

# Single Electronic Window Portal

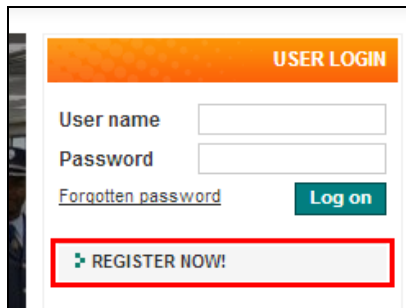
## Instructions on how to access Track and Trace functionality

The Track & Trace functionality is aimed to provide the trading community the possibility of following the status of their customs processes in the system, without having to contact their clearing agent.

### Steps for “Track & Trace” use

#### 1 REGISTRATION

To access the Track & Trace functionalities the user has to be registered on SEW portal. If not registered yet, you can register through the link **‘REGISTER NOW!’** or the sub menu ‘Registration’.



USER LOGIN

User name

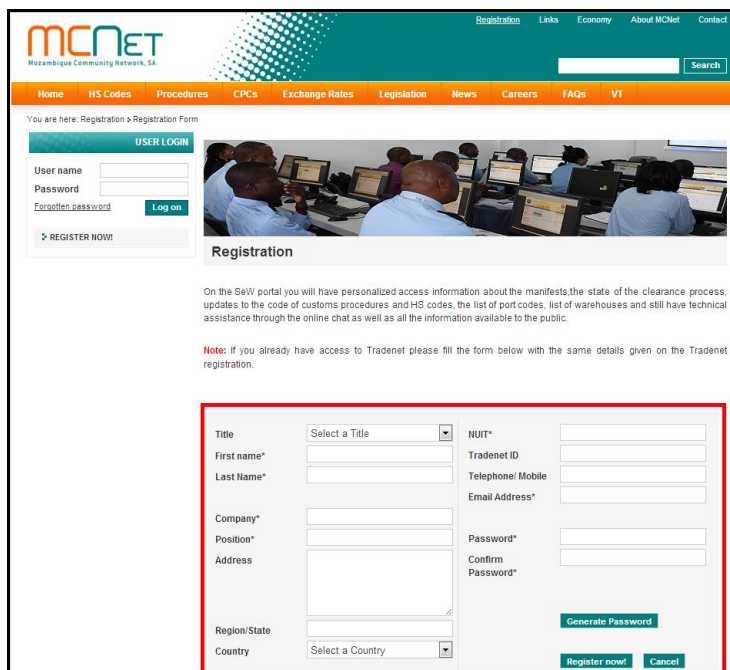
Password

[Forgotten password](#)



Registration Links Etc

1. Please feel the registration form shown below and submit by clicking **‘Register Now!’**.



mcNET  
Mozambique Community Network, SA

Registration Links Economy About MCNet Contact

Home HS Codes Procedures CPCs Exchange Rates Legislation News Careers FAQs VI

You are here: Registration > Registration Form

USER LOGIN

User name

Password

[Forgotten password](#)

**Registration**

On the SEW portal you will have personalized access information about the manifests, the state of the clearance process, updates to the code of customs procedures and HS codes, the list of port codes, list of warehouses and still have technical assistance through the online chat as well as all the information available to the public.

**Note:** If you already have access to Tradenet please fill the form below with the same details given on the Tradenet registration.

Title  NIUT\*

First name\*

Last Name\*

Company\*

Position\*

Address

Region/State

Country

Tradenet ID

Telephone/ Mobile

Email Address\*

Password\*

Confirm Password\*

2. An email will be sent to you. Please confirm the registration with a click on the link that appears in the email.

3. In maximum 24 working hours your user will be active. From this moment you can log in on SEW portal using the access credentials given in the email sent to you.

**2 USE OF TRACK AND TRACE**

After the logging on E-Portal page, the research page is shown.

**2.1 MAIN RESEARCH**

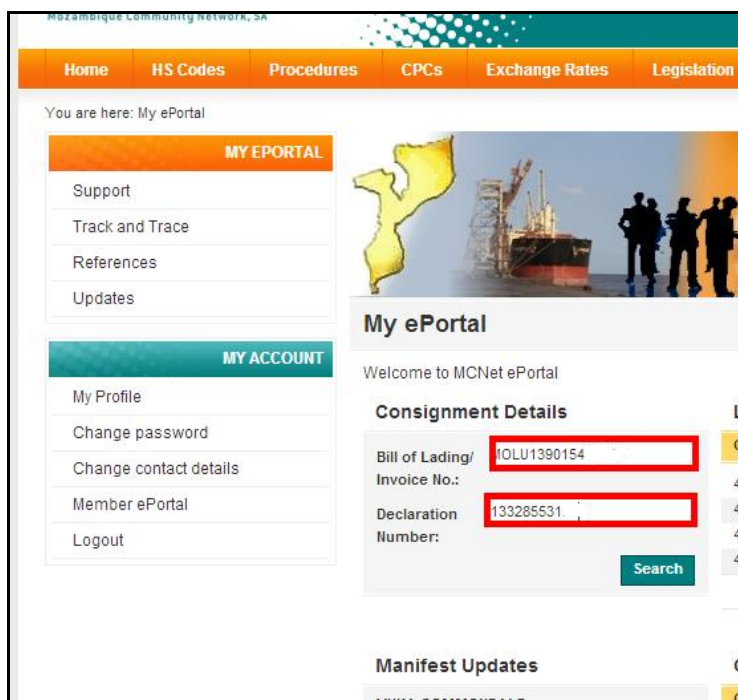
Based on the Bill of Lading, airway bill or invoice number<sup>1</sup> and the declaration number<sup>2</sup>, you can get the status of your declaration.



<sup>1</sup> In some cases the Bill of lading number, airway bill or invoice number has special characters for example \* - # & that must be omitted for the research.

<sup>2</sup> For the declarations with road as a mean of transport, the research is based on the invoice number.

Example:



As result you will have:

Search Results												
You have searched for:												
Bill of Lading/ Invoice No.:	MOLU1390154											
Declaration Number:	133285531											
Field	Value											
Exporter Name:	Exporter name											
Importer Name:	Importer name											
General Description of Goods:	Various goods											
Weight:	10000											
Container List:	<table border="1"> <thead> <tr> <th>Container No.</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">FCIU8697416</a></td> <td>F</td> </tr> </tbody> </table>		Container No.	Status	<a href="#">FCIU8697416</a>	F						
Container No.	Status											
<a href="#">FCIU8697416</a>	F											
Declaration:	<table border="1"> <tbody> <tr> <td>Status:</td> <td>CLEARED</td> </tr> <tr> <td>Payment Date:</td> <td>November 5, 2013</td> </tr> <tr> <td>Documentation Review Date:</td> <td>November 5, 2013</td> </tr> <tr> <td>Examination Date:</td> <td>November 8, 2013</td> </tr> <tr> <td>Released (date):</td> <td>November 8, 2013</td> </tr> </tbody> </table>		Status:	CLEARED	Payment Date:	November 5, 2013	Documentation Review Date:	November 5, 2013	Examination Date:	November 8, 2013	Released (date):	November 8, 2013
Status:	CLEARED											
Payment Date:	November 5, 2013											
Documentation Review Date:	November 5, 2013											
Examination Date:	November 8, 2013											
Released (date):	November 8, 2013											

If you click on the link '**Container No. Status**', the details of the container will be displayed. See example below:

## Search Results

You have searched for: **Bill of Lading/ Invoice No.:** MOLU1390154  
**Container No.:** FCIU8697416  
**Declaration Number:** 133285531

Field	Value
Start of Discharge:	November 3, 2013
End of Discharge:	November 4, 2013
Validation date:	November 5, 2013
Payment Date:	November 5, 2013
Documentation Review Date:	November 5, 2013
Examination Date:	November 8, 2013
Gate Release Date:	November 8, 2013
Port of Loading:	SGSIN
Port of Destination:	CNNSA

## 2.2 OTHER RESEARCH OPTIONS

On the left side menu over Track and Trace option you may have access to 3 more types of research:

- Vessel/ Aircraft details;
- Consignment;
- Consignment details (The one that is presented on the E-portal page);
- Container.

The screenshot shows the 'Track and Trace' section of the Mozambique Community Network TradeNet System. The page features a navigation menu with options like Home, HS Codes, Procedures, CPCs, Exchange Rates, Legislation, News, Careers, FAQs, and VT. A left sidebar contains 'MY EPORTAL' (Support, Track and Trace, References, Updates) and 'MY ACCOUNT' (My Profile, Change password, Change contact details, Member ePortal, Logout). The main content area is titled 'Track and Trace' and includes a list of search criteria: vessel details, consignment details, and container details. Below this, there are four search forms: 'Vessel/ Aircraft Details' (with radio buttons for Voyage No. and Vessel/ Aircraft Name), 'Consignment' (with radio buttons for Bill of Lading/ Invoice No. and Container No.), 'Consignment Details' (with fields for Bill of Lading/ Invoice No. and Declaration Number), and 'Container' (with fields for Container No., Declaration Number, and Bill of Lading/ Invoice No.). Each form has a 'Search' button. A note at the bottom states: 'Note that: Some of the criterias for the searches as bill of lading, Invoice No, vessel name have special characters such as (\* - # &, etc.) that shall be omitted when key in the research criterias.'

## 2.2.1 VESSEL/ AIRCRAFT DETAILS

Based on the Voyage Number or Vessel/Aircraft name the details of the aircraft or vessel are displayed.

Search Results					
You have searched for: Vessel/ Aircraft Name: embraer					
Vessel/ Aircraft Name	Voyage No.	Last Port of Call	Berthing Date	Manifest Submission	Arrival Report No.
Embraer 190	TM314	JNB		October 28, 2013	<a href="#">13006166265</a>
EMBRAER E190	TM312	JNB		November 12, 2013	<a href="#">13000408838</a>
EMBRAER E190	TM306	JNB			<a href="#">13000409315</a>
EMBRAER E190	TM312	JNB			<a href="#">13000408502</a>
EMBRAER E190	TM304	JNB			<a href="#">13000408987</a>
EMBRAER E190	TM306	JNB			<a href="#">13000407084</a>
Embraer 190	KQ887	NBO		November 8, 2013	<a href="#">13007033736</a>
EMBRAER E190	TM304	JNB			<a href="#">13000408114</a>
EMBRAER E190	TM304	JNB			<a href="#">13000404950</a>
EMBRAER E190	TM312	JNB			<a href="#">13000404465</a>
EMBRAER E190	TM306	JNB			<a href="#">13000404368</a>
EMBRAER E190	TM463	NBO		November 4, 2013	<a href="#">13000402137</a>
EMBRAER E190	TM312	JNB			<a href="#">13000401852</a>
EMBRAER E190	TM312	JNB			<a href="#">13000400585</a>
EMBRAER E190	TM306	JNB			<a href="#">13000401361</a>
EMBRAER E190	TM306	JNB			<a href="#">13000400391</a>
EMBRAER190	TM2356	JNB		October 30, 2013	<a href="#">13007027722</a>
EMBRAER E190	TM312	JNB		October 30, 2013	<a href="#">13000395250</a>
EMBRAER E190	TM306	JNB			<a href="#">13000393795</a>
EMBRAER E190	TM306	JNB			<a href="#">13000392437</a>

Items 1 - 20 of 220      « First « Previous 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next » Last »

## 2.2.2 CONSIGNMENT

Based on:

- The Arrival Report No and the bill of lading/airway bill/invoice number; or
- The Arrival Report No and container number;

The information about the consignment is displayed:

Search Results					
You have searched for: Arrival Report No.: 130061643					
Bill of Lading/ Invoice No.: 5987738					
of Lading/ Invoice No.	Container No.	Exporter Name	Importer Name	Weight Packages	Declaration No.
37738422		ASHBURY SATCOM	AVENG MOCAMBIQUE LDA	5 1	13327500493

« Previous 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next » Last »

### 2.2.3 CONTAINER

Using Container Number, declaration number and bill of lading/airway bill/invoice number, the details of the container are displayed:

Search Results	
You have searched for:	<b>Bill of Lading/ Invoice No.:</b> MOLU1390154 <b>Container No.:</b> FCIU8697416 <b>Declaration Number:</b> 133285531
Field	Value
Start of Discharge:	November 3, 2013
End of Discharge:	November 4, 2013
Validation date:	November 5, 2013
Payment Date:	November 5, 2013
Documentation Review Date:	November 5, 2013
Examination Date:	November 8, 2013
Gate Release Date:	November 8, 2013
Port of Loading:	SGSIN
Port of Destination:	CNNSA

### 3 STATUS DESCRIPTION

Please find below the meaning of the different stages that will be shown by the system.

<u>Declaration Status</u>	<u>Description</u>
APPROVED	Declarations has been approved by the Document Verification officer and it is ready for the next steps of the clearance process
CANCELLED	The declaration has been cancelled.
CLEARED	Clearance process completed.
COMPLIANCE	Phase for random based verification of compliance of the declarations lodged against the physical examination of the goods.
INACTIVE	The declaration is inactive.
PENDING CDR	The declaration is pending Complete Discharge Report (CDR) to be issued by the Port Authority.
PENDING GENERAL DIRECTOR	The declaration is pending approval by Director General.
PENDING DV	The declaration is pending document verification.
PENDING DV MANAGER	The declaration is pending approval by the Document Verification Manager
PENDING INTELLIGENCE	Declaration is pending intelligence
PENDING REGIONAL OFFICE	The declaration is pending approval by Regional Director
PENDING RISK ASSESSMENT	The declaration is pending risk assessment.
PAYMENT DUE	The declaration is pending payment of duties, taxes, charges and the network fee.
REJECTED WITH QUESTIONNAIRE	Pending reply from the clearing Agent to a questionnaire raised by the Document verification officer.
RELEASE IN PROGRESS	Release in progress.
POST CLEARANCE	The declaration is subject to Post Clearance Audit.

**SINGLE ELECTRONIC WINDOW – THE SYSTEM OF ALL OF US!**