**DTA Procurement Module:**

We are pleased to inform you that a “DTA Procurement module” is being introduced in IMEXIO. This would facilitate you in preparation and upload of DTA Procurement transaction on ICEGATE portal.

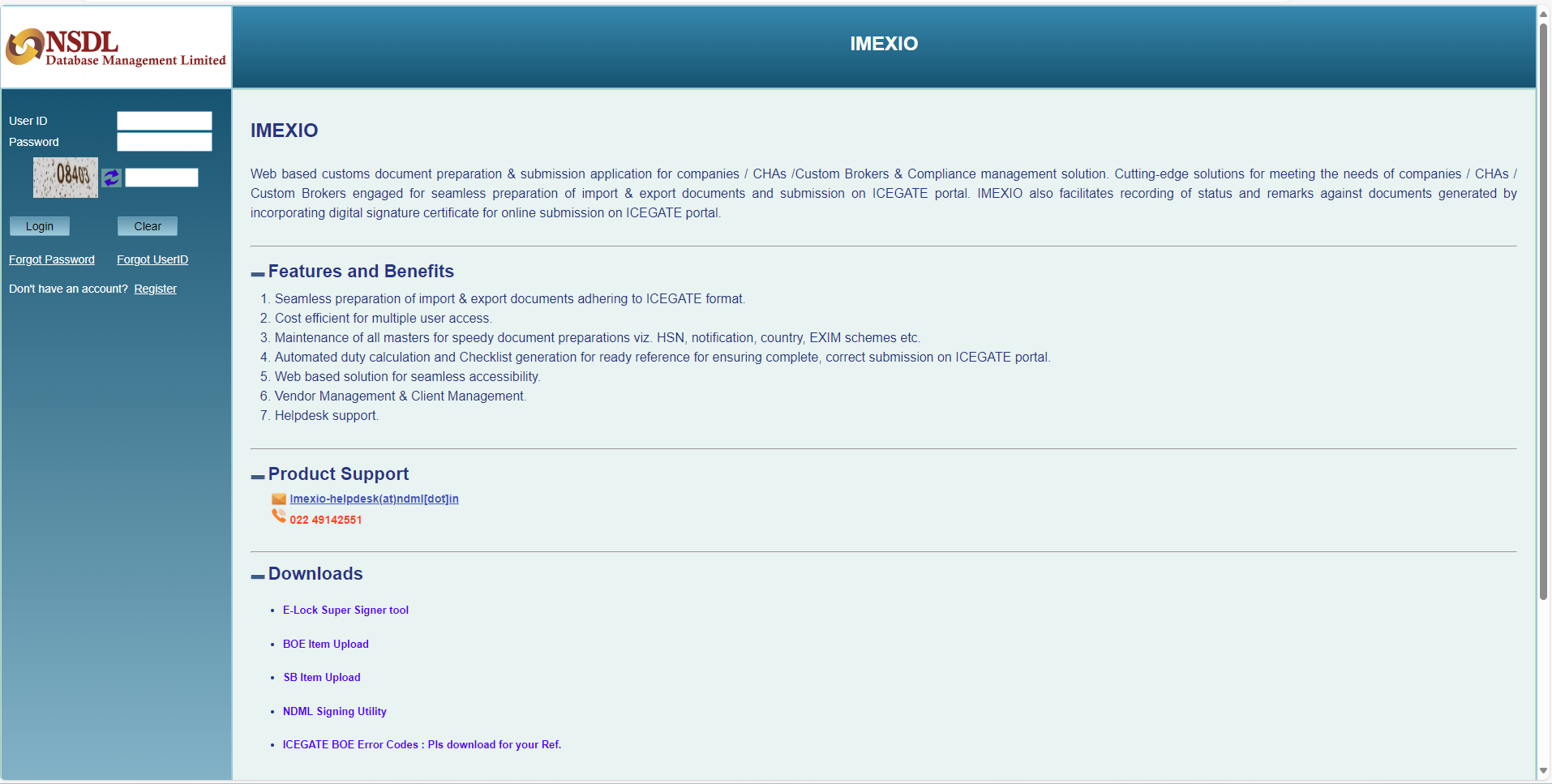
While ICEGATE portal allows you to prepare one document at a time manually by entering the data or upload one JSON file at a time, we have come with an option to generate multiple DTA Procurement transactions in ONE GO and upload on ICEGATE portal.

IMEXIO makes it simpler for you to prepare 50 transactions at one GO. i.e. Entire information can be captured in Excel based tool and the system will present you 50 distinct DTA Procurement transactions. You can download these files in JSON format and upload on ICEGATE portal. We consider that it will save your time and efforts significantly.

To begin below are the steps if you want to prepare one DTA Procurement manually so that you can understand the filing.

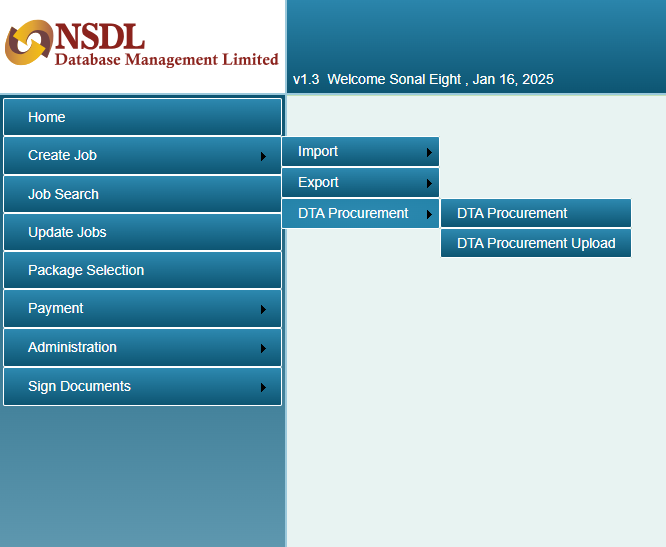
1. **Log-in Page**

Login with your IMEXIO Credentials

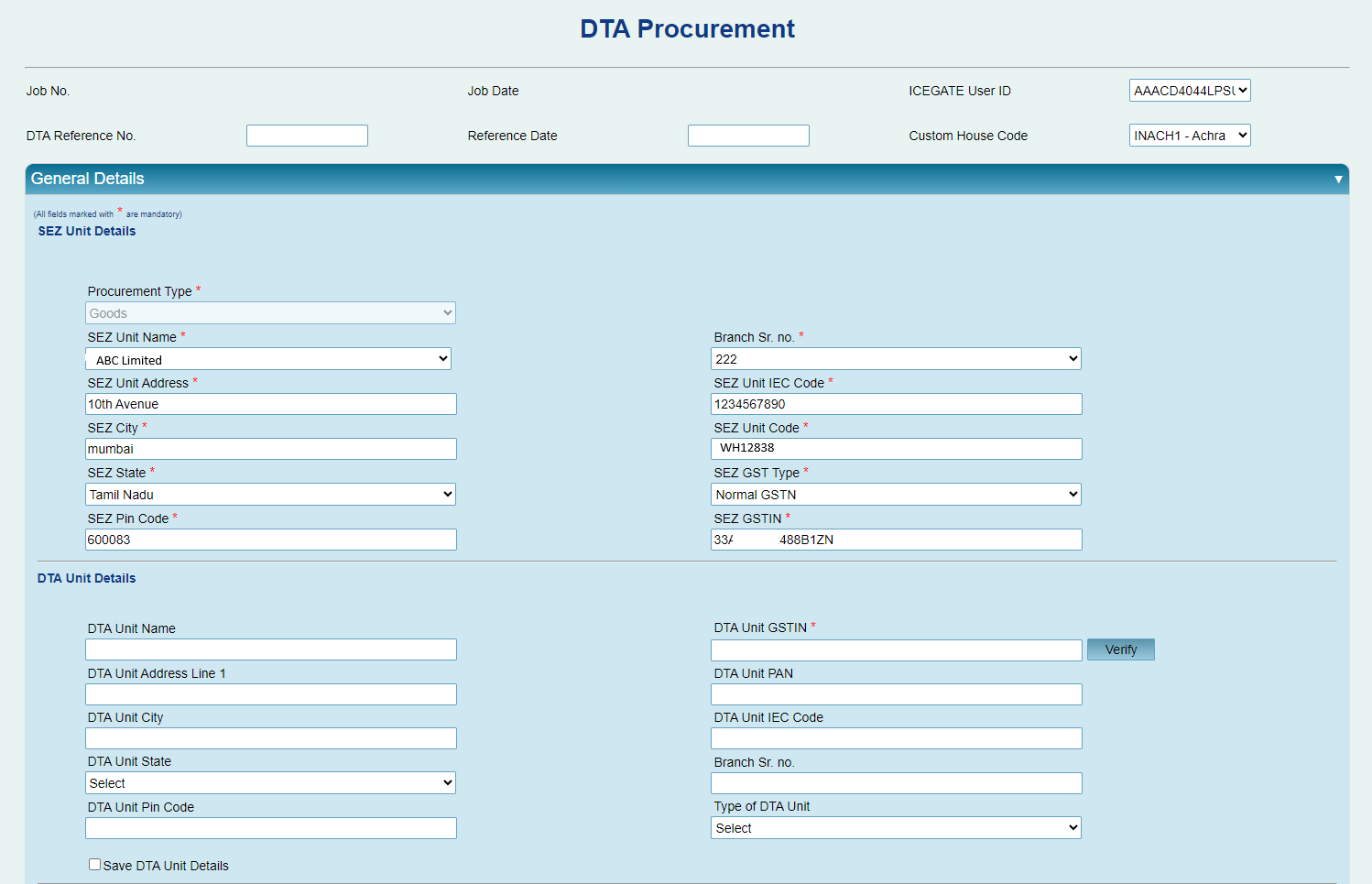


1. **Module Access:**

**Click on Create Job >> DTA Procurement >> DTA Procurement**



1. **DTAP Form >> General Details**



1. Declaration for supply under LUT/Bond or on IGST Payment

A screenshot of a computer

Description automatically generated

1. User can capture ARE-1 details if applicable by checking ARE-1 checkbox.

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1. Invoice Details: User can capture single or multiple invoices as applicable.

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1. Item Details : User can capture multiple items

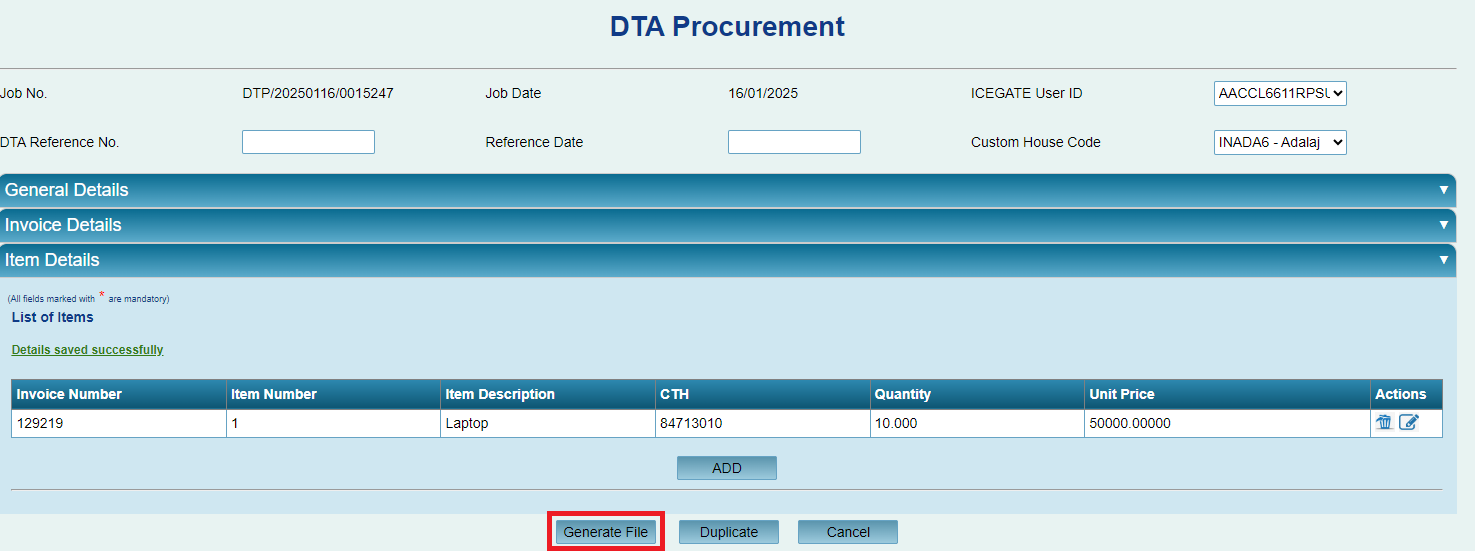
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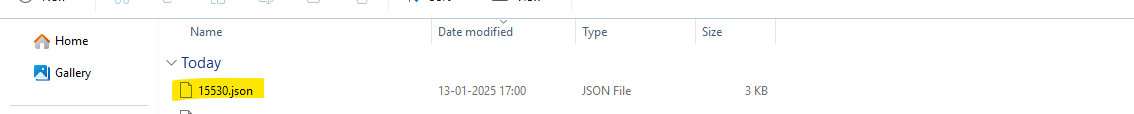
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1. Click on Generate File



User needs to click on Generate file button to generate JSON file.

1. JSON Downloaded



1. NOTE : Important field types to note.

|  |  |
| --- | --- |
| **Field Name in UI & Excel** | **Field Type(Validations)** |
| **DTA Unit Details** |  |
| DTA Unit GSTIN \* | Textbox (Characters) |
| Verify | Verification of GST is optional as per ICEGATE |
| DTA Unit Name | Characters (.,- Special characters are allowed.) |
| DTA Unit Address Line 1 | Characters (.,- Special characters are allowed.) |
| DTA Unit City | Characters (.,- Special characters are allowed.) |
| DTA Unit State | Characters (.,- Special characters are allowed.) |
| DTA Unit Pin Code | Numeric (.,- Special characters are allowed.) |
| DTA Unit PAN | Textbox Characters (.,- Special characters are allowed.) |
| **Additional Remarks** |  |
| Additional Remarks | Characters (.,- Special characters are allowed.) |
| Invoice Number \* | Characters (.,- Special characters are allowed.) |
| **Data to be displayed in the Grid** |  |
| Invoice Number \* | / not allowed. |
| Item Description Line 1 \* | Only (., - ) special characters are allowed. |
| Item Description Line 2 | Only (., - ) special characters are allowed. |
| Item Description Line 3 | Only (., - ) special characters are allowed. |
| Item Accessories | Only (., - ) special characters are allowed. |