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F.No.S.Misc.22/2017 – Sys Unit

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PUBLIC NOTICE NO 230/2017

Sub: Pilot Implementation of Paperless Processing under SWIFT-Uploading of Supporting Documents-reg.

Kind attention of Importers/Customs Brokers is invited to Para 8 of Board's Circular No. 10/2016 dated 15th March, 2016 wherein, it was stated that CBEC was in the process of procuring IT infrastructure to capture digitally signed copies of the supporting documents. Under project "Saksham", CBEC has upgraded its IT infrastructure, which would inter alia be used for the introduction of paperless processing under Single Window Interface, for Facilitation of Trade (SWIFT). With the objective of reducing physical interface between Customs/regulatory agencies and the trade and to increase the speed of clearance, it is proposed to introduce a facility to upload digitally signed supporting documents on a pilot basis to be launched shortly at Air Cargo complex, New Delhi and Chennai Customs House. The pilot will cover all types of imports under ICES. After the completion of the pilot, the facility will be extended to all ICES locations.

2. Under CBEC Circular No. 10/2015 dated March 31, 2015, and Circular 26/2015 dated November 23, 2015, Bills of Entry are required to be submitted by authorized persons on ICEGATE after affixing their digital signatures. Now, under this pilot, the authorized persons Customs Brokers/ Importers would also be required to submit all supporting documents online on ICEGATE after affixing digital signatures for the documents filing under Chapter 84 (i.e Group 5). Hence, all supporting documents may be uploaded on ICEGATE for Bills of Entry filed through ICEGATE for Group 5. The facility to upload supporting documents on ICEGATE would be opened on October 20, 2017. On a voluntary basis, Members of the trade may use this facility to upload the supporting

documents concerning Bills of Entry that may be filed on or after October 20, 2017. After 15 days of the launch of the facility, a review will be carried out, and thereafter, it will be introduced as a mandatory requirement. For this pilot, the following procedure will apply:

Uploading supporting documents

3. For uploading supporting documents on ICEGATE, the authorized persons must Open ICEGATE URL <https://www.icegate.gov.in/>, Click on **Login/Signup** button for login into ICEGATE by using his/her access credentials and then Click on **e-SANCHIT** link provided in left vertical menu to redirect on e-SANCHIT. The step-by-step procedure for upload of supporting documents is also provided on the ICEGATE website. For the ease of the trade, the step by step procedure for electronic document upload is annexed herewith as **Annexure A**. While preparing a job for submission on ICEGATE in their respective Remote EDI Systems (RES), the authorised persons must ensure that they have uploaded all the necessary supporting documents and obtain Image Reference Number (IRN). Further, while submitting the job for BE generation, the details of the supporting documents (IRN No) to be furnished in a separate table "Supporting Docs" in addition to the other existing tables. The message format for the table "Supporting Docs" is annexed with this as **Annexure B**. A facility has also been provided on ICEGATE to the authorized persons to access and view the documents uploaded by them.

4. In case the authorised person seeks to provide a document after the generation of the Bill of Entry number, he/she may first upload the document on ICEGATE, obtain a unique ID Image Reference number (IRN) for the document and link that document with the corresponding Bill of Entry by submitting an amendment at the Service Centre. This procedure will also apply when the authorised person submits a document in response to a query raised by Customs for a Bill of Entry.

Assessment & Document Verification

5. Once a Bill of Entry has been filed, Customs officers will be able to access the uploaded electronic versions of supporting documents while viewing or assessing the Bill of Entry on ICES. During assessment, ICES provides for a query to be raised in order to call for additional documents or information. In response to a query, supporting documents can also be uploaded online by following the procedure described in para 4 above. All documents required for

the purposes of assessment would be viewed online. In due course, the facility to view supporting documents will also be extended to officers of the Participating Government Agencies (PGAs).

6. Post Clearance Compliance Verification (PCCV) will be carried out online based on the electronic versions of supporting documents instead of hardcopy dockets of the Bills of Entry.

Goods Registration, Examination & Clearance

7. After filing of the Bill of Entry, the authorized person (e.g. Importer/Customs Broker) may with his self-assessed copy of the Bill of Entry, approach the designated place for goods registration, document verification and clearance. In case goods are to be examined, the officer examining goods may record the results of inspection/examination online on ICES.

8. Some types of supporting documents are required to be presented in original (as specified in the respective notifications) for verification of seal/signature etc., for defacement and for the debit of quantities/value. Trade should present hardcopy at the time of the registration of goods or at a place specified by the Commissioner of Customs. It may however be noted that **all supporting documents** shall be uploaded digitally, including those documents that must be presented in hardcopy. For supporting documents, where a debit of quantity/value is required to be made on hardcopy, for every subsequent Bill of Entry filed for import, the latest debit sheet shall be uploaded. The authorized person filing the Bill of Entry should pay attention while linking supporting documents with Bills of Entry and should ensure that the correct unique reference numbers (IRNs) are mentioned in the Bills of Entry.

Manifest Closure

9. With the submission of supporting documents online, the manifest closure department of the Custom House will not receive hardcopies of dockets. Officers shall rely on the electronic records maintained on ICES to carry out activities in relation to manifest closure.

Other features to be pilot-tested


10. In consultation with the stakeholders, in the course of the pilot, the following features will taken-up for pilot-testing:

- (a) Upload of supporting documents for Bills of Entry is filed through the Service Centers.
- (b) On a test-basis, handheld devices would be used by Examining Officers and Shed Superintendents to record inspection/ examination reports on the spot.
- (c) Presently, electronic copies of Out of Charge orders and assessed copies of Bills of Entry are delivered online to the Custodians and authorised persons. In the course of the pilot, digital signatures will be applied on these messages and not copies of Bills of Entry.

11. The Bill of Entry (Electronic Integrated Declaration) Regulation, 2011, was placed on the CBEC website since August 4, 2017 for public feedback. Based on the feedback, the Regulations are being finalized. This updated draft Regulations provide for the authorized person to submit digitally signed electronic integrated declarations (Bills of Entry) and supporting documents and dispenses with the need for trade to submit the corresponding hardcopies. The draft Regulations also provide that the authorised person shall retain, for a period of 5 years from the date of acceptance of the Bill of Entry, all supporting documents in original, which were used or relied upon by him in submitting the electronic integrated declaration, and shall produce them before Customs or other Government agencies in connection with any action or proceedings under the Customs Act 1962 or any other law for the time being in force.

12. To facilitate smooth roll out of pilot, feedback and queries may be addressed by email to sysmgr.maa1@icegate.gov.in and komathi.kothandam@icegate.gov.in.

(Authority: Board Circular 40/2017 dated 13.10.2017.)


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Encl: Annexure A & B

MYeDocs – Step-by-Step Procedure for electronic document upload

The following steps are the step by step procedures involved in uploading of the supporting documents:

Step 1: Prepare Supporting Documents in digital format

Before uploading the document, the importer, exporter, Customs broker (referred to hereinafter as 'submitter') may ensure that the document is rendered into a PDF/A format (ISO 19005-2). The submitter may choose from among the following courses of action:

- (a) The submitter may obtain the document in a PDF/A format (ISO 19005-2) directly from the document issuer. For example, the submitter may ask the document issuer (seller, exporter, airlines, shipping lines, regulatory authority etc) to render their documents in the PDF at source and deliver them to the submitter electronically, instead of sending a facsimile or a scanned image of the document. This should be possible if the document issuer uses computers to generate documents.
- (b) In case the document issuer does not use automated systems/computers or for some other reason, it is not possible to generate PDF copies at source, and the submitter receives the documents in hardcopy or as a facsimile, the submitter may scan the document into a PDF format. In scanning the document, the following qualitative aspects may be kept in mind:
 - (i) The resolution should not be less than 200 dpi in black and white
 - (ii) The file size should not be more than 75 kb/ A4 size page.
 - (iii) One document (eg and invoice or a packing list) shall be rendered into one pdf file regardless of the number of pages in the document.
 - (iv) No stapler marks or punch-hole marks on the document should be visible. If stapler marks or punch-hole marks are unavoidable, the submitter shall ensure that these marks

are on the margins and are at a clear distance away from the content in the document.

- (v) While scanning the document, it must be ensured that the document was not placed in the scanner with a fold. For scanners with a roller feed, it should be ensured that there are no folds in the image as result of the action of the rollers.
 - (vi) The content in the document should not be skewed in any direction.
 - (vii) There should be no dark patches either in the source document or in the image.
 - (viii) The letters should not be elongated or compressed (as it happens during facsimile transmission).
 - (ix) If a document is stapled or bound in some way, before scanning, the individual pages should be taken apart and then fed into the scanner sequentially in pages.
- (ii) Whether the submitter renders supporting documents into pdf using either using ii.(a) or ii(b) above, he/she must preview the document in order to ensure that the document is clear and legible. In order to ensure that the document is legible and of proper quality, the submitter may also use automatic image quality assessment tools.
- (iii) The submitter should digitally sign the PDF document using the digital signature certificate registered on ICEGATE. In doing so, the submitter acknowledges that the document is legible and authentic. Taking note of the content and the context of the supporting document, the submitter should save the file with a distinct name and save the file in a location that is readily accessed. It is advisable for the submitter to link this information to his own electronic system of records (RES package), which used to prepare the electronic files for submission to ICEGATE.

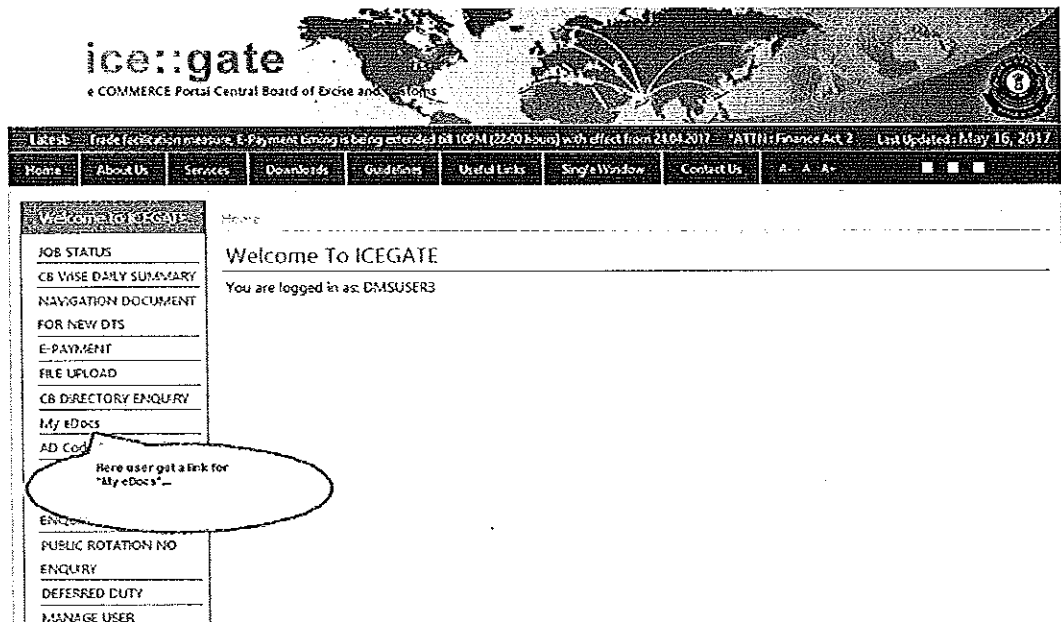
Step 2: ICEGATE Login

User have to login onto ICEGATE website



Only those who are registered on ICEGATE along with a digital signature certificate can upload supporting documents in electronic format.

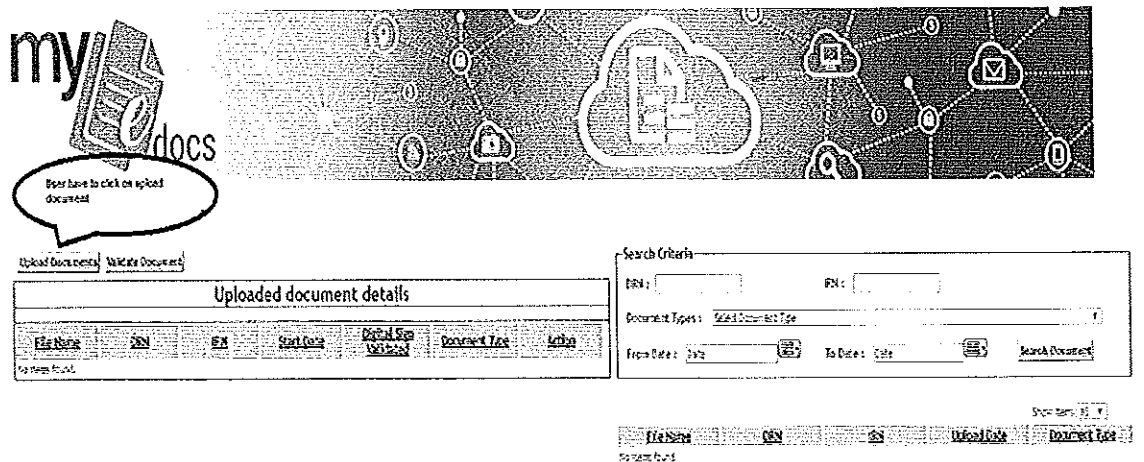
Step 3: Click on MYeDOCS



Thereafter, the submitter should click on the link <https://icegate.gov.in/myedocs>, on ICEGATE. This link will take the submitter to a web page where the documents can be uploaded.

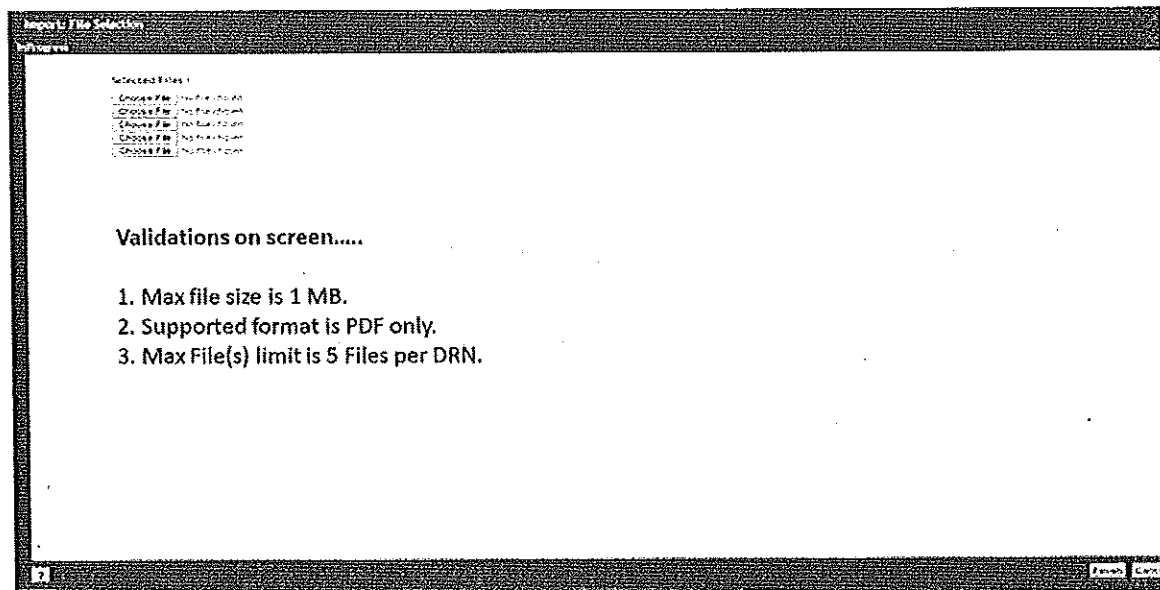
Step 4: Click on the Upload Document Button.

Document upload window ...
(This should be Single Sign on window)



At a time, the user can upload a batch of 5 documents.

Files Selection window..



Result 2: System will also generate a structured flat file containing IRN and DRN, which can be integrated into RES package

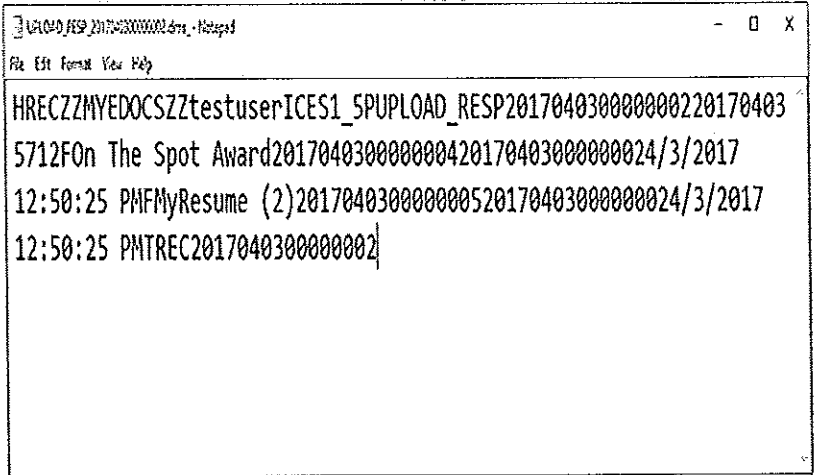
Confirmation of DRN\IRN generation to user's mail...

Date: 03/24/2017 12:58
 Subject: Document upload confirmation

Thanks for uploading Documents in MyEdocs
 Please find uploaded document information as following:

DRN : 2017040300000002	
Document name	IRN
On The Spot Award	2017040300000004
MyResume (2)	2017040300000005

Thanks,



STRUCTURE OF THE FILE NAME OF THE ATTACHMENT

UPLOAD_RESP _ DRN.dms_

STRUCTURE OF THE CONTENT OF THE ATTACHMENT

HREC^]ZZ^]MYEDOC]^ZZ^]<ICEGATE_ID>^]ICES1_5^]P^]^[UPLOAD_RESP^]<DRN>^]
 SYSTEMDATE^]SYSTEMTIME [New line character]
 F^] <FILENAME> ^] <IRN> ^] <DRN> ^]<UPLOADDATETIME> [Newline character]
 F^] <FILENAME> ^] <IRN> ^] <DRN> ^]<UPLOADDATETIME> [Newline character]
 F^] <FILENAME> ^] <IRN> ^] <DRN> ^]<UPLOADDATETIME> [Newline character]
 F^] <FILENAME> ^] <IRN> ^] <DRN> ^]<UPLOADDATETIME> [Newline character]
 TREC^] <DRN>

NOTE:

Line starting with HREC is the header record.

Line starting with TREC is the trailer record.

In between header record and the trailer record are the data records containing the IRN, DRN, and upload date/time.

Characters in RED colour can be hardcoded. Items in GREEN must be generated for the particular document upload.

All records are followed by a record delimiter which is a newline character, (may be copied from the sample file);

Field delimiter: ASCII Chr 29: ^]

SYSTEMDATE needs to be entered in YYYYMMDD format

SYSTEMTIME needs to be entered in MMHH format

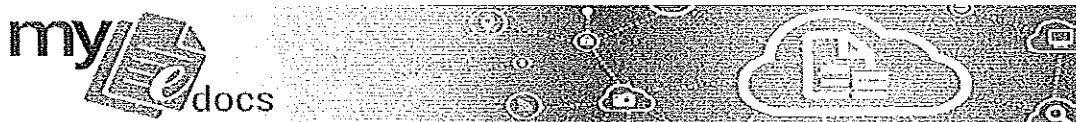
UPLOADDATETIME may be in whatever format it is displayed on the DMS upload page screen

If the document fails to meet the restriction on document size and type, the system will display appropriate comments instantly against each file indicating the exact error.

Step 5: Using the dropdown, select the document type you wish to upload.

Make sure that the document is in pdf and should be digitally signed by the same user who has logged in.

Document type to be select ...



Upload Documents | Validate Documents | Submit Documents

Uploaded document details

File Name	File Size	Start Date	Digital Sign	Document Type	Act
Doc45113	9197017 1024752	Act	Validated		

Select Document Type

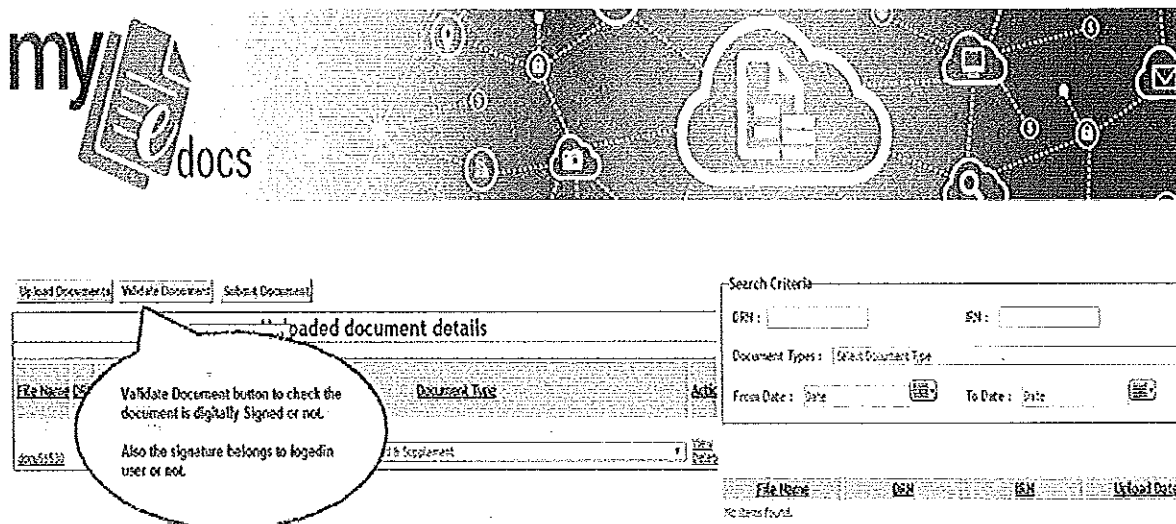
- 00000-Certificate of Analysis
- 001000-Eval And Test Report
- 001000-Certificate of Analysis - Drug
- 001000-Certificate of Analysis - Food & Supplement
- 001000-Certificate of conformity
- 001000-Certificate of quality
- 001001-Product Report
- 001002-Batch Release Certificate
- 004000-Test report
- 004001-Test Certificate
- 005000-Bioequivalence report
- 005000-Product registration report
- 005001-Technical dossier / Literature
- 011000-Federal Issue Application
- 011001-Newman Copy of Label
- 011002-Submission Certificate
- 050000-Safety and Efficacy data sheet
- 101000-Registration Document

Search Criteria: DSN: [] Pfl: []
Document Types: [Select Document Type]
From Date: [Date] To Date: [Date]

File Name: []
No items found.

Once the documents are uploaded, the system will prompt the user to select the document type from a dropdown list. This list is also published on ICEGATE as part of the 'Single Window Code-map Directory'.

Step 6: For each document, click Validate Document button to validate the digital signature.



The user must verify the file in respect of digital signature affixed on it by pressing the 'validate' button on the screen. Without completing the validation, the document will not be ready for the next action i.e., **"Submit Document"**

Step 7 Click "submit document" button to submit up to 5 documents

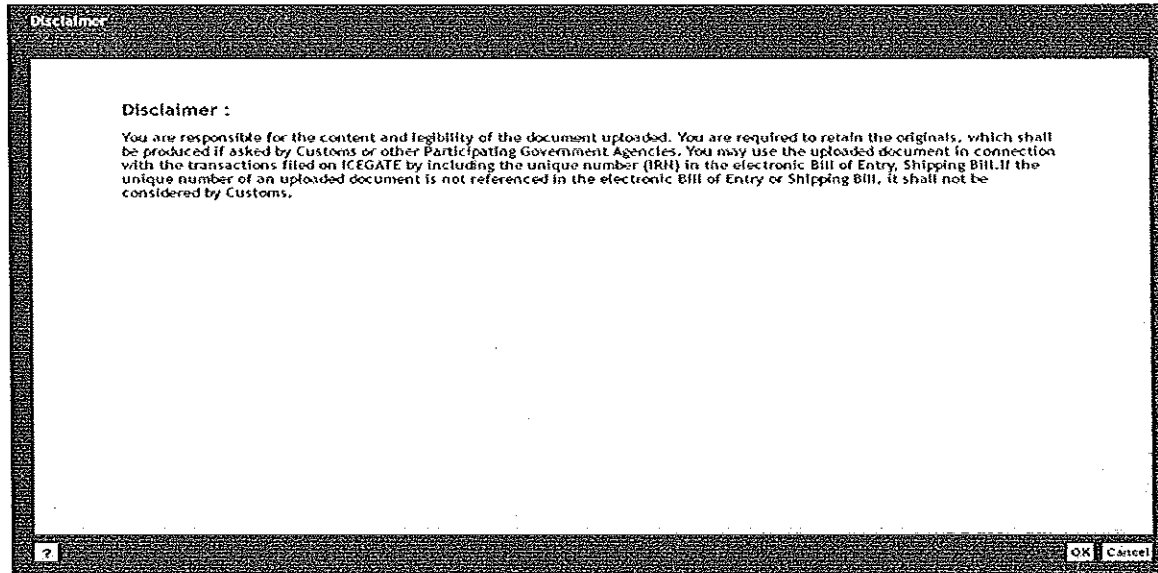
The submitter should click the submit document button.

If the document fails to meet the restriction on document size and type, the system will display appropriate comments instantly against each file indicating the exact error. The submitter should rectify the error and upload the file again.

If the file upload is successful, the system will generate a unique number called IRN, which will be displayed on the web-page and also transmitted to the user as a structured message from ICEGATE. The submitter may incorporate the data including the filename and the unique number in his system of records (eg RES package). ICEGATE users can also view the documents uploaded by them.

Step 8: Press OK to acknowledge the disclaimer

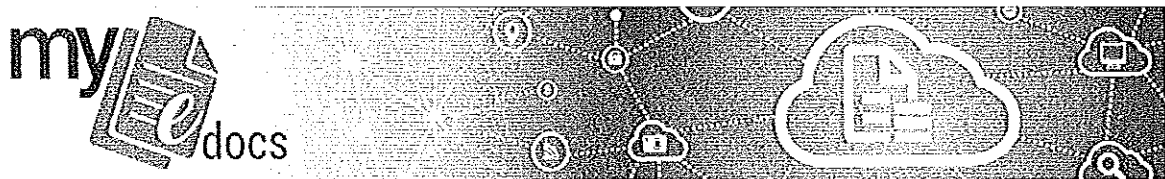
Disclaimer ..



Response by MYeDocs

Result 1: System will generate the IRN and DRN, which can be viewed online.

DRN, IRN No. ...



Upload Documents | Validate Document

Search Criteria
DRN : IRN :
Document Types :
From Date : To Date :

Uploaded document details					
File Name	DRN	IRN	Start Date	Digital Sign Validated	Document Type
xxxx5552	2017051800000003	2017051800000006	5/18/2017 10:34:19 AM		001002-Ltd Analysis Report

File Name | DRN | IRN | Start Date | Digital Sign Validated | Document Type |
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Step 9: Using uploaded documents in Bills of Entry / Shipping Bills

The submitter should upload all the required supporting documents as per procedure described above in relation to a transaction e.g. a Bill of Entry or a Shipping Bill. These uploaded documents may be linked to the corresponding Bill of Entry or the Shipping Bill by filling out the appropriate section in the electronic format in the Bill of Entry or Shipping Bill in in the separate section titled Table <Supporting Docs> by filling out the mandatory details in the table. Once the Bill of Entry is submitted into the system, Customs Officers or officers of Participating Government Agencies who wish to view the Bill of entry or Shipping Bill along with the supporting documents, can do so using appropriate screens in the Indian Customs EDI System

Message ID CACHI01 (Part 24)
Message Description Supporting Documents
From Customs House Agent/ Importer
To Customs
Segment Tag <TABLE>SUPPORTINGDOCS

Sr. No.	Field Description	Field Type	Length	Final	Amend	Supp	Delete
1.	Message type	C	1	F	A	S	D
2.	Custom House Code	C	6	K	K	K	K
3.	User Job No.	N	7	K	X	X	X
4.	User Job Date	Date		K	X	X	X
5.	BE Number	N	7	X	K	K	K
6.	BE Date	Date		X	K	K	K
7.	Declaration Type	C	1	M	M	M	M
8.	Invoice Serial Number	N	5	M	M	M	O
10.	Item Sr. no.	N	4	M	M	M	O
11.	CHA License Number	C	15	O	O	O	O
12.	IEC	C	10	O	O	O	O
13.	ICEGATE user ID	C	15	M	O	M	M
14.	Image reference no	C	16	M	M	M	M
15.	Document Type Code	C	6	M	O	M	O
16.	Document Issuing Party Code	C	35	O	O	O	O
17.	Document Issuing Party Name	C	70	M	O	M	O
18.	Document Issuing Party Name	C	70	O	O	O	O
Address1							
19.	Document Issuing Party Name	C	70	O	O	O	O
Address2							
20.	Document Issuing Party Name	C	35	O	O	O	O
City							
21.	Document Issuing Party Name	C	10	O	O	O	O
pin							
22.	Document reference number	C	17	O	O	O	O
23.	Place of Issue	C	35	M	O	M	O
24.	Document Issue Date	Date		M	O	M	O
25.	Document Expiry Date	Date		O	O	O	O
26.	Document Beneficiary Party Code	C	35	O	O	O	O
27.	Document Beneficiary Party Name	C	70	M	O	M	O
28.	Document Beneficiary Party Name Address1	C	70	O	O	O	O
29.	Document Beneficiary Party Name Address2	C	70	O	O	O	O
30.	Document Issuing Party Name city	C	35	O	O	O	O
31.	Document Issuing Party Name pin	C	10	O	O	O	O
32.	File Type	C	5	M	O	M	M

Notes:

Explanation

This table is mandatory for all Bills of Entry . This table includes details of all supporting documents submitted by a CHA/Importer to Customs.

Sr. No. 14

Image Reference No: The CHA/Importer receives this unique number when he digitally signs a digital copy of a document in pdf format (scanned from hardcopy or otherwise rendered into pdf) and submits the supporting document to ICEGATE. This will be auto-generated by when ICEGATE completes the upload process.

Sr. No. 15**Document Type Code**

All supporting documents which are submitted by Customs Broker / importer have a document type. Use the appropriate code for the document type code for the document referenced by the unique number. Directory will be provided.

Sr. No.16**Document Issuing Party Code**

Optional field

[Presently, this field is not validated]

Sr. No. 21

Document reference number

If the supporting document is an invoice indicating the same invoice number quoted in <TABLE> INVOICE of the Bill of Entry.

Sr No. 22**Place of Issue**

Name of the city/town where it was issued.

Sr. No. 23

Document Issue Date

(Date Format) No validation required.

Sr. No. 24**Document Expiry Date**

This is used for Supporting documents that are registrations, licenses, certificates, permits and other forms of authorization.

Sr. No. 25

Document Beneficiary Party Code

If the document type is a registration, license, certificate or a permit, indicate the IE Code of the party which is shown as the beneficiary of this document.

[Presently, this field is not validated]