**Import–Export Operations Monitoring Guidelines**

Effective monitoring of import and export operations ensures compliance with international trade laws, reduces risks, and improves supply chain efficiency.

**1. Pre-Shipment Stage**

✔ Vendor & Buyer Verification

* Conduct KYC of overseas suppliers and buyers.
* Screen against sanctions lists (OFAC, UN, EU) and DGFT’s caution list.

✔ Contract & Terms Review

* Ensure clarity on Incoterms (FOB, CIF, DAP, etc.), delivery timelines, and payment terms.
* Check LC (Letter of Credit), advance payment, or open account arrangements.

✔ Licensing & Regulatory Compliance

* Verify import/export licenses, IEC, Advance Authorization, EPCG, RCMC.
* Confirm product restrictions: DGFT notifications, BIS, plant/quarantine requirements.

✔ Order & Production Monitoring

* Monitor vendor production schedules to match shipment deadlines.
* Use milestone tracking (production start, quality checks, packing completion).

**2. Shipping & Logistics Monitoring**

✔ Mode & Route Selection

* Evaluate sea, air, road, rail, courier based on cost, urgency, and risk.
* Select reliable freight forwarders, carriers, CHAs.

✔ Documentation Control

* Check accuracy of Commercial Invoice, Packing List, Shipping Bill/Bill of Entry, Bill of Lading/Air Waybill, Certificate of Origin, Insurance, and regulatory certificates.
* Maintain document checklist for each mode.

✔ Cargo Tracking

* Track shipments in real-time using BL, AWB, RR, LR, or courier tracking number.
* Monitor ETD (Expected Time of Departure) and ETA (Expected Time of Arrival).

✔ Insurance Coverage

* Confirm marine insurance (CIF/CIP shipments) or buyer’s insurance responsibility.
* Track claim procedures in case of cargo loss/damage.

**3. Customs Clearance Monitoring**

✔ Export (Shipping Bill) & Import (Bill of Entry) filing accuracy.

✔ Duty/tax assessment: Basic Customs Duty, IGST, CESS, Anti-Dumping Duty.

✔ Watch for red channel / examination delays.

✔ Ensure compliance with valuation, classification (HS Code), and country of origin rules.

**4. Post-Shipment Monitoring**

✔ Export Documentation Submission

* Ensure timely submission of shipping documents to bank (AD Bank) under FEMA guidelines.
* Check e-BRC (Electronic Bank Realization Certificate) status for exports.

✔ Import Documentation

* Monitor submission of import remittance documents under IDPMS (Import Data Processing & Monitoring System).
* Track closure of import obligations (e.g., Advance Authorization, EPCG).

✔ Payments & Collections

* Export: Track inward remittances, LC negotiations, buyer payments.
* Import: Track foreign remittances, deferred payments, interest obligations.

✔ Reconciliation with RBI Systems

* EDPMS (Export Data Processing & Monitoring System) → ensure export shipments & payments are matched.
* IDPMS (Import Data Processing & Monitoring System) → ensure import remittances & BOE are matched.

**5. Compliance & Risk Monitoring**

✔ Monitor for export incentives & benefits: Duty Drawback, RoDTEP, GST refunds.

✔ Track export obligation fulfilment under Advance License / EPCG.

✔ Watch for foreign exchange compliance under FEMA, RBI OI rules, ODI regulations.

✔ Maintain internal audit trail: shipment register, payment records, discrepancy reports.

**6. Technology & Reporting**

✔ Use ERP/TMS for document automation & tracking.

✔ Dashboard monitoring: shipment status, cost variance, payment delays.

✔ Exception alerts: shipment delay, customs hold, forex mismatch.

✔ Monthly compliance reporting to management.

**7. Key Best Practices**

* Always double-check HS Code & duty structure before shipment.
* Align documents across invoice, BL/AWB, and packing list (no mismatches).
* Use checklists for each shipment to reduce errors.
* Maintain a compliance calendar for RBI, DGFT, GST, Customs, SEZ deadlines.
* Train staff on latest trade rules & digital systems (ICEGATE, DGFT portal, RBI EDPMS/IDPMS).

Conclusion:

Monitoring import-export operations is not only about cargo movement but also about ensuring compliance with RBI, Customs, GST, FEMA, DGFT, and international trade laws. A structured monitoring system covering pre-shipment, shipping, customs, and post-shipment stages helps companies avoid penalties, reduce delays, and optimize supply chain efficiency.