ROYAL OMAN POLICE
DIRECTORATE
GENERL OF CUSTOMS

BAYAN- (ESW)

Express Courier Manifest / Declaration User Guide

Chapter 1
About this Guide

Welcome to the Oman ESW BAYAN System user guide for the Port Authority. This user guide aims to explain the process and steps involved in using the Port Authority functionalities.

Purpose and Audience

Purpose

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

- Creating Express Courier Declaration
- Searching and viewing Express Courier Declaration

Audience

- Customs Broker

Chapter2
Master Manifest

The following pages show you the steps to create and submit master manifest.

> **@**
> - Some information may be different based on the mode of transportation; however, the basic details are the same.
> - For detailed information about the master manifest, refer to the master manifest user manual.

Related Roles: Carrier or Air Carrier or Carrier. The company must also have Courier role.

1. Log on to the system then go to **Master Manifest >> Create**, the following page will be displayed.

MASTER MANIFEST

Manifest Details

*Indicates Mandatory Field   ⊖Close All

⌄ Header

Mode of Transport: * | Select ⌄ |

SAVE   CLEAR

CANCEL

2. Select the Mode of Transport from the dropdown list. The following page will be displayed.

MASTER MANIFEST

Manifest Details

*Indicates Mandatory Field   ⊖Close All

⌄ Header

Mode of Transport: * | Air ⌄ |

⌄ Manifest Details

Manifest Number:	- Auto Generated -	Inbound / Outbound: * ⦿ Inbound ◯ Outbound
Port of Discharge: *	Select ⌄	Processing Port : * Select ⌄
Final Destination: *	[_____] 🔍 [_____]	Estimated Time of Arrival : * dd/MM/yyyy HH:mm 📅 (DD/MM/YYYY HH24:MM)
Captain/Driver name:	[_____]	Captain/Driver nationality: * Select ⌄

⌄ Aircraft Details

Flight Number: *	[_____]	Flight Nationality: Select ⌄
Carrier Code: *	C00003353	Carrier Name: * Tamer Courier
Conveyance Name:	[_____]	

SAVE   CLEAR

CANCEL

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

MASTER MANIFEST

Manifest MM071120186338 saved successfully.

Manifest Details | Conveyance Route | Transport Document

*Indicates Mandatory Field   ⊖ Close All

∨ **Header**

Mode of Transport: *   Air

∨ **Manifest Details**

Manifest Number:	MM071120186338	Inbound / Outbound: *	Inbound
Port of Discharge: *	Muscat International Airport Cargo-OMMCT	Processing Port : *	Al Duqum - OMADQ ∨
Final Destination: *	OMMCT 🔍 Muscat International Ai	Estimated Time of Arrival : *	07/11/2018 09:58 📅 (DD/MM/YYYY HH24:MM)
Captain/Driver name: *	TamerMekhimar	Captain/Driver nationality: *	REUNION - RE ∨
User Name:	TAMERCOURIER - Tamer Courier	Ground Handler:	C00003353 - Tamer Courier
Status:	Draft	H2H Mode:	N.A

∨ **Aircraft Details**

Flight Number: *	987897	Flight Nationality:	AUSTRIA - AT ∨
Carrier Code: *	C00003353	Carrier Name: *	Tamer Courier
Conveyance Name:			

SAVE

4. Click on the **Conveyance Route** tab. The following page will be displayed.

MASTER MANIFEST

Manifest Details | **Conveyance Route** | Transport Document

*Indicates Mandatory Field   ⊖ Close All

∨ **Conveyance Route Details**

ADD

Note: For the first sequence number First Port of Call is required, and for the last two sequence numbers Port of Call and Final Port are required.

< Page 1 of 1 > Go to page 1 Go

Seq. No.	Route Code	Country	Port Name	Port Type
		No Records Found		

PREVIOUS   SUBMIT   CANCEL   NEXT

5. Click on **Add.** The following section will be displayed.

MASTER MANIFEST

| Manifest Details | Conveyance Route | Transport Document |

*Indicates Mandatory Field   ⊖ Close All

∨ Conveyance Route Details

| ADD | DELETE |

Note: For the first sequence number First Port of Call is required, and for the last two sequence numbers Port of Call and Final Port are required.

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

☐	Seq. No.	Route Code	Country	Port Name	Port Type
☐	1	* First Port of Call ▼	* Select ▼	* Select ▼	

SAVE

| PREVIOUS | SUBMIT | CANCEL | NEXT |

Conveyance Tab – Add button

@

The Route Code options:

- First Port of Call
- Immediate Ports
- Port of Call
- Final Port

6. Enter the related details then click on **Save**. The following message will be displayed.

MASTER MANIFEST

Conveyance Route details saved successfully.

| Manifest Details | Conveyance Route | Transport Document |

*Indicates Mandatory Field   ⊖ Close All

∨ Conveyance Route Details

Success Message

7. Click on **Transport Document** Tab. The following page will be displayed.

MASTER MANIFEST

| Manifest Details | Conveyance Route | Transport Document |

⊖ Close All

⌄ Transport Document List

ADD

Transport Doc. No: [_____] SEARCH CLEAR

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

S.No	Transport Doc. No	Transport Doc. Type	Transport Doc. Date	Gross Weight	Is Courier Cargo?

No Records Found

PREVIOUS SUBMIT CANCEL

Transport Document

8. Click on **Add**. The following section will be displayed.

MASTER MANIFEST

| Transport Doc. Header | Item List | Transport Doc. Route |

*Indicates Mandatory Field

⊖ Close All

⌄ Transport Document

Transport Doc. No: *	[_____]	Is Courier Cargo?:	○ Yes ● No
Transport Doc. Type: *	Select ⌄	Transport Doc. Date: *	dd/MM/yyyy 📅
Transport Doc. Indicator: *	Select ⌄	Cargo Type: *	Select ⌄
Gross Weight(Manifested): *	[_____] KG	Net Weight(Manifested): *	[_____] KG
Gross Weight(Loaded): *	[_____] KG	Net Weight(Loaded): *	[_____] KG
Total Quantity: *	[_____] Select ⌄	UCR No.:	[_____]

Transport Document Tab

@

Check **Yes** before **Is Courier Cargo? Yes/No:**

- The Courier Cargo Category (Commercial/Non-commercial) field will be displayed.
- Goods Description field will be displayed.
- Invoice List section will be displayed.

9. Enter the related details then go to the **Invoice List** section and click on **Add**. The following section will be displayed.

Invoice List

ADD

< Page 1 of 1 > Go to page 1 Go

S.No	Invoice Number	No Invoice	Invoice Amount(OMR)	Total CIF Amount (OMR)
		No Records Found		

Invoice Details

Invoice Number: * [_____]   ☐ No Invoice

Invoice Date: * [dd/MM/yyyy 📅]   Term Type: * [Select ▾]

Gross Weight: * [_____] KG   Net Weight: * [_____] KG

Package Quantity: * [_____]   Invoice Status: * ⦿ Original ○ Non-original
[Select ▾]

UCR Reference Number: [_____]   Truck PayLoad(Ton): [_____]

Country of Loading: [Select ▾]

Invoice Type	Charge %	Amount	Currency	Exchange Rate	Amount(OMR)
Invoice Value *		[____]	[Select ▾]	[____]	[____]
Freight:		[____]	[Select ▾]	[____]	[____]
Insurance:		[____]	[Select ▾]	[____]	[____]
				Total CIF Amount (OMR)	[____]

Invoice List

@
- For Courier, the invoice value can't be more than 300 OMR.
- If there's no invoice, check in the box before 'No Invoice' and system will automatically generate invoice number.

---

10. Enter the details then click on Add. The information will be added.

Invoice List

ADD   DELETE

< Page 1 of 1 > Go to page 1 Go

☐	S.No	Invoice Number	No Invoice	Invoice Amount(OMR)	Total CIF Amount (OMR)
☐	1	tamer	No	100.000	100.000

Invoice Added

11. Go to **Consignee Party**. The following section will be displayed.

Consignee Party

Importer Registration No.: *	[_____] 🔍 ☐ Other		
Name: *	[_____]	Street:	[_____]
City: *	[_____]	Sub Region:	[_____]
Country: *	Select ▾	Post Code:	[_____]
Phone Number. : *	[_____]		

SAVE   CLEAR   GO TO TRANSPORT DOC.   CANCEL

Consignee Party

@
- If the importer is registered in Bayan, click on 🔍 to search and select the user.
- If the user is not registered, click on ☐ Other and type the name.

12. Click on **Save**. The details will be saved.

Consignee Party

Importer Registration No.:	Tamer Mekhimar 🔍 ☑ Other		
Name: *	tamer	Street:	[_____]
City: *	muscat	Sub Region:	[_____]
Country: *	OMAN - OM ▾	Post Code:	Select ▾
Phone Number. : *	435345345433		

SAVE   GO TO TRANSPORT DOC.   CANCEL   NEXT

Consignee Party

13. Go to the **Item List** tab. The following section will be displayed.

MASTER MANIFEST

Transport Doc. Header	Item List

⊖ Close All

Item List

ADD

< Page 1 of 1 > Go to page 1 Go

S.No	Cargo Type	Item Description	Country Of Origin
		No Records Found	

PREVIOUS   GO TO TRANSPORT DOC.   CANCEL   NEXT

14. Click on **Add**. The following section will be displayed.

MASTER MANIFEST

| Transport Doc. Header | Item List |

⊖ Close All

∨ Item Details

Cargo Type: *	Non Containerized
Item Description: *	
Mark And Numbers:	
Country Of Origin: *	Select ▾
No Of Packages: *		Select ▾
Total Quantity:		Select ▾
Gross Weight:	KG
UNDG Class:	

SAVE   CLEAR   VIEW LIST

PREVIOUS   GO TO TRANSPORT DOC.   CANCEL   NEXT

Add Item

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

MASTER MANIFEST

Item saved successfully.

| Transport Doc. Header | Item List |

⊖ Close All

∨ Item Details

Cargo Type: *	Non Containerized
Item Description: *	various goods
Mark And Numbers:	
Country Of Origin: *	ARGENTINA - AR ▾
No Of Packages: *	100 KG-KG ▾
Total Quantity:	Select ▾
Gross Weight:	KG
UNDG Class:	

SAVE   NEW   DELETE   VIEW LIST

PREVIOUS   GO TO TRANSPORT DOC.   CANCEL   NEXT

16. Click on Go to Transport Document. The following page will be displayed.

MASTER MANIFEST

| Manifest Details | Conveyance Route | **Transport Document** |

⊖ Close All

∨ Transport Document List

[ADD] [DELETE]

Transport Doc. No: [_____] [SEARCH] [CLEAR]

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

☐	S.No	Transport Doc. No	Transport Doc. Type	Transport Doc. Date	Gross Weight	Is Courier Cargo?
☐	1	TAMER-07-2018	Airway bill	07/11/2018	100 KG	Yes

[PREVIOUS] [SUBMIT] [CANCEL]

17. Click on Submit button. System will validate the details and display a success message if pass.

MASTER MANIFEST

Manifest MM071120186338 submitted successfully.

Warning: late submission with Estimated Time of Arrival 07/11/2018 09:58.

| Manifest Details | Conveyance Route | **Transport Document** |

⊖ Close All

∨ Transport Document List

Transport Doc. No: [_____] [SEARCH] [CLEAR]

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

S.No	Transport Doc. No	Transport Doc. Type	Transport Doc. Date	Gross Weight	Is BL used in Declaration	Is Courier Cargo?	De-consolidation Status
1	TAMER-07-2018	Airway bill	07/11/2018	100 KG	No	Yes	N.A

[PREVIOUS] [CLOSE]

Chapter3
House Manifest

The following steps explain the changes in the house manifest with relation to the express courier.

@	• The details given here may be different based on the mode of transportation used. • For more details, refer to the House Manifest user guide.

Related Roles: Freight Forwarder

1. Follow the normal steps for creating House Manifest until the following is displayed.

HOUSE MANIFEST

Manifest Details	Transport Document

⊖ Close All

∨ **Transport Document List**

[ADD] [DELETE]

Transport Doc. No: [_____] [SEARCH] [CLEAR]

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

☐	S.No	Transport Doc. No	Master/House BL No.	Type	Date	Gross Weight	Is BL used in Declaration	Is Courier Cargo?	De-consolidation Status
☐	1	600	MOM	House Airway bill	30/10/2018	600 KG	No	No	N.A
☐	2	400	MOM	House Airway bill	30/10/2018	400 KG	No	Yes	N.A
☐	3	3453453	MOM	House Airway bill	01/11/2018	1 KG	No	Yes	N.A

[PREVIOUS] [SUBMIT] [CANCEL]

House Manifest

2. Click on **Add**. The following page will be displayed.

| Transport Doc. Header | Item List |

⊖ Close All

⌄ Transport Document

House BL Number: *	[ ]	Is Final Consignee:	⦿ Yes ○ No
Is Courier Cargo?:	○ Yes ⦿ No	Transport Doc. Type: *	House Airway bill
Transport Doc. Date: *	dd/MM/yyyy	Transport Doc. Indicator: *	Import
Cargo Type: *	Bulk	Total Quantity: *	[ ] Select
Gross Weight(Manifested): *	[ ] KG	Net Weight(Manifested): *	[ ] KG
Gross Weight(Loaded): *	[ ] KG	Net Weight(Loaded): *	[ ] KG
UCR No.:	[ ]	Ownership Transferred? :	⦿ Yes ○ No

⌄ Location

Port of Loading: *	CARMEN DE PATAGONES Argentina-CPG	Port Of Discharge: *	Sohar Air Port-OMSOH

⌄ Consignee Party

Importer Registration No.: *	[ ] 🔍 ☐ Other		
Name: *	[ ]	Street:	[ ]
City: *	[ ]	Sub Region:	[ ]
Country: *	OMAN - OM	Post Code:	Select

Transport Doc. Header

@	• Check in Is Courier? Yes/No.
	• If Yes, extra mandatory fields will be displayed, e.g. Courier Cargo Category: Commercial/Non-commercial and Goods Description.

3. Enter the related details then go to **Invoice List** section and click on **Add**. The following section will be displayed.

Invoice List

∨ Invoice List

ADD

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

S.No	Invoice Number	No Invoice	Invoice Amount(OMR)	Total CIF Amount (OMR)
		No Records Found		

∨ Invoice Details

Invoice Number: * [   ]   { ☐ No Invoice }

Invoice Date: * [dd/MM/yyyy] 📅   Term Type: [Select ▾]

Gross Weight: * [   ] KG   Net Weight: * [   ] KG

Package Quantity: * [   ]   Invoice Status: * ⦿ Original ◯ Non-original
[Select ▾]

UCR Reference Number: [   ]

Invoice Type	Charge %	Amount	Currency	Exchange Rate	Amount(OMR)
Invoice Value *		[ ]	[Select ▾]	[ ]	[ ]
Freight:		[ ]	[Select ▾]	[ ]	[ ]
Insurance:		[ ]	[Select ▾]	[ ]	[ ]
				Total CIF Amount (OMR)	[ ]

ADD **CLEAR** **CANCEL**

Invoice List

4. Enter the related details and click on **Add**.

@
- For Express Courier, the invoice can't exceed 300 OMR.
- That amount may change from time to time as per the Customs regulations.
- If there is no invoice, check in the box before No Invoice and system will auto-generate the invoice number.

5. Go to the **Consignee Party** section. The following details will be displayed.

∨ Consignee Party

Importer Registration No.: * [   ] 🔍 ☐ Other

Name: * [   ]   Street: [   ]

City: * [   ]   Sub Region: [   ]

Country: * [OMAN - OM ▾]   Post Code: [Select ▾]

Phone Number. : * [   ]

SAVE **CLEAR** **GO TO TRANSPORT DOC.**

- If the consignee is registered in the system, click on [search icon] to search and select it.

- If the consignee is NOT registered in the system, check in the [ ] Other and enter the details in the related fields manually.

6. Enter the related details then click on **Item List** tab. The following page will be displayed.

HOUSE MANIFEST

| Transport Doc. Header | Item List |

⊖ Close All

∨ Item List

ADD

< Page 1 of 1 > Go to page 1 Go

S.No	Cargo Type	Item Description	Country Of Origin
		No Records Found	

PREVIOUS GO TO TRANSPORT DOC.

Item List

7. Click on **Add**. The following section will be displayed.

HOUSE MANIFEST

| Transport Doc. Header | Item List |

⊖ Close All

∨ Item Details

Cargo Type: *   Bulk

Item Description: *   [   ]

Mark And Numbers: [   ]

Country Of Origin: *   Select ▼

No Of Packages: *   [   ] Select ▼

Total Quantity: [   ] Select ▼

Gross Weight: [   ] KG

UNDG Class: [   ]

SAVE   CLEAR   VIEW LIST

PREVIOUS GO TO TRANSPORT DOC.

8. Enter the respective details and click on **Save** then proceed normally for submission.

@	• If the Port of Import, destination port, and the processing are different, auto-transfer request will be generated. • If multiple bill of ladings are submitted, one transfer request will be generated. • The transfer will be done at the manifest level. • System will accumulate the express courier bill of ladings and route to Customs for process (approve/reject) • If approved by Customs, it will be routed for sealing process. • During processing by Custom, extra changes may be added. • System does not require authorization among express courier companies.

Chapter 4
Express Courier Officer

Master Manifest

Create BL Closure

Follow these steps to create Bill of Lading Closure Request.
1.   Go to **Master Manifest >> Create BL Closure**. The following page will be displayed.

BL Closure Request

2.   Enter the related details then click on Search. The search results will be displayed.

Search Results

3. Click on the **Transport Doc no.** link. The following page will be displayed.

BL Closure Request

4. Select the Reason from the dropdown list options and fill in the remarks then click on Save.
   The following success message will be displayed.

Success Message

5. Click on Supporting Documents tab. The following page will be displayed.

BL CLOSURE REQUEST

Closure Request BLCP07112018000043 has been saved successfully.

Request Header	Supporting Documents

*Indicates Mandatory Field ⊖ Close All

∨ **Supporting Documents**

	S/No	Document Type	Remarks	File Name
☐				

ADD DELETE

PREVIOUS SUBMIT CLOSE

Supporting Documents Tab

6. Click on **Add**. The following section will be displayed.

BL CLOSURE REQUEST

Request Header	Supporting Documents

*Indicates Mandatory Field ⊖ Close All

∨ **Supporting Documents**

	S/No	Document Type	Remarks	File Name
☐				

ADD DELETE

∨ **Document Details**

Document Type: * [Select ▽]

Remarks: [   ]

✚ Add

File Name: * [   ]

SAVE CANCEL

PREVIOUS SUBMIT CLOSE

Supporting Documents

7. Select the Document Type from the dropdown list then click on Add. The following dialog box will be displayed.
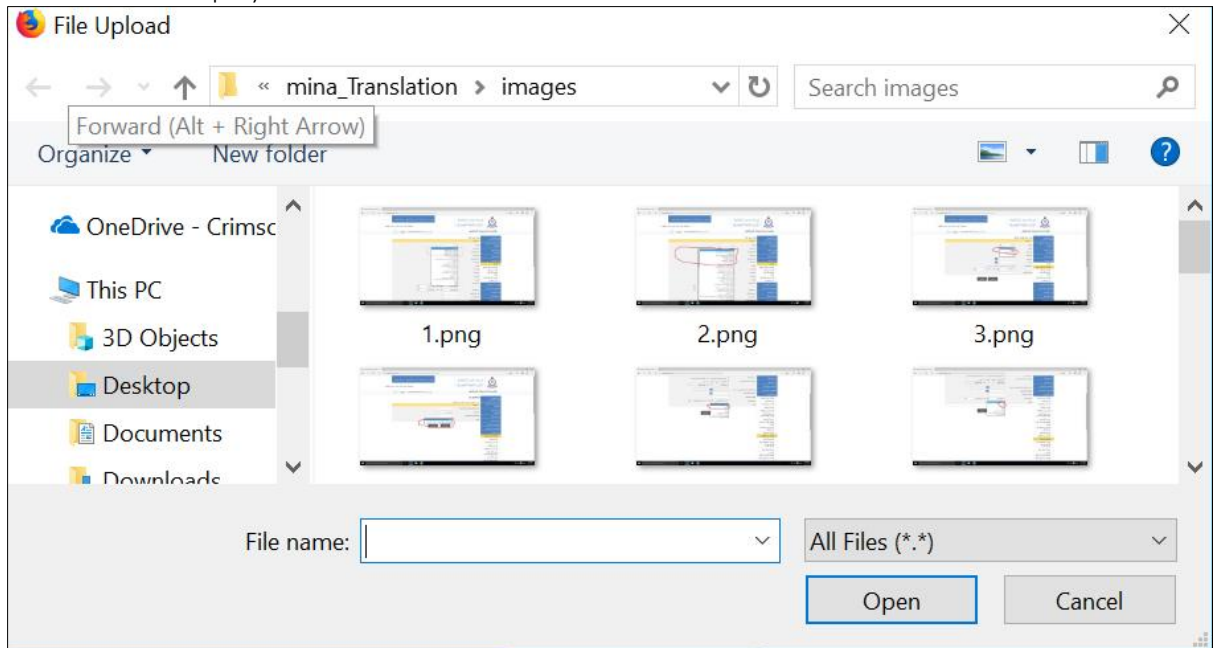
File Upload dialog box

8. Click to add the file you want to upload. The file will be added.

9. Click on Upload button. The file will be uploaded.

Document Details

Document Type: *	Document Type 1 ▽
Remarks:	
File Name: *	✕ Clear All
	1.png Clear
	Done

SAVE   CANCEL

Uploaded file

10. Click on Save button. The file will be saved.

BL CLOSURE REQUEST

Request Header | Supporting Documents

*Indicates Mandatory Field   ⊖ Close All

Supporting Documents

☐	S/No	Document Type	Remarks	File Name
☐	1	Document Type 1		1.png

ADD   DELETE

PREVIOUS   SUBMIT   CLOSE

Saved file

11. Click on **Submit**. The following message will be displayed.

Do you want to submit closure request?
YES   NO

Confirmation popup

12. Click on Yes. The request will be submitted.

BL CLOSURE REQUEST

Closure Request BLC07112018000042 has been submitted successfully.

Request Header | Supporting Documents

*Indicates Mandatory Field   ⊖ Close All

Supporting Documents

S/No	Document Type	Remarks	File Name
1	Document Type 1		1.png

PREVIOUS   CLOSE

13. Click close. You will go back to the create BL closure page.

Search BOL

Follow these steps to search for the BL closure request number.

1. Go to **Master Manifest >> Search BL Closure**. The following page will be displayed.

BL Closure Request

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

Search Results

3. Click on the **Request Number** link. The following page will be displayed.

BL CLOSURE REQUEST

Request Header | Supporting Documents

*Indicates Mandatory Field   ⊖ Close All

∨ BL Request Details

Provisional Request Number:	BLCP07112018000043
Request Number:	BLC07112018000042
Regime:	Importation
Transport Doc Number:	TRN001
Transport Doc Type:	Master Bill of Lading
Transport Doc Date:	13/06/2014
Location:	Sohar Port-OMSOH
Shipping Agent:	C99 - CL001
Reason:	Prohibited goods-CLR4
Remarks:	Test

CLOSE   NEXT

BL Closure Request

4.   Click on Close to go back to the search page.

Release Management

Create Transfer Request

Follow these steps to create transfer request.

1. Go to **Release Management >> Create Transfer Request**. The following page will be displayed.

Create Transfer Request

2. Select the Request Type from the dropdown list (Manifest if you want to create request at the manifest level or Transport Document if you want to create request for specific document). The following page will be displayed.

Create Transfer Request

3. Select the Customs Location From and enter the Manifest Number then click on Search. The following search results will be displayed.

Search Results

4. Click on the Manifest Number link. The following page will be displayed.

Create Transfer Request

5. Enter the **Transfer Request Reason** and the **Remarks** then click on **Save**. The following success message will be displayed.

Save Message

6. Click on the Conveyance Details tab. The following page will be displayed.

Conveyance Details Tab

7. Click on **Add** (to register the vehicle manually) or **Load from Vehicle Tracking** (if the vehicle is registered int eh system) buttons.

No Records Found

Conveyance Details

Vehicle Plate Type: *	Select	Plate Number: *	
Vehicle Nationality: *	Select	Driver Name:	
Driver Nationality:	Select	Is there trailer?: *	Select

Owner Details

Owner Name: *		Nationality: *	Select
ID Type: *	Select	ID Number: *	

ADD   CLEAR   CANCEL

Conveyance Details

8. Enter the related details then click on Add. The information will be added.

Conveyance details have been saved successfully.

| Transfer Request | Conveyance Details |

∨ Conveyance Details

| ADD | LOAD FROM VEHICLE TRACKING | DELETE |

Note: At least one conveyance is mandatory.

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

☐	S.No	Gate Pass Number	Conveyance/Plate Number	Driver Name	Vehicle Plate Type
☐	1		34534534543		Private Vehicle

PREVIOUS

Save Message

9. Click on Previous Button. The following page will be displayed.

CREATE TRANSFER REQUEST

Only the Transport Documents which are not attached to declaration and not transferred are eligible for Transfer

∨ Create Transfer Request

Request Type: *	Manifest
Carrier:	C00003353 - Tamer Courier
Manifest Number:	MM071120186338
Transfer Request Number:	TRAMNF071118001531
Customs Location From:	Muscat International Airport Cargo-OMMCT
Customs Location To : *	Al Duqum-OMADQ
Transfer Request Reason: *	TRF_EQP_NAVAIL-inspection equipment is'nt available ∨
Remarks:	
Officer Remarks:	
Guarantee Number:	
Status:	Draft

∨ Transport Documents For Transfer

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

☐	S.No	Transport Document Number	Transport Document Issue Date	Regime	Transport Document Type	Container Numbers	Is Courier Cargo?
☐	1	TAMER-07-2018	07/11/2018	IMP	Airway bill	N.A	Yes

| ADD | DELETE |

| SAVE | SUBMIT | CANCEL |

Submit Button

10. Click on Submit button. The following message will be displayed.

Do you want to Submit?

OK   CANCEL
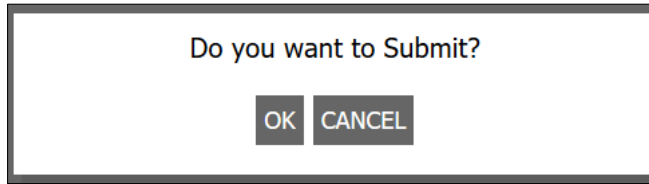
Confirmation Message

11. Click on **OK**. The request will be submitted.

Transfer request : TRAMNF071118001531 submitted successfully.

| Transfer Request | Conveyance Details |

VIEW TRANSFER REQUEST

Only the Transport Documents which are not attached to declaration and not transferred are eligible for Transfer

⌄ View Transfer Request

Request Type: *	Manifest
Carrier:	C00003353 - Tamer Courier
Manifest Number:	MM071120186338
Transfer Request Number:	TRAMNF071118001531
Customs Location From:	Muscat International Airport Cargo-OMMCT
Customs Location To : *	Al Duqum-OMADQ
Transfer Request Reason: *	inspection equipment is'nt available
Remarks:	
Officer Remarks:	
Guarantee Number:	
Status:	Pending Review

Submission Message

@

- The request will be process by Customs
- If Approved, the status will be "Pending Adding Seal"
- Check with the Customs Inspector
- After adding the seals, the status will be "Pending Payment"
- After Payment, the status will be "Pending Clearance for Transfer"

Search Transfer Request

Follow these steps to search for the transfer requests.

1. Go to **Release Management >> Search Transfer Request**. The following page will be displayed.

Search Page

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

Search Results

3. Click on the **Transfer Request Application Number**. The following page will be displayed.

VIEW TRANSFER REQUEST

Transfer Request | Conveyance Details

Only the Transport Documents which are not attached to declaration and not transferred are eligible for Transfer

⌄ View Transfer Request

Request Type: *	Manifest
Carrier:	C00003353 - Tamer Courier
Manifest Number:	MM061120186337
Transfer Request Number:	TRAMNF061118001530
Customs Location From:	Muscat International Airport Cargo-OMMCT
Customs Location To : *	Al Mizuna Land Border-OMAMZ
Transfer Request Reason: *	inspection equipment is'nt available
Remarks:	
Officer Remarks:	
Guarantee Number:	
Status:	Pending Review

⌄ Transport Documents For Transfer

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

S.No	Transport Document Number	Transport Document Issue Date	Regime	Transport Document Type	Container Numbers	Is Courier Cargo?
1	3452353545435	06/11/2018	IMP	Airway bill	N.A	Yes

AMENDMENT   CLOSE

Transfer Request

4. Click on Close to go back to the search screen.

Create Transfer Amendment Request

Follow these steps to create Transfer Amendment Request.

1. Go to **Release Management >> Create Transfer Amendment Request**. The following page will be displayed.

Create Amend Request

2. Select the **Request Type** and enter the search criteria then click on Search. The following search results will be displayed.

Search Results

3. Click on the Transfer Request Application Number link. The following page will be displayed.

Create Amendment Request

4. Enter the Reason for Amendment then click on Submit. The message will be displayed.

Success Message

5. Click on **Yes**. The request will be submitted successfully.

Search Transfer Amendment Request

Follow these steps to search for submitted transfer amendment requests.

1. Go to Release Management >> Search Transfer Amendment Request. The following page will be displayed.

SEARCH

⌄ Search

Amend Request Number:	
Transfer Request Number:	
Status:	Select ⌄

SEARCH   CLEAR

Search Page

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

⌄ Search Results

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

Sl. No	Amend Request Number	Transfer Request Number	Status
1	TRAAMDREQ0611201862	TRAMNF061118001530	Pending Review
2	TRAAMDREQ0611201861	TRAMNF061118001527	Pending Review

Search Results

3. Click on the **Amend Request Number**. The following page will be displayed.

VIEW AMENDMENT REQUEST

⌄ View

Amend Request Number:	TRAAMDREQ0611201861
Transfer Request Number:	TRAMNF061118001527
Request Date:	06/11/2018 12:43
Reason For Amendment: *	اختبار

⌄ Approval Details

Approval Officer:	
Approval Status:	Pending Review
Date Of Approval:	
Remarks:	

CLOSE

View Amendment Request

4. Click on **Close** to go back to the search results.

Transfer Amend

Follow these steps to amend the transfer request.

> @ Refer to the search steps given in this section to amend the request once the Customs approval is given.

2.

Chapter 5

Express Courier Declaration

This User Guide assists the Courier Agent to handle the functionalities related to Express courier. It depicts the process involved in customs clearance of non-commercial and commercial documents/parcels by express courier companies (e.g. DHL, FedEx, UPS, Oman).

Non-commercial parcels are those items which have no commercial value and are mostly intended for personal use.

Commercial parcels are those goods which have a commercial value and are mostly imported by commercial entities along with a commercial invoice.

Express Courier Declaration can be created and submitted only for Import and Export regimes.

A submitted declaration is automatically approved if the declarant has provided valid details. If the details provided are not valid, there is an option to get a manual approval from the Oman Customs Officer for that declaration.

An approved declaration can be amended by the declarant. To amend an approved declaration, the declarant must submit the Amendment Request. The Customs Office approves or rejects this request.

Once an amendment request for a declaration in **Submitted/Approved** status is approved by the customs officer, the declarant can amend the declaration before inspection while the customs officer can amend the declaration other than item details in **Submitted/Approved** status at any given time.
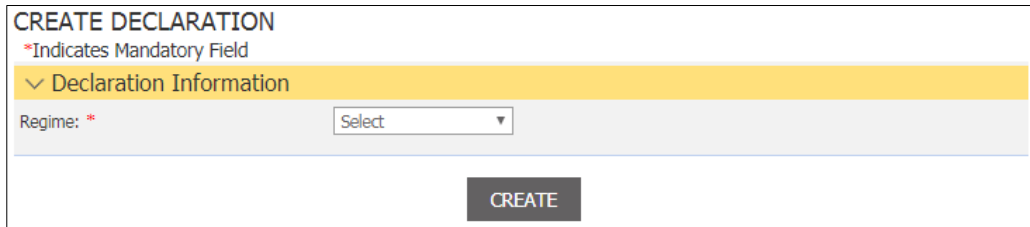
A **Submitted/Approved** declaration can be cancelled by the declarant. To cancel a declaration the declarant must submit a Cancellation Request. The Customs Office approves or rejects this request.

Create Express Courier Declaration

To create an Express Courier Declaration, you will first need to have "xxx" right.

3. ***Follow these steps:***

    4. Click **Declaration** >> **Create**. The Create Declaration page is displayed.
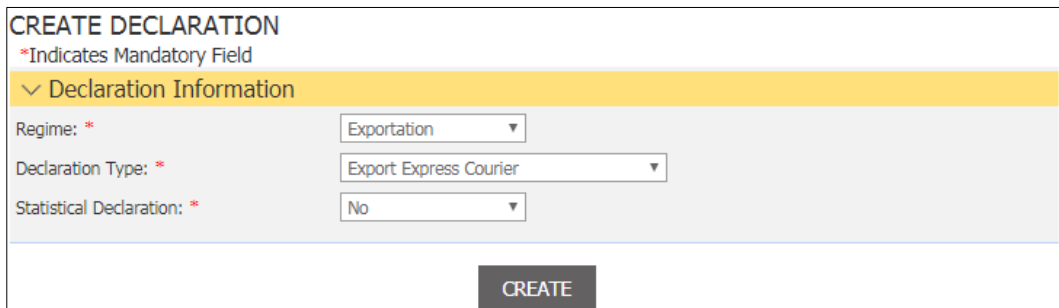
    Create Declaration

- Express Courier declaration can only be created for **IMPORT** and **EXPORT** regimes.
- Express Courier declaration can only be created for **Import Express Courier** and **Export Express Courier** Declaration Type.

    5. Select the Declaration type as **'Export Express Courier'** from the drop-down list.

Declaration Type- Export Express Courier

    6. Click **CREATE**. The Declaration Header tab will be displayed. Enter the details in the mandatory fields (marked with *) and click **SAVE**. Upon successful validation, a success message is displayed along with the other tabs- Party, Transport Document, Invoice, Item, Documents, Charges and Summary.

Declaration Saved-Success Message

7. Click the required tab or click **NEXT** to specify exporter details in **Party** tab. Click **SAVE** to save the Exporter details in the Party tab.

8.

9.
10. **Party Tab**

11. Click the required tab or click **NEXT** to upload the BL details in **Transport Document** tab.

12.

13.

14. **Transport Document Tab**

To Load Bill of Lading Details in the Declaration:

15.

     a)   Click **LOAD BILL OF LADING(S)** in the Transport Document Details Section to open the Master Manifest Number pop up.

16. **Bill of Lading Pop Up**

     b)   Enter the Master Manifest Number and click **SEARCH**. The Search Results will be displayed in the Search Results section.

Search Results Section

c) Select the checkbox corresponding the Transport Document number to select the record and Click **SUMBIT.** Upon successful validation, the BL (s) are loaded **to the Declaration.**

Transport Document Details Section

17.

18.

19. Click the required tab or click **NEXT** to navigate to the **Invoice** tab. The Invoice details are pulled from the Manifest and automatically populated in the Invoice list section.

20.

CREATE DECLARATION

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

*Indicates Mandatory Field   ⊖ Close All

⌄ **Invoice List**

< Page 1 of 1 > Go to page 1 Go

☐	S/No	Unique Number	Invoice Number	Invoice Date	Term Type	Total CIF Amount (OMR)
☐	1	1	SBL2310|1111	23/10/2018	COST, INSURANCE AND FREIGHT-CIF	111.000

PREVIOUS   SUBMIT   CANCEL   NEXT

21.
22. **Invoice Tab**
23.

24. Continue with the filling in the other details like normal declaration until submission.
25.