



Directorate General of Systems and Data Management

CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

Dept. of Revenue, Ministry of Finance, Government of India

Date: September 13, 2024

Advisory No: 19/2024

Category: Exports

Issued by: DGoS, ICES

Subject – Extending export related benefits for exports through courier mode - reg.

Kind attention is invited to CBIC Circular No. 15/2024 Customs dated 12.09.2024 wherein it is decided to grant export incentives to the **exports of goods where the value of consignment is less than rupees 10 lakh** made through courier and in order to claim export incentives, for e-commerce shipments through ICT, shipping bill would be filed at ICEGATE/ICES and not at ECCS. The necessary changes have been made in the system, which are as follows:

2. Changes in Warehouse directory:

In order to distinguish cargo terminal viz a viz courier terminal, in warehouse directory an option has been provided to mark any warehouse as courier warehouse. Systems managers are required to create separate warehouse codes for courier terminals and in courier warehouse (Y/N) field, they shall mention “Y”. Relevant screenshots are attached in Annexure. For all the warehouses created earlier, ICES has considered “N” as default value. Therefore, if at any location, system managers had created a separate warehouse for courier terminals in production environment, the warehouse should be marked as courier warehouse.

3. Changes in shipping bill/processing:

In order to enable filing by Courier companies, ICES has created a directory of existing courier companies as received from WZU, Mumbai and their existing 15-digit registration no. would be considered as equivalent to CHA/CB registration no. for filing of shipping bill. In this regard, it is informed that:

- (i) Courier companies shall file the shipping bill mentioning their courier registration no. in the field meant for CHA/CB no.
- (ii) ICES system would allow the filing for such shipping bill and based upon courier registration no. in the CHA/CB field would mark the shipping bill as “Courier SB”.
- (iii) For endorsing/assessment of shipping bill, cargo shipping bill and courier shipping bill would come into common queue and the division of assessment work shall be handled by the officers at courier and cargo administratively, if required. ICES would try to create separate role or activity for processing of courier shipping bills in future, if such a requirement is there.
- (iv) Courier companies shall not file the courier shipping bill using their CHA/CB no., as in such cases, ICES would treat the shipping bill as cargo shipping bill and not courier shipping bill.
- (v) The directory of existing courier companies has been updated through backend based upon data sent by ECCS, therefore, in future an option would be provided to update the directory by policy section. Till the time this option is not available, the same would be done using backend.



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- (vi) Since directory has been updated through backend, no option is available at present to suspend/cancel the courier companies registration no. in the system, therefore, the same shall be handled administratively in case any license is suspended/cancelled till the time option is provided.
 - (vii) Courier companies can file shipping bill using their registration no. only at the locations for which license has been granted for and not at any other locations.
4. In addition to above changes in ICES, there are certain other requirements prerequisite for implementation, which are as below:
- (i) Courier companies are required to take ICEGATE registration for filing of shipping bill.
 - (ii) Courier terminal custodians are required to take custodian registration at ICEGATE so that they can file cargo arrival message which is mandatory for air cargo locations for registration of export goods.
5. Based upon above changes, it is further informed that:
- (i) Shipping bill filed by courier companies can be registered only at courier terminal warehouse i.e., warehouse marked as courier warehouse and not at cargo warehouse. Hence, the steps at (2) above should be followed correctly.
 - (ii) Cargo shipping bills cannot be registered at courier terminals.
 - (iii) Systems managers shall map the SSO ID of officers of courier terminals with courier warehouse, which would ensure shipping bill flow after goods registration to officers posted at courier terminal.
 - (iv) Export incentive processing would be common for cargo and courier shipping bill.
 - (v) Exporters are required to register AD code and bank account in ICES at the respective locations, if not done earlier.
 - (vi) For generating the scrips, exporters are required to take ICEGATE registration.
6. Following are the steps to be carried out by the system manager:
- (a) Creation of Courier warehouse: Courier warehouses has to be created by System Manager of Air cargo. Option (Directory Warehouse) is available in “CUSADM” role to create the warehouse. While creating the courier warehouse the Courier warehouse Flag should be given as Y.
 - (b) Airline Warehouse Mapping: Each Airline needs to be mapped to the courier warehouse by using the option “Airline – Warehouse relation” option available in “CUSADM” role.
 - (c) Location mapping of officers: SSOID of the officers who are going to work in courier, have to be mapped to the Air Cargo location
 - (d) Role Allocation: Officer has to allot following roles as per their designation:
AC: AC/DC Examination
APR_OFF: Export Assessment officer
EXAM_INSP: Examiner / Inspector
EXAM_SUP: Supdt. / Appraiser Shed for LEO



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(e) When the roles EXAM_INSP & EXAM_SUP are allocated to the officer, the system prompts for the warehouse code, the courier warehouse code created through |CUSADM” role may be allocated as per the warehouse they are working.

7. Trade under your jurisdiction be guided suitably and officers facing any difficulties or issues may email to saksham.seva@icegate.gov.in. Traders facing any difficulties or issues may email to icegatehelpdesk@icegate.gov.in.

Assistant Director, ICES






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Creation of Courier Warehouse Code

Indian Customs EDI System
03/06/2024 NEW CUSTOM HOUSE, IGI AIRPORT, NEW DELHI - 110037 (INDEL4)

 Profile : **Welcome** INDEL4_SYSTEM_MANAGER

Present Role :

Activity Menu :

- Directory - Exchange Rate
- Directory - Warehouse
- Directory - Licence Notification
- Directory - Examination Criteria
- Directory - Purge Criteria
- Airline-Warehouse Relation
- Print SB from Archival
- Custodian warehouse relationship
- Bank Approval Status
- Warehouse Custodian Online
- Change Role
- Exit From ICES

03-06-2024 Indian Customs EDI System (ICES) 11:32:40 PM
NEW CUSTOM HOUSE, IGI AIRPORT, NEW DELHI - 110037

WAREHOUSE DIRECTORY

Warehouse Code :

Warehouse Name :

Courier Warehouse(Y/N) :



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Airline Warehouse Mapping