

MUMBAI INTERNATIONAL AIRPORT PVT LTD  
CSI AIRPORT, MUMBAI 400 099

**Introduction**

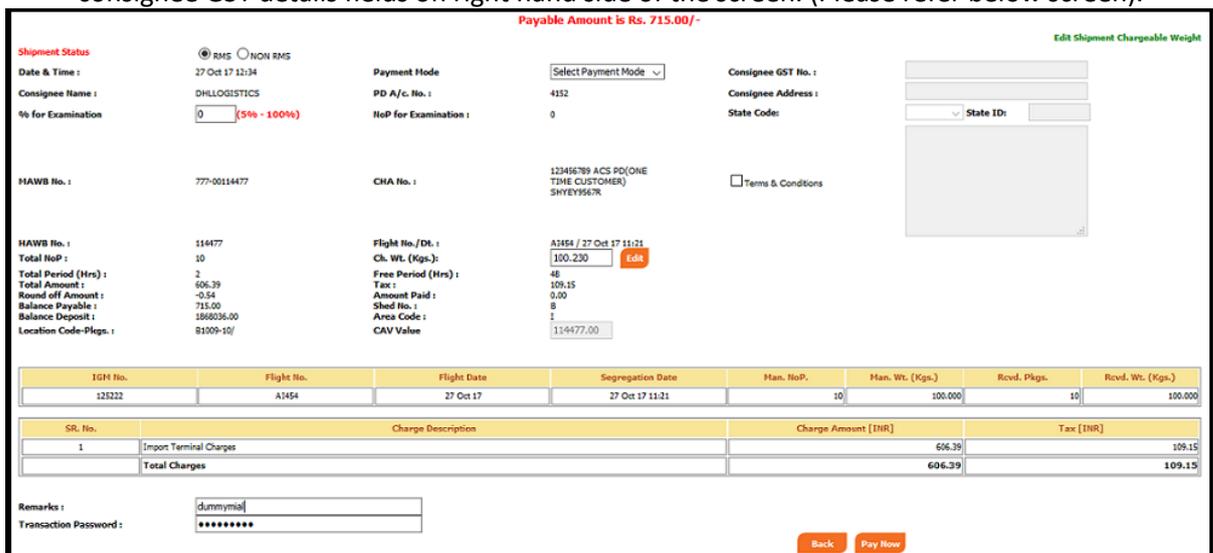
This document describes step by step procedure to be performed on GMAX application in case Customs Broker declares himself as 'Pure Agent' for importers GST details on bank challans.

**Registration**

1. Firstly any agent declaring himself as a pure agent is required to provide an undertaking from importer and submit to MIAL/CAL. (please refer MIAL Circular 12.2017-GST for more details)
2. Upon receiving required documents MIAL/CAL Finance & Accounts will do required setup for agent to insert the GST details of importers.

**Process to Create BC with Importer GST details:-**

1. Login with valid credentials on GMAX portal
2. Navigate to 'Create BC' screen, the screen is shown as below:  
Note: - customs Brokers who are registered with MIAL/CAL as pure agent shall see the consignee GST details fields on right hand side of the screen. (Please refer below screen).



Payable Amount is Rs. 715.00/-

Shipment Status:  RMS  NON RMS

Date & Time: 27 Oct 17 12:34

Consignee Name: DHLLOGISTICS

% for Examination: 0 (5% - 100%)

HAWB No.: 777-00114477

CHA No.: 123456789 ACS PD(ONE TIME CUSTOMER) SHYEY3567R

Payment Mode: Select Payment Mode

PD A/c. No.: 4332

NoP for Examination: 0

Consignee GST No.: [Field]

Consignee Address: [Field]

State Code: [Field] State ID: [Field]

Terms & Conditions:

HAWB No.: 114477

Total NoP: 10

Total Period (Hrs): 2

Total Amount: 606.39

Round off Amount: -0.54

Balance Payable: 715.00

Balance Deposit: 1868036.00

Location Code-Plgns.: B1009-10/

Flight No./Dt.: A1454 / 27 Oct 17 11:21

Ch. Wt. (Kgs.): 100.230

Free Period (Hrs): 48

Tax: 109.15

Amount Paid: 0.00

Shed No.: 9

Area Code: 1

CAV Value: 114477.00

IGH No.	Flight No.	Flight Date	Segregation Date	Man. NoP.	Man. Wt. (Kgs.)	Rcvd. Plgns.	Rcvd. Wt. (Kgs.)
125222	A1454	27 Oct 17	27 Oct 17 11:21	10	100.000	10	100.000

SR. No.	Charge Description	Charge Amount [INR]	Tax [INR]
1	Import Terminal Charges	606.39	109.15
	<b>Total Charges</b>	<b>606.39</b>	<b>109.15</b>

Remarks: dummymiaj

Transaction Password: [Field]

Buttons: Back, Pay Now

**Figure 1 - Create BC screen**

3. Click on 'Terms and Condition' check box, the below mentioned fields will be enabled. Upon accepting the terms & conditions Customs Brokers will be able to insert the details.  
Description of each fields are given below:-
  - a) **Consignee GST No.:** Enter Consignee GST No. in the field provided and same will appear in BC challan
  - b) **Consignee Address:** If consignee address mentioned in BOE message, received from customs, same will be populated in the Consignee Address field which will be non - editable. If BOE message is not received from customs, then enter consignee address details manually.

- c) **State Code:** Select state code from the dropdown list
- d) **State ID:** Based on selected state code, the state ID will be auto populated
- 4. If 'State Code' does not match with 'Consignee GST No.' then system will prompt an error message asking consignee to enter relevant Consignee GST No. or State Code as shown in figure below:

Payable Amount is Rs. 715.00/-

Shipment Status:  RMS  NON RMS

Date & Time: 27 Oct 17 12:36

Consignee Name: DHL LOGISTICS

% for Examination: 0 (5% - 100%)

Payment Mode: By Bank

PD A/c. No.:

NoP for Examination: 0

Consignee GST No.: 27MH51S2121S315

Consignee Address: ABC LOGISTICS

State Code: DD State ID: 25

HAWB No.: 777-00114477

CHA No.: 123456789 ACS PD(ONE TIME CUSTOMER) SH1EY95678

Terms & Conditions

HAWB No.: 114477

Total NoP: 10

Total Period (Hrs): 2

Total Amount: 606.39

Round off Amount: -0.54

Balance Payable: 715.00

Balance Deposit: 195035.00

Location Code-Pkgs.: 81009-10'

Flight No./DL: A1454 / 27 Oct 17 11:21

Ch. Wt. (Kgs.): 100.230

Free Period (Hrs):

Tax:

Amount Paid:

Shed No.:

Area Code:

CAV Value: 114477.00

Message: Selected state code does not match with consignee GST No. Please enter correct state code or enter correct GST No.

IGM No.	Flight No.	Flight Date	Segregation Date	Man. NoP.	Man. Wt. (Kgs.)	Rovd. Pkgs.	Rovd. Wt. (Kgs.)
123222	A1454	27 Oct 17	27 Oct 17 11:21	10	100.000	10	100.000

SIR No.	Charge Description	Charge Amount [INR]	Tax [INR]
1	Import Terminal Charges	606.39	108.15
Total Charges		606.39	109.15

Remarks: dummy

Transaction Password: \*\*\*\*\*

Buttons: Back, Pay Now

**Figure 2 - Create BC screen**

- 5. Click on 'OK' button to close the pop up screen
- 6. After providing the correct details, user will click on 'Pay Now' button to pay TSP charges

**NOTE:- In case customs brokers have not declared the GST details of importers during the bank challan creation, then in such cases the Bank Challan will be generated with GST details CHA account master with MIAL/CAL finance.**

Process for cancellation of Unpaid TSP created in Bank Mode on GMAX web portal:-The steps are mentioned as below:

- 1. Select the record to cancel TSP by clicking on Details icon as shown in figure below:
- 2. On clicking Details icon, the screen will appear as follows:

**Consignee Details**  
**MAWB No :** 777-99663300      **Consignee Name :** dhlogistics  
**HAWB No :** 996633                **Consignee Address :** dhlogistics

**Flight Details**

IGM No.	Flight No.	Flight Date	Segregation Date	NoP	Gr. Wt. (Kgs.)	Ch. Wt. (Kgs.)
125333	A1675	Oct 27, 17 11:31	Oct 27, 17 11:31	10	100.000	100.230

**TSP Details**

Receipt No.	TSP Amount [INR]	TSP Date	Status	View TSP
11710270004	715.00	Oct 27, 17 03:38	Receipt created and charges are not collected.	
11710270003	0.00	Oct 27, 17 02:36	Cancelled and charges are not collected.	
11710270001	0.00	Oct 27, 17 12:07	Cancelled and charges are not collected.	

**Shipment History**

Previous Name	Current Status	Time Stamp
BOE - Pending	BOE - Done	Oct 27, 17 11:35
MASTER DO - Pending	MASTER DO - Done	Oct 27, 17 11:35
CONSOL DO - Pending	CONSOL DO - Done	Oct 27, 17 11:35
CONSOL DO - Pending	CONSOL DO - Done	Oct 27, 17 11:36

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Figure 3 - Airport Tab screen

Click on View TSP icon as highlighted in above screen and user will be navigated to below screen.

**Your Receipt No. is : 11710270003**

[Edit Shipment Chargeable Weight](#)

**Shipment Status**       RMS    NON RMS

**Date & Time :** 27 Oct 17 14:36  
**Consignee Name :** dhlogistics  
**% for Examination :**

**MAWB No. :** 777-99663300      **CHA No. :** 123456789 ACS PD(ONE TIME CUSTOMER)  
**HAWB No. :** 996633                **SHYEY9567R**  
**Total NoP :** 10                        **Flight No./Dt. :** A1675 / 27 Oct 17 11:31  
**Total Period (Hrs) :**                **Ch. Wt. (Kgs.):** 100.230 [Edit](#)  
**Total Amount :** 606.39                **Free Period (Hrs) :**  
**Round off Amount :** -0.54                **Tax :** 109.15  
**Balance Payable :** 0.00                **Amount Paid :** 715.00  
**Location Code-Pkgs. :** b1009-10/      **Shed No. :** B  
**CAV Value :** 996633.00

IGM No.	Flight No.	Flight Date	Segregation Date	Man. NoP.	Man. Wt. (Kgs.)	Rcvd. Pkgs.	Rcvd. Wt. (Kgs.)
125333	A1675	27 Oct 17	27 Oct 17 11:31	10	100.000	10	100.000

SRL No.	Charge Description	Charge Amount [INR]	Tax [INR]
1	Import Terminal Charges	606.39	109.15
<b>Total Charges</b>		<b>606.39</b>	<b>109.15</b>

**Remarks :**   
**Transaction Password :**

[Back](#)   [Print BC](#)   [Cancel TSP](#)

Note : Please Print this Page for further Reference

Figure 4 - Create BC screen

3. Enter valid 'Transaction Password'
4. Click on 'Cancel TSP' button to cancel unpaid TSP
5. On clicking 'Cancel TSP' button, the pop up message will appear as shown below:

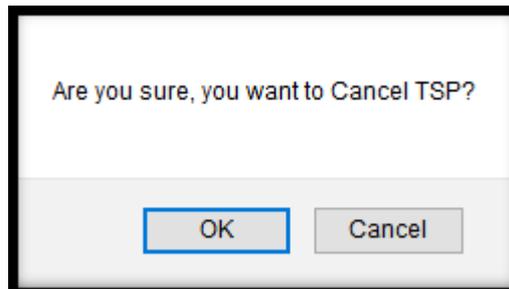


Figure 5 - Pop up Message

- Click on 'Ok' button, the TSP receipt will be cancelled and status shall be displayed as highlighted in below screen

**Receipt has been cancelled successfully.**

**Shipment Status**  RMS  NON RMS

Date & Time : 27 Oct 17 14:36

Consignee Name : dhlogistics

% For Examination :

MAWB No. : 777-99663300

HAWB No. : 996633

Total NoP : 10

Total Period (Hrs) : 10

Total Amount : 606.39

Round off Amount : -0.54

Balance Payable : 0.00

Location Code-Pkgs. : b1009-10/

Payment Mode :

PD A/c. No. : 0

NoP for Examination : 123456789 ACS PD(ONE TIME CUSTOMER)

CHA No. : SHYEY9567R

Flight No./Dt. : A1675 / 27 Oct 17 11:31

Ch. Wt. (Kgs.):  Edit

Free Period (Hrs) : 109.15

Tax : 715.00

Amount Paid : B

Shed No. : 996633.00

CAV Value

[Edit Shipment Chargeable Weight](#)

IGM No.	Flight No.	Flight Date	Segregation Date	Man. NoP.	Man. Wt. (Kgs.)	Rcvd. Pkgs.	Rcvd. Wt. (Kgs.)
125333	A1675	27 Oct 17	27 Oct 17 11:31	10	100.000	10	100.000

SR. No.	Charge Description	Charge Amount [INR]	Tax [INR]
1	Import Terminal Charges	606.39	109.15
	<b>Total Charges</b>	<b>606.39</b>	<b>109.15</b>

Remarks :

Transaction Password :

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Note : Please Print this Page for further Reference

Figure 6 - Create BC screen