



eCMS MANUAL

*DECLARATION(IMPORT/EXPORT/TRANSIT.....)*

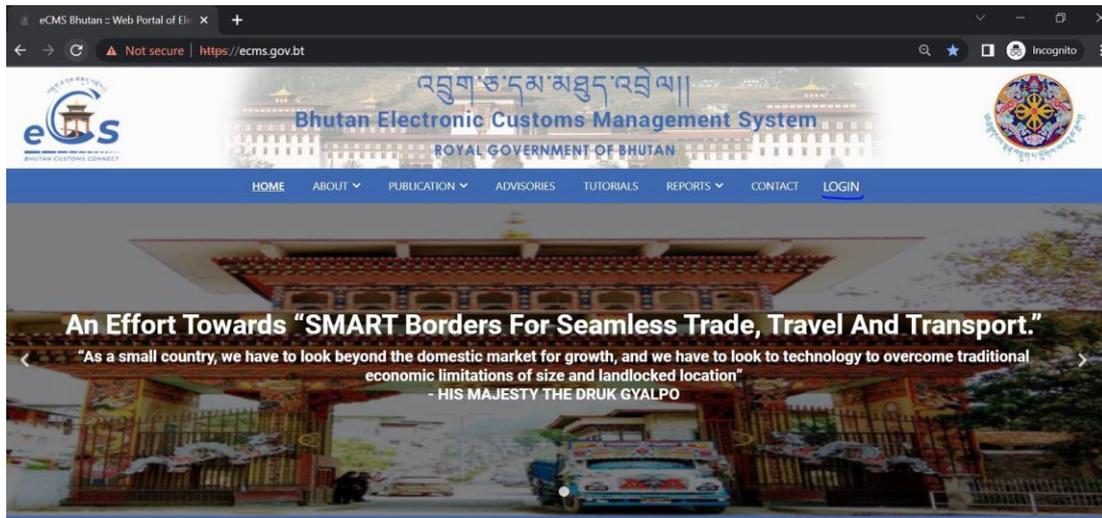
Department of Revenue and Customs  
Ministry of Finance

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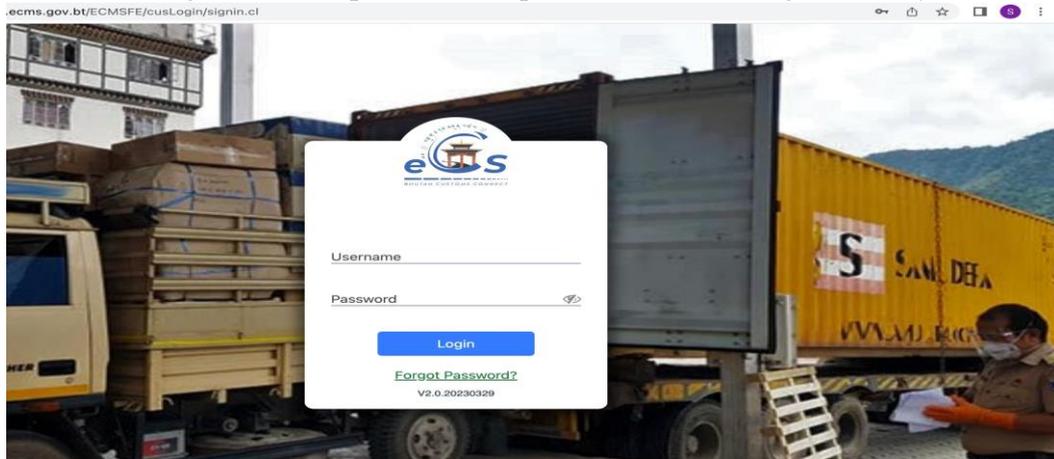
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## 1. Login as Front-end user

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

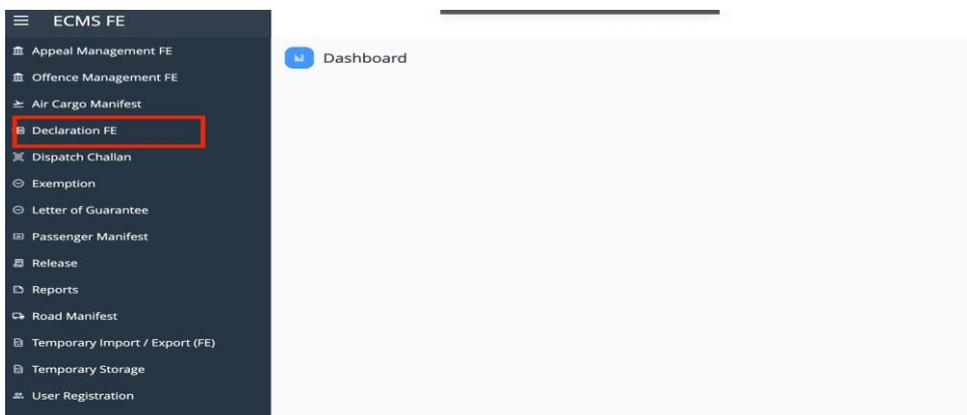


- ii. Click on login menu and provide the required credentials to log in to the system:



## 2. Create Declaration

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



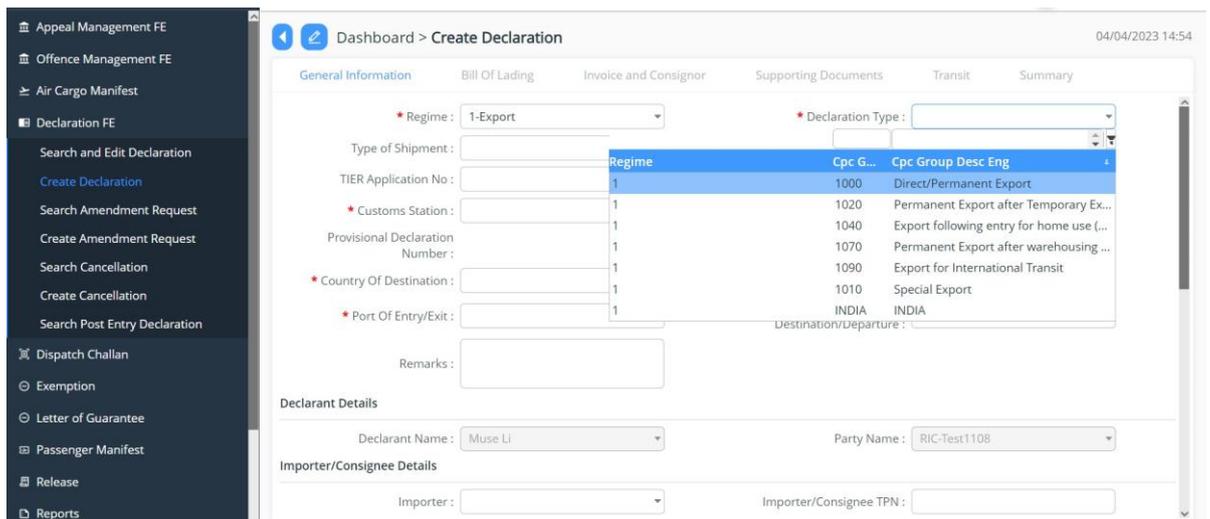
ii. Under the Declaration FE menu, Select Create Declaration:



iii. Key in the following details:

### 2.1 General information

- Select the Regime as per your declaration (Import/Export /Transit/International Transit Declaration etc...)>> 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:

The screenshot shows the 'Supporting Documents' tab of the 'Create Declaration' form. At the top, there are navigation tabs: 'General Information', 'Bill Of Lading', 'Invoice and Consignor', 'Supporting Documents', and 'Summary'. Below the tabs is a 'DOCUMENT LIST' table with one row: '1 Invoice'. The 'Required' column for this row has a checked checkbox. Below the table is a 'DOCUMENT DETAILS' section with the following fields: 'Document Code' (7-Invoice), 'File Upload' (Choose Files, No file chosen), and 'Remarks' (empty text box). An 'Update' button is located at the bottom of the details section. The top right corner shows the date and time: '04/04/2023 14:54'.

## 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;

The screenshot shows the 'Summary' tab of the 'Create Declaration' form. It displays various details: 'Regime: 1-Export', 'Provisional Declaration Number: PROV20230000044120', 'Declaration Type: Direct/Permanent Export', and 'Status: Draft'. A 'DUTY DETAILS' table is visible with columns for 'SI N... Invoic...', 'BTC C...', 'GTA E...', 'DSR', 'DSR E...', 'BST', 'BST EX...', and 'Total Pa...'. A 'DISCLAIMER' section is at the bottom with a checkbox and a 'Validate' button. A modal window is open in the center with the message: 'Declaration has been validated successfully. Please check the duty details section for the computed duty.' and an 'OK' button. The top right corner shows the date and time: '04/04/2023 14:54'.

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

The screenshot shows the 'Search Declaration' form. It has two sections: 'SUBMITTED DECLARATION LIST' and 'DRAFTED DECLARATION LIST'. Both sections have search filters and a table of results. A modal window is open in the center with the message: 'Declaration has been submitted successfully. Declaration No: EXP20230000044120' and an 'OK' button. The top right corner shows the date and time: '04/04/2023 15:17'.

### 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

EXP202300000441:

SI N...	Declaration Num...	Regime	Customs Station	Status	Declara...	Exporter/Consig...	Importer/Consig...	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 > Create Amendment Request 04/04/2023 15:34

▲ DECLARATION DETAILS Total record(s): 3

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 area is titled 'Dashboard > Create Cancellation' and shows a table of declarations. Below the table is a 'CANCELLATION REQUEST' form with fields for 'Declaration Number', 'Reason', and 'Remarks'. The 'Declaration Number' field is populated with 'IMP2022000028639'. The 'Reason' field has a dropdown menu. The 'Remarks' field is empty. At the bottom are 'Save', 'Reset', and 'Submit' buttons.

SI N...	Declaration Nu...	Regime	Importer/Consig...	Bill of Lading Nu...	Country Of Expo...	Country Of Desti...	Created ...	Ac...
1	IMP2022000028639	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 area is titled 'Dashboard > Search Cancellation' and shows a table of cancellation requests. The table has columns for 'SI N...', 'Cancel Reques...', 'Declaration N...', 'Reason', 'Declarant Name', 'Importer/Cons...', 'Bill of Lading ...', 'Created ...', 'Status', and 'Ac...'. There is one record in the table with the status 'Approved'.

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	