BTFN User Manual

Table of Contents

Common Fields and Descriptions

Field	Description	Types
OGA Name	Name of the OGA, which will approve the document.	Department of Trade, DOT, Department of Industries, DOI, Department of Trade Regional Offices, DOT_RO
HQ/RO Offices	Head Quarter or Regional Office Name	HQ- Shall pre-populate after selecting OGA Names, DOI & DOT. For DOT_RO, select from Regional Offices dropdown.
Document	Name of the Document as per type of Import/Export	Refer Table of Contents.
Regime	Type of cross border transaction	Import/Export

Reference Document Type	It should be UCR only, keep it as it is.	UCR
Importer Party	Name, TPN, and Contact Address	Fetched from UCR
Exporter Party	Name, TPN, and Contact Address	Fetched from UCR
PTA	Preferential Trade Agreement	Type of Export
TT	Telegraphic Transfer	Mode of Payment on Remittance
RTGS	Real-Time Gross Settlement	Mode of Payment on Remittance
SWIFT	Society for Worldwide Interbank Financial Telecommunication	Mode of Payment on Remittance

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Registrations

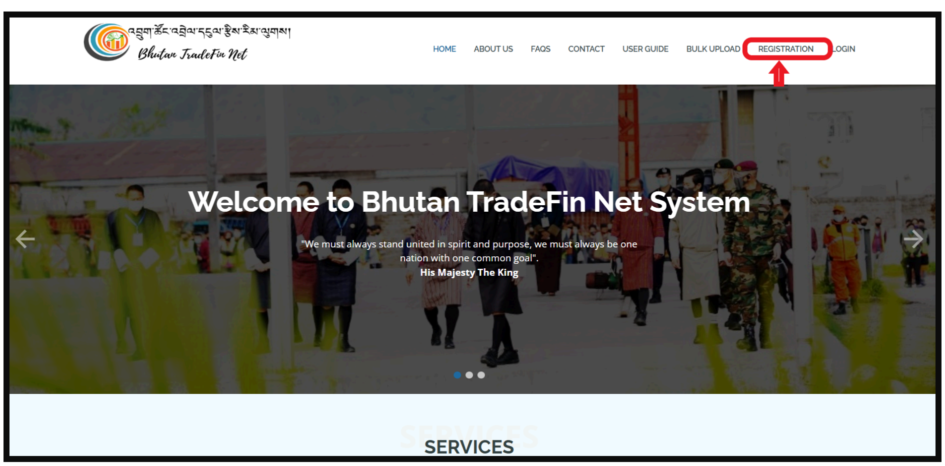


Fig. 1.1: BTFN Landing Page

Track Tax-Payer Number

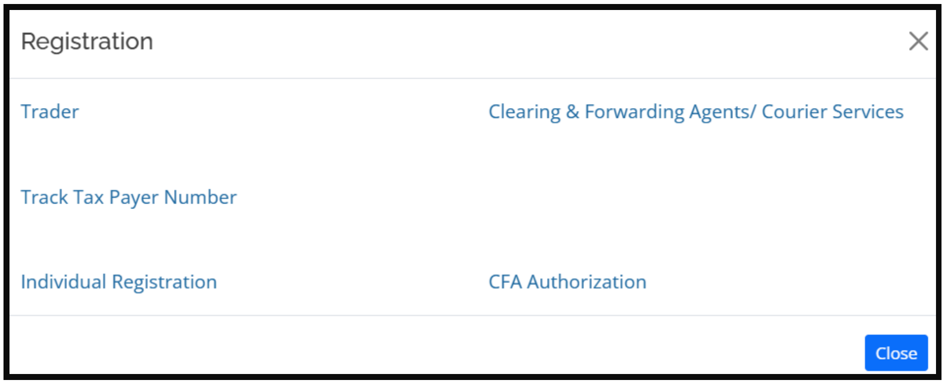
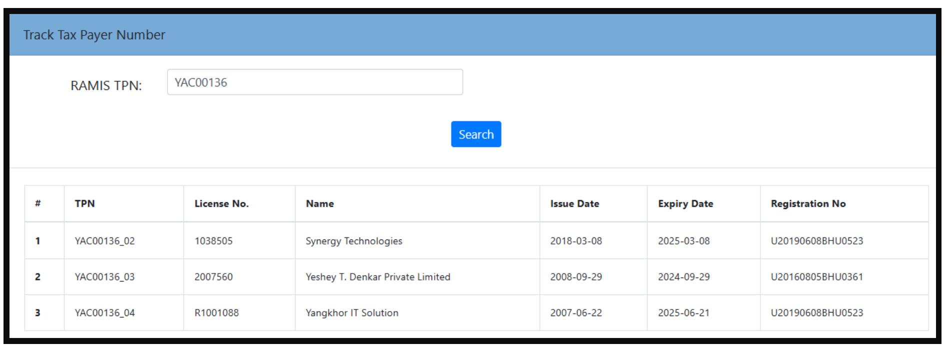


Fig. 1.2: Types of Registration.

- Go to www.btfn.bt and click on **Registration** from the top menu.
- Select **Track Taxpayer Number** from the list provided.
- This feature will display your TPN along with the License Number and its validity.
- Ensure all details are correct; if not, update them in RAMIS.


Track Tax Payer Number

RAMIS TPN: YAC00136

Search

#	TPN	License No.	Name	Issue Date	Expiry Date	Registration No
1	YAC00136_02	1038505	Synergy Technologies	2018-03-08	2025-03-08	U20190608BHU0523
2	YAC00136_03	2007560	Yeshey T. Denkar Private Limited	2008-09-29	2024-09-29	U20160805BHU0361
3	YAC00136_04	R1001088	Yangkhor IT Solution	2007-06-22	2025-06-21	U20190608BHU0523

Fig. 1.3: Track Tax Payer Number form (TPN)

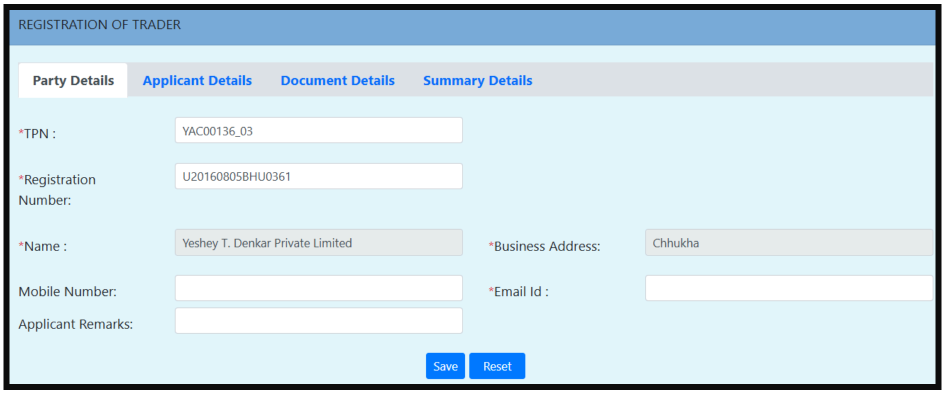
> Note: If the holder has multiple businesses under one TPN, the TPN will remain the same but can be differentiated by _01/_02 after the TPN.

> Note: If the TPN and License Numbers are not displayed, registration cannot proceed in BTFN.

Trader Registrations

- Registration is only possible if the trader's **TPN** and **License Number** are trackable.

- This allows business owners to register in the **BTFN** system for business-related activities such as payments, imports, and exports.
- After selecting **Trader**, a form will be displayed.
- Fill in the form as shown in the figure. For TPN type **CIT**, the **License Number** field will replace the **Registration Number** field.
- Enter your **TPN** and **License Number**, and the system will automatically fetch your name and address, which will not be editable.



Figg. 1.4: Registration form for Trader

- If the TPN and License Number is not available in BTFN, an error message as in the following figure will be displayed.

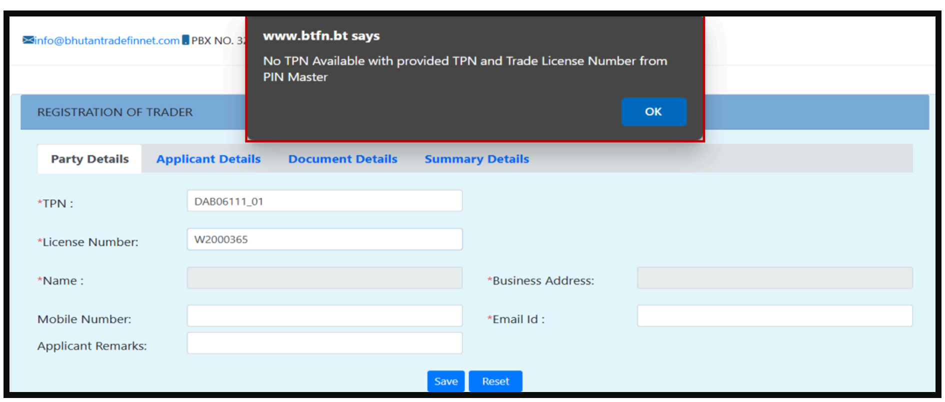
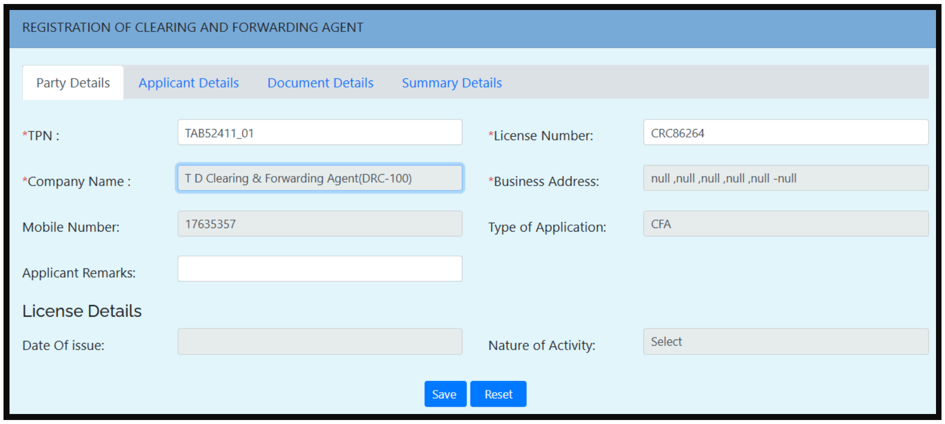


Fig. 1.5: Error messages on non-existing TPN and License number.

CFA Registrations

- This feature is for Clearing and Forwarding Agents (CFAs) following a similar process to traders.
- CFA and other courier service providers will use this form instead of the trader registration form.

- The TPN and License Number formats for CFA are the same as traders, but CFAs cannot register under the trader form.



Figg. 1.6: Registration form for CFA

Individual Registrations

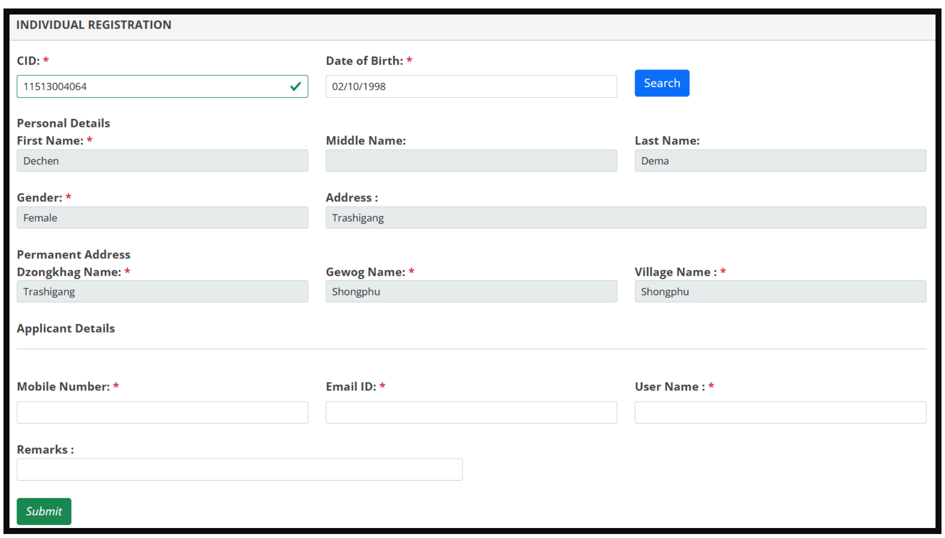


Fig. 1.7: Individual Registration Form.

- This feature is for **Personal Payment Purposes ONLY**.
- Details required: **Citizenship Identity Card Number (CID)** and **Date of Birth,** with correct date and month.
- After entering the **CID** and **DOB**, click **Search**.
- If the CID number is not registered, the CID details will be fetched automatically but the **Phone Number**, **Mail Address**, and **USER ID** fields must be entered manually.
- Click on the **Submit** button to generate an **OTP** and **Verify** to get registered.
- If it is already registered, an error message **"CID already registered"** will appear along with the **Phone Number**, **Mail Address**, and **User Name,** used during the registration.

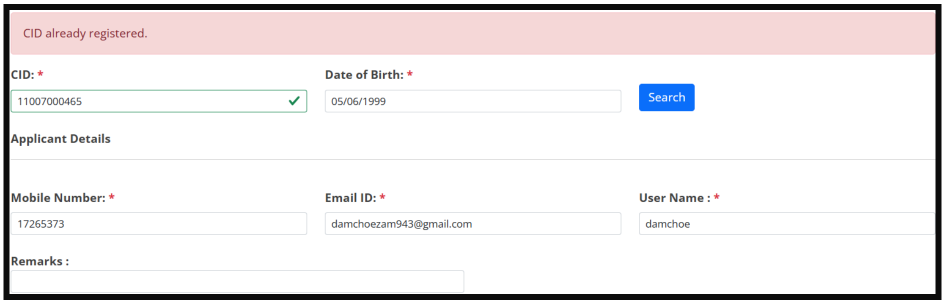

CID already registered.
CID: *
11007000465
Date of Birth: *
05/06/1999
Search
Applicant Details
Mobile Number: *
17265373
Email ID: *
damchoezam943@gmail.com
User Name : *
damchoe
Remarks :

Fig. 1.8: Individual Registration Form

> **Note:** If the OTP is delayed, change the mobile number and re-generate the OTP or refresh the page and try again.

CFA Authorization

- This feature allows registered **Clearing and Forwarding Agents (CFA)** to authorize traders to act on the trader's behalf.
- Both **Clearing and Forwarding Agents (CFA)** and **Traders** must be registered in BTFN.
- The **CFA** can create applications on behalf of the authorized TPN and License Number from their account.
- To deauthorise the trader, click on the CFA deauthorisation button on the top right side.

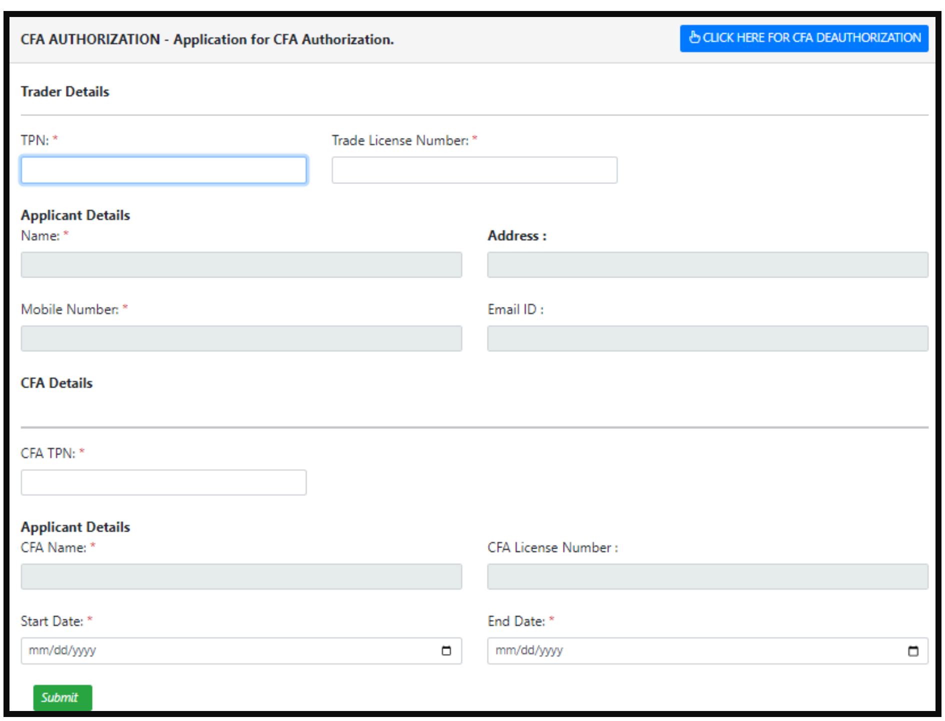

CFA AUTHORIZATION - Application for CFA Authorization.
CLICK HERE FOR CFA DEAUTHORIZATION
Trader Details
TPN: *
Trade License Number: *
Applicant Details
Name: *
Address :
Mobile Number: *
Email ID :
CFA Details
CFA TPN: *
Applicant Details
CFA Name: *
CFA License Number :
Start Date: *
mm/dd/yyyy
End Date: *
mm/dd/yyyy
Submit

Fig. 1.9: CFA Authorisation Form

> **Note:CFA** should ensure the correct **TPN** and **License Number** when declaring goods to avoid payment issues in BTFN. Ensure the correct sequence of **_01/_02** in the **TPN** and **License Number** when authorizing traders.

Unique Consignment Reference (UCR)

The UCR stands for Unique Consignment Reference Number. The applicant must fill in both Importer and Exporter details along with contact information. The required details depend on the chosen regime (Import or Export).

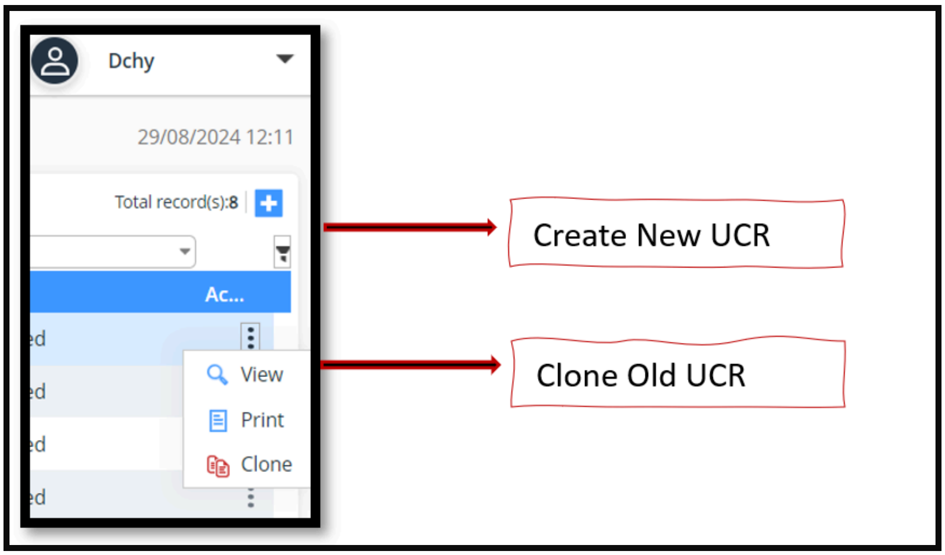


Fig 2.1: Add Button for a New UCR

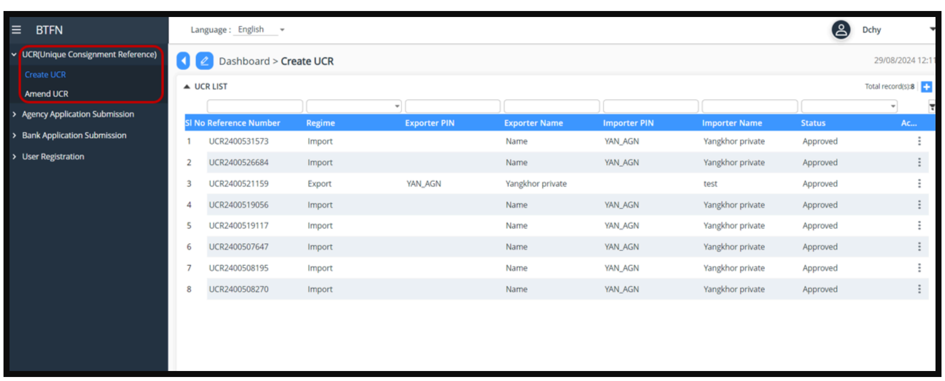


Fig. 2.2: New UCR Form

Regime

- Select either **Import** or **Export** from the dropdown.

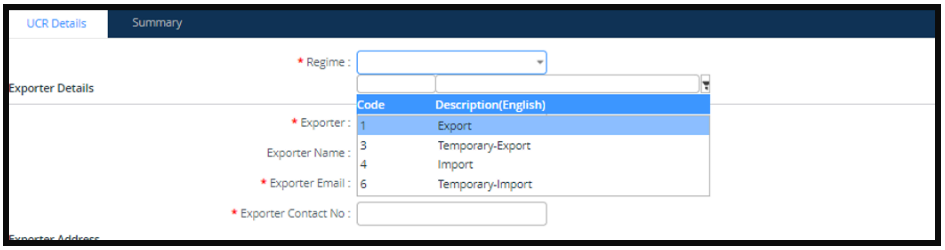


Fig. 2.3: Regime Dropdown Menu.

Import

Exporter Details

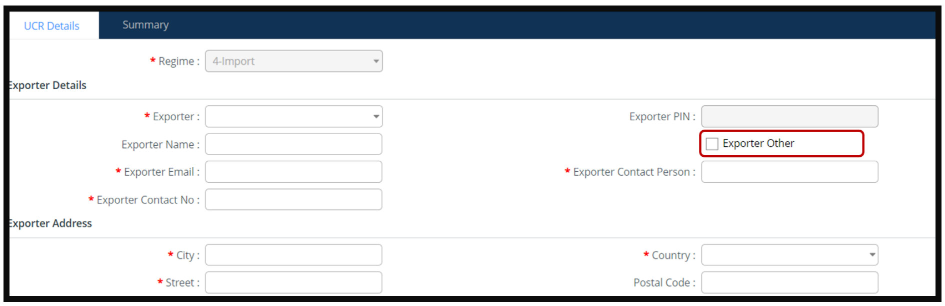


Fig. 2.4 Exporter Details for Import Regime

- Under the Exporter PIN input field, a small (✅) checkbox is displayed for importers.
- After checking the Exporter Other checkbox, the Exporter and Exporter PIN fields will be frozen, preventing traders from entering any information in those fields.
- The trader can then enter other Exporter details found in the Proforma Invoice provided by the exporter.

Importer Details

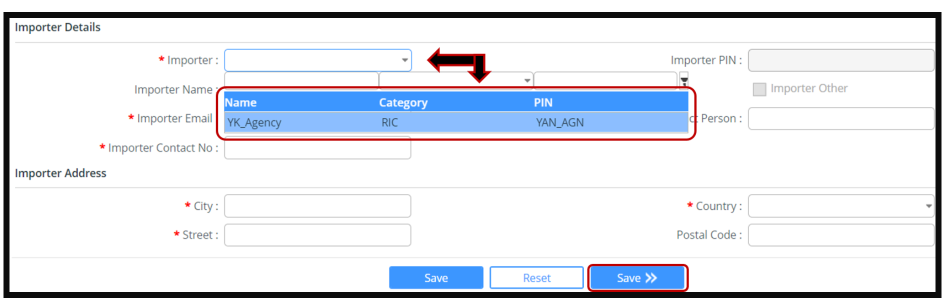


Fig. 2.5: Importer Details for Import Regime.

- Under the Importer field, click on the dropdown to find your License details linked to your account.

- If any fields remain unfilled after linking your license, you may manually enter the missing details.
- Click on Save >> to move automatically to the Summary Tab.

Export

Exporter Details

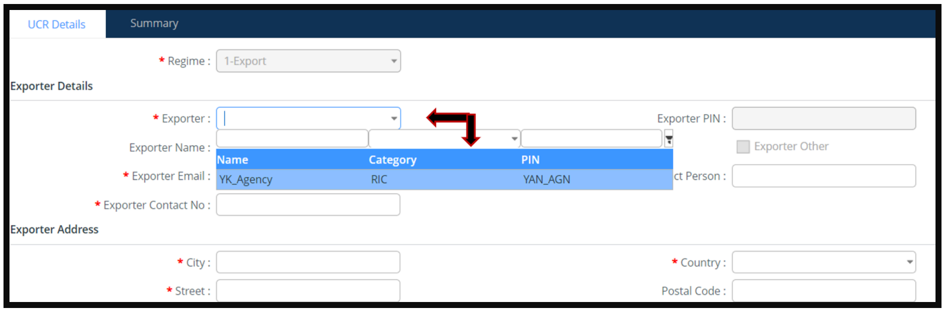


Fig. 2.6: Exporter Deatials for Export Regime

- If the regime is **Export**, check the Exporter dropdown and enter the linked details.
- Under the **Importer PIN**, check the Importer Other(✅) checkbox and manually enter the importer details.
- The rest of the process is the same as for Import.

> **Note:**Ensure to check the **UCR status** before proceeding to the next step.

> **Note:**If the UCR is not submitted from the Summary Tab, it will remain in **Draft Status** and will not be available in the UCR dropdown under **Agency Application Submission.**

Agency Application Submission

This feature captures essential Import and Export details, including:

- Type of Import or Export.
- Date of Shipment (non-mandatory).
- Type of Transport and Customs Office.
- Containers, if any.

- Invoice Details (invoice number, invoice amount, date, currency, and any additional charges).
- Item Details (Quantity, Country of Origin, Quantity & Qty UOM).
- Other additional details, if applicable.

Agency Application Types

Agency applications are available for various types of businesses and purposes, as outlined below:

Applications for Trade, Head Quarter

- Import from India
- Export to India
- Import from COTI (Countries Other than India)

Applications for Industries

- Raw Material Estimate
- Import of Raw Materials for Cottage and Small Industries (CSI)
- Import of Raw Materials for Medium and Large Industries (MLI)
- Import of Spare Parts for CSI
- Import of Spare Parts for MLI
- Import of Plants and Machinery for CSI
- Import of Plants and Machinery for MLI

Applications for Regional Trade

- Export to COTI with LC (Letter of Credit)
- Export to COTI without LC
- Export of Boulders and Pebbles
- PTA to Bangladesh (Preferential COO to Bangladesh)

Department of Trade, DOT.

Import from COTI, Country other than India

Import from COTI is only for those Importers who import from countries other than India, such as China, Thailand, Singapore, etc. Traders must list each item with a unique HSN/BTC code one by one.

- If there are multiple items with the same **HSN/BTC** codes, they can be clubbed together under a single item, along with their quantity and value (also clubbed).
- After completing the **Item Details** tab, ensure you add the item-wise value and other details like **Country of Consignment.**

> **Note:** The first step towards creating an **Agency Application (Import/Export)** is always the **UCR (Unique Consignment Reference number).**

Header Details Tab

After obtaining the UCR reference number, click on the menu option **"Agency Application Submission"** and choose **"Import License/Export Permit/COO"** from the options provided.

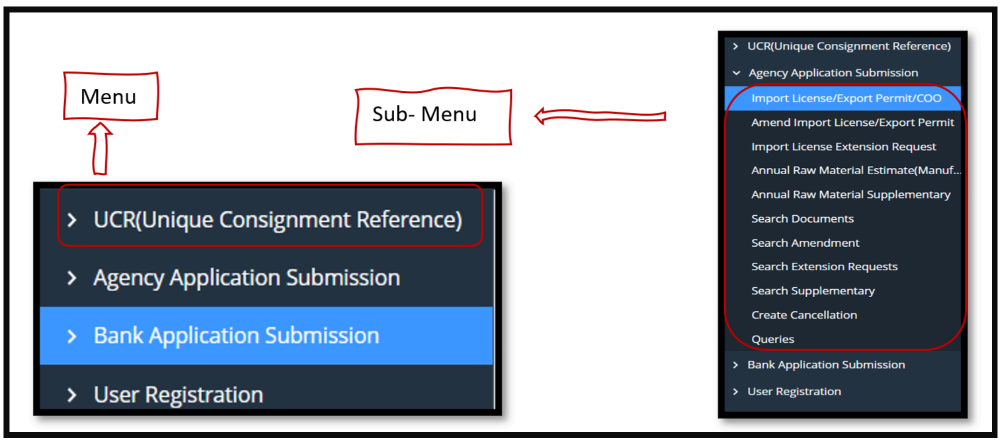


Fig. 3.1: Menu & Sub-menu.

- Fill in the Required (*) fields.
- To check if the UCR is correct or not, refer to the **Party Tab.**

> **Note:**After generating the PROV Reference Number, the document will be saved as draft document under the Search Docuemnt sub-menu in Drafted Document List.

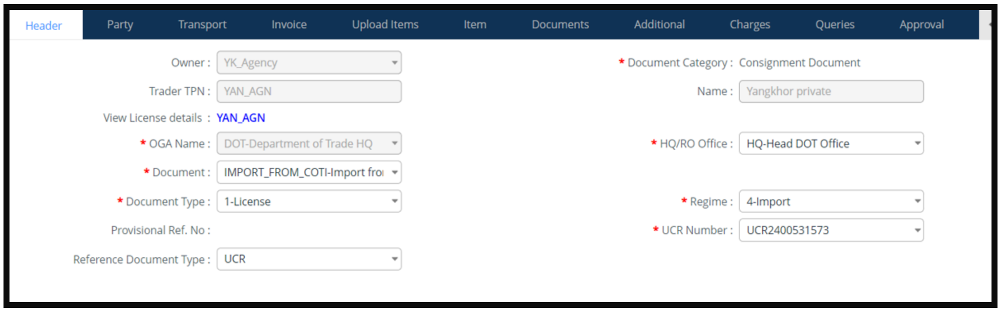


Fig. 3.2: Header Details for Import from India & Country Other than India (COTI)

> **Note:** The UCR number should change for every document. However, UCR linked to rejected documents can be **Amended** and reused.

Party Details Tab

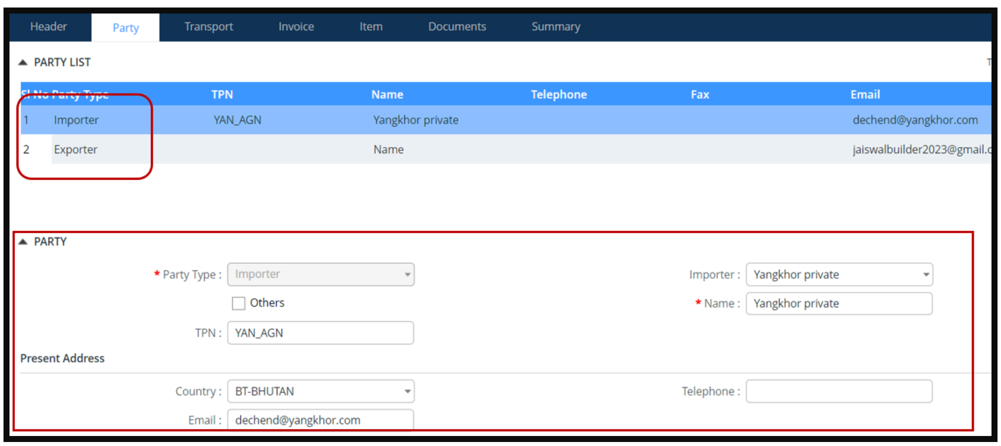


Fig. 3.3: Party Details for Import ftom COTI (Also for all types of Import Document)

- Under the **Party Tab**, **Importer** and **Exporter** details are listed.
- Click on the Importer and Exporter data row to **View** and **Edit** the details.

Transport Details Tab

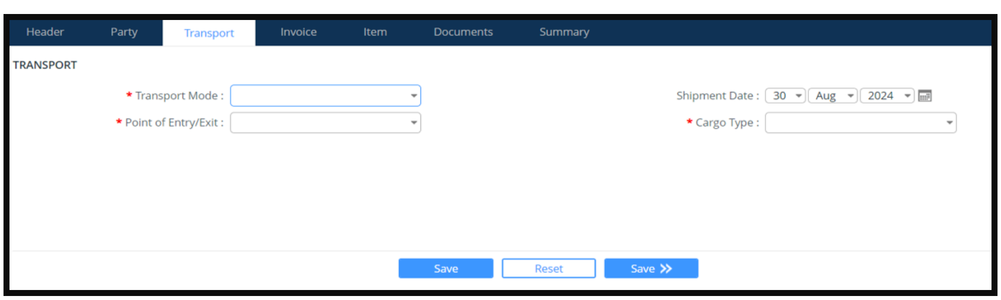


Fig. 3.4: Transport Details for ALL types of Document.

- Captures the **Mode of Transport** and **Custom Office** from which the imported goods are shipped.
  and **Container** details.
- Enter details for the type of **Container**, if applicable.

Invoice Details Tab

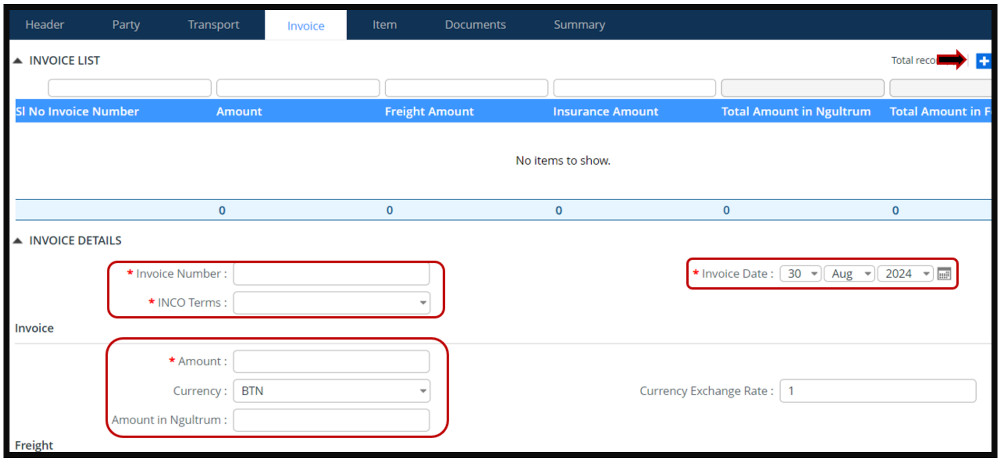


Fig. 3.5: Invoice Details for ALL types of Document.

- This tab captures the **Invoice Details** provided in the **Proforma Invoice** from the exporter.
- Click on the **(+)** button to add a new invoice.
- For **Import from COTI**, the **Invoice Currency** cannot be **INR(Indian Rupee).**
- If **INCO Terms** is **CIF**, separate the **freight** and **insurance** charges from the **total invoice amount.**
- Each invoice should have a **Unique Invoice Number**, especially when there are multiple invoices from the same exporter.
- The "Other Amount" field captures charges like packing, carrying, etc. Do not forget to select the currency for these charges.

CIF: If the invoice has other charges, INCO Terms should be CIF, and other fields will be editable.

FOB: If the invoice has no freight or insurance charges, INCO Terms should be FOB, and other fields will be frozen.

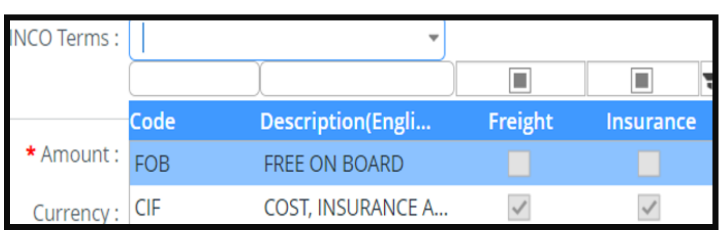


Fig. 3.6: Two types of INCO Terms.

> **Note:** Total Invoice Amount (from P.I) - All other charges (from P.I) = Invoice Amount in BTFN.

Item Tab

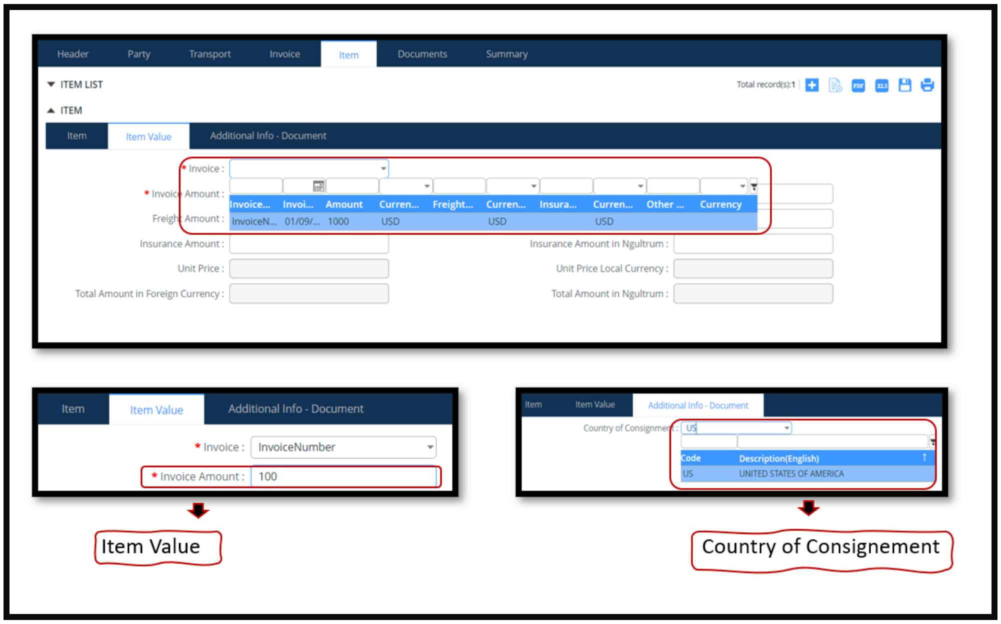


Fig. 3.7: Item

- This tab captures details such as **BTC Code (HSN in Invoice), Country of Origin, Item Quantity, Unit of Measurement(UOM)** based on BTC code, per **Item Value,** and **Country of Consignment.**
- The items must be listed as per the invoice, and the **HSN Code** in the invoice must be accurate for payment verification.
- After entering **Item Details,** click on **Save >>** to go to the **Item Value** tab.
- In the **Item Value** tab, link the item with the invoice from the drop-down menu, and do not forget to edit the per-item value after linking.

Document Tab

- Allows traders to upload mandatory documents like **Proforma Invoice** and **Business License Copy.**
- Mandatory documents are marked as required and should be checked (✅).

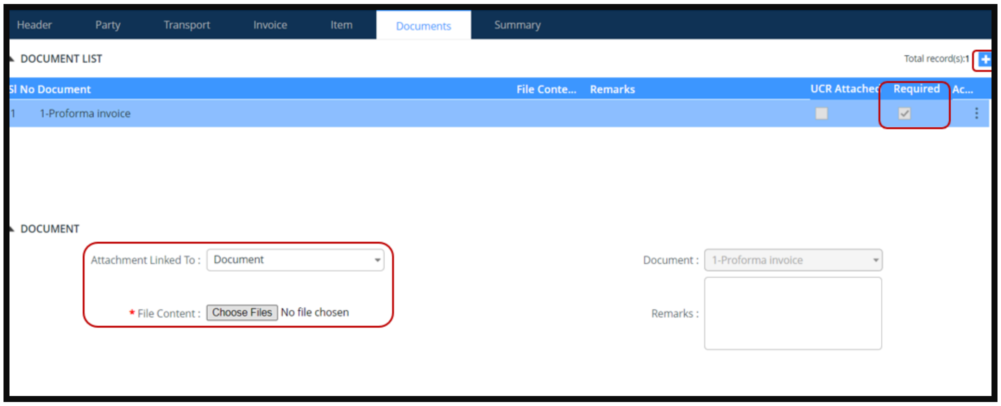


Fig. 3.8: Document Upload Form

Summary Tab

- This tab is used to confirm and send the document for approval.
- Once all fields are filled in, go to the **Summary** tab to validate the document.
- If confirmed without error messages, send the document to complete the process.
- If errors occur, please navigate to the respective tabs to correct them in accordance with the error messages provided

Fig. 3.9: Error messages after validation of the document.

For instance in the figure above

- The first error might occur due to missing documents in the Document Tab.
- The second error could relate to missing or incorrect item values in the Item Tab.

Import from INDIA

Import from India is only for those Importers who import from India. The process is similar to *Import from COTI*, and here is a brief description:

- Create UCR, copy and keep the UCR number for use in the next process.

- Under the Agency Application Submission Menu, click on the Import License/Export Permit/COO, similar to Import from COTI.

Header Details Tab

- Select 'OGA Name' as 'Department of Trade HQ (DOT-HQ)' from the dropdown menu.
- Upon selecting 'Import from INDIA' as the document code, fields for Document Category, Document Type, HQ/RO Office, and Regime will be filled automatically, as in Import from COTI.
- Link the UCR Number from the dropdown list of UCR numbers.
- Click on the Save

Party Details Tab

- No need to update anything; it is for viewing the details of the Importer and Exporter.
- Click on the Importer and Exporter data row to view and edit the details.

Transport Details Tab

- Select the mode of transport (Sea, Road, Air, etc.) from the dropdown.
- Select Point of Entry/Exit from the dropdown list.
- Date of Shipment (optional).
- If goods are imported in containers, list the type of Container.
- Click on the Save >>

Invoice Details Tab

- Click the (+) button to add a new invoice.
- Enter your invoice number and date.
- Select 'FOB' for no additional charges or 'CIF' for goods with additional charges in INCO Terms.
- Enter the Invoice Amount and select the currency; the exchange rate will be auto-filled.
- Click on Save.

> **NOTE:** The ITEM tab is now disabled for 'Import from India,' and importers no longer need to add items.

Document Tab

- Upload all mandatory documents like Proforma Invoice and Business License Copy.
- Check that required documents are marked (✅)).
- Upload the Proforma Invoice and Business License, and click Save >>
- Click the + button to add a new document.

Summary Tab

- Confirm and submit the document.
- If error messages appear **(in red)** , please return to the respective tabs to address the identified issues.
- Once all tabs are complete and validated, click Submit to finish the process.
- After submission, a Consignment Document Reference number (e.g., 2024CDOC000*****) will be issued for bank application purposes.
- The document will be automatically approved by the system, enabling you to proceed with the bank application immediately.

Export to India

ONLY for the **Export Regimes**.

> **Note:** Create UCR, copy and keep the UCR number for use in the next process. Regime will **ALWAYS** be **EXPORT**.

Header Details Tab

- In the Header tab, select 'OGA Name' as 'Department of Trade HQ (DOT-HQ)' from the dropdown menu provided.
- Upon selecting 'Import from INDIA' as the document code, the fields for Document category, Document Type, HQ/RO Office, and Regime will be automatically filled in as in Import from COTI.
- Link the UCR Number from the lists of UCR numbers in dropdown.
- Click on the Save >>

Party Details Tab

- In the Party Detail section, there is no need to update anything, as it is for viewing the details of the Importer and Exporter only.
- Click on the Importer and Exporter data row to view and edit the details.

Transport Deatils Tab

- In Transport Mode, select one of the modes provided in the dropdown list to indicate how the goods are imported (via Sea, Road, Air, etc.).
- Select Point of Entry/Exit from the lists in the dropdown menu provided.
- Date of Shipment (non-mandatory).
- If the goods are imported in containers, list the type of Container.
- Click on the Save

Invoice Details Tab

- To add an invoice, click the (+) button located in the upper right corner.
- Enter your invoice number in the 'Invoice Number' field and the invoice date in the 'Invoice Date' field.
- In the INCO Terms, select 'FOB' if there are no additional charges, and select 'CIF' if the goods include additional charges.
- Enter your Invoice Amount in the 'Amount' tab and select the currency from the dropdown menu. Once you select the currency, the exchange rate will be automatically filled in according to your currency.
- Click on the Save.

> **NOTE:** Previously, items had to be added to the 'Import from India' section after creating an invoice. However, the ITEM tab is now disabled, and importers no longer need to add items.

Document Tab

- This feature shall allow Traders to upload all the mandatory documents.
- The documents to upload for Export to India is Commercial Invoice, and the mandatory documents are marked Required, and it is checked. (✅)
- Click on the (+) button to add a new document if required.

Summary Tab

- This tab is to confirm and submit the document created.
- If there are error messages (in red color), then go to the respective tabs and fields to check and update the errors according to the error messages.
- After all the tabs and fields are filled in, go to Summary to Validate the document once; if the document gets confirmed without any error messages, click on Submit button to

complete the process.

- Once submitted, the Consignment Document Reference number will be provided like 2024CDOC000*****, which shall be used for Bank Application purposes.

Department of Industry (DOI)

Raw Materials Estimate (Master Document)

Raw Materials Estimate is the Estimated Quantity of Raw Materials for the Manufacturers to Import for the entire year. The RM Estimate created and approved shall be linked to the **RM Import License** created on every import a trader makes.

> **Note:**There are **Seven** types of **Imports** under **Department of Industry**. Respectively for **Cottage & Small Industries (CSI)** and **Medium & Large Industries(MLI).**

Sub-menu to Create Annual RM Estimate

- Use the **"Create Annual RM Estimate"** option in the sub-menu to begin the process of creating your **Annual Raw Materials Estimate.**

- The **RM Estimate** created and approved shall be linked to the **RM Import License** created on every import a trader makes.

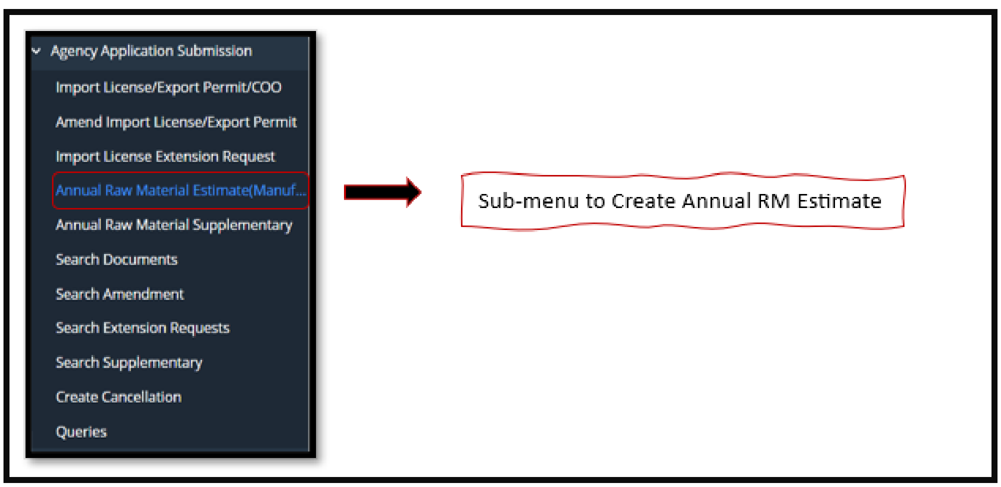


Fig. 4.1: Sub-menu for Annual Raw Material Estimate

Header Details Tab

Upon completion of the required fields, the header details in the RM form will resemble the illustration provided in the figure below.

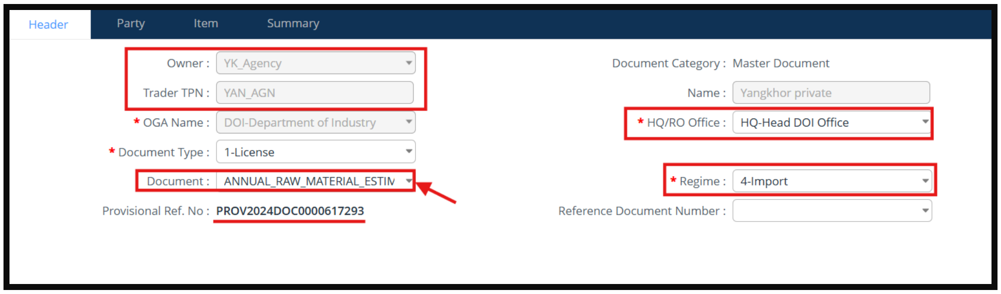


Fig. 4.2: Annual Raw Material Estimate Form

For the Raw Material Estimate, certain tabs visible in the "Import from COTI" and "Import/Export (India)" sections will no longer be displayed. Only a limited number of tabs will remain mandatory for the Annual Raw Material Estimate.

1. Party Details Tab
2. Item Details Tab
3. Summary Tab

> **Note:**To create an **Annual Raw Material Estimate**, the use of **UCR** is not necessary.

Party Details Tab

- The Party Details tab for the Raw Material Estimate will only display the **Importer's Party Information** since this is the Goods Approval form ONLY
- This information can be edited and updated if any inaccuracies are identified.

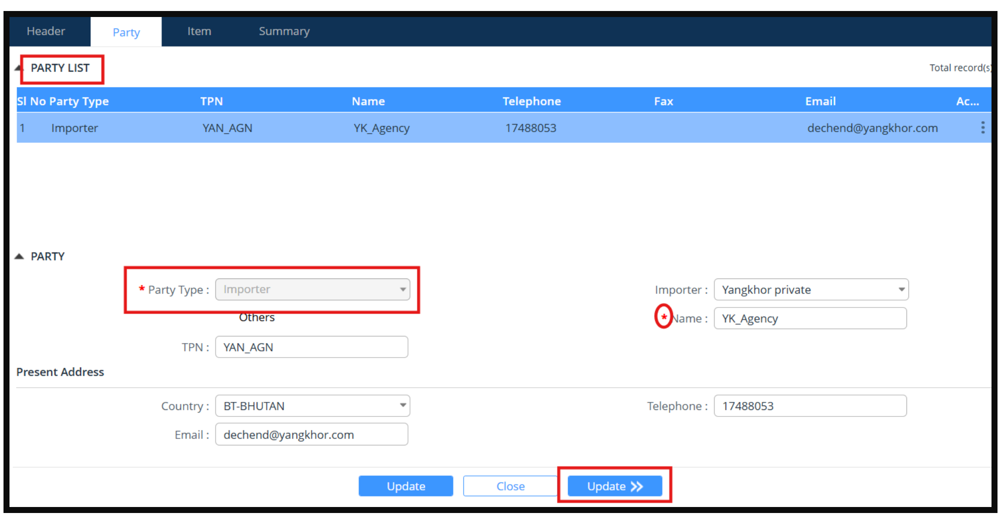


Fig. 4.3: Party Details Tab in RM Form

Item Details Tab

The items in the Raw Material Form will prompt the trader to provide the following details regarding the items to be imported

1. **BTC** Codes of the Items.
2. **Unit of Measurement (UOM)**, from the drop-down provided.
3. **Quantity**, calculated for per/annum.
4. **Country of Origin,** origin of the Raw Material.
5. **Description,** will be automatically populated with the BTC code.
6. **Product Description,** provide if necessary.

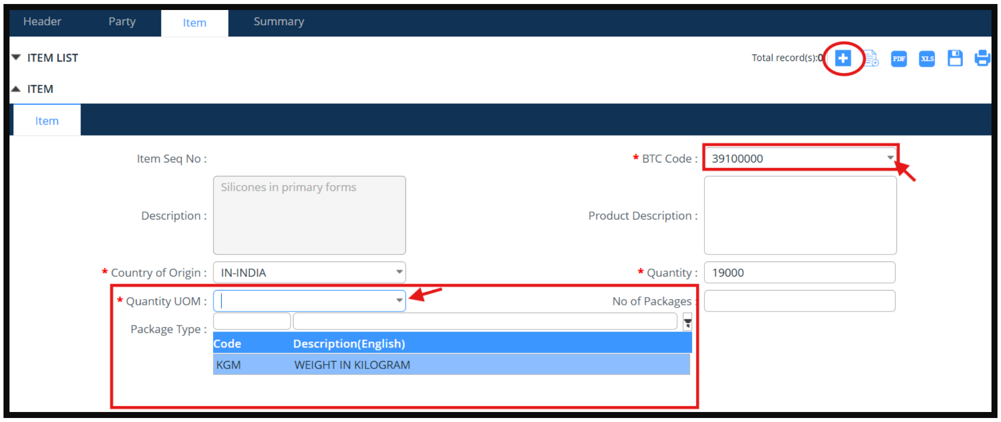


Fig. 4.4: Item Details Tab for Annual Raw Material Estimate

> **Note:**To add multiple items, please click on the **(+)** button located at the top left and proceed to add additional entries.

Summary Tab

The Summary tab represents the final step in the process of submitting your document for approval.

Before submitting the document, please validate it to ensure that all mandatory details have been completed.

- To validate the document, please select the **"Agree"** checkbox and then click on the **"Validate"** button.
- If the validation is successful, please click on the **"Submit"** button to forward the document for approval.

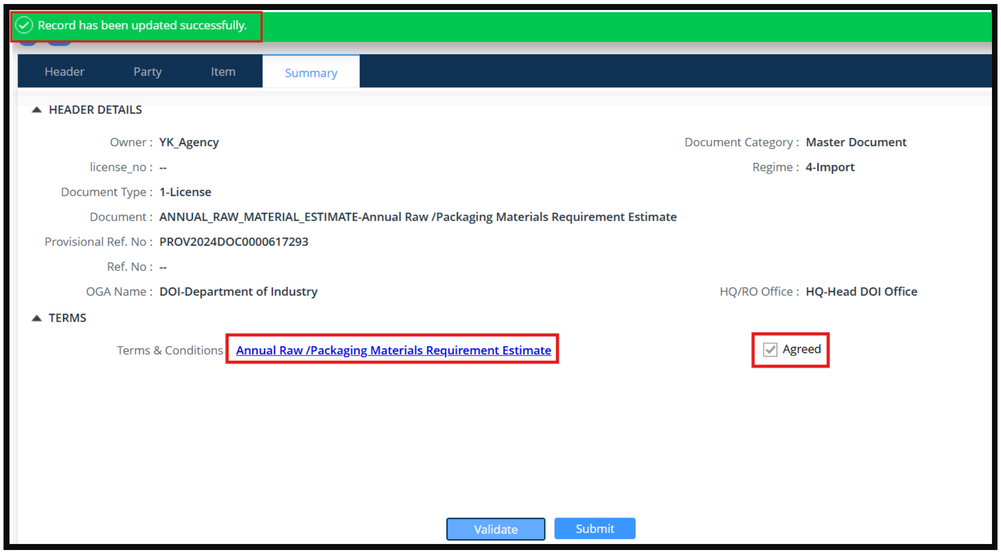


Fig. 4.5: Summary Display for Annual Raw Meterial Estimate.

> **Note:**After submission, a reference number will be generated in the format 2024DOC000****

Import of Raw Materials for CSI & MLI

This document is for the manufacturing companies, which import Raw Materials for their manufacturing purposes.

> **Note:**The Raw Material Estimate Document should be approved and ready to have this document submitted.

Following are the details required for the complete process.

- Approved RM Document (to link the approved Items from the document).
- Other mandatory docuemnt for the process.
- All the circled tabs on the top will not be visible once the header tab is saved as Raw Material Estimate Document.

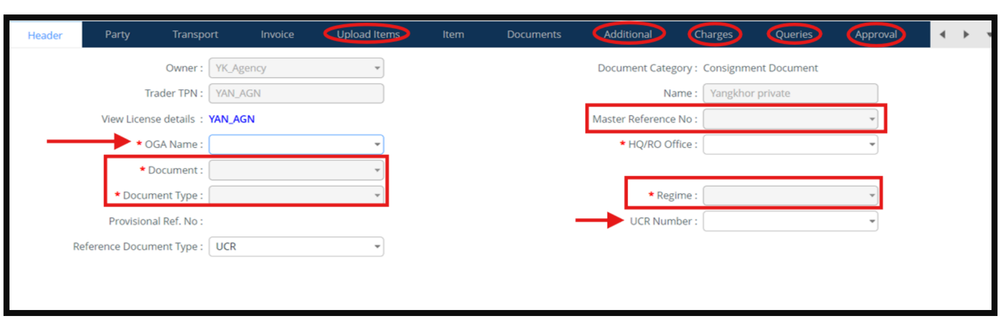


Fig. 4.6: Header Tab Display Before

Header Tab (Sumarized)

Field	Description
OGA Name	After selecting the **Department of Industry** as the OGA name, the document and other related fields will be unlocked.
Document	The document is titled **Import of Raw Materials for CSI/MLI**, which varies depending on the type of company.
Document Type	This field will be automatically selected based on the chosen document.
HQ/RO Office	For the **Import of Raw Materials**, the office will be automatically set to **DOI Head Quarter**.
Regime	This field will be auto-filled along with the selected document name.
Master Reference Number	Select the appropriate and valid **Raw Material Reference Number** from the dropdown menu.
Provisional Reference Number	This number will be generated automatically after the header tab is saved.

> **Reminder** From the seven fields, only three are to be filled in by the traders, remaing will be auto filled by the system.

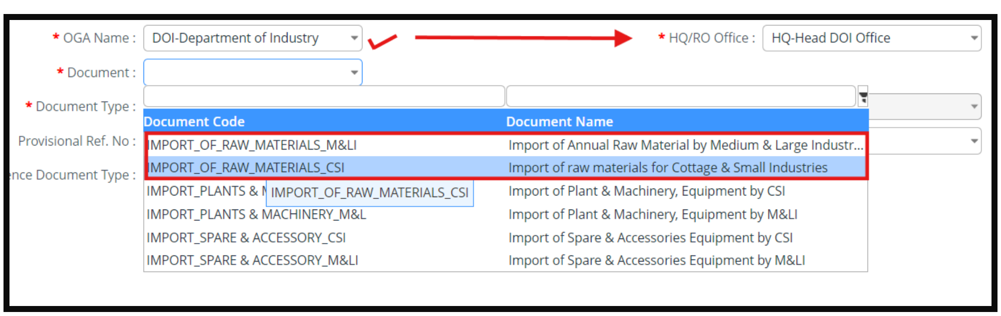


Fig. 4.7: Document Name Display in Header.

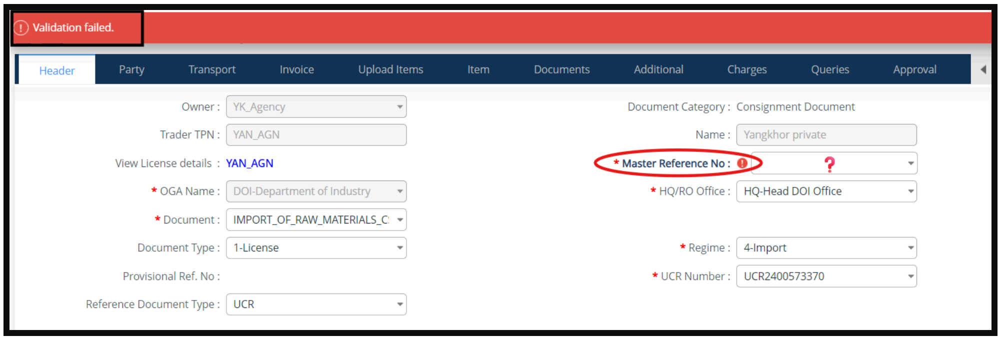


Fig. 4.8: Validation will be given if any field remains empty.

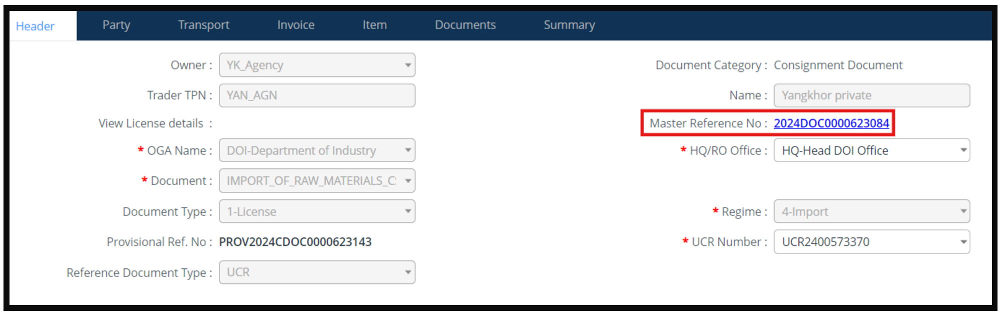


FIg. 4.9: Final Header Page Diplay.

Party & Transport Details Tab

Importer Details

- Company Name: ABC Importers Pvt. Ltd.
- Address: 1234 Import Street, City
- License Number: 456789

Exporter Details

- Company Name: XYZ Exporters Ltd.
- Address: 5678 Export Avenue, City
- License Number: 987654

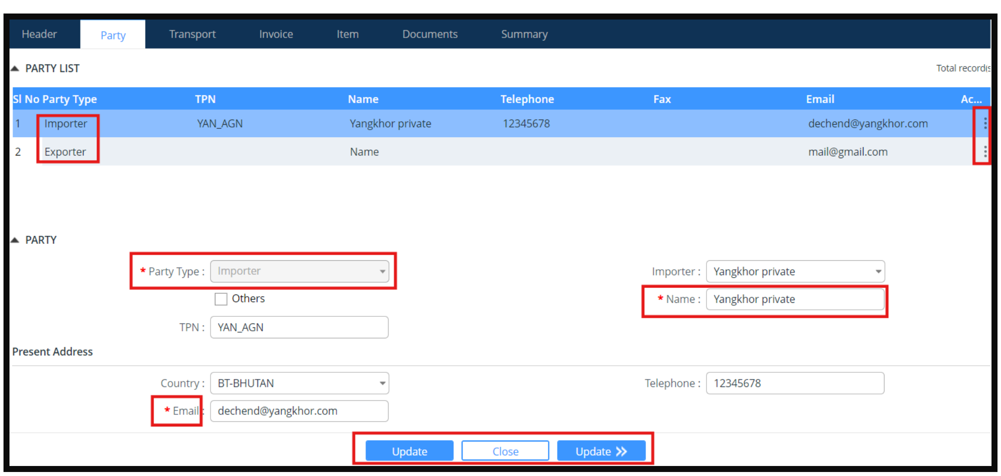


FIg. 5.1: Party Details Tab

Transport Mode and Point of Entry/Exit

- Transport Mode: Air/Road/Railway Transport
- Point of Entry/Exit: Phuentsholing Main Gate/Paro Airport/Others

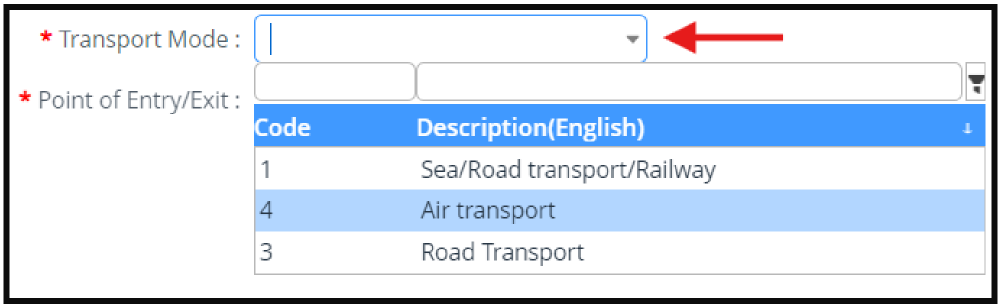


Fig. 5.2: Modes of Transports.

Shipment Date

Please select the date from the calendar provided by following these steps:

1. Open the calendar by clicking on the date field.
2. Choose the desired date from the displayed calendar.
3. Confirm the selected date by ensuring it appears in the date field.

Cargo Types

- **Containerized**: Select this option if the goods are shipped in containers.
- **Non-containerized**: Select this option if the goods are not shipped in containers.

If you select **"Containerized,"** please provide the following container details:

1. **Container Number:** Please input the unique identifier of the container.
2. **Container Type:** Specify the type of container being used.
3. **Container Size:** Select the common container size from the dropdown (e.g., 20 ft, 40 ft, or other).
4. **Seal Number:** Enter the seal number of the container.

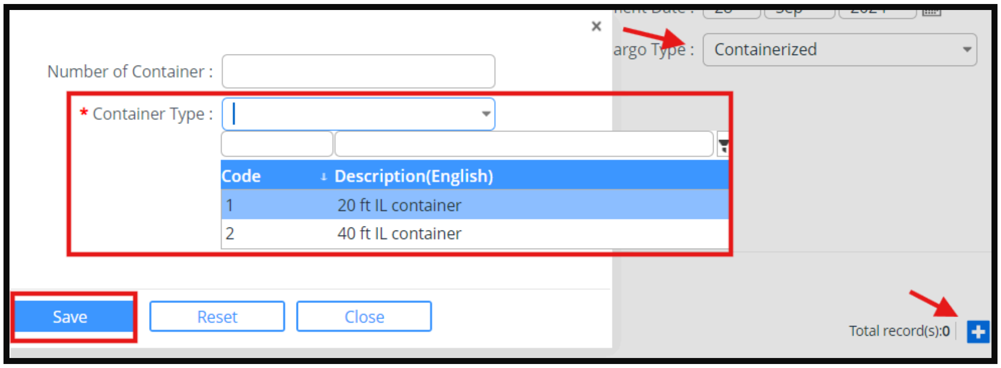


Fig. 5.3: Container Details Display.

Invoice Details and Item Tab

Invoice Details

To add an invoice, follow these steps:

1. Click the **(+)** button located in the upper right corner.
2. Enter your invoice number in the **'Invoice Number'** field.
3. Enter the invoice date in the **'Invoice Date'** field.
4. In the **INCO Terms**, select:
    - **'FOB'** if there are no additional charges.
    - **'CIF'** if the goods include additional charges.
5. Enter your Invoice Amount in the **'Amount'** tab.
6. Select the currency from the dropdown menu. Once you select the currency, the exchange rate will be automatically filled in according to your currency.
7. Click on **Save** to complete the process.

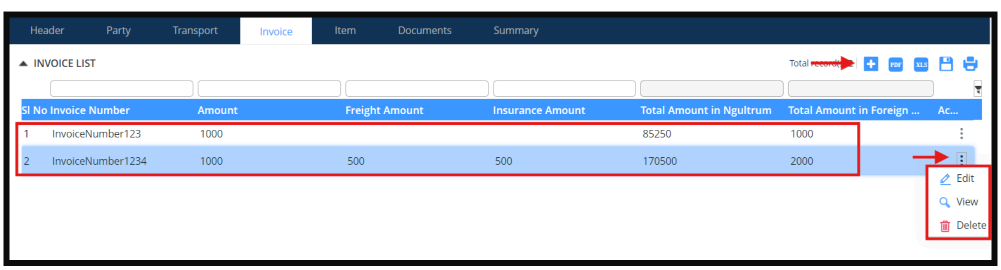


Fig. 5.4: Invoice, FOB & CIF both for reference.

Item Details Tab

The items from the **Master Document** linked in the **Header Tab** will be fetched automatically.

- Find the Items from the drop-down provided.

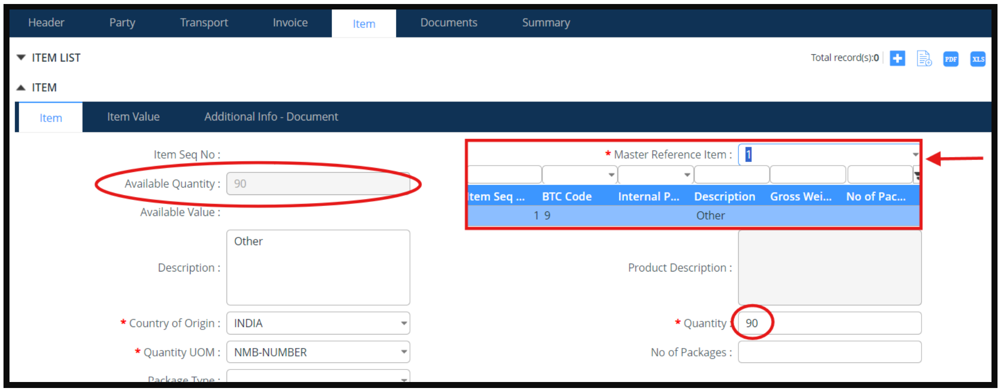


Fig. 5.5: Item Tab.

> **Reminder:** However, please note that the quantity and invoice amount for the items may differ, as the Master Document contains the approved items for a duration of one year.

Item Value Tab

Remember to add Item Value and Country of Consignment once done with the Item Details.

- After filling in the Item Details, click on **Save>>** button to go to **Item Value Tab**
- In **Item Value Tab,** click on the drop-down to find the invoice added in the Invoice Details Tab
- Select the Invoice and add the Value, split, edit and save if you have Multiple Items for one Invoice

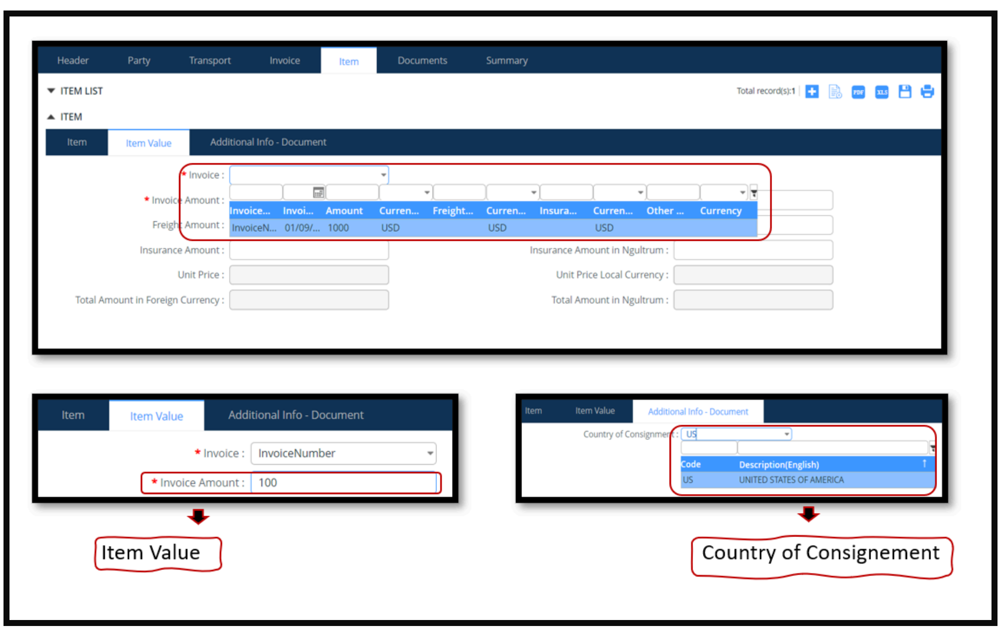


Fig. 5.6: Item Value and Additional Details Tab.

Document and Summry Tab

Document Tab

The mandatory documents are marked **Required** ✅

The three Mandatory documents for the Import of Raw Materials are as follows

1. Proforma Invoice.
2. Raw Material Form
3. Undertaking Letter

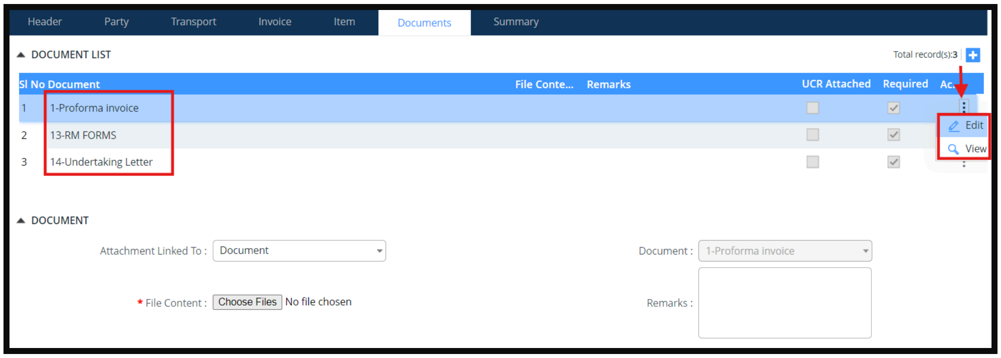


Fig. 5.7: Document Upload Tab.

> **Note:** Click on the **Choose Files,** located near **File Content** to upload the document.

Summary Tab

In the "Summary" tab, the following details will be available for viewing:

- Owner Name.
- Master Reference Number hyperlink, click on it to **View** the master document details.
- Regime and Document Name

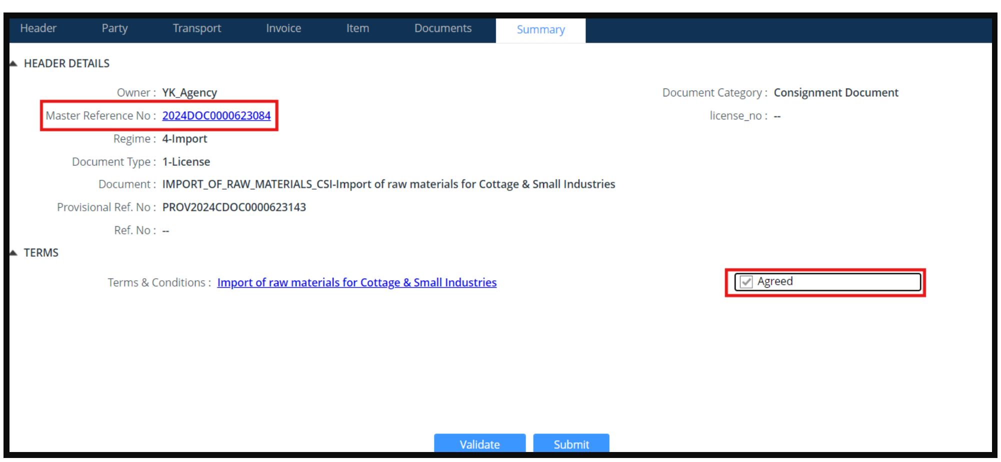


Fig. 5.8: Summary Tab for RM Import for both CSI and MLI.

> **Note:** *Validate* the document before sending it for Approval. *Submit* if no issue with the validation.

Import of Spare Parts & Plants and Machinery for CSI & MLI

The tabs and details required for this document are as follows:

Header Details Tab

The comparison of **Header Details Tab** between the three types of document respectively for CSI and MLI are as stated below

Fields	Raw Materials Import	Spare Parts Import	Plants and Machinery Import
Master Document	Yes	No	No
UCR	Yes	Yes	Yes
HQ/RO Office	DOI,HQ.	DOI,HQ.	DOI,HQ.
Document Type	License	License	License

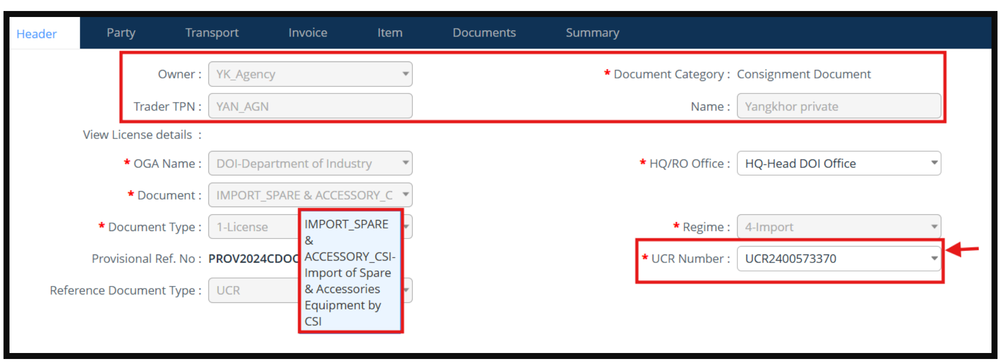


Fig. 6.1: Header Details tab for Import of Spare Parts.

Party, Transport Invoice and Item Details Tab

For these tabs, all the details needed, are similar to other document.

Party Details Tab

- Importer Details and Exporter Details to view and update.

Transport Details Tab

- Mode of Transport
- Pont of Entry/Exit.
- Container Details

Invoice Details Tab

- Invoice Number
- Invoice Amount
- Exchange rate
- Insurance Amount & Freight Charges
- Other Amount, if any.

Item Details

- Item Details like BTC code, Quantity, Quantity UOM, County of Origin and Item Description.
- Item wise Amount and Additional Item Details, like country of consigment.

Document Details Tab

- The Document's required are marked required and pinned.

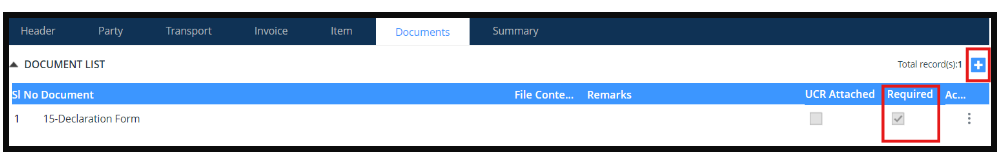


Fig. 6.2: Documents for Spare Parts

Summary Tab

- Agree to the Terms and Conditions, **Validate** and **Submit** to send it for Approval.

> **Note:** All other processes are same, except for the document name and some fields and tabs.

Department of Trade, Regional Offices.

The Department of Trade, Regional Offices, are only responsible for the Approval of COO, PTA and Export of Boulders and Pebbles.

There are namely four types of documents and are listed below

- Export to COTI with LC
- Export to COTI without LC
- Preferential COO to Bangladesh
- Export of Boulders and Pebbles

Export to COTI (LC and without LC)

The only difference between Export to COTI with and without LC are in the table below

Export to COTI with LC	Export to COTI without LC
Contains LC details, which are mandatory and listed below. 1. LC Credit Number. 2. LC Issue and Expiry Date 3. LC Amount	Since the Document is without LC, no LC Details are required. 1. List the Items and Values correctly 2. Do Not forget the Country of Consignment
Required documents are as follows, 1. LC Documents 2. Commercial Invoice	Required documents are as follows 1. Commercial Invoice Only

> **Note:** For Exports with LC, the tab for LC details is named as **Additional**, as shown in the figure below.

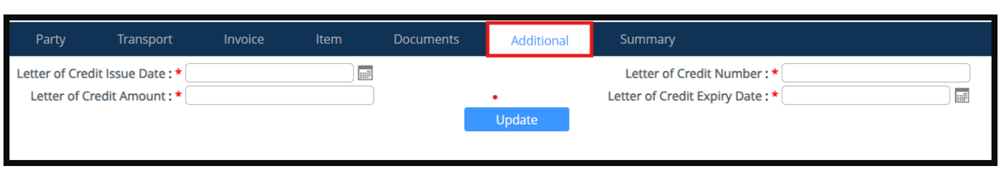


Fig. 6.2: Tab to input the LC Details

> **Note:** Fields, which are marked with ***Red Star (*)*** are all mandatory.

Export of Boulders and Pebbles

This Document is only for the Exporters, exporting Boulders and Pebbles and shall allow the traders to use the **HSN/BTC** of **Boulders** and **Pebbles** ONLY.

Items other than Bulders and Pebbles are bloacked with a validation, which is shown below.

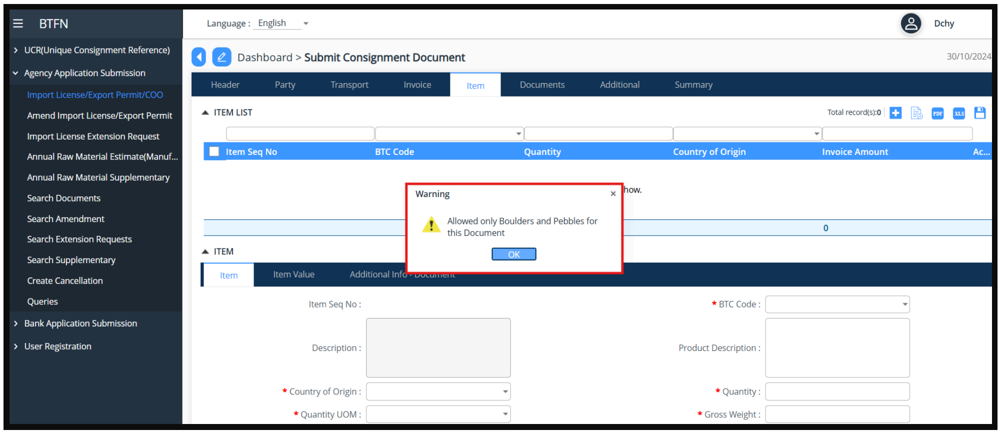


Fig. 6.3: Validation for the input of other Items

Header Details Tab

The details required in the Header Details for all types of document are similar.

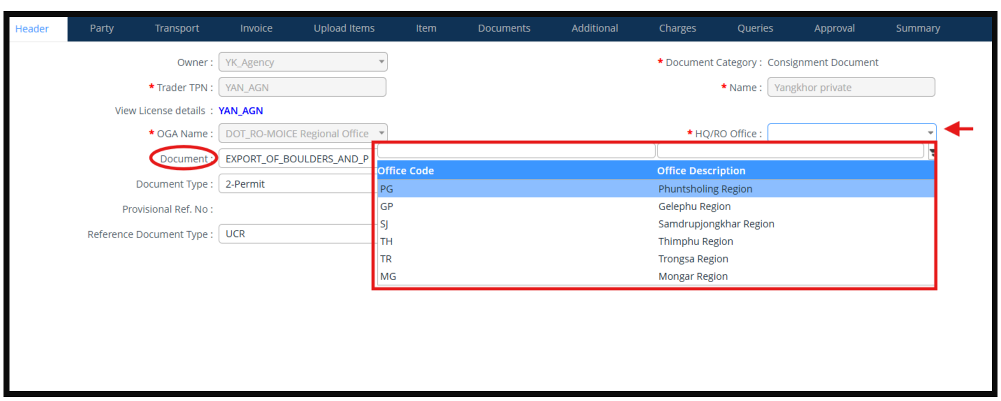


Fig. 6.4: Header Tab for Export of Boulders and Pebbles

The following table shows the details required to succesfully complete the **Export of Boulders & Pebbles** application.

Header	Party & Transport	Invoice	Items	Item Value and Additional Item Detail	Document and Summary
OGA Name - DOT_RO, MOICE Regional Trade Office	**Party Details** - Importer and Exporter Details to View and Edit.	**Invoice Date** - As per the Commercial Invoice	**HSN/BTC** - Allowed only Boulders and Pebbles	**Item Value** - Per Item for multiple Items Exporters	**Commercial Invoice** - Click on the Document Name to upload the mandatory document.
OGA Office - To be selected as per the exporter's region.	**Transport Details** - Mode of Transport.	**Invoice Number** - Invoice Number given in the Commercial Invoice.	**Quantity** - As per the Commercial Invoice	**Country of Destination** - Country where the goods are being exported.	**TNC** - Agree to the Terms and Conditions.
Document Name - Select Export of Boulders & Pebbles from the dropdown provided.	**Shipment Date** - State the date of Export.	**Invoice Amount** - Invoice Amount exclusive of Frieght charges and Insurance.	**Country of Origin** - Shoud be Bhutan for All types of Export.		**Summarized Document Details** - Document Summary for reference.
UCR Number - Check in the dropdown list.	**Container Details** - List the type of Container if the goods are	**Currency** - Select the currency from the drodown provided.	**Quantity UOM** - Click on the dropdown to select the UOM linked		

	exported in containers.		to the HSN of the Item		

PTA to Bangladesh

Bhutan made history as the first country to establish a Preferential Trade Agreement (PTA) with Bangladesh, strengthening bilateral trade ties between the two nations. This landmark agreement grants Bangladesh duty-free access to export 100 of its local products to Bhutan, while Bhutan receives similar preferential treatment for 34 of its products in the Bangladeshi market. The PTA, aimed at fostering economic cooperation and boosting trade, officially came into force on July 1, 2022, opening new opportunities for both countries to expand their commercial exchanges

Certain goods for export to Bangladesh are currently not listed or finalized but will be added to the system shortly, with notifications sent out accordingly. Once the items are finalized and configured in the system, applicants will be restricted to selecting only the specified items. At this stage, regional officers will handle all verifications and approvals for PTAs

All the processes and details of the application are the same as those for other export documents.

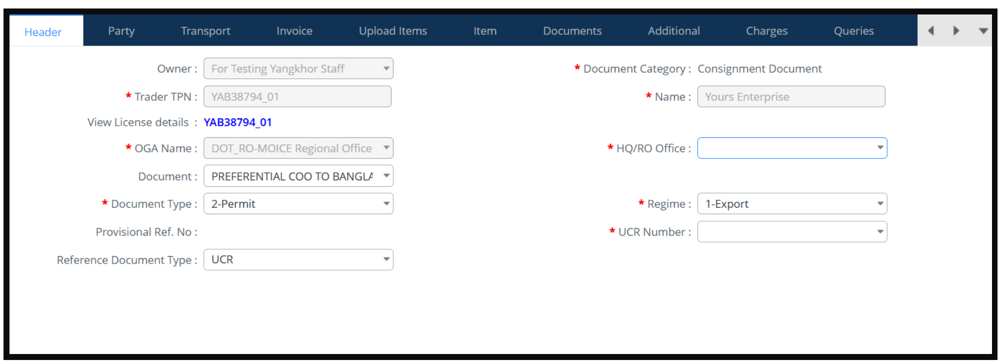


Fig. 6.5: Header Page for PTA to Bangladesh

> **Note:** HR/RO Office can selected from the dropdown lists provided.

Bank Application for Remittance and Claim Form.

Overview

This section explains the process of creating bank applications for goods. Please note that bank applications can only be initiated if you have an approved Import License or Export Permit document (Reference Number) issued by the Department of Trade (DOT). This reference number is essential to proceed with the application and will enable the system to automatically retrieve relevant details from the approved documents.

Prerequisites

- **Login Credentials,** to log into the system.
- Approved **Import License** or **Export Permit** reference number from DOT

Bank Applications for the Goods Imported.

Accessing the Application Form

1. Log in to your Trader account
2. Navigate to **Bank Application Submission** in the left menu
3. Select **Create Goods Application**

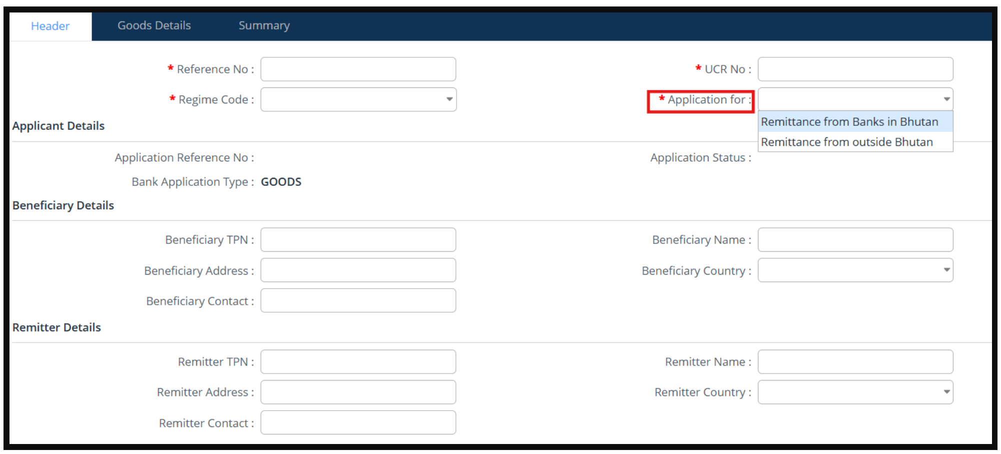


Fig. 7.1: Bank Application Form

Entering Document Reference

1. Locate your approved Import License or Export Permit reference number from the agency application submission menu
2. Copy and paste this reference number into the create bank application header tab
3. The system will automatically populate most details from the approved Import License and Export Permit

Selecting Application Type

Option A: Remittance from Banks in Bhutan

Choose this option if transferring money from Bhutan banks to external supplier accounts through TT/RTGS/SWIFT systems.

- Requires bank approval
- Must provide domestic bank details.
- You must use the same bank and branch for all payments.related to this import invoice until final payment is completed.

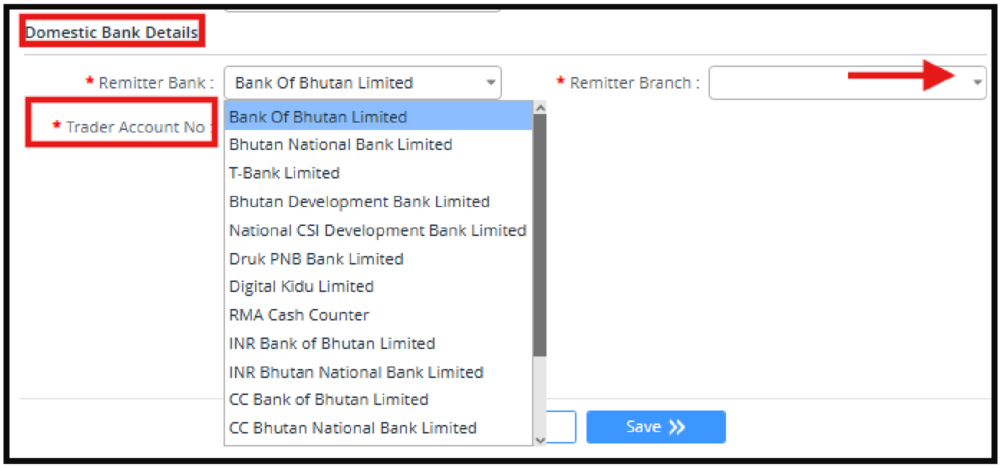


Fig. 7.2: Additional fields appear upon selecting "Remittance from Banks in Bhutan".

Invoice Details

1. After saving the header, locate the list of invoices for your imports
2. Fill in bank details for each invoice beneficiary
3. This information will be used by the bank when creating remittances

> **Note:** Payments from other banks or different branches of the same bank are not permitted

Option B: Remittance from Banks outside Bhutan.

Choose this option if sourcing funds from outside Bhutan (e.g., Australia/Canada/USA).

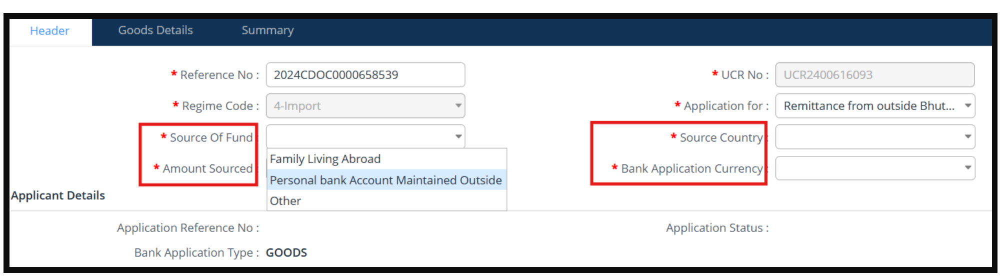


Fig.7.3: Additional fields upon selecting "Remittance from Banks outside Bhutan."

- Used for customs declaration purposes

- System automatically approves
- No bank approval required
- No fund transfer from Bhutanese banks involved

Invoice Details

- Beneficiary bank details are disabled in the goods details tab for this option.
- If all the invoices you have entered are displayed, you may proceed to submit the application.

Submission

- Go to the summary tab
- Review all information
- Accept the terms and conditions
- Submit the application

Tracking Your Application

- Note the reference number provided after submission (2025APP000...)
- Use this number to follow up with banks on application status and payments.
- You will receive email notification upon bank approval

Handling Rejections

a. Complete Rejection

If the bank rejects your application:

- You may submit a new application to a different bank or branch or follow the remarks provided by the bank approver.

b. Rejection for Amendment

If rejected for amendments:

- Application will show status **"Rejected for Amendment"** in search documents
- View rejection reasons under the approval tab
- Correct the missing/incorrect information
- Resubmit to the same bank and branch

Claim Form for Exporters.

Claim Form for Exporters is used by businesses that sell goods to other countries.

There are two types of export namely,

1. Exports with Letter of Credit.
2. Exports without Letter of Credit.

Claim Form for Exports with LC

For exports made under a Letter of Credit, the Claim Form must be submitted based on the unique LC Number assigned to the transaction.

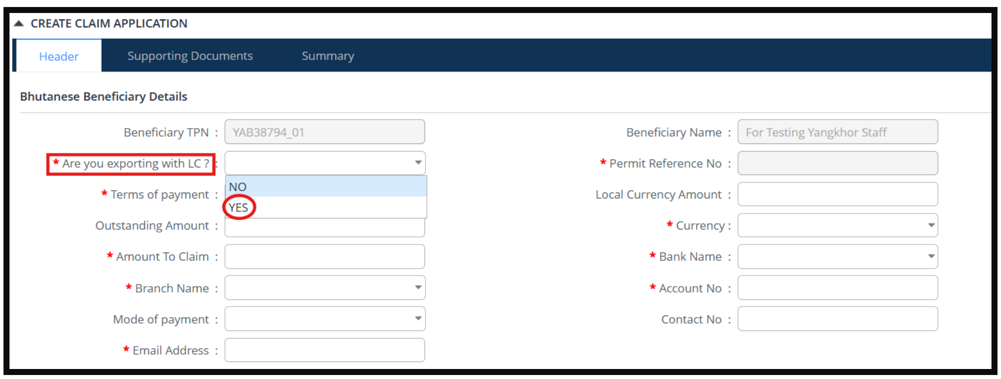


Fig.

> **Note:** When multiple permits are tied to one LC, the claim is based on the same LC Number, requiring it to be unique.

When creating a Claim Form for exports with Letter of Credit (LC), follow the following steps:

In the ***"Are you Exporting with LC"*** field, select ***"YES"*** from the dropdown menu provided. This indicates that your export transaction is supported by a Letter of Credit.

Upon selecting **"Yes"**, specific fields related to the Letter of Credit (LC) will appear, allowing traders to input the LC number

Fig.: Claim Form for Exporters exporting with LC.

The fields mentioned below will be auto fetched by the Letter of Credit Number inserted in LC Credit No field.

- LC Amount
- Outstanding Amount
- Currency
- Mode of payments

> **Important:** :Kindly note that if a Claim Form has already been generated for the specified LC Credit Number, the Outstanding Amount will be adjusted to reflect any amounts previously claimed against it

Claim Form for Exports without Letter of Credit

In this case, the Claim Form is generated based on the permit number (2025CDOC000.....).

Choosing **"NO"** replaces LC Number with Permit Number and LC Amount with Invoice Amount

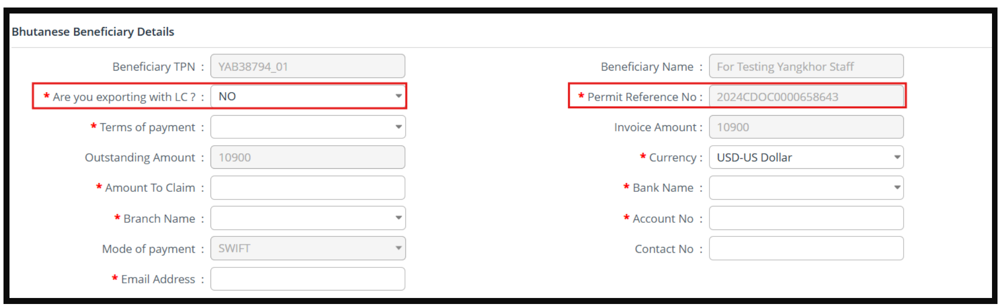


Fig.: Claim Form for Non-LC Exporters.

> **Note:**Mandatory fields like Bank, Branch, and Terms of Payment must be entered manually.

Upon entering the Bhutanese Beneficiary Details, the Outside Remitter Details and Transaction Details must be completed. This is required for Non-LC Exporters, but not for LC Exporters. For further clarification, please refer to the figure below

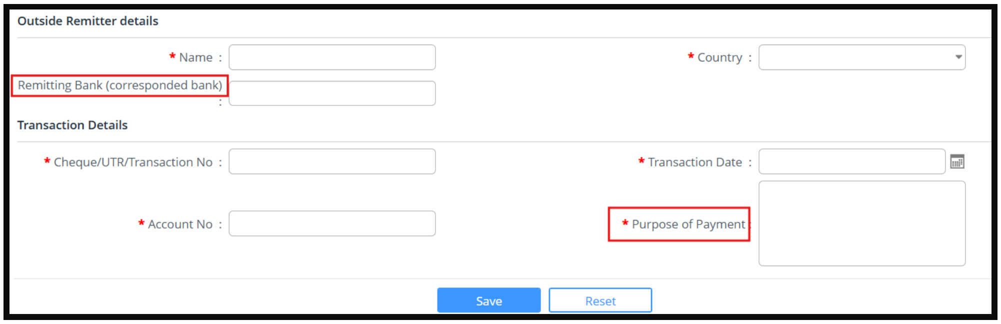


Fig.: Other Mandatory Fields.

Under **Outside Remitter Details,**

1. Name and Country are mandatory for both types of Exports

Under the **Transaction details,**

1. Transaction Number, Date and Account Number fields are mandatory for Non-LC Exporters only.
2. Purpose of Payment is Mandatory for both Exports.

Document

Upload LC Document related and other required document and proceed with the submission.

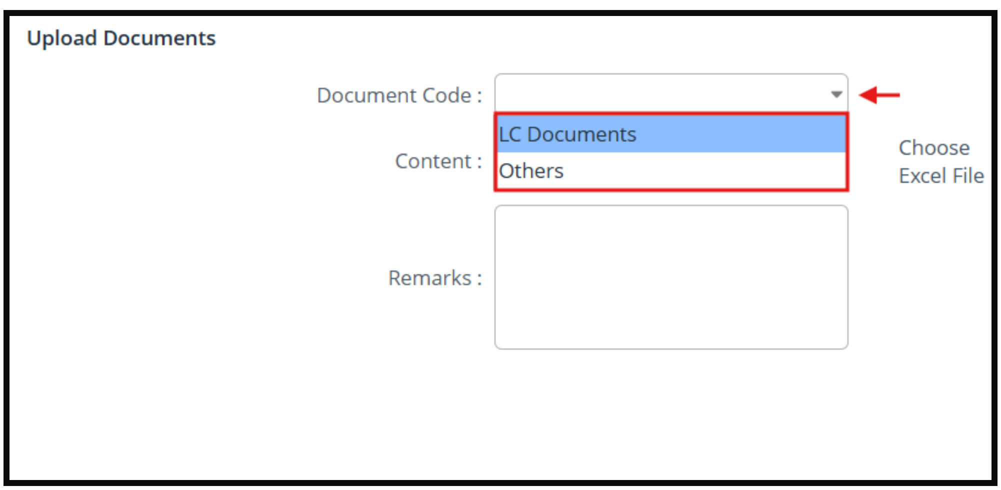


Fig.: Document List for Claim Form.