



eCMS MANUAL

DECLARATION(EXPORT)

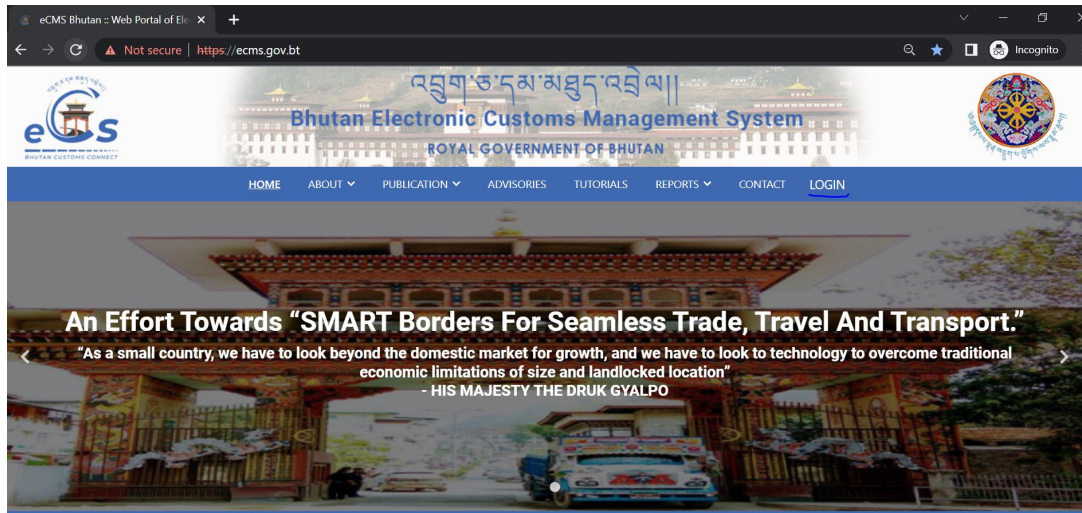
Department of Revenue and Customs
Ministry of Finance

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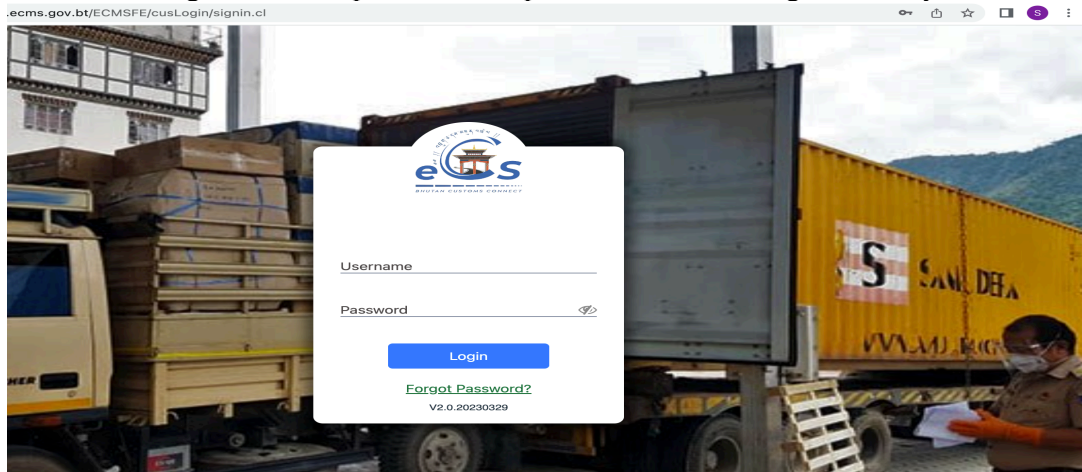
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1. Login as Front-end user

- i. The user needs to log into eCMS using the url: www.ecms.gov.bt

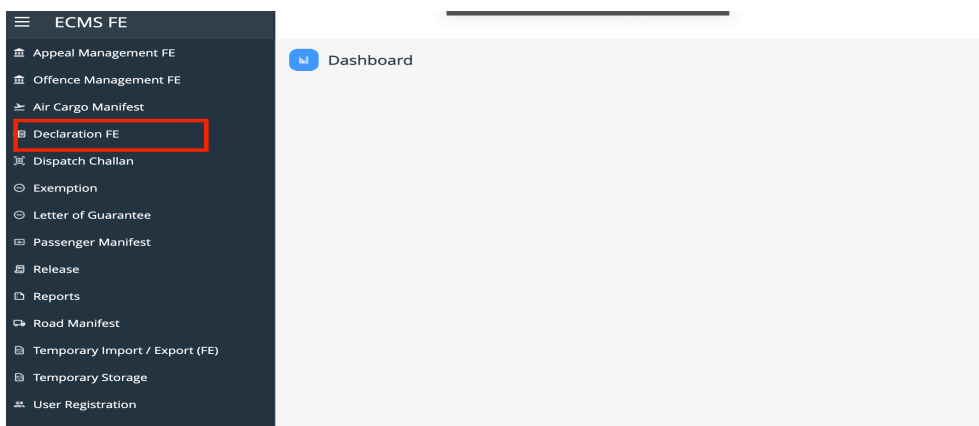


- ii. Click on login menu and provide the required credentials to log in to the system:

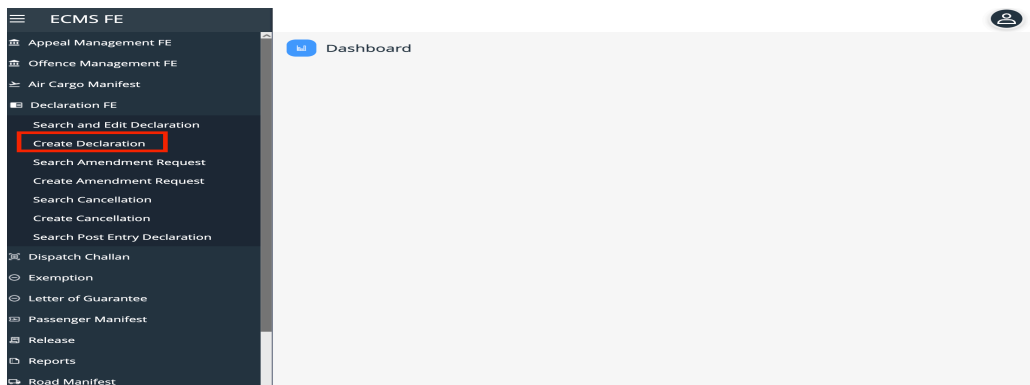


2. Create Export Declaration

- i. Select Declaration FE for the list of menus provided in the dashboard:



ii. Under the Declaration FE menu, Select Create Declaration:



iii. Key in the following details:

2.1 General information

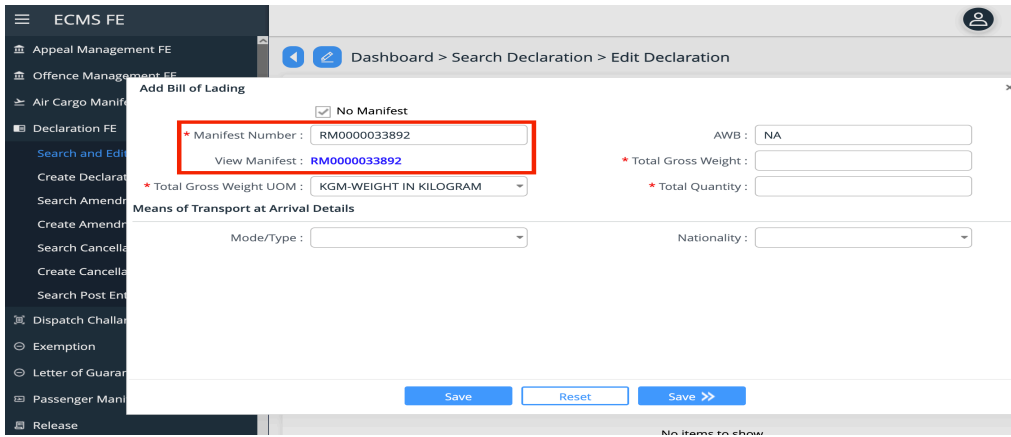
➤ Select the Regime as Export >> Select Declaration type accordingly. Complete the general information

The screenshot shows the 'Create Declaration' form in the ECMS FE system. The 'General Information' tab is active. The form contains several fields and a table. The 'Regime' is set to '1-Export'. The 'Declaration Type' is set to '1'. The 'Type of Shipment' is set to '1'. The 'TIER Application No.' is set to '1'. The 'Customs Station' is set to '1'. The 'Provisional Declaration Number' is set to '1'. The 'Country Of Destination' is set to '1'. The 'Port Of Entry/Exit' is set to '1'. The 'Remarks' field is empty. The 'Declarant Details' section shows 'Declarant Name' as 'Muse Li' and 'Party Name' as 'RIC-Test1108'. The 'Importer/Consignee Details' section shows 'Importer' as '1' and 'Importer/Consignee TPN' as '1'. A table is displayed with the following data:

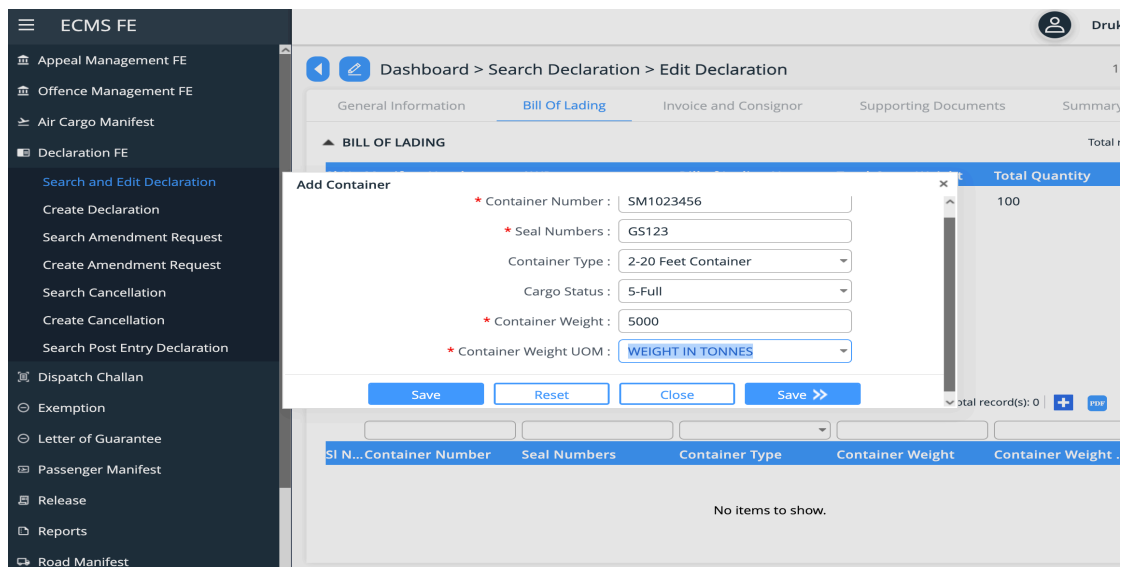
Regime	Cpc G...	Cpc Group Desc Eng
1	1000	Direct/Permanent Export
1	1020	Permanent Export after Temporary Ex...
1	1040	Export following entry for home use (...)
1	1070	Permanent Export after warehousing ...
1	1090	Export for International Transit
1	1010	Special Export

2.2 Bill of Lading

- Provide the road/air manifest number:
- Save and go next
- The user can click on the road manifest as below to check the details of the road manifest

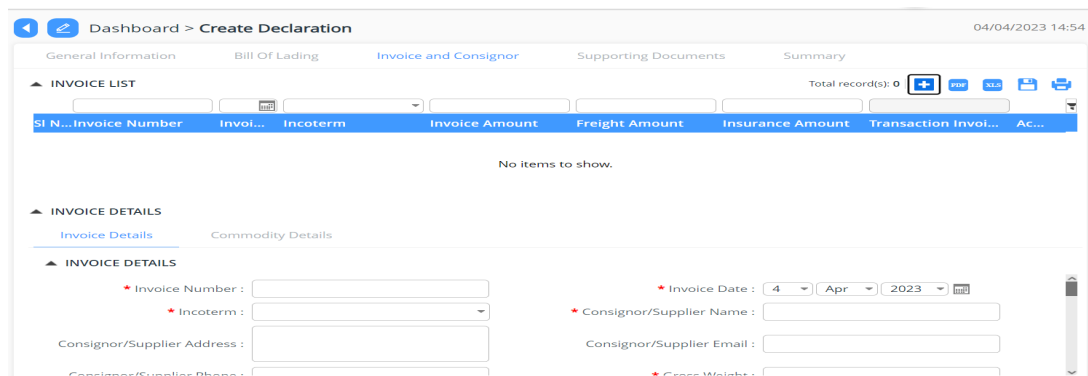


- In case of export of goods in containers, the user should complete the container details and submit the same as follows;



2.3 Invoice and Consignor

- Add New invoice and consignor details >> add in the invoice details and commodities details >> Save



2.4 Supporting Documents

- The declarant shall attach mandatory supporting documents (invoice) for approval:

Dashboard > Create Declaration 04/04/2023 14:54

General Information Bill Of Lading Invoice and Consignor **Supporting Documents** Summary

DOCUMENT LIST Total record(s): 1

SI N...	Document Code	File Upload	Required	Remarks	Ac...
1	Invoice		<input checked="" type="checkbox"/>		

DOCUMENT DETAILS

* Document Code : 7-Invoice

* File Upload : Choose Files No file chosen Acceptable Formats: *.pdf, *.jpg or *.jpeg

Remarks :

Update

2.5 Summary

- The declarant can review his/her declaration summary and submit the same for approval,
- Click the disclaimer check box to submit the declaration.
- Before the submission of the declaration, the system provides a validation button for the user to review and check if all required fields are completed as follows;

Dashboard > Create Declaration 04/04/2023 14:54

General Information Bill Of Lading Invoice and Consignor Supporting Documents **Summary**

HEADER DETAILS

Regime : 1-Export Declaration Type : Direct/Permanent Export

Provisional Declaration Number : PROV20230000044120 Status : Draft

Country Of Exportation : BT, BRUITAN

DUTY DETAILS Total record(s): 1

SI N...	Invoic...	BTC C...	GTA E...	DSR	DSR E...	BST	BST EX...	Total Pa...
1	in09	19053100				0.00		0.00

DISCLAIMER

I/We declare that information given on this declaration and attached documents are true and correct. I/We shall also ensure that we fully comply with all the applicable laws and regulations of the country. I/We shall be held accountable/liable for fines, penalties, tax...

Validate Submit

Note: Declaration has been validated successfully. Please check the duty details section for the computed duty. OK

- Submit the Declaration
- The declarant will be provided with a declaration reference number.

Dashboard > Create Declaration > Search Declaration 04/04/2023 15:17

SUBMITTED DECLARATION LIST Total record(s): 0

SI N...	Declaration Nu...	Regime	Customs Station	Status	Declara...	Exporter/Consig...	Importer/Consig...	Ac...
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Note: Declaration has been submitted successfully. Declaration No: EXP20230000044120. OK

DRAFTED DECLARATION LIS Total record(s): 0

SI N...	Provisional Decl...	Regime	Customs Station	Status	Declara...	Exporter/Consig...	Importer/Consig...	Ac...
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3. Track Application

- The number can be used by the declarant to track the status of the declaration

Dashboard > Search Declaration 04/04/2023 15:20

▲ SUBMITTED DECLARATION LIST Total record(s): 1 PDF XLS

EXP202300004411

SI N...	Declaration Num...	Regime	Customs Station	Status	Declarat...	Exporter/Consig...	Importer/Consig...	Ac...
1	EXP2023000044120	Export	Phuntsholing Mini ...	Submitted	04/04/2023 ...	Test1108		

4. Create Amendment request

- User can request for amendment of declaration that has been submitted.

Dashboard > Create Amendment Request 04/04/2023 15:34

▲ DECLARATION DETAILS Total record(s): 38

SI N...	Declaration Number	Regime	Importer/Consignee...	Country Of Exportat...	Country Of Destinati...	Created ...	Ac...
1	EXP20220000028490	Export		BHUTAN	CHINA		
2	TRA20220000028574	Transit	Lepcha Company	BHUTAN	BHUTAN		
3	WHE20220000028592	Warehousing	Life	ALGERIA	BHUTAN		

▲ AMENDMENT REQUEST

Declaration Number: TRA20220000028574

Reason: *

Remarks: *

Submit Close

5. Search amendment request

- Users will be able to view the list of amendment request submitted and the status thereof

Dashboard > Search Amendment Request 04/04/2023 15:32

▲ AMENDMENT REQUESTS Total record(s): 9

SI N...	Amend Request N...	Declaration Numb...	Reason	Declarant Name	Importer/Consign...	Created ...	Status	Ac...
1	AMEND20230000021...	TRI20230000043733	Change ...	cfamuse	Bhutan Industrial and...	22/03/2023 ...	Approved	
2	AMEND20230000021...	IMP20230000043095	Inspecti...	cfamuse	Test1108	10/03/2023 ...	Approved	
3	AMEND20230000021...	IMP20230000043095	Double ...	cfamuse	Test1108	10/03/2023 ...	Approved	
4	AMEND20220000020...	IMP20220000029748	Incorre...	cfamuse	Lepcha Company	18/10/2022 ...	Approved	
5	AMEND20220000020...	IMP20220000028541	Incorre...	cfamuse	Lepcha Company	26/09/2022 ...	Submitted	
6	AMEND20220000020...	IMP20220000028813	Incorre...	cfamuse	Lepcha Company	26/09/2022 ...	Approved	
7	AMEND20220000020...	IMP20220000028813	Incorre...	cfamuse	Lepcha Company	26/09/2022 ...	Draft	
8	AMEND20220000020...	IMP20220000028811	Incorre...	cfamuse	Lepcha Company	26/09/2022 ...	Approved	
9	AMEND20220000020...	IMP20220000028639	Incorre...	cfamuse	Lepcha Company	25/09/2022 ...	Draft	

6. Create Cancellation

- User can create cancellation request for the declaration submitted

The screenshot shows the 'Create Cancellation' interface. On the left is a navigation menu with 'Declaration FE' selected. The main content area is titled 'Dashboard > Create Cancellation' and shows a table of declarations. Below the table is a form for creating a cancellation request.

SI N...	Declaration Nu...	Regime	Importer/Consig...	Bill of Lading Nu...	Country Of Expo...	Country Of Desti...	Created ...	Ac...
1	IMP20220000028639	Import	Lepcha Company	NA	CANADA	BHUTAN		
2	TRA20220000037771	Transit	Lepcha Company	NA	BHUTAN	BHUTAN		
3	WHE202200000378...	Warehousing	Lepcha Company	NA	ANDORRA	BHUTAN		

CANCELLATION REQUEST

Declaration Number :

* Reason :

* Remarks :

7. Search Cancellation

- Users will be able to view the list of cancellation request submitted and the status thereof

The screenshot shows the 'Search Cancellation' interface. On the left is a navigation menu with 'Declaration FE' selected. The main content area is titled 'Dashboard > Search Cancellation' and shows a table of cancellation requests.

SI N...	Cancel Reques...	Declaration N...	Reason	Declarant Name	Importer/Cons...	Bill of Lading ...	Created ...	Status	Ac...
1	CANCEL2022000...	IMP20220000029...	Incorre...	cfamuse	Lepcha Company	NA	19/10/2022 ...	Approved	