



eCMS MANUAL

## *ROAD MANIFEST (EXPORT)*

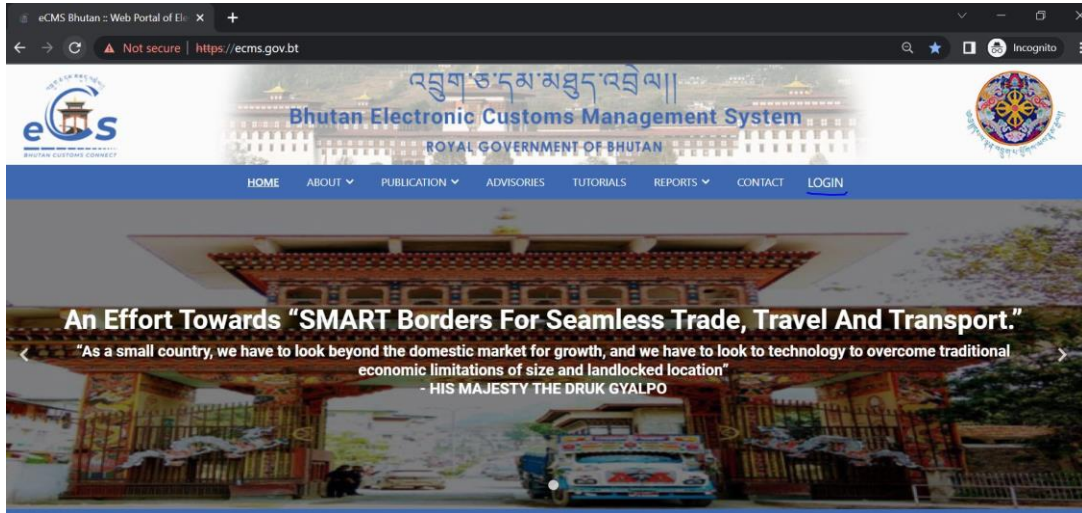
Department of Revenue and Customs  
Ministry of Finance

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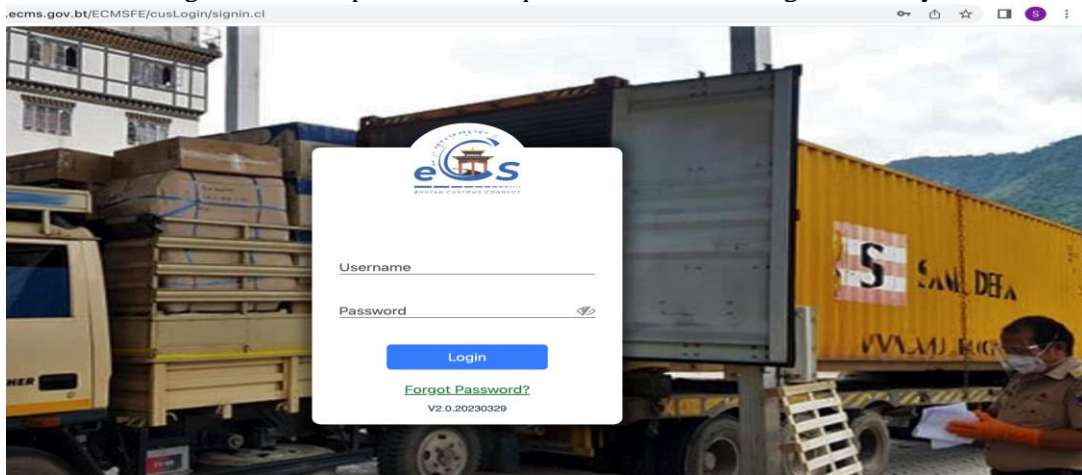
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## 1. Login for FE

- i. The user needs to log into eCMS using the url: [www.ecms.gov.bt](https://www.ecms.gov.bt)

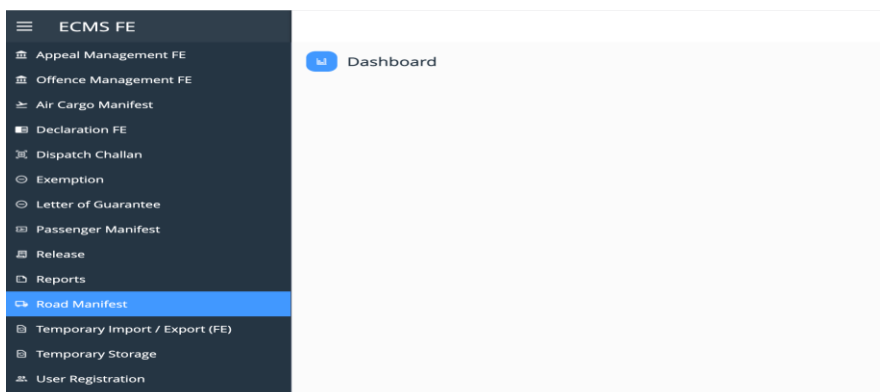


- ii. Click on login menu and provide the required credentials to log in to the system:

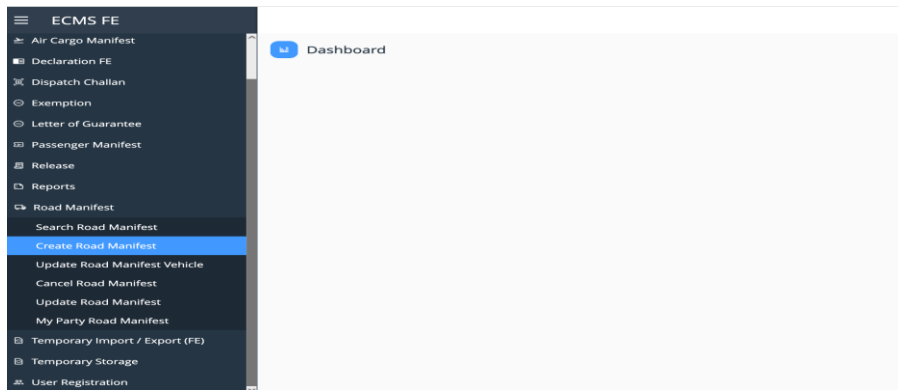


## 2. Create Road Manifest

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



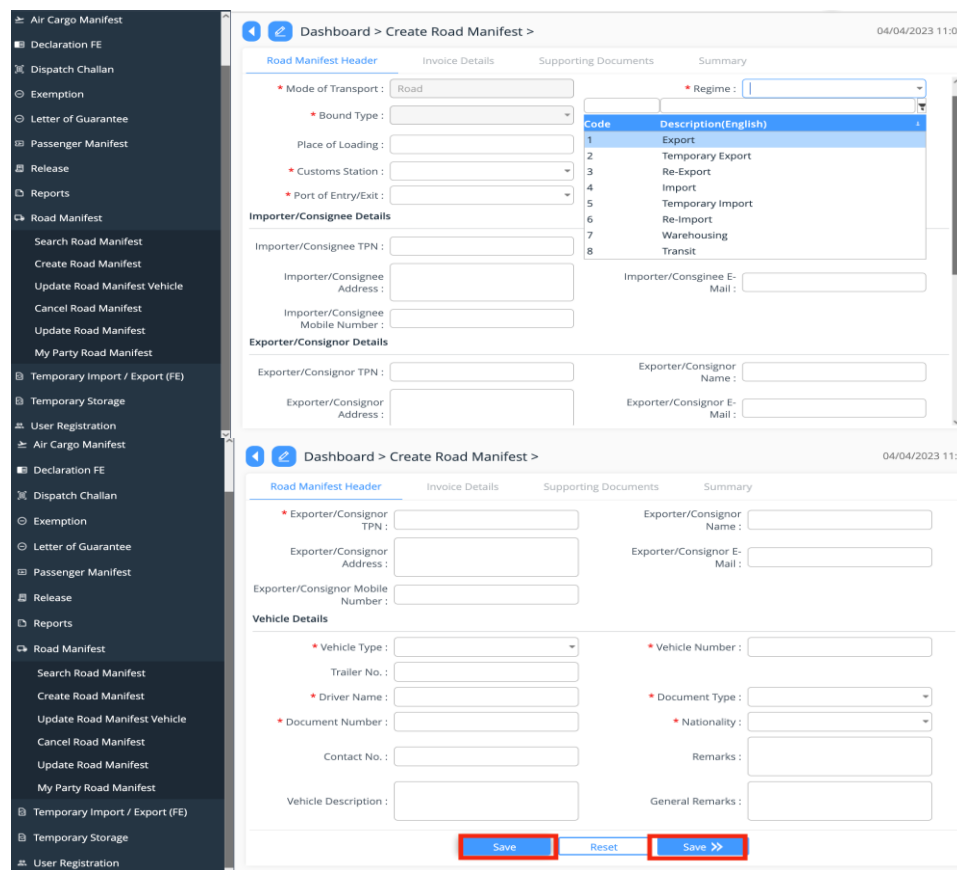
ii. Under the Road Manifest menu, Select Create Road Manifest:



iii. Key in the following details:

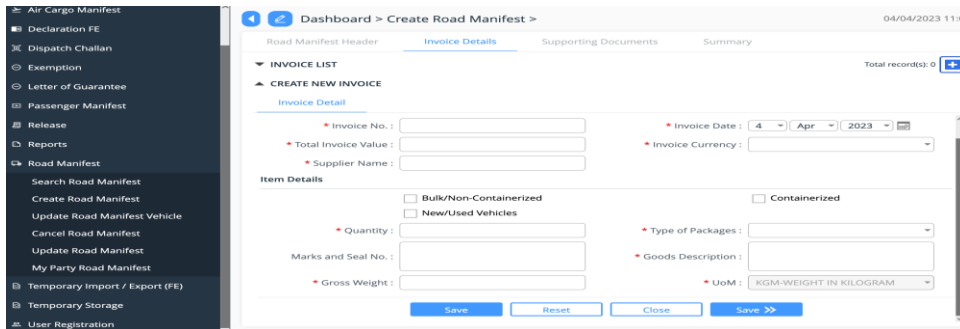
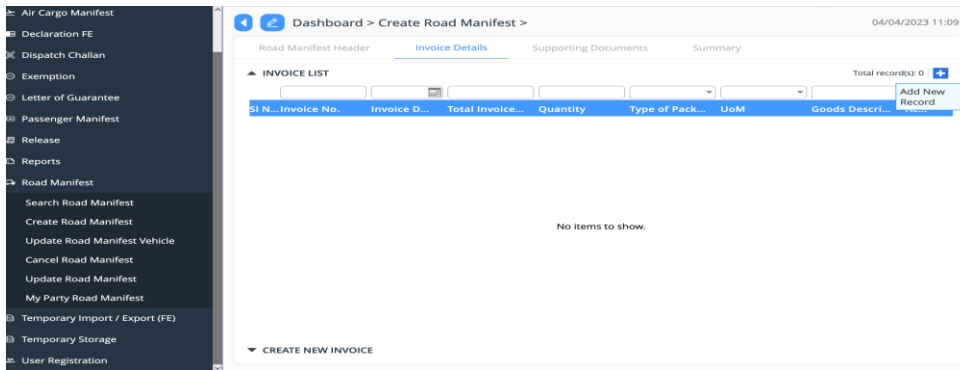
a. **Road Manifest Header**

➤ Select the Regime as Export and fill in the details >> Save the details



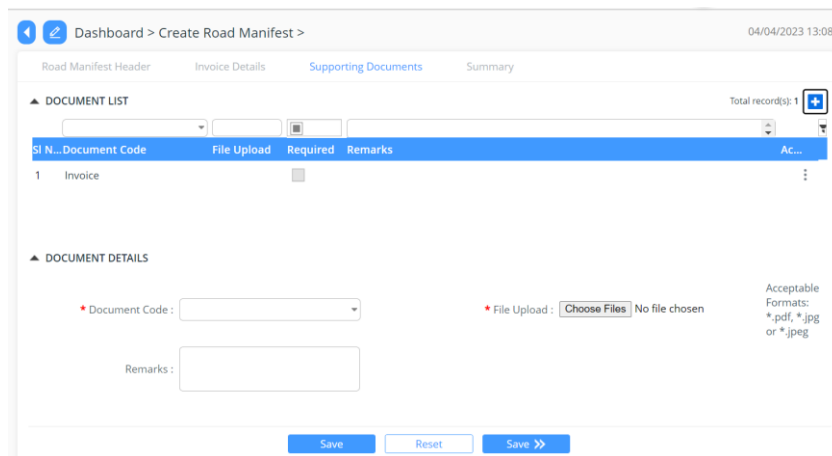
b. **Invoice Details**

➤ Add New invoice and either save or save and go to the next page



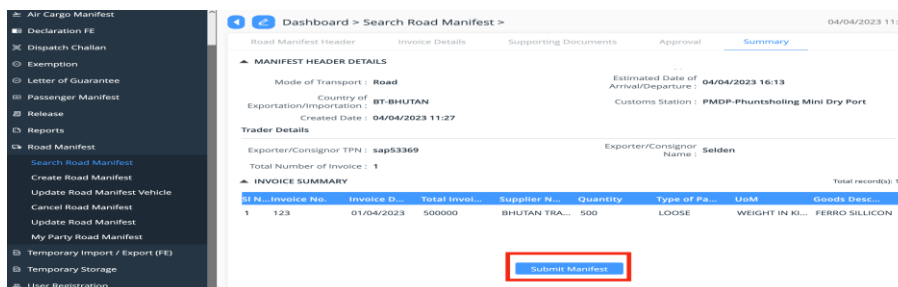
**c. Supporting Documents Details**

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



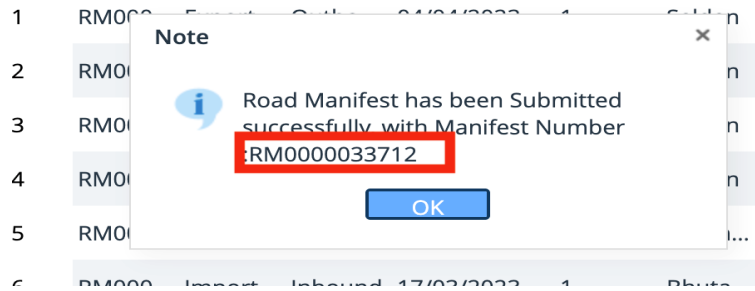
**d. Summary**

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

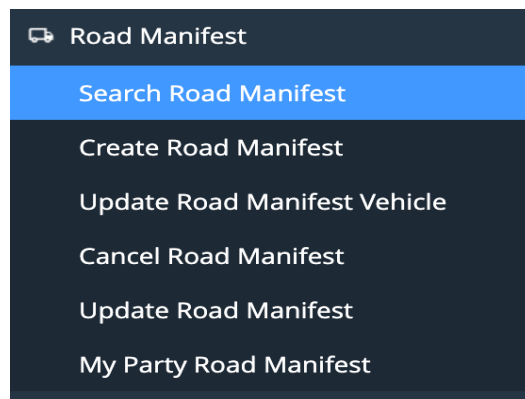


### 3. Track Application

- An application Number will be Generated:

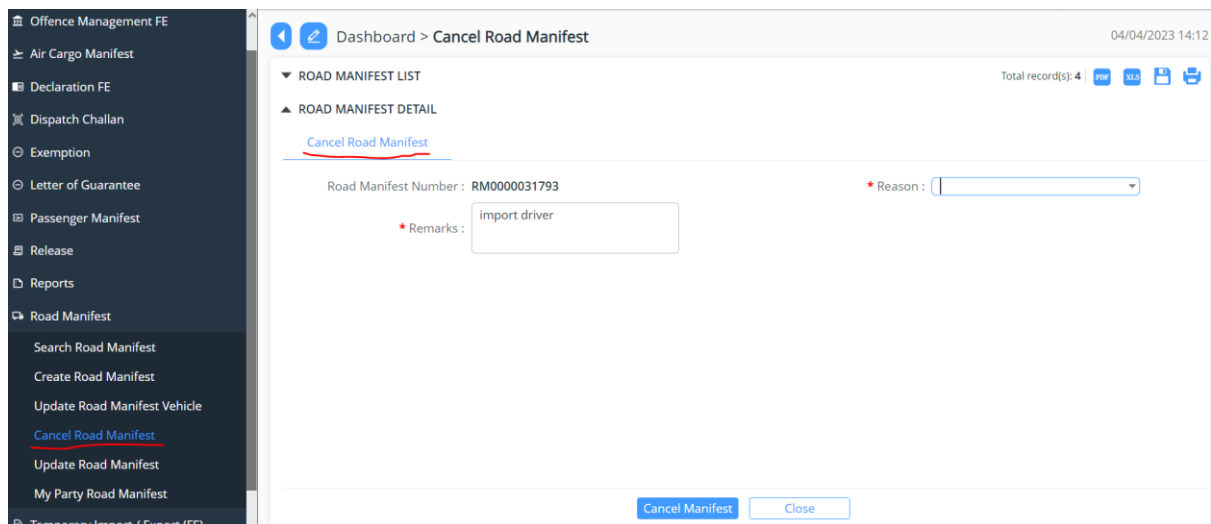


- The users will be able to track their application from Search Road Manifest:



### 4. Request for Cancellation and Amendment of the Road Manifest:

- User can amend the submitted RM, when the application 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.



## 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.

The screenshot shows the 'Update Road Manifest' form in a web application. The breadcrumb trail is 'Dashboard > Update Road Manifest > Update Road Manifest'. The date is 04/04/20. The form has tabs for 'Request Header', 'Road Manifest Header', 'Invoice Details', 'Supporting Documents', and 'Summary'. The 'Request Header' tab is active. It contains the following fields:

- Road Manifest Update Number: (empty text input)
- Road Manifest Number: (dropdown menu with value 'RM0000031822')
- Reason Code: (dropdown menu)
- Remarks: (text area)

At the bottom, there are 'Save' and 'Reset' buttons.

The screenshot shows the 'Update Road Manifest Vehicle' form in a web application. The breadcrumb trail is 'Dashboard > Update Road Manifest Vehicle >'. The date is 04/04/2023 14:10. The form has tabs for 'Road Manifest Header' and 'Invoice Details'. The 'Road Manifest Header' tab is active. It contains the following fields:

- Exporter/Consignor Address: (text input)
- Exporter/Consignor E-Mail: (text input)
- Exporter/Consignor Mobile Number: (text input)
- Vehicle Details section (underlined):
  - Vehicle Number: (text input with value 'BO0903')
  - Trailer No.: (text input)
  - Vehicle Type: (dropdown menu with value 'MV-Medium Vehicle')
  - Driver Name: (text input with value 'testber')
  - Document Type: (dropdown menu with value 'CID Number')
  - Document Number: (text input with value '2323')
  - Nationality: (dropdown menu with value 'BT-BHUTAN')
  - Contact No.: (text input)
  - Vehicle Description: (text input)
  - General Remarks: (text area)

At the bottom, there is an 'Update' button.