eCMS MANUAL

DECLARATION(EXPORT)
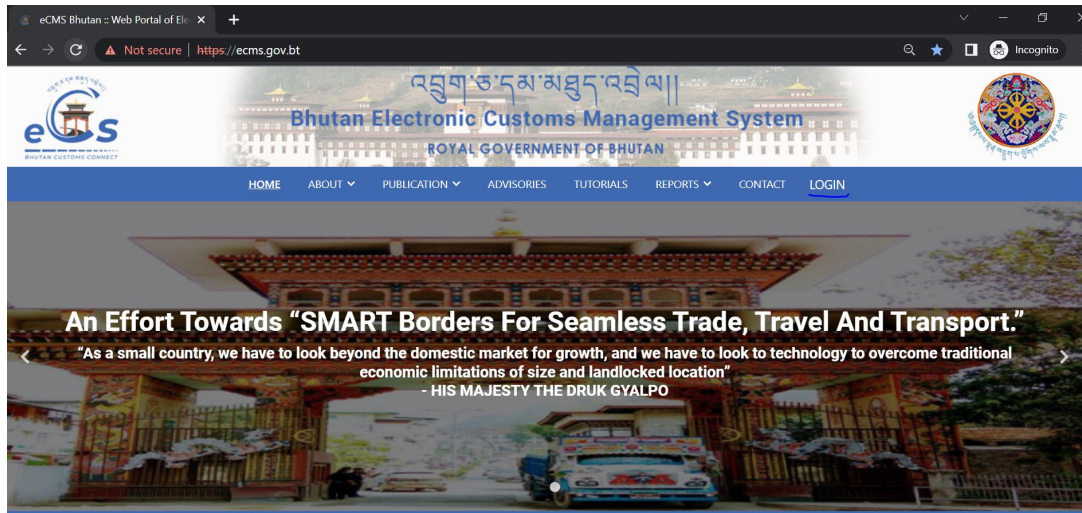
Department of Revenue and Customs
Ministry of Finance

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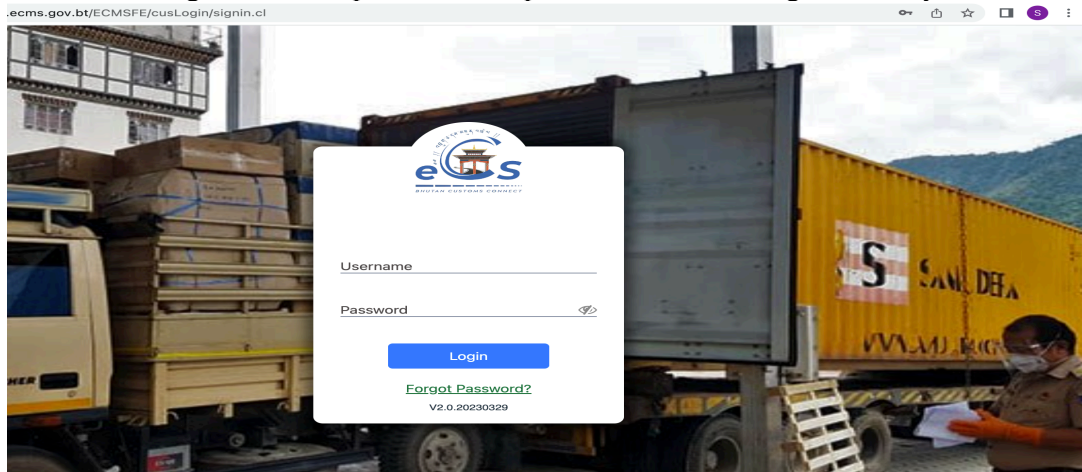
1. Login as Front-end user

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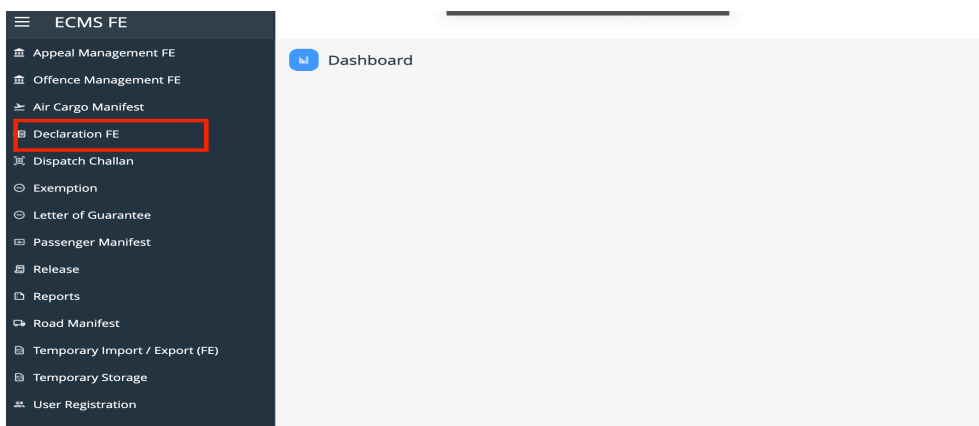

   ii. Click on login menu and provide the required credentials to log in to the system:
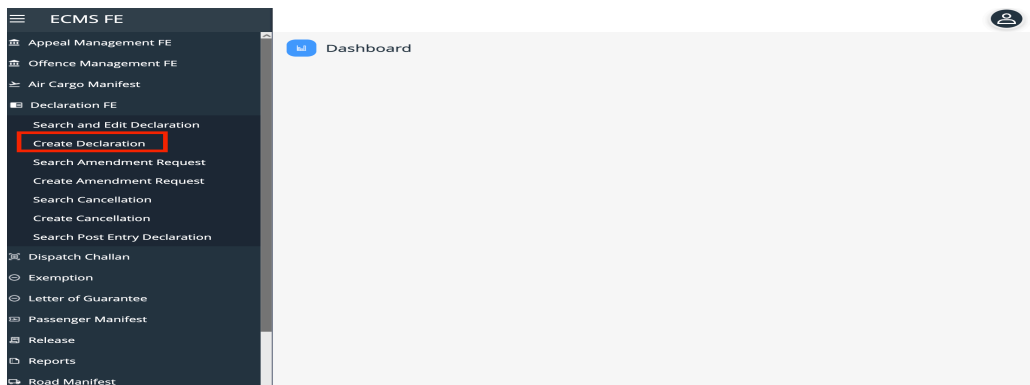

2. Create Export Declaration

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

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

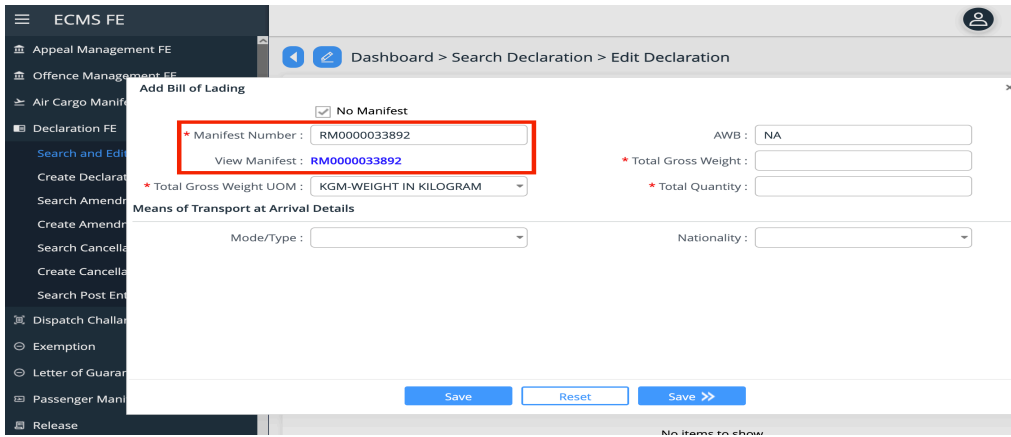iii.   Key in the following details:

2.1 *General information*

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

2.2 *Bill of Lading*

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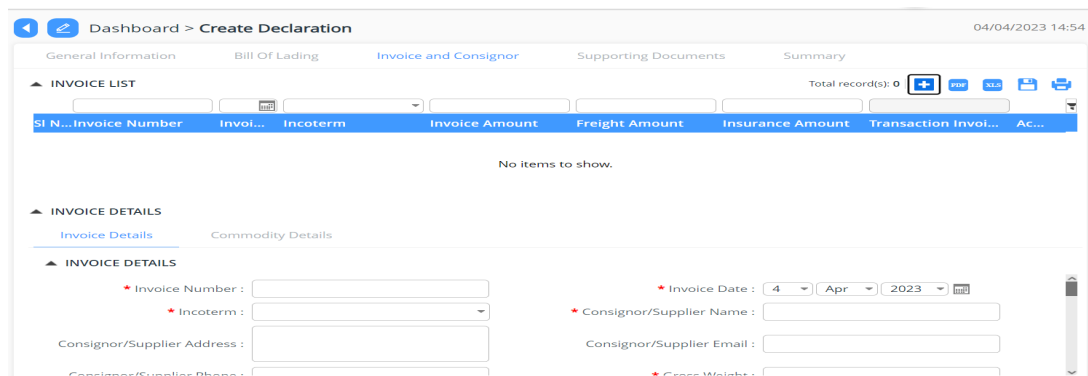➢ The user can click on the road manifest as below to check the details of the road manifest

> In case of export of goods in containers, the user should complete the container details and submit the same as follows;
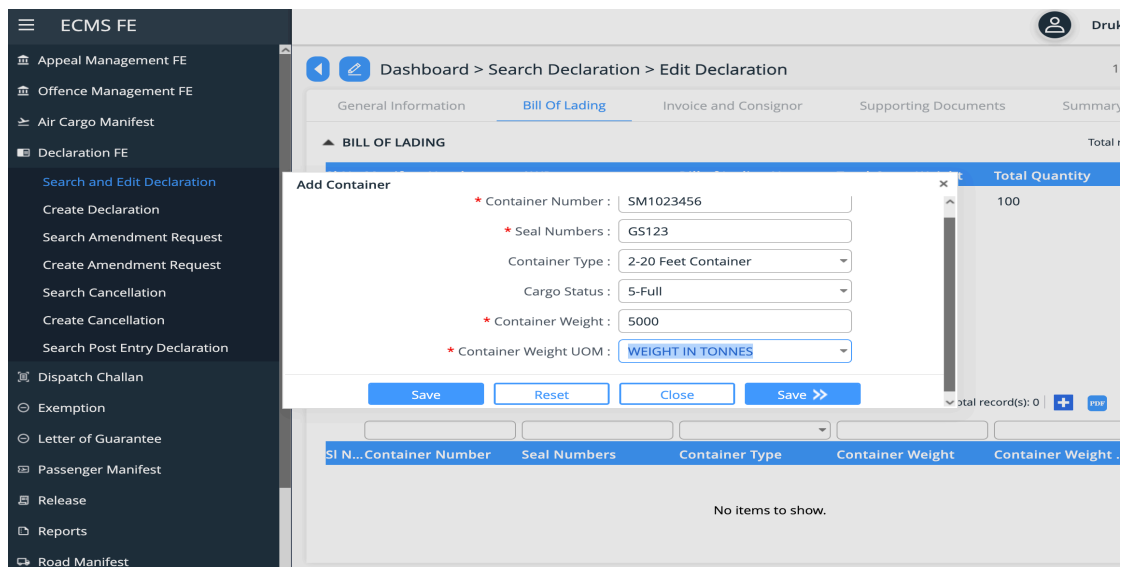
2.3 *Invoice and Consignor*

> 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:

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;

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

3. Track Application

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

4. Create Amendment request

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

5. Search amendment request

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

6. Create Cancellation

➢ User can create cancellation request for the declaration submitted

7. Search Cancellation

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