

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

Date: 12<sup>th</sup> 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.

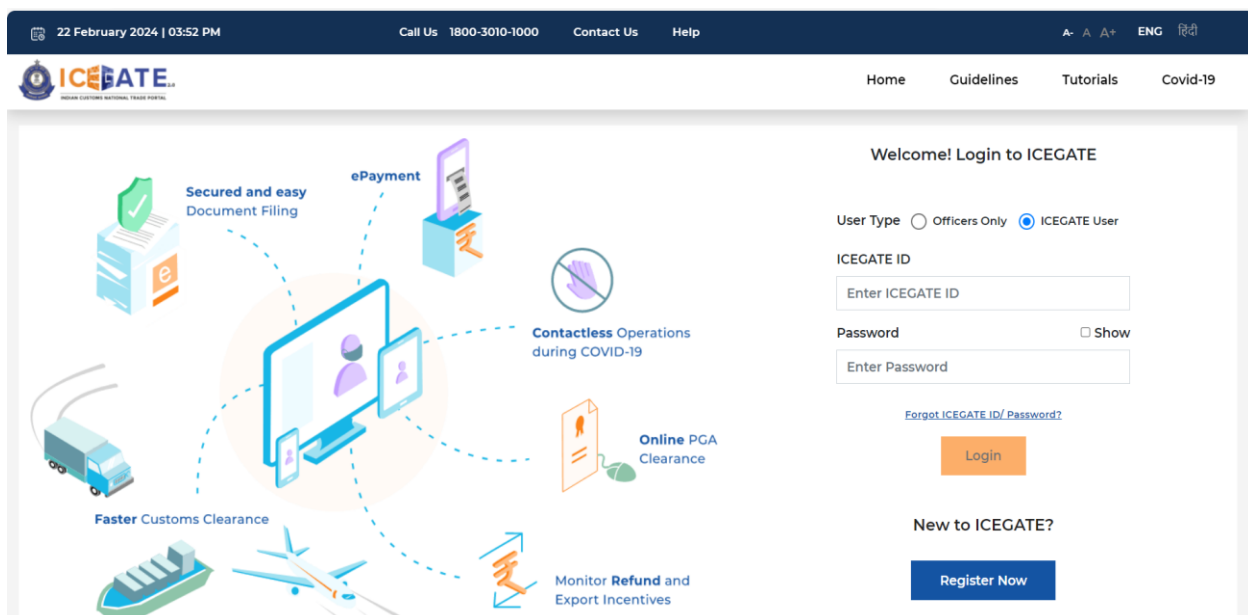
### Step wise guide for Importers/IEC Holders and Authorized Custom Brokers

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

- (a) Schedule Examination of goods.
- (b) View the pending and completed Examination Requests.
- (c) 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:-

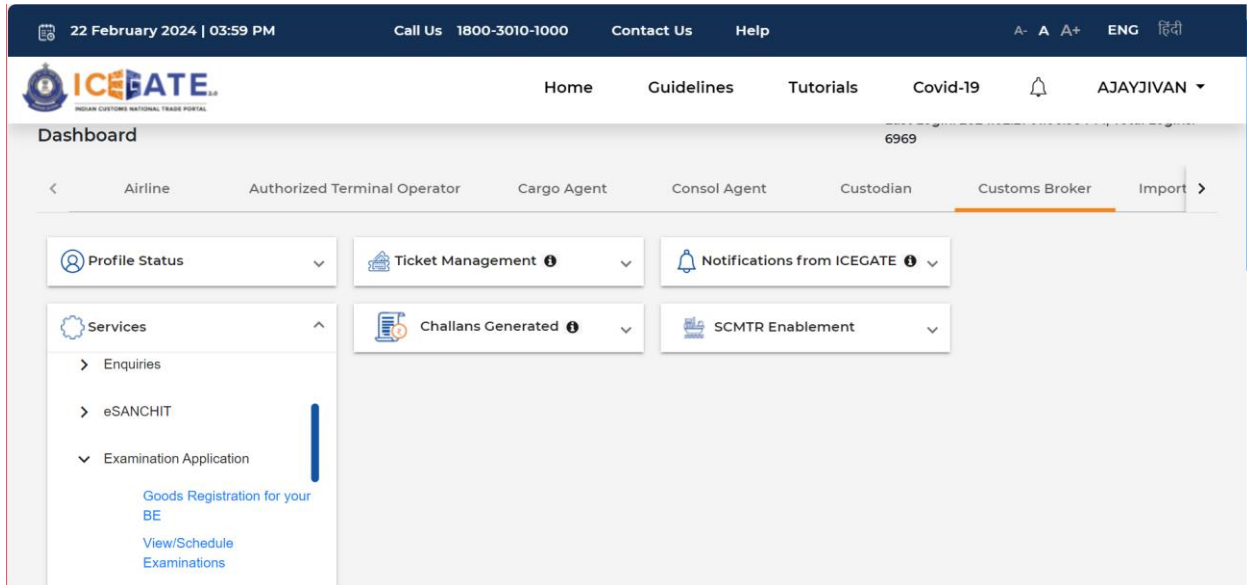
1. The user has to visit <https://www.icegate.gov.in/> and click on the Login/Signup button to login into the portal. Thereafter, User Type is to be selected as “ICEGATE User” and ICEGATE ID and Password is to be entered for logging in.



The screenshot displays the ICEGATE portal interface. At the top, there is a header with the date and time (22 February 2024 | 03:52 PM), contact information (Call Us 1800-3010-1000, Contact Us, Help), and language options (A-, A+, ENG). Below the header, the ICEGATE logo and navigation links (Home, Guidelines, Tutorials, Covid-19) are visible. The main content area features a central graphic with icons representing various services: Secured and easy Document Filing, ePayment, Contactless Operations during COVID-19, Online PGA Clearance, Monitor Refund and Export Incentives, and Faster Customs Clearance. To the right, the login section is titled 'Welcome! Login to ICEGATE'. It includes a 'User Type' selection with radio buttons for 'Officers Only' and 'ICEGATE User' (selected). Below this are input fields for 'ICEGATE ID' (with a placeholder 'Enter ICEGATE ID') and 'Password' (with a placeholder 'Enter Password' and a 'Show' toggle). A link for 'Forgot ICEGATE ID/ Password?' is provided. A 'Login' button is located below the password field. At the bottom of the login section, there is a 'New to ICEGATE?' section with a 'Register Now' button.

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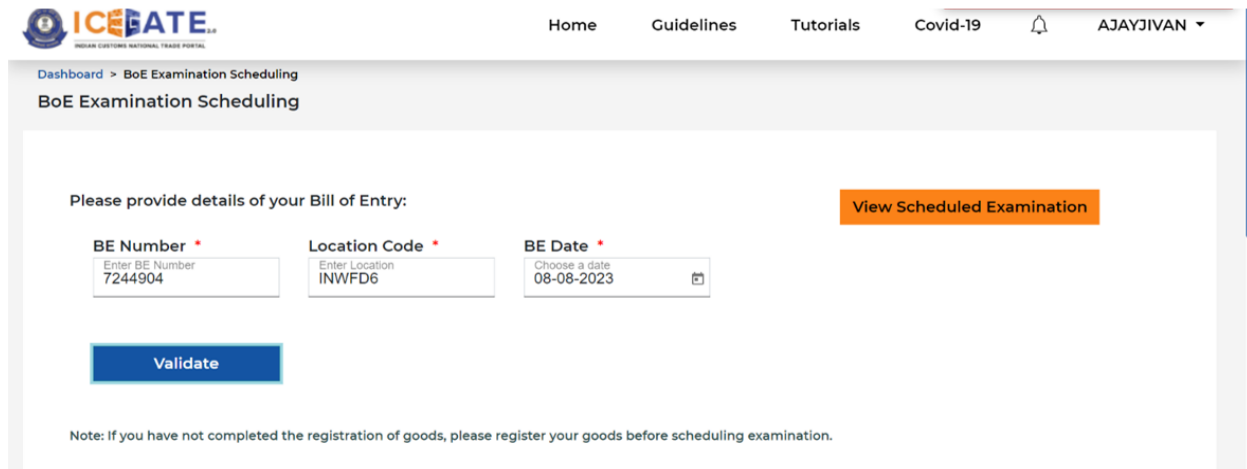
2. Thereafter, the user has to go to Dashboard -> Services -> Examination Application -> View/ Schedule Examinations



The screenshot shows the ICEGATE Dashboard for a user named AJAYJIVAN. The top navigation bar includes the date (22 February 2024 | 03:59 PM), contact information (Call Us 1800-3010-1000, Contact Us, Help), and language settings (A-, A, A+, ENG). The main navigation menu includes Home, Guidelines, Tutorials, Covid-19, and a user profile dropdown. The Dashboard section shows a user ID of 6969 and a list of roles: Airline, Authorized Terminal Operator, Cargo Agent, Consol Agent, Custodian, Customs Broker (selected), and Import. The left sidebar contains a 'Services' menu with options: Enquiries, eSANCHIT, and Examination Application (expanded). Under Examination Application, there are links for 'Goods Registration for your BE' and 'View/Schedule Examinations'. The main content area displays several widgets: Profile Status, Ticket Management, Notifications from ICEGATE, Challans Generated, and SCMTRE Enablement.

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.



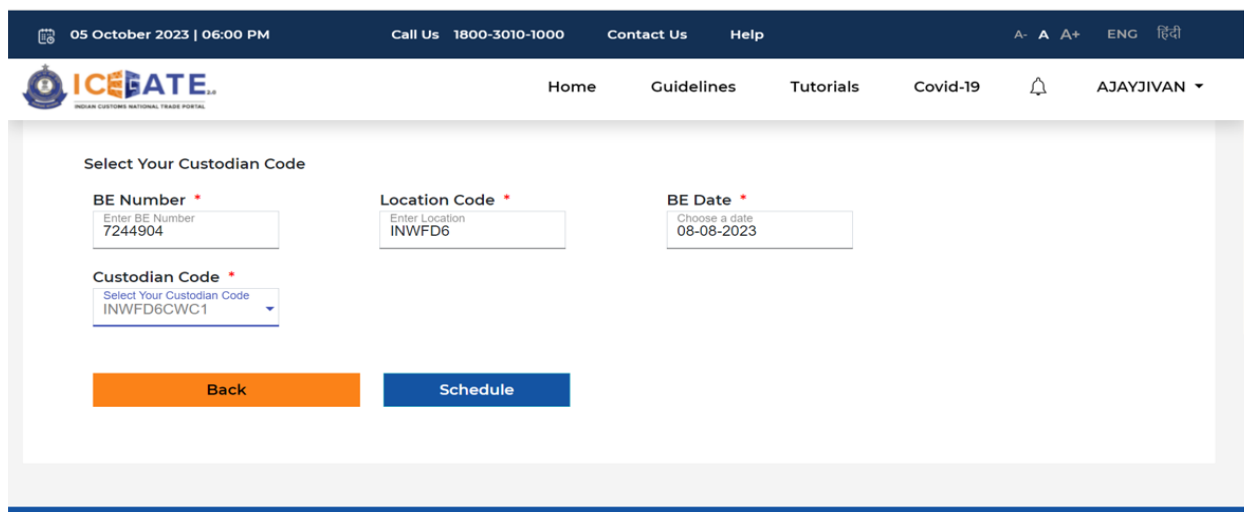
The screenshot shows the ICEGATE BoE Examination Scheduling form. The top navigation bar is the same as the dashboard. The main navigation menu includes Home, Guidelines, Tutorials, Covid-19, and a user profile dropdown. The Dashboard section shows a user ID of 6969 and a list of roles: Airline, Authorized Terminal Operator, Cargo Agent, Consol Agent, Custodian, Customs Broker (selected), and Import. The left sidebar contains a 'Services' menu with options: Enquiries, eSANCHIT, and Examination Application (expanded). Under Examination Application, there are links for 'Goods Registration for your BE' and 'View/Schedule Examinations'. The main content area displays the 'BoE Examination Scheduling' form. The form has a title 'Please provide details of your Bill of Entry:' and a 'View Scheduled Examination' button. The form fields are: BE Number (7244904), Location Code (INWFD6), and BE Date (08-08-2023). A 'Validate' button is at the bottom. 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:

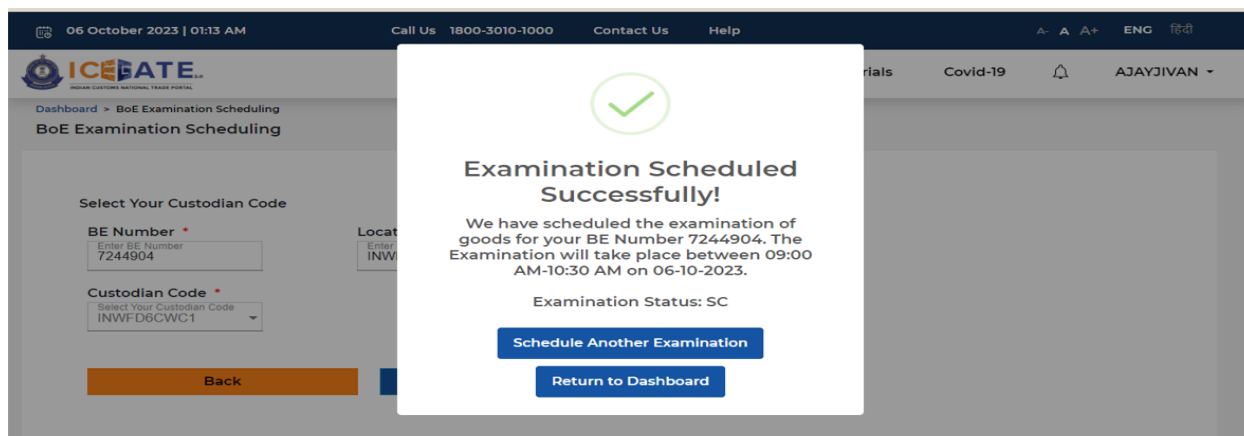
- (i) When the details for the entered Bill of Entry are not available in the system; or,
- (ii) When the registration for the goods pertaining to the said Bill of Entry has not been completed in the system.

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



The screenshot shows the ICEGATE portal interface. At the top, there is a dark blue header with the date and time '05 October 2023 | 06:00 PM', a 'Call Us 1800-3010-1000' link, and 'Contact Us' and 'Help' links. Below the header, the ICEGATE logo is on the left, and navigation links 'Home', 'Guidelines', 'Tutorials', 'Covid-19', and a user profile 'AJAYJIVAN' are on the right. The main content area is titled 'Select Your Custodian Code'. It contains three input fields: 'BE Number' with the value '7244904', 'Location Code' with the value 'INWFD6', and 'BE Date' with the value '08-08-2023'. Below these is a dropdown menu for 'Custodian Code' with the selected value 'INWFD6CWC1'. At the bottom of the form are two buttons: an orange 'Back' button and a blue 'Schedule' button.

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.

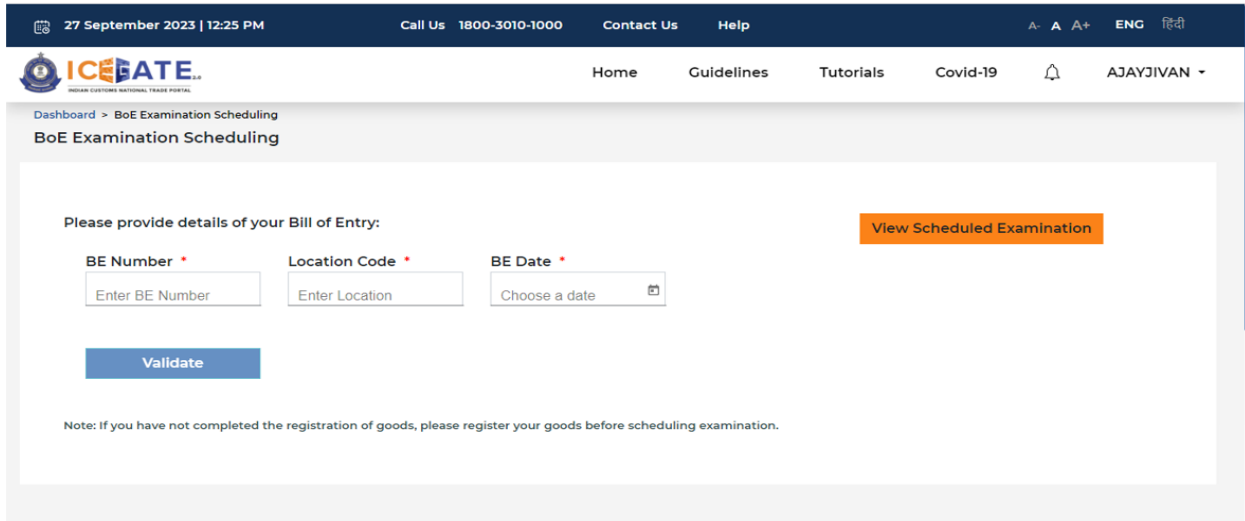


The screenshot shows the ICEGATE portal interface with a confirmation message overlay. The header and navigation links are the same as in the previous screenshot. The main content area is titled 'Dashboard > BoE Examination Scheduling' and 'BoE Examination Scheduling'. The form fields for 'BE Number', 'Location Code', 'BE Date', and 'Custodian Code' are visible. Overlaid on the form is a white box with a green checkmark icon and the text 'Examination Scheduled Successfully!'. Below this, it states: '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.' Below this text, it says 'Examination Status: SC'. At the bottom of the overlay are two buttons: a blue 'Schedule Another Examination' button and a blue 'Return to Dashboard' button.

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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.”



27 September 2023 | 12:25 PM    Call Us 1800-3010-1000    Contact Us    Help    A- A+ ENG हिंदी

Home Guidelines Tutorials Covid-19 AJAYJIVAN

Dashboard > BoE Examination Scheduling  
BoE Examination Scheduling

Please provide details of your Bill of Entry:

BE Number \*    Location Code \*    BE Date \*

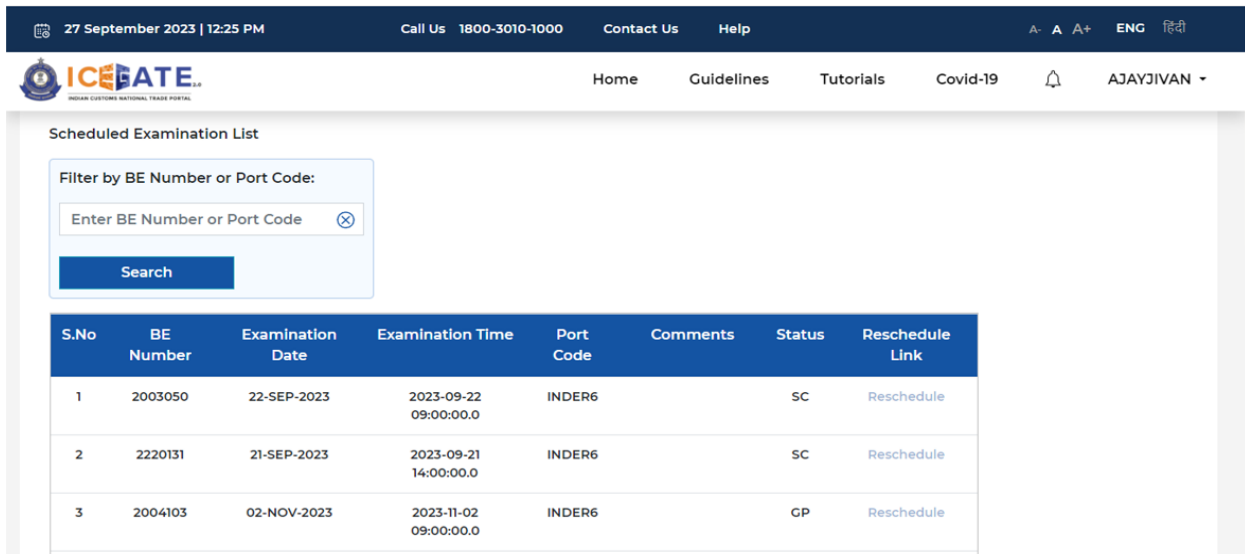
Enter BE Number    Enter Location    Choose a date

Validate

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

[View Scheduled 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.



27 September 2023 | 12:25 PM    Call Us 1800-3010-1000    Contact Us    Help    A- A+ ENG हिंदी

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Scheduled Examination List

Filter by BE Number or Port Code:

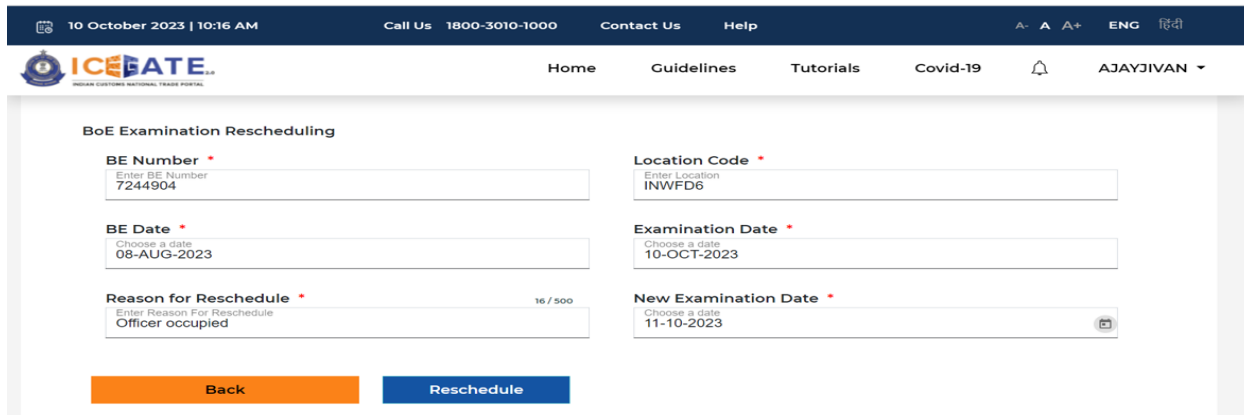
Enter BE Number or Port Code

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	<a href="#">Reschedule</a>
2	2220131	21-SEP-2023	2023-09-21 14:00:00.0	INDER6		SC	<a href="#">Reschedule</a>
3	2004103	02-NOV-2023	2023-11-02 09:00:00.0	INDER6		GP	<a href="#">Reschedule</a>

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



The screenshot shows the 'BoE Examination Rescheduling' form on the ICEGATE portal. The form includes the following fields:

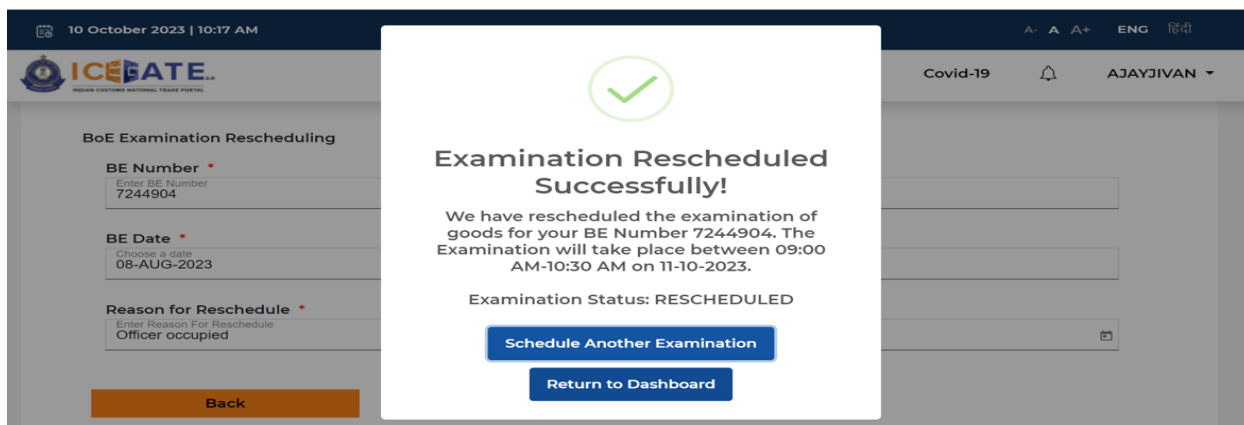
- BE Number \***: Enter BE Number (7244904)
- Location Code \***: Enter Location (INWFD6)
- BE Date \***: Choose a date (08-AUG-2023)
- Examination Date \***: Choose a date (10-OCT-2023)
- Reason for Reschedule \***: Enter Reason For Reschedule (Officer occupied)
- New Examination Date \***: Choose a date (11-10-2023)

At the bottom of the form, there are two buttons: **Back** (orange) and **Reschedule** (blue).

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.



The screenshot shows the ICEGATE portal with a central notification box. The notification box contains the following text:

**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

At the bottom of the notification box, there are two buttons: **Schedule Another Examination** (blue) and **Return to Dashboard** (blue).

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