



सीमाशुल्कप्रधानआयुक्तकाकार्यालय  
**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS**  
हवाईअड्डाऔरएयरकार्गोकॉम्प्लेक्सआयुक्तालय /  
**AIRPORT AND AIR CARGO COMPLEX COMMISSIONERATE**  
एयरइंडियासाट्सएयरफ्रीटर्मिनल, दूसरातल, देवनहल्ली, बेंगलूर  
**AIR INDIA SATS AIR FREIGHT TERMINAL 2<sup>ND</sup> FLOOR: KIAP:**  
**DEVANAHALLI BENGALURU- 560300**

**PUBLIC NOTICE. NO.39/2020, DATED:16.07.2020**  
**DIN-20200772MP0000606C9F**

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

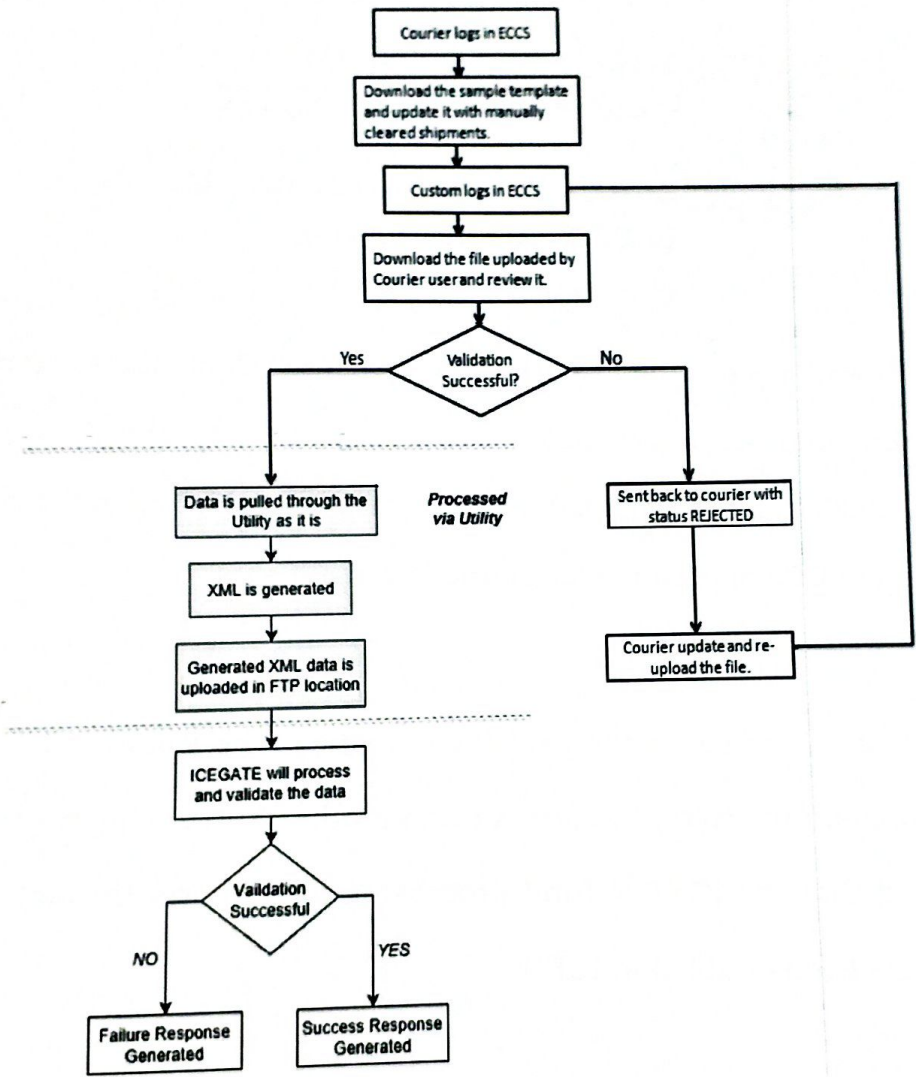
Attention of the Courier Companies, Custodians, Importers, Exporters and all other Stakeholders is invited to the Public Notice No.35/2020, dated.24.06.2020, issued by this Commissionerate, informing roll out of ECCS application for Courier consignments.

2. In furtherance to the said Public notices the Courier Companies, Custodians, Importers, Exporters and all other Stakeholders are hereby informed that the IGST Refund processing for Exports through Courier mode 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





**4.1 (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

❖ 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.

Then, the uploaded file will move to Customs User for approval as set out 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:

Status	Customs House	Shipment Date	Shipment No.
0	DEL	15-05-2020	DEL-05
0	DEL	15-05-2020	DEL-05
0	DEL	15-05-2020	DEL-05
0	DEL	15-05-2020	DEL-05

Buttons: **APPROVE** **REJECT**

- ❖ 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.

Express Cargo Clearance Custom

Express Industry Council of India

Navigation: HOME, EXPORT, IMPORT, NO EXPORT, SUPPLY, RETURN, REPORTS, E-PAYMENT

Dashboard | Logged in as: Courier | Logout

Search Manually Cleared Shipments

Start Date: 15-05-2020 | End Date: 14-05-2020

Buttons: **SEARCH** **RESET**

Important Links: Visit IEC site | Visit DGFT site

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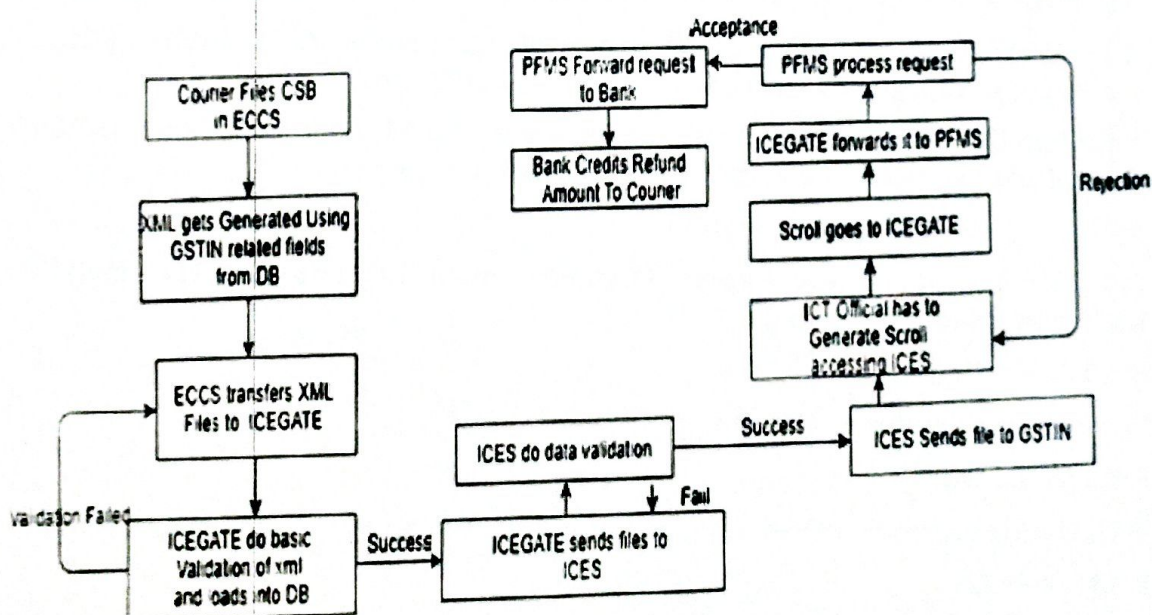


The data will appear on screen as per filter range provided by User:

S. No.	Upload Date	Status	Download
1	14-01-2020	Rejected	download
2	10-01-2020	Rejected	download
3	15-01-2020	Rejected	download

- (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 Officer's comments. After updating the file, it needs to 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 by ECCS to ICEGATE. 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.** Action to be taken in terms of decisions conveyed in this Public Notice should be considered as Standing Order for the purpose of Officers.

**6.** The above is brought to the notice of all the concerned. Difficulties, if any, may be brought to the notice of Deputy Commissioner (Courier), 080-667856602/080-66785640-E-mail- [courier-bacc@gov.in](mailto:courier-bacc@gov.in).

  
(ASHOK)

**PRINCIPAL COMMISSIONER**

Issued from File VIII/48/97/2020 BACC TECH pt file 2

**Copy submitted to:**

The Chief Commissioner of Customs, Bengaluru Zone, C.R. Building , Bengaluru

**Copy to:**

- 1) All the ADCs/JCs/DCs/ACs, Airport & ACC Commissionerate, Bengaluru
- 2) Federation of Karnataka, Chamber of Commerce & Industry (FKCCI), No.9996, Kempegowda Road, Gandhinagar, Bengaluru
- 3) Bangalore Customs Brokers Association, No.71, Cargo Village, B-Block, Bengaluru International Airport, Devanahalli, Bengaluru
- 4) All Airlines through Association.
- 5) Federation of Indian Export Organization (FIEO), 1st Floor, VITC Building, Kasturba Road, Bengaluru
- 6) All Custodians.
- 7) Bengaluru Customs Website
- 8) Notice Board.
- 9) All Courier Agencies Operating at Bengaluru (through Courier Association)
- 10) Master file