SEZ Online Manual DTA Procurement with Export Benefit

Version 2.0



### DTA P EX B

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## **1** INTRODUCTION

Rule 30 of Special Economic Zone Rules, 2006 states procedure for procurement of goods from Domestic Tariff Area and it says

- I. Procurement after payment of duty DTA supplier shall sell goods to SEZ unit/developer either under bond or as duty paid goods under claim of rebate on the cover of ARE-1.
- II. Procurement under cover of ARE-1 Goods procured by a Unit or Developer, on which Central Excise Duty exemption has been availed but without any availment of export entitlements, shall be allowed admission into the Special Economic Zone on the basis of ARE-1
- III. Procurement of goods under cover of Bill of Export The goods procured by a Unit or Developer under claim of export entitlements shall be allowed admission into the Special Economic Zone on the basis of ARE-1 and a Bill of Export filed by the supplier or on his behalf by the Unit or Developer

In order to enable users to file transactions where export benefit is claimed by DTA supplier, moduleDTA Procurement with Export Benefit has been designed in SEZ Online Systems and steps for creation and processing of such transaction are detailed below:

The following are the steps required for preparation and submission of DTA Proc Ex B transactions to Customs office:

- Preparation of DTA Proc Ex B by the Entity Maker or Customs House Agent (CHA) and its submission to the Entity Approver
- A Maker-Checker concept has been designed for all modules in system and the DTA Proc Ex B transactionprepared by Entity Maker/CHA needs to be verified by Entity Approver, & submitted to Customs office by using a digital signature certificate.
- After submission to Customs, obtain the print copies of the DTA Proc Ex B transaction from the SEZ Online application and presentthe same to the Customs office along with the necessary supporting documents (e.g. invoice, availed licenses etc.)
- The customs assessor will assess the document and submit it to customsOfficerdeputed for clearance of goods for 'Out-Of-Charge'

For more information regarding procurement from DTA, kindly refer SEZ rule 30.

## DTA P EX B

## **2** USER ROLES

Following user are involved in the processing of DTA Proc Ex B transaction:

- From Entity
  - Entity Maker/CHA
  - Entity Approver
- From Customs
  - Customs Assessor (Role for assessment)
  - Authorized officer (Role for clearance of goods)
  - Customs Approver (Role for specified officer)
  - DC Approver (Role for Development Commissioner)

For detailed information and steps regarding user creation and role assignment, kindly refer the manual for 'User Management' available in downloads sections of website home page.

## **3** PREPARATION OF DTA PROCUREMENT WITH EXPORT-BENEFIT

For Preparation of DTA Proc Ex B transaction, a 'Maker-Checker' concept has been incorporated at the unit's end, in the SEZ Online system. The DTA Proc Ex B transaction can be prepared either by the Entity Maker user or CHA user.

The Entity Maker or CHA has to prepares a DTA Proc Ex B request and submit it to the Entity Approver, who should verified/check the correctness of the request before submitting it to Customs office.

To allow the Entity Maker/CHA user to file for DTA Proc Ex B transactions, Entity Admin has to assign the functionality of "DTA Procurement with Export Benefit" to the user.On assignment of this functionality, a link named "DTAPExB" will get enabled for user. On clicking on this link, DTA Proc Ex B form will be opened for capturing of request information.

### DTA P EX B

SEZ Online v2.40	Welcome Unit Maker	Sep 25, 2012	Home Help	Preferences 🕨	Logout		Government of India Ministry of Commerce & Industry Department of Commerce
	Home						
Bill of Entry							
DTA Sales							
DTA Procurement							
DTAPEx							
Intra SEZ Transfer							
Shipping Bill							
Softex 🕨							
APR Form							
Prepare Quarterly Reports							
LUI							
104						_	

#### Fig: Screenshot of menu option for DTA Procurement Ex Benefit

SEZ Online v2.40 V	Nelcome Unit Maker Sep 25, 201	12	Home Help	Preferences	Logout	Government of India Ministry of Commerce & Industry Department of Commerce
Inbox		DTA Proc	urement Wit	h Export Benefit	Form	
	Concert Dataile					
Bill of Entry	General Details					
DTA Sales 🕨 🕨	General Details					Hel
	*					
DTAPEX Intra SE7 Transfer	(All fields marked with are mandatory)					
Shipping Bill	DTA Procurement No.			DTA Procurement I	Date	
Sub Contracting				CHA Code		SELF
Softex 🕨				Bill Of Export Print I	Format *	Select -
	Schome Code t	0.1.1		Dill Of Export Filler	offilat	
	Scheme Code "	Select				•
	Purpose Of The Transaction *	Select	•	Customs Security N	lo.	
Update Part Consignment Request						
	SEZ Unit Details					
Prepare Quarterly Reports	SEZ Unit Name	urg1777name	-	SEZ Unit Address		SEZ UNIT ADDRESS
LUT			-			ADDRESS LINE
	IE Code	EXIM1788				2,SEZ UNIT

#### Fig: Blank DTA P Ex B form

#### A. Data fields:

The data fields of the DTA Proc Ex B transaction havebeen logically categorically into 4 tabs, as:

- i. General details
- ii. Shipment details
- iii. Invoice details
- iv. Item details

#### i. General details tab:

The basic information regarding the nature of the transaction is entered in this tab.

Following data fields are present in this tab:

a. Scheme Code:

In this dropdown, user has to select the license/export benefit scheme which = DTA Entity is availing for this transaction. This option, once selected and saved, cannot be changed later and an alert stating this will be shown to user on selection of scheme code.

b. Bill of Export print format:

User has to select the desired print format for this document. There are four options available to the user, viz. DutyFree, Dutiable, Drawback and DEPB.

- c. Purpose of transaction: Activity for which LOA has been issued to SEZ entity needs to be selected and will remain the same for all transactions of a particular SEZ entity.
- d. SEZ Entity Details: The details of the SEZ Entity will be shown in this section
- e. DTA Entity Details: The details of the DTA Entity, from whom goods are procured should be captured in this section
- f. Remarks to be printed:

This field has been provided to enable the unit to capture anyadditional/miscellaneous information which user wishes to highlight on the face of the Shipping Bill. This field may be used for entering Export related declarations, source of the items which have been used to manufacture the goods being exported etc. as applicable from case to case basis. The contents of this field are printed on the shipping Bill. The length of this field is 400 characters.

g. Quality Certificate:

If any quality certificates are applicable, the check box called 'Quality Certificate' should be ticked. On selection, fields to enter the details of the quality certificate will be displayed to the user. The user has to enter the Certificate number & date. Multiple quality certificate details can be added by clicking on ADD button.

h. ARE-1 details:

When ARE-1 is also furnished along with Bill of Export, ARE-1 checkbox needs to be checked and details of the same needs to be captured.



- Declaration for claim of Duty Drawback:
   If the goods are availed under the Duty Drawback scheme, then the respective details have to be entered in this section
- j. Client Details Applicable:
- k. If SEZ unit is procuring goods jointly or on behalf of their client, other/client party details needs to be captured in this section. This field is optional.GR Details Applicable:

In case if GR is applicable for the transaction, then the GR details needs to be entered in this section.

GR form needs to be obtained by unit from RBI

On entering the data in the General details section and clicking on SAVE button, a unique request ID for that particular transaction is generated.

The format of the request ID is "30YYXXXXXXXX".

Here,

"30" is the code representing a DTA Proc Ex B transaction

"YY" are the last two digits of the current year

"XXXXXXXX" is the unique number.

#### ii. Shipment Details:

The Shipment related details of the transaction are captured in this tab.

SEZ Unline v2.40	Welcome Unit Maker	Sep 26, 2012	Home Help	Preferences	Logout 🚜	Department of Commerce
		D	TA Procurement With	h Export Benefit F	Form	
Reports Bill of Entry	Request ID: 3012000027	14				
DTA Sales	General Details Shipme	nt Details Invoice Details	Item Details			
DTA Procurement DTAPEx Intra SEZ Transfer	Shipment Details (All fields marked with * are n	nandatory)				Негр
Shipping Bill Sub Contracting	Country of Destination *	India	•	Country of Destinati	ion(Other)	
Soπex Temporary Removal	Mark the box, if Port	Of Destination is not available	in search			
	Port of Destination *	SEZ310	Q			
	Mark the box, if Port of	of Loading is not available in s	earch			
Free Form APR Form	Originating from *		Q.	Port of Loading Coo	ie *	
	State of Origin *	Select	•			
LUT						
Status Certification	Mode of Transport	Land	· · · · · · · · · · · · · · · · · · ·			
			Save	Reset		

Fig: Screenshot of 'Shipment Details' tab



### DTA P EX B

On saving the details of Shipment Details section, two new sections are displayed as "EGM Land Details" & "Container Details".

a. EGM Land Details-

In this section, we enter the information related to the physical attributes of the consignment.

Debonding Form		Save	Reset		T
	EGM Land Details				
		No details added,	ADD EGM Land details		
	EGM Number		Lorry No./Train & Wagon No.		
	EGM Date		Gross Weight		
	Nature of Cargo *	Select	Net Weight *		
	Total number of packages		Unit of Measurement *	Select -	
	No of Containers		Packages Unit *	Select -	
	Number of loose packets		Marks & Numbers *		
	Factory Stuffed	🔘 Yes 🖲 No	Seal Number		
	Sample Accompanied	O Yes 🖲 No	Seal Agency		
	Pre Carriage By		Place of Receipt by Pre-Carrier		
		Save	Cancel		
	Container Details				
	No details added, ADD Container details				
		Add	Delete		
					1
	Action Details				
	Node				
		C Auto C Re-assign			
				*	
	Internal Remarks				

Fig: Screenshot of 'EGM Land Details' section

b. Container Details:

In this section, user has to enter the details regarding the Container used in the shipment

ntion m	Mode of Transport *	Save	
	EGM Land Details		
	EGM ID Gross Weight	Net Weight	Unit of Measurement
	<b>4578 123.000</b>	123 BALE	
		Add Delete	
	Container Details No details added, ADD Container details		
	Container Number *	Container Size * Seal Date	
		Save Cancel	
	Action Details		





### DTA P EX B

#### iii. Invoice Details:

User needs to capture invoice details in this section

Following sections are present in this tab:

a. List of Invoices –

In this section, user has to enter the details pertaining to the invoice (e.g. Invoice value, Invoice currency, Invoice date, Buyer details if it's different than consignee etc.).

User is also allowed to enter details of multiple invoices. User can do so by clicking the ADD button of the Invoice details grid, after which the 'Add Invoice Details' section will re-open, allowing user to enter the details of the new invoice.

DTA Sales	General Details	Shipment Details	Invoice Details	Item Details					
	Invoice Detail	s							Help
	(All fields marked v	vith * are mandatory)							
Shipping Bill									
	List Of Invoice	es		Thoro are	no data roj	cords to display			
Softex 🕨				Inere are		cords to display.			
				Auc		Delete			
Entity Details									
	Invoice Detail	S							
	Invoice Type		Select		In	voice Date *			
	Invoice No. *				Na	ature of Payment		Select	•
	Invoice value				E	xporter Contract No.			
LUT 🕨	Invoice Currenc	y *	Select			eriod of Payment			
LOA 🕨	Exchange Rate				W	hether invoice Value Incl	udes *	Select	-
	Adjustment Valu	le			A0	djustment Value Currency	/	Quint	
	Adjustment Flag	)	Select		■ Na	ature Of Transaction		Select	•
	Duty Amount as	per ARE-1							
									<b>^</b>
	Adjustment Rea	son							-
									·

#### Fig: Screenshot of 'Invoice Details' section

## DTA P EX B

Buyer Name * Buyer Address Line 1 * Buyer Address Line 2 Buyer Address Line 3 Applicable Charges	SEZ UNIT ADDR	Buyer City Buyer PIN Buyer Country ESS LINE	,	MUMBAI 600045 India •
	Rate(in %)	Amount	Currency	Exchange Rate
Freight			Select ·	
Insurance			Select -	
Commission			Select -	
Discount on FOB			Select ·	
Other Deductions			Select -	
Packing Charges				
Action Details		Save Cancel		

## Fig: Screenshot of 'Applicable Charges' section

SEZ Online v2.40	Welcome Unit Maker	Sep 26, 2012	Home Hel	p Prefer	rences 🕨 Logout	M	Government of India Ministry of Commerce Department of	& Industry
			DTA Procurement W	/ith Expor	t Benefit Form			
Reports Bill of Entry	Request ID: 3012000027	14						
DTA Sales	General Details Shipmen	t Details Invoice Det	ails Item Details					
	Invoice Details							He
	(All fields marked with * are m	andatory)						
Shipping Bill Fill Sub Contracting	List Of Invoices							
oftex 🕨		Invoice Number	Invoice Date	Invoice Value	Invoice Currency		Invoice Type	
emporary Removal	111	20	6/09/2012	0 AI	USTRALIAN DOLLAR	СІ		
			Add	Dr	Noto			
pdate Part Consignment Request			Add		iete			
PR Form								
	Action Details							
UT 🕨	Action Details							
OA 🕨								

#### iv. Item Details tab:

Details of individual items need to be captured in this section.

Following sectionis present in this tab:

a. List of Invoices -

List of all invoices added by user in invoice section will be displayed in item section. User needs to select radio button against appropriate invoice number for adding items under it.

### DTA P EX B

On clicking the ADD button, fields for entry of item details will be displayed. User can enter the details of the item in this section. On saving the Item details, the item record will be shown in a grid called List of items.

User can also enter multiple item records by clicking the ADD button below the 'Invoice list' grid. On adding all items system will calculate invoice value and populate it in invoice value field of invoice tab.

DTA Sales	General Details Shipment Details Invoice D	Details Item Details
DTA Procurement DTAPEx Intra SEZ Transfer Shipping Bill	Item Details (All fields marked with <sup>*</sup> are mandatory)	Help
Sub Contracting	List of Items	
Temporary Removal	Select Number Number Date	Item Description Unit Price Quantity Product Value
	0 111 26/09/2012	÷ 0 0 0
Update Part Consignment Request Free Form APR Form Prepare Quarterly Reports LUT	Item for Invoice No : 111	Total Items: 0
LOA  Status Certification Debonding Form	Item Description 1 (To be printed on Shipping Bill Form) : * Item Description 2 : Item Description 3 :	Quantity       Unit Price :       Product Value :
	Unit of Measurement : *	Select    Present Market Value (in INR):  RITC / ITCHS Code : *

#### Fig: Screenshot of section for adding new items

SEZ Online V2.40	) Welcome Unit Maker	Sep	27, 2012	Home Help	Preferences	Logout	Go Mir Do	vernment of Ind istry of Comme epartment	iia rce & Industry of Commerce
			D	TA Procurement With	h Export Benefit	Form			
Reports Bill of Entry	Request ID: 30120	00002714							
DTA Sales	General Details	Shipment Details	Invoice Details	Item Details					
DTA Procurement DTAPEX Intra SEZ Transfer Shipping Bill Sub Contracting Softex	Item Details Details Saved S (All fields marked with List of Items	successfully.							Help
Temporary Removal Zone to Zone Transfer Form	Select Item Seria	al Invoice In Number	nvoice Date	Item Des	cription		Unit Price	Quantity	Product Value
Entity Details Update Part Consignment Reques	● 1	111 26/0	09/2012 Item De	esc 1		^ +	1000	1	1000
				Add	Delete				Total Items: 1

#### Fig: Screenshot of 'Item Details'

#### B. Confirmation Screen:

After preparation of the DTA Proc Ex B transaction and verification of data the user needs to click on the 'Submit' button, a confirmation screen will be displayed to the user. In the confirmation page, the contents of the DTA Proc Ex B transaction will get displayed.

The user may either confirm or cancel the submission of the DTA P Ex Busing the buttons provided in this page. Further, please note that the user may also print a trial copy of the DTA Proc Ex B transaction by clicking on "Print Trial" through this page.

SCHEME TYPE       High Tech Products Export Promotion Scheme       Page No.         Xporter: sd sd idia       Invoice No & Date: 111       Bill Of Export No & Date: Invoice No & Date: In		BILL OF EXPORT OF GO	DODS UNDER CLAIM FOR DUTY DRAWE	BACK
Xporter:       Bill Of Export No & Date:         sd       DT_26/09/2012         AR4/AR4A No & Date:       mport-Export Code No:         O/Cert No & Date:       Bill Of Export No & Date:         Invoice Potalis:       mport-Export Code No:         O/Cert No & Date:       Bill Of Export Code No:         O/Cert No & Date:       Bill Of Export Code No:         O/Cert No & Date:       Bill Of Export Code No:         O/Cert No & Date:       Bill Of Export Code No:         O/Cert No & Date:       Bill Of Export Code No:         UNIT ADDRESS LINE 1, SEZ UNIT ADDRESS LINE 2, SE       State of Origin of goods:         UNIT ADDRESS LINE 3, MUMBAI, Maharashtra, India, 600       Export Trade Control:         45       SEZ Cargo SEZ310       If export under: Deferred Credit         Joint Ventures       Rupee Credit       Others         RBI's Approval/Cir.No. & Date:       Type of Shipment: Outright Sale         corry No./Train & Wagon No:       Land Cus. Station:       SEZ717PC         Itace Of Delivery:       Country Of Destination:       Nature of Contract: CIF CIF FOB         Exchange Rate U/S 14 of CA: 55.95       Currency of Invoice:       The Second back of Comp for Invoice:	SCHE	ME TYPE High Tech Products Expo	ort Promotion Scheme	
sd       DT 28/09/2012         AR4/ARAA No & Date:       Import-Export Code No:         O/Cert No & Date:       BIN No./RBI Code No:         'g177/name       State of Origin of goods:         SEZ VINT ADDRESS LINE 3, SEZ UNIT ADDRESS LINE 2, SE       State of Origin of goods:         'UNIT ADDRESS LINE 3, MUMBAI, Maharashtra.India, 600       Aunachal Pradesh [9]         45       SEZ Cargo SEZ310         'unachal Pradesh [9]       f export under:         45       Did Ventures         'ustom House Agent: SELF       L/C No:         Originating From:       ad         asd       Originating From:         asd       Consignment Export         'unact Of Delivery:       Country Of Destination:         Itace Of Delivery:       Country Of Destination:	Exporter:		Invoice No & Date: 111	Page No. 1/ Bill Of Export No & Date:
ARA/ARA No & Date: import-Export Code No: import-Export Code No: import-Export Code No: import-Export Code No: BIN No./RBI Code No: istate of Origin of goods: Arunachal Pradesh [9] if export under: Deferred Credit Joint Ventures Rupee Credit Joint Ventures Rupee Credit Joint Ventures Rupee Credit Consignment Export istate of Originating From: asd orry No./Train & Wagon No: Land Cus. Station: SEZ717PC Tace Of Delivery: EZ310 Country Of Destination: India(N) Exchange Rate U/S 14 of CA: 55.95 Currency of Invoice: "	asd		DT.26/09/2012	
O/Cert No & Date:     Importexport Code No.       ig177/name     BIN No./RBI Code No:       ig177/name     State of Origin of goods:       VUNT ADDRESS LINE 1, SEZ UNIT ADDRESS LINE 2, SE     Export Trade Control:       45     State of Origin of goods:       45     VUNT ADDRESS LINE 3, MUMBAI, Maharashtra, India, 600       45     SEZ VINT ADDRESS LINE 1, SEZ UNIT ADDRESS LINE 2, SE       1000 JUNT ADDRESS LINE 3, MUMBAI, Maharashtra, India, 600     Export Trade Control:       45     SEZ Cargo SEZ310       46     Originating From:       asd     Originating From:       asd     Consignment Export       1ace Of Delivery:     Land Cus, Station:       EZZ110     Country Of Destination:       India(IN)     Nature of Contract:       Country Of Destination:     Nature of Contract:       India(IN)     Exchange Rate U/S 14 of CA: 55.95	India		AR4/AR4A No & Date:	Import Export Code No.
ionsignee Details: g1777name SEZ UNIT ADDRESS LINE 1. SEZ UNIT ADDRESS LINE 2. SE UNIT ADDRESS LINE 3.MUMBAI, Maharashtra, India, 600 45       Export Trade Control: SEZ Cargo SEZ310       State of Origin of goods: Arunachal Pradesh [9] If export under: Deferred Credit Joint Ventures Rupee Credit Originating From: asd         orry No./Train & Wagon No:       Originating From: asd       Origination: SEZ717PC         Land Cus. Station: SEZ717PC       Land Cus. Station: SEZ717PC         Nature of Contract:       CIF       CF         Country Of Destination: India(N)       Nature of Contract:       CIF         Visit 4 of CA: 55.95       Currency of Invoice:			Q/Cert No & Date:	
ionsignee Details: gr177/name SEZ UNIT ADDRESS LINE 1. SEZ UNIT ADDRESS LINE 2. SE UNIT ADDRESS LINE 3.MUMBAI, Maharashtra, India, 600       State of Origin of goods: Arunachal Pradesh [9]         iunt ADDRESS LINE 3.MUMBAI, Maharashtra, India, 600       Export Trade Control: SEZ Cargo SEZ310       If export under: Deferred Credit Joint Ventures         iunt ADDRESS LINE 3.MUMBAI, Maharashtra, India, 600       If export under: Deferred Credit Joint Ventures       Joint Ventures         iunt Construction       If export under: Deferred Credit Joint Ventures       If export under: Deferred Credit         iunt ADDRESS LINE 3.MUMBAI, Maharashtra, India, 600       If export under: Deferred Credit       Joint Ventures         iunt Construction       Rupee Credit       Others       Brupee Credit         iunt Construction       State of Delivers       Consignment II Outright Sale       Consignment Export         india(IN)       Iunt of Contract: Construction       Circl FOB       Fob         india(IN)       Iunt of Contract: Construction Construction       Fob         india(IN)       Iunt of Contract: Construction Construction       Country of Invoice:				BIN No./RBI Code No:
SEZ UNIT ADDRESS LINE 1. SEZ UNIT ADDRESS LINE 2. SE       State of Origin of goods:         UNIT ADDRESS LINE 3.MUMBAI, Maharashtra, India, 600       Arunachal Pradesh [9]         45       SEZ Cargo SEZ310         Stustom House Agent: SELF       L/C No:         Originating From:       asd         asd       Origination:         Land Cus. Station:       SEZ717PC         Iace Of Delivery:       Country Of Destination:         India(N)       Nature of Contract:       CIF         Country Of Destination:       Nature of Contract:       CIF         Country Of Destination:       Exchange Rate U/S 14 of CA: 55.95       Currency of Invoice:	Consignee Details: urg1777name			
Ontri 17de Control:       Control:       Control:         SEZ Cargo SEZ310       If export under:       Deferred Credit         Joint Ventures       Rupee Credit       Joint Ventures         Isustom House Agent: SELF       L/C No:       Rupee Credit       Others         orry No./Train & Wagon No:       Originating From:       asd       Consignment:       Outright Sale         Land Cus. Station:       SEZ717PC       Others       Country of Destination:       Nature of Contract:       CIF       CF       CI       FOB         India(IN)       Exchange Rate U/S 14 of CA: 55.95       Currency of Invoice:       "       "	SEZ UNIT ADDRESS LINE 1, SEZ	UNIT ADDRESS LINE 2,SE		State of Origin of goods:
SEZ Cargo SEZ310       In Caport Under, with the formation of control	045	, Manarashira, mula, ooo	Export Trade Control:	
Lustom House Agent: SELF       L/C No:         Rupee Credit         Originating From:         asd         Orry No./Train & Wagon No:         Land Cus. Station:         SEZ717PC         Hace Of Delivery:         EZ310         Country Of Destination:         India(IN)         Nature of Contract:         Clip C for Second bet of C on firme of the CA: 55.95         Currency of Invoice:			SEZ Cargo SEZ310	□ Joint Ventures
Originating From: asd       Originating From: asd         Index Of Delivery: EZ310       Difference         Country Of Destination: India(IN)       Nature of Contract:       CIF         Country Of Destination: India(IN)       Nature of Contract:       CIF         Country of Invoice:       Image: Contract of Contract:       Cif         Country Of Destination: India(IN)       Image: Contract of Contract:       Cif	Custom House Agent: SELF	L/C No:		Rupee Credit
Originating From: asd       Originating From: asd         Orry No./Train & Wagon No:       Discrete Station: SEZ717PC         Land Cus. Station: SEZ717PC       Land Cus. Station: SEZ717PC         Iace Of Delivery: India(IN)       Nature of Contract:         Country Of Destination: India(IN)       Nature of Contract:         Cip Country Of Destination: India(IN)       Nature of Contract:				Others
Originating From: asd       Type of Shipment: I Outright Sale         Iace Of Delivery: EZ310       Land Cus. Station: SEZ717PC         Country Of Destination: India(IN)       Nature of Contract: I CIF I CF I CF I CF I FOB         Exchange Rate U/S 14 of CA: 55.95       Currency of Invoice: India(IN)				RBI'S Approval/Cir.No. & Date:
orry No./Train & Wagon No:		Originating From: asd		Type of Shipment: 🗹 Outright Sale
Land Cus. Station: SEZ717PC  Lace Of Delivery: EZ310 Country Of Destination: India(IN) Nature of Contract: CIF CF CI FOB Exchange Rate U/S 14 of CA: 55.95 Currency of Invoice: "	Lorny No. (Train 9 Wages No.	e ou		Consignment Export
Land Cus. Station: SEZ717PC  Lace Of Delivery: EZ310  Country Of Destination: India(IN)  Nature of Contract: CIF CF CI FOB Exchange Rate U/S 14 of CA: 55.95 Currency of Invoice: "  The function of Contract is a Contract in the function of Contract in th	Lorry No./ Irain & wagon No:			□ Others
SEZ717PC  lace Of Delivery:  EZ310  Country Of Destination: India(IN)  Nature of Contract: CIF CF CI FOB Exchange Rate U/S 14 of CA: 55.95 Currency of Invoice:  "  The function of Contract of Contra		Land Cus. Station:		
Lace of Delivery:         EZ310         Country Of Destination:         India(IN)         Exchange Rate U/S 14 of CA: 55.95         Currency of Invoice:         ""		SEZ717PC		
Country Of Destination: India(IN)       Nature of Contract:       CIF       CF       CI       FOB         Exchange Rate U/S 14 of CA:       55.95       Currency of Invoice:	Place Of Delivery: SEZ310			
Exchange Rate U/S 14 of CA: 55.95 Currency of Invoice:		Country Of Destination:		
Exchange Rate U/S 14 of CA: 55.95 Currency of Invoice:		India(IN)		
" Tim Conservation Conservation			Exchange Rate U/S 14 of CA:	55.95 Currency of Invoice:
Fig. Concerning of Configuration Concern			m	
rig: screensnot of commation screen		ig: screenshot of	<u>confirmation scree</u>	<u>:11</u>

## DTA P EX B

Commission	n		0	0				
Discount			0	0		Amount: Net	Realisable 559	50
Other Dedu	uctions	_	0	0				
Packing Ch	arges	AUD	0	0				
	Export Tariff No.	Assessable Value under	Se DU	тү	CES	s	Total Duty	& Duty payment
SI. NO.	No.	under Sec. 14	Rate	Amount	Rate	Amount	& Cess	particulars
Total Du	ty/Cess Amount in wo	rds: For details of Export dut	ty/ CESS refer to t	the bottom of th	he document			Collection Stam
			document					Stamp
Public Notic	e No	dated					Date:	
Public Notic	:e No	dated	This I	DTA Procureme	ent with Export	Benefit Form is	Date: s digitally signe	d.
Public Notic	Registration Nu	mberRegistration Date Iten	This I	DTA Procureme	ent with Export	Benefit Form is	Date: s digitally signe	d.
Public Notic	Registration Nu Number	nberRegistration Date Iten Date	This I m Serial Number Part E & Part C	DTA Procureme	ent with Export	Benefit Form is	Date: s digitally signe sport Quantity antity	d. Indigenous(N)/ Imported(M)
Public Notic License Serial Number	Registration Nu Number	nber Registration Date Iten Date 27/09/2012 111	This I n Serial Number Part E & Part C E & 111C	DTA Procureme	Quanity	Benefit Form is	Date: s digitally signe	d. Indigenous(N)/ Imported(M) indigenous (N)

#### Fig: Screenshot of Confirmation Screen

*Tip: Before submitting to Customs, Print Trial facility may be used to see whether all the details are correctly entered in the request* 

#### C. General Instructions:

- i. After entering details of each tab, user has to click on save button to save the information entered.
- ii. The fields marked with a red asterisk mark "\*" are mandatory. The DTA Proc Ex B transaction cannot be submitted without entering information in the mandatory fields.
- iii. A unique request id will be generated by the system as the Entity Maker user or CHA user clicks on the 'Save' button for the first time. The DTA P Ex Bcan be tracked in future by using this request ID.
- iv. The DTA P Ex B no. is generated by the system as soon as the Entity Approver user submits the DTA P Ex Bto the Customs approver. It can be viewed in the 'General details' tab of the DTA P Ex B.
- v. The unit will not be able to make any changes in the DTA P Ex Bonce it is submitted to customs.
- vi. Whenever a request is submitted from Entity to Customs and vice versa, user will have to digitally sign the transaction.. All Customs users, while submitting a request to an Entity or within Customs, will have to sign using a DSC. For further information regarding DSC, kindly refer the manual for "Digital Signature Certificate".

vii. For downloading reference manuals, please visit the website <u>https://www.sezonline-ndml.com/downloads.htm</u>

#### D. Template Upload:

Facility has been provided to users to attach supporting User can upload maximum upto 10 files for a particular request and the maximum size of file that can be uploaded should be upto 2 MB.

Remarks History	
Show Calculations Re-examination History	
Upload template file:	
Upload template file: Upload *Number of files allowed to upload is limited	
File Uploaded:	=
Submit View Status History	
Contact FAQ	
 Site Best Viewed in IE 7.0 and above with 1024x768 Screen Resolution	-

## **4 ADDITIONAL FEATURES**

#### A. Internal and External Remarks

While submitting a request, user will have an option to enter internal & external remarks. These remarks can be viewed through the Remarks History link.

The External Remarks can be viewed by all the users i.e., Entity and Customs. But the internal remarks entered by Entity users will not be visible to Customs users and vice-versa.

#### B. Quick Processing Screen

When request is submitted to Customs users, then they can process that request from Quick Processing Screen.

When a request is opened through quick processing screen, then user is not required to accept that request as it would be automatically accepted.

Quick Processing screen is only available to Customs Users i.e.: Customs Assessor, Authorized Officer, Customs Approver and Customs Ops User.

#### C. Item Details as per LOA

A link called "Item Details As Per LOA" should be visible to Customs Assessor and Authorized Officer displaying the item details of the respective Entity as per mentioned its LOA. Also LOA Conditions, if any, should be visible to Customs Users through this link.

#### D. Noting Number

When entity approver submits the request to customs using digital signature certificate, the noting number (Bill of Export Number & Date) will get generated for the request and it will be displayed in the 'General Details tab' and will be reflected in print also. Users can view& print this data by searching and opening the request from the Search

Request screen.

#### E. Editing a request which is submitted to Customs

After a request has been submitted to Customs, Entity users can edit the request in two ways:

i. Editing request before assessment:

After submission of request to Customs but before its assessment, the request can be edited by the Entity user. If any modifications are required to be made in the request, then Customs Assessor can submit the request with the status as "Raise Query" back to Entity Approver for modifications to be made in the request.

ii. Editing request after assessment:

After the request has been assessed, Entity users are not allowed to edit the request. Therefore, to facilitate the editing in such scenarios, the functionality of 'Amendment' has been provided to the users.

The Entity user has to file for a Free Form-Amendment for the said request. After the Amendment is approved, then Amendment user will be allowed to make changes in the request.

For more information on Amendment, kindly refer the manual for 'Free Form – Amendment'.

## 5 WORKFLOW OF DTA P EX B

- **A.** Preparation of **DT**A Proc Ex B transaction from Entity Maker/CHA
  - 1. Entity Maker prepares the DTA Proc Ex Btransaction and clicks on SUBMIT button
  - 2. If the Entity Approver user Id is not created, then the request will be sent to Entity Admin's user ID. Then the user ID of Entity Approver has to be created and them Entity Admin would be able to re-allocate the request to Entity Approver
  - On clicking on SUBMIT, a Confirmation Screen will be shown to the user. On this Confirmation Screen, entire contents of the request will be shown to the user for verification. Confirmation Screen has 3 buttons, namely, SUBMIT, CANCEL and PRINT TRIAL
    - a. CONFIRM ->The request gets submitted & it will go to the Entity Approver. The message "Request submitted successfully" is displayed to the user.



- b. CANCEL ->Confirmation is cancelled and request remains with the Entity Maker or CHA. The Entity Maker can make the necessary changes and submit it later.
- c. PRINT TRIAL ->A trail copy of the DTA Proc Ex B can be printed for verification of details entered.
- **B.** 'SubmittedWithPayment' DTA Proc Ex B by Entity Approver to Customs side
  - 1. As Entity Maker/CHA submits the request, it is sent to the inbox of Entity Approver. Entity Approver can open and view the entire details of the request by clicking on the request ID from Inbox.
  - 2. On submitting the request from Entity Maker/CHA, if this functionality is not assigned to any Entity Approver, then the request will be sent to Entity Admin's Inbox. Entity Admin will then have to assign this module functionality to the user ID of Entity Approver and then re-assign the request from the Inbox to this user ID.

Entity Approver can perform the following actions:

- a. Edit the contents of DTA P Ex B request the user can edit the entire contents of the DTA P Ex B request prepared by the Entity Maker/CHA
- b. After viewing the contents of the DTA P Ex B request, if the Entity Approver finds that the details are proper, the user may submit it to the customs assessor at DC's Office. In this case, a confirmation screen appears in which the entire contents of the DTA P Ex B are displayed to the user. The Confirmation screen contains 'Confirm', 'Cancel' and 'Print trial' buttons. Following is the outcome on clicking on these buttons
  - i. CONFIRM ->The system prompts the user for using his Digital Signature certificate. As the user selects his DSC and clicks on "OK", system prompts Entity Approver for payment of transaction charge and once payment is made request gets submitted to the Customs Assessor at DC's Office. The message "Request submitted successfully" is displayed to the user. Once the DTA P Ex B is submitted to customs, the unit cannot make any changes in the DTA P Ex B
  - ii. CANCEL ->Confirmation is cancelled and request remains with the Entity Approver. The Entity Approver can make the necessary changes and submit it later.
  - iii. **PRINT** TRIAL ->A trail copy of the DTA P Ex Brequest can be printed for verification of details entered.

**C.** 'Cancel' request fromEntity Approver

The Entity Approvercan 'cancel' the DTA P Ex B prepared by the Entity Maker/CHA user. In this case, the DTA P Ex Bwill get cancelled permanently and will not be available for edit/submission to Customs. However, the users shall be able to view such DTA P Ex Bthrough the search facility

### DTA P EX B

D. 'Sentback' request to Entity Maker/CHA

The Entity Approver can send back the DTA P Ex Bto the Entity Maker/CHA user who has prepared it. In this case, the DTA P Ex Bshall reach the Inbox of the Entity Maker/CHA user who in turn can edit and resubmit the DTA P Ex Bto the Entity Approver again.

- E. Assessment of the request from Customs Assessor The request which is submitted by Entityis received by the Customs Assessor. Customs Assessor has the following options
  - Assess the request
  - Raise a query on the request (Customs Assessor ->Entity Approver)
  - Raise a misuse-incident on the request (Customs Assessor -> Customs Approver)
  - Send the request for Examination (Customs Assessor -> Preventive Officer)
  - Assess the request If Customs Assessor assesses the DTA Proc Ex B transaction, then the request is sent to Preventive Officer for 'Out-Of-Charge' of the goods.
  - ii. Raise a query on the request

If Customs Assessor finds some incorrectness or inconsistency in the details of the submitted DTA Proc Ex B request, then Customs Assessor can send the request back to the Entity side for rectifying the errors. For this, Customs Assessor can submit the request with the status "Raise Query", after which the request will be sent to the Entity Approver for query resolution.

#### iii. Raise a misuse-incident on the request

If Customs Assessor requires clearance regarding some aspect or details of the request, then Customs Assessor can submit the request with the status "Misuse Incident" and send it to Customs Approver

#### iv. Send the request for Examination

Customs Assessor can send the goods for Examination. On submitting the request with the status 'Examination', the request is sent to the Preventive Officer for goods examination along with 'Examination Order'. After completing the good examination, Preventive Officer submits the request back to Customs Assessor along with the 'Examination Report'.



DTA P EX B

Scenario 2: Backward workflow (along with First Check assessment)



For complete set of statuses and workflow scenarios, kindly refer the embedded excel sheet.

For more information regarding process flow for DTA P Ex B transaction, kindly refer the SEZ Act 30.

## 6 PAYMENT OF TRANSACTION

On signing the Digital Signature Certificate on the Confirmation Screen, Entity Approver will be asked to make a payment of transaction charges.

User has to avail Account deposit scheme for the purpose of payment of transaction charges. Payment has to be made through this account by Entity Approver user. Entity Approver user can credit top-up of required amount to this deposit account. The payment to this account can be made either through Cheque or Demand draft or NEFT (outside the system) and corresponding entry needs to be made in the system.

When Entity Approver selects a mode of payment and clicks on "Pay" and then on "Confirm" option, request gets submitted to the Customs Assessor. The message "Request submitted successfully" will be displayed to the user.

For more information regarding payment process/steps, kindly refer the manual for "SEZ Online - Payments".

## 7 PRINTING OF DTA P EX B THROUGH SEZ ONLINE SYSTEM

For DTA P Ex B, there are four print formats provided, namely, Dutyfree, DEPB, Dutiable and Drawback. Depending upon the type of license applicable, user will select the print format accordingly. Also, user is allowed to take the print out of GR Copy (if applicable).

After submitting the DTA Proc Ex B transaction to Customs, the Entity/Customs user can take the print-out of the request even after the workflow of the request has ended.

SEZ Online application provides the facility to user to take print-out of Original, Duplicate, Triplicate, Quadruplicate and Quintuplicate copies. On clicking the PRINT button in the User Interface, user is provided with a dialog which contains checkboxes for the above mentioned print copies. Depending upon the checkboxes selected, the print for those copies will be shown.

### DTA P EX B

Request Id: 301200001351			G.R No. & Date:
	BILL OF EXPORT OF GOO	DDS UNDER CLAIM FOR DUTY DRAWBAC	ĸ
	SCHEME TYPE Drawback (I	DBK).	Original Page No. 1/1
Exporter: Vendor Name Same		Invoice No & Date: in12588 DT.03/04/2012	Bill Of Export No & Date:
VENDOR SAME 2 ADDRESS LINE 1 VENDOR SAME 2 ADDRESS LINE 2 VENDOR SAME 2 ADDRESS LINE 3	2	AR4/AR4A No & Date: asdasd	0000021 26/04/2012
VENDOR SAME 2 CITY 987654321		01/04/2012 O/Cert No & Date:	
U S A Consignee Details: urg1777name			BIN No./RBI Code No: PANSAME002
SEZ UNIT ADDRESS LINE 1,SEZ UI Z UNIT ADDRESS LINE 3,MUMBAI,N	NIT ADDRESS LINE 2,SE Iaharashtra,India,600		State of Origin of goods: Maharashtra [60]
045		Export Trade Control:	If export under: Deferred Credit
asdasd 2s1d2 1asd21.		SEZ Cargo SEZ310	Joint Ventures
Custom House Agent: SELF	L/C No:		Rupee Credit     Others     RBI's Approval/Cir.No. & Date:
Lorry No./Train & Wagon No:	Originating From: Bhatkal		Type of Shipment: ☑ Outright Sale □ Consignment Export □ Others
	Land Cus. Station: SEZ717PC		
Place Of Delivery: SEZ310			
	Country Of Destination: India(IN)	Nature of Contract: CIF CI	Е 🗆 СІ 🗹 ГОВ
		Exchange Rate U/S 14 of CA: 0.6	08 Currency of Invoice:

Fig: Screenshot of Print copy for DTA P Ex B (Drawback format)

Request Id: 301200001174			
Customs Security No.	EXCHANGE CONTROL DECLARA	TION (GR) FORM NO. 027 DT. 12/03/2	2012 Origi
Exporter: Universal Exports Address Line 1 Address Line 2 Address Line 3 Mumbai 123456 India Consignee Details: urg1777name .SEZ UNIT ADDRESS LINE 3,MUMBA 045 CLIENT: PARAMJIT, NSEIT.	UNIT ADDRESS LINE 2,SE "Maharashtra,India,600	Invoice No & Date: INVOICE001 DT.12/03/2012 AR4/AR4A No & Date: ARE NUM 1 12/03/2012 Q/Cert No & Date: Cert001,DT.12/03/2012 Export Trade Control: SEZ Cargo SEZ310	BB No. and Date: DC717-SEZ717-DTAPExB-0000001 12/03/2012 Import-Export Code No: IECODE001 BIN No./RBI Code No: BIN12345678901 State of Origin of goods: Maharashtra (60) If export under: Deferred Credit Joint Ventures Rupee Credit Others
Custom House Agent: SELF	L/C No:		RBI's Approval/Cir.No. & Date: RBI Appr Num 12/03/2012 Type of Shipment: 🗹 Outright Sale
Pre-Carriage By: Pre Carraige By	Place of Receipt By Pre-Carrier:		Others
Vessel/Flight No: Land ,Lorry No	Imber Rotation No:		
	<b>Port of Loading:</b> Mumbai sea (Ex Bombay)		
Port of Discharge: Aksav	Country of Destination: Russia(RU)	Evaluation Data U/C 14 of CA 1	

Fig: Screenshot of Print copy for DTA P Ex B (GR format)

A. User can take the print-out of a request either from the Inbox or from the Search Request screen.

## DTA P EX B

To take the print-out from the Inbox, the request has to be present in the Inbox of the user. User has to open the request from his Inbox and then click on the PRINT button shown at the bottom of the screen.

Remarks History       Show Calculations     Re-examination History       Upload template file:	
Upload template file: Upload *Number of files allowed to upload is limited	l
File Uploaded:       Submit         View Print         View Status History	
Contact FAQ Site Best Viewed in IE 7.0 and above with 1024x768 Screen Resolution	

To take the print-out from Search Request screen, the user has to search the request by entering either its request ID of selecting the type of transaction (i.e. "DTA P Ex B"). Then after the request is found, user has to open the request by clicking on the PRINT button shown at the bottom of the screen.

On clicking the PRINT button, User is asked to select which copies which are required. Only the copies that that ticked will be printed.

#### DTA P EX B

Separate Print Choice - Windows Internet Explorer	
Please select the type of copies you	u want to print:
All Copies	
Original Duplicate Triplicate Quad	ruplicate 🔲 Quintuplicate
Print Type Dutyfree Goods	•
ОК	
Print Instructions	
<ol> <li>Go to Print Preview and select portrait mode.</li> <li>Go to Page Settings and select: (a) Page Size - Lego or 100%</li> <li>Keep all the options in page header and footer blank.</li> <li>Keep page margins as follows: left-0.2", top-0.2", right 5. Go to browser settings and enable printing of backgroup</li> </ol>	gal (b) Zoom as 'Shrink to fit' t-0.2", bottom-0.2". bund images and colors.

#### Fig: Dialog box for selecting the print copies

User is allowed to take the print-out of the request, once the request is submitted to the Customs. However, in the case where the request is pending at Entity side for query resolution, the PRINT button will not be shown to the user (Entity as well as Customs).

Steps to take the print-out:

- i. Open the request either from Inbox or Search Request screen
- ii. Click on the PRINT button
- iii. Select the copies as per need and click on OK. The Print Preview screen will be shown
- iv. Go to Print Preview and Select Portrait mode
- v. Go to page settings and select: (a) Page Size as Legal and (b) Zoom as "Shrink to fit"
- vi. Keep page header and footer blank
- vii. Keep page margins as 0.2 inches
- viii. Click on PRINT button
- ix. Only the copies selected will be shown in the print preview screen
- x. Print the copies

### DTA P EX B

- B. Printing Trial copy before submitting the DTA Proc Ex B form to Customs In order to enable the user to check if the details entered in the DTA P Ex B is correct, a facility has been provided in the SEZ Online system to take a Trial copy of the DTA P Ex B. It can be printed in two ways:
  - i. Print from the Confirmation screen

As the Entity Maker or CHA user submits the DTA P Ex B to the Entity Approver or as the Entity Approver submits the DTA P Ex B to DC Customs, a confirmation screen is displayed to the user. On the confirmation screen, there is a button called 'Print Trial' to enable printing the trial copy of the DTA P Ex B. The user may take a print of the Trial copy from the Confirmation page of the DTA P Ex B (before confirming submission of the DTA P Ex B) and check if the details/ calculations of the DTA P Ex B are correct. After checking the same, the user may click on the 'Confirm' button for submission of the DTA P Ex B.

e Thousand Five Hundred and Fifty Currency AUD AUD AUD AUD AUD AUD AUD Given herein are true and correct.	y Only) Amount in specified currency 11000 0 0 0 0 0 1000 1000	Amount in INR 583550 0 0 0 0 0 0 0 0 53050	Full export value OR Where not ascertainable the value which exporter expects to receive on the sale of goods Currency: AUD 11000 Amount: Net Realisable 583550
Currency AUD AUD AUD AUD AUD AUD Glyen herein are true and correct. I(s) under clause No (s)	Amount in specified currency 11000 0 0 0 0 0 0 0 1000	Amount in INR 583550 0 0 0 0 0 0 0 0 53050	Full export value OR Where not ascertainable the value which exporter expects to receive on the sale of goods Currency: AUD 11000 Amount: Net Realisable 583550
AUD AUD AUD AUD Glyen herein are true and correct. I(s) under clause No (s)	11000 0 0 0 0 0 0 1000	583550 0 0 0 0 0 53050	Full export value OR Where not ascertainable the value which exporter expects to receive on the sale of goods Currency: AUD 11000 Amount: Net Realisable 583550
AUD given herein are true and correct.	0 0 0 0 0 1000	0 0 0 0 0 53050	the sale of goods Currency: AUD 11000 Amount: Net Realisable 583550
AUD given herein are true and correct.	0 0 0 0 1000	0 0 0 0 53050	Currency: AUD 11000 Amount: Net Realisable 583550
AUD given herein are true and correct.	0 0 0 1000	0 0 0 53050	Amount: Net Realisable 583550
AUD given herein are true and correct.	0 0 1000	0 0 53050	Amount: Net Realisable 583550
AUD given herein are true and correct.	0 1000	0 53050	
AUD given herein are true and correct.	1000	53050	_
given herein are true and correct.			
ocument		This DTA Procurement	Signature of Exporter/CHA 8 Date: t with Export Benefit Form is digitally signed by cusass456
	Confirm Ca	Incel Print Tria	U
•	ocument	ccument	coment

Fig: Screenshot for Confirmation Screen

ii. Print from the 'Search' facility

The users may search for the DTA P Ex B through 'Search Request' facility provided in the system. User can select DTA P Ex B in "Request Type" or can enter Request ID in respective tab to search DTA P Ex B. After opening the request, the user may click on the print button provided at the bottom of the page and take a print of the single trial copy

### DTA P EX B

## 8 AMENDMENT OF DTA P EX B

For information on amendment of DTA Proc Ex B requests, kindly refer the manual for 'FreeForm – Amendment'

## 9 CANCELLATION OF DTA P EX B

For information on cancellation of DTA Proc Ex B requests, kindly refer the manual for 'Free Form – Cancellation'