

Bhutan TradeFin Net System



User Manual For Trader and Clearing & Forwarding Agent(CFA)

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Chapter 1- About this Guide

This user guide explains how Traders and Clearing & Forwarding Agent can submit applications in the BTFN system.

This user guide contains detailed explanation of the process/steps of how to use this system.

Purpose and Audience

This user guide will help the user to get a quick reference on usage of the system.

Document Conventions

Refer to this section to familiarise yourself with the visual aids used throughout the user guide.

Navigation

To assist you with accessing screens, pages, or windows, refer to the following navigation format:

Click **Get Started >>Users**

Buttons, fields, and other system elements

All system elements are highlighted in **Bold** text.

Hyperlinks

All topics mentioned in the user guide's content are hyperlinked. Click on the hyperlink to view the referenced topic.

Callouts

Callouts are presented differently from the original CONTENTS and highlight certain information. There are two types of callouts: tips and warnings.



A Tip provides useful information that helps you complete a task or procedure.



A Warning refers to information that may be critical to the system's functionality and might affect data or system stability.

Chapter 2- Trader

2.1. BTFN Lending page:

- i. Go to the URL <https://www.bfn.bt/BTFN/login/loginbfn.jsp#>

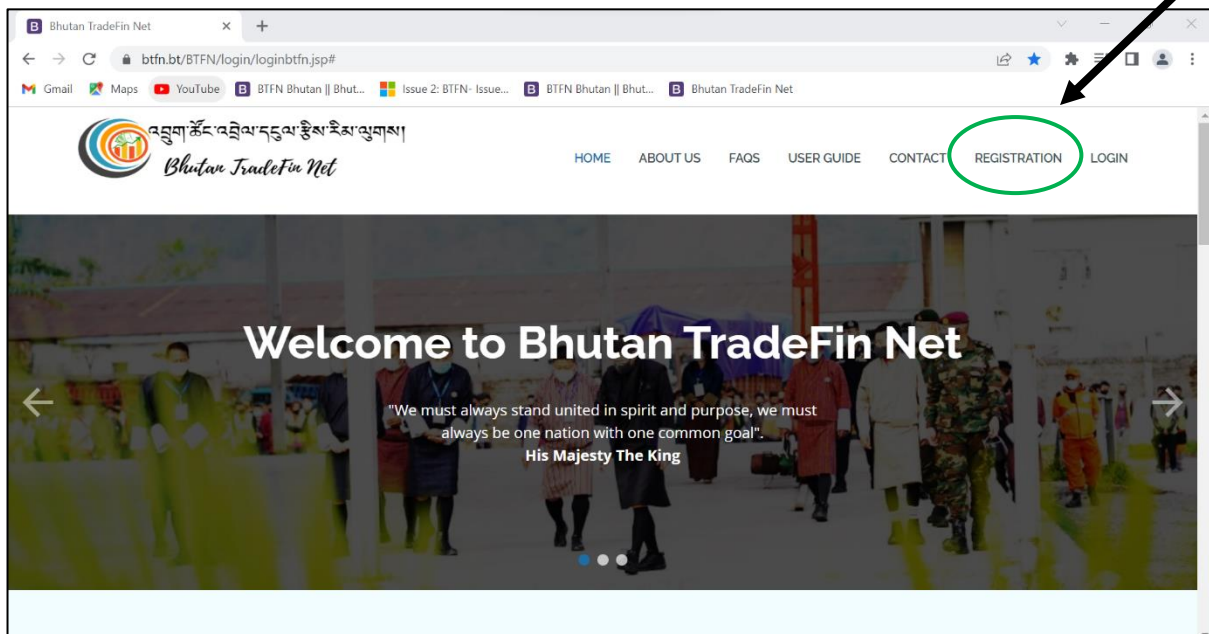


Fig. 1. Registration for Trader & Clearing & Forwarding Agents (CFA)

Click >> REGISTRATION on the top menu

- ii. Click on the “REGISTRATION” button to register as a Trader or CFA.

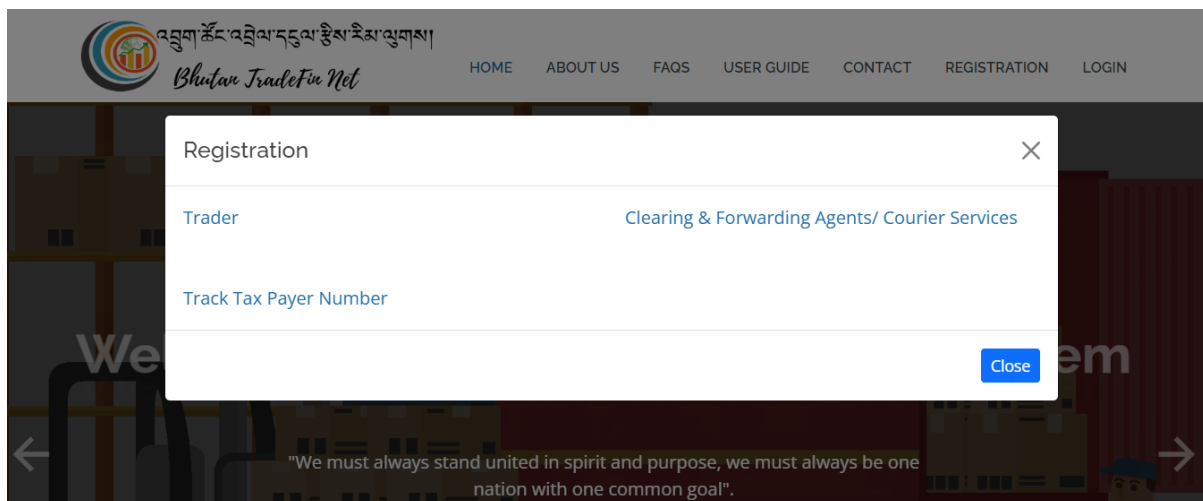

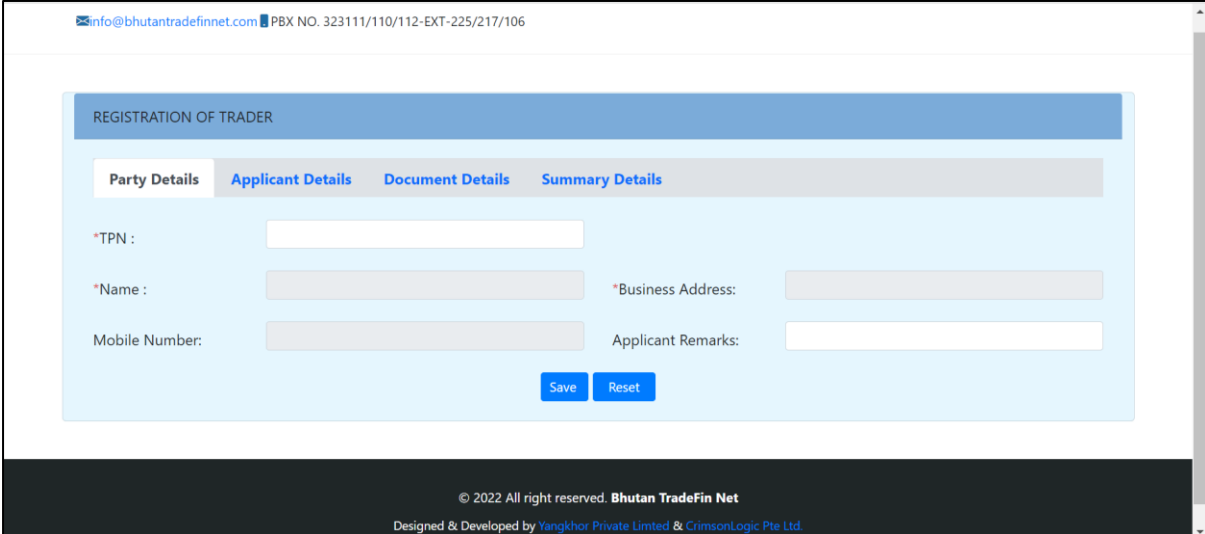


Fig. 2. Registration (Trader or CFA)

Click>>Track Tax Payer Number to check all TPN numbers issued against the applicant’s name.

If trader/CFA cannot register with TPN number, they have to update information in the profile RAMIS. Once the update is done in the RAMIS, the trader can register in the BTFN system.

 Trader & CFA user can register to the BTFN system by using the valid credentials (Username and password).



REGISTRATION OF TRADER

Party Details Applicant Details Document Details Summary Details

*TPN :

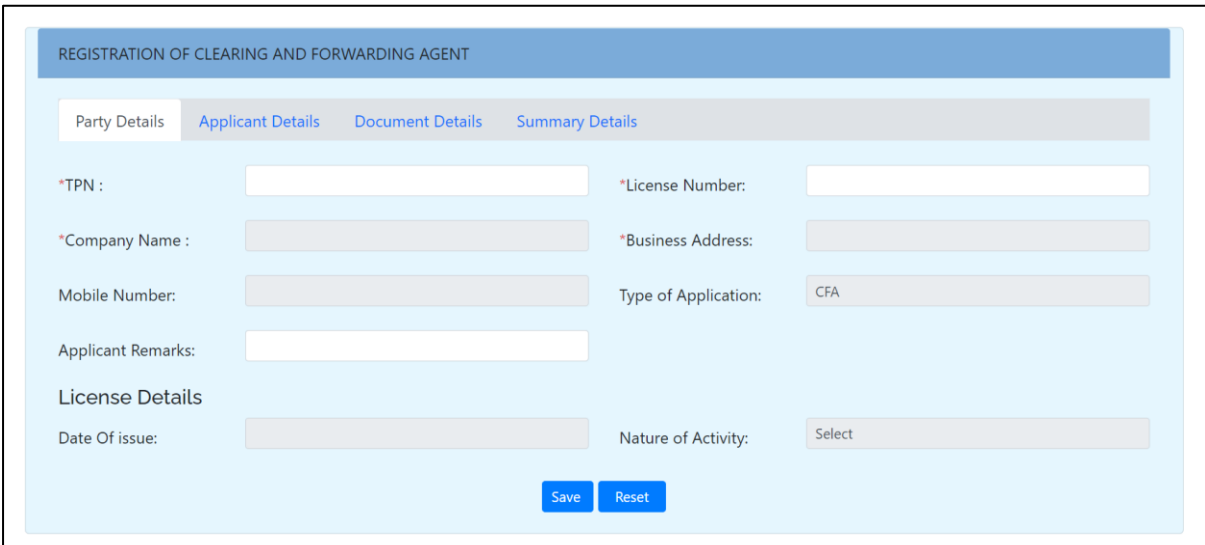
*Name : *Business Address:

Mobile Number: Applicant Remarks:

Save Reset

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Fig. 3. Trader's Registration page



REGISTRATION OF CLEARING AND FORWARDING AGENT

Party Details Applicant Details Document Details Summary Details

*TPN : *License Number:

*Company Name : *Business Address:

Mobile Number: Type of Application: CFA

Applicant Remarks:

License Details

Date Of issue: Nature of Activity: Select

Save Reset

Fig. 4. CFA Registration page

Upon successful registration and approval by Department of Trade Admin, the applicants will receive login credentials via the email provided in the system during the registration. The applicant can log in as below.

2.2. Trader Login:

- i. Click on the “**Login**” button & login as Trader (Shop_No_7).

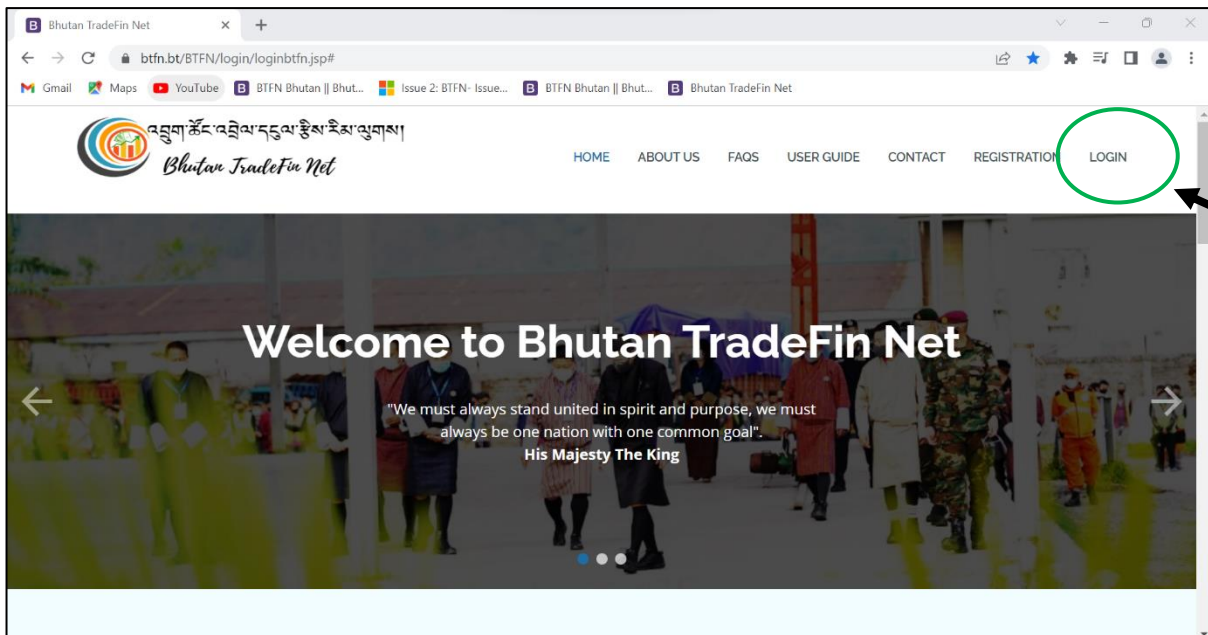


Fig. 5. Login (Trader)

- ii. Upon clicking on the “**Login**” button the user will be redirected to the below given screen.

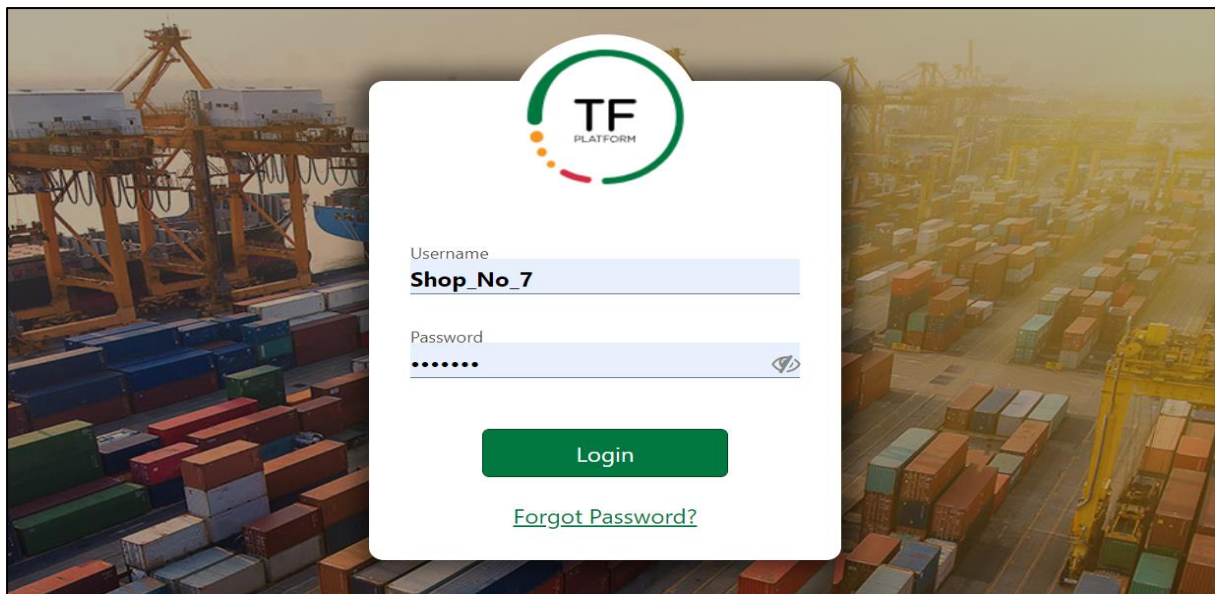


Fig. 6. Login as Trader (Shop_No_7)

iii. Trader's Dashboard

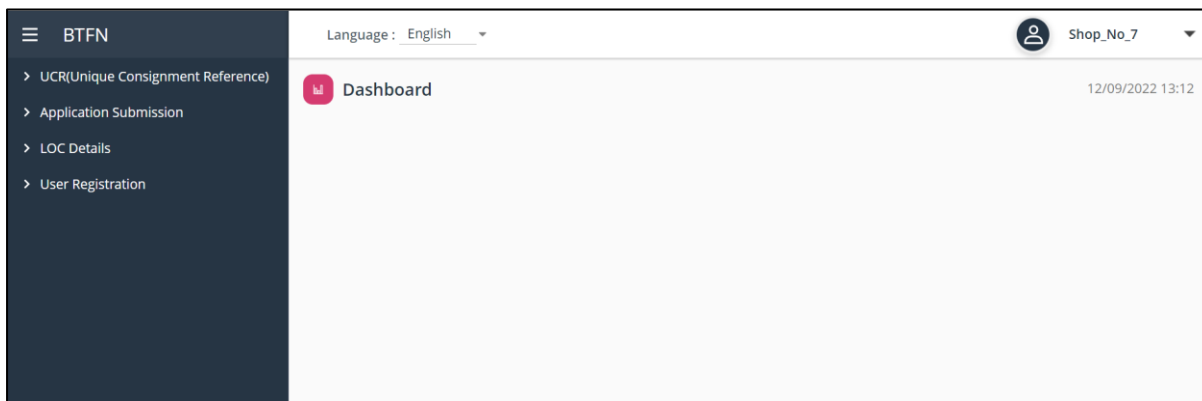


Fig. 7. Trader Dashboard

2.3. Department of Trade (DOT)

A. Application Submission for Consignment document (Import License DOT_IMPORT_LICENCE_FROM_Countries Other Than India (COTI)):

- i. Create UCR (Unique Consignment Reference)
Click >> +Add?

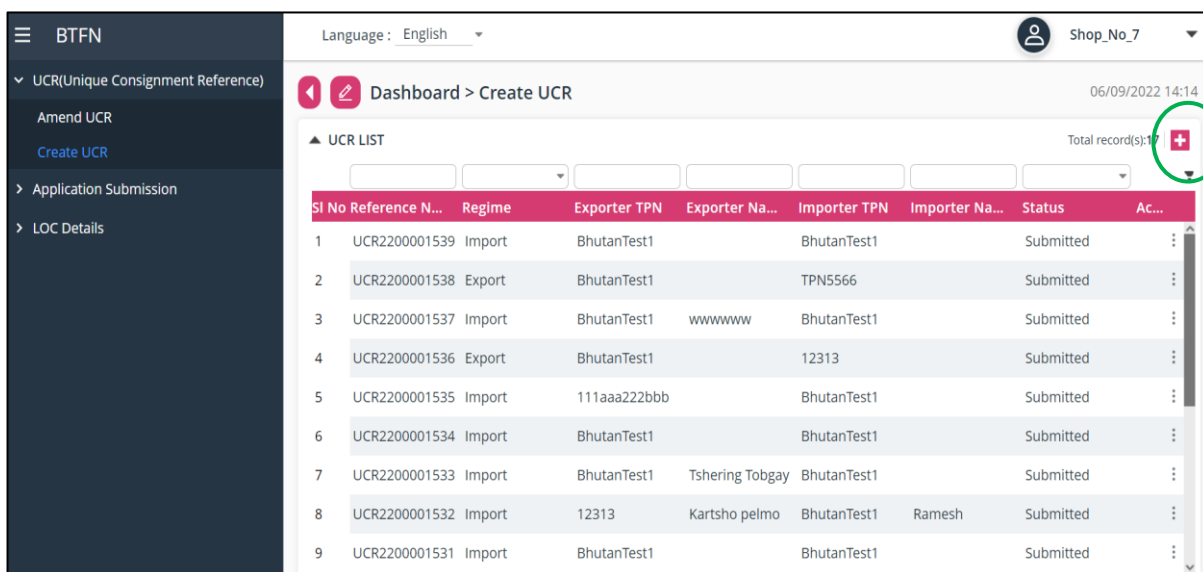


Fig. 8. Create UCR for import licence application

- ii. On clicking “+” button user can create UCR as depicted in below given image. Make sure the application gets submitted under “Summary” header below.

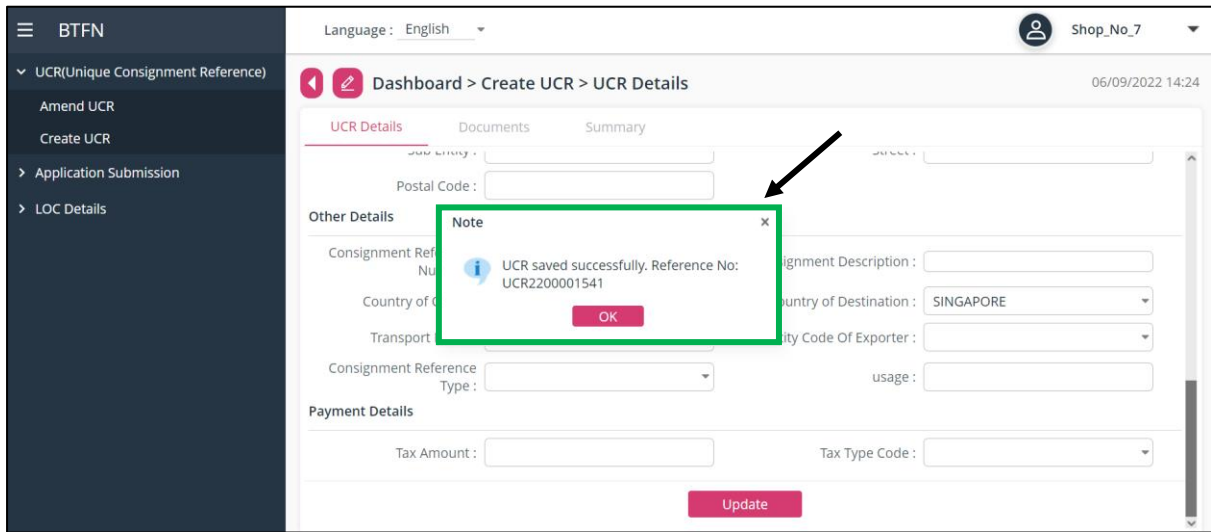


Fig. 9. UCR successfully created

- iii. To clone(Copy) the previously created UCR steps:
 - After creation of UCR for Import License/ Export Permit document, trader user can view, print, and clone each application.
 - To clone the previous created UCR: Click >> Clone -- it will show as “Draft” under Status.

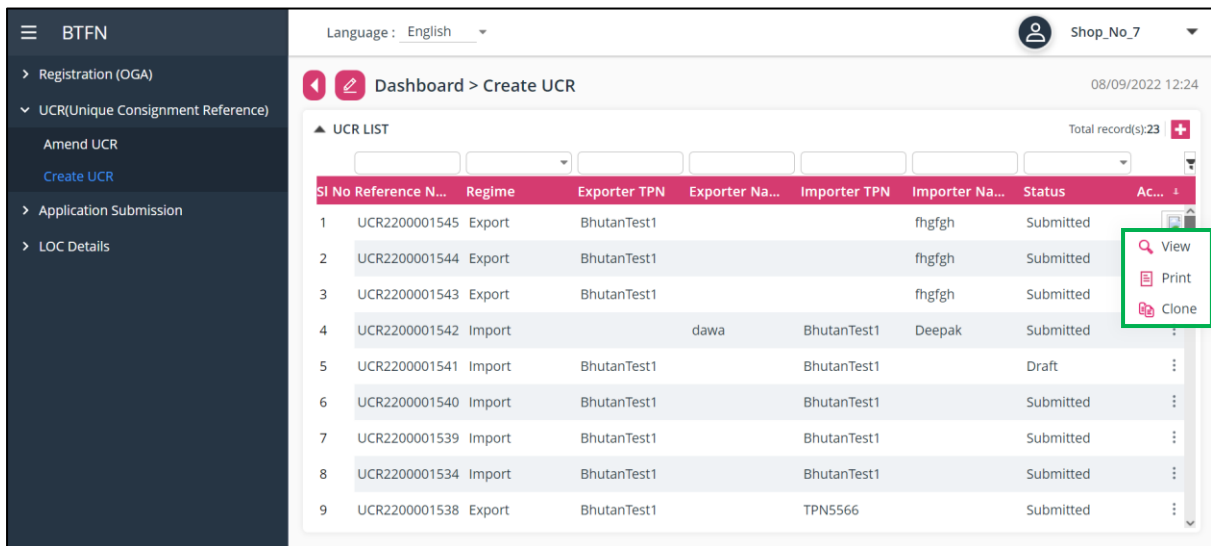


Fig. 10. Created UCR

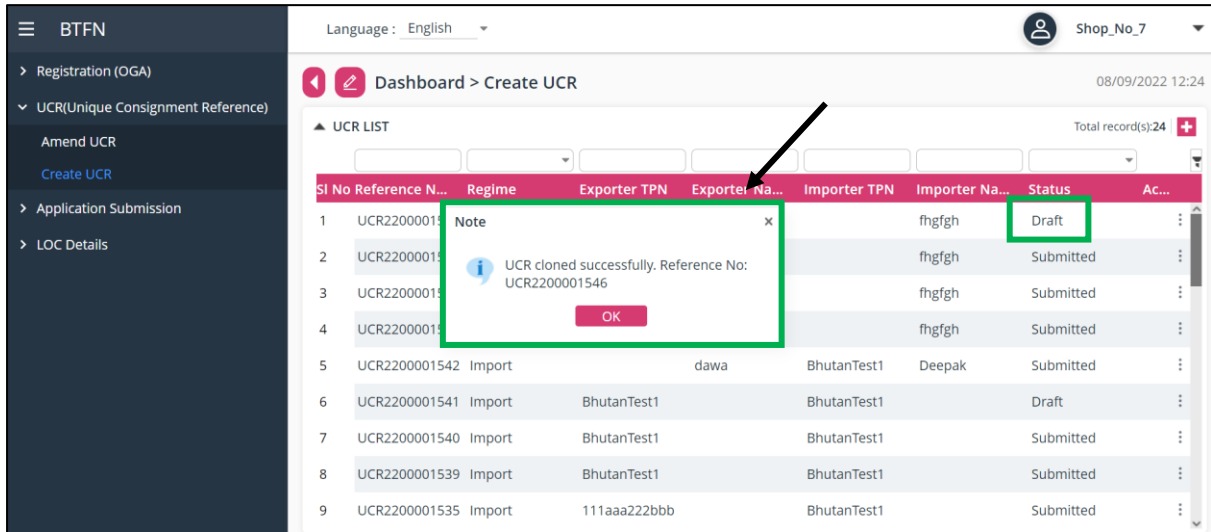


Fig. 11. Created UCR clone

iv. Submit Import License (DOT_IMPORT_LICENCE_FROM_COTI) Application

- For the import licence from COTI>>click Application Submission>> Import License/Export Permit. Traders should fill up Header, Party, Transport, Invoice, Item, Documents & Summary as provided below.

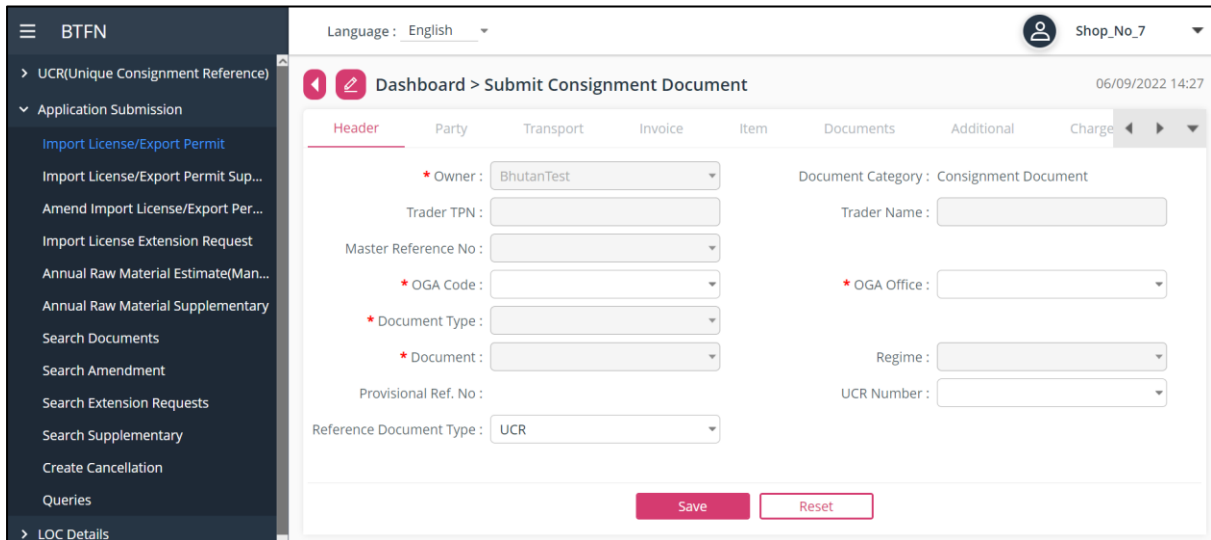


Fig.12. Import License (DOT_IMPORT_LICENCE_FROM_COTI) Application

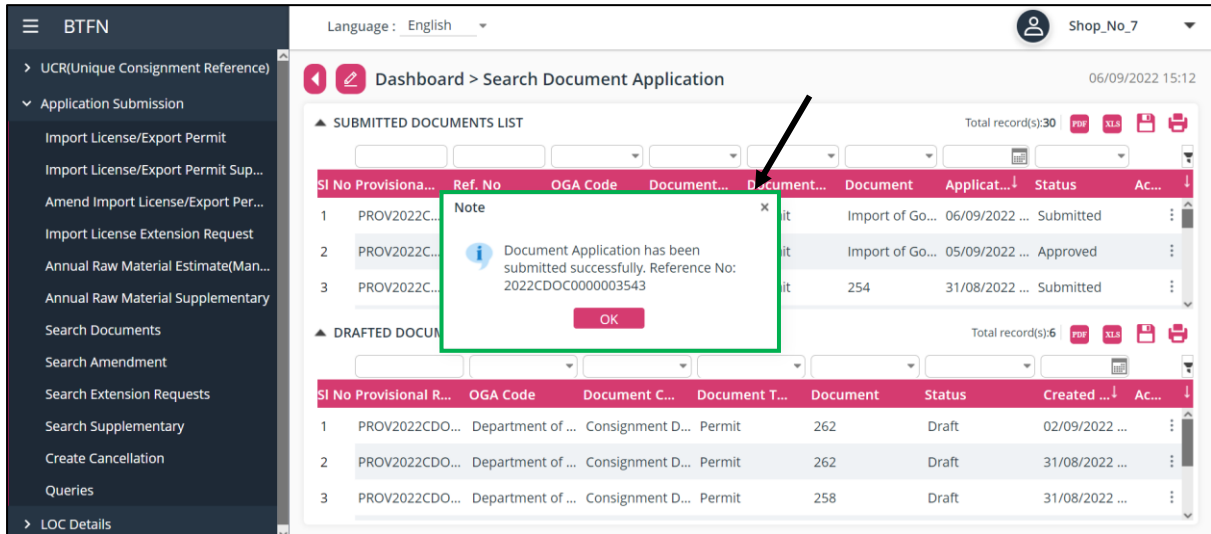


Fig.13. Import License (DOT_IMPORT_LICENCE_FROM_COTI) Application successfully submitted

B. Application Submission for Consignment document (Export Permit-DOT_EXPORT_PERMIT_TO_COTI):

- i. Create UCR (Unique Consignment Reference)
Click >> +Add?

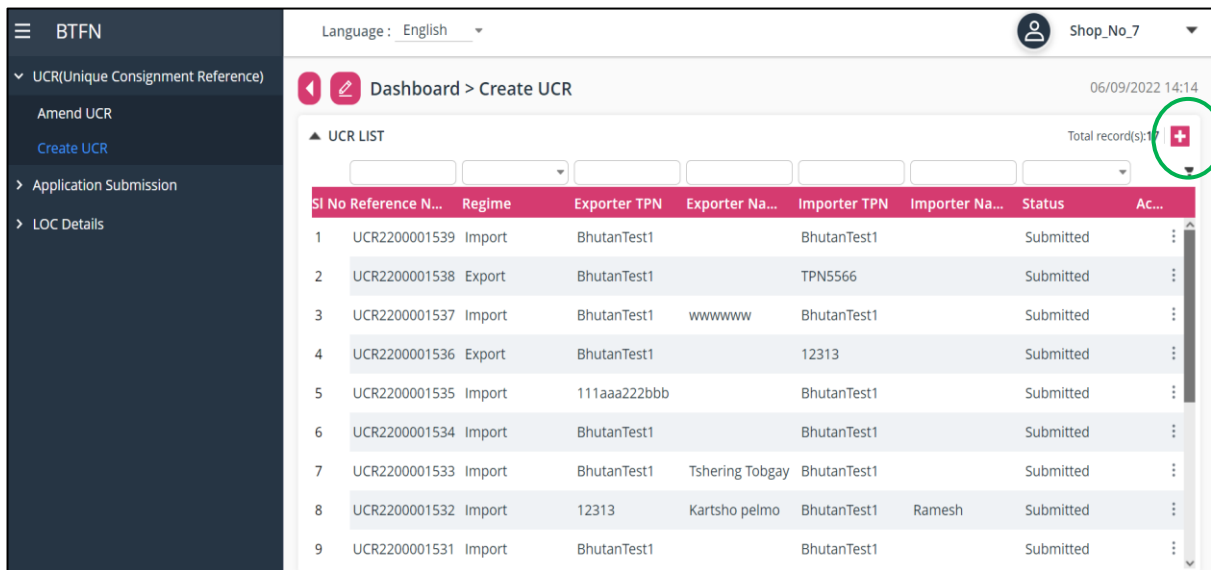


Fig.14. Create UCR for Export Permit application

ii. Submit Export permit (DOT_EXPORT_PERMIT_TO_COTI) Application

- For the export permit to COTI>> Traders should select the respective regional office under the drop-down menu of **HQ/RO Office**. Ensure right regional office is selected.

The screenshot shows the 'Submit Consignment Document' form. The 'HQ/RO Office' dropdown menu is highlighted with a green box, and an arrow points to it from the right. The form includes the following fields:

- Owner: Sangay Tenzin
- Trader TPN: [Empty]
- OGA Code: DOT-Department of Trade Bhutz
- Document Type: 2-Permit
- Document: DOT_EXPORT_TO_COTI-Export o
- Provisional Ref. No: [Empty]
- Reference Document Type: UCR
- Document Category: Consignment Document
- Name: [Empty]
- Regime: 1-Export
- UCR Number: [Empty]

Fig.15. Export Permit (DOT_EXPORT_PERMIT_TO_COTI) Application

C. Application Submission for Consignment document (Import Registration-DOT_IMPORT_Registration_FROM_INDIA):

- i. Create UCR (Unique Consignment Reference)
Click >> +Add?

The screenshot shows the 'Create UCR' page. A table of UCR records is displayed. The '+Add' button is highlighted with a red circle, and an arrow points to it from the right.

SI No	Reference N...	Regime	Exporter TPN	Exporter Na...	Importer TPN	Importer Na...	Status	Ac...
1	UCR2200001539	Import	BhutanTest1		BhutanTest1		Submitted	⋮
2	UCR2200001538	Export	BhutanTest1		TPN5566		Submitted	⋮
3	UCR2200001537	Import	BhutanTest1	wwwwww	BhutanTest1		Submitted	⋮
4	UCR2200001536	Export	BhutanTest1		12313		Submitted	⋮
5	UCR2200001535	Import	111aaa222bbb		BhutanTest1		Submitted	⋮
6	UCR2200001534	Import	BhutanTest1		BhutanTest1		Submitted	⋮
7	UCR2200001533	Import	BhutanTest1	Tshering Tobgay	BhutanTest1		Submitted	⋮
8	UCR2200001532	Import	12313	Kartsho pelmo	BhutanTest1	Ramesh	Submitted	⋮
9	UCR2200001531	Import	BhutanTest1		BhutanTest1		Submitted	⋮

Fig. 16. Create UCR for import licence application

ii. Submit Import License (DOT_IMPORT_REGISTRATION_FROM_INDIA) Application

- For the import Registration from INDIA>> Traders don't have to select the respective Head office under the drop-down menu of OGA Office or **HQ/RO Office** since its auto approval.

The screenshot shows the 'Submit Consignment Document' form in the BTFN system. The form is titled 'Dashboard > Submit Consignment Document' and is dated 06/09/2022 14:27. The user is logged in as 'Shop_No_7'. The form includes the following fields:

- Owner: BhutanTest
- Trader TPN: [Empty]
- Master Reference No.: [Empty]
- OGA Code: [Empty]
- Document Type: [Empty]
- Document: [Empty]
- Provisional Ref. No.: [Empty]
- Reference Document Type: UCR
- Document Category: Consignment Document
- Trader Name: [Empty]
- OGA Office: [Empty]
- Regime: [Empty]
- UCR Number: [Empty]

At the bottom of the form, there are 'Save' and 'Reset' buttons.

Fig.17. Import License (DOT_IMPORT_LICENCE_FROM_INDIA) Application

i. Submit Export Registration (DOT_EXPORT_REGISTRATION_TO_INDIA) Application

- For the export registration to INDIA>> Traders should select the respective regional office under the drop-down menu of **HQ/RO Office**.

The screenshot shows the 'Submit Consignment Document' form in the BTFN system. The form is titled 'Dashboard > Submit Consignment Document' and is dated 14/10/2022 17:26. The user is logged in as 'Shop_8Eleven'. The form includes the following fields:

- Owner: Sangay Tenzin
- Trader TPN: [Empty]
- OGA Code: DOT-Department of Trade Bhutz
- Document Type: 2-Permit
- Document: DOT_EXPORT_TO_COTI-Export o
- Provisional Ref. No.: [Empty]
- Reference Document Type: UCR
- Document Category: Consignment Document
- Name: [Empty]
- HQ/RO Office: PG-Phuntsholing Region
- Regime: 1-Export
- UCR Number: [Empty]

At the bottom of the form, there are 'Save' and 'Reset' buttons. A green box highlights the 'HQ/RO Office' field, and an arrow points to it from the right.

Fig.19. Export Permit (DOT_EXPORT_PERMIT_TO_INDIA) Application

~ To ease the trader from creating import license/ export permit in BTFN system. Trader can clone the previously submitted/ Approved applications. Traders just need to update/ edit the party details, transport, invoice, item, and documents if it is not same as earlier submitted ones.

- ii. To clone the previously submitted/Approved Application steps:
 - After submission of Import License/ Export Permit document, trader user can view, print, and clone each application.
 - To clone the submitted document: Click >> Clone -- it will show as “Draft” under DRAFTED DOCUMENT LIST.

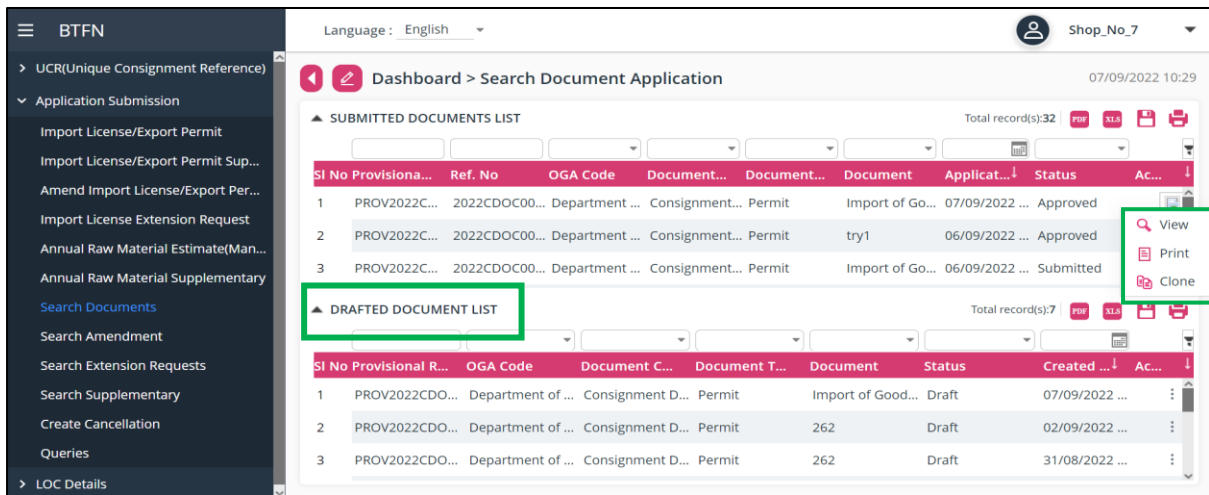


Fig.20. Import License/ Export Permit Application after submission

@ Trader user can view, print, and clone each application.

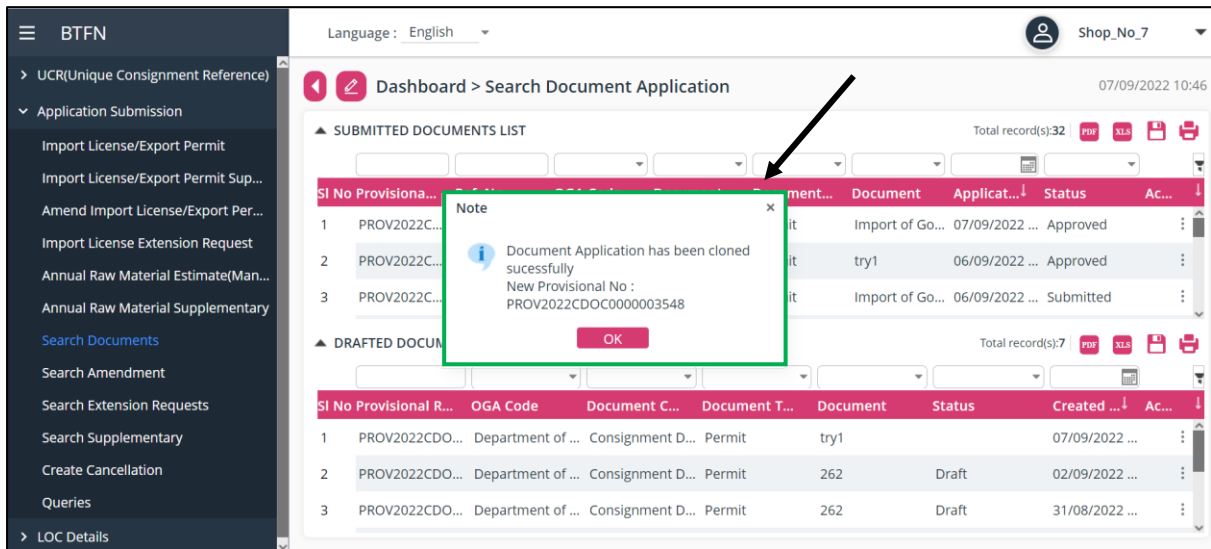


Fig.21. Import License/ Export Permit Application cloned successfully

2.4. To amend the Import License/ Export Permit document:

- i. Click >> “Amend Import License/ Export Permit” on the left menu.

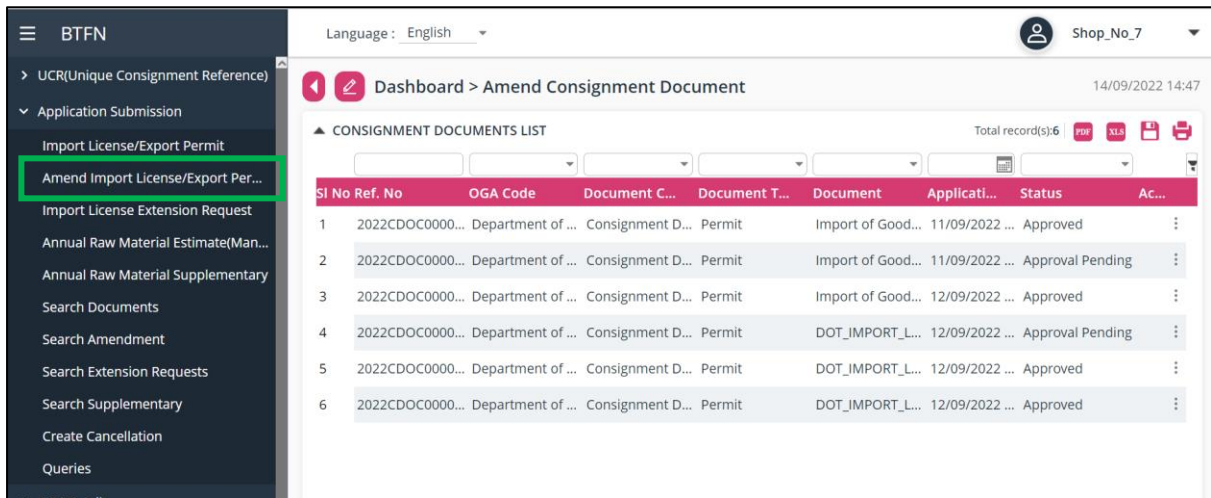


Fig.22. Amend Import License/ Export Permit on the left menu

ii. Amend Import License/ Export Permit document

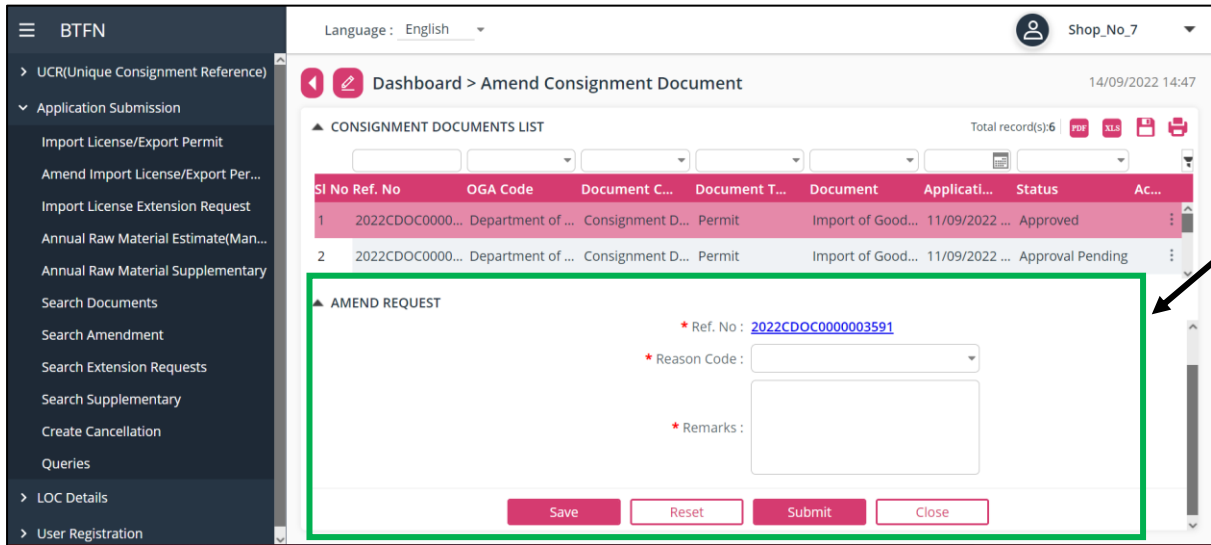


Fig.23. Amend Import License/ Export Permit document

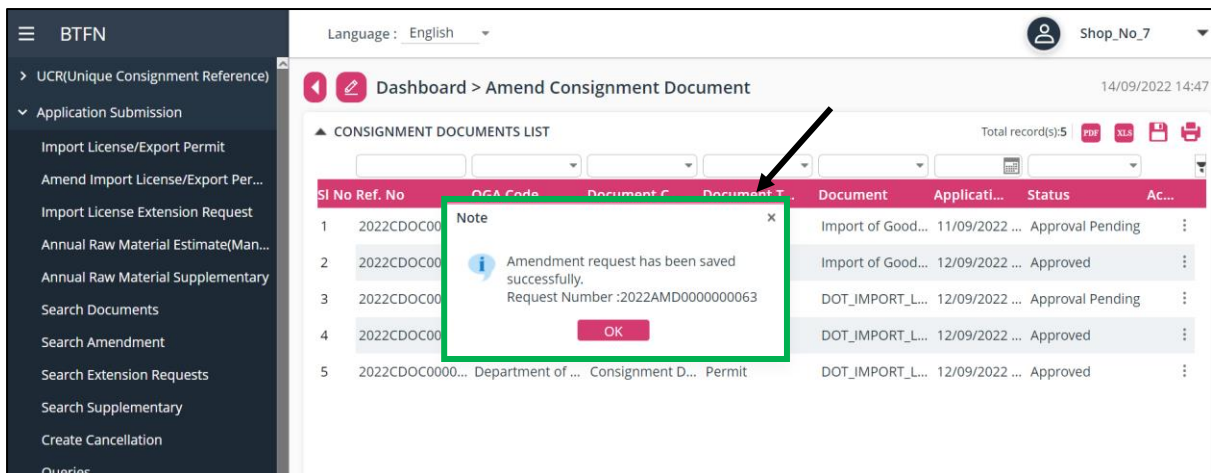


Fig.24. Amendment request submitted successfully

2.5. Import License Extension Request:

i. Trader's Dashboard

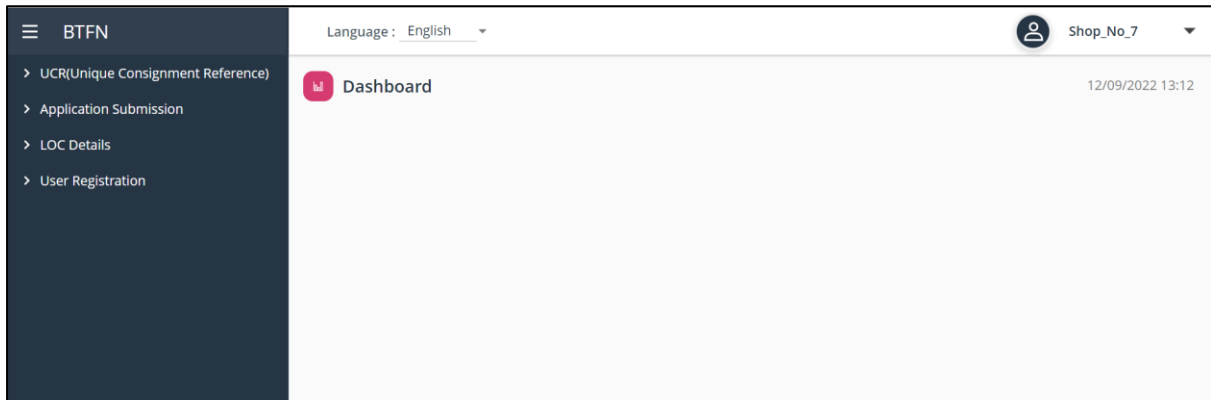


Fig. 25. Trader Dashboard to create extension request

ii. Go to Agency Application>> Click >> Import License Extension Request

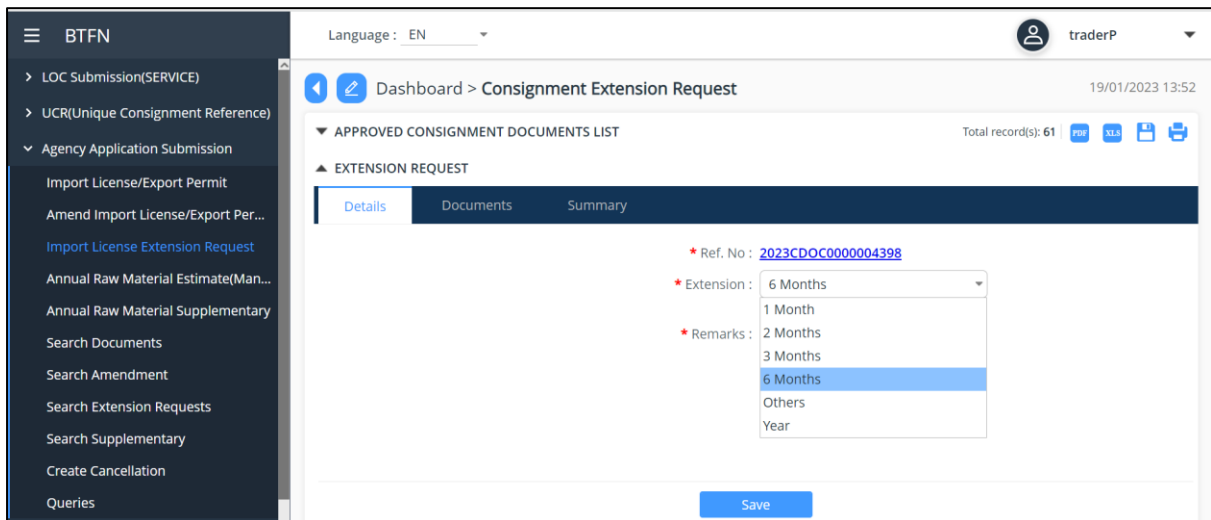


Fig. 26. Trader creates extension request

2.6. To create a new user under Traders:

i. Trader's Dashboard

Traders can give their employees to get access to BTFN system who can apply for import license or export permit. For this, trader can add new user, as well as remove user who has separated from the company. To do this, click User Registration >>User, in the following dashboards.

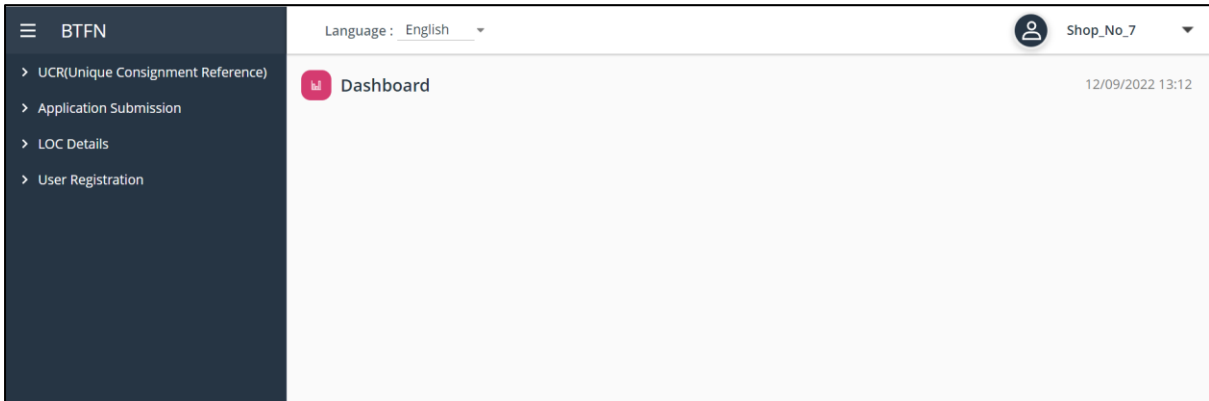


Fig. 27. Trader Dashboard to create new user

ii. Go to “User Registration” menu:

➤ Click>> “add” button to create new user under Trader user (Shop_No_7).

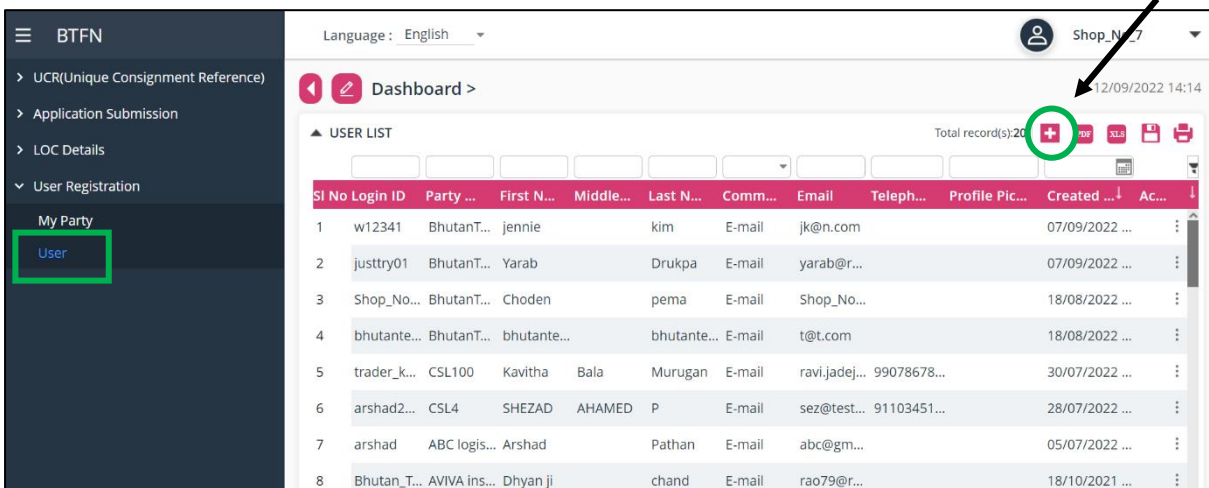


Fig. 28. Create new user under Trader user

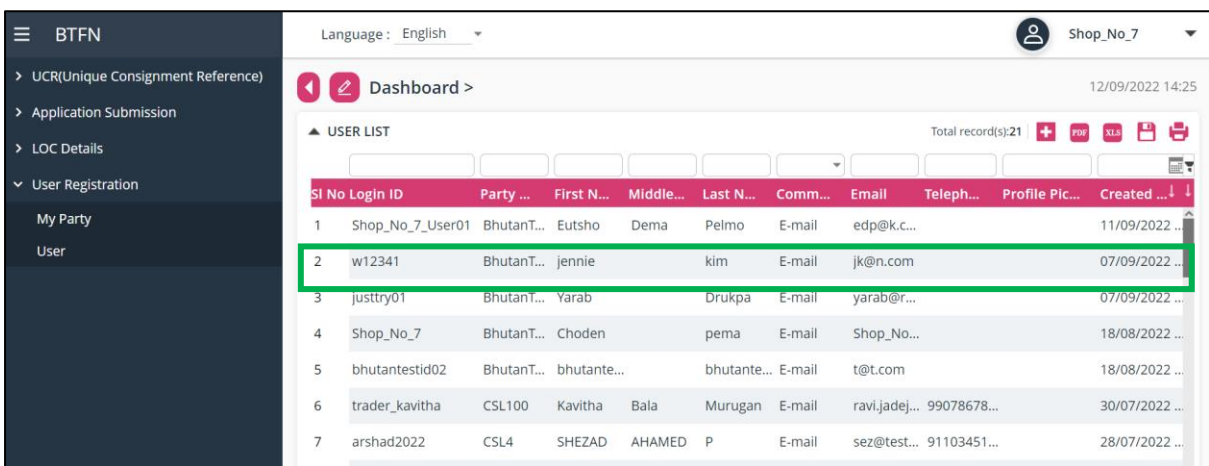


Fig. 29. Created a new user (Shop_No_7_User01) under Trader user

2.7. Department of Industry (DOI):

A. Annual Raw Materials Estimate:

- i. Create UCR (Unique Consignment Reference)
Click >> +Add'

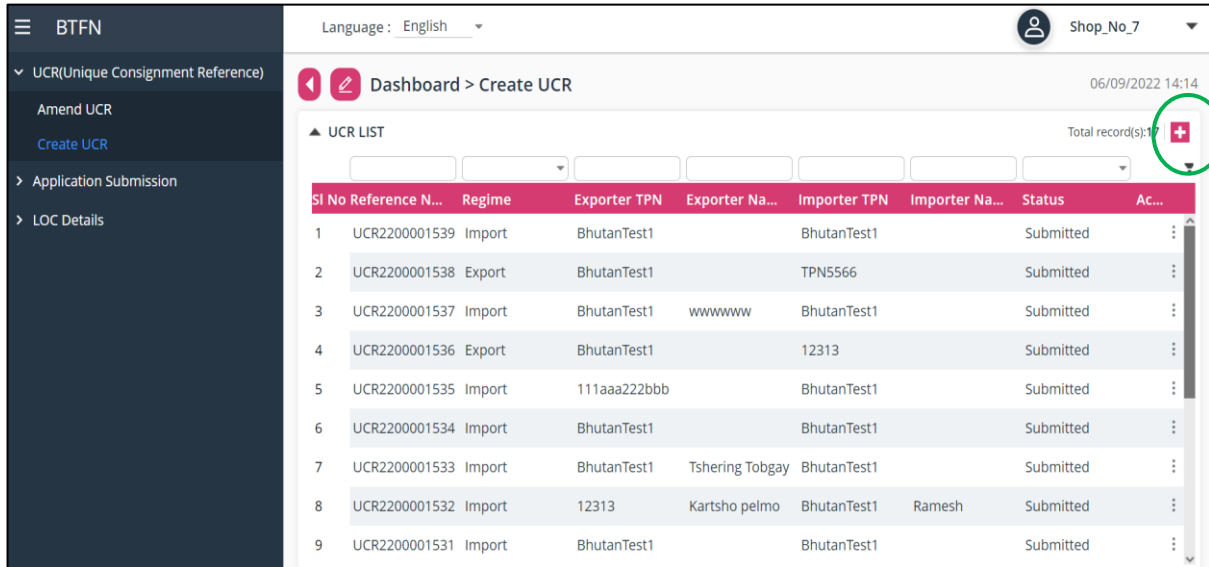


Fig. 30. Create UCR for Annual Raw Material Estimate application

- ii. Submit Annual Raw Material Estimate Application

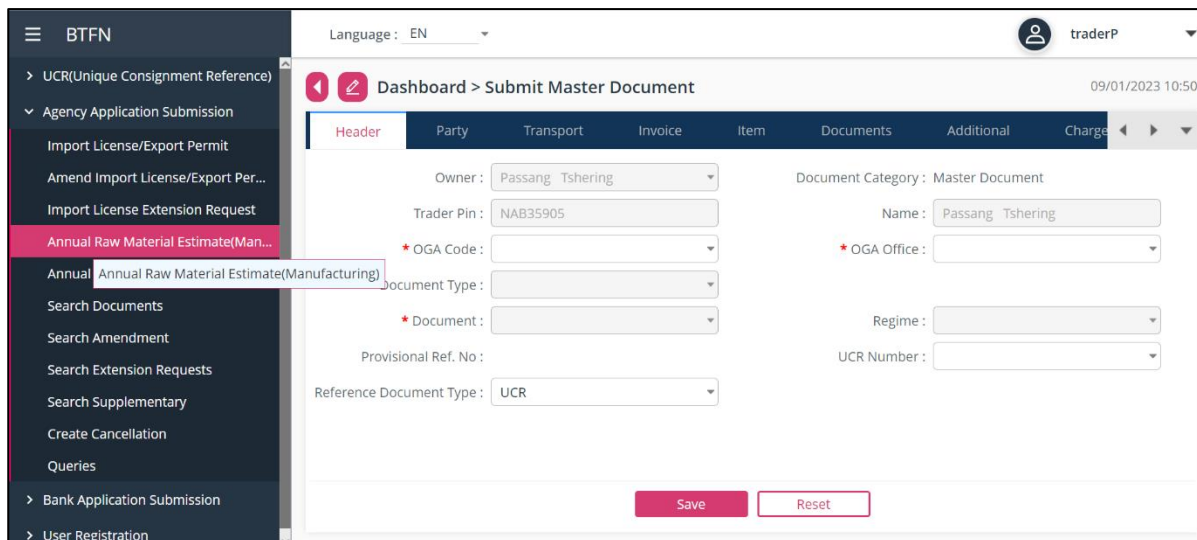


Fig. 31. Submit Annual Raw Material Estimate application

Once approved by Department of Industry, MOICE, Manufacturing units can proceed with import license application as below.

B. Import of Annual Raw Materials by Medium & Large Industries:

- i. Create & submit Import of Annual Raw Materials by Medium & Large Industries.
>> Need to link with the master document (Annual Raw Material Estimate).

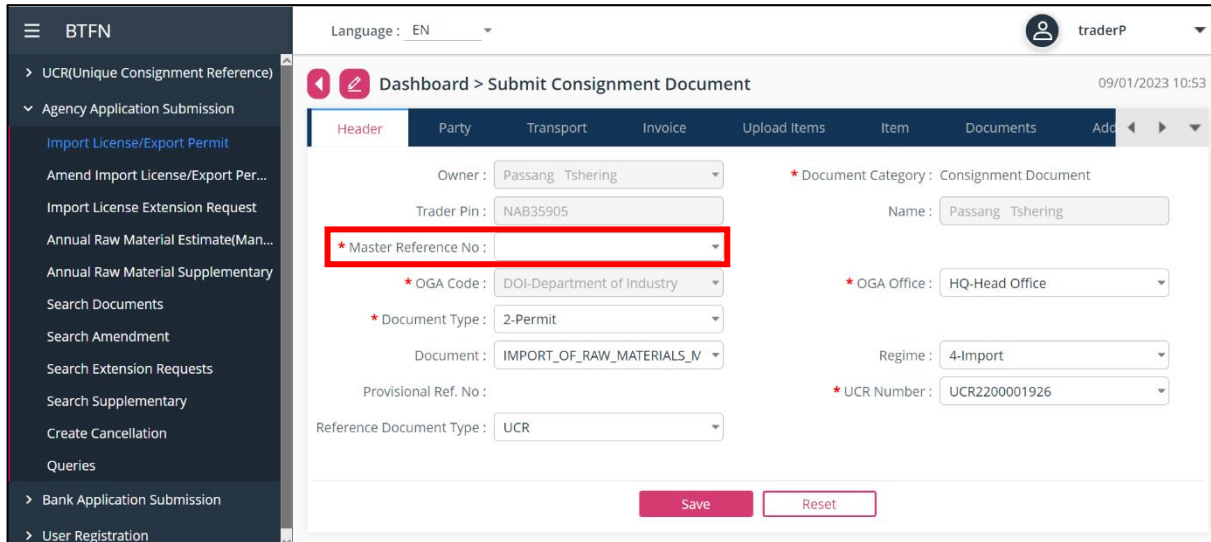


Fig. 32. Import of Annual Raw Material by Medium & Large Industries application

C. Import of Annual Raw Materials by Cottage & Small Industries:

- i. Create & submit Import of Annual Raw Materials by Cottage & Small Industries.
>> Need to link with the master document (Annual Raw Material Estimate).

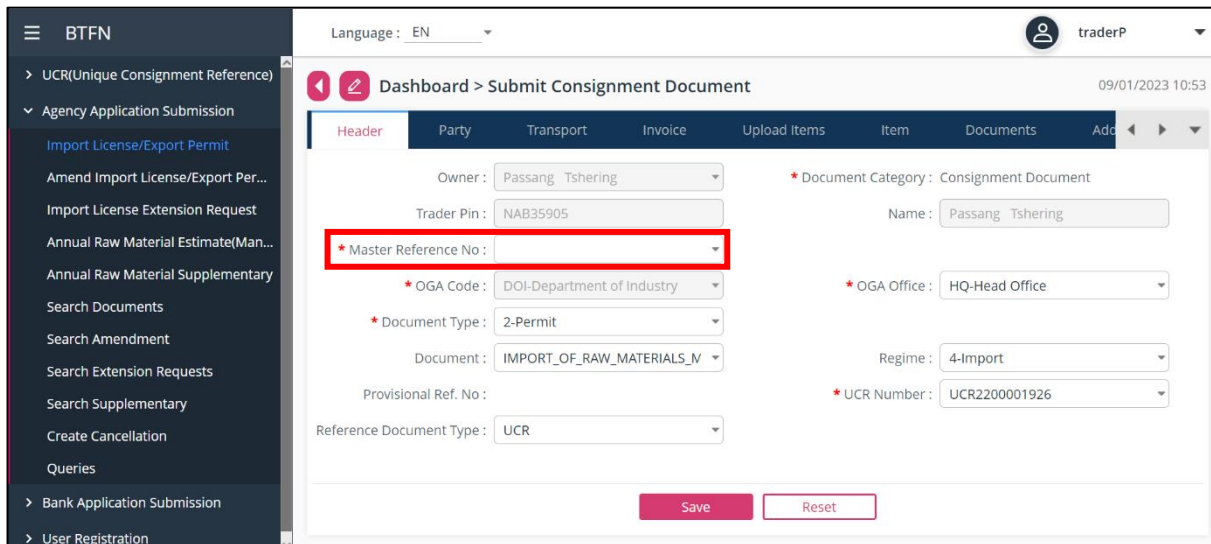


Fig. 33. Import of Annual Raw Material by Cottage & Small Industries application

D. Import of Plant & Machinery, Equipment by CSI:

Language: EN traderP 09/01/2023 11:13

Dashboard > Submit Consignment Document

Header Party Transport Invoice Upload Items Item Documents Add

Owner: Passang Tshering * Document Category: Consignment Document

Trader Pin: NAB35905 Name: Passang Tshering

* OGA Code: DOI-Department of Industry * OGA Office: HQ-Head Office

* Document Type: 2-Permit Regime: 4-Import

* Document: IMPORT_PLANTS & MACHINERY Provisional Ref. No: UCR Number: UCR2200001926

Reference Document Type: UCR

Save Reset

Fig. 34. Import of Plant & Machinery, Equipment by CSI application

E. Import of Plant & Machinery, Equipment by M & L:

Language: EN traderP 09/01/2023 11:13

Dashboard > Submit Consignment Document

Header Party Transport Invoice Upload Items Item Documents Add

Owner: Passang Tshering * Document Category: Consignment Document

Trader Pin: NAB35905 Name: Passang Tshering

* OGA Code: DOI-Department of Industry * OGA Office: HQ-Head Office

* Document Type: 2-Permit Regime: 4-Import

* Document: IMPORT_PLANTS & MACHINERY Provisional Ref. No: UCR Number: UCR2200001926

Reference Document Type: UCR

Save Reset

Fig. 35. Import of Plant & Machinery, Equipment by CSI application

F. Import of spare & accessories equipment by CSI:

The screenshot shows the 'Submit Consignment Document' form in the CSI application. The interface includes a left sidebar with navigation options like 'UCR(Unique Consignment Reference)', 'Agency Application Submission', and 'Import License/Export Permit'. The main form area has a header with 'Language: EN' and a user profile 'traderP'. The form fields are organized into tabs: 'Header', 'Party', 'Transport', 'Invoice', 'Upload Items', 'Item', 'Documents', and 'Add'. The 'Header' tab is active, showing fields for Owner (Passang Tshering), Trader Pin (NAB35905), OGA Code (DOI-Department of Industry), Document Type (2-Permit), Document (IMPORT_SPARE & ACCESSORY_C), Provisional Ref. No., Reference Document Type (UCR), Document Category (Consignment Document), Name (Passang Tshering), OGA Office (HQ-Head Office), Regime (4-Import), and UCR Number. 'Save' and 'Reset' buttons are at the bottom.

Fig. 36. Import of spare & accessories equipment by CSI application

G. Import of spare & accessories equipment by M & L:

The screenshot shows the 'Submit Consignment Document' form in the M & L application. The interface is similar to the CSI application, with a left sidebar and a main form area. The 'Header' tab is active, showing fields for Owner (Passang Tshering), Trader Pin (NAB35905), OGA Code (DOI-Department of Industry), Document Type (2-Permit), Document (IMPORT_SPARE & ACCESSORY_C), Provisional Ref. No., Reference Document Type (UCR), Document Category (Consignment Document), Name (Passang Tshering), OGA Office (HQ-Head Office), Regime (4-Import), and UCR Number. 'Save' and 'Reset' buttons are at the bottom.

Fig. 37. Import of spare & accessories equipment by M & L application