



13 November 2018

**Cir. No.100/Central Excise & Customs No.01/2018-19**

**To: Members of the Committee  
All Members**

**Re: Implementation of Paperless Processing under  
SWIFT-Uploading of Supporting Documents  
(eSANCHIT) in Exports**

Dear Sir,

After successful implementation of the pilot project, it has now been notified by CBIC vide Circular No 43 /2018-Customs dated 08/11/2018 (copy enclosed) to extend the facility to **upload digitally signed supporting documents to all ICES locations on PAN India basis for all types of exports under ICES.** On a voluntary basis, members of the trade may use this facility to upload the supporting documents concerning Shipping Bills that may be filed w.e.f **8<sup>th</sup> November, 2018.**

The Shipping Bill (Electronic Integrated Declaration) Regulation, 2011, provide for the authorized person to submit digitally signed electronic integrated declarations (Shipping Bills) and supporting documents and dispenses with the need for trade to submit the corresponding hardcopies. The Regulations also provide that the **authorized person shall retain, for a period of 5 years from the date of acceptance of the Shipping Bill, all supporting documents in original.**

### **Uploading supporting documents**

The procedure for eSANCHIT in exports is similar to the one prescribed for eSANCHIT in imports vide Circular No. 40/2017 dated 13.10.2017. Briefly, salient features are described as below: -

- For uploading supporting documents on ICEGATE, the authorized persons must Open ICEGATE URL <https://www.icegate.gov.in/>, Click on Login/Signup button for login into ICEGATE by using his/her access credentials and then Click on e-SANCHIT link provided in left vertical menu to redirect on e-SANCHIT. The step-by-step procedure for upload of supporting documents is also provided on the ICEGATE website. While preparing a job for submission on ICEGATE in their respective Remote EDI Systems (RES), the authorized persons must ensure that they have uploaded all the necessary supporting documents. A facility has also been provided on ICEGATE to the authorized persons to access and view the documents uploaded by them.

- In case the authorized person seeks to provide a document after the generation of the Shipping Bill number, he/she may first upload the document on ICEGATE, obtain a unique ID Image Reference number (**IRN**) for the document and link that document with the corresponding Shipping Bill by submitting an amendment at the Service Centre. This procedure will also apply when the authorized person submits a document in response to a query raised by Customs for a Shipping Bill.

### **Assessment & Document Verification**

Once a Shipping Bill has been filed, Customs officers will be able to access the uploaded electronic versions of supporting documents while viewing or assessing the Shipping Bill on ICES. During assessment, ICES provides for a query to be raised in order to call for additional documents or information. In response to a query, supporting documents can be uploaded online by following the procedure described above. All documents required for the purposes of assessment would be viewed online.

### **Goods Registration, Examination & Let Export Order (LEO)**

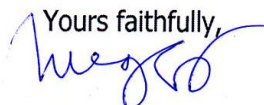
After filing of the Shipping Bill, the authorized person (e.g. Exporter/Customs Broker) may with his self—assessed copy of the Shipping Bill, approach the designated place for goods registration, document verification and LEO. In case goods are to be examined, the officer examining goods may record the results of inspection/examination online on ICES.

**As per the circular, after 15 days of the launch of the facility, a review will be carried out, for introduction as a mandatory requirement.**

This is for your kind information.

Thanking you,

**Encl:- a/s.**

Yours faithfully,  


**(M. C. Das)**  
Dy. Director General