

# Price Fixing Unit

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PRICE FIXING INFORMATION SYSTEM (PFIS)

User Manual

VERSION 1.02

APRIL 2017

Ministry of Industry,  
Commerce and  
Consumer Protection



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## 2 Acronyms used in this manual

<b>Acronym</b>	<b>Meaning</b>	
PFIS	Price Fixing Information System	
PFU	Price Fixing Unit	
URL	Uniform Resource Locator	

## 3 Introduction

### 3.1 How to Contact the System Administrator

If you need any form of support whilst using this application, you should contact the System Administrator at the following:

<b>Name</b>	
<b>Email Address</b>	
<b>Help Desk number</b>	
<b>URL for fault reporting</b>	

### 3.2 About the PFIS system

The Price Fixing Information System of the Price Fixing Unit (PFU) of the Ministry of Industry, Commerce and Consumer Protection 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:

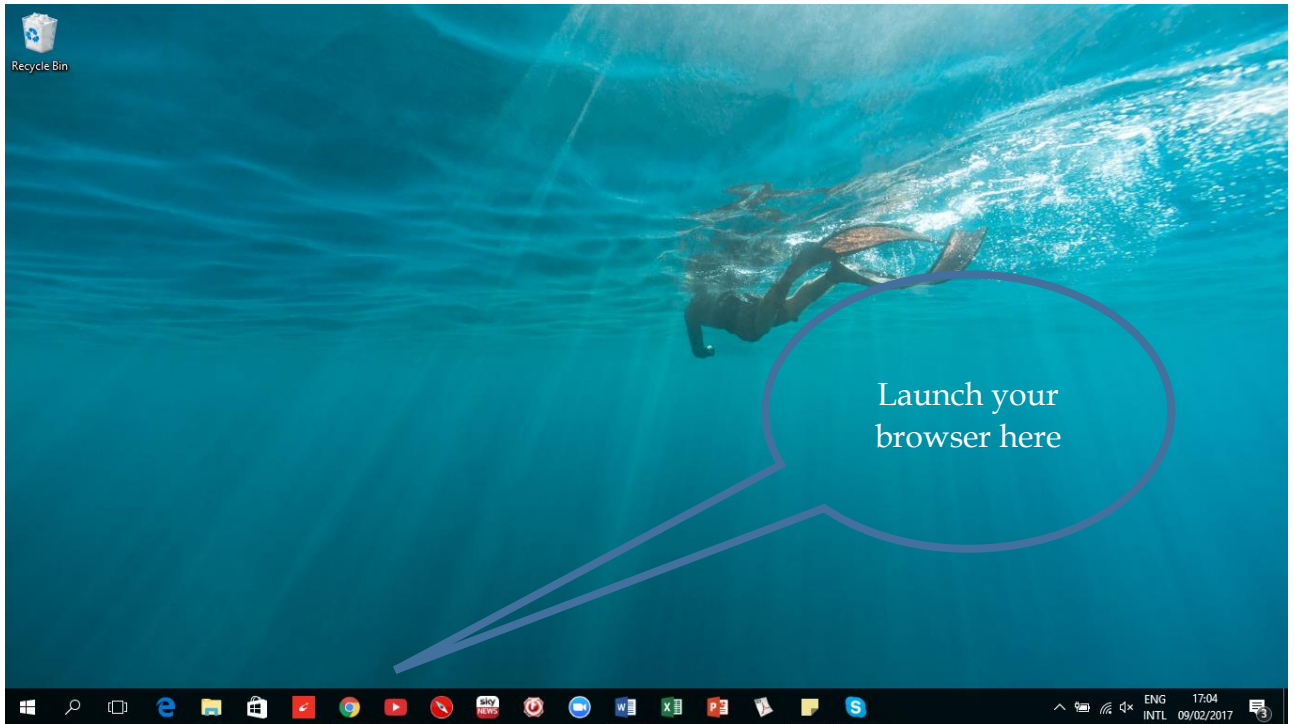
<https://www.google.com/chrome/>

Other compatible browsers are the **latest version or release** of:

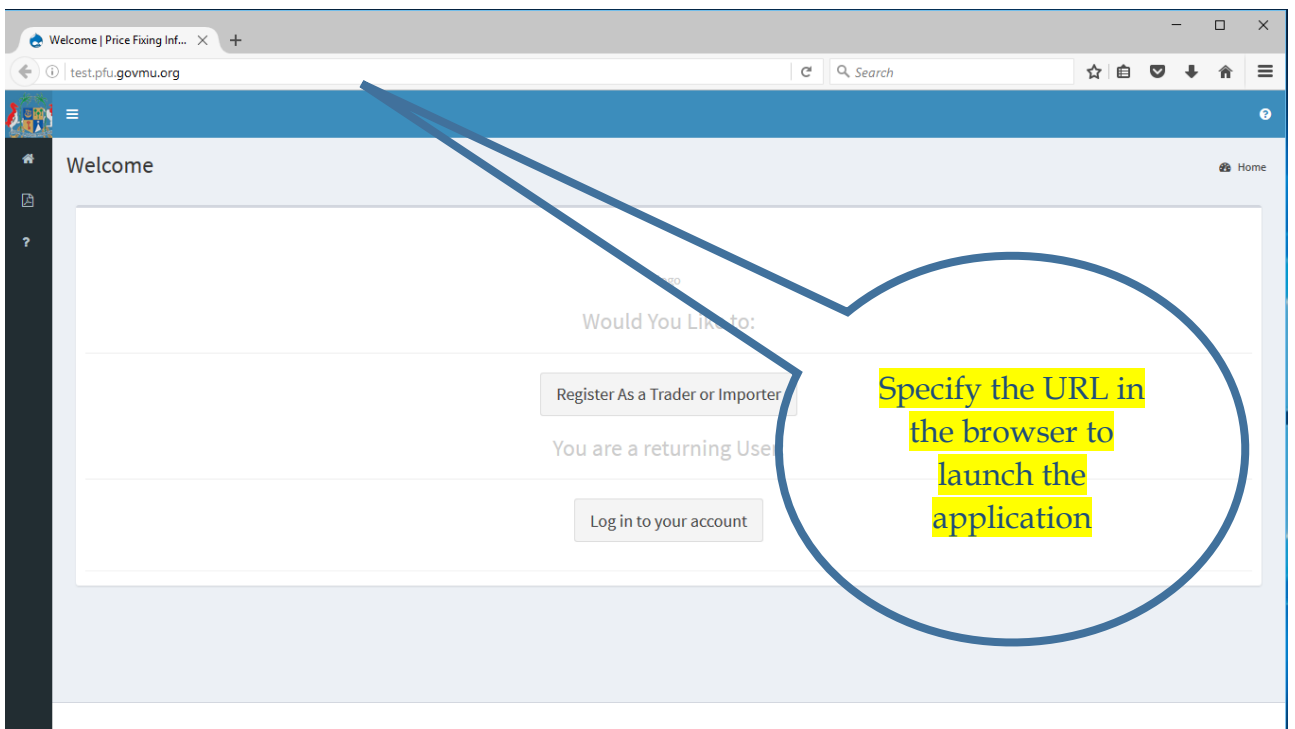
1. Firefox
2. Internet Explorer
3. Chrome
4. Safari
5. Opera.

### 3.3 Launching the Application

1. Launch the web browser from your workstation desktop.



2. In the browser, type the URL for the system: <http://pfu.govmu.org>



## 4 Overview of the system

### 4.1 Introduction

The system was introduced in March 2017 in order to speed up the submission and processing of importers returns in compliance with regulations.

### 4.2 Outline of functions

The system is used by Importers to carry out the following functions:

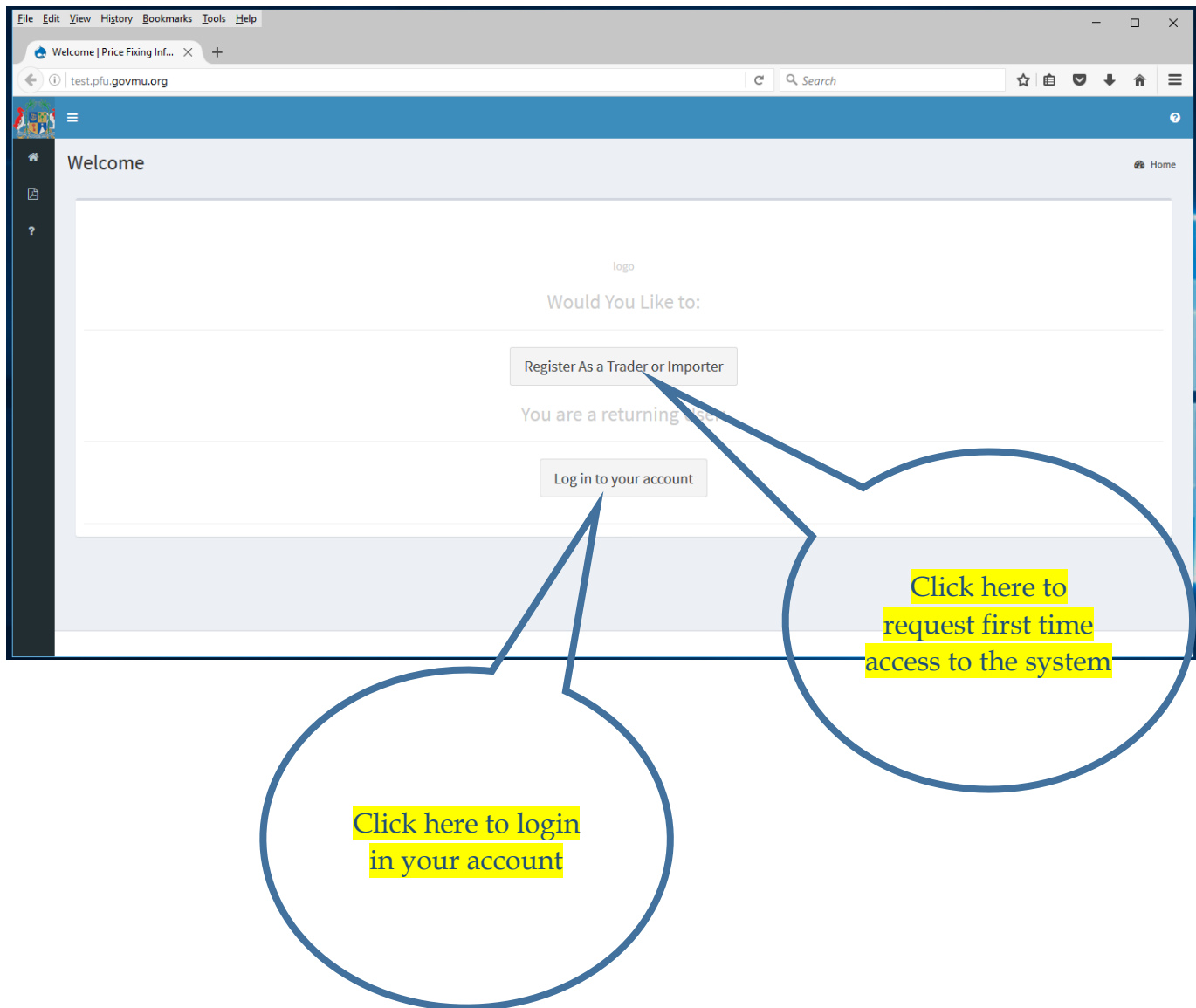
- Register an Importer's account  
An Importer can only make online submission of returns after registering and obtaining an account on the system.
- Entering the source data relating to importation of price controlled commodities  
Source data consists of documents and the information that they contain, related to the importation of price controlled commodities.
- Calculating and recalculating 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 calculations of unit price of each item, the data can be submitted. The PFU will be notified accordingly and the verification and approval process will be immediately initiated.
- Request to review the price approved by PFU  
When the Importer is not satisfied with the approved price by PFU, he has one working day to request for price review.

## 5 Getting Started

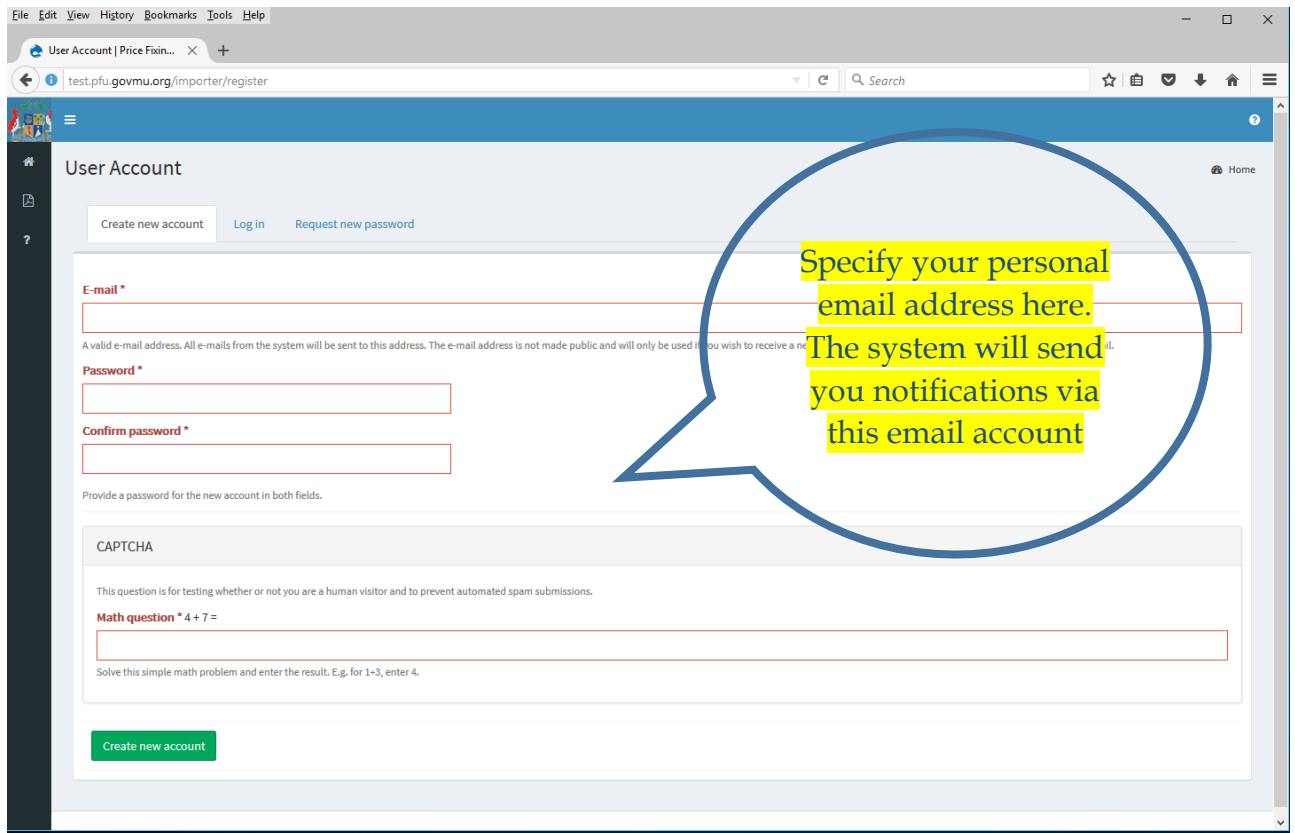
### 5.1 Accessing your system

#### 5.1.1 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 using the link labelled [Register As a Trader or Importer](#), as shown below:



The screen changes to the layout below.



The screenshot shows a web browser window displaying the 'User Account' registration page. The page includes fields for 'E-mail', 'Password', and 'Confirm password', along with a CAPTCHA section. A blue callout box with a speech bubble tail points to the 'E-mail' input field. Inside the callout, the text reads: 'Specify your personal email address here. The system will send you notifications via this email account'. The 'E-mail' field is currently empty. Below the password fields, there is a note: 'Provide a password for the new account in both fields.' The CAPTCHA section contains a math question: 'Math question \* 4 + 7 =' with an empty input field below it. A green 'Create new account' button is located at the bottom left of the form.

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:

6. Allow an authorised representative of the Importer to log on to the system and prepare and submit returns online on behalf of the Importer,
7. 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.

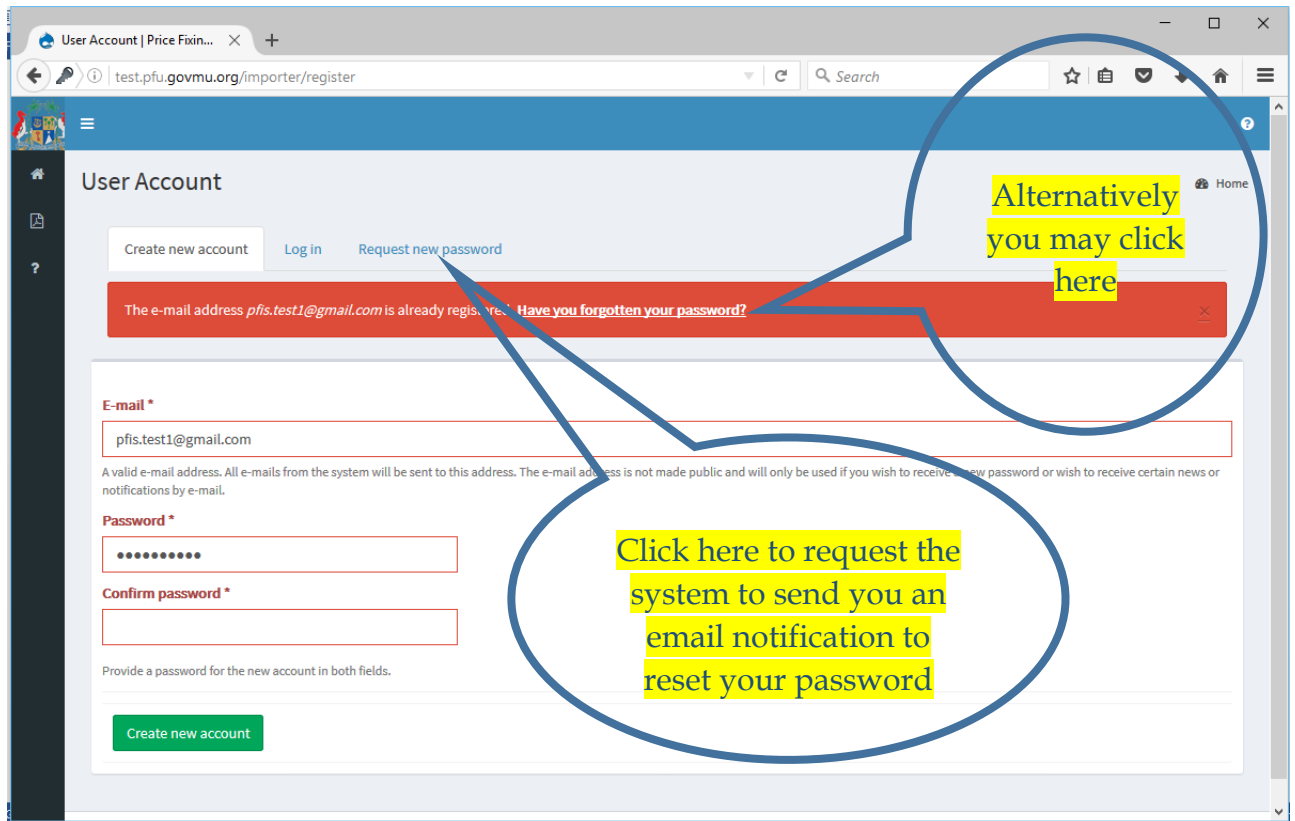
### 5.1.2 In case you have forgotten your password

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:

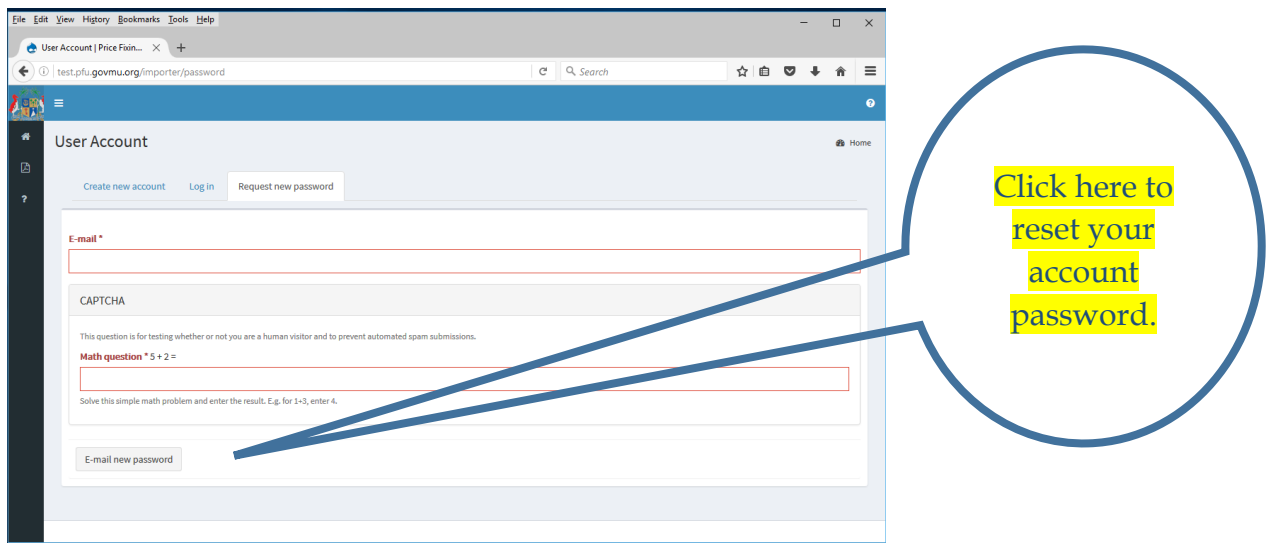


- The name *<email address>* is already taken.
- The e-mail address *<email address>* is already registered. **Have you forgotten your password?**

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



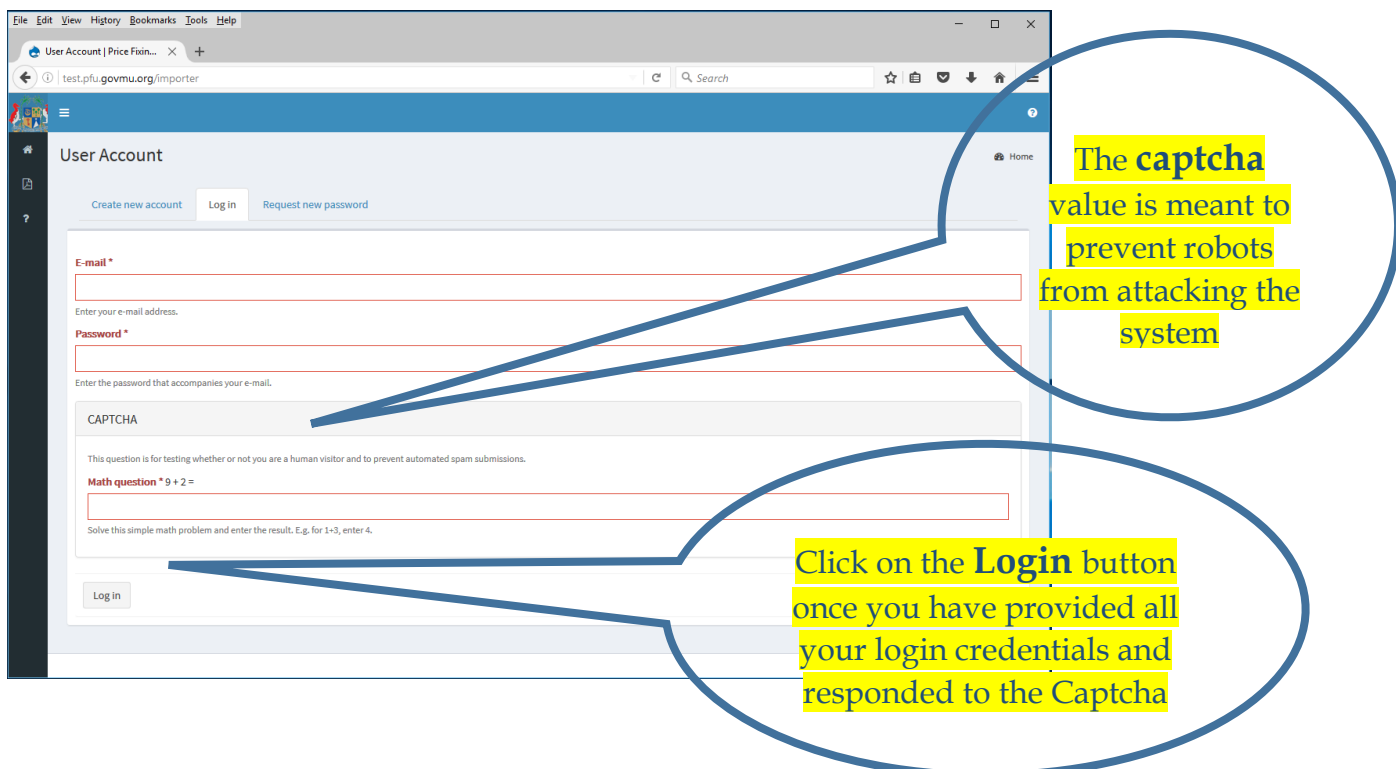
The screen changes to the layout below.



The system will send a mail to the specific entered email when click on the **E-mail new password** button. The mail will contain a link to reset your password.

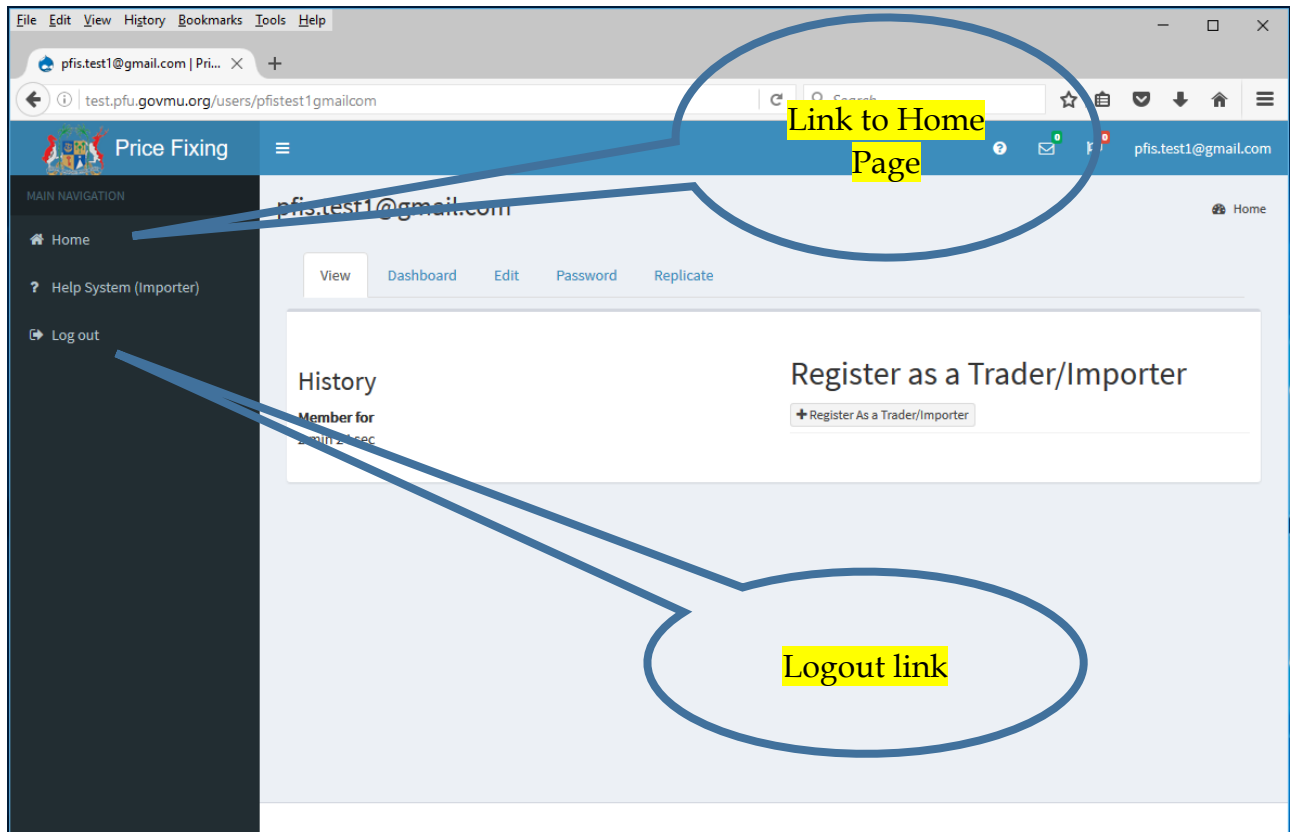
### 5.1.3 Logging in

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



### 5.1.4 Successful login

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



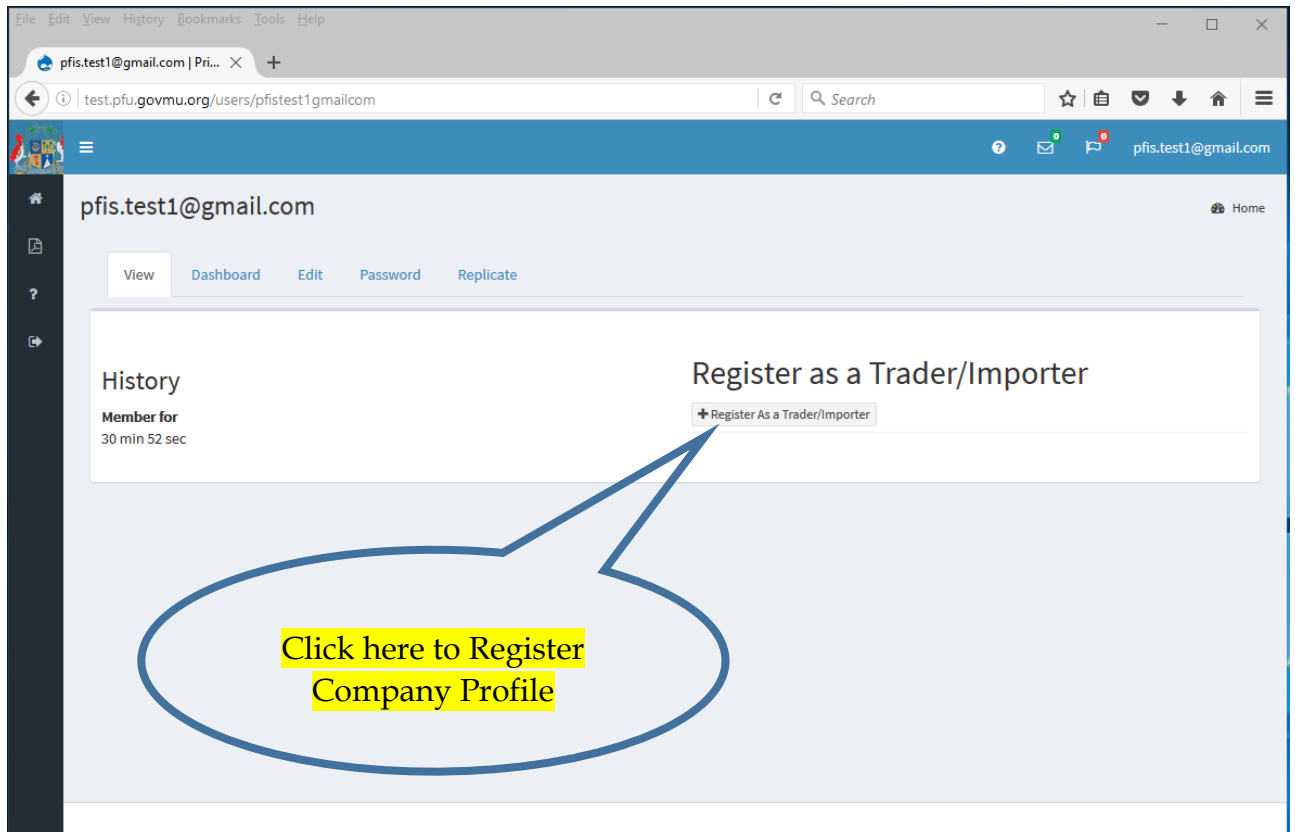
The menu contain the following link:

- Home  
Link to user home page
- Help System (Importer)  
Link to display importer help page
- Logout  
Link to logout the user from the system

## 6 Using the system

### 6.1 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 the document that must be submitted is the Trading Licence.



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/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.
- Is your company VAT registered? \***: Radio buttons for "Yes" and "No", with "No" selected.
- Business Registration Certificate**: A section with the instruction "Please upload a scanned copy of your Business Registration Certificate". It includes a "Browse..." button, "No file selected.", 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.
- Save**: A green button at the bottom left.

A blue callout bubble on the right side of the form contains the text: "Specify your company details and upload a scan version of the BRN/VAT certificate in pdf/jpeg format".

When click on **Save** button, the company details are register in the system and the page is redirect to the Importer profile page.

After successful company profile registration a mail is send to the PFU to process the account validation. Until the account is validate by the PFU a status **In progress** is display on the Importer profile under the "**Status for Registration of Importer/Trader:**" section.

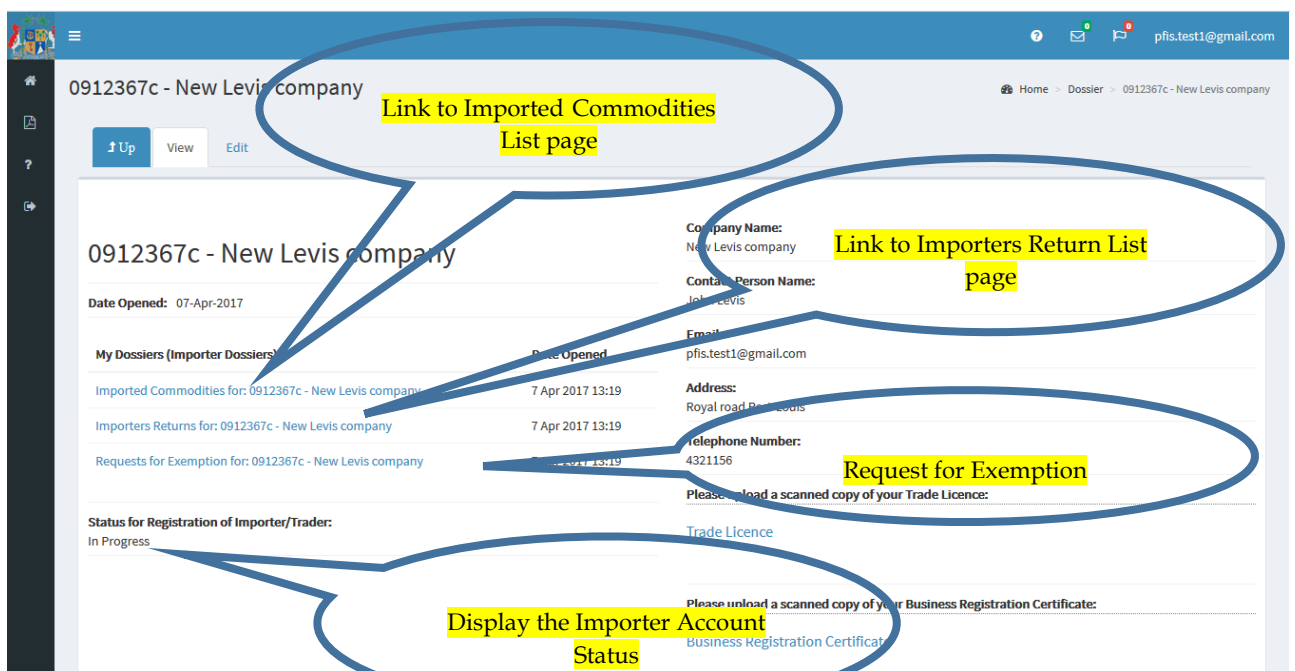
After account validation by PFU, a mail is send to the Importer and the status changes to **Approved**.

## 6.2 Importer profile

The Importer profile page display the Importer company detail and link to other functionality.

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

- Imported Commodities List  
Display all the imported commodities in his profile
- Importers Return List  
Display all the returns submitted to PFU
- Request for Exemption  
Display all the Exemption requested by the Importer



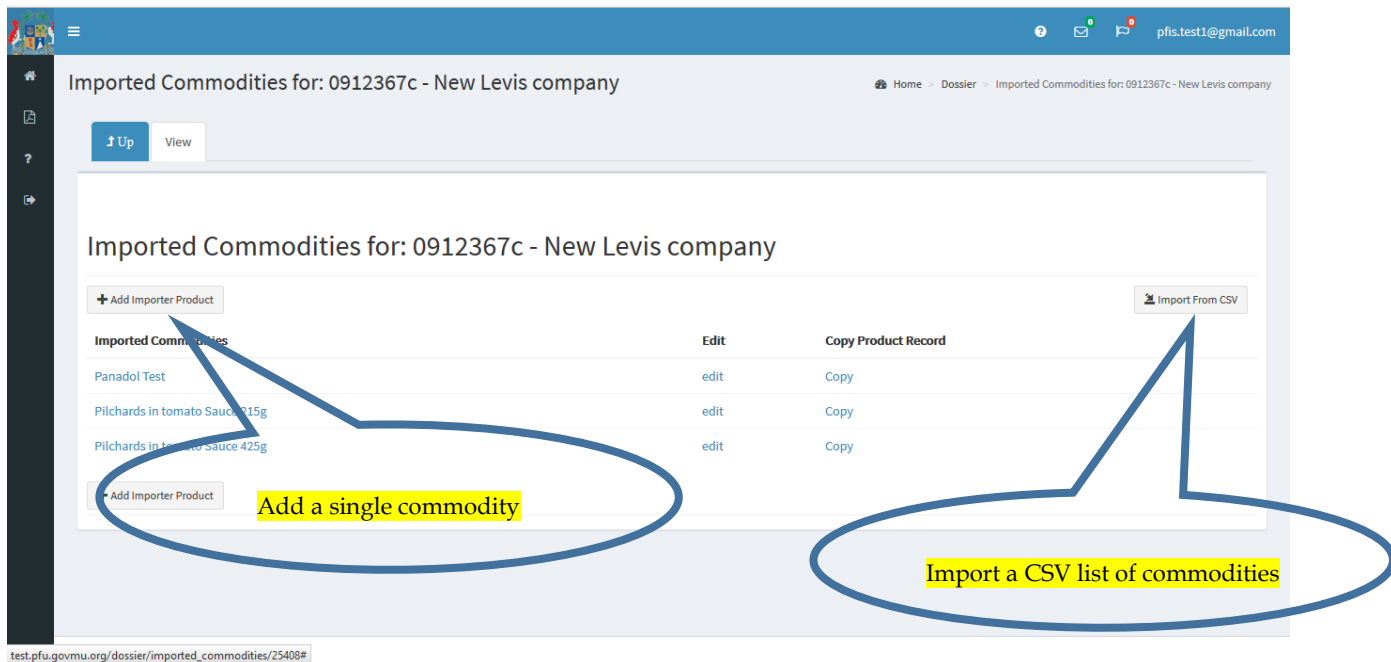
## 6.3 Importer Commodities

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

The commodity can be added once and use many times in multiple returns.

To add commodity the Importer can click 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 CSV list of commodities with the **Import from CSV** button



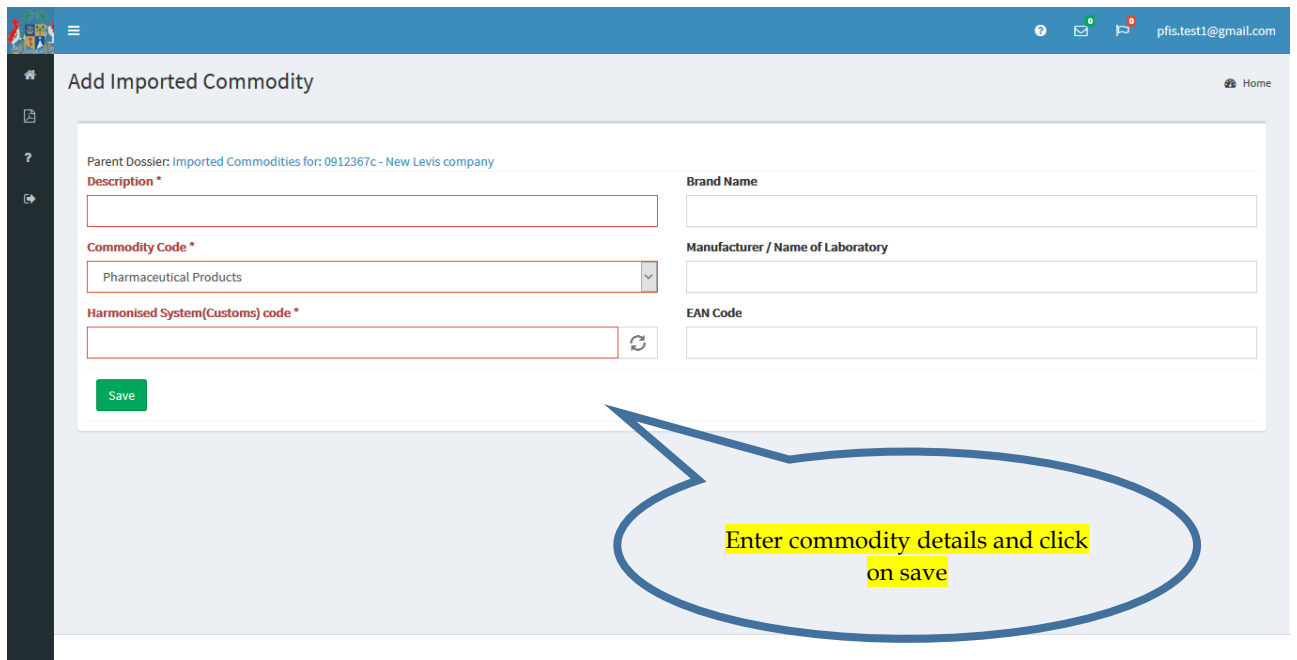
### 6.3.1 Add Importer Product

When click on **Add Importer Product** button, the Importer can add new commodity in his profile.

After save the new added product is display in the Imported Commodities Section.

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

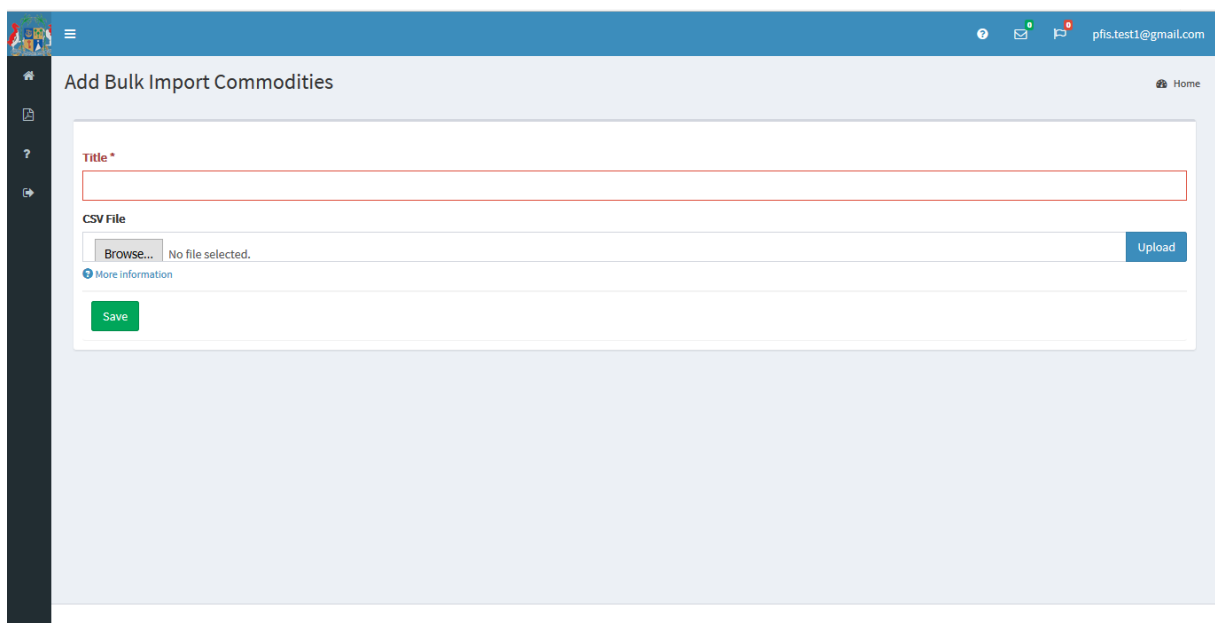
The Copy function will duplicate an existing commodity and create a new one with the same details as the reference commodity.



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

### 6.3.2 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 importer must complete a list of commodities save in CSV format and then upload it to the system and then click Save.

### 6.3.3 Create CSV list of commodities

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

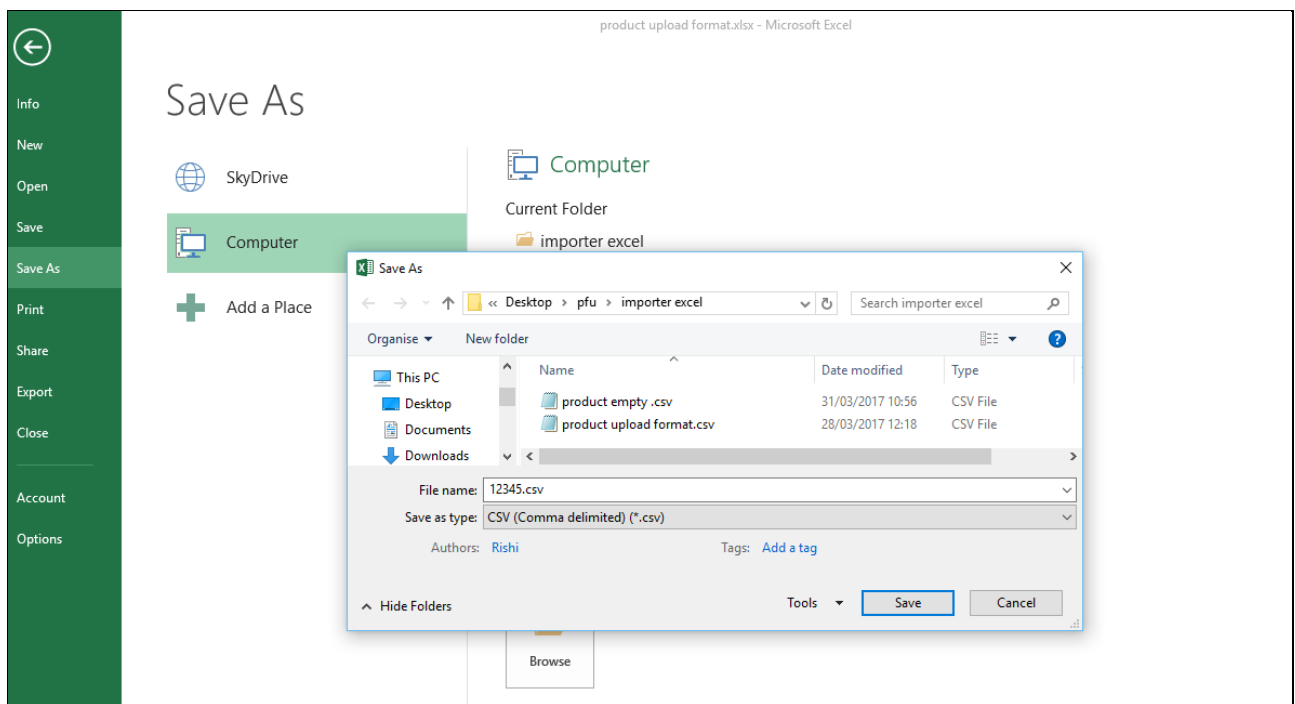
Excel example:

	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							
7							

The Importer must input all the necessary fields in a row to complete a commodity 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.  
 Only the type specific in the sheet Commodity Code must be added to the product row.
- 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?**  
 The template contain a list of key words in the sheet List of Tyres or Tubes.  
 It is only applicable for product commodity code Tyres or Tubes  
 All other product commodity code add 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 contain 3 mandatory fields:

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

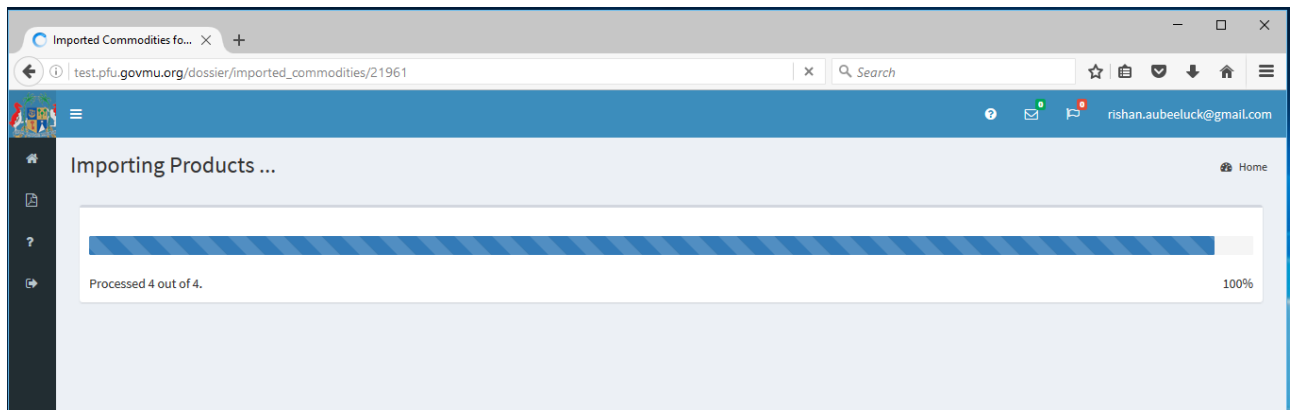
System validation on upload of the CSV file:

- If one of the 3 mandatory fields are missing in a row, the system will skip the row and the data will not be save in the system.
- If the product Commodity Code key is not the same from the Sheet "Commodity Code", the system will skip the row and the data will not be save in the system.
- If the product HS Code key is not a genuine code, the system will skip the row and the data will not be save in the system.
- If the product name already exists in the system, the system will skip the row and the data will not be save in the system.

To upload the CSV file:

1. Type a 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



## 6.4 Importer Returns to PFU

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

The return consist of three step before submit the return:

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

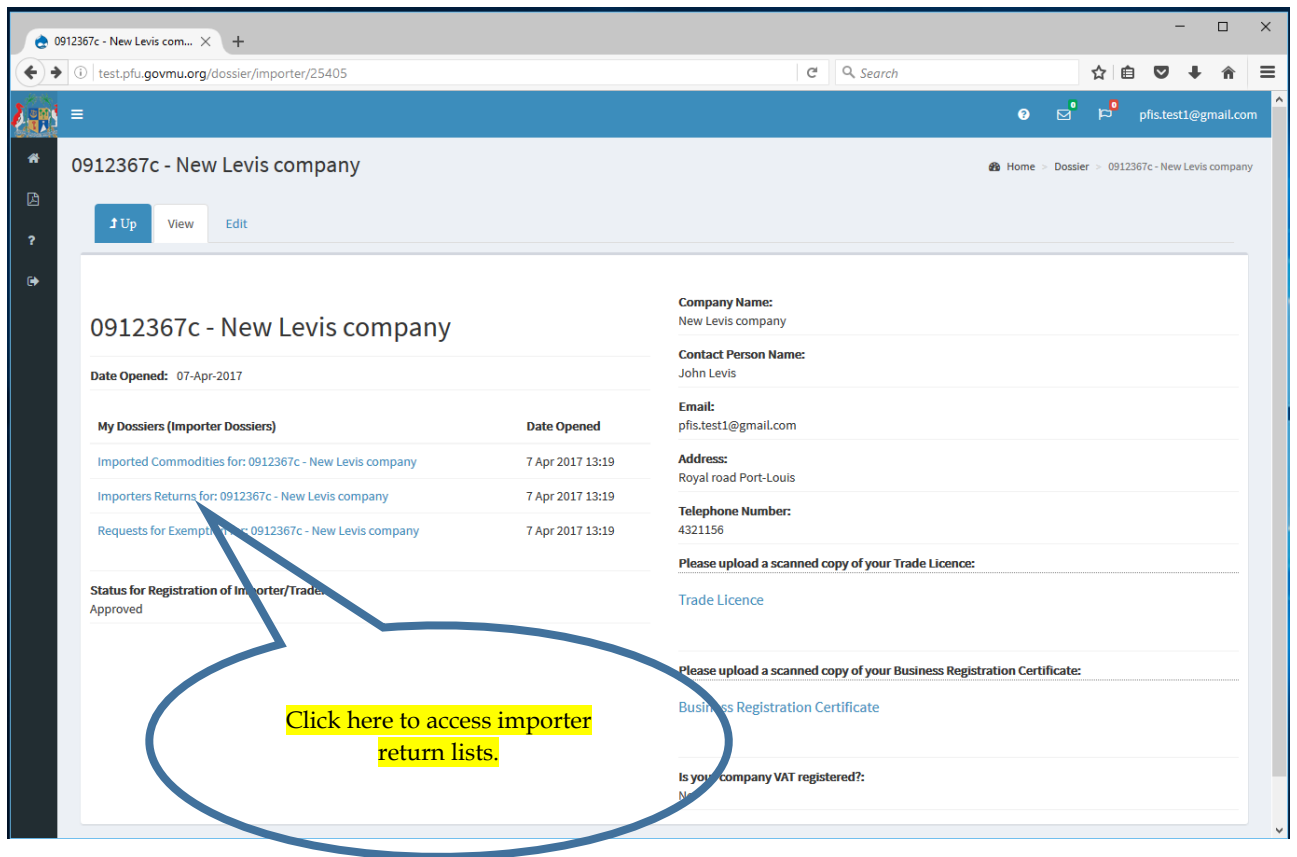
### 6.4.1 Display Importer Returns list

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

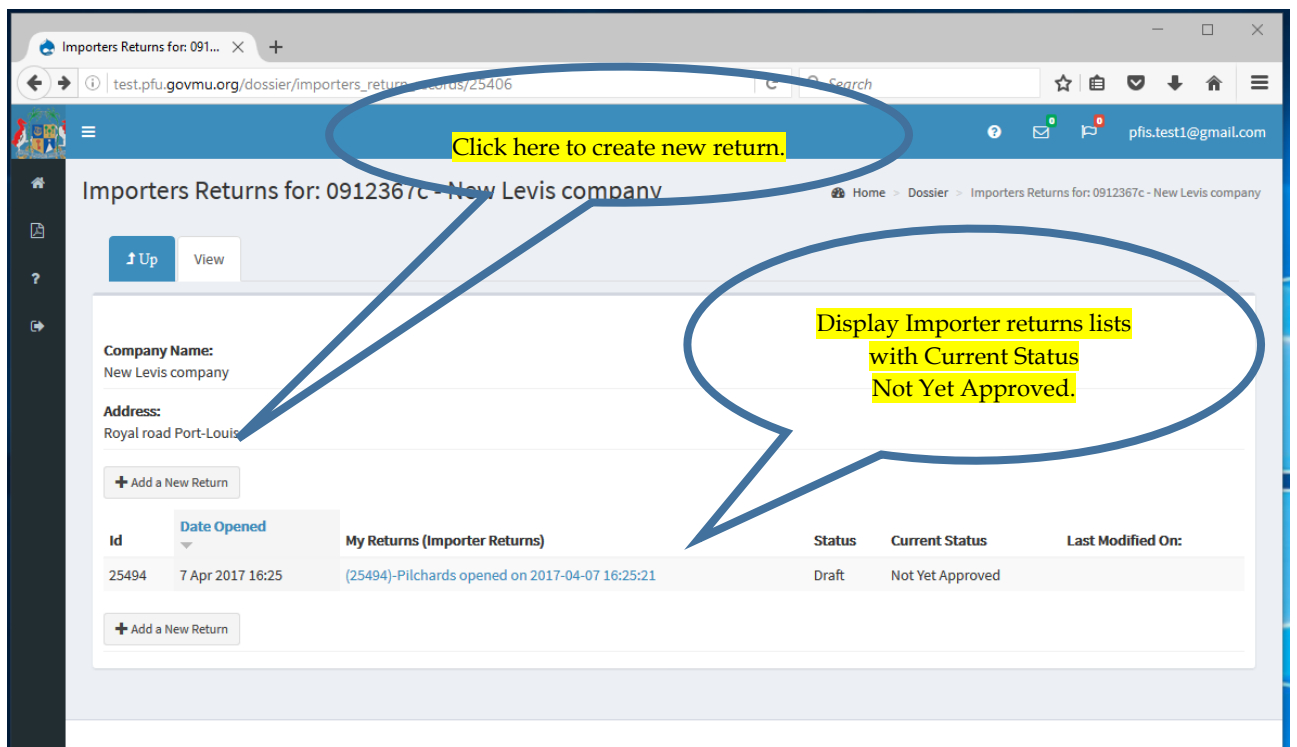
The list contain all the returns created by the Importers which are sorted by the last Date Opened field.

The My Returns (Importer Returns) field display a description of the return application in a format commodity type and return date opened.

The status field display the return status, which is to daft when the importer has not submitted the return to PFU.



The screen changes to the layout below.

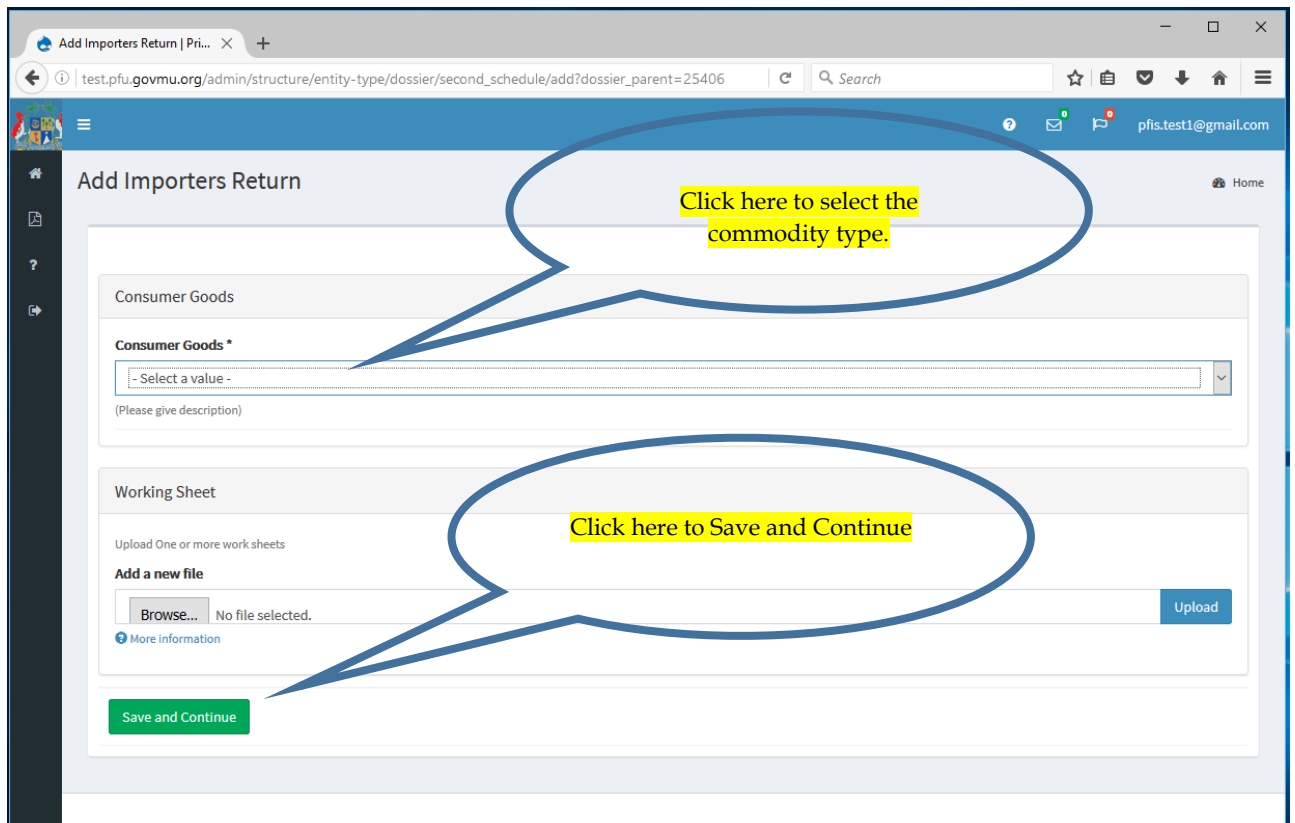


### 6.4.2 Create new return

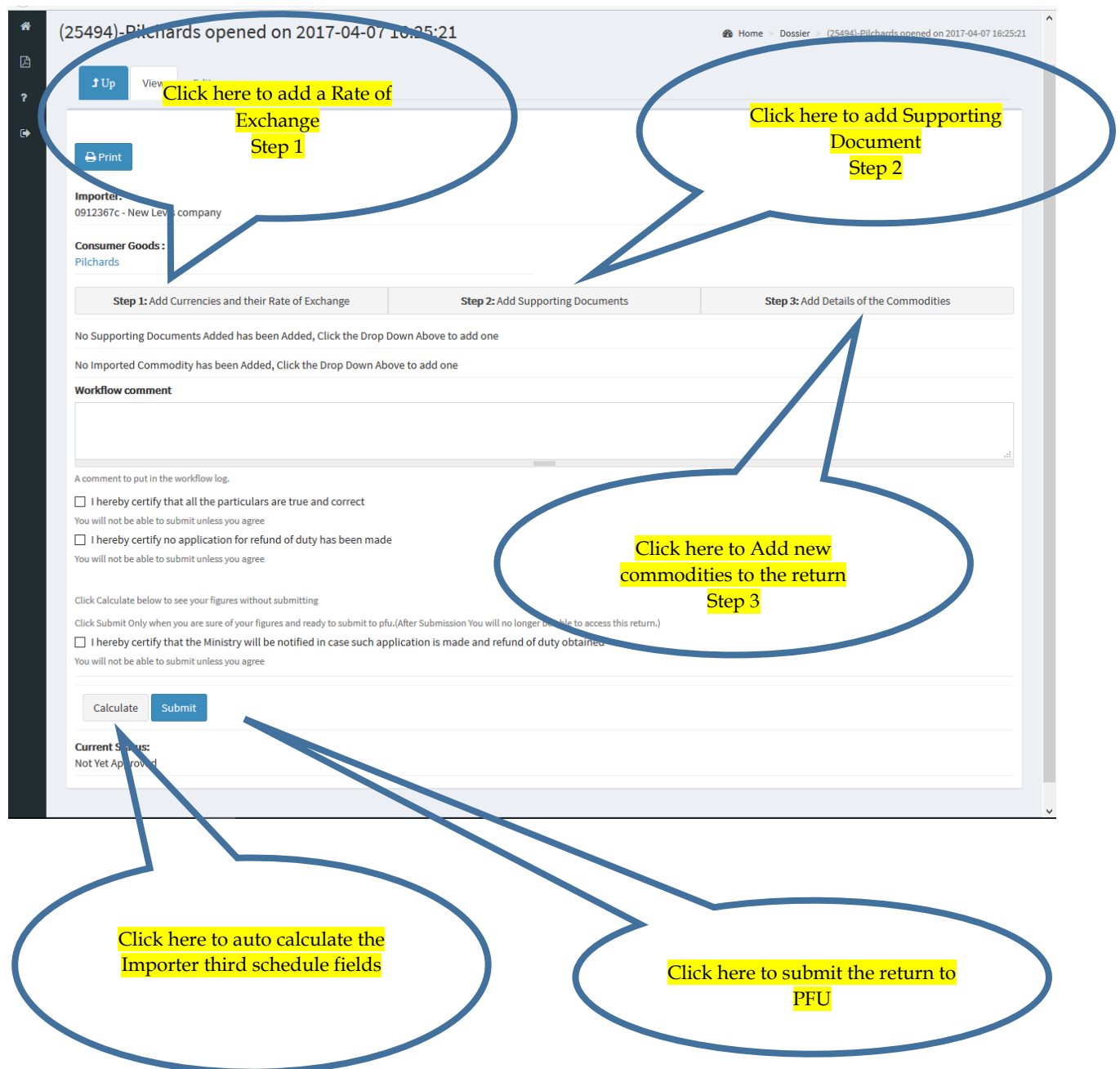
To create a new return, click on the button **“Add a New Return”** in the Importer Returns List page.

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

Once the return have been created, it will be display in the Importer return list page.



The screen changes to the layout below.



To submit a return the Importer must complete all the step necessary, together with supporting documents. Once he is satisfy with the calculation of his input, click on the button "**Submit**" to submit the return to PFU.

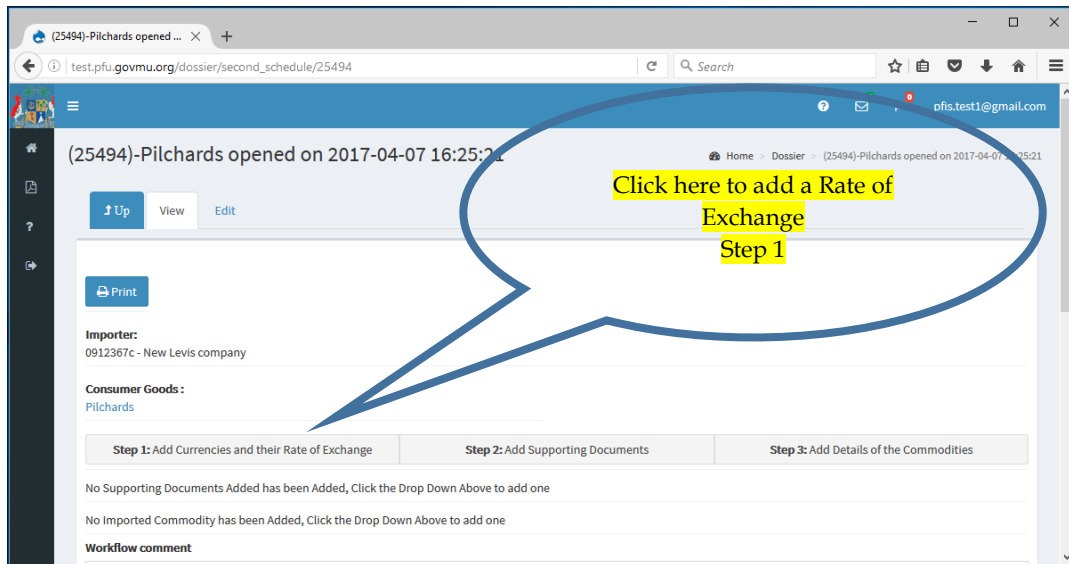
The return consist of three step before submit:

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

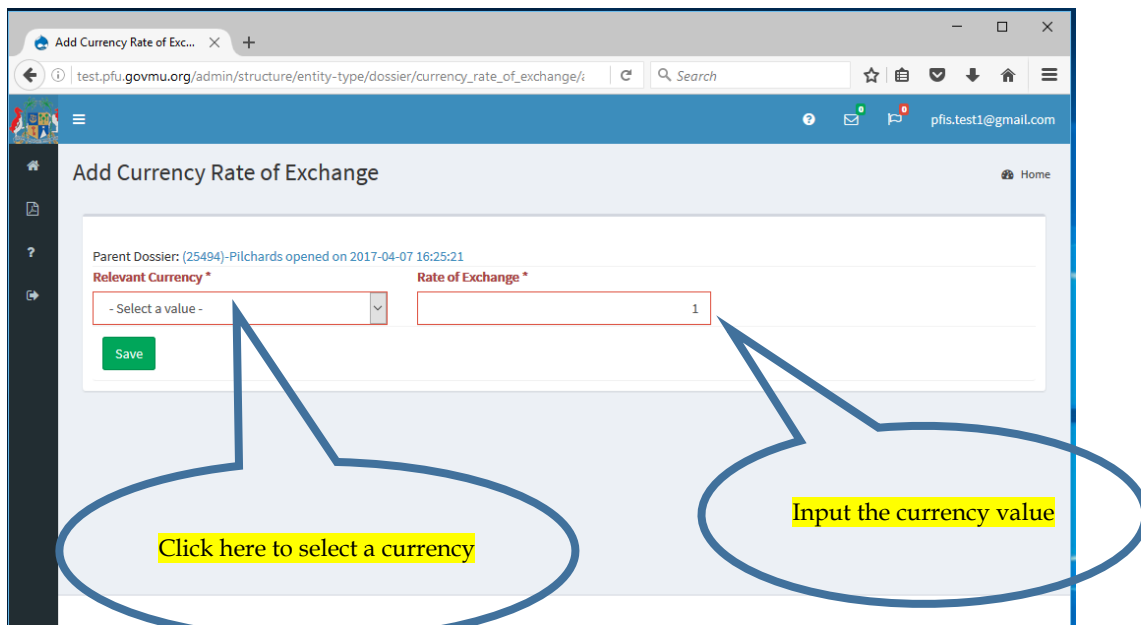
### 6.4.3 Step 1: Add Currencies and their Rate of Exchange

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

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

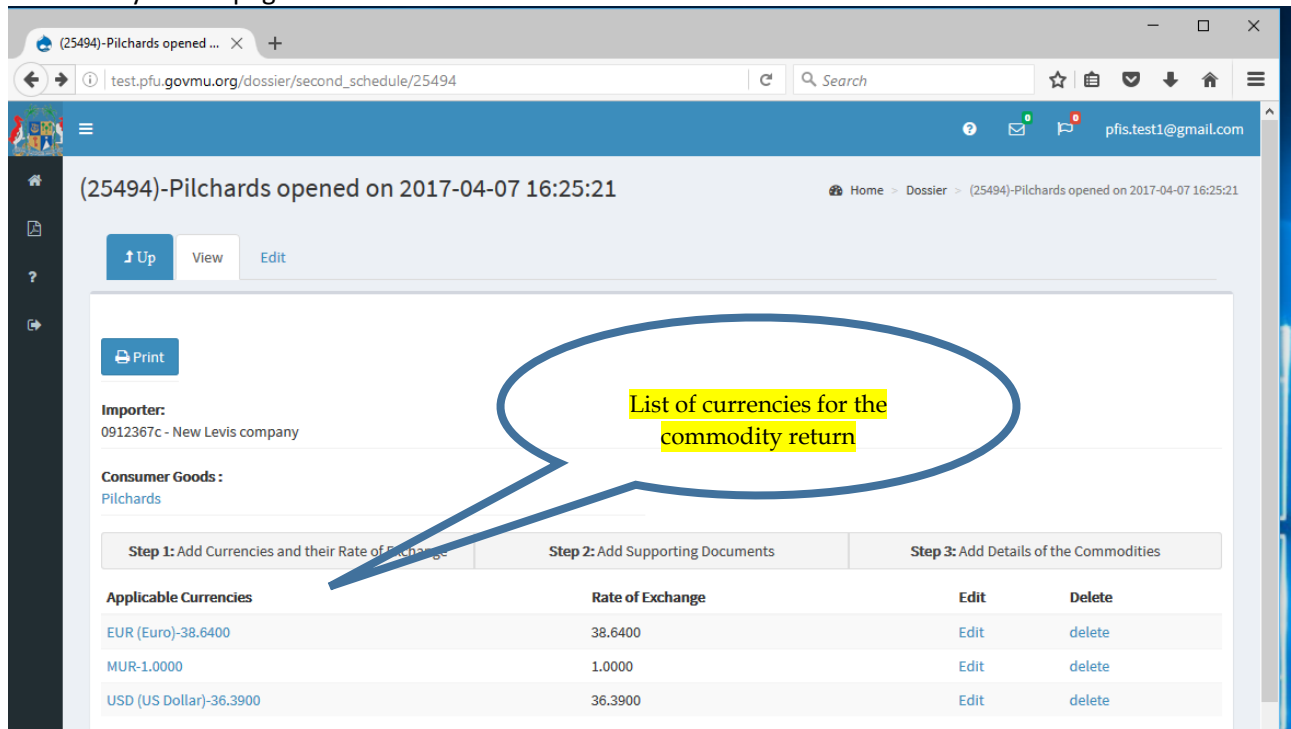


The screen changes to the layout below.



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

Once added the currencies and exchange rate are display under the “Applicable Currencies” section in the commodity return page.



The screenshot shows a web browser window with the URL `test.pfu.govmu.org/dossier/second_schedule/25494`. The page title is "(25494)-Pilchards opened on 2017-04-07 16:25:21". The page content includes a navigation bar with "Up", "View", and "Edit" buttons, and a "Print" button. Below this, there is a section for "Importer:" with details "0912367c - New Levis company" and "Consumer Goods: Pilchards". A progress bar shows three steps: "Step 1: Add Currencies and their Rate of Exchange", "Step 2: Add Supporting Documents", and "Step 3: Add Details of the Commodities". The "Applicable Currencies" table is visible, listing EUR, MUR, and USD with their respective exchange rates and edit/delete options.

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

### 6.4.4 Step 2: Add Supporting Documents

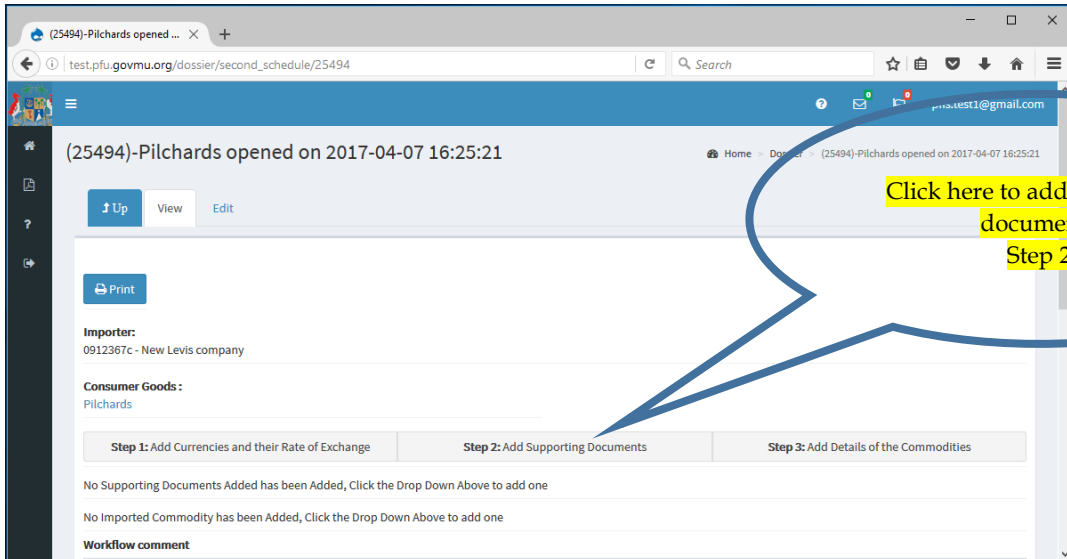
The Importer can add different type of supporting documents to the return application and upload it to system.

List of different supporting documents:

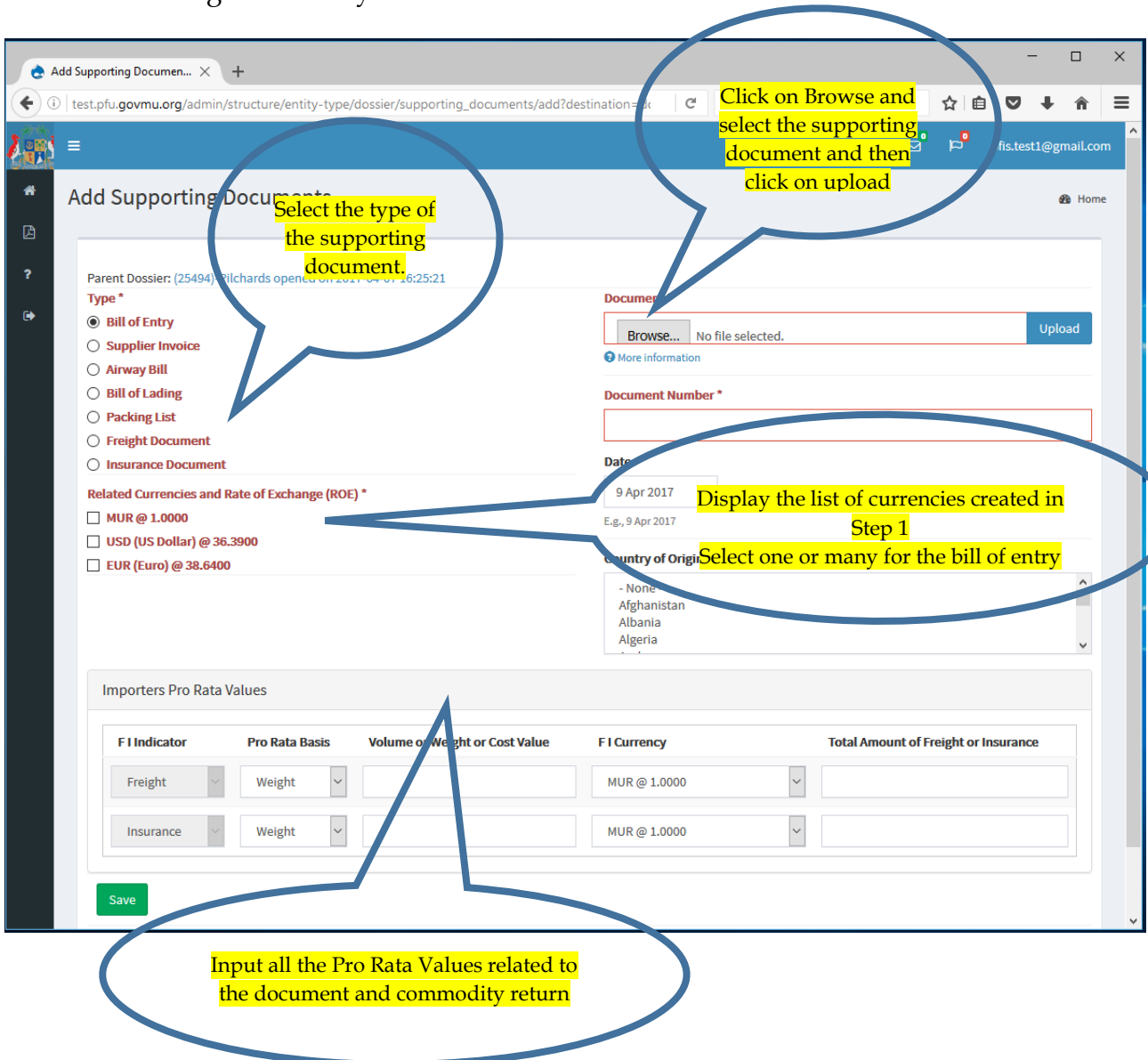
- Bill of Entry
- Supplier Invoice
- Airway Bill
- Bill of Lading
- Packing List
- Freight Document
- Insurance Document

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.



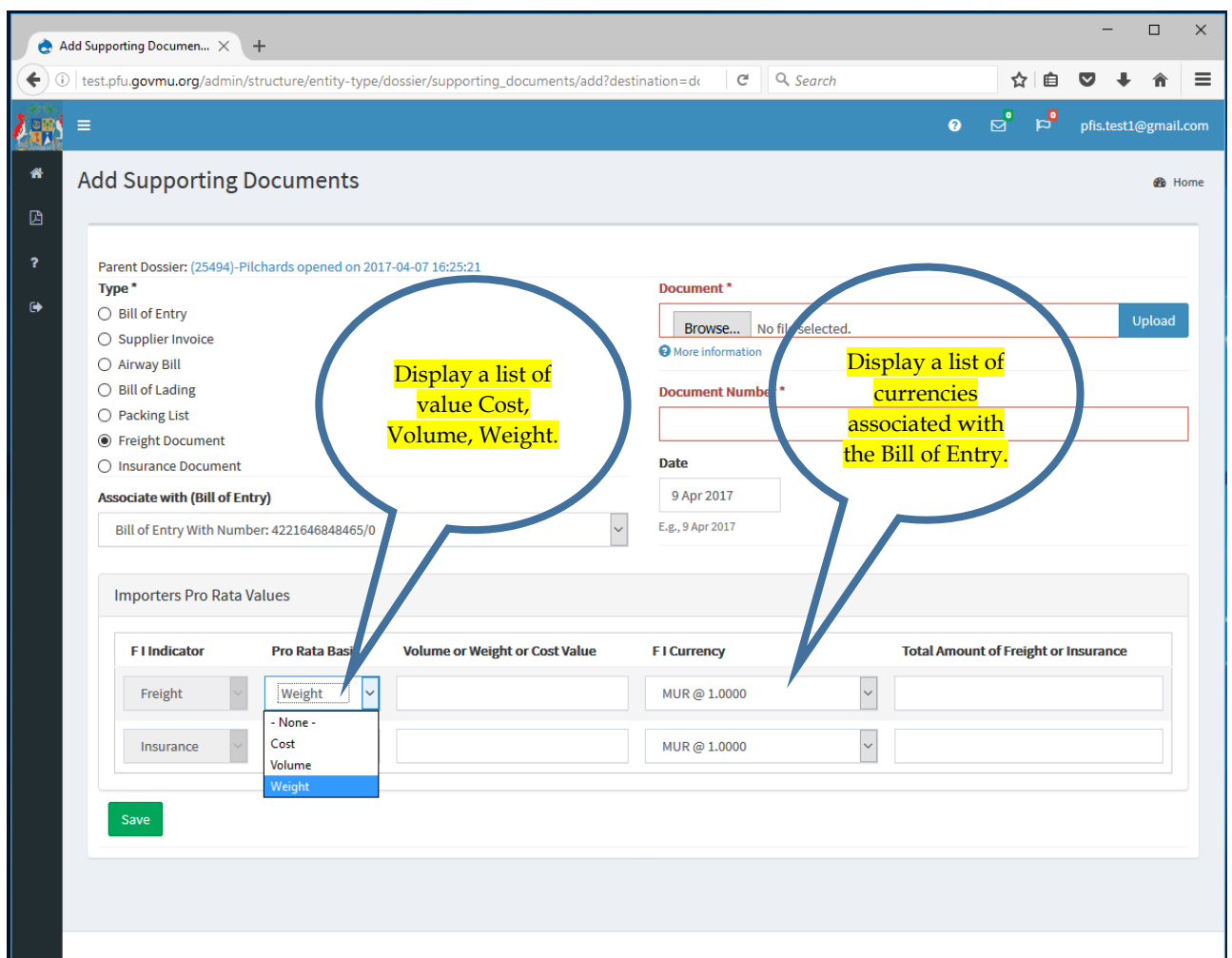
Select a type base on the supporting document to be uploaded and input all the data related to the document.

Order to create supporting document:

1. First create a supporting document of type **Bill of Entry**  
This supporting document is compulsory for the commodity return and is use to associate other document to the commodity return
2. Add other supporting documents related to the commodity return

### The Importer Pro Rata Values

This section display 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

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)**

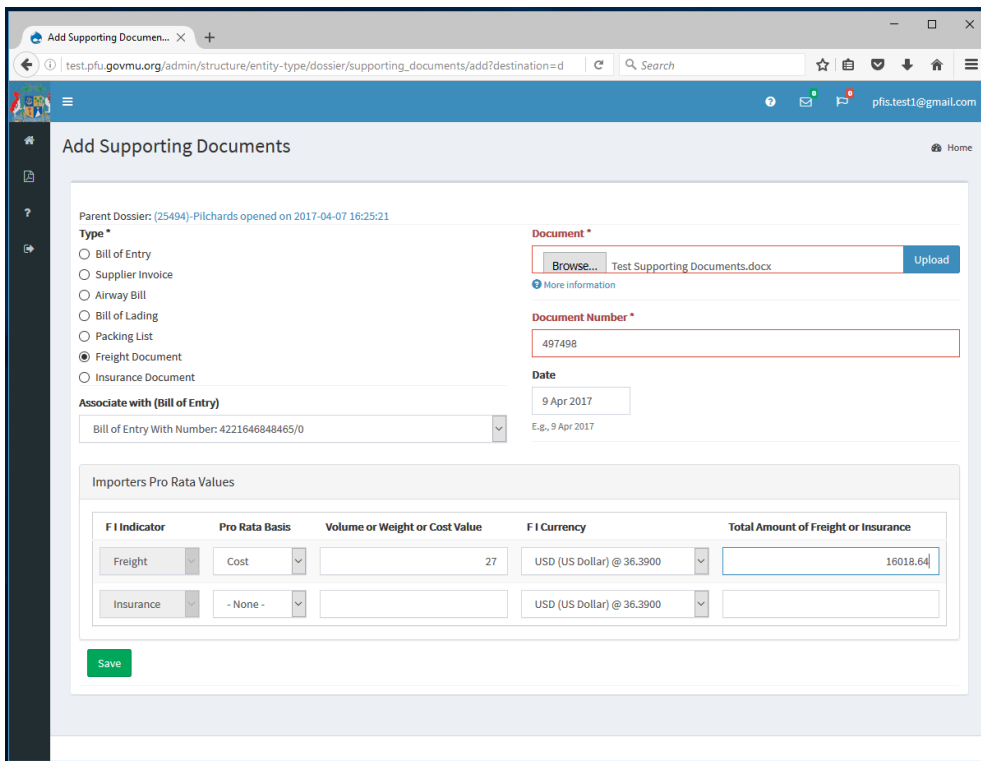
Bill of Entry With Number: 4221646848465/0

**Importers Pro Rata Values**

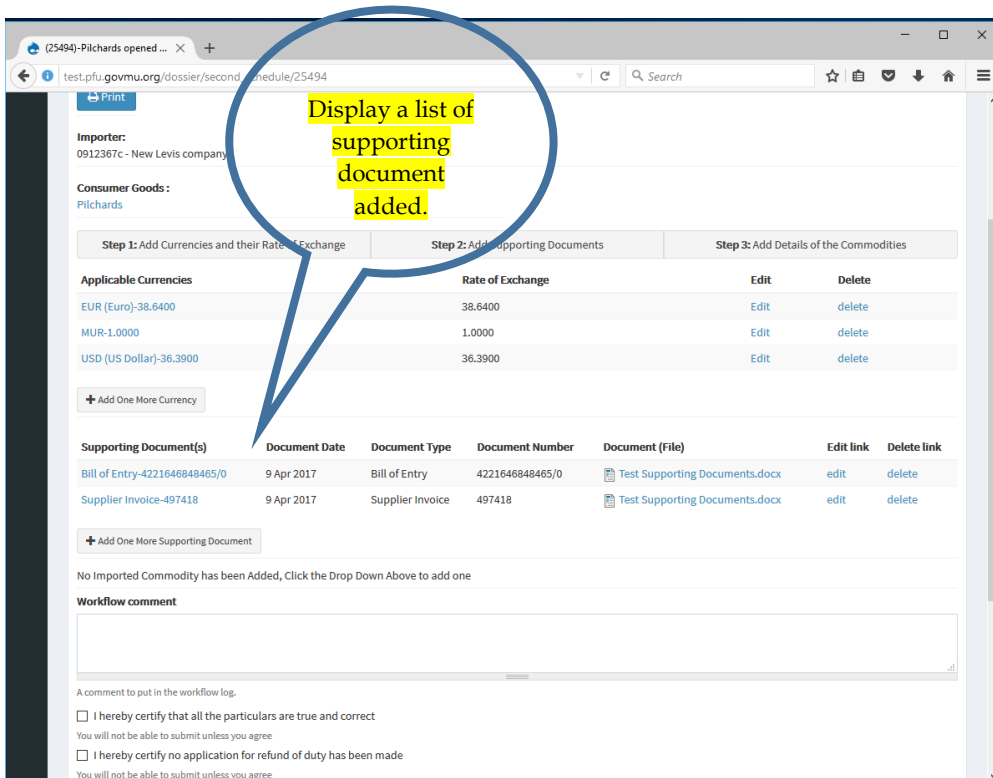
F I Indicator	Pro Rata Basis	Volume or Weight or Cost Value	F I Currency	Total Amount of Freight or Insurance
Freight	Cost	75600	USD (US Dollar) @ 36.3900	1523
Insurance	Cost	75600	USD (US Dollar) @ 36.3900	241.50

Save

- **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 document added to the commodities are display under the supporting document section. They can be edit with the link edit or delete with the link delete associated to them.



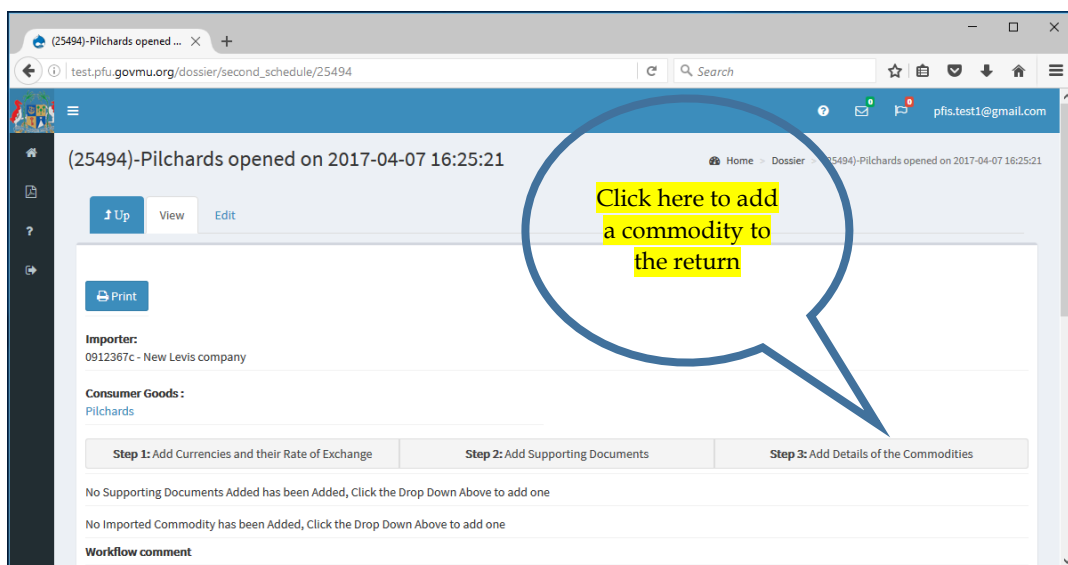
### 6.4.5 Step 3: Add Commodities to the return

The Importer can add different commodities associated with the return.

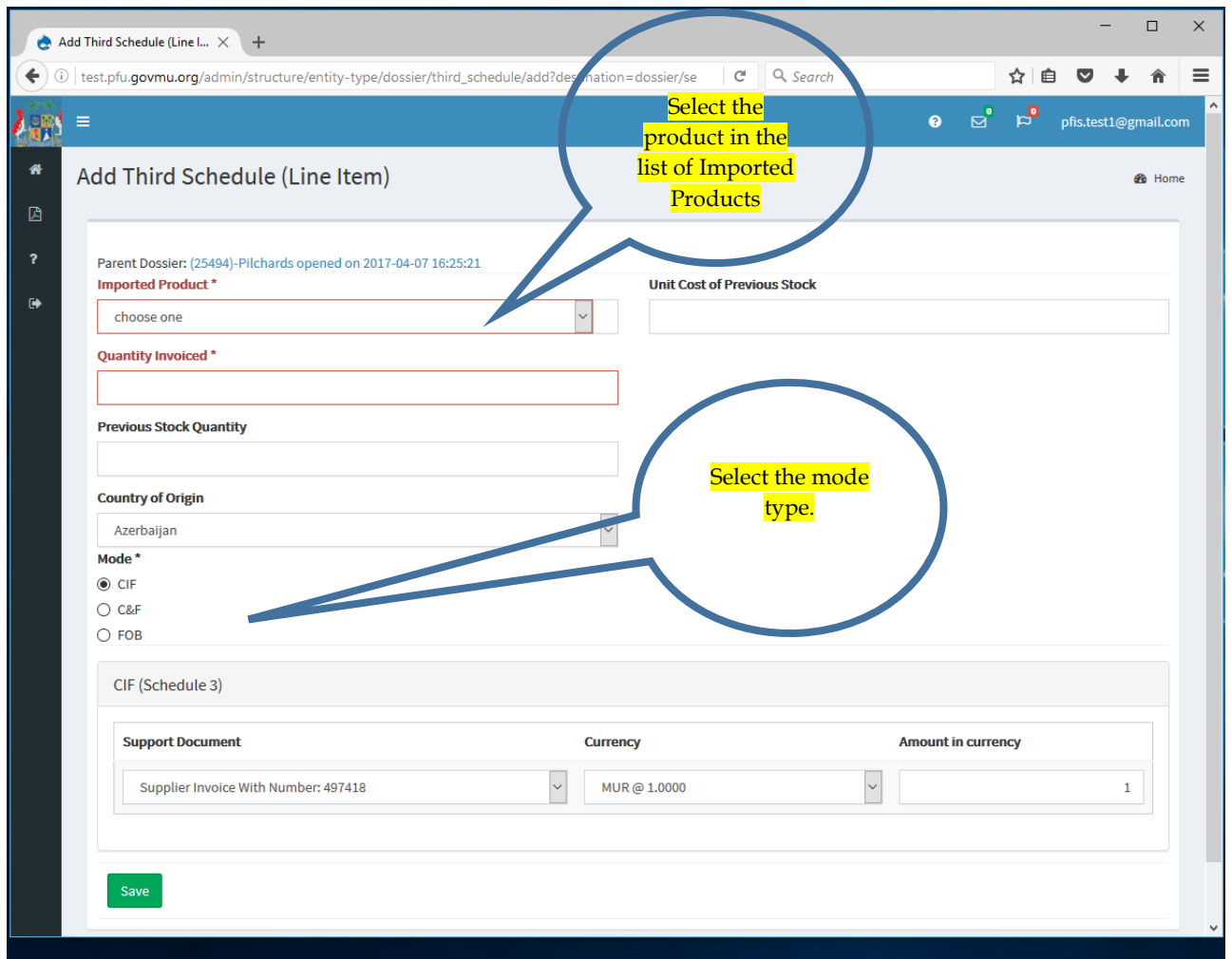
List of different mode:

- 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 Product and input all the necessary data and select a mode type.

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

## Example of Mode type:

- CIF

The screenshot shows the 'Add Third Schedule (Line Item)' form for CIF mode. The form includes fields for 'Imported Product' (Pilchards in tomato Sauce 215g), 'Quantity Invoiced' (15600), 'Previous Stock Quantity' (38809), and 'Country of Origin' (United Kingdom). The 'Mode' section has 'CIF' selected. Below this, the 'CIF (Schedule 3)' section contains a table with columns for 'Support Document', 'Currency', and 'Amount in currency'. The table has one row with 'Bill of Entry With Number: 4221646848465/0', 'MUR @ 1.0000', and '500'. A blue callout bubble points to the 'Support Document' and 'Amount in currency' fields with the text: 'Select the relevant different supporting document with currency and input the amount.'

- C&F

The screenshot shows the 'Add Third Schedule (Line Item)' form for C&F mode. The form includes fields for 'Imported Product' (Pilchards in tomato Sauce 215g), 'Quantity Invoiced' (15600), 'Previous Stock Quantity' (38809), and 'Country of Origin' (United Kingdom). The 'Mode' section has 'C&F' selected. Below this, the 'CF or Insurance' section contains a table with columns for 'Support Document', 'Currency', 'Volume or Weight', and 'Amount in currency'. The table has two rows: one for 'Cost and Freight' with 'Supplier Invoice With Number: 497418', 'MUR @ 1.0000', and '16698.75'; and one for 'Insurance' with 'Bill of Entry With Number: 42216468484', 'MUR @ 1.0000', and '0'. A blue callout bubble points to the 'Support Document' and 'Amount in currency' fields with the text: 'Select the relevant different supporting document with currency and input the amount.'



- 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: 422164684846	EUR (Euro) @ 38.6400		8333
Freight	Bill of Entry With Number: 422164684846	MUR @ 1.0000		1
Insurance	Bill of Entry With Number: 422164684846	MUR @ 1.0000		1

Save

Once the commodity is added, it will display in the Commodity Description in the commodity return page. They can be edit with the link edit or delete 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	<a href="#">Edit</a>	<a href="#">delete</a>
MUR-1.0000	1.0000	<a href="#">Edit</a>	<a href="#">delete</a>
USD (US Dollar)-36.3900	36.3900	<a href="#">Edit</a>	<a href="#">delete</a>

[+ 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.docx	<a href="#">edit</a>	<a href="#">delete</a>
Supplier Invoice-497418	9 Apr 2017	Supplier Invoice	497418	Test Supporting Documents.docx	<a href="#">edit</a>	<a href="#">delete</a>

[+ Add One More Supporting Document](#)

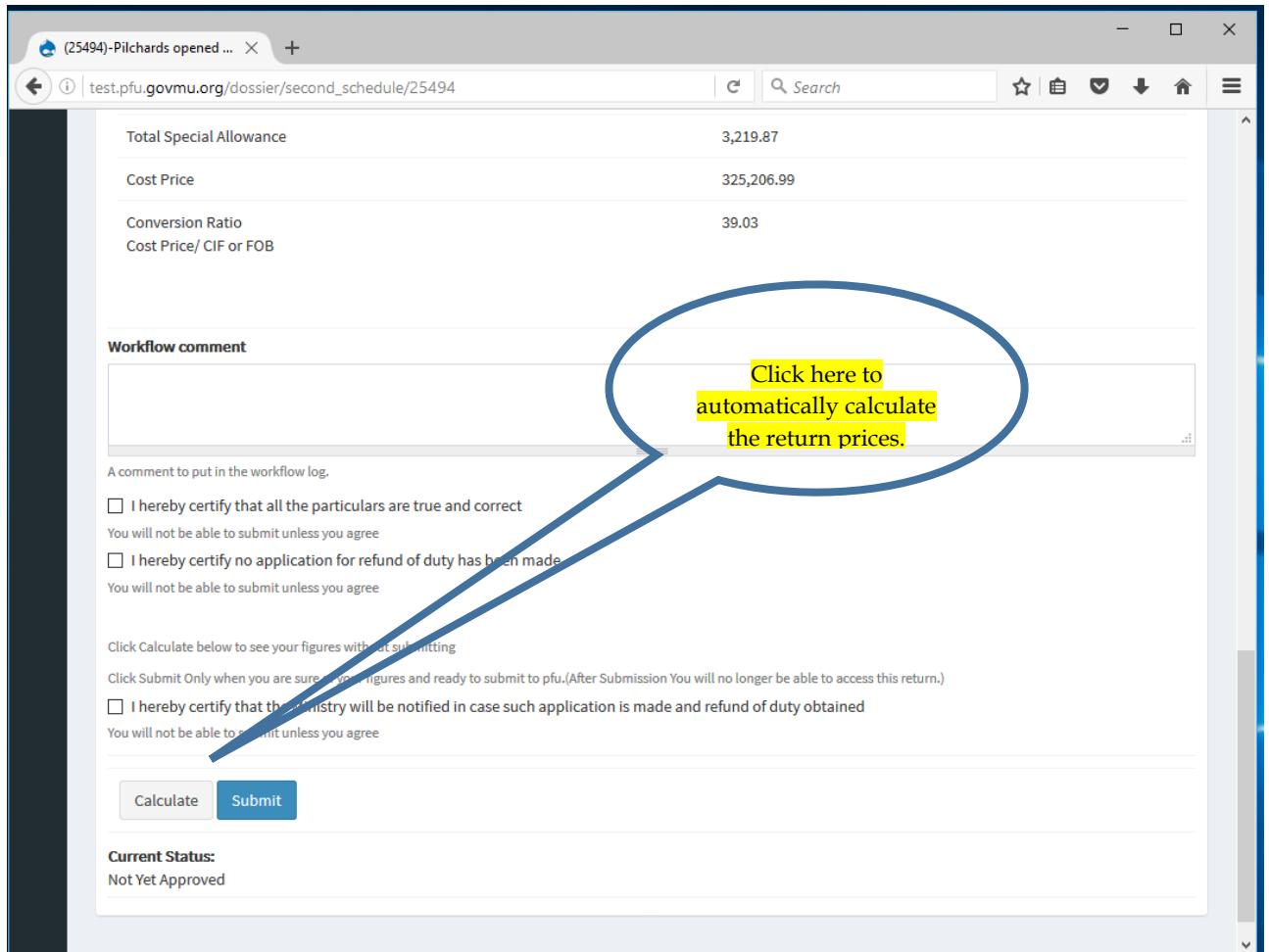
Commodity Description	Mode	Quantity Invoiced	Previous Stock Quantity	Edit link	Delete link	Copy Product Record
Pilchards in tomato Sauce 215g	FOB	15,600.0000	38,809.00	<a href="#">edit</a>	<a href="#">delete</a>	<a href="#">Copy</a>

[+ Add One More Commodity](#)

## 6.5 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 any changes, the unit price should be re-calculated by pressing on the Calculate button.



The screen changes to the layout below.

The screenshot shows a web browser window with the URL `test.pfu.govmu.org/dossier/second_schedule/25494`. The page displays a 'Supplier Invoice-497418' for 'Pilchards in tomato Sauce 215g'. Below this, there is a table for '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 'Total CIF' value is 321,987.12. A callout bubble points to this value 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

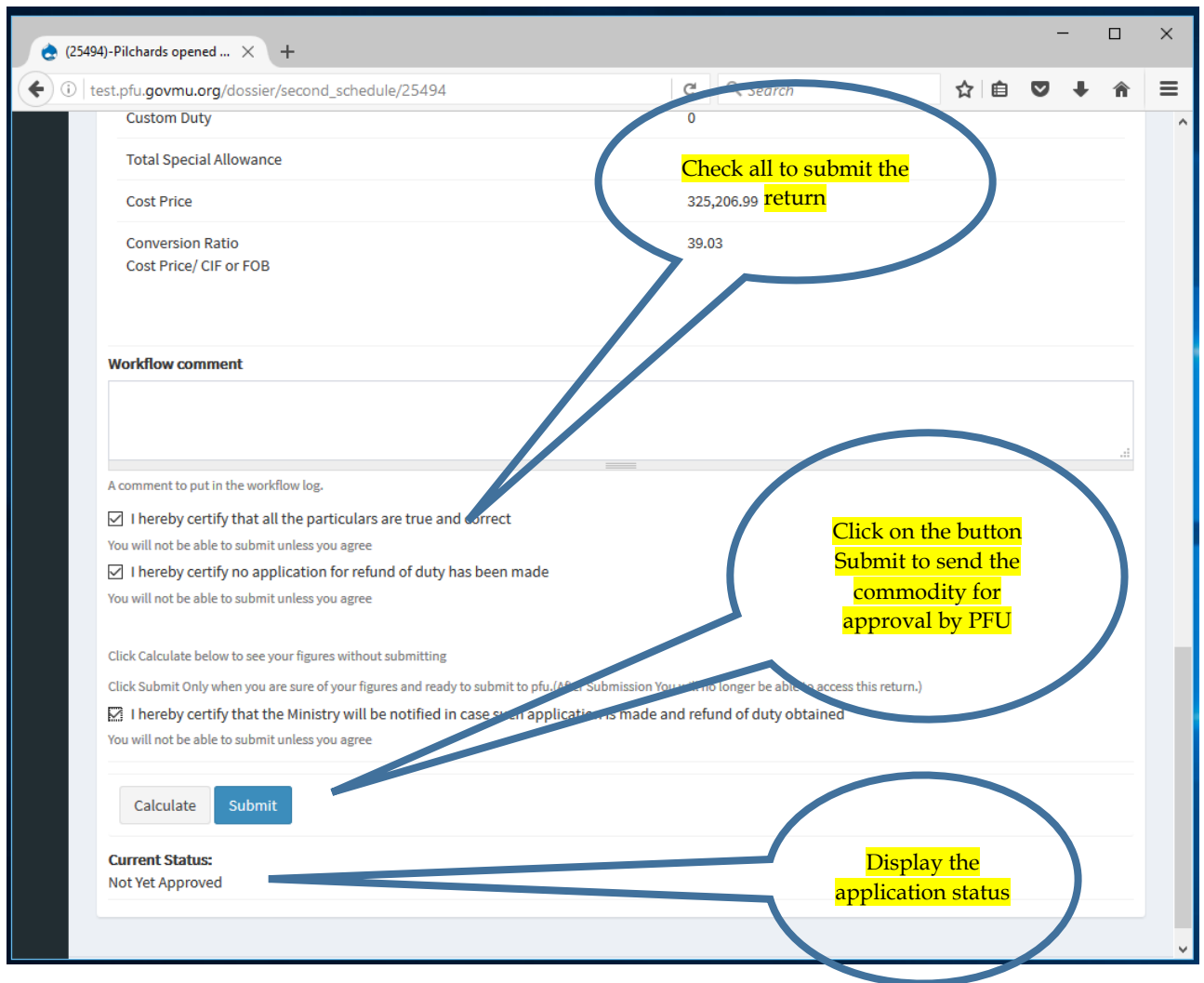
**PART II**

Item	Importer's Values
Total C I F Value	321,987.12
Custom Duty	0
Total Special Allowance	3,219.87
Cost Price	325,206.99
Conversion Ratio Cost Price/ CIF or FOB	39.03

## 6.6 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.**



## 6.7 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**.

## 6.8 Requests for Exemption

The request for exemption page display a list of all the request.

List of reason 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 screenshot shows a web browser window with the URL `test.pfu.govmu.org/dossier/request_for_exemption_records/25407`. The page title is "Requests for Exemption for: 0912367c - New Levis company". The breadcrumb trail is "Home > Dossier > Requests for Exemption for: 0912367c - New Levis company".

At the top left, there are buttons for "↑ Up" and "View". Below this, the company details are shown:

- Company Name:** New Levis company
- Address:** Royal road Port-Louis

Below the details, there is a section titled "Requests for Exemption for: 0912367c - New Levis company" with a "+Request For Exemption" button. A callout bubble points to this button with the text "Click here to create a new request for exemption".

Below the button is a table of exemption requests:

Exemption Request	Reason for Exemption	Date Opened
Tender for Government Institutions - Exemption request submitted on - 2017-04-09 18:53:15 by:	Tender for Government Institutions	9 Apr 2017 18:53

A second callout bubble points to the table with the text "Display all the request for exemption".

At the bottom of the table, there is another "+Request For Exemption" button.

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 parent dossier is "Requests for Exemption for: 0912367c - New Levis company". The form includes a dropdown menu for "Reason for Exemption \*", two columns for "Add new Document type", and a "Save" button. Callouts highlight the "Reason for Exemption" dropdown, the "Bill of Entry" and "Supplier Invoice" sections, and the "Create Document type" buttons.

Select a Reason for exemption

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

Reason for Exemption \*

- Select a value -

Add new Document type

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

Save

Add new Document type

Invoice Number \*

Invoice Date

9 Apr 2017

E.g., 9 Apr 2017

Supplier Invoice \*

Browse... No file selected. Upload

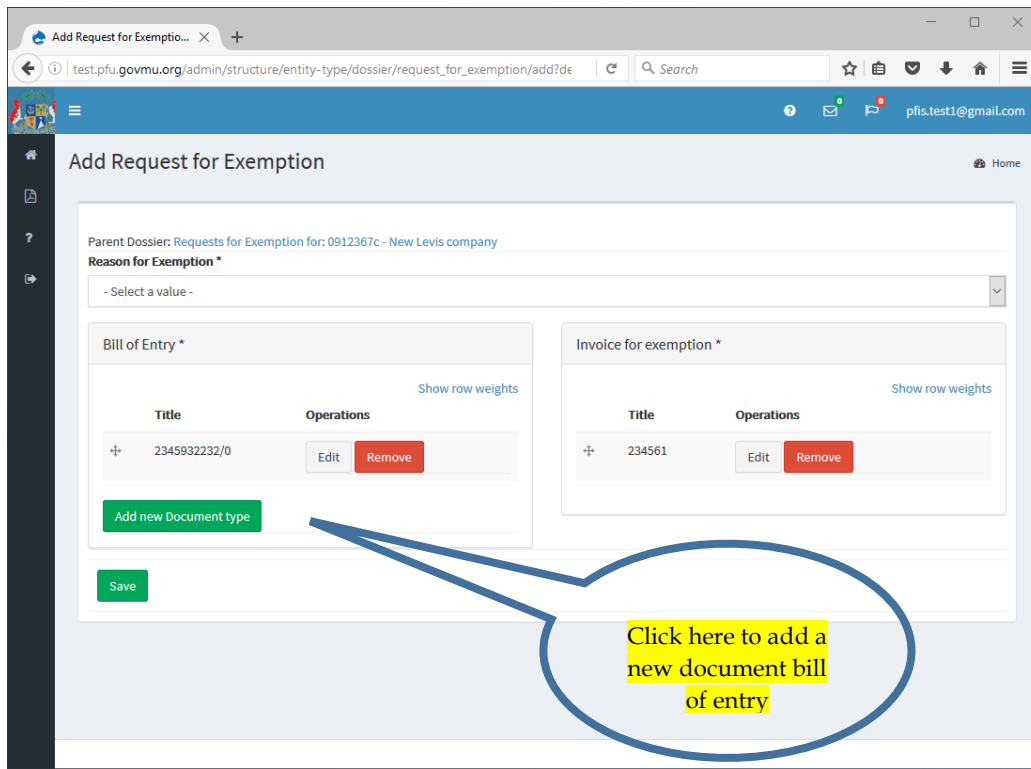
More information

Create Document type

Input the Bill of entry number and upload the scan copy and then click on the button Create Document type

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 Bill 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.

