

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

The screenshot shows the SPICES BOARD website interface. The navigation menu at the top includes: Home, Contact, User Home, Export Return, Branches, Intimations, Appeals, Health Certificate, Analytical Report, **Transactions** (highlighted with a red box and an arrow), and Refund. Below the navigation menu, there are circular banners for 'CIRCULAR NO.17/2023-24 - High Risk Food and Feed change in UK legislation - reg...' and 'CIRCULAR NO.15/2023-24 - Introduction of...'. A 'Help Desk' section provides contact information for three departments: Help Desk, Technical Help, and Payment Related. Below this, there are filters for 'Intimation's' and 'Get Intimations Of'. The main content area displays a table of 20 records with columns for Notification No, Customer Reference Number, Intimation Date, Intimation Type, Intimation Status, Payment Status, and Actions.

Notification No	Customer Reference Number	Intimation Date	Intimation Type	Intimation Status	Payment Status	Actions
1623	sdf	30-Apr-2024 04:11:53 pm	Sampling	Intimated	SUCCESS	View Details Modify Sampling Time Cancel Sampling Intimation
1616	sss	30-Apr-2024 03:16:24 pm	Sampling	Sampling Completed	SUCCESS	View Details
1520	55	22-Apr-2024 05:02:28 pm	Sampling	Analytical Completed	SUCCESS	View Details Intimate Shuffler
1519	54	22-Apr-2024 05:02:17 pm	Sampling	Analytical Completed	SUCCESS	View Details Intimate Shuffler
1518	53	22-Apr-2024 05:02:07 pm	Sampling	Analytical Completed	SUCCESS	View Details Intimate Shuffler
1517	52	22-Apr-2024 05:01:53 pm	Sampling	Analytical Completed	SUCCESS	View Details Intimate Shuffler
1515	51	22-Apr-2024 04:29:18 pm	Sampling	Analytical Completed	SUCCESS	View Details Intimate Shuffler
1514	50	22-Apr-2024 04:29:07 pm	Sampling	Analytical Completed	SUCCESS	View Details Intimate Shuffler
1513	49	22-Apr-2024 04:28:54 pm	Sampling	Intimated	PENDING	View Details Online Payment Modify Sampling Time Cancel Sampling Intimation
1512	48	22-Apr-2024 04:28:40 pm	Sampling	Intimated	PENDING	View Details Online Payment Modify Sampling Time Cancel Sampling Intimation
1511	47	22-Apr-2024 04:28:12 pm	Sampling	Appeal Raised	SUCCESS	View Details
1510	46	22-Apr-2024 04:27:56 pm	Sampling	Appeal Raised	SUCCESS	View Details
1481	test	20-Apr-2024 03:10:04 pm	Sampling	Analytical Completed	SUCCESS	View Details Intimate Shuffler
1473	45	19-Apr-2024 03:30:29 pm	Sampling	Appeal Raised	SUCCESS	View Details
1472	44	19-Apr-2024 03:29:52 pm	Sampling	Analytical Completed	SUCCESS	View Details Intimate Shuffler
1471	43	19-Apr-2024 03:28:51 pm	Sampling	Analytical Completed	SUCCESS	View Details Intimate Shuffler

Step 2 : Click on New Batch Payment Button

The screenshot shows the SPICES BOARD website interface. The navigation menu at the top includes: Home, Intimations, **TRANSACTIONS** (highlighted with a red box), and REFUND. Below the navigation menu, there is a 'TRANSACTIONS' header. A blue button labeled '+ NEW BATCH PAYMENT' is highlighted with a red box. Below the button, there are filters for 'Type:', 'Payment Status:', 'Mode:', 'Transaction From Date:' (03/11/2023), and 'Transaction To Date:' (03/05/2024). The main content area displays a table of 10 entries per page with columns for #, INTIMATION, TYPE, MODE, REF NO, TXN NO, TXN DATE, AMOUNT, PAYMENT STATUS, and RO.

#	INTIMATION	TYPE	MODE	REF NO	TXN NO	TXN DATE	AMOUNT	PAYMENT STATUS	RO
1432	INTIMATION	BATCH	BATCH	51991		2024-05-02 11:57:42	2466.20	INITIATED	SPICES BOARD COCHIN
1514	HC	SINGLE	SINGLE	51990		2024-05-02 10:27:34	1770.00	SUCCESS	SPICES BOARD COCHIN
1514	HC	SINGLE	SINGLE	51989		2024-05-02 10:27:19	1770.00	INITIATED	SPICES BOARD COCHIN
1514	HC	BATCH	BATCH	51988		2024-05-02 10:26:30	1770.00	INITIATED	SPICES BOARD COCHIN
1430,1623	INTIMATION	BATCH	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.

BATCH PAYMENT

Type: BRANCH NAME: RO:

Search:

#	INTIMATION	TYPE	BRANCH NAME	PAYMENT STATUS	AMOUNT	REG OFFICE
<input checked="" type="checkbox"/>	1431	INTIMATION	TEST BRANCH-08AAIAS3118C1ZR	PENDING	2466.2	SPICES BOARD COCHIN-32AAIAS3118C1Z0
<input checked="" type="checkbox"/>	1429	INTIMATION	TEST BRANCH-08AAIAS3118C1ZR	PENDING	2466.2	SPICES BOARD COCHIN-32AAIAS3118C1Z0
TOTAL AMOUNT:					4932.40	<input type="button" value="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 PAYMENT

SAMPLING INTIMATION

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






Home | Intimations | **TRANSACTIONS** | REFUND

TRANSACTIONS

[+ NEW BATCH PAYMENT](#)

Type: Payment Status: Mode: Transaction From Date: Transaction To Date:

10 entries per page Search:

#	INTIMATION	TYPE	MODE	REF NO	TXN NO	TXN DATE	AMOUNT	PAYMENT STATUS	RO	EXPORT
	1431	INTIMATION	BATCH	52002		2024-05-09 12:41:47	2466.20	INITIATED	SPICES BOARD COCHIN	TEST BF
	1432	INTIMATION	BATCH	51991		2024-05-02 11:57:42	2466.20	INITIATED	SPICES BOARD COCHIN	TEST BF
	1514	HC	SINGLE	51989		2024-05-02 10:27:19	1770.00	INITIATED	SPICES BOARD COCHIN	TEST BF
	1514	HC	BATCH	51988		2024-05-02 10:26:30	1770.00	INITIATED	SPICES BOARD COCHIN	TEST BF
	1459,1458	INTIMATION	BATCH	51774	TXN2304241116927	2024-04-23 03:41:00	14797.20	INITIATED	SPICES BOARD COCHIN	TEST BF