ICEGATE

Single Window: Draft Guidelines for Agency-Wise Data Requirements

ICES Bill of Entry Message Format (Version 2.1 onwards) provides generic guidelines provides the following:

(i)   Table structures
(ii)   Directories

In this document, the details of Agency-wise requirements are listed out. Software developers for Remote EDI Systems (RES) may follow the steps outlined below:

Step 1:

The ICES captures Participating Government Agencies data requirements based on Customs Tariff Heads (CTHs). Please look-up the Directory on CTH-wise agency clearance requirements published on ICEGATE.

Step 2:

For the given CTH, there are none, one or more than one agency listed. Where more than one CTH is listed, it will appear as an additional record in the Directory.

Merely because it is listed, it does not mean that the consignment will be referred to the Agency for NOC purposes. Which consignments will be referred to a participating Government Agency depends on the associated risk in a consignment.

Step 3

Against a CTH, if there is more than one agency indicated, the Bill of Entry should contain data required for all those agencies.

Step 4

If any data has been missed in the first filing, it should be re-submitted along with amendments.

Data Required by Animal Quarantine:

The data that is required to be fulfilled arises from the following forms:

(i)   Import/Export of pet animals Aquatic /Other Animals, Birds & Poultry (Chicks)
(ii)   Application for issue of Zoo-sanitary Certificates for import /export of livestock products

The data required from these forms is extracted and placed in the following table:

Covers both Form A (Personal consumption) and Form B (Trading and marketing)		
1	Name and Exact Description of livestock products to be imported	<Table>Item
2	ITC HS	
3	Details of livestock from whom it is produced	<Table>Items
4	Description of the consignment and quantity	
5	Number of Packages	
6	Total Weight/ Volume	
7	Name and address of the consignor	<Table>IGM
8	Name and address of the Importer	<Table>IGM
9	Country and locality in which produced	<Table>Items
10	Country from which imported into India	
11	Foreign Port of Shipment	
12	Name of Airport/seaport/LCS point of entry	<Table>BE
13	Name and address of the Exporter	<Table>Invoice
14	Import Export License Number (DGFT License Number If any)	<Table>License
15	Name of LSP (Livestock provider)	Table<Items>
16	Shipping/Airwaybill No/ BL Number	
17	Country of Origin	
18	Container Number	
19	Plant Registration Number	<Table>SupportingDocs
20	Health Certificate Number and Date	<Table>SupportingDocs
21	Sanitary Import Permit Number	<Table>SupportingDocs
22	Validity Date of Sanitary Import Permit	<Table>SupportingDocs
23	Import/Export License(if any)	<Table>SupportingDocs

24	Fumigation Certificate /Test Report	<Table>SupportingDocs
25	Laboratory Results/ Report	<Table>SupportingDocs
26	Quantity	<Table>Items
27	Date of Import / Export	<Table>IGM
28	Invoice Number & Date	<Table>Invoice
29	Port of Loading	<Table>BE
30	Port of Unloading	<Table>BE
31	Means of Conveyance	<Table>IGM
32	Purpose of Import / Export	<Table>ITEMS,
33	Lab Report Number and Date if any	<Table>SupportingDocs
34	Expected date of import and export	<Table> IGM
32	Number of Livestock with Number of Packages	Table<Items> t
35	Foreign Port of Shipment	<Table>IGM
36	Breed	<Table>BE_Item_SW_Info_Type
37	Sex	<Table>BE_Item_SW_Info_Type
37a	Colour	<Table>BE_Item_SW_Info_Type
38	Passport No.	<Table>BE_Item_SW_Info_Type
39	Microchip Number	<Table>BE_Item_SW_Info_Type
40	Rabies Vaccination/Date	<Table>BE_Item_SW_CONTRL
41	Validity Date	<Table>SupportingDocs
42	Batch Number	<Table>SupportingDocs>
43	Country and place of embarkation	Port of Loading
44	Country and place of disembarkation	Port of Unloading
45	Date of Shipment	<Table>IGM
46	Declaration	<Table> Statement
47	Signature	Digital Signature
48	Place	<Table> Statement
49	Date	<Table> Statement

1. Data other than serial numbers at Sr. No.: 3, 9, 15, 19-25 32-33, and 36 to 42 and are already being submitted otherwise in a Bill of Entry. They need not be filed separately for Animal Quarantine.

2. **Sr. No. 3 and 9 Details of livestock from whom it is producedThese details should be made available in Position Nos. 17 and 82to 89 of <TABLE>ITEMS.** Otherwise name and address of the producer, grower, harvester may be provided. The country of the producer/grower/harvester is also to be provided based on the dropdown list of codes. An

easy way to manage this data is to use a Code of the manufacturer, which can be used, if available.

3. **Sr. No. 32 . Purpose of Import: This information should be in position 20 of <TABLE>ITEMS.** This is a mandatory field. Refer to intended use code. Since this field needs to be filled from a Wildlife perspective also, purposes, insert one of the values from the dropdown list. The most appropriate value may be selected from the table for the item.

4. **Sr. No. 15, 19 to 25 and 33: Supporting DocumentsThis information should be first chosen in** Position 10.It should be provided in the following manner:

   Separately for Items requiring, as applicable, Plant Registration Number, Health Certificate Number, Lab Report Number, Import Permit Number, Fumigation Certificate Number, Vaccination Certificate Number, the following steps may be taken:
      (i)   Select   the appropriate document type in dropdown in position   15 of <Table>SupportingDocs
      (ii)   Position   16 in the field is presently optional, select issuing agency if present in the dropdown list.
      (iii) Enter the Document Reference Number in Position 21 of <Table>SuportingDocs
      (iv)   Enter the document issue date in Position 23
      (v)   In the case of Import Permit and Vaccination Certificate, also enter the expiry date in position 24.

      There should be one record for each document.

      Note: The uploaded/ submitted Vaccination Certificate should clearly show the vaccination batch number

5. **Serial No. 15** "Name of the LSP" will be filled in Position 12 of <Table>BE_Item_SW_Info_Type. If the item is a Livestock Product, this field is mandatory. It is being separately asked as the distinct name of the Livestock product can be different from the commercial name figuring in Item Description. The table will be filled-up in the following manner.

      (i)   Select "PNM" in the dropdown list for position 9 in <Table>BE_Item_SW_Info_Type
      (ii) Select "LSP" for "Name of the Livestock Product" from the dropdown list in Position 10 of BE_Item_SW_Info_Type
      (iii) Enter the text field of the Name of the LSP item in Position 12 of BE_Item_SW_Info_Type

6. **Serial No. 37a,** "Colour" will be filled in Position 12 of <Table>BE_Item_SW_Info_Type. If the item is a Livestock, pet animal, any other animal, aquatic animals, birds, poultry or chicks etc, this field is mandatory.   The table will be filled-up in the following manner.

      (i)   Select "CHR" in the dropdown list for position 9 in <Table>BE_Item_SW_Info_Type
      (ii) Select "CLR" for "Colour" from the dropdown list in Position 10 of BE_Item_SW_Info_Type
      (iii) Enter the text field of the colour of the item in Position 12 of BE_Item_SW_Info_Type

7. **Serial No. 36 "**Breed" will be filled in Position 12 of <Table>BE_Item_SW_Info_Type. This field is mandatory. The table will be filled-up in the following manner.

      (i)   Select "CHR" in the dropdown list for position 9 in <Table>BE_Item_SW_Info_Type
      (ii) Select "BRD" for "Breed" from the dropdown list in Position 10 of BE_Item_SW_Info_Type
      (iii) Enter the text field of the Breed of the item in Position 12 of BE_Item_SW_Info_Type

8. **Serial No. 37 "**Sex" will be filed in Position 11 of <Table>BE_Item_SW_Info_Type. The table will be filled-up in the following manner.

(i) Select "CHR" in the dropdown list for position 9 in <Table>BE_Item_SW_Info_Type

(ii) Select "SEX" for "Breed" from the dropdown list in Position 10 of BE_Item_SW_Info_Type

(iii) Enter the text field of the sex of the item from the dropdown (Male/Female) in Position 11 of BE_Item_SW_Info_Type

9. **Serial No. 38 "Animal Passport Number"** will be filed in Position 12 of <Table>BE_Item_SW_Info_Type. The table will be filled-up in the following manner.

(ii) Select "IDT" in the dropdown list for position 9 in <Table>BE_Item_SW_Info_Type

(iii) Select "PAS" for "Breed" from the dropdown list in Position 10 of BE_Item_SW_Info_Type

(iv) Enter the text field of the Animal Passport Number in Position 12 of BE_Item_SW_Info_Type

10. **Serial No. 38 "Microchip Number"** will be filed in Position 12 of <Table>BE_Item_SW_Info_Type. The table will be filled-up in the following manner.

(i) Select "IDT" in the dropdown list for position 9 in <Table>BE_Item_SW_Info_Type

(ii) Select "MIC" for "Breed" from the dropdown list in Position 10 of BE_Item_SW_Info_Type

(iii) Enter the text field of the Microchip Number in Position 12 of BE_Item_SW_Info_Type

11. **Sr No. 24, 40 and 41** The value is expected in Positons 9, 10 and 11 as applicable in **<Table>BE_Item_SW_CTRL.** These field is mandatory for all types of Control chosen in Position 9.It should be provided in the following manner:

(i) Select the appropriate value of the Control_Type_Code, eg Fumigation, Vaccination,in dropdown in position 9 of <Table>BE_Item_SW_CTRL

(ii) Position 10 in the table is presently optional, where a free text entry of the location where the control (vaccination/ fumigation) was performed.

(iii) Enter the date of control(vaccination/fumigation) in Position 11 of <Table>BE_Item_SW_CTRL

12. **Serial No. 46, 48 and 49: Declaration:** These fields will be auto-populated based on CTH. The value will be captured in Positon 12 in **<Table>Statement.**

(i) The value "Declaration" in dropdown in Position 11of <Table>Statement will be auto-selected.

(ii) Free text of the Generic Declaration and CTH-specific Declaration will be auto-populated in Position 12 of <Table>Statement

<u>Additional Requirement</u>

For some items, the Agency may require composition of the item. In such cases please provide data in **<Table>BE_Item_SW_Const**

Data Requirements of Food Safety & Standards Authority of India

CBEC has implemented online message exchange between ICEGATE and FICS. To fulfil data required by FSSAI on its online application called **Food Import Clearance System (FICS), ICEGATE provides Bill of Entry data to FICS and FICS returns the NOC or other advice to ICEGATE.**

All data that is to be submitted to FICS will be required to be submitted as part of the Bill of Entry "Integrated Declaration", so that ICEGATE can convey this data to FICS, which will thereafter pre-fill that Online Form.

The following table provides the data field mapping of FSSAI application – Food Import Clearance System (FICS), which is used for providing a NoC to the importer with the Import Declaration/ Bill of Entry. It is seen that out of the 22 data fields in the form, all but 7 fields are already available in the Bill of Entry (BE). The fields that can also be submitted as part of the integrated declaration is highlighted in colour **red** below:

S. No	Field Name	Where to find it in the Bill of Entry? (Table No./ Position No.)
1.	Custom House Code	<TABLE>BE
2	Importer Exported Code & Branch Sr. No.	<TABLE>BE
3	Mode of Transport	<TABLE>BE
4	Type of BE	<TABLE>BE
5	IGM(Manifest) No.	<TABLE>IGMS
6	IGM Date	<TABLE>IGMS
7	Expected Date of Arrival	<TABLE>IGMS
8.	Master Bill of Lading/AWB No.	<TABLE>IGMS
9	Master Bill of Lading/AWB Date	<TABLE>IGMS
10	Total No of Packages	<TABLE>IGMS
11	Gross Weight	<TABLE>IGMS
12	Unit of Measure	<TABLE>IGMS
13	Container Number	<TABLE>CONTAINERS
14	Seal Number	<TABLE>CONTAINERS
15	LCL/FCL	<TABLE>CONTAINERS
16	Invoice No. & Date	<TABLE>INVOICE
18	Seller name & Address	<TABLE>INVOICE
20	Item Description	<TABLE>ITEMS
21	Country of origin	<TABLE>ITEMS
22	Brand	<TABLE>ITEMS
23	Quantity	<TABLE>ITEMS
24	Unit Quantity Code	<TABLE>ITEMS
25	Custom Tariff Code (HS Code)	<TABLE>ITEMS
26	Intended End use/ Purpose of Import	<TABLE>ITEMS
27	Source Country	<TABLE>ITEMS
28	Transit Country	<TABLE>ITEMS
29	Storage Temperature	<TABLE>BE_ITEM_SW_INFO_TYPE
30	Storage Condition	<TABLE>BE_ITEM_SW_INFO_TYPE
31	Constituent Name	<TABLE>BE_ITEM_SW_CONST
32	Percentage Composition	<TABLE>BE_ITEM_SW_CONST
33	Whether Active ingredient	<TABLE>BE_ITEM_SW_CONST
34	Manuf./Prod/Grower code	TABLE>ITEMS
35	Manuf./Prod/Name & Address	TABLE>ITEMS
36	Batch Quantity	<TABLE>BE_ITEM_SW_PROD
37	Date of Manuf/harvest/Birth	<TABLE>BE_ITEM_SW_PROD
38	Date of Expiry	<TABLE>BE_ITEM_SW_PROD
39	Best Before	<TABLE>BE_ITEM_SW_PROD
40	Residual Shelf Life (System calculates)	<TABLE>BE_ITEM_SW_PROD

41	Unique Document number	<TABLE>SUPPORTING_DOCS
42	Document type Code	<TABLE>SUPPORTING_DOCS
43	Document issuing Party code	<TABLE>SUPPORTING_DOCS
44	Document issuing Party Name and Address	<TABLE>SUPPORTING_DOCS
45	Place of Issue	<TABLE>SUPPORTING_DOCS
46	Document Issue Date	<TABLE>SUPPORTING_DOCS
47	Document Expiry Date	<TABLE>SUPPORTING_DOCS
48	Beneficiary Party IE Code	<TABLE>SUPPORTING_DOCS
49	Beneficiary Party Name and Address	<TABLE>SUPPORTING_DOCS
50	Uploaded File type	<TABLE>SUPPORTING_DOCS
51	Statement Type	<TABLE>STATEMENT
52	Statement Code	<TABLE>STATEMENT
53	Statement Place	<TABLE>STATEMENT
54	Statement Date	<TABLE>STATEMENT

Guide to filling-up the data requirements

1. Data other than serial numbers at Sr. No. 26-54 are already being submitted otherwise in a Bill of Entry. They need not be filed separately for FSSAI.

2. **Sr. No. 26, Purpose of Import: This information should be in position 20 of** <TABLE>ITEMS. This is a mandatory field. Refer to intended use code. Insert one of the values from the dropdown list.

3. **Sr. No. 27, Source Country: This information should be in position 90 of <TABLE>ITEMS.** Insert country code of the source country from where the food product is being imported. This is a mandatory field.

   Most of the time, Source Country is the same as Country of Origin. However, since Country of Origin is determined according to Rules of the Generalised Systems of Preferences or according to rules of Free Trade agreements where applicable, the Source Country could be different from the Country of Origin. Hence a separate field has been provided.

4. **Sr. No. 28, Transit Country: This information should be in position 91 of <TABLE>ITEMS**Insert country code of the transit country from where the food product is being imported. This field must be filled if the food item has transited through a country other than the source country. Only one country needs to be filled.

5. **Sr. No. 34 & 35 Manufacturer/Exporter/ Details of the Exporting Country These details should be made available in Position Nos. 17 and 82to 89 of <TABLE>ITEMS.** Otherwise name and address of the manufacturer may be provided. Manufacturer country is also to be provided based on the dropdown list. An easy way to manage this data is to use a Code of the manufacturer, which can be used, if available.

6. **Information onProprietary food Item**: The value is expected in Positon 11 in **<Table>BE_Item_SW_Info_Type.** This field is mandatory. In this field, a value of 'Y' or 'N' is expected. It should be provided in the following manner:

   (i)   Select CTG in dropdown in position 9 of <Table>BE_Item_SW_Info_Type
   (ii) Select FSP in dropdown in position 10 of <Table>BE_Item_SW_Info_Type
   (iii) Select 'PFS if the item is a proprietary food item or 'NPF' if it is not a proprietary food item.

7. **Serial No. 51 to 54 : Statements:** This is a free text field for adding remarks. The value is expected in Positon 12 in **<Table>Statement.** This field is not mandatory It should be provided in the following manner:

   (i)   Select Remarks in dropdown in Position 10 of <Table>Statement

(ii) Enter free text as remarks in Position 12 of <Table>Statement

Additional Requirements not contained in the form

13. **"Storage Temparature"** will be filed in Position 13 of <Table>BE_Item_SW_Info_Type. The table will be filled-up in the following manner.

    (i) Select "CHR" in the dropdown list for position 9 in <Table>BE_Item_SW_Info_Type
    (ii) Select "STT" for "Storage Temperature" from the dropdown list in Position 10 of BE_Item_SW_Info_Type
    (iii) Enter the numeric value of Storate Temperature in Position 13 of BE_Item_SW_Info_Type. It can be pre-fixed with Plus or Minus
    (iv) Enter the Degree Centigrade for UQC in Position 14 of BE_Item_SW_Info_Type

14. **"Storage Condition"** will be filed in Position 11 of <Table>BE_Item_SW_Info_Type. The table will be filled-up in the following manner.

    (i) Select "CHR" in the dropdown list for position 9 in <Table>BE_Item_SW_Info_Type
    (ii) Select "STC" for "Storage Condition" from the dropdown list in Position 10 of BE_Item_SW_Info_Type
    (iii) Type the storage condition in Position 12 of BE_Item_SW_Info_Type.

15. **Serial Number 31 to 33 -**For some items, the Agency may require composition of the item. In such cases please provide data in **<Table>BE_Item_SW_Const**

16. **Serial Numbers 34 to 40 - Production details**: The values Manufacturing/harvest/production date, date of expiry and best before date are expected in Positons 9, 10, 11, 12, 13 and 14 respectively in **<Table>BE_Item_SW_PROD.** These fields are mandatory.

Data Requirements for Plant Quarantine for NOC

CBEC has implemented online message exchange between ICEGATE and PQIS. To fulfil data required by Plant Quarantine on its online application called Plant Quarantine Information System, (PQIS) (form PQ15), **ICEGATE provides Bill of Entry data to PQIS and PQIS returns the NOC or other advice to ICEGATE.**

The PQ 15 form (Application for Quarantine Inspection and Clearance of Imported Plants/ Plant products) is the application for NoC - for getting clearance from DPQIS Presently, some data elements that are already in the Bill of Entry are being transmitted.

All of the 34 data fields are now available in the Integrated Declaration. PQIS receives this data in their online application form. With the implementation of the integrated declaration, importers will not have to file this data separately on the PQIS online form. The PQIS form will be pre-populated based on the Integrated Declaration.

The following table provides the data field mapping of PQIS online application, which is used for providing a NoC to the importer with the Import Declaration/ Bill of Entry. It is seen that out of the 34 data fields in the form, 7 fields are not available in the Bill of Entry (BE). These are highlighted in colour **red** below:

#	Data Field in IRO Application form (DPPQS Department)	Whether available in BE (Table No./Position)
1	**Import Permit Number**	
2	Whether Part Shipment or Not	
3	Applied To *(Permit issue locations are mapped to Custom House Codes)*	
4	Importer Name	
5	Importer Address	
6	Exporter Name	
7	Exporter Address	
8	Commodity	
9	**Scientific Name**	
10	**Variety**	
11	**Plant Part**	
12	**Category**	
13	Quantity	
14	Units	
15	No. of Packages	
16	Mode of Packing	
17	Distinguish Mark	
18	Means of Conveyance	
19	Foreign Port of Shipment	

#	Data Field in IRO Application form (DPPQS Department)	Whether available in BE (Table No./Position)
20	Country of Origin	
21	Point of Entry	
22	Country of Re – Export	
23	**Purpose of Import**	
24	BE No.	System generated
25	BE Date	System generated
26	Vessel Name	System generated
27	Date of Arrival	
28	**Place of Inspection**	
29	**Inspection Date**	
30	**PSC No.**	
31	**PSC Date**	
32	Value of Commodity	
33	**List of Documents**	
34	**Declaration**	

1. Data other than serial numbers at Sr. No. 1, 9, 10, 11, 12, 23, 28, 29, 30, 31, 33 and 34, are already being submitted otherwise in a Bill of Entry. They need not be filed separately for PQ.

2. Sr. No. 23. Purpose of Import: This information should be in position 20 of <TABLE>ITEMS. This is a mandatory field. Refer to intended use code. Since this field needs to be filled from a Wildlife or Food Safety purposes, insert one of the values from the dropdown list.The Values solely related to PQ as given starting with LVP. However, where the commodity requires clearance from other agencies, the other appropriate code needs to be provided. Some of the Examples are LVP100 (Live Plants for Propagation), LVP400(For Germplasm), LVP500(Live Plants –For use as Fertilisers or soil promoters), GNX300 (Generic – For use as fertilisers or soil Promotors). Consumption would be anything other than above codes as they would be either food for human/Non Human or used for medicinal purpose.

3. **Sr. No 8 : Commodity :** The value is expected in Positon 11 in **<Table>BE_Item_SW_Info_Type.** This field is mandatory. It should be provided in the following manner:

   (i) Select PNM in dropdown in position 9 of <Table>BE_Item_SW_Info_Type
   (ii) Select PCN in dropdown in position 10 of <Table>BE_Item_SW_Info_Type
   (iii) Enter the code of the Plant Commodity name from the dropdown list in position 11.

4. **Serial No. 9**: **Scientific Name:** The value is expected in Positon 12 in **<Table>BE_Item_SW_Info_Type.** This field is mandatory. It should be provided in the following manner:

   (iv) Select PNM in dropdown in position 9 of <Table>BE_Item_SW_Info_Type
   (v) Select SCI in dropdown in position 10 of <Table>BE_Item_SW_Info_Type
   (vi) Enter the text of the Scientific Name of the item in position 12.

5. **Serial No. 10**: **Variety:** The value is expected in Positon 12 in **<Table>BE_Item_SW_Info_Type.** This field is mandatory. It should be provided in the following manner:

    (i) Select CHR in dropdown in position 9 of <Table>BE_Item_SW_Info_Type
    (ii) Select PLV in dropdown in position 10 of <Table>BE_Item_SW_Info_Type
    (iii) Enter the text of the Plant Variety in position 12.

6. **Serial No. 11**: **Plant Part:** The value is expected in Positon 11 in **<Table>BE_Item_SW_Info_Type.** This field is mandatory. It should be provided in the following manner:

    (i) Select CTG in dropdown in position 9 of <Table>BE_Item_SW_Info_Type
    (ii) Select PLP in dropdown in position 10 of <Table>BE_Item_SW_Info_Type
    (iii) Enter the code of the Plant Part from the dropdown list in position 11.

7. **Serial No. 12**: **Plant Category:** The value is expected in Positon 11 in **<Table>BE_Item_SW_Info_Type.** This field is mandatory. It should be provided in the following manner:

    (i) Select CTG in dropdown in position 9 of <Table>BE_Item_SW_Info_Type
    (ii) Select PLC in dropdown in position 10 of <Table>BE_Item_SW_Info_Type
    (iii) Enter the code of the Plant Category from the dropdown list in position 11.

8. **Serial No. 28 and 29:** The value is expected in Positons 10 and 11 respectively in **<Table>BE_Item_SW_CTRL** These fields are mandatory. It should be provided in the following manner:
    (i) Select "Physically inspected by authorised agency in dropdown in position 9 of <Table>BE_Item_SW_CTRL (right now this option is not available in Directory)
    (ii) Enter the location of inspection in position 10 of <Table>BE_Item_SW_CTRL
    (iii) Enter the date of inspection in position 11.<Table>BE_Item_SW_CTRL

9. **Serial No. 1** The value is expected in Positons 21 in **<Table>SupportingDocs.** This field is mandatory.It should be provided in the following manner:
    (i) Select "Import Permit" (8520PQ) in dropdown in position 15 of <Table>SupportingDocs
    (ii) Position 16 in the field is presently optional, select agency if present in the dropdown list.
    (iii) Enter the Import Permit number in Position 21 of <Table>SuportingDocs

10. **Serial No. 30 and 31**: The value is expected in Positons 21 and 23 respectively in **<Table>SupportingDocs.** They should be provided in the following manner:
    (i) Select "Phytosanitary Certificate" (8510FS) in dropdown in position 15 of <Table>SupportingDocs
    (ii) Position 16 in the field is presently optional, select agency if present in the dropdown list.
    (iii) Enter the Phytosanitary Certificate Number in Position 21 of <Table>SupportingDocs
    (iv) Enter the Phytosanitary Certificate issue date in Position 23 of <Table>SupportingDocs

11. **Serial No. 34: Declaration:** This is a free text field for adding Declaration. The value is expected in Positon 12 in **<Table>Statement.** This field is a mandatory field and will be *auto-populated* with the standard text applicable to all plant consignments.

Drug Controller General

In case of import of items that need to be referred to the office of the Assistant Drug Controller, Importers need to fill-up two applications (i) ADC Sheet and (ii)Additional ADC Sheet: The fields that are not normally captured in a Bill of Entry are shown in red.

General Recommendation in regard to data management:

The data required in the ADC sheets are such that importers/manufacturers are in any case required to maintain the records in relation to drugs for their own business use. If information is managed production batch-wise, the same can help in auto-populating most of the information in both sheets at the time of the filing of the Bill of Entry.

ADC Sheet:

1	IE Code (not indicated in form)	<Table> BE
2	Bill of Entry No.	System Generated
3	Bill of Entry Date	System Generated
4	Importer's name and Address	<Table> BE
5	Supplier's Name & Address	<Table> 4 Positions 23 to 28
6	Importer License Number and Valid Date	<Table>7, Position 13 to 16
7	Form 10/Form 11/Advance License No. / 100% EOU Number/	<Table>SUPPORTINGDOCS Positions 15 to 21
8	Any Permission letter/Endorsement Number	<Table>SUPPORTINGDOCS Positions 15 to 21
9	IGM Number	<Table> IGM
10	Exchange Rate	<Table>EXCHANGE
11	*Item Serial Number (for each item)*	*(for each item)*
12	*Product Name (for each item)*	*<Table>BE_Item_SW_Info_Type Positions 9, 10 and 12*
13(i)	*Batch Number (for each item)*	*<Table>BE_Item_SW_PROD, Position 9*
(ii)	*Batch quantity along with unit Quantity Code*	*<Table>BE_Item_SW_PROD Positions 10 & 11*
	Unit price	Table<Items>
14	*Date of Manufacturing*	*<Table>BE_Item_SW_PROD Positions 12*

15	*Date of Expiry*	*<Table>BE_Item_SW_PROD Positions 13*
16	Date of Landing	System Generated
17	Total Shelf Life	Computed field
18	Residual Shelf life	Computed field
19	Total CIF Value	Existing ICES Fields

Additional	**Data**	**Sheet**
(Required by Drug Controller)		
1	*Products name as per import permission (Table 19) Already covered in ADC sheet.*	
2	*Brand name (if available) (Table 19)*	
3	*CAS No. / IUPAC name where available (Table 19)*	
4	*Composition of Finished Formulation/cosmetics (Table 20)*	
5	*Item Identification (GTIN) where available(Table 19)*	
6	*Whether import under Advance Licence?(Table License)*	
7	*Whether imported by a 100% EOU?(Notification on EOU)*	
8	*Is it a Re-import? (Table 1)*	
9	Item Category as per Drug Controller's Category List **(Importer will select one of the categories from one of the cateogries below:; (Table 19)**	
	Blood Products	
	Cosmetics	
	Notified Diagnostic kits	
	Non-Notified Diagnostic kits	
	Finished Formulation	
	Homeopathy	
	Medical Devices	
	Herbal product	
	Re – Import	
	Vaccines	
	r DNA Products	
	Ayurvedic	
	Excipients	
	Misc.Pharma Items not covered in the categories above	
	Dual use	
	Narcotics and pshycotropics and controlled substances	
	For Personal use under a Personal License	
	(DCGI will review these categories from time to time and update)	

The above fields that are not normally provided in a Bill of Entry, will be filled-up as follows:

ADC Sheet

1. **Serial No. 7 and 8 of ADC Sheet:** The value is expected in Positons 15 to 21 of **<Table>SupportingDocs.** They should be provided in the following manner:

   (i) Select "Form 10 or Form 11 (6490DC) or Advance License No. or 100% EOU Number or Any Permission letter or Endorsement Number" (649000) in dropdown in **position** 15 of <Table>SupportingDocs. Advance License No. or 100% EOU Numbers will be provided separately as regular BE information

   (ii) Position 16 in the field is presently optional, select agency if present in the dropdown list.

   (iii) Enter the corresponding reference number of the document in Position 21 of <Table>SupportingDocs

   (iv) Enter the document issue date in Position 23 of <Table>SupportingDocs

2. **Serial No. 12 of ADC Sheet**: Product Name**:** The value is expected in Positon 12 in **<Table>BE_Item_SW_Info_Type.** This field is mandatory. It should be provided in the following manner:

   (i) Select PNM in dropdown in position 9 of <Table>BE_Item_SW_Info_Type

   (ii) Select PHA in dropdown (if the name to be provided is in terms of the Pharmacopeia or INN if you are providing the International non-proprietary Name in position 10 of <Table>BE_Item_SW_Info_Type.

   (iii) Enter the text of the Product Name of the item in position 12.The product name quoted in this field should be exactly as given in the import permission granted by the ADC's office. In case the item is a chemical, and not a drug, the importer may enter "Not a Drug" in this position.

3. **Serial No. 13(i) and (ii) and 14 and 15 of ADC Sheet**: The values are expected in Positons 9, 10, 11, 12 and 13 respectively in**<Table>BE_Item_SW_PROD.** These fields are mandatory.

Additional ADC Sheet

1. **Serial No. 2 of Additional ADC Sheet**: Brand Name**:** The value is expected in Item Table. Enter Brand Name in the field Brand in Table<Items>If the item is unbranded. Enter clearly the text "UNBRANDED".

2. **Serial No. 3 of Additional ADC Sheet**: There two alternative fields that an importer can fill.the CAS No. (Chemical Abstract Service registration number) or the IUPAC Name

   If CAS No. is being filled, the following steps are involved:
   (i) Select IDT in dropdown in position 9 of <Table>BE_Item_SW_Info_Type
   (ii) Select CAS in dropdown in position 10 of <Table>BE_Item_SW_Info_Type.
   (iii) Enter the text of the CAS Number. Kindly note that there is an international CAS Directory, using which, an importer can enter a valid CAS number, in position 12.

   If IUPAC Name is being filled, then the following steps are involved.

   (i) Select PNM in dropdown in position 9 of <Table>BE_Item_SW_Info_Type
   (ii) Select IUP in dropdown in position 10 of <Table>BE_Item_SW_Info_Type.
   (iii) Enter the text of the IUPAC Name in position 12. of <Table>BE_Item_SW_Info_Type.

3. **Serial No. 5 of Additional ADC Sheet**: GTIN (Global Trade Item Number issued by GS1) The value is expected in Positon 12 in **<Table>BE_Item_SW_Info_Type.** This field is a conditional field. It should be provided if a GTIN is affixed on the item. It may be provided in the following manner:

   a. Select IDT in dropdown in position 9 of <Table>BE_Item_SW_Info_Type
   b. Select GTI in dropdown for Brand Name in position 10 of <Table>BE_Item_SW_Info_Type.
   c. Enter the GTIN number in Position 12of <Table>BE_Item_SW_Info_Type.

4. **Serial No. 9 of Additional ADC Sheet**: Item Category (as provided by DrugController) The value is expected in Positon 11 in **<Table>BE_Item_SW_Info_Type.** This field is a mandatory field for all ADC items. It shall be provided in the following manner:
    a. Select CTG in dropdown in position 9 of <Table>BE_Item_SW_Info_Type
    b. Select DRC in dropdown for Brand Name in position 10 of <Table>BE_Item_SW_Info_Type.
    c. Select from the dropdown in Position 11 of <Table>BE_Item_SW_Info_Type

5. **"Storage Temparature" will be filed in Position 13 of**<Table>BE_Item_SW_Info_Type. The table will be filled-up in the following manner.

    (v) Select "CHR" in the dropdown list for position 9 in <Table>BE_Item_SW_Info_Type
    (vi) Select "STT" for "Storage Temperature" from the dropdown list in Position 10 of BE_Item_SW_Info_Type
    (vii) Enter the numeric value of Storate Temperature in Position 13 of BE_Item_SW_Info_Type. It can be pre-fixed with Plus or Minus
    (viii) Enter the Degree Centigrade for UQC in Position 14 of BE_Item_SW_Info_Type

6. **"Storage Condition**" will be filed in Position 11 of <Table>BE_Item_SW_Info_Type. The table will be filled-up in the following manner.

    a. Select "CHR" in the dropdown list for position 9 in <Table>BE_Item_SW_Info_Type
    b. Select "STC" for "Storage Condition" from the dropdown list in Position 10 of BE_Item_SW_Info_Type
    c. Type the storage condition from the dropdown list in Position 11 of BE_Item_SW_Info_Type.

7. For some items, the Agency may require composition of the item. In such cases please provide data in **<Table>BE_Item_SW_Const**

Wildlife Crime Control Bureau

In case of import of items that need to be referred to the office of the Regional Deputy Director of the Wildlife Crime Control Bureau, importers presently need to fill-up an Application for Pre/Post Shipment inspection. Under the Integrated Declaration, the separate form need not be submitted, as all data required will already captured in the integrated Declaration. The fields that are not normally captured in a Bill of Entry are shown in red.Only these fields need to be entered.

1	Name and Address of the Exporter (Consignor)	Existing ICES Field
2	Name and Address of the Importer (Consignee)	Existing ICES Field
3	IEC	Existing ICES Field
4	Name and Address of the CHA	Existing ICES Field
5	CHA License Number	Existing ICES Field
6	BE/SB/Post Parcel No.	Existing ICES Field
7	BE/SB/Post Parcel Date	Existing ICES Field
8	Invoice Number	Existing ICES Field
9	Mode of shipment	Existing ICES Field
10	Whether factory Stuffed?	Existing ICES Field
11	Description of the plant/animal material	Existing ICES Field
12	Scientific Name	<Table>BE_Item_SW_Info_Type
13	Common Name	<Table>BE_Item_SW_Info_Type
14	Weight in KG	<Table>
15	Net Weight in KG	<Table>
16	Value of Goods in Rupees	Existing ICES Field
17	INCOTERMS	Existing ICES Field
18	Supporting Document Type (1) Cites Exemption (2) Export Permit (3) Re-export permit (4) Legal Procurement Certificate	<Table>SupportingDocs
19	Supporting Document Number	<Table>SupportingDocs
20	Supporting Document Issue Date	<Table>SupportingDocs
21	Declaration	Use <Table>Statement
22	Remarks	Use <Table>Statement

1. **Sr No. 18, 19 & 20 -** The value is expected in Positons 15, 21 and 23 for Document Numbers and Document date in **<Table>SupportingDocs.** These field is mandatory for all documents chosen in Position 15.It should be provided in the following manner:

> Separately for Items requiring, as applicable, Cites Exemption, Export Permit, Re-export permit,Legal Procurement Certificate
> (i) Select the appropriate document type in dropdown in position 15 of <Table>SupportingDocs
> (ii) Position 16 in the field is presently optional, select issuing agency if present in the dropdown list.
> (iii) Enter the Document Reference Number in Position 21 of <Table>SuportingDocs

(iv) Enter the document issue date in Position 23
(v) In the case of Import Permit, also enter the expiry date in position 24.

2. **Serial No. 13 "Common Name" will be filled in Position 12 of**\<Table\>BE_Item_SW_Info_Type. The table will be filled-up in the following manner.

   (i) Select "PNM" in the dropdown list for position 9 in \<Table\>BE_Item_SW_Info_Type
   (ii) Select "COM" for "Common Name" from the dropdown list in Position 10 of BE_Item_SW_Info_Type
   (iii) Enter the text field of the Common Name of the item in Position 12 of BE_Item_SW_Info_Type

3. **Serial No. 12 "Scientific Name" will be filled in Position 12 of**\<Table\>BE_Item_SW_Info_Type. The table will be filled-up in the following manner.

   (i) Select "PNM" in the dropdown list for position 9 in \<Table\>BE_Item_SW_Info_Type
   (ii) Select "SCI" for "Scientific Name" from the dropdown list in Position 10 of BE_Item_SW_Info_Type
   (iii) Enter the text field of the Scientific Name of the item in Position 12 of BE_Item_SW_Info_Type

Note, if Common Name and Scientific Name have been provided for the same Item as part of fulfillment of requirements for the Plant Quarantine or Animal Quarantine, it may not be provided separately for Wildlife Crime Control Bureau.

4. **Serial No. 22: Remarks:** This is a free text field for adding remarks. The value is expected in Positon 12 in **\<Table\>Statement.** This field is not mandatory It should be provided in the following manner:

   (i) Select Remarks in dropdown in Position 11 of \<Table\>Statement
   (ii) Enter free text as remarks in Position 12 of \<Table\>Statement

5. **Serial No. 21: Declaration:** These fields will be auto-populated based on CTH. The value will be captured in Positon 12 in **\<Table\>Statement.**

   (i) The value "Declaration" in dropdown in Position 11 of \<Table\>Statement will be auto-selected.
   (ii) Free text of the Generic Declaration and CTH-specific Declaration will be auto-populated in Position 12 of \<Table\>Statement

Additional Requirement:

Purpose of Import: This information should be in position 20 of \<TABLE\>ITEMS. This is a mandatory field. Refer to intended use code. Since this field needs to be filled from a Wildlife or Food Safety, animal quarantine or plant Quarantine department, insert one of the values from the dropdown list.