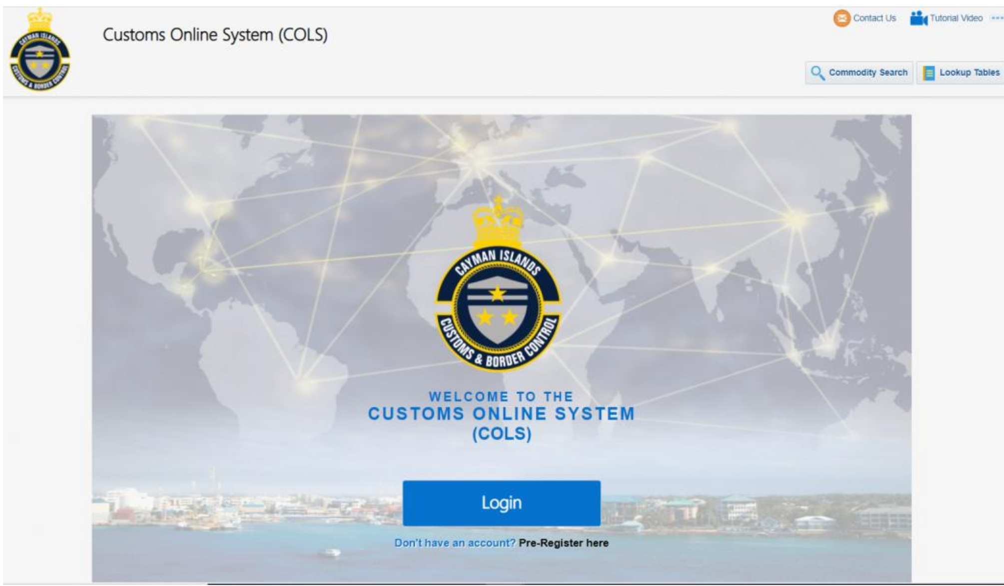
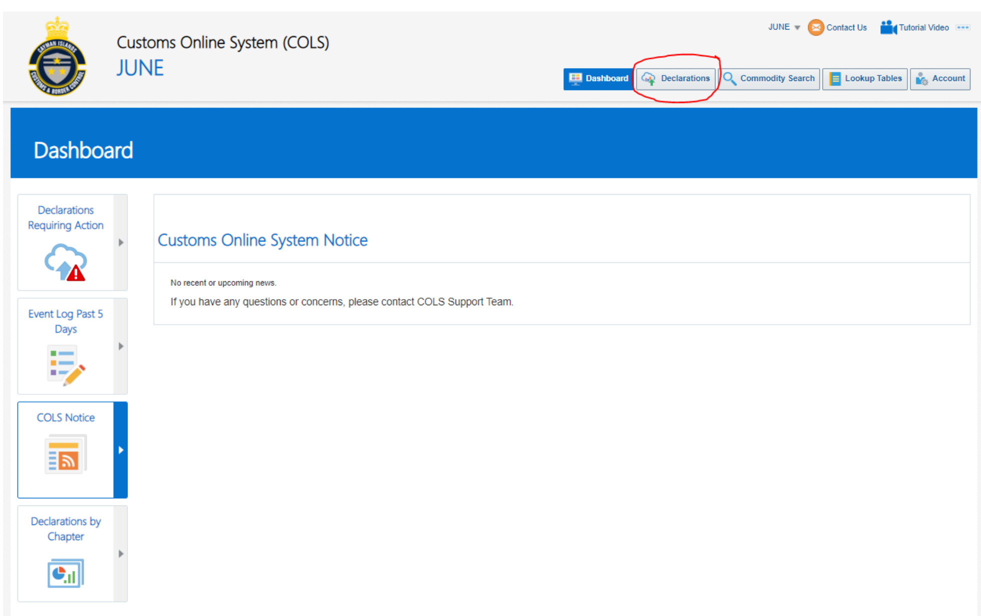
# COLS 101

## How to Delegate a Duty Relief

Access the COLS website and login.



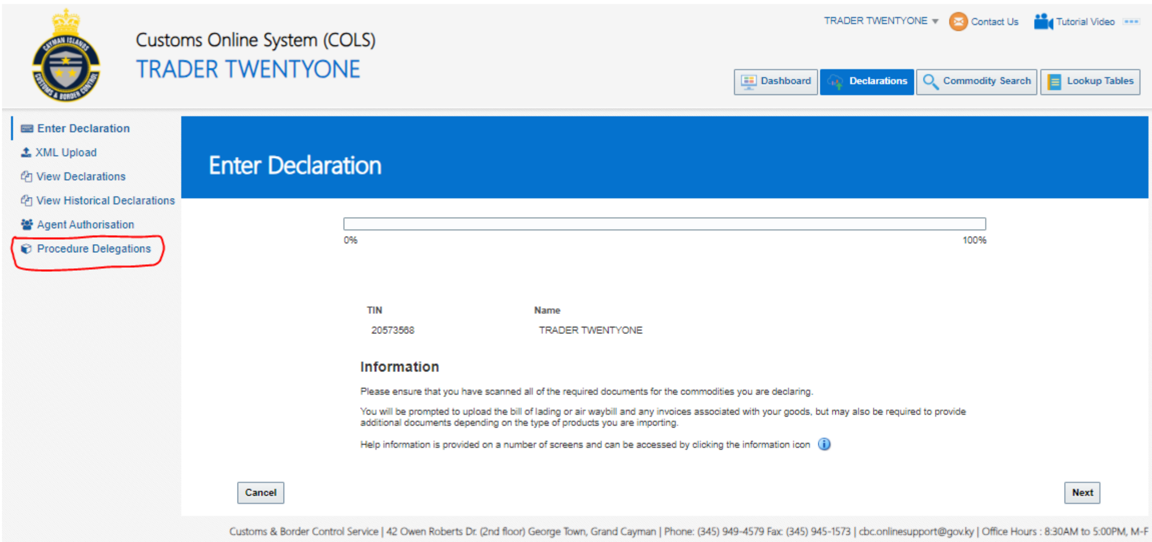

Once logged in, the Dashboard page is seen and defaulted to the “COLS Notice” board. This screen shows any notification from CBC to all users of COLS. Select “Declarations” from the top right menu options.



## Setting up a Delegation

After selecting "Declarations" from the top right menu options, Seen on the left side of the screen is the Main menu for the Declarations page.

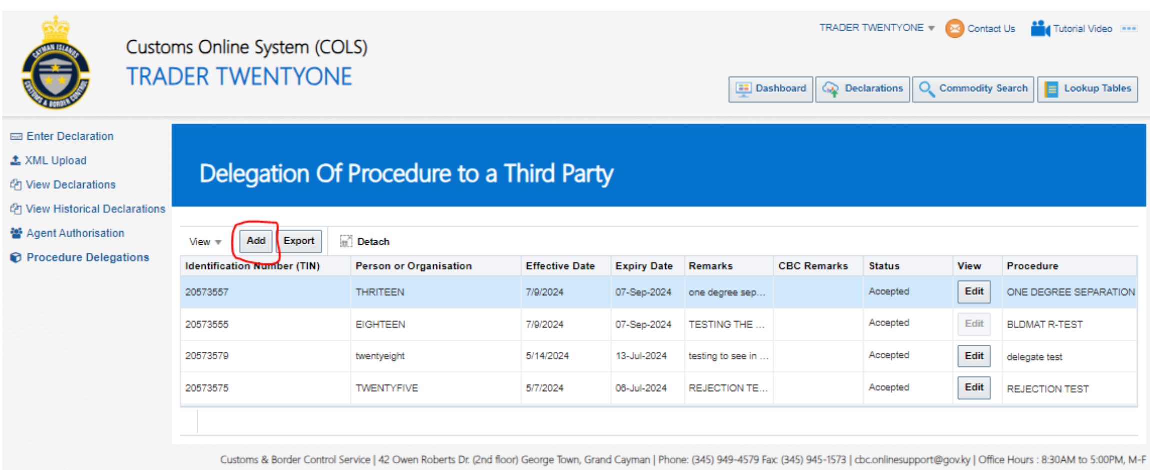
Click the "Procedure Delegations" option.



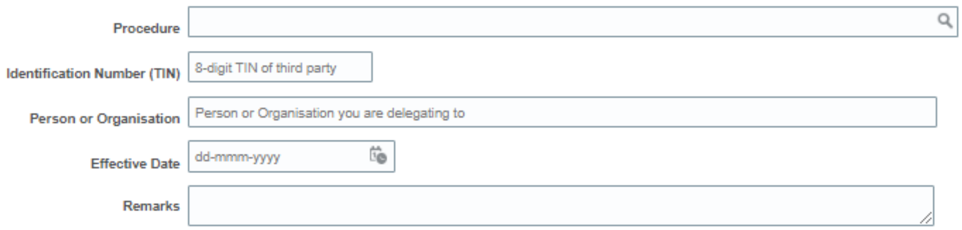

### Procedure Delegations Page

The Procedure Delegations page will show all delegations that have ever been actioned.

To add a new Delegation click the "Add" button.

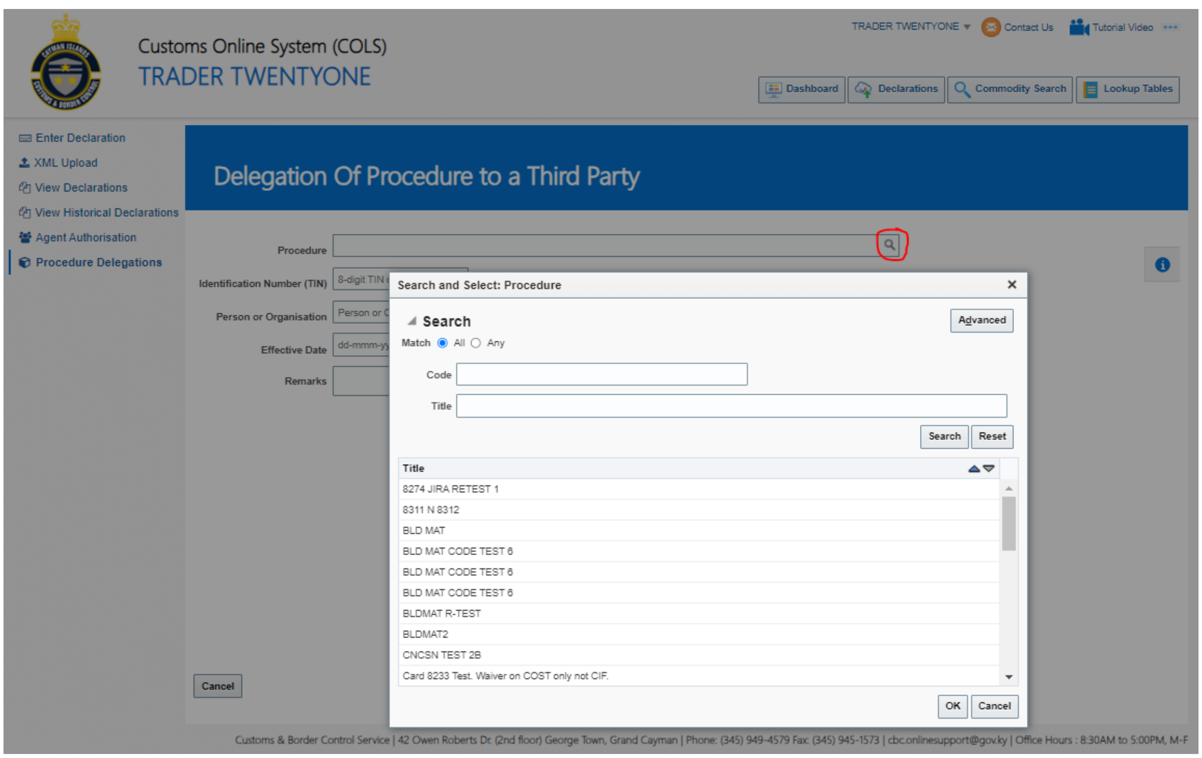


The requirements to action the delegation now appears.



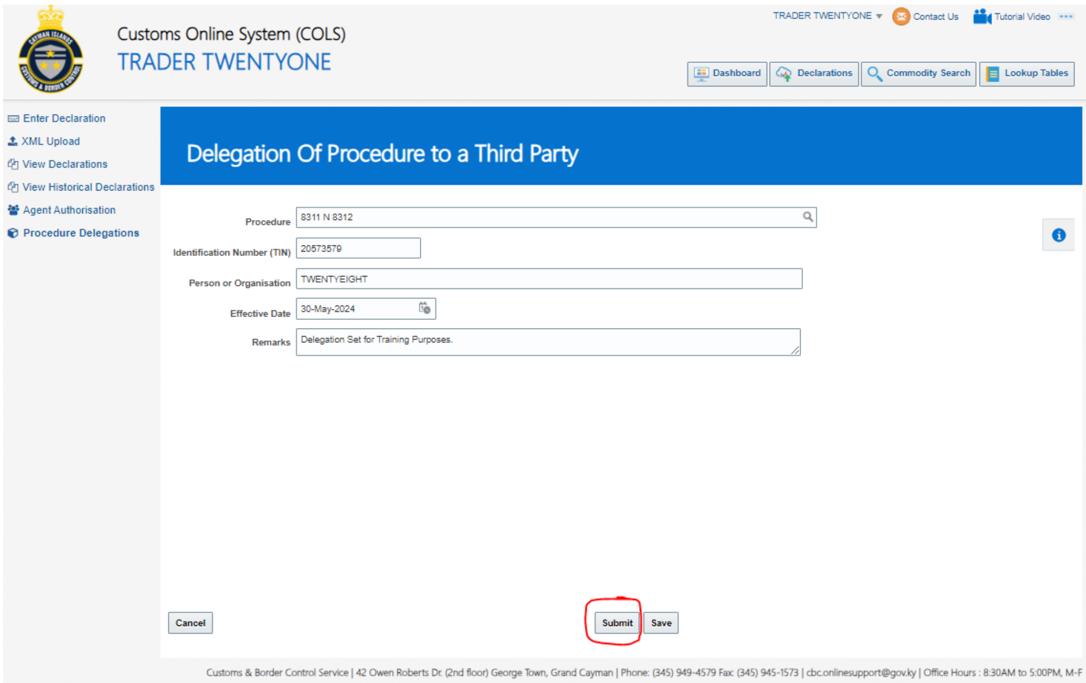

Steps:

1. Click the Magnifying glass to produce a list of all Duty Reliefs that apply to the Account. Select Duty Relief and click the "OK" button at the bottom.

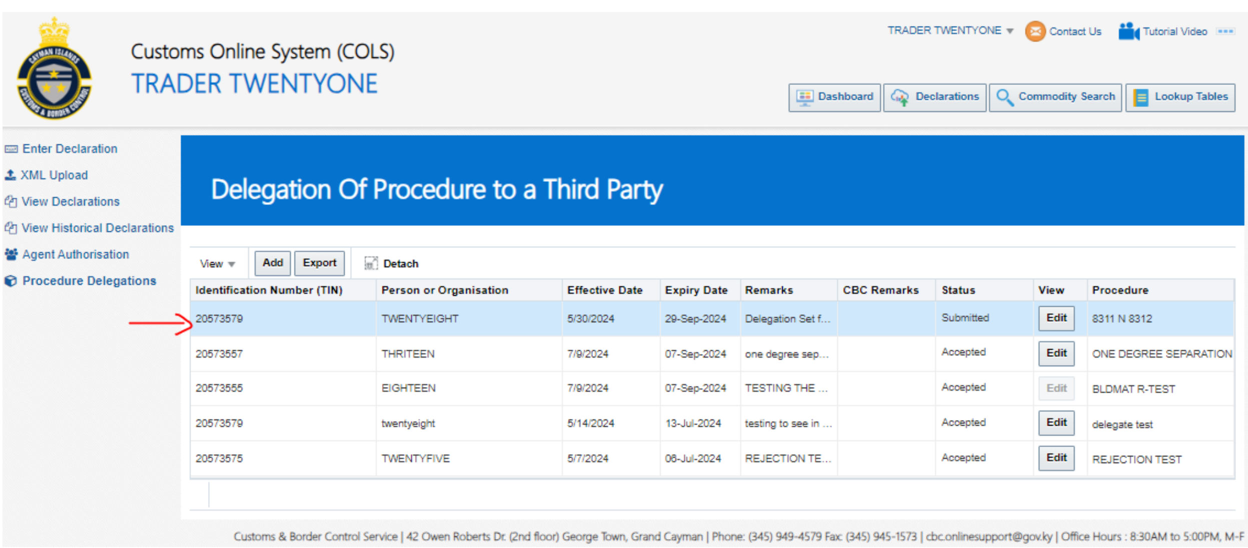


2. Enter the TIN of the trader who will be receiving the Delegation.
3. Type in the Name of the Trader receiving the Delegation.
4. Set the Effective date by clicking the Calendar and choosing the date. Note: The Effective date must be within the effective and expiry date of the Duty Relief.
5. Enter the Reason for the Delegation in the "Remarks" area.

Once all of this information has been entered, click the "Submit" button at the bottom of the screen.




Once the submit button has been pressed the Procedure Delegations page will appear and now show the new delegation added.



The “Edit” button is the only button available at this point and it can only be used to adjust the Expiry Date.

Simply adjust the Expiry date and click the “Submit” button at the bottom of the screen.