



सीमा शुल्क प्रधान आयुक्त का कार्यालय  
**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS**  
सीमा शुल्क सदन :: त्तन क्षेत्र :: विशाखनट्टनम - 530035  
**CUSTOM HOUSE :: PORT AREA :: VISAKHAPATNAM – 530 035**

फा.सं/F. No. P3/06/2017-Stats(AM).Pt.II ददनांक/

Date: 25.09.2018

सार्वजनिक सूचि संख्या - 36/2018  
**PUBLIC NOTICE NO. - 36 /2018**

विषय/Sub : Pilot Implementation of Paperless Processing under SWIFT-  
Uploading of Supporting Documents ( E-sanchit) in Exports—Reg

Kind attention of all the Exporters, Customs Brokers, other stake holders and members of the trade is invited to Board's Circular No. 29/2018- Customs dt 30.08.2018 on the above subject.

2. Successful implementation of Paperless Processing/eSANCHIT under Single Window Interface for Facilitation of Trade in case of Imports has been acclaimed by all stakeholders. Now with the objective of reducing physical interface between Customs/regulatory agencies & the trade and to increase the speed of clearance in Exports, Board has proposed to introduce a facility to upload digitally signed supporting documents on a pilot basis at Air Cargo complex, New Delhi and Chennai Customs House. The pilot will cover all types of exports under ICES. After the completion of the pilot, the facility will be extended to all ICES locations. On a voluntary basis, members of the trade may use this facility to upload the supporting documents concerning Shipping Bills that may be filed henceforth.

3. Accordingly, the exporters of this Custom House are requested to avail the facility on voluntary basis as per the procedure mentioned below:

#### **Uploading supporting documents**

3.1. The procedure for eSANCHIT on the export side is similar to the one prescribed for e-SANCHIT in imports vide Board's Circular No. 40/2017 dated 13.10.2017. Briefly, salient features are described as below: –

3.2 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 eSANCHIT link provided in left vertical menu to redirect on eSANCHIT. The step-by-step procedure for upload of supporting documents is also provided on the ICEGATE website. While preparing a job for submission on ICEGATE in their respective Remote EDI Systems (RES), the authorized persons must ensure that they have uploaded all the necessary supporting documents. A facility has also been provided on ICEGATE to the authorized persons to access and view the documents uploaded by them.

3.3. In case the authorized person seeks to provide a document after the generation of the Shipping Bill 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 Shipping Bill by submitting an amendment at the Service Centre. This procedure will also apply when the authorized person submits a document in response to a query raised by Customs for a Shipping Bill.

#### **Assessment & Document Verification**

3.4 Once a Shipping Bill has been filed, Customs officers will be able to access the uploaded electronic versions of supporting documents while viewing or assessing the Shipping Bill 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 be uploaded online by following the procedure prescribed in para 3.3 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).

### **Goods Registration, Examination & Let Export Order (LEO)**

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

In view of the above, all exporters/ Custom brokers at Visakhapatnam Custom House are requested to use this facility on voluntary basis for all export clearances as it will reduce physical interface between Customs, other regulatory agencies and the trade and enhance the speed of clearance export cargo. Any difficulty in using this facility may please be brought to the notice of DC (EDI), Custom House, Visakhapatnam.

**sd/-**

**(डॉ डी. के. श्रीनवास/ Dr. D. K. Srinivas)**

सीमा शुल्क आयुक्त/ Commissioner of Customs

सेवा में / To

1. All concerned.
2. EDI Section – for uploading in Custom House