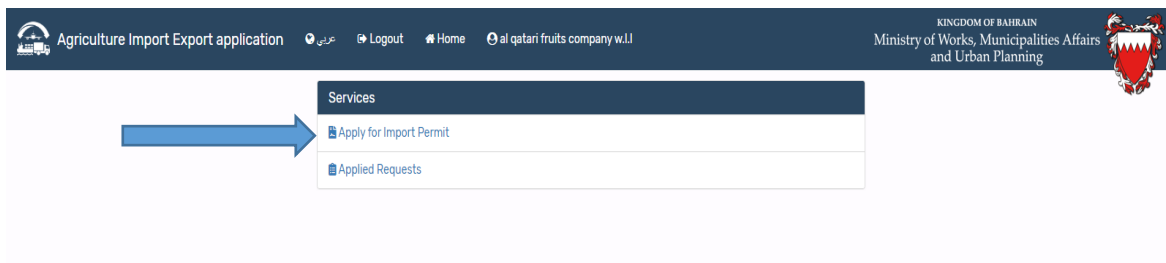


Fig (3)

To apply for a new permit, click on 'Apply for Import Permit'. Enter the details requested Attach document and submit request.

Request For Import Permit

Exporter Details

Exporter Country* -- Select --
Company Name* Company Name
Company Address* Company Address
Number Of Exporters* -- Select --

Permit Specification

Type Of Consignment* -- Select --
Clearing Agencies* -- Select --
Import Purposes* -- Select --
Other Import Purposes Specify Other Import Purposes e.g. purpose/purpose:

Other Type Of Consignment Specify Other Type Of Consignm
Modes Of Transport (Please Select - Multiple Selection Allowed)* None selected -
Proposed End Use (Please Select - Multiple Selection Allowed)* None selected -
Other End Uses Specify Other Proposed End Uses e.g. End Use 1/In:

Consignment Details

Multiple Consignment details can be added below using the add Consignment button.

Country Of Origin* -- Select --
Product Name* Product Name
Number Of Items* Number
HS Code* -- Select --
Specific Type Specific Type
Weight (in Kilograms)* Weight
Package Type* -- Select --

Attachment Details

Attachments specified in the Dropdown list below is mandatory.

% Attachment Document* -- Select --
Choose File* Choose File Attach

Submit

Fig (4)

How to track applications after submitting the permit request?
Please refer fig (5). Click on 'Applied Requests'

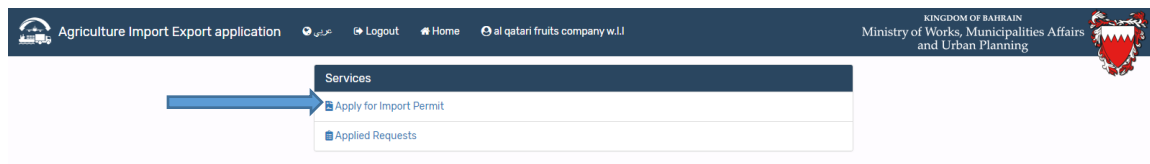


Fig (5)

Refer fig (6). Each tab will help you to track the applications status. Click on details button to view the application details.

The screenshot shows the 'Agriculture Import Export application' dashboard. At the top, there are navigation links for 'العربي', 'Logout', 'Home', and 'al qatari fruits company w.l.l'. The dashboard features a 'Total Requests' counter showing 215. Below this, there are tabs for 'Under Processing', 'Document Change Required', 'Ready For Payment', 'Permit Issued', 'Canceled Permits', and 'Permit Rejected'. A search bar and a 'Show 10 entries' dropdown are present. The main table lists the following data:

Request Number	Request Date	Status	Type Of Consignment	Exp. Country	Permit Actions	Details
335	Mar 29, 2020	Check Point Approved	Fruits	ANGOLA		
333	Mar 26, 2020	Check Point Approved	Fruits	BELGIUM		
330	Mar 25, 2020	Application Received	Grains	BELGIUM		
329	Mar 25, 2020	Application Received	Forage	BELGIUM		
328	Mar 25, 2020	Application Received	Outdoor plants	BELGIUM		
327	Mar 25, 2020	Application Received	Indoor plants	BELGIUM		
326	Mar 24, 2020	Application Received	Indoor plants	AUSTRALIA		

Fig (6)

How to update a document submitted for permit requests?

Permit requests require document update, Ministry user will send the application back to you for updating the document. To view such request, click on 'Document Change Required' tab. Please refer fig. (7) then Click on details button. Update the document which is returned to you.

The screenshot shows the 'Agriculture Import Export application' dashboard. At the top, there are navigation links for 'العربي', 'Logout', 'Home', and 'al qatari fruits company w.l.l'. The dashboard features a 'Total Requests' counter showing 4. Below this, there are tabs for 'Under Processing', 'Document Change Required', 'Issued', 'Canceled Permits', and 'Permit Rejected'. A blue arrow points to the 'Document Change Required' tab. A search bar and a 'Show 10 entries' dropdown are present. The main table lists the following data:

Request Number	Request Date	Status	Type Of Consignment	Exp. Country	Permit Actions	Details
238	Dec 29, 2019	Document Changes Requested	Soil conditioner	AMERICA	Document Update	
220	Nov 24, 2019	Document Changes Requested	Chemical fertilizer	BHUTAN	Document Update	
200	Aug 20, 2019	Document Changes Requested	Vegetable seeds	AFGHANISTAN	Document Update	
40	Jun 19, 2019	Document Changes Requested	Organic fertilizer	ALBANIA	Document Update	

Fig (7)

Agriculture Import Export application | العربية | Logout | Home | al qatari fruits company w.l.l

No.	HSCode	Name	Type	Package Type	Qty. Number	Qty. Weight	Country
1	27 01 19 00	test	tsets	Box	10	100.0	ALGERIAN

Attachments needing Update

Attachment ID	Type	Doc. Inspection Remarks	Rejection Date	Client Update Date
1	Registration certificate for fertilizers and soil conditioners issued by soil and fertilizer section	check the color	Dec 29, 2019	Dec 29, 2019
2	Registration certificate for fertilizers and soil conditioners issued by soil and fertilizer section	sfsdfgdfgfgdgd	Dec 29, 2019	Dec 29, 2019
3	Registration certificate for fertilizers and soil conditioners issued by soil and fertilizer section	test	Dec 29, 2019	

Attachment Details

Attachments specified in the Dropdown list below is mandatory.

Attachment Document * | Choose File *

-- Select -- | Choose file | Attach

Registration certificate for fertilizers and soil conditioners issued by soil and fertilizer section

Submit

Fig (8)

How to pay import permit fees?

After the checkpoint approval system will enable you to pay permit fees. Please refer fig. Click on ready for payment tab

Agriculture Import Export application | العربية | Logout | Home | al qatari fruits company w.l.l

Total Requests

Under Processing | Document Change Required | **Ready For Payment** | Permit Issued | Canceled Permits | Permit Rejected

Show 10 entries | Search:

Request Number	Request Date	Status	Type Of Containment	Exp. Country	Permit Actions	Details
343	Apr 22, 2020	Check Point Approved	Fruits	AUSTRIA	Pay Fees	
341	Apr 21, 2020	Check Point Approved	Vegetables	INDIA	Pay Fees	
339	Apr 8, 2020	Check Point Approved	Others	ALGERIA	Pay Fees	
338	Apr 8, 2020	Check Point Approved	Vegetables	INDIA	Pay Fees	
335	Mar 29, 2020	Check Point Approved	Fruits	ANGOLA	Pay Fees	
333	Mar 26, 2020	Check Point Approved	Fruits	BELGIUM	Pay Fees	
317	Feb 21, 2020	Check Point Approved	Vegetables	AUSTRALIA	Pay Fees	
316	Feb 21, 2020	Check Point Approved	Outdoor plants	AUSTRIA	Pay Fees	
291	Jan 13, 2020	Check Point Approved	Fruits	AUSTRALIA	Pay Fees	
283	Jan 8, 2020	Check Point Approved	Others	ALBANIA	Pay Fees	

Showing 1 to 10 of 24 entries | Previous | 1 | 2 | 3 | Next

Fig (9)

Click on 'Pay Fees' button and proceed with payment.

Import Specifications

Type Of Consignment	Others
Usage Type	Multiple
Type Of Consignment	High/Low
Modes Of Transport	
Purpose of Import	Sale Personal Use Other
Others Purpose Of Import	41526321
Proposed End Uses	Processing Cultivation Feedstuff
Permit Expiry Date	Jun 21, 2020
Current Status	Check Point Approved

Consignment Details

No.	HSCode	Name	Type	Package Type	Qty. Number	Qty. Weight	Country
1	06 02 10 10	kygkuakuh		Box	4152	4521411.0	AMERICAN SAMOAN

Attachments needing Updation

Attachment ID	Type	Doc. Inspection Remarks	Rejection Date	Client Update Date
1	Consignment supporting document	not valid others list	Jan 8, 2020	Jan 9, 2020

[Pay Fees](#)

Fig (10)

How to apply for extension of permit period?

Click on permit issued tab and then click extend permit link. Refer fig (11)

Permit Issued

Request Number	Request Date	Status	Expiry Date	Type Of Consignment	Exp. Country	Permit Actions	Details
345	Apr 22, 2020	Permit Issued	Apr 29, 2020	Chemical fertilizer	CANADA	Extend Permit	
344	Apr 22, 2020	Permit Issued	Apr 29, 2020	Chemical fertilizer	AUSTRIA	Extend Permit	
342	Apr 21, 2020	Permit Issued	Apr 30, 2020	Soil conditioner	AUSTRALIA	Extend Permit	
321	Mar 18, 2020	Permit Issued	Mar 22, 2020	Chemical fertilizer	ARMENIA	Recreate Permit	
305	Feb 16, 2020	Permit Issued	Jul 15, 2020	Cut flowers	AUSTRALIA	Extend Permit	
172	Jul 31, 2019	Permit Issued	Dec 31, 2019	Wood products	AFGHANISTAN		
127	Jul 6, 2019	Permit Issued	Sep 30, 2019	Wood products	AFGHANISTAN		
120	Jul 6, 2019	Permit Issued	Jul 7, 2019	Wood products	ALBANIA		
82	Jun 27, 2019	Permit Issued	Dec 12, 2019	Chemical fertilizer	AFGHANISTAN		
77	Jun 27, 2019	Permit Issued	Mar 31, 2020	Others	ALBANIA	Recreate Permit	

Fig (11)

This will lead to following view (refer fig 12) and click on extend permit button and permit validity extension requests will be created and application will be processed by AGHD team.

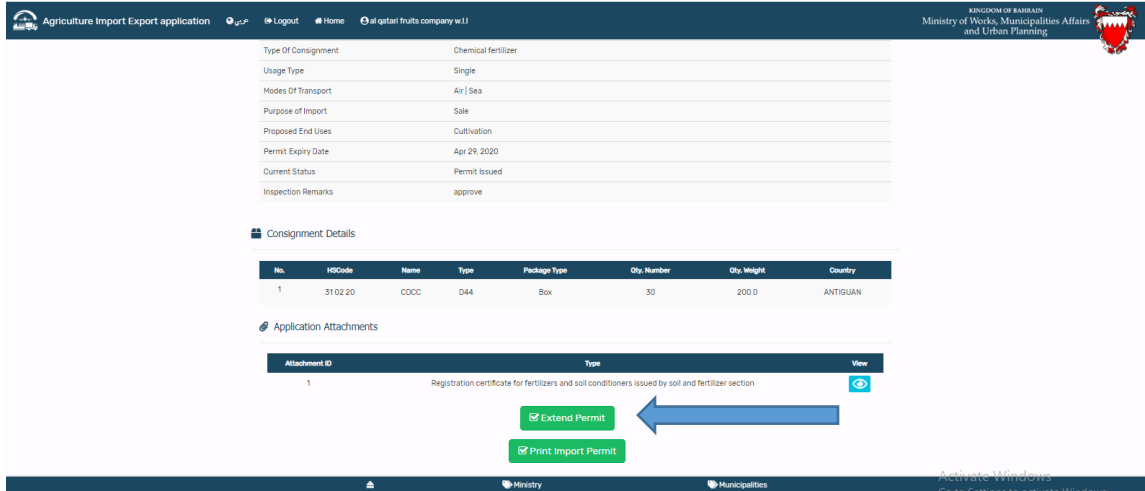


Fig (12)

How to recreate a permit?

If permit is expired and if you wish to submit a new permit with the same permit details, you can recreate the permit request with already issued permit.

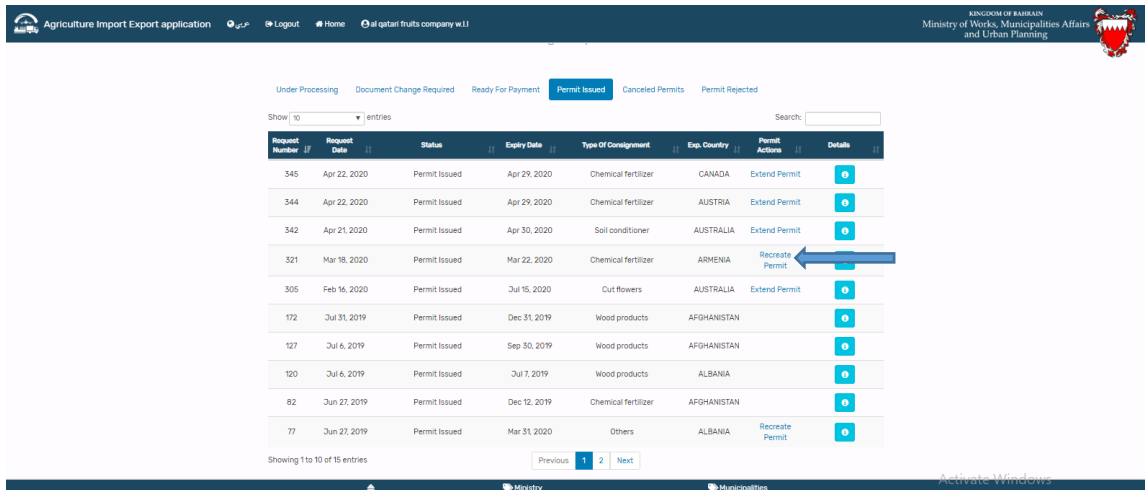


Fig (13)

Click on recreate permit link and it will lead to below view (fig 14). Click on apply from current permit .This will create a new permit requests with new reference number .

The screenshot shows the 'Import Specifications' page. It includes sections for 'Import Specifications', 'Consignment Details', and 'Application Attachments'. A blue arrow points to the 'Apply From Current Permit' button.

No.	HSCode	Name	Type	Package Type	Qty. Number	Qty. Weight	Country
1	310100 00	fert	gdfg	Box	10	100.0	NEW ZEALAND

Attachment ID	Type	View
1	Registration certificate for fertilizers and soil conditioners issued by soil and fertilizer section	

Fig (14)

How to print a permit?

Click on Permit Issued tab. Click on correspond details button of the permit you wish to print.

The screenshot shows the 'Permit Issued' tab. It includes a search bar and a table of issued permits. A blue arrow points to the 'Details' button for the first permit.

Request Number	Request Date	Status	Expiry Date	Type of Consignment	Exp. Country	Permit Actions	Details
345	Apr 22, 2020	Permit Issued	Apr 29, 2020	Chemical fertilizer	CANADA	Extend Permit	
344	Apr 22, 2020	Permit Issued	Apr 29, 2020	Chemical fertilizer	AUSTRIA	Extend Permit	
342	Apr 21, 2020	Permit Issued	Apr 30, 2020	Soil conditioner	AUSTRALIA	Extend Permit	
321	Mar 18, 2020	Permit Issued	Mar 22, 2020	Chemical fertilizer	ARMENIA	Recreate Permit	
305	Feb 16, 2020	Permit Issued	Jul 15, 2020	Cut flowers	AUSTRALIA	Extend Permit	
172	Jul 31, 2019	Permit Issued	Dec 31, 2019	Wood products	AFGHANISTAN		
127	Jul 6, 2019	Permit Issued	Sep 30, 2019	Wood products	AFGHANISTAN		
120	Jul 6, 2019	Permit Issued	Jul 7, 2019	Wood products	ALBANIA		
82	Jun 27, 2019	Permit Issued	Dec 12, 2019	Chemical fertilizer	AFGHANISTAN		
77	Jun 27, 2019	Permit Issued	Mar 31, 2020	Others	ALBANIA	Recreate Permit	

Fig (15)



Print Import permit button will be enabled for valid permits. Click on the button and print generate the permit.

The screenshot displays the 'Agriculture Import Export application' interface. At the top, there is a navigation bar with 'Login', 'Home', and 'al qatar fruits company w.l.l.' links. The main content area is divided into several sections:

- Consignment Details:** A table with columns: No., HSCode, Name, Type, Package Type, Qty. Number, Qty. Weight, and Country. The data row shows: 1, 31 02 20, CCCC, D44, Box, 30, 200.0, ANTIGUAN.
- Application Attachments:** A table with columns: Attachment ID, Type, and View. The data row shows: 1, Registration certificate for fertilizers and soil conditioners issued by soil and fertilizer section, and a View icon.

Below the attachments table, there are two green buttons: 'Extend Permit' and 'Print Import Permit'. Two blue arrows point to these buttons, indicating they are active and clickable.

Fig (16)

Inspection Request and payment

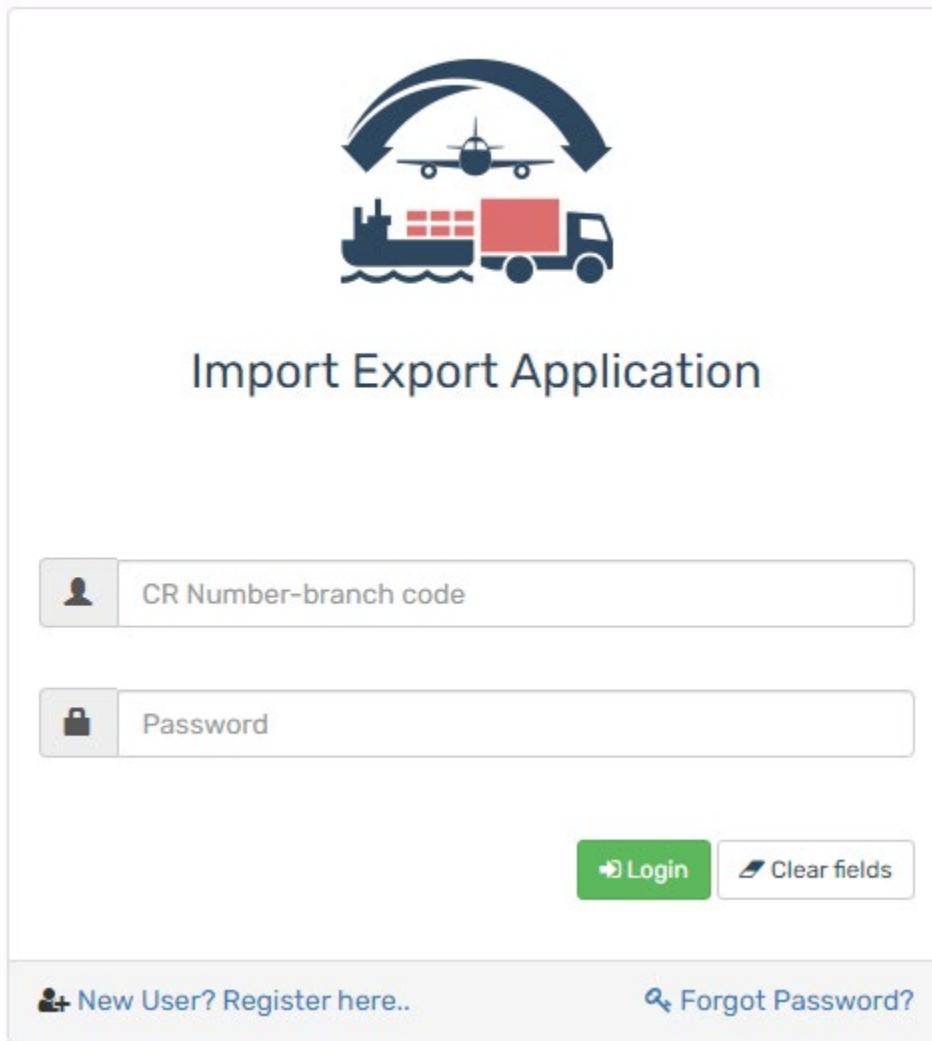
Overview

Importers / Clearing agents can request to inspect the consignments that reach in the port through this module, and they can pay the inspection fees.

How to apply and pay inspection fees?

Importers /Clearing agents can apply for inspection requests and pay the inspection fees. New users should click on 'New user' link and should register. For registration procedure refer page 2.

Enter username and password and click login button. Refer fig (17).



Import Export Application

CR Number-branch code

Password

Login Clear fields

New User? Register here.. Forgot Password?

Fig (17)

Once login user will reach in the menu screen. To apply and pay for inspection click on 'Apply for import inspection' submenu. Refer fig(18) .

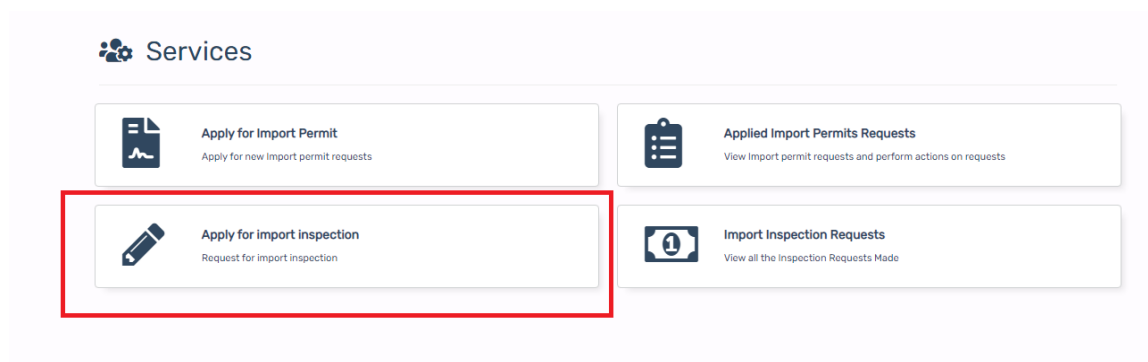


Fig (18)

Enter the details in the import inspection. Refer Fig (19) and click on 'submit' button. Fees calculated in system according to inspection hours (working hours /non-working hours) .

The form titled 'Apply For Import inspection' contains the following fields:

- Importer Company***: A dropdown menu with '-- Select --'.
- Custom Declaration Number***: A text input field.
- Inspection Port***: A dropdown menu with '-- Select --'.
- Others Inspection Port**: A text input field with the placeholder 'Please Specify Others'.
- Inspection Date***: A date input field.
- Inspection Hours***: A dropdown menu with '-- Select --'.

A light blue information box states: "Official working hours are from 6 AM to 2 PM from Sunday to Thursday. After that time and during weekend and public holidays is after official working hours".

Below the information box is a 'Remarks' section with a text area.

A green 'Submit' button is located at the bottom center of the form.

Fig (19)

Once click on submit button user will move to the payment gateway screen. Click on 'Confirm and pay' and proceed with payment. Refer Fig (20).

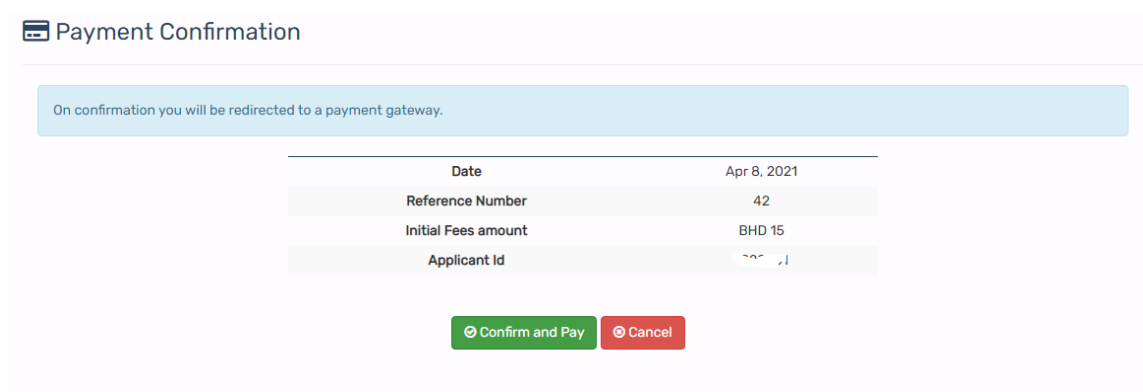


Fig (20)

Inspection request can be view by customer by clicking on 'Import inspection Requests' submenu. Refer fig (21).

How to view applied inspection requests ?

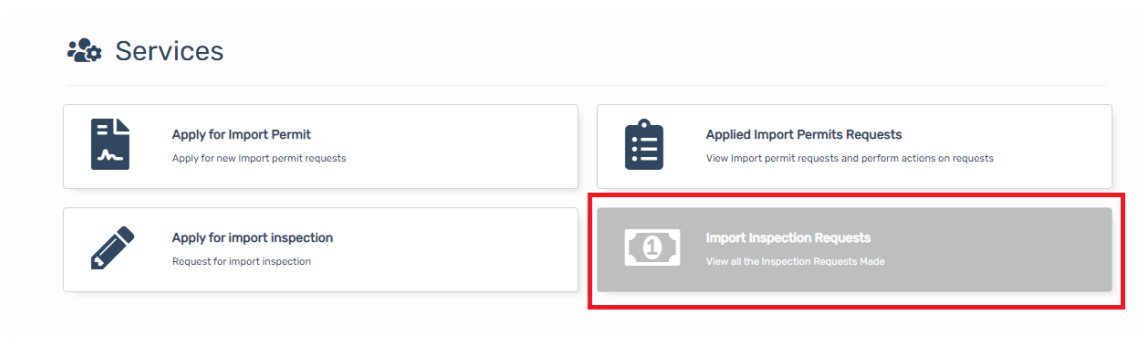


Fig (21)

Paid request can be viewed by user upon clicking 'Fees paid Request' button.

Showing 1 to 2 of 2 entries

Request ID	Importer ID	Importer Name	Custom Declaration Number	Inspection Port	Inspection Date	Inspection Hours	Fees	Request Action
41	10000-1	AL QADIRI COMPANY W.L.L	123411	Airport	2021-03-31	Working hours (5 BD)	5.0	Fees Paid
26	10000-1	AL QADIRI COMPANY W.L.L	202120014 51	Seaport	2021-03-16	Non-working Hours (15 BD)	15.0	Fees Paid

Fig (22)

Payment is failed or cancelled in any point of time in the payment gateway after submission of request, that request can be viewed by user by clicking on 'Pending fees requests' button and complete the payment by clicking on 'Pay fees' button. Refer fig 23.

Showing 1 to 2 of 2 entries

Request ID	Importer ID	Importer Name	Custom Declaration Number	Inspection Port	Inspection Date	Inspection Hours	Fees	Request Action
42	10000-1	AL QADIRI COMPANY W.L.L	123453	Airport	2021-08-06	Non-working Hours (15 BD)	15.0	<input checked="" type="checkbox"/> Pay Fees
34	10000-1	AL QADIRI COMPANY W.L.L	12345	Airport	2021-03-22	Non-working Hours (15 BD)	15.0	<input checked="" type="checkbox"/> Pay Fees

Fig (23)