


1. Introduction

The GICCS Portal offers Clearing Agents the ability to track Declaration online. The process is explained below.

2. Navigate to GICCS Portal Page

Type the link <https://giccs.gcnetghana.com> to go to GICCS Portal Home Page




The screenshot displays the GICCS Portal Home Page. At the top, there is a navigation bar with the GICCS logo and the text "Ghana Integrated Cargo Clearance System". Below the navigation bar, there are several sections:

- PROCEDURES:** A section with a blue header containing introductory text and a list of links: "User Registration" and "Training request".
- OUR PARTNERS:** A section with a purple header featuring logos for the Ghana Revenue Authority, Ghana Shippers Authority, and the Ghana Ports & Harbours Authority.
- INTRODUCTION:** A central section with a white header and a large image of a container being lifted. It contains a welcome message, a list of main modules (Manifest submission and payment related processing, Declaration submission, validations, notifications and payment related processing, Logistics module), and detailed descriptions of the Manifest and Declaration modules.
- LOGIN:** A green header section with input fields for "User Name" and "Password", a "SUBMIT" button, and links for "Forgot your password?" and "Change Password".
- NOTICES & UPDATES:** A yellow header section listing recent updates: "01 August 2013 eDO on GICCS at Tema", "30 April 2013 Meeting with Stakeholders on eDO @ Tema on 7th May, 2013", and "10 December 2012 Electronic Delivery Order Deployment at Takoradi Port".

At the bottom of the page, there is a footer with "Copyright 2015. All rights reserved" and links for "Disclaimer", "Terms of Service", and "Trade policy".

2. Login

2.1 Login using GICCS Portal User Name and Password. Click  button.

> LOGIN

User Name

Password

SUBMIT

[Change Password](#)

2.1.1 GICCS Clearing Agents' homepage will display



The screenshot shows the GICCS Clearing Agents' homepage. At the top, there are logos for GCNet (Ghana Community Network Services Limited) and the Ghana Revenue Authority. The main header reads "GICCS Ghana Integrated Cargo Clearance System". A navigation bar includes links for HOME, PAYMENT, HELP, CONTACT, and LOGOUT. A status bar displays the date and time: "Welcome giccsboe May 14, 2015 5:10:24 PM Your password will expire in 5 day(s)".

The main content area is divided into several sections:

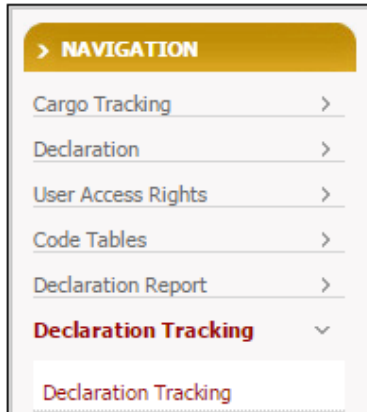
- NAVIGATION:** A list of menu items including Cargo Tracking, Declaration, User Access Rights, Code Tables, Declaration Report, Declaration Tracking, Declaration Reconciliation, and Audit Trail.
- DECLARATION:** A central section with a large image of a cargo ship at a port. Below the image, it provides a welcome message and lists key features of the Declaration module, such as integration with Customs, eMDA, and FCVR systems, and the ability to re-use pre-clearance documents.
- PROCEDURES:** A section on the right side containing text about the business of custom house agents and a list of links for User Registration and Training request.
- NOTICES & UPDATES:** A section on the right side listing recent updates, including the deployment of eDO on GICCS at Tema and the Electronic Delivery Order Deployment at Takoradi Port.

At the bottom, there is a copyright notice for 2015 and a disclaimer/terms of service/trade policy link.

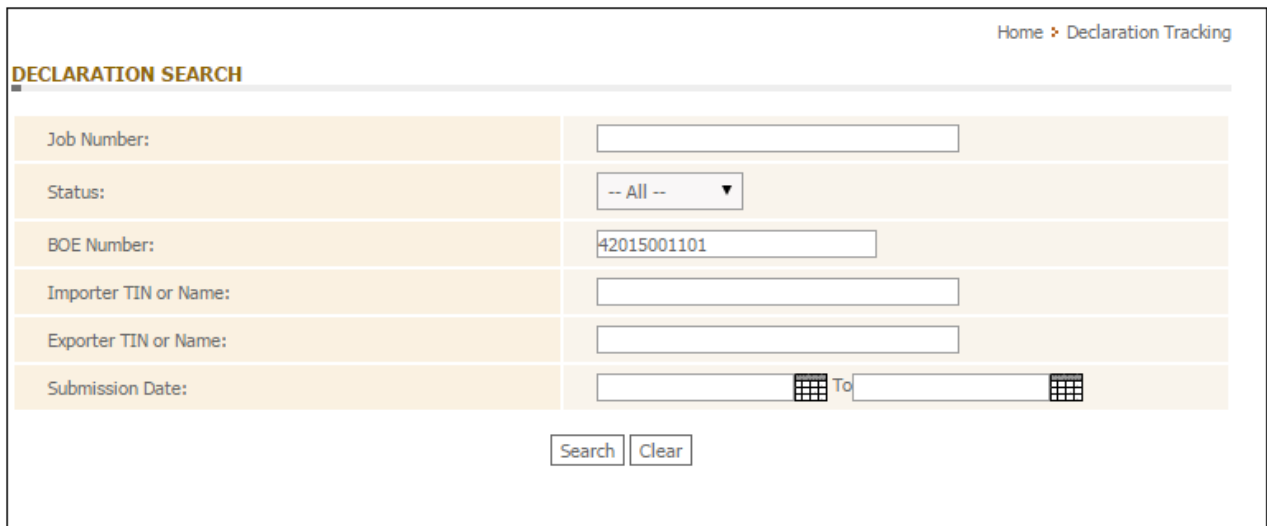
3. Track a Declaration

3.1 Click "Declaration Tracking" in the Navigation menu

3.2 Click "Declaration Tracking" sub-menu



3.3 Enter BOE Number. Click button.



A screenshot of a web application interface for 'DECLARATION SEARCH'. The breadcrumb 'Home > Declaration Tracking' is in the top right corner. The form has a title 'DECLARATION SEARCH' and a horizontal line below it. The form contains several input fields: 'Job Number:' with an empty text box; 'Status:' with a dropdown menu showing '-- All --'; 'BOE Number:' with a text box containing '42015001101'; 'Importer TIN or Name:' with an empty text box; 'Exporter TIN or Name:' with an empty text box; and 'Submission Date:' with two date pickers (calendar icons) and the word 'To' between them. At the bottom of the form are two buttons: 'Search' and 'Clear'.

GICCS - Clearing Agent Declaration Tracking

3.4 Search Declaration Records will display. Click [View](#) button to view Declaration details.

Home > Declaration Tracking

DECLARATION SEARCH

Job Number:	<input type="text"/>
Status:	-- All --
BOE Number:	42015001101
Importer TIN or Name:	<input type="text"/>
Exporter TIN or Name:	<input type="text"/>
Submission Date:	<input type="text"/> To <input type="text"/>

Declaration Search Records

Job Number	BOE No.	Importer TIN	Exporter TIN	Regime	BOE Status	BOE Status [CMS]	Post Entry	Creation Date	Action
1506110025GTNCOMM01	42015001101	P0000002234		40	■ Approved	CR02	N	11/06/2015 16:37:16	View

Records 1 to 1 of 1

3.4.1 Declaration Track Status will display. Click to return to Declaration Search.

Home > Declaration Tracking

DECLARATION TRACK STATUS

Job Number:	1506110025GTNCOMM01
BOE No:	42015001101
Creation Date:	11/06/2015
Current BOE Status:	■ Approved

Previous BOE Status

S/No	CUSRES RefNo	Process Date/Time	BOE Status	Remarks
1	20150611000039	11/06/2015 16:47:28	CR02	Declaration has been validated and routed to Compliance

