

TRAINING MANUAL FOR FORM A

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CENTRAL BANK OF NIGERIA

Trade Monitoring System User Guide



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1. GLOSSARY

Name	Description
TRMS	Trade Monitoring System
ADB	Authorized Dealer Bank

2. OVERVIEW

The Trade Monitoring System(TRMS) is a web portal designed and developed for the automation of CBN foreign exchange trade related processes. It's a multi-stakeholder platform comprising different portals for the various users. The 3 different portals include:

- Applicant portal
- Authorized Dealer Bank (ADB) portal
- Stakeholder portal

The TRMS automates three distinct processes which include:

- Form A - Invisible Trades
- Form NCX - Non-Commercial Exports
- Form NXP - Commercial Exports



This training manual focuses on the Form A and Form NCX processes and is aimed to help the various users understand how to fill out or process an application.

Form A Process Overview

Form A focuses on invisible FOREX trades such as BTA, PTA and professional fees. There are only 2 stakeholders involved in this process; the Applicant and the Bank. See figure 1.

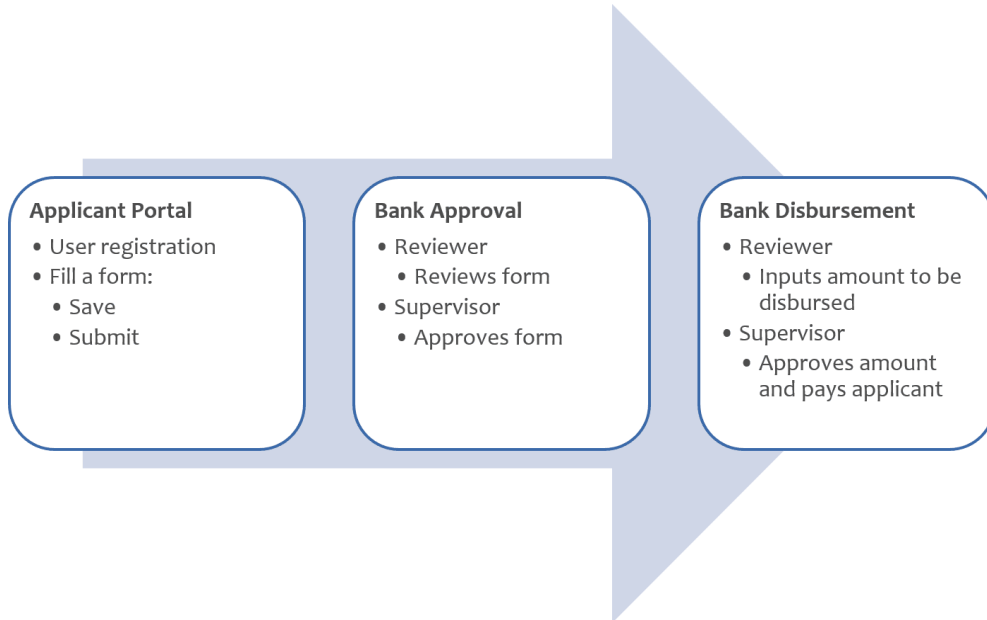


Figure 1: Illustration of Form A Process

Form NCX Process Overview

Form NCX focuses on non-commercial trades such as samples and movement of personal effects. There are only 4 stakeholders involved in this process; the Applicant, the Bank, the NCS and the Shipping Line. See figure 2.

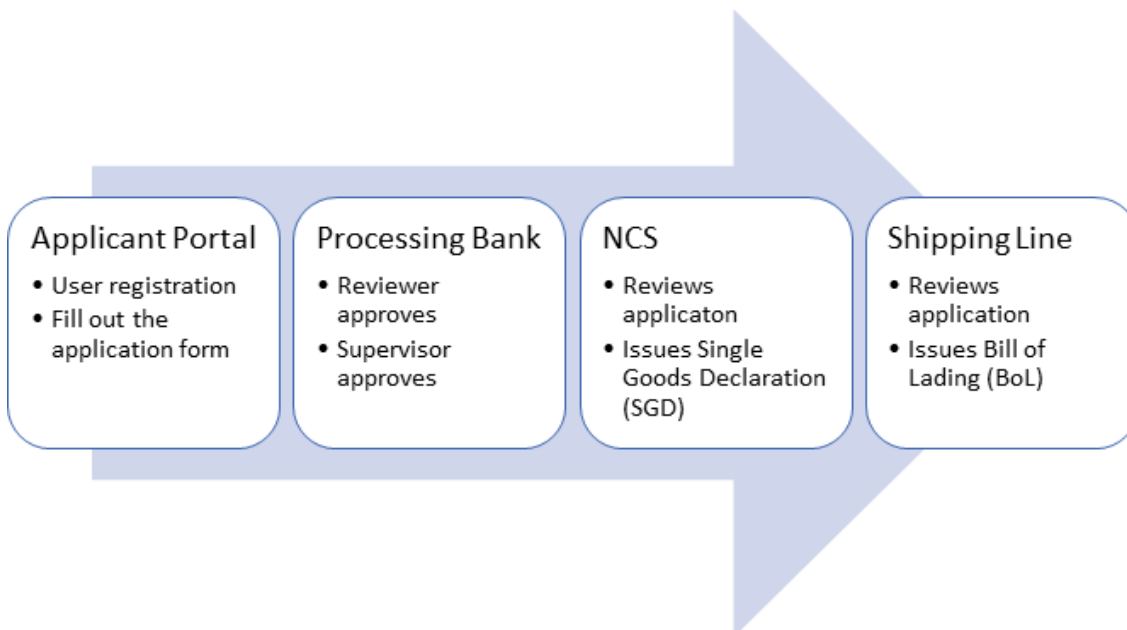


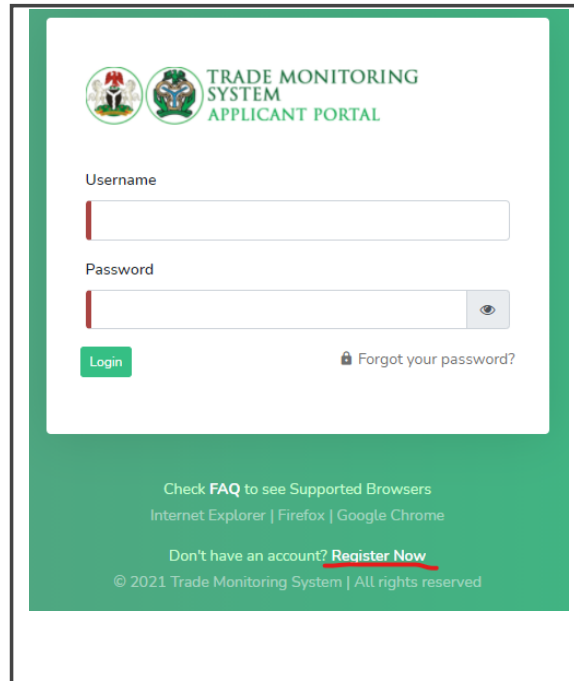
Figure 2: Illustration of Form NCXProcess

3. GETTING STARTED



a. Registration

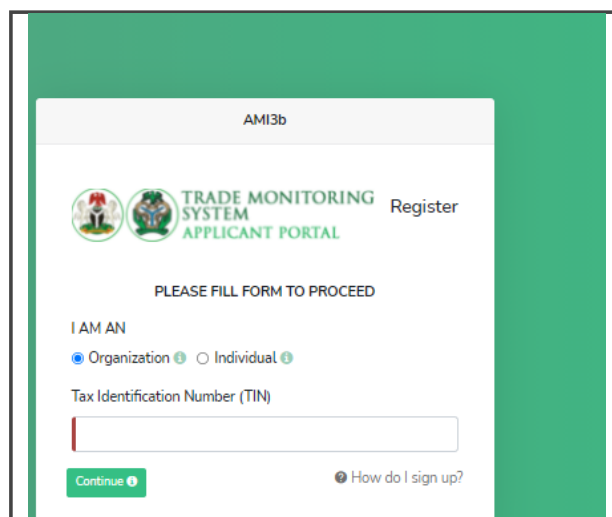
- Navigate to the applicant portal using the URL: <https://www.tradesystem.gov.ng> (<https://www.tradesystem.gov.ng/>)
 - The login page will be displayed, please see **Figure 3**.
- If you already have an account you login with your email and password.
- If you do not, you click on Register Now (see Figure 3).



The screenshot shows the login page of the Trade Monitoring System Applicant Portal. At the top left, there are two circular logos: the Nigerian coat of arms and the Trade Monitoring System logo. To the right of the logos, the text reads "TRADE MONITORING SYSTEM APPLICANT PORTAL". Below this, there are two input fields: "Username" and "Password". The "Password" field has a toggle icon for visibility. A green "Login" button is positioned below the "Username" field, and a link "Forgot your password?" is to its right. At the bottom of the page, there is a green banner with white text: "Check FAQ to see Supported Browsers Internet Explorer | Firefox | Google Chrome", "Don't have an account? [Register Now](#)", and "© 2021 Trade Monitoring System | All rights reserved".

Figure 3: Login Page

- When you click on **Register Now** it takes you to the Registration Page. Please see **figure 4**.
- If registering as an organisation, select organisation and input your TIN number.
- If registering as an individual, select individual and input your BVN.



The screenshot shows the registration page of the Trade Monitoring System Applicant Portal. At the top, it says "AMI3b". Below that, there are two circular logos and the text "TRADE MONITORING SYSTEM APPLICANT PORTAL" followed by the word "Register". The main heading is "PLEASE FILL FORM TO PROCEED". Below this, there is a section "I AM AN" with two radio buttons: "Organization" (selected) and "Individual". Below that, there is a label "Tax Identification Number (TIN)" and an input field. At the bottom, there is a green "Continue" button and a link "How do I sign up?".

Figure 4: Registration Page

- The system sends One-Time-Password (OTP) to your email which you used to register your BVN. Please see **figure 5**.



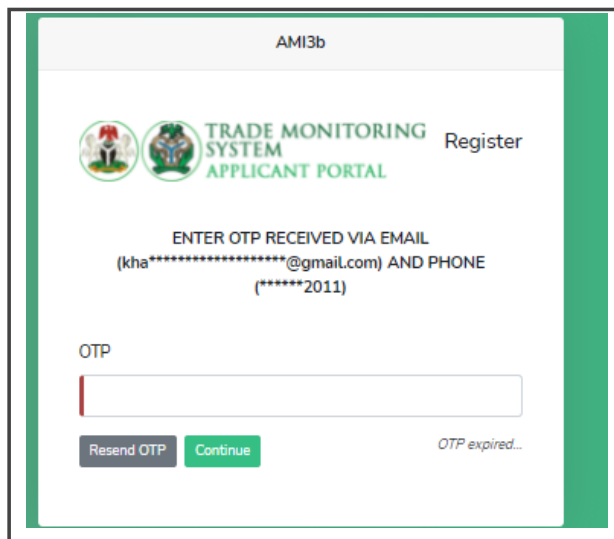


Figure 5: OTP Request Page

- Check your registered email and input the OTP in the field provided.
- The TRMS will take you to a page where you can create your password.
- Input your desired password and confirm the password. Pls see **figure 6**.

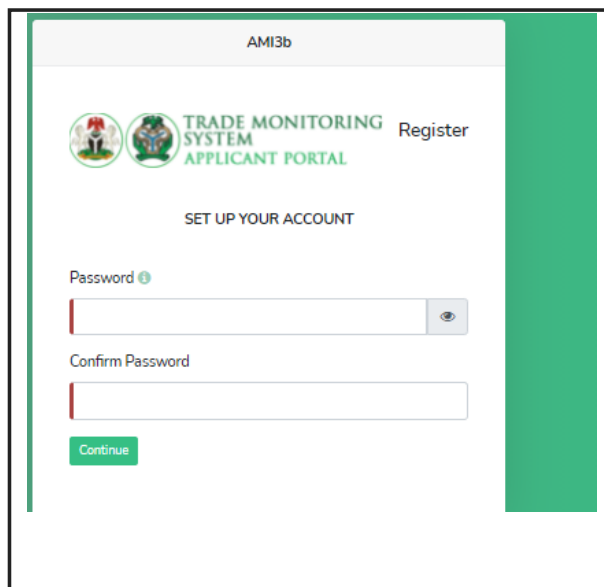


Figure 6: Reset Password

- An activation link is sent to Email.
- Click on the link to activate your account.
 - ▲ Please note that it's important your account is activated within 8 hours of receiving the link or it will be disabled.
- After this has been done the applicant can login into the TRMS using their email and password created.

b. Logging into the TRMS

- Navigate to the applicant portal using the URL: <https://www.tradesystem.gov.ng> (<https://www.tradesystem.gov.ng/>).
- The login page will be displayed, please see **Figure 3**.
- Enter your username (email) and password, please see **figure 3**.



- The system sends One-Time-Password (OTP) to your email, please see **figure 5**.
 - Enter the OTP and click on submit.
 - ⚠️ OTPs expire after 180 seconds. If it expires, you can request for a new one.
- Applicant has been logged into the system, please see **figure 7**.

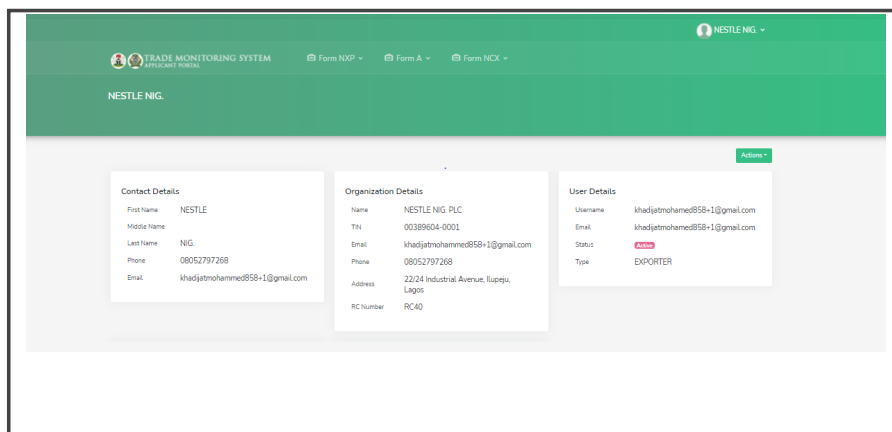


Figure 7: Logging into the TRMS

COMPLETING FORM A

Overview

The Form A is an application for services (invisible trade transactions). An individual or organisation can use the form A when they require foreign exchange to pay for services outside Nigeria. An applicant can start an application using either the public sector or the private sector, some of these services include:

- Business Travel Allowance (BTA)
- Personal Travel Allowance (PTA)
- Educational Fees
- Payment for Health services
- Estacodes
- Remittances & Non-Remittance
- Others

i. Private vs Public Sector Applications

- If you registered as an individual (using BVN), you can only fill out Private Sector Applications.
- Organizations (registered using a TIN) can fill out Private or Public sector applications.
 - Select the application that applies to your sector.
- Please see **figure 8**.

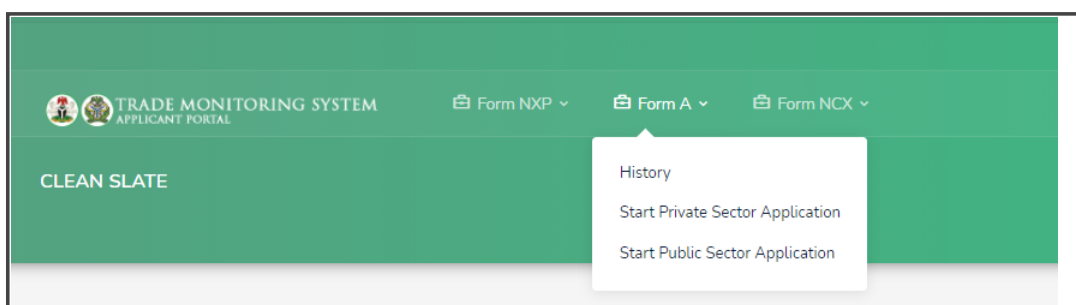


Figure 8: Starting an application



ii. What is a Trade Category and Transaction Purpose?

Form A applications are organized by TRADE CATEGORIES. Within each trade category are a set of TRANSACTION PURPOSES, which essentially describe the type of transaction you wish to carry out.

Examples of transaction purposes include Personal Travel Allowance (PTA) and Educational Allowance. To see a table of all available TRADE CATEGORY and TRANSACTION PURPOSES, please click [HERE](https://docs.google.com/document/d/1lq6McO4A7qpwq82AeBcmR7_txxzPZHrn3EGEJvx0ZcU/edit?usp=sharing) (https://docs.google.com/document/d/1lq6McO4A7qpwq82AeBcmR7_txxzPZHrn3EGEJvx0ZcU/edit?usp=sharing). Every application MUST select a TRADE CATEGORY and a TRANSACTION PURPOSE. Please see figure 9.

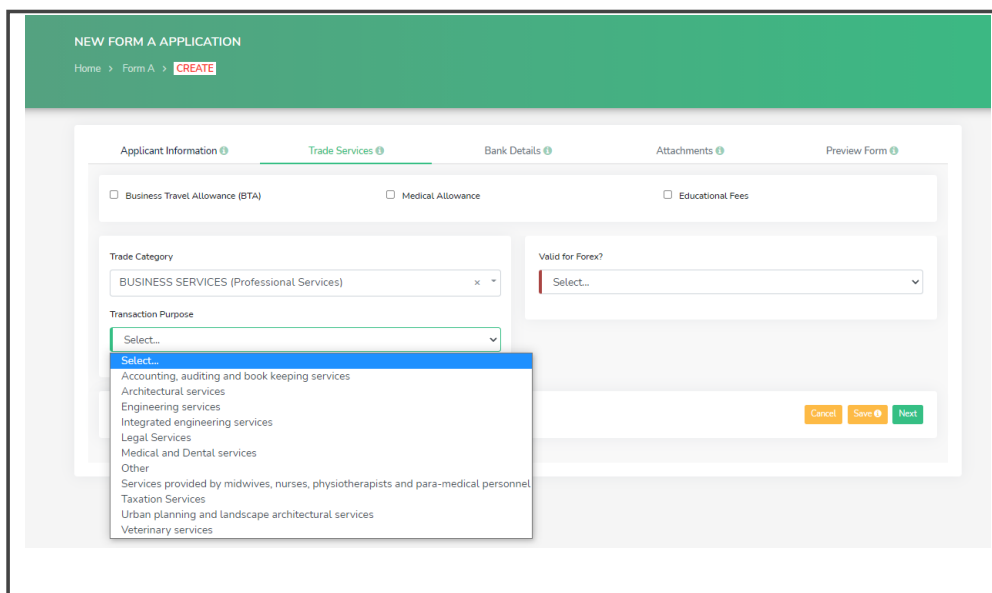


Figure 9: Selecting a transaction purpose

COMPLETING A FORM A APPLICATION

Regardless of the selected Transaction Purpose, completing a Form A application consists of going through 5 sets of screens and providing information where required. These screens are as follows:

- Applicant Information
- Trade Services
- Bank Details
- Attachments
- Preview Form

iii. Applicant Information

This section largely provides information pulled from your FIRS issued TIN (for organizations) or your NIBSS issued BVN (for individuals). Please note the following:

- The only information you may update is your Address and RC number (for organizations).
- ▲ Please review the information there and ensure it's accurate before you proceed completing the rest of the form.
- Please see figure 10.



Figure 10: Applicant Information

iv. Trade Services

This section of the application is where you will provide the following information:

- **Trade Category and Transaction Purpose:** see Section 4.1.2 for more information about how to make the appropriate selection.
 - ▲ Shortcuts have been provided for the most commonly used trade categories and transaction purposes. Please **see figure 11**.

Figure 11: Trade Services

- **Beneficiary Information:** the beneficiary is the person or entity that will receive the foreign exchange. Please **see figure 12**.
 - This is typically different from the applicant except in the case of a Personal Travel Allowance (PTA) transaction category.
 - Where the beneficiary is an individual (for BTA and Estacode transaction purposes), the BVN **MUST** be provided.
 - Where applicable, multiple beneficiaries can be selected.



Figure 12: Beneficiary Information

- **Request Information:** this is where the requested amount and desired currency is entered for each beneficiary. Please **see figure 13**.
 - ▲ Where applicable, the request amount limit will be provided in the currency selected. For more details on Request Amount Limits, please click [HERE](https://docs.google.com/document/d/19cEsGBmX7ghbGKnPMIzodh7knUk3MDdg3PYhUAcpvVM/edit?usp=sharing) (<https://docs.google.com/document/d/19cEsGBmX7ghbGKnPMIzodh7knUk3MDdg3PYhUAcpvVM/edit?usp=sharing>).

Figure 13: Request Information

- **Travel Information:** this is only required for certain transaction categories where the information is required. Please **see figure 14**.
 - The route information requires users to enter the airport codes of their Origin, Destination and Transit airport or City Codes.
 - ▲ The ticket number is the 13 digit number on your flight ticket; it is NOT the 6 character PNR.

Figure 14: Travel Information



This section of the application is where you will provide the information below. Please see **figure 15**.

- Payment Mode:
- Naira Account Number:
- Processing Bank:
- Branch:

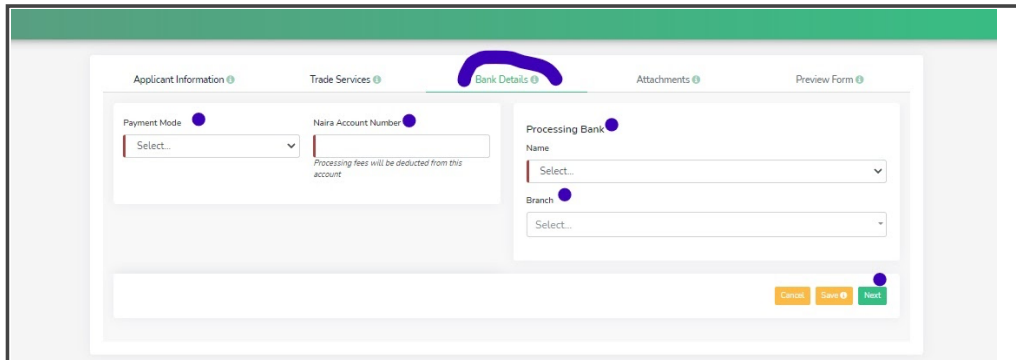



Figure 15: Bank Details

vi. Attachments

This section of the application is where the applicant will upload the required documents as well as any additional documents they deem necessary for the application. Please see **figure 16**.

- Required documents:
-  Document file format and size: Document should not be more than 1.99MB, document can be in PDF/JPEG/TIFF/PNG Format.

vii. Preview Information, SAVE or SUBMIT

This section of the application is where the applicant can either Save a form, which can be submitted later or Submit a form.

- Applicant fill all the necessary field s
- Applicant clicks on the Save button at the bottom right of the page.Pls see figure 16

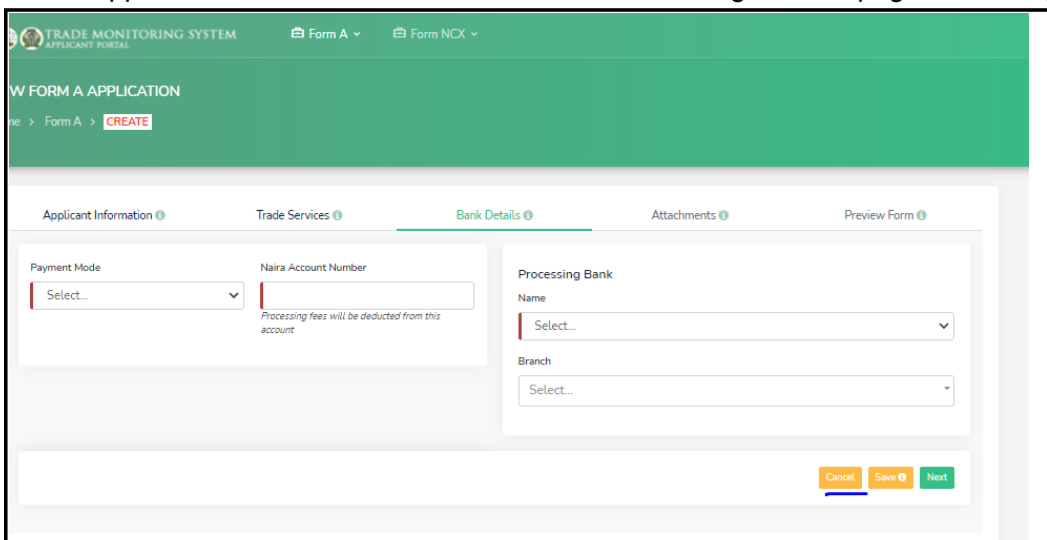


Figure 16: Saving an application

Figure 16:Save form

- Form is saved



- Applicant will get an Email notifying he/she that the form has been saved.
- If submitted Applicant will get an Email notifying he/she that their form has been submitted for processing.

UPLOADING DOCUMENTS

This section of the application is where the applicant can upload documents. When an applicant Amends or Cancels an application it is required that the applicant uploads a document showing the reason for amendment or cancelation, also an applicant can upload additional documents as requested by the approver or disbursement officer.

They can click on the action button on the form view page of the form and select the upload document. See figure 16.

▲ Please NOTE, documents can be in PDF/JPG/PNG/TIFF form and should not be more than 1.99mb.

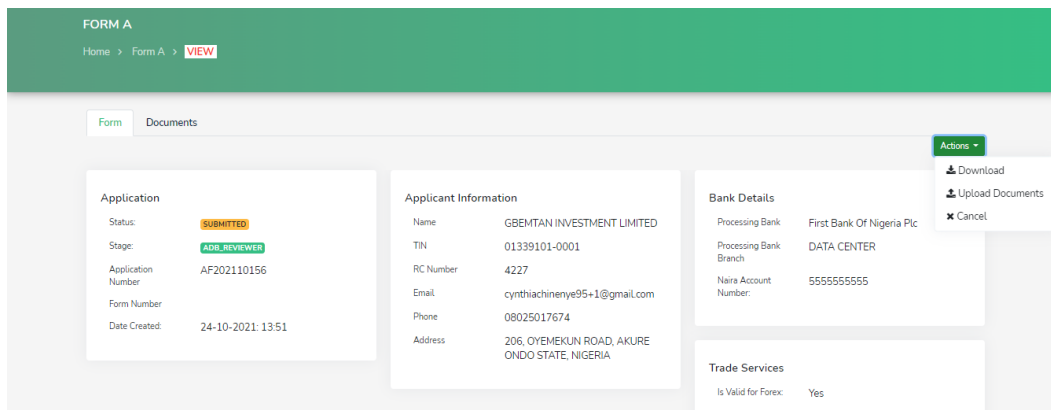


Figure 16: Uploading Document

UPDATING A REJECTED FORM A

This section of the application is where the applicant can update an application. For an application to be updated, it needs to be validated by the bank first, an application can be updated when it has been rejected by the bank and the bank requests the applicant to update their application. An Email will be sent by the bank to the applicant.

A form can be updated when an applicant starts to fill a form and saves it when the applicant comes back to fill the form they can update the form.

Steps involved

- An Email will be sent to the applicant to notify them that their form has been saved, please see the figure below

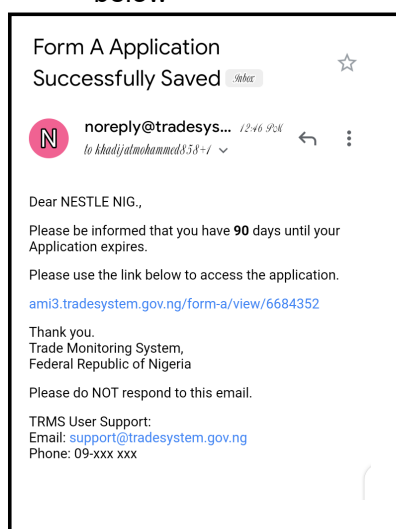


Figure 17: Email notification



- The Applicant clicks on the link in the Email sent
- The system take them to the form
- Applicant clicks on the Green Action button at the top right of the page,please see the figure below

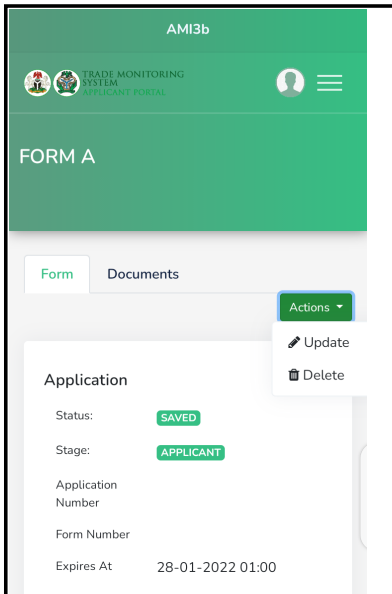


Figure 18:Form A update process

- Applicant click on update
- Applicants update the form and submit the form.

AMENDING A FORM A

This section of the application is where the applicant can amend a form or application, if the need be. For an amendment application will be at the ADB Disbursement stage.

To amend a form Applicants are required to login to TRSM Applicant portal and search for the application they intend on amending. Using the url www.tradesystem.gov.ng/login (<http://www.tradesystem.gov.ng/login>).

The application must be Validity by the Bank before amendment can be done on it.

- Applicant logs in to the applicant portal.
- A one-time password is sent to the applicant which they input into the space provided.
- On the Trade Service Tab Applicant clicks on form A.
- Applicant clicks on history. See Figure 17

#	Application Number	Form Number	Processing Bank	Amount Requested	Amount Disbursed	Stage	Last Modified	Created At	
1	AF202110082	AA20210007010025	Fidelity Bank Plc	345.00		ADB_DISBURSEMENT_REVIEWER	07-10-2021 16:00	04-10-2021: 02:48	
2	AF202110079	AA20210007010023	Fidelity Bank Plc	321.00	321.00	COMPLETED	03-10-2021 7:01	03-10-2021: 06:43	
3	AF202110077			456.00		APPLICANT	02-10-2021 4:41	02-10-2021: 04:22	
4	AF202110076			456.00			02-10-2021 4:21	02-10-2021: 04:21	
5	AF202110075			456.00			02-10-2021	02-10-2021: 04:21	

Figure 19: selecting form to amend

- Applicant clicks on the application Number



- Applicant clicks on the green Action at the top right of the page. See figure 18

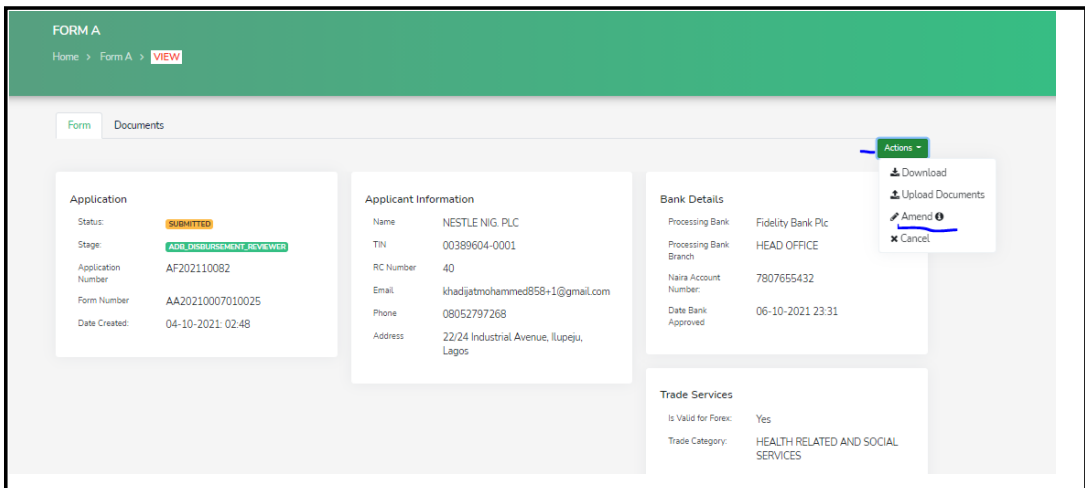


Figure 20: Amendment process.

- To amend Applicant clicks on Amend.
- System takes you to a page where the applicant input the reason for amendment. See figure 19

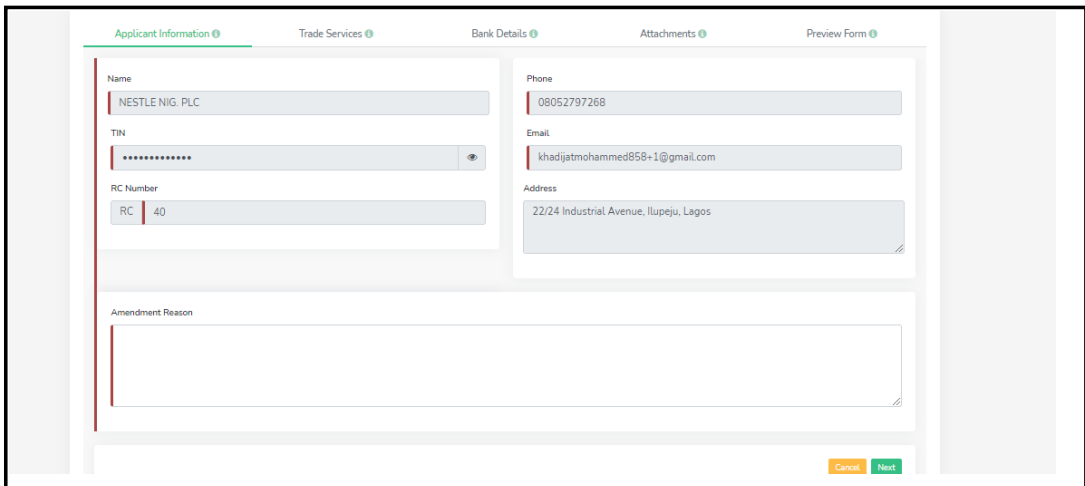


Figure 21: Reason for Amendment

- After input of a reason for amendment, the applicant clicks on next
- Applicant attached document showing the reason for amendment. See figure 20 below

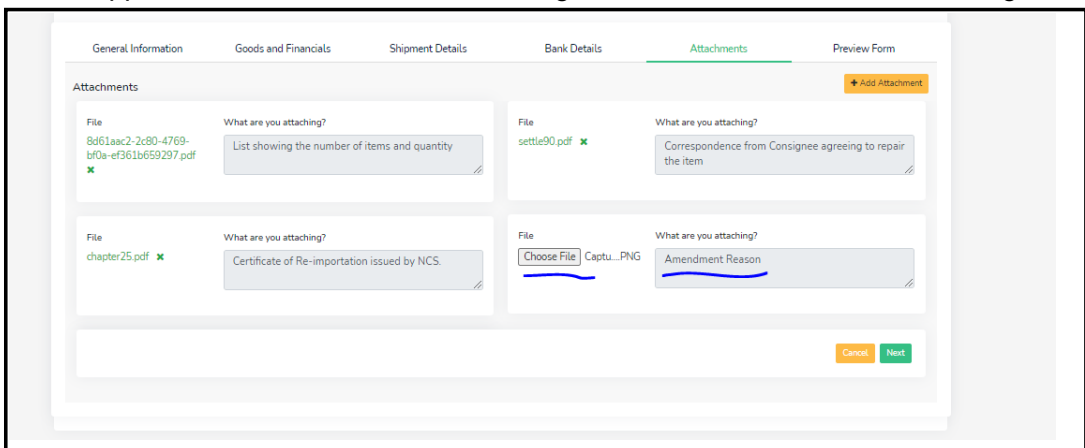


Figure 22: Attachment for Amendment.

- Applicants make the necessary changes which are limited to certain fields and submit.
- Applicants will get an email notifying them of the application amendment and submit.
- Application goes to AMEND TED REVIEWER.



▲ Please NOTE

- The amendment of a FORM A can only be done at the ADB disbursement stage.
- The applicant needs to check to know the stage of their application.
- If Application is at ADB disbursement stage, application can be Amended.

CANCELING A FORM A

This section of the application is where applicants can initiate the cancelation of a form or application. Applicants need to log into the applicant portal.

- An application can be cancelled before validation by the Bank and also at the ADB disbursement Reviewer stage, Which is subject to approval by TED.
- For an application the applicant can cancel **X** the application by just clicking on the yellow button at the bottom right of the page. Pls see i figure 21 below.

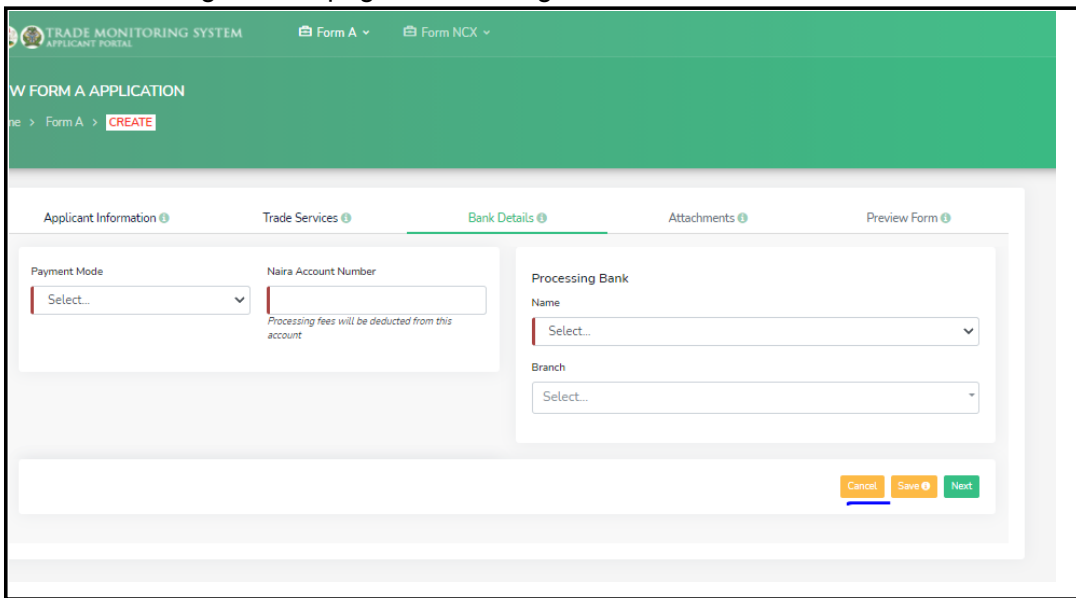


Figure 23: Cancellation of a form

- For an application, the applicant can cancel **X** the application by clicking on the Green Action button and clicking on cancel. Pls see figure 22 below

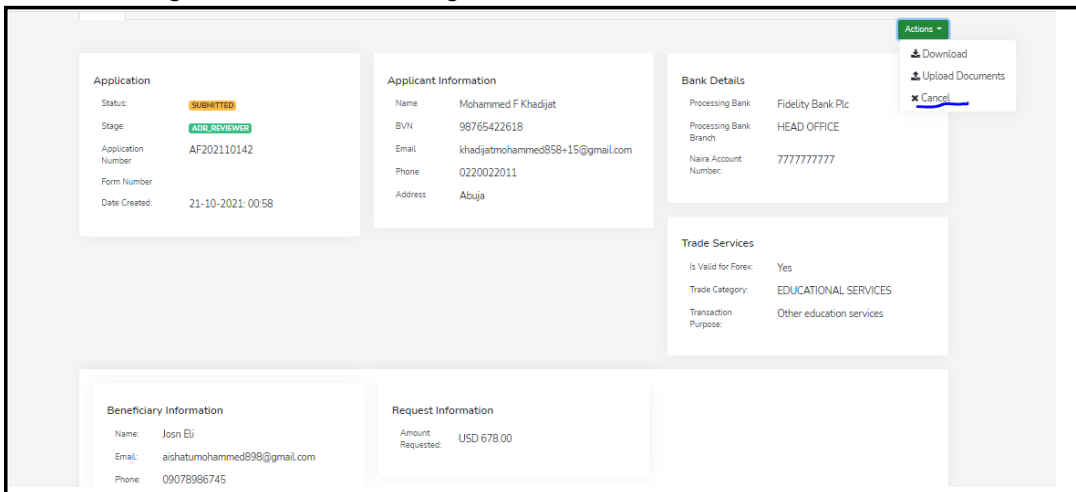


Figure 24: Cancellation of an Application.



- System takes the applicant to a page where the Applicant gives a reason for the cancellation ✘ . pls see the figure 23 below.

Figure 25: Reason for Application Cancellation

- Applicant inputs the reason for cancellation ✘ and attach document.
- Applicants submit.
- An Email will be sent to the Applicant notifying them that their application has been cancelled ✘ .

POPULAR FORMS

Business Travel Allowance

This form is used by an Organisation to apply for foreign exchange for their employees in the organisation, a quarterly limit of 5000 USD per beneficiary, is applicable here.

Steps involved

- Applicants log into the applicant portal.
- Reviews his basic information and clicks on NEXT
- On the Trade Services TAB, the applicant clicks on the Business Travel Allowance (BTA) shortcut or navigates to the BTA transaction purpose field, see Figure 24 below

Figure 24: Trade Service Tab

- Applicants must fill all the required fields properly before moving to the next stage.



- The following fields must be properly filled under each field;

Trade services

- Trade category
- Trade purpose
- Valid for Forex(yes)
- **Beneficiary information**
 - BVN
 - Name
 - Phone number
 - Email
 - line 1
 - City
 - state
- **Request Information**
 - Currency
 - Amount
- **Travel Information**
 - Air ticket no
 - Airline
 - Route
 - Destination Country
 - Internationally Passport Number

▲ Please NOTE

- Quarterly limit of 5000 USD is applicable
- If the applicant wishes to Add beneficiaries, the applicant clicks on **Add beneficiary**.

Please see figure 25 for this visual information.

The screenshot shows a web application interface for adding a beneficiary. At the top, there are navigation tabs: 'Applicant Information', 'Trade Services' (active), 'Bank Details', 'Attachments', and 'Preview Form'. Below the tabs, there are three checkboxes: 'Business Travel Allowance (BTA)' (checked), 'Medical Allowance', and 'Educational Fees'. The 'Trade Category' dropdown is set to 'TOURISM AND TRAVEL RELATED SERVICES'. The 'Valid for Forex?' dropdown is set to 'Yes'. The 'Transaction Purpose' dropdown is set to 'Business Travel Allowance (BTA)'. Below this, there is a 'Beneficiaries' section with a '+ Add Beneficiary' button. The first beneficiary, 'Beneficiary #1', has a form for 'Beneficiary Information' with the following fields: BVN, Address Line 1, Name, Address Line 2, Phone, Email, City, and State.

Figure 25: Adding of Beneficiary

Fill out Bank Details

- Payment Mode



- Naira Account
- Processing bank
- Branch

Please see figure 26 below for clarity

The screenshot shows a web application interface for a 'NEW FORM A APPLICATION'. The 'Bank Details' tab is active, showing the following fields:

- Payment Mode:** A dropdown menu with 'Letters of credit' selected.
- Naira Account Number:** A text input field containing '6666666666'. A note below it states 'Processing fees will be deducted from this account'.
- Processing Bank Name:** A dropdown menu with 'Fidelity Bank Plc' selected.
- Branch:** A dropdown menu with 'HEAD OFFICE' selected.

At the bottom right of the form, there are three buttons: 'Cancel' (orange), 'Save' (orange), and 'Next' (green). A blue line is drawn under the 'Next' button.

Figure 26: Bank Details

Attach Documents requested on the document Tab

- Documents can be in PDF/JPG/PNG/TIFF form and should not be more than 1.99mb.

Preview and Submission

After this, the applicants can preview their Forms before submission by clicking on the preview tab at the top right of the page or NEXT at the bottom on the Page, to preview their form they can now click on SUBMIT, and accept attestation and then they can submit their form.

For more information

Log out, and click [HERE](https://docs.google.com/document/d/1mgvyBGieAtAYo8xVqjYaV2VoD1F-fBg1z2Hc2MzTuqE/edit?usp=sharing) (https://docs.google.com/document/d/1mgvyBGieAtAYo8xVqjYaV2VoD1F-fBg1z2Hc2MzTuqE/edit?usp=sharing) for support articles.

Personal Travel Allowance(PTA)

This form is used by an individual to apply for forgein exchange personally, only the applicant can be the beneficiary. A quarterly limit of 4000 USD is applicable here.

Steps involved:

- Applicants login into the TRMS applicant portal.
- At the Trade Services TAB, the applicant clicks on the Personal Travel Allowance (PTA).Applicants must fill all the required fields properly before moving to the next stage.
- The following fields must be properly filled under;
- **Trade services**
 - Trade category



- Trade purpose
- Valid for Forex(yes)
- **Beneficiary information**
 - BVN
 - NAME
 - Phone Number
 - Email
 - Line 1
 - State
 - City
- **Request Information**
 - Currency
 - Amount
- **Travel Information**
 - Air ticket no
 - Airline
 - Route
 - Destination Country
 - International passport number
- **Fill out Bank Details**
 - Payment Mode
 - Naira Account
 - Processing bank
 - Branch
- Attach Documents
 - Documents can be in PDF/JPG/PNG/TIFF form and should not be more than 1.99mb.
- **Preview and Submission**
 - After this, the applicants can preview their Forms before submission by clicking on the preview tab at the top right of the page or NEXT at the bottom on the Page, to preview their form they can now click on SUBMIT, and accept attestation and then they can submit their form.

▲ Please NOTE

An Email will be sent to the Applicant after the applicant submits a form Notifying them that their application is being processed.

For more information

Log out, and click [HERE](https://docs.google.com/document/d/1mgvyBGieAtAYo8xVqjYaV2VoD1F-fBg1z2Hc2MzTuqE/edit?usp=sharing) (https://docs.google.com/document/d/1mgvyBGieAtAYo8xVqjYaV2VoD1F-fBg1z2Hc2MzTuqE/edit?usp=sharing) for support articles.

Educational Fees

This form is used by an individual/company to apply for foreign exchange when they want to pay for tuition/school fees

Steps involved:

- Applicants login into the TRMS applicant portal.



- At the Trade Services TAB, the applicant clicks on the Education Fees. Applicants must fill all the required fields properly before moving to the next stage.
- The following fields must be properly filed under;
- **Trade services**
 - Trade category
 - Trade purpose
 - Valid for Forex(yes)
 - **Beneficiary information**
 - Name
 - First Name
 - Phone number
 - Email
 - Address line 1
 - City
 - state
 - **Request Information**
 - Currency
 - Amount
- **Fill out Bank Details**
 - Payment Mode
 - Naira Account.
 - Processing bank
 - Branch
- Attach Documents
 - Documents can be in PDF/JPG/PNG/TIFF form and should not be more than 1.99mb

- Preview and Submission

After this, the applicants can preview their Forms before submission by clicking on the preview tab at the top right of the page or NEXT at the bottom on the Page, to preview their form they can now click on SUBMIT, and accept attestation and then they can submit their form.

▲ Please NOTE

An Email will be sent to the Applicant after the applicant submits a form Notifying them that their application is being processed.

- **For more information**

Log out, and click [HERE](https://docs.google.com/document/d/1mgvyBGieAtAYo8xVqjYaV2VoD1F-fBg1z2Hc2MzTuqE/edit?usp=sharing) (https://docs.google.com/document/d/1mgvyBGieAtAYo8xVqjYaV2VoD1F-fBg1z2Hc2MzTuqE/edit?usp=sharing) to see Support Articles.

Medical Allowance

This form is used by an individual/company to apply for foreign exchange when they want to pay for medical services.

Steps involved:

- Applicants login into the TRMS applicant portal.



- At the Trade Services TAB, the applicant clicks on the Education Fees. Applicants must fill all the required fields properly before moving to the next stage.
- The following fields must be properly filled under
- **Trade services:**
 - Trade category
 - Trade purpose
 - Valid for Forex(yes)
 - **Beneficiary information**
 - First Name
 - Phone number
 - Email
 - Address line 1
 - City
 - state
 - **Request Information**
 - Currency
 - Amount
 - Select Valid for FOREX as YES
- **Fill out Bank Details**
 - Payment Mode
 - Naira Account
 - Processing bank
 - Branch
- Attach Documents
- Documents can be in PDF/JPG/PNG/TIFF form and should not be more than 1.99mb

- **Preview and Submission**

After this, the applicants can preview their Forms before submission by clicking on the preview tab at the top right of the page or NEXT at the bottom on the Page, to preview their form they can now click on SUBMIT, and accept attestation and then they can submit their form.

▲ Please NOTE

An Email will be sent to the Applicant after the applicant submits a form Notifying them that their application is being processed.

- **For more information**

Log out, and click [HERE](https://docs.google.com/document/d/1mgvyBGieAtAYo8xVqjYaV2VoD1F-fBg1z2Hc2MzTuqE/edit?usp=sharing) (https://docs.google.com/document/d/1mgvyBGieAtAYo8xVqjYaV2VoD1F-fBg1z2Hc2MzTuqE/edit?usp=sharing) to see support Articles.

Non Remittances & Others

All non remittances are valid for forex. For the public sector Estacodes are non remittance while for the Private and PTA are non-remittances.



Steps involved:

- Applicants login into the TRMS applicant portal.
- At the Trade Services TAB, the applicant clicks on BTA/PTA/Estacodes. Applicants must fill all the required fields properly before moving to the next stage.
- The following fields must be properly filed under;
 - **Trade services**
 - Trade Category
 - Trade purpose
 - Valid for Forex(yes)
 - **Beneficiary information**
 - First Name
 - Phone number
 - Email
 - Address line 1
 - City
 - State
 - **Request Information**
 - Select forex as Yes
 - Amount
 - currency
- **Fill out Bank Details**
 - Payment Mode
 - Naira Account
 - Processing bank
 - Branch
- Attach Documents
- Documents can be in PDF/JPG/PNG/TIFF form and should not be more than 1.99mb

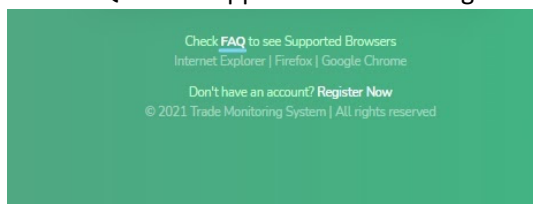
Preview and Submission

After this, the applicants can preview their Forms before submission by clicking on the preview tab at the top right of the page or NEXT at the bottom on the Page, to preview their form they can now click on SUBMIT, and accept attestation and then they can submit their form.

▲ Please NOTE

An Email will be sent to the Applicant after the applicant submits a form Notifying them that their application is being processed.

Log out, and click on the check **FAQ** to see support Articles. See figure below;



Remittance

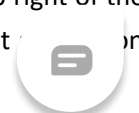
This form is used by an Individual or organisation that requires foreign exchange to pay for other Services. On this form the applicant can select valid for forex as Yes/No as it applies. Transactions that are not BTA/PTA/Estacodes fall under Remittances or Others.

Steps involved:

- Applicants login into the TRMS applicant portal.
- At the Trade Services TAB, the applicant scrolls through the trades categories , selects the right trades category and then he scrolls through the transaction purpose dropdown and selects the purpose best descriptive of his transactions in a case where he doesn't find this, he can select other and fill in the field provided . Applicants must fill all the required fields properly before moving to the next stage.
- The following fields must be properly filed under Trade services
 - **Trade category**
 - Trade purpose
 - Valid for Forex(yes)
 - Beneficiary information
 - BVN
 - Name
 - Address line
 - State
 - City
 - Email
 - Phone number
 - **Request Information**
 - Amount
 - Currency
- **Travel Information**
 - Air ticket no
 - Airline
 - Route
 - Destination Country
 - Internationally Passport Number
- **Fill out Bank Details**
 - Payment Mode
 - Naira Account
 - Processing bank
 - Branch
- Attach Documents
 - Documents can be in PDF/JPG/PNG/TIFF form and should not be more than 1.99mb.
- Preview and Submission

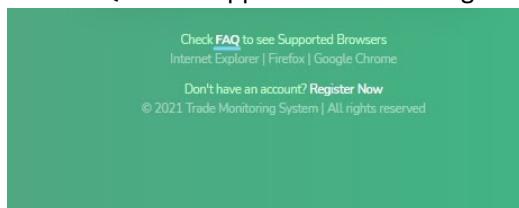
After this, the applicants can preview their Forms before submission by clicking on the preview tab at the top right of the page or NEXT at the bottom on the Page, to preview their form they can now click on SUBMIT, and accept and then they can submit their form.

▲ Please NOTE



An Email will be sent to the Applicant after the applicant submits a form Notifying them that their application is being processed.

Log out, and click on the check **FAQ** to see support Articles. See figure below;



ATTACHMENTS

1. Attach Documents

2. Documents can be in PDF/JPG/PNG/TIFF form and should not be more than 1.99mb.

APPLICATION PROCESSING FOR FORM A BY THE APPROVED DEALER BANKS

The banks use the url www.adb.tradesystem.gov.ng/login to access the system.

After the applicant fills a form and submits successfully the form is sent to the bank for processing at this stage the form is now an application and upon validation by the bank, a Form number is automatically generated for this application.

▲ Please NOTE

Every stage has a two level authentication process which are the Reviewer and Supervisor.

Form for more information click [HERE](https://docs.google.com/document/d/1UOfaCumb_cc0piFB1pOuQt6vVzzXQhH2wKHxAgZki8/edit?usp=sharing) (https://docs.google.com/document/d/1UOfaCumb_cc0piFB1pOuQt6vVzzXQhH2wKHxAgZki8/edit?usp=sharing) to see the stages for Form A

This section of the document describes the two roles of the ADB actors in the Form A process.

- ADB Approval
- ADB Disbursement

- **Authorized Dealer Bank Approval**

This is the initial validation of the Form A application done by the bank actors;

- The ADB Reviewer
- The ADB Supervisor

This process entails reviewing the application and all the information provided by the applicant and validating the authenticity of the documentation provided. The approver, the ADB reviewer can either approve or reject the application requesting update from the applicant. The ADB supervisor can also approve the reviewer's action or request for a modification.

- The ADB Reviewer: The reviewer looks at the form to be sure it was filled out correctly, the reviewer recommends for Approval or for Rejection. The Supervisor would either accept the reviewer's action or request for modification.

Steps involved

- Login into adb portal.



- Click on the form type FORM A at the top of the home page, please see **figure 27** below

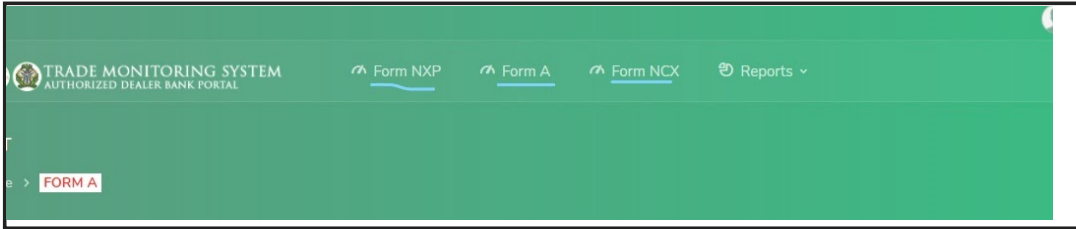


Figure 27: ADB Reviewer HOME PAGE

- It takes you to page where you have the pending applications and processed application see figure 28 below

Pending Applications

Search Clear

#	Application Number	Form Number	Applicant Name	Amount Requested	Amount Disbursed	Stage	Last Modified	Created At	
1	AF202110082		NESTLE NIG. PLC	345.00		ADB_REVIEWER	06-10-2021 22:51	04-10-2021: 02:48	
2	AF202110042		GBEMTAN INVESTMENT LIMITED			ADB_REVIEWER	20-09-2021 22:23	20-09-2021: 22:23	

Items per page: 20 1 – 2 of 2 < >

Processed Applications

Search Clear

#	Application Number	Form Number	Applicant Name	Amount Requested	Amount Disbursed	Stage	Last Modified	Created At
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Figure 28: selecting an application to act on.

- To act on a pending application click on the application number as shown in figure below or input the application number in the field provided and click on search .
- It takes you to a page where you review the application and ensure that all the information in the applications are correct and validated.
- Scroll down to the bottom right of the page, Click on the yellow “input” button see figure 29 below

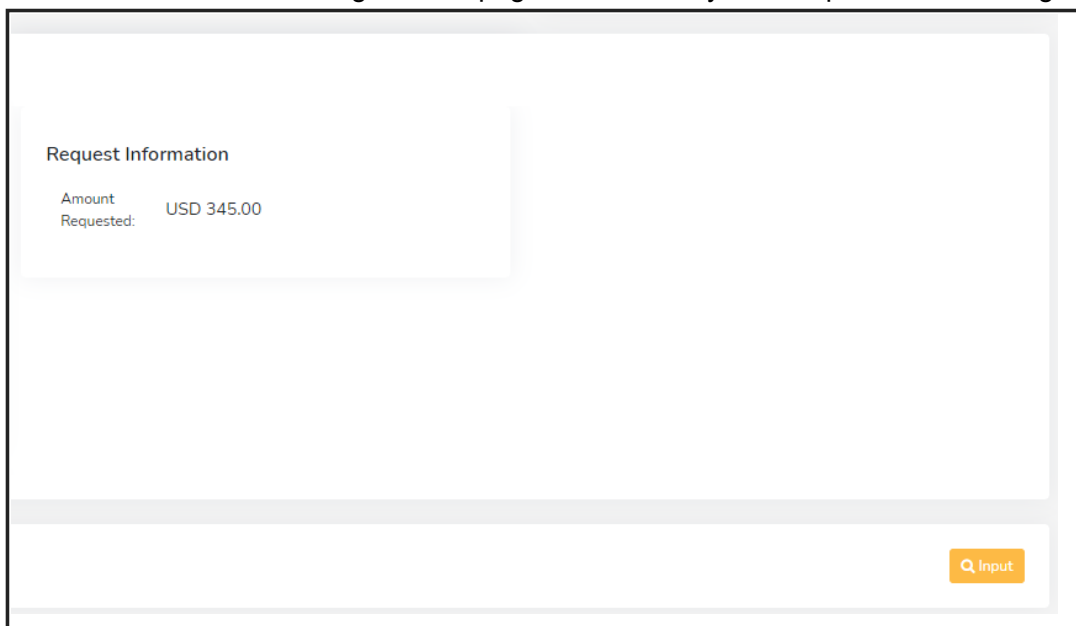


Figure 29: process of acting on an application



- Page where you can either accept or reject application see figure 30 below;

BVN

Amount Requested: 345.00

Action

Recommended for Approval

Recommended for Rejection

Note

Figure 30 :Reviewer acting on an application

- Select recommend for Approval or recommend for Rejection
- Submit the application
- It goes to the Supervisor to be acted upon
 - The ADB Supervisor: Once the Supervisor accepts the reviewer's actions, it would either go to the Next stage which is the ADB Disbursement Reviewer. In the case where he requests for reviewers modification, it will go back to the ADB reviewer to review . If rejected it goes back to the applicant.

Steps involved

- Login into adb portal.
- Click on the form type FORM A at the top of the home page, see figure 31 below

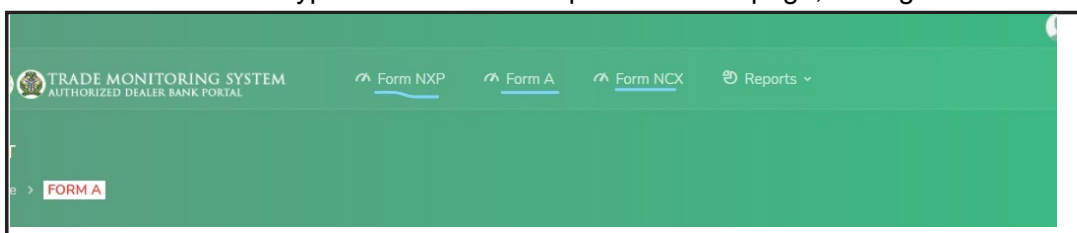


Figure 31:ADB Supervisor Home page

- It takes you to the page where you have pending Application and processed application see figure 32 below;



Pending Applications

Search Clear

#	Application Number	Form Number	Applicant Name	Amount Requested	Amount Disbursed	Stage	Last Modified	Created At	
1	AF202110082		NESTLE NIG. PLC	345.00		ADD_REVIEWER	06-10-2021 22:51	04-10-2021: 02:48	
2	AF202110042		GBEMTAN INVESTMENT LIMITED			ADD_REVIEWER	20-09-2021 22:23	20-09-2021: 22:23	

Items per page: 20 1 - 2 of 2 < >

Processed Applications

Search Clear

#	Application Number	Form Number	Applicant Name	Amount Requested	Amount Disbursed	Stage	Last Modified	Created At
---	--------------------	-------------	----------------	------------------	------------------	-------	---------------	------------

Figure 32 : selecting an application to act on

- To act on a pending application click on the application number as shown in figure below or input the application number in the field provided and click on search .
- It takes you to a page where you review the application and ensure that all the information in the applications are correct and validated.
- Scroll down to the bottom right of the page,Click on the yellow “input” button see figure 33 below;

Request Information

Amount Requested: USD 345.00

Figure 33 : process of acting on an application

- A form approval page where you can either accept reviewers action or request reviewers modification comes up see figure 34 below;



BVN

Amount Requested: 345.00

Action

Accept Reviewer Action

Request Reviewer Modification

Note

Cancel Submit

Figure 34 : ADB Supervisor acting on an application.

- Submit the application
- If it was approved, the stage should reach ADB Disburser Reviewer, if it was rejected, the stage should read Rejected_ADB_reviewer and it is on the applicants queue to make corrections.
- If the supervisor requested modification reviewers action, it goes back to the ADB Reviewer.

ADB Disbursement

This section of the document explains the process involved in disbursement of funds. This process of the disbursement of funds. This is also divided into two actors:

- The ADB Disbursement Reviewer
- The ADB Disbursement Supervisor
- The ADB Disbursement Reviewer: After the form has been approved by the ADB supervisor, the ADB Disbursement Reviewer also reviews the application and the information provided and inputs the amount available for disbursement. After the ADB disburser Reviewer enters the disbursement information into the system, the application moves to the ADB Disburser Supervisor for approval.
- **For more information**

Form for more information click [HERE](https://docs.google.com/document/d/1UOfaCumb_cc0piFB1pOuQt6vVzzXQhH2wKHyxAgZki8/edit?usp=sharing) (https://docs.google.com/document/d/1UOfaCumb_cc0piFB1pOuQt6vVzzXQhH2wKHyxAgZki8/edit?usp=sharing) to see the stages for Form A

Steps involved

- Login into adb portal.
- Click on the form type FORM A at the top of the home page, see figure 35 below



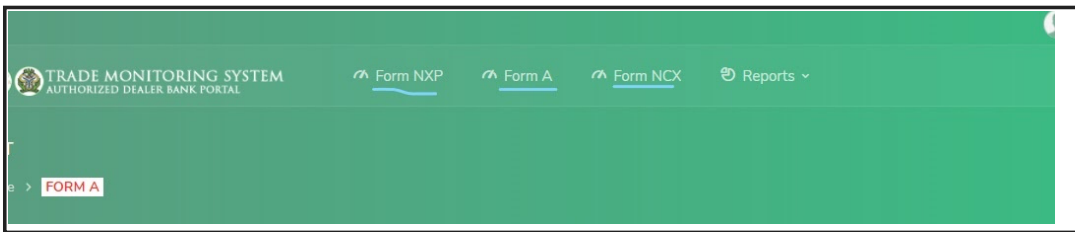


Figure 35 : ADB Disbursement Home page

- It takes you to the dashboard where you have pending Application and processed application see figure 36 below;

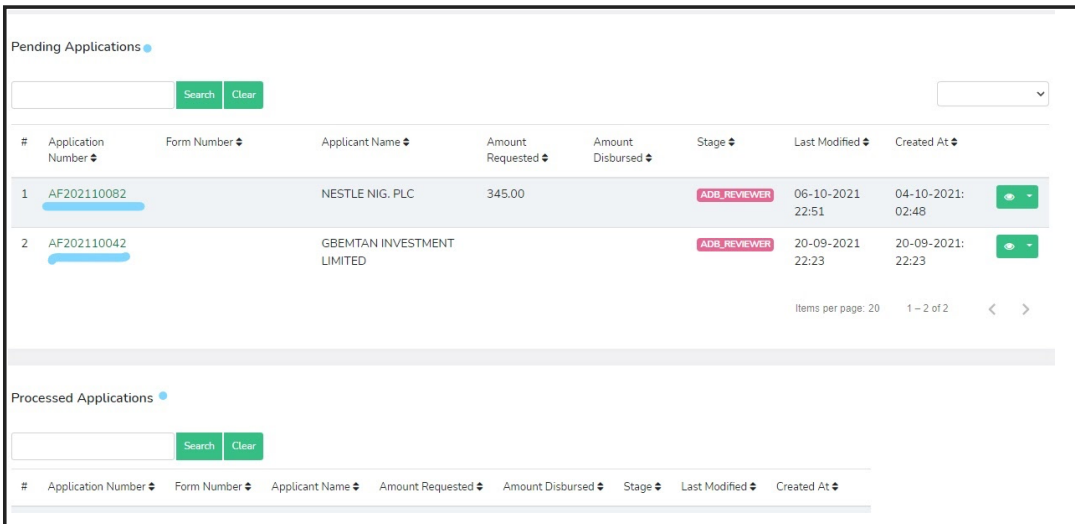


Figure 36 : Selecting an application to act on.

- To act on a pending application click on the application number as shown in figure below or input the application number in the field provided and click on search .
- It takes you to a page where you review the application and ensure that all the information provided is correct and validated.
- Scroll down to the bottom right of the page,Click on the yellow “input” button see figure 37 below;

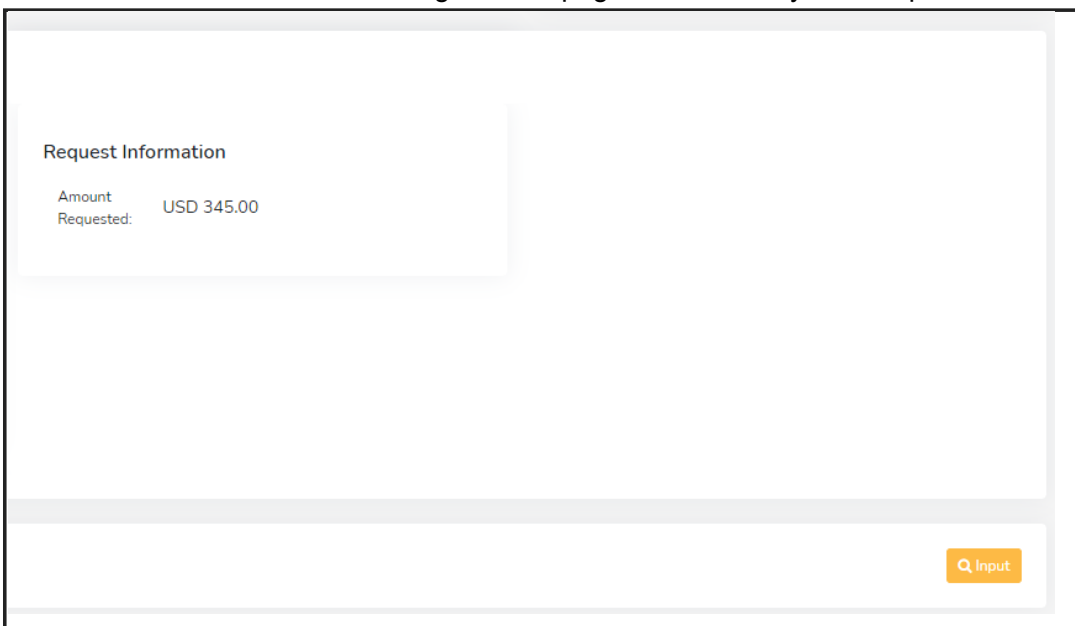


Figure 37 :Process of Acting on an application

- The approval page where you can either accept or reject application comes up and you can fill in the disbursement information as requested ;see figure 38 below;



Beneficiary #1

Disbursement Amount: USD 342

Exchange Rate: 450

Transaction Code: 345

Payment Mode: Letters of credit

Date of Disbursement: 07-10-2021

Receipt of Payment to Beneficiary: Choose File WFN-EXT-C...L-EN-v1.27.pdf

Cancel Submit

Figure 38 : ADB Disbursement Reviewer acting in an application

- Submit the application
- If it was approved, the stage should read ADB Disburser Supervisor.
- The ADB Disbursement Supervisor: The ADB disbursement supervisor reviews on the application after it has been The supervisor can approve reviewers action or request for reviewers modification .If approved, then actual disbursement or payment can be made and if the supervisor requests for reviewers modification, the application goes back to the ADB disburser Reviewer.

Steps involved

- Login into adb portal.
- Click on the form you wish to work on from the TRMS Tab. see figure 39 below

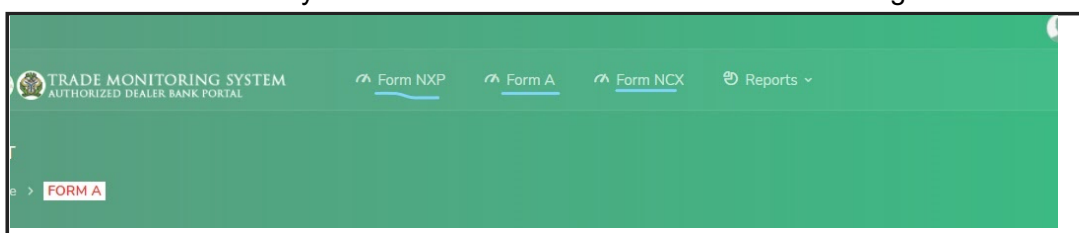


Figure 39 :ADB Disbursement Home page

- It takes you to the dashboard where you have pending Application and processed application see figure 40 below;



Pending Applications

Search Clear

#	Application Number	Form Number	Applicant Name	Amount Requested	Amount Disbursed	Stage	Last Modified	Created At
1	AF202110082		NESTLE NIG. PLC	345.00		ADD_REVIEWER	06-10-2021 22:51	04-10-2021: 02:48
2	AF202110042		GBEMTAN INVESTMENT LIMITED			ADD_REVIEWER	20-09-2021 22:23	20-09-2021: 22:23

Items per page: 20 1 - 2 of 2

Processed Applications

Search Clear

#	Application Number	Form Number	Applicant Name	Amount Requested	Amount Disbursed	Stage	Last Modified	Created At
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Figure 40: selecting an application to act on.

- To act on a pending application click on the application number as shown in figure below or input the application number in the field provided and click on search .
- It takes you to the form view page where you review the application and ensure that all the information provided is correct and valid.
- Scroll down to the bottom right of the page and click on the yellow “input” button see figure 41 below;

Request Information

Amount Requested: USD 345.00

Input

Figure 41: process of acting on an application

- A form approval page where you can either accept reviewers action or request reviewers modification comes up see and you click on submit. Please see figure 42 below;



BVN

Amount Requested: 345.00

Action

Accept Reviewer Action

Request Reviewer Modification

Note

Cancel Submit

Figure 42 :
ADB Disbursement Supervisor acting on an application.

- If it was approved, the stage should read COMPLETE, if it was rejected, the stage should read rejected_ADB_disbursement_reviewer and it is on the applicant's queue to make corrections.
- If the supervisor requests the reviewer's modification action, it goes back to the ADB_disbursement_reviewer.

▲ Please NOTE: After each stage of processing, the applicant will be sent an email notifying him/her that their application has been processed and has been sent to the next stage.

- **For more information**

Form for more information click [HERE](https://docs.google.com/document/d/1UOfaCumb_cc0piFBjpOuQt6vVzzXQhH2wKHyxAgZki8/edit?usp=sharing) (https://docs.google.com/document/d/1UOfaCumb_cc0piFBjpOuQt6vVzzXQhH2wKHyxAgZki8/edit?usp=sharing). to see the stages for Form A

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