



USER MANUAL

# SEZ WEB FORMS (ICEGATE)

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## 1 Getting Started

Welcome to the user manual of ICEGATE 'SEZ Web Forms' functionality . The manual offers a detailed account of all the features incorporated in the functionality. It will help the user in availing all the beneficial prospects offered by the web forms and the user can meticulously incorporate it for a fruitful outcome. Users are requested to go through the manual and keep it in a safe place for future references.

## 2 Brief about user guide

This user manual provides step by step illustration of all the functionalities that are incorporated in a Web Form. The present manual comes with pictorial representation, which enables users in getting a complete grasp on the subject and availing maximal benefit in a very subtle way.

## 3 Overview

Currently, Bill of Entry message is being filed by registered users on ICEGATE with the role of IEC or Custom Brokers. The functionality is to be extended to SEZ units as well, through which  
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they would be able to file SEZ type Bill of Entry with further classification of Z- Type, and T-Type for Amendment Bill of entries.

With the addition of SEZ Type Bill of Entry, Bill of Entry message format remains same, but the data validations based on the Z, and T Type changes which is to be implemented at ICEGATE end. At ICEGATE, both Bill of Entry structure and fields for all segments are validated and data validation is done at ICES end. At structure and field level, ICEGATE has to implement the validation of BE type LOVs and Optional/ Mandatory fields.

## 4 Abbreviations

Sl. No.	Term/Acronym	Description
1.	BE	Bill of Entry
2.	CBIC	Central Board of Indirect Taxes and Customs
3.	CHA	Custom House Agent also known as Customs Broker
4.	DFIA	Duty Free Import Authorization
5.	DRN	Document Reference Number
6.	DSC	Digital Signature Certificate
7.	EGM	Export General Manifest
8.	e-Sanchit	e-Storage and Computerized Handling of Indirect Tax Documents
9.	GSTN	Goods and Service Tax Network

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10	GUI	Graphical User Interface
11.	HAWB	House Air Way Bill
12.	HBL	House Bill of Lading
13.	ICD	Inland Container Depots
14.	IEC	Importer Exporter Code
15.	ICEGATE	Indian Customs E-Commerce/Electronic Data Interchange (EC/EDI) Gateway
16.	IGM	Import General Manifest
17.	IMO	International Maritime Organization (IMO)
18.	IRN	Image Reference Number
19.	MAWB	Master Air Way Bill
20.	SB	Shipping Bill

## 5 Using Web Forms

### 5.1 How to Open a Web Form

Follow the below steps to open a Web form-

#### ➤ Step-1

- The user can access Web forms from dashboard by providing ICEGATE ID and Password and click on **Login** button. In such case, the '**User Type**' that needs to be selected shall be '**ICEGATE User**'.
- If the user is not registered, user needs to click on the button **<Register Now>** for new registration, as shown in the screen below.

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29 September 2022 | 03:33 PM Call Us 1800-3010-1000 Contact Us Help A- A A+ ENG हिंदी

Home Guidelines Tutorials Covid-19

Welcome! Login to ICEGATE

User Type  Officers Only  ICEGATE User

ICEGATE ID  
Enter ICEGATE ID

Password  Show  
Enter Password

[Forgot ICEGATE ID/ Password?](#)

Login

New to ICEGATE?  
Register Now



The diagram illustrates the ICEGATE login process with various service icons: Secured and easy Document Filing, ePayment, Contactless Operations during COVID-19, Online PGA Clearance, Monitor Refund and, Faster Customs Clearance, and a truck icon.

## ➤ Step-2

On successful login, the system will display the dashboard screen as follows-

26 June 2023 | 11:51 AM Call Us 1800-3010-1000 Contact Us Help A- A A+ ENG हिंदी

Home Guidelines Tutorials Covid-19 AMEXPORTS

Dashboard Last Login: 2023.06.26 11:32:35 AM, Total Logins: 2433

Dashboard Pending Details

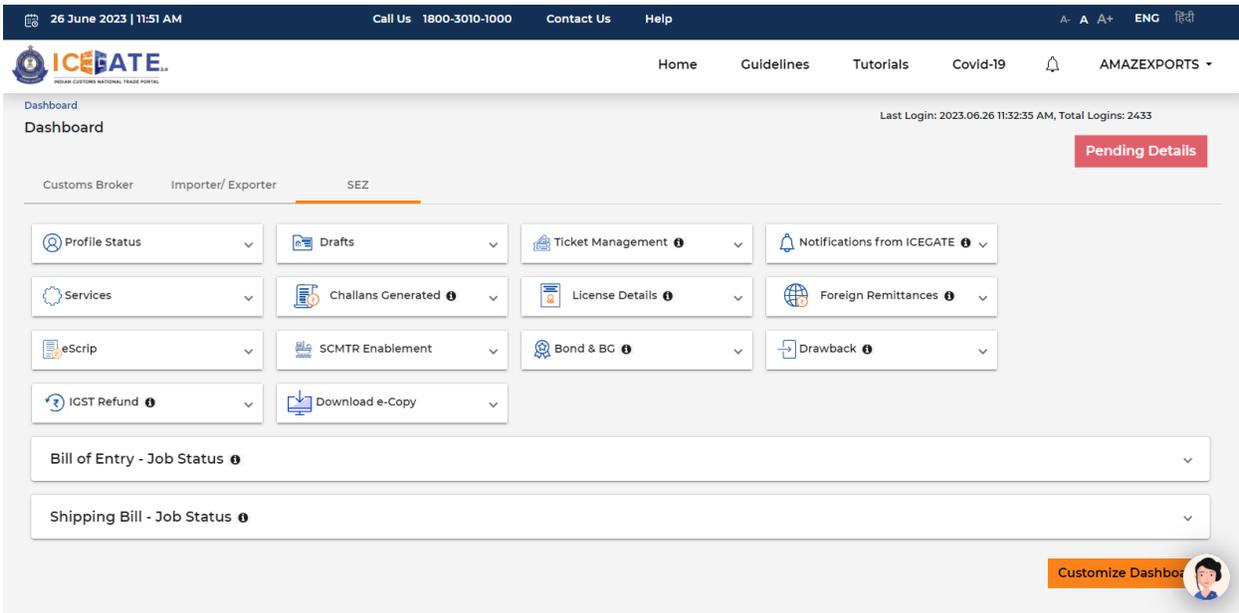
Customs Broker Importer/ Exporter **SEZ**

Profile Status	Drafts	Ticket Management	Notifications from ICEGATE
Services	Challans Generated	License Details	Foreign Remittances
eScrip	SCMTR Enablement	Bond & BG	Drawback
IGST Refund	Download e-Copy		

Bill of Entry - Job Status

Shipping Bill - Job Status

Customize Dashboard



The screenshot shows the ICEGATE dashboard for a user in the SEZ section. It features a grid of service tiles with dropdown menus, including Profile Status, Drafts, Ticket Management, Notifications from ICEGATE, Services, Challans Generated, License Details, Foreign Remittances, eScrip, SCMTR Enablement, Bond & BG, Drawback, IGST Refund, and Download e-Copy. There are also sections for Bill of Entry and Shipping Bill job status, and a Customize Dashboard button.

## ➤ Step-3

Go to the **SEZ** section and Click on '**Services**' link

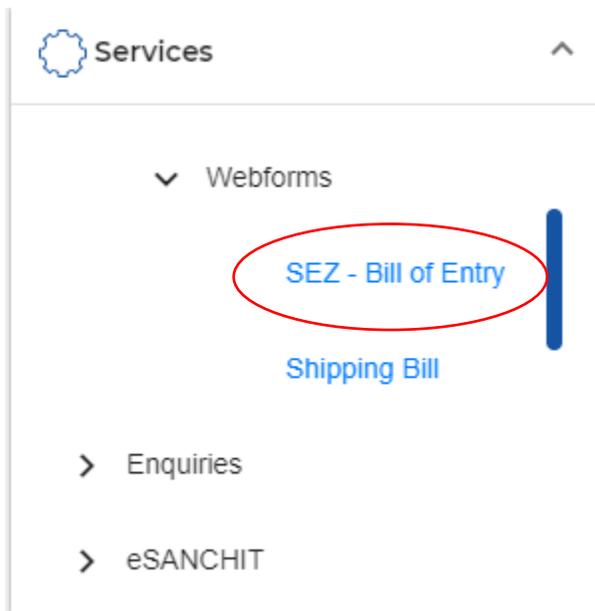
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 **Services** 

- ▼ Electronic Filing
  - [File Upload](#)
- > Other Services
- ▼ Webforms
  - [SEZ - Bill of Entry](#)

➤ **Step-4**

Under the '**Electronic Filling**' link, Select the SEZ Bill of entry Webform that the user wants to fill.



## 5.2 Selection of Web Form

Presently, ICEGATE has provided this facility (Web Forms version) for preparation of the following documents:

1. Bill of Entry
2. Shipping Bill
3. IGM
4. EGM
5. SEZ- Bill Of Entry

User can select one of the above forms and populate the form with relevant details. The Web form version of each of the above forms is explained in the following sections. Other features and facilities provided within the web forms are also explained in this manual.

The options for selecting web forms are provided as per user's role. For instance, if a user is an Importer/Exporter or a Customs Broker, the options shown shall be Bill of Entry and Shipping Bill only. However, in case of Airlines, Shipping Lines, Shipping Agents etc. IGM and EGM only are available for selection.

### 5.3 SEZ Bill of Entry (BE) Web Form

If user selects 'SEZ Bill of Entry', the following types of BE will be available for selection and filing:

1. Z type BOE :- SEZ BE (FTA-SEZ)
2. T type BOE :- SEZ (DTA Sales – Trading)

#### 5.3.1 Steps to be followed while filing a BE form

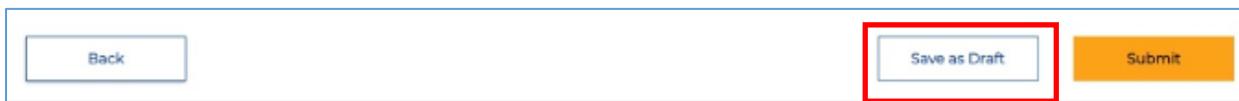
##### ➤ Step-1

The user needs to select the type of BE from the box as shown in the screen above.

##### ➤ Step-2

On selecting one of the options, the system will display the form as described in the user manual.

The users can save the entries of each segment or intermittently; by using the button as displayed on the screen below.

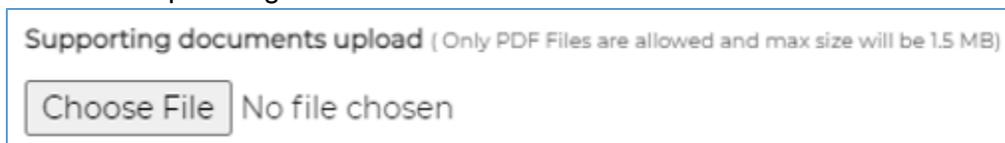


- **Save as Draft:** To save the entered parameters click on the button <**Save as Draft**>.
- **Back:** The user can go back to the previous page by clicking on <**Back**> button. Back button can only be used before submission.

##### ➤ Step-3

The user needs to upload all the supporting documents.

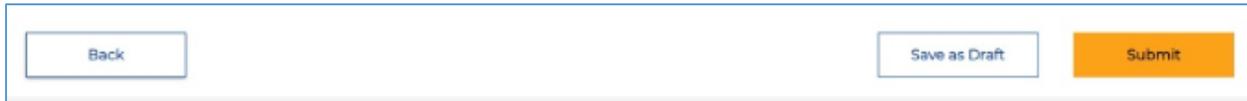
Screen for uploading the documents is shown below.



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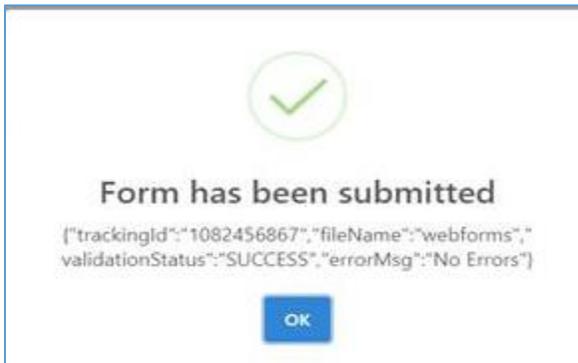
➤ **Step-4**

- **Submit:** button shall be used after completion of the form including the uploading of necessary documents. (*Details are given in section 6*).
- **Action:** The user can go back to the previous page by clicking on **Back** button. Back button can only be used before submission.



➤ **Step-5**

On Submission of the form, the system will generate a **Ticket Id Number** and a success message **“The Form is submitting” is displayed.**



➤ **Step-6**

After Submitting the application form, the user will receive a confirmation message on registered email and mobile number.

### 5.3.2 BE for Z and T type

This form is used by an Importer who intends to clear goods for Z and T type Bill of entries. The importer has to specify all the details such as – importer particulars, Exchange Rate Information, Invoice Particulars, Items of Imports, etc.

Z type BOE :- SEZ BE (FTA-SEZ)

T type BOE :- SEZ (DTA Sales – Trading)

#### 5.3.2.1 Segments of Z and T type BOE.

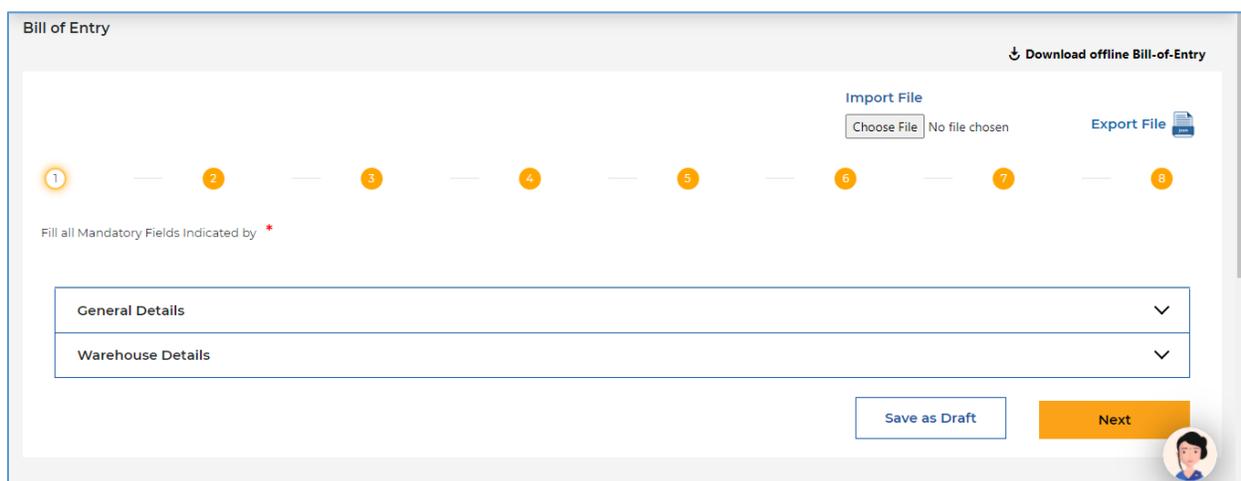
For the convenience of the user, the web form is divided into several segments. The user has to fill in each mandatory segment before submission. Under each segment there are no. of mandatory parameters which are marked with (\*).

##### Segment-1: General and Warehouse Details

This segment is relevant for the **General** and **Warehouse details** pertaining to the import. The user needs to provide details such as IEC code, Importer name and address, Custom House Code where the BE is getting filed, BE Type, Customs broker code, Country of Origin, etc.

The user has to provide the details of all mandatory fields of both the sections, which are marked with (\*).

Screen display is as follows –



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General Details

<b>BE Type *</b> <input type="text" value="H"/>	<b>Message Type *</b> <input type="text" value="F"/>	<b>Customs House Code *</b> <input type="text"/>	<b>Branch Sl.No. *</b>  <input type="text"/>
<b>User Job No. *</b> <input type="text"/>	<b>User Job Date *</b> <small>Choose a date</small> <input type="text" value="27/01/2022"/>	<b>Name of the Importer</b> <input type="text"/>	
<b>IEC Code *</b> <input type="text"/>	<b>Address 1</b> <input type="text"/>	<b>Address 2</b> <input type="text"/>	
<b>City</b> <input type="text"/>	<b>State</b> <input type="text"/>	<b>Pin</b> <input type="text"/>	
<b>Class *</b> <input type="text" value="N"/>	<b>Mode of Transport *</b> <input type="radio"/> Land <input type="radio"/> Sea <input type="radio"/> Air		
<b>Kachcha BE *</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Importer Type *</b>  <input type="radio"/> C <input type="radio"/> U <input type="radio"/> O <input type="radio"/> P		
<b>Country of Origin *</b> <input type="text"/>	<b>High Sea Sale Flag *</b>  <input type="radio"/> Yes <input type="radio"/> No		
<b>CHA Code *</b> <input type="text"/>	<b>Port of Origin *</b> <input type="text"/>		
	<b>Country of Consignment *</b> <input type="text"/>		

Warehouse Details

<b>CHA Code *</b> <input type="text"/>	<b>Country of Consignment *</b> <input type="text"/>
<b>Port of Shipment *</b> <input type="text"/>	<b>Green Channel Requested *</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Section 44 *</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Whether Prior BE *</b>  <input type="radio"/> Yes <input type="radio"/> No
<b>Authorized Dealer Code *</b> <input type="text"/>	<b>First Check Requested *</b> <input type="radio"/> Yes <input type="radio"/> No

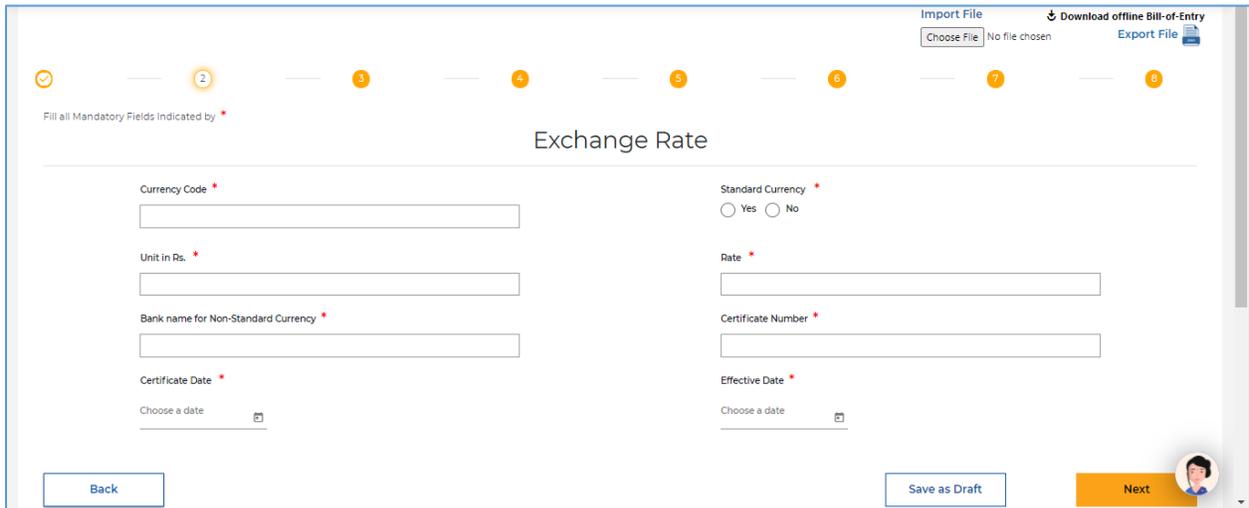
Warehouse Details

<b>Warehouse Code</b> <input type="text"/>	<b>Warehouse Customs Site ID</b> <input type="text"/>	<b>Warehouse BE No</b> <input type="text"/>
<b>Warehouse BE Date</b> <small>Choose a date</small> <input type="text"/>	<b>No of Packages Released</b> <input type="text"/>	
<b>Package Code</b> <input type="text"/>	<b>Gross Weight</b> <input type="text"/>	<b>Unit of Measurement</b> <input type="text"/>
<b>Additional Charges If any Purchase on High Seas</b> <input type="text"/>	<b>Miscellaneous Lead</b> <input type="text"/>	
<b>Unique Consignment Reference Number (UCR)</b> <input type="text"/>	<b>UCR Type</b> <input type="text"/>	
<b>Payment Method Code *</b> <input type="text"/>		

## Segment-2: Exchange Rate Details

This segment is relevant for providing details pertaining to the **Exchange Rate of the Currencies used in the BE**. RBI issues exchange rate notification every month or whenever there are fluctuations in exchange rates for approximately 23 currencies. Such currencies are marked as standard, and the rest which are not included in the notification are termed as Non-Standard Currencies. The user has to declare whether the currency used is Standard or Non-Standard along with the corresponding currency code. In-case of non-standard currencies, all the parameters are mandatory.

Screen display is as follow-



Import File Download offline Bill-of-Entry  
Choose File No file chosen Export File

Fill all Mandatory Fields Indicated by \*

### Exchange Rate

Currency Code *	Standard Currency *
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Unit in Rs. *	Rate *
<input type="text"/>	<input type="text"/>
Bank name for Non-Standard Currency *	Certificate Number *
<input type="text"/>	<input type="text"/>
Certificate Date *	Effective Date *
Choose a date <input type="text"/>	Choose a date <input type="text"/>



### Segment-3: Invoice and Item Details

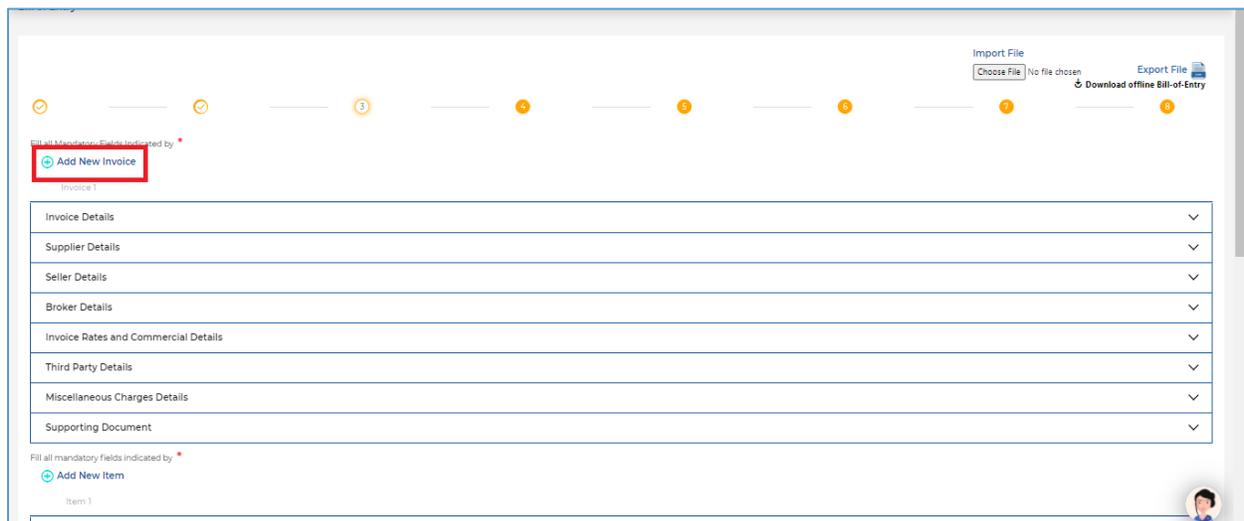
In this Segment, the user needs to provide details such as **Invoice Details** and **Item Details**. Under Invoice details, the user can provide details such as Supplier Details, Seller Details, Broker Details, Invoice Rates and Commercial Details, Third Party Details, Miscellaneous Charges Details, and upload Supporting Documents.

Similarly, under the **Item Details**, the user can provide details such as Product details including Brand Name, Model, End use of the item, country of origin, CTH, Unit of measurement, Price per unit and Notification Details, Price Details, Manufacturer Details including Accessory Status, etc. and upload Supporting Documents.

The user has to provide the details of all mandatory parameters of each section, which are marked with (\*).

User can provide details of multiple invoices in this segment if the import shipment for which BE is filed consists of multiple invoices. Similarly, details of multiple items can be provided within an invoice if one invoice contains more than one item.

Sample screen displays for Invoice and Item details are as shown follows-



The screenshot displays the ICEGATE 3.0 interface for adding a new invoice and item. At the top, there is a progress bar with seven steps, each marked with a number and a checkmark. Below the progress bar, there are two main sections: 'Add New Invoice' and 'Add New Item'. The 'Add New Invoice' section is highlighted with a red box. Below this section, there is a list of sections for the invoice details, each with a dropdown arrow: Invoice Details, Supplier Details, Seller Details, Broker Details, Invoice Rates and Commercial Details, Third Party Details, Miscellaneous Charges Details, and Supporting Document. Below the list, there is a note: 'Fill all mandatory fields indicated by \*' and a button 'Add New Item'. At the bottom right, there is a user profile icon.

Fill all mandatory fields indicated by \*

**Add New Item**

Item: 1

Item Details	▼
Product Details	▼
Notification Details	▼
Price Details	▼
Manufacture Details	▼
Supporting Document	▼

Product Type \*

Plant and Related items  
  Drugs and Related items  
  Other items

### Invoice Details

Invoice Serial Number <input type="text"/>	Invoice Date Choose a date <input type="text"/>	Customs House Code which has Imposed Load <input type="text"/>
Purchase Order Number <input type="text"/>	Purchase Order Date Choose a date <input type="text"/>	Contract Number <input type="text"/>
Contract Date Choose a date <input type="text"/>	Letter of Credit Number <input type="text"/>	Letter of Credit Date Choose a date <input type="text"/>
SVB Reference Number <input type="text"/>	SVB Reference Date Choose a date <input type="text"/>	SVB Flag <input type="radio"/>
SVB Load Assessable Value <input type="text"/>	Whether Load Final/ Provisional on Assessable Value <input type="radio"/> Final <input type="radio"/> Provisional	Whether Load Final/ Provisional on Duty <input type="radio"/> Final <input type="radio"/> Provisional
SVB Load on Duty <input type="radio"/>	<input type="text"/>	

### Supplier Details

Supplier Name *	Supplier Country Name
<input type="text"/>	<input type="text"/>
Supplier Address 1	Supplier Address 2
<input type="text"/>	<input type="text"/>
Supplier Address 3	Pin
<input type="text"/>	<input type="text"/>

### Seller Details

Seller Name	Seller Country Name
<input type="text"/>	--Select-- <input type="text"/>
Seller Address 1	Seller Address 2
<input type="text"/>	<input type="text"/>
Seller Address 3	Pin
<input type="text"/>	<input type="text"/>

### Broker Details

**Broker Details**

Broker Name <input type="text"/>	Broker Country Name <input type="text"/>
Broker Address 1 <input type="text"/>	Broker Address 2 <input type="text"/>
Broker Address 3 <input type="text"/>	Pin <input type="text"/>

**Invoice Rates and Commercial Details**

Invoice Value <input type="text"/>	Terms of Invoice <input type="text"/>
Invoice Currency <input type="text"/>	Nature of Discount <input type="text"/>
Discount Date <input type="text"/>	Discount Amount <input type="text"/>
High Seas Sale Used Amount <input type="text"/>	High Seas Sale Used Date <input type="text"/>
Whether Freight Date is Actual? <input type="radio"/> Yes <input type="radio"/> No	Freight Value <input type="text"/>
Insurance Date <input type="text"/>	Insurance Currency <input type="text"/>
Misc. Charges as Date % <input type="text"/>	Landing Date <input type="text"/>
Landing Date <input type="text"/>	Agency Commission <input type="text"/>
Nature of Transaction <input type="text"/>	Miscellaneous Charge <input type="text"/>
Conditions Attached with Sale 1 <input type="text"/>	Miscellaneous Currency <input type="text"/>
Conditions Attached with Sale 2 <input type="text"/>	Loading Charges <input type="text"/>
Conditions Attached with Sale 3 <input type="text"/>	Loading Currency <input type="text"/>
Conditions Attached with Sale 4 <input type="text"/>	Agency Comm. Currency <input type="text"/>
Actual Invoice Number <input type="text"/>	Agency Comm. Rate <input type="text"/>
Terms Place <input type="text"/>	Payment Terms <input type="text"/>
	Conditions Attached with Sale 2 <input type="text"/>
	Conditions Attached with Sale 4 <input type="text"/>
	Valuation method applicable <input type="text"/>
	Other Relevant Information <input type="text"/>

**Supporting Document**
**Document 1**

Is this Document Applicable to all invoices?

 Yes  No

Declaration Type

CHA License Number

IEC

ICEGATE user ID

Image Reference Number

Document Type Code

Document Issuing Party Code

Document Issuing Party Name

Document Issuing Party Name Address

Document Issuing Party Name Address2

Document Issuing Party Name City

Document Issuing Party Name PIN

Document Reference Number

Place of Issue

Document Issue Date

Document Expiry Date

Document Beneficiary Party Code

Document beneficiary Party Name

Document Beneficiary Party Name Address1

Document Beneficiary Party Name Address 2

Document Beneficiary Party Name City

Document Beneficiary Party Pin

File Type

 Supporting documents upload Only PDF Files are allowed and max size will be 15 MB
 **Attach**

If you have a digitally signed file click upload, if not, please click on 'Sign File' to digitally sign your file


**Third Party Details**

Third Party Name

Third Party Address1

Third Party Address 2

Third Party City

Third Party Country Sub. Division

Third Party Country Code

Third Party Pin

Authorized Economic Operator Code

Authorized Economic Operator Country

Authorized Economic Operator Role

Whether Buyer or Seller related

 Yes  No

**Miscellaneous Charges Details**
 **Add New Miscellaneous Charges**

Miscellaneous 1

Do you want to provide details of Miscellaneous Charges that are not included in the invoice and not declared in previous steps?

 Yes  No

Miscellaneous Charges Description

Miscellaneous Charges Code

Choose Miscellaneous Charges or Miscellaneous Rate

 Miscellaneous Charges  Miscellaneous Rate

Miscellaneous Charges

Miscellaneous Rate

**Supporting Document**

Document 1

Is this Document Applicable to all Invoices? \*

Yes  No

Declaration Type \*  Document Issue Date \* dd/mm/yyyy  ICEGATE User ID \*  Image Reference Number \*

Document Type Code \*  Document Issuing Party Name \*  Place of Issue \*  Document beneficiary Party Name \*

Document Reference Number  File Type \*

Supporting documents upload \* Only PDF files are allowed and max size will be 10 MB!

No file chosen

Fill all mandatory fields indicated by \*

Item 1

Fill all mandatory fields indicated by \*

Item 1

**Item Details**

Item Serial Number \*  Quantity \*

Unit Quantity code \*  RTTC Code \*

Item Description 1 \*  Item Description 2

Item Category (Scheme Code) \*  Generic Description Of the Item

Accessories for the Item

**License Details**

License Details 1

Debit Value \*  Debit Quantity \*

Debit unit of measurement \*  License Registration No. \*

License Code \*  License Registration Date \*

RA/License Registration Port \*

**Product Details**

Manufacture/Grower/Producer Name  Brand Name \*

Model \*  End Use of the Item \*

Country of Origin \*  CTH \*

Preferential / Standard \*  Preferential  Standard CETH \*

**Notification Details**

BCD Notification <input type="text"/> CVD Notification <input type="text"/> Additional Notification 1 ID <input type="text"/> Additional Notification 2 ID <input type="text"/> Other Notification <input type="text"/> Cus EDUCES Notification <input type="text"/> Social Welfare Notification <input type="text"/> NCD Notification <input type="text"/> Anti Dumping Duty Notification <input type="text"/> CTR Serial Number <input type="text"/> Quantity as per Anti Dumping Notification <input type="text"/> Tariff Value Item Serial Number <input type="text"/> SAPTA Notification Serial Number <input type="text"/> Health Notification Serial Number <input type="text"/> Additional CVD Notification Serial Number <input type="text"/> Aggregate Duty Notification Serial Number <input type="text"/> Safe Guard Duty Notification Serial Number <input type="text"/>	BCD Notification Serial No <input type="text"/> CVD Notification Serial No <input type="text"/> Additional Notification 1 Serial Number <input type="text"/> Additional Notification 2 Serial Number <input type="text"/> Other Notification Serial Number <input type="text"/> Cus EDUCES Notification Serial Number <input type="text"/> Social Welfare Notification Serial Number <input type="text"/> NCD Serial Number <input type="text"/> Anti Dumping Duty Notification Serial Number <input type="text"/> Supplier Serial Number <input type="text"/> Quantity as per Tariff Value Notification <input type="text"/> SAPTA Notification <input type="text"/> Health Notification <input type="text"/> Additional CVD Notification ID <input type="text"/> Aggregate Duty Notification <input type="text"/> Safe Guard Duty Notification <input type="text"/> Tariff Value Notification <input type="text"/>
--	---

**Price Details**

Unit Price as per Invoice * <input type="text"/>	Discount Rate <input type="text"/>	Discount Amount <input type="text"/>	Quantity as per CTR <input type="text"/>
SVB Reference Number <input type="text"/>	SVB Reference Date <input type="text"/>	SVB Reference Date <input type="text"/>	SVB Reference Date <input type="text"/>
SVB Lead Assessable Value <input type="text"/>	SVB Lead on Duty <input type="text"/>	SVB Flag @ <input type="radio"/> A <input type="radio"/> D <input type="radio"/> S	Whether Lead Final/Provisional on Duty <input type="radio"/> Final <input type="radio"/> Provisional
Customs House Code which has imposed lead <input type="text"/>	Policy Item No <input type="text"/>	Whether Lead Final/Provisional on Assessable Value <input type="radio"/> Final <input type="radio"/> Provisional	Policy Year <input type="text"/>
ISB applicability? @ <input type="radio"/> + <input type="radio"/> * <input type="radio"/> R <input type="radio"/> O <input type="radio"/> + <input type="radio"/> O <input type="radio"/> C	Previous BE No. ID <input type="text"/>	Is this a case of re-impact? <input type="radio"/> Yes <input type="radio"/> No	Previous BE Date ID <input type="text"/>
Previous Unit Price <input type="text"/>	Previous Currency Code <input type="text"/>	Previous Customs Site <input type="text"/>	Quantity as per CTR 2nd Desc <input type="text"/>
Customs Notification Exempting Central Excise Flag <input type="text"/>			

**Manufacture Details**

Item Manufacture/Producer Code Type <input type="text"/>	Item Manufacture/Producer/Drawer Code <input type="text"/>
Item Manufacture/Producer/Drawer Address 1 <input type="text"/>	Item Manufacture/Producer/Drawer Address 2 <input type="text"/>
Item Manufacture/Producer/Drawer City <input type="text"/>	Item Manufacture/Producer/Drawer Country Subdiv <input type="text"/>
Item Manufacture/Producer/Drawer Pin <input type="text"/>	Item Manufacture/Producer Country <input type="text"/>
Source Country <input type="text"/>	Transit Country <input type="text"/>
Accessory Status <input type="text"/>	

**DEPB**

Do you wish to provide DEPB details pertaining to the item? \*

Yes  No

Whether Exemption required?  
 Yes  No

BCD Notification \*

Product Type <sup>\*</sup>  
 Blank and Related Items  Group and Related Items  Other Items

---

**Info Details**

Add Info Details

Info Details 1

Info Type <sup>*</sup> --Select--	Info Quarter <sup>*</sup> --Select--
Info Code	Info Year
Info No	Info QOC --Select--

---

**Control Details**

Control Details 1

Control Type Code <sup>*</sup>	Control Location <sup>*</sup>
Control Start Date	Control End Date
Choose a date	Choose a date
Control Result Code <sup>*</sup>	Control Result Text

---

**Declaration Statements**

Add Declaration Statement

Declaration 1

Declaration Type <sup>*</sup> B	Statement Type <sup>*</sup> --Select--
Statement Code	Statement Text

---

Product Type <sup>\*</sup>  
 Blank and Related Items  Drugs and Related Items  Other Items

**Constituent Details**

Constituent Details 1

Constituent Sr. No <sup>*</sup> 1	Constituent Element Name <sup>*</sup>
Constituent Element Code <sup>*</sup>	Constituent Percentage <sup>*</sup>
Constituent Yield % <sup>*</sup>	Active Ingredient <sup>*</sup> <input type="radio"/> Yes <input type="radio"/> No

---

**Production Details**

Production Details 1

Production Batch Identifier <sup>*</sup>	Production Batch Quantity <sup>*</sup>
Unit Quantity Code <sup>*</sup> --Select--	Date of Manufacturing <sup>*</sup> Choose a date
Date Of Expiry <sup>*</sup> Choose a date	Best Before <sup>*</sup> Choose a date

---

**Control Details**

Control Details 1

Control Type Code <sup>*</sup>	Control Location <sup>*</sup>
Control Start Date	Control End Date
Choose a date	Choose a date
Control Result Code <sup>*</sup>	Control Result Text

---

**Declaration Statements**

Declaration Type <sup>\*</sup>  
B

Statement Type <sup>\*</sup>  
--Select--

Statement Code

Statement Text

Back Save as Draft Next

Product Type \*

Plant and related items  Drugs and related items  Other items

---

**Info Details**

Add Info Details

Info Details 1

Info Type *	<input type="text" value="--Select--"/>	Info Quantifier *	<input type="text"/>
Info Code	<input type="text"/>	Info Text	<input type="text"/>
Info Hdr	<input type="text"/>	Info UQC	<input type="text" value="--Select--"/>

---

**Control Details**

Control Details

Control Details 1

Control Type Code *	<input type="text"/>	Control Location *	<input type="text"/>
Control Start Date	<input type="text"/>	Control End Date	<input type="text"/>
Choose a date	<input type="text" value=""/>	Choose a date	<input type="text" value=""/>
Control Result Code *	<input type="text"/>	Control Result text	<input type="text"/>

---

**Declaration Statements**

Add Declaration Statement

Declaration 1

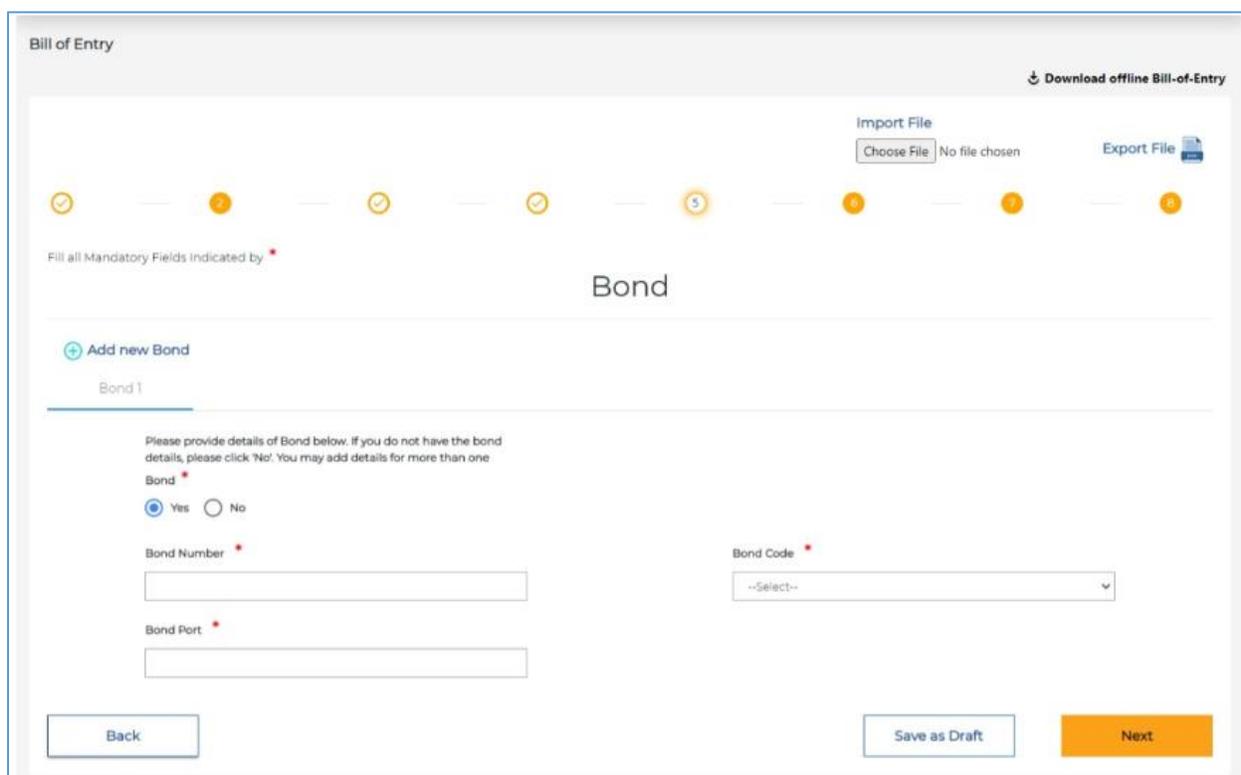
Declaration Type *	<input type="text" value=""/>	Statement Type *	<input type="text" value="--Select--"/>
Statement Code	<input type="text"/>	Statement Text	<input type="text"/>

## Segment-4: Bond Details

This Segment is relevant for the **Bond furnished by the user**. The user needs to provide details such as Bond Number, Bond Code and Custom port where Bond registered etc.

The user has to provide the details of all mandatory parameters, which are marked with (\*).

On selecting the option “**Yes**”, The system will display the screen is as follows –



The screenshot displays the 'Bill of Entry' interface. At the top right, there is a 'Download offline Bill-of-Entry' link. Below it, there are 'Import File' and 'Export File' buttons. The 'Import File' button has a 'Choose File' sub-button and the text 'No file chosen'. A progress bar with 8 steps is visible, with the 5th step highlighted. Below the progress bar, there is a note: 'Fill all Mandatory Fields indicated by \*'. The main heading is 'Bond'. There is a '+ Add new Bond' button. Below that, the form is titled 'Bond 1'. A message reads: 'Please provide details of Bond below. If you do not have the bond details, please click 'No'. You may add details for more than one'. The 'Bond' field has a radio button for 'Yes' (selected) and 'No'. Below are three mandatory fields: 'Bond Number' (text input), 'Bond Code' (dropdown menu with '--Select--'), and 'Bond Port' (text input). At the bottom, there are three buttons: 'Back', 'Save as Draft', and 'Next'.

Kindly note:

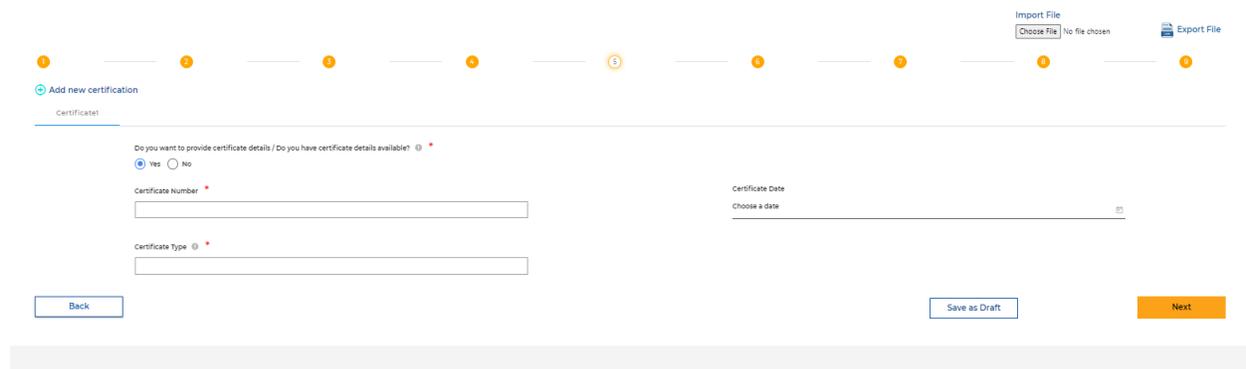
- There can be multiple Bonds against a BE. The user needs to click on the link- **<Add new Bond>** to enter the details for additional Bond, as shown on the above screen.
- To close the Bond Segment, user needs to select the option ‘**No**’ from the radio button where bond details are not available.

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## Segment-5: Certificate Details

This segment is relevant in case of **Certificate in Lieu of Bond**. the user needs to provide details such as Certificate Number, Certificate Date, Certificate Type etc. If the users do not have Certificate details, they need to select the option “**No**” from the radi button.

The user has to provide the details of all mandatory parameters, which are marked with (\*).  
Screen display is as follows-



## Segment-6: IGM Details

In this Segment, **IGM details** are to be provided. The user needs to provide detail pertaining to related IGM. For instance, IGM No, IGM Date, Inward Date, AWB/BL no., Date, HAWB/HBL No., Total Number of Packages, Gross Weight, Unit Quantity Code and Package Code etc. In-case of ICD, the user needs to provide additional parameters. such as Gateway IGM Number, Gateway IGM date, Gateway Port Code, etc.

The user has to provide the details of all mandatory parameters, which are marked with (\*).  
Screen display is as follows-

➤ Add new igm

igm 1

<p>IGM Number *</p> <input type="text"/>	<p>IGM Date *</p> <p>Choose a date</p> <input type="text"/>
<p>Inward Date *</p> <p>Choose date</p> <input type="text"/>	<p>Gateway IGM Number</p> <input type="text"/>
<p>Gateway IGM Date</p> <p>Choose date</p> <input type="text"/>	<p>Gateway Port Code</p> <input type="text"/>
<p>MAWB/BL No *</p> <input type="text"/>	<p>MAWB/BL Date *</p> <p>Choose date</p> <input type="text"/>
<p>MAWB/BL No</p> <input type="text"/>	<p>MAWB/BL Date</p> <p>Choose date</p> <input type="text"/>
<p>Total Number of Packages *</p> <input type="text"/>	<p>Cross Weight *</p> <input type="text"/>
<p>Package Code *</p> <input type="text"/>	<p>Unit Quantity Code *</p> <p>--Select--</p> <input type="text"/>
<p>Marks And Numbers 2</p> <input type="text"/>	<p>Marks And Numbers 1 *</p> <input type="text"/>
	<p>Marks And Numbers 3</p> <input type="text"/>

### Segment-7: Container Details

This segment is applicable for **Sea and ICD locations only**. The user needs to provide Container details such as IGM Number, IGM Date, Container Number, Container Type and Seal Number etc.

The user has to provide the details of all mandatory parameters, which are marked with (\*). Screen display is as follows-

Bill of Entry

Download offline Bill-of-Entry

Import File  
 No file chosen

1 2 3 4 5 6 7 8

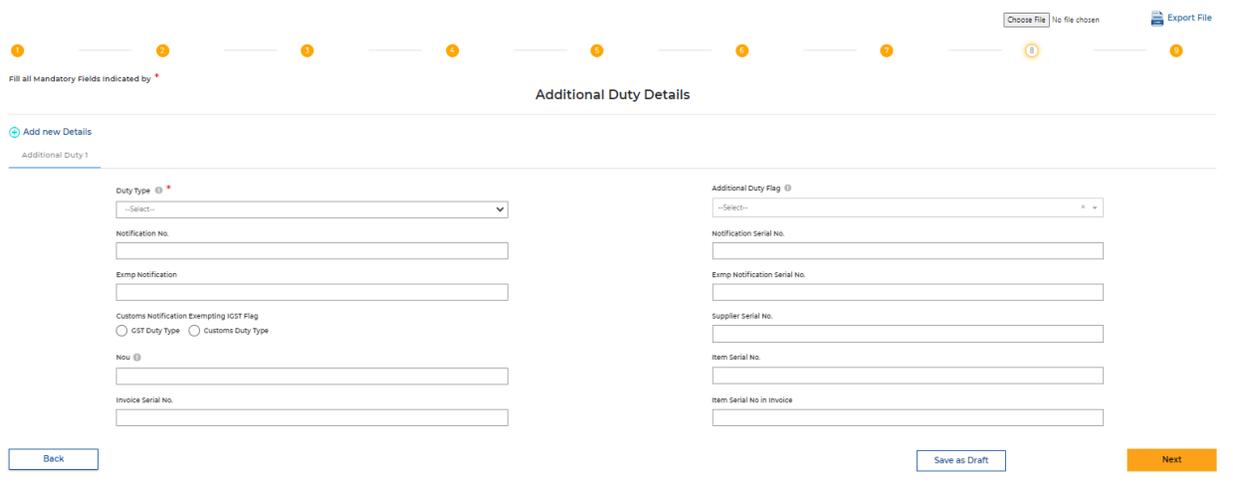
Fill all Mandatory Fields indicated by \*

### Container

<p>IGM Number *</p> <input type="text"/>	<p>IGM Date *</p> <p>Choose a date</p> <input type="text"/>
<p>Less than Container Load/Full Container Load *</p> <p><input type="radio"/> Less than Container Load <input type="radio"/> Full Container Load</p>	<p>Container Number *</p> <input type="text"/>
<p>Seal Number *</p> <input type="text"/>	<p>Truck Number</p> <input type="text"/>

## Segment-8: Additional Duty Details

This segment is relevant for **Additional Duty Details**. The user needs to provide details such as, Duty Type, Additional Duty Flag, Notification no. etc.



Fill all Mandatory Fields indicated by \*

Additional Duty Details

Add new Details

Additional Duty 1

Duty Type

Notification No.

Emp Notification

Customs Notification Exempting IGST Flag  
 IGST Duty Type  Customs Duty Type

Invo

Invoice Serial No.

Additional Duty Flag

Notification Serial No.

Emp Notification Serial No.

Supplier Serial No.

Item Serial No.

Item Serial No in Invoice

Back Save as Draft Next

## Segment-9: Commercial Tax Details

This segment is relevant for **Commercial Tax** details. The user needs to provide details such as, State Code, Commercial Tax Type and Commercial Tax Registration No. etc.

The user has to provide the details of all mandatory parameters, which are marked with (\*). Screen display is as follows-

Bill of Entry

Import Json file  
Choose File No file chosen Export as Json

Fill all mandatory fields indicated by \*

### Commercial Tax

State Code \*

Commercial Tax Type \*

Commercial Tax Registration No. \*

Back Save as draft Submit

## 6 System Requirements

Operating System (OS): Window 7 or Higher  
Processor: 1 GHz or Higher  
Random Access Memory (RAM): 512 MB or Higher  
Disk Free: 20 GB or Higher

## 7 Contact Us

The contact details are as follows:

### **ICEGATE, Directorate General of Systems**

1<sup>st</sup> Floor, CR Building, IP Estate  
New Delhi – 110002

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Toll Free No: 1800-3010-1000

The user can also drop their queries at:

Email: [icegatehelpdesk@icegate.gov.in](mailto:icegatehelpdesk@icegate.gov.in)

