# Price Fixing Unit

## PRICE FIXING INFORMATION SYSTEM (PFIS)

## User Manual

VERSION 1.01

Ministry of Industry,
Commerce and Consumer
Protection

# Table of Contents

# Acronyms used in this manual

| Acronym | Meaning | |
|---|---|---|
| MICCP | Ministry of Industry, Commerce and Consumer Protection | |
| PFIS | Price Fixing Information System | |
| PFU | Price Fixing Unit | |
| URL | Uniform Resource Locator | |
| | | |
| | | |

# 1 Introduction

The Price Fixing Unit (PFU), operating under the aegis of the Ministry of Industry, Commerce and Consumer Protection (MICCP), is mandated to check, endorse and fix prices of some imported commodities. The PFU performs the following activities:

- Administration of return of costs
- Process registration
- Verification and calculation of Maximum mark up and Maximum Recommended Retail Prices
- Cross checking of returns of costs
- Approval of Prices

In June 2017, the PFU introduced a web application, the Price Fixing Information System (PFIS), to enable importers to submit their returns online.

The PFIS allows the online calculation, submission of returns by importers, and the approval of prices by the PFU, thus ensuring a timely and effective service delivery.

## 1.1 How to access the PFIS

The Price Fixing Information System (PFIS) of the Price Fixing Unit (PFU) of the Ministry of Industry, Commerce and Consumer Protection (MICCP) is, by its nature, only accessible via a web browser. The preferred browser is:

chrome Google Chrome, version 54 or later

You may download this browser from the Internet at:

https://www.google.com/chrome/

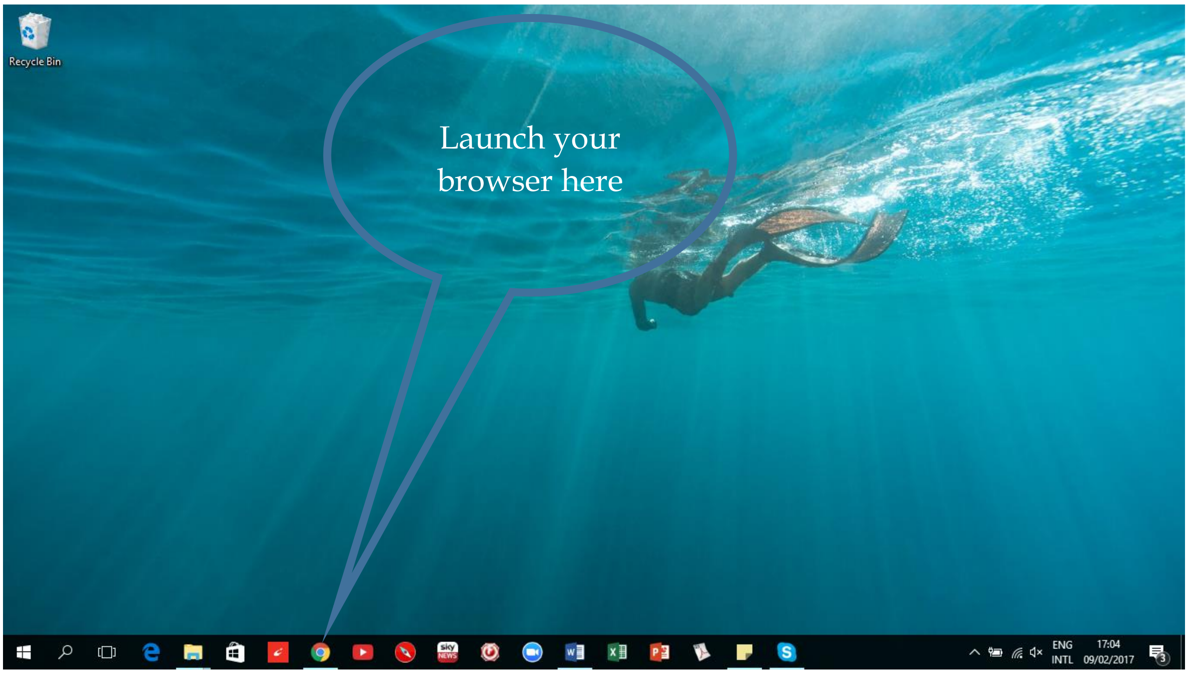
Other compatible browsers are the **latest versions or releases** of:

1. Firefox
2. Internet Explorer
3. Safari
4. Opera.

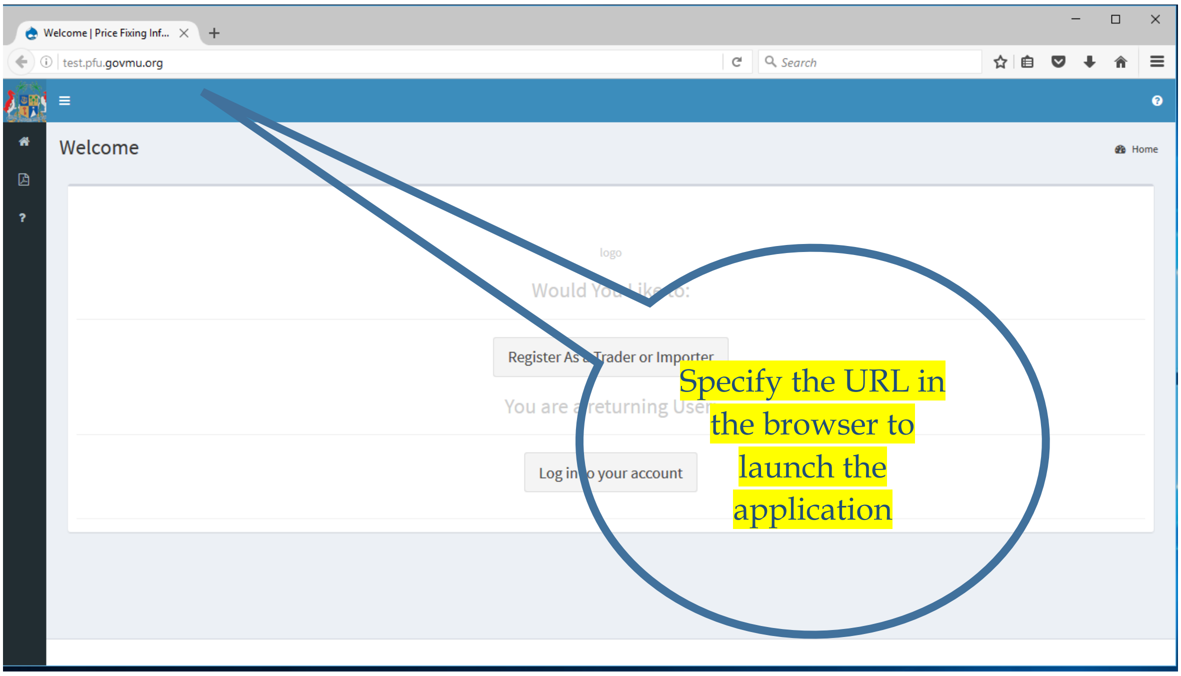
## 1.2 Launching the Application

To launch the application, the following steps should be followed:

(1) Launch the web browser from your workstation desktop.




(2) In the browser, type the URL for the system: [http://pfu.govmu.org](http://pfu.govmu.org)



# 2 Overview of the PFIS

## 2.1 Introduction

The System was introduced in order to speed up the submission and processing of importers returns' about price in compliance with regulations:

- The Consumer Protection (Consumer Goods) (Maximum Mark-Up) Regulations 1998, and
- The Consumer Protection (Maximum Recommended Retail Price) (Code of Practice) Regulations 2008.

## 2.2 Outline of functions

The System is meant for Importers to carry out the following functions:

- **Register as Importer**

  Importers must first register themselves on the system in order to be able to make submit their returns online.

- **Enter the source data relating to importation of price controlled commodities**

  Source data consist of documents and the information that they contain, related to the importation of price controlled commodities.

- **Calculate and recalculate the price of products**

  After uploading the supporting documents, an Importer can calculate the unit price of each imported item. If changes are made to the source data, the unit price can be recalculated.

- **Submit returns.**

  When an Importer is satisfied with the input of data and calculation of unit price of each item, the data can be submitted by pressing the **Submit** button. The PFU will be notified accordingly and the verification and approval process will be immediately initiated. After the approval process, the PFU will communicate to the importer the outcome of the verification and approval process. The PFU may approve the importer's data as they were submitted and keep the calculated unit price unchanged, or they may amend them and recalculate the unit price.

- **Request to review the price approved by PFU**

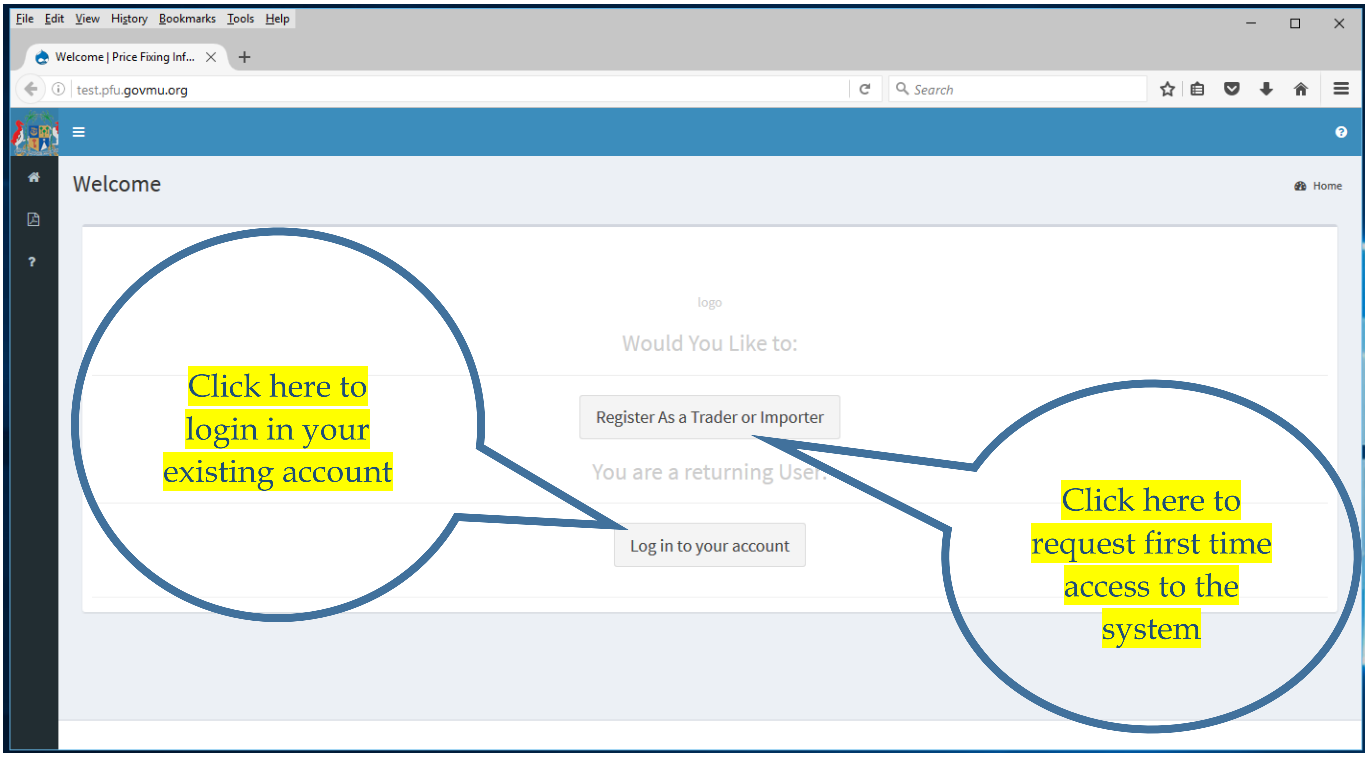
If an Importer is not satisfied with the amendments made by PFU in recalculating the price, he has one working day to request for a review of the unit price calculation.

# 3 Getting Started

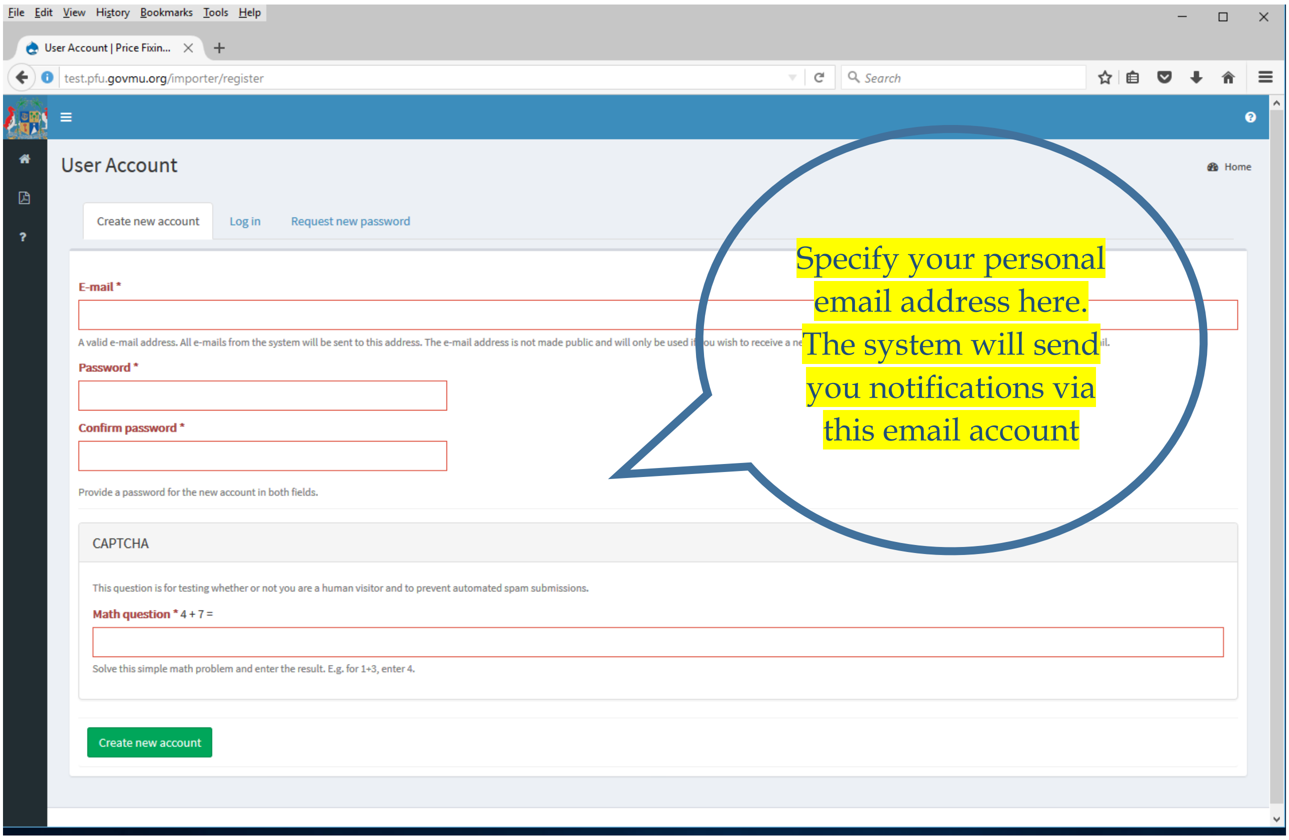
## 3.1 Accessing your system

### 3.1.1 Requesting for login credentials

If you have never requested access to the system, you need to make a request for it. This is done online, after launching the application, by pressing the button labelled Register As a Trader or Importer, as shown below:



The screen to create a User Account is displayed as shown below.




Each importer must be identified by a unique email address which should only be accessible to authorised representatives of the Importer. This email address is used for two purposes:

1. Allow an authorised representative of the Importer to log on to the system and prepare and submit returns online on behalf of the Importer,
2. Receive notifications via email messages that will be directed to this email account.

**IMPORTANT NOTE:** The system keeps track of user activity and each Importer is accountable for all data and activity recorded under its registered email address.

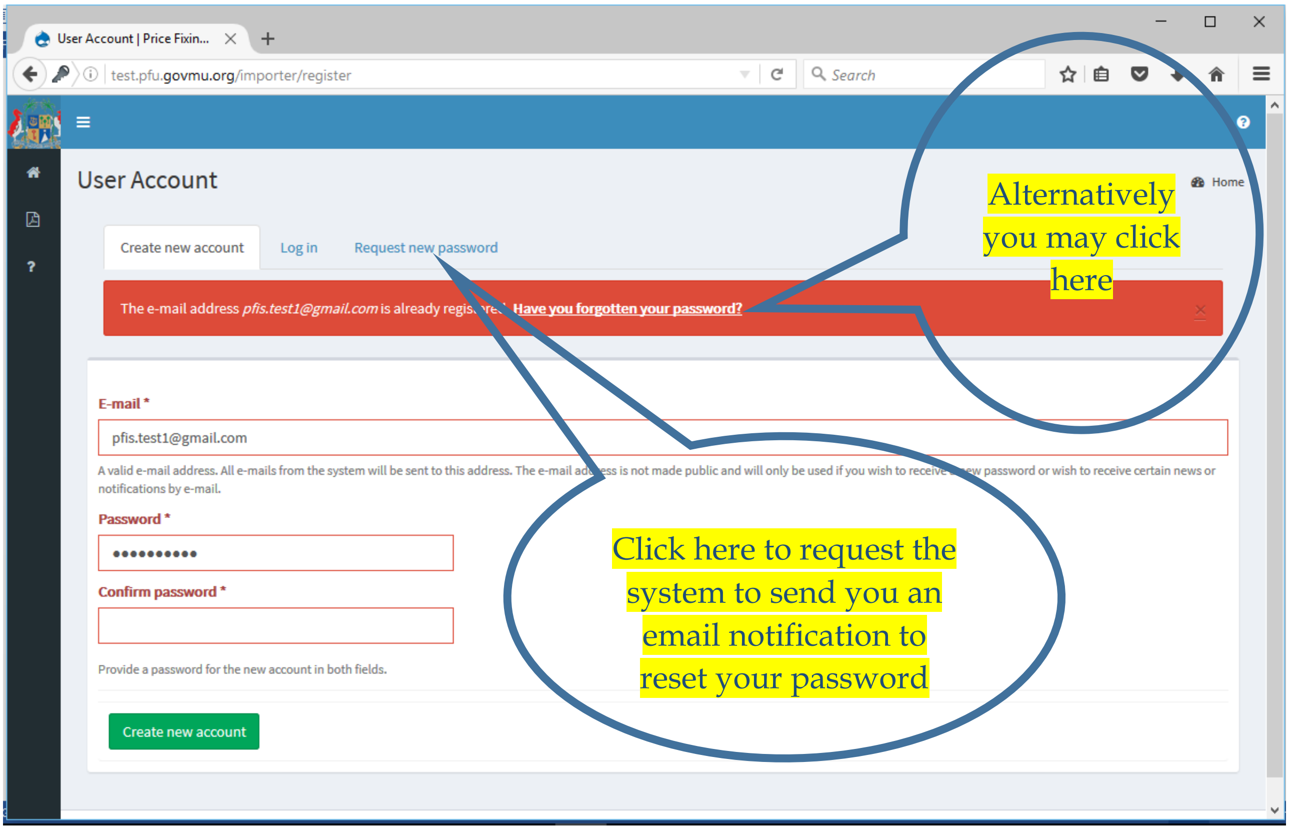
The Price Fixing Unit will be notified of your request for an account on the system and, if your request to access the system is approved, an email notification will be sent to you for you to gain first time access to the system.

## 3.1.2 In case you have forgotten your password

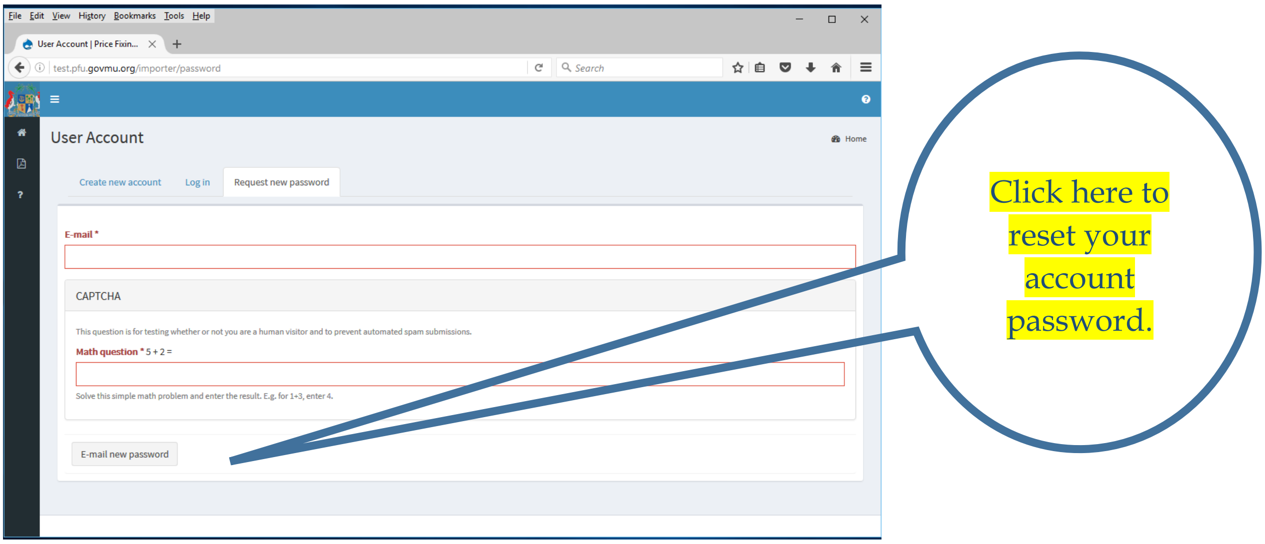
If you already have a user account, the system will not allow you to make a new request with the same email address. If you attempt to do this, you will receive an error message as shown below:

- The name *<email address>* is already taken.
- The e-mail address *<email address>* is already registered. **Have you forgotten your password?**

To request the system to assist you resetting your password, click on the links shown below:



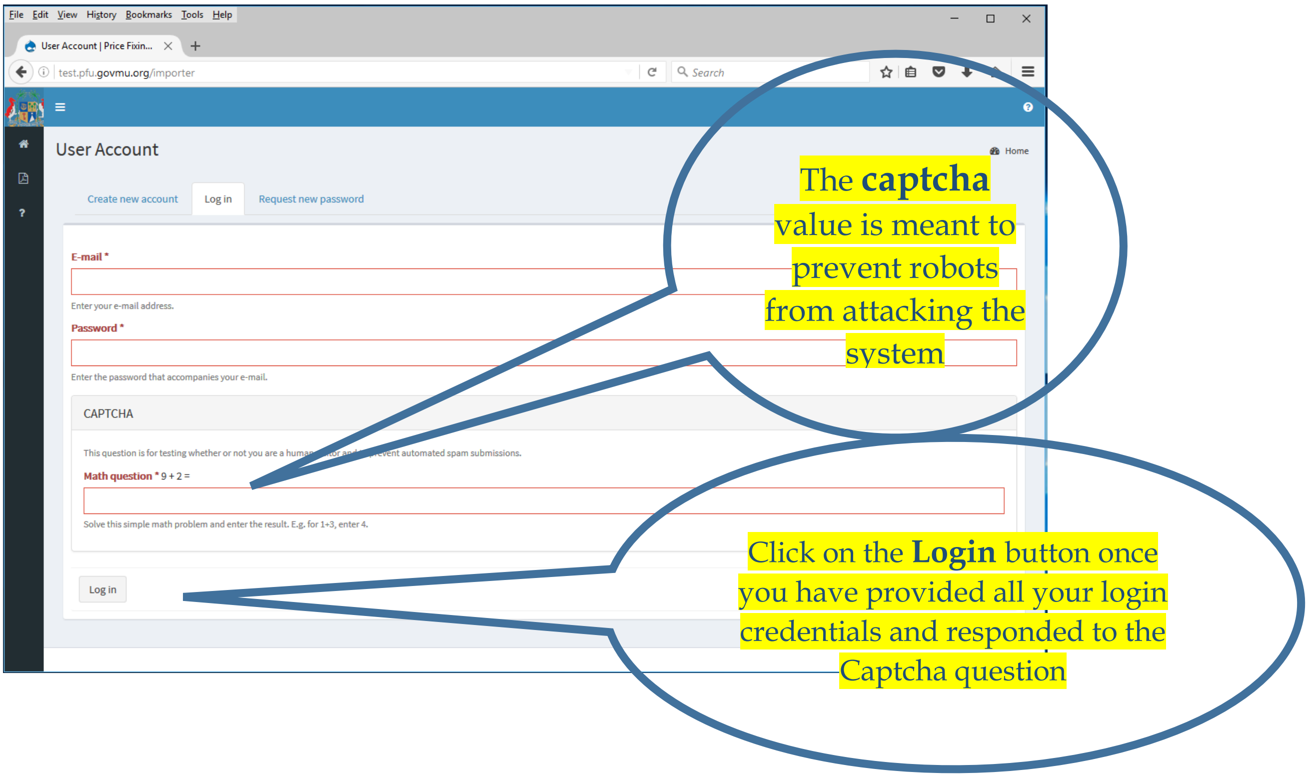

The screen changes to the layout below.




The system will send a mail message to the specified email address after clicking on the **E-mail new password** button. The mail will contain a link to reset your password.

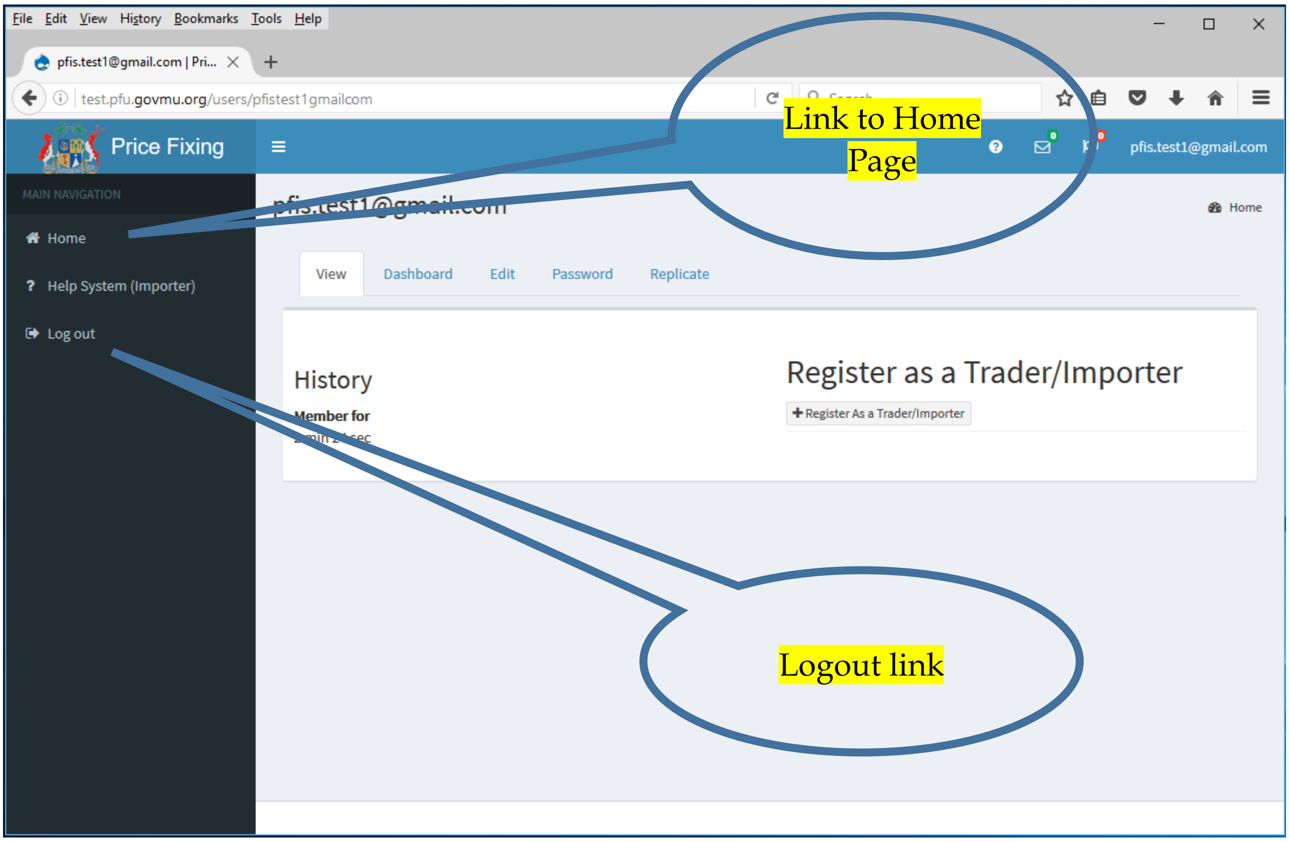
## 3.1.3 Logging in

You must provide the values for the fields shown below (indicated by an asterisk (*)) in order to log into the system:



### 3.1.4 Successful login

The menu bar on the left hand side of the screen is displayed after successful login, as shown below:




The menu contains the following link:

- **Home**

  Link to user home page

- **Help System (Importer)**

  Link to display importer help page

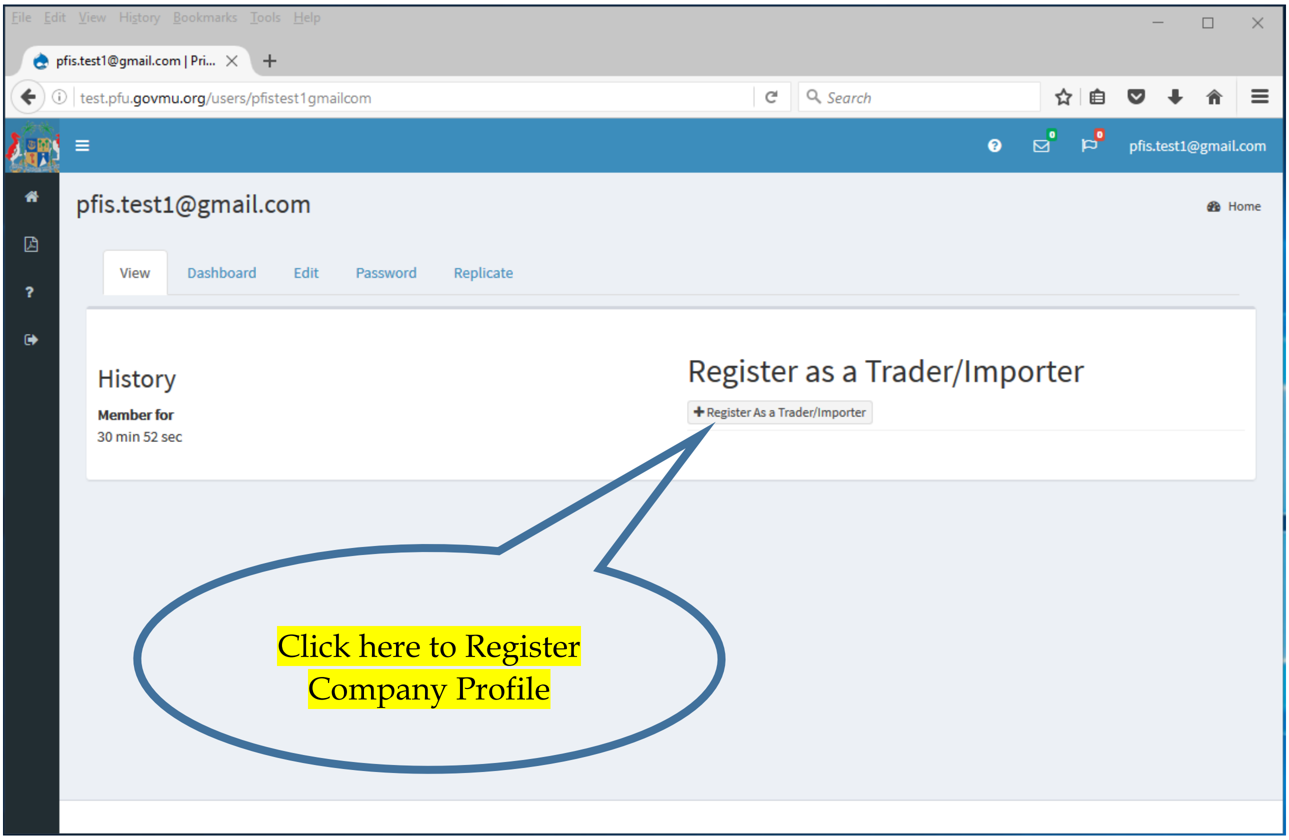
- **Logout**

  Link to logout the user from the system

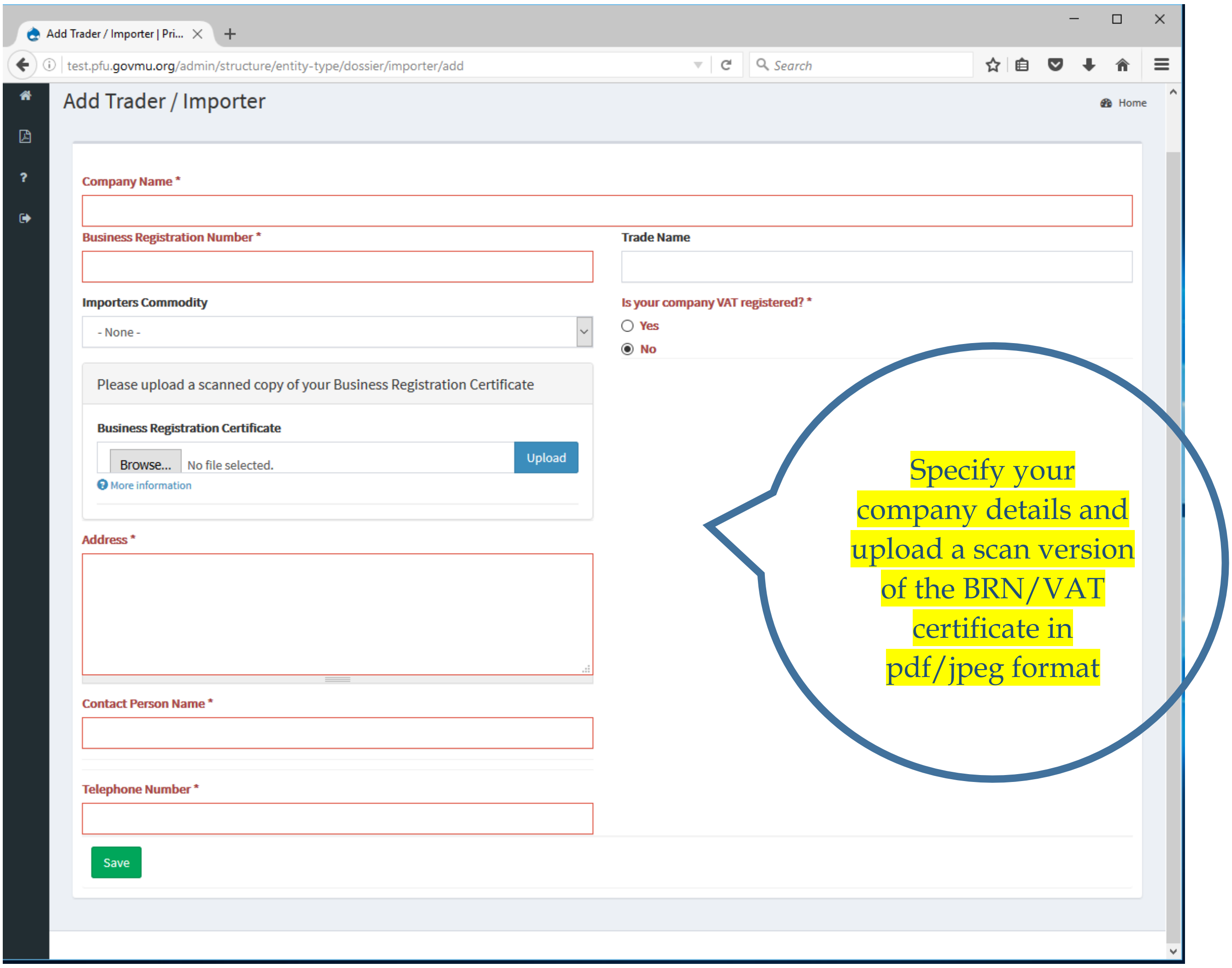
# 4 Using the system

## 4.1 Register an Importer's account

This function enables an Importer to be registered with PFU in order to be able to subsequently submit returns. The Importer is identified by a Business Registration Number and a scanned copy of the supporting document must be uploaded into the system.




The screen changes to the layout below allowing the user to provide the company details.




When clicking on the **Save** button, the company details are registered in the system and the user is redirected to the Importer profile page.

After successful company profile registration a mail message is sent to the PFU and the account validation process is initiated. Until the account is validated by the PFU a status **In progress** is displayed on the Importer profile under the "**Status for Registration of Importer/Trader:** "section. An importer may create the list of imported products whilst waiting for his account to be approved.

After account approval by PFU, a mail message is sent to the Importer and the status changes to **Approved**.

## 4.2 Importer profile

The Importer profile page displays the Importer company details as well as links to other functionality.

**My Dossier (Importer Dossier)** section, contains a list of links to process the Importer return application:

- **Imported Commodities List**

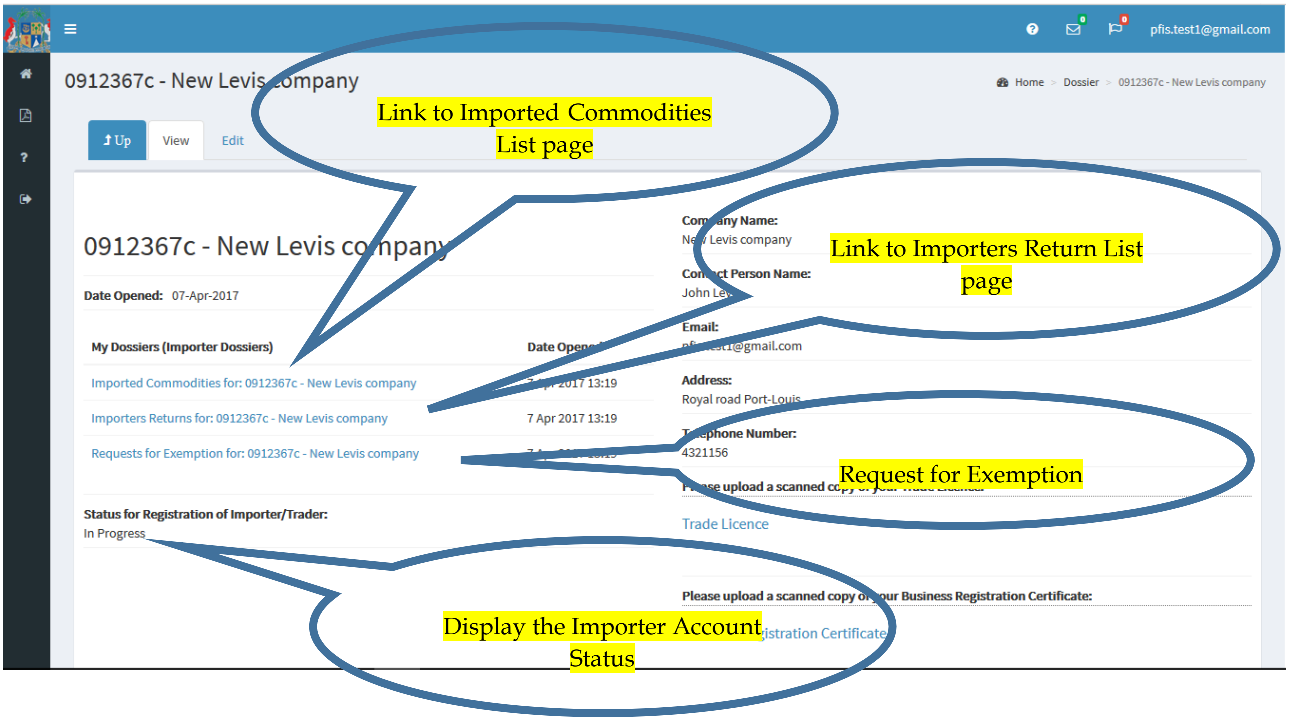
  Displays all the imported commodities in his profile

- **Importers Return List**

  Displays all the returns submitted to PFU

- **Requests for Exemption**

  Displays all the Exemptions requested by the Importer



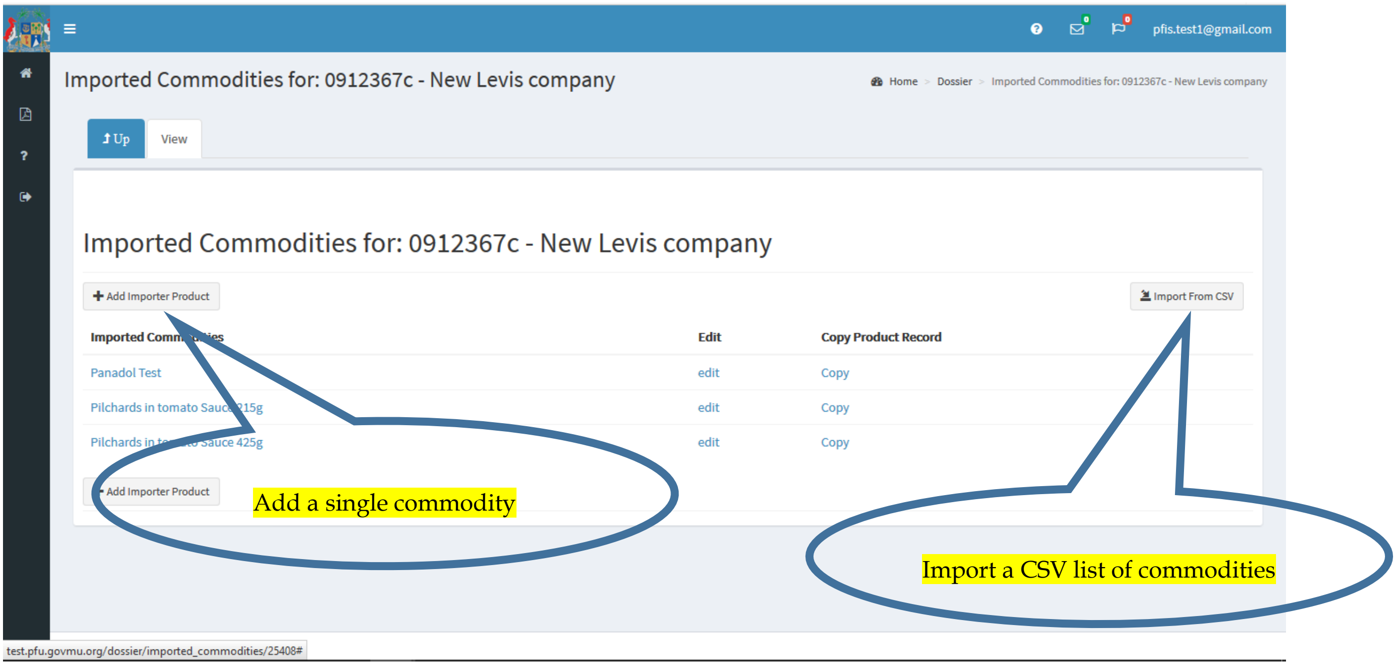

## 4.3 Importer Commodities

The Importer Commodities page displays a list of all imported commodities added by the Importer.

Once a record is created for a commodity, it may be later referenced by any number of returns.

The Importer clicks on the link "**Imported Commodities for: XXX"** in the Importer profile to display the list of commodities. The importer can add a single commodity with the **Add**

**Importer Product** button or import a list of commodities in CSV format by pressing the **Import from CSV** button



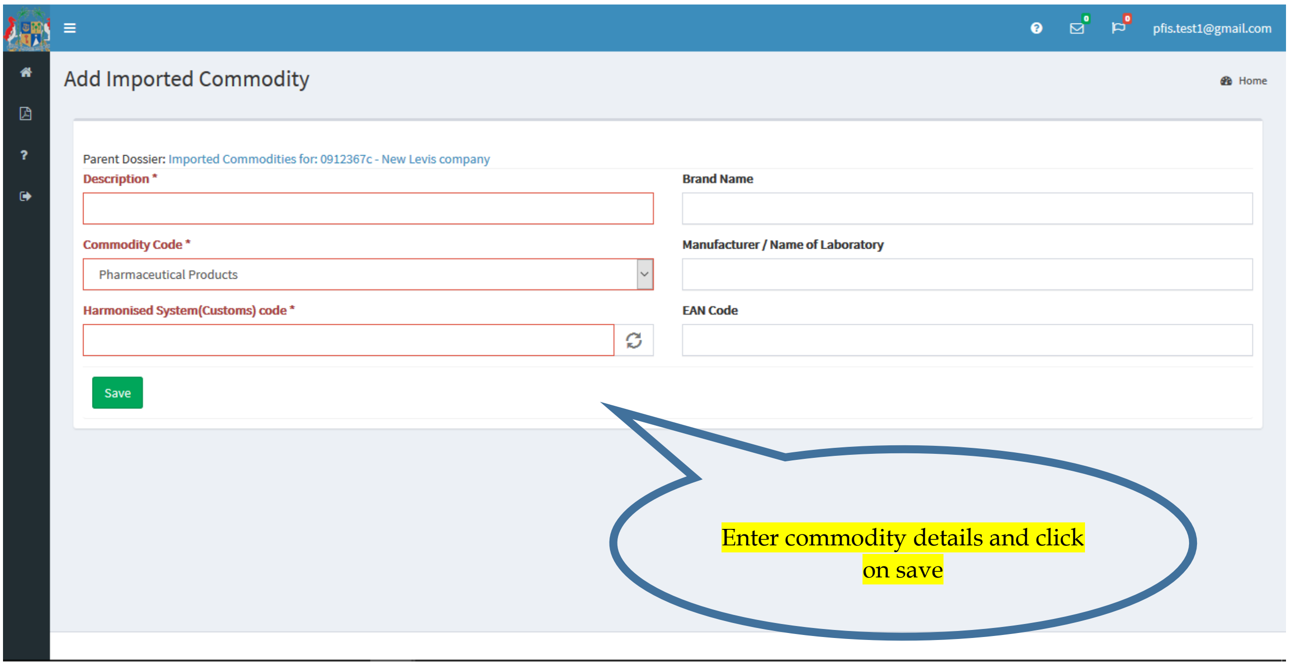

## 4.3.1 Add Importer Product

Clicking on the **Add Importer Product** button, enables an Importer to add a new commodity in his profile.

After saving, the new added product is displayed in the Imported Commodities Section.

The Importer can edit a commodity with the edit link or duplicate the commodity using the Copy link.

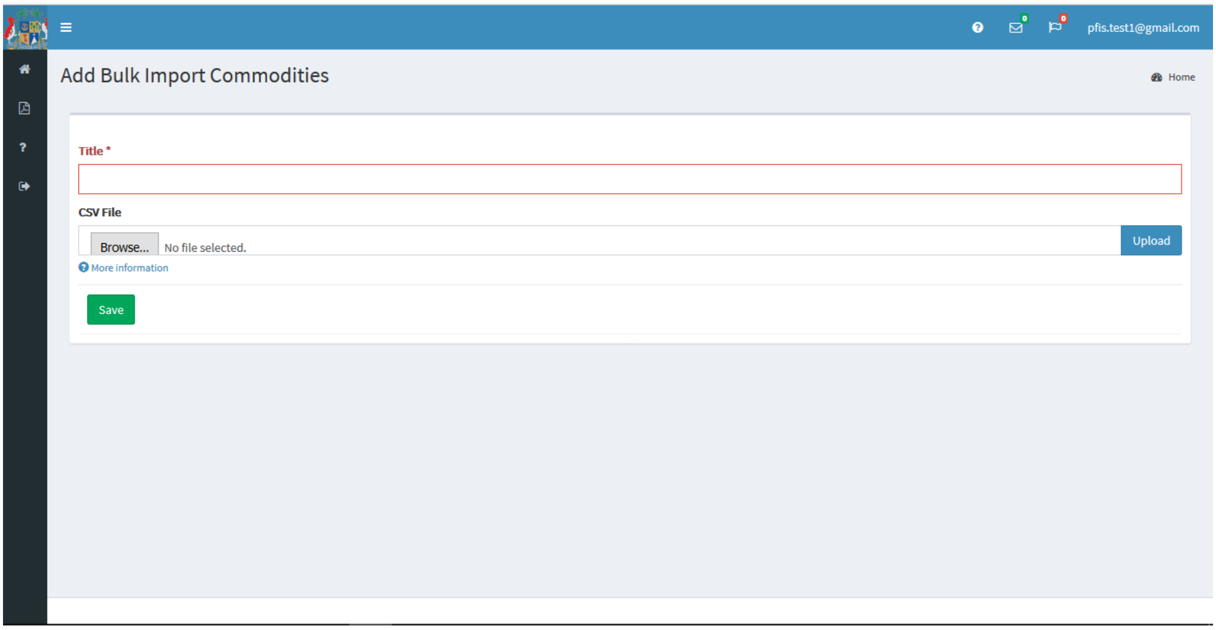
The Copy function will duplicate an existing commodity and create a new one with the same details as the reference commodity. The copied record must then be edited.




When adding a commodity the Importer must select a type in a list of predefined Commodity Codes.

### 4.3.2 Import a CSV list of commodities

To import a CSV list of commodities, the Importer must click on the "**Import from CSV**" button in the Imported Commodities page. The screen below then appears.



## 4.3.3 Using MS Excel to create list of commodities from a CSV file

The Importer must use an Excel template given by PFU to create a list of commodities to be uploaded in his profile.

Excel example:

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | Product Description | Product Commodity Code | Product HSCODE | Brand | Manufacturer / Name of Laboratory | EAN Number | Which Tyre or Tube is this item? |
| 2 | ParZZZZZ 500mg Tablets | Pharmaceutical Products | 3004.49.00 | Cav123 | Product123 Lab | 2222 | N/A |
| 3 | ParCCCC 250mg Tablets | Pharmaceutical Products | 4006.90.00 | Cav123 | Product123 Lab | 2223 | N/A |
| 4 | MicBBBB R18x65 | Tyres & Tubes | 4008.21.00 | Toy123 | Toy123 Motors | 2224 | Motor Vehicle Tyre |
| 5 | | | | | | | |
| 6 | | | | | | | |

The Importer must input all the necessary fields in a row to complete a commodity record in the Excel file.

- **Product Description**

  The imported product name

- **Product Commodity Code**

  The product commodity code is the type of the product. It is a specific code found in the sheet Commodity Code in the template.

- **Product HS CODE**

  The product HS code must be in a specific format XXXX.YY.ZZ

- **Brand**

  The brand name of the product

- **Manufacturer/Name of Laboratory**

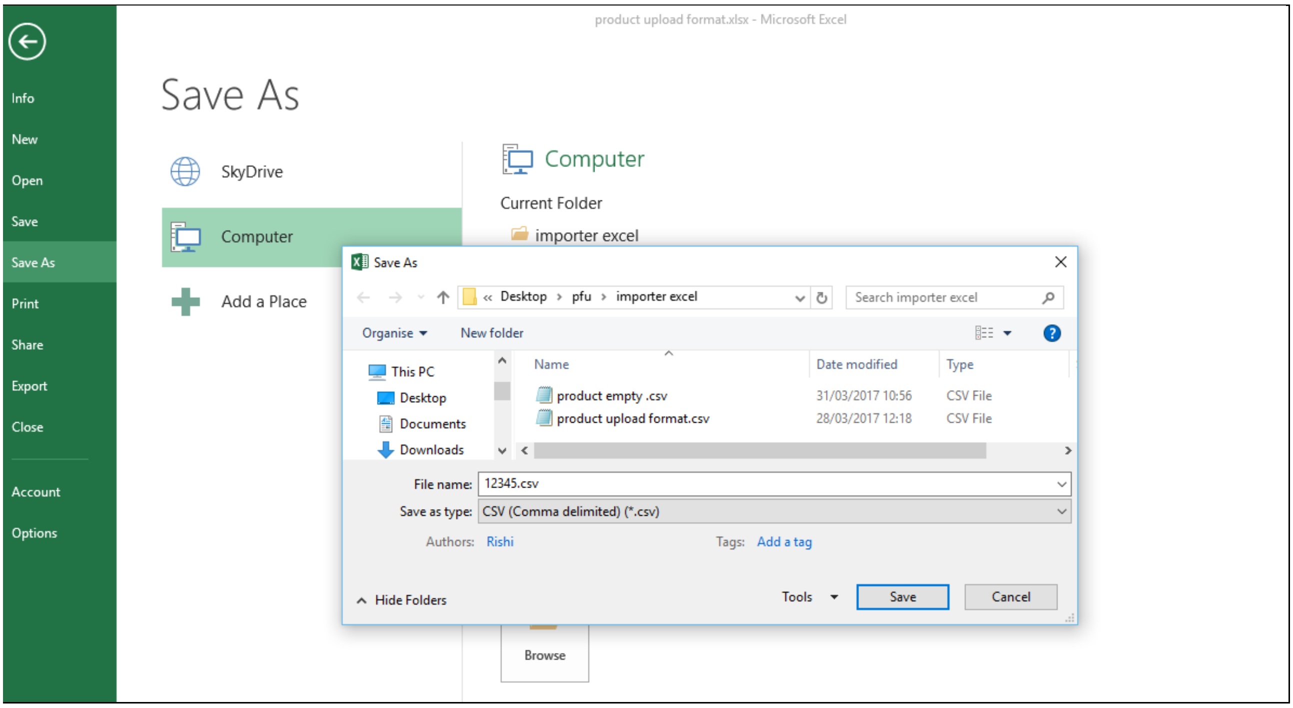
  The manufacturer or laboratory name

- **EAN Number**

- **Which Tyre or Tube is this item?**

  This field is only applicable for Tyres and Tubes. The template contains a list of key words in the Excel sheet named List of Tyres or Tubes. If not applicable, enter N/A.

After completion of the list, save it to a CSV (Comma delimited) format type.

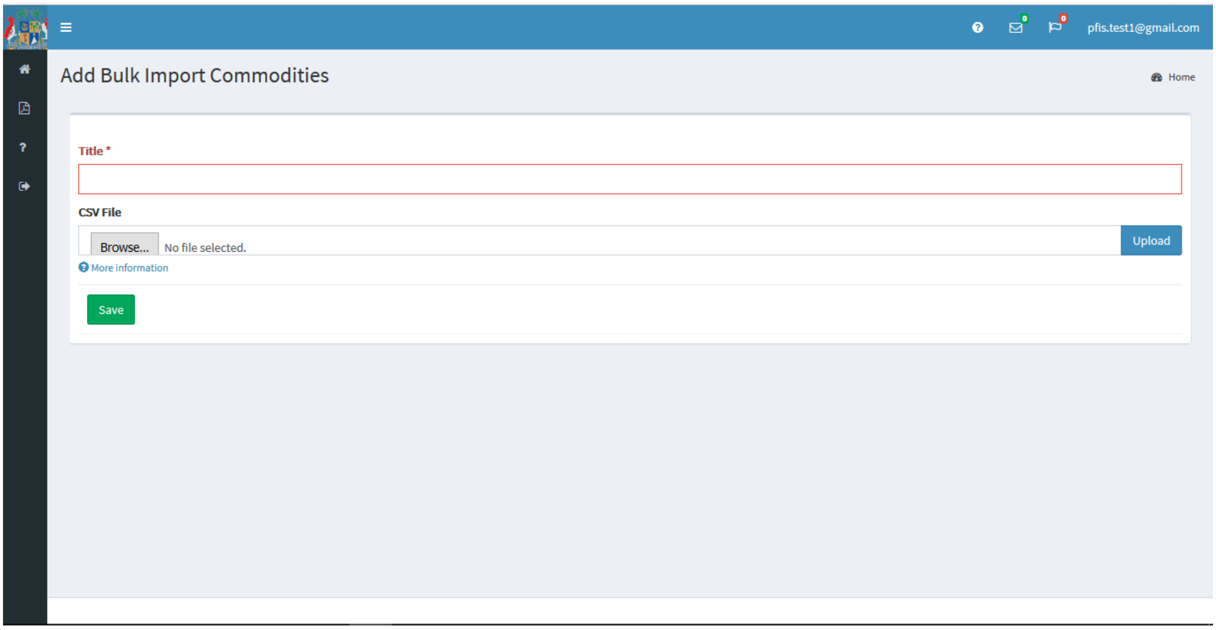



To save in CSV format, click on File->Save As->Browse in Excel. Then select the type of format to CSV (Comma delimited) (*.csv) then save.

The Excel template contains 3 mandatory fields:

- **Product Description**
- **Product Commodity Code**
- **Product HS Code**

## 4.3.4 Uploading a CSV file containing a list of commodities




The importer must upload a file saved in CSV format containing the list of commodities and then click Save.

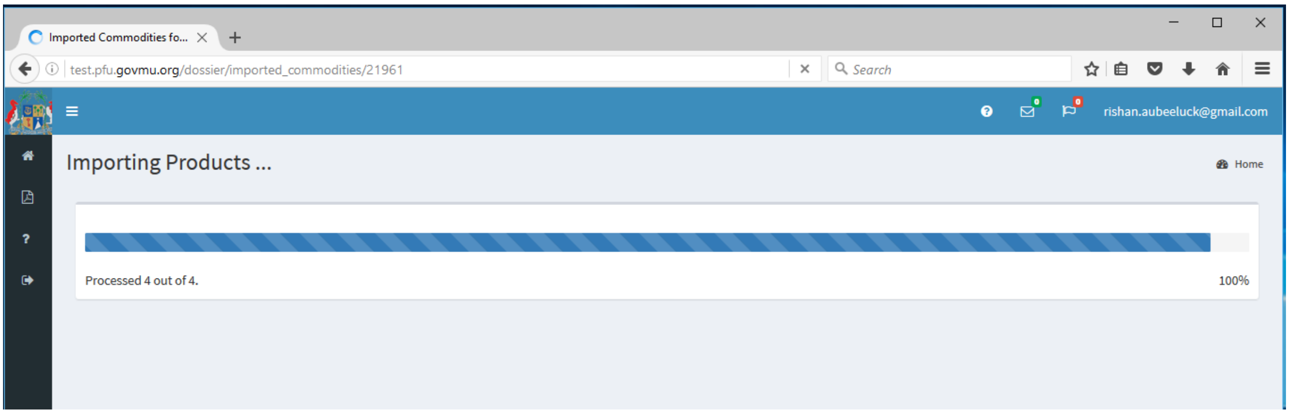
System validation on upload of the CSV file. If a row is invalid, the system will skip that row and the associated data will not be saved in the system. A row is invalid if:

- any of the 3 mandatory fields is missing in a row
- the product Commodity Code key is not the same from the Sheet "Commodity Code"
- the product HS Code key is not a genuine code
- the product name already exists in the system.

To upload the CSV file:

1. Type a short description of the file in the Title field
2. Click on Browse to select the file
3. Click on Upload button to upload the file to the system
4. Click Save button

The system will then process the file and save the commodities.




## 4.4 Importer Returns to PFU

The Importer can submit electronic returns of imported commodities to the PFU in the Importer Commodity Returns page.

The return is produced in three steps:

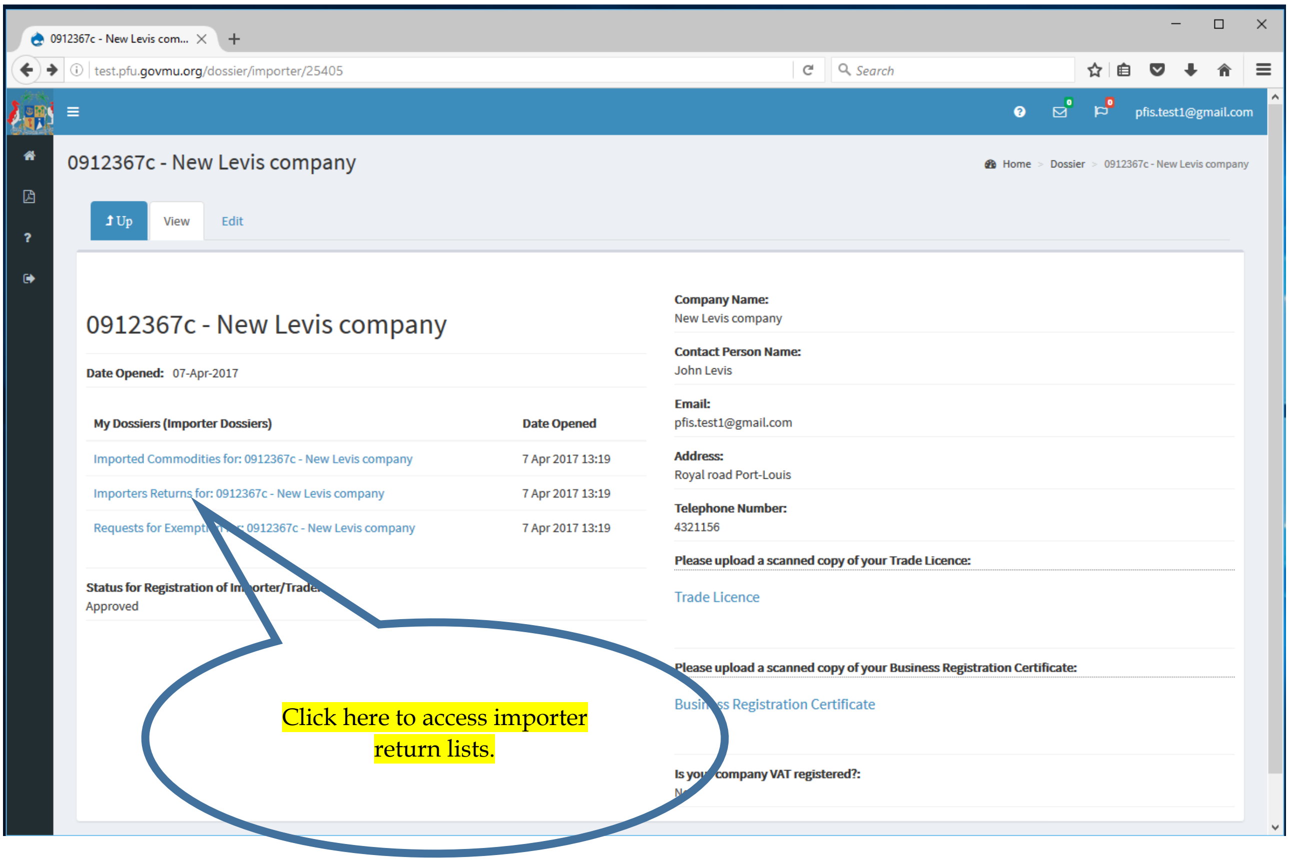
Step 1: Add currencies and rate of exchange
Step 2: Add Supporting Documents
Step 3: Add details of commodities

### 4.4.1 Display Importer Returns list

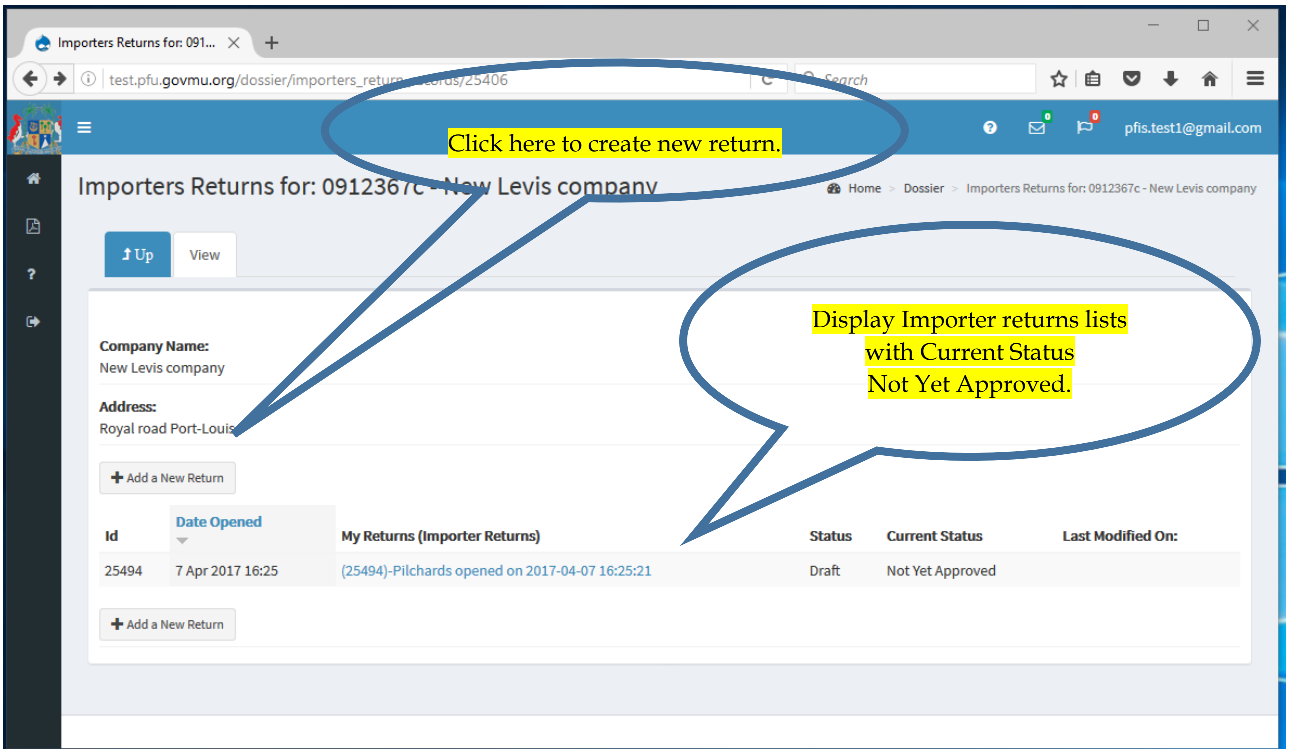
To display all the Importer returns, click on the link Importers Returns for: XXXX on the **Importer Profile** page. The user will be redirected to the Importer Returns List page.

The list contains all the returns created by the Importers which are sorted by the last **Date Opened** field.

The **My Returns (Importer Returns)** field displays a short label for each return prepared by the importer. The label indicates the commodity type and date of creation of the return (**Date Opened**).




To view existing returns, or to create a new return, follow the link labelled **Importers Returns**. The screen changes to the layout below.

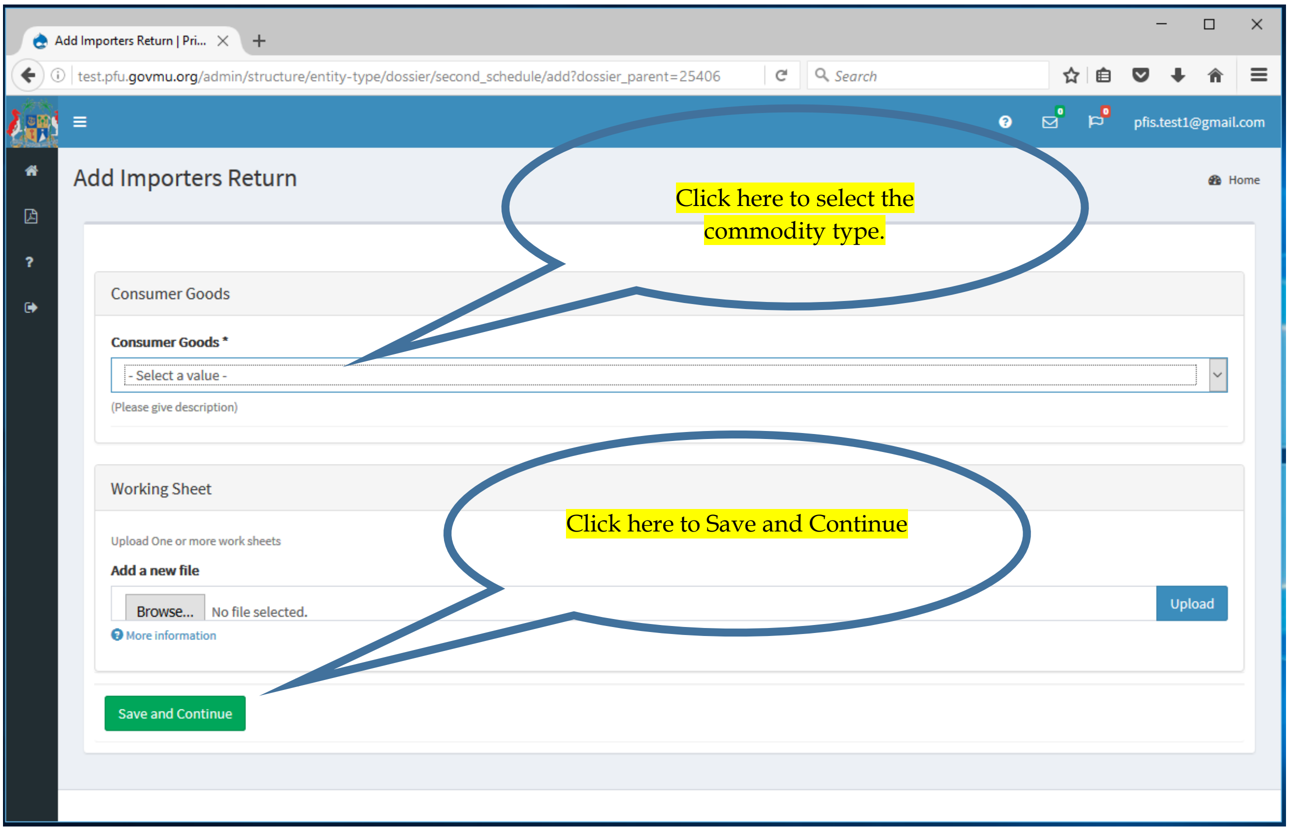


### 4.4.2 Create new return

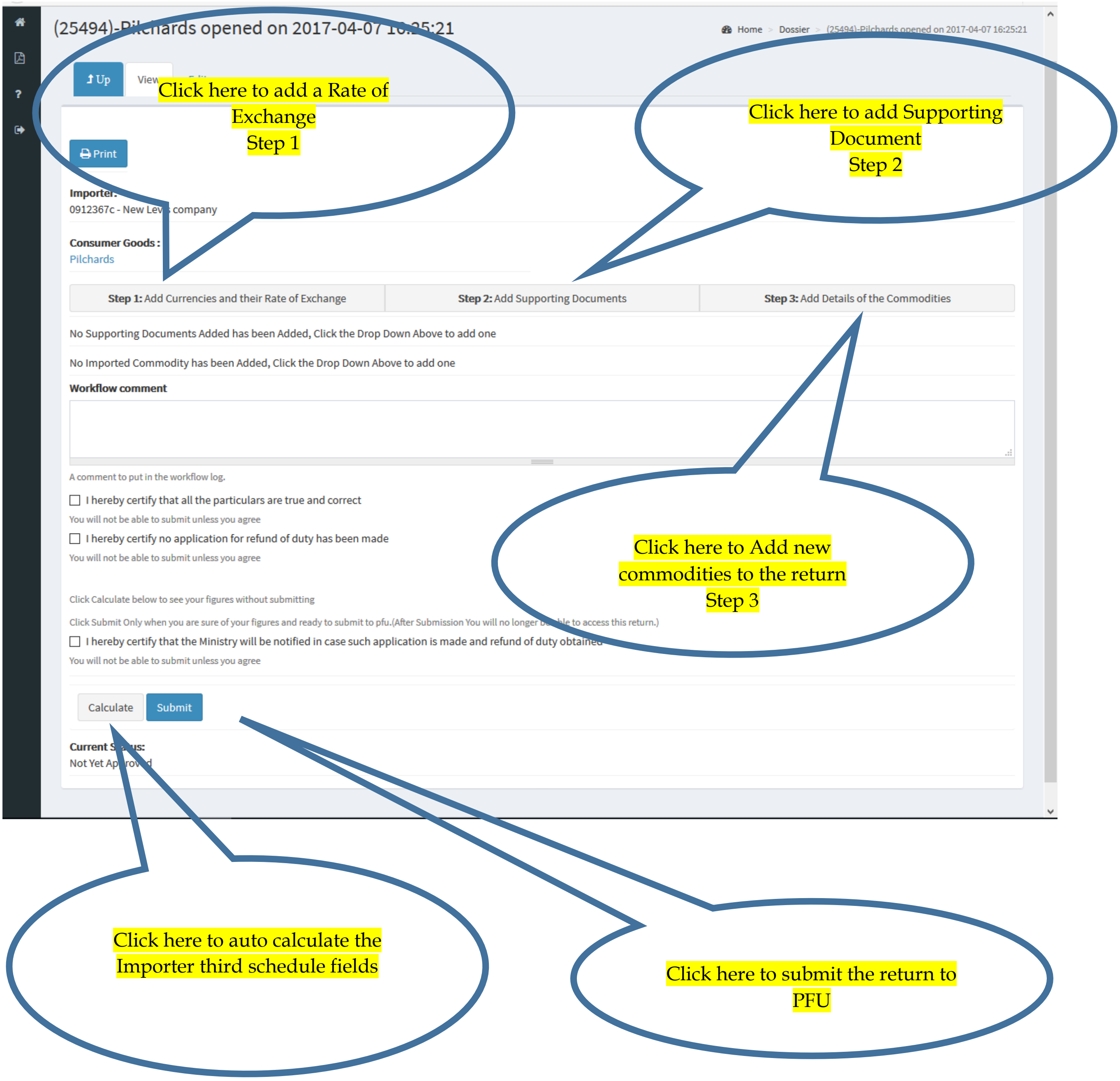
To create a new return, click on the button "**Add a New Return**" in the Importer Returns List page.

Select a Consumer Goods in the list of commodity type and click Save and Continue to create the commodity return.

Once the return has been created, it will appear in the Importer return list.




The screen changes to the layout below.




To submit a return the Importer must complete all the steps necessary, and attach supporting documents. Once the calculation of the price is deemed to be correct, the Importer clicks on the "**Submit**" button to submit the return to PFU.

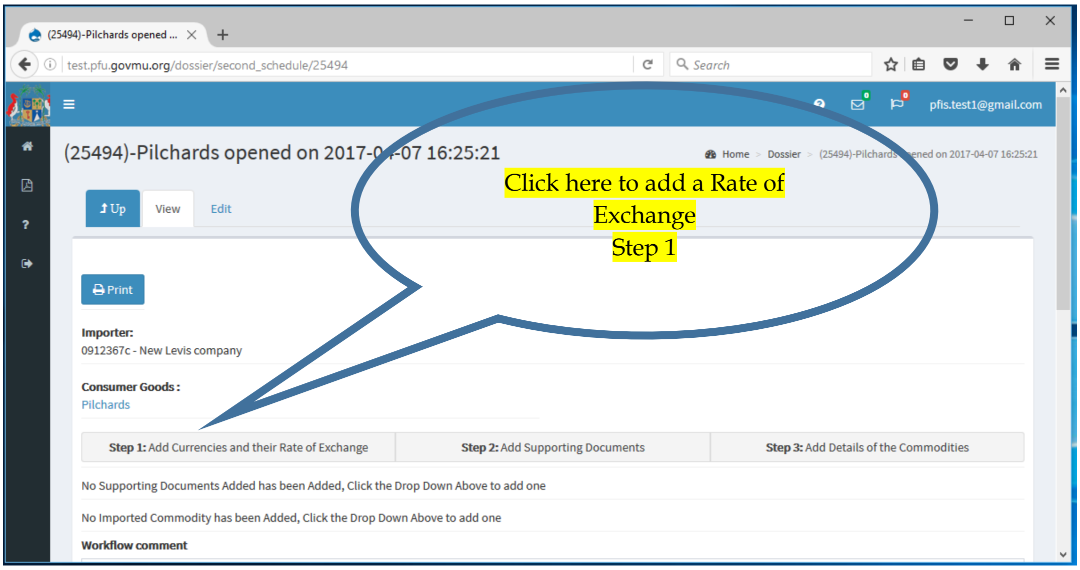
The return consists of three steps:

- Step 1: Add currencies and rate of exchange
- Step 2: Add Supporting Documents
- Step 3: Add details of commodities

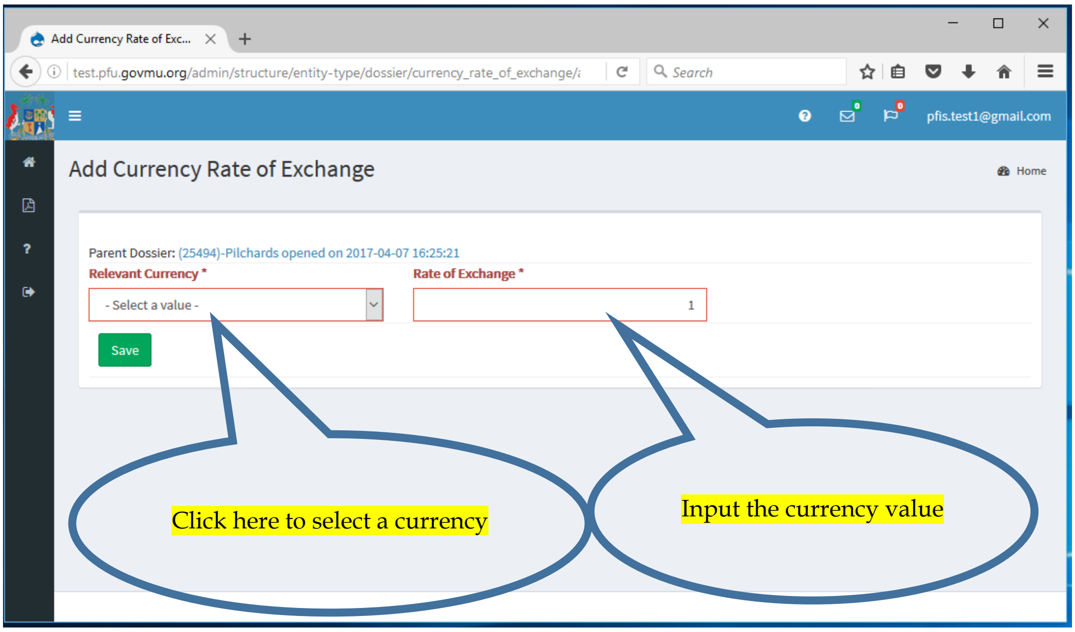
### 4.4.3 Step 1: Add Currencies and their Rate of Exchange

The Importer must define the currencies and rates of exchange he used when importing the consignment. This data should be input before capturing the source data and uploading the supporting documents.

To add a currency to the return the Importer must click on the button "**Add Currencies and their Rate of Exchange"** in the commodity return page.

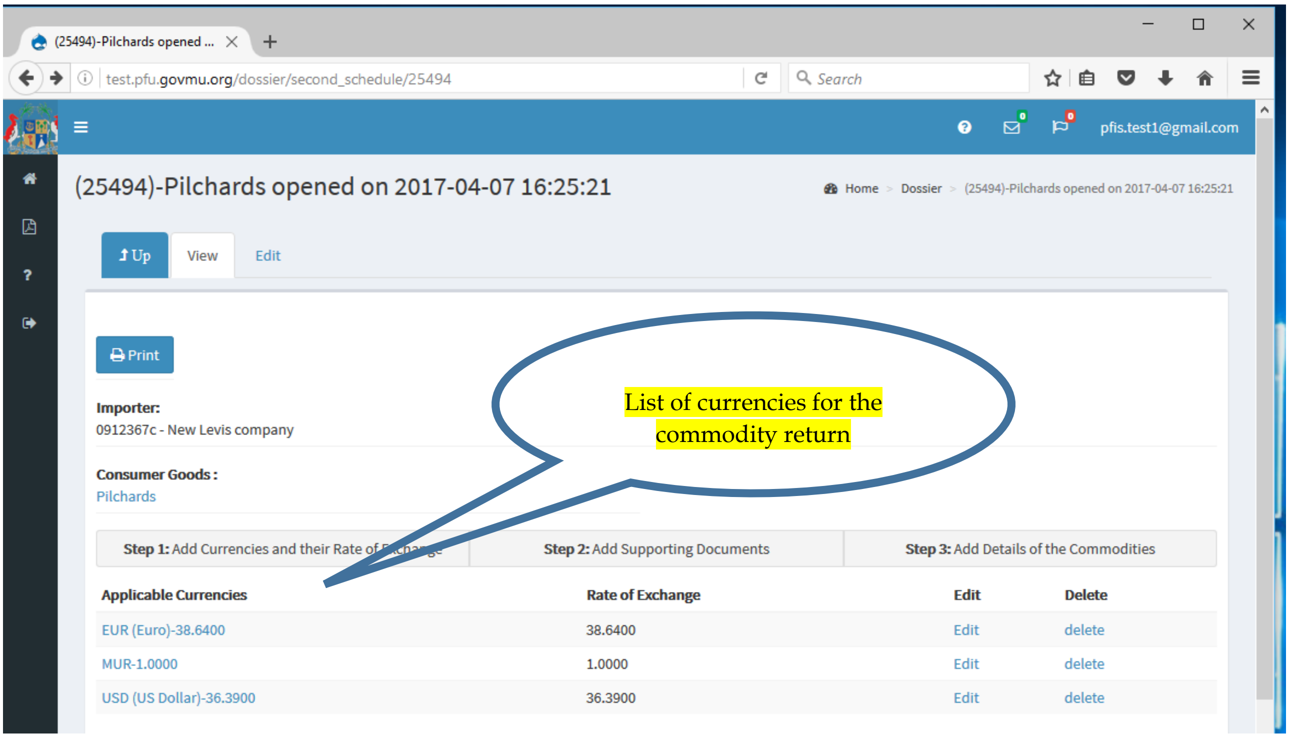



The screen changes to the layout below.




Select a currency from the list and then type the exchange rate and click Save.

Once added the currencies and exchange rate are displayed under the "Applicable Currencies" section in the commodity return page.



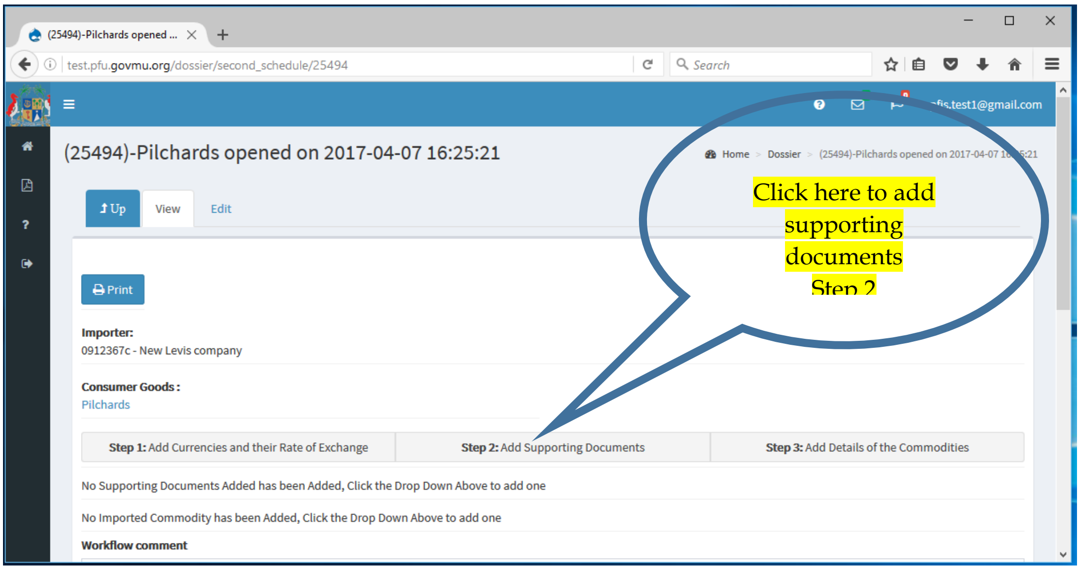

## 4.4.4 Step 2: Add Supporting Documents

The Importer can add different types of supporting documents to the return application and upload them into the system.

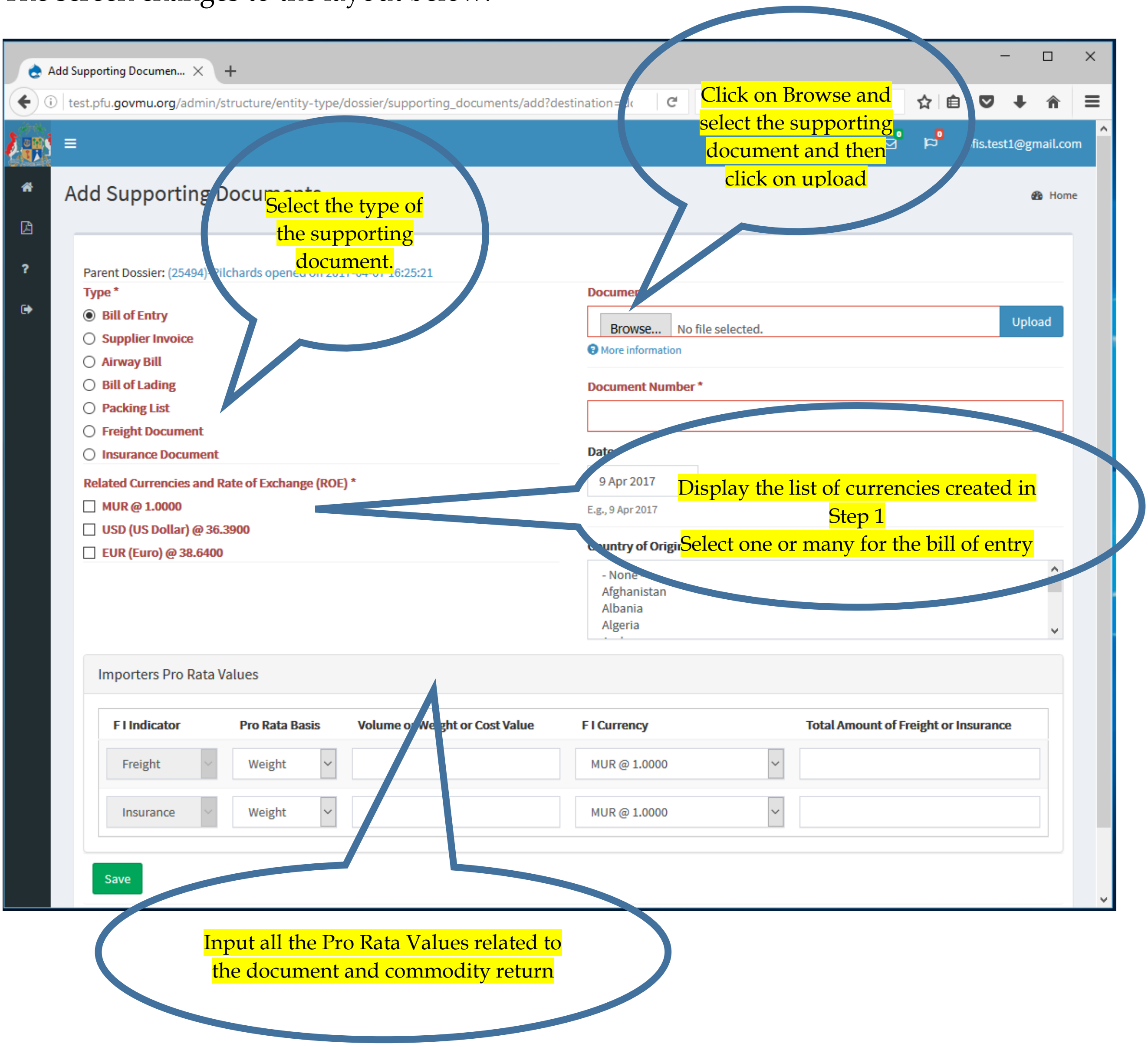
List of different supporting documents:

- Bill of Entry
- Supplier Invoice
- Airway Bill
- Bill of Lading
- Packing List
- Freight Document
- Insurance Document

To add a supporting document, click on the button "**Step 2: Add Supporting Documents**" in the commodity return page.




The screen changes to the layout below.



Select a type based on the supporting document to be uploaded and input all the data related to the document.

Order to upload a supporting document:

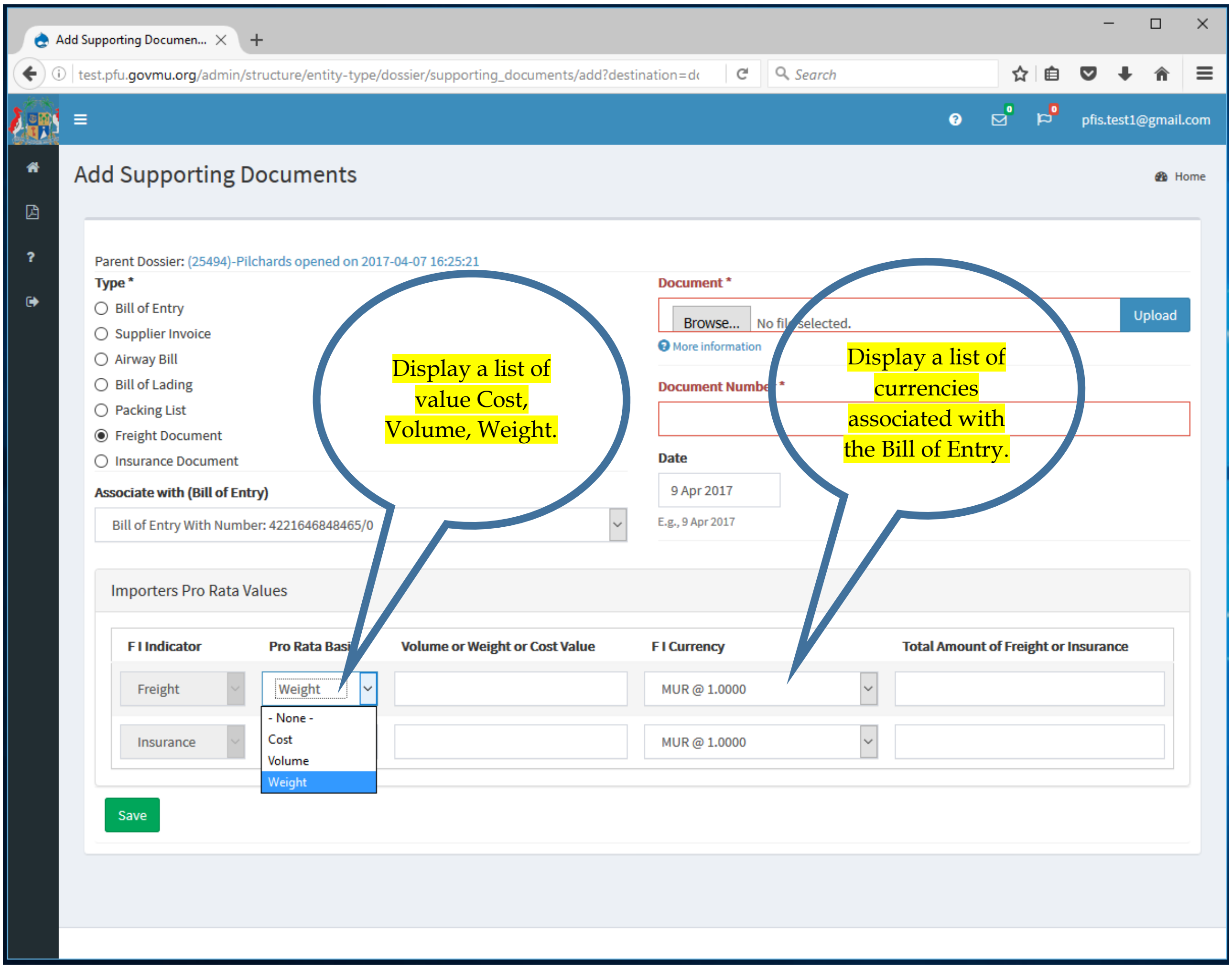
1. First create a supporting document of type **Bill of Entry**

   This supporting document is mandatory and should always be the first one to enter in any return

2. Add other supporting documents related to the commodity return

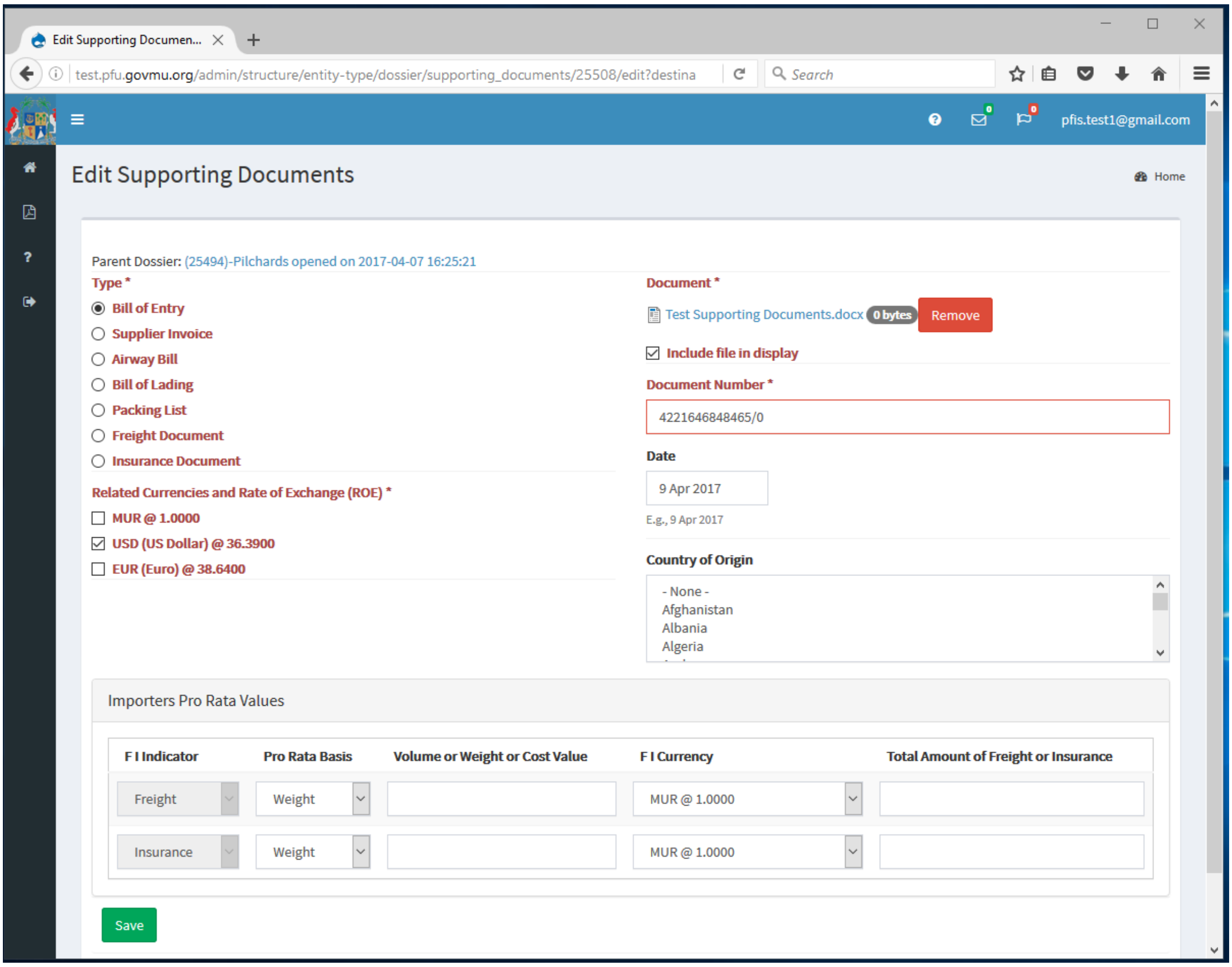
<u>The Importer Pro Rata Values</u>

This section displays all the fields related to the imported commodities cost, volume, weight for freight and insurance.



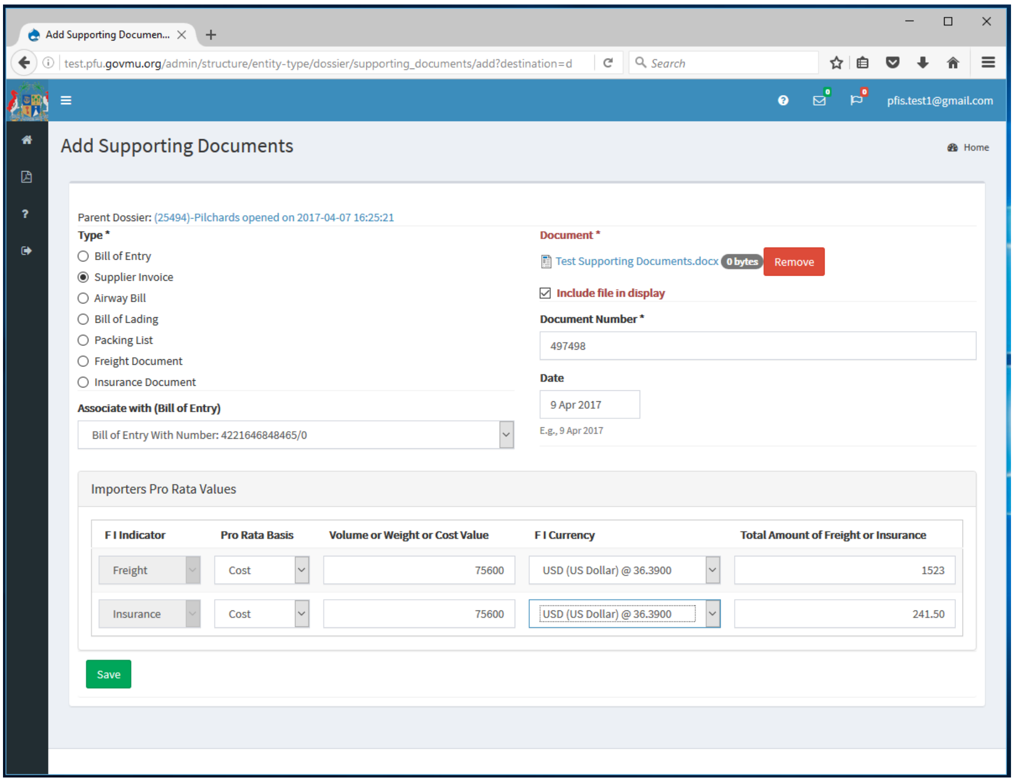

Example of supporting document:

- Bill of entry
    1. Click on the button "**Step 2: Add Supporting Documents**" in the commodity return page.
    2. Select the type **Bill of Entry**
    3. Check the Currencies associated with the commodity
    4. Upload a scan copy of the related document
    5. Input the document number(Bill of entry number)
    6. Optional Input pro rata values if needed for Freight or Insurance
    7. Save




- Supplier Invoice
    1. Click on the button "**Step 2: Add Supporting Documents**" in the commodity return page.
    2. Select the type **Supplier Invoice**
    3. Select the Bill of Entry associated
    4. Upload a scan copy of the related document

5. Input the document number(Invoice number)
6. Input pro rata values Freight of type cost and Insurance of type cost
7. Select the pro rata currency for Freight and Insurance
8. Save

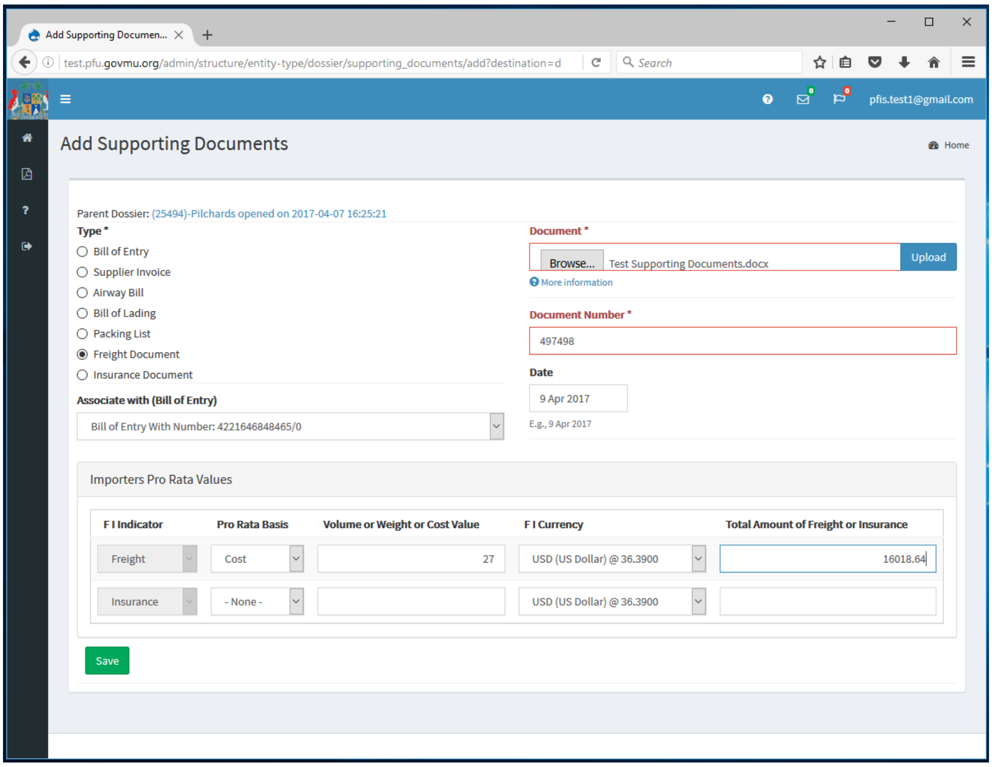


Note:

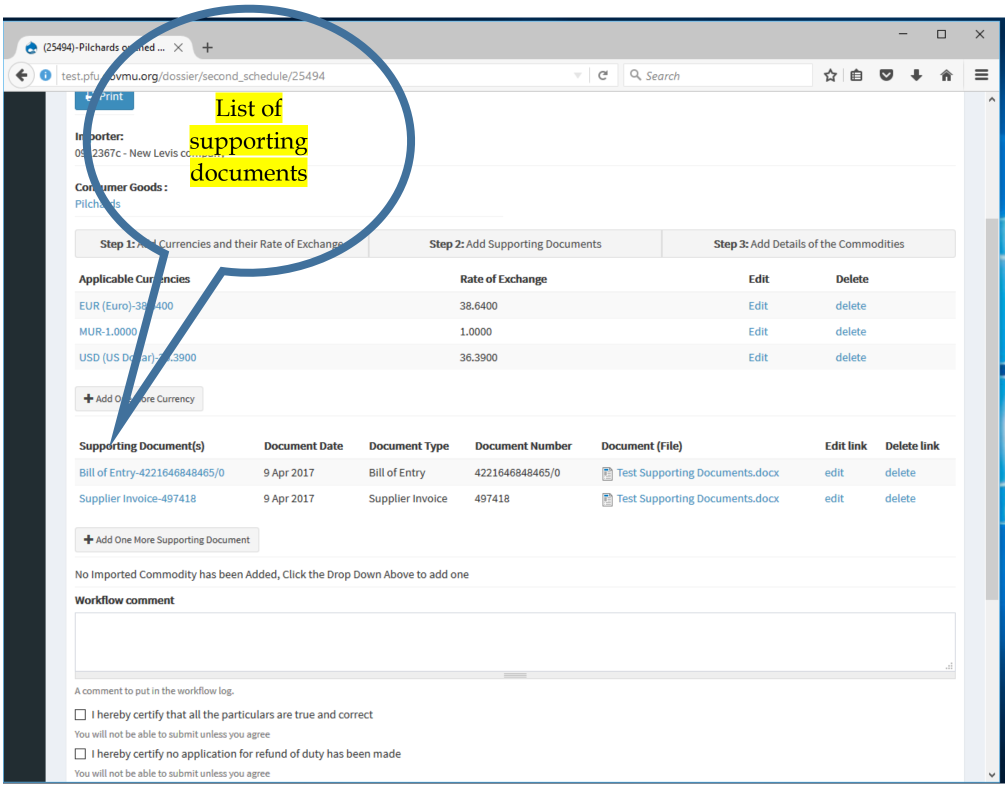
It is possible to submit one return with several bills of entry. Therefore, when there are more than one bill of entry, each document must be attached to the relevant bill of entry.

- Freight Document
    1. Click on the button "**Step 2: Add Supporting Documents**" in the commodity return page.
    2. Select the type **Freight Document**
    3. Select the Bill of Entry associated
    4. Upload a scan copy of the related document
    5. Input the document number(Freight Document)
    6. Input pro rata cost value Freight of type weight
    7. Select the pro rata currency for Freight and Insurance

8. Save




The supporting documents specified in the commodities records are displayed under the supporting documents section. They can be edited with the link *edit* or deleted with the link *delete* associated to them.



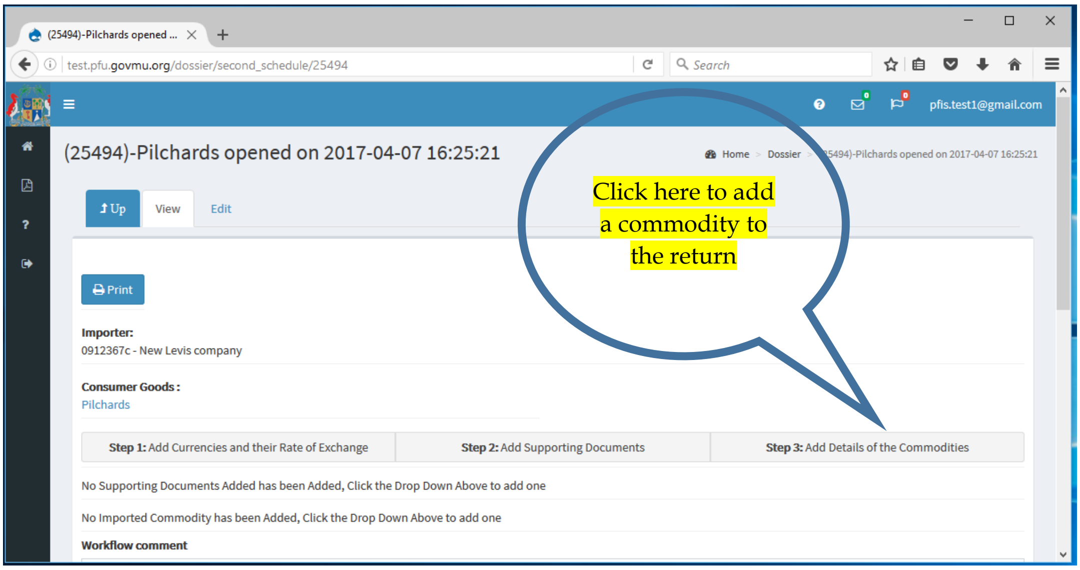
## 4.4.5 Step 3: Add Commodities to the return

The Importer can add different commodities associated with the return.

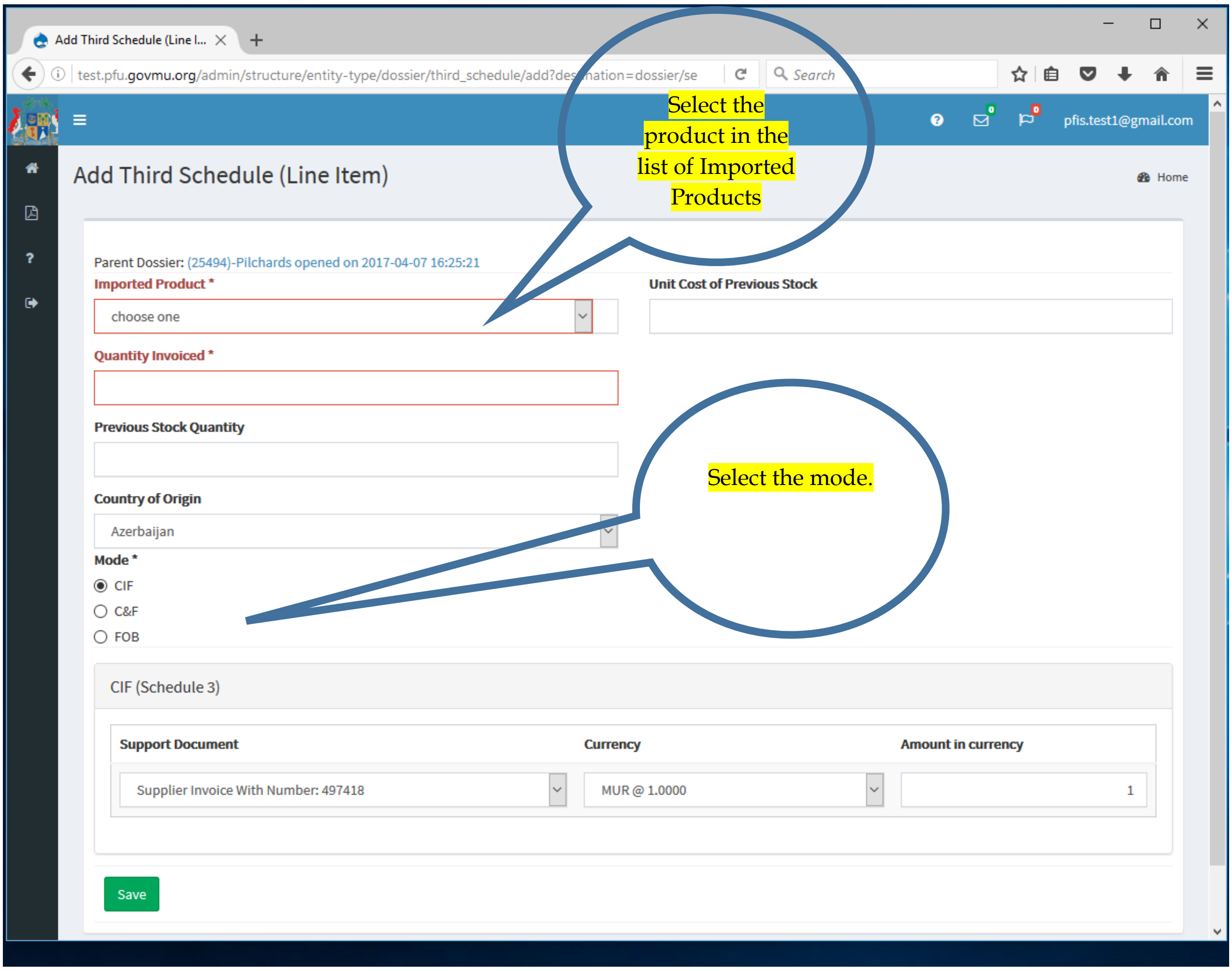
List of different modes:

- CIF
- C&F
- FOB

To add a commodity to the return, click on the button "**Step 3: Add Details of the Commodities**" in the commodity return page.




The screen changes to the layout below.

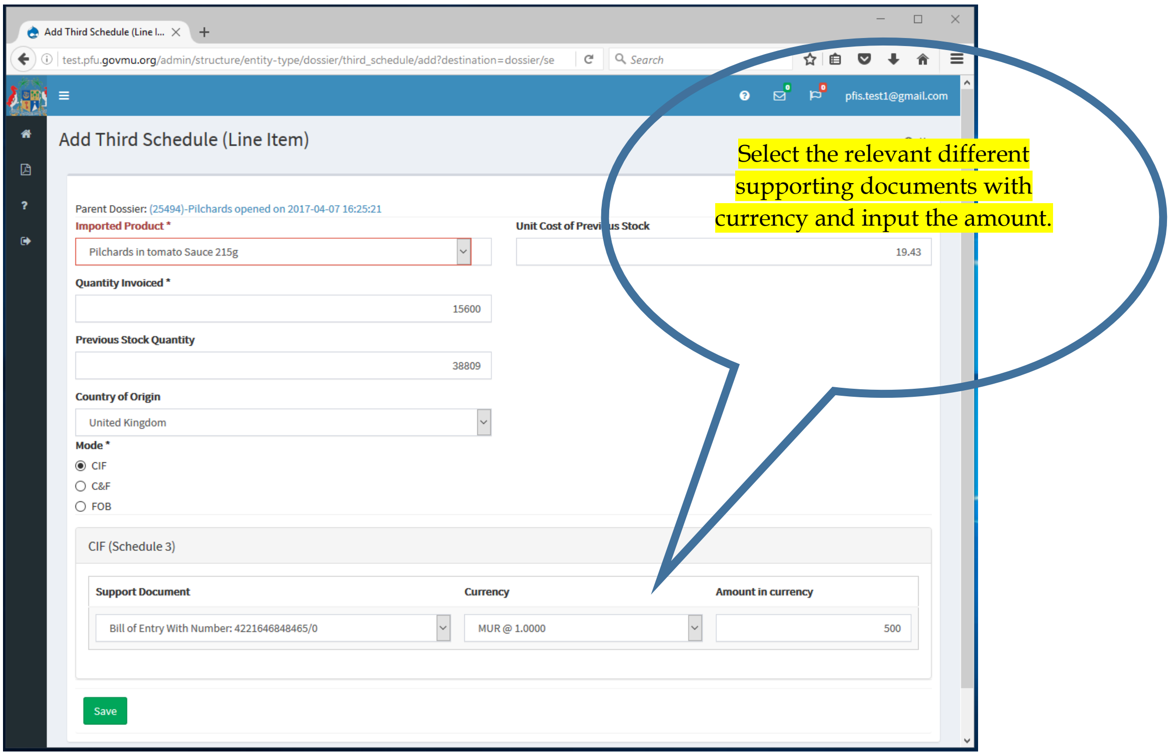



Select the product to be added in the list of Imported Products and input all the necessary data and select a mode.

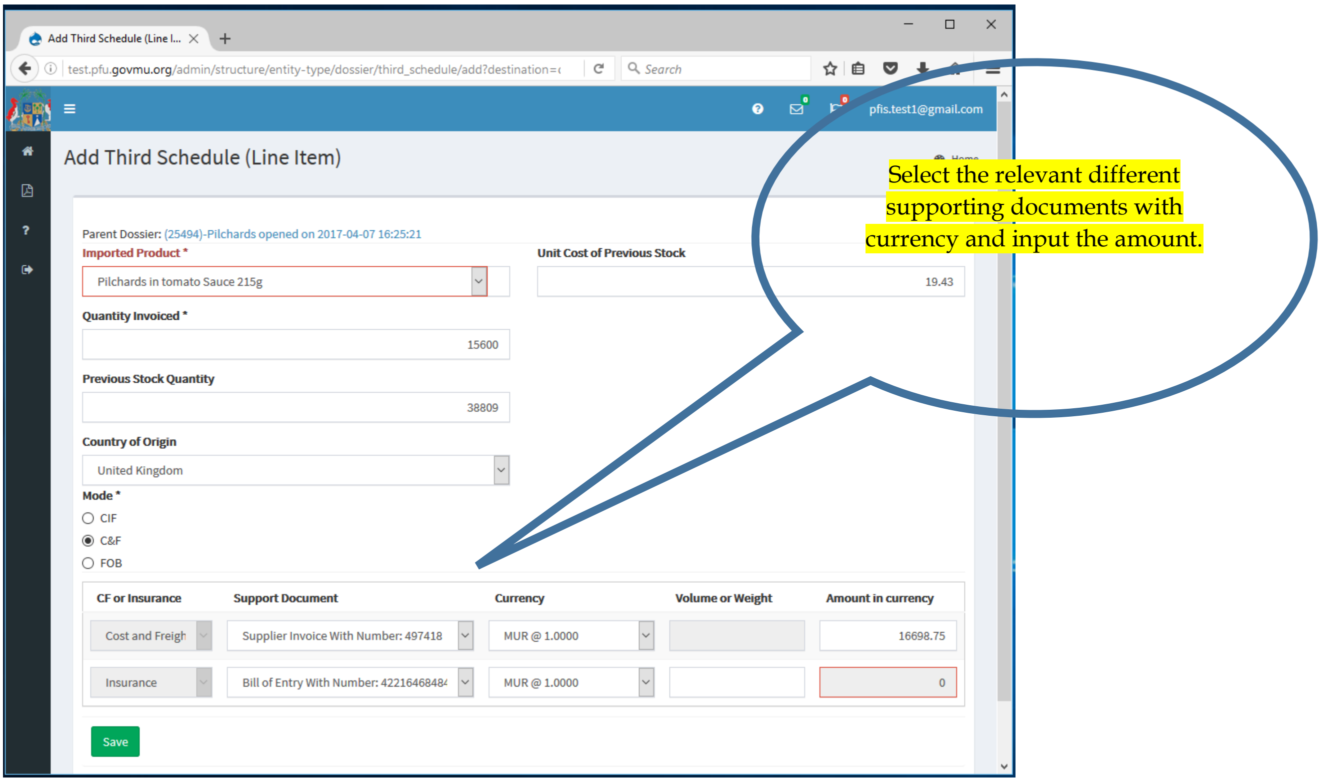
If a product record is not found, the Importer must create it. Reference section 6.3.1 Add Importer Product.

Example of Mode type:

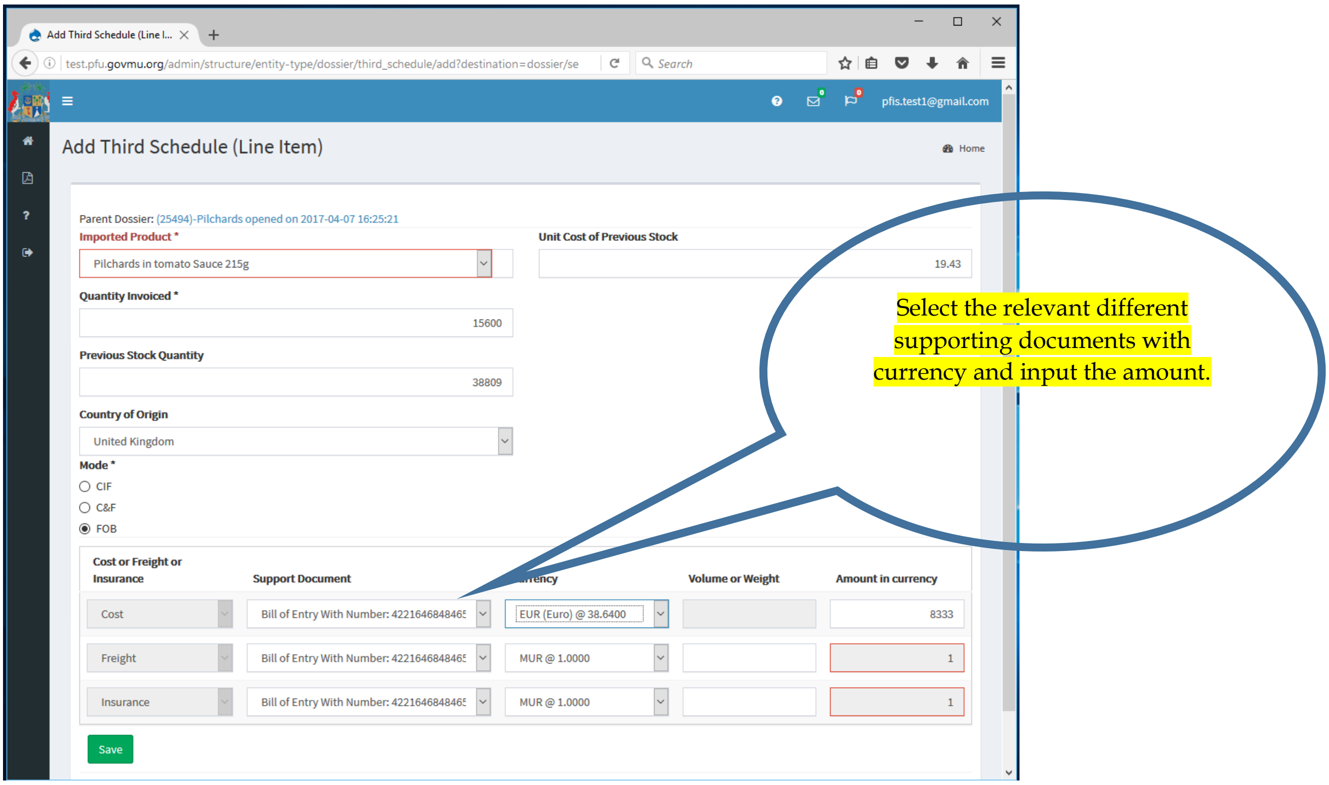
- CIF


Add Third Schedule (Line I...
test.pfu.govmu.org/admin/structure/entity-type/dossier/third_schedule/add?destination=dossier/se
Search
pfis.test1@gmail.com
Add Third Schedule (Line Item)
Select the relevant different supporting documents with currency and input the amount.
Parent Dossier: (25494)-Pilchards opened on 2017-04-07 16:25:21
Imported Product *
Pilchards in tomato Sauce 215g
Unit Cost of Previous Stock
19.43
Quantity Invoiced *
15600
Previous Stock Quantity
38809
Country of Origin
United Kingdom
Mode *
CIF
C&F
FOB
CIF (Schedule 3)
Support Document
Currency
Amount in currency
Bill of Entry With Number: 4221646848465/0
MUR @ 1.0000
500
Save

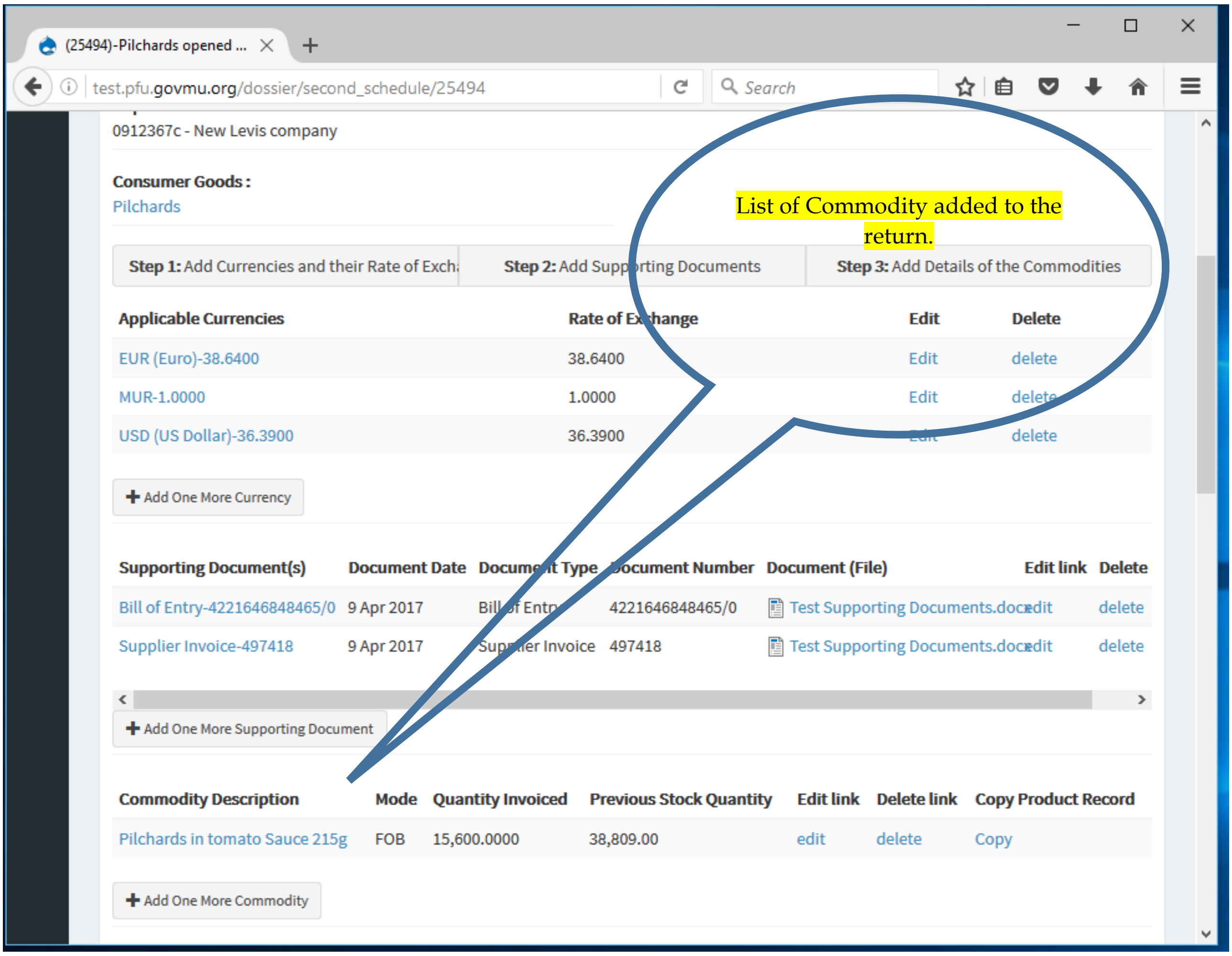
- C&F


Add Third Schedule (Line I...
test.pfu.govmu.org/admin/structure/entity-type/dossier/third_schedule/add?destination=(
Search
pfis.test1@gmail.com
Add Third Schedule (Line Item)
Select the relevant different supporting documents with currency and input the amount.
Parent Dossier: (25494)-Pilchards opened on 2017-04-07 16:25:21
Imported Product *
Pilchards in tomato Sauce 215g
Unit Cost of Previous Stock
19.43
Quantity Invoiced *
15600
Previous Stock Quantity
38809
Country of Origin
United Kingdom
Mode *
CIF
C&F
FOB
CF or Insurance
Support Document
Currency
Volume or Weight
Amount in currency
Cost and Freigh
Supplier Invoice With Number: 497418
MUR @ 1.0000
16698.75
Insurance
Bill of Entry With Number: 42216468484
MUR @ 1.0000
0
Save

- FOB



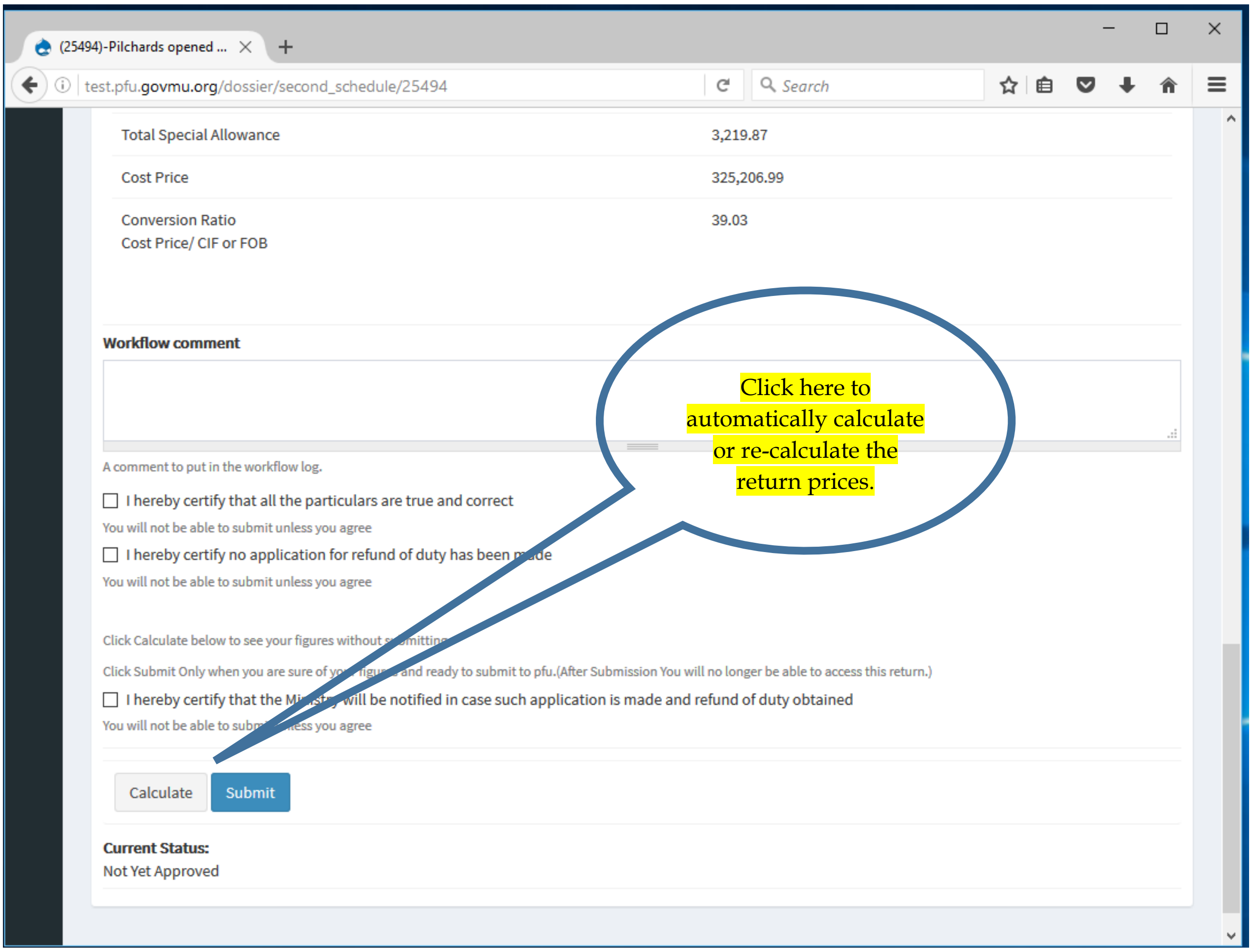

Once the commodity has been added, it will be displayed in the Commodity Description in the commodity return page. They can be edited with the link *edit*, or deleted with the link *delete* associated to them.



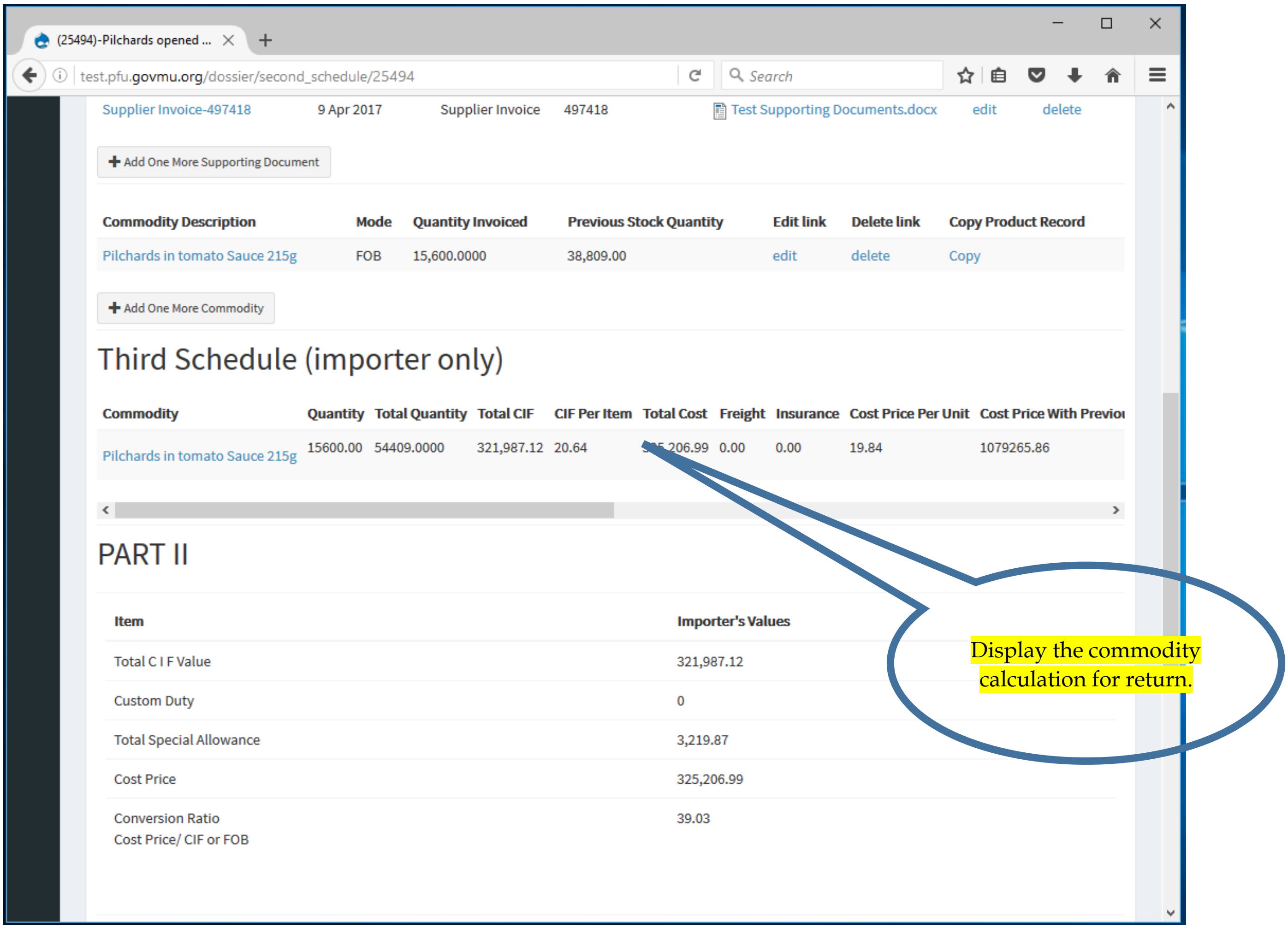

## 4.5 Calculate and re-calculate the price of items

After the data has been input for the entire consignment, the unit price for each item can be automatically calculated by the system.

If changes need to be made to the data, the edit button is used. After the changes, the unit price should be re-calculated by pressing on the Calculate button.



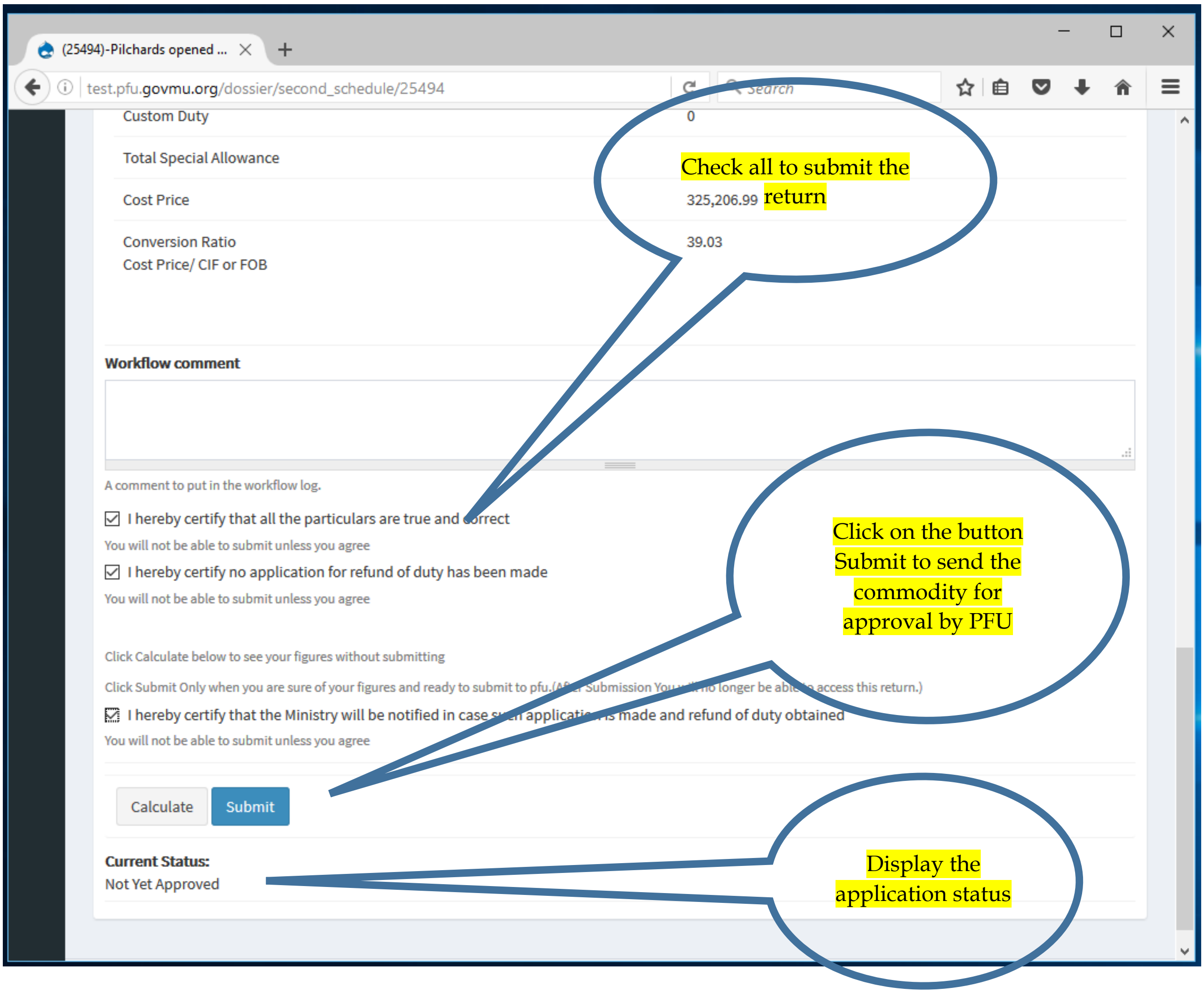

The screen changes to the layout below.




## 4.6 Submit returns

Once the Importer is satisfied with the unit price calculated by the system, the returns may be submitted by pressing the button labelled Submit. An automatic notification is then sent to the Importer stating that the submission has been successful.

**Note: Once the data has been submitted to PFU for processing and approval, the Importer no longer has access to edit the return.**




## 4.7 Final approval of unit price by PFU

The PFU will process the importer's returns online and once the final price has been approved, the system produces and sends the importer an email message to which is attached a pdf version of the Schedule 2.

## 4.8 Querying the amendments and re-calculation made by PFU

The importer can request to review the approved price if he is not satisfied with the calculation of PFU. The importer has only one working day after the approved date of the returns to request for review price. After the one working day, the returns will be automatically closed by PFU.

To request PFU to review an approved price, click on Review Price button on the returns application page.

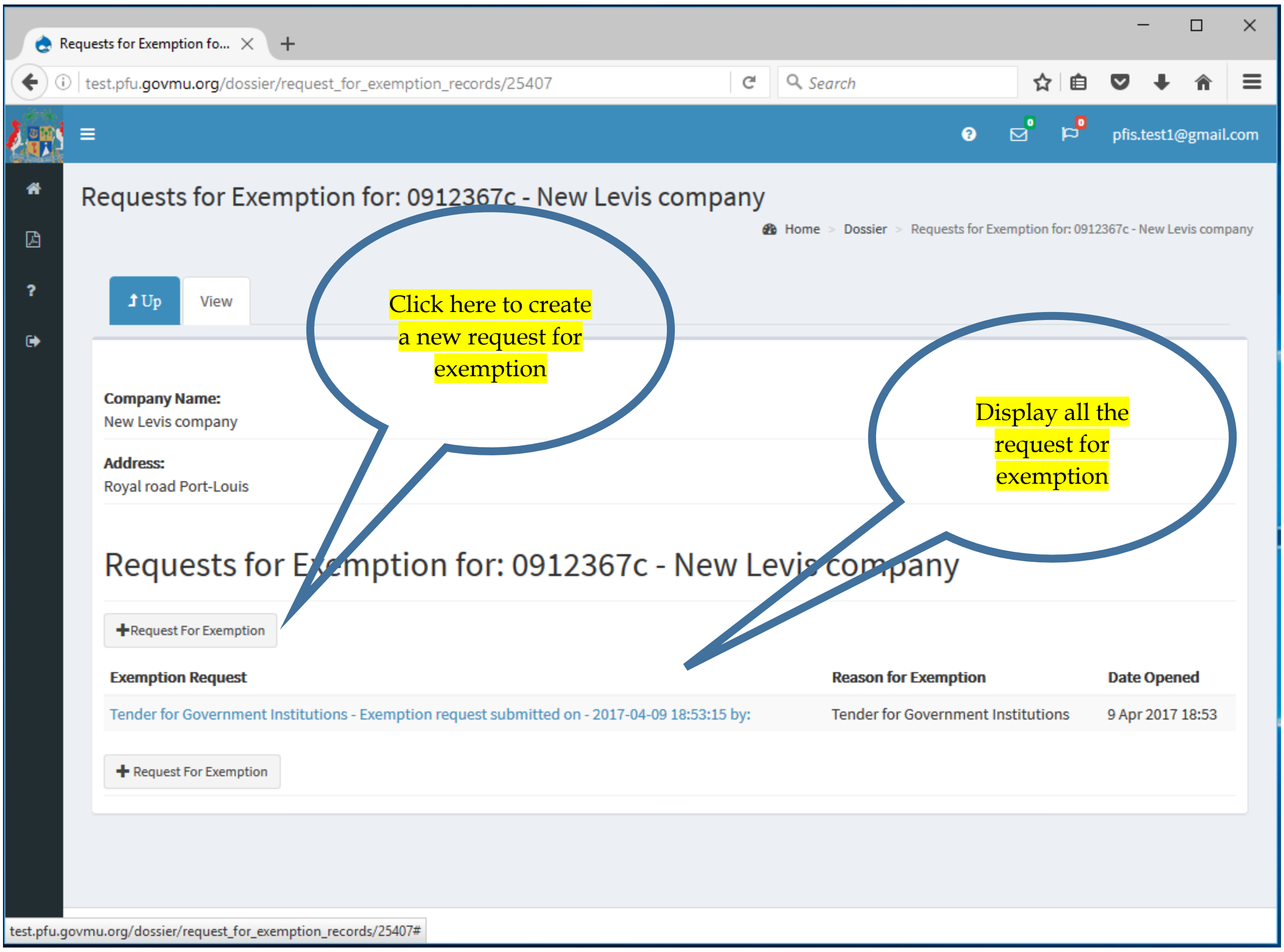
## 4.9 Requesting for Exemption

The request for exemption page displays a list of all the requests.

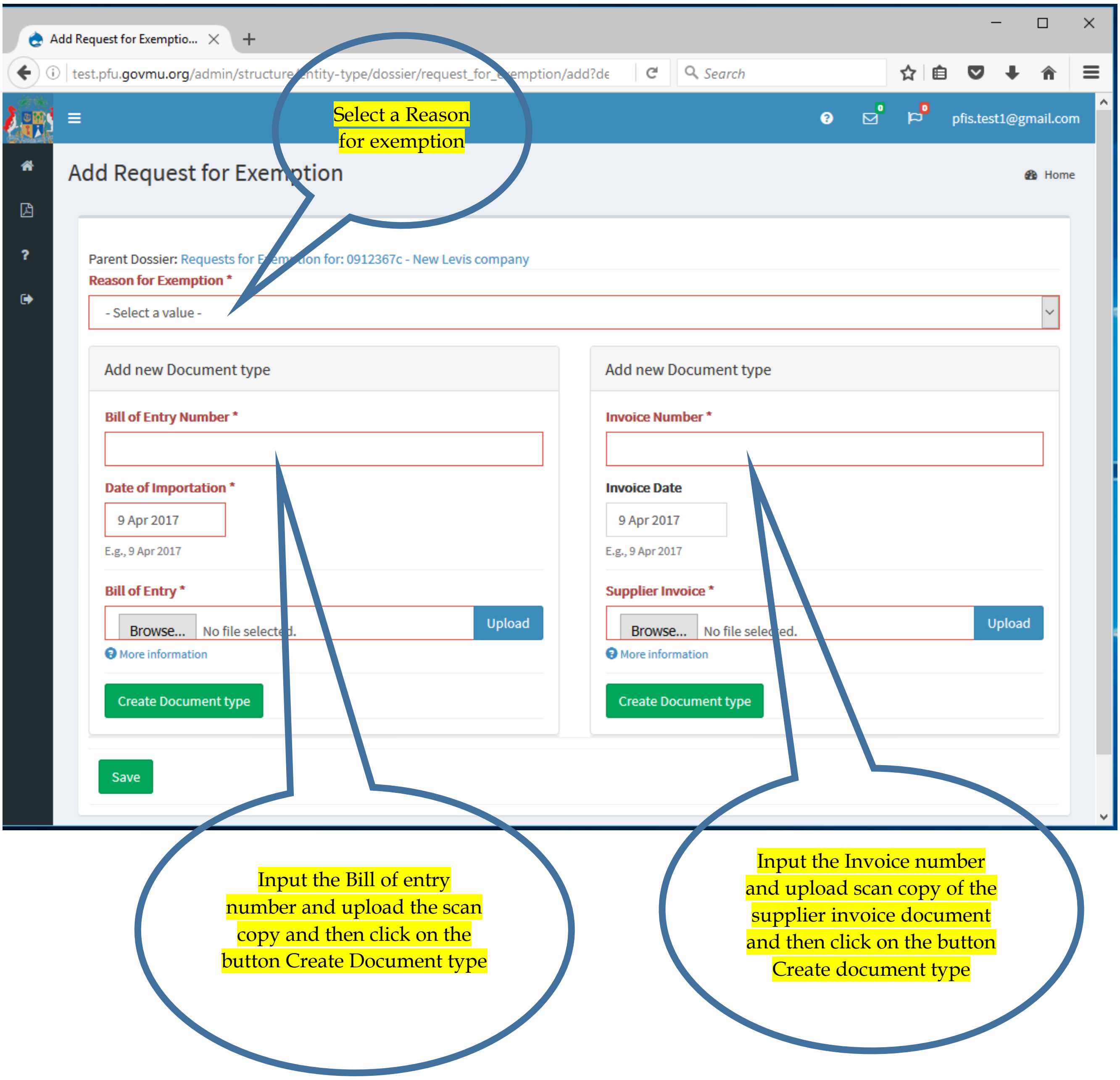
List of reasons for exemption:

- Company's Use (for further processing)
- For personal use (Not for sale)
- Samples
- Tender for Government Institutions
- Free of Charge (Exemption)

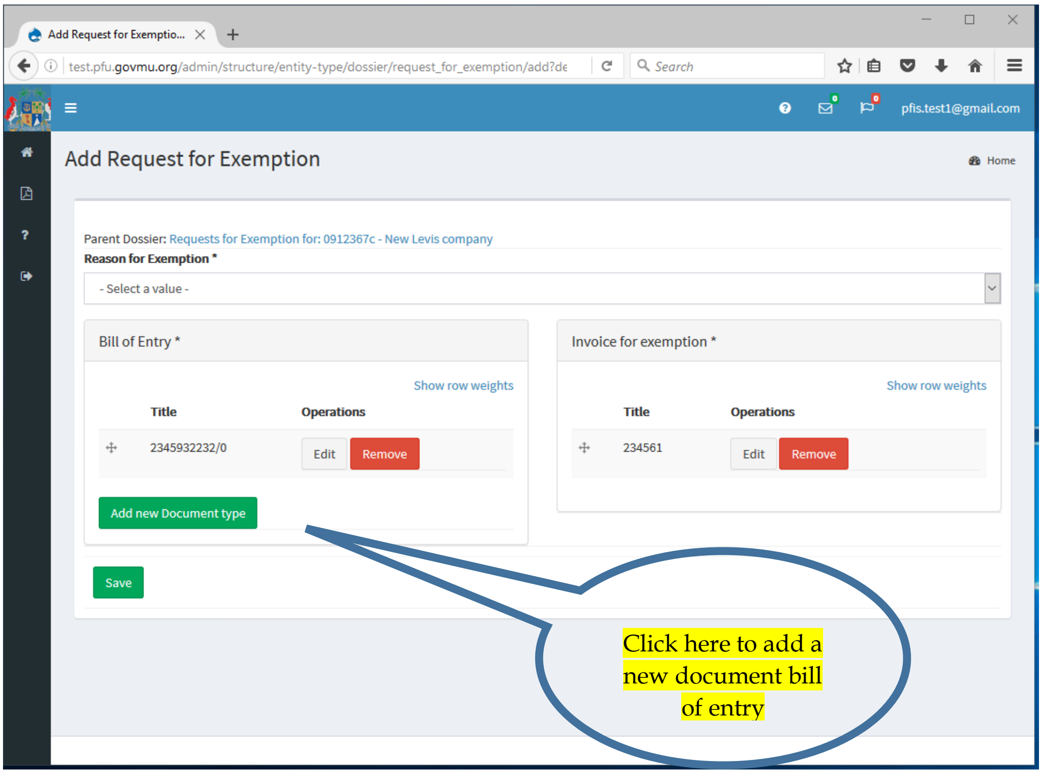
To create a new request, click on the button "**Request for Exemption**"



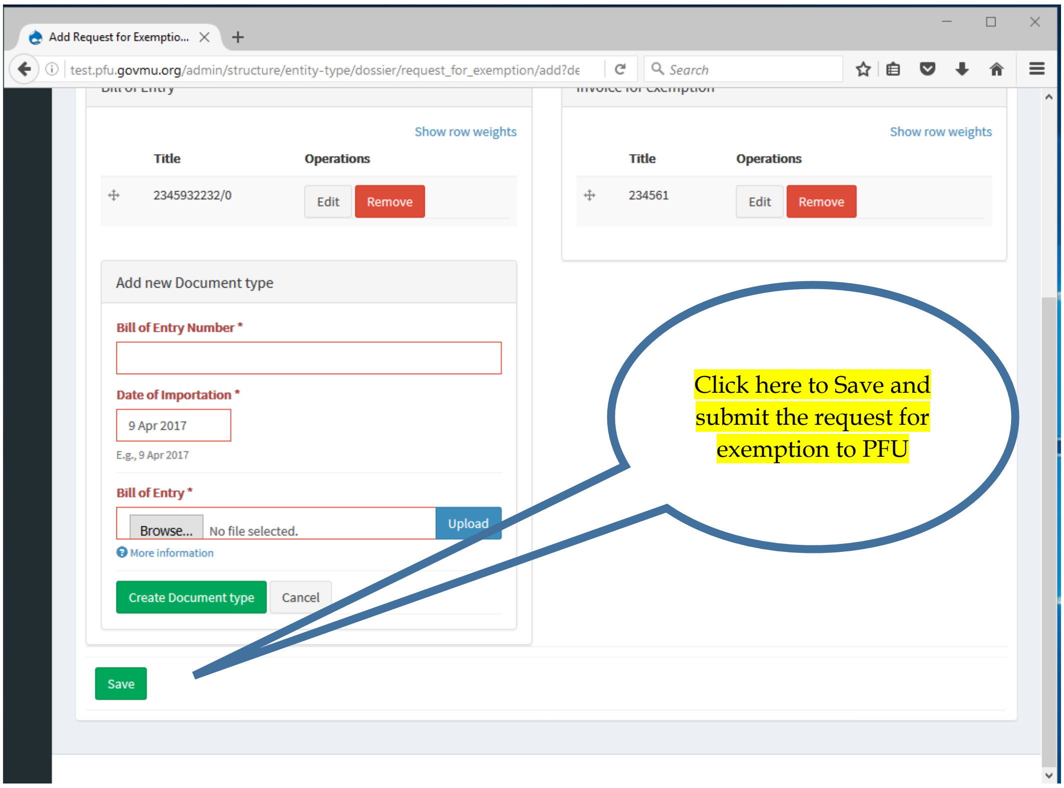

The screen changes to the layout below.




To add multiple Bills of Entry, click on the button Add new Document type after a first document has been created. Once the request for exemption is saved, it is submitted to PFU for validation.




The screen changes to the layout below.




When multiple Bills of Entry are entered for a consignment, each of the other documents must be attached to one of the bills of entry.