

# TRADE FACILITATION PLATFORM

## **NATIONAL SINGLE WINDOW (NSW) TRAINING MANUAL (FREGITH FORWARDING AGENT)**

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# CHAPTER 1: INTRODUCTION

## 1. ABOUT THIS GUIDE

Welcome to the National Single Window (NSW) Trade Facilitation Platform (TFP) user guide. This user guide aims to enumerate the process and steps involved in using NSW for all stakeholders.

This user guide is divided into different topics and subtopics. Each topic discusses and shows the steps of the modules that the officer can do in the National Single Window (NSW).

### 1.1 PURPOSE AND AUDIENCE

The purpose of this user guide is to help the following users in doing their tasks using the NSW TFP.

- Freight Forwarding Agent

### 1.2 DOCUMENT CONVENTIONS

Refer to this section to familiarize yourself with the visual aids used throughout the user guide.

#### Navigation

To assist with accessing screens, pages, or windows, refer to the following navigation format:

#### Buttons, fields, and other system elements

All system elements are highlighted in **bold** text.

#### Hyperlinks

All topics mentioned in the user guide's content are hyperlinked. Click on the hyperlink to view the referenced topic.

#### Callouts

Callouts are presented differently from the original CONTENTS and highlight certain information.

There are two types of callouts: tips and warnings.



A Tip provides useful information that helps you complete a task or procedure.



A Warning refers to information that may be critical to the system's functionality and might affect data or system stability.

## ABOUT NATIONAL SINGLE WINDOW

The NSW system is aimed at building an integrated e-government service that facilitates secure international trade facilitation. The application enables electronic information interchange between various stakeholders in the trading community, which includes traders, shipping/clearing agents, MDAs, and the customs authorities.

It is designed to enhance trade facilitation, regulatory compliance, and inter-agency coordination across the entire cargo clearance value chain. It provides all authorized trade stakeholders with a single, transparent platform for submitting, accessing, and validating trade information.

Through shared visibility into risk, compliance status, valuations, and clearance data, NSW supports informed decision-making by Customs, regulatory agencies, port operators, and gate officials—while reducing duplication, delays, and inefficiencies in cargo clearance.

The purpose of the NSW system is described as follows:

- Develop a one-stop and integrated services that provide a coordinated view of the Government to customers and reduce their administrative and logistical burden.
- Ensure conformity with the international standards, conventions, and best practices in the area of customs, trade facilitation, and security.
- A new web-based single window system for the end-to-end clearance processing.
- Electronically link government agencies that are involved in the customs clearance process to facilitate secure data exchange and to manage the application flow efficiently.
- Automate and simplify the current customs processes to accelerate clearance time. This includes automated approval of permits and licenses, thereby significantly bringing down the manual interventions, routing to consenting government agencies, and applying advanced risk management procedures.
- *NSW will be developed as a web-based system.*

The users of the NSW system are:

- Various government agencies & private sector groups will use the NSW system during the license, permit, and certificate processing. Government agencies will be able to receive the documents submitted by traders electronically and act on those entries until the release of cargo. Also, the system will allow them to interact with other stakeholders in a secure way.
- Other government agencies involved in the clearance process will interact with customs to facilitate the clearance processes electronically.

This chapter covers the following topics:

- [Getting Started](#)
- [Common Icons and Buttons](#)

### 1.3 DEFINITIONS AND ACRONYMS

The table below lists the different acronyms and abbreviations as well as the definitions used throughout this CRS.

TERM	DESCRIPTION
CD/MD	Consignment Document / Master Document
CO/VO	Checking Officer / Validation Officer
CPC	Customs Procedure Code
IAF	International Accreditation Firms
LPCO	License, Permit, Certificate, and Others
MDA	Ministry, Department, and Agency
NSW	National Single Window
TFP	Trade Facilitation Platform
TPR	Trading Partner Registration
UI	User Interface

## 2. GETTING STARTED

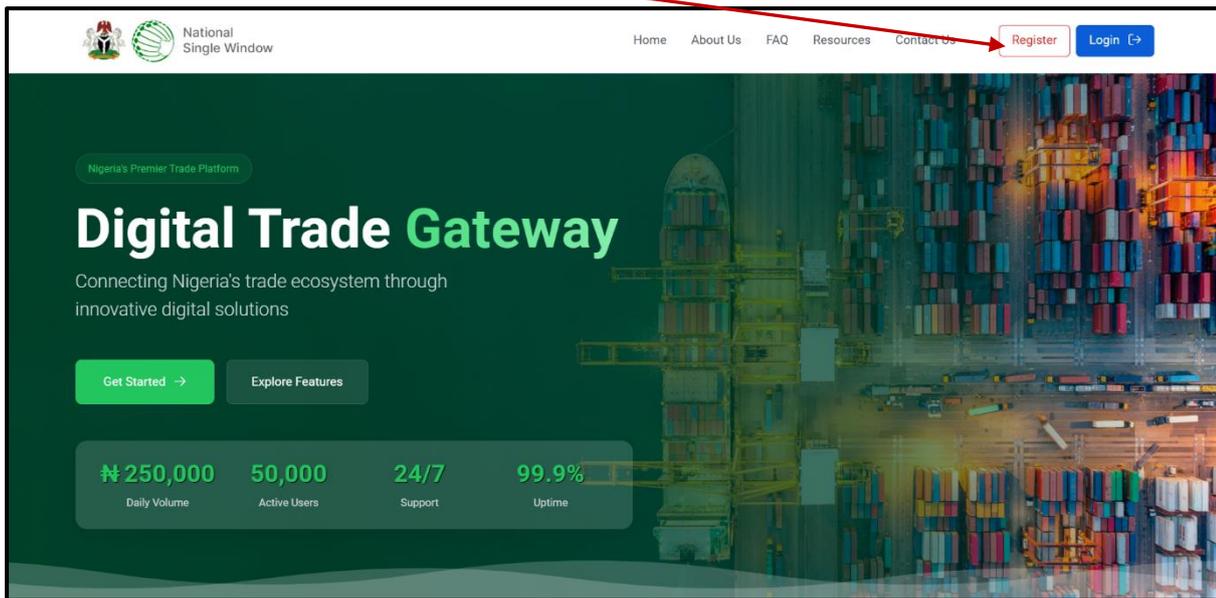
Refer to this section to familiarize yourself with the National Single Window for Ministries, Departments, and Agencies. This chapter also lists the process to follow to register as a new user, logging in and logging out of the system.

### 2.1 NEW USER REGISTRATION

User registration is the first step toward accessing the full features of the National Single Window (NSW) Trade Facilitation Platform. This chapter provides clear guidance on how the Clearing and/or Forwarding Agent can create and activate their accounts. The registration process is designed to ensure security, user authentication, and seamless onboarding.

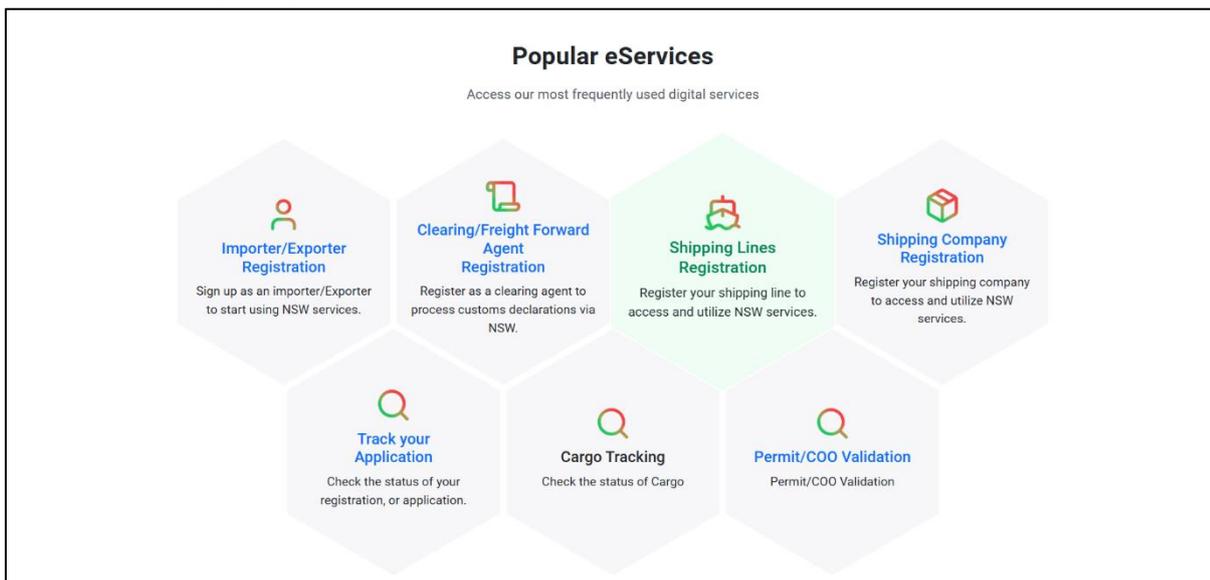
**To register on the NSW TFP:**

1. Type in the URL [nsw.gov.ng](http://nsw.gov.ng) in your Internet browser to access the TFP Single Window website. Click on register.



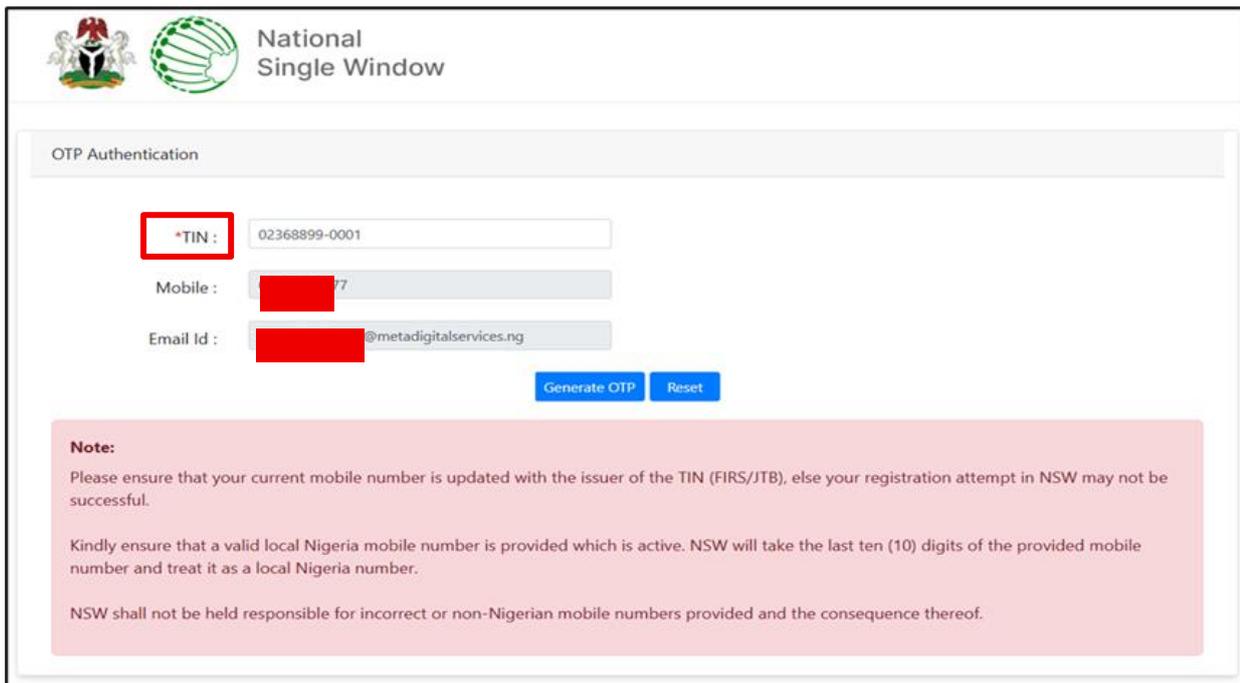
**Select User Category:**

2. After clicking on register, a category option of users to select from will be seen.



3. Click on the relevant category option to sign up. After clicking, the system redirects you to the **OTP Authentication** page
4. Fill the TIN and the registered Mobile Number and Email will automatically be populated.

- Click on **Generate OTP** and you will receive an OTP via SMS.



**National Single Window**

OTP Authentication

\*TIN: 02368899-0001

Mobile: [REDACTED] 7

Email Id: [REDACTED]@metadigitalservices.ng

[Generate OTP](#) [Reset](#)

**Note:**  
Please ensure that your current mobile number is updated with the issuer of the TIN (FIRS/JTB), else your registration attempt in NSW may not be successful.  
Kindly ensure that a valid local Nigeria mobile number is provided which is active. NSW will take the last ten (10) digits of the provided mobile number and treat it as a local Nigeria number.  
NSW shall not be held responsible for incorrect or non-Nigerian mobile numbers provided and the consequence thereof.

#### OTP Authentication Page

- Enter in the OTP and click on **Validate OTP**.

***NB: Please note that all user categories require an OTP authentication***

**To register as a new Clearing/Freight Forward Agent:**

1. After the **OTP authentication process** is completed, proceed to fill and review other sections (Party Details, Applicant Details, Document Details, and Summary Details) with required information.

**Party Details Page**

Following are the field and button descriptions of the **Document Status Detail** page.

Field/Button description	Action/Input Required
<b>Customs Command</b>	Select the Customs Command.
<b>Type of Application</b>	Select the category the being registered for.
<b>Customs License Number</b>	Enter the official license number issued by Nigeria Customs Service (NCS) authorizing the company to operate as a Clearing or Forwarding Agent. Must be valid and active.



[Home](#)   [About Us](#)   [Contact](#)   [Login](#)

REGISTRATION OF CLEARING AND FORWARDING AGENT(CFA)

[Party Details](#)   [Applicant Details](#)   [Document Details](#)   [Summary Details](#)

\*ID Number :

\*Login Id :

Middle Name :

\*Gender :

\*Communication Mode :

\*Mobile number :

\*First Name :

Last Name :

\*Preferred Language:

\*Email:

**Applicant Details Page**



[Home](#)   [About Us](#)   [Contact](#)   [Login](#)

REGISTRATION OF CLEARING AND FORWARDING AGENT(CFA)

[Party Details](#)   [Applicant Details](#)   [Document Details](#)   [Summary Details](#)

ID#	Document Name	File Name	Remarks	Action
1	CFA-CFA License Document	License Document.pdf		<input type="button" value="Delete"/> <input type="button" value="View"/>

\* Document Name :

\* File Content :  No file chosen

Remarks :

Allowed Max File size is 1 MB and Acceptable Formats: \*.pdf, \*.jpg, or \*.jpeg

**Document Details Page**

The screenshot shows the 'National Single Window' website interface. At the top left is the Nigerian coat of arms and the 'National Single Window' logo. Navigation links for 'Home', 'About Us', 'Contact', and 'Login' are in the top right. The main heading is 'REGISTRATION OF CLEARING AND FORWARDING AGENT(CFA)'. Below this are four tabs: 'Party Details', 'Applicant Details', 'Document Details', and 'Summary Details'. The 'Summary Details' tab is active, displaying the following information:

- TIN : **31545059-0001**
- Customs License Number: **CL2992942**
- Business Name: **KILISHI INTL CONTRACTS NIG LTD**
- Business Address: **No. 5 EMIRS DRIVE BAJOGA FUNAKAYE L**
- Telephone Number: [Redacted]
- Applicant Remarks: [Empty]
- Type of Application: **Both-Clearing And Forwarding Agent**

At the bottom, there is a red-bordered box containing a small square icon, followed by the text: "/we do solemnly affirm and declare that the above information is true and correct to the best of my knowledge and belief." Below this is a blue 'submit' button.

**Summary Details Page**

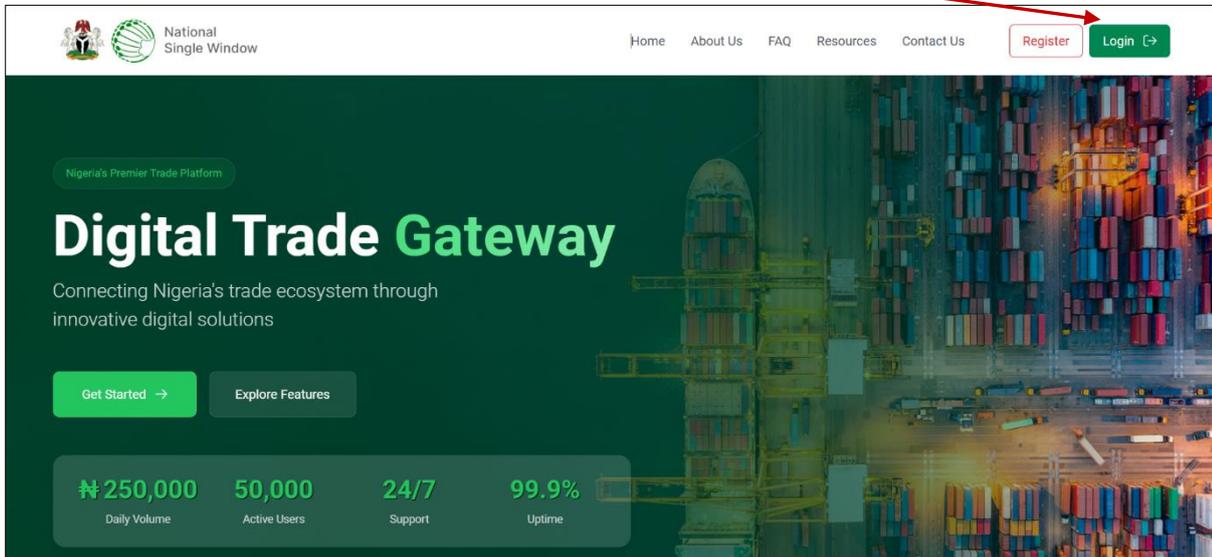
**Note:**

- An email will be sent to your registered email address with your username and a default system-generated password. Follow the instructions in the email and you will have the option to change the default password to your preferred password.
- Once you have successfully changed the password, proceed to log in to NSW system with your username and password to access the system as a registered Clearing /Freight Forward Agent.

## 2.2 LOGGING IN

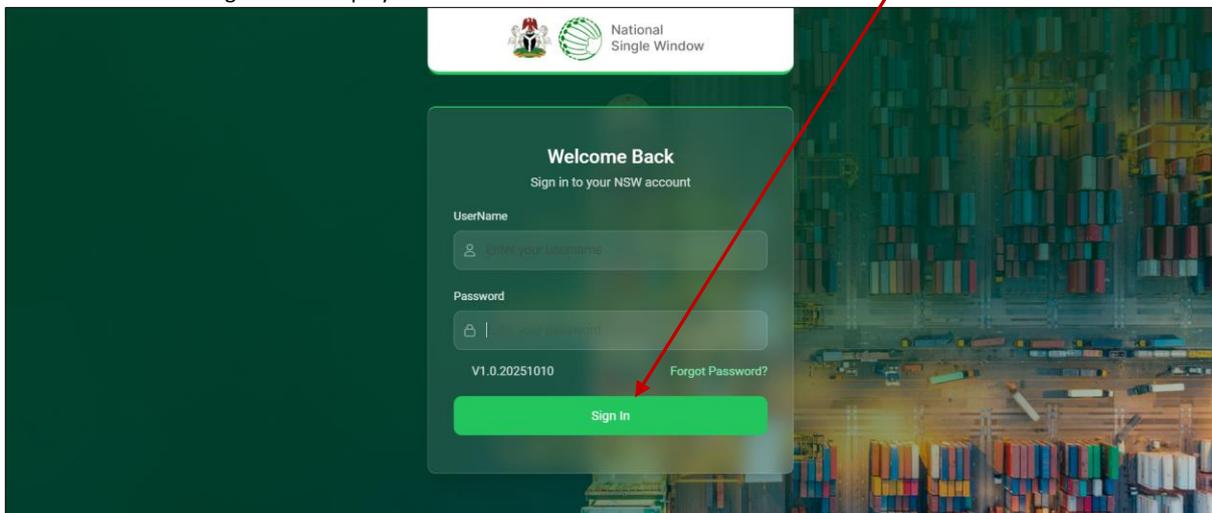
### To log in to the NSW TFP:

1. Type in the URL [nsw.gov.ng](http://nsw.gov.ng) in your Internet browser to access the TFP Single Window website.
2. To log in to the National Single Window platform, click  button at the top right corner of the page to login.

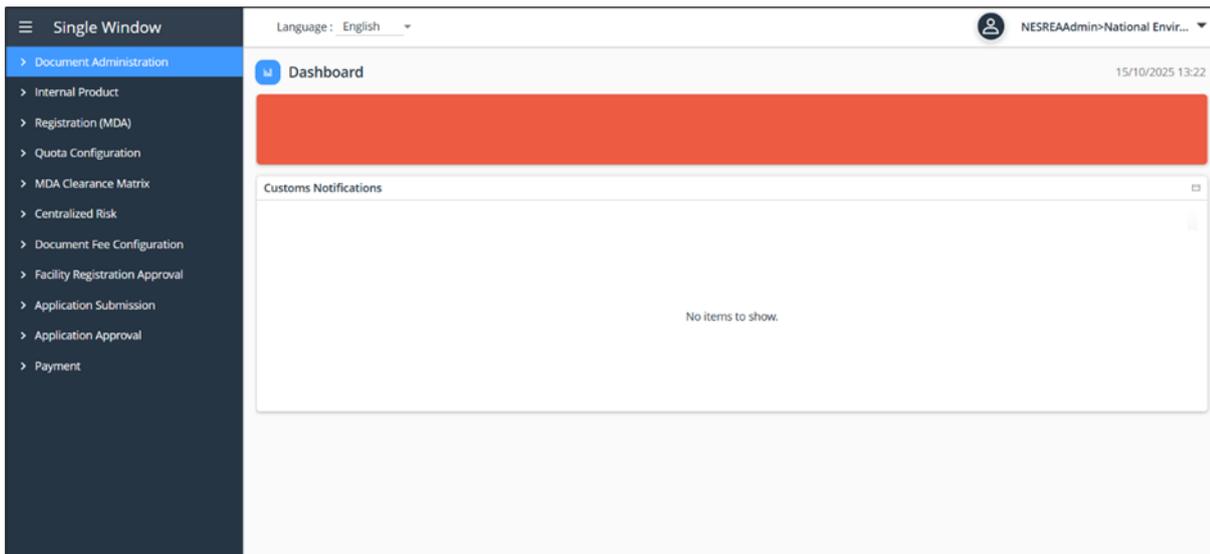


Trade Facilitation Home Page

3. Enter the **USERNAME** and the **PASSWORD** in the fields provided and click  button. Upon successful login the Home Page will be displayed.



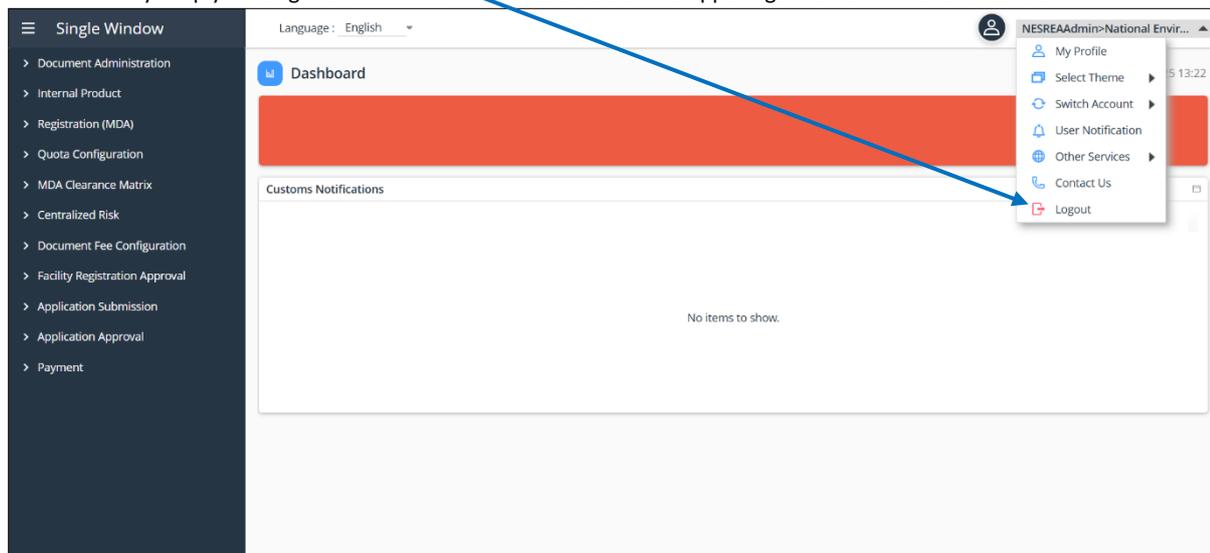
Single Window MDA Login Page



Single Window Home Page

### 2.3 LOGGING OUT

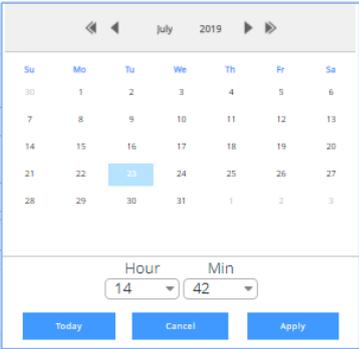
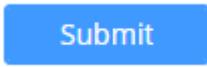
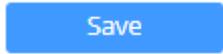
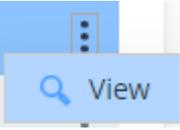
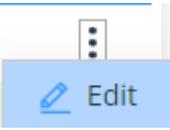
1. This function allows the user to log out from the application any time. User can sign out from the NSW system any time by simply clicking the  Logout button available at the upper right corner of the main menu.



Log Out Page

## 2.4 COMMON ICONS AND BUTTONS

The following are the list of icons and buttons referenced across screens and their functionality.

Field/Button description	Action/Input Required
	<ol style="list-style-type: none"> <li>1. Click  to view the calendar.</li> <li>2. Specify the required date and time from the respective portions of the calendar.</li> <li>3. Click <b>Apply</b>.</li> </ol>
	Click this button to submit the relevant details.
	Click this button to close the relevant tab details.
	Click this button to update the modified details relevant to the respective tab.
	Click this button to save the details of that particular tab.
	Click this button to clear the entered details and re-enter the field values.
	Click this icon to search for the exact search results from the available details.
	Click this icon to view the relevant tab details.
	Click this icon to print the relevant tab details.
	Click this icon to overview the relevant tab details.
	Click this icon to edit the relevant tab details.
	Click this icon to add relevant tab details.

## CHAPTER 2: FREIGHT FORWARDER ROLE

### 3. HOUSE MANIFEST

A Freight Forwarder/Agent submits the house manifest using the NSW User Interface (UI). The submission of a house manifest will be done after the master manifest has been submitted. Multiple freight forwarders may be involved in a single cargo shipment, but the NSW expects only a single level of house, and it should specify the final consignee. The House manifest mainly contains the House Bill of Ladings (HBL) and consignee. During the submission, the system will reconcile house manifest details against its master manifest including **number of containers and container numbers, gross weight, number of BLs and Master BL numbers** to ensure accuracy of the information submitted.

The BL can only be a consolidated BL. Only the selected consolidator on the Master BL can process the House Manifest. The Shipping Agent will assign the Freight Forwarders who will submit the House BL for that consolidated master BL. The relationship between a master and a house BL is 1-to-many. When the Freight Forwarder submits a house BL on a master BL, the master BL is inactive.

#### Important Business Validations

- No. of BL entered in the header should be equal to the total no of added BL in the manifest.
- No. of Container/Vehicle entered should be equal to total no of Container/Vehicle added.
- Only itemized Bill can be used in House manifest.
- Total quantity and total weight of master BL should be equal to sum of the Total quantity and sum of the total weight of House bill.
- Cancellation of Master bill should be before House Bill submission.
- Amendment of master bill should be before House Bill submission.
- Once House bill is submitted and approved, Master bill will be inactivated.
- Cancellation of House bill should be before declaration Creation.
- Amendment of House bill should be before Declaration Creation.
- Once declaration is submitted, Manifest cannot be amended or cancelled.

The Freight Forwarder can Create, Search, Update, View, and Delete a House manifest in the National Single Window system.

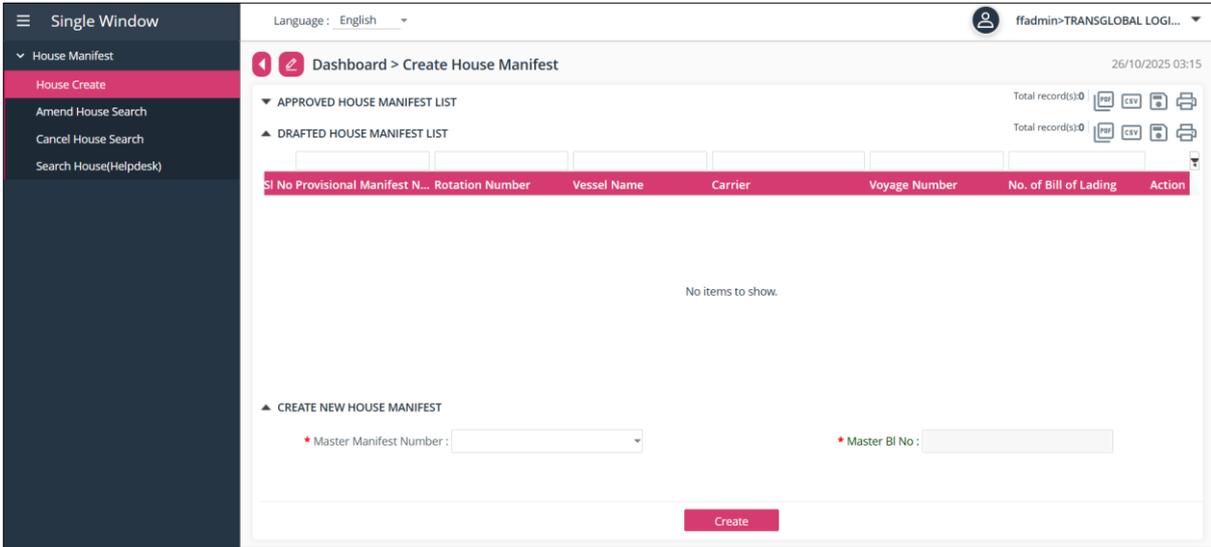
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### 3.1 CREATING HOUSE MANIFEST

This functionality allows the Freight Forwarder Clerk to create a house manifest using the rotation number and the master BL number. The House manifest can only be created with the master BL type as "Consolidator" in the NSW system.

**To create a house manifest:**

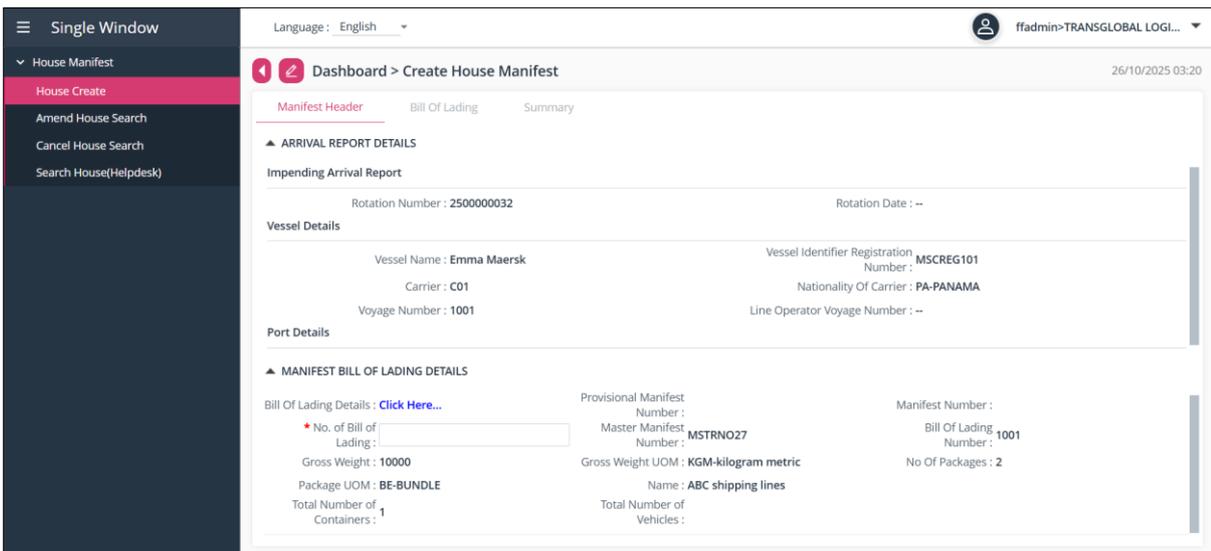
1. Login to the application and click **House Manifest -> House Create**. The Create House Manifest page will be displayed.



2. Create House Manifest page Enter information in the Create New House Manifest fields.

Field/Button description	Action/Input Required
Manifest Number	Select the identification number of the master manifest to which you wish to create a house manifest.
Master BL No	Select the identification number of the bill of lading of the master manifest from the dropdown list.

3. Click **Create** button. The Create House Manifest Header Details page will be displayed.



4. **Manifest Header Details** Enter information in the Manifest Header Details fields.

Field/Button description	Action/Input Required
<b>Impending Arrival Report</b>	Displays the arrival report details of the vessel.
<b>Rotation Number</b>	This number is generated once the arrival report is created and submitted to Customs for approval.
<b>Rotation Date</b>	By default, this field displays the date of creation of new arrival report.
<b>Vessel/Aircraft Details</b>	Displays the vessel or aircraft details containing the cargo.
<b>Vessel Identification Registration Number</b>	Displays the vessel identification registration number as registered in the system.
<b>Vessel Number</b>	Displays the vessel number.
<b>Carrier</b>	Displays the carrier name. (Ship/aircraft/vehicle)
<b>Nationality of Carrier</b>	Displays the nationality of the carrier.
<b>Voyage Number</b>	Displays the voyage number of the vessel.
<b>Port Details</b>	Displays the port details for the vessel containing the cargo.
<b>Inbound/Outbound</b>	Displays whether the vessel is coming into (Inbound) or going out (Outbound) of the country.
<b>Mode of Transport</b>	Displays the mode of transport of the vessel as Air or Sea from the dropdown list.
<b>Port of Loading</b>	Displays the port where the vessel was loaded with goods from the dropdown list.
<b>Port of Arrival</b>	Displays the port of arrival of the vessel from the dropdown list.
<b>Next Port of Call</b>	Displays the next port where the vessel goes after arriving at the port.
<b>Final Port of Destination</b>	Displays the final port of destination of the vessel where its journey ends from the dropdown list.
<b>Master Name</b>	Displays the name of the master manifest.
<b>Agent</b>	Displays the name of the agent handling the vessel.
<b>Customs Office</b>	Displays the customs office from the dropdown list.
<b>Arrival/Departure Details</b>	Displays the arrival and departure details of the vessel containing the cargo.
<b>Estimate Time Of Arrival</b>	Displays the estimated time of arrival of the vessel using the calendar icon. The ETA should be lesser than the ETD.
<b>Estimated Time of Departure</b>	Displays the estimated time of departure of the vessel using the calendar icon.
<b>Berth Request</b>	Displays the berth request for the vessel from the dropdown list.
<b>Remarks</b>	Displays the remarks relevant to the arrival or departure if any.
<b>Manifest Bill of Lading Details</b>	Specify the bill of lading details for the house manifest.
<b>Provisional Number</b>	The system generates this number once the manifest header details is saved. This number is used to retrieve the manifest details when it is in draft status.
<b>Manifest Number</b>	The system generates this number once the manifest header details is saved.
<b>Number of BL</b>	Enter the number of bill of lading details attached in the manifest.

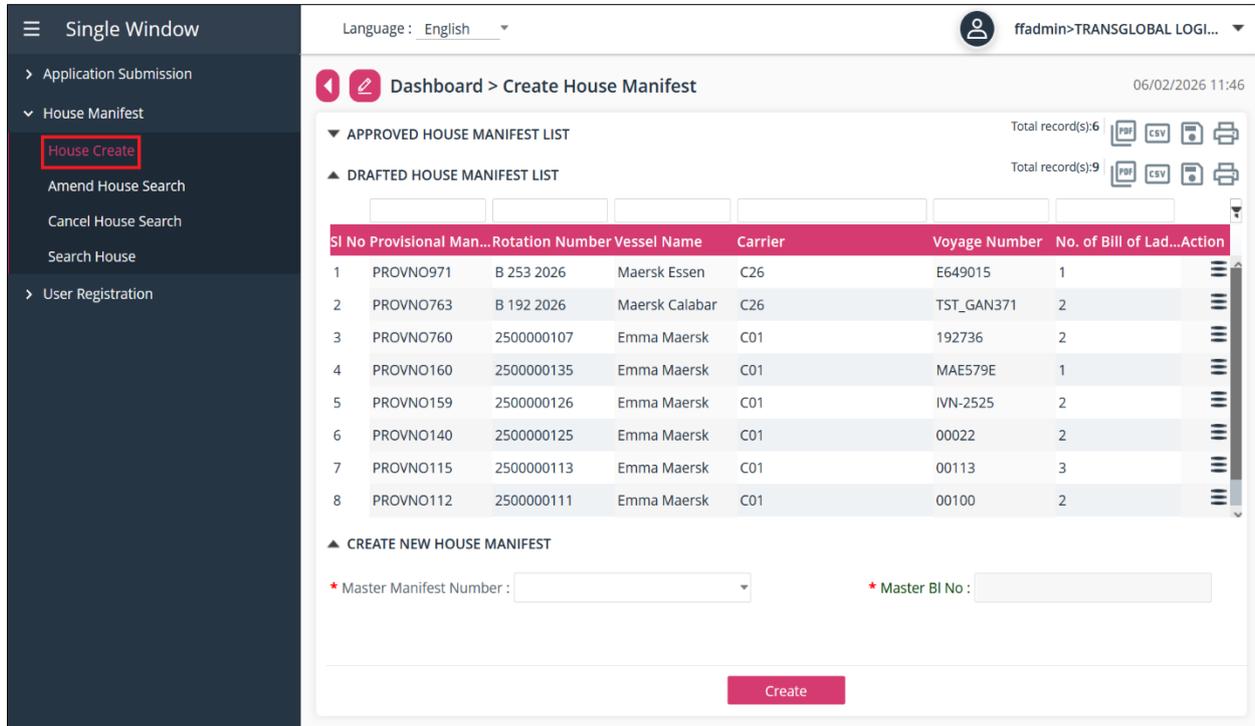
- Click **Save** button to save the entered manifest header details. The Records saved successfully message will be displayed.

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Record has been saved successfully.

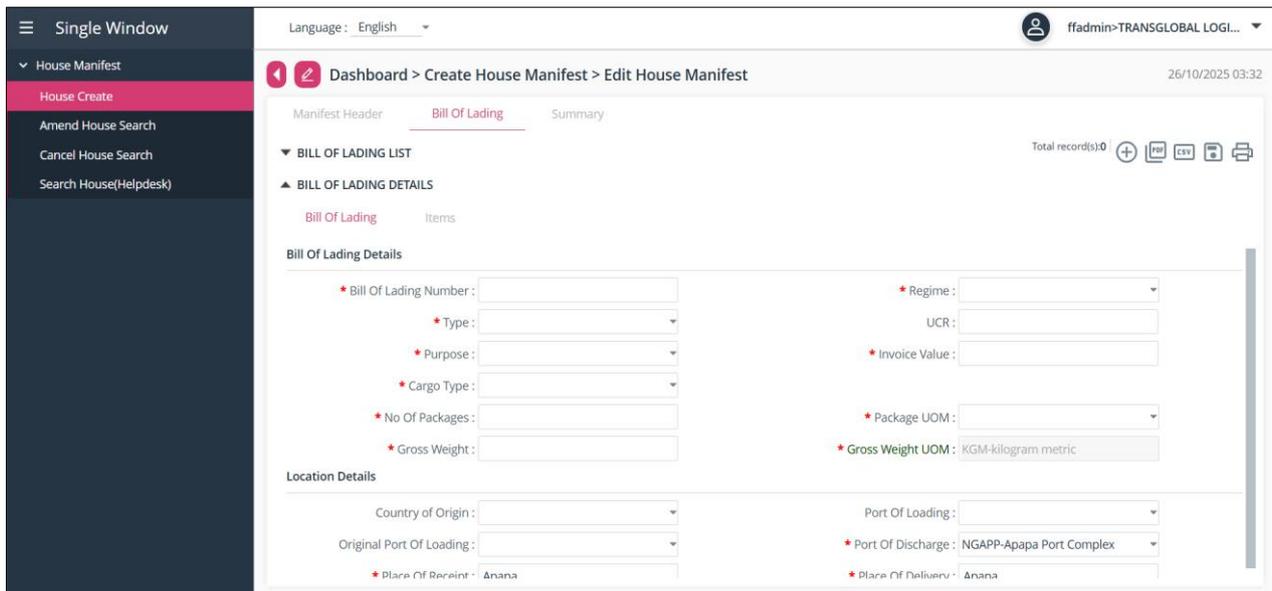
**Records Saved Successfully Message**

6. Click **Bill of Lading** Tab. The Bill of Lading Details page will be displayed.



**Bill of Lading Details Tab page**

7. Click  icon to add a new bill of lading details.



**Bill of Lading Details page**

8. Enter information in the Bill of Lading Details fields.

Field/Button description	Action/Input Required
Bill of Lading Details	Specify the bill of lading details of the cargo manifest.
Bill of Lading Number	Enter a unique bill of lading number.
Regime	Select the appropriate regime ID of the BL from the dropdown list. Example: 1 Export, 2 Temporary Export etc.
Type	Select the type from the dropdown list. Example: Consolidator, Normal etc.
UCR	Specify the Unique Consignment Reference number.
Purpose	Select the Purpose from the dropdown list. Example: Commercial, Personal etc.
Invoice Value	Specify the invoice value.
Cargo Type	Select the Cargo Type from the dropdown list. Example: Bulk, Containerized, Non-containerized, Vehicle etc.
No of Containers	This field is displayed only if the Cargo Type is selected as <b>Container</b> .
No of Packages	Enter the number of packages of the items.
No of Vehicles	This field is only displayed if the Cargo Type is selected as <b>“Vehicle.”</b>
Packages in UOM	Select the Unit of Measurement of the packages.
Gross Weight	Enter the gross weight of the item.
Location Details	Specify the source and destination of the cargo.
Port of Loading	Select the port where the vessel was loaded with goods from the dropdown list.
Original Port Of Loading	Select the port where the goods are originally loaded to vessel from the dropdown list.
Port of Discharge	Select the port where the goods from the vessel will be discharged from the dropdown list.
Place of Receipt	Enter the place where the goods were received for the vessel.
Place of Delivery	Enter where the goods must be delivered.
Country of Consignment	Select the country from which goods were dispatched to importing country from the dropdown list.
Destination Location	Select the destination Location from dropdown list.
Party Details	Specify the party details involved in the cargo transaction.
Shipper Name	Enter the name of the Shipper from whom the cargo is sent.
Shipper Address	Enter the Shipper’s address details.
Consignee Name	Enter the name of the receiver to whom the cargo is delivered.
Consignee Address	Enter the Consignee’s address details.
Consignor Name	Enter the name of the seller who delivered the cargo.
Consignor Address	Enter the Consignor’s address details.
Notification Party Details	Specify the party details to whom the notification is sent for every transaction.
First Notify Name	Enter the name of the person to whom the notification will be sent.
First Notify Address	Enter the first notification address.

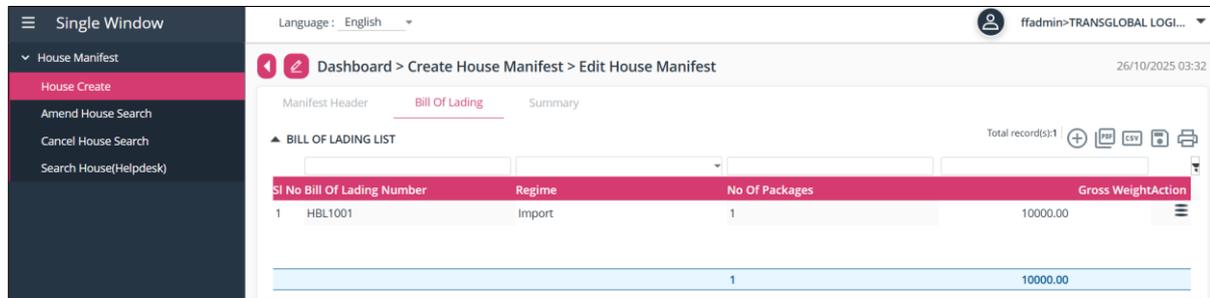
Field/Button description	Action/Input Required
Second Notify Name	Enter the name of the person to whom the notification will be sent.
Second Notify Address	Enter the second notification address.
Third Notify Name	Enter the name of the person to whom the notification will be sent.
Third Notify Address	Enter the third notification address.
Remarks	Enter the remarks relevant to notification if any.

9. Click **Save** button. The Bill of Lading Saved successfully message will be displayed.



**Records Saved successfully message**

10. The Bill of Lading page will be displayed.



**Bill of Lading page**

@

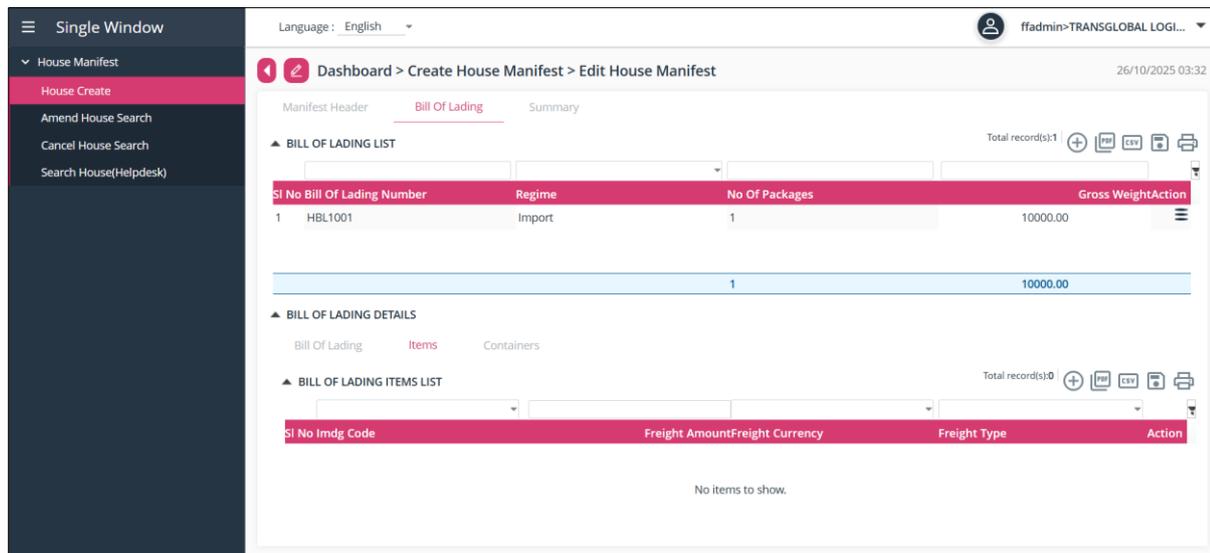
Click the icon to add more than one bill of lading details.

Click on the record to edit the bill of lading details.

Click on the record to view the added bill of lading details.

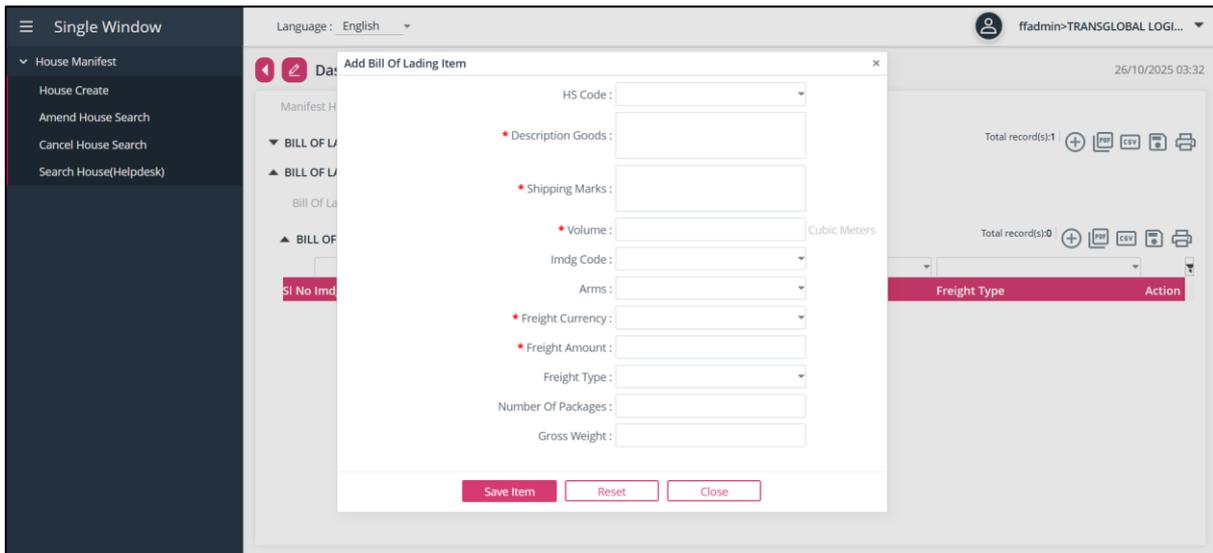
Click the **Print** icon to print the added bill of lading details from the available list.

11. Click **Item** tab. The Item details page will be displayed.



**Item Details page**

12. Click  icon to add item details.



Add Bill of Lading Item Details page

13. Enter information in the Bill of Lading Item Details fields.

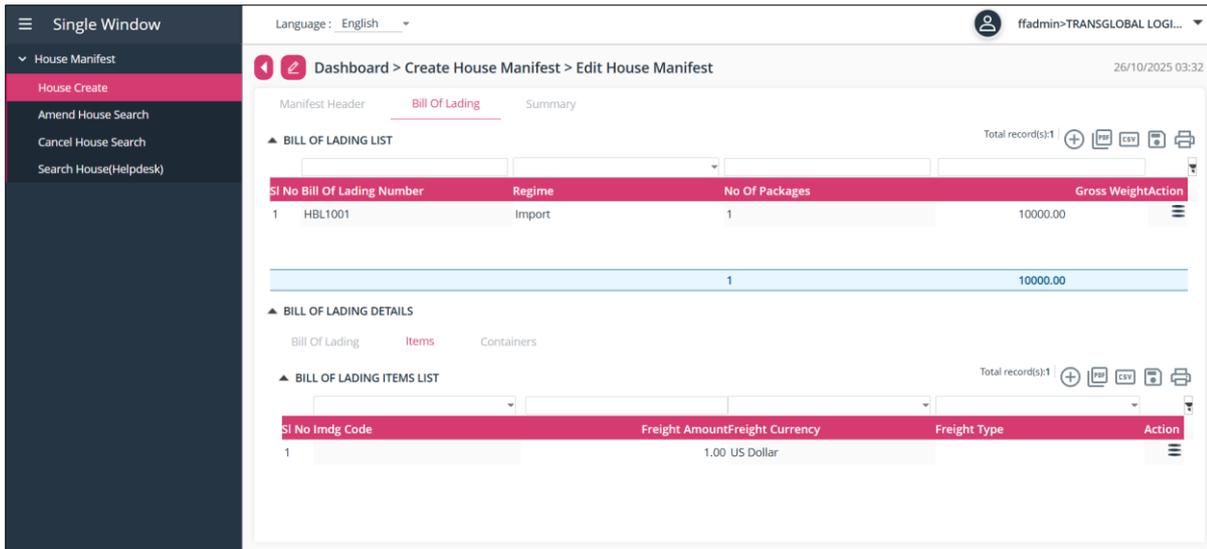
Field/Button description	Action/Input Required
Description Goods	Enter the description of goods being shipped.
Shipping Marks	Enter the shipping marks.
Volume	Enter the volume of items in the shipment.
Imdg Code ID	Enter the International Maritime Dangerous Goods Code if the goods are dangerous or hazardous in the transportation.
Arms	Select the weapons and ammunition type if the items are such.
Freight Currency	Select the freight currency from the dropdown list.
Freight Amount	Enter the amount for the freight in the shipment.
Freight Type	Select the freight type from the dropdown list.

14. Click **Save Item** button. The Bill of Lading Item Saved successfully message will be displayed.



Records Saved successfully message

15. Click **Ok** button. The Item Details page will be displayed.



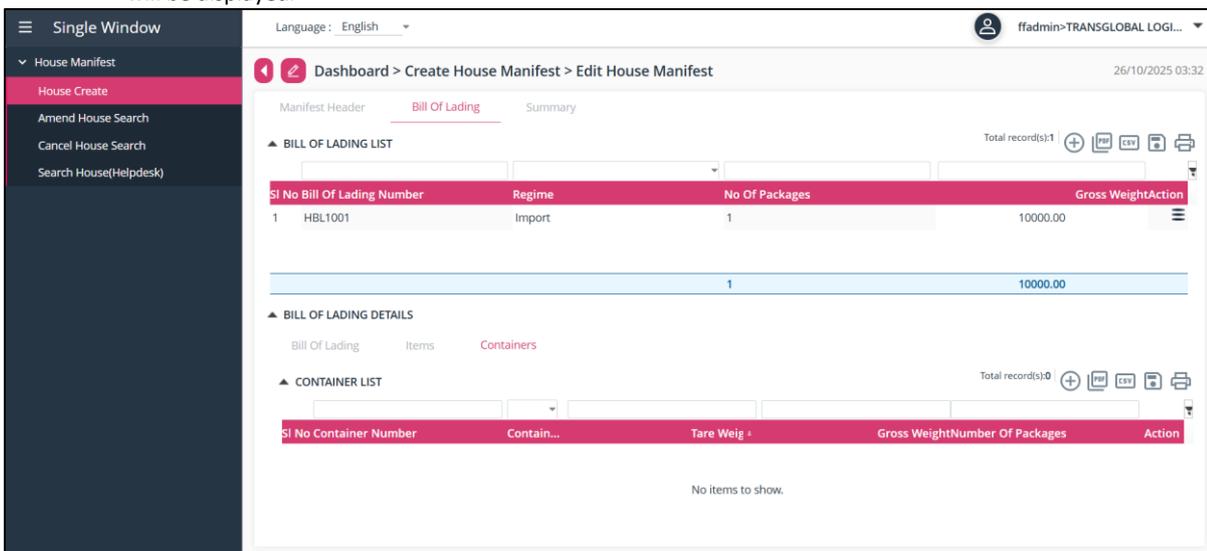
Bill of Lading Item page

 Click the  icon to add more than one bill of lading details.

Click on the record to edit/ view the added bill of lading details.

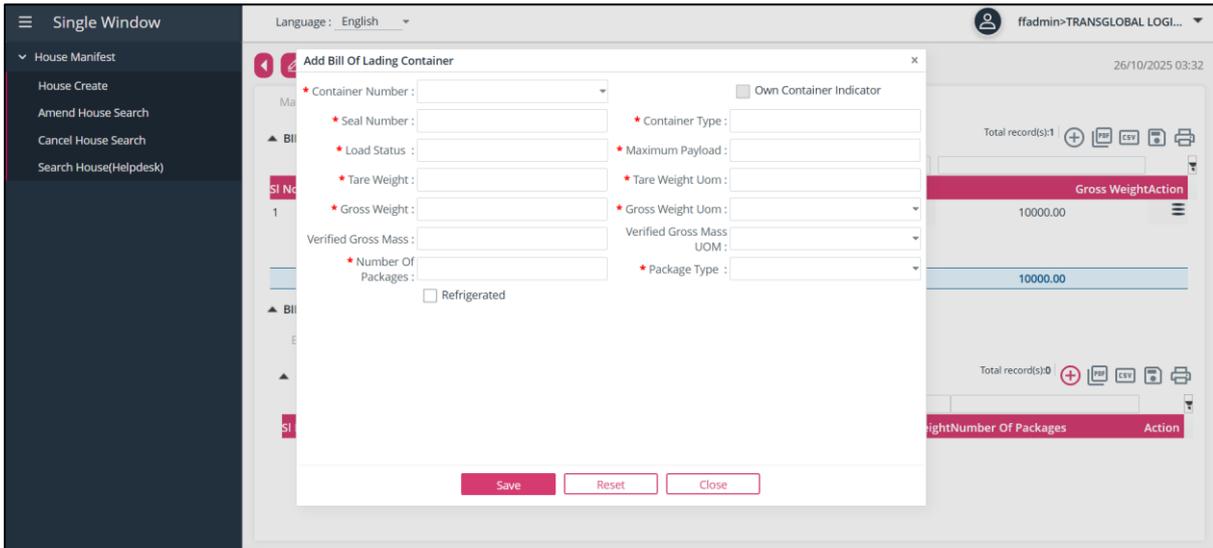
Click the **Print** icon to print the added bill of lading details from the available list.

16. Click **Containers** tab. This field is displayed only if the Cargo Type is selected as **Container**. The Containers details page will be displayed.



Containers Tab page

17. Click  icon to add the container details.



**Add Bill of Lading Container Details page**

18. Enter information in the Bill of Lading Container Details fields.

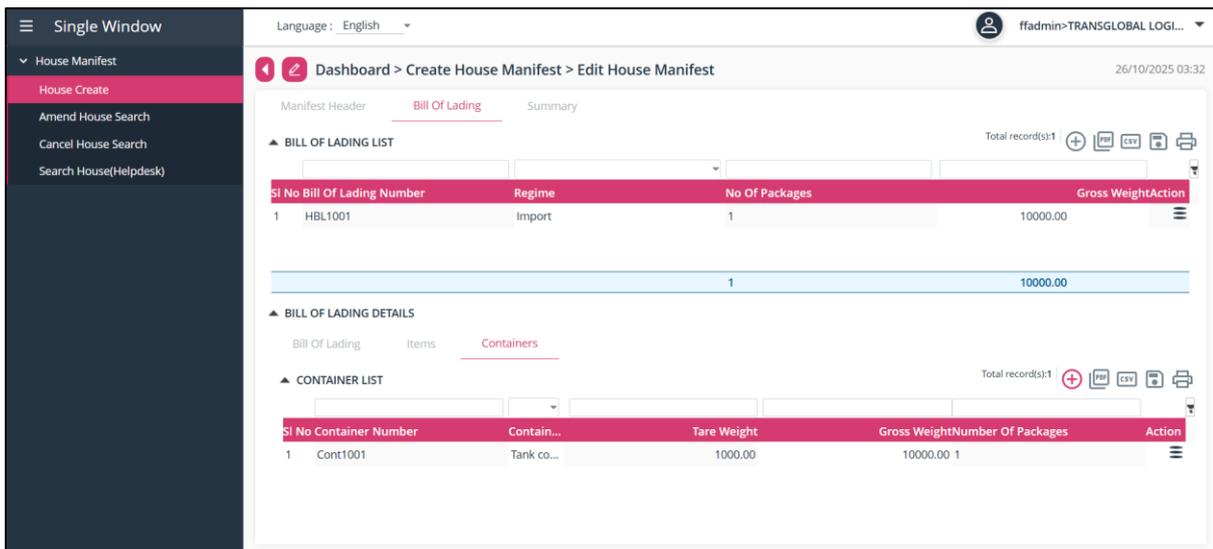
Field/Button description	Action/Input Required
Container Number	Select the container number carrying the goods from the dropdown list.
Own Container Indicator	Select the checkbox if the container is the own container.
Seal Number	Enter the seal number of the container.
Container Type ID	Select the container type id from the dropdown list.
Load Status ID	Select the container load status from the dropdown list.
Maximum Payload	Enter the maximum load that the container can carry.
Tare Weight	Enter the tare weight of the container (Empty container).
Tare Weight UOM ID	Select the Unit of Measurement of the Tare weight of the container.
Gross Weight	Enter the gross weight of goods in the container.
Gross UOM ID	Select the Unit of Measurement of the Gross weight of the container.
Number of Packages	Enter the number of packages of goods.
Packages Type ID	Select the package type for the goods in the container.

19. Click **Save** button. The Bill of Lading Container Saved successfully message will be displayed.



**Records Saved successfully message**

20. Click **Ok** button. The Container Details Added page will be displayed.



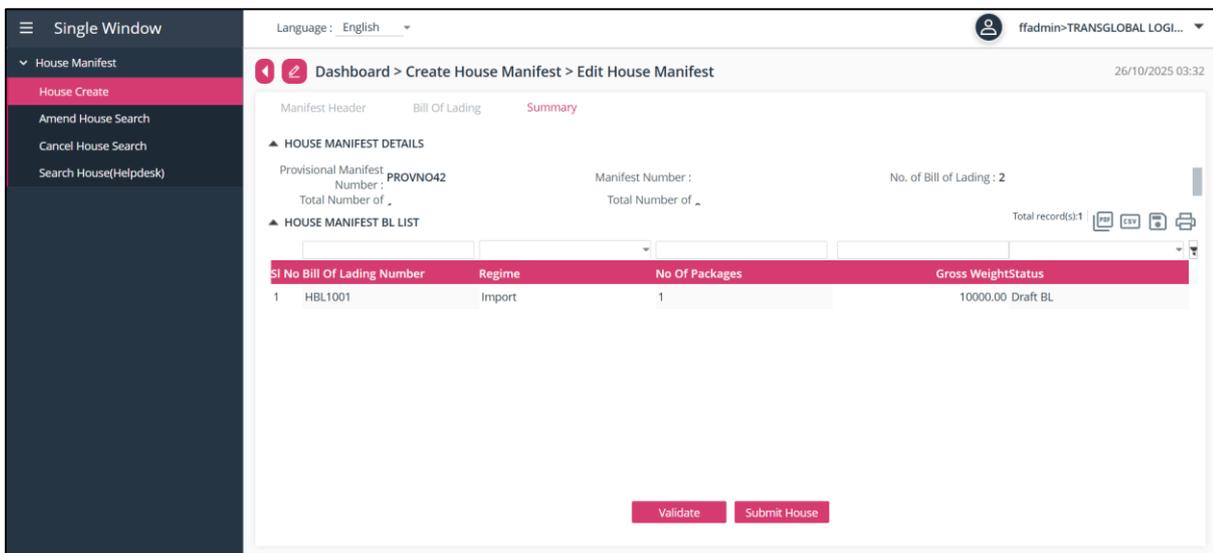
**Bill of Lading Container page**

Click the  icon to add more than one bill of lading container details.

Click on the record to view/edit the added bill of lading container details.

Click the **Delete** icon to delete the added bill of lading container details from the available list.

21. The House manifest summary details page will be displayed.



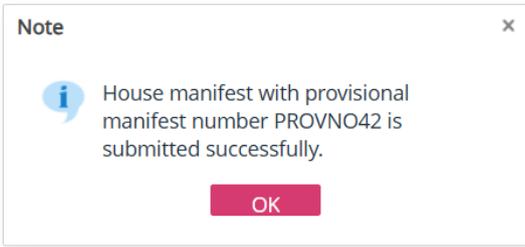
**Summary Tab page**

Click the **Excel Sheet** icon to download the manifest summary details as an excel sheet.

Click the **PDF** icon to download the manifest summary details as a PDF document.

Click the **Print** icon to print the manifest summary details.

- Click **Submit House** button to submit the created house manifest details. The House Manifest submitted confirmation message will be displayed.



**Submit Confirmation Message**

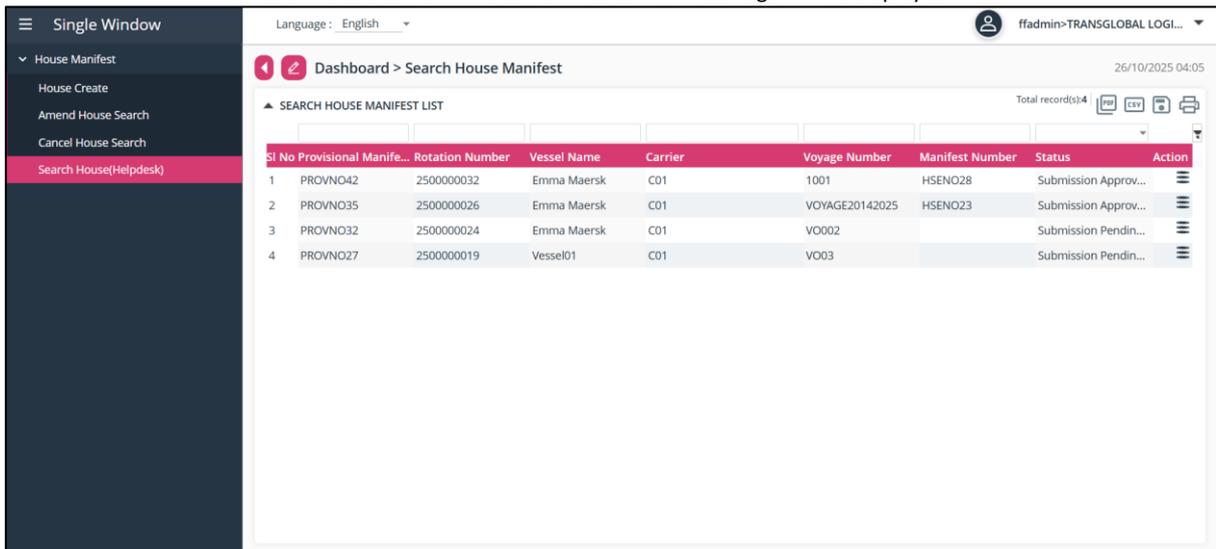
- Click **OK** button to close the confirmation message.

**3.2 SEARCHING HOUSE MANIFEST DETAILS**

The functionality allows you to search for, view, print and edit the house manifest details in the NSW system.

**To search for a house manifest:**

- Click **House Manifest->House Search**. The Search House Manifest Page will be displayed.



**Search House Manifest Page**

Following are the field and button descriptions of the **Search House Manifest** page.

Field/Button description	Action/Input Required
<b>Provisional Manifest Number</b>	Enter the Provisional Manifest Number that you are searching for.
<b>Rotation Number</b>	Enter the rotation number that you are searching for.
<b>Vessel Name</b>	Enter the vessel name that you are searching for.
<b>Carrier</b>	Enter the carrier that you are searching for.
<b>Voyage Number</b>	Enter the voyage number that you are searching for.
<b>Manifest Number</b>	Enter the number of the manifest that you are searching for.

Field/Button description	Action/Input Required
Status	Select the appropriate status of the house manifest from the dropdown list.



- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.

2. Enter the search criteria and click  icon to view the matching results in the **Search Results Page**.



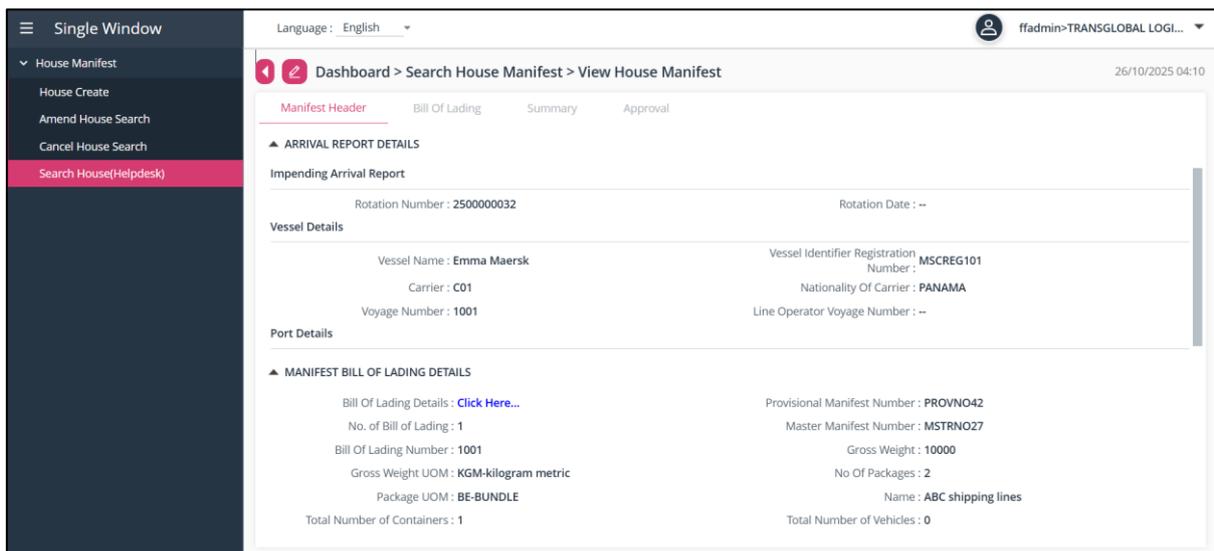
Search Results Page

### 3.3 VIEW HOUSE MANIFEST DETAILS

This functionality allows you to view the house manifest details.

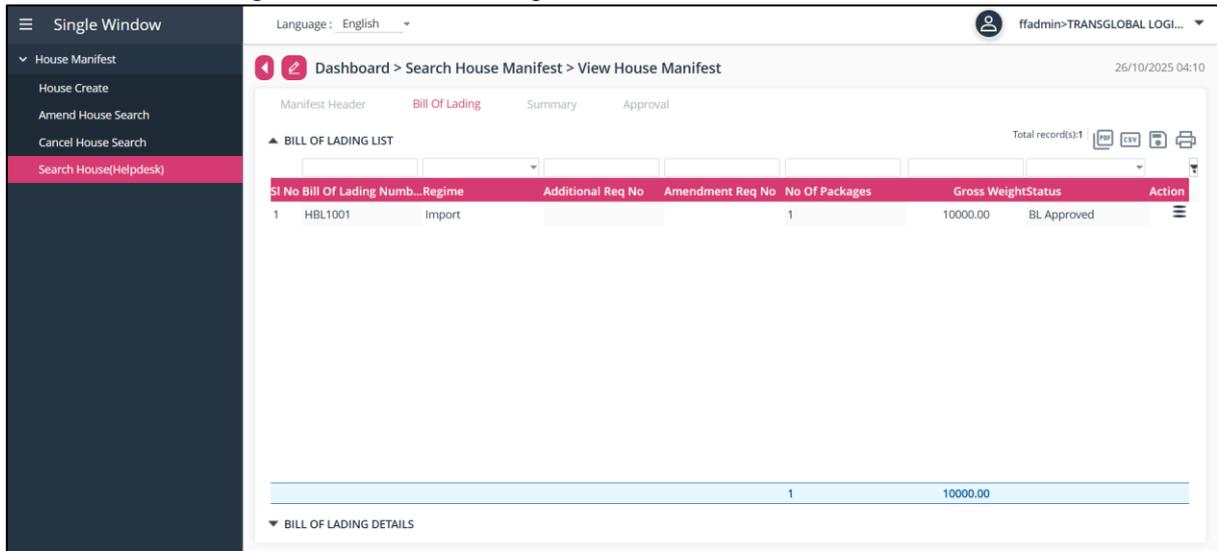
**To view the house manifest details:**

1. From the search results, click on the record icon. The View House Manifest Details Page will be displayed.



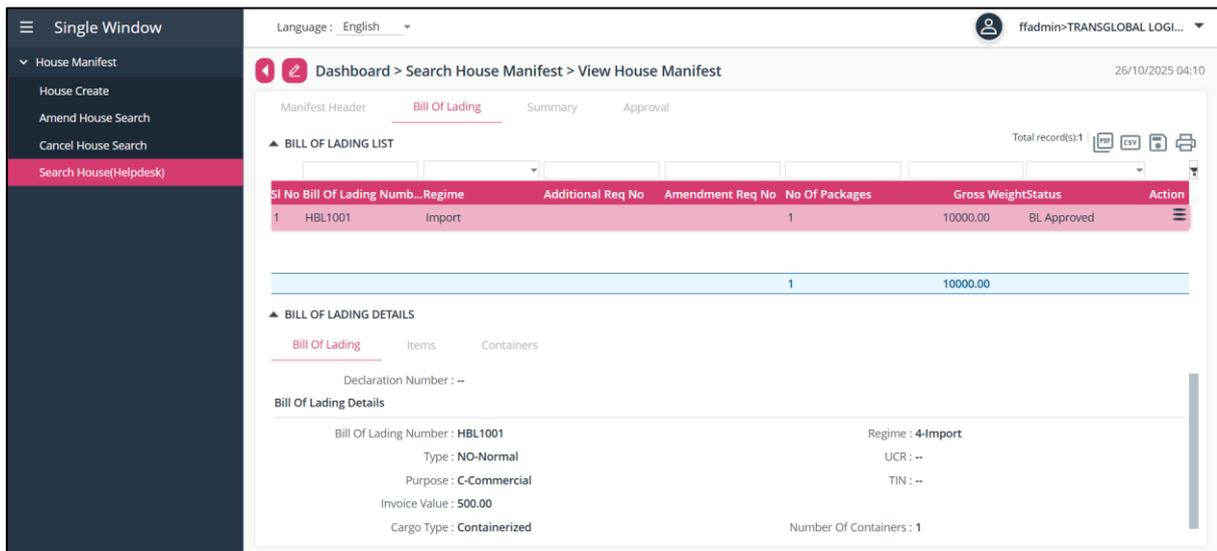
View House Manifest Header Tab Page

2. Click **Bill of Lading** tab to view the bill of lading details.



**Bill of Lading Tab Page**

3. Click on the record to view the bill of lading details.



**Bill of Lading Details Page**

4. Click **Close** button to close the bill of lading tab details.

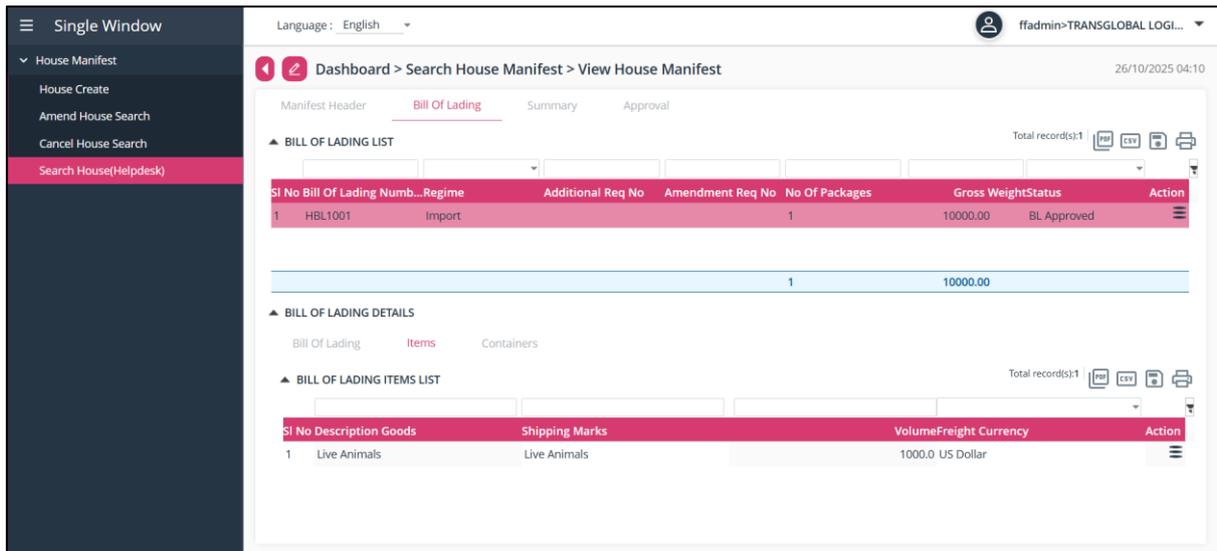


Click the **Excel sheet** icon to download the bill of lading details as an excel sheet.

Click the **PDF** icon to download the bill of lading details as a PDF document.

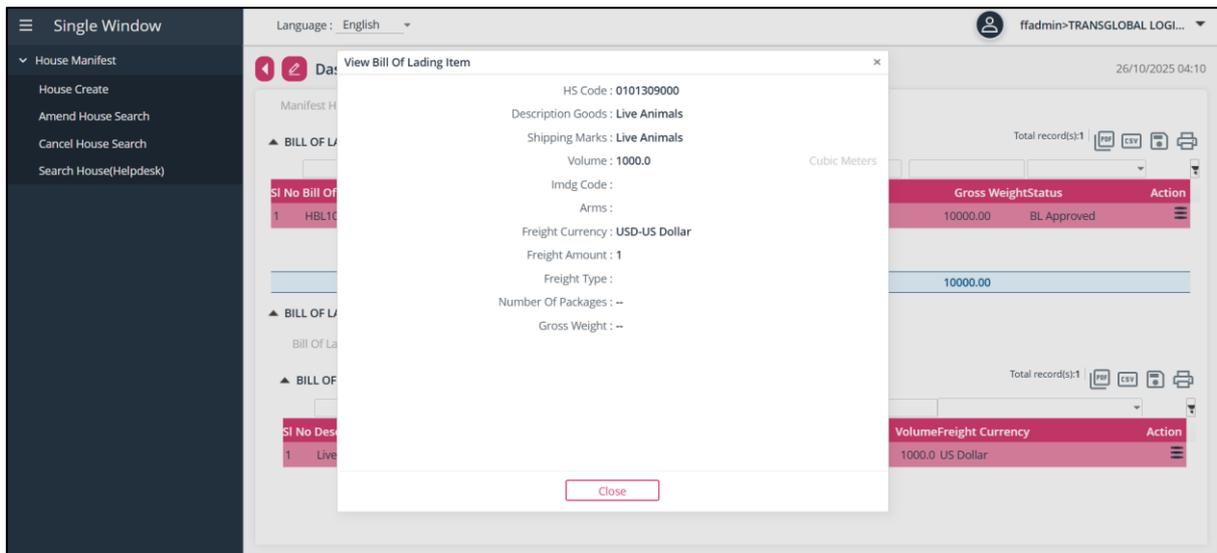
Click the **Print** button to print the bill of lading details.

5. Click **Items** tab to view the item details.



**Item Tab Page**

6. Click on the record to view the bill of lading item details.



**View Bill of Lading Details Page**

7. Click **Close** button to close the bill of lading item details.



Click the **Excel sheet** icon to download the bill of lading item details as an excel sheet.



Click the **PDF** icon to download the bill of lading item details as a PDF document.



Click the **Print** button to print the bill of lading item details.

8. Click the  icon to preview the item details.

Print Preview				Print
SI No	Description Goods	Shipping Marks	Volume	Freight Currency
1	Live Animals	Live Animals	1000.0	US Dollar

**Print Preview Item Details Page**

9. Click the **Print** button to print the bill of lading item details.

10. Click **Containers** tab to view the container details.

The screenshot shows the 'View House Manifest' page with the 'Containers' tab selected. The 'BILL OF LADING LIST' table is as follows:

SI No	Bill Of Lading Numb...	Regime	Additional Req No	Amendment Req No	No Of Packages	Gross Weight	Status	Action
1	HBL1001	Import			1	10000.00	BL Approved	

The 'CONTAINER LIST' table is as follows:

SI No	Container Number	Contain...	Tare Weight	Gross Weight	Number Of Packages	Action
1	Cont1001	Tank co...	1000.00	10000.00	1	

**Containers Tab Page**

11. Click on the record to view the bill of lading container details.

The 'View Bill of Lading Container' modal window displays the following details for container Cont1001:

- Container Number : Cont1001
- Seal Number : Seal1001
- Load Status : S-Full
- Tare Weight : 1000
- Gross Weight : 10000
- Verified Gross Mass : --
- Number Of Packages : 1
- Refrigerated :
- Own Container Indicator :
- Container Type : 20-Tank container 40 feet
- Maximum Payload : 100000
- Tare Weight Uom : KGM-kilogram metric
- Gross Weight Uom : KGM-kilogram metric
- Verified Gross Mass UOM :
- Package Type : BG-BAG

**View Bill of Lading Container Details Page**

12. Click **Close** button to close the bill of lading container details.

@

Click the **Excel sheet** icon to download the bill of lading container details as an excel sheet.

Click the **PDF** icon to download the bill of lading container details as a PDF document.

Click the **Print** button to print the bill of lading container details.

14. Click the  icon to print preview the container details.

SI No	Container Number	Container Type	Tare Weight	Gross Weight	Number Of Packages
1	Cont1001	Tank container 40 feet	1000.00	10000.00	1

**Print Preview Container Details Page**

15. Click the **Print** button to print the bill of lading container details.

16. In the View House Manifest page, click **Summary** tab to view the house manifest summary details.

Single Window

Language: English

ffadmin>TRANSGLOBAL LOGI...

Dashboard > Search House Manifest > View House Manifest

26/10/2025 04:10

Manifest Header

Bill Of Lading

Summary

Approval

**HOUSE MANIFEST DETAILS**

Provisional Manifest Number : **PROVNO42**      Manifest Number : **HSENO28**      No. of Bill of Lading : 1

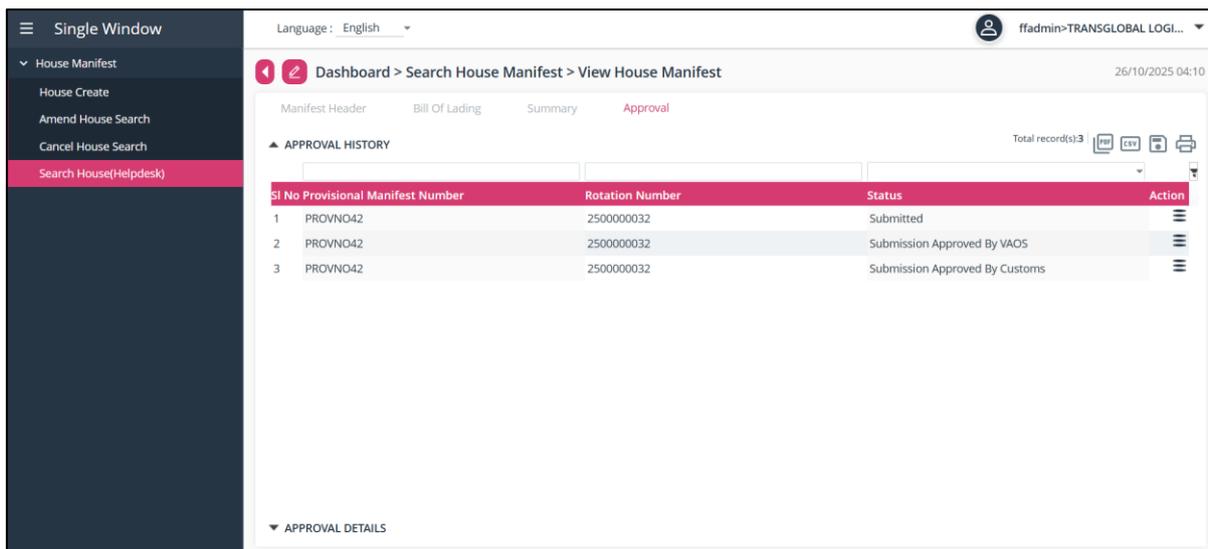
Total Number of :      Total Number of :

**HOUSE MANIFEST BL LIST** Total record(s):1

SI No	Bill Of Lading Number	Regime	No Of Packages	Gross Weight	Status
1	HBL1001	Import	1	10000.00	BL Approved

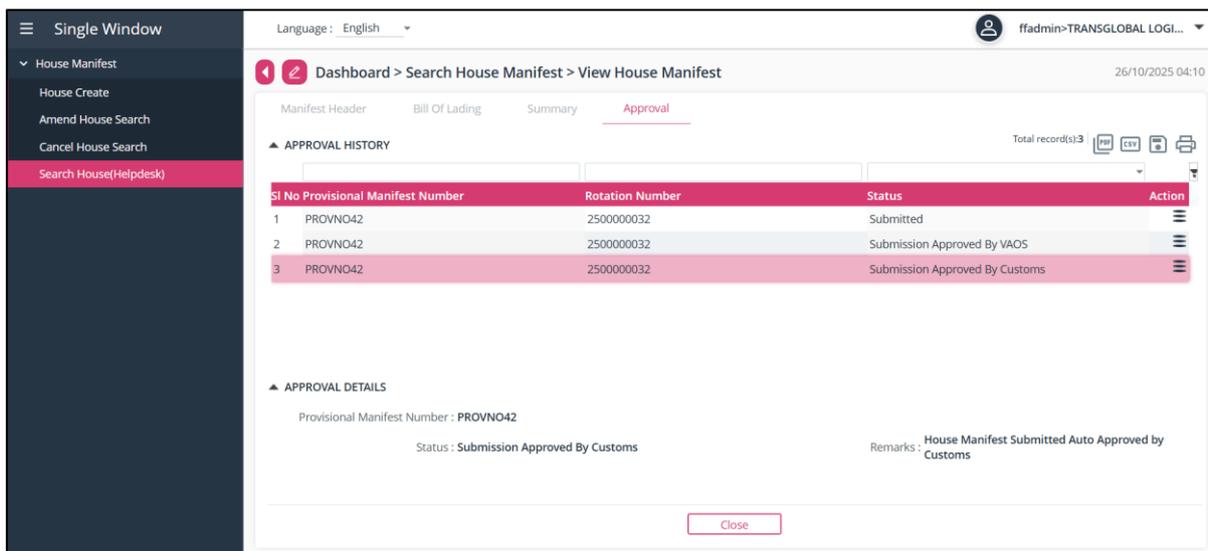
**Summary Tab Page**

17. Click **Approval** tab to view the approval details page.



Approval Tab page

18. Click on the record to view the manifest approval details.



View Manifest Approval Page

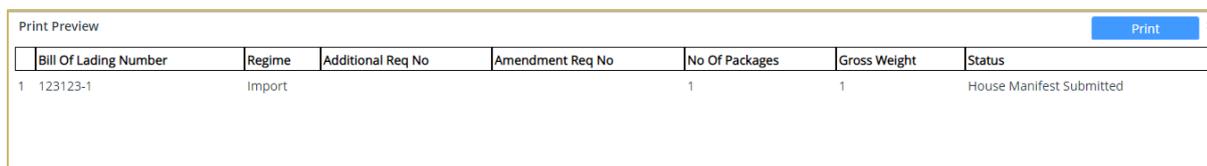
19. Click **Close** button to close the approval details.

### 3.4 PRINT HOUSE MANIFEST DETAILS

This functionality allows you to print the house manifest details such as Manifest Type, Manifest Number, and Master Manifest ID etc.

**To print the house manifest details:**

1. From the search results, click the  icon. The Print Preview Page will be displayed.



Print Preview Page

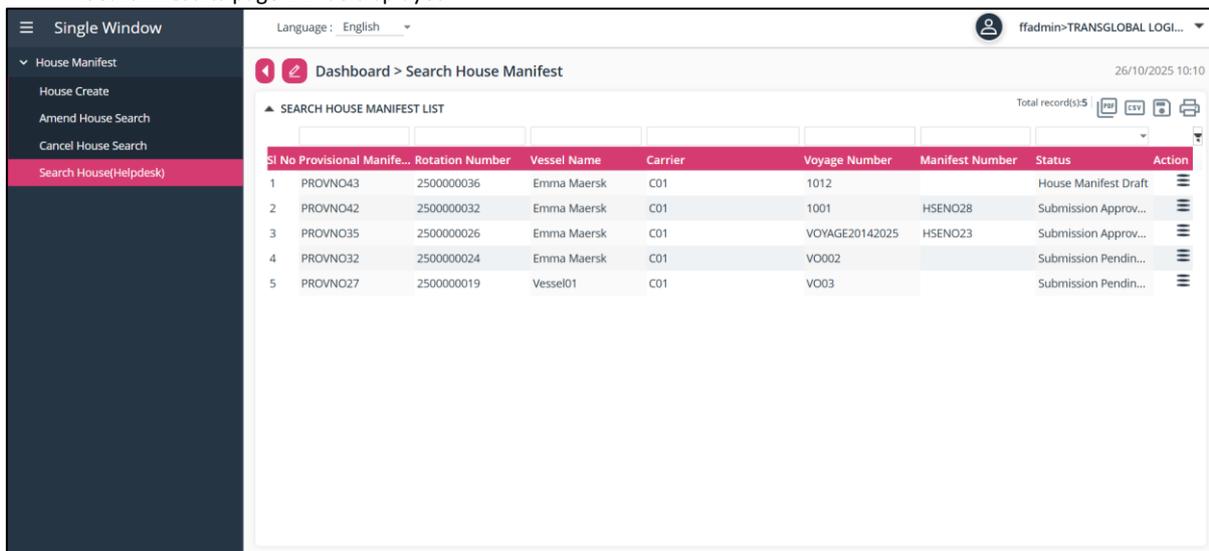
2. Click **Print** button to print the House manifest details.

### 3.5 EDIT HOUSE MANIFEST DETAILS

This functionality allows you to edit the house manifest details which is in draft status or which is rejected by Customs in the NSW system.

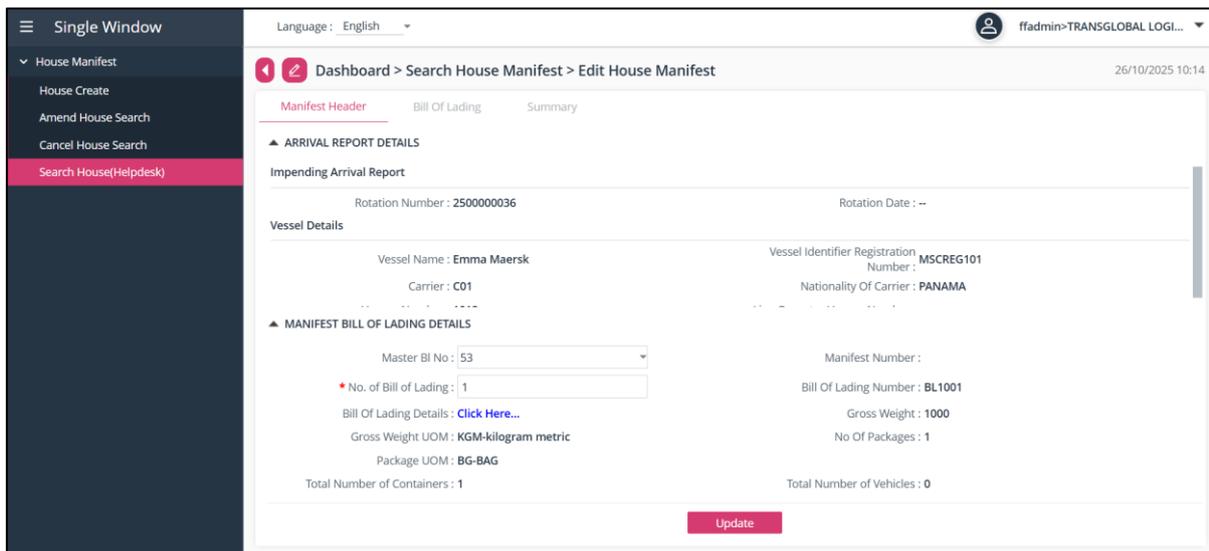
**To edit the house manifest details:**

1. Perform a search for the House manifest to edit, the status should read House Manifest Draft. The House Manifest Search Results page will be displayed.



House Manifest Search Results page

2. From the search results, click on the record. The Edit House Manifest Details Page will be displayed.



Edit House Manifest Details Page

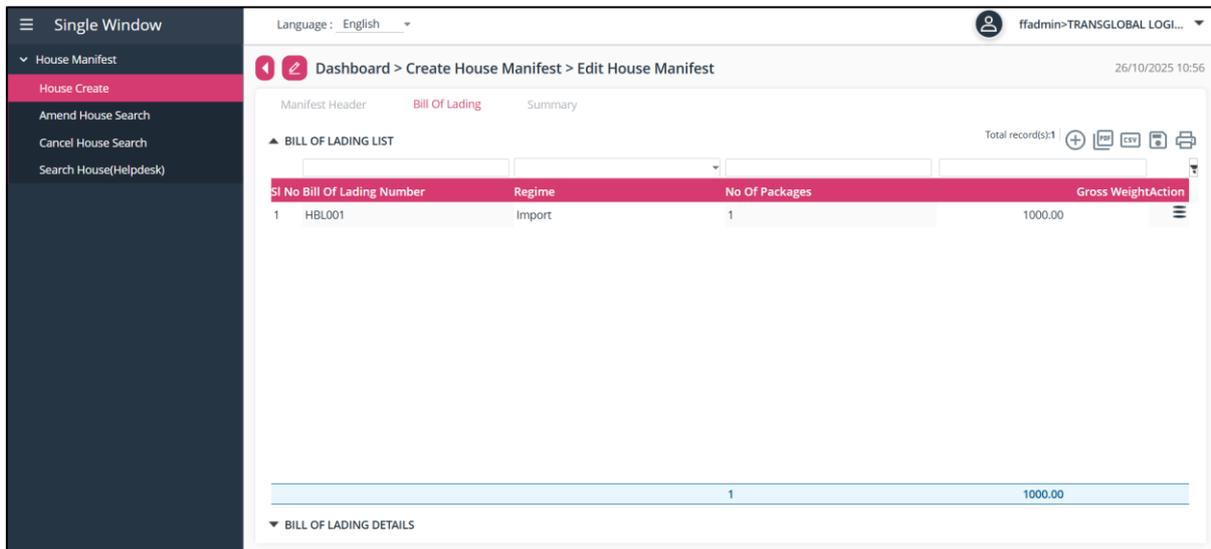
3. Modify the necessary information in the House manifest header Details tab page. For more information, refer to field descriptions in [House Manifest](#) Details.

4. Click **Update**. The Records updated successfully message will be displayed.



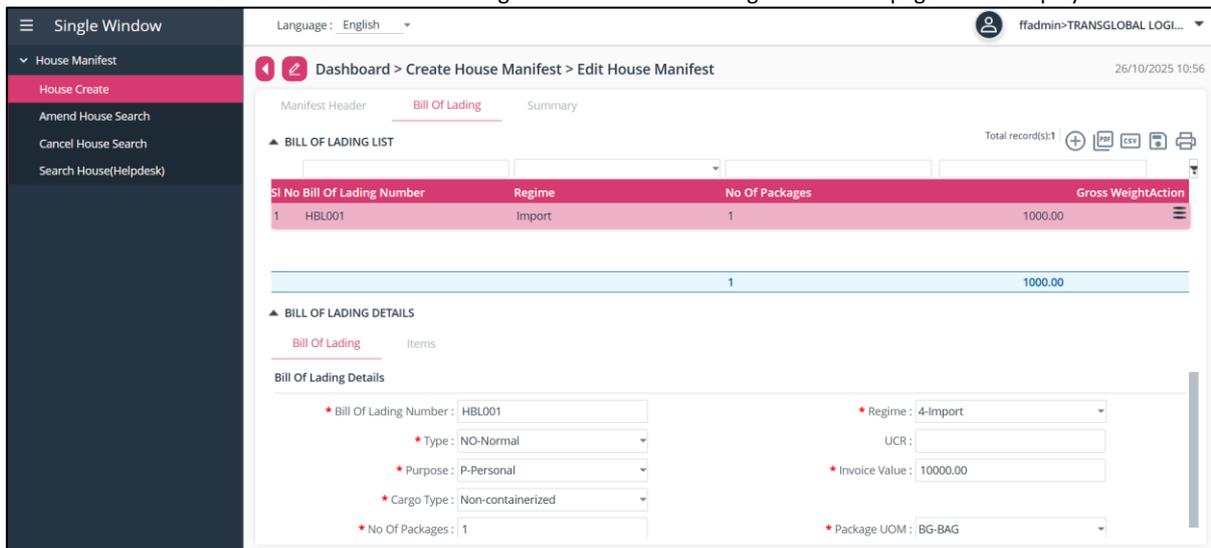
**Records Updated Successfully Message**

5. Click **Bill of Lading** tab. The Bill of Lading Details tab page will be displayed.



**Bill of Lading Details Page**

6. Click on the record to view the bill of lading details. The Bill of Lading Details View page will be displayed.



**View Bill of Lading Details Page**

7. Click **Close** button to close the bill of lading details.

@

Click the **Edit** icon to edit the bill of lading list details.

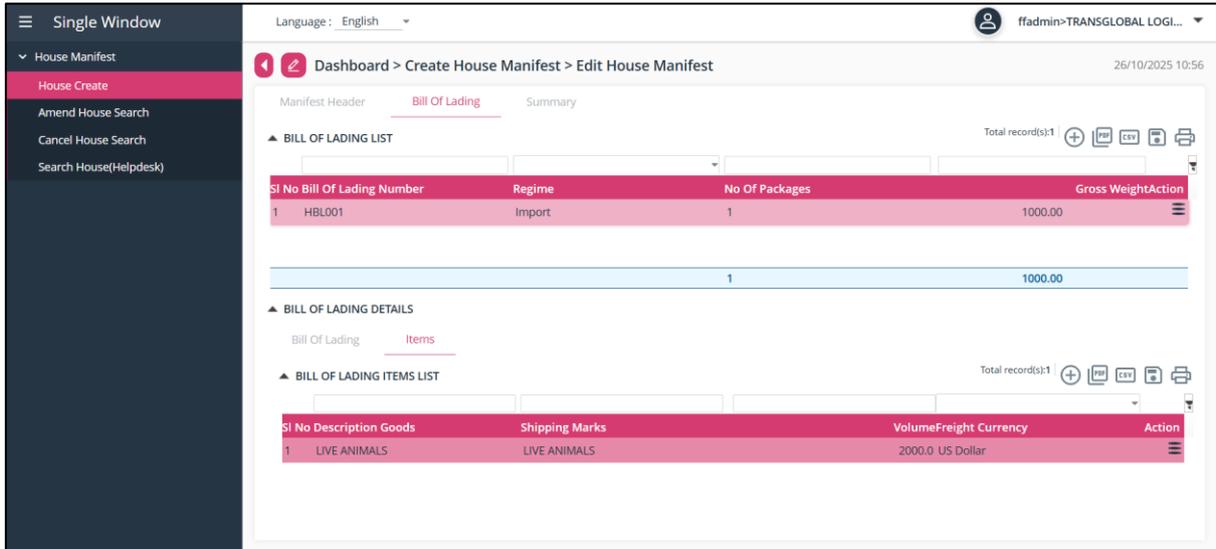
Click the **Print** icon to print the bill of lading list details. Click **Excel sheet** icon to download the bill of lading list as an excel sheet.

Click **PDF** icon to download the bill of lading as a PDF document.

Click **Print** button to print the bill of lading details.

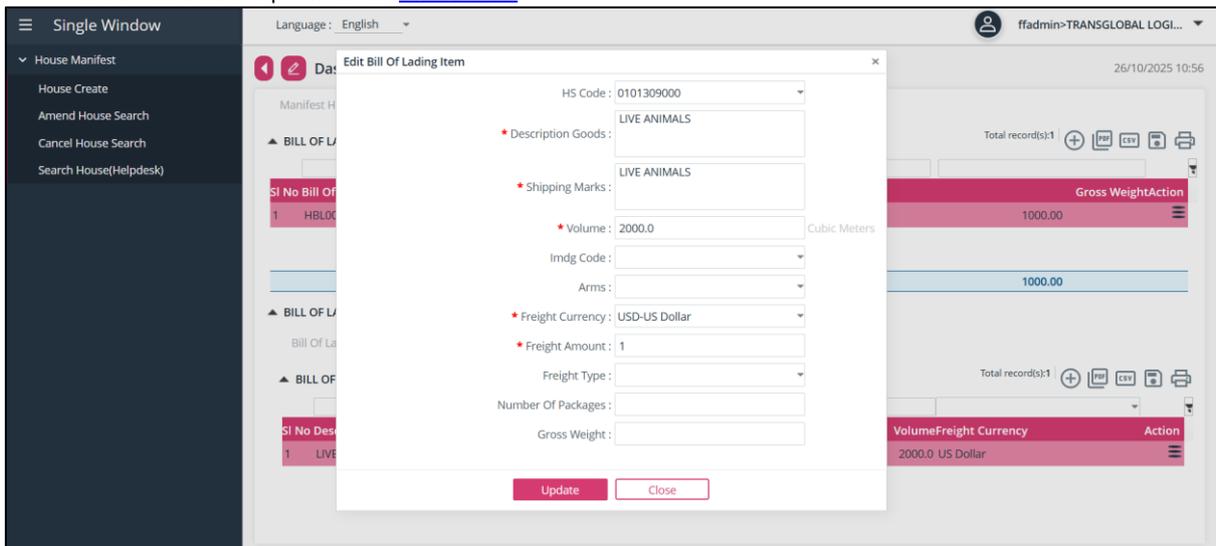
Click **Add** icon to add another bill of lading details.

8. Click **Item** Tab details to view the Bill of lading Item details page.



Item Details Tab page

9. Click on the record to modify the necessary information in the Bill of lading item details page. For more information refer to field descriptions in the [Item Details](#).



Edit Bill of Lading Item Details Page

10. Click **Update**. The Records updated successfully message will be displayed.



## Records Updated Successfully Message

11. Click **OK** button.



Click the **View** icon to view the bill of lading item details.

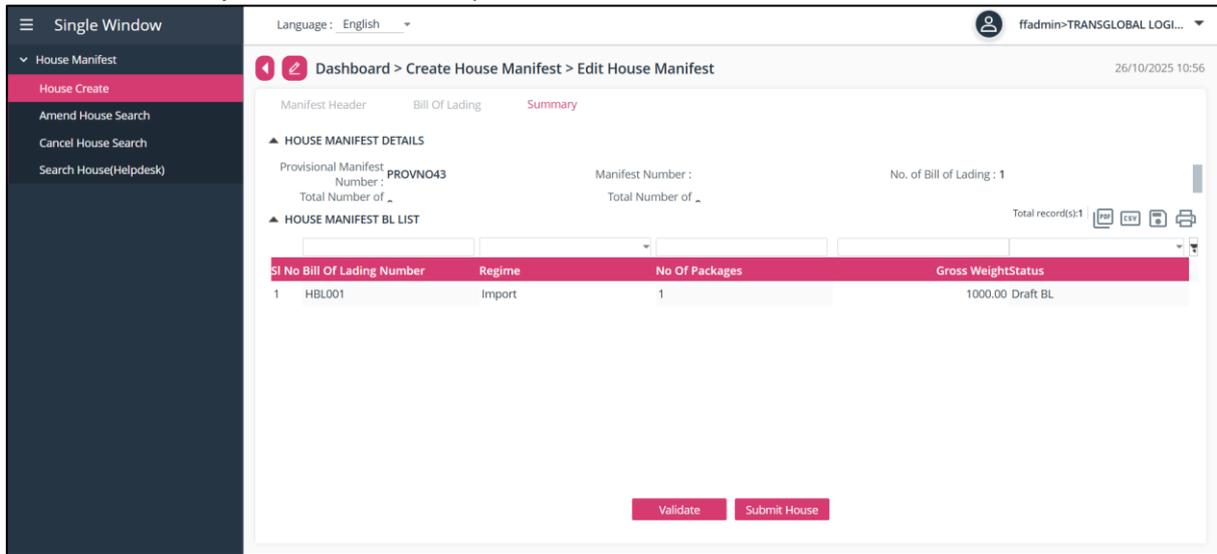
Click the **Print** icon to print the bill of lading item details. Click **Excel sheet** icon to download the bill of lading item details as an excel sheet.

Click **PDF** icon to download the bill of lading item details as a PDF document.

Click **Print** button to print the bill of lading item details.

Click **Add** icon to add another bill of lading item details.

12. Click **Summary** tab to view the summary details.



The screenshot shows the 'Edit House Manifest' page. The sidebar on the left includes 'House Manifest', 'House Create', 'Amend House Search', 'Cancel House Search', and 'Search House(Helpdesk)'. The main content area has a breadcrumb trail: 'Dashboard > Create House Manifest > Edit House Manifest'. Below this, there are tabs for 'Manifest Header', 'Bill Of Lading', and 'Summary'. The 'Summary' tab is active. The page displays 'HOUSE MANIFEST DETAILS' with fields for 'Provisional Manifest Number: PROVNO43', 'Manifest Number:', and 'No. of Bill of Lading: 1'. Below this is the 'HOUSE MANIFEST BL LIST' section, which contains a table with the following data:

SI No	Bill Of Lading Number	Regime	No Of Packages	Gross Weight/Status
1	HBL001	Import	1	1000.00 Draft BL

At the bottom of the page, there are two buttons: 'Validate' and 'Submit House'.

### Summary Tab Page

13. Click **Submit House** button to submit the edited house manifest details. The Records submitted successfully message will be displayed.

**Note** ✕

 House manifest with provisional manifest number PROVNO42 is submitted successfully.

**OK**

### Records Submitted Successfully Message

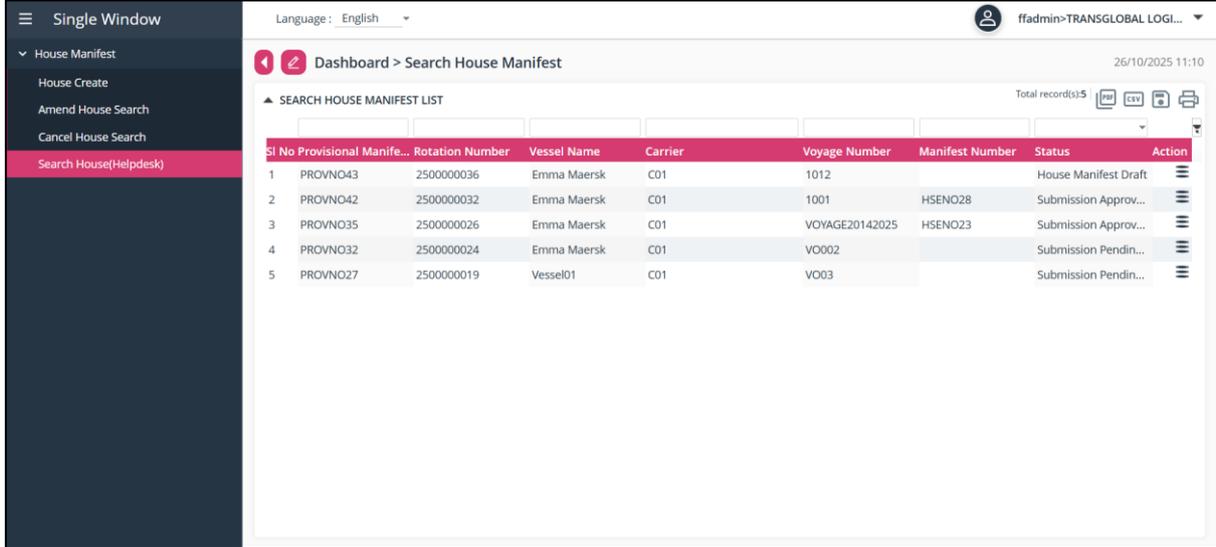
14. Click **OK** button to close the confirmation message.

### 3.6 DELETE BL IN HOUSE MANIFEST DETAILS

This functionality allows you to delete the house manifest details in **Draft** status only.

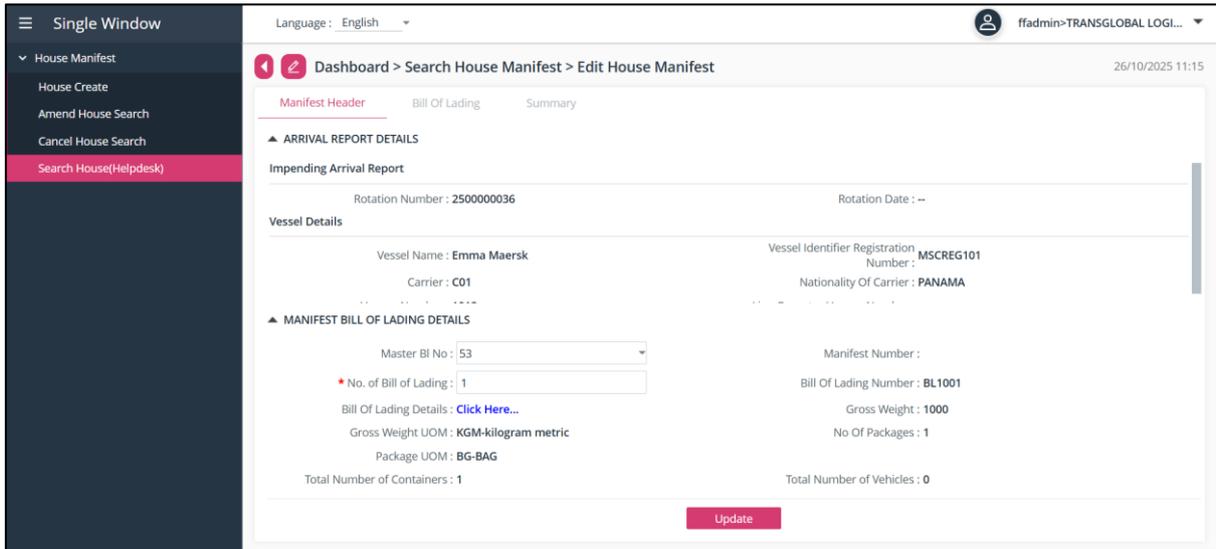
**To delete a BL in House Manifest:**

1. Perform a search for the House manifest that has BLs to be deleted, the status should read House Manifest Draft. The House Manifest Search Results page will be displayed.



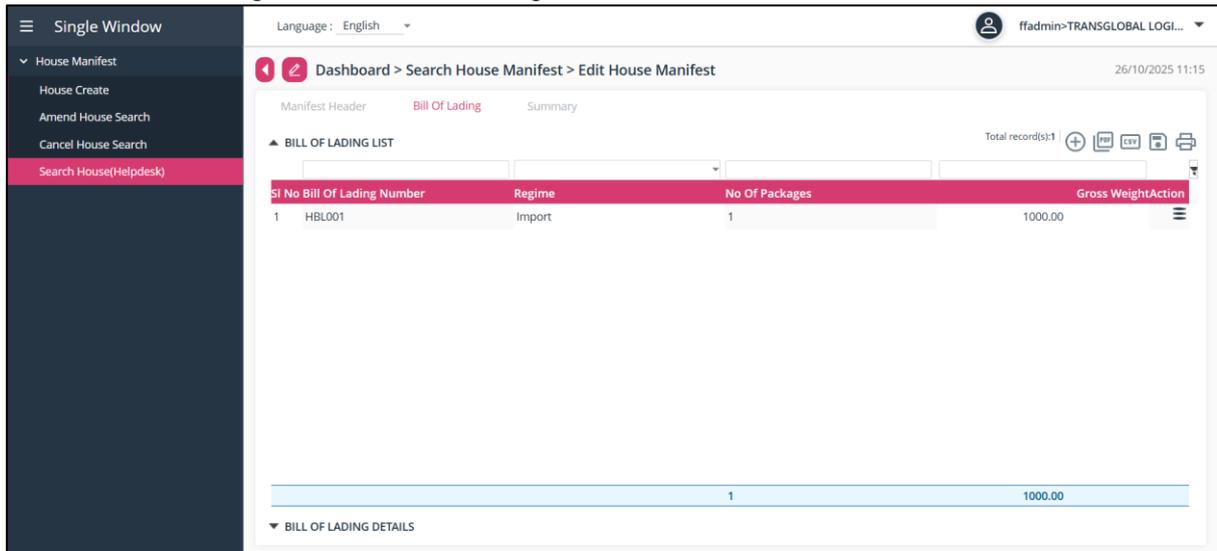
**House Manifest Draft Search Results Page**

2. From the search results, click on the record. The Edit House Manifest Details Page will be displayed.



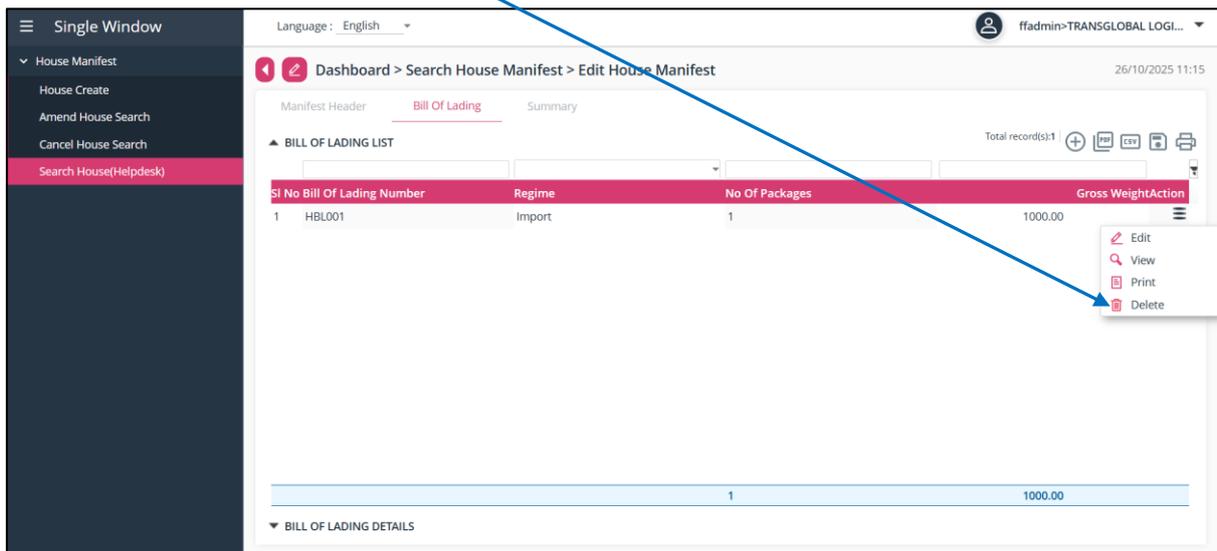
**Edit House Manifest page**

3. Click **Bill of Lading** tab to view the bill of lading details.

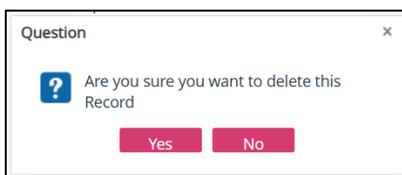


**Bill of Lading Page**

1. Click the  icon and  button to delete the BL in house manifest details. The Delete Confirmation message will be displayed.

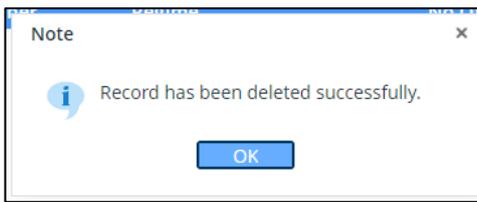


**Bill of Lading Page**



**Delete Confirmation Message**

2. Click **Yes** button to delete the house manifest details.



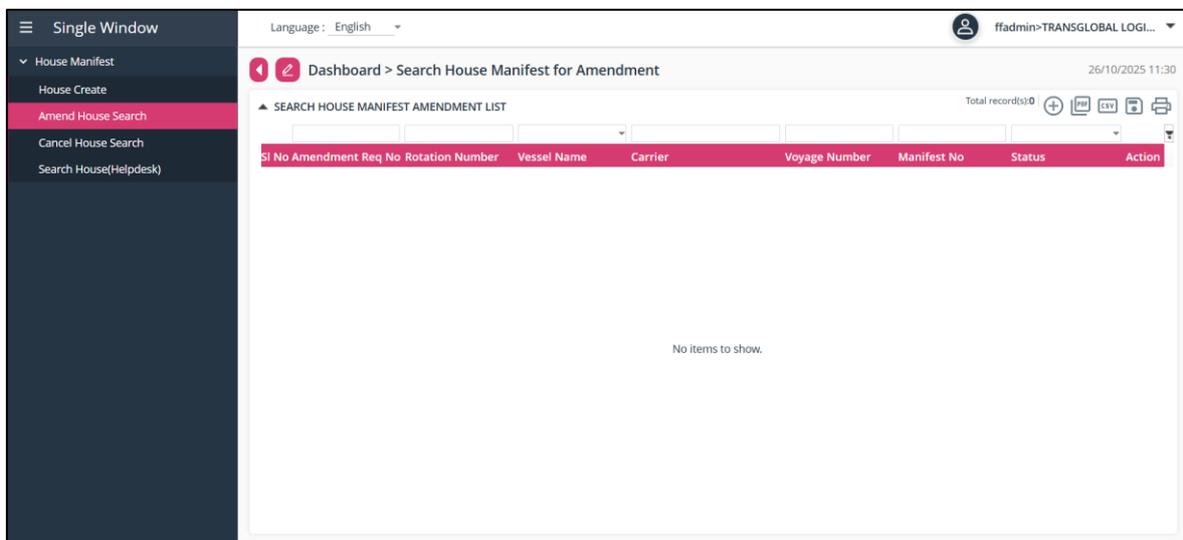
**Record Deleted Successfully Message**

### 3.7 CREATING HOUSE MANIFEST AMENDMENT REQUEST

The functionality allows you to create a new amendment request for a house manifest in the NSW system. Note that Amendment of House bill can only be done if there is no Declaration created with the House BL.

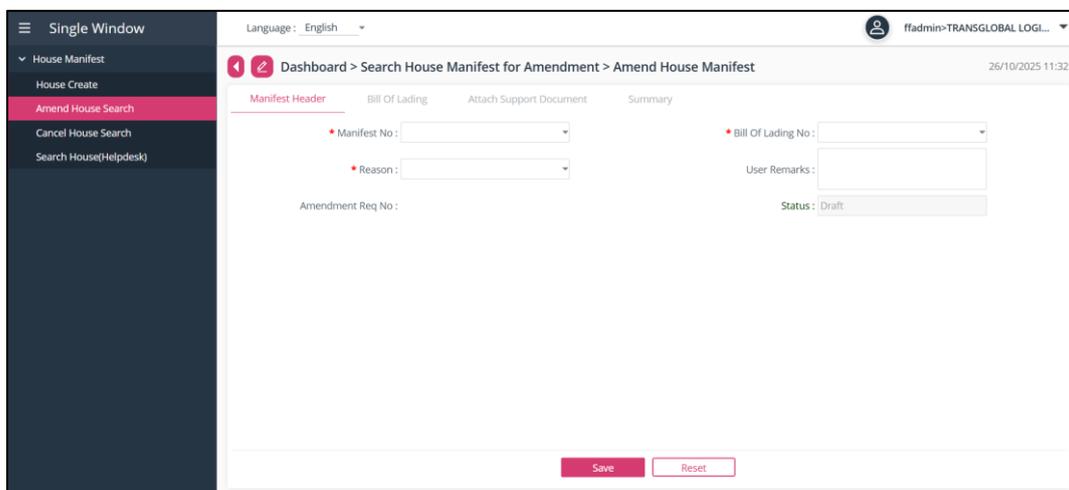
**To create a new amendment request for house manifest:**

1. Click **House Manifest->Amend House Search**. The Search House Manifest for Amendment Page will be displayed.



**Search House Manifest for Amendment Page**

2. Click the  add icon to add a new amendment request for the house manifest. The Amend House Manifest header page will be displayed.



**Amend House Manifest Header page**

3. Enter information in the Amend Manifest Header fields.

Field/Button description	Action/Input Required
<b>Manifest ID</b>	Enter the manifest identification number of the house manifest that you wish to amend.
<b>Bill of Lading ID</b>	Select the bill of lading details from the dropdown list.
<b>Reason</b>	Select the reason from the dropdown list.
<b>Amendment Request Number</b>	This number is auto-generated once the manifest header details has been saved.
<b>Status</b>	The default status is <b>Draft</b> . Once the header details have been saved, the status is automatically changed to <b>Amendment In progress</b> .



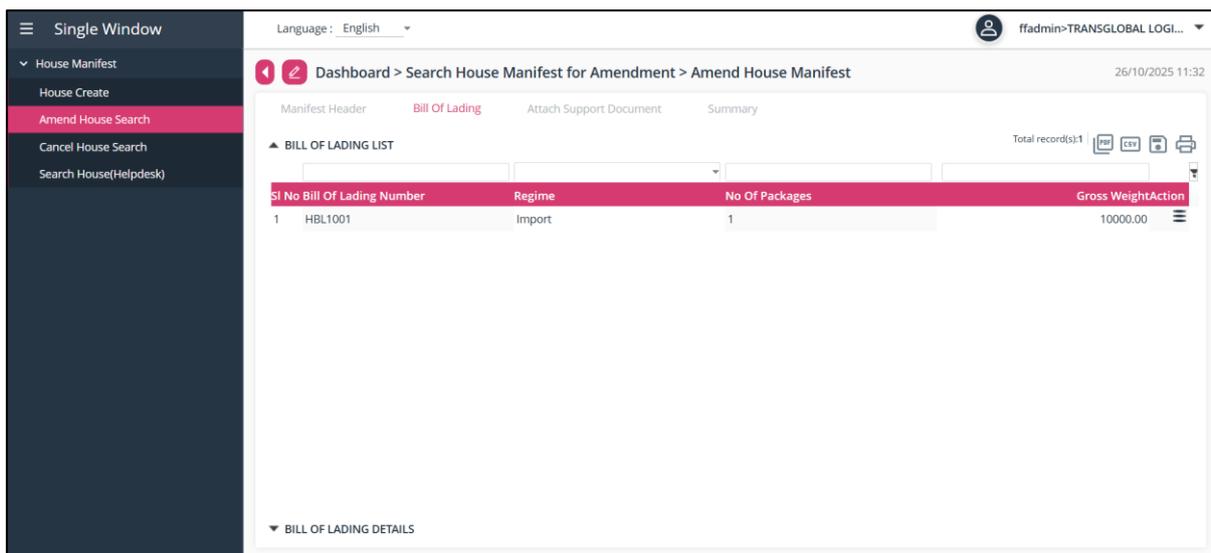
Click Reset button to clear the entered values and re-enter the filed values.

4. Click **Save** button to save the header details. The Records saved successfully confirmation message will be displayed.



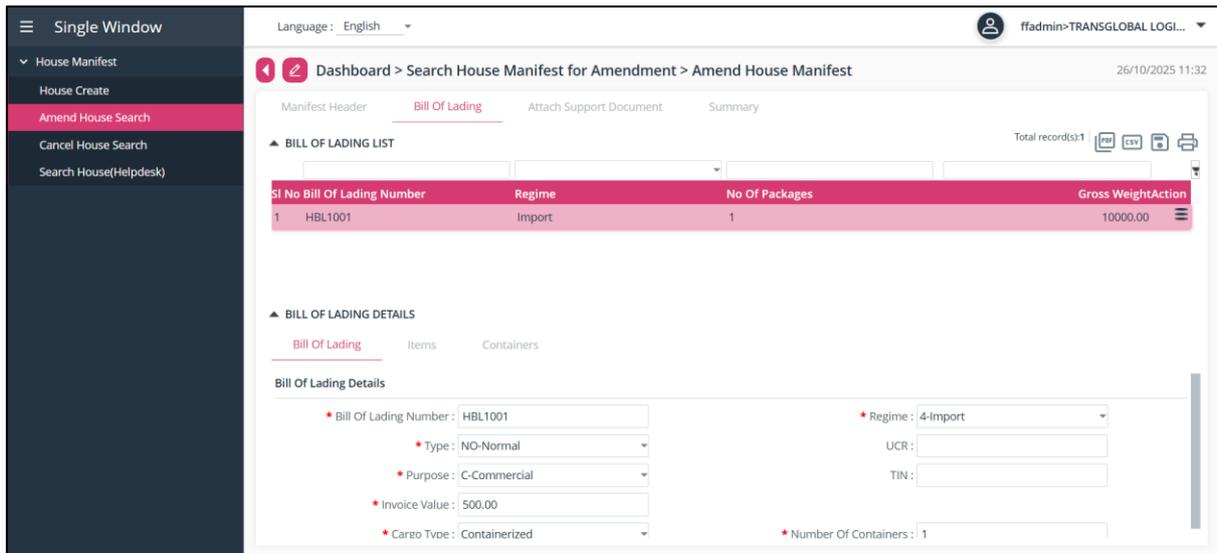
**Records Saved Successfully Message**

5. Click **Bill of Lading** tab. The bill of lading tab page will be displayed.



**Bill of Lading Tab Page**

6. Click on the record to view the bill of lading details. The Bill of Lading Details View page will be displayed.



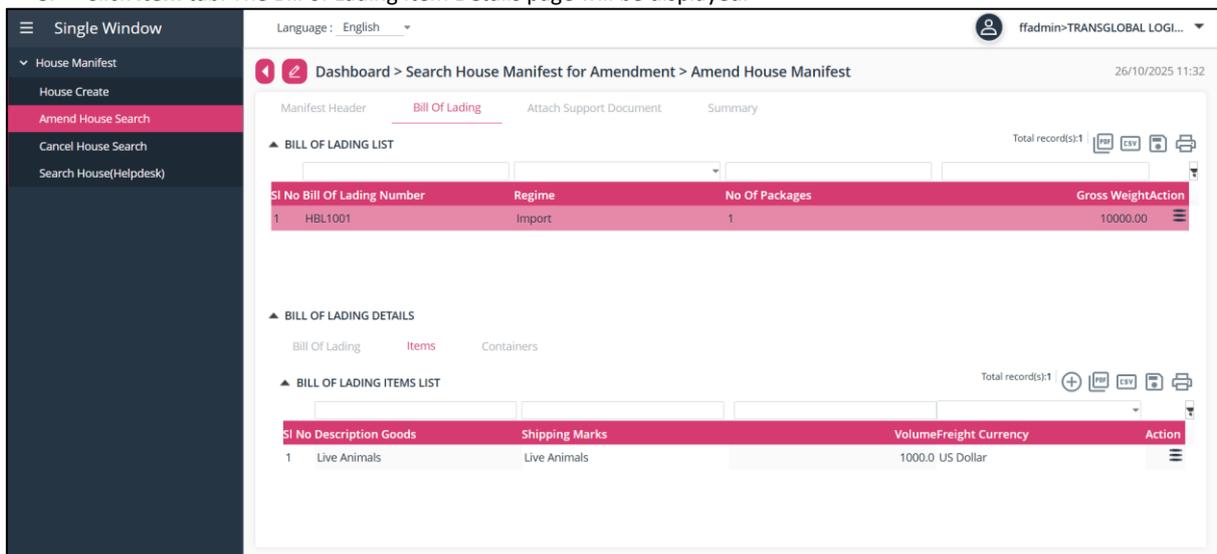
**View Bill of Lading Details Page**

7. Make necessary changes and click Update button to save changes.



**Records Updated Successfully Message**

8. Click **Item** tab. The Bill of Lading Item Details page will be displayed.



**Bill of Lading Item Details page**

9. Click on the record to view the item details.

### Item Details Page

10. Make the necessary changes and click **Update** button to save. Click close button to close the item details page.

11. In the Bill of Lading Item Details page, click the  icon to print preview the item details.

SI No	Description Goods	Shipping Marks	Volume	Freight Currency
1	Live Animals	Live Domestic Animals	1000.0	US Dollar

### Print Preview Item Detail Page

12. Click **Print** button to print the Bill of lading item details.

13. In the Bill of Lading Tab page, click the  icon to print preview the bill of lading. The Bill of Lading Print preview page will be displayed.

SI No	Bill Of Lading Number	Regime	No Of Packages	Gross Weight
1	HBL1001	Import	1	10000.00

### Bill of Lading Print Preview Page

14. Click **Print** button to print the Bill of lading details.

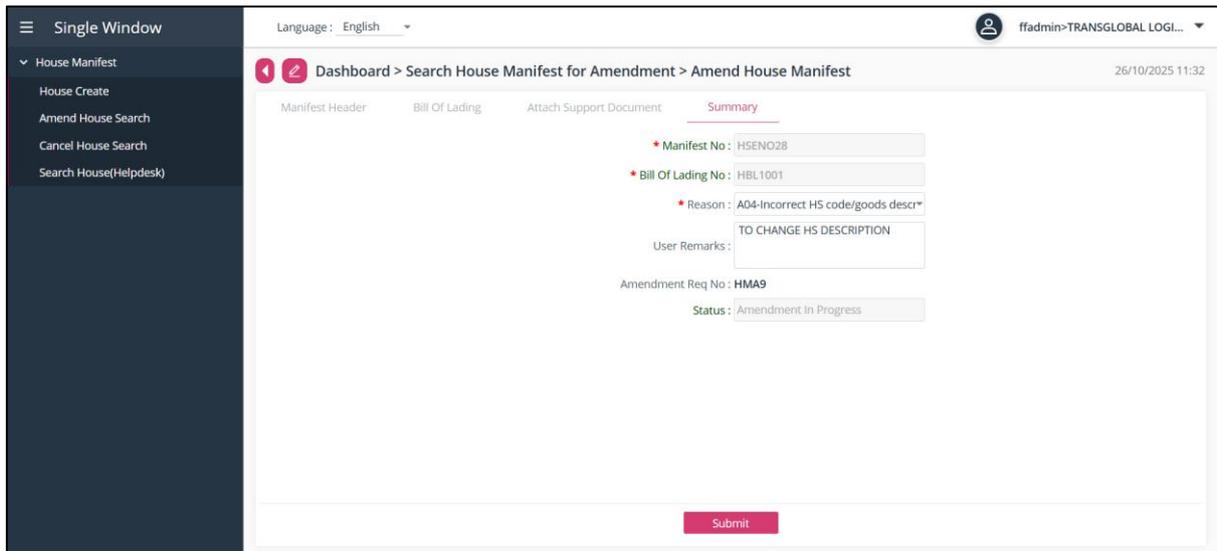
15. Modify the necessary information and click **Update**. The Records updated successfully message will be displayed.

 Record has been updated successfully. 

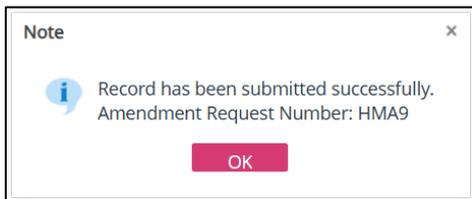
### Records Updated Successfully Message

16. Click **OK** button to close the confirmation message.

17. In the **Summary** tab page, click **Submit** to submit the amended house manifest details. The Record submitted successfully message will be displayed.



**Amend House Manifest Summary page**



**Records Submitted Successfully Message**

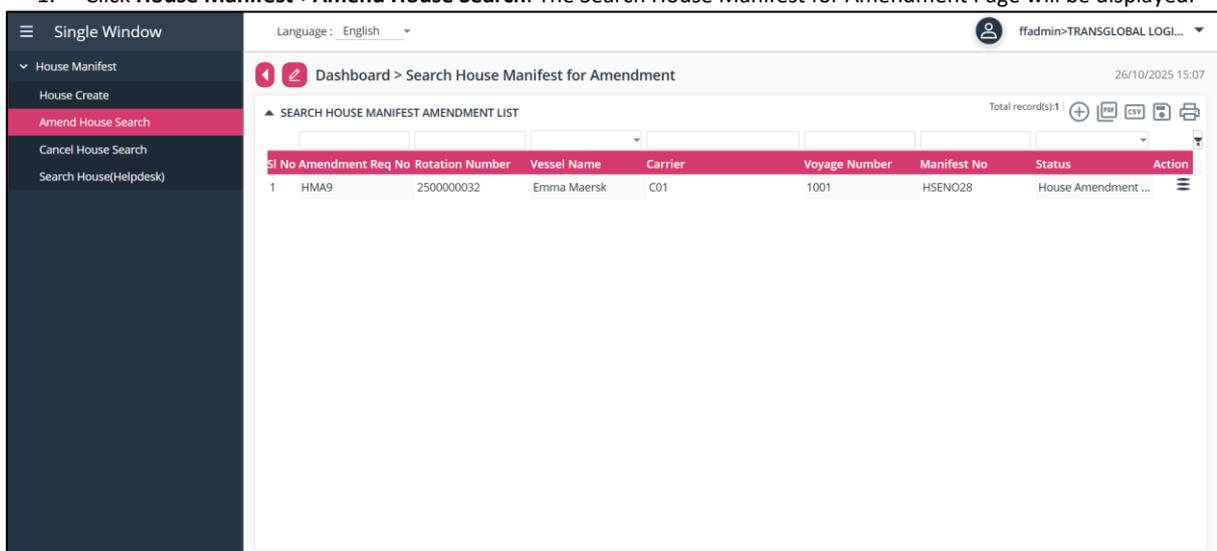
18. Click **OK** button to close the confirmation message.

### 3.8 SEARCHING AND AMENDING HOUSE MANIFEST DETAILS

The functionality allows you to search for, amend, overview and delete the house manifest details in the NSW system.

**To search for and amend house manifest:**

1. Click **House Manifest->Amend House Search**. The Search House Manifest for Amendment Page will be displayed.



**Search House Manifest for Amendment Page**

Following are the field and button descriptions of the **Search House Manifest for Amendment** page.

Field/Button description	Action/Input Required
<b>Amendment Request Number</b>	Enter the amendment request number of the manifest.
<b>Rotation Number</b>	Enter the rotation number.
<b>Vessel Name</b>	Enter the Vessel Name
<b>Carrier</b>	Enter the Carrier
<b>Voyage Number</b>	Enter the Voyage Number
<b>Manifest ID</b>	Enter the manifest identification number.
<b>Status</b>	Select the status of the house manifest from the dropdown list.



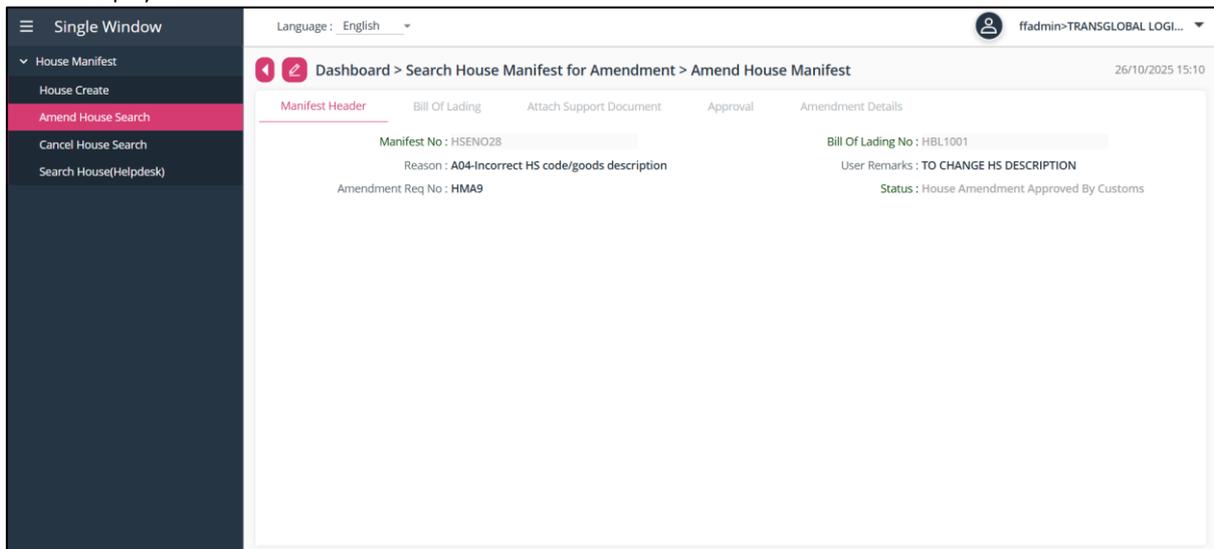
- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words), and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Amendment Request Number
  - Manifest ID

### 3.9 AMEND HOUSE MANIFEST DETAILS

This functionality allows you to amend the house manifest details.

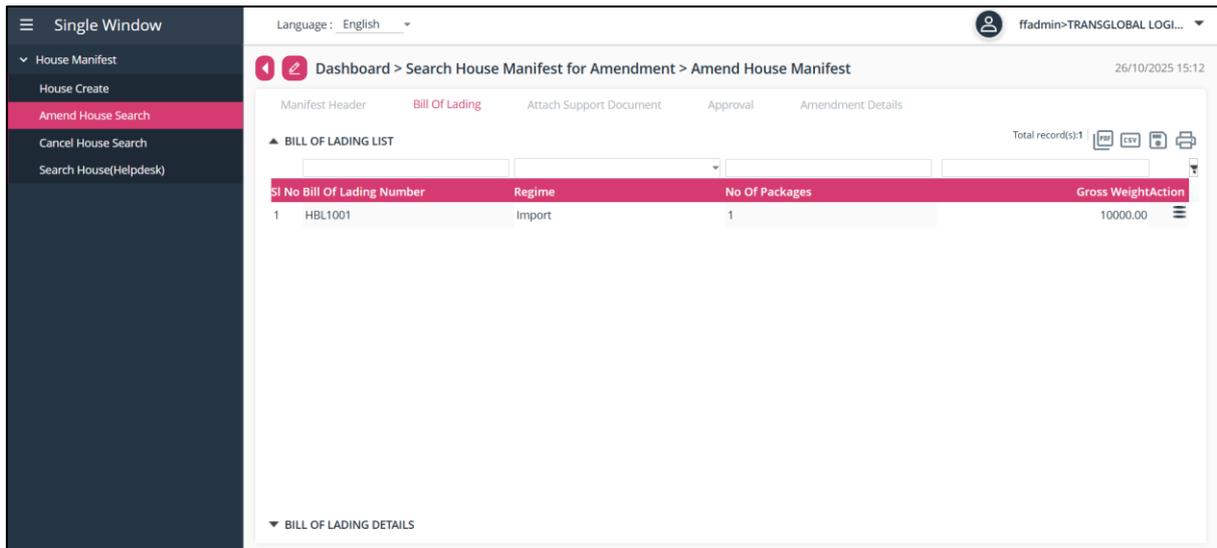
**To amend the house manifest details:**

- From the search results, click on the record to amend. The Amend House Manifest Header Details Page will be displayed.



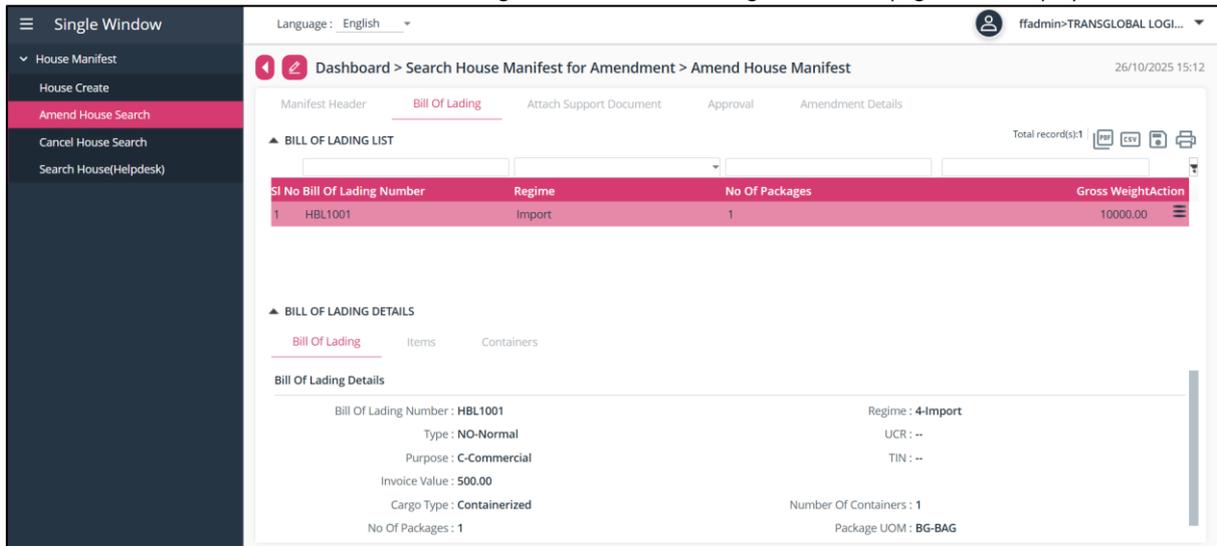
#### Amend House Manifest Header Details Page

- In the Amend House manifest page, click **Bill of Lading** tab. The bill of lading tab page will be displayed.



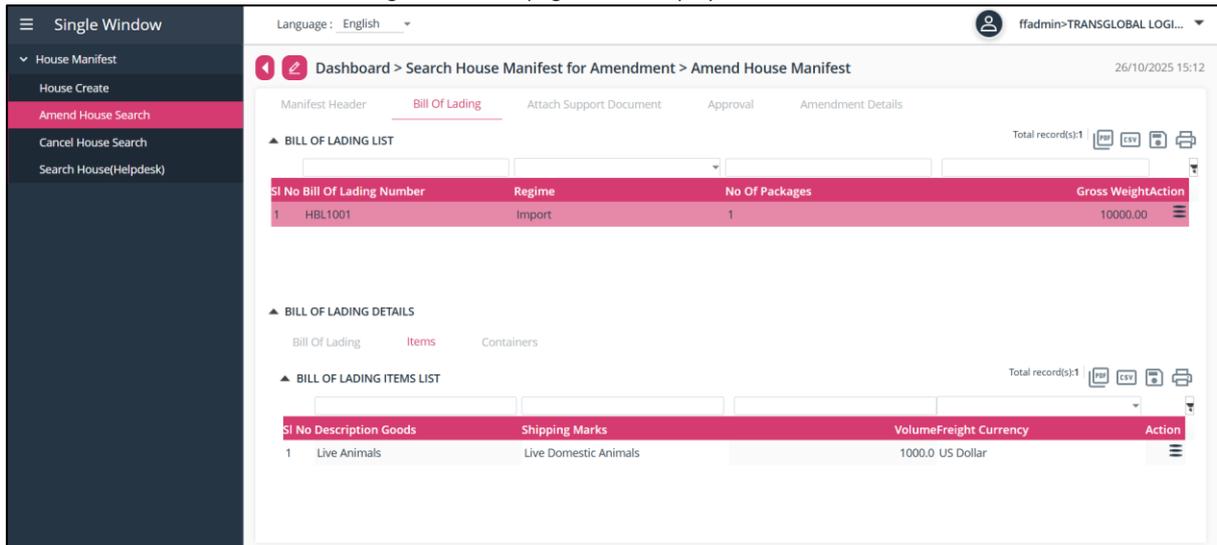
**Bill of Lading Tab Page**

3. Click on the record to view the bill of lading details. The Bill of Lading Details View page will be displayed.



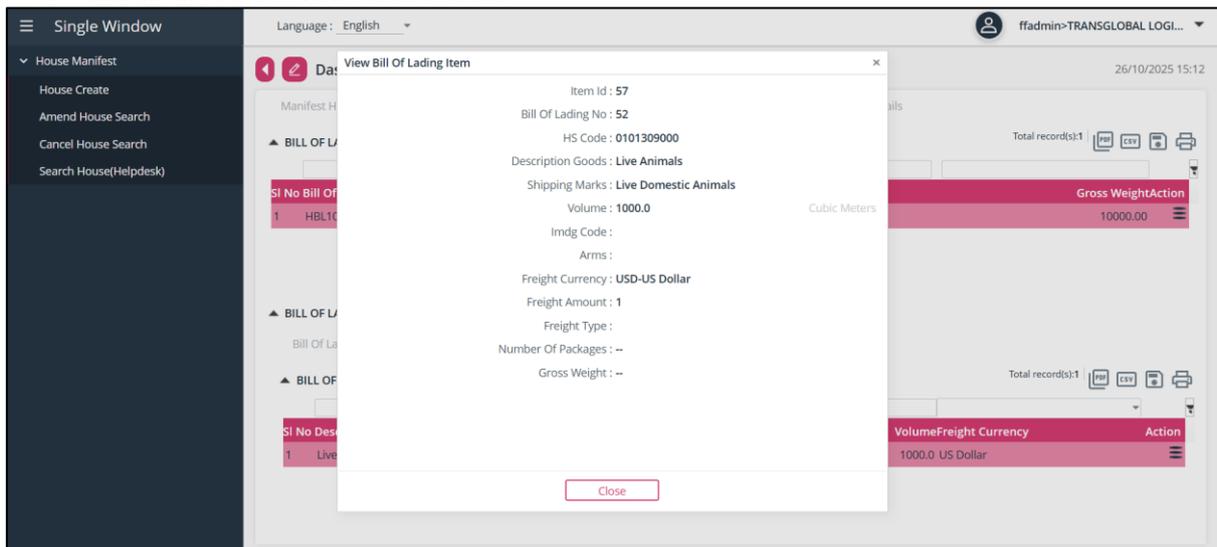
**View Bill of Lading Details Page**

4. Click **Item** tab. The Bill of Lading Item Details page will be displayed.



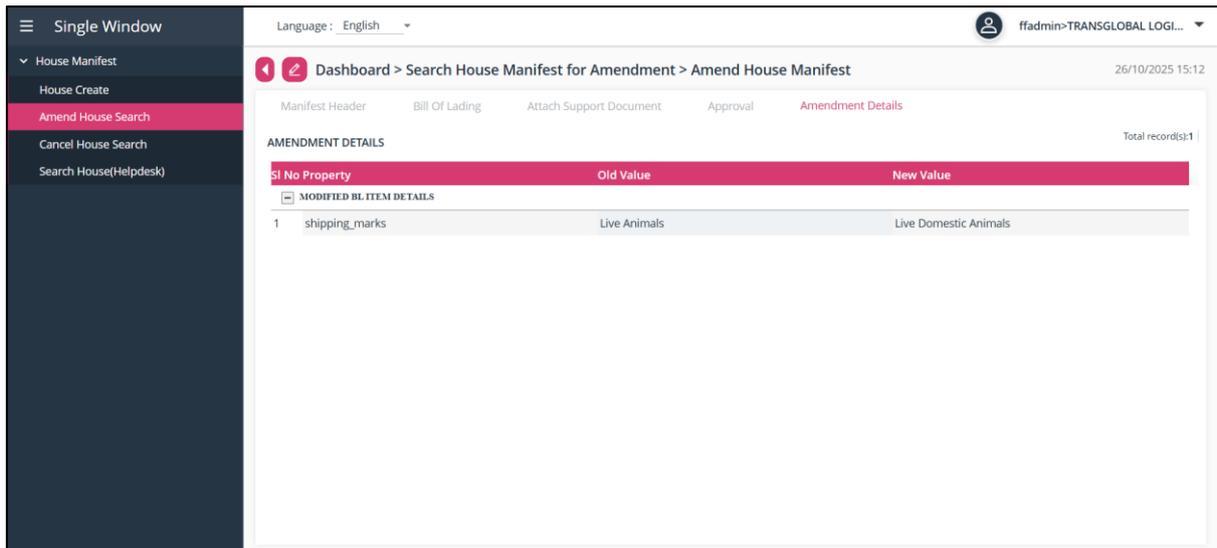
Bill of Lading Item Details page

5. Click on the record to view the item details.



Item Details Page

- 6. Click **Close** button to close the item details page.
- 7. On the Amendment Details page, you will see the changes that were done on the House BL during amendment.



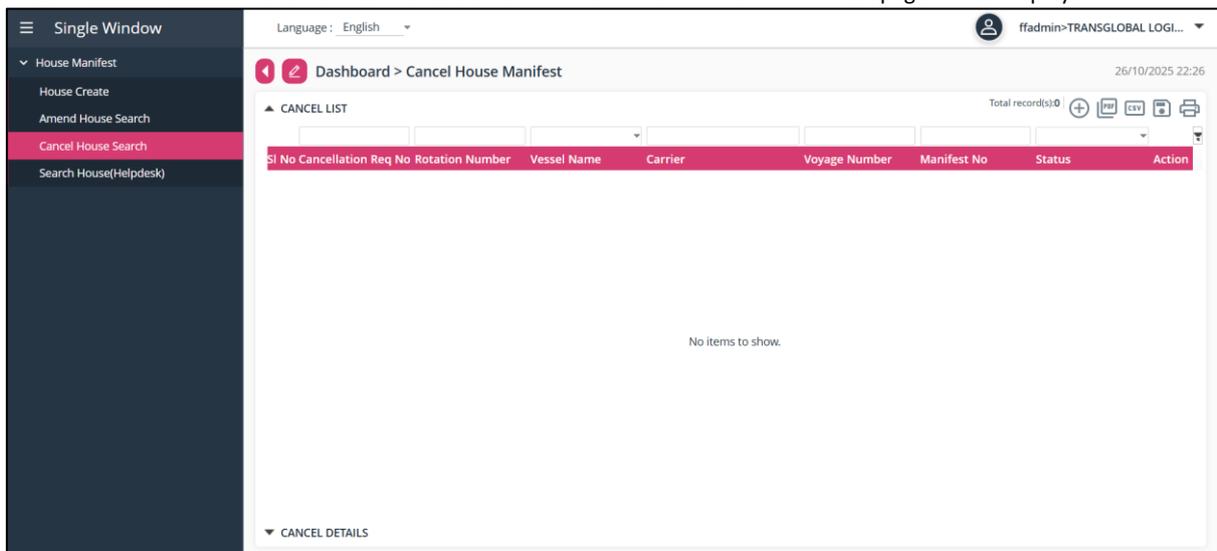
Summary Page

### 3.10 CANCELLING HOUSE MANIFEST DETAILS

This functionality allows you to search for and cancel the house manifest in the NSW system. If the manifest has been used by a declaration, the cancellation is rejected else the system cancels the house manifest.

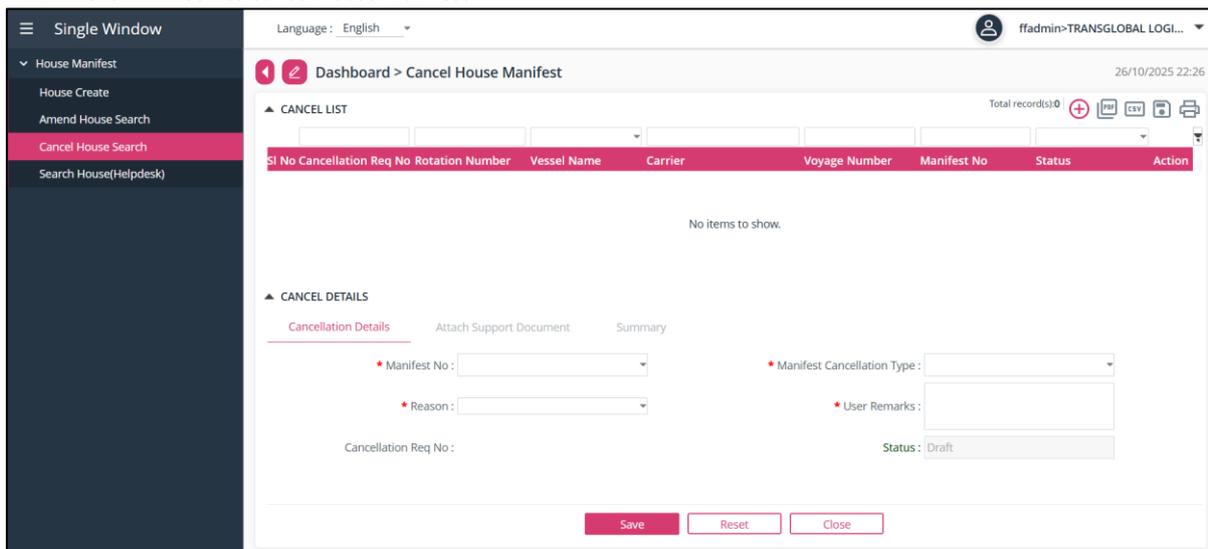
**To cancel a House Manifest:**

1. Click **House Manifest-> Cancel House Search**. The Search Cancel House Manifest page will be displayed.



Cancel House Manifest page

2. Click  icon to cancel house manifest.



**Cancellation Details page**

3. Enter information in the Cancellation details fields.

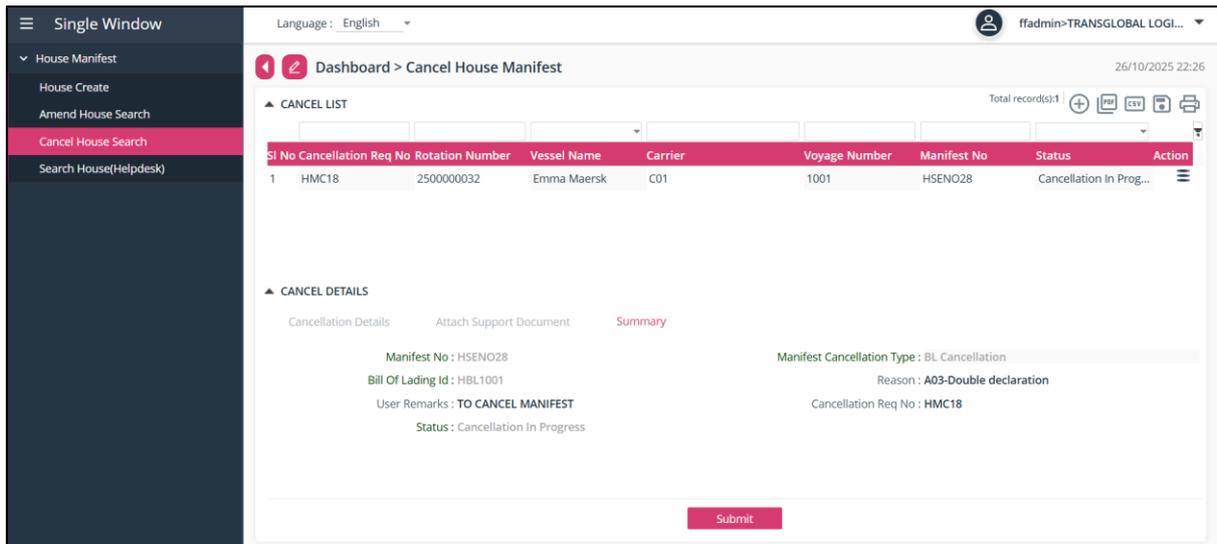
Field/Button description	Action/Input Required
<b>Manifest No.</b>	Specify the Manifest number.
<b>Manifest Cancellation Type</b>	Enter the manifest cancellation type. 1. BL Cancellation 2. Manifest Cancellation
<b>BL Number ID</b>	If the Cancellation Type is BL Cancellation, the BL Number ID will be enabled for you to select the BL to cancel
<b>Reason</b>	Select the Reason code
<b>User Remarks</b>	Enter the remarks for cancelling the house manifest.
<b>Status</b>	Status will be set to Draft by default

4. Click **Save** button. The Records have been saved successfully message will be displayed.



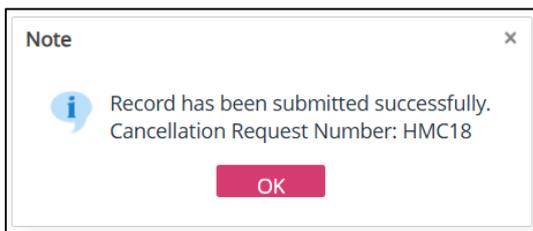
**Records Saved Successfully Message**

5. Enter information in the Cancellation details fields.



**Cancel House Manifest Summary page**

6. Click Submit button to confirm



**Records Submitted Successfully Message**

7. Click **OK** button to close the confirmation message.

# CHAPTER 4: PAYMENT

## 4. PAYMENT DETAILS

The payment module is primarily used by Clearing Agents, Freight Forwarders, Shipping Agents, or Importers/Exporters for all payments. Payments are processed on the Single Window. The backend generation of the payment instruction is handled in the Single Window by the respective modules. For example, the LPCO module sends payment instructions to the payment module for collection, accounting, and reporting. Likewise, any other module that requires payment can leverage the payment module.

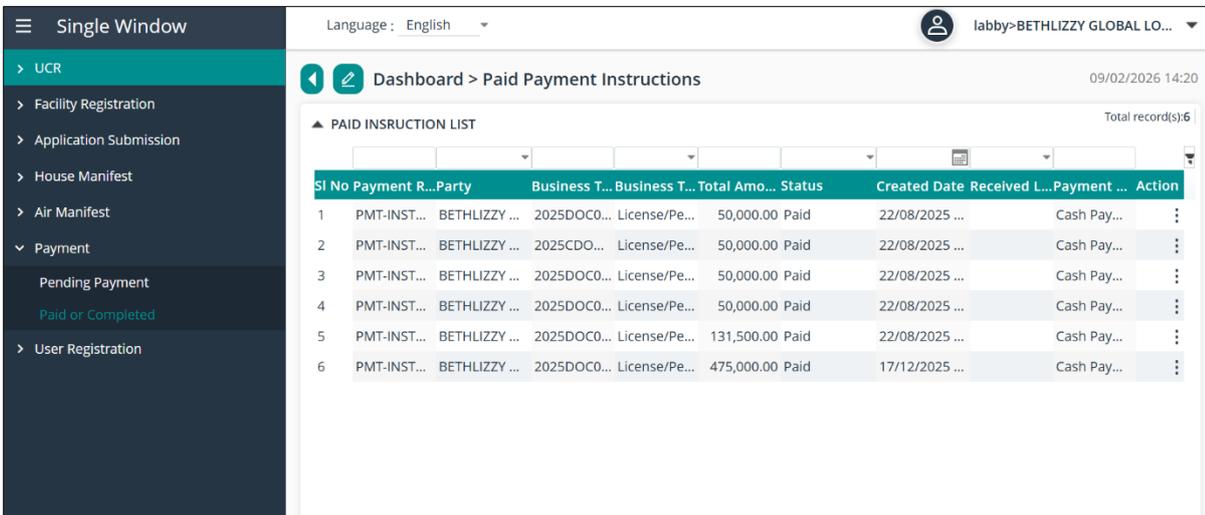
This functionality allows the user to view the Paid Payment details in the NSW Application. After submitting your LPCO document, the Importer/exporter or the clearing agent can make payment using the pending payment option in the NSW application.

### 4.1 SEARCH PAYMENT DETAILS

This section allows the user to search for the paid details in the NSW application.

#### To search the payment details

1. Click **Payment-> Paid or Completed**. The screen below will be displayed.



Paid Payment List Page

Following are the fields and button descriptions of the Pending Payment page.

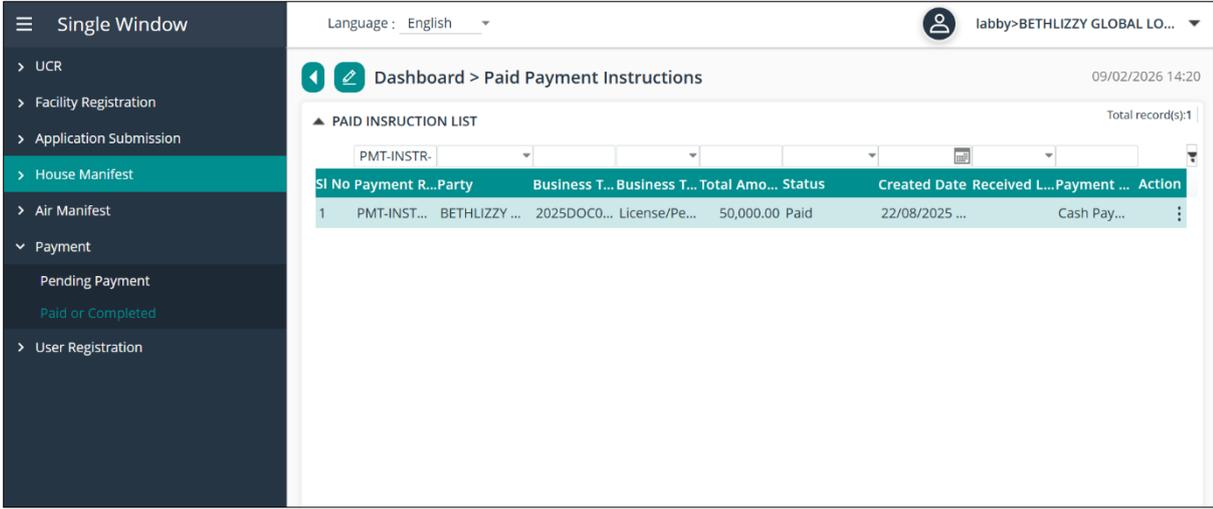
Field/Button description	Action/Input Required
<b>Payment Reference Number</b>	Enter the payment reference number.
<b>Party</b>	Enter the party.
<b>Business Transaction Number</b>	Enter the declaration number of the importer.
<b>Business Transaction Type</b>	Enter the business transaction type.
<b>Total Amount Payable</b>	Enter the total amount payable by the importer/exporter
<b>Additional Amount</b>	Enter the balance amount to be paid.
<b>Status</b>	Select the status of the payment from the drop-down list. Values are: <ul style="list-style-type: none"> <li>• Cancelled</li> <li>• Paid</li> <li>• Pending Payment</li> </ul>
<b>Received By</b>	Enter the receiving company of the transaction.

Field/Button description	Action/Input Required
Received Location	Select the received location of the transaction.
Txn Created Date	Select the calendar icon  to select the created date of the transaction.
Payment Mode	Enter the payment mode of the transaction.



- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Payment Reference Number
  - Business Transaction Number
  - Company Registration Number

2. Enter the search criteria and Click  icon to view the matching results in the Search Results Page.



The screenshot shows the 'Paid Payment Instructions' search results page. The left sidebar contains a navigation menu with 'House Manifest' selected. The main content area displays a table with the following data:

SI No	Payment R...Party	Business T...	Business T...	Total Amo...	Status	Created Date	Received L...	Payment ...	Action
1	PMT-INSTR... BETHLIZZY ...	2025DOC0...	License/Pe...	50,000.00	Paid	22/08/2025 ...		Cash Pay...	

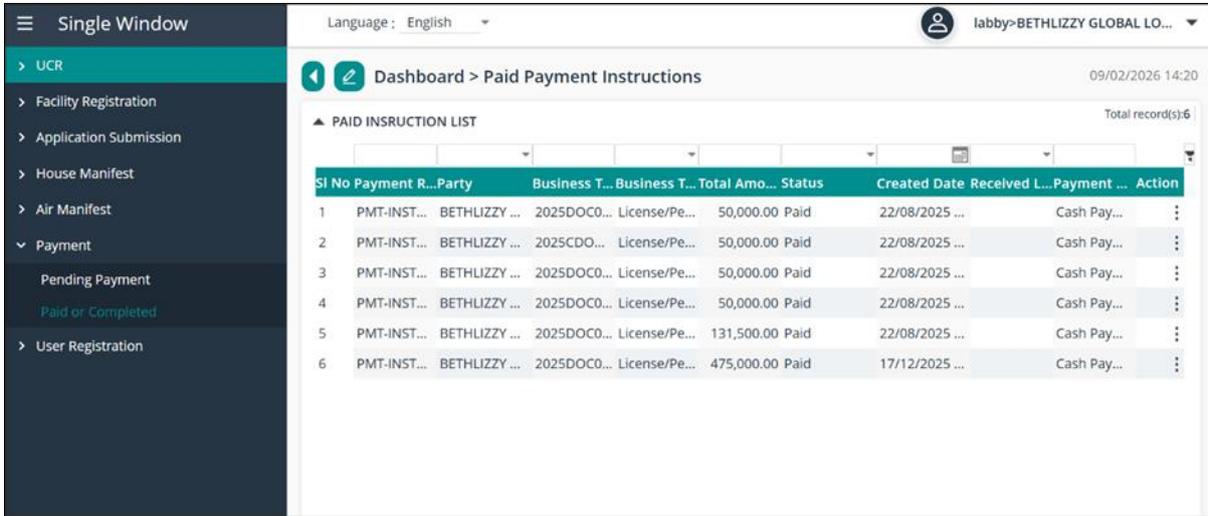
**Paid Payment Search Result Page**

## 4.2 VIEW PAYMENT DETAILS

This functionality allows the user to view the paid details in the NSW application.

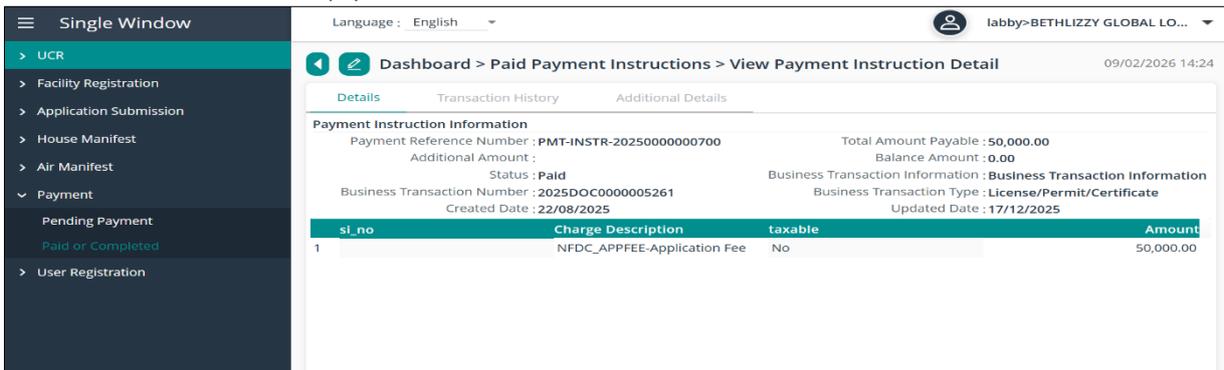
### To view the paid details

1. Click **Payment-> Paid or Completed**. The screen below will be displayed.



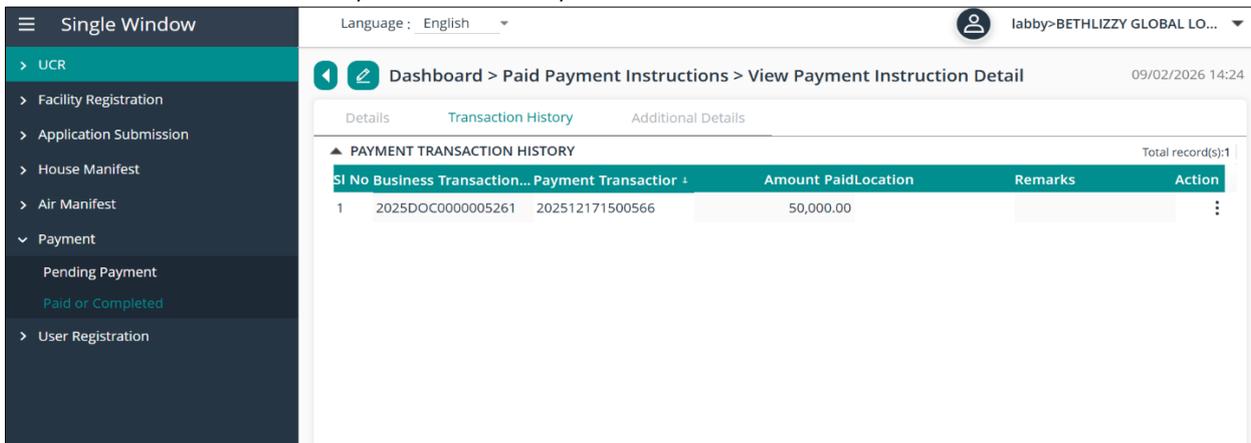
**Paid Payment List Page**

2. Click the item to view the payment details.



**View Payment Details Page**

3. Click the Transaction History tab view the History details.



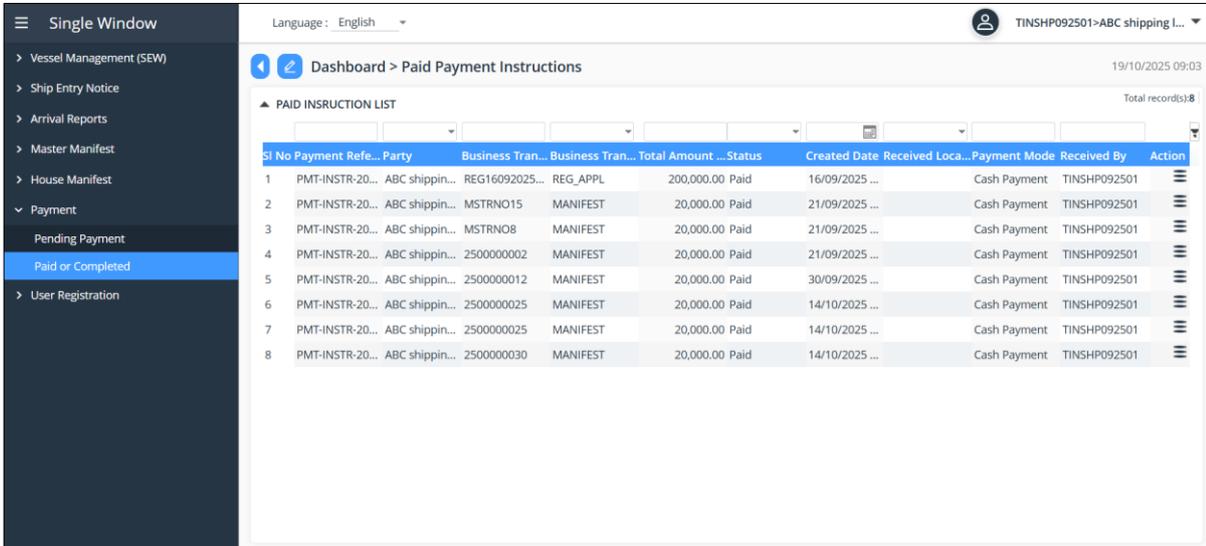
**View Payment Transaction History Page**

### 4.3 PRINT PAYMENT DETAILS

This functionality allows you to print the payment details such as the balance amount, total amount payable, the status of the payment etc.

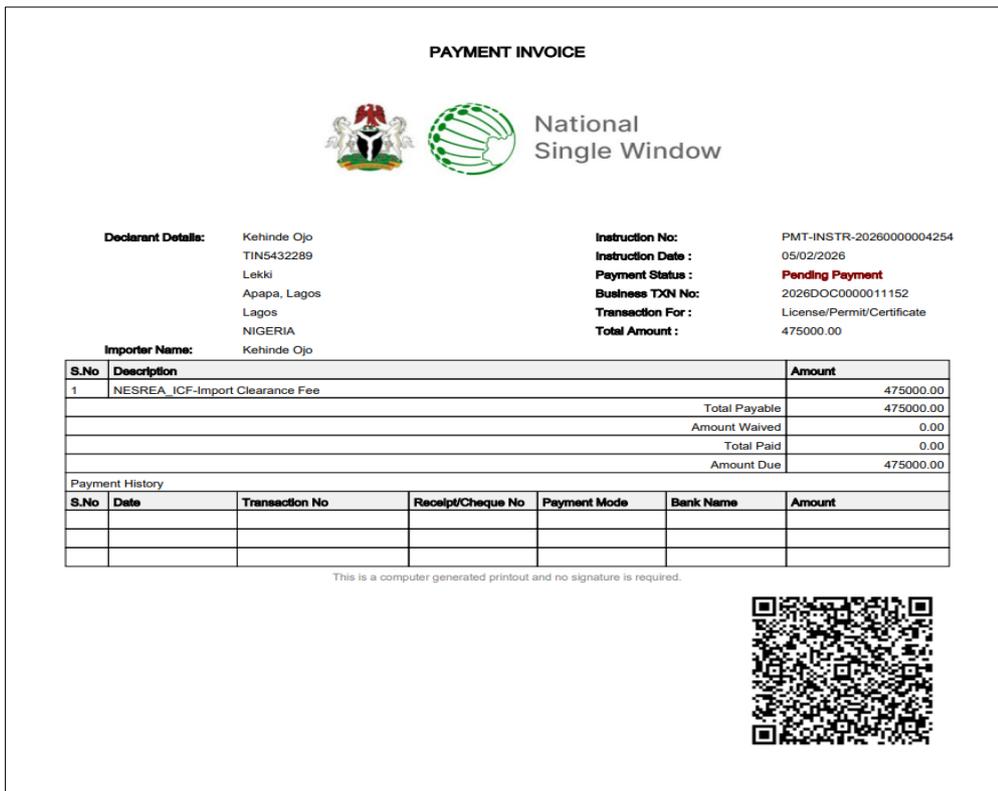
**To print the payment details:**

1. Click **Payment-> Paid or Completed**. The following screen will be displayed.



Search Results Page

2. Click the icon and select Print in the dropdown menu. The payment invoice will be downloaded as a PDF document.



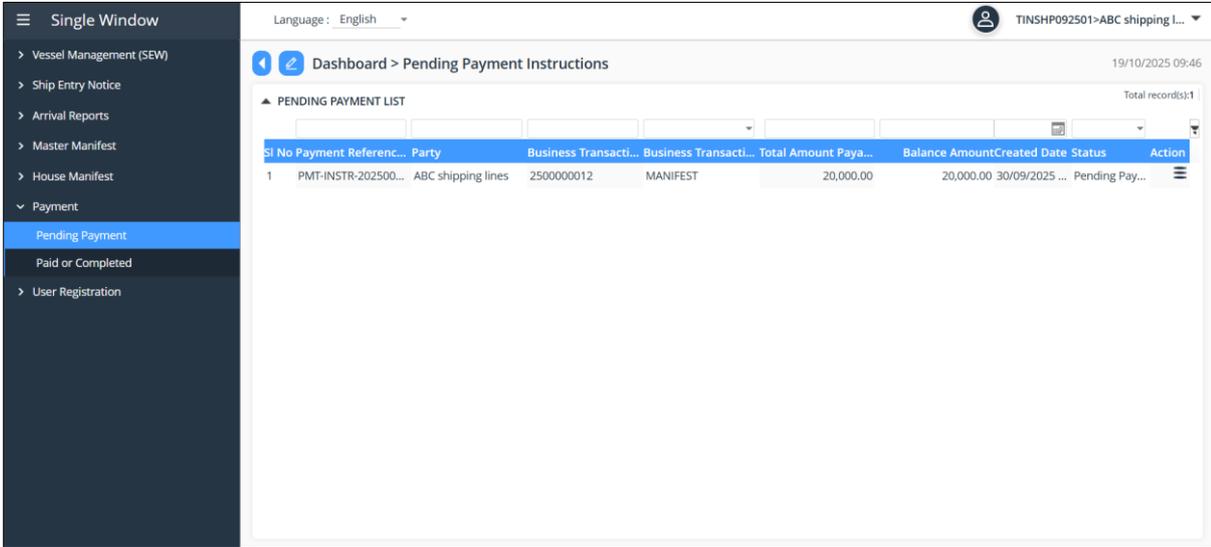
PDF Document of Payment Invoice

### 4.4 PENDING PAYMENT DETAILS

This functionality allows the user to search for the payment details, which are in partially paid and pending status. The user can make payment using this menu.

#### To search for pending payments

1. Click **Payment->Pending Payment**. The following screen will be displayed.



#### Pending Payment Search Result Page

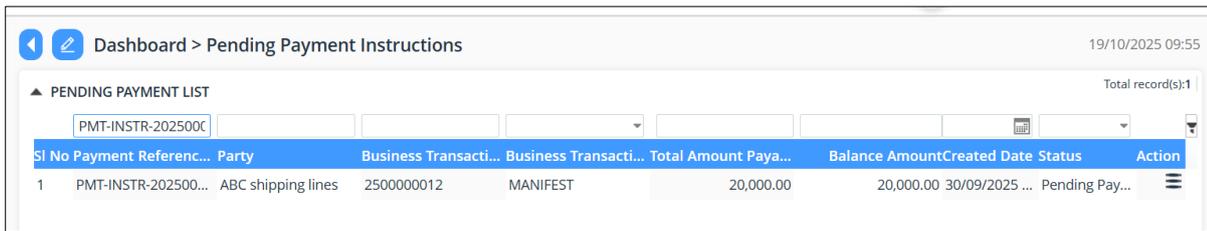
Following are the field and button descriptions of the Pending Payment page.

Field/Button description	Action/Input Required
<b>Payment Reference Number</b>	Enter the payment reference number.
<b>Revision</b>	Enter the revision number.
<b>Party</b>	Enter the party.
<b>Business Transaction Number</b>	Enter the declaration number of the importer.
<b>Business Transaction Type</b>	Enter the business transaction type.
<b>Total Amount Payable</b>	Enter the total amount payable.
<b>Balance Amount</b>	Enter the balance amount to be paid.
<b>Created Date</b>	Select the calendar icon  to select the created date of the pending payment.
<b>Status</b>	Enter the status of the payment.

@

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Payment Reference Number
  - Business Transaction Number
  - Company Registration Number

2. Enter the search criteria and Click  icon to view the matching results in the Search Results Page.



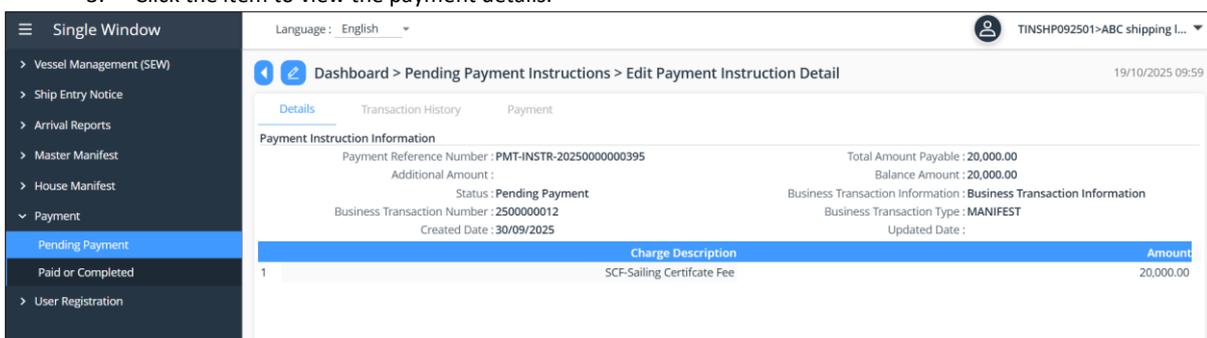
SI No	Payment Referenc...	Party	Business Transacti...	Business Transacti...	Total Amount Paya...	Balance Amount	Created Date	Status	Action
1	PMT-INSTR-202500...	ABC shipping lines	2500000012	MANIFEST	20,000.00	20,000.00	30/09/2025 ...	Pending Pay...	



Click the  icon to edit the pending payment details.

Click the  icon to view the payment details.

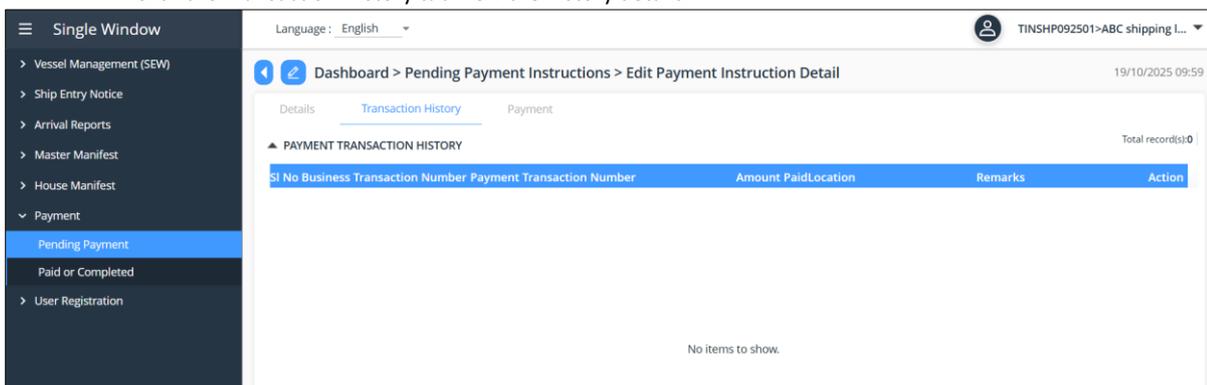
3. Click the item to view the payment details.



SI No	Business Transaction Number	Payment Transaction Number	Amount Paid	Location	Remarks	Action
1						

**View Payment Details Page**

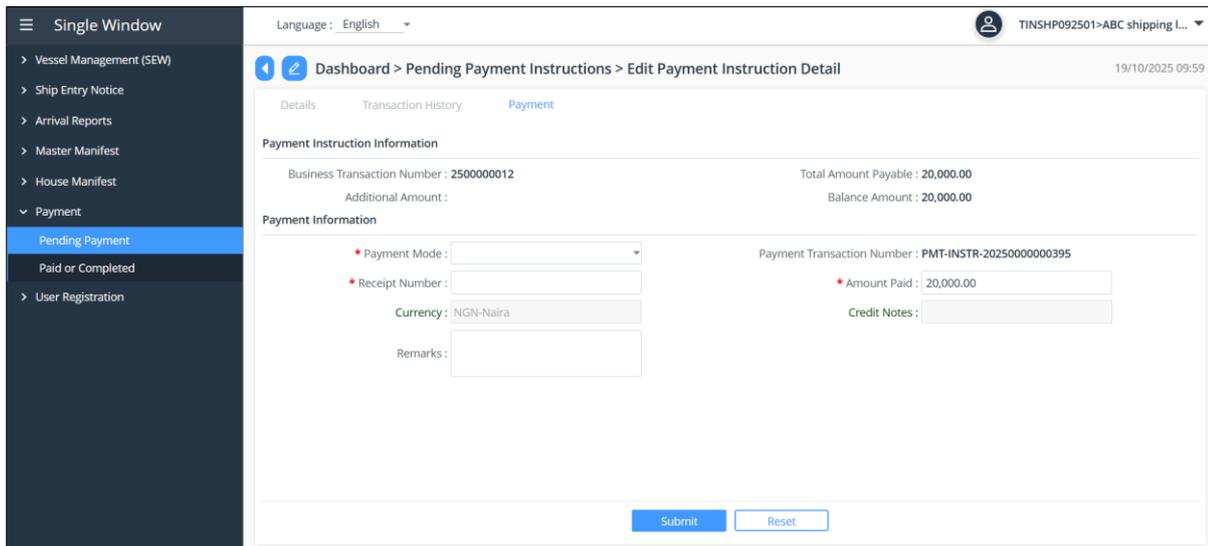
4. Click the Transaction History tab view the history details.



No items to show.

**View Payment History Page**

5. Click the Payment tab to view the payment details.

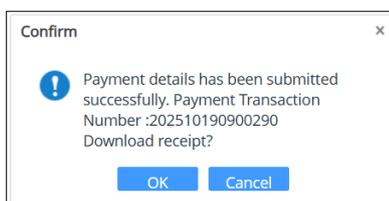


**Add Payment Page**

Following are the field and button descriptions of the Pending Payment page.

Field/Button description	Action/Input Required
<b>Payment Mode</b>	Select the mode of payment from the drop-down list. Possible modes are: <ul style="list-style-type: none"> <li>• Online</li> <li>• Cash Payment</li> </ul>
<b>Payment Transaction Number</b>	Displays the transaction number.
<b>Receipt Number</b>	Enter the receipt number.
<b>Amount Paid</b>	Enter the amount to be paid.
<b>Remarks</b>	Enter the remarks if any.

6. Enter the field values and click Submit button to submit the payment.



**Payment Submitted Successfully Message**

7. Click OK button to download the payment invoice as a PDF document. Else, Click Cancel to continue.

**PAYMENT RECEIPT**



National  
Single Window

**Declarant Details:**  
 Kehinde Ojo  
 TIN5432289  
 Lekki  
 Apapa, Lagos  
 Lagos  
 NIGERIA

**Instruction No:** PMT-INSTR-2025000000780  
**Instruction Date :** 18/12/2025  
**Payment Status :** **Paid**  
**Business TXN No:** 2025DOC0000005528  
**Transaction For :** License/Permit/Certificate  
**Total Amount :** 475000.00

**Importer Name:** Kehinde Ojo

S.No	Description	Amount
1	NESREA_ICF-Import Clearance Fee	475000.00
	Total Payable	475000.00
	Amount Waived	0.00
	Total Paid	475000.00
	Amount Due	0.00

Payment History						
S.No	Date	Transaction No	Receipt/Cheque No	Payment Mode	Bank Name	Amount
1	18/12/2025	202512181200570		Cash Payment		475000.00

This is a computer generated printout and no signature is required.



PDF Document of Payment Invoice