

# PROPOSED GPHA ON-PREMISE CARGO CLEARANCE PROCESS.

NUMBER	PROCESS	AGENT
1	Agent walks in GPHA Bill Centre Accesses Information-Kiosk running Ghana Integrated Cargo Clearance System (GICCS).	Clearing agent
2	Agent provides ID Number, BL Number and Service Required Date on Information –Kiosk.	Clearing Agent
3	GPHA assesses shipping Line Release status and ability to provide service by required date in Integrated Manifest Billing System and Terminal Operating System (IMBS/TOS)	GPHA
4	GPHA Biller generates invoice and Posts invoice in GICCS	GPHA
5	Bank receives invoice notification on GICCS	Bank
6	Agent receives SMS & email invoice notification to make payment at GPHA accredited Bank.	Clearing agent
7	Bank receives payment notification on invoice and updates GICCS of Payment	Bank
8	GPHA receives payment notification and updates IMBS/TOS of Payment	GPHA
9	Agent receives payment notification e-CDI on GICCS and through email	Clearing Agent
10	GPHA creates work order, positions container(s) overnight and communicates.	GPHA

11	Agent receives container(s) positioning Notification on GICCS, SMS and through Emails.	Clearing Agent
12	Agencies receive notification on positioned containers for examination /sighting.	Agencies (Customs, Security and Regulatory Agencies & others)
13	Containers (s) are opened, unpacked or loaded on Trucks, any additional service is captured and raised in a supplementary invoice.	GPHA
14	Agencies perform examination/sighting and release for delivery	Agencies (Customs, Security and Regulatory Agencies & others)
15	Bank receives supplementary invoice notice on GICCS, receives payment and updates.	Bank
16	Agent receives Supplementary Invoice on GICCS and through Email.	Clearing Agent
17	Agent receives payment notice on GICCS and through Email.	Clearing Agent
18	Supplementary Payment received, the CUSTOMS Delivery Allowed is uploaded to remove stop on gating out container.	GPHA
19	GPHA generates the e-waybill, sends a copy to accompany the cargo and gating out at Exit Gate.	GPHA

20	Agent receives e-waybill on behalf of Truck Driver	Clearing Agent
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**ABBREVIATIONS**

- IMBS - Integrated Manifest Billing System
- GICCS- Ghana Integrated Cargo Clearance System
- TOS- Terminal Operating System
- BL – Bill of Lading
- DO- Delivery Order
- e-CDI- Electronic Cash Delivery Invoice
- e- Electronic