User Manual For

On-Line Export Monitoring System

Export Trade Section
Foreign Exchange Operation Department
Bangladesh Bank
Head Office
Dhaka

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INTRODUCTION:

Welcome to the Bangladesh Bank Foreign Exchange Operation Monitoring Systems. First of all we welcome you to **OnLine Export Monitoring System**. This user guide will take you through the process of issuing & reporting of EXP through web based On-Line System.

LOGIN PAGE:

When you browse Bangladesh Bank website www.bb.org.bd you will find a icon with link named **"E-Services"** at the bottom of the Home page. Click on the **E-Services** link. Now click on the **"Online Export Monitoring System"** link to go to the **OnLine Export Monitoring System**. At first, the login page will appear in the screen. The layout of the login page is displayed below:

Insert correct user name and password and click on "Login" button to login to the system.

HOME:

After login to the system the Home page will appear in the screen as below:

In the Home page link is available for various operations. Clicking on the links will take you to the pages for specific operations.

Officer Assignment:

First of all, we have to assign officers specifying their Assignment. We can do it from this link. Go to Officer Assignment link **(Home-> Officer Assignment)**, the following screen will appear:

If we click on the **"Back"** button then we will be redirected to the **Home** page.

Click on the "**Create**" button to specify the officer's assignment. The screen will appear as below:

If we want to edit a row in the list, click on the [icon] icon in the Edit column. The following window will appear in the screen:

The Details of each field is given in the picture. Please note that you must click on "Apply Changes" button to effect the changes. Click on "Cancel" button to go to the assigned officers' list of AD Branch page.

Transaction:

If we click on the Transaction module (Home -> Transaction) the following screen will appear:
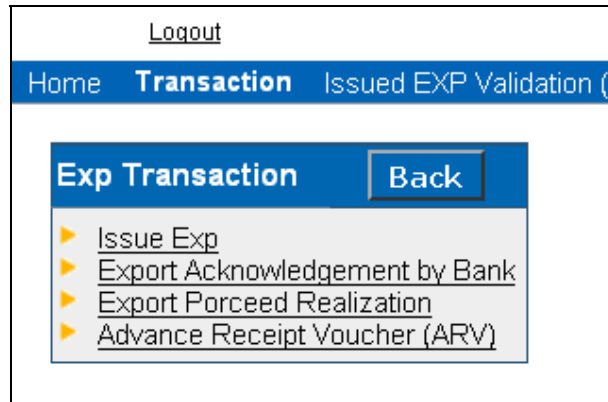
Operation	Functions
Click on the **"logout"** link.	You will be log out of the system.
Click on the **"Back"** button.	The **Home** page will appear.
Click on the **"Issue EXP"** link.	The **EXP Issue** form will appear in the screen.
Click on the **Export Acknowledgement by Bank** link	The **Search for Export Acknowledgement** form will appear in the screen.
Click on the **Export Proceed Realization** link	The **Search for Export Proceed Realization** form will appear in the screen.
Click on the **Advance Receipt Voucher (ARV)** link	The **Advance Receipt Voucher (ARV)** create form will appear in the screen.

If we click on the Issue Exp link **(Home -> Transaction -> Issue Exp)** the Export Issue form is displayed below:

The operation of this **Issue EXP** screen is given in the following table:

Operation	Functions
EXP Serial field	Insert EXP serial Number from EXP register in this field.
EXP Year dropdown	Select EXP Year from this dropdown list.
HS CODE field	Insert Harmonized System Code i.e., the Commodity Code (8 digit) in this field. If any code is not received by the system, a) Communicate to BB at e-mail to gmfeod@bb.org.bd, or fepdexp@yahoo.ocm, b) Change last 2 digit of the code. The system will display the name of the Commodity.
Country dropdown list	Select Exporting Country from the list. Type first letter(s) of the Country name for quick searching.
Destination Port	Enter the name of the destination port here.
Unit Dropdown list.	Select Unit of the exported item from this dropdown list.
Quantity	Type Quantity of the exporting Commodity.
Currency dropdown list.	Select Exporting Currency from the list.
Invoice Amount.	Enter Invoice Amount Correctly and re-check it.
Incoterm Used.	Select the appropriate Incoterm from this dropdown list. If you select any Incoterm below FOB then mention the Freight, Insurance amount if any.
Terms of Sale type.	Select the terms of sale **"LC or Contract".** Also enter **LC/Contract No.** and **date** in the respective fields.
Importer.	Enter the name and address of the Importer.
Name of the carrier/vessel	Enter the name of the vessel by which the goods will be exported.
Transport Document type.	Select transport document type from the dropdown list.
Document No. and Date	Enter Transport Document No. and Date(if available)
Exporter's Registration Number(ERC Number)	Enter Exporter's Registration Number (Numeric value only, No alphabet) in this field. If exporter is new one then you can add

|	exporter name and address from the "Exporter Entry form" by providing ERC no., Exporter name and address.
Port of shipment.	Select the port of shipment from the dropdown list through which the goods will be exported.
Sector	Select sector private/ public.
Export From	Select the place where the items will be exported from. If from EPZ select the name of the EPZ and if from other than EPZ then select Non-EPZ

Issued EXP validation (AD Branch):

If we click on the Issued EXP validation (AD Branch) link **(Home -> Issued EXP Validation (AD Branch)** module then the following screen will appear:

If you click on the **Back** button then the **Home** page will appear.

If you click on the **Calendar** icon then date selection wizard will appear, from where you can select desired date. The layout of calendar is given below:
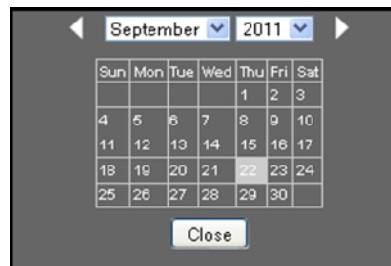
After selecting desired dates in the **From date** and **To date** field list of exports between these two dates is displayed in the EXP Detail list. Please note that if you don't select any date in these two dates and click on **Search** button, then all the exports of current dates will be displayed in the list.

Duplicate EXP Reporting:

If we click on the **"EXP Acknowledge by Bank"** link **(Home -> Transaction -> EXP Acknowledge by Bank)** in the Transaction module, the following page will appear in the screen:

Operation	Functions
Click on the **"Back"** button.	The **Transaction** page will appear. For going back.
Insert Authorized Dealer(AD) Code in the **ADs Code** field.	Put the AD Code and the respective Bank name will appear automatically in the **Bank Info** field. Match with your one.
Insert EXP Serial in the **EXP Serial** field and select **Year** from the **EXP Year** dropdown list, then click on **Search** button.	If any EXP is issued earlier in this Number then it will be displayed in the **EXP Detail** list.

The **Export Detail** list is appeared below:

EXP_NO ▲	ADSCODE	EXP_SERIAL	EXP_YEAR	COMMODITY_CODE	COUNTRY_CODE	CURRENCY_CODE	AMOUNT_INV	EXP_REGNO
✎		001001	2011	1161091000	2109	001	15000	78376

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Click on the ✎ icon in the **EXP No** column. The following screens will appear as below where you can edit the

form:

Operation	Functions
Click on the **"Back"** button.	The **Transaction** page will appear i.e., For going back.
Custom Office Code	Enter Custom Office code from the copy of **Bill of Export**. Note that Custom office name wil be automatically displayed.
Bill of Export Number	Enter Bill of Export Number from the copy of Bill of Export.
Bill of Export Date	Insert Bill Export Date from the copy of Bill of Export.
Amount Confirmed by Customs, Unit and **Quantity**	Enter amount confirmed by customs, Unit of the export item and quantity of item.
Shipment Date	Enter the date of shipment of the consignment.
Bill of Lading and **Bill Date**	Enter Bill of Lading No. and date from the copy of BL/AWB/TR/PPR.
Bank's Bill No. and **Bill Date**	Enter Bill No. and Bill date of the Banks Bills Register in respective fields.
Acknowledge Export	Click on the check box "Click for Acknowledgement" to Acknowledge the export.
Export Acknowledgement Date	Enter Export Acknowledgement Date.
Apply Changes button	Click on this **Apply Changes** button to effect the changes i.e., to submit the Duplicate EXP to BB.

Triplicate EXP Reporting:

To report Triplicate EXP or Realized Export Proceeds (this can be done in 3 ways a) from Export Proceeds Realization, b) From ARV adjustment and c) by using both the options.

a) Export Proceeds Realization:

Click on the Export Proceed Realization link **(Home-> Transaction-> Export Proceed Realization link),** then the following screen will appear:

Click on the ✎ icon in the **EXP No** column of the EXP Detail list. The following screens will appear as below:

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If we click on the **Create** button of the the the **Repatriated EXP** screen then the page is displayed below:

Enter the realized Foreign Currency(FC) Amount which is to be reported then click on the **Create** button. The amount will be displayed in the Repatriated EXP list i.e. Triplicate Reporting Complete.

b) ARV adjustment partial or full:

If we want to report any EXP of which a porttion or full amount of FC will be adjusted from ARV reporting click on the **Create** button then the ARV adjustment Screen will appear:

Here, select previously Created ARV ID (while we report Advanced Proceeds an ARV ID will be created/generated by the systems which is to be noted to the ARV Register) from the **Select ARV dropdown** List. Unadjusted amount will be displayed in the **Amount** Field. Displayed Amount = ARV amount – SUM (ADJUSTED Amount) of Selected ARV ID. Now, specify the desired amount you want to adjust right now from this ARV then press **Create** Button. You will be redirected to previous page where you can see realized amount increased by specified amount which we have entered in the ARV Adjustment Page.

Reporting of Advanced realized Proceeds:

If we click on the **Advanced Receipt Voucher (ARV)** link **(Home -> Transaction ->Advanced Receipt Voucher (ARV))** in the **Transaction** module then the following screen will appear:

This is Advance Receipt Voucher (ARV) Entry Form. All items except Importer are mandatory.

Operation	Functions
Click on the **"Cancel"** button.	The **Transaction** page will appear.

Commodity Code	Insert Harmonized System Code i.e., the Commodity Code (8 digit) in this field. If any code is not received by the system, a) Communicate to BB at e-mail to gmfeod@bb.org.bd, or fepdexp@yahoo.com, b) Change last 2 digit of the code. The system will display the name of the Commodity.
Commodity Name	Enter name of the exporting commodity.
Country Code	Select Exporting Country from the list. Type first letter(s) of the Country name for quick searching.
Currency Code	Select Exporting Currency from the list.
ARV Amount	Enter ARV amount in this field.
Importer	Enter the name and address of the Importer.
ERC No. and Exporter	Enter ERC No. then Exporter Name and Adress will be displayed in the **Exporter** field. If there is no such ERC No. in the system an Exporter Entry form will be dispalyed for Exporter's ERC No., Name and Address to entry.
Sector	Select sector name "private/ public".

Enter all the required values in this form as described above and then Press **Create** Button. Then an ARV ID will be displayed in the confirmation message. Now write down the ARV ID number in the ARV register because this ARV ID will be used to adjust/report the ARV amount at Proceed Realization after completion of export of this EXP.

Print EXP:

If we click on the **Print EXP** module **(Home -> Print EXP)** then page for printing EXP will be appear in the screen as follows:

If we click on the **Back** button then the **Home** page will appear.

Insert correct AD code and note that respective Bank with branch name will be displayed in the **Bank** field. Insert EXP serial, select EXP year and the click on **Search** button. The list of EXP will appear as follows:

If we click on **Print EXP** button, an option will be displayed to open or same the EXP. After opening the same we can Print the EXP from this PDF file.

Change Password:

Click on the "Change Password" link **(Home -> Change Password)** to change your password. The following screen will appear in the screen:

Click on **Back** Button to go to **Home** page.

Insert Old, New and Confirm Password and then click on **"Change Password"** button to change the password.

Users have to change their password from this page. New password rules are as follows:

- User must provide user's current password and it must match actual password.
- Password must be at least 8 characters long.
- Password must contain at least one small letter.
- Password must contain at least one capital letter.
- Password must contain at least one special/punctuation character
  !"#$%&()``*+,-/:;<=>?_
  If you want to edit the inserted value click on **"Clear"** button to delete the inserted data and then edit.

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Reports:

(Note that more report options will be added in future with the system as required)

If you click on the Reports link **(Home-> Reports)** then the following page will appear. You can get your desired reports clicking on the desired report link.

Overdue export list

Overdue export list will show you the list of exports which is outstanding for more than four months.

You can go to this list by the following way: Home-> Reports-> Overdue EXP list link.

The screen is displayed below. After selecting desired dates in the **From Year** and **To Year** field list of overdue exports between these two years is displayed in the Overdue EXP list.

Please note that if you don't select any year in these two years and click on **Search** button, then all the overdue exports will be displayed in the list.

Now if you don't select any **From Year** and select a year in the **To Year** field, then list of overdue exports from the beginning to the selected year will be displayed.

Likewise, if you don't select any **To Year** and select a **From Year**, the list of overdue exports from the selected year to current year will be displayed in the list.

Repatriated EXP list

If you click on the Repatriated EXP list link **(Home-> Reports-> Repatriated EXP list link),** then the following screen will appear. Operation of year selection and generating report is similar to that of "Overdue export list" described above.

Total issued EXP list (AD Branch)

This list will show you the total no. of export issued from the AD Branch. You can go to this list by the following way: Home-> Reports-> Total issued EXP list (AD Branch) link.

The layout of this screen and an EXP list given below:

Printable Overdue Reports

Overdue EXP Report (BB Offices): Currently this service is unavailable.
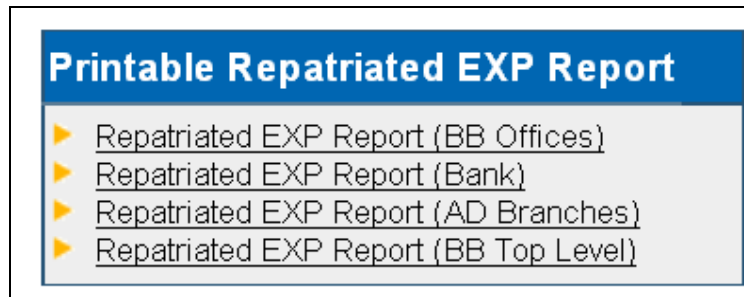
Overdue EXP Report (Bank): Currently this service is unavailable.

Overdue EXP Report (AD Branches): Currently this service is unavailable.

Overdue EXP Report (BB Top Level): Currently this service is unavailable.

Printable Repatriated EXP Report

The layout of this screen is given below:

Repatriated EXP Report (BB Offices): Currently this service is unavailable.

Repatriated EXP Report (Bank): Currently this service is unavailable

Repatriated EXP Report (AD Branches): Currently this service is unavailable.

Repatriated EXP Report (BB Top Level): Currently this service is unavailable.