

ETP WEBFORM for ICEGATE USERS

User Manual

Version 1.04

Date – 23.04.2025

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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.

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 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 webform.

4. Authorized Stakeholders

The following are the authorized users who can access the ETP webform functionality.

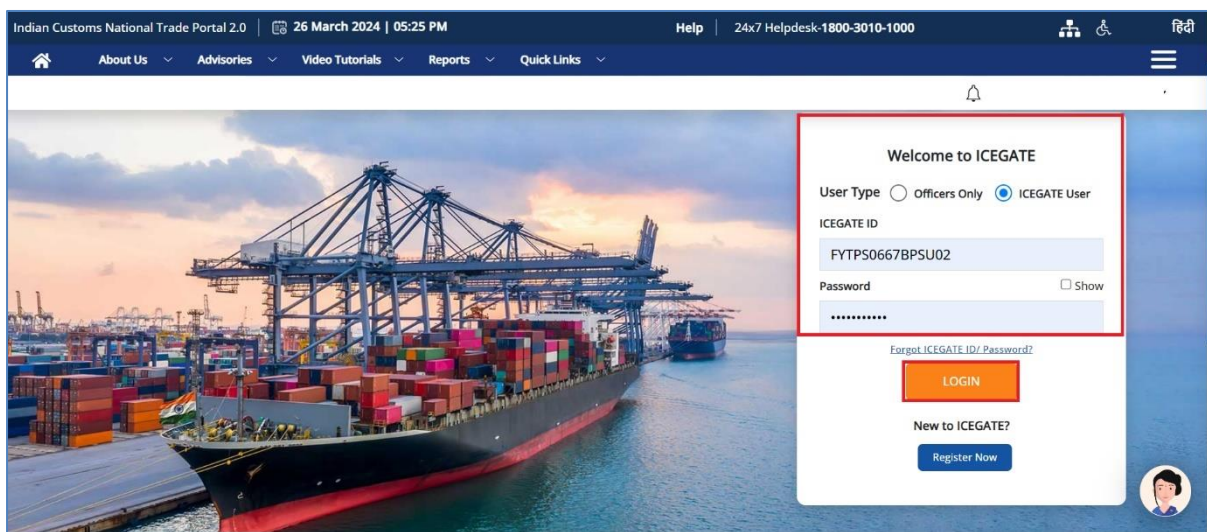
- (i) SEZ
- (ii) Custodian
- (iii) Shipping Agent
- (iv) Shipping Line
- (v) Train Operator

5. Log-into ICEGATE

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

The users need 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:



- (c) 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 screens below:

Dashboard INWFD61
Last Login: 2025.01.14 11:48:29 AM, Total Logins: 806

Shipping Line

Profile Status ▾ Drafts ▾ Ticket Management ⓘ ▾ Notifications from ICEGATE ⓘ ▾ **Services** ▾

- Electronic Filing
 - File Upload
 - MFTP
 - Other Services
 - Webforms**

Dashboard INWFD61
Last Login: 2025.01.14 11:48:29 AM, Total Logins: 806

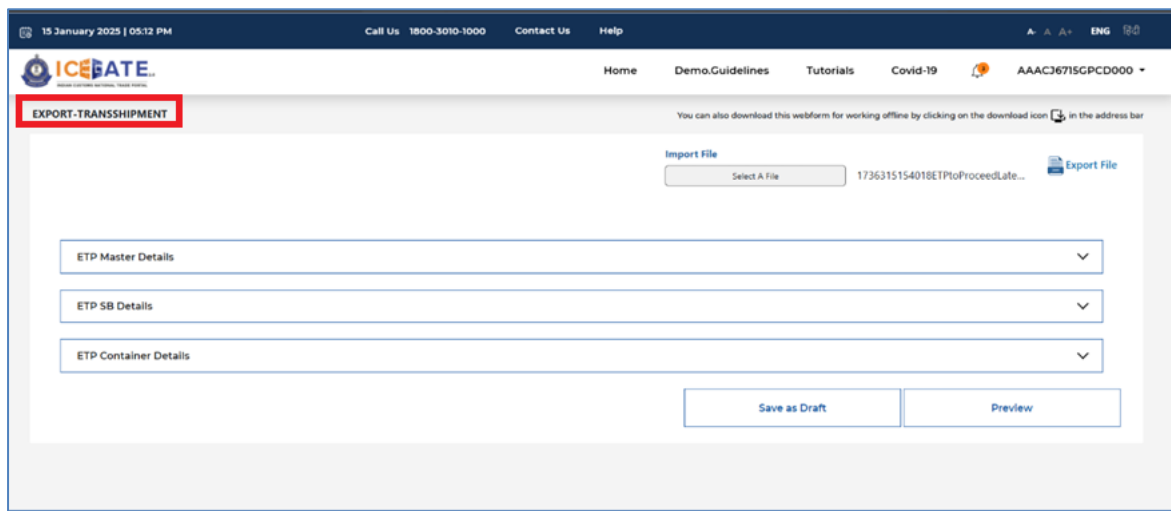
Shipping Line

Profile Status ▾ Drafts ▾ Ticket Management ⓘ ▾ Notifications from ICEGATE ⓘ ▾ **Services** ▾

- Webforms
 - Bill of Entry
 - EGM - Air
 - EGM - Sea
 - ETP**

6. Filing ETP Form through Webform

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



The screenshot displays the 'EXPORT-TRANSSHIPMENT' webform on the ICEGATE portal. The page header includes the ICEGATE logo, contact information (Call Us: 1800-3010-1000, Contact Us, Help), and a user profile dropdown (AAACJ671SGPCD000). The main content area features a red-bordered box labeled 'EXPORT-TRANSSHIPMENT'. Below this, there is a section for 'Import File' with a 'Select A File' button and a text field containing '1736315154018ETPtoProceedLate...'. An 'Export File' button is also present. The form consists of three stacked dropdown menus labeled 'ETP Master Details', 'ETP SB Details', and 'ETP Container Details'. At the bottom right, there are two buttons: 'Save as Draft' and 'Preview'.

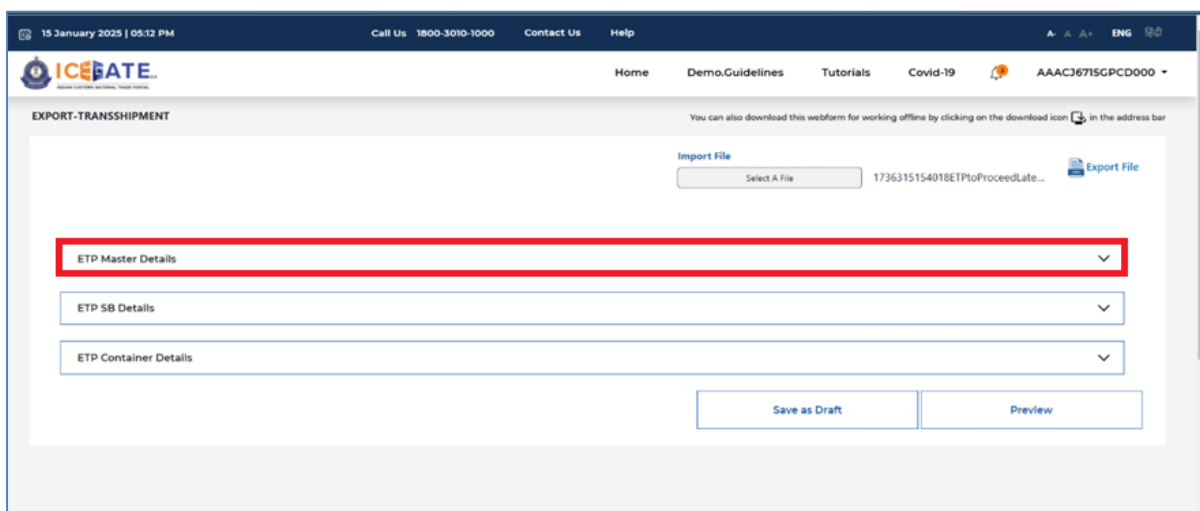
(b) The ICEGATE user will need to provide segment-wise details as shown in **Section 7**.

7. Segments of ETP Webform

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

7.1. Segment-1: ETP Master Details

(a) This segment is relevant for providing ETP Master Details of message filing. The user will have to provide the details such as Job Number, Job Date, Gateway Port, Port of Discharge, Mode of Transport, Carrier Code, Carrier Number, Site ID, Bond Code, Bond Number, Bond Date, and Bond Site.



15 January 2025 | 05:12 PM Call Us 1800-3010-1000 Contact Us Help A- A+ A+ ENG 1736315154018ETPtoProceedLate...

Home Demo.Guidelines Tutorials Covid-19 AAAC36715GPCD000

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

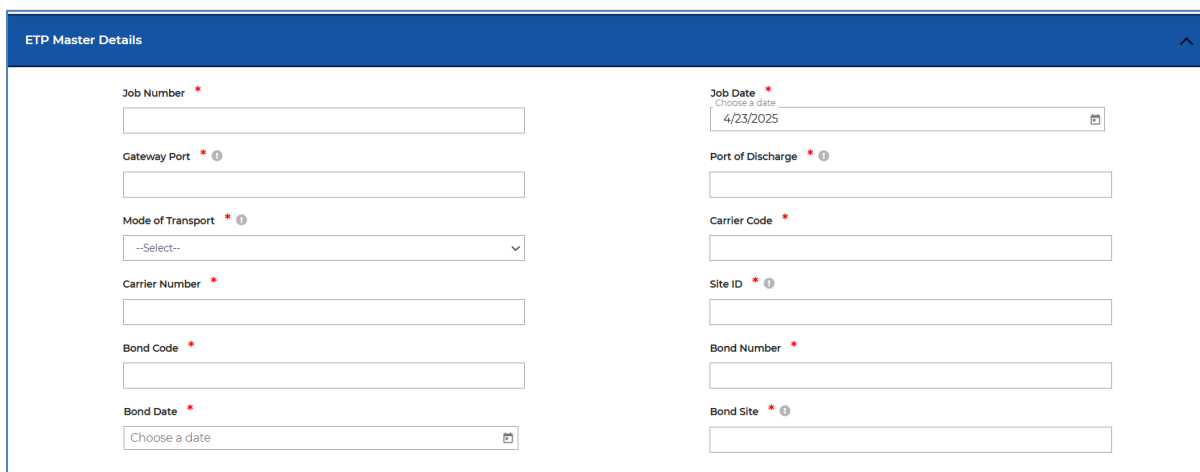
Import File Select A File Export File

ETP Master Details

ETP SB Details

ETP Container Details

Save as Draft Preview

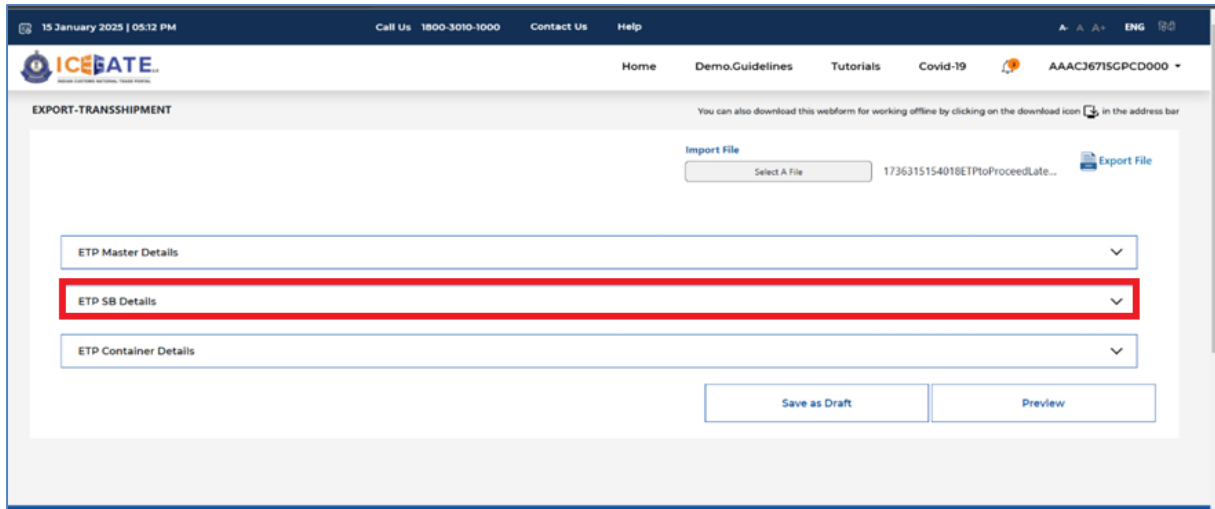


ETP Master Details

| | |
|--|---|
| <p>Job Number *</p> <input type="text"/> | <p>Job Date *</p> <p>Choose a date</p> <input type="text" value="4/23/2025"/> |
| <p>Gateway Port * ⓘ</p> <input type="text"/> | <p>Port of Discharge * ⓘ</p> <input type="text"/> |
| <p>Mode of Transport * ⓘ</p> <p>--Select--</p> | <p>Carrier Code *</p> <input type="text"/> |
| <p>Carrier Number *</p> <input type="text"/> | <p>Site ID * ⓘ</p> <input type="text"/> |
| <p>Bond Code *</p> <input type="text"/> | <p>Bond Number *</p> <input type="text"/> |
| <p>Bond Date *</p> <p>Choose a date</p> <input type="text"/> | <p>Bond Site * ⓘ</p> <input type="text"/> |

7.2. Segment-2: ETP SB Details

(a) This segment is relevant for providing ETP SB Details. The user will have to provide the details such as SB Number, SB Date, Job Number, Job Date, Gross Weight, Total Package, Nature of Cargo, Airway Bill Number (Optional Field), and Stuff Port (Optional Field).



15 January 2025 | 05:12 PM Call Us 1800-3010-1000 Contact Us Help ENG

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

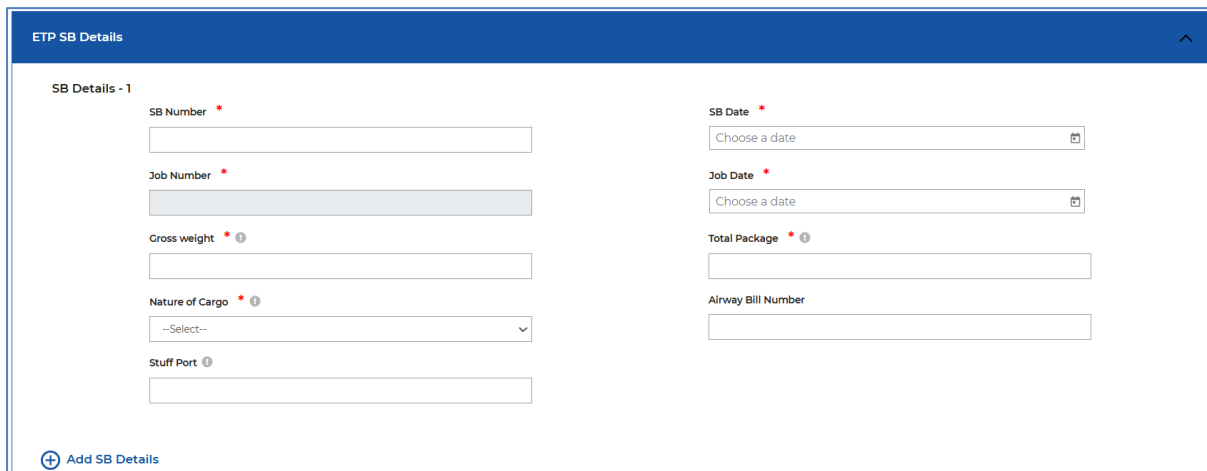
Import File Select A File 1736315154018ETPtoProceedLate... Export File

ETP Master Details

ETP SB Details

ETP Container Details

Save as Draft Preview



ETP SB Details

SB Details - 1

SB Number *

SB Date *

Job Number *

Job Date *

Gross weight *

Total Package *

Nature of Cargo *

Airway Bill Number

Stuff Port

[+ Add SB Details](#)


(b) User can add multiple SB details within the section by clicking on 'Add SB Details' link.


SB Details - 2

Remove SB Details 

SB Number *

Job Number *


Cross weight * 

Nature of Cargo * 

Stuff Port 

SB Date *

Job Date *

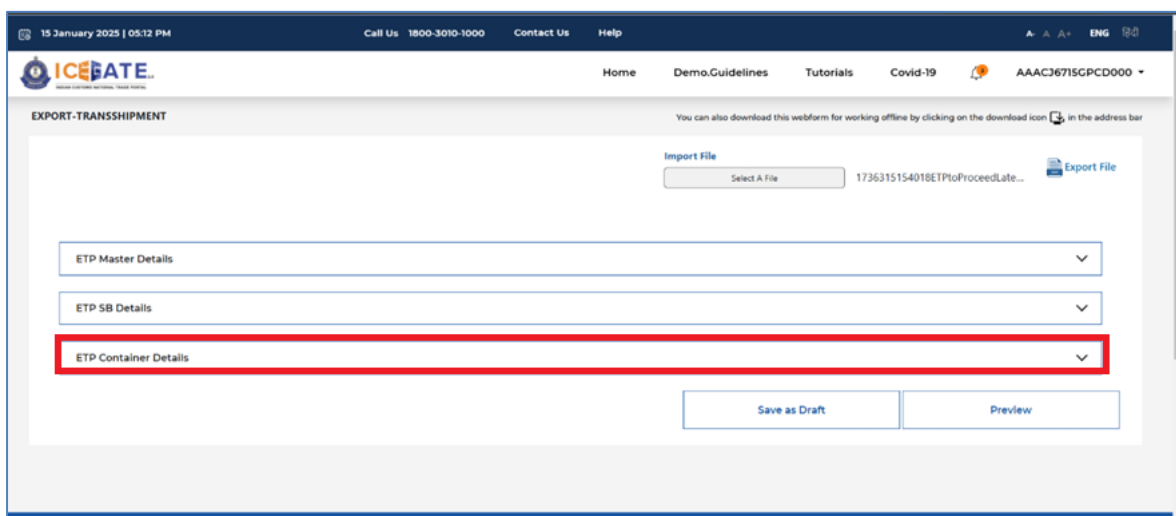
Total Package * 

Airway Bill Number

 Add SB Details

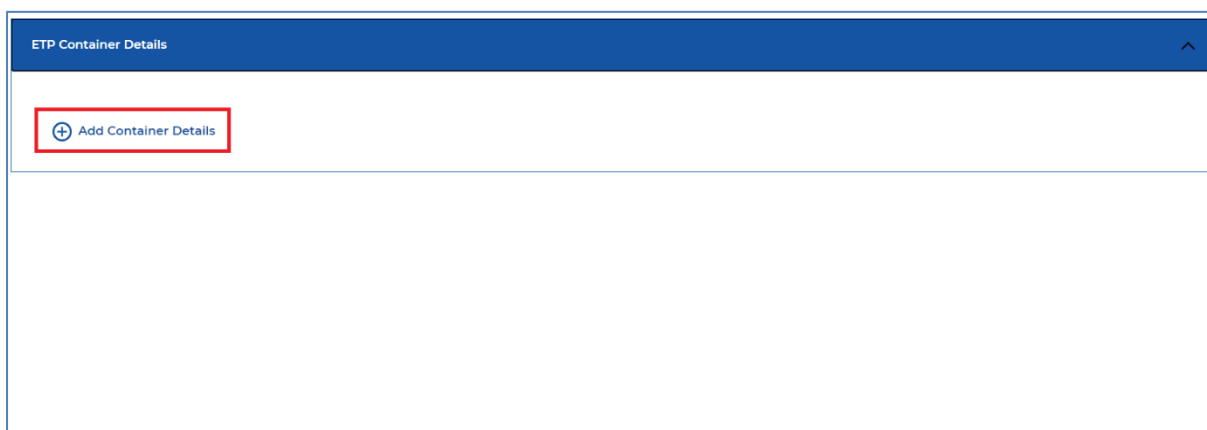
7.3. Segment-3: ETP Container Details

- (a) This segment is relevant for providing ETP Container details. The system will automatically capture the **Job Number** and **Job Date** from the master details. The user will have to select the SB Number, SB Date, Site ID from the dropdown
- (b) If necessary, the user will input the optional values Container Number, Container Size and choose an option from the FCL/LCL radio button. Screen display will be as under:



The screenshot shows the ICEGATE web portal interface for EXPORT-TRANSSHIPMENT. The top navigation bar includes the ICEGATE logo, contact information, and a user profile dropdown. The main content area has a header 'EXPORT-TRANSSHIPMENT' and a sub-header 'You can also download this webform for working offline by clicking on the download icon in the address bar'. Below this, there is an 'Import File' section with a 'Select A File' button and a file name '1736315154018ETPtoProceedDate...'. The 'ETP Container Details' section is highlighted with a red box. It contains three dropdown menus: 'ETP Master Details', 'ETP SB Details', and 'ETP Container Details'. At the bottom of the form, there are two buttons: 'Save as Draft' and 'Preview'.

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



The screenshot shows the 'ETP Container Details' form. The title bar at the top is blue and contains the text 'ETP Container Details'. Below the title bar, there is a large white area for the form. A red box highlights a button labeled 'Add Container Details' with a plus icon, located at the top left of the form area.

- (d) A form for containment details will open when the user clicks the button above.

ETP Container Details

Container Details - 1

SB Number *

Select SB

Job Number *

Container Number

FCL/LCL ⓘ

☐ Less Than Container Load
 ☐ Full Container Load

SB Date *

Choose a date

Job Date *

Choose a date

Container Size

Site ID * ⓘ

Remove This Container ✕

+ Add Container Details

(e) User can add multiple container details within the section by clicking on ‘**Add Container Details**’ link.

Container Details - 2

SB Number *

Select SB

Job Number *

Container Number

FCL/LCL ⓘ

☐ Less Than Container Load
 ☐ Full Container Load

SB Date *

Choose a date

Job Date *

Choose a date

Container Size

Site ID * ⓘ

Remove This Container ✕

+ Add Container Details

8. Features of ETP Webform

(a) This section provides a description of functionalities which are common to all registered users. These functionalities have been incorporated in ETP 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:

- (i) Save Application Form as Draft
- (ii) Offline Utility
- (iii) Export File
- (iv) Import File
- (v) Preview
- (vi) Edit ETP Webform
- (vii) Print

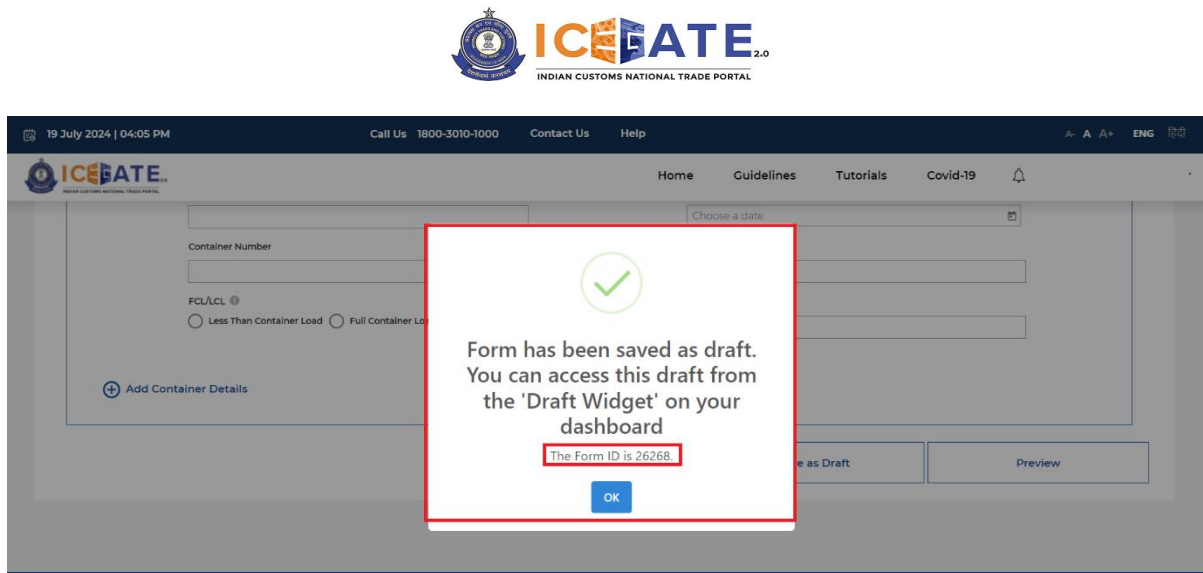
8.1. Save Application Form as Draft

(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.

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[Quick Links](#)

Dashboard > Drafts

Drafts

SEZ

Filing Draft (28)

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

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

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Drafts

SEZ

Filing Draft (28)

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

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

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SEZ

Filing Draft (28)

BXOPV0149KPSU0046etp20116 →

26268

19-07-2024

Rename

Delete

BXOPV0149KPSU0046bill-of-ent →

26267

18-07-2024

Rename

Delete

BXOPV0149KPSU0046bill-of-ent →

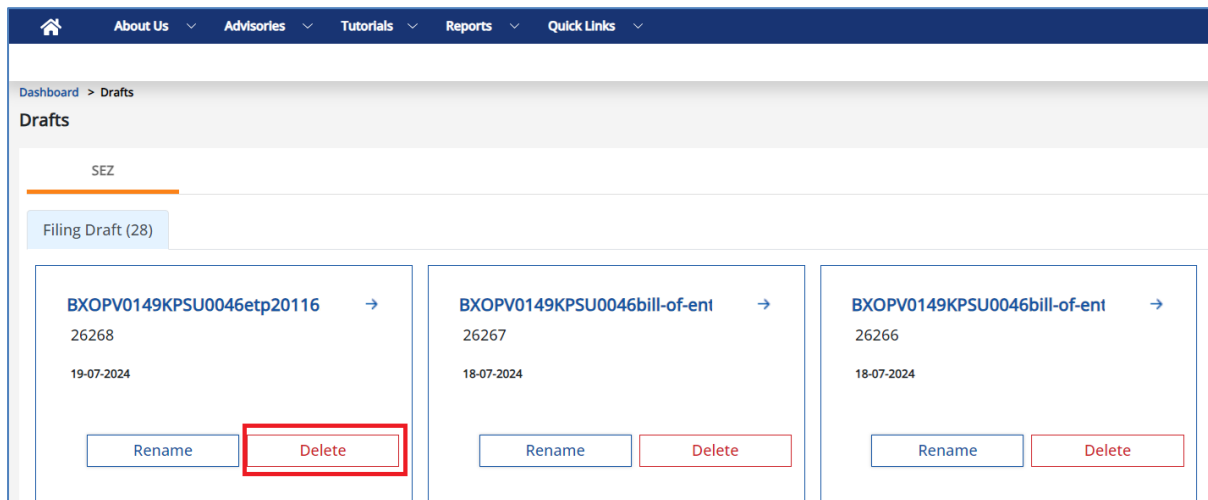
26266

18-07-2024

Rename

Delete


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



8.2. 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.

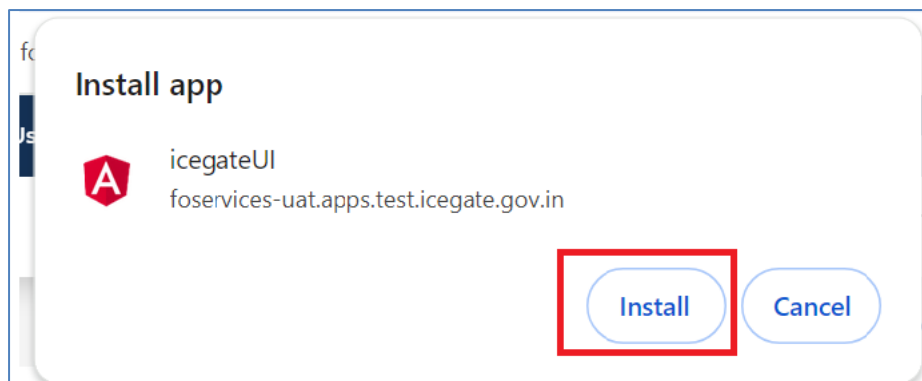
(b) To work in offline mode, the user has to follow the steps:

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.

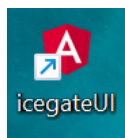


Step-2: A pop-up window will open, install the ICEGATE web application by clicking on the **<Install>** button.

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.

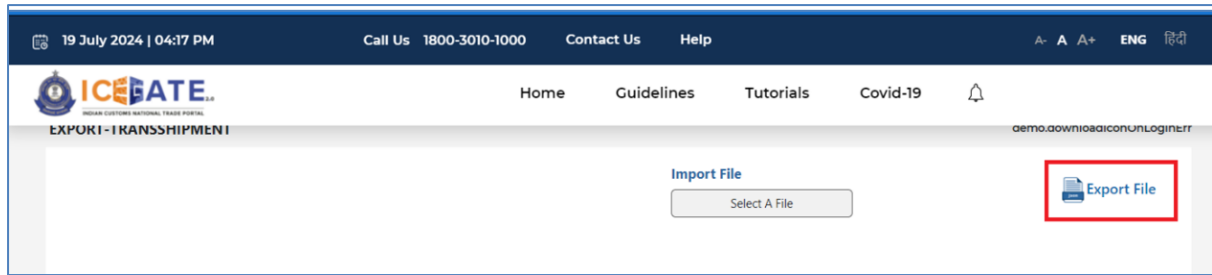
Step-6: To save the entered data in offline mode, the user needs to click on the **<Export File>** button.

8.3. 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, please follow the steps below:

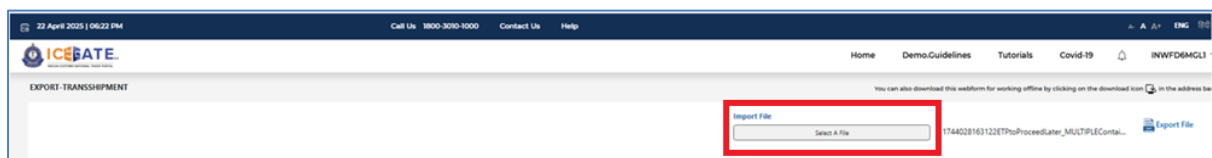
Step-1: Click on the button **<Export File>**.



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

8.4. Import File

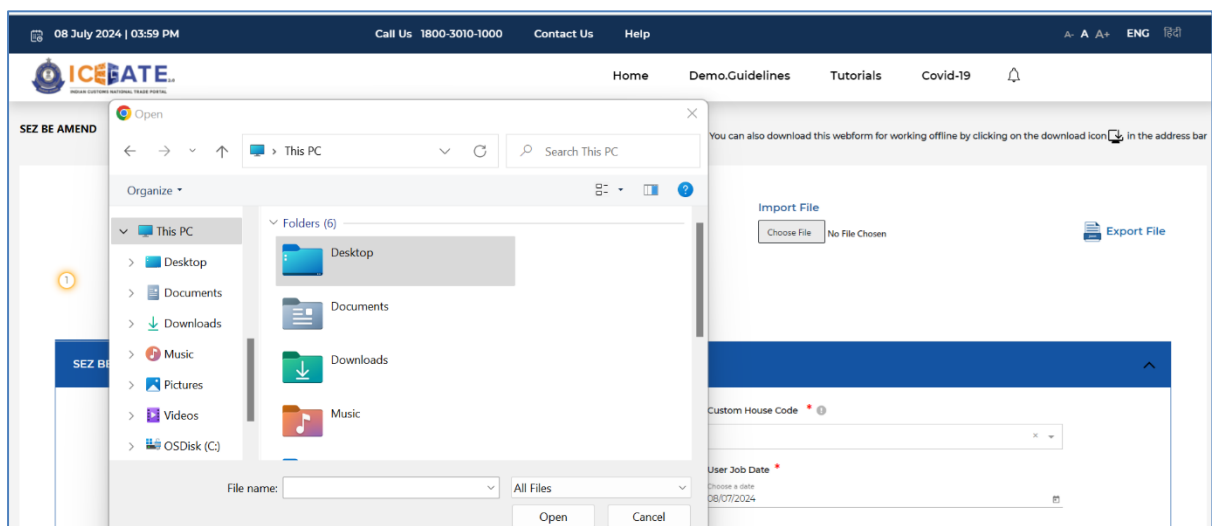
(a) Once a JSON file is saved on the user's system, it is ready to import from the file location. Any user with the proper security permissions may import the file.



(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.

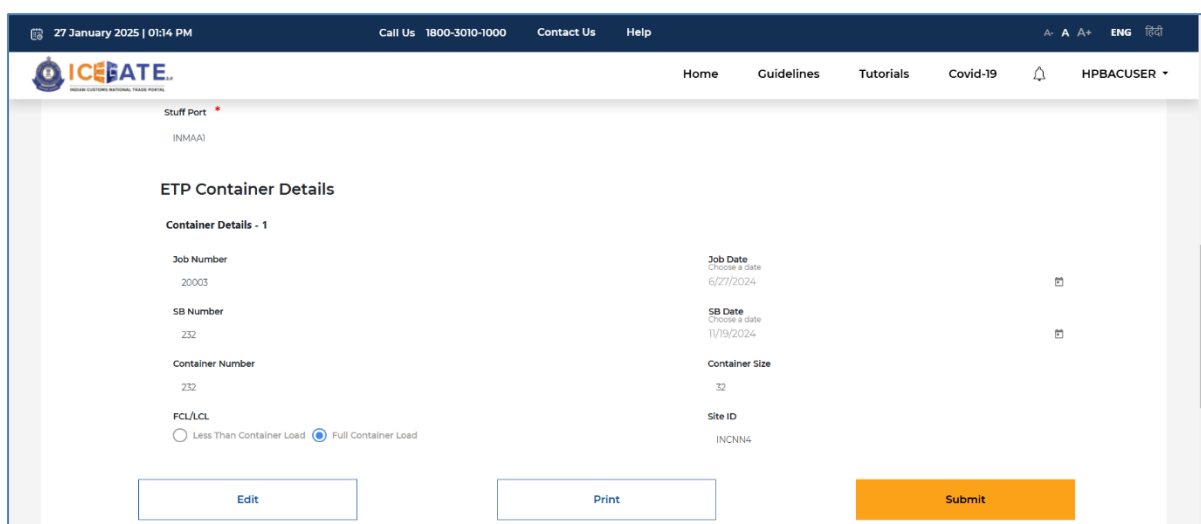
8.5. Preview Functionality

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

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

Save as Draft

Preview



The screenshot shows the ICEGATE portal interface. At the top, there's a header with the date '27 January 2025 | 01:14 PM', contact information, and navigation links. The main content area is titled 'ETP Container Details' and shows a form with the following fields:

| Container Details - 1 | |
|-----------------------|---|
| Job Number | 20003 |
| SB Number | 232 |
| Container Number | 232 |
| FCL/LCL | <input type="radio"/> Less Than Container Load <input checked="" type="radio"/> Full Container Load |
| Job Date | 6/27/2024 |
| SB Date | 11/19/2024 |
| Container Size | 32 |
| Site ID | INCNN4 |

At the bottom of the form, there are three buttons: 'Edit', 'Print', and 'Submit'.

8.6. Edit ETP Form

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

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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

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

15 January 2025 | 05:12 PM
Call Us 1800-3010-1000
Contact Us
Help
A- A+ ENG

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EXPORT-TRANSHIPMENT

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

Import File
Select A File 1736315154018ETPtoProceedLate... Export File

ETP Master Details
ETP SB Details
ETP Container Details

Save as Draft Preview

8.7. Print ETP Form

Users can also print the Information provided in the web form as shown below by clicking on the <Print> button.

234
10

FCL/LCL
☒ Less Than Container Load
☐ Full Container Load

Site ID
INMAAG

Edit
Print
Submit

Version: 1.0.0.0
Report: Basic Transportation
27 January 2020 13:07:09

ETP Master Details

Job Number *

Job Date *

Whipping Bill Number *

Whipping Bill Date *

Export Transportation Number

Export Transportation Date

Container Mark *

Port of Discharge *

Mode of Transport *

Container Code *

Container Number *

Container Weight *

Nett Weight *

Nett Volume *

Mode of Cargo *

Material Code *

ETP Container Details

Container Details - 1

Job Number

Job Date

Job ID

Job Number

Job Date

Job ID

Container Number

Container Size

PSU/ATA

☐ Use This Container Code ☒ Add Container Code

Job ID

Print

1 page

Destination Save as PDF

Pages All

Pages per sheet 2

Margins Default

Options

☒ Headers and footers

☐ Background graphics

9. Submission of the ETP Webform

(a) DSC validation would be carried out before the form submission. Once the DSC validation is successful only then the form will get submitted.

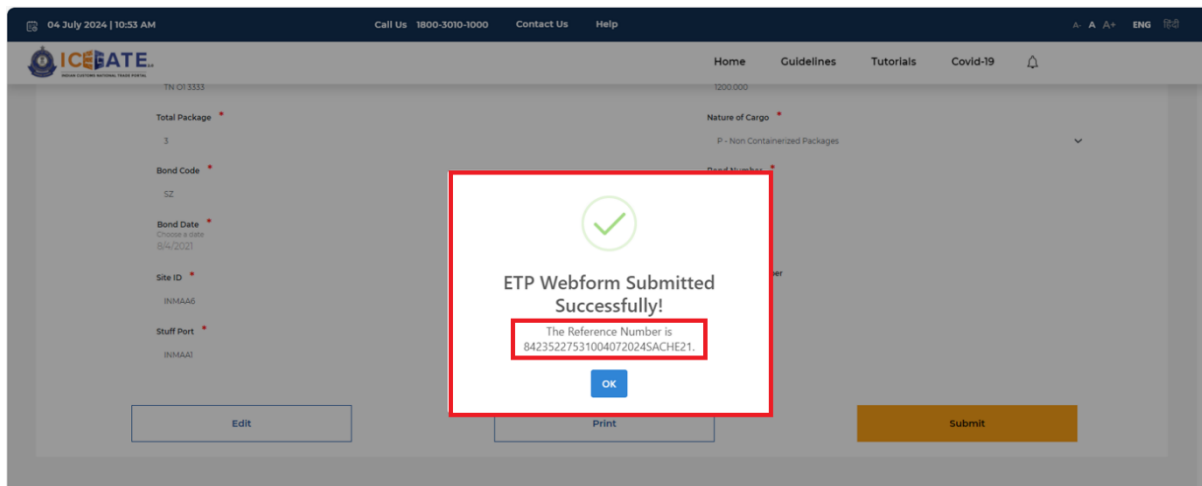
(b) Upon completion of filling the form and successful DSC validation, the user needs to click on the <**Submit**> button.



The image shows a section of the ETP webform. It includes two radio buttons for 'FCL/LCL' selection: 'Less Than Container Load' (selected) and 'Full Container Load'. To the right, the 'Site ID' is displayed as 'INMAAG'. Below these are three buttons: 'Edit', 'Print', and 'Submit'. The 'Submit' button is highlighted with a red border.

(c) On submission of the form, the system will generate a '**Reference Number**'.

Screen displayed will be as under:



The image shows a screenshot of the ETP webform submission confirmation screen. A central modal box displays a green checkmark icon and the text 'ETP Webform Submitted Successfully!'. Below this, it states 'The Reference Number is' followed by the number '84235227531004072024SACHE21', which is highlighted with a red border. An 'OK' button is located below the reference number. The background shows the webform interface with fields like 'Total Package' (3), 'Bond Code' (SZ), 'Bond Date' (8/4/2021), 'Site ID' (INMAAG), and 'Stuff Port' (INMAAI). The 'Submit' button is highlighted in orange.

10. Contact Us

The contact details are as follows:

Pr. ADG, ICEGATE

Director General of Systems & Data Management, CBIC

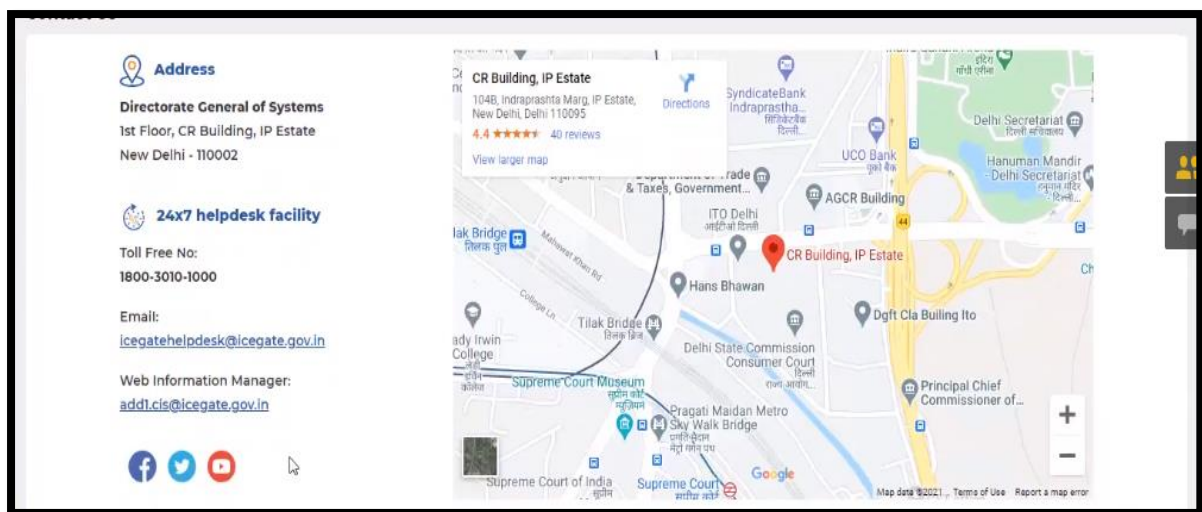
1st Floor, CR Building, IP Estate,

New Delhi – 110002

Toll Free No: 1800-3010-1000

The user can also drop their queries at:

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