



Ghana E-Clearance & Single-Window System Implementation Project

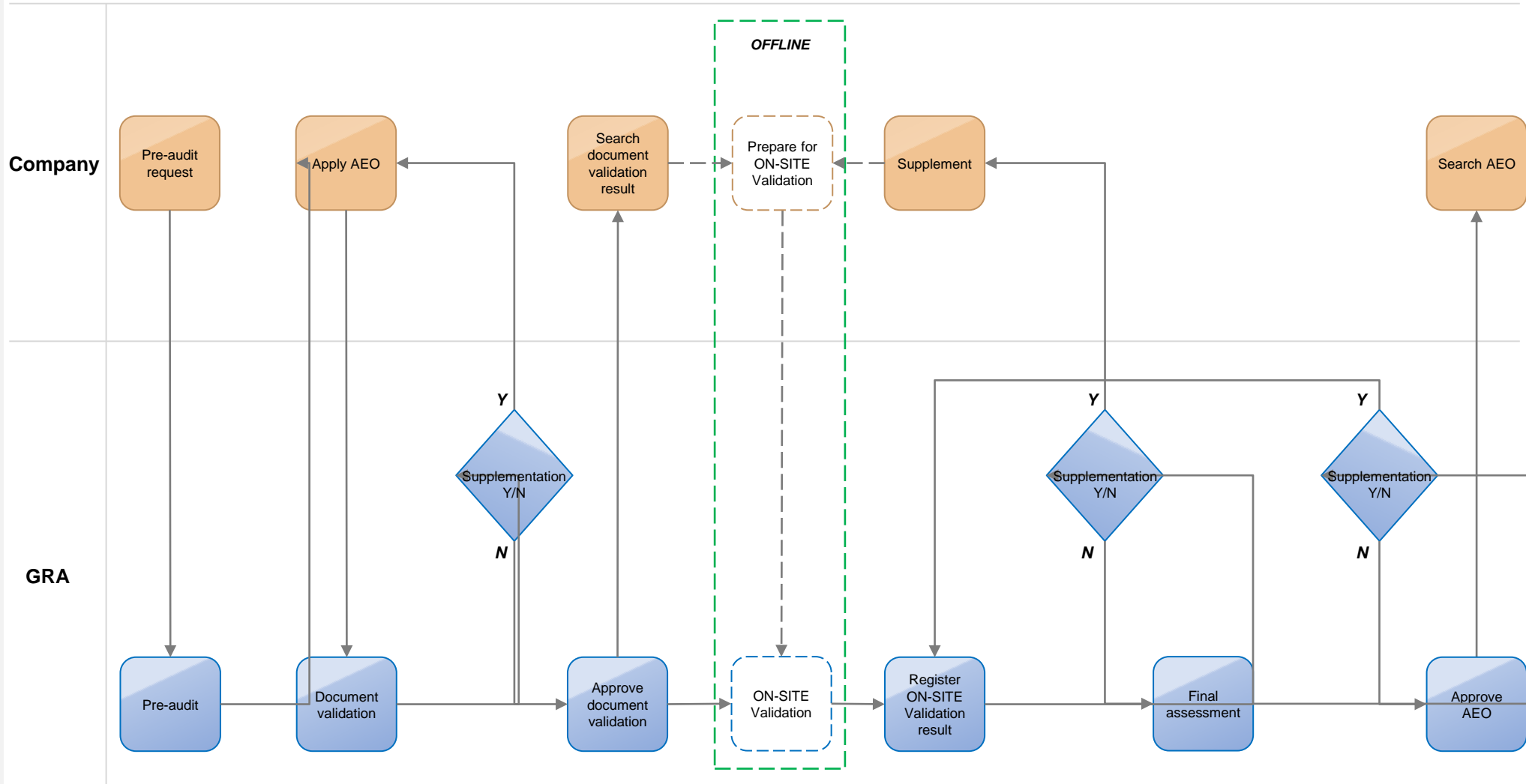
AEO Manual





AEO Contents

1. **AEO Process**
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3. **AEO Document Validation**
4. **AEO On-site Audit**
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Download the AEO SAQ(Self Assessment Questionnaire) format and write it.

◆ Home > AEO > AEO > **AEO Application**

1. Click on the [Self Assessment Questionnaire] button, download the AEO SAQ format and write it accurately in detail.

✂ SAQ (Self Assessment Questionnaire) is the most important resource that is used to inspect the AEO qualification standards.

AEO Application

Search

Application Date: [Calendar icon] [R] [1D] [-7W] [-1M] [-3M]

Application Type: [Dropdown: -- All --] Type of Business: [Dropdown: -- All --]

Application No.: [Text input]

1 [Self Assessment Questionnaire] [Reset] [Search]

List

No.	Application No.	Type of Business	TIN	Enterprise Name	Application Date	Application Type	Status
No data found.							

Total: 0 [Page navigation icons] Page: 1/0 10 [Dropdown]

AEO Application Details

Application Information | Company Information | Pre-audit

Application Details

Application No.	[Text input]	Status	[Text input]
Application Type	[Text input]	Application Date	[Text input]
Type of Business *	[Dropdown: -- Select --]	TIN	[Text input]

List of Inspection Location

<input type="checkbox"/>	Location of Inspection
No data found.	

[New] [Save] [Delete] [Pre-audit Request] [Submit]

Write the new AEO application.

◆ Home > AEO > AEO > **AEO Application**

1. Click on the [New] button.
2. Click on Type of Business in [Application information] tab and select type you wish to apply as.
3. You can click on the inspection location if you have the inspection location list.
4. Click on the [Company information] tab.

✂ The categories you can select for Type of Business is automatically decided based on the company code that is registered as TIN number.

The screenshot shows the 'AEO Application' web interface. At the top, there is a search bar with filters for Application Date, Application Type, and Application No. Below this is a table with columns: No., Application No., Type of Business, TIN, Enterprise Name, Application Date, Application Type, and Status. The table is currently empty, showing 'No data found.' Below the table, there are navigation buttons: 'Self Assessment Questionnaire', 'Reset', and 'Search'. The 'AEO Application Details' section has three tabs: 'Application Information', 'Company Information', and 'Pre-audit'. The 'Company Information' tab is selected and highlighted with a red box and a circled '4'. Below the tabs, there is a form with fields for Application No., Status, Application Type, Certified Validation, Application Date, Type of Business, and TIN. The 'Type of Business' dropdown is highlighted with a red box and a circled '2', and the 'TIN' field is highlighted with a red box and a circled '3'. Below the form, there is a section for 'List of Inspection Location' with a checkbox and a text input field, also highlighted with a red box and a circled '3'. At the bottom right, there are buttons for 'New', 'Save', 'Delete', 'Pre-audit Request', and 'Submit'. The 'New' button is highlighted with a red box and a circled '1'.

Enter AEO application details and save it.

◆ Home > AEO > AEO > **AEO Application**

1. Enter information for all the items in the [Company information] tab.
2. Upload the AEO SAQ that you've written and extra attachments.
3. When you click the [Save] button, the application details will be saved.

The screenshot displays the 'AEO Application' web interface. It includes a search section with filters for Application Date, Application Type, and Type of Business. Below is a table with columns for No., Application No., Type of Business, TIN, Enterprise Name, Application Date, Application Type, and Status. The 'AEO Application Details' section is active, showing tabs for Application Information, Company Information, and Pre-audit. The Company Information tab is selected, displaying fields for Application No., TIN, Enterprise Name, Address, Manager Name, and Manager E-Mail. Below these are fields for SAQ File and Extra Files, each with a 'Browse' button and a 'Delete' button. At the bottom right, there are buttons for 'New', 'Save', 'Cancel', 'Pre-audit Request', and 'Home'. Red circles and boxes highlight the 'Company Information' tab, the file upload fields, and the 'Save' button.

Search for AEO application details and request pre-audit.

◆ Home > AEO > AEO > **AEO Application**

1. When you click the [Search] button, you can see the AEO application list.
2. Select the application that will request pre-audit in the application list.
3. When you click the [Pre-audit request] button, the pre-audit request will go through.

The screenshot displays the 'AEO Application' web interface. At the top, there is a search bar with filters for 'Application Date', 'Application Type', and 'Type of Business'. A 'Search' button is circled in red with a '1'. Below the search bar is a table with the following data:

No.	Application No.	Type of Business	TIN	Enterprise Name	Application Date	Application Type	Status
1	2022072700001	Importer	00002552124	MIMEL LOGISTICS LIMITED	27/07/2022	Certified Validation	Temporary Save

The first row of the table is highlighted with a red box and a '2'. Below the table, there are navigation buttons for 'New', 'Save', 'Delete', 'Pre-audit Request', and 'Print'. The 'Pre-audit Request' button is circled in red with a '3'. The 'AEO Application Details' section shows tabs for 'Application Information', 'Company Information', and 'Pre-audit'. The 'Application Details' section shows the following information:

Application No.	2022072700001	Status	Temporary Save
Application Type	Certified Validation	Application Date	27/07/2022
Type of Business *	Importer	TIN	00002552124

The 'List of Inspection Location' section shows a table with a checkbox and the text 'No data found.' The 'Pre-audit Request' button is circled in red with a '3'.

Search AEO application information and make a request for document validation.

◆ Home > AEO > AEO > **AEO Application**

1. When you click the [Search] button, you can see the AEO application list.
2. Select the application that has the status as 'Pre-audit complete' in the AEO application list.
3. Click the [Pre-audit] tab.
4. Refer to the pre-audit results and files attached by the customs.
5. When you click the [Submit] button, document validation will begin.

※ Before you make the document validation request, check to see if there is any revision to be made to the pre-audit results and attachments.

The screenshot displays the AEO Application web interface. At the top, there is a search bar with filters for Application Date, Application Type, and Type of Business. A search button is highlighted with a red circle and the number 1. Below the search bar is a table with columns: No., Application No., Type of Business, TIN, Enterprise Name, Application Date, Application Type, and Status. The first row is highlighted with a red box and the number 2, showing an application with status 'Pre-audit complete'. Below the table, there are navigation buttons and a 'Total: 1' indicator. Underneath is the 'AEO Application Details' section with three tabs: 'Application Information', 'Company Information', and 'Pre-audit'. The 'Pre-audit' tab is highlighted with a red circle and the number 3. The 'Pre-audit' section shows a 'Pre-audit Result' area and a list of files under 'Revised SAQ File' and 'Revised Extra Files'. At the bottom right, there are buttons for 'New', 'Save', 'X', 'Print', and 'Submit', with the 'Submit' button highlighted by a red circle and the number 5.

Search AEO document validation information and check to see the supplementation request details.

◆ Home > AEO > AEO > **AEO Document Validation**

1. When you click the [Search] button, you can see the list.
2. Select the application that has the Status as 'On document correction'..
3. Click on the [Correction Query Registration] tab.
4. Select the supplementation request list.
5. Check to see the supplementation details.

The screenshot shows the 'AEO Document Validation' web application. At the top, there is a search bar with fields for 'Application Date', 'Application Type', and 'Application No.'. A red box labeled '1' highlights the 'Search' button. Below the search bar is a table with columns: 'No.', 'Application No.', 'Type of Business', 'TIN', 'Enterprise Name', 'Application Date', 'Application Type', and 'Status'. A red box labeled '2' highlights the second row of the table, which has a status of 'On document correction'. Below the table is a section for 'AEO Application Details' with tabs for 'Application Information', 'Company Information', 'File Audit', 'Document Validation', and 'Correction Query Registration'. A red box labeled '3' highlights the 'Correction Query Registration' tab. Below this is a 'Supplementation Request List' table with columns: 'Item No.', 'Validation Type', 'Requested Date', 'Correction Query Remarks', and 'Corrected Date'. A red box labeled '4' highlights the first row of this table. Below the list is a 'Supplementation Details' section with fields for 'Application No.', 'Query No.', 'Requested Date', 'Validation Type', and 'Correction Date'. A red box labeled '5' highlights the 'Correction Query Remarks' field. At the bottom, there are 'Mark Files' sections for 'Facility introduction' and 'Work introduction', each with 'Download' and 'View' buttons.

Supplement and save information, SAQ, and extra documents.

◆ Home > AEO > AEO > **AEO Document Validation**

1. When you click the [Search] button, you can see the list.
2. Select the application that has the Status as 'On document correction'.
3. Click [Company information] tab.
4. Add the supplementation
5. When you click the [Save] button, the changes will be reflected.

✂ If customs enters supplementation request items, a SMS notification will be sent to the number that is in the Manager Tel No.

AEO Document Validation

Search

Application Date: 28/05/2022 - 28/07/2022 | R | D | TW | TM | QM

Application Type: -- All -- | Type of Business: -- All --

Application No. [Input Field]

[Reset] [Search]

List

No.	Application No.	Type of Business	TIN	Enterprise Name	Application Date	Application Type	Status
1	N0002420001	Importer	00002552124	Mr. Park	22/07/2022	Renewal Validation	On document validation
2	N0002420001	Importer	00002552124	MIMEL LOGISTICS LIMITED	28/07/2022	Certified Validation	On document correction

Total: 2 | Page: 1/1 | 10

AEO Application Details

Application Information | **Company Information** | Pre-audit | Document Validation | Correction Query Registration

Application No.	2022072700001	Status	On document correction
TIN	00002552124	Tel. No.	132456789
Enterprise Name	MIMEL LOGISTICS LIMITED	E-Mail	TEST@gmail.com
Address	PO BOX TN 1130 TESHE NUNJUK ESTAES, ACORA		
Manager Name	Manager Name	Manager Tel. No.	989-234-5678
Manager E-Mail	Manager@gmail.com		

SAQ File

[Browse] [Delete]

ALL010assessmentQuestionnaireForm.doc 270.27 KB | Download | Delete

Extra Files

[Browse] [Delete]

Company Information.docx 12.18 KB | Download | Delete

Goods and financial transaction process.doc 12.18 KB | Download | Delete

[Save] [Submit]

After you enter correction measure to the supplementation request, request again for document validation.

◆ Home > AEO > AEO > **AEO Document Validation**

- 1. When you click [Search] button, you can see the list.
- 2. Select the application that has the Status as 'On document correction'.
- 3. Click [Correction Query Registration] tab.
- 4. Select the correction query remarks under the Supplementation request list.
- 5. When you click [Submit] button, document validation will be re-requested.

The screenshot shows the AEO Document Validation web application. It includes a search bar at the top, a list of applications, and a detailed view of a specific application. Red boxes and numbers 1 through 6 highlight key steps in the process:

- 1: Search button
- 2: Application row with status 'On document correction'
- 3: Correction Query Registration tab
- 4: Row in the Supplementation Request List
- 5: Submission area at the bottom
- 6: Submit button

Search AEO onsite audit information and check the supplementation request details.

◆ Home > AEO > AEO > **AEO On-site Audit**

1. When you click the [Search] button, you can see the list.
2. Select application that has the Status as 'On Site inspection correction'.
3. Click [Correction Query Registration] tab.
4. Among the queries in the supplementation request list, select one with validation type as 'ON-SITE Validation'.
5. Check the correction query remarks.

The screenshot displays the AEO On-site Audit web application. At the top, there is a search bar with filters for Application Date, Application Type, and Type of Business. A red box labeled '1' highlights the Search button. Below the search bar is a table of applications. A red box labeled '2' highlights a row with Application No. 000011200002, Type of Business: Exporter, and Status: On Site inspection correction. Below the table, there are tabs for Application Information, Company Information, Pre-audit, Document Validation, On-site Validation, and Correction Query Registration. A red box labeled '3' highlights the Correction Query Registration tab. Below the tabs is a 'Supplementation Request List' table. A red box labeled '4' highlights a row with Query No. 0, Validation Type: ON-SITE Validation, and Requested Date: 01/08/2022. Below this is a 'Supplementation details' section. A red box labeled '5' highlights the 'Correction Query Remarks' field, which contains the text 'On-site Correction'. At the bottom, there are sections for 'Result Files' and 'Correction Measures'.

After you enter correction measure, make an on-site audit request again.

◆ Home > AEO > AEO > **AEO On-site Audit**

1. When you click [Search] button, you can see the list.
2. Select application with Status 'On Site inspection correction'.
3. Click [Correction Query Registration] tab.
4. In the supplementation request list, select the one that has to have correction measure input.
5. Enter correction measure.
6. When you click [Submit] button, on-site audit will be requested again.

The screenshot shows the 'AEO On-site Audit' web application. It includes a search bar at the top, a list of applications, and a detailed view of an application with a 'Supplementation Request List' and a 'Supplementation details' section. Red boxes and numbers 1 through 6 highlight specific steps in the process: 1. Search button; 2. Application row with status 'On Site inspection correction'; 3. 'Correction Query Registration' tab; 4. Row in the 'Supplementation Request List' with a 'Correction Measure' input field; 5. The 'Correction Measure' input field; 6. Submit button.

Search all the AEO applications and check the details.

◆ Home > AEO > AEO > **AEO Application Status**

1. When you click [Search] button, you can see the AEO application list.
2. Select an application you wish to check the details.
3. Click tabs to check details to different categories.

AEO Application Status

Search

Application Date: 01/06/2022 - 02/08/2022 | R | -1W | -1M | -3M

Application No. | Application Type: -- All --

Type of Business: -- All -- | Status: -- All --

List

No.	Application No.	Type of Business	TIN	Enterprise Name	Application Date	Status
1	302207270001	Importer	0002552124	NIMEL LOGISTICS LIMITED	28/07/2022	On final assessment
2	302207270001	Exporter	0002552124	NIMEL LOGISTICS LIMITED	22/07/2022	On site inspection
3	302207270001	Importer	0002552124	Mt. Pak	22/07/2022	On document validation

Total: 3 | Page: 1 / 1 | 10

AEO Application Details

Application Information | **Company Information** | Pre-audit | Document Validation | On-site Validation | Correction Query Registration | Final Assessment

Application No.	302207270001	Status	On final assessment
TIN	0002552124	Tel. No.	12345678
Enterprise Name	NIMEL LOGISTICS LIMITED	E-Mail	TEST@gmail.com
Address	PD BOX TN 1130 TESHÉ NUNQUA ESTAES AOCRA		
Manager Name	Manager Name	Manager Tel. No.	383-234-5676
Manager E-Mail	Manager@manager.com		
SAQ File	AEO Self Assessment Questionnaire (Form 1).doc	270.27 KB	Download
Extra Files	Company Introduction.docx	12.18 KB	Download
	Goods and financial transaction process.doc	12.18 KB	Download

Search for certificate information after you search for the certificate list.

◆ Home > AEO > AEO > **AEO Managements**

1. When you click the [Search] button, you can see the list of certificate.
2. Select the certificate you wish to see the details to.
3. Check to see certificate information, certificate suspension information, certificate cancellation information, etc.

※ If a certificate is in suspension, one cannot receive AEO benefits. Once the suspension is over, the benefits can be received again. When a certificate is cancelled, one cannot receive AEO benefits and it will be disqualified.

The screenshot displays the AEO Management web application interface. It is divided into three main sections: Search, List, and AEO Details.

- Search:** Contains input fields for Certificate Date, Certificate No., Type of Business, AEO Review, and Certificate Status. A red circle with the number '1' highlights the 'Search' button.
- List:** A table with columns: No., Certificate No., Type of Business, TIN, AEO Fee, Enterprise Name, Certified Date, and Certificate Status. A red circle with the number '2' highlights the first row of the table.
- AEO Details:** A detailed view of a selected certificate, divided into three sub-sections:
 - Certificate Information:** Fields include Certificate No., Application No., Certificate Status, Type of Business, Certificate Issue, AEO Review, AEO Start Date, AEO End Date, and Attach File.
 - List of Inspection Location:** Shows 'No data found'.
 - Suspension:** Fields include AEO Suspension Date and AEO Suspension Office.
 - Cancellation:** Fields include AEO Cancellation Date and AEO Cancellation Office.

Make a renewal audit request before the certificate expires.

◆ Home > AEO > AEO > **AEO Managements**

1. When you click the [Search] button, you will see the certificate list.
2. Select the one you will request for renewal audit.
3. Click [Company Information] tab
4. Click [Renewal] button.
5. Upload renewed SAQ and documents and enter the renewed items.
6. When you click the [Save] button, renewal audit will be requested.

The screenshot displays the AEO Management system interface. At the top, there is a search bar with filters for Certified Date, Certificate No., AEO Module, Type of Business, and Certificate Status. A 'Search' button is highlighted with a red box and a circled '1'. Below the search bar is a table with columns: No., Certificate No., Type of Business, TIN, Enterprise Name, Certified Date, and Certificate Status. The first row is highlighted with a red box and a circled '2'. Below the table is a 'List' section with a 'Company Information' tab highlighted with a red box and a circled '3'. The details view shows fields for Application No., TIN, Enterprise Name, Address, Manager Name, Manager E-Mail, SAQ File, and Extra Files. The 'SAQ File' field has a 'Browse' button and a 'Delete' button. The 'Extra Files' field has a 'Browse' button and a 'Delete' button. At the bottom right, there are 'Renewal', 'Cancel', and 'Save' buttons. The 'Renewal' button is highlighted with a red box and a circled '4', and the 'Save' button is highlighted with a red box and a circled '6'.