

ETP WEBFORM for SEZ USER

On ICEGATE 2.0

User Manual

Version 1.01

Table of Contents

1. Getting Started	3
2. Brief about User Manual	3
3. Overview	3
4. Log-into ICEGATE 2.0	4
5. Filing ETP Form through Webform	5
6. Segments of ETP Webform.....	5
6.1. Segment-1: ETP Master Details.....	6
6.2. Segment-2: ETP Container Details	7
7. Features of ETP Webform.....	9
7.1. Save Application Form as Draft.....	9
7.2. Offline Utility	13
7.3. Export File	14
7.4. Import File	15
7.5. Preview Functionality	16
7.6 Edit ETP Form.....	17
7.7 Print ETP Form	18
8. Submission of the ETP Form	19
9. Contact Us.....	21

1. Getting Started

Welcome to the user manual of ICEGATE '**Export Transshipment Permits (ETP)** using Web forms' functionality. The manual offers a detailed account of all the features incorporated in the functionality and explains the steps involved in on ICEGATE 2.0. Users are requested to go through the manual and keep it in a safe place for future reference.

2. Brief about User Manual

- (a) This user manual provides step by step illustration of all the steps that are required for filing the ETP webform. The 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.
- (b) This user manual is intended for use by all the stakeholders who wish to avail the ETP filing services of the ICEGATE portal.

3. Overview

- (a) In addition to the existing modes for filing statutory forms, ICEGATE has introduced an online utility for SEZ users to file the ETP messages through Webforms on the ICEGATE 2.0.
- (b) Users will be able to save partially filled form on the ICEGATE 2.0 portal for completing the same later. The form, at any stage, can also be downloaded on the computer as a file which can later be uploaded, completed, and submitted.
- (c) Kindly go through this manual and follow the step-by-step process for filling the ETP form.

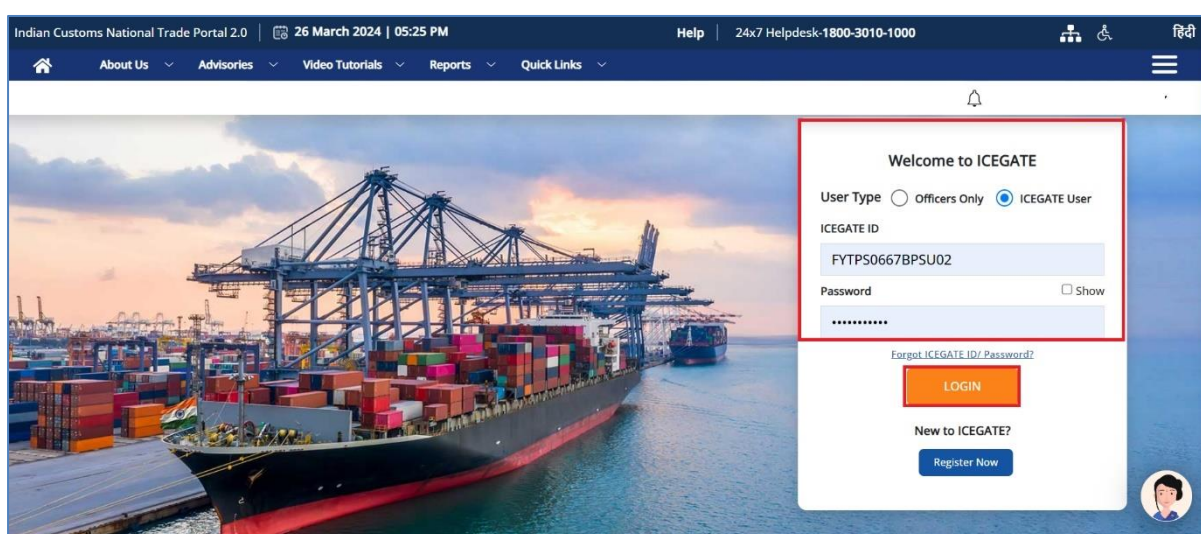
4. Log-into ICEGATE 2.0

Existing SEZ users (i.e., users already registered on ICEGATE) can directly log-in to the new ICEGATE 2.0 portal by providing their ICEGATE ID.

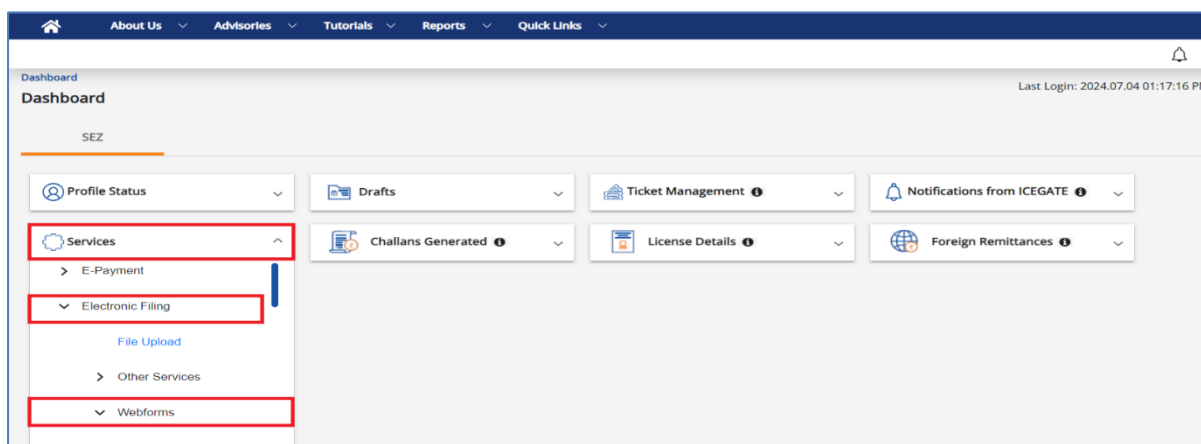
User needs to follow the steps below:

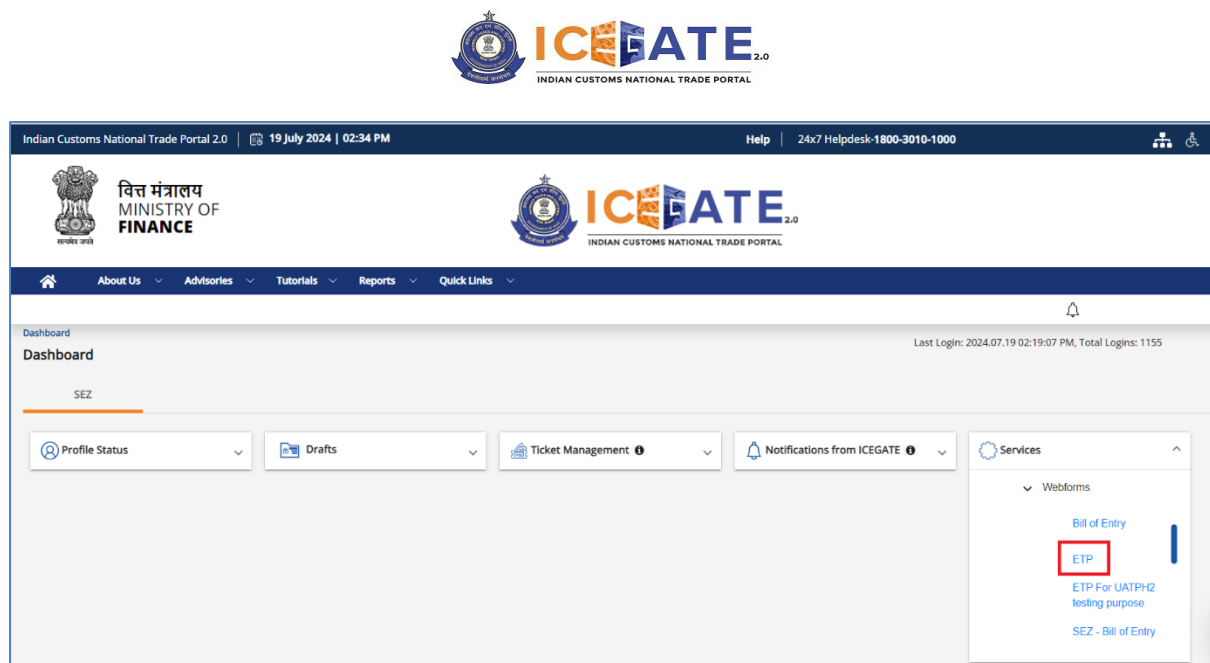
(a) The '**User Type**' that needs to be selected shall be '**ICEGATE User**'.

(b) Click on the **<Login>** button as shown in the screen below:



(a) On successful login, the system will display the dashboard of the user. Go to the **Services** Widget and select **Electronic Filing >> Webforms >> ETP** link as shown in the screen below:





5. Filing ETP Form through Webform

(a) On clicking 'ETP' link above, the user will be redirected to the '**Export Transshipment**' page.

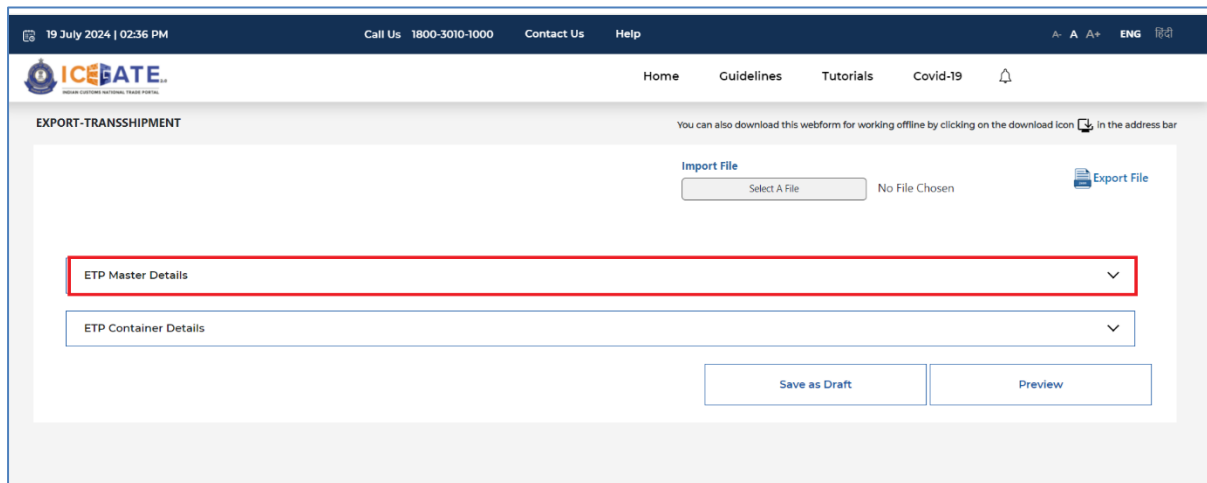
(a) The SEZ user has to specify segment-wise details as shown in the **Section 6**.

6. Segments of ETP Webform

(a) For the convenience of the user, the ETP web form is divided into two segments. The user has to fill in each mandatory segment before submission. Under each segment there are number of mandatory parameters which are marked with (*).

6.1. Segment-1: ETP Master Details

(a) This segment is relevant for providing master details of message filing. The user needs to provide details such as Job Number, Job Date, Shipping Bill Number, Shipping Bill Date, **Export Transshipment Number**, Export Transshipment Date, Gateway Port, Port of Discharge, Mode of Transport, Carrier Code, Carrier Number, Gross Weight, Total Package, Nature of Cargo, Bond Code, Bond Number, Bond Date, Bond Site, Site ID, Airway Bill Number, and Stuff Port etc.



19 July 2024 | 02:36 PM Call Us 1800-3010-1000 Contact Us Help A- A+ ENG

Home Guidelines Tutorials Covid-19

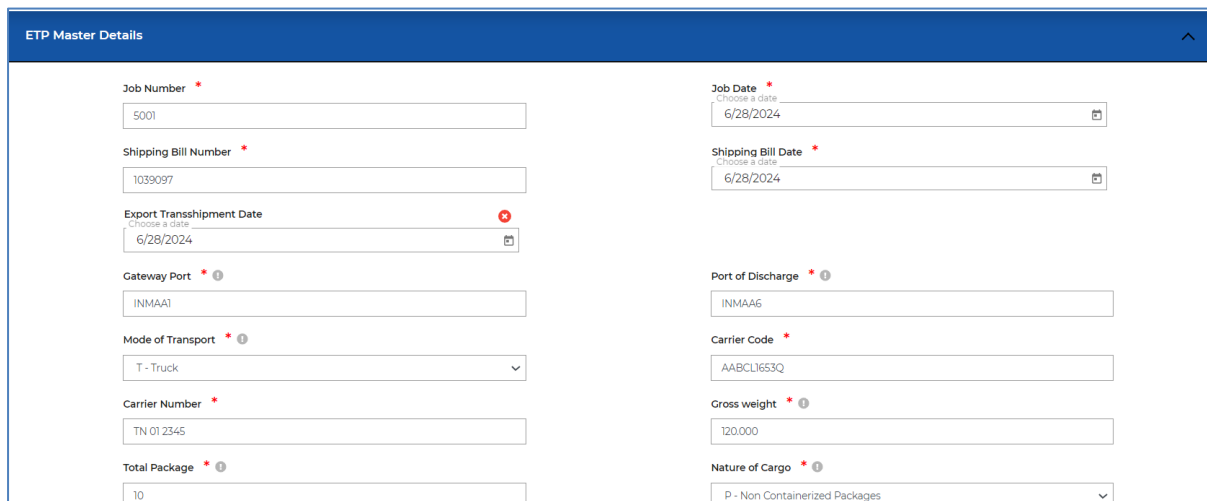
EXPORT-TRANSSHIPMENT You can also download this webform for working offline by clicking on the download icon in the address bar

Import File
 Select A File No File Chosen Export File

ETP Master Details ▼

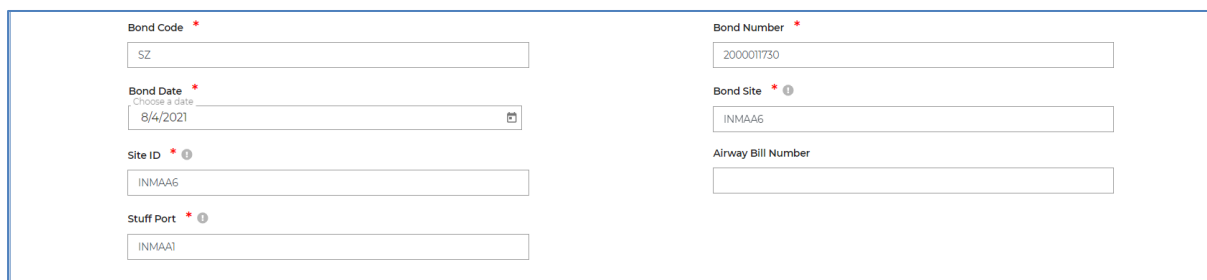
ETP Container Details ▼

Save as Draft Preview



ETP Master Details ^

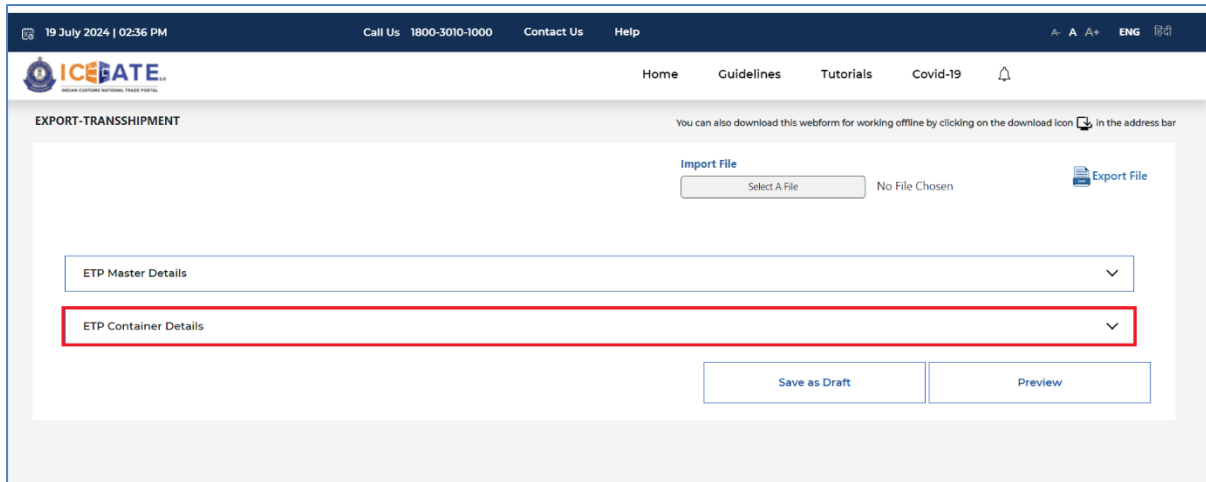
Job Number * <input type="text" value="5001"/>	Job Date * <small>Choose a date</small> <input type="text" value="6/28/2024"/>
Shipping Bill Number * <input type="text" value="1039097"/>	Shipping Bill Date * <small>Choose a date</small> <input type="text" value="6/28/2024"/>
Export Transshipment Date * <small>Choose a date</small> <input type="text" value="6/28/2024"/>	
Gateway Port * ⓘ <input type="text" value="INMAA1"/>	Port of Discharge * ⓘ <input type="text" value="INMAA6"/>
Mode of Transport * ⓘ <input type="text" value="T - Truck"/> ▼	Carrier Code * <input type="text" value="AABCU653Q"/>
Carrier Number * <input type="text" value="TN 01 2345"/>	Gross weight * ⓘ <input type="text" value="120.000"/>
Total Package * ⓘ <input type="text" value="10"/>	Nature of Cargo * ⓘ <input type="text" value="P - Non Containerized Packages"/> ▼



Bond Code * <input type="text" value="SZ"/>	Bond Number * <input type="text" value="2000011730"/>
Bond Date * <small>Choose a date</small> <input type="text" value="8/4/2021"/>	Bond Site * ⓘ <input type="text" value="INMAA6"/>
Site ID * ⓘ <input type="text" value="INMAA6"/>	Airway Bill Number <input type="text"/>
Stuff Port * ⓘ <input type="text" value="INMAA1"/>	

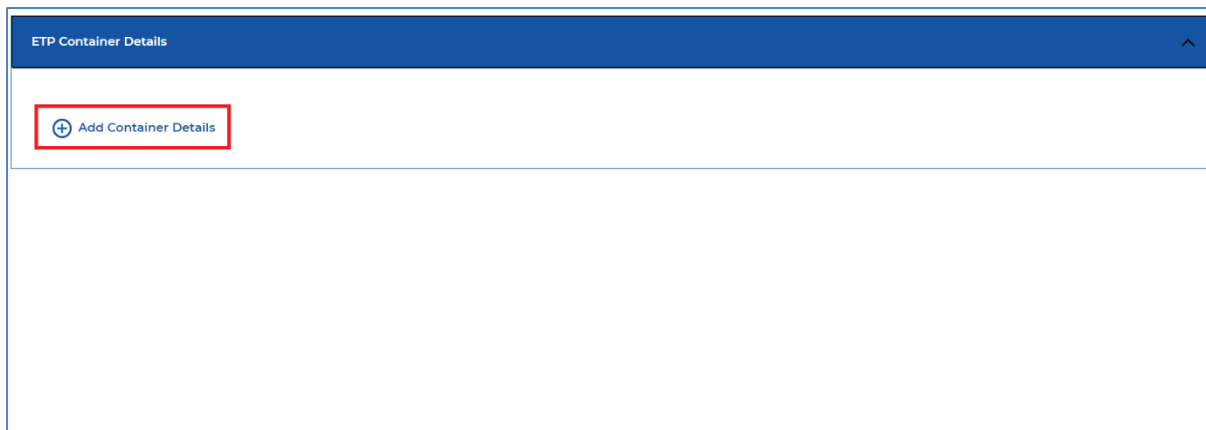
6.2. Segment-2: ETP Container Details

(a) This segment is relevant for providing ETP container details where Job Number and Job Date will be auto filled by the system. The user will select the Site ID from the dropdown, and SB Number, SB Date, Container Number, Container Size and FCL/LCL will be the optional fields for the user. Screen display will be as under:



The screenshot shows the ICEGATE 2.0 web portal. The top navigation bar includes the date and time (19 July 2024 | 02:36 PM), contact information (Call Us: 1800-3010-1000), and links for Contact Us and Help. The main header features the ICEGATE logo and navigation links for Home, Guidelines, Tutorials, and Covid-19. The page title is "EXPORT-TRANSSHIPMENT". Below the header, there is a section for "Import File" with a "Select A File" button and a "No File Chosen" status. To the right, there is an "Export File" button. Below this, there are two dropdown menus: "ETP Master Details" and "ETP Container Details". The "ETP Container Details" dropdown is highlighted with a red border. At the bottom of the form, there are two buttons: "Save as Draft" and "Preview".

(b) The user can add Container details by clicking on 'Add Container Details' link.



The screenshot shows the "ETP Container Details" form. The form has a blue header bar with the title "ETP Container Details" and a back arrow icon. Below the header, there is a button labeled "Add Container Details" with a plus icon, which is highlighted with a red border. The rest of the form is empty.

ETP Container Details

Container Details - 1

Job Number

5001

SB Number

Container Number

FCL/LCL ⓘ

☐ Less Than Container Load
 ☐ Full Container Load

Job Date

28-06-2024

SB Date

Choose a date

Container Size

Site ID ⓘ

Remove This Container

+

 Add Container Details

(c) User can add multiple container details within the section by clicking on 'Add Container Details' link.

ETP Container Details

Container Details - 1

Job Number

SB Number

Container Number

FCL/LCL ⓘ

☐ Less Than Container Load
 ☐ Full Container Load

Job Date

SB Date

Choose a date

Container Size

Site ID ⓘ

Remove This Container

+

 Add Container Details

7. Features of ETP Webform

(a) This section provides a description of functionalities which are common to all SEZ users. These functionalities have been incorporated in each web form for simplifying form filing process and enhancing efficiency during the filing process.

(b) Common functionality of the web form includes the following feature, namely:

1. Save Application Form as Draft
2. Offline Utility
3. Export File
4. Import File
5. Preview
6. Edit ETP Form
7. Print

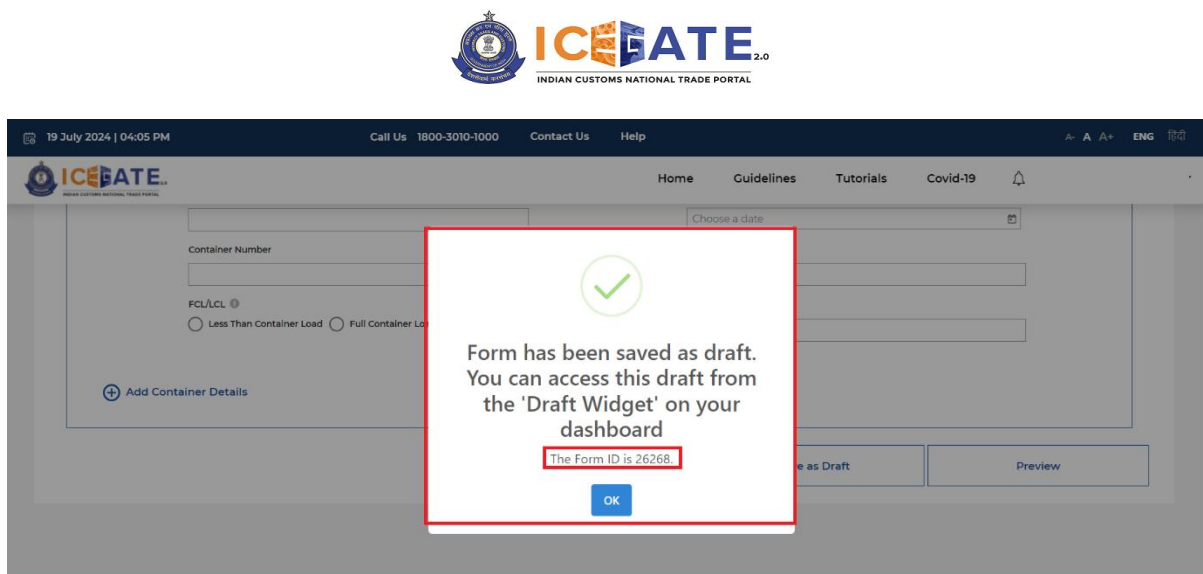
7.1. Save Application Form as Draft

(a) The user can save the form in draft mode till submission. The user needs to click on the button <**Save as Draft**>, and the application filed by the user till now, will be saved in draft mode.



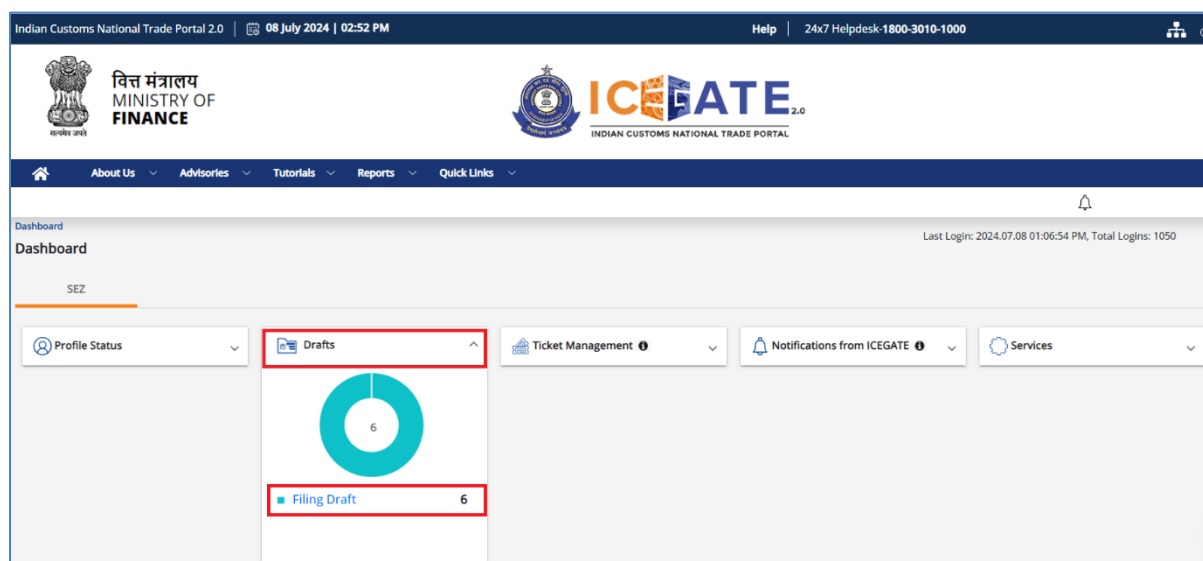
	Save as Draft	Preview
--	---------------	---------

(b) The system will display a message in pop-up window as- **“Form has been saved as draft. You can access this draft from the Draft Widget on your dashboard”** with Ticket Id number (ex.-26268) for the application form.



(c) After clicking on <**Save as Draft**>, the user will remain on the form and will be able to continue populating the form. During this process, one entry will go to the draft widget of the user's dashboard.

(d) On subsequent login, the user needs to select the widget '**Drafts**'; the system will display list of draft applications saved by the user. The user needs to select the Draft and Continue the filing.



(e) On clicking the 'Filing Draft' link above, the system will display all application forms which are saved in Draft mode.

[Home](#)
[About Us](#)
[Advisories](#)
[Tutorials](#)
[Reports](#)
[Quick Links](#)

Dashboard > Drafts

Drafts

SEZ

Filing Draft (28)

BXOPV0149KPSU0046etp20116 → 26268 19-07-2024 <div>Rename Delete</div>	BXOPV0149KPSU0046bill-of-ent → 26267 18-07-2024 <div>Rename Delete</div>	BXOPV0149KPSU0046bill-of-ent → 26266 18-07-2024 <div>Rename Delete</div>
--	---	---

(f) On clicking the highlighted box below, the saved form in the draft widget will open

[Home](#)
[About Us](#)
[Advisories](#)
[Tutorials](#)
[Reports](#)
[Quick Links](#)

Dashboard > Drafts

Drafts

SEZ

Filing Draft (28)

BXOPV0149KPSU0046etp20116 → 26268 19-07-2024 <div>Rename Delete</div>	BXOPV0149KPSU0046bill-of-ent → 26267 18-07-2024 <div>Rename Delete</div>	BXOPV0149KPSU0046bill-of-ent → 26266 18-07-2024 <div>Rename Delete</div>
--	---	---

19 July 2024 | 04:17 PM
Call Us 1800-3010-1000
Contact Us
Help
A- A+ ENG

ICEGATE
Home
Guidelines
Tutorials
Covid-19
demo.downloadiconUnLoginerr

EXPORI-TRANSSHIPMENT

Import File
Select A File
1719564226927ETPtoPro...
Export File

ETP Master Details

Job Number *
5001

Job Date *
Choose a date
6/28/2024

Shipping Bill Number *
1039097

Shipping Bill Date *
Choose a date
6/28/2024

Export Transshipment Date
Choose a date
6/28/2024

Gateway Port * ⓘ
INMAA1

Port of Discharge * ⓘ
INMAA6

Mode of Transport * ⓘ
T - Truck

Carrier Code *
AABCL1653Q

Carrier Number *

Gross weight * ⓘ

(g) The user can **Rename** the form name by clicking on the **Rename** button.

Home
About Us
Advisories
Tutorials
Reports
Quick Links

Dashboard > Drafts

Drafts

SEZ

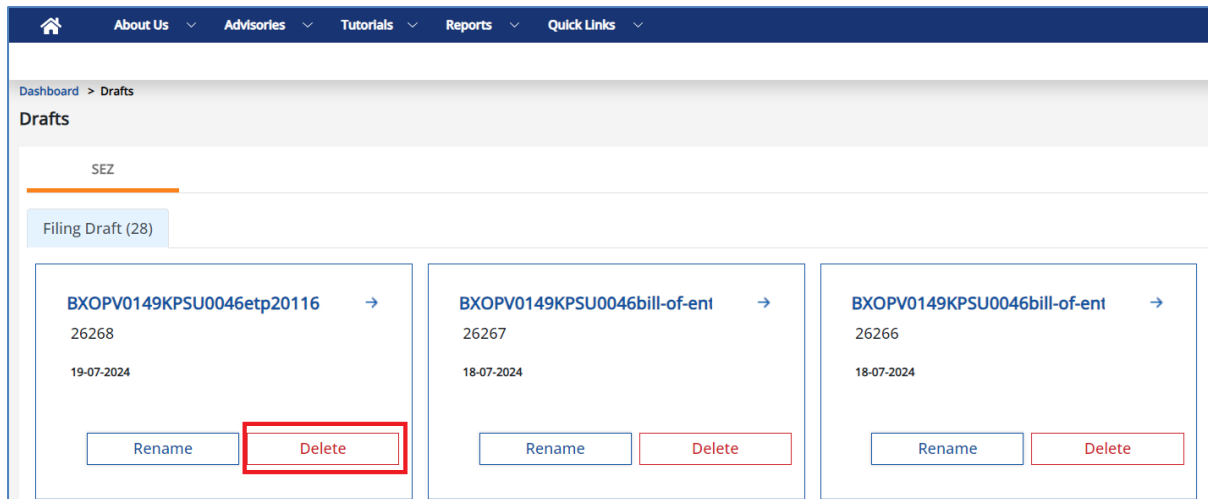
Filing Draft (28)

BXOPV0149KPSU0046etp20116 →
26268
19-07-2024
Rename
Delete

BXOPV0149KPSU0046bill-of-ent →
26267
18-07-2024
Rename
Delete

BXOPV0149KPSU0046bill-of-ent →
26266
18-07-2024
Rename
Delete


(h) The user can delete a saved form by clicking on the **Delete** button.



7.2. Offline Utility

(a) This section describes, how a user can fill the application form in Offline mode. This allows user to save the form and work offline i.e., without an internet connection.

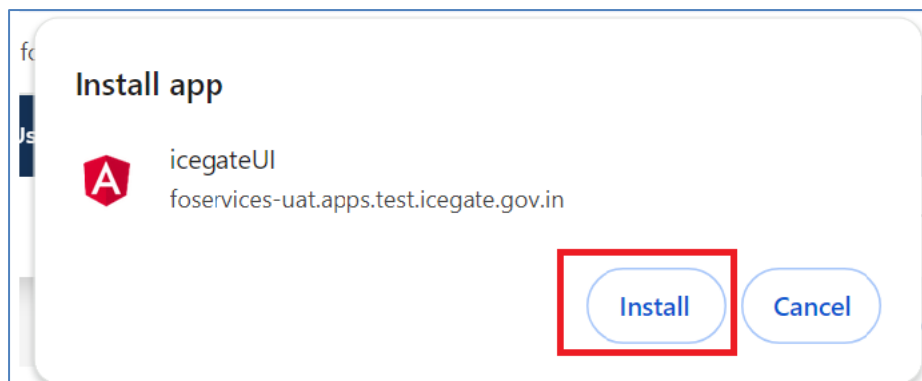
(b) To work in offline mode, the user has to follow the steps:

Step-1: When connected to internet and logged into the ICEGATE portal. Open relevant web form and click on the  icon from the address bar as displayed in the screen.



Step-2: A pop-up window will open, install the ICEGATE web application by clicking on the **<Install>** button.

Step-3: The pop-up window will display the web application form which the user is presently filing. This is shown in the screen below:



Step-4: The offline web-application will get installed on your system and the system will create an icon for the application form on the desktop as displayed on the screen below:



Step-5: User can open the saved offline form from the desktop and continue filling the form. Whenever user has completed the form, the user can save the file for completing the final steps online.

Step-6: To save the entered data in offline mode, the user needs to click on the **<Export File>** button.


7.3. Export File

This section describes how the users can export a partially completed form in a file (JSON format) on user's computer. The user can export this file at a preferred location in their computer.

To enable this functionality, the please follow the steps below:


Step-1: Click on the button **<Export File>**.

19 July 2024 | 04:17 PM Call Us 1800-3010-1000 Contact Us Help A- A+ ENG

Home Guidelines Tutorials Covid-19 




demo.downloadiconUnLoginerr

EXPORI-TRANSHIPMENT

Import File  Export File

Select A File

ETP Master Details


Job Number * <input type="text" value="5001"/>	Job Date * <small>Choose a date</small> <input type="text" value="6/28/2024"/> 
Shipping Bill Number * <input type="text" value="1039097"/>	Shipping Bill Date * <small>Choose a date</small> <input type="text" value="6/28/2024"/> 
Export Transshipment Date * <small>Choose a date</small> <input type="text" value="6/28/2024"/> 	
Gateway Port * ⓘ <input type="text" value="INMAA1"/>	Port of Discharge * ⓘ <input type="text" value="INMAA6"/>
Mode of Transport * ⓘ <input type="text" value="T - Truck"/>	Carrier Code * <input type="text" value="AABCL1653Q"/>
Carrier Number * <input type="text"/>	Gross weight * ⓘ <input type="text"/>


Step-2: On clicking of the Export link above, A JSON file will be downloaded to the user local system.


7.4. Import File

(a) Once a JSON file is saved on the user's system, it is ready to import from the file location. Any user with the proper security permissions may import the file.

08 July 2024 | 03:56 PM Call Us 1800-3010-1000 Contact Us Help A- A+ ENG

Home Demo.Guidelines Tutorials Covid-19 

SEZ BE AMEND You can also download this webform for working offline by clicking on the download icon  in the address bar

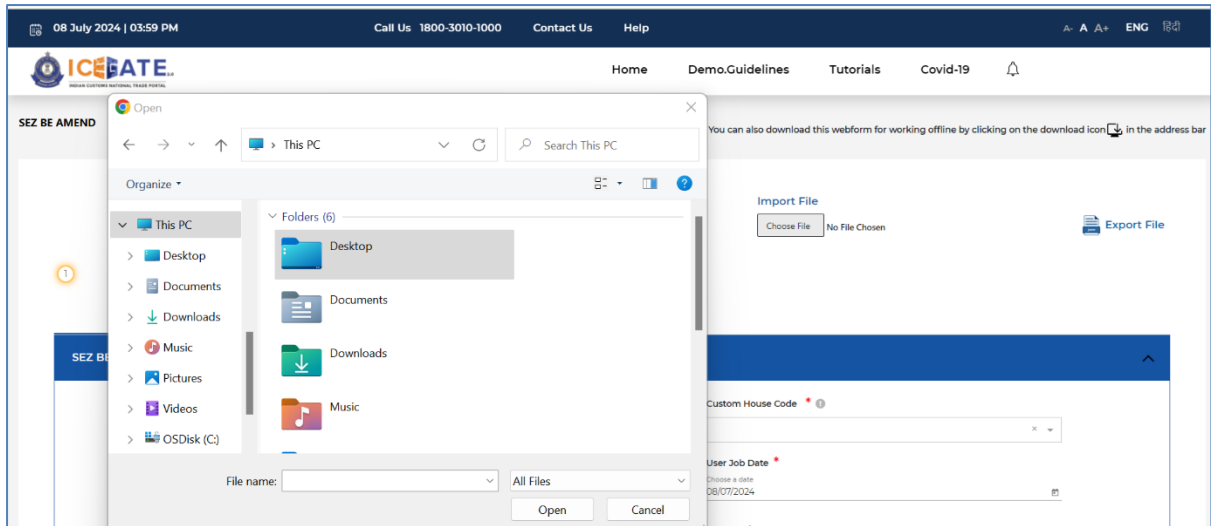
Import File  Export File

Choose File No File Chosen

(b) To enable this functionality, the user will have to follow the below steps to import a file.

Step-1: Click on the **<Open File>** button.

Step-2: An **Open** pop-up window appears. Select the location from where you want to Open the JSON file.



Step-3: Click on **<Open>** button.

Step-4: Form will open with new values.

7.5. Preview Functionality

(a) Once all the details are provided, user needs to click on **<Preview>** button to proceed.

(b) Clicking on preview button will show the entire filled form in a print preview viewing mode for review and confirmation.



19 July 2024 | 04:29 PM Call Us 1800-3010-1000 Contact Us Help ENG

Home Guidelines Tutorials Covid-19

ETP Master Details

Job Number *	5001	Job Date *	Choose a date 6/28/2024
Shipping Bill Number *	1039097	Shipping Bill Date *	Choose a date 6/28/2024
Export Transshipment Number		Export Transshipment Date	Choose a date 6/28/2024
Gateway Port *	INMAA1	Port of Discharge *	INMAAG
Mode of Transport *	T - Truck	Carrier Code *	AABCL653Q
Carrier Number *	TN 01 2345	Gross weight *	120.000

19 July 2024 | 04:29 PM
Call Us 1800-3010-1000
Contact Us
Help
A- A A+ ENG

ICEGATE
Home Guidelines Tutorials Covid-19

ETP Container Details

Container Details - 1

Job Number 5001	Job Date Choose a date 6/28/2024	
SB Number 123	SB Date Choose a date 7/19/2024	
Container Number 234	Container Size 10	
FCL/LCL <input checked="" type="radio"/> Less Than Container Load <input type="radio"/> Full Container Load	Site ID INMAA6	

Edit
Print
Submit

7.6. Edit ETP Form

(a) The edit button can be used before submission of the ETP form. Users can edit/Update the form details by clicking on the <Edit> button.

19 July 2024 | 04:29 PM
Call Us 1800-3010-1000
Contact Us
Help
A- A A+ ENG

ICEGATE
Home Guidelines Tutorials Covid-19

ETP Container Details

Container Details - 1

Job Number 5001	Job Date Choose a date 6/28/2024	
SB Number 123	SB Date Choose a date 7/19/2024	
Container Number 234	Container Size 10	
FCL/LCL <input checked="" type="radio"/> Less Than Container Load <input type="radio"/> Full Container Load	Site ID INMAA6	

Edit
Print
Submit

(b) Edit/Update the required section(s).

19 July 2024 | 02:36 PM
 Call Us 1800-3010-1000
 Contact Us
 Help
 ENG

ICEGATE
 Home
 Guidelines
 Tutorials
 Covid-19

EXPORT-TRANSSHIPMENT

You can also download this webform for working offline by clicking on the download icon in the address bar

Import File
 Select A File
 No File Chosen
 Export File

ETP Master Details

ETP Container Details

Save as Draft
 Preview

7.7. Print ETP Form

User can also print the Information provided in the form as shown by clicking on the **<Print>** button.

19 July 2024 | 04:29 PM
 Call Us 1800-3010-1000
 Contact Us
 Help
 ENG

ICEGATE
 Home
 Guidelines
 Tutorials
 Covid-19

ETP Container Details

Container Details - 1

Job Number
5001
 Job Date
Choose a date
6/28/2024

SB Number
123
 SB Date
Choose a date
7/19/2024

Container Number
234
 Container Size
10

FCL/LCL
☒ Less Than Container Load
 ☐ Full Container Load
 Site ID
INMAAG

Edit
 Print
 Submit

19 July 2024 | 05:08 PM

ETP Master Details

Job Number *

5001

Job Date *

Choose a date

6/28/2024

Shipping Bill Number *

1234567

Shipping Bill Date *

Choose a date

6/28/2024

Export Transshipment Number

Export Transshipment Date

Choose a date

6/28/2024

Gateway Port *

INMAAG

Port of Discharge *

INMAAG

Mode of Transport *

T: Truck

Carrier Code *

AABCL183Q

Carrier Number *

76121245

Gross weight *

100000

Total Package *

10

Nature of Cargo *

2: Non-Containerized Packages

Blind Code *

12

Print 2 sheets of paper

Destination HP Universal Printing PC

Pages All

Copies 1

More settings v

Print
Cancel

8. Submission of the ETP Form

- (a) DSC validation would be carried out before the form submission. Once the DSC validation is successful only then the form will get submitted.
- (b) On completion of filling the form and successful DSC validation, the user needs to click on **<Submit>** button.

19 July 2024 | 04:29 PM
Call Us 1800-3010-1000 Contact Us Help
A- A+ ENG

Home Guidelines Tutorials Covid-19

ETP Container Details

Container Details - 1

Job Number

5001

SB Number

123

Container Number

234

FCL/LCL

☒ Less Than Container Load
 ☐ Full Container Load

Job Date

Choose a date

6/28/2024

SB Date

Choose a date

7/19/2024

Container Size

10

Site ID

INMAAG

Edit
Print
Submit

- (c) On submission of the form, the system will generate a 'Reference Number'. The screen displayed will be as under:


04 July 2024 | 10:53 AM

Call Us 1800-3010-1000

Contact Us

Help

ENG

 Home Guidelines Tutorials Covid-19

TN 01 3333

1200 000

Total Package
3

Bond Code
SZ

Bond Date
Choose a date
8/4/2021

Site ID
INMAAG

Stuff Port
INMAAI

Nature of Cargo
P - Non Containerized Packages

Bond Number

ETP Webform Submitted Successfully!

The Reference Number is
84235227531004072024SACHE21.

OK

Edit

Print

Submit

9. Contact Us

The contact details are as follows:

ADG, ICEGATE

Director General of Systems & Data Management, CBIC

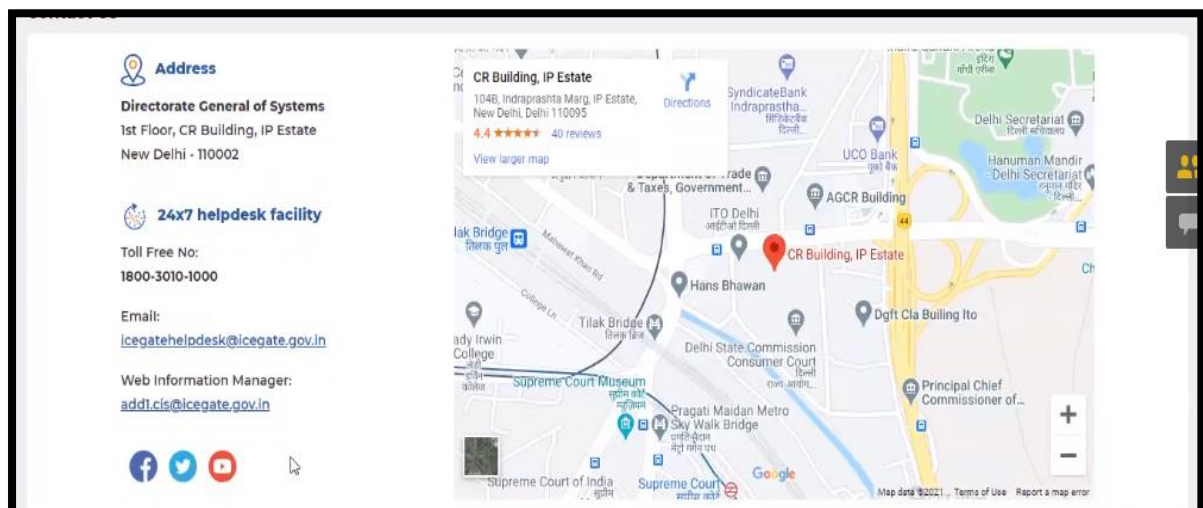
1st Floor, CR Building, IP Estate,

New Delhi – 110 109

Toll Free No: 1800-3010-1000

The user can also drop their queries at:

Email: icegatehelpdesk@icegate.gov.in





Document Complete

[Back to Top](#)