

**GOVERNMENT OF INDIA**  
**OFFICE OF THE COMMISSIONER OF CUSTOMS (PORT)**  
**CUSTOM HOUSE, 15/1 STRAND ROAD, KOLKATA- 700001**

**STANDING ORDER NO. : 14 /2018**

**Subject: Implementation of Paperless Processing under SWIFT-  
Uploading of Supporting Documents (e-SANCHIT) in Exports**

Attention of all concerned is invited to the Board's Circular No. 43/2018-Customs dated 08.11.2018 introducing Paperless Processing under Single Window Interface for Facilitation of Trade-Uploading of supporting documents (e-SANCHIT) in Exports. It has been decided to extend this facility to all ICES locations on PAN India basis for all types of exports under ICES. Trade may use this facility to upload supporting documents for Shipping Bills that may be filed w.e.f. 8th November, 2018.

2. The Shipping Bill (Electronic Integrated Declaration) Regulation, 2011, provides for the authorized person to submit digitally signed electronic integrated declarations (Shipping Bills) and supporting documents and dispenses with the need for trade to submit the corresponding hardcopies. The Regulations also provide that the authorized person shall retain, for a period of 5 years from the date of acceptance of the Shipping Bill, all supporting documents in original, which were used or relied upon by him in submitting the electronic integrated declaration, and shall produce them before Customs or other Government Agencies in connection with any action or proceedings under the Customs Act, 1962 or any other law for the time being in force.

**Uploading supporting documents**

3. The procedure for e-SANCHIT in exports is similar to the one prescribed for e-SANCHIT in imports vide Circular No. 40/2017 dated 13.10.2017. Briefly, salient features are described as below: -

3.1 For uploading supporting documents on ICEGATE, the authorized persons must open ICEGATE URL <https://www.icegate.gov.in/>, Click on Login/Signup button for login into ICEGATE by using his/her access credentials and then Click on e-SANCHIT link provided in left vertical menu to redirect on e-SANCHIT. The step-by-step procedure for upload of supporting documents is also provided on the ICEGATE website. While preparing a job for submission on ICEGATE in their respective Remote EDI Systems (RES), the authorized persons must ensure that they have uploaded all the necessary supporting documents. A facility has also been provided on ICEGATE to the authorized persons to access and view the documents uploaded by them.



**3.2** In case the authorized person seeks to provide a document after the generation of the Shipping Bill number, he/she may first upload the document on ICEGATE, obtain a unique ID Image Reference number (IRN) for the document and link that document with the corresponding Shipping Bill by submitting an amendment at the Service Centre. This procedure will also apply when the authorized person submits a document in response to a query raised by Customs for a Shipping Bill.

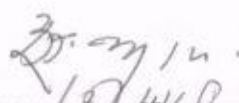
**Assessment & Document Verification**

**3.3** Once a Shipping Bill has been filed, Customs officers will be able to access the uploaded electronic versions of supporting documents while viewing or assessing the Shipping Bill on ICES. During assessment, ICES provides for a query to be raised in order to call for additional documents or information. In response to a query, supporting documents can be uploaded online by following the procedure described in Para 3.2 above. All documents required for the purposes of assessment would be viewed online.

**Goods Registration, Examination & Let Export Order (LEO)**

**3.4** After filing of the Shipping Bill, the authorized person (e.g. Exporter/Customs Broker) may with his self-assessed copy of the Shipping Bill, approach the designated place for goods registration, document verification and LEO. In case goods are to be examined, the officer examining goods will record the results of inspection/examination online on ICES.

**4.** This facility is expected to be made mandatory in the near future.

  
(Amrendra Narayan)  
Additional Commissioner of Customs (Port)  
Custom House, Kolkata

F. No. S60 (Misc)-301/2018 A (G)  
Date: 15.11.2018

Copy To:

1. The Chief Commissioner of Customs, Custom House, Kolkata.
2. PA to the Commissioner of Customs (Port), Custom House, Kolkata.
3. The Commissioner of Customs (Airport & Admn.), Custom House, Kolkata
4. Joint Director, CRCL, Customs House, Kolkata
5. All Joint / Addl. Commissioner of Customs, Custom House, Kolkata.
6. All Asst. /Deputy Commissioners of Customs, Custom House, Kolkata.
7. All Asst. /Deputy Commissioners of Customs, All Docks, CFSs, Kolkata & Haldia.
8. Dy. Commissioner of Customs, EDI, Custom House, Kolkata, for uploading on departmental website.
9. Notice Board.
10. Guard File.

  
15/11/18

(Basant Kumar)  
Deputy Commissioner of Customs (A-I)  
Custom House, Kolkata

F. No. S60 (Misc)-301/2018 A (G)  
Date: 15.11.2018