



*ROYAL OMAN POLICE  
DIRECTORATE  
GENERAL OF CUSTOMS*

## **Bayan - ICMS Declaration User Guide**



[customs.gov.om](http://customs.gov.om)



[omancustoms](https://twitter.com/omancustoms)



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# CHAPTER 1

## About this Guide

The purpose of this user guide aims at explaining the steps required for Customs Declaration.

### **Purpose and Audience**

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#### **Purpose**

This module helps the Declaration Officer to perform the following tasks:

- Search Free Declaration
- Create Free Declaration
- Create Declaration
- Search Declaration
- Create Amend Request
- Create Temporary Import Export Request
- Search Temporary Import Export Request
- Create Cancellation Request
- Search Cancellation Request
- Create Shortage Request
- Search Shortage Request

- Create BOL De-consolidation Request
- Search BOL De-consolidation Request

## **Audience**

- Declaration Officer

## Chapter 2

### INTRODUCTION

In the last decades, Customs administrations have been developing automated systems with a view to improving trade facilitation and to pursuing effectively their objectives of revenue collection, social protection, and the provision of data and intelligence to government in support of management and policy decisions. These initiatives have gone hand in hand with programs to modernize Customs and border management, leading to simplification of trade processes and more effective Customs administration overall.

The Omani Customs recognizes that the most important key for the international competitiveness is to shorten the time to release imports into Oman. Thus, drastic change and modernization of the Customs Clearance System is critical for the progress of the Omani economy and for the improvement of the total logistics system of Oman, which can be achieved by having all stakeholders to work under one umbrella known as single window.

Single Window is a platform that is government mandated and allow for the submission of information to fulfill regulatory requirements between economic operators and government authorities. A Single Window is a single-entry point for data, and data should only be submitted once.

Bayan is a single window system allows parties involved in trade and transport to lodge standardized information and documents with a

single-entry point to fulfil all import, export and transit-related regulatory requirements.

Bayan System is an important trade facilitation tool. The WTO Trade Facilitation Agreement encourages all its members to set up a Single Window. (Article 10.4). The International Chamber of Commerce Custom Guidelines 2012 also support the use of a national Single Window and the WCO developed guidelines on how to set up a Single Window.

If implemented effectively, a Single Window project can achieve the following benefits.

- **For the government** as a whole: increase in government revenue, enhanced compliance with rules, improved efficiency in resource allocation, better trade statistics,
- **For economic operators**, such as traders: faster clearance times, a more transparent and predictable process and less bureaucracy,
- **For an administration** such as Customs: improved staff productivity through the upgraded infrastructure, increase in customs revenue, a more structured and controlled working environment, and enhanced professionalism,
- **For the national economy** as a whole: improved transparency and governance and reduced corruption, due to fewer opportunities for physical interaction.

Bayan business processes are a collection of related and structured activities designed to achieve the one-time presentation of information by trade and transport actors. These processes also include reverse flows of information, from government agencies to businesses.

# CHAPTER 3

## Declaration

### Role: CUSTOMS BROKER

This module allows you to perform the following:

#### 1. Search Free Declaration

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.

#### SEARCH FREE DECLARATION REQUEST

\*Indicates Mandatory Field

Search

Free Declaration Request No:

Declaration Number:

Declaration Type:

Status:

Effective MultiUse Indicator:  Yes  No

Request Submission Date:  To Date

Effective Date:  To Date

2. Enter the search criteria then click on **Search**.

Search Results									
S/No	<a href="#">Free Declaration Request No</a>	Version	Request Submission Date	Declaration Type	Declaration Number	Effective From Date	Effective To Date	Effective MultiUse Indicator	Status
1	<a href="#">FREDEC051118000061</a>	1	05/11/2018	Importation		05/11/2018	06/11/2018	No	Expired
2	<a href="#">FREDEC051118000062</a>	1	05/11/2018	Importation	DECIOT081118021170 DECIOT051118021162	05/11/2018	25/11/2020	Yes	Active
3	<a href="#">FREDEC081118000064</a>	1	08/11/2018	Importation		08/11/2018	30/11/2037	Yes	Active
4	<a href="#">FREDEC090719000202</a>	1		Importation					Draft

### 3. Click on the **Free Declaration Request No.** link to view its details.

#### VIEW FREE DECLARATION REQUEST

\*Indicates Mandatory Field

Header Documents Review

Header

Free Declaration Request No:	FREDEC051118000061
Declaration Type: *	Importation
Importer Registration Number: *	شركة حسنكو الغير عالمية-C1420
Reason: *	ddfs
MultiUse Request: *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Request Date Range: *	05/11/2018 To Date 06/11/2018

CANCEL NEXT

4. Click on the related tabs to view their details else click on Cancel to go back to the Search results.

## 2. Create Free Declaration

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.

#### CREATE FREE DECLARATION REQUEST

\*Indicates Mandatory Field

Header

Header

Declaration Type: *	Select
Reason: *	
MultiUse Request: *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Request Date Range: *	dd/MM/yyyy To Date dd/MM/yyyy

SAVE SUBMIT

2. Enter the related details then click on **Save**.

Free Declaration Request saved successfully FREDEC100719000204

### CREATE FREE DECLARATION REQUEST

\*Indicates Mandatory Field

Header Documents

Header

Free Declaration Request No: FREDEC100719000204

Declaration Type: \* Importation

Importer Registration Number: \* C00003033

Reason: \* Multiple use

MultiUse Request: \*  Yes  No

Request Date Range: \* 10/07/2019 To Date 31/07/2026

SAVE SUBMIT NEXT

3. Click on the **Documents** tab.

Free Declaration Request saved successfully FREDEC100719000204

### 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

PREVIOUS SAVE SUBMIT

4. Make the necessary updated then click on **Add**.



Free Declaration Request Documents saved successfully

### CREATE FREE DECLARATION REQUEST

\*Indicates Mandatory Field

Header Documents

Supporting Documents

< Page 1 of 1 > Go to page  Go

<input type="checkbox"/>	File Name ▲	Remarks
<input type="checkbox"/>	<a href="#">2aa601beb78354d1f874a696ddb3e70.jpg</a>	Document

Documents

Remarks: \*

+ Add

File Name:

ADD DELETE

PREVIOUS SAVE SUBMIT

5. Click on **Submit**.

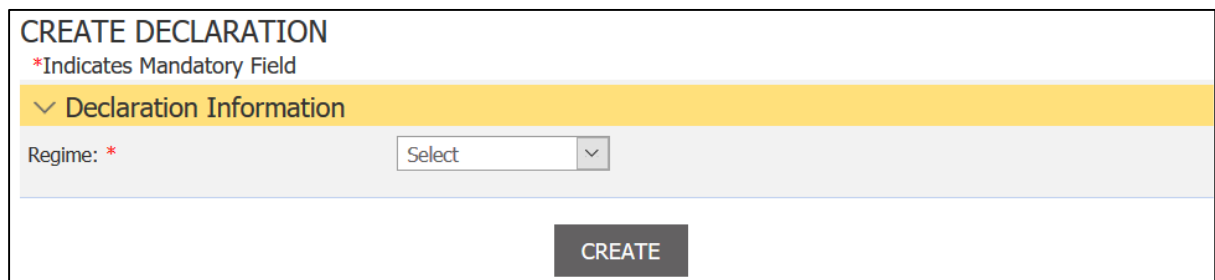
Free Declaration Request submitted successfully FREDEC100719000204

## 3. Create

### 3.1.1 Import Declaration

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.



CREATE DECLARATION  
\*Indicates Mandatory Field

▼ Declaration Information

Regime: \*

CREATE

#### Regimes:

@

- Importation
- Exportation
- Transit
- Shipment

2. Select the **Regime** from the drop down menu.

**CREATE DECLARATION**  
 \*Indicates Mandatory Field

▼ Declaration Information

Regime: \* Importation

Declaration Type: \* Select

Shortage Declaration: \* No

Statistical Declaration: \* No

**CREATE**

3. Select the Document type from the drop down list then click on **Create**.

**CREATE DECLARATION**

Header

\*Indicates Mandatory Field Close All

▼ Declaration Information

Regime: Importation

Declaration Type: Import

Shortage Declaration: No

Statistical Declaration: No

Provisional Declaration Number: - Auto Generated -

Initial Entry Port Type: \* Select

Initial Port of Entry: \* Select

Entry Port Type: \* Select

Port of Entry: \* Select

Require inspection at premises?:  Yes  No

Remarks:

**SAVE**

**CANCEL** **NEXT**

4. Enter the related details then click on **Save**.



- If you have **Transport Document**, then select “**Normal**” else select Coastal Declaration.

CREATE DECLARATION

Goods Declaration: DPIMP100719045085 has been saved successfully.

Header Party Transport Document Invoice Item Documents Charges Summary

5. Click on the **Party** tab.

CREATE DECLARATION

Header Party Transport Document Invoice Item Documents Charges Summary

\*Indicates Mandatory Field Close All

+Please make sure used airway bill belongs to this trader

▼ Declarant

Declarant: TAMERCO1 - TAMER  
[TAMER.CO](#)

▼ Importer

Importer Registration Number: \*

Importer Name: \*

6. Enter the related details then click on **Save**.

**CREATE DECLARATION**

Party: TAMER CO has been saved successfully.

Header Party Transport Document Invoice Item Documents Charges Summary


\*Indicates Mandatory Field Close All

+Please make sure used airway bill belongs to this trader

▼ Declarant

Declarant: TAMERCO1 - TAMER  
[TAMER CO](#)

▼ Importer

Importer Registration Number: \*  

Importer Name: \*

**SAVE**

**PREVIOUS SUBMIT CANCEL NEXT**

7. Click on **Transport Document** Tab.

Header	Party	Transport Document	Invoice	Item	Documents	Charges	Summary
*Indicates Mandatory Field							Close All
<div style="background-color: #FFD700; padding: 2px;"> <span>▼ Transport Document Details</span> </div>							
Transport Document Type:	<input type="text" value="Select"/>		Transport Document Date:	<input type="text" value="dd/MM/yyyy"/>			
Transport Document No:	<input type="text"/>		Bill of Lading is Direct or Indirect:	<input type="text" value="Direct"/>			
Gross Weight:	<input type="text"/> KG		Total Quantity:	<input type="text" value="Select"/>			
Estimated Time of Arrival:	<input type="text"/>		Transport Mode:	<input type="text" value="Select"/>			
Conveyance Number:	<input type="text"/>		Imported From: *	<input type="text" value="Select"/>			
<div style="background-color: #FFD700; padding: 2px;"> <span>▼ Consignor/Consignee</span> </div>							
Consignor Name:	<input type="text"/>						
Consignee Name:	<input type="text"/>						
<div style="background-color: #333; color: white; padding: 5px; display: inline-block;">SAVE</div>							
<div style="background-color: #FFD700; padding: 2px;"> <span>▼ Container List</span> </div>							
<div style="background-color: #333; color: white; padding: 2px 10px; display: inline-block;">ADD</div>		<div style="background-color: #333; color: white; padding: 2px 10px; display: inline-block;">DELETE</div>					
						<span>&lt; Page 1 of 1 &gt;</span>	<span>Go to page <input type="text" value="1"/> Go</span>
<input type="checkbox"/>	S/No	Unique Number	Container Number	Container Code	Load Status	Gross Weight (KG)	
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="background-color: #333; color: white; padding: 5px 15px;">PREVIOUS</div> <div style="background-color: #333; color: white; padding: 5px 15px;">SUBMIT</div> <div style="background-color: #333; color: white; padding: 5px 15px;">CANCEL</div> <div style="background-color: #333; color: white; padding: 5px 15px;">NEXT</div> </div>							

8. Enter the related details then click on **Save**.

Header	Party	Transport Document	Invoice	Item	Documents	Charges	Summary
<div style="background-color: #90EE90; padding: 5px; border: 1px solid green;"> <b>Bill Of Lading: has been saved successfully.</b> </div>							
<b>WARNING: Please ensure that the Transport Document Date provided in the BAYAN system and the original Transport Document (hard copy) are matching. If any discrepancy, please contact the Shipping Agent.</b>							

9. Click on the **Invoice** tab.

**CREATE DECLARATION**

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

\*Indicates Mandatory Field Close All

Invoice List

ADD DELETE

Page 1 of 1 Go to page 1 Go

<input type="checkbox"/>	S/No	Unique Number	Invoice Number	Invoice Date	Term Type	Total CIF Amount (OMR)
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PREVIOUS SUBMIT CANCEL NEXT

10. Click on **Add**.

**CREATE DECLARATION**

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

\*Indicates Mandatory Field Close All

Invoice Details

Unique Number: 1

Invoice Number: \*  Invoice Date: \*

Term Type: \*

Net Weight: \*  KG Gross Weight: \*  KG

Package Quantity: \*  Original and attested Invoice: \*  Yes  No

UCR Reference Number:

Invoice Type	Charge %	Amount	Currency	Exchange Rate	Amount(OMR)
Invoice Amount *		<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
Freight:		<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
Insurance:		<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
				Total CIF Amount (OMR)	<input type="text"/>

SAVE NEW VIEW LIST

PREVIOUS SUBMIT CANCEL NEXT

11. Enter the related details then click on **Save**.

CREATE DECLARATION

Invoice: 1-345345435 has been created successfully.

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

12. Click on the **Items** tab.

CREATE DECLARATION

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

\*Indicates Mandatory Field  
 +Please ensure that the downloaded template is modified in MS Excel 2010 or later version.  
 +If a specific Brand, Model or Vehicle category is not available, please contact Customs. Once its confirmed that the details are registered in Bayan, please download the template again. Close All

Item List

ADD ADD/LOAD ITEM [\(Download Vehicle Template\)](#) [\(Download Normal Item Template\)](#)

UPLOAD VEHICLE ITEMS UPLOAD NORMAL ITEMS

< Page 1 of 1 > Go to page  Go

<input type="checkbox"/>	S/No	Unique Number	HS Code	Description	Gross Weight (KG)	Net Weight (KG)	Declared Value	Total CIF Amount (OMR)	Amount Calculated(OMR)	Rate (%)	Exemption Type	Chassis Number
--------------------------	------	---------------	---------	-------------	-------------------	-----------------	----------------	------------------------	------------------------	----------	----------------	----------------

PREVIOUS SUBMIT CANCEL NEXT

13. Click on **Add**.



\*Indicates Mandatory Field


+Please ensure that the downloaded template is modified in MS Excel 2010 or later version.

+If a specific Brand, Model or Vehicle category is not available, please contact Customs. Once its confirmed that the details are registered in Bayan, please download the template again.

Close All


Item Details


Unique Number: 1


HS Code: \*  

Description: \*

Additional Description:

Country of Origin: \*  


Invoice Number: \*  


Item Condition: \*  

is the COO Certificate Original and attested?:  Original  Non-original  No COO

Is Containerized :  Yes  No

Goods Quantity

Goods Quantity: \*   

Package Quantity:   

Net Weight: \*  KG

Gross Weight: \*  KG

Declared Value

Invoice Type	Amount	Currency	Amount(OMR)
Item Value *	<input type="text"/>	Select <input type="button" value="v"/>	<input type="text"/>
Freight	<input type="text"/>	Select <input type="button" value="v"/>	<input type="text"/>
Insurance	<input type="text"/>	Select <input type="button" value="v"/>	<input type="text"/>
<b>Total CIF Amount (OMR)</b>			<input type="text"/>

Unit Price:  OMR  
 Unit Duties:  OMR

Exemption Code

Exemption Code:  Select

Duties

Preferential tariff:  Select

Duty Type	Rate (%)	Amount (OMR)	Protection Fee Rate (%)	Protection Fee (OMR)	Amount Calculated(OMR)	Amount Payable(OMR)
-----------	----------	--------------	-------------------------	----------------------	------------------------	---------------------

Container List

Container List:

List of Items	Selected Items
<input type="text"/>	<input type="text"/>

14. Enter the related details then click on **Save**.

CREATE DECLARATION

Item: 1-73052000 has been created successfully.

15. Click on the **Documents** tab.

CREATE DECLARATION

Header Party Transport Document Invoice Item Documents Charges Summary

\*Indicates Mandatory Field Close All

Supporting Documents

ADD DELETE

< Page 1 of 1 > Go to page 1 Go

<input type="checkbox"/>	S/No	Unique Number	DocumentType	Remarks	File Name
--------------------------	------	---------------	--------------	---------	-----------

PREVIOUS SUBMIT CANCEL NEXT

16. Click on **Add**.

CREATE DECLARATION

Header Party Transport Document Invoice Item Documents Charges Summary

\*Indicates Mandatory Field Close All

Document Details

Unique Number: 1

DocumentType: \*

Remarks:

File Name: \*

+ Add

SAVE CANCEL

PREVIOUS SUBMIT CANCEL NEXT

17. Upload the documents then click on **Save**.

CREATE DECLARATION

Documents has been uploaded successfully.

Header Party Transport Document Invoice Item Documents Charges Summary

\*Indicates Mandatory Field Close All

Supporting Documents

ADD DELETE

Page 1 of 1 Go to page  Go

<input type="checkbox"/>	S/No	Unique Number	DocumentType	Remarks	File Name
<input type="checkbox"/>	1	1	Certificate of Analysis		<a href="#">2aa601beb78354d1f874a696ddba3e70.jpg</a>

PREVIOUS SUBMIT CANCEL NEXT

18. Click on the **Charges** tab.

CREATE DECLARATION

Header Party Transport Document Invoice Item Documents Charges Summary

\*Indicates Mandatory Field Close All

Charges

ADD DELETE

<input type="checkbox"/>	S/No	Unique Number	Charge Type	Amount(OMR)	Quantity	Total Amount(OMR)	Remarks
--------------------------	------	---------------	-------------	-------------	----------	-------------------	---------

PREVIOUS SUBMIT CANCEL NEXT

19. Click on **Add**.

CREATE DECLARATION

Header Party Transport Document Invoice Item Documents Charges Summary

\*Indicates Mandatory Field Close All

▼ Charge Detail

Unique Number: 1

Charge Type: \*

Amount(OMR): \*

Unit: \*

Total Amount(OMR): \*

Remarks:

SAVE NEW VIEW LIST

PREVIOUS SUBMIT CANCEL NEXT

20. Enter the related details then click on **Save**.

CREATE DECLARATION

Charges: has been created successfully.

Header Party Transport Document Invoice Item Documents Charges Summary

21. Click on the **Summary** tab.

## CREATE DECLARATION

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

Close All

### Summary

Provisional Declaration Number:	DPIMP100719045085	Declaration Number:	
Version:	1	Declaration Status:	Draft
Processing Status:		Created Date:	10/07/2019 21:46
Created By:	TAMERCO1 - TAMER	Last Update Date:	10/07/2019 21:46
Updated By:	TAMERCO1 - TAMER	Total Amount Payable:	200.000 (OMR) (includes unpaid charges)
Number of Items:	1	Number of Containers:	0
Total Invoice Value:	100.000 (OMR)	Total Item Value:	0.000 (OMR)
Total Net Weight (KG):	100.000	Total Gross Weight (KG):	100.000
Custom Broker:	TAMERCO1-TAMER		

### Customs Duties And Charges

Total Exempted Duties:	0.000 (OMR)
Total Duties Payable:	0.000 (OMR)
Total Charges Payable:	200.000 (OMR)

Note:- System won't display charges in draft, if user want to know how much charges are applied before submit, user has to click on "Compute Fees" button to know the applicable charges.

**COMPUTE FEES**

### Guarantee

Is single use guarantee ?:

Guarantee Number:

Guarantee Mode:

Guarantee Amount:

Balance Guarantee Amount:

Refundable Document Guarantee Amount: 0.000 (OMR)

S/No	<a href="#">Guarantee Request No.</a>	Guarantee Reference No.	Guarantee Category	Guarantee Mode	Expiry Date	Purpose	Status
------	---------------------------------------	-------------------------	--------------------	----------------	-------------	---------	--------

No Records Found

### Inspection Summary

S/No	Inspection Type	Inspection Result	Date of Inspection	Inspection End	External Remarks	Coordinator Name
------	-----------------	-------------------	--------------------	----------------	------------------	------------------

No Records Found

### GCA Inspection Summary

S/No	GCA Name	GCA Department	Inspection Result	Date of Inspection	GCA Inspection Officer	GCA Item Status
------	----------	----------------	-------------------	--------------------	------------------------	-----------------

No Records Found

### Related Ownership Transfer Request

S/No	Transfer Request Number	Version	Current Importer	Designated Importer
------	-------------------------	---------	------------------	---------------------

No Records Found

### GCA Declaration Adhoc Approval Results

< Page 1 of 1 > Go to page  Go

S/No	HS Code	Description	Gross Weight (KG)	Net Weight (KG)	Total CIF Amount (OMR)	Status
------	---------	-------------	-------------------	-----------------	------------------------	--------

No Records Found

PREVIOUS

SUBMIT

CANCEL

## 22. Click on **Submit**.

Do you want to submit Declaration?

\*  I/We, Importer/Clearing Agent hereby declare that all information and documents submitted are true and complete. I/We will bear any legal responsibility if the above informations are not true.

Note: System will consider currency exchange rate at declaration submission time of 1st version. But for export declaration with makasa system will consider exchange rate at import time.

Note: Exact usage and service charges will calculate based on declaration Submission.

## 23. Tick inside the box then click on **Yes**.

SEARCH DECLARATION

Declaration Number: DECIMP100719022453 has been submitted successfully.

## 24. Go to the bottom of the page.

Container List

Container List:

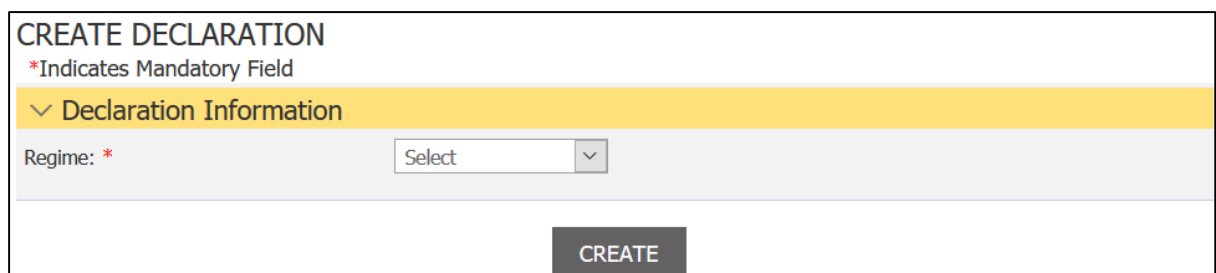
Options:

## 25. Click on **Print** to print the exemption else click on **Close** to go back to the search page.

## 3.1.2 Re-import Declaration

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.



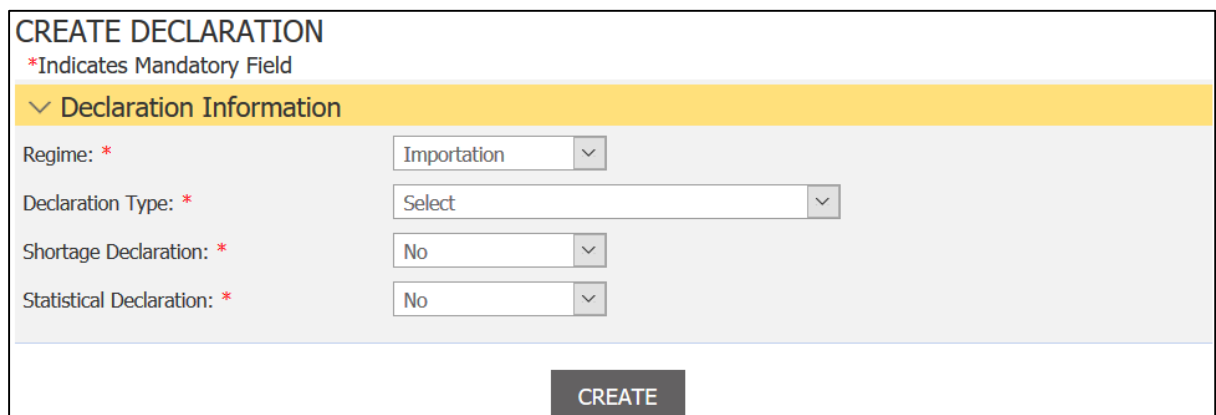
CREATE DECLARATION  
\*Indicates Mandatory Field

▼ Declaration Information

Regime: \*

CREATE

2. Select the Regime (**Importation**) from the drop down menu.



CREATE DECLARATION  
\*Indicates Mandatory Field

▼ Declaration Information

Regime: \*

Declaration Type: \*

Shortage Declaration: \*

Statistical Declaration: \*

CREATE

3. Select the **Document type** from the drop down list then click on **Create**.



**CREATE DECLARATION**

Header

\*Indicates Mandatory Field Close All

▼ Declaration Information

Regime:	Importation
Declaration Type:	Re-Import
Shortage Declaration:	No
Statistical Declaration:	No
Provisional Declaration Number:	- Auto Generated -
Entry Port Type: *	Select ▼
Port of Entry: *	Select ▼
Require inspection at premises?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remarks:	<input type="text"/>

**SAVE**

**CANCEL**   **NEXT**

4. Enter the related details then click on **Save**.

### CREATE DECLARATION

Goods Declaration: DPREI100719045086 has been saved successfully.

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

\*Indicates Mandatory Field Close All

**Declaration Information**

Regime: Importation  
 Declaration Type: Re-Import  
 Shortage Declaration: No  
 Statistical Declaration: No  
 Provisional Declaration Number: DPREI100719045086  
 Declaration Status: Draft  
 Entry Port Type: \* Sea-S  
 Port of Entry: \* Sohar Port - OMSOH  
 Bill of Lading Processing Type: \* Coastal Declaration  
 Require inspection at premises?:  Yes  No

Remarks:

**SAVE**

**SUBMIT CANCEL NEXT**

5. Fill in the mandatory details then go to **Item** Tab.

### CREATE DECLARATION

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

\*Indicates Mandatory Field Close All

+Please ensure that the downloaded template is modified in MS Excel 2010 or later version.  
 +If a specific Brand, Model or Vehicle category is not available, please contact Customs. Once its confirmed that the details are registered in Bayan, please download the template again.

**Item List**

**ADD/LOAD ITEM** ([Download Vehicle Template](#)) ([Download Normal Item Template](#))

**UPLOAD VEHICLE ITEMS** **UPLOAD NORMAL ITEMS**

< Page 1 of 1 > Go to page  **Go**

<input type="checkbox"/>	S/No	Unique Number	HS Code	Description	Gross Weight (KG)	Net Weight (KG)	Declared Value	Total CIF Amount (OMR)	Amount Calculated(OMR)	Rate (%)	Exemption Type	Chassis Number
<b>PREVIOUS SUBMIT CANCEL NEXT</b>												

## 6. Click on **Upload Item**.

Please choose option "Yes", if items need to be loaded from Bayan declaration. Please choose option "No", if the reference declaration is done outside of Bayan

## 7. Click on **Yes**.

Search Related Declaration: ✕

Declaration Reference Type: \*  ▾

Related Declaration Number: \*

Chassis Number:

Atleast one dutiable item is required for Statistical Re-export with Makasa:

## 8. Select **Declaration Ref Type** from the drop down list.

Search Related Declaration: ✕

Declaration Reference Type: \*  ▾

Related Declaration Number: \*

Chassis Number:

Atleast one dutiable item is required for Statistical Re-export with Makasa:

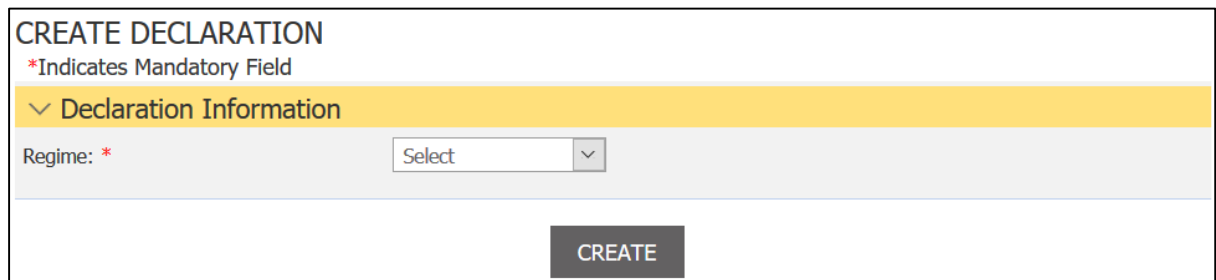
- Select
- Temporary Export Document Number
- Export
- Re-export

## 9. Select the ref then enter the declaration no. and click on **Search** then click on the declaration no. link then click on **Save** and proceed with submission.

### 3.1.3 Import Declaration Others

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.



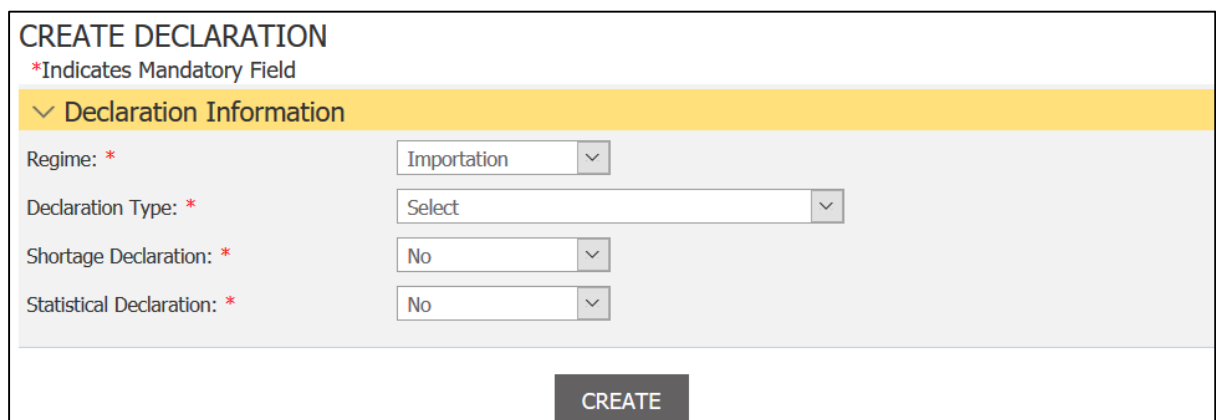
CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

CREATE

2. Select the Regime (**Importation**) from the drop down menu.



CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

Declaration Type: \*

Shortage Declaration: \*

Statistical Declaration: \*

CREATE

3. Select the **Declaration type Import Others** from the drop down list then click on **Create**.

**CREATE DECLARATION**

Header

\*Indicates Mandatory Field Close All

**Declaration Information**

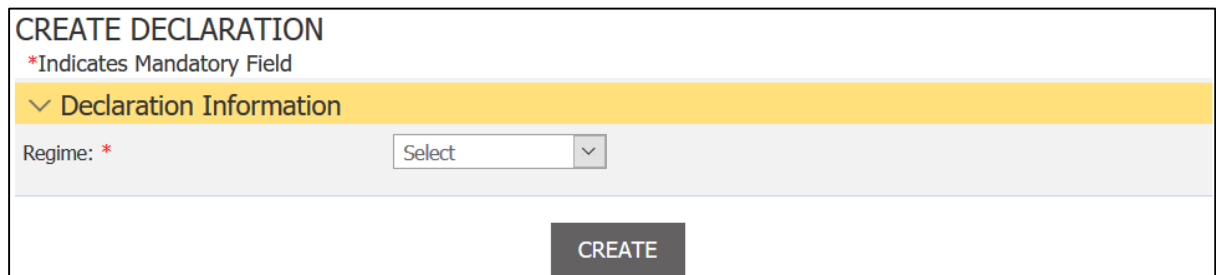
Regime:	Importation
Declaration Type:	Import Others
Shortage Declaration:	No
Statistical Declaration:	No
Provisional Declaration Number:	- Auto Generated -
Entry Port Type: *	Select <input type="button" value="v"/>
Port of Entry: *	Select <input type="button" value="v"/>
Free Declaration Request No: *	<input type="text"/>
Require inspection at premises?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remarks:	<input type="text"/>

4. Enter the related details then click on **Save** then proceed with submission.

### 3.1.4 Import for Re-export

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.



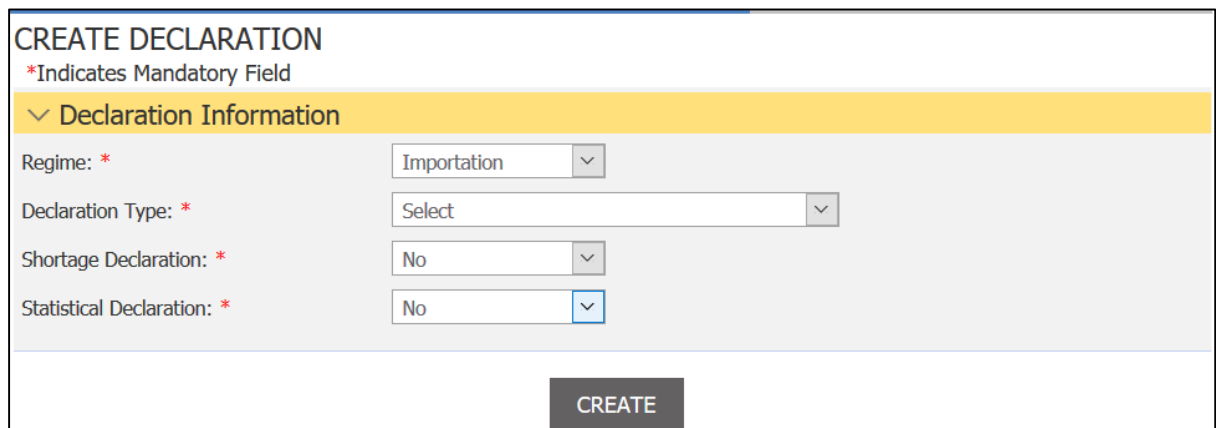
CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

CREATE

2. Select the Regime (**Importation**) from the drop down menu.



CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

Declaration Type: \*

Shortage Declaration: \*

Statistical Declaration: \*

CREATE

3. Select the **Declaration Type** from the drop down list then click on **Create**.

**CREATE DECLARATION**

Header

\*Indicates Mandatory Field Close All

**Declaration Information**

Regime: Importation  
 Declaration Type: Import for Re-export  
 Shortage Declaration: No  
 Statistical Declaration: No  
 Provisional Declaration Number: - Auto Generated -  
 Entry Port Type: \*   
 Port of Entry: \*   
 Require inspection at premises?:  Yes  No  
 Remarks:

**SAVE**

**CANCEL** **NEXT**

4. Enter the related details then click on **Save**.

**CREATE DECLARATION**

Goods Declaration: DPIRE100719045087 has been saved successfully.

Header Party Transport Document Invoice Item Documents Guarantee Charges Summary

\*Indicates Mandatory Field Close All

**Declaration Information**

Regime: Importation  
 Declaration Type: Import for Re-export  
 Shortage Declaration: No  
 Statistical Declaration: No  
 Provisional Declaration Number: DPIRE100719045087  
 Declaration Status: Draft  
 Entry Port Type: \*   
 Port of Entry: \*   
 Bill of Lading Processing Type: \*   
 Require inspection at premises?:  Yes  No  
 Remarks:

**SAVE**

**SUBMIT** **CANCEL** **NEXT**

5. Fill in the mandatory details then go to **Guarantee** Tab.

CREATE DECLARATION

Header Party Transport Document Invoice Item Documents **Guarantee** Charges Summary

\*Indicates Mandatory Field Close All

▼ **Guarantee Details**

Is single use guarantee?: \*  Yes  No

Guarantee Number: \*

Guarantee Type:

Balance Guarantee Amount:  (OMR)

**SAVE**

**PREVIOUS** **SUBMIT** **CANCEL** **NEXT**

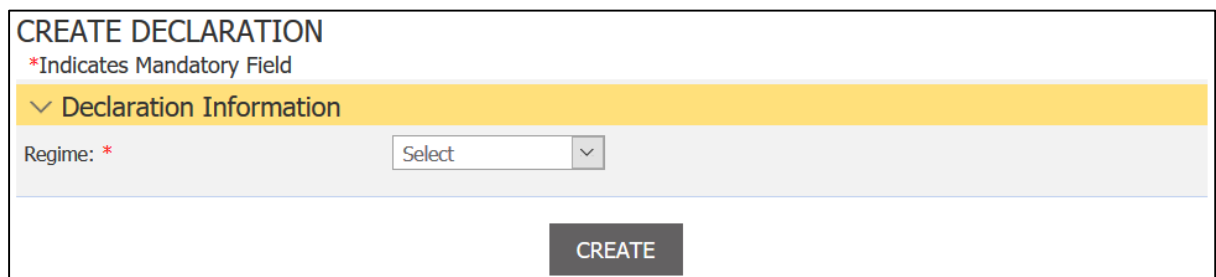
6. Enter the related details then click on **Save** and proceed with submission.



### 3.1.5 Temporary Import Declaration

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.



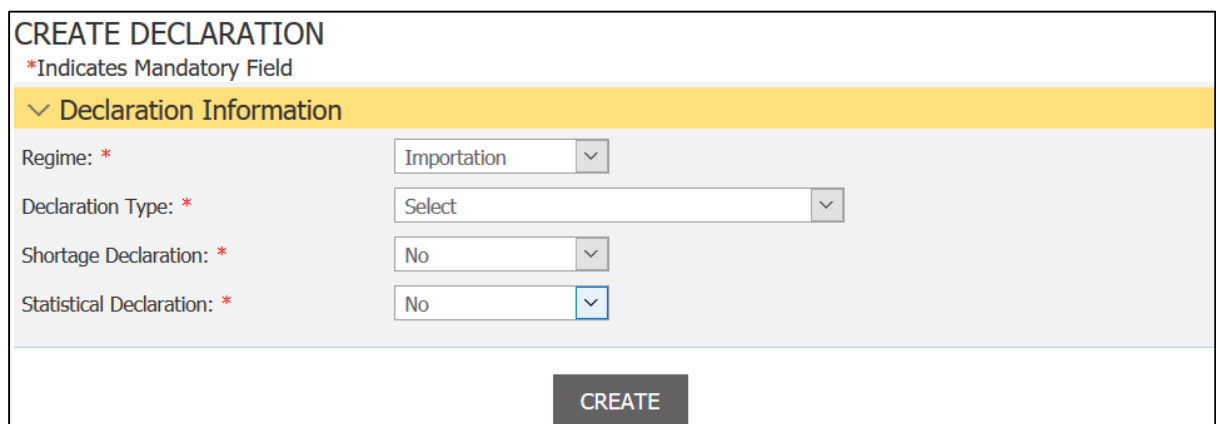
CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

CREATE

2. Select the Regime (**Importation**) from the drop down menu.



CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

Declaration Type: \*

Shortage Declaration: \*

Statistical Declaration: \*

CREATE

3. Select the **Declaration Type (Temporary Import)** from the drop down list then click on **Create**.

**CREATE DECLARATION**

Header

\*Indicates Mandatory Field Close All

▼ Declaration Information

Regime:	Importation
Declaration Type:	Temporary Import
Shortage Declaration:	No
Statistical Declaration:	No
Provisional Declaration Number:	- Auto Generated -
Entry Port Type: *	<input type="text" value="Select"/>
Port of Entry: *	<input type="text" value="Select"/>
Require inspection at premises?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remarks:	<input type="text"/>

**SAVE**

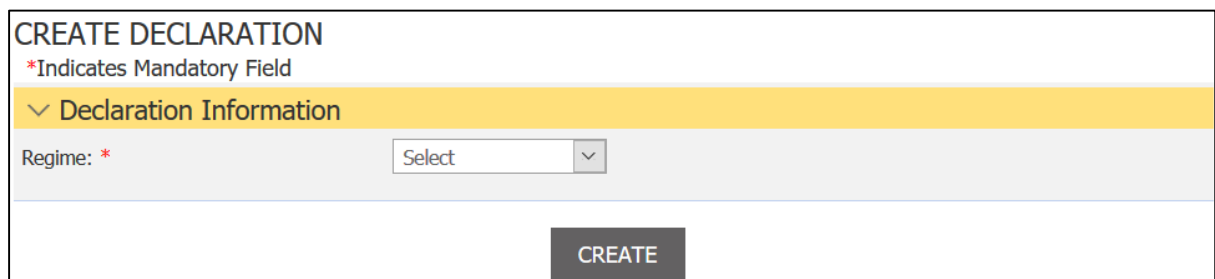
**CANCEL**   **NEXT**

4. Enter the related details then click on **Save** and proceed with submission.

### 3.1.6 Import from Bonded Warehouse to Local Market

Follow these steps:

1. Log on to ESW - Bayan then go to . The following page will be displayed.



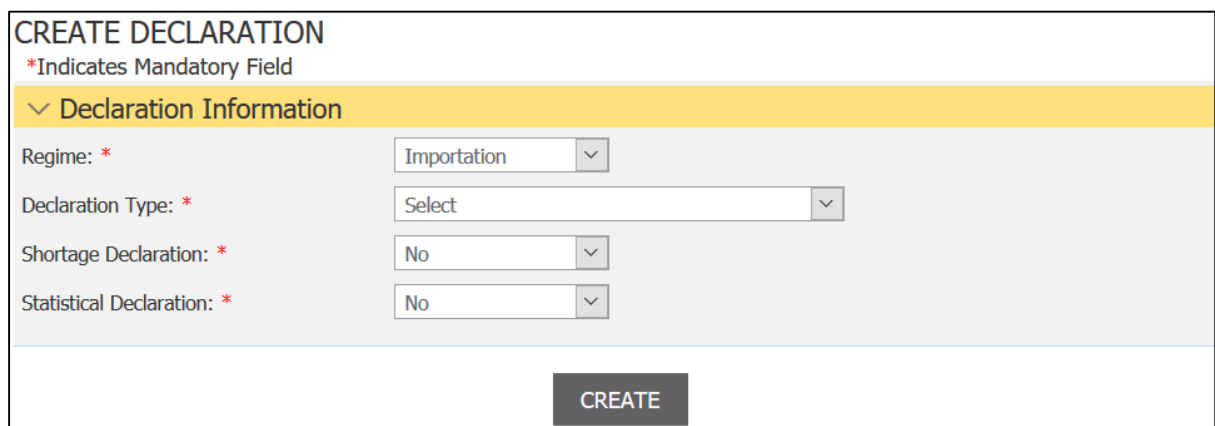
CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

CREATE

2. Select the Regime (**Importation**) from the drop down menu.



CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

Declaration Type: \*

Shortage Declaration: \*

Statistical Declaration: \*

CREATE

3. Select the **Declaration Type** from the drop down list then click on **Create**.

**CREATE DECLARATION**

Header

\*Indicates Mandatory Field Close All

**Declaration Information**

Regime: Importation  
 Declaration Type: Import from Bonded Warehouse to Local Market  
 Statistical Declaration: No  
 Provisional Declaration Number: - Auto Generated -

Warehouse location: \*

Remarks:

**SAVE**

**CANCEL** **NEXT**

4. Enter the related details then click on **Save**.

**CREATE DECLARATION**

Goods Declaration: DPIFB100719045088 has been saved successfully.

Header Party Invoice Item Documents Charges Summary

\*Indicates Mandatory Field Close All

**Declaration Information**

Regime: Importation  
 Declaration Type: Import from Bonded Warehouse to Local Market  
 Statistical Declaration: No  
 Provisional Declaration Number: DPIFB100719045088  
 Declaration Status: Draft

Warehouse location: \*

Remarks:

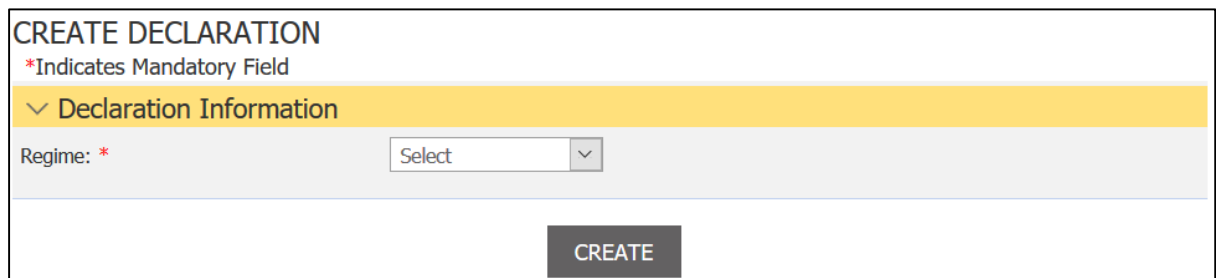
**SAVE**

5. Fill in the mandatory details then go to **Item** tab and upload the item entering the admission to warehouse declaration then proceed with submission.

### 3.1.7 Import from Free Zone to Local Market

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.



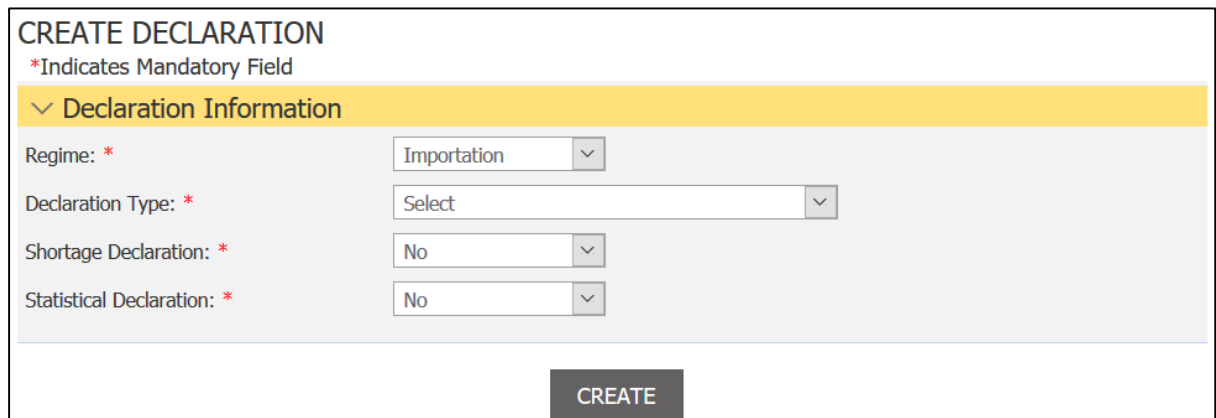
CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

CREATE

2. Select the Regime (**Importation**) from the drop down menu.



CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

Declaration Type: \*

Shortage Declaration: \*

Statistical Declaration: \*

CREATE

3. Select the **Declaration Type** from the drop down list then click on **Create**.

**CREATE DECLARATION**  
 \*Indicates Mandatory Field

▼ Declaration Information

Regime: \*

Declaration Type: \*

Statistical Declaration: \*

**CREATE**

4. Enter the related details then click on **Save**.

**CREATE DECLARATION**  
 Header

\*Indicates Mandatory Field Close All

▼ Declaration Information

Regime: Importation  
 Declaration Type: Import from Free zone to Local Market  
 Statistical Declaration: No  
 Provisional Declaration Number: - Auto Generated -

Free zone: \*

Remarks:

**SAVE**

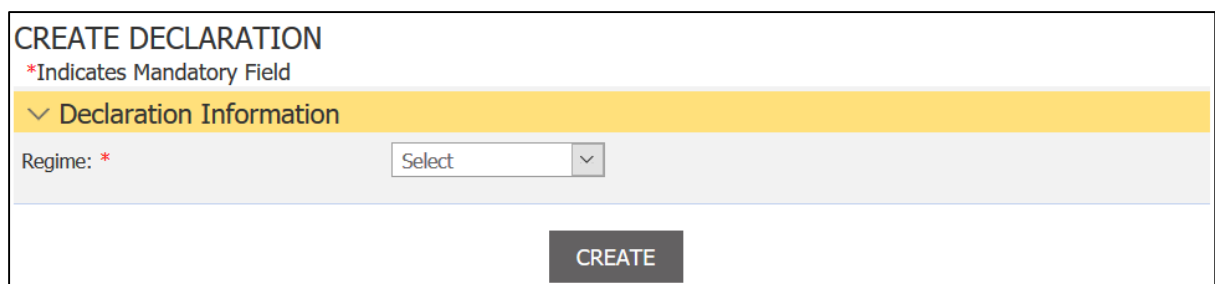
**CANCEL** **NEXT**

5. Fill in the mandatory details then go to **Item** tab and upload the item entering the declaration then proceed with submission.

### 3.1.8 Import from Duty Free to Local Market

Follow these steps:

1. Log on to ESW - Bayan then go to . The following page will be displayed.



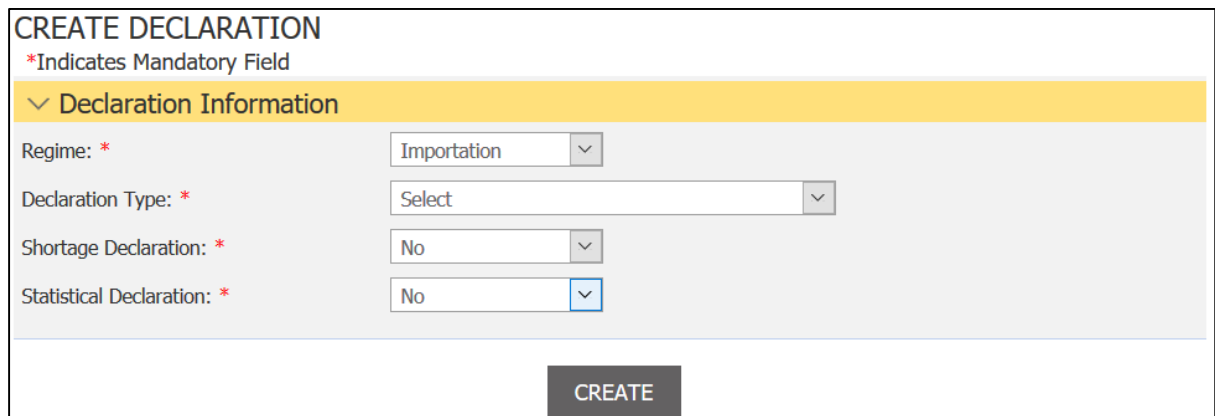
CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

CREATE

2. Select the Regime (**Importation**) from the drop down menu.



CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

Declaration Type: \*

Shortage Declaration: \*

Statistical Declaration: \*

CREATE

3. Select the **Declaration Type** from the drop down list then click on **Create**.

**CREATE DECLARATION**  
 \*Indicates Mandatory Field

▼ Declaration Information

Regime: \*

Declaration Type: \*

Statistical Declaration: \*

**CREATE**

4. Enter the related details then click on **Save**.

**CREATE DECLARATION**

Goods Declaration: DPDSL100719045089 has been saved successfully.

Header Party Invoice Item Documents Charges Summary

\*Indicates Mandatory Field Close All

▼ Declaration Information

Regime: Importation  
 Declaration Type: Import from Duty Free Store to Local Market  
 Statistical Declaration: No  
 Provisional Declaration Number: DPDSL100719045089  
 Declaration Status: Draft

Duty Free Store: \*

Remarks:

**SAVE**

**SUBMIT CANCEL NEXT**

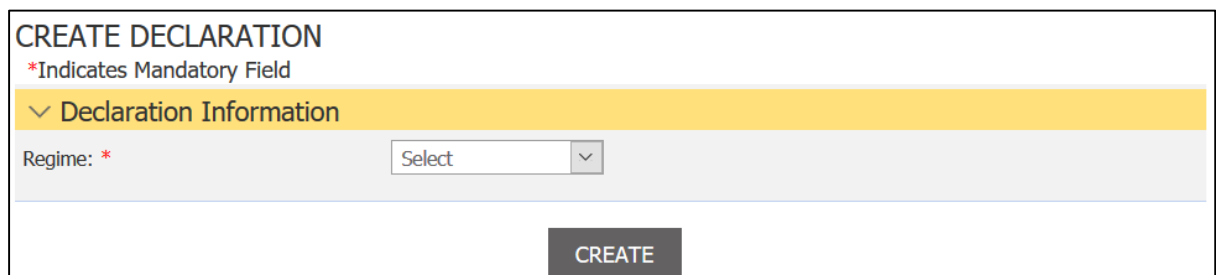
5. Fill in the mandatory details then go to **Item** tab and upload the item entering the declaration then proceed with submission.



### 3.1.9 Import from Duty Free Store

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.



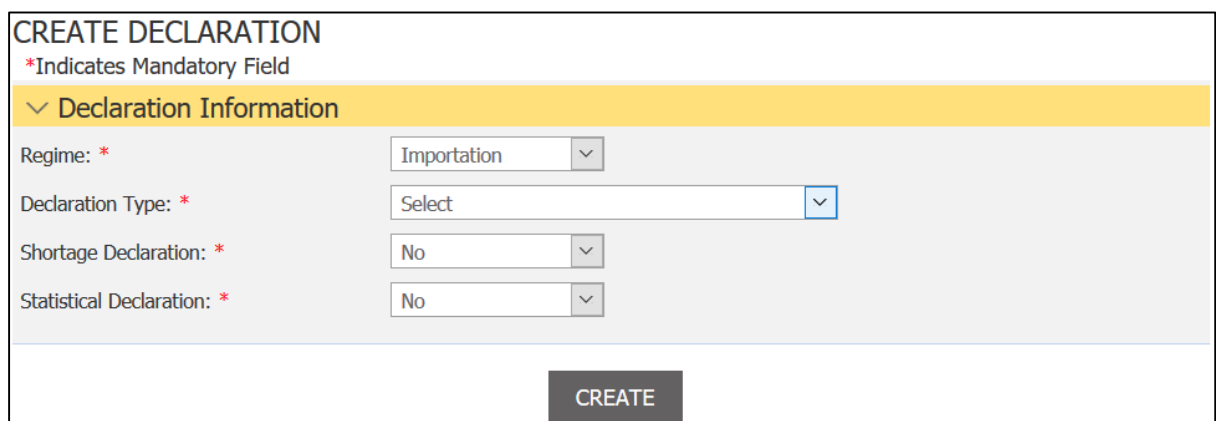
CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

CREATE

2. Select the Regime (**Importation**) from the drop down menu.



CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

Declaration Type: \*

Shortage Declaration: \*

Statistical Declaration: \*

CREATE

3. Select the **Declaration Type** from the drop down list then click on **Create**.

**CREATE DECLARATION**

Header

\*Indicates Mandatory Field Close A

▼ Declaration Information

Regime:	Importation
Declaration Type:	Import to Duty Free Store
Shortage Declaration:	No
Statistical Declaration:	No
Provisional Declaration Number:	- Auto Generated -
Entry Port Type: *	Select ▼
Port of Entry: *	Select ▼
Duty Free Store: *	Select ▼

Remarks:

**SAVE**

---

**CANCEL**   **NEXT**

4. Enter the related details then click on **Save**.

**CREATE DECLARATION**

Goods Declaration: DPIDS100719045090 has been saved successfully.

Header Party Transport Document Invoice Item Documents Guarantee Charges Summary

\*Indicates Mandatory Field Close All

**Declaration Information**

Regime:	Importation
Declaration Type:	Import to Duty Free Store
Shortage Declaration:	No
Statistical Declaration:	No
Provisional Declaration Number:	DPIDS100719045090
Declaration Status:	Draft
Entry Port Type: *	Sea-S
Port of Entry: *	Sohar Port - OMSO
Bill of Lading Processing Type: *	Coastal Declaration
Duty Free Store: *	TAMER DUTY FREE

Remarks:

**SAVE**

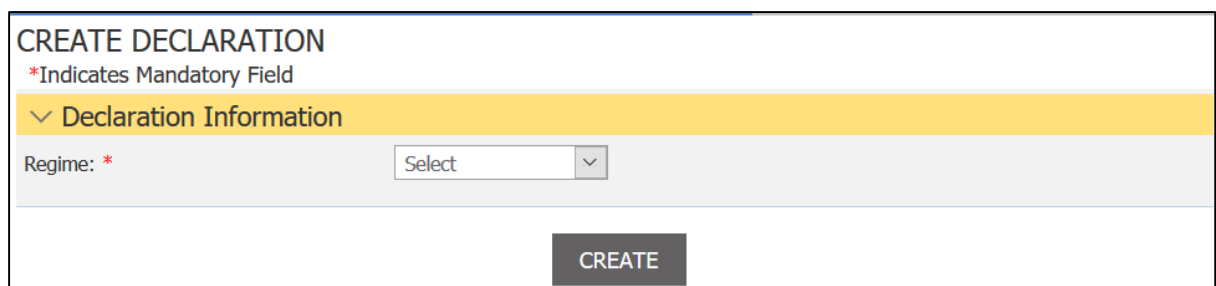
**SUBMIT** **CANCEL** **NEXT**

5. Fill in the mandatory details and proceed with submission.

### 3.1.10 Import to BWH

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.



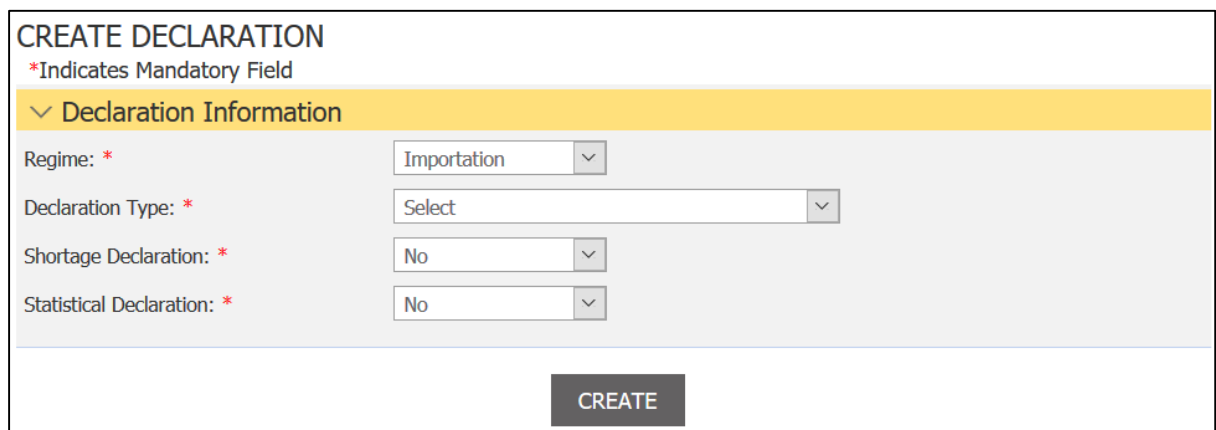
CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

CREATE

2. Select the Regime (**Importation**) from the drop down menu.



CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

Declaration Type: \*

Shortage Declaration: \*

Statistical Declaration: \*

CREATE

3. Select the **Declaration Type** from the drop down list then click on **Create**.

**CREATE DECLARATION**

Header

\*Indicates Mandatory Field Close All

▼ Declaration Information

Regime:	Importation
Declaration Type:	Import to Bonded Warehouse
Shortage Declaration:	No
Statistical Declaration:	No
Provisional Declaration Number:	- Auto Generated -
Entry Port Type: *	Select ▼
Port of Entry: *	Select ▼
Warehouse location: *	Select ▼

Remarks:

**SAVE**

**CANCEL**   **NEXT**

4. Enter the related details then click on **Save**.

### CREATE DECLARATION

Goods Declaration: DPIBW100719045091 has been saved successfully.

Header Party Transport Document Invoice Item Documents Guarantee Charges Summary

\*Indicates Mandatory Field Close All

#### Declaration Information

Regime:	Importation
Declaration Type:	Import to Bonded Warehouse
Shortage Declaration:	No
Statistical Declaration:	No
Provisional Declaration Number:	DPIBW100719045091
Declaration Status:	Draft
Entry Port Type: *	Sea-S
Port of Entry: *	Sohar Port - OMSOH
Bill of Lading Processing Type: *	Normal (Bill of Lading)
Warehouse location: *	Customsexternal - C

Remarks:

**SAVE**

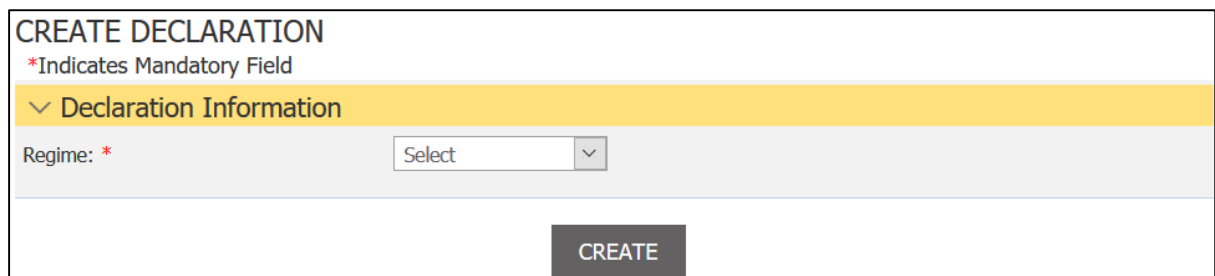
**SUBMIT**   **CANCEL**   **NEXT**

5. Fill in the mandatory details and proceed with submission.

### 3.1.11 Import to Free Zone

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.



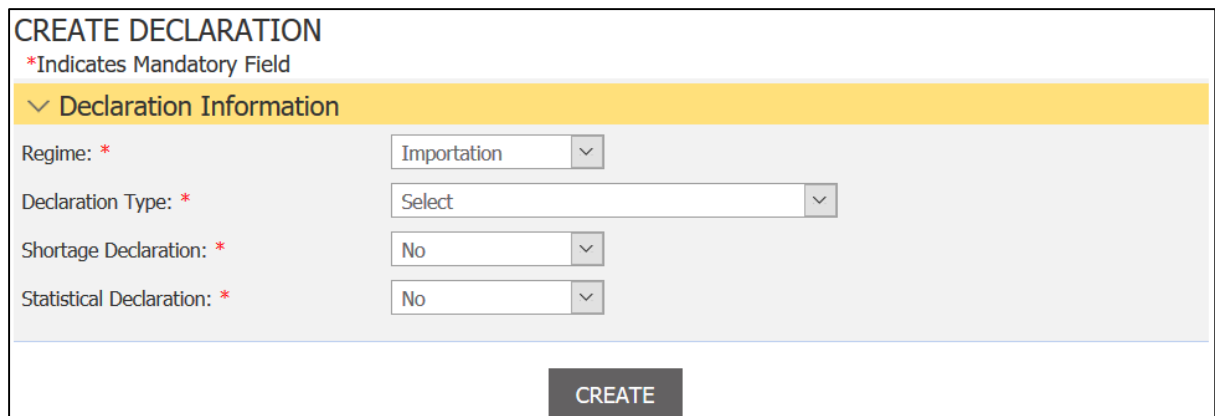
CREATE DECLARATION  
\*Indicates Mandatory Field

▼ Declaration Information

Regime: \*

CREATE

2. Select the Regime (**Importation**) from the drop down menu.



CREATE DECLARATION  
\*Indicates Mandatory Field

▼ Declaration Information

Regime: \*

Declaration Type: \*

Shortage Declaration: \*

Statistical Declaration: \*

CREATE

3. Select the **Declaration Type** from the drop down list then click on **Create**.

**CREATE DECLARATION**

Header

\*Indicates Mandatory Field Close All

**Declaration Information**

Regime:	Importation
Declaration Type:	Import to Free zone
Shortage Declaration:	No
Statistical Declaration:	No
Provisional Declaration Number:	- Auto Generated -
Entry Port Type: *	<input type="text" value="Select"/>
Port of Entry: *	<input type="text" value="Select"/>
Free zone: *	<input type="text" value="Select"/>

Remarks:

**SAVE**

**CANCEL**   **NEXT**

4. Enter the related details then click on **Save**.



### CREATE DECLARATION

Goods Declaration: DPIDF100719045092 has been saved successfully.

Header Party Transport Document Invoice Item Documents Guarantee Charges Summary

\*Indicates Mandatory Field Close All

#### Declaration Information

Regime:	Importation
Declaration Type:	Import to Free zone
Shortage Declaration:	No
Statistical Declaration:	No
Provisional Declaration Number:	DPIDF100719045092
Declaration Status:	Draft
Entry Port Type: *	Sea-S
Port of Entry: *	Sohar Port - OMSOH
Bill of Lading Processing Type: *	Normal (Bill of Lading)
Free zone: *	Al Duqum Free Zone

Remarks:

SAVE

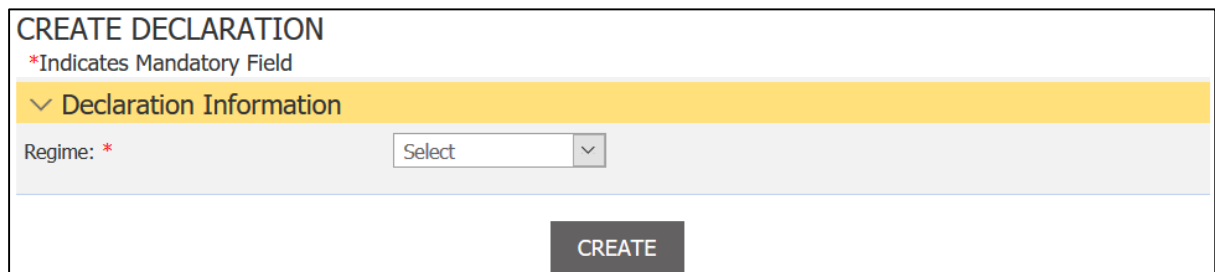
SUBMIT CANCEL NEXT

5. Fill in the mandatory details and proceed with submission.

### 3.1.12 Import from Temporary Import

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.



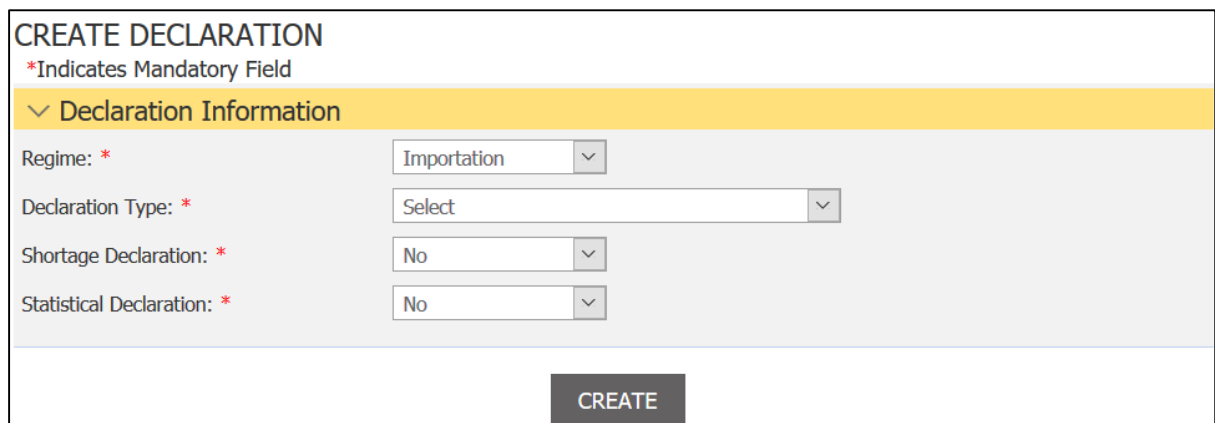
CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

CREATE

2. Select the Regime (**Importation**) from the drop down menu.



CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

Declaration Type: \*

Shortage Declaration: \*

Statistical Declaration: \*

CREATE

3. Select the **Declaration Type** from the drop down list then click on **Create**.

**CREATE DECLARATION**

Header

\*Indicates Mandatory Field Close All

**Declaration Information**

Regime:	Importation
Declaration Type:	Import from Temporary Import
Statistical Declaration:	No
Provisional Declaration Number:	- Auto Generated -
Entry Port Type: *	Select <input type="button" value="v"/>
Port of Entry: *	Select <input type="button" value="v"/>
Require inspection at premises?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remarks:	<input type="text"/>

4. Enter the related details then click on **Save**.

**CREATE DECLARATION**

Goods Declaration: DPITI100719045093 has been saved successfully.

Header Party Invoice Item Documents Charges Summary

\*Indicates Mandatory Field Close All

**Declaration Information**

Regime: Importation  
Declaration Type: Import from Temporary Import  
Statistical Declaration: No  
Provisional Declaration Number: DPITI100719045093  
Declaration Status: Draft  
Entry Port Type: \* Sea-S  
Port of Entry: \* Sohar Port - OMSOH  
Require inspection at premises?:  Yes  No  
Remarks:

SAVE

SUBMIT CANCEL NEXT

5. Fill in the mandatory details then go to Item tab and upload the item entering the **Temporary Import** declaration then proceed with submission.

### 3.1.13 Transfer from Bonded Warehouse to Bonded Warehouse / Transfer from Bonded Warehouse to Duty Free Store / Transfer from Bonded Warehouse to Free Zone / Transfer from Duty Free store to Bonded Warehouse / Transfer from Duty Free store to Free Zone / Transfer from Free Zone to Duty Free Store / Transfer from Free Zone to Free Zone

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.

CREATE DECLARATION  
\*Indicates Mandatory Field  
▼ Declaration Information  
Regime: \*   
CREATE

2. Select the Regime (**Importation**) from the drop down menu.

**CREATE DECLARATION**  
 \*Indicates Mandatory Field

▼ Declaration Information

Regime: \*

Declaration Type: \*

Shortage Declaration: \*

Statistical Declaration: \*

**CREATE**

3. Select the **Declaration Type** from the drop down list then click on **Create**.

**CREATE DECLARATION**  
 Header

\*Indicates Mandatory Field Close All

▼ Declaration Information

Regime: Importation

Declaration Type: Transfer from Bonded Warehouse to Bonded Warehouse

Statistical Declaration: No

Provisional Declaration Number: - Auto Generated -

From Warehouse: \*

To Warehouse: \*

Remarks:

**SAVE**

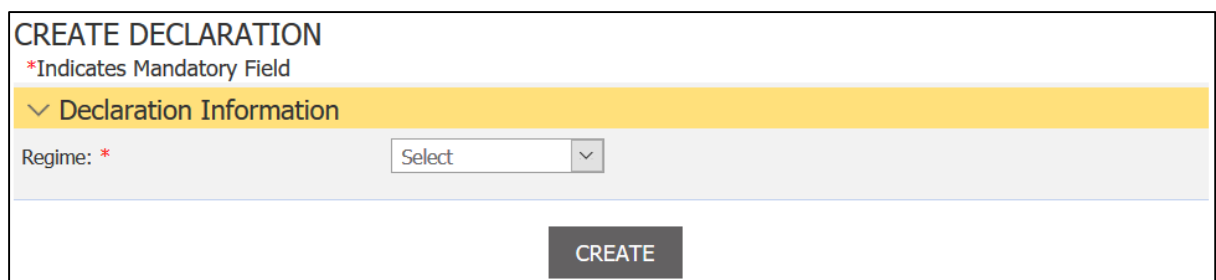
**CANCEL** **NEXT**

4. Enter the related details then click on **Save** and proceed with submission.

### 3.1.14 Exportation Declaration

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.



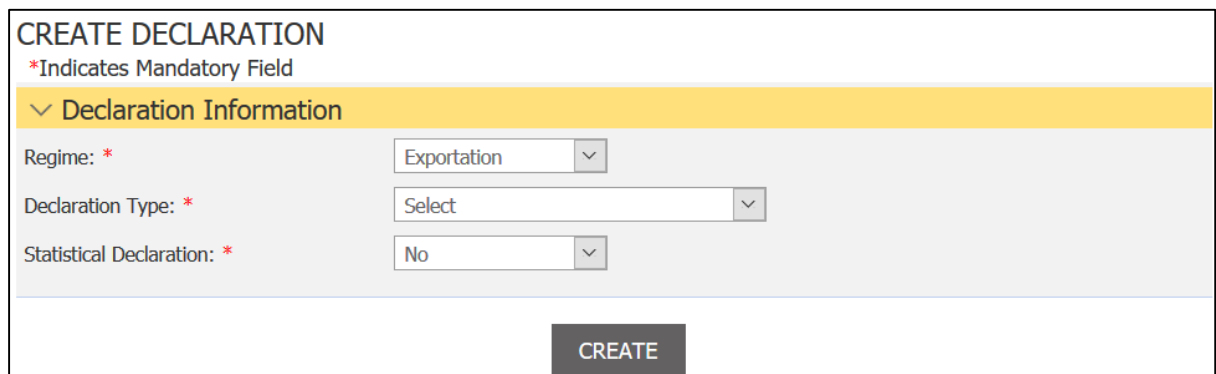
CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

CREATE

2. Select the Regime (**Exportation**) from the drop down menu.



CREATE DECLARATION  
\*Indicates Mandatory Field

Declaration Information

Regime: \*

Declaration Type: \*

Statistical Declaration: \*

CREATE

3. Select **Export** from the drop down menu then click on **Create**.

**CREATE DECLARATION**

Header Close All

\*Indicates Mandatory Field

**Declaration Information**

Regime: Exportation  
 Declaration Type: Export  
 Statistical Declaration: No  
 Provisional Declaration Number: - Auto Generated -

Exit Port Type: \*

Port of Exit: \*

Final Exit Port Type: \*

Final Port of Exit: \*

Require inspection at premises?:  Yes  No

Remarks:

**SAVE**

**CANCEL** **NEXT**

4. Enter the related details then click on **Save**.

**CREATE DECLARATION**

Goods Declaration: DPEXP100719045094 has been saved successfully.

Header Party Transport Document Invoice Item Documents Charges Summary

5. Fill in the mandatory details then go to **Item** Tab.




**CREATE DECLARATION**

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

\*Indicates Mandatory Field  
 +Please ensure that the downloaded template is modified in MS Excel 2010 or later version.  
 +If a specific Brand, Model or Vehicle category is not available, please contact Customs. Once its confirmed that the details are registered in Bayan, please download the template again. Close All

**Item Details**


Unique Number: 1


HS Code: \*  

Description: \*

Additional Description:

Country of Origin: \* OMAN-OM

Invoice Number: \*  

Item Condition: \*  

is the COO Certificate Original and attested?:  Original  Non-original  No COO

Is Containerized :  Yes  No

@ Country of Origin = Oman and it's not editable.

6.Fill in the mandatory details then proceed with submission.

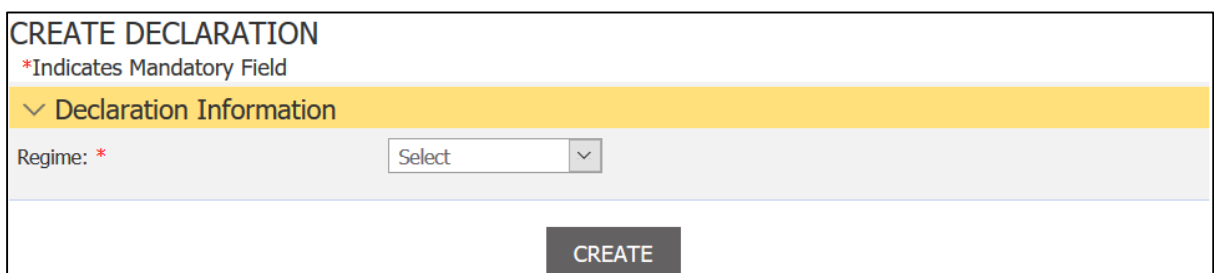
### 3.1.15 Export from Bonded Warehouse / Export from Duty Free Zone / Export from Duty Free Store

Follow these steps:

@

The concept of those declaration types depends on select the duty free, warehouse, or free zone then link it with previous declaration.

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.



CREATE DECLARATION  
\*Indicates Mandatory Field  
▼ Declaration Information  
Regime: \*  ▼  
CREATE

2. Select the Regime (**Exportation**) from the drop down menu.

CREATE DECLARATION

\*Indicates Mandatory Field

▼ Declaration Information

Regime: \*

Declaration Type: \*

Statistical Declaration: \*

CREATE

3. Select the **Declaration Type** from the drop down menu then click on **Create**.

CREATE DECLARATION

Header

\*Indicates Mandatory Field Close All

▼ Declaration Information

Regime: Exportation

Declaration Type: Export from Duty Free Store

Statistical Declaration: No

Provisional Declaration Number: - Auto Generated -

Exit Port Type: \*

Port of Exit: \*

Duty Free Store: \*

Remarks:

SAVE

CANCEL NEXT

4. Enter the related details then click on **Save**.

CREATE DECLARATION

Goods Declaration: DPEDS100719045095 has been saved successfully.

Header Party Transport Document Invoice Item Documents Charges Summary

5. Fill in the mandatory details then go to **Item** Tab.

**CREATE DECLARATION**

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

\*Indicates Mandatory Field  
 +Please ensure that the downloaded template is modified in MS Excel 2010 or later version.  
 +If a specific Brand, Model or Vehicle category is not available, please contact Customs. Once its confirmed that the details are registered in Bayan, please download the template again. Close All

Item List

ADD/LOAD ITEM [\(Download Vehicle Template\)](#) [\(Download Normal Item Template\)](#)

UPLOAD VEHICLE ITEMS    UPLOAD NORMAL ITEMS

< Page 1 of 1 > Go to page  Go

<input type="checkbox"/>	S/No	Unique Number	HS Code	Description	Gross Weight (KG)	Net Weight (KG)	Declared Value	Total CIF Amount (OMR)	Amount Calculated(OMR)	Rate (%)	Exemption Type	Chassis Number	Export Clearance Certificate Exists
<p>PREVIOUS    SUBMIT    CANCEL    NEXT</p>													

6. Fill in the mandatory details then proceed with submission.

### 3.1.16 Re-export / Re-export Others / Re-export to Bonded Warehouse / Re-export to Duty Free Zone / Re-export/ Export from Local Market to Free Store / Re-export/ Export from Local Market to Free Zone / Temporary Export

Follow these steps:

@

The concept of those declaration types depends on select the duty free, warehouse, or free zone then link it with previous declaration and using fixed or revolving guarantee.

7. Log on to ESW - Bayan then go to **Declaration >> خطأ! استخدم علامة التبويب "الصفحة 3 الرئيسية" لتطبيق** على النص الذي ترغب في أن يظهر هنا. The following page will be displayed.

CREATE DECLARATION  
 \*Indicates Mandatory Field

Declaration Information

Regime: \*

CREATE

8. Select the Regime (**Exportation**) from the drop down menu.

CREATE DECLARATION  
 \*Indicates Mandatory Field

Declaration Information

Regime: \*

Declaration Type: \*

Statistical Declaration: \*

CREATE

9. Select the **Declaration Type** from the drop down menu then click on **Create**.

CREATE DECLARATION  
 Header

\*Indicates Mandatory Field Close All

Declaration Information

Regime: Exportation

Declaration Type: Re-Export

Statistical Declaration: No

Provisional Declaration Number: - Auto Generated -

Exit Port Type: \*

Port of Exit: \*

Require inspection at premises?:  Yes  No

Remarks:

SAVE

CANCEL NEXT

10. Enter the related details then click on **Save**.

CREATE DECLARATION

Goods Declaration: DPREX100719045096 has been saved successfully.

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

11. Fill in the mandatory details then go to **Item** Tab.

CREATE DECLARATION

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

\*Indicates Mandatory Field  
 +Please ensure that the downloaded template is modified in MS Excel 2010 or later version.  
 +If a specific Brand, Model or Vehicle category is not available, please contact Customs. Once its confirmed that the details are registered in Bayan, please download the template again. Close All

Item List

ADD/LOAD ITEM [\(Download Vehicle Template\)](#) [\(Download Normal Item Template\)](#)

UPLOAD VEHICLE ITEMS      UPLOAD NORMAL ITEMS

< Page 1 of 1 > Go to page  Go

<input type="checkbox"/>	S/No	Unique Number	HS Code	Description	Gross Weight (KG)	Net Weight (KG)	Declared Value	Total CIF Amount (OMR)	Amount Calculated(OMR)	Rate (%)	Exemption Type	Chassis Number
--------------------------	------	---------------	---------	-------------	-------------------	-----------------	----------------	------------------------	------------------------	----------	----------------	----------------

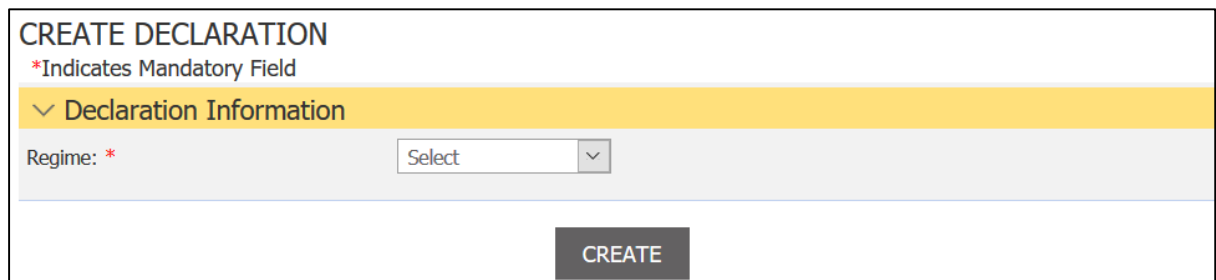
PREVIOUS      SUBMIT      CANCEL      NEXT

12. Fill in the mandatory details then proceed with submission.

### 3.1.17 Transit Declaration

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.



CREATE DECLARATION  
\*Indicates Mandatory Field

▼ Declaration Information

Regime: \*  ▼

CREATE

2. Select the regime (**Transit**) then click on **Save**.



**CREATE DECLARATION**

Header Close All

\*Indicates Mandatory Field

**Declaration Information**

Regime: Transit  
 Provisional Declaration Number: - Auto Generated -  
 Entry Port Type: \*   
 Port of Entry: \*   
 Exit Port Type: \*   
 Port of Exit: \*

Remarks:

**SAVE**

**CANCEL** **NEXT**

3. Enter the related details then click on **Save**.

**CREATE DECLARATION**

Goods Declaration: DPTRA100719045097 has been saved successfully.

Header Party Transport Document Invoice Item Conveyance Details Documents Guarantee Charges Transit Summary Close All

\*Indicates Mandatory Field

**Declaration Information**

Regime: Transit  
 Provisional Declaration Number: DPTRA100719045097  
 Declaration Status: Draft  
 Entry Port Type: \*   
 Port of Entry: \*   
 Exit Port Type: \*   
 Port of Exit: \*   
 Bill of Lading Processing Type: \*

Remarks:

**SAVE**

**SUBMIT** **CANCEL** **NEXT**

#### 4. Fill in the mandatory details then go to **Conveyance Details** Tab.

CREATE DECLARATION

Header Party Transport Document Invoice Item **Conveyance Details** Documents Guarantee Charges Transit Summary

\*Indicates Mandatory Field Close All

Conveyance List

VEHICLE REGISTRATION LOAD FROM VEHICLE TRACKING DELETE

< Page 1 of 1 > Go to page 1 Go

<input type="checkbox"/>	S/No	Gate Pass Number	Plate Number	Vehicle Plate Type	Chassis Number	Driver Name
--------------------------	------	------------------	--------------	--------------------	----------------	-------------

Have all vehicles arrived?:  
\*Please note if gate pass has been issued for all vehicle(s), then it will be considered that all vehicle(s) have arrived.

PREVIOUS SUBMIT CANCEL NEXT

#### 5. Click on **Register Vehicle**.

Vehicle Registration :

Vehicle Details Documents

\*Indicates Mandatory Field Close All

Registration Details

Recorded Date: 10/07/2019 22:59 Plate Number: \*

Country of Registration: \*  City of Registration:

Plate Type: \*  Chassis Number: \*

Vehicle Make: \*  Vehicle Model: \*

Color: \*  Model Year: \*

Engine Capacity: \*  Engine Number: \*

Engine Type: \*  Country of Origin: \*

Owner Name: \*  Nationality: \*

Document Type: \*  Document Number: \*

Vehicle Value(OMR): \*

Insurance Details

Issued By: \*

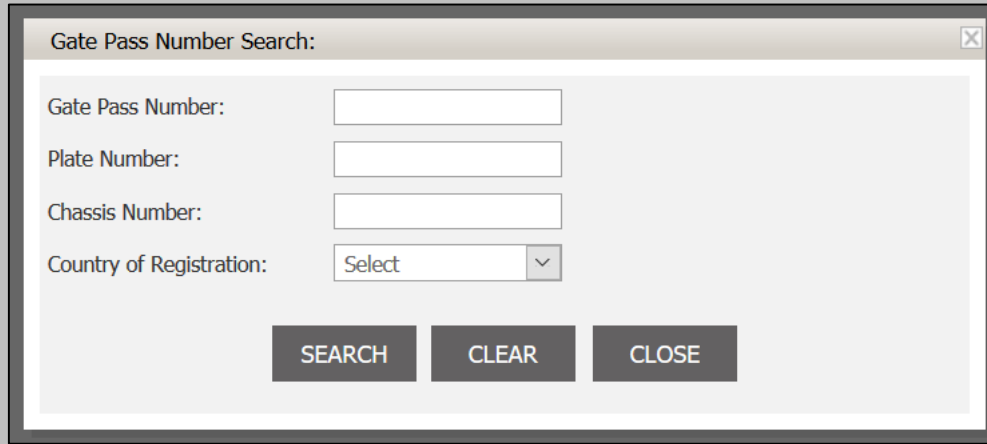
Valid From: \*  Valid To: \*

Other Details

#### 6. Enter the related details then click on **Save**.

If the vehicle is registered in the system, then click on Load from Vehicle Tracking.

@



Gate Pass Number Search:

Gate Pass Number:

Plate Number:

Chassis Number:

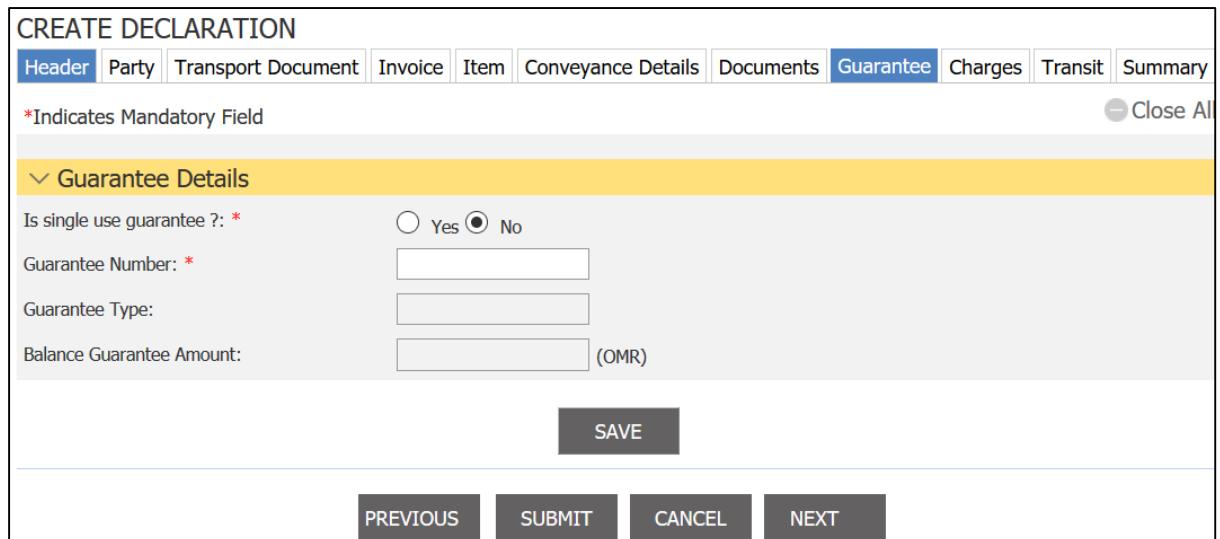
Country of Registration:

SEARCH CLEAR CLOSE

Search Gate Pass Number

- Enter the details then click on Search and click to add the vehicle.

7. Click on the **Guarantee** tab.



CREATE DECLARATION

Header Party Transport Document Invoice Item Conveyance Details Documents **Guarantee** Charges Transit Summary

\*Indicates Mandatory Field Close All

Guarantee Details

Is single use guarantee ?: \*  Yes  No

Guarantee Number: \*

Guarantee Type:

Balance Guarantee Amount:  (OMR)

SAVE

PREVIOUS SUBMIT CANCEL NEXT

8. Enter the related details then click on **Save**.

CREATE DECLARATION

Guarantee: has been updated successfully.

Header Party Transport Document Invoice Item Conveyance Details Documents **Guarantee** Charges Transit Summary

\*Indicates Mandatory Field Close All

▼ Guarantee Details

Is single use guarantee?: \*  Yes  No

**SAVE**

**PREVIOUS** **SUBMIT** **CANCEL** **NEXT**

9. Fill in the mandatory details then click on **Transit**.

CREATE DECLARATION

No Transit Routes available for selected ports.

Header Party Transport Document Invoice Item Conveyance Details Documents Guarantee Charges **Transit** Summary

\*Indicates Mandatory Field

▼ Transit Details

Country of Commencement: \*

Country of Destination: \*

Port of Entry: Sohar Port-OMSOH

Port of Exit: Al Buraymi Land Border-OMRMB

Transit Route: \*

**SAVE**

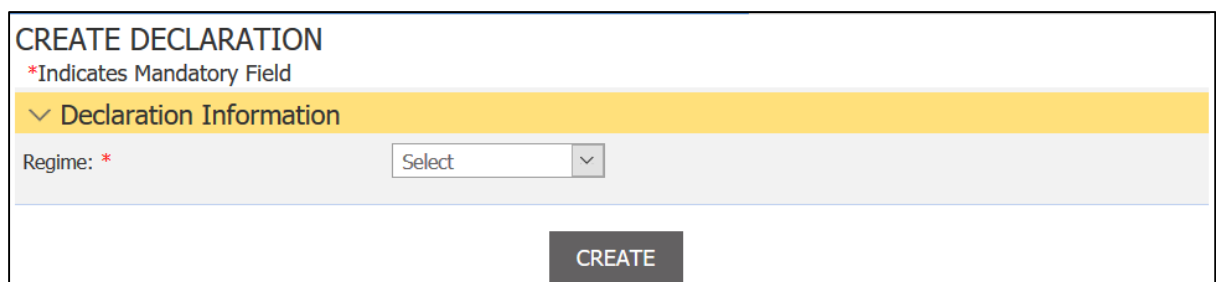
**PREVIOUS** **SUBMIT** **CANCEL** **NEXT**

10. Enter the related details then click on **Save** and proceed with submission.

### 3.1.18 Transshipment Declaration

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.



CREATE DECLARATION  
\*Indicates Mandatory Field

▼ Declaration Information

Regime: \*  ▼

CREATE

2. Select the regime (**Transshipment**) then click on **Create**.

**CREATE DECLARATION**

Header

\*Indicates Mandatory Field Close All

**Declaration Information**

Regime: Transshipment  
Provisional Declaration Number: - Auto Generated -  
Entry Port Type: \*  v  
Port of Entry: \*  v

Remarks:

**Shipping Agent Information**

Shipping Agent: \*  🔍

**SAVE**

**CANCEL** **NEXT**

3. Enter the related details then click on **Save**.

### CREATE DECLARATION

Goods Declaration: DPTSP100719045098 has been saved successfully.

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

\*Indicates Mandatory Field Close All

**Declaration Information**

Regime: Transshipment  
Provisional Declaration Number: DPTSP100719045098  
Declaration Status: Draft  
Entry Port Type: \*   
Port of Entry: \*   
Bill of Lading Processing Type: \*   
Remarks:

**Shipping Agent Information**

Shipping Agent: \*    
Shipping Agent Company Name: TAMER CO

4. Fill in the mandatory details then proceed with submission.



## 4. Search

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.

### SEARCH DECLARATION

▼ Search

Regime:	<input type="text" value="Select"/>	▼
Declaration Status:	<input type="text" value="Select"/>	▼
Processing Status:	<input type="text" value="Select"/>	▼
Payment Status:	<input type="text" value="Select"/>	▼
Review Status:	<input type="text" value="Select"/>	▼
Declaration Number:	<input type="text"/>	
Version:	<input type="text"/>	
Port Type:	<input type="text" value="Select"/>	▼
Port Code:	<input type="text" value="Select"/>	▼
Account Type:	<input type="text" value="Select"/>	▼
Importer:	<input type="text"/>	
Exporter:	<input type="text"/>	
Submission Date :	<input checked="" type="radio"/> 15 Days <input type="radio"/> Month <input type="radio"/> 6 Months <input type="radio"/> Specific	
	<input type="text" value="25/06/2019"/>	To <input type="text" value="10/07/2019"/>
Released Date:	<input type="text" value="dd/MM/yyyy"/>	To <input type="text" value="dd/MM/yyyy"/>
Transport Document Number:	<input type="text"/>	
Chassis Number:	<input type="text"/>	
Partial Released:	<input type="text" value="Select"/>	▼
H2H Mode:	<input type="text" value="Select"/>	▼
Statistical Type:	<input type="text" value="Select"/>	▼

2. Enter the search criteria then click on **Search**.



Search Results																
												Page 1 of 12		Go to page 1		Go
<input type="checkbox"/>	S/No	Declaration Number	Version	Regime	Type	Importer	Exporter	Transport Document	Partial Released	Submission Date	Declaration Status	Processing Status	Payment Status	Review Status	Released Date	
<input type="checkbox"/>	1	<a href="#">DECIMP100719022453</a>	1	Importation	Import	C00003033			No	10/07/2019 21:58	Submitted	Pending Payment		Approved		
<input type="checkbox"/>	2	<a href="#">DECIMP090719022452</a>	1	Importation	Import	C00003033			No	09/07/2019 19:18	Submitted	Pending Payment		Approved		

3. Click on the **declaration number** link to view its details.

### SEARCH DECLARATION

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

\*Indicates Mandatory Field Close All

#### Declaration Information

Regime: Importation  
Declaration Type: Import  
Shortage Declaration: No  
Statistical Declaration: No  
Partial Released: No  
Declaration Number: DECIMP100719022453  
Version: 1  
Declaration Status: Submitted  
Processing Status: Pending Payment  
Review Status: Approved  
Submission Date : 10/07/2019 21:58  
Initial Entry Port Type: Sea-S  
Initial Port of Entry: Sohar Port-OMSOH  
Entry Port Type: Sea-S  
Port of Entry: Sohar Port-OMSOH  
Bill of Lading Processing Type: Coastal Declaration

Require inspection at premises?:  Yes  No

Shortage Request Number:

Remarks:

4. Click on the related tabs or click on **Print** to print the declaration or **Close** to go back to the search results.

## CHAPTER 3

### Declaration - Requests

**Role: Broker/General User**

---

#### 1. Create Amend Request

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.

### SEARCH DECLARATION

Search

Regime:

Declaration Status:

Processing Status:

Payment Status:

Review Status:


Declaration Number:


Version:

Port Type:



Port Code:



Account Type:

Importer:  

Exporter:  

Submission Date :  15 Days  Month  6 Months  Specific

 To  

Released Date:   To  

Transport Document Number:

Chassis Number:

Partial Released:

H2H Mode:

Statistical Type:

2. Enter the search criteria then click on **Search**.

Search Results

< Page 1 of 12 > Go to page 1

S/No	Declaration Number	Version	Regime	Type	Importer	Exporter	Transport Document	Submission Date	Declaration Status	Processing Status	Payment Status	Review Status	Released Date
1	<a href="#">DECIMP100719022453</a>	1	Importation	Import	C00003033			10/07/2019 21:58	Submitted	Pending Payment		Approved	
2	<a href="#">DECIMP090719022452</a>	1	Importation	Import	C00003033			09/07/2019 19:18	Submitted	Pending Payment		Approved	

3. Click on the **Declaration No.** link to view its details.

CREATE AMENDMENT REQUEST

\*Indicates Mandatory Field Close All

Amendment Request Details

Request Number: - Auto Generated -  
Declaration Number: [DECIMP100719022453](#)  
Date of Request: 10/07/2019 23:05  
Reason: \*    
Remarks: \*

4. Enter the details then click on **Submit**.

## 2. Search Amendment Request

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.

**SEARCH AMENDMENT REQUEST**

Search


Regime:


Status:

Declaration Number:



Request Number:

Account Type:

Importer:  

Exporter:  

Submission Date :  15 Days  Month  6 Months  Specific

 To  

Transport Document Number:

**SEARCH** **CLEAR**

2. Enter the search criteria then click on **Search**.

Search Results

< Page 1 of 1 > Go to page  **Go**

S/No	<a href="#">Request Number</a>	<a href="#">Declaration Number</a>	<a href="#">Version</a>	<a href="#">Declaration Type</a>	<a href="#">Importer</a>	<a href="#">Exporter</a>	<a href="#">Transport Document</a>	<a href="#">Status</a>	<a href="#">Submission Date</a>
1	<a href="#">DAR03072019004693</a>	DECIMP270619022421	1	Import	C246			Approved	03/07/2019 12:25

3. Click on the **Request Number** link to view its details.

**VIEW** Close All

\*Indicates Mandatory Field

**Amendment Request Details**

Request Number: DAR03072019004693  
Declaration Number: [DECIMP270619022421](#)  
Date of Request: 03/07/2019 12:25  
Reason: \* Declaration Amendment Reason1-DEC\_AMENDMENT\_REA1  
Remarks: \*

**Approval**

Review Status: Approved  
Date of Review: 03/07/2019 12:29  
Remarks:

**CLOSE**

4. Click on **Close** to go back to the Search page

### 3. Create Temporary Import Export Request

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.

#### CREATE TEMPORARY IMPORT/EXPORT REQUEST

Header

\*Indicates Mandatory Field

Application Information

Application Number:	- Auto Generated -	Declaration Type: *	Select
Port Type: *	Select	Port of Entry: *	Select
Importer Registration Number: *	<input type="text"/>	Importer Name:	<input type="text"/>
Requested Period: *	<input type="text"/> Days	Aim of Temporary Import: *	<input type="text"/>
Remarks:	<input type="text"/>		

SAVE CLEAR

SUBMIT NEXT

#### Create Temporary Import Export Request

2. Enter the related details then click on **Save**.

CREATE TEMPORARY IMPORT/EXPORT REQUEST

Temporary Request has been saved successfully.

Header | **Item** | Documents | Summary

\*Indicates Mandatory Field

Application Information

Application Number: DTR10072019006592 Declaration Type: \* Temporary Import

Port Type: \* Sea-S Port of Entry: \* Sohar Port - OMSOH

Type Of Goods: \* Heavy machinery ar Importer Registration Number: \* C00003033

Importer Name: TAMER CO Requested Period: \* 100 Days

Aim of Temporary Import: \* equipment Remarks:

Status: Draft

SAVE CLEAR

SUBMIT NEXT

3. Click on the **Items** tab.

CREATE TEMPORARY IMPORT/EXPORT REQUEST

Temporary Request has been saved successfully.

Header | **Item** | Documents | Summary

\*Indicates Mandatory Field Close All

Item List

ADD DELETE

< Page 1 of 1 > Go to page 1 Go

<input type="checkbox"/>	S/No	HS Code	Items Description	Country of Origin	Value at Origin	Currency	Value in OMR	Total Quantity	Original Quantity
--------------------------	------	---------	-------------------	-------------------	-----------------	----------	--------------	----------------	-------------------

PREVIOUS SUBMIT NEXT

4. Click on **Add**.



Header **Item** Documents Summary

\*Indicates Mandatory Field Close All


Item List

ADD DELETE

< Page 1 of 1 > Go to page  Go

<input type="checkbox"/>	S/No	HS Code	Items Description	Country of Origin	Value at Origin	Currency	Value in OMR	Total Quantity	Original Quantity
--------------------------	------	---------	-------------------	-------------------	-----------------	----------	--------------	----------------	-------------------

Item Details

HS Code: \*  

Items Description: \*

Additional Description:

Country of Origin: \*

Value at Origin: \*

Value in OMR: \*

Quantity: \*

SAVE ITEM CANCEL

PREVIOUS SUBMIT NEXT

5. Enter the details then click on **Save Item**.

CREATE TEMPORARY IMPORT/EXPORT REQUEST

Item: 73053900 has been created successfully.

Header **Item** Documents Summary

\*Indicates Mandatory Field Close All

Item List

ADD DELETE

Page 1 of 1 Go to page  Go

<input type="checkbox"/>	S/No	HS Code	Items Description	Country of Origin	Value at Origin	Currency	Value in OMR	Total Quantity	Original Quantity
<input type="checkbox"/>	1	<a href="#">73053900</a>	Tubes & pipes of iron or steel (for example, welded, riveted or similarly closed) having circular cross-section, the external diameter of which exceeds 406.4 mm, other than longitudinally welded & other than line pipe of a kind used for oil or gas pipelin	QATAR-QA	1000.000	Omani Riyal-OMR	1000.000	999999999999.00	999999999999.00

PREVIOUS SUBMIT NEXT

6. Click on the **Documents** tab.

CREATE TEMPORARY IMPORT/EXPORT REQUEST

Item: 73053900 has been created successfully.

Header Item **Documents** Summary

\*Indicates Mandatory Field Close All

Supporting Documents

ADD DELETE

<input type="checkbox"/>	S.No	DocumentType	Remarks	File Name
--------------------------	------	--------------	---------	-----------

PREVIOUS SUBMIT CANCEL NEXT

7. Click on **Add**.

Header | Item | Documents | Summary

\*Indicates Mandatory Field Close All

Supporting Documents

ADD DELETE

<input type="checkbox"/>	S.No	DocumentType	Remarks	File Name
Document Details				
DocumentType: *		Select		
Remarks:		<div style="border: 1px solid gray; height: 40px;"></div>		
File Name: *		<div style="border: 1px solid gray; padding: 5px;"> <span style="background-color: #ccc; border: 1px solid #ccc; display: inline-block; padding: 2px 5px;">+ Add</span> </div>		

SAVE NEW VIEW LIST

PREVIOUS SUBMIT CANCEL NEXT

8. Upload the documents then click on **Save.**

CREATE TEMPORARY IMPORT/EXPORT REQUEST

Header | Item | Documents | Summary

\*Indicates Mandatory Field Close All

Supporting Documents

ADD DELETE

<input type="checkbox"/>	S.No	DocumentType	Remarks	File Name
<input type="checkbox"/>	1		A letter requesting release of the consignment	<a href="#">2aa601beb78354d1f874a696ddba3e70.jpg</a>

PREVIOUS SUBMIT CANCEL NEXT

9. Click on **Submit.**

CREATE TEMPORARY IMPORT/EXPORT REQUEST

Temporary: Import Request DTR10072019006592 has been submitted successfully.

Header | Item | Documents | Summary | Review

\*Indicates Mandatory Field Close All

Supporting Documents

S.No	DocumentType	Remarks	File Name
1		A letter requesting release of the consignment	<a href="#">2aa601beb78354d1f874a696ddba3e70.jpg</a>

PREVIOUS NEXT

## 4. Search Temporary Import Export Request

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.

### SEARCH TEMPORARY IMPORT/EXPORT REQUEST

Search

Temporary Import/Export Request Number:

Declaration Number:

Declaration Type:

Submission Date :  15 Days  Month  6 Months  Specific  
 To

Status:

Review Status:

Company Code:

Port Code:

2. Enter the search criteria then click on **Search**.

### Search Results

< Page 1 of 9 > Go to page  Go

<input type="checkbox"/>	S/No	<a href="#">Temporary Import/Export Request Number</a>	<a href="#">Declaration Number</a>	<a href="#">Expiry Date</a>	<a href="#">Declaration Type</a>	<a href="#">Submission Date</a>	<a href="#">Port Code</a>	<a href="#">Company Code</a>	<a href="#">Status</a>	<a href="#">Review Status</a>
	1	<a href="#">DTR10072019006592</a>			Temporary Import	10/07/2019 23:10	Sohar Port-OMSOH	C00003033 - TAMER CO	Submitted	Pending Review
	2	<a href="#">DTR09072019006591</a>			Temporary Import	09/07/2019 20:20	Sohar Port-OMSOH	C00003033 - TAMER CO	Submitted	Pending Review

3. Click on the **Temporary Import/Export Request No.** link to view its details.

CREATE TEMPORARY IMPORT/EXPORT REQUEST

Header | Item | Documents | Summary | Review

\*Indicates Mandatory Field

Application Information

Application Number:	DTR10072019006592	Declaration Type:	Temporary Import
Partial Released:		Port Type: *	Sea-S
Port of Entry:	Sohar Port-OMSOH	Type Of Goods:	Heavy machinery and equipment
Importer Registration Number:	C00003033	Importer Name:	TAMER CO
Requested Period:	100 Days	Aim of Temporary Import:	<input type="text" value="equipment"/>
Remarks:	<input type="text"/>		
Date Of Submission:	10/07/2019 23:10	Submitted By:	TAMERCO1 - TAMER
Status:	Submitted		

NEXT CLOSE

4. Click on the related tabs to view their details else click on **Close** to go back to the Search results.



## 5. Create Cancellation Request

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.

### SEARCH DECLARATION

▼ Search

Regime:	<input type="text" value="Select"/>	▼
Declaration Status:	<input type="text" value="Select"/>	▼
Processing Status:	<input type="text" value="Select"/>	▼
Payment Status:	<input type="text" value="Select"/>	▼
Review Status:	<input type="text" value="Select"/>	▼
Declaration Number:	<input type="text"/>	
Version:	<input type="text"/>	
Port Type:	<input type="text" value="Select"/>	▼
Port Code:	<input type="text" value="Select"/>	▼
Account Type:	<input type="text" value="Select"/>	▼
Importer:	<input type="text"/>	
Exporter:	<input type="text"/>	
Submission Date :	<input checked="" type="radio"/> 15 Days <input type="radio"/> Month <input type="radio"/> 6 Months <input type="radio"/> Specific	
	<input type="text" value="dd/MM/yyyy"/>	To <input type="text" value="dd/MM/yyyy"/>
Released Date:	<input type="text" value="dd/MM/yyyy"/>	To <input type="text" value="dd/MM/yyyy"/>
Transport Document Number:	<input type="text"/>	
Chassis Number:	<input type="text"/>	
Partial Released:	<input type="text" value="Select"/>	▼
H2H Mode:	<input type="text" value="Select"/>	▼
Statistical Type:	<input type="text" value="Select"/>	▼

2. Enter the search criteria then click on **Search**.

Search Results													
S/No	Declaration Number	Version	Regime	Type	Importer	Exporter	Transport Document	Submission Date	Declaration Status	Processing Status	Payment Status	Review Status	Released Date
1	<a href="#">DECIMP100719022453</a>	1	Importation	Import	C00003033			10/07/2019 21:58	Submitted	Pending Payment		Approved	
2	<a href="#">DECIMP090719022452</a>	1	Importation	Import	C00003033			09/07/2019 19:18	Submitted	Pending Payment		Approved	

3. Click on the **Declaration No.** link to view its details.

### CREATE CANCELLATION REQUEST

\*Indicates Mandatory Field

Request Number: - Auto Generated -

Declaration Number: DECIMP100719022453

Reason: \*

Remarks: \*

4. Enter the details then click on **Submit**.

## 6. Search Cancellation Request

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.

### SEARCH CANCELLATION REQUEST

Search

Customs Clearance Office:


Regime:


Status:

Declaration Number:



Request Number:

Account Type:

Importer:  

Exporter:  

Submission Date :  15 Days  Month  6 Months  Specific

 To  

Transport Document Number:

2. Enter the search criteria then click on **Search**.

### Search Results

< Page 1 of 1 > Go to page  Go

S/No	<a href="#">Request Number</a>	<a href="#">Declaration Number</a>	<a href="#">Date of Request</a>	<a href="#">Submitted By</a>	<a href="#">Status</a>
1	<a href="#">DCR03072019003351</a>	DECIMP250619022341	03/07/2019 11:23	TAMERCO1	Approved



3. Click on the **Request No.** link to view its details.

PROCESS CANCELLATION REQUEST Close All

**▼ Cancellation Details**

Request Number: DCR03072019003351  
Date of Request: 03/07/2019 11:23  
Declaration Number: [DECIMP250619022341](#)  
Reason: Declaration Cancellation Reason1-DEC\_CAN\_REA1  
Remarks:

**▼ Approval**

Review Status: Approved  
Reviewed By: MINA  
Date of Review: 03/07/2019 11:28  
Fine: 50 OMR  
Remarks:

**CLOSE**

4. Click on **Close** to go back to the Search page

## 7. Create Shortage Request


Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.

DECLARATION SHORTAGE REQUEST

\*Indicates Mandatory Field

▼ Create Declaration Shortage Request


Importer Registration Number: \*  

Importer Name: \*

Entry Port Type: \*  ▼

Port Of Entry: \*  ▼

Transport Document Number:

Transport Document Date:  

Reason: \*  ▼

2. Enter the details then click on **Submit**.

## 8. Search Shortage Request

Follow these steps:

1. Log on to ESW - Bayan then go to . The following page will be displayed.


### SEARCH DECLARATION SHORTAGE REQUEST

\*At least one search criteria must be entered

Search

Transport Document Number:

Shortage Request Number:

Importer Registration Number:  

Port Of Entry:

Submission Date :  To

Status:

Declaration No:

2. Enter the search criteria then click on **Search**.

Search Results

< Page 1 of 5 > Go to page  Go

S.No	Shortage Request Number	Declaration Number	Transport Document Number	Port Of Entry	Submitted Date	Importer	Importer Name	Status
1	<a href="#">SHRTGREQ25061951</a>	DECIMP250619022356		OMSOH	25/06/2019	C00003014	Mina company	Pending Review
2	<a href="#">SHRTGREQ25061950</a>	DECIMP250619022347		OMWJJ	25/06/2019	C00003033	TAMER CO	Pending Review

3. Click on the **Request No.** link to view its details.

**DECLARATION SHORTAGE REQUEST**  
\*Indicates Mandatory Field

∨ Create Declaration Shortage Request

Importer Registration Number: \*

Importer Name: \*

Entry Port Type: \*

Port Of Entry: \*

Transport Document Number:

Transport Document Date:

Reason: \*

Review Status: \*

Remarks:

**CANCEL**

4. Click on **Cancel** to go back to the Search page.

## 9. Create BOL De-consolidation Request

Follow these steps:

1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.


### BOL DE-CONSOLIDATION REQUEST

\*Indicates Mandatory Field


▼ Create BOL De-consolidation Request

BOL Request Number: - Auto Generated -

Transport Document Number: \*

Transport Document Date: \*  

Regime: \*  ▼

Party: \*  

Port Type: \*  ▼

Port Name: \*  ▼

Applied No.of De-consolidation(s): \*

Reason: \*

2. Enter the details then click on **Submit**.

## 10. Search BOL De-consolidation Request

Follow these steps:



1. Log on to ESW - Bayan then go to **Declaration** . The following page will be displayed.


### SEARCH BOL DE-CONSOLIDATION REQUEST

▼ Search

Transport Document Number:

BOL Request Number:

Submission Date : From   To  

Party:  

Port Type:  ▼

Port Name:  ▼

Regime:  ▼

Status:  ▼

2. Enter the search criteria then click on **Search**. From the search results, click on the request no link to view the details and click on **Close** to go back to the search results.