

eSanchit - User Manual

The Central Board of Indirect Taxes & Customs (CBIC) has launched **e- Sanchit** (e-Storage and Computerized Handling of Indirect Tax Documents) for paperless processing, uploading of supporting documents, to facilitate the trading across Borders. It has already been made available to importers and exporters in the country and as a next step, CBIC is extending this facility to PGA (Participating Government Agencies). This will enable PGAs to provide necessary clearances, in the form of Licenses, Permits, Certificates & Other Authorizations (LPCOs), through the document upload facility to the beneficiaries (importer and exporters). Beneficiaries shall be accordingly notified of the uploaded documents.

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

Below is a step by step guide on usage of eSanchit by PGA users:

Step 1: The PGA user should be registered on ICEGATE. In case the registration has not been done, the PGA registration advisory can be used to create a valid ICEGATE Login. Available on (https://www.icegate.gov.in/Download/PGA_Registration_Advisory.pdf)

Step 2: Prepare the Digitally signed Document for upload. Detailed Guidelines available on (<https://www.icegate.gov.in/digitalSign/digitalSign.html>)

Step 3: Login to ICEGATE with your ICEGATE ID and password

Go to: <https://www.icegate.gov.in/iceLogin/>

icegate
Customs National Trade Portal, CBIC

Latest: *A new facility of e-sealing & Container Tracking would be launched soon.IEC holders(Importers/Exporters) are request Last Updated : Oct 18, 2018

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Registration Advisory Registration Demo

Login

Do not have an account yet? Sign up now!

User Name:

Password:

Forgot password?

Captcha:

5Tlggs

Submit Reset

Government of India
Ministry of Finance Department of Revenue

The eSanchit Award
South Asia 2011

SKOCH Digital INCLUSION AWARDS 2011

National e-governance Award for 2010-11

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

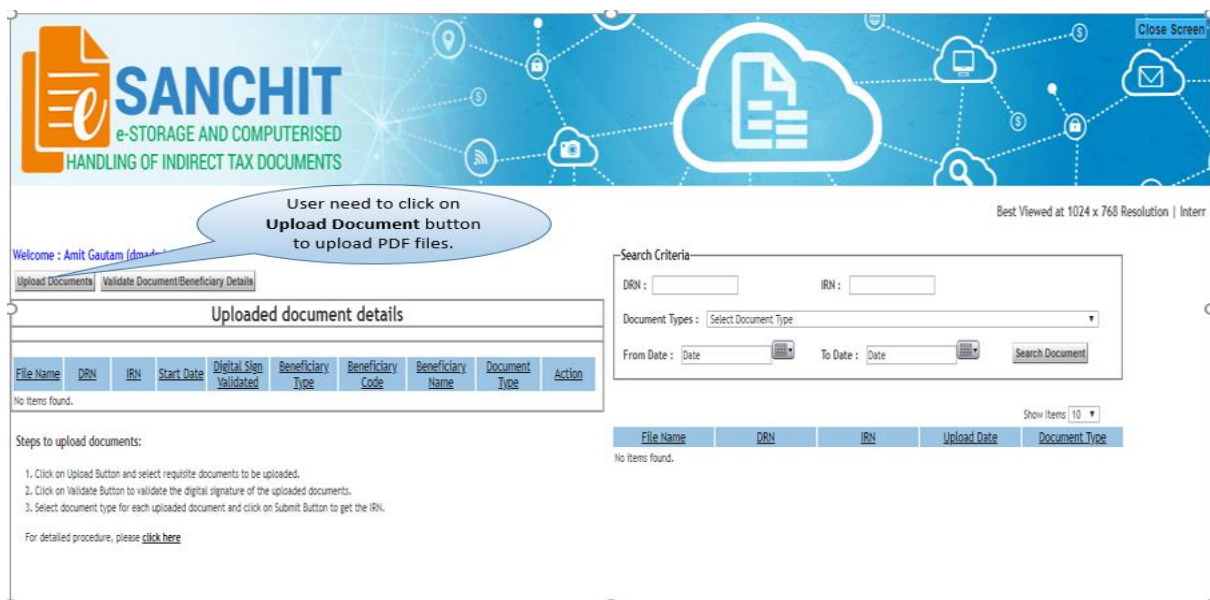
Step 4: Post login, click on eSANCHIT link available in the left menu



Thereafter, the PGA user should click on the link e-SANCHIT (<https://www.icegate.gov.in/dms>) on ICEGATE. This link will take the PGA user to the PGA dashboard through which the required documents can be uploaded.

Kindly note that without logging in, no user will be allowed to access eSanchit.

Step 5: Click on the Upload Document Button.



At a time, the PGA user can upload a batch of 10 documents upto 1 MB each in PDF Format only.

Import: File Selection

WorkInProgress

Selected Files :

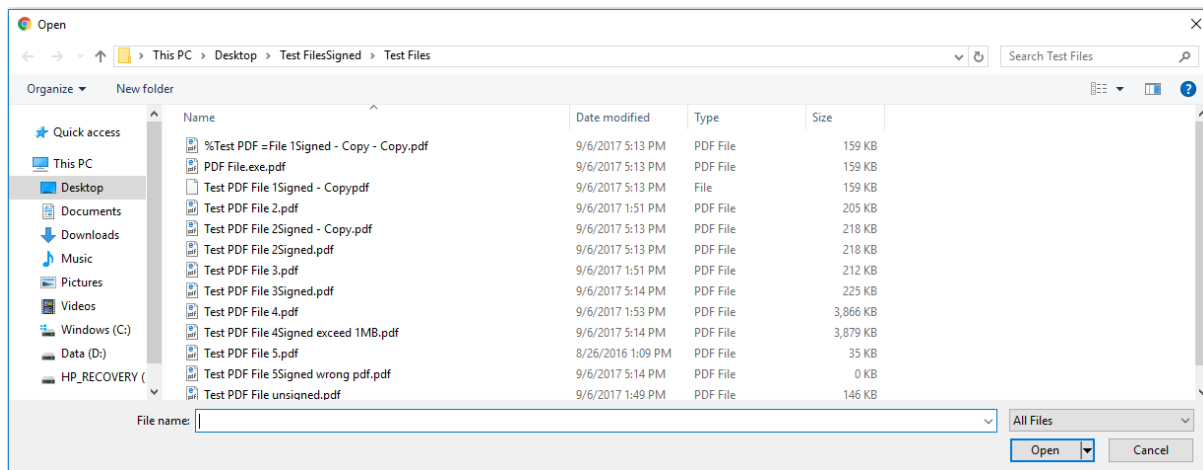
Choose file	No file chosen
Choose file	No file chosen
Choose file	No file chosen
Choose file	No file chosen
Choose file	No file chosen
Choose file	No file chosen
Choose file	No file chosen
Choose file	No file chosen
Choose file	No file chosen
Choose file	No file chosen
Choose file	No file chosen

User need to click on **Choose File** button to select the files one at a time. A file browse dialogue box will appear.

Document Validation Prerequisite...

1. Max allowed File size is 1 MB.
2. Supported file format is PDF only.
3. Max files limit is 5 files per DRN.
4. Each file should have a unique name.
5. File Upload will be successful only if digital signature is verified 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 6: Fill in the beneficiary's details for each selected PDF file(s).

PGA user needs to select beneficiary type (using the dropdown) for each PDF along with beneficiary code for which the documents are to be uploaded.



Welcome : Amit Gautam (dmadmnh)

[Upload Documents](#) [Validate Document/Beneficiary Details](#) [Submit Document](#)

Uploaded document details

File Name	DRN	IRN	Start Date	Digital Sign Validated	Beneficiary Type	Beneficiary Code	Beneficiary Name
Test PDF File 2Signed - Copy			10/15/2018 12:18:37 PM		Importer/Exporter	[0496003836]	Select Document
Test PDF File 2Signed			10/15/2018 12:18:37 PM		Importer/Exporter	[0797006484]	Select Document

Steps to upload documents:

1. Click on Upload Button and select requisite documents to be uploaded.
2. Click on Validate Button to validate the digital signature of the uploaded documents.
3. Select document type for each uploaded document and click on Submit Button to get the IRN.

For detailed procedure, please [click here](#)

Search Criteria

DRN : IRN :

Document Types :

From Date : To Date :

File Name DRN IRN Upload Date Document Type

No items found.

Step 7: Click on 'Validate Document' button to validate the digital signature and beneficiary details against each document

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Welcome : Amit Gautam (dmdadmin)

Upload Documents Validate Document/Beneficiary Details Submit Document

Uploaded document details

File Name	DRN	IRN	Start Date	Digital Sign Validated	Beneficiary Type	Beneficiary Code	Beneficiary Name
Test PDF File 2Signed - Copy			10/15/2018 12:18:37 PM	Successfully Verified	Importer/Exporter	0496003836	HYUNDAI MOTOR INDIA LTD., IEHolders
Test PDF File 2Signed			10/15/2018 12:18:37 PM	Successfully Verified	Importer/Exporter	0797006486	IBN INDIA PRIVATE LIMITED, IEHolders

Search Criteria

DRN : IRN :

Document Types : Select Document Type

From Date : To Date :

Search Document

Steps to upload documents:

1. Click on Upload Button and select requisite documents to be uploaded.
2. Click on Validate Button to validate the digital signature of the uploaded documents.
3. Select document type for each uploaded document and click on Submit Button to get the IRN.

For detailed procedure, please [click here](#)

The PGA user must verify the file in respect of digital signature affixed on it and the beneficiary type / code mentioned against each PDF, by pressing the 'Validate' button on the screen. Without completing the validation, the document will not be ready for the next action of 'Submit Document'.

Step 8: 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.

Welcome : Amit Gautam (dmdadmin)

Upload Documents Validate Document Submit Document

Uploaded document details

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

Select Document Type

- 001000-Certificate of analysis
- 001002-Lab analysis Report
- 001003-Blood Analysis Report
- 00100C-Certificate of analysis - Drug
- 0010FS-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
- 0110FS-Specimen Copy of Label
- 0380AQ-Vaccination certificate
- 0530HZ-Safety and hazard data sheet
- 101000-Registration Document
- 101001-Importer Exporter Certificate
- 101002-RCMC
- 10100C-Registration Certificate
- 105000-Purchase order
- 165000-Bond
- 250000-Crew list declaration
- 2670PQ- Fumigation certificate
- 271000-Packing list
- 293000-Inspection report

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

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'. Link to the Single Window Document Code Map Directory is https://www.icegate.gov.in/Download/Single_Window_Document_Code_Map_Directory.pdf

Step 9: Click 'Submit Document' button to submit up to 10 documents, at a time

SANCHIT
e-STORAGE AND COMPUTERISED
HANDLING OF INDIRECT TAX DOCUMENTS

Welcome : Amit Gautam (dmdadmin)

Upload Documents | Validate Document(Beneficiary Details) | **Submit Document**

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

Search Criteria

DRN : IRN :

Document Types :

From Date : To Date :

Uploaded document details

File Name	DRN	IRN	Start Date	Digital Sign Validated	Beneficiary Type	Beneficiary Code	Beneficiary Name
Test PDF File 1Signed - Copy.pdf			10/15/2018 1:52:42 PM	Successfully Verified	Importer/Exporter	0496003836	HYUNDAI MOTOR INDIA LTD., ICEholders
Test PDF File 2Signed - Copy			10/15/2018 1:52:43 PM	Successfully Verified	Importer/Exporter	0797006486	IBM INDIA PRIVATE LIMITED, ICEholders

Steps to upload documents:

1. Click on Upload Button and select requisite documents to be uploaded.
2. Click on Validate Button to validate the digital signature of the uploaded documents.
3. Select document type for each uploaded document and click on Submit Button to get the IRN.

For detailed procedure, please [click here](#)

The user 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 user should rectify the error accordingly 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 PGA user, as well as to the concerned ICEGATE user (Beneficiary), as a structured message from ICEGATE. The user may incorporate the data including the filename and the unique number in his system of records (for example, RES package).

ICEGATE users (Beneficiaries) can also view the documents uploaded by the PGA user.

Step 10: Press OK to acknowledge the disclaimer

Disclaimer

Disclaimer :

It is hereby informed that the Participating Government Agency (PGA) issuing and uploading the License / Permits/Certificate/Other Authorization (LPCO / document) on this portal is solely and wholly responsible for the correctness of the content and legality of the LPCO / document. This document would be construed as a legal document for all official purposes. The PGAs are also required to retain the office copy in the form of hard copy; or if the same is retained in the form of electronic copy, the PGAs should be able to provide hard copy, which shall be produced, if asked by Customs. This document(s) uploaded by the PGA shall be used by the beneficiary by including the unique Image Reference Number (IRN) and Document Reference Number (DRN) in the Electronic bill of Entry / Shipping Bill. The PGA has to upload the LPCOs issued by them electronically, henceforth, the beneficiary is not permitted to upload this document on eSANCHIT.

Response by eSANCHIT

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

The screenshot displays the eSANCHIT web application interface. At the top, there is a header with the eSANCHIT logo and the text "e-STORAGE AND COMPUTERISED HANDLING OF INDIRECT TAX DOCUMENTS". Below the header, a navigation bar includes "Upload Documents" and "Validate Document/Beneficiary Details". The main content area is titled "Uploaded document details" and contains a table with columns: File Name, DRN, IRN, Start Date, Digital Sign Validated, Beneficiary Type, Beneficiary Code, Beneficiary Name, and Document Type. Two rows of data are visible, both for "Test PDF File 2Signed - Copy". A blue callout box points to the DRN and IRN columns, stating: "DRN and IRN will be generated as shown in the box." To the right of the table, there is a "Search Criteria" section with input fields for DRN, IRN, Document Types, From Date, and To Date, along with a "Search Document" button. Below the table, there are "Steps to upload documents:" and a link for "For detailed procedure, please click here".

File Name	DRN	IRN	Start Date	Digital Sign Validated	Beneficiary Type	Beneficiary Code	Beneficiary Name	Document Type
Test PDF File 2Signed - Copy	2018101500000002	2018101500000003	01/10/2018	Successfully Verified	Importer/Exporter	0496003836	HYUNDAI MOTOR INDIA LTD.,_ECholders	626000-Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) Certificate
Test PDF File 2Signed	2018101500000002	2018101500000004	01/10/2018	Successfully Verified	Importer/Exporter	0797006486	IBH INDIA PRIVATE LIMITED,_ECholders	626000-Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) Certificate

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

The screenshot shows an email titled "Document upload confirmation" from "dmadmin" to "amit.gautam@ics". It indicates "1 attachment" and shows a file icon. The attachment name is "UPLOAD_RESP_2018101500000002.dms_".

Thanks for uploading Document In eSANCHIT
Please find uploaded document information as following :

DRN : 2018101500000002		
Document name	IRN	Document Type
Test PDF File 2Signed - Copy	2018101500000003	626000-Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) Certificate
Test PDF File 2Signed	2018101500000004	626000-Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) Certificate

Thanks,
eSANCHIT Team

NOMENCLATURE 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