

***ELABORATION
OF PROCEDURE
AND EDITION
OF BSC ON LINE***

User's Guide

Foreword

This guide is intended to economic investors dealing in importation of goods into Côte d'Ivoire or exportation of goods from Côte d'Ivoire.

It aims at describing the creation procedure on line of the Cargo Tracking Note (BSC), and assures a good understanding and a good command by all the persons in charge of fulfilling the formalities related to the import or export operations of goods toward and from Côte d'Ivoire.

Established by the decree n° 340 of November 12, 2001 of the Ministry of Transports, the BSC is a certificate required for all transport of goods by seaway toward or from Ivorian ports.

The **BSC** on line is therefore a modern tool for a good follow up and management of the Ivorian maritime trade permitting to have in real time useful information related to the flux of goods and their major features.

The Ivorian office of charters (**OIC**) is managing the BSC. It has a technical centre (**CT-BSC**) to assist traders:

Phone: 21 75 22 63 / 92 / 51 / 40

Fax: 21 75 22 33 // 21 75 22 29

E-Mail: ct.bsc@sgs.com and ctbsc@oic.ci

As a new procedure, the BSC raises a lot of questions. Without pretending to tackle all of them, this guide gives some answers to the main questions raised by the actors of this procedure.

In its concerns to improve the BSC on line and for all users to understand it well, the CT-BSC is open to all suggestions and additional information.

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Presentation of opening page

I. Opening page

The access to the BSC site on line (welcoming) is possible by an internet connection at the following address: <http://www.oic.ci>

To get connected, you simply have to:

- 1st. Open your navigator “Internet Explorer”;
- 2nd. Type in the web address : <http://www.oic.ci> ;

Address	<input type="text" value="http://www.oic.ci"/>
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- 3rd. Validate the connection by clicking on “enter” or clicking on “go” or “ok” using the mouse.

You automatically have “**Picture 1**” below displaying.

Picture 1

OIC
EN | FR | ES

Home

- About Us
- Organization
- Contact Us
- Services
- Tariff Rates
- Brochures & News about BSC / CTU

What is BSC?

The BSC is an on-line system implemented by the OIC (Office of Trade Control) (Jepang) that tracks Cargo Tracking Notes. The system will give statistics and/or inquiries the ability to issue and track BSC through the internet. At the same time, the validation or Approval of these transactions will be faster and more efficient.

Sign In

If you are not yet registered, please request an account to access all our services.

[Sign In](#)

[Forgot your Password?](#)

Freeze ID 2008-OIC v2.0a

Customer Care

For questions related to the BSC, you may please contact:

Centre Pelayanan OIC (Technical Center OIC)
Jl. S. H. Djavan 81
81 88 798 Alabau 81
Telp. (0279) 21 74 22-99
Fax (0279) 21 75 22-83
Email: oic@oic.go.id

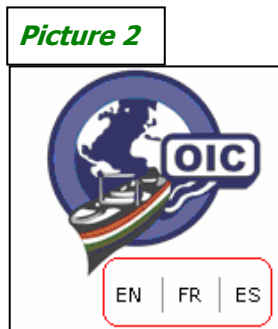
For questions related to the global networks of the OIC, please contact:

Office Services dan Clearance (OSC)
Free Trade Trade
Alabau
81 88 798 Alabau 81
Telp. (0279) 21 79 94 83
Fax (0279) 21 75 22 83
Email: oic@oic.go.id

II. Presentation of the opening page

On the left on the welcome screen, you have a range of languages to choose for the application “Picture 2” :

EN: English
FR: French
ES: Spanish



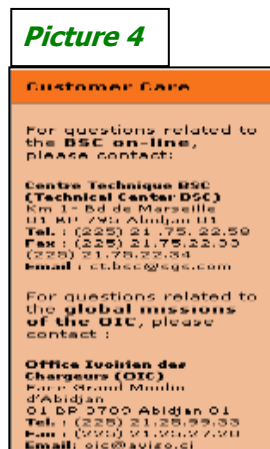
On the same page, there is some useful information on OIC as well as the different tariffs of the BSC “Picture 3”.

To have access to it, click on the service selected among those displayed by using the mouse.

- * Missions and prospects
- * Hierarchical organization chart
- * Location address
- * Service provided
- * Tariffs of BSC
- * Information and promotion on economic investors
- * Links with other sites



On the far right of the welcome page you can have all contacts of the BSC technical centre and the head office of the Ivorian charters (OIC) “Picture 4” .



III. Access to the application of BSC on line

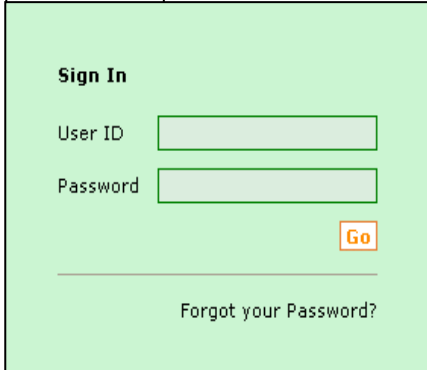
The access to the application of BSC on line is possible from a **NAME** (identifier) and the **PASSWORD**.

"The user's identifier" is a name identifying (login) the user defined on registration.

The **"password"** is a secret code of six (6) letters and / or figures maximum.

After typing these two (2) items of information, validate by clicking on **"enter"** below **"picture 5"**.

Picture 5



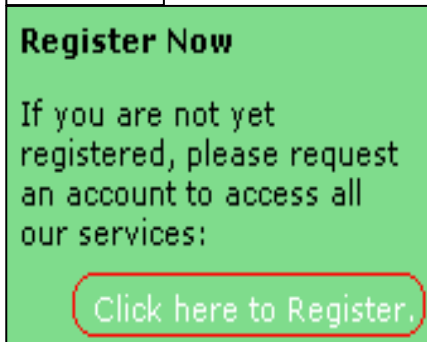
The screenshot shows a 'Sign In' form with a light green background. It contains the following elements: the title 'Sign In', a 'User ID' label followed by a text input field, a 'Password' label followed by a text input field, a 'Go' button in an orange box, and a link 'Forgot your Password?' at the bottom.

When you are not yet registered or you have access for the first time to the OIC site and you wish to register, you click on « click here to register » with the pointer on the mouse **"picture 6"**.

Picture 6

This command gives you access to a step of search to verify if your company has already been registered.

If your company has never been registered before, then you can take up your registration process.






The screenshot shows a 'Register Now' section with a light green background. It contains the text: 'Register Now', 'If you are not yet registered, please request an account to access all our services:', and a button labeled 'Click here to Register.' with a red border.

**** It must be noted that the registration of a company must / should be done only once.**

First part

Registration of Members

The registration procedure for the member (company) follows 3 steps:

-  **Step 1:**
Typing all data on company
-  **Step 2:**
Identification of user (employee or person acting on behalf of the company)
-  **Step 3:**
Summary of data typed and request for validation.

I. How to register

When you are on the welcoming page, you have “**picture 6**” which appears:

1st. Click on “**Click here to Register**” using the mouse, this command automatically opens “**picture 7**” (below):

2nd. Type fully or partly the name of the company in the space entitled “**Company Name**”

3rd. validate the search by clicking on “**Search**”

➤ If in the space “**Search Results**” you find the name of the company, it means that this company has already been registered, then click on “**Exit**” and ask the author of the registration in your company to create an access code for you. You can also address CT-BSC to assist you;

➤ If in the space “**Search Results**” no company name appears or your company name does not appear, and then click on “**Continue**” using the mouse to start registering your company and users.



II. Identification of the company (Company)

Step 1: Identification of the company

This step consists of identifying the company in compliance with the statement of “picture 8”.

Inform all fields and click on “next” to go to the next step of the registration process.

Picture 8

Company Registration Company creation is for new registrants only.

1 — 2 — 3
Company — User — Summary

Company

Role : EXPORT FORWARDER

Company Name : COMPANY

Address :

Country :

City :

Postal Code :

Fax :

Phone :

Email :

TAX Reference No. :

Website :

Please attach your National Registration Document by clicking on BROWSER

Language : ENGLISH

Document date :

Doc. Ref. N° :

Field / control	Description
Quality of intervener	Unroll list of field "role" and select the role by the company to register ; choose in the list below: Shipper Exporter Importer Export forwarder Import forwarder
Name of company	Type the name of your company
Address	Multi -line field: type location address and postal address of the company
Country	It is about the country where the company operates. You select the country by clicking on the icon (magnifying glass) of search on the right and by typing the code or the country name (e.g. CI or Cote d'Ivoire). Validate by clicking on "Enter" then click on the button "Select"
City	It is the city where the company is located; it is in relation with the country, therefore it follows the same selection procedure as that of the country except that here type the city or country code
Postal code	Type only the number (code) of postal address of the company
Fax	Type only the fax number of the company
Phone	Type the phone number of the company
E-mail	Type the E-mail address
Fiscal identification number	Type number of tax account of the company (for an Ivorian company) or a fiscal identification code (for any other company)
Web site	Type the address of the web site of your company
«browsing» Fiscal identification document	This button permits to attach a copy of the fiscal identification or commercial document. Before that you must scan and save the document in a file on your work station and recover it by clicking on "browse"
Language	It is the language in which the attached document is written. Unroll the list to select the language corresponding to the attached document

Date of document	<p><i>It is the date of the attached document the date must be as follows : month / date / year</i></p> <p><i>The field permits to type the date of the document easily</i></p> <p><i>The date may be selected by clicking on the search icon on the right (picture), click on the corresponding date and then on «ok »</i></p>
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Step 2: Identification of user

This step consists in identifying the user within the company by informing the fields of “picture 9” below

Picture 9

Create User

① Company
② **User**
③ Summary

Name	:	<input style="width: 95%;" type="text"/>	
Login	:	<input style="width: 95%;" type="text"/>	
Password	:	<input style="width: 45%;" type="password"/>	(At least 6 characters)
Retype Password	:	<input style="width: 45%;" type="password"/>	
Phone Number	:	<input style="width: 95%;" type="text"/>	
Phone Number 2	:	<input style="width: 95%;" type="text"/>	
Fax	:	<input style="width: 95%;" type="text"/>	
Email	:	<input style="width: 95%;" type="text"/>	
Preferred Language	:	<input style="width: 95%;" type="text" value="ENGLISH"/> ▼	

Field / control	Description
Name of company	Type the name of your enterprise.
User's name	Define the name (login) by which the system will identify the user when accessing his account in the application. This name or «login » will be used on line with the password whenever the user has access to his membership account to create a BSC.
Password	Define a password comprising at least six (6) characters
Re-type your password	Type the password for confirmation
Phone number	type the phone number of the user
Phone number 2	Type another phone number if available
Fax	Type user's fax number
E-mail	Type a valid e-mail address
language	Choose/ select the language you wish to use in your application

Etape 3 : Validation of membership account

This step aims at requesting the validation of the registration of the membership account.

- If the compulsory fields (in bold) are not duly informed, click on « **validate later** », this command permits you to save the pre-registered information
- If the compulsory fields (in bold) are duly informed, click on « **Ask for validation** » to obtain it.

Picture 10

Summary

1 Company 2 User 3 Summary

Status	CREATION
Company Name	GUIDE
Address	OIC
City	North Cheam
Country	United Kingdom
Phone	1

Click here for the User Agreement.

[Validate Later](#) [Submit for Validation](#)

Field / control	Description
Account status	<i>It is the status of the member's account. The member's account is either: being created- validation on hold- validate- cancelled</i>
Sum up	<i>Displays a summary of information previously taken on company.</i>
Validate later	<i>Clicking on this icon permits you to save the typed data for validation later by CT-BSC. This key gives you the possibility to complete or modify the information contained in your member's account.</i>
Request the validation	<i>Clicking on this icon permits you to request for the validation of the information related to the membership account registered by CT-BSC. The validation gives you access to the various function's of the application, namely: (create BSC, credit your account, consult your BSC and the printed forms if validate.</i>

Second part

Supplying the account with credit

This section concerns the mode of supplying the account with BSC credit and the management of data related to the company (members) and their representatives (Users).

I. Supplying The Account With Credit

1. Procedure of replenishment

To credit your membership account, you need to click on:

- The sub-menu «**manage my account**» of the module of «**account management**» (*picture 11*).
- Then click on «**Credit**» to have access to data related to bank account references on which the member shall operate the transfer of the amount to buy.

Picture 11

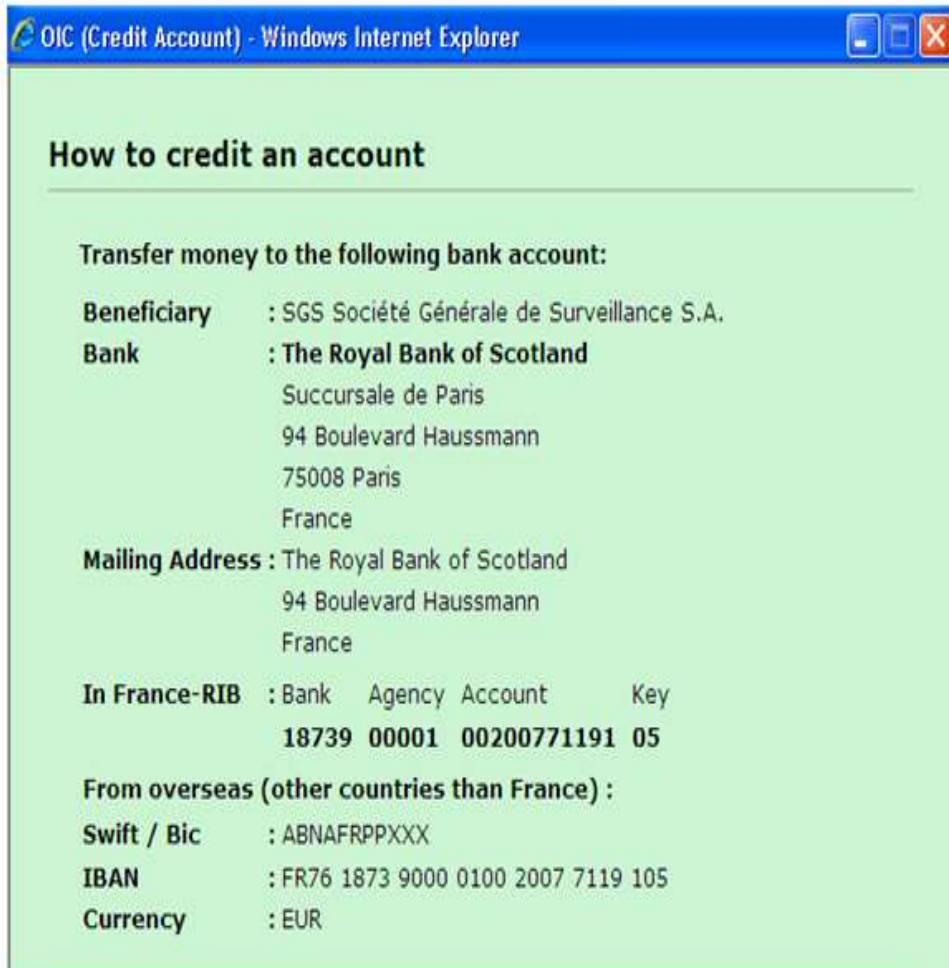
The screenshot shows a web application interface with a navigation menu at the top. The menu includes 'Home', 'Account Management', 'BSC Management', 'Reports', and 'Online Help'. Under 'Account Management', there is a sub-menu with 'Manage my Account', 'Manage my Party', 'Manage my Members', and 'Create an Account'. The 'Manage my Account' option is highlighted with a red circle labeled '1'. The main content area displays 'Account Transactions' with a 'Summary' link. The account status is 'VALID'. Below this, there are fields for 'Company Name' (eksporier) and 'Currency' (EURO). A table of transactions follows, with columns for Date, Reference Number, Debit, Credit, and Account description. A 'Credit' button is visible in the bottom right corner.

Date	Reference Number	Debit	Credit	Account description
25/09/2005	0	0	500	CASH
25/09/2005	1116	5	0	DOCUMENT INDEXING
25/09/2005	1116	50	0	BSC VALIDATION
27/09/2005	1131	5	0	DOCUMENT INDEXING
27/09/2005	1131	25	0	BSC VALIDATION
28/09/2005	0	0	250	BANK_FR
28/09/2005	0	0	-250	BANK_FR
10/03/2006	3730	5	0	DOCUMENT INDEXING
10/03/2006	3730	25	0	BSC VALIDATION
15/03/2006	3739	25	0	BSC VALIDATION
15/03/2006	0	0	100	BANK_FR

2. Banking identity

In order to buy BSC credit, you need to transfer the equivalent amount into the bank account displaying the references below (*picture 12*).

Picture 12



The image shows a screenshot of a Windows Internet Explorer browser window. The title bar reads "OIC (Credit Account) - Windows Internet Explorer". The main content area has a light green background and is titled "How to credit an account". Below the title, there is a section "Transfer money to the following bank account:" followed by the following details:

Beneficiary : SGS Société Générale de Surveillance S.A.
Bank : **The Royal Bank of Scotland**
Succursale de Paris
94 Boulevard Haussmann
75008 Paris
France

Mailing Address : The Royal Bank of Scotland
94 Boulevard Haussmann
France

In France-RIB : Bank Agency Account Key
18739 00001 00200771191 05

From overseas (other countries than France) :
Swift / Bic : ABNAFRPPXXX
IBAN : FR76 1873 9000 0100 2007 7119 105
Currency : EUR

II. Account Management

Account management comprises **three (3) operations**:

1. Account follow up

For you to follow the account activities in order to make sure of the availability of the credit, you need to click on «**manage my account**».

If need be, print the status of your account on a period by clicking on “Summary”, “Print account status”, insert period and “Refresh List” you can print now by clicking on “Print” (*picture 13*).

Picture 13

The screenshot displays the 'Account Management' interface. At the top, there is a navigation bar with 'Account Management', 'BSC Management', 'Reports', and 'Online Help'. Below this, a dropdown menu is open, showing options: 'Manage my Account', 'Manage my Party', 'Manage my Members', and 'Create an Account'. The 'Account Status' is shown as 'VALID'. A 'Summary' button is highlighted with a red box and a circled '2'. Below the account details, there is a 'Print Statement of Account' button. The 'Statement of Account' section shows a form with 'From' and 'To' date fields, both containing dates from 05/01/06 to 06/03/06. A 'Refresh List' button is also present. Below the form is a table of transactions with columns: Date, BSC Number, Debit, Credit, Current Balance, and Account description. The table contains five rows of data. At the bottom right, there are 'Cancel' and 'Print' buttons.

Account Status: VALID

Summary

Company Name : eksporter
Currency : EURO
Current Balance : 100.00

Credit Print Statement of Account

Statement of Account Account Status: VALID

From: 05/01/06
To: 06/03/06

Refresh List

Date	BSC Number	Debit	Credit	Current Balance	Account description
27/01/2006	1609	100	0	195	BSC VALIDATION
27/01/2006	1609	5	0	190	DOCUMENT INDEXING
30/01/2006	1608	25	0	165	BSC VALIDATION
22/02/2006	2095	25	0	140	BSC VALIDATION
03/03/2006	3210	5	0	85	DOCUMENT INDEXING

Cancel Print

2. Updating members' data

In order to update the data related to the company (member), click on «**Manage my Party**» make modifications intended by informing the corresponding fields.

For you to take into account and save the modifications click on «**Save**» (picture 14).

Click on «**Cancel**» not to save the modification operated

Picture 14

The screenshot shows a web application interface for updating member data. The top navigation bar includes 'Account Management', 'BSC Management', 'Reports', and 'Online Help'. A dropdown menu is open under 'Account Management', with 'Manage my Party' highlighted. The main content area is titled 'Edit Company Profile' and shows 'Account Status: VALID'. The form contains the following fields:

Role	: EXPORTER
Name	: eksporter
Address	: q
Country	: Andorra
City	: Escaldes-Engordany
Postal Code	: 1
Fax	: 1
Phone	: 1
Email	: joe.cervero@sgs.com
TAX Reference No.	: 1
Website	:

Please attach your National Registration Document by clicking on BROWSER

DOC_31_2676_1223200554600PM.txt

Parcourir...

Language : AFRIKAANS

Document date : 01/01/2005

Doc. Ref. N° : 1

Buttons: Cancel, Save

3. Users' management

In order to manage the users, click on «**Manage my Members**». This command allows to:

- ✓ Add a new user, by clicking on «**Add**» below (picture 15).
- ✓ Modify a user data by clicking on «**Edit**» then proceed to the desired modifications and finally click on «**Save**» to register the changes.
- ✓ Cancel «**Delete**» an existing user by clicking on «delete»



Third part

Creation of BSC

The creation of BSC consists of **4 steps**:

It must be noted that only accounts already validated are allowed to create the BSC.

In order to have access and create a BSC, click on «management of BSC» and then on the sub-menu «create BSC»

Step 1: Definition of parties

In this step, it is about defining the intervening parties in the transaction dealing with the BSC creation (exporter, importer and possibly the forwarding agent).

The information on the exporter and importer are obligatories
To define a party, click on «add» of the corresponding field
(*picture 16*)

After defining the parties, you have **two (2) possibilities**:

- **«Save»** this command saves the information and leads the system to assign a number to your BSC.
- **«Next»** this command allows you to save and go to the second step of the BSC creation.

Picture 16





The screenshot shows a software interface for BSC creation. At the top, there are five numbered steps: 1. BSC, 2. Expéditeur, 3. Marchandises, 4. Prêt, and 5. Résumé/Validation. A red message indicates that steps 3, 4, and 5 are disabled. The main form is divided into sections: 'BSC' with fields for 'N° BSC', 'Groupe' (with 'Non' and 'Oui' radio buttons), and 'Code d'exception'; 'Expéditeur' with fields for 'Identifiant', 'Nom de la Société', and 'Adresse' (with a '+ Ajouter' button); 'Transitaire & l'importation' with fields for 'Identifiant' and 'Nom de la Société' (with a '+ Ajouter' button); 'Importateur' with fields for 'Identifiant', 'Nom de la Société', and 'Adresse' (with a '+ Ajouter' button); and another 'Transitaire & l'importation' section with fields for 'Identifiant' and 'Nom de la Société' (with a '+ Ajouter' button). At the bottom, there are three buttons: 'Annuler', 'Sauver', and 'Suivant'.

Field / control	Description
BSC number	<i>This field is inactive. The BSC number is attributed automatically by the system and displayed after defining the parties and click on «save» or «next»</i>
Grouping yes / no	<i>Click on yes or no to tick the appropriate box.</i>
Exporter	<i>Define the party exporter (compulsory)</i>
Add	<i>Allows adding a party (exporter, forwarder or importer) if the party to search has a valid member account, search for it using the name or the identifier's number. If not, you must create the party (temporary registration) before adding it. In this case a temporary identifier code (not permanent) will be attributed, but it will not be saved in the system</i>
Exporter forwarding agent	<i>To define only when a well-known forwarder intervenes on embarking.</i>
Importer	<i>Define the section "importer"(compulsory)</i>
Importer forwarding agent	<i>To define only when a well-known forwarder intervenes on embarking.</i>
Cancel	<i>Icon used to go back to the page of research</i>
Next	<i>this cancels the entry</i>

Step 2: Definition of freight and Shipping mode

This step deals with the type, the mode and the carriage of the freight.

The following documents are necessary to carry out the tasks of this step:

-  The bill of lading (**BL**) ;
-  The exportation customs declaration of the country of origin of goods
-  Certificate of origin is not mandatory for goods originated from Europe
-  Packing list

You only need to inform the different fields (*picture 17*) and click on «next» to save the information and go to step 3 (three) of BSC creation.

Picture 17



Shipment	
Shipment Type	CONTAINER <input type="button" value="v"/>
Bulk Type	CEMENT <input type="button" value="v"/>
Method	SEA <input type="button" value="v"/>
Gross Weight	<input type="text" value="1"/> <input type="button" value="v"/> Kilogram(s) Gross
Volume	<input type="text" value="0.00"/> <input type="button" value="v"/>
Carrier	<input type="text" value="MAERSK"/> <input type="button" value="🔍"/>
Voyage Number	<input type="text"/>

Field / control	Description
Type of shipping	Unfold list to choose the type of shipping (container, bulk, conventional)
Type of bulk	In case of bulk unroll list to select the type of bulk (dry).
Means of transport (road, air, sea)	Unroll list and select the means of transport used to ship the goods.
Net weight	Type net weight of goods, then unroll list to choose the unit.
Volume	Type volume of goods and unroll list to choose the unit.
Name of vessel	Choose name of vessel by using magnifying glass.

Then attach the bill of lading (BL) to the exportation declaration of the country of origin of goods (*picture 18*).

Picture 18

Type Code	Document Type	Doc. Ref. N°	Document date			
30	PACKING LIST	LC_XXXX	01/07/2008	Edit	Delete	Open
29	BILL OF LADING	BL_XXXX	01/07/2008	Edit	Delete	Open
1017	CUSTOMS DECLARATION	CD_XXXX	01/07/2008	Edit	Delete	Open
1162	CERTIFICATE OF ORIGIN	CO_XXXX	01/07/2006	Edit	Delete	Open
Add						

Field / control	Description
Add shipping document	Click on « add » This icon allows attaching shipping documents (bill of lading, exportation declaration).
Type of document	Unroll list and select type of document
Reference	type number (reference) of document to attach
Date of document	Type / select date of document to attach
Sent by	Select section which sent the document

Step 3: Description of goods and Corresponding invoices

This step regrouped the description of goods, the transmission of the corresponding invoices, the certificate of insurance and the DAI "Advanced Import Declaration".

- The freight invoice and the certificate of insurance depending on Incoterm (EXW, FCA or FOB), some of required document will not be available to exporting party. Then it is the importing party that will transmit complementary document (by email or fax) to the adherent who created the BSC number.
- DAI document is not mandatory, but the reference /number is mandatory and can be either provided by export party (if know) or importer himself.

The CT-BSC in charge of description of goods, therefore the client/adherent should attach documents (invoice, certificate of insurance).

For this, you need to click on «**Add**» and attach scanned documents.

Click on «**Next** » to save the information and go to step for (4)

Picture 19

1

BSC

2

Shipment

3

Goods

4

Freight Charges

5

Summary/
Validation

Invoice

Incoterm	Currency	Value	Add Invoice
Coût et Fret	AED	1.00	Edit Delete

Document List

Add invoice document

Document Type	Doc. Ref. N°	Filename	Document date	
FACTURE	FXXXXX	DOC_28_1_825200875554AM.pdf	01/01/2008	Edit Delete
CERTIFICAT D'ASSURANCE	CAXXXXX	DOC_1163_143626_826200871146PM.pdf	01/01/2008	Edit Delete
D.A.I. (DÉCLARATION ANTICIPÉE D'IMPORTATION)	DAI0000000X	DOC_1160_143626_826200871242PM.pdf	01/01/2008	Edit Delete

Item Lists

1 Item(s) in Invoice

[View Details](#)

Field / control	Description
Add documents	Allows you to attach a copy of the voucher
Next	Allows you to save supplied data and go to next step
Cancel	Icon used to go back to page «BSC research»
save	Save the information written on the form.

Step 4: Freight

This step concerns the entry related to data on freight and other and the transmission freight invoice in the corresponding fields (*picture 20*).

Click on «**Save**» to save the information on this step prior to the request for BSC validation.

Picture 20



Freight Charges	
Currency	: EUR
Sea Freight	: 1
CAF	: 0.00
BAF	: 0.00
THC	: 1
Other Charges Value	: 0.00

Other Charges	
Handling Charges	: 0.00
Charges to FOB	: 0.00
Importing Country Freight	: 0.00

Document List		Add Freight Document		
Document Type	Doc. Ref. N°	Filename	Document date	
FREIGHT INVOICE	FIXXXXXX	DOC_1159_103073_826200871824PM.pdf	01/01/2008	Edit Delete

Field / control	Description
Currency	<i>Unroll list to select currency code</i>
Sea freight	<i>Type value of sea freight paid</i>
CAF	<i>Type value of currency adjustment</i>
BAF	<i>Type value of bunker adjustment factor</i>
THC	<i>Type the value of the “terminal handling charges”.</i>
Value other charges	<i>Other charges related to the freight</i>

Fourth Part

BSC Validation

This step sums up the information typed in the four (4) previous steps to the BSC creation.

This page displays the cost of BSC created and the balance of the account.

The request for validation ends BSC creation process for you.

To request the validation of BSC created, you need to click on the command «**Request Validation** » (picture 21).

Picture 21

Gestion des BSC
Statut : Création

Coût du BSC : 25.00
Solde courant : 5.00

Processus de validation

La validation du BSC est effectuée par le Centre Technique. Cette validation consiste à vérifier que l'information fournie dans le BSC est conforme à l'information disponible dans les documents attachés à celui-ci. Lorsqu'un adhérent demande la validation d'un BSC, le statut de ce dernier passe à "En attente de validation". Le Centre Technique peut alors démarrer le processus de validation, le statut du BSC passe alors à "En Cours de validation". Lorsque la validation du BSC est terminée, le BSC passe alors en Status "Valide" et tous les adhérents concernés peuvent alors imprimer ce BSC validé, ou passe en Status "non valide" et le créateur du BSC doit alors apporter les modifications nécessaires avant de demander à nouveau la validation.

1 BSC 2 Expédition 3 Marchandises 4 Fret 5 Résumé/Validation

BSC

N° BSC : 123
 Détails de l'adhérent : Exportateur Test
 Groupage : Oui
 Date de création : 5/1/2005

Acteurs du BSC

Nom Adhérent
 Exportateur Test
 AFRIC AUTO CI

Expédition

Code Type	Méthode	Volume	Unité de volume	Poids Brut	Unité de poids	Transporteur
Véhicule	Aérien	1.00	LAP	1.00	CTN	ABDU 1

Marchandises

Identifiant Transaction	Devise	Incoterm
85	AED	Coût et Fret
99	AED	Coût et Fret
90	AUD	Ex Usine

Fret : Consulter le détail du Fret et des autres charges

Précédent Annuler Demander la Validation Annuler BSC

Validation is granted by CT-BSC upon verification of all data and documents sent.

While waiting for validation confirmation, CT-BSC informs the client/adhérents on BSC status requested.

Fifth Part

Search and Printing of BSC

The sub-menu «**Search a BSC**» allows you to search for a BSC or BSC created from your membership account or for which your company comes in the corresponding transaction.



Field / control	Description
Creation date	Type / select BSC creation date (if accurate date available)
Created before	Type /select date before which BSC must have been created
BSC number	Type BSC number (if available)
BL N° (lading)	Type bill of lading number (if available)
BSC status	Unroll list to select status corresponding to BSC to search for the different status: cancel/ close operation / invalid / subject to validation / valid / waiting for file / waiting for pay / validation on hold.
Carrier's name Name of transport	Select name of vessel by clicking on search button (magnifying glass) of the heading « name of transporters » if the vessel does not exist on the list of pre-registered ones, contact CT-BSC

The search for BSC is possible by using only one search criterion among all. To display the result of the search, click on «**Search**». This command displays the list of all BSC members' account with their respective status, creation and status.

The result of the research is displayed in the part «**Result of research**» which gives you BSC list corresponding to search criteria defined previously (*picture 23*).

- ✚ To **consult a BSC**, click on «**Select**» of the line corresponding to the number of mentioned BSc.
- ✚ To **modify or complete a BSC**, click on «**Edit**» of the line corresponding to the number of mentioned BSC.
- ✚ To **print a BSC**, click on «**Print**» of the line corresponding to the number of the BSC mentioned.

Picture 23

Résultats de la recherche

10 Ligne(s) 1 of 1

Date de création	N° BSC	N° de BL (connaissance)	Statut	Date Statut			
05/02/2005	126	1	Validé	05/02/2005	Sélectionner	Imprimer	Copier
05/02/2005	125		En attente de Validation	05/02/2005	Editer	Imprimer	Copier
05/01/2005	123		Création	05/03/2005	Editer	Imprimer	Copier
04/13/2005	31		Création	05/01/2005	Editer	Imprimer	Copier
04/01/2005	4	1	Invalide	04/26/2005	Editer	Imprimer	Copier
04/01/2005	3	1	Validé	04/04/2005	Sélectionner	Imprimer	Copier
04/01/2005	1	1	Validé	04/19/2005	Sélectionner	Imprimer	Copier

Autres BSCs:

10 Ligne(s) 1 of 1

Date de création	N° BSC	N° de BL (connaissance)	Statut	Date Statut		
04/03/2005	5	1	Annulé	04/04/2005	Sélectionner	Imprimer

Annuler Nouvelle Recherche Créer un BSC

Field / control	Description
Created Date	Type / select BSC creation date (if accurate date available)
BSC Number	Type /select date before which BSC must have been created
BL Number	Type BSC number (if available)
Status	Type bill of lading number (if available)
BSC Status	Unroll list to select status corresponding to BSC to search for the different status: cancel/ close operation / invalid / subject to validation / valid / waiting for file / waiting for pay / validation on hold.
Print	Select name of vessel by clicking on search button (magnifying glass) of the heading « name of transporters » if the vessel does not exist on the list of pre-registered ones, contact CT-BSC
Select	Type / select BSC creation date (if accurate date available)
(n) line (s)	Inform on number of BSC lines displayed On each screen page. (10, 20 or 30)
Number of pages	This list allows to have the total number of available pages after search and this allows you to go from one page to another
Creation of BSC	This icon allows a user to create a BSC
Cancel	This icon allows you to back to the window of search for BSC.

For further information see documents annexed to the user's guide or call CT-BSC

ANNEXE

A. How to type information in a free field

(Example: field on a line)

COM1234

(Example: field on several lines)

GUIDE
VERSION|
123456

For you to type information in these two types of free fields you must click in the zone to position the cursor and type freely the corresponding information.

B. How to select information in a predefined list

(Example: role of intervening company)

EXPORT FORWARDER

EXPORT FORWARDER

EXPORTER

IMPORT FORWARDER



IMPORTER

SHIPPER

- Click on the arrow on the far right to unroll and display the information contained in the list.
- Then click on the information searched to select it.

C. Search and select a country or city

(Search – frame in red)

Country	:	<input type="text"/>	
City	:	<input type="text"/>	



a) Country

- Click on the search on the far right to display the window «**Search country**»
- Type country code (e.g.: CI for Côte d'Ivoire)
- **Or** type all or a part of country's full name (e.g.: Côte d'Ivoire)
- Click on «**Go**»
- Finally click on «**Select**» in front of country's line searched to select it

b) City

- Click on magnifying glass on the far right
- Type city code (e.g.: Abj for ABIDJAN)
- Or type all a part of city name (e.g.: Abidjan or Abid)
- Click on «**Search**»
- Finally click on «**Select**» in front of city line searched to select it

D. Scan and attach a document in the system

To attach the documents necessary to a membership account validation (Fiscal Identification Document) or BSC (Bill of lading), declaration, voucher...)

You must do as follows:

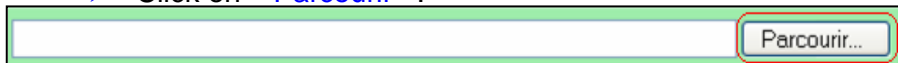
➔ If you have a scanner, you must first scan the documents before registering the membership account or creating the BSC.

After scanning, name each document as to be able to identify it among others.

The documents scanned must be saved in an electronic file on your work station.

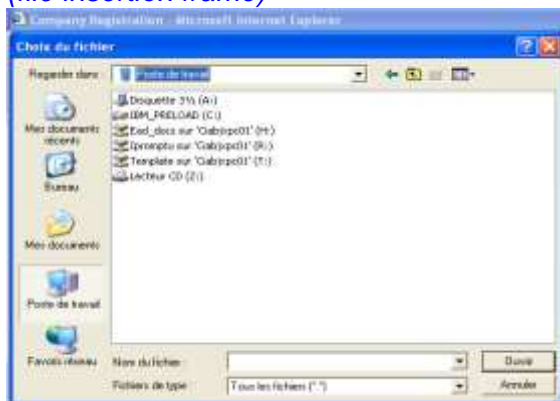
If you need to get it and attach it to a document in the application, you must:

➤ Click on « **Parcourir** ».



Find the electronic file containing the document

➤ Scan (see picture below)
(*file insertion frame*)



- Recover the document scanned
- Double click on the attached document or click on «Open» after selecting the file corresponding to the document.

The system attaches automatically the document selected.

➔ **If you do not have a scanner**, then fax or mail the necessary documents to CT-BSC which will attach them into the membership account or the corresponding BSC before starting the validation.

E. How to type information on a container

For shipping in container the information about the TC must be given on step 2 after having attached the shipping documents (Bill of lading, declaration).

To display the window corresponding to the data «**Container**» you must:

- click on the link «container ».



- click on the button «add» of the windows «shipping container»

Conteneur d'expédition			
N° de Conteneur	Type	Taille	N° de Scellé
			<input type="button" value="Ajouter"/> <input type="button" value="Ok"/> <input type="button" value="Annuler"/>

- Click on «Ok».

Click on «ok» to save the information registered and it will display on a line in the window «shipping container» see screen below :

Conteneur d'expédition					
N° de Conteneur	Type	Taille	N° de Scellé		
515141	Sec	20 pieds	244641	Editer	Supprimer

To add information on other containers, click every time on «add» of the window «shipping container».

To return on the main page of step2, after entering the information on all the shipping containers, click on «ok» of the window «shipping container».

F. How to enter Invoice's data

To add the information on invoice (shipping invoice) click on «add invoice».

- Inform the different lines of the window «detail invoice»

- Click on «Ok» to display details entered for voucher see screen below.

Facture			
Incoterm	Monnaie	Valeur	Ajouter une facture
Rendu à Quai	GNF	1.00	Editer Supprimer

G. How to add items of Invoice

To display the window allowing to add the items covered by the shipping invoice, click on the link « merchandise on invoice».

Liste des marchandises

1 Marchandise(s) dans la facture

- Then click on «add» in the window «merchandise» on invoice, to draft each of the items lines on the invoice.

- The window «detail on merchandise» displays to allow
 - The search and the selection of the HS code corresponding to the line of the item on the invoice being typed.
 - The commercial description of the invoice's item being typed
 - The information to the fields “packing and Dangerous”.



- Click on “ok” after entering each item
- The line of the item displays as below :

Marchandises de la facture						
Description	Code HS	Conditionnement	Quantité	Unité		
SomeOne	3906	Bags	10.00	Barrel(s)	Editer	Supprimer
test	9204	Bags	1.00	Barrel(s)	Editer	Supprimer

Ajouter Fermer

To go back to the main page, after listing all the items covered by the shipping voucher, click on the command “close “.

H. Definition of application fields

a. Creation of memberships account

Field /control	Definition
Quality of intervener	Role played by the party to register in the transactions
Name of company	Name or corporate name to register
address	Location address and corporate postal address
country	Country in which the company is located
City	City in which the company is located
Postal code	Postal box number
fax	Fax number
phone	Phone number
E-mail	E-mail address at which the company receives mails
Fiscal identification number	Type number of tax account of the company(for an Ivorian company) or a fiscal identification code(for any other company)
Web site	Company's web site address
Language	Language in which the attached document is written
Date of document	Date of attached document
Reference	Reference number of attached document

b. User's creation

Field/control	Definition
Name of company	Name of company to register
User's name	Name of member/employee of the company wishing to give a right of access to the BSC application on line. This name identifies the user. it is a component of the access references for the application
password	The code (secret and personal) permits the user to get connected. it be used together with the name of the user.
Re-type your password	Confirmation of the defined above
Phone number	User's phone number
Phone number2	User's second phone number(possibly)
Fax number	User's fax number
E-mail	User's E-mail address
language	User's preferred language for application (Fr-En-Es)

c. BSC creation

Field / control	Definition
BSC number	BSC sequential reference number
Grouping yes/no	Shipping concerning one or several exporters to the attention of one or several importers
exporter	Name of exporter of goods to cote d'Ivoire
Export forwarding agent	Forwarder in the country of exportation or country of origin of goods.
importer	Name of buyer or consignee of goods
Importer forwarding agent	Forwarding agent in CI or country of destination of goods

d. Shipping data

Field /control	Definition
Type of shipping	Type of shipping selected (container, vehicle, bulk, conventional...)
Type of bulk	Type of bulk (cement, oil, flour...)
Means of transport road, air, sea	Means of transport, by which the goods is carried to the destination in CI (sea, car, and road.)
Net weight	Net weight of goods shipped
Volume	Volume of goods shipped
Name of vessel	Name of vessel on which the goods must be shipped or carried

e. Données des Marchandises

Field/control	Definition
Currency	Currency in which voucher is worded
Value	Total amount of voucher

f. Freights Data

Field/control	Definition
currency	Currency in which freight is vouched
Sea freight	Value of sea freight (cost of sea transport)
CAF	Value of "currency adjustment factor"
BAF	Value of "bunker adjustment factor"
THC	Value of "terminal handing charges"
Value of other charges	Other of charges attached to freight

g. Different status –membership account

Status	Condition
Creation	Initial status of membership account, since its opening date to validation date
Waiting for file	There's no identification file on your registration date or the attached file is not operating
Waiting for validation	The registration of the membership account is completed and its validation by CT-BSC is on hold for BSC to be created
valid	Account validated and BSC creation possible
invalid	The account cannot be validated because of double registration incomplete registration no access possible for the application from this account
	After trying many times and ending in erroneous access, the membership account goes on to invalid status to make it inaccessible

h. Different status –BSC

Status	Condition
Creation	BSC initial status since opening date to request for validation
Waiting for validation	After the creation and request for validation of the BSC the system assigns to the aforesaid BSC the status “waiting for validation”. CT-BSC in its turn takes the file to conduct the validation process
Sub –validation	CT-BSC referred to BSC to conduct the validation. BSC is under validation.
Waiting for document	One or the documents for the BSC validation are missing
Valid	The BSC is validated and can printed for customs office formalities
Invalid	The BSC cannot be validated for the following reasons: Double registration Incomplete registration
Amendment	The BSC has been subject to an amendment for a justified reason and is under amendment by the CT-BSC.
Closed	The goods covered by the BSC have been cleared through customs. The file is closed therefore.

I. Concepts

Actors

Generic term referring to any person involved in a transaction or goods shipping.

Member

It is any physical person who creates an account himself in the BSC management system and who is not a staff member of OIC, Ivorian customs office or technical centre BSC. The members include therefore importers, exporters, and forwarders on loading or unloading and connect to BSC application either to create a BSC which concerns them.

Character

It is a shipping company owner of the vessel transporting the goods.

HS code

The HS code is an international customs code used by customs office to classify the different types of existing goods in the world.

I. Definition of abbreviations

BAF	Bunker Adjustment Factor
BL	Bill of Lading
BSC	Bordereau de Suivi de Cargaison
CAF	Currency Adjustment Factor
ETA	Estimated Time for Arrival
HS Code	Harmonized System Code
OIC	Office Ivoirien des Chargeurs
PC	Personal Computer
SGS	Société Générale de Surveillance
THC	Terminal Handling Charges
URL	Uniform Resource Locators
WWW	World Wide Web

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