

# Bill of Entry (BE) Amendment

# On

# **ICEGATE 2.0**

# USER MANUAL

Version 1.03

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## 1 Getting Started

Welcome to the user manual for ICEGATE, which enables the filing of an Amendment of Bill of Entry (BE) using the Web Forms functionality. This manual provides a detailed overview of all the features included in this functionality.

## 2 Brief about user guide

This user manual provides step-by-step illustrations of all the functionalities that are incorporated in the filing of the Amendment of the Bill of Entry (BE) using Web forms. The manual comes with pictorial representation, which enables users to get a complete grasp on the subject and avail maximal benefit in a very subtle way.

## 3 Overview

In addition to the existing modes of filing statutory forms, ICEGATE has introduced a 'Web Forms' facility wherein statutory documents such as type of Amendment of Bill of Entry (BE) using Web Forms can be filed directly by filling in required inputs on the portal.

Users will be able to save partially filled forms on the portal for completing later. At any stage, the form can also be downloaded on the computer as a file that can later be uploaded, completed, and submitted.



# 4 Abbreviations

Sl. No.	Term/Acronym	Description
1.	BE	Bill of Entry
2.	SEZ	Special Economic Zone
3.	CBIC	Central Board of Indirect Taxes and Customs
4.	СНА	Customs House Agent also known as Customs Broker
5.	DRN	Document Reference Number
6.	DSC	Digital Signature Certificate
7.	e-Sanchit	e-Storage and Computerized Handling of Indirect Tax Documents
8.	GUI	Graphical User Interface
9.	HAWB	House Air Way Bill
10.	HBL	House Bill of Lading
11.	ICD	Inland Container Depots
12.	IGM	Import General Manifest
13.	IEC	Importer Exporter Code
14.	ICEGATE	Indian Customs E-Commerce/Electronic Data Interchange (EC/EDI)
		Gateway
15	IRN	Image Reference Number



## 5 How to Open BE Amendment Web Form

Follow the below steps to open a BE amendment web form:

#### > Step-1

The user can access 'Web forms' functionality from the ICEGATE dashboard by providing their ICEGATE ID and Password and clicking on *the Login* button. In such a case, the '*User Type*' that needs to be selected shall be '*ICEGATE User*'.



#### Step-2

On successful login, the system will display the dashboard screen as follows-

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### > Step-3

Go to the *Services Widget* and select *Electronic Filling* >> *Webforms* and click on the *BE Amendment* link. Screen display will be as follows-

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Drawback 🖲 🗸	✓ ✓ Download e-Copy ✓ Swift Dashboard ✓	

#### Step-4

When clicking '*BE Amendment*, ' the system displays the form for amending the BE. This form is used by an Importer who intends to amend the BE. The importer has to specify segment-wise details, as shown in the next section.

🖌 About Us 🗸 Advisories 🗸	Tutorials $\checkmark$ Reports $\checkmark$ Quick Links $\checkmark$	
Dashboard Dashboard SEZ		Last Login: 2025.02.03 02:19:44 PM, Total Logins: 1421
(2) Profile Status	Carl Drafts	





## 6 The Amendment Message types

The amendments can be carried out based on the three message types:

- $1. \quad A-Amendment \\$ 
  - a. The user can make necessary changes to the existing BE after successfully changing the required fields.
- 2. S Supplement
  - a. The user can add supplementary documents to an existing application to aid the application.
- $3. \quad D-Deletion$ 
  - a. The user can delete incorrect entries to amend the application.

The screen shot of the above three message types is shared below:

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				Choose a date 20/01/2025		
		Amendment Code *		Reasons for Amendment *		
		Select	× +			
		Error: Invalid Amendment Code			6	
		Request Letter Number *		Request Date ★		-



## 6.1.1 Amendment Message Type "A"

If user selects message type 'A', the following amendment segments/types will be made available to him under the heading 'Amendment Code':

- 1. BE details amendment
- 2. IGM details amendment
- 3. Invoice details amendment
- 4. Item details amendment
- 5. Amendment of MAWB for prior BE IGM

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		INVOICE DETAILS		Choose a date Shund (2025			
		ITEM DETAILS		and a strong a			
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		Select	Χ				
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				30/01/2023		<u>.</u>	
	Preview			Save as Draft	1	Next	-

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## 6.1.2 Amendment Message Type "D"

If user selects message type 'D', the following amendment segments/types will be made available to him under the heading 'Amendment Code' -

- 1. Delete Container details
- 2. Delete IGM details
- 3. Delete Invoice details
- 4. Delete Item details
- 5. Delete Supporting documents

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		DELETE SUPPORTING DE	ocs			~	Reasons for Amendment *				
		Select			×	-					
		Error: Invalid Amende	ment Code						11		
		Request Letter Number	*				Request Date *			_	-



## 6.1.3 Amendment Message Type "S" -

If user selects message type 'S', the following amendment segments/types will be made available to him under the heading 'Amendment Code':

- 1. Add Container details
- 2. Add IGM details
- 3. Add Invoice details
- 4. Add Item details
- 5. Add Supporting documents
- 6. Add Declaration Statement

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	ADD DECLARATION STATEMENT	×	Reasons for Amendment *			
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The user must fill all the mandatory fields highlighted with the asterisk mark (\*).

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## 7 The BE Amendment Parameters

Once message type (A/S/D) and amendment code are selected by the user, he can proceed to change the values in the BE segments.

User can change the

- 1. Invoice details
- 2. Item details
- 3. Single Window

The details captured in the above-mentioned segments are shown below

#### 7.1 Invoice

The Invoice section contains the below mentioned tabs which need to be filled by the user

Indian Customs National Trade Portal 2.0   🛱 29 January 2025   03:23 PM 🛛 😽 Help   🗧	24x7 Helpdesk: 1800-3010-1000 🔒 ල්. දිද්
- # About Us v Advisories v Tutorials v Reports v Quick Links v	
⑦ Add New Invoice	
Invoice 1	
Invoke Details	×
Supplier Details	Y
Seller Details	v
Broker Details	v
Invoice Rates and Commercial Details	v
Third Party Details	v
Supporting Document	v
Fil al mandatory fields indicated by by *  ③ Add New Item	

The screenshots for the individual entries of the Invoice menu are shared below:

## 7.1.1 Invoice details

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	Invoice Serial Number *	Invoice Date	Customs House Code which has Imposed Load		
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	Purchase Order Number		Purchase Order Date		
			Choose a date	8	
	Contract Number		Contract Date		
			Choose a date	<u>m</u>	
	Letter of Credit Number		Letter of Credit Date		
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				<u></u>	
	SVB Reference Number		SVB Reference Date		
			Choose a date	10	
	SVB Load Assessable Value		SVB Flag 0		
					1
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	Final Provisional		Final     Provisional		

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SVB Reference Number	SVB Reference Date	
	Choose a date	8
SVB Load Assessable Value	SVB Flag 0	
	() A () D () B	
Whether Load Final/ Provisional on Assessable Value Final Provisional	Whether Load Final/ Provisional on Duty Final Provisional	
SVB Load on Duty		

The user must fill all the mandatory fields highlighted with the asterisk mark (\*).

## 7.1.2 Supplier details

upplier Details			^
Supplier Name	Supplier Country Name		
		× *	
Supplier Address 1	Supplier Address 2		
Supplier Address 3	Pin		

The user must fill all the mandatory fields highlighted with the asterisk mark (\*).

### 7.1.3 Seller and Broker Details

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eller Details				^
	Seller Name	Seller Country Name		
	Seller Address 1	Seller Address 2	X ¥	
	Seller Address 3	Pin		
roker Details	Reska Mara	Backer Paulate Mann		^
			× *	
	Broker Address 1	Broker Address 2		
	Broker Address 3	Pin		

The user must fill all the mandatory fields highlighted with the asterisk mark (\*).

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## 7.1.4 Invoice rates and Commercial details

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Invoice Rates and Commercial Details					^	
Invoice Value		_	Terms of invoice		_	
			Select	~		
Invoice Currency			Nature of Discount			
Select	X ¥				]	
Discount Rate	Discount Amount		High Sea Sale Load Rate			
		]				
High Sea Sale Load Amount			Freight Value	Freight Rate in %		
					]	
Whether Freight Rate is Actual?			Freight Currency	Insurance Value		
◯ Yes ◯ No			Select × v		]	
Insurance Rate	Insurance Currency		Miscellaneous Charges	Miscellaneous Currency		
	-Select- X *			-Select- × v		
Misc. Charges as Rate %	Landing Rate		Loading Charges	Loading Currency		
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			Select × *	
	Loading Rate	Agency Commission	Agency Comm. Currency Agency Comm. Rate	
			Select X *	
	Nature of Transaction		Payment Terms	
	Select	~	Select 🗸 🗸	
	Conditions Attached with Sale 1		Conditions Attached with Sale 2	
	Conditions Attached with Sale 3		Conditions Attached with Sale 4	
	Conditions Attached with Sale 5		Valuation method applicable	
			× ¥	
	Actual Invoice Number 🕕		Other Relevant Information	
	Terms Place			

The user must fill all the mandatory fields highlighted with the asterisk mark (\*).



## 7.1.5 Third Party details

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Third Party Details			^
	Third Party Name	Third Party Address 1	1
	Third Party Address 2	Third Party City	
	Third Basis Counter Sub Relation	Third Bush Parates Fach Third Bush Dis	]
	I nira varty Country sub. Division		]
	Authorized Economic Operator code	Authorized Economic Operator Country	,
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The user must fill all the mandatory fields highlighted with the asterisk mark (\*).

## 7.1.6 Supporting Document

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Document Issuing Party Name Address2	Document Issuing Party Name City	Document Issuing Party Name Pin	
Document Reference Number	Place of Issue	Document Issue Date	
		dd/mm/yyyy	Ð
Document Expiry Date	Document Beneficiary Party Code	Document Beneficiary Party Name	
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The user must fill all the mandatory fields highlighted with the asterisk mark (\*).

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### 7.2 List of Items

The User needs to input below details in the Item section.

Item 1	
item Details	~
Product Details	~
Notification Details	v
Price Details	v
Manufacture Details	~
Supporting Document	v

The screenshots for the individual entries of the Item menu are shared below:

## 7.2.1 Item details

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				1	BXOPV0149KPSU00 V	
Fill	all mandatory fields	indicated by by *				
÷	Add New Item					
	Item 1					
		-				
	Item Details				^	
		Item Serial Number *		Quantity		
		Unit Quantity Code		RITC Code 🕕		
		Select	× *			
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The user must fill all the mandatory fields highlighted with the asterisk mark (\*).

## 7.2.2 Product and Notification Details

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The user must fill all the mandatory fields highlighted with the asterisk mark (\*).

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## 7.2.3 Price details

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The user must fill all the mandatory fields highlighted with the asterisk mark (\*).

### 7.2.4 Manufacture details

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The user must fill all the mandatory fields highlighted with the asterisk mark (\*).

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## 7.2.5 Supporting Document

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The user must fill all the mandatory fields highlighted with the asterisk mark (\*).

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## 7.3 Single Window

The Single Window section contains the below mentioned tabs which need to be filled by the user.

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Constituent Details		^
Add Constituent Details		
Production Details		~
Control Details		~
Declaration Statements		~
Preview Back	Save as Draft	Submit

The screenshots for the individual entries of the Single Window menu are shared below:

## 7.3.1 Production details

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The user must fill all the mandatory fields highlighted with the asterisk mark (\*).



#### 7.3.2 Control details

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The user must fill all the mandatory fields highlighted with the asterisk mark (\*).

## 7.3.3 Constituent details

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The user must fill all the mandatory fields highlighted with the asterisk mark (\*).

### 7.3.4 Declaration Statements

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				]
	Preview	Back	Save as Draft	Submit
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The user must fill all the mandatory fields highlighted with the asterisk mark (\*).

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## 8 Common Features of BE Webform

This section provides a description of functionalities which are common to all types of web forms.

Common functionality of the form includes the following feature-

- 1. Error Messages
- 2. Save Application Form as Draft
- 3. Offline Utility
- 4. Export File
- 5. Import File
- 6. Upload the Documents
- 7. Form Submission
- 8. Tooltips

#### 8.1 Error Messages

#### 8.1.1 Field Type Error

This section describes the type of error message. If the user has entered any information in the field that does not match the validation criteria, an error message will be displayed on the screen, and the system will prompt the user to enter the correct value.

The system will display an error message on field values - Numeric, Character, Date, and Field length.

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Example-The system is displaying an error message on the screen.

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### 8.1.2 Mandatory Field

The system expects users to enter a value in all the mandatory fields. If no entry is made, an error message will be displayed on the screen. The field identified as an error is highlighted in red by the system.

*Example:* On below screen, the system identifies the mandatory fields which are not filled by the user such as BE number, Request Letter number, Custom House Code, Reason for Amendment, BE date, User job date, Request date.

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#### 8.2 Save Application Form as Draft

The user can save the form in draft mode till submission. The user needs to click on the button *Save as Draft>*, and the application filed by the user till now, will be saved in draft mode.

The system will display a message in pop-up window as- "*Form has been saved as draft.*" with Ticket reference number (26809) for the application form.

After clicking on *Save as Draft*, the user will remain on the form and will be able to continue populating the form. During this process, one entry will go to the draft widget of the user's dashboard.

On subsequent login, the user needs to select the widget '**Drafts**'; the system will display list of draft applications saved by the user. The user needs to select the Draft and Continue the filing.

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On clicking the Filing Draft link, the system will display all application forms which are saved in Draft mode.

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The user can also Rename or Delete the form name by clicking on the Rename or the Delete button.

#### 8.3 **Offline Utility**

This section describes, how a user can fill the application form in Offline mode. This allows user to save the form and work offline i.e., without an internet connection.

To work in offline mode, the user has to follow the steps-

1. When connected to internet and logged into the ICEGATE portal. Open relevant the BE form and click on the download icon from the address bar as displayed in the screen.



2. A pop-up window will open, install the ICEGATE web-application by clicking on the *<Install*> button.

The pop-up window will display the web-application form which the user is presently filing. This is shown in the screen below.



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3. The offline web-application will get installed on your system and the system will create an icon for the application on the desktop as displayed on the screen.

A	App installe	ed apps.test.icegate.gov.in	
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Create Desktop shortcut			
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4. User can open the saved offline form from the desktop and continue filling the form. Whenever user has completed the form, the user can save the file for completing the final steps online i.e., document upload and submission. To save the entered data in offline mode, the user needs to click on the <*Export File*> button.

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- 5. On clicking of the button, A JSON file will be get downloaded to the local system of the users.
- 6. To upload/Export the form to ICEGATE application (online) user needs to log in to ICEGATE portal and open BE Amendment form.
- Upload the generated JSON file from the computer (in previous step) by clicking on the button <*Choose File*>.
- 8. Review the form details before submitting the application.
- 9. Complete remaining steps such as documents upload, pending mandatory fields, etc.
- 10. Submit the form.

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### 8.4 Export File

This section describes how the users can export a partially completed form in a file (JSON format) on user's computer. The user can export this file at a preferred location in their computer.

Please refer to the screen will be displayed as shown below-

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nar Karanga				You can also download this webform for working offline by clicking on the	e download icon 🛃 in the address bar
				Import File Choose File No File Chosen	Export File

#### 8.5 Import File

Once a JSON file is saved on the user's system, it is ready for export from the file location. Any user with the proper security permissions may import the file.

About Us 🛛 🗸	Advisories $\vee$	Tutorials $\sim$	Reports 🗸	Quick Links	·
,					You can also download this webform for working offline by clicking on the download icon 🕁 in the address bar
					Import File Choose File No File Chosen Export File

To enable this functionality, the user has to follow below steps to import a file.

- 1. Clicking on the button *<Choose File>*.
- 2. An Open pop-up window appears. Select the location from where you want to Open the JSON file.



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- 3. Click on *<Open>* button.
- 4. Form will open with new values.

#### 8.6 Upload Documents

This section describes how a user can upload the required documents while filling in a form. The supporting documents could be in the form of - invoice, packing list, bill of lading/airway bill, etc.

The mandatory fields pertaining to Supporting Documents include – Document Type, Document Issue Date, CHA License Number, Document Expiry Date, IEC, ICEGATE User ID, Image Reference Number, Document Type Code, etc.

There are two ways to upload the required documents-

- 1. Uploading the documents in Advance on e-Sanchit (can be accessed from '*Services*' widget on user's ICEGATE dashboard), which will assign IRN and DRN to the documents.
- 2. Alternatively, the user can upload the required documents using the Attach File feature provided within the web form.

There are two functionalities for getting the IRN and DRN generated-

- a. If the file is already digitally signed and user clicks on the Save button-IRN and DRN gets automatically generated.
- b. If the file is not digitally signed, the user can use the 'Sign file' option from the web form itself.

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Add Supporting Document for Item			
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Click on <*Save*> button.

Users need to provide the information regarding each document related to the form.

#### 8.6.1 Upload document using form.

The functionality is provided for the users to upload the supporting documents through the BE webform if the documents are not uploaded on eSanchit.

Users need to fill in the documents particulars as displayed on the screen. Then, to upload the document, the user has to click on the *Attach*> button as displayed on the screen for uploading the required document.

	Supporting documents upload	$\boldsymbol{*}$ ( Only PDF Files are allowed and max size will be 1.5
	MB)	
[	@Attach	

Once the document is uploaded the user needs to click on the *Save* button, the uploaded document will be forwarded to the eSanchit Portal, which will generate unique numbers called IRN and DRN for the uploaded document. These document numbers will be auto-filled in the fields – "Image Reference Number" and "Document Reference Number" of the application form.

Similarly, the user needs to upload each of the required supporting documents.

The document size for each document to be uploaded is restricted to **1.5 MB** and File Type shall be PDF. In-case of any variance, the system will display an error message.



#### 8.7 Form Submission

On completion of filling of the form, the user needs to click on *Submit* button.

DSC validation would be carried upon the form submission. Once the DSC validation is successful only then the form will get submitted.

On submission of the form, the system will display the Tracking ID. The screen displayed will be as follows-



#### 8.8 Tooltips

Tooltip's functionality is available in BE web forms.

A tooltip is a graphical user interface (GUI) element used in conjunction with the cursor or mouse pointer to display information about a form input filed without needing to click on it.

Using tooltips functionality, the user can know about the input fields that what types of information is needed to be entered in the input field.

Example - Tooltip on form input field



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# 9 Contact Us

The contact details are as follows:

## **ICEGATE**, Directorate General of Systems

1<sup>st</sup> Floor, CR Building, IP Estate New Delhi – 110002 Toll Free No: 1800-3010-1000 The user can also drop their queries at: Email: <u>icegatehelpdesk@icegate.gov.in</u>

Address           Directorate General of Systems           1st Floor, CR Building, IP Estate           New Deihi - 100002	CR Building IP Estate Treated and the second secon
Contemporary 24x7 helpdesk facility Toll Free No: 1800-3010-1000	Lak Bridge Covernment.
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