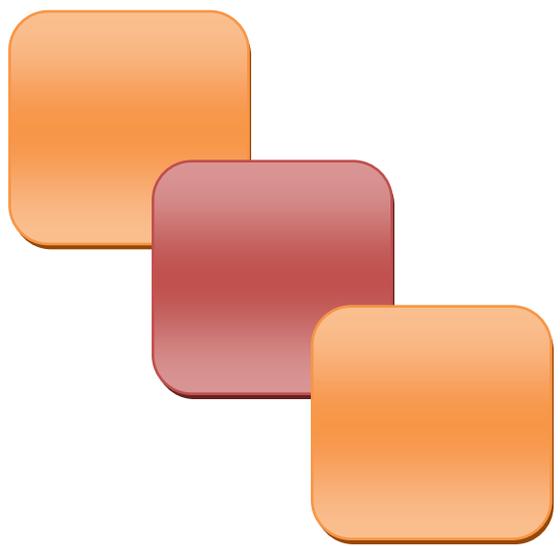




**SEZ Online Manual**  
**DTA Procurement**  
**with Export Benefit**

**Version 2.0**





**Table of Contents**

1 Introduction ..... 2

2 User Roles ..... 3

3 Preparation of DTA Procurement with Export-Benefit..... 3

4 Additional Features..... 13

5 Workflow of DTA P Ex B ..... 14

6 Payment of Transaction ..... 19

7 Printing of DTA P Ex B through SEZ Online System..... 19

8 Amendment of DTA P Ex B..... 24

9 Cancellation of DTA P Ex B ..... 24

SEZ Online

## 1 INTRODUCTION

Rule 30 of Special Economic Zone Rules, 2006 states procedure for procurement of goods from Domestic Tariff Area and it says

- I. Procurement after payment of duty - DTA supplier shall sell goods to SEZ unit/developer either under bond or as duty paid goods under claim of rebate on the cover of ARE-1.
- II. Procurement under cover of ARE-1 - Goods procured by a Unit or Developer, on which Central Excise Duty exemption has been availed but without any availment of export entitlements, shall be allowed admission into the Special Economic Zone on the basis of ARE-1
- III. Procurement of goods under cover of Bill of Export - The goods procured by a Unit or Developer under claim of export entitlements shall be allowed admission into the Special Economic Zone on the basis of ARE-1 and a Bill of Export filed by the supplier or on his behalf by the Unit or Developer

In order to enable users to file transactions where export benefit is claimed by DTA supplier, module DTA Procurement with Export Benefit has been designed in SEZ Online Systems and steps for creation and processing of such transaction are detailed below:

The following are the steps required for preparation and submission of DTA Proc Ex B transactions to Customs office:

- Preparation of DTA Proc Ex B by the Entity Maker or Customs House Agent (CHA) and its submission to the Entity Approver
- A Maker-Checker concept has been designed for all modules in system and the DTA Proc Ex B transaction prepared by Entity Maker/CHA needs to be verified by Entity Approver, & submitted to Customs office by using a digital signature certificate.
- After submission to Customs, obtain the print copies of the DTA Proc Ex B transaction from the SEZ Online application and present the same to the Customs office along with the necessary supporting documents (e.g. invoice, availed licenses etc.)
- The customs assessor will assess the document and submit it to customs Officer deputed for clearance of goods for 'Out-Of-Charge'

For more information regarding procurement from DTA, kindly refer SEZ rule 30.



## 2 USER ROLES

Following user are involved in the processing of DTA Proc Ex B transaction:

- From Entity
  - Entity Maker/CHA
  - Entity Approver
- From Customs
  - Customs Assessor (Role for assessment)
  - Authorized officer (Role for clearance of goods)
  - Customs Approver (Role for specified officer)
  - DC Approver (Role for Development Commissioner)

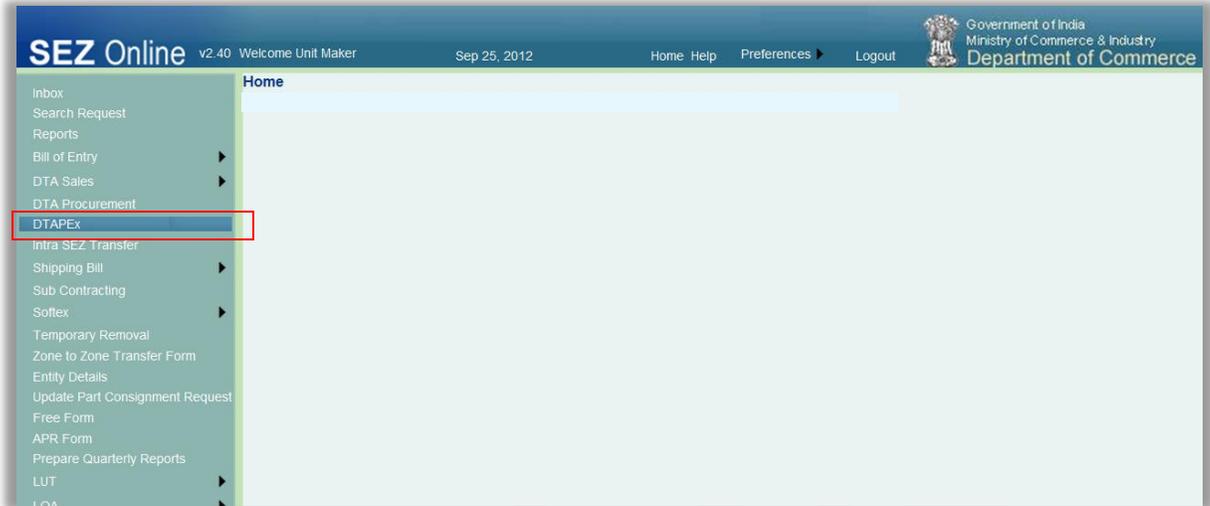
For detailed information and steps regarding user creation and role assignment, kindly refer the manual for 'User Management' available in downloads sections of website home page.

## 3 PREPARATION OF DTA PROCUREMENT WITH EXPORT-BENEFIT

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

The Entity Maker or CHA has to prepares a DTA Proc Ex B request and submit it to the Entity Approver, who should verified/check the correctness of the request before submitting it to Customs office.

To allow the Entity Maker/CHA user to file for DTA Proc Ex B transactions, Entity Admin has to assign the functionality of "DTA Procurement with Export Benefit" to the user. On assignment of this functionality, a link named "DTAPEXB" will get enabled for user. On clicking on this link, DTA Proc Ex B form will be opened for capturing of request information.



**Fig: Screenshot of menu option for DTA Procurement Ex Benefit**



**Fig: Blank DTA P Ex B form**

**A. Data fields:**

The data fields of the DTA Proc Ex B transaction have been logically categorized into 4 tabs, as:

- i. General details
- ii. Shipment details
- iii. Invoice details
- iv. Item details

**i. General details tab:**

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



Following data fields are present in this tab:

a. Scheme Code:

In this dropdown, user has to select the license/export benefit scheme which = DTA Entity is availing for this transaction. This option, once selected and saved, cannot be changed later and an alert stating this will be shown to user on selection of scheme code.

b. Bill of Export print format:

User has to select the desired print format for this document. There are four options available to the user, viz. DutyFree, Dutiable, Drawback and DEPB.

c. Purpose of transaction: Activity for which LOA has been issued to SEZ entity needs to be selected and will remain the same for all transactions of a particular SEZ entity.

d. SEZ Entity Details:

The details of the SEZ Entity will be shown in this section

e. DTA Entity Details:

The details of the DTA Entity, from whom goods are procured should be captured in this section

f. Remarks to be printed:

This field has been provided to enable the unit to capture anyadditional/miscellaneous information which user wishes to highlight on the face of the Shipping Bill. This field may be used for entering Export related declarations, source of the items which have been used to manufacture the goods being exported etc. as applicable from case to case basis. The contents of this field are printed on the shipping Bill. The length of this field is 400 characters.

g. Quality Certificate:

If any quality certificates are applicable, the check box called 'Quality Certificate' should be ticked. On selection, fields to enter the details of the quality certificate will be displayed to the user. The user has to enter the Certificate number & date. Multiple quality certificate details can be added by clicking on ADD button.

h. ARE-1 details:

When ARE-1 is also furnished along with Bill of Export, ARE-1 checkbox needs to be checked and details of the same needs to be captured.



- i. Declaration for claim of Duty Drawback:  
If the goods are availed under the Duty Drawback scheme, then the respective details have to be entered in this section
- j. Client Details Applicable:
- k. If SEZ unit is procuring goods jointly or on behalf of their client, other/client party details needs to be captured in this section. This field is optional.  
GR Details Applicable:  
In case if GR is applicable for the transaction, then the GR details needs to be entered in this section.  
GR form needs to be obtained by unit from RBI

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

The format of the request ID is "30YYXXXXXXXX".

Here,

"30" is the code representing a DTA Proc Ex B transaction

"YY" are the last two digits of the current year

"XXXXXXXX" is the unique number.

**ii. Shipment Details:**

The Shipment related details of the transaction are captured in this tab.

The screenshot displays the 'SEZ Online' interface for 'DTA Procurement With Export Benefit Form'. The top navigation bar includes 'v2.40 Welcome Unit Maker', 'Sep 26, 2012', 'Home Help Preferences', 'Logout', and 'Department of Commerce'. A left sidebar lists various menu items 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 shows the 'Request ID: 301200002714' and four tabs: 'General Details', 'Shipment Details', 'Invoice Details', and 'Item Details'. The 'Shipment Details' tab is selected, displaying a form with the following fields: 'Country of Destination' (India), 'Country of Destination(Other)', 'Port of Destination' (SEZ310), 'Originating from', 'State of Origin' (Select), and 'Mode of Transport' (Land). There are checkboxes for 'Mark the box, if Port Of Destination is not available in search' and 'Mark the box, if Port of Loading is not available in search'. 'Save' and 'Reset' buttons are located at the bottom right of the form.

**Fig: Screenshot of 'Shipment Details' tab**

On saving the details of Shipment Details section, two new sections are displayed as “EGM Land Details” & “Container Details”.

a. EGM Land Details–

In this section, we enter the information related to the physical attributes of the consignment.

Fig: Screenshot of ‘EGM Land Details’ section

b. Container Details:

In this section, user has to enter the details regarding the Container used in the shipment

EGM ID	Gross Weight	Net Weight	Unit of Measurement
4578	123.000	123	BALE

Fig: Screenshot of ‘Container Details’ section

**iii. Invoice Details:**

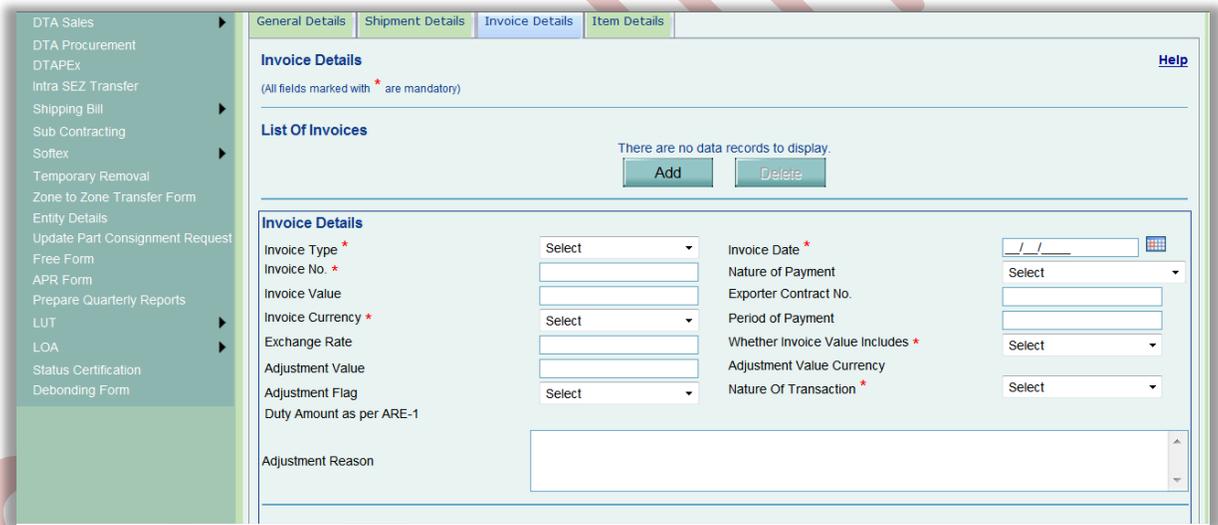
User needs to capture invoice details in this section

Following sections are present in this tab:

a. List of Invoices –

In this section, user has to enter the details pertaining to the invoice (e.g. Invoice value, Invoice currency, Invoice date, Buyer details if it's different than consignee 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.



The screenshot displays the 'Invoice Details' section of a web application. On the left is a vertical sidebar menu with various options. The main area has a tabbed interface with 'Invoice Details' selected. Below the tabs, there's a 'List Of Invoices' section showing a message that there are no data records to display, with 'Add' and 'Delete' buttons. Below this is a form for entering invoice details. The form includes fields for Invoice Type, Invoice No., Invoice Value, Invoice Currency, Exchange Rate, Adjustment Value, Adjustment Flag, Duty Amount as per ARE-1, Adjustment Reason, Invoice Date, Nature of Payment, Exporter Contract No., Period of Payment, Whether Invoice Value Includes, Adjustment Value Currency, and Nature Of Transaction. Mandatory fields are marked with an asterisk.

**Fig: Screenshot of 'Invoice Details' section**

**Fig: Screenshot of 'Applicable Charges' section**

**Fig: Screenshot of 'List of Invoices' grid**

**iv. Item Details tab:**

Details of individual items need to be captured in this section.

Following sectionis present in this tab:

**a. List of Invoices –**

List of all invoices added by user in invoice section will be displayed in item section. User needs to select radio button against appropriate invoice number for adding items under it.

On clicking the ADD button, fields for entry of item details will be displayed. User can enter the details of the item in this section. On saving the Item details, the item record will be shown in a grid called List of items.

User can also enter multiple item records by clicking the ADD button below the 'Invoice list' grid. On adding all items system will calculate invoice value and populate it in invoice value field of invoice tab.

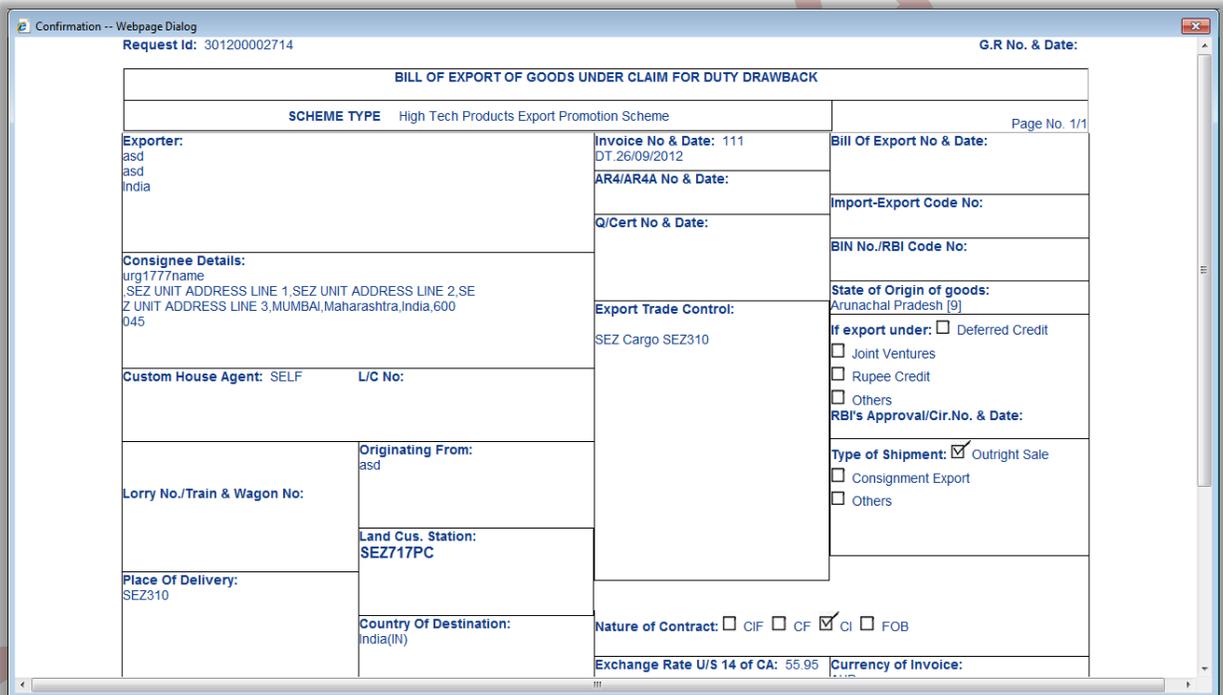
**Fig: Screenshot of section for adding new items**

**Fig: Screenshot of 'Item Details'**

**B. Confirmation Screen:**

After preparation of the DTA Proc Ex B transaction and verification of data the user needs to click on the 'Submit' button, a confirmation screen will be displayed to the user. In the confirmation page, the contents of the DTA Proc Ex B transaction will get displayed.

The user may either confirm or cancel the submission of the DTA P Ex B using the buttons provided in this page. Further, please note that the user may also print a trial copy of the DTA Proc Ex B transaction by clicking on "Print Trial" through this page.



Confirmation -- Webpage Dialog  
Request Id: 301200002714  
G.R No. & Date:

BILL OF EXPORT OF GOODS UNDER CLAIM FOR DUTY DRAWBACK		Page No. 1/1
SCHEME TYPE		High Tech Products Export Promotion Scheme
<b>Exporter:</b> asd asd India	<b>Invoice No &amp; Date:</b> 111 DT.26/09/2012	<b>Bill Of Export No &amp; Date:</b>
<b>Consignee Details:</b> urg1777name SEZ UNIT ADDRESS LINE 1,SEZ UNIT ADDRESS LINE 2,SEZ UNIT ADDRESS LINE 3,MUMBAI,Maharashtra,India,600045	<b>AR4/AR4A No &amp; Date:</b>	<b>Import-Export Code No:</b>
	<b>Q/Cert No &amp; Date:</b>	<b>BIN No./RBI Code No:</b>
<b>Custom House Agent:</b> SELF <b>L/C No:</b>	<b>Export Trade Control:</b> SEZ Cargo SEZ310	<b>State of Origin of goods:</b> Arunachal Pradesh [9]
<b>Lorry No./Train &amp; Wagon No:</b>	<b>Originating From:</b> asd	<b>If export under:</b> <input type="checkbox"/> Deferred Credit <input type="checkbox"/> Joint Ventures <input type="checkbox"/> Rupee Credit <input type="checkbox"/> Others
	<b>Land Cus. Station:</b> SEZ717PC	<b>RBI's Approval/Cir.No. &amp; Date:</b>
<b>Place Of Delivery:</b> SEZ310	<b>Country Of Destination:</b> India(IN)	<b>Type of Shipment:</b> <input checked="" type="checkbox"/> Outright Sale <input type="checkbox"/> Consignment Export <input type="checkbox"/> Others
<b>Nature of Contract:</b> <input type="checkbox"/> CIF <input type="checkbox"/> CF <input checked="" type="checkbox"/> CI <input type="checkbox"/> FOB		
<b>Exchange Rate U/S 14 of CA:</b> 55.95		<b>Currency of Invoice:</b>

**Fig: Screenshot of Confirmation Screen**



Confirmation -- Webpage Dialog

Commission	0	0	Amount: Net Realisable 55950			
Discount	0	0				
Other Deductions	0	0				
Packing Charges	AUD	0	0			

Sl. NO.	Export Tariff No. No.	Assessable Value under Section 14	DUTY		CESS		Total Duty & Cess	Duty payment particulars
			Rate	Amount	Rate	Amount		
Total Duty/Cess Amount in words: For details of Export duty/ CESS refer to the bottom of the document document								Collection Stamp

**Declaration:**  
 I/We declare that all particulars given herein are true and correct.  
 I/We also attach the declaration(s) under clause No.(s).....  
 Public Notice No .....dated.....  
 Signature of Exporter/CHA & Exporter/CHA & Date:  
 Date:  
 This DTA Procurement with Export Benefit Form is digitally signed.

License Serial Number	Registration Number	Registration Date	Item Serial Number in Part E & Part C	Quantity	Export Quantity	Indigenous(N)/ Imported(M)
1	111	27/09/2012	111E & 111C	100.000	12123.000	Indigenous (N)

Confirm Cancel Print Trial

Fig: Screenshot of Confirmation Screen



Tip: Before submitting to Customs, Print Trial facility may be used to see whether all the details are correctly entered in the request

C. General Instructions:

- i. After entering details of each tab, user has to click on save button to save the information entered.
- ii. The fields marked with a red asterisk mark "\*" are mandatory. The DTA Proc Ex B transaction cannot be submitted without entering information in the mandatory fields.
- iii. 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 DTA P Ex B can be tracked in future by using this request ID.
- iv. The DTA P Ex B no. is generated by the system as soon as the Entity Approver user submits the DTA P Ex B to the Customs approver. It can be viewed in the 'General details' tab of the DTA P Ex B.
- v. The user will not be able to make any changes in the DTA P Ex B once it is submitted to customs.
- vi. Whenever a request is submitted from Entity to Customs and vice versa, user will have to digitally sign the transaction.. 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".



vii. For downloading reference manuals, please visit the website <https://www.sezonline-ndml.com/downloads.htm>

#### D. Template Upload:

Facility has been provided to users to attach supporting User can upload maximum upto 10 files for a particular request and the maximum size of file that can be uploaded should be upto 2 MB.

Remarks History  
Show Calculations Re-examination History  
Upload template file:  
Upload template file:  Browse... Upload \*Number of files allowed to upload is limited  
File Uploaded:  
Submit 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., Entity and Customs. But the internal remarks entered by Entity 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.



**D. Noting Number**

When entity approver submits the request to customs using digital signature certificate, the noting number (Bill of Export Number & Date) will get generated for the request and it will be displayed in the 'General Details tab' and will be reflected in print also.

Users can view& print this data by searching and opening the request from the Search Request screen.

**E. Editing a request which is submitted to Customs**

After a request has been submitted to Customs, Entity users can edit the request in two ways:

i. Editing request before assessment:

After submission of request to Customs but before its assessment, the request can be edited by the Entity user. If any modifications are required to be made in the request, then Customs Assessor can submit the request with the status as "Raise Query" back to Entity Approver for modifications to be made in the request.

ii. Editing request after assessment:

After the request has been assessed, Entity users are not allowed to edit the request. Therefore, to facilitate the editing in such scenarios, the functionality of 'Amendment' has been provided to the users.

The Entity user has to file for a Free Form-Amendment for the said request. After the Amendment is approved, then Amendment user will be allowed to make changes in the request.

For more information on Amendment, kindly refer the manual for 'Free Form – Amendment'.

## **5 WORKFLOW OF DTA P EX B**

**A. Preparation of DTA Proc Ex B transaction from Entity Maker/CHA**

1. Entity Maker prepares the DTA Proc Ex B transaction and clicks on SUBMIT button
2. If the Entity Approver user Id is not created, then the request will be sent to Entity Admin's user ID. Then the user ID of Entity Approver has to be created and then Entity Admin would be able to re-allocate the request to Entity Approver
3. 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 DTA Proc Ex B can be printed for verification of details entered.
- B. 'SubmittedWithPayment' DTA Proc Ex B 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.
  - 2. 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 DTA P Ex B request – the user can edit the entire contents of the DTA P Ex B request prepared by the Entity Maker/CHA
  - b. After viewing the contents of the DTA P Ex B request, if the Entity Approver finds that the details are proper, the 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 DTA P Ex B 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 DTA P Ex B is submitted to customs, the unit cannot make any changes in the DTA P Ex B
    - 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 DTA P Ex Brequest can be printed for verification of details entered.
- C. 'Cancel' request fromEntity Approver**
- The Entity Approvercan 'cancel' the DTA P Ex B prepared by the Entity Maker/CHA user. In this case, the DTA P Ex Bwill get cancelled permanently and will not be available for edit/submission to Customs. However, the users shall be able to view such DTA P Ex Bthrough the search facility



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

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

**E. Assessment of the request from Customs Assessor**

The request which is submitted by Entity is received by the Customs Assessor.

Customs Assessor has the following options

- Assess the request
- 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 Examination (Customs Assessor -> Preventive Officer)

**i. Assess the request**

If Customs Assessor assesses the DTA Proc Ex B transaction, 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 DTA Proc Ex B request, then Customs Assessor can send the request back to the Entity 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**

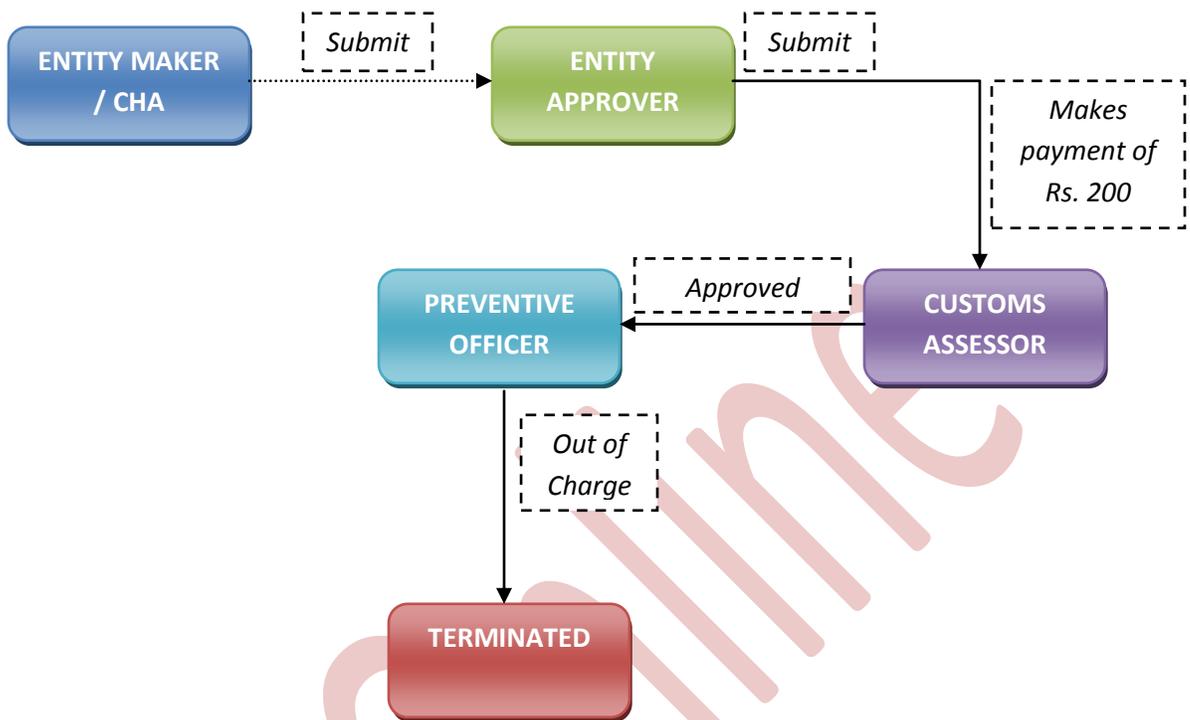
If Customs Assessor requires clearance regarding some aspect or details of the request, then Customs Assessor can submit the request with the status "Misuse Incident" and send it to Customs Approver

**iv. Send the request for Examination**

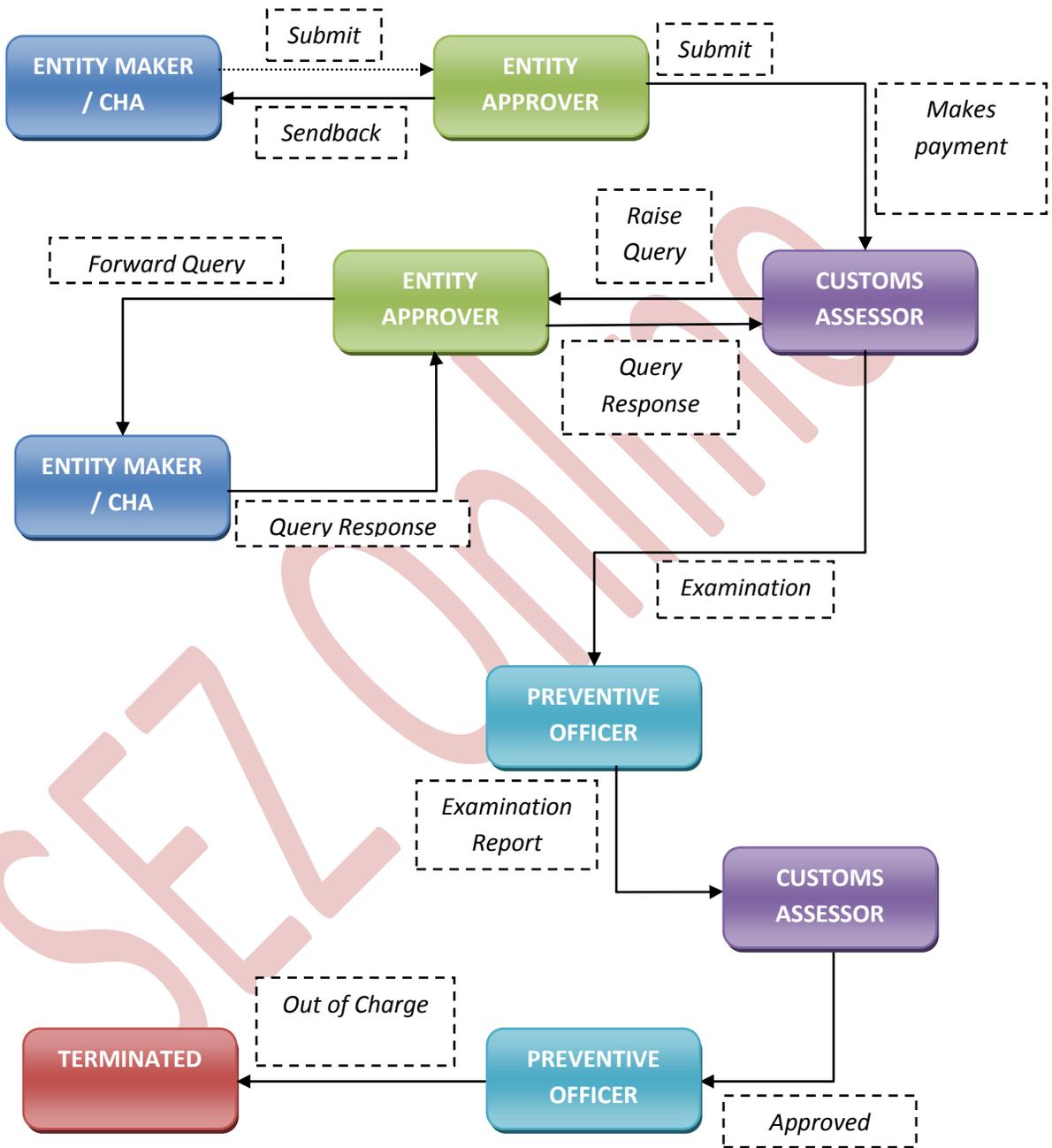
Customs Assessor can send the goods for Examination. On submitting the request with the status 'Examination', the request is sent to the Preventive Officer for goods examination along with 'Examination Order'. After completing the good examination, Preventive Officer submits the request back to Customs Assessor along with the 'Examination Report'.



Scenario 1: Forward workflow



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 DTA P Ex B transaction, kindly refer the SEZ Act 30.

## **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 charges.

User has to avail Account deposit scheme for the purpose of payment of transaction charges. Payment has to be made through this account by Entity Approver user. Entity Approver user can credit top-up of required amount to this deposit account. The payment to this account can be made either through Cheque or Demand draft or NEFT (outside the system) and corresponding entry needs to be made in the system.

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” will be displayed to the user.

For more information regarding payment process/steps, kindly refer the manual for “SEZ Online - Payments”.

## **7 PRINTING OF DTA P EX B THROUGH SEZ ONLINE SYSTEM**

For DTA P Ex B, there are four print formats provided, namely, Dutyfree, DEPB, Dutiable and Drawback. Depending upon the type of license applicable, user will select the print format accordingly. Also, user is allowed to take the print out of GR Copy (if applicable).

After submitting the DTA Proc Ex B transaction to Customs, the Entity/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 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.



Request Id: 30120001351		G.R No. & Date:	
<b>BILL OF EXPORT OF GOODS UNDER CLAIM FOR DUTY DRAWBACK</b>			
SCHEME TYPE Drawback (DBK)		Original Page No. 1/1	
<b>Exporter:</b> Vendor Name Same VENDOR SAME 2 ADDRESS LINE 1 VENDOR SAME 2 ADDRESS LINE 2 VENDOR SAME 2 ADDRESS LINE 3 VENDOR SAME 2 CITY 987654321 U S A <b>Consignee Details:</b> urg1777name SEZ UNIT ADDRESS LINE 1,SEZ UNIT ADDRESS LINE 2,SE Z UNIT ADDRESS LINE 3,MUMBAI,Maharashtra,India,600 045 asdasd 2s1d2 1asd21. <b>Custom House Agent:</b> SELF <b>L/C No:</b>		<b>Invoice No &amp; Date:</b> in---12588 DT.03/04/2012 <b>AR4/AR4A No &amp; Date:</b> asdasd 01/04/2012 <b>Q/Cert No &amp; Date:</b>  <b>Export Trade Control:</b> SEZ Cargo SEZ310  <b>Nature of Contract:</b> <input type="checkbox"/> CIF <input type="checkbox"/> CF <input type="checkbox"/> CI <input checked="" type="checkbox"/> FOB <b>Exchange Rate U/S 14 of CA:</b> 0.608 <b>Currency of Invoice:</b>	
<b>Originating From:</b> Bhatkal  <b>Land Cus. Station:</b> SEZ717PC  <b>Country Of Destination:</b> India(IN)		<b>Bill Of Export No &amp; Date:</b> 0000021 26/04/2012 <b>Import-Export Code No:</b> IECODESAME2  <b>BIN No./RBI Code No:</b> PANSAME002  <b>State of Origin of goods:</b> Maharashtra [60] <b>If export under:</b> <input type="checkbox"/> Deferred Credit <input type="checkbox"/> Joint Ventures <input type="checkbox"/> Rupee Credit <input type="checkbox"/> Others <b>RBI's Approval/Cir.No. &amp; Date:</b>  <b>Type of Shipment:</b> <input checked="" type="checkbox"/> Outright Sale <input type="checkbox"/> Consignment Export <input type="checkbox"/> Others	
<b>Lorry No./Train &amp; Wagon No:</b>   <b>Place Of Delivery:</b> SEZ310			

Fig: Screenshot of Print copy for DTA P Ex B (Drawback format)

Request Id: 30120001174		EXCHANGE CONTROL DECLARATION (GR) FORM NO. 027 DT. 12/03/2012	
Customs Security No.		Original Page No. 1/1	
<b>Exporter:</b> Universal Exports Address Line 1 Address Line 2 Address Line 3 Mumbai ,123456 India <b>Consignee Details:</b> urg1777name SEZ UNIT ADDRESS LINE 1,SEZ UNIT ADDRESS LINE 2,SE Z UNIT ADDRESS LINE 3,MUMBAI,Maharashtra,India,600 045 CLIENT: PARAMJIT, NSEIT. <b>Custom House Agent:</b> SELF <b>L/C No:</b>		<b>Invoice No &amp; Date:</b> INVOICE001 DT.12/03/2012 <b>AR4/AR4A No &amp; Date:</b> ARE NUM 1 12/03/2012 <b>Q/Cert No &amp; Date:</b> Cert001,DT.12/03/2012  <b>Export Trade Control:</b> SEZ Cargo SEZ310  <b>NatureOfContract:</b> <input checked="" type="checkbox"/> CIF <input type="checkbox"/> CF <input type="checkbox"/> CI <input type="checkbox"/> FOB <b>Exchange Rate U/S 14 of CA:</b> 1 <b>Currency of Invoice:</b>	
<b>Pre-Carriage By:</b> Pre Carraige By <b>Vessel/Flight No:</b> Land ,Lorry Number <b>Rotation No:</b>  <b>Port of Loading:</b> Mumbai sea (Ex Bombay)  <b>Port of Discharge:</b> Aksay <b>Country of Destination:</b> Russia(RU)		<b>SB No. and Date:</b> DC717-SEZ717-DTAPExB-00000014 12/03/2012 <b>Import-Export Code No:</b> IECODE001  <b>BIN No./RBI Code No:</b> BIN123456789012  <b>State of Origin of goods:</b> Maharashtra [60] <b>If export under:</b> <input checked="" type="checkbox"/> Deferred Credit <input type="checkbox"/> Joint Ventures <input type="checkbox"/> Rupee Credit <input type="checkbox"/> Others <b>RBI's Approval/Cir.No. &amp; Date:</b> RBI Appr. Num 12/03/2012 <b>Type of Shipment:</b> <input checked="" type="checkbox"/> Outright Sale <input type="checkbox"/> Consignment Export <input type="checkbox"/> Others	

Fig: Screenshot of Print copy for DTA P Ex B (GR format)

- 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. "DTA P Ex B"). 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.

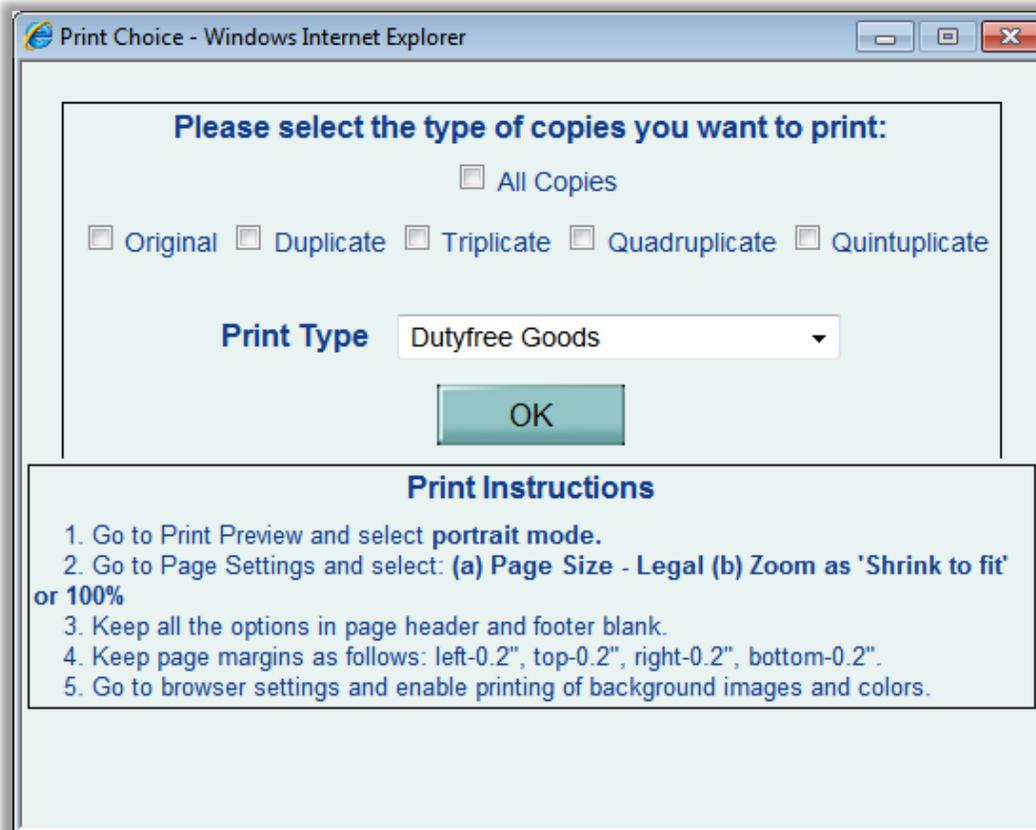


Fig: Dialog box for selecting the print copies

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 Entity side for query resolution, the PRINT button will not be shown to the user (Entity as well as Customs).

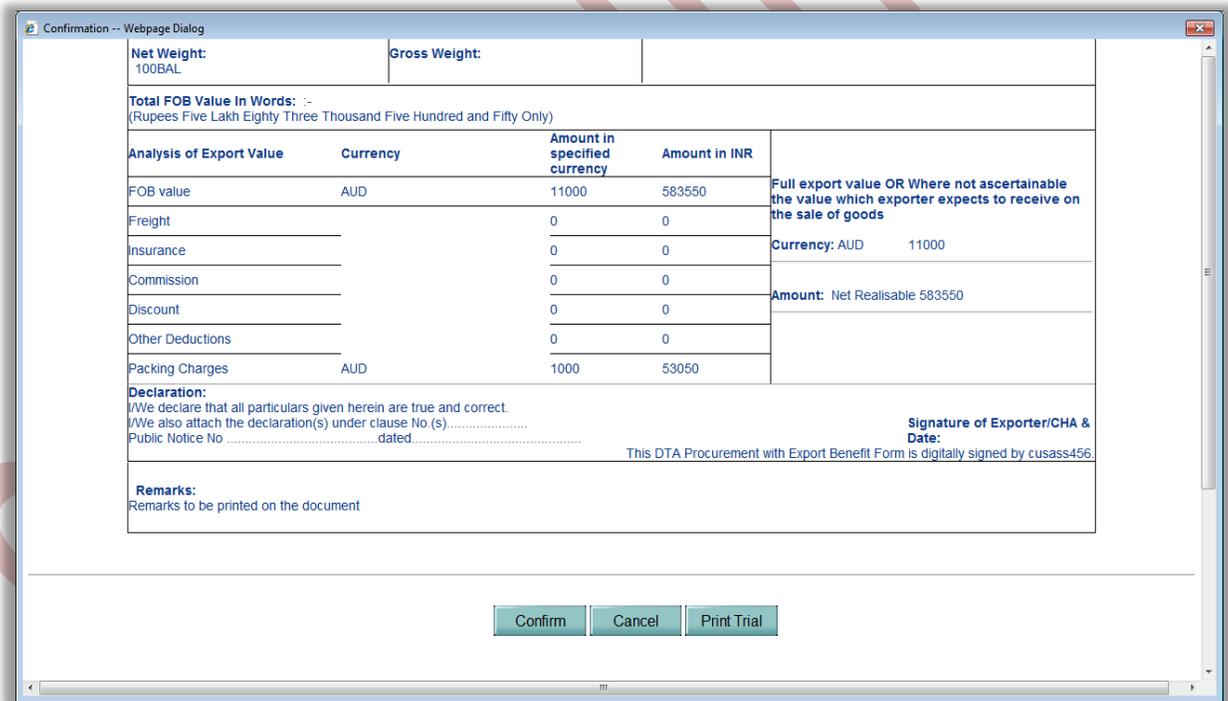
Steps to take the print-out:

- 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 Portrait 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 DTA Proc Ex B form to Customs  
 In order to enable the user to check if the details entered in the DTA P Ex B is correct, a facility has been provided in the SEZ Online system to take a Trial copy of the DTA P Ex B. It can be printed in two ways:

i. Print from the Confirmation screen

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



**Fig: Screenshot for Confirmation Screen**

ii. Print from the 'Search' facility

The users may search for the DTA P Ex B through 'Search Request' facility provided in the system. User can select DTA P Ex B in "Request Type" or can enter Request ID in respective tab to search DTA P Ex B. 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 DTA P EX B**

For information on amendment of DTA Proc Ex B requests, kindly refer the manual for 'FreeForm – Amendment'

## **9 CANCELLATION OF DTA P EX B**

For information on cancellation of DTA Proc Ex B requests, kindly refer the manual for 'Free Form – Cancellation'

SEZ Online