



SEZ Online Manual

Bill of Entry

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 SEZ units. The document describes the process of preparation & submission of Bill of Entry through SEZ online system.

Table of Contents

1	Introduction	2
2	User Roles	2
3	Preparation of Bill of Entry document	3
4	Additional Features	24
5	Workflow of Bill of Entry /Deemed Export	25
6	Payment of Transaction	31
7	Printing of Bill of ENTRY THROUGH SEZ Online System.....	31
8	Amendment of Bill of Entry /Deemed Export.....	35
9	Cancellation of Bill of Entry /Deemed Export	35



1 INTRODUCTION

A Unit may import goods and services from Abroad on Payment of Customs duties. The buyer unit shall file for Bill of Export transaction along with the required documents with the Customs officials of the SEZ.

The following are the steps required for preparation and submission of Bill of Entry transactions to Customs office:

- Preparation of Bill of Entry by the Entity Maker or Customs House Agent (CHA) and its submission to the Entity Approver
- Implementing a Maker-Checker concept, the Bill of Entry 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 Bill of Entry 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 Bill of Entry transaction, the assessing officer will assess the request either with duty or without duty
 - If the Bill of Entry 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 Bill of Entry document is assessed without duty, then it is sent to the Preventive Officer for verification of consignment.

2 USER ROLES

Following user are involved in the processing of Bill of Entry transaction:

- From Unit
 - Entity Maker/CHA
 - Entity Approver
- From Customs
 - Customs Assessor
 - Authorized officer
 - Customs Approver
 - Authorizer (DC Approver)

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

3 PREPARATION OF BILL OF ENTRY DOCUMENT

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

The Entity Maker or CHA user prepares a Bill of Entry 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 Bill of Entry transactions, Unit Admin has to assign the functionality of "Bill of Entry" to the user. Entity Maker/CHA user will be provided with a link named "Bill of Entry". On assignment of the "Bill of Entry" functionality, user will be able to view Bill of Entry form once he clicks on Bill of Entry link.

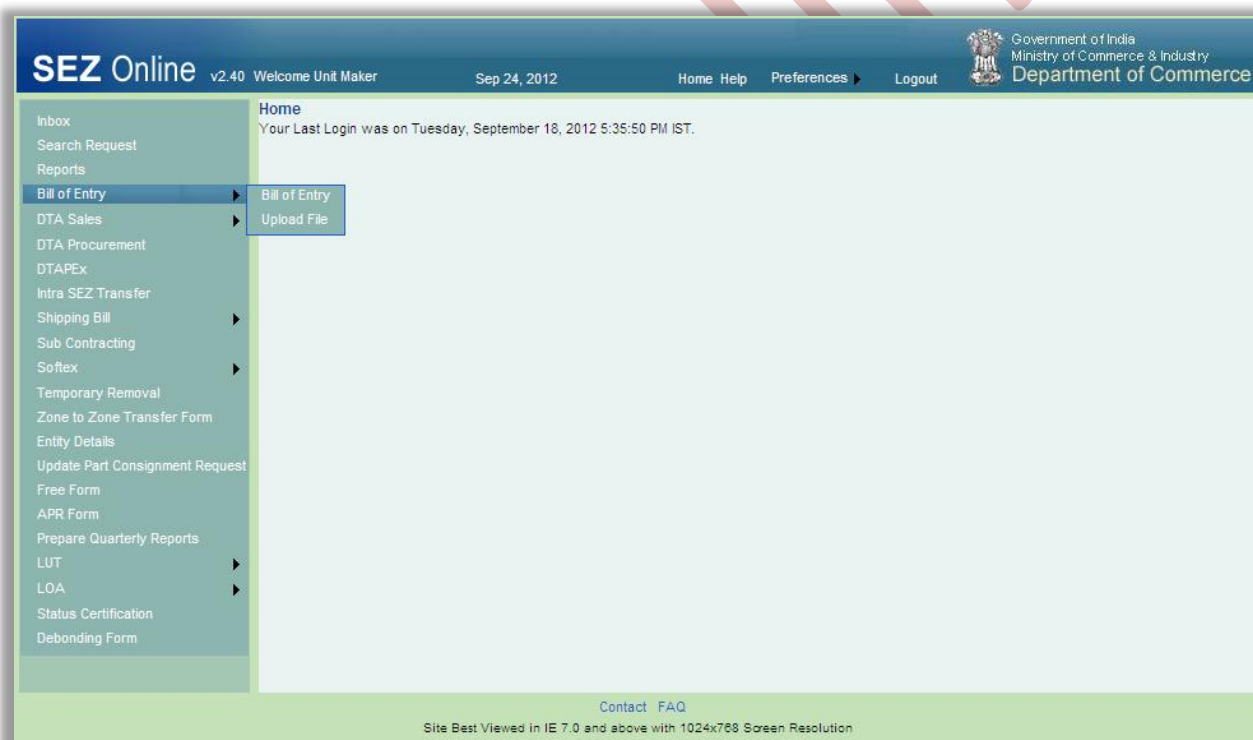


Fig: Screenshot of menu options for Bill of Entry



Fig: Blank Bill of Entry form

A. Data fields:

The data fields of the Bill of Entry document have been categorically organized into 5 tabs, as:

- i. BOE Details
- ii. Shipment Details
- iii. Invoice Details
- iv. Item Details
- v. Item Duty details

i. BOE Details tab:

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

Following sections are present in this tab:

- a. BOE DETAILS –
The basic details regarding the Bill of Entry transaction are captured in this section
- b. Importer details –



The details of the SEZ Unit (i.e. the importer of the goods and services) are auto populated in this section. These details are not editable.

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

The format of the request ID is “17YYXXXXXXXX”.

Here,

“17” is the code representing a Bill of Entry transaction

“YY” are the last two digits of the current year

“XXXXXXXX” is the unique number which is system generated.

Also, on saving the BOE Details section, the remaining tabs are shown on the screen along with an additional section “Other details” at the bottom of the BOE Details tab.

Save Reset

Other Details

☐ Green Channel

☐ Section 48 Requested

☐ IGM number/date are unavailable before submission

☐ First Check Request

☐ Certificate Details

☐ Clearance Against Bond

☐ High Sea Sale

☐ Add Non standard currency for filing BOE

☐ Joint Filing and Client Details

☐ Provisional Assessment

Remarks to be printed on the document

Save Reset

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 “Mode of Transportation Details” section.

Fig: Screenshot of ‘Shipment Details’ tab

b. Mode of Transportation Details –

In “Mode of Transportation Details” section, we enter the information related to the physical attributes of the consignment.



No Mode of Transport details is Added. Click 'Add' to add a new Mode of Transport details.

Add

IGM/Rotation No. *	<input type="text"/>	Gross Weight(in Kgs) *	<input type="text"/>
IGM/Rotation Date *	<input type="text"/>	Gross Weight Unit *	Select
Line No./Lorry No./Train No.	<input type="text"/>	Total number of Packages *	<input type="text"/>
Vessel Name/ Agent Name	<input type="text"/>	Packages Unit *	Select
Voyage No	<input type="text"/>	Master Bill of Lading No. *	<input type="text"/>
GLD/ Inward Date	<input type="text"/>	Master Bill of Lading Date *	<input type="text"/>
Transit Vessel	<input type="text"/>	House Bill of Lading No.	<input type="text"/>
Shipping Line	<input type="text"/>	House Bill of Lading Date	<input type="text"/>
Expected Time of Arrival	<input type="text"/>	Port Of Reporting	<input type="text"/>

Package Details

Package Marks Numbers *

Save Cancel

Fig: Screenshot of 'Mode 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:

- Type of Applicable Charges
- 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.



Inbox
Search Request
Reports
Bill of Entry
DTA Sales
DTA Procurement
DTAPEx
Intra SEZ Transfer
Shipping Bill
Sub Contracting
Softex
Temporary Removal
Zone to Zone Transfer Form
Entity Details
Update Part Consignment Request
Free Form
APR Form
Prepare Quarterly Reports
LUT
LOA
Status Certification
Debonding Form

Bill of Entry Form

Request ID : 171200014963

BOE Details Shipment Details Invoice Details Item Details Item Duty Details

INVOICE DETAILS

Type of Applicable Charges

☒ BOE WISE ☐ INV WISE ☐ ITEM WISE

BOE -- Applicable charges are to entered only once and will be applicable to all the Invoices & Items added for this Bill of Entry.
INVOICE -- Applicable charges are to entered for each Invoice and will be applicable to all the Items added to that particular Invoice only.
ITEM -- Applicable charges are to be entered for each Item of all the Invoices and will be applicable to that particular Item only.

Save

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, Supplier 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.



Status Certification
Debonding Form

INVOICE LIST

No Invoice is Added. Click 'Add' to add a new Invoice.

Add

ADD INVOICE DETAILS

Invoice Type * Invoice Date *

Invoice No. * Term of Payment *

Invoice Value * Nature of Transaction *

Currency * Valuation Method

Exchange Rate Sale Condition

Purchase Order No. Contract No.

Purchase Order No. Date Contract No. Date

☐ Is Discount Applicable?

☒ Mark the box to enter Supplier details

Supplier Details

Supplier Name * Supplier City

Supplier Address Line1 Supplier Country

Supplier Address Line2 Supplier PIN

☐ Mark the box to enter Seller details

☐ Mark the box to enter Broker details

☐ Are Buyer and Seller Related?

☐ Mark the box to enter SVB Load details

Fig: Screenshot of 'Invoice Details' section

☐ Mark the box to enter SVB Load details

Applicable Rate Details

	Rate (in %)	Amount	Currency	Exchange Rate	Is not Included in Unit Price?
Freight	10.0000	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="checkbox"/>
Insurance	11.0000	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="checkbox"/>
Loading Charges	<input type="text"/>	10,500.00	NORWEGIAN KRONES	9.3	<input type="checkbox"/>
Local Agency Commission	<input type="text"/>	2,000.00	HONGKONG DOLLAR	6.8	<input type="checkbox"/>
Miscellaneous Charges	12.3500	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="checkbox"/>
Other Charges	12.0000	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="checkbox"/>
High Sea Sale (in INR)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Landing Charges (in INR)	1.0000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Miscellaneous Charges Description	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

*Is not Included in Unit Price' checkbox is enabled only if Amount is entered and not for Rate (in %)

Save **Cancel**

Fig: Screenshot of 'Applicable Rate Details' section



SEZ Online v2.40 Welcome Unit Maker Oct 10, 2012 Home Help Preferences Logout

Government of India
Ministry of Commerce & Industry
Department of Commerce

Bill of Entry Form

Request ID : 171200014963

BOE Details Shipment Details **Invoice Details** Item Details Item Duty Details

INVOICE DETAILS Help

Type of Applicable Charges
☐ BOE WISE ☒ INV WISE ☐ ITM WISE

BOE -- Applicable charges are to entered only once and will be applicable to all the Invoices & Items added for this Bill of Entry.
INVOICE -- Applicable charges are to entered for each Invoice and will be applicable to all the Items added to that particular Invoice only.
ITEM -- Applicable charges are to be entered for each Item of all the Invoices and will be applicable to that particular Item only.

Save

INVOICE LIST
Invoice Saved Successfully.

	Invoice No.	Invoice Date	Invoice Value	Invoice Currency	Invoice Type	
<input type="checkbox"/>	INV5646588	01/10/2011	1000	US DOLLAR	FOB	Upload Items

Add Delete

Fig: Screenshot of 'Invoice List' grid

iv. Item Details tab:

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

Following section is 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.



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

Field Marked as Mandatory

List of Invoices

Select	Invoice No.	Invoice Date	Item Serial No.	Item Description	Unit Price	Quantity	Product Value
<input type="radio"/>	INV5646588	01/10/2011	0		0	0	0

Total Items: 0

Add Delete

Item will be added for Invoice : INV5646588

Add Item Details

Description *

Goods Measurement Unit *

Brand Name *

Model *

Manufacturer Name

Type *

Quantity

Unit Price

Product Value

Any two out of Unit Price, Quantity and Product Value are Mandatory.

☐ Is Discount Applicable?

☐ Is Reimport Applicable?

☐ Is Previous Import Applicable?

☐ Is SVB Applicable ?

Save Cancel

Fig: Screenshot of 'Add Item Details' section



The screenshot shows the 'SEZ Online' interface with the 'Bill of Entry Form' open. The 'Item Details' tab is selected, displaying a message 'Details Saved Successfully.' and a table of invoices. The table has columns for Select, Invoice No., Invoice Date, Item Serial No., Item Description, Unit Price, Quantity, and Product Value. One invoice is listed with Invoice No. INV5646588, Invoice Date 01/10/2011, Item Serial No. 1, Item Description 'Item Desc 1', Unit Price 1000, Quantity 1, and Product Value 1000. Below the table are 'Add' and 'Delete' buttons. The 'Escort Officer Remarks' section is empty, and the 'Escort Officer Required?' checkbox is unchecked.

SEZ Online v2.40 Welcome Unit Maker Oct 10, 2012 Home Help Preferences Logout

Government of India
Ministry of Commerce & Industry
Department of Commerce

Bill of Entry Form

Request ID : 171200014963

BOE Details Shipment Details Invoice Details **Item Details** Item Duty Details

ITEM DETAILS [Help](#)

[Details Saved Successfully.](#)

Field Marked in * Mandatory

List of Invoices

Select	Invoice No.	Invoice Date	Item Serial No.	Item Description	Unit Price	Quantity	Product Value
<input checked="" type="checkbox"/>	INV5646588	01/10/2011	1	Item Desc 1	1000	1	1000

Total Items: 1

Add Delete

Escort Officer Remarks

Escort Officer Required? ☐

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.



SEZ Online v2.40 Welcome Unit Maker Oct 10, 2012 Home Help Preferences Logout

Government of India
Ministry of Commerce & Industry
Department of Commerce

Bill of Entry Form

Request ID : 171200014963

BOE Details Shipment Details Invoice Details Item Details **Item Duty Details**

Item List Help

Details saved successfully.

Select	Invoice No.	Invoice Date	Serial No.	Description	Unit Price	Quantity	Product Value
<input checked="" type="radio"/>	INV5646588	01/10/2011	1	Item Desc 1	1000	1	-

Goods Details

Goods Measurement Unit

Goods Quantity

Is Section 4A of the Central Excise Act 1944 Applicable? ☐ Yes ☒ No

M.R.P. per Unit (in INR)

Rate of Abatement (in %)

Amount of Abatement (in INR)

Unit Code

Exim Scheme Code

Customs Tariff Heading *

C.E.T. Item *

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.



Zone to Zone Transfer Form	Goods Details	
Entity Details	Goods Measurement Unit	LITERS
Update Part Consignment Request	Goods Quantity	1
Free Form	Is Section 4A of the Central Excise Act 1944 Applicable?	<input type="radio"/> Yes <input checked="" type="radio"/> No
APR Form	M.R.P. per Unit (in INR)	
Prepare Quarterly Reports	Rate of Abatement (in %)	
LUT	Amount of Abatement (in INR)	
LOA	Unit Code	
Status Certification	Exim Scheme Code	
Debonding Form	Customs Tariff Heading *	84011000
	C.E.T. Item *	84011000
	Save	
Duty Details		
<input type="checkbox"/> Customs Duty		
<input type="checkbox"/> Central Excise Duty		
<input type="checkbox"/> Additional Central Excise Duty		
<input type="checkbox"/> Additional Customs Duty		
<input type="checkbox"/> Other Duty		
Disclaimer: "The duty masters and notifications have been incorporated in the system based on information received from CBEC for the purpose of facilitating the users in preparing the documents. NSDL Database Management Limited does not warrant (whether expressed or implied) the completeness or accuracy of the information with respect to the various duty rates & notification masters integrated in SEZ Online System and disclaims all liabilities, losses and damages arising out of the use of this information. The information contained herein cannot form the basis for any dispute between NDML (List out the parties with whom we are dealing) and other users of the system/site. For authentic and updated information on these subjects please refer to Government notifications and announcements. In case of any variation observed the same may be informed to NDML for verifying the same and making correction (if required)."		

Fig: Screenshot of 'Duty Details' section



Debonding Form

Amount of Abatement (in INR) C.E.T. Item * 24011000

Duty Details

Customs Duty

Duty Name	Notification No.	Notification Sl. No.	Duty Rate (in %)	Adjustments	Duty Amount Per Unit (in INR)	Measurement
Basic Customs Duty *	<input type="text"/>	<input type="text"/>	7.5000	--	<input type="text"/>	Select
Sapta - BCD	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	Select
NCCD	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	Select
Surcharge on BCD	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	Select
Exim Scheme Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	Select

P - Plus, M - Minus, H - Higher, L - Lower

Other Customs Duties

No Other Custom Duty has been added. Click 'Add' to add an Other Custom Duty.

Central Excise Duty

Duty Name	Notification No.	Notification Sl. No.	Duty Rate (in %)	Adjustments (in INR)	Duty Amount Per Unit (in INR)	Measurement
AD Under Section 3(1) (ADE)	<input type="text"/>	<input type="text"/>	12.0000	--	<input type="text"/>	Select
Additional Duty of Excise (DD)	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	Select
Sp Excise Duty (Schedule II)	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	Select
Additional Duty of Excise (TTW)	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	Select
Additional Duty of Excise (TTA)	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	Select
Additional Duty of Excise (NCCD of Excise)	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	Select
Exim Scheme Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	Select

P - Plus, M - Minus, H - Higher, L - Lower

Other Central Excise Duties

No Other Central Excise Duty has been added. Click 'Add' to add a Central Excise Duty.

Additional Central Excise Duty

Duty Name	Notification No.	Notification Sl. No.	Duty Rate (in %)	Adjustments (in INR)	Duty Amount Per Unit (in INR)	Measurement
Cess	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	Select
Health Cess	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	Select
Education Cess	<input type="text"/>	<input type="text"/>	0.0000	--	<input type="text"/>	Select
SHE Cess	<input type="text"/>	<input type="text"/>	0.0000	--	<input type="text"/>	Select

P - Plus, M - Minus, H - Higher, L - Lower

Other Additional Central Excise Duty

No Other Additional Central Excise Duty has been added. Click 'Add' to add an Additional Central Excise Duty.

Additional Customs Duty

Duty Name	Notification No.	Notification Sl. No.	Duty Rate (in %)
Cess	<input type="text"/>	<input type="text"/>	<input type="text"/>
Education Cess	<input type="text"/>	<input type="text"/>	2.0000
SHE Cess	<input type="text"/>	<input type="text"/>	1.0000

Other Additional Customs Duty

No Other Additional Customs Duty has been added. Click 'Add' to add an Additional Customs Duty.

Other Duty

Duty Name	Notification No.	Notification Sl. No.	Duty Rate (in %)	Duty Amount (in INR)
SAD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Anti - Dumping	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Safeguard	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

P - Plus, M - Minus, H - Higher, L - Lower

Other 'Other' Duty

No Other 'Other' Duty has been added. Click 'Add' to add an Other 'Other' Duty.

Disclaimer:

The duty masters and notifications have been incorporated in the system based on information received from CBEC for the purpose of facilitating the users in preparing the documents. NSDL Database Management Limited does not warrant (whether expressed or implied) the completeness or accuracy of the information with respect to the various duty rates & notification masters integrated in SEZ Online System and disclaims all liabilities, losses and damages arising out of the use of this information. The information contained herein cannot form the basis for any dispute between NDML. List out the parties with whom we are dealing and other users of the system. For authentic and updated information on these subjects please refer to Government notifications and announcements. In case of any variation observed the same may be informed to NDML for verifying the same and making correction (if required)."

Escort Officer Remarks

Escort Officer Required? ☐

[Export Remarks History](#)

[Show Calculations](#) [Re-examination History](#)

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

[View Status History](#)

Copyright © 2008
Site Best Viewed in IE 7.0 and above with 1024x768 Screen Resolution

Fig: Screenshot of 'Duty Details' section

**B. Show Calculations link:**

The screenshot displays a web form for Bill of Entry (BOE) management. The form includes several sections: a top section with checkboxes for 'Add Non standard currency for filing BOE', 'Joint Filing and Client Details', and 'Provisional Assessment'; a 'Remarks to be printed on the document' text area with 'Save' and 'Reset' buttons; an 'Escort Officer Remarks' section with an 'Escort Officer Required?' checkbox and a 'Show Calculations' link circled in red; and a bottom section for 'Upload template file' with a 'Browse...' button, an 'Upload' button, and a 'Submit' button. A 'View Status History' link is also present. The footer contains 'Contact FAQ' and a note about screen resolution.

Fig: Screenshot of 'Show Calculations' link

While preparing the Bill of Entry, 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 Bill of Entry, a list of all the items of the Bill of Entry 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 Bill of Entry. This facility/link is specifically provided to the users to enable the users to review the calculation aspect of their Bill of Entry documents before submitting it to the Customs officials.

For information regarding duty abatement, kindly refer the SEZ Act 49.



SEZ Online

v2.40 Welcome Unit Maker

Oct 10, 2012

Home Help Preferences Logout

Government of India
Ministry of Commerce & Industry
Department of Commerce

Inbox

Search Request

Reports

Bill of Entry

DTA Sales

DTA Procurement

DTAPEX

Intra SEZ Transfer

Shipping Bill

Sub Contracting

Softex

Temporary Removal

Zone to Zone Transfer Form

Entity Details

Update Part Consignment Request

Free Form

APR Form

Prepare Quarterly Reports

LUT

LOA

Status Certification

Debonding Form

Invoice Item

Invoice No.	Item Sr. No.	Unit Price	Quantity	Product Value
INV5646588	1	1000	1	1000

CheckList - BILL OF ENTRY FOR HOME CONSUMPTION
[Custom Stn: Achra, INACH1]

Invoice Value

1,000 USD

Type Of Invoice

FOB

CTH

84011000

CETH

84011000

Exchange Rate

1 USD = 52.8500 INR
1 NOK = 9.3000 INR
1 HKD = 6.8000 INR

Item Description

Item Desc 1

Assessable Value(INR)

2,16,273.78

Invoice Details

Freight

334.85 USD

Insurance

368.34 USD

Loading Charges

10500 NOK

Local Agency Commission

2,000 HKD

Misc. Charges

123.5 USD

Other Charges

120 USD

HSS Load

0 INR

Landing Charges

2,141.32 INR

SVB Load (Ass)

0 USD (Final)

SVB Load (Dty)

0 USD (Final)

Item Details

Duty Type	Notification No. & Sl. No.	Rate	User Entered	Amount	Rate	System Generated	Amount
BCD		7.50 %		16220.53	0.00 %		0.00
SAPTA Exemption		0.00 %		0.00	0.00 %		0.00
NCCD		0.00 %		0.00	0.00 %		0.00
Surcharge		0.00 %		0.00	0.00 %		0.00
ADE		12.00 %		27899.32	0.00 %		0.00
GSI		0.00 %		0.00	0.00 %		0.00
Schedule II		0.00 %		0.00	0.00 %		0.00
TTW		0.00 %		0.00	0.00 %		0.00
TTA		0.00 %		0.00	0.00 %		0.00
NCCD of Excise		0.00 %		0.00	0.00 %		0.00
Cess - CVD		0.00 %		0.00	0.00 %		0.00
Health Cess - CVD		0.00 %		0.00	0.00 %		0.00
Education Cess - CVD		0.00 %		0.00	0.00 %		0.00
SHE Cess - CVD		0.00 %		0.00	0.00 %		0.00
Cess		0.00 %		0.00	0.00 %		0.00
Education Cess		2.00 %		882.40	0.00 %		0.00
SHE Cess		1.00 %		441.20	0.00 %		0.00
SAD		0.00 %		0.00	0.00 %		0.00
Anti - Dumping		0.00 %		0.00		This duty is not calculated by the system.	0.00
Safeguard		0.00 %		0.00	0.00 %		0.00
Duty Amount(Rs)				45443.45			0.00

License Details

There are no data records to display.

SHIPMENT DETAILS

Fig: Screenshot of 'Show Calculations' page



Tip: After preparing the Bill of Entry 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 Bill of Entry 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 Bill of Entry document are displayed.

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

Confirmation -- Webpage Dialog

BILL OF ENTRY FOR HOME CONSUMPTION

sez771n(PCSEZ771)

Prior Entry Stamp	Import Dept. S.No & Date	Custom House Agent Code	Importer's Code & BIN
-	-	SELF	EXIM987987 - AVP2987987

Rotation No. & Date	Line No.	Port of shipment	Country of Origin & code	Country of Consignment
IGM9879879 - 05/08/2012	-	Bubanza	Burundi(BI)	

QUANTITY	DESCRIPTION R.I.T.C. Number (Give detail of each class separately) Exim Scheme Code, Where applicable	Customs Tariff Heading	Nature Of Duty Code	Assessable Value Under Section 14 Customs Act. 1962	CUSTOMS DUTY		C. E. T. Item	MRP per Unit, if any	Amount Of Abate- ment, if any	Value for the purp of Customs Ta Col. 9+C0. 11 Where the provisions of Sub- section(2) of Section 4 A of the Central Excise Act 1944 does not apply
					Rate Basic	Amount Basic				
		Exemption Notification No. & Year			Auxiliary	Auxiliary	Exemption Notification No & Year			
5	6	7	8	9	10	11	12	12A	12B	13
1 LTR	Item Desc 1 (84011000) - Raw materials	84011000	NA	216273.78 (Rs. Two Lakh Sixteen Thousand Two Hundred and Seventy Three and Seventy Eight ps. Only)	7.50%	16220.53 0.00	84011000	NA	NA	232494.3

Total Number Of Packages (in words)				Total Amount Of Duty In Words Rs.			
One Hundred and Twenty Three LIFT				Forty Five Thousand Four Hundred and Forty Three Only			

Freight	Insurance	Currency Code	Exch. Rate	Loading/ Local Agency Commission @	Misc. Charges	Total Value (In Rupees)	Landing Charges (Rs.)	Assessable Value (In Rupees)
USD - 334.85	USD - 368.34	USD NOK HKD	52.8500 9.30 6.80	NOK - 10500.00 / HKD - 2000.00	USD - 123.50	214132.46	2141.32	216273.78
334.85	368.34	-	-	10500.00/ 2000.00	123.50	214132.46	2141.32	216273.78

Fig: Screenshot of Confirmation Screen



Confirmation -- Webpage Dialog

(To be signed by an importer)

Request Id: 171200014963

Import Dept. Sr. No. & Date: -

With Custom*
House Agent

1. I/ We declare that the contents of invoice(s) No.(s) INV5646588 dated 01/10/2011 of M/s. Kishan Venugopal and of other documents relating to the goods covered by the said invoice(s) and presented herewith are true and correct in every respect.

OR

Without Custom*
House Agent

1. I/ We declare that the contents of this Bill of Entry for goods imported against Bill of Lading No. MB/L-234234234 dated 10/10/2012 are in accordance with the invoice(s) No.(s) INV5646588 dated 01/10/2011 and other documents presented herewith. I/ We also declare that the contents of the above mentioned invoice(s) and documents are true and correct in every respect.

2. I/ We declare that I/ we have not received and do not know of any other documents, or information showing a different price, value (including) local payments, whether as commission or otherwise quantity or description of the said goods and that if at any time hereafter, I/ we discover any information showing a different state of facts, I/ we will immediately make the same known to the Commissioner of Customs.

3. I/ We declare that goods covered by the Bill of Entry have been imported on out-right purchase/ consignment account.

4. I/ We am/ are not connected with the suppliers, manufacturers, as:
(a) Agent/ Distributor/ Indenter/ Branch/ Subsidiary/ Concessionaire, and
(b) Collaborator entitled to the use of the trade mark, patent or design.
(c) Otherwise than as ordinary importers or buyers.

5. I/ We declare that the method of invoicing has not changed since the date on which my/ our books of accounts and/ or agreement with the suppliers were examined previously by the Custom House(s).

(This declaration is digitally signed.)

* Strike out whichever is inapplicable.

Confirm Cancel

☐ Print consolidated BOE with Annexure

Print Trial

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:

- After entering details of each tab, the save button has to be clicked to save the information entered.
- The fields marked with a red asterisk mark "*" are mandatory. The Bill of Entry document cannot be submitted without entering information in the mandatory fields.
- 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.
- 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 Bill of Entry can be tracked in future by using this request ID.



- v. The Bill of Entry no. or Thoka no. is generated by the system as soon as the Entity Approver user submits the Bill of Entry to the Customs Assessor. This no. is called as the Import Dept Sr. No. in SEZ Online System. It can be viewed in the 'Bill of Entry details' tab of the BOE (Bill of Entry).
- vi. The unit will not be able to make any changes in the Bill of Entry once it is submitted to customs.
- vii. At any given point in time only one user can work on a BOE (Bill of Entry). The user in whose inbox the Bill of Entry 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 Bill of Entry document manually by entering data in all the fields of the Bill of Entry form in SEZ Online application can be a time consuming process. Thus, a facility has been provided to import the Bill of Entry request prepared in a text file (using any in-house or vendor software) into SEZ Online System. If a user prepares a Bill of Entry 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 Bill of Entry 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.

RES BOE File Upload functionality allows user to upload a text file, which contains details of a Bill of Entry transaction, to create a Bill of Entry request.

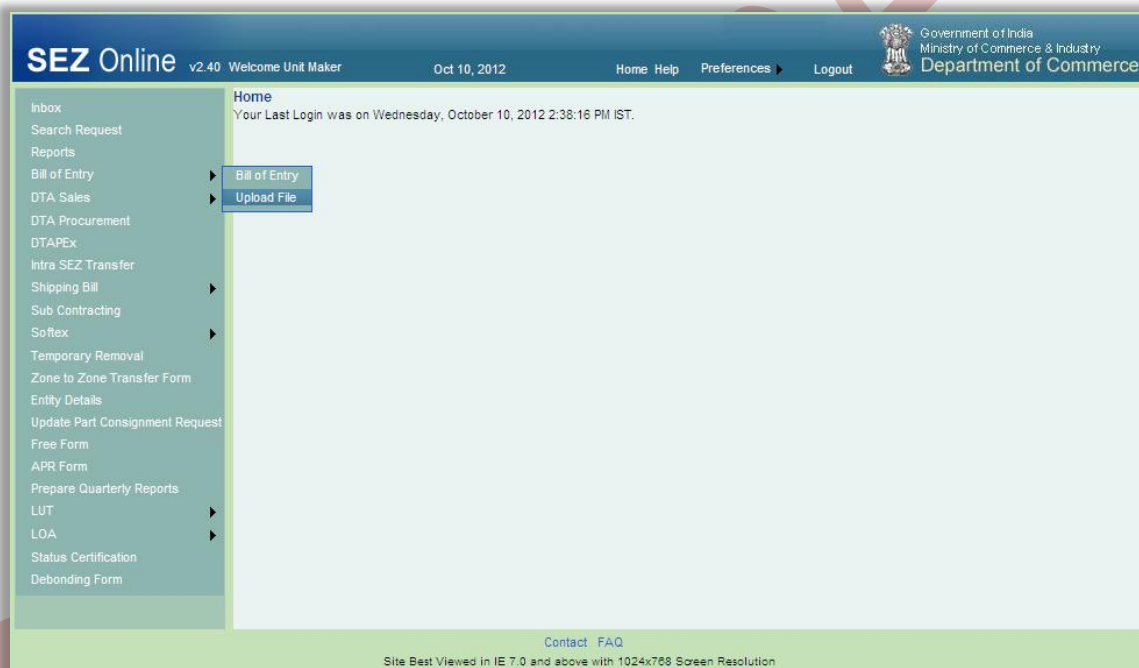


Tip: For quick request creation, users can use RES BOE File Upload.



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

- i. Prepare a text file containing the details of the Bill of Entry 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 'Bill-of-Entry-File-Format-Version-2.2.xls' for 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 "Bill of Entry → Upload File" (as indicated in the screen shot below).





- iii. With the help of the browse button, select the text file (.be file) and click on Upload button.

SEZ Online v2.40 Welcome Unit Maker Oct 10, 2012 Home Help Preferences Logout

Government of India
Ministry of Commerce & Industry
Department of Commerce

Inbox
Search Request
Reports
Bill of Entry
DTA Sales
DTA Procurement
DTAPEX
Intra SEZ Transfer
Shipping Bill
Sub Contracting
Softex
Temporary Removal
Zone to Zone Transfer Form
Entity Details
Update Part Consignment Request
Free Form
APR Form
Prepare Quarterly Reports
LUT
LOA
Status Certification
Debonding Form

RES BOE File Upload

RES BOE File SA (SEA) NCCD (Print).be Browse...

Upload

Notes:

1. PLEASE DO NOT CLOSE THE WINDOW UNTIL THE MESSAGE IS SHOWN RELATED TO SUCCESSFUL UPLOAD OF THE FILE.
2. Only the files as per RES file format can be uploaded.
3. The file must be with an extension ".be" and must not be modified once generated. If modified, the file may not get uploaded.
4. File upload activity may take several minutes depending on the number of items to be uploaded.
5. Once uploaded, Request ID of the BOE request generated will be shown on the screen. Request can be viewed through the inbox.
6. Please verify the request generated for the correctness of the data before submitting the same.

Contact FAQ

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

- iv. On successful upload, message is displayed to the user and a Bill of Entry 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.

SEZ Online v2.40 Welcome Unit Maker Oct 10, 2012 Home Help Preferences Logout

Government of India
Ministry of Commerce & Industry
Department of Commerce

Inbox
Search Request
Reports
Bill of Entry
DTA Sales
DTA Procurement
DTAPEX
Intra SEZ Transfer
Shipping Bill
Sub Contracting
Softex
Temporary Removal
Zone to Zone Transfer Form
Entity Details
Update Part Consignment Request
Free Form
APR Form
Prepare Quarterly Reports
LUT
LOA
Status Certification
Debonding Form

RES BOE File Upload

RES BOE File SA (SEA) NCCD (Print).be Browse...

File is being processed. Please wait.

Notes:

1. PLEASE DO NOT CLOSE THE WINDOW UNTIL THE MESSAGE IS SHOWN RELATED TO SUCCESSFUL UPLOAD OF THE FILE.
2. Only the files as per RES file format can be uploaded.
3. The file must be with an extension ".be" and must not be modified once generated. If modified, the file may not get uploaded.
4. File upload activity may take several minutes depending on the number of items to be uploaded.
5. Once uploaded, Request ID of the BOE request generated will be shown on the screen. Request can be viewed through the inbox.
6. Please verify the request generated for the correctness of the data before submitting the same.

Contact FAQ

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



The screenshot shows the 'SEZ Online' interface. The top navigation bar includes 'v2.40', 'Welcome Unit Maker', the date 'Oct 10, 2012', and links for 'Home', 'Help', 'Preferences', and 'Logout'. The Government of India logo and 'Ministry of Commerce & Industry, Department of Commerce' are on the right. A left sidebar lists various functions like 'Inbox', 'Search Request', 'Reports', 'Bill of Entry', 'DTA Sales', 'DTA Procurement', 'DTAPEX', 'Intra SEZ Transfer', 'Shipping Bill', 'Sub Contracting', 'Softex', 'Temporary Removal', 'Zone to Zone Transfer Form', 'Entity Details', 'Update Part Consignment Request', 'Free Form', 'APR Form', 'Prepare Quarterly Reports', 'LUT', 'LOA', 'Status Certification', and 'Debonding Form'. The main content area is titled 'RES BOE File Upload' and displays a green message: 'File Uploaded Successfully !! Request ID generated: 171200014974'. Below this is a 'RES BOE File' input field with a 'Browse...' button and an 'Upload' button. A 'Notes' section follows with six instructions regarding file uploads. At the bottom, there are links for 'Contact' and 'FAQ', and a note about screen resolution.

F. Item Upload

If a Bill of Entry 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 ‘BOE-Item-Details-Upload-Template-Version-2.0.xls’.

The screenshot shows the 'INVOICE DETAILS' page in the SEZ Online application. The top navigation bar includes 'DTA Sale Details', 'Shipment Details', 'Invoice Details' (selected), 'Item Details', and 'Item Duty Details'. The left sidebar lists various functions like 'Administration', 'Accept LOA', 'Commencement Of Production', 'Init Lease Deed', 'Account Details', 'SEZ Online Payments', 'Advance Duty Deposit', 'Update Part Consignment Request', and 'Prepare Quarterly Reports'. The main content area is titled 'INVOICE DETAILS' and includes a 'Type of Applicable Charges' section with radio buttons for 'BOE WISE', 'INV WISE' (selected), and 'ITM WISE'. Below this is a 'Save' button. The 'INVOICE LIST' section displays a table with columns: 'Invoice No.', 'Invoice Date', 'Invoice Value', 'Invoice Currency', and 'Invoice Type'. The table contains one row: 'INVOICE NUMBER 1', '25/02/2011', '1000', 'EURO', and 'FOB'. An 'Upload Items' button is highlighted with a red box. At the bottom, there are 'Add' and 'Delete' buttons.

Invoice No.	Invoice Date	Invoice Value	Invoice Currency	Invoice Type
INVOICE NUMBER 1	25/02/2011	1000	EURO	FOB



SEZ Online v2.4 **Upload Items -- Webpage Dialog**

Upload Items For Invoice Number : INV001

File Name [Browse...](#)

[Upload](#)

Notes:

1. PLEASE DO NOT CLOSE THE WINDOW UNTIL THE MESSAGE IS SHOWN RELATED TO SUCCESSFUL UPLOAD OF THE FILE.
2. Only the files generated by SEZOnlineBOItemUpload.xls can be uploaded.
3. The file must be with an extension ".xls" and must not be modified once generated. If modified, the file may not get uploaded.
4. File upload activity may take several minutes depending on the number of items to be uploaded.
5. Before uploading the file, please check and confirm the Invoice No. for which you are uploading the items.
6. Uploaded items can be seen in the "Item Details" tab. Duties for the same can be seen in the "Item Duty Details" tab.
7. Once uploaded, please verify the items uploaded before submitting the request.
8. Additional items can also be added through "Item Details" tab.

G. Template Upload

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

Escort Officer Required? ☐

[Escort Remarks History](#)

[Show Calculations](#) [Re-examination History](#)

Upload template file:

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

[Submit](#) [Cancel](#) [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” 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.

5 WORKFLOW OF BILL OF ENTRY /DEEMED EXPORT

A. Preparation of Bill of Entry document from Entity Maker/CHA

1. Entity Maker prepares the Bill of Entry 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 trail copy of the Bill of Entry can be printed for verification of details entered.

B. ‘Submit’ Bill of Entry 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 Bill of Entry – the user can edit the entire contents of the Bill of Entry document prepared by the Entity Maker/CHA
- b. After viewing the contents of the BOE (Bill of Entry), if the Entity Approver finds that the Bill of Entry 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 entire contents of the Bill of Entry 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 Bill of Entry is submitted to customs, the unit cannot make any changes in the Bill of Entry
 - 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 Bill of Entry can be printed for verification of details entered.
- C. 'Cancel' request from Entity Approver
The Entity Approver can 'Cancel' the Bill of Entry prepared by the Entity Maker/CHA user. In this case, the Bill of Entry will get cancelled permanently and will not be available for edit/submission to Customs. However, the users shall be able to view such Bill of Entry through the search facility

**D. 'Sentback' request to Entity Maker/CHA**

The Entity Approver can send back the Bill of Entry to the Entity Maker/CHA user who has prepared it. In this case, the Bill of Entry shall reach the Inbox of the Entity Maker/CHA user who in turn can edit and resubmit the Bill of Entry 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.

Customs Assessor has the following options

- Assess the request with/without duty
- 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 First Check (Customs Assessor -> Preventive Officer)

i. Assess the request with/without duty

If Customs Assessor assesses the Bill of Entry 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 Bill of Entry 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 Bill of Entry 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.

iii. Raise a misuse-incident on the request

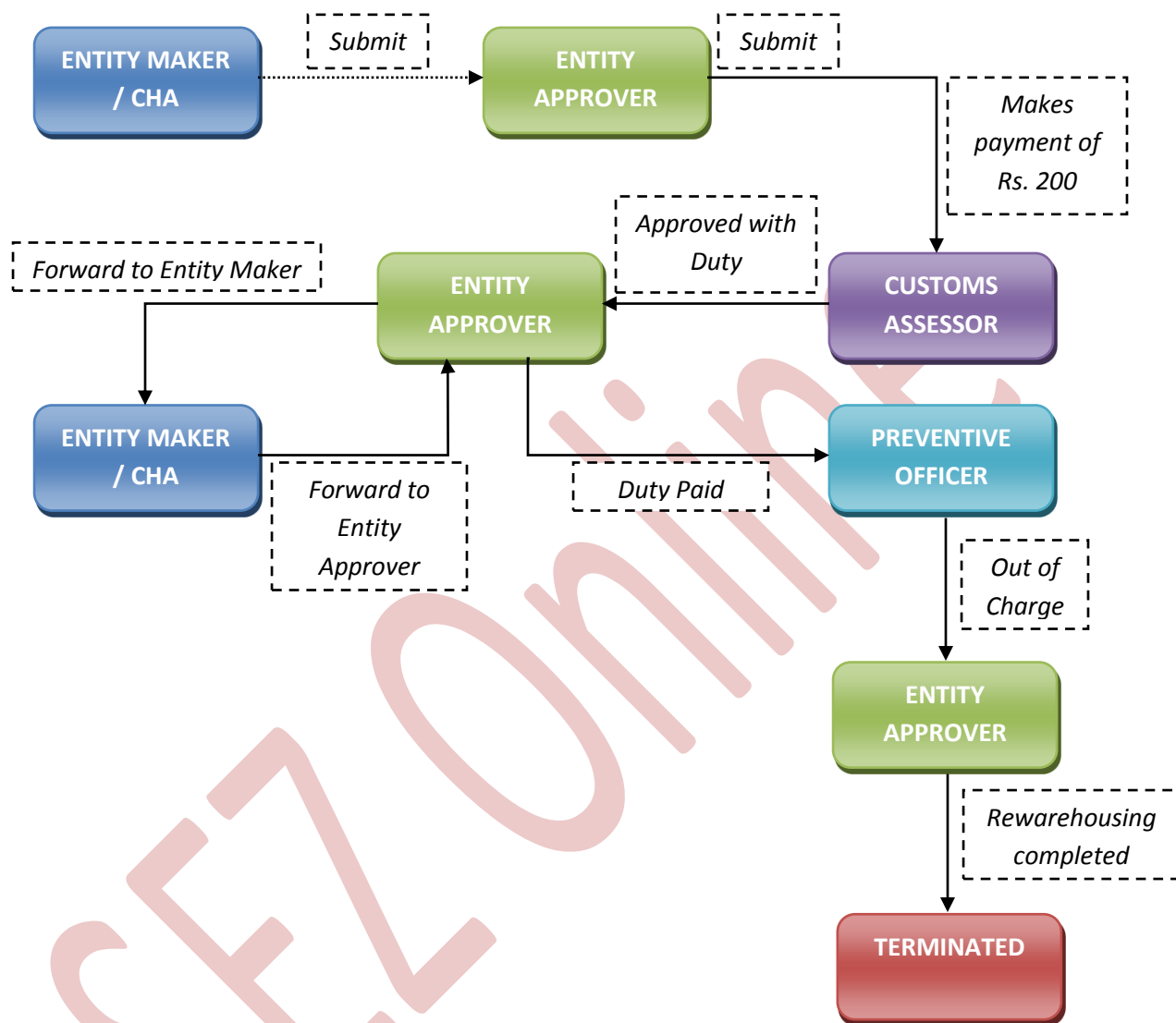
If Customs Assessor requires clearance regarding some aspect or details of the request, then Customs Assessor can submit the request with the status "Misuse Incident" and send it to Customs Approver

iv. Send the request for 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'.

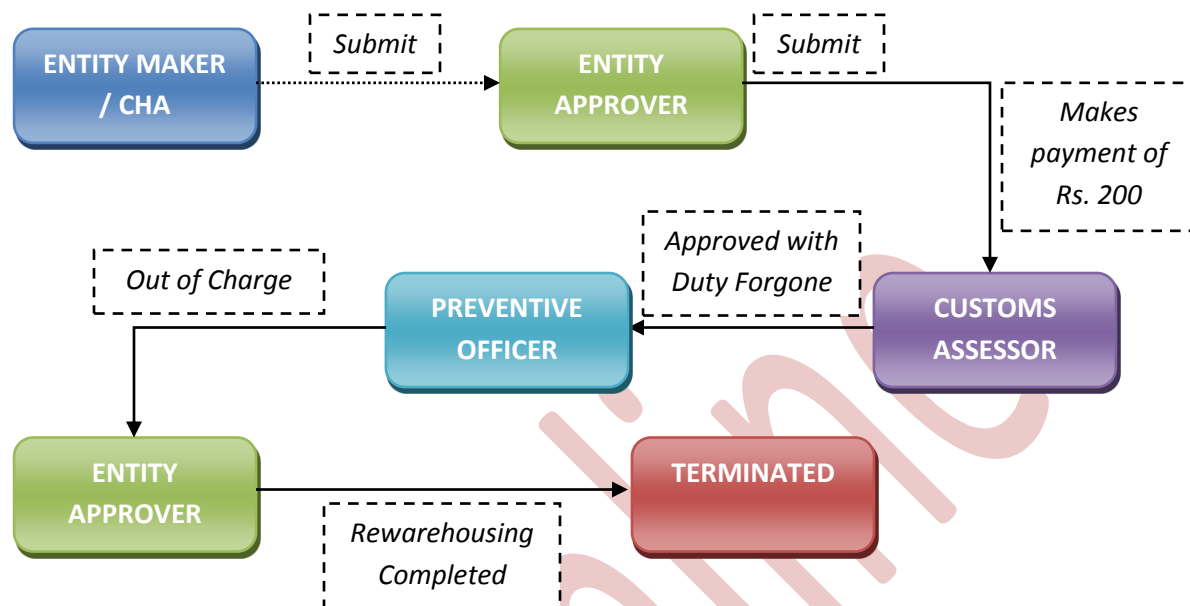


Scenario 1: Forward workflow (Assessment with duty)



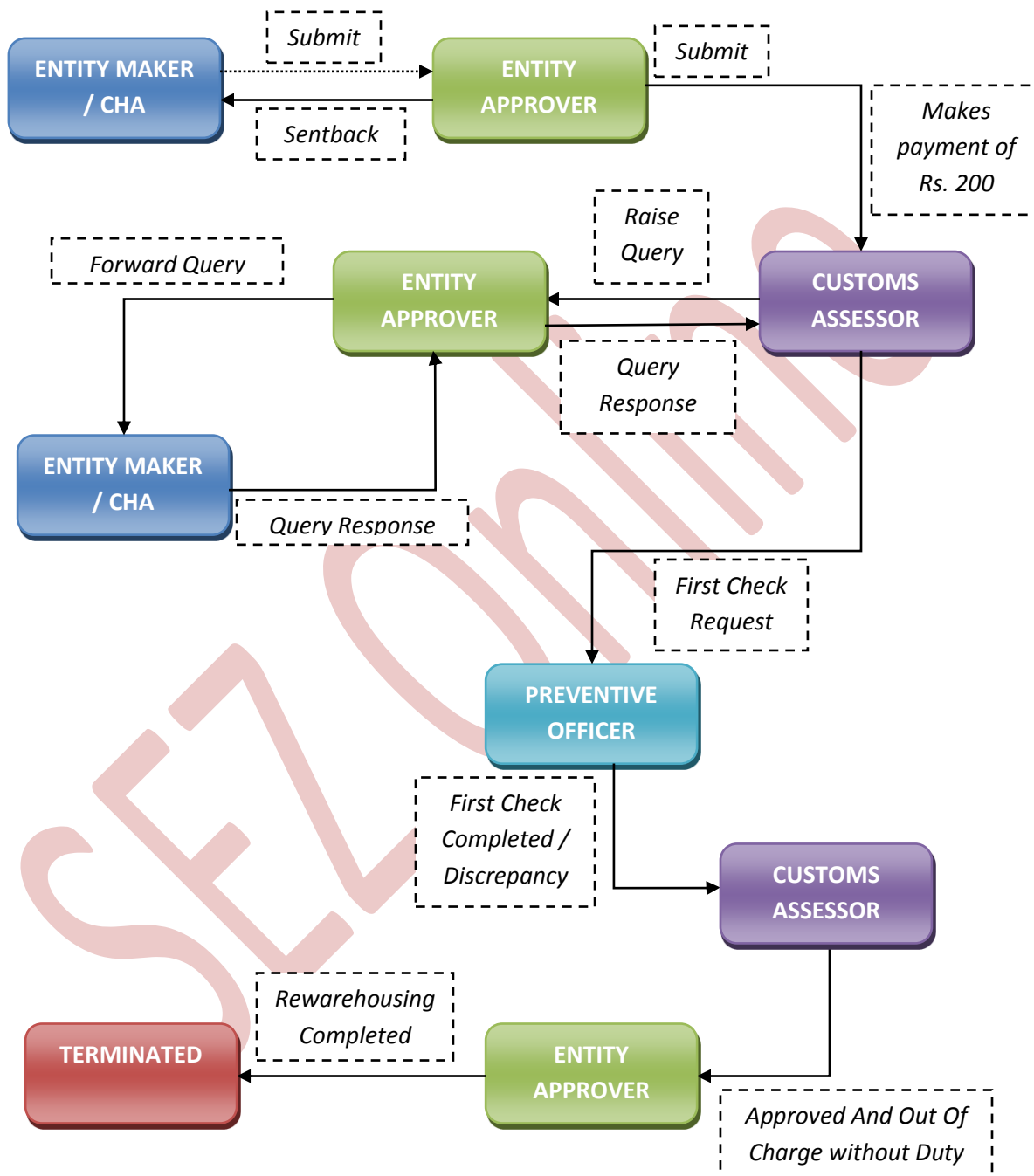


Scenario 2: Forward workflow (Assessment without duty)





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 Bill of Entry 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. The transaction charge for Bill of Entry document is Rs. 200.

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 BILL OF ENTRY THROUGH SEZ ONLINE SYSTEM

After submitting the Bill of Entry 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 (Exchange Control) 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.

CTH No. CET No.	Quantity	Item Value (in foreign currency)	Freight (amt - in foreign currency)	Insurance (amt - in foreign currency)	Loading Local Agency Comm. (amt - in foreign currency)	Misc. Charges (amt - in foreign currency)	Landing Charges (in INR)	Assessable Value (in INR)	Customs Duty (amt in INR)	Central Excise Duty (amt in INR)
15111000 15111000	1 MTS	1000.00 - USD	333.33 - ADP	666.67 - AUD	1000.00 - CAD 333.33 - SEK	1000.00 - SGD	774.00	335618.03	BCD: 6759253.70	ADE: 1001481.39
		1000.00	333.33	666.67	1000.00 333.33	1000.00	774.00	335618.03		
87032451 87032451	1 UNT	1000.00 - USD	333.33 - ADP	666.67 - AUD	1000.00 - CAD 333.33 - SEK	1000.00 - SGD	774.00	335618.03	BCD: 335618.03	ADE: 161056.65 NCCDofExclse: 6711 SCHE II: 33698.88

Fig: Screenshot of Annexure copy for Bill of Entry

- 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 or selecting the type of transaction (i.e. “Bill of Entry”). 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.

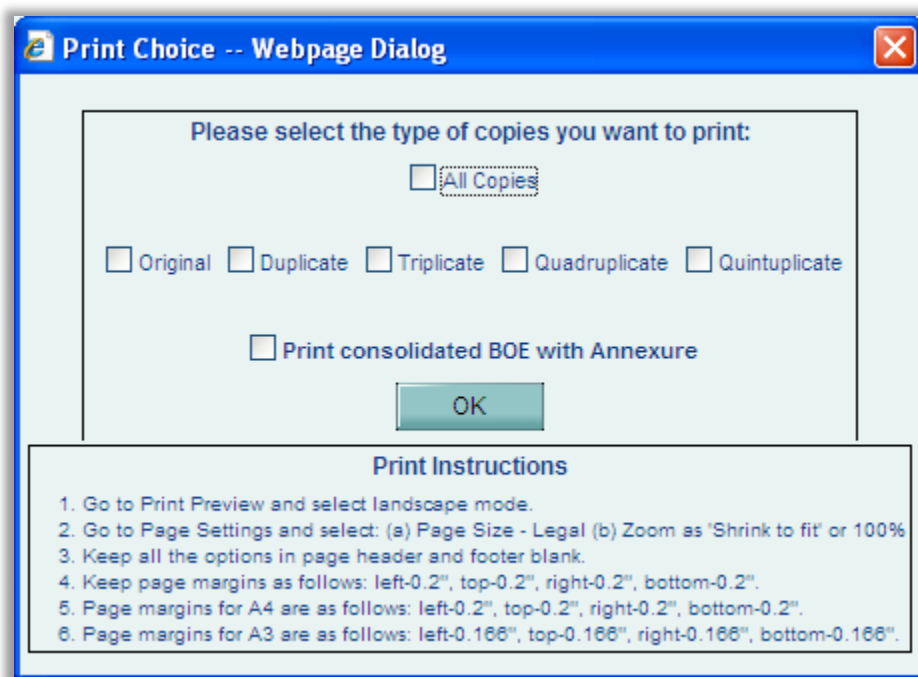


Fig: Dialog box for selecting the print copies

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 Bill of Entry form to Customs

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

- i. Print from the Confirmation screen



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

Confirmation -- Webpage Dialog

invoice(s) and documents are true and correct in every respect.

2. I/ We declare that I/ we have not received and do not know of any other documents, or information showing a different price, value (including) local payments, whether as commission or otherwise quantity or description of the said goods and that if at any time hereafter, I/ we discover any information showing a different state of facts, I/ we will immediately make the same known to the Commissioner of Customs.

3. I/ We declare that goods covered by the Bill of Entry have been imported on out-right purchase/ consignment account.

4. I/ We am/ are not connected with the suppliers, manufacturers, as:
(a) Agent/ Distributor/ Indenter/ Branch/ Subsidiary/ Concessionaire, and
(b) Collaborator entitled to the use of the trade mark, patent or design.
(c) Otherwise than as ordinary importers or buyers.

5. I/ We declare that the method of invoicing has not changed since the date on which my/ our books of accounts and/ or agreement with the suppliers were examined previously by the Custom House(s).

(This declaration is digitally signed.)

* Strike out whichever is inapplicable.

remarks

Confirm Cancel

☐ Print consolidated BOE with Annexure

Print Trial

Fig: Screenshot for Confirmation Screen

ii. Print from the 'Search' facility

The users may search for the BOE (Bill of Entry) through 'Search Request' facility provided in the system. User can select BOE (Bill of Entry) in "Request Type" or can enter Request ID in respective tab to search BOE (Bill of Entry). 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



8 AMENDMENT OF BILL OF ENTRY /DEEMED EXPORT

For information on amendment of Bill of Entry requests, kindly refer the manual for 'Free Form – Amendment'

9 CANCELLATION OF BILL OF ENTRY /DEEMED EXPORT

For information on cancellation of Bill of Entry requests, kindly refer the manual for 'Free Form – Cancellation'

SEZ Online