PROCESS MANUAL

AUTOMATED VERIFICATION OF EFS PART-II CLAIMS

FOREIGN EXCHANGE OPERATIONS DEPARTMENT

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1. Introduction

This document describes the process for automated verification of claims received under Part-II of Export Finance Scheme (EFS). The automated process allows verification of export claims on Data Warehouse (DWH) Portal without intervention by officers of Foreign Exchange Operations Department (FEOD) and Development Finance Support Department (DFSD) of State Bank of Pakistan – Banking Services Corporation (SBP-BSC). Previously, export claims were submitted by banks through emails and verified through MS-Excel based process by FEOD and DFSD.

The intended audience of the document are users of commercial and Islamic banks responsible for submitting export claims on behalf of exporters to FEOD and DFSD. The document includes detailed guide on accessing, requesting, extracting & submitting information on DWH portal, which will be used by bank users to apply for limit allocation and performance matching of exporters under Part-II of EFS.

2. Procedure

2.1 Access to Datasets & Reports

Bank DWH administrators shall assign access rights to the relevant EFS users on DWH Portal for requesting export provisional statements of exporters and submitting final export receipt statements for limit allocation & performance matching. Step-by-step process to assign access rights is as below:

1. Enter ITRS DWH Portal and select 'User Management' tab.

🌀 DWH Portal - UAT						Contact Us	Feedback Logout
			Data Submission	Reports	User Management	Knowledge Centre	My Settings
Home Manage Responsibilities (Owners) Manage R	Responsibilities (Providers) Ma	nage Users Manage DFS Responsibilities	Manage Application Responsibilities				
User Management Section Welcome to User Management section.							

- 2. Access 'Manage DFS Responsibilities' and assign operator rights of the following two datasets to the relevant EFS users:
 - a. Export Provisional Statement
 - b. Export Receipt Statement

DWH Portal - UAT	
	Data Submission Reports User Management
ome Manage Responsibilities (Owners) Manage Responsibilities (Providers) Manage Users Manage DFS Responsibilities Mar	nage Application Responsibilities
Step 1: Select Users Responsible for Dataset Type	
Dataset Type Export Provisional Statement	
Ibrahim Dawood Nasir Mansoor Hussain User Adram Masood Fest Test2 HBL API User muhammad astrraf user1	
Step 2: Define Specific Role For Each User User Dataset Type User Role Activation Date Inactivation Date Md5 Cs No data found. Apply Changes	
OWH Portal - UAT	/ Data Submission / Reports / User Management
Stan 4: Salact Lieare Daenaneikla far Dataset Tuna	
Dataset Type Export Receipt Statement	
sister association strahm Davood association Nasir association Veer Anan Mascool association Test1 association Test2 association HBL API User association Manmad Ashraf association	
Step 2: Define Specific Role For Each User User Dataset Type User Role Activation Date Inactivation Date MdS Cs	
No data found. Apply Changes	

3. Once rights are assigned, the datasets shall be visible to bank EFS users in the 'Data Submission' tab.

🔷 DWH Port	DWH Portal - UAT										
Home Request	Reporting Period				_						
Administration	Section						_				
2											
Request Summa	агу					-					
Business Ar	ea Dataset Type	Business Reporting Period	Pending	Submitted	Total						
Balance of Payn	nent Export Provisional Statement	01-Jul to 30-Jun 2021	9	0	9						
Balance of Payn	nent Export Receipt Statement	01-Jul to 30-Jun 2021	7	0	7						

- 4. In addition, bank EFS users shall email their user IDs at <u>DWHSupport@sbp.org.pk</u> to obtain access of the following reports:
 - a. Export Provisional Statement Report
 - b. Export Receipt
- 5. Once rights are assigned, the reports shall be visible to bank EFS users in the 'Reports' tab under application 'EE/EF Export Verification'.

🛷 DWH Portal - UAT			Data Submission Reports
Home List of Reports			
Filter by Application (EE/EF Exp Filter	Go Actions		
Report Name	Report Description		
Export Provisional Statement Report	-		
Export Receipt	-		
	1 - 2		

2.2 Provisional Statement

Bank EFS users shall access dataset and report related to 'Export Provisional Statement' to request & review performance of exporters in the concluded financial year. Step-by-step process for requesting and viewing provisional export performance is as below:

1. Access ITRS Data Ware House (DWH) Portal and select 'Manage Request' in the Data Submission tab.

Sr DWH	Portal	Challedinal Data Missishaward	Inclustions	Doto Exhanization
lome Requ	est Reporting Period	/ Stanslical Data Watehouse	Applications	Data Submission
Administrat	ion Section			
2	Welcome to Administration section. This section allows you to perform the following administrative tasks:			
	Manage Reguest Manage Reporting Period			

2. Select 'Export Provisional Statement' in Display Request on the next screen and select the relevant request

🧳 DW	'H Portal						
Home Re	equest Rep	ortina Period I			Statistical Data	Warehouse / Applicat	tions / Data Submission
Dis	play Requests	of: Export Provision	nal Statement	▼ Period Status Active ▼ Type	Display All	······ •	Create Generate Mis
₽ [Go Rows 15	Actions			
T F	Provider Code	= '23'	2 📡				
	Dataset Type		2 - X				
Ξ	Request Statu	s = 'Completed'	2 🗙				
	Request Statu	s = 'Inprocess'	2 🗙				
	Request Statu	s = 'Expired'	2 🗙				
Dataset	Type : Exp	ort Provisional S	tatement				
F	Request Id	Provider Code	<u>Provider</u>	Business Reporting Period	<u>Request Status</u>	<u>Due Date</u>	
R	1484035	23	BANK AL-HABIB LTD.	01-Jul to 30-Jun 2021	Pending	Thursday, 30-Jun-2022 2	23:59
							1 - 1

3. Prepare data request file in CSV format stating bank's ITRS code, relevant financial year and 8-digit NTN of exporter.

	А	В	С	D
1	Bank_code	fiscal_year	ntn_no	
2	23	2021	01234567	
3				
4				

4. Upload request file to generate exporter's Provisional Statement.

DWH Porta	ai							
					Statistical D	ata Warehouse	Applicati	ons 🖊 Data Su
ome Request	Reporting F	Period						
Manage Request					Back	Apply Changes	1	
manage nequest					Dack	Apply changes		
Req	uest Id: 1484	035						
Datase	et Type: Expo	rt Provisional Sta	atement					
Provide	er Type: Sche	duled Bank						
P	rovider: 23-B	ANK AL-HABIB L	TD.					
Reporting	Period: 01-Ju	I to 30-Jun 2021						
Request	Status: Pen	ding 🗸						
Di	ue Date Thurs	sday, 30-Jun-202	2 23:59					
* Total Days Ex	tended 0							
iotal Dayo Ex								
User Con	nments:							
						Submit Data		
Response Histor	y (displays l	ast 5 responses	5)					
Response Id	Status	File Name	File Type	Submitted By	Submission Date	Log Details	Data File	CSV Content
814999	Successful	PV.csv	application/vnd.ms-excel	Bilal	03-Jun-2022 11:19AM	View Log	Download	Validate
814996	Failed	PV.csv	application/vnd.ms-excel	Bilal	03-Jun-2022 11:17AM	View Log	Download	Validate
814969	Successful	PV.csv	application/vnd.ms-excel	Bilal	03-Jun-2022 10:47AM	View Log	Download	Validate
						5		

5. Once request file is successfully uploaded, exporter's provisional statement will be visible in 'Export Provisional Statement Report' in 'Reports' tab under application 'EE/EF Export Verification'.

🕁 DWH Portal - UAT			
			Data Submission Reports
Home List of Reports			
Filter by Application EE/EF Expo	ort Verification V		
~	Go Actions		
🖃 🛄 Report Group 🗹 🔆			
Report Group : Data Verification	n Reports		
<u>Report Name</u>	Report Description		
Export Provisional Statement Report	· •		
Export Receipt			
	1 - 2		

6. Select bank and period on next screen and download latest successful 'Provisional Statement' which shows performance of the exporter in the concluded financial year

🤄 DWH Pa	rtal						
				Statistic	al Data Wareho	ouse Applic	ations
Home List of I	Reports List of Docur	nents					_
P Bank	ANK AL-HABIB LTD.	✓ Yes	ar 2021 🗸				
Export Provisi	onal Statement					Back	
₽ 🗆		Go	Actions				
Provid	ter 🔽 🐺						
Provid	ler Code 🔽 🐺						
Repo	ting Period 🔽 😴						
Provider : E	ANK AL-HABIB LTI)., Provider Code :	23, Reporting Period	: 01-Jul to 30-Jun 2021			
Request lo	<u>Response Id</u>	<u>File Name</u>	Submission Date	<u>Submitted By</u>	<u>Status</u>	Data File	
148403	5 814999	Prov_Statement.csv	03-JUN-2022 11:20AM	Bilal	Successful	Download	
148403	5 814969	Prov_Statement.csv	03-JUN-2022 10:47AM	Bilal	Successful	Download	

7. Review the Provisional Statement, state EE, EF or EEEF in 'Bank Verification Status' column and change date format of Shipment Dt & Realization Dt to YYYY-MM-DD. Do not edit any other details in the statement

	E	F	G	I	К	М	N	0	Р	Q	R	S	Т	V	W
1	FISCAL YEAR	EXPORTER _NTN	EXPORTER NAME	PERIOD	EFORM NO	CURRENCY	HS CODE	SHIPMENT DT	REALIZATION DT	AMOUNT	EXCH RATE	TXN AMT IN PKR	PART-1 UTILIZATION	SCHEDULE NAME	BANK VERIFICATION STATUS
2	2021	01234567	ABC IMPEX	202009	AHB-2020-0000037480	1	63071020	2018-10-25	2019-09-23	41,198	156.2	6,434,304	n	A-1/0-1	EE
3	2021	01234567	ABC IMPEX	202008	KPPE-SB-001122-30-08-2020	1	63026010	2017-11-20	2019-07-30	12,162	158.8	1,931,687	n	A-4/0-4	EF
4	2021	01234567	ABC IMPEX	202102	AHB-2021-0000026612	1	63026010	2017-07-21	2019-07-30	6,708	158.8	1,065,430	n	A-5	EEEF
5															

8. Once reviewed, save the final export statement in CSV format

2.3 Receipt Statement

Bank EFS users shall access dataset and report related to 'Export Receipt Statement' to submit final export performance of exporters & review transactions verified by the system. Step-by-step process is as below:

1. Select 'Export Receipt Statement' in Display Request on Data Submission tab

<u>ن</u>	DWH Portal							
					Statistical Data	Warehouse Applicat	tions Dat	a Submission
Home	Request Rep	orting Period						
P	Display Requests	s of: Export Receipt :	Statement	Period Status Active V Type	Display All	v	Create	Generate Miss
R			Go Rows 15	✓ Actions				
1	Provider Code	= '23'	2 📡					
	Dataset Type		2 - 🗙					
Ξ.	Request Statu	is = 'Completed'	2 x					
	Request Statu	is = 'Inprocess'	2					
	Request Statu	is = 'Expired'						
Datas	et Type : Exp	ort Receipt State	ment					
	<u>Request Id</u>	Provider Code	<u>Provider</u>	Business Reporting Period	<u>Request Status</u>	<u>Due Date</u>		
	1484005	23	BANK AL-HABIB LTD.	01-Jul to 30-Jun 2021	Pending	Thursday, 30-Jun-2022	23:59	
							1-1	

2. Upload the final export statement as mentioned in the previous section

🔷 DWH Portal				Statistical E)ata Warehouse	Applications	Data Su	ıbmission 🗸 U
Home Request Reportin	ng Period						_	
Manage Request				Back	Apply Changes			
Request Id: 1 Dataset Type: S Provider Type: S Provider 2 Reporting Period: 0 Request Status: Due Date T * Total Days Extended: User Comments:	484005 xport Receipt Statement icheduled Bank 3-BANK AL-HABIB LTD. 1-Jul to 30-Jun 2021 Pending v hursday, 30-Jun-2022 23:59 364				Submit Data			
Response Id Statu	s File Name	File Type	Submitted By	Sul	bmission Date	Log Details	Data File	CSV Content
814468 Success	ful Prov_Statement_	csv application/vnd.ms-excel	<u></u>	(agani 02-	Jun-2022 03:32PM	View Log	Download	Validate

3. Once final statement is successfully uploaded, exporter's verified transactions will be visible in 'Export Receipt' in the 'Reports' tab under application 'EE/EF Export Verification'

🄄 DWH Portal - UAT		
		Data Submission Reports
Home List of Reports		
Filter by Application EE/EF Expo	t Verification 🗸	
~	Go Actions	
E Report Group		
Report Group : Data Verification	Reports	
Report Name 🔺	Report Description	
Export Provisional Statement Report		
Export Receipt	-	
	1 - 2	

4. Select bank and relevant financial year to see transactional details of verified entries. 'Verification Type' column will show the status of verified entries as EE=1, EF=2, EEEF=3.

🧄 DWH	Portal												Cor	tact Us Feedback Logout
Home List	of Reports List of	of Documents				Stat	istical Data Wa	arehouse A	pplications	ata Submission	User Ma	nagement 🗸 K	nowledge C	Centre My Settings
P Ban	K BANK AL-HABIB	LTD.	~	Financial Year	Jul-2020 - Jun-	2021 V Back								
Export Rec	eipt													
₽ 🗆			Go	Actions										
E 🍸 Pe	riod = 202007 🔽	*												
Period	<u>Organization</u>	AD Code	<u>Schedule</u>	<u>Statement</u>	<u>Currency</u>	<u>Schedule Detail Id</u>	<u>Serial No.</u>	<u>Form No.</u>	<u>Commodity</u>	<u>Txn Country</u>	<u>Amount</u>	<u>Iscompany</u>	<u>NTN</u>	Verification Type
202007	23	355	51	91	1	73244035	1783	AHB-2020-	62032200	220	30,759	1		3
202007	23	355	51	91	1	73241720	114	AHB-2020-	62032200	610	23,604	1		3
202007	23	355	51	91	1	73240601	939	AHB-2020-	62032200	330	10,214	1		3
202007	23	355	51	91	1	73242382	1336	AHB-2020-	62032200	280	17,715	1	-	3
202007	23	355	51	91	1	73240733	427	AHB-2020-	62032200	280	24,106	1		3

2.4 Application for EFS

After successful verification of export performance on DWH Portal, bank EFS users shall request DFSD for EFS limit allocation and performance matching on Regulatory Approval System (RAS) Portal. Bank user shall submit request as per IH&SMEFD Circular No. 01 of 2022 dated January 19, 2022.

3. Process Flow



4. Glossary

S No.	Term	Description			
1	Administrator	Bank users responsible for assigning access rights to other users			
2	EFS User	Bank users responsible for EFS functions			
3	DWH Portal	Data Warehouse Portal where banks request, review and submit exporter performance and extract summary of verified entries			
4	RAS Portal	Regulatory Approval System Portal where banks apply for EFS by sharing exporter-wise summary of verified entries			
5	Export Provisional Statement	Exporter's provisional export performance for the financial y as reported by banks in monthly data submission			
6	Export Receipt Statement	Final statement of exporter's performance in the financial year which is eligible for limit allocation			
7	Dataset	Page on the system where bank submits data files			
8	Report	Page on the system from where bank extracts information generated by the system			
9	Bank Verification Status	Column in Provisional Statement where bank will input 'EE', 'EF' or 'EEEF' against each entry			
10	Verification Type	Column in Receipt Statement where system will return EE=1, EF=2 and EEEF=3 against verified entries			
11	Financial Year	July to June period used for EFS eligibility			
12	CSV	Comma Separated Values file format			

5. Frequently Asked Questions

1. What is the validity of Export Provisional Statement?

Export Provisional Statement will expire within 5 working days. Therefore, it is preferable to generate new Export Provisional Statement and use it at the time of uploading Export Receipt

2. Does Export Provisional data submission accept only one NTN at a time?

No. Export Provisional of multiple NTNs may be requested as shown in below example

	А	В	С
1	Bank_code	fiscal_year	ntn_no
2	23	2021	01234567
3	23	2021	00112233
4	23	2021	51448777
5			

3. Does Export Receipt data submission accept only one NTN at a time?

No. Export Receipt of multiple NTNs is also acceptable

4. What is Schedule A-5?

Schedule A-5 is a new schedule introduced in ITRS where banks report the export shipments against which exporters wish to claim post-facto EFS. All post-facto transactions must be reported by banks in Schedule A-5 in the concluded financial year

5. When will system show complete & accurate performance of exporter in the Provisional Statement?

System generates complete & accurate Provisional Statement based on correct reporting by bank in Schedule A-1/O-1 (post-shipment entries), Schedule A-4/O-4 (advance payment entries) and Schedule A-5 (post-facto entries) besides validating all entries from E-Form Short Format (shipment data)

6. Contacts

For access of datasets & reports:

Email:DWHSupport@sbp.org.pkTel:021-32454969

For process guide & data related queries:

Email:bilal@sbp.org.pk, ali.siddiqui@sbp.org.pkTel:021-32455329, 021-32455349

For EFS related queries:

Email: dfsdhelpdesk@sbp.org.pk

Tel: 021-32455283