



आयुक्त सीमाशुल्क –II का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS - II
 (हवाई विशेष कार्गो आयुक्तालय) (AIRPORT SPECIAL CARGO COMMISSIONERATE)

तकनीकी एवं सांख्यिकी विभाग Technical & Statistics Section
 आवास कॉर्पोरेट पॉइंट, मकवाना लेन, अंधेरी-कुर्ला रोड, मरोळ, मरोळ अंधेरी (पु.) मुंबई ४०० ०५९
 Awas Corporate Point, Makwana Lane, Andheri-Kurla Road, Marol, Andheri (E) Mumbai-59
 Tel: 022-2920 2612 E-Mail: admntechapsc@gmail.com

F.No. AIRSCC/02-14/2019-20/ADMN (T)

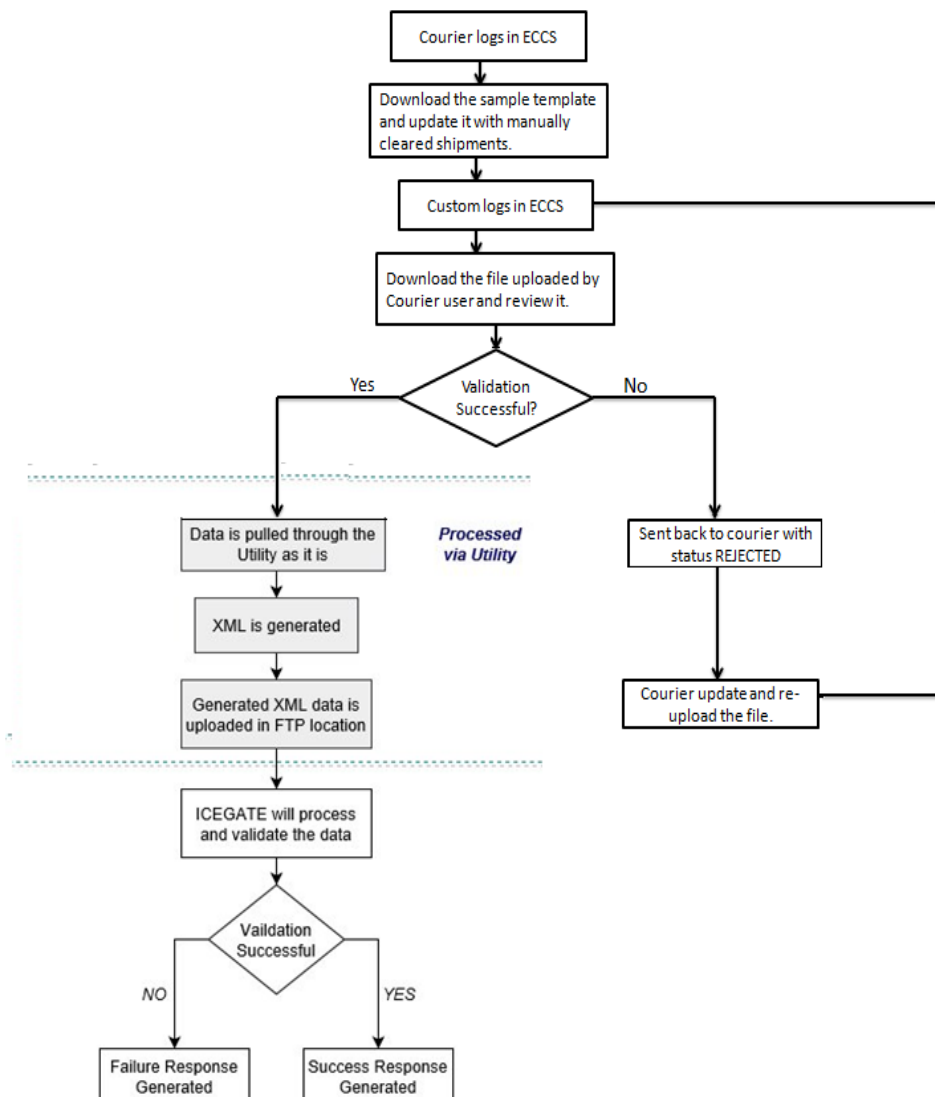
Dated : .07.2020

Public Notice No. - 07 /2020-21

Subject: IGST Refund Module for Exports in ECCS Application-reg

1. Kind attention is invited to **Advisory dated 20.01.2020 on roll out of IGST Refund Module for Exports in ECCS Application** issued by DG (Systems), WZU *vide* F.No. I(9)/1/2020-Sys(W) (Copy enclosed).
2. The Courier Companies, Custodians, Importers, Exporters and all other Stakeholders are hereby informed that the IGST Refund processing for Exports through Courier Shipments has been enabled in ICES.
3. As a prerequisite, Courier Companies are required to upload data related to Manual Courier Shipping Bills, if filed, in ECCS and also required to register/update Bank Account details of Exporter in ICES.
4. **The Workflow in ECCS Module for the IGST Refund Utility is as follows:-**

4.1 Flow chart for uploading of Manual Courier Shipping Bill



- (i) The Step by Step procedure of the functionality is given below for guidance of Stakeholders.

(a) **Courier Companies Users Login Screens:**

Courier Group Admin has to assign the new role to Courier Users through which users can upload the data in Excel format. Navigation Below:

Export -> Manually Cleared Shipment -> Upload

The screenshot displays the 'Express Cargo Clearance System' interface. At the top, there is a navigation menu with options: HOME, IMPORT, EXPORT, RE-EXPORT, DISPOSAL, REFUND, REPORTS, E-PAYMENT, DASHBOARD, and GENERAL. Below the menu, the user is logged in as 'kanu_courier1'. The main content area is titled 'COURIER SHIPPING BILL CSB - III' and includes a link to '[See Regulation 5]'. Underneath, there is a section for 'EXPORT MANUAL CLEARANCE DOCUMENT' with a 'Template Document' link pointing to 'TEMPLATE'. An 'Upload Document' section contains a 'Choose File' button and the text 'No file chosen'. A prominent 'FILE UPLOAD' button is also visible. Below this, there is a 'Declaration' section with two paragraphs of text. At the bottom, there are input fields for 'Date' and 'Place', and a 'Signature and name of the authorised courier' field. The footer contains four buttons: CANCEL, RESET, SAVE & CONTINUE, and SUBMIT.

- As shown above, the Courier Companies will have a link to download a blank Excel format file as a reference to update and upload the data.
- On clicking the Template link, the xml file will download in Courier User's system.
- The Courier User will now open and update the file with all the manually cleared shipment data.
- Once the file is updated, the Courier User will again open the Screen (Export -> Manually Cleared data upload) and will upload the file by clicking "Choose File" button.
- After clicking upload button, Courier User will submit the file by clicking "Submit" button at the bottom.

Now, the file will move to Customs User for approval as given below:

(b) Customs Users Login Screens:

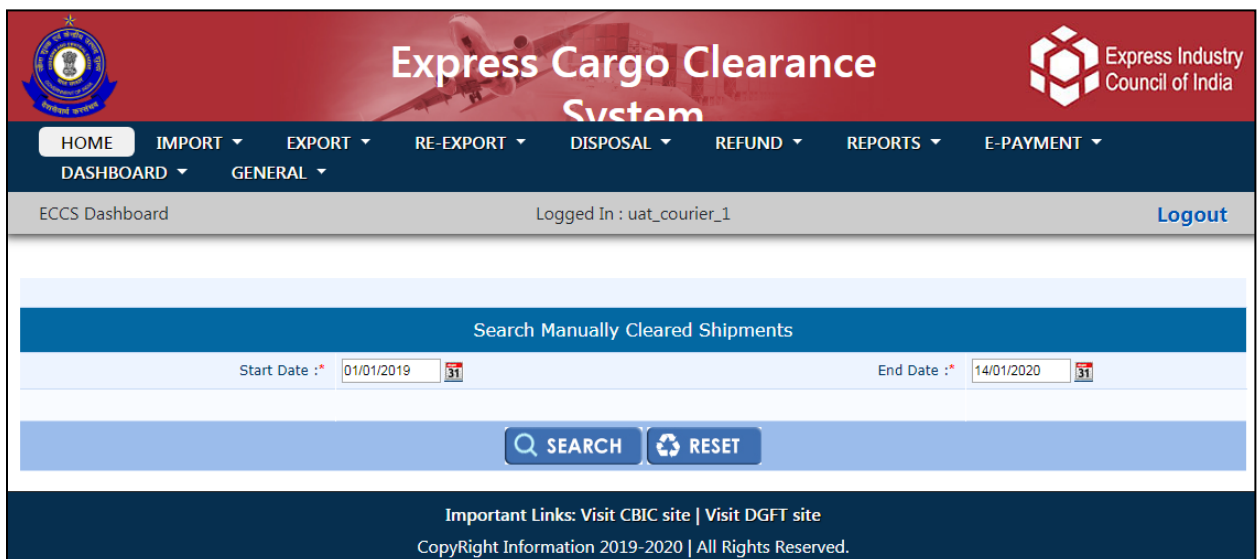
Export -> Approve Manually Cleared Shipment Data

Here, the Customs Officer will have an option to view the uploaded file by clicking the link:



- The Customs Officer will have option to either accept or reject the file.
- To accept the file, the Officer will select the file and click “Approve” button.
- To reject the file, the Officer will select the file and click “Reject” button.
- The Courier shall be able to see the rejected files at the navigation:
- Export -> Manually Cleared Shipment -> View

At the screen, the Courier User will be able to see all the files uploaded by them along with the status.

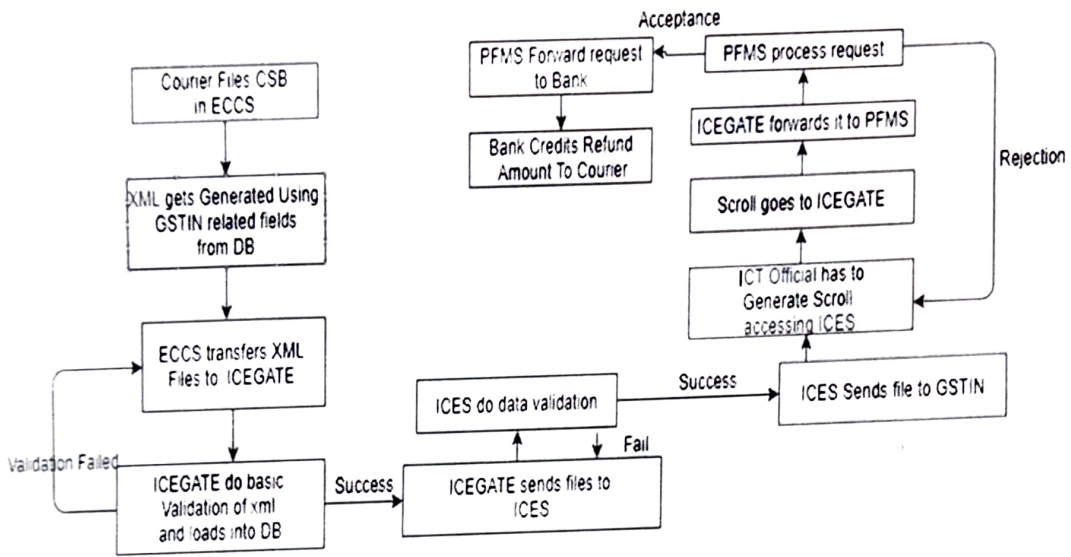


The data will appear on screen as per filter range provided by User:



- (ii) In case the file is rejected, the status will be Rejected. For these files, Courier Users have to amend the file as required. The Courier User will retrieve the rejected file and update in the same file or in another file.
- (iii) Now after that, the Courier User will open the rejected file in his system and will update as per Officers' comments. After updating the file, it will be uploaded again for Customs approval.
- (iv) In case the file is approved, the file will be converted to XML through utility. After that, it will go to ICEGATE/ICES for further processing of IGST Refund.

4.2 Flow Chart for IGST Refund in ECCS:



- 4.3 In both situations, as detailed at Paragraph 4.1 and 4.2 above, the validated XML files shall be transmitted to ICEGATE. After basic validation by ICEGATE, this data shall be transmitted to ICES. After data validation from GSTIN, the jurisdictional Customs Officer shall generate the scroll in ICES, which thereafter moves for payment of Refund through PFMS modules.
5. Difficulty, if any, faced in the implementation of this Public Notice may be brought to the notice of the undersigned immediately.

H. A. Shah

2.07.2020

(हितेश अ. शाह)

आयुक्त सीमाशुल्क

विशेष हवाई कार्गो आयुक्तालय,

मुंबई

Encl: As above.

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone-III.
2. The Commissioner of Customs, APSC, Mumbai Zone-III.
3. Additional Commissioner of Customs, APSC, Mumbai Zone-III.
4. All Deputy Commissioners/Assistant Commissioners of Customs, APSC, Mumbai Zone-III.
5. All Group 'B' officers of APSC
6. All Custodians
7. All Registered Couriers
8. Notice Board.
9. Office Copy.