



## Directorate General of Systems and Data Management

CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

Dept. of Revenue, Ministry of Finance, Government of India

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Category: Customs

Issued by: DGoS, ICES

### **Subject: Advisory for filing amendment for adding supporting Docs to a Bill of Entry**

Instances have been noticed where an importer uploads additional documents in eSanchit for a Bill of Entry after its submission but does not file an amendment for that Bill of Entry to tag the additional documents. In such a case, the additional documents do not become available to the assessing officers. Following points are therefore clarified to ensure that the procedure gets followed properly.

1. To add any additional supporting document(s) to a Bill of Entry, either to reply to a query raised by the Customs officer or otherwise, first step is to upload the document online on eSanchit and generate the IRN Number(s).
2. Next step is to file the amendment to the Bill of Entry to add these supporting documents. The amendment can be filed either through Service Centre or online through ICEGATE. The Bill of Entry Message Format may be referred to see the online amendment message details.  
([https://www.icegate.gov.in/Download/BE\\_Message\\_format\\_2.7\\_14Sep\\_2020.pdf](https://www.icegate.gov.in/Download/BE_Message_format_2.7_14Sep_2020.pdf))

The amendment will have to be filed for Supporting Documents table. The message type for online amendment is CACHI01\_A and the amend code in Amendment Master table for addition of supporting documents is S\_DOCS.

3. The amendment to add supporting documents does not require officer's approval and is auto-approved. Only the deletion of any document requires officer approval like any other amendment.
4. In case the addition of documents is to answer a query raised by the Customs officers, it is advised that the query is replied to only after following the above steps so that the Customs officer is able to view the added document along with the query reply.

Difficulties faced, if any, in following the above procedure may be brought to the notice of [icegatehelpdesk@icegate.gov.in](mailto:icegatehelpdesk@icegate.gov.in)

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