ROYAL OMAN POLICE
DIRECTORATE
GENERL OF CUSTOMS

BAYAN - ESW
Free Declaration User Guide

About this Guide

Free declaration is a type of declaration that will be excluded from certain regulations imposed on Customs. You will first need to submit a request to the Customs. If the request approved, the broker will then be able to proceed with the creation and submission. Broker and/or general user will be able to submit the request; however, only the broker will be able to create and submit the declaration.

Purpose and Audience

This user guide will help you as follows:

- Create Free Declaration
- Search Free Declaration

Audience

- Broker
- General User

Create Free Declaration

The following steps show you how to create a free declaration request.

Roles: Broker/General User

1. Log on to Bayan then go to **Declaration >> Create Free Declaration Request**. The following page will be displayed.

CREATE FREE DECLARATION REQUEST
*Indicates Mandatory Field

Header

∨ Header

Declaration Type: *   Select ⌄

Reason: *

MultiUse Request: *   ○ Yes ◉ No

Request Date Range: *   dd/MM/yyyy 🗓   To Date dd/MM/yyyy 🗓

SAVE   SUBMIT

@	• Declaration Type: You can select import or export regimes only.
	• If selected 'Yes', you can use the request for multiple times.
	• Request range: the expiry date of the request.

2. Enter the details then click on **Save**. The details will be saved.

Free Declaration Request saved successfully FREDEC081118000064

CREATE FREE DECLARATION REQUEST
*Indicates Mandatory Field

| Header | Documents |

∨ Header

Free Declaration Request No:	FREDEC081118000064
Declaration Type: *	Importation ∨
Importer Registration Number: *	C00003033 🔍
Reason: *	US Army
MultiUse Request: *	⦿ Yes ◯ No
Request Date Range: *	08/11/2018 📅 To Date 29/11/2019 📅

SAVE   SUBMIT   NEXT

3. Click on Next or the Documents Tab. The following page will be displayed.

Free Declaration Request saved successfully FREDEC081118000064

CREATE FREE DECLARATION REQUEST
*Indicates Mandatory Field

| Header | Documents |

∨ Supporting Documents

< Page 1 of 1 > Go to page [   ] Go

☐	File Name ▲	Remarks

∨ Documents

Remarks: *	
File Name:	➕ Add

ADD   DELETE

4. Enter the details then click on **Add**. A dialog box to select the file will be displayed.
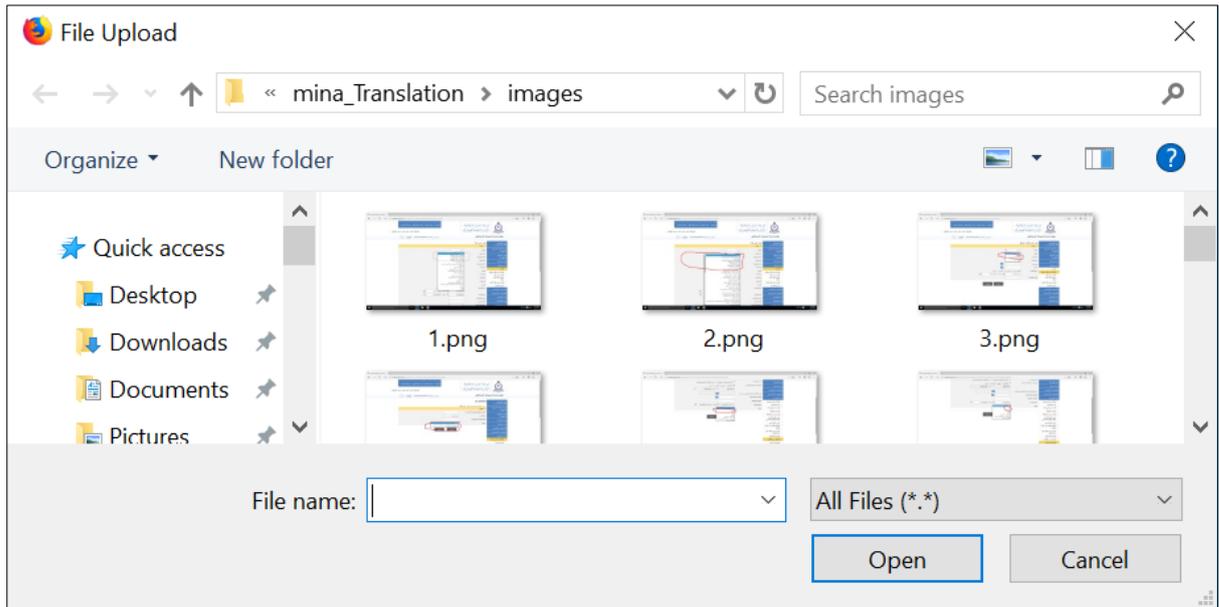
5. Select the file then click on Upload. The file will be uploaded.

6. Click on Upload. The file will be uploaded.

CREATE FREE DECLARATION REQUEST
*Indicates Mandatory Field

Header | Documents

∨ Supporting Documents

	< Page 1 of 1 > Go to page [ ] Go	
☐	File Name ▲	Remarks

∨ Documents

Remarks: *   Attachment

File Name:

                                    ✕ Clear All

                    1.png
                    Done   Clear

                    [ADD]   [DELETE]

        [PREVIOUS]   [SAVE]   [SUBMIT]

7. Click on **Save** then click on **Submit**. The request
   will be submitted.

Free Declaration Request submitted successfully FREDEC081118000064
VIEW FREE DECLARATION REQUEST
*Indicates Mandatory Field

Header | Documents

∨ Supporting Documents

< Page 1 of 1 > Go to page [ ] Go	
File Name ▲	Remarks
1.png	Attachment

[PREVIOUS]

The following steps show you how to search for a free declaration request.

1. Log on to Bayan then go to **Declaration >> Search Free Declaration Request**. The following page will be displayed.

SEARCH FREE DECLARATION REQUEST
*Indicates Mandatory Field

⌄ Search

Free Declaration Request No:	
Declaration Number:	
Declaration Type:	Select ⌄
Status:	Select ⌄
Effective MultiUse Indicator:	◯ Yes ◯ No
Request Submission Date:	dd/MM/yyyy 📅 To Date dd/MM/yyyy 📅
Effective Date:	dd/MM/yyyy 📅 To Date dd/MM/yyyy 📅

SEARCH   CLEAR

2. Enter the search criteria then click on **Search**. The following search results will be displayed.

⌄ Search Results

< Page 1 of 1 > Go to page 1   Go

S/No	Free Declaration Request No	Version	Request Submission Date	Declaration Type	Declaration Number	Effective From Date	Effective To Date	Effective MultiUse Indicator	Status
1	FREDEC051118000061	1	05/11/2018	Importation		05/11/2018	06/11/2018	No	Expired
2	FREDEC051118000062	1	05/11/2018	Importation	DECIOT051118021162	05/11/2018	25/11/2020	Yes	Active
3	FREDEC081118000064	1	08/11/2018	Importation					Pending First Level Review

3. Click on the **Free Declaration Request No.** link. The following page will be displayed.

VIEW FREE DECLARATION REQUEST
*Indicates Mandatory Field

Header | Documents

⌄ Header

Free Declaration Request No:	FREDEC081118000064
Declaration Type: *	Importation
Importer Registration Number: *	C00003033-TAMER CO
Reason: *	US Army
MultiUse Request: *	◉ Yes ○ No
Request Date Range: *	08/11/2018 To Date 29/11/2019

CANCEL   NEXT

4. Click on **Cancel**. System goes back to the search
   result page.

Create Declaration

After Customs approval, the broker will be able to create the declaration.

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration >> Create**. The following page will be displayed.
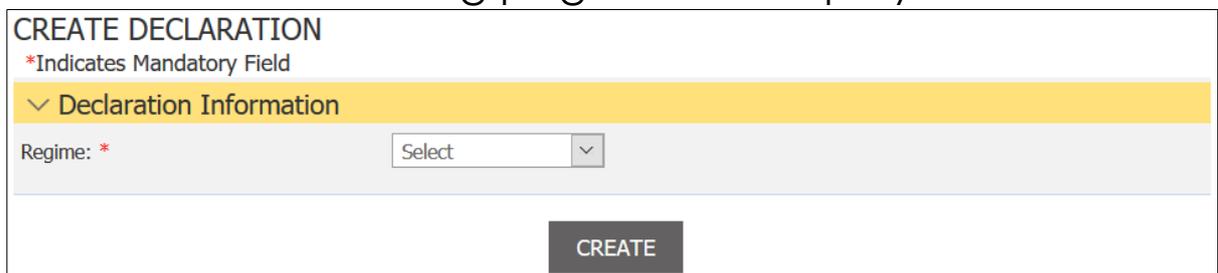
CREATE DECLARATION
*Indicates Mandatory Field

⌄ Declaration Information

Regime: *   Select ⌄

CREATE

2. Select the Regime '**Importation**'. The following fields will be displayed.
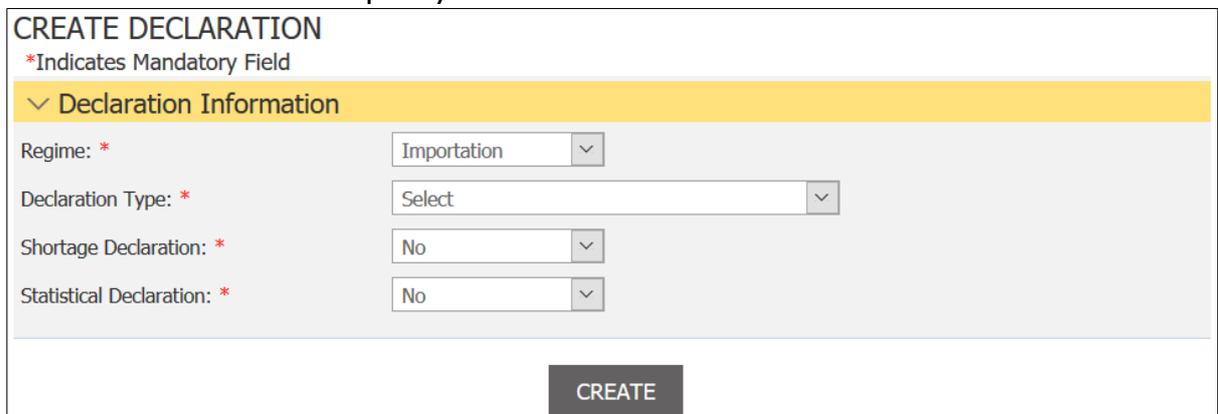
CREATE DECLARATION
*Indicates Mandatory Field

⌄ Declaration Information

Regime: *   Importation ⌄
Declaration Type: *   Select ⌄
Shortage Declaration: *   No ⌄
Statistical Declaration: *   No ⌄

CREATE

3. Select the **Declaration Type 'Import Others'**. Click on **Create**, the following details will be displayed.

@   • For **Export** select **Re-export others**

CREATE DECLARATION

Header

*Indicates Mandatory Field   ⊖ Close All

∨ Declaration Information

Regime:	Importation
Declaration Type:	Import Others
Shortage Declaration:	No
Statistical Declaration:	No
Provisional Declaration Number:	- Auto Generated -
Entry Port Type: *	Select ▾
Port of Entry: *	Select ▾
Free Declaration Request No: *	
Require inspection at premises?:	○ Yes ⦿ No
Remarks:	

SAVE

CANCEL   NEXT

4. Select the **Port Type**, **Port of Entry** then enter the **Free Declaration Request number**. Click on **Save**. System validates the request details and displays confirmation message.

CREATE DECLARATION

Goods Declaration: DPIOT081118042912 has been saved successfully.

| Header | Party | Transport Document | Invoice | Item | Documents | Charges | Summary |

*Indicates Mandatory Field   ⊖ Close All

⌄ Declaration Information

Regime:	Importation
Declaration Type:	Import Others
Shortage Declaration:	No
Statistical Declaration:	No
Provisional Declaration Number:	DPIOT081118042912
Declaration Status:	Draft
Entry Port Type: *	Sea-S
Port of Entry: *	Sohar Port - OMSOH
Bill of Lading Processing Type: *	Coastal Declaration
Free Declaration Request No: *	FREDEC051118000062
Require inspection at premises?:	○ Yes ● No
Remarks:	

SAVE

5. Go to the tabs and enter the related details then proceed to declaration submission. A confirmation message will be displayed.

SEARCH DECLARATION

Declaration Number: DECIOT081118021170 has been submitted successfully.

| Header | Party | Transport Document | Invoice | Item | Documents | Charges | Summary |

*Indicates Mandatory Field   ⊖ Close All

@	• The declaration will be excluded from the regulations as decided by Customs.