

User Manual for Restricted Export Item (Non SCOMET)

The screenshot shows a web browser window titled "E Home Page - Internet Explorer" with the address bar displaying "http://10.21.70.38/e_homepage.asp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the browser window, the website header reads "Directorate General of Foreign Trade" and "Electronic Filing of Applications". A "Welcome" message is on the left, and the date "Monday, March 18, 2019" is on the right. The main content area features a left sidebar with a list of links under the heading "Online". The main content area displays a prominent blue heading: "Readme first before online processing of eCOM applications". Below this heading, a message states: "Procedures for processing of RA application have changed. Pl read following documents with regards to processing of RA application:". Four red links are provided: "Read me first", "User Registration Help", "User Activation Help", and "RC Help".

Directorate General of Foreign Trade
Electronic Filing of Applications

Welcome : Date : Monday, March 18, 2019

Online

- [SEIS for 2017-18](#)
- [IEC Profile Update](#)
- [EOM Online](#)
- [EPCG EODC Online](#)
- [Incremental Export Incentive -Help](#)
- [Online Registration Certificate -RC Help](#)
- [SCOMET](#)
- [Restricted Export Item \(Non-SCOMET\) ^{NEW}](#)
- [PRC Online](#)
- [Inbox](#)
- [DEPB](#)
- [Special DES](#)
- [DES](#)
- [DFIA-Pest Export](#)
- [EPCG 0%](#)
- [\(Annual\)EPCG 0%](#)
- [EPCG 0% POST-EXPORT](#)

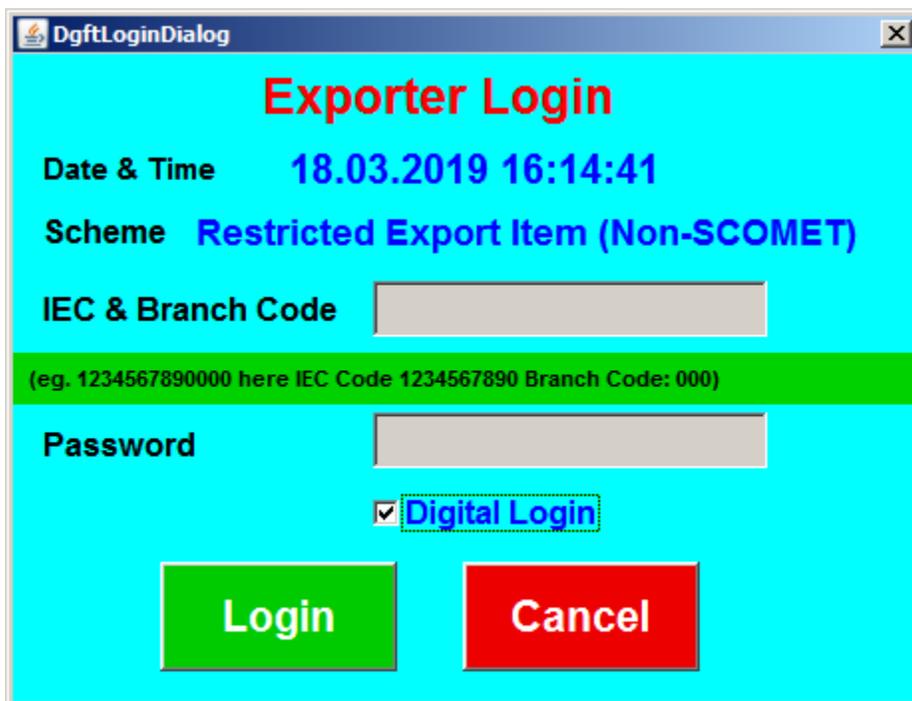
Readme first before online processing of eCOM applications

Procedures for processing of RA application have changed. Pl read following documents with regards to processing of RA application:

[Read me first](#) [User Registration Help](#) [User Activation Help](#) [RC Help](#)

After Login MAIN SCREEN

After successful login using **ECOM application** module through **Digital Certificate** on DGFT website, exporter will select the **Non-SCOMET Application** Module. This is the first screen that is displayed when the exporter clicks on the SCOMET online link. In this there are three options in the menu bar- File, Query and Administrator



The screenshot shows a window titled "DgftLoginDialog" with a cyan background. The main heading is "Exporter Login" in red. Below it, the date and time are "18.03.2019 16:14:41" in blue. The scheme is "Restricted Export Item (Non-SCOMET)" in blue. There is a text input field for "IEC & Branch Code" with a grey background. Below this is a green bar containing the text "(eg. 1234567890000 here IEC Code 1234567890 Branch Code: 000)". Another text input field for "Password" is present. A checkbox labeled "Digital Login" is checked. At the bottom, there are two buttons: a green "Login" button and a red "Cancel" button.

Exporter Login

Date & Time 18.03.2019 16:14:41

Scheme Restricted Export Item (Non-SCOMET)

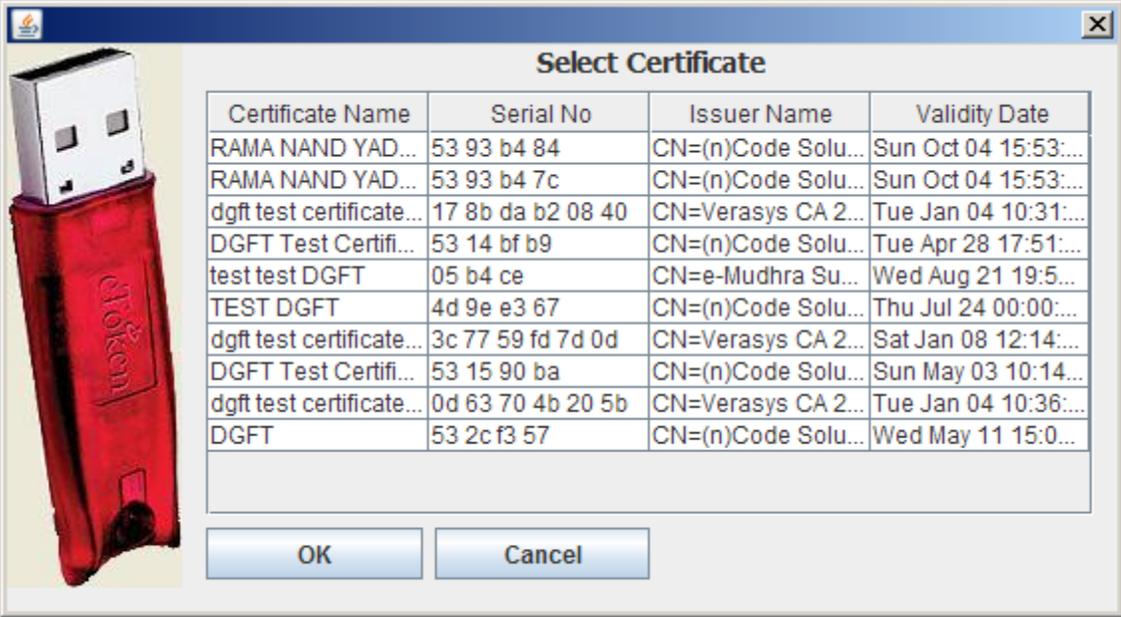
IEC & Branch Code

(eg. 1234567890000 here IEC Code 1234567890 Branch Code: 000)

Password

Digital Login

Login Cancel



Menu for Restricted Export (Non-SCOMET) Authorisation

Exporter's Profile and Status of application filed in last one year

Applicant Details (IN DENIED ENTITY LIST : Via Order No DGFT/DES/0002 dated 04.04.2004 issued by New Delhi)

Login Type **Digitally Signed** Time **18.03.2019 16:16:08**
 IEC **1234567890** Branch **0**
 Name **DGFT TEST IEC**
 Address **568, NIC-DGFT, UDYOG BHAWAN, NEW DELHI-110011**

Scheme wise Details

Scheam Name	No. of Appl.	No. Auth/Durt Scrip Issue	Pending
Restricted	16	4	12

Status of Restricted Export (Non-SCOMET) Applications

Ecom Ref	RA File	Action Date	File Status
12/34/567/89000/0078/6174	01/21/101/80020/AM19/	18.03.2019	Referred to EFC for Comme
12/34/567/89000/0078/6171	01/21/101/80019/AM19/	18.03.2019	Referred to EFC for Comme
12/34/567/89000/0078/6167	01/21/101/80017/AM19/	15.03.2019	Referred to EFC for Comme
12/34/567/89000/0078/6168	01/99/101/80008/AM19/	13.03.2019	Authorisation Issued
12/34/567/89000/0078/6168	01/21/101/80018/AM19/	13.03.2019	Case approved
12/34/567/89000/0078/6167	01/99/101/80007/AM19/	12.03.2019	Authorisation Issued
12/34/567/89000/0078/6158	01/99/101/80005/AM19/	12.03.2019	Authorisation Issued
12/34/567/89000/0078/6165	01/21/101/80016/AM19/	05.03.2019	Under Process
12/34/567/89000/0078/6159	01/99/101/80006/AM19/	22.02.2019	Authorisation Issued

* Double click in the above list to View/Print File Status

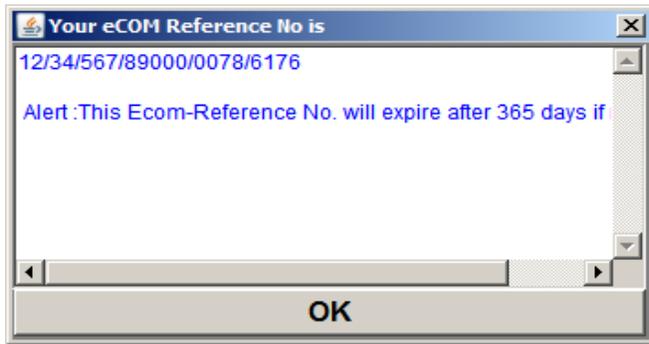
Reply against Deficiency/Rejection

Applicant's Activities

Application

Update Profil

In the File menu option select the Create option, then the following message box will appear. It will show the 20 digit **ECOM Reference number**. Exporter will then click the **OK** button



Master Screen

When the **OK** button is clicked on the above **ECOM Reference Number** Message box the following screen will appear This is the **Master screen**.The user must enter all the details.

Restricted Export Item (Non-SCOMET) Master Screen

ECOM Ref No. ECOM Date

IEC No. Branch Code

Address

Name Flat/Plot/Block No.

Street/Area/Locality City/State

Country PIN Code

Telephone No. Fax No.

E-mail * Mobile*

Calculated FOB :

FOB in Rupees(Rs.) FOB in US Dollar

FOB in Relevant Currency

Shipment Details

Port of Loading/Shipment

Port of Discharge

Country of Foreign Buyer

Ultimate Destination Country

Purpose of Export

Period during Which item is to be Exported

From Date To Date

Jurisdictional Regional Authority

In the above screen, enter the

- 1) Telephone No. (Optional).
- 2) Fax details (Optional).
- 3) Under the **shipping details** heading, enter the **Port of Loading/shipment** from the dropdown box.
- 4) Enter the **Port of Discharge**.
- 5) Select from the dropdown list box the “**country to which item is to be exported**”, the **ultimate Destination country** and the **Purpose of export**.

6) Enter the **From Date** and **To-date** under the heading “**Period during which item is to be exported**” in the **DD/MM/YYYY** format.

7) Select the **Jurisdictional Regional Authority** from the dropdown list box and by default it is New Delhi (DGFT headquarters). Finally click the **save** button to save your details. Now you can select from the options given on the right side.

Item of Export Screen

When the user clicks on the **Item of Export button**, following screen will be displayed

Export Items Details Rec : 0 of 0

ECOM Ref No. 12/34/567/89000/0078/6175 ITC(HS) Code *
Sr.No. 1

Name Of Export Item(s) *

Description of Export Item(s) *

Export Wise F. Buyer / Consignee

Item Quantity * UOM BAL Bales
FOB (In Rs) * FOB in USD
FOB (In FC) * Currency Code USD US Dollars

Repeat Basis

Note :If applied for export on repeat basis in the same licensing year for same product, same end use and to the same end

Reference No./File No. Date 01.01.1900
License No. Date 01.01.1900
Quantity Allowed For Export 0.00 UOM Bales
Quantity Exported 0.00

ADD UPDATE DELETE CLEAR COPY CLOSE

In the screen above,

- 1) Enter **ITC(HS) code**.
- 2) Enter the **Name** and **Description of Item(s)** to be exported.
- 3) After that enter the **Item Quantity**.

- 4) Select the **Unit of Measurement (UOM)** from the dropdown box,
- 5) Enter **FOB in Rupees, FOB in USD** and **FOB in relevant Foreign Currency**.

If the user has already applied for export on **Repeat Basis** in the same licensing year for same product, same end use and to the same end user then he has to **check** in the repeat basis check box and he will enter the **File no, File date, License no., License date, Quantity allowed for Export** and the **Quantity Exported** for export and its **UOM** from the dropdown box.

- If the exporter needs to enter another record on the same screen then they first have to click on the **CLEAR** button and then they can enter another record. After filling all the required entries, it is required to click on the add button again.
- If the exporter wishes to modify his/her data then they first have to select the required option from the list box and then make changes in the desired field and finally will click on the **UPDATE** button.
- Click on the **DELETE** button to delete a record which will remove the concerned record from the list box
- Click on the **CLOSE** Button if you want to close the above screen **Please note: 1. The fields that are marked by the Star (*) Symbol are mandatory.**

2. Do not copy and paste in the text boxes as some special characters might be added.

Foreign Buyer

As soon as **ok** button is clicked the following screen will appear. Exporter has to fill details in each one of the following screens that is he has to fill details in foreign Buyer, consignee and end user dialogs. The user can select the user type from the **drop down** box given on the screen Exporter can fill in the details of all the three options as per his requirements. If the exporter selects the Foreign Buyer option, then the following screen will appear.

The screenshot shows a software window titled "Foreign Buyer,Consignee Rec: 1 of 1". The window contains a form for entering details for a foreign buyer. The form includes the following fields and controls:

- ECOM Ref. No.:** 12/34/567/89000/0078/6175
- User Type:** 6a
- Form Type:** Foreign Buyer Details (dropdown)
- Name:** Ajay *
- Address:**
 - Flat/Plot/Block No.:** 567
 - Street/Area/Locality:** 5
 - City:** Delhi *
 - Country:** ABW (dropdown), ARUBA (dropdown)
 - Postal Code:** 110011 *
- Telephone Details:**
 - Country Code:** []
 - Area Code:** []
 - Telephone No.:** []
- Fax Details:**
 - []
 - []
 - []
- Export Order No.:** []
- Date of Export Order:** []

At the bottom of the window, there are buttons for **Add**, **Update**, **Delete**, **Copy**, **Clear**, and **Close**.

In this he has to first enter the **Name**.

Under the **address heading** he has to fill the required fields and then can select the **Country** from the dropdown box.

Then again under the **Telephone details heading**, **Telephone No.1** ,**Telephone No.2** and **Fax details** are optional.

After that fill in the **Export order no.**(optional) and the **Date of Export** order number(optional).

Consignee

If the Exporter selects the option Consignee Details.

Foreign Buyer, Consignee Rec: 1 of 2

1 Ajay Form Type : Consignee Details
1 Ajay Form Type : Foreign Buyer Details

ECOM Ref. No. 12/34/567/89000/0078/6175 User Type 6b Consignee Details

Name Ajay *

Address

Flat/Plot/Block No. 567 Street/Area/Locality 5

City Delhi * Country ABW ARUBA

Postal Code 110011 *

Telephone Details

Country Code	Area Code	Telephone No.

Fax Details

Add Update Delete Copy Clear Close

In this he has to enter Name, Full address and the Telephone/Fax details (Optional).

User Details

Foreign Buyer Details Rec: 0 of 1

Foreign Buyer Details Ajay

Ecom Ref.	12/34/567/89000/0078/6175	Export Sr. No.	1
Item Name	aaaaaaaa		
User Type	6b - Consignee Details		
User Name	1 - Ajay -		

Name :

Add **Delete** **Clear** **Close**

Select **User Type** and **User Name** and then click on **Add** button for add the user.

Previous Export Screen

This is the Second option on the Master Screen. The Exporter will enter desired values and can Add/Update etc. as per his/her requirements. In this the exporter will enter the details of exports of SCOMET Items in the preceding 3 licensing years.

The screenshot shows a software window titled "Previous Export Rec : 0 of 0". The window contains a form with the following fields and controls:

- ECOM Ref. No.:** Text box containing "12/34/567/89000/0078/6175".
- Previous Export:** Drop-down menu showing "2018-2019".
- Reference No./File No.:** Text box with an asterisk (*).
- Date:** Text box with an asterisk (*).
- License No.:** Text box with an asterisk (*).
- Date:** Text box with an asterisk (*).
- Quantity Exported:** Text box containing "0.00".
- UOM:** Text box containing "BAL" and a drop-down menu showing "Bales".
- Issuing Regional Authority:** Text box containing "5" and a drop-down menu showing "New Delhi".
- Country to which Exported:** Text box containing "ALL" and a drop-down menu.

Below the form, there are two large text areas:

- Name of Export Item(s):** A text box with an asterisk (*).
- Description of Export Item(s):** A text box.

A note at the bottom of the form reads: "Note: 6 Items to be allowed to enter.(If required , Upload Extra sheet in the above format)." At the bottom of the window, there are six buttons: "Add", "Update", "Delete", "Copy", "Clear", and "Close".

In this screen,

- 1) Enter the **Previous export year** from the **drop down** box.
- 2) Enter the **File No.** and **Date.**
- 3) Enter the **License No.** and **Date**
- 4) Enter the **Quantity exported** and
- 5) Select the **issuing regional authority, country to which exported, SCOMET category** from the dropdown list box

6) Enter the **SCOMET Item No.** and then **Name** and **Description** of export Item. Here Name of Export Item is a mandatory field.

(Please note: Date format should be DD/MM/YYYY)

When the user clicks on the **Foreign Buyer button** on the **Master Screen** a message box will appear informing that details of each one Foreign Buyer, Consignee and End user are to be filled separately.

Declaration Screen

After filling all the details exporter will press the declaration button on the main screen where he will fill his **Name**, **Official Address** and the **Telephone** details. He will select the country from the dropdown box.

DeclarationDialog Rec: 1 of 1

Ajay SSD 567 5 Delhi ABW

ECOM Ref No. 1234567890000786175

Name Ajay

Designation SSD

Official Address

Flat/Plot/BlockNo. 567 Street/Area/Locality 5

City/State Delhi PIN Code 110011

Country ABW ARUBA

Telephone

Country Code Area Code Tel. No.

011 011 25161556

Place Delhi

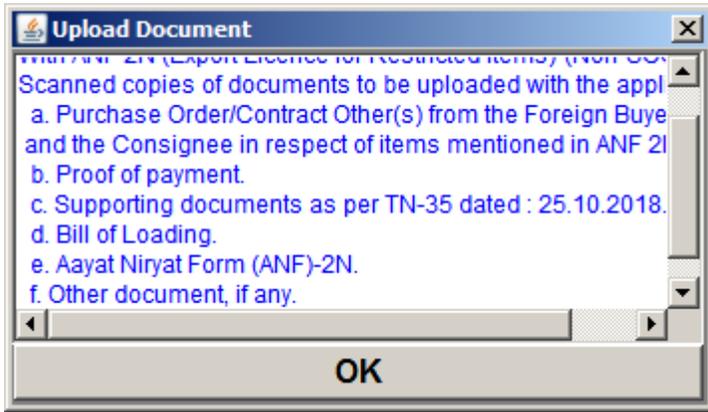
Date 18.03.2019

Add Update Delete Copy Clear Close

When the user will click on the **Upload Document** Button the following pop-up will appear. After reading this he will then click on **ok** button.

Upload Document Screen

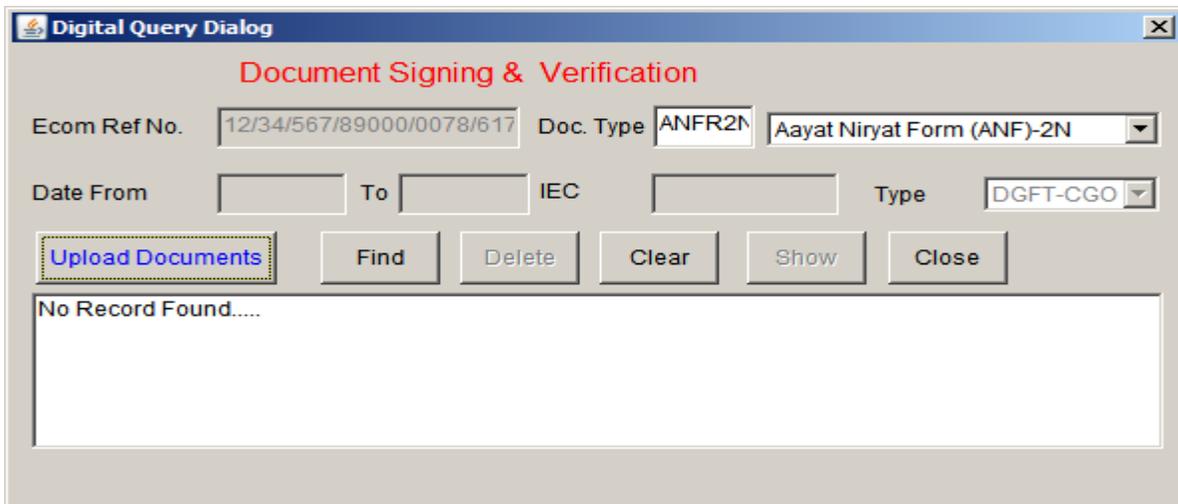
When the user will click on the **Upload Document** Button the following pop-up will appear. After reading this he will then click on **ok** button.

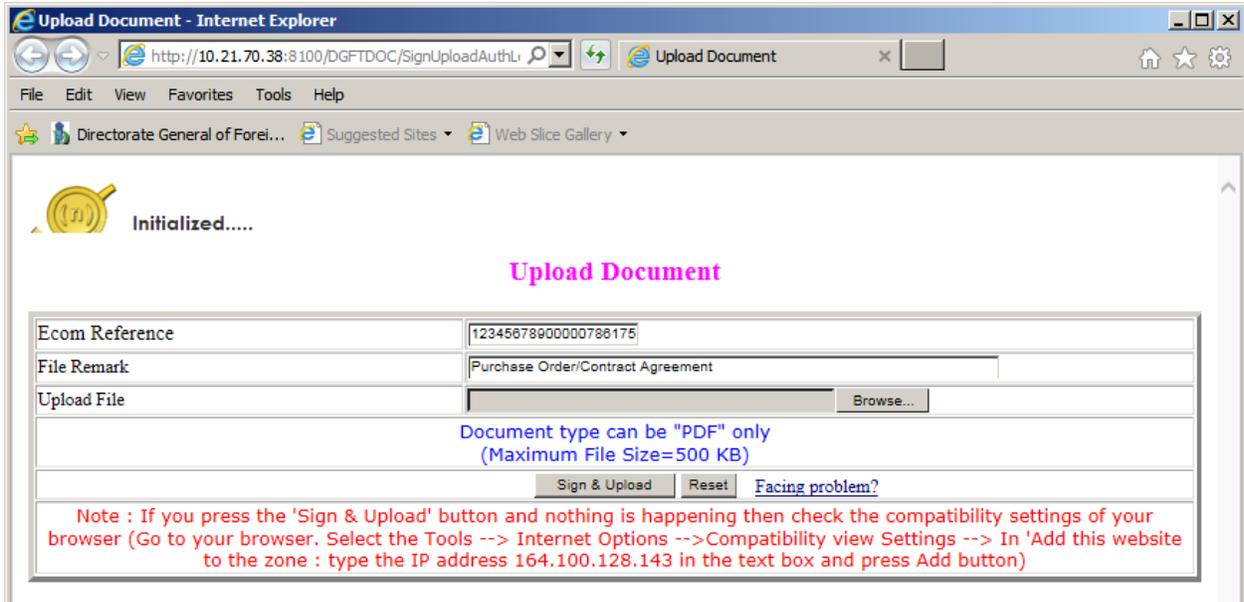


After clicking on the ok button on the previous pop-up, a new box will open and the exporter will have to check on items he/she wants to upload.

After this Exporter will click on the **Upload Document** button where he/she can see the uploaded document in the list.

In all the online Licensing applications there is a **Attachment of Documents Button** on the main dialog of any Licensing module. On selecting this button following dialog will appear





Click the **Upload Documents Button** as on the left side of the above dialog when the **Document/File Sign and Upload dialog** will appear on a new page.

Select the **Browse Button** as on the right hand side **Browse Button** When you click the browse button the Choose dialog will appear as

Select the required file that you have to attach and press the **Open button**.

Name	Date modified	Type	Size
ajay feb.pdf	2019-03-01 3:32 PM	Adobe Acrobat Doc...	778 KB
Velocis_Portal_-_M1804417_-_2019-02-28.pdf	2019-02-28 11:48 AM	Adobe Acrobat Doc...	778 KB
Ajay jan 31-Jan-2019 17-09-28(1).pdf	2019-01-31 5:19 PM	Adobe Acrobat Doc...	488 KB
Velocis_Portal_-_M1804417_-_2019-01-31.pdf	2019-01-31 10:36 AM	Adobe Acrobat Doc...	778 KB
E_PRINTPDF_2018_MEIS_eMEIS_0219062_0.pdf	2019-01-16 12:15 PM	Adobe Acrobat Doc...	5 KB
E_PRINTPDF_2018_MEIS_eMEIS_0219063_0.pdf	2019-01-16 12:15 PM	Adobe Acrobat Doc...	4 KB
E_PRINTPDF_2018_MEIS_eMEIS_0219063_1.pdf	2019-01-16 12:15 PM	Adobe Acrobat Doc...	4 KB
E_PRINTPDF_2018_MEIS_eMEIS_0219062_1.pdf	2019-01-16 12:15 PM	Adobe Acrobat Doc...	4 KB
IMG_20181217_183132.jpg	2019-01-04 3:39 PM	JPG File	3,386 KB
Ajay dec 31-Dec-2018 18-09-33.pdf	2018-12-31 6:20 PM	Adobe Acrobat Doc...	608 KB
Pradeep.pdf	2018-12-31 6:16 PM	Adobe Acrobat Doc...	527 KB
Velocis_Portal_-_M1804417_-_2018-12-31 6:20 PM.pdf	2018-12-31 6:20 PM	Adobe Acrobat Doc...	778 KB
pdf2doc.zip	2018-12-12 11:06 AM	WinRAR ZIP archive	11 KB
ANF-58-forEODC.docx	2018-12-12 11:06 AM	Microsoft Office Wo...	13 KB
Ajay nov 30-Nov-2018 14-09-54.pdf	2018-11-30 2:16 PM	Adobe Acrobat Doc...	497 KB
abhi-nov.pdf	2018-11-30 10:46 AM	Adobe Acrobat Doc...	778 KB
Pradeep_Portal_-_M1804417_-_2018-11-30 ...	2018-11-30 10:46 AM	Adobe Acrobat Doc...	778 KB
Velocis_Portal_-_M1804417_-_2018-11-30 (...)	2018-11-30 10:45 AM	Adobe Acrobat Doc...	778 KB
Velocis_Portal_-_M1804417_-_2018-11-30.pdf	2018-11-30 10:41 AM	Adobe Acrobat Doc...	778 KB
c163046MPND_M1804417.pdf	2018-11-27 2:59 PM	Adobe Acrobat Doc...	772 KB
Ajayoct31 31-Oct-2018 15-14-27.pdf	2018-10-31 3:25 PM	Adobe Acrobat Doc...	311 KB
Velocis_Portal_-_M1804417_-_2018-10-30 (...)	2018-10-31 10:45 AM	Adobe Acrobat Doc...	778 KB
Ajayoct 30-Oct-2018 10-52-30.pdf	2018-10-30 10:55 AM	Adobe Acrobat Doc...	459 KB
Velocis_Portal_-_M1804417_-_2018-10-30 (...)	2018-10-30 10:35 AM	Adobe Acrobat Doc...	778 KB

File name: E_PRINTPDF_2018_MEIS_eMEIS_0219062949_0.pdf

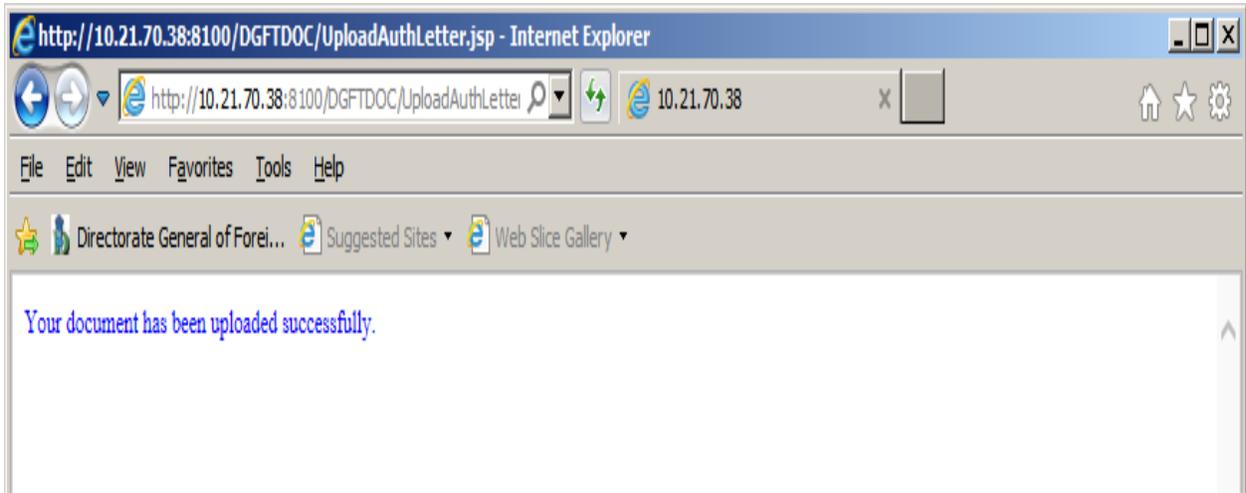
All Files (*.*)

Open Cancel

Select Certificate

Certificate Name	Serial No	Issuer Name	Validity Date
RAMA NAND YAD...	53 93 b4 84	CN=(n)Code Solu...	Sun Oct 04 15:53:...
RAMA NAND YAD...	53 93 b4 7c	CN=(n)Code Solu...	Sun Oct 04 15:53:...
dgft test certificate...	17 8b da b2 08 40	CN=Verasys CA 2...	Tue Jan 04 10:31:...
DGFT Test Certifi...	53 14 bf b9	CN=(n)Code Solu...	Tue Apr 28 17:51:...
test test DGFT	05 b4 ce	CN=e-Mudhra Su...	Wed Aug 21 19:5...
TEST DGFT	4d 9e e3 67	CN=(n)Code Solu...	Thu Jul 24 00:00:...
dgft test certificate...	3c 77 59 fd 7d 0d	CN=Verasys CA 2...	Sat Jan 08 12:14:...
DGFT Test Certifi...	53 15 90 ba	CN=(n)Code Solu...	Sun May 03 10:14:...
dgft test certificate...	0d 63 70 4b 20 5b	CN=Verasys CA 2...	Tue Jan 04 10:36:...
DGFT	53 2c f3 57	CN=(n)Code Solu...	Wed May 11 15:0...

OK Cancel



The path of the file will automatically appear as given from your local system in the File text box. Enter the subject name in the subject text box option. **(Please Note :The maximum size of the file to be attached should be note more than 500KB)**

In this screen always select allow option Select the **Document Sign Button** at the bottom of the **Document/File Sign and Upload dialog** at the when following **Sign File dialog** will box will appear as follows: