

# BHUTAN CUSTOMS CONNECT

eCMS MANUAL

# ROAD MANIFEST (EXPORT)

Department of Revenue and Customs Ministry of Finance

# Table of Contents

<u>1.</u>	LOGIN FOR FE	2
<u>2.</u>	CREATE ROAD MANIFEST	2
<u>3.</u>	TRACK APPLICATION	5
<u>4.</u>	REQUEST FOR CANCELATION AND AMENDMENT OF THE ROAD MANIFEST:	5
5.	UPDATE ROAD MANIFEST AND UPDATE ROAD MANIFEST VEHICLE:	6

### 1. Login for FE

i. The user needs to log into eCMS using the url: <u>www.ecms.gov.bt</u>



ii. Click on login menu and provide the required credentials to log in to the system:



#### 2. Create Road Manifest

i. Select Road Manifest for the list of menus provided in the dashboard:



ii. Under the Road Manifest menu, Select Create Road Manifest:



- iii. Key in the following details:
- a. Road Manifest Header
- > Select the Regime as Export and fill in the details >> Save the details

≥ Air Cargo Manifest ^				
Declaration FE	Dashboard > 0	reate Road Manifest >		04/04/2023 11:09
河 Dispatch Challan	Road Manifest Header	Invoice Details Supp	orting Documents Summary	
Exemption	* Mode of Transport :	Road	* Regime :	<u> </u>
⊖ Letter of Guarantee	* Bound Type :		Code Description(Eng	lisb) a
Passenger Manifest	Place of Loading :		1 Export	-
a Release	* Custome Station :		2 Temporary Export	rt
D Reports	* Port of Entry/Evit :		4 Import	
Poad Manifest	Importer/Consignee Details		5 Temporary Impo	rt
Coardo Dood Manifest			7 Warehousing	
Search Road Manifest	Importer/Consignee TPN :		8 Transit	
Lindate Road Manifest Vehicle	Importer/Consignee		Importer/Consginee E-	
Cancel Road Manifest	Address :		Mail : C	
Update Road Manifest	Importer/Consignee Mobile Number :			
My Party Road Manifest	Exporter/Consignor Details			
Temporary Import / Export (FE)	Exporter/Consignor TPN :		Exporter/Consignor Name :	
B Temporary Storage	Exporter/Consignor		Exporter/Consignor E-	
# User Registration	Address :		Mail: 0	~
≥ Air Cargo Manifest	Dashboard >	Create Road Manifest >		04/04/2023 11:0
Declaration FE	Dasinboard	create Road Marinest -		
🏽 Dispatch Challan	Road Manifest Header	Invoice Details Sup	porting Documents Summar	У
⊖ Exemption	* Exporter/Consignor TPN :		Exporter/Consignor Name :	
⊖ Letter of Guarantee	Exporter/Consignor		Exporter/Consignor E-	
Passenger Manifest	Address :		Mail :	
🗸 Release	Exporter/Consignor Mobile Number :			
D Reports	Vehicle Details			
🖙 Road Manifest	* Vehicle Type :		<ul> <li>Vehicle Number :</li> </ul>	
Search Road Manifest	Trailer No. :			
Create Road Manifest	* Driver Name :		* Document Type :	· · ·
Update Road Manifest Vehicle	* Document Number :		* Nationality :	
Cancel Road Manifest				
Update Road Manifest	Contact No. :		Remarks :	
My Party Road Manifest				
Temporary Import / Export (FE)	Vehicle Description :		General Remarks :	
Temporary Storage		Save	Reset Save >>	

- b. Invoice Details
- > Add New invoice and either save or save and go to the next page

≿ Air Cargo Manifest ^	Dashboard > Create Road Manifest >	04/04/2023 11:09
Declaration FE	Pred Manifest Hander Involte Datalla Conception Decompany	
周 Dispatch Challan	Koad Manifest Header Invoice Details Supporting Documents Summary	
Exemption	A INVOICE LIST	Total record(s): 0
<ul> <li>Letter of Guarantee</li> </ul>		Add New Record
Passenger Manifest	SI NInvoice No. Invoice D Total Invoice Quantity Type of Pack UoM Goo	ds Descri
🖾 Release		
Reports		
🕀 Road Manifest		
Search Road Manifest		
Create Road Manifest	No items to show	
Update Road Manifest Vehicle		
Cancel Road Manifest		
Update Road Manifest		
My Party Road Manifest		
Temporary Import / Export (FE)		
Temporary Storage		
#. User Registration	CREATE NEW INVOICE	
➤ Air Cargo Manifest		
Declaration FE	Oashboard > Create Road Manifest >	04/04/2023 11:05
河 Dispatch Challan	Road Manifest Header Invoice Details Supporting Documents Summary	
⊖ Exemption	▼ INVOICE LIST	Total record(s): 0 💽
⊖ Letter of Guarantee	▲ CREATE NEW INVOICE	
💷 Passenger Manifest	Invoice Detail	
Ø Release	* Invoice No. : * Invoice Date : 4 * Apr *	2023 -
D Reports	* Total Invoice Value : * Invoice Currency :	
🖙 Road Manifest	* Supplier Name :	
Search Road Manifest	Item Details	
Create Road Manifest	Bulk/Non-Containerized Containerize	.d
Update Road Manifest Vehicle	Quantity:     Type of Packages:	
Update Road Manifest		
My Party Road Manifest	Marks and Seal No. : Goods Description :	
Temporary Import / Export (FE)	Gross Weight :      VoM : KGM-WEIGHT IN	N KILOGRAM
Temporary Storage	Save Reset Close Save >>	
# User Registration		~

# c. <u>Supporting Documents Details</u>

> The declarant shall attach any supporting documents (invoice, packing list etc) for approval:

✓ ∠ Dashboard > Cre	ate Road Manife	est >		04/04/2023 13:08
Road Manifest Header	Invoice Details	Supporting Documents	Summary	
DOCUMENT LIST				Total record(s): 1
	•			¢ τ
SI NDocument Code	File Upload	Required Remarks		Ac
1 Invoice				:
DOCUMENT DETAILS     Document Code :     Remarks :		• Save Res	• File Upload : Choose Files No file chosen	Acceptable Formats: *.pdf, *.jpg or *.jpeg

## d. <u>Summary</u>

> The declarant can review his/her road manifest declaration and submit the same for approval:

	🚺 🔼 Dashboar	d > Search I	Road Manife	st >				04/04/2023 11:41
Declaration FE								
30 Dispatch Challan	Road Manifest Hea	der Inv	voice Details	Supporting D	ocuments	Approval	Summary	
Exemption	<ul> <li>MANIFEST HEADE</li> </ul>	R DETAILS						
Letter of Guarantee	Mode of Trans	port : Road			Estima Arrival	Departure : 04/0	4/2023 16:13	0
Passenger Manifest	Cour	try of BT-BHU	TAN		Custo	ms Station : PMD	P-Phuntsholing M	lini Dry Port
思 Release	Created	Date : 04/04/2	023 11:27					
D Reports	Trader Details							
🖙 Road Manifest	Exporter/Consignor	TPN: sap5330	59		Exporte	Name Seld	en	
Search Road Manifest	Total Number of Inv	voice : 1						
Create Road Manifest	▲ INVOICE SUMMAR	TY .						Total record(s): 1
Update Road Manifest Vehicle	SLN Joyoica No	Invoice D	Total Invol	Supplier N	Quantity	Type of Pa	LIOM	Goods Desc
Cancel Road Manifest	1 123	01/04/2023	500000	BHUTAN TRA	500	LOOSE	WEIGHT IN KI	FERRO SILLICON
Update Road Manifest								
My Party Road Manifest								
E Temporary Import / Export (FE)					_			
Temporary Storage				Submit N	Aanifest			
.#. User Registration				-				

#### 3. Track Application

➤ An application Number will be Generated:

1	RM0	e	×
2	RMO		n
3	RMO	Road Manifest has been Submitted	n
4	RMO		n
5	RMO	UK	ı
c	DM000 1-	meet Inhound 17/02/2022 1	Dhuta

> The users will be able to track their application from Search Road Manifest:

🕞 Road Manifest				
Search Road Manifest				
Create Road Manifest				
Update Road Manifest Vehicle				
Cancel Road Manifest				
Update Road Manifest				
My Party Road Manifest				

- 4. Request for Cancelation and Amendment of the Road Manifest:
  - > User can amend the submitted RM, when the applicated has been rejected for amendment.
    - the details and vehicle details before the vehicle exited the country.
    - the road manifest if the same is not linked to an active declaration.
  - > The system gives user the options to cancel the road manifest if:
    - The road manifest is not used in a declaration or
    - The consignment against the particular road manifest has not exited the country.

Offence Management FE	Dashboard > Cancel Road Manifest	04/04/2023
Air Cargo Manifest		
Declaration FE	▼ ROAD MANIFEST LIST	Total record(s): 4 🛛 🗾
Dispatch Challan	ROAD MANIFEST DETAIL	
exemption	Cancel Road Manifest	
tter of Guarantee	Road Manifest Number : RM0000031793	* Reason : 🗍 🔹 👻
ssenger Manifest	Remarks :	
ease	- Nethol K3 -	
ports		
ad Manifest		
arch Road Manifest		
eate Road Manifest		
date Road Manifest Vehicle		
ncel Road Manifest		
odate Road Manifest		
y Party Road Manifest	Concel Marth	
amporany Import / Export (EE)	Cancel Manife	(est Close

#### 5. Update Road Manifest and Update Road Manifest Vehicle:

User can apply for update of Road manifest in general or can apply update for just vehicle mentioned in the RM due to certain reasons.

- The road manifest is not used in a declaration or
- The consignment against the particular road manifest has not exited the country.

童 Offence Management FE ^		Indate Road Manifest	Lindate Road N	Appifect		04/04/20
➤ Air Cargo Manifest	Dasiboard > C	puate Road Maintest		Marinest		04/04/20
Declaration FE	Request Header	Road Manifest Header	Invoice Details	Supporting Documents	Summary	
闾 Dispatch Challan	Road Manifest Upd	ate		* Road Manifest N	umber : RM0000031822	•
⊖ Exemption	(All the	(				
⊖ Letter of Guarantee	* Reason Coo	le :	*	* Re	marks :	
Passenger Manifest						
🛙 Release						
Reports						
🖙 Road Manifest						
Search Road Manifest						
Create Road Manifest						
Update Road Manifest Vehicle						
Cancel Road Manifest						
Update Road Manifest						
My Party Road Manifest			Save	Reset		
Temporary Import / Export (FE)						
Offence Management FE						
≱ Air Cargo Manifest	Dashboard > Upd	ate Road Manifest Veh	icle >			04/04/2023 14:10
Declaration FE	Road Manifest Header	Invoice Details				
阗 Dispatch Challan						^
⊖ Exemption	Exporter/Consignor Address :			Exporter/Consignor E-Mail :		
⊖ Letter of Guarantee	Exporter/Consignor Mobile					
Passenger Manifest	ehicle Details					
■ Release	* Vehicle Number :	BO0903		Trailer No. :		
D Reports	* Vehicle Type :	MV-Medium Vehicle	*			
🛱 Road Manifest	Driver Name :	testber		Document Type :	CID Number	•
Search Road Manifest	Document Number :	2323		Nationality :	BT-BHUTAN	-
Create Road Manifest						
Update Road Manifest Vehicle	Contact No. :			Vehicle Description :		
Cancel Road Manifest	General Remarks :					
Update Road Manifest						
My Party Road Manifest			Update	e:		