



VANUATU

ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

How to use the Vanuatu electronic Single Window (VeSW) Document Finder

1. After logging in to VeSW system, you are taken to the home screen as shown below:

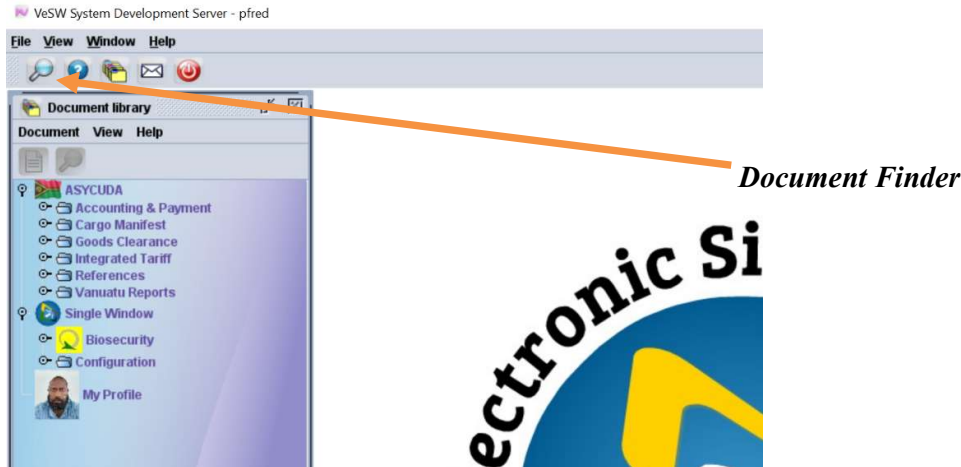


Figure 1: VeSW system

2. Document Finder - locates all information in “References” that is allocated to a user.
3. Whenever the user clicks the “**Document Finder**” button, it displays a list of documents that the user has access to. The user can then select the document of interest and click the green arrow (→) to proceed to the next step, for example, to view its processed declarations, the user can then select “**Detailed Declaration**” as below:



Figure 1: Document Finder window

4. The user then enters a value for the selection criteria and Clicks the **search** button to find a specific declaration.



Figure 2: Detailed Declaration finder



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5. If the user has any declarations, the user should be able to see them listed as shown below. On the list if the user right-clicks on any declaration, a list of actions will be shown depending on the status of the declaration. If a declaration is already assessed and paid then the actions are “**View**”, “**Release Order (Selectivity)**” and “**Details**”.
6. The green back arrow (←) on bottom of the window should take the user back to the criteria screen to select another search criterion.

Year	O	Declarant	Ref	R	R	Ty	Ge	lte	E	Exporter name	C	Consignee name	Tot	A	A	P	As	C
2017	V/AJR	803753	#1	C	3	DE	1	1	1	VANUATU B...		AustraliaAustraliaAustralia	1.0	A	3		0	
2017	VPO	803753	#1	C	11	IM	4	1	1	ASMP OFFIC...	1...	AU BON MARCHEPO BOX	51...	A	11		2	
2017	VSEA	803753	#4	C	10	TR	8	1	1	Manifest/ Test	1...	FUNG KUEIPO BOX 51PO	1.0					
2017	VSEA	803753	#5	C	10	TR	8	1	1	World Vissio...	1...	FUNG KUEIPO BOX 51PO	0	A	9		2	
2017	VSEA	803753	#6	C	17	DE	7	1	1		1...	VANUATU BREWING LTD...	1.0	A	31		1	
2017	VSEA	803753	#7	C	18	DE	7	1	1		1...	VANUATU BREWING LTD...	1.0	A	16		0	
2017	VSEA	803753	#8	C	19	DE	7	1	1		1...	VANUATU BREWING LTD...	1.0	A	30		1	
2017	VSEA	803753	#1	C	7	IM	4	1	1	Manifest/ Test	1...	FUNG KUEIPO BOX 51PO	1.0	A	6		1	
2017	VSEA	803753	#2	C	8	IM	4	1	1	Manifest/ Test	1...	FUNG KUEIPO BOX 51PO	1.0	A	7		2	
2017	VSEA	803753	#3	C	9	IM	4	1	1	Manifest/ Test	1...	FUNG KUEIPO BOX 51PO	1.0	A	8		2	

Figure 3: Detailed Declaration Finder results

- **View** – displays the declaration
- **Release order (Selectivity)** – prints the release order
- **Details** – displays the detailed information of the declaration, as shown below:

created on: 3/02/17 5:08 PM
 by user: vubrkff
 full name: Agence Gauchet
 owner: 803753

locked: no
 from: n/a
 by: n/a

Current version:

version	status	owner
3	Assessed	803753

Version#	Date	Status	Transaction	Owner	Who	Signed
3	6/02/17 2:34 PM	Assessed	Assess from selected standby	803753	awarsal	no
2	6/02/17 2:34 PM	Registered	Re-route to green	803753	awarsal	no
1	3/02/17 5:10 PM	Registered	Validate and assess	803753	vubrkff	no

Figure 4: Detailed information of a declaration

■ End