Central Board of Indirect Taxes and Customs

Government of India

eSanchit application process guide

For

IEC Users

(Version 1.1)

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eSanchit application

The Central Board of Indirect Taxes & Customs (CBIC) has launched **eSanchit** (e-Storage and Computerized Handling of Indirect Tax documents) for paperless processing, uploading of supporting documents and to facilitate the trading across Borders. It has already been made available to importers and exporters in the country. This application provides an electronic interface between tax payers and custom departmental officers to submit their import / export related supporting documents hasselfree and without any human intervention. For using the eSanchit functionalities, user need to follow the process mentioned herewith.

Step 1.1: 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 have been recommended:

(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) Ideally, one document (e.g. and invoice or a packing list) shall be rendered into one pdf file regardless of the number of pages in the document. Given that the maximum permissible file-size is 1 MB, this would allow the submitter to upload a supporting document which is up to 13 pages long. If a supporting document is more than 1MB in volume, then it should be split and uploaded as two or more documents.

(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.

(C) Whether the submitter renders supporting documents into pdf using either using (A) or (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.

(D) 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 accessible. It is advisable for the submitter to link this information to his own electronic system of records (RES package), which is used to prepare the electronic files for submission to ICEGATE.

Step 1.2: ICEGATE Login

Only those taxpayers, who are registered on ICEGATE along with the digital signature certificate, can upload supporting documents in electronic format. For uploading the supporting documents, user must sign into ICEGATE portal. Refer Figure (1.2.1)

Figure (1.2.1)

Step 1.3: Click on eSanchit menus

Thereafter, the submitter should click on the link **e-SANCHIT** (https://icegate.gov.in/esanchit) on ICEGATE. This link will take the submitter to a web page where the documents can be uploaded. Kindly note that user must be logged in into ICEGATE web portal for access eSanchit application. Refer Figure (1.3.1)
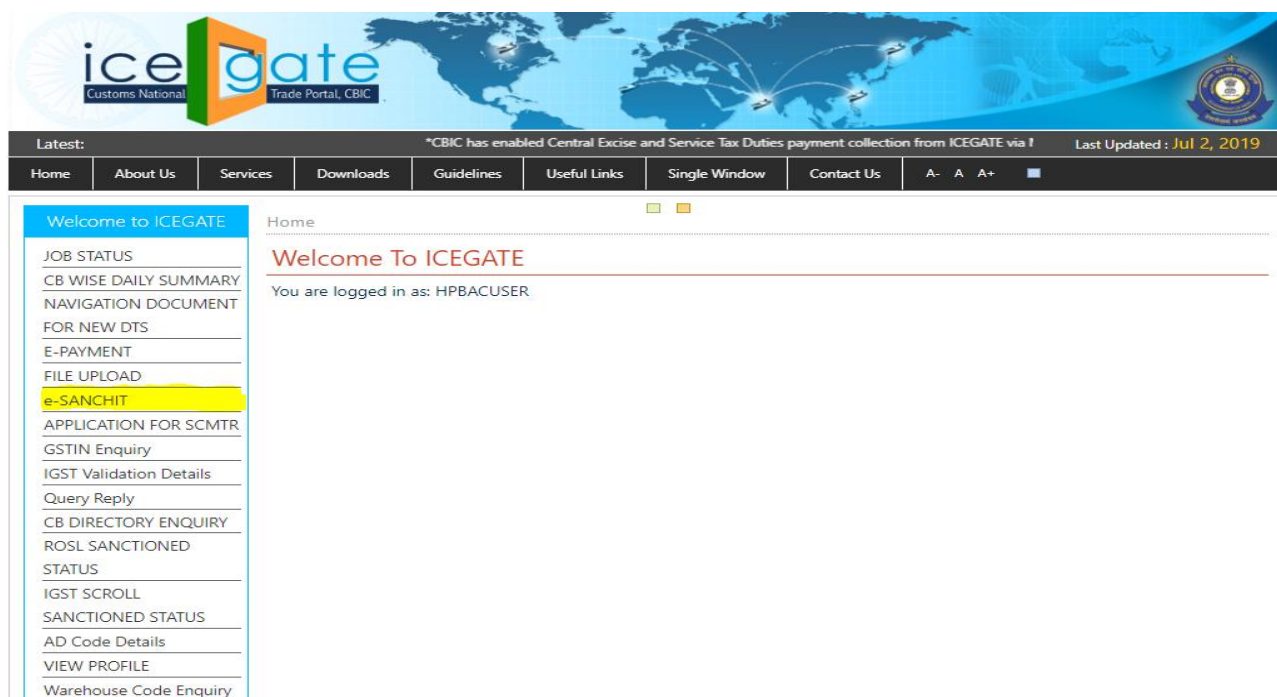
Figure (1.3.1)

Step 1.4: Click on the Upload Document Button.

On this screen (Figure 1.4.1), user should click on **Upload Documents** button to select the single/ multiple documents (maximum 5 documents).
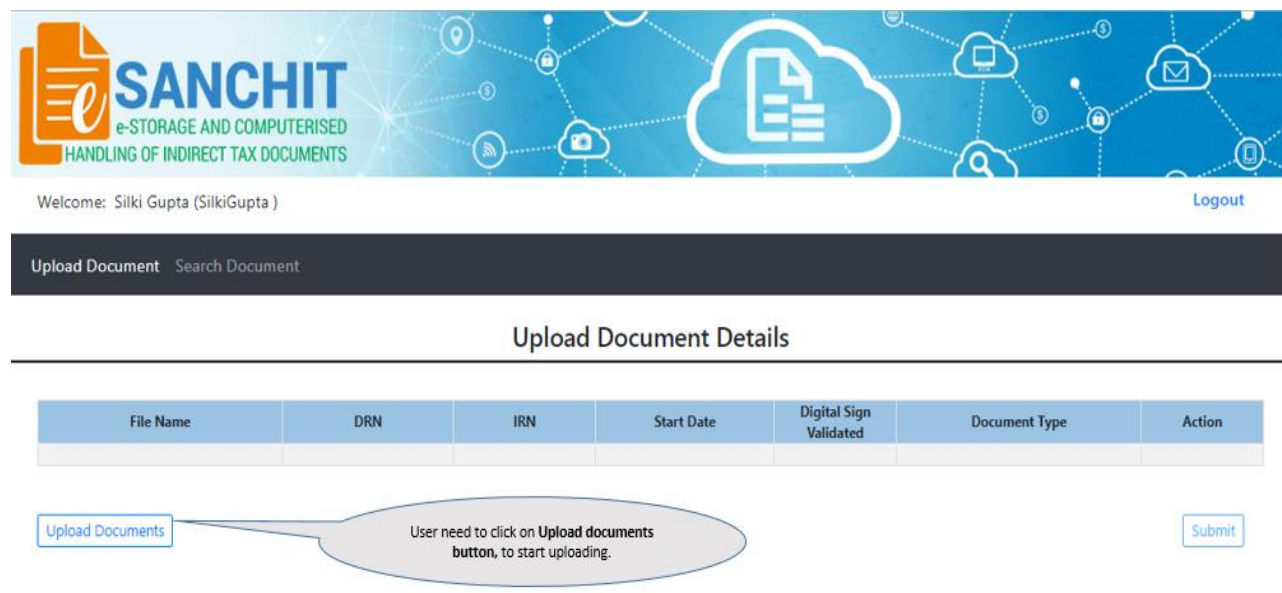
Figure (1.4.1)

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

Once user clicked on **Upload Documents** button, a popup would be displayed, to select the files to upload. Refer (Figure 1.4.2).
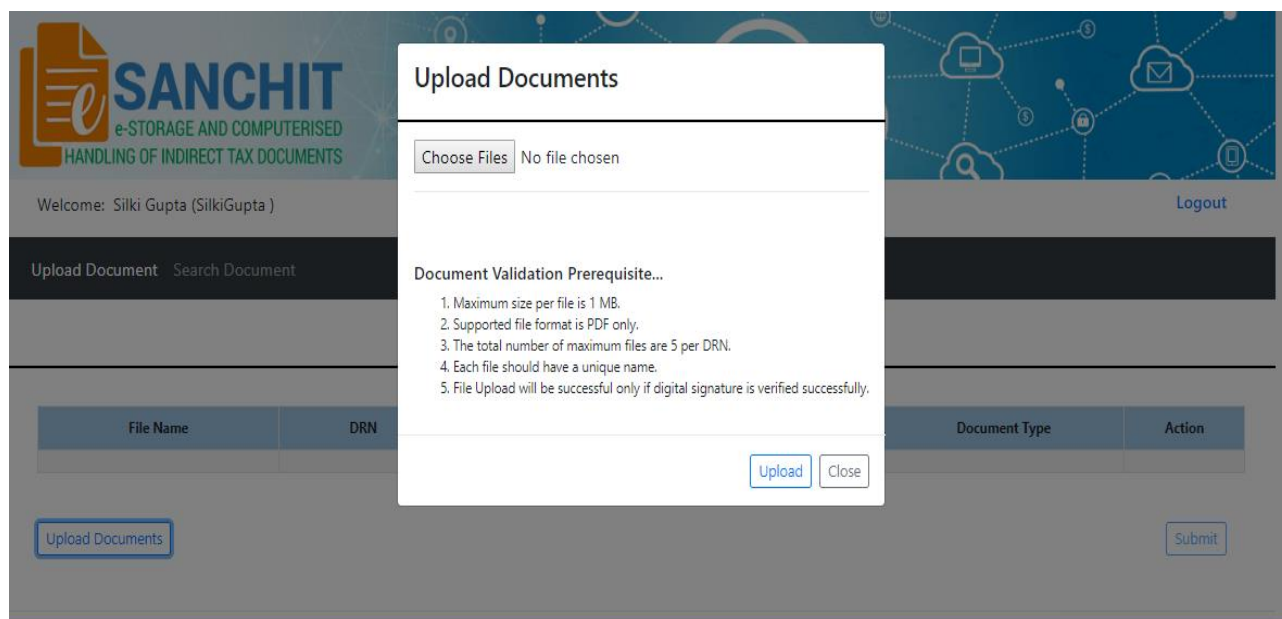
Figure (1.4.2)

All selected files must adhere to the validations, displayed on the screen (figure 1.4.2). Make sure that the document is in pdf format and should be digitally signed by the same user who has logged in.

Step 1.5: Select the document type against each document selected, to upload.

Once the documents are selected, the system will prompt the user to choose the document type from a dropdown list. Refer figure 1.5.1, the document type list is also published on ICEGATE as part of the **Single Window CodeMap Directory** (https://www.icegate.gov.in/Download/Single_Window_Document_Code_Map_Directory.pdf).
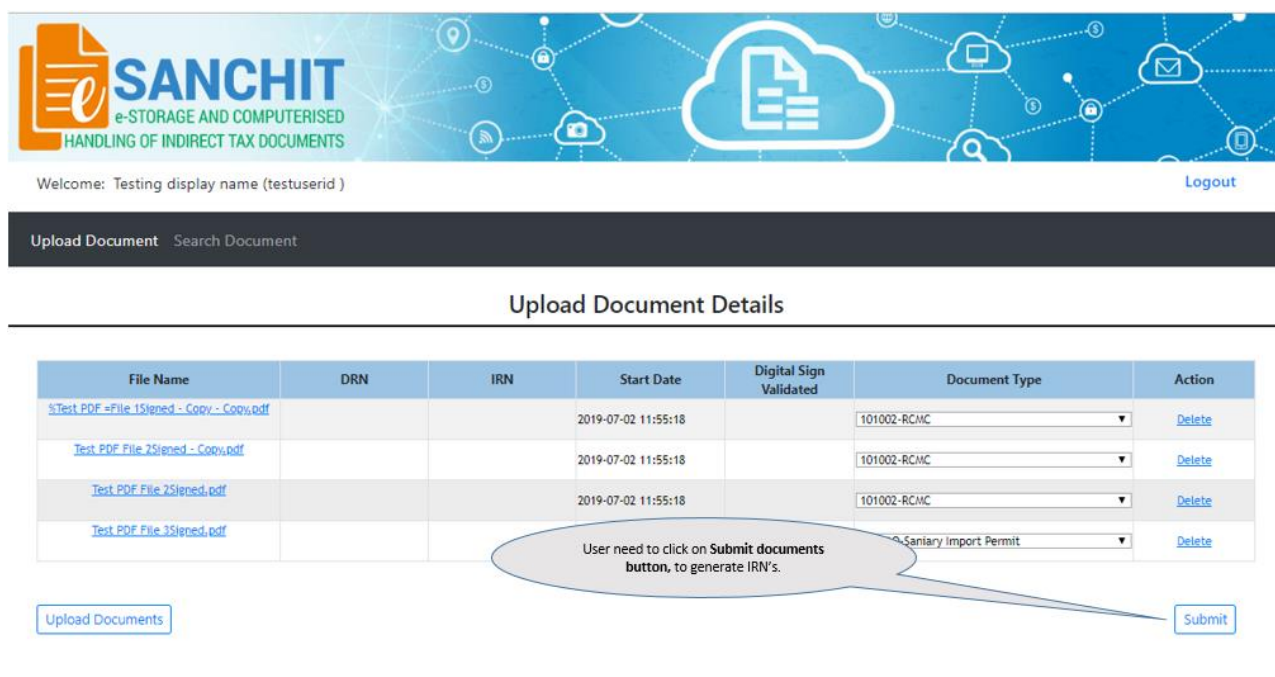
Figure (1.5.1)

Step 1.6: Submit Document to generate IRN's

Finally, to generate IRN's, user must click on **Submit** Button (Refer figure 1.6.1). Once user clicked on submit button, a disclaimer popup would get displayed (refer figure 1.6.2), User must accept the disclaimer to proceed with IRN generation. After clicking on **Accept** button, the system will generate a unique number called IRN, which will be displayed on the web-page and also transmitted to the user via email, as a structured message from ICEGATE (Sender dmadmin). 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.

Figure (1.6.1)

Figure (1.6.2)

Step 1.7: Response by eSanchit

Result 1: System will generate the IRN and DRN, which can be displayed immediately on users' screen. (Refer figure 1.7.1)

Figure (1.7.1)

Result 2: System will also generate a structured flat file containing IRN and DRN, which can be integrated into RES package. (Refer figure 1.7.2)

STRUCTURE OF THE FILE NAME OF THE ATTACHMENT
UPLOAD_RESP _ DRN.dms_

STRUCTURE OF THE CONTENT OF THE ATTACHMENT
HREC^]ZZ^]MYEDOCS^]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

Step 1.8: 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 after 10 minutes of IRN generation. The list of mandatory documents for export/ import of goods from/ into India have already been notified by DGFT notification No. 08/2015-2020 dated 4th June 2015 i.e.

- ✓ Bill of Lading / Airway Bill
- ✓ Commercial Invoice
- ✓ Packing List / OR as per CBEC Circular No. 01/15-Customs dated 12/01/2015. Commercial Invoice cum Packing List would also be accepted.

Other than above, supporting documents to be uploaded will depend on the commodity imported, notification claimed and Participating Government Agency (PGA) requirement. The Compulsory Compliance Requirements provides information on the Supporting documents required for different items in the Bill of Entry, which may be viewed online.

These uploaded documents may be linked to the corresponding Bill of Entry or the Shipping Bill by filling out the mandatory details in the appropriate section in the electronic format in the Bill of Entry or Shipping Bill in the separate section titled <Table> Supporting Docs. The following fields are required to be filed in the <Table> Supporting Docs of the Integrated Declaration:

- ➤ **Invoice serial number and Item sr. no:** If the supporting document pertains to all items in an invoice, then the invoice and item no. will both be indicated as "0". But if an invoice and item pertains to a particular item, then the invoice serial number and item serial number may be indicated.

- ➤ **Unique Number**: For this, they use the IRN (Image Reference Number): The Customs Broker/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.

➢ **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 is already provided on ICEGATE website under Single Window tab.

➢ **Document issuing party code**: Optional field. Presently, this field is not validated.

➢ **Document issuing party name and address**: Name and address of the party that has issued the document.

➢ **Document reference number**: This is the actual number of the document use by the document issuer.

  o If the supporting document is a license, then the Document Reference Number would be the License Number.
  o If the supporting document is a Permit, then please enter the Permit Number in this field.
  o If the supporting document is a Certificate – eg Certificate of Analysis or Certificate of Origin, please enter the Certificate Number.
  o If it the supporting document is the invoice or Bill of Lading, this number, please use the same number that was quoted elsewhere in the Bill of Entry.
  o This Number is not to be confused with the DRN, which is received from ICEGATE in response to the uploading of a document.

➢ **Place of issue:** Name of the city/town where the Document was issued.

➢ **Document issue date**. This is the document date – for example, if the document is a Certificate, please mention the date of issue of the Certificate.

➢ **Document expiry date** - In case, the document has a validity date, please mention that date. In case there is no validity or expiry mentioned in the document, you may leave this field blank.

➢ **Document beneficiary party name and address**: Name and address of the party in whose name document is issued. Usually the document is issued in the name of importer. However, if the document is issued in the name of a party other than importer, name and address of that party needs to be mentioned.

➢ **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.

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.

Please note that the above data fields, some of which are optional, are crucial for the PGAs. If the importer/Broker keeps these data fields blank, they may be asked by the PGAs to provide this data into the table through an amendment. In particular, please take note of the requirements specified in the following table where data from application forms of PGAs will be obtained in the <Table>Supporting Document of the Integrated Declaration in the following manner:

1. eSanchit - Step by Step procedure for searching electronic documents

Following are the steps, to be followed for searching trade supporting documents.

Step 2.1: ICEGATE Login

Only those taxpayers, who are registered on ICEGATE along with the digital signature certificate can search supporting documents in electronic format. For searching the supporting documents, user must sign into ICEGATE portal. Refer Figure (2.1.1)

Figure (2.1.1)

Step 2.2: Click on eSanchit menus

Thereafter, the submitter should click on the link **e-SANCHIT** (https://icegate.gov.in/esanchit) on ICEGATE. This link will take the submitter to a web page where the documents can be searched. Kindly note that icegate login is mandatory to access eSanchit application. Refer Figure (2.2.1)
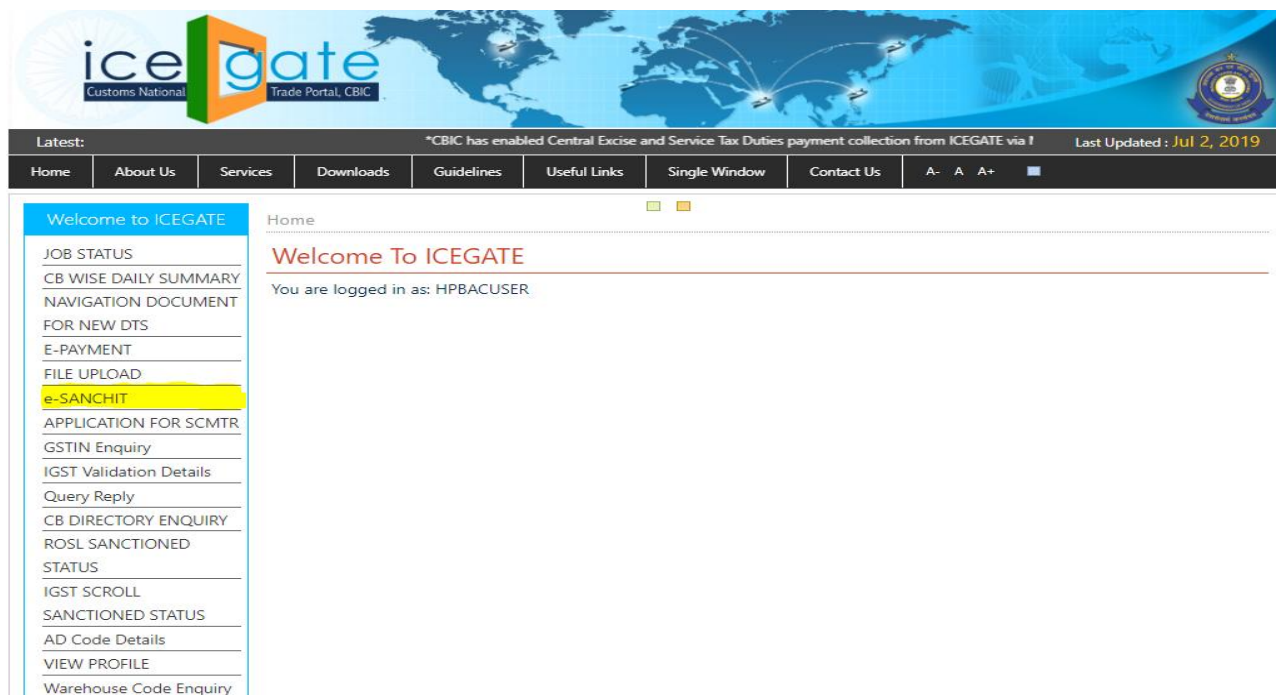

Figure (2.2.1)

Step 2.3: Click on the Search Document Button.

On this screen (Figure 2.3.1), user should click on **Search Document** button to search the single/ multiple documents.

Figure (2.3.1)

The user can search documents by DRN number, IRN number, Document Type, Date. The user can put in one value or all values to search the documents. If Search criteria matches the results are displayed at bottom if no result is found than it says 'No Item Found'

Refer (Figure 2.3.2).

Figure (2.3.2)

All searched files will be displayed on the screen (figure 2.3.2).

NOTE: User will be able to view up to 30 days old documents immediately, documents older than 30 days will be available only after raising the request for "Retrieve from Archival".

The "Retrieve from archival" request may be raise by following the simple steps while searching the document. If user trying to search document older than 30 days, system will display a message that the selected document is older than 30 days and has been archived, do you still want to view the document, once user pressed yes, a request "Retrieve from archival" will be raised automatically. Now user has to wait for 60 minutes after raising this request to get the document available.

After 60 minutes, user has to search as usual; the document link will be displayed in the search request now. This document will now be available for 7 days to access immediately.

Step 2.4: Click on the document to view the file.

(i)   If the document is uploaded in last 30 days, document will open in new tab immediately.

(ii)   If the document is older than 30 days, then means the document is archived. A pop up will occur if you want to view older document asking that the **Requested document has been archived, it can be available after 1 hours post confirmation. Do you want to view the document?**

If user still need to view the document, **Click on OK**. Once confirmation received with OK, system will restored the document from archive and user can be able to view the document thereafter up to the next 7 days. (figure 2.4.1)
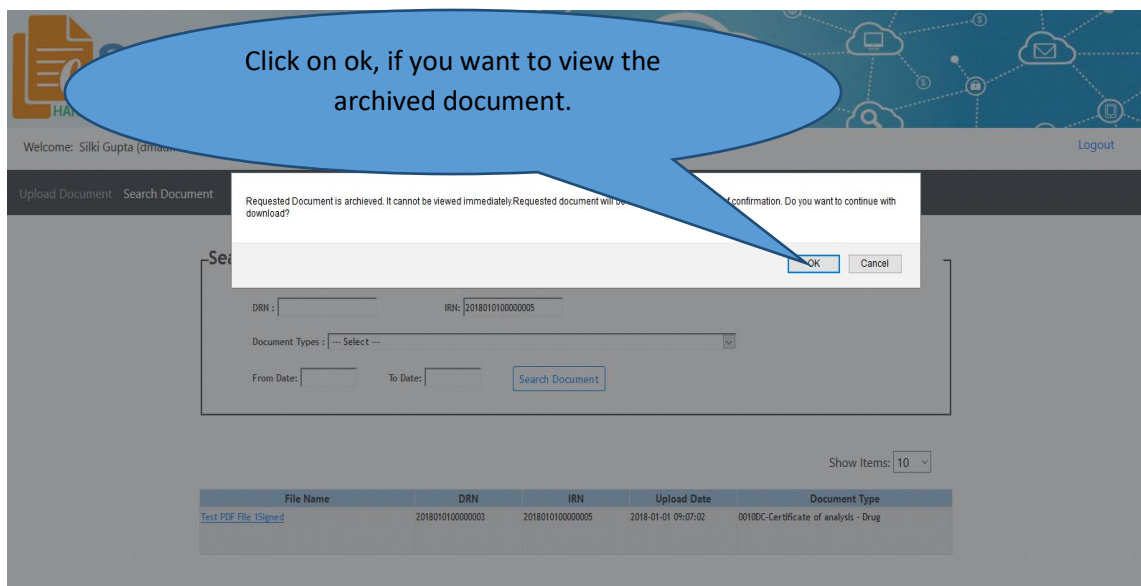

Figure (2.4.1)