
Ministry Of Trade and Industry Accreditation Permit for Shipment

Manual



The Republic of South Sudan
Ministry of Trade and Industry

Introduction

Accreditation Permit for Shipment is an official authorization granted to businesses allowing them to engage in the importation of goods into the Republic of South Sudan.

To obtain a Accreditation Permit for Shipment a user should log into <https://trade.eservices.gov.ss>



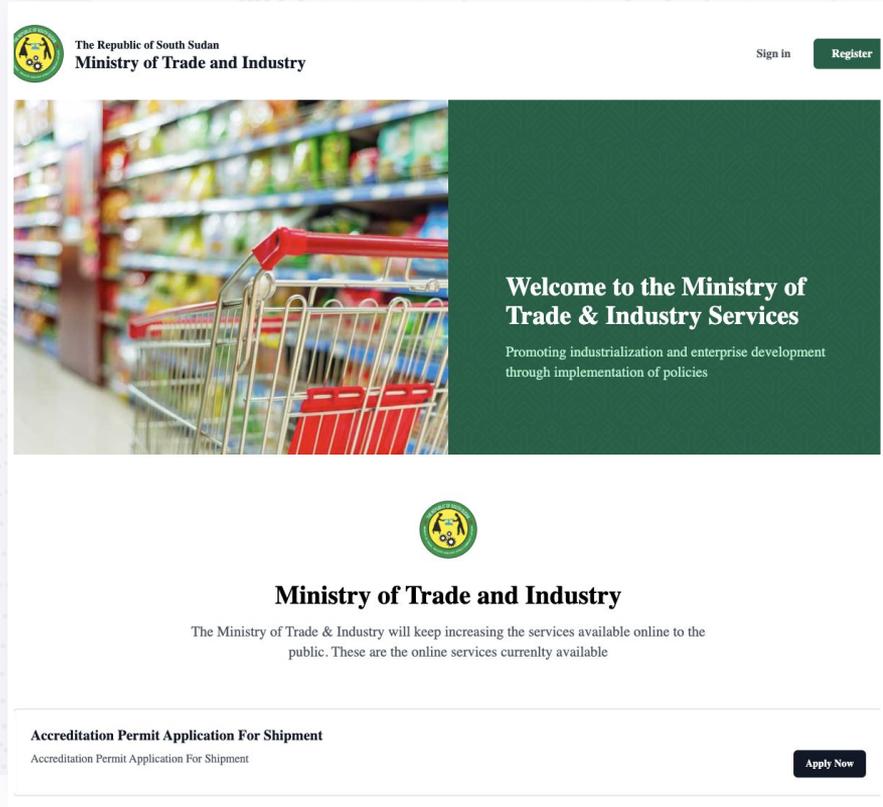
The Republic of South Sudan
Ministry of Trade and Industry



Log In

To access the Accreditation Permit for Shipment:

- Open your preferred internet browser.
- Enter the URL
<https://trade.eservices.gov.ss>
- Click Sign in then Enter your details as prompted.



The screenshot shows the homepage of the Ministry of Trade and Industry of the Republic of South Sudan. At the top left is the logo of the Ministry, which features a green circle with a yellow and red emblem. To the right of the logo, the text reads "The Republic of South Sudan" and "Ministry of Trade and Industry". In the top right corner, there are two buttons: "Sign in" and "Register". The main content area is split into two parts: on the left, a photograph of a red shopping cart in a grocery store aisle; on the right, a dark green background with white text that says "Welcome to the Ministry of Trade & Industry Services" and "Promoting industrialization and enterprise development through implementation of policies". Below this, there is a smaller version of the Ministry logo, followed by the text "Ministry of Trade and Industry" and a paragraph: "The Ministry of Trade & Industry will keep increasing the services available online to the public. These are the online services currently available". At the bottom, there is a section titled "Accreditation Permit Application For Shipment" with a sub-link "Accreditation Permit Application For Shipment" and an "Apply Now" button.

Application

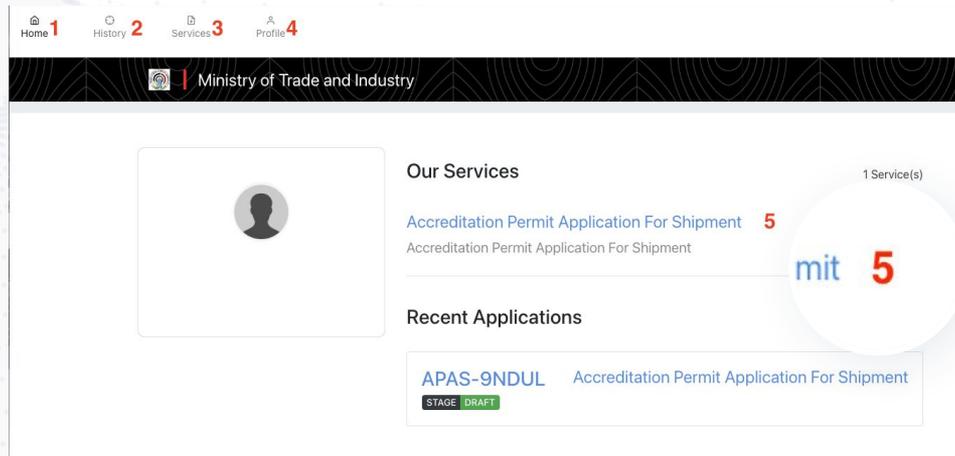


Navigating the page

- Home(1)- Overview of all services, user profile and recent applications
- History(2)- List of all submitted applications
- Services(3)- List of services
- Profile(4)- Gives an overview of profile data.

To apply for the Accreditation Permit for Shipment:

- Click on the services tab on the dashboard
- Then proceed to click on the Accreditation Permit for shipment(5)
- Input the required information as guided on the application.



Application Continued...

To apply for the Accreditation Permit for Shipment:

- Fill in the consignment details as required for shipment
- Indicate country of origin and destination of the import intended.

APAS-9NDUL
Accreditation Permit Application For Shipment

ⓘ Changes you make will be saved as draft and will not reflect in the application until you submit the form at the end



General Information

1. Consignment Owner *

Choose...

2. Model of Declaration *

Choose...

3. Type of Declaration *

Choose...

Don't have a TIN? [Register Here](#)

4. Country of Origin *

Choose...

5. Country of Destination *

Choose...

PREVIOUS

NEXT

Permit Issued

On this page;

1. Stage **Certificate Issued**- this is confirmation payment has been processed successfully
2. **Downloads**- Click download to obtain the accreditation Permit

The screenshot displays the user interface for an Accreditation Permit Application For Shipment (Ref: APAS-9BWUE). The top section shows the reference number and the application title. Below this, a date field indicates 'Mon Aug 12, 2024' and a status bar shows 'STAGE CERTIFICATE ISSUED' with a red '1' next to it. The main content area is divided into several sections: 'Downloads' (with a red '2' next to it), 'Appointments', and 'Application Instructions'. The 'Downloads' section includes a document icon, the title 'Accreditation Permit Application For Shipment', the date '26 Aug, 2024', and buttons for 'DOWNLOAD' and 'PRINT'. The 'Appointments' section has a 'View/Book appointments' link and a 'No Appointments' message. The 'Application Instructions' section contains a green box with text about declaring consignments and a link to 'Who is Eligible to submit this Application?'. The interface also features a 'Go to...' search bar and a 'Signed Attachments' link.

Permit Sample


REPUBLIC OF SOUTH SUDAN
MINISTRY OF TRADE AND INDUSTRY
ACCREDITATION PERMIT APPLICATION FOR SHIPMENT

 PERMIT NUMBER: **APAS-9BWUE** DATE OF ISSUE: **MON, 26 AUG 2024**

IMPORTER DETAILS

NAME OF IMPORTER: _____ IMPORTER TIN: _____ IMPORTER REGISTRATION NUMBER: **1111111111**
IMPORTER PHONE NUMBER: _____ PORT OF ENTRY: **NIMULE** MODE OF TRANSPORT: **ROAD**

EXPORTER DETAILS

NAME OF EXPORTER: **PHILLINS** COUNTRY OF ORIGIN: **ALBANIA** CITY: **JAYDEN**

CONSIGNMENT SUMMARY

CONSIGNMENT ORIGIN: **ALBANIA** NUMBER OF CONTAINER: **NIL** TOTAL PACKAGES: **2**
GROSS WEIGHT KGS: **30** TOTAL INVOICE VALUE: **USD3000** FINAL DESTINATION OF CONSIGNMENT: **ABYEI**

Director General
Ministry of Trade and Industry

  **Proudly South Sudanese** 

Booking for **SS**

e-Permit Cargo Shipment In
RECTS

Step 1: Log in

Search on web : <https://ects.eac.int/login>

Entry : username and password



The logo of the East African Community (EAC) is centered at the top. It features a circular emblem with a map of the region, surrounded by a laurel wreath and the acronym 'EAC'. Below the emblem is a banner with the Swahili motto 'JUMUIYA WAAFRIKA MASHARIKI'. Underneath the banner are seven circular icons representing the member states: Kenya, Uganda, Rwanda, Burundi, Tanzania, DRC, and South Sudan.

Username

Or email address...

Password

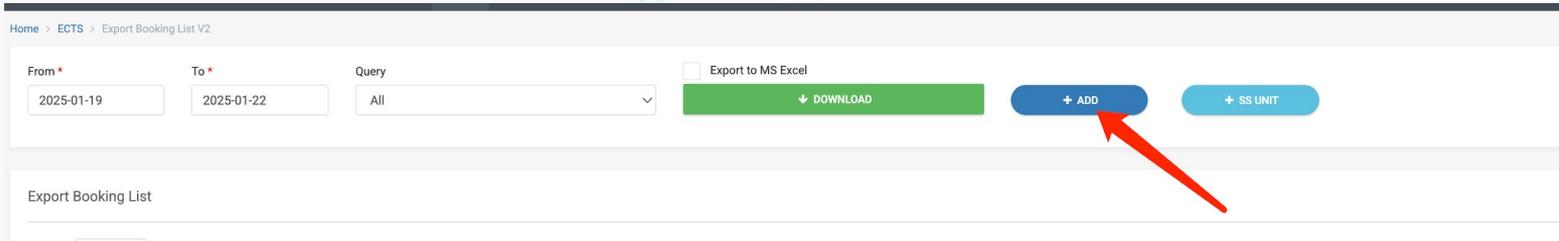
[Forgot Password?](#)

Sign In

Step 2: Redirect export booking

Open : <https://ects.eac.int/ects/exportsbooking>

Click +Add to Create Cargo Booking and Invoice for SS



Home > ECTS > Export Booking List V2

From* 2025-01-19 To* 2025-01-22 Query All

Export to MS Excel

↓ DOWNLOAD + ADD + SS UNIT

Export Booking List

Step 3: Create Export Booking for SS

Open :

<https://ects.eac.int/ects/exports/Booking/create>

The screenshot shows a web form for creating an export booking. It is divided into several sections:

- # BOOKING DESTINATION & SEARCH ENTRY NO.:** Contains a dropdown for 'Entry No.' with the value '28EDLEX100033171'. A red box highlights this value, with a red arrow pointing to the label 'iCMS Entry No.' above it. A small note below the dropdown reads: 'After submission, this value cannot be modified. Please fill it in carefully.'
- # BOOKING & CONTAINER DETAIL:** Includes fields for 'Booking Type' (Container), 'Container type' (20F), and 'Container Reg No.'.
- # TRANSPORTER DETAILS:** Includes fields for 'Transporter', 'Transporter Mobile Number', 'Vehicle Reg No.', 'Driver Name', and 'Driver Mobile No.'.
- # ESESERVICES PERMIT NUMBER:** Contains a dropdown for 'PERMIT NUMBER' with the value 'format is: APAS-XXXXXX'. A red box highlights this value, with a red arrow pointing to the label 'e-Permit no.' above it.
- # PLAN:** Includes fields for 'Plan Loading Point', 'Plan Arrival Point', 'Intended Loading Date', and 'Intended Loading Time'.
- # IMPORTER DETAIL:** Includes fields for 'Consignee Name' (MILGO TRADERS LTD), 'Consignee Telephone', and 'Consignee email'. A red arrow points to the 'Consignee email' field with the label 'Consignee email'. A note next to it says 'Invoice will be sent to this email.'
- # CLEARING AGENT DETAIL:** Includes fields for 'Clearing Agent' (WORLD DOMAIN LIMITED), 'Clearing Agent Telephone', and 'Clearing Agent email' (DOMAINJT@WORLD@GMAIL.COM).
- # CONSIGNOR & GOODS DETAIL:** Includes fields for 'Consignor Name' (Cemtech Limited), 'Country of Origin' (KE), and 'Goods Description' (SIMBA POWER 42.5N; SIMBA POWER 42.5N; BG 420).

At the bottom right, there are two buttons: 'BACK' and 'CONFIRM'.

Step 4: Confirm

- A popup window will appear as shown requiring the user fill consignee **Email**. This is the email that will receive the invoice once the invoice is generated
- Thereafter, click **CREATE INVOICE** and the following events will follow:
 - The consignee will receive email notification;
 - The user will view invoice result in web platform

The screenshot displays a web application interface with a 'Tips' popup window. The popup contains the following text:

Tips

e-Petroleum Product Accreditation Permit

Please Confirm: Entry No: 24NUJTR800135331 will create payment invoice, and the invoice will send to: yodadev@163.com

CANCEL CONTINUE

The background form includes the following sections and fields:

- # SEARCH ENTRY DETAIL BY ENTRY NO.**
 - Entry No. * 24NUJTR800135331
- # ESERVICES PERMIT NUMBER**
 - PERMIT NUMBER * APAS-9PLUQ
- # IMPORTER DETAIL**
 - Consignee Name * Jaguar Petroleum Limited a/c
 - Consignee Telephone
 - Consignee email * yodadev@163.com
Invoice will be sent to this email.
- # CLEARING AGENT DETAIL**
 - Clearing Agent * Year 2000 Freighters Limited
 - Clearing Agent Telephone
 - Clearing Agent email INFO@Y2FREIGHTERS.COM
- # CONSIGNOR DETAIL**
 - Consignor Name ABU DHABI OIL REFINING COMPANY TAKREER
 - Country of Origin AE
- # TRANSPORTER DETAILS**
 - Transporter * TRANSMAX K LTD
 - Transporter Mobile Number * +254725946982
 - Vehicle Reg No * Test_Reg_No
 - Container type 20F1
 - Container Reg No
For motor vehicle provide Chassis Number/Dr specify if box or open body truck
 - Driver Name * ERIC AKUMUNTU
 - Driver Mobile No. * +254728341900
Format: +254742100949

At the bottom right, there are two buttons: 'BACK' and 'CONFIRM'.

Step 5: Payment based on invoice details

- **Check invoice** to obtain payment details. The invoice will include a break down of the container/unit number, Importer TIN and contact information, Vehicle number and Tax Details.
- **Make Payment:** The integrated banks are listed in the invoice, present this invoice to any of the listed banks in South Sudan to make payment.
- While unpaid the invoice status will be **Tax Payment**

CUSTOMS V.2 SYSTEM
MOT-USD


**THE REPUBLIC OF SOUTH SUDAN
SOUTH SUDAN REVENUE AUTHORITY
CUSTOMS DIVISION**

TAX INVOICE **AP-YJUKPWQ** **Tax Payment**

Declaration Details

REFERENCE NO: **BYZYKWL** DATE DECLARED: **22 January 2025** 

Taxpayer Details

NAME: **CO. LIMITED** TIN: **B20** PHONE: **+2115**

ENTRY NUMBER: **25ED** CONTAINER NUMBER / CHASSIS NUMBER: **NA** VEHICLE REG NO: **KBJ7**

Tax Details

Tax	Amount
Custom Duty	USD 101.00
Supervision Fees	USD 34.00
Sale Form Fee	USD 70.00
Business Stamp Fee	USD 1.00
Police Stamp Fee	USD 1.00
Tax Stamp fee	USD 1.00
Trade Accreditation Permit Fee	USD 268.00
Cybersecurity Insurance fee	USD 400.00
TOTAL TAX USD 876.00	

Payment Instructions

Pay through the following integrated payment gateways



Step 6: Check receipt details for SS

Once payment is made, the system will automatically update the payment to **Customs Duty Paid** and a copy of the receipt will be displayed to the user.

CUSTOMS V.2 SYSTEM
MOT-USD


THE REPUBLIC OF SOUTH SUDAN
SOUTH SUDAN REVENUE AUTHORITY
CUSTOMS DIVISION

TAX INVOICE AP-ABUJONE Customs Duty Paid

Declaration Details

REFERENCE NO. **RKEMBAW** DATE DECLARED **23 December 2024** 

Taxpayer Details

NAME **CO.LTD** TIN **B2021120** PHONE **+2119**

ENTRY NUMBER **25MB** CONTAINER NUMBER / CHASSIS NUMBER **CHS SUBARU FORESTER** VEHICLE REG NO **UNIT**

Tax Details

Tax	Amount
Custom Duty	USD 1868.00
Supervision Fees	USD 34.00
Sale Form Fee	USD 70.00
Business Stamp Fee	USD 1.00
Police Stamp Fee	USD 1.00
Tax Stamp fee	USD 1.00
Trade Accreditation Permit Fee	USD 412.00
Cybersecurity Insurance fee	USD 400.00
TOTAL TAX USD 2787.00	

Payment Instructions

Pay through the following integrated payment gateways



Step 7: Booking records

Booking record will appear in export booking module after payment from SS

From * To * Status

Loading Point Customs Stations [DOWNLOAD](#) [+ ADD](#)

Export Booking List [EXCEL](#)

Showing 10 Booking Search

Booking No	Road Manifest T8/Exit Note	Reg NO Container No Container Type	Transporter Mobile Number	Consignee	Clearing Agent	Goods Description	Loading Point Loading DateTime	Remarks	Driver Name Driver Mobile No	Customs Station	Booking Status	Device
B'SMART24082800002	24NBOEX109835414 24NBOEX109835414	UBN122Z 20Ft	ABDI ABDULLAHI ABDI +25422616681	AL SHAHABI TRADING CO	Morgan Air Seafreight Logistic...	BLUE BERRIES; BX; 675;	ELEGUCustoms Station 2024-08-29 12:01hrs~20:00hrs		Fred Wejuli +256779441215		NEW	
B'SMART24082800003	DDDDDD DDDDDD	UBN122Z 20Ft	ABDI ABDULLAHI ABDI +25422616681	XXXXX	UUUUU	YYYYY	ELEGUCustoms Station 2024-08-29 06:01hrs~12:00hrs		Fred Wejuli +256779441215		NEW	

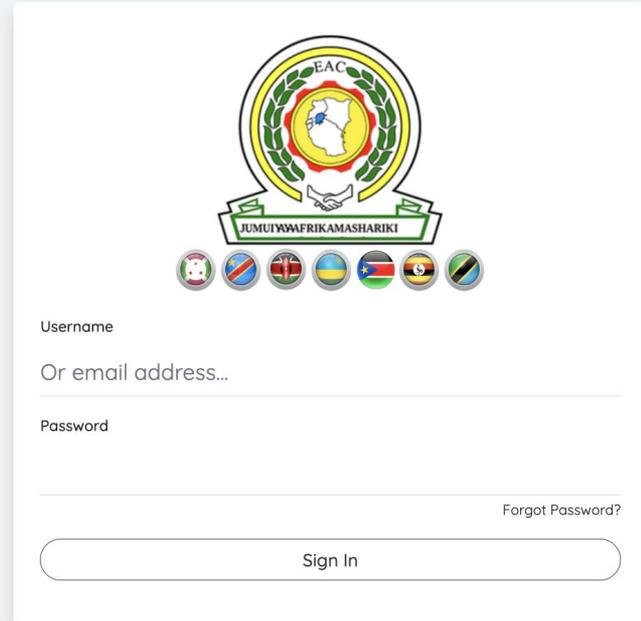
Showing 1 to 3 of 3 Booking [1](#)

Cargo **Unit** Invoice for **SS**

Step 1: Login

Open : <https://ects.eac.int/login>

Enter : username and password



The screenshot shows the login interface for the East African Community (EAC). At the top center is the EAC logo, which features a map of the region surrounded by a laurel wreath and the text 'EAC' and 'JUMUIYAFRIKAMASHARIKI'. Below the logo are seven circular icons representing the member states: Kenya, Uganda, Rwanda, Burundi, Tanzania, South Sudan, and Ethiopia. The login form consists of three input fields: 'Username', 'Or email address...', and 'Password'. A 'Forgot Password?' link is located to the right of the password field. A 'Sign In' button is positioned at the bottom center of the form.

Step 2: Unit Cargo Invoice

You will be redirected to : <https://ects.eac.int/ects/exportsBooking>

Select **+SS Unit** as illustrated.

Home > ECTS > Export Booking List V2

From * 2025-01-19 To * 2025-01-22 Query All Export to MS Excel

Export Booking List

Showing 10 Booking

Booking No	Road Manifest T8/Exit Note	Reg NO Container No Container Type	Transporter Mobile Number	Consignee	Clearing Agent	Goods Description	Loading Arrival Point Loading DateTime	Remarks	Driver Name Driver Mobile No
------------	----------------------------	------------------------------------	---------------------------	-----------	----------------	-------------------	--	---------	------------------------------

Step 3: Create Invoice for Unit

You shall proceed to: <https://ects.eac.int/ects/exportsBooking/create/unit>

Fill the form as shown below and proceed to enter accurate information.

The screenshot shows a web form with the following sections and fields:

- # ENTRY NO. & PERMIT NUMBER:**
 - Entry No. *: 24MBATR807348253 (labeled **iCMS Entry No.**)
 - PERMIT NUMBER *: format is : APAS-XXXXXX (labeled **SS e-Permit No.**)
- # CONSIGNEE DETAIL:**
 - Consignee Name *: A N KIMANI TRANSPORT AND SUPPLY LTD
 - Consignee Telephone:
 - Consignee email *: Invoice will be sent to this email (labeled **Fill consignee email**)
- # CLEARING AGENT DETAIL:**
 - Clearing Agent *: BLACKSTONE LOGISTICS LIMITED
 - Clearing Agent Telephone:
 - Clearing Agent email: INFO@BLACKSTONE.CO.KE
- # CONSIGNOR & GOODS DETAIL:**
 - Consignor Name: HOWO TRUCK CO LTD
 - Country of Origin: CN
 - Unit Engine Number *: (labeled **Fill Unit Engine Number**)
 - Goods Description *: OT, SINOTRUCK; 1179; HOWO; NEW; 11596; 1424H045454; LZZPCMSC3RJ371861; DIESEL; SINOTRUK; CN; 6390; 1; 11500; 2024; 1; 11500; 2024;

At the bottom right, there are two buttons: **← BACK** and **▶ SUBMIT**. A red arrow points to the SUBMIT button with the text **click submit . create invoice for Unit**.

Step 4: Check Invoice for Unit

Upon submission, the SS Customs officers can view Unit invoice status in module **Cargo PAP** and confirm if invoice be paid or exempted . RA officer can continue Unit Activation in Arming app..

Cargo Product Accreditation Permit DTR

Showing 10 Records Search Records 24MBATR807348253

APAS No.	Invoice No.	Invoice Bill Ref No.	Receipt Ref No.	Permit No.	Entry No.	Reg No.	Container No.	Engine No.	Consignee	Consignee Email	Agent	eTax Currency	eTax Amount	HS Code	Status	Updated By	Created At	Updated
APAS-VWUJAMMY			ELBZFMQ	AP-VWUJAMMY	24MBATR807348253	UNIT			A N KIMANI TRANSPORT AND SUPPLY LTD		BLACKSTONE LOGISTICS LIMITED	USD	0.00	84279000	EXEMPTED	eCustoms Api	2025-01-02 12:26:31	2025-01-

Showing 1 to 1 of 1 Records < 1 >

The End



The Republic of South Sudan
Ministry of Trade and Industry