



*ROYAL OMAN POLICE
DIRECTORATE
GENERAL OF CUSTOMS*

BAYAN- (ESW)

Bonded Warehouse Ownership Transfer and Missing/Destroy Requests User Guide

CHAPTER 1

About Ownership Transfer

Welcome to the Oman ICMS BAYAN System user guide for Customs Broker or Trader. This user guide aims to explain the process and steps involved in using the Ownership Transfer.

Purpose and Audience

Purpose

The purpose of this user guide is to help the users in doing the following tasks:



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- Creating Ownership Transfer Request
- Searching and Viewing Ownership Transfer Request
- Acknowledging Ownership Transfer Request
- Creating Shortage or Destroy Request
- Searching and Viewing Shortage or Destroy Request

Document Conventions

Refer to this section to familiarise yourself with the visual aids used throughout the user guide.

Navigation

To assist users with accessing screens, pages, or windows, refer to the following navigation format:

Login as Trader in the BAYAN application and Click **Dispute Management >> Search Dispute Request**

Buttons, fields, and other BAYAN System elements

All BAYAN System elements are highlighted in **Bold** text.

Hyperlinks

All topics mentioned in the user guide's content are hyperlinked. Click on the hyperlink to view the referring topic.

Callouts

There are two types of callouts: tips and warnings.



A Tip provides good-to-know information that helps users complete a task or procedure.



A warning refers to information that may be critical to the BAYAN System's functionality and might affect data or BAYAN System stability.

Definitions and Abbreviations

Term	Description
DGC	Directorate General of Customs
ESW	Electronic Single Window

HS Code	Harmonized BAYAN System Code
ICMS	Integrated Customs Management BAYAN System

Chapter 2

About Ownership Transfer

Ownership Transfer Module facilitates the Traders/Customs Broker to submit Ownership Transfer request.

Warehouse is the place or building in which goods are deposited under the authority of the General Directorate of Customs with suspending duties as per the applicable Customs law and the executive regulations thereof.

Generally, there are two types of bonded warehouse:

- Private Warehouse which is established upon the request of private entity as may be deemed necessary by the General Directorate of Customs.
- Public Warehouse which is established upon the request of public entity as may be deemed necessary by the General Directorate of Customs to store goods in favor of third parties.

The ownership of goods inside the warehouse may be transferred from one trader to another.

Audience:

- Trader
- Customs broker
- Warehouse operator

The ownership transfer may be made provided that the current trader is authorized in the related warehouse.

In Public and Private Warehouses, the designated trader, for whom the ownership will be transferred, needs to approve the transfer.

After the designated trader approval, the request will be routed to the warehouse operator for approval ONLY in terms of Public warehouse.

The designated trader shall be held liable for all applicable rules and regulations.

Chapter 3

Create Ownership Transfer Request

Follow the steps to create Ownership Transfer Request.

1. Login as a Trader and Click **Warehouse Management >> Create Ownership Transfer Request**. The Ownership Transfer Request Page is displayed.

CREATE OWNERSHIP TRANSFER REQUEST

Header

*Indicates Mandatory Field Close All

Ownership Transfer Information

Provisional Transfer Request Number: * - Auto Generated -

Warehouse Type: * Private Public

Warehouse Location: *

Current Importer: *

Designated Importer: *

Transfer Reason: *

Current Importer Remarks:

2. Fill in the details then click on **NEXT**. The **ITEMS** tab will be displayed.

CREATE OWNERSHIP TRANSFER REQUEST

Header details are saved successfully.

Header **Items** Supporting Document

*Indicates Mandatory Field Close All

Item List

< Page 1 of 1 > Go to page

<input type="checkbox"/>	S/No	Declaration Number	HS Code	Description	Original Quantity	Balance Quantity	Transfer Quantity
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3. Click **LOAD**. The following page is displayed.

The screenshot shows a window titled "Search Related Declaration:". At the top, there is a "DocumentType: *" dropdown menu set to "Select". Below it are "SEARCH" and "CLEAR" buttons. A yellow bar indicates "Search Results". Below this, there is a pagination control showing "< Page 1 of 1 > Go to page 1 Go". In the center, the text "No Records Found" is displayed in red. At the bottom, there are "SUBMIT", "CLOSE", and "SUBMIT ALL" buttons.

4. Select the Document Type then enter the Transfer Request Number.

The screenshot shows the same "Search Related Declaration:" window. The "DocumentType: *" dropdown is now set to "Ownership Transfer". The "Transfer Request Number: *" field contains "BWT20190307000141". The "SEARCH" and "CLEAR" buttons are present. The "Search Results" section shows a table with one record. The pagination control shows "< Page 1 of 1 > Go to page 1 Go". At the bottom, there are "SUBMIT", "CLOSE", and "SUBMIT ALL" buttons.

<input type="checkbox"/>	S/No	HS Code	Description	Goods Quantity
<input type="checkbox"/>	1	90249000	- Parts and accessories	5

5. Click the checkbox corresponding the HS Code and click **SUBMIT**.

The screenshot shows a window titled "CREATE OWNERSHIP TRANSFER REQUEST". It has three tabs: "Header", "Items", and "Supporting Document". The "Items" tab is active. Below the tabs, there is a legend "*Indicates Mandatory Field" and a "Close All" button. A yellow bar indicates "Item List". Below this, there are "LOAD" and "DELETE" buttons. The pagination control shows "< Page 1 of 1 > Go to page 1 Go". A table displays the item details. The "HS Code" "90249000" is highlighted in blue. At the bottom, there are "PREVIOUS", "SAVE", "SUBMIT", "CLOSE", and "NEXT" buttons.

<input type="checkbox"/>	S/No	Declaration Number	HS Code	Description	Original Quantity	Balance Quantity	Transfer Quantity
<input type="checkbox"/>	1	DECIBW010319125145	<u>90249000</u>	- Parts and accessories	5	5	<input type="text" value="5"/>

6. Click **NEXT** to go the Supporting Document details.

CREATE OWNERSHIP TRANSFER REQUEST

Declaration Items are saved/updated successfully.

Header Items **Supporting Document**

*Indicates Mandatory Field Close All

Supporting Documents

<input type="checkbox"/>	S/No	Document Type	Remarks	File Name
--------------------------	------	---------------	---------	-----------

ADD DELETE

PREVIOUS SUBMIT CLOSE

7. Click **ADD** to add the supporting documents for creating an Ownership Transfer. The File browsing section will be populated below the Supporting Documents Section.

CREATE OWNERSHIP TRANSFER REQUEST

Header Items **Supporting Document**

*Indicates Mandatory Field Close All

Supporting Documents

<input type="checkbox"/>	S/No	Document Type	Remarks	File Name
--------------------------	------	---------------	---------	-----------

ADD DELETE

Document Details

Document Type: *

Remarks:

File Name: *

+ Add

SAVE CANCEL

8. Click **SAVE** to save the document. The success message will be displayed.

EDIT OWNERSHIP TRANSFER INFORMATION

Supporting Documents are saved/updated successfully.

Header Items Supporting Document

*Indicates Mandatory Field Close All

∨ Edit Supporting Documents

<input type="checkbox"/>	S/No	Document Type	Remarks	File Name
<input checked="" type="checkbox"/>	1	Document Type 1		FlightScheduleTemplate (4).xlsx

ADD DELETE

PREVIOUS SUBMIT CLOSE

9. Click **SUBMIT**. A submission pop up message is displayed. Upon successful submission, a success message is displayed.

VIEW OWNERSHIP TRANSFER INFORMATION

Transfer Request Number: BWT20190311000181 has been submitted successfully.

Header Items Supporting Document

*Indicates Mandatory Field Close All

∨ View Supporting Documents

S/No	Document Type	Remarks	File Name
1	Document Type 1		FlightScheduleTemplate (4).xlsx

PREVIOUS CLOSE

Search Ownership Transfer Request

Follow the steps to search for the Ownership Transfer Request.

1. Click **Warehouse Management >> Search Ownership Transfer Request**. The Ownership Transfer Request Page is displayed.

SEARCH OWNERSHIP TRANSFER REQUEST

v Search

Transfer Status:	<input type="text" value="Select"/>
Process Status:	<input type="text" value="Select"/>
Transfer Request Number:	<input type="text"/>
Current Importer:	<input type="text"/>
Designated Importer :	<input type="text"/>
Warehouse Type:	<input checked="" type="radio"/> All <input type="radio"/> Private <input type="radio"/> Public
Warehouse Location:	<input type="text" value="Select"/>
Submission Date:	<input checked="" type="radio"/> 7 Days <input type="radio"/> Month <input type="radio"/> 6 Months <input type="radio"/> Specific
	<input type="text" value="05/03/2019"/> To <input type="text" value="11/03/2019"/>

SEARCH
CLEAR

2. Enter the required Search criteria and click **SEARCH** to view the Search results. You can also perform an **EMPTY** search.

v Search Results

< Page 1 of 1 > Go to page Go

S.No	Transfer Request Number	Current Importer	Designated Importer	Warehouse Location	Warehouse Type	Transfer Status	Process Status	Submission Date	Version
1	BWT20190311000181	C44	C00001357	test001	Public	Submitted	Pending Designated Importer Review	11/03/2019 17:45	1
2	BWT20190311000162	C51	C44	PVTINTWarehouse	Private	Approved	Approved	11/03/2019 11:00	1
3	BWT20190311000161	C00001357	C44	test001	Public	Acknowledged	Pending Warehouse Operator Review	11/03/2019 10:52	1
4	BWT20190307000141	C00001357	C44	test001	Public	Approved	Approved	07/03/2019 15:38	1

3. Click the **Transfer Request Number** hyperlink to view the Ownership Transfer details.

VIEW OWNERSHIP TRANSFER INFORMATION

Header Items Supporting Document

*Indicates Mandatory Field Close All

View Ownership Transfer Information

Transfer Request Number: BWT20190311000181
 Warehouse Type: Public
 Warehouse Location: test001
 Current Importer: C44 - Shipping Agent Company
 Designated Importer : C00001357 - M & M exporter
 Transfer Reason: Sale Goods-SALE
 Current Importer Remarks:
 Version: 1
 Transfer Status: Submitted
 Process Status: Pending Designated Importer Review
 Transfer Acknowledgment: *
 Designated Importer Remarks:

SUBMIT CLOSE NEXT

4. Click **NEXT** to view the Item details or click **CLOSE** to go back to Search Results.

VIEW OWNERSHIP TRANSFER INFORMATION

Header Items Supporting Document

*Indicates Mandatory Field Close All

View Item List

Page 1 of 1 Go to page Go

S/No	Declaration Number	HS Code	Description	Original Quantity	Balance Quantity	Transfer Quantity
1	DECIBW010319125145	90249000	- Parts and accessories	10	0	5

PREVIOUS CLOSE NEXT

5. Click **NEXT** to view the Supporting Tab Details.

VIEW OWNERSHIP TRANSFER INFORMATION

Header Items **Supporting Document**

*Indicates Mandatory Field Close All

View Supporting Documents

S/No	Document Type	Remarks	File Name
1	Document Type 1		FlightScheduleTemplate (4).xlsx

PREVIOUS **CLOSE**

Acknowledge Ownership Transfer Request

This Functionality allows the **Designated Trader** to Review and Acknowledge the Ownership Transfer Request. The Designated importer may or may not be authorized for the Warehouse.

1. Log on to ESW as General User Click **Warehouse Management >> Acknowledge Ownership Transfer Request**. The Ownership Transfer Request Search Page is displayed.


SEARCH OWNERSHIP TRANSFER REQUEST


▼ Search

Transfer Status:

Process Status:

Transfer Request Number:



Current Importer: 

Designated Importer : 

Warehouse Type: All Private Public

Warehouse Location:

Submission Date: 7 Days Month 6 Months Specific

 To 

2. Enter the required Search criteria and click **SEARCH** to view the Search results.

▼ Search Results									
<input type="button" value="Page 1 of 1"/> <input type="button" value="Go to page 1"/> <input type="button" value="Go"/>									
S.No	Transfer Request Number	Current Importer	Designated Importer	Warehouse Location	Warehouse Type	Transfer Status	Process Status	Submission Date	Version
1	BWT20190311000181	C44	C00001357	test001	Public	Submitted	Pending Designated Importer Review	11/03/2019 17:45	1
2	BWT20190311000162	C51	C44	PVTINTWarehouse	Private	Approved	Approved	11/03/2019 11:00	1
3	BWT20190311000161	C00001357	C44	test001	Public	Acknowledged	Pending Warehouse Operator Review	11/03/2019 10:52	1

3. Click the **Transfer Request Number** hyperlink to view the Ownership Transfer Header details.

VIEW OWNERSHIP TRANSFER INFORMATION

Header | Items | Supporting Document

*Indicates Mandatory Field Close All

View Ownership Transfer Information

Transfer Request Number:	BWT20190311000181
Warehouse Type:	Public
Warehouse Location:	test001
Current Importer:	C44 - Shipping Agent Company
Designated Importer :	C00001357 - M & M exporter
Transfer Reason:	Sale Goods-SALE
Current Importer Remarks:	
Version:	1
Transfer Status:	Submitted
Process Status:	Pending Designated Importer Review
Transfer Acknowledgment: *	<input type="text" value="Select"/>
Designated Importer Remarks:	<input type="text"/>

4. Select the Acknowledgement Type from the drop-down list.

Possible values are:

- **Acknowledged**

Acknowledgement also means Approved. After acknowledgment, the Transfer Request will proceed for related public BWH operator's review.

- **Amendment required**

The Transfer request is re-directed to the creator, in case of any changes.

- **Rejected**

If the Designated Importer rejects the Transfer Request, the Request flow ends.

5. Click **SUBMIT**. Upon successful validation, a success message is displayed.

VIEW OWNERSHIP TRANSFER INFORMATION

Transfer Request Number: BWT20190311000181 has been acknowledged successfully.

Header Items Supporting Document

*Indicates Mandatory Field Close All

View Ownership Transfer Information

Transfer Request Number: BWT20190311000181
Warehouse Type: Public
Warehouse Location: test001
Current Importer: C44 - Shipping Agent Company
Designated Importer : C00001357 - M & M exporter
Transfer Reason: Sale Goods-SALE
Current Importer Remarks:
Version: 1
Transfer Status: Acknowledged
Process Status: Pending Warehouse Operator Review

Designated Importer Remarks: sss
Acknowledged By: CB0001 - Customs Broker
Acknowledged Date: 18/03/2019 12:10

CLOSE NEXT

6. Click **NEXT** to view the Item Tab Details.

VIEW OWNERSHIP TRANSFER INFORMATION

Header **Items** Supporting Document


*Indicates Mandatory Field Close All

View Item List

Page 1 of 1 Go to page Go

S/No	Declaration Number	HS Code	Description	Transfer Quantity
1	DECIBW010319125145	90249000	- Parts and accessories	5

PREVIOUS CLOSE NEXT

 Click the **HS Code** Hyperlink to view the Item Details.

7. Click NEXT to view the Supporting Document Tab Details.

VIEW OWNERSHIP TRANSFER INFORMATION			
Header	Items	Supporting Document	
*Indicates Mandatory Field			Close All
View Supporting Documents			
S/No	Document Type	Remarks	File Name
1	Document Type 1		FlightScheduleTemplate (4).xlsx

PREVIOUS CLOSE

Ownership Transfer- Supporting Documents Tab



Click the **File Name** Hyperlink to download the File to your Local system.



If Transfer request is created for **Public Bonded Warehouse**, post acknowledgement the request will be reviewed by **Warehouse Operator**.

If Transfer request is created for **Private Bonded Warehouse**, acknowledgement is the last step and the flow ends.

If Transfer request is created for **Customs Warehouse**, post acknowledgement the request will be reviewed by **Warehouse Administrator**.

Review Ownership Transfer Request

This is applicable to Ownership ONLY for Public Warehouse.

1. Log on to ESW as Warehouse Operator and Click **Warehouse Management >> Review Ownership Transfer Request**. The Search Ownership Transfer Request Search Page is displayed.

SEARCH OWNERSHIP TRANSFER REQUEST

Search

Transfer Status:

Process Status:

Transfer Request Number:

Current Importer:

Designated Importer :

Warehouse Type: All Private Public

Warehouse Location:

Submission Date: 7 Days Month 6 Months Specific

To

2. Enter the required Search criteria and click **SEARCH** to view the Search results.

Search Results									
< Page 1 of 1 > Go to page 1 <input type="button" value="Go"/>									
S.No	Transfer Request Number	Current Importer	Designated Importer	Warehouse Location	Warehouse Type	Transfer Status	Process Status	Submission Date	Version
1	BWT20190311000181	C44	C00001357	test001	Public	Acknowledged	Pending Warehouse Operator Review	11/03/2019 17:45	1
2	BWT20190311000161	C00001357	C44	test001	Public	Acknowledged	Pending Warehouse Operator Review	11/03/2019 10:52	1

3. Click the **Transfer Request Number** hyperlink to view the Ownership Transfer Header details.

VIEW OWNERSHIP TRANSFER INFORMATION

Header Items Supporting Document Approval

*Indicates Mandatory Field Close All

View Ownership Transfer Information

Transfer Request Number:	BWT20190311000181
Warehouse Type:	Public
Warehouse Location:	test001
Current Importer:	C44 - Shipping Agent Company
Designated Importer :	C00001357 - M & M exporter
Transfer Reason:	Sale Goods-SALE
Current Importer Remarks:	
Version:	1
Transfer Status:	Acknowledged
Process Status:	Pending Warehouse Operator Review
Designated Importer Remarks:	sss
Acknowledged By:	CB0001 - Customs Broker
Acknowledged Date:	18/03/2019 12:10

CLOSE NEXT

4. Click on **APPROVAL** tab. The Review Information section is displayed.

VIEW OWNERSHIP TRANSFER INFORMATION

Header Items Supporting Document Approval

*Indicates Mandatory Field Close All

Review information

Review Status: *

Review Remarks:

PREVIOUS SUBMIT CLOSE CLEAR

5. Select the Review Status from the drop-down list and click **SUBMIT**.

 Remarks is mandatory for Review Status **'Rejected'** and **'Amendment Required'**.

Chapter 4

Create Missing or Destroy Transfer Request

This Functionality allows the Owner of goods to either create destroy request or for unfit or dangerous or harmful goods for human consumption or the owner can create missing request for goods which are missing.

1. Click **Warehouse Management >> Create Shortage/Destroy Request**. The Destroy Request Page is displayed.

MISSING OR DESTROY REQUEST

Header

*Indicates Mandatory Field Close All

Missing or Destroy Request

Request Type : Destroy Missing

Provisional Request Number: - Auto Generated -

Request Number: - Auto Generated -

Declaration No: *

Warehouse Location:

Importer or Exporter:

Request Reason: Force Majeure Non-Force Majeure

Options: *

Details:

SAVE SUBMIT CLOSE

2. Enter the related details.
3. Click **SAVE**. The **Header Details Save successful message** will be saved.

4. Click **ITEMS** tab. The following page will be displayed.

MISSING OR DESTROY REQUEST

Request Header details are saved successfully.

Header **Items** Supporting Document

*Indicates Mandatory Field Close All

Item List

LOAD DELETE

Page 1 of 1 Go to page 1 Go

<input type="checkbox"/>	S/No	Declaration Number	HS Code	Description	Original Quantity	Balance Quantity	Missing or Damage Quantity
PREVIOUS SAVE SUBMIT CLOSE NEXT							

5. Click **LOAD** to load the items. then Click **SAVE** to view the Item details in the view list table.

MISSING OR DESTROY REQUEST

Item details are saved successfully.

Header **Items** Supporting Document

*Indicates Mandatory Field Close All

Item List

LOAD DELETE

Page 1 of 1 Go to page 1 Go

<input type="checkbox"/>	S/No	Declaration Number	HS Code	Description	Original Quantity	Balance Quantity	Missing or Damage Quantity
<input type="checkbox"/>	1	DECIBW010319125145	90249000	- Parts and accessories	980	980	<input type="text" value="3"/>
PREVIOUS SAVE SUBMIT CLOSE NEXT							

6. Click **NEXT** to view the Supporting Document Tab Details.

MISSING OR DESTROY REQUEST

Item details are saved successfully.

Header Items **Supporting Document**

*Indicates Mandatory Field Close All

Missing or Destroy Request

<input type="checkbox"/>	S/No	Document Type	Remarks	File Name
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ADD DELETE

PREVIOUS SUBMIT CLOSE

7. Click **ADD** to add the supporting documents then click on **SAVE**.

Document Details

Document Type: *

Remarks:

+ Add

File Name: *

SAVE CANCEL

PREVIOUS SUBMIT CLOSE

Missing/Destroy Request Page- Document Details Section

MISSING OR DESTROY REQUEST

Header Items **Supporting Document**

*Indicates Mandatory Field Close All

Missing or Destroy Request

<input type="checkbox"/>	S/No	Document Type	Remarks	File Name
<input type="checkbox"/>	1	Document Type 1		FlightScheduleTemplate (4).xlsx

ADD DELETE

PREVIOUS SUBMIT CLOSE

Missing/Destroy Request Page- Document Details View List Table

8. Click **SUBMIT**. Upon successful execution, a success message is displayed.

MISSING OR DESTROY REQUEST

Request BWMD20190321000162 has been submitted successfully.

Header Items **Supporting Document**

*Indicates Mandatory Field Close All

Missing or Destroy Request

S/No	Document Type	Remarks	File Name
1	Document Type 1		FlightScheduleTemplate (4).xlsx

PREVIOUS CLOSE

Search Missing or Destroy Request

This Functionality allows the Owner of goods to search for request which are missing or to be destroyed which are unfit for human consumption.

1. Click **Warehouse Management >> Search Shortage/Destroy Request**. The following page will be displayed.

SEARCH MISSING OR DESTROY REQUEST Close All

Search Missing or Destroy Request

Request Type : All Destroy Missing

Request Status:

Request Number:

Declaration Number:

Importer or Exporter:

Warehouse Location:

Submission Date: 7 Days Month 6 Months Specific

To

SEARCH **CLEAR**

2. Enter the Search criteria and click **SEARCH**. The Search results will be displayed.

Search Results

< Page 1 of 1 > Go to page 1 Go

S.No	Request Number	Request Type	Trader Code	Trader Name	Warehouse Location	Request Status	Submission Date	Version
1	BWMD20190321000162	Destroy	C00001357	M & M exporter	test001	Pending Review	21/03/2019	1

3. Click on the Request Number hyperlink to view the details.