

# **Warehouse Monthly Return on ICEGATE 2.0**

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## **USER MANUAL**

**Version 1.01**

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**Date:** 29<sup>th</sup> March 2024

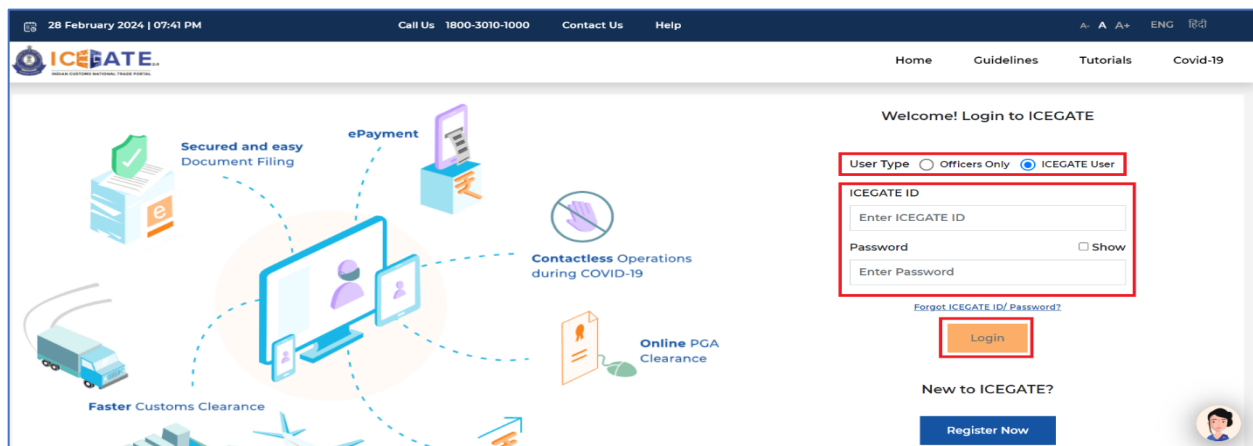
**Category:** Customs

**Issued by:** ICEGATE

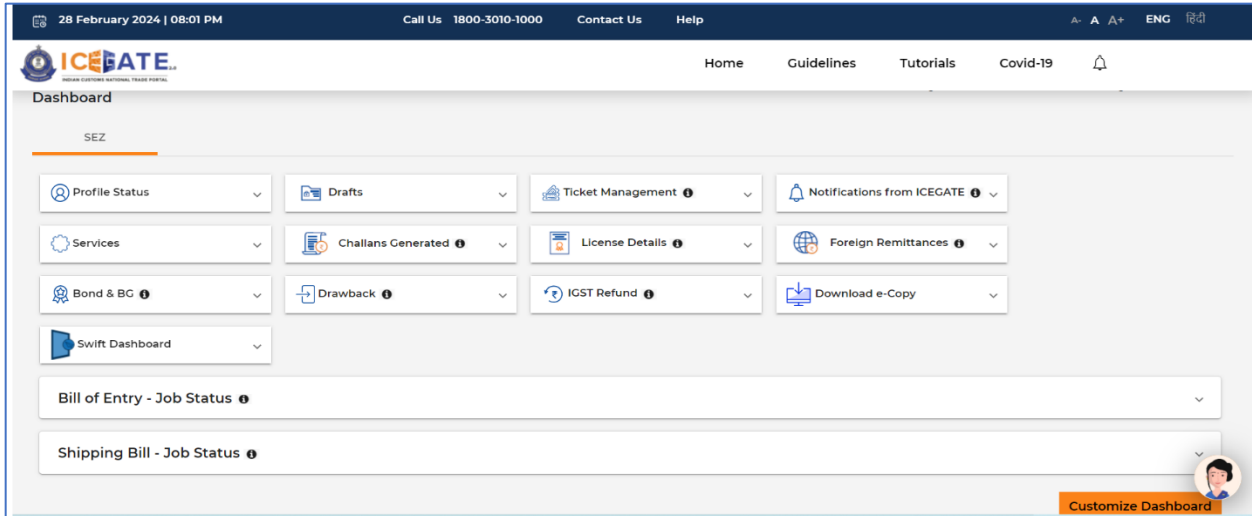
**Subject:** User Manual for Warehouse Returns on ICEGATE 2.0

## 1. Login to ICEGATE Portal

- (a) This is to inform you that this user manual can only be used for Warehouse Licensees users.
- (a) The authorized users can access Service widget from the dashboard after logging in to the ICEGATE portal. For this ICEGATE ID and Password need to be entered after selecting the user type as 'ICEGATE User' and click on Login button.

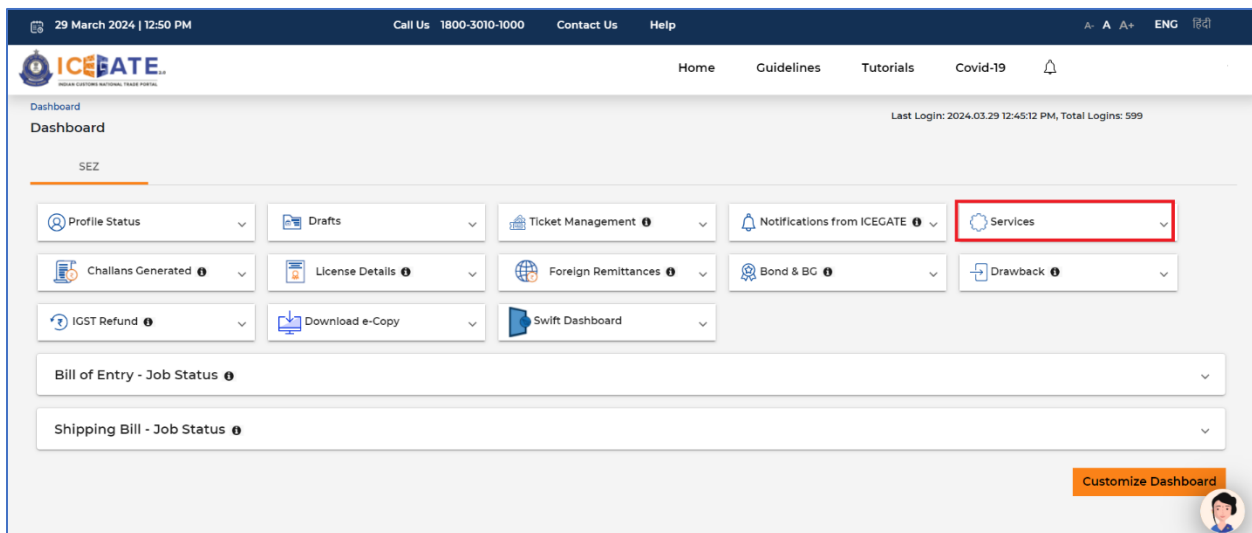


- (b) On successful login, the user will be redirected to the dashboard screen as under:

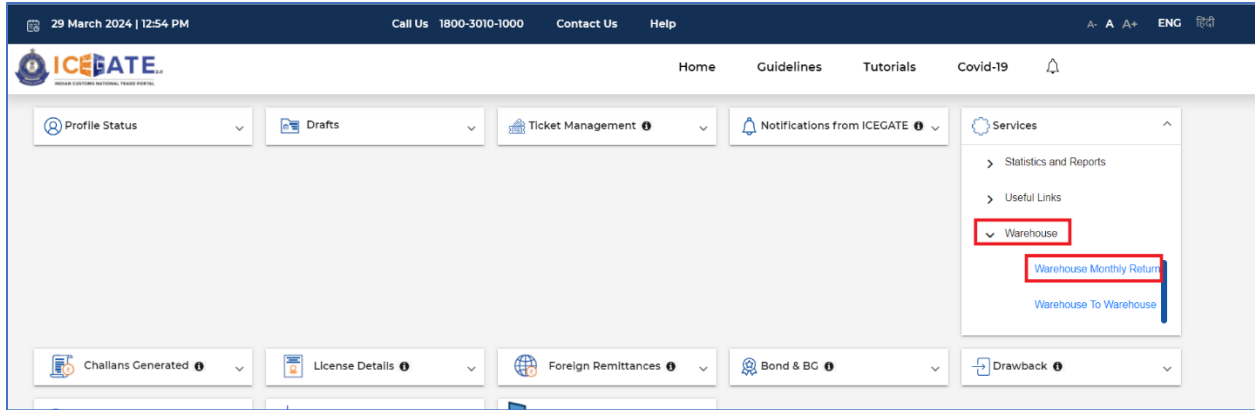


## 2. Service Widget

- (a) In this section, we will discuss about option/facility provided to the users in the Service widget. The widget appears on the User Dashboard in the following format:

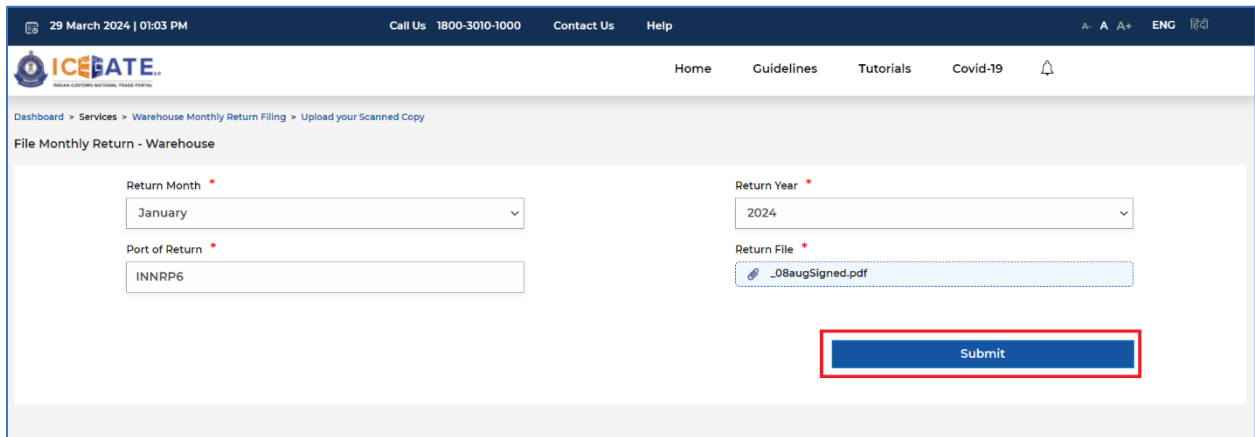


- (b) Navigate to the **Services** Widget and select **Warehouse >> Warehouse Monthly Return** link.




(c) The user will have to select the “Return Month”, “Return Year”, and enter “Port of Return” and upload the scanned copy of the return file up to a maximum file size of **10 MB**.

(d) Click the <Submit> button.



(e) On clicking the Submit button above, the system generates a document number as highlighted in the red box below.

28 March 2024 | 06:21 PM      Call Us 1800-3010-1000      Contact Us      Help

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Document 1711630297570  
✓ has been saved  
successfully.

Dashboard > Services > Warehouse Monthly Return Filing > Upload your Scanned Copy

File Monthly Return - Warehouse

Return Month *	Return Year *
February	2024
Port of Return *	Return File *
INDER6	test.pdf

### 3. Contact Us

The contact details are as follows:

#### **ADG, ICEGATE**

Director General of Systems & Data Management, CBIC


1<sup>st</sup> Floor, CR Building, IP Estate,

New Delhi – 110 109


Toll Free No: 1800-3010-1000

The user can also drop their queries at:

Email: [icegatehelpdesk@icegate.gov.in](mailto:icegatehelpdesk@icegate.gov.in)

 **Address**




**Directorate General of Systems**  
1st Floor, CR Building, IP Estate  
New Delhi - 110002

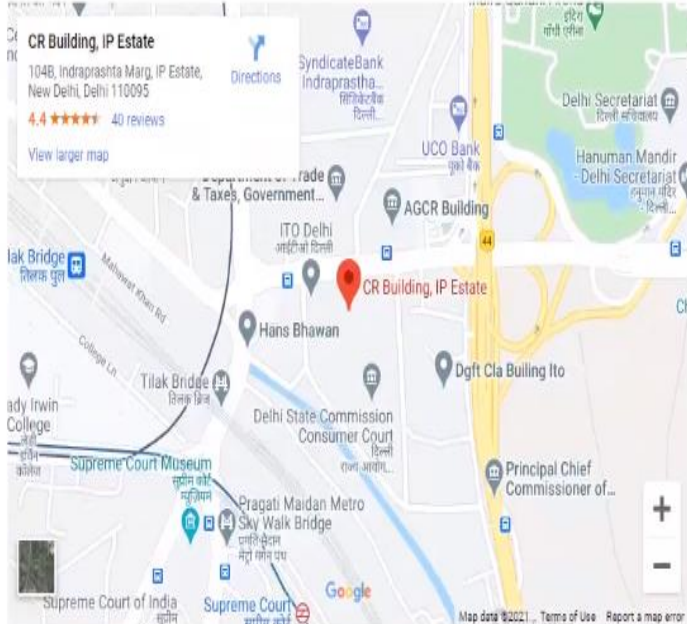
 **24x7 helpdesk facility**

Toll Free No:  
**1800-3010-1000**

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4.4 ★★★★★ 40 reviews  
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