KINGDOM OF BAHRAIN

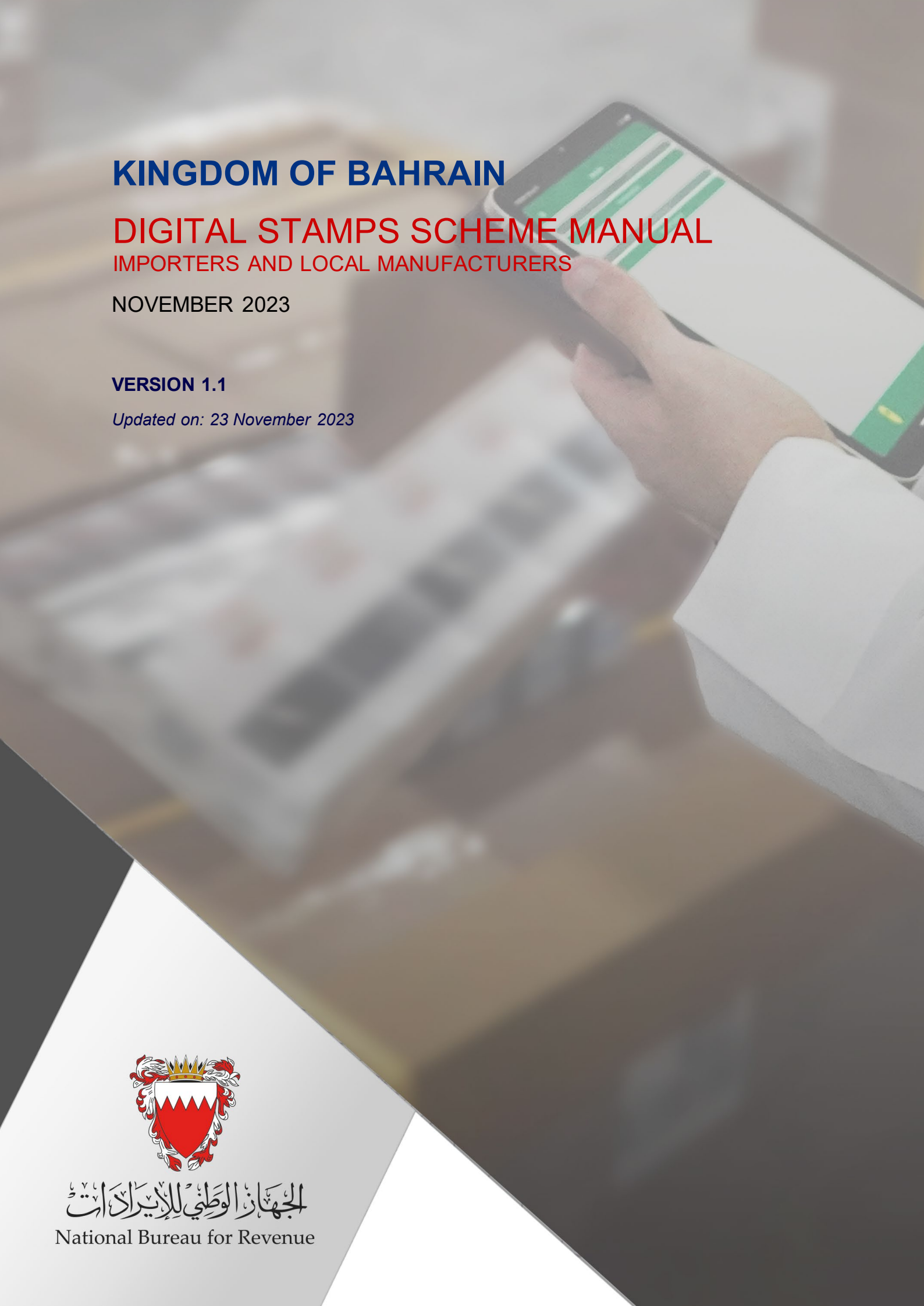
DIGITAL STAMPS SCHEME MANUAL

IMPORTERS AND LOCAL MANUFACTURERS

NOVEMBER 2023

VERSION 1.1

Updated on: 23 November 2023



الجهاز الوطني للإيرادات

National Bureau for Revenue

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Updates to this manual

Version 1.1	**23 November 2023**	**Section 2.3** Errors, Cancellation and Deactivation of digital stamps

1. Overview

This manual aims to provide importers and local manufacturers with:

1. An overview of the Kingdom of Bahrain's excise rules and procedures in regard to the Digital Stamps Scheme.

2. The necessary guidance needed to navigate the Digital Stamps Scheme online portal and the process of ordering and tracking digital stamps from the perspective of an importer of excise products.

This manual is intended to provide general information only and does not represent exhaustive or legally binding guidelines.

For additional information, kindly contact National Bureau for Revenue (NBR) via email ds@nbr.gov.bh

2. Digital Stamps Scheme

The Digital Stamps Scheme is a supervisory system to track excise goods from the manufacturing stage to the point of consumption to limit smuggling instances within the Kingdom of Bahrain, thereby reducing the possibility of Excise evasion.

According to this scheme, a digital stamp is placed to contain security features and codes to prevent the circulation of inauthentic excise goods, as the digital stamps will be scanned at the Kingdom of Bahrain entry points to ensure the authenticity of these goods, as well as the efficient and timely collection of due government revenues.

Moreover, digital stamps will also enable consumers to identify product data by scanning stamps and ensuring the authenticity of such products.

The Digital Stamps Scheme will initially be applied to cigarette products. Later, its applicability will be extended to include Shisha and other tobacco products, such as E-cigarette consumables.

Registration for the Digital Stamps Scheme is required by excise payers and their relevant supply chain organizations who import or locally produce tobacco products from production or point of import to the release of products in the local market of the Kingdom of Bahrain.

Importers and local producers who are required to register for the scheme will receive access to the digital stamps online portal upon completion of the training sessions required to use the portal.

2.1. Implementation of key milestones

In accordance with Decision No. (3) for the year 2022 regarding the implementing key milestones of the Digital Stamps Scheme on excise products (cigarette), the implementation key milestones will be as follows:

- **Receiving Digital Stamps orders milestone (11th March 2022):**

The system started to receive the digital stamps orders from excise payers registered with the National Bureau for Revenue through an electronic system, while allowing the trade of products that do not contain stamps in the local markets.

- **Imported cigarette products implementation milestone (17th July 2022):**

All cigarette products arriving at the Kingdom of Bahrain Customs Affairs for clearance must have the digital stamps placed.

- **Local markets implementation milestone (16th October 2022):**

All cigarette products available for sale in the local market must be placed with digital stamps. At this stage, no cigarette products can be sold in the local market without the digital stamps placed.

Also, any cigarette products that do not have digital stamps placed must be returned through the relevant supply chain to be destroyed or moved for sale outside the territory of the Kingdom of Bahrain.

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2.2. Treatment of products imported to the Kingdom of Bahrain

Taking into consideration the above implementation key milestones, importers are required to follow the below guidelines of digital stamps requirements on imported products to ensure effective implementation of the Digital Stamps Scheme:

2.2.1. Cases that require digital stamps to be placed on cigarette products

- Imported cigarette products from the 17th of July 2022.
- Cigarette products that are placed for sale at duty-free shops and later sold with the intention of circulating the products in the Kingdom of Bahrain markets for commercial purposes.

2.2.2. Cases that do not require digital stamps to be placed on cigarette products

- Imported products not intended to be circulated in the Kingdom of Bahrain markets and are placed in a Customs warehouse under a suspension regime to be re-exported are not required to place a digital stamp.
- Cigarette products that are placed for sale at duty-free shops and later sold for personal use.

2.2.3. Procedures that will not be impacted by the implementation of the Digital Stamps Scheme

- Loss and destruction of excisable products under Customs suspension regime.
- Transportation of excisable products from duty-free and warehouses without the intention of circulating the products in the Kingdom of Bahrain market.

2.3. Errors, Cancellation and Deactivation of digital stamps

There are specific cases in which digital stamps can be deactivated/canceled. As stated in Decision No. (1) for the year 2022 under Article No. (7) regarding digital stamps for excise products, digital stamps are considered invalid or cancelled in the following cases:

Cancelled

- Digital stamps are obtained in a manner that is not in accordance with the provision of this decision.
- Digital stamps are not placed on products or activated within 12 months from the digital stamps purchase date.
- Other situations are determined by the NBR.

Deactivated

- For the cases mentioned above.
- For cases where an error is incurred during the process of activating the digital stamp.
- Digital stamps are damaged in the production process.

- The excisable products on which the digital stamp is placed are exported.
- The excisable products on which the digital stamp is placed are destroyed prior to being traded in Kingdom of Bahrain markets.
- Other situations are determined by the NBR.

To deactivate/cancel digital stamps, a request must be submitted for the NBR's approval through the following email: excise@nbr.gov.bh. Further information might be requested to approve the request.

Error detected while scanning the digital stamps:

For cases where an error arises while scanning the digital stamps that are placed on imported excisable products at the point of entry, the importer/local manufacturer will be responsible for contacting the NBR via email to ds@nbr.gov.bh and the NBR will investigate the issue and revert with the necessary action.

Voiding digital stamps:

For situations determined by NBR to void digital stamps, the importer must inform their manufacturer of the request for the latter to proceed with the procedures. During the process, further information may be requested to approve the request. For additional information or inquiries, kindly contact NBR via email to ds@nbr.gov.bh.

2.4. Registration of importers and local manufacturers

Importers and local manufacturers that are required to be registered for the Digital Stamps Scheme are requested to fill the Digital Stamps Scheme registration form available on the NBR website and share the filled form via email to ds@nbr.gov.bh.

The request will be reviewed by the NBR to ensure correctness of the provided information. Importers and local manufacturers will be contacted through contact details provided in the form to provide further information (if required) and to schedule the training on the Digital Stamps System functions.

User ID and full access to the Digital Stamps System will be granted after the completion of the training.

3. Digital Stamps System Functions

3.1. Creating an Order

It is the responsibility of the importer to order digital stamps on behalf of international manufacturers to apply to the excisable products. In this process of creating an order for digital stamps, the importer must select the manufacturer and manufacturer's site that will apply the digital stamps to the excisable products the importer has ordered.

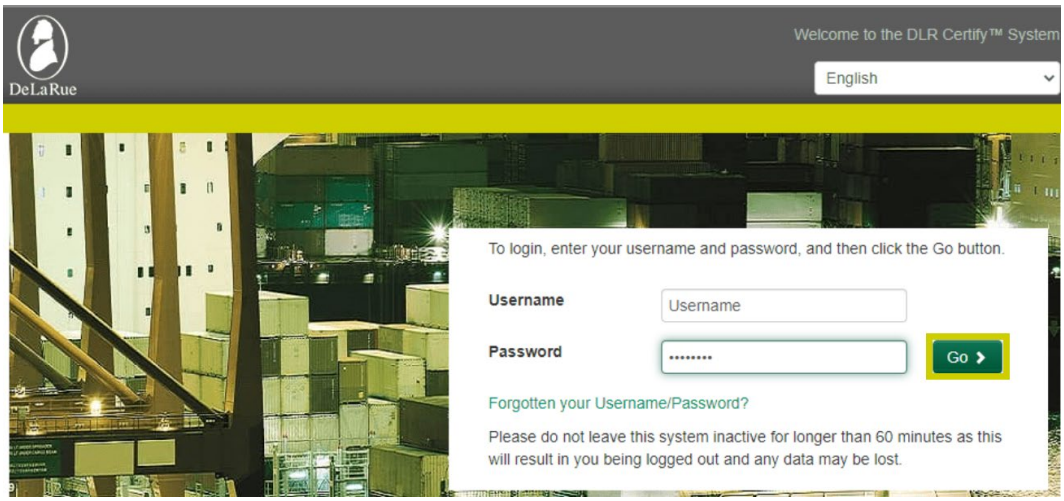
Once an order has been placed, NBR will review the order. Upon approval, the order will be processed and dispatched to the manufacturer.

Please note that when ordering digital stamps for cigarette products this will automatically order the digital codes for the same quantity. Digital codes are unique identifying codes that are printed directly to the cigarette packs by the manufacturer during production.

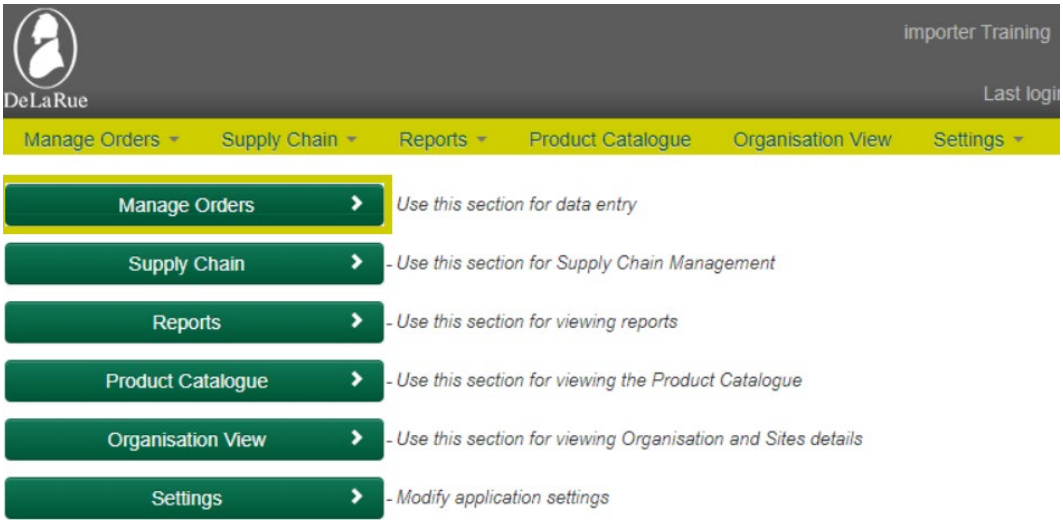
3.1.1. Steps of Creating an Order

Importers and local manufacturers should access the Digital Stamps System using the following link: ds.nbr.gov.bh.

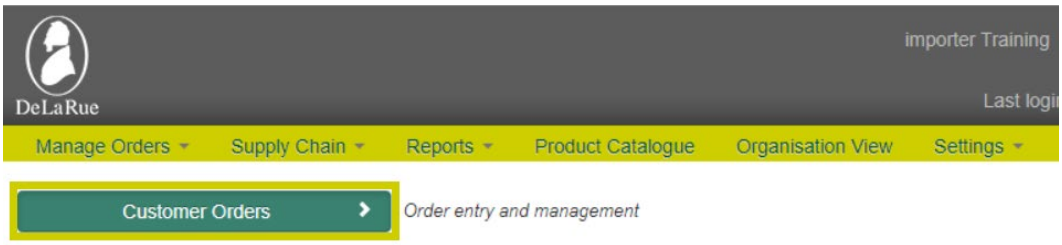
Once the training has been completed, login details will be shared. Importers and local manufacturers should log into the Digital Stamps System using their User ID and password.



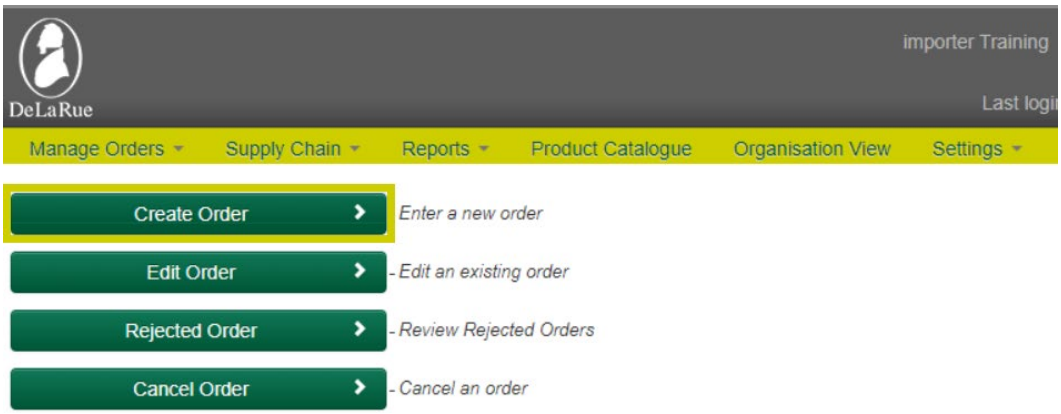
Importers and local manufacturers should click on “Manage Orders” to initiate the ordering process



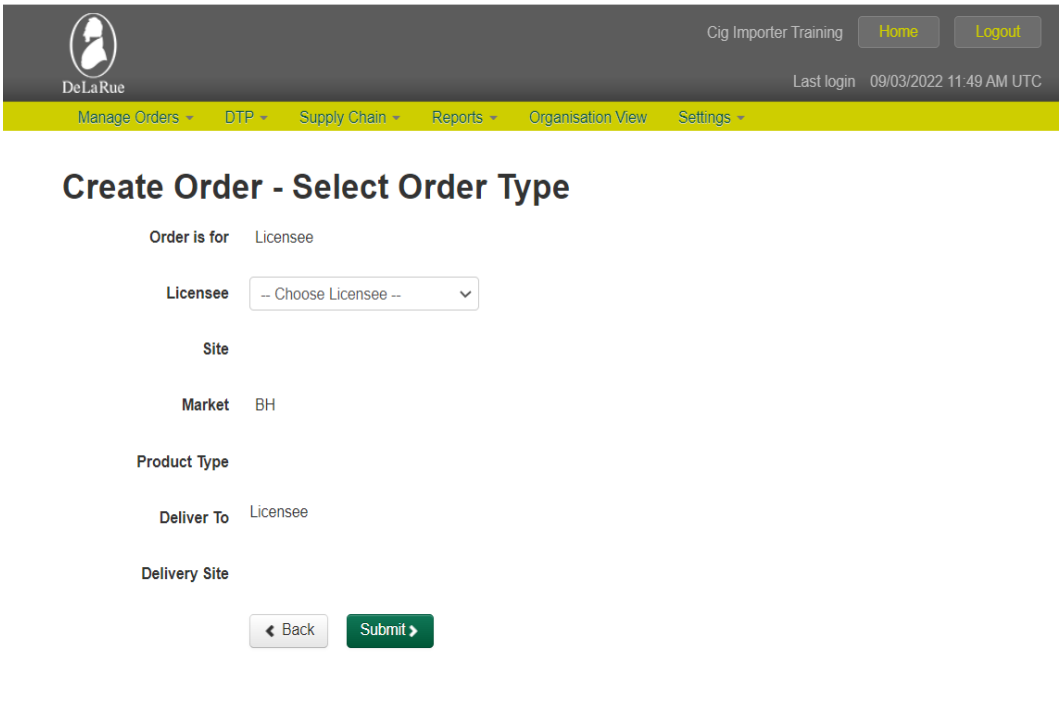
After that, click on “Customer Orders”



Then click on “Create Order”



Importers and local manufacturers will be required to fill out the order details such as manufacturing site, product type and other details. Once the details are filled in, click on “Submit” to proceed to the next step.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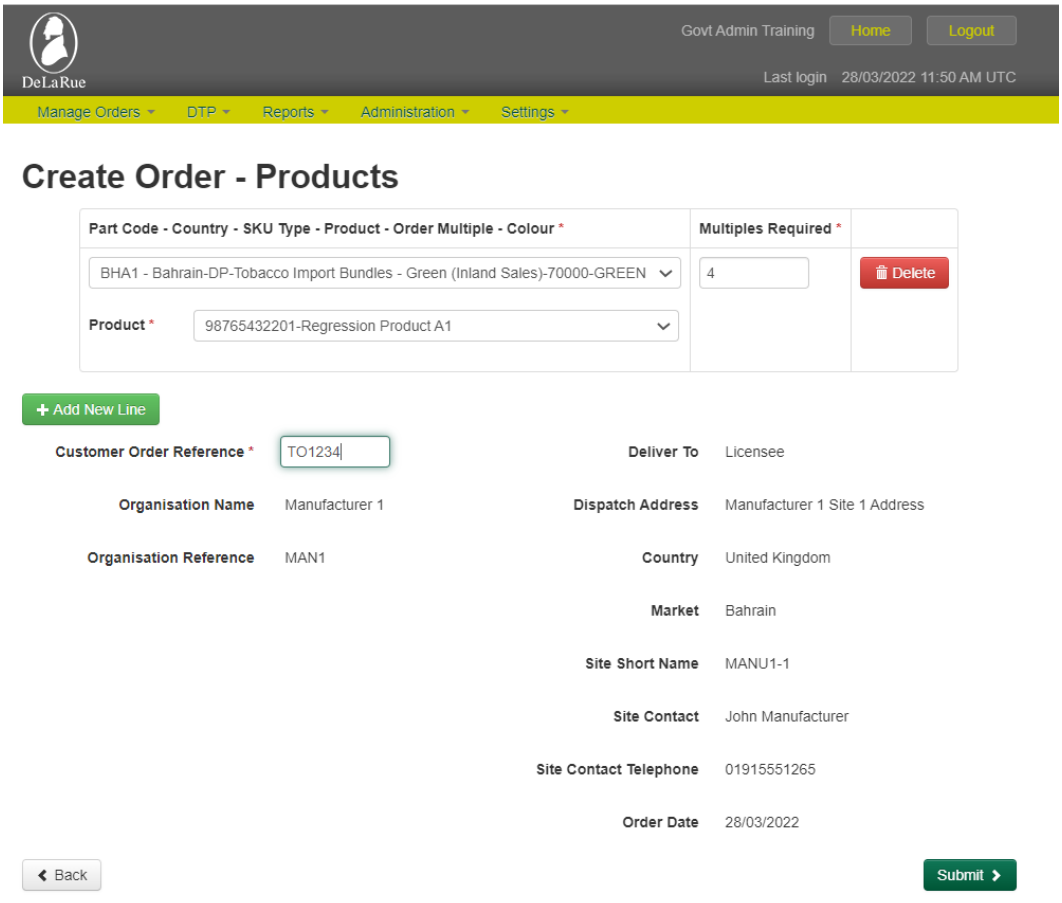
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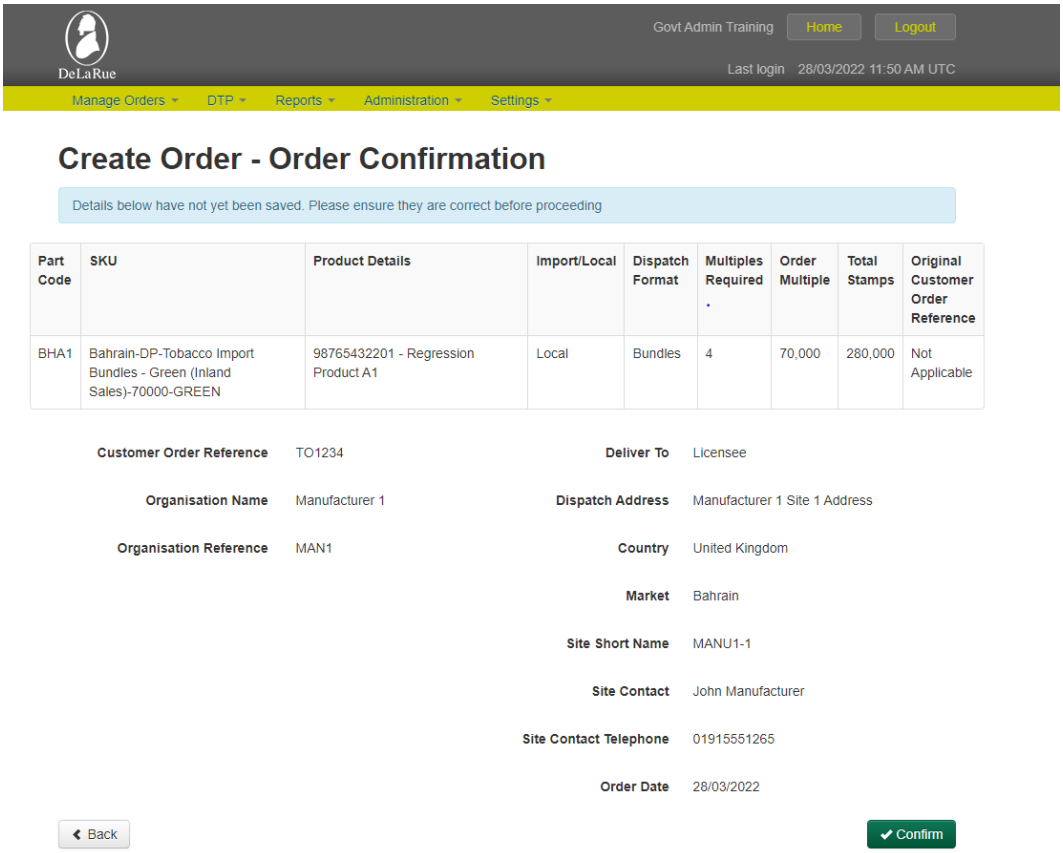
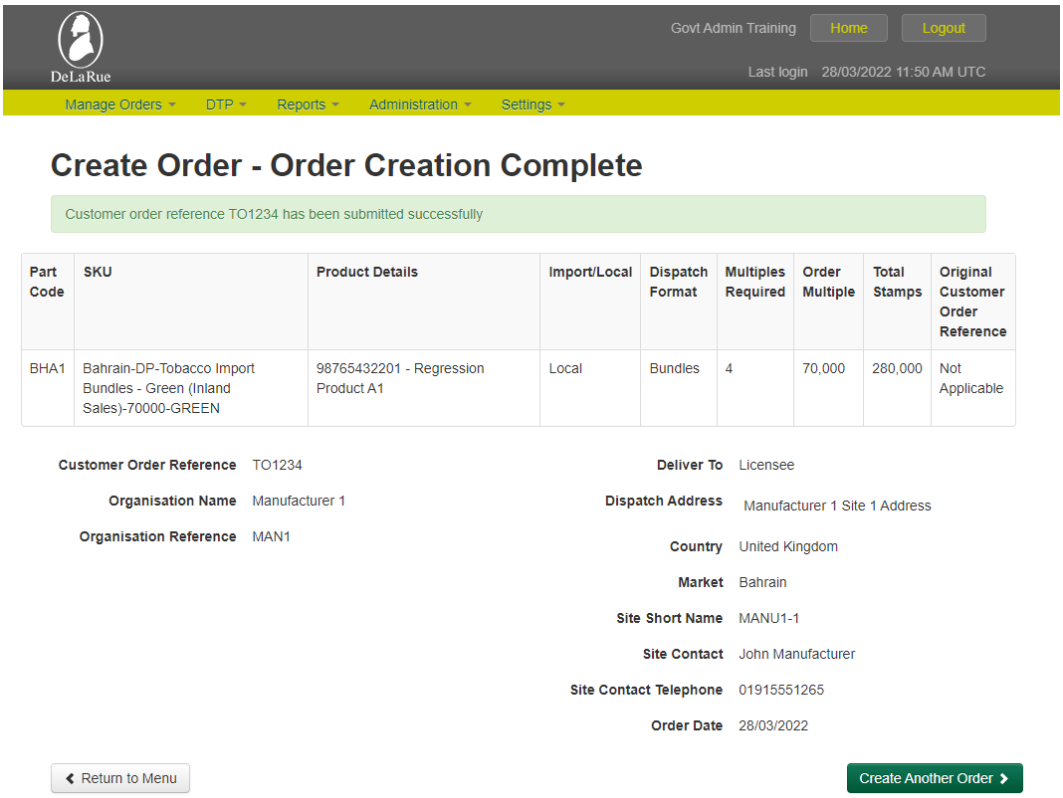
Organisation Name Manufacturer 1
Dispatch Address Manufacturer 1 Site 1 Address
Organisation Reference MAN1
Country United Kingdom
Market Bahrain
Site Short Name MANU1-1
Site Contact John Manufacturer
Site Contact Telephone 01915551265
Order Date 28/03/2022
Back
Submit

Order details will be displayed for importers and local manufacturers to review. Importers and local manufacturers can click on “Back” to amend order details if it is incorrect. If order details are correct, then click on “Confirm”.



Once the order is submitted, importers and local manufacturers will be redirected to a page confirming the order with a summary. To place a new order, click on “Create Another Order”. To return to the homepage, click on “Return to Menu”



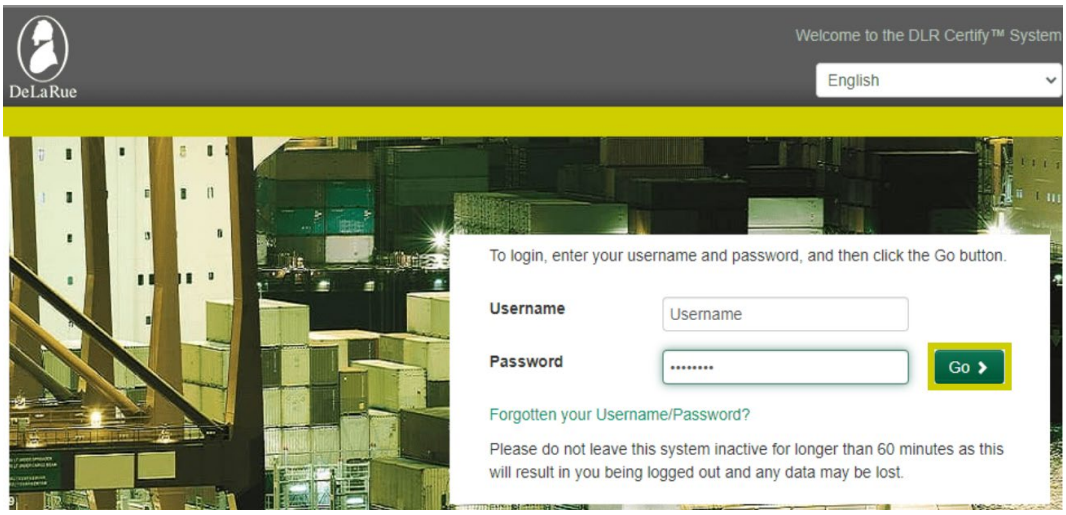
3.2. Edit Order

The following process will show how to edit an order for digital stamps through Digital Stamps System. Orders placed by the Importers and local manufacturers can only be edited up until they are approved by NBR.

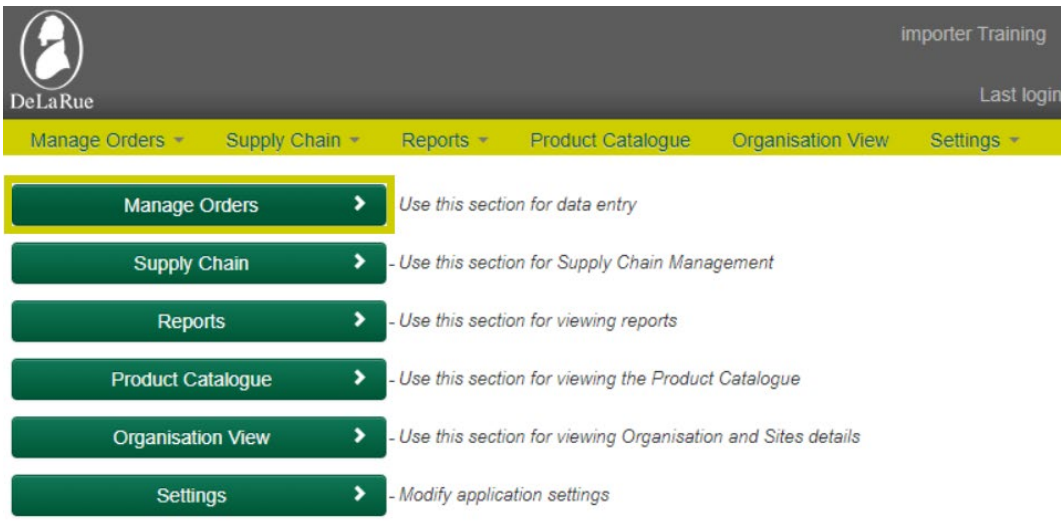
3.2.1. Steps of Editing an Order

Importers and local manufacturers should access the Digital Stamps System using the following link: ds.nbr.gov.bh

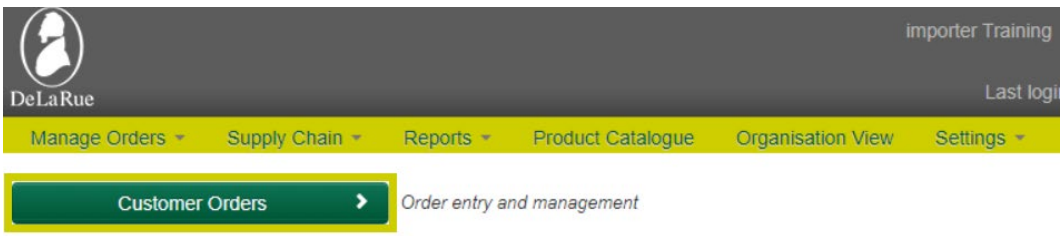
Importers and local manufacturers should log into the Digital Stamps System using their User ID and password.



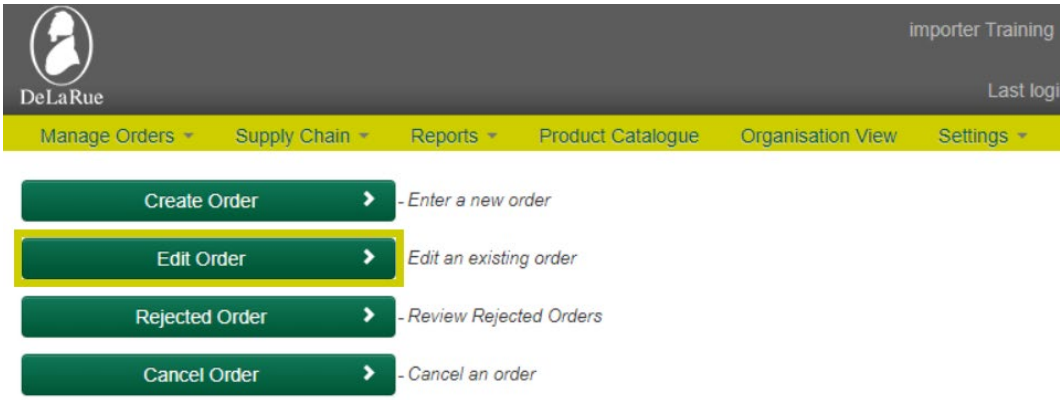
Click on “Manage Orders”



After that, click on “Customer Orders”

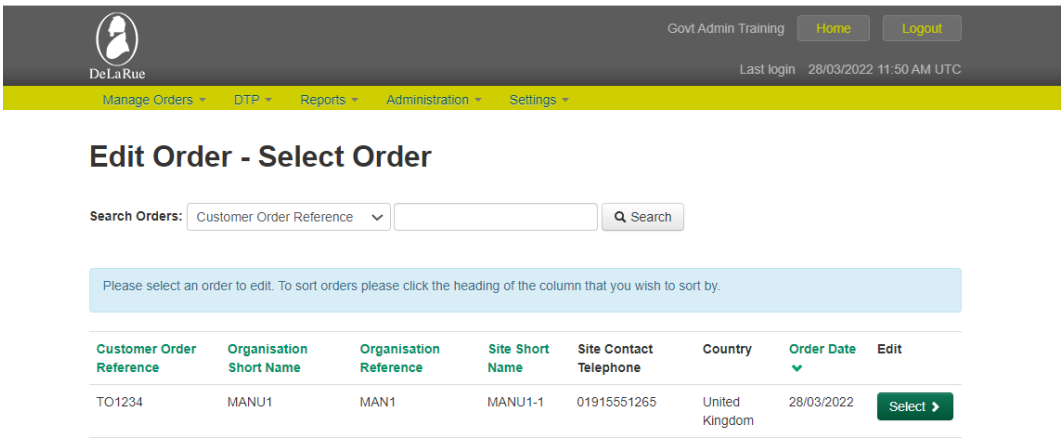


Then click on “Edit Order”

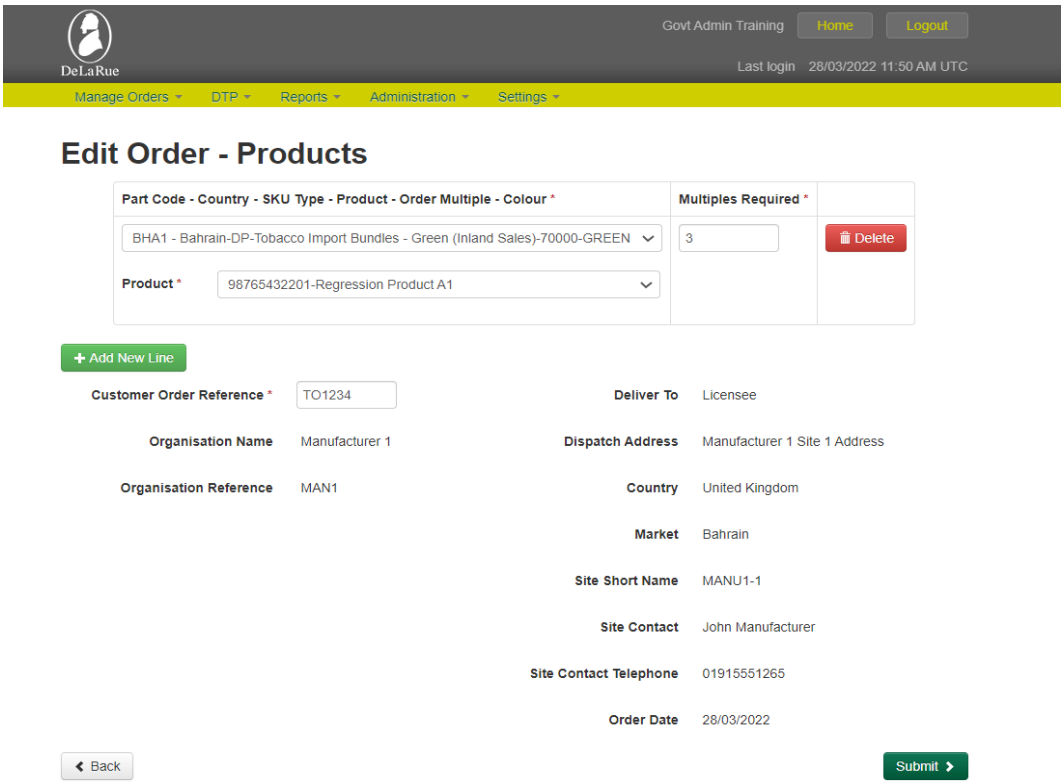


“Edit Order – Select Order” page will be displayed. This page will show all orders placed by the importers and local manufacturers that are currently awaiting approval.

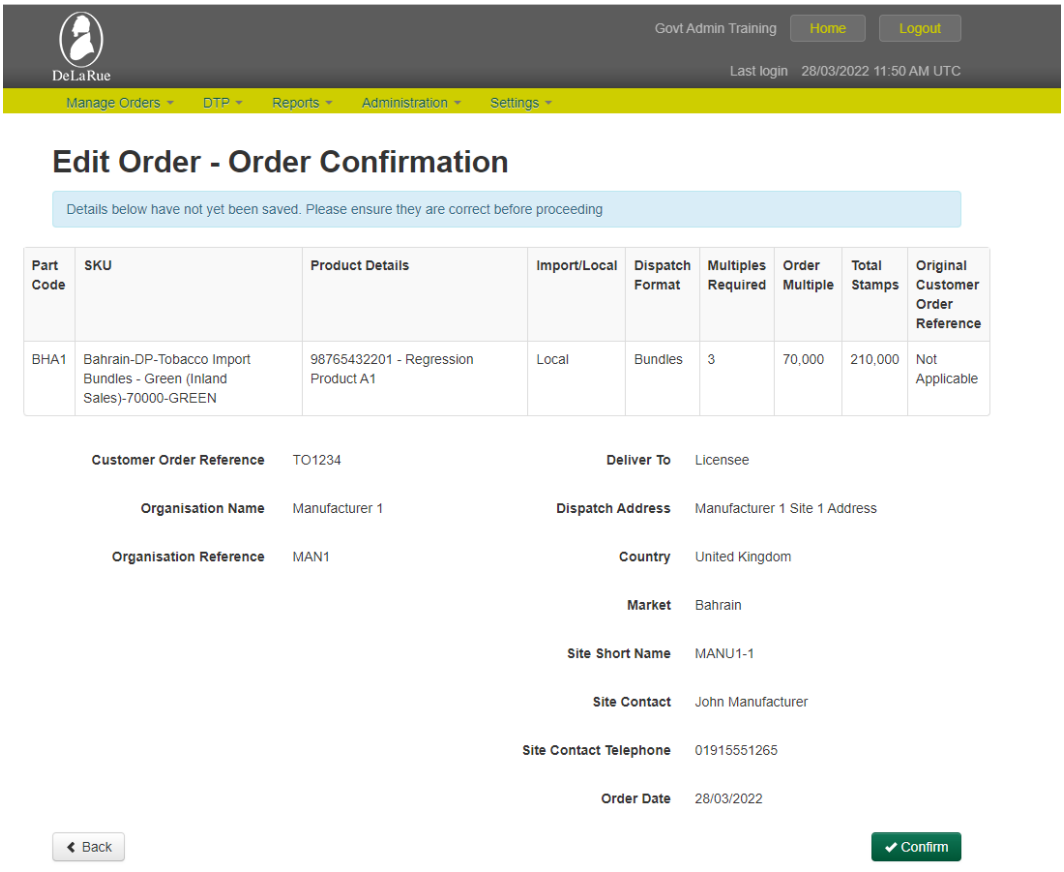
Importers and local manufacturers should click on “Select” button next to the order they wish to edit.



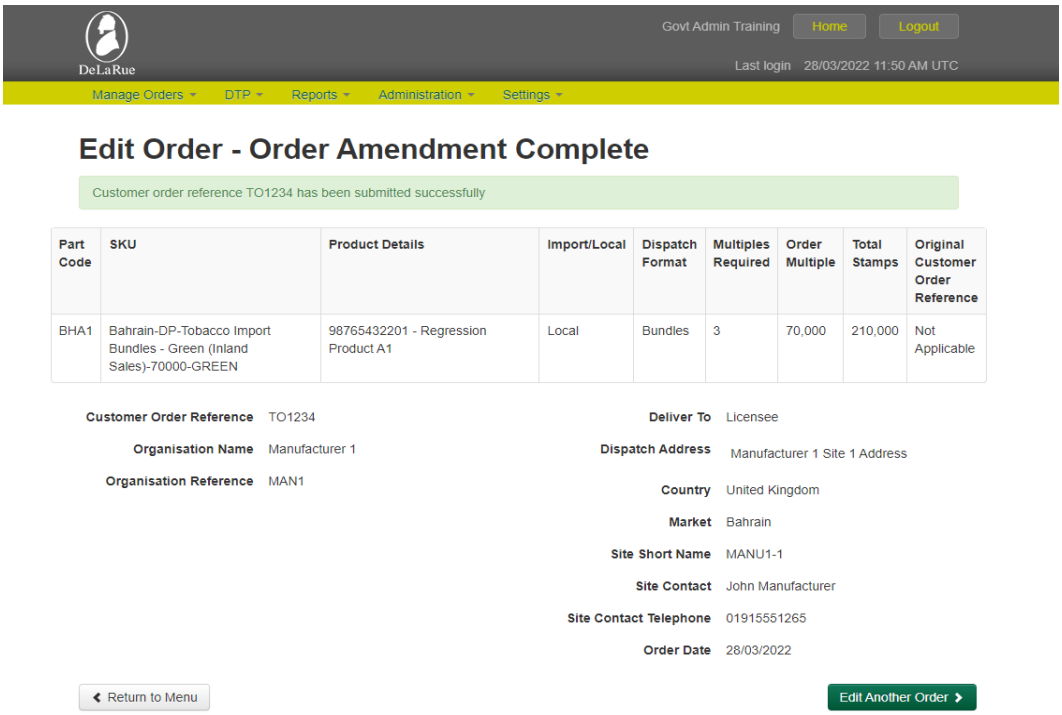
“Edit Order – Products” page will be displayed. Order details will be available for importers and local manufacturers to edit, once the edit is complete, click on “Submit” button to proceed to the next step.



Order details will be displayed for importers and local manufacturers to review, who can click on “Back” to amend order details if incorrect. If order details are correct, proceed by clicking on “Confirm”.



Importers and local manufacturers will be redirected to a page confirming the order showing a summary of the order. To edit another order, importers and local manufactures should click on “Edit Another Order”. To return to the homepage, click on “Return to Menu”



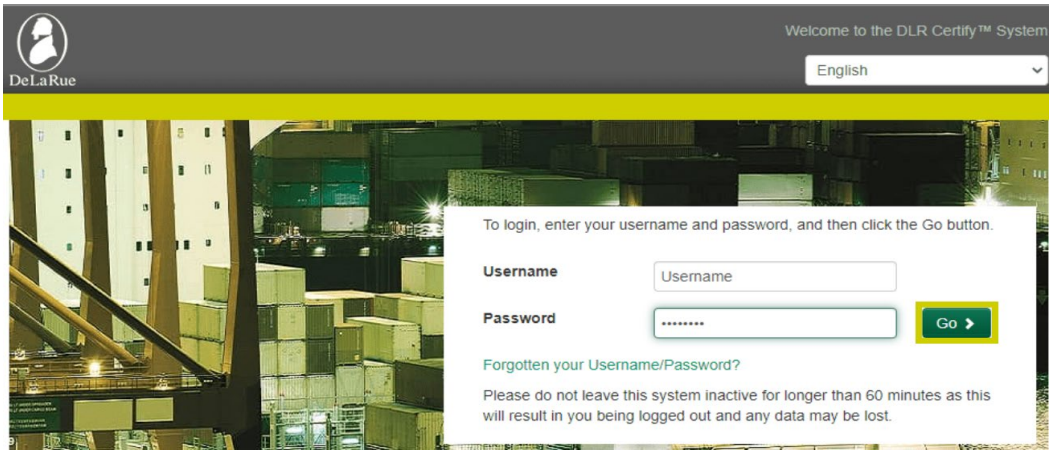
3.3. Cancel Order

The following process will show how to cancel an order for digital stamps through the Digital Stamps System. Orders placed by importers and local manufactures can only be canceled up until they are approved by NBR.

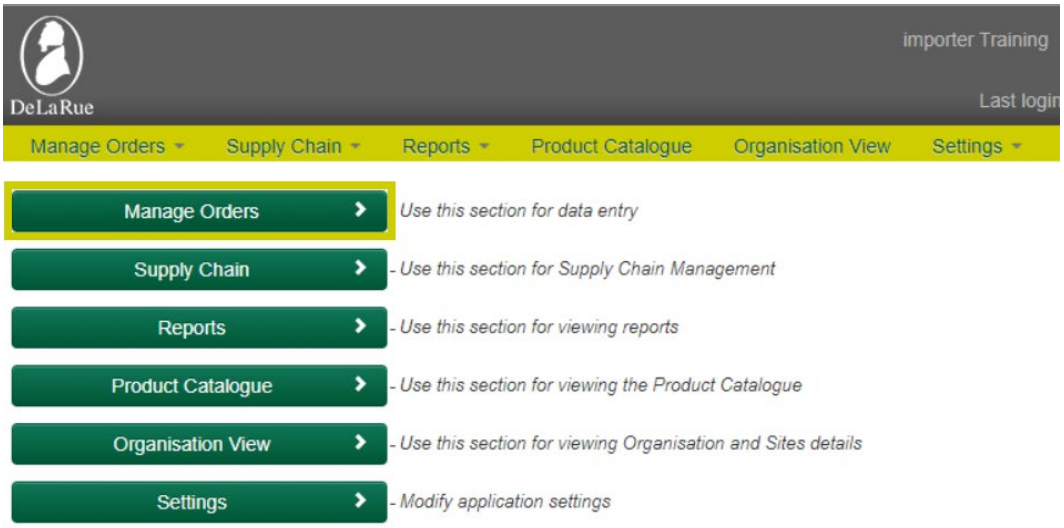
3.3.1. Steps of Canceling an Order

Importers and local manufacturers should access the Digital Stamps System using the following link: ds.nbr.gov.bh

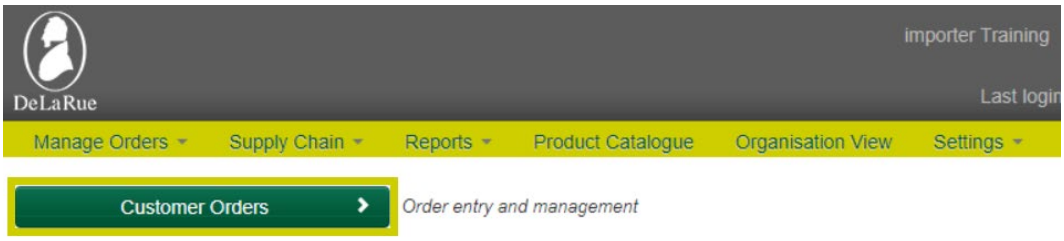
Importers and local manufacturers should log into the Digital Stamps System using their User ID and password.



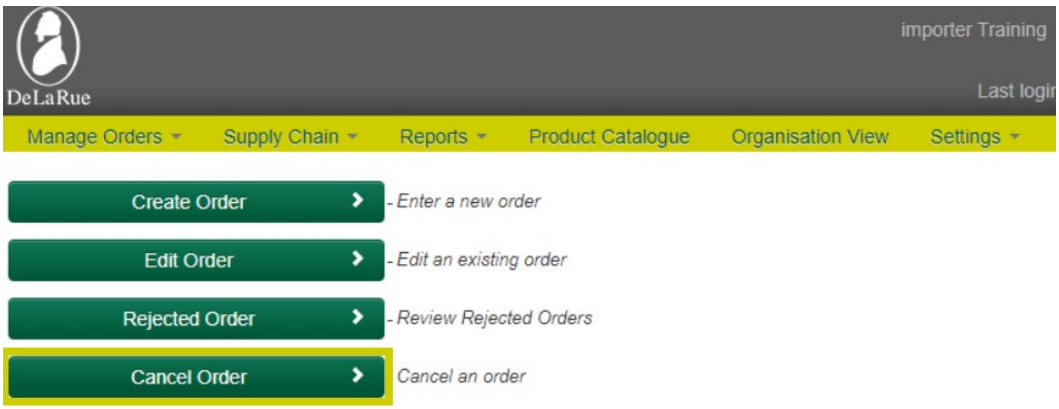
Click on “Manage Orders”



After that, click on “Customer Orders”

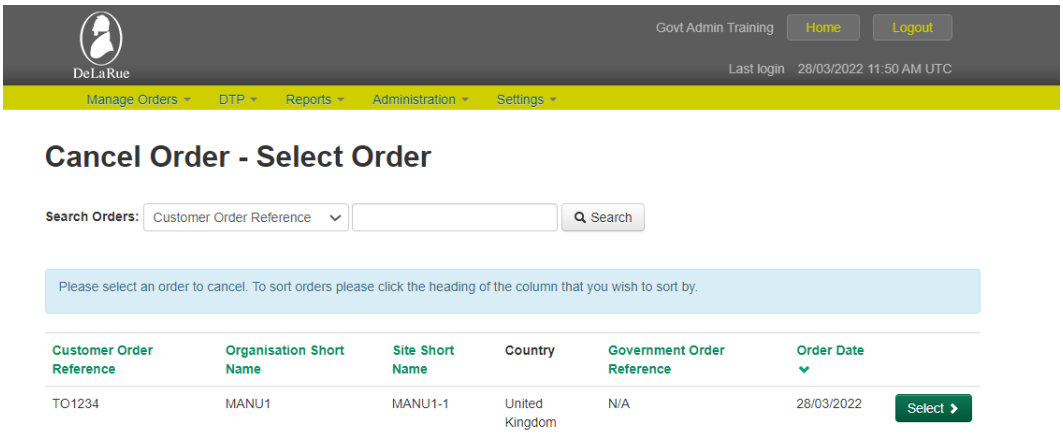


Then click on “Cancel Order”

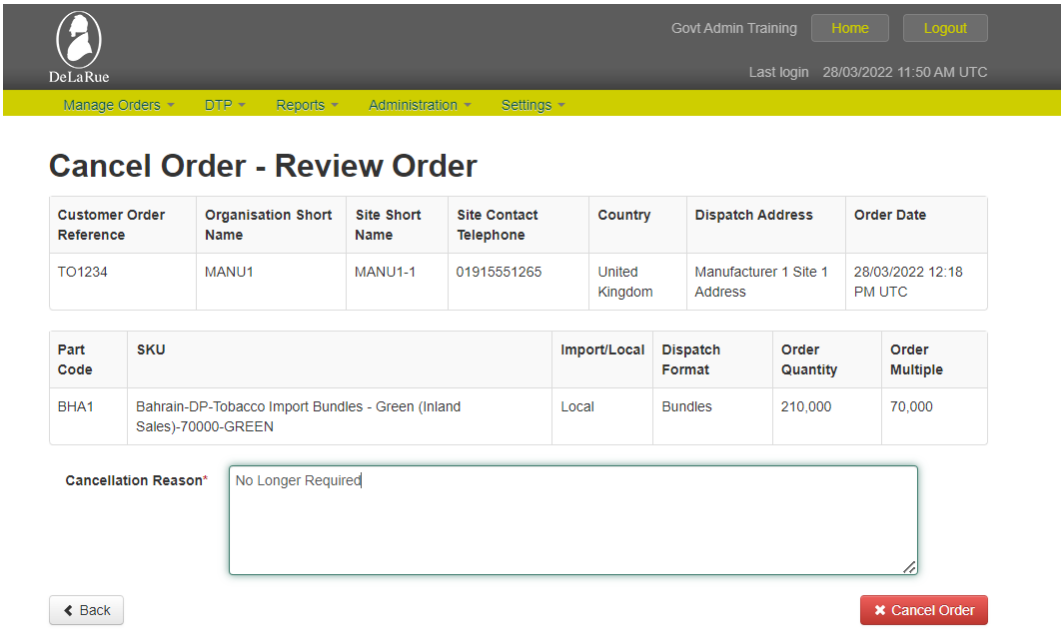


“Cancel Order – Select Order” page will be displayed. This page will display all the orders placed by the importers and local manufacturers that are currently awaiting approval from NBR.

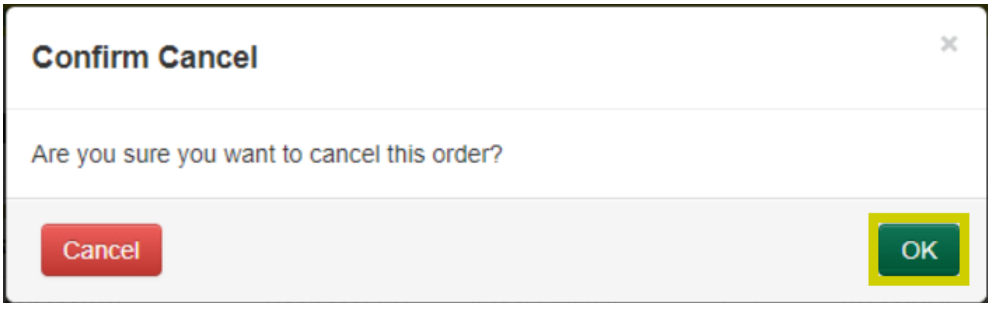
Importers and local manufactures should click on the “Select” button next to the order they wish to cancel.



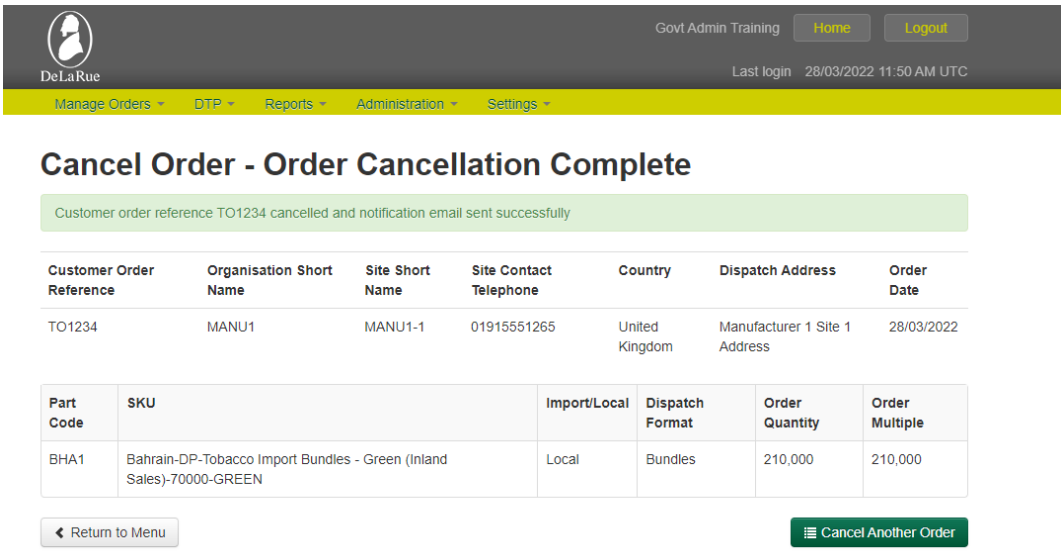
"Cancel Order – Review Order" page will be displayed showing order details. Importers and local manufacturers are required to enter the reason the order is being cancelled into the "cancellation reason" free text box. Click "Cancel Order" to proceed with cancelling the order.



A message will appear to confirm canceling the order.



Importers and local manufacturers will be redirected to a page confirming the cancelation of the order with a summary of the order canceled. To cancel another order, click on “Cancel Another Order”. To return to the homepage, click on “Return to Menu”.



3.4. Edit and Resubmit a Rejected Order

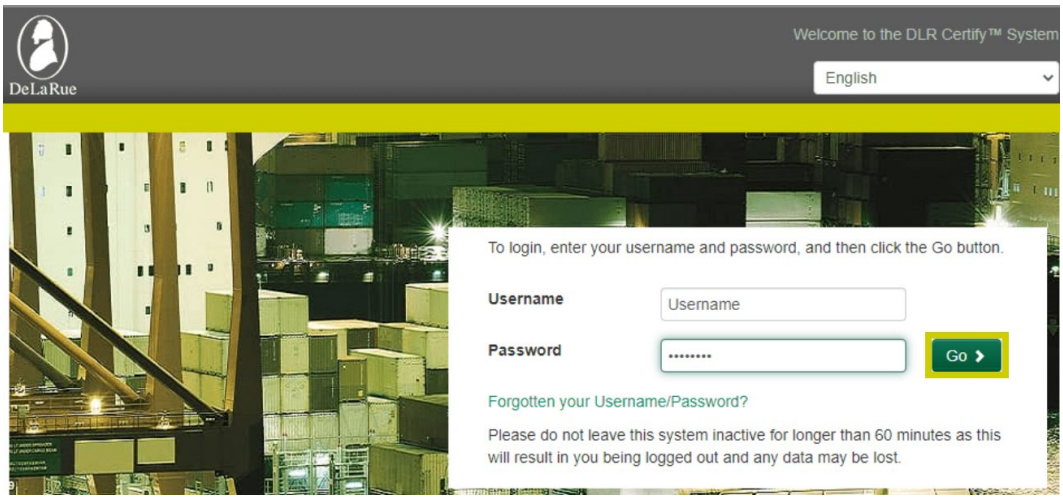
The following process will show how to edit and resubmit a rejected order by the NBR for digital stamps through Digital Stamps System.

The NBR may reject orders placed for digital stamps if an error is noticed within the order or it does not meet the approval criteria. Upon rejection of the order, a notification will be sent to notify the importers and local manufacturers that the placed order has been rejected. To proceed with the order, the importers and local manufactures may resubmit the order by amending the reason it was rejected, or doing nothing, and the order will remain rejected and will not progress.

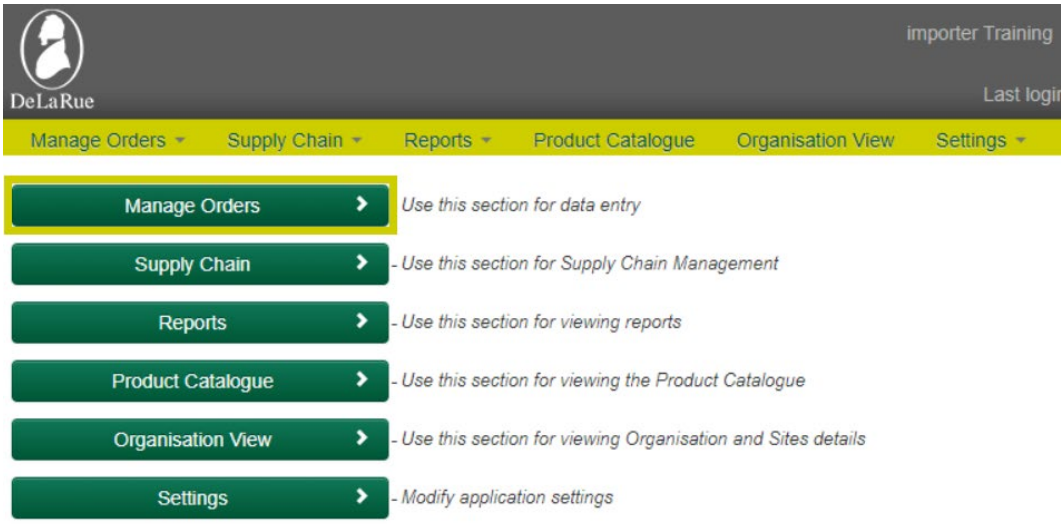
3.4.1. Steps to Edit and Resubmit a Rejected Order

Importers and local manufacturers should access the Digital Stamps System using the following link: ds.nbr.gov.bh

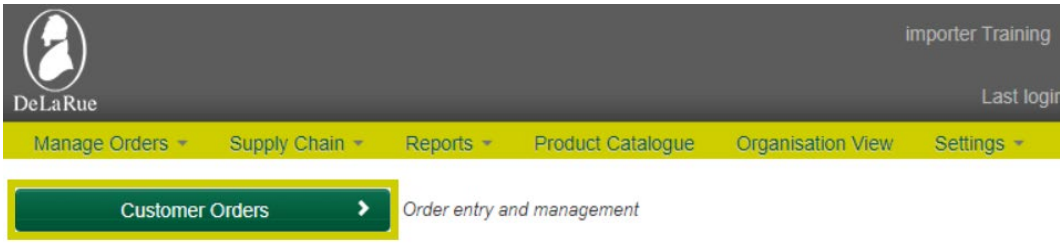
Importers and local manufacturers should log into the Digital Stamps System using their User ID and password.



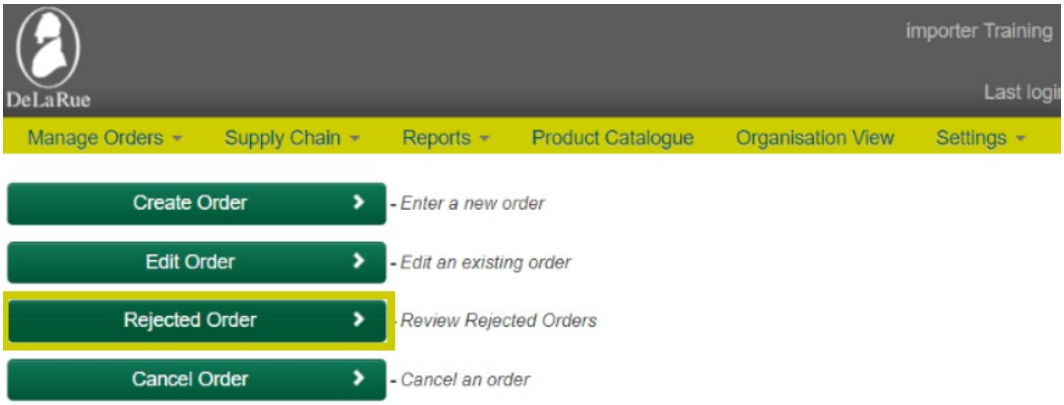
Click on “Manage Orders”.



After that, click on “Customer Orders”.

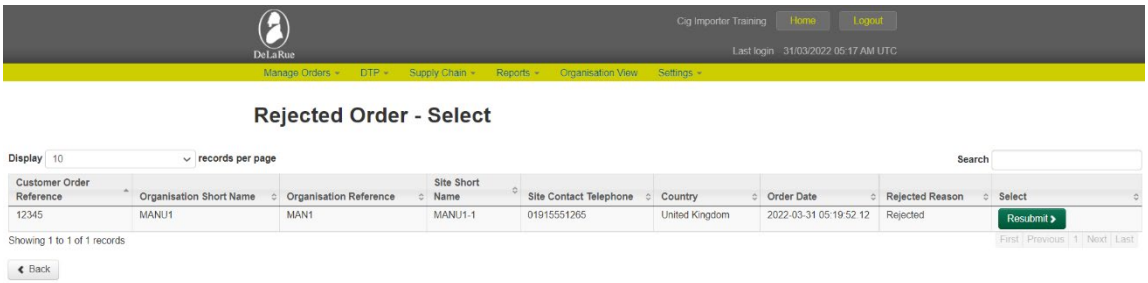


Then, click on “Rejected Order”.

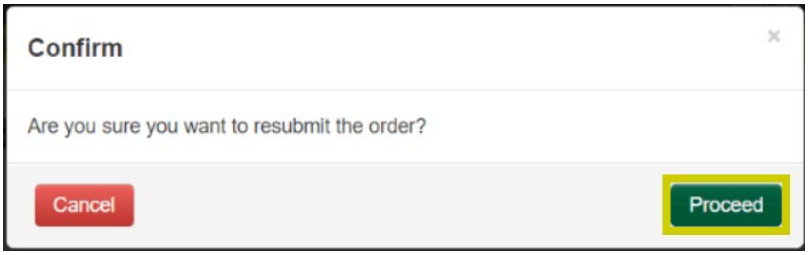


“Rejected Order – Select Order” page will be displayed. This page will show all orders rejected by NBR and have not yet been resubmitted.

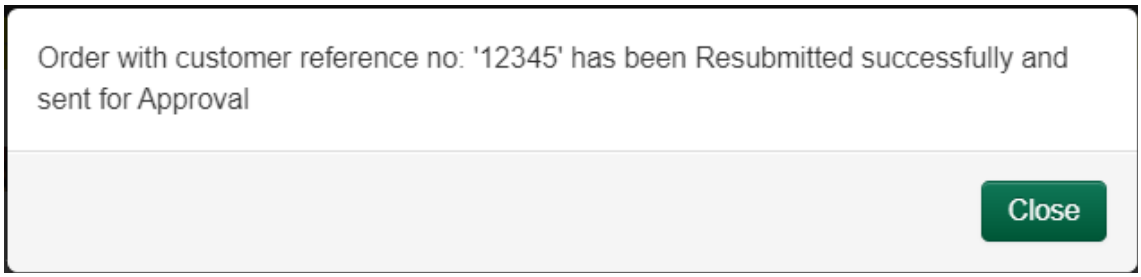
Rejection reason will appear in the “Rejected Reason” column. Importers and local manufacturers should view the reason and take note of the reason as it will have to be corrected while editing the order in the next steps. If the Importers and local manufactures are certain that they wish to resubmit the rejected order, they should click “Resubmit” button available next to the order details.



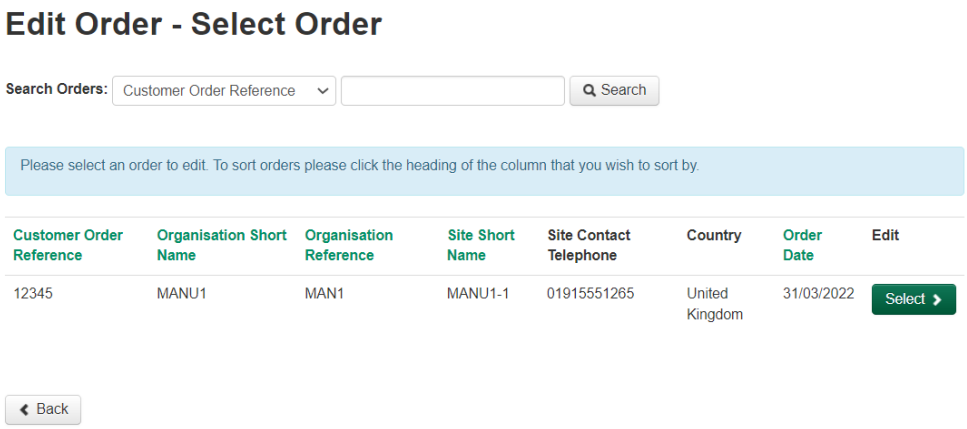
A confirmation message will appear to confirm proceeding with the resubmission of the order.



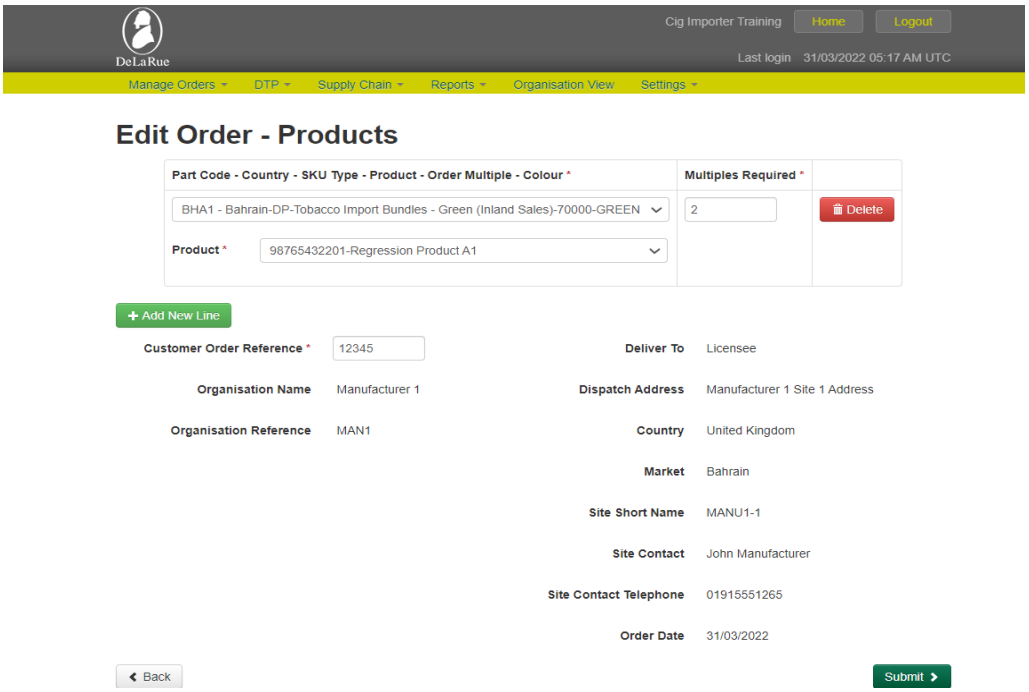
A message will be displayed confirming that the order has been resubmitted and sent to the edit order page. Importers and local manufacturers should click “Close”.



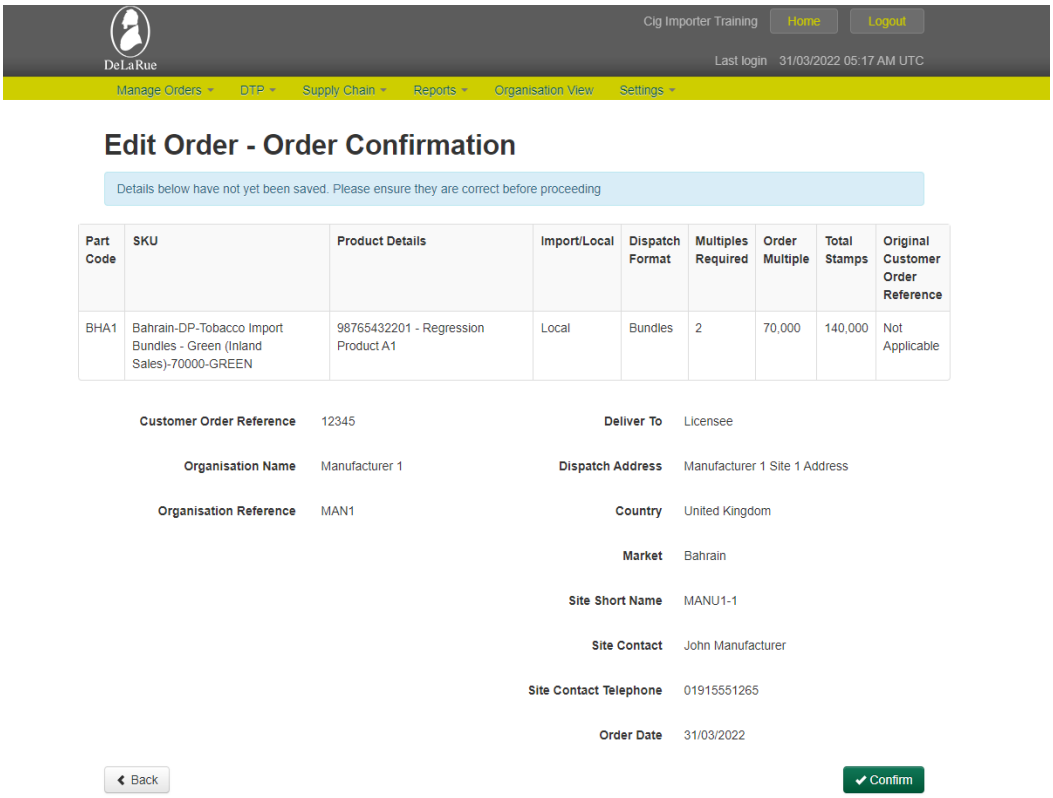
"Edit Order - Select Order" page will automatically be displayed. This page will show all orders placed by the importers and local manufacturers that are currently awaiting approval including resubmitted rejected orders. Importers and local manufacturers should click on "Select" button available next to the order they wish to edit.



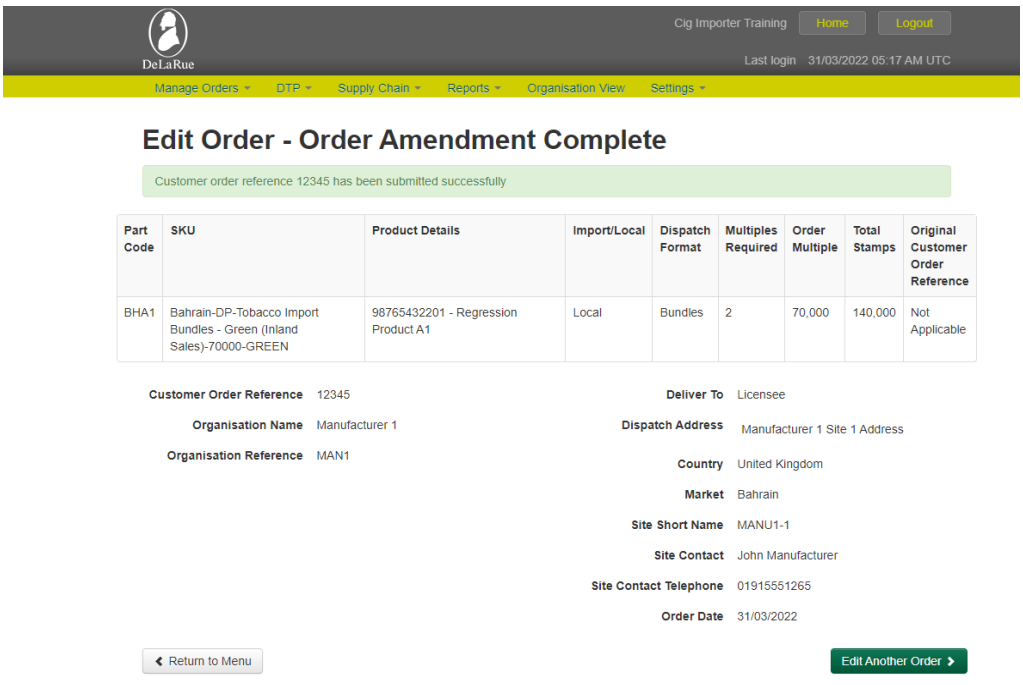
"Edit Order – Products" page will be displayed. Order details will be available for importers and local manufacturers to edit while ensuring rejection reason is corrected. Once the edit is complete, importers and local manufacturers will have to click on the "Submit" button to proceed to the next step.



Order details will be displayed for importers and local manufacturers to review, where they can click on “Back” to amend order details if incorrect. If order details are correct, users should click on “Confirm” to proceed.



Importers and local manufacturers will be redirected to a page confirming the order along with a summary. To edit another order, users should click on “Edit Another Order”. To return to the homepage, click on “Return to Menu”.



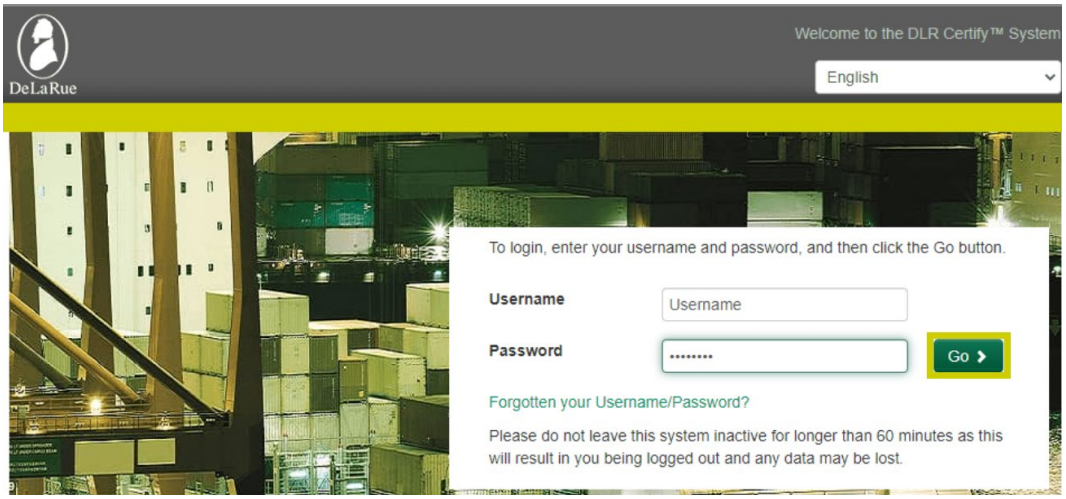
3.5. Receive Product

The following process will show how to receive products through Digital Stamps System. Importers are responsible for using the Digital Stamps certified system to receive finished products from manufacturers.

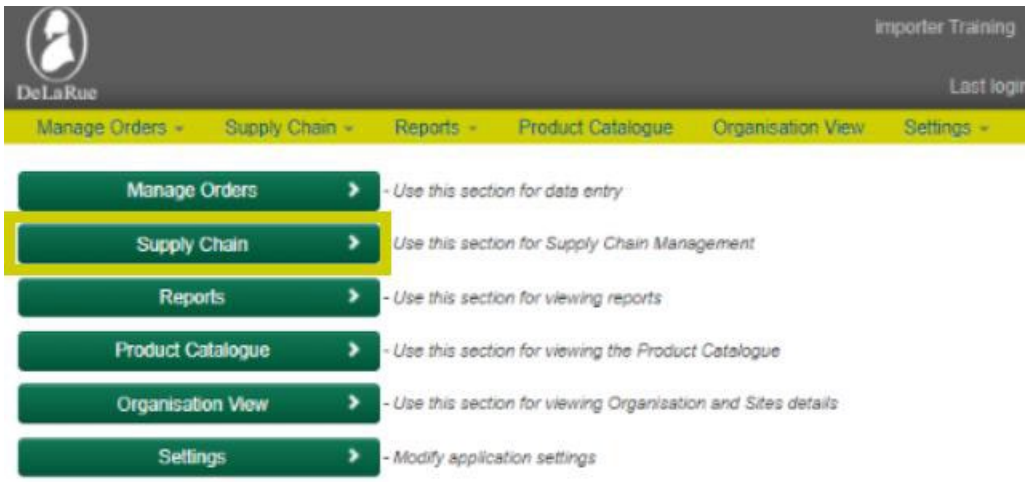
3.5.1. Steps to Receive a Product

Importers should access the Digital Stamps System using the following link: ds.nbr.gov.bh

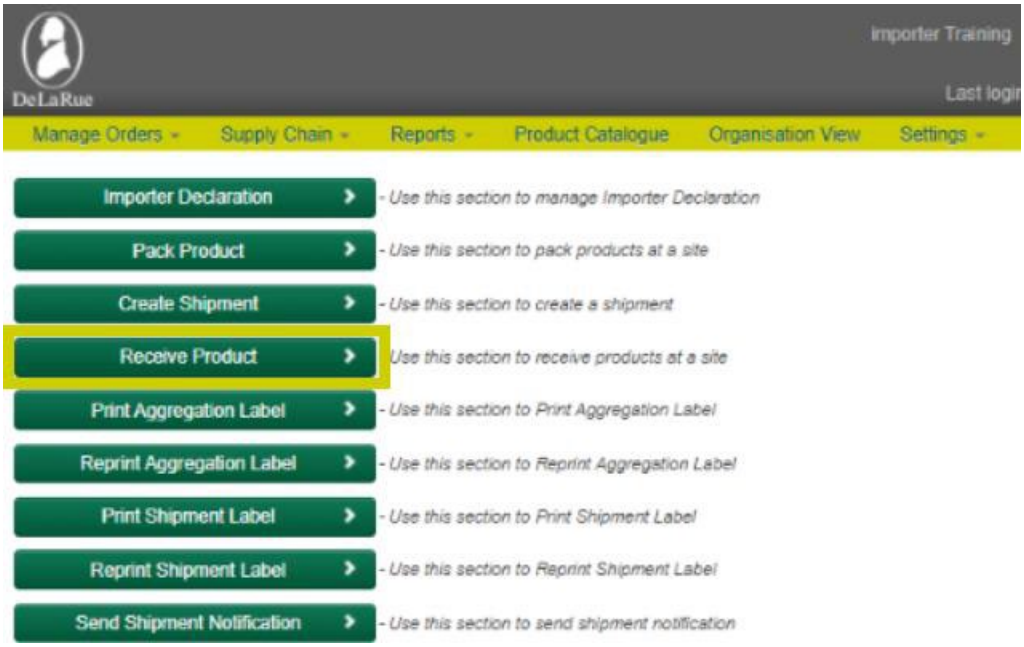
Importers should log into the Digital Stamps System using their User ID and password.



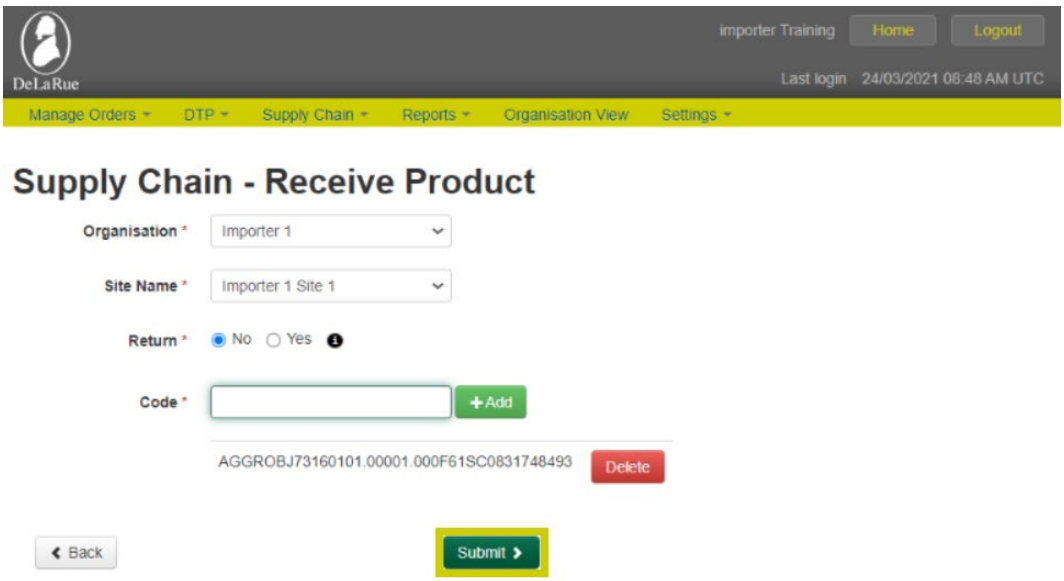
Click on “Supply Chain”.



After that, click on “Receive Product”.



“Supply Chain - Receive Product” page will be displayed. Importers may enter codes of products being received and click “Add” to add the product to the list of products to be received. To remove products from being received, Importers should click on “Delete” next to the product code they wish to remove from being received. Once all codes have been added, click on “Submit” to proceed to the next step.



A message will be displayed to confirm proceeding with the process. If all details are correct, Importers should click on “Proceed”.

A confirmation message will be displayed.

4. Digital Stamps System Reports

4.1. Report - Customer Orders

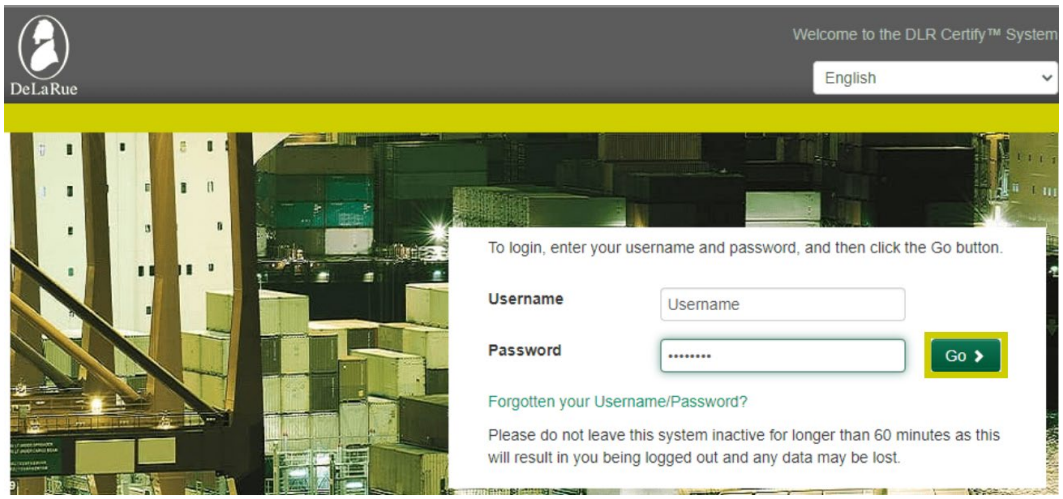
This report enables users to view orders for stamps and the history of the order journey, including the packing history and other process events. It also enables users to view the box details showing the stamps sheets/reels used to fulfil the order.

This report can be run once an order has been placed for stamps and can be run continuously throughout the order journey and will show the status and history of placed orders. The status refers to the stage within the order journey the order is at for example, approved by NBR or received by manufacturer.

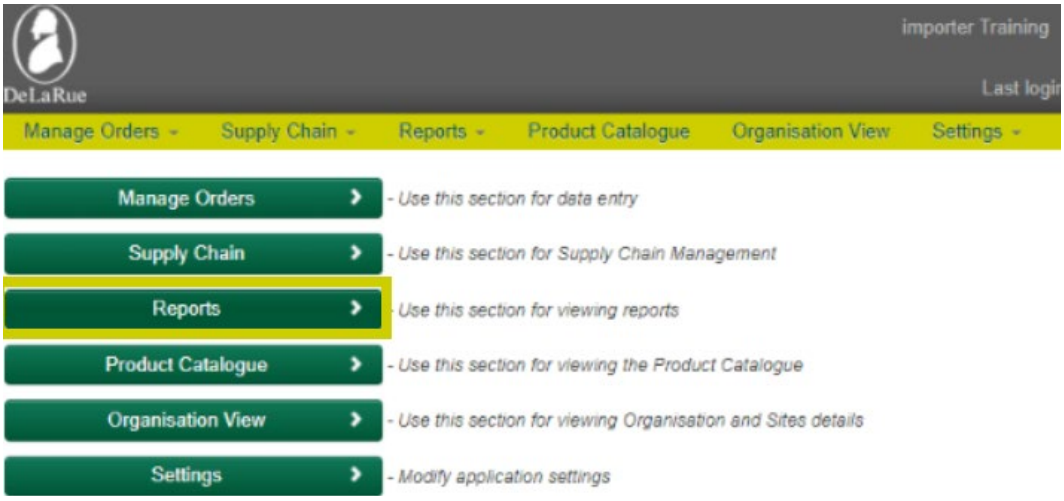
4.1.1. Steps to View Customer Orders Report

Importers and local manufacturers should access the Digital Stamps System using the following link: ds.nbr.gov.bh

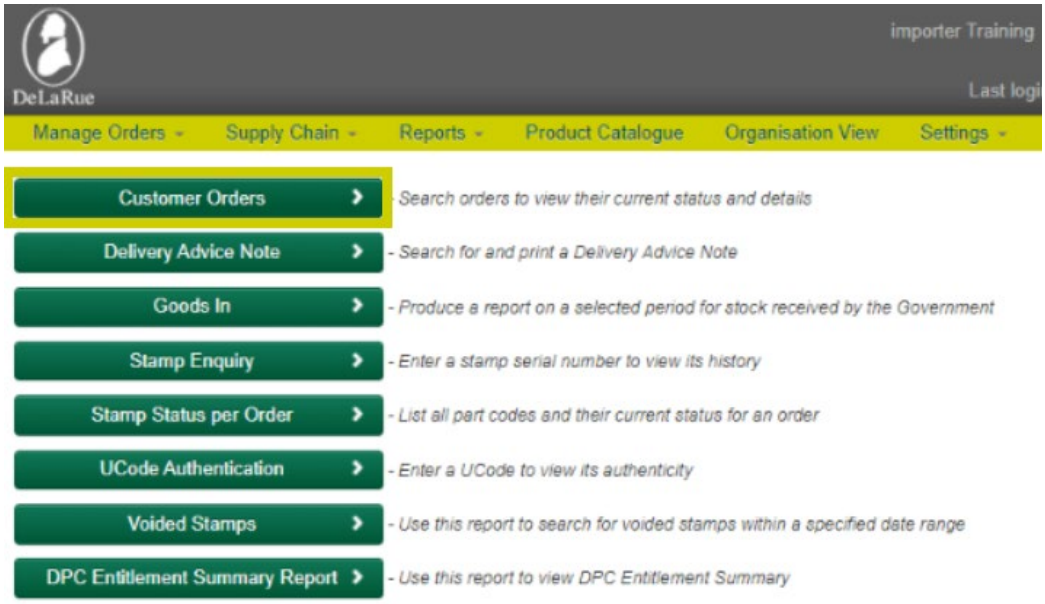
Importers and local manufacturers should log into the Digital Stamps System using their User ID and password.



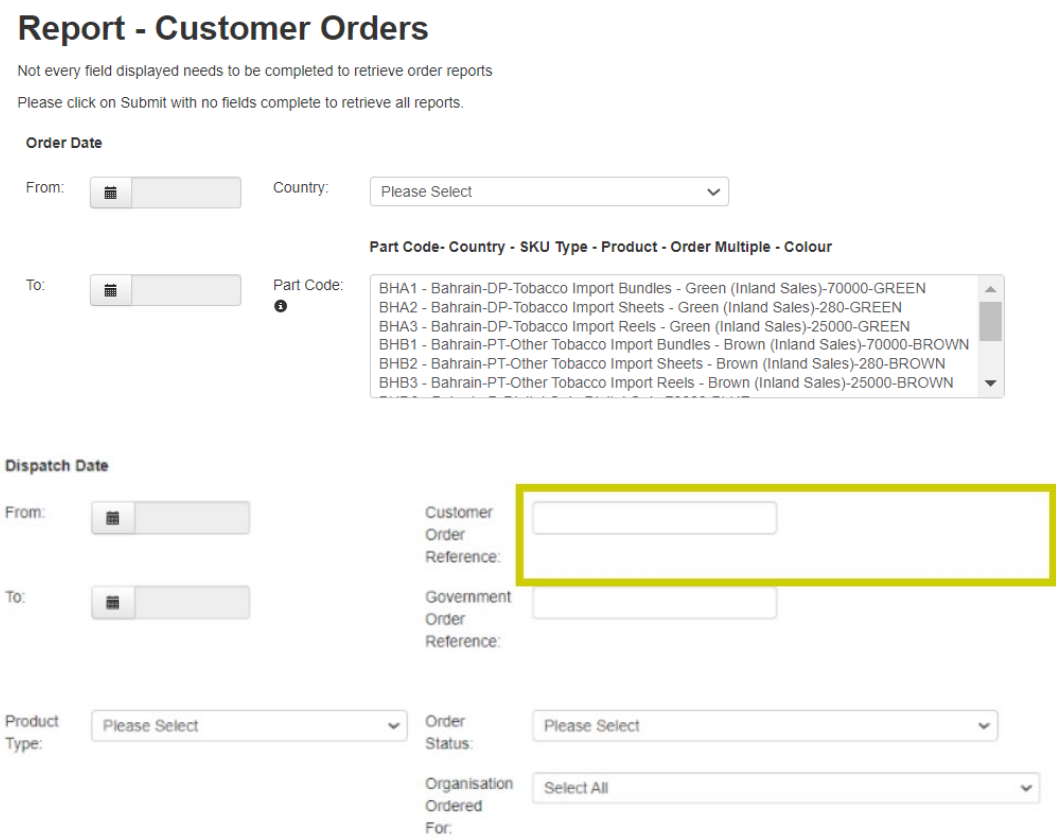
Click on “Reports”.

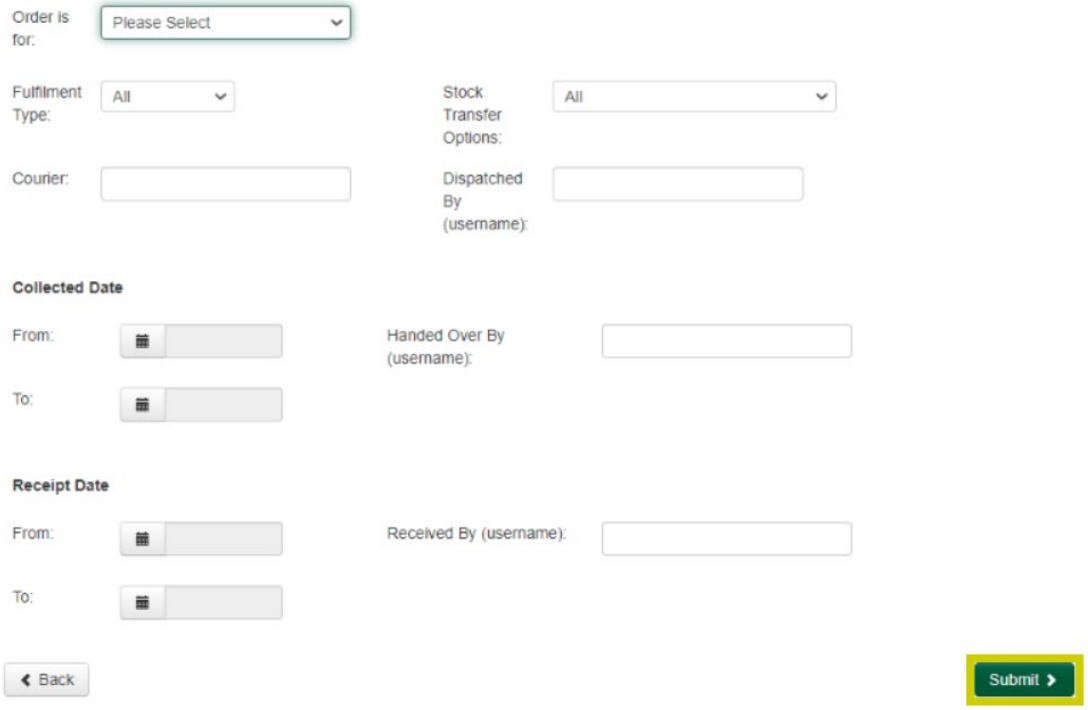


Then click on “Customer Orders”.

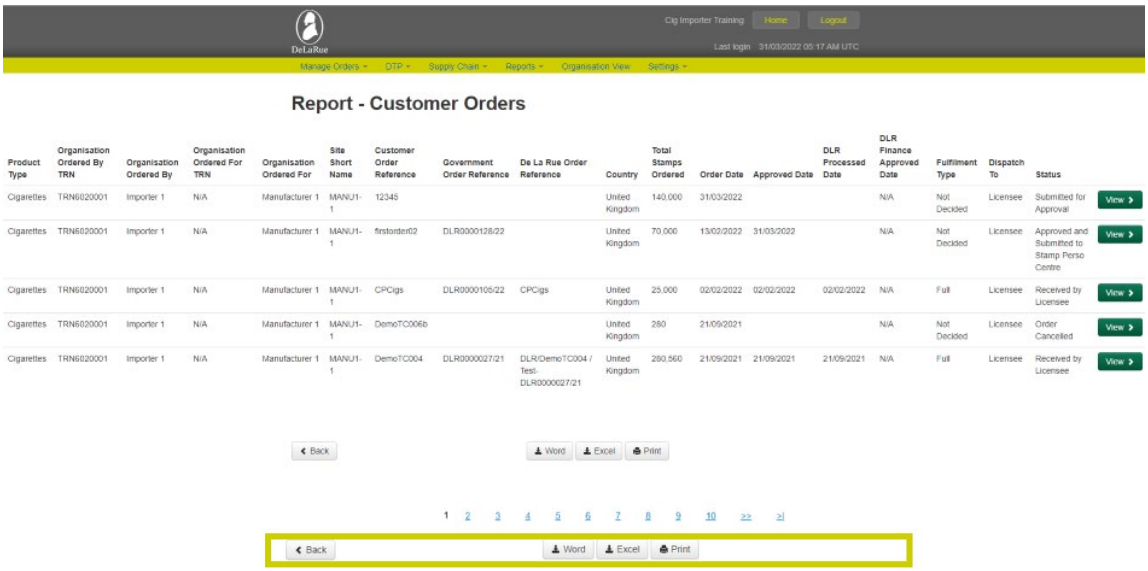


“Report - Customer Orders” page will be displayed. Importers and local manufacturers can enter a search criteria in the relevant fields to bring back results of desired reports. Part Codes and customer order reference can be used to bring back a specific result. Once the desired search criteria is entered, importers and local manufacturers should click “Submit”.

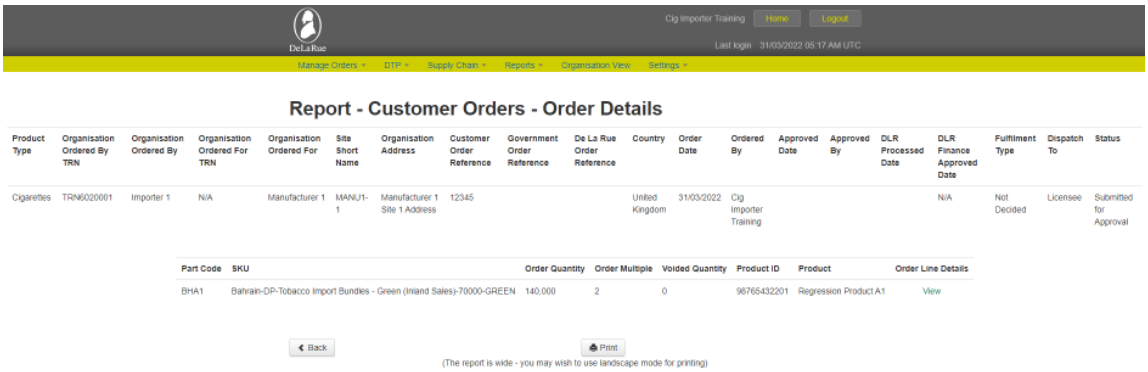




"Report - Customer Orders" page will be displayed to view all results that meet the search criteria. The report can be exported as a word document, excel sheet or can be printed by selecting the relevant button at the bottom of the page.



"Report - Customer Orders – Order Details" page will be displayed. This page shows the full history of the selected order. Importers and local manufacturers can print "Report - Customer Orders – Order Details" page by clicking print at the bottom of the page and return to the "Report - Customer Orders" page by clicking "Back".



4.2. Report - Delivery Advice Note

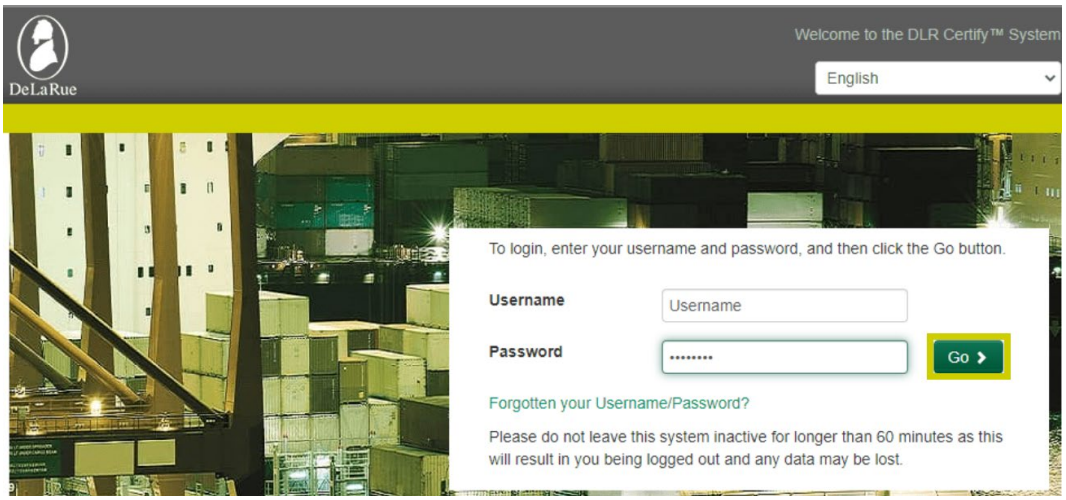
This report enables users to view the advice of shipping invoices for the product that has been shipped to the manufacturer, showing the invoice date and shipment contents.

This report can only be run once the digital stamps have been shipped to the manufacturer by the fulfiller.

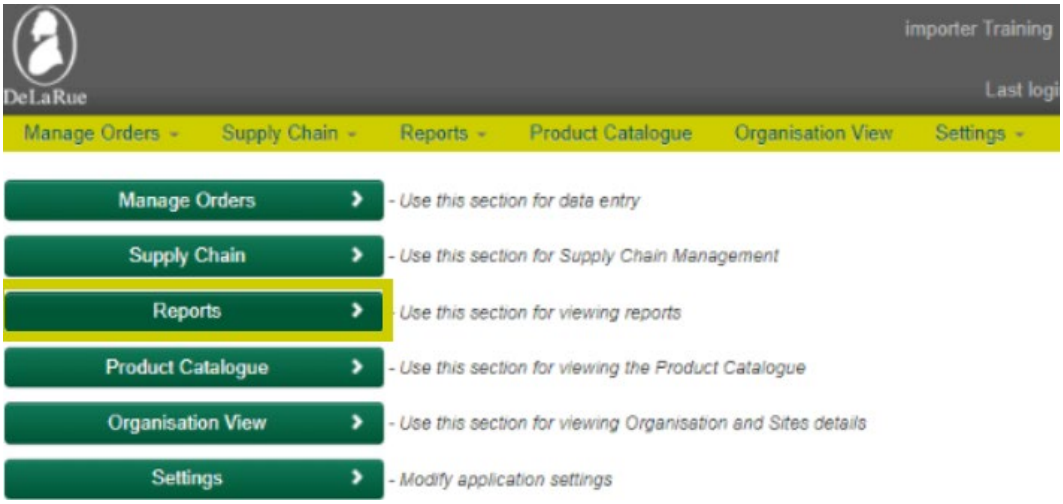
4.2.1. Steps to View Delivery Advice Note Report

Importers and local manufacturers should access the Digital Stamps System using the following link: ds.nbr.gov.bh

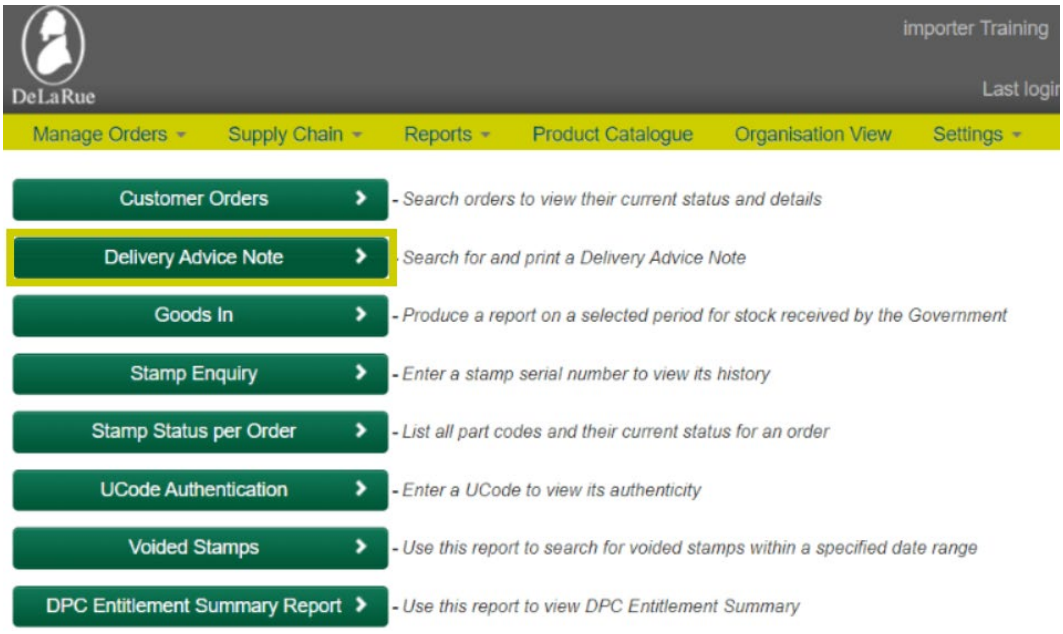
Importers and local manufacturers should log into the Digital Stamps System using their User ID and password.



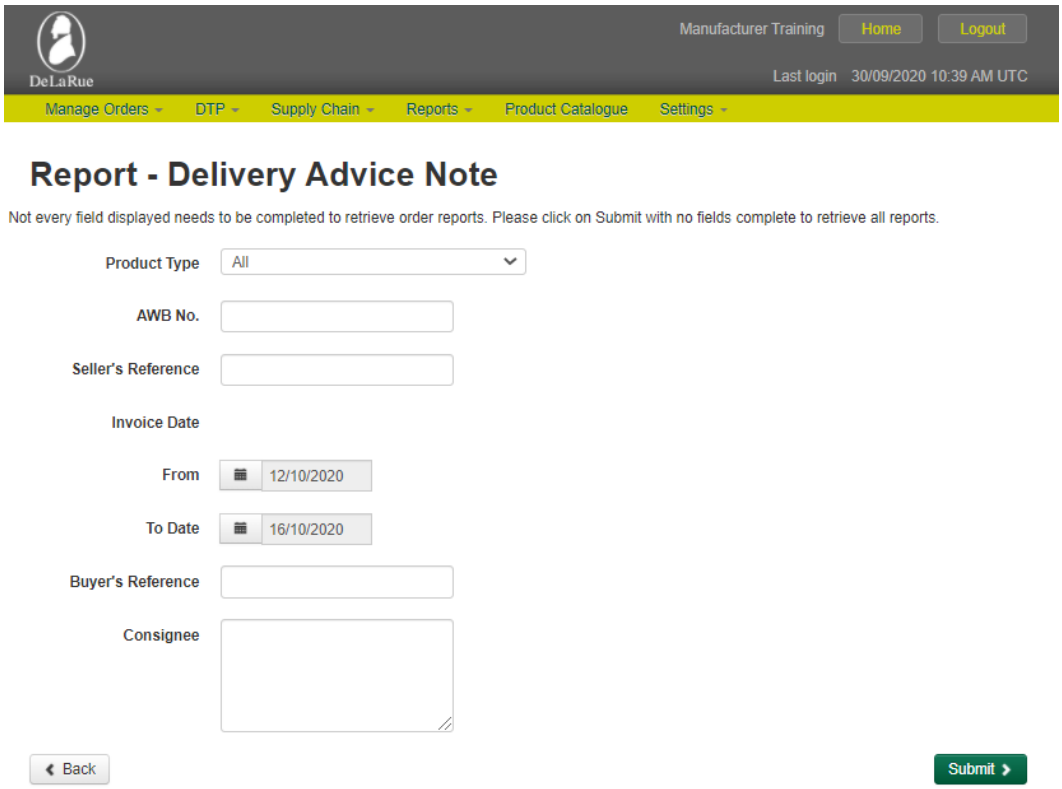
Click on “Reports”.



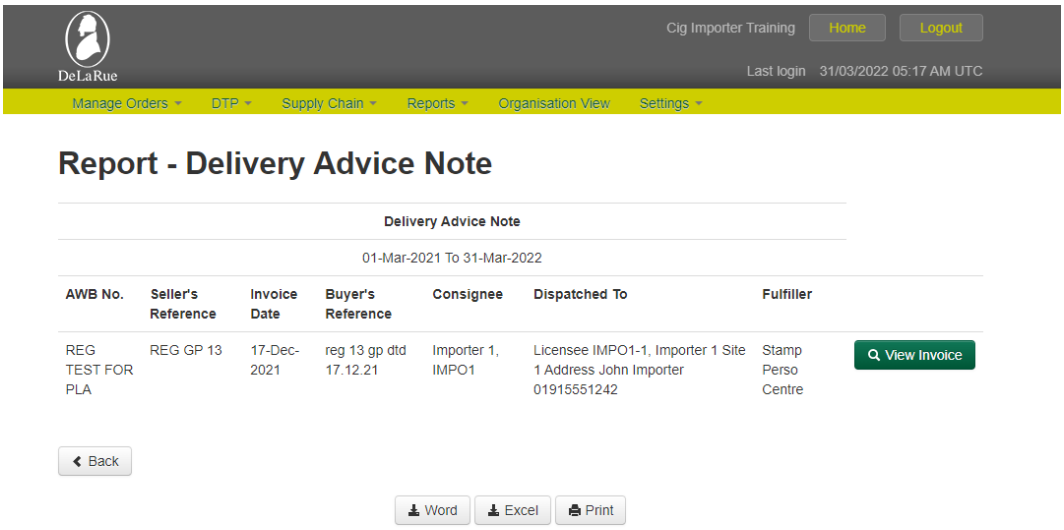
Then click on “Delivery Advice Note”.



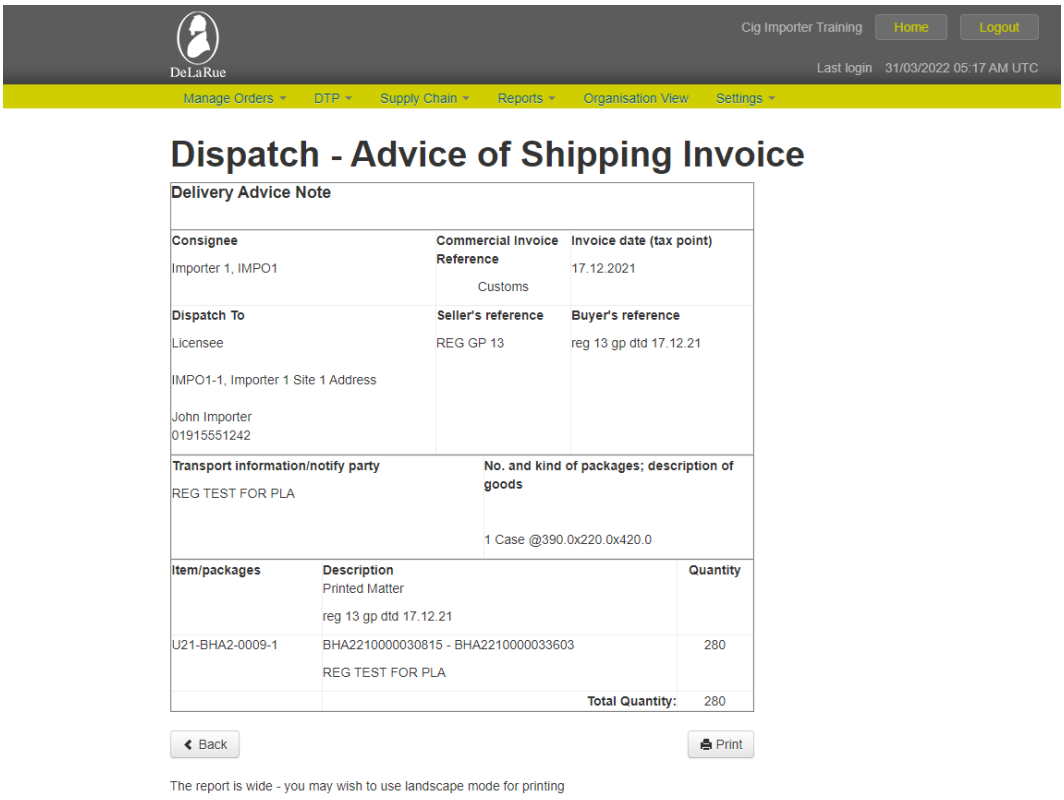
"Report - Delivery Advice Note" page will be displayed. Importers and local manufacturers can enter a search criteria in the relevant fields to bring back results of desired reports. Once the desired search criteria is entered, click “Submit”.



"Report - Delivery Advice Note" page will be displayed to view all results that meet the search criteria. The report can be exported as a word document, excel sheet or printed by selecting the relevant button at the bottom of the page.



“Dispatch - Advice of Shipping” Invoice will be displayed. It will show the shipment details, including delivery address, invoice date, seller’s reference, buyer’s reference item description and quantity. Importers and local manufacturers can print the invoice by clicking “Print” at the bottom of the page and return to the “Report - Delivery Advice Note” page by clicking “Back”.


DeLaRue
Cig Importer Training
Home
Logout
Last login 31/03/2022 05:17 AM UTC
Manage Orders
DTP
Supply Chain
Reports
Organisation View
Settings
Dispatch - Advice of Shipping Invoice
Delivery Advice Note
Consignee
Importer 1, IMPO1
Commercial Invoice Reference
Customs
Invoice date (tax point)
17.12.2021
Dispatch To
Licensee
IMPO1-1, Importer 1 Site 1 Address
John Importer
01915551242
Seller's reference
REG GP 13
Buyer's reference
reg 13 gp dtd 17.12.21
Transport information/notify party
REG TEST FOR PLA
No. and kind of packages; description of goods
1 Case @390.0x220.0x420.0
Item/packages
Description
Printed Matter
reg 13 gp dtd 17.12.21
Quantity
U21-BHA2-0009-1
BHA2210000030815 - BHA2210000033603
REG TEST FOR PLA
280
Total Quantity:
280
Back
Print
The report is wide - you may wish to use landscape mode for printing

4.3. Report - Goods In

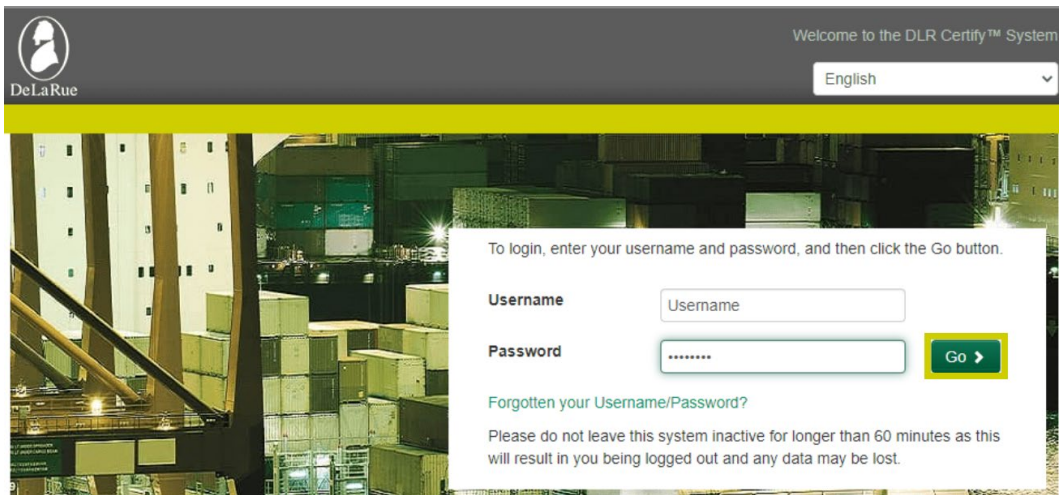
This report enables users to view the stock they have received within a selected period.

This report can be run once the user has completed the Receive Product Process (the process of using the Digital Stamps System to record their receipt of the product shipment).

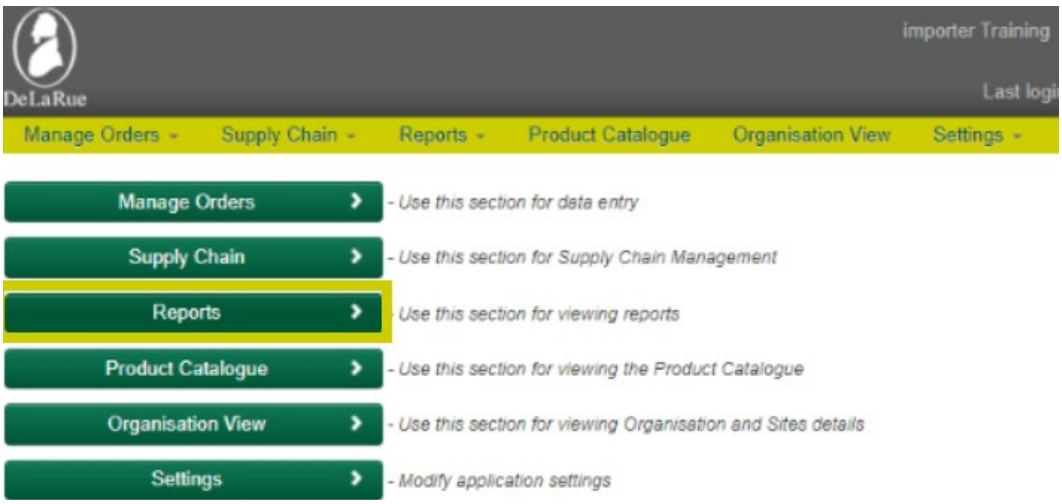
4.3.1. Steps to View Goods in Report

Importers and local manufacturers should access the Digital Stamps System using the following link: ds.nbr.gov.bh

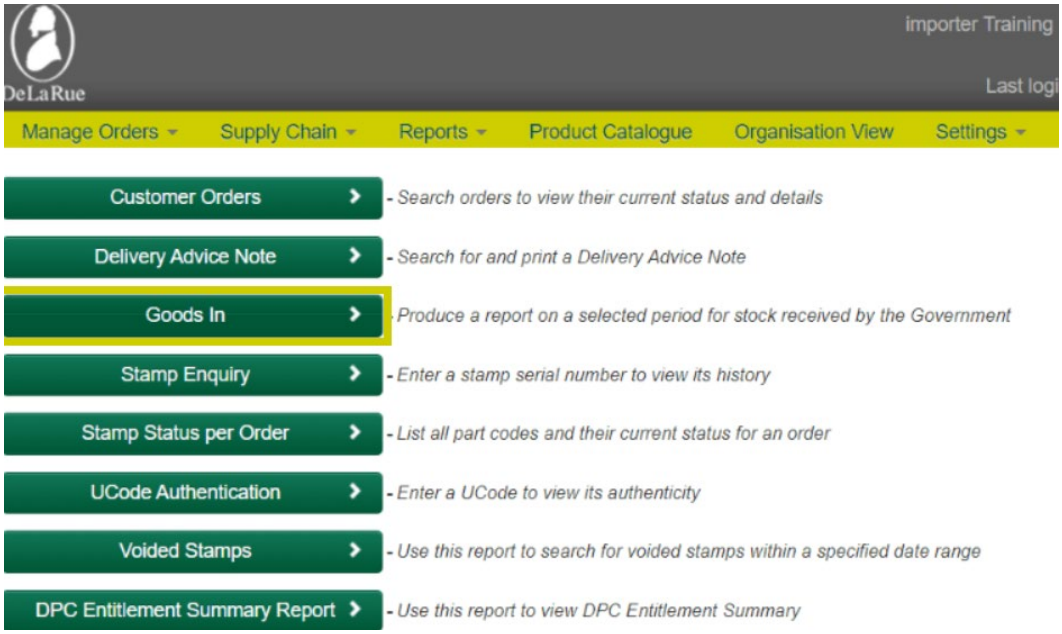
Importers and local manufacturers should log into the Digital Stamps System using their User ID and password.



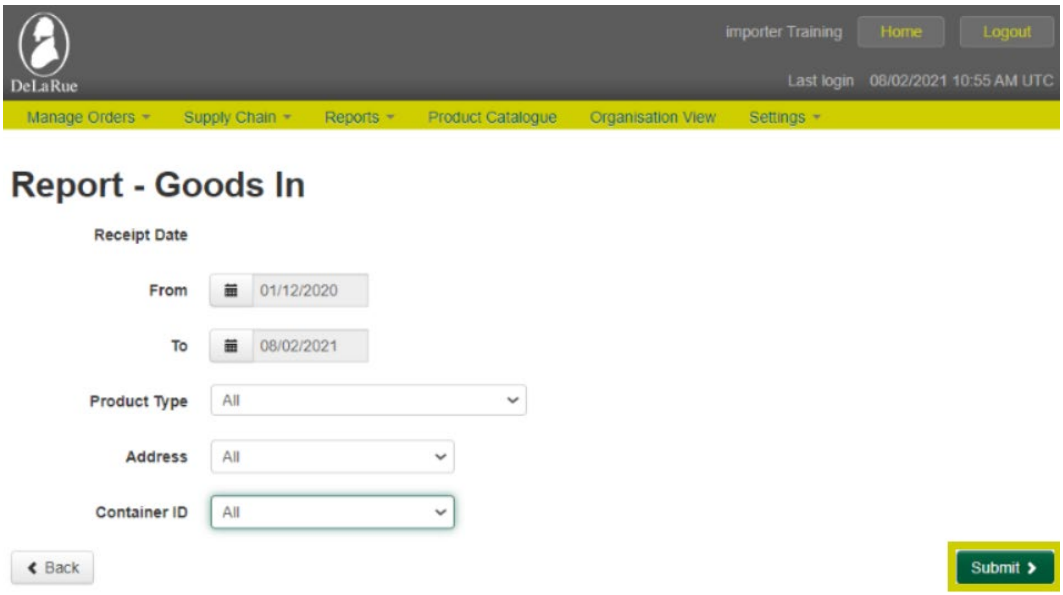
Click on “Reports”.



Then click on “Goods In”.

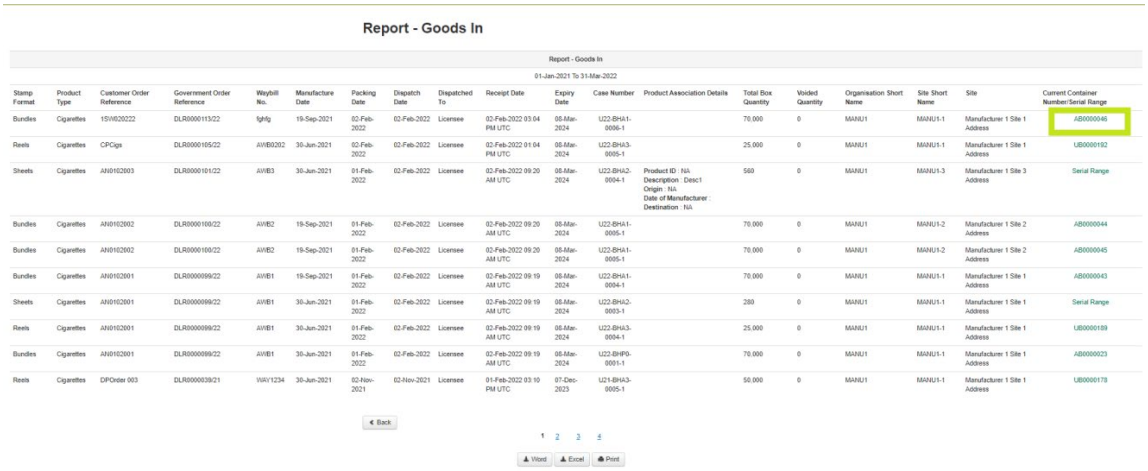
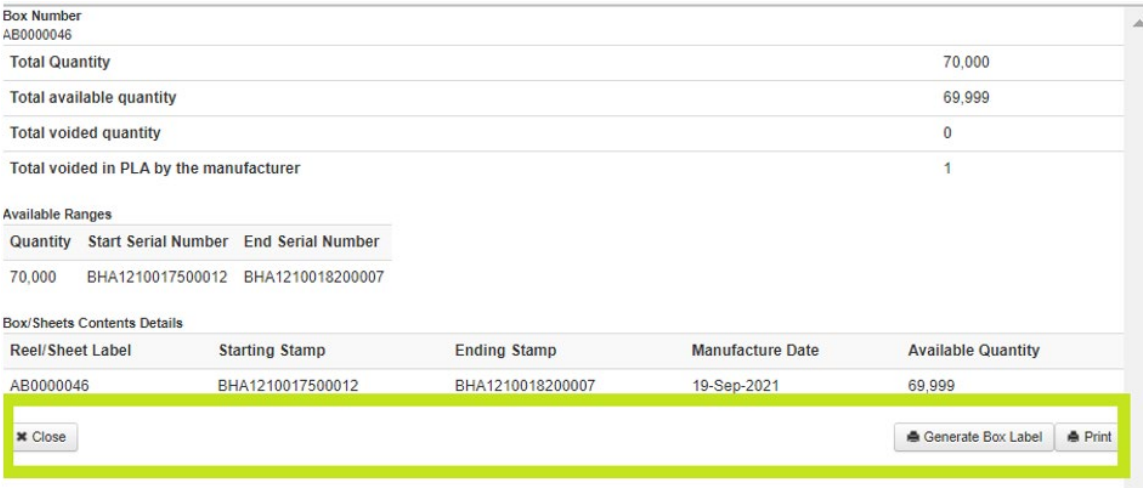


“Report - Goods In” page will be displayed. Importers and local manufacturers can enter a search criteria in the relevant fields to show results of desired reports. Once the desired search criteria is entered, click “Submit”.



“Report - Goods In” page will be displayed to view all results that met the search criteria. The report can be exported as a word document, excel sheet or printed by selecting the relevant button at the bottom of the page.

Importers and local manufacturers can view the box details of products received by clicking the Number/Serial Range link for the order.



Box details will be displayed, in a pop-out window. Importers and local manufacturers can generate a box label or print the information by selecting the relevant button and return to the “Goods In report” page by clicking “Close”.