



**ROYAL OMAN POLICE
DIRECTORATE
GENERAL OF CUSTOMS**

BAYAN- (ESW)

Express Courier Manifest / Declaration User Guide



customs.gov.om



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



80080022
2 4349000

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 Close All

*Indicates Mandatory Field

▼ Header

Mode of Transport: *

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

MASTER MANIFEST

Manifest Details Close All

*Indicates Mandatory Field

▼ Header

Mode of Transport: *

▼ Manifest Details

Manifest Number: - Auto Generated -	Inbound / Outbound: * <input checked="" type="radio"/> Inbound <input type="radio"/> Outbound
Port of Discharge: * <input type="text" value="Select"/>	Processing Port: * <input type="text" value="Select"/>
Final Destination: * <input type="text"/>	Estimated Time of Arrival: * <input type="text" value="dd/MM/yyyy HH:mm"/> (DD/MM/YYYY HH24:MM)
Captain/Driver name: * <input type="text"/>	Captain/Driver nationality: * <input type="text" value="Select"/>

▼ Aircraft Details

Flight Number: * <input type="text"/>	Flight Nationality: <input type="text" value="Select"/>
Carrier Code: * C00003353	Carrier Name: * Tamer Courier
Conveyance Name: <input type="text"/>	

Note the following fields:

- Port of Discharge
- Processing Port
- Final Destination

If there is a difference between the Port of Discharge and the processing port, you can submit Transfer request (*will be covered soon in this user guide*)

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

<input type="checkbox"/>	Seq. No.	Route Code	Country	Port Name	Port Type
<input type="checkbox"/>	1	* First Port of Call <input type="text"/>	* Select <input type="text"/>	* Select <input type="text"/>	

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: * Transport Doc. Date: *

Transport Doc. Indicator: * Cargo Type: *

Gross Weight(Manifested): * KG Net Weight(Manifested): * KG

Gross Weight(Loaded): * KG Net Weight(Loaded): * KG

Total Quantity: * 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.

- 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: *

Invoice Date: *

Gross Weight: * KG

Package Quantity: *

UCR Reference Number:

Country of Loading:

No Invoice

Term Type: *

Net Weight: * KG

Invoice Status: * Original Non-original

Truck PayLoad(Ton):

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

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.

- 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

<input type="checkbox"/>	S.No	Invoice Number	No Invoice	Invoice Amount(OMR)	Total CIF Amount (OMR)
<input type="checkbox"/>	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: * Post Code:

Phone Number. : *

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.: Other

Name: * Street:

City: * Sub Region:

Country: * Post Code:

Phone Number. : *

Consignee Party

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

MASTER MANIFEST

Transport Doc. Header **Item List**

▼ **Item List**

< Page 1 of 1 > Go to page 1

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

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: *

No Of Packages: *

Total Quantity:

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: *

Mark And Numbers:

Country Of Origin: *

No Of Packages: *

Total Quantity:

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

<input type="checkbox"/>	S.No	Transport Doc. No	Transport Doc. Type	Transport Doc. Date	Gross Weight	Is Courier Cargo?
<input type="checkbox"/>	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

<input type="checkbox"/>	S.No	Transport Doc. No	Master/House BL No.	Type	Date	Gross Weight	Is BL used in Declaration	Is Courier Cargo?	De-consolidation Status
<input type="checkbox"/>	1	600	MOM	House Airway bill	30/10/2018	600 KG	No	No	N.A
<input type="checkbox"/>	2	400	MOM	House Airway bill	30/10/2018	400 KG	No	Yes	N.A
<input type="checkbox"/>	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: *	<input type="text"/>	Is Final Consignee:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is Courier Cargo?:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Transport Doc. Type: *	House Airway bill
Transport Doc. Date: *	<input type="text" value="dd/MM/yyyy"/>	Transport Doc. Indicator: *	Import
Cargo Type: *	Bulk	Total Quantity: *	<input type="text"/>
Gross Weight(Manifested): *	<input type="text"/> KG	Net Weight(Manifested): *	<input type="text"/> KG
Gross Weight(Loaded): *	<input type="text"/> KG	Net Weight(Loaded): *	<input type="text"/> KG
UCR No.:	<input type="text"/>	Ownership Transferred? :	<input checked="" type="radio"/> Yes <input type="radio"/> No
Location			
Port of Loading: *	CARMEN DE PATAGONES Argentina-CPG	Port Of Discharge: *	Sohar Air Port-OMSOH
Consignee Party			
Importer Registration No.: *	<input type="text"/>	<input type="checkbox"/> Other	
Name: *	<input type="text"/>	Street:	<input type="text"/>
City: *	<input type="text"/>	Sub Region:	<input type="text"/>
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

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: * Term Type: * ▼

Gross Weight: * KG Net Weight: * KG

Package Quantity: * ▼ Invoice Status: * Original Non-original

UCR Reference Number:

Invoice Type	Charge %	Amount	Currency	Exchange Rate	Amount(OMR)
Invoice Value *		<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"/>

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: * ▼ Post Code: ▼

Phone Number. : *

SAVE CLEAR GO TO TRANSPORT DOC.

@

- If the consignee is registered in the system, click on 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: *

Item Description: *

Mark And Numbers:

Country Of Origin: *

No Of Packages: *

Total Quantity:

Gross Weight:

UNDG Class:

Bulk

Select v

Select v

Select v

KG

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 Close All

Search Missing or Destroy Request

Transport Doc. No:

Master/House BL No.:

Regime:

Type:

Port Type:

Port Name:

BL Closure Request

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

Search Results

< Page 1 of 264 > Go to page 1

S/No	Transport Doc. No	Master/House BL No.	Regime	Type	Location	Regime	Date
1	1		Transshipment	Master Bill of Lading	CORPACH-GBCOR	Transshipment	10/06/2014
2	534534		Transit	Master Bill of Lading	Spjelkavik-NOSPV	Transit	10/06/2014
3	MBL006		Importation	Master Bill of Lading	Sohar Port-OMSOH	Importation	13/06/2014
4	TRN001		Importation	Master Bill of Lading	Sohar Port-OMSOH	Importation	13/06/2014
5	mbl001		Importation	Master Bill of Lading	Sohar Port-OMSOH	Importation	05/06/2014
6	MBL001		Importation	Master Bill of Lading	Sohar Port-OMSOH	Importation	23/06/2014
7	dsfsdf44		Transit	Bill of Lading	Sohar Port-OMSOH	Transit	23/06/2014
8	MBL001		Importation	Master Bill of Lading	Sohar Port-OMSOH	Importation	23/06/2014
9	ere4es4		Transit	Bill of Lading	Al Duqum-OMADQ	Transit	26/06/2014

Search Results

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

BL CLOSURE REQUEST

Request Header

*Indicates Mandatory Field Close All

BL Request Details

Provisional Request Number:	- Auto Generated -
Request Number:	- Auto Generated -
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: *	<input type="text" value="Select"/>
Remarks: *	<input type="text"/>

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.

BL CLOSURE REQUEST

Closure Request BLCPO7112018000043 has been saved successfully.

Request Header Supporting Documents

*Indicates Mandatory Field Close All

BL Request Details

Provisional Request Number:	BLCPO7112018000043
Request Number:	- Auto Generated -
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: *	<input type="text" value="Prohibited goods"/>
Remarks: *	<input type="text" value="Test"/>

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

<input type="checkbox"/>	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

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

ADD DELETE

Document Details

Document Type: *

Remarks:

File Name: *

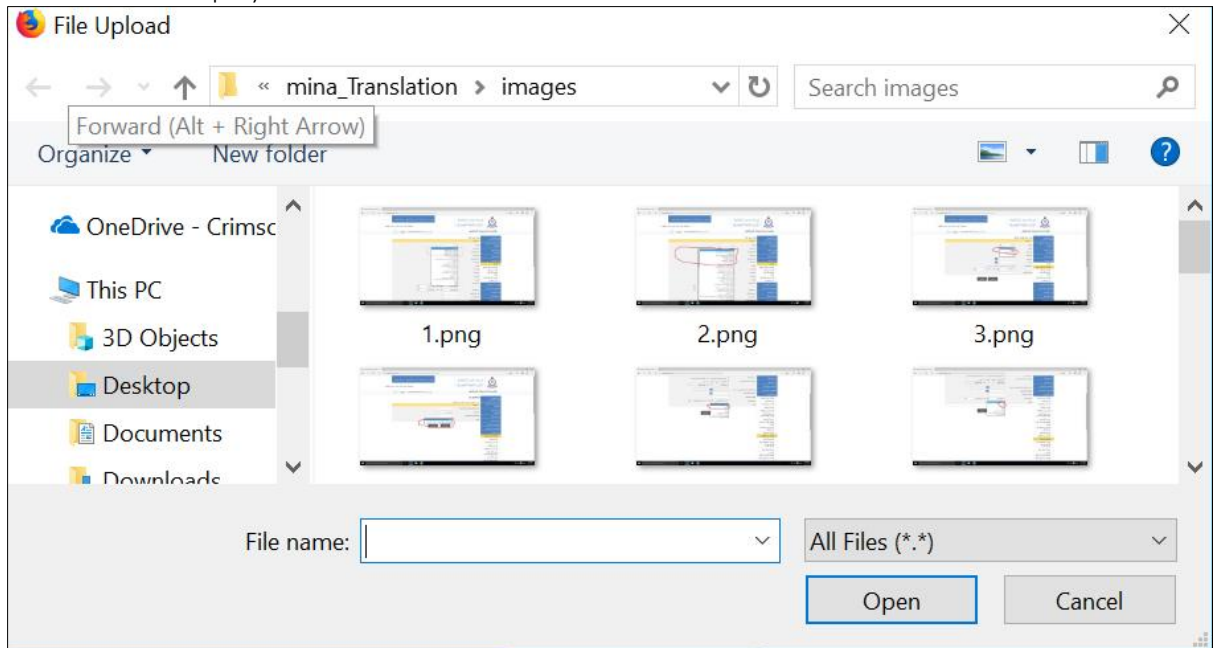
+ Add

SAVE CANCEL

PREVIOUS SUBMIT CLOSE

Supporting Documents

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



File Upload dialog box

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

BL CLOSURE REQUEST

Request Header **Supporting Documents**
Close All

*Indicates Mandatory Field

Supporting Documents

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

ADD
DELETE

Document Details

Document Type: * Document Type 1

Remarks:

Upload
Clear All

File Name: * 1.png Delete

SAVE
CANCEL

PREVIOUS
SUBMIT
CLOSE

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

Document Type: * Document Type 1

Remarks:

File Name: * 1.png Done Clear

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

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

Search BL Closure Request

Status:

Request Number:

Regime:

Port Type:

Port Name:

Transport Doc Number:

Requested Date: 7 Days Month 6 Months Specific

To

BL Closure Request

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

Search Results

< Page 1 of 1 > Go to page

S.No	Request Number	Transport Doc Number	Regime	Shipping Agent	Location	Status	Submission Date
1	BLC07112018000042	TRN001	Importation	C99 - CL001	Sohar Port-OMSOH	Pending Review	07/11/2018
2	BLC06112018000041	MasterBL001	Importation	C57 - Crimsonlogic team	Sohar Port-OMSOH	Pending Review	06/11/2018

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:	BLC07112018000043
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

- 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.

SEARCH

▼ Search

Request Type: *

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.

SEARCH

▼ Search

Request Type: *

Customs Location From: *

Manifest Number:

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

▼ Search

Request Type: *

Customs Location From: *

Manifest Number:

▼ Search Results

< Page 1 of 1 > Go to page 1

Sl. No	Manifest Number	Customs Location From
1	MM071120186338	Muscat International Airport Cargo

Search Results

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

Transfer Request **Conveyance Details**

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](#)
 Customs Location From: Muscat International Airport Cargo-OMMCT
 Customs Location To : * Al Duqum-OMADQ
 Transfer Request Reason: *
 Remarks:
 Guarantee Number:

▼ Transport Documents For Transfer

< Page 1 of 1 > Go to page 1 Go

<input type="checkbox"/>	S.No	Transport Document Number	Transport Document Issue Date	Regime	Transport Document Type	Container Numbers	Is Courier Cargo?
<input type="checkbox"/>	1	TAMER-07-2018	07/11/2018	Import	Airway bill	N.A	Yes

Create Transfer Request

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

Transfer request : TRAMNF071118001531 saved successfully.

Transfer Request **Conveyance Details**

CREATE TRANSFER REQUEST

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

Save Message

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

Transfer Request **Conveyance Details**

▼ Conveyance Details

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
No Records Found				

Conveyance Details Tab

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

No Records Found

∨ **Conveyance Details**

Vehicle Plate Type: *	<input type="text" value="Select"/>	∨	Plate Number: *	<input type="text"/>
Vehicle Nationality: *	<input type="text" value="Select"/>	∨	Driver Name:	<input type="text"/>
Driver Nationality:	<input type="text" value="Select"/>	∨	Is there trailer?: *	<input type="text" value="Select"/>

∨ **Owner Details**

Owner Name: *	<input type="text"/>	Nationality: *	<input type="text" value="Select"/>
ID Type: *	<input type="text" value="Select"/>	ID Number: *	<input type="text"/>

ADDCLEARCANCEL

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

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

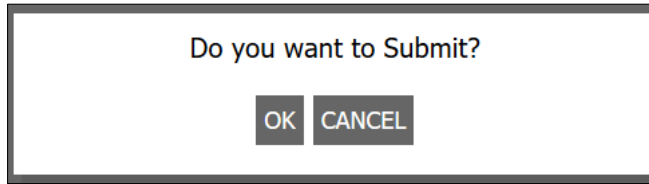
<input type="checkbox"/>	S.No	Transport Document Number	Transport Document Issue Date	Regime	Transport Document Type	Container Numbers	Is Courier Cargo?
<input type="checkbox"/>	1	TAMER-07-2018	07/11/2018	IMP	Airway bill	N.A	Yes

ADD DELETE

SAVE SUBMIT CANCEL

Submit Button

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



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

Search

Request Type: *

Transfer Request Application Number:

Search Page

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

Search Results

< Page 1 of 1 > Go to page

<input type="checkbox"/>	Sl. No	Transfer Request Application Number	Manifest Number	Status
	1	TRAMNF071118001531	MM071120186338	Pending Review
	2	TRAMNF061118001530	MM061120186337	Pending Review
	3	TRAMNF061118001529	MM061120186336	Pending Clearance for Transfer
	4	TRAMNF061118001528	MM061120186335	Pending Payment
	5	TRAMNF061118001527	MM061120186329	Pending Review

Search Results

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

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: [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

- 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.

SEARCH

Search

Request Type: *

Transfer Request Application Number:

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

< Page 1 of 1 > Go to page

<input type="checkbox"/>	Sl. No	Transfer Request Application Number	Manifest Number	Status
	1	TRAMNF061118001530	MM061120186337	Pending Review
	2	TRAMNF061118001527	MM061120186329	Pending Review

Search Results

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

CREATE AMENDMENT REQUEST

* Indicates Mandatory Field

Create

Amend Request Number:
Transfer Request Number: [TRAMNF061118001530](#)
Request Date: 07/11/2018 12:54

Reason For Amendment: *

Create Amendment Request

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

Do you want to submit this amendment request ?

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:

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

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: * اختيار

Approval Details

Approval Officer:

Approval Status: Pending Review

Date Of Approval:

Remarks:

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.

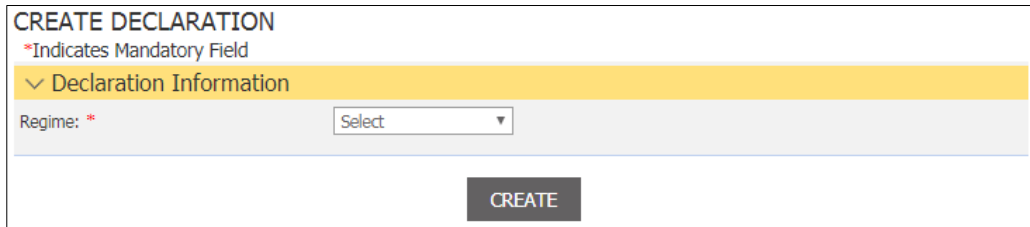
A **Submitted/Approved** declaration can be cancelled by the declarant. To cancel a declaration the declarant must submit a Cancellation Request. The Customs Office approves or rejects this request.

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.



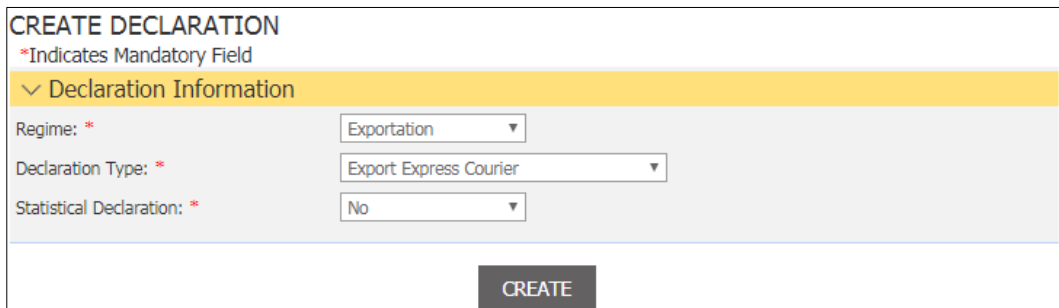
The screenshot shows the 'CREATE DECLARATION' form. At the top, it says '*Indicates Mandatory Field'. Below that is a yellow bar with a downward arrow and the text 'Declaration Information'. Underneath, there is a field labeled 'Regime: *' with a dropdown menu currently showing 'Select'. At the bottom right of the form is a dark grey button labeled 'CREATE'.

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.



The screenshot shows the 'CREATE DECLARATION' form with the following selections: 'Regime: *' is set to 'Exportation', 'Declaration Type: *' is set to 'Export Express Courier', and 'Statistical Declaration: *' is set to 'No'. The 'CREATE' button is visible at the bottom right.

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.

CREATE DECLARATION

Goods Declaration: DPEEC241018146176 has been saved successfully.

Header Party Transport Document Invoice Item Documents Charges Summary

*Indicates Mandatory Field Close All

▼ Declaration Information

Regime: Exportation
 Declaration Type: Export Express Courier
 Statistical Declaration: No
 Provisional Declaration Number: DPEEC241018146176
 Declaration Status: Draft
 Exit Port Type: * Sea-S
 Port of Exit: * Sohar Port - OMSOH
 Courier Cargo Type: * Commercial - COM
 Bill of Lading Processing Type: * Courier Cargo
 Require inspection at premises?: Yes No

Remarks:

SAVE

SUBMIT CANCEL NEXT

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.

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: COURIERAGENT01 - COURIERAGENT01
[courier company](#)

▼ Exporter

Exporter Registration Number:

Exporter Name: *

SAVE

PREVIOUS SUBMIT CANCEL NEXT

9.

Party Tab

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

12.

CREATE DECLARATION

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

*Indicates Mandatory Field Close All

Transport Document Details

LOAD BILL OF LADING(S) [\(Download BL Template\)](#) UPLOAD BL(S)

DELETE

< Page 1 of 1 > Go to page 1 Go

<input type="checkbox"/>	S/No	Unique Number	Transport Document No	Transport Document Type	Transport Document Date	Quantity	Gross Weight (KG)	Net Weight (KG)	Total CIF Amount (OMR)	Courier Cargo Type
--------------------------	------	---------------	-----------------------	-------------------------	-------------------------	----------	-------------------	-----------------	------------------------	--------------------

Container List

< Page 1 of 1 > Go to page 1 Go

<input type="checkbox"/>	S/No	Unique Number	Container Number	Container Code	Load Status	Gross Weight (KG)
--------------------------	------	---------------	------------------	----------------	-------------	-------------------

PREVIOUS SUBMIT CANCEL NEXT

- 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.

Master Manifest Number

Note:- Please ensure Regime, Port, Party, Courier Type and Manifest No details are correct as per the Manifest.

Master Manifest Number: *

Transport Document No:

SEARCH CLEAR

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.

Master Manifest Number

Note:- Please ensure Regime, Port, Party, Courier Type and Manifest No details are correct as per the Manifest.

Master Manifest Number: *

Transport Document No:

SEARCH **CLEAR**

Search Results

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

<input type="checkbox"/>	S.No	Transport Document No	Transport Document Type	Transport Document Date
<input type="checkbox"/>	1	4122	Bill of Lading	24/10/2018

SUBMIT **SUBMIT ALL**

Search Results Section

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

CREATE DECLARATION

Selected BL(s) have been loaded successfully.

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

*Indicates Mandatory Field Close All

Transport Document Details

LOAD BILL OF LADING(S) [\(Download BL Template\)](#) **UPLOAD BL(S)**

DELETE

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

<input type="checkbox"/>	S/No	Unique Number	Transport Document No	Transport Document Type	Transport Document Date	Quantity	Gross Weight (KG)	Net Weight (KG)	Total CIF Amount (OMR)	Courier Cargo Type
<input type="checkbox"/>	1	1	4122	Bill of Lading	24/10/2018	1,000	1000.000	1000.000	47.971	Commercial-COM

Container List

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

<input type="checkbox"/>	S/No	Unique Number	Container Number	Container Code	Load Status	Gross Weight (KG)
--------------------------	------	---------------	------------------	----------------	-------------	-------------------

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

Transport Document Details Section



You can also load the BL (s) on clicking the [\(Download BL Template\)](#) hyperlink in the Transport Document details section. The Template gets downloaded in your Local system. Fill in the mandatory details and click **UPLOAD BL(S)** to upload the BL file.

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

<input type="checkbox"/>	S/No	Unique Number	Invoice Number	Invoice Date	Term Type	Total CIF Amount (OMR)
<input type="checkbox"/>	1	1	SBL2310 1111	23/10/2018	COST, INSURANCE AND FREIGHT-CIF	111.000

PREVIOUS SUBMIT CANCEL NEXT

21.

22. **Invoice Tab**

23.



Click the Invoice Number Hyperlink to view the Invoice details.

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

25.



- The express courier declaration subjects to the normal workflow such as permits, GCAs approvals, etc.
- Normal goods/controlled items with value less than 300 OMR CIF value eligible for grouping of BLs of multiple importers under one declaration. One for commercial and another for non-commercial.
- In case of Courier Declaration print, Courier company name will be displayed as consignee/consignor for Import/Export declarations.
- System Usage will be as 5 OMR for non-commercial and 15 OMR for commercial items.
- Declarant proceeds with payment either via Online payment option or at any customs counters. Once Prepaid/Deferred payment option is Implemented, then Courier companies can use this feature to fasten the clearance process.
- No document guarantee for Courier Declaration.
- Courier Declaration does not accept normal BL besides express courier BL

