

BHUTAN CUSTOMS CONNECT

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: <u>www.ecms.gov.bt</u>



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

童 Appeal Management FE	✓ Ø Dashboard > Crea	ate Declaration			C	4/04/2023 14:54
① Offence Management FE	Constal Information	Rill Of Lading	Invoice and Consigner	Supporting Desuments	Transit Summany	
🗠 Air Cargo Manifest	General mormation	bin or Lading		Supporting Documents	Transic Summary	^
Declaration FE	* Regime :	1-Export	*	* Declaration Type :		<u>·</u>
Search and Edit Declaration	Type of Shipment :		Regime	CDC G. CD	Ç Group Desc Eng	T
Create Declaration	TIER Application No :		1	1000 Di	rect/Permanent Export	
Search Amendment Request	* Customs Station :		1	1020 Pe	rmanent Export after Temporary Ex	
Create Amendment Request	Provisional Declaration		1	1040 EX 1070 Pe	port following entry for home use (. rmanent Export after warehousing	
Search Cancellation	* Country Of Destination :		1	1090 Ex	port for International Transit	- 1
Create Cancellation	country of Destination.		1	1010 Sp	ecial Export	- II
Search Post Entry Declaration	* Port Of Entry/Exit :			Destination/Departure :		
(ii) Dispatch Challan	Remarks :					
⊖ Exemption						
$\Theta$ Letter of Guarantee	Declarant Details					
Passenger Manifest	Declarant Name :	Muse Li	*	Party Name :	RIC-Test1108	v
I Release	Importer/Consignee Details					
Reports	Importer :		•	Importer/Consignee TPN :		<b>`</b>

## 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

≡	ECMS FE									2 •
ŧ	Appeal Managem	nent FE	Î	Dashboard > Search	n Dec	laration > Ed	it Declaration			
ŧ	Offence Manage	Add B	ill of Lading							×
	Air Cargo Manife		5	No Manifest						
	Declaration FE		* Manifest Number :	RM0000033892			AWB :	NA		
	Search and Edit		View Manifest :	RM0000033892		*	Total Gross Weight :			
	Create Declarat	* Tota	al Gross Weight UOM :	KGM-WEIGHT IN KILOGRAM	•		* Total Quantity :			
	Search Amendr	Means	of Transport at Arrival	Details						
	Create Amendr		Mode/Type :		•		Nationality :		-	
	Create Cancella									
	Search Post Ent									
)U)	Dispatch Challar									
	Exemption									
	Letter of Guarar									
	Passenger Mani			Save		Reset	Save ≫			
л	Release									

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

≡ ECMS FE			🙆 Drul
金 Appeal Management FE	🚺 🖉 Dashboard > Search Decla	ration > Edit Declaration	1
Offence Management FE	General Information Bill Of Ladi	ng Invoice and Consignor	Supporting Documents Summary
<ul> <li>Declaration FE</li> </ul>	BILL OF LADING		Total
Search and Edit Declaration Create Declaration Search Amendment Request Create Amendment Request Search Cancellation Create Cancellation Search Post Entry Declaration	Add Container * Container Numb * Seal Numbe Container Tyr Cargo Statu * Container Weig * Container Weight UO	er : SM1023456 s: GS123 e : 2-20 Feet Container is : S-Full t: S000 M : WEIGHT IN TONNES	x t Total Quantity
<ul> <li>Dispatch Challan</li> <li>Exemption</li> <li>Letter of Guarantee</li> </ul>	Save Reset	Close Save >>	v stal record(s): 0 + rec
<ul> <li>Passenger Manifest</li> <li>Release</li> <li>Reports</li> <li>Road Manifest</li> </ul>		No items to show.	

## 2.3 Invoice and Consignor

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

- Dasiboard >	Create Declaration				04/0	04/2023 14
General Information	Bill Of Lading	Invoice and Consignor	Supporting Docume	nts Summary		
INVOICE LIST				Total rec	:ord(s): 0 🚺 🚥 💴	
		-				
NInvoice Number	Invoi Incoterm	Invoice Amount	Freight Amount	Insurance Amount	Transaction Invoi	Ac
INVOICE DETAILS						
INVOICE DETAILS	Commodity Details					
INVOICE DETAILS	Commodity Details					
INVOICE DETAILS Invoice Details INVOICE DETAILS INVOICE DETAILS Invoice Nu	Commodity Details		* Invoic	e Date : 4 • •) Apr	•) (2023 •) ml	
INVOICE DETAILS Invoice Details INVOICE DETAILS INVOICE Number of the second	Commodity Details umber :		* Invoic * Consignor/Supplier	e Date : 4 • ) Apr Name :	*) 2023 *) mil	
INVOICE DETAILS Invoice Details INVOICE DETAILS Invoice Nu Invoice Nu Consignor/Supplier Ad	Commodity Details umber : coterm : ddress :		<ul> <li>Invoic</li> <li>Consignor/Supplier</li> <li>Consignor/Supplier</li> </ul>	e Date : [4] Apr Name : [ Email : [	*) 2023 *) mt	

#### 2.4 Supporting Documents

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

	🖉 Dashboard > (	Create Declaration						04/04/2	2023 14	:54
0	Seneral Information	Bill Of Lading	Invoice and Consignor	Supporti	ng Documen	ts	Summary			
	DOCUMENT LIST							Total record(	s): 1   🕂	1
			•						[	Ŧ
sı	NDocument Code		F	ile Upload	Required	Remarks			Ac	
1	Invoice				<ul> <li>Image: A set of the set of the</li></ul>				:	
•	DOCUMENT DETAILS		* Document Code : * File Upload : Remarks :	7-Invoice Choose File:	s No file ch	osen	<ul> <li>Acceptable</li> <li>*.jpeg</li> </ul>	Formats: *.pdf, *.jf	og or	
			Upd	ate						

## 2.5 <u>Summary</u>

- 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;

General Information Bill Of Lading Invoice and Consignor	Supporting Documents Summary	
A HEADER DETAILS		
Regime : 1-Export	Declaration Type : Direct/Permanent Export	î
Provisional Declaration Number Det Of Character (Transported) Note	Status : Draft	
DUTY DETAILS     Declaration has been validated     successfully. Please check the duty     details section for the computed duty.	GTA E DSR DSR E BST BST EX	Total record(s): 1
1 in09 19053100	0.00	0.00
DISCLAIMER UNCERENT IN THIS declaration and attached document UNCE declare that information given on this declaration and attached document In case the declaration is found to be untrue and incorrect or in breach of any	s are true and correct. I/We shall also ensure that we fully comply laws of the country. I/We shall be held accountable/liable for fine	with all the appli

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

C Bashboard > Create Declaration > Search Declaration 04/04/2023 15:1											
SUBMITTED DECLARATION L	IST					Tot	al record(s): 0	XI.S	8	8	
			•	*			)			Ψ	
Sl NDeclaration Nu Reg	gime	Customs Station	Status		Declara↓	Exporter/Consig	Importer/Consi	g /	Ac	1	
▲ DRAFTED DECLARATION LIS	Note	Declaration has been submitt successfully. Declaration No: <u>EXP20230000044120</u> OK	ed	× show.		Tot	al record(s): 0   דשי	XLS		0	
		)[	•)[	-			][			Ŧ	
Sl NProvisional Decl Reg	gime	Customs Station	Status		Declara↓	Exporter/Consig	Importer/Consi	g /	Ас	Ļ	

#### 3. Track Application

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

Dashboard > Search Declaration 04/04/2023										
	SUBMITTED DECLARATIO	N LIST				Total	l record(s): 1	XLS	0	
	EXP202300000441;			•					Ţ	
sı	NDeclaration Num	Regime	Customs Station	Status	Declara↓	Exporter/Consig	Importer/Consi	g Ac.	↓	
1	EXP20230000044120	Export	Phuntsholing Mini	Submitted	04/04/2023	Test1108			:	

### 4. Create Amendment request

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

		Dashboard > Cre	ate Amendment Re	quest			04/04/	2023 15:34
Offence Management FE							Tetela	and the second
≥ Air Cargo Manifest	- 00	CLARATION DETAILS					Idan	/cord(s): 38
Declaration FE	SI N	Declaration Number	Regime	Importer/Consignee	Country Of Exportat	Country Of Destinati	Created	Ac
Search and Edit Declaration	1	EXP20220000028490	Export		BHUTAN	CHINA		: ^
Create Declaration	2	TRA20220000028574	Transit	Lepcha Company	BHUTAN	BHUTAN		:
Search Amendment Request	3	WHE20220000028592	Warehousing	Life	ALGERIA	BHUTAN		-
Create Amendment Request	-	THEEDEEDOODOEDJJE	Marchousing	Life	ALCEION (	510741		. ~
Search Cancellation	🔺 AM	IENDMENT REQUEST						
Create Cancellation				Declaration Number :	TRA20220000028574			
Search Post Entry Declaration				* Reason :		•		
I Dispatch Challan								
⊖ Exemption				* Remarks :				
⊖ Letter of Guarantee								
Passenger Manifest								
B Release								
Reports				Submit	Close			

#### 5. Search amendment request

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

n Appeal Management FE		Dashboard > Sea	arch Amendment F	Request				04/04/2023 15:32
Offence Management FE								Total moard(s): 0
ᆂ Air Cargo Manifest	- AIV							
Declaration FE	SI N	Amend Request N	Declaration Numb	⊥ Reason Declarant Name	Importer/Consign	Created	Status	Ac
Search and Edit Declaration	1	AMEND20230000021	TRI20230000043733	Change cfamuse	Bhutan Industrial and	. 22/03/2023	Approved	:
Create Declaration	2	AMEND20230000021	IMP20230000043095	Inspecti cfamuse	Test1108	10/03/2023	Approved	:
Search Amendment Request	3	AMEND20230000021	IMP20230000043095	Double cfamuse	Test1108	10/03/2023	Approved	:
Create Amendment Request	4	AMEND20220000020	IMP20220000029748	Incorre cfamuse	Lepcha Company	18/10/2022	Approved	:
Search Cancellation	5	AMEND20220000020	IMP20220000028541	Incorre cfamuse	Lepcha Company	26/09/2022	Submitted	:
Search Post Entry Declaration	6	AMEND20220000020	IMP20220000028813	Incorre cfamuse	Lepcha Company	26/09/2022	Approved	:
Dispatch Challan	7	AMEND20220000020	IMP20220000028813	Incorre cfamuse	Lepcha Company	26/09/2022	Draft	:
	8	AMEND20220000020	IMP20220000028811	Incorre cfamuse	Lepcha Company	26/09/2022	Approved	:
⊖ Letter of Guarantee	9	AMEND20220000020	IMP20220000028639	Incorre cfamuse	Lepcha Company	25/09/2022	Draft	:

#### 6. Create Cancellation

> User can create cancellation request for the declaration submitted

	Dashboard >	Create Cancella	tion				04/0	4/2023 15:46
	bushbourd.	create caricena					_	
≥ Air Cargo Manifest	DECLARATION DETAILS						Tota	l record(s): 14
Declaration FE	SI NDeclaration Nu	Regime	Importer/Consig	Bill of Lading Nu	Country Of Expo	Country Of Desti	Created	Ac
Search and Edit Declaration	1 IMP2022000002863	9 Import	Lepcha Company	NA	CANADA	BHUTAN		: ^
Create Declaration	2 TRA2022000003777	1 Transit	Lepcha Company	NA	BHUTAN	BHUTAN		
Search Amendment Request	3 WHE202200000378	Warehousing	Lepcha Company	NA	ANDORRA	BHUTAN		:
Create Amendment Request								~
Search Cancellation	<ul> <li>CANCELLATION REQUE</li> </ul>	ST						
Create Cancellation			Declaration	Number : IMP2022	0000028639			
Search Post Entry Declaration				* Reason :		*		
🗐 Dispatch Challan								
⊖ Exemption			*	Remarks :				
⊖ Letter of Guarantee								
Passenger Manifest								
a Release								
P) Reports			Save	Reset	Submit			

#### 7. Search Cancellation

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

Appeal Management FE	CANCELLATION REQUESTS								04/04/2023 15:40
Offence Management FE									Total record(s): 1
Air Cargo Manifest     Declaration EF	-			)		)[	)[		
Search and Edit Declaration	SI N.	Cancel Reques	Declaration N	Reason	Declarant Name	Importer/Cons	Bill of Lading	Created Status	Ac
Create Declaration	1	CANCEL2022000	IMP20220000029.	Incorre	cfamuse	Lepcha Company	NA	19/10/2022 Approv	id t
Search Amendment Request									
Create Amendment Request									
Search Cancellation									
Create Cancellation									
Search Post Entry Declaration									
Dispatch Challan									