

ROYAL OMAN POLICE DIRECTORATE GENERL OF CUSTOMS

BAYAN- (ESW)

Bonded Warehouse Ownership Transfer and

Missing/Destroy Requests User Guide

CHAPTER 1

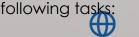
About Ownership Transfer

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





omancustoms

80080022

2 4 3 4 9 0 0 0

customs.gov.om

- 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.

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

CREATE OWNERSHIP TRAN	SFER REQUEST	
Header		
*Indicates Mandatory Field		Close All
\sim Ownership Transfer Inform	ation	
Provisional Transfer Request Number: *	- Auto Generated -	
Warehouse Type: *	Private O Public	
Warehouse Location: *	Select 🔻	
Current Importer: *	Q	
Designated Importer : *	Q	
Transfer Reason: *	Select 🔻	
Current Importer Remarks:		
	SAVE SUBMIT CLOSE	

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

CREATE	CREATE OWNERSHIP TRANSFER REQUEST								
Header de	tails are saved succes	ssfully.							
Header It	Header Items Supporting Document								
*Indicates	*Indicates Mandatory Field Close All								
\sim Item l	_ist								
LOAD	DELETE								
					- I	< Page 1 of 1 > G	io to page 1 Go		
S/No	Declaration Number	HS Code	Description	Origina	l Quantity	Balance Quantity	Transfer Quantity		
	PREVIOUS SAVE SUBMIT CLOSE NEXT								

3. Click **LOAD**. The following page is displayed.

Search Related Declaration:		×
DocumentType: *	Select •	l
SEARCH CLEAR		
\sim Search Results		
	< Page 1 of 1 > Go to page 1 Go	b
	No Records Found	
	SUBMIT CLOSE SUBMIT ALL	ļ

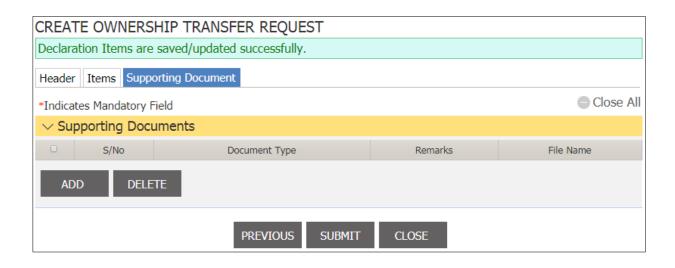
4. Select the Document Type then enter the Transfer Request Number.

Search R	elated D	eclaration:		X
Documen	tType: *		Ownership Transfer 🔻	
Transfer I	Request N	lumber: *	BWT20190307000141	
SEAR	СН	CLEAR		
\sim Sea	rch Res	sults		
			I	< Page 1 of 1 > Go to page 1 Go
	S/No	HS Code	Description	Goods Quantity
□ 1		90249000	- Parts and accessories	5
			SUBMIT CLOSE SUBMIT	ALL

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

CREATE OWNERSHIP T	REATE OWNERSHIP TRANSFER REQUEST									
Header Items Supporting D	Header Items Supporting Document									
*Indicates Mandatory Field Oclose All										
\sim Item List										
LOAD DELETE										
					<	Page 1 of 1 >	Go to page 1 Go			
S/No Declaration Number	HS Code	Descriptio	n	Original Qua	intity B	alance Quantity	Transfer Quantity			
DECIBW010319125145	<u>90249000</u>	- Parts and accessories		5	5		5			
PREVIOUS SAVE SUBMIT CLOSE NEXT										

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



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	P TRANSFER REQUEST		
Header Items Supportin	g Document		
*Indicates Mandatory Field			Close All
	ents		
S/No	Document Type	Remarks	File Name
ADD DELETE	I		
\sim Document Details			
Document Type: *	Select 🔻		
Remarks:			
	4 Add		
File Name: *			
	SAVE	ANCEL	

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

EDI	EDIT OWNERSHIP TRANSFER INFORMATION								
Sup	Supporting Documents are saved/updated successfully.								
Hea	Header Items Supporting Document								
*Ind	icates Man	datory Field		■ C	lose All				
\sim I	Edit Supp	oorting Documents							
	S/No	Document Type	Remarks	File Name					
	1	Document Type 1		FlightScheduleTemplate (4).xlsx					
	ADD DELETE								
	PREVIOUS SUBMIT CLOSE								

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

VIEW O	VIEW OWNERSHIP TRANSFER INFORMATION								
Transfer	Transfer Request Number: BWT20190311000181 has been submitted successfully.								
Header	Header Items Supporting Document								
*Indicates	s Mandatory Field			Close All					
\sim 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
\sim Search	
Transfer Status:	Select v
Process Status:	Select
Transfer Request Number:	
Current Importer:	
Designated Importer :	
Warehouse Type:	All Private Public Private Public Pu
Warehouse Location:	Select 🔹
Submission Date:	T Days O Month O 6 Months Specific
	05/03/2019 To 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.

\sim S	\sim Search Results									
	< Page 1 of 1 > Go to page 1									
S.No	<u>Transfer</u> <u>Request</u> <u>Number</u>	Current Importer	Designated Importer	Warehouse Location	Warehouse Type	Transfer Status	Process Status	<u>Submission</u> 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 TRANSF	ER INFORMATION
Header Items Supporting Docum	ent
*Indicates Mandatory Field	Close All
\sim View Ownership Transfer I	nformation
Transfer Request Number: Warehouse Type: Warehouse Location: Current Importer: Designated Importer : Transfer Reason: Current Importer Remarks: Version: Transfer Status: Process Status: Transfer Acknowledgment: * Designated Importer Remarks:	BWT20190311000181 Public test001 C44 - Shipping Agent Company C00001357 - M & M exporter Sale Goods-SALE 1 Submitted Pending Designated Importer Review Select •
	SUBMIT CLOSE NEXT

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

VIE\	VIEW OWNERSHIP TRANSFER INFORMATION							
Head	Header Items Supporting Document							
*Ind	*Indicates Mandatory Field Close All							
\sim \	/iew Item List							
				I	< Page 1 of 1 > G	o to page 1 Go		
S/No	Declaration Number	HS Code	Description	Original Quantity	Balance Quantity	Transfer Quantity		
1	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		
\sim 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.

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

SEARCH OWNERSHIP TI	· · ·
√ Search	
Transfer Status:	Select
Process Status:	Select
Transfer Request Number:	
Current Importer:	
Designated Importer :	
Warehouse Type:	Ill Private Public
Warehouse Location:	Select v
Submission Date:	T Days Month 6 Months Specific
	08/03/2019 To 14/03/2019
	SEARCH CLEAR

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

~ 5	✓ Search Results									
	< Page 1 of 1 > Go to page 1 Go									
S.No	<u>Transfer</u> <u>Request</u> <u>Number</u>	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 Docur	nent				
*Indicates Mandatory Field		Close All			
\sim View Ownership Transfer	Information				
Transfer Request Number: Warehouse Type: Warehouse Location: Current Importer: Designated Importer : Transfer Reason: Current Importer Remarks: Version: Transfer Status: Process Status: Transfer Acknowledgment: *	BWT20190311000181 Public test001 C44 - Shipping Agent Company C00001357 - M & M exporter Sale Goods-SALE 1 Submitted Pending Designated Importer Review Select				
Designated Importer Remarks:					
	SUBMIT CLOSE NEXT				

4. Select the Acknowledgement Type from the dropdown 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 **SUMBIT**. Upon successful validation, a success message is displayed.

VIEW OWNERSHIP TRANSP	FER INFORMATION	
Transfer Request Number: BWT2	0190311000181 has been acknowledged successfully.	
Header Items Supporting Docum	nent	
*Indicates Mandatory Field	•	Close All
\sim View Ownership Transfer I	Information	
Transfer Request Number: Warehouse Type: Warehouse Location: Current Importer: Designated Importer : Transfer Reason: Current Importer Remarks: Version: Transfer Status: Process Status:	BWT20190311000181 Public test001 C44 - Shipping Agent Company C00001357 - M & M exporter Sale Goods-SALE 1 Acknowledged Pending Warehouse Operator Review	
Designated Importer Remarks: Acknowledged By: Acknowledged Date:	sss CB0001 - Customs Broker 18/03/2019 12:10	
	CLOSE NEXT	

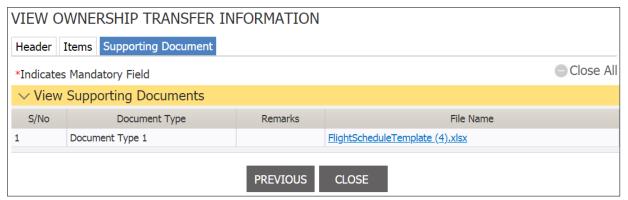
6. Click **NEXT** to view the Item Tab Details.

@

VIEW OWNE	IEW OWNERSHIP TRANSFER INFORMATION						
Header Items	Supporting Document						
*Indicates Manda	*Indicates Mandatory Field Close All						
\sim View Item	View Item List						
					< Page 1 of 1 >	Go to page 1 Go	
S/No	Declaration Number		HS Code		Description	Transfer Quantity	
1	DECIBW010319125145	<u>90249000</u>			- Parts and accessories	5	
	_						
		PREVIOUS	CLOSE		NEXT		

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

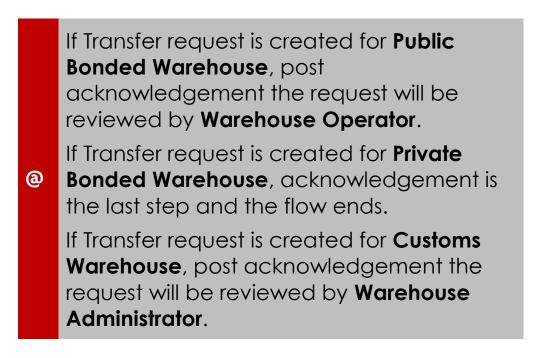
7. Click NEXT to view the Supporting Document Tab Details.



Ownership Transfer- Supporting Documents Tab

@

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



Review Ownership Transfer Request

This is applicable to Ownership ONLY for Public Warehouse.

 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 TRAN	ISFER REQUEST
\sim Search	
Transfer Status:	Select v
Process Status:	Select •
Transfer Request Number:	
Current Importer:	
Designated Importer :	
Warehouse Type:	Ill Private Public
Warehouse Location:	Select v
Submission Date:	$^{\odot}$ 7 Days $^{\bigcirc}$ Month $^{\bigcirc}$ 6 Months $^{\bigcirc}$ Specific
	02/04/2019 To 08/04/2019
	SEARCH CLEAR

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

~ 5	✓ Search Results								
	< Page 1 of 1 > Go to page 1 Go								Go
S.No	<u>Transfer</u> <u>Request</u> <u>Number</u>	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 TRANS	FER INFORMATION	
Header Items Supporting Docu	ment Approval	
*Indicates Mandatory Field		Close All
\sim 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 TRA	NSFER INF	ORMATION	1		
Header Items Supporting D	ocument App	roval			
*Indicates Mandatory Field					Close /
\sim Review information					
Review Status: *	Select	•			
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	
*Indicates Mandatory Field	juest	Close All
Request Type : Provisional Request Number: Request Number: Declaration No: * Warehouse Location: Importer or Exporter:	 Destroy Missing Auto Generated - Auto Generated - 	
Request Reason: Options: * Details:	Force Majeure Non-Force Majeure Select	
	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
\sim Item List	
LOAD DELETE	
	< Page 1 of 1 > Go to page 1 Go
S/No Declaration Number HS Code Description O	riginal Quantity Balance Quantity Missing or Damage Quantity
PREVIOUS SAVE S	SUBMIT CLOSE NEXT

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

MISSI	MISSING OR DESTROY REQUEST								
	Item details are saved successfully.								
Header	Header Items Supporting Document								
*Indica	tes Mandatory Field						Close All		
\sim Ite	m List								
LOA	AD DELETE								
					I	< Page 1 of 1 >	Go to page 1 Go		
S/No	Declaration Number	HS Code	Descriptio	'n	Original Quantity	Balance Quantity	Missing or Damage Quantity		
0 1	1 DECIBW010319125145 90249000 - Parts and accessories 980 980 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 Fiel	d		Close All						
\sim Missing or Destroy	Request								
S/No	S/No Document Type Remarks File Name								
ADD DELETE									
	PREVIOUS	SUBMIT CLOSE							

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

✓ Document Details	
Document Type: *	Select •
Remarks:	
	4 Add
File Name: *	
	SAVE CANCEL
	PREVIOUS SUBMIT CLOSE

Missing/Destroy Request Page- Document Details Section

MIS	MISSING OR DESTROY REQUEST								
Hea	der Items	Supporting Document							
*Ind	licates Man	datory Field			Close All				
\sim	Missing o	r Destroy Request							
	S/No	Document Type	Remarks	File Name					
	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	MISSING OR DESTROY REQUEST									
Request E	Request BWMD20190321000162 has been submitted successfully.									
Header 1	Header Items Supporting Document									
*Indicates	Mandatory Field			Close All						
✓ Missii	ng or Destroy Request									
S/No	Document Type	Remarks	File Name							
1	Document Type 1		FlightScheduleTemplate (4).xlsx							
		PREVIOUS	CLOSE							
		TREVIOUS								

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.

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

SEARCH MISSING OR DEST	ROY REQUEST	Close All			
\sim Search Missing or Destroy Request					
Request Type :	● All ○ Destroy ○ Missing				
Request Status:	Select				
Request Number:					
Declaration Number:					
Importer or Exporter:	Q				
Warehouse Location:	Select				
Submission Date:	$^{\odot}$ 7 Days $^{\bigcirc}$ Month $^{\bigcirc}$ 6 Months $^{\bigcirc}$ Specific				
	15/03/2019 To 21/03/2019				
	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	<u>Request</u> <u>Number</u>	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.