



# User Manual

For Banks Users

Electronic I-Form (EIF) Using WeBOC

Version 1.1

## EIF Revision History

Version No.	Date	Revision Description	Documented by
1.0	05/04/2016	Initial EIF Management User Manual for Bank User	HM
1.1	31/05/2016	Screenshot modifications in Bank User	HM

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## 1. General Information

### 1.1 Background

Form-I Automation is incorporated in the Pakistan Custom's electronic system called Web Based One Custom (WeBOC). The planned system creates linkages among all the concerned stakeholders in Pakistan. It reduces the time consuming manual reporting/correspondence among the stakeholders.

Import of goods into Pakistan is regulated by the Ministry of Commerce, Government of Pakistan, under the Imports and Exports (Control) Act, 1950 and the notifications issued from time to time there under. Currently, as per Para-32, Chapter XIII of Foreign Exchange Manual (Eighth Edition-2002), applications for remittance against imports into Pakistan should be made on Form 'I' which should be signed by the importer or his authorized agent.

### 1.2 Electronic filing of Form-I

EIF (Electronic Import Form) is a tool used by the government to monitor the source and outflows of foreign remittances and checks the goods that are imported without foreign exchange through the State Bank of Pakistan. Designated branches of the commercial banks are authorized to issue 'Form-I' on application by the importers.

Electronic linkage of Custom's Computerized System (WeBOC) with the commercial banks for the submission and verification of Form 'I' is an important initiative of the Pakistan Customs and State Bank of Pakistan. This initiative will help in prevention of import related frauds and provide direct interface between Customs and the Form 'I' issuing banks.

## 2. System Requirements

In order to take full advantage of WeBOC Application and run it smoothly, use Internet Explorer browser.

## 3. System Features

Following are the key feature of EIF module in the WeBOC System:

### 3.1 EIF Request(s)

This feature is used after trader has filled an EIF. The banker has the option to **Approve** or **Reject** an EIF

### 3.2 Cancel EIF

This feature enables the bank user to cancel an EIF.

### 3.3 View EIF

This feature enables the banker to view an EIF.

### 3.4 Edit EIF

This feature enables the banker to edit and EIF.

### 3.5 Settle EIF

This feature is used to settle an EIF after its being approved.

### 3.6 Transfer EIF

This feature allows the bank user to transfer an EIF to another bank.

### 3.7 Enter BDA Amount

In BDA (Bank Debit Advice) amount, the bank user enters the debit amount.

## 4. Validations

There are a few validations based on **Mode of Import Payment**.

The table given below explains all the validations:

Mode of Import Payment	EIF validations	BDA Issuance	Settlement by Bank	Settlement by State Bank
Advance Payment	<ul style="list-style-type: none"> <li>EIF request can be submitted without issuance of BDA. However system will navigate user to BDA issuance screen</li> <li>If EIF is settled then no amendment in EIF can be made by bank</li> </ul>	<ul style="list-style-type: none"> <li>BDA can be issued in single or multiple times against EIF, even before submission of GD</li> </ul>	<ul style="list-style-type: none"> <li>Settlement will be perform by bank if Sum of BDAs and Sum of items declared value is equal</li> </ul>	<ul style="list-style-type: none"> <li>In case of settlement by SBP no validation will be in place</li> </ul>
Open Account	<ul style="list-style-type: none"> <li>EIF request can be submitted without enterecence of invoice value</li> </ul>	<ul style="list-style-type: none"> <li>System shall not allow user to issue BDA against such EIF where invoice value is 'Zero'</li> <li>BDA can be issued in single or multiple times against EIF if invoice value is not zero</li> <li>BDA can be issued in single or multiple times against EIF if invoice value is greater than</li> </ul>	<ul style="list-style-type: none"> <li>Settlement will be perform by bank if Sum of BDAs and Sum of items declared value is equal</li> </ul>	<ul style="list-style-type: none"> <li>In case of settlement by SBP no validation will be in place</li> </ul>

		<p>zero.</p> <ul style="list-style-type: none"> <li>If EIF mode of payment is open account or Invoice value is zero then bank user cannot edit it. (Invoice value &amp; Expiry Date)</li> </ul>		
Registered Contract	<ul style="list-style-type: none"> <li>EIF request can be submitted without issuance of BDA.</li> <li>If EIF is settled then no amendment in EIF can be made by bank</li> </ul>	<ul style="list-style-type: none"> <li>BDA can be issued in single or multiple times against EIF, even before submission of GD</li> </ul>	<ul style="list-style-type: none"> <li>Settlement will be perform by bank if Sum of BDAs and Sum of items declared value is equal</li> </ul>	<ul style="list-style-type: none"> <li>In case of settlement by SBP no validation will be in place</li> </ul>
Letter of Credit	<ul style="list-style-type: none"> <li>EIF request can be submitted without issuance of BDA.</li> <li>If EIF is settled then no amendment in EIF can be made by bank</li> </ul>	<ul style="list-style-type: none"> <li>BDA can be issued in single or multiple times against EIF, even before submission of GD</li> </ul>	<ul style="list-style-type: none"> <li>Settlement will be perform by bank if Sum of BDAs and Sum of items declared value is equal</li> </ul>	<ul style="list-style-type: none"> <li>In case of settlement by SBP no validation will be in place</li> </ul>
Payment Mode NIL means Remittance from Pakistan not involved		<ul style="list-style-type: none"> <li>No BDA can be issued against such EIF</li> </ul>	<ul style="list-style-type: none"> <li>Bank cannot be settled such cases</li> </ul>	

## 5. GETTING STARTED

WeBOC system can be easily accessed through <http://www.weboc.gov.pk>.

### 5.1 Logging On

On accessing the above mentioned link, the browser opens the following screen requesting the log-in credentials of user (Banker).

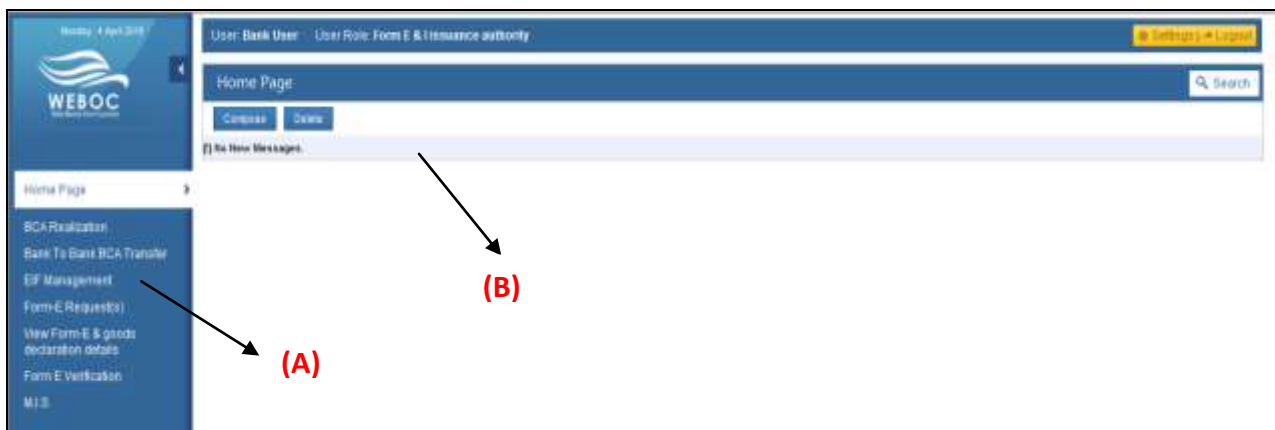


- Enter '**User Id**' in login field.
- Enter '**Password**' in the password field
- Click '**Login**' button

## 5.2 System Menu

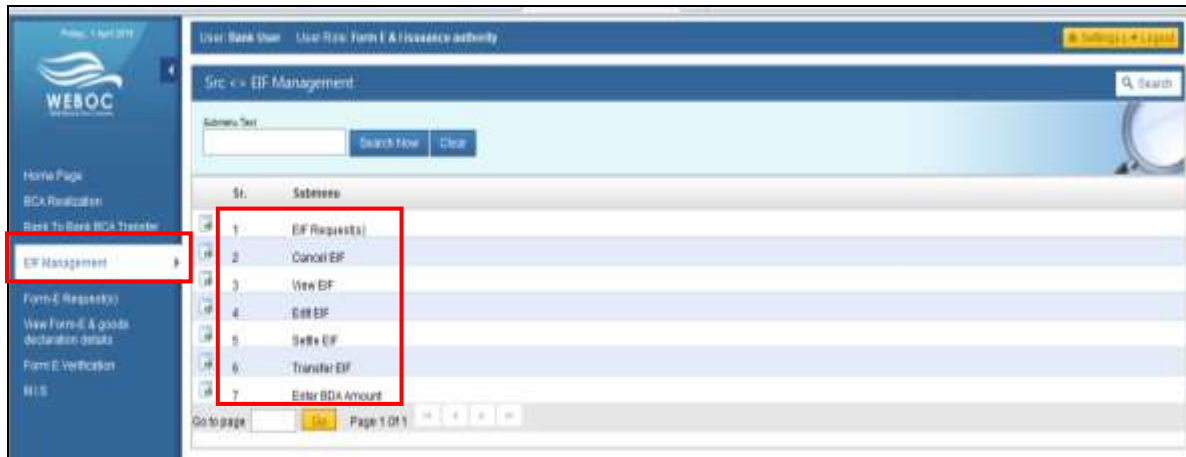
Upon logging into WeBOC system, following screen will be appeared that comprises of;

- Privilege Menu (Authorities bar) → **(A)**
- Home Page (where messages are sent by system or customs) → **(B)**




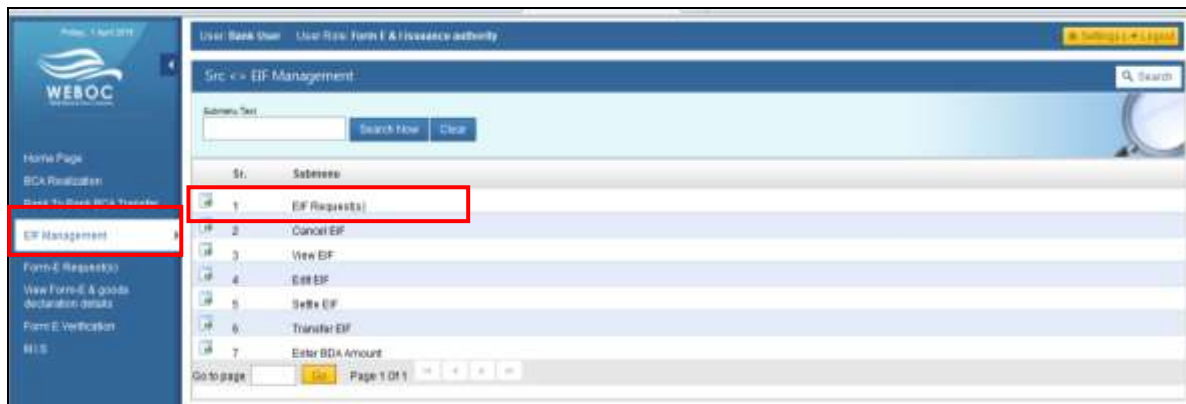
## 6. EIF Management

1. To manage an EIF click on **EIF Management**.
2. After the trader submits an EIF, the bank user has the right to do the following operations shown in the figure below.




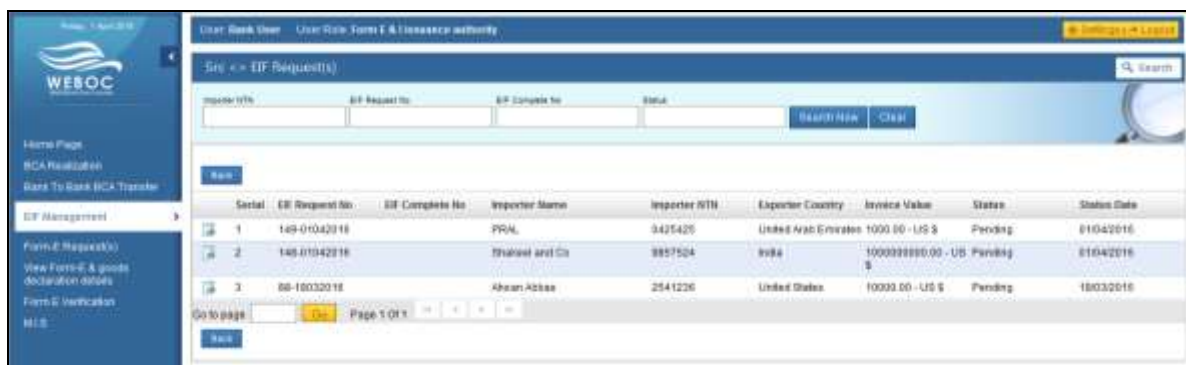
## 6.1 EIF Request(s):

1. To view the pending EIF Requests, go to **EIF Management** and press  on **EIF Request(s)**.



2. Upon clicking on EIF Requests a new page will appear showing all the pending EIF Requests.

3. Press  on pending request.






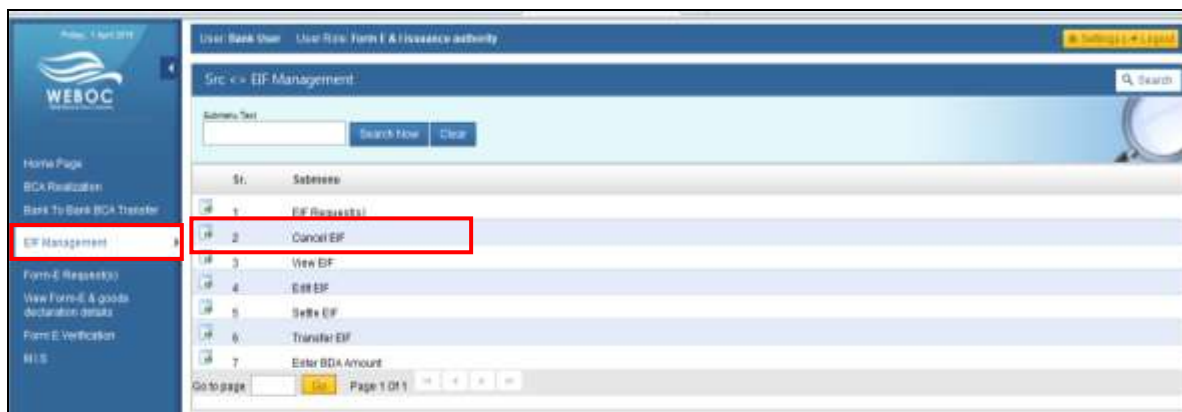
- When a pending EIF is clicked a new page appears showing buttons for accept and reject.



The screenshot shows a web form for EIF approval. At the top, it displays 'Bank Approved Date' and 'Bank' information. Below this, there are input fields for 'Bank Approval No.' (value: 12), 'Bank Approval Date' (value: 04/04/2016), 'Bank Approval Subject', and 'Approval Remarks'. A 'Disclaimer' section contains a checked box for 'CERTIFICATE/UNDERTAKING OF AUTHORIZED DEALER' and a paragraph of text. At the bottom, three buttons are visible: 'Approve', 'Reject', and 'Print', with 'Approve' and 'Reject' highlighted by a red box.

## 6.2 Cancel EIF:

- To cancel an EIF Requests after approval, go to **EIF Management** and press  on **Cancel EIF**



The screenshot shows the 'EIF Management' interface. The left sidebar has a menu with 'EIF Management' highlighted by a red box. The main content area shows a table with columns 'Sl.' and 'Submenu'. The table contains the following rows:

Sl.	Submenu
1	EIF Requests
2	Cancel EIF
3	View EIF
4	Edit EIF
5	Self EIF
6	Transfer EIF
7	Enter BDA Amount

The 'Cancel EIF' row is highlighted by a red box. Below the table, there is a 'Go to page' field and a 'Page 1 of 1' indicator.

- Fill the **Remarks** section and press **Cancel EIF**.
- The banker also has the option to print.

Declared Description	HS Code	Quantity	UOM	Origin
This Good declaration	0122 1000	100 0000	KG	Afghanistan

Bank Details			
Expiry Date of EIF	27/04/2016	Intended Payment Date	10/04/2016
Transport Doc No		Transport Doc Date	20/04/2016
Mode Of Transport	148-01042016	Final Date of Shipment	04/04/2016
ISAN	1010101023	Remarks	Remarks text field
SEF Approval Subject		SEF Approval No	
SEF Approval Date		Bank	Bank Al Habib Limited
City	Karachi	Branch	Galistan-E-Johar Branch, Karachi

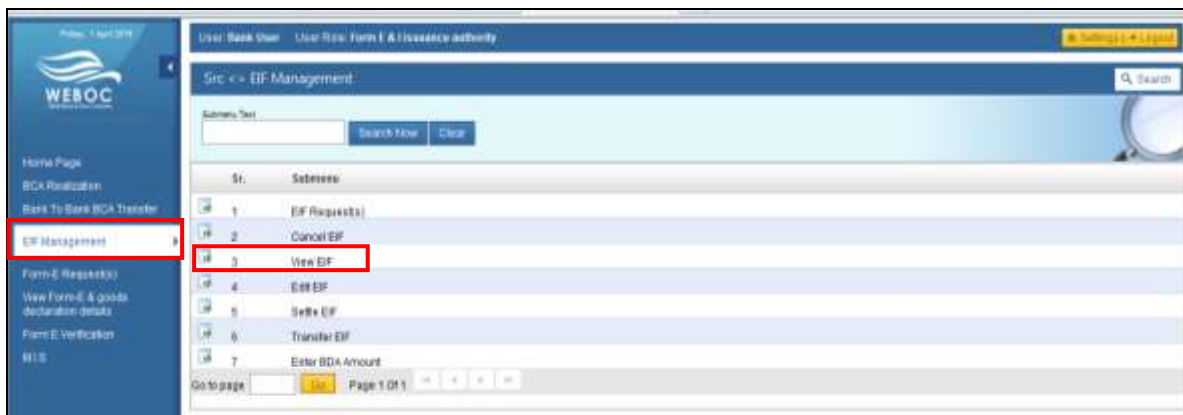
Cancel Form I

Remarks: lack of documentation

Cancel EIF    Save    Back

### 6.3 View EIF:

- To View an EIF Requests, go to **EIF Management** and press  on **View EIF**

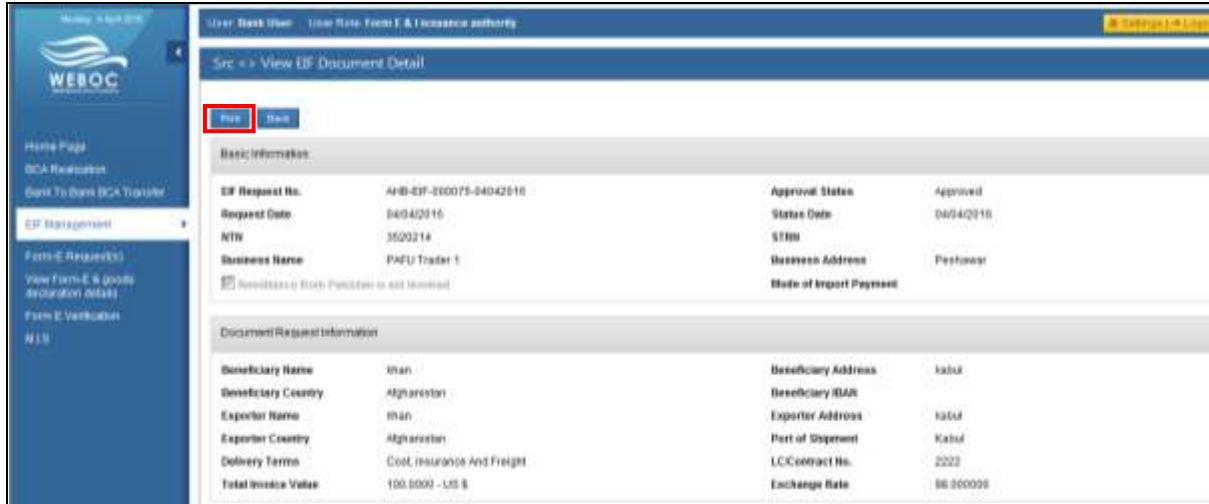


The screenshot shows the 'EIF Management' page in the WEOC system. The left sidebar contains navigation options: Home Page, BCA Realization, Bank To Bank BCA Transfer, **EIF Management** (highlighted), Form-E Requests, View Form-E & goods declaration details, Form-E Verification, and H.S. The main content area displays a table of sessions:

Sr.	Sessions
1	EIF Requests
2	Cancel EIF
3	<b>View EIF</b>
4	EIF EIF
5	Self EIF
6	Transfer EIF
7	Enter BDA Amount

At the bottom of the table, there is a 'Go to page' field, a 'Go' button, and 'Page 1 of 1'.

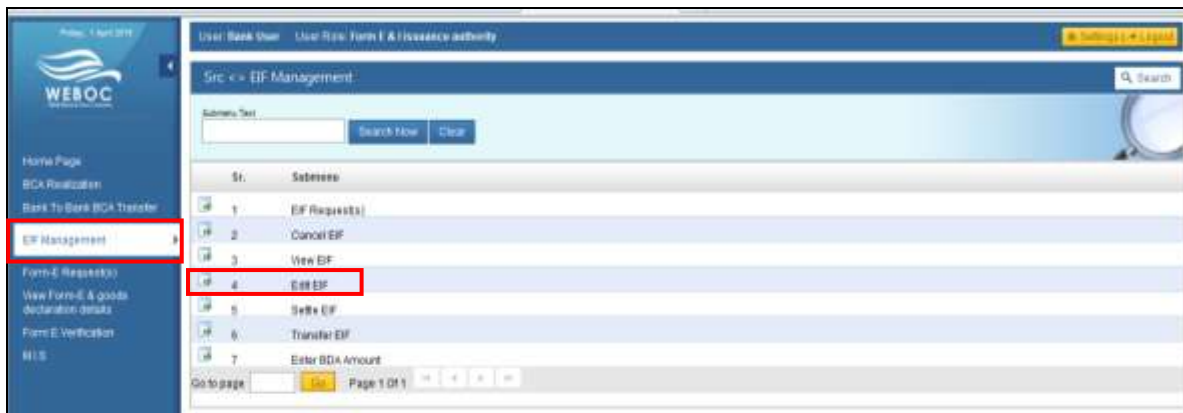
- Upon clicking **View EIF**, a new page opens up where the bank user can view any EIF like Approved, Saved, Form I Cancelled, Settled, Ready for Settled an also has the right to print it.



Basic Information			
EIF Request No.	418-EIF-200075-04042016	Approval Status	Approved
Request Date	04/04/2016	Status Date	04/04/2016
NTW	3500214	STRN	
Business Name	PAFU Trader 1	Business Address	Peshawar
<input type="checkbox"/> Download to Bank Portals is not enabled			
Mode of Import Payment			
Document Request Information			
Beneficiary Name	Ishan	Beneficiary Address	Kabul
Beneficiary Country	Afghanistan	Beneficiary IBAN	
Exporter Name	Ishan	Exporter Address	Kabul
Exporter Country	Afghanistan	Port of Shipment	Kabul
Delivery Terms	Cost, Insurance And Freight	LC Contract No.	2022
Total Invoice Value	100.0000 - US \$	Exchange Rate	86.000000

## 6.4 Edit EIF:

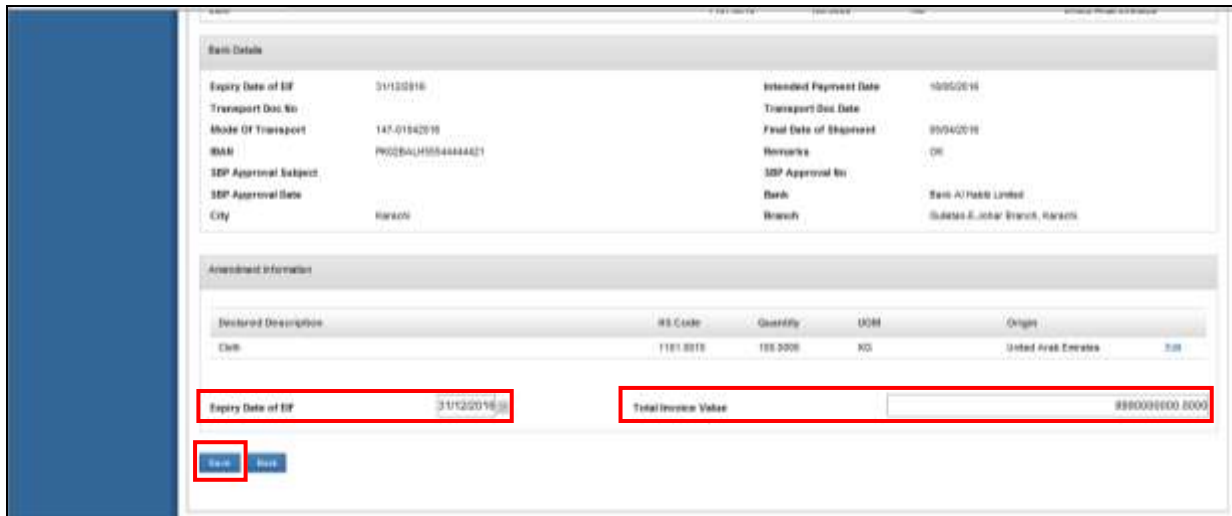
1. To **Edit** an EIF, go to **EIF Management** and press  on **Edit EIF**



Sl.	Submenu
1	EIF Requests
2	Cancel EIF
3	View EIF
4	<b>Edit EIF</b>
5	Selfs EIF
6	Transfer EIF
7	Enter BDA Amount

2. In **Edit** feature the bank user is able to edit the **Expiry Date of EIF** and **Total Invoice value**.

3. After Editing press 



**Basic Details**

Expiry Date of EIF	21/12/2016	Intended Payment Date	10/05/2016
Transport Doc No		Transport Doc Date	
Mode Of Transport	147-01942016	Final Date of Shipment	09/04/2016
ISAN	990254JH554444421	Remarks	06
EIF Approval Subject		EIF Approval No	
EIF Approval Date		Bank	Bank Al Habib Limited
City	Karachi	Branch	Gulshan E-Johar Branch, Karachi

**Amendment Information**

Declared Description	HS Code	Quantity	UOM	Origin
Club	1181.8015	100.0000	KG	United Arab Emirates

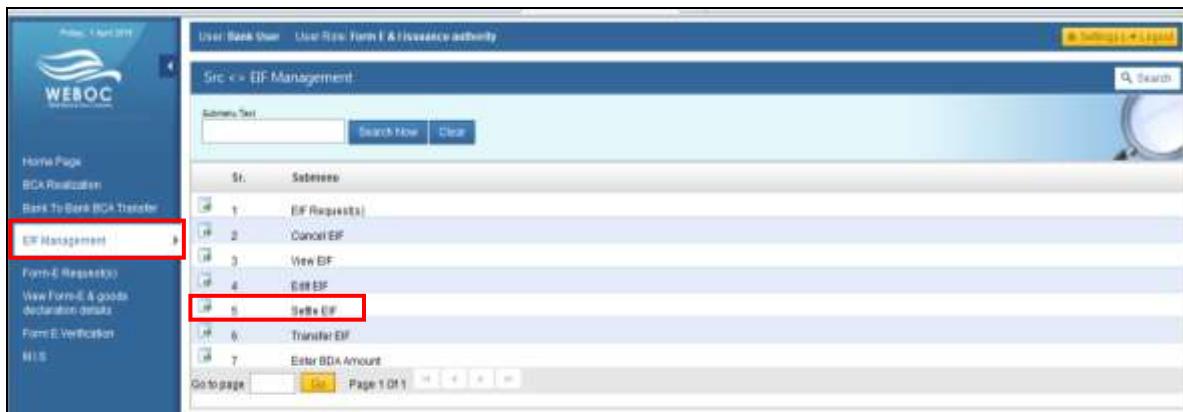
Expiry Date of EIF: 21/12/2016

Total Invoice Value: 880000000.0000

Buttons: **Settle**, Save

## 6.5 Settle EIF:

- To **Settle** an EIF, go to **EIF Management** and press  on **Settle EIF**



WEOC - 4 April 2016

User: Bank User | User Role: Form E & Issuance authority

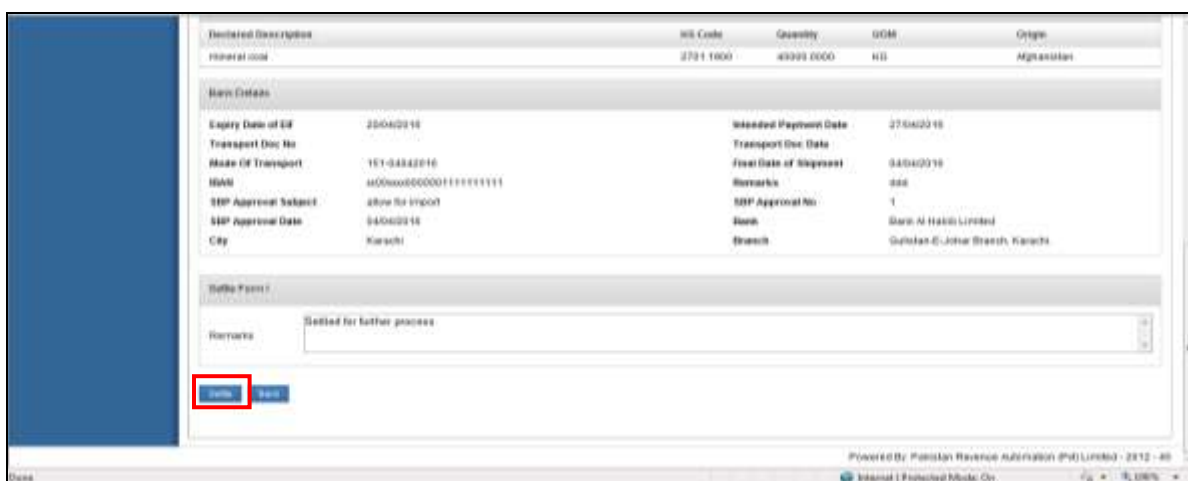
Src: <= EIF Management

Submenu: Search New Close

Sl.	Settlement
1	EIF Requests
2	Cancel EIF
3	View EIF
4	EIF EIF
5	<b>Settle EIF</b>
6	Transfer EIF
7	Enter BDA Amount

Go to page: [ ] Page 1 of 1

- Fill **Remarks** in the remarks section and press **Settle**.



**Declared Description**

Declared Description	HS Code	Quantity	UOM	Origin
General good	2701.1000	40000.0000	MT	Afghanistan

**Basic Details**

Expiry Date of EIF	20/04/2016	Intended Payment Date	27/04/2016
Transport Doc No		Transport Doc Date	
Mode Of Transport	151-04842016	Final Date of Shipment	04/04/2016
ISAN	400000000001111111111	Remarks	004
EIF Approval Subject	allow for import	EIF Approval No	1
EIF Approval Date	04/04/2016	Bank	Bank Al Habib Limited
City	Karachi	Branch	Gulshan E-Johar Branch, Karachi


**Settle Form**

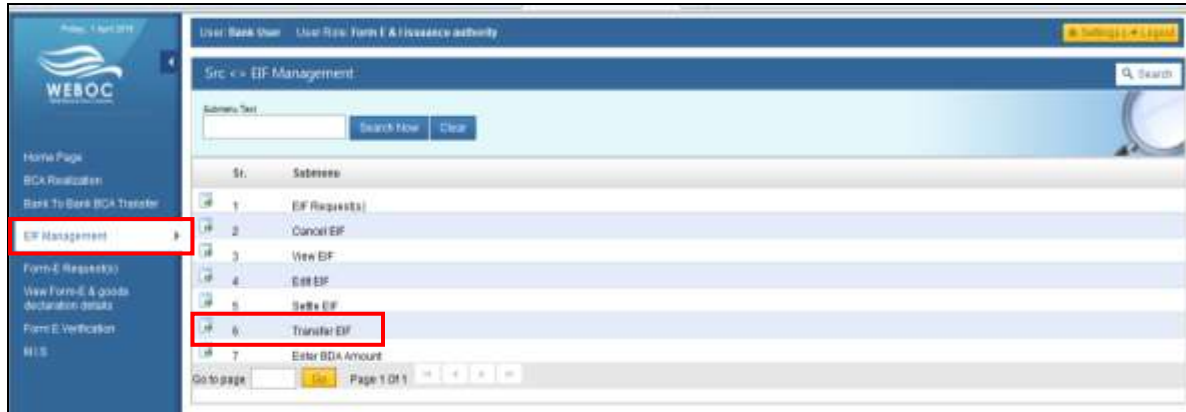
Remarks: Settled for further process

Buttons: **Settle**, Save

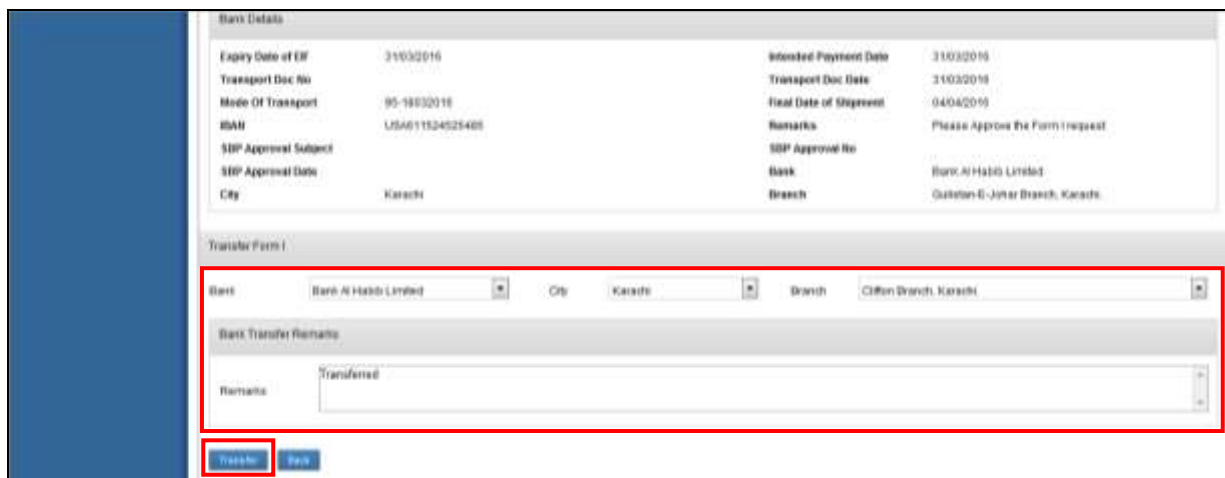
Powered By: Pakistan Revenue Automation (Pvt) Limited - 2012 - 40

## 6.6 Transfer EIF:


1. An EIF can be transferred to any other bank before BDA (Bank Debit Advice) is entered.
2. To Transfer an EIF, go to **EIF Management** and press  on **Transfer EIF**

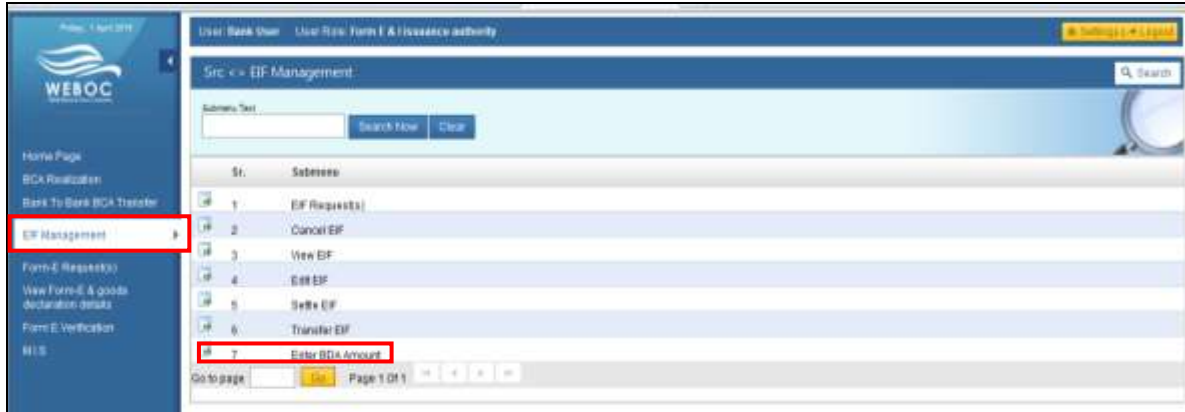


3. Select the Bank, City and Branch where the bank user wants to transfer EIF.
4. Press **Transfer** Button.

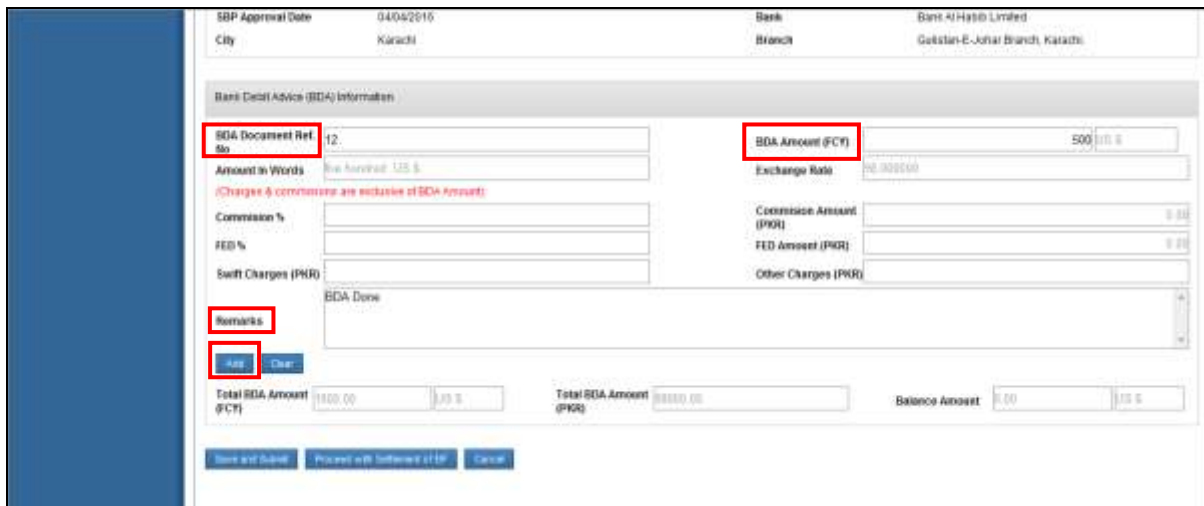


## 6.7 Enter BDA Amount:

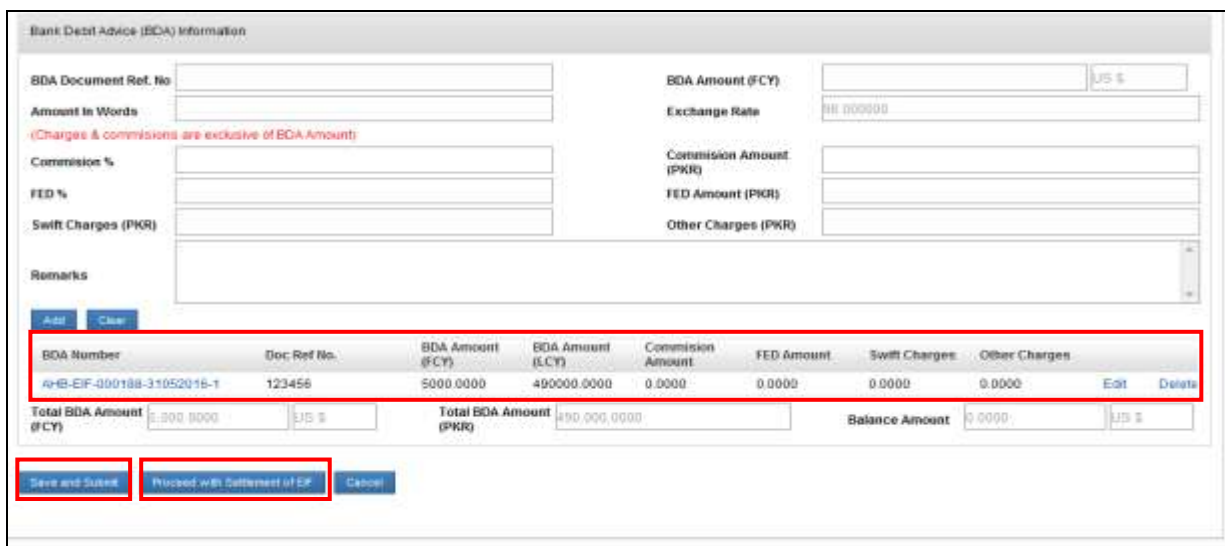
1. To Enter BDA (Bank Debit Advice) Amount, go to **EIF Management** and press  on **Enter BDA Amount**.



2. Upon Clicking Enter BDA Amount, a new page opens up.
3. Enter BDA Document Ref. No., BDA Amount(FCY) and Remarks.
4. Press **Add** Button.



5. After Adding BDA Press **Save and Submit** then **Proceed with Settlement of EIF** button.





## Contact Information:

To get support and information please contact  
[support.weboc@pral.com.pk](mailto:support.weboc@pral.com.pk) | 02199210395, 02199214237