



विकास आयुक्त कार्यालय
Office of the Development Commissioner
कांडला विशेष आर्थिक क्षेत्र
Kandla Special Economic Zone
वाणिज्य तथा उद्योग मंत्रालय
Ministry of Commerce & Industry
गांधीधाम – कच्छ
Gandhidham-Kutch-370 230
Phone (02836)-253300, 252475, 252273
Fax (02836) – 252250 & 252194
E-mail admn.kasez-gj@gov.in

Website: www.kasez.gov.in

Dated: 12.09.2019

No.KASEZ/P&C/20/DSPF/2019-20

CIRCULAR

I am directed to inform that NSDL (SEZ Online Systems) is going to introduce a new Module called "DTA Service Procurement Form" (DSPF) in upcoming release. The salient feature of the module is that it has been developed to facilitate recording of all Service Invoices for Service availed by SEZ Units from DTA Suppliers and review and approval of the same.

All Units under SEZ are therefore requested to file the Service Invoice in DSPF format for review and approval of the same. The module may be implemented as a mandatory process for service procurement from October 2019 onwards.

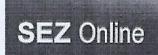
For more details, office website i.e http:/kasez.gov.in may be visited.

This issue with the approval of the Zonal Development Commissioner.

(Dipak Zala)

Dy. Development Commissioner Kandla SEZ, Gandhidham

To All Unit of KASEZ All SEZ of Gujarat



SYSTEM NOTICE - SEZ ONLINE SYSTEM

No.: NDML/SEZ Online/2019/2

Date: 5th September, 2019

User Group: DC Office - Implementation of Module for Service Procurement from DTA

Subject: Implementation of Module for Service Procurement from DTA

- 1. Issue Public Notice
- 2. Hierarchy setup for Approval / Endorsement of DTA Services Procurement Form (DSPF)

As you are aware, a New Module "DTA Services Procurement Form (DSPF)" has been introduced in SEZ Online System to facilitate recording of all Service Invoices for Services availed by SEZ Units / Developers from DTA Suppliers and review and approval of the same.

Public Notice: You are requested to issue "Public Notice" to SEZ Units & Developers to start filing details of all service procurement online through this form. This module may be implemented as a mandatory process for service procurement-from October 2019 onwards.

Approval Hierarchy: DSPF can be approved by Authorized Officer or verified by Authorized Officer and referred to Specified Officer for approval. You are requested to inform the details of officers who would be approving DSPF online so that we can assign access for such officers. Kindly provide information of Authorized Officer / Specified Officer for assigning this functionality in the following form and send to sezinfo@nsdl.co.in / seemal@nsdl.co.in / abhisheka@nsdl.co.in .

Sr. No.	Name Of Officer	User ID in SEZ Online	Designation (AO/PO/SO)	SEZ Name
1				
2				
3				
4				

Once you confirm this, we will facilitate assignment of functionality to desired users in System.

SEZ Online.

SEZ Online – New Functionalities/Features

Build Version 2.69

Release: August 2019

Functionalities made available on the SEZ Online system are reviewed and enhanced / modified from time to time. New functionalities are added in the system based on the inputs and requirements received from various user groups. These functionalities are developed based on understanding developed by NDML team from study of existing practices and procedures in this regard and efforts are made to provide features on the system those are compliant with the procedural and technical requirements. However, users are requested to refer the relevant legal and authorized documents and formations for reference on legal and authentic aspects of the transactions before filing transactions.

New Functionalities/Features-

1	En	hancement in Presentation of Requests in User Inbox	3
	1.1.	Facility to view Requests of extended period	3
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Build Version 2.69

1 Enhancement in Presentation of Requests in User Inbox

- 1.1. Facility to view Requests of extended period
- 1.2. Enhanced indication of transaction Type
- 1.3. Order of Presenting Requests in Inbox

1.1. Facility to view Requests of extended period

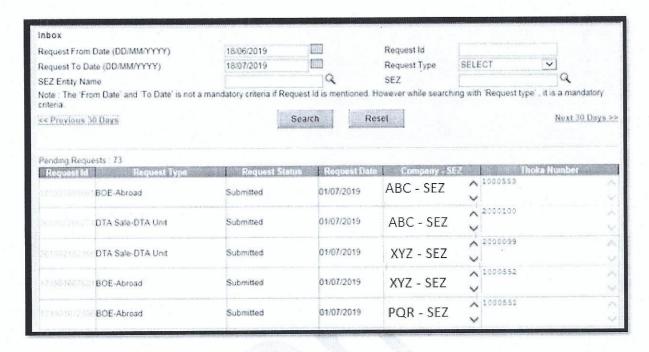
Considering Requests of many units and DC office for viewing older requests pending in their inbox for processing, another useful feature has been developed for Inbox. Buttons called "Previous 30 Days" and "Next 30 Days" are introduced in system which allows users to view requests as per the search parameters for next or previous period without having to set-up search again. Using this facility, user can set-up search just once and access records on the same search parameter across various periods.

When user logs in and clicks on inbox, Request IDs pertaining to default period will be presented however if transactions of earlier period are to be viewed, above buttons can be used which provides transaction for 30 days at a time.

Unit End:

Inbox					
Request From Date (DD/MM/YYYY)	15/01/2019		Request Id		
Request To Date (DD/MM/YYYY)	14/02/2019		Request Type	SELECT	
Note: The 'From Date' and 'To Date' is not a criteria.	mandatory criteria if Requ	est ld is menti			
≺< Previous 30 Days		Search	Reset		Next 30 Days >
The second secon				**************************************	
Pending Requests : 3 Request to Request To	A STATE OF THE PARTY OF THE PAR	Request SI	atus Requesi	: Date Reg	uest Initiated by
Request Id Request To 171900345763 BOE-Bonded warehouse	Creat	ed	atus Request	: Date Reo User 1	juest Initiated by
Request Id Request T	A STATE OF THE PARTY OF THE PAR	ed ed	atus Request	AND DESCRIPTION OF THE PERSON	uest initiated by

DC End:

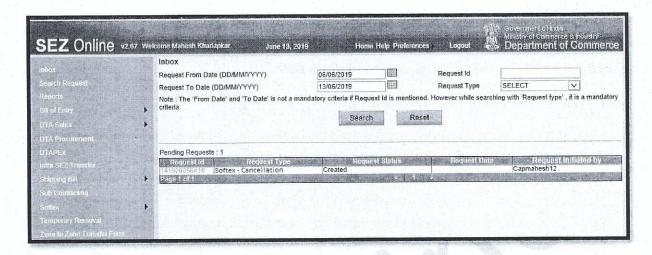


1.2. Enhanced indication of transaction Type

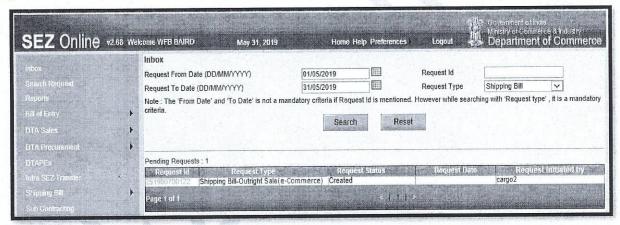
A new facility for requesting "Cancellation of Approved Softex Invoices" is now available in the system. Accordingly, now System will indicate Softex Request Type in Inbox and Search Request facility where it will be indicated whether it's a new Softex form Request or Softex Cancellation Request

It will be shown as

- Softex New
- Softex Cancellation



In order to facilitate Units and Customs, System will also indicate e-commerce Shipping Bill in Inbox / Search whenever e-commerce option is selected during submission of Shipping Bill and is shown as below



1.3. Order of Presenting Requests in Inbox

An enhancement has been made in presenting requests in Inbox of users for facilitating faster access. Now, requests will be presented in inbox of user on basis of last updation time-stamp i.e. Last processed request will be presented on top of list of requests presented in inbox. Earlier the requests were presented in the Inbox on the basis of Creation Date for unit end/ Submission date for DC user end.

Unit/Developer:

Now requests will be presented in inbox of entity approver on basis of submission of request by Maker / CHA and not on creation date.

DC Users (Administrative & Customs):

At DC side, earlier if a request was created and submitted on April 15th, query was raised on April 18th and Query was responded on April 25th, the request would appear in the Inbox of customs under the original submission date i.e. April 15th itself and users were required to search for the request by putting date range. Now in the same example as above, as the query is responded on April 25th and the request is received in the Inbox of customs on April 25th, it will appear under the updation date i.e. April 25th and user will not be required to search for the request according to original submission date. This is expected to facilitate access and processing of old requests significantly.

2 New Module: DTA Services Procurement Form (DSPF)

2.1 Background

After the GST Implementation, regular feed-back and demand is received from DC Offices and Units that SEZ Online system should facilitate endorsement of Service Invoices also. It may be mentioned that all procurement of goods by SEZ from DTA as "Zero Rated Goods for Authorised Operations" is already comprehensively implemented and the data is already being shared with GSTN through DG System. Accordingly, it was demanded by users that system should facilitate the same for services also.

A new Module to record and submit details of all Invoices pertaining to Services availed by SEZ Units / Developers from DTA Suppliers as "Zero Rated Supply for Authorised Operations" is being introduced and is called "DTA Service Procurement Form (DSPF)".

2.2 Working of Module

Units / Developers / Co-developers will be able to submit details of service invoices for services availed from DTA during a month. Details of multiple invoices, issued by multiple different DTA suppliers during a month can be uploaded in a single transaction and submitted to DC Office for review and endorsement. Upload macro is available at (www.sezonline-ndml.com/Downloads/Manual & File Format / DTA Service Procurement Form / Version 1.0

Details of the Invoice to be uploaded include:

Sr No.	Field Name	Field Name Mandatory (M) / Optional (O)		
1	Invoice Type	M	User needs to indicate whether it's a new Invoice / a credit note / debit note	
2	Invoice Number	M		
3	Invoice Date (MM/DD/YYYY)	M		
4	Amount in INR	M	Invoice Value in INR	

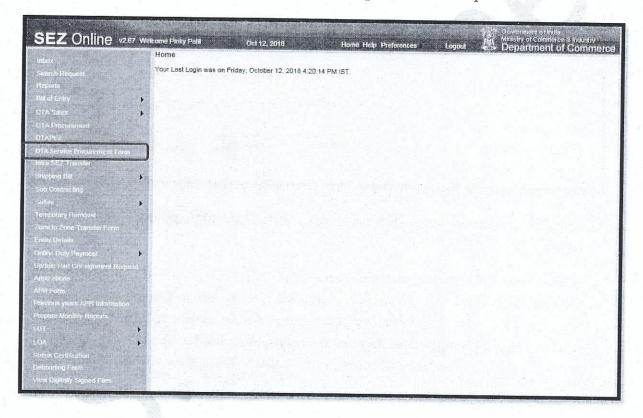
5	SAC	M	Service Accounting Code to be selected from dropdown
6	Service Description	M	Auto-populated when Service Accounting code is selected
7	DTA Supplier Name	M	
8	DTA Supplier Address	M	
9	GSTIN/UIN of DTA Supplier	M	
10	DTA Supplier Email ID	M	
11	Zero Rated Supply	M	User needs to indicate whether Supply is under bond / LUT or on payment of IGST
12	LUT / Bond /Challan Number	0	Mandatory When supply is under LUT/bond.
13	LUT / Bond / Challan Date	0	When Supply is under Payment of IGST, Challan number and date of IGST paid on GSTN portal can be captured. It is optional.
14	IGST Rate	0	Mandatory When supply is on payment of IGST
15	IGST amount	NA	System will auto calculate it when invoice value and IGST rate is captured
16	DOC approved service description	O	It needs to be selected from dropdown options. List as approved by DOC is available for selecting applicable service.

2.3 Functionality Assignment:

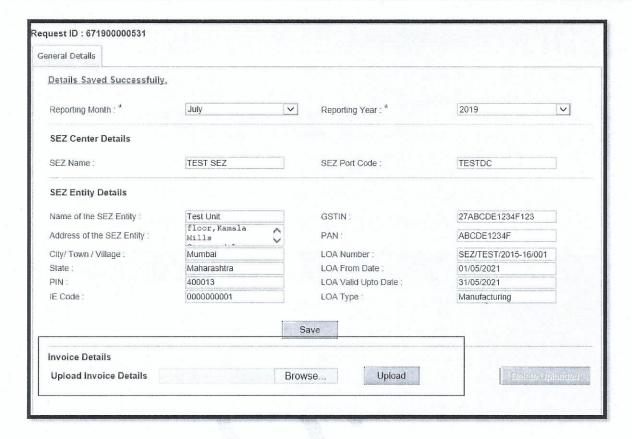
Entity Admin user needs to assign "DTA Service Procurement Form" to both Maker and Approver User. On assignment of this functionality Entity Maker will be able to file DSPF and submit the transaction. On submission by maker, it will be presented in inbox of approver where approver can edit it or send it back or submit it to DC office using Digital Signature Certificate.

2.4 Filing of DSPF:

A new link will be available Unit / Developer / Co-developer Maker:



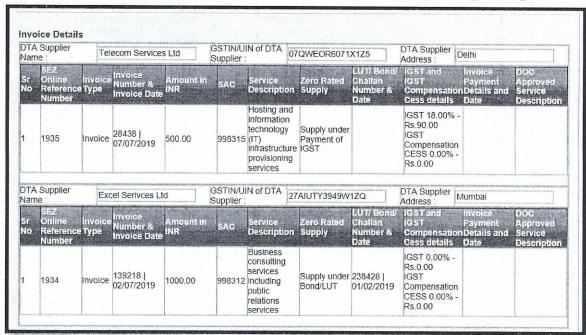
On click of "DTA Services Procurement Form", a new form will be displayed with following fields:



Request ID will be generated on saving entity information auto-populated by system.

Below entity Information, facility to upload invoice data (prepared using the macro utility provided for this purpose) is provided. User needs to use macro to capture DTA Supplier wise Invoice information and generate output file and upload it in system using Upload button. Upload information is displayed as below. User can verify the same and submit the transaction. In single request maximum 100 invoices

can be uploaded. For a month system enables filing of multiple request.

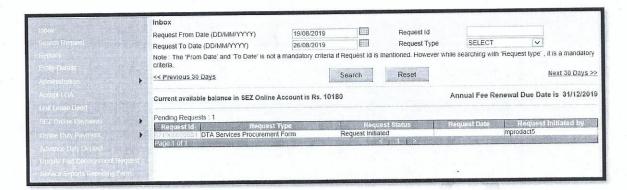


Confirmation page will be displayed as below:

						DTA Service Procurer	ment Form	(DSPF)		
			quest ID : porting Month :	67 Ju	1900000 ly	531			Date of Su Reporting		2019
		SE	Z Center Details								
	•	SE	Z Name :	TE	STSEZ				SEZ Port C	ode:	TEST
		SE	Z Entity Details								
		Na	me of the SEZ Entity		st Unit				GSTIN:		27AE
		Ad	dress of the SEZ Ent		ade Work Ær Parel	d, D wing , 11th floor Kamala Mills Comp	oound		PAN:		ABCI
		Sta	y/Town/Village : ite : I : Code :	Ma 40	imbal sharashtr 0013 0000000					Date : Upto Date :	SEZ/ 01/05 31/05
			Joue .	- 00	0000000	I.			LOA Type:		Mani
Invo	ice Details		elecom Services Ltd	00	000000		7QWEOR6071X	125	LOA Type		
Invo sr No					SAC	GSTIN/UIN of DTA Supplier: 0: Service Description	7QWEOR6071X Zero Rate Supply	d LUT	LOA Type	D	TA Supp
	DTA Supplier SEZ Online	Name : To	elecom Services Ltd	Amount in INR		GSTIN/UIN of DTA Supplier : 0:	Zero Rate Supply	d LUT N	7/ Bond/ Challa	D IN IGST 18.0 IGST Compensal	00% - Rs.
	DTA Supplier SEZ Online Reference Number	Name : To Invoice Type Invoice	elecom Services Ltd Invoice Number & Invoice Date	Amount in INR	SAC	GSTIN/UIN of DTA Supplier: 0: Service Description Hosting and information technology (IT) infrastructure provisioning services	Zero Rate Supply Supply und Payment of R	d LUT N er GST	7/ Bond/ Challa	D IGST Compensal IGST 18.6 IGST Compensal IGST Compensal IGST Compensal IGST Compensation (1.00%)	TA Supp and IGS tion Cest 00% - Rs pensation % - Rs.0.6
	DTA Supplier SEZ Online Reference Number	Name : To Invoice Type Invoice	elecom Services Ltd Invoice Number & Invoice Date 28438 07/07/2019	Amount in INR 500.00	SAC 998315	GSTIN/UIN of DTA Supplier: 0: Service Description Hosting and information technology (IT)	Zero Rate Supply Supply und Payment of R	d LUT N er GST ZQ LUT/ Bo	I/ Bond/ Challa umber & Date	D IGST 18.1 IGST 20.00%	TA Supp r and IGS tion Ces 00% - Rs pensation % - Rs.0.0

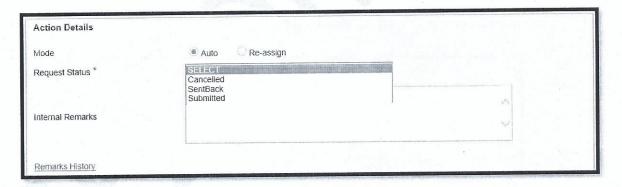
Trial Print facility is available.

When it is submitted by Maker, it will be presented in inbox of approver.



Approver can view / edit information and submit the transaction using Digital Signature Certificate. User charges at the rate applicable for software invoice will be applied.

If approver wants to correct information, information needs to be prepared again using macro and file needs to be uploaded again by deleting existing data. Approver can view confirmation page again and submit it using Digital Signature certificate.

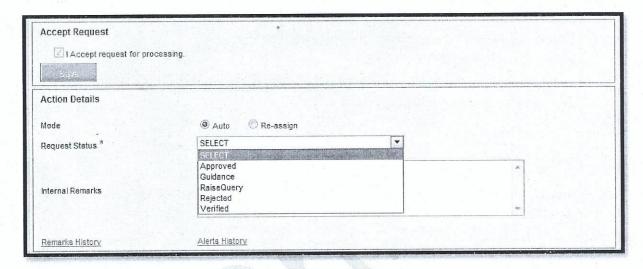


2.5 Approval by DC Office

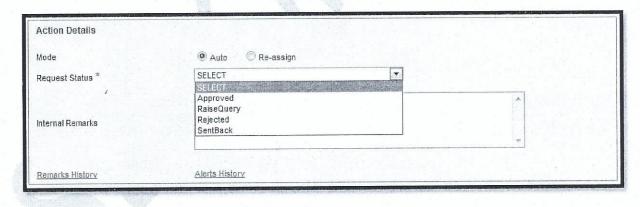
The "DTA Services Procurement Form" form will be made available to Authorised Officer (AO) for review and approval. AO can approve the form or refer to Specified Officer (SO) for review and approval. Transaction needs to be approved using Digital Signature Certificate (DSC)

Functionality needs to be assigned by DC Admin ID to Users with System Role "Authorized Officer" and "Customs Approver". SEZ Customs will get below options for approval of DSPF form. Information of all invoices submitted by Unit / Developer can be viewed by opening the Request ID.

Authorized Officer will get below options for processing request



Specified Officer will get below options:



2.6 Email Alerts

When transaction is approved by DC office, email indicating approval will be sent to Entity Approver. An email will also be sent to DTA Supplier.

An email ID of DTA Supplier is being asked in each record. System will send an auto-generated email to a DTA Supplier on online endorsement of invoice issued by it to SEZ entity. Sample email sent to DTA Supplier is attached for reference.

Below email will be sent with attachment indicating invoice information applicable to DTA Supplier. All invoices pertaining to DTA Supplier with distinct GSTIN will be clubbed and presented in attachment.

Email to DTA Supplier:

From: <donotreply-sezonline_Staging@nsdl.co.in>

Date: Thu, 22 Aug 2019, 2:01 pm

Subject: DTA Services Procurement details for Request id: 671900000472

To: <mayurchawre62@gmail.com>

Dear Sir/Madam,

Status of DTA Services Procurement for services procured by below SEZ Entity is Approved.

Entity Name: MMG IMPEX UNIT - 2 SEZ Name: MEPZ Special Economic Zone

Request ID: 671900000472

Submitted by: Specified Officer MEPZ SEZ Chennai

Regards,

SEZOnline Admin.

Email Attachment sent to DTA Supplier:

DTA Service Procurement Form (DSPF)

Request ID: 671900000472 Reporting Month: July

SEZ Name: MEPZ Special Economic Zone

SEZ Entity Details
Name of the SEZ Entity: SEZ Unit
Address of the SEZ Entity: A -54 MEPZ - SEZ TAMABARAM,
City/Town/Nilage: CHENNAI
State: Tamil Nadu
PIN: 600045
IE Code: 3813050887

Date of Submission: 22/08/19 Reporting Year: 2019

SEZ Port Code: INMAA6

GSTIN: 33AAUFM8829R1Z3
PAN: AAUFM8829R
LOA Number: 8/11/2013/SEZ
LOA From Date: 03/10/2015
LOA Valid Upto Date: 15/08/2020
LOA Type: Manufacturing

Invoice Details

	DTA Supplier N	ame · ABC	Ltd		GSTIN	UIN of DTA Supplier: 14	DSAQW1234S2	13	DTA Supplier Addres	ss: Mumbai	
Sr No	SEZ Online Reference Number	Invoice Type	Invoice Number & Invoice Date	Amount in INR		Service Description	Zero Rated Supply	LUT/ Bond/ Challan Number & Date	IGST and IGST Compensation Cess details	Invoice Payment Details and Date	DOC Approved Service Description
1	1921	Invoice	Inv2 08/04/2019	400.00	998315	Hosting and information technology (IT) infrastructure provisioning services	Supply under Payment of IGST		IGST18.00% - Rs. 72.00	5 T	Consulting Engineers services

Declaration

Declaration

It is declared, herewith that our SEZ Entity ABC Ltd has availed the above detailed services from GST Registered Dealers for our Authorised Operations as per our LOA. The Services are eligible to be availed by us as a Zero Rated Service under the GST Law and Procedure. Our Unit would not be claiming any IGST benefit against these invoices. GST Dealer (Service Provider) is eligible to claim IGST benefits for these invoices. We would maintain necessary records of the services availed, invoices and payments made so as to make it available for review by SEZ / GST Authorities. We also authorise, SEZ Online system to release an abstract of the endorsement of the invoice to the concerned GST Dealer (Service Provider) as per the Email ID provided by us.

Date: Name

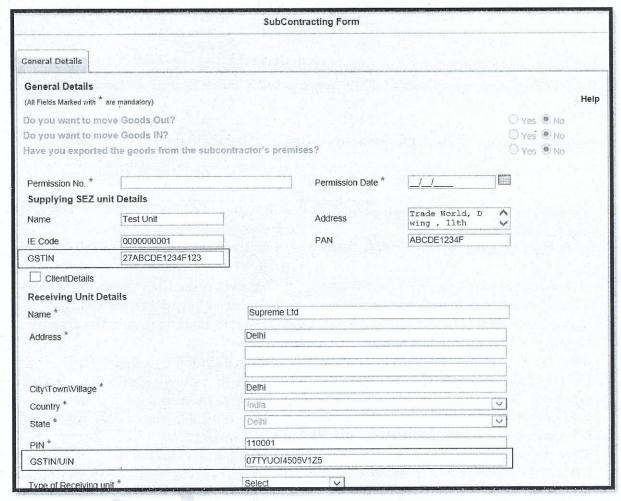
CHENNAI 22/08/19 R Swami UnitApprover

Designation :

3 Capturing GSTIN details in Temporary Removal and Sub-Contracting Modules

Presently while removing the goods using Temporary Removal or Sub Contracting modules there is no option to declare the GSTIN of receiving party. Now a facility to declare the 'GSTIN' of receiving party is being introduced in Sub-Contracting and Temporary Removal modules also.

General Details			
General Details (All Fields Marked with			Help
Supplying SEZ	unit Details		
Name	Test Unit	Address	Trade World, D A
IE Code	000000001	PAN	ABCDE1234F
GSTIN	27ABCDE1234F123		
Client Details			
Receiving Unit	Details		
Name *		Excel Ltd	
Address *		Mumbai	
City\Town\Village	*	Mumbai	
Country *		India	
State *		Maharashtra	V
PIN *	1 9 2	400042	
GSTIN/UIN		27SDPRO2394Q1ZW	
Type of Receiving	g unit *	DTA	



These GSTIN of both SEZ entity and Receiving entity will be displayed on Print generated by System.

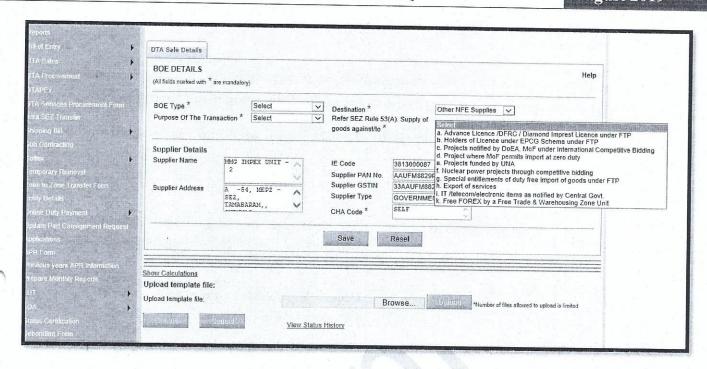
4 Updated "Other NFE Supplies" Options in DTA Sale Module

In DTA Sale Module under category "Other NFE Supplies" for supply of goods under Rule 53(A), following changes will be made in SEZ Online System as per amended SEZ Rules.

Existing options and revised options are mentioned in below table

Existing Options	Revised Options
a. Advance Licence /DFRC / Diamond Imprest Licence under FTP b. Holders of Licence under EPCG Scheme under FTP c. Projects notified by DoEA, MoF under International Competitive Bidding d. Fertilizer Plants e. Project where MoF permits import at zero duty f. Power Projects & Refineries not covered in (e) above g. Projects funded by UNA h. Nuclear power projects through competitive bidding i. Bonded warehouse where payment is recd in FOREX j. Special entitlements of duty free import of goods under FTP k. Export of services l. IT /telecom/electronic items as notified by Central Govt. n. DTA-Payment in FOREX from EEFC A/C or Free FOREX recd from overseas	a. Advance Licence / DFRC / Diamond Imprest Licence under FTP b. Holders of Licence under EPCG Scheme under FTP c. Projects notified by DoEA, MoF under International Competitive Bidding d. Project where MoF permits import at zero duty e. Projects funded by UNA f. Nuclear power projects through competitive bidding g. Special entitlements of duty free import of goods under FTP h. Export of services i. IT / telecom/ electronic items as notified by Central Govt. k. Free FOREX by a Free Trade & Warehousing Zone Unit

Accordingly, user needs to pass applicable value when file upload format is used for creation of DTA Sale transaction.



5 Maintenance of Entity Status in System

For the convenience of DC Office, an important feature is being introduced in system which will automatically set functional status of Unit/Developer Registered in system.

System will automatically update status of entity based on criteria mentioned in table below:

Sr No	Entity Status	Criteria
1	Active - Registered	On approval of New Unit Application , Developer / Co-developer Regularization, New Developer Application
2	Active - Rejected	When Registration application for Unit / Developer / Co-developer is rejected
3	Active - Operational	When LOA is valid + LUT is approved + Date of Commencement of Production is intimated and Accepted
4	Active – LOA Expired	When LOA Expires
5	Active - LUT Expired	When LUT expires i.e. LUT not filed after LOA Issuance or Renewal of LOA

In addition to these statuses which are system based, DC office is also provided with facility to update below status against unit through View/Edit entity details screen.

- Closed De-bonded
- · Closed Merged
- Closed Shifted
- Closed (For any other Reason)

When DC office marks any of the "Closed" status above, Unit will be restricted from filing any of the administrative or customs transaction.

Marking of specific status as per above will help in identifying and segregating Units according to their current status.

SEZ entity can also view this status using View Entity Details screen.

6 Enhancement in Status History

Status history for each transaction plays an important role of displaying complete track of transaction processing starting from creation till closure where Request ID, Status of Request along with date of action and user by whom action is taken is presented.

Status history will now display name of the User who has taken action instead of User ID. This will facilitate in knowing the official who has taken action on a particular request. This is enabled for all transaction types.

		Status His	story						
Status Action History									
Date -	Old Status	New Status	DC/MOC User	Entity User	Role Name(s)	User Categor			
27/08/2019	Created	Request Initiated		test unit maker	UnitMaker	SEZ Uni			
27/08/2019	Request Initiated	Entity Approver Accepted	<i>j</i>	UNIT APPROVER TEST		SEZ Uni			
27/08/2019	Entity Approver Accepted	Waiting For Payment		UNIT APPROVER TEST	InitApprover	SEZ Uni			
27/08/2019	Waiting For Payment	Submitted		UNIT APPROVER TEST	InitApprover	SEZ Uni			
27/08/2019	Submitted	Customs Assessor Accepted	Test Assessor		CustomsAssesso	orDC			
27/08/2019	Customs Assessor Accepted	Approved With Duty Forgone	Test Assessor		CustomsAssesso	orDC			