

BHUTAN CUSTOMS CONNECT

eCMS MANUAL

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

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 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

盦 Appeal Management FE	✓ Ø Dashboard > Crea	ate Declaration			04/04/2023 14:54
Offence Management FE	General Information	Bill Of Lading	Invoice and Consignor	Supporting Documents	Transit Summary
🛬 Air Cargo Manifest					
Declaration FE	* Regime :	1-Export	*	* Declaration Typ	e:
Search and Edit Declaration	Type of Shipment :		Regime	Coc G	Coc Group Desc Eng
Create Declaration	TIER Application No :		1	1000	Direct/Permanent Export
Search Amendment Request	* Customs Station :		1	1020	Permanent Export after Temporary Ex
Create Amendment Request	Provisional Declaration		1	1040	Export following entry for home use (Permanent Export after warehousing
Search Cancellation	* Country Of Destination :		1	1090	Export for International Transit
Create Cancellation	country of Destination 1		1	1010 INDIA	Special Export
Search Post Entry Declaration	* Port Of Entry/Exit :			Destination/Departur	e:
闻 Dispatch Challan	Remarks :				
⊖ Exemption	Dedevent Details				
⊖ Letter of Guarantee	Decidrant Details				
Passenger Manifest	Declarant Name :	Muse Li	٣	Party Nam	e: RIC-Test1108
🗐 Release	Importer/Consignee Details				
D Reports	Importer :		•	Importer/Consignee TPI	N:

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

And an and a second sec	10.			•	
	E			é	,
🏛 Appeal Manage	ement FE	Dashboard > Search Decla	aration > Edit Declaration		
Offence Manag	gement EE				
🛎 Air Cargo Mani	Add Bill of Lading	Vo Manifest			0
Declaration FE	* Manifest Number :	RM0000033892	AWB :	NA	
	View Manifest :	RM0000033892	* Total Gross Weight :		
Create Declara	* Total Gross Weight UOM :	KGM-WEIGHT IN KILOGRAM	* Total Quantity :		
Search Ameno	dr Means of Transport at Arrival	Details			
Create Amend	dr Mode/Type :	-	Nationality :	()	
Search Cancel	lla				
Create Cancel	la				
Search Post Er	nt				
『 Dispatch Challa	ar				
Exemption					
Letter of Guara	ar				
Passenger Mar	ni	Save	Reset Save >>		
Release					

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

≡ ECMS FE			Prul
童 Appeal Management FE	🕈 < 🖉 Dashboard > Search Declarat	ion > Edit Declaration	1
Offence Management FE	General Information Bill Of Lading	Invoice and Consignor	Supporting Documents Summary
≱ Air Cargo Manifest		_	
Declaration FE	BILL OF LADING		Total
Search and Edit Declaration	Add Container		× ^t Total Quantity
Create Declaration	* Container Number :	SM1023456	<u>^</u> 100
Search Amendment Request	* Seal Numbers :	GS123	
Create Amendment Request	Container Type :	2-20 Feet Container	
Search Cancellation	Cargo Status :	5-Full	
Create Cancellation	* Container Weight :	5000	
Search Post Entry Declaration	* Container Weight UOM :	WEIGHT IN TONNES	-
闰 Dispatch Challan			
⊖ Exemption	Save Reset	Close Save >>	🗸 stal record(s): 0 🛛 🛨 🛛 💷
⊖ Letter of Guarantee)[••][
Passenger Manifest	SI NContainer Number Seal Numbers	Container Type C	Container Weight Container Weight .
E Release		No items to show.	
D Reports			
🖙 Road Manifest			

2.3 Invoice and Consignor

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

Dashboard >	Create Declaration				04/0	4/2023 1
General Information	Bill Of Lading	Invoice and Consignor	Supporting Documents	Summary		
INVOICE LIST				Total rec	ord(s): 0 🚺 🚥 🚥	
		·)				
NInvoice Number			Freight Amount			
INVOICE DETAILS	Commodity Details					
INVOICE DETAILS	Commodity Details					
INVOICE DETAILS Invoice Details INVOICE DETAILS	Commodity Details		* Invoice F	Date: 4 > Apr	▼) 2023 ▼) 🗐	
INVOICE DETAILS Invoice Details INVOICE DETAILS INVOICE NI Invoice Ni Invoice Ni	Commodity Details umber :	~	* Invoice [* Consignor/Supplier Na	Date : 4 • •) Apr	*) 2023 *) 📾	
INVOICE DETAILS Invoice Details INVOICE DETAILS INVOICE DETAILS Invoice Nu Incolore Nu Inc	Commodity Details umber :	~	 Invoice D Consignor/Supplier Na Consignor/Supplier Ea 	Date : [4 •] Apr ime : [nail : [•) 2023 •) 📰	

2.4 <u>Supporting Documents</u>

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

٩	Dashboard > 0	Create Declaration						04/04/2023	14:54
	General Information	Bill Of Lading	Invoice and Consignor	Supportir	ng Documen	ts	Summary		
	DOCUMENT LIST							Total record(s): 1	+
			•						Ŧ
s	NDocument Code		F	ile Upload	Required	Remarks		Ac	
1	Invoice				~			:	
•	DOCUMENT DETAILS		* Document Code : * File Upload : Remarks :	7-Invoice Choose File:	s No file ch	osen	Acceptable Fi *.jpeg	ormats: *.pdf, *.jpg or	Î
			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;

			Dabborr	ing Document	s Sun	nmary		
EADER DETAILS								
Regime :	1-Export			Declaration 1	ype: Direct/	Permanen	t Export	
Provisional Declaration Number	×	St	atus : Draft	ITAN				
UTY DETAILS	Declaration	has been validated						Total record
	successfully details sect	 Please check the duty ion for the computed duty.)(
Invoic BTC C (OK	GTA	E DSR	DSR E	BST	BST EX	Total Pa.
in09 19053100		- OK				0.00		0.00
in09 19053100		ок	GIA	E DSR	DSR E	0.00	BST EX	0.00

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

SUBMITTED DECLARATIC	N LIST					То	tal record(s): 0	FDF XLS	8	e
)(•)[-	(Internet in the second					
NDeclaration Nu	Regime	Customs Station	Status		Declara ‡	Exporter/Consig	Importer/0	consig	Ac	
	Note	Declaration has been submitt successfully. Declaration No: <u>EXP20230000044120</u> OK	ted	× show.		То	tal record(s): 0	FDF X1.5	8	
DRAFTED DECLARATION	LIS									

3. Track Application

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

Dashboard > Search Declaration 04/04/2023 1									
🔺 SL	BMITTED DECLARATION LIST		Total record(s): 1	8 8					
	EXP2023000004412	v		۲					
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.

章 Appeal Management FE	00	2 Dashboard > Cre	ate Amendment Re	equest			04/0	4/2023 15	5:34
Offence Management FE									-
🛬 Air Cargo Manifest	A U	CLARATION DETAILS					Iota	record(s):	38
Declaration FE	51 N.	Declaration Number	Regime	Importer/Consignee	Country Of Exportat	Country Of Destinati	Created	Ac	
Search and Edit Declaration	1	EXP20220000028490	Export		BHUTAN	CHINA		:	â
Create Declaration	2	TRA20220000028574	Transit	Lepcha Company	BHUTAN	BHUTAN		÷	1
Search Amendment Request	3	WHE20220000028592	Warehousing	Life	ALGERIA	BHUTAN			۰.
Create Amendment Request									~
Search Cancellation	▲ A3	IENDMENT REQUEST							
Create Cancellation				Declaration Number :	TRA20220000028574				
Search Post Entry Declaration				• Reason :					
覚 Dispatch Challan									
⊖ Exemption				* Remarks :					
Letter of Guarantee									
Passenger Manifest									
E Release									
D Reports				Submit	Close				

5. Search amendment request

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

盦 Appeal Management FE	0	Dashboard > Se	arch Amendment I	Request					04/04/2023	3 15:32
Offence Management FE									Total score	
≚ Air Cargo Manifest	• AN	IENDMENT REQUESTS								o(s): 9
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		:
Create Cancellation	6	AMEND20220000020	IMP20220000028813	Incorre	cfamuse	Lepcha Company	26/09/2022	Approved		:
Search Post Entry Declaration	7	AMEND20220000020	IMP20220000028813	Incorre	cfamuse	Lepcha Company	26/09/2022	Draft		:
	8	AMEND20220000020	IMP20220000028811	Incorre	cfamuse	Lepcha Company	26/09/2022	Approved		:
O 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

Appeal Management FE	Dashboard > (Freate Cancellation	on					04/04/2023	15:46
Offence Management FE									
≱ Air Cargo Manifest	DECLARATION DETAILS							Total records	s): 14
Declaration FE	SI NDeclaration Nu	Regime	Importer/Consig	Bill of Lad	ing Nu Countr	Of Expo Count	ry Of Desti Cr	eated Ac	Ŧ
Search and Edit Declaration	1 IMP20220000028639	Import	Lepcha Company	NA	CANAD	A BHUT	AN		: ^
Create Declaration	2 TRA20220000037771	Transit	Lepcha Company	NA	BHUTA	N BHUT	AN		:
Search Amendment Request	3 WHE202200000378	. Warehousing	Lepcha Company	NA	ANDOR	RA BHUT	AN		
Create Amendment Request									~
Search Cancellation	CANCELLATION REQUES	т							
©Create Cancellation			Declaration	Number :	IMP202200000286	39			
Search Post Entry Declaration				* Reason :		*			
河 Dispatch Challan									
Exemption				Remarks :					
⊖ Letter of Guarantee									
Passenger Manifest									
3 Release									
D Reports			Save	Rese	t Subr	nit			

7. Search Cancellation

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

🏛 Appeal Management FE	1	Dashboard >	Search Cancell	ation						04/04/202	3 15:40
	CANCELLATION BEOLIESTS									Total race	ard(e): 1
🛬 Air Cargo Manifest	- 01		515						1	*	
Declaration FE	SI N	Cancel Reques	Declaration N	Reason	Declarant Name	Importer/Cons	Bill of Lading	Created	Status	Ac	
Search and Edit Declaration	1	CANCEL2022000	IMP20220000029	. Incorre	cfamuse	Lepcha Company	NA	19/10/2022	. Approved		:
Create Declaration											
Search Amendment Request											
Create Amendment Request											
Search Cancellation											
Create Cancellation											
Search Post Entry Declaration											
📜 Dispatch Challan											