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OFFICE OF THE COMMISSIONER OF CUSTOMS AND CENTRAL EXCISE
N-5 TOWN CENTRE, AURANGABAD – 431030.

F.No. VIII (Cus)12/TA/PN/09 Date 20th Nov 2009

Public Notice No. 11/ 2009

Sub:– Filing of Documents through ICEGATE (URL:www.icegate.gov.in) -Reg.

It is brought to the notice of all Importers, Exporters, Custom House Agents and Trade Associations that the computerized processing of documents at the Inland Container Depot(ICD) situated at Maliwada, Aurangabad under Indian Customs EDI (Electronic Data Interchange) System , hereinafter referred to as ICES 1.5, will commence with effect from 19.11.2009. The details regarding the processing of documents in ICES 1.5 are available in this Aurangabad Commissionerate's Public Notice No. 10/2009 dated 18/11/2009.

2. All Exporters, Custom House Agents and Trade Associations may further note that with effect from 20.11.2009 CHAs, Exporters and various other trading partners can start **filing documents electronically through ICEGATE. (URL:www.icegate.gov.in)**

3. ICEGATE is a portal that provides e-filing services to the trade and cargo carriers and other clients of Customs & Central Excise Department (collectively called trading partner). ICEGATE is an infrastructure project that fulfils the department's EC/EDI and data communication requirements. Through this facility the department offers a host of services, including electronic filing of Bill of Entry (import goods declaration) and Shipping Bills (export goods declaration) and related electronic messages between Customs and the trading partners using communication facilities (E-mail, Web-upload) through the internet.

NOTE: For the trade, filing of documents at ICEGATE is an alternative to filing documents at the Service Centre of the ICD. To begin with document filing through ICEGATE would be restricted to White Shipping Bills not involving payment of export duty or cess. The dates for commencement of filing of other documents would be notified separately. The following procedure however covers the relevant information in respect of all documents for facilitating better understanding.

4. All exporters, importers, CHAs, Trade and all other concerned desirous of carrying out transactions through ICEGATE must complete the online registration process on ICEGATE website. Registration is a one-time activity and involves no charges and the members who are already registered on ICEGATE need not get fresh registration. The various steps involved in the filing of documents through the internet are as follows:

4.1 Registration

The ICEGATE registration process consists of two stages:

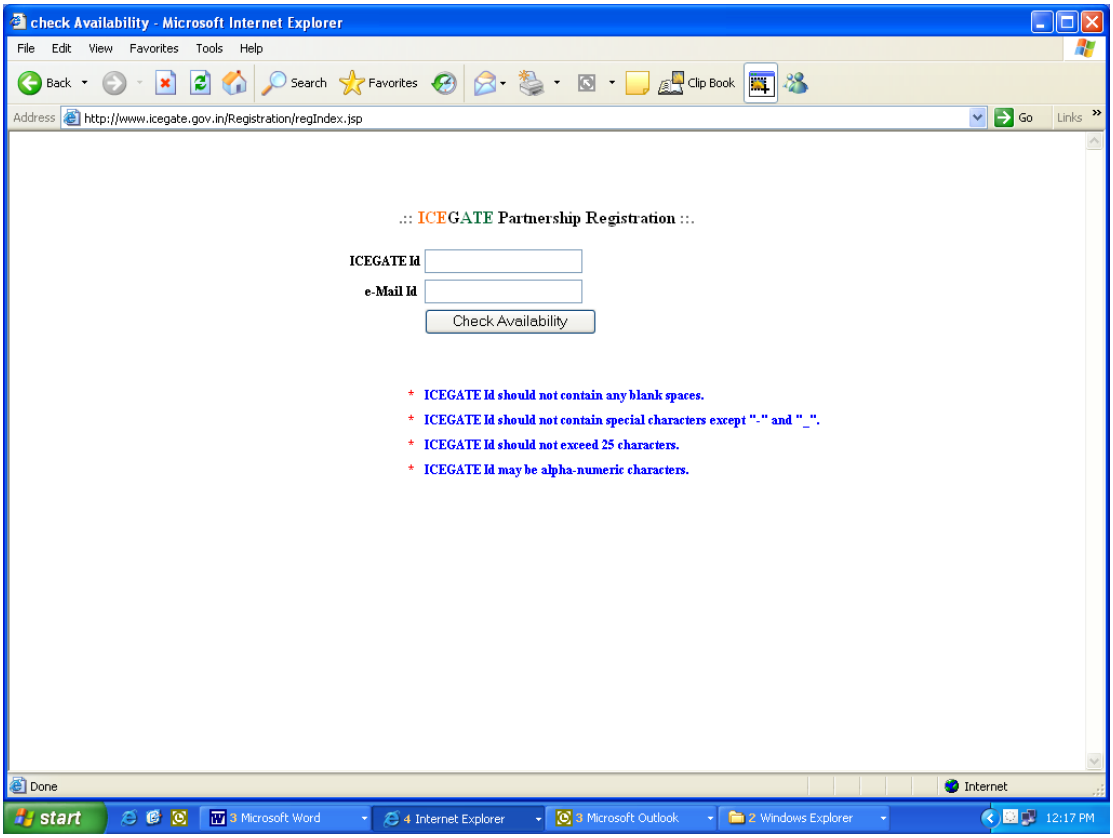
(a) ICEGATE Member Registration
(b) ICEGATE Trading Partnership Registration

(a) ICEGATE Member Registration

The ICEGATE Member registration at the ICEGATE is an online process. All users have been given, by default, the option to use web-forms to get registered online. Therefore, all users can utilize this benefit to register themselves on ICEGATE using these web forms.

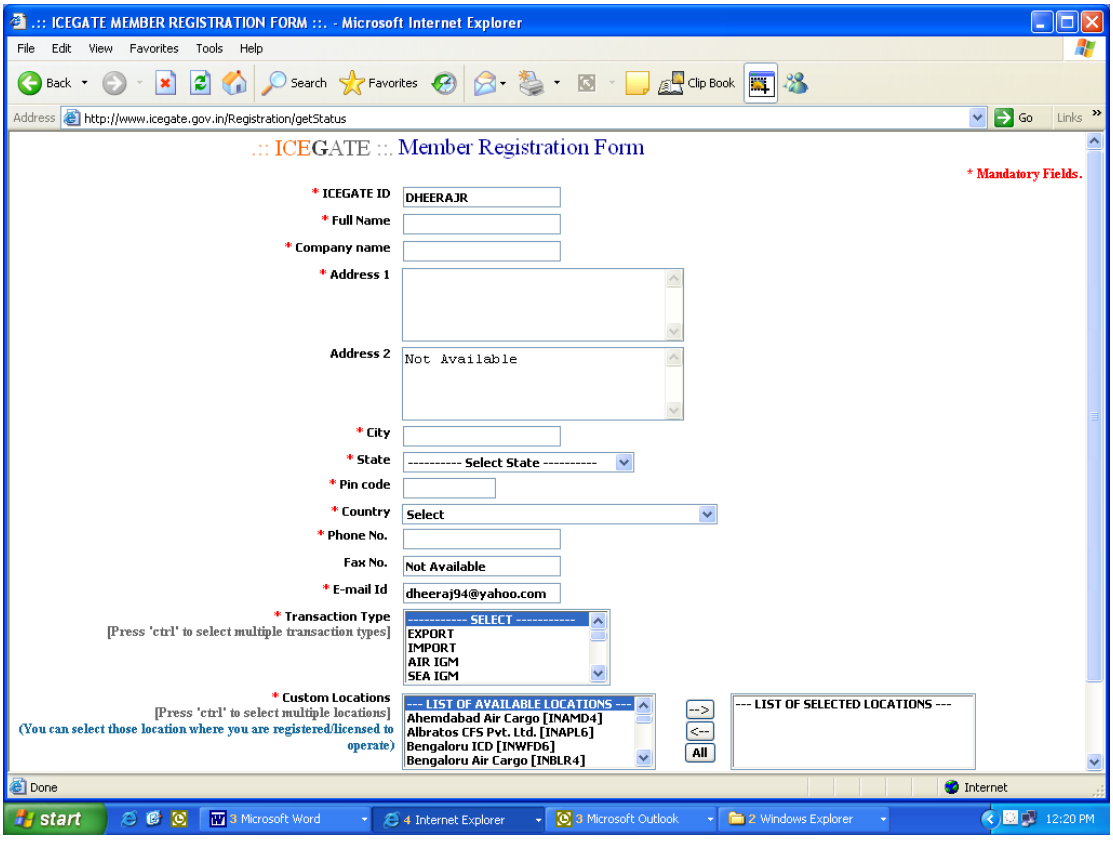
The following sequence of steps to be followed by the Trading member to complete his/her registration:

(i) The Trading Partner must go to the Main page of ICEGATE by entering the URL www.icegate.gov.in through a web browser.
(ii) proceed to register themselves by clicking the link "login" and then, by clicking the link REGISTER provided on the homepage or directly by clicking the link "Register" provided below of the ICEGATE Home page
(iii) On clicking the above mentioned link for registration, a new member partnership registration screen appears as shown below:



Trading Partner need to input desired ICEGATE-ID and valid e-mail address having necessary safeguards as mentioned on the webpage and click on the 'Check Availability" option provided. If the ID or e-mail address provided is already registered with ICEGATE, it will prompt 'provide another ICEGATE id or e-mail address'. Otherwise, it directs to the trading partner to the following webpage:

New member Registration Screen



*(Complete the New Member Registration form. The mandatory fields are indicated with * (like Username, Password, Confirm Password), which has to be filled in.)*

*(iv) Click on the **Submit** button. The screen will be displayed as a confirmation that the registration was completed successfully.*

(b) ICEGATE Trading Partnership Registration

(This activity has to be carried out at ICEGATE by Directorate of System.)

The ICEGATE Trading Partnership Registration is an offline process in ICEGATE. Once the Membership registration is complete, the end user gets a message confirming the creation of partnership after which the user (CHA/importer/exporter) can start his transactions with ICEGATE.

4.2 **Modification of existing ICEGATE membership**:

The existing ICEGATE members can get their registration details modified by sending a detailed e-mail to the address registration@icegate.gov.in . For example, for the addition of a new Custom location where the ICEGATE Member wants to transact business, the ICEGATE Member can get the Customs location added by following the same process ie. by sending a detailed e-mail to the address registration@icegate.gov.in . In a similar manner, trading relationship (import/export) can also be got added / modified.

5) Transactions Through ICEGATE

Once the registration formalities are completed, the members of the trade would be in a position to file and receive documents electronically through the Gateway on a round the clock basis. In the present phase of operations no fee is being charged.

6) Preparation of messages for Shipping Bill, Bills of Entry, IGM, EGM and Consol Manifests

(a) Creation of the electronic messages:

(i) For generation of electronic documents, for Shipping Bills, Bills of Entry, for submission in ICES 1.5 through ICEGATE, NIC has made Remote EDI system (RES) software, which is available to the trade on URL: http://ices.nic.in and can be downloaded free of cost from there. The user manual for RES package is also available on the above URL.

The members of trade who may have been using the RES under ICES 1.0 at some other EDI Location shall note that due to changes in the message formats in ICES 1.5, the RES software has also been modified to that extent, and hence they shall use the modified RES package for ICES 1.5 only. RES is not available for IGM and EGM.

(ii) Members of the trade who do not use RES package provided by NIC and wish to use their own software for the generation of documents for filing on ICEGATE may refer to the new Message Implementation Guidelines as published on http://www.icegate.gov.in/ICES1.5.htm.

(b) Transmission Mechanism

(i) It may be noted that there will be two options available to the trade for submitting the documents to ICEGATE i.e. Simple Mail transfer Protocol (SMTP) and Web upload through ICEGATE website (URL: http://www.icegate.gov.in). Detailed guidelines, as to how to use these two protocols, is available on ICEGATE website.

(ii) Upon receipt of the documents submitted by the Importer/Exporter/CHA at ICEGATE through e-mail, an immediate e-mail confirmation message will be sent to the user that the file has been received at ICEGATE.

(iii) The document would be then transmitted by ICEGATE to the Indian Customs EDI System (ICES 1.5). After processing at ICES server an acknowledgement message through ICEGATE confirming the status will be send back to the user. The user will receive the acknowledgement through ICEGATE on his e-mail id registered with the ICEGATE.

7) In the new software system, additional facility to file amendment to the earlier submitted documents, receive queries raised by the Customs officers on e-mail and submit reply to the query will also be available. Detailed guidelines are available on the ICEGATE website in the message implementation guidelines.

8. In addition to the filing of the Shipping bill and bill of entry, following more transactions can be done /documents can be filed through the ICEGATE.

(a) Tracking at ICEGATE/Tracking at ICES
(b) Licenses received from DGFT
(c) Importer Exporter Code/BIN status
(d) Custodian messages
(e) Customs duty payment with the bank

The services viz. Tracking at ICEGATE/Tracking at ICES; Licenses received from DGFT and IEC code/BIN status have been explained in the following paras of this Public Notice. However, as regards the Custodian Messages, the detailed guidelines are available on the ICEGATE website in the message implementation guidelines and the trading partners may contact the System Manager for further details. In a similar manner, the Customs Duty payment messages are also handled through ICEGATE and the detailed guidelines are available on the ICEGATE website in the message implementation guidelines and the concerned trading partners i.e. banks may contact the System Manager for further details.

8.1) Tracking at ICEGATE /Tracking at ICES:

ICEGATE provides service to its users to track the status of their documents at different stages during its processing in ICES. It displays the processing time and details of the document at ICEGATE / ICES.
The user can check the status of their documents by accessing the following link **www.icegate.gov.in --→Services -> Tracking at ICES -> ICES 1.5**

8.2) Licenses received from DGFT:

With this service the users can see the status of their licenses issued by DGFT by accessing the link www.icegate.gov.in **→Services -> Licenses received from DGFT**
and thereafter selecting the Custom location Name and entering the IEC No.
For detailed information on the online transmission of the DGFT Licences users can access the following link **www.icegate.gov.in → guidelines → Online-transmission of DEBP /EPCG/DES Licences.**

8.3) IE code/ BIN status:

Importer Exporter Code(IEC) is being issued to the importers/exporters by DGFT, details of which are transmitted online to the Indian Customs EDI-System(ICES) on daily basis. ICES automatically register the IE codes after confirming their validity, to enable the user to file the documents electronically. With this Service users can track the status of IECode registration by accessing the link **www.icegate.gov.in** →**Services -> Check IE code/ BIN status and thereafter entering their IEC number.**

9. Facility of E-Payment:

Customs duty payment can be made by the Importer/Exporter/CHA using two modes. The first mode of payment is making duty payment directly at the authorized bank located at the Customs location. In this case, the challan-wise details will be made available directly by the ICES 1.5 application through ICEGATE to the bank.

The second mode of Customs Duty / Cess payment is e-payment i.e. making payment online with the help of internet banking facility provided by the banks. In this case an importer needs to have a net banking enabled account in one of the branches of the authorized bank/s for that Customs location. Importers may make use of e-payment facility available at ICEGATE.

Any importer who wishes to make Customs duty payment through e-payment mode is required to log into the ICEGATE site with the help of his login ID or through IE code (in case importer is not registered with ICEGATE). He can select the BE and related challan from the list of challans displayed on the website for which one wants to make Customs duty payment. On selection of the appropriate challan, the importer will be directed to select one of the banks from the list of banks which are authorized for that location. Once this option is exercised he will be taken to that bank's web site. The importer will have to login into the banks site with his net banking details and make payment and a copy of payment details will be made available by the bank to the importer. The importer may also make use of verify option available at ICEGATE site to confirm payment status for a particular BE and related challan. Detailed procedures and steps for e-payment are available at URL https://epay.icegate.gov.in.

10) Seeking help:

Members of the trade may please note that ICEGATE provides 24X7 Helpdesk facility for trade to report problems related to electronic filing. The ICEGATE helpdesk can be contacted on e-mail address **icegatehelpdesk@icegate.gov.in** and the replies to the queries shall be sent through e-mails. The Helpdesk can also be contacted on following telephone numbers: 011-23370133 and 011-23379020.

Users may also directly contact Shri C.H. Venkat Reddy, Systems Manager, Customs and C. Excise, Aurangabad Tel.Phone No.0240-2486894 (Site name ICD Maliwada) or the following designated Custom Officers in case of any difficulty.

(i) Sh. S.G.Kulkarni Asstt. Commissioner, (Customs) Tel: 0240-2615678 /0240-2474706

(ii) Sh. S.R.Rajurkar, Superintendent (Computers) Tel:0240-2486526

(iii) Sh. Anil D. Kamble, Superintendent, ICD Maliwada, Tel:0240-2616188

The trade and industry associations are requested to give wide publicity to the contents of this Public Notice.

Encl: Annexure A & B.

(ARUN SAHU)
COMMISSIONER
Customs and Central Excise,
Aurangabad.

Copy to:

1. All as per Mailing list.
2. The Chief Commissioner C.Ex & Customs, Nagpur
3. The Commissioner (Appeals) Aurangabad.
4. All Addl., / Joint / Deputy/Assistant Commissioners of the Commissionerate
5. All Section heads of Aurangabad Commissionerate.
6. Notice Board and Website of the Commissionerate.

Annexure A

Transmission Mechanism

A. System requirements

The following minimum Hardware/software specification has to be followed by the importer/ exporter/ CHA for the efficient communication.

(i) HARDWARE REQUIREMENTS:

Specification is as follows.

Sl. No	Hardware particulars	Specifications
1	Computer Processor	Dual Core /Core2Duo
2	RAM	1GB
3	Hard Disk free space	80 GB
4	Monitor Resolution	Standard
5	Internet Connection Details	Modem speed 33.6 Kbps and above /Broadband

The importer/exporter/CHA (Trading Partner) is advised to keep a back-up of all the data in the generated in his machine.

(ii) SOFTWARE REQUIREMENTS:

Specification is as follows.

Sl. No	Software particulars	Specifications
1	Browser	Internet Explore /Fire Fox
2	Operating System	Windows XP licensed Version.

B. As indicated in Para 3(b) of the Public Notice, there are two options available for submitting data to the Custom House.

(i) SMTP
(ii) File Upload

(i) <u>Introduction to SMTP</u>

ICEGATE provides for the (Simple Mail Transfer Protocol) SMTP option for the members of the Trade to file their documents.

Steps for document submission using SMTP option

The following steps are required to send a SMTP attachment to ICEGATE:

Step 1: Create the appropriate electronic message (Bill of Entry/Shipping Bill)

The trading partner is expected to use the Remote EDI System RES or his local application to generate the electronic message.

Step 2: Transmission of electronic message

CHA /IMPOTER/EXPORTER can use any mail client/web based mails for submitting documents at ICEGATE via e-mail.

Step 3: Receiving a electronic messages on ICEGATE

The importer/exporter/CHA would receive e-mails from ICEGATE on email ID established at the time of membership registration.

Upon receipt of the documents submitted by the Importer/Exporter/CHA at ICEGATE, an immediate e-mail confirmation message will be sent to Importer/Exporter/CHA that the file (Bill of Entry/ Shipping Bill) was received at ICEGATE. If it is a batch processing where more than one file (Bill of Entry/ Shipping Bill) is submitted, then the batch key is also displayed in the same email.
The message received will be as follows

Dear User,
Your mail has been received at ICEGATE. You will receive the acknowledgements as soon as the jobs are processed.

**** Please don't revert as this is a system generated mail.

Status of the jobs can be checked at DTS at www.icegate.gov.in. For any further queries, please contact ICEGATE Helpdesk at icegatehelpdesk@icegate.gov.in or on 011-23379020/23370133.

****

The processing of documents would be carried out by the ICES server, and if the message is found correct bill of Entry Number/Shipping Bill Number will be assigned and forwarded to

the user as an acknowledgement. If the document is not found correct, a negative acknowledgement with the errors is generated and forwarded to the user.

(ii) Introduction to file upload option

Step 1: Create the appropriate electronic message (Bill of Entry/Shipping Bill)

The trading partner is expected to use the Remote EDI System RES or his local application to generate the electronic message.

Step 2: Open the Browser access the ICEGATE website by using the following URL http://www.icegate.gov.in

Step 3:Click on Login and enter your registered ICEGATE ID and Password (this will the ID which the user has got registered with ICEGATE for filling the online documents).

Step 4:After Successful login select the "file upload" from the menu and proceeded to file upload page as shown below:

(i) The user must follow the below mentioned steps for File Uploading,
(ii) User must confirm that file to be uploaded is having one of extensions mentioned in the file upload page
(iii) User must click the 'Browse' button and choose the File (to be uploaded) from the User's PC.
(iv) After Choosing the File to be uploaded, the user must click the 'Submit' button to upload the file in the ICEGATE server.

ANNEXURE-B

As indicated in Para 1(a) of the Public Notice, the fields in the Registration form are detailed below:

Item No.	Field Name	Field Length	Description	Remarks
1	User name	60	This is a unique identification for each Trading Partner.	If the same user name already exists, the user is prompted to enter a name again.
2	Company name	60	The name of the company the member represents	
3	Contact name	60	The name of the person to contact regarding the member.	
4	Address 1	60	The first line of the contact person address (for example,#159,safdarjang road)	
5	Address 2	60	The second line of the contact person's address, if any	
6	City	60	The name of the city for the contact person's address	
7	State	60	The name of the state for the contact person's address	
8	Zip Code	60	The postal code for the contact's person address	
9	Country	60	The name of the country for the contact person's address	
10	Phone	60	The phone number of the contact person with the area code	
11	Fax	60	The fax number of the contact person with the area code	
12	Email	255	The email address in which all the communications from ICEGATE would be sent	
13	Password	60	This is a secret key not to be shared by the Trading partner with any one. It can contain letters, numbers and special characters, and is case sensitive.	
14	Confirm Password	60	Type the same password that you type in the Password field for verification.	