

Online Examination Appointment Request User Manual for Declarants



Customs Department, Mauritius Revenue Authority 25^{th} April 2017

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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.

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1.1 Login as Declarant

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

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Password (*		
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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 amaximum 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.

				EXAMINATION REQUEST FORM	
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			BUI NO 1		
			Forkim?	· Yes # No	
			Fencing? *	© Yes ≈ No	
			Bill No 2:		
			Forkim? *	© Yes ₩ No	
			Fencing?"	O Yes # No	
			Bill No 3:		
			Forkint?	© Yes # No	
			Fencing7 *	© Yes # No	
			Bill No 4:		
			Forkitt? 1	O Yes # No	
			Fancing? *	○ Yes # No	
			Bill No 5:		
			Forklift? *	© Yes # No	
			Fencing? *	© Yes ≠ No	

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.

View Request -	Schedule Examination	Logout
New Request		
Appointed Reques	it	
Rejected Request	TION	

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.

te Submitted	Request Id	806	ForkLift	Feecing	Status
Apr 17 16:01:50	19230	74109069067	NO	ND	NEW
Apr-17 09:28:52	10235	65711111111	NO	NO	NEW
April 7 09:28:52	1023.4	12569674360	YES	NO	NEW
Apr-17 00:20:52	19233	65074200000	NO	NO	NEW
Apr-17 09 28 12	18732	3362411011	VER	NO	NEW
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ie Vite Regist * 3ch	etue Damnaton Logost	Date Submitted : DE-April70 Request Id : 1025 Bill Of Entry : 657111111 Fertant Yes * No	VIEWING NEW E)	CAMINATION R	EQUEST

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.

Date Submitted	Request M BOE		ForkLift	Feecing	Status
21-Apr-17 10:27:50	10251 374510	00023	NO	NO	APPOINTED
21-Apr-17 10:27:18	10250 635487	10000	NO	NO	APPOINTED
18-Apr-17 14:28:50	10348 111341	25411	NO	NO	APPOINTED
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	Date Subm	sitted : 21-A	u-17 10:27.18		
	Requi	1025	5		
		easily .			
	Bill Of	Entry : 0354	8710000		
	Bill Of Declarant	Entry : 0354 Code : TEST	8710000 _DEC4		
	Bill Of Declarant	Entry : 4354 Code : TEST	5710000 _DEC4 .* No		
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	Bill Of Declarant Fi 1 Date Cr	Entry: 0354 Code: 7637 Forkist: Yes encing Yes Status: APPC eated: 21-4	- 		
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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.

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21-Apr-17 10:27:18	10250 6354875	0000	NO	NO	APPOINTED
18-Apr-17 14:28:59	10248 1113412	5411	NO	NO	APPOINTED
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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.

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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					
East Profile View Request * Schedule Examination Lingout					
Declarant Code: Declarant Name:					
Email:	Lipdate				

