# **ABOUT US**

Nepal National Single Window (NNSW), is a World Bank funded Project, led by the Webb Fontaine Group, a world leader in implementing trade facilitation systems and solutions designed to simplify border processes, minimize time and cost for trade community and ensure safe and secure trade. The project will set up a portal linking all relevant stakeholders from Government Agencies and traders.

The Department of Customs and over 42 Other Government Agencies and Stakeholders involved in Nepal's international trade supply chain, have collaborated to ensure this solution will meet the needs and expectations of Nepal for prosperity and progress.

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# International Trade Fast and Simple

#### **CONTACT US**



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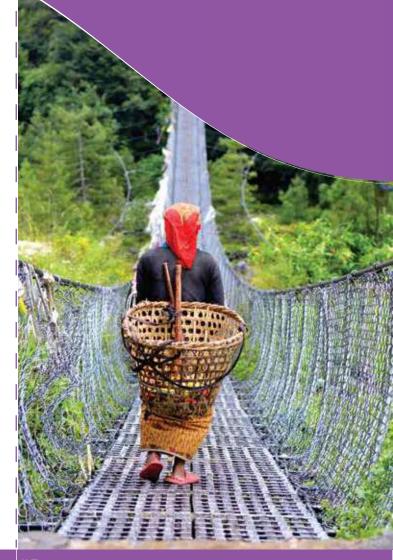
nnsw@webbfontaine.com

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## HOW TO RECOMMEND/ APPROVE A LPCO



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**Intended Audience:** 

This Manual is intended for Government Agency users.

### 1. INTRODUCTION

All requested LPCO documents are subject for review by the concerned agency. To process an LPCO document, follow the steps below:

#### 2. STEPS

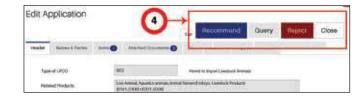
- 1. Login to the LPCO application.
- 2. Use the search filter or just click on the Search button to view list of LPCOs.



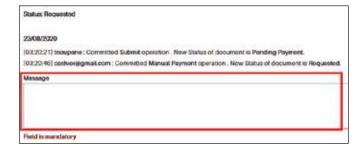
3. Open a document you want to review by clicking on the pencil icon.



- 4. Three operations are available for the document.
  - 1- Recommend, 2- Query, or 3- Reject.



At this point, you may review the contents of the LPCO document. You are required to put a message before performing any of the operations.



**Recommend** - LPCO document will go to the next department for final approval\*\*.

**Query** - If you have questions or clarifications about the document, you can send it back to the trader.

**Reject** - LPCO document will be rejected.

- \*\* If there is another level of approval required, follow the same step.
- i Still having problems?

Our helpdesk is available to answer your queries.

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