# **Batch Payment -User Manual**

Introducing the new **Batch Payment** feature on **Export Support System** (**ESS**). Now, Payment for multiple applications (Intimation / Health Certificate) is possible in a single transaction.

### 1.0 How to initiate New Batch Payment

## Step 1 : Click on Transactions Menu

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## Step 2 : Click on New Batch Payment Button

SPICES BOARD Export Support System and online Submission of Quarterly Export Return											
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	TRANSACTIONS										
	+ NEW BATCH PAYMENT										
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10 💠	entries per page							Search:			
# \$		TYPE	MODE 👙	REF NO	TXN NO	TXN DATE	AMOUNT 👙	PAYMENT STATUS	RO ÷		
▶ ₹	1432	INTIMATION	BATCH	51991		2024-05-02 11:57:42	2466.20	INITATED	SPICES BOARD COCHIN		
• 🚨	1514	HC	SINGLE	51990		2024-05-02 10:27:34	1770.00	SUCCESS	SPICES BOARD COCHIN		
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▶ 🖪	1430,1623	INTIMATION	BATCH	51975	TXN3004241113974	2024-04-30 04:20:00	13888.60	SUCCESS	SPICES BOARD COCHIN		

#### Step 3 :

Please select the **Type** (**Intimation, HC**), specify the **Branch** and **RO**, and submit. After submission, you can view the list of pending payments for intimations. You can select up to 10 intimations at a time to proceed with the payment by clicking the "**Make Payment**" button and redirected to the online payment page.

SPICES BOARD Export Support System and online Submission of Quartery Export Return Home Intimations TRANSACTIONS REFUND											
	BATCH PAYMENT										
Тур	Type: INTIMATION V BRANCH NAME: TEST BRANCH V RO: SPICES BOARD COCHIN V Submit										
	Search:										
# \$		TYPE \$	BRANCH NAME	PAYMENT STATUS	AMOUNT \$	REG OFFICE					
	2 1431 INTIMATION TEST BRANCH-08AAIAS3118C1ZR (PENDING) 2466.2 SPICES BOARD COCHIN-32AAIAS3										
	1429	SPICES BOARD COCHIN-32AAIAS3118C1Z0									
	TOTAL AMOUNT: 4932.40 Make Payment										

Showing 1 to 2 of 2 entries

### Step 4 :

If you wish to make the payment immediately click on "**Proceed to Payment**". Otherwise to make the payment later, click on "**Pay Later**".

	ONLINE P	ATMENT	
	SAMPLING IN	NTIMATION	
Intimation No			
Name			
Address			
GST			
Regional Office			
Total Amount			

# 2.0 How to Check Incomplete Payment Status

If the payment was incomplete, recheck the payment status by clicking on the **Check Payment Status** link

SPICES BOARD Export Support System and online Submission of Quarterly Export Return											
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	TRANSACTIONS										
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₹	1459,1458	INTIMATION	BATCH	51774	TXN2304241116927	2024-04-23 03:41:00	14797.20	INITATED	SPICES BOARD COCHIN	TEST BF	