WAREHOUSE LICENSING ON ICEGATE 2.0

USER MANUAL

Version 1.07

Table of Contents

1. Getting Started 4

2. Brief about User Manual 4

3. How to Start 5

4. Warehouse Licensing Process 6

4.1 How to Register: A Stepwise Guide for Registration 6

4.1.1 Select Warehouse Licensing Role 8

4.1.2 Enter GSTIN Number 8

4.1.3 Select Role Detail 9

4.1.4 Verification of User Details 10

4.1.4.1 Verification of Mobile Number 10

4.1.4.2 Verification of Email ID 11

4.1.5 Generation of Reference ID 12

4.1.6 Process for Role Registration 13

4.1.6.1 Proceeding to Role Registration 13

4.1.6.2 Role Registration Form 14

4.1.6.3 Form Submission 20

4.2 Registering using Reference ID 20

4.2.1 Verification of Reference ID 21

4.2.2 Verification of Details using Mobile Number 22

4.2.3 Verification of Details using Email-ID..... 23

5. Track Query Status and Reply 25

6. Contact Us..... 28

1. Getting Started

Welcome to the user manual of ICEGATE 2.0 '**Warehouse Licensing**' functionality. The manual offers a detailed account of all the features incorporated in the functionality and explains the steps involved in completing the Warehouse Licensing' process on ICEGATE 2.0.

2. Brief about User Manual

(a) Purpose:

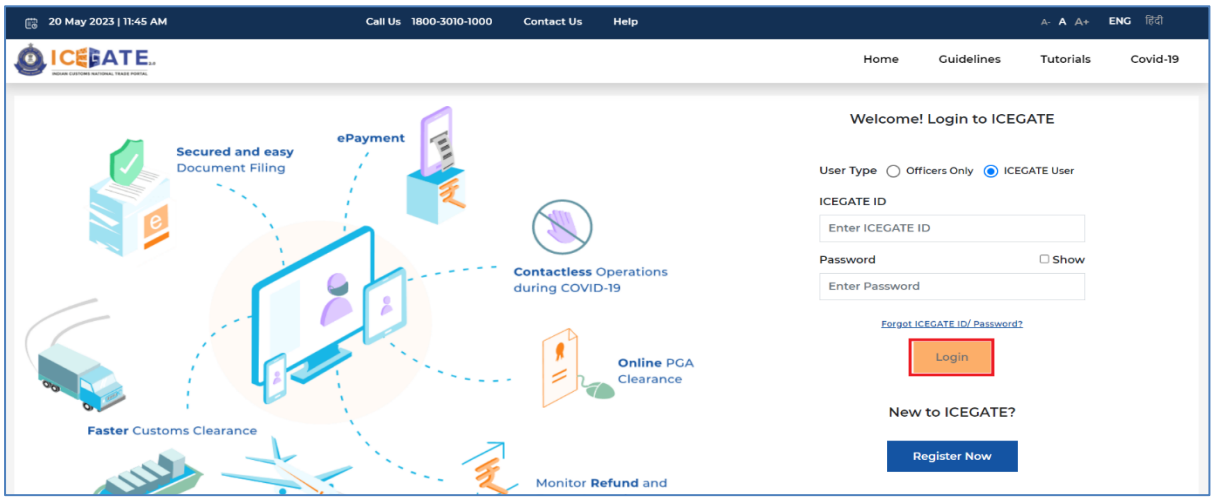
The user manual is designed to provide step by step illustration of all the steps that are involved in the Warehouse Licensing process.

(b) Intended Audience:

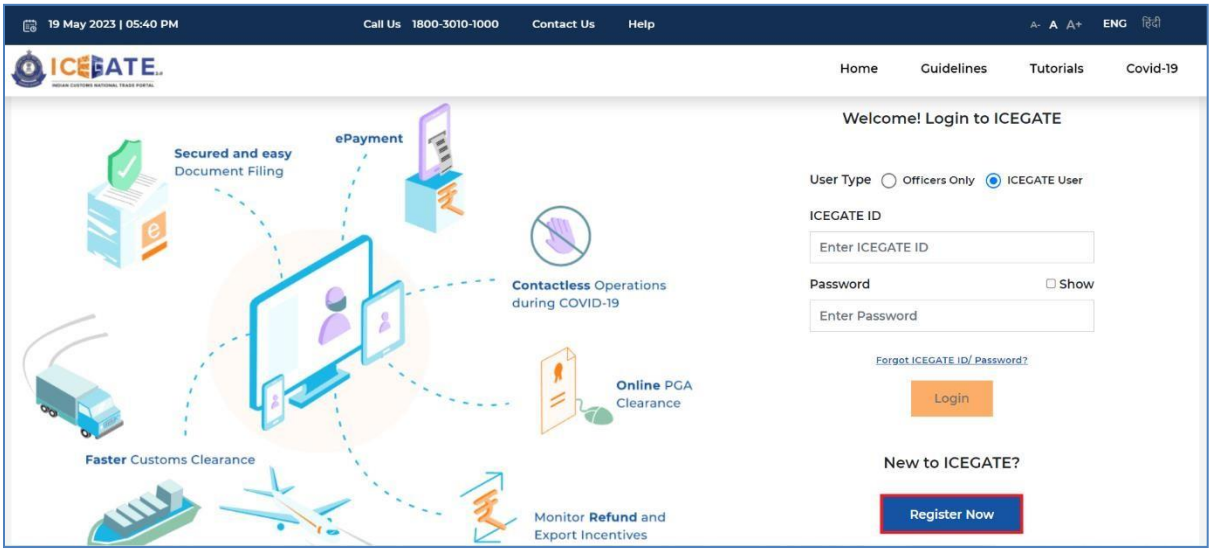
This user manual is intended for use by all the Warehouse Licensees users who wish to avail of Warehousing services of the ICEGATE portal.

3. How to Start

(a) Please follow the steps enumerated for obtaining a new warehouse licensing registration on ICEGATE portal.



(b) For new Warehouse Licensing registrations, click on the **<Register Now>** button outlined in red as shown in the screen below.



4. Warehouse Licensing Process

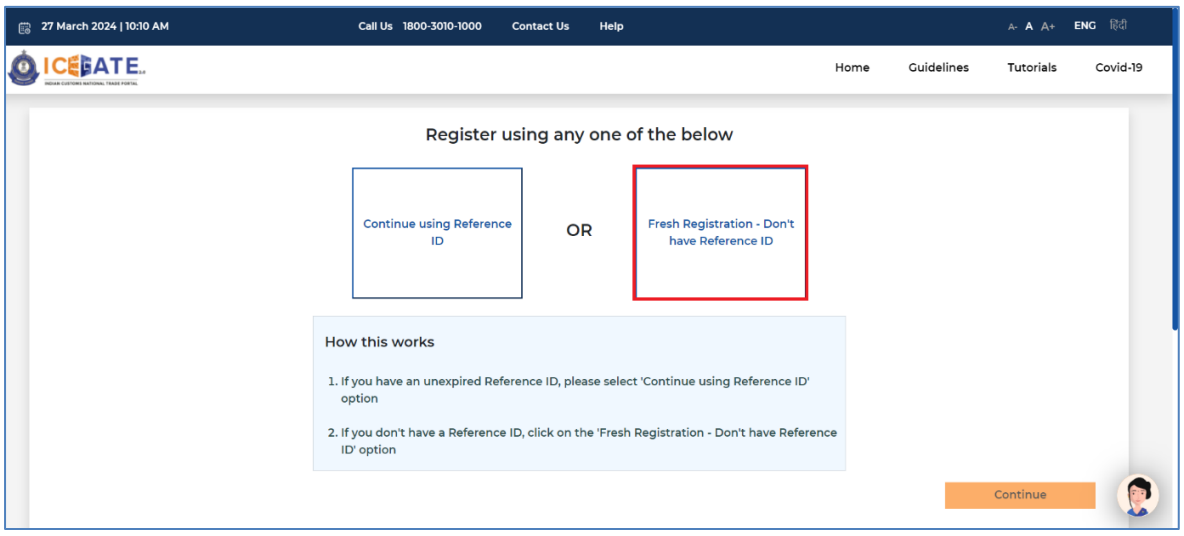
(a) The warehouse licensing application process has five key sections that are as follows:

i. Role Selection
ii. Verification of GSTIN Details
iii. Verification of User Details
iv. Verification of Mobile and Email address
v. Filling and Submission of the Role Registration Form

(b) These sections are divided into simple steps and are explained below.

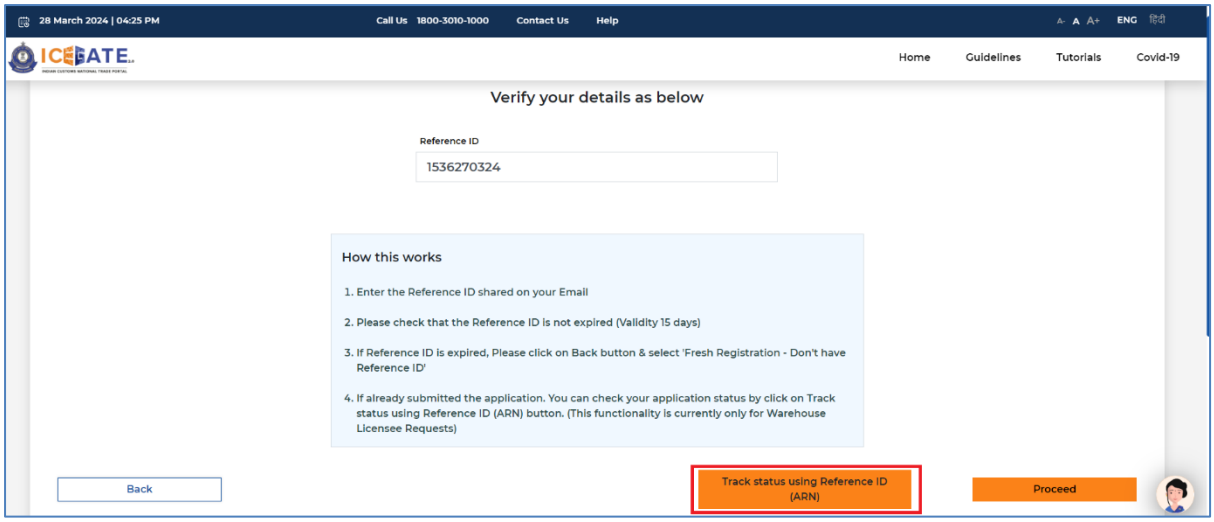
4.1 How to Register: A Stepwise Guide for Registration

(a) For new/ fresh warehouse licence registration where Reference ID is not generated, the user should click on the **'Fresh Registration - Don't have Reference ID** ' option.

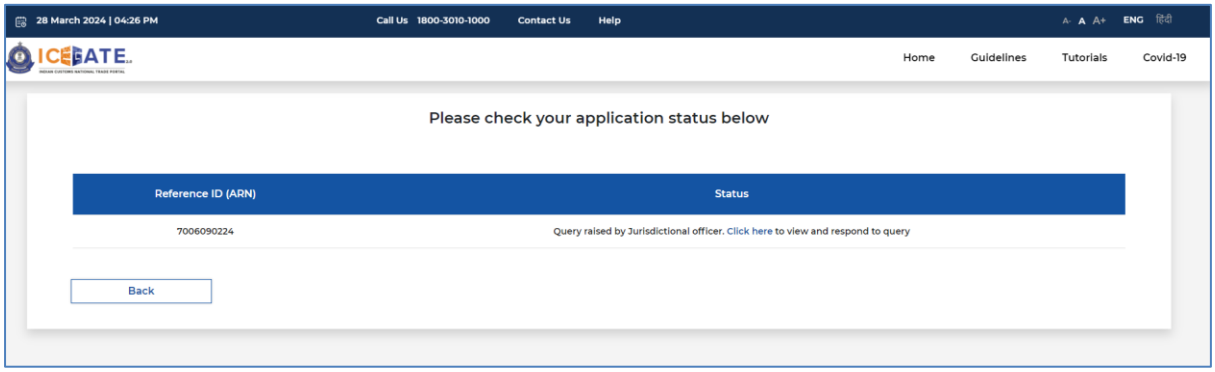


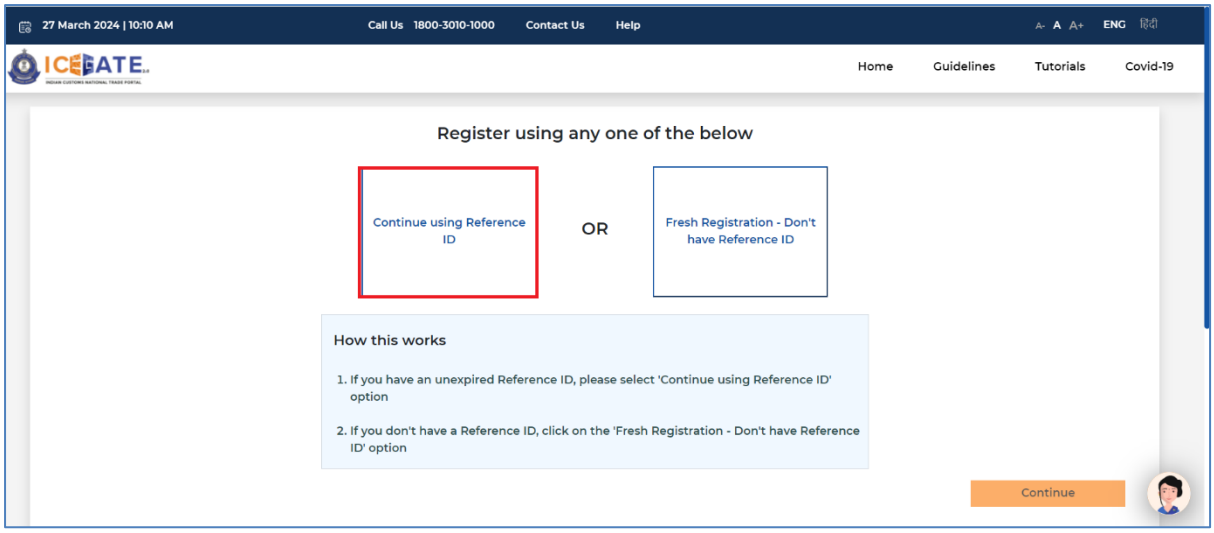
(b) If the user has a Reference ID which is valid and was generated within the last 15 days, he/she should click on the '**Continue using Reference ID**' option.

(c) On clicking '**Continue using Reference ID**', the user will also find an option for tracking the status of a submitted application. This facility is available on clicking the <**Track Status using Reference ID (ARN)**> button.



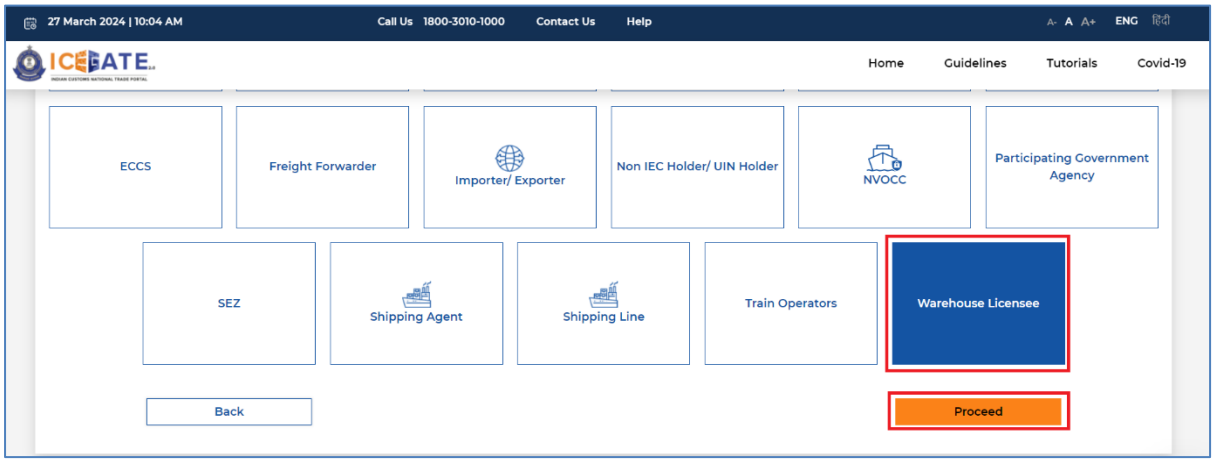
(d) On clicking the <**Track Status using Reference ID (ARN)**> button, the user can check the application status.





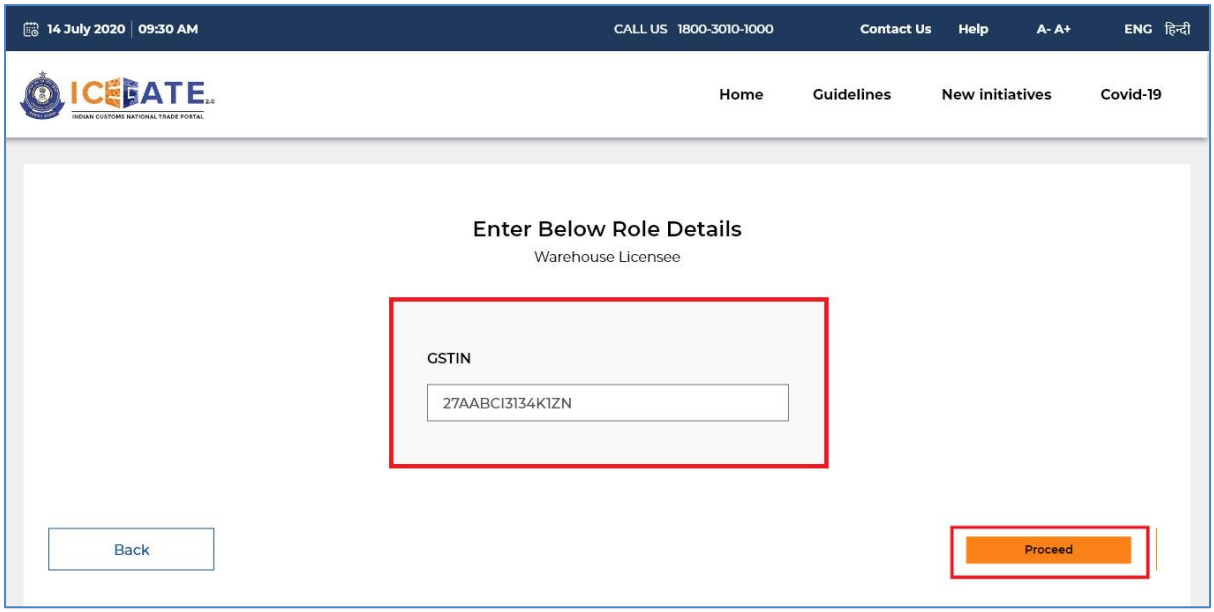
4.1.1 Select Warehouse Licensing Role

(a) On clicking the <**Continue>** button, the system will display the set of options from which from which the user can select the requisite **Warehouse Licensing Role** and then he/she should click on the <**Proceed**> button.



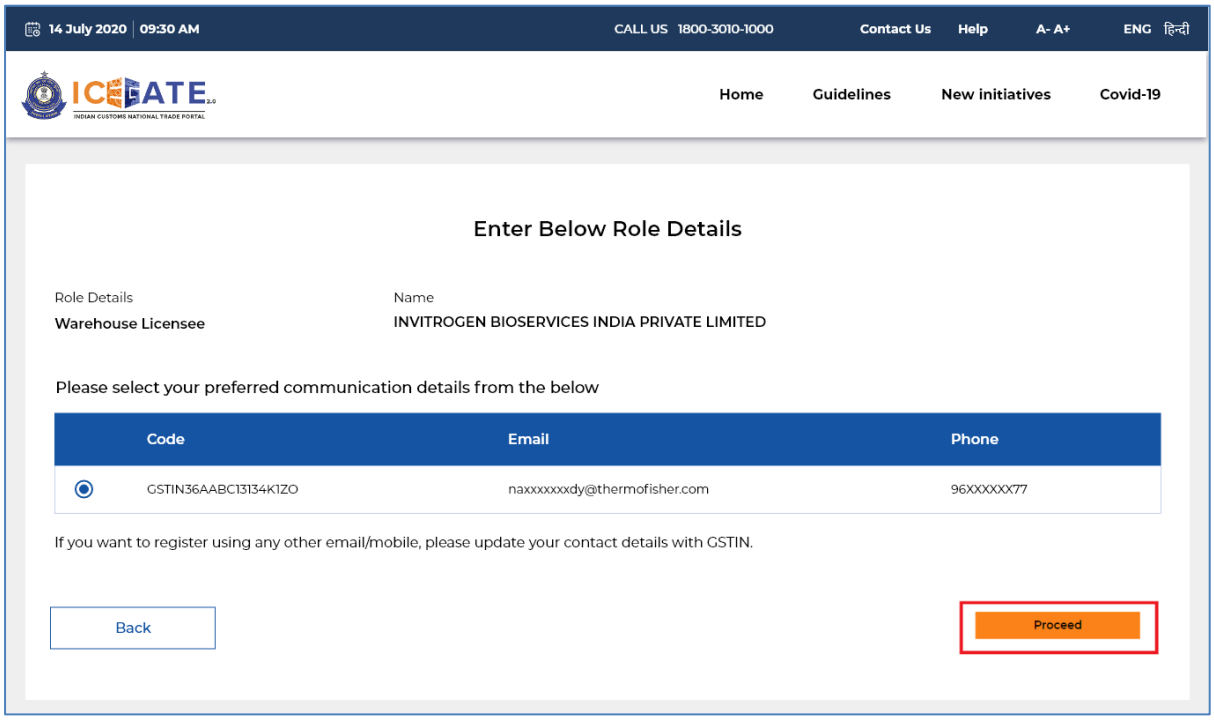
4.1.2 Enter GSTIN Number

(a) Enter GSTIN number and click on the <Proceed> button. The user can go back to the previous page by clicking on the <Back> button.



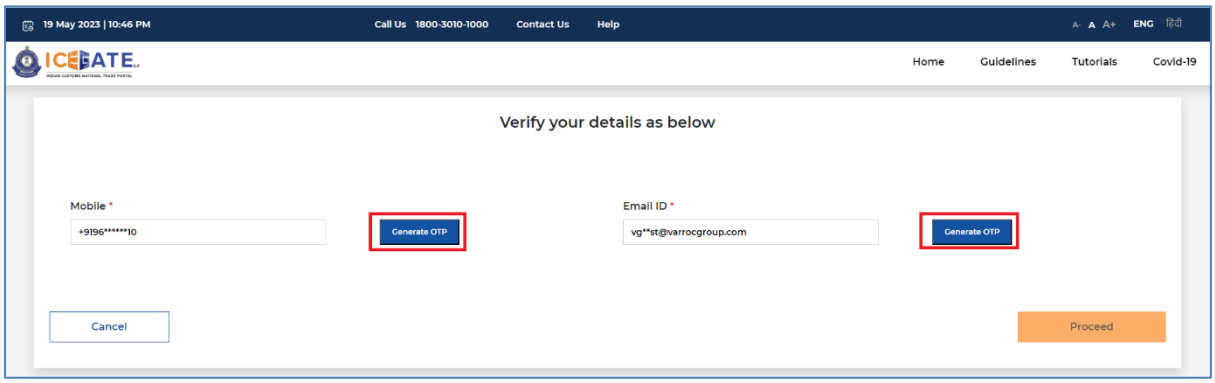
4.1.3 Select Role Detail

(a) On clicking <**Proceed**> button above, the system fetches the contact details available in GSTN/DGFT records. The user will have to select the radio button and click on <**Proceed**> button. These contact details would be used for authenticating all the transactions and communications in ICEGATE.



4.1.4 Verification of User Details

(a) On clicking the <**Proceed**> button, the system will display the following screen to verify the selected Phone Number and email ID.



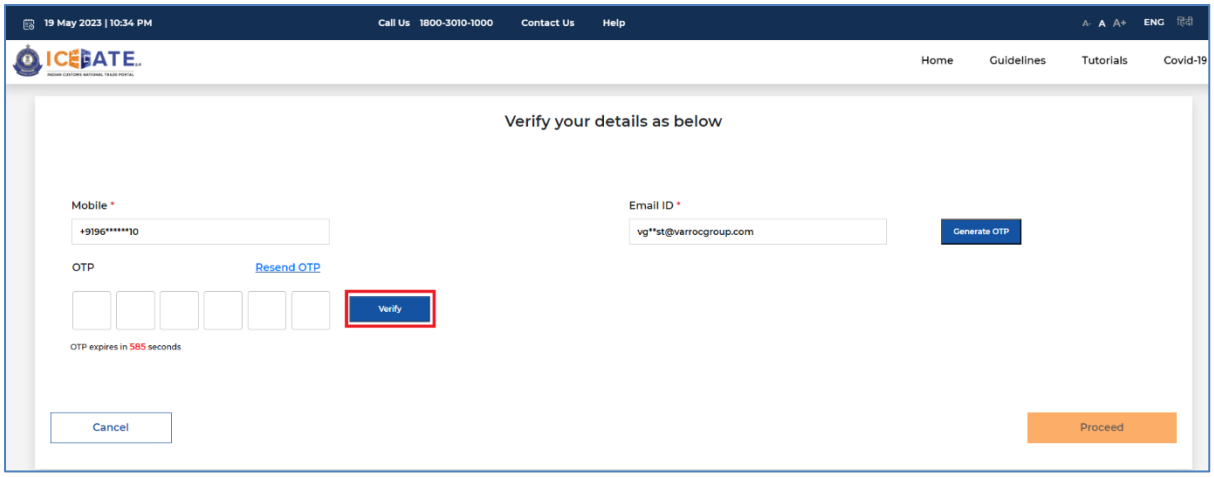
4.1.4.1 Verification of Mobile Number

(a) For authenticating the mobile number, the user should click on the **<Generate OTP>** button under the '**Mobile'** option. A six-digit OTP will be generated and sent to the user's mobile number.

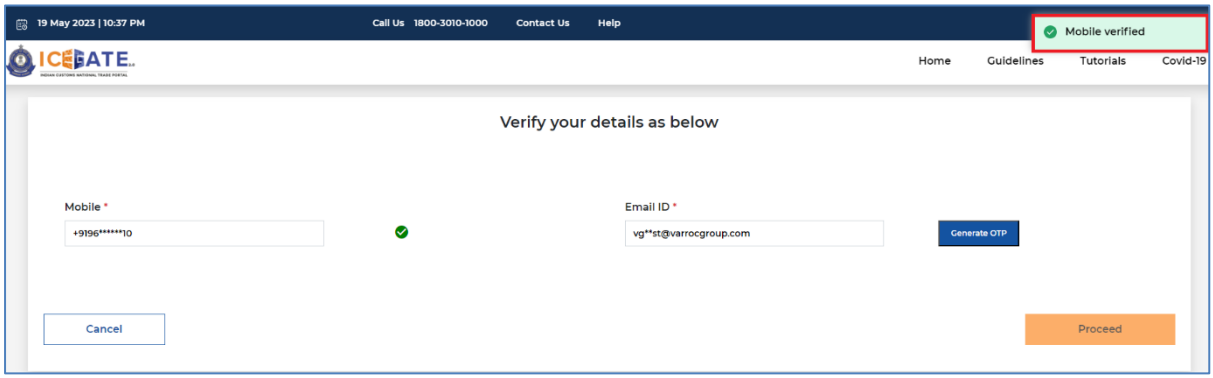
(b) If the OTP is invalid, an Error message will be displayed.

(c) In case of not receiving the OTP verification code, click on **<Resend OTP>** as displayed in the screen below.

(d) The user should validate the received OTP within a set interval of 600 seconds. Else, the OTP will expire.

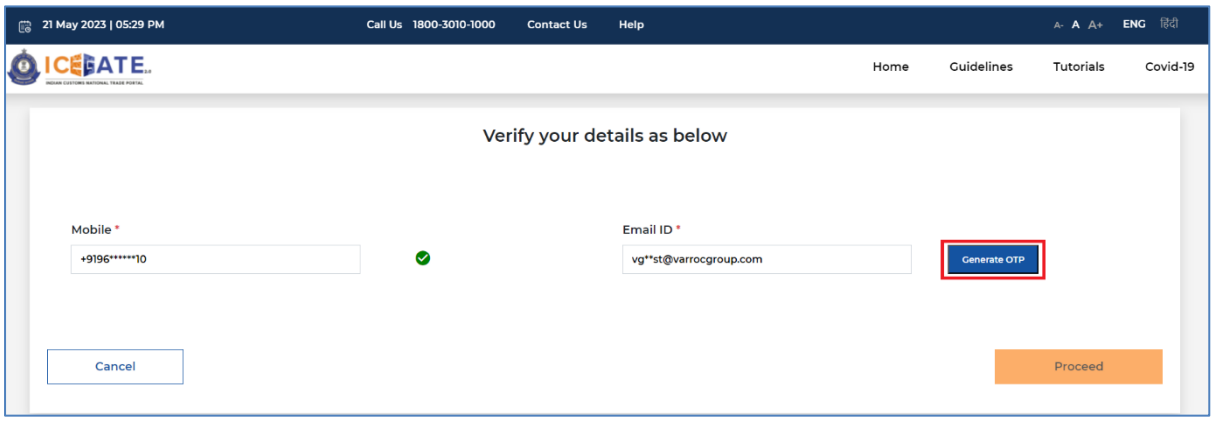


(e) On successful verification of OTP, the system will display the message "**Mobile Verified**" on the screen and a check mark will appear next to the Mobile field.



4.1.4.2 Verification of Email ID

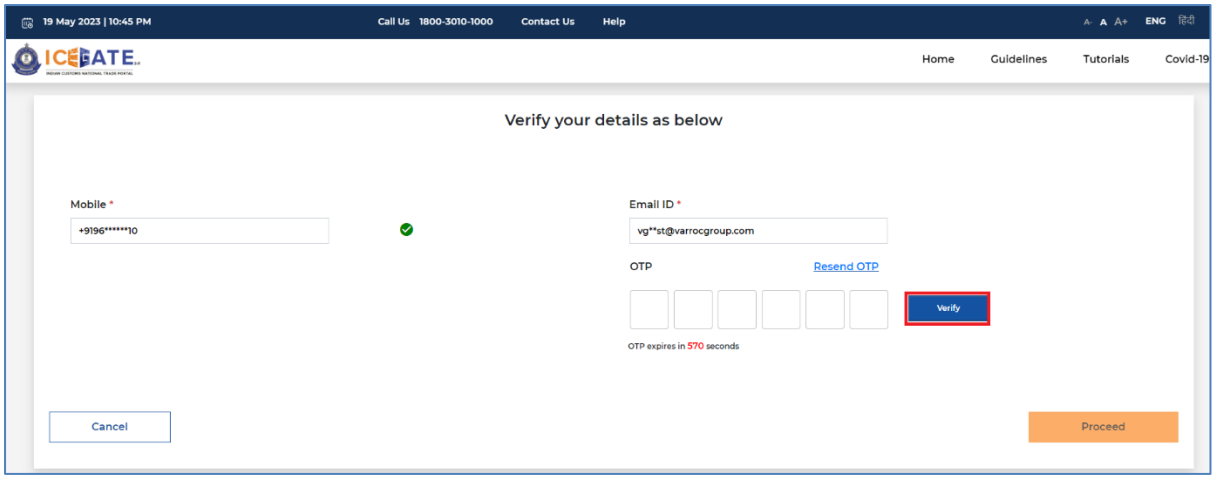
(a) Similarly, on clicking the ***<Generate OTP>*** button against the Email ID, a six-digit OTP would be generated and sent to the user's email address.



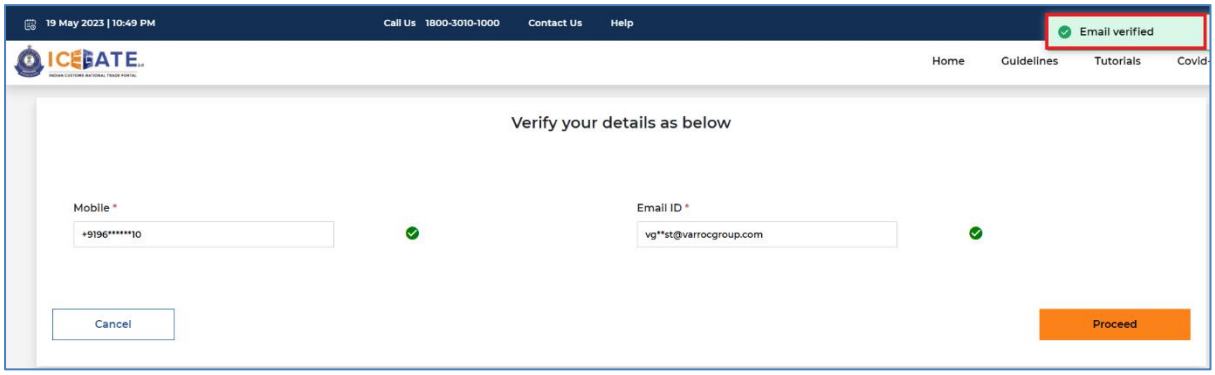
(b) If the OTP is invalid, an error message would be displayed.

(b) In case of not receiving the OTP verification code, the user should click on **<Resend OTP>** option as displayed in the screen below.

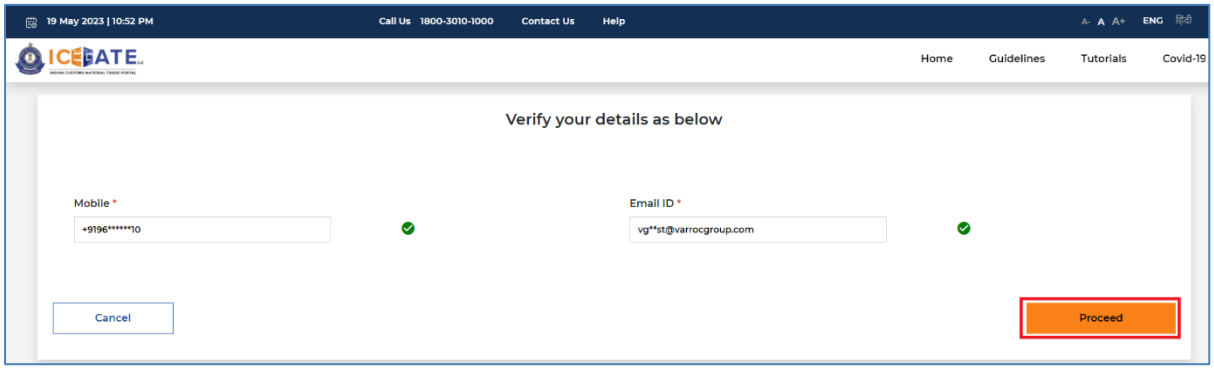
(c) The user should validate the received OTP within a set interval of 600 seconds. Else, the OTP will expire.



(d) On successful verification of OTP, the system will display the message "**Email Verified**" on the screen and a check mark will appear next to the Email field.



(e) Click on the <**Proceed**> button.

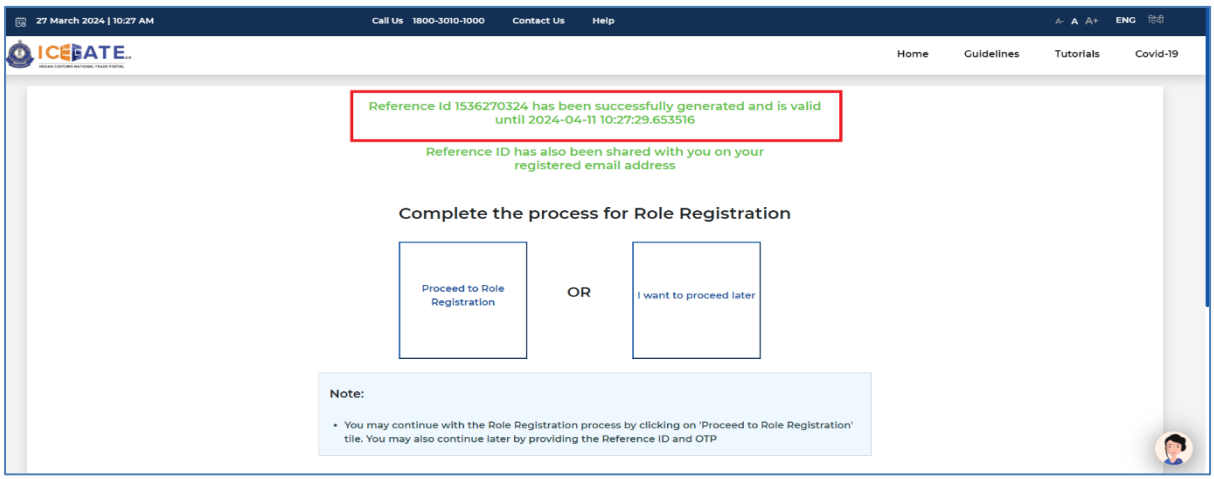


4.1.5 Generation of Reference ID

(a) After OTP validation is completed, click on the <**Proceed**> button, the system will generate a **Reference ID** along with its expiry date (valid for 15 days).

(b) In case the user does not complete the remaining steps within the expiry date, the process of generation of Reference ID will need to be performed again.

(c) The system will send the generated Reference ID to the registered Email ID of the user.



4.1.6 Process for Role Registration

(a) After completing the previous step, the users will have two options to complete the role registration process on ICEGATE -

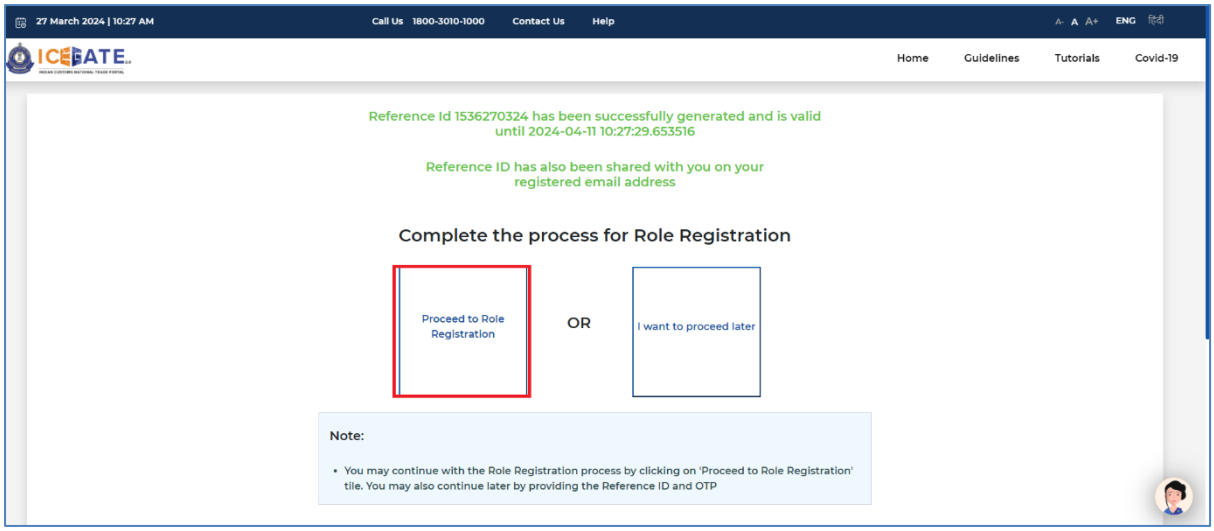
i. The user can continue with the Role Registration process by clicking on '**Proceed to Role Registration**' button.

ii. The user can continue the role registration process later by clicking the **'I want to proceed later'** button.

(b) Whenever the user needs to proceed with the process of registration, he/she will have to select the option **'Continue using Reference ID'** as shown in ***para 7.2*** of this advisory. The system will ask the Reference ID and authenticate the user using OTP on email/mobile.

4.1.6.1 Proceeding to Role Registration

(a) To continue the process of role registration, the user needs to click on the '**Proceed to Role Registration**' option and the system will display the following screen

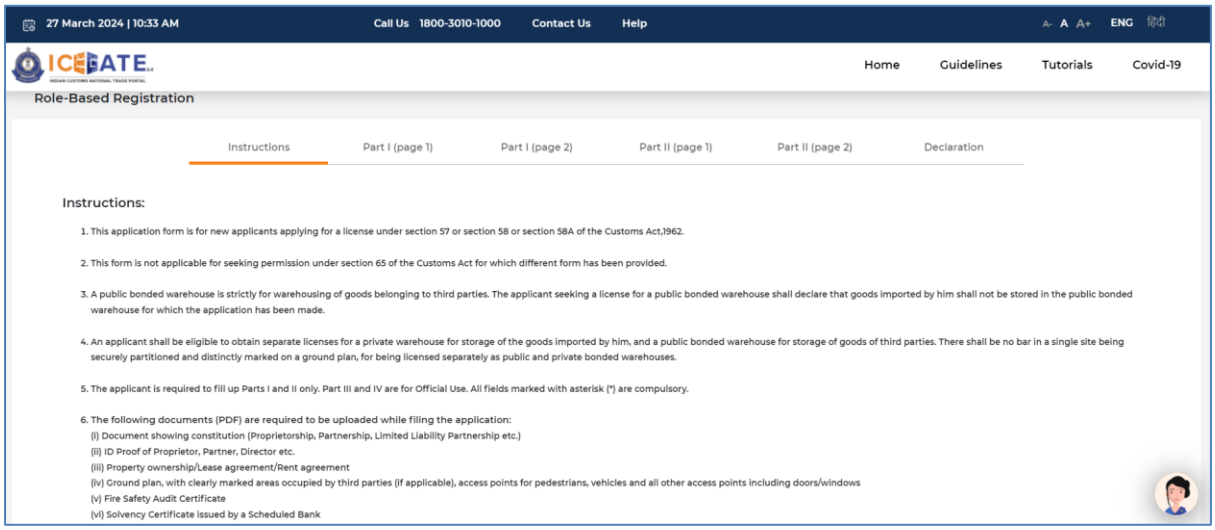


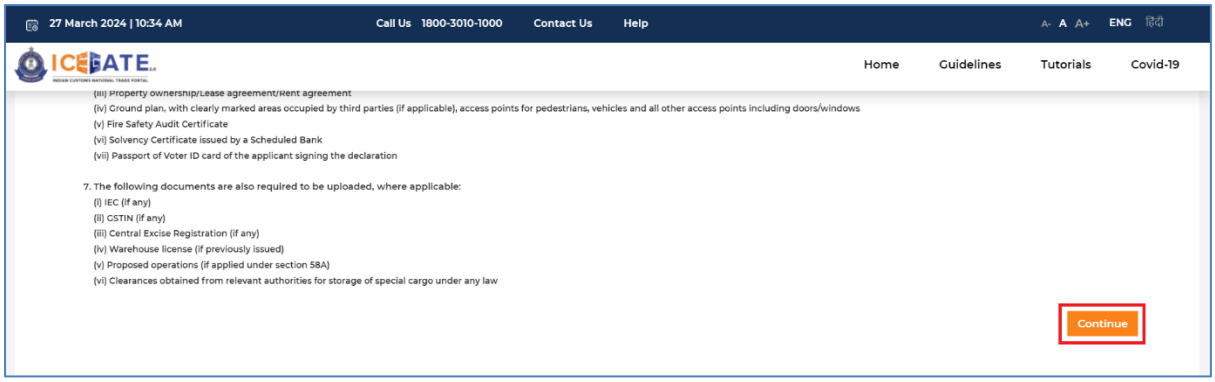
4.1.6.2 Role Registration Form

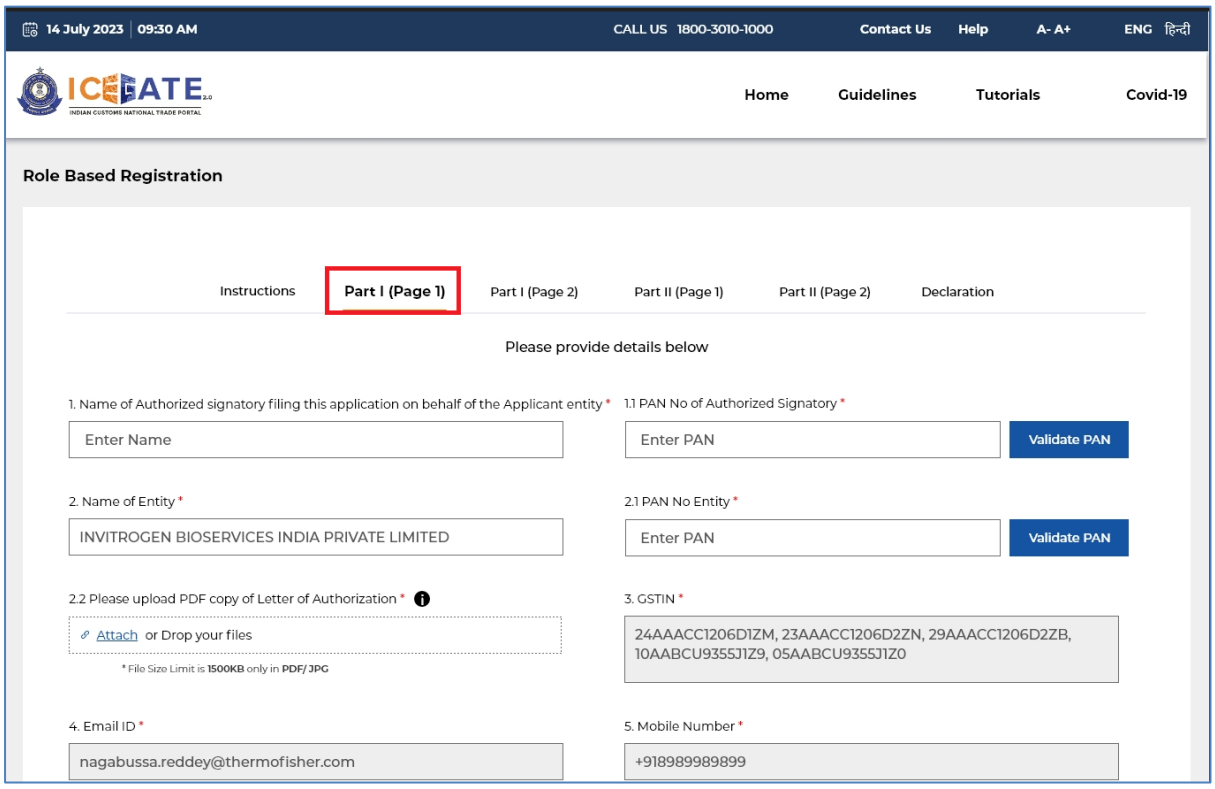
(a) On selecting the above option, the system will display the role registration form to be filled by the user. The displayed form has six segments namely:

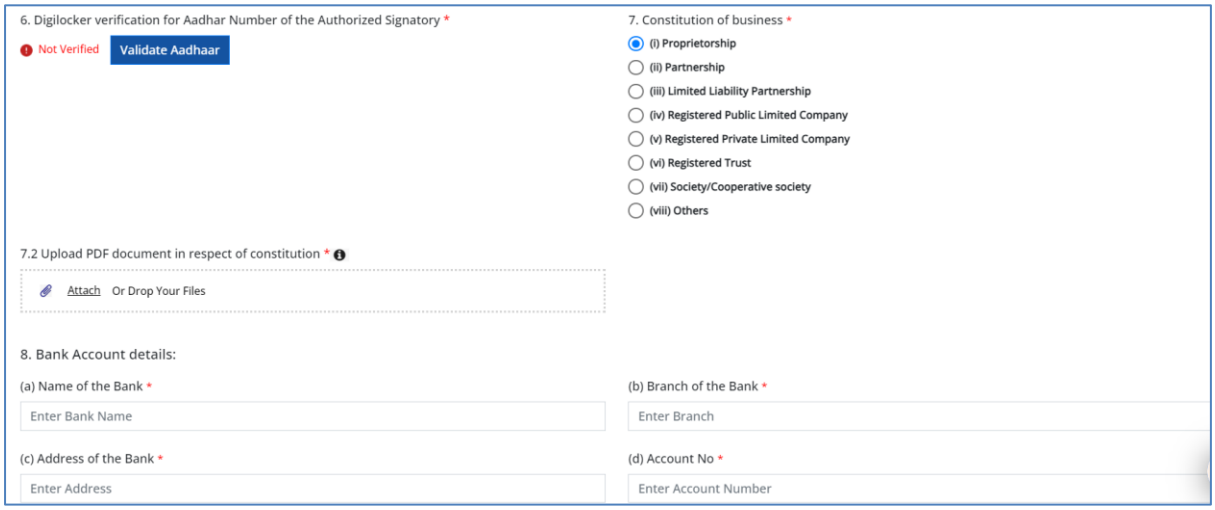
i. Instructions
ii. Part I (page 1)
iii. Part I (page 2)
iv. Part II (page 1)
v. Part II (page 2)
vi. Declaration

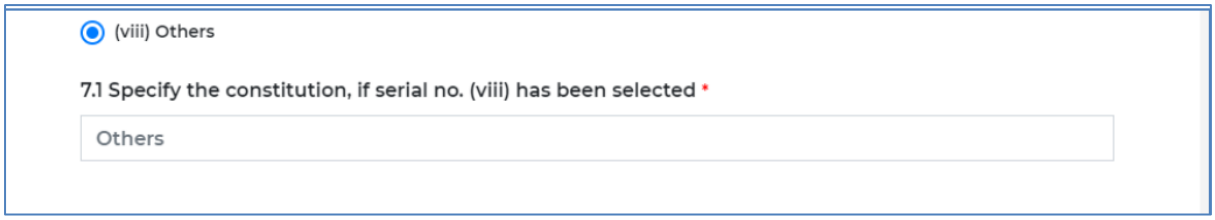
(b) The user will have to provide the details of all mandatory fields (*) in both the Segments and upload necessary documents.

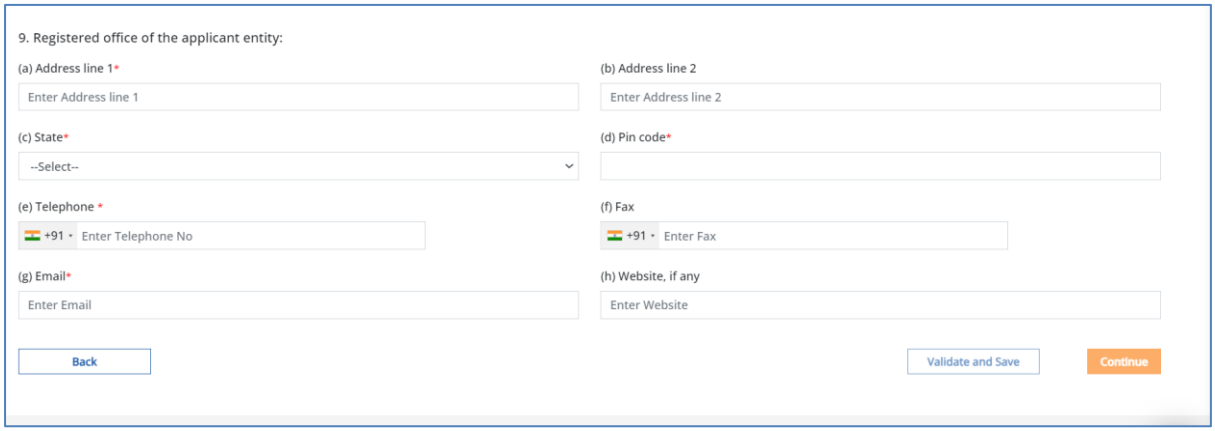



27 March 2024 | 10:34 AM
Call Us 1800-3010-1000
Contact Us
Help
ENG
Home
Guidelines
Tutorials
Covid-19
(iii) Property ownership/Lease agreement/Rent agreement
(iv) Ground plan, with clearly marked areas occupied by third parties (if applicable), access points for pedestrians, vehicles and all other access points including doors/windows
(v) Fire Safety Audit Certificate
(vi) Solvency Certificate issued by a Scheduled Bank
(vii) Passport of Voter ID card of the applicant signing the declaration
7. The following documents are also required to be uploaded, where applicable:
(i) IEC (if any)
(ii) GSTIN (if any)
(iii) Central Excise Registration (if any)
(iv) Warehouse license (if previously issued)
(v) Proposed operations (if applied under section 58A)
(vi) Clearances obtained from relevant authorities for storage of special cargo under any law
Continue

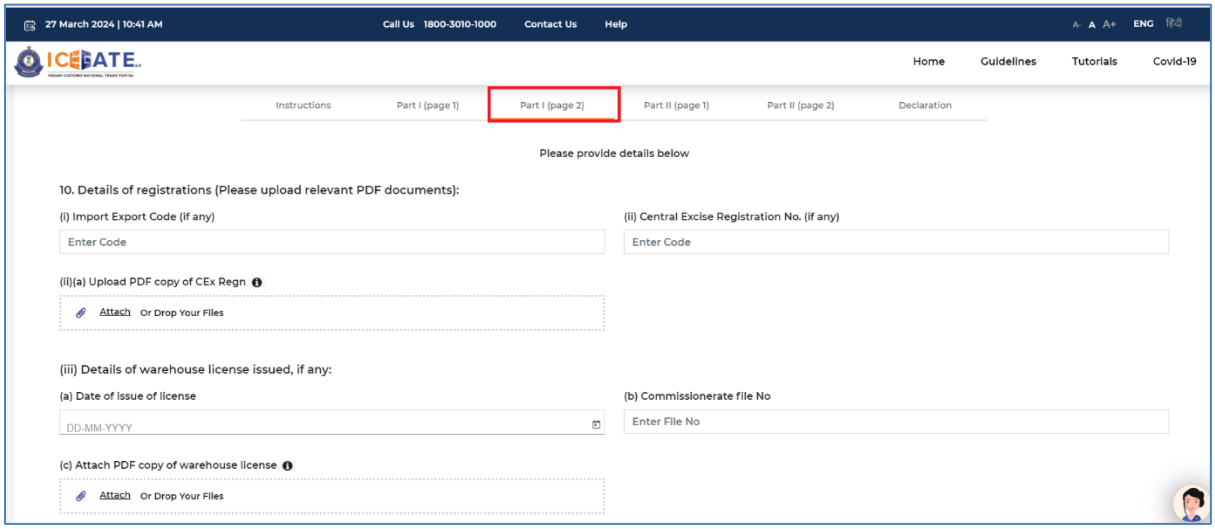

14 July 2023 | 09:30 AM
CALL US 1800-3010-1000
Contact Us
Help
A- A+
ENG
Home
Guidelines
Tutorials
Covid-19
Role Based Registration
Instructions
Part I (Page 1)
Part I (Page 2)
Part II (Page 1)
Part II (Page 2)
Declaration
Please provide details below
1. Name of Authorized signatory filing this application on behalf of the Applicant entity *
Enter Name
1.1 PAN No of Authorized Signatory *
Enter PAN
Validate PAN
2. Name of Entity *
INVITROGEN BIOSERVICES INDIA PRIVATE LIMITED
2.1 PAN No Entity *
Enter PAN
Validate PAN
2.2 Please upload PDF copy of Letter of Authorization *
Attach or Drop your files
* File Size Limit is 1500KB only in PDF/ JPG
3. GSTIN *
24AAACC1206D1ZM, 23AAACC1206D2ZN, 29AAACC1206D2ZB, 10AABCU9355J1Z9, 05AABCU9355J1Z0
4. Email ID *
nagabussa.reddey@thermofisher.com
5. Mobile Number *
+918989989899

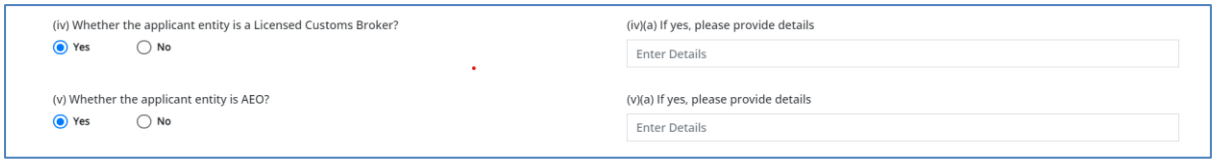

6. Digilocker verification for Aadhar Number of the Authorized Signatory *
Not Verified
Validate Aadhaar
7. Constitution of business *
(i) Proprietorship
(ii) Partnership
(iii) Limited Liability Partnership
(iv) Registered Public Limited Company
(v) Registered Private Limited Company
(vi) Registered Trust
(vii) Society/Cooperative society
(viii) Others
7.2 Upload PDF document in respect of constitution *
Attach Or Drop Your Files
8. Bank Account details:
(a) Name of the Bank *
Enter Bank Name
(b) Branch of the Bank *
Enter Branch
(c) Address of the Bank *
Enter Address
(d) Account No *
Enter Account Number

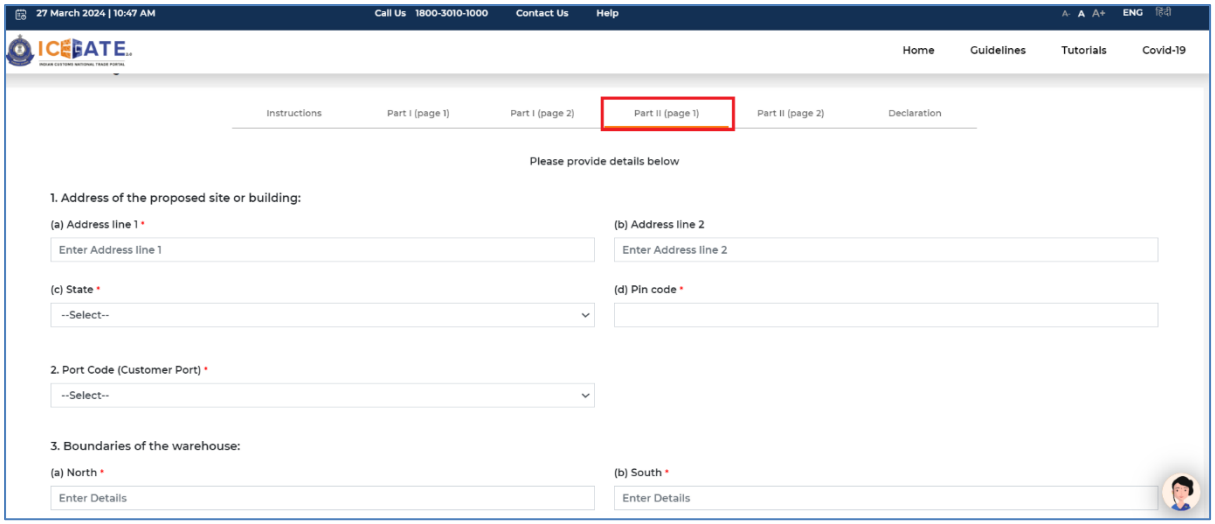




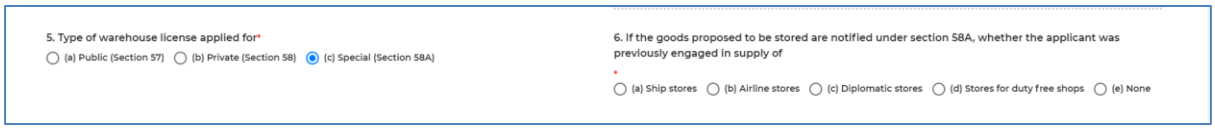
(c) Click on <**Continue>** button.

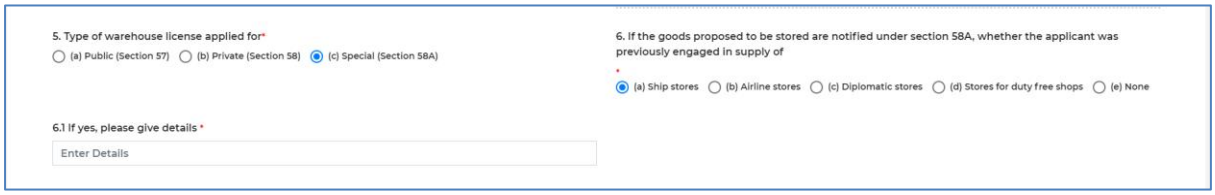






Note: Point 6 will only be displayed if the user selects the option (c) "Special (Section 58A)".





5. Type of warehouse license applied for*

(a) Public (Section 57) (b) Private (Section 58) (c) Special (Section 58A)

6. If the goods proposed to be stored are notified under section 58A, whether the applicant was previously engaged in supply of *

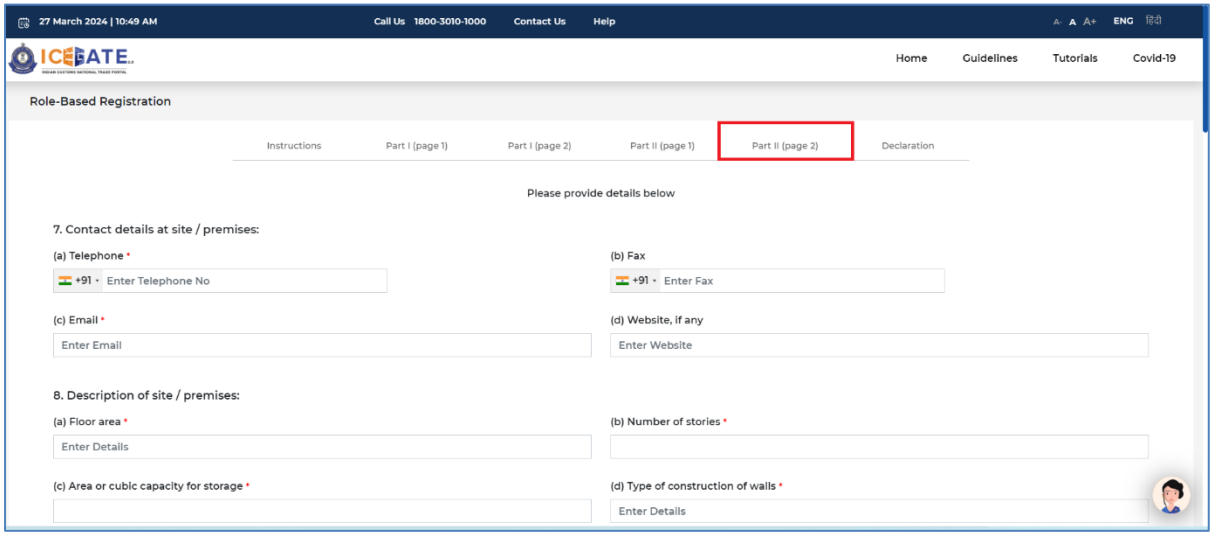
(a) Ship stores (b) Airline stores (c) Diplomatic stores (d) Stores for duty free shops (e) None

6.2 If no, please provide documents regarding proposed operations *

Attach Or Drop Your Files

For example:

1. an applicant seeking a license for storage of goods to be supplied to a duty free shop may provide documents relating to his operation of a DFS at the airport or a contract allotted to the applicant by a port / airport;
2. an independent airline store operator provide documents of contract with airlines (this would not be necessary for an airline itself);
3. a ship store operator may provide supporting documents or contracts or requisitions from shipping lines or ships, as the case may be.



(e) Type of construction of the roof *

Enter Details

(f) Building built in which year *

Enter Details

(g) If building recently remodeled, when?

Enter Details

(h) Whether premises authorized for commercial use by local govt*

Yes No

Upload copy of ground plan *

Attach Or Drop Your Files

Note: The ground plan should iner alia –

1. identify and mark areas occupied by third parties
2. identify the location and size of all access to the site/building to pedestrian and vehicles
3. identify the location and size of all other access to the site/building including doors and windows

9. Security facilities at the premises, existing or proposed:

Burglar Alarm System:

(a) Whether the premise is protected by Burglar Alarm System? *

Yes No

CCTV Facility:

(b) Is there a CCTV monitoring system installed to cover the surrounding area of the site and storage area *

Yes No

(c) Please indicate the no. of cameras installed *

Enter Details

(d) No. of hours/days of recording accessible at any point of time? *

Enter Details

Security Personnel:

(e) Details of arrangements for round the clock security provided for the warehouse? *

Enter Details

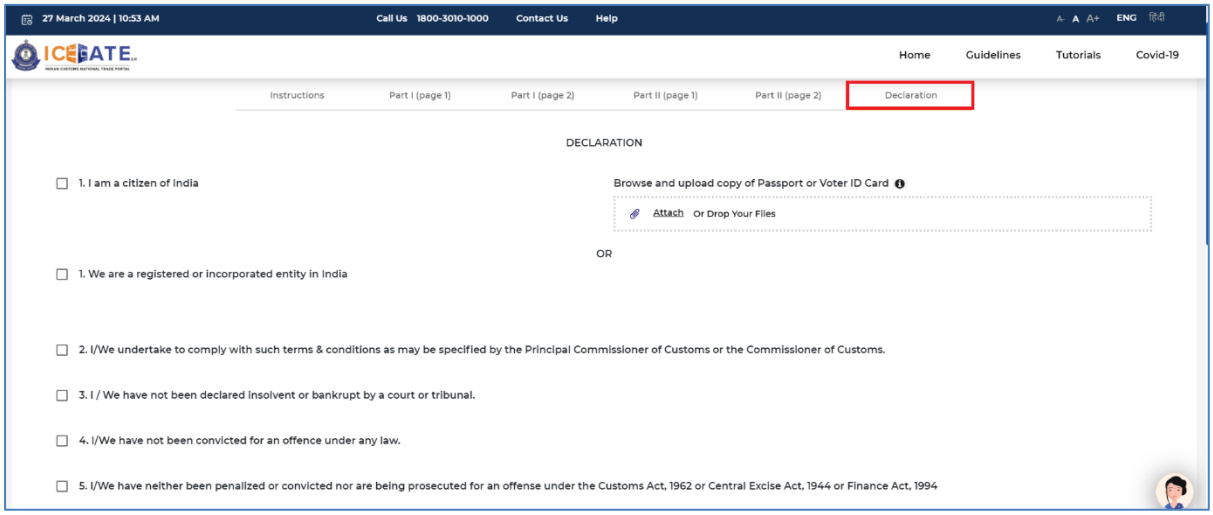
(f) Name & details of firm contracted for security services *

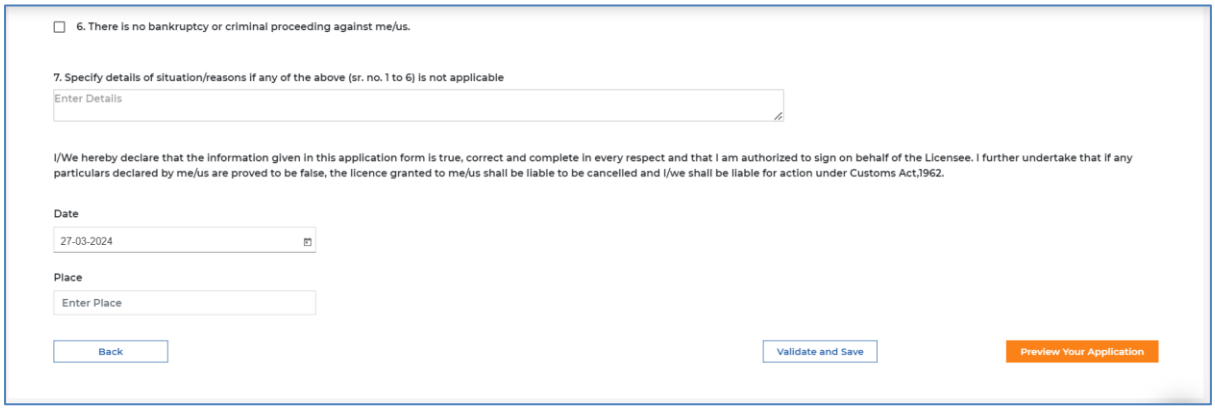
Enter Details

(g) No. of personnel to be deployed on each shift for round the clock security *

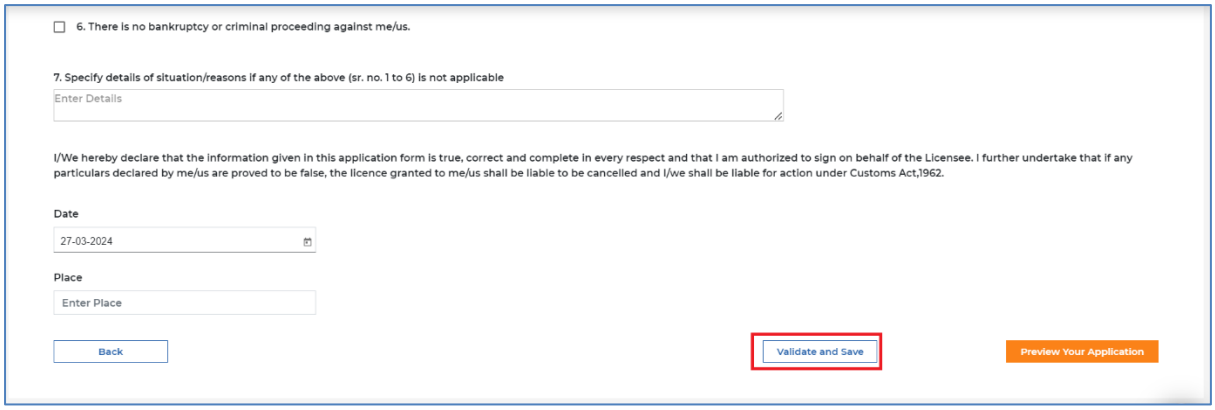
Enter Details

(d) Click on <**Continue>** button.



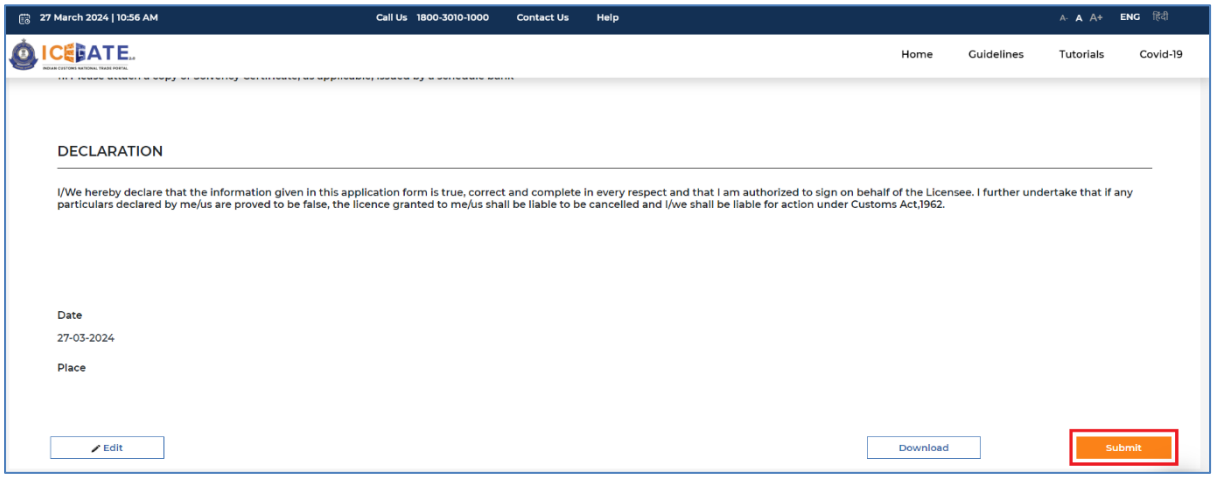


(e) The user can validate and save the filled form by clicking on "**Validate and Save**" button. User can preview the filled application before submission using "**Preview Your Application**" button.



4.1.6.3 Form Submission

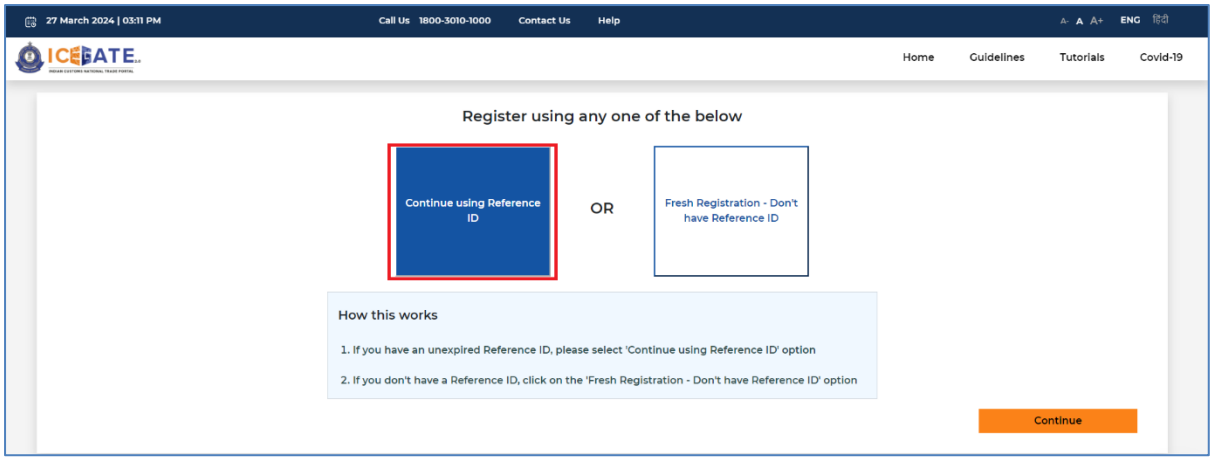
(a) On completion of filling of the form, the user needs to click on the <**Submit**> button for submission of the form.



(b) After completing the role-based registration successfully, the application would be forwarded to the approving authority of ICEGATE.

4.2 Registering using Reference ID

(a) If the user has an unexpired Reference ID, he can select the '**Continue using Reference ID**' option and click on the <**Continue**> button for continuing the role selection or accessing the partially filled registration form as draft.

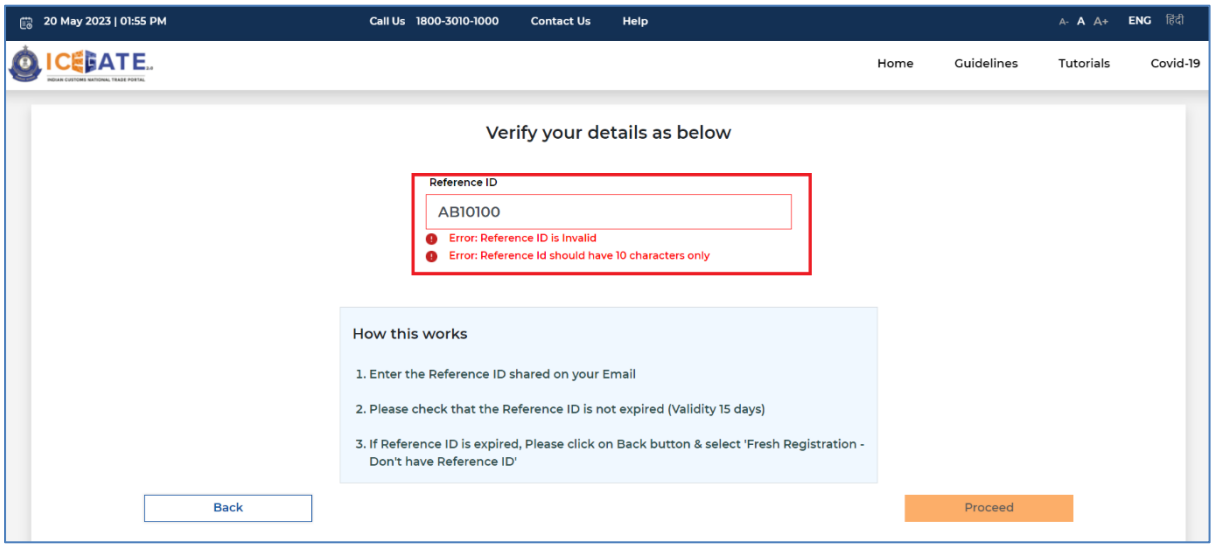


4.2.1 Verification of Reference ID

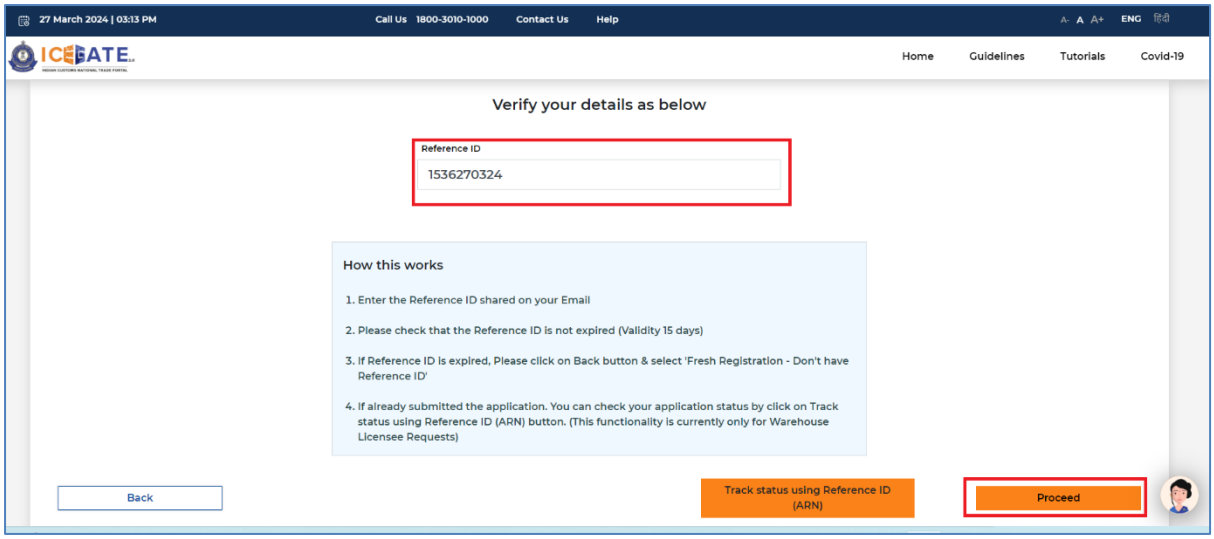
(a) On clicking the <**Continue**> button, the user needs to verify the Reference ID received on the registered email-id.

(b) If the entered Reference ID has expired, the user needs to click on <**Back**> button and select the "**Fresh Registration– Don't Have Reference ID**" option.

(c) If the entered Reference ID is invalid, Error message will be displayed.



(d) If the entered Reference ID is valid and unexpired, the user shall be able to click on the proceed button.



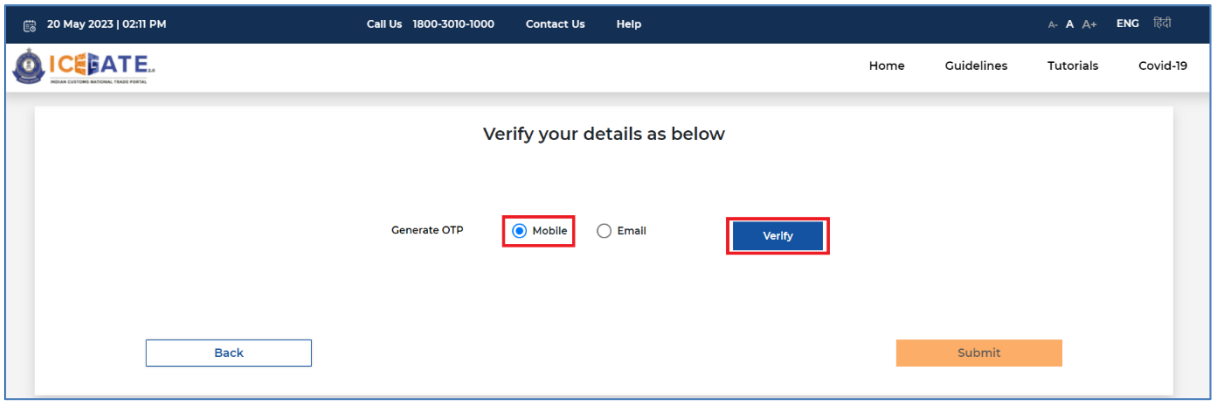
4.2.2 Verification of Details using Mobile Number

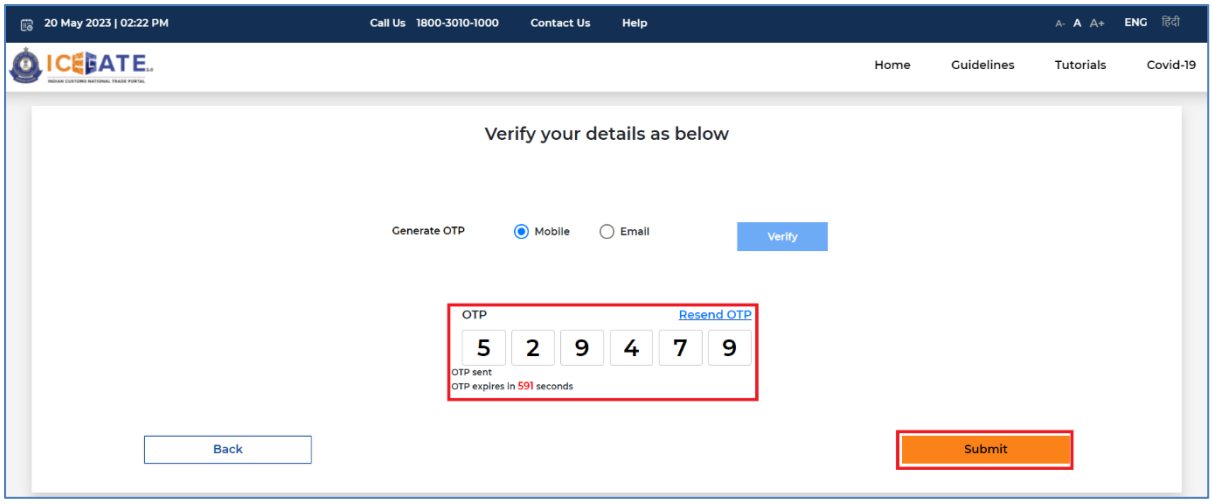
(a) On clicking the <**Proceed**> button, the user must verify the registered mobile number.

(b) Select the '**Mobile'** radio button and click on the **<Verify>** button. A six-digit OTP will be generated and sent to the user's mobile number.

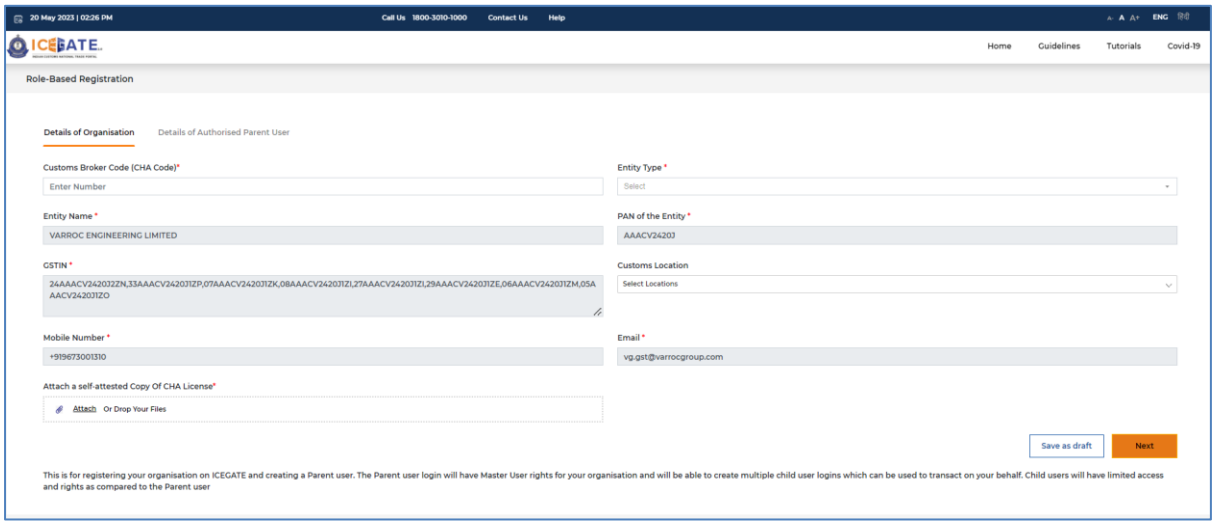
(c) If the entered OTP is invalid, an error message would be displayed.

(d) If the OTP is not received, click on **<Resend OTP>** option.



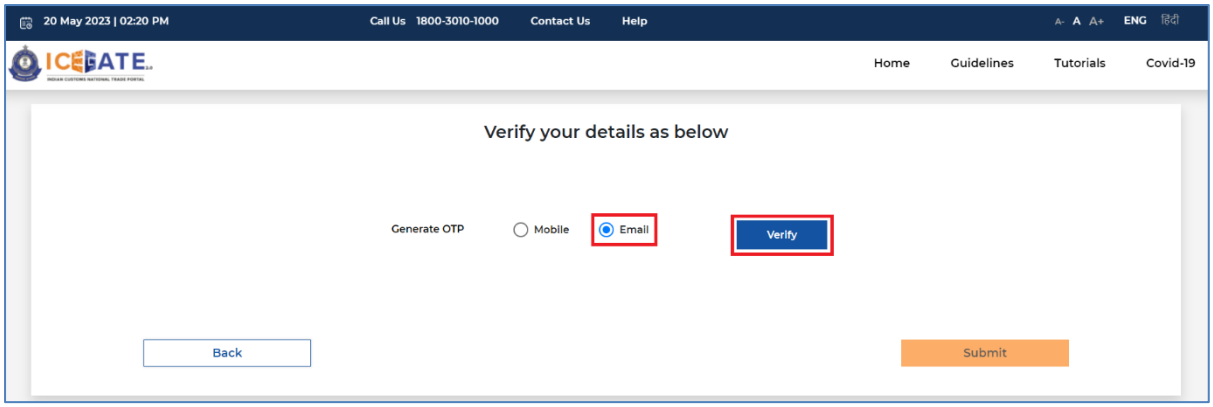


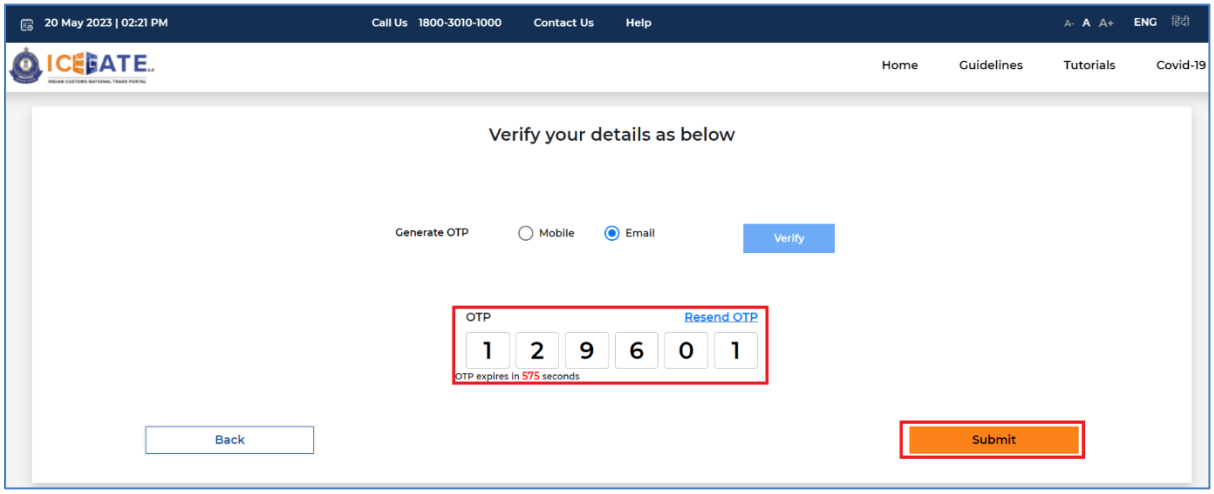
(e) On clicking the <***Submit***> button, the system will display the registration form to be filled by the user.



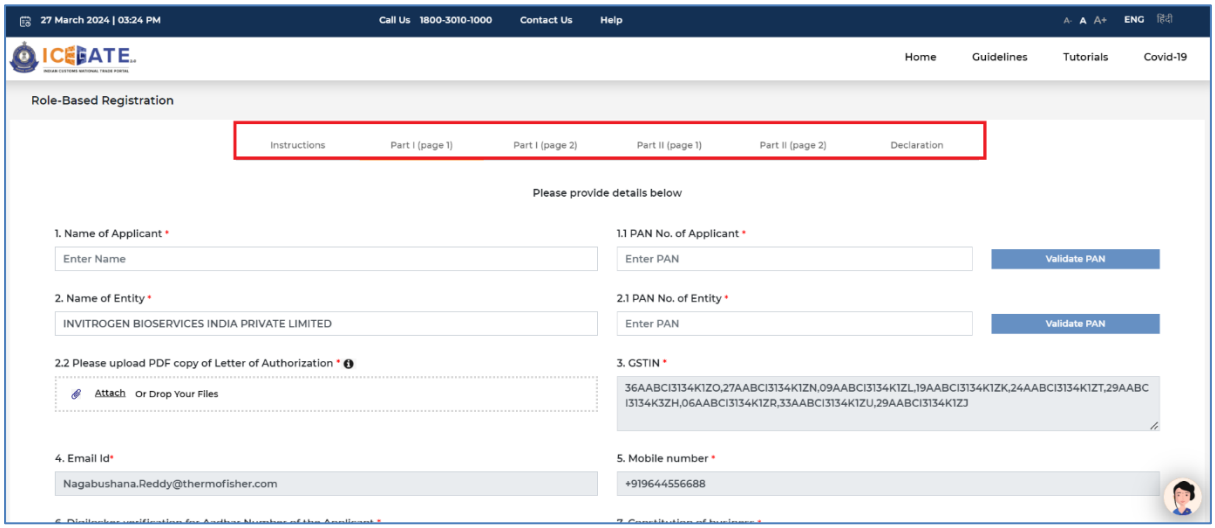
4.2.3 Verification of Details using Email-ID

(a) On clicking the <**Continue**> button as enumerated in 7.3.1, the user must verify the registered email ID.





(b) On clicking the <***Submit***> button, the system will display the registration form to be filled by the user.

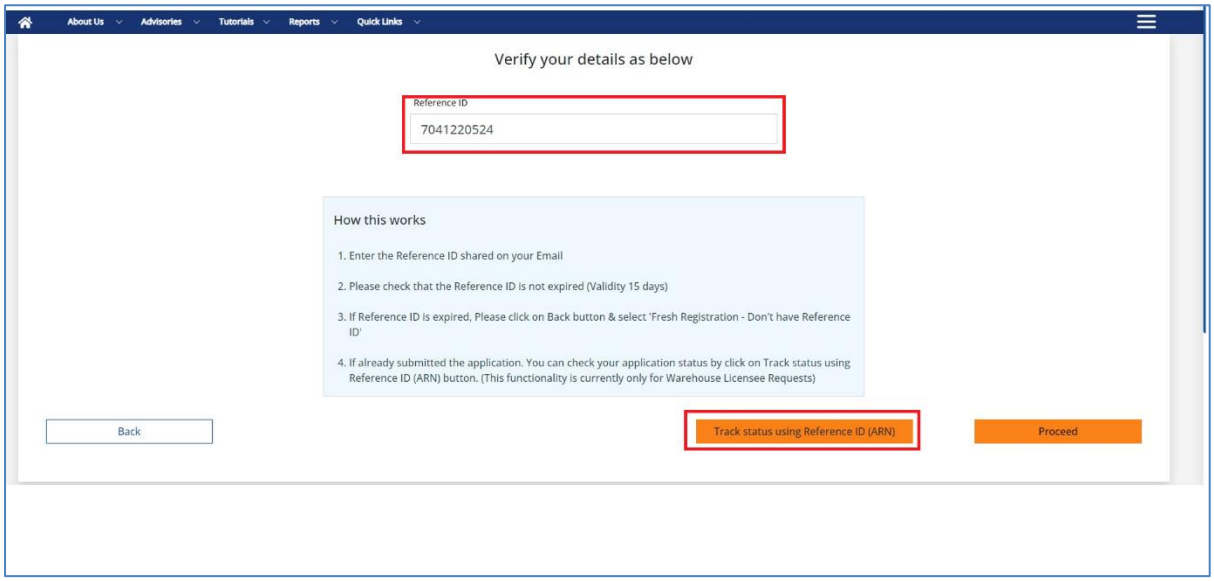


(c) Kindly refer to the Section 4.1.6.2 to view the application form.

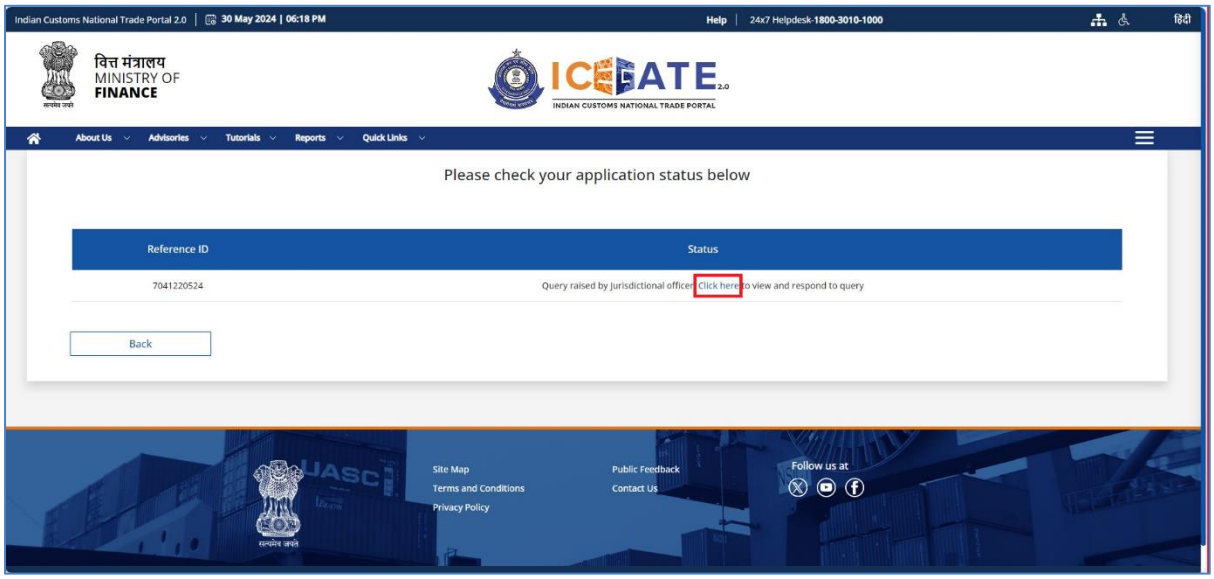
5. Track Query Status and Reply

(a) If the admin officer wishes to raise query, they can raise their query. In this case, user shall be notified of the query on email as well as their dashboard. User can respond to query via dashboard.

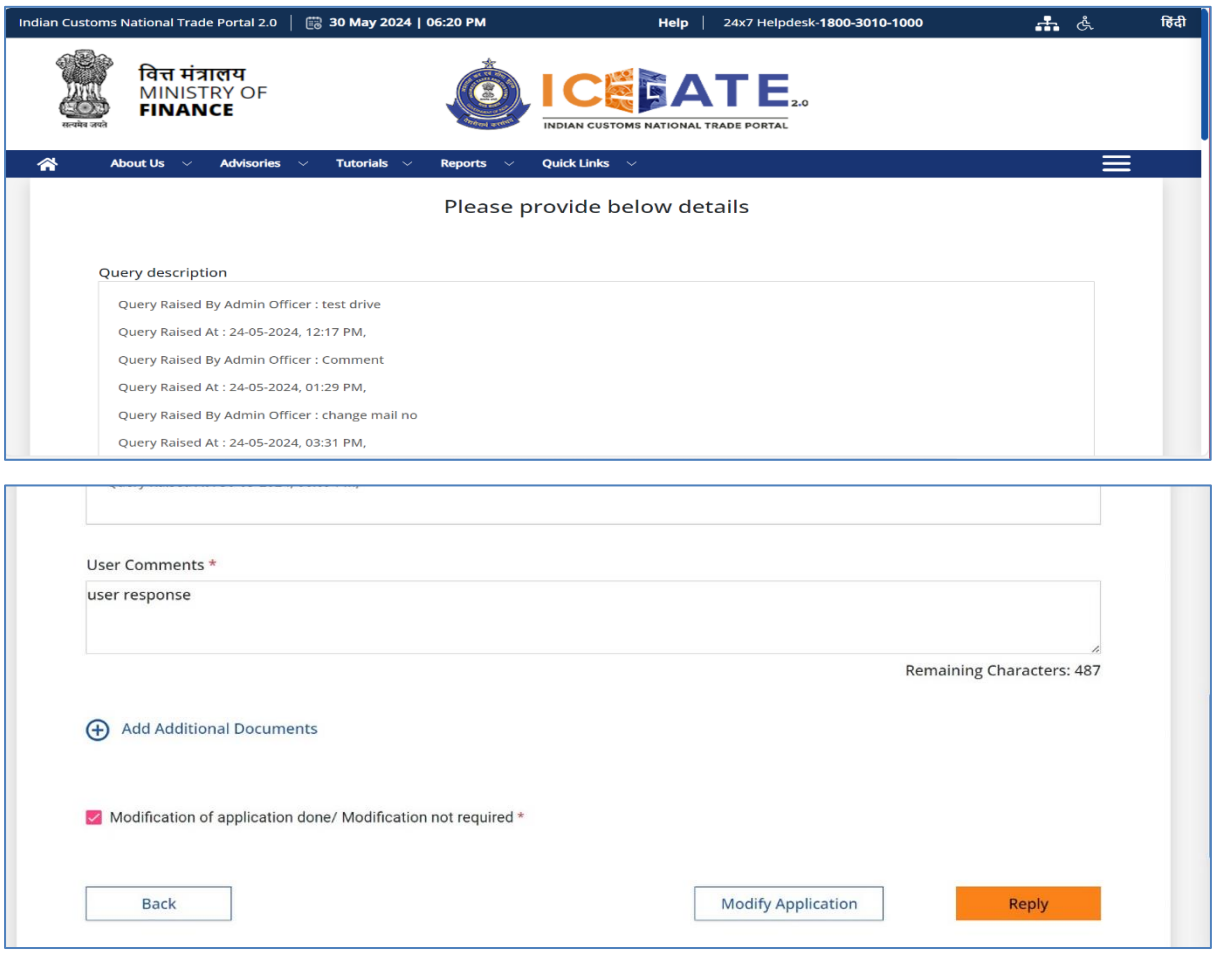
(b) The user can check the status of their request by providing reference ID and click on "**Track Status using Reference ID**" button.



(c) When clicking the above button, the user will be redirected to a new page where he can track the status of the submitted request by clicking on the "**Click here**" link.



(d) On clicking the link above, the user will be redirected to a new page from where the user can view and respond to the query raised by the admin officer.



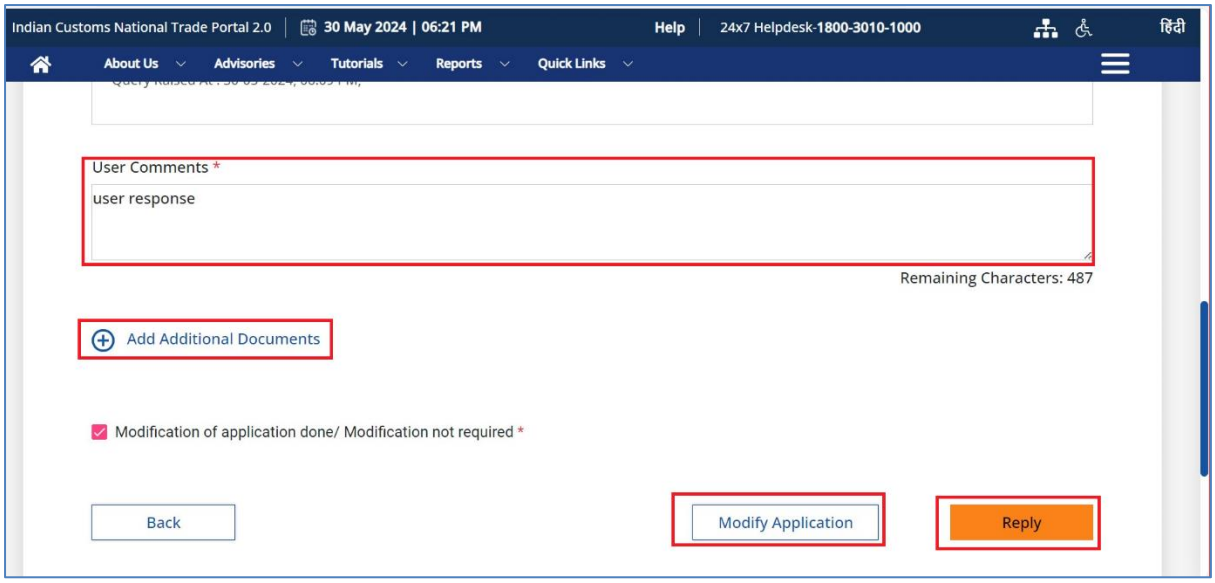
(e) The user can respond to the query raised by the admin officer in the following ways:

i. Click on the **"Reply"** button for Clarification/explanation on the query raised in text field.

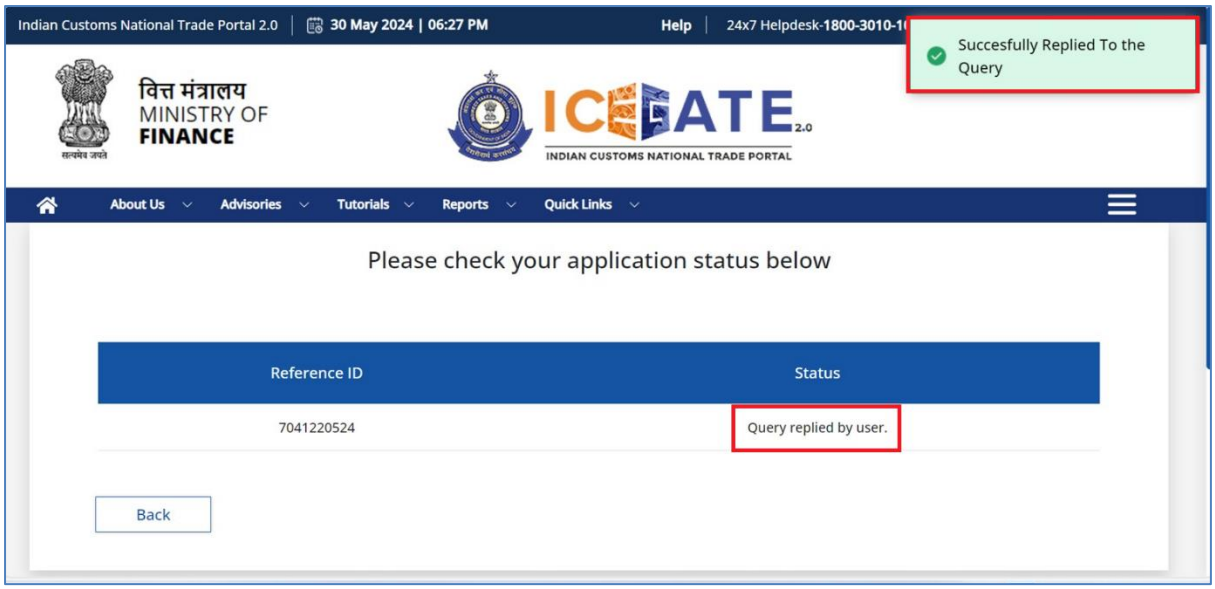
ii. Click on the **"Modify Application"** button for correction in the information provided in any of the fields of the application form. In this case the user will be required to resubmit the application form.

iii. Click on **"Add Supporting Documents"** link for uploading of additional documents as may be required by the officer.

(f) In all the above three ways, the user will be required to provide a comment in the "**User Comment**" box. It is also mandatory to check on the statement '**Modification of application done/Modification not required**'.



(g) On clicking the <**Reply**> button, the system will display a message – "**Successfully Replied to the Query**" and upon replying to the query, the status of the application will be changed to '**Query Replied by the User**'.



(h) Once the user replies to the query, the request will be forwarded to the admin officers. Subsequently, as per the satisfaction of the Officer, he can approve or reject the user response.

6. Contact Us

The contact details are as follows:

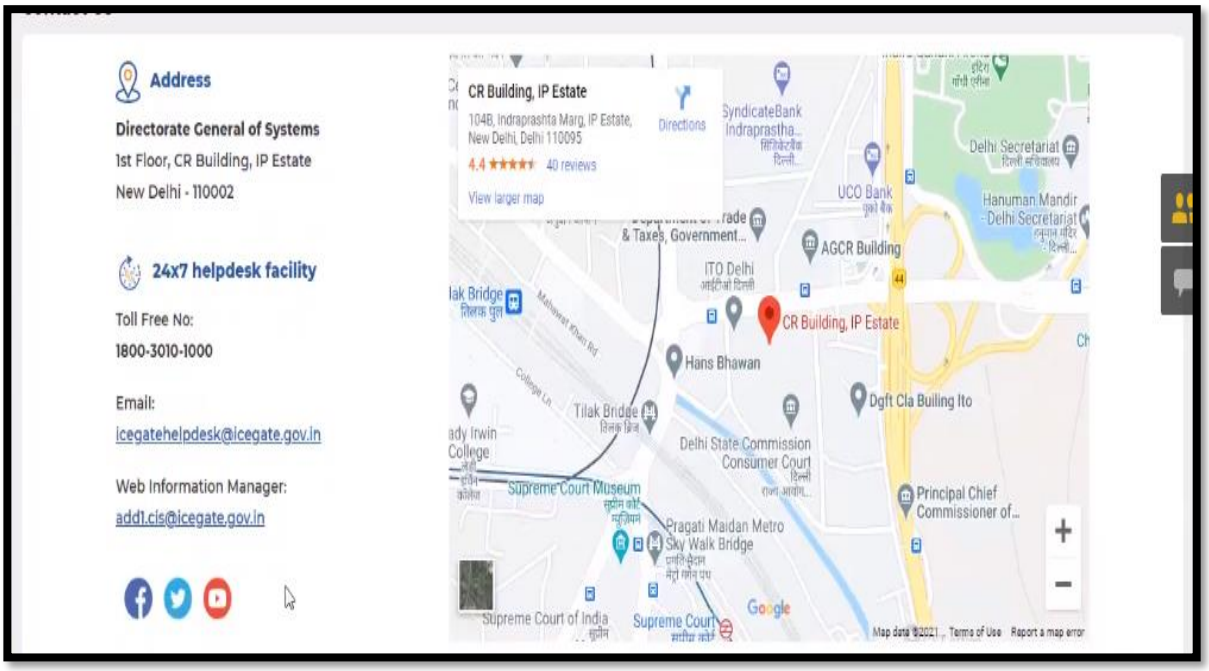
ADG, ICEGATE

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