



# BIETC APPLICATION

**INSTRUCTIONS FOR OBTAINING YOUR BIETC DOCUMENT,  
WHICH IS MANDATORY FOR ALL SHIPMENTS TO GABON.**

**DRAFT BIETC CERTIFICATES MUST BE OBTAINED BEFORE LOADING CARGO  
ON THE VESSEL & FINAL BIETC VALIDATION MUST BE APPROVED BY  
FRANCO SHIPPING LTD. WITHIN 15 DAYS OF SHIPMENT DEPARTURE TO AVOID  
PENALTIES.**

[WWW.FRANCO-SHIPPING.COM](http://WWW.FRANCO-SHIPPING.COM)

# STEP ONE

## ACCESS TO CGC WEBSITE

1. Go to the site <http://bietc.cgcworld.com>
2. At the bottom of this site, you can see 4 options as per the below screen shot
3. Select only English version
4. Click on Option No. 2: Access Request - A new browser window will open Like the attached File No.2

A screenshot of a login page for the 'Conseil Gabonais des Chargeurs' Cargo Tracking Electronic System. The page features a logo of a ship and the text 'Welcome to Cargo Tracking Electronic System - 1.3 PROD'. Below this is a login form with two input fields labeled 'User' and 'Password', and a yellow 'ENTER' button.

Actual  
Demande d'accès  
Accès Nouveau  
Not de accès ancien  
Demande info  
Webmaster

ROGEE

## STEP TWO

# CREATE YOUR USERNAME & PASSWORD

Please fill all details as per below screen shot and guide:

- 1 - Firm : Your company name
- 2 - Activity : Importer/Exporter or Forwarder (Select whichever is applicable)
- 3 - Last name (The Authorized person's Last Name)
- 4 - First Name (The authorized person's First Name)
- 5 - Address of your company
- 6 - Address of your company
- 7 - Zip code
- 8 - City / State (Location of your Company)
- 9 - Country
- 10 - Language : Please select : ANGLAIS
- 11 - Phone No.
- 12 - Fax
- 13 - Email address
- 14 - Click on CREATE

*Now your request has been sent to BIETC Gabon Office for a new user name and password. They will send you the username and password to your above-mentioned E-mail address within 48 working hours.*

\* Fields Marked with an Asterisk are Required.

The screenshot shows a registration form with the following fields and values:

- Firm\***: [Empty text box]
- Activity\***: IMPORTER/EXPORTER [Dropdown menu]
- Last Name\***: [Empty text box]
- first Name\***: [Empty text box]
- Address\***: [Empty text box]
- Address**: [Empty text box]
- ZIP Code\***: [Empty text box]
- City, State\***: [Empty text box]
- Country\***: AFGHANISTAN [Dropdown menu]
- language\***: ANGLAIS [Dropdown menu]
- Phone #**: [Empty text box]
- Fax #**: [Empty text box]
- E-mail Address\***: [Empty text box]

Buttons: CREATE, BACK

## STEP THREE

# APPLY FOR YOUR BIETC

Once you have received your username and password, please log in to the CGC website using your username and password.

Once you are logged in the site, you will see the following at the top:

- Home
- List of Cargo Tracking Electronic System Notes
- Purchase of Notes
- My Account
- Log out.

### **Please click on option 3 – Purchase of notes**

Once you click on “purchase of notes” the system will automatically show as below:  
'Choose the Shipment Country'

### **Select the shipment country as desired and note type as 'Expedition'.**

Then click on 'CONTINUE' Button

### **Then Select the NOTE SELLER Name as your Company Name (FRANCO SHIPPING\*)**

- Click on CONTINUE Button
- Then “Quantity 1 – 150” – Select 1 – and Click on CONTINUE.
- Now CGC will automatically provide you a 6 digit number as the new PURCHASE NOTE NUMBER.
- Once you have the purchase note number, kindly send the following documents to Franco Shipping Limited:

1. Bill of Lading Draft
2. Commercial Invoice
3. Freight Invoice

***Please make sure that all information is filled in properly and avoid making errors in the value boxes as your BIETC may be rejected.***

Once you purchased a note from our site, please forward the OBL draft Or Container No. Booking number with the shipping line and the size and quantity of the equipments. Once we receive your request e-mail and above details from you, we will send you our invoice and bank details for making the payment.

## STEP FOUR

# FILING OF APPLICATION ON BIETC SITE

### SECTION – 2 : FILING OF APPLICATION ON BIETC SITE

Once the Purchase note validated (upon receipt of payment), please follow the below steps to fulfill the application form:

#### 1ST STEP

- Click on HOME key
- Click on ALL column and select EMPTY and click on LIST
- Now the customer can see a BIETC No. below.
- On the extreme right side of the line they can see 4 small icons – Click on 2nd Icon from the left (This option is called MODIFY)
- Once you clicked on the modify option, a new web page will open – This is your empty application form.
- Fill all details as per the empty fields required and finally click on SAVE button.
- (When you clicked on SAVE, on the top of the page, a message will appear as below
- “Operation modify has been successfully realized”

#### 2ND STEP

Again scroll down the page

Now you can see 2 options at the end of the page: MODIFY and BACK

Click on MODIFY

Again Scroll down the page

Now it will show 2 options: SAVE and BACK

Below these options, you can see 3 separate columns as below:

- Containerized Freight
- Bulk
- Vehicles

(Right side of these columns you can see a “+” (Plus) mark. Select the options whichever is applicable). Once you clicked the “+” mark, a new web page will open for filling the necessary shipment details. When you have finished filling these data's , click on CREATE button and again click on SAVE button. Now you can see a message on the top of the page as “Operation Modify has been successfully realized”. Now your application is ready for submitting to CGC for our verification and approval.

***Please Forward the below documents for our verification:***

***Commercial Invoice, OBL Final Draft duly added the BIETC number and Export Declaration from Customs***

## STEP FIVE

# SUBMISSION OF APPLICATION FOR VALIDATION AND APPROVAL OF CGC.

Please follow the below instruction to submit your application to our site:

- Click on HOME Page
- Below Click on ALL – Select UNDER FILING – Click on LIST
- You can see your application down.
- On the extreme right side of the application you can see 2 icons highlighted – Modify & Send
- Click on the “SEND” button (It is looks like an e-mail envelop)

If all the details have been filled correctly, the system will allow you to submit the application to our site and an acknowledgement will appear on the top of the application as below:

“your note has been submitted and realized” else the page will show an error message as below: “You cannot send your note before you correct these errors:” It means some of the fields are empty and should be filled before submitting to our site

Check the fields thoroughly and fill and resubmit again. Once you submitted your application to our site, we will verify your application with the Documents forwarded by you and if all the documents and details are matching with each other, we will approve your Certificate – It is called PRIOR AGREEMENT VALIDATION – and we will post your application again in site for your final checking.

If you need to check and confirm the BIETC, you can take a BIETC draft from the site, please follow the below steps for the same.

- Click on HOME Page
- Click on ALL – Select PRIOR AGREEMENT VALIDATED – Click on LIST
- You can see your application down.
- On the extreme right side of the application you can see 4 icons highlighted – (See, Modify, Send and Generate a Note)
- Click on the last Icon - “GENERATE A NOTE” button (It is looks like an Adobe Reader File)  
Now your BIETC draft will open and you can save or print the draft for your verification.

If all the details are OK to finalize the document, you can follow the below instruction to resubmit your application for the final validation of BIETC.

## STEP SIX

# FINAL VALIDATION OF BIETC

### Final Validation of BIETC.

- Click on HOME Page
- Below Click on ALL – Select PRIOR AGREEMENT VALIDATED – Click on LIST
- You can see your application down.
- On the extreme right side of the application you can see 4 icons highlighted – See, Modify, Send and Generate a Note)
- Click on the “SEND” button (It is looks like an e-mail envelop)

Also send a confirmation message to us for validating your final BIETC.

Once you submitted your application to our site, we will recheck the application again and will validate your certificate.

Now you can take the Original Visa (Validated BIETC) by using the below steps:

- Click on HOME Page
- Below Click on ALL – Select VISA VALIDATED – Click on LIST
- You can see your Validated Visa (BIETC) down.
- On the extreme right side of the application you can see 2 icons highlighted – (See, and Generate a Note)
- Click on “Generate a Note” Your Original Visa is ready for printing.

## FINAL COMMENTS

- Please note that BIETC applications for container shipments departing from China should direct their email to [francochina@163.com](mailto:francochina@163.com)
- All BIETC applications for container shipments departing from Asia, excluding China should direct their email to [francoshipping@163.com](mailto:francoshipping@163.com) / [francoshipping2@163.com](mailto:francoshipping2@163.com)
- All BIETC applications for container shipments departing from the Middle East, Southern Africa, and India should direct their inquiries to [dubai@franco-shipping.com](mailto:dubai@franco-shipping.com)
- For any other inquiries, please contact: [info@franco-shipping.com](mailto:info@franco-shipping.com)



**THANKS  
& GOOD LUCK!**

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