SEZ Online System – EDI System

Data Exchange Manual for SEZ Units

Version 1.0

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1 Introduction

Ministry of Commerce & Industry (MOCI) and Ministry of Finance, have taken joint initiative to exchange important information between SEZ Online System and Electronic Data Interchange (EDI) System of Central Board of Excise and Customs (CBEC) so as to supplement and facilitate SEZ Import & Export transactions. Overall objective of the Data exchange between SEZ Online and EDI system is as follows:

- Improving data quality & information hygiene;
- Reducing need and dependence on paper based clearances;
- Facilitating smoother clearance of cargo for SEZ Units and reducing manual interface;
- Developing co-ordination and controls over movement of goods between SEZ & Custom Ports;
- System based Closure of IGM lines and marking of shipment success
- Reduction in Existing Processes being followed by units (i.e. Re-warehousing completion, Data entry by SEZ Customs for IGM details, EGM details entry & verification, etc.)

The objectives can be achieved only with full co-operation of all stake-holders in ensuring highest level of data accuracy and adoption of revised procedures. Development Commissioners as well as Department of Revenue (DOR) have issued detailed instructions in this regard. These can be referred on DC Office and CBEC websites.

This initiative requires, exchange of information between two fairly developed and complex IT systems, using other system information to perform certain processes and moving the transaction to next level of processing. The system is being launched after conducting two months' pilot at MEPZ SEZ and making relevant changes as were considered incidental during the pilot phase. Important changes made in SEZ Online System and procedural changes at ports are explained in this note.

2   Scope of Data Exchange:

Data exchange is enabled for all Import and Export consignments from foreign territory where Mode of Transport is either "AIR" or "SEA".

Not Covered:

1. Shipping Bills and Bill of Entries filed for local movement of cargo (clearance from warehouse, EOU etc.);

2. Exports and Imports by way of Courier, Post, Personal Baggage and Road;

3. Shipments which are handled through multiple ports in India i.e. Trans-shipment cases where Gateway Port and Port of Discharge for Import Cargo are different;

4. Export Shipping Bills where cargo is moved through more than one Master and House Bill of Lading / Airway Bill.

3 IMPORTS:

3.1 Receipt of IGM information from EDI System:

In EDI system, Bill of Entry is processed only if it is successfully linked to IGM / Console Manifest filed by cargo carrier / handling agencies. As IGM is not filed in SEZs, the same was not available earlier with SEZ Online System and could not be used to validate the BOE filed by SEZ Units.

With commencement of data exchange, EDI system will provide the IGM data to SEZ Online system. IGM data will be provided after in-warding process is completed. This will be used to match SEZ BOE against IGM data. Data Exchange benefits can be achieved only for such BOE which are successfully matched against IGM data.

As IGM received by SEZ Online System from EDI will be based on filing of IGM in EDI System, SEZ Importers must ensure that they suitably advise their shipping line / cargo carrier/console agent to file correct IGM information and specifically declare SEZ port code while filing IGM information.

3.2 Bill of Entry (BoE) filing:

Importer will file Bill of Entry (BOE) in SEZ Online System. Importer must ensure that IGM details in BOE are completely matching with the IGM Data available on ICEGATE website. Accuracy on following data points is of utmost importance:

1. IGM Number (if declared in BOE);
2. IGM Date (if declared in BOE);
3. MAWB / MBL Number & Date;
4. HAWB / HBL Number & Date, if applicable;
5. Customs House Code: Importer must declare the Port Code of the Airport / Sea Port where goods actually land in India. Corresponding field name in BOE module is "Destination Gateway Port Name" e.g. INMAA1 for Chennai Sea and INBOM4 for Sahar Air Cargo. Ensure that SEZ port code is not entered in this field. If SEZ port code is entered matching will be unsuccessful and BOE cannot be exchanged with EDI system for further processing.
6. Gross Weight & Unit of Gross Weight
7. Package Count & Unit of Package Count
8. Container Number, Seal Number & Seal Date

9. Marks & Numbers

Note: It has been observed that HAWB/HBL numbers entered by importers is incomplete i.e. correct number as per IGM filed on ICEGATE is ABC15040173 but carrier has informed only numeric part of the number i.e. 15040173 and same is entered by the Importer in BOE. Such cases cannot be matched and BOE cannot be sent to ICEGATE. Therefore enter information which is completely matching with IGM information on ICEGATE website.

IGM data can be easily checked at ICEGATE website at https://www.icegate.gov.in/TrackAtICES/index.jsp.

Authorised Representative: As per the Data Exchange Program, Cargo will be released by the Port based on electronic BOE data received from SEZ. In order to verify identity of the Unit, it has been advised that SEZ Unit must declare in its BOE the details of the "Authorised Representative" of the Importer who will visit the Port to collect the cargo. Unit users are advised to provide this information on mandatory basis. Following points are important in this regard:

- The Cargo will be released only to such person whose details have been provided in BOE. Based on verification of official and his identity, port officials will release the cargo. Importers need to provide following details:
  - "Name of Authorized Representative",
  - "Type of Identification Document for such person",
  - "ID proof number" and Contact Number.

- A provision has been made in the system to provide details of upto two representatives;

- In case, Units have entered both representative details, Units must ensure to provide details of two different representatives. If details of same person are provided two times, such documents will be rejected at EDI end.

- In case the Cargo is to be collected using services of Nominated Agency or under Preventive Escort of SEZ Customs then the appropriate drop down to indicate respective agency should be selected and details of Nominated Agency and SEZ Custom Officers may be provided.

3.3 Matching of BOE Data with IGM Data:

BOE Data matching with IGM Data: Upon completion of assessment process by SEZ Authorised Officer, SEZ Online System will attempt to validate BOE data (as per BOE filed by SEZ Unit) with IGM data (as provided by EDI). In case, EDI has provided the IGM and the IGM Data matches with BOE Data, BOE File would be generated by SEZ Online System and sent to EDI System. Now there can be two situations:

> **EDI System finds BOE details are in order:** EDI System will process the file and if all details are found correct, EDI System will issue a successful Acknowledgement. SEZ importers can verify the status of the document through status check facility* on the SEZ Online log in page. Authorised Representatives can approach the "SEZ Transshipment Cell" of Port Customs to collect cargo. Need for presentation for physical copy of BOE will be dispensed with at Port Customs.

> **EDI system finds errors with BOE File:** EDI system conducts various validations before accepting SEZ BOE File and if it finds some errors on any account, it will reject the BOE File and issue "Error Acknowledgement File". In such situation, SEZ importers can verify the status of the document through status check facility* on the SEZ Online log in page. SEZ Unit needs to rectify the BOE / apply for IGM amendment.

Status Check Module on SEZ Online: SEZ Online System has made provisions for all Importers to check the status of their assessed BOE document in terms of IGM Matching Status, BOE File Generation and EDI Acceptance Status through SEZ Online Website on Log-In page itself.

Status Check Module Screen Shot:

User needs to capture request ID, enter image shown below and click on get status:

Record will show below fields:

- **Request ID**: Request ID of the transaction
- **Assessment Date:** Date on which assessment is carried out in SEZ Online System
- **IGM Matching status:** It will indicate whether data captured by user in BOE has matched with IGM data received from EDI System
- **BE EDI file generated date:** It will display date and time of BOE file generation
- **Acceptance by EDI:** This will indicate whether BOE message sent by SEZ is successfully accepted by EDI System
- **Error code provided by EDI:** When acceptance by EDI is shown as failure, this field will indicate type of error thrown by EDI system while validating SEZ message. Error code list is provided in Annexure A. User can take appropriate action based on error code. Except port code error
- **TP No:** Approval order no. as issued by Port customs
- **TP Date:** Date on which approval order is issued by Port customs

- **Re-warehousing Completion Status:** It will indicate whether re-warehousing has been completed for BOE

BOE data does not match with IGM Data: An additional module has been provided in SEZ Online system to facilitate such cases where while filing BOE, User has made some mistakes in capturing IGM related details and therefore BOE does not match with IGM Data. In such cases BOE cannot be sent to ICEGATE and consignment cannot be cleared based on BOE Data.

SEZ Online has created an additional module i.e. "IGM Linking Module". Using this module, the Importer can check the status of availability of IGM record in SEZ Online system and link the BOE to correct IGM record. Unit can use this module to link the BOE for the cases where assessment is complete but IGM Data matching is unsuccessful. It may be noted that if this module is used, relevant details in BOE will be updated as per the IGM data.

However, if it is observed that IGM record is not available in SEZ Online system then Unit may take-up the matter with technical help-desk of SEZ Online and ICEGATE as per details mentioned later in this manual.

Screen for IGM Linking:

Steps to be followed for BOE mapping using IGM Linking facility: (Refer link https://www.icegate.gov.in/TrackAtICES/index.jsp)

1. Check the IGM details on ICEGATE link mentioned above.
2. Provide following details to access IGM record in SEZ Online System:
   a. Mode of Transport;

b. Port code of port where goods have actually landed e.g. INMAA1 for Chennai Sea, INBOM4 for Sahar Mumbai Air Cargo;

c. "MAWB/MBL" Number;

d. If HAWB/HBL is applicable provide details of the same. Indicate availability of HAWB/HBL by checking YES and capture it. Note that if HAWB/HBL is applicable and Unit selects NO, system won't be able to fetch any record. Similarly if HAWB/HBL is not present but Yes is selected, system won't be able to fetch any record.

3. System will populate IGM record, if provided by EDI system.

4. System will also indicate if any BOE is already matched against the referred IGM record.

5. Capture Bill of Entry Request ID which is proposed to be linked with the IGM record. Please note that Bill of Entry must be assessed and not yet matched.

6. System will display relevant IGM information as were captured by the Unit while filing BOE. Unit can compare the IGM record received from EDI with BOE record and identify the variance if any. If both records pertain to the same consignment, Unit can select the IGM record for linking it to BOE record.

7. For correction of existing information which has resulted in matching failure, validate populated IGM record and click on "Confirm Mapping".

8. System will replace already existing IGM information with mapped record received from EDI System.

9. BOE file will be sent to EDI System.

Note: Mapping facility can be used only once for a Bill of Entry and careful matching of information must be ensured.

IGM Insertion facility:

In cases when IGM record is delayed or not received from EDI System by SEZ Online System, a facility has been provided to importers for insertion of IGM record through IGM Linking module. This module is provided as non-receipt of IGM record will result in non-matching of assessed SEZ BOE with IGM record and data exchange will not take place for such BOE whose corresponding IGM record is awaited. To avoid any inconvenience and possible delays in clearance of cargo from port, facility of insertion has been made available. It has to be noted that responsibility of insertion of IGM record in SEZ Online system lies with importer and user has to validate record with Shipping line/Console agent and confirm it on ICEGATE website before proceeding with insertion in SEZ Online System. This facility needs to be used as last resort i.e.

only when goods have landed and clearance is dependent on immediate sharing of transaction with EDI System

Following steps must be followed for insertion of IGM record

1. Validate IGM record with Shipping line / Console Agent
2. Check record on ICEGATE website
3. Post confirmation, login with SEZ Online Credentials and click on "IGM Linking" link
4. Capture IGM details and click on search
5. When no record is found, system will prompt you to proceed with addition of searched IGM record
6. After thorough confirmation, user needs to proceed with addition by clicking on Ï want to proceed"
7. System will show record with all fields for final confirmation
8. User needs to confirm for insertion of record
9. User can check status of mapping through EDI BE/SB Status on login screen

Search the IGM record by keying in details and if record is not found, user can add record by clicking on "Yes I want to proceed" button (It needs to be used only after confirmation with ICEGATE website)

IGM record will be displayed for final confirmation. User needs to add record by clicking on "Insert IGM"

Post insertion of IGM and assuming record added is absolutely correct and SEZ BOE data exactly matches with added record, mapping will be successful and file will be shared with EDI System.

3.4 Release of Goods from Port:

After successful sharing of BOE information with IGM record, Authorized Representative needs to follow below procedure to release the Goods from Port.

- Authorized Representative of the Importer (one of two Authorized representatives mentioned in BOE) will visit the "SEZ Trans-shipment Cell" at port for getting the goods cleared.
- Customs official at port will check whether message for Bill of Entry number quoted has been received from SEZ Online System based on the BE no, BE date and SEZ Port code and process it. The current process of submission of the physical copy of Bill of Entry will be discontinued.
- After Customs officials' approval, an "Approval Order" will be provided.
- EDI system will send electronic information to SEZ Online System about Goods released.

- One copy of Approval Order needs to be submitted by importer to the Custodian. Custodian will verify the details and provide Gate pass for release of the goods from port.

- Importer can bring the goods to SEZ and submit one copy of "Approval Order" to SEZ Customs.

- In case there is mismatch between Goods received and BE details available in the EDI system then Unit needs to file amendment in SEZ Online System.

3.5 Re-Warehousing Completion:

- Importer will bring the consignment to SEZ. It will be verified by SEZ customs along with third copy of Approval order.

- SEZ Customs will provide "Out of Charge" orders.

- In order to facilitate electronic completion of re-warehousing requirement i.e. without manual submission of BOE to the Port after Out of Charge Orders; SEZ Online System has developed "Re-Warehousing Completion Module".

- This module can be used for all Bill of Entries. In cases where "Approval Order" was collected from EDI system, re-warehousing can be completed electronically using this module. For other cases (if any), manual process of re-warehousing completion will need to be followed and status must be updated using this module.

- User needs to click on Link and enter Request ID for which "Out of Charge" has been marked by SEZ customs.

- System will display the details of the "Goods Release" as received from EDI system. User can use these details to compare the actual cargo receipt.

- User must put in details of cargo received (No of packages, Gross weight, Container (if applicable), etc.) and mark re-warehousing completion status in SEZ Online System.

Bill of Entry Details			
Sez Port Code:	INKJA6	Request ID:	171500577931
BE No:	0000257	BE Date:	06/04/2015
Mode of Transport:	SEA		
Goods Release Message as per EDI			
Custom House Code:	INMAA1		
TP No:	3000257	TP Date:	06/04/2015
Gross Weight:	0.000	Total Packages:	0
Total No of Containers:	0	Goods Release Date:	06/04/2015
Rewarehousing Details	*Importer to capture information about goods received at SEZ gate*		
Gross Weight of Goods Received:	12.000	Total Packages Received:	2
Gross Weight Unit of Measurement:	KILOGRAMS	Packages Unit Of Measurement:	PACKAGES
Total No. of Containers Received:	1	Out of Charge Date:	06/04/2015
Discrepancy in Goods Received:	☐	Re-warehousing Date: *	13/04/2015
Reasons for Descripancy:			

On capturing above information, user to click on Re-warehousing completed button → Rewarehousing Completed *Ensure that information captured is correct as it can be done only ones.*

- In case of any discrepancy observed against Goods Release details, user has provision to indicate discrepancy in the system and provide details of such discrepancy at the time of marking "re-warehousing" completion status.

- After re-warehousing is marked, SEZ Online System will send Goods Receipt (re-warehousing completion) message to EDI System.

- This message will act as a proof of receipt of goods at SEZ and Customs at port and corresponding IGM record will be closed.

- This process will dispense the need for manual submission of re-warehousing certificate to the port.

4   EXPORTS:

Under the EDI Data Exchange program, the data of SEZ Export consignments will be sent electronically before-hand to ICEGATE system so that Port has authentic information about goods being exported from SEZ. Port can use this information to allow and verify receipt of consignment. This will also be used to automatically link the SB with EGM so that "Shipment Success" can be satisfactorily determined and informed to SEZ.

4.1 Filing of SB and Sharing of SB data to EDI:

- Exporter files shipping bill in SEZ Online System.

- **Important information to be ensured:** After Let Export / Allow Export is provided by SEZ Customs, SEZ Online will send the SB Data to ICEGATE System. SB Data includes various aspects of the SB including details of invoices, items etc. Following fields are critical and are validated by ICEGATE before accepting the SB File or before accepting the cargo at the port therefore Exporter must ensure to follow provide correct information for below fields:

    o   MAWB / MBL Number and Date

    o   HAWB / HBL Number and Date

    o   Rotation Number and Date (in case of Sea cargo)

    o   Port of Destination (Foreign Port)

    o   Country of Consignee

    o   Nature of Cargo

    o   Gross Weight & Unit of Measurement

    o   Number of Packages & Unit of Packaging

    o   Marks & Numbers

    o   Port of Loading (Exporters must capture actual Airport / Sea port to which goods are delivered from SEZ E.g. Chennai Sea (INMAA1) / Sahar Air Cargo (INBOM4). It is observed that sometimes Units are providing port code of SEZ in this field. This mistake should be avoided.

    o   Count of Containers

    o   Container information

        ▪   Container Number

        ▪   Container Size

- Seal Number
- Seal Date

4.2 Export Approval by SEZ Customs:

SEZ Customs will provide "Let Export" / "Allow export" orders after completion of internal process at SEZ. In case of "Let export after verification" order, the Customs will further provide "Allow export" order.

4.3 Sending Shipping Bill Data to EDI:

- After SEZ customs gives "Let Export / Allow Export" orders, SEZ Online System will generate Shipping Bill message and send to EDI System.

- Shipping Bill message will not be generated and shared with EDI System in case Exporter has not provided container information when nature of Cargo is "Containerized" or "Containerized & Packaged". In such cases container details are mandatory.

- **Supplementary Cargo Booking data after SB Submission but before "Let Export":** It has been pointed that on some of the occasions while preparing the Shipping Bill the Exporter does not have cargo booking details / container details available and hence same cannot be accurately provided. But these details are mandatory for sending SB data to EDI System. Therefore a module titled "EGM Information" has been developed and provided in SEZ Online system. This will facilitate the exporters to provide cargo booking details / container details as Supplementary information even after filing the SB. However, this information needs to be provided before "Let Export" orders are provided so that it can be sent to EDI.

  Working of this module is explained below:

- CHA / Maker / Approver can login and click on "EGM Information" link and enter the Request ID for which supplementary information needs to be provided.
- System will display existing information of Request ID i.e. SB number & date, status.
- Exporter can provide the EGM details viz. MAWB / MBL Number/Date, HAWB/HBL Number/ Date, Rotation No/Date and container information through this screen.
- As mentioned earlier in case of "SEA" Shipments, for "Containerized" or "Containerized & Packaged cargo", SB message will be generated only when container information is captured against the SB and hence user must ensure to provide this information correctly.
- Further, number of containers indicated and no. of entries for container records must match. If user tries to add more container records than indicated number an alert "No more container records can be added as the container details added matched with the count specified in the field No. of Containers." will be displayed.

- It may be noted that if supplementary information is provided through this module, it will update the SB as filed by the exporter and as processed by the Customs. Updated copy of SB (if required) can be printed through the system.

Module for Checking Status of receipt of SB by EDI & Corrective actions:

- Exporter can check the status of SB through "EDI Status for BE / SB" link available on the log in page.

Status check screen for SB:

Record will show below fields:

- **Request ID:** SEZ Online request ID of Shipping bill
- **Let Export/Allow Export Date:** It will indicate Date on which "Let Export"/"Allow Export" order is given.
- **SB EDI File generation Date:** It will indicate date and time on which SB file is generated.
- **Acceptance by EDI:** It will indicate whether SB message is accepted by EDI.
- **Error code provided by EDI:** If "Acceptance by EDI" status is "Failure"; it will indicate an error code conveying reason for rejection. Error code list is mentioned in annexure B. If the status is "Success", then unit can deliver cargo at port.

Steps for checking SB Status:

- The status of Shipping Bill file can be checked through SEZ Online login page.
- Exporter needs to key-in the request id to find out the status of the SB file processed by EDI system.
- If status of SB is failure, user may check the error codes. Error description indicates the reason why the files have been rejected and based on rejection reason Exporter can take an appropriate action by filing amendment. In case of any clarifications, user may contact SEZ Online helpdesk.

4.4 Submitting Cargo at the designated Port:

- SB Data provided by SEZ Online System to EDI will be made available by EDI System to officials at the designated port through EDI terminal. Port officials will use this information to verify the cargo presented by SEZ Exporter.

- If the details available in the EDI System (the details filed in the SEZ Online and electronically forwarded to EDI) and the cargo presented by the exporter at the port are in order then Port customs will accept the cargo and process the SB.

- If information shared through SEZ SB and actual cargo received does not match e.g. marks & numbers are different, seal is broken, weight is different etc. such cases would need to be handled as exceptions. Exporter may be required to file amendment for SEZ SB.

- If shipping bill contains more than one package / container, then unless the entire consignment (as declared in SB) arrives at Port, SB will not be processed.

4.5 Receipt of EGM information from EDI:

- EGM for the consignment will be filed and approved in the EDI System in its due course. EDI system will provide the EGM information for SEZ Exports to SEZ Online system.

- SEZ Online system will link the EGM information to the Shipping Bill and accordingly take note of the receipt of EGM.

- If the EGM is successfully received, it will indicate the Shipment has been successfully completed. The need for manual process of bringing EGM from Port, submitting shipment status to customs for verification and verification of proof of export by customs can be dispensed with.

- The status of SB Request would be automatically updated by SEZ Online system to "EGM Received" and accordingly request would be removed from the Inbox.

- In some cases the EGM received from EDI may indicate an in-transient status or unsuccessful status. Exporters can verify the same through " EDI BE / SB Status Link". In such cases, Exporter may get in touch with cargo handling agencies and ensure to get successful EGM status.

5   Helpdesk Information:

SEZ Online System:

Email ID: sezinfo@nsdl.co.in

Contact Number: 022-49142550

EDI System:

Email ID: icegatehelpdesk@icegate.gov.in

Contact Number: **1800-3010-1000**

Annexure A: Error codes for BOE

Error code	Error Description
001	Duplicate Record
002	MesgType Mismatch in Control and Data Table
003	Invalid Custom House Code
004	Invalid Message Type
005	Invalid Sez Site
006	Invoice Details Not Available
007	Item Details Not Available
008	IGM Details Not Available
009	Authorized Importer Details Not Available
010	Container Details Not Available
011	Redundant Container Details For Air Site
012	Wrong Be_no+Be_dt in Invoice Details
013	Duplicate Invoice Details
014	Tran-shipment Already Approved
015	BE Already Filed
016	Invalid IGM/MAWB/BL Details
017	No Item For BE_no+Be_Dt+Inv_No
018	Duplicate Item Details
019	Wrong Be_no+Be_dt in IGM Detail
020	Duplicate IGM Detail
021	Wrong Be_no+Be_dt in Authorized Importer Detail
022	Duplicate Authorized Importer Detail
023	Wrong Be_no+Be_dt in Container Detail
024	Duplicate Container Details
025	Invoice No in Invoice Detail is Blank
026	Invoice No/Item No in Item Detail is Blank
027	Igm No/Igm Date/MAWB No in IGM Detail is Blank
028	Contr No in Container Detail is Blank
029	Id Proof No of Authorized Importer is Blank
030	BE Already Submitted By SEZ
031	Wrong Be_no+Be_dt in Item Detail
032	Wrong Invoice No.in Item Detail
033	Authorized Importer Name is Blank
034	ID Proof is Blank
035	Invoice Currency is Blank
036	IGM Number in Container Details is Blank
037	IGM Date in Container Details is Blank

Annexure B: Error codes for Shipping Bill

Error Code	Error Description
00	Successful
01	Number of records does not tally with control table
02	Error at child level

Error Code	Error Description
C	Container Number Mismatch
F	Forcefully Submission error removed
G	Sealing Report is not provided OR Domestic Airlines EGM Details
H	If the consignment is divided
J	Nature of cargo in EGM & SB is different
L	Let export date is greater than EGM Date
M	Gateway port Mismatch
N	Container Count Mismatch
P	Package in EGM & SB Mismatch OR Package in Airway bill Mismatch
Q	Shipping bill is not available in EGM
R	Rotation Number Mismatch
S	Successful
SG	International & Domestic Airlines are involved
SS	If the consignment is divided & first EGM is received OR Short shipment Submission
T	Tran-shipment Cargo