

# 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

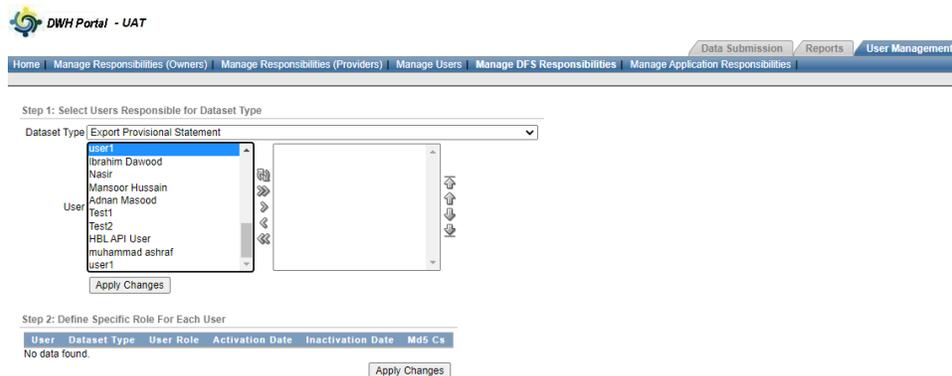
Bank DWH administrators shall assign access rights to the relevant EFS users on DWH Portal for requesting export provisional statements of exporters and submitting final export receipt statements for limit allocation & performance matching. Step-by-step process to assign access rights is as below:

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

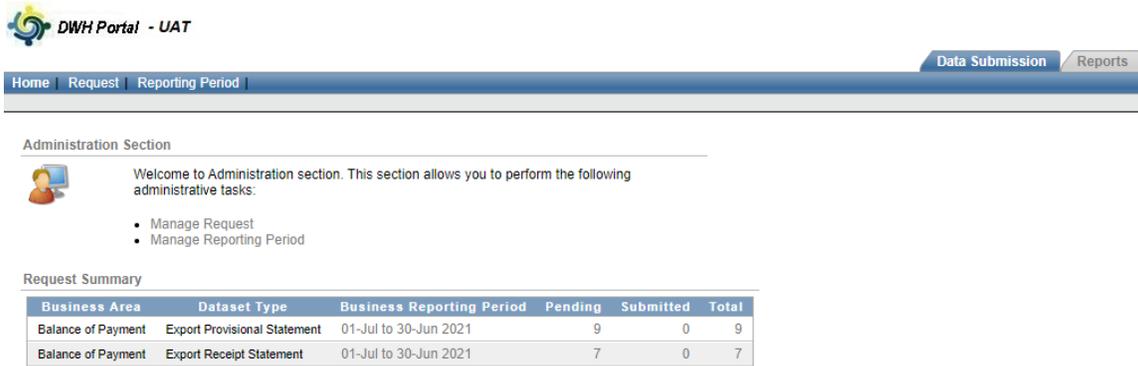


2. Access 'Manage DFS Responsibilities' and assign operator rights of the following two datasets to the relevant EFS users:

- a. Export Provisional Statement
- b. Export Receipt Statement



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



**DWH Portal - UAT**

Home | Request | Reporting Period | **Data Submission** | Reports

**Administration Section**

Welcome to Administration section. This section allows you to perform the following administrative tasks:

- Manage Request
- Manage Reporting Period

**Request Summary**

Business Area	Dataset Type	Business Reporting Period	Pending	Submitted	Total
Balance of Payment	Export Provisional Statement	01-Jul to 30-Jun 2021	9	0	9
Balance of Payment	Export Receipt Statement	01-Jul to 30-Jun 2021	7	0	7

4. In addition, bank EFS users shall email their user IDs at [DWHSupport@sbp.org.pk](mailto:DWHSupport@sbp.org.pk) 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**

Home | List of Reports | **Data Submission** | **Reports**

Filter by Application: EE/EF Export Verification

Report Group:  Report Group

**Report Group : Data Verification Reports**

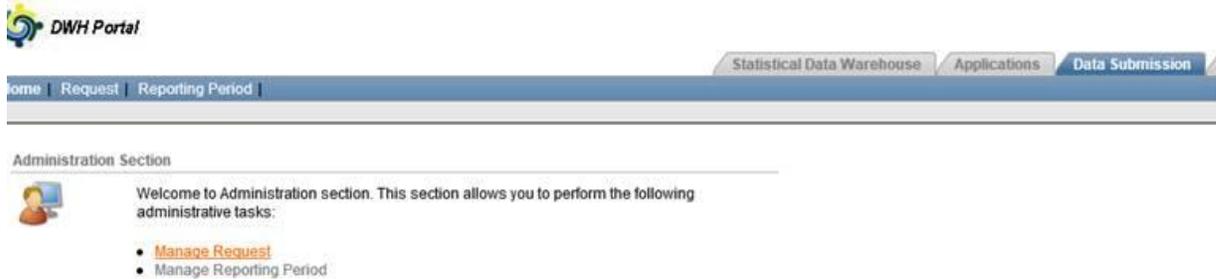
Report Name	Report Description
Export Provisional Statement Report	-
Export Receipt	-

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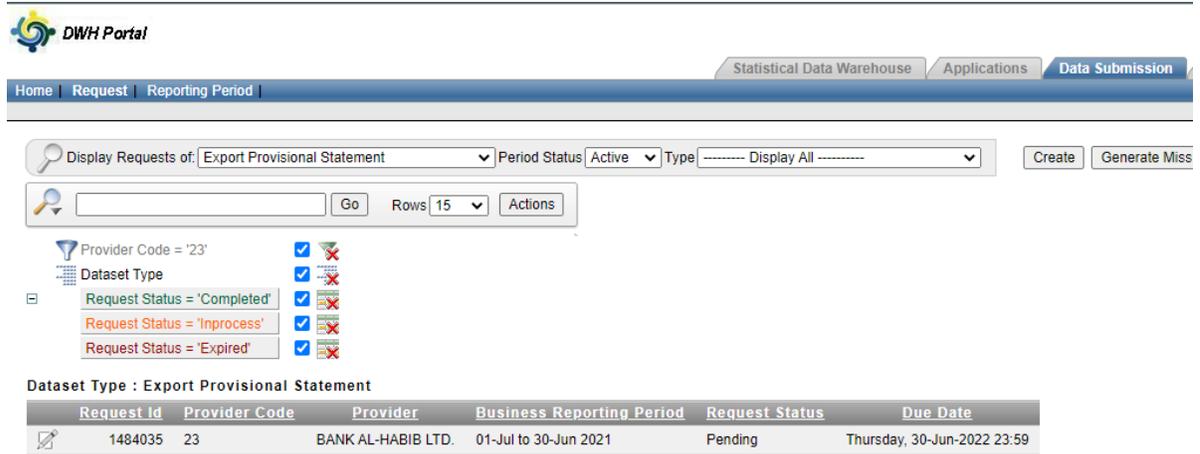
## 2.2 Provisional Statement

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.



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



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

	A	B	C	D
1	Bank_code	fiscal_year	ntn_no	
2	23	2021	01234567	
3				
4				

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

**Manage Request** [Back] [Apply Changes]

Request Id: 1484035  
 Dataset Type: Export Provisional Statement  
 Provider Type: Scheduled Bank  
 Provider: 23-BANK AL-HABIB LTD.  
 Reporting Period: 01-Jul to 30-Jun 2021  
 Request Status: Pending  
 Due Date Thursday, 30-Jun-2022 23:59  
 Total Days Extended: 0  
 User Comments:   
 [Submit Data]

Response History (displays last 5 responses)

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. 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 Export Verification

Report Group:

Report Group : Data Verification Reports

Report Name	Report Description
Export Provisional Statement Report	-
Export Receipt	-

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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 Portal** [Statistical Data Warehouse] [Applications]

Home | List of Reports | List of Documents |

Bank: BANK AL-HABIB LTD. Year: 2021 [Back]

Export Provisional Statement [Back]

Provider:     
 Provider Code:     
 Reporting Period:

Provider : BANK AL-HABIB LTD., Provider Code : 23, Reporting Period : 01-Jul to 30-Jun 2021

Request Id	Response Id	File Name	Submission Date	Submitted By	Status	Data File
1484035	814999	Prov_Statement.csv	03-JUN-2022 11:20AM	Bilal	Successful	Download
1484035	814969	Prov_Statement.csv	03-JUN-2022 10:47AM	Bilal	Successful	Download

- 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	K	M	N	O	P	Q	R	S	T	V	W
	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
1															
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/O-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/O-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															

- 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:

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

**Dataset Type : Export Receipt Statement**

Request Id	Provider Code	Provider	Business Reporting Period	Request Status	Due Date
1484005	23	BANK AL-HABIB LTD.	01-Jul to 30-Jun 2021	Pending	Thursday, 30-Jun-2022 23:59

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- Upload the final export statement as mentioned in the previous section

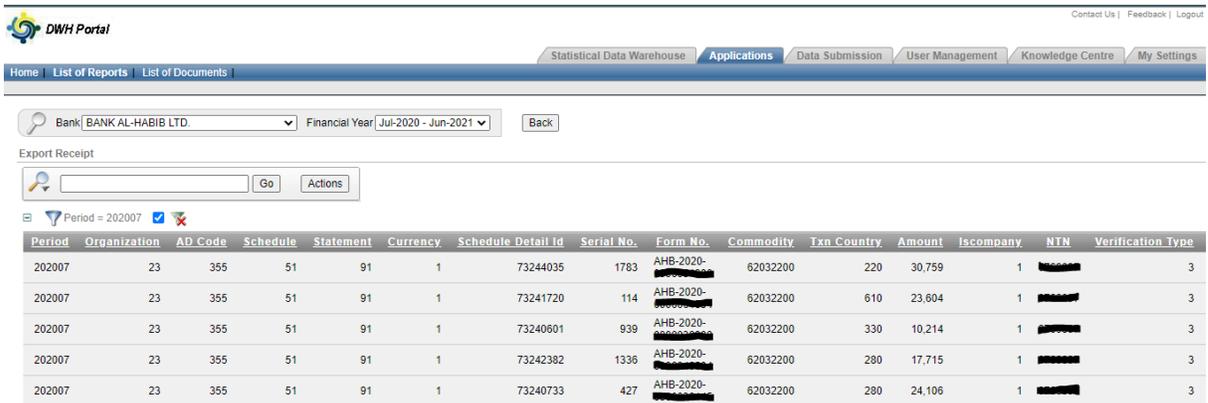
**Response History (displays last 5 responses)**

Response Id	Status	File Name	File Type	Submitted By	Submission Date	Log Details	Data File	CSV Content
814468	Successful	Prov_Statement_...csv	application/vnd.ms-excel		02-Jun-2022 03:32PM	View Log	Download	Validate

- 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’



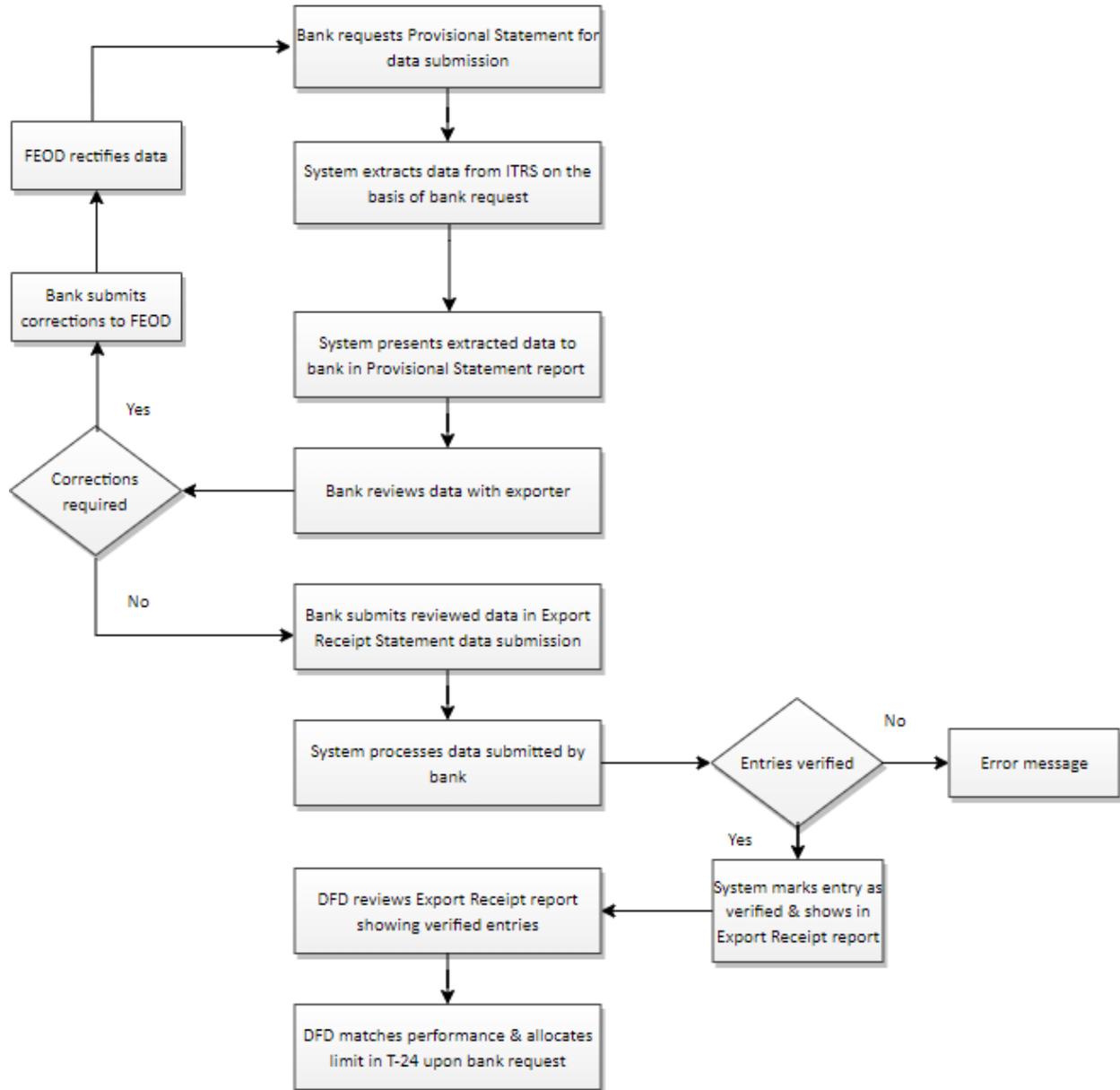
- Select bank and relevant financial year to see transactional details of verified entries. ‘Verification Type’ column will show the status of verified entries as EE=1, EF=2, EEEF=3.



## 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 year 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

	A	B	C
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.pk](mailto:DWHSupport@sbp.org.pk)

Tel: 021-32454969

### For process guide & data related queries:

Email: [bilal@sbp.org.pk](mailto:bilal@sbp.org.pk), [ali.siddiqui@sbp.org.pk](mailto:ali.siddiqui@sbp.org.pk)

Tel: 021-32455329, 021-32455349

### For EFS related queries:

Email: [dfsdesktop@sbp.org.pk](mailto:dfsdesktop@sbp.org.pk)

Tel: 021-32455283