USER MANUAL

Exporters are required to register at the website **cochincustomsesealing.in** to register their approved premises with Cochin Customs and thereafter submit intimations for stuffing and self-sealing at their approved premises. The following picture shows the image that the exporter will be able to view in the website.

Customs Self Sealing Procedure - Register for Advance Intimation of Stuffing Figure 1

Exporter IE Code *	Authorized signature	Browse No file selected.
Exporter Name *	Whether Newly Granted On or After (01/11/20	017) O YES (NO
Address *	If Already operating under self sealing Date fro (mm/dd/yyyy)	om which MM/DD/YYYY
District *	If Already under Factory stuffing Date from wh (mm/dd/yyy)	MM/DD/YYYY
Pin Code *	Whether AEO	O YES € NO
State *	Stuffing Premises	
PAN NO. *	Stuffing Premises	
GSTIN NO. *	Address 1	
Password *	Address 2	
Confirm Password *	District	
Exporter Email id *	Pin Code	
Phone	State	
	Add More 🗢	

Exporters have to fill the details to get themselves registered.

- 1. All the Fields marked * are mandatory
- 2. 2 Whether Newly Granted On or After (01/11/2017) YES or No

IF Yes: only date on or after (01/11/2017) can be entered.

IF No:one of the two options below must be selected:

- 3. If already operating under self sealing, Date of permission granted for self sealing(mm/dd/yyyy)
- Or, If Already under Factory stuffing, Date of permission granted for factory stuffing (mm/dd/yyyy)
- 4. More than one Stuffing premises: Exporters can add at the time of Registration by clicking "Add more" button.

If exporters want to add additional premises for stuffing, they should send an application to the concerned officer who will, in turn, add the stuffing premises.

After registration a message as shown in Figure 2 below will appear on screen. Theauthorized customs officer will give the permission and the link to Login will be sent to the registered email id of exporter.



The link opens a page as shown in Figure 3. The exporter can login with User name and password.

Figure 3



Once login is complete, the exporter can change the password.

Once logged in, a dashboard as shown below will appear on the screen.



HOW TO CHANGE PASSWORD

1 Click on Arrow showing Exporter name

- 2. Go to Settings
- 3. Go to Profile

Use the Settings to change password

Figure: 5

■ CUSTOMS HOUSE COCHIN SELF SEALING PROCEDURE (SSP)

Dashboard	Reset Password		
Advance Intimation Details 🔸	Old Password	Old Password	
Manage Stuffing Premises 🔸	New Password	New Password	
	Confirm Password	Confirm Password	
		Save	
		and the second second	

1

Kitex2 -

Exporter can enter old password which was entered at the time of registration.

Enter the new password

Confirm the new password and Save.

PROFILE

Exporter can view their Profile which gives basic details as shown below:

 Dashboard Advance Intimation Details 			P	rofile	
Manage Stuffing Premises		Exporter IE Code	: 100000000	Exporter Nam Address	e : Kitex2 : Angamaly
	Kitex2	District	: Ernakulam	Pin Code	: 756733
		State	: Kerala	PAN NO.	: LKJ2345
	📥 Profile	GSTIN NO.	: GSL1234	Email id	: test@gmail.com
	C Edit profile	Phone	:9998500123	Whether New	y granted from 11/01/2017 (mm/dd/yyyy) : NO
		If Already operating under self sealing Date from which (mm/dd/yyyy) : 09/01/2017		If Already under Factory stuffing Date from which (mm/dd /yyyy) : 10/01/2017	
		Whether AEO	: YES	Authorized sig	

-

Kitex2 -

LIST OF ADVANCE INTIMATION

Figure: 7



After login, the exporter can find the following in their Dash board:

- 1. Number of Alerts (IF 5 incomplete intimations are pending, system will not allow filing of another intimation unless rectified)
- 2. Number of Updated Intimations
- 3. Number of Complete Intimations

If 5 Intimations are pending in "Update Intimation list" to be completed, then the link for "Add Intimation" will not be displayed. Only when the Intimations are updated and completed can the Exporter view the "Add Intimation" link under Advance Intimation Details and submit a new intimation for stuffing.



After one "Update Intimation" is completed, the "Add Intimation link" will be displayed and one more intimationcan be added.

Figure: 9



To view the details of "Alerts" click on the bell icon. Figure: 10

	COCHIN SELF SEA	ALING PROCEDURE (SSP)		A ^O		Kitex2 =
A Dashboard			100	You have 4 new notifications		
Advance Intimation Details		4. Alert	K	Date of Stuffing: 11/15/2017 Stuffing Premises: Nedumbassery	1	4 Complete Intimation
Manage Stuffing Premises				Date of Stuffing: 11/15/2017 Stuffing Premises: Nedumbassery		
				Date of Stuffing: 11/15/2017 Stuffing Premises: Nedumbassery		
				Date of Stuffing: 11/14/2017 Stuffing Premises: Nedumbassery		
				See all		

Advance Intimation Details

- 1) Add Intimation Form
- 2) Update Intimation
- 3) Complete Intimation

Add Intimation Form

This is the form to be used to intimate the Customs officer regarding Self-sealing. **Figure: 10**

	OCHIN SELF SEALING PRO	DCEDURE (SSP)	Kitex2
🏙 Dashboard	Advance Intimation Form		
 Advance Intimation Details Add Intimation Form Update Intimation Complete Intimation Manage Stuffing Premises 	Exporter IE Code Exporter's Name Exporter Address Description of Goods *	100000000 Kitex2 Angamaly, Ernakulam, Kerala 756733	
	Date of Stuffing *		
	Stuffing Premises *	Nedumbassery	
	Address 1 *	KLJ-98	
	Address 2	Angamaly	
	District	Ernakulam	
	Pin Code	678932	
	State	Kerala	
	Approval Date Of Self Sealing	09/01/2017	
	Port Of Export *	INCOK1	
	Destination Port *		
	Consignee Details		
	Any Incentive availed	O yes ⊕ no	
	Name Of Authorised Person *		
	Designation *		
	Authorised Person Digital Signature *	Browse No file selected.	
	□ I hereby declare that the above	information has been verified by me and is correct.	
	Sav	Cancel	

The fields as shown in Figure 11 will be automatically filled based on the details entered at the time of registration:

- (a) Exporter IE Code
- (b) Exporter's Name
- (c) Exporter Address
- (d) Approval Date Of Self Sealing

Stuffing Premises * (Once Stuffing Premises is selected from dropdown menu, the address will automatically be displayed)

JK Tyres +

Select the Port of Export from drop down menu.

Rest of the Fields should be filled manually.

If any Incentive availed Yes Option is there to enter Scheme of Shipping Bill

A: Figure 10

■ CUSTOMS HOUSE COCHIN SELF SEALING PROCEDURE (SSP)

Dashboard	Advance Intimation Form			
Advance Intimation Details	Exporter IE Code	1234567890		
Add Intimation Form	Exporter's Name	JK Tyres		
Update Intimation	Exporter Address	JK/123, Ernakulam, Kerala 63504		
Complete Intimation	Description of Goods *			
Manage Stuffing Premises 🕨	Date of Stuffing *			
	Stuffing Premises *	Select	,	
	Address 1 *			
	Address 2			
	District			
	Pin Code			
	State			
	Approval Date Of Self Sealing	06/01/2015		
	Port Of Export *	Select	•]	
	Destination Port *			
Update Intimation	Consignee Details			
Complete Intimation	Any Incentive availed	● YES ◎ NO		
Manage Stuffing Premises 🔸	Scheme of Shipping Bill *			
	Name Of Authorised Person *			
	Designation *			
	Authorised Person Digital Signature	Choose File No file chosen		
	I hereby declare that the above	information has been verified by me and is correct.		
	Save	e Cancel		

Figure: 11

🚯 Dashboard	Advance Intimation Form		
Advance Intimation Details •	Exporter IE Code	100000000	
Add Intimation Form	Exporter's Name	Kitex2	
Update Intimation	Exporter Address	Angamaly, Ernakulam, Kerala 756733	
Complete Intimation	Description of Goods *	TEA,NUTMEG	
Manage Stuffing Premises			al,
	Date of Stuffing *	11/15/2017	
	Stuffing Premises *	Nedumbassery	~
	Address 1 *	KLJ-98	
	Address 2	Angamaly	
	District	Ernakulam	
	Pin Code	678932	
	State	Kerala	
	Approval Date Of Self Sealing	09/01/2017	
	Port Of Export *	INCOK1	~
	Destination Port *	Manglore	
	Consignee Details	Products Exporting	
	Any Incentive availed	O YES ● NO	
	Name Of Authorised Person *	Vikram S	
	Designation *	Agent	
	Authorised Person Digital Signature *	Browse sig.jpg	
	☑ I hereby declare that the above	information has been verified by me and is	s correct.
	Sav	e Cancel	

Kitex2 -

- i. All the Fields Marked * aremandatory
- ii. After filling the form exporter can save the form before pressing 'Confirm Details' button
- iii. OR Cancel Data entered by pressing cancel Button

🚯 Dashboard	Advance Intimation Form	
Advance Intimation Details	Exporter IE Code	100000000
Add Intimation Form	Exporter's Name	Kitex2
Update Intimation	Exporter Address	Angamaly, Ernakulam, Kerala 756733
Complete Intimation	Description *	TEA.NUTMEG
Manage Stuffing Premises		h.
	Date of Stuffing *	11/15/2017
	Stuffing Premises *	Nedumbassery 🗸
	Address 1 *	KLJ-98
	Address 2	Angamaly
	District	Ernakulam
	Pin Code	678932
	State	
	Approval Date Of Self Sealing	09/01/2017
	Port Of Export *	INCOK1
	Destination Port *	Manglore
	Consignee Details	Products Exporting
	Any Incentive availed	O yes ® no
	Name Of Authorised Person *	Vikram 5
	Designation *	Agent
	Authorised Person Digital Signature *	Browse No file selected.
	☑ I hereby declare that the above	Information has been verified by me and is correct.

Kitex2 -

After saving the form the Exporter can preview the data they entered. If any changes are needed they can change details and press 'Update'button and'Confirm Details'. Once details are confirmed the data will be reflected in "Update Intimation" link of Exporter. The data will also be transmitted to the customs officer.

C: Figure : 12

If any Incentive availed Yes

🏙 Dashboard	Advance Intimation Form		
Advance Intimation Details	Exporter IE Code	1234567890	
Add Intimation Form	Exporter's Name	JK Tyres	
Update Intimation	Exporter Address	JK/123, Ernakulam, Kerala 63504	
Complete Intimation	Description of Goods *	Теа	
Manage Stuffing Premises +			
	Date of Stuffing *	01/30/2018	
	Stuffing Premises *	TCC Kalamassery	
	Address 1 *	CRK/12	
	Address 2	Container Road KAL	
	District	Ernakulam	
	Pin Code	733232	
	State	Kerala	
	Approval Date Of Self Sealing	06/01/2015	
	Port Of Export *	INCOK1 v	
	Destination Port *	Denmark	
	Consignee Details	Product*	
Update Intimation	Any Incentive availed	● YES ○ NO	
Complete Intimation	Scheme of Shipping Bill *	Scheme 1	
Manage Stuffing Premises	Name Of Authorised Person *	Vikram Singh	
	Designation *	Agent	
	Authorised Person Digital Signature	Choose File No file chosen	
	I hereby declare that the above	information has been verified by me and is correct.	
	Sav	e Cancel	

JK Tyres 👻

■ CUSTOMS HOUSE COCHIN SELF SEALING PROCEDURE (SSP)

D: Figure : 12

B Dashboard Advan	nce Intimation Form		
Advance Intimation Details Export	rter IE Code	1234567890	
Add Intimation Form	rter's Name	JK Tyres	
Update Intimation Expor	rter Address	JK/123, Ernakulam, Kerala 63504	
Complete Intimation Descr	ription *	Теа	
Manage Stuffing Premises	of Stuffing *	01/30/2018	10
Duc	or staming	0175072018	
Stuffi	ing Premises *	TCC Kalamassery	•
Addre	ess 1 *	CRK/12	
Addre	ess 2	Container Road KAL	
Distri	ict	Ernakulam	
Pin Co	ode	733232	
State	e de la companya de l	Kerala	
Appro	oval Date Of Self Sealing	06/01/2015	
Port (Of Export *	INCOK1	•
Desti	ination Port *	Denmark	
Consi	ignee Details	Product`	
Update Intimation Any Ir	ncentive availed	● YES [©] NO	
Complete Intimation Scher	me of Shipping Bill *	Scheme 1	
Manage Stuffing Premises Name	e Of Authorised Person *	Vikram Singh	
Desig	gnation *	Agent	
Autho Signa	orised Person Digital ature	Choose File No file chosen	
🗆 i he	ereby declare that the above info	rmation has been verified by me and is correct.	
		Update Confirm Details	

JK Tyres 👻

🚯 Dashboard	Update	Intimation				
Advance Intimation Details	Searc	rd Search	Search Clear		1	2
Update Intimation	SI.No	Date of Stuffing	Stuffing Premises	Port Of Export	Destination	Action
Manage Stuffing Premises	1	11/15/2017	Nedumbassery	INCOK1	Manglore	
	2	11/15/2017	Nedumbassery	INCOK4	Manglore	
	3	11/14/2017	Nedumbassery	INCOK4	Manglore	

1 View Details of Intimation

The button in green (marked No. 1 in figure 13) enables the exporter to view the advance intimation form that was sent to Customs.

Figure: 14

```
■ CUSTOMS HOUSE COCHIN SELF SEALING PROCEDURE (SSP)
```

🚳 Dashboard	View Advance Intimation Form	n		<table-cell-rows> Back</table-cell-rows>
Advance Intimation Details	Exporter IE Code	100000000		
Add Intimation Form	Exporter's Name	Kitex2		
Update Intimation	Exporter Address	Angamaly, Ernakulam, Kerala 756733		
Complete Intimation	Description	TEA, NUTMEG		
Manage Stuffing Premises			н.	
	Date of Stuffing	11/15/2017		
	Stuffing Premises	Nedumbassery	~	
	Address 1	KLJ-98		
	Address 2	Angamaly		
	District	Ernakulam		
	Pin Code	678932		
	State	Kerala		
	Approval Date Of Self Sealing	09/01/2017		
	Port Of Export	INCOK1	~	
	Destination Port	Manglore		
	Consignee Details	Products Exporting		
	Any Incentive availed	O YES ● NO		
	Name Of Authorised Person	Vikram S		
	Designation	Agent		
	Authorised Person Digital Signature	P-D-D-		

Kitex2 =

Kitex2 -

2 Once the Advance Intimation Form is sent, the next step is to add container details. This form will give details of sealing, truck number etc. Click the icon in yellow (marked No.2 in Figure 13). The steps are given below:

Figure:15

■ CUSTOMS HOUSE COCHIN SELF SEALING PROCEDURE (SSP)

🍘 Dashboard	Add (Container De	etails										
Advance Intimation Details • Add Intimation Form	Shipping Bill Number 12345				Shipping Bill Date 11/20/2017			Upload file Browse No file selected. 5			Submit		
Update Intimation Complete Intimation		1			2					3	± 0	ownload Exce	el Format
Manage Stuffing Premises	A	в	с	D	E	F	G	н	1)	J	к	L	м
	Sl.No.	Container No.	Seal No.	Date of Sealing	Time of Sealing	Description of Goods	Quantity	Туре	Gross Weight	Truck No.	Invoice No.	Invoice Date	Eway Bill

Kitex

- 1 Enter Shipping Bill Number
- 2 Enter Shipping Bill Date
- 3 Download Excel format to Upload Details
- 4 Browse the Downloaded Excel Format file after filling the data
- 5 Press Submit
- 6 Exporter can preview the details uploaded (figure 16).Changes, if any, can be madein the excel file and submitted again before pressing 'Confirm the details' button.Once confirmed the Exporter will not be able to make any changes

Advance Intimation Details 🕨	Shipping Bill Number			Shipping Bill Date			Upload file Browse No file selected.				Submit		
Add Intimation Form													
Update Intimation											± 0	ownload Excel	Format
Manage Stuffing Premises 🕨 👗		в	c	D	E	F	G	н	I	J	к	L	м
SI.	No.	Container No.	Seal No.	Date of Sealing	Time of Sealing	Description of Goods	Quantity	Type	Gross Weight	Truck No.	Invoice No.	Invoice Date	Eway Bill
1		111111	10101010101	11/15/2017	10:33 AM	TEA	10	BAG	100	TK1001	111	11/13/2017	EWA1
2		111111	10101010101	11/15/2017	11:40 AM	TEA	10	BAG	100	TK1001	111	11/13/2017	EWA1
3		2222222	10101010101	11/15/2017	12:03 PM	NUTMEG	10	BAG	100	KT2001	222	11/13/2017	EWA1
2		2222222	10101010101	11/15/2017	01:30 AM	NUTMEG	10	BAG	100	KT2001	222	11/13/2017	EWA1

Once the exporter presses "Confirm Details" button, the Customs officer gets a notification that the intimation is complete.

VIEW COMPLETE INTIMATIONS

Figure: 17

■ CUSTOMS HOUSE COCHIN SELF SEALING PROCEDURE (SSP)

🚯 Dashboard	Comp	lete Intimation						
Advance Intimation Details Advance Intimation Form Add Intimation Form	Keyw Sea	vord Search arch	Search	Clear				2
Update Intimation	Sl.No	Date of Stuffing	Stuffing Premises	Port Of Export	Destination	Shipping Bill No.	Shipping Bill Date	Action
Manage Stuffing Premises	1	11/15/2017	Nedumbassery	INCOK1	Manglore	12345	11/20/2017	PP
	2	11/15/2017	Nedumbassery	INCOK1	Manglore	12345	11/20/2017	
	3	11/11/2017	Nedumbassery	INCOK1	Manglore	12345667	11/11/2017	

Exporter can View the (1) intimation details and (2) Container details

In Update intimation form if more than 5 Intimations are pending completion, then exporter will not able to enter a new intimation for stuffing.

Kitex

Kitex2

ACTIVE/INACTIVE PREMISES

Exporters can view the details of stuffing premises which have been approved by the Customs officer by viewing the status: Active/Inactive. The approved premises will show "active". If "inactive", then stuffing cannot be done at that premises as it means that this premises has not been approved by the department.

■ CUSTOMS HOUSE C	OCHIN	SELF SEALING	PROCEDURE (SSP)	A ⁽⁾				Kitex2 =
🚯 Dashboard	Mana	ge Stuffing Premise	S					
Advance Intimation Details	10	 records per page 					Search:	
Manage Stuffing Premises +	Sl.no.	Name	Address		District	State	Pin Code	Status
Stuffing Premises List	1	Nedumbassery	KLJ-98, Angamaly		Ernakulam	Kerala	678932	Active
	2	ALuva	LK-45/35, Muttom		Ernakulam	Kerala	63503	Active
	3	Vallarpadam	VL/101, Container Road		Ernakulam	Kerala	532122	Inactive
	Showin	ng 1 to 3 of 3 entries						$\leftarrow \text{Prev} 1 \text{Next} \rightarrow$