VANUATU
ELECTRONIC SINGLE WINDOW SYSTEM
### PROJECT

How to submit a RTTE application

Brief instructions for the Applicant

The following brief instructions are to guide Supplier Agents or Importer to submit a Certificate or Import Permit Application in the Vanuatu electronic Single Window (VeSW) system. Certificates are required to register Radiocommunications and Telecommunications Terminal Equipment (RTTE) devices with the Telecommunications Radiocommunications and Broadcasting Regulator (TRBR), while Import Permits are required to import the registered devices into Vanuatu.

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. List of regulated RTTE devices and RTTE Standards can be consulted at Single Window→Configuration→TYP Configuration→RTTE Devices or RTTE Standards.
iii. Furthermore, list of approved RTTE devices in Vanuatu can be consulted at Single Window→Telecom→Approved RTTE devices or on the VeSW Portal: https://singlewindow.gov.vu or on the TRBR website: https://www.trbr.vu.
iv. Users are encouraged to take note on the system messages and instructions to complete the procedure.
v. To access any reference table, press the F3 key or right click on the field and select "Find".
vi. Alternatively, other references can be consulted at ASYCUDA→References.
vii. To know the name of a field or button, place the mouse over it to see its name.
viii. Recommended to type in CAPS-LOCK.
ix. Recommended to press the "tab" key on the keyboard to navigate through the fields of the application.
x. The application can be viewed by right clicking on it and selecting 'View'.
xi. 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':
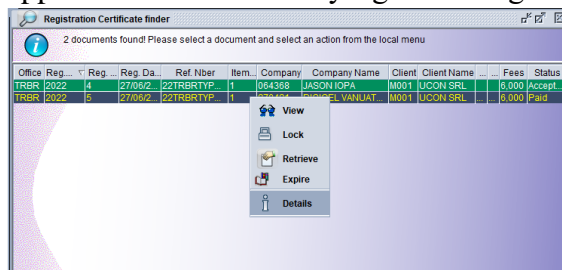
xii. The different tabs of the application can be printed by clicking on the 'Screen Shot printout' icon:
xiii. An Applicant will be informed via email and the different processes applied to their submitted application.

Process:

Note: If the device is already registered in Vanuatu, then the Certificate application is not necessary, instead the Applicant should apply for the Import Permit to import the device.

1. To find if the device type is already registered in Vanuatu, go to Single Window→Telecom→*<Right click>*Approved RTTE devices→Find:

2. Capture a meaningful value such as for "Model", using the "contains substring" criteria:
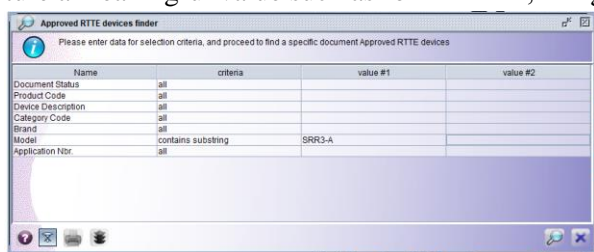
3. Or leave it blank and click on the "Search" icon:
4. If the appliance has been registered in Vanuatu, it will show in the result of the above Finder. Take note of the device code.
5. Alternatively, the list of the registered devices in Vanuatu can also be found on the VeSW portal: https://singlewindow.gov.vu or the TRBR website: https://www.trbr.vu.

A. <u>New Certificate application</u>

If the device has not been registered, then an application for Certificate is required to register the device in Vanuatu. Otherwise, if the device is already registered, then go to item B below to apply for an Import permit.

1. Ensure that all relevant information, including required documentation, are available prior to the submitting the application in the VeSW system.
2. Go to Single Window→Telecom→*<Right click>*Registration Certificate→New:
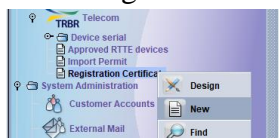
Note: If you already have a locally stored application, retrieve it by clicking on the retrieving file ('Import from XML file') icon:

3. Complete the "General Information" tab of the application. Taking note of the following:

- All application should be lodged at the relevant TRBR office in Vila or Santo where payment can be physically be made or where Applicant is located.
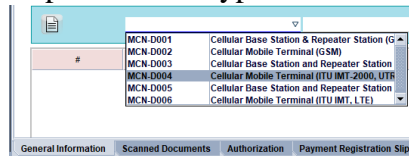- Capture Appliance *Category* first before proceeding with rest of the application.

- All Applicant should have an identification number.
- If the Applicant submitted the application online, then use this identification number on the application: M0001
- Device item and particulars:
 - Capture device type code from the dropdown list:

  - The RTTE device codes and information are available for further consultation at Single Window→Configuration→TYP Configuration→*<Right click>*RTTE Devices→View:
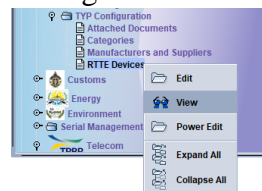
  - Capture Brand and Model;
  - Add the item to the application by clicking on the 'Add Item' icon:
  - Repeat this for all devices to be applied for in the application.
  - To modify or remove an item, right click on it and select accordingly:
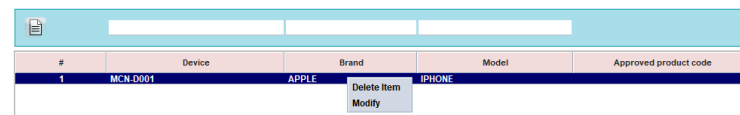
- Capture any *REMARKS* to bring to the attention of TRBR.

4. 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:

   i.   Only PDF and picture files can be attached to an application.[1]

   ii.   Make sure to attach all the required documents:
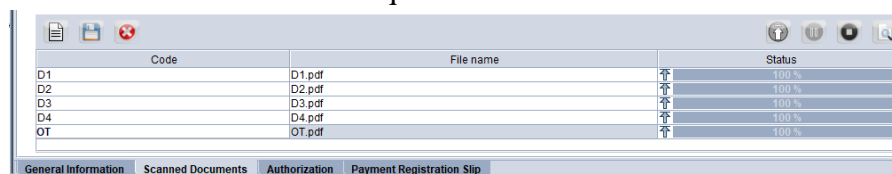
   iii. Once attached, select the attachment and click on the upload icon:

   iv.   Repeat this for all attachments to be attached to the application.

5. If required the application can be locally stored by clicking on the local store ('Export to XML file') icon:

6. Once complete, 'Verify the document' by clicking on this icon:

7. If no errors are detected (or after any errors are corrected) submit the application by

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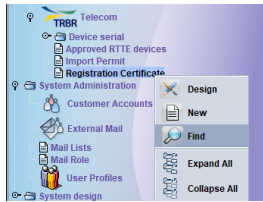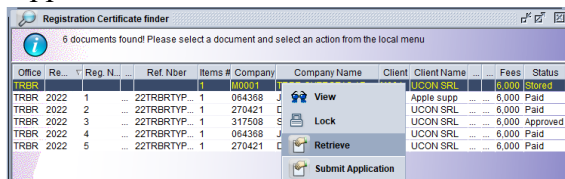[1] It is recommended to keep file sizes to a minimal; large files will be rejected by the system.

clicking on the 'Direct Submit' icon: ✔

i. The system will generate a registration number, which is unique per year.

ii. The application can also be stored on the server by clicking on the 'Store' button to be submitted later: ✔

iii. Find the stored application in the system to either further edit or submit:

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':

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: ✔

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

B. New Import Permit application

If the device has already been registered, then an application for an Import Permit is required to import the device into Vanuatu:

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

2. Go to Single Window→Telecom→*<Right click>*Import Permit→New:
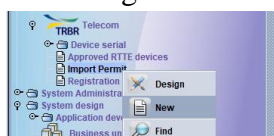
Note: If you already have a locally stored application, retrieve it by clicking on the retrieving file ('Import from XML file') icon: 📥

3. Complete the "General Information" tab of the application. Taking note of the

following:

- All application should be lodged at the relevant TRBR office in Vila or Santo where payment can be physically be made or where Applicant is located.
- Capture Appliance *Category* first before proceeding with rest of the application.
- All Applicant should have an identification number.
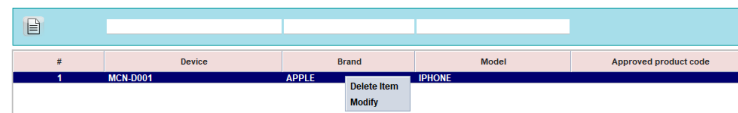- Device item and particulars:
  - Capture device type code;
    Note: If "Standard device" is ticked *Yes*, the user will have the option of selecting the device from the *Approved RTTE device* list by clicking on the "Search device" icon .
  - The RTTE device codes and information are available for further consultation at Single Window→Telecom→*<Right click>*Approved RTTE devices→Find:
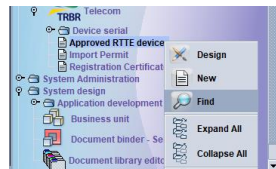
  - Add the item to the application by clicking on the 'Add Item' icon:
  - Repeat this for all devices to be applied for in the application.
  - To modify or remove an item, right click on it and select accordingly:

  - However, if "Standard device" is ticked *No*, the user will have the option of selecting the device from the *RTTE device* list by clicking on the "Search device" icon .
  - The user will have to enter the brand or model of the non-standard device before submitting the application.
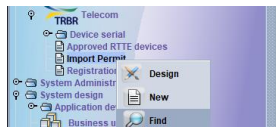- Capture any *REMARKS* to bring to the attention of TRBR.

4. Attach required documents, by going to the "Scanned Documents" tab and attach the soft copies of the documents similar to the Certificate application above.

5. If required the application can be locally stored by clicking on the local store ('Export to XML file') icon:

6. Once complete, 'Verify the document' by clicking on this icon:

7. If no errors are detected (or after any errors are corrected) submit the application by clicking on the 'Direct Submit' icon:

   i. The system will generate a registration number, which is unique per year.

   ii. The application can also be stored on the server by clicking on the 'Store' button to be submitted later:

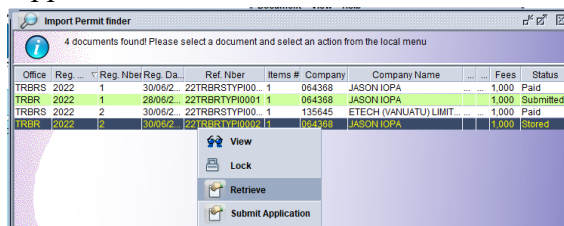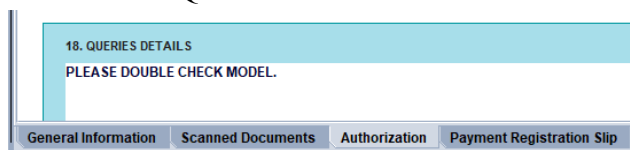   iii. Find the stored application in the system to either further edit or submit:

    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':

    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:

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

C. Queried Applications

1. Find the application in 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