

A dark blue vertical bar runs down the left side of the page. A blue arrow points to the right from this bar, containing the date.

9/12/2024

User Manual

UP

Several thin, curved lines in dark blue and light grey originate from the bottom left corner and sweep upwards and to the right.

REVE Systems Limited

REVE CENTRE, PLOT-94, SHEIKH HASINA SARANI, PURBACHAL, DUMNI, KHILKHET, DHAKA 1229

Version History

Version	Date	Title	Author	Reviewed By
1.0	05-09-2024	User manual of UP	Md. Afiquur Rahman Piash Business Analyst	Nafisa Afsana Sr. Business Analyst

Table of Contents

UP	2
Step 1: Information of Buyer	5
Step 2: Information of Co-Efficient.....	11
Step 3: Information of Import	15
Step 4: Information of Stock	17
Step 5: Information of Second Bonder.....	18
Step 6: Information of Summary.....	21
Step 7: Required Documents	22
Payment	23
Submission	25
Approved Application.....	26
Approval: Commissioner	28
Approval: ARO	33

UP

To use UP Module of Customs Bond Management Systems **user (Bondor)** needs to go to <https://cusbond.gov.bd/> and login with their credentials. Then click on **UP > Search** from the left Menu. User will find a List page of UP Module.

The screenshot shows the 'UP List Page' interface. On the left is a green sidebar menu with options: Dashboard, Bond License Application, HS Code, UP (highlighted with a red box), Search (highlighted with a red box), Supervised Ex-Bond, Lien Bank, Machinery, Entitlement, Co-efficient, Formula Creation, UD, and Bond License Status. The main area has a 'Search' header with a '+ APPLY FOR UP' button. Below the header are search filters: UP Number, Organization Name (BIN), Application Status, Approval Status, and Bond License Number. A 'Search' button is next to the Bond License Number field. Below the filters is a table with 3 columns: UP Number, BIN, Bond License Number, Name and address of the buyer's organization, Application Status, Approval Status, and Payment Status. The table contains 3 rows of data.

UP Number	BIN	Bond License Number	Name and address of the buyer's organization	Application Status	Approval Status	Payment Status
	000263705-0401	DDB803230001 15/06/2023	Madinaple Fashions Craft Ltd. Madinaple Fashions Craft Ltd.	Draft		Court Fee Due Payme
	000992468-0204	DDB801040413 06/06/2023		Draft		Court Fee Due Payme
3/2024(A)	000263705-0401	DDB803230001 15/06/2023	Madinaple Fashions Craft Ltd.	Submitted	Approved	Court Fee Paid Summ

Fig: UP List Page

From the list page user can search using Requisition Number, Organization Name (BIN), Application Status, Approval Status and Bond License Number. To apply for new UP user needs, click on the +Apply for UP button.

This screenshot is similar to the previous one but includes red annotations. A red box highlights the '+ APPLY FOR UP' button in the top right corner. Another red box highlights the search filters: UP Number, Organization Name (BIN), Application Status, Approval Status, and Bond License Number. A red arrow points from the '+ APPLY FOR UP' button to the search filters area. The table below the filters is the same as in the previous screenshot.

UP Number	BIN	Bond License Number	Name and address of the buyer's organization	Application Status	Approval Status	Payment Status
	000263705-0401	DDB803230001 15/06/2023	Madinaple Fashions Craft Ltd. Madinaple Fashions Craft Ltd.	Draft		Court Fee Due Payme
	000992468-0204	DDB801040413 06/06/2023		Draft		Court Fee Due Payme
3/2024(A)	000263705-0401	DDB803230001 15/06/2023	Madinaple Fashions Craft Ltd.	Submitted	Approved	Court Fee Paid Summ

Fig: UP List Page

Clicking on **+Apply for UP** a new window will open. Then user needs to select Organization Name (BIN) from the dropdown, select UP Type from the 2nd dropdown. Below that user will find Bonder Profile & Lien Bank. And then click on Proceed to complete the application.

Search

Organization Name (BIN) *
Amex Knitting and Dyeing Industries Ltd. (000442889-0308) ▼

Bonder Profile

BIN : 000442889-0308
Bin Date : 01/03/1995
Bond License Number : DDB801240002

Bond License Date : 05/03/2024
Name of the Manufacturing Unit : Amex Knitting and Dyeing Industries Ltd.

Address of the Manufacturing Unit : 235 NEW, ROAD #13, PLOT #19, SHYAMPUR, KADAMTOLI I/A,Kadomtoli,1204

Lien Bank

SL No.	Routing Number	Name	Branch
1	070275357	BANK ASIA LTD.	PRINCIPAL

Cancel

Proceed

Fig: Applying for new UP

In the new window user will find 7 tabs/sections.

- Tab 1: Information of Buyers
- Tab 2: Information of Co-Efficient
- Tab 3: Information of Import
- Tab 4: Information of Stock
- Tab 5: Information of Second Bonder
- Tab 6: Information of Summary
- Tab 7: Required Documents

User needs to complete filling all the tabs to complete the application. Let's begin with the first tab.

UP Details

Step 1 Information of Buyers Step 2 Information of Co-Efficient Step 3 Information of Import Step 4 Information of Stock Step 5 Information of Second Bonder Step 6 Information of Summary Step 7 Required Documents

UD/UP/EXP Number	Master LC/ Sales Contract/ TT Number Issue Date	Master LC/ IP/ Sales Contract Expiry Date	B2B LC Number Issue Date	B2B LC Expiry Date	Export Value (USD)	Back to
No Data Found						

+ Add Buyer

Click on + Add Buyer

UD/UP/EXP Number	Master LC/ Sales Contract/ TT Number Issue Date	Master LC/ IP/ Sales Contract Expiry Date	B2B LC Number Issue Date	B2B LC Expiry Date	Export Value (USD)	Back to
No Data Found						

+ Add Buyer

Fig: Step 1

In the new opened window user need to select the UP Type first. There are 4 types of UP. Depending on the UP Type the entry fields will be different.

Add Supervised Ex-Bond Buyers

UP's Information

Type of UP *
---Select---

UD To UP
UP To UP
EXP To UP
IP & EXP To UP

Cancel Save

Fig: Select Type

Step 1: Information of Buyer

UD to UP & UP to UP

In the UP-Information section User needs to select the Type of UP, Select UD Issuer, Select UD or Amendment, Then Verify Tracking Number clicking on the Blue Tick Button. After successful verification UD Number, UD Issue Date, Buys's BIN, Buyer's Name, Buyer's Address will be auto generated from BB API. Then user needs to select Master LC/Sales Contract/TT Number from the dropdown. After selection Master LC/Sales Contract/TT Value (In US\$), Master LC/Sales Contract/TT Issue Date, Master LC/Sales Contract/TT Expiry Date, Master LC Last Shipment Date will be auto generated from BB API. Now user needs to Select Bank Name, Bank District and Bank Branch from the Dropdown.

Please note that UD to UP and UP to UP both has 2 similar sections. Back-to-Back LC Information and Finished Goods Information.

Add Supervised Ex-Bond Buyers

UP's Information

Type of UP *
UD To UP

UD Issuer *
---Select---

UD or Amendment? *
UD

Tracking Number*

UD Issue Date
DD/MM/YYYY

Buyer's BIN*

Buyer's Name *

Buyer's Address *

Master LC/ Sales Contract/ TT Number *

---Select---

Master LC/ Sales Contract/ TT Value (In USD)*

Master LC/ Sales Contract/ TT Issue Date
DD/MM/YYYY

Master LC/ Sales Contract/ TT Expiry Date*
DD/MM/YYYY

Bank Name *

---Select---

Bank District *

---Select---

Bank Branch *

---Select---

Master LC Last Shipment Date *
DD/MM/YYYY

UP Information Fields

Back to Back LC Information Save All Info

Finished Goods Information

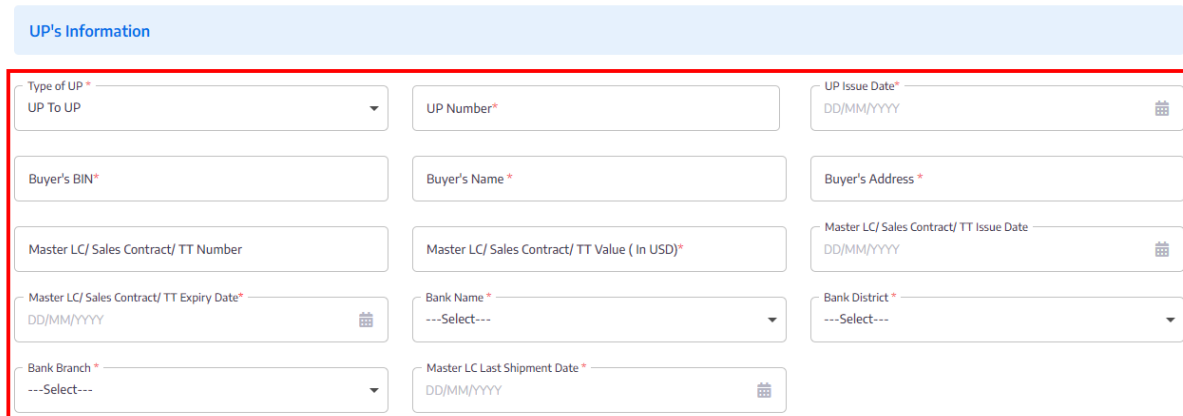
B2b LC info

Finish Goods info

Save All Info

Fig: Step 1 Data Entry

If user select UP to UP type, then user Needs to enter UP number, UP Issue Date, Buyer's BIN, Buyer's Name, Buyer's Address, Master LC/Sales Contract/TT Number, Master LC/Sales Contract/TT Value (in USD), Master LC/Sales Contract/TT Issue Date, Master LC/Sales Contract/TT Expiry Date, Select Bank Name, Bank District, Bank Branch and Enter Master LC Last Shipment Date.



The form is titled "UP's Information" and contains the following fields:

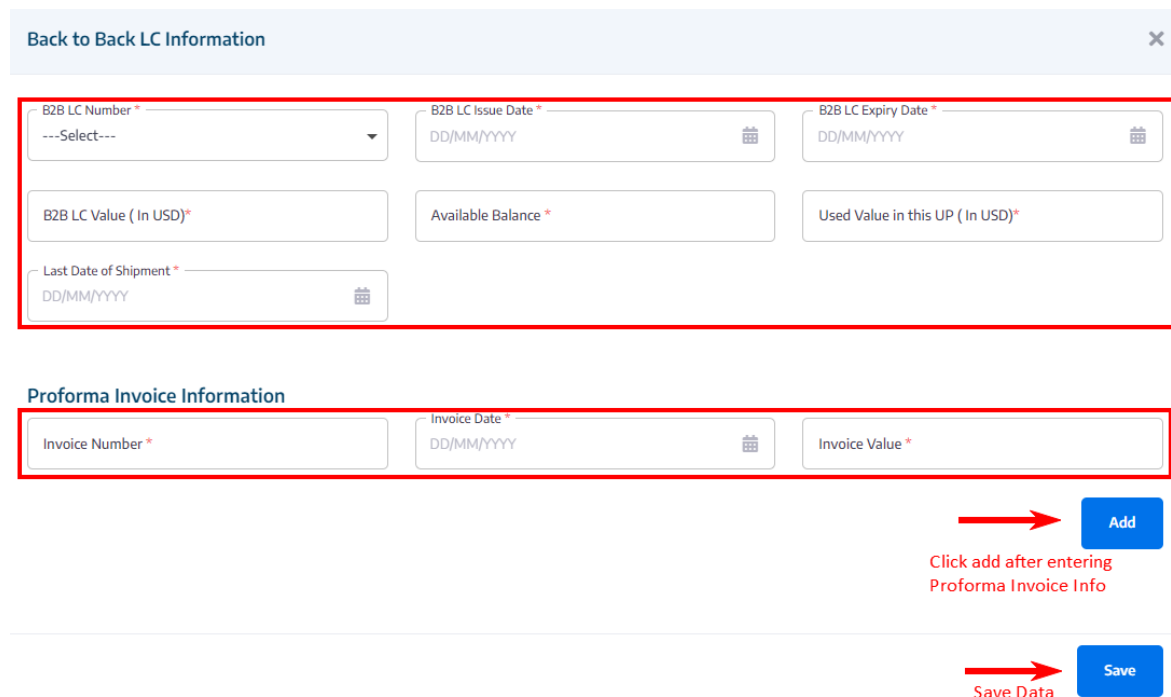
- Type of UP * (Dropdown menu with "UP To UP" selected)
- UP Number *
- UP Issue Date * (Calendar icon)
- Buyer's BIN *
- Buyer's Name *
- Buyer's Address *
- Master LC/ Sales Contract/ TT Number
- Master LC/ Sales Contract/ TT Value (In USD) *
- Master LC/ Sales Contract/ TT Issue Date (Calendar icon)
- Master LC/ Sales Contract/ TT Expiry Date * (Calendar icon)
- Bank Name * (Dropdown menu with "Select" selected)
- Bank District * (Dropdown menu with "Select" selected)
- Bank Branch * (Dropdown menu with "Select" selected)
- Master LC Last Shipment Date * (Calendar icon)

Fig: UP Information

In Bank-to-Bank LC Information Popup user needs to select B2B LC Number First then B2B LC Issue Date, B2B LC Value (in US\$), Available Balance will be auto generated from BB API. After that user needs to enter B2B LC Expiry Date, Used Value in this UP (In US\$), Last Date of Shipment, Invoice Number, Invoice Date and Invoice Value. User can add multiple Proforma Invoice Info and click on Add first. Finally click on Save. Same way user can add more Back-to-Back LC Information.

Please note that

- Proforma Invoice value needs to be equal to Used value in this UP (in US\$).
- B2B LC Expiry Date and Last Date of Shipment must match with Bangladesh Bank information.



The image shows two forms: "Back to Back LC Information" and "Proforma Invoice Information".

Back to Back LC Information:

- B2B LC Number * (Dropdown menu with "Select" selected)
- B2B LC Issue Date * (Calendar icon)
- B2B LC Expiry Date * (Calendar icon)
- B2B LC Value (In USD) *
- Available Balance *
- Used Value in this UP (In USD) *
- Last Date of Shipment * (Calendar icon)

Proforma Invoice Information:

- Invoice Number *
- Invoice Date * (Calendar icon)
- Invoice Value *

Below the Proforma Invoice Information form, there is an "Add" button with a red arrow pointing to it and the text "Click add after entering Proforma Invoice Info". Below the "Add" button, there is a "Save Data" button with a red arrow pointing to it and the text "Save Data".

Fig: BBLC and Proforma Invoice Infor

To add Finished Goods Information, user needs to click the on the + Add from Finished Goods Information Section. A popup window will appear then user needs to Select Finished Goods Name from the dropdown, Enter Additional Information and Select Yes/No from Is Final Product section. Then click on Add. User can add multiple finished goods.

Finished Goods Information

Finished Goods Name *
---Select---

Additional Information *

Is Final Product ?
☒ Yes ☐ No

Add

Fig: Finished Goods Adding

EXP to UP and IP & EXP to UP

For **EXP to UP** user needs to enter EXP number and click on Blue Tick Validate button. Upon successful verification EXP Issue Date, EXP Value, Master LC/Sales Contract/TT Number, Master LC/Sales Contract/TT Issue Date, Available Balance (USD) will be auto generated from BB API. Then user needs to enter Buyer's BIN, Buyer's Name, Buyer's Address, Foreign Bank Info, Master LC Last Shipment Date, Master LC/Sales Contract/TT Value (USD), Used value in this UP (USD).

The screenshot displays the 'UP's Information' section of a web application. It contains a form with the following fields and controls:

- Type of UP ***: A dropdown menu with 'EXP To UP' selected.
- EXP Number ***: A text input field.
- EXP Issue Date ***: A date picker (DD/MM/YYYY).
- EXP Value ***: A text input field.
- Buyer's BIN**: A text input field.
- Buyer's Name ***: A text input field.
- Buyer's Address ***: A text input field.
- Foreign Bank Info**: A text input field.
- Master LC Last Shipment Date ***: A date picker (DD/MM/YYYY).
- Master LC/ Sales Contract/ TT Number ***: A text input field.
- Master LC/ Sales Contract/ TT Value (USD) ***: A text input field.
- Master LC/ Sales Contract/ TT Issue Date**: A date picker (DD/MM/YYYY).
- Master LC/ Sales Contract/ TT Expiry Date ***: A date picker (DD/MM/YYYY).
- Available Balance (USD) ***: A text input field.
- Used value in this UP (USD) ***: A text input field.

A red box highlights the 'EXP Number' field and the 'Blue Tick Validate' button (a blue square with a white checkmark). Below the form, the text 'UP Information Section' is centered. To the right of the form, there are two red arrows pointing to buttons: one pointing to a '+ Add' button labeled 'Add Finished Goods Info', and another pointing to a '+ Add' button labeled 'Add Proforma Invoice Info'. Below these, there are two more buttons: a yellow 'Cancel' button and a blue 'Save' button, with a red arrow pointing to the 'Save' button labeled 'Save All Data'.

Fig: UP Info Entry

For **IP & EXP to UP** user needs to select the EPZ, then enter IP number, IP Issue date, IP Expiry Date, IP Value, Enter EXP number and click on Blue Tick button to validate the data. Upon successful verification EXP Issue Date, EXP Value, Master LC/Sales Contract/TT Number, Master LC/Sales Contract/TT Issue Date, Available Balance (USD) will be auto generated from BB API. Then user needs to enter EXP Expiry Date, Buyer's BIN, Buyer's Name, Buyer's Address, Bank Name, Bank District, Bank Branch, Foreign Bank Info, Master LC Last Shipment Date, Master LC/Sales Contract /TT Value (USD), Master LC/Sales Contract/TT Expiry Date and Used value in this UP (USD).

UP's Information

Type of UP * IP & EXP To UP	EPZ * ---Select---	IP Number *
IP Issue Date * DD/MM/YYYY	IP Expiry Date * DD/MM/YYYY	IP Value *
EXP Number *	EXP Issue Date * DD/MM/YYYY	EXP Expiry Date DD/MM/YYYY
EXP Value *	Buyer's BIN *	Buyer's Name *
Buyer's Address *	Bank Name * ---Select---	Bank District * ---Select---
Bank Branch * ---Select---	Foreign Bank Info	Master LC Last Shipment Date * DD/MM/YYYY
Master LC/ Sales Contract/ TT Number *	Master LC/ Sales Contract/ TT Value (USD) *	Master LC/ Sales Contract/ TT Issue Date DD/MM/YYYY
Master LC/ Sales Contract/ TT Expiry Date * DD/MM/YYYY	Available Balance (USD) *	Used value in this UP (USD) *

Fig: EXP Data Validating

To add Finished Goods Information, user needs to click the on the + Add from Finished Goods Information Section. A popup window will appear then user needs to Select Finished Goods Name from the dropdown, Enter Additional Information and Select Yes/No from Is Final Product section. Then click on Add. User can add multiple finished goods.

Finished Goods Information ✕

Finished Goods Name *
 ---Select---

Additional Information *

Is Final Product ?

☒ Yes
 ☐ No

→

Add

Fig: Finished Goods Add

To add Proforma Invoice Information user needs to click on + Add Button in Proforma Invoice Information section then a popup window will appear. Then enter Invoice Number, Invoice Value, Invoice Date and click on Add Button. User can add multiple Proforma Invoice Information.

Fig: Proforma Invoice Info Add

After adding all information's either for UD to UP/ UP to UP/ EXP to UP/ IP & EXP to UP user needs to click on **save** to complete Tab 1 data entry part.

Fig: Saving Finished Goods Information

After successfully adding the application will redirect user to Tab-1.

UP Details							
Step 1	Information of Buyers	Step 2	Information of Co-Efficient	Step 3	Information of Import	Step 4	Information of Stock
Step 5	Information of Second Bonder	Step 6	Information of Summary	Step 7	Required Document		
UD/UP/EXP Number	Master LC/ Sales Contract/ TT Number Issue Date	Master LC/ IP/ Sales Contract Expiry Date	B2B LC Number Issue Date	B2B LC Expiry Date	Export Value (USD)	Back to	
UD38822024005-022	MFCL/LAHALLE/24/0116/01/2024	05/12/2024	000181624030010331/07/2024	25/09/2024	130.00		
UD38822024005-022	MFCL/LAHALLE/24/0116/01/2024	05/12/2024	000181624030010331/07/2024	25/09/2024	170.00		

Fig: Buyer Info List

Step 2: Information of Co-Efficient

User needs to click on Step-2/ Tab-2 or Next button to continue.

UP Details

Step 1 Information of Buyers Step 2 Information of Co-Efficient Step 3 Information of Import Step 4 Information of Stock Step 5 Information of Second Bonder Step 6 Information of Summary Step 7 Required Documents

UD/UP/EXP Number	Master LC/ Sales Contract/ TT Number Issue Date	Master LC/ IP/ Sales Contract Expiry Date	B2B LC Number Issue Date	B2B LC Expiry Date	Export Value (USD)	Back to
UD38822024005-022	MFCL/LAHALLE/24/01 16/01/2024	05/12/2024	0001816240300103 31/07/2024	25/09/2024	130.00	
UD38822024005-022	MFCL/LAHALLE/24/01 16/01/2024	05/12/2024	0001816240300103 31/07/2024	25/09/2024	170.00	

+ Add Buyer

Preview Next

Fig: Going to Step 2

In Tab-2 user needs to select the Finished Goods from the dropdown.

UP Details

Information of Buyers Step 2 Information of Co-Efficient Step 3 Information of Import Step 4 Information of Stock Step 5 Information of Second Bonder Step 6 Information of Summary Step 7 Required Documents

Madinaple Fashion... Madinaple Fashion...

View

Finish Goods From Tab1 *
---Select---

Then Select Available Finished Goods from Co-Efficient.

Finish Goods From Tab1 *
34029090 (ORGANIC SURFACE ACTIVE AGENT: DRIMAGEN E3R NEW LIQ) (5)

Available Finish Goods From Co-Efficient *
---Select---

Fig: Co-Efficient Information Add

After selecting that a new table and Co-efficient button will show below. Clicking on the Co-Efficient button the approved co-efficient will open in a new Tab. On the table user will find different types of co efficient of Process, Clusters. Now user needs to click on the table to populate the cluster data and clicking on equation user needs to enter values to populate process data. The remove button will remove cluster data. First user needs to enter the quantity then proceed with process and cluster. To save data user needs to click on Save button.

Co-Efficient

Finished Goods Name	Buyer Additional Info	Quantity	Finished Goods Length	Unit	Process / Cluster	Raw Material's Name	Co-Efficient	Amc
ORGANIC SURFACE ACTIVE AGENT: DRIMAGEN E3R NEW LIQ (34029090) (Additional Information for 1)	5	<input style="border: 1px solid red;" type="text" value="0"/>	<input type="text" value="100.00"/>	Metric Ton (MT)	Cluster 1	38099100(FINISHING AGENT: BASE WHI-Z)	Table	25545 Metric
						38099100(FINISHING AGENT: CEPRETON UN P)	Remove	
						28230000(CHEMICALS FOR TEXTILE: SETAWHITE DK-N (TITANIUM DIOXIDE))		
					Process 1	28230000(CHEMICALS FOR TEXTILE: SETAWHITE DK-N (TITANIUM DIOXIDE))	Equation	
						28331100(SODIUM SULPHATE ANHYDROUS)	Table	
38099100(FINISHING AGENT: BASE WHI-Z)	Remove							
		Equation						

Fig: Co-Efficient Information Add

Clicking on the table a popup window will appear where user will see Finished Goods and Raw materials related information. And user needs to click on Proceed to populate data in the main table.

Finished Goods Name	Raw Material's Name	Raw material wise quantity for cluster	Unit	Actual	Wastage (%)	Shrinkage (%)	Wastage Quantity	Gross
ORGANIC SURFACE ACTIVE AGENT: DRIMAGEN E3R NEW LIQ (34029090)	38099100(FINISHING AGENT: BASE WHI-Z)	34632.5534634	Metric Ton (MT)	23435942221.68845340	3.000000000	6.000000000	2109234799.94566088	25545177021.56441421
	38099100(FINISHING AGENT: CEPRETON UN P)	23432454235.665						
	28230000(CHEMICALS FOR TEXTILE: SETAWHITE DK-N (TITANIUM DIOXIDE))	3463453.4						

Fig: Table Proceed

After clicking on proceed amount of per unit use data will show and gross (kg) will be calculated. User can also enter conversion rate. If user wants to remove the data, then user needs to click on Remove button.

Co-Efficient	Amount of per unit use	Conversion Rate	Gross (Kg)
<div>Table</div> <div>Remove</div>	25545177021.56411421 Metric Ton (MT)	1	25545177021.56411421

Fig: Table Data Process

Clicking on Equation a window will appear and user needs to enter the parameters value then click on proceed.

Formula Name

Printed Poly Bag (Six Colour)

Printed Poly Bag (Six Colour)

$$\frac{2 \times 1000 \times L \times W \times T + D_{gms}}{1000} = Wt_{wt\%}$$

Sl. No.	Equation Name	Equation Abbreviation	Preview	Parameters	Solution	Unit
1	Length	L	L	L	1.00000000	Centimeter
2	Width	W	W	W	1.00000000	Centimeter
3	Thickness	T	T	T	1.00000000	Centimeter
4	Density	Dgms	Dgms	Dgms	1.00000000	gm/cc
5	Wastage	Wst	Wst	Wst		Gram
6	Printed Poly Bag (Six Colour)	PPBS	$\frac{2 \times 1000 \times L \times W \times T + D_{gms}}{1000} = Wt_{wt\%}$	L 1.00000000 W 1.00000000 T 1.00000000 Dgms 1.00000000 Wst 	214000000	Kg

Proceed

Fig: Formula Data Process

After clicking on proceed amount of per unit use data will show and gross (kg) will be calculated. User can also enter conversion rate.

Co-Efficient	Amount of per unit use	Conversion Rate	Gross (Kg)
<div>Table</div> <div>Remove</div>	25545177021.56411421 Metric Ton (MT)	1	25545177021.5641
Equation	0.21400000 Kg	1	0.21400000
<div>Table</div> <div>Remove</div>		1	0.00000000

Fig: Table Data Process

After completing coefficient user needs to click on Step-3 or Next button to go to next tab.

UP Details

Information of Buyers
Step 2 Information of Co-Efficient
Step 3 Information of Import
Step 4 Information of Stock
Step 5 Information of Second Bonder
Step 6 Information of Summary
Step 7 Required Documents

Madinaple Fashion...
Madinaple Fashion...
View

Finish Goods From Tab1 *
23099013 (rwere) (1)
Available Finish Goods From Co-Efficient *
23099013 (rwere) (Additional Information 1)

Co-Efficient

Finished Goods Name	Buyer Additional Info	Quantity	Finished Goods Length	Unit	Process / Cluster	Raw Material's Name	Co-Efficient	A
rwere (23099013) (Additional Information 1)	1	2	1000.00	Kg		55151100(30% RE. POLY. 35% POLY. 35% VIS. FAB. 55010.60 MTRS)	Equation	
						52094200(DENIM FABRIQ)	Table Remove	

Preview
Next

Fig: Going to Step 3

Step 3: Information of Import

In the next tab user will find Import Related information.

UP Details							
Information of Buyers	Step 2 Information of Co-Efficient	Step 3 Information of Import	Step 4 Information of Stock	Step 5 Information of Second Bonder	Step 6 Information of Summary	Step 7 Required Documents	
In-Bond Type	LC No.	VAT Challan Number & Date	B/E No. & Date	Raw Material's Name	H.S Code	Raw Material's Weight & Price	Used Raw Material
IMPORT	0000249021122127		1717	ACC. HANGTAG LABEL 558146 PCS	48211000	130.000000000 Kg	30.5000
			13/01/22			9881.32 USD	1956.8
IMPORT	0000209521150332		1342	DENIM FABRIC	52094200	59.500000000 Kg (Closing Balance)	36.5000
			01/01/22			333.50 USD (Closing Balance Value)	269.7
IMPORT	0000249022150434		540875	100%POLYESTER S/D PLAIN FAB W57=677 YDS	54075200	100.500000000 Kg (Closing Balance)	6.0000
			21/03/22			450.50 USD (Closing Balance Value)	104.4

Fig: Import Information Page

Scrolling on the right user more column will show. In Quantity and Cost of Raw Materials Used in this UP column clicking on the entry field user will find the Total, Used and Remaining quantity of a Raw mater

Quantity and Cost of Raw Materials Used in this UP	Remaining Raw Material's Weight & Price	Disputed Raw Material's Weight & Price	Additional Info	Action
0.000000000	4522.150000000	0.000000000		
Total : 3764264.420000000 KG Used : 0.000000000 KG Remain : 3764264.420000000 KG	11083.16 USD	0.00 USD		
0.00 USD	9998.000000000	0.000000000		
0.00 USD	1209.00 USD	0.00 USD		
0.000000000	1.000000000	0.000000000	Length = 990000000.5050 Meter, Width = 990000000.5050 Meter, Count = 990000000.5050 Meter, GSM = 990000000.5050 Meter, Thickness = 990000000.5050	
0.00 USD	2.10 USD	0.00 USD		

Fig: Import Information Entry Field

User needs to enter values and click on save buttons. Based on the value Remaining Raw Material's Weight & Price column will be auto calculated.




Quantity and Cost of Raw Materials Used in this UP	Remaining Raw Material's Weight & Price	Disputed Raw Material's Weight & Price	Additional Info	Action
2.00000000	4520.15000000	0.00000000		
5.00 USD	11078.16 USD	0.00 USD		
3.00000000	9995.00000000	0.00000000	Save	
0.36 USD	1208.64 USD	0.00 USD		
0.00000000	1.00000000	0.00000000	Length = 990000000.5050 Meter, Width = 990000000.5050 Meter, Count = 990000000.5050 Meter, GSM = 990000000.5050 Meter, Thickness = 990000000.5050	
2 USD	0.10 USD	0.00 USD		

Fig: Import Information Save

After entering all data user needs to click on below Save Button. Then click on Next button to go to the next Tab.

Fig: Full Import Information Save

Step 4: Information of Stock

In Step-4 user will see the Stock related information. There is a button below where user can open the Entitlement. After checking all the Information user needs to click on Next button.

UP Details

Information of Buyers Step 2 Information of Co-Efficient Step 3 Information of Import **Step 4 Information of Stock** Step 5 Information of Second Bonder Step 6 Information of Summary Step 7 Required Documents

SL No.	Raw Material's Name	H.S Code	Previous Year Amount	Current Period Import Amount	Total Amount	Used Raw Material Weight	Raw Material Current
1	ACC. HANGTAG LABEL 558146 PCS	48211000	0.00000000 Kg	130.00000000 Kg	130.00000000 Kg	30.50000000 Kg	99.50000000
2	DENIM FABRIC	52094200	59.50000000 Kg	0.00000000 Kg	59.50000000 Kg	36.50000000 Kg	23.00000000
3	100%POLYESTER S/D PLAIN FAB W57=677 YDS	54075200	100.50000000 Kg	0.00000000 Kg	100.50000000 Kg	6.00000000 Kg	94.50000000
4	30% RE. POLY. 35% POLY. 35% VIS. FAB. 55010.60 MTRS	55151100	0.00000000 Kg	19803.81000000 Kg	19803.81000000 Kg	1.00000000 Kg	19802.810000
5	100%POLY NON WOVEN KNITTED FUSIBLE INTERLINING=1500 YDS	56039300	0.00000000 Kg	144.30000000 Kg	144.30000000 Kg	4.00000000 Kg	140.30000000
6	DRAWCORD	56072900	400.50000000 Kg	0.00000000 Kg	400.50000000 Kg	100.00000000 Kg	300.50000000
7	VFI CRO (HONK +1.000)	60011000	14.00000000 Kg	0.00000000 Kg	14.00000000 Kg	0.50000000 Kg	13.50000000

Bonding Capacity : 176897896940.00 Metric Ton

Entitlement

Preview Next

Fig: Stock Information Page

Step 5: Information of Second Bonder

In Step 5 user will see the Second Bonder where user needs to enter Bonder related information. Then click on Save and Next Button.

The screenshot displays the 'UP Details' form interface. At the top, a progress bar shows seven steps: 'Information of Buyers', 'Step 2 Information of Co-Efficient', 'Step 3 Information of Import', 'Step 4 Information of Stock', 'Step 5 Information of Second Bonder' (highlighted with a red box), 'Step 6 Information of Summary', and 'Step 7 Required Documents'. Below the progress bar is a table with the following columns: 'BIN', 'Organization Name', 'Bond License Number', 'Master LC Number', 'Foreign Back to Back LC Number', 'Foreign Back to Back LC Value', and 'Action'. A red arrow points to a '+ Add Second Bonder' button located below the table. At the bottom right of the form, two buttons are visible: 'Preview' and 'Next' (highlighted with a red box). Red arrows point to both the 'Preview' and 'Next' buttons.

Fig: Second Bonder Information Add

After clicking on Add Second Bonder a new window will open. Where user needs to select Organization Name (BIN). Organization Name and Bond license Number will be auto generated. Then user needs to enter Master LC Number, Foreign Bank to Bank LC Number, Foreign Bank to Bank LC Value, Select Type of Work. In Bank-to-Bank LC Information Section user needs to add B2B LC Number, Issue Date and Used Value in this UP. In Finished Goods Information section user needs to add Finished Goods Name, Quantity and Unit. Finally, user needs to click on save button to save all the data.

Add Second Bonder Information

Organization Name (BIN) *
---Select---

Organization Name

Bond License Number

Master LC Number *

Foreign Back to Back LC Number *

Foreign Back to Back LC Value *

Type of Work *
---Select---

Back to Back LC Information
←

B2B LC Number	Issue Date	Used Value in this UP	Action
			+ Add

Finished Goods Information
←

Finished Goods Name	Quantity	Unit	Action
			+ Add

Cancel

Save

Fig: Second Bonder Information Field

Back to Back LC Information
×

B2B LC Number *

B2B LC Issue Date *
DD/MM/YYYY

Export Value (IN USD) *

→

Add

Fig: Back-to-Back LC Information Field

Finished Goods Information ×

Finished Goods Name *

Quantity *

Unit *

---Select---


 **Add**

Fig: Finished Goods Information

UP Details

Information of Buyers

Step 2 Information of Co-Efficient



Step 3 Information of Import

Step 4 Information of Stock

Step 5 Information of Second Bonder

Step 6 Information of Summary

Step 7 Required Documents

BIN	Organization Name	Bond License Number	Master LC Number	Foreign Back to Back LC Number	Foreign Back to Back LC Value	Action
000992468-0204	100% EXPORT ORIENTED SWEATER GARMENTS	DDB801040413	12322	12322	10	 

[+ Add Second Bonder](#)

Fig: After Adding Second Bonder Information

Step 6: Information of Summary

In Step 6 user will see the Total summary and there is another option where user needs to enter case related information. If there is any case then user needs to enter some description. Then click on Save and Next Button.

UP Details

Information of Buyers Step 2 Information of Co-Efficient Step 3 Information of Import Step 4 Information of Stock Step 5 Information of Second Bonder **Step 6 Information of Summary** Step 7 Required Documents

Used Raw Materials Summary :

SL No.	Description of the Raw Materials	Material Amount (KG)	Import Value (IN USD)
1	HANG TAG	1.00000000 Kg	10.00 USD

Finished Goods Description :

SL No.	Name and address of the buyer's organization	UD/ UP/ EXP/ IP & EXP No.	Product Information
1	TRIPLE APPARELS LTD. HOLDING NO.567,BLOCK#B,WARD#06,KEWA,SREEPUR PS,GAZIPUR740,BANGLADESH	UD63442024015-013	Test_L12 (3) = 2 Metric Ton (MT) Exist_H5_Code_CD_L12 (1) = 100 Metric Ton (MT)

Bonding Capacity (Metric Ton)	2631989.33
Export Value (IN USD)	100.00
Import Price of Used Raw Material (IN USD)	10.00
Rate of value addition	900.00 %

Any case against organization

☒ Yes ☐ No

Case Description *

Save Preview Next

Fig: Summary Information Page

Step 7: Required Documents

In Step 7 user needs to attach multiple supporting documents in PDF / JPG format. Based on the application type the list of attachments might change.

- Proforma Invoice
- Sales Contract/MLC/BBLC
- UD/UP
- EXP Form
- IP
- Packing List
- Co-Efficient Copy

After attaching releavent documents user needs to Tick the declaration button and click on Save. Finally user can preview the application clicking on Preview Button and to submit user needs to complete the payment first.

UP Details

Information of Buyers Step 2 Information of Co-Efficient Step 3 Information of Import Step 4 Information of Stock Step 5 Information of Second Bonder Step 6 Information of Summary Step 7 Required Documents

(Attachment size (10 MB) -> Allowed file type-> PDF & JPG)

1	Proforma Invoice	Browse
2	Sales Contract/ MLC/ BBLC	Browse
3	UD/ UP	Browse
4	EXP Form	Browse
5	IP	Browse
6	Packing List	Browse
7	Co-Efficient Copy	Browse

☒ I hereby solemnly declare that all the above information is correct and nothing has been concealed. I am aware that giving false information or concealing any information is a legal offence.

[Preview](#) [Save](#) [Submit](#)

Fig: Required Documents Page

Payment

After saving, User needs to go to the UP list page. From the list page user needs to click on Payment button.

The screenshot shows the 'Application List Page' with a search bar at the top containing fields for Requisition Number, Organization Name (BIN), Application Status, Approval Status, and Bond License Number, along with a 'Search' button. Below the search bar is a table with 7 columns: Application Status, Approval Status, Payment Status, Creation Date, Submitted Date, Approved/Rejected Date, and Action. The table contains two rows of data. In the first row, the 'Payment Status' column shows 'Court Fee Due' and a 'Payment' button, which is highlighted with a red rectangle. The second row also shows 'Court Fee Due' and a 'Payment' button. The 'Action' column for each row contains icons for edit, view, download, and delete.

Application Status	Approval Status	Payment Status	Creation Date	Submitted Date	Approved/Rejected Date	Action
Draft		Court Fee Due Payment	09-09-2024 12:25:49 PM			
Draft		Court Fee Due Payment	08-09-2024 09:29:18 AM			

Fig: Application List Page

User needs to select the payment gateway and click on Go to Payment.

The screenshot shows the 'Court Fee Payment' page. At the top, there is a header 'Court Fee Payment'. Below it, a table displays the BIN (000442889-0308) and Bond license number (DOB801240002). Under the 'Payment Details' section, a table shows the payment type 'Court Fee' with an amount of 20.00. Below this, a 'Payment' section prompts the user to 'Choose payment method'. Two options are shown: 'চালান' (Chalan) and a sun icon. The 'চালান' option is highlighted with a red rectangle. At the bottom right, there are two buttons: 'Go Back' and 'Go to Payment', with the latter highlighted by a red rectangle.

SL No.	Payment Type	Amount (Taka)
1	Court Fee	20.00
Total(Taka)		20.00

Payment
Choose payment method

চালান

Go Back **Go to Payment**

Fig: Choosing Payment Method

Payment gateway will open and user needs to complete the payment.

Fig: Payment Gateway Page

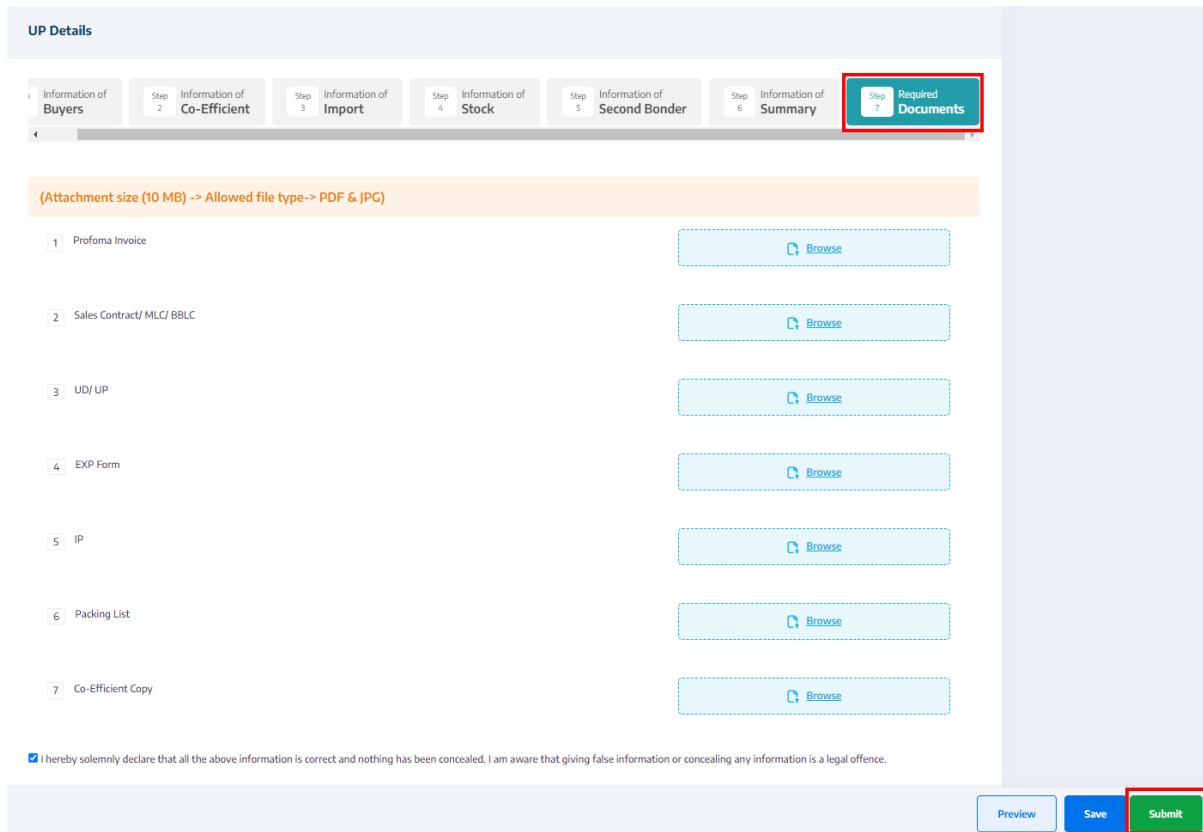
After successful payment the status will change and user needs to click on edit button to complete submitting the application

Application Status	Approval Status	Payment Status	Creation Date	Submitted Date	Approved/Rejected Date	Action
Draft		<div> <div>Court Fee</div> <div>Paid</div> <div>Summary</div> </div>	09-09-2024 12:25:49 PM			<div> <div>✎</div> <div>👁</div> <div>📄</div> <div>🗑</div> </div>

Fig: Application List Page

Submission

Now go to Step-6 and click on Submit.



UP Details

Step 1 Information of Buyers | Step 2 Information of Co-Efficient | Step 3 Information of Import | Step 4 Information of Stock | Step 5 Information of Second Bonder | Step 6 Information of Summary | **Step 7 Required Documents**

(Attachment size (10 MB) -> Allowed file type-> PDF & JPG)

- 1 Profoma Invoice [Browse](#)
- 2 Sales Contract/ MLC/ BBLC [Browse](#)
- 3 UD/ UP [Browse](#)
- 4 EXP Form [Browse](#)
- 5 IP [Browse](#)
- 6 Packing List [Browse](#)
- 7 Co-Efficient Copy [Browse](#)

☒ I hereby solemnly declare that all the above information is correct and nothing has been concealed. I am aware that giving false information or concealing any information is a legal offence.

[Preview](#) [Save](#) **[Submit](#)**

Fig: Final Submission Page

An alert will show and user needs to click on Yes. The application will be submitted for approval.



Do you want to submit the UP Application?

You won't be able to revert this!



Yes! [Cancel](#)

Fig: Confirmation Alert

Approved Application

User will get a Notification. From the notification user can open the approved application.

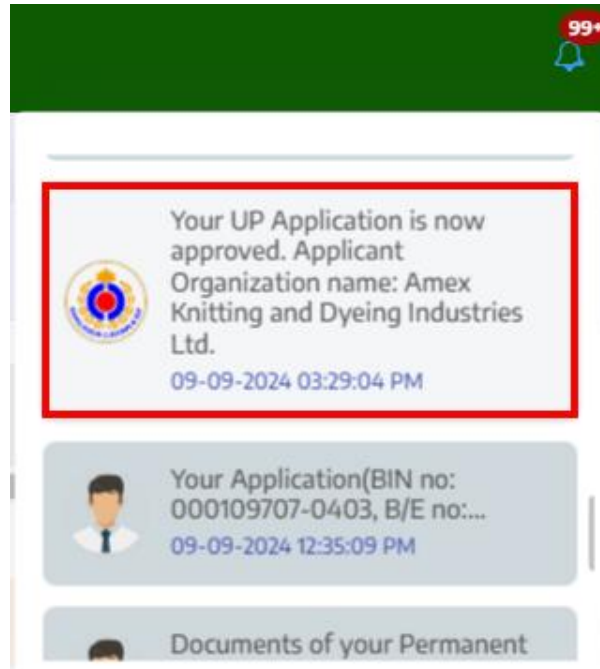


Fig: Notification

User can expand the sections to view data.

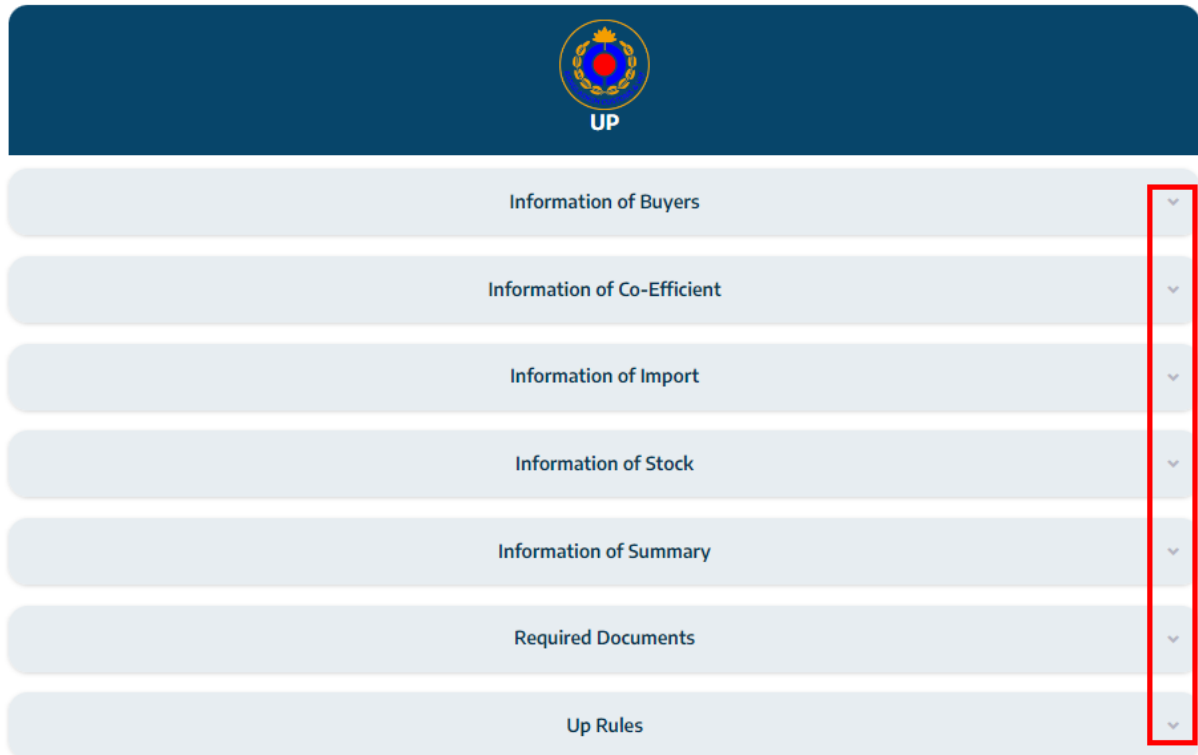


Fig: Section wise Application View Page

Dashboard
Bond License Application
HS Code
UP
Search
Supervised Ex-Bond
Lien Bank
Machinery
Entitlement
Co-efficient
Formula Creation

Search

UP Number

Organization Name (BN)

Application Status

Approval Status

Bond License Number

Search

10

1
2
3
4
5

1-10 of 62

Organization	Application Status	Approval Status	Payment Status			Creation Date	Submitted Date	Approved/Rejected Date	Action
d.	Submitted	Approved	Court Fee	Paid	Summary	05-09-2024 11:31:22 AM	05-09-2024 02:40:43 PM	05-09-2024 02:43:44 PM	View / Download
d.	Submitted	Approved	Court Fee	Paid	Summary	03-09-2024 12:54:57 PM	04-09-2024 01:11:05 PM	04-09-2024 03:26:44 PM	View / Download

[illegible]

Approval: Commissioner

Approver will get notification after submission of UP. To open it user, need to click on the notification.

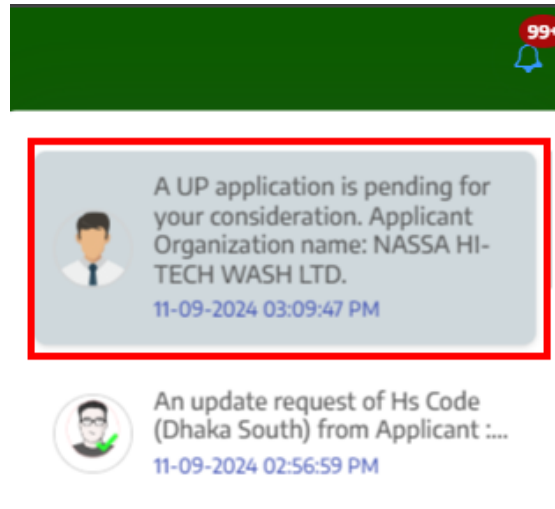


Fig: Notification

The application will open and each section will remain closed and user need to open a section to view it. User can take a printout of the full application clicking on Print button.



Fig: Section Wise Application View Page

Expanding the Approval Section user will find option of changing the approver, Action for Forward/Approve/Reject Application with Comments and Attachments adding option.

Approval Section ^

Applicant Info

Name
Amex Knitting and Dyeing Industries Ltd.

Mobile Number
01557894561

Email
imranqareve+6@gmail.com

Change Approver

←

History

Action Taken By	Action	View
No Data Found		

Your Action

Action
---Select---

←

Comments

File Edit View Insert Format Tools Table Help

↶ ↷ B I U S Helvetica 14px Paragraph

Fig: Application View Page

Now commissioner will forward the application to the concerned ARO for next process. To forward the application User will select Forward from the action. Then select the person from the designation button. Then

Your Action

Action
Forward

+ Designation

←

MR. Assistant Revenue Officer
 aro1@gmail.com
 Assistant Revenue Officer
 Office of the Commissioner

Others

Fig: Application Forwarding

Then user will select comment Template from the dropdown and modify if needed. User can also add attachment and send the application

Comments

Comment Template
সম্পূর্ণ আবেদন পর্যালোচনা করে মতামত দিন।
+ Select

File Edit View Insert Format Tools Table Help

↶ ↷ B I U ↺
Helvetica 14px Paragraph

Please Check and Approve

P

Document

Browse

Action

Submit

Fig: Forwarding Application

After NBR officer review, the Application will be forwarded back to the Approver. The commissioner will receive a notification. Clicking on the notification the application will open.

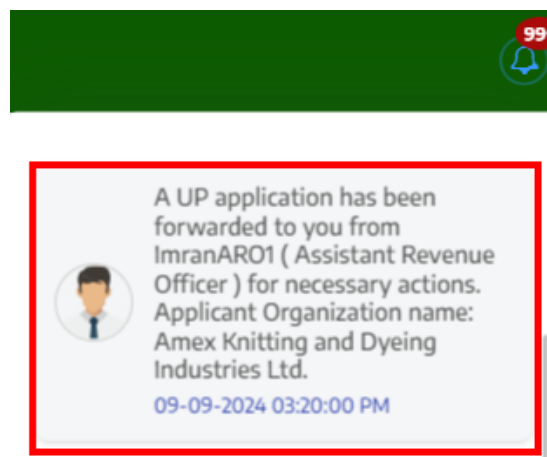


Fig: Notification

User can also find the application in **Approval > Pending** section. And clicking on the nothi button the application will open.

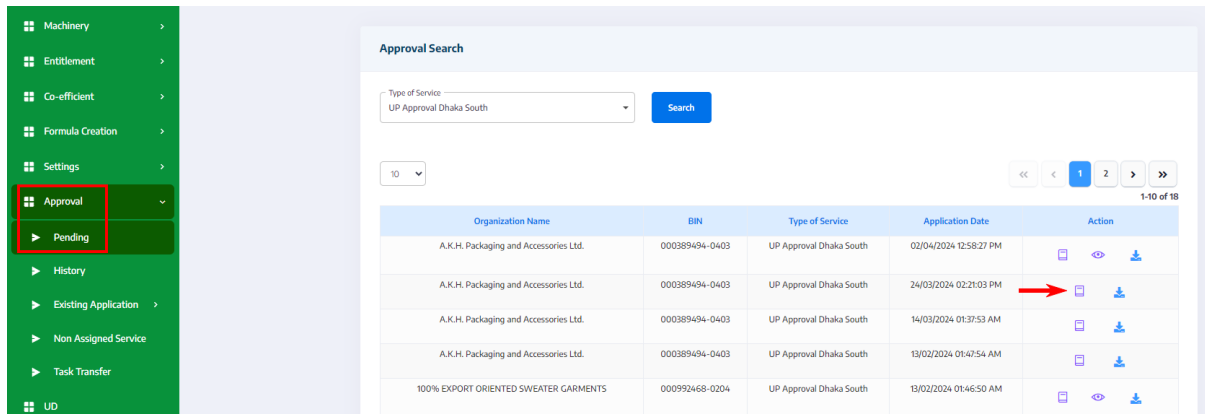


Fig: Application List Page

From the nothi user can Approve/Reject the Application or can forward again.

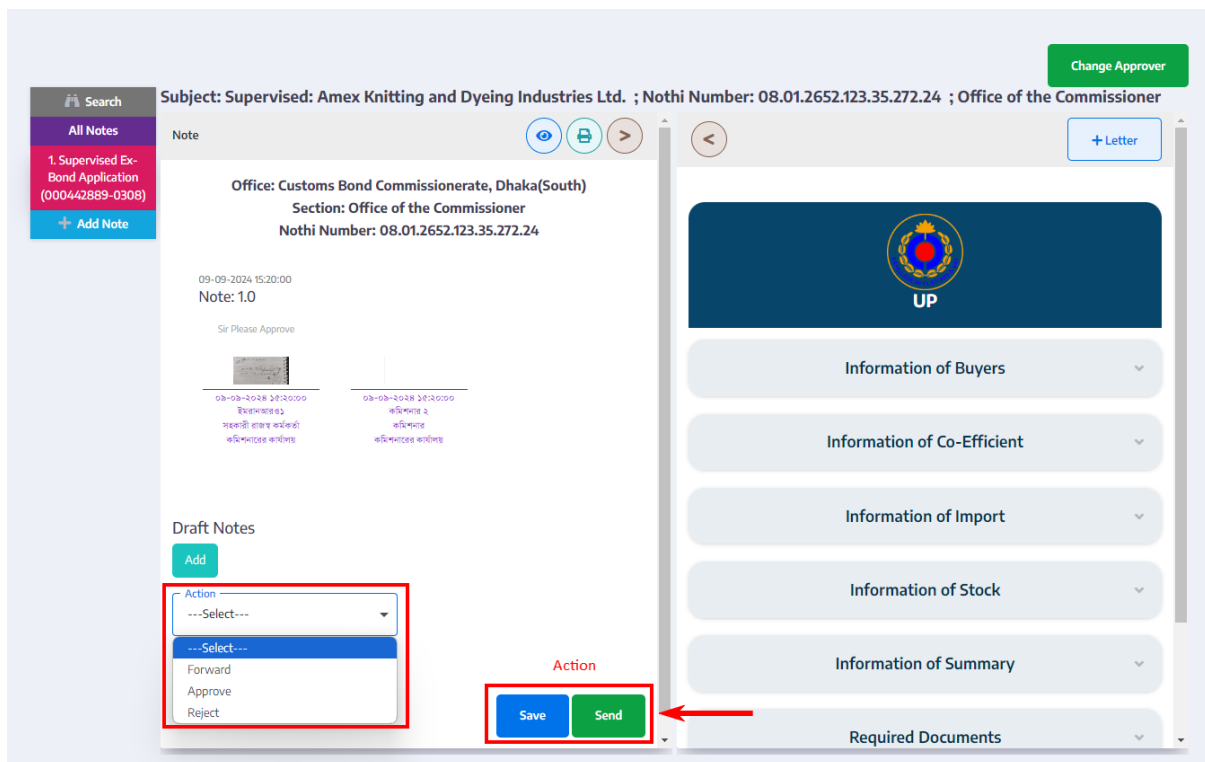
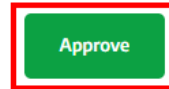


Fig: E-Nothi

Now user can add note and select Approve and click on Approve.

Action
Approve ▼



An alert will appear and user needs to click on Yes to complete the approval. The Application will be approved and bonder will be notified.



Are you sure?

You won't be able to revert this!



Approval: ARO

User will get a notification and clicking on the notification the application will open.

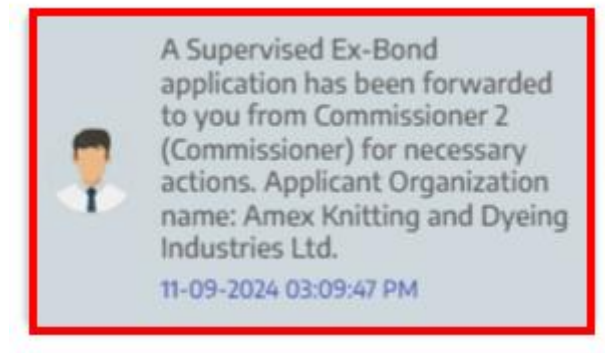


Fig: Notification

Now user needs to go to **Approval > Pending**. Then find the pending application and click on Nothi Button.

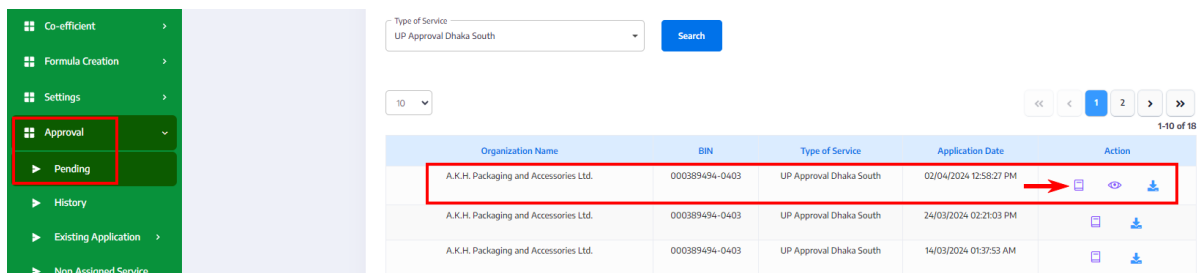


Fig: Pending Application List Page

User can create a new Nothi or add this note an existing Nothi. To create new user has to click on Create New Nothi Button and to add to existing Nothi then user has to click on Add Note in Previous Nothi.

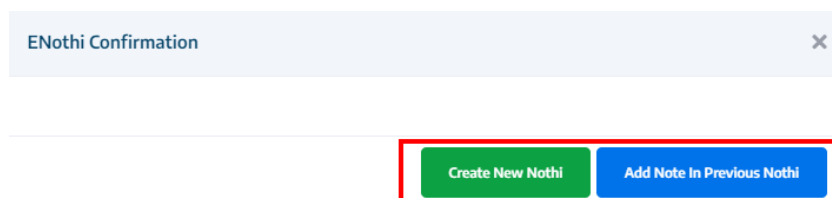


Fig: E-Nothi Confirmation

In E-Nothi Creating User needs to select Nothi Type, Write Nothi Name, Select Nothi Class and Click on Submit.

Fig: E-Nothi Creation

Now user will check the application, add notes and forward back to application to the Approver for final approval.

Fig: E-Nothi

In the Information of Buyers tab user needs to check the “The proposed quantity of finished goods by applicant is within the quantity declared in UD/ UD Amendment” Yes/NO and click on Save. Then forward the nothi.

Quantity Check History

Employee Name	Action	Comment
The proposed quantity of finished goods by applicant is within the quantity declared in UD/ UD Amendment		
<input type="radio"/> Yes <input type="radio"/> No		
		<input type="button" value="Save"/>

Fig: Quantity Confirmation

To Forward the application user needs to click on action and select Forward and click on Receiver.

Draft Notes

Designation Superiority:

☐ Up ☐ Down

Fig: Nothi Forwarding

Select Division/Circle/Section

Select Employee

Username	Employee
<input type="button" value="Close"/>	

Fig: Selecting Employee

Click on Add

Select Employee

Division /Circle /Section

Office of the Commissioner

Username	Employee	
demoemployee@gmail.com	Demo Employee demoemployee@gmail.com Demo Designation - 1 Office of the Commissioner	Add
afba.official@gmail.com	Mohammad Jahir Raihan afba.official@gmail.com Data Entry Operator Office of the Commissioner	Add

Fig: Adding Employee

After selecting User needs to click on Add button to add note.

Draft Notes

Add

Action

Forward

+ Receiver

Commissioner 2
commissioner2@gmail.com
Commissioner
Office of the Commissioner

Fig: Adding Note

User needs to write notes on the paragraph section and add attachments from the browse option if necessary.

Draft Notes

[Discard](#)

Note: 1.0

Paragraph

File Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* U ~~S~~ ...

P

Attachments


 [Browse](#)

Fig: Adding Paragraph

User will now select Designation Superiority and click on Send Button. The Application will be sent the selected officer for further action.

The screenshot displays a web interface for sending an application. At the top left, there is a dropdown menu labeled 'Action' with 'Forward' selected. To its right is a blue button labeled '+ Receiver'. Below these, a list of receivers is shown, including 'Commissioner 2' with email 'commissioner2@gmail.com' and title 'Commissioner, Office of the Commissioner', accompanied by a red trash icon. Further down, a section titled 'Designation Superiority:' contains two radio buttons: 'Up' (which is selected) and 'Down'. At the bottom right, there are two buttons: a blue 'Save' button and a green 'Send' button, both of which are highlighted with red rectangular boxes.

Fig: E-Nothi Sending