



Price Verification System (PVS)

Manage your price verification process more effectively with PVS

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Importer Registration

1. Importers are expected to provide a valid TIN
2. Once TIN is validated, Company Name and RC will be populated.
3. Importer should fill all necessary field on the form and click register to proceed.
4. Once Registration is successful, Importer can login to the portal with the credentials provided during registration

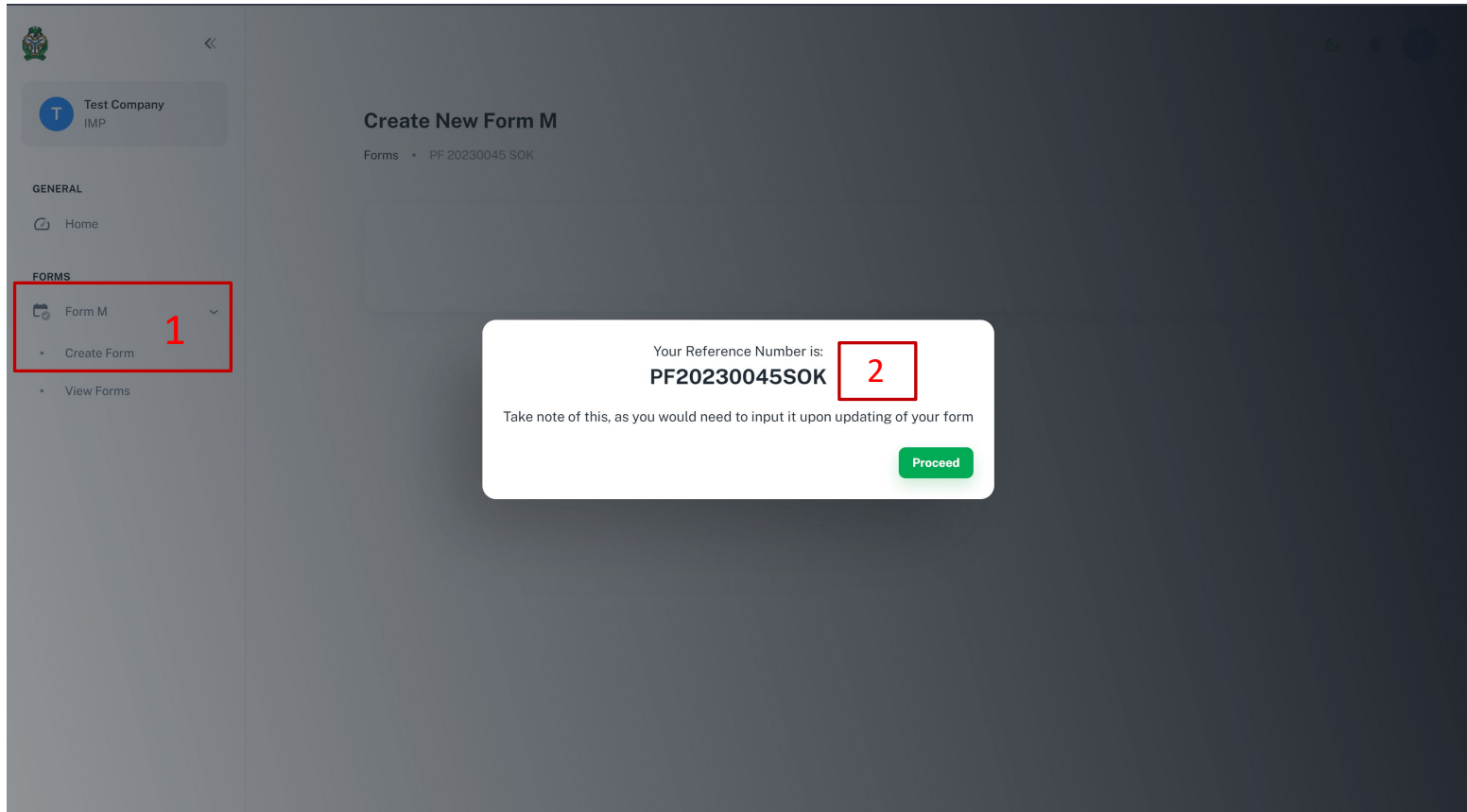
Provide your details to register.

For Suppliers and Importers.

Company TIN *	Search
Company Name  *	
Company RC No.  *	
Phone Number *	
User Type *	▼
Email address *	
Confirm Email Address *	
Password *	
Confirm Password *	
Register	



Form Creation Process



1. Click “Create Form” sub menu under Form M menu item
2. A reference number is automatically generated and displayed.



Form Creation Process – Step 1

The screenshot displays the 'Applicant & Beneficiary Details' form, which is the first step in a five-step process. The form is titled 'Applicant & Beneficiary Details' with a reference number 'PF20230044AIJ'. It includes the following fields:

- Bank *
- Applicant TIN Number *
- Applicant Name *
- Applicant Address *
- Applicant State *
- Applicant City *
- Applicant Phone *
- Applicant Fax
- Applicant Email *
- Applicant RC Number *
- Applicant NEPC Number
- Applicant Passport Number
- Beneficiary Name *
- Beneficiary Address *
- Beneficiary Phone *
- Beneficiary Fax
- Beneficiary Email *
- Beneficiary Country *
- Beneficiary By Order

A green 'Save And Proceed' button is located at the bottom right of the form.

Step one of form creation is the Applicant and Beneficiary Details page. Kindly fill all compulsory fields on the form and click “Save and Proceed” to continue with form creation.



Form Creation Process – Step 2

The screenshot shows the 'Items Details' form with the following fields and buttons:

- Upload Items (.csv)** (labeled 3)
- Remove** (labeled 2)
- Add Item** (labeled 1)
- Back** (blue button)
- Save And Proceed** (green button)

Step Two of form creation is the Line Items Details page. Kindly fill all compulsory fields on the form and click “Save and Proceed” to continue with form creation.

1. Click to add as many line items as required
2. Click to remove a line item
3. Click to use the bulk upload feature by uploading a csv/xlsx file based on the required template containing all line items to be added.

NOTE: You are required to fill the new form fields generated from HS Code selection.



Form Creation Process – Step 3

The screenshot displays the 'Summary Details' step of the form creation process. The interface includes a left-hand navigation menu with sections for 'GENERAL' (Home), 'FORMS' (Form M), and 'MANAGEMENT' (Institutions, User Management). The main content area shows five tabs: 'Applicant & Beneficiary Details', 'Item Details', 'Summary Details' (selected), 'Shipping Details', and 'Validation Details'. The 'Summary Details' form is titled 'Reference No: PF20220019' and contains the following fields:

Field Name	Field Type
Goods Description *	Text Input
Goods Net Weight *	Text Input
Total Number Of Items *	Text Input
Total FOB Value *	Text Input
Total Ancillary Charges *	Text Input
Currency *	Dropdown
Currency Exchange Rate *	Text Input
Insurance Costs *	Text Input
Total C and F *	Text Input
Source of Funds *	Dropdown
Proforma Invoice Number *	Text Input
Proforma Invoice Date *	Date Picker (dd/mm/yyyy)
Terms Of Delivery *	Dropdown
Mode of Payment *	Dropdown
Payment Date	Date Picker (dd/mm/yyyy)
Mode Of Transfer *	Dropdown

At the bottom of the form, there are two buttons: a blue 'Back' button and a green 'Save And Proceed' button.

Step Three of form creation is the Summary Details page. Kindly fill all compulsory fields on the form and click “Save and Proceed” to continue with form creation.



Form Creation Process – Step 4

Forms • Edit • PF20220019

Applicant & Beneficiary Details Item Details Summary Details Shipping Details Validation Details

Shipping Details
Reference No: PF20220019

Country of Origin * Country of Supply * Mode of Transport *

Port of Loading * Port of Destination * Custom Office *

Air Ticket Number Airline Expected Shipment Date *
dd/mm/yyyy

Route **Back** **Save And Proceed**

Step Four of form creation is the Shipping Details page. Kindly fill all compulsory fields on the form and click “Save and Proceed” to continue with form creation.

Note: The Expected Shipment Date field does not have to be the actual shipment date, it could be tentative date



Form Creation Process – Step 5

The screenshot displays the 'Edit Form M' interface. At the top, there is a search bar and navigation icons. The left sidebar shows the user profile 'Test Company IMP' and a menu with sections: GENERAL (Home), FORMS (Form M), and MANAGEMENT (Institutions, User Management). The main content area is titled 'Edit Form M' and shows a progress bar with five steps: Applicant & Beneficiary Details, Item Details, Summary Details, Shipping Details, and Validation Details (the current step, marked with a '5'). Below the progress bar, the 'Validation Details' section is active, showing a reference number 'PF20220019' and several input fields: 'Endorsement Applicant Representative *', 'Applicant Endorsement Date *' (with a calendar icon), 'Endorsement Authorized Dealer *', 'Authorized Dealers EndorsementDate *' (with a calendar icon), and 'Applicant Number *'. A green 'Save And Proceed' button is at the bottom left, and a blue 'Back' button is at the bottom right.






Step Five of form creation is the Validation Details page. Kindly fill all compulsory fields on the form and click “Save and Proceed” to continue with form creation.


Upon submission, a Price Verification Report is generated and sent to the Institution’s email address and is also available to the institution users on the portal for download.

Note: Form cannot be edited once Report has been generated.



Download Form Generated XML

S/N	Quick Actions	Form Ref.	Application No.	Form MF No.	PVR Status	Form Status
1	 	PF20220009				In Progress
2	 	PF20220008	FP05720220008			In Progress
3	 	PF20220011	FP05720220011	MF-001243	COMPLIANCE	Approved

Go to the “View Forms” Page to view all forms created under the institution. Click on the “ Download XML” button on the popover menu that is displayed. The XML File is automatically downloaded into the user’s device.

