

SCU

License and Permit System

User Manual

- General Public User -

Version 2.1

INDEX

1	Introduction	6
1.1	Purpose	6
1.2	User Roles	6
1.3	Client Specifications	6
2	System Information.....	9
2.1	Overview	9
2.2	Website URL (Training Site)	9
2.3	Contact Information.....	9
3	Getting Started.....	10
3.1	Register / Login	12
3.2	Main Menu.....	13
3.3	Latest News.....	14
4	User Registration.....	14
4.1	Start Register	14
4.2	Select the Type of User	15
4.3	Fill out the Registration Form	16
4.4	Submit Your Registration	18
4.5	Check Your Email Box.....	19
5	Login.....	19
5.1	Log in to SCU Licenses and Permits System.....	20
5.2	Username / Logout	21
5.3	View / Modify Personal Information	22
5.4	Forget Your Password	24
6	Latest News	25

6.1	List of Latest News	25
6.2	Detail of Latest News	27
7	Inbox.....	27
7.1	Check Application Status	29
7.2	Review/Continue/Start Your Application	30
7.3	Print out Your Licenses/Permits	31
8	Search Product	32
8.1	Search	32
8.2	Search Result.....	32
9	Apply for an SCU Import/Export License.....	34
9.1	Scenario 1: You start your application process from SCU	35
9.1.1	Log in to the System.....	35
9.1.2	Search Product	35
9.1.3	Fill out the Application	38
9.1.4	Add More Products	40
9.1.5	Save as Draft.....	42
9.1.6	Submit the Application.....	42
9.1.7	Print out the License	43
9.2	Scenario 2: You have completed the process in a prior government agency and got approval to start the application process in SCU.....	44
9.2.1	Log in to the System.....	44
9.2.2	Find the Application from the System of Prior Government agency.....	44
9.2.3	Start the Process in SCU.....	45
9.2.4	Fill out the Application	45
9.2.5	Save as Draft.....	46

9.2.6	Submit the Application.....	46
9.2.7	Print out the License	47
10	Broker and Client.....	47
10.1	Add Your Brokers (For Individual/Business User).....	47
10.1.1	Go to the page of Personal Information	47
10.1.2	Select a Broker to Add.....	49
10.1.3	Waiting for the Broker’s Acceptance	49
10.1.4	Accepted by the Broker.....	49
10.1.5	Add More Brokers	50
10.1.6	Remove a Broker	50
10.2	Accept Your Client (For Broker Individual/Broker Business User).....	50
10.2.1	Receive an Email from the system	50
10.2.2	Go to the page of Personal Information	52
10.2.3	Accept / Decline the Client’s Request	52
11	Non-frequent user.....	52
11.1	What is non-frequent user?.....	52
11.2	Non-frequent user module	53
11.3	Apply for an SCU Import/Export License on behalf of a non-frequent user.....	53
11.3.1	Log in to the System.....	53
11.3.2	Search Product	54
11.3.3	Fill out the Application	58
11.3.4	Add More Products	60
11.3.5	Save as Draft.....	62
11.3.6	Submit the Application.....	62
11.3.7	Print out the License	63

1 Introduction

1.1 Purpose

This document is made for describing the user manual of SCU Licenses and Permits System. Here we will describe how to use the system steps by steps by learning and practicing those functionalities, you will have a clear mind on how to apply for an import/export license online. The approval status (process) of applications can be tracked online; in addition, you will be benefiting from a secure, user-friendly web interface. No longer will there be a need for multiple forms and repeated trips to several agencies. Transactions will be conducted online simultaneously, smoothly and securely.

1.2 User Roles

This manual is for the person with the following purposes:

- To register an user account of BELAPS
- To search commodities for import/export
- To apply for a SCU import/export license
- To read latest news from Supply Control Unit
- To connect to a broker/client for his business

1.3 Client Specifications

Before getting started, you have to prepare your device and system environment fulfilling with the following software and hardware criteria.

- Web browser

Browser	Version	Language
MS Internet Explorer	9.0 or above	English
Mozilla Firefox	30.0 or above	English
Google Chrome	36.0 or above	English

Although the system is designed to be compatible with all browser versions, there might be some functionalities that may fail or not work fully due to technical constraints in elder versions. Therefore, we recommend the above browser specifications for optimal user experience. If you could not get proper functionality or layout of the system, please install or upgrade your browser.

■ Hardware

Device	Screen Resolution
Desktop	1024 X 768 or above
Laptop	1024 X 768 or above
Pad	not support yet
Mobile	not support yet

BELAPS user interface is designed to the specifications of most default screen resolutions. Should any issues arise while viewing the system, the above screen resolutions are recommended.

■ Operating System

Operating System	Version
Windows	Windows XP, Windows Vista, Windows 7, Windows 8
Apple Mac OS	OS 8.x, OS 9.x
Linux	Native Linux with X-Window, Fedora, CentOS, Ubuntu

As described above, BELAPS client application is compatible with most popular browsers which are on different operating systems. The table above is the specification of operating systems for the client application.

■ Networking

The device must have proper connectivity to BELAPS system including from the LAN and the WAN.

Before getting started, you have to prepare your device and system environment fulfilling with following software and hardware criteria.

2 System Information

2.1 Overview

■ SCU Licenses and Permits System

This is the sub-system of the BELAPS application and is used for the application of SCU licenses and permits. A registered user can apply for SCU import/export license on the public site of the system. The administrative processes of verifying and approving user registration request, licenses and permits applications are done via the administration site of the system.

■ BELAPS Portal System

It is the portal of Belize Electronic Licenses and Permits system, the platform for other sub-systems with other agencies involved in the import/export process. The public users can register a user account, log into the system and do a commodity search to select the licenses/permits they need for import/export. Once the user account is registered, users can apply for the licenses/permits required for import/export via the commodity search, and check the current status of their applications at any time.

2.2 Website URL (Training Site)

■ SCU License and Permit System

<http://belaps.ict.gov.bz/SCU>

■ BELAPS Portal

<http://belaps.ict.gov.bz/BELAPS>

2.3 Contact Information

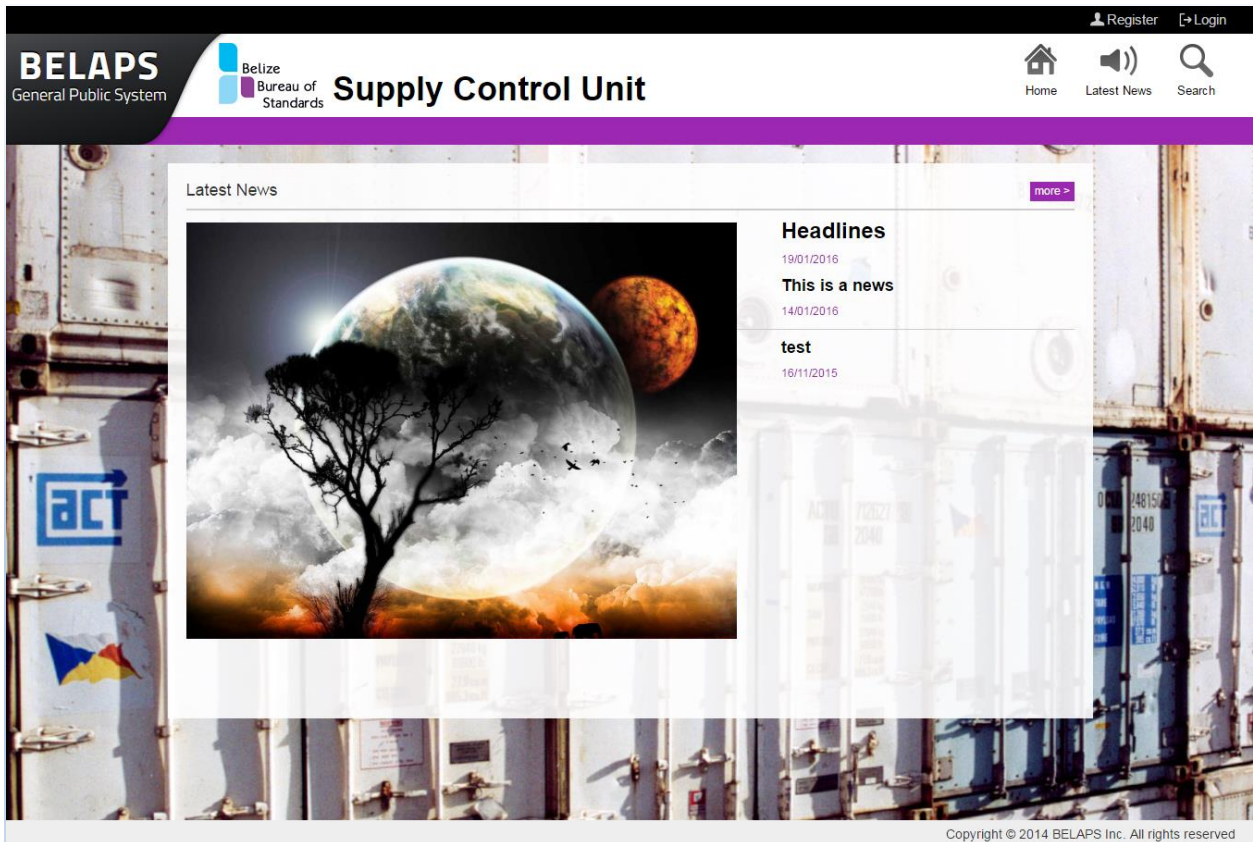
■ Central Information Technology Office (CITO)

- Website: <http://cito.gov.bz/>
- Address: Corner Dry Creek Street & Mountain View Blvd, City of Belmopan, Belize
- Telephone: 822-4822 / 2478, 802-0601
- Fax: 822-3724

3 Getting Started

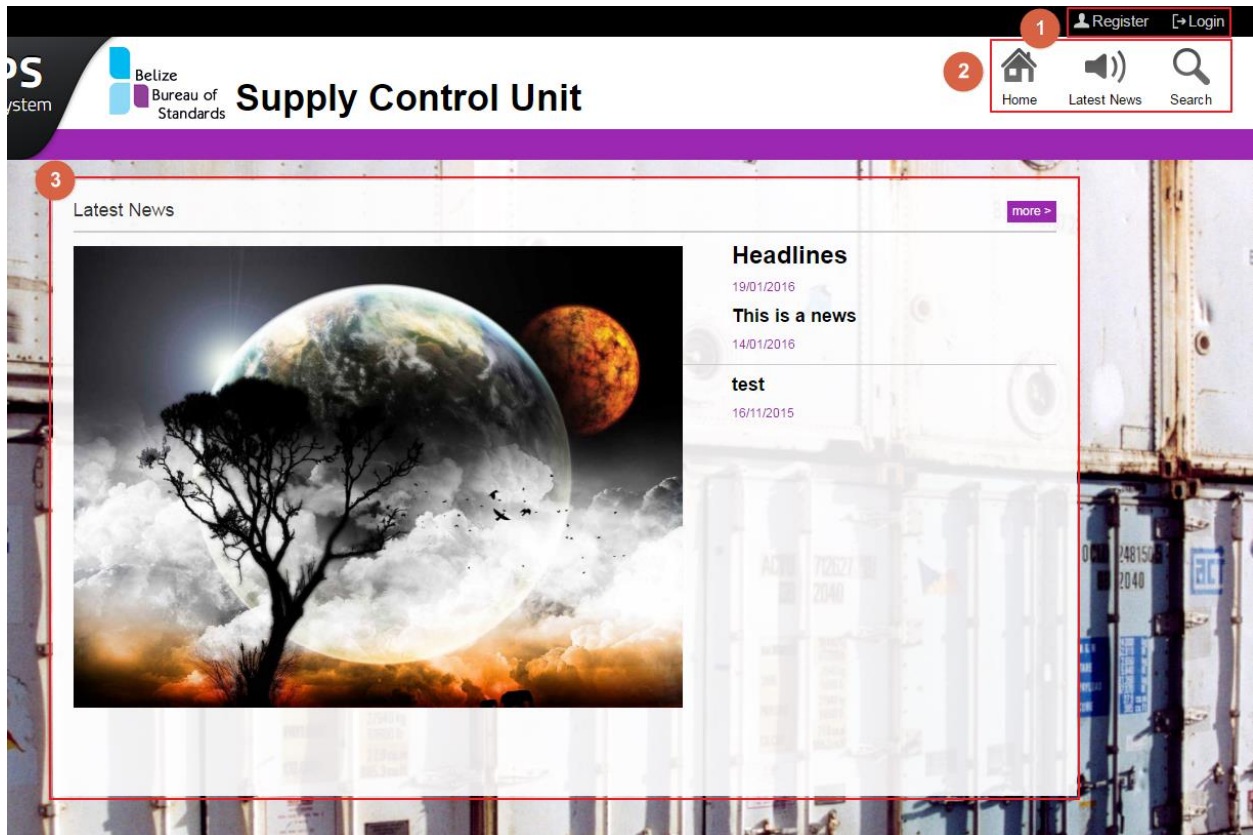
Before getting started, you have make sure that your device is connected to the internet via WIFI or networking cable. You can open a browser, type the URL of Google Search (<http://www.google.com>) in your browser, to test if you could see the landing page of Google Search. If you could connect to the internet, congratulations, you can start to have a trip on BELAPS.

Please open your browser and type the URL of the SCU Licenses and Permits System (<http://belaps.ict.gov.bz/SCU/>) in your browser. Then you will see the landing page of the system as the following:



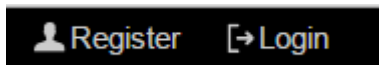
There are three major sections on landing page:

- 1) Register / Login
- 2) Main Menu
- 3) Latest News

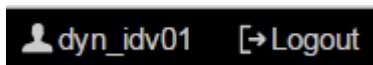


3.1 Register / Login

If this is your first time on this site and will apply for licenses and permits, you could click on “Register” to start the process for user registration. You can find more details in the document of “General Public User – BELAPS Portal”. If you have a user account already, you could click on “Login” to go to the login page. If you want to know how to log in to the system, please have your reference on the session “5.1 Log in to SCU Licenses and Permits System”.

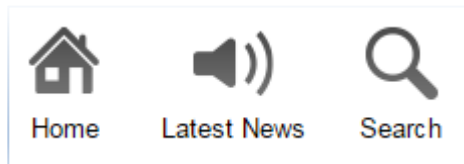


After logging in to the system, there will be “your username” and “Logout” showing in this section.



3.2 Main Menu

This is the section for you to access main functions in the system. You can find three icons with different functionalities on the Main Menu. They are “Home”, “Latest News” and “Search”.



1) Home

The “Home” icon is a shortcut leading you back to the landing page. You could get back to the landing page from anywhere in the system via clicking on it.

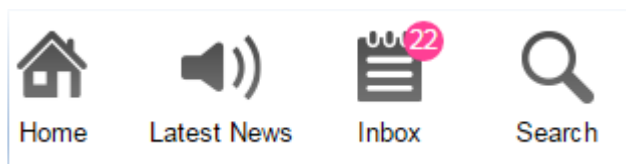
2) Latest News

The “Latest News” icon is a shortcut leading you to the listing page of “Latest News”. You will find more details in the following sessions.

3) Search

The “Search” icon is a shortcut leading you to the search page of the commodities which you want to apply for import or export. You could find more detailed information in the following sessions.

After logging in to the system, there will be an additional icon “Inbox” on the Main Menu.



1) Inbox

The Inbox keeps all records of your applications, licenses and permits. The number on it tells you how many applications in there are waiting to be processed.

3.3 Latest News

This is the section to display top five articles of “Latest News”. It displays the title, date of modification and the image of an article. You can click on the “more” button to see more articles.

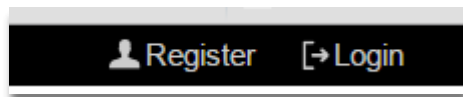
4 User Registration

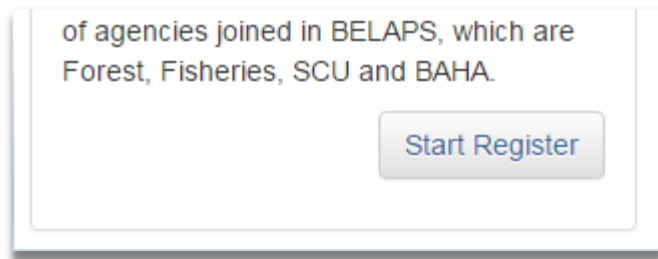
Although you can surf websites of BELAPS to get some information without signing into the system, we strongly recommend to register a user account for yourself. It’s free now and your user account has the ability to log into every system of BELAPS now and in the future. As the purpose of BELAPS project, we are going to build a system which you could apply for most kinds of license and permits in Belize online. The earlier you have a user account, the earlier you can benefit from using the system to conduct your business or save your time on traveling to many agencies around the country. The system will keep your application status and records online, you could check them anytime. The most important is, if you don’t have a user account, you can not apply for any licenses or permits on BELAPS.

Let’s start the registration process.

4.1 Start Register

You could click on “Register” in section 1 or [Start Register] in section 2 of the landing page.





4.2 Select the Type of User

There are four types of users you could register for:

Individual: A person that requires to use the system for his/her own personal trading (importing/exporting) needs. The licenses and permits will be issued in the person's name.

Business: A company that is involved in the trading (importing/exporting) of goods and is registered with the Belize Companies and Corporate Affairs Registry. The licenses and permits will be issued in the company's name.

Broker - Individual: An individual customs broker who prepares import and/or export documents on behalf of a person or company. This broker is registered with the Customs and Excise Department and holds a Declarant Code. The licenses and permits will be issued in the person's name or the company's name.

Broker - Business: A customs brokerage firm that prepares import and/or export documents on behalf of a person or company. This firm is registered with the Customs and Excise Department and holds a Declarant Code. The licenses and permits will be issued in the person's name or the company's name.

The system also provides the functionality for you to build the relationship of brokers and clients. This will be described in another chapter.

BELAPS
General Public System

Belize Electronic Licenses and Permits System

Register Login
Home Latest News

Home / Register

Register

Please select the type of user you will be registering as -

followed by the **[Next]** to proceed to your registration screen.

Type of User	Description
Individual	A person that requires to use the system for his/her own personal trading (importing/exporting) needs. The licenses and permits will be issued in the person's name.
Business	A company that is involved in the trading (importing/exporting) of goods and is registered with the Belize Companies and Corporate Affairs Registry. The licenses and permits will be issued in the company's name.
Broker - Individual	An individual customs broker who prepares import and/or export documents on behalf of a person or company. This broker is registered with the Customs and Excise Department and holds a Declarant Code. The licenses and permits will be issued in the person's name or the company's name.
Broker - Business	A customs brokerage firm that prepares import and/or export documents on behalf of a person or company. This firm is registered with the Customs and Excise Department and holds a Declarant Code. The licenses and permits will be issued in the person's name or the company's name.

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4.3 Fill out the Registration Form

Please fill in the registration form. All fields with “*” in red are required. If any required field you miss to input data, the system will show a warning message in red beside the field and stop you from submitting the application.

1) ID

It is the user identification for the system. It can be any combination of letters and numbers, however it cannot be more than 10 characters long. Also, the system will check automatically if it's duplicated with other user accounts.

2) Email Address

It is the email address you use for receiving notifications from BELAPS. It's very important for you when using the online service on BELAPS. Please make sure you have proper access to the email address and input it correctly.

3) Type of Trade

It is the role you are to have your business. If you are an import, you have click on the box ahead of “Import”. Please note that if you are an importer only, the system will not allow you to apply for export licenses and permits.

4) Register to Use

It is the permission setting for you to log into other systems of agencies. If the products you import or export need licenses and permits from agencies other than Supply Control Unit, you have to click on the box ahead of the agency.



Individual Type Registration

Home / Register

* ID

Applicant's Information

* First Name	<input type="text"/>	* Street Address	<input type="text"/>
Middle Name	<input type="text"/>	* District	---Please Select---
* Last Name	<input type="text"/>	* Country	---Please Select---
* Date of Birth	<input type="text"/>	Telephone No.	501 <input type="text"/>
* Social Security Number	<input type="text"/>	* Email Address	<input type="text"/>
* SS Card Image	<input type="button" value="Choose File"/> No file chosen		

Type of Trade

pick at least one

- Import
- Export

Register to use

pick at least one

- Forest Department
- Fisheries Department
- Supplies Control Unit
- Belize Agricultural Health Authority

Emergency Contact's Information

* First Name	<input type="text"/>	* Email Address	<input type="text"/>
Middle Name	<input type="text"/>	Telephone No.	501 <input type="text"/>
* Last Name	<input type="text"/>	* Social Security Number	<input type="text"/>
* Date of Birth	<input type="text"/>	* SS Card Image	<input type="button" value="Choose File"/> No file chosen

4.4 Submit Your Registration

If your registration form is submitted successfully, you will see the message page below. Your application will be verified by BELAPS administrators.

BELAPS
General Public System

Belize Electronic Licenses and Permits System

Register [→] Login

Home Latest News

Register

Home / Register

Creat New User

Your information has been submitted successfully...

You have completed the first step towards creating an account on BELAPS. You will be informed via email when the verification process has been completed and to finalize the process you will be requested to walk in with your original documents to our offices here at the ICT Center, Mountain View Boulevard in the City of Belmopan.

[Continue](#)

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4.5 Check Your Email Box

Once your application is approved by BELAPS administrators, you will receive an email with your authentication. You can find the password of your user account in the email and use it to log into the system. The email might take a while to be in your mail box depending on the different mailing systems. If you still don't get the email after several days, please contact the BELAPS service center.

← [Icons] More ▾ 1 of 127

Your Account is permitted Inbox x

scu@cito.gov.bz 12:53 PM (0 minutes ago) ☆ [Icons]
to me ▾

Thank Su Dylan, Your Account is permitted.

Login with the account below:
dyn_idv10

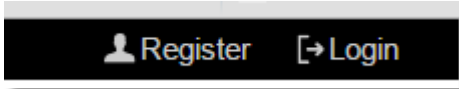
Login with the new password below:
!@#QW!@

Service Center
xxx-xxx-xxxx

Thanks for visiting BELAPS.

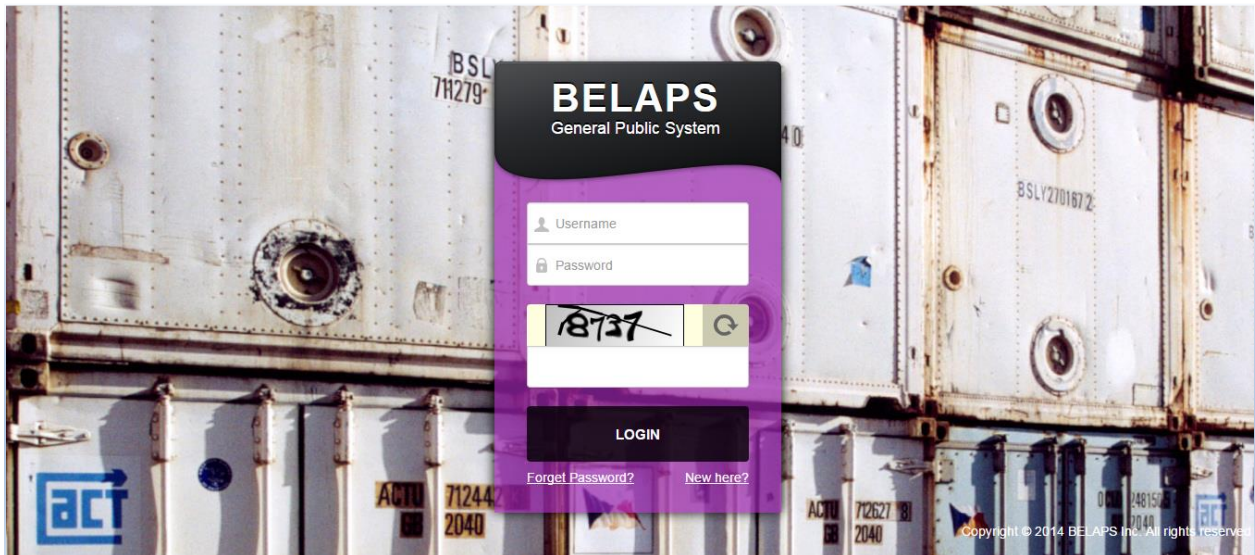
5 Login

Now you have your user account and use it to log into SCU Licenses and Permits System. After login, you could use more functions from the landing page. Please click on “Login” in the section 1 to go to the login page.



5.1 Log in to SCU Licenses and Permits System

Please input your username, password and verification code on login page.




1) Username

“Username” is the ID you entered in your registration form.

2) Password

“Password” is the password you set for your user account. If you are logging into SCU Licenses and Permits System for the first time, you have to find your password in the email sent by BEALPS for your user registration.

3) Verification Code

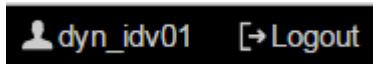
The verification code is a type of challenge-response test used in computing to determine whether or not the user is human. It's also called CAPTCHA (a backronym for "Completely Automated Public Turing test to tell Computers and Humans Apart"). You have to input the number you see in the picture to this field. If the number in the picture is too fuzzy to identify, you could click on  icon to change to another one.

4) Forget Password

If you forget your password, you could click on "Forget Password". You'll go to the forget-password page and submit to re-generate your password.

5.2 Username / Logout

After you log in successfully, you will be redirected to landing page with different information in section 1.



1) Username

"Username" is the ID you entered in your registration form. You could click on it to view/modify your personal information

2) Logout

If you want to leave the system or you find that the username is not yours, you can click on the [Logout] button to log out of the system. Then you will be redirected to the login page.

When you have to leave your laptop for a while, we suggest you better not leave the system with a logged in user account on the screen. You should log out of the system because that will prevent someone else from operating the system via your user account.

5.3 View / Modify Personal Information

After logging into the system, you could click on your username in section 1 of the landing page to view/modify your personal information. In this page, you can change your password if the password given by the system is too hard to remember.

Please note that, for security reason, some fields do not allow you to change them by yourself like (e.g. “Social Security Number”, “Register to Use” ...). You need to get in contact with the administrators of CITO if you want to modify those fields.

Account Information

[Home](#) / [Register](#)

* ID	<input type="text" value="dyn_idv01"/>
* Password	<input type="password"/>
* Confirm Password	<input type="password"/>

Applicant's Information

* First Name	<input type="text" value="Dylan"/>	* Street Address	<input type="text" value="Moonlight St."/>
Middle Name	<input type="text"/>	* District	<input type="text" value="Cayo"/>
* Last Name	<input type="text" value="Su.Idv01"/>	* Country	<input type="text" value="Belize"/>
* Date of Birth	<input type="text" value="07/07/1972"/>	Telephone No.	501 <input type="text" value="6543210"/>
* Social Security Number	<input type="text" value="123456789"/>	* Email Address	<input type="text" value="dylan.su@gmail.com"/>
* SS Card Image	<input type="button" value="Choose File"/> No file chosen login_bk_down.jpg		

Type of Trade

pick at least one

- Import
- Export

Register to use

pick at least one

- Forest Department
- Fisheries Department
- Supplies Control Unit
- Belize Agricultural Health Authority

My Brokers

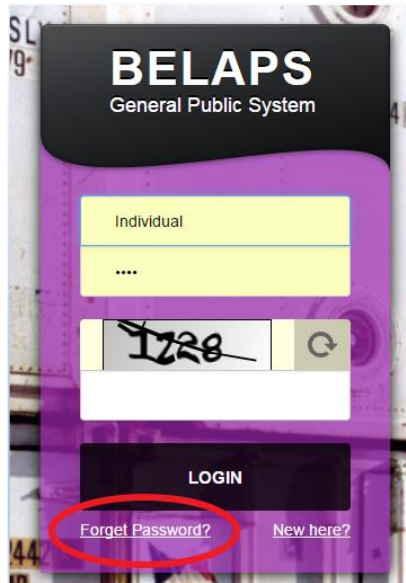
Name	Telephone No.	Email Address	Status	Add Brokers
<input type="text" value="Su Dylan"/>	<input type="text"/>	<input type="text" value="dylan.su@gmail.ci"/>	<input type="text" value="Active"/>	Waiting for Acceptance
<input type="text" value="Su Dylan"/>	<input type="text"/>	<input type="text" value="dylan.su@gmail.ci"/>	<input type="text" value="Active"/>	Accepted
<input type="text" value="Su Dylan"/>	<input type="text"/>	<input type="text" value="dylan.su@gmail.ci"/>	<input type="text" value="Active"/>	Accepted
<input type="text" value="asdf asdf"/>	<input type="text"/>	<input type="text" value="mars.huang.hywe"/>	<input type="text" value="Active"/>	Waiting for Acceptance

Emergency Contact's Information

* First Name	<input type="text" value="Cynthia"/>	* Email Address	<input type="text" value="cyn.wang1228@gmail.com"/>
Middle Name	<input type="text"/>	Telephone No.	501 <input type="text"/>
* Last Name	<input type="text" value="Wang"/>	* Social Security Number	<input type="text" value="987654321"/>
* Date of Birth	<input type="text" value="06/06/1972"/>	* SS Card Image	<input type="button" value="Choose File"/> No file chosen login_bk_top.jpg

5.4 Forget Your Password

If you forget your password, you could click on “Forget Password” in the login page.



You'll go to the “Forget Password” page. Please input your username, email and verification code. Then submit it. The system will re-generate a new password and send to your email. Once you get the email, you can use your new password to log into the system. Please note that, the password is newly generated. Your old password cannot be used anymore.

BELAPS
General Public System

Belize
Bureau of
Standards

Supply Control Unit

Register Login

Home Latest News

Password Assistance

[Home](#) / Password Assistance

Enter Login ID and the email address associated with your account, then press [\[Continue\]](#).
We will email you a new password.

* ID

* Email

Type the characters you see in this image.

7525

[Continue](#)

If you no longer use the email address associated with your account,
you may contact [Service Center](#) or call xxx-xxx-xxxx for help restoring access your account.

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6 Latest News

You could see top five articles of Latest News on the landing page. If you want to see more, you could click on “Latest News” in section 2 of the landing page, or click on “more” in the section of Latest News.

6.1 List of Latest News

If you click on “Latest News” in section 2 of the landing page or click on “more” in the section of “Latest News”, you will go to listing page of Latest News.

BELAPS General Public System | Belize Bureau of Standards **Supply Control Unit** | Register | Login | Home | Latest News | Search

Latest News

Home / Latest News

Items per page: 10 | Go to Page: 1 | Total 10 pages, 9 items.

1	Headlines	19/01/2016
2	This is a news	14/01/2016
3	test	16/11/2015
4	testing	14/11/2015
5	News 1103	03/11/2015
6	uuu	02/11/2015
7	asf FFFF	12/11/2014
8	fisher news FFFFFFFFFF	04/11/2014
9	asdf FFFF	04/11/2014

items per page: 10 | Go to Page: 1 | Total 10 pages, 9 items.

picpick.exe | Copyright © 2014 BELAPS Inc. All rights reserved

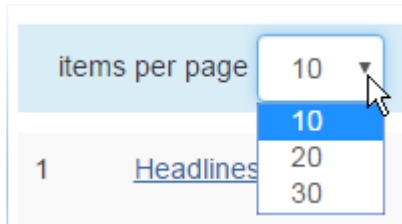
1) News Title

You could click on the title of a news article to read the details of it.



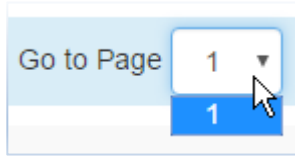
2) Items Per Page

You can select in the drop-down after “Items per Page” to set how many items you prefer to display per page of this list.



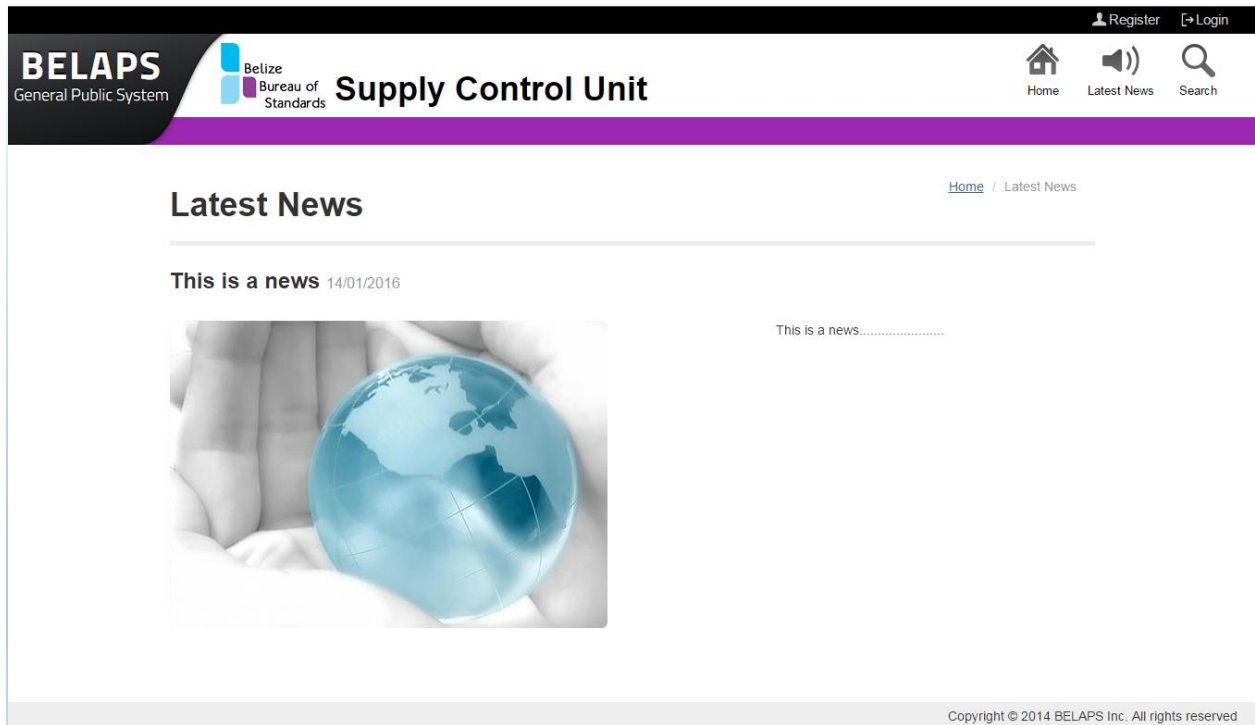
3) Go to Page

You can select in the drop-down after “Go to Page” to go to the page of this list. Pages will differ from the “Items per Page” you set.



6.2 Detail of Latest News

You could click on the title of the top five news on the landing page or listing page to go to detail page of a news article.

A screenshot of the BELAPS Supply Control Unit website. The header includes the BELAPS logo (General Public System), the Belize Bureau of Standards logo, and the text "Supply Control Unit". Navigation links for "Home", "Latest News", and "Search" are visible. The main content area is titled "Latest News" and shows a news item with the title "This is a news" dated "14/01/2016". The news item features a blue globe held in a hand and a placeholder text "This is a news.....". The footer contains the copyright notice "Copyright © 2014 BELAPS Inc. All rights reserved".

7 Inbox

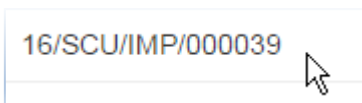
The Inbox module in BELAPS provides the functionality for you to 1) check application status 2) review/continue your applications, and 3) print out your licenses/permits. The applications listed in the Inbox are not only from the system you are logging into, but also from other systems in BELAPS. That is to

say, you can find all your application records in one Inbox module of every system for each government agency in BELAPS, without logging into each one to find them one by one. We have to say that, the centralized data is the key feature of BELAPS, and that is to make your management of applications much easier. One account, one Inbox module, with all records in BELAPS.

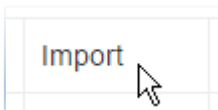
The screen-shot below shows the Inbox module. There is a number displayed in red to remind you how many application records are in your Inbox now. Below that is the list of application records with some color bars on top of it to describe the application status.

License/Permit No.	Type of Trade	Application Date	Agency	Status
16/SCU/IMP/000039	Import	09/09/2016	Forestry	SCU
16/SCU/IMP/000038	Import	09/09/2016	Forestry	SCU
16/SCU/IMP/000037	Import	24/08/2016	Forestry	SCU
16/SCU/IMP/000035	Import	28/07/2016	Forestry	SCU
16/SCU/EXP/000018	Export	28/07/2016	Forestry	SCU
16/SCU/EXP/000017	Export	28/07/2016	Forestry	SCU


The first field of the list in the Inbox is “License/Permit No.”.




The second field is “Type of Trade” (e.g. Import, Export).



The third field is “Application Date”.







09/09/2016 





The following fields after it are the name of government agencies. Each field stands for a station in the process of the application.

Forestry	Fisheries	SCU 	BAHA
----------	-----------	---------------------------------------------------------------------------------------	------


7.1 Check Application Status

There are several statuses of the applications presented in different colors. You can check the status of all your applications here. The statuses are defined as the table below.

<p>Process initiated </p>	<p>The status in gray white means the application is waiting for your editing and submission. It comes from three cases:</p> <ol style="list-style-type: none"> 1) You have started a new application form and saved it as draft. You can click on the  button of the application to review and continue it anytime. 2) You have completed the process in a prior government agency and got approval to start the application process in the next agency. You can click on the  button of the application to start it. 3) Your application is rejected from the administrators in SCU. The status of the application will turn from yellow (Being Processed) to white (No process initiated at the time). In this case, you will receive an email from the administrators for the rejection of your application. You need to log in to the system and click on the  button of the application in Inbox to modify some fields or provide more supporting documents.
<p>Being processed</p>	<p>The status in yellow means the application is being processed. Administrators of the department are reviewing your application. You can still click on the  button of the application to review it.</p>
<p>Waiting for your payment</p>	<p>The status in red means the application is waiting for your payment. Your application has passed first review and sent back with payment information by administrators. You can click on the  button of the application to start your payment process via credit card or Treasury office.</p>

<p style="text-align: center;">Completed and approved</p>	<p>The status in green means the process of the application has been completed. Your application has been approved by administrators. You can click on the  button of the application to review it or print out the licenses/permits.</p>
<p style="text-align: center;">No process initiated</p>	<p>The status in white means there is no application required or initiated from this government agency for now. Please note that some products require licenses/permits from multiple agencies for import and export. In this case, after you get your approval from an agency, the status of another one will turn in gray to remind that you are required to apply for a license/permit from them. If you want to figure out what kind of licenses/permits are required from different government agencies for your product to import/export, please use the Search Product function described later in the session.</p>
<p style="text-align: center;">Expired</p>	<p>The status in orange means the license/permit is approved but expired. You can't use the license/permit anymore but can click on the  button of the application to review it. The expiration of a license/permit is based on the expiry date of it, which is defined by each government agency.</p>
<p style="text-align: center;">Recalled</p>	<p>The status in blue means the license/permit is approved but recalled. BAHA and SCU has the right to recall any approved import/export license for the emergency (e.g. Phytosanitary reason). Once a license has been recalled, you can't use it anymore but can click on the  button of the application to review it.</p>
<p style="text-align: center;">Completed but disapproved</p>	<p>The status in pink means the application has been disapproved. That means the administrators disapproved your application for some reasons. You will get an email with the reason from the administrators if they disapprove your application. Once a license has been disapproved, you can't use it anymore but can click on the  button of the application to review it.</p>

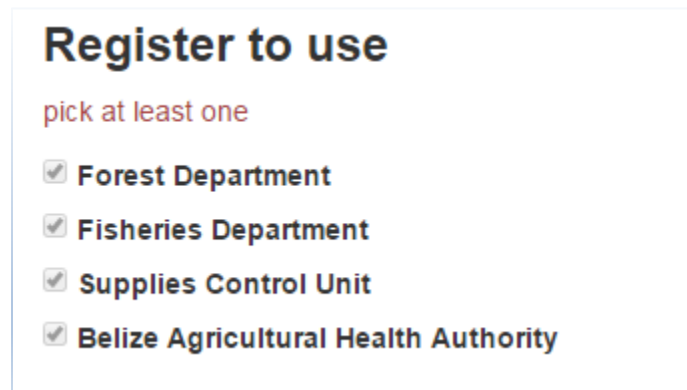
7.2 Review/Continue/Start Your Application

The action you could take for the application depends on the status of it. Please see status definition table above for your reference. You can click on the  button to review/continue/start an application.

In Inbox, you can find that there are not only applications you started in the current system, but also other applications you started in other systems of BELAPS. If you click on the application of the system other than

the system you are in now, you will be redirected to that system and will need to log in for security reasons. If you have registered your user account with the permission to access that system, you can use the same user account and password to log in to it. After login, you will be redirected to the page of the application that you clicked on. Then you can proceed to review/start that application.

(*) Note: you can check the “Register to Use” section in your personal information to see if you have permission to log in to that specified system of the government agency. Please see the instruction in “5.3 View / Modify Personal Information” for more information.




Register to use

pick at least one

- Forest Department**
- Fisheries Department**
- Supplies Control Unit**
- Belize Agricultural Health Authority**

7.3 Print out Your Licenses/Permits

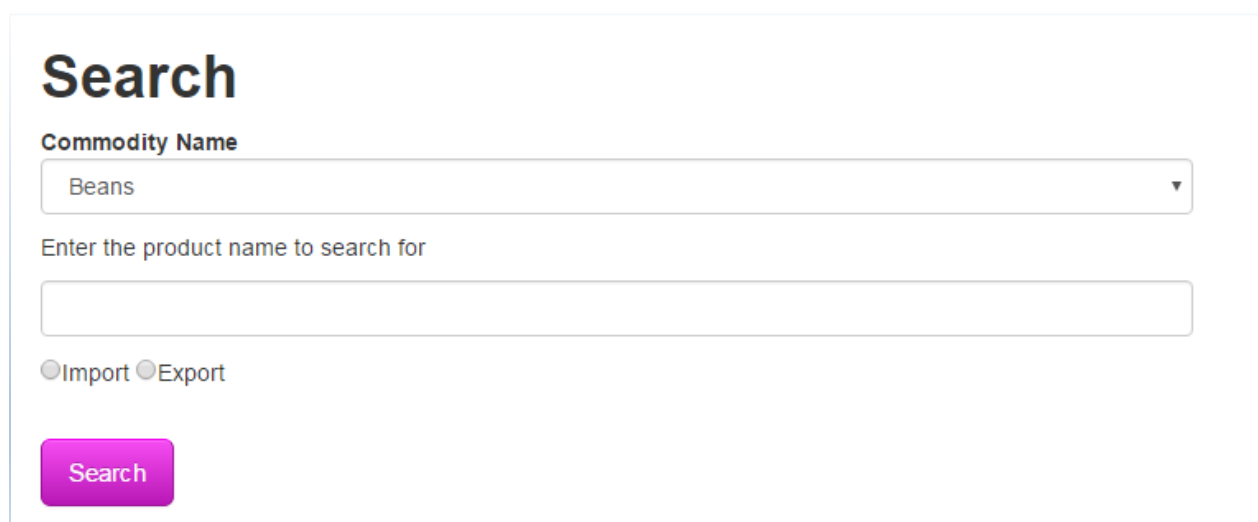
The licenses/permits are allowed to be printed out only if their applications have been approved, i.e. the status of the applications must be in green. If you want to print out a license/permit in Inbox, please click on the  button of the application with the status in green and then you will see the form of your application. You can click on the [print] button at the bottom of the application form to print out an official document of the license. Similar as above, if you want to print out a license/permit not in the system you are in now, you will be redirected to that system and will need to log in for security reasons. After login, you will be redirected to the page of the application that you clicked on. Then you can proceed to print out the license/permit.

8 Search Product

If you want to conduct import/export business in Belize, you are required to apply for import/export licenses and permits and different products may require licenses and permits from different agencies. How will you know what kinds of licenses and permits you need for your products? The answer is here! This function will facilitate your search in all kinds of products which are controlled and managed by Customs according to the international Harmonized Code (HS Code), and give you the agencies you need to apply the licenses and permits from. You could click on “Search” in section 2 or “Search Product” of the landing page. Then you will go to the search page of commodities.

8.1 Search

In the search page, you can see two fields there, “Commodity name” and “Product name”, for you to setup your search criteria. You have to select one commodity and then input the keyword of the product name to search for. Also you need to select “import” or “export” to identify the type of trade. After filling out the form, click on “Search” to submit it. Then you will go to the search results page.



The screenshot shows a web form titled "Search". At the top left is the heading "Search" in a large, bold, black font. Below it is a dropdown menu labeled "Commodity Name" with "Beans" selected. Underneath is a text input field with the placeholder text "Enter the product name to search for". Below the text field are two radio buttons: "Import" (which is selected) and "Export". At the bottom left of the form is a purple button with the text "Search" in white.

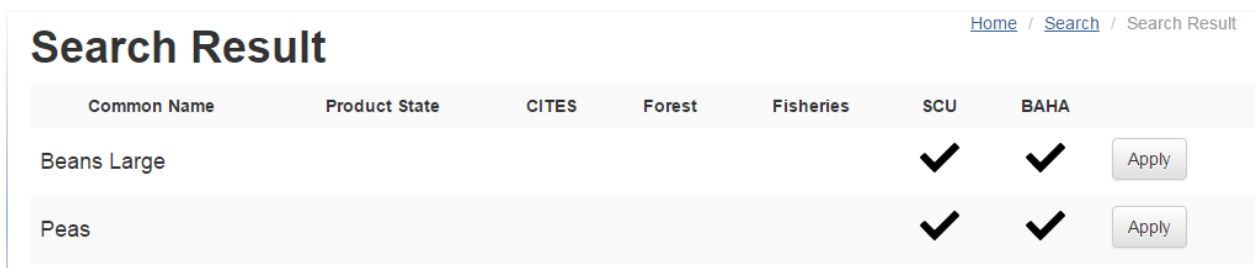
8.2 Search Result

After submitting from the search page of commodities, you will get a result presented as a table with product names and agencies. The

agencies with ✓ means you need to apply for licenses or permits from those agencies. The example below shows that to import/export “Peas” you need licenses/permits from SCU and BAHA.

Please note that, if ✓ shows up in the field of “CITES”, it means you are required to upload cites certification as a supporting document for some commodities while applying for your licenses or permits.

If you find the product that you need, you can click on the [Apply] button at the end of that line to proceed with the application of the import/export license. If you get nothing in the search results page, please click on [Cancel] to go back to the search page and use other keywords to search for your product.



The screenshot shows a search result page with a table. The table has columns for Common Name, Product State, CITES, Forest, Fisheries, SCU, and BAHA. There are two rows: Beans Large and Peas. Both rows have checkmarks in the SCU and BAHA columns and an 'Apply' button at the end of each row. The breadcrumb navigation at the top right reads 'Home / Search / Search Result'.

Common Name	Product State	CITES	Forest	Fisheries	SCU	BAHA	
Beans Large					✓	✓	<input type="button" value="Apply"/>
Peas					✓	✓	<input type="button" value="Apply"/>

After clicking on the [Apply] button, you will see a table with the [Proceed] button to indicate which government agency you should start from.



The screenshot shows a search result page for 'Peas'. The table has columns for CITES, Forest, Fisheries, SCU, and BAHA. There is one row for 'Peas' with a 'Proceed' button in the SCU column. The breadcrumb navigation at the top right reads 'Home / Search / Search Result'.

CITES	Forest	Fisheries	SCU	BAHA
			<input type="button" value="Proceed"/>	

You can click on the [Proceed] button to start your application process.

How the system defines where to start your application process?

If the items you want to apply for import/export are “non-agriculture” products, you should start your application process from SCU. Then you will find the [Proceed] button resides in the SCU column. If the items you want to apply for import/export are “agriculture” products, you should apply for Forest Import/Export License or Fisheries Export Permit prior to SCU Import/Export License. Then you will find the [Proceed] button resides in the Forest or Fisheries column.

But what kinds of products are non-agriculture products? And what are agriculture products? That will be a problem if you are not familiar with the category definition of products.

With BELAPS, you don’t have to worry about it! The system will tell you in the search result via the [Proceed] button to indicate which government agency you should start from to apply for the license/permit.

Because the example above (“Peas”) is a product defined that you should start your application process from SCU, you will be redirected to the application form page after clicking on the [Proceed] button. If the [Proceed] button resides in other government agency, you will be redirected to that system and will need to log in for security reasons. After login, you will be redirected to the page of the application form. Then you can start your application process.

9 Apply for an SCU Import/Export License

There are two scenarios that you might meet while applying for an SCU Import/Export License.

Scenario 1: You start your application process from SCU

Scenario 2: You have completed the process in prior government agency and get approval to start the application process in SCU.

You can find more information in “8.2 Search Result”.

Please follow the steps below depending on different scenarios to apply for an SCU Import/Export License.

9.1 Scenario 1: You start your application process from SCU

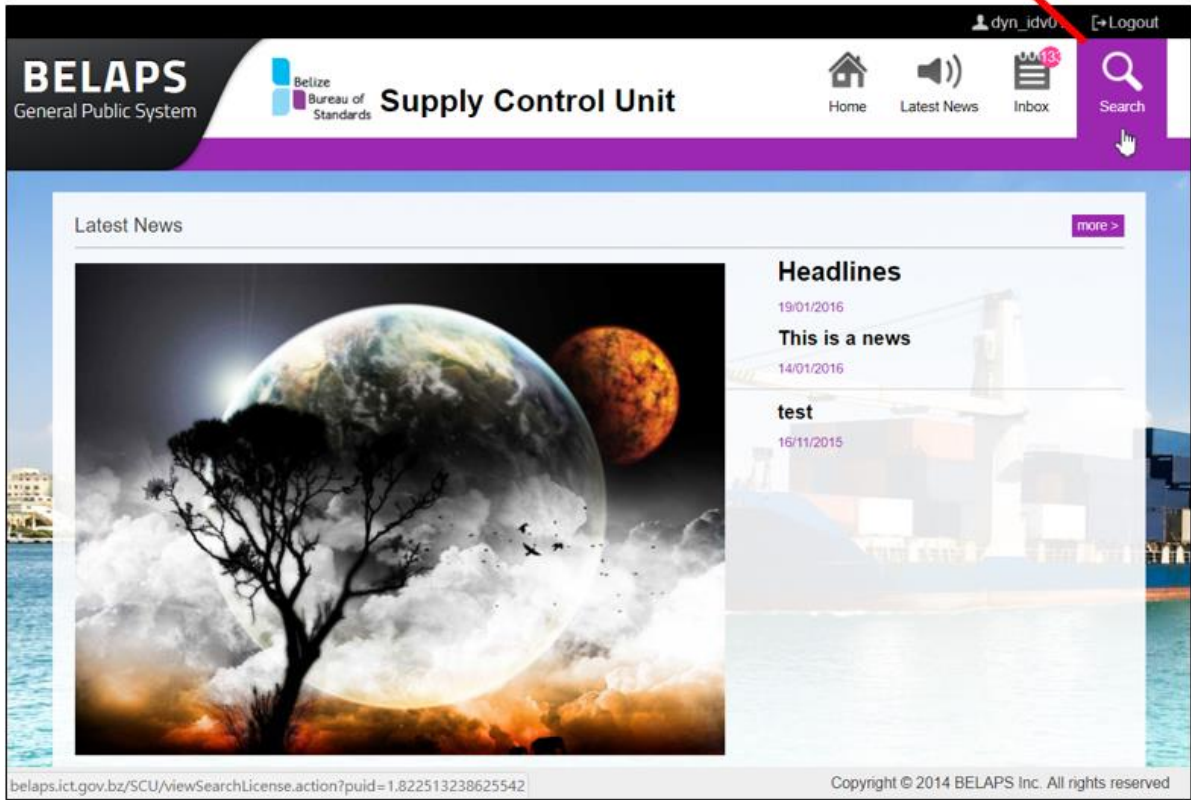
9.1.1 Log in to the System

Please follow the instruction in Chapter “5 Login” to log in to the system.

(*) Note: Before applying for an import or export license, you are required to have a valid user account to log in to BELAPS. If you don't have a valid user account yet, please follow the instructions in “4 User Registration” session to register a user account for yourself. If you already have a valid user account, please use it to log in to the system then follow the steps below to apply for a license.

9.1.2 Search Product

Step1: Click on the “Search” button in the right-top of home page.



Step2: Select Commodity Name via drop down list, enter the product name to search for, then click on the “Search” button

Search

Commodity Name

Import

Beans and Peas

Enter the product name to search for

Beans

Search

Step3: Click on the “Apply” button of the product you’re going to apply for

dyn_idv01 [-> Logout]

BELAPS
General Public System

Belize Bureau of Standards

Supply Control Unit

Home Latest News Inbox Search

Home / Search / Search Result

Search Result

Common Name	HS Code	Product State	CITES	Forest	Fisheries	SCU	BAHA
Red Kidney Beans	07.13.33.10.00					✓	Apply
Other Beans	0708.20.90.00					✓	Apply

Step4: Click on the “Proceed” button.



Search Result

[Home](#) / [Search](#) / Search Result

CITES	Forest	Fisheries	SCU	BAHA
			Proceed	

Red Kidney Beans

9.1.3 Fill out the Application

Import Permit Application

[Home](#) / [Import Permit Application](#)

* Required fields

Application Date

User Information

First Name	<input type="text" value="Dylan"/>	Street Address	<input type="text" value="Moonlight St"/>
Middle Name	<input type="text"/>	District	<input type="text" value="Cayo"/>
Last Name	<input type="text" value="IDV01"/>	Country	<input type="text" value="Belize"/>

Product Information

Commodity Name

Product Name	Product Description	Quantity/Applied	Total Quantity	Estimate Value
Aerated waters	<input type="text"/>	<input type="text"/> <input type="text" value="AI"/>	0 <input type="text" value="AI"/>	<input type="text" value="BZD"/>
Brand		<input type="text"/> <input type="text" value="AI"/>	Quota Left -----	
<input type="text" value="5 hour Energy"/>		<input type="text"/> <input type="text" value="AI"/>		
		<input type="text"/> <input type="text" value="AI"/>		

Supporting Document

No file chosen

Transportation Information

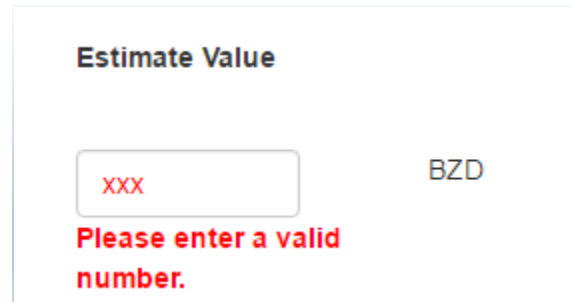
* Mode of Transportation

* Port of Entry

* Country of Origin

After clicking on the [Proceed] button, you will see the application form of SCU Import/Export License. Please fill in each of the fields in

this form. The fields with red “*” symbol ahead are required to have data input and some fields are constrained to input in a specific format (e.g. numbers, characters and length limit). You will get a warning message in red below the field after leaving it, if you input invalid format data. The example below shows the field is required to input numbers.



The screenshot shows a form titled "Estimate Value". It contains a text input field with the value "xxx" in red. To the right of the field is the label "BZD". Below the input field, a red error message reads: "Please enter a valid number."

9.1.4 Add More Products

If you want to put more than one product item in an application that is allowed in the system, you can find an [Add More Products] button at the bottom of the application form. After clicking on it, you will be redirected to the search page to search for another product you want to put in this application. Basically you can follow the steps and instructions in “8.1 Search Product” to proceed, but you can find that the “Commodity” field is read-only and the type of trade (import/export) only has one option.



The screenshot shows the BELAPS (General Public System) interface for the Belize Bureau of Standards Supply Control Unit. The header includes the user 'dyn_idv01' and a 'Logout' link. Navigation icons for Home, Latest News, Inbox (with 13 notifications), and Search are present. The main content area is titled 'Search' and features a breadcrumb trail 'Home / Search'. It contains two dropdown menus: 'Commodity Name' set to 'Import' and another set to 'Beans and Peas'. Below these is a text input field with the placeholder 'Enter the product name to search for' and a purple 'Search' button. The footer contains the copyright notice: 'Copyright © 2014 BELAPS Inc. All rights reserved'.


That is because only one commodity (i.e. the category of products) is allowed in one application and the type of trade (import/export) must be the same as it is in your application. You can't change the commodity but you can input the keyword to search other products of that commodity. After going back to the application form, you can find that the product has been added to the "Product Information" section. The example below shows that the product "Other Beans" has been added to the application form after "Red Kidney Beans".

Product Information ⓘ

Commodity Name: Aerated Beverages

Product Name	Product Description	Quantity/Applied	Total Quantity	Estimate Value
Aerated waters	Description	50 AI	0 AI	8000.0 BZD
Brand			Quota Left	
5 hour Energy			-----	

Product Name	Product Description	Quantity/Applied	Total Quantity	Estimate Value
Aerated waters		AI	0 AI	BZD
Brand			Quota Left	
5 hour Energy			-----	

If you want to remove any item from the product list, you can click on the  button at the right of each line to remove it.

9.1.5 Save as Draft

If you need to check for more information necessary for the application and don't want to submit your application now, you can click on the [Save as Draft] button to save your application. Then you can come back and find it in your "Inbox" and continue your application.

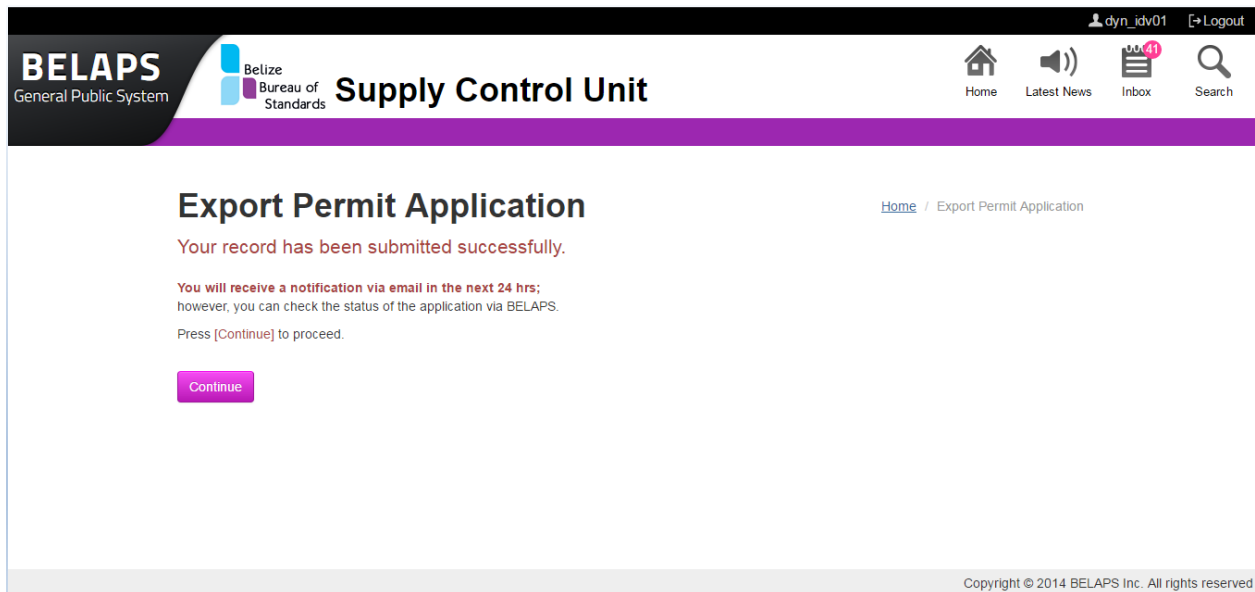


9.1.6 Submit the Application

After finishing all fields in the form, you can click on the [Submit] button to submit your application to the government agency. Before the system sends out your application, it will check the data of every field to see if they are valid in the specified format or data. Once the system finds some of them are invalid, it will stop sending the

application and show a warning message in red below those fields with invalid data. You need to correct them and then submit the application. If you don't see any response after submitting your application for a while, please scroll up the window of your browser to see if there's any field with a warning message.

Once your application has been sent successfully, you will see a message like below.




The administrators of the system will receive and review your application in a few days and you can track your application in your "Inbox" after. Once your application is done being reviewed, you will receive an email from the system to notify you that your application has been approved or not.

9.1.7 Print out the License

Once your application is approved, you will receive an email from the system. Please log in to the system and check the application in your "Inbox". You can find that the status of the application turned from yellow to green and that means the process of the application has ended and been approved.

16/SCU/EXP/000018	Export	28/07/2016	Forestry	Fisheries	SCU	BAHA
16/SCU/EXP/000017	Export	28/07/2016	Forestry	Fisheries	SCU	BAHA

Please click on the  button of the approved application and then you will see the form of your application. You can click on the [print] button at the bottom of the application form to print out an official document of the license.


9.2 Scenario 2: You have completed the process in a prior government agency and got approval to start the application process in SCU.

9.2.1 Log in to the System

Please follow the instructions in Chapter “5 Login” to log in to the system.

(*) Note: Before applying for an import or export license, you are required to have a valid user account to log in to BELAPS. If you don’t have a valid user account yet, please follow the instructions in “4 User Registration” session to register a user account for yourself. If you already have a valid user account, please use it to log in to the system then follow the steps below to apply for a license.

9.2.2 Find the Application from the System of Prior Government agency

When you complete the application process of Forest Import/Export License or Fisheries Export Permit and get it approved, you can find that the status of your application in the Inbox of Forest or Fisheries Licenses and Permits System is turned to green (i.e. completed and approved). Besides that, there is a new  button appearing in SCU to indicate that you got approval to start your application process in SCU now.


The example below is the case in the Inbox of the Forest system.

16/FRST/IMP/000026	Import	21/07/2016	CITES	Forestry	SCU	BAHA
--------------------	--------	------------	-------	----------	-----	------

The example below is the case in the Inbox of the Fisheries system.

16/FISR/EXP/000098	Export	28/07/2016	CITES	Fisheries 	SCU 	BAHA
--------------------	--------	------------	-------	-----------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------	------

9.2.3 Start the Process in SCU

You can click on the  button that resides beside SCU. Then you will be redirected to the SCU system and will need to log in for the security reason. After logging in, you will be redirected to the page of the application form to start the process in SCU.

9.2.4 Fill out the Application

On starting the process, you will see the application form of SCU Import/Export License similar as Scenario 1. Please fill in each of the fields in this form. The fields with red “*” symbol ahead are required to have data input and some fields are constrained to input in a specific format (e.g. numbers, characters and length limit). You will get a warning message in red below the field after leaving it, if you input invalid data format.

The example below shows that the fields are required to have data input.

Transportation Information

* Area of Production

* Means of Conveyance

* Port of Exit

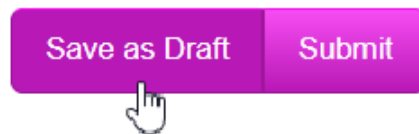
* Country of Destination

You might find that many fields (e.g. Port of Exit, Country of Destination...) in this form are read-only and cannot be modified. That is because the data of those fields are from its prior license/permit directly. That data should not be modified for they are already reviewed and approved by the prior government agency.

You don't have the [Add More Products] button here either for the same reason. The products in this form are already reviewed and approved by a prior government agency. You can't add or remove any product items from the application.

9.2.5 Save as Draft

If you need to check for more information necessary for the application and don't want to submit your application now, you can click on the [Save as Draft] button to save your application. Then you can find it after in your "Inbox" and continue your application.



9.2.6 Submit the Application

After finishing all fields in the form, you can click on the [Submit] button to submit your application to the government agency. Before the system sends out your application, it will check the data of every field to see if they are valid in specified format or data. Once the system finds some of them are invalid, it will stop sending the application and show a warning message in red below those fields with invalid data. You need to correct them and then submit the application. If you don't see any response after submitting your application for a while, please scroll up the window of your browser to see if there's any field with a warning message.



9.2.7 Print out the License

Once your application is approved, you will receive an email from the system. Please log in to the system and check the application in your “Inbox”. You can find the status of the application turned from yellow to green and that means the process of the application has ended and been approved.

16/SCU/IMP/000035	Import	28/07/2016	Forestry	Fisheries	SCU	BAHA
-------------------	--------	------------	----------	-----------	-----	------

Please click on the button of the approved application and then you will see the form of your application. You can click on the [print] button at the bottom of the application form to print out an official document of the license.

10 Broker and Client

If you are a client needing a broker or broker company on behalf of you to do your import/export application, you could request for your brokers in your personal information. Once your request is accepted, the broker can be on behalf of you to process the application on BELAPS. On the contrary, if you are a broker or broker company needing on behalf of your client to do their import/export applications, you could accept your clients’ request in your personal information. Once you accept your client, you can be on behalf of your client to process the application on BELAPS. Please note that a client can remove any broker he set at any time.

10.1 Add Your Brokers (For Individual/Business User)

10.1.1 Go to the page of Personal Information


Please log in to the system and click on your username to go to the page of personal information.

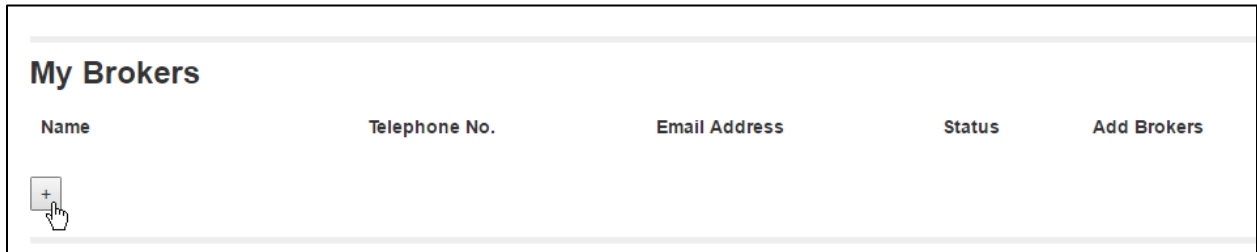
dyn_idv01 [→ Logout]

Home Latest News Inbox Search

10.1.2 Select a Broker to Add

You will find the section of “My Brokers” at the bottom of the page.

Click on the icon  in the “My Brokers” section.



There will be a new row appearing for you to select a broker.

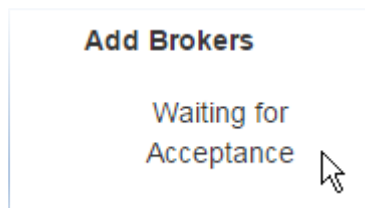


Select brokers in drop down list then click on the [Add] button.



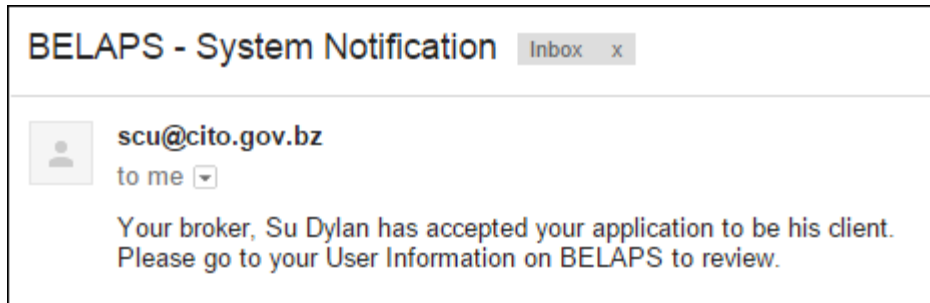
10.1.3 Waiting for the Broker’s Acceptance

After clicking on the [Add] button, it will show ‘Waiting for Acceptance’. The broker will get notified by an email sent by the system and start his review for your request.

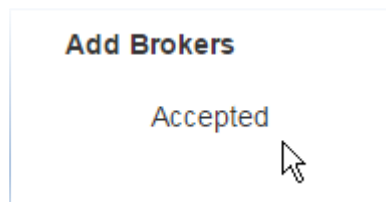


10.1.4 Accepted by the Broker

Once the broker accepted or declined your request, the system will send an email to you as below.




Then you can log in to the system and check the status in the page of your personal information. It will turn from “Waiting for Acceptance” to “Accepted”




10.1.5 Add More Brokers

In BELAPS, you can add more than one broker in the system. Just follow the steps from “10.1.1 Go to the page of Personal Information” to set up more brokers for your business.

10.1.6 Remove a Broker

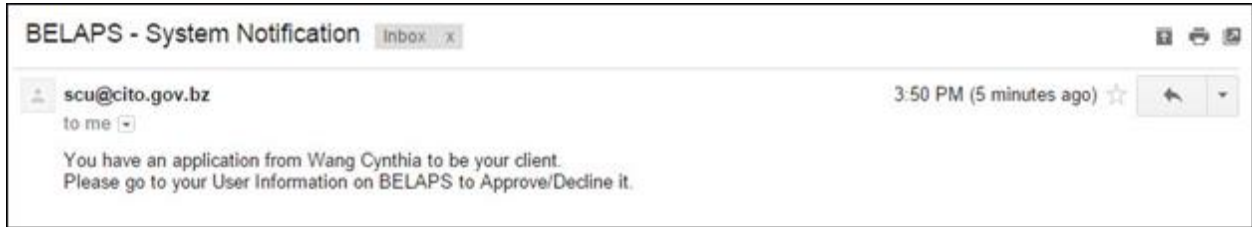
If you want to remove some broker, you can click on the  button in the right of the broker’s record. Then he will be removed from your broker’s list and stopped from applying for any license or permit in the system on your behalf.

Name	Telephone No.	Email Address	Add Brokers	Remove Broker
Su Dylan		dylan.su@tpe.hywe	Waiting for Acceptance	

10.2 Accept Your Client (For Broker Individual/Broker Business User)

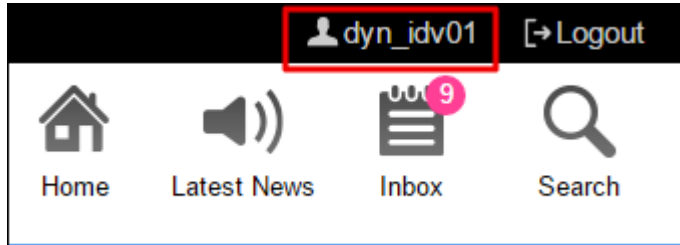
10.2.1 Receive an Email from the system

After a user submits the request to you as his broker, you will receive an email notification from our system as below.



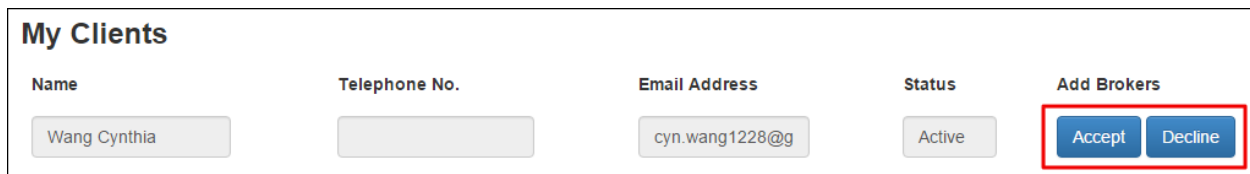
10.2.2 Go to the page of Personal Information

Please log in to the system and click on your username to go to the page of personal information.



10.2.3 Accept / Decline the Client's Request

You will find the section of “My Brokers” at the bottom of the page. You could click on the “Accept” button to accept the user being your client, or you could click on the “Decline” button to decline the request.



Once you click on the “Accept” or “Decline” button, the relationship status will update for the client according to your decision.



11 Non-frequent user

11.1 What is non-frequent user?

There are people who want to bring out/bring in some products, which require import/export licenses, from the border for very few times a year. Those people are not individual importers/exporters nor represent for a business company or a broker. They don't have a user account on BELAPS

but request the assistance from a broker to apply for the import/export license for their goods to pass the border. We defined them as the “Non-frequent user”.

11.2 Non-frequent user module

As we mentioned in the last session, a broker can only apply for a license/permit on behalf of his “client”, which must have an individual/business account on BELAPS. To solve this issue, BELAPS provides a module for brokers to apply for an import/export license for non-frequent users, who don’t have a user account to have a broker-client relationship on BELAPS. This module will assist brokers to create a temporary user account for those non-frequent users in the process of application. Then brokers are able to be on behalf of the user account to apply for the license. The conditions of the user account for non-frequent user are:

- It can only be created in the process of an import/export license.
- It can only be created by a valid broker individual/broker business user on BELAPS.
- It can only be used one time for the application in which the broker created it.
- It can’t be used to log in to any system on BELAPS.

11.3 Apply for an SCU Import/Export License on behalf of a non-frequent user

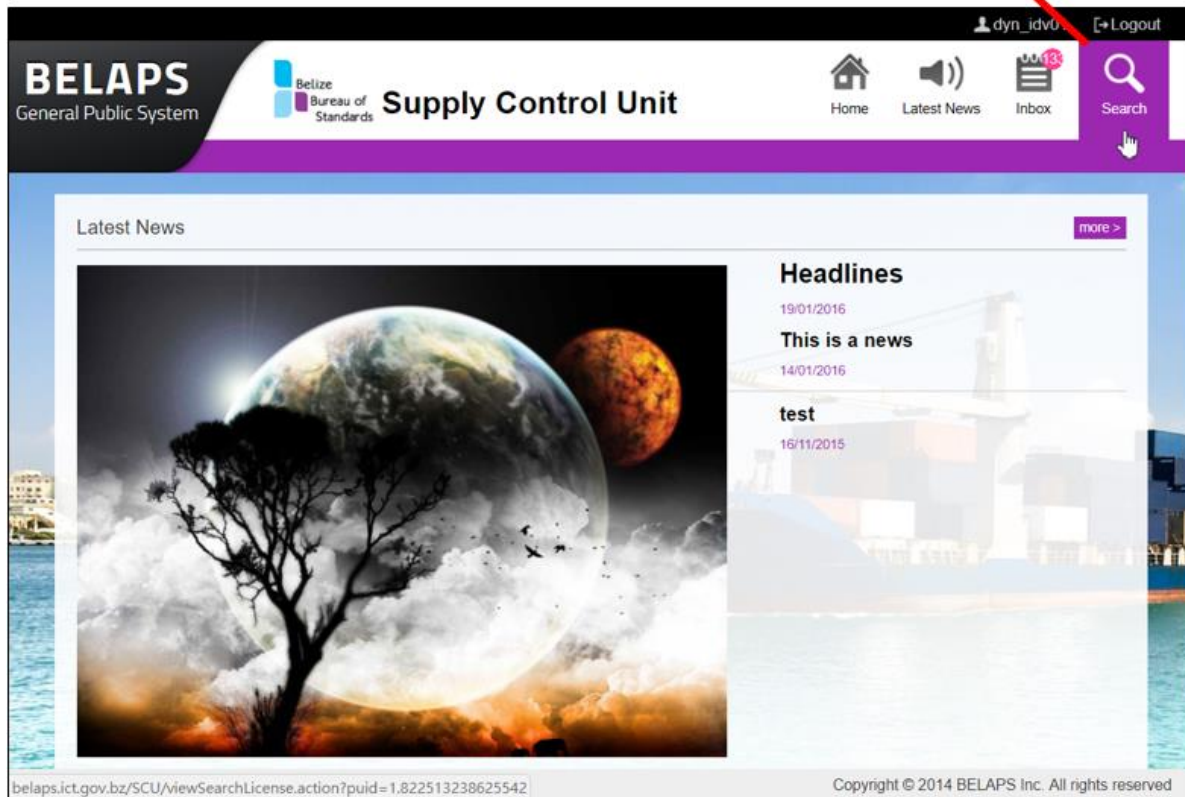
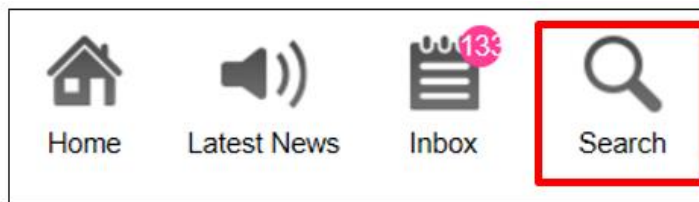
11.3.1 Log in to the System

Please follow the instructions in Chapter “5 Login” to log in to the system. To apply for an import/export license on behalf of a non-frequent user, you must log in to the system as a broker individual or broker business.

(*) Note: Before applying for an import or export license, you are required to have a valid user account to log in to BELAPS. If you don't have a valid user account yet, please follow the instructions in "4 User Registration" session to register a user account for yourself. If you already have a valid user account, please use it to log in to the system then follow the steps below to apply for a license.

11.3.2 Search Product

Step1: Click on the "Search" button in the right-top of home page.



Step2: Before starting your search, you have to choose one to apply on behalf of.

You are applying on behalf of

- Myself
- Your Client - ▾
- Non-frequent User

Next

followed by the [Next] to proceed to your application screen.

*** Note**

If you apply the application on behalf of your client:

- Your client and you both will receive the notice from BELAPS during the process
- Your client and you both can find and review the application in Inbox

Step3: Click on the option of “Non-frequent User” and input the applicant’s information. After finishing the applicant’s information, click on the [Next] button.

You are applying on behalf of

- Myself
- Your Client - Sealife Aquariums Limited ▾
- Non-frequent User

Applicant's Information ⓘ

* First Name	<input type="text"/>	* Street Address	<input type="text"/>
Middle Name	<input type="text"/>	* District	Belize ▾
* Last Name	<input type="text"/>	* Country	Afghanistan ▾
* Date of Birth	<input type="text"/>	Telephone No.	<input type="text"/>
* Passport	<input type="button" value="Choose File"/> No fil...hosen	* Email Address	<input type="text"/>

Next

followed by the [Next] to proceed to your application screen.

- * Note
- If you apply the application on behalf of your client:
- Your client and you both will receive the notice from BELAPS during the process
 - Your client and you both can find and review the application in Inbox

Step4: Select Commodity Name via drop down list, enter the product name to search for then click on the "Search" button.

Search

Commodity Name

Import

Beans and Peas

Enter the product name to search for

Beans

Search

Step5: Click on the “Apply” button for the product you’re going to apply

dyn_idv01 [→ Logout]

BELAPS Belize Bureau of Standards **Supply Control Unit** Home Latest News Inbox Search

Home / Search / Search Result

Search Result

Common Name	HS Code	Product State	CITES	Forest	Fisheries	SCU	BAHA
Red Kidney Beans	07.13.33.10.00					✓	Apply
Other Beans	0708.20.90.00					✓	Apply

Step6: Click on the “Proceed” button.



Search Result

[Home](#) / [Search](#) / Search Result

	CITES	Forest	Fisheries	SCU	BAHA
--	-------	--------	-----------	------------	------

Red Kidney Beans



11.3.3 Fill out the Application

Import Permit Application

[Home](#) / Import Permit Application

* Required fields

Application Date

User Information i

First Name	<input type="text" value="Dylan"/>	Street Address	<input type="text" value="Moonlight St"/>
Middle Name	<input type="text"/>	District	<input type="text" value="Cayo"/>
Last Name	<input type="text" value="IDV01"/>	Country	<input type="text" value="Belize"/>

Product Information i

Commodity Name

Product Name	Product Description	Quantity/Applied	Total Quantity	Estimate Value
Aerated waters	<input type="text"/>	<input type="text" value="0"/> <input type="text" value="AI"/>	<input type="text" value="0"/> <input type="text" value="AI"/>	<input type="text" value="BZD"/>
Brand		<input type="text" value="AI"/>	Quota Left -----	
<input type="text" value="5 hour Energy"/>		<input type="text" value="AI"/>		
		<input type="text" value="AI"/>		

Supporting Document

No file chosen

Transportation Information i

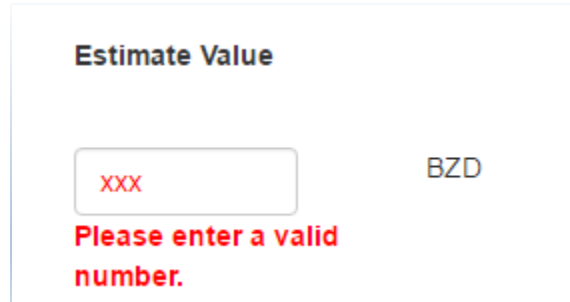
* Mode of Transportation

* Port of Entry

* Country of Origin

After clicking on the [Proceed] button, you will see the application form for SCU Import/Export License. Please fill in each of the fields in

this form. The fields with red “*” symbol ahead are required to have data input and some fields are constrained to input in specific data format (e.g. numbers, characters and length limit). You will get a warning message in red below the field after leaving it, if you input an invalid format data. The example below shows the field is requires an input of numbers.



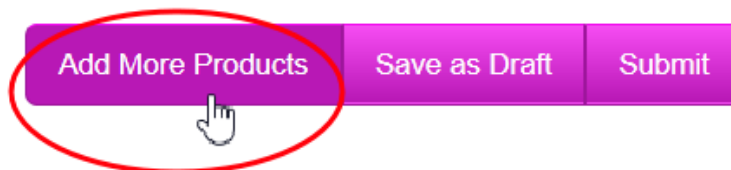
Estimate Value

xxx BZD

Please enter a valid number.

11.3.4 Add More Products

If you want to add more than one product item in an application, that is allowed in the system. You can find the [Add More Products] button at the bottom of the application form. After clicking on it, you will be redirected to the search page to search for another product you want to put in this application. Basically you can follow the steps and instructions in “8.1 Search Product” to proceed, but you can find that the “Commodity” field is read-only and the type of trade (import/export) has only one option.



The screenshot shows the BELAPS (General Public System) interface for the Belize Bureau of Standards Supply Control Unit. The header includes the user 'dyn_idv01' and a 'Logout' link. Navigation icons for Home, Latest News, Inbox (with 13 notifications), and Search are present. The main content area is titled 'Search' and features a breadcrumb trail 'Home / Search'. The search form includes a 'Commodity Name' dropdown menu set to 'Import', a second dropdown menu set to 'Beans and Peas', a text input field with the placeholder 'Enter the product name to search for', and a purple 'Search' button. The footer contains the copyright notice: 'Copyright © 2014 BELAPS Inc. All rights reserved'.

That is because only one commodity (i.e. the category of products) is allowed in one application and the type of trade (import/export) must be the same as it is in your application. You can't change the commodity but you can input the keyword to search other products of that commodity. After going back to the application form, you can find that the product has been added to the "Product Information" section. The example below shows that the product "Other Beans" has been added to the application form after "Red Kidney Beans".

Product Information ⓘ

Commodity Name

Product Name	Product Description	Quantity/Applied	Total Quantity	Estimate Value
Aerated waters	Description	50 <input type="text" value="AI"/>	0 <input type="text" value="AI"/>	8000.0 <input type="text" value="BZD"/> <input type="button" value="-"/>
Brand			Quota Left	
<input type="text" value="5 hour Energy"/>			-----	

Product Name	Product Description	Quantity/Applied	Total Quantity	Estimate Value
Aerated waters		<input type="text" value="AI"/>	0 <input type="text" value="AI"/>	<input type="text" value="BZD"/> <input type="button" value="-"/>
Brand			Quota Left	
<input type="text" value="5 hour Energy"/>			-----	

If you want to remove any item from the product list, you can click on the button at the right of each line to remove it.

11.3.5 Save as Draft

If you need to check for more information necessary for the application and don't want to submit your application now, you can click on the [Save as Draft] button to save your application. Then you can come back and find it in your "Inbox" after and continue with your application.

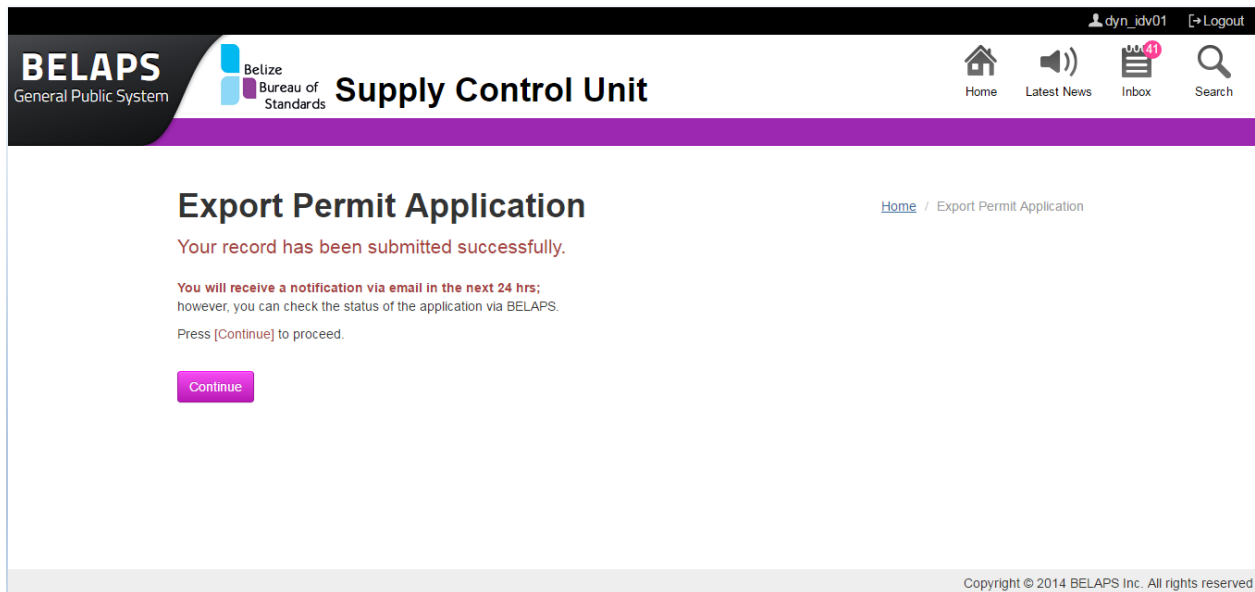


11.3.6 Submit the Application

After finishing all fields in the form, you can click on the [Submit] button to submit your application to the government agency. Before the system sends out your application, it will check the data of every field to see if they are valid in the specified format or data. Once the system finds some of them are invalid, it will stop sending the

application and show a warning message in red below those fields with invalid data. You need to correct them and then submit the application. If you don't see any response after submitting your application for a while, please scroll up the window of your browser to see if there's any field with a warning message.

Once your application has been sent successfully, you will see a message like below.



The administrators of the system will receive and review your application in a few days. You can track your application in your "Inbox" after. Once your application has been reviewed, you will receive an email from the system to notify you that your application has been approved or not.

11.3.7 Print out the License

Once your application is approved, you will receive an email from the system. Please log in to the system and check the application in your "Inbox". You can find the status of the application turned from yellow to green and that means the process of the application has ended and been approved.