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F. No. I (9)/1/2020-Sys (W)   Date: 20.01.2020

To,
The Commissioner of Customs, Air Cargo Export, Delhi
The Commissioner of Customs, APSC, Mumbai
The Commissioner of Customs, Airport & Air Cargo, Bengaluru

Madam/Sir,

Sub: Advisory on Roll-out of IGST Refund module for exports in ECCS application-reg.

This is to inform that the IGST refund workflow in ECCS module has been developed. The workflows for the IGST refund utility are as follows: -

(a) Flow chart for uploading of manual Courier Shipping Bill
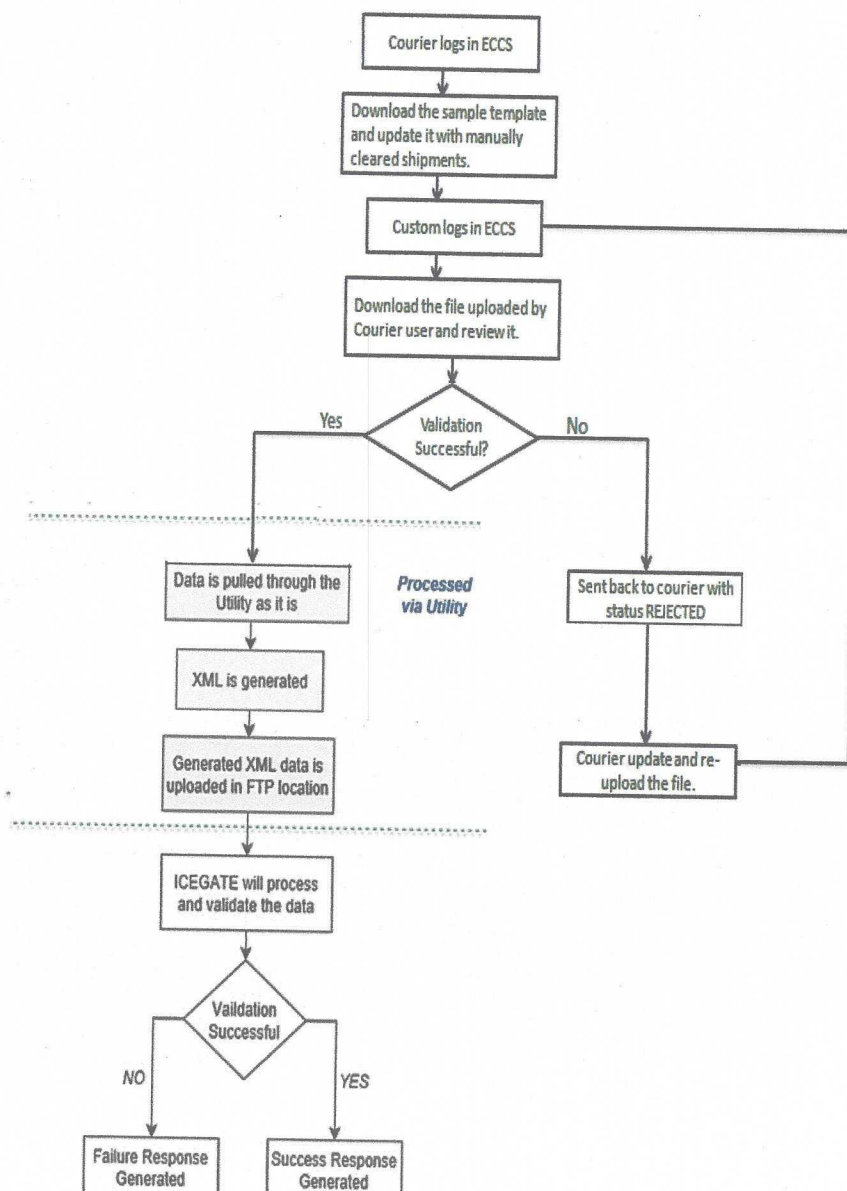
(b) Flow chart for IGST refund in ECCS
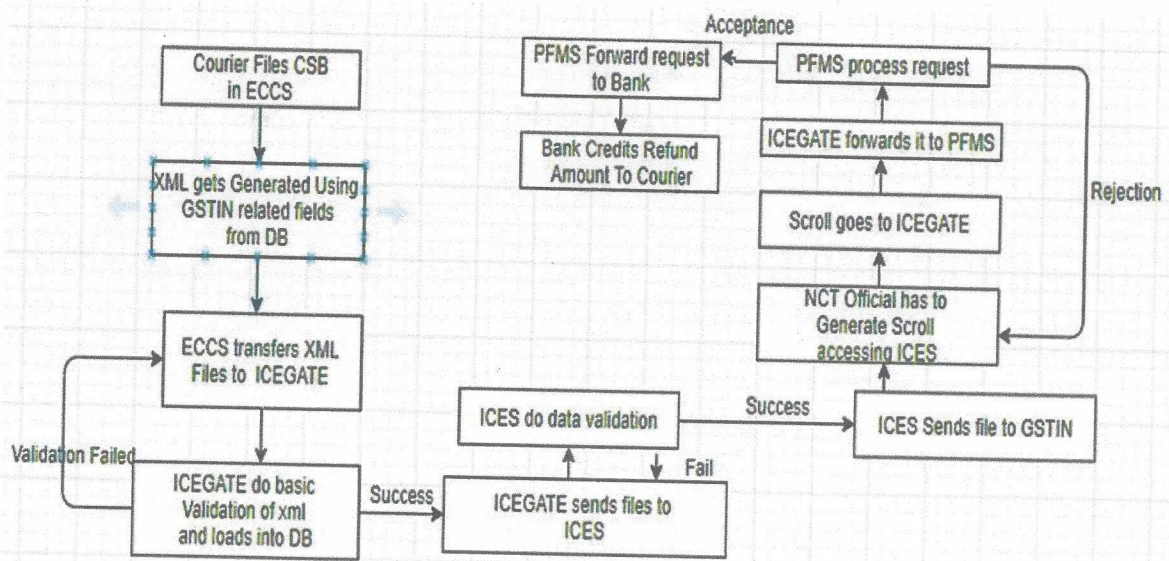
2. As per above workflow, the courier companies have to upload manual CSBs using the utility in ECCS. Thereafter, the Jurisdictional Customs Officer should validate the manual data online. These validated XML files shall be transmitted by ECCS to ICEGATE. After basic validation by ICEGATE, this data shall be transmitted to ICES. After data validation from GSTIN, the jurisdictional Customs Officer shall generate the scroll in ICES, which thereafter moves for payment of refund through PFMS module.

3. The Step by step procedure of the functionality is given below for guidance of stakeholders.

3.1 (a) Courier companies Users Login Screens:

Courier Group Admin has to assign the new role to courier users, through which users can upload the data in excel format as per the navigation below:

Export -> Manually Cleared Shipment -> Upload

➤ As shown above, the courier companies will have a link to download a template in excel format, as a reference to fill in the data and upload.

➤ On clicking the Template link, the excel file will be downloaded in courier user's system.

➤ The courier user will now open and update the file with all the manually cleared shipment data.

- Once the file is updated, the courier will again open the screen (*Export -> Manually Cleared data upload*) and will upload the file by clicking "*Choose File*" button.

- After clicking upload button, courier companies will submit the file by clicking "submit" button at the bottom.

Now, the file will move to Customs user for approval as given below.

3.2 (b) Customs Users Login Screens:

Export -> Approve Manually Cleared Shipment Data

Here, the Customs Officer will have an option to view the uploaded file by clicking the link:

	Manual Clearance For Custom		
Select	Courier Name	Upload Date	Download
☐	DHL	14-01-2020	dhl.xls
☐	FEDEX	10-01-2020	fedex.xls
☐	TNT	15-01-2020	tnt.xls
☐	UPS	14-01-2020	ups.xls

APPROVE   REJECT

- The Customs Officer will have option to either accept or reject the file.

- To accept the file, the Officer will select the file and click "Approve" button.

- To reject the file, the Officer will select the file and click "Reject" button.

- The Courier Companies shall be able to see the rejected files at the navigation:

- Export -> Manually Cleared Shipment -> View

At the screen, the courier companies will be able to see all the files uploaded by them alongwith the status.

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

HOME	IMPORT ▾	EXPORT ▾	RE-EXPORT ▾	DISPOSAL ▾	REFUND ▾	REPORTS ▾	E-PAYMENT ▾	DASHBOARD ▾	GENERAL ▾

ECCS Dashboard   Logged In : uat_courier_1   **Logout**

Manual Clearance For Courier

S. No.	Uploade Date	Status	Download
1	14-01-2020	Rejected	dhl.xls
2	10-01-2020	Rejected	dhl.xls
3	15-01-2020	Rejected	dhl.xls

✖ CLOSE

4.   In case the file is rejected, the status will be Rejected. For these files, courier companies have to amend the file as required. The courier user will retrieve the rejected file and update in the same file or in another file.

5.   Now after that, the courier companies will open the rejected file in system and will update as per Officers' comments. After updating the file, it will be uploaded again for Customs approval.

6.   In case the file is approved, the file will be converted to XML through utility. After that, it will go to ICEGATE/ICES for processing further.

7.   The Jurisdictional Commissioners are requested to designate a suitable Officer:

     a. For generating IGST refund scroll in respect of CSBs.

     b. For regular monitoring of uploading of data relating to manual CSBs in ECCS and its validation by Customs Officer.

     c. For ensuring the registration / updation of exporter's bank account details in ICES.

     Further, the Jurisdictional Commissioners are requested to issue Trade Notices / Public Notices to widely publicise this utility.

8.   For any query / doubt on the above issue, it is requested to contact Mr. Imtiyaz Khan, Joint Director (Email Id: khan.imtiyaz@gov.in; Mobile :- 9619716560) and Mr. Jitendra Tiwari , Deputy Director (Email Id : j.tiwari1983@gov.in; Mobile :- 9818005314), WZU, System, Mumbai.

Yours faithfully,

(Akhilesh Pandey)
Addl. Director General (Systems)
Mumbai

Copy to:

1. Pr. DG Systems & Member, CBIC for kind information please.

2. The Addl. Director General, ICEGATE, New Delhi

3. The Addl. Director General, ICES, New Delhi