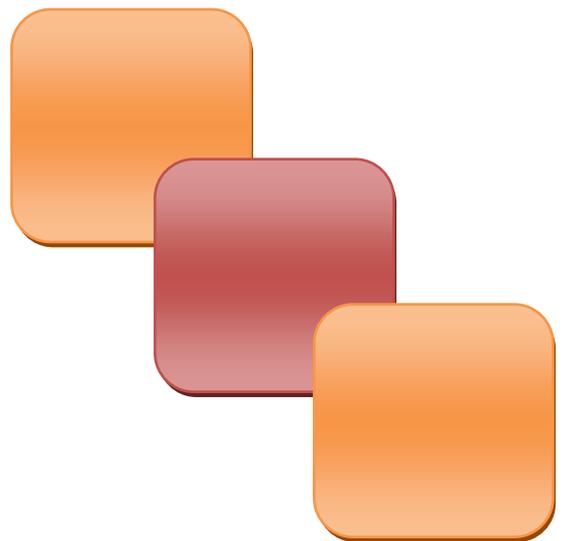




**SEZ Online Manual**  
**Intra SEZ Transfer**

**Version 2.0**





**Intended Audience** This document is intended for use by existing SEZ units for the purpose of transferring goods from one Unit to another Unit within same SEZ through SEZ online system. The document describes the process of preparation & submission of Intra SEZ Transfer through SEZ online system.

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## 1. INTRODUCTION

Intra SEZ Transfer or Inter Unit Transfer is the process of transferring goods from one Unit to another Unit within the same SEZ. **SEZ Rule - 30 (15) (v)** states that SEZ units require to maintain proper records for transfer of goods from one unit to another unit within the same SEZ. However, no documents are required to be submitted to customs for their approval.

It is pertinent to note that, in an Intra SEZ transfer transaction, the unit who is sending the goods to the other unit (called as the **Supplying unit** here after) has to initiate an Intra SEZ Transfer transaction in SEZ Online system & the other unit who is receiving the goods (called as the **Receiving unit** here after) has to accept the request to close it after receipt of the goods. The following are the steps to be followed for initiation & closure of an Intra SEZ Transfer transaction:

- The Supplying Unit (the unit sending goods to another unit) initiates an Intra SEZ Transfer Transaction.
- The Receiving Unit (the unit receiving the goods) accepts the transaction after receipt of the goods thereby closing the transaction.

## 2. USER ROLES

Following user are involved in the processing of Intra SEZ Transfer transaction:

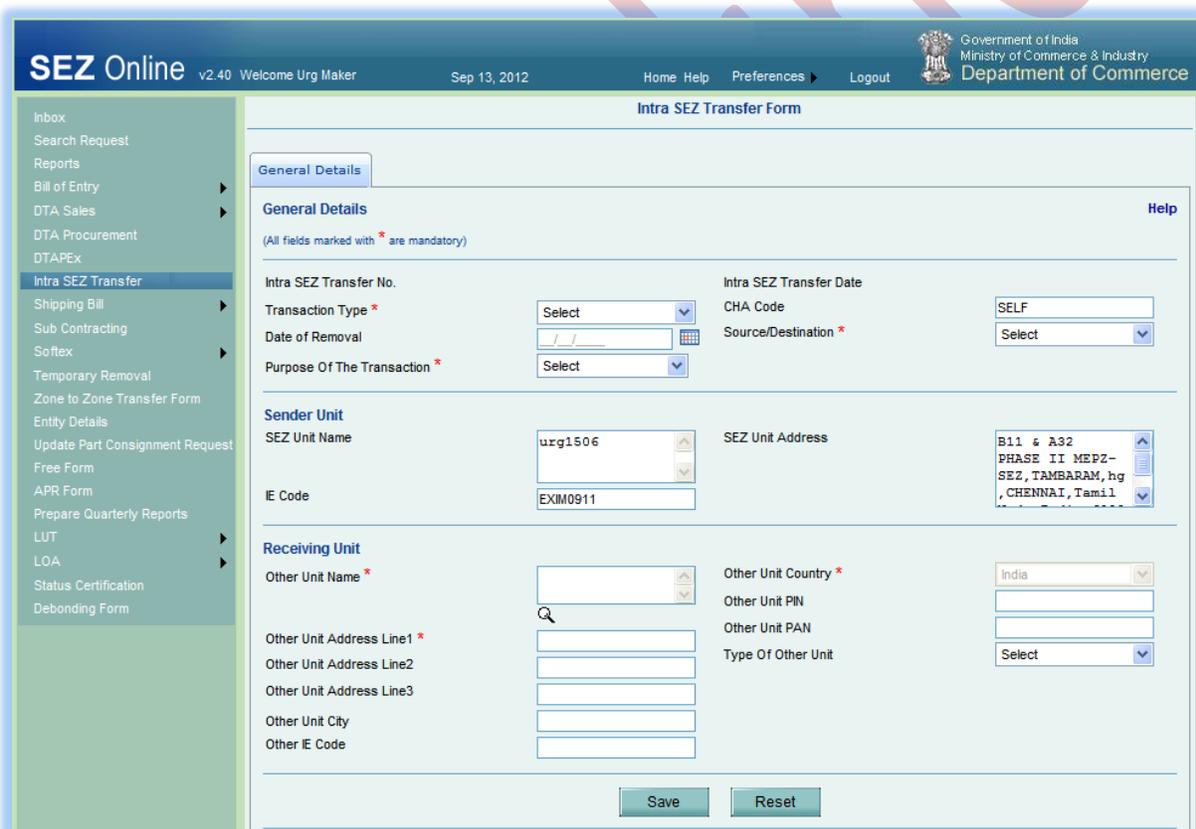
- From Supplying Entity
  - Entity Maker/CHA (SEZ Unit )
  - Entity Approver (Authorized Signatory for the Entity)
- From Receiving Entity
  - Entity Approver (Authorized Signatory for the Entity)

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

### 3. PREPARATION OF INTRA SEZ TRANSFER REQUEST BY SUPPLYING UNIT

For Preparation of Intra SEZ Transfer, a Maker-Checker concept has been incorporated at the Supplying unit's end, in the SEZ Online system. The Intra SEZ Transfer can be prepared either by the 'EntityMaker' user or 'CHA' user of the supplying SEZ Unit. The 'EntityMaker' or 'CHA' user can prepare Intra SEZ Transfer Request & submit it to the 'EntityApprover' user who verifies/checks the correctness of the details before its submission to Entity Approver of Receiving unit.

To allow the Entity Maker/CHA user to file for Intra SEZ Transfer, Unit Admin has to assign the functionality of "Intra SEZ" to the user. On assignment of the functionality, user will be able to open the new request for "Intra SEZ Transfer". On clicking on this link, form will be opened.



*Figure: Intra SEZ Transfer form*

The Intra SEZ Transfer form is divided into the three sections:

1. General Details
2. Invoice Details &
3. Item Details

The various sections/tabs of the Intra SEZ Transfer are explained below:

### **I. General Details:**

The basic information of the Intra SEZ Transfer Request is captured in this section.

**A. Transaction Type:** The Transaction type as per the purpose of the transaction has to be selected from the dropdown. The various options are available for transactions:

While sending the goods for Sub contracting/ Temporary Removal, the Date of Removal of goods has to be compulsorily mentioned.

**B. Source/ Destination:** The Source /Destination have to be selected from the options provided in the dropdown. The option selected in this field should be in **accordance** with the transaction Type.

The options available for Source/Destination are:

1. SEZ
  2. Non Processing Area
  3. Nominated Agency
  4. Processing Area
- For the transaction types **Sub contracting, Sub contracting Return, Temporary Removal, Temporary Removal Return, Sale & Transfer of Ownership**, the Source/ Destination should be selected as **SEZ**
  - For the transaction type **Buy**, the Source/ Destination should be selected as **Nominated Agency**. After purchase of goods from Nominated Agency, an intra SEZ transfer request should be filed by the procuring SEZ Unit in SEZ Online System. In the request, the unit should select 'Transaction Type' as 'Buy' & 'Source/Destination' as 'Nominated Agency'. In this case, the request will get recorded and closed in the system once the transaction is submitted in the system by the EntityApprover after signing the transaction with his DSC. After Closure, the SEZ unit will be able to view this transaction through the search facility provided in SEZ Online System.



- For the transaction type **Others**, the Source / Destination should be selected as **Processing Area or Non Processing Area or SEZ**. If Supplying unit selects Source / Destination other than SEZ in the system, the request will get recorded and closed once the transaction is submitted in the system.

**C. Sender Unit Details:** The details like *SEZ Unit Name, SEZ Unit Address, IE Code* of this section are automatically populated by the System (based on the information entered by the supplying unit while submitting Unit Regularization Request [URG] or New Unit Application [NUA]). These details are not editable.

**D. Receiving Unit details:** The SEZ unit (of the same SEZ) to whom the goods are being sent has to be provided in this section using the search picker facility provided but Non SEZ Unit user need to enter the detail manually in the system. The details like *Other (Receiving) Unit Name, Other Unit Address, Other unit PAN& IE Code* are captured.

After entering the above mentioned details, as the Intra SEZ Transfer form is saved for the first time, the unique request id gets generated by the system. The format of the request ID is "37YY00000000"

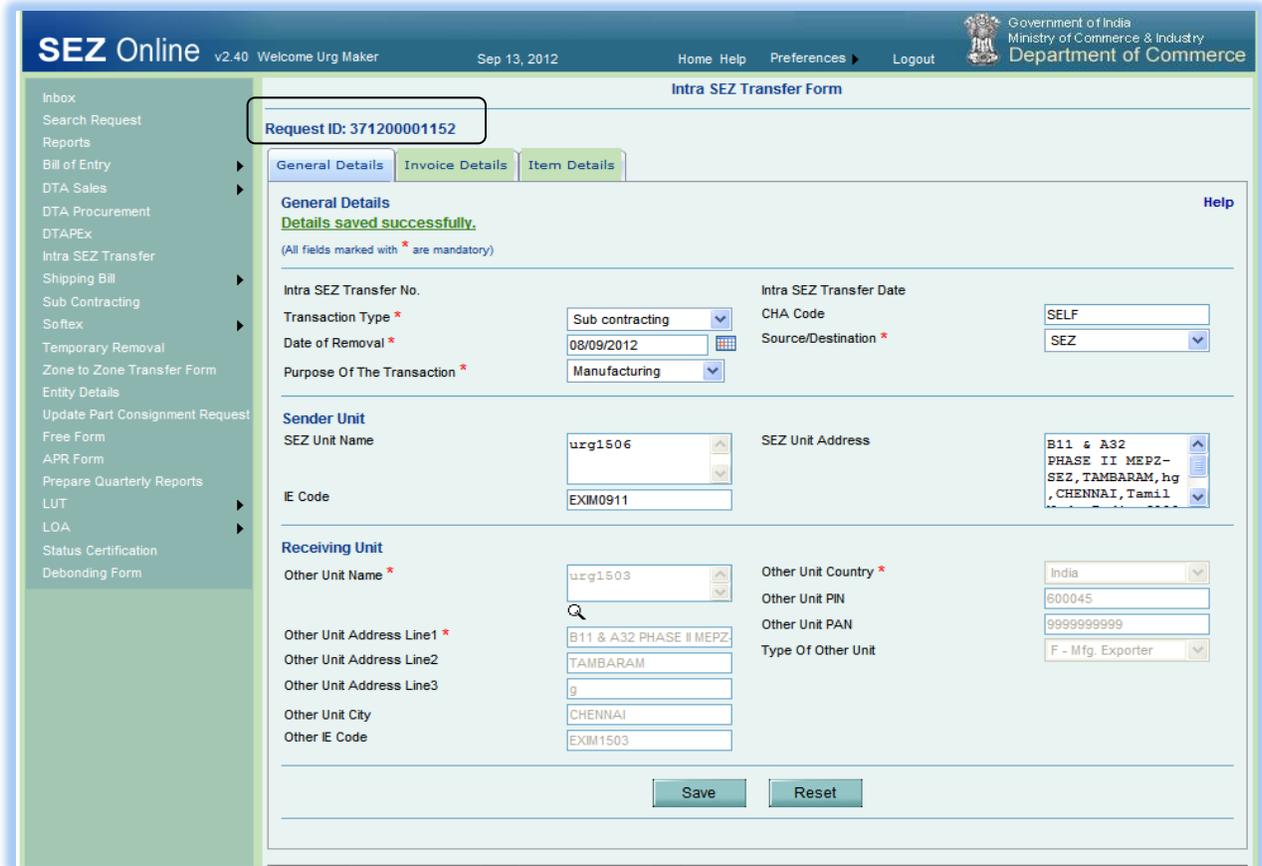
Here,

"37" is the code representing Intra SEZ Transfer transaction

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

"00000000" is the unique number of running sequence in SEZOnline.

On clicking the save button, the other tabs/sections of the Intra SEZ Transfer are displayed.



**SEZ Online** v2.40 Welcome Urg Maker Sep 13, 2012 Home Help Preferences Logout

**Government of India**  
Ministry of Commerce & Industry  
Department of Commerce

**Intra SEZ Transfer Form**

Request ID: 371200001152

General Details Invoice Details Item Details

**General Details** [Help](#)  
Details saved successfully.  
(All fields marked with \* are mandatory)

Intra SEZ Transfer No. Intra SEZ Transfer Date  
Transaction Type \* Sub contracting CHA Code SELF  
Date of Removal \* 08/09/2012 Source/Destination \* SEZ  
Purpose Of The Transaction \* Manufacturing

**Sender Unit**  
SEZ Unit Name urg1506 SEZ Unit Address B11 & A32 PHASE II MEPZ- SEZ, TAMBARAM, hg , CHENNAI, Tamil  
IE Code EXIM0911

**Receiving Unit**  
Other Unit Name \* urg1503 Other Unit Country \* India  
Other Unit PIN 600045  
Other Unit Address Line1 \* B11 & A32 PHASE II MEPZ Other Unit PAN 9999999999  
Other Unit Address Line2 TAMBARAM Type Of Other Unit F - Mfg. Exporter  
Other Unit Address Line3 g  
Other Unit City CHENNAI  
Other IE Code EXIM1503

Save Reset

Figure. 1 General Details

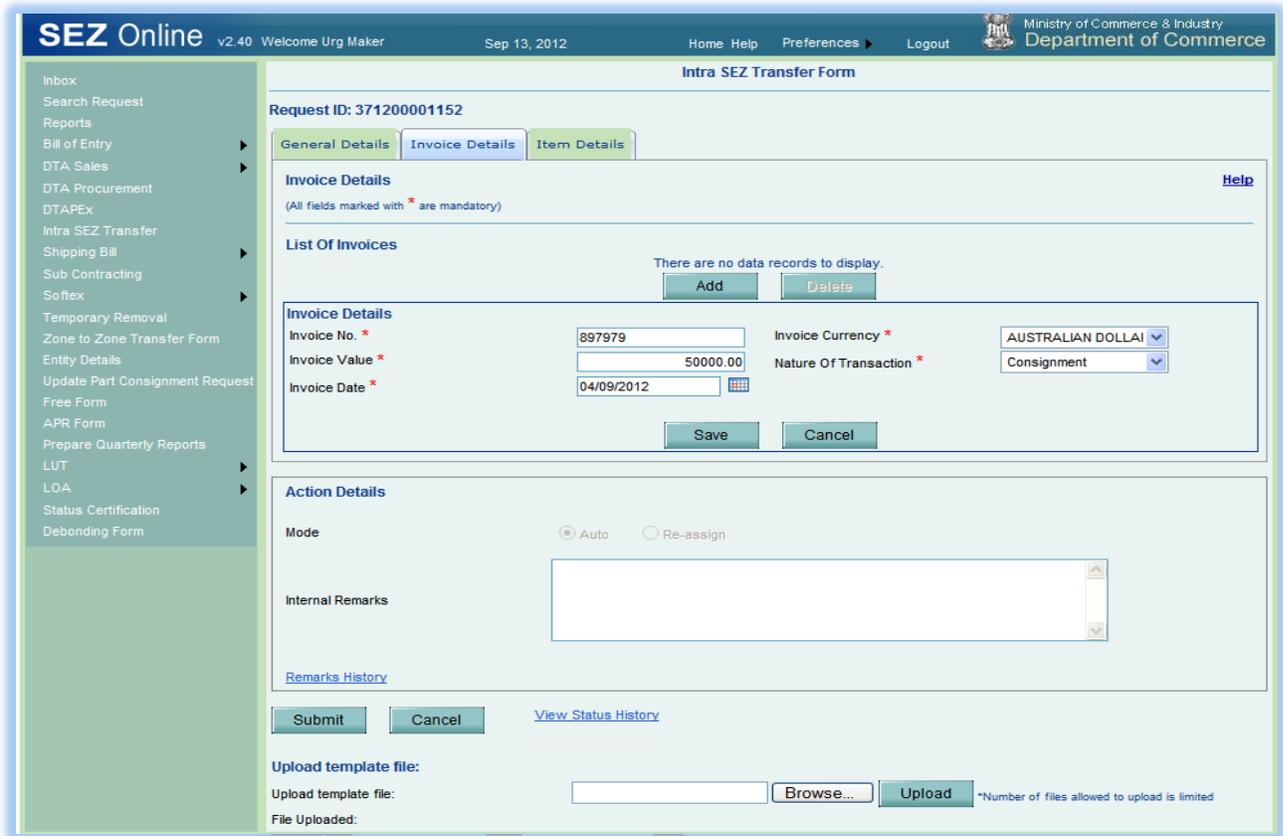
## II. Invoice Details:

The invoice details of the Intra SEZ Transfer are captured in this section/tab.

Invoice can be added by clicking on the 'Add' button provided in the 'Invoice list' section. On clicking the 'Add' button, the Invoice Details fields are displayed wherein all the basic details of the Invoice are entered viz. *Invoice No, Invoice value, Invoice Currency, Invoice Date and Nature of Transaction*. An invoice will get added successfully only as the user fills in all the mandatory fields of the Invoice Details section and clicks on the 'Save' button. On addition of invoice, the details are displayed in the form of a table (Grid).

**Addition of multiple Invoices:** Multiple invoices can be added by clicking on the ADD button. Edit/View the details of an Invoice: The user can view/edit the details of any invoice by clicking on Invoice no. from the table in the 'Invoice List' section.

**Deletion of an Invoice:** If the user wants to remove a particular invoice from the Intra SEZ Transfer, he can do so by selecting the particular invoice and clicking on delete button.



**SEZ Online** v2.40 Welcome Urg Maker Sep 13, 2012 Home Help Preferences Logout Ministry of Commerce & Industry Department of Commerce

**Intra SEZ Transfer Form**

Request ID: 371200001152

General Details Invoice Details Item Details

**Invoice Details** [Help](#)

(All fields marked with \* are mandatory)

**List Of Invoices**

There are no data records to display.

[Add](#) [Delete](#)

**Invoice Details**

Invoice No. \* 897979 Invoice Currency \* AUSTRALIAN DOLLAR

Invoice Value \* 50000.00 Nature Of Transaction \* Consignment

Invoice Date \* 04/09/2012

[Save](#) [Cancel](#)

**Action Details**

Mode  Auto  Re-assign

Internal Remarks

[Remarks History](#)

[Submit](#) [Cancel](#) [View Status History](#)

Upload template file:

Upload template file:  [Browse...](#) [Upload](#) \*Number of files allowed to upload is limited

File Uploaded:

Figure2: Invoice Details

### III. Item Details:

The details of the item which is to be transfer are captured in this section/tab. The steps to fill item details tab are mentioned below.

As the invoices are added in the Intra SEZ Transfer form through the 'Invoice Details' tab, a table is displayed in the 'Item details' section of the Intra SEZ Transfer form.

#### a. Addition of an 'Item' of an Invoice:

- i. Select the Invoice for which an Item has to be added and click on the 'Add' button.
- ii. On clicking the 'Add' button, the 'Item Details' section is displayed wherein the basic details of the item can be entered. An item will get added successfully only as the user fills in all the mandatory fields of the Item details section and clicks on the 'Save' button.

After filling up the details, the 'Save' Button present at the bottom of this section has to be clicked to save all the details. After adding an item to an invoice & saving, the Item Details are displayed in a table.

**b. Addition of multiple Items to an invoice:**

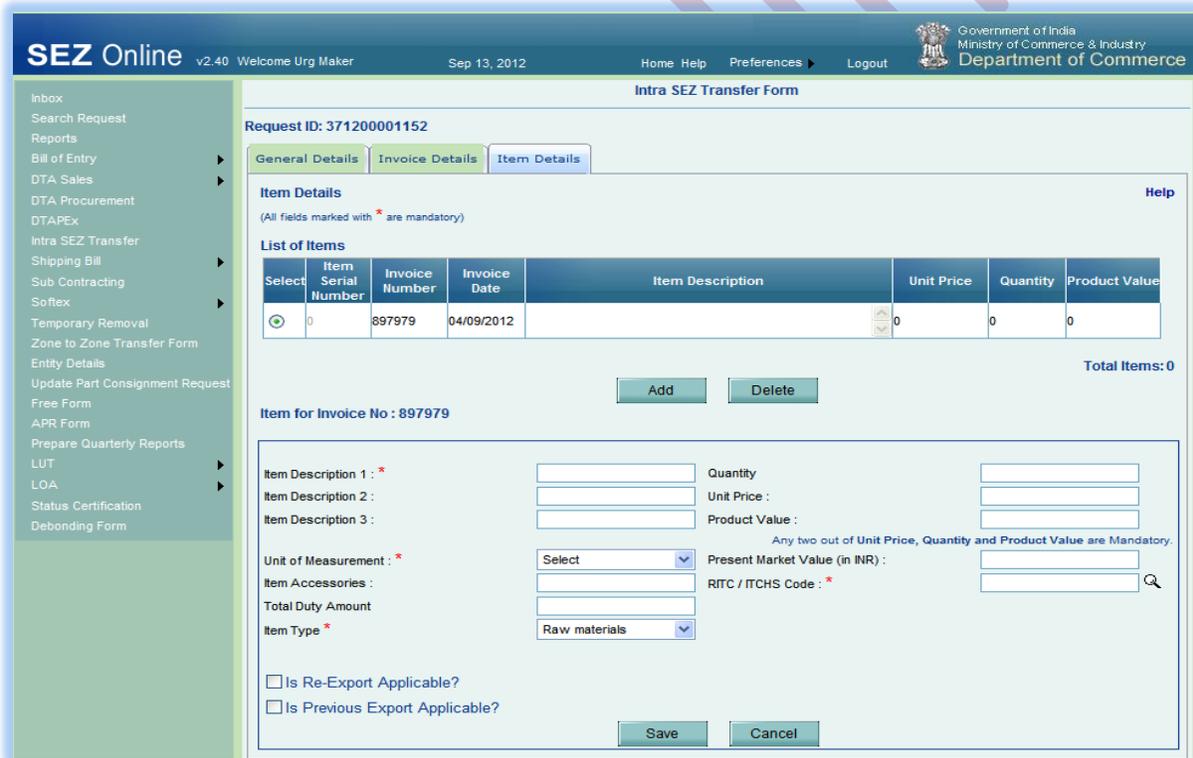
To add multiple items to an invoice, the user has to select the invoice (using the radio button provided in the left most column of 'List of Items' table) & click on 'Add' button. There is no limit on the number of items that can be added to an invoice.

**c. Edit/View the details of an Item:**

The user can view/edit the item details by clicking on Item Sr. no. from the table in the 'Item Details' section.

**d. Deletion of an Item:**

If the user wants to remove a particular item from any invoice of the Intra SEZ Transfer, he can do so by selecting the particular item from the table in the 'Item Details' section and clicking on the delete button.



The screenshot shows the 'SEZ Online' interface with the 'Intra SEZ Transfer Form' open. The 'Item Details' tab is selected, showing a table with one item and a detailed form below it.

Select	Item Serial Number	Invoice Number	Invoice Date	Item Description	Unit Price	Quantity	Product Value
<input type="radio"/>	0	897979	04/09/2012		0	0	0

Buttons: Add, Delete

Item for Invoice No : 897979

Item Description 1 : \* [Text Field] Quantity [Text Field]  
 Item Description 2 : [Text Field] Unit Price : [Text Field]  
 Item Description 3 : [Text Field] Product Value : [Text Field]

Unit of Measurement : \* [Select] Present Market Value (in INR) : [Text Field]  
 Item Accessories : [Text Field] RITC / ITCHS Code : \* [Text Field]  
 Total Duty Amount [Text Field]  
 Item Type \* [Raw materials]

Buttons: Save, Cancel

Figure 3: Item details

#### IV. Confirmation Screen:

After preparation of the Intra SEZ Transfer request, as the user clicks on the ‘Submit’ button, a confirmation screen is displayed to the user. In the confirmation page, the contents of the Intra SEZ Transfer are displayed. The user may either confirm or cancel the submission of the Intra SEZ Transfer using the buttons provided on this page.



**General Details:**

Request ID :	371200001152
Intra SEZ Transfer No. & Date :	
SEZ unit :	urg1506 B11 & A32 PHASE II MEPZ-SEZ,TAMBARAM,hg,CHENNAI,Tamil Nadu,India,600045
Customs House Agent :	SELF
Other Unit :	urg1503 B11 & A32 PHASE II MEPZ-SEZ,TAMBARAM,g,CHENNAI,India,600045
SEZ Port Code :	NA
BIN No. of Other Unit :	9999999999
IE Code of Other Unit :	EXIM1503
Transaction Type:	Sub contracting

**Invoice Details:**

Sr. No.	Invoice No.	Invoice Date	Invoice Value	Invoice Currency
1	897979	04/09/2012	50000	AUSTRALIAN DOLLAR

**Item Details:**

Sr. No.	Statistical Code & Description of goods	Quantity	Value
1	84021200- Ball pen0.1vpoint	100000	1000000

Figure 4:Confirmation Screen

#### V. Template Upload

User should have an option to upload .xls/.xlsx and .pdf files through the Upload template file link. User can upload a file maximum upto **10 times** for a particular request and the maximum size of file that can be uploaded should be upto **2 MB**.



Zone to Zone Transfer Form  
Entity Details  
Update Part Consignment Request  
Free Form  
APR Form  
Prepare Quarterly Reports  
LUT  
LOA  
Status Certification  
Debonding Form

Purpose of the Transaction: Manufacturing

**Sender Unit**  
SEZ Unit Name: Pownet Technologies  
SEZ Unit Address: B11 & A32 PHASE II MEPZ- SEZ, TAMBARAM, SEZ, PZ SEZ, Andheri  
IE Code: 2710007895

**Receiving Unit**  
Other Unit Name \*: Jewelex India Pvt Ltd  
Other Unit Country \*: India  
Other Unit Address Line 1 \*: B11 & A32 PHASE II MEPZ- SEZ, TAMBARAM  
Other Unit Address Line 2: TAMBARAM  
Other Unit Address Line 3:  
Other Unit City: CHENNAI  
Other IE Code: 2710000031  
Other Unit PIN: 600045  
Other Unit PAN: AHIPG80034  
Type Of Other Unit: F - Mfg. Exporter

Save Reset

**Action Details**  
Mode:  Auto  Re-assign  
Internal Remarks:  
[Remarks History](#)  
Submit Cancel [View Status History](#)

Upload template file:  
Upload template file:  Browse... Upload \*Number of files allowed to upload is limited

Contact : PAU  
Site Best Viewed in IE 7.0 and above with 1024x768 Screen Resolution

Figure 5: General Details Tab

## VI. 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 **asterix mark "\*"** are mandatory. The Intra SEZ Transfer 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 Intra SEZ Transfer can be tracked in future by using request id.
- IV. The **Intra SEZ Transfer no.** or **Thoka no.** is generated by the system as soon as the Entity Approver of the supplying unit user submits the Intra SEZ Transfer to the Entity Approver of receiving unit. It can be viewed in the 'General details' tab of the Intra SEZ Transfer
- V. The supplying SEZ unit will not be able to make any changes in the Intra SEZ Transfer even after submitting it to Entity Approver of the receiving SEZ Unit.



- VI. At any given point in time only one user can work on Intra SEZ Transfer request. The user in whose inbox the Intra SEZ Transfer is lying can only take action on the Intra SEZ Transfer.

## 4. PRINTING OF INTRA SEZ TRANSFER

SEZ Online application provides the facility to user to take print-out of Original, Duplicate, Triplicate copy through Search functionality when the request is submitted to Entity Approver of receiving unit. User can take the print of trial copy of the transaction from the Confirmation screen also.

## 5. WORKFLOW OF INTRA SEZ TRANSFER

[A]. Initiation of an Intra SEZ transfer Request in SEZ Online System by the supplying Unit:

- a. Preparation of Intra SEZ Transfer by Entity Maker/CHA user of the supplying SEZ Unit:  
Entity Maker/CHA prepares Intra SEZ Transfer Request by filling up the Intra SEZ Transfer form & clicks on SUBMIT. A Confirmation screen appears in which the entire contents of the Intra SEZ Transfer are displayed to the user. The user can click on CONFIRM for submission of the transaction to Entity Approver.

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.

- b. Submission of Intra SEZ Transfer by Entity Approver of the supplying SEZ Unit  
As the Entity Approver receives the request in his Inbox, he can open & view the request. The Entity Approver of the supplying SEZ Unit can take any of the following actions:

(i). **Edit** the contents of the Intra SEZ Transfer - The user can edit the entire contents of the Intra SEZ Transfer prepared by the Entity Maker/CHA, if required.

(ii). **'Send back'** the Intra SEZ Transfer- the Entity Approver can send back the Request to the Entity Maker/CHA user who has prepared it for edit & resubmission.

(iii). **'Cancel'** the Intra SEZ transfer - The Entity Approver of supplying SEZ Unit can 'cancel' the Request, by selecting the cancel option from the request status dropdown.



(iv). 'Submit' the Intra SEZ Transfer Request in SEZ Online System After viewing the contents of the Intra SEZ Transfer request, if the Entity Approver finds everything to be in order, he may submit the request in SEZ Online System.

On submission, the request moves to the Entity Approver of the receiving SEZ Unit.

[B]. Closure of Intra SEZ transfer Request in SEZ Online System by the receiving Unit:

As the supplying unit submits the Intra SEZ Transfer Request in SEZ Online System, the Entity Approver of the receiving SEZ Unit shall be able to view and process it. The Entity Approver of the receiving SEZ Unit has the following options to process the Intra SEZ Transfer request:

- I. **Accept:** The User should select this option on receipt of the goods if the goods received are found to be in accordance with the details mentioned in the request. On selection of this option, the request will get completed and closed.
- II. **Reject:** The User should select this option either if the goods are not received or if the goods are not in accordance with the details mentioned in the request by the supplying Unit or if the unit wants to cancel the transaction & send the goods back due to some reasons. On selection of this action, the request will get cancelled & closed.
- III. **Raise Query:** If Entity approver finds any error/discrepancy in the request, he may raise a query to the supplying unit. On selection of this option, the request will return to the Entity Approver of the Supplying Unit. In this case, the request will be editable to the supplying unit so that he can make the required corrections/ modifications and resubmit.

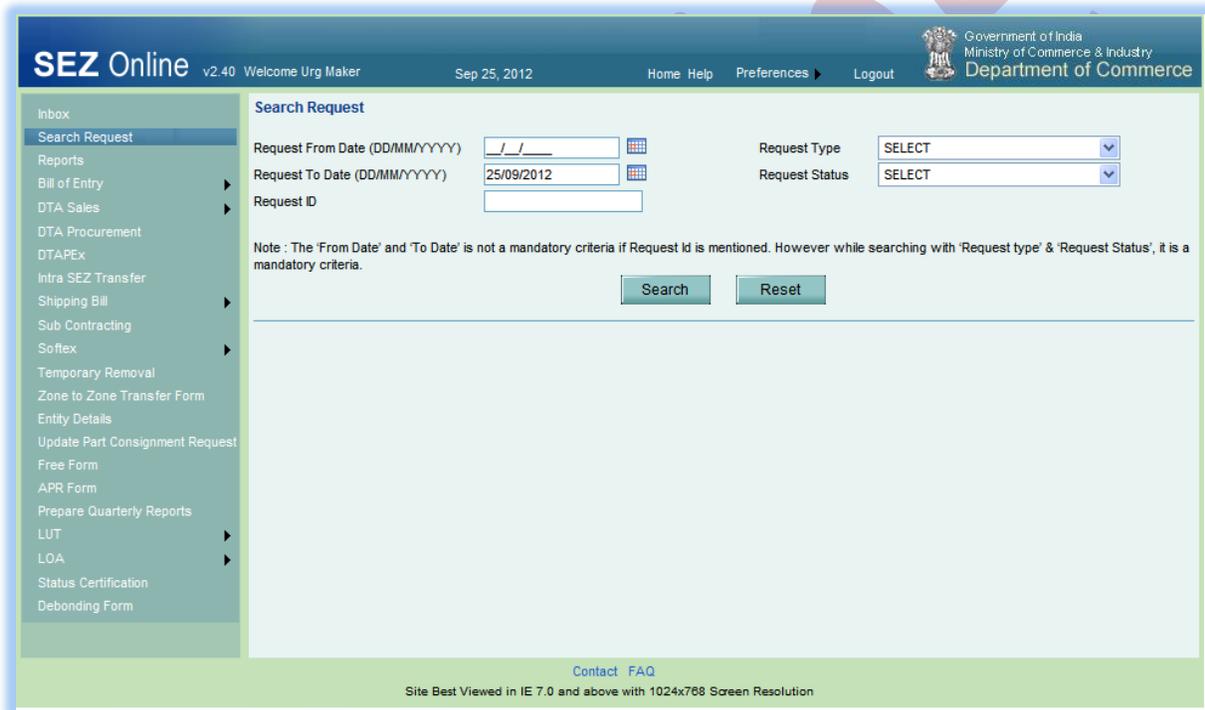
**Note:** The Intra SEZ Transfer request will never be editable to the Receiving Unit.

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

## 6. SEARCH INTRA SEZ TRANSFER

The users of both the Supplying / Receiving Unit can search for any Intra SEZ Transfer Request that they have initiated/closed by using the search facility provided in the SEZ Online system. The users can track the status of their Intra SEZ Transfer by using this facility. Intra SEZ Transfer can be searched on the basis of any one of the following parameters

- I. Date of submission of the Intra SEZ Transfer
- II. Request ID
- III. Status of the Request



The screenshot displays the 'SEZ Online' search interface. The header includes the version 'v2.40', user 'Welcome Urg Maker', date 'Sep 25, 2012', and navigation links for 'Home', 'Help', 'Preferences', and 'Logout'. The Government of India logo and 'Ministry of Commerce & Industry, Department of Commerce' are also present. A left-hand menu lists various functions, with 'Search Request' highlighted. The main area, titled 'Search Request', contains three input fields: 'Request From Date (DD/MM/YYYY)' with a calendar icon, 'Request To Date (DD/MM/YYYY)' with the value '25/09/2012' and a calendar icon, and 'Request ID'. To the right, there are two dropdown menus for 'Request Type' and 'Request Status', both currently set to 'SELECT'. A note below the fields states: 'Note : The 'From Date' and 'To Date' is not a mandatory criteria if Request Id is mentioned. However while searching with 'Request type' & 'Request Status', it is a mandatory criteria.' Below the note are 'Search' and 'Reset' buttons. At the bottom, there are links for 'Contact' and 'FAQ', and a note: 'Site Best Viewed in IE 7.0 and above with 1024x768 Screen Resolution'.

All the Intra SEZ Transfer requests submitted by the unit are visible to the 'Entity Maker' & 'Entity Approver' users. However, the CHA Users are able to view only those Intra SEZ Transfers which are prepared by him/her. However, those requests which have been prepared by the Entity maker but has not yet submitted to the Entity Approver cannot be searched through the search facility provided.



**SEZ Online** v2.40 Welcome Urg Approver Sep 25, 2012 Home Help Preferences Logout  Government of India  
Ministry of Commerce & Industry  
Department of Commerce

**Inbox**  
 Search Request  
 Reports  
 Entity Details  
 Administration  
 Accept LOA  
 Commencement Of Production  
 Unit Lease Deed  
 SEZ Online Payments  
 Advance Duty Deposit  
 Update Part Consignment Request  
 Prepare Quarterly Reports  
 Rewarehousing Completion

**Search Request**

Request From Date (DD/MM/YYYY) /    
 Request To Date (DD/MM/YYYY)     
 Request ID

Request Type   
 Request Status

Note : The 'From Date' and 'To Date' is not a mandatory criteria if Request Id is mentioned. However while searching with 'Request type' & 'Request Status', it is a mandatory criteria.

Request ID	Request Type	Request Status	Request With	Request Created Date	Company	SEZ	Status History	Request Initiated By
371200001034	Intra SEZ Transfer	Entity Approver Submitted by Sender	urg9313	12/07/2012	urg1506	sez666	<a href="#">View</a>	urg1506m

Page 1 of 1 < | 1 | >

[Contact](#) [FAQ](#)  
 Site Best Viewed in IE 7.0 and above with 1024x768 Screen Resolution

**7. VARIOUS STATUS OF INTRA SEZ TRANSFER**

Sr. No	Status	Description	Action to be taken by	Action options available to the Entity User
1	Created	Intra SEZ Transfer has been created by Entity Maker/CHA User but hasn't been submitted to Entity Approver of the supplying SEZ Unit	Entity Maker of the supplying SEZ Unit	Submit to Entity Approver of the supplying SEZ Unit
2	Request Initiated	Intra SEZ Transfer has been submitted by Entity Maker/CHA User to Entity Approver of the supplying SEZ Unit	Entity Approver of the supplying SEZ Unit	1.Submit to Entity Approver of the receiving SEZ Unit 2.Send back to Entity Maker/CHA User of the supplying SEZ Unit 3.Cancel the request
4	Submitted	Intra SEZ Transfer has been submitted by Entity Approver of the supplying SEZ Unit to Entity approver of the receiving SEZ Unit. But, the Entity approver of the receiving SEZ Unit has not yet started processing it.	Entity Approver of the receiving SEZ Unit	Entity approver can take the following actions: 1. Accept the request for transfer of goods 2. Reject the transfer 3. Raise query for any clarification or discrepancy
5	Entity Approver Raise Query by Receiver	A query has been raised by Entity Approver of the receiving SEZ Unit	Entity Approver of the supplying SEZ	1. Query Resolved 2. Forward Query
6	Accepted by Receiver	Entity Approver of receiving Unit accept the request on receipt of the goods if the goods received are found to be in accordance with the details mentioned in the request	Entity Approver of the receiving SEZ Unit	Terminate the Workflow
7	Rejected by Receiver	Entity Approver of receiving unit can select this option either if the goods are not received or if the goods are not in accordance with the details mentioned in the request by the supplying Unit or if the unit wants to cancel the transaction & send the goods back due to some reasons	Entity Approver of the receiving SEZ Unit	Terminate the Workflow