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GUICE PLATFORM GUIDELINE

This document aims to provide essential instructions for the correct and efficient use of the GUICE platform.

GUICE (Guichet Unique Intégral du Commerce Extérieur, or Single Window for Foreign Trade) is an online platform accessible 24/7 that facilitates foreign trade activities in the Democratic Republic of Congo. It serves as a centralized hub for connecting all relevant public and private stakeholders involved in import, export, and transit operations.

The following interim procedure shall be adhered to by the Importers for the uploading of the Eco-Certificate (issued by INTERTEK) as one of the mandatory attachments to the document form appended into the Shipper Import File (FSI) in GUICE pending its automated integration in GUICE.

- **Upload Eco-Certificate:** The Eco-Certificate, issued by INTERTEK, must be uploaded as a mandatory attachment to the document form appended to the shipper import file (FSI) in GUICE.
- **FSI File:** This file contains all necessary commercial documents for pre-clearance, including the Commercial Invoice, circular note, letter of commitment, and the Eco-certificate.
- **FXI Sub-folders:** Each FSI file can contain multiple FXI (Folder Expedition Inbound) sub-folders
- **Customs Declaration:** The forwarder appointed by the Importer can use the FXI file reference to complete the Customs declaration in ASYCUDA WORLD.

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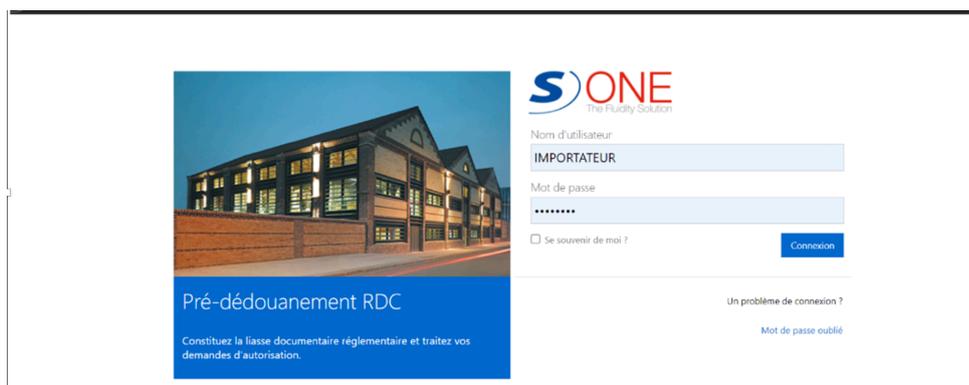
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HOW TO UPLOAD THE ECO-CERTIFICATE TO THE FSI FILE IN THE GUICE PLATFORM?

1. Log in to GUICE

Access the GUICE platform as an importer at www.segucercd.com using the credentials provided by SEGUCE RDC SA



The screenshot shows the login interface for S ONE. On the left, there is a banner for 'Pré-dédouanement RDC' with a photo of a modern building and the text 'Constituez la liasse documentaire réglementaire et traitez vos demandes d'autorisation.' On the right, the S ONE logo is displayed above a login form. The form includes fields for 'Nom d'utilisateur' (with 'IMPORTATEUR' entered) and 'Mot de passe' (with masked characters). There is a checkbox for 'Se souvenir de moi?' and a 'Connexion' button. Below the form, there are links for 'Un problème de connexion?' and 'Mot de passe oublié'.

2. Create a new FSI File

Navigate to the "New Import" or "Create FSI" section to create new import files (FSI).

3. Provide the general information

Fill in the required details in the designated sections such as:

- Supplier information (name, address)
- Origin details (place, country)
- Destination details
- Transportation mode
- Monetary values (CIF, FOB, currency)

4. Add the goods details

In the dedicated section for goods, enter details for each item:

- HS code (harmonized system code)
- Quantity
- Unit price
- Country of origin
- Description

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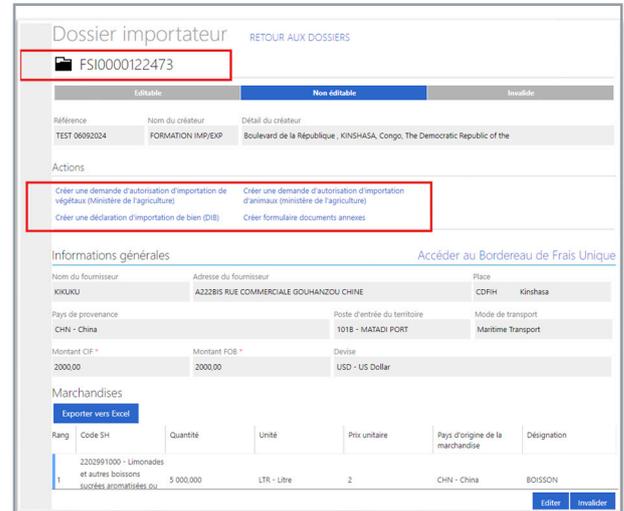
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5. Upload the Eco-Certificate

- Navigate to the "New Import" or "Create FSI" section to create new import files (FSI).
- In the attachment section, locate the option to upload Eco-Certificate. Select the Eco-Certificate issued by INTERTEK from your computer and upload it.



Dossier importateur [RETOUR AUX DOSSIERS](#)

FSI0000122473

Éditable Non éditable Invalider

Référence	Nom du créateur	Détail du créateur
TEST 06092024	FORMATION IMP/EXP	Boulevard de la République - KINSHASA, Congo, The Democratic Republic of the

Actions

- Créer une demande d'autorisation d'importation de végétaux (Ministère de l'Agriculture)
- Créer une demande d'autorisation d'importation d'animaux (Ministère de l'Agriculture)
- Créer une déclaration d'importation de bien (DIB)
- Créer formulaire documents annexes

Informations générales [Accéder au Bordereau de Frais Unique](#)

Nom du fournisseur	Adresse du fournisseur	Place
KIKUKU	A222BIS RUE COMMERCIALE GOUHANZOU CHINE	CDPH Kinshasa

Pays de provenance	Poste d'entrée du territoire	Mode de transport
CHN - China	101B - MATADI PORT	Maritime Transport

Montant CIF *	Montant FOB *	Devise
2000,00	2000,00	USD - US Dollar

Marchandises

[Exporter vers Excel](#)

Rang	Code SH	Quantité	Unité	Prix unitaire	Pays d'origine de la marchandise	Désignation
1	2202991000 - Limonades et autres boissons sucrées aromatisées ou	5 000,000	LTR - Litre	2	CHN - China	BOISSON

[Éditer](#) [Invalider](#)

6. Validate the FSI File

Once all information and documents, including the Eco-Certificate, are included, proceed with the validation process of the FSI file.

Note: If you have difficulties locating the upload section or validating the file with the Eco-certificate attached, contact SEGUCE RDC SA directly. They can provide specific guidance based on the latest GUICE platform interface.

7. Create an attachment

- Within the FSI file, locate the option labelled "Create Attachment" or something similar.
- Go to the Attachments section, and click the "Add (+)" button to create a new attachment.
- Choose the document type from the drop-down menu, and save the attachment.
- Assign a unique internal reference for this specific document. This reference will help you identify and manage the attachment within the FSI file.
- Ensure the file is in a compatible format (e.g., PDF, JPG), then click "Save" or "Upload" to finalize the attachment process.
- Review the attachments section to confirm that the documents have been successfully uploaded and are associated with the correct internal reference.



Pièces jointes +

Importer un document

Date d'ajout	Type de demande	Nom du créateur	Etat	Actions
25/09/2024 11:06:27	Autorisation d'importation des Médicaments(Ministère de la santé)	FORMATION IMP/EXPIM		Lier
25/09/2024 11:08:48	Facture pro-forma	FORMATION IMP/EXPIM		Lier
25/09/2024 11:24:44	Déclaration d'importation de bien (DIB)	FORMATION IMP/EXPIM		Lier

Importer un nouvel élément

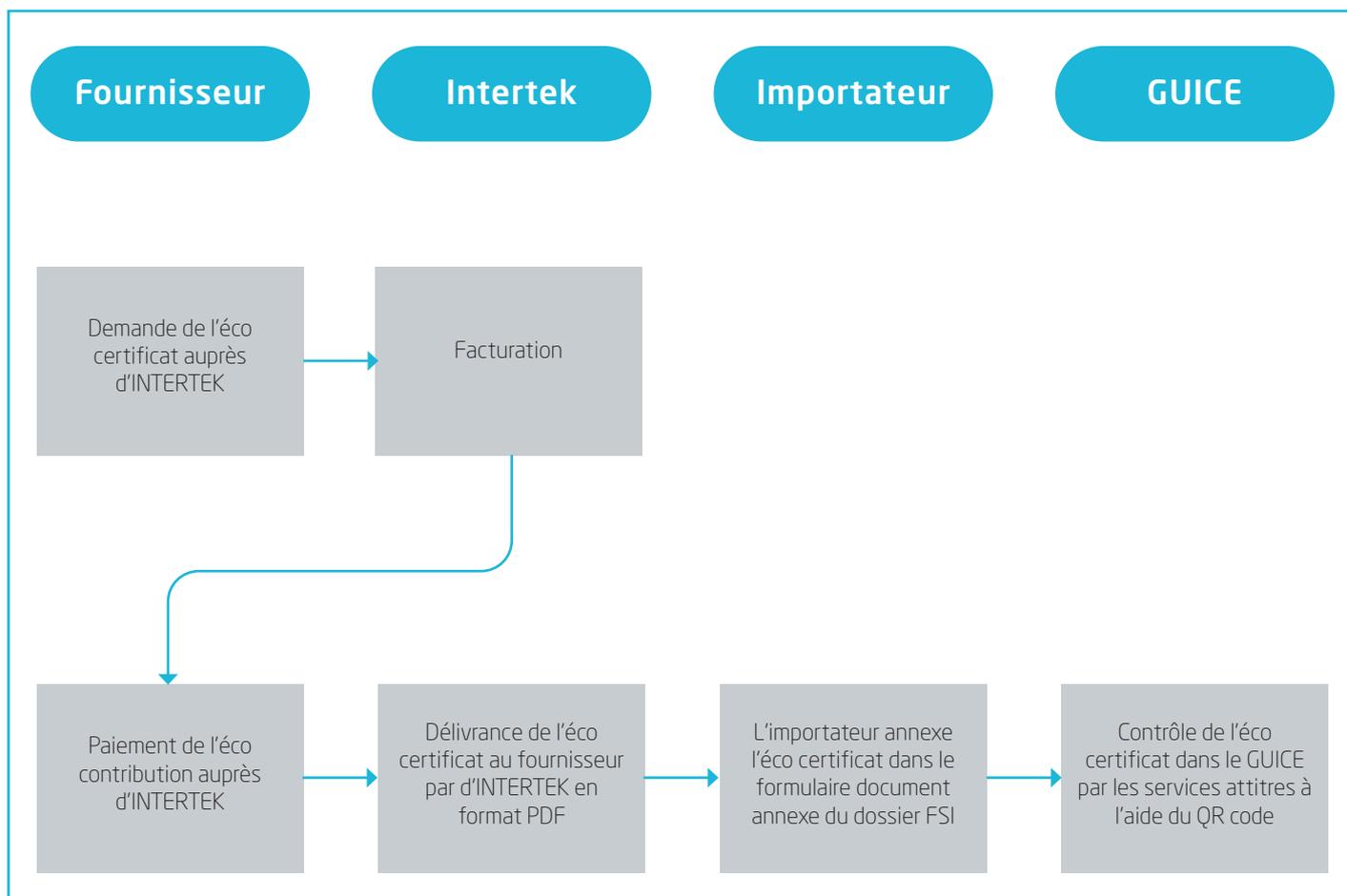
Type
Eco-certification FIPE

[Sélectionner...](#)

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BRIEF SCHEMATIC PRESENTATION



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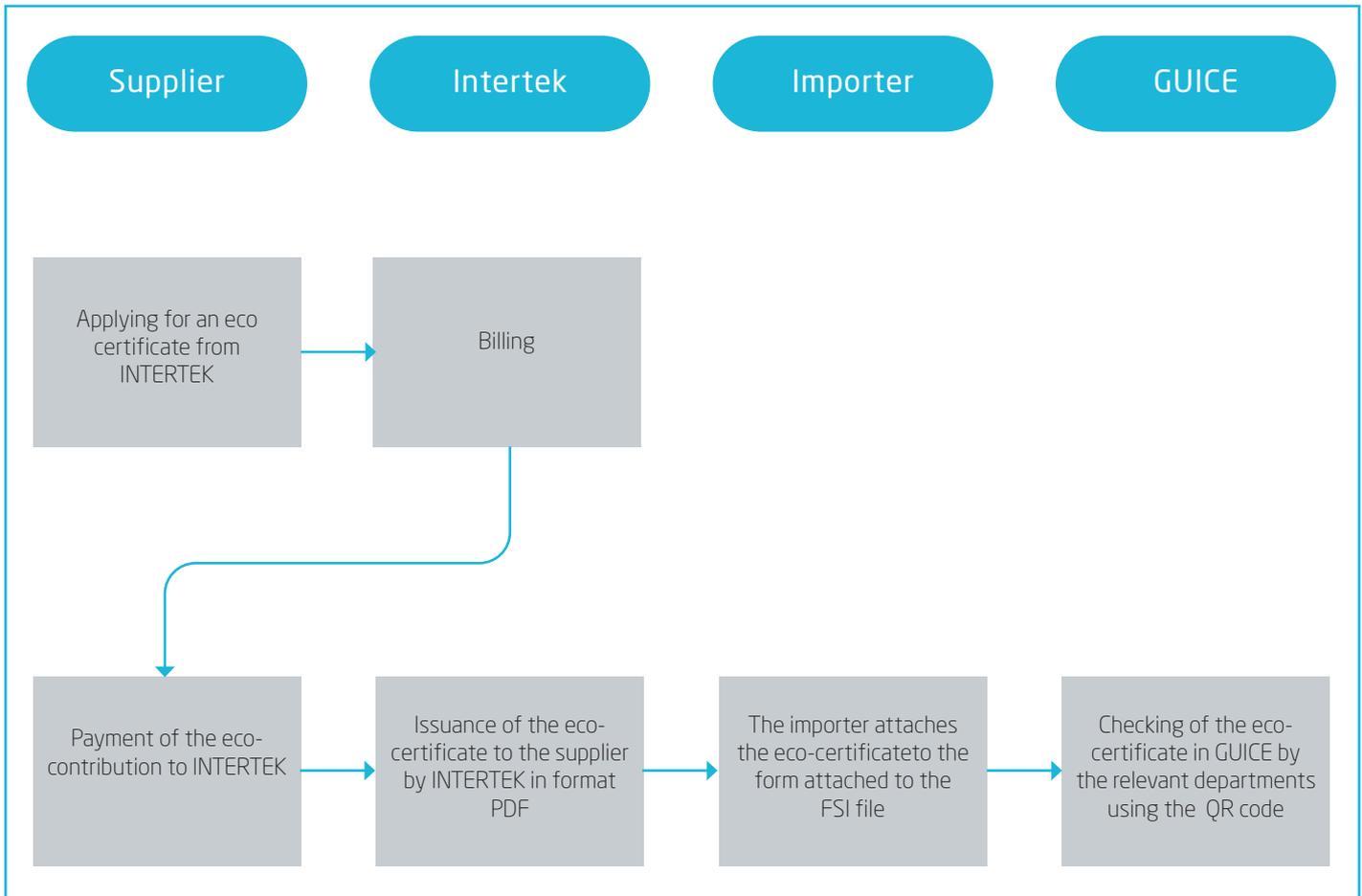
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ENGLISH TRANSLATION



TRANSITIONAL PROCEDURE FOR ATTACHING THE ECO-CERTIFICATE TO THE GUIDE

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