SEZ Online Manual

DTA Sale

Version 2.0

Note: This document is intended for use by existing SEZ units for the purpose of submitting Bill of Entry on behalf of DTA units when there is a DTA Sale or Deemed Export transaction. The document describes the process of preparation & submission of Bill of Entry in case of a DTA Sale through SEZ online system.

Here, all the processes/features mentioned for DTA Sale transactions are applicable for Deemed Export transaction as well.

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1 INTRODUCTION

A Unit may sell goods and services to a Domestic Tariff Area (DTA)entity on payment of applicable Custom& Excise duties. The buyer entity (DTA) shall file for DTA Sale/Deemed Export transaction along with the required documents with the Customs officials of the SEZ.

However, the SEZ unit may also file for the DTA Sale/Deemed Export transaction on behalf of the DTA unit on the basis of authorization from the DTA unit itself. This transaction involves selling the goods to a business unit in physical territory of India. Generally this is a dutiable (duty payment) transaction but it may involve sales to an EOU Unit (Deemed Exports) where duty may be foregone based on Rewarehousing Completion. This also involves transactions under Rule 53 which are although sales in the domestic territory but are treated as positive from the perspective of net foreign exchange earnings.

The following are the steps required for preparation and submission of DTA Sale/Deemed Export transactions to Customs office:

- Preparation of DTA Sale/Deemed Export by the Entity Maker or Customs House Agent (CHA) and its submission to the Entity Approver
- Implementing a Maker-Checker concept, the DTA Sale/Deemed Export document prepared by Entity Maker/CHA will be verified by Entity Approver, after which it is submitted to Customs office by using a digital signature certificate.
- After submission to Customs, obtain the print copies of the DTA Sale/Deemed Export document from the SEZ Online application and submit the same to the Customs office along with the necessary supporting documents (e.g. invoice, advance licenses etc)
- Depending upon the nature of the DTA Sale/Deemed Export transaction, the assessing officer will assess the request either with duty or without duty
   - If the DTA Sale/Deemed Export document is assessed with duty, then it is sent to the Unit side for entering the Challan/License details. On entering the required details, the document is then submitted to the Preventive Officer for verification of consignment and Challan/License details.
   - If the DTA Sale/Deemed Export document is assessed without duty, then it is sent to the Preventive Officer for verification of consignment
- For more information regarding sales to DTA Unit, kindly refer Rule 47 of Special Economic Zones Rules 2006 made under Special Economic Zones Act 2005.

2 USER ROLES

Following user are involved in the processing of DTA Sale/Deemed Export transaction:
- From Entity
  - Entity Maker/CHA (SEZ Unit / Developer / Co – Developer)
  - Entity Approver (Authorized Signatory for the Entity)
- From Customs
  - Appraiser (Customs Assessor)
  - Preventive Officer
  - Specified Officer Development Commissioner
  - Preventive Officer (Custom Ops User)

For detailed information and steps regarding user creation and role assignment, kindly refer the manual for 'User Management'.

3 PREPARATION OF DTA SALE DOCUMENT

For Preparation of DTA Sale/Deemed Export document, a 'Maker-Checker' concept has been incorporated at the entity's end, in the SEZ Online system. The DTA Sale/Deemed Export document can be prepared either by the 'Entity Maker' user or CHA user.

The Entity Maker or CHA user prepares a DTA Sale/Deemed Export request and submits it to the Entity Approver user, who verifies/checks the correctness of the request before submitting it to Customs office.

To allow the Entity Maker/CHA user to file for DTA Sale/Deemed export transactions, Unit Admin has to assign the functionality of "DTA Sale" to the user. On assignment of the "DTA Sale" functionality, user will be provided with a link named "DTA Sales". On clicking on this link, DTA Sale form will be opened.

Fig: Screenshot of menu options for DTA Sale

Fig: Blank DTA Sale form

A. Data fields:

The data fields of the DTA Sale/Deemed export document have been categorically organized into 5 tabs, as:

  i.   DTA Sale details
  ii.   Shipment details
  iii. Invoice details
  iv.   Item details
  v.   Item Duty details

i. DTA Sale details tab:

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

Following sections are present in this tab:

a. DTA Sale details –
   The basic details regarding the DTA Sale/Deemed Export transaction are captured in this section

b. Supplier details –
   The details of the SEZ Unit (i.e. the supplier of consignment) are auto populated in this section. These details are not editable.

On entering the data in the DTA Sale details section and clicking on SAVE button, a unique request ID (12 digit numeric) for that particular transaction is generated.
The format of the request ID is "26YYXXXXXXXX".
Here,
   "26" is the code representing a DTA Sale/Deemed export transaction
   "YY" are the last two digits of the current year
   "XXXXXXXX" is the unique number.

Also, on saving the DTA Sale details section, the remaining tabs are shown on the screen along with an additional section "Other details" at the bottom of the DTA Sale details tab.

Fig: Screenshot of 'Other Details' section

ii. **Shipment Details:**

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

This tab has the following section:
a. Consignment Details –
On saving the Consignment details section, a new section is displayed labeled as "Transportation Details" section.

Fig: Screenshot of 'Shipment Details' tab

b. Transportation Details –
In "Transportation Details" section, we enter the information related to the physical attributes of the consignment.

Fig: Screenshot of 'Transportation Details' section

iii.   **Invoice Details:**

The details related to the Invoice are captured in this tab.

Following sections are present in this tab:
a.   Type of Applicable Charges
b.   Invoice Details

a.   Type of Applicable Charges –
SEZ Online system provides flexibility to its users to specify the various applicable charges (e.g. Freight, Insurance, miscellaneous charges, agency commission etc.) either 'BOE wise' or 'Invoice wise'.
Thus, if 'BOE wise' is selected, then the applicable charges have to be entered only once before entering any invoice details. These applicable charges will later be distributed amongst all the invoices in the ratio of their Invoice value.
If, 'Invoice wise' is selected, then the applicable charges have to be entered for each individual invoice.

Fig: Screenshot of 'Invoice Details' tab

b. Invoice List –
   In this section, we have to enter the details pertaining to the invoice (e.g. Invoice
   value, Invoice currency, Invoice date, Buyer details 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.

Fig: Screenshot of 'Invoice Details' section

Fig: Screenshot of 'Applicable Rate Details' section

Fig: Screenshot of 'Invoice List' grid

iv. Item Details tab:

User enters the details of the items of the consignment in this tab.

Following sectionis present in this tab:
a. List of Invoices –
On clicking the ADD button, a new sub-section named 'Add Item Details' is opened. User can enter the details of the item in this sub-section. On saving the Item details, the item record will be shown in a grid named 'Invoice List'.
User can also enter multiple item records by clicking the ADD button below the 'Invoice list' grid. However, the total sum of product values of all items must be equal to its corresponding value of its invoice.

Fig: Screenshot of 'Add Item Details' section

Fig: Screenshot of 'Item Details'

v. **Item Duty Details tab:**

User enters the duty details of the consignment in this tab. These duty details are entered item-wise.

This tab consists of two sections:
a. Goods Details
b. Duty Details

a. Goods Details –
In this section, details such as whether Abatement is applicable, Unit code, Customs Tariff Heading (CTH), Central Excise Tariff Heading (CETH) etc. are entered item-wise.

Fig: Screenshot of 'Goods Details' section

🔆 *Tips: For entering the CTH/CETH, use the search picker. The Search Picker will display only the CTH/CETH applicable in the system*

b. Duty Details -
The duty components are divided into 5 broad categories as Customs Duty, Additional Customs Duty, Central Excise Duty, Additional Central Excise Duty and Other Duties.

For each duty component, user can enter the notification number and serial number, rate and/or amount.

Fig: Screenshot of 'Duty Details' section

Fig: Screenshot of 'Duty Details' section

B. Show Calculations link:

Fig: Screenshot of 'Show Calculations' link

While preparing the DTA Sale, the user enters all the details of the Invoice(s) e.g. invoice value, invoice type (CIF/FOB/CI/CF) etc. The user also specifies the details of every item(s) of the invoice e.g. the product value of the item, the CTH & CETH classification code of the item etc. Further, the user also furnishes the duty details applicable on the item in the 'Item Duty Details' tab.

After entering all the details, the user can click on the 'Show Calculations' link to view the assessable value and duty calculation done by the SEZ online system. On this page, the user can view all the calculation details item wise. If there is more than one item in a DTA Sale, a list of all the items of the DTA Sale is displayed at the top most section of the page. The user can select any item to view the assessable value of the item and various duty amounts associated.

After reviewing the details, the user may close the 'Show Calculations' page and return to the request page. The user can again make any changes in the contents of the DTA Sale. This facility/link is specifically provided to the users to enable the users to review the calculation aspects of their DTA Sale/Deemed Export documents before submitting it to the Customs officials.

In the Show Calculations screen, there are two sections which display the duty amountsof the request component-wise, viz., 'System Generated' and 'User Entered'. In the 'User Entered' section, all the amounts/rate entered by the user is shown. In the 'System Generated' section, the system will auto-calculate the duty amount based on the CTH, CETH and the notification number and serial number from the system's master

(which are updated and maintained as per the masters provided by CBEC). This value is calculated when the request is submitted.

There could be discrepancies in these two sections as user might enter values which are not present in the system's masters or the duty amount/rate entered by the user conflicts with the value present in the masters. The user can compare the duty amounts for all components and identify where the discrepancy lies, if any.

For information regarding duty abatement, kindly referto Rule 49 of SEZ Rules 2006..

Fig: Screenshot of 'Show Calculations' page

Fig: Screenshot of 'Show Calculations' page'

Tip: After preparing the DTA Sale document, visit the Show Calculations page to check the system calculated Assessable Value and Duty Amount of each of the items.

C. Confirmation Screen:

After preparation of the DTA Sale/Deemed Export document& after reviewing the calculations associated through the Show calculations link, as the user clicks on the 'Submit' button, a confirmation screen is displayed to the user. In the confirmation page, the contents of the DTA Sale/Deemed Export document are displayed in the notified format.

The user may either confirm or cancel the submission of the DTA Sale using the buttons provided in this page. Further, please note that the user may also print a trial copy of the DTA Sale/Deemed Export document by clicking on "Print Trial" through this page.

I think we may provide an exact format of the print with details of the variations appearing in various copies.

Fig: Screenshot of Confirmation Screen

Fig: Screenshot of Confirmation Screen

Tip: Before submitting to Customs, check the Print Trial to see whether all the details are correctly entered in the request

D. General Instructions:

i.   After entering details of each tab, the save button has to be clicked to save the information entered.

ii. The fields marked with a red asterisk mark "*****" are mandatory. The DTA Sale/Deemed Export document cannot be submitted without entering information in the mandatory fields.

iii. On the basis of the information entered by the user, the system calculates the assessable value and duty applicable. The assessable value and duty calculated by the system can be viewed by clicking on the show calculations link.

iv. 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 Sale can be tracked in future by using this request ID.

v. The DTA Sale no. or Thoka no. is generated by the system as soon as the Entity Approver user submits the DTA Sale to the Customs approver. This no. is called as the Import Dept Sr. No. in SEZ Online System. It can be viewed in the 'DTA Sale details' tab of the BOE (DTA Sale).

vi. The unit will not be able to make any changes in the DTA Sale once it is submitted to customs.

vii. At any given point in time only one user can work on a BOE (DTA Sale). The user in whose inbox the DTA Sale is lying can only take action on that request.

viii. The user has to enter the notification number and serial number which are present in the system. Only then the system will be able to fetch the duty values correctly.

ix. While submitting the request, user has to ensure that the Invoice Value of an invoice is equal to the sum of product values of its corresponding items. However, system provides a facility called '0.5% flexibility' where the maximum difference allowed between Invoice Value and its sum of product values is 0.5%.

x. Whenever a request is submitted from Unit to Customs and vice versa, user will have to sign the Confirmation Screen using DSC. 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".

xi. For downloading reference manuals/formats, please visit the website https://www.sezonline-ndml.com/downloads.htm

E. File Upload (Single & Batch)

Preparing a DTA Sale document manually by entering data in all the fields of the DTA Sale form in SEZ Online application can be a time consuming process. Thus, a facility has been provided to import the DTA Sale request prepared in a text file (using any in-house or vendor software) into SEZ Online System. If a user prepares a DTA Sale in the form of a text file in a format published by NDML, the text file so created may be imported directly into SEZ Online system. This facility of importing a DTA Sale has been provided so that if data is already available in electronic format, it can be re-used and typing the details again can be avoided.

Single file upload functionality allows user to upload a text file, which contains details of a single DTA Sale transaction, to create a DTA Sale request.

Batch file upload functionality allows user to enter the details of multiple requests into single text file. This facilitates the user to upload only a single text file for creation of multiple DTA Sale requests.

Tip: For quick request creation, users can use RES/Batch upload.

For this purpose, the user has to do the following:

i. Prepare a text file containing the details of the DTA Sale in the format published by NDML. The text needs to be prepared in a specified format. The specified format can be obtained from the 'Downloads' section of the website www.sezonline-ndml.com. Please refer to the excel workbook uploaded as 'DTASale-Single-File-Upload-File-Format-Version-1.4.xls'for single file upload and refer the excel workbook 'DTASale-Multiple-File-Uplaod-File-Format-Version-1.1.xls' for batch file upload (The version No. will help the users to identify the latest file format. Please ensure that you are using latest version of the file provided on http://www.sezonline-ndml.com website.)

ii. After login, click on the link called as "DTA Sales ->File Upload' (as indicated in the screen shot below).
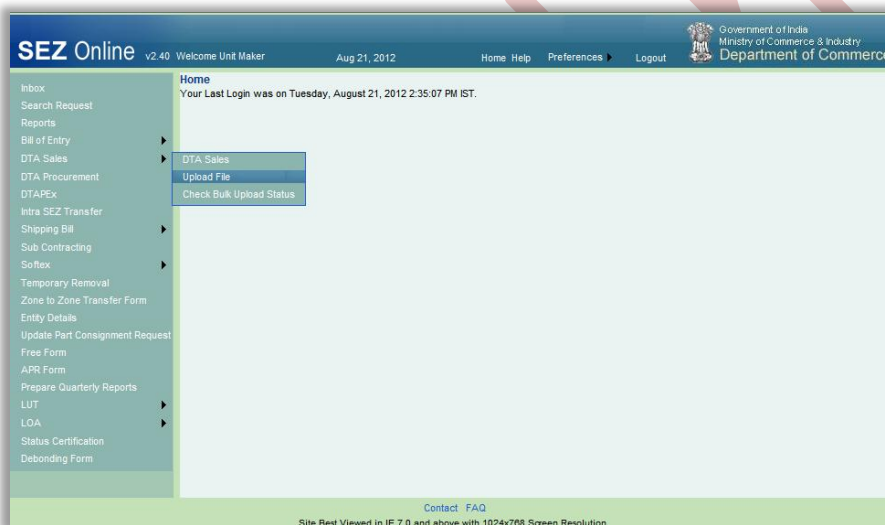
iii. With the help of the browse button, select the text file (.be file)

iv. Now, depending upon the type of text file selected, select either the option "Single" for single file upload or select the option "Multiple" for batch file upload and click on UPLOAD button

v. For single file upload, on successful upload, message is displayed to the user and a DTA Sale generated in SEZ Online system and a unique request id is allotted to it.The request may be viewed by clicking on the inbox. Modifications required (if any) may be done by the user before submission.

vi. For batch file upload, after clicking on UPLOAD button, a token number will be generated and shown to the user. This token can be used to track the status of the uploaded file. The requests of the text file which are correct in terms of data entry and Validations / Remarks will directly be submitted in the inbox of its Entity Approver. This is time efficient for the user, as compared to opening each uploaded request from the Inbox and submitting it to the Entity Approver one at a time (Batch upload allows submission of maximum of 100 requests or text file size of 2MB). The requests which have data entry errors or fails one or more Validations / Remarks are created and kept in the Inbox of the Entity Maker/CHA user.

To check the status of the requests of the text file, there is a link labeled "Check Bulk Upload Status". On clicking the link, the user will be shown the status screen. Here the user can either search for the request by selecting the date of uploading or by entering the token number.
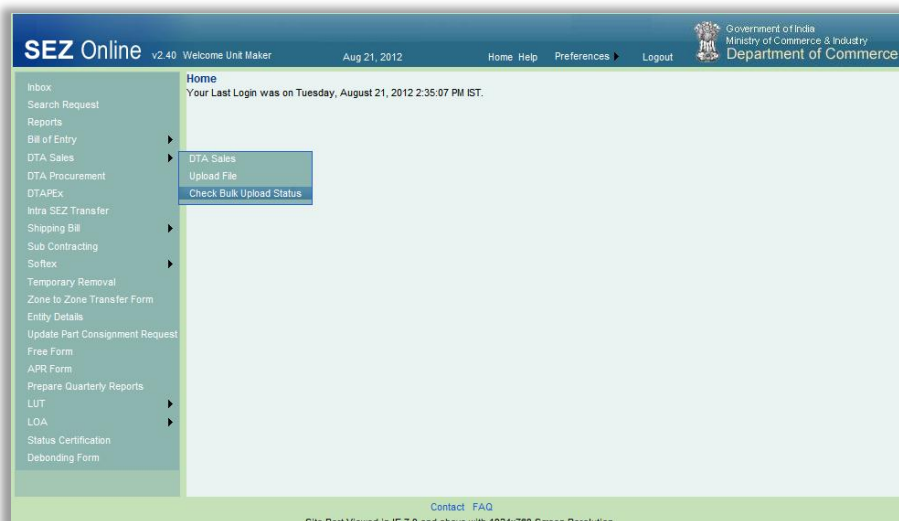
If the upload is still in progress, then the status will be shown as "IN PROGRESS".

If all the requests of the text file are successfully uploaded, then the status will be shown as "SUCCESSFUL".

If one or more requests of the text file contain errors, then the status will be shown as "PARTIALLY SUCCESSFUL".

To view the list of errors, click on the link "View" in the column "Error Summary".

F. Item Upload

If a DTA Sale/Deemed Export transaction has large number of items, then it would be a very tedious and time consuming activity to enter the details of each of the items manually. Therefore, SEZ Online application provides a provision to the user where the user can enter all the details regarding the items in an excel file, and then can create a text file from excel. This text file can be uploaded across a particular invoice to which

these items shall belong. The file format for item upload can be found on the SEZ Online website, in the "Downloads" category, under the name 'DTA-Item-Details-Upload-Template-Version_V1.1.xls'.

G. Template Upload

Users have an option to upload .xls and .pdf files through the Upload template file link. This is generally used to upload copy of Invoice, packing lists and certificates if any used. User can upload a file maximum up to 10 times 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: [   ] Browse... [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., Unit and Customs. But the internal remarks entered by Unit 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" is 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. View Digitally Signed files

Customs' users can view the digitally signed files of Customs modules through the 'View Digitally Signed Files' link.

Fig: Screenshot of 'View Digitally Signed files' screen

The user has to enter the request ID and click on SEARCH. On clicking SEARCH, the system will show a tree structure where the user names of all the users, who have processed the request, will be shown.

On expanding the tree for a particular user, all the files which were digitally signed by that user will be shown.

This can used to view/verify the data at the time when the user submitted the request with digital signature.
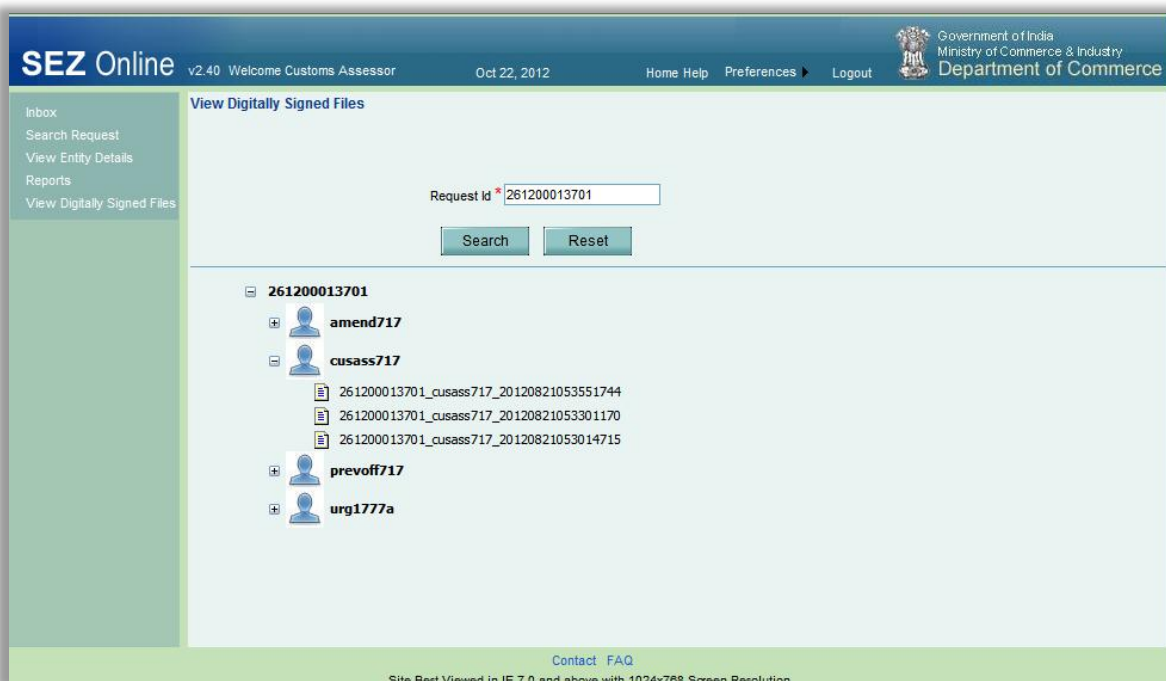
Fig: Screenshot of the 'View Digitally Signed Files' screen showing the user IDs

5 WORKFLOW OF DTA SALE/DEEMED EXPORT

A. Preparation of DTA Sale/Deemed Export document from Entity Maker/CHA
1. Entity Maker prepares the DTA Sale document and clicks on SUBMIT button
2. 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 trial copy of the DTA Sale/Deemed Export can be printed for verification of details entered.

B. 'Submit' DTA Sale/Deemed Export 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.

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 Sale – the user can edit the entire contents of the DTA Sale document prepared by the Entity Maker/CHA
b. After viewing the contents of the BOE (DTA Sale), if the Entity Approver finds that the DTA Sale is in order, the Entity Approver user may submit it to the customs assessor at DC's Office. In this case, a confirmation screen appears in which the contents of the DTA Sale are displayed to the user in the notified format. 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 Sale is submitted to customs, the unit cannot make any changes in the DTA Sale
   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 trial copy of the DTA Sale can be printed for verification of details entered.

C. 'Cancel' request fromEntity Approver
The Entity Approvercan 'cancel' the DTA Sale prepared by the Entity Maker/CHA user. In this case, the DTA Sale will get cancelled permanently and will not be available for edit/submission to Customs. However, the users shall be able to view such DTA Sale through the search facility

D. 'Sentback' request to Entity Maker/CHA
The Entity Approver can send back the DTA Sale to the Entity Maker/CHA user who has prepared it. In this case, the DTA Sale shall reach the Inbox of the Entity Maker/CHA user who in turn can edit and resubmit the DTA Sale to the Entity Approver again.

E. Assessment of the request from Customs Assessor
The requests which are submitted by Unit are received by the Customs Assessor. All Custom Assessor Users who are active and are mapped to the concerned SEZ and the DTA Sale module will be able to access and process the request.

Customs Assessor has the following options(can you give the actual drop-down options)
- Assess the request with/without duty(Approved with Duty/Approved with Duty Forgone)
- Raise a query on the request (Raise Query)
- Raise a misuse-incident on the request (Misuse Incident)
- Send the request for First Check(First Check Request)

i. Assess the request with/without duty

If Customs Assessor assesses the DTA Sale/Deemed Export document with duty, then the request is sent to Unit side for entering Challan/License details. After entering the Challan/License details by Unit, the request is then sent to Preventive Officer for 'Out-Of-Charge' of the goods.

If Customs Assessor assesses the DTA Sale/Deemed Export document without duty, 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 Sale/Deemed Export request, then Customs Assessor can send the request back to the Unit 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. For this the Assessor must enter details of his/her query in the external remarks column.

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. Custom approver will review the matter and provide appropriate guidance in the matter.

iv. Send the request for First Check

Customs Assessor can send the goods for First Check assessment if requested by the Unit. On submitting the request with the status "First Check Request", the request is sent to the Preventive Officer for first check assessment along with 'Examination Order'. After completing the first check assessment, Preventive Officer submits the request back to Customs Assessor along with the 'Examination Report'.

Scenario 1: Forward workflow (Assessment with duty)
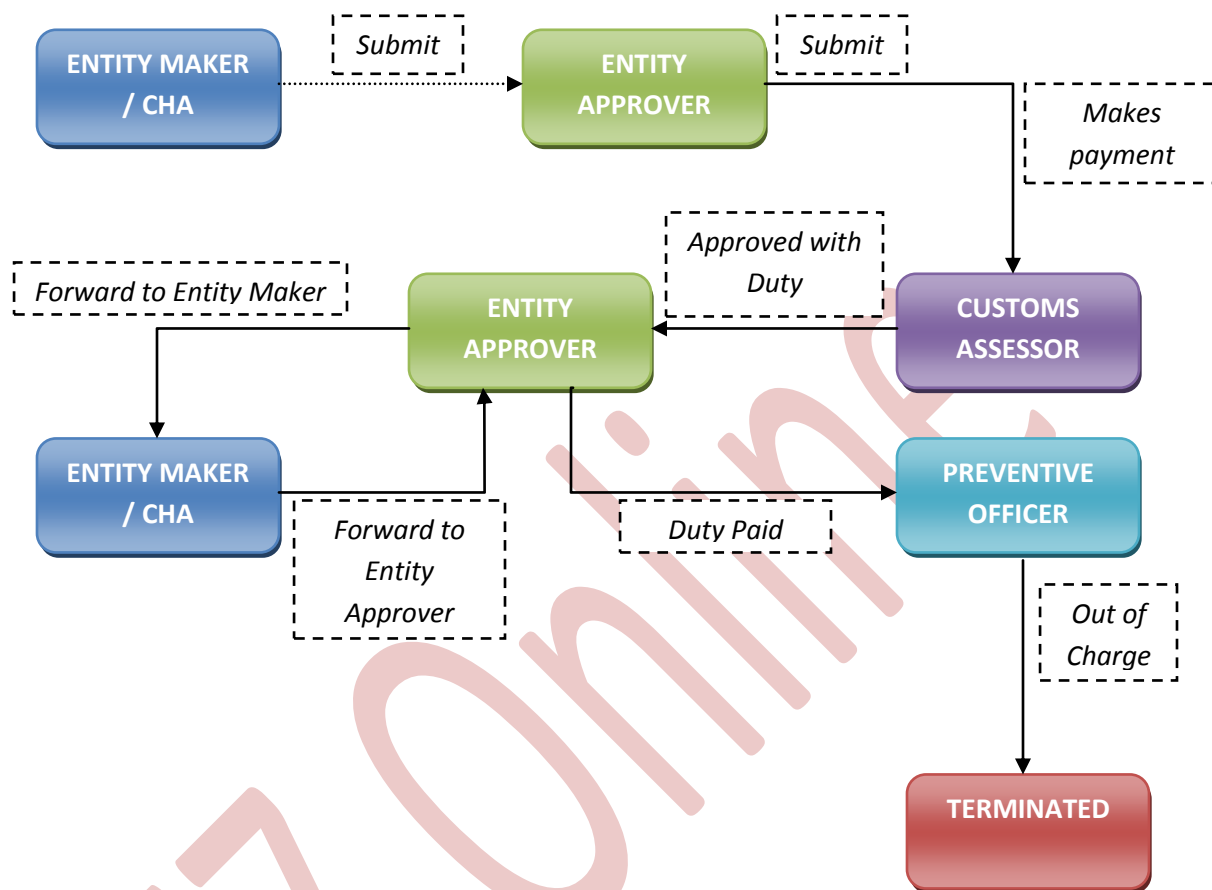
Scenario 2: Forward workflow (Assessment without duty)

```
ENTITY MAKER        Submit      ENTITY          Submit
/ CHA          ·············>   APPROVER  ──────────────┐
                                                         │    Makes
                                                         │   payment
                                                         ▼
 Out of Charge with          Approved with           CUSTOMS
   Rewarehousing             Duty Forgone             ASSESSOR
        ┌── PREVENTIVE OFFICER ◄──────────────────────
        ▼
   ENTITY                                           CUSTOMS OPS
   APPROVER ──────────────────────────────────────►   USER
              Rewarehousing                             │
                Complete                                │  Rewarehousing
                                                        │    Verified
                                                        ▼
                                                   TERMINATED
```
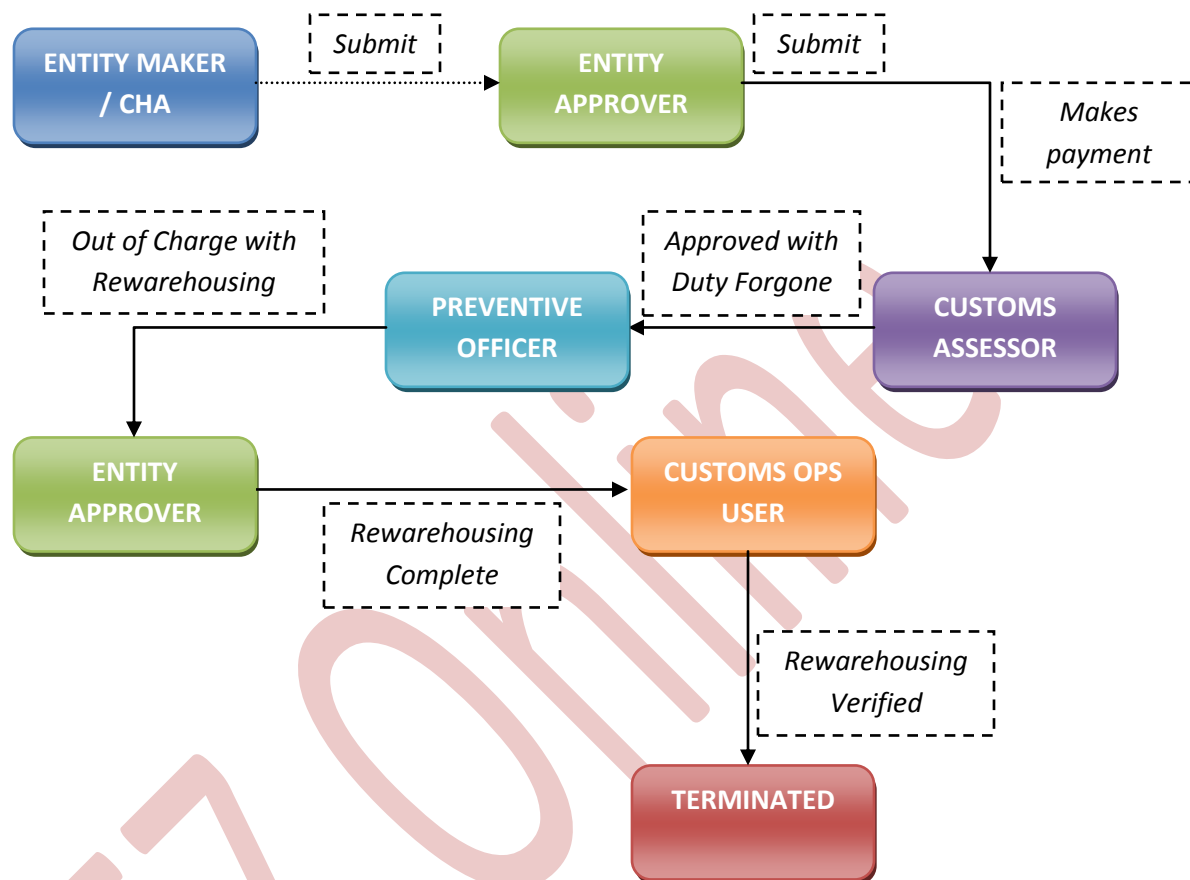
Scenario 3: Backward workflow (along with First Check assessment)

For complete set of statuses and workflow scenarios, kindly refer the below embedded excel sheet.
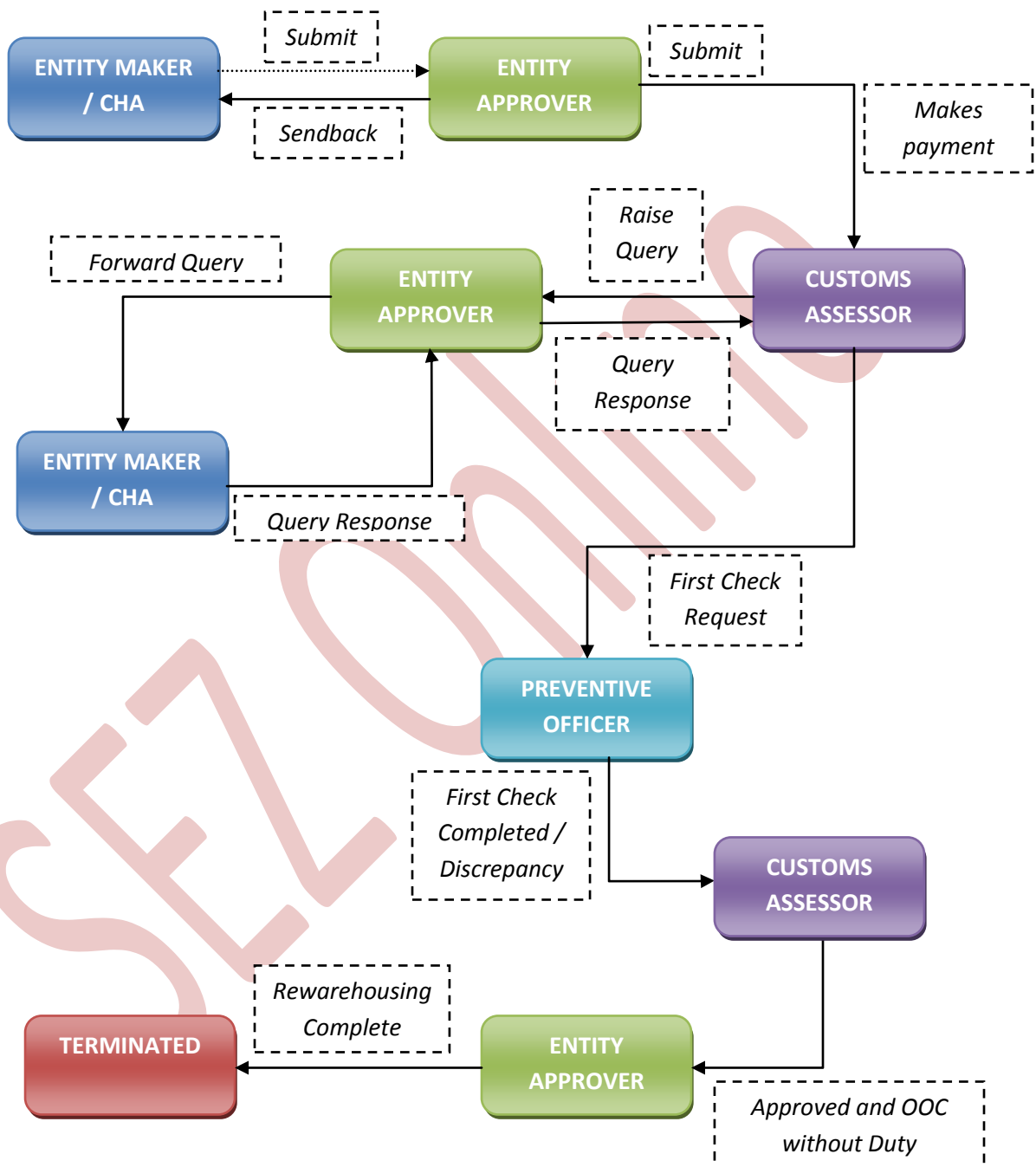
For more information regarding process flow for DTA Sale transaction, kindly refer the SEZ Act 48.

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 charge.

User has to avail Account deposit scheme for the purpose of payment of transaction charges. Payment has to be made to this account by Entity Approver user. Entity Approver user can top-up any amount to this account. The payment to this account can be made either through Cheque or Demand draft or through online payment gateway.

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" is displayed to the user.

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

7   PRINTING OF DTA SALE THROUGH SEZ ONLINE SYSTEM

After submitting the DTA Sale/Deemed Export document to Customs, the Unit/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.

User is also provided a facility to take printout in consolidated format. In this format, all the items with some matching data values will be logically grouped together in the main copy of the print-out. The details of these individual items will be attached at the end of

each copy in the 'Annexure' document. To take the print-out in annexure format, the user has to select the checkbox "Print consolidated BOE with Annexure" on the print dialog along with the ticked checkboxes of the copies required for printing.

Fig: Screenshot of Annexure copy for DTA Sale

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

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 Sale").

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.
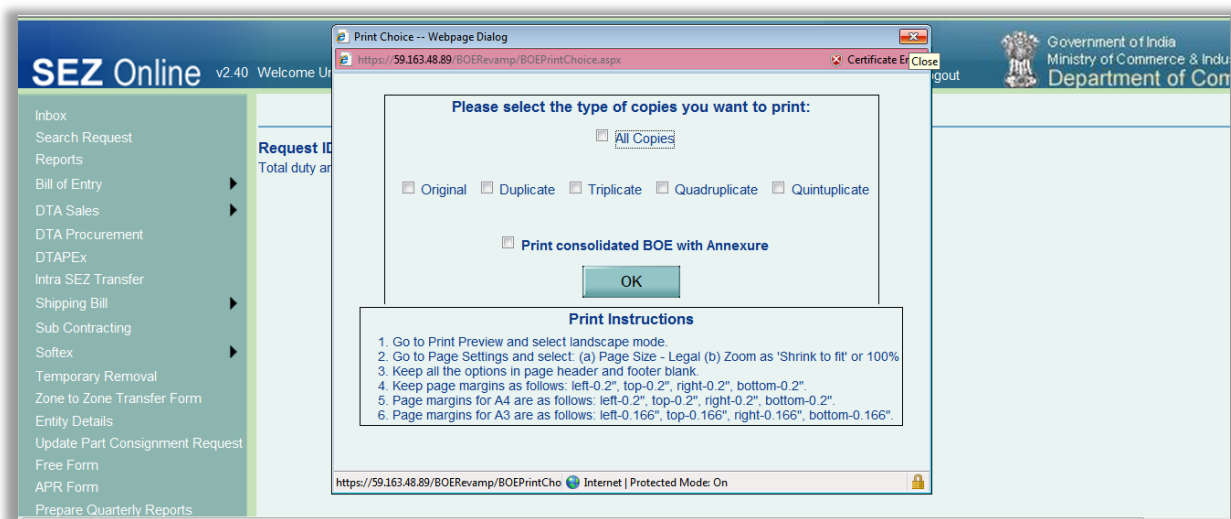

Fig: Dialog box for selecting the print copies

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 Unit side for query resolution, the PRINT button will not be shown to the user (Unit 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 landscape 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

B. Printing Trial copy before submitting the DTA Sale/Deemed Export form to Customs

In order to enable the user to check if the details entered in the BOE (DTA Sale) is correct, a facility has been provided in the SEZ Online system to take a Trial copy of the BOE (DTA Sale). It can be printed in two ways:

Print from the Confirmation screen –
As the Entity Maker or CHA user submits the BOE (DTA Sale) to the Entity Approver or as the Entity Approver submits the BOE (DTA Sale) 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 BOE (DTA Sale). The user may take a print of the Trial copy from the Confirmation page of the BOE (DTA Sale) (before confirming submission of the BOE (DTA Sale)) and check if the details/ calculations of the BOE (DTA Sale) are correct. After checking the same, the user may click on the 'Confirm' button for submission of the BOE (DTA Sale).

Fig: Screenshot for Confirmation Screen

8 AMENDMENT OF DTA SALE/DEEMED EXPORT

For information on amendment of DTA Sale/Deemed Export requests, kindly refer the manual for 'Free Form – Amendment'

9 CANCELLATION OF DTA SALE/DEEMED EXPORT

For information on cancellation of DTA Sale/Deemed Export requests, kindly refer the manual for 'Free Form – Cancellation'

10 ADVANCE DUTY PAYMENT

For information on advance duty payment/deposit, kindly refer the manual for 'Advance Duty Payment'