

ELECTRONIC CUSTOMS MANAGEMENT SYSTEM



USER GUIDE FOR WAREHOUSE DECLARATION

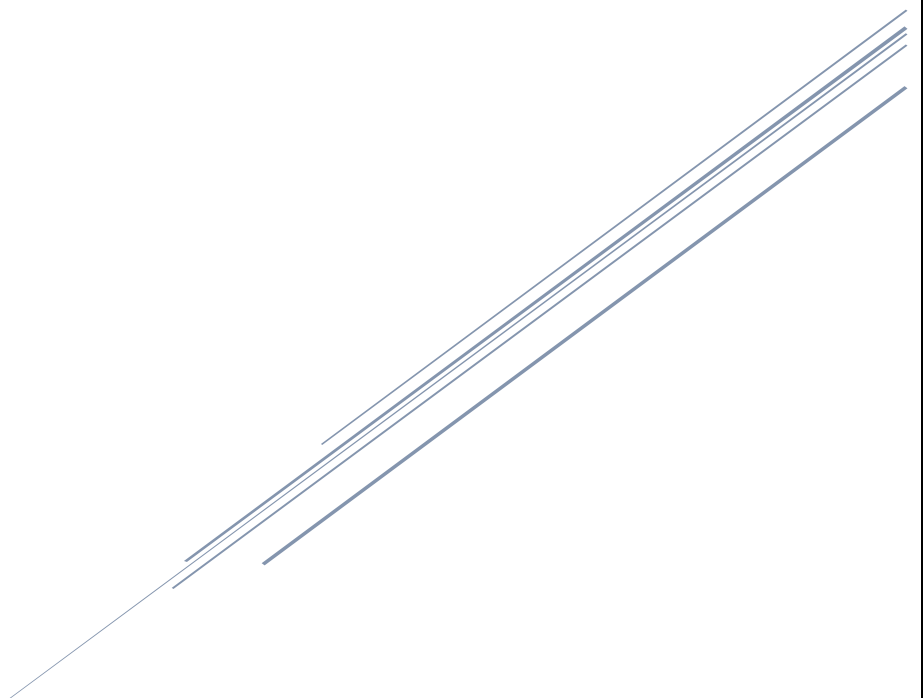


Table of Contents

ROLES FOR THE WAREHOUSE DECLARATION	2
A. WAREHOUSE DECLARATION.	3
LOG IN TO CLEARING AGENT USER IN ECMS	3
GENERAL INFORMATION TAB	3
BILL OF LADING TAB	4
INVOICE AND CONSIGNER TAB	4
SUPPORTING DOCUMENT TAB	6
SUMMARY TAB	6
B. APPROVE WAREHOUSE DECLARATION.	8
C. ADMIT GOODS – WAREHOUSE OPERATOR	8
PROCESS:	8
D. CREATE IMPORT DECLARATION AFTER WAREHOUSING PROCEDURE	10
PROCESS:	10
E. APPROVE EX-WAREHOUSE AFTER WAREHOUSING PROCEDURE	13
F. RELEASE GOODS – WAREHOSUE OPERATOR	13
PROCESS:	13

ROLES FOR THE WAREHOUSE DECLARATION

1. Clearing and Forwarding Agents (C&F Agents)

The Authorized Clearing and Forwarding Agents play a critical role in facilitating the movement of goods under the warehousing procedure. Their responsibilities include:

- Filing the **warehouse declaration** at the **point of entry** when the goods arrive in the country and are intended to be stored in a bonded warehouse under suspension of duties and taxes.
- When creating a warehouse declaration, the CFA needs to enter the Importer TPN as vehicle dealer who is allowed to import the TPN.
- The CFA should select and enter the **Warehouse TPN** in the field where the CFA needs to enter the TPN of the warehouse operator which is registered as the warehouse operator in the eCMS.
- Subsequently, upon **sale or removal of the goods** from the warehouse, they are responsible for filing the **ex-warehouse declaration**, which is a mandatory step to account for the goods and ensure duty and tax payments, if applicable. The CFA shall declare the ex-warehouse and enter the TPN of importer as the **vehicle dealers TPN**.
- Both the warehouse and ex-warehouse declarations must be submitted in a **timely and accurate** manner, and preferably in a **simultaneous or coordinated process**, especially in the case of direct sales from the warehouse.

2. Customs (Bhutan Customs)

Bhutan Customs is the regulatory authority responsible for overseeing and facilitating lawful trade while ensuring compliance with national laws. Their key roles with respect to the warehouse declaration process include:

- **Verifying and processing** the **warehouse declaration** filed by the C&F Agents at the time of import and entry of goods into the bonded warehouse.
- Conducting **risk assessments, inspections, and validations** as necessary before approving the storage of goods under the warehousing regime.
- Upon the sale or removal of goods from the warehouse, Customs shall also **review, assess, and approve** the **ex-warehouse declaration** to ensure that all applicable customs duties, taxes, and regulatory requirements are fulfilled before goods are released for domestic consumption.
- Maintaining proper records and audit trails of warehouse movements for compliance and post-clearance control.

3. Warehouse Operator

The Warehouse Operator is the registered and licensed entity responsible for the management and operation of the bonded warehouse facility. Upon registration, user credentials are issued to authorized personnel for system access. The responsibilities include:

- **Admitting goods into the warehouse** only after the warehouse declaration has been duly approved by Customs.
- Ensuring that the physical stock in the warehouse **matches the declarations and inventory records** at all times.
- Releasing goods **only upon receipt of an approved ex-warehouse declaration**, indicating that the necessary customs formalities have been completed.
- Maintaining proper inventory control systems and cooperating with Customs for **inspections, audits, and reconciliations**.
- Promptly reporting any discrepancies, damages, or loss of goods stored under bond to the concerned authorities.

A. WAREHOUSE DECLARATION.

Log in to Clearing Agent User in eCMS

- Go to Declaration menu and click on “Create Declaration”.
- Fill in all the mandatory fields.
- Click “Save>>” button.

General Information Tab

The screenshot shows the 'Create Declaration' form in the eCMS system. The left sidebar contains a menu with options like 'Dispatch Challan', 'Letter of Guarantee', 'Exemption', 'Passenger Manifest', 'Temporary Storage', 'Air Cargo Manifest', 'Road Manifest', and 'Declaration FE'. Under 'Declaration FE', 'Create Declaration' is selected. The main form area is titled 'Dashboard > Create Declaration' and has a date/time stamp '16/09/2022 16:00'. It features five tabs: 'General Information' (active), 'Bill Of Lading', 'Invoice and Consignor', 'Supporting Documents', and 'Summary'. The 'General Information' tab contains several sections with mandatory fields marked by a red asterisk: 'Regime' (7-Warehousing), 'Declaration Type' (Direct entry for Warehousing pt), 'Type of Shipment', 'Mode Of Transport', 'Customs Station', 'RRCD', 'Provisional Declaration Number', 'Country Of Destination' (BT-BHUTAN), 'Country Of Exportation', 'Place of Destination/Departure', 'Port Of Entry/Exit', 'Declarant Details' (Declarant Name: Muse LI, Party Name: RIC-Test1108), 'Importer/Consignee Details' (Importer/Consignee TPN, Name, Address, Country), 'Exporter/Consignor Details' (Exporter/Consignor TPN/PIN, Name, Address, Country), and 'Warehouse' (Warehouse). At the bottom are three buttons: 'Save', 'Save >>', and 'Reset'.

(Fig.1. General Information)

NOTE

Clicking “Save” button will save the information entered. Whereas, Clicking “>>Save next” button will Save the information entered as well as take you to next step.

Clicking “Reset” button will allow the user to reset and input new data. In the warehouse field, we should enter the warehouse operators TPN and in the Importer TPN, the CFA should enter the TPN of the importer/vehicle dealer.

Bill of lading Tab

- Click on the “add” button available on the top right corner of the dashboard to add bill of lading, below screen will be displayed.
- If you have no manifest, tick on “No Manifest” and continue entering all other mandatory field and Click “Save>>” button to save and go to next tab

The screenshot shows the 'ECMS FE' dashboard with the 'Create Declaration' form. The 'Bill of Lading' tab is selected. The form includes a 'No Manifest' checkbox and fields for Manifest Number, AWB, Quantity of Goods, Total Gross Weight, Total Gross Weight UOM, Means of Transport at Arrival Details, Mode/Type, and Nationality. The 'Save' and 'Save >>' buttons are visible at the bottom.

(Fig.2. Bill of lading)

Invoice and Consigner Tab

- Fill in all the mandatory field and Click “Save>>” button

The screenshot shows the 'ECMS FE' dashboard with the 'Create Declaration' form. The 'Invoice and Consigner' tab is selected. The form includes fields for Invoice Number, Invoice Date, Consignor/Supplier Name, Consignor/Supplier Address, Consignor/Supplier Phone, Total Net Weight, Type Of Packages, Invoice Amount, Currency, Exchange Rate, Goods Amount in Local Currency, Other Cost and Charges (if any), Freight Details, Insurance Details, and Total Invoice Amount. The 'Save' and 'Save >>' buttons are visible at the bottom.

(Fig.3. Invoice and Consigner, invoice details)

- Click on commodity details.
- Add commodity details with all the relevant details and click “Save and compute tax” button.
- Following screen on “Duties and Taxes” will be shown.
- For the vehicles, enter the details of vehicles such as engine number, chassis number, make and model etc...

The screenshot shows the 'Edit Declaration' interface with the 'Item Details' modal open. The modal has three tabs: 'Commodity Details', 'Vehicle', and 'Duties and Taxes'. The 'Commodity Details' tab is active, showing fields for Commercial Description, Country of Origin, UOM, Invoice Value, Freight Amount, Insurance Amount, Other Amount, Transaction Value, Origin of Goods, CPC, and Qty. There are 'Save & Compute Tax' and 'Reset' buttons at the bottom of the modal.

(Fig. 4. Invoice and Consignor, Commodity details)

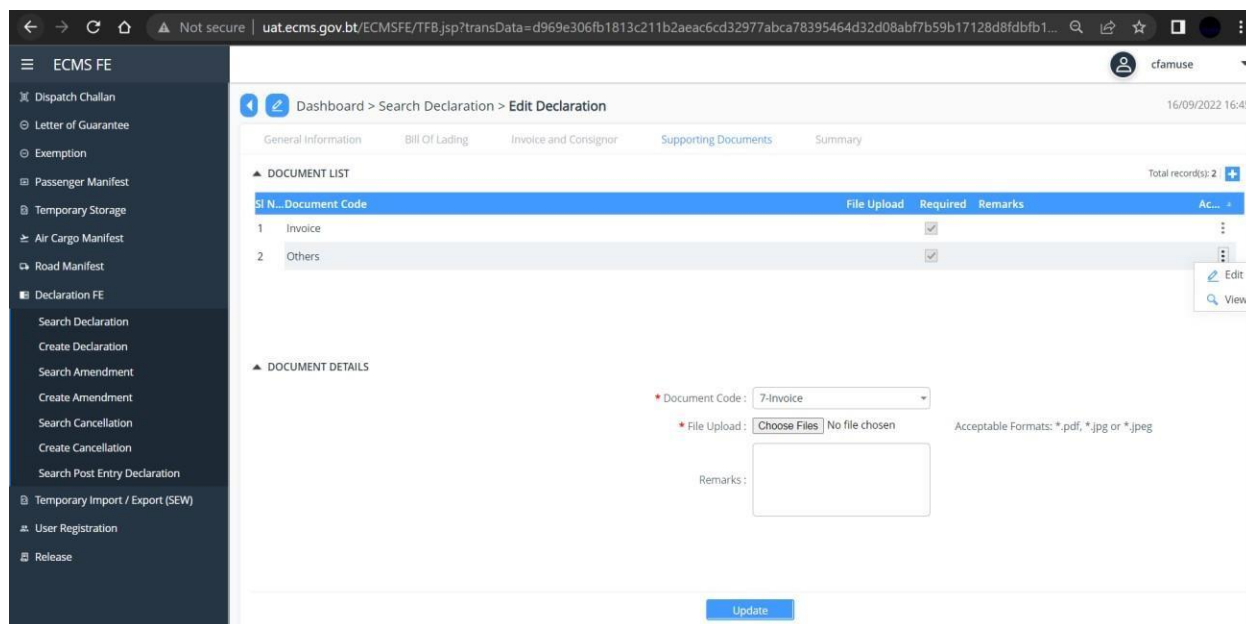
The screenshot shows the 'Edit Declaration' interface with the 'Item Details' modal open. The modal has three tabs: 'Commodity Details', 'Vehicle', and 'Duties and Taxes'. The 'Duties and Taxes' tab is active, showing a table of duty details. The table has columns for 'SI N...Duty/Tax Type', 'Total Duty Amount', and 'Duty Explanation'. There are two rows of data: 'Customs Duty Amount' and 'Bhutan Sale Tax', both with a total duty amount of 0.00.

SI N...Duty/Tax Type	Total Duty Amount	Duty Explanation
1 Customs Duty Amount	0.00	Customs Value=.00, Duty Rate=.00%, Duty Payable=.00x.00% Total Payable=.00
2 Bhutan Sale Tax	0.00	Customs Value=.00, Duty Rate=.00%, Duty Payable=.00x.00% Total Payable=.00

(Fig.5. Vehicle details)

Supporting Document Tab

- Go to “Supporting Document” tab.
- To add upload your supporting document, click on the “required” documents or click on the three-dot available on extreme right of the invoice and choose and upload the document format in PDF/jpg/jpeg.
- If you have more than one supporting document, you can add the by clicking on button available on the top right corner of the Dashboard.



(Fig. 6. Upload Supporting Document)

Summary Tab

- Click “Update>>” button.
- Click on “Summary”
- Tick on the **DISCLAIMER** checkbox and click “validate” button to validate your input data.

ECMS FE

Not secure | uat.ecms.gov.bt/ECMSFE/TFB.jsp?transData=d969e306fb1813c211b2aeac6cd32977abca78395464d32d08abf7b59b17128d8fdbfb1...

Record has been updated successfully.

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

Regime : 7-Warehousing
Provisional Declaration Number : PROV2022000028649
Port Of Entry/Exit : BTPGG-Phuntsholing
TPN : --

Declaration Type : Direct entry for Warehousing procedure
Status : Draft
Country Of Importation/Exportation :
Name : --

DUTY DETAILS

SI N...	Invoice N...	BTC Codes	Commerc...	GTA_EXP	DSR	DSR_EXP	BST	BST_EXP	Total Paya...
1	Inv03	01029000	Other				0.00		0.00

Total record(s): 1

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 provisions of the relevant laws of the co
In case the declaration is found to be untrue and incorrect or in breach of any laws of the country, I/We shall be held accountable/liable for fines, penalties, taxes and prosecution as per the laws of this cou

Validate Submit

(Fig. 7. Validate and Submit Declaration)

- Click “Submit” Button, a successful Declaration Submission Message pops up with the Declaration Number.

ECMS FE

Not secure | uat.ecms.gov.bt/ECMSFE/TFB.jsp?transData=d969e306fb1813c211b2aeac6cd32977abca78395464d32d08abf7b59b17128d8fdbfb1...

Record has been updated successfully.

SUBMITTED DECLARATION LIST

DRAFTED DECLARATION LIST

Declaration has been submitted successfully. Declaration No: WHE2022000028649

(Fig. 8. Submit Declaration)

B. APPROVE WAREHOUSE DECLARATION.

The roles of approving the declaration are for Customs. The customs will complete the clearance formalities and then **clear** the warehouse declaration respectively.

C. ADMIT GOODS – WAREHOUSE OPERATOR

Process:

- Log in as: Warehouse Operator, you will get the following dashboard.
- Go to Bonded Warehouse (FE) in the menu
- Click on admit goods.
- The list of declarations cleared for the particular warehouse will be displayed and shall admit the particular declaration to the warehouse.
- The following screen will be displayed.

SI N.	Warehouse Name	Warehouse Code	Declaration Number	Customs Office	Declarant	Submitte...	Status	AC...
1	Bhutan United Construction	WHO_BAB11698_01	WHE20220000028649	Thimphu	Test1108	16/09/2022 ...	Pending Admission	

(Fig.9. Bonded Warehouse Operator Dashboard, Admit Goods)

Click on the list to view the detail as given below.

The screenshot shows the ECMS FE interface. On the left is a dark sidebar with a menu containing: Exemption, Declaration FE, User Registration, Bonded Warehouse(FE), Inventory Reports, Release Goods, Admit Goods, Search Ex Goods, and Search Goods. The main content area has a top bar with 'Dashboard >>' and a user profile 'bwomuse'. Below this is a tabbed interface with 'Declaration Details' and 'Item Details'. The 'Item Details' tab is active, showing a table titled 'ADMIT ITEMS'. The table has columns: SI N., BTC Code, Declared Quantity, UOM, Admitted Quantity, Status, and Quantity to be admit. There is one row with SI N. 1, BTC Code 01029000, Declared Quantity 100, UOM NMB, Admitted Quantity 100, Status Pending Admission, and Quantity to be admit 100. Above the table, there are icons for adding, editing, deleting, and printing records. Below the table is a blue button labeled 'Admit Items'.

SI N.	BTC Code	Declared Quantity	UOM	Admitted Quantity	Status	Quantity to be admit
1	01029000	100	NMB	100	Pending Admission	100

(Fig.10. Admit item list under item details Go to item Details Tick the item listed)

Admission of particular declaration item.

This screenshot shows the same ECMS FE interface as Figure 10, but with an 'Admit Items' dialog box open in the center. The dialog box has a title bar 'Admit Items' and a close button. It contains two dropdown menus: 'Status' and 'Quantity to be admit:'. The 'Status' dropdown is currently set to 'Fully Admitted'. The 'Quantity to be admit:' dropdown has a list of options: 'Fully Admitted', 'Partially Admitted', and 'Pending Admission'. At the bottom of the dialog are two buttons: 'Update' and 'Close'. The background table from Figure 10 is still visible but slightly dimmed.

(Fig.11. Admit Items)

In the Status Field;

- Select one given options (Fully Admitted) from the dropdown list.
- Fill in the “Quantity to Admit” **Note- Fully Admit in the warehouse to get the items into the warehouse”**
- Click update button.
- Once the item is updated and fully admitted, the list of items will be available in the inventory list.
- Similarly, when the item is removed from the warehouse, the inventory gets updated.

D. CREATE IMPORT DECLARATION AFTER WAREHOUSING PROCEDURE

Process:

The ex-warehouse declaration is done by the Authorized clearing and forwarding agent.

- Login to CFA user.
- Create import declaration by selecting the regime as “Import” and the declaration type as “Warehousing procedure for the Declaration type ‘Entry for home use/Ex-Warehousing after warehousing Procedure”
- Enter the Previous Declaration Number as the “warehouse declaration number created during the warehouse declaration”.
- Enter the TPN of the Importer (Vehicle Dealer) under the importer TPN.

The screenshot displays the 'Create Declaration' interface within the ECMS FE system. The left sidebar contains navigation options such as 'Dispatch Chalan', 'Letter of Guarantee', 'Exemption', 'Passenger Manifest', 'Temporary Storage', 'Air Cargo Manifest', 'Road Manifest', and 'Declaration FE'. The main form area is titled 'Dashboard > Create Declaration' and includes tabs for 'General Information', 'Bill of Lading', 'Invoice and Consignor', 'Supporting Documents', 'Transit', and 'Summary'. The 'General Information' tab is active, showing fields for 'Regime' (set to 4-Import), 'Type of Shipment', 'TIER Application No', 'Customs Station', 'Provisional Declaration Number', 'Country Of Destination', 'Port Of Entry/Exit', and 'Remarks'. A dropdown menu for 'Declaration Type' is open, listing various regimes and declaration types. The 'Declarant Details' section shows 'Declarant Name' as 'Muse LJ'. The 'Importer/Consignee Details' section includes fields for 'Importer', 'Importer/Consignee Name', 'Address', 'Country', and 'TPN'. The 'Exporter/Consignor Details' section is also visible at the bottom.

(Fig. 12. Create Declaration)

- In the bill of lading; The details in the BoL will be auto-populated as below as it is linked to the previous declaration.
- The gross weight and the qty. shall be entered as per actual goods to be released/sold from the warehouse.

The screenshot shows the 'ECMS FE' interface with the 'Create Declaration' form. The 'Bill of Lading' tab is active. A modal window titled 'Edit Bill of Lading' is open, allowing users to update the Bill of Lading details. The modal includes fields for 'Manifest Number', 'Rotation Number', 'Total Gross Weight', 'Total Gross Quantity', and 'Means of Transport at Arrival Details'. The background form shows a table for 'BILL OF LADING' with columns for 'SI N.', 'Manifest Number', 'Total Quantity', and 'Container Weight UOM'.

(Fig. 13. Update Bill of Lading)

Under invoice and consigner t a b:

- Click on “previous Commodity Details” and tick on the item listed
- Click “Add Item” button

The screenshot shows the 'ECMS FE' interface with the 'Create Declaration' form. The 'Invoice and Consignor' tab is active. The 'INVOICE LIST' section displays a table with columns for 'Item Seq No', 'HS Code', 'Description', 'CPC', 'Quantity', 'No Of Packages', and 'Country Of Origin'. An 'Add Item' button is visible at the bottom right.

(Fig.14. add item in invoice and Consignor)

Under Commodity Details;

- Click on the items, which will be shown as per the warehouse declaration.
- The Qty and the value in the item shall be entered as per the actual goods released/sold from the warehouse
- Click Update

The screenshot shows the 'ECMS FE' dashboard with the 'Create Declaration' form open. The 'Item Details' modal is displayed, showing fields for Commodity Description, Origin of Goods, Country of Origin, CPC, Qty, Invoice Value, Freight Amount, Insurance Amount, Other Amount, and Transaction Value. The 'Update & Co...' button is visible at the bottom of the modal.

(Fig.15. update commodity)

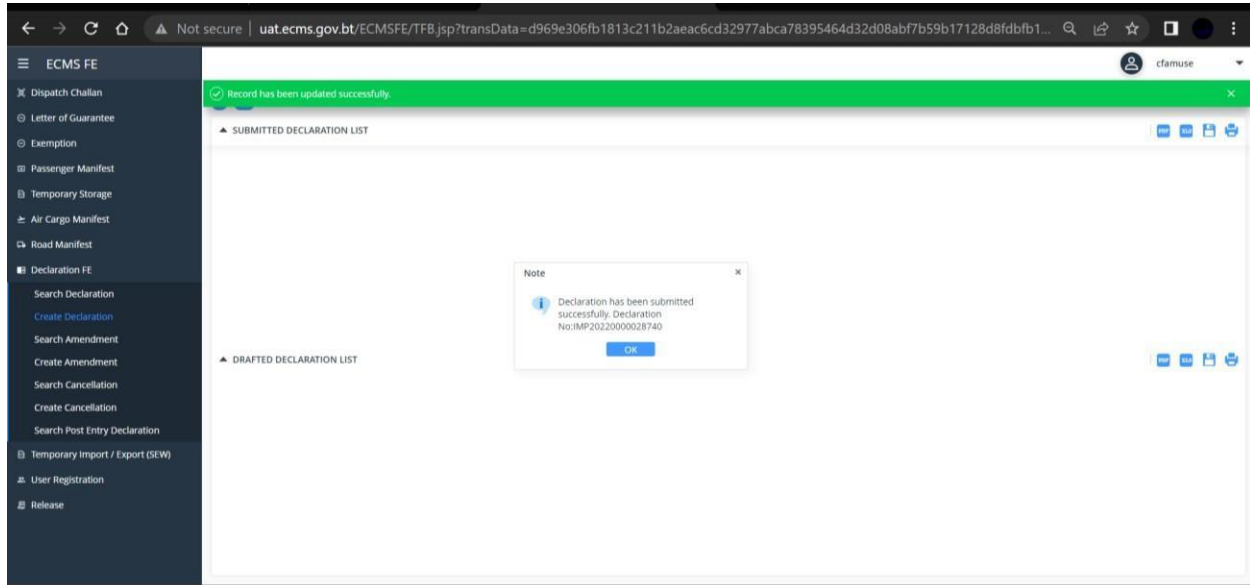
Details Under Summary;

- Click the Disclaimer check box and click “Validate” button.
- Below successful message will be displayed upon the submission and the if there are discrepancies in the data entry, it will pop up the message if invalid details.

The screenshot shows the 'ECMS FE' dashboard with the 'Summary' page open. The 'Disclaimer' section is visible, with a checkbox for 'I declare that information given on this declaration and attached documents are true and correct.' and a 'Validate' button. A green banner at the top indicates 'Record has been updated successfully.' A modal window is also present, displaying a message: 'Declaration has been validated successfully. Please check the duty details section for the computed duty.'

(Fig.16. Validate Declaration)

- After validating, click the Disclaimer test box again and click “Submit” button to submit for approval.
- The unique reference number will be generated on the submission.
- Subsequent screen with Declaration number will be displayed.



(Fig.17. Submit Declaration)

E. APPROVE EX-WAREHOUSE AFTER WAREHOUSING PROCEDURE

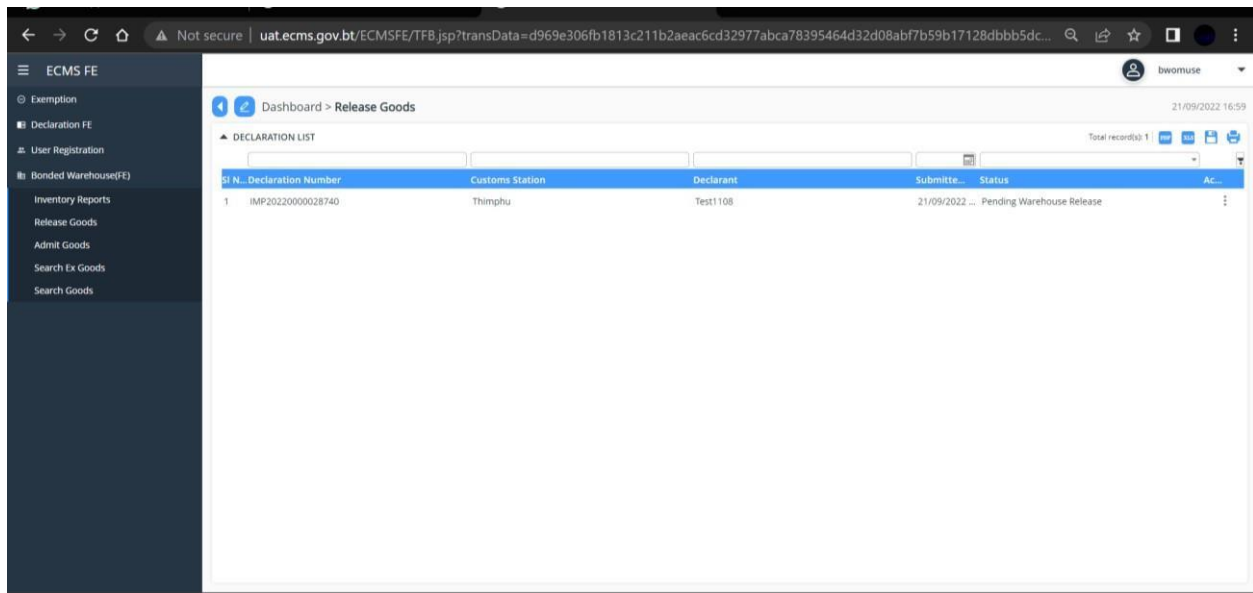
The approval of the ex-warehouse declaration processes is done by the customs after the payment of applicable taxes and duties and the declaration is **“released”** from the customs.

F. RELEASE GOODS – WAREHOUSE OPERATOR

After Approval of the warehouse declaration and completion of customs formalities, the Warehouse Operator will Release Good from the Warehouse.

Process:

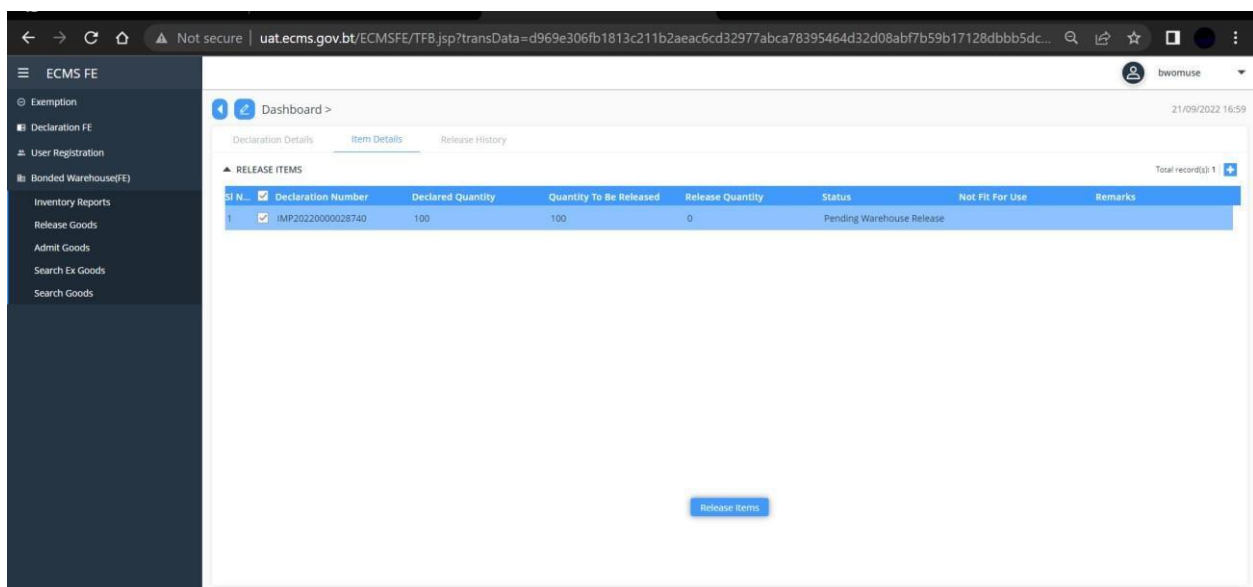
- Log in the Warehouse operator’s user.
- Go to Bonded Warehouse and select “Release Goods” from the drop-down menu.
- The list of ex-warehoused goods will be displayed in the release goods list as “pending warehouse release”



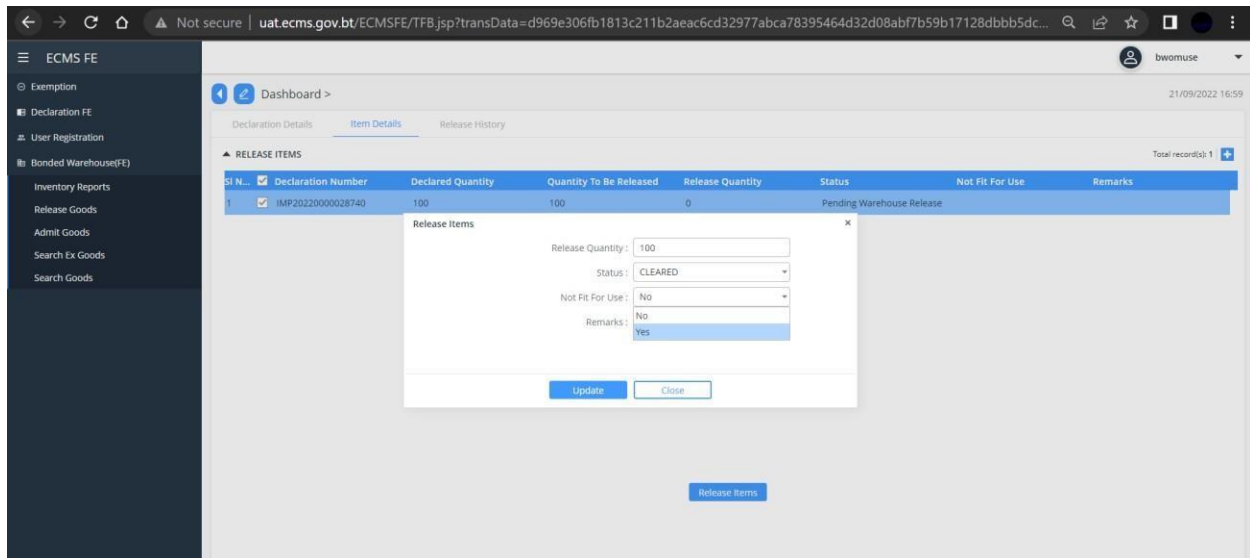
(Fig.18. Release Goods)

Release Item:

- Click on the Declaration list to view OR you can view the declaration by clicking on the three dots available on the right end of each list and click view.
- Subsequent screen is displayed.
- Click on the item Details tab, and select the declaration, “Release Item” update will pop up as given below.



(Fig.19. Release Item)



(Fig. 20. Update and Release goods)

- In the status field, change the status as Cleared.
- Click update
- Once the update status as cleared is done, the inventory will automatically be updated and subtracted from the inventory for the goods which is released/cleared by the warehouse operator.