

eSANCHIT – Step-by-Step Procedure for electronic document upload

The following steps are the step by step procedures involved in uploading of the supporting documents:

Step 1: Prepare Supporting Documents in digital format

Before uploading the document, the importer, exporter, Customs broker (referred to hereinafter as 'submitter') may ensure that the document is rendered into a PDF/A format (ISO 19005-2). The submitter may choose from among the following courses of action:

- (a) The submitter may obtain the document in a PDF/A format (ISO 19005-2) directly from the document issuer. For example, the submitter may ask the document issuer (seller, exporter, airlines, shipping lines, regulatory authority etc) to render their documents in the PDF at source and deliver them to the submitter electronically, instead of sending a facsimile or a scanned image of the document. This should be possible if the document issuer uses computers to generate documents.
- (b) In case the document issuer does not use automated systems/computers or for some other reason, it is not possible to generate PDF copies at source, and the submitter receives the documents in hardcopy or as a facsimile, the submitter may scan the document into a PDF format. In scanning the document, the following qualitative aspects may be kept in mind:
 - (i) The resolution should not be less than 200 dpi in black and white
 - (ii) The file size should not be more than 75 kb/ A4 size page.
 - (iii) Ideally, one document (e.g. and invoice or a packing list) shall be rendered into one pdf file regardless of the number of pages in the document. Given that the maximum permissible file-size is 1 MB, this would allow the submitter to upload a supporting document which is up to 13 pages long. If a supporting document is more than 1MB in volume, then it should be split and uploaded as two or more documents.
 - (iv) No stapler marks or punch-hole marks on the document should be visible. If stapler marks or punch-hole marks are unavoidable, the submitter shall ensure that these marks are on the margins and are at a clear distance away from the content in the document.
 - (v) While scanning the document, it must be ensured that the document was not placed in the scanner with a fold. For scanners with a roller feed, it should be ensured that there are no folds in the image as result of the action of the rollers.
 - (vi) The content in the document should not be skewed in any direction.
 - (vii) There should be no dark patches either in the source document or in the image.
 - (viii) The letters should not be elongated or compressed (as it happens during facsimile transmission).
 - (ix) If a document is stapled or bound in some way, before scanning, the individual pages should be being taken apart and then fed into the scanner sequentially in pages.

- (ii) Whether the submitter renders supporting documents into pdf using either using ii. (a) or ii(b) above, he/she must preview the document in order to ensure that the document is clear and legible. In order to ensure that the document is legible and of proper quality, the submitter may also use automatic image quality assessment tools.
- (iii) The submitter should digitally sign the PDF document using the digital signature certificate registered on ICEGATE. In doing so, the submitter acknowledges that the document is legible and authentic. Taking note of the content and the context of the supporting document, the submitter should save the file with a distinct name and save the file in a location that is readily accessed. It is advisable for the submitter to link this information to his own electronic system of records (RES package), which used to prepare the electronic files for submission to ICEGATE.

Step 2: ICEGATE Login

ice::gate
e COMMERCE Portal Central Board of Excise and Customs

Latest: declare the new code to avoid declaration at ICEGATE End. [Click here](#) for updated List of State Codes. *State Bank of Hyderabad, State Bank c Last Updated : Jun 22, 2017

Home About Us Services Downloads Guidelines Useful Links Single Window Contact Us A- A A+

New Registration Advisory New Registration Demo

Login

Do not have an account yet? Sign up now!

User Name: DMSUSER3

Password:

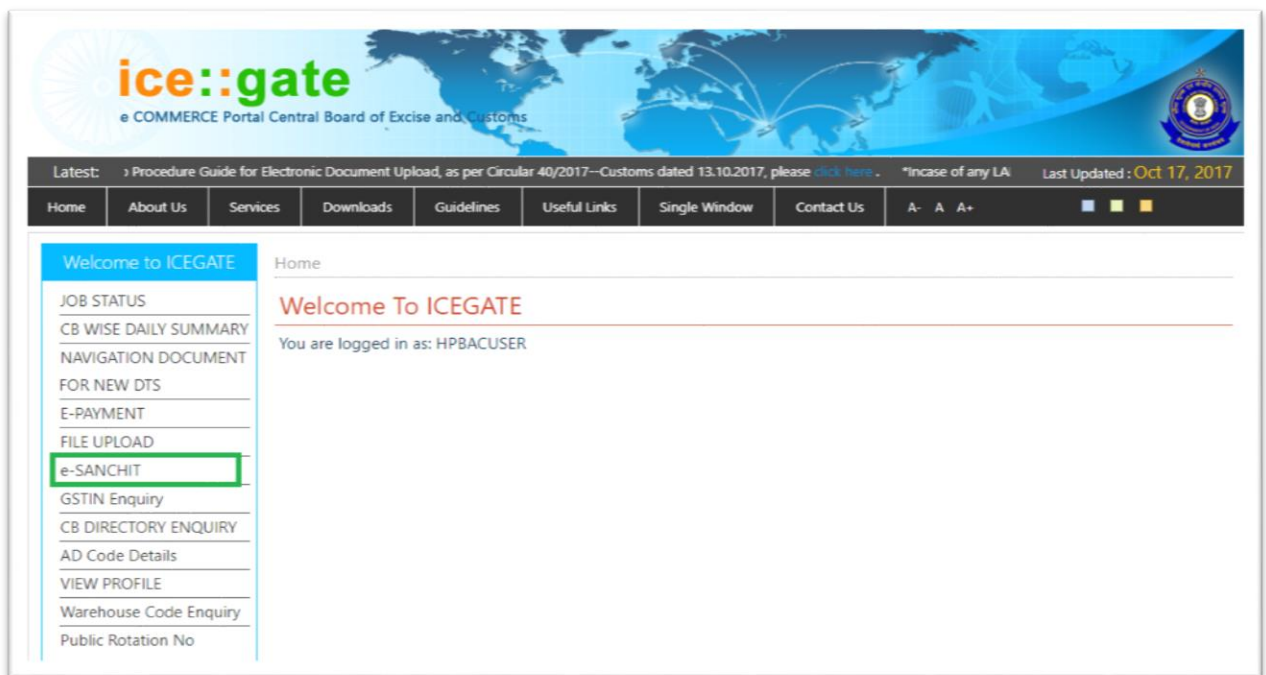
[Forgot password?](#)

Captcha: OMVP

Submit Reset

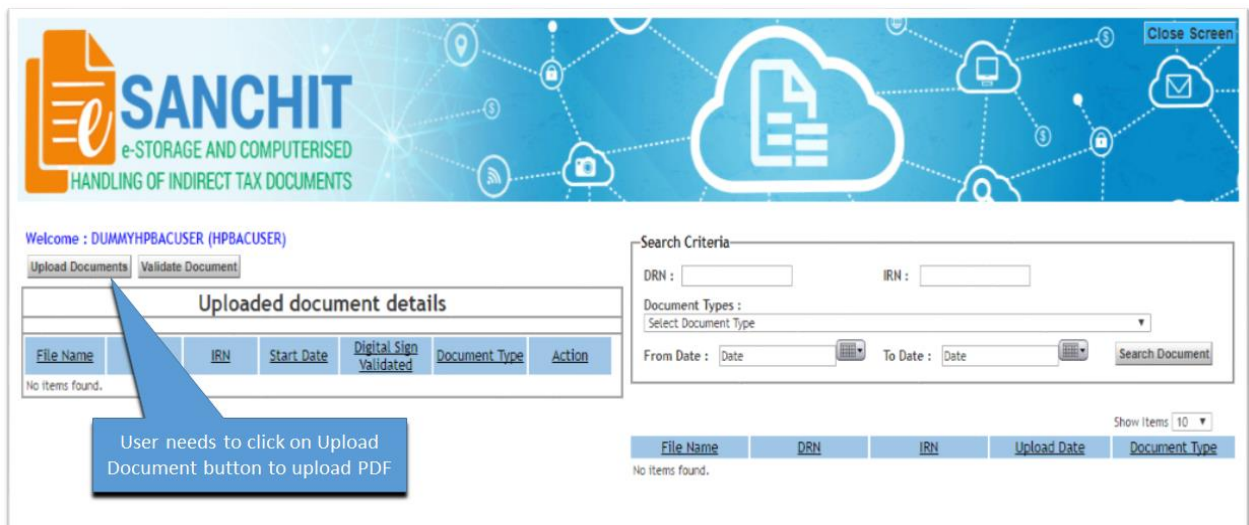
Only those who are registered on ICEGATE along with a digital signature certificate can upload supporting documents in electronic format.

Step 3: Click on eSANCHIT



Thereafter, the submitter should click on the link **e-SANCHIT** (<https://icegate.gov.in/dms>) on ICEGATE. This link will take the submitter to a web page where the documents can be uploaded. Kindly note that without logging in, a user will not be allowed to access e-Sanchit.

Step 4: Click on the Upload Document Button.



At a time, the user can upload a batch of 5 documents.

Import: File Selection

Selected Files :

Choose file	No file chosen
Choose file	No file chosen
Choose file	No file chosen
Choose file	No file chosen
Choose file	No file chosen

Document Validation Prerequisite...

1. Max allowed File size is 1 MB.
2. Supported format is PDF only.
3. Max File(s) limit is 5 Files per DRN.
4. All File should not be with same name.
5. Digitally verified file will be uploaded successfully.

Finish Cancel

If the document fails to meet the restriction on document size and type, the system will display appropriate comments instantly against each file indicating the exact error.

Step 5: Click Validate Document button to validate the digital signature against each document.

SANCHIT
e-STORAGE AND COMPUTERISED
HANDLING OF INDIRECT TAX DOCUMENTS

Best Viewed at 1024 x 768 Resolution | Internet Explorer 11.0-Later Versions

Welcome : DUMNYHPACUSER (HPBACUSER)

Upload Documents Validate Document Submit Document

Uploaded document details

File Name	DRN	IRN	Start Date	Digital Sign	Document Type	Action
Test PDF File 2Signed			10/17/2017 4:46:31 PM	Successfully Verified	Select Document Type	View Delete
Test PDF File 1Signed			10/17/2017 4:46:32 PM	Successfully Verified	Select Document Type	View Delete
Test PDF File 2			10/17/2017 4:46:32 PM	Digital Signature could not be verified	Select Document Type	

Search Criteria

DRN : IRN :

Document Types :

From Date : To Date : Search Document

Show Items 10

No items found.

File Name DRN IRN Upload Date Document Type

User needs to click on Validate Document to verify Digital Signature

The user must verify the file in respect of digital signature affixed on it by pressing the 'validate' button on the screen. Without completing the validation, the document will not be ready for the next action i.e., **"Submit Document"**

Step 6: Using the dropdown, select the document type you wish to upload.

Make sure that the document is in pdf and should be digitally signed by the same user who has logged in.

SANCHIT
e-STORAGE AND COMPUTERISED
HANDLING OF INDIRECT TAX DOCUMENTS

Welcome : DUMMYHPBACUSER (HPBACUSER)

Upload Documents | Validate Document | Submit Document

Select Document Type

File Name	DRN	IRN	Start Date	Digital Sign Validated
Test PDF File 2 Signed			10/17/2017 4:46:31 PM	Successfully Verified
Test PDF File 1 Signed			10/17/2017 4:46:32 PM	Successfully Verified
				Digital Signature could not be verified

Select the document type from dropdown. This should be done for all uploaded documents.

001000-Certificate of analysis
001002-Lab analysis Report
001003-Blood Analysis Report
00100C-Certificate of analysis - Drug
0010F5-Certificate of Analysis - Food & Supplement
002000-Certificate of conformity
003000-Certificate of quality
003001-Product Approval
00300C-Batch Release Certificate
004000-Test report
004001-Test Certificate
005000-Price/sales catalogue
006000-Product specification report
006001-Technical Writeup/ Literature
011000- Federal label approval
0110F5-Specimen Copy of Label
0380AQ-Vaccination certificate
0530HZ-Safety and hazard data sheet
101000-Registration Document
101001-Importer Exporter Certificate
101002-RCAC
10100C-Registration Certificate
105000-Purchase order
165000-Bond
250000-Crew list declaration
2670PQ-Fumigation certificate
271000-Packing list

Action
View
Delete
View
Delete
View
Delete

Search Criteria
DRN :
Document Types : Select Document Type
From Date : To Date :

File Name	DRN
No items found.	

Once the documents are uploaded, the system will prompt the user to select the document type from a dropdown list. This list is also published on ICEGATE as part of the 'Single Window Code-map Directory'.

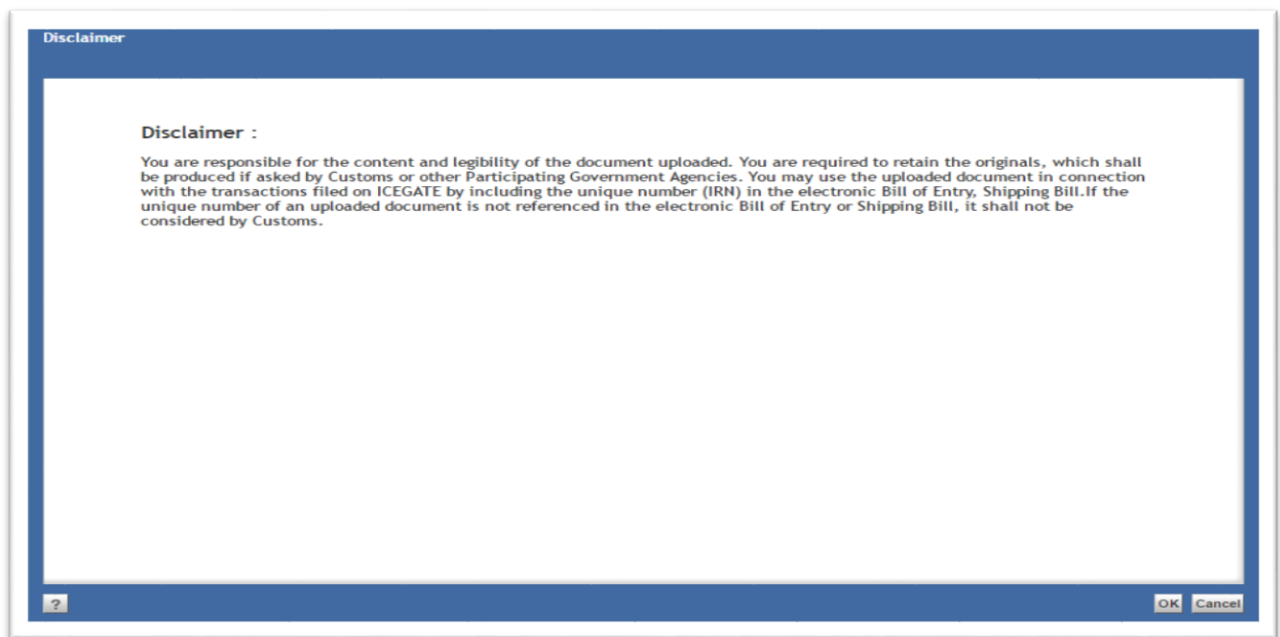
Step 7: Click "submit document" button to submit up to 5 documents

The submitter should click the submit document button.

If the document fails to meet the restriction on document size and type, the system will display appropriate comments instantly against each file indicating the exact error. The submitter should rectify the error and upload the file again.

If the file upload is successful, the system will generate a unique number called IRN, which will be displayed on the web-page and also transmitted to the user as a structured message from ICEGATE. The submitter may incorporate the data including the filename and the unique number in his system of records (eg RES package). ICEGATE users can also view the documents uploaded by them.

Step 8: Press OK to acknowledge the disclaimer



Response by eSANCHIT

Result 1: System will generate the IRN and DRN, which can be viewed online.

SANCHIT
e-STORAGE AND COMPUTERISED
HANDLING OF INDIRECT TAX DOCUMENTS

Welcome : DUMMYHPBACUSER (HPBACUSER)

Upload Documents Validate Document

Uploaded document details

File Name	DRN	IRN	Start Date	Digital Sign Validated	Document Type
Test PDF File 2 Signed	2017101700000003	2017101700000003	10/17/2017 4:46:31 PM	Successfully Verified	004000-Test report
Test PDF File 1 Signed	2017101700000003	2017101700000004	10/17/2017 4:46:32 PM	Successfully Verified	0110F5-Specimen Copy of Label

DRN & IRN will be generated as shown in the entry

Search Criteria

DRN : IRN :

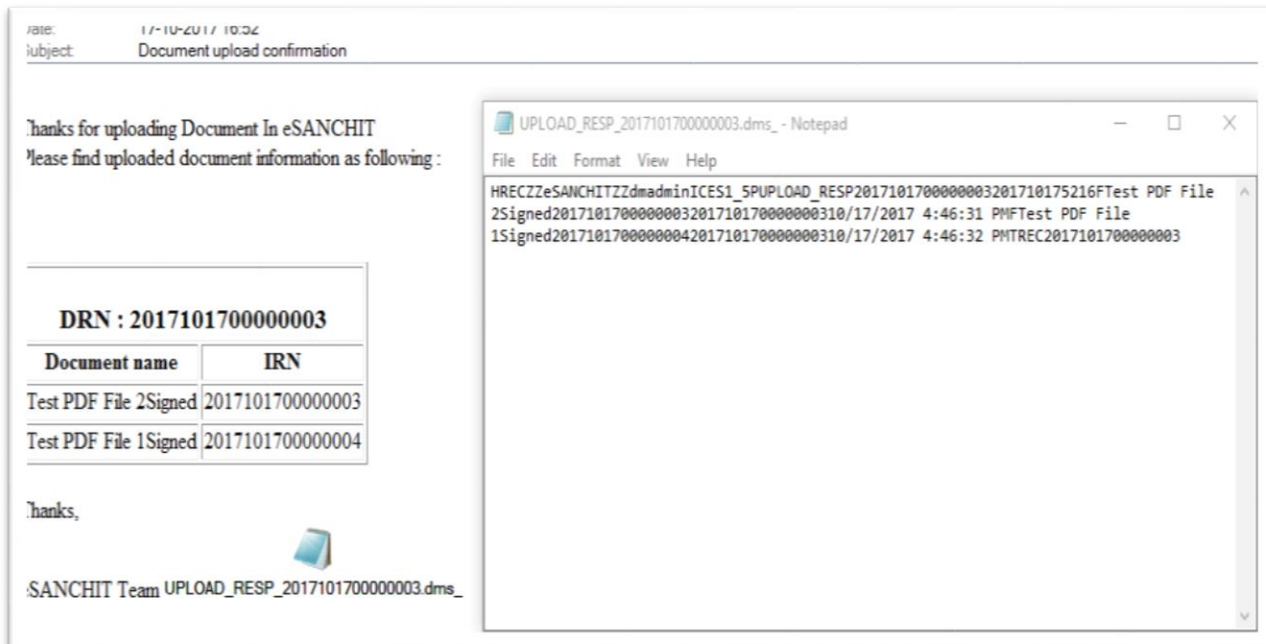
Document Types :

From Date : To Date :

Best View

File Name	DRN	IRN
No items found.		

Result 2: System will also generate a structured flat file containing IRN and DRN, which can be integrated into RES package



STRUCTURE OF THE FILE NAME OF THE ATTACHMENT

UPLOAD_RESP_<DRN>.dms_

STRUCTURE OF THE CONTENT OF THE ATTACHMENT

```

HREC^]<ZZ^]<MYEDOCs^]<ZZ^]<ICEGATE_ID>^]<ICES1_5^]<P^]<^]<UPLOAD_RESP^]<<DRN>^]<
SYSTEMDATE^]<SYSTEMTIME [New line character]
F^]<<FILENAME>^]<<IRN>^]<<DRN>^]<<UPLOADDATETIME> [Newline character]
F^]<<FILENAME>^]<<IRN>^]<<DRN>^]<<UPLOADDATETIME> [Newline character]
F^]<<FILENAME>^]<<IRN>^]<<DRN>^]<<UPLOADDATETIME> [Newline character]
F^]<<FILENAME>^]<<IRN>^]<<DRN>^]<<UPLOADDATETIME> [Newline character]
TREC^]<<DRN>
  
```

NOTE:

Line starting with HREC is the header record.

Line starting with TREC is the trailer record.

In between header record and the trailer record are the data records containing the IRN, DRN, and upload date/time.

Characters in **RED** colour can be hardcoded. Items in **GREEN** must be generated for the particular document upload.

All records are followed by a record delimiter which is a **newline character**, (may be copied from the sample file);

Field delimiter: ASCII Chr 29: ^]

SYSTEMDATE needs to be entered in YYYYMMDD format

SYSTEMTIME needs to be entered in MMHH format

UPLOADDATETIME may be in whatever format it is displayed on the DMS upload page screen

Step 9: Using uploaded documents in Bills of Entry / Shipping Bills

The submitter should upload all the required supporting documents as per procedure described above in relation to a transaction e.g. a Bill of Entry or a Shipping Bill. The list of mandatory documents for export/ import of goods from/ into India have already been notified by DGFT notification No. 08/2015-2020 dated 4th June 2015 i.e.

- Bill of Lading / Airway Bill
- Commercial Invoice

- Packing List / OR as per CBEC Circular No. 01/15-Customs dated 12/01/2015. Commercial Invoice cum Packing List would also be accepted.

Other than above, supporting documents to be uploaded will depend on the commodity imported, notification claimed and Participating Government Agency (PGA) requirement. The Compulsory Compliance Requirements provide information on the Supporting documents required for different items in the Bill of Entry, which may be viewed online.

These uploaded documents may be linked to the corresponding Bill of Entry or the Shipping Bill by filling out the mandatory details in the appropriate section in the electronic format in the Bill of Entry or Shipping Bill in the separate section titled *<Table> Supporting Docs*. The following fields are required to be filed in the *<Table> Supporting Docs* of the Integrated Declaration:

- **Invoice serial number and Item sr. no:** If the supporting document pertains to all items in an invoice, then the invoice and item no. will both be indicated as “0”. But if an invoice and item pertains to a particular item, then the invoice serial number and item serial number may be indicated.
- **Unique Number – For this use the IRN (Image Reference Number):** The Customs Broker/Importer receives this unique number when he digitally signs a digital copy of a document in pdf format (scanned from hardcopy or otherwise rendered into pdf) and submits the supporting document to ICEGATE. This will be auto-generated by when ICEGATE completes the upload process.
- **Document type code:** All supporting documents which are submitted by Customs Broker / importer have a document type. Use the appropriate code for the document type code for the document referenced by the unique number. Directory is already provided on ICEGATE website under Single Window tab.
- **Document issuing party code:** Optional field. Presently, this field is not validated.
- **Document issuing party name and address:** Name and address of the party that has issued the document.
- **Document reference number:** This is the actual number of the document use by the document issuer.
 - If the supporting document is a license, then the Document Referene Number would be the License Number.
 - If the supporting document is a Permit, then please enter the Permit Number in this field.
 - If the supporting document is a Certificate – eg Certificate of Analysis or Certificate of Origin, please enter the Certificate Number.
 - If it the supporting document is the invoice or Bill of Lading, this number, please use the same number that was quoted elsewhere in the Bill of Entry.
 - This Number is **not to be confused with the DRN**, which is received from ICEGATE in response to the uploading of a document.
- **Place of issue:** Name of the city/town where the Document was issued.
- **Document issue date.** This is the document date – for example, if the document is a Certificate, please mention the date of issue of the Certificate
- **Document expiry date.** - In case, the document has a validity date, please mention that date. In case there is no validity or expiry mentioned in the document, you may leave this field blank.
- **Document beneficiary party name and address:** Name and address of the party in whose name document is issued. Usually the document is issued in the name of importer. However, if the document is issued in the name of a party other than importer, name and address of that party needs to be mentioned.
- **Document beneficiary party code:** If the document type is a registration, license, certificate or a permit, indicate the IE Code of the party which is shown as the beneficiary of this document.

Once the Bill of Entry is submitted into the system, Customs Officers or officers of Participating Government Agencies who wish to view the Bill of entry or Shipping Bill along with the supporting documents, can do so using appropriate screens in the Indian Customs EDI System.

Please note that the above data fields, some of which are optional, are crucial for the PGAs. If the importer/Broker keeps these data fields blank, they may be asked by the PGAs to provide this data into the Table through an amendment. In particular, please take note of the requirements specified in the following table where data from application forms of PGAs will be obtained in the <Table>Supporting Document of the Integrated Declaration in the following manner:

S.No.	PGA Form Name	Filed Name in the Agency Form	Field Name in <Table>Supporting Document
1.	"ADC Sheet for import of Drugs" by Drug Controller	<ul style="list-style-type: none"> • Import License No. & Valid Date, • (Form-10/ Form-11/ Adv.Lic.No/ 100% EOU) Number, • Any Permission/ Endorsement letter, • Import License No. & Date, • RC no. in case of Cosmetics, • Label 	14, 15 & 22
2.	"ADC Sheet for import of Drugs" by Drug Controller	<ul style="list-style-type: none"> • Validity of Import Permission 	25
3.	"Application for import of Livestock and Livestock products" & by AQCS	<ul style="list-style-type: none"> • Sanitary Import Permit, • Import Export License, • Health Certificate, • Fumigation Certificate/ Test Report, • Laboratory Letter Report, • Plant Registration Copy 	14, 15 & 22
4.	"Application for import of Pet Animals, Aquatic/ Other Animals, Birds & Poultry (Chicks)" by AQCS	<ul style="list-style-type: none"> • Health Certificate, • Ticket (if any), • SIP/ DGFT License No. (if any), • Laboratory Letter Report 	14, 15 & 22
5.	"Application for Pre/ Post Shipment Examination" by WCCB	<ul style="list-style-type: none"> • CITES Exemption/ Export/ Re-Export permit/ LPC Number & Date 	14, 15 & 22
6.	"Form PQ 15 – Application for quarantine inspection and clearance of Imported Plants/ Plant Products and (Others)	<ul style="list-style-type: none"> • Import Permit, • Phytosanitary Certificate, • Fumigation Certificate (if any), • Certificate of Origin (if any) 	14, 15 & 22

	Cargo” by PQIS		
7.	“Form PQ 15 – Application for quarantine inspection and clearance of Imported Plants/ Plant Products and (Others) Cargo” by PQIS	<ul style="list-style-type: none"> • Date of Import Permit, • Date of Phytosanitary Certificate 	24
8.	“Import NOC application” by FSSAI	<ul style="list-style-type: none"> • Certificate of Analysis form Country of Origin, • Country of Origin Certificate, • Specimen copy of label. • FSSAI License No. 	14, 15 & 22