

Department of Commercial Taxes
Kerala State

e-Consignment Manual

Procedure for movement of goods by registered Parcel / Courier Agency.

Release date: 19-07-2014

1. Introduction

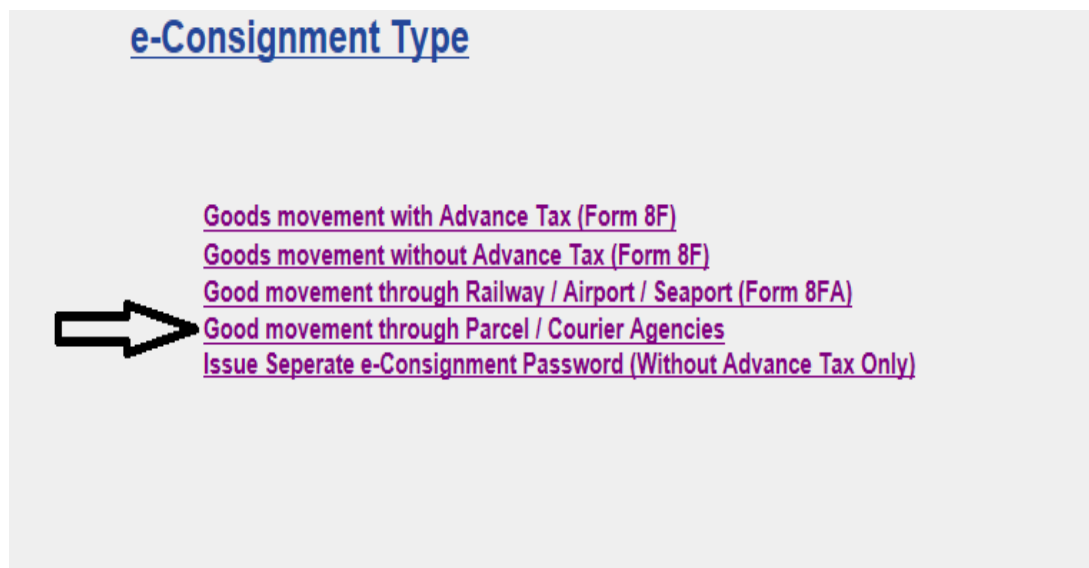
The Commercial Taxes Department has introduced e-Consignment declaration facility to dealers and parcel / courier agencies for the issue of Form 8F e-Token well in advance before the goods vehicle reaches the check post. This facility enables speedier clearance of goods vehicle at check post and eases traffic congestion near check posts.

Recently, using of this facility is restricted to registered dealers and parcel / courier agency in Kerala. But certain relaxations are allowed for unregistered parcel / courier agencies till 20th July 2014.

2. The procedure to be followed from 21st July 2014 onwards for movement of goods through Parcel / Courier agency.

a) By a registered dealer

After login to the e-File system, click on the e-Consignment link at the home page. You will get the following options.



Step: 1

Choose the option shown by the arrow "Goods movement through Parcel / Courier Agencies". Click on the "New Token" option.

Step: 2

Select the Parcel / Courier Agency from the list and select the transaction type. Furnish the transaction details and save. Note down the transaction Id issued by the system.

b) By a unregistered dealer.

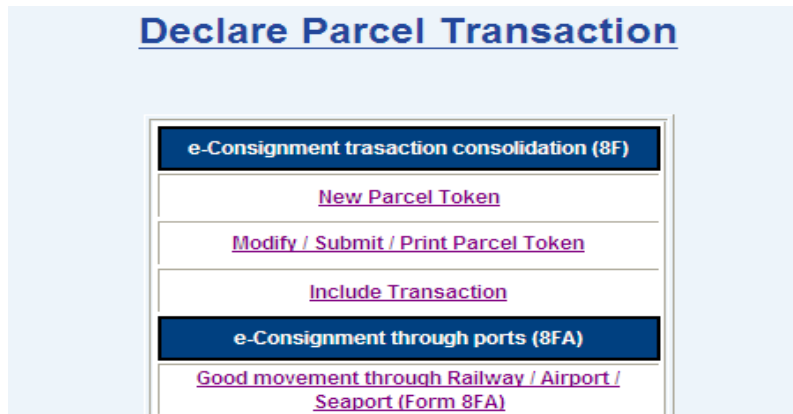
The unregistered dealers can avail the existing e-Consignment declaration facility through the e-Declaration link of the Commercial Taxes website: www.keralataxes.gov.in to obtain 8F e-token. The e-token details can be handed over to the Parcel / Courier agency along with the goods transported.

c) By a registered Parcel Agency

All Courier / Parcel agency shall take registration with Kerala Commercial Taxes Department for their operations in Kerala. The registered parcel agency will be provided with a login Id and password to use the e-File system. Through the Parcel agency link in the home page, the parcel / agency could receive the transactions sent by the registered dealers and obtain 8F e-token for transportation through check posts.

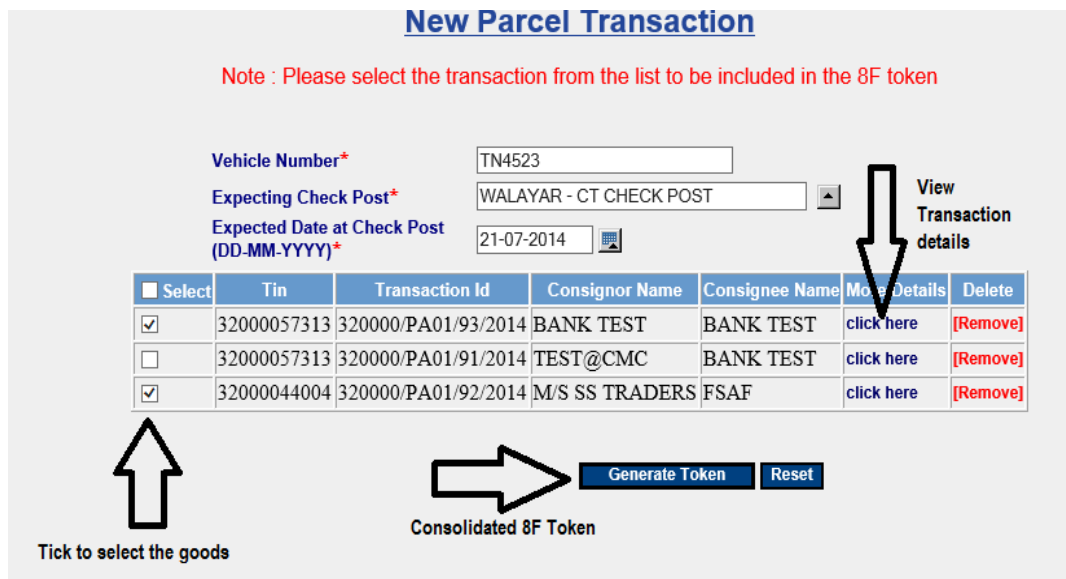
Step: 1

Click on the **New Parcel Token** option below under *e-Consignment transaction consolidation (8F)*.



Step: 2

Enter the vehicle number, check post through with goods are consigned and expected date of arrival at check post.



Step: 3

The list of transactions furnished by registered dealers in the name of Parcel / Courier agencies is available in the list. Select the transactions corresponding to which goods are received and are loaded in the transport vehicle.

Step: 4

Generate the 8F token consolidating the selected transactions by clicking the **Generate Token** button at the bottom.

Step: 5

Confirm the details and obtain the e-Consignment 8F e-Token. The e-Token thus obtained can be used to transact the goods through Commercial Taxes check posts. If the consignment is passing through online check posts, giving the e-Token number is sufficient. If the consignment is passing through off-line check posts, you are required to carry a copy of the e-Token printout.
