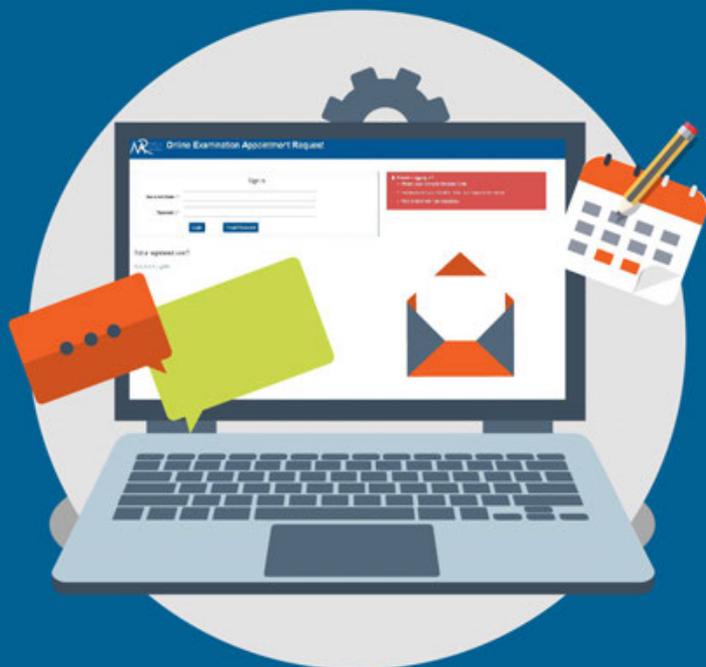


# Online Examination Appointment Request User Manual for Declarants



Customs Department, Mauritius Revenue Authority

25<sup>th</sup> April 2017

# Table of Contents

1.0 Registering as a Declarant .....	2
1.1 Login as a Declarant .....	3
1.2 Examination Request Page .....	3
1.3 View Examination Request Page .....	4
1.4 View New Request Page .....	5
1.5 View Appointed Request for Examination Page .....	6
1.6 Reschedule an Appointment .....	7
1.7 View Rejected Request for Examination Page .....	8
1.8 Edit Profile .....	9

# 1.0 Registering as a Declarant

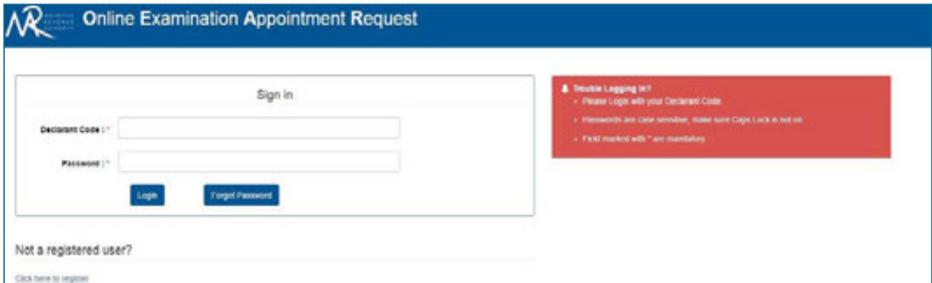
Declarants need to click on the **“Click here to register”** on the first page to be able to register themselves as Declarant. They will be requested to enter their declarant code, declarant name, password and email, and clicking on the **“Create Profile”** button.

If a declarant has already been registered on the platform, he/she can proceed directly to login using his/her declarant code and password.

The screenshot displays the 'Online Examination Appointment Request' interface. At the top, there is a blue header with the AR logo and the text 'Online Examination Appointment Request'. Below this, a 'Sign in' section contains two input fields: 'Declarant Code' and 'Password', with 'Login' and 'Forgot Password' buttons. To the right, a red box titled 'Trouble Logging in?' lists instructions: 'Please login with your Declarant Code', 'Passwords are case sensitive, make sure Caps Lock is not on', and 'Email marked with \* are mandatory'. Below the sign-in section, a link 'Not a registered user?' is followed by 'Click here to register'. A blue arrow points from this link to the registration form below. The registration form has a blue header with the AR logo and 'Online Examination Appointment Request'. It is divided into 'MAIN DETAILS' and 'DECLARANT PROFILE INFORMATION'. The 'DECLARANT PROFILE INFORMATION' section includes input fields for 'Declarant Code', 'Declarant Name', 'Password', 'Confirm Password', and 'Email', with a 'Create Profile' button at the bottom.

# 1.1 Login as Declarant

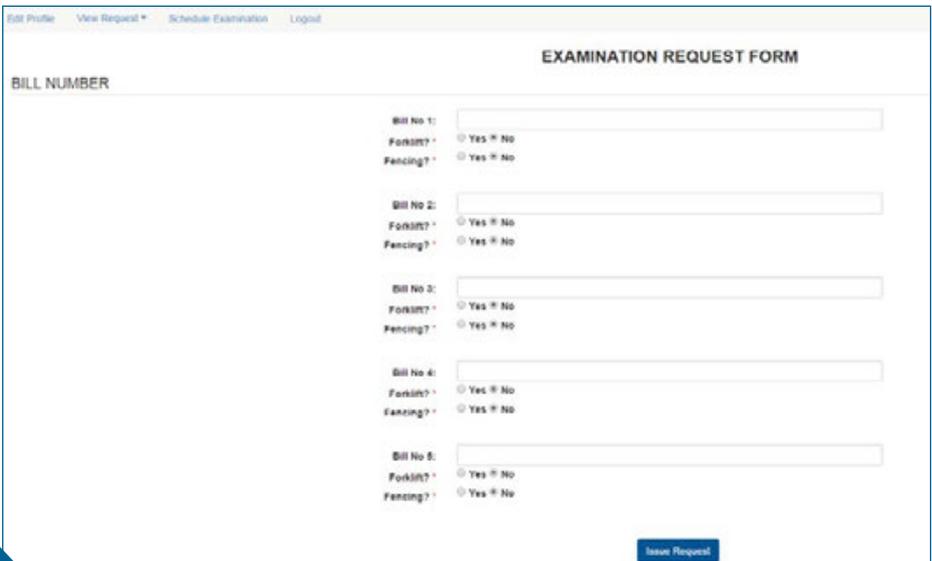
Declarants will use their declarant code and password to log onto the system.



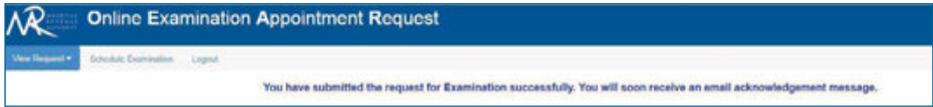
# 1.2 Examination Request Page

Once logged in onto the web platform, the declarants will get an Examination Request Form where they can enter their Bill Of Entry for which they are requesting for Appointment.

The declarants will also have the choice to specify whether their examination will require forklift or fencing (Yes or No). They can enter a maximum of 5 Bills, where each Bill will be treated separately for Appointment. After entering the BOE, the declarants will have to click on the **“Issue Request”** button.

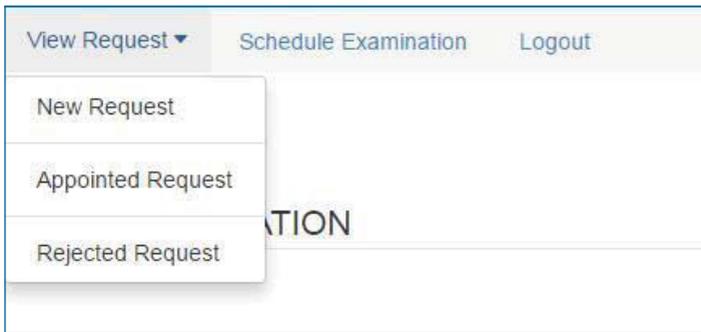


Upon submission of the BOE, the declarant will get a message on their screen and will also get an email acknowledgement message.



### 1.3 View Examination Request Page

Declarant will be able to view the status of the request they made for appointment of their BOE through the **View Request** Interface.



## 1.4 View New Request Page

The declarants will be able to view all their new appointment request on the [View Request>New Request](#) interface.

A dashboard of New Request will be displayed and the declarants will need to click on the request id to see information on the request.

Dashboard of New Request for Examination

Date Submitted	Request ID	BOE	Forklift	Pencing	Status
10-Apr-17 10:01:58	10235	7410900007	NO	NO	NEW
06-Apr-17 09:28:52	10235	6571111111	NO	NO	NEW
06-Apr-17 09:28:52	10234	12569874309	YES	NO	NEW
06-Apr-17 09:28:52	10233	6907420000	NO	NO	NEW
06-Apr-17 09:28:52	10232	3357411111	VFR	NO	NEW

VIEWING NEW EXAMINATION REQUEST

MAIN INFORMATION

Date Submitted : 06-Apr-17 09:28:52

Request ID : 10235

Bill Of Entry : 6571111111

Forklift :  Yes  No

Pencing :  Yes  No

Status : NEW

## 1.5 View Appointed Request for Examination Page

The declarants will be able to view all their appointed appointment request on the **View Request > Appointed Request** interface.

A dashboard of Appointed Request will be displayed and the declarants will need to click on the request id to see information on the request, like Date of Appointment, Time of Appointment and Place of Landing.

Edit Profile View Request Schedule Examination Logout

### Dashboard of Appointed Request for Examination

Date Submitted	Request ID	ROE	Forklift	Fencing	Status
21-Apr-17 10:27:59	10251	37431000023	NO	NO	APPPOINTED
25-Apr-17 10:27:18	10250	63548710000	NO	NO	APPPOINTED
18-Apr-17 14:28:59	10248	11134125411	NO	NO	APPPOINTED

Edit Profile View Request Schedule Examination Logout

### VIEWING APPOINTED EXAMINATION REQUEST

**MAIN INFORMATION**

Date Submitted : 21-Apr-17 10:27:18

Request ID : 10250

Bill Of Entry : 63548710000

Declarant Code : TEST\_DEC4

Forklift  Yes  No

Fencing  Yes  No

Status : APPPOINTED

Date Created : 21-Apr-17 10:29:12

**APPOINTMENT DETAILS**

Date of Appointment : 06-MAR-17

Time of Appointment : 11:03

Place of Landing : ACCESS CARGO

Remarks :

[Reschedule](#)

## 1.6 Reschedule an Appointment

The declarants will get the possibility to reschedule an appointment by navigating through **View Request->Appointed Request** interface. On clicking on a specific Request Id, they will get a form where they will be able to enter a remark and click on the Reschedule button.

After rescheduling an appointment, the request will be considered as a new request and be available in the **View Request->New Request** interface.

Dashboard of Appointed Request for Examination

Date Submitted	Request Id	ROK	Forklift	Fencing	Status
21-Apr-17 10:27:50	10251	37451000023	NO	NO	APPPOINTED
21-Apr-17 10:27:18	10250	63548710000	NO	NO	APPPOINTED
18-Apr-17 14:28:59	10248	11134125411	NO	NO	APPPOINTED

VIEWING APPOINTED EXAMINATION REQUEST

MAIN INFORMATION

Date Submitted : 21-Apr-17 10:27:18

Request ID : 10250

Bill Of Entry : 63548710000

Declarant Code : TEST\_DEC4

Forklift :  Yes  No

Fencing :  Yes  No

Status : APPPOINTED

Date Created : 21-Apr-17 10:29:12

APPOINTMENT DETAILS

Date of Appointment : 06-MAR-17

Time of Appointment : 11:03

Place of Landing : ACCESS CARGO

Remarks :

Reschedule

## 1.7 View Rejected Request for Examination Page

The declarants will be able to view all their rejected appointment request on the View **Request > Rejected Request** interface. A dashboard of Rejected Request will be displayed and the declarants will need to click on the **request id** to see information on the request.

**Dashboard of Rejected Request for Examination**

Date Submitted	Request ID	MCI	Conflict	Events	Status
16-Apr-17 10:51:28	14214	499520000	NO	NO	RE-01700
16-Apr-17 10:50:28	14213	499520000	NO	NO	RE-01700
16-Apr-17 10:50:28	14212	499520000	NO	NO	RE-01700
16-Apr-17 10:50:16	14210	499520000	NO	NO	RE-01700

**VIEWING REJECTED EXAMINATION REQUEST**

**MAIN INFORMATION**

Date Submitted: 16-Apr-17 10:51:28  
Request ID: 14214  
MCI of Entry: 499520000  
Declarant Code: 1407\_2014  
Status: REJECTED  
Status: Yes / No  
Status: Yes / No  
Date Created: 16-Apr-17 10:51:28  
Remarks: OK

**APPOINTMENT DETAILS**

Date of Appointment: 17-04-2017  
Title of Appointment: 1234  
Priority: 1234

## 1.8 Edit profile

The declarants will be able to edit their profile information like Declarant Name and e-mail. After entering their new Declarant Name and e-mail, they will have to click on the **Update** option to edit their profile.

**Online Examination Appointment Request**

**PROFILE INFORMATION**

Declarant Code:

Declarant Name:

Email:

**Update**

