



User's Manual for  
**ONLINE IMPORT MANAGEMENT SYSTEM**

FOREIGN EXCHANGE OPERATION DEPARTMENT  
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HEAD OFFICE  
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**ONLINE IMPORT MANAGEMENT SYSTEM**

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## **INTRODUCTION**

This user manual aims to familiarize you with some the processes of the Import Management. The document covers the basic operations of the Import Management System. This user manual is intended for the users of the AD Banks who are involved with Import related tasks.

## **IMPORT PROCESS:**

Import process is performed in 4(four) successive steps.

1. LCA Authorization.
2. LC/Contract information.
3. Import payment and report to Bangladesh Bank through IMP Form.
4. Upon receipt of Bill of entry information from customs, report to Bangladesh Bank.

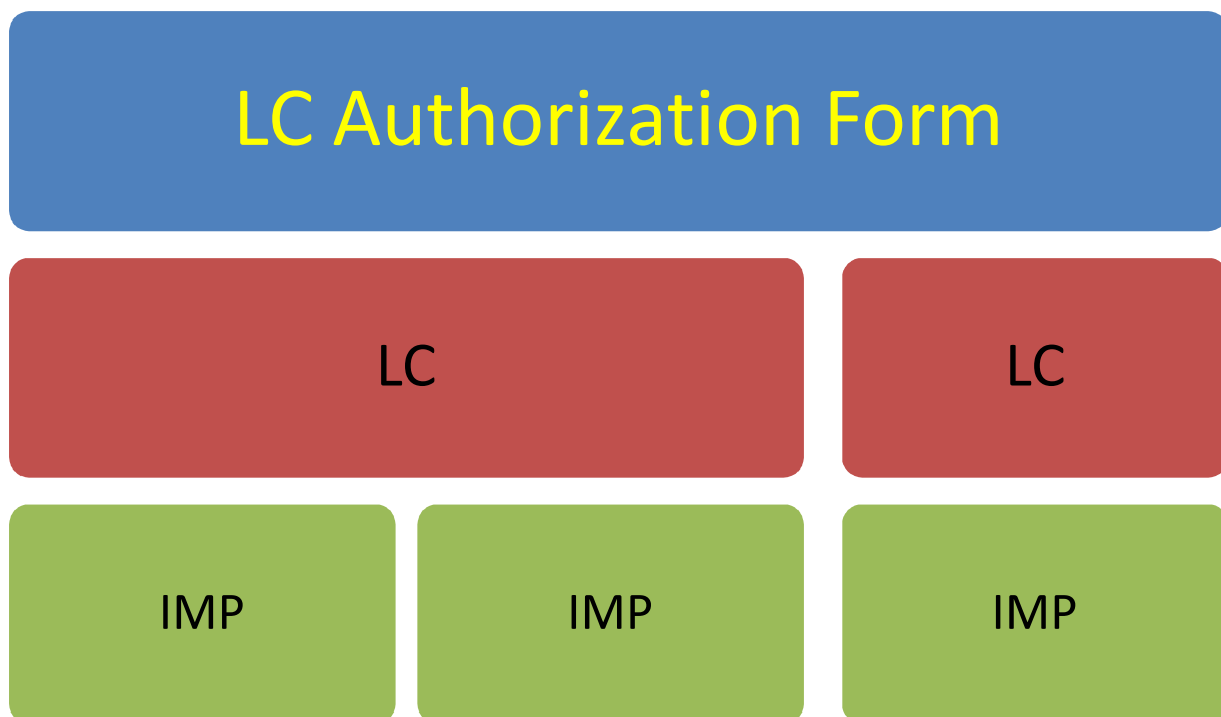


Fig: LC Authorization to Import payment flow.



## LC Authorization Form

LC

LC

Bill of Entry

Bill of Entry

Bill of Entry

LC Authorization to Bill of Entry

LC

Bill of Entry

Bill of Entry

IMP

IMP

IMP

Bill Entry Matching with IMP



## **GETTING STARTED WITH THE SYSTEM**

First of all you are welcome to the **Online Import Management System**.

When you browse Bangladesh Bank website [www.bb.org.bd](http://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** (<http://www.bb.org.bd/eservices.php>) link. Now click on the “**Online Import Management System**” link to go to the **On-Line Import Management System**.

At first, the **login page** will appear in the screen. The layout of the login page is displayed below:

The screenshot shows the login interface for the Bangladesh Bank Online Import Management System. At the top, there is the Bangladesh Bank logo. Below the logo, the text "Bangladesh Bank" is displayed in green, and "Online Import Management System" is displayed in black. The login form is centered and has a blue header with the word "Login". It contains two input fields: "Username" and "Password". To the right of the "Password" field is a blue button labeled "Login".

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

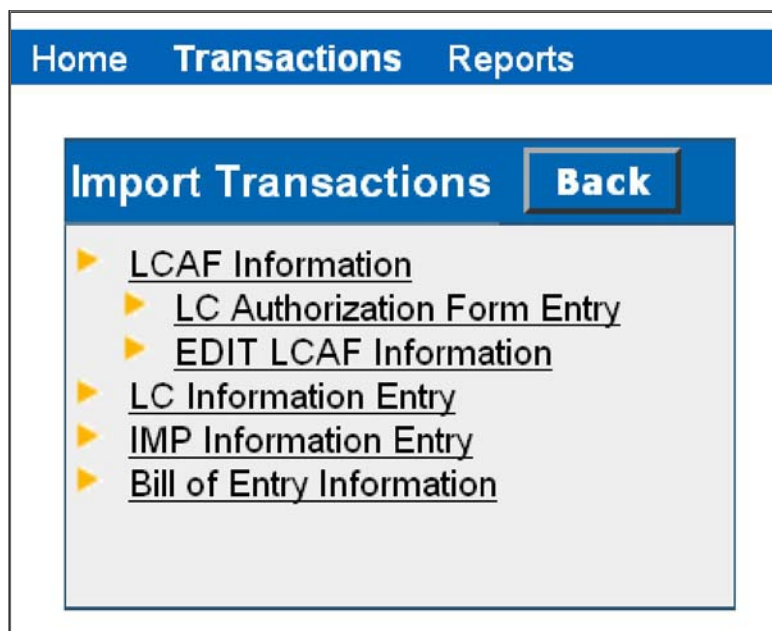
After login to the system the Home page will appear in the screen as below:



In the Home page link is available for various operations. Clicking on the links will take you to the pages for Import Transactions and some Report generation. Note that there is also a logout option beside user name.

## **TRANSACTION MODULE**

Click on the Transaction module (Home -> Transaction) and the following screen will appear:





Operations of 'Import Transaction'	Functions
Click on the “ <b>Back</b> ” button.	The <b>Home</b> page will appear.
Click on the “ <b>LCAF Entry</b> ” link.	The <b>LCAF Entry</b> form will appear in the screen.
Click on the ' <b>Edit LCAF Information</b> ' link	The <b>Edit Option of LCAF</b> form will appear in the screen.
Click on the <b>LC Information Entry</b> link	The <b>LC related information entry</b> form will appear in the screen.
Click on the <b>Bill of Entry Information</b> link	The <b>Bill of Entry Information</b> create form will appear in the screen.

## LCAF INFORMATION

### LC AUTHORIZATION FORM ENTRY

Going to the detail of Import Transactions, click on LC Authorization Form Entry the following screen will appear as below:

Operations of 'LCAF Form'	Functions
The “ <b>Cancel</b> ” button.	If you click on the Cancel button the <b>Home</b> page will appear.
Lca No.	Enter Lca No. in this field.
Lca Date	Select Lca date in this field.
Imp Reg. No.	Enter Import Registration No here.
Importer	After entering Import Registration No the name of the importer will be displayed in this field.



Import Commodity Type	Select your desired commodity type. Here you will find 'Non-capital Goods' and 'Capital Goods' options in the dropdown list.
Currency Code	Select currency code from the dropdown list.
Lca Value	Enter Lca value.
Lcaf Type	Select LCAF type, whether it is a LC or Contract.
Import Type	Select Import Type from the list.

After entering all the data correctly if you click on Create button then LCAF will be created and the following screen will appear.

The screenshot displays the 'Online Import Management System' interface. At the top, there is a navigation bar with 'IMP', 'Logout', 'Home', 'Transactions', and 'Reports'. A confirmation message 'LCAF ID 19 Processed.' is shown in a green box. Below this, the 'Form on LCAF' is visible, containing fields for 'Lca No' (19), 'Lca Date' (08/05/2012), 'Imp Regno' (1234), 'Importer' (test, test), 'Import Commodity Type' (Capital Machinery), 'Currency Code' (AUSTRALIAN DOLLAR), 'Lca Value' (50000), 'Lcaf Type' (LC), and 'Import Type' (Private). There are buttons for 'Cancel', 'Delete', and 'Apply Changes'. A red arrow points to the 'Delete' and 'Apply Changes' buttons with the text 'You can Delete the LCAF and Edit LCAF with these two buttons.' At the bottom, there is a section for 'LCA Commodity' with a 'Create' button and a message 'no data found'.

Now click on the Create button in the LCA Commodity section as displayed in the screen. The LCA Commodity creation page will appear as follows:

The screenshot shows the 'Form on LCAF\_COMMODITY' page. It has a navigation bar with 'Home', 'Transactions', and 'Reports'. The form contains fields for 'Lcaf Id' (19), 'Commodity Code', 'Commodity', 'Unit Code' (with a dropdown menu showing '--Select Unit--'), and 'Quantity'. There are 'Cancel' and 'Create' buttons at the top right.





Enter Commodity code and note the Commodity name is displayed in the Commodity field. Now select Unit code and Quantity and Click on Create button. The following screen for LCA Commodity will appear

LCA Commodity				
Edit ▲	Hscode	Commodity Name	Unit Code	Quantity
	61091000	OF COTTON	Kilogram(KG)	5

1 - 1

If you click on the Edit icon { }, the edit option for LCA Commodity will appear.

### ***EDIT LCAF INFORMATION***

If you want to edit LCAF information then click on **Edit LCAF Information** link in the **Import Transaction**. The following Screen will appear:

Home Transactions Reports	
<b>Parameter Form</b> <b>Back</b> <b>Search</b>	
LCAF ID	<input type="text"/>

Enter LCAF ID and click on Search button. The LCAF list will appear as below:

Parameter Form		Back	Search
LCAF ID	<input type="text" value="19"/>		

LCAF Information					
LCAF ID ▼	LCA NO	LCA DATE	HSCODE	Entry Date	Entry User
19	19	08/05/2012	61091000	08/05/2012	IMP-ANZ-2554

1 - 1



Click on the LCAF ID link (19 in this case) in the LCAF list then the LCAF details will appear where you can edit your LCAF entry.

## LC INFORMATION ENTRY

Now from the Transaction module click on the LC Information Entry link. Then you will get the following screens. First will get a search option of LC information as follows:

The screenshot shows a web interface with a blue header bar containing 'Home', 'Transactions', and 'Reports'. Below the header is a blue box with the text 'Search LC Info' in white. To the right of this box are two buttons: 'Back' and 'Search'. Below the blue box is a white input field with the placeholder text 'Enter LC ID to Search:'.

And below this an LC information form will appear:

The screenshot shows a web interface with a blue header bar containing the text 'Form on LC\_INFO'. To the right of the header are two buttons: 'Cancel' and 'Create'. Below the header is a white form with various fields and dropdown menus. The fields are: LCAF ID, LC No., LC Date, Country of Origin (dropdown), Destination Country (dropdown, showing 'BANGLADESH'), INCOTERM Used (dropdown), LC Type (dropdown, showing 'IRREVOCABLE'), LC Rule (dropdown, showing 'UCP-600'), LC Expiry Date, LC Expiry Place, LC Amount, Partial Shipment Allowed? (dropdown, showing 'No'), Transshipment Allowed? (dropdown, showing 'No'), and Last Shipment Date. Each date field has a calendar icon next to it.



Operations of 'LC Information'	Functions
The “ <b>Cancel</b> ” button.	If you click on the Cancel button the <b>Home</b> page will appear.
LCAF ID	Enter Correct LCAF ID in this field. Wrong ID will show error message.
LC No.	Enter LC No.
Lc Date	Select LC date in this field.
Country of Origin	Select Country of Origin from the dropdown list.
Destination Country	Select Destination Country from the dropdown list.
INCOTERM Used	Select correct INCOTERM Used from the dropdown list.
LC Type	Select LC type here.
LC Rule	LC rule is by default UCP-600.
LC Expiry Date	Enter LC Expiry date.
LC Expiry Place	Enter LC Expiry place.
Partial Shipment Allowed	Select from the dropdown list whether partial shipment allowed or not.
Transshipment Allowed	Select from the dropdown list whether Transshipment allowed or not.
Last Shipment Date	Enter Last shipment date.

After entering all the data correctly click on the Create button. The LC information page will appear as below:



**Form on LC\_INFO** Cancel Delete Apply Changes

LC No. 10 LC Date 09/05/2012

Country of Origin AUSTRIA

Destination Country BANGLADESH

INCOTERM Used CIP

LC Type IRREVOCABLE

LC Rule UCP-600

LC Expiry Date 30/06/2012

LC Expiry Place Chittagong

LC Amount 20000

Partial Shipment Allowed? Yes

Transshipment Allowed? Yes

Last Shipment Date 30/05/2012

**LC Items Detail** Create

no data found

Now click on the Create button in the LC Items Detail section as displayed in the screen. The LC Item creation page will appear as follows:

Home **Transactions** Reports

**Form on LC Item Detail** Cancel Create

Lc Id 17

Commodity Code 61091000

Unit Code Kilogram(KG)

Unit Price

Quantity

Note that LC ID, Commodity Code and Unit Code fields are already selected in this screen.

If you want to cancel this screen then click on **Cancel** button.



Enter Unit Price and Quantity in the LC Item Details Form.

	<b>ATTENTION: About Unit Price and Quantity</b>
	<p>The Unit Price and Quantity should be entered in such a manner so that the total value does not exceed original LC value. If you exceed this value then an error message will be displayed as follows:</p> <div><p>1 error has occurred</p><p>▶ SUM Of Detail Item value cannot Exceed LC Value.</p></div>

If you click on the calendar icon in any form of this system you will find this wizard to enter date in form.

◀

May

▼

2012

▼

▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Close



## IMP INFORMATION ENTRY

From the Transaction module click on the IMP Information Entry and the following screen will appear:

**Search IMP** [Back] [Search]

AD Code [ ] Bank Info ORA-01403: no data found

Serial [ ]

Year 2012 [v]

Enter IMP value to Search

**Form on IMP\_INFO** [Cancel] [Create]

IMP Serial [ ]

IMP Year 2012 [v]

LC ID [ ]

Payment Category --Select Payment Category-- [v]

IMP Amount [ ]

Port Export [ ]

Invoice Number [ ]

Invoice Amount [ ]

Ship Port --Select Port of Import-- [v]

Vessel Name [ ]

Invoice Date [ ]

Operations	Functions
The “ <b>Back</b> ” button.	If you click on the Back button the <b>Transaction</b> page will appear.
<b>Search</b> Button in the Search IMP section.	After Entering AD Code, Serial No. and Year correctly, if you click on search button then your desired IMP details will appear.
<b>Cancel</b> button in the IMP Information section.	If you click on the Cancel button, then the information in the IMP form will be deleted and a fresh IMP form will be appeared.
IMP serial	Enter IMP serial in this field.
IMP Year	Select IMP year from the dropdown list.
LC ID	Enter LC ID.
Payment Category	Select correct Payment Category from the dropdown list.
IMP Amont	Enter IMP amount in this field.
Port Export	Enter the name of the port export.
Invoice Number	Enter Invoice Number.
Invoice Amount	Enter Invoice Amount.
Invoice Date	Enter Invoice Date.



Ship Port	Select name of the port from the dropdown list.
Vessel Name	Enter the name of the vessel.

After entering all the data correctly if you click on the create button then the IMP information will be created.

## BILL OF ENTRY INFORMATION

Again from the Transaction module click on the Bill of Entry Information Entry and the following screen will appear:

First you will get the search option.

Enter the existing ID of the Bill of Entry and click on Search button. The Bill of Entry Reporting information, Bill of Entry Item detail list and Bill of Entry Matching with IMP list will appear as follows:



**Bill of Entry Reporting** Cancel Delete Apply Changes

Custom Office Code

305

Customs Office Name

Bill Number

123456

Bill Date

08/05/2012

LC ID

16

LC NO

555

LC Date

08/05/2012

EC Amount

15000

**Bill Of Entry Item Detail** Create

row(s) 1 - 1 of 1

**Bill of Entry Matching with IMP** Create

1 - 1

Here you can edit Bill of Entry Reporting by clicking on Apply Changes button after editing. You can also delete Bill of Entry Reporting by clicking Delete Button.

If you click on the Edit icon { } in the Bill of Entry Item Detail list, the edit option for Bill of Entry Item Detail will appear.

Home Transactions Reports

**Bill Of Entry Detail** Cancel Delete Apply Changes

Commodity Code

0634011100

Commodity Name

Unit Code

Kilogram(KG)

Quantity

50

Unit Price

300

Here also you can Edit and Delete Bill of Entry.





## Creation of Bill of Entry

To create 'Bill of Entry' go to the Transaction module click on the Bill of Entry Information Entry and the following screen will appear:

Operations	Functions
<b>Cancel</b> button.	If you click on the Cancel button, then the information entered in the Bill of Entry form will be deleted and a fresh form will be appeared.
Custom Office Code	Enter Custom Office Code in this field.
Custom Office Name	Custom Office Name will be automatically selected when Custom Office Code is correctly entered.
Bill Number	Enter Bill Number.
Bill Date	Enter Bill Date.
LC ID	Enter LC ID in this field.
LC No.	Enter LC No.
LC Date	Enter LC Date
FC Amount	Enter FC Amount.

Enter all the data correctly and Bill of Entry will be created.



Now click on the Create button in the Bill of Entry Matching with IMP section as displayed in the screen. The Bill of Entry Matching with IMP form will appear as follows:

Here the Bill of Entry ID and LC ID will be displayed when the Bill of Entry is created and the 'IMP NO.' dropdown list will show the list of IMPs. Select the correct IMP and Click on Create button to match the Bill of Entry with the selected IMP.

## **REPORTS MODULE**

Click on the Reports Module to generate reports. The report list will appear:

Operations	Functions
LCAF Information Link	The list of 'LCA Statements' will be displayed.
LC information Link	The list of 'LC Information' will be displayed.
Bill of Entry Information Link	The list of 'Bill of Entry Information' will be displayed.
Bill of Entry Matching with IMP Link	The list of 'Bill of Entry Matching with IMP' will be displayed.
IMP Report (E2/P2)	Option for entering date for Report parameter option will be displayed.



Each of the lists is identical. Here the list of LCA Statements will be displayed for sample.

LCA Statement					Back
LCAF_ID ▲	IMP_REGNO	CURRENCY_CODE	LCA_VALUE	LCA_DATE	LC_VALUE
13	123456	US DOLLAR	5000	21/03/2012	0
14	123456	US DOLLAR	5000	21/03/2012	0
15	123456	US DOLLAR	50000	25/03/2012	50000
16	123456	US DOLLAR	50000	25/03/2012	50000
17	123456	US DOLLAR	500000	05/04/2012	200000
18	123456	US DOLLAR	25000	01/05/2012	15000
19	1234	AUSTRALIAN DOLLAR	50000	08/05/2012	20000
					1 - 7

Here in the list if you click on the column header like 'LCAF ID' or 'IMP\_REGNO' then the list will be sorted according to that column. In each of the list if you click on the Back button then the Report list will be displayed.

**CONCLUSION:** This document is intended for demonstration of basic information entry of each import process. Reports are not covered in detail in the documents. Bangladesh bank will provide all necessary reports in course of time. During test live run BB will accept and appreciate any new idea or suggestions on existing system. Upon the successful test run BB will run the software live as soon as possible.