

**Directorate General of Systems and Data Management
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS**

Date: 12th March 2024

Category: Customs

Issued by: ICEGATE

Subject: Advisory for using Examination Application on ICEGATE 2.0 by Importers/IEC Holders and Authorized Custom Brokers

Introduction

Examination Application is trade facilitation measure which seeks to bring greater transparency along with a degree of certainty in the goods examination process in Customs field formations, thus saving time and cost. The application enables trade to conveniently schedule/reschedule examination of registered imported goods and view their scheduled examinations. Such examination scheduling/rescheduling requests would also be notified to the concerned stakeholders in the examination ecosystem.

The objective of the Examination Application is to both complement and supplement the existing sequence of activities pertaining to actual physical examination of goods without interfering with the existing Customs workflow in the Import module of ICES.

The other stakeholders can also use the Examination Application to monitor and take action with respect to the scheduled/rescheduled examination requests. For example,-

- Custodians can use the application to ascertain the scheduling of examination in the Examination Area, thereby quickly locating and placing the imported goods in the requested Examination Area.
- Customs officers, with the role of AC/DC, can: (i) View the examination requests; (ii) Modify the requests by assigning them to a different examiner based on availability; (iii) Reschedule the examination, or, (iv) Remove the Bill of Entry from the Examination Schedule, if there is an Alert on the goods or if detailed examination is required to be carried out by Intelligence/Investigation/Preventive agencies such as DRI, Customs Preventive, SIIB, etc.

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- The assigned Customs Examiner can, using the application, mark the examination as complete on completion of the examination process.

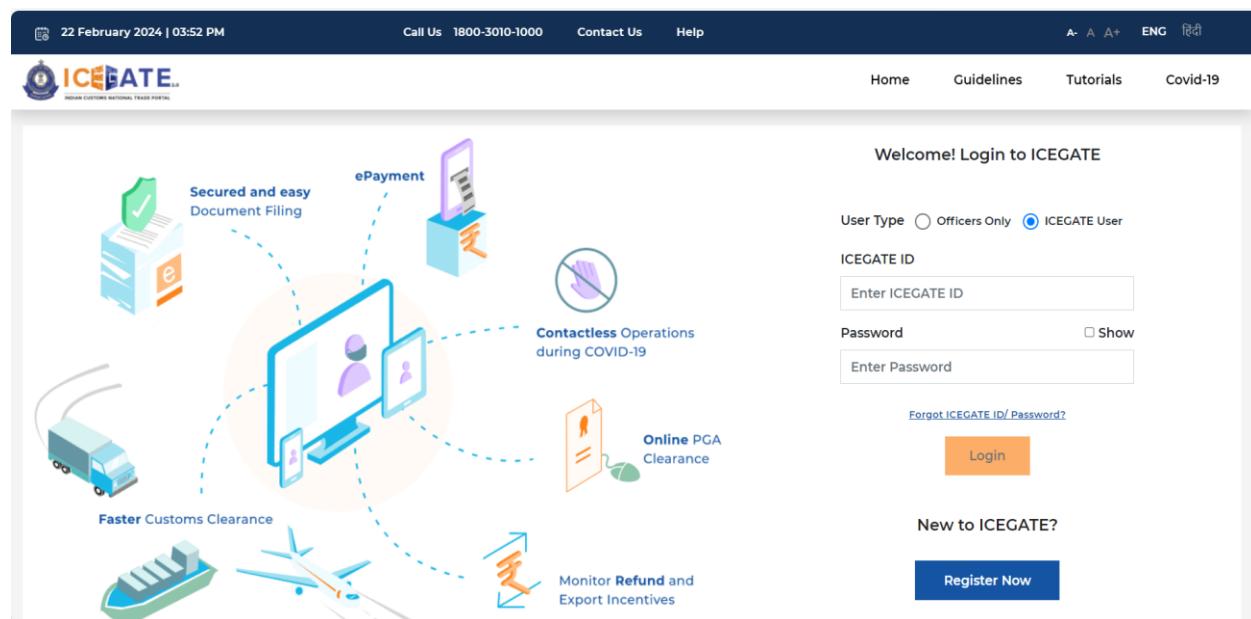
Step wise guide for Importers/IEC Holders and Authorized Custom Brokers

Using the Examination Application, the Importers and Authorized Customs Brokers can perform the following two activities, namely:-

- Schedule Examination of goods.
- View the pending and completed Examination Requests.
- Reschedule Examination of goods.

The following steps need to be followed by the Importers and Authorized Custom Brokers for getting the desired work done on the Examination Application, namely:-

- The user has to visit <https://www.icegate.gov.in/> and click on the Login/Signup button to login into the portal. Thereafter, User Type is to be selected as “ICEGATE User” and ICEGATE ID and Password is to be entered for logging in.



The screenshot shows the ICEGATE login page. At the top, there are links for '22 February 2024 | 03:52 PM', 'Call Us 1800-3010-1000', 'Contact Us', 'Help', and language options 'A-' 'A+' 'ENG' 'हिन्दी'. Below the header, the ICEGATE logo is displayed. To the right of the logo, the text 'Welcome! Login to ICEGATE' is shown. A 'User Type' dropdown menu is open, showing 'Officers Only' (radio button) and 'ICEGATE User' (radio button, selected). Below it are fields for 'ICEGATE ID' (input field) and 'Password' (input field with a 'Show' checkbox). To the right of these fields are links for 'Forgot ICEGATE ID/ Password?' and a large orange 'Login' button. On the left side of the page, there is a graphic illustrating various features: 'Secured and easy Document Filing' (document icon), 'ePayment' (credit card icon), 'Contactless Operations during COVID-19' (hand icon), 'Online PGA Clearance' (document icon), 'Faster Customs Clearance' (truck icon), and 'Monitor Refund and Export Incentives' (airplane icon).



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2. Thereafter, the user has to go to Dashboard -> Services -> Examination Application -> View/ Schedule Examinations

The screenshot shows the ICEGATE dashboard. At the top, there are links for 'Call Us 1800-3010-1000', 'Contact Us', 'Help', and language options 'A-' 'A+' 'ENG' 'हिंदी'. Below the header, the ICEGATE logo is displayed again. The main navigation bar includes 'Home', 'Guidelines', 'Tutorials', 'Covid-19', a notification bell icon, and 'AJAYJIVAN'. The 'Dashboard' section is active. A sub-menu for 'Services' is open, showing 'Enquiries', 'eSANCHIT', and 'Examination Application'. Under 'Examination Application', there are links for 'Goods Registration for your BE' and 'View/Schedule Examinations'. The status bar at the bottom right shows '6969'.

3. For scheduling Examination of goods, the user has to follow the following steps:

3.1. Enter the Bill of Entry details and press “Validate” Button. This may also include the Bill of Entry for which the Examination has been marked as “Not Complete” by the Inspector/Examiner previously or which has been removed from Examination Queue by the Customs officer previously.

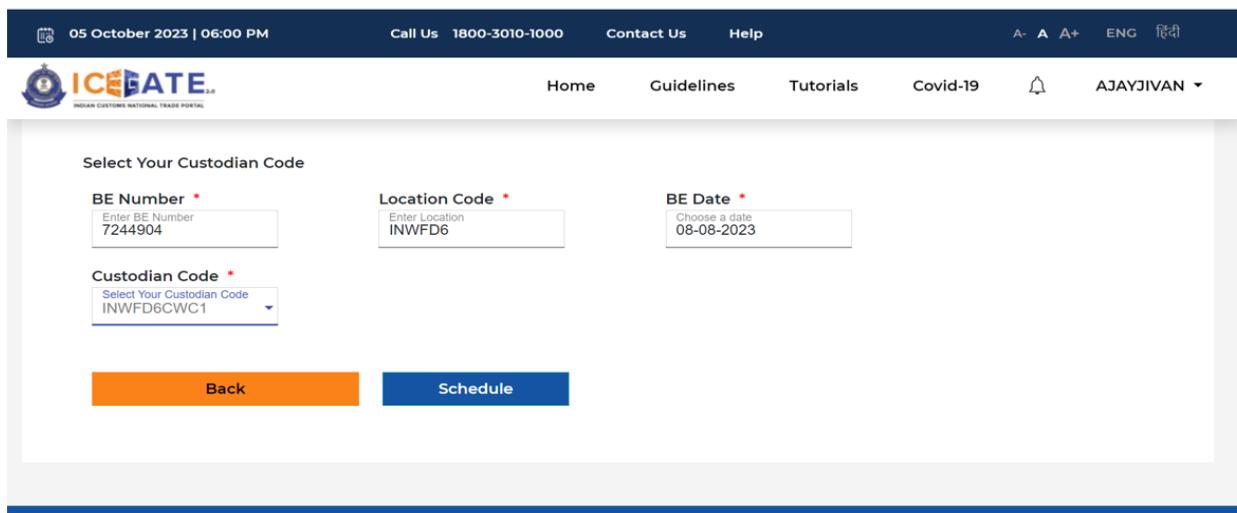
The screenshot shows the 'BoE Examination Scheduling' page. At the top, there are links for 'Home', 'Guidelines', 'Tutorials', 'Covid-19', a notification bell icon, and 'AJAYJIVAN'. The page title is 'BoE Examination Scheduling'. It displays a message: 'Please provide details of your Bill of Entry:'. There are three input fields: 'BE Number *' (containing '7244904'), 'Location Code *' (containing 'INWFD6'), and 'BE Date *' (containing '08-08-2023'). To the right of these fields is an orange button labeled 'View Scheduled Examination'. Below the input fields is a blue 'Validate' button. A note at the bottom states: 'Note: If you have not completed the registration of goods, please register your goods before scheduling examination.'

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Subsequent to such Validation, the user would get error in the following scenarios:

- (i) When the details for the entered Bill of Entry are not available in the system; or,
- (ii) When the registration for the goods pertaining to the said Bill of Entry has not been completed in the system.

3.2. The user has to select the Custodian Code and click on “Schedule” button.



05 October 2023 | 06:00 PM Call Us 1800-3010-1000 Contact Us Help A- A A+ ENG हिन्दी

Select Your Custodian Code

BE Number *
Enter BE Number
7244904

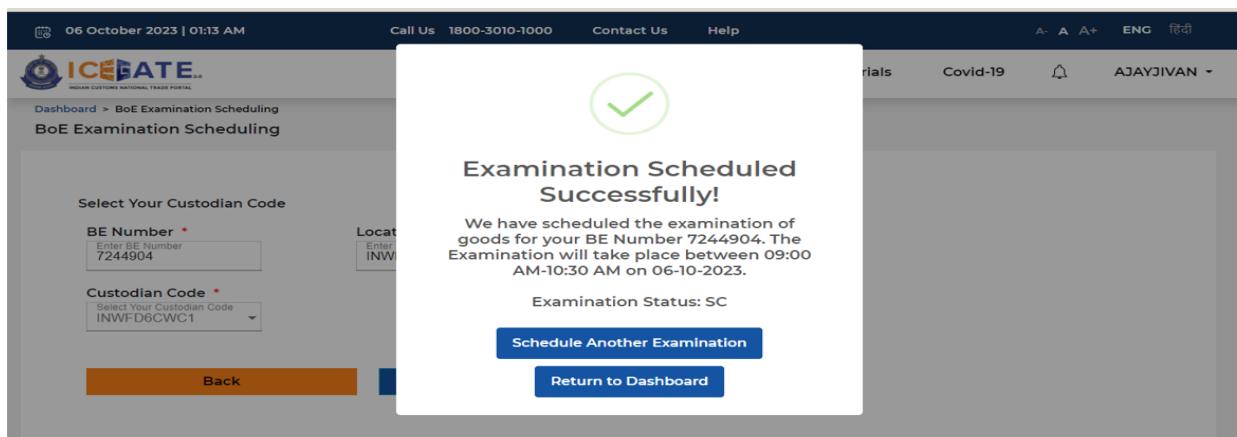
Location Code *
Enter Location
INWFD6

BE Date *
Choose a date
08-08-2023

Custodian Code *
Select Your Custodian Code
INWF6CWC1

Back **Schedule**

3.3. The Examination is scheduled by the system based on the available time slots and the notification of such schedule of Examination is shared by ICEGATE with IEC Holder/Authorized Customs Broker as well as the Custodian.



06 October 2023 | 01:13 AM Call Us 1800-3010-1000 Contact Us Help Covid-19 AJAYJIVAN

Dashboard > BoE Examination Scheduling

BoE Examination Scheduling

Select Your Custodian Code

BE Number *
Enter BE Number
7244904

Location Code *
Enter Location
INWFD6

Examination Scheduled Successfully!

We have scheduled the examination of goods for your BE Number 7244904. The Examination will take place between 09:00 AM-10:30 AM on 06-10-2023.

Examination Status: SC

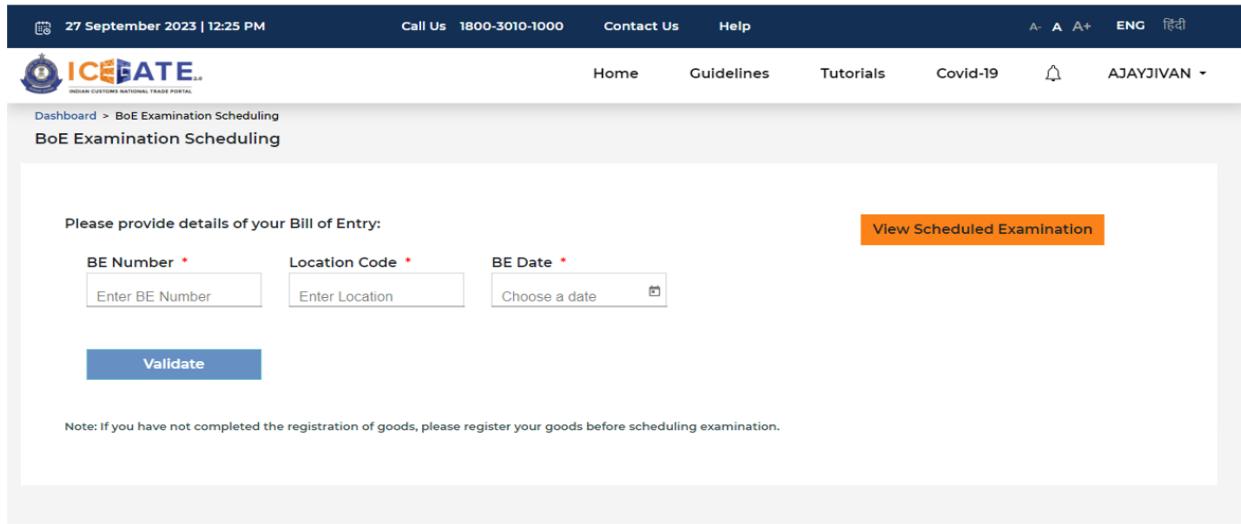
Schedule Another Examination **Return to Dashboard**

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4. For viewing all Scheduled examinations or to reschedule them, the user has to follow the following steps:

4.1. Click on “View Scheduled Examinations.”



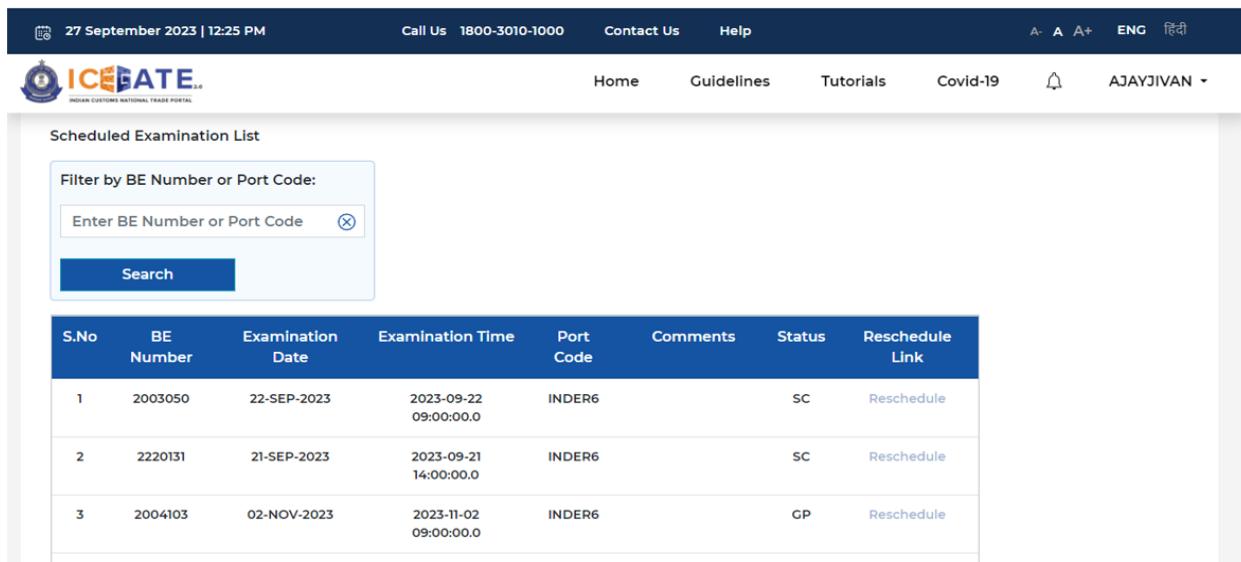
Please provide details of your Bill of Entry:

BE Number *	Location Code *	BE Date *
<input type="text" value="Enter BE Number"/>	<input type="text" value="Enter Location"/>	<input type="text" value="Choose a date"/> 

Validate

Note: If you have not completed the registration of goods, please register your goods before scheduling examination.

4.2. The list of all scheduled examination is displayed. Filter can also be applied by BE Number or Port Code to view specific scheduled examinations. In order to reschedule the Examination, the user has to click on “Reschedule” button under Reschedule Link column.



Scheduled Examination List

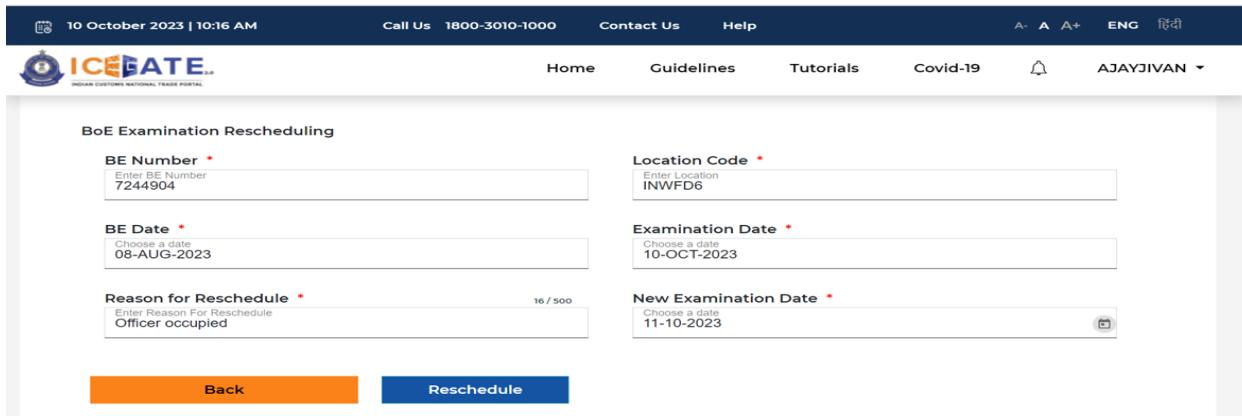
Filter by BE Number or Port Code:
 

Search

S.No	BE Number	Examination Date	Examination Time	Port Code	Comments	Status	Reschedule Link
1	2003050	22-SEP-2023	2023-09-22 09:00:00.0	INDER6		SC	Reschedule
2	2220131	21-SEP-2023	2023-09-21 14:00:00.0	INDER6		SC	Reschedule
3	2004103	02-NOV-2023	2023-11-02 09:00:00.0	INDER6		CP	Reschedule

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4.3. The user has to enter the reason and new date for Rescheduling and click on “Reschedule”.



BoE Examination Rescheduling

BE Number *
Enter BE Number
7244904

Location Code *
Enter Location
INWFD6

BE Date *
Choose a date
08-AUG-2023

Examination Date *
Choose a date
10-OCT-2023

Reason for Reschedule *
Enter Reason For Reschedule
Officer occupied

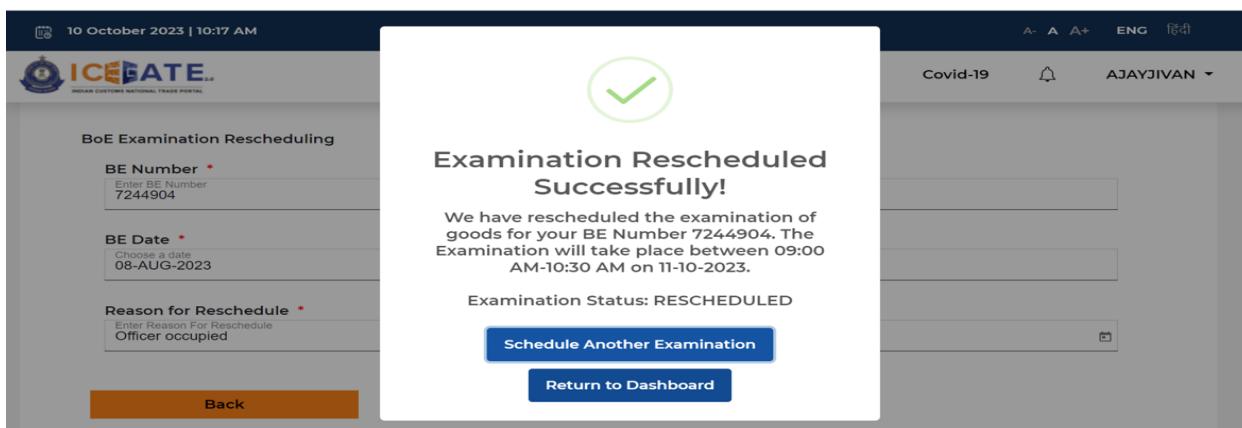
New Examination Date *
Choose a date
11-10-2023

Back **Reschedule**

With respect to Rescheduling, it may be noted that:

- (a) Rescheduled Examination date should not fall on a Public Holiday.
- (b) Maximum Three (03) Rescheduling attempts are allowed.

4.4. Examination is rescheduled by the system and notification is shared with IEC holder/Authorized Custom Broker as well as the Custodian.



BoE Examination Rescheduling

BE Number *
Enter BE Number
7244904

BE Date *
Choose a date
08-AUG-2023

Reason for Reschedule *
Enter Reason For Reschedule
Officer occupied

Covid-19 **A-** **A+** **ENG** **印地** **AJAYJIVAN**

Examination Rescheduled Successfully!
We have rescheduled the examination of goods for your BE Number 7244904. The Examination will take place between 09:00 AM-10:30 AM on 11-10-2023.
Examination Status: RESCHEDULED

Schedule Another Examination **Return to Dashboard**

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For any further queries or help kindly contact ICEGATE Helpdesk Team on icegatehelpdesk@icegate.gov.in or [1800-3010-1000](tel:1800-3010-1000)