



VANUATU

ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

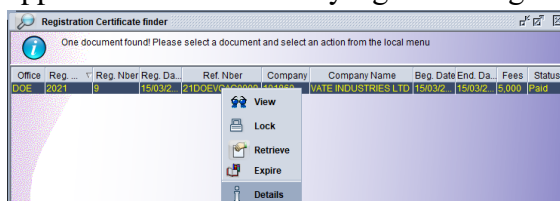
How to submit a Registration for Certificate Application

Brief instructions for Importers or their Agents (the Applicant)

The following brief instructions are to guide Imports or their Agents to submit a Registration for Certificate Application (RCA) in the Vanuatu electronic Single Window (VeSW) system for the importation of Appliances and Lighting products of Minimum Energy Performance Standards and Energy Labelling (MEPSL).

Notes:

- i. Please refer to the relevant Flowcharts, Standard Operating Procedure and the Terms of Reference for guidance on the specific process of concerned.
- ii. Users are encouraged to take note on the system messages and instructions to complete the procedure.
- iii. To access any reference table, press the F3 key or right click on the field and select "Find".
- iv. Alternatively, reference tables can be consulted at ASYCUDA→References.
- v. List of Appliances registered in Vanuatu can be consulted at Single Window→Energy→Appliance List or on the VeSW Portal: <https://singlewindow.gov.vu>.
- vi. To know the name of a field or button, place the mouse over it to see its name.
- vii. Recommended to type in CAPS-LOCK.
- viii. Press the "tab" key on the keyboard to navigate through the fields of the application.
- ix. Details of the processes applied to an application and the different versions of the application can be seen by right clicking on an application and selecting 'Details':



- x. The application can be viewed by right clicking on it and selecting 'View'.
- xi. The different tabs of the application can be printed by clicking on the 'Screen Shot printout' icon:
- xii. An Applicant will be informed via email and the different processes applied to their submitted application.

Process:

A. New Applications

1. Ensure that all relevant information, including required documentation, are available prior to the submitting the application in the VeSW system.




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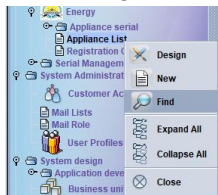
2. Go to Single Window → Energy → <Right click> Registration Certificate → New:



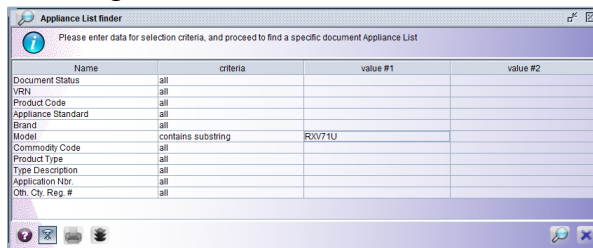
Note: If you already have a locally stored RCA application, retrieve it by clicking on the retrieving file ('Import from XML file') icon: 

3. To find if the product is already registered in Vanuatu:

- 3.1 Go to Single Window → Energy → <Right click> Appliance List → Find:



- 3.2 Capture a meaningful value for a data such as “Model”, using the “contains substring” criteria:



- 3.3 Or leave it blank and click on the “Search” icon: 

- 3.4 If the appliance has been registered in Vanuatu, it will show in the result of the above Finder. Take note of the VRN number.

- 3.5 Alternatively, the list of the registered appliance in Vanuatu can also be found on the VeSW portal: <https://singlewindow.gov.vu>

4. To find if the product is registered in either Australia or New Zealand:

- 4.1 Click on the “AU/NZ product database” icon on the RCA application to access the Australia/New Zealand database website:



- 4.2 If the appliance has been registered in Australia and New Zealand, it will show in the database of the above website. Take note of the “Registration Number”.


5. Complete the “General Information” tab of the application. Taking note of the following:

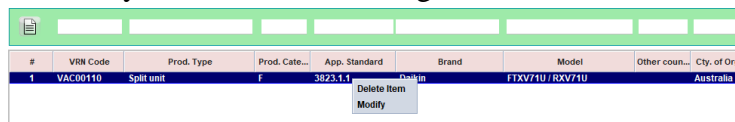
- All application should be lodged at *DOE DEPARTMENT OF ENERGY* office.
- Capture Appliance *Category* first before proceeding with rest of the application.
- All applications should use *TIN* numbers




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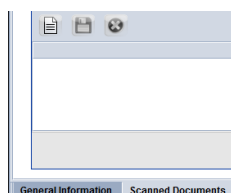
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
- *Credit/Prepayment account* if applicable or required
- *Application type* (This will determine the calculation of the fees)
- Appliance item and particulars:
 - If the Appliance is registered in Vanuatu, capture the “VRN number” and the “Country of Origin”.
 - If the Appliance is registered in Australia or New Zealand, capture the “Other country reg.#”
 - If the Appliance is not registered in Vanuatu, Australia or New Zealand, leave the “VRN” and “Other country reg.#” fields blank
 - Capture other mandatory fields of the item
 - Add the item to the application by clicking on the ‘Add Item’ icon: 
 - Repeat this for all Appliances to be applied for in the application.
 - To modify or remove an item, right click on it and select accordingly:



#	VRN Code	Prod. Type	Prod. Cate...	App. Standard	Brand	Model	Other coun...	City of Org.
1	VAC00110	Split unit	F	3023.11	Split unit	FITXV71U / RXV71U	Australia	Australia

- Whenever specification of any goods description is in doubt, the Applicant can acquire assistance from Energy.
- Capture any *REMARKS* to bring to the attention of Energy.
6. Attach required documents, by going to the “Scanned Documents” tab and attach the soft copies of the required documents by clicking on the new icon: 
- Only PDF and picture files can be attached to an application.¹
 - Make sure to attach all the required documents:



- Once attached, select the attachment and click on the upload icon: 
 - Repeat this for all attachments to be attached to the application.
7. If required the application can be locally stored by clicking on the local store (‘Export to XML file’) icon: 
8. Once complete, ‘Verify the document’ by clicking on this icon: 
9. If no errors are detected (or after any errors are corrected) submit the application by clicking on the ‘Direct Submit’ icon: 
- The system will generate a registration number, which is unique per year.
 - The application can also be stored on the server by clicking on the ‘Store’ button to be submitted later: 
 - Find the stored application in the system to either further edit or submit:

¹ It is recommended to keep file sizes to a minimal; large files will be rejected by the system.



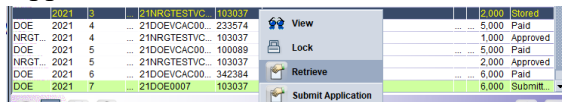
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iv. From the Finder use relevant criteria to find the interested application and click on the 'Search' icon  to display the result of the search.


v. Right click on the application and select either 'Retrieve' or 'Submit Application':



ID	Date	Status	Amount	Action
DOE	2021	3	2,000	Stored
DOE	2021	4	5,000	Paid
NRGT	2021	4	1,000	Approved
DOE	2021	5	5,000	Paid
NRGT	2021	5	2,000	Approved
DOE	2021	6	6,000	Paid
DOE	2021	7	6,000	Submit

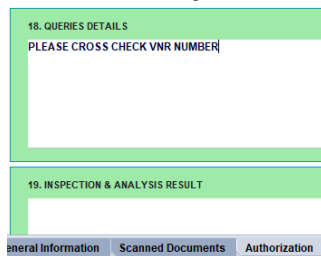
vi. If the application was retrieved and edited, it can be further stored to be submitted later by clicking on the 'Modify Stored' icon: 



vii. Otherwise, if 'Submit Application' was selected, the application can be submitted by clicking on the 'Submit Application' icon: 

10. Once the application is approved and paid (either by cash, cheque, prepayment or credit account payment), the Import Certificate can be printed from the system by finding it, view it and clicking on the 'Print Electronic Document' icon: 

B. Queried Applications

1. Find the application from the system.
2. Retrieve the application.
3. Consult the "QUERIES DETAILS" on the "Authorization" tab:



4. Amend the entry as per the query, if required, by following the relevant instructions as in section A above, and save the changes by clicking on the 'Modify Stored' icon: 
5. Find the application in the system to resubmit:
6. Resubmit the application by clicking on the 'Submit Application' icon: 

■ End