

# User Manual for Traders and Customs Agents

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## FSC&RD – Seed Enlistment and Release Order

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August 2022

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## **Abstract**

Welcome to the Pakistan Single Window Module for, FSC&RD Seed Enlistment & Release Order User Manual!

This Pakistan Single Window (PSW) user manual for traders and customs agents, is your step-by-step guide on how to obtain Seed Enlistment and Release Order from the Federal Seed Certification & Registration Department through the PSW portal. This user manual provides background of the PSW system while describing its key features. It also outlines some responsibilities and obligations of the PSW users while using the PSW portal.

## **1. Introduction**

Pakistan Single Window (PSW) is an electronic portal that allows parties involved in cross border trade and transport to lodge standardized information and documents using a single- entry point to fulfil all import, export, and transit related regulatory requirements. The information is transmitted electronically and individual data elements for clearance and regulatory approvals need only to be submitted once. Use of the PSW portal is allowed to authorized users who have completed the subscription process. Once subscribed and registered with PSW, you can access the PSW to perform cross border trade and transit related activities including online payment of taxes and OGA fees.

Currently, most OGAs dealing in cross border trade are performing their related functions manually. Even the OGAs using electronic means lack integration with the customs clearance system. All the internal users correspond through emails, phone calls and messages which causes delay in the operational processes and approvals.

The PSW aims to simplify your cross-border trade and transport experience. This new platform will facilitate the trader/customs agent with online applications for Release Order and Seed Enlistment by the FSC&RD. The application for the same shall be received and processed through the PSW portal. Similarly, sharing of messages and documents required for processing of regulatory approval requests shall be enabled by the PSW.

This new platform will automate all trade related business processes of FSC&RD including document calling, inspection calling, approval/rejection of Seed Enlistment and Release Order requests. The Release Order request will be generated by the system at the time of submission of import Single Declaration (SD). With the PSW system going live, there will be no FSC&RD office visits and manual submission of applications for the issuance of regulatory approvals. The processing of application will be done online, where you can have a clear visibility of the action being performed on the same. For example, if, during the processing of application for the Seed Enlistment, the FSC&RD officer requests for any document required for a consignment, then a notification will be generated automatically by the PSW system which will appear in the trader dashboard.

With the help of this platform, the communication between you and FSC&RD officer will be visible robust and transparent. For more to know about PSW please visit our website [www.psw.gov.pk](http://www.psw.gov.pk)

## **2. Background**

As a signatory to the WTO's Trade Facilitation Agreement (2015), Pakistan has notified the establishment of a 'National Single Window' (NSW) as a 'Category C' commitment with effect from 22nd February 2017. To implement NSW the Government of Pakistan has promulgated the Pakistan Single Window Act, 2021 while declaring Pakistan Customs as the Lead Agency. Pakistan Customs has established a dedicated PSW Company (PSWC), as a not-for-profit Company under Companies Act, 2017, to implement the PSW program. The PSWC has been designated as the Operating Entity under the PSW Act for developing and maintaining the PSW portal in collaboration with 77 different public sector entities involved in regulation of cross border trade in Pakistan. The PSWC will digitize the processes of public sector entities, related to regulation of international trade. This will not only reduce the time and costs but also increase compliance and immensely benefit economic operators like importers, exporters, freight forwarders, clearing agents, shipping companies, transporters etc. The implementation of PSW program will also enhance government controls and transparency. By creating a national electronic trade and logistics platform the PSW will help Pakistan integrate better into the regional and global single window systems. It will facilitate integration into global value chains and enable Pakistan to become a hub for regional and international transit and trade.

### **3. Salient Features of FSC&RD LPCO Module**

- a) A complete solution for online filling and processing of applications.
- b) It caters to all the needs of FSC&RD related to processing of Seed Enlistment(s) and Release Order(s).
- c) A complete and comprehensive log of the activities on the trader's online request for Seed Enlistment and Release Order will be visible to the trader/custom agent in the system.
- d) Dynamic User Management System provided to the FSC&RD will ensure proper performance monitoring against agreed performance benchmarks and key performance indicators.
- e) Communication between the officer and trader/custom agent will be done through the PSW system.
- f) Facilitates compliance of trade regulations through the system relying on HS code/Product Code based description and purpose of import selection.
- g) Allows efficient clearance of consignments from the port through automation of the processing of LPCO.
- h) Digital transactions through online payments of LPCO fees thus saving time and costs and promotion of digital transactions.
- i) Clarity and precision in determining LPCO requirements on items being imported through the ITMS based product codes.

#### **3.1. Pre-requisites for availing FSC&RD PSW LPCO Services**

- i. The trader/custom agent must register in PSW.
- ii. The trader/custom agent must have a valid bank account and bank profile registered with the Authorized Dealer.

#### **3.2. System Requirements**

- i. To use PSW Portal on Windows®, the subscriber will require:
  - a. Google Chrome Browser.
  - b. Windows 7, Windows 8, Windows 8.1, Windows 10 or later
  - c. An Intel Pentium 4 processor or later that's SSE3 capable
- ii. To use PSW Portal on Mac®, the subscriber will need:
  - d. Google Chrome Browser
  - e. OS X El Capitan 10.11 or later.

## 4. Step by Step Process

### 4.1. User Login

- i. Please visit “www.psw.gov.pk” and click on the ‘Login’ option.

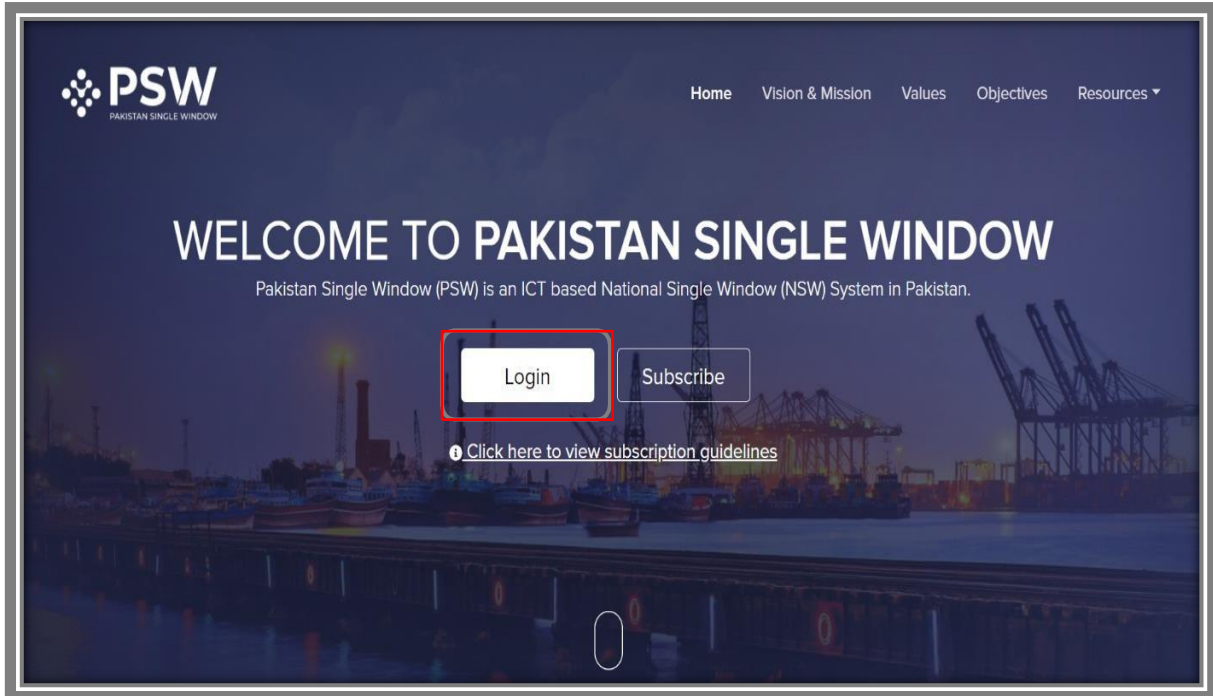


Figure 1

- ii. After clicking on the login button, you will be redirected to the login interface. Here, you will be required to enter your login credentials.

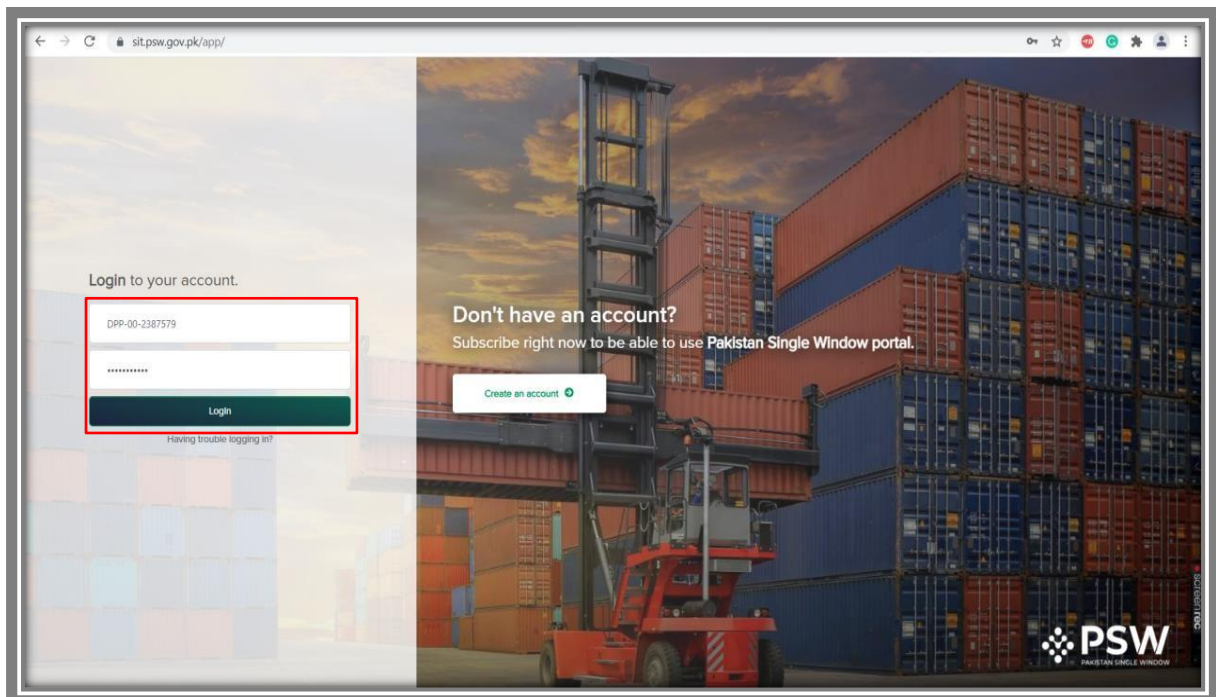


Figure 2



## 4.2. User Dashboard

### 4.2.1. User Dashboard – Trader

- i. Once the login credentials are validated, you will be redirected to the Dashboard. Here, you will click on “LPCO option.”

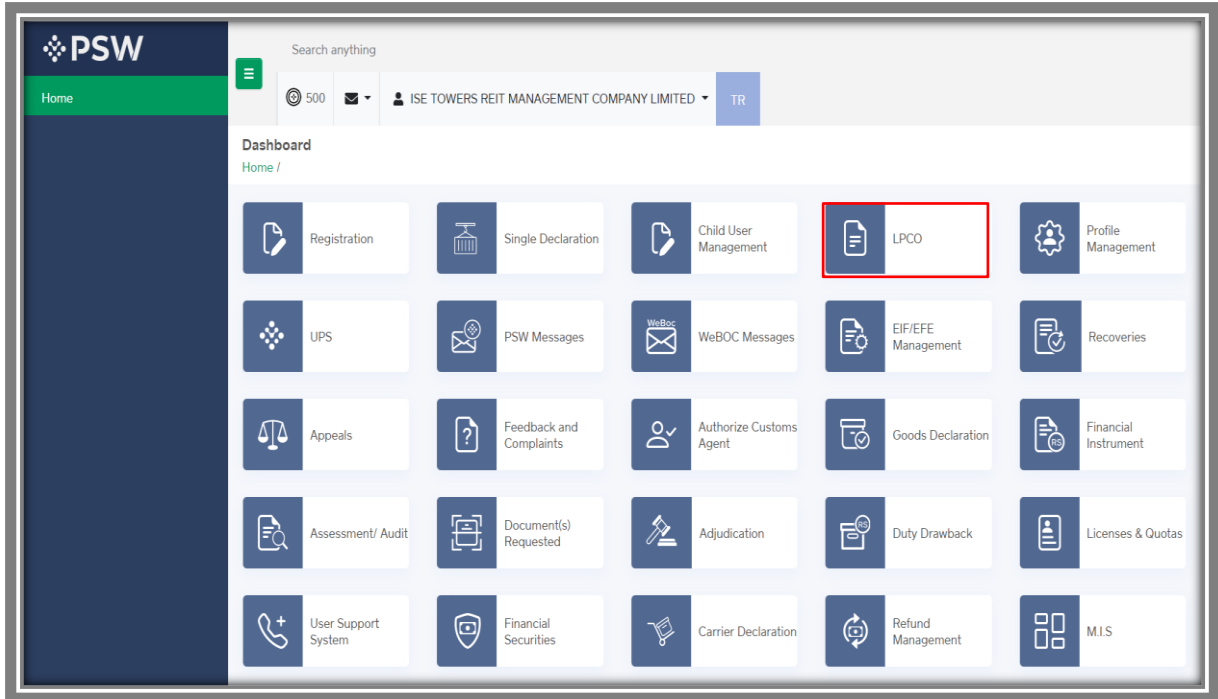


Figure 3

### 4.2.2. User Dashboard – Custom Agent

- i. Once the login credentials are validated, you will be redirected to the Dashboard. Here, you will click on “LPCO option.”

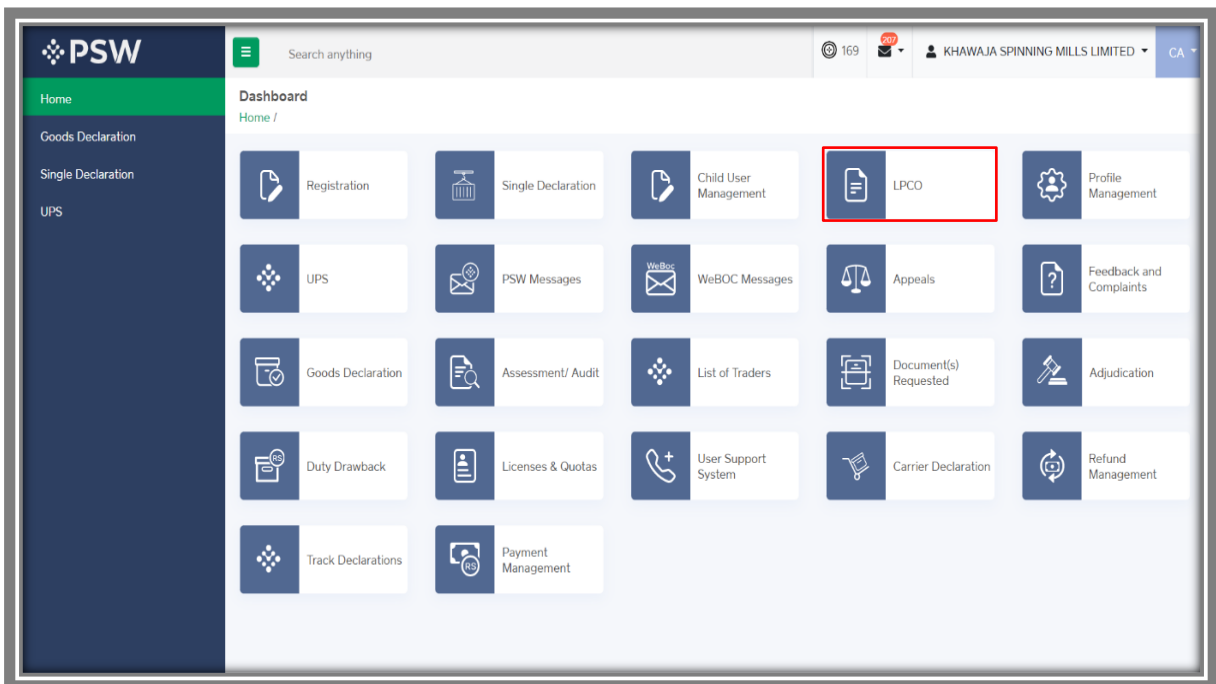


Figure 4

## 5. Seed Enlistment(s)

### 5.1. Filling of New Seed Enlistment Request

- i. Click on 'Seed Enlistment'

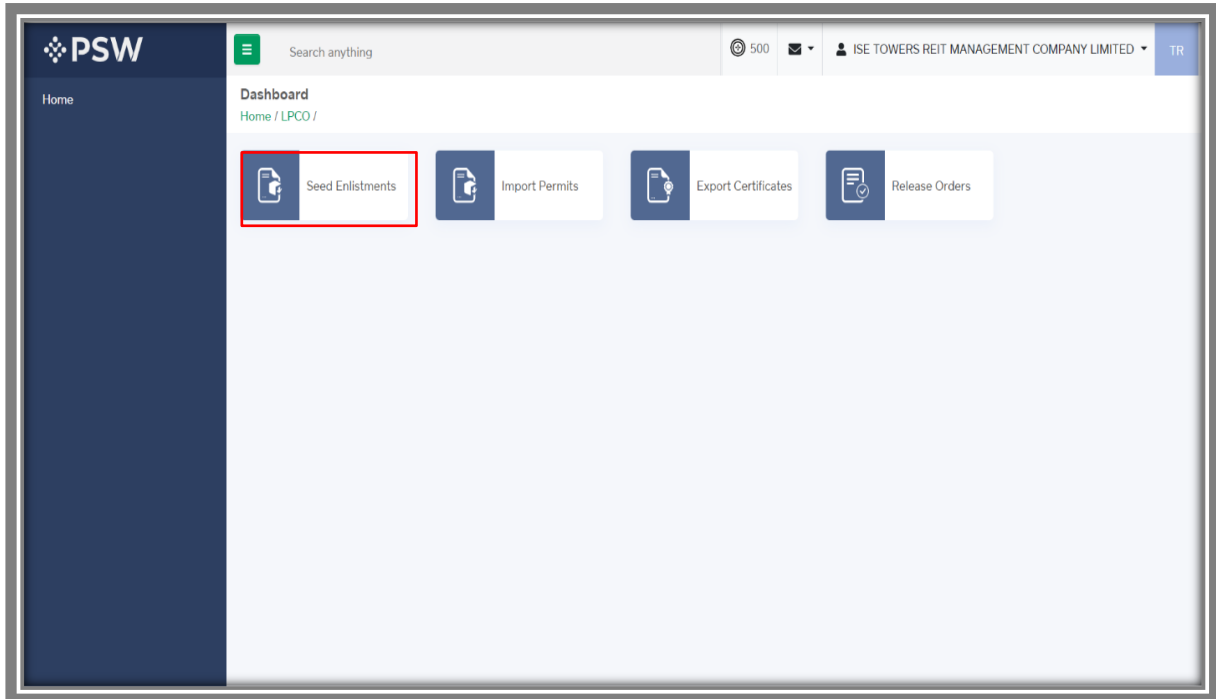


Figure 5

- ii. After clicking on Seed Enlistment, you will be able to create a new Seed Enlistment by clicking on 'Create Seed Enlistment' button.

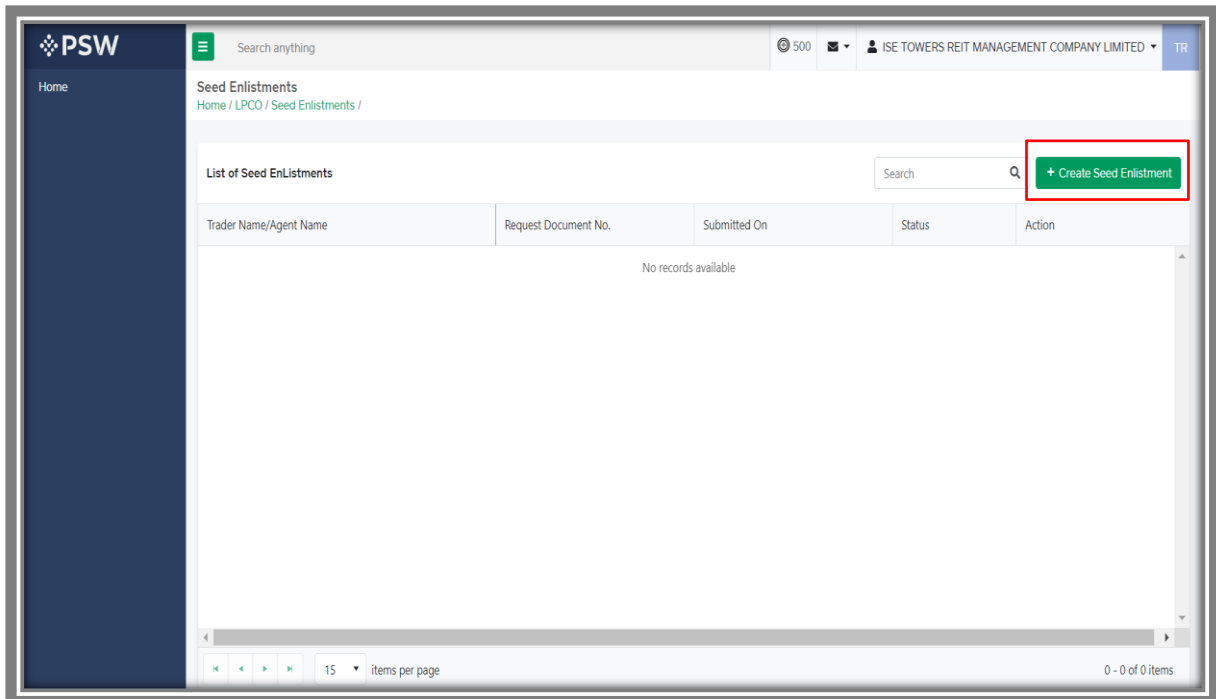


Figure 6

## 5.2. Consignment Information

### Trader View

- i. As you click on 'Create Seed Enlistment' button, a new screen will appear where you will lodge an online application for Seed Enlistment.
- ii. Following will be the view if trader is filling Seed Enlistment. Trader will add Consignment Information and click on 'Save & Proceed' button to proceed further.

Figure 7

### Custom Agent View

- i. Following will be the view if Custom Agent is filing Seed Enlistment. Custom Agent will add Consignment Information and click on 'Save & Proceed' button.

Figure 8

### 5.3. Commodities – Trader/Custom Agent

- i. Trader will select the HS Code, or you can search it from the search Icon. Fill the required information and click on 'Add Commodity'.

The screenshot shows the 'Create Seed Enlistment' form in the PSW system. The 'HS Code' field is set to '10011000' and the 'Product Code' field is set to '1000'. The 'Name of product' field contains 'Tubers, tuberous roots, corms, crowns and rhizomes [dormant]: For sowing'. The 'Purpose of import' is 'Commercial Sowing', 'Crop' is 'Avena sativa', and 'Species' is 'Cereal grain'. The 'Add Commodity' button is highlighted with a red box.

Figure 9

#### 5.3.1. Commodities searching – Trader/Custom Agent

- i. You will be able to search and identify the specific commodity HS code and Product code by clicking on 'Search' tab in the Product Code field.

The screenshot shows the 'Edit Seed Enlistment' form in the PSW system. The 'HS Code' field is set to '0601.1090' and the 'Product Code' field is set to '1000'. The 'Name of product' field contains 'Tubers, tuberous roots, corms, crowns and rhizomes [dormant]: For sowing'. The 'Purpose of import' is 'Commercial Sowing', 'Crop' is 'Avena sativa', and 'Species' is 'Cereal Grain'. The 'Add Commodity' button is highlighted with a red box.

Figure 10

a. You can search the items by HS Code, Product Code, Item Description and Purpose.

Search HS Codes	HS Code	Product Code	Item Description	Purpose
<input type="text"/>	0106.4100	0000	-- Bees	Culturing
<input type="text"/>	0106.4100	0000	-- Bees	Screening / Research/ trial
<input type="text"/>	0106.4900	1100	-- Other	Culturing
<input type="text"/>	0106.4900	1100	-- Other	Screening / Research/ trial
<input type="text"/>	0106.4900	1900	-- Other	Culturing
<input type="text"/>	0106.4900	1900	-- Other	Screening / Research/ trial
<input type="text"/>	0106.4900	9000	-- Other	Culturing
<input type="text"/>	0106.4900	9000	-- Other	Culturing
<input type="text"/>	0106.9000	9200	- Other	Culturing
<input type="text"/>	0106.9000	9200	- Other	Screening / Research/ trial

Search    Close    1 2 3 4 5 ... 10 items per page    1 - 10 of 644 items

Figure 11

b. You can also click on 'Reset' button to reset the search.

Search HS Codes	HS Code	Product Code	Item Description	Purpose
<input type="text"/>	0106.4100	0000	-- Bees	Culturing
<input type="text"/>	0106.4100	0000	-- Bees	Screening / Research/ trial
<input type="text"/>	0106.4900	1100	-- Other	Culturing
<input type="text"/>	0106.4900	1100	-- Other	Screening / Research/ trial
<input type="text"/>	0106.4900	1900	-- Other	Culturing
<input type="text"/>	0106.4900	1900	-- Other	Screening / Research/ trial
<input type="text"/>	0106.4900	9000	-- Other	Culturing
<input type="text"/>	0106.4900	9000	-- Other	Culturing
<input type="text"/>	0106.9000	9200	- Other	Culturing
<input type="text"/>	0106.9000	9200	- Other	Screening / Research/ trial

Search    Close    1 2 3 4 5 ... 10 items per page    1 - 10 of 644 items

Figure 12

ii. Click on the add commodity option to add the commodity.

**PSW** Search anything | 1000 | 44 TOWERS HET MANAGEMENT COMPANY LIMITED

**Create Seed Enlistment**  
Home / LPO / Seed Enlistments / Create /

Step 2 of 3  
Please complete all the steps to create a seed enlistment. All fields are mandatory except the ones marked as Optional.

Basic Information  
Commodities: 0901 1000 | Product Code: 1000 | Name of product: Tubers, tuberous roots, corms, cormels and rhizomes (dormant), for sowing

Document Information

Purpose of request: Commercial Sowing | Variety: Pochase

Crop: Avena sativa | Species: Cereal grain

Proposed denomination of the variety: Sample | Temporary designation of the variety: Crop

Specimen of plant material: Extra Shown in Spring | Adaptability studies of the variety: Excellent

Morphological description of the variety: Avena sativa is commonly eaten or taken as a medicinal supplement for its highly-acclaimed health benefits. | Distinguishing characteristics of the variety: The plant is composed of a seed (cari, leaflet and chamo (cot straw)) and bran (the outer layer of the whole case). Various parts of the Avena sativa plant are used to make medicinal herbal supplements, providing a wide range of health benefits.

Method to reconstitute the variety if a particular cycle of reproduction is specified: Enter remarks (Optional). | Plant variety maintenance and seed renewal system: Enter remarks

Name of the country: United Arab Emirates | Year of inclusion: 2022

Title of inclusion: Enter Other Description | Has the variety been included in an official list outside Pakistan if yes, then give (for each country): Yes / No

Sample of seed

**Add Commodity** **Cancel**

Figure 13

iii. Commodity will be added to the Commodities table. Now click on the 'Save and Proceed' button to proceed further.

Method to reconstitute the variety if a particular cycle of reproduction is specified: Enter remarks (Optional). | Plant variety maintenance and seed renewal system: Enter remarks

Name of the country: Select Country | Year of inclusion: Select Year of inclusion

Title of inclusion: Enter Other Description | Has the variety been included in an official list outside Pakistan if yes, then give (for each country): Yes / No

Sample of seed

**Add Commodity** **Cancel**

HS Code	PCT Code	Item Description	Name of Country	Year of Inclusion	Name of Crop	Action	Action
0901 1000	1000	Oflur	United Arab Emirates	2022	Avena sativa	✓	■

1 of 1 items

**Save & Proceed**

Figure 14

### 5.4. Document Information – Trader/Custom Agent

- i. The system will require you to upload mandatory documents, through the use of ITMS HS code and Product Code. The system will only display the documents which are required under the selected HS/Product Code.

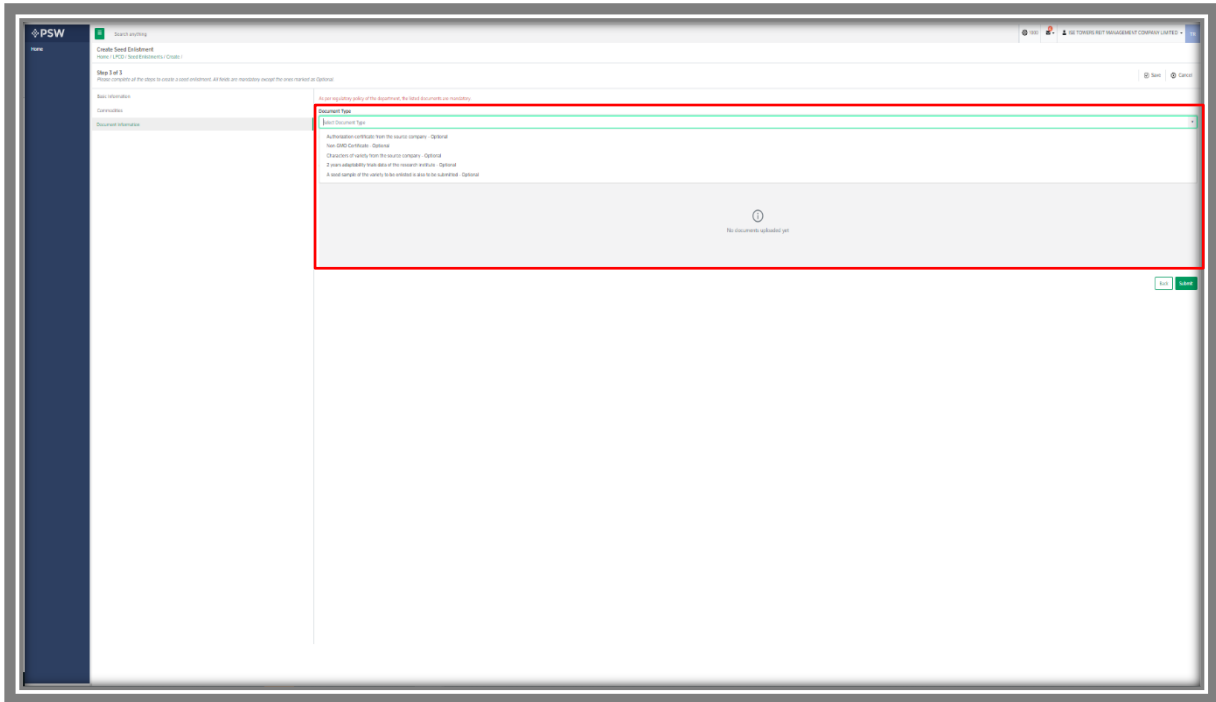


Figure 15

- ii. Click on 'Select Files' to Upload required documents.

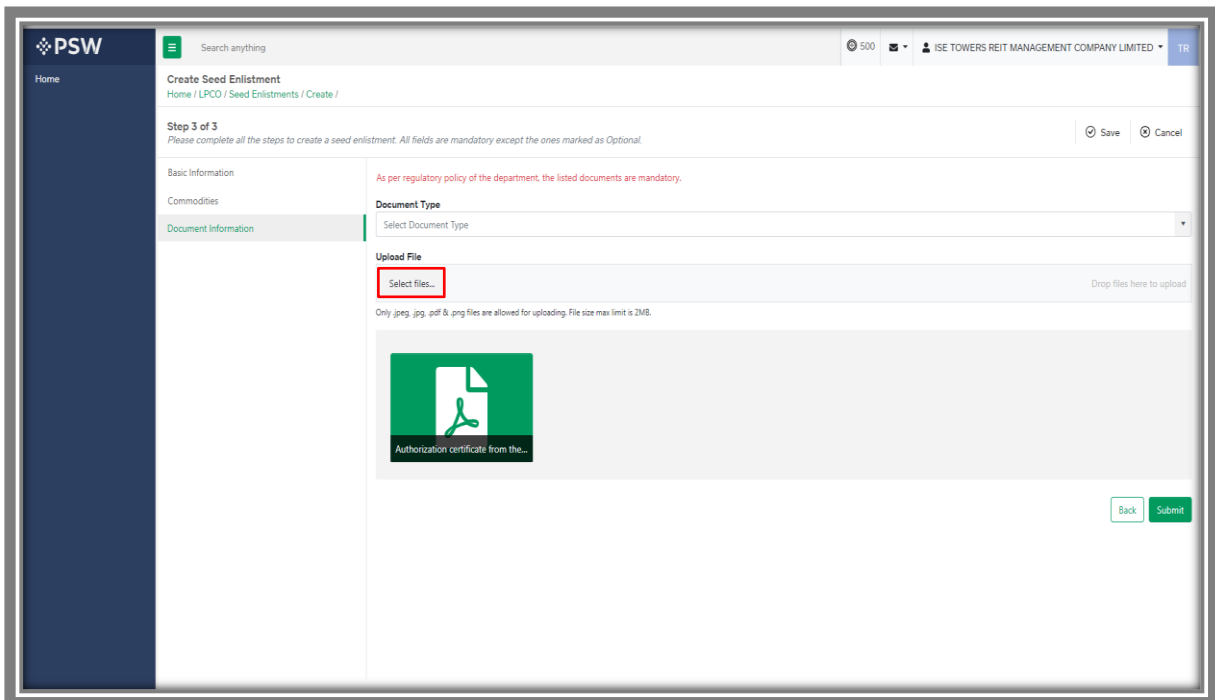


Figure 16

- iii. You can also click on uploaded document to view the documents.

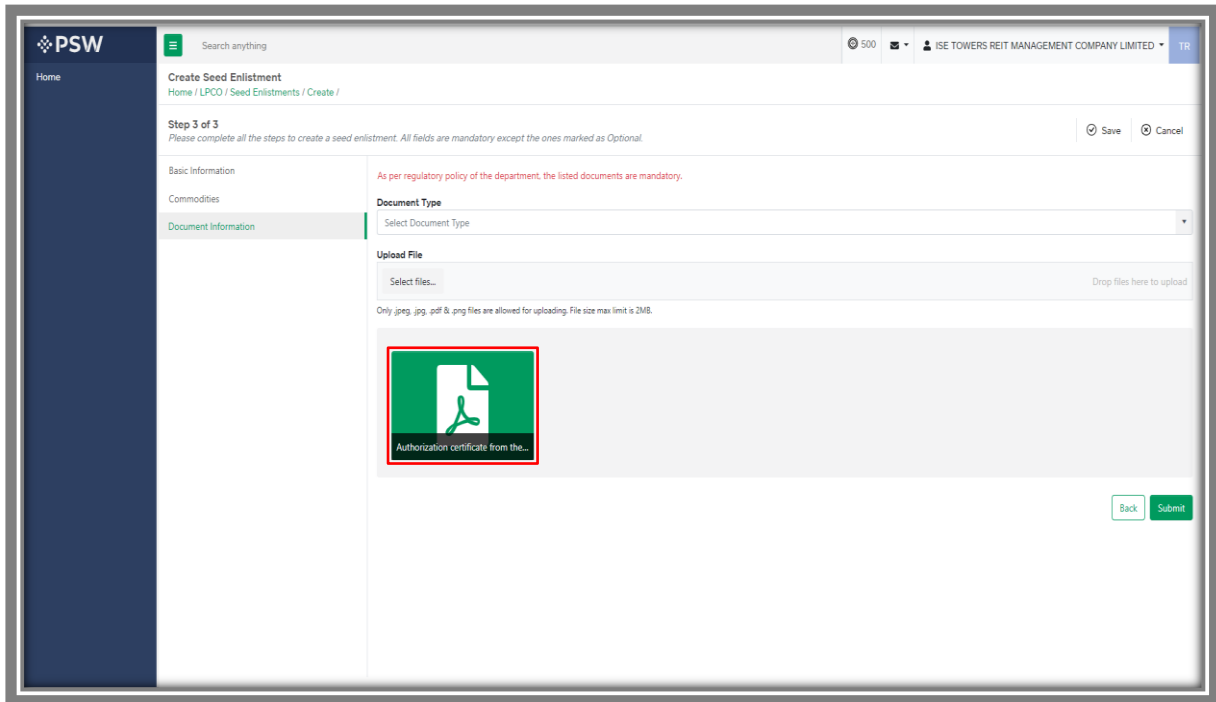


Figure 17

- iv. After submission of documents, a dialogue box will appear, showing the information of seeds enlisted and total charges for seed enlistment(s).

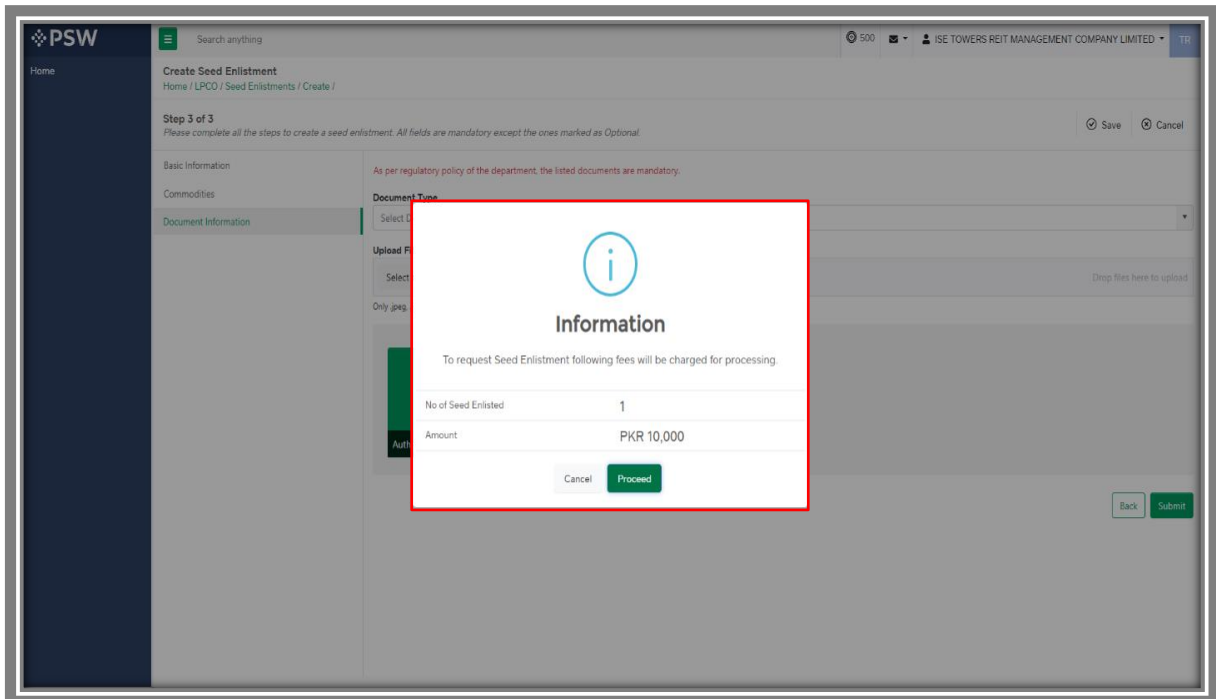


Figure 18



- v. You will confirm the submission of seed enlistment request by clicking on 'Yes' Button.

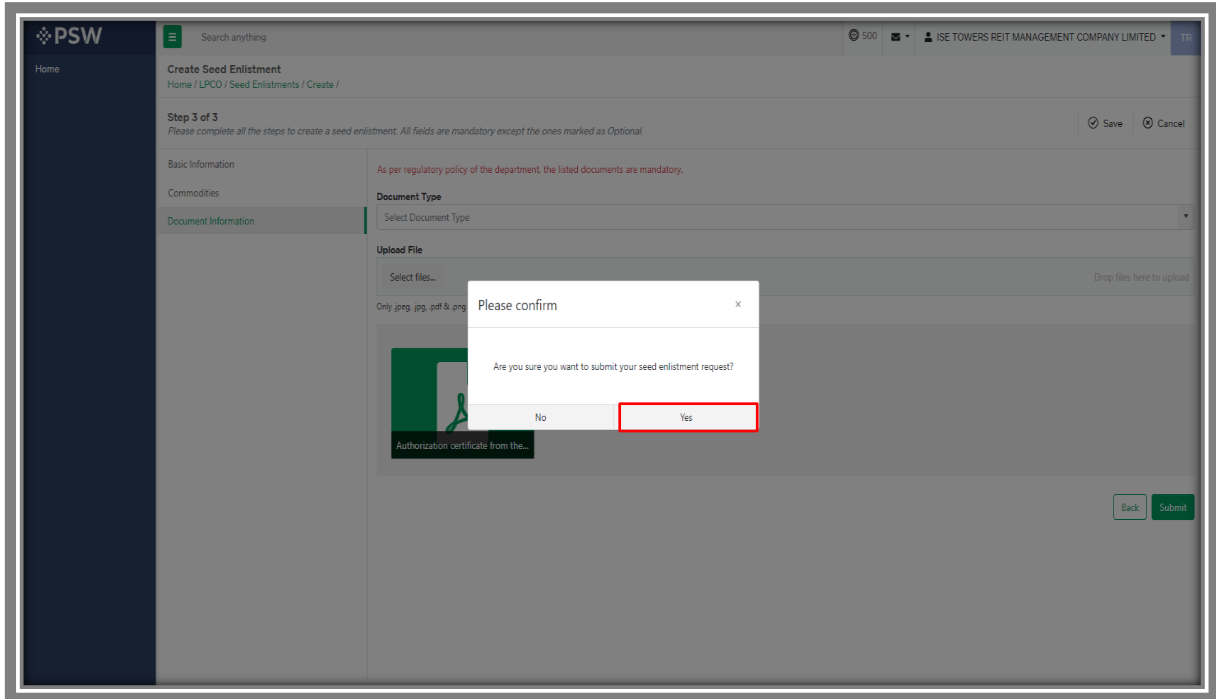


Figure 19

- vi. PSID details will appear. Pay fee against the PSID to proceed further.

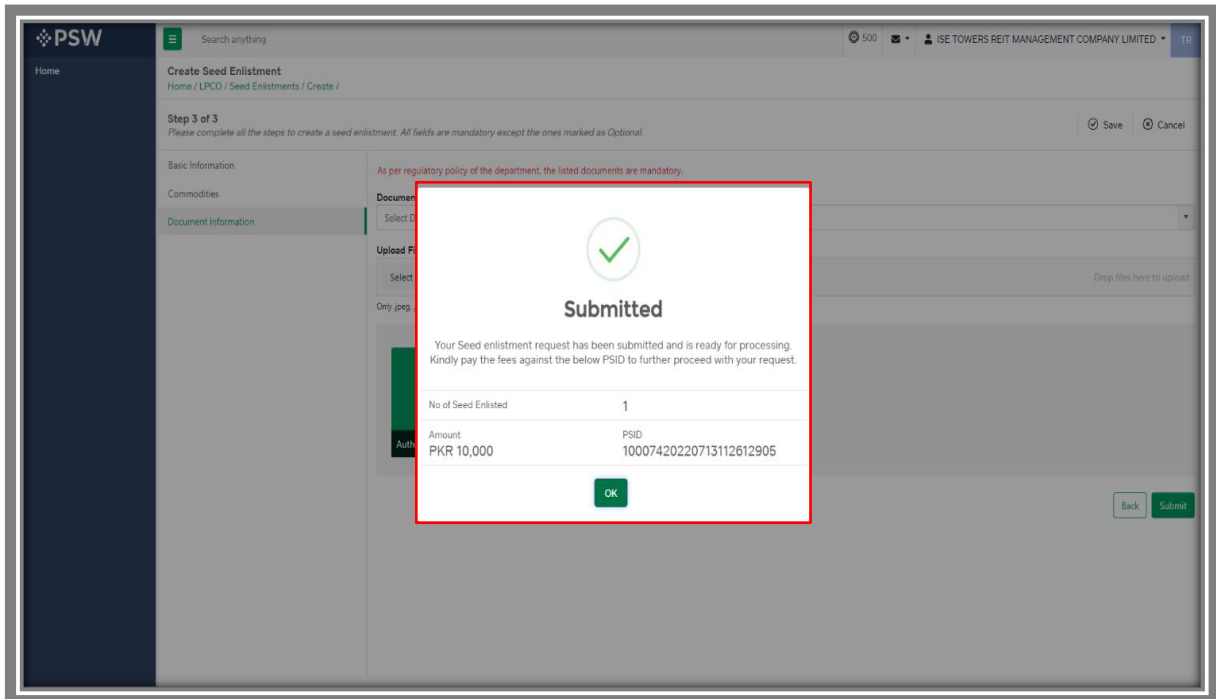


Figure 20

- vii. You can also review the attached document by clicking on the document widget appearing at right center side of the screen.

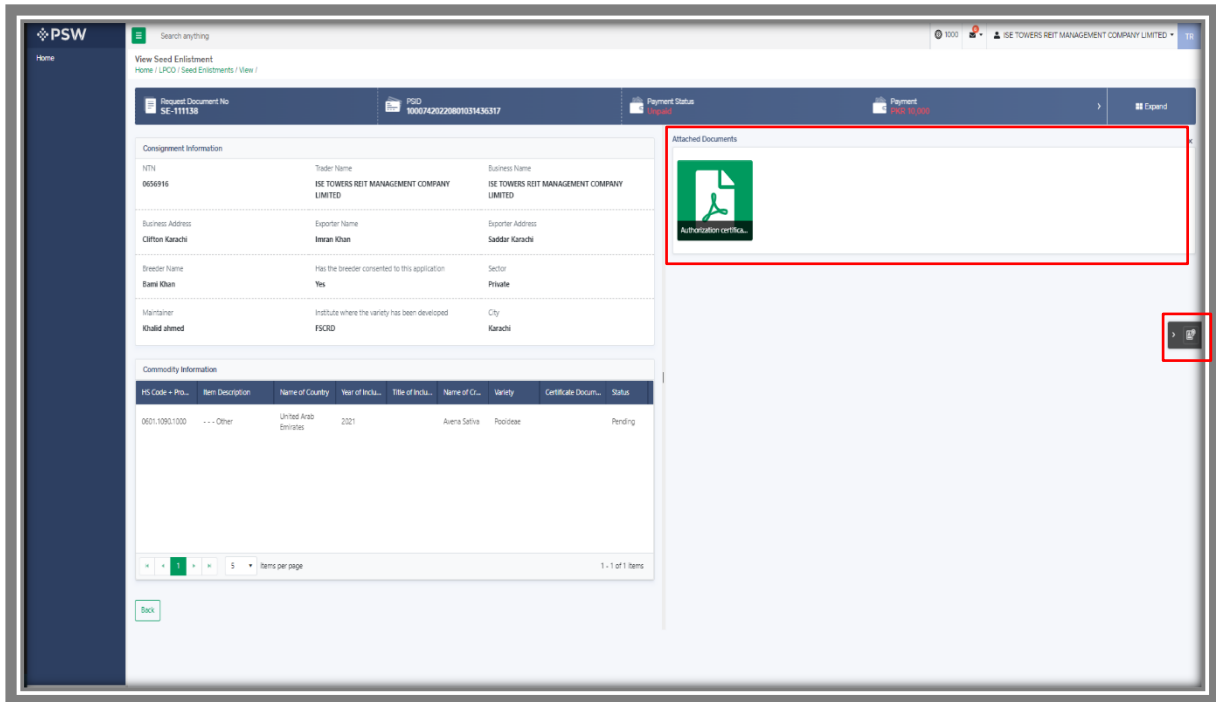


Figure 21

## 5.5. Save, Edit, Cancel & View Seed Enlistment

### 5.5.1. Save Seed Enlistment

- i. You can save the information entered while creating Seed Enlistment by clicking on 'Save' button during each step.

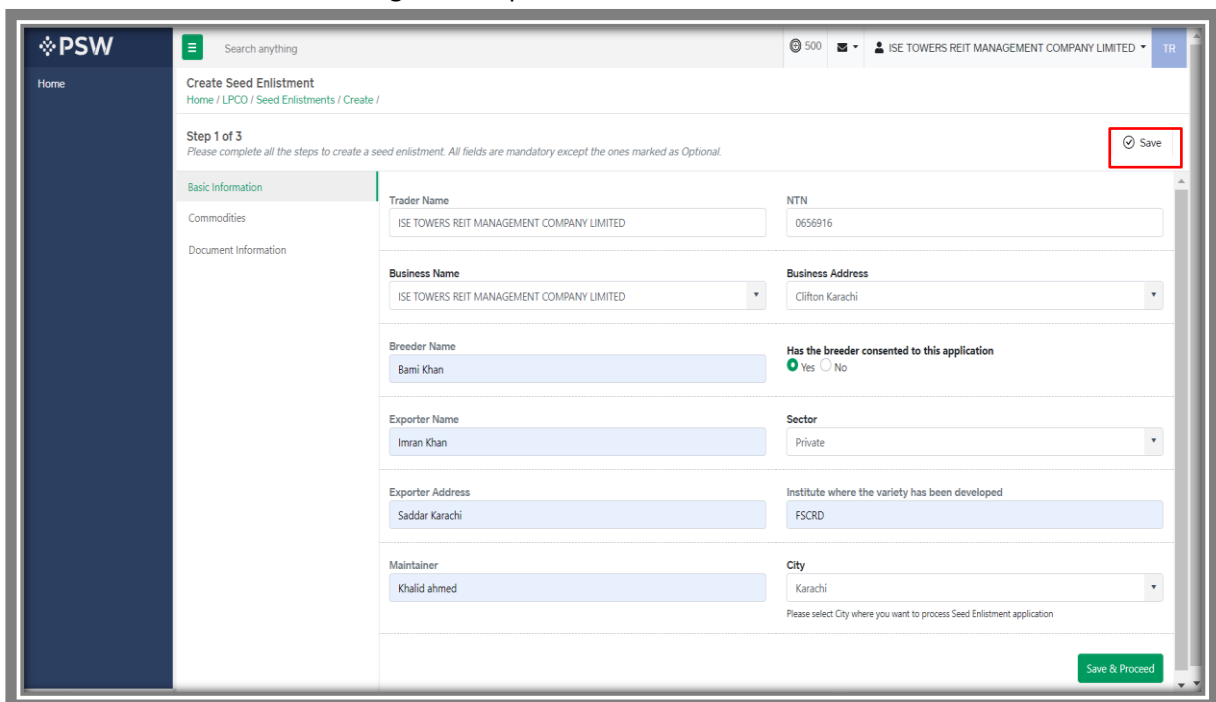


Figure 22

- ii. Upon clicking on 'Save' button, a pop up will appear, where trader/Custom agent will click 'Yes' to save the information entered.

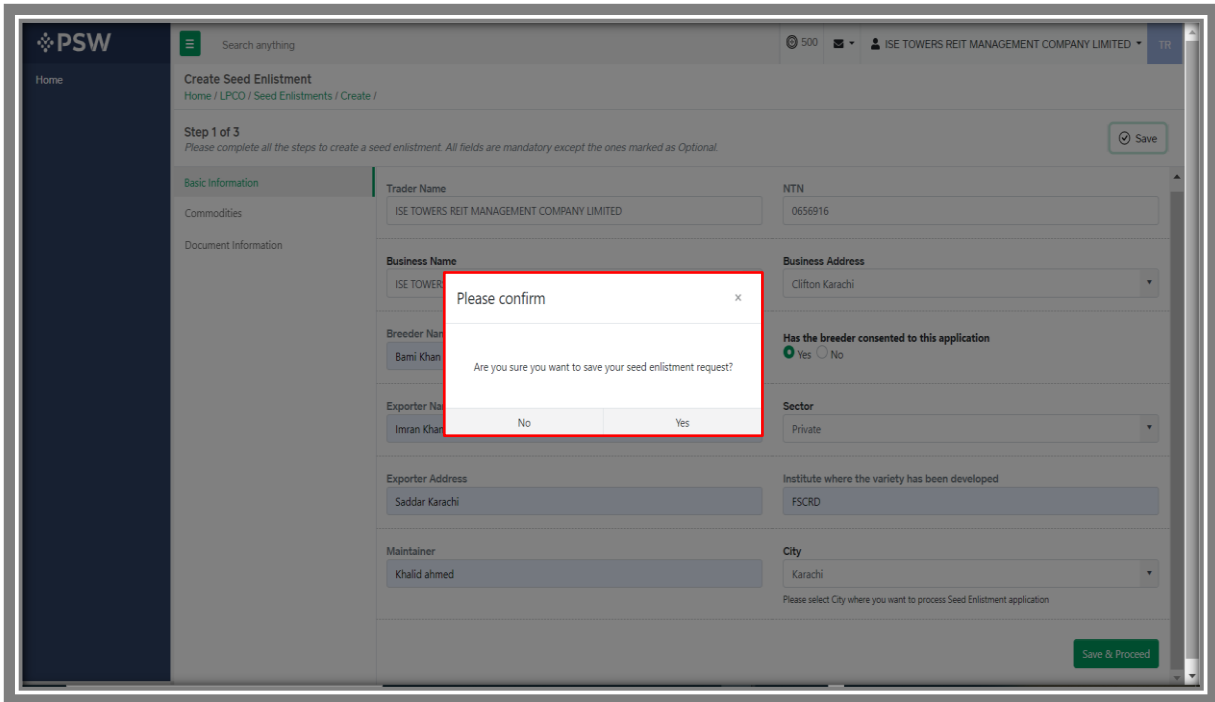


Figure 23

- iii. Your Draft will be saved in the system, you can edit the information whenever required.

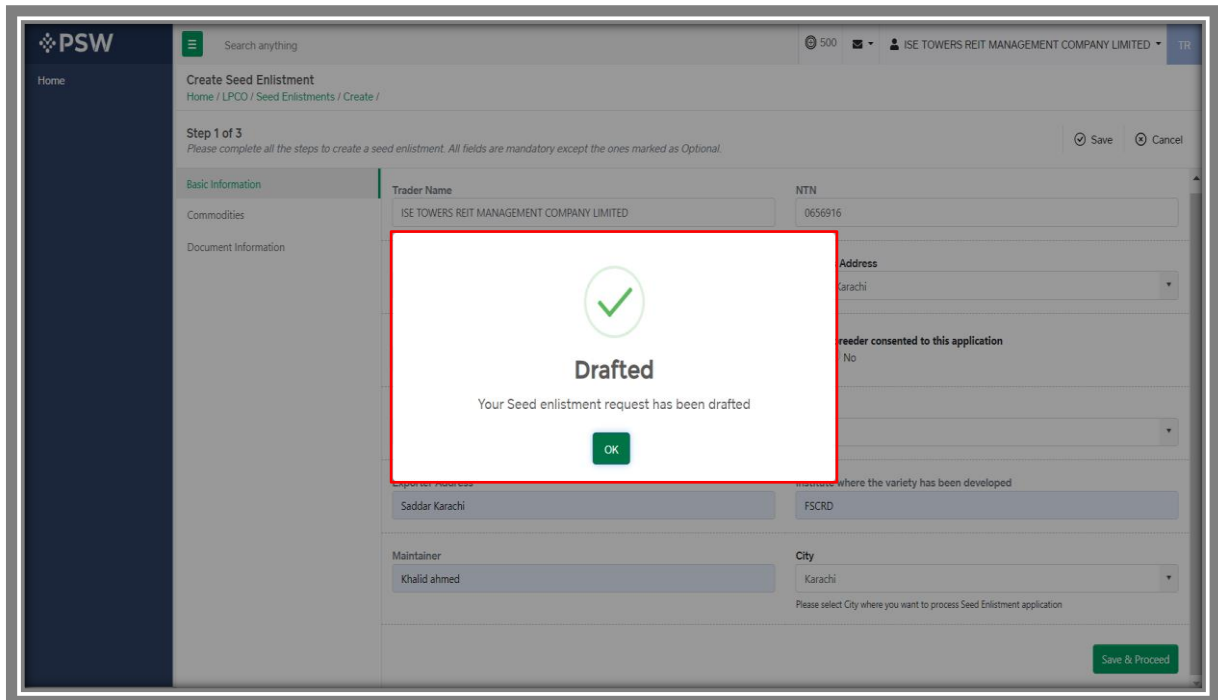


Figure 24

**5.5.2. Edit Saved Seed Enlistment**

- i. Once the Seed Enlistment information is saved, it will appear in the Seed Enlistment grid with the status “Drafted,” you can click on pen icon to edit drafted/saved Seed Enlistments(s).

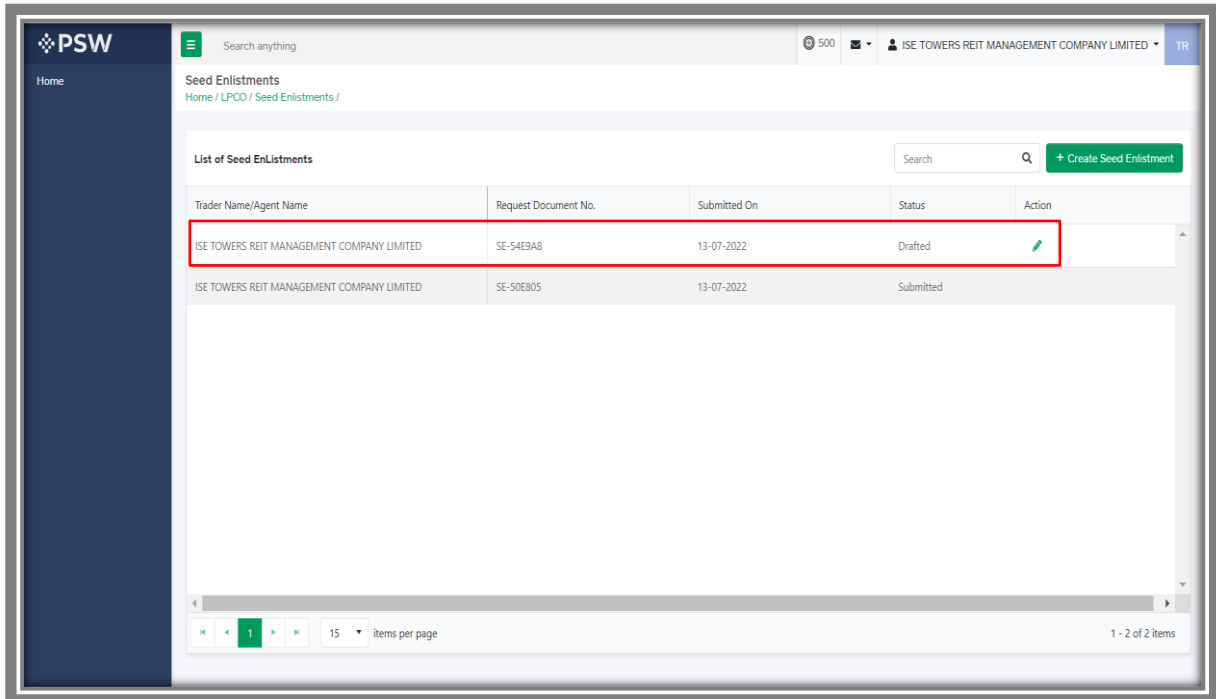


Figure 25

**Trader View**

- i. You can edit your saved draft by clicking on pen icon.

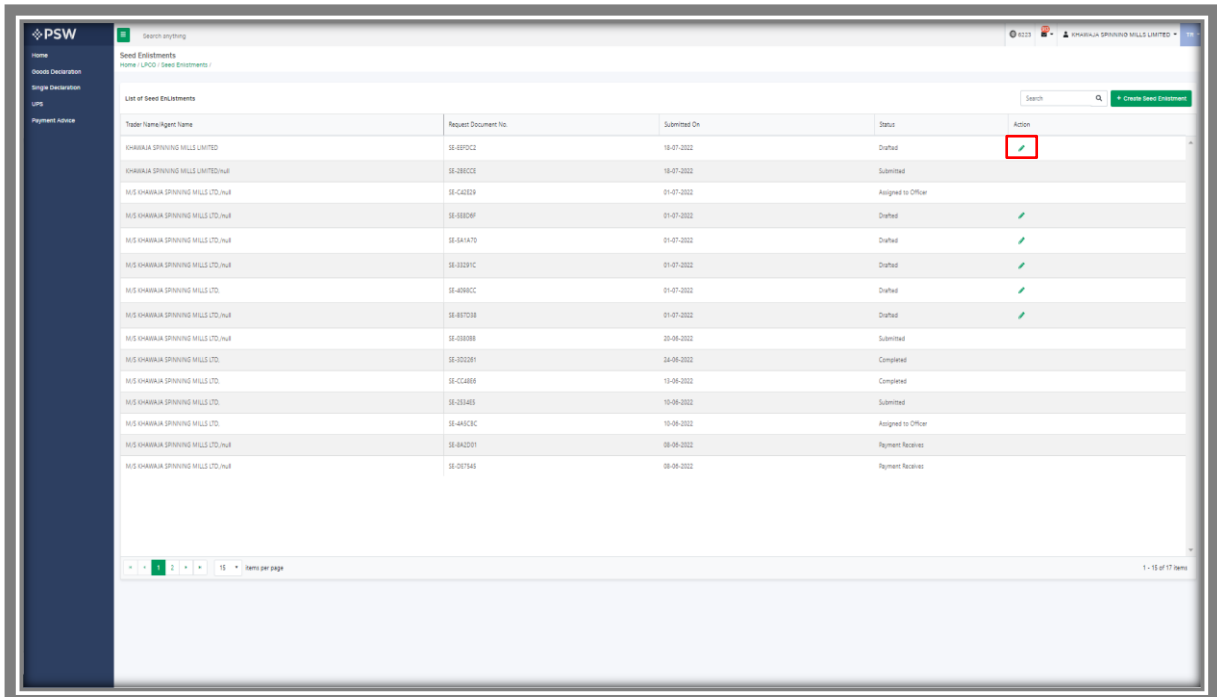


Figure 26

- ii. Upon clicking the pen icon, Seed Enlistment Edit window will be opened, now you can edit information.

**PSW** Search anything 500 ISE TOWERS REIT MANAGEMENT COMPANY LIMITED TR

Home Edit Seed Enlistment  
Home / LPCO / Seed Enlistments / Edit /

Step 1 of 3  
Please complete all the steps to create a seed enlistment. All fields are mandatory except the ones marked as Optional. Save Cancel

Basic Information  
Commodities  
Document Information

Trader Name: ISE TOWERS REIT MANAGEMENT COMPANY LIMITED NTN: 0656916

Business Name: ISE TOWERS REIT MANAGEMENT COMPANY LIMITED Business Address: Clifton Karachi

Breeder Name: Bami Khan Has the breeder consented to this application: Yes No

Exporter Name: Imran Khan Sector: Private

Exporter Address: Saddar Karachi Institute where the variety has been developed: FSCRD

Maintainer: Khalid ahmed City: Karachi  
Please select City where you want to process Seed Enlistment application

Save & Proceed

Figure 27

**Custom Agent View**

- i. You can edit your saved draft by clicking on pen icon.

**PSW** Search anything 103 KHARAKA SPINNING MILLS LIMITED Edit

Home Seed Enlistments  
Home / LPCO / Seed Enlistments /

List of Seed Enlistments Search Create Seed Enlistment

Trader Name/Agent Name	Request Document No.	Submitted On	Status	Action
KHARAKA SPINNING MILLS LIMITED/Inl	SE-08709E	19-07-2022	Drafted	
KHARAKA SPINNING MILLS LIMITED/Inl	SE-2880CC	19-07-2022	Submitted	
FERTILITY & GENETIC SERVICES (PVT) LIMITED/Inl	SE-4092CP	30-06-2022	Assigned to Officer	
M/S KHARAKA SPINNING MILLS LTD./Inl	SE-6030DP	01-07-2022	Drafted	
Inl	SE-8481CA	01-07-2022	Drafted	
M/S KHARAKA SPINNING MILLS LTD./Inl	SE-64167D	01-07-2022	Drafted	
M/S KHARAKA SPINNING MILLS LTD./Inl	SE-0229YC	01-07-2022	Drafted	
M/S KHARAKA SPINNING MILLS LTD./Inl	SE-81703B	01-07-2022	Drafted	
FERTILITY & GENETIC SERVICES (PVT) LIMITED/Inl	SE-C2104B	30-06-2022	Drafted	
M/S KHARAKA SPINNING MILLS LTD./Inl	SE-03809B	20-06-2022	Submitted	
FERTILITY & GENETIC SERVICES (PVT) LIMITED/Inl	SE-45377C	25-06-2022	Completed	
FERTILITY & GENETIC SERVICES (PVT) LIMITED/Inl	SE-098993	10-06-2022	Completed	
FERTILITY & GENETIC SERVICES (PVT) LIMITED/Inl	SE-80204B	10-06-2022	Completed	
FERTILITY & GENETIC SERVICES (PVT) LIMITED/Inl	SE-742A19	10-06-2022	Completed	

1 - 14 of 14 items 15 items per page

Figure 28

- ii. Upon clicking the pen icon, Seed Enlistment Edit window will be opened, now you can edit information.

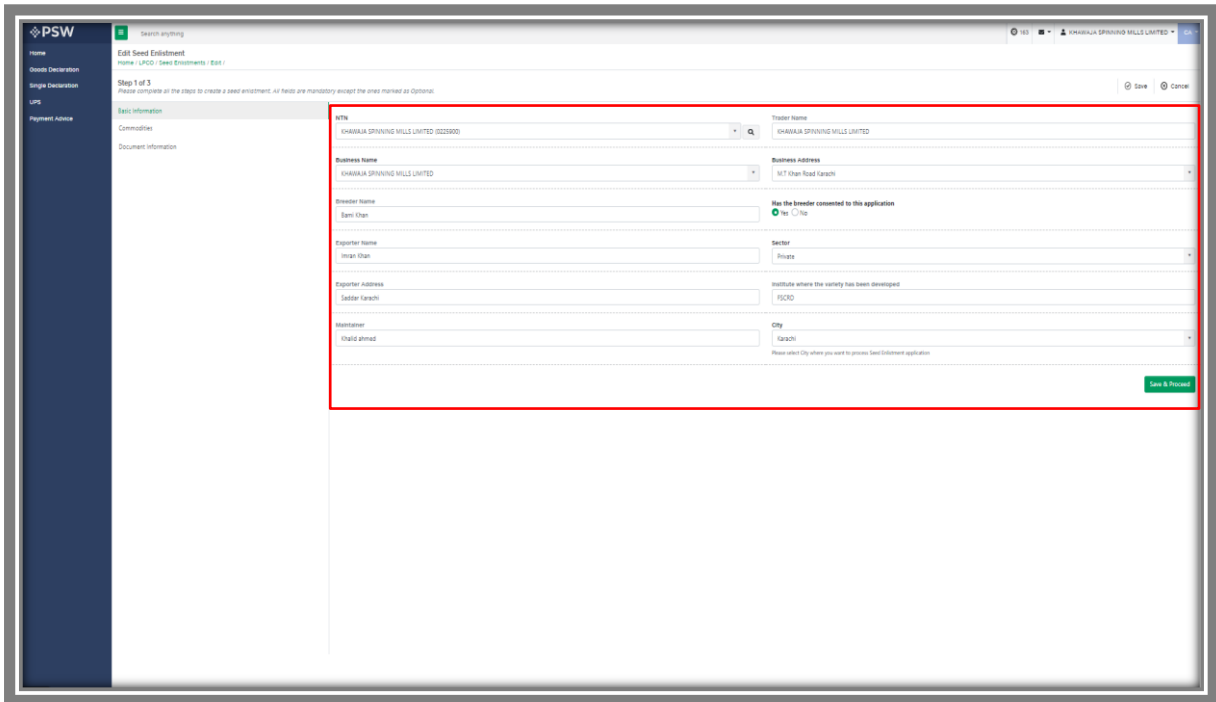


Figure 29

**5.5.3. Cancel Seed Enlistment**

- i. To cancel a saved Seed Enlistment, which is not submitted for processing, you shall click on 'Cancel' button.  
*(Note: Edit and cancel function shall only be available on draft/saved Seed Enlistment. No option to edit or cancel will be available once the Seed Enlistment is submitted)*

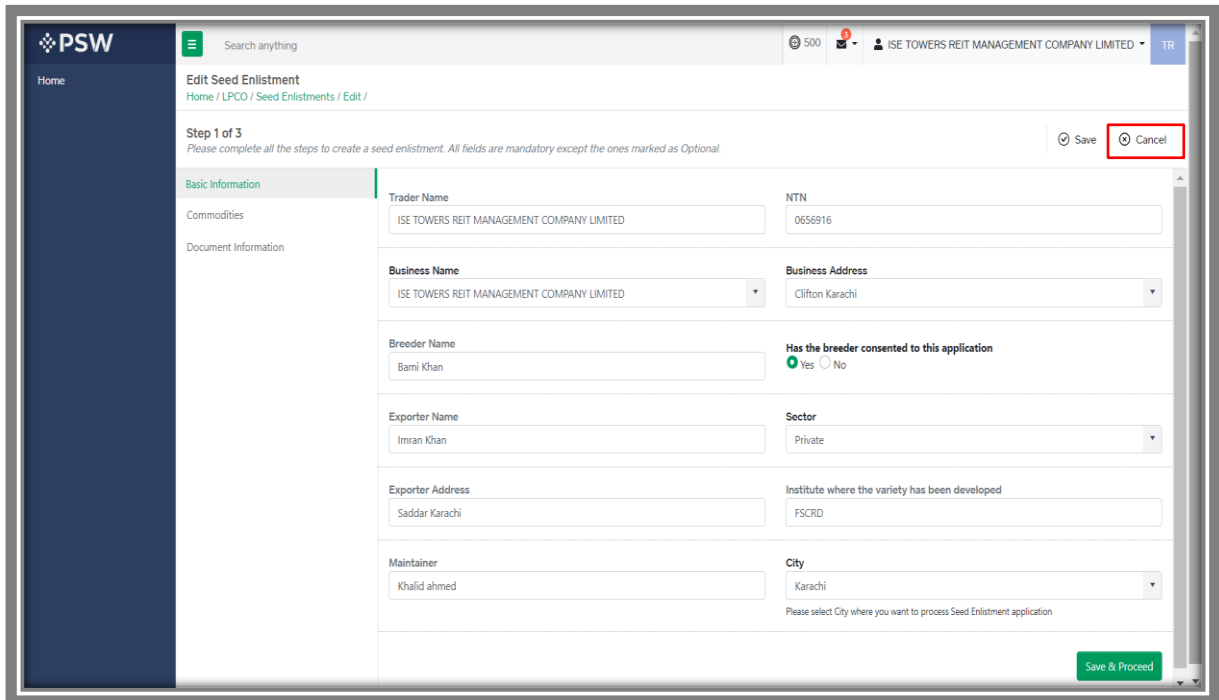


Figure 30

- ii. Upon clicking on 'Cancel' button, a pop up will appear. Select the 'Yes' button to cancel Seed Enlistment request.

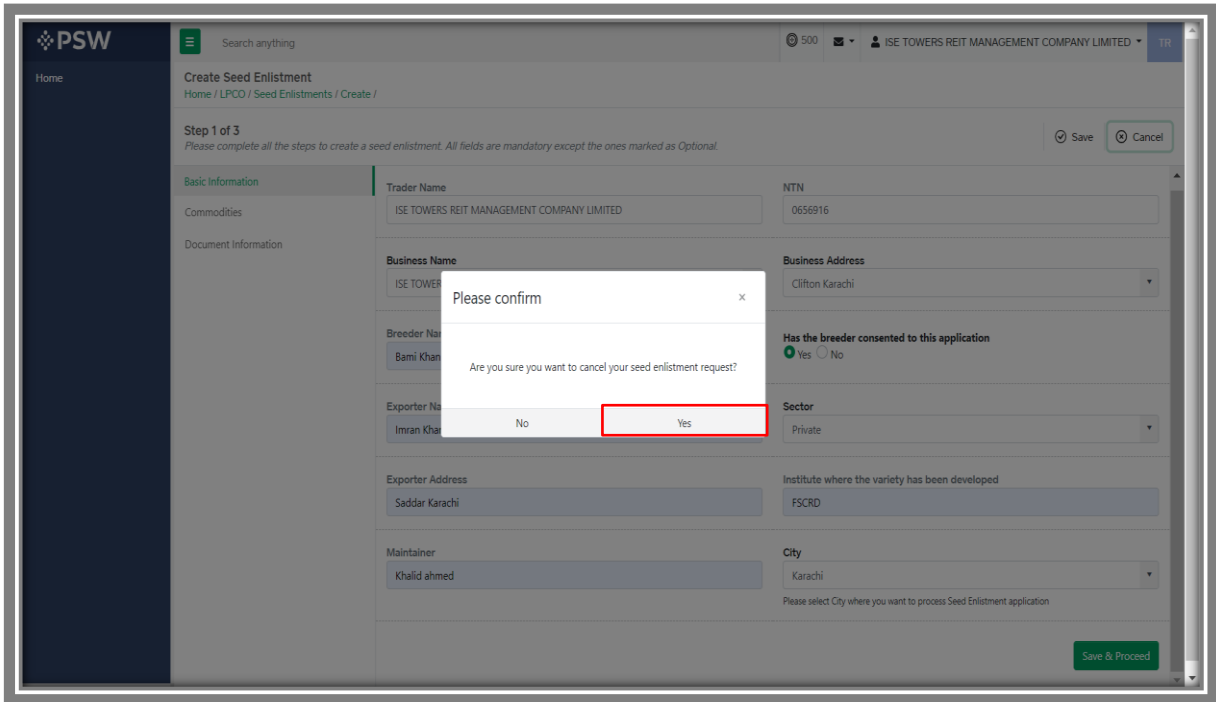


Figure 31

- iii. Seed Enlistment Request Canceled dialogue box will appear.

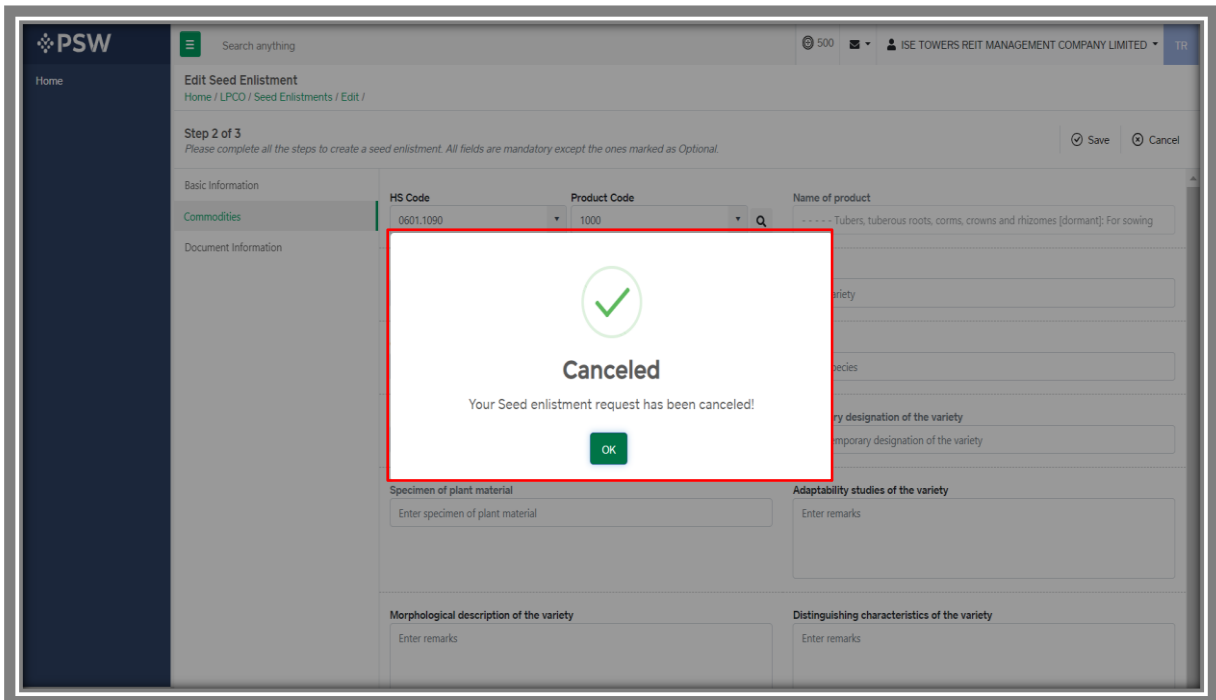


Figure 32

**5.5.4. View Seed Enlistment – Trader/Custom Agent**

- i. You can view the submitted requests along with their status in the Seed Enlistment list.

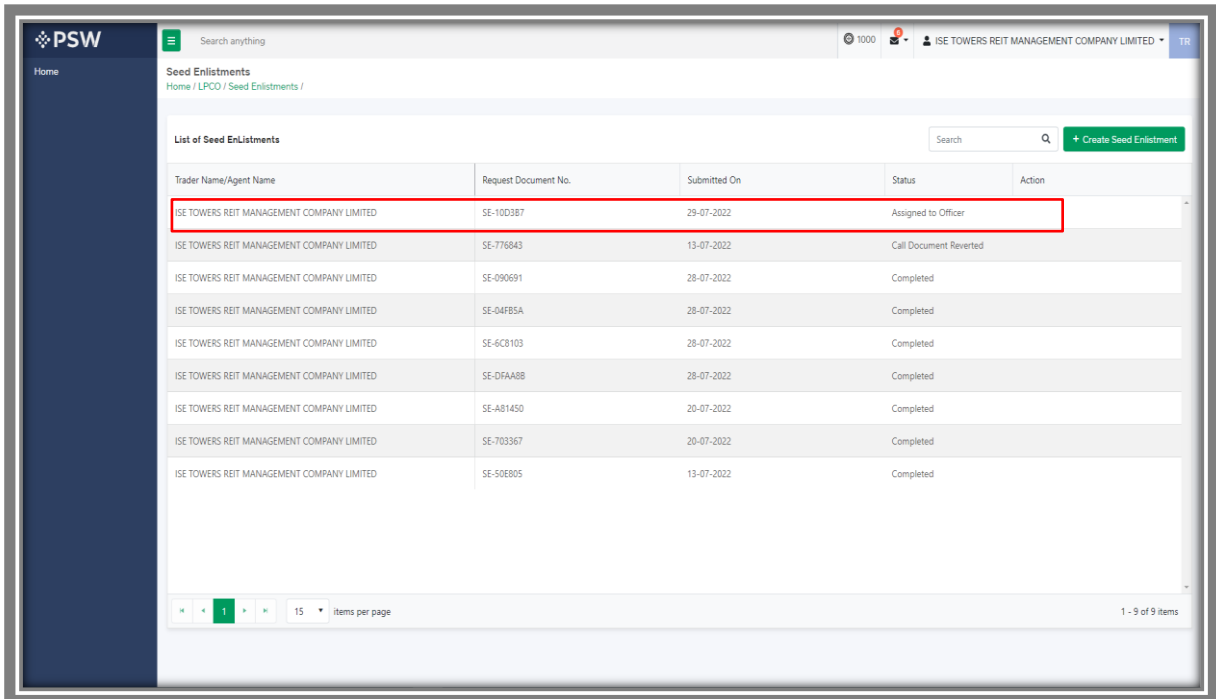


Figure 33

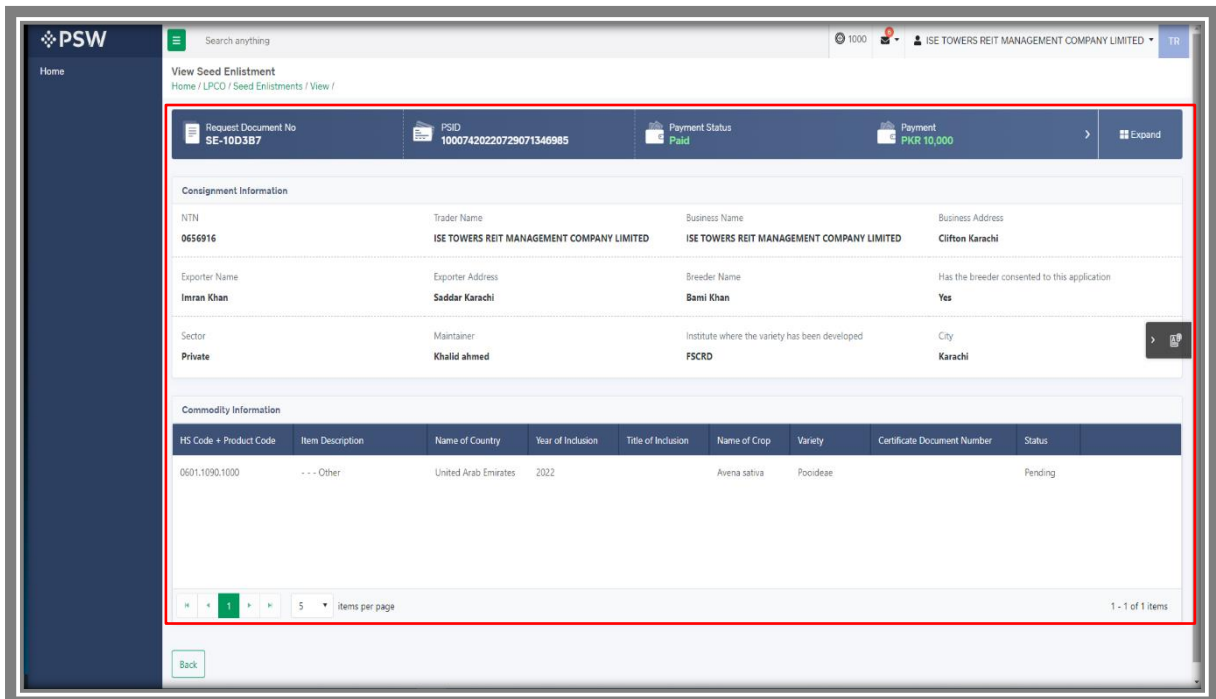


Figure 34



### 5.6. Call Documents

- i. If FSC&RD officer requests any additional document, a notification will appear in the notification bar. You will click on notification button appearing at top right side on the window.

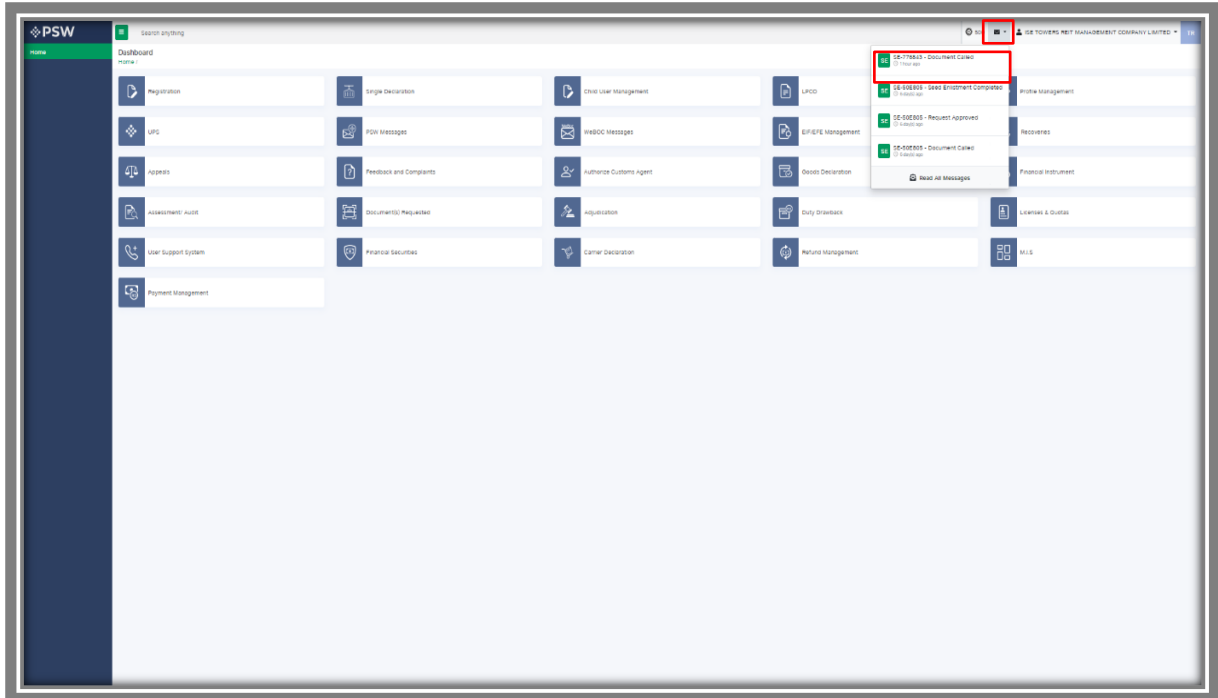


Figure 35

- ii. Click on the Document Called notification. You will be redirected to the inbox.

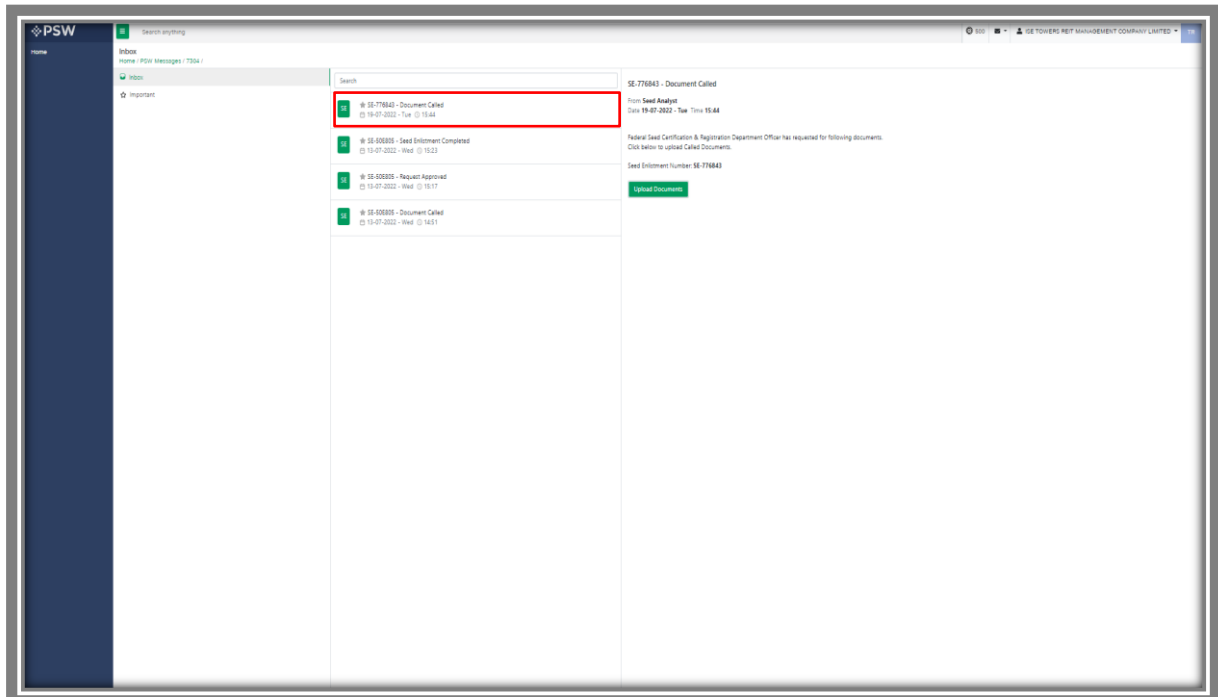


Figure 36

### 5.6.1. Upload Call Documents

- i. Click on 'Upload Documents' to attach required documents.

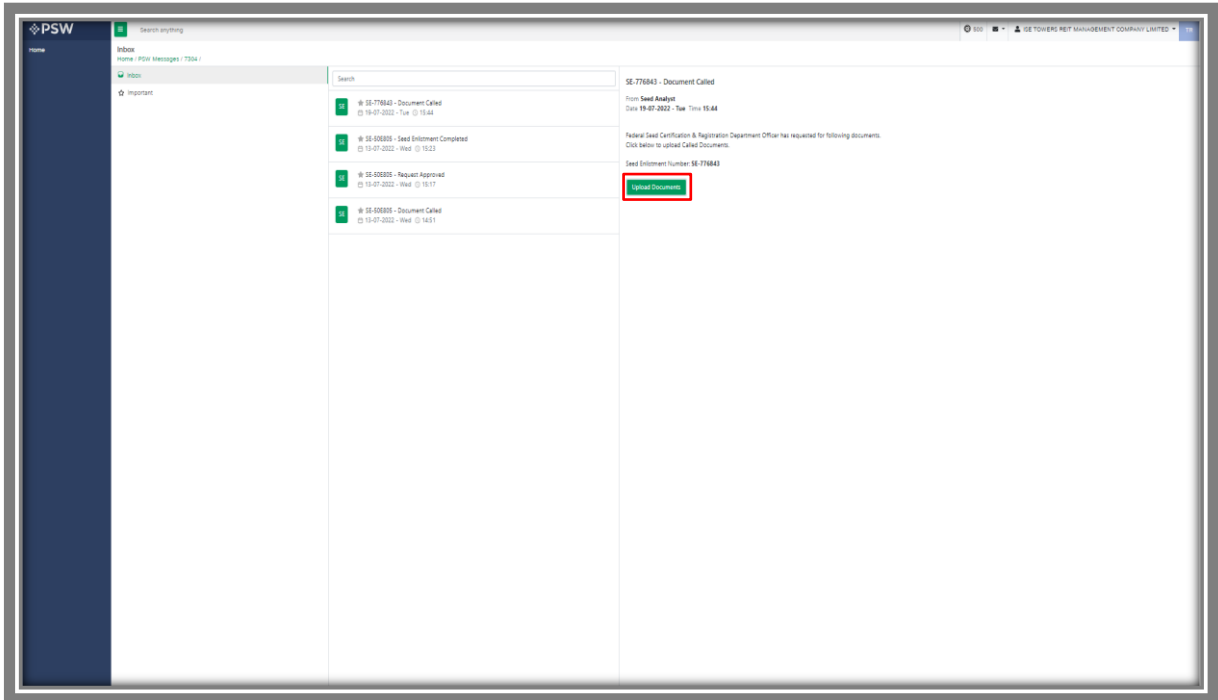


Figure 37

- ii. 'Document Called' screen will be opened, here you can view and upload the required document.

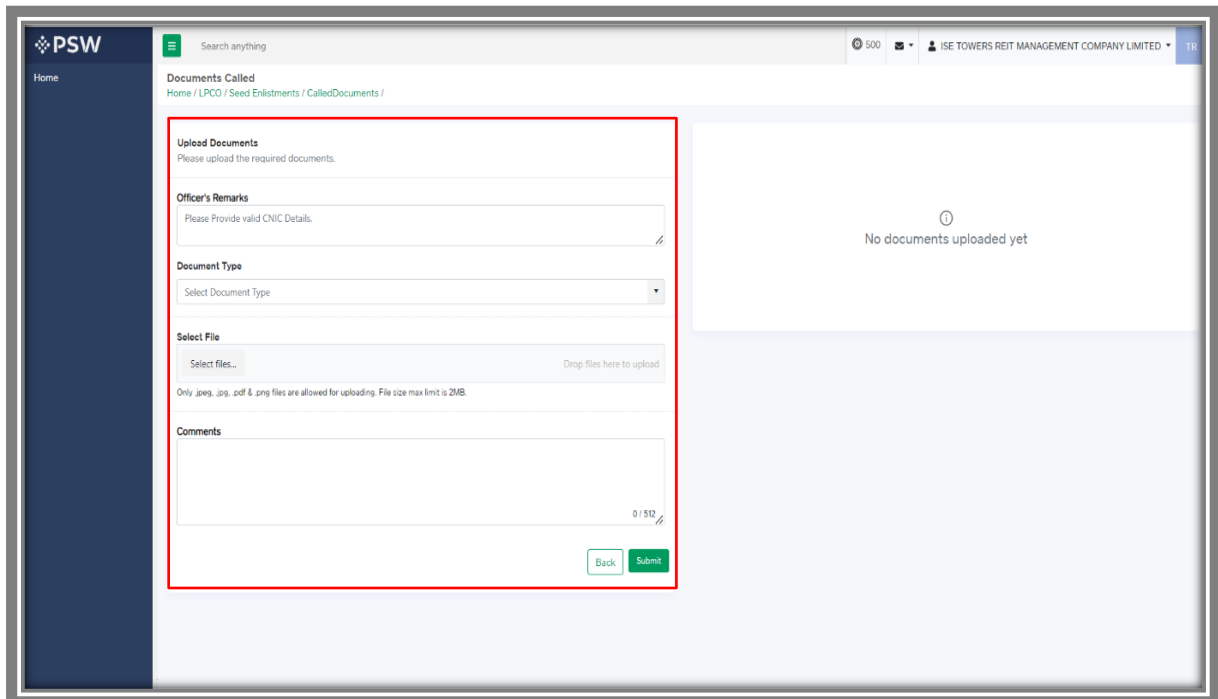


Figure 38

iii. Click on 'Document Type' and then select the document from dropdown list.

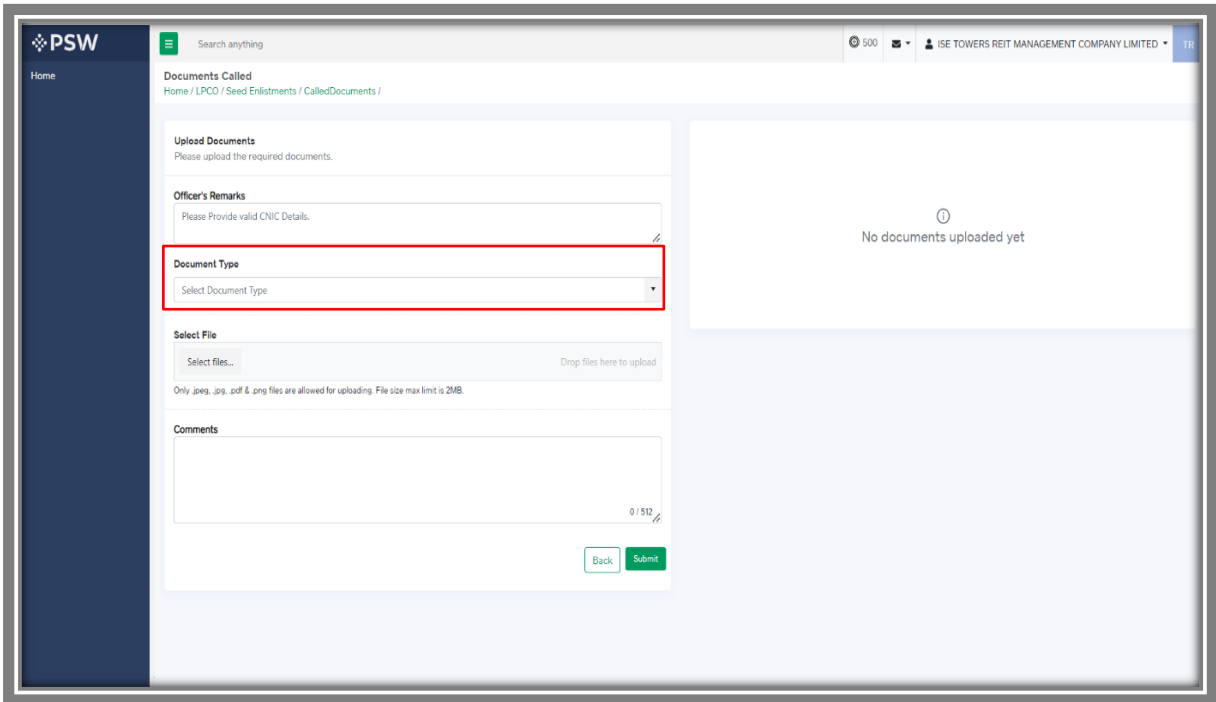


Figure 39

iv. Now click 'select file' button and upload the required document.

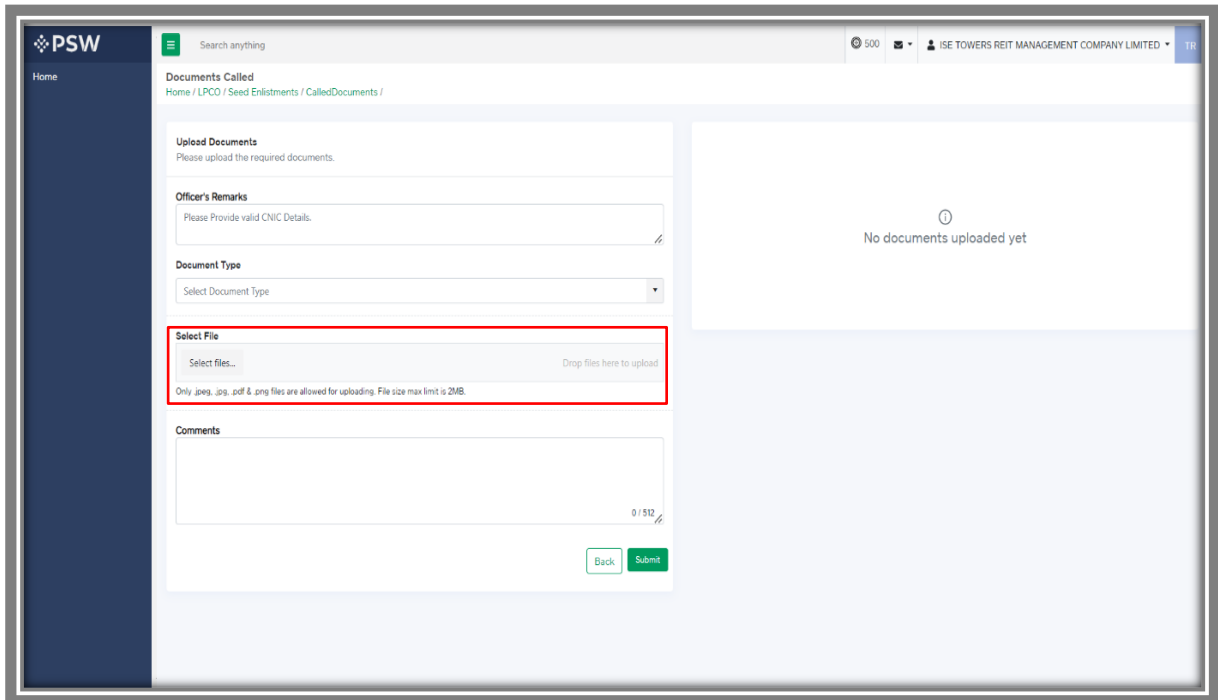


Figure 40

- v. You can review the attached document by clicking on document preview. Now click the 'Submit' button to proceed further.

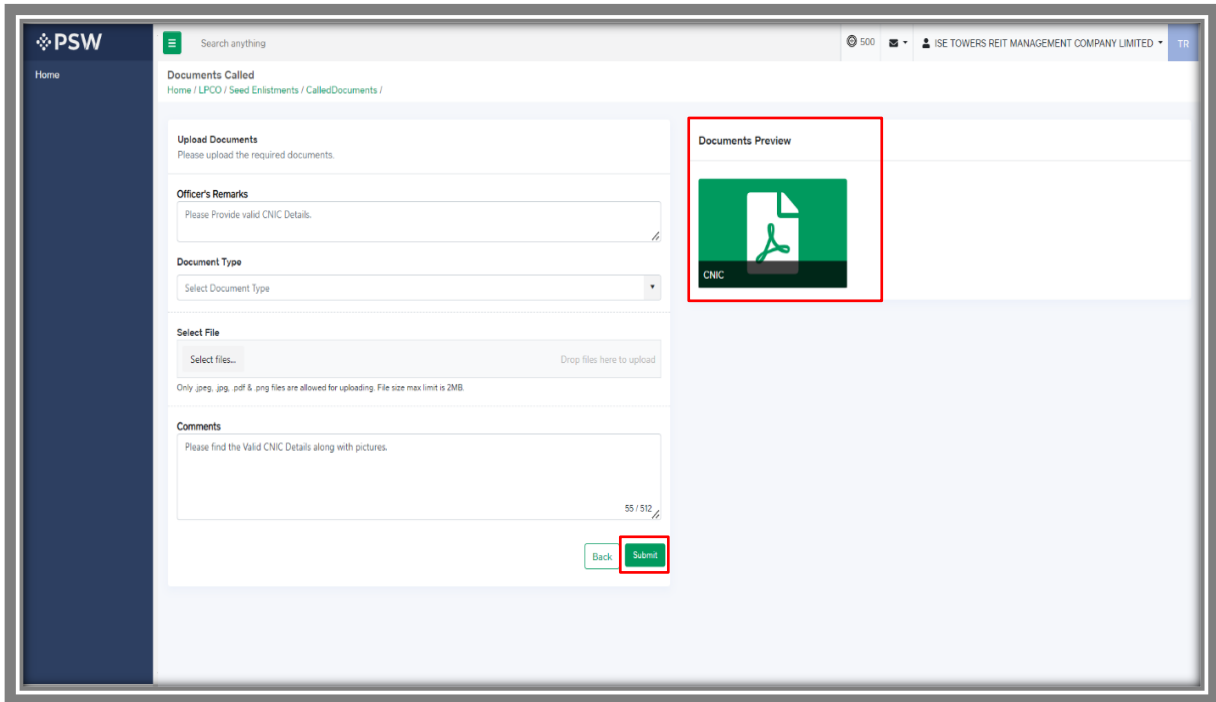


Figure 41

- vi. Upon clicking on 'Submit' button a success pop-up screen will appear.

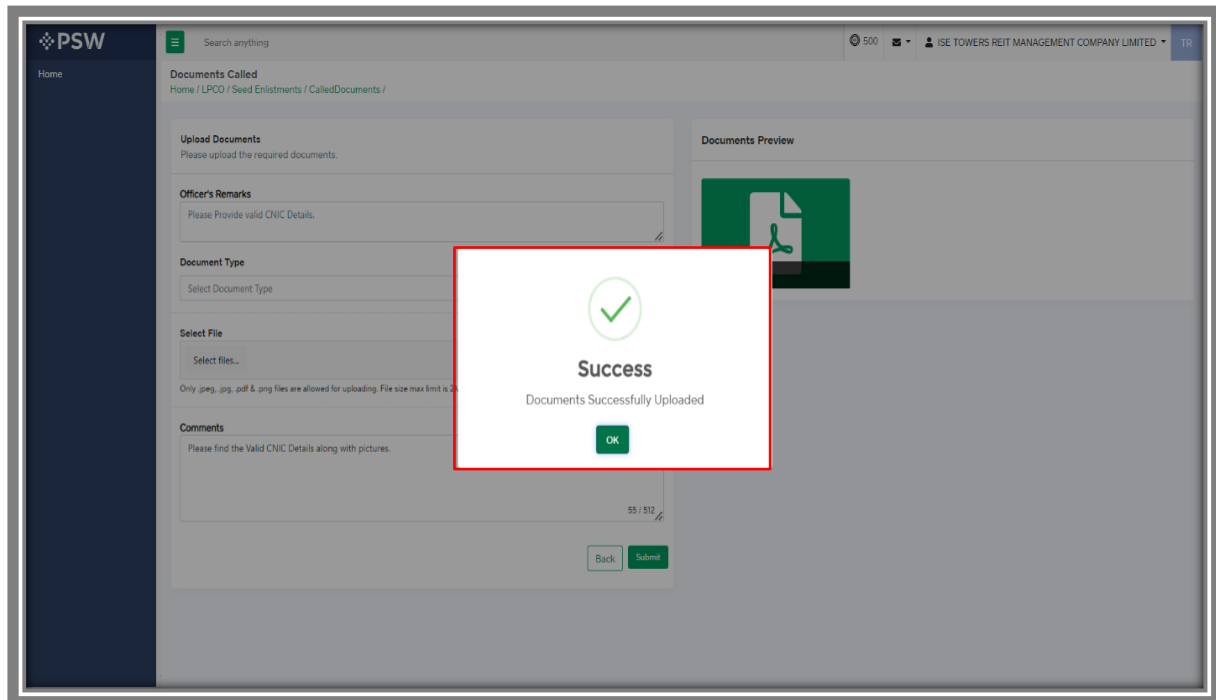


Figure 42

### 5.6.2. Alternate Way to Upload Call Documents

- i. You can also click on the 'Upload Document' button appearing in the 'Action' column of the Seed Enlistment grid. It is an alternate way to upload called documents.

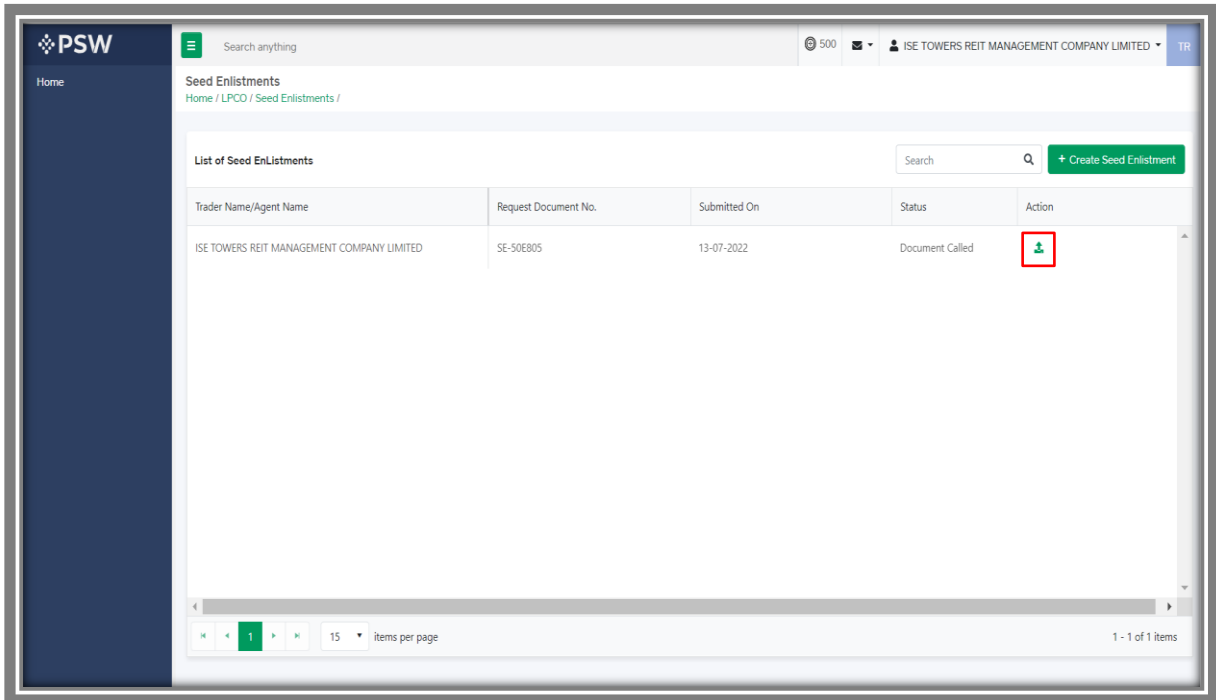


Figure 43

## 5.7. Notification regarding Approval/Rejection of Seed Enlistment

### 5.7.1. Approval notification

- i. A notification will appear in your inbox informing you about the Seed Enlistment approval. You will click on the notification icon.

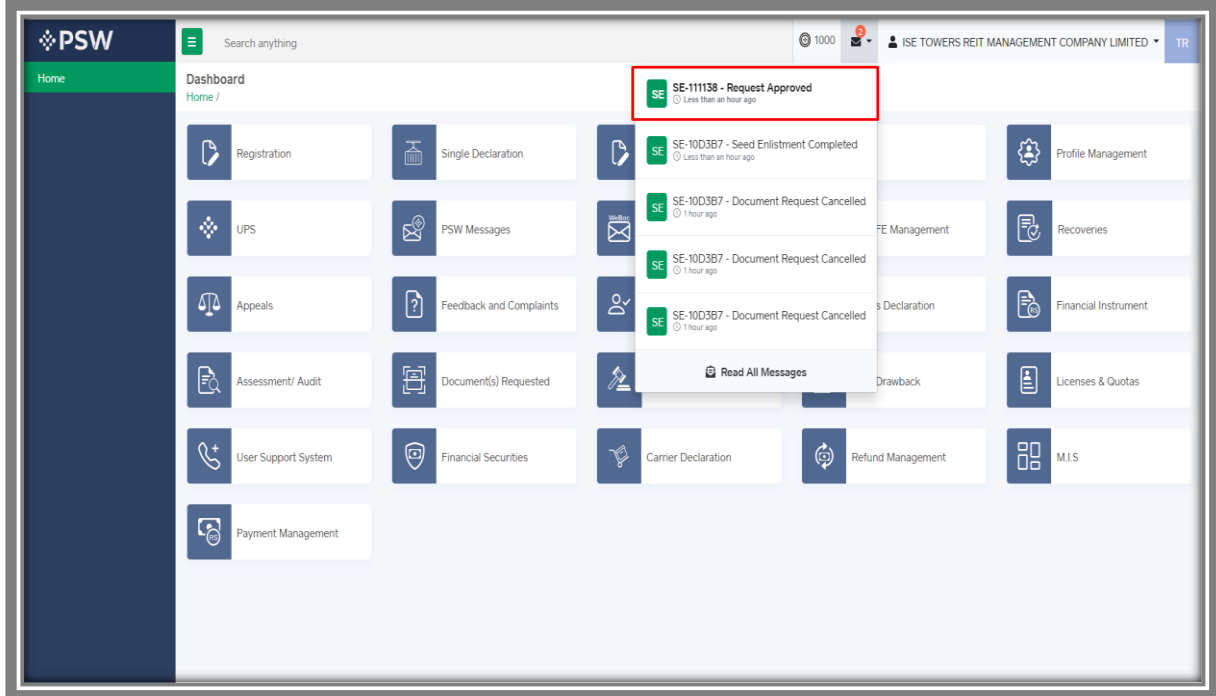


Figure 44

- ii. Select the 'Request Approved' notification.

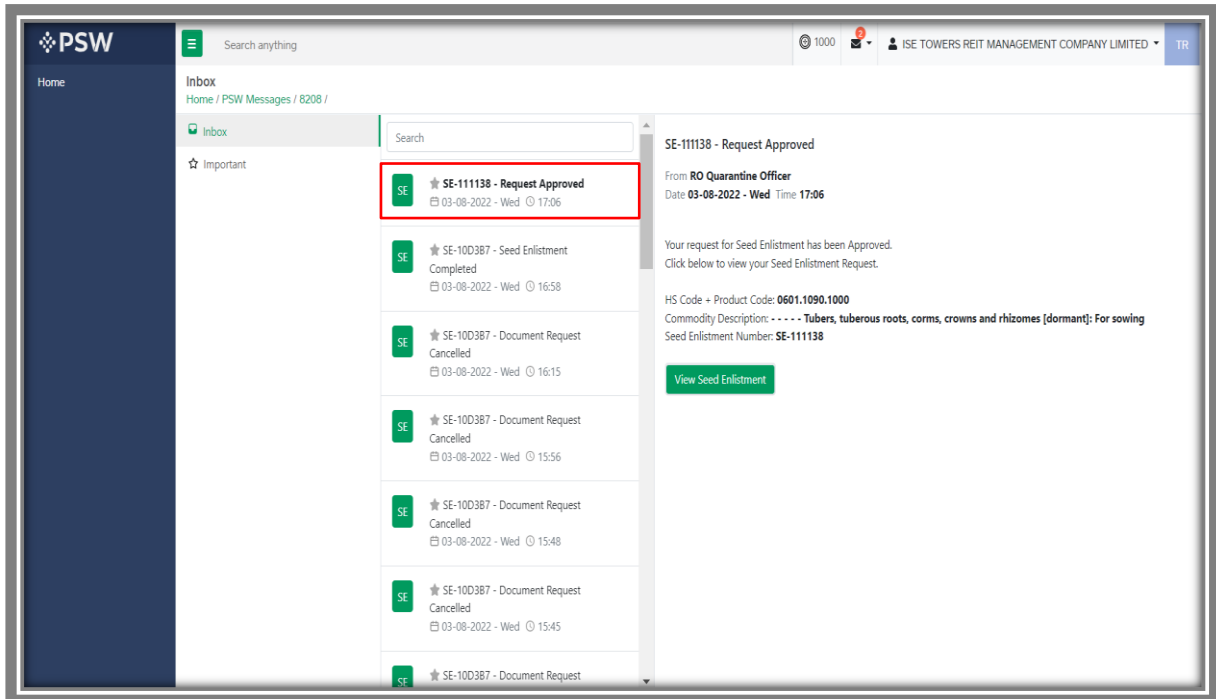


Figure 45

iii. Now click on the 'View Seed Enlistment' button to view approved Seed Enlistment.

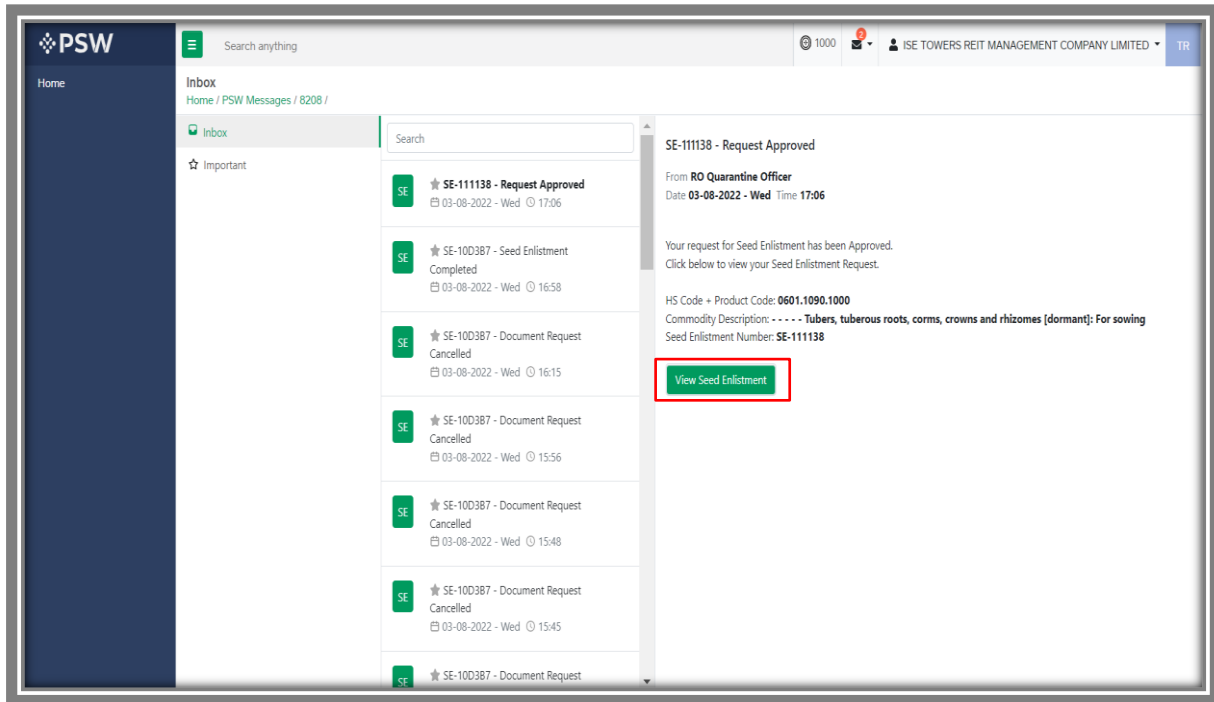


Figure 46

iv. You will be re-directed to Seed Enlistment screen to view the approved Seed Enlistment along with the officer's remarks.

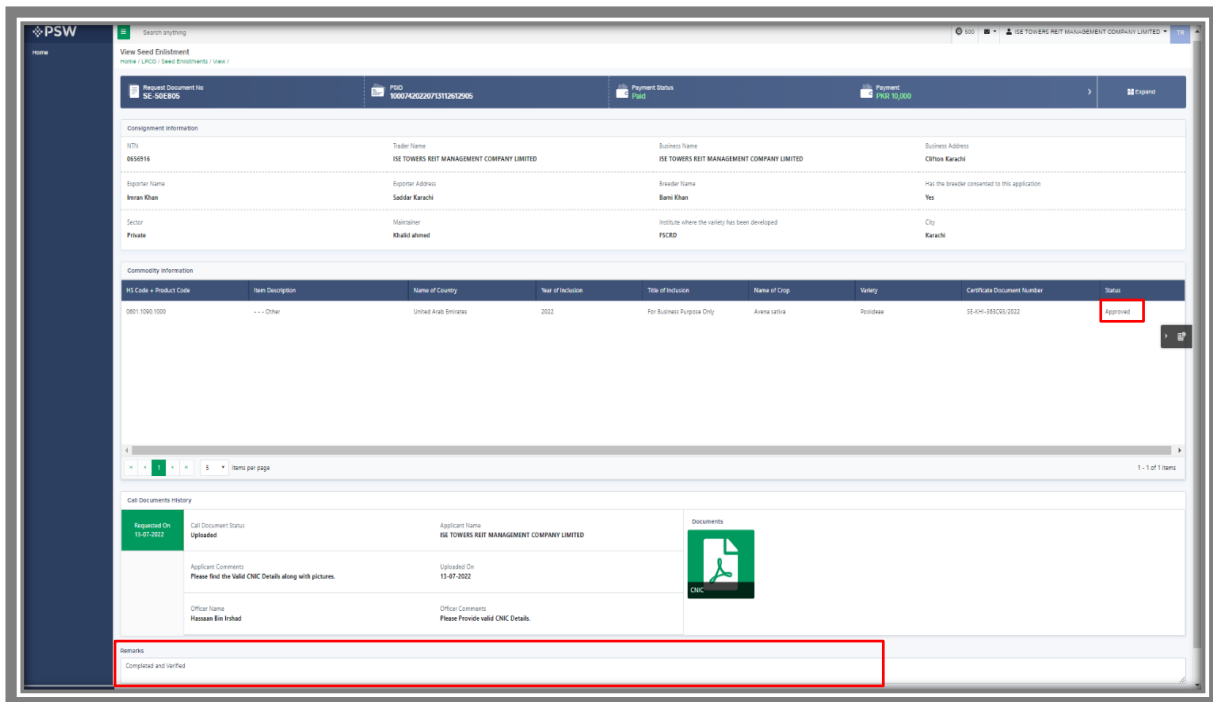


Figure 47

### 5.7.2. Rejection notification

- i. A notification will appear in your inbox informing you about the Seed Enlistment Rejection. You will click on the notification icon.

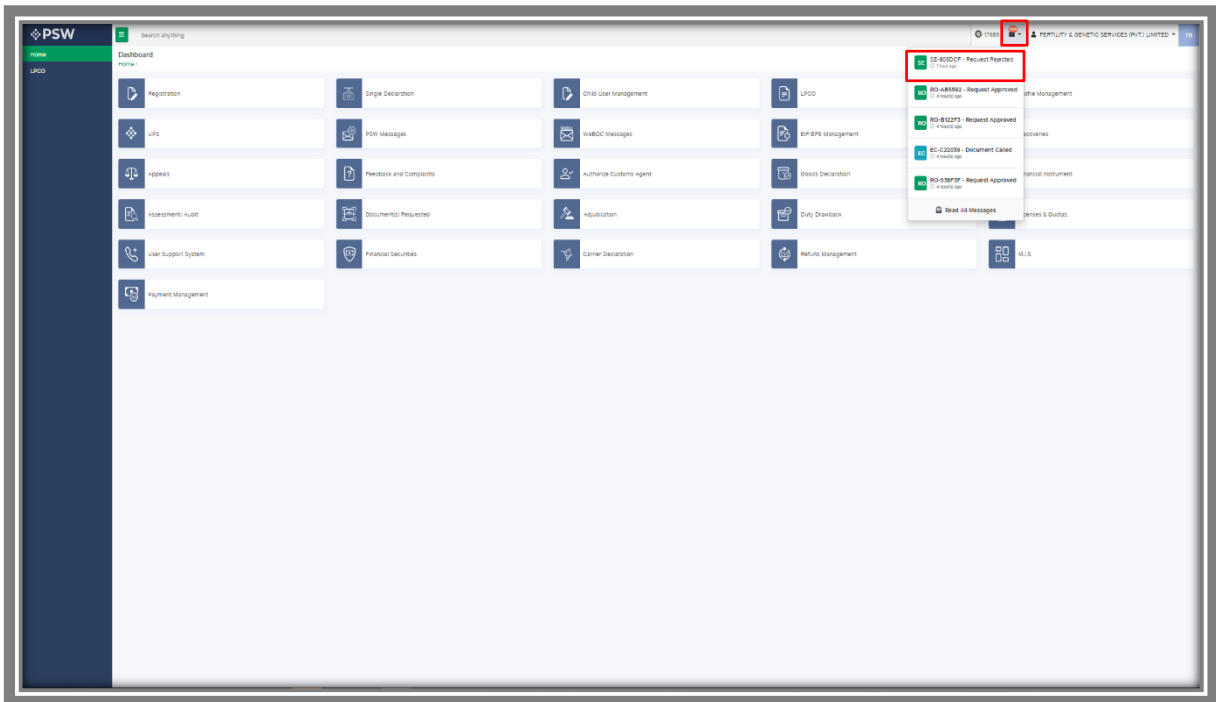


Figure 48

- ii. Select the 'Request Rejected' message where you will be redirected to the inbox screen.

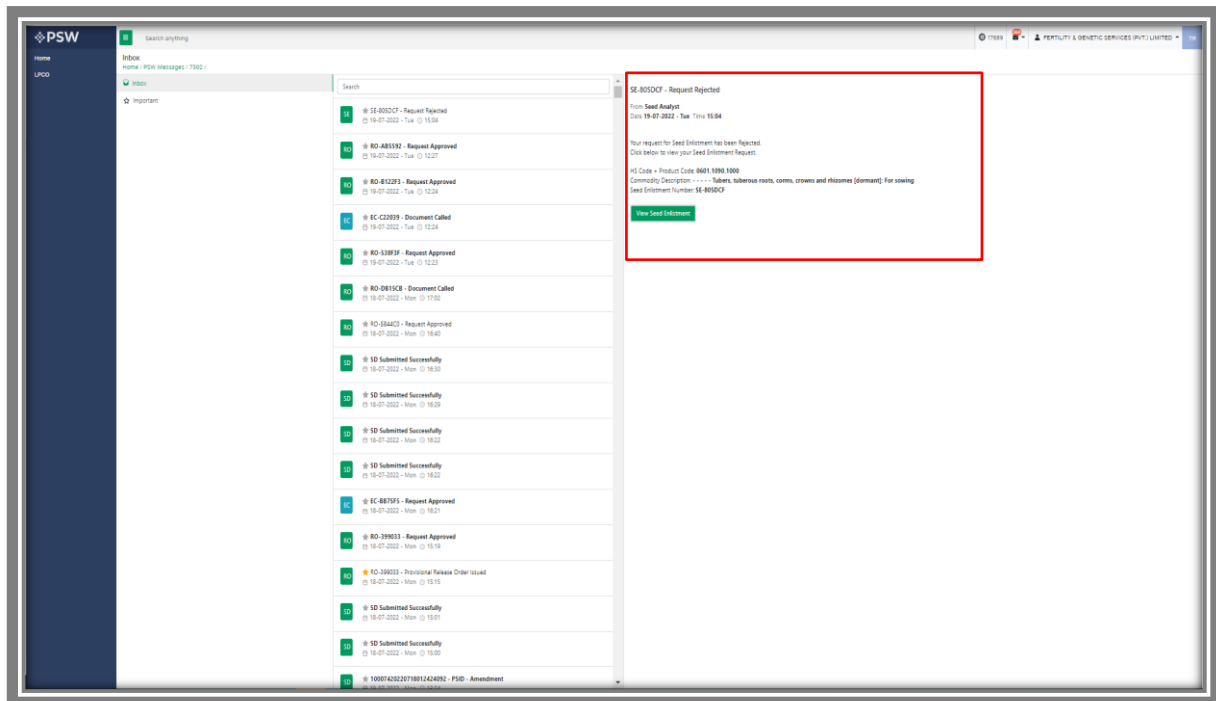


Figure 49



iii. You will click on 'View Seed Enlistment' to view the rejected Seed Enlistment.

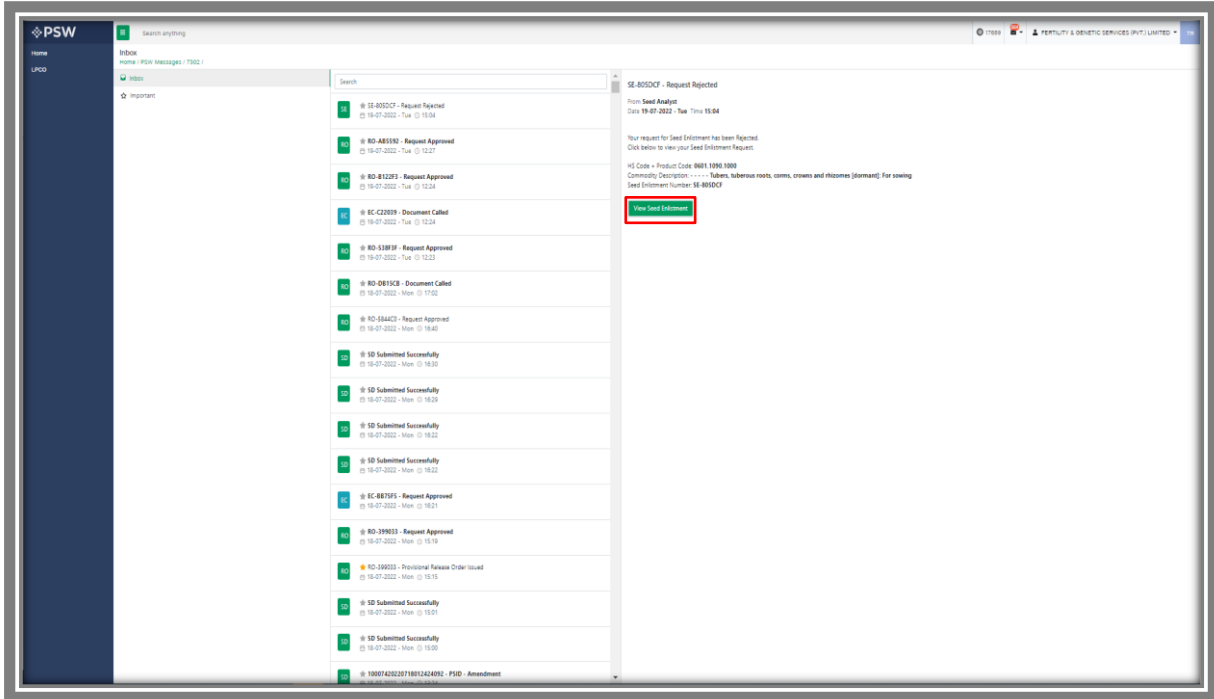


Figure 50

iv. 'Seed Enlistment Screen' screen will be opened. You can see the rejected status along with the Officer's Remarks.

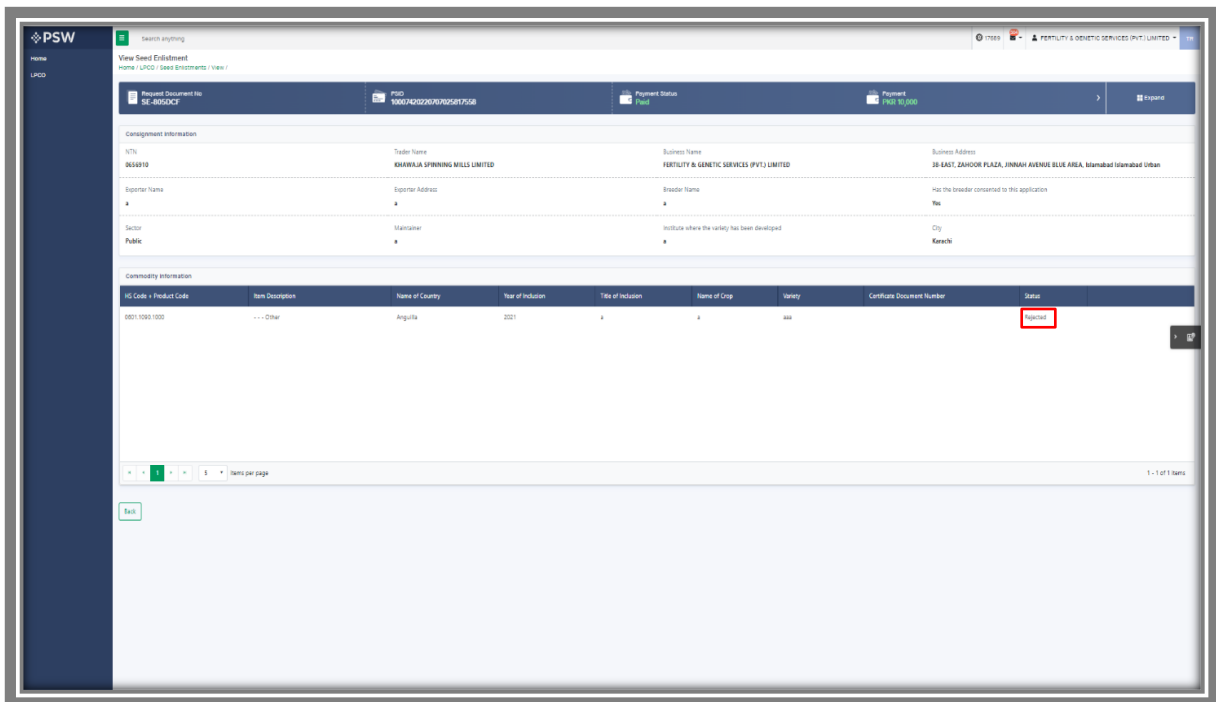


Figure 51

## 5.8. Suspension of Seed Enlistment

- i. You will receive the notification if your approved seed enlistment has been suspended by the FSC&RD Officer. Click on the notification to view the details.

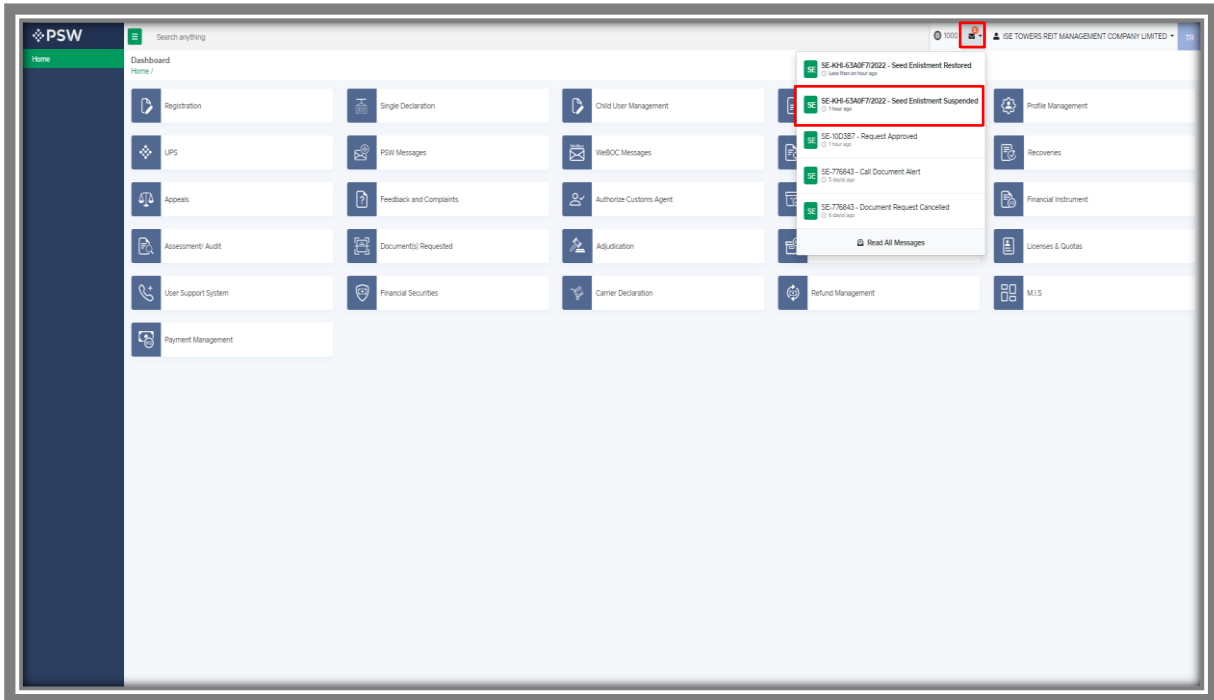


Figure 52

- ii. You will be redirected to the inbox. A message will appear along with the details of suspension of request.

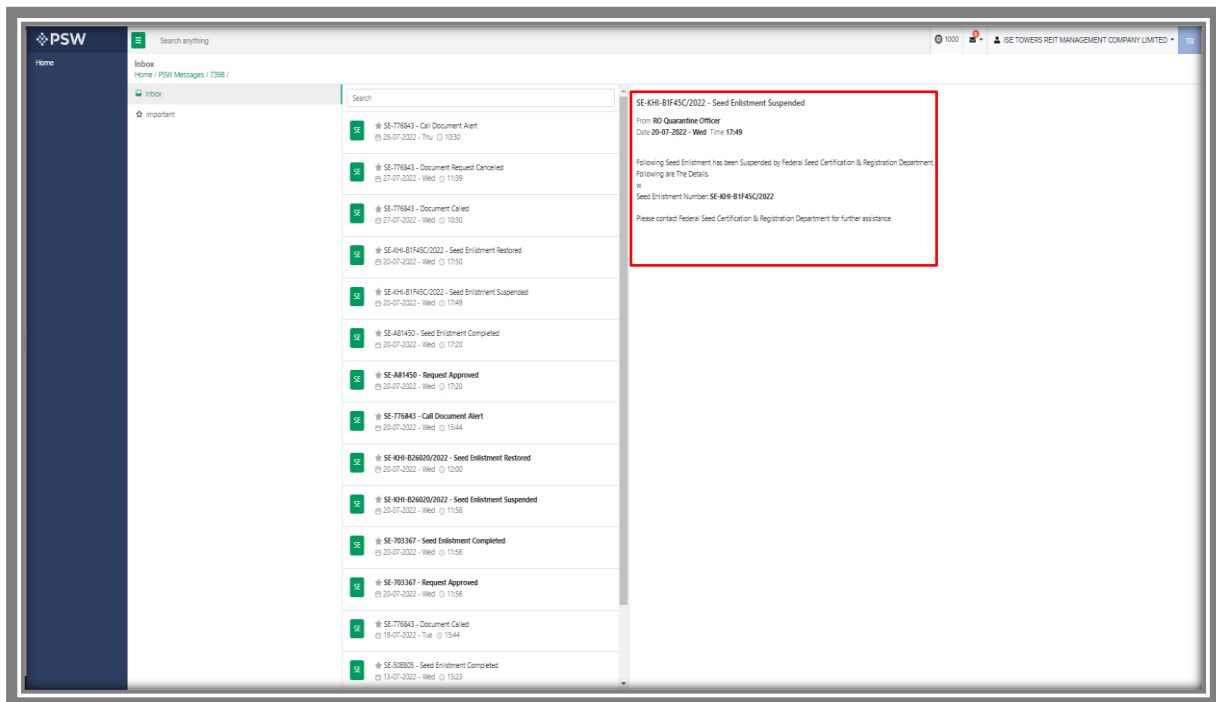


Figure 53

iii. Your seed enlistment status will be changed to 'Inactive'.

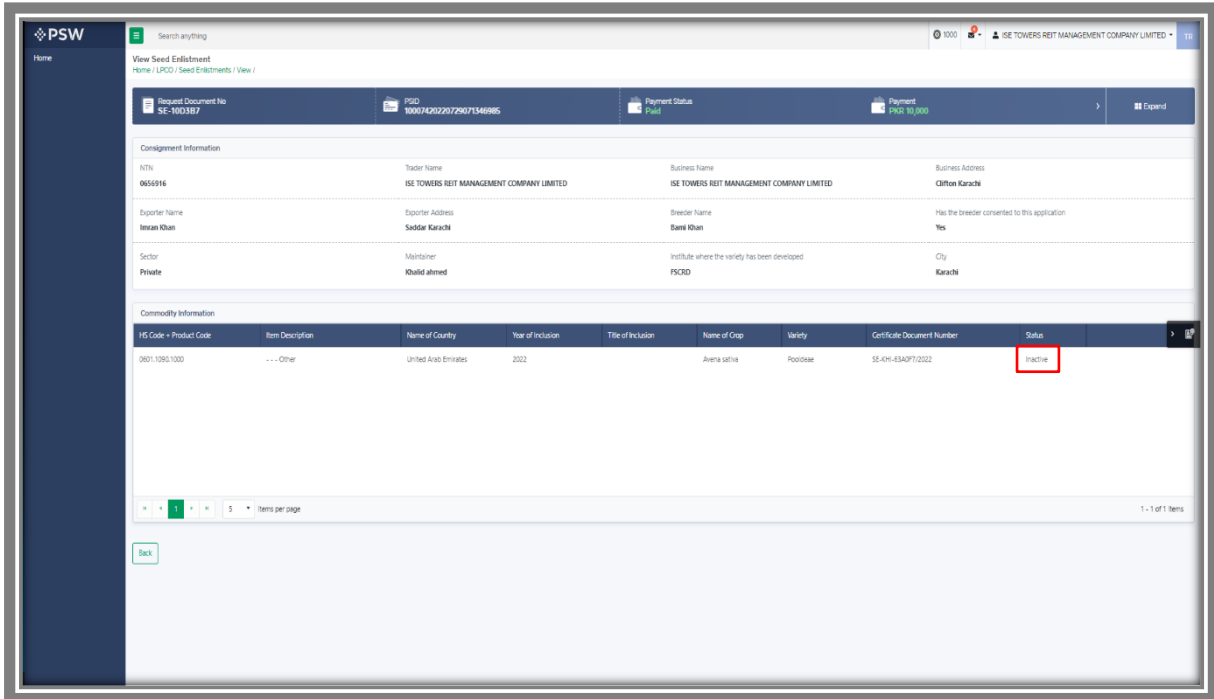


Figure 54

### 5.9. Restoration of Seed Enlistment

i. You will receive the notification if your approved seed enlistment has been suspended by the FSC&RD Officer. Click on the notification to view the details.

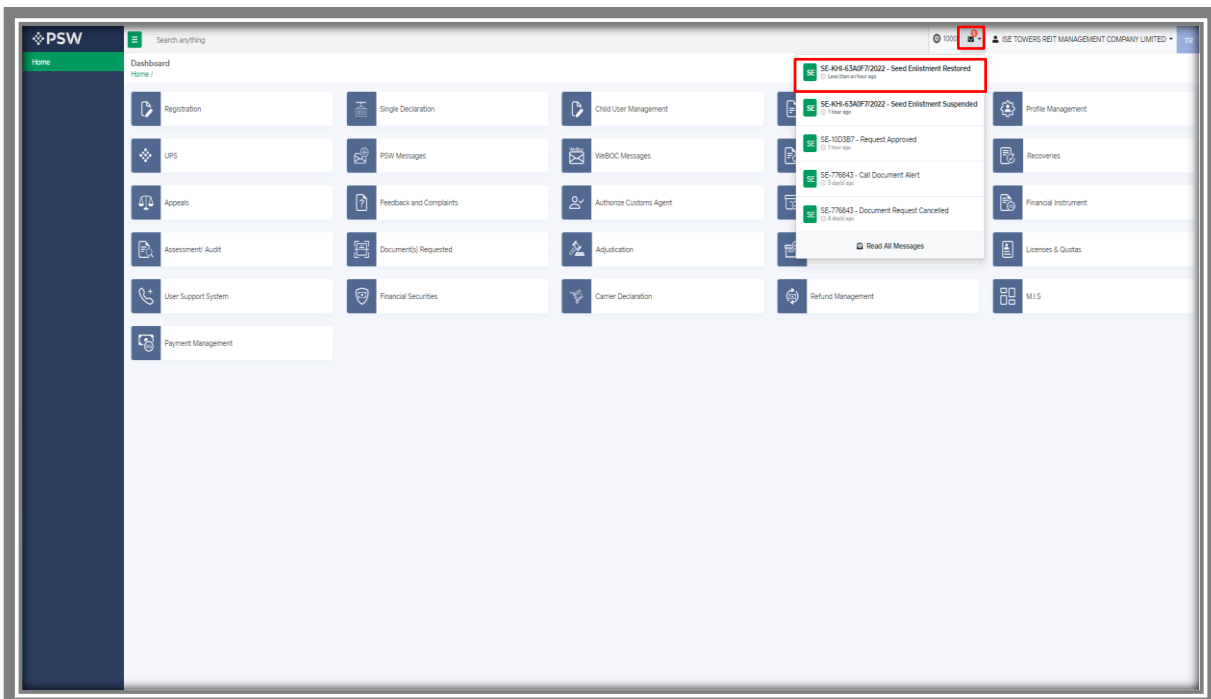


Figure 55

- ii. You will be redirected to the inbox. A message will appear along with the details of restoration of request.

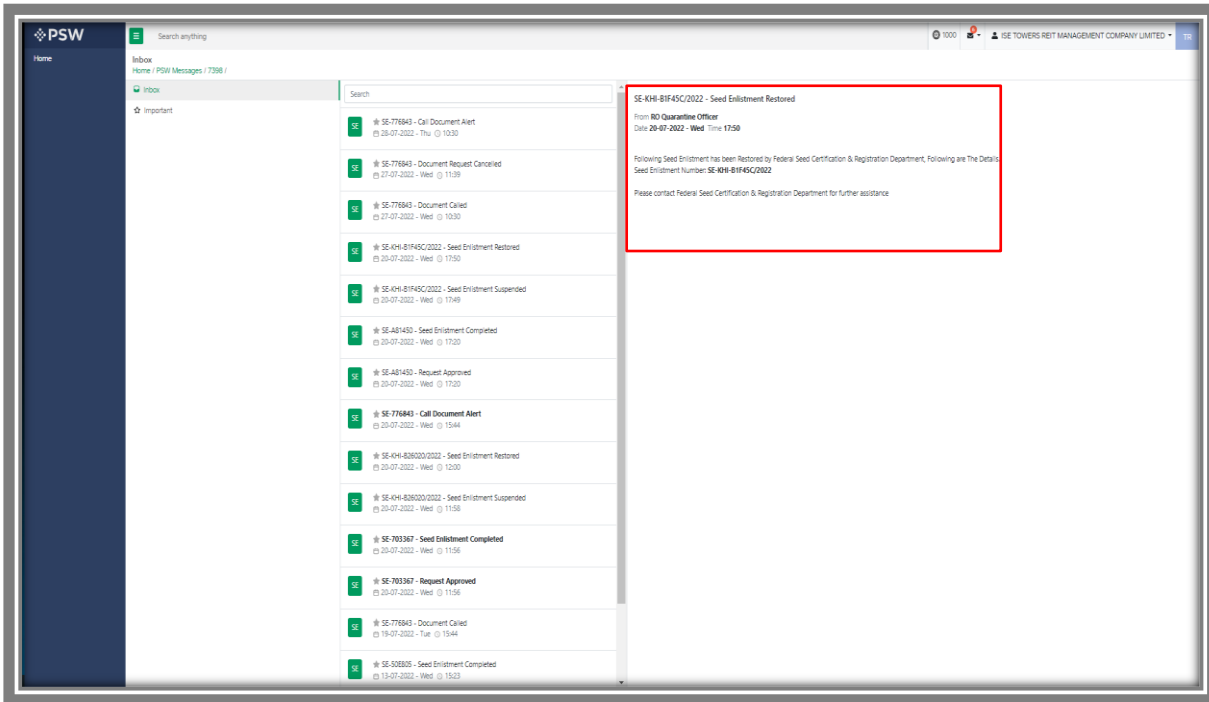


Figure 56

- iii. Your seed enlistment status will be now changed to 'Active'.

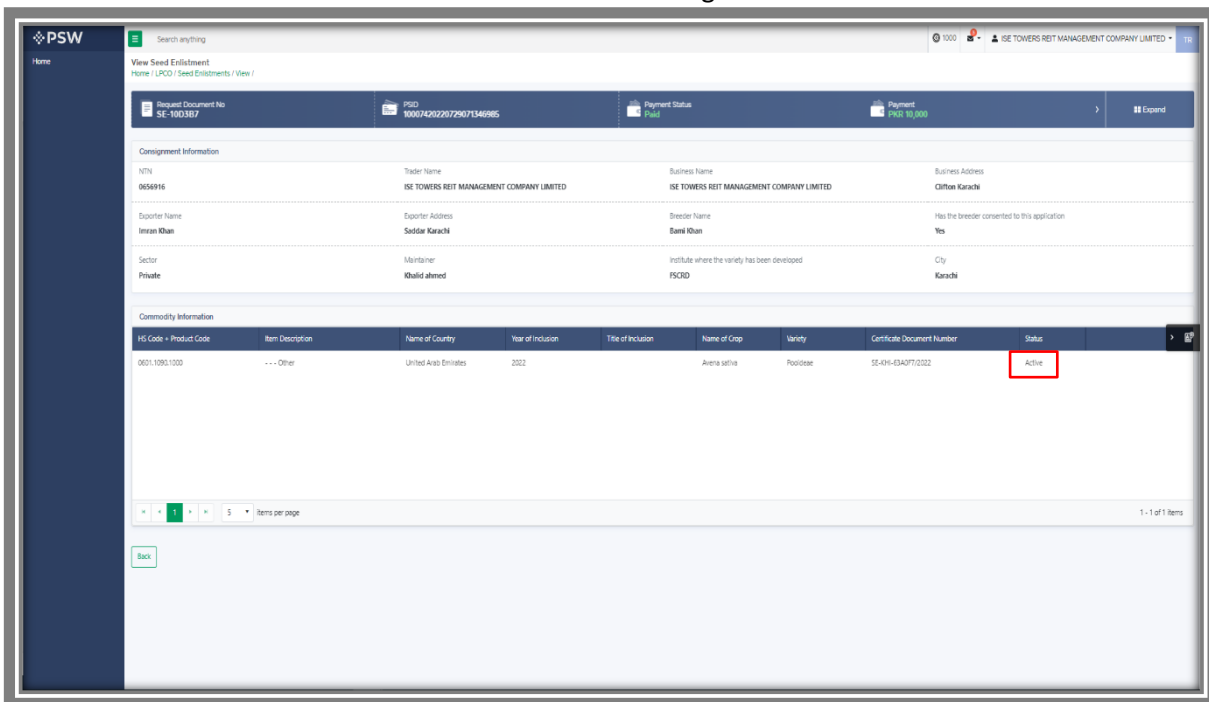


Figure 57

## 6. Release order

### 6.1. View Release Order

Once the Seed Enlistment process has been completed, click on the LPCO Button to view status of the Release Order Request.

*Note: All the requests of Release Order will be automatically generated upon submission of Single Declaration-Imports.*

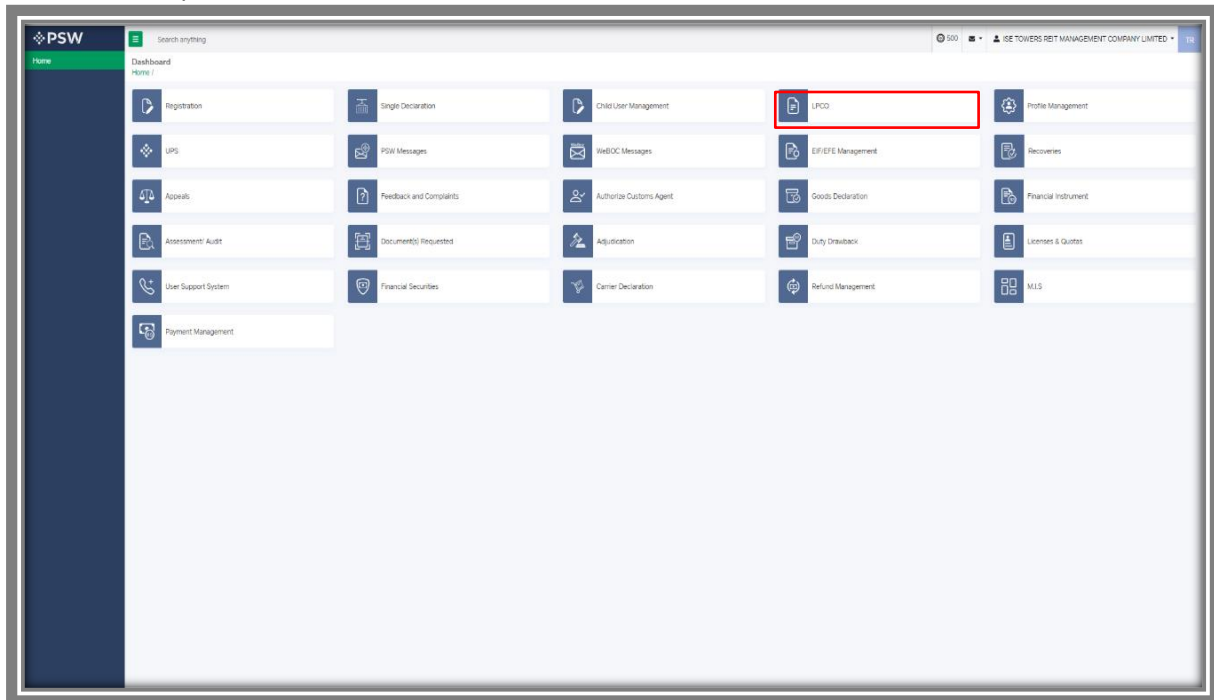


Figure 58

- i. Once the single declaration-imports has been submitted. The request will be validated by the relevant department and request for Release Order will be assign to officer.

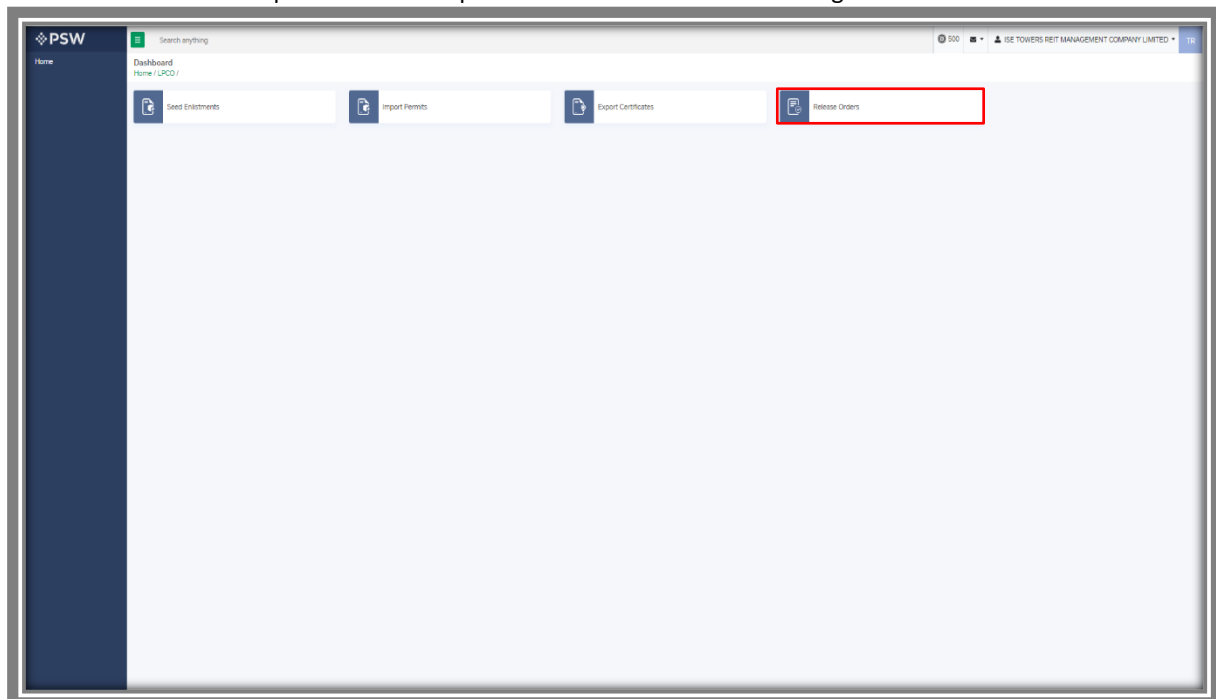


Figure 59

ii. You will click on the relevant Release Order to view the status of the request.

Agency	Request Document Number	SD Number	Trader Name / Agent Name	Certificate Number	Submitted On	Status	Action
Pakistan Standard Quality and Control Authority	RD-148948	SD--000000-15072022	BAMI KHAN FLOUR & GENERAL MILLS (PRIVATE)LIMITED		15-07-2022	Lab Payment Received	
Pakistan Standard Quality and Control Authority	RD-402043	SD--000000-15072022	BAMI KHAN FLOUR & GENERAL MILLS (PRIVATE)LIMITED		15-07-2022	Release Order Request Sent To Agency For Approval	
Pakistan Standard Quality and Control Authority	RD-102145	SD--000079-15072022	BAMI KHAN FLOUR & GENERAL MILLS (PRIVATE)LIMITED		15-07-2022	Release Order Request Sent To Agency For Approval	
Faisal Seed Certification & Registration Department	RD-483641	SD--000079-15072022	BAMI KHAN FLOUR & GENERAL MILLS (PRIVATE)LIMITED		15-07-2022	Assigned to officer	
Department of Plant Protection	RD-08422A	SD--000079-15072022	BAMI KHAN FLOUR & GENERAL MILLS (PRIVATE)LIMITED		15-07-2022	Assigned to officer	
Animal Quarantine Department	RD-41594D		BAMI KHAN FLOUR & GENERAL MILLS (PRIVATE)LIMITED		15-07-2022	Payment Available	
Animal Quarantine Department	RD-07858B	SD--000077-14072022	BAMI KHAN FLOUR & GENERAL MILLS (PRIVATE)LIMITED	RD-47C542/2022	14-07-2022	Approved	
Animal Quarantine Department	RD-48275F	SD--000072-14072022	BAMI KHAN FLOUR & GENERAL MILLS (PRIVATE)LIMITED	RD-83D56A/2022	14-07-2022	Approved	
Animal Quarantine Department	RD-03143C	SD--000073-14072022	BAMI KHAN FLOUR & GENERAL MILLS (PRIVATE)LIMITED	RD-47C0F9/2022	14-07-2022	Approved	
Department of Plant Protection	RD-7882D6	SD--000075-14072022	BAMI KHAN FLOUR & GENERAL MILLS (PRIVATE)LIMITED) / KHABBAA SPRINING MILLS LIMITED		14-07-2022	Assigned to officer	
Department of Plant Protection	RD-688AC1	SD--000074-14072022	BAMI KHAN FLOUR & GENERAL MILLS (PRIVATE)LIMITED) / KHABBAA SPRINING MILLS LIMITED		14-07-2022	Assigned to officer	
Department of Plant Protection	RD-071113		BAMI KHAN FLOUR & GENERAL MILLS (PRIVATE)LIMITED) / KHABBAA SPRINING MILLS LIMITED		14-07-2022	Submitted	
Department of Plant Protection	RD-18810F		BAMI KHAN FLOUR & GENERAL MILLS (PRIVATE)LIMITED) / KHABBAA SPRINING MILLS LIMITED		14-07-2022	Payment Available	

Figure 60

**6.1.1. Upload Call Documents**

i. A notification will appear in the notification bar when officer requests the trader/custom agent to submit any additional document. You will click on notification button to open all the notifications.

Figure 61

ii. You will click on the notification of Document Called.

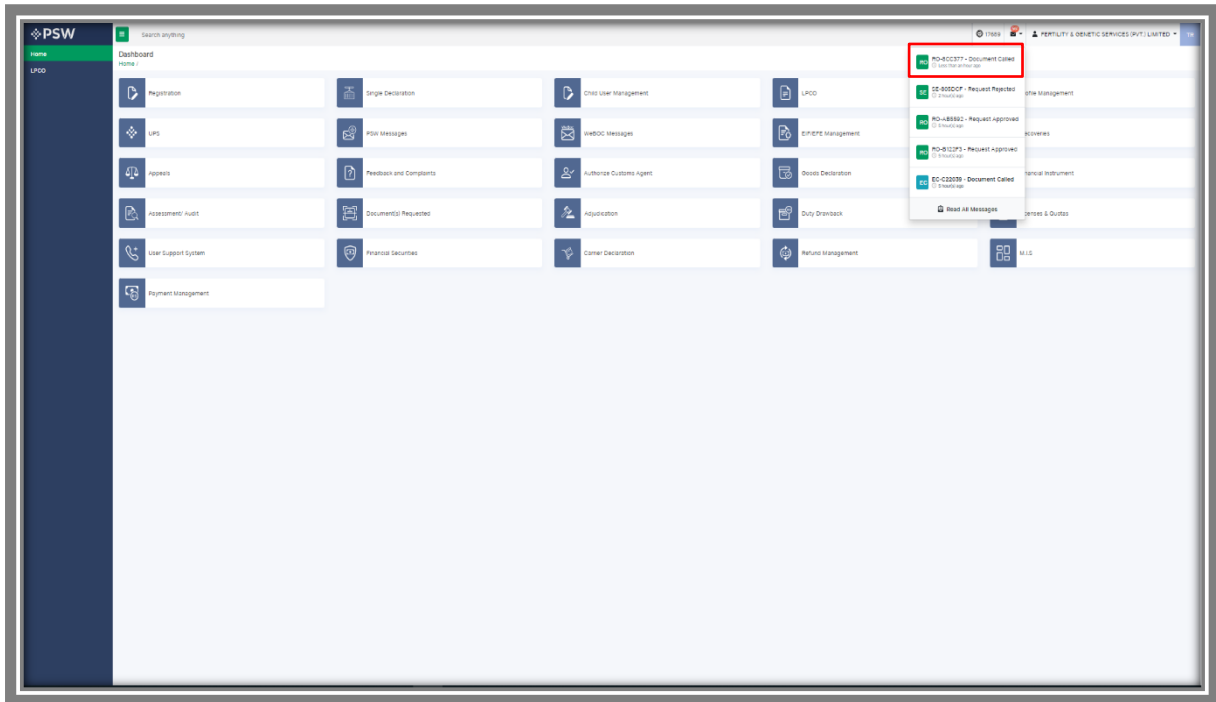


Figure 62

iii. When you will click 'Documents Called notification', you will be re-directed to the inbox from where you can 'Upload Document', by clicking on it.

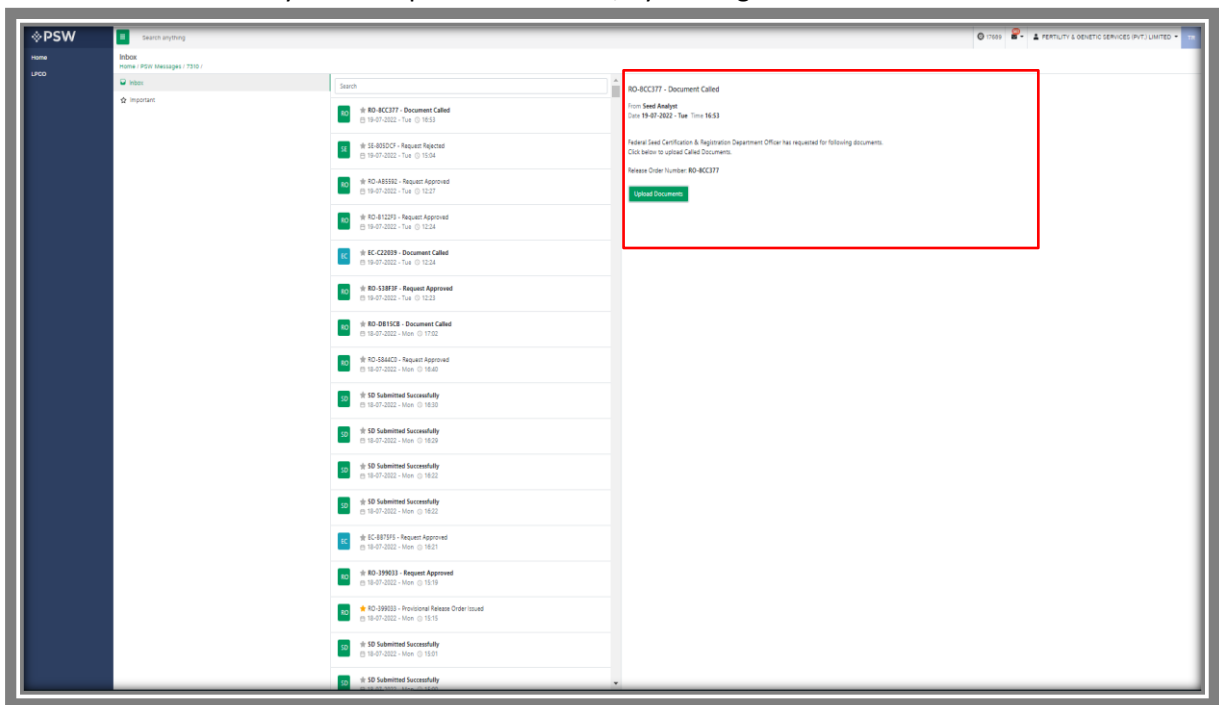


Figure 63

- iv. You will be re-directed to the 'Document Called' screen, where you can upload the required documents.

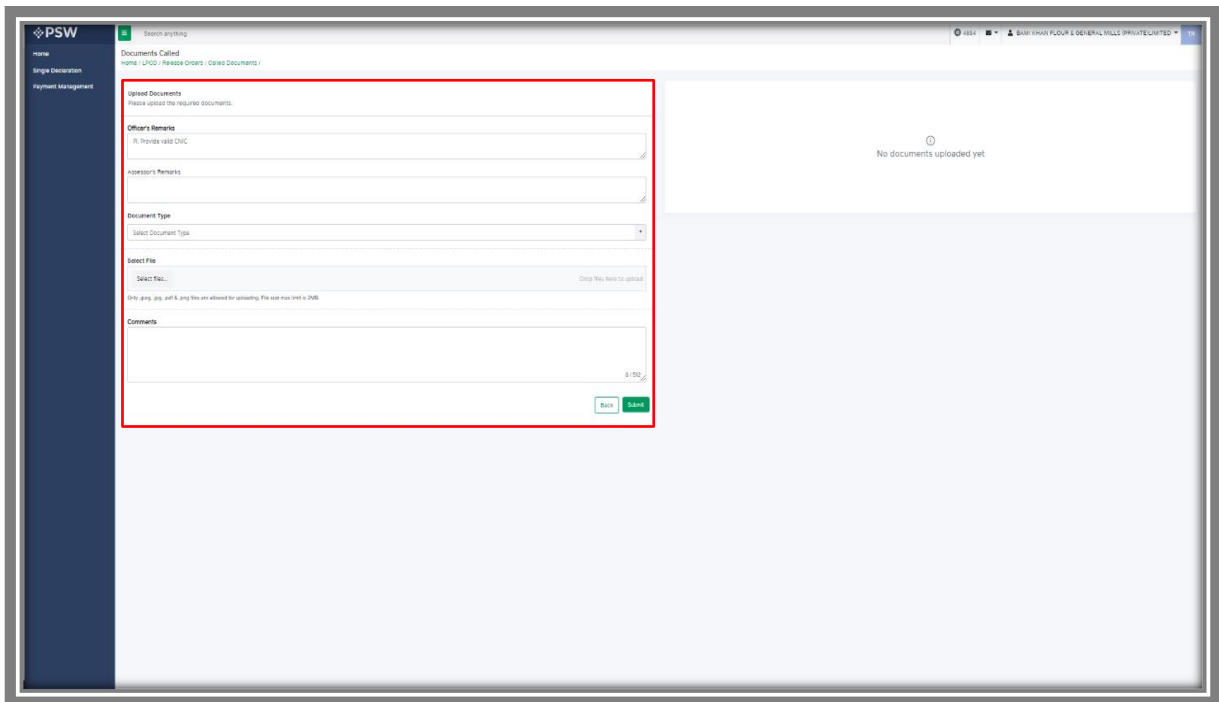


Figure 64

- v. You will select required document by clicking on 'Document Type'.

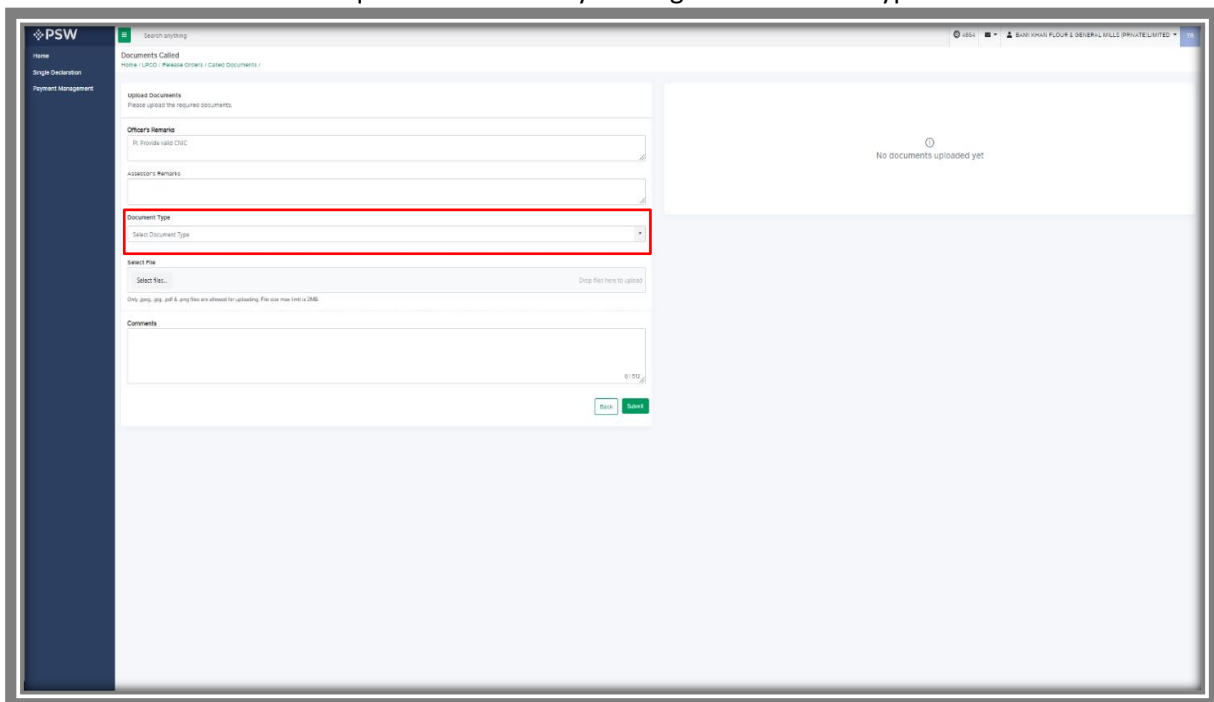


Figure 65



vi. Now click on select file and then upload file.

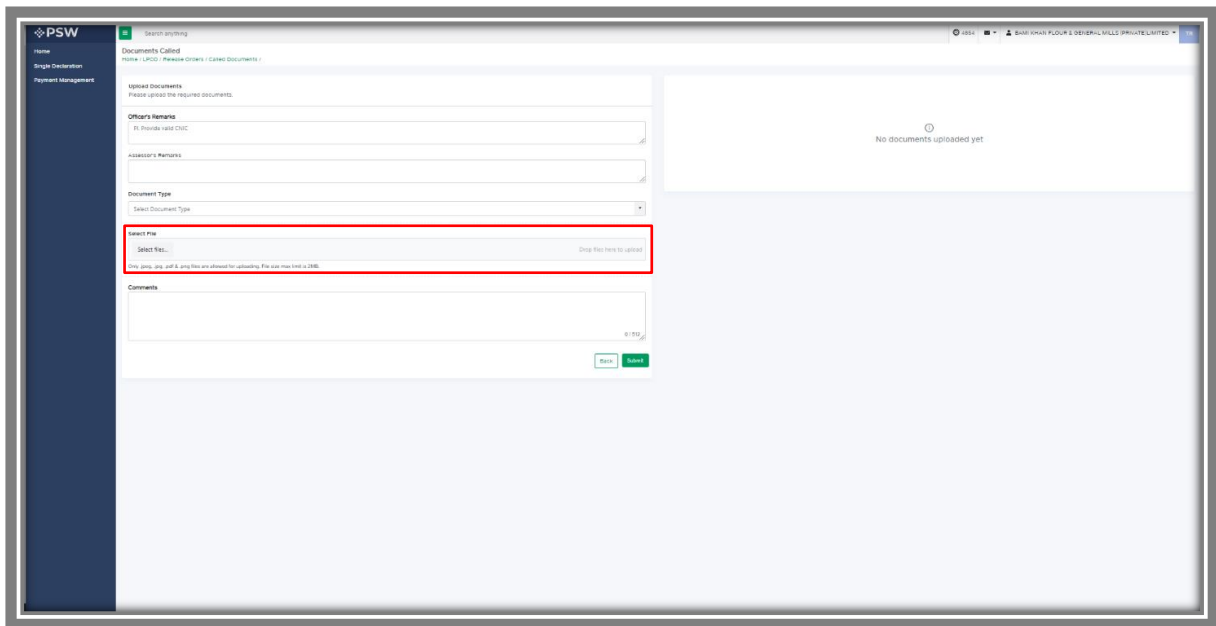


Figure 66

vii. You can review the attached document by clicking on document. Now click on Submit button to proceed further.

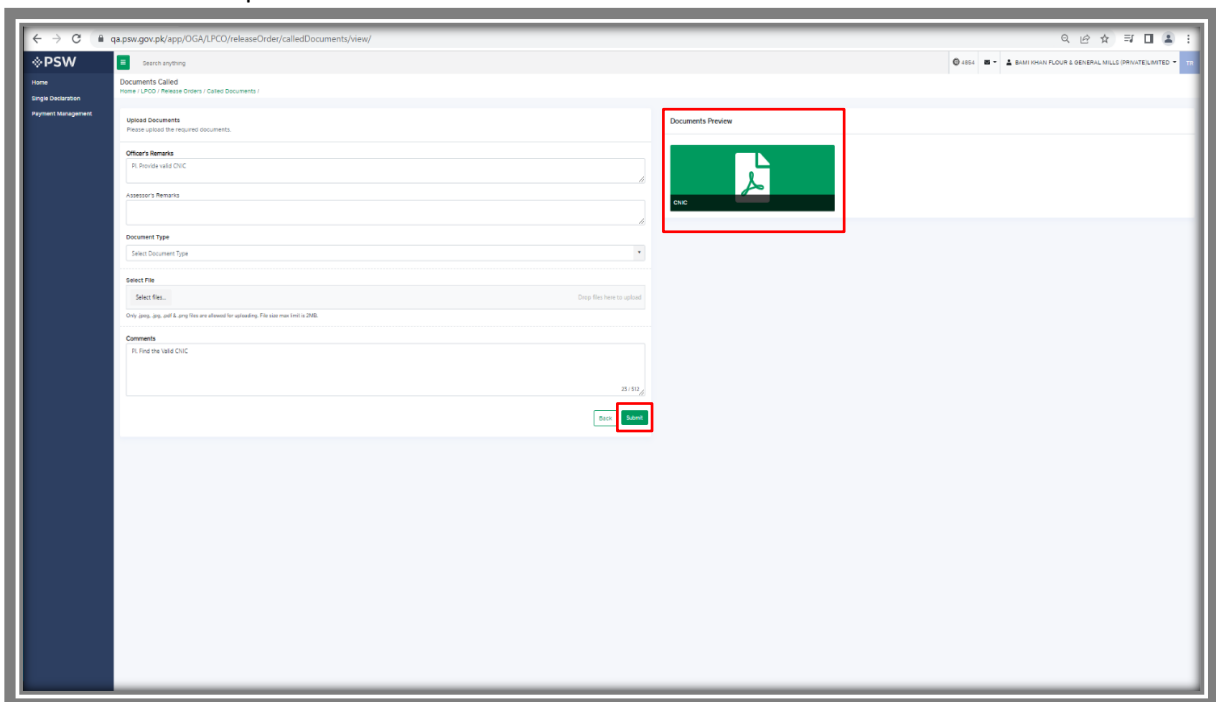


Figure 67

viii. Upon clicking on submit button a success pop-up will appear.

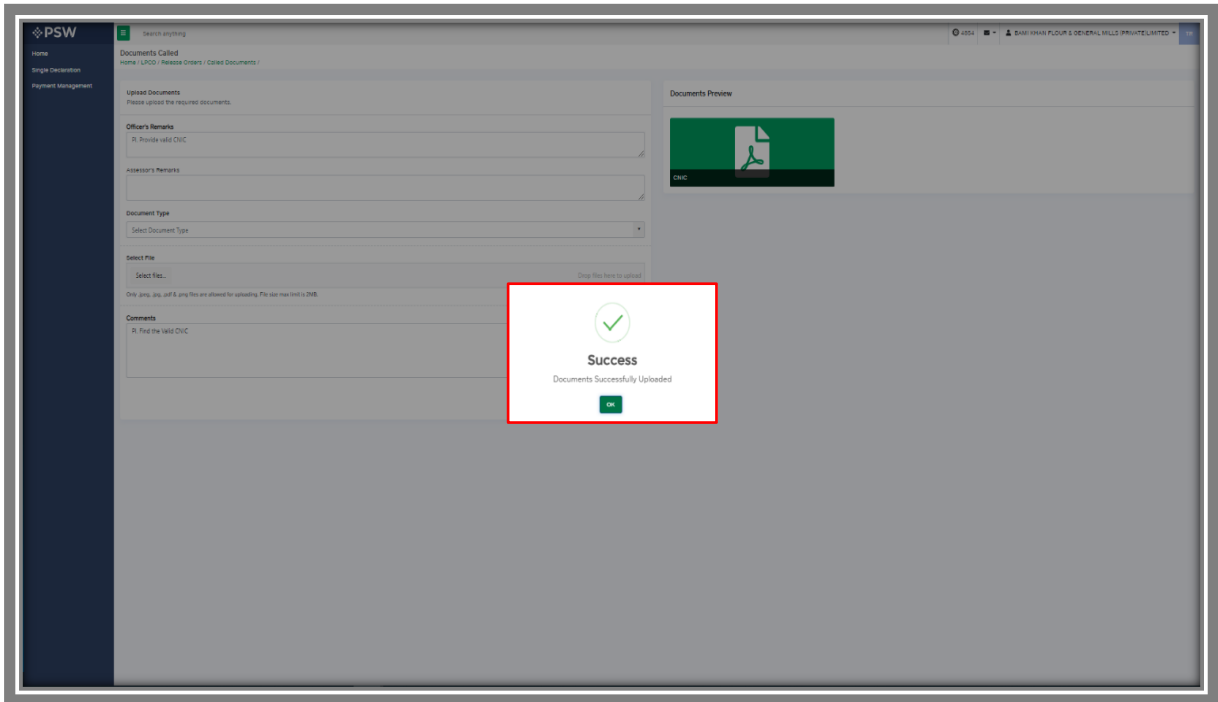


Figure 68

### 6.1.2. Alternate way to upload document

i. You can also upload document by clicking on action icon.

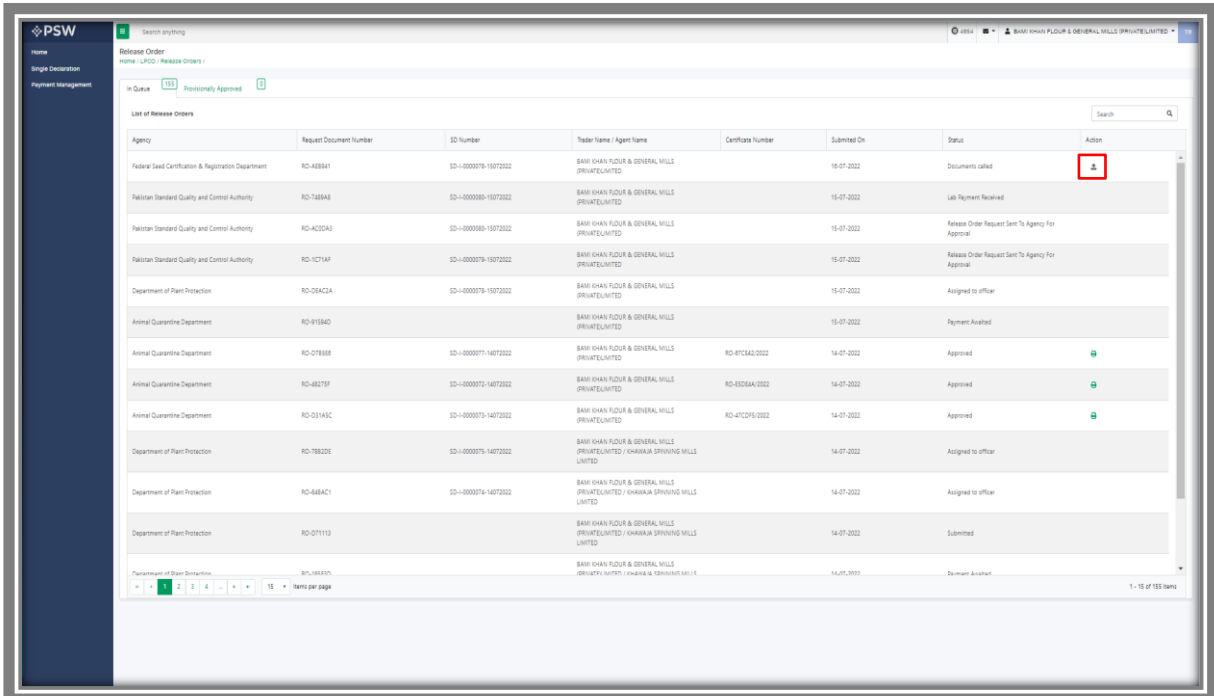


Figure 69

## 6.2. Notification for Approval/Rejection of Release Order

### 6.2.1. Approval notification

- i. A notification will appear in your inbox notifying you about release order approval. You will click on the notification.



Figure 70

- ii. Click on the 'Request Approved' notification, then click on View Release Order.

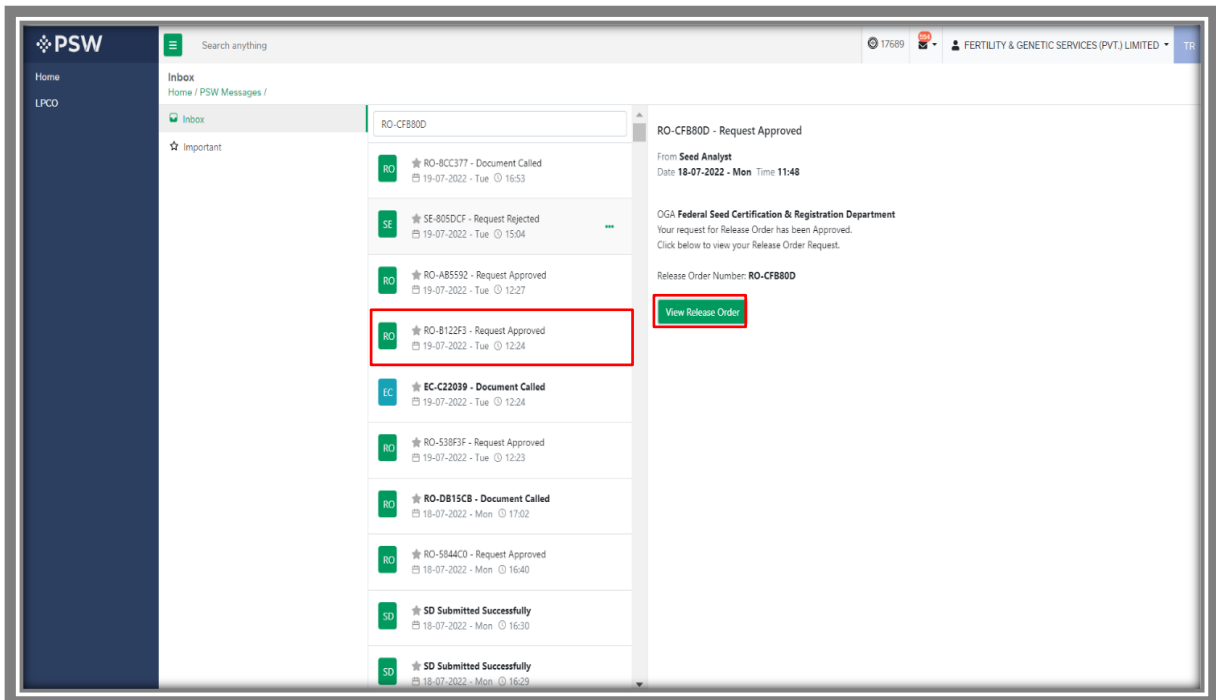


Figure 71

iii. You can view the Approved Release order along with the Officer's Remarks.

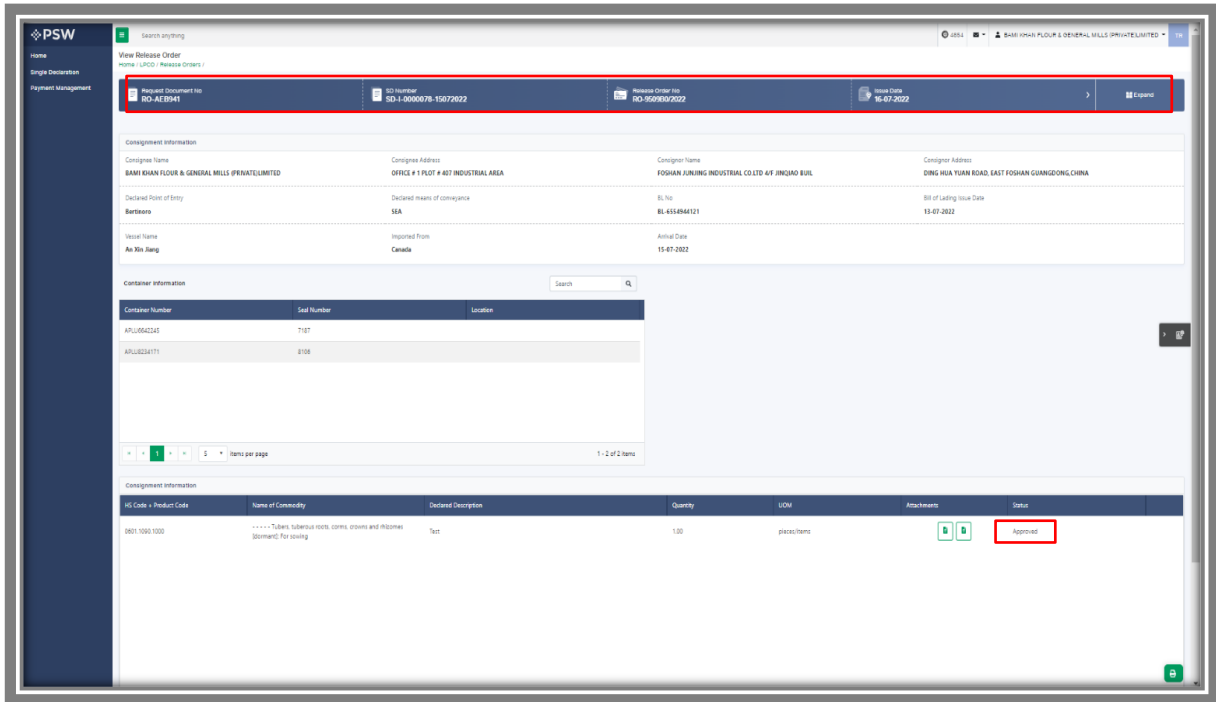


Figure 72

### 6.2.2. Print Release Order

iv. Click on 'Print' button to print Release Order in FSC&RD prescribed format

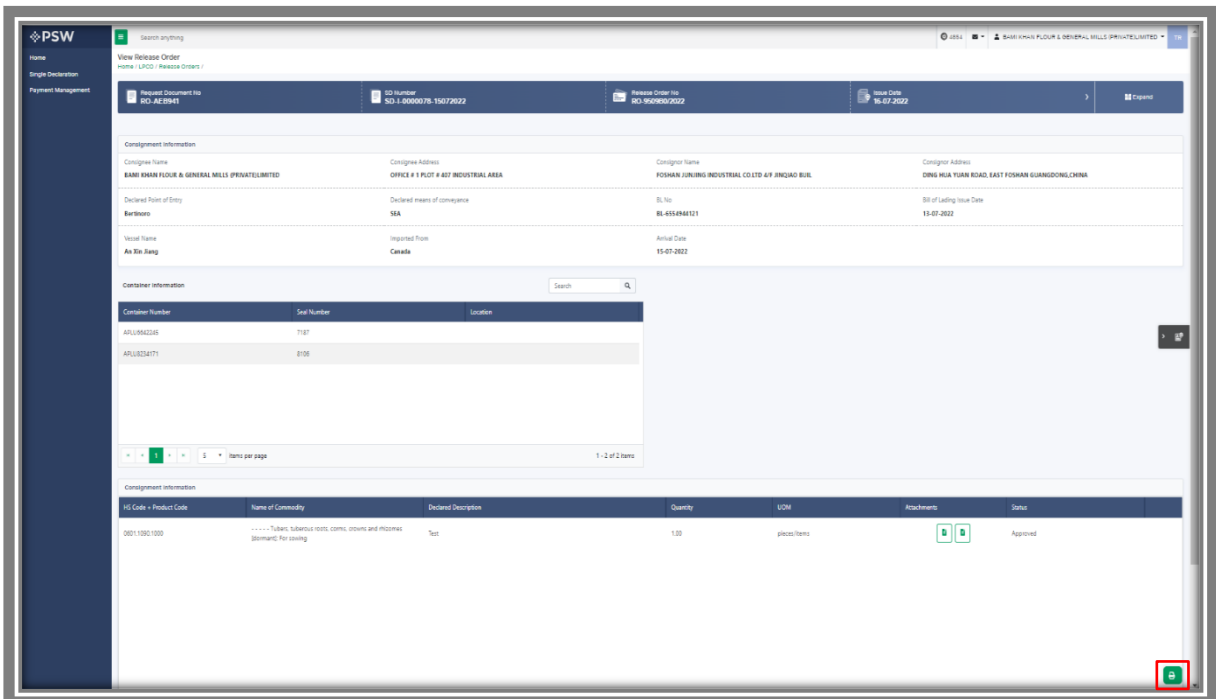


Figure 73

**6.2.2.1. Alternate way to print Release order**

- v. You can also print the release order by clicking on the print button in 'Action' column of the 'Release Order In-Que List'.

Agency	Request Document Number	SD Number	Trader Name / Agent Name	Certificate Number	Submitted On	Status	Action
Federal Seed Certification & Registration Department	RD-48841	SD-I-0000079-15072022	BAK KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED	RD-800980/2022	16-07-2022	Approved	
Pakistan Standard Quality and Control Authority	RD-7489A8	SD-I-0000085-15072022	BAK KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED		15-07-2022	Lab Payment Received	
Pakistan Standard Quality and Control Authority	RD-AC0D43	SD-I-0000085-15072022	BAK KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED		15-07-2022	Release Order Request Sent To Agency For Approval	
Pakistan Standard Quality and Control Authority	RD-1C71AF	SD-I-0000079-15072022	BAK KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED		15-07-2022	Release Order Request Sent To Agency For Approval	
Department of Plant Protection	RD-0EAC2A	SD-I-0000079-15072022	BAK KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED		15-07-2022	Assigned to officer	
Animal Quarantine Department	RD-9194D		BAK KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED		15-07-2022	Payment Awaited	
Animal Quarantine Department	RD-079588	SD-I-0000077-14072022	BAK KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED	RD-871242/2022	14-07-2022	Approved	
Animal Quarantine Department	RD-48275F	SD-I-0000073-14072022	BAK KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED	RD-80264A/2022	14-07-2022	Approved	
Animal Quarantine Department	RD-03146C	SD-I-0000073-14072022	BAK KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED	RD-47C2F6/2022	14-07-2022	Approved	
Department of Plant Protection	RD-78220E	SD-I-0000073-14072022	BAK KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED / KHARAKA SPINNING MILLS LIMITED		14-07-2022	Assigned to officer	
Department of Plant Protection	RD-648AC1	SD-I-0000074-14072022	BAK KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED / KHARAKA SPINNING MILLS LIMITED		14-07-2022	Assigned to officer	
Department of Plant Protection	RD-071113		BAK KHAN FLOUR & GENERAL MILLS (PRIVATE) LIMITED / KHARAKA SPINNING MILLS LIMITED		14-07-2022	Submitted	

Figure 74

vi. Upon clicking on print button, a PDF will be automatically downloaded.



	<p>GOVERNMENT OF PAKISTAN FEDERAL SEED CERTIFICATION &amp; REGISTRATION DEPARTMENT MINISTRY OF NATIONAL FOOD SECURITY &amp; RESEARCH @AgencyAddress Tel: @AgencyContactNumber</p>	
S.No _____		No. <u>RO-9509B0/2022</u> Dated. <u>16-07-2022</u>
<b><u>SCHEDULE-VIII</u></b> <b><u>RELEASE OF SEED CONSIGNMENT</u></b>		
<p>Seed consignment received as detailed below may be released to <u>OFFICE # 1 PLOT # 407 INDUSTRIAL AREA</u> Importer/Agent as he has given on undertaking that the seed shall not be offered for sale until approval of seed lot/consignment by the Seed Analyst, Federal Seed Certification &amp; Registration Department Agency. (FSC&amp;RD).</p>		
<ol style="list-style-type: none"><li>1. Name of Crop: <u>(1)</u></li><li>2. Variety: <u>(1) DEMO</u></li><li>3. Lot No: <u>(1) DEMO</u></li><li>4. Consignment No: <u>N/A</u></li><li>5. Quantity: <u>(1) 1.0000 pieces/items</u></li><li>6. Imported From: <u>Canada</u></li><li>7. Date of Arrival: <u>15-07-2022</u></li><li>8. Index No: <u>29</u></li><li>9. Bill of Lading No. &amp; Date: <u>BL-6554944121 14-07-2022</u></li></ol>		
To, Assistant Collector of Custom, N/A		Seed Inspector, Federal Seed Certification Agency N/A

Figure 75

### 6.2.3. View attached Import Permit

- i. You can view the attached import permit by clicking on the widget in the 'Attachments' grid of Release Order window.

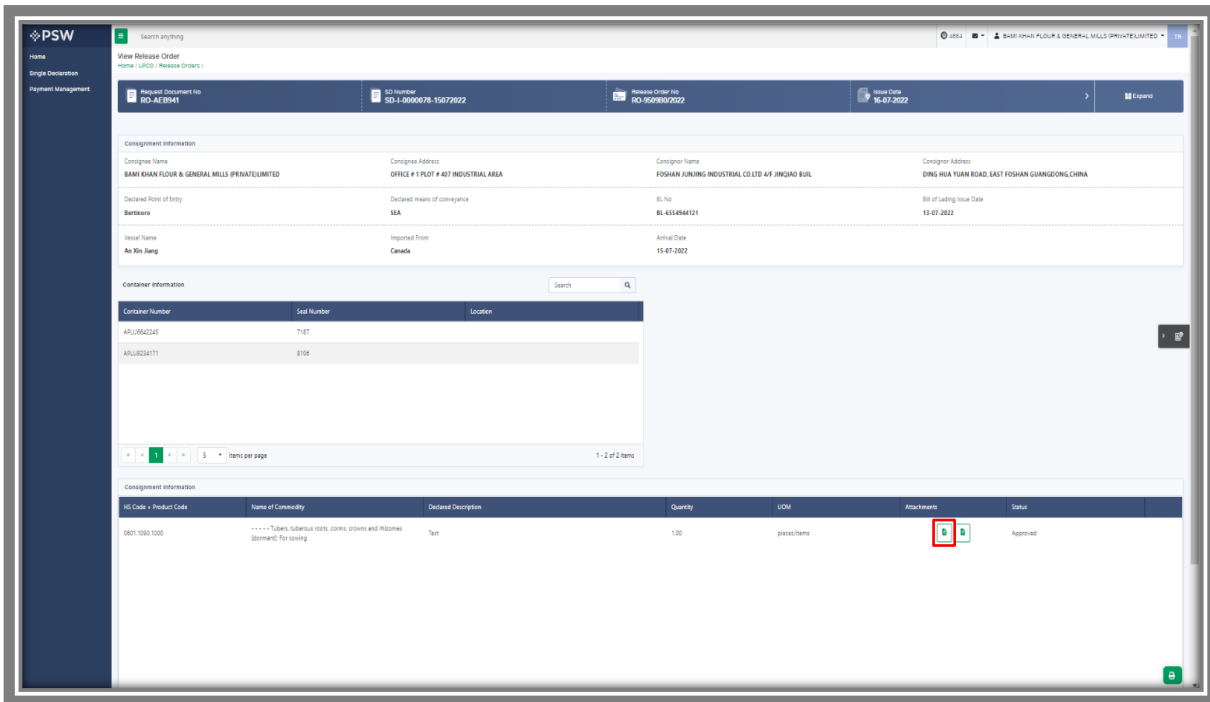


Figure 76

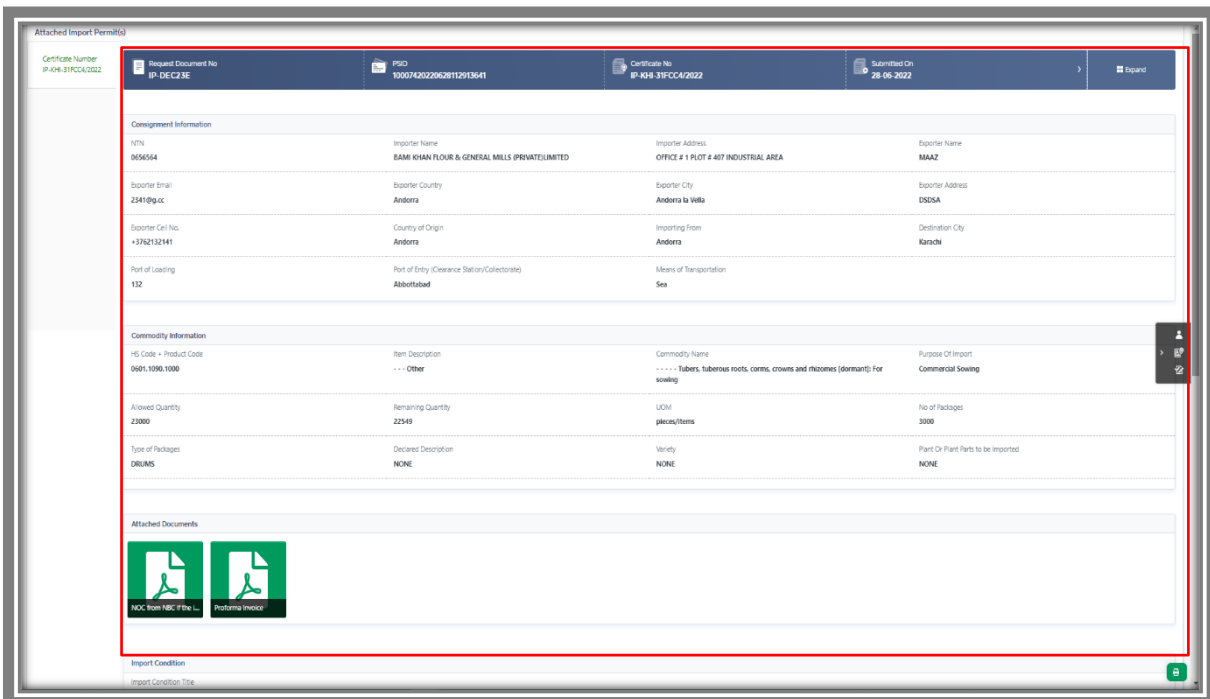


Figure 77

### 6.2.4. View attached Seed Enlistment

- ii. You can view the attached seed enlistment by clicking on the widget in the 'Attachments' grid of Release Order window.

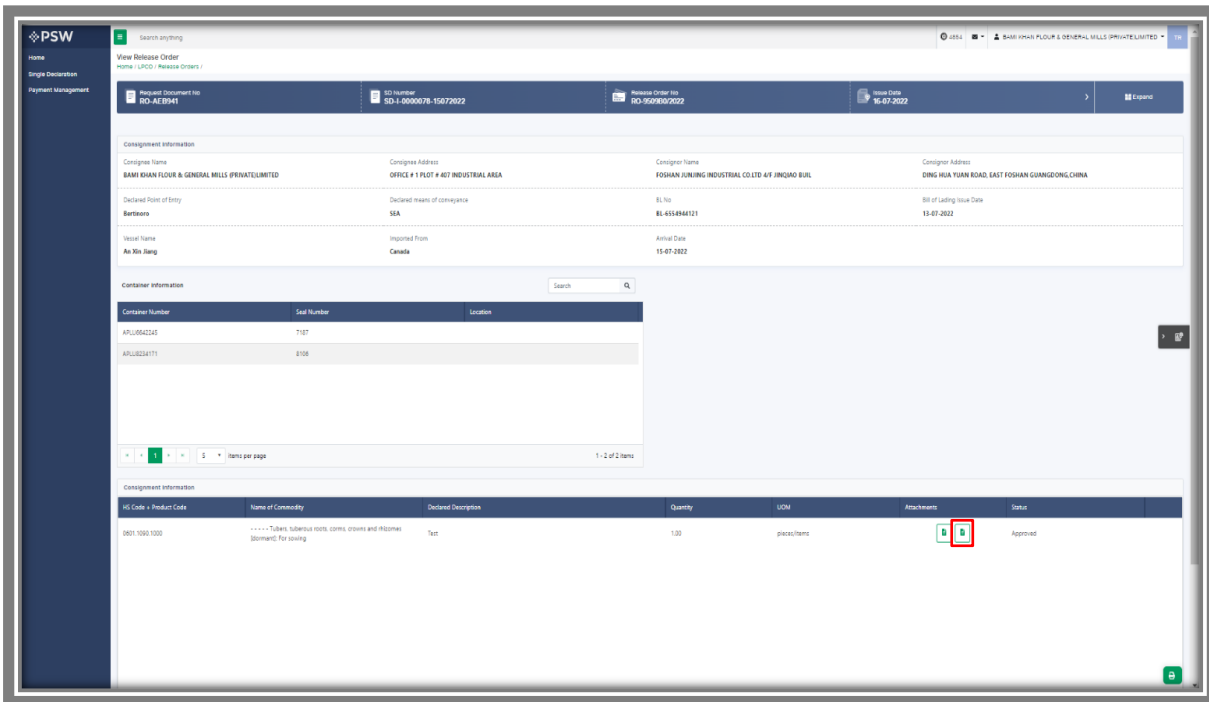


Figure 78



**6.2.5. Rejection notification**

- i. A notification will appear in user’s inbox notifying user about release order rejection. Click on the notification.



Figure 79

- ii. You will be redirected to the inbox screen from where you can click on ‘View Release Order’ button to view rejected Release Order.

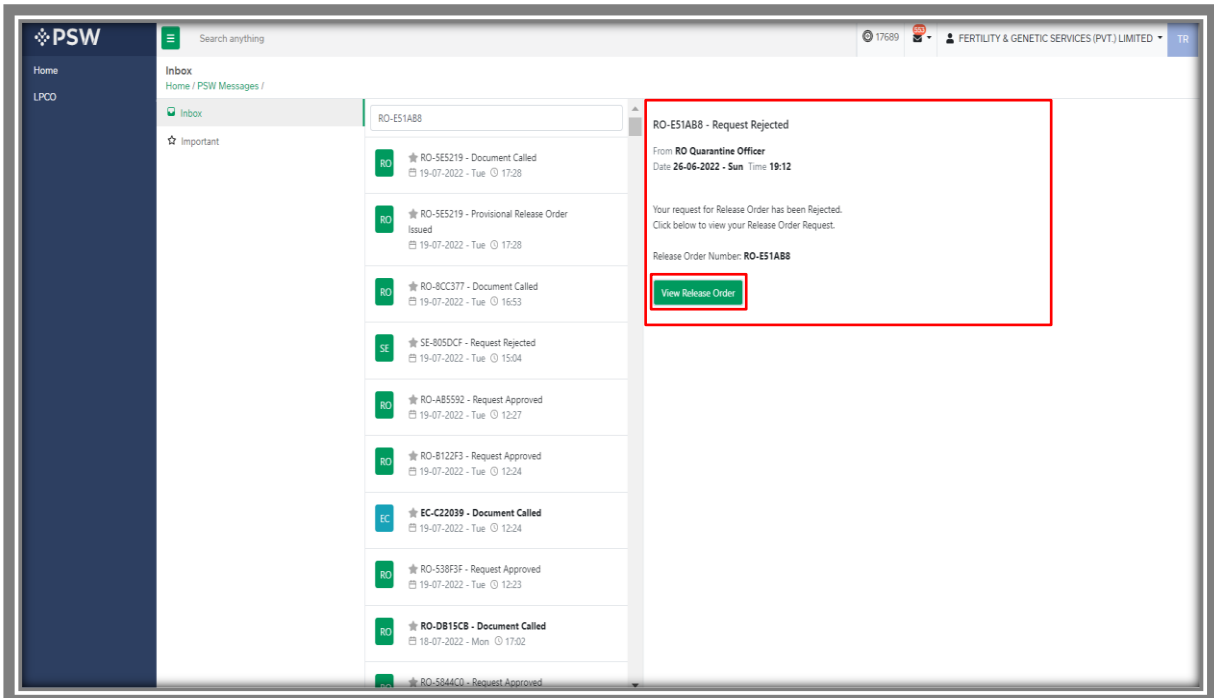


Figure 80

iii. You can view the rejected Release Order along with the Officers Remarks.

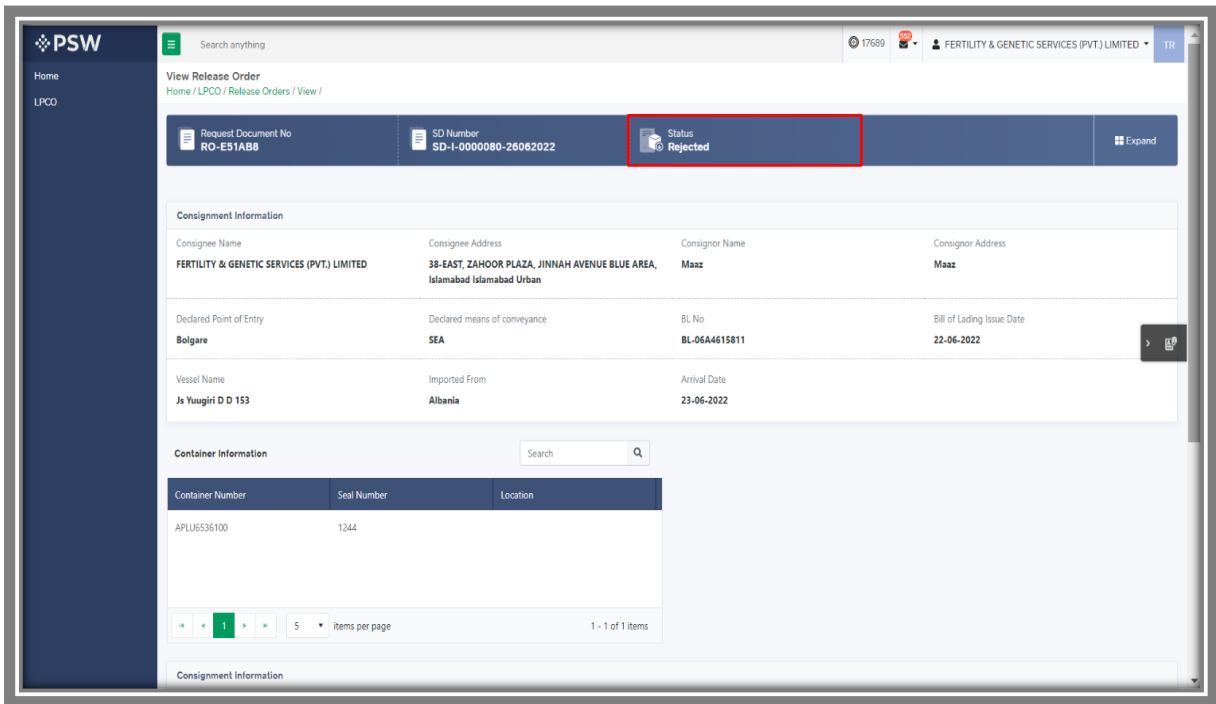


Figure 81

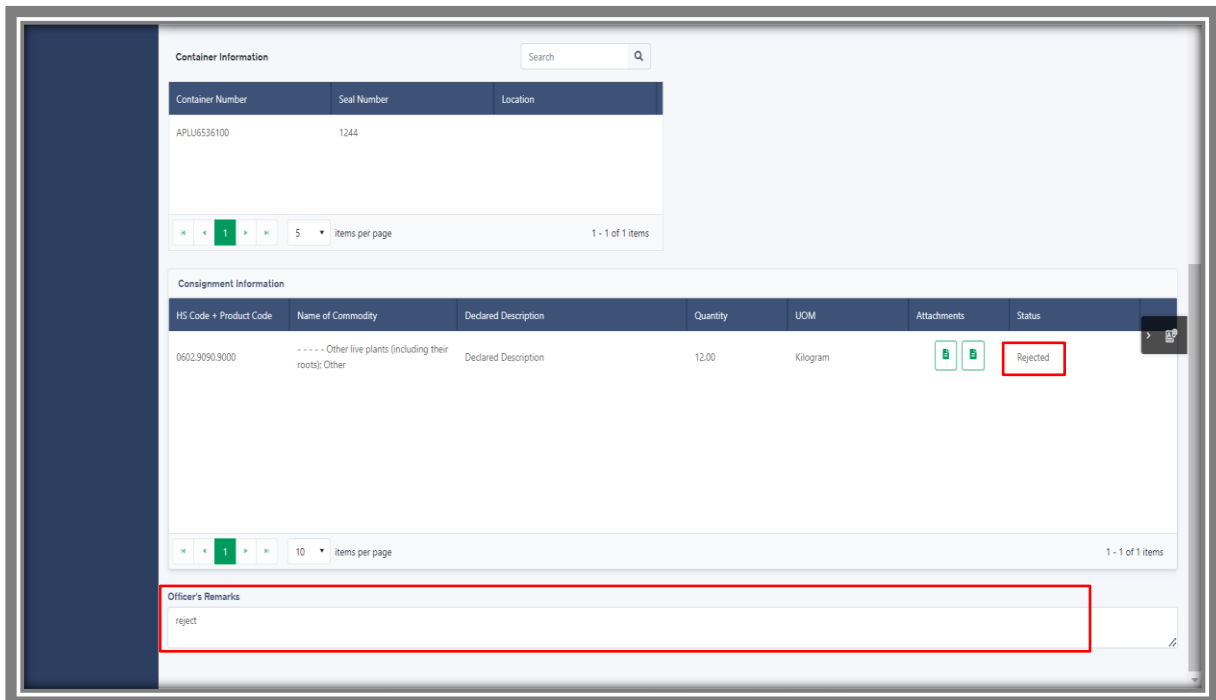


Figure 82

## **7. Acronyms & Abbreviations**

<b>S. No.</b>	<b>Acronyms</b>	<b>Definition</b>
1.	EC	Export Certificate
2.	IP	Import Permit
3.	LPCO	License, Permits, Certificates and Others
4.	NSW	National Single Window
5.	OGA	Other Government Agency
6.	PSW	Pakistan Single Window
7.	SD	Single Declaration

## **8. Contact Information Need any assistance?**

Please feel free to contact us as:

Email: [support@psw.gov.pk](mailto:support@psw.gov.pk)

Phone: 021-111-111-779