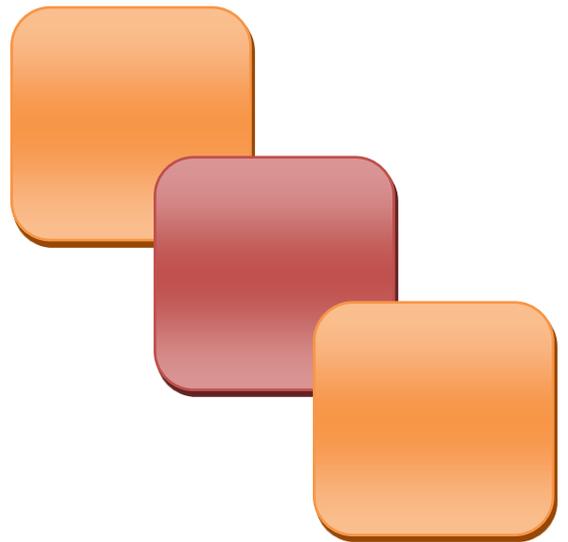


# SEZ Online Manual DTA Procurement

Version 2.0



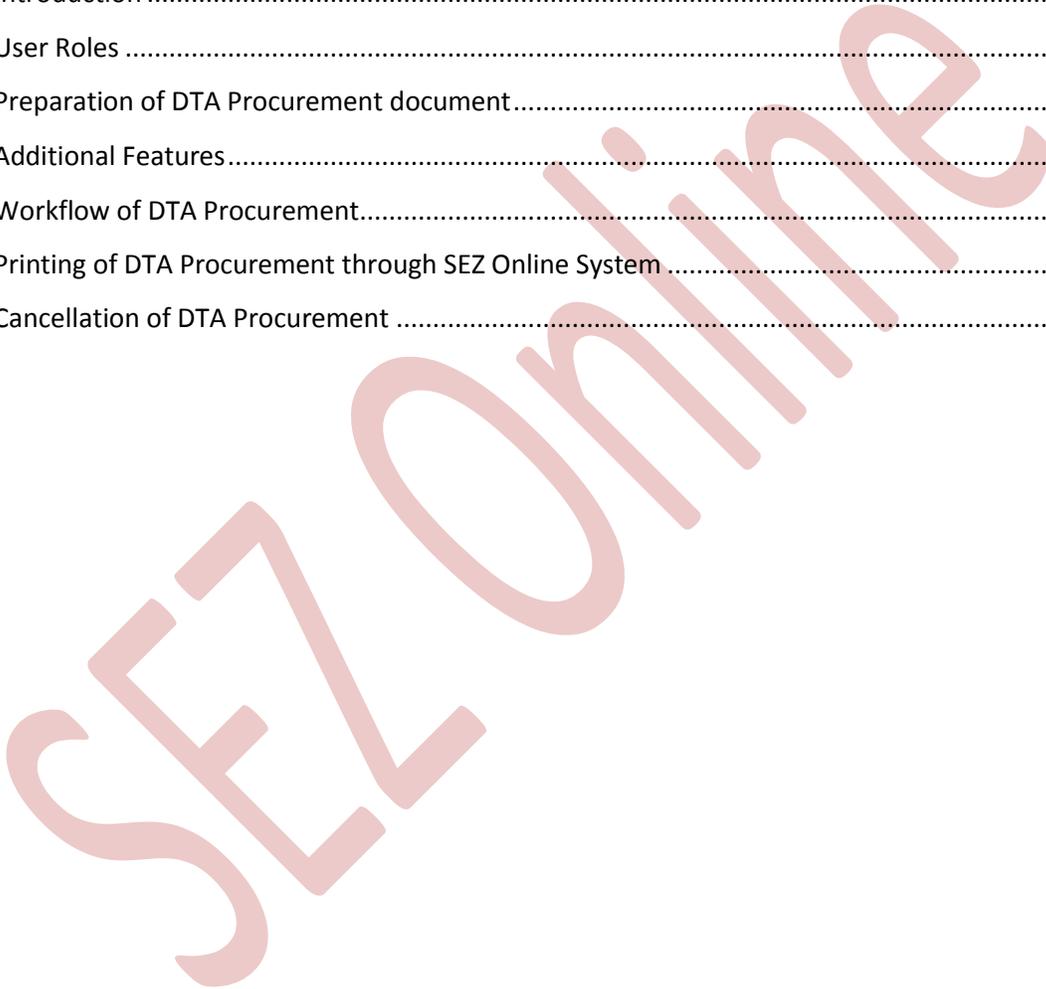


**Note:** This document is intended for use by existing SEZ units for the purpose of submitting Procurement Document when SEZ Units procuring goods with ARE-1 or without ARE-1 . The document describes the process of preparation & submission of DTA Procurement document in case of a DTA Procurement through SEZ online system.

Here, all the processes/features mentioned for DTA Procurement transactions.

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## 1 INTRODUCTION

An SEZ Unit may procure goods from a Domestic Tariff Area supplier in following ways:

- a. Procurement on the basis of invoice or transport documents without availing any exemptions, drawbacks & concessions.
- b. Procurement on the basis of ARE-1, where central excise duty exemption has been availed but without availing any of exports entitlements.
- c. Procurement on the basis of Bill of Export under claim of export entitlement (with or without ARE-1).

This document explains the procedure of preparation & submission of DTA procurement Form through SEZ Online system to the DC Customs where exports entitlements are not being claimed and Bill of Export is not being filed (Case 1a & Case b mentioned above). Please refer to Rule 47 framed under SEZ Rules 2006.

## 2 USER ROLES

Following user are involved in the processing of DTA Procurement transaction:

- From Unit
  - Entity Maker/CHA
  - Entity Approver
- From Customs
  - Authorized officer

For detailed information and steps regarding user creation and role assignment, kindly refer the manual for 'User Management'.

## 3 PREPARATION OF DTA PROCUREMENT DOCUMENT

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

The Entity Maker or CHA user prepares a DTA Procurement request and submits it to the Entity Approver user, who verifies/checks the correctness of the request before submitting it to Customs office.

To allow the Entity Maker/CHA user to file for DTA Procurement transactions, Unit Admin has to assign the functionality of "DTA Procurement" to the user, which is detailed in the 'User Management' Module. On assignment of the "DTA Procurement"



functionality, user will be able to view/access link named “DTA Procurement”. On clicking on this link, DTA Procurement form will be opened.

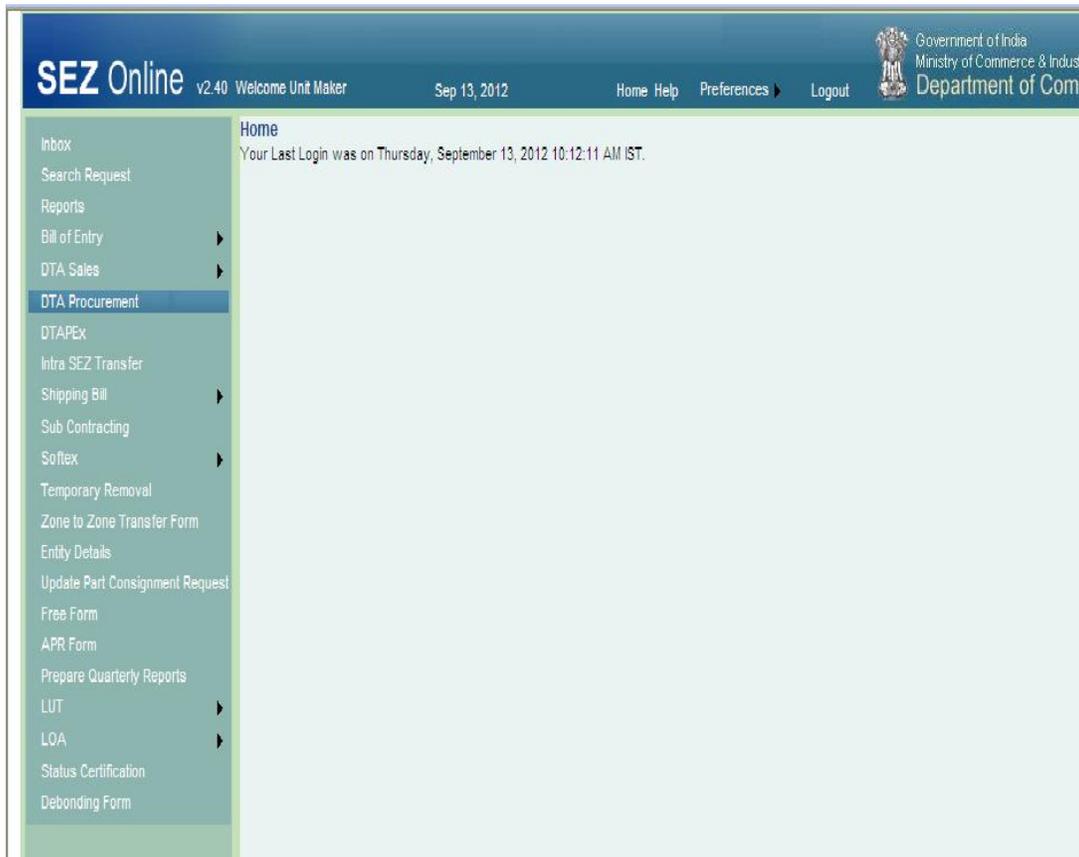


Fig: Screenshot of menu options for DTA Procurement



SEZ Online v2.40 Welcome Unit Approver Oct 19, 2012 Home Help Preferences Logout

Government of India  
Ministry of Commerce & Industry  
Department of Commerce

**DTA Procurement**

Request ID: 291200001551

General Details Invoice Details Item Details

**General Details** [Help](#)

DTA Procurement No.	0000011	DTA Procurement Date	12/10/2012
		CHA Code	SELF

**SEZ Unit Details**

SEZ Unit Name	urg0609n	SEZ Unit Address	AAA,BBB,CCC,DDD,Maharashtra,India,987987
IE Code	EXIM987987		

**DTA Unit Details**

DTA Unit Name	unit name here unit name here	DTA Unit	Algeria
	unit name here unitn	DTA Unit State	aaaaaaaaabbbbbbbbaaaaaaaaaabbbbbbbbaaaaaaa5
DTA Unit Address Line1	aaaaaaaaabbbbbbbbaaaaa	DTA Unit PIN	123456789
	aaaaaaaaabbbbbbbbaaaaa1	DTA Unit PAN	AVPZZZZZ98
DTA Unit Address Line2	aaaaaaaaabbbbbbbbaaaaa	Type Of DTA	Unit
	aaaaaaaaabbbbbbbbaaaaa2		
DTA Unit Address Line3	aaaaaaaaabbbbbbbbaaaaa		
	aaaaaaaaabbbbbbbbaaaaa3		
DTA Unit City	aaaaaaaaabbbbbbbbaaaaa		
	aaaaaaaaabbbbbbbbaaaaa4		
DTA IE Code	IECODE98798798798798		

ARE-1 Details

ARE-1 No.	ARE123	ARE-1 Date	12/10/2012
Range	0-1	Division	A
Address	207, A-3, Misquitta Nagar, V. B. Road, Malad (E), Mumbai - 400069	Commissionerate	MOCMOCMOC
Duty Amount as per ARE-1	987987.23000		

Availing facility of CENVAT credit under CENVAT Credit Rules 2001

Availing facility under Notification 41/2001 Central Excise (N.T.) Dated 26th June 2001 issued under Rule 18 of Central

Availing facility under Notification 43/2001 Central Excise (N.T.) Dated 26th June 2001 issued under Rule 19 of Central

Client Details Applicable

Client Details	Client Details GADA Electronics
----------------	---------------------------------

Remarks to be printed on the document

Remarks to be printed on the docum

[View Status History](#) [View Remarks History](#)

Contact FAQ

Site Best Viewed in IE 7.0 and above with 1024x768 Screen Resolution

Fig: DTA Procurement form

A. Data fields:

The data fields of the DTA Procurement document have been categorically organized into 3 tabs, as:

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

**i. General details tab:**

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

Following sections are present in this tab:

- a. SEZ Unit details –  
The details of the SEZ Unit are auto populated in this section. These details are non editable.
- b. DTA Unit details –  
The basic details regarding the DTA Procurement transaction are captured in this section
- c. ARE stands for “Application for Removal of Excise”, if user does not intend to pay excise duty then he will be required to fill the ARE-1 details section.
- d. “Remarks to be printed on the document” field is a non mandatory field and if user enters data in that field then same will be reflected on confirmation/print page.

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

The format of the request ID is “29YYXXXXXXXX”.

Here,

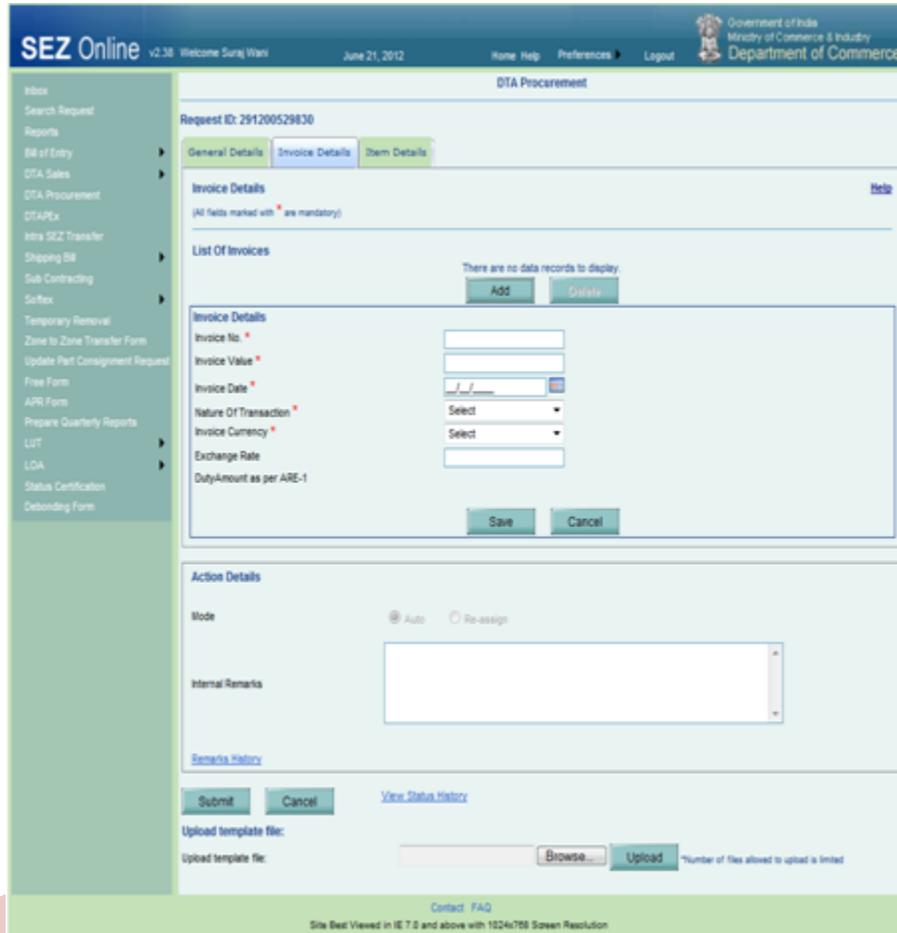
“29” is the code representing a DTA Procurement transaction

“YY” are the last two digits of the current year

“XXXXXXXX” is the unique number.

**ii. Invoice Details:**

The details related to the Invoice are captured in this tab.

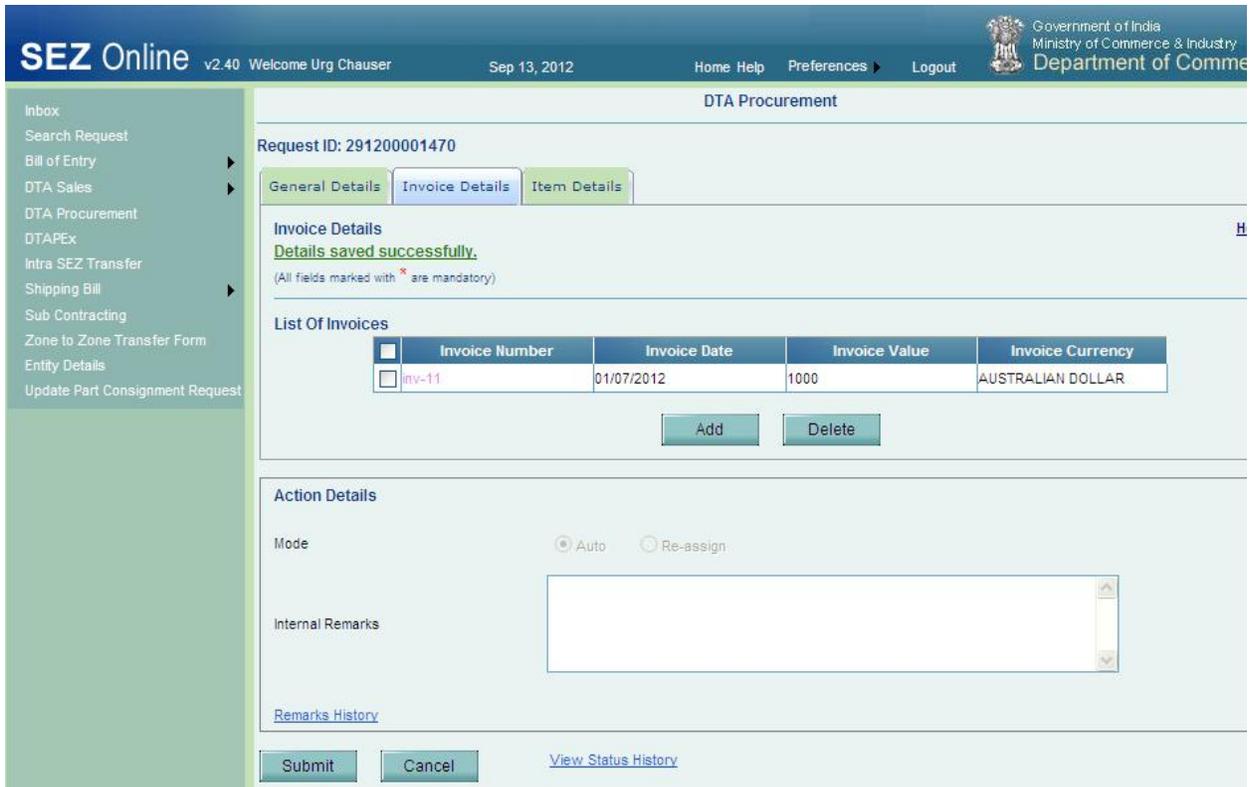


**Fig: Screenshot of 'Invoice Details' tab**

**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 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 shows the SEZ Online v2.40 interface for DTA Procurement. The top navigation bar includes 'Welcome Urg Chausser', 'Sep 13, 2012', 'Home Help', 'Preferences', and 'Logout'. The left sidebar lists various menu items like 'Inbox', 'Search Request', 'Bill of Entry', 'DTA Sales', 'DTA Procurement', 'DTAPEX', 'Intra SEZ Transfer', 'Shipping Bill', 'Sub Contracting', 'Zone to Zone Transfer Form', 'Entity Details', and 'Update Part Consignment Request'. The main content area displays 'Request ID: 291200001470' and three tabs: 'General Details', 'Invoice Details', and 'Item Details'. The 'Invoice Details' tab is active, showing a message 'Details saved successfully.' and a note '(All fields marked with \* are mandatory)'. Below this is a 'List Of Invoices' table with columns for 'Invoice Number', 'Invoice Date', 'Invoice Value', and 'Invoice Currency'. A single row is visible with 'inv-11', '01/07/2012', '1000', and 'AUSTRALIAN DOLLAR'. 'Add' and 'Delete' buttons are positioned below the table. The 'Action Details' section includes a 'Mode' selector with 'Auto' selected and 'Re-assign' as an option, and a text area for 'Internal Remarks'. At the bottom, there are 'Submit', 'Cancel', and 'View Status History' buttons.

*Fig: Screenshot of 'Invoice List' grid*

**iii. Item Details tab:**

User enters the details of the items of the consignment in this tab.

Following section is present in this tab:

**a. List of Items –**

On clicking the ADD button, a new sub-section named 'Add Item Details' is opened. User can enter the details of the item in this sub-section. On saving the Item details, the item record will be shown in a grid named 'List of Items'.

User can also enter multiple items by clicking the ADD button below the 'List of Items' grid. If user wants to delete any item added he can do so by selecting the radio button for the particular item and clicking on Delete button



The screenshot shows the 'SEZ Online' interface for 'DTA Procurement'. The top navigation bar includes 'Home', 'Help', 'Preferences', and 'Logout'. The left sidebar lists various menu items such as 'Inbox', 'Search Request', 'Bill of Entry', 'DTA Sales', 'DTA Procurement', 'DTAPEX', 'Intra SEZ Transfer', 'Shipping Bill', 'Sub Contracting', 'Zone to Zone Transfer Form', 'Update Part Consignment Request', 'File Form', 'APR Form', 'Prepare Quarterly Reports', 'LIT', 'LDA', 'Status Certification', and 'Defending Form'. The main content area is titled 'Request ID: 291266529838' and has three tabs: 'General Details', 'Invoice Details', and 'Item Details'. The 'Item Details' tab is active, showing a 'List of Items' table with columns: Select, Item Serial Number, Invoice Number, Invoice Date, Item Description, Unit Price, Quantity, and Product Value. Below the table are 'Add' and 'Delete' buttons. The 'Total Items: 0' is displayed. A form below the table is titled 'Items for Invoice No.: 11' and contains fields for 'Item Description 1', 'Item Description 2', 'Item Description 3', 'Unit of Measurement', 'Item Accessories', 'Total Duty Amount (ex per ARE-1)', 'Item Type', 'Quantity', 'Unit Price', 'Product Value', 'Present Market Value (in INR)', 'BTC / ITCES Code', and 'Amount of Rebate Claimed'. There are also checkboxes for 'Is Re-Export Applicable?' and 'Is Previous Export Applicable?'. 'Save' and 'Cancel' buttons are at the bottom of the form. An 'Action Details' section at the bottom has a 'Mode' dropdown set to 'Add' and an 'Internal Remarks' text area.

Fig: Screenshot of 'Add Item Details' section

The screenshot shows the 'SEZ Online' interface for 'DTA Procurement'. The top navigation bar includes 'Home', 'Help', 'Preferences', and 'Logout'. The left sidebar lists various menu items such as 'Inbox', 'Search Request', 'Bill of Entry', 'DTA Sales', 'DTA Procurement', 'DTAPEX', 'Intra SEZ Transfer', 'Shipping Bill', 'Sub Contracting', 'Zone to Zone Transfer Form', 'Entry Details', and 'Update Part Consignment Request'. The main content area is titled 'Request ID: 291200001470' and has three tabs: 'General Details', 'Invoice Details', and 'Item Details'. The 'Item Details' tab is active, showing a message: 'Details Saved Successfully.' Below the message is a 'List of Items' table with columns: Select, Item Serial Number, Invoice Number, Invoice Date, Item Description, Unit Price, Quantity, and Product Value. The table contains one row with values: 1, inv-11, 01/07/2012, itm deaaa1, 100, 10, 1000. Below the table are 'Add' and 'Delete' buttons. The 'Total Items: 1' is displayed. An 'Action Details' section at the bottom has a 'Mode' dropdown set to 'Auto' and an 'Internal Remarks' text area. A 'Remarks History' link is at the bottom left.

Fig: Screenshot of 'Item Details'



**B. Confirmation Screen:**

After preparation of the DTA Procurement document as the user clicks on the ‘Submit’ button, a confirmation screen is displayed to the user. In the confirmation page, the contents of the DTA Procurement document are displayed.

The user may either confirm or cancel the submission of the DTA Procurement using the buttons provided in this page. Further, please note that the user may also print a trial copy of the DTA Procurement document by clicking on “Print Trial” through this page.

**General Details:**

Request ID :	291200001481
DTA procurement No. & Date :	
SEZ unit :	SEZ7482UN Block 'E', Plot 16 (P), 17, 28 and 29 (P), SEEPZ SE Z Andheri (East), Santacruz, Mumbai, Maharashtra, India a.465465

**Client Details:**

SEZ Port Code :	SEZ7482PC
Customs House Agent :	SELF
DTA Unit :	Hemant Mistry kamal Mills Compound, Lower parel, Mumbai, Maharashtra a.India.400075
BIN No. of DTA Unit :	ABCD121555
IE Code of DTA Unit :	ECCode456
ARE 1 No. & Date :	

**Remarks:**

**Invoice Details:**

Sr. No.	Invoice No.	Invoice Date	Invoice Value	Invoice Currency
1	46	30/08/2012	65	NORWEGIAN KRONES

**Item Details:**

Sr. No.	Statistical Code & Description of goods	Quantity	Value
1	84011000-Nuclear reactors asd	100 KGS	10000 NOK

Confirm Cancel Print Trial

Fig: Screenshot of Confirmation Screen

*Tip: Before submitting to Customs, check the Print Trial to see whether all the details are correctly entered in the request*



**C. General Instructions:**

- i. After entering details of each tab, the save button has to be clicked to save the information entered.
- ii. The fields marked with a red asterisk mark “\*” are mandatory. The DTA Procurement document 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 Procurement can be tracked in future by using this request ID.
- iv. The DTA Procurement no. or Thoka no. is generated by the system as soon as the Entity Approver user submits the DTA Procurement to the Customs approver. It can be viewed in the ‘General Details’ tab of the DTAP Request.
- v. The unit will not be able to make any changes in the DTA Procurement once it is submitted to customs.
- vi. At any given point in time only one user can work on a DTAP request. The user in whose inbox the DTA Procurement request is lying can only take action on that request.
- vii. Whenever a request is submitted from Unit to Customs and vice versa, user will have to sign the Confirmation Screen using DSC. 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”.
- viii. For downloading reference manuals/formats, please visit the website <https://www.sezonline-ndml.com/downloads.htm>

**D. Template Upload**

User is having an option to upload .xls and .pdf files through the Upload template file link.

User can upload maximum up to 10 files for a particular request and the maximum size of file that can be uploaded should be up to 2 MB.





## 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., Unit and Customs. But the internal remarks entered by Unit 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.

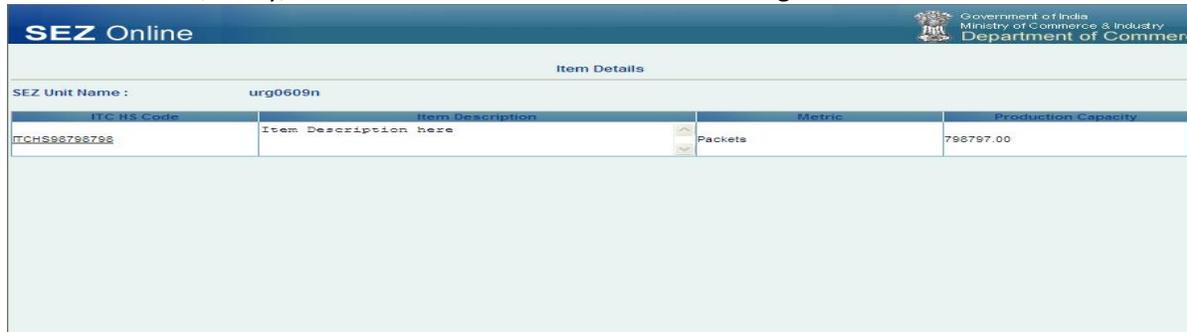
When a request is opened through quick processing screen, then user is not required to accept that request as it would be automatically accepted.

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 Authorized Officer 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.



The screenshot shows the SEZ Online interface. At the top, it says 'SEZ Online' and 'Government of India Ministry of Commerce & Industry Department of Commerce'. Below that, the page title is 'Item Details'. The 'SEZ Unit Name' is 'urg0609n'. There is a table with the following columns: 'ITC HS Code', 'Item Description', 'Metric', and 'Production Capacity'. The table contains one row with the following data: 'ITCHS98798798', 'Item Description here', 'Packets', and '798797.00'.

ITC HS Code	Item Description	Metric	Production Capacity
ITCHS98798798	Item Description here	Packets	798797.00

## 5 WORKFLOW OF DTA PROCUREMENT

### A. Preparation of DTA Procurement document from Entity Maker/CHA

1. Entity Maker prepares the DTA Procurement document and clicks on SUBMIT button
2. 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 Procurement can be printed for verification of details entered.

### B. ‘Submit’ DTA Procurement 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.

Entity Approver can perform the following actions:

  - a. Edit the contents of DTA Procurement – the user can edit the entire contents of the DTA Procurement document prepared by the Entity Maker/CHA
  - b. After viewing the contents of the DTA procurement, if the Entity Approver finds that the DTA Procurement is in order, the Entity Approver user may submit it to the authorized officer at DC’s Office. In this case, a confirmation screen appears in which the entire contents of the DTA Procurement 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", request gets submitted to the Authorized Officer at DC's Office. The message "Request submitted successfully" is displayed to the user. Once the DTA Procurement is submitted to customs, the unit cannot make any changes in the DTA Procurement.
  - 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 Procurement can be printed for verification of details entered.
- C. 'Cancel' request from Entity Approver**  
The Entity Approver can 'cancel' the DTA Procurement prepared by the Entity Maker/CHA user. In this case, the DTA Procurement will get cancelled permanently and will not be available for edit/submission to Customs. However, the users shall be able to view such DTA Procurement through the search facility



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

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

**E. Assessment of the request from Authorized Officer**

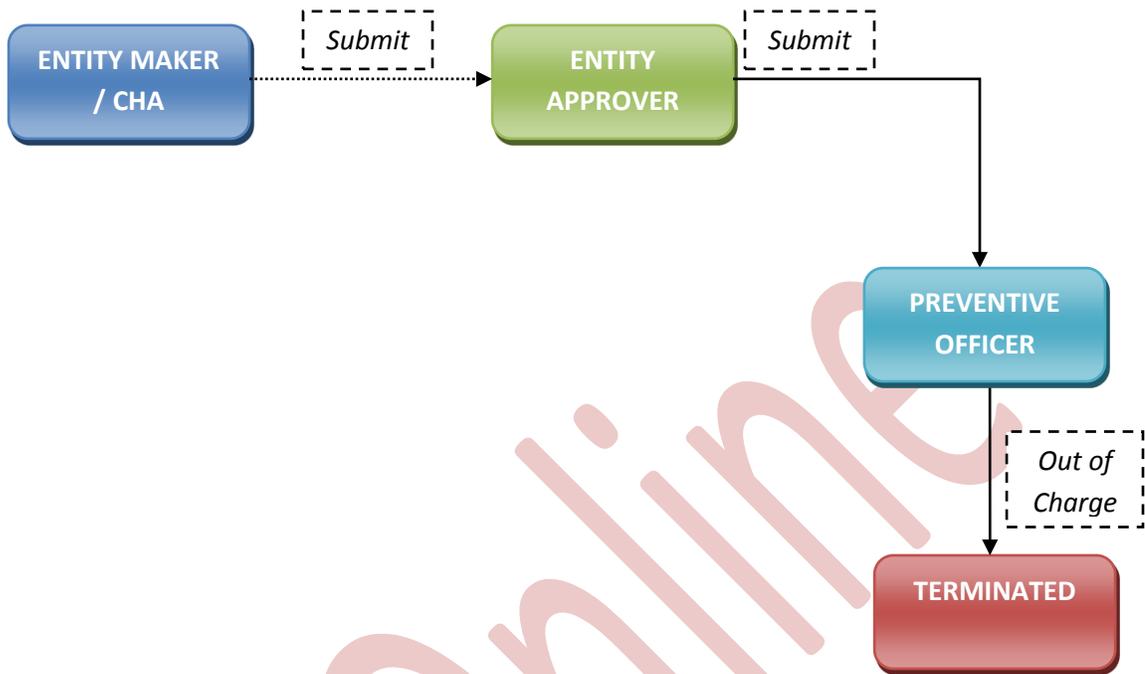
The requests which are submitted by Unit are received by the Authorized Officer.

Authorized Officer has the following options:

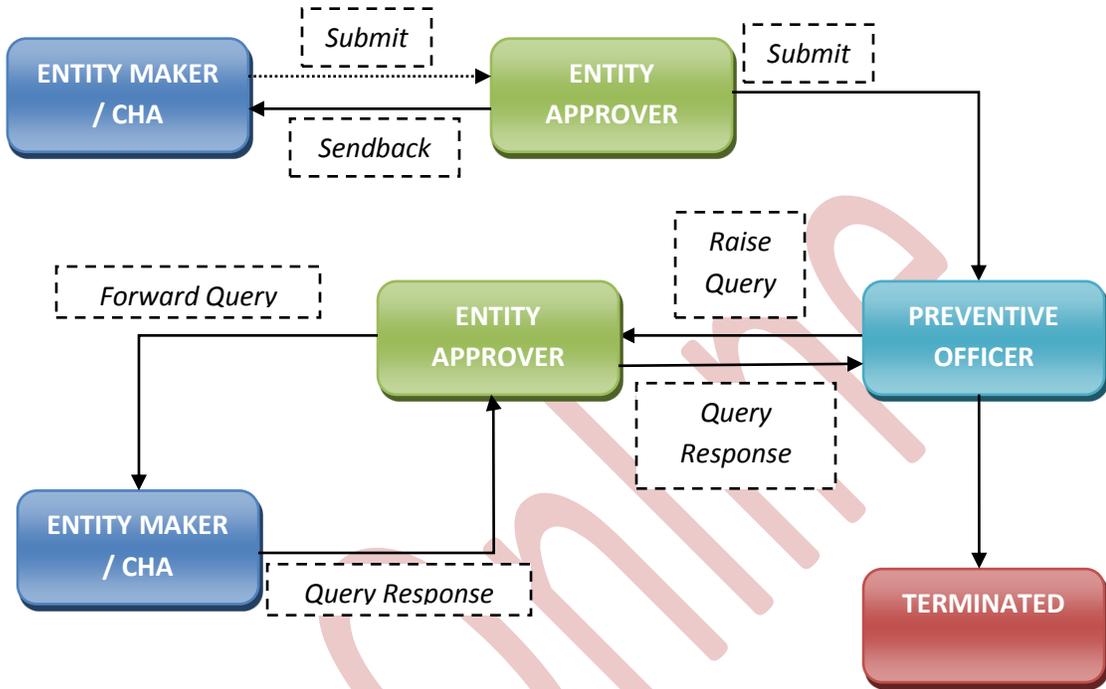
- Give Out of Charge for that request
- Raise a query on the request (Authorized Officer-> Entity Approver)
- i. Give Out of Charge for that request  
If Authorized Officer assesses the DTA Procurement document, then the request can be submitted with status as 'Out-Of-Charge' of the goods.
- ii. Raise a query on the request  
If Authorized Officer finds some incorrectness or inconsistency in the details of the submitted DTA Procurement request, then Authorized Officer can send the request back to the Unit side for rectifying the errors. For this, Authorized Officer can submit the request with the status "Raise Query", after which the request will be sent to the Entity Approver for query resolution.



Scenario 1: Forward workflow



Scenario 2: Backward workflow



For complete set of statuses and workflow scenarios, kindly refer the below embedded excel sheet.



For more information regarding process flow for DTA Procurement transaction, kindly refer the SEZ Act 48.

## 6 PRINTING OF DTA PROCUREMENT THROUGH SEZ ONLINE SYSTEM

After submitting the DTA Procurement document to Customs, the Unit/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 1, 3, 5 copies. On clicking the PRINT button in the User Interface, user is provided with a dialog which contains radio buttons to select either 1 or 3 or 5 copies to take print. Depending upon the radio buttons selected, the print for those copies will be shown.

A. User can take the print-out of a request either from the Inbox or from the Search Request screen.

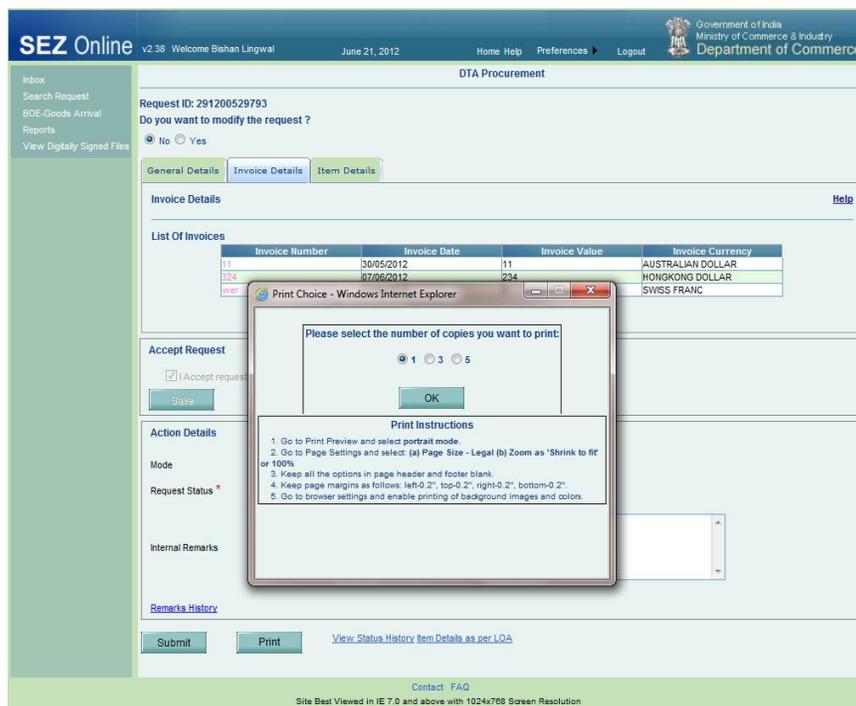
To take the print-out from the Inbox, the request has to be present in the Inbox of the user. User has to open the request from his Inbox and then click on the PRINT button shown at the bottom of the screen.



ARE-1 Details  
 Client Details Applicable  
Client Details  
Remarks to be printed on the document  
Print [View Status History](#) [View Remarks History](#) [Item Details as per LOA](#)  
Contact FAQ  
Site Best Viewed in IE 7.0 and above with 1024x768 Screen Resolution

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 Procurement"). 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.



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

Steps to take the print-out:

- Open the request either from Inbox or Search Request screen
- Click on the PRINT button
- Select the copies as per need and click on OK. The Print Preview screen will be shown
- Go to Print Preview and Select landscape mode
- Go to page settings and select: (a) Page Size as Legal and (b) Zoom as "Shrink to fit"
- Keep page header and footer blank
- Keep page margins as 0.2 inches
- Click on PRINT button
- Only the copies selected will be shown in the print preview screen
- Print the copies



B. Printing Trial copy before submitting the DTA Procurement form to Customs  
In order to enable the user to check if the details entered in the DTAP is correct, a facility has been provided in the SEZ Online system to take a Trial copy of the DTAP.

i. Print from the Confirmation screen

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

DTA Procurement						
<b>General Details :</b>						Page No. 11 / 1
Request ID :	291200529793					
DTA Procurement no & Date :	0000035 21/06/2012					
SEZ unit :	Arashiya Supply Chain Management Pvt Ltd Village Sah, Taluka Panvel, District Raigad, Panvel, Maharashtra, India, 410206					
Client Details :						
SEZ Port Code :	ARsh01					
Customs House Agent :	SELF					
DTA Unit :	wr e,rwerwe,r,India,					
Bill No. of DTA Unit :	NA					
IE Code of DTA Unit :						
ARE 1 No. & Date :						
<b>Remarks :</b>						
<b>Invoice Details :</b>						
Sr.No	Invoice No	Invoice Date	Invoice Value	Invoice Currency		
1	11	30/05/2012	11	AUSTRALIAN DOLLAR		
2	324	7/06/2012	234	HONGKONG DOLLAR		
3	wer	7/06/2012	3	SWISS FRANC		
<b>Item Details :</b>						
Sr.No	Statistical Code and Description of Goods	Quantity	Value			
1	84021200-43534345	23 GGR	529 AUD			
2	84021200-244e1f3dfcd3f	324 KGS	75816 HKD			
3	84021200-5485454fp	34 TBS	1158 CHF			

Fig: Screenshot for Trial Print

## 7 CANCELLATION OF DTA PROCUREMENT

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