

Release Raw Material

The service provides the approval number to release raw materials from customs for companies that the Board of Investment has granted investment promotion under Section 36 (1), (2), and Section 30. The service includes approval for the release of raw materials for import duty exemption, import duty reduction, using bank guarantees for import duty refund, and withdrawal of the bank guarantee.

1. System Processes

1. Submit raw material release information in ebXML format to reduce paperwork (send data to the Customs Department via the online system instead of the document)
2. The approval document for the raw material release will change to 1306R620100000001 which has the following details:
 - 1306 = Approval document number
 - R = Type of raw material
 - 62 = Year of approval
 - 01 = Month of approval
 - 00000001 = Running number will reset every month. The new approval document number will be used for all services including raw material release, raw materials balance stocks adjustment, and cancellation of raw material release.
3. The paperless raw material release process consists of 2 steps as follows:
 - 3.1 To release raw materials before the customs clearance process consists of
 - 3.1.1 To request approval for exemption/reduction of import duty on raw materials (BIRTIMP1)
 - 3.1.2 To request approval to use bank guarantee for raw material import duty exemption (BIRTIMP2)
 - 3.2 To release raw materials after the customs clearance process, consists of
 - 3.2.1 To request approval to withdraw bank guarantee for full import duty payment (BIRTIMP3)
 - 3.2.2 To request approval to withdraw bank guarantee for partial import duty payment (BIRTIMP4)
 - 3.2.3 To request approval for exemption/reduction of import duty on raw materials (tax refund) (BIRTIMP5)
4. The record file name for each type of raw material release process will end with numbers, as follows:
 - 1 = Release with exemption of import duty (Birtimp1.xlsx)
 - 2 = Release with bank guarantee (Birtimp2.xlsx)
 - 3 = Release with the withdrawal of bank guarantee for full import duty payment (Birtimp3.xlsx)
 - 4 = Release with the withdrawal of bank guarantee for partial import duty payment (Birtimp4.xlsx)
 - 5 = Tax refund (Birtimp5.xlsx)
5. Cancellation Procedure: if the user has already submitted the request for raw material release to the Customs Department, the user must wait for the response from the Customs Department before canceling the request via the cancel online system.

6. The user can submit multiple requests for raw material release via the import online system without waiting for the first request to be processed and the user can check the remaining raw material balance after each submission.

2. Data Entry Structure

A single file is used to record information for the five different types of BIRTIMP, which is the data entry structure for entering product details from import invoices that are required for raw material release approval.

IMP Data Entry Structure

| No. | Data Name | Type | Length | Decimal | Description |
|-----|-----------|----------|--------|---------|---|
| 1 | PROJ_CODE | Alphabet | 8 | | Project code |
| 2 | DOC_NO | Alphabet | 8 | | Document number |
| 3 | INVOICE | Alphabet | 35 | | Invoice number |
| 4 | INV_DATE | Alphabet | 10 | | Invoice date in DD/MM/YYYY format |
| 5 | DESC_1 | Alphabet | 512 | | Name of imported raw material on invoice |
| 6 | DESC_2 | Alphabet | 254 | | Name of extension raw material |
| 7 | QTY | Numeric | 18 | 6 | Import quantity |
| 8 | UOM | Alphabet | 3 | | Raw material unit (as in BIRTMML) |
| 9 | GRP_NO | Alphabet | 6 | | Raw material list (as in BIRTMML) |
| 10 | BY | Alphabet | 2 | | Import channels |
| 11 | IMP_LINE | Alphabet | 4 | | Order of import declaration document |
| 12 | INV_LINE | Alphabet | 4 | | Order of invoice number |
| 13 | APP_NO | Alphabet | 20 | | Approval document number This information will be recorded if the raw material is released under a full and partial guarantee withdrawal (type 3 and type 4) |
| 14 | IMP_ENTRY | Alphabet | 14 | | Import declaration document number This information will be recorded if the raw material is released under a full/partial guarantee withdrawal and tax refund (type 3, type 4, and type 5) |
| 15 | IMP_DATE | Alphabet | 10 | | Import declaration date in DD/MM/YYYY format This information will be recorded if the raw material is released under a full/partial guarantee withdrawal and tax refund (type 3, type 4, and type 5) |
| 16 | ESS_MAT | Alphabet | 1 | | Product Type Use 'Y' to indicate necessary raw materials and 'N' to indicate raw materials. This field is used for recording items that use bank guarantee before approval is granted (type 2) |

Conditions for data entry

1. A single data file can contain information for multiple periods, but all the release orders must be the same type and each period can only contain one invoice.
2. Invoice length must not exceed 35 characters.
3. Raw material name must not exceed 512 characters.
4. If there are multiple data files on 1 Disk, add _1, _2...at the end of the file name, such as Birtimp1_1.xlsx, and Birtimp1_2.xlsx.
5. Requests for the withdrawal of bank guarantees are limited to a single submission. If the withdrawal is for the partial amount, the remaining amount is subject to tax duty.
6. Tax refunds are limited to a single submission.
7. The company can also submit data via IC Online, which allows for multiple submissions, besides submitting information manually to the Raw Material Release Department.

Data recording: Save the data in Excel files, naming the files BIRTIMP followed by a number from 1 to 5, depending on the type of raw material release. If there is more than one file, add _1, _2, at the end of the file name, such as BIRTIMP1_1.XLSX, etc.

Note: It takes 3 working hours to complete the process.

Cancellation of raw material release (File: BIRTCAN)

| No. | Data Name | Type | Length | Decimal digits | Description |
|-----|-----------|----------|--------|----------------|---|
| 1 | PROJ_CODE | Alphabet | 8 | | Project code for cancellation |
| 2 | DOC_NO | Alphabet | 8 | | Document number for cancellation |
| 3 | APP_NO | Alphabet | 19 | | Approval document number (Nor Ror) for cancellation |
| 4 | APP_DATE | Alphabet | 10 | | Date of approval document for cancellation |
| 5 | TYPE | Alphabet | 1 | | Types of cancellation (identify with the letter I) |
| 6 | REASON | Alphabet | 254 | | Reason for cancellation |