

Price Fixing Unit

PRICE FIXING INFORMATION SYSTEM (PFIS)

User Manual

VERSION 1.01

Ministry of Industry,
Commerce and Consumer
Protection



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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:



Google Chrome, version 54 or later

You may download this browser from the Internet at:

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

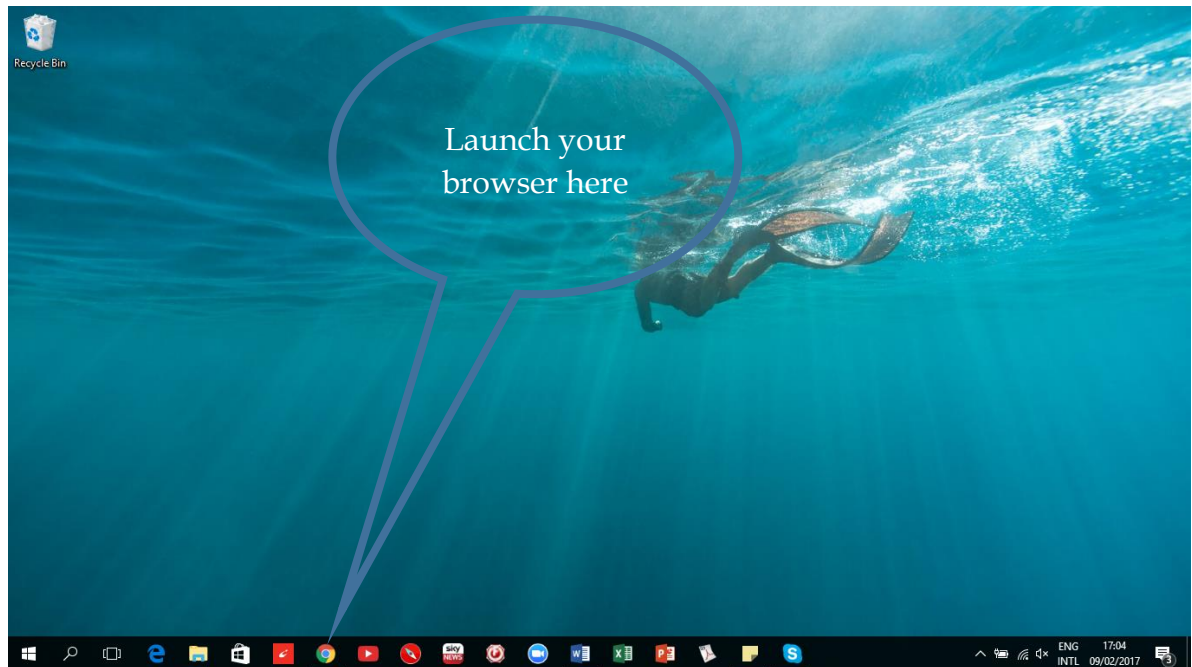
Other compatible browsers are the **latest versions or releases** of:

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

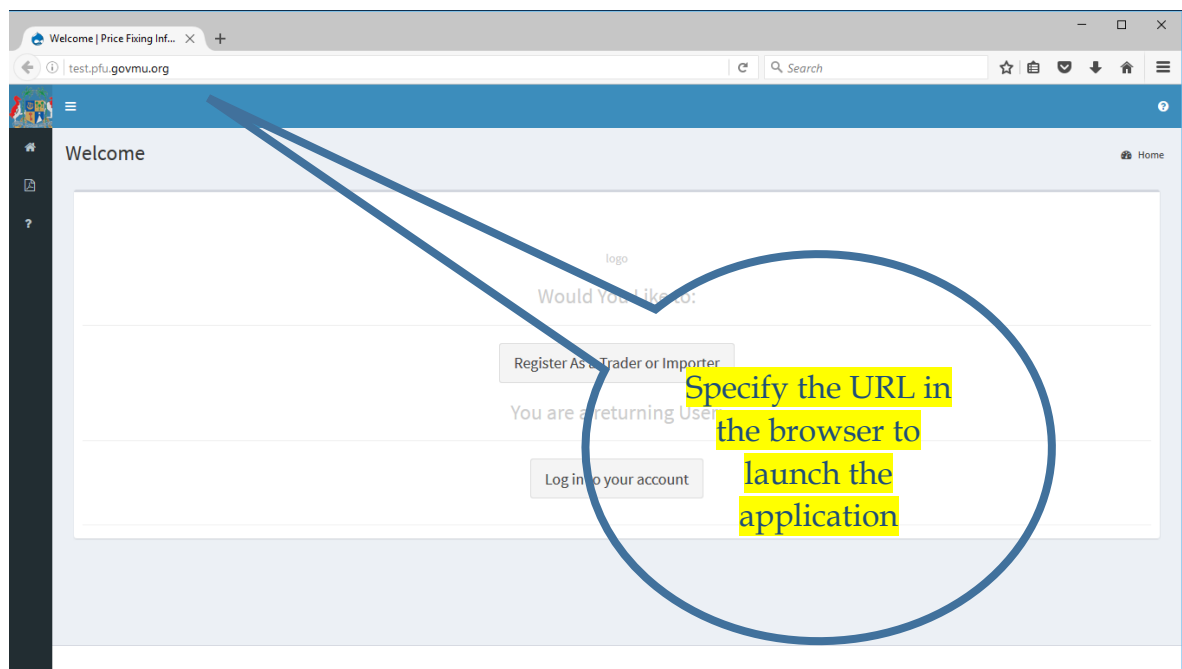
1.2 Launching the Application

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>



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**

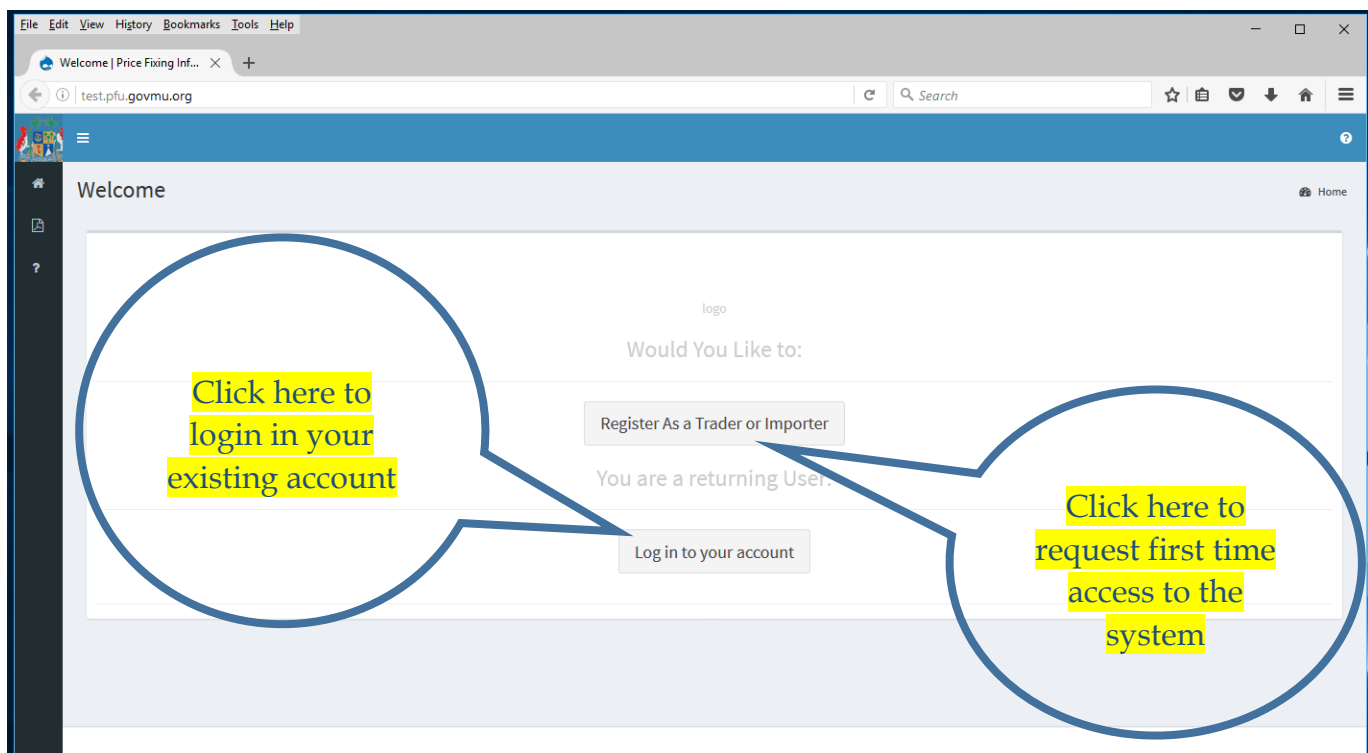
If an Importer is not satisfied with the amendments made by PFU in recalculating the price, he has one working day to request for a review of the unit price calculation.

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.

The screenshot shows the 'User Account' registration page. The browser address bar indicates the URL is `test.pfu.govmu.org/importer/register`. The page features a blue header with the title 'User Account' and navigation links: 'Create new account', 'Log in', and 'Request new password'. The registration form contains three input fields: 'E-mail *', 'Password *', and 'Confirm password *'. A note below the email field states: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a notification.' Below the password fields, a note says: 'Provide a password for the new account in both fields.' The CAPTCHA section includes a math question: 'Math question * 4 + 7 ='. A green 'Create new account' button is located at the bottom of the form. A blue speech bubble highlights the email field with the text: 'Specify your personal email address here. The system will send you notifications via this email account'.

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.

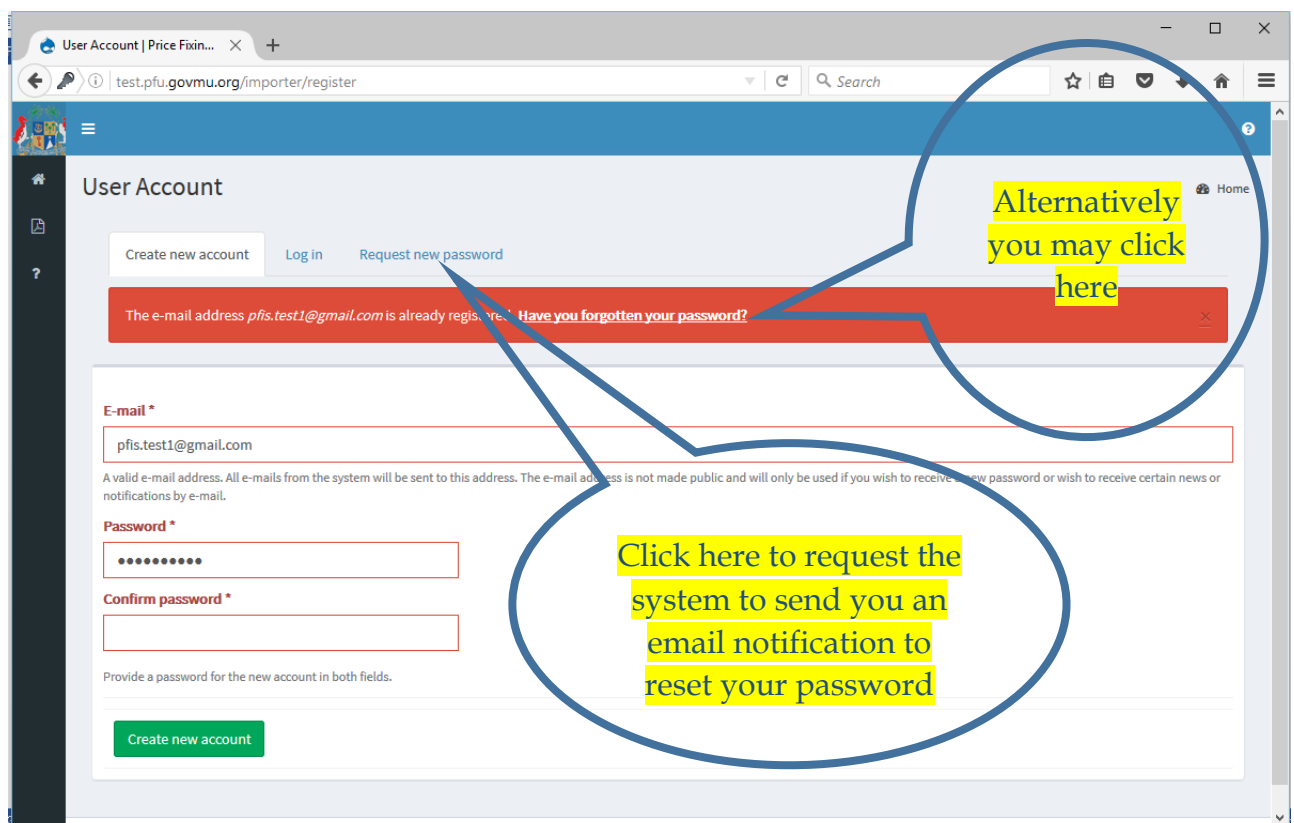
The Price Fixing Unit will be notified of your request for an account on the system and, if your request to access the system is approved, an email notification will be sent to you for you to gain first time access to the system.

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 screenshot shows the 'User Account' page with the 'Request new password' button selected. The form contains an 'E-mail *' field, a 'CAPTCHA' section with a math question '5 + 2 =', and an 'E-mail new password' button. A blue circle highlights the 'E-mail new password' button, with a callout pointing to it.

Click here to
reset your
account
password.

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:

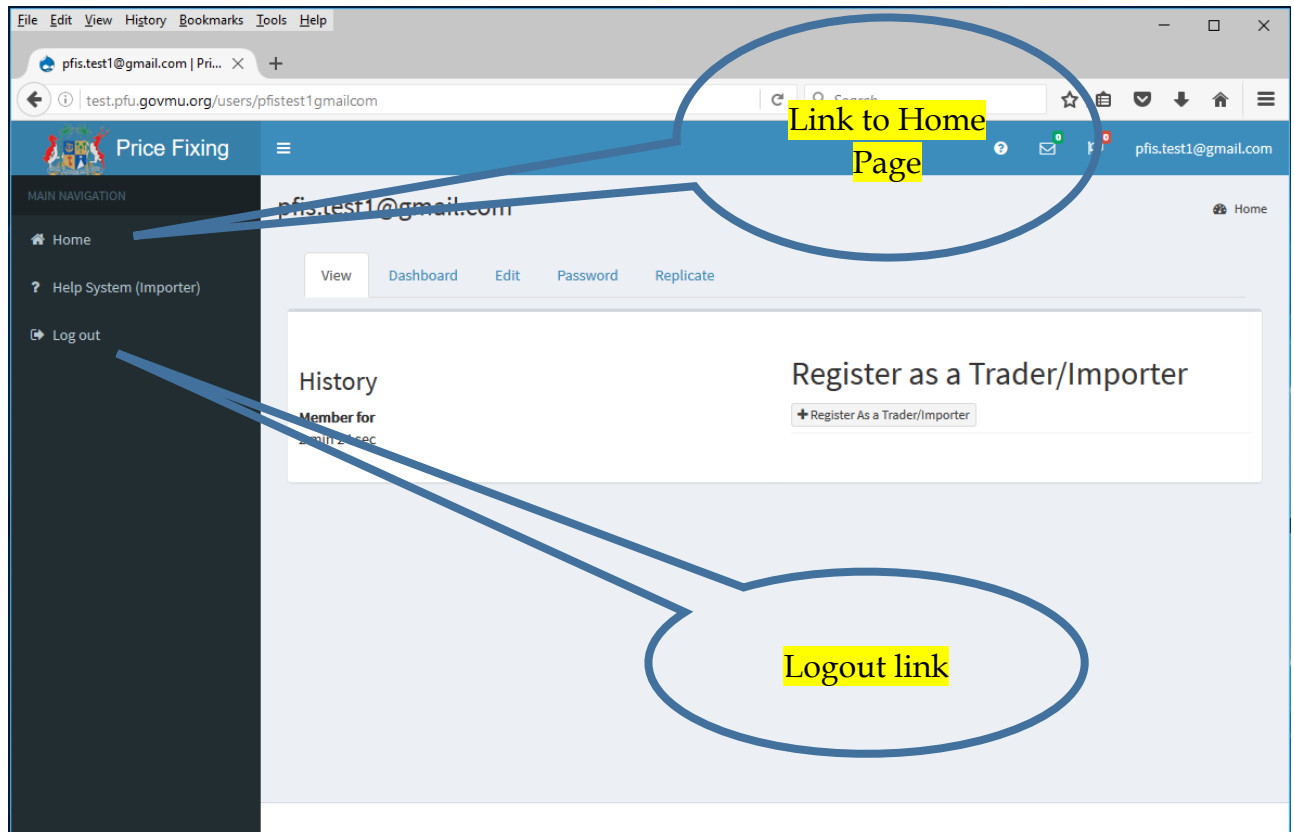
The screenshot shows the 'User Account' page with the 'Log in' button selected. The form contains an 'E-mail *' field, a 'Password *' field, a 'CAPTCHA' section with a math question '9 + 2 =', and a 'Log in' button. Three blue circles highlight the 'E-mail *' field, the 'CAPTCHA' section, and the 'Log in' button, with callouts pointing to them.

The **captcha**
value is meant to
prevent robots
from attacking the
system

Click on the **Login** button once
you have provided all your login
credentials and responded to the
Captcha question

3.1.4 Successful login

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



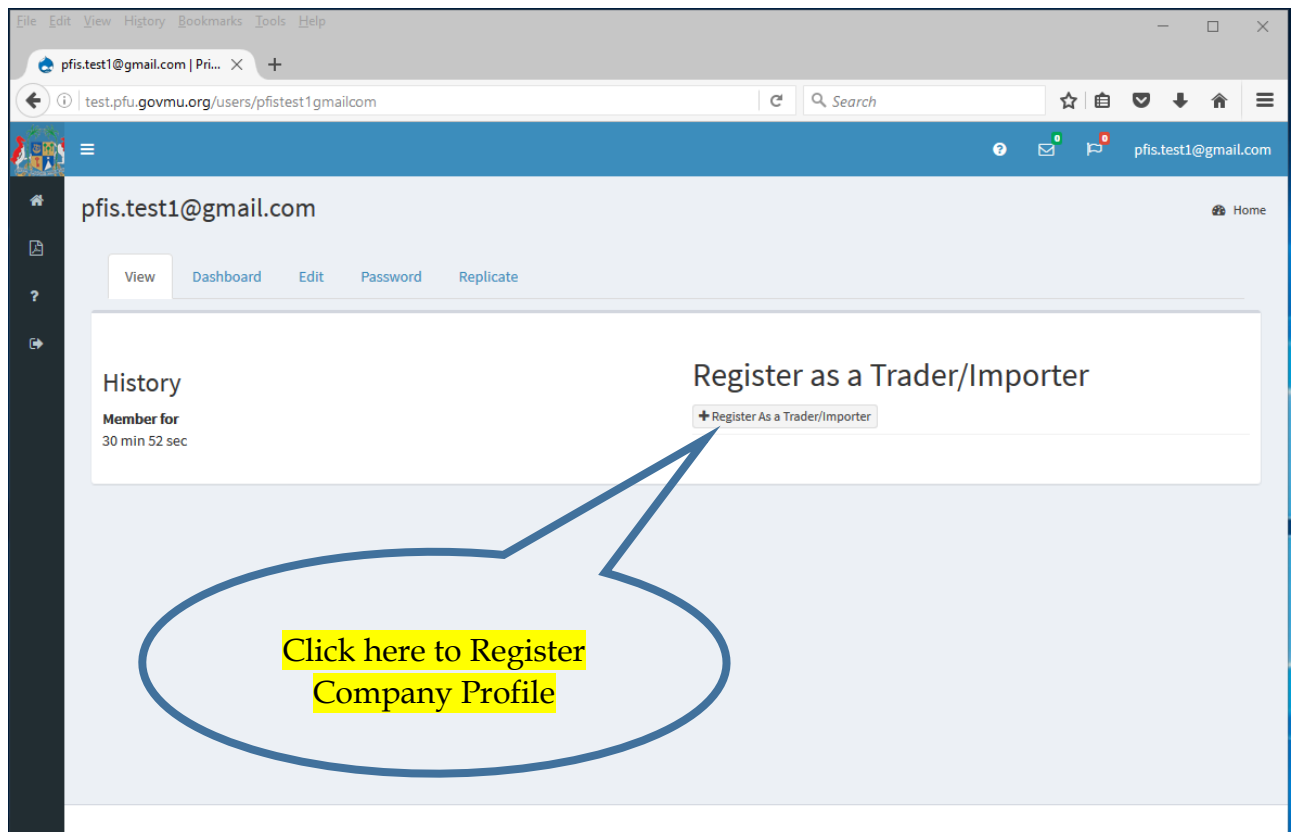
The menu contains the following link:

- **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.

The screenshot shows a web browser window with the URL `test.pfu.govmu.org/admin/structure/entity-type/dossier/importer/add`. The page title is "Add Trader / Importer". The form contains the following fields and sections:

- Company Name ***: A text input field.
- Business Registration Number ***: A text input field.
- Trade Name**: A text input field.
- Importers Commodity**: A dropdown menu with "- None -" selected.
- Business Registration Certificate**: A section with a "Please upload a scanned copy of your Business Registration Certificate" instruction. It includes a "Browse..." button, "No file selected." text, and an "Upload" button. A "More information" link is also present.
- Address ***: A large text area for the address.
- Contact Person Name ***: A text input field.
- Telephone Number ***: A text input field.
- Is your company VAT registered? ***: Radio buttons for "Yes" and "No", with "No" selected.
- Save**: A green button at the bottom left.

A blue callout bubble points to the Business Registration Certificate upload section with the text: "Specify your company details and upload a scan version of the BRN/VAT certificate in pdf/jpeg format".

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**

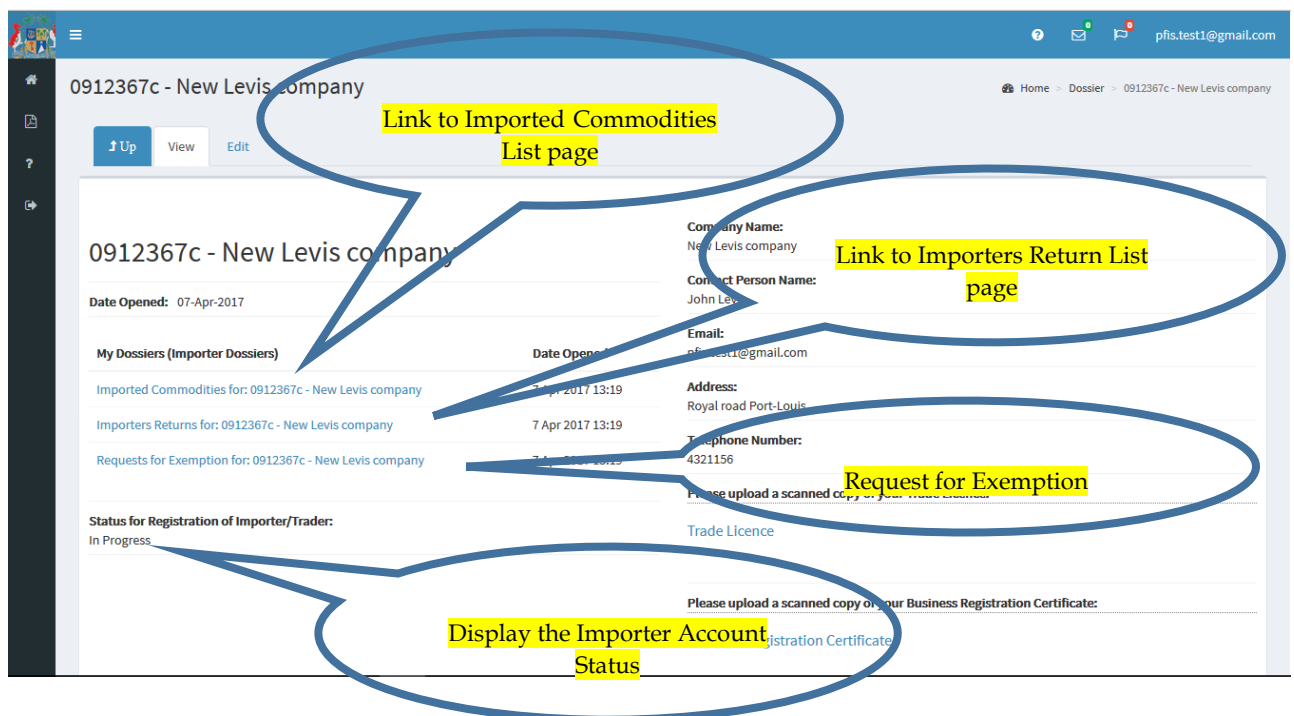
Displays all the imported commodities in his profile

- **Importers Return List**

Displays all the returns submitted to PFU

- **Requests for Exemption**

Displays all the Exemptions requested by the Importer



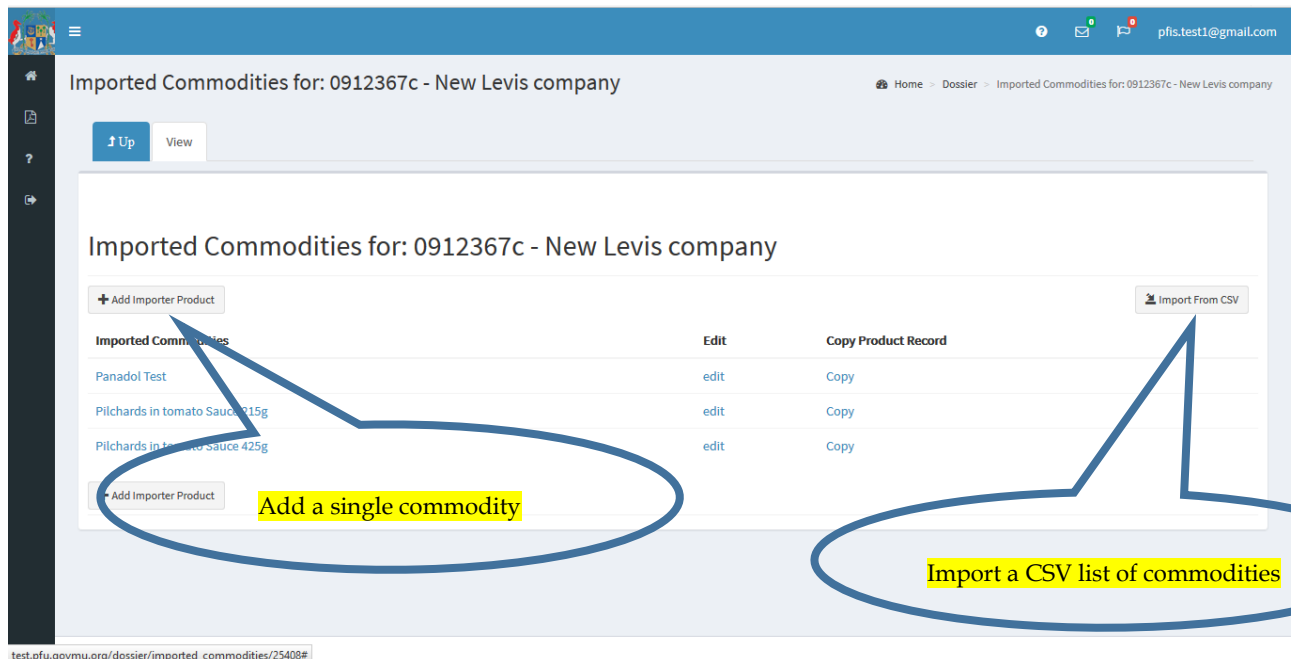
4.3 Importer Commodities

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.

The screenshot shows the 'Add Imported Commodity' form in a web application. The form is titled 'Add Imported Commodity' and has a 'Home' link in the top right. The form contains several input fields: 'Description *', 'Commodity Code *' (a dropdown menu showing 'Pharmaceutical Products'), 'Harmonised System(Customs) code *', 'Brand Name', 'Manufacturer / Name of Laboratory', and 'EAN Code'. A green 'Save' button is located at the bottom left of the form. A blue callout bubble with a yellow background and black text points to the 'Save' button, containing the text: 'Enter commodity details and click on save'.

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.

The screenshot shows the 'Add Bulk Import Commodities' form in a web application. The form is titled 'Add Bulk Import Commodities' and has a 'Home' link in the top right. The form contains a 'Title *' input field, a 'CSV File' section with a 'Browse...' button and the text 'No file selected.', and an 'Upload' button. A green 'Save' button is located at the bottom left of the form. A link for 'More information' is also present.

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	ParZZZZ 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**

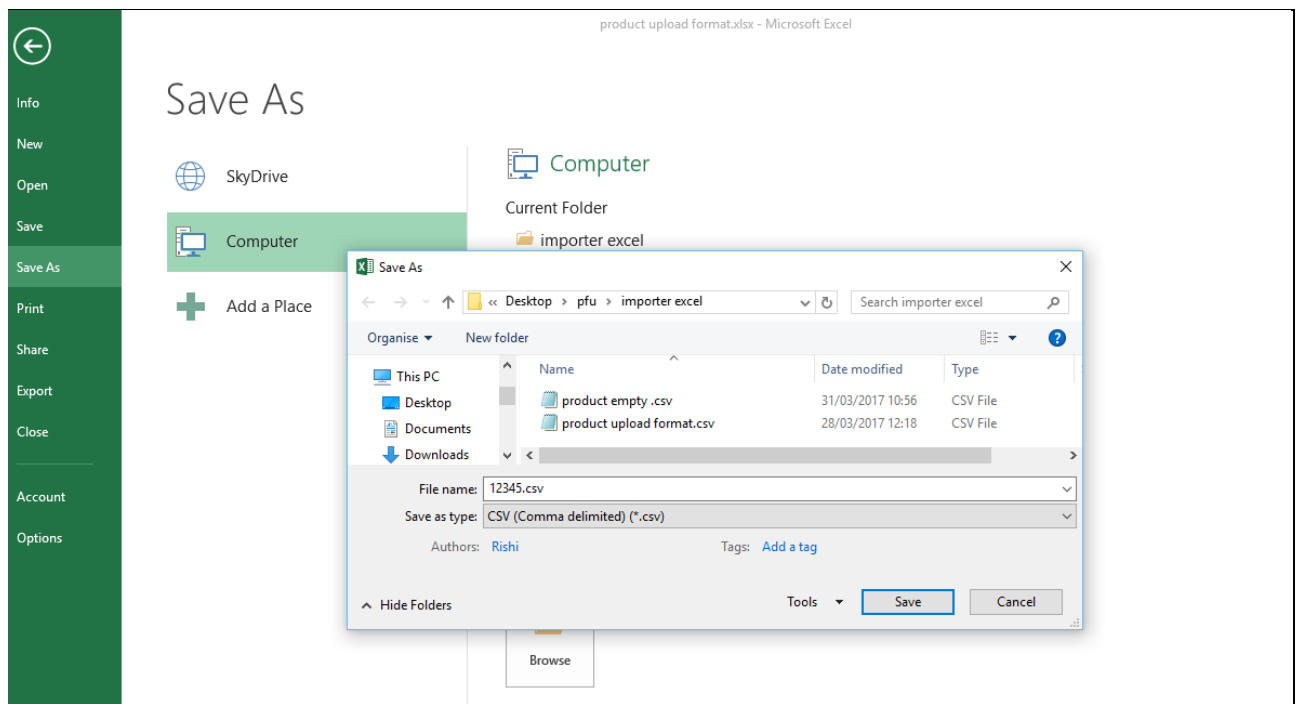
The manufacturer or laboratory name

- **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.

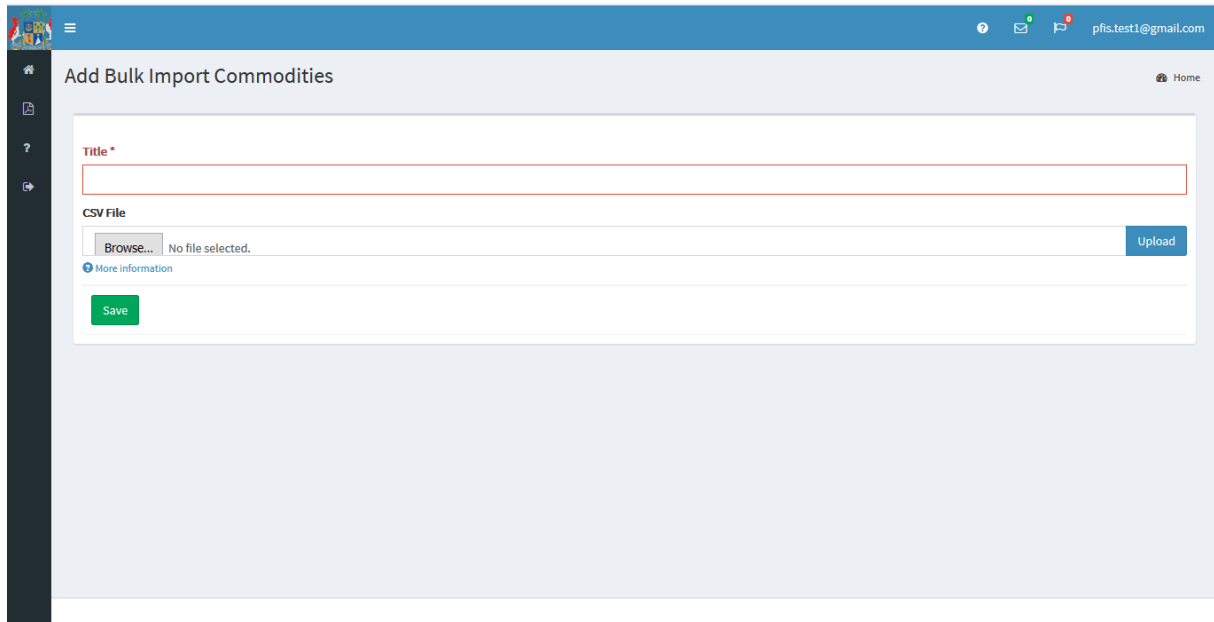


To save in CSV format, click on File->Save As->Browse in Excel. Then select the type of format to CSV (Comma delimited) (*.csv) then save.

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 screenshot shows a web application interface for adding bulk import commodities. At the top, there is a blue header bar with a user profile icon, a hamburger menu, and the email address 'pfis.test1@gmail.com'. Below the header, the page title is 'Add Bulk Import Commodities'. The main form area contains a 'Title *' field, a 'CSV File' section with a 'Browse...' button and the text 'No file selected.', an 'Upload' button, a 'More information' link, and a 'Save' button. A dark sidebar is visible on the left side of the page.

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

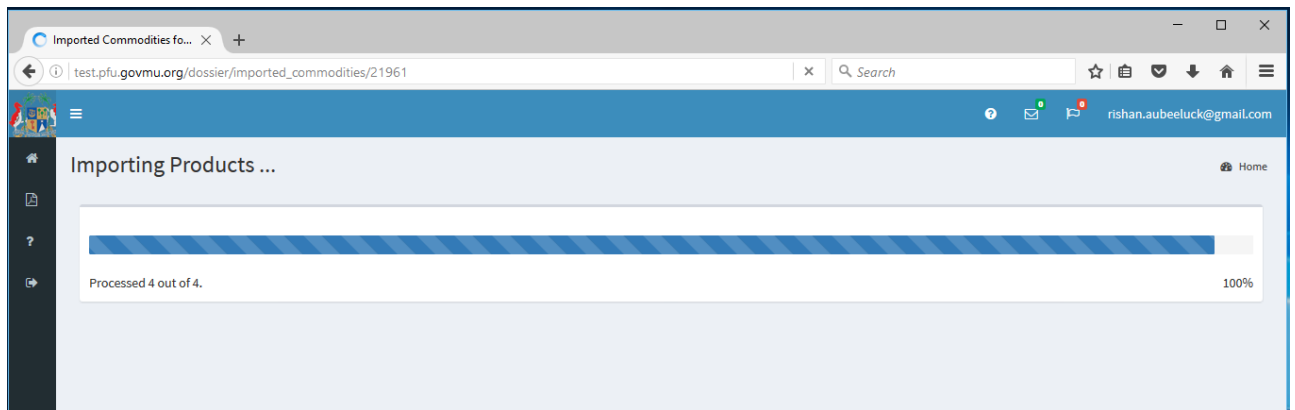
System validation on upload of the CSV file. If a row is invalid, the system will skip that row and the associated data will not be saved in the system. A row is invalid if:

- 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:

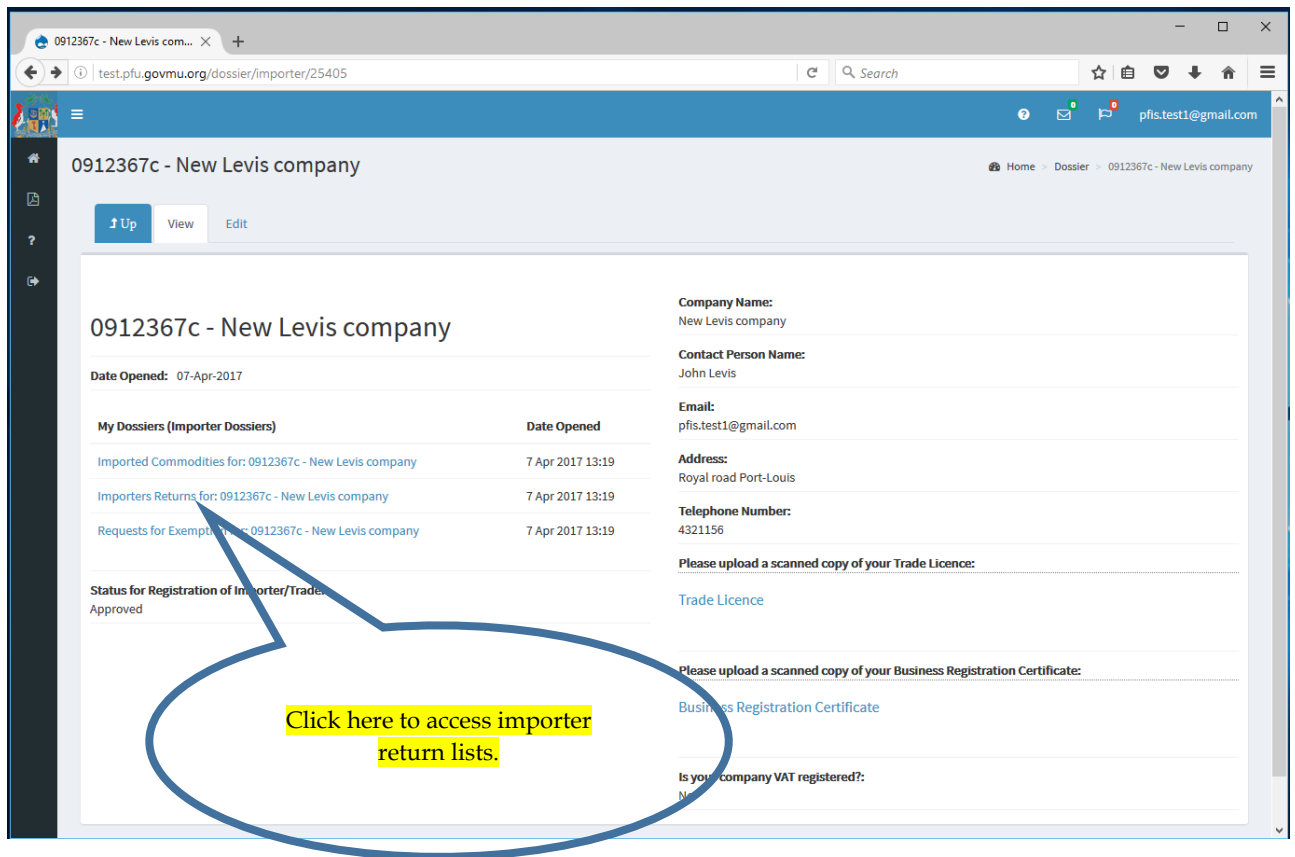
- Step 1: Add currencies and rate of exchange
- Step 2: Add Supporting Documents
- Step 3: Add details of commodities

4.4.1 Display Importer Returns list

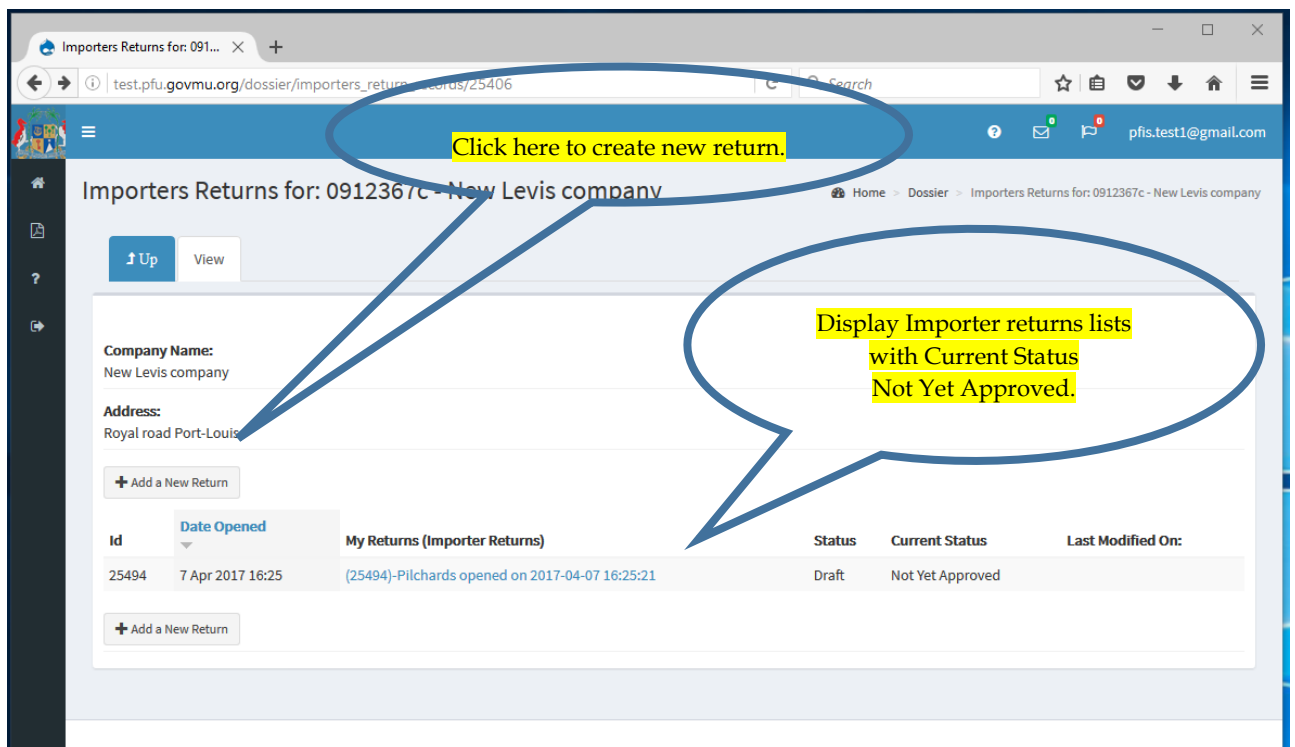
To display all the Importer returns, click on the link [Importers Returns for: XXXX](#) on the **Importer Profile** page. The user will be redirected to the Importer Returns List page.

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.

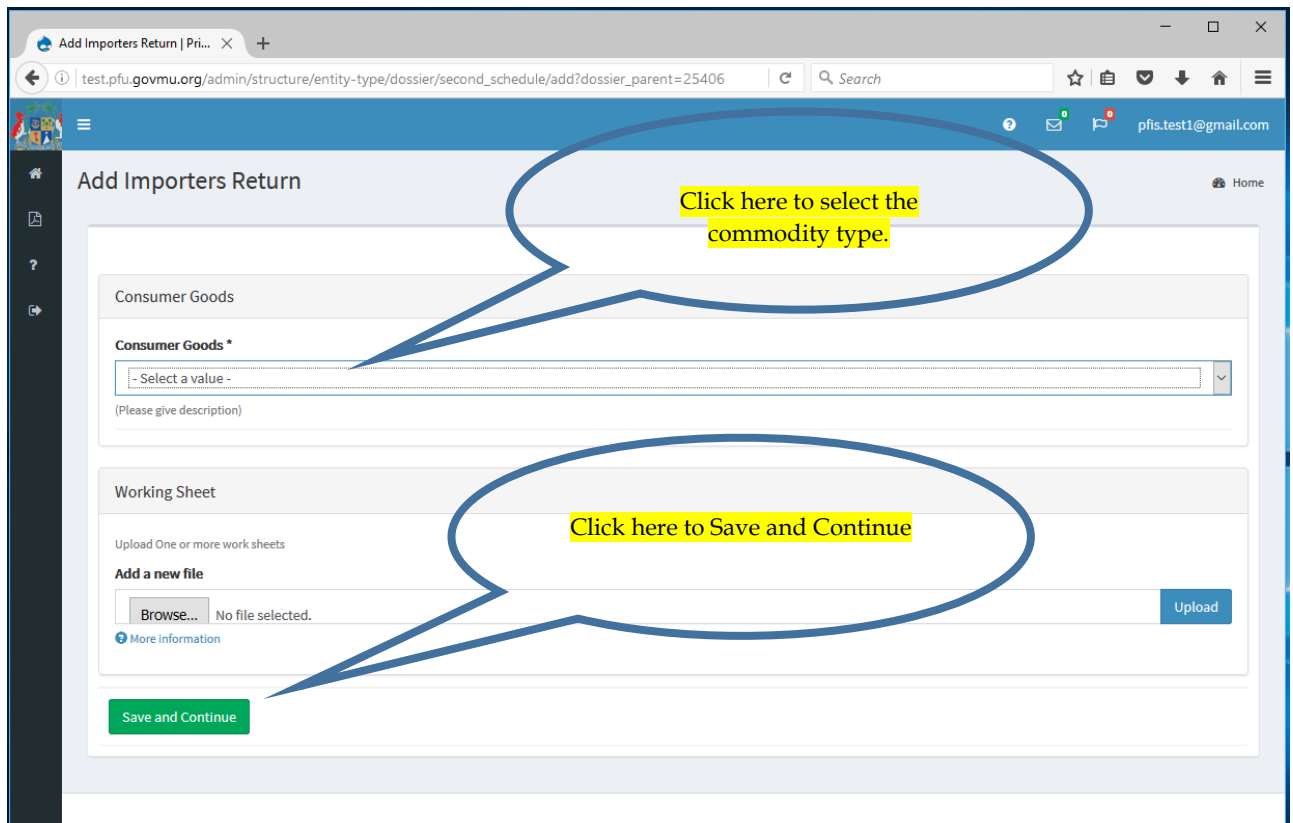


4.4.2 Create new return

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 screenshot shows a web browser window with the URL `test.pfu.govmu.org/admin/structure/entity-type/dossier/second_schedule/add?dossier_parent=25406`. The page title is "Add Importers Return". The form is divided into two main sections: "Consumer Goods" and "Working Sheet".

In the "Consumer Goods" section, there is a dropdown menu labeled "Consumer Goods *" with the text "- Select a value -" and "(Please give description)". A blue speech bubble points to this dropdown with the text "Click here to select the commodity type."

In the "Working Sheet" section, there is a text input field labeled "Add a new file" with a "Browse..." button and the text "No file selected." To the right is an "Upload" button. Below this is a "More information" link. A green "Save and Continue" button is at the bottom left of the form. A blue speech bubble points to this button with the text "Click here to Save and Continue".

The screen changes to the layout below.

The screenshot displays the 'Importer's User Manual' interface. The top navigation bar shows the title '(25494)-Pilchards opened on 2017-04-07 16:25:21' and a breadcrumb trail: Home > Dossier > (25494)-Pilchards opened on 2017-04-07 16:25:21. The main content area is divided into three steps: Step 1: Add Currencies and their Rate of Exchange, Step 2: Add Supporting Documents, and Step 3: Add Details of the Commodities. Step 1 is currently active. It includes a 'Workflow comment' section with a text area and a 'Calculate' button. Below the 'Calculate' button is a 'Current Status' section showing 'Not Yet Approved'. The interface also features a sidebar with 'Up' and 'Print' buttons. Callouts are present for each step: Step 1: 'Click here to add a Rate of Exchange' (pointing to the 'Up' button), Step 2: 'Click here to add Supporting Document' (pointing to the 'Print' button), and Step 3: 'Click here to Add new commodities to the return' (pointing to the 'Calculate' button). A callout for the 'Submit' button is also present: 'Click here to submit the return to PFU'.

(25494)-Pilchards opened on 2017-04-07 16:25:21

Home > Dossier > (25494)-Pilchards opened on 2017-04-07 16:25:21

Up View

Print

Importer: 0912367c - New Lev company

Consumer Goods: Pilchards

Step 1: Add Currencies and their Rate of Exchange

Step 2: Add Supporting Documents

Step 3: Add Details of the Commodities

No Supporting Documents Added has been Added, Click the Drop Down Above to add one

No Imported Commodity has been Added, Click the Drop Down Above to add one

Workflow comment

A comment to put in the workflow log.

☐ I hereby certify that all the particulars are true and correct
You will not be able to submit unless you agree

☐ I hereby certify no application for refund of duty has been made
You will not be able to submit unless you agree

Click Calculate below to see your figures without submitting

Click Submit Only when you are sure of your figures and ready to submit to pfu.(After Submission You will no longer be able to access this return.)

☐ I hereby certify that the Ministry will be notified in case such application is made and refund of duty obtained
You will not be able to submit unless you agree

Calculate Submit

Current Status: Not Yet Approved

Click here to add a Rate of Exchange
Step 1

Click here to add Supporting Document
Step 2

Click here to Add new commodities to the return
Step 3

Click here to submit the return to PFU

Click here to auto calculate the Importer third schedule fields

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.

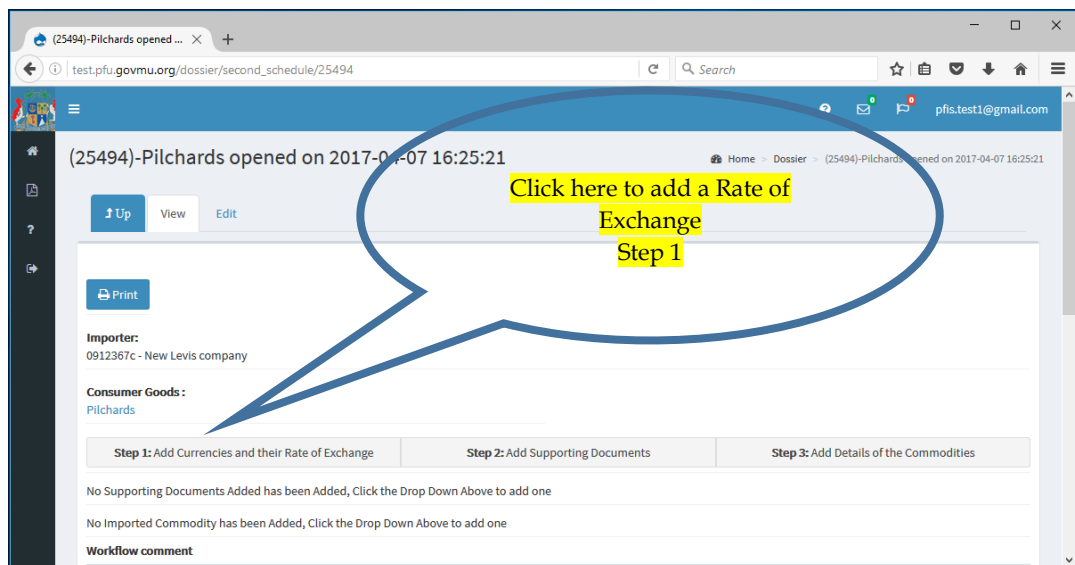
The return consists of three steps:

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

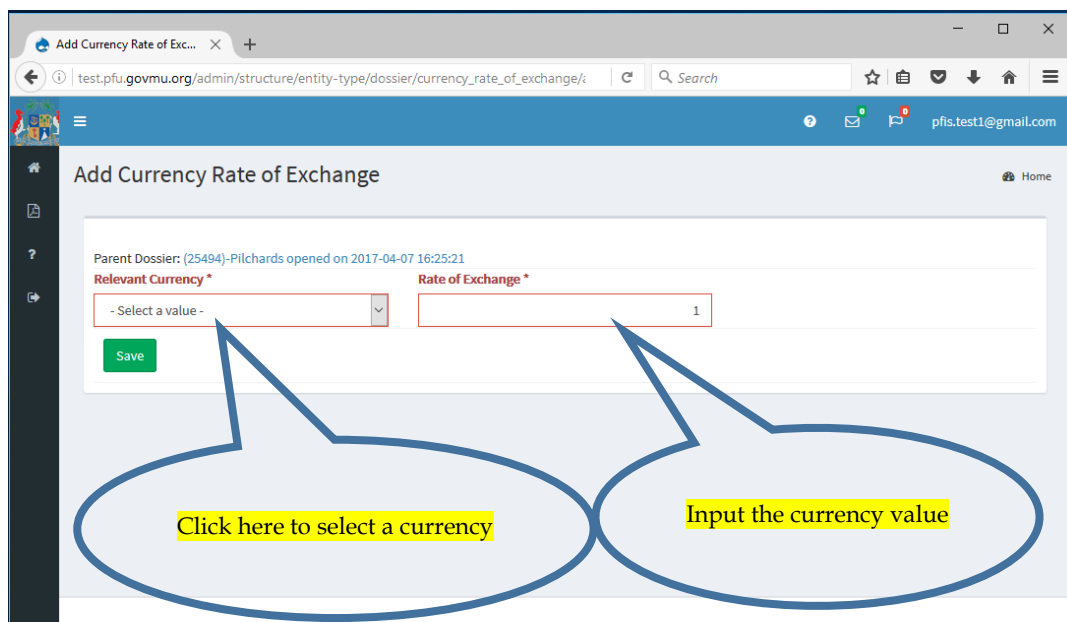
4.4.3 Step 1: Add Currencies and their Rate of Exchange

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.

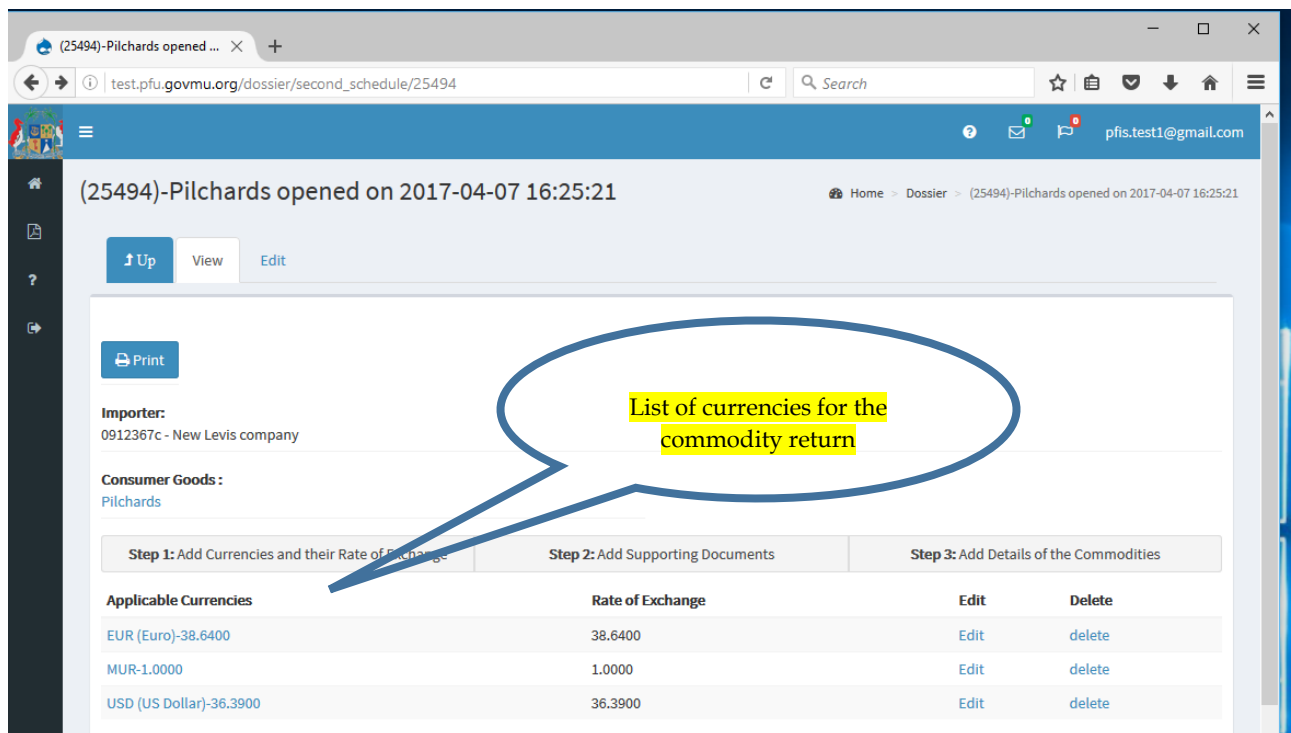


The screen changes to the layout below.



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.



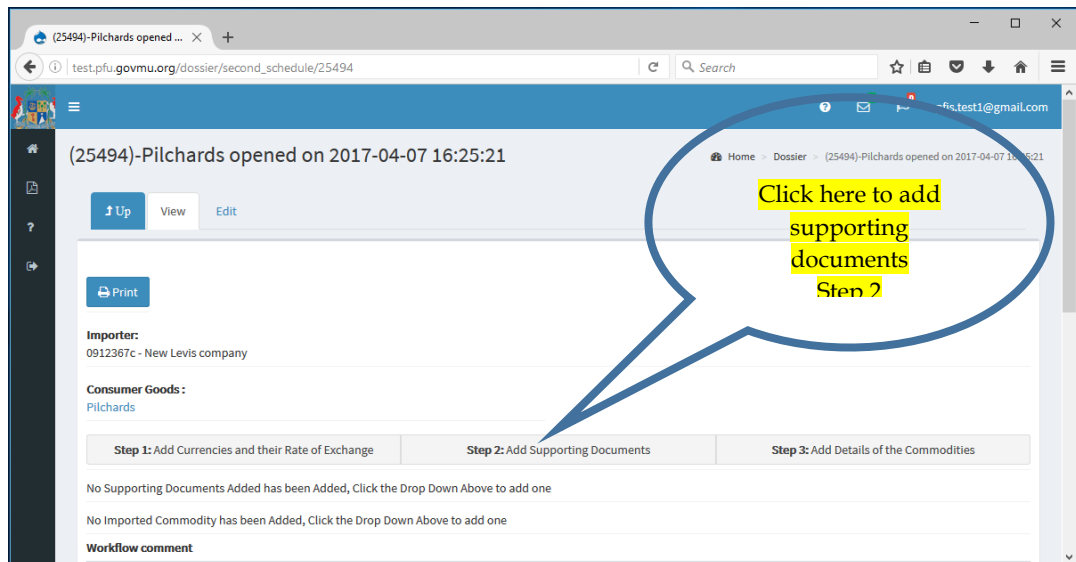
4.4.4 Step 2: Add Supporting Documents

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

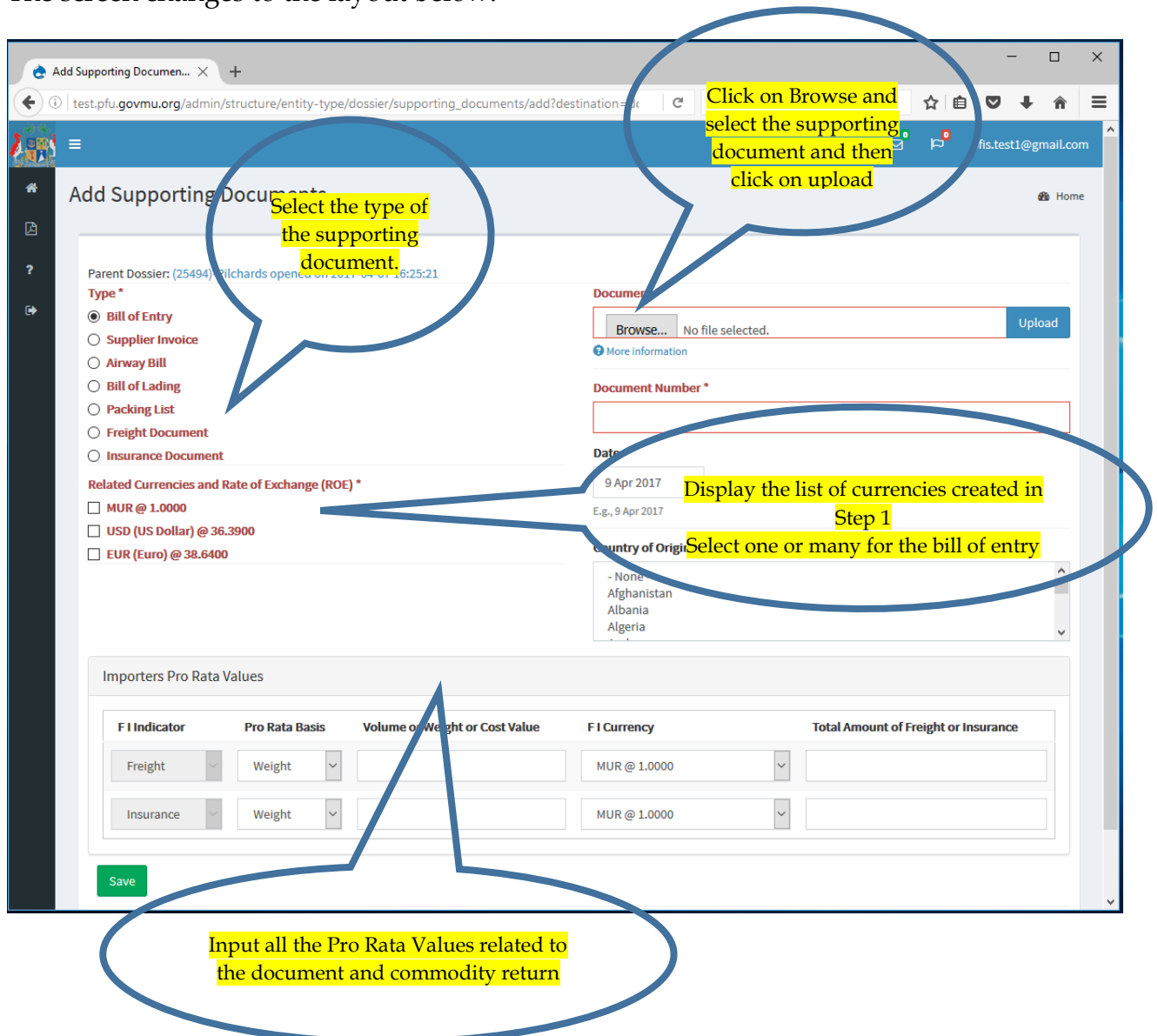
List of different supporting documents:

- 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

The Importer Pro Rata Values

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

The screenshot shows a web application interface for adding supporting documents. The page title is 'Add Supporting Documents'. The parent dossier is '(25494)-Pilchards opened on 2017-04-07 16:25:21'. The document type is 'Freight Document'. The document number is '4221646848465/0'. The date is '9 Apr 2017'. The 'Importers Pro Rata Values' section contains a table with columns: FI Indicator, Pro Rata Basis, Volume or Weight or Cost Value, FI Currency, and Total Amount of Freight or Insurance. The 'Pro Rata Basis' dropdown is open, showing options: - None -, Cost, Volume, and Weight. Two callouts are present: one pointing to the 'Pro Rata Basis' dropdown with the text 'Display a list of value Cost, Volume, Weight.' and another pointing to the 'FI Currency' dropdown with the text 'Display a list of currencies associated with the Bill of Entry.'

Parent Dossier: (25494)-Pilchards opened on 2017-04-07 16:25:21

Type *

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

Associate with (Bill of Entry)

Bill of Entry With Number: 4221646848465/0

Document *

Browse... No file selected. Upload

Document Number *

Date

9 Apr 2017

E.g., 9 Apr 2017

Importers Pro Rata Values

FI Indicator	Pro Rata Basis	Volume or Weight or Cost Value	FI Currency	Total Amount of Freight or Insurance
Freight	Weight		MUR @ 1.0000	
Insurance	- None - Cost Volume Weight		MUR @ 1.0000	

Save

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

Parent Dossier: (25494)-Pilchards opened on 2017-04-07 16:25:21

Type *

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

Related Currencies and Rate of Exchange (ROE) *

- ☐ MUR @ 1.0000
- ☒ USD (US Dollar) @ 36.3900
- ☐ EUR (Euro) @ 38.6400

Document *

Test Supporting Documents.docx 0 bytes Remove

☒ Include file in display

Document Number *

4221646848465/0

Date

9 Apr 2017

E.g., 9 Apr 2017

Country of Origin

- None -
Afghanistan
Albania
Algeria

Importers Pro Rata Values

F I Indicator	Pro Rata Basis	Volume or Weight or Cost Value	F I Currency	Total Amount of Freight or Insurance
Freight	Weight		MUR @ 1.0000	
Insurance	Weight		MUR @ 1.0000	

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

Parent Dossier: (25494)-Pilchards opened on 2017-04-07 16:25:21

Type *

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

Document *

Test Supporting Documents.docx 0 bytes Remove

☒ Include file in display

Document Number *

497498

Date

9 Apr 2017
E.g., 9 Apr 2017

Associate with (Bill of Entry)

Bill of Entry With Number: 4221646848465/0

Importers Pro Rata Values

F I Indicator	Pro Rata Basis	Volume or Weight or Cost Value	F I Currency	Total Amount of Freight or Insurance
Freight	Cost	75600	USD (US Dollar) @ 36.3900	1523
Insurance	Cost	75600	USD (US Dollar) @ 36.3900	241.50

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

Parent Dossier: (25494)-Pilchards opened on 2017-04-07 16:25:21

Type *

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

Document *

Browse... Test Supporting Documents.docx Upload

Document Number *

497498

Date

9 Apr 2017
E.g., 9 Apr 2017

Associate with (Bill of Entry)

Bill of Entry With Number: 4221646848465/0

Importers Pro Rata Values

F I Indicator	Pro Rata Basis	Volume or Weight or Cost Value	F I Currency	Total Amount of Freight or Insurance
Freight	Cost	27	USD (US Dollar) @ 36.3900	16018.64
Insurance	- None -		USD (US Dollar) @ 36.3900	

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.

List of supporting documents

Importer: 05-2367c - New Levis co

Consumer Goods: Pilchards

Step 1: Add Currencies and their Rate of Exchange | Step 2: Add Supporting Documents | Step 3: Add Details of the Commodities

Applicable Currencies	Rate of Exchange	Edit	Delete
EUR (Euro)-39.400	38.6400	Edit	delete
MUR-1.0000	1.0000	Edit	delete
USD (US Dollar)-36.3900	36.3900	Edit	delete

+ Add One More Currency

Supporting Document(s)	Document Date	Document Type	Document Number	Document (File)	Edit link	Delete link
Bill of Entry-4221646848465/0	9 Apr 2017	Bill of Entry	4221646848465/0	Test Supporting Documents.docx	edit	delete
Supplier Invoice-497418	9 Apr 2017	Supplier Invoice	497418	Test Supporting Documents.docx	edit	delete

+ Add One More Supporting Document

No Imported Commodity has been Added, Click the Drop Down Above to add one

Workflow comment

A comment to put in the workflow log.

☐ I hereby certify that all the particulars are true and correct
You will not be able to submit unless you agree

☐ I hereby certify no application for refund of duty has been made
You will not be able to submit unless you agree

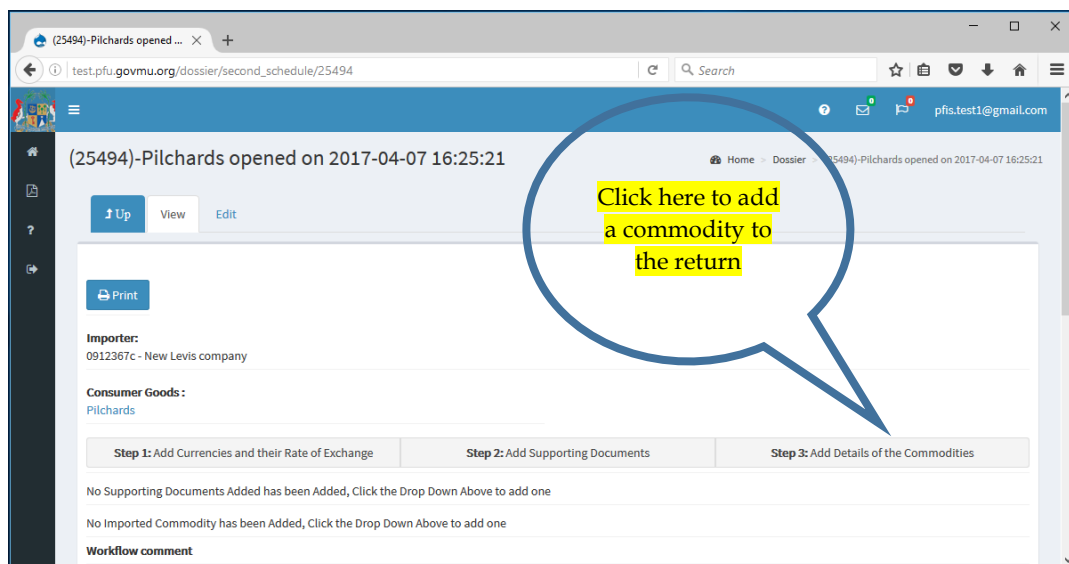
4.4.5 Step 3: Add Commodities to the return

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.

The screenshot shows a web application interface for adding a third schedule line item. The form is titled 'Add Third Schedule (Line Item)' and includes a sidebar with navigation icons. The main content area contains the following fields and sections:

- Parent Dossier:** (25494)-Pilchards opened on 2017-04-07 16:25:21
- Imported Product ***: A dropdown menu with 'choose one' selected. A blue circle highlights this field with the text 'Select the product in the list of Imported Products'.
- Unit Cost of Previous Stock**: An empty text input field.
- Quantity Invoiced ***: An empty text input field.
- Previous Stock Quantity**: An empty text input field.
- Country of Origin**: A dropdown menu with 'Azerbaijan' selected.
- Mode ***: Radio buttons for 'CIF' (selected), 'C&F', and 'FOB'. A blue circle highlights this section with the text 'Select the mode.'.
- CIF (Schedule 3)**: A section containing a table with three columns: 'Support Document', 'Currency', and 'Amount in currency'.

Support Document	Currency	Amount in currency
Supplier Invoice With Number: 497418	MUR @ 1.0000	1
- Save**: A green button at the bottom left.

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 Item)

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 Item)

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

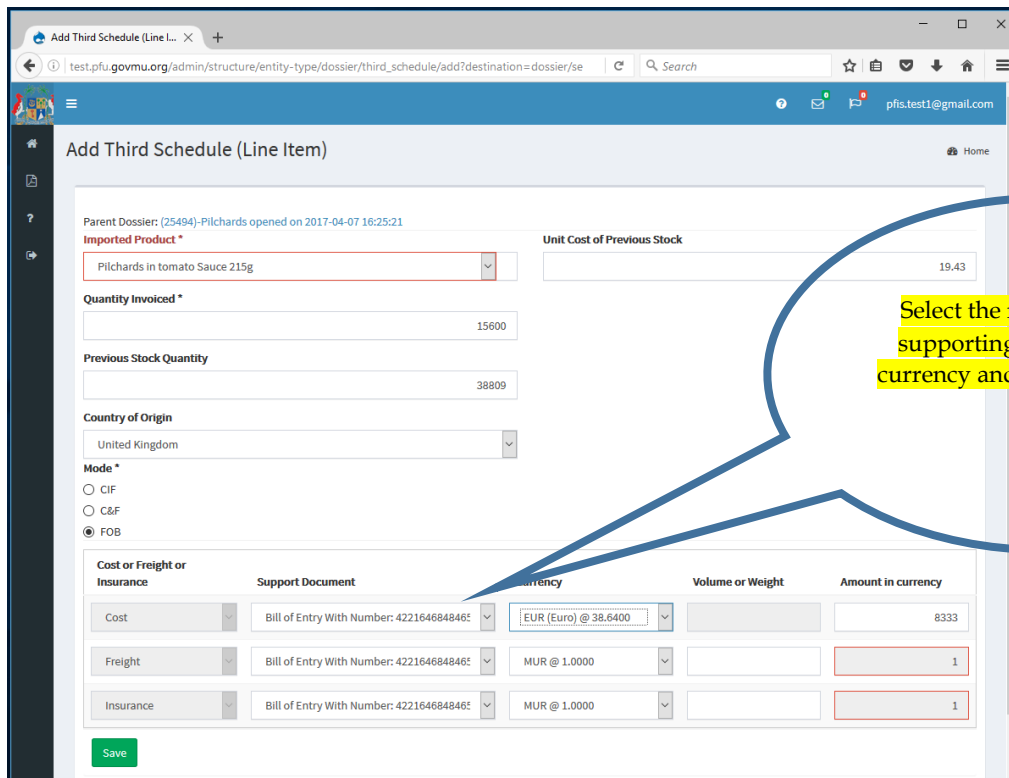
Country of Origin
United Kingdom

Mode *
☐ CIF
☒ C&F
☐ FOB

CF or Insurance	Support Document	Currency	Volume or Weight	Amount in currency
Cost and Freight	Supplier Invoice With Number: 497418	MUR @ 1.0000		16698.75
Insurance	Bill of Entry With Number: 4221646848465/0	MUR @ 1.0000		0

Save

- FOB



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

Cost or Freight or Insurance	Support Document	Currency	Volume or Weight	Amount in currency
Cost	Bill of Entry With Number: 4221646848465	EUR (Euro) @ 38.6400		8333
Freight	Bill of Entry With Number: 4221646848465	MUR @ 1.0000		1
Insurance	Bill of Entry With Number: 4221646848465	MUR @ 1.0000		1

Save

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.

0912367c - New Levis company

Consumer Goods :
Pilchards

Step 1: Add Currencies and their Rate of Exchange Step 2: Add Supporting Documents **Step 3: Add Details of the Commodities**

Applicable Currencies	Rate of Exchange	Edit	Delete
EUR (Euro)-38.6400	38.6400	Edit	delete
MUR-1.0000	1.0000	Edit	delete
USD (US Dollar)-36.3900	36.3900	Edit	delete

[+ Add One More Currency](#)

Supporting Document(s)	Document Date	Document Type	Document Number	Document (File)	Edit link	Delete
Bill of Entry-4221646848465/0	9 Apr 2017	Bill of Entry	4221646848465/0	Test Supporting Documents.doc	edit	delete
Supplier Invoice-497418	9 Apr 2017	Supplier Invoice	497418	Test Supporting Documents.doc	edit	delete

[+ Add One More Supporting Document](#)

Commodity Description	Mode	Quantity Invoiced	Previous Stock Quantity	Edit link	Delete link	Copy Product Record
Pilchards in tomato Sauce 215g	FOB	15,600.0000	38,809.00	edit	delete	Copy

[+ Add One More Commodity](#)

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 screenshot shows a web browser window with the URL `test.pfu.govmu.org/dossier/second_schedule/25494`. The page displays a form for a second schedule dossier. At the top, there is a table with the following data:

Total Special Allowance	3,219.87
Cost Price	325,206.99
Conversion Ratio	39.03
Cost Price/ CIF or FOB	

Below the table is a section titled "Workflow comment" with a text area. Underneath is a checkbox section with two items:

- ☐ I hereby certify that all the particulars are true and correct
You will not be able to submit unless you agree
- ☐ I hereby certify no application for refund of duty has been made
You will not be able to submit unless you agree

Below the checkboxes, there are instructions: "Click Calculate below to see your figures without submitting" and "Click Submit Only when you are sure of your figures and ready to submit to pfu.(After Submission You will no longer be able to access this return.)". There is another checkbox:

- ☐ I hereby certify that the Ministry will be notified in case such application is made and refund of duty obtained
You will not be able to submit unless you agree

At the bottom of the form are two buttons: "Calculate" and "Submit". A blue callout bubble points to the "Calculate" button with the text: "Click here to automatically calculate or re-calculate the return prices."

At the bottom of the page, the "Current Status" is shown as "Not Yet Approved".

The screen changes to the layout below.

The screenshot shows the PFU system interface for a supplier invoice. The top section displays the invoice details: Supplier Invoice-497418, dated 9 Apr 2017, with a quantity of 15,600.0000. Below this is a table for the Third Schedule (importer only) with columns: Commodity, Quantity, Total Quantity, Total CIF, CIF Per Item, Total Cost, Freight, Insurance, Cost Price Per Unit, and Cost Price With Previous. The data row shows 'Pilchards in tomato Sauce 215g' with a total cost of 325,206.99. A callout points to the 'Total Cost' column with the text 'Display the commodity calculation for return.'

Commodity	Quantity	Total Quantity	Total CIF	CIF Per Item	Total Cost	Freight	Insurance	Cost Price Per Unit	Cost Price With Previous
Pilchards in tomato Sauce 215g	15600.00	54409.0000	321,987.12	20.64	325,206.99	0.00	0.00	19.84	1079265.86

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.

The screenshot shows a web browser window with the URL `test.pfu.govmu.org/dossier/second_schedule/25494`. The page displays a form for a return application. The form includes fields for 'Custom Duty' (0), 'Total Special Allowance', 'Cost Price' (325,206.99), and 'Conversion Ratio' (39.03). Below these fields is a 'Workflow comment' section. The form also contains two certification checkboxes: 'I hereby certify that all the particulars are true and correct' and 'I hereby certify no application for refund of duty has been made'. At the bottom, there are 'Calculate' and 'Submit' buttons, and a 'Current Status' section showing 'Not Yet Approved'. Three callouts are present: one pointing to the 'Check all' checkbox with the text 'Check all to submit the return', one pointing to the 'Submit' button with the text 'Click on the button Submit to send the commodity for approval by PFU', and one pointing to the 'Current Status' section with the text 'Display the application status'.

Custom Duty	0
Total Special Allowance	
Cost Price	325,206.99
Conversion Ratio	39.03
Cost Price/ CIF or FOB	

Workflow comment

A comment to put in the workflow log.

☒ I hereby certify that all the particulars are true and correct
You will not be able to submit unless you agree

☒ I hereby certify no application for refund of duty has been made
You will not be able to submit unless you agree

Click Calculate below to see your figures without submitting

Click Submit Only when you are sure of your figures and ready to submit to pfu. (After Submission You will no longer be able to access this return.)

☒ I hereby certify that the Ministry will be notified in case such application is made and refund of duty obtained
You will not be able to submit unless you agree

Current Status:
Not Yet Approved

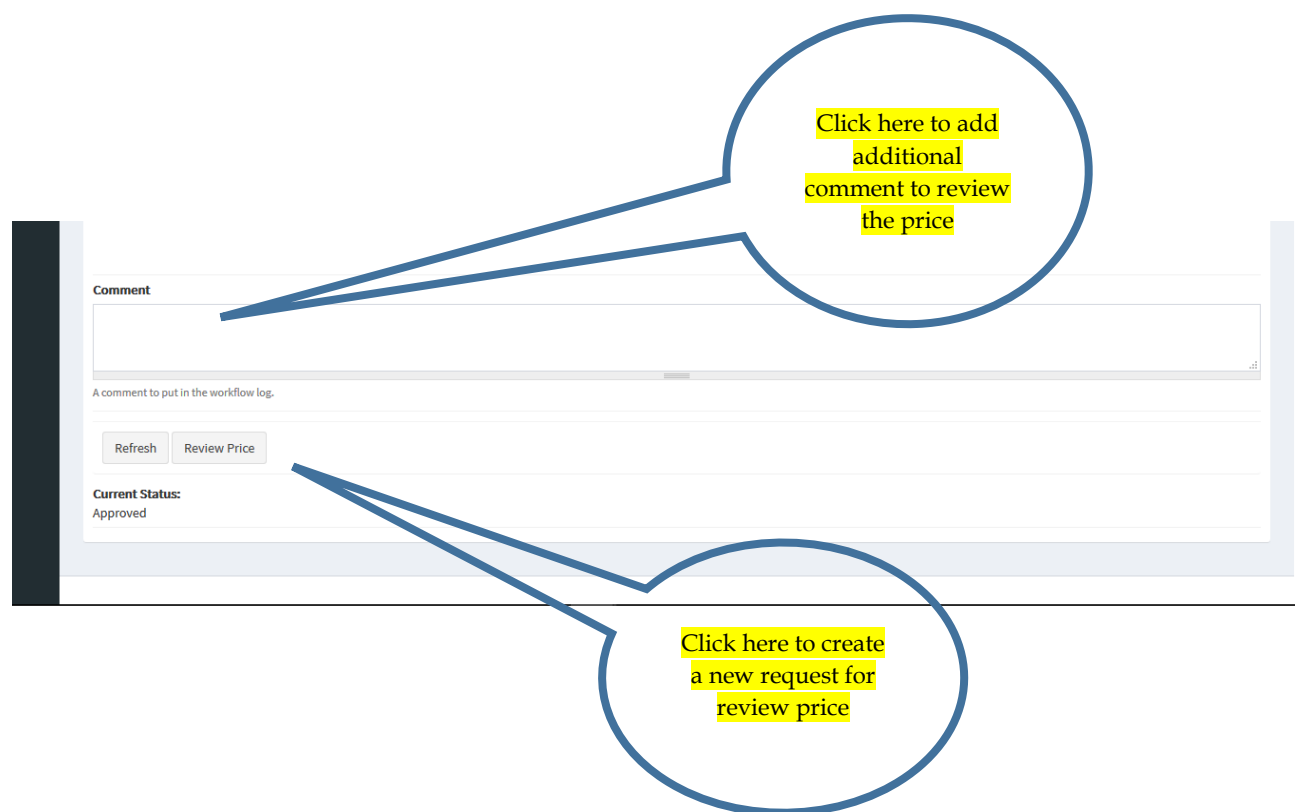
4.7 Final approval of unit price by PFU

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.



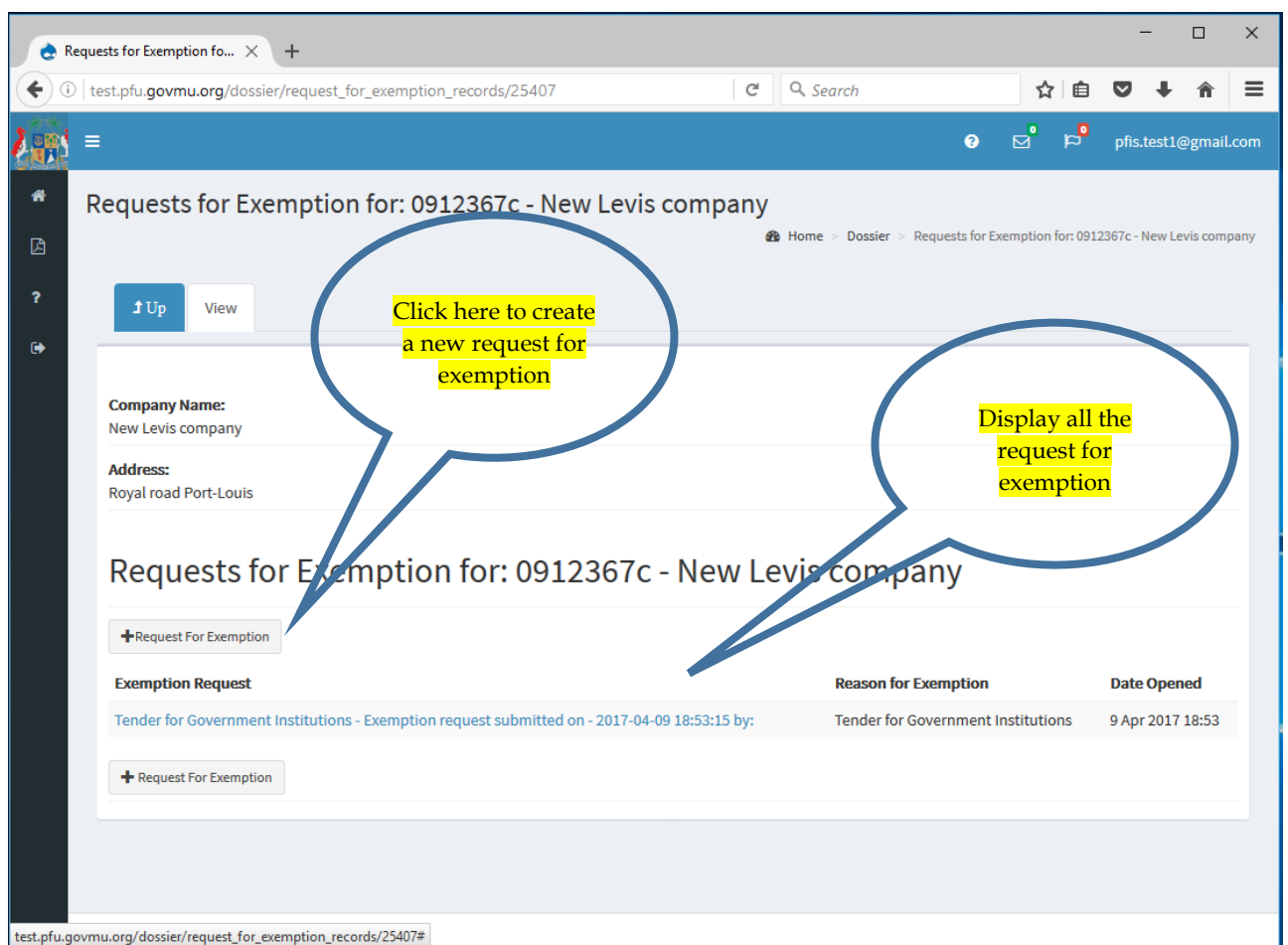
4.9 Requesting for Exemption

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.

The screenshot shows a web browser window with the URL `test.pfu.govmu.org/admin/structure/entity-type/dossier/request_for_exemption/add?de`. The page title is "Add Request for Exemption". The user is logged in as `pfis.test1@gmail.com`. The form contains the following fields and sections:

- Parent Dossier:** Requests for Exemption for: 0912367c - New Levis company
- Reason for Exemption ***: A dropdown menu with the placeholder text "- Select a value -".
- Add new Document type** (Left Column):
 - Bill of Entry Number ***: A text input field.
 - Date of Importation ***: A date picker showing "9 Apr 2017" with the example "E.g., 9 Apr 2017".
 - Bill of Entry ***: A file upload section with a "Browse..." button, the text "No file selected.", and an "Upload" button. Below it is a "More information" link.
 - Create Document type**: A green button.
- Add new Document type** (Right Column):
 - Invoice Number ***: A text input field.
 - Invoice Date**: A date picker showing "9 Apr 2017" with the example "E.g., 9 Apr 2017".
 - Supplier Invoice ***: A file upload section with a "Browse..." button, the text "No file selected.", and an "Upload" button. Below it is a "More information" link.
 - Create Document type**: A green button.
- Save**: A green button at the bottom left.

Annotations on the form:

- A speech bubble points to the "Reason for Exemption" dropdown with the text: "Select a Reason for exemption".
- A speech bubble points to the "Bill of Entry Number" field with the text: "Input the Bill of entry number and upload the scan copy and then click on the button Create Document type".
- A speech bubble points to the "Invoice Number" field with the text: "Input the Invoice number and upload scan copy of the supplier invoice document and then click on the button Create document type".

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.

Add Request for Exemption

Parent Dossier: Requests for Exemption for: 0912367c - New Levis company

Reason for Exemption *

- Select a value -

Bill of Entry *

Show row weights

Title	Operations
2345932232/0	Edit Remove

Add new Document type

Save

Invoice for exemption *

Show row weights

Title	Operations
234561	Edit Remove

Click here to add a new document bill of entry

The screen changes to the layout below.

Add Request for Exemption

Parent Dossier: Requests for Exemption for: 0912367c - New Levis company

Reason for Exemption *

- Select a value -

Bill of Entry *

Show row weights

Title	Operations
2345932232/0	Edit Remove

Add new Document type

Save

Invoice for exemption *

Show row weights

Title	Operations
234561	Edit Remove

Click here to add a new document bill of entry

Bill of Entry Number *

Date of Importation *

9 Apr 2017

E.g., 9 Apr 2017

Bill of Entry *

Browse... No file selected. Upload

More information

Create Document type Cancel

Save

Click here to Save and submit the request for exemption to PFU

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.