कार्यालय, अपरमहानिदेशक(प्रणाली), पश्चिमीक्षेत्रइकाई
Office of the Additional Director General (Systems), West Zonal Unit
नवीनसीमाशुल्कभवन, बैलार्डएस्टेट, मुंबई-400001
New Custom House, Ballard Estate, Mumbai - 400001
दूरभाष -022-20825140, फैक्स -022-220825148
Phone: 022-20825140, Fax: 022-20825148, Email: systems.wzumumbai@gov.in

Date: 11-05-2023

ADVISORY NO: 07/SYS/WZU/2023

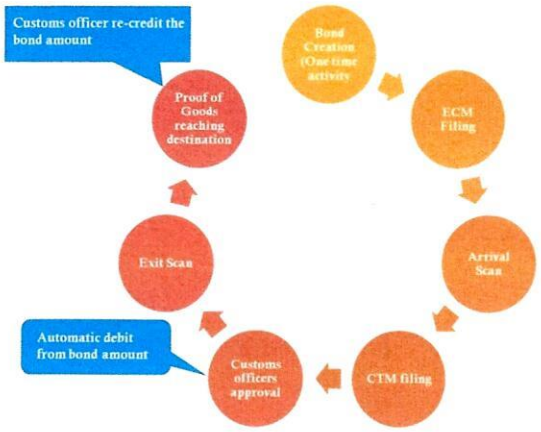
Sub: Transhipment and Bond Module in ECCS - reg.

1. At present, the process of transhipment of courier goods from the International Courier Terminals (ICTs) locations to the Air Cargo locations or to the other ICTs i.e. filing of Courier Transhipment Manifest (CTM), corresponding bond debits and re-credits is being done manually by the stakeholders.

2. Requests have been received from Customs formations on the need to develop the requisite work flow in ECCS to make this transhipment process paperless.

3. In this regard, it is to intimate the bond and transhipment modules are already available in ECCS. Through these, the Jurisdictional ICTs can enter the bond details in the bond module of ECCS. The authorized courier can file Courier Transhipment Manifest (CTM) in ECCS, which will be directed to the respective Customs officers. Post the approval from officers, the corresponding amount is automatically debited from the bond amount. Post exit scan and presentation of proof that the goods have reached intended destination, the ICT officer can re-credit the bond amount.

4. The life cycle of transhipment process in simplified format is given here below.



The step by step process for using the bond and transhipment module is enclosed in the user manual attached here with.

5. Necessary steps may be taken for effective implementation of these modules. In case of any difficulties in using this module or any feedback on further enhancements needed in this module, the same may be brought to the notice of Systems, WZU, Mumbai, via email at systems.wzumumbai@gov.in

This advisory issues with the approval of Additional Director General, Systems, WZU, Mumbai

11/05/2023

(KK Prasad)
Additional Director
Systems, WZU, Mumbai

Encl: As above

Copy to:

1. The Pr. DG, Directorate of Systems and Data Management, New Delhi
2. The Pr. Commissioner/ Commissioner of Customs, all International Courier Terminals
3. M/s EICI to communicate to all authorized couriers and custodians
4. Webmaster for posting on ECCS website

User Manual for Transhipment Process

Sensitivity: Internal & Restricted

Table of Contents

1. **Introduction** 3
2. **Work Flow of transshipment process in ECCS** 3
3. **Bond Registration** 4
4. **ECM filing** 6
5. **CTM filing** 7
6. **Payment of transshipment fees** 11
7. **Customs Approval** 12
8. **CTM On Hold** 13
9. **Exit Scan** 17
10. **Bond Amount deduction** 17
11. **Print of Approved CTM** 18

1. Introduction

Trans-shipment or transhipment means Import of a shipment via transit port. When any good/shipment is imported to country or exported from the country, the main port involved is called Gateway Port, the term 'gateway airport' refers to an airport where the goods land in country for the first time in case of imports. The Gateway Port is the Transit Port for the shipment.

In Import Transshipment when shipment is imported in the country, it first lands at the gateway port, which is the 'first landing port', and then it is transshipped to 'destination port'.

This can be explained as, suppose a shipment is to be imported from New York and the destination place is New Delhi but the shipment after leaving New York lands at Mumbai and from Mumbai it is sent to New Delhi, so that means the shipment is transshipped from Mumbai to New Delhi. Here Mumbai is Gateway Port and New Delhi is Destination Port, and New York is origin port.

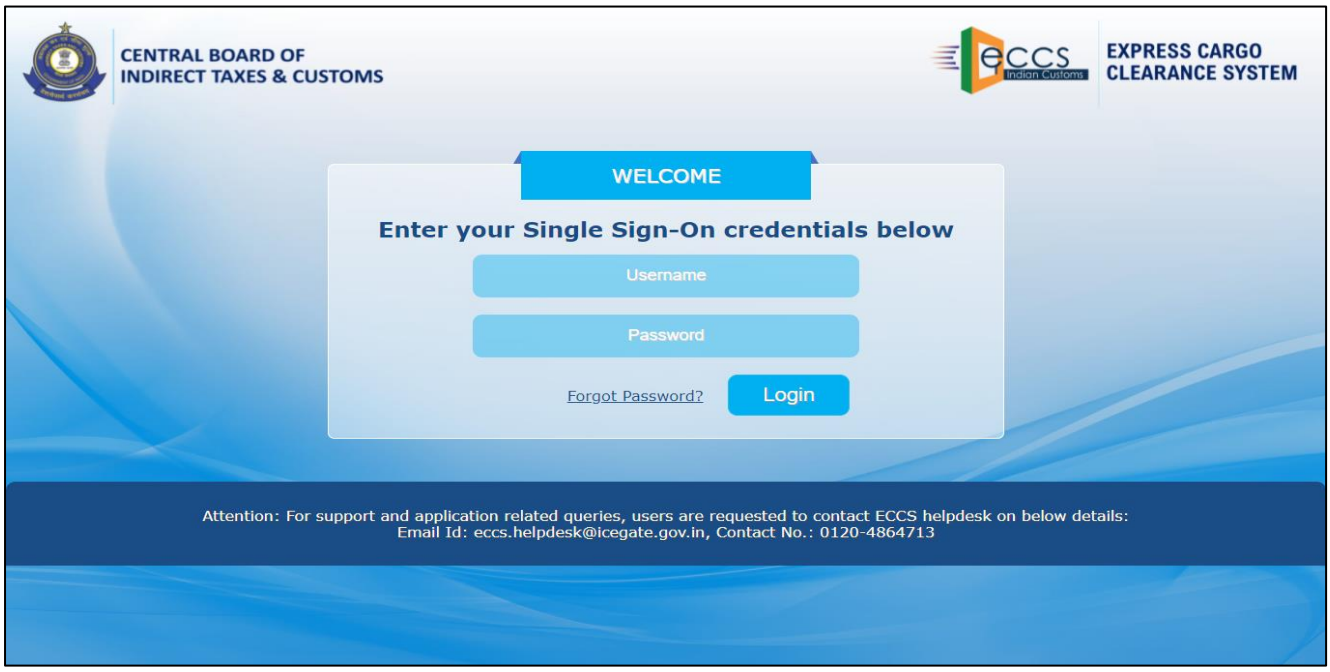
2. Work Flow of transshipment process in ECCS

	Courier	Custodian	Customs	Airlines
Step 1			Transshipment Bond creation	
Step 2	ECM Filing (CTM Y/N)			
Step 3		Arrival scan		
Step 4		Segregation of shipments		
Step 5	CTM filing			
Step 6	CTM fee payment			
Step 7			Customs approval	
Step 8		Shipment sealing		
Step 9		Preparation of gate pass		
Step 10		Entry under custodian registered		
Step 11			Preventive officer Signature	
Step 12		Exist scan		
Step 13	Bond debiting			
Step 14	Print of Approved CTM			
Step 15				Handover of shipment to airlines
Step 16				Re-warehousing certificate
Step 17			Bond re-credit	
	Manual process			

3. Bond Registration

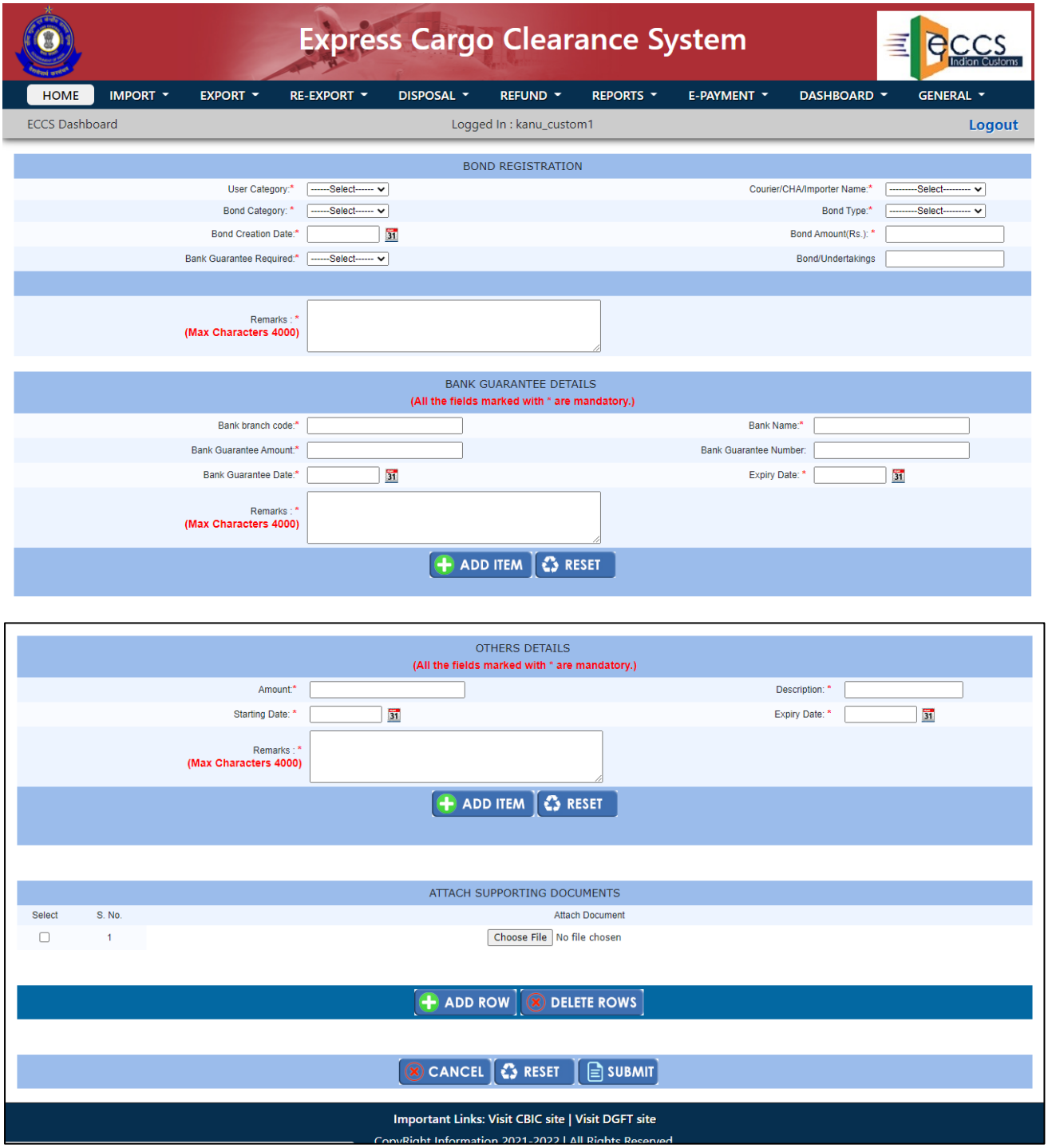
Initially Bond will be registered as per requested by a courier company by Superintendent Officer.

- Enter the SSO ID and password
- Click on Login button to login into the system

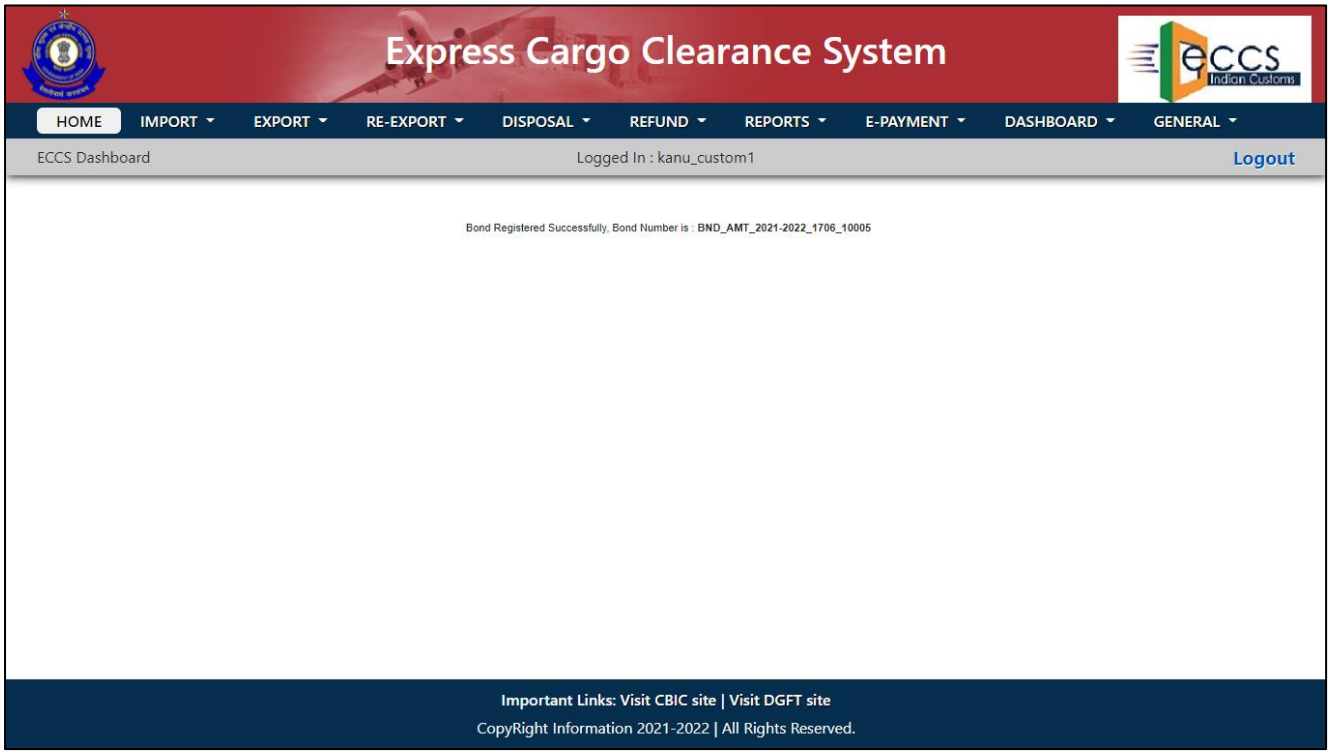




On clicking this menu the form, containing the required data to be filed will appear on screen:



Once officer provides all the mandatory/non mandatory data and click Submit, the bond will be registered for the courier company with the declared amount to be used for trans-shipment.



Bond number will be generated for reference by system.

- There are two types of bond available in the system:
  - Specific – One time use
  - Continuity – For multiple use
- In case, the bond amount is either expiring or reaching the value INR 50000, the mailer will be sent to the courier company with the warning.
  - For Expiring Bond, message will be:

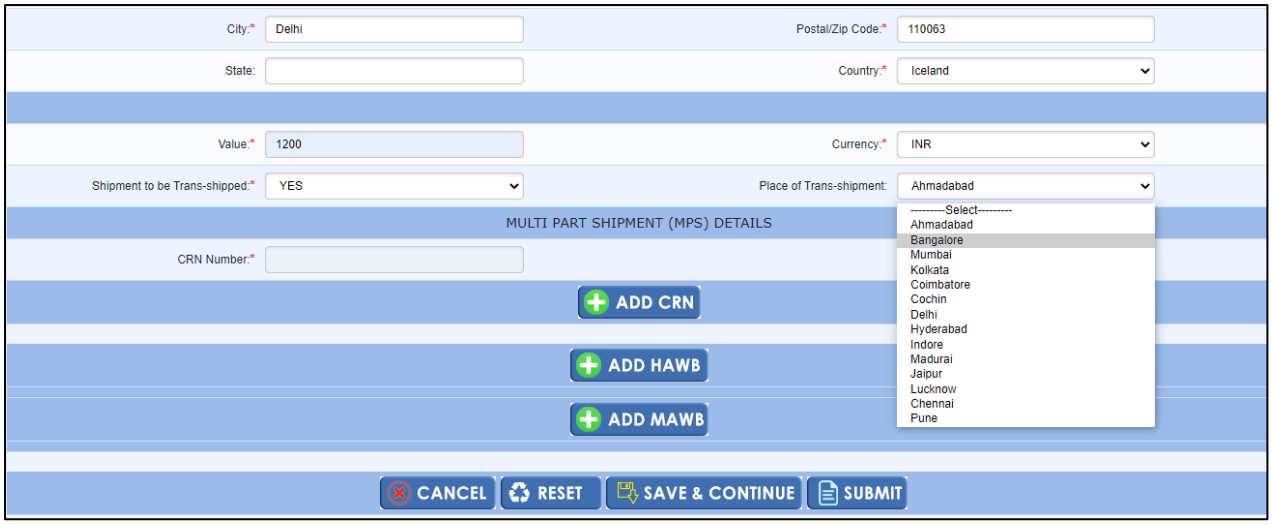
    "Your Bond (Bond Number) will be expired on (Expiry Date). Kindly re-register to continue filing CTM for Trans-shipment."
  - For Low Amount in the Bond, message will be:

    "The Bond amount for the bond (Bond Number) as on (Today's Date) is INR (Bond Amount). Kindly recharge your bond to continue filing ECM for Trans-shipment."

4. ECM filing

The courier companies will be filing the ECM through ECCS application UI for declaring the case of Trans-shipment for non-doc type shipments.

The courier has to select the **SHIPMENT TO BE TRANS-SHIPPED as YES** and then **select PLACE OF TRANS-SHIPMET**:

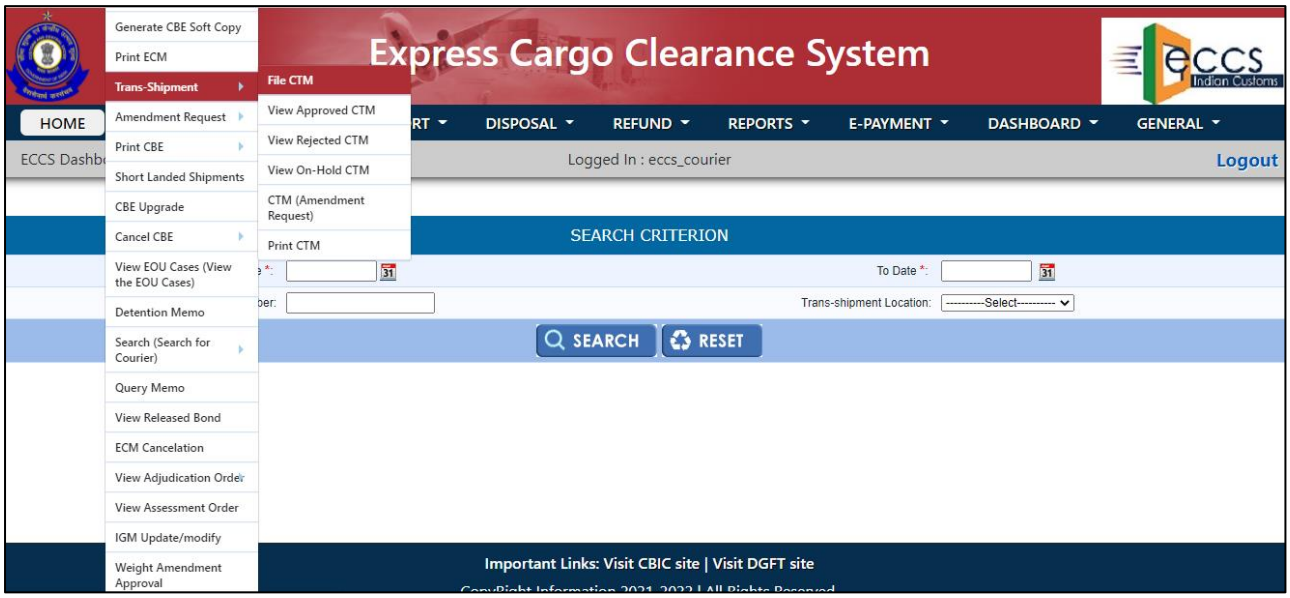


Once the ECM will be filed it will go through the same FEED IGM by Courier Companies and ARRIVAL SCAN process by Custodian through barcode scanner.

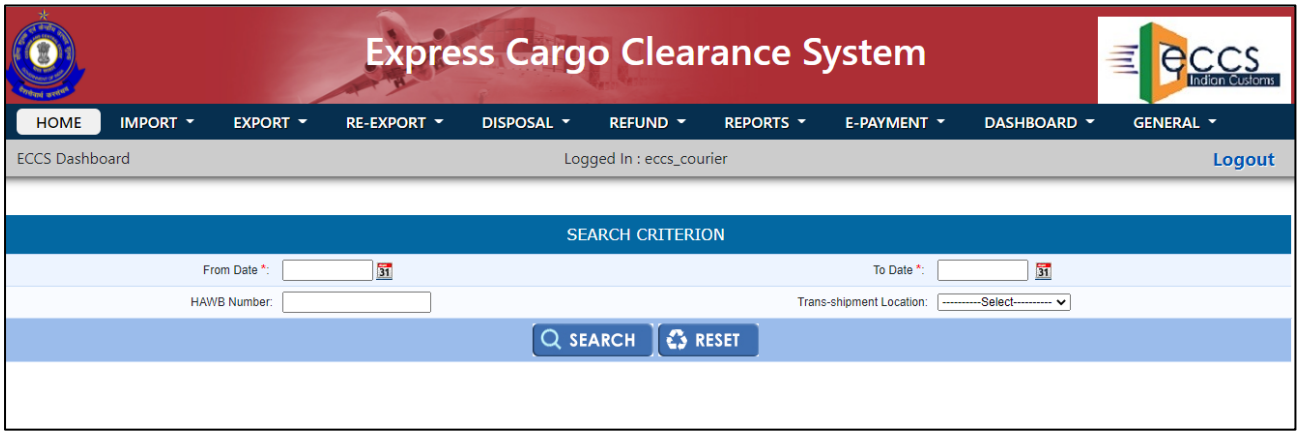
5. CTM filing

Once the arrival scanning is done, the courier companies will be filing CTM against the arrived packages. The navigation to file CTM is:

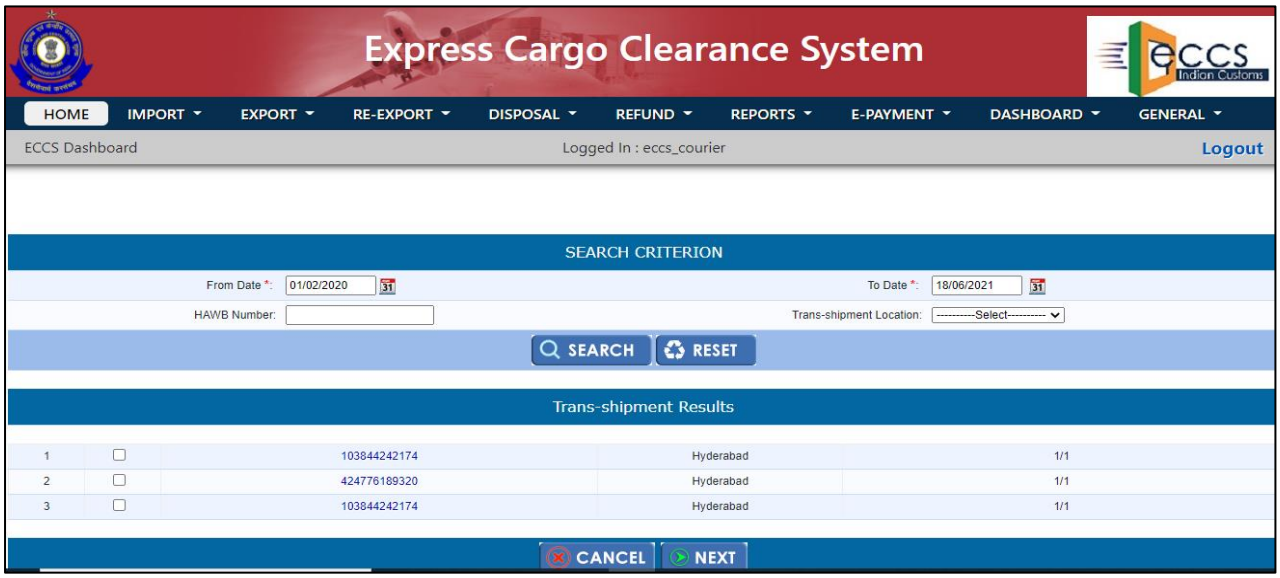
Import -> Trans-shipment -> File CTM



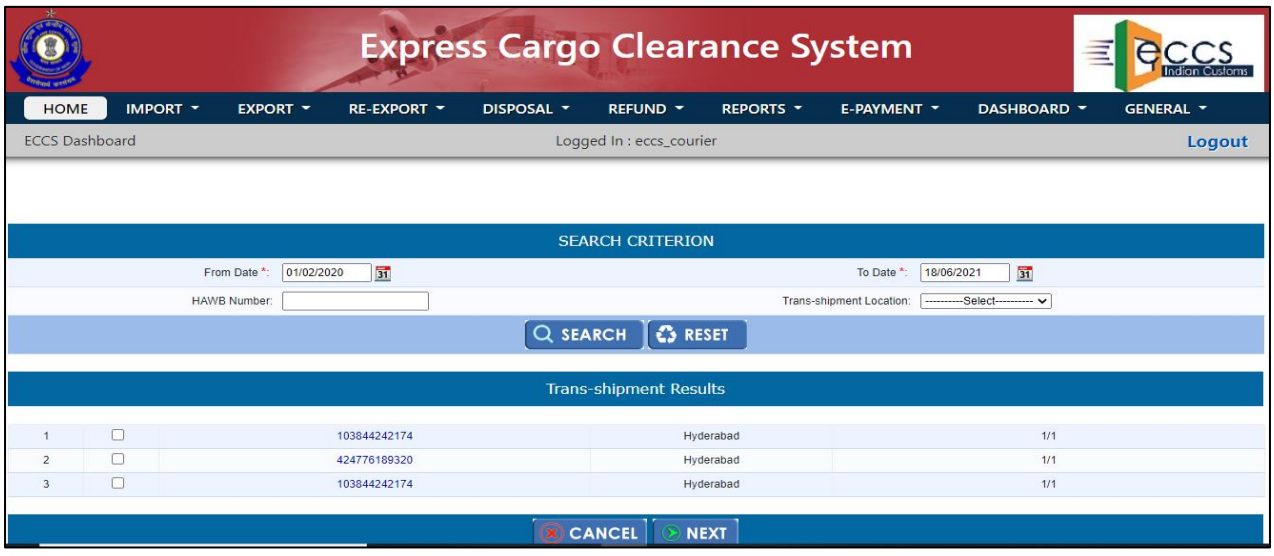
On selecting the menu a search screen will appear:



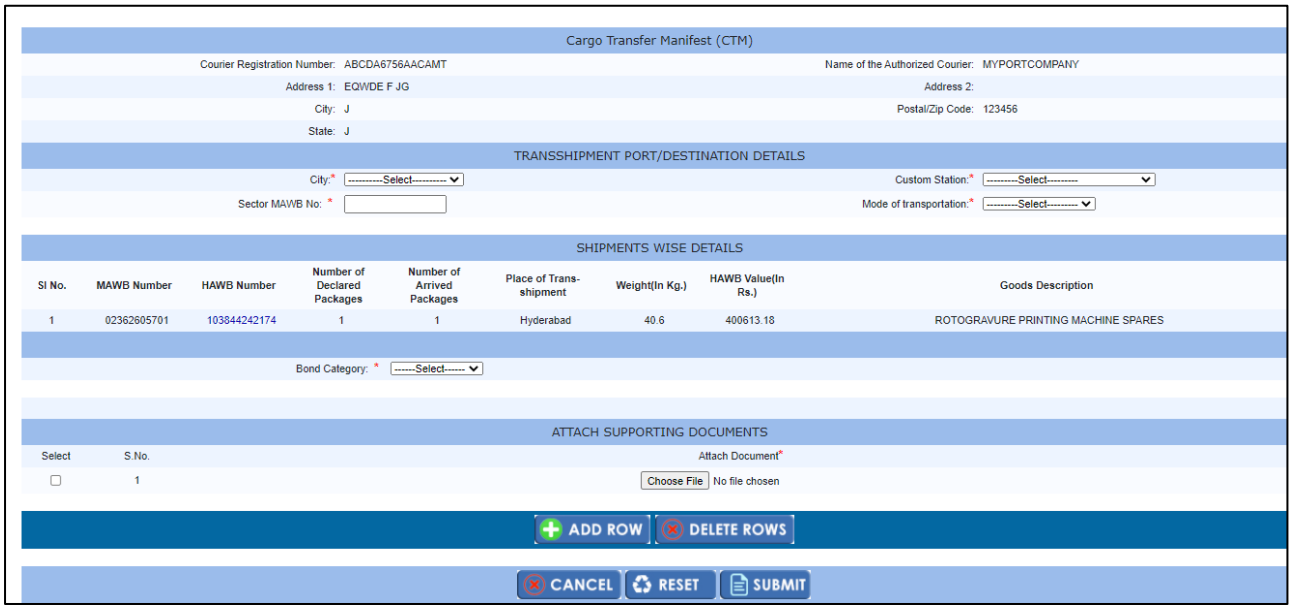
As per selection criteria, the available/eligible ECM will appear on screen:



The package/CRN declared HAWBs with trans-shipment as Y and arrival flag as Y will be available for CTM filing.



As shown above, the list of eligible HAWBs (Arrived HAWBs) will appear on the screen for courier user to select and file CTM. The courier can select single/multiple HAWB for CTM filing and click on NEXT button. The below screen will appear:



After providing the mandatory field data, user clicks on SUBMIT button to file CTM.

As per system, the below data is mandatory to fill:

- City (drop down)
- Custom Station (drop down)
- Sector MAWB No. (Numeric)
- Mode Of Transportation (Drop down)
- Bond Category (Drop down)
- Support Document (in .tiff format)

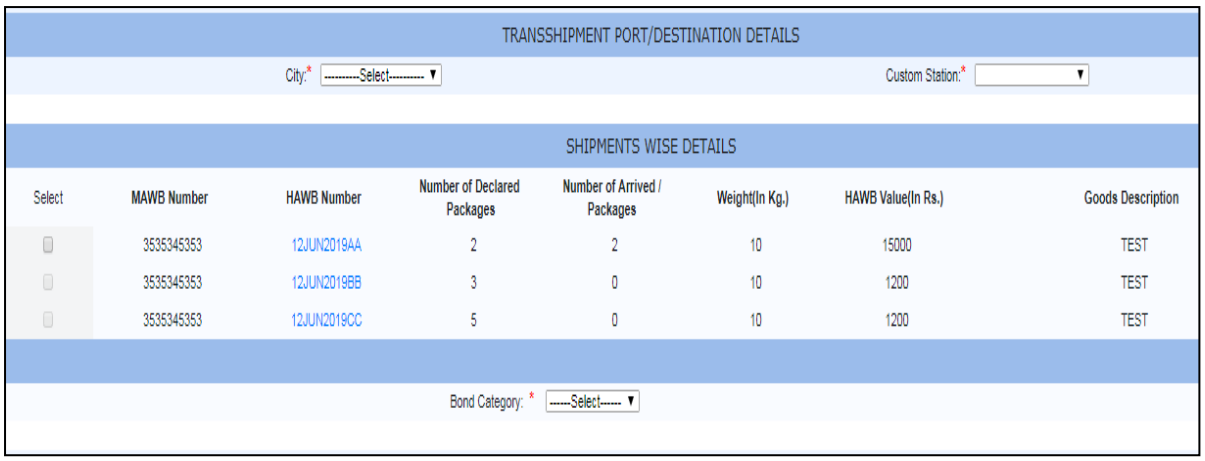
On clicking SUBMIT button CTM number will be generated for future reference:



In case, the courier will have insufficient bond amount, the message will appear on screen instead of CTM number.

In case 2 out of 4 packages have arrived. The CTM will be filed for these 2 arrived packages. When the arrival is done for the rest, they will be available in the CTM filing screen.

For courier to select from arrived packages, the number of declared package as well as number of arrived package will appear on the screen as shown below:

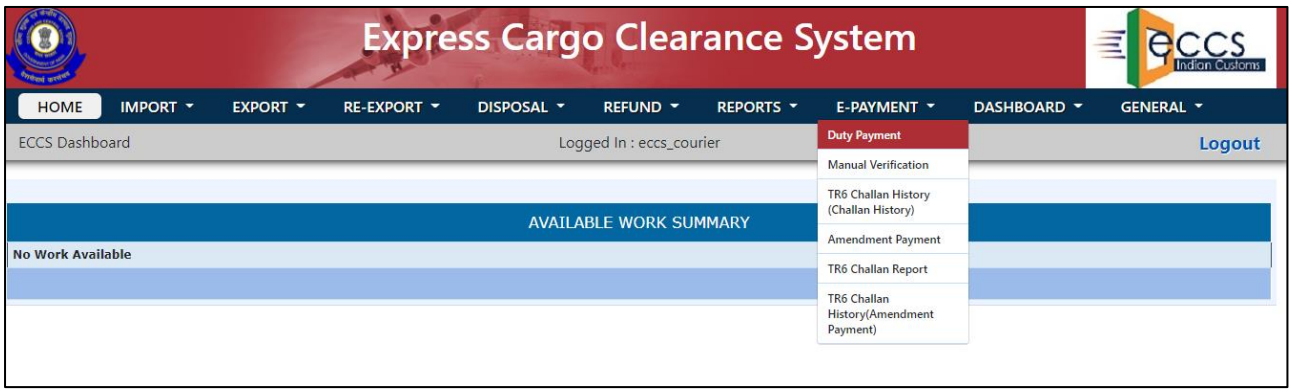


- For example, if we have 100 HAWBs in an ECM, 15 arrived and others are pending. CTM can be filed either together or separately for all (or any) of these arrived HAWBs.
- When the other HAWBs will arrive, the courier user shall be able to file CTM for them as well.
- To make it easy for couriers, MAWB amendment, excess landed/short landed CTM will be applicable, in the case of 'N number for CTM can be filed for particular ECM.'
- In case a trans-shipment is short/excess landed, it shall be available for CTM filing only after completing the Short /Excess Landing approval from customs.
- Once the ECM is given approval for any of the two cases by custom, the ECM will be available at the CTM filing screen.
- The transshipment fee shall be paid say per packet/shipment. Once the CTM is submitted, system shall check the availability of Bond amount equal to total value of the HAWB. In case Express Courier Company does not have sufficient balance in his account then respective message for insufficient balance will be flashed by the system.
- The transshipment fee shall also be paid by courier at the time of filing the CTM. The transshipment fee shall be fixed amount per packet/shipment.

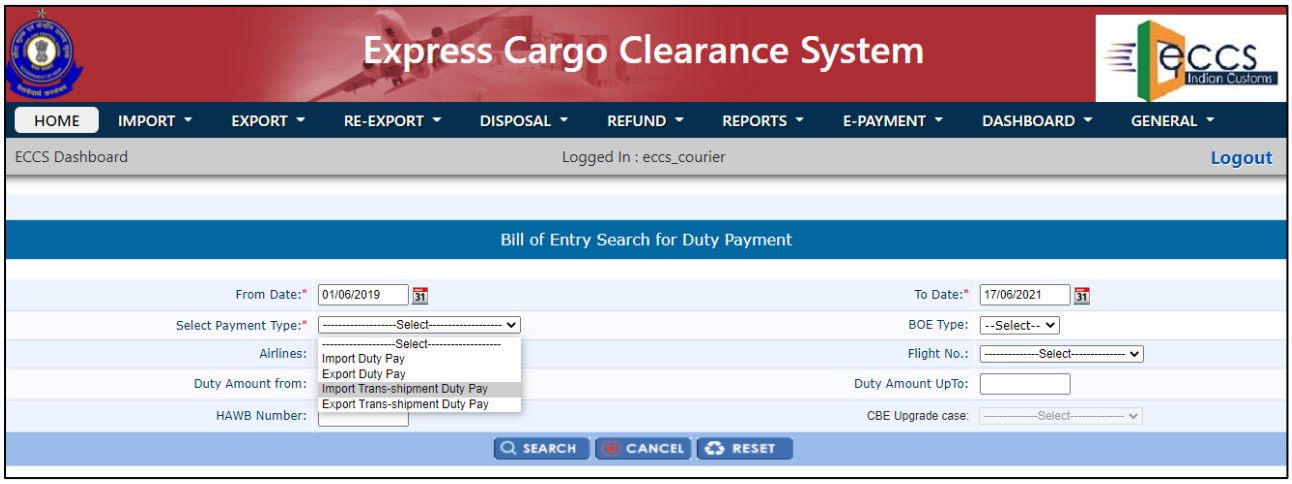
6. Payment of transshipment fees

The navigational path for the payment of trans-shipment fees is as follows:

E-Payment -> Duty Payment



On clicking the menu, the below screen will appear:

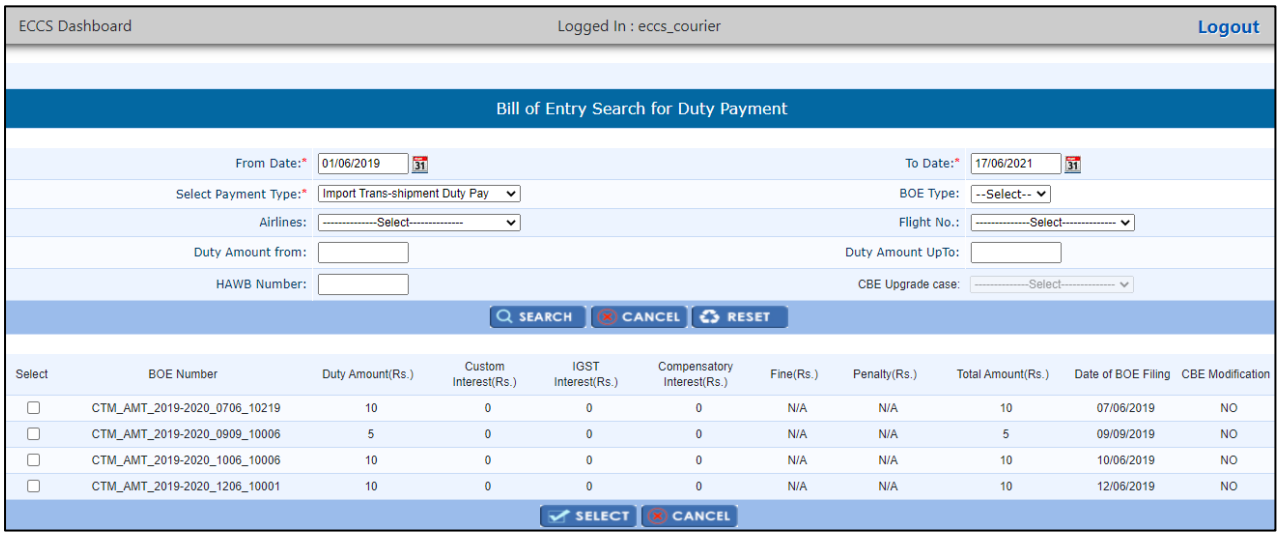


User must enter the following-

1. From Date (mandatory)
2. To date (mandatory)
3. Payment Type (mandatory) (User to select “Import Transshipment Duty Pay”)

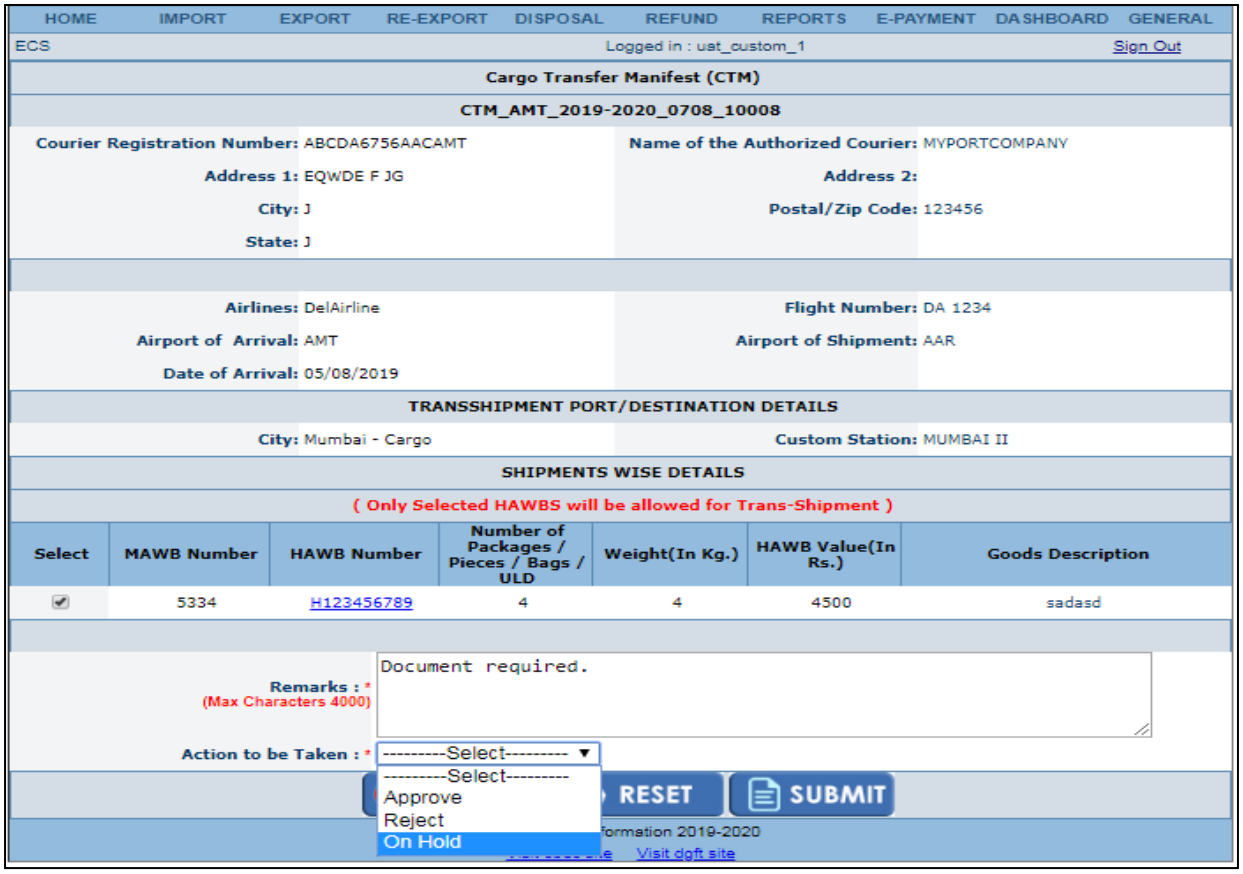
Option	Description
Search	To search the list of CBE in queue for Duty Payment
Cancel	To cancel the ongoing operation of Duty Payment and return to home page
Reset	To reset the data entered by the user

Accordingly, the CTM approved will appear on screen for courier to select (single/multiple) for TR6 challan generation and fee payment:



7. Customs Approval

At the navigation - Import -> Transshipment -> Approve CTM

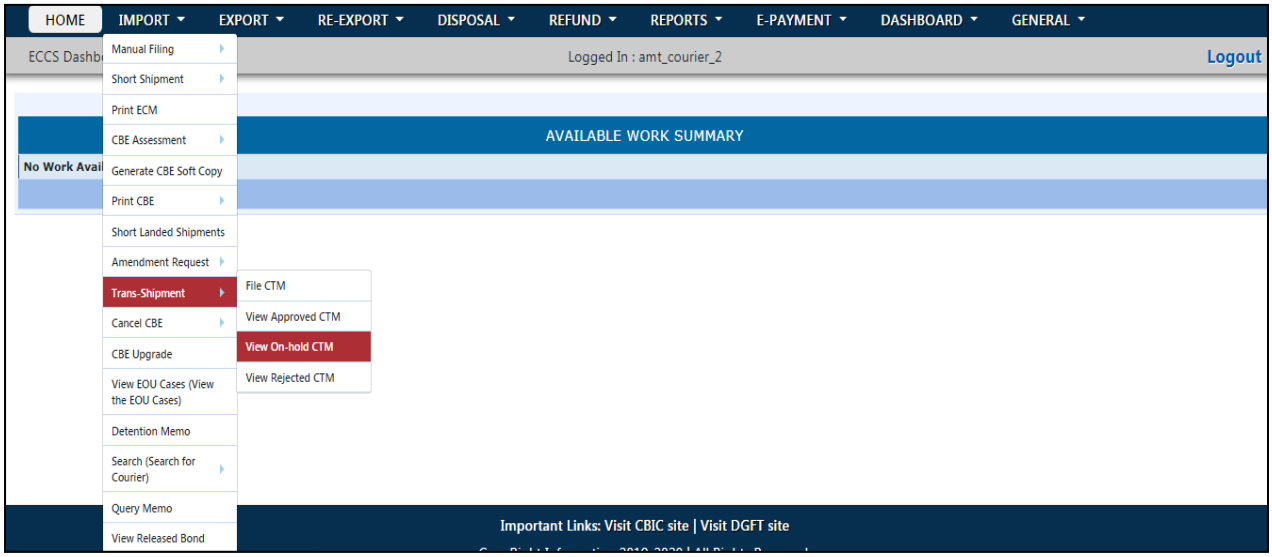


- Once the trans-shipment fee has been paid, the CTM will be available to Customs for approval. The AC/DC shall approve/Reject the CTM after the transshipment fee is paid by courier. When the AC/DC Approves the request at the same instant ECS system shall debit amount into the running bond account of the Express courier company. The amount shall be equal to total value of the HAWB. In case Express Courier Company does not have sufficient balance in his account then respective message for insufficient balance will be flashed by the system.
- In case AC/DC rejects CTM request. The flow will transfer to courier for CTM amendment.
- The custom user can put a CTM at hold in order to enable the courier to provide any missing document/requirement instead of rejecting the CTM.

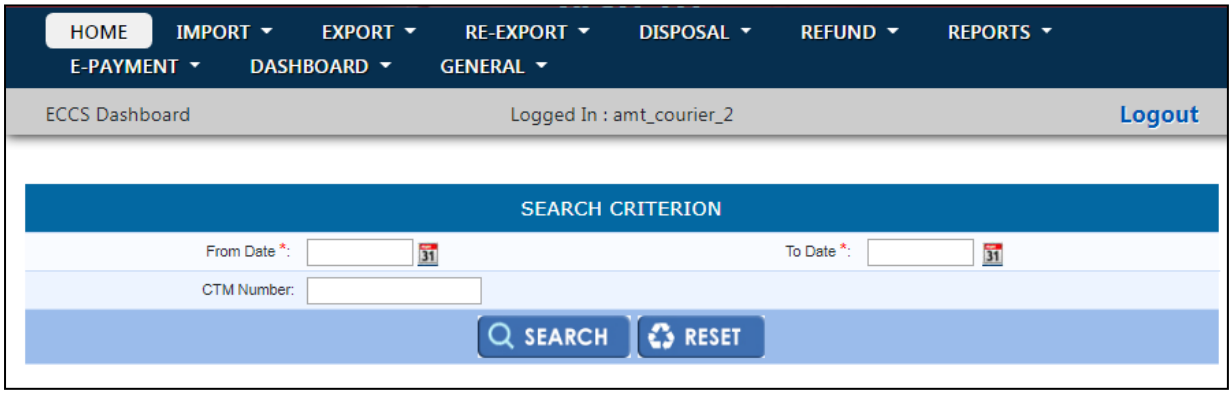
8. CTM On Hold

When the officer select "ON Hold" and click submit button, the CTM status changes to CTM-Hold and it is assigned to courier user for document submission at the navigation:

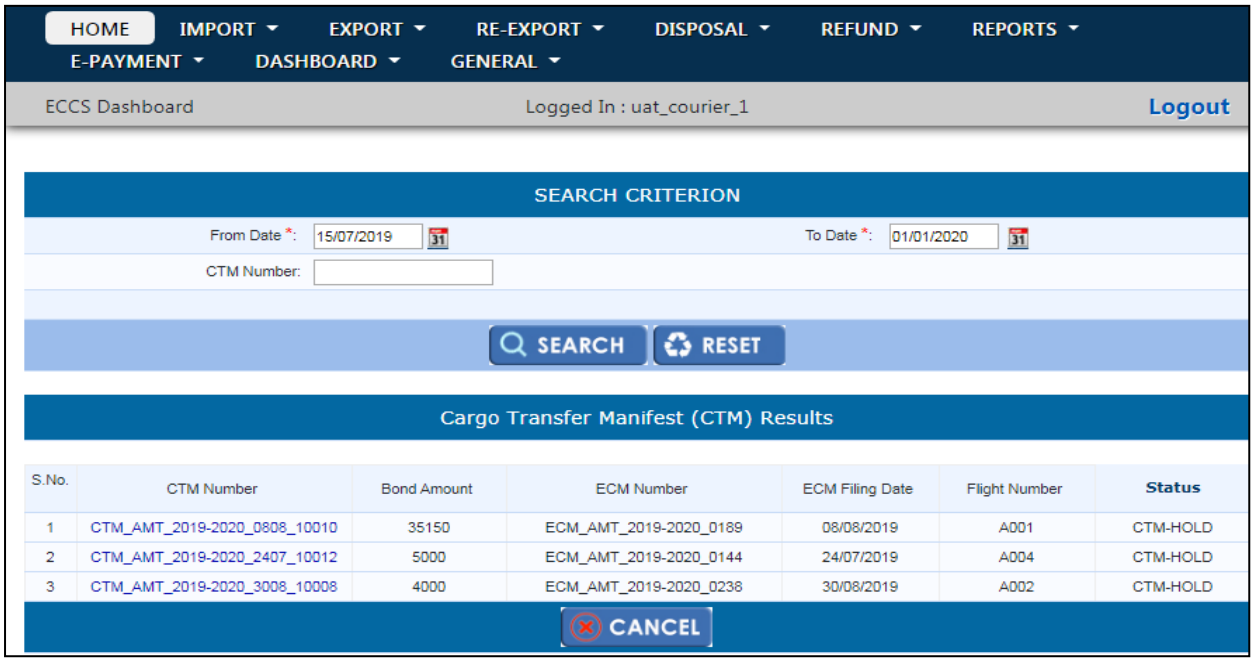
Import -> Transshipment -> View On-Hold CTM



When user clicks View On-Hold CTM, below search screen will appear, from and to date are mandatory fields:



After entering search data and clicking Search button, the list of CTM with status as On-Hold will appear on screen:



On clicking the CTM number, the below screen will appear:

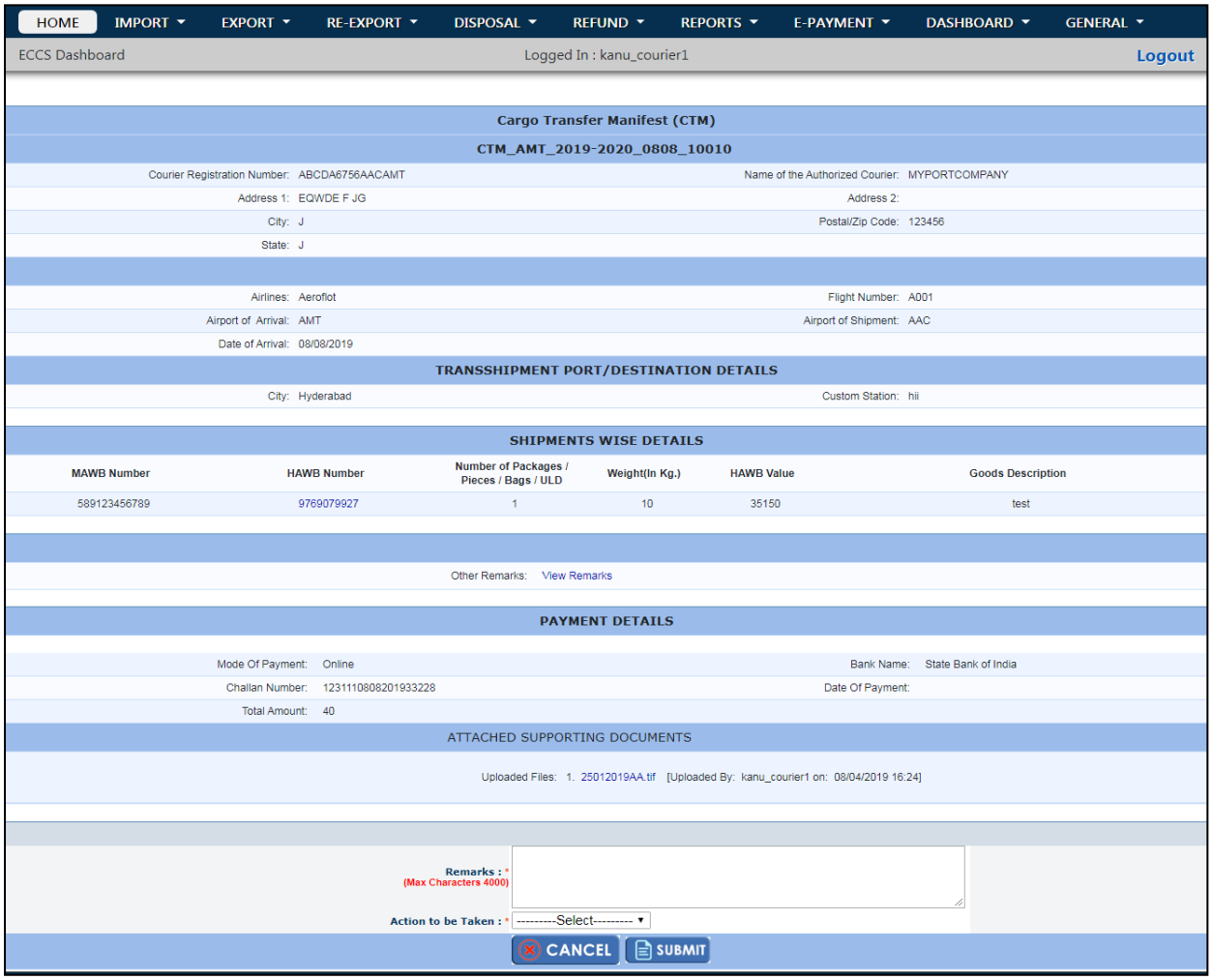


The requested documents are to be uploaded by courier user – in PDF / TIF/ PNG format.

After attaching all the required documents, click on the Submit button and the CTM will now move to custom screen for approval with the status – CTM-FILED (Docs Submitted)



To review the documents submitted by courier, Officer will click on the CTM number link and below screen appears with the submitted document details:



The documents can be reviewed by custom and next action can be selected from the drop down action menu.

The available actions are:

- CTM Approval
- CTM Rejection
- CTM On Hold

9. Exit Scan

Once the shipment is approved by Custom Officer, it should move for EXIT SCAN process by Custodian user.

A new menu is available at bar code scanner list for Trans-shipment exit scan as shown below:



Once the package wise exit scanning is done, the shipment can be dispatched for trans-shipment.

10. Bond Amount deduction

i. CTM amount is the HAWB value provided by courier at the time of ECM filing.

ii. The amount deducted from the Courier Company's Bond amount will be the total of selected HAWB amount.

For example, in above CTM form if HAWB Number – 12JUN2019AA AND 12JUN2019BB is selected for CTM filing, the amount deducted from the Bond Amount will be INR 16200 (15000+1200).

iii. The CTM amount debited from the Bond shall be in INR only

iv. In case the ECM/HAWB/CTM is FILED with currency other than INR, the conversion has to be done as per the rate of exchange.

v. After conversion is done by application as per the current rate of exchange the amount is deducted from the bond amount.

vi. The rate should be considered as the exchange rate applicable on the day of arrival.

vii. The CTM amount to be deducted from the Bond amount post Exit Scan only.

viii. The amount to be deducted, although calculated while CTM filing, will be deducted from the Bond value after OOC is issued to the CTM.

ix. In this case, the CTM status will be CTM-APPROVED and the OOC flag will be Y.

x. Once CTM is approved by Customs, the CTM amount shall be calculated as per the HAWB value in INR. This CTM amount shall be blocked from the bond amount.

xi. The CTM amount to be blocked (not actually deducted) from the Bond amount at CTM approval given by Customs.

xii. During Trasshipment Exit-Scan process, blocked amount (Complete HAWB amount) will be debited during exit scan process, irrespective of filed package count.

For example:

Bond Amount – 1Lcs

Approved CTM amount – 50K

Bond amount available for Courier Company for trans-shipment – 50K

Another CTM approved by custom with HAWB amount as 20K.

Bond amount available for Courier Company for trans-shipment – 30K

Another CTM got Customs approval with HAWB amount as 30K.

Bond amount available for Courier Company for trans-shipment – 0

The courier company will not be able to get approval for any further CTM until the Bond amount is credited by Courier Company.

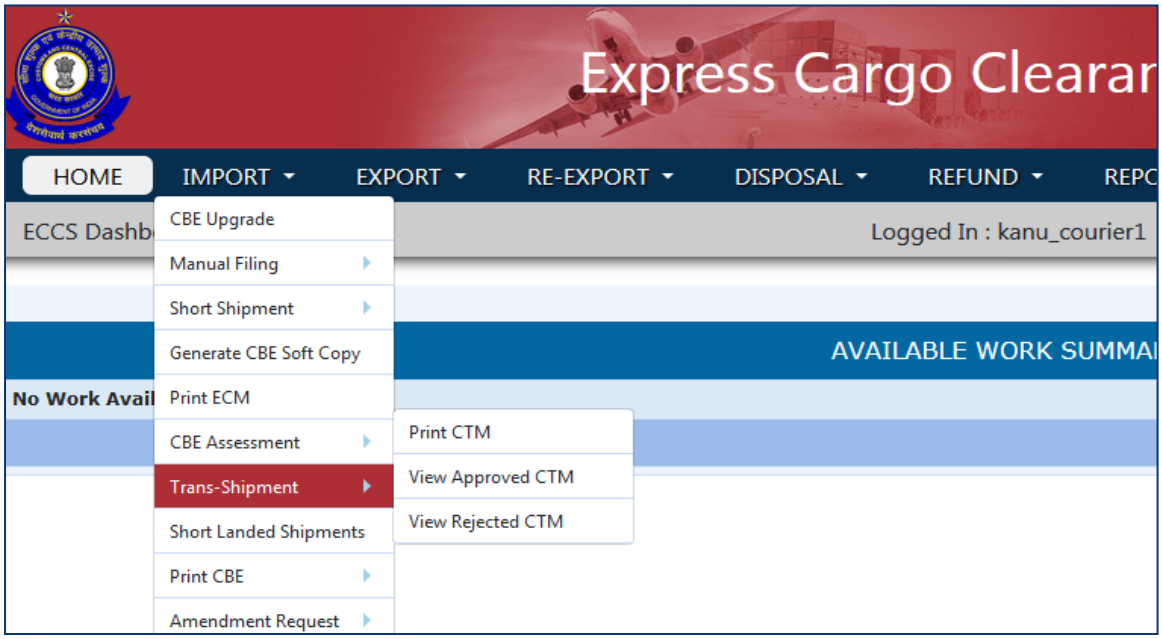
At this stage, the below error shall appear at the Custom officer screen while providing approval to the CTM

11. Print of Approved CTM

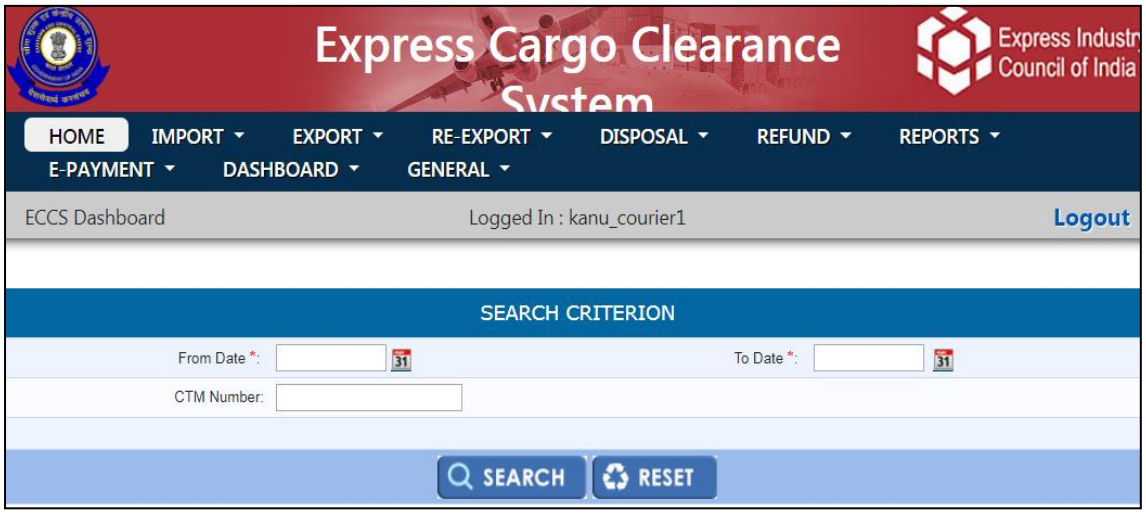
Print CTM screen for Courier Users

Courier user shall be able to print CTM from ECCS application, only after it's EXIT SCAN is done, at below navigation:

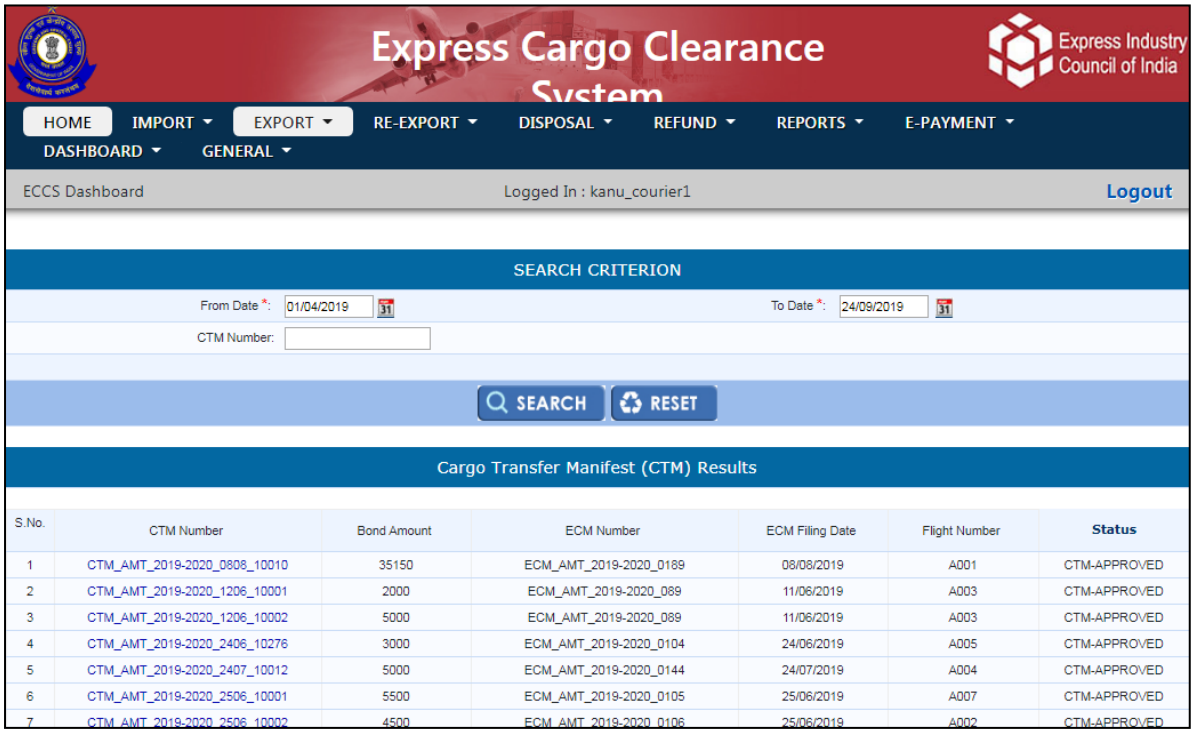
Import ->Trans-shipment -> Print CTM



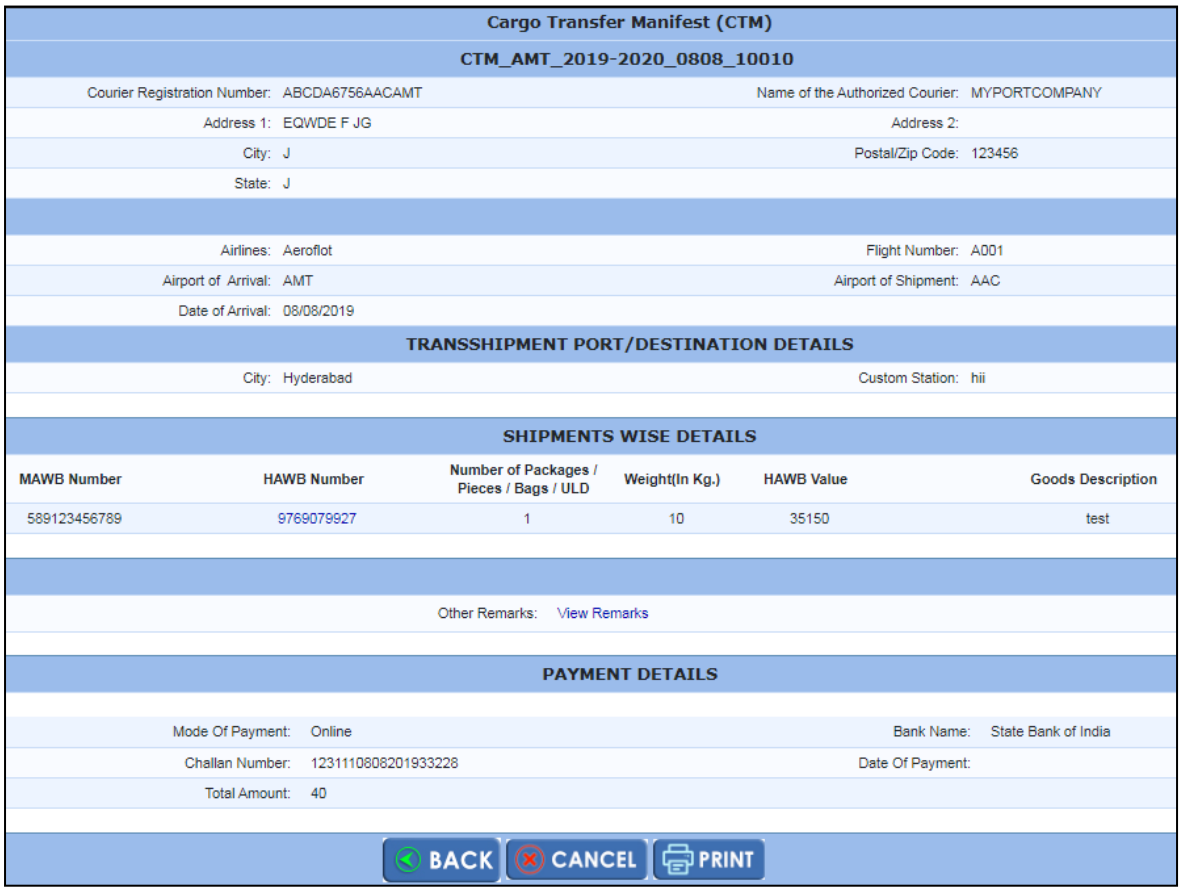
On selecting the tab "Print CTM", the screen with CTM pull out option filter shall appear on screen:



After entering the search criteria, the CTM shall appear on the screen as below:

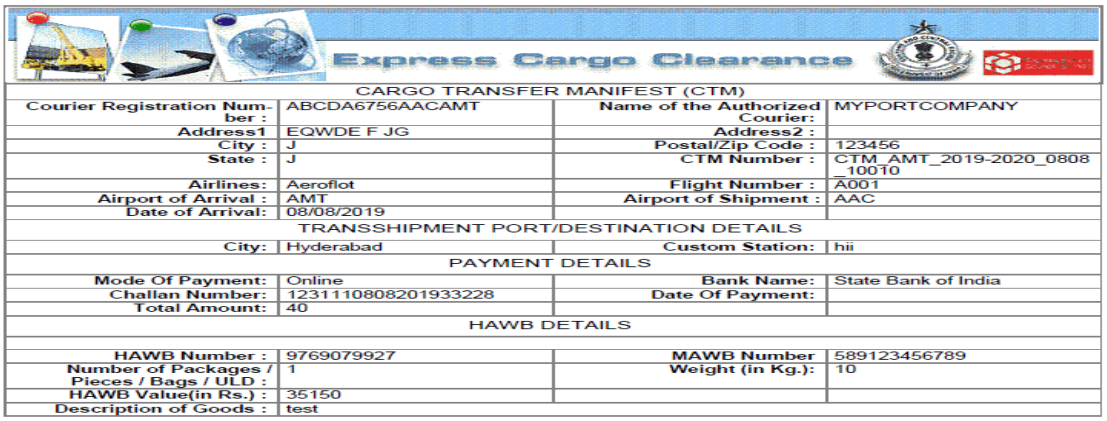


On clicking the CTM number the below screen shall appear with the options:



Option	Description
Print	On clicking the Print button, the user shall be able to download or print the CTM form.
Cancel	The user shall be able to cancel the ongoing task and go back to home screen
Back	The user shall be able to go back to search result screen

Print Sample:



Express Cargo Clearance

CARGO TRANSFER MANIFEST (CTM)			
Courier Registration Number :	ABCDA6756AACAMT	Name of the Authorized Courier:	MYPORTCOMPANY
Address1	EQWDE F JG	Address2 :	
City :	J	Postal/Zip Code :	123456
State :	J	CTM Number :	CTM_AMT_2019-2020_0808_10010
Airlines:	Aeroflot	Flight Number :	A001
Airport of Arrival :	AMT	Airport of Shipment :	AAC
Date of Arrival:	08/08/2019		
TRANSSHIPMENT PORT/DESTINATION DETAILS			
City:	Hyderabad	Custom Station:	hii
PAYMENT DETAILS			
Mode Of Payment:	Online	Bank Name:	State Bank of India
Challan Number:	1231110808201933228	Date Of Payment:	
Total Amount:	40		
HAWB DETAILS			
HAWB Number :	9769079927	MAWB Number	589123456789
Number of Packages / Pieces / Bags / ULD :	1	Weight (in Kg.):	10
HAWB Value(in Rs.) :	35150		
Description of Goods :	test		

Note: Only post exit scan, the CTM shall be available for print option.

----------END OF DOCUMENT----------