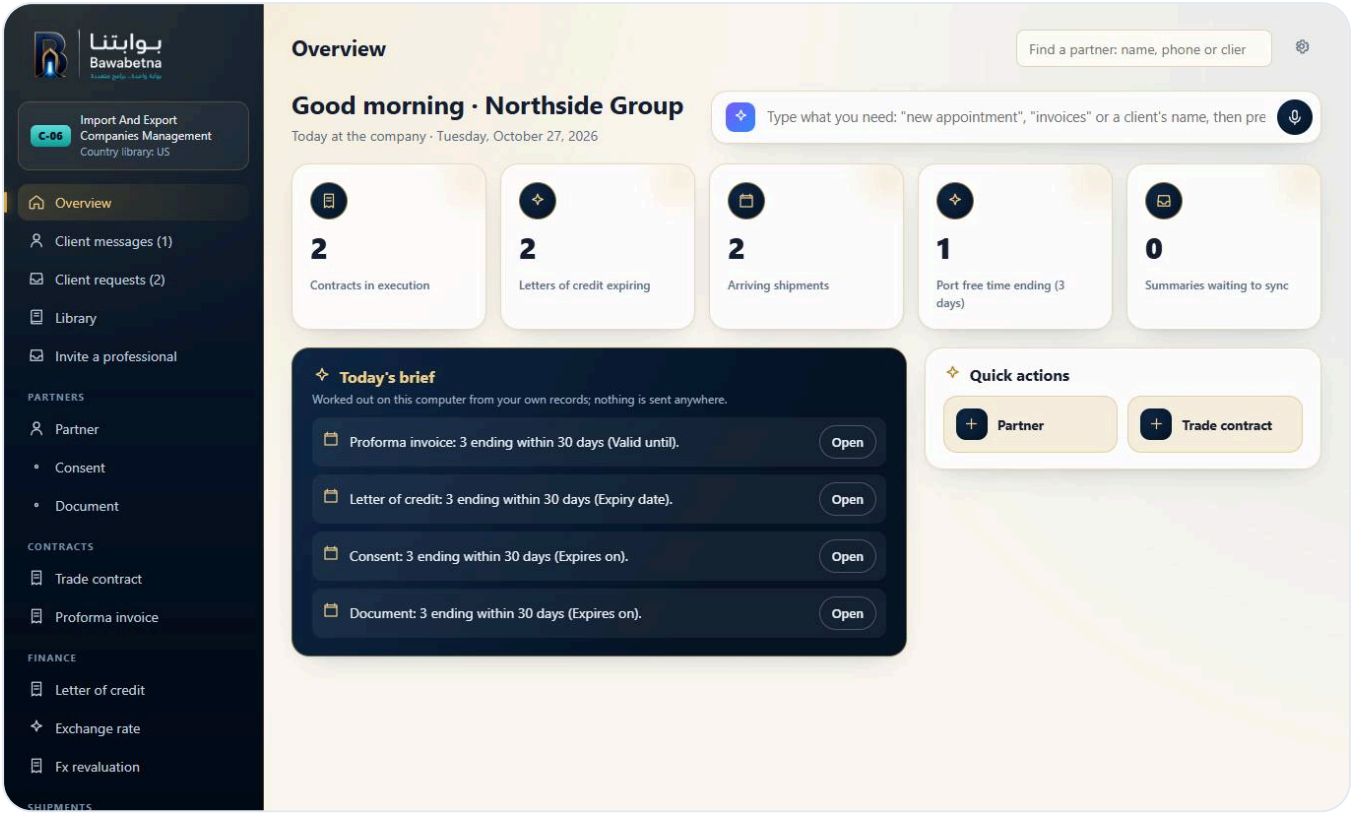
Bawabetna · User guide

Import And Export Companies Management

Every screen and every button, with real screens from the program.

Guide version 2026-10-27



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Getting started

Download the program from bawabetna.com or the Microsoft Store and install it. On first opening, sign in with your Bawabetna account. The first month is free with every feature.

The first-run assistant asks for a few details, then the program is ready:

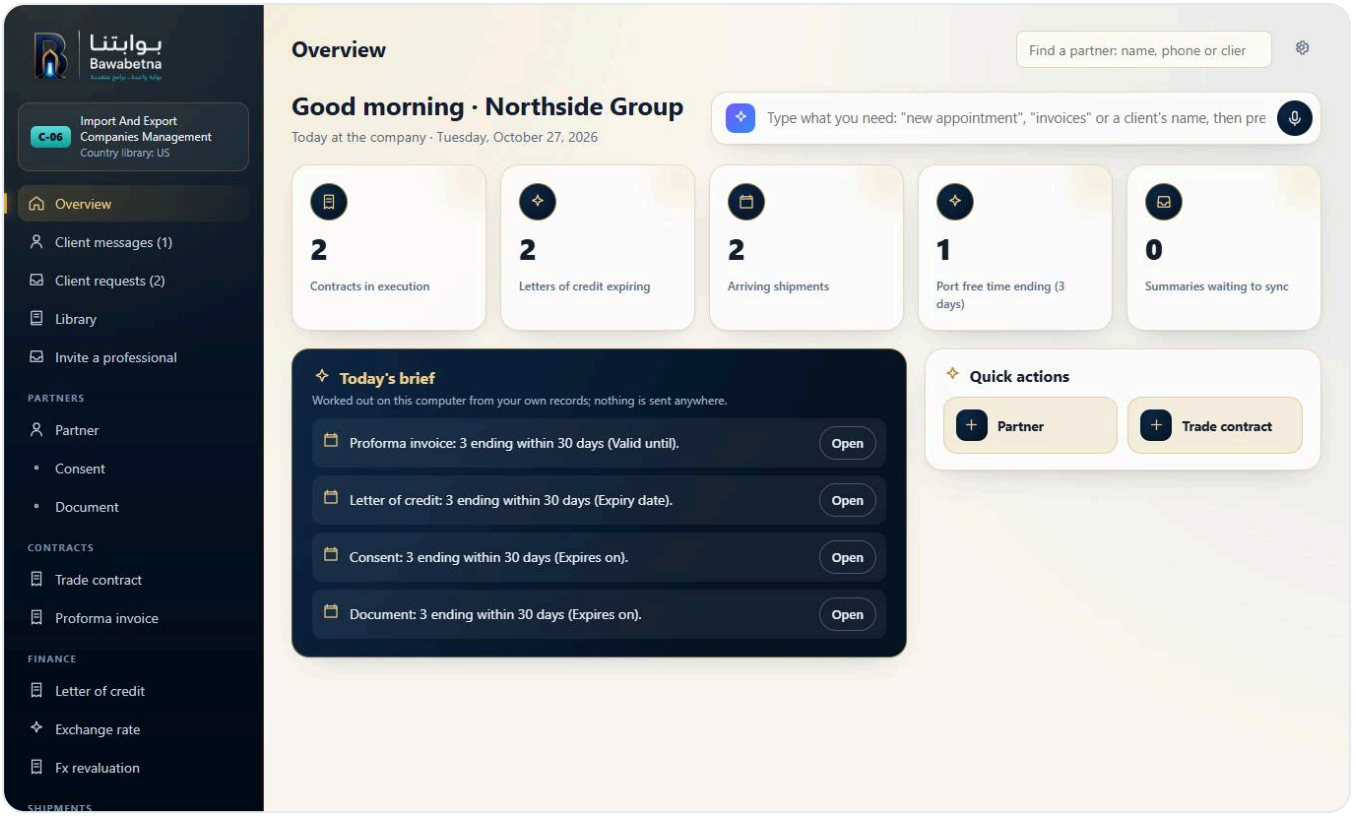
1. **Trading company**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Trade officer**: Full name, Phone

Each person signs in with their own role and sees only the screens of that role:

- Company owner
- Finance officer
- Manager
- Trade manager
- Trade officer

The home screen

The home screen shows today's work at a glance: counts, today's schedule, what is waiting and requests from clients. The command bar at the top opens any screen from a short sentence, such as a client's name or "new appointment".

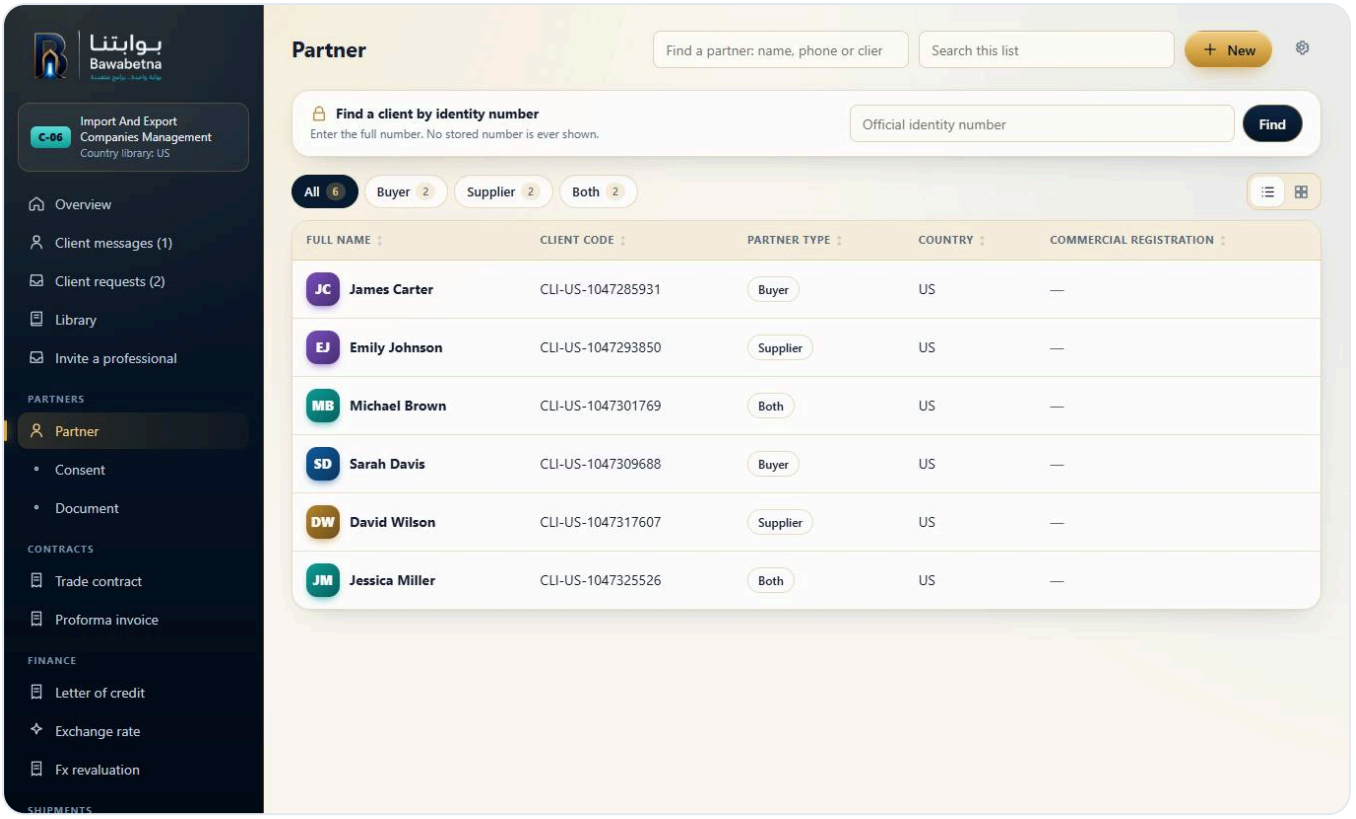


The home screen

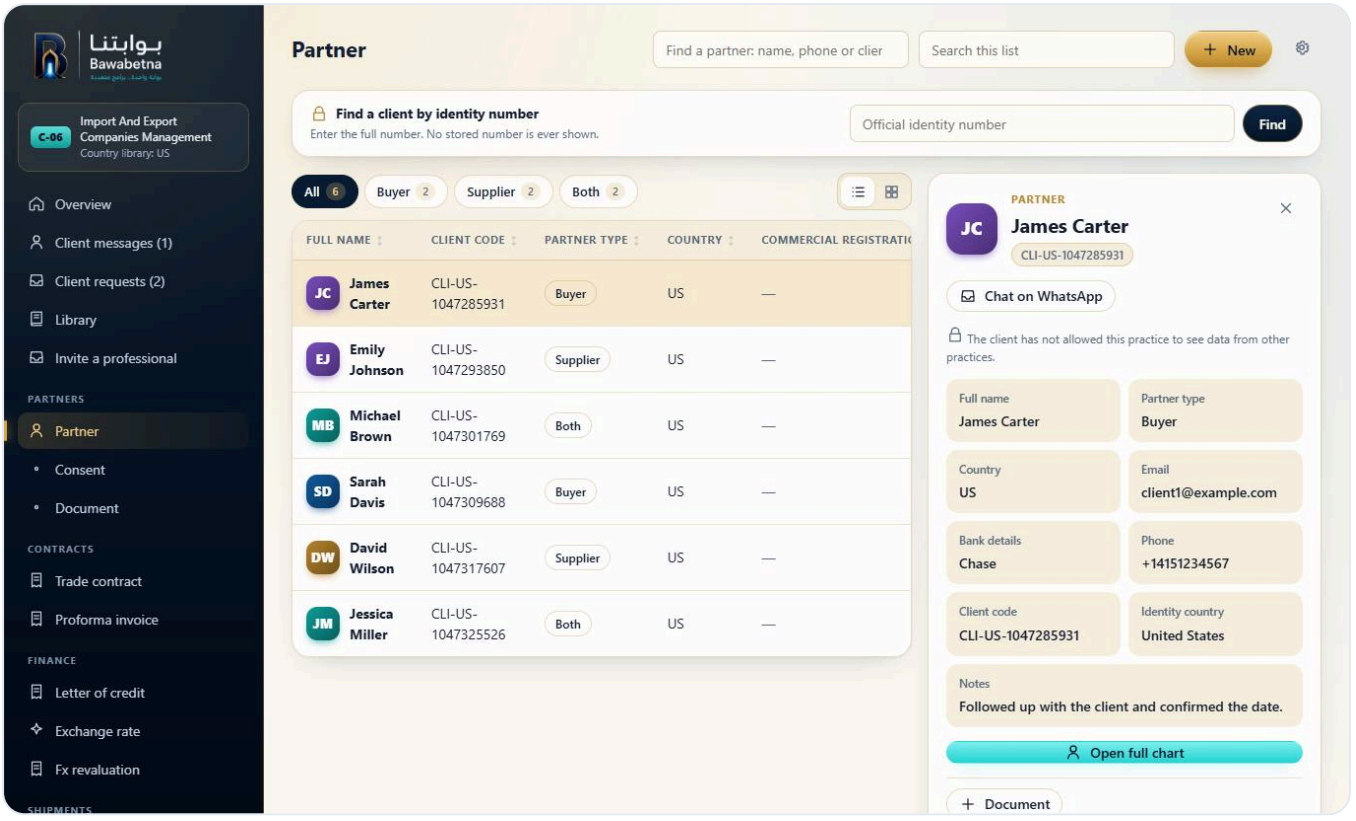
Screens and what you record in them

The side menu groups the screens by kind of work. Each screen lists its records: New adds one, a click opens it, and the buttons at the bottom of a record move it to its next stage.

Partners



Partner



A record open for editing

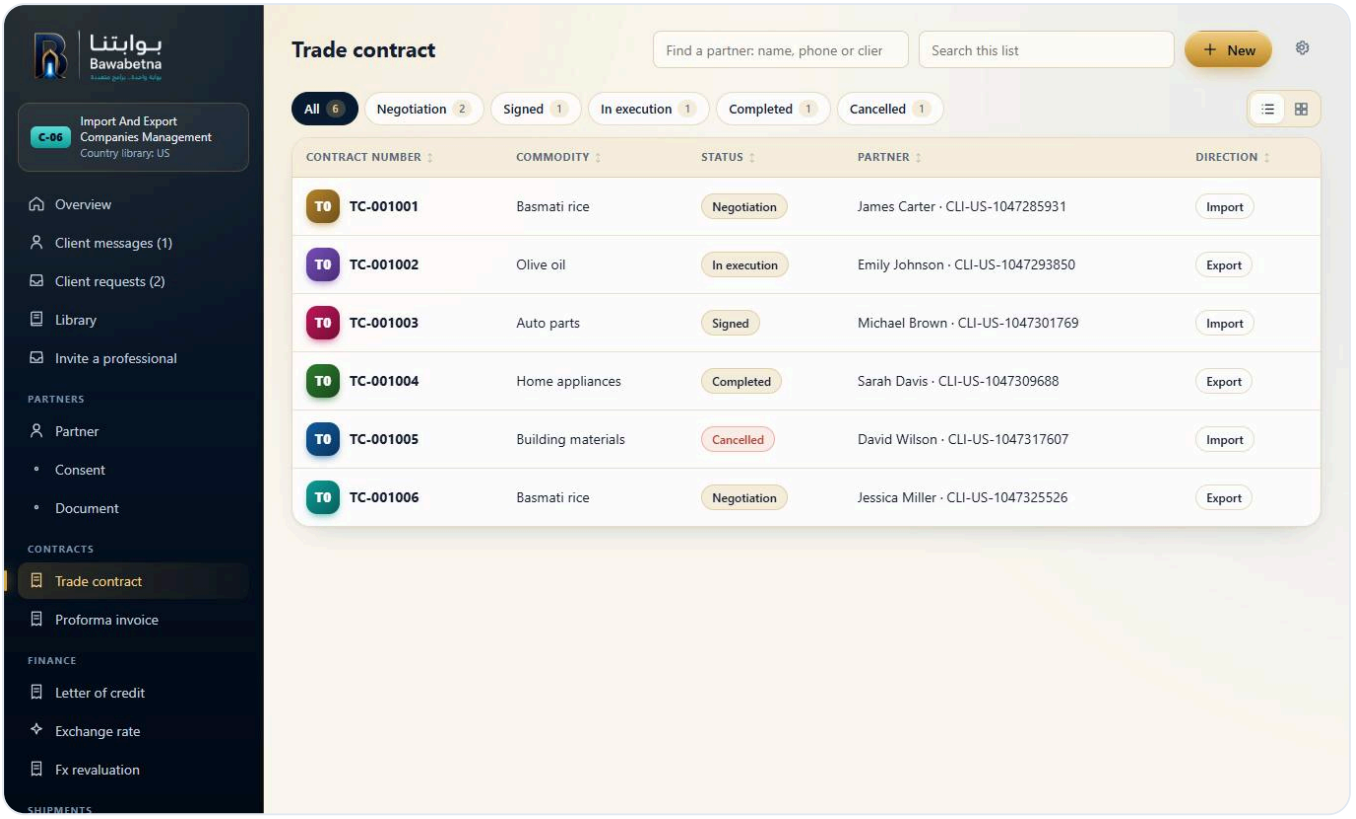
Partner

What you record: Full name (required), Partner type (required), Country, Commercial registration, Email, Bank details, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Document

What you record: Partner (required), Trade contract, Category (required), Title (required), Reference number, Issued on, Expires on, Files

Contracts



Trade contract

Trade contract

What you record: Contract number (worked out by the program), Partner (required), Direction (required), Commodity (required), Hs code, Quantity (required), Unit (required), Unit price (required), Currency (required), Incoterm (required), Port of loading, Port of discharge, Payment method (required), Shipment window, Trade officer, Status (required), Completed at (worked out by the program), Files

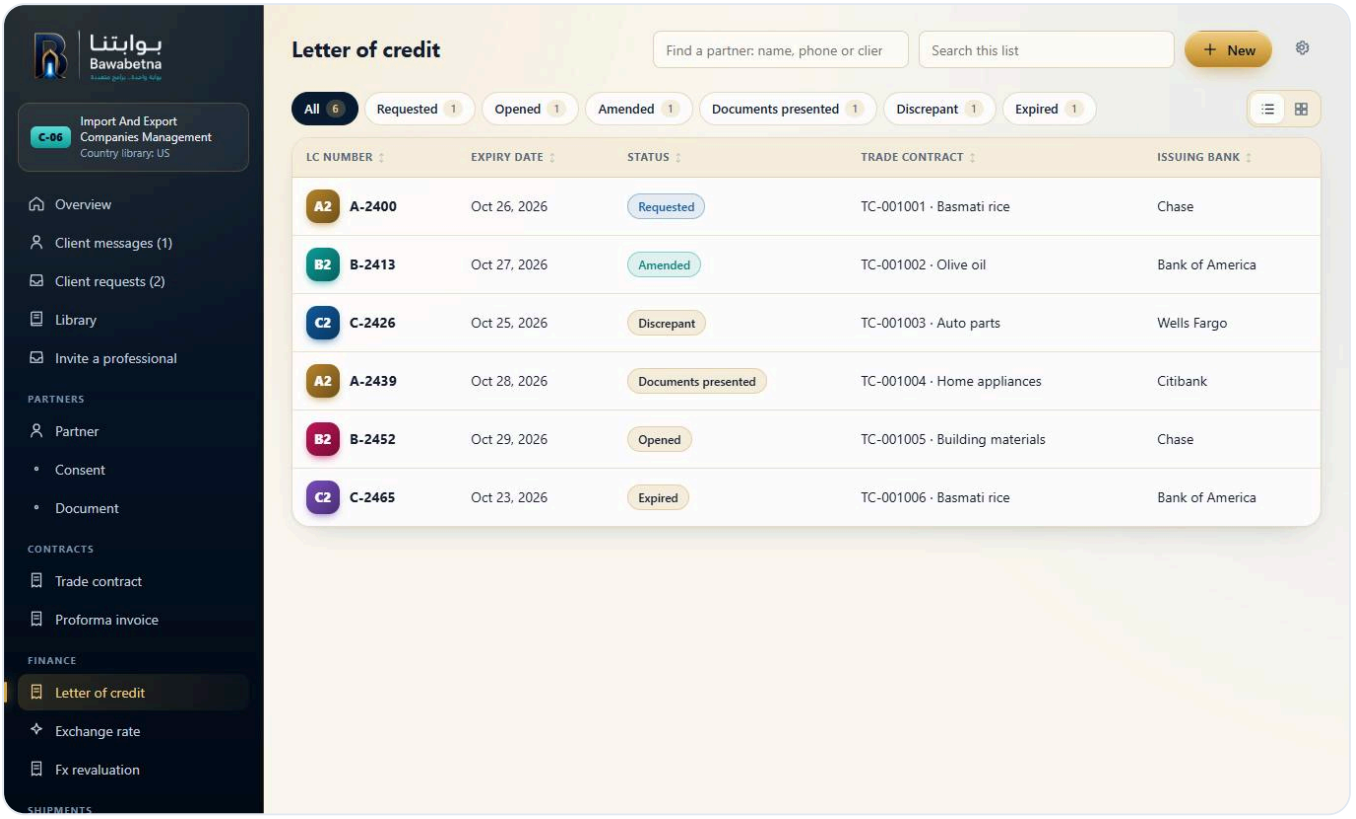
Stages: A new record starts as "Negotiation".

In execution → Completed | Negotiation → Signed | Negotiation → Cancelled | Signed → In execution | Signed → Cancelled

Proforma invoice

What you record: Proforma number (worked out by the program), Trade contract (required), Issued on (required), Valid until, Amount (required), Terms

App settlements



Letter of credit

Letter of credit

What you record: Trade contract (required), Lc number (required), Issuing bank (required), Advising bank, Amount (required), Issue date (required), Latest shipment date, Expiry date (required), Presentation days, Status (required), Discrepancies

Stages: A new record starts as "Requested".

Amended → Documents presented | Amended → Expired | Discrepant → Documents presented | Discrepant → Paid | Discrepant → Expired | Documents presented → Paid | Documents presented → Discrepant | Opened → Amended | Opened → Documents presented | Opened → Expired | Requested → Opened | Requested → Cancelled

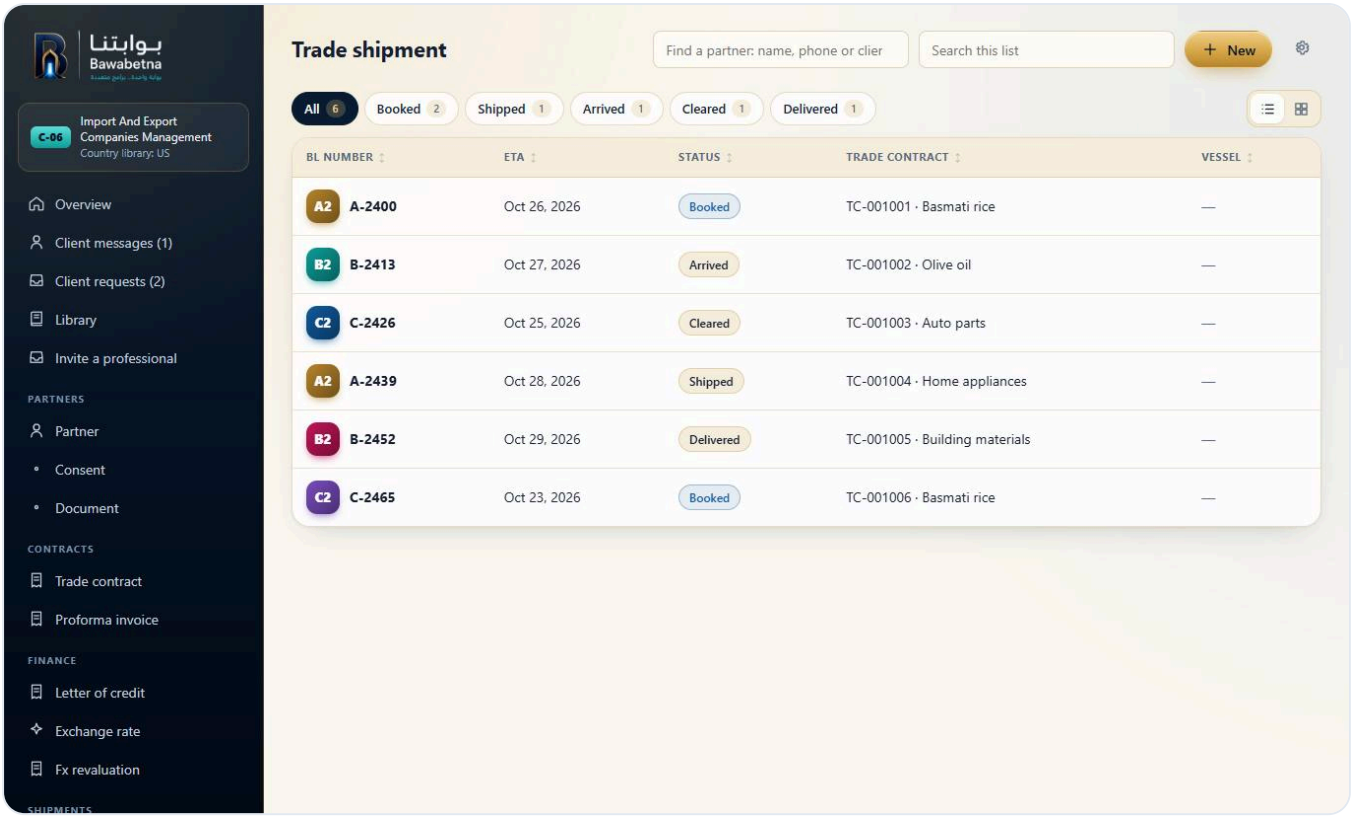
Exchange rate

What you record: Currency (required), Rate date (required), Rate (required), Source

Fx revaluation

What you record: Trade contract (required), Revaluation date (required), Direction (worked out by the program), Currency (worked out by the program), Open foreign amount (required), Booked rate (required), Exchange rate (required), Current rate (worked out by the program), Booked value (worked out by the program), Current value (worked out by the program), Unrealized gain loss (worked out by the program)

Shipments



Trade shipment

Trade shipment

What you record: Trade contract (required), Bl number, Vessel, Containers, Etd, Eta, Quantity shipped, Discharged on, Free days, Free time ends (worked out by the program), Demurrage per day, Status (required)

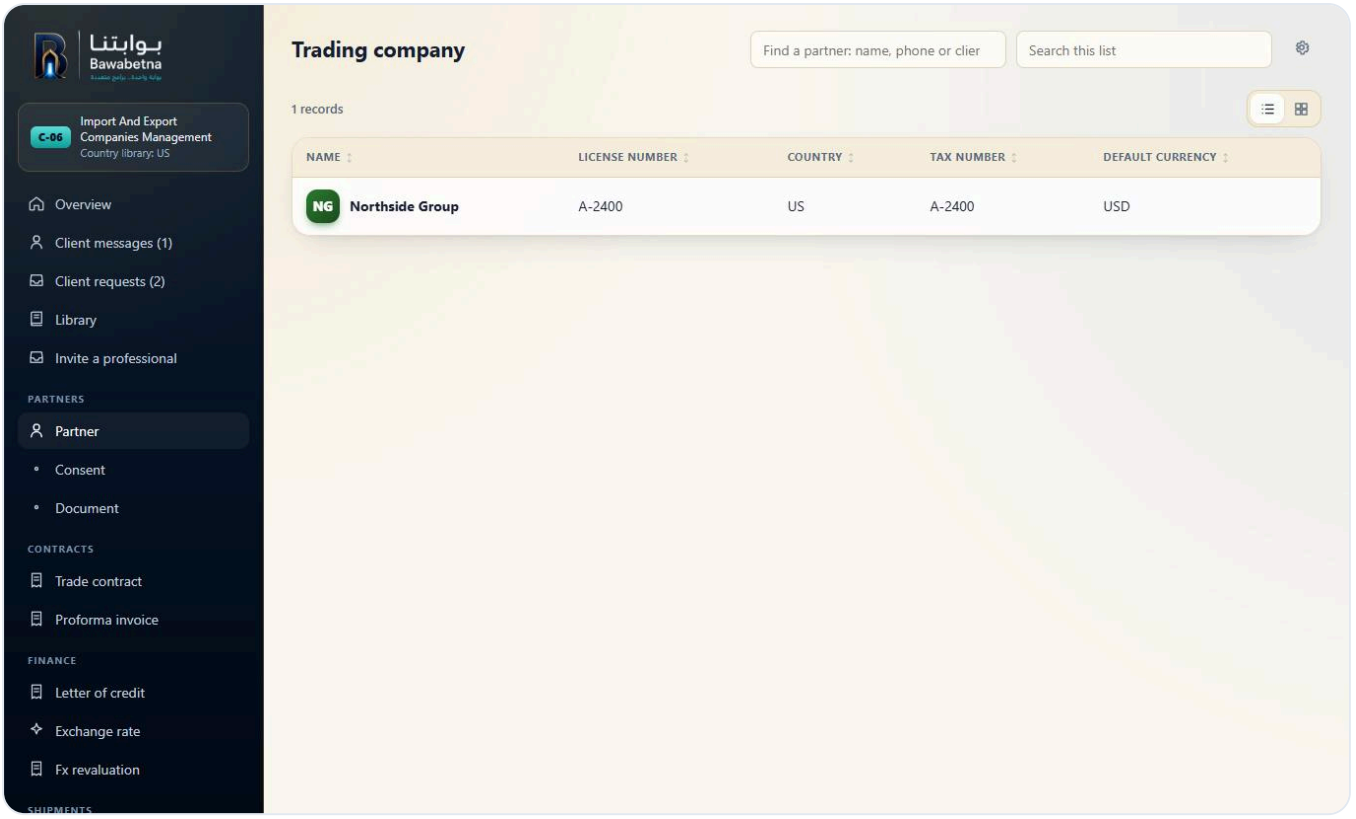
Stages: A new record starts as "Booked".

Arrived → Cleared | Booked → Shipped | Cleared → Delivered | Shipped → Arrived

Landed cost

What you record: Trade shipment (required), Goods value (required), Freight, Insurance, Customs duty, Clearance and handling, Bank charges, Other costs, Units (required), Total cost (worked out by the program), Unit cost (worked out by the program)

Setup



Trading company

Trading company

What you record: Name (required), License number, Country (required), Tax number, Default currency, Whatsapp enabled, Online meeting link, Payment link, Review link, Ai assistant enabled, Ai model, Ai endpoint

Branch

What you record: Trading company (required), Name (required), Address, Phone

Trade officer

What you record: Branch (required), Full name (required), License number, Phone, Active

Reports

Reports are worked out on your computer from your records. Choose a period, see the chart and the table, then print or export them. The reports of this program:

- Contracts by direction
- Contracts by commodity
- Unrealized currency gain or loss
- Letters of credit by status

Working with your clients

A client with a Bawabetna Client Code can, from the free client app: book an appointment, write to you, send requests and documents, sign documents, see what they owe and pay you directly, tell you they have arrived, ask for an earlier time and see their points. Everything reaches this program with its next sync.

Your data

Your records are kept encrypted on your own computer; only a short summary of each transaction is sent to Bawabetna. Make a backup from Settings; it is encrypted with your recovery key.

Help

Write to info@bawabetna.com or use the contact page at bawabetna.com/contact.