विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

Closure of Advance Authorisation

Version 2.0

August 2023

Table of Contents -

1. Introduction and Accessing DGFT Portal

This document is the help file for Closure function for Advance Authorisation in the new system. To access the new portal, navigate to https://dgft.gov.in. Users are advised to refer to the latest help file available under Learn > Online Help & FAQs in the DGFT Portal. For accessing the Closure of Advance Authorisation follow the navigation: Services ->Advance Authorisation/DFIA -> Closure of Advance Authorisation.

2. Contact@DGFT

To raise any concern to DGFT the user may call the given Toll-Free Helpline number given on the DGFT Portal or raise a request using the "Contact@DGFT" page.
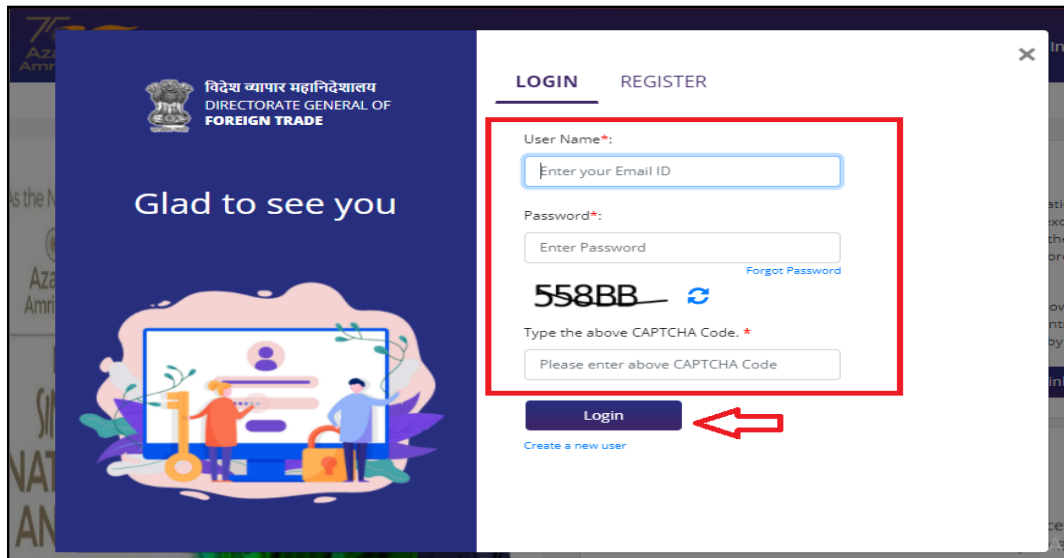
3. Login to the new Portal

To Login on Directorate General Foreign Trade (DGFT) portal you would require:
    a) Internet Connection
    b) Valid User ID and password provided to log in.

Then proceed with the following steps.
    1. Visit the DGFT website and proceed with Login by entering the User ID, Password and captcha then click on the login button to log in to the system.

    2. Once you logged in successfully you will be able to see your Dashboard.
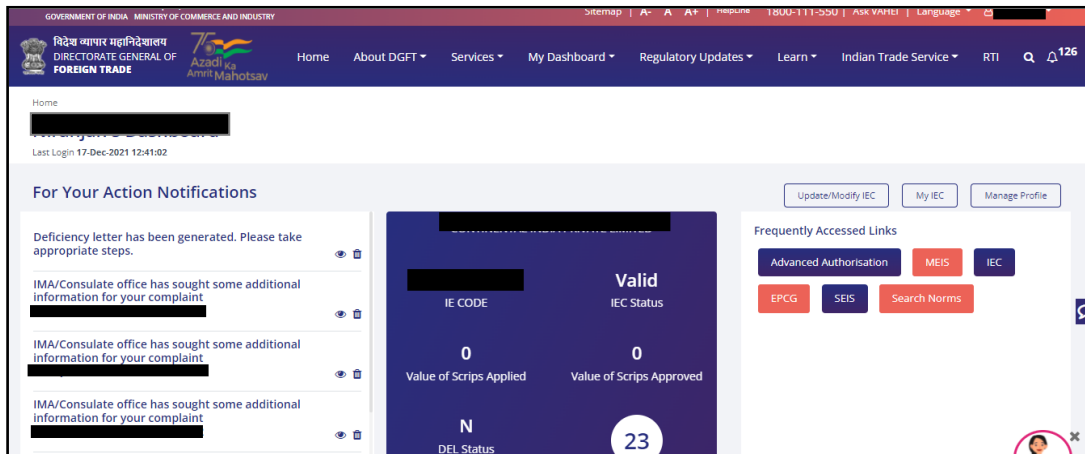
4. Closure of Advance Authorisation

Introduction:-

This section covers the process of applying for the Closure of Advance Authorisation.

Pre-conditions for applying for Closure of Advance Authorisation:
1. IEC Entity has already Imported Items by paying customs duty.
2. The applicant has an 'Active' IEC and is logged into the DGFT Customer Portal.
3. E-Sign and DSC are enabled for submission.
4. The applicant is authorised to draft and submit applications for an IEC.
5. All exports & imports should be done.
6. For surrender of the license, no export & import should be done.

Following steps must be taken before drafting the closure application:

1. Check the repository (My Dashboard >> Repository >> Bill repository) that all the data of Shipping bills, Bill of Entry, GST, TR-6 challan, Bill of exports, e-BRC and others.

2. If the data is available of the following license.
   For: -
   Shipping bills: Update Part-E details as the FOB realized will be taken from Part-E only.
   Bill of Entry: Mapping must be done. (Non-EDI BOE must be added manually)
   GST Invoices: Must be added manually.
   TR-6 challan: Must be added manually
   Bill of exports: Update Part-E details as the FOB realized will be taken from Part-E only.
   e-BRC: Freight, Insurance, Other Deductions can be updated.
   (Procedure of the above points is available in Help & FAQ)

3. After the 2nd step draft of the closure application must be made. (NOTE: only one draft must be available for the same license.) Also, draft must be made after the 2nd step is done.
   If any update has to be done in repository no draft of the following license has to available (delete the current draft).

To apply for Closure of Advance Authorisation is as follows:
1. Login to the portal with valid credentials and click on **Service** option present on the top of the screen.
2. Then select **Advance Authorisation/DFIA**.
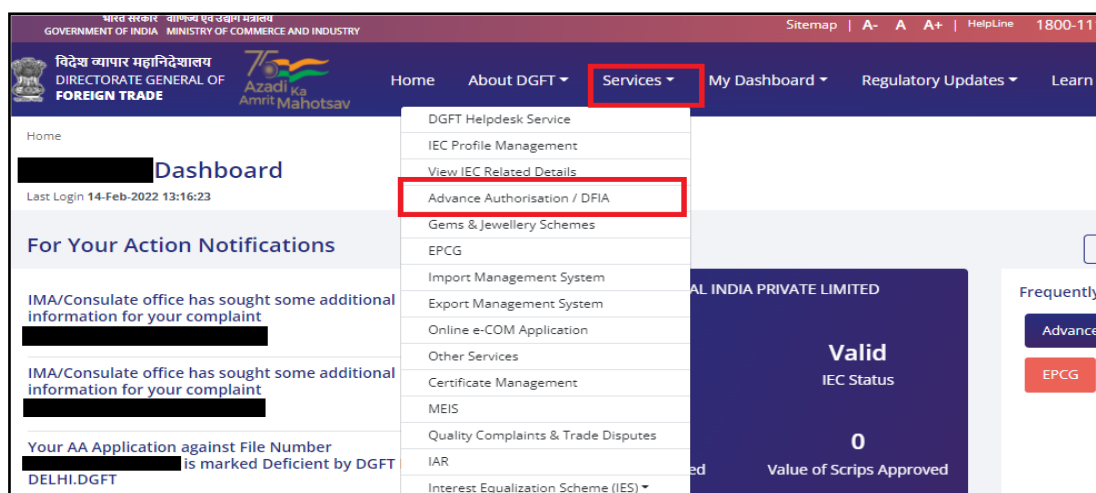
3. Scroll down to find the **Closure of Advance Authorisation** node and click on apply button, you will be redirected to the application page.

4. You can either proceed with the draft application or create a new application, for proceeding with the draft application select the radio button of the corresponding application and click on the Proceed with existing application button present in the bottom of the screen and go ahead with an application form where you left.

5. For **Start Fresh Application**, the user have to select the license for which Closure needs to be applied. There are 2 ways for proceed further-
    ▪ With Validation
    ▪ Without Validation

   (a) With Validation- If the user selects **NO** from the options then all validation will be applied in the application, no data exceptions will be made. All the data should be present in the shipping bills, bill of entry, GST invoices, etc. Else application will not be process further.

Note:- Amendment needs to be done for the licenses approved before 1ˢᵗ December 2020 before applying for the closure.

6. After selecting the License & process with validation, click on **Save & Proceed**.
7. Export details tab will be shown next.
- **As Endorsed in Aurhorisation** table shows the export item details present in the license.
- **As per Shipping bills/GST Invoices/ Bill of Exports** table shows data from the shipping bill, GST invoices & bill of exports present in the repository for that authorisation number.
- **As per Importer/Exporter** table also shows the data from the shipping bill, GST invoices & bill of exports present in the repository for that authorisation number but user can delete the entries of the bills which he/she doesn't want to consider in the redemption matrix as the data in this table is considered for the redemption matrix.

As per Shipping Bills/GST Invoice/Bill of Exports

Authorisation Number	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Item Description in invoice	ITC (HS) Code	Quantity	UOM	Total FOB / FOR Value (INR)
⊕ ▬▬▬	555	01/02/2022	555	01/02/2022	1	djhag	84213910	2000	NUMBERS (NOS)	2,00,000.00

Showing 1 to 1 of 1 entries   Previous 1 Next

As per Importer/Exporter

🔍 Search Shipping Bills in Bills Repository

Save

Search: _____

Whether Manually Attached	Authorisation Number	Type of Export ❶	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in invoice	ITC (HS) Code	Edit/Delete
⊕ -	▬▬▬	Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	84213910	✏️/🗑️

- User can also search data from the repository & attach in the application by clicking on **Search Shipping bills in Bill Repository.**

As per Importer/Exporter

🔍 Search Shipping Bills in Bills Repository

Save

Search: _____

Whether Manually Attached	Authorisation Number	Type of Export ❶	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in invoice	ITC (HS) Code	Edit/Delete
⊕ -	▬▬▬	Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	84213910	✏️/🗑️

- To Search Shipping bill select **Shipping bill** from the Search Bill type drop-down.

- Then Enter **Shipping bill number**, **Shipping bill date** & **Port code** correctly. Click on **Search**.

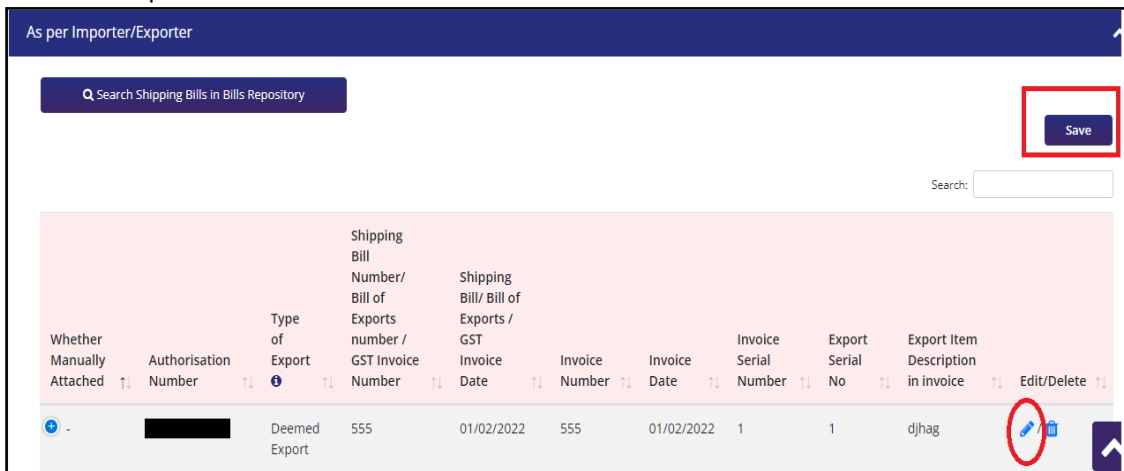- Select the Shipping bill & click on **Add** button.

- Similarly, **GST invoices** & **bill of export** can be added in the application.
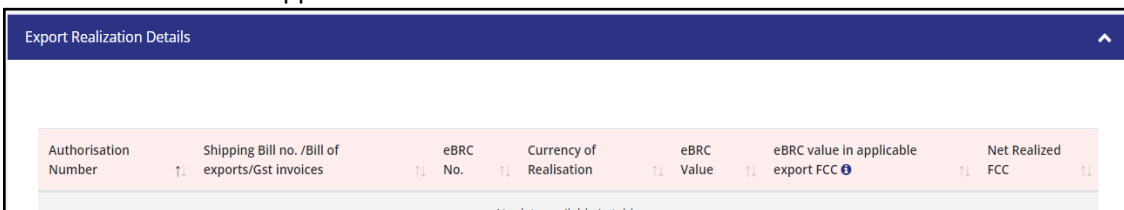
Note- Only those shipping bills, GST invoices & Bill of export will be shown in the search tab which are

unutilized & correctly mapped to the authorisation number & scheme.

- User can edit **Export serial no.** & **UOM** of an item by clicking on edit button. After making changes click on Update & then save button.

- **Export Realisation Details** table shows the e-BRC details submitted by the bank for the shipping bills attached in the application.

8. After verifying all the details click on **Save & Proceed.**

9. Input details tab will be shown next.

- **As Endorsed in Aurhorisation** table shows the input item details present in the license.

- **As per Bill of entries/GST Invoices** table shows data from the Bill od entries & GST invoices present in the repository for that authorisation number.

- **As per Importer/Exporter** table also s shows data from the Bill od entries & GST invoices present in the repository for that authorisation number but user can delete the entries of the bills which he/she doesn't want to consider in the redemption matrix as the data in this table is considered for the redemption matrix.

| Export Details | Input Details | Redemption Matrix | Attachments | Declaration | Summary |

As endorsed in Authorisation

Note:

Please validate the mapping between authorisation input items and input items received from bill of entries. Navigate to My Dashboard > Bills Repository > Bill of Entry and select map input items from import items list.

Authorisation Number	Export Serial No	Inputs as per	Input Item Serial No	Input Name	Input Item technical features/ Description	ITC (HS) Code	Total Quantity Required	Quantity Invalidated	UOM	Total CIF Value (INR)
⊕ ▮▮▮▮	1	Adhoc Norms	1	EP NO 213 C 76% COTTON 24% LYOCELL/ REFIBRA WVN DENIM FABRIC	(+ or - 3%) GSM 203 (Tolerance + or - 10%)	52114200	8554.0	0.0	SQUARE METER (SQM)	15,92,113.25

As per Bill of Entries/GST Invoices

Authorisation Number	BOE / GST Invoice Number	BOE / GST Invoice Date	Invoice Serial Number	Input Item Description in invoice	ITC (HS) Code	Quantity	UOM	Total CIF Value (INR)	Foreign Currency as per Invoice	Total CIF value (in Applicable foreign currency)
⊕ ▮▮▮▮	2403627	18/01/2021	1	EP NO 216 C 100% COTTON WVN DENIM FABRIC	52094200	8312.91	SQUARE METER (SQM)	10,03,173.60	US Dollars	13,556.40

As per Importer/Exporter

Q Search Bill Of Entry in Bills Repository

Save

Search:

Authorisation Number	Export serial Number	Type of Input ⓘ	Import serial Number	BOE/GST Invoice number	BOE / GST Invoice Date	Invoice Serial Number	Input Item Description in invoice	ITC (HS) Code	Quantity as per Invoice	Edit/Delete
⊕ ▮▮▮▮	1	Indigeneously Procured	1	444	01/02/2022	1	kjn	84213910	1000.0	✏️ / 🗑️

- User can search & add **Bill of entry** by selecting **Imported Directly.** To search & add **GST invoices** user have to select **Indigeneously Procured.**

- **Tax Receipt Details** table shows the details of TR-6 Challan. User can also search & add the TR6 challan if present in the repository.

- **Additional Input Details** table shows the data automatically from the issued authorisation.

- **Value Addition details** will be auto-calculated from all the export & import item of the authorisation.

Value Addition Details							^
	↑↓ Declared ↑↓	Fulfilled FOB ↑↓	Minimum FOB Required ↑↓	Short Fall by Value ↑↓	Min VA Required ↑↓	% Fulfilled ↑↓	
EO by Value (in applicable Foreign Currency)	222948.04	0.0	1527.22	1527.22	15.0	0.0	

Previous 1 Next

10. After verifying all the details click on **Save & Proceed**.

11. Next tab is of **Redemption matrix.**

 The Value in matrix will be auto-calculated based on the details in Importer/Exporter table accordingly items will fall in Regularisation & Bond Waiver. The values in the matrix can also be edited by the user.

Note:- In RA, both the system generated & user edited matrix will be submitted.

Penalty will be auto-calculated but user can also edit it & pay in the closure application.

Note:- In RA, both the system calculated & user edited penalty will be submitted.

12. After verifying the details click on **Save & proceed**.

13. In **Attachment Tab,** upload the necessary documents & click on **Save & Proceed.**

14. Read the declaration & tick the check box. After that click in **Save & proceed.**

15. Application Summary tab will appear next. User can also print the application. After verifying all the details in the application proceed further with payment if there is any.

16. After Payment is successful E-Receipt will be generated & File Number.

The File is submitted to RA office.

(b) Without Validation- If the user selects **YES** from the options then no validation will be applied in the application, data exceptions will be made. Application can be submitted even if some data is missing.

Note:- Amendment needs to be done for the licenses approved before 1st December 2020 before applying for the closure.

8. After selecting the License & process with validation, click on **Save & Proceed**.

9. Export details tab will be shown next.

- **As Endorsed in Aurhorisation** table shows the export item details present in the license.

- **As per Shipping bills/GST Invoices/ Bill of Exports** table shows data from the shipping bill, GST invoices & bill of exports present in the repository for that authorisation number.

- **As per Importer/Exporter** table also shows the data from the shipping bill, GST invoices & bill of exports present in the repository for that authorisation number but user can delete the entries of the bills which he/she doesn't want to consider in the redemption matrix as the data in this table is considered for the redemption matrix.

Export Details   Input Details   Redemption Matrix   Attachments   Declaration   Summary

Export Details

Export Product Group

J-Textile Products

Applicable currency for EODC ⓘ

US Dollars

As Endorsed in Authorisation

Authorisation Number	Export Serial No	SION Serial No.	Item(s) to be exported /supplied	Export item technical characteristics/Desciption	ITC (HS) Code	Quantity	UOM	Total FOB / FOR Value (INR)	Total FOB / FOR Value (in USD)
⊕ ▇▇▇▇	1		EP NO - 213 C = WOMENS APRON	GSM 203 (Tolerance + or -10%)	62044990	2600	NUMBERS (NOS)	26,48,100.00	36,626.56

As per Shipping Bills/GST Invoice/Bill of Exports

Authorisation Number	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Item Description in invoice	ITC (HS) Code	Quantity	UOM	Total FOB / FOR Value (INR)
⊕ ▇▇▇▇	555	01/02/2022	555	01/02/2022	1	djhag	84213910	2000	NUMBERS (NOS)	2,00,000.00

Showing 1 to 1 of 1 entries   Previous **1** Next

As per Importer/Exporter

🔍 Search Shipping Bills in Bills Repository

Save

Search: [ ]

Whether Manually Attached	Authorisation Number	Type of Export ❶	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in invoice	ITC (HS) Code	Edit/Delete
⊕ -	▇▇▇▇	Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	84213910	✏️ / 🗑️

- User can also search data from the repository & attach in the application by clicking on **Search Shipping bills in Bill Repository.**

- To Search Shipping bill select **Shipping bill** from the Search Bill type drop-down.

- Then Enter **Shipping bill number**, **Shipping bill date** & **Port code** correctly. Click on **Search**.

- Select the Shipping bill & click on **Add** button.

- Similarly, **GST invoices** & **bill of export** can be added in the application.

Note- Only those shipping bills, GST invoices & Bill of export will be shown in the search tab which are unutilized & correctly mapped to the authorisation number & scheme.

- User can edit **Export serial no.** & **UOM** of an item by clicking on edit button. After making changes click on Update & then save button.

- **Export Realisation Details** table shows the e-BRC details submitted by the bank for the shipping bills attached in the application.

8. After verifying all the details click on **Save & Proceed.**

9. Input details tab will be shown next.

- **As Endorsed in Aurhorisation** table shows the input item details present in the license.

- **As per Bill of entries/GST Invoices** table shows data from the Bill od entries & GST invoices

present in the repository for that authorisation number.

- **As per Importer/Exporter** table also s shows data from the Bill od entries & GST invoices present in the repository for that authorisation number but user can delete the entries of the bills which he/she doesn't want to consider in the redemption matrix as the data in this table is considered for the redemption matrix.

User can search & add **Bill of entry** by selecting **Imported Directly.** To search & add **GST invoices** user have to select **Indigeneously Procured.**

- **Tax Receipt Details** table shows the details of TR-6 Challan. User can also search & add the TR6 challan if present in the repository.

- **Additional Input Details** table shows the data automatically from the issued authorisation.

- **Value Addition details** will be auto-calculated from all the export & import item of the authorisation.

Value Addition Details

	Declared	Fulfilled FOB	Minimum FOB Required	Short Fall by Value	Min VA Required	% Fulfilled
EO by Value (in applicable Foreign Currency)	222948.04	0.0	1527.22	1527.22	15.0	0.0

Previous 1 Next

10. After verifying all the details click on **Save & Proceed**.

11. Next tab is of **Redemption matrix.**

Export Details   Input Details   Redemption Matrix   Attachments   Declaration   Summary

Success Message
Your Application ▮▮▮▮▮▮▮▮▮▮ has been saved successfully

| Redemption | Regularization | Bond Waiver | Surrender |

# Of Authorisations	#Of Export Items	#Of Input Items
1	5	5

Export Item Name	Quantity	UOM	Input Name	Quantity	UOM
EP NO - 213 C = WOMENS APRON DRESSES (STYLE NO. 685113/560564) MADE OF 76% COTTON 24% LYOCELL/ REFIBRA WVN DENIM FABRIC (+ or -3%)	2000.0	NUMBERS (NOS)	EP NO 213 C 76% COTTON 24% LYOCELL/ REFIBRA WVN DENIM FABRIC	6580.0	SQUARE METER (SQM)
			EP NO 215 C 100% TENCEL (LYOCELL) WVN DENIM FABRIC	0.0	SQUARE METER (SQM)
EP NO - 215 C = WOMENS TIERED DRESSES (STYLE NO. 685119) MADE OF 100% TENCEL (LYOCELL)	0.0	NUMBERS (NOS)			

The Values in the matrix will have to be entered by the user manually for Redemption, Bond Waiver & Regularisation for the items.

| Redemption | Regularization | Bond Waiver | Surrender |

# Of Authorisations	#Of Export Items	#Of Input Items
1	5	5

Export Item Name	Quantity	UOM	Input Name	Quantity	UOM
			EP NO 213 C 76% COTTON 24% LYOCELL/ REFIBRA WVN DENIM FABRIC	5580.0	SQUARE METER (SQM)

Penalty to be paid(in INR) ⓘ   Penalty as per Importer / Exporter *

15.27   15.27

Clear All   Save & Proceed

Penalty will be auto-calculated but user can also edit it & pay in the closure application.

Note:- In RA, both the system calculated & user edited penalty will be submitted.

12. After verifying the details click on **Save & proceed**.

13. In **Attachment Tab,** upload the necessary documents & click on **Save & Proceed.**

14. Read the declaration & tick the check box. After that click in **Save & proceed.**

15. Application Summary tab will appear next. User can also print the application. After verifying all the details in the application proceed further with payment if there is any.

16. After Payment is successful E-Receipt will be generated & File Number.

The File is submitted to RA office.

5. Adding EDI / Non-EDI Shipping bills

EDI & Non-EDI shipping bills can be added to the bill repository, which will be useful for proceeding with the application for Closure.

User may proceed with the following steps:

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the **login button** to log in to the system.
2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.

3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

4. In select bill drop-down, select the **Shipping Bill** option and then click on add **Shipping Bill** button, you will be redirected to draft shipping bill application page.

5. Click on **Start fresh application** button to create a shipping bill.

6. Now fill all the required details and make sure, these points are satisfied:

- ○ Make sure all the values are correctly entered.
- ○ Correct **Scheme code** should be selected in the **Export Item Details section**.
- ○ Invoice serial no is the same as the export serial number entered in Advance Authorisation file number application in the Part-E section.
- ○ **License number** should be entered correctly in the **Part-E section.**

Note:- Manual entry of EDI Shipping bills is allowed for the bills prior to 1st April 2020. Non-EDI shipping bills of any date can be added manually.

7. Now click on the **Save** button, the Shipping bill be successfully created and acknowledgement will be displayed to the user.
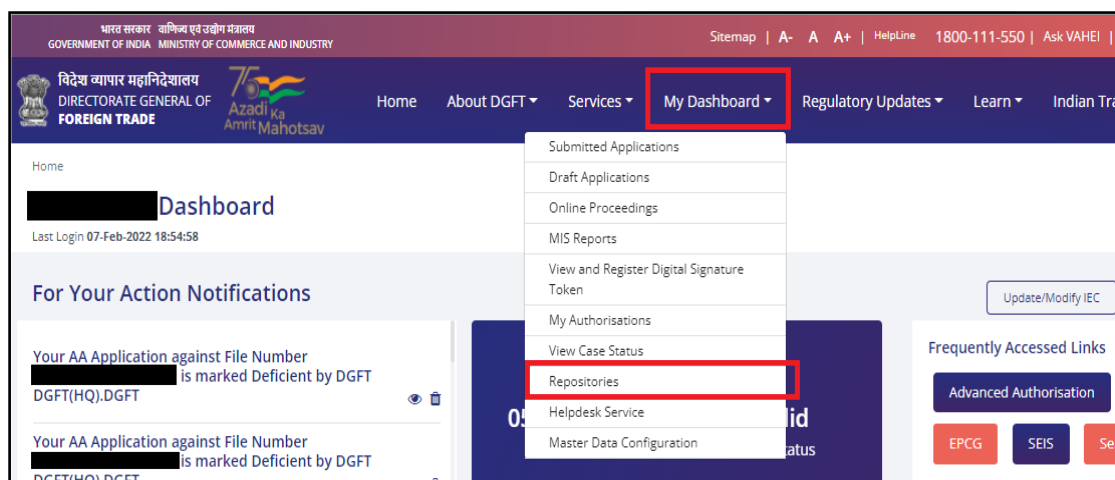
6. Adding GST Invoices

GST Invoices can be added to the bill repository, which will be useful for proceeding with the application for Closure.

User may proceed with the following steps:

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the **login button** to log in to the system.
2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.

3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

4. In select bill drop-down, select the **GSTN Invoices** option and then click on **Add GSTN Invoices** button.

5. Now fill all the required details and make sure, these points are satisfied:
   ◦ If the user wants to add the GST invoice for exports then select the type of GST as **Export.**
   ◦ If the user wants to add the GST invoice for Import then select the type of GST as **Import**.
   ◦ Enter correct **authorisation number** against which GST is being applied in supply details tab.
   ◦ For **Advance Authorisation**, the Export & Import serial field will shown as drop-down. User have to select the serial no. from the drop-down.

Note:- Serial number in the export & import drop-down will be auto-populated from the license according to the authorisation number entered by the user.

   ◦ For **EPCG**, user have to enter export & import serial number Manually.

- For **Export type GST invoice**, import serial number is not mandatory.

GSTN Invoices

IEC Number *	GSTN Invoice Number *	GSTN Invoice Date *
■■■■■		

Date Of Supply *	Total Value(in INR) *	Total number of export items *
		0

Recipient GSTN *	GSTN of Supplier *	

Type *

Please Select

Export
import

Supply Details

Authorization Number *	Export Serial Number *	Import Serial number *
	Please Select	Please Select
	This is a mandatory field	

Serial number in the invoice Number *	Serial No. of Item as on License (Part E) *	

ITC (HS) Code ❶ *	Description of Items of Supply *	Total Quantity *
Search ITC Code e.g 741		
Check the ITC(HS) Codes here		

Unit of measure code *	Value in Rs *	Central Goods & Services Tax (CGST) *
Please Select		

Integrated Goods & Services Tax (IGST) *	State Goods & Services Tax (SGST) *	Total Tax Paid *
		0

Add

6. After adding all the details click on **Save** button, the GST Invoice has been successfully created and acknowledgement will be displayed to the user.
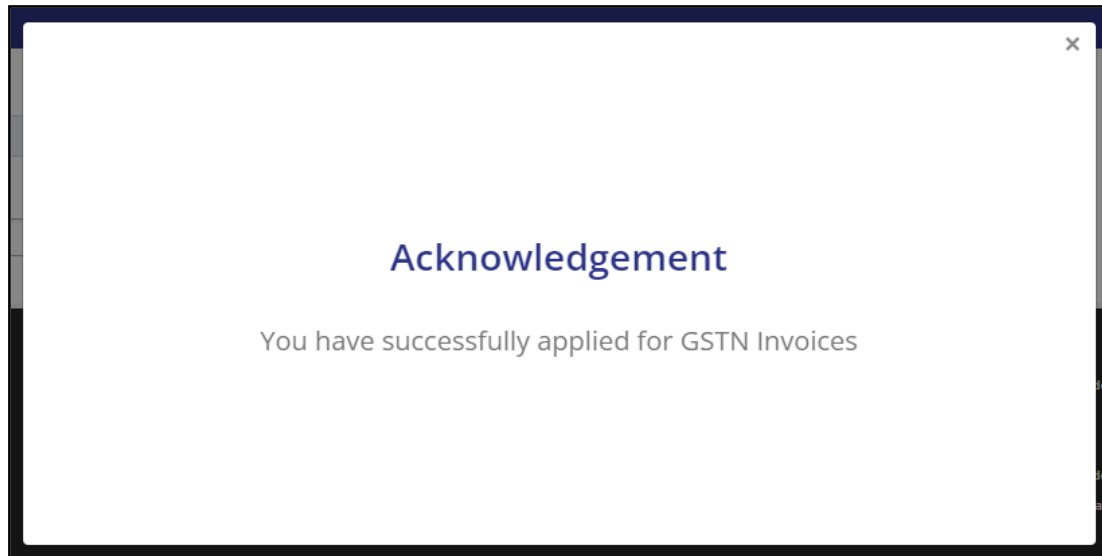
7. Adding Bill Of Entry

Bill of Entry can be fetched from the customs if not present in the user's repository.

User may proceed with the following steps:

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the **login button** to log in to the system.
2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.
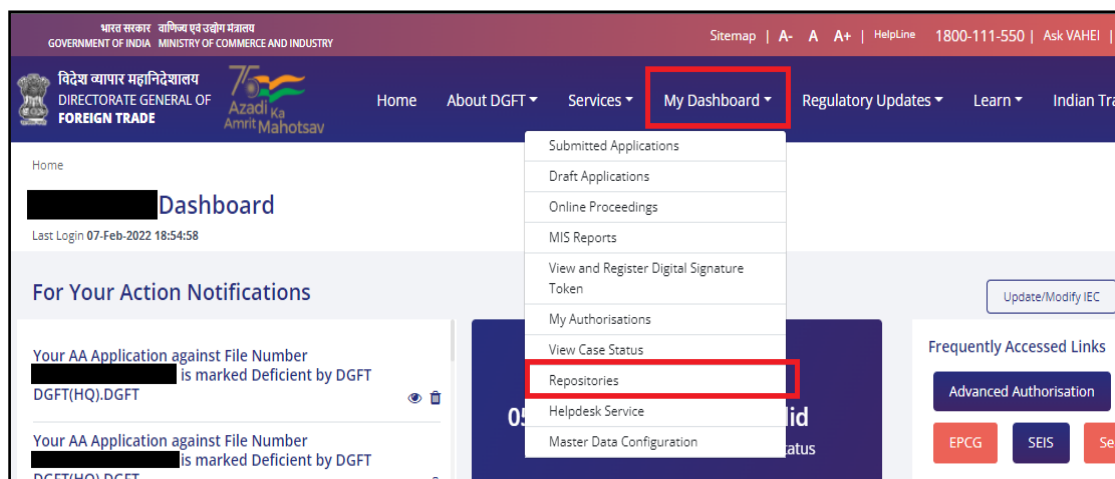
3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

What is Repositories

Repositories is the centralised database for various transactional data such as shipping bills, bank realisation, bill of export
Engineers for various schemes offered by DGFT.

Currently the following repositories are available.

1. Bills Repository - This consists of the shipping bills from CBIC and SEZ, bill of exports from SEZ, Bank Realisations, TR-6 C
details. The user can also add the details manually in the repository.

2. CA / CE Repository - There will be a provision for chartered accountants (CA) and chartered engineers (CE) to be on-boar
the e-submissions from CA/CE with respect to the various application submissions done by the importer / exporters online

3. Bank Guarantee (BG) and Letter of Undertaking (LOU) Repository - Users can record the BG and LOU details in the system

Accessing Repositories

Bills Repositories	CA / CE Repository	View/Approv
View / Add Shipping Bill, Bank Realisation, Bill of Exports, Bill of Entry, TR-6 Challans etc.	Access CA / CE Repository to view and add appendices related to various schemes such as Advance Authorisation and EPCG.	Access CA / CE Reposit appendices related to Advance Authorisation
Explore	Explore	

4. In select bill drop-down, select the **Bill of Entry** option and then click on **Get Bill of Entry from ICEGATE** button.

Bills Repository
Last Login **07-Feb-2022 18:54:58**

Bills Repository

IEC *

▮▮▮▮▮▮▮

Port Type

Select Some Options

Select Bill *

--Select--   ▼

Shipping Bill
Bank Realisations (e-BRC)
Bill of Entry
GSTN Invoices
TR-6 Challan
Bill of Exports

Bills Repository

Last Login 07-Feb-2022 18:54:58

Bills Repository

IEC *

▬▬▬▬▬

Select Bill *

Bill of Entry

Bill of Entry Number

From Date
17/11/2021

To Date
15/02/2022

Port Type
Select So

Authorisation Number

Search   Reset   Get Bill of Entry from ICEGATE

Important Note:

5. Enter the **License number** & **Port of Registration.** After that click on **Get details from Customs** button. Data will be fetched & transferred to the user's Repository.

Get Bill of Entry from ICEGATE

Last Login 07-Feb-2022 18:54:58

Back

Get Bill of Entry from ICEGATE

Important Note:

In case the details are not received from ICEGATE, then it is suggested to please raise a ticket at ICEGATE portal to resolve the same.

IEC *
▬▬▬▬▬

License No*

Port of Registration for the purpose of imports *
Select an Option

Get Details from Customs

8. Adding TR-6 Challan

TR-6 Challan can be added manually in the repository.

User may proceed with the following steps:

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the **login button** to log in to the system.
2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.
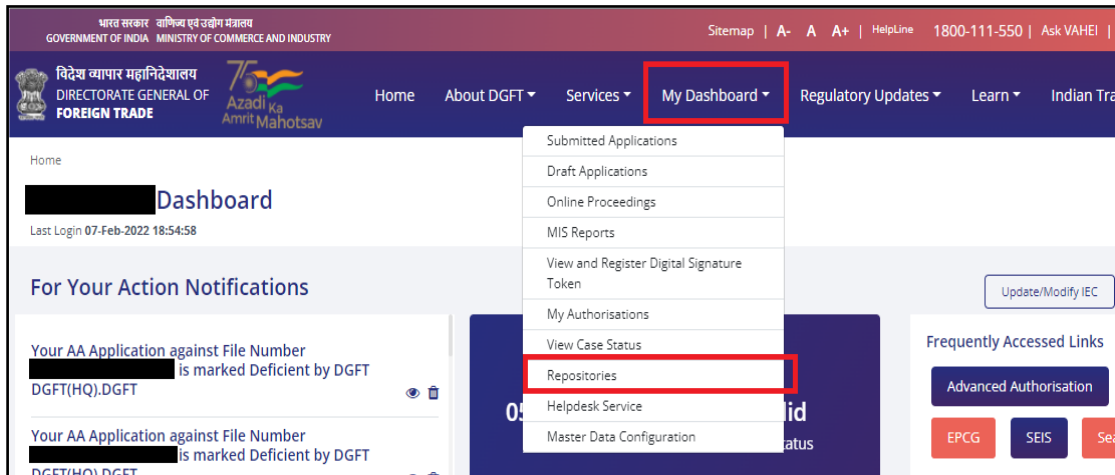
3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.
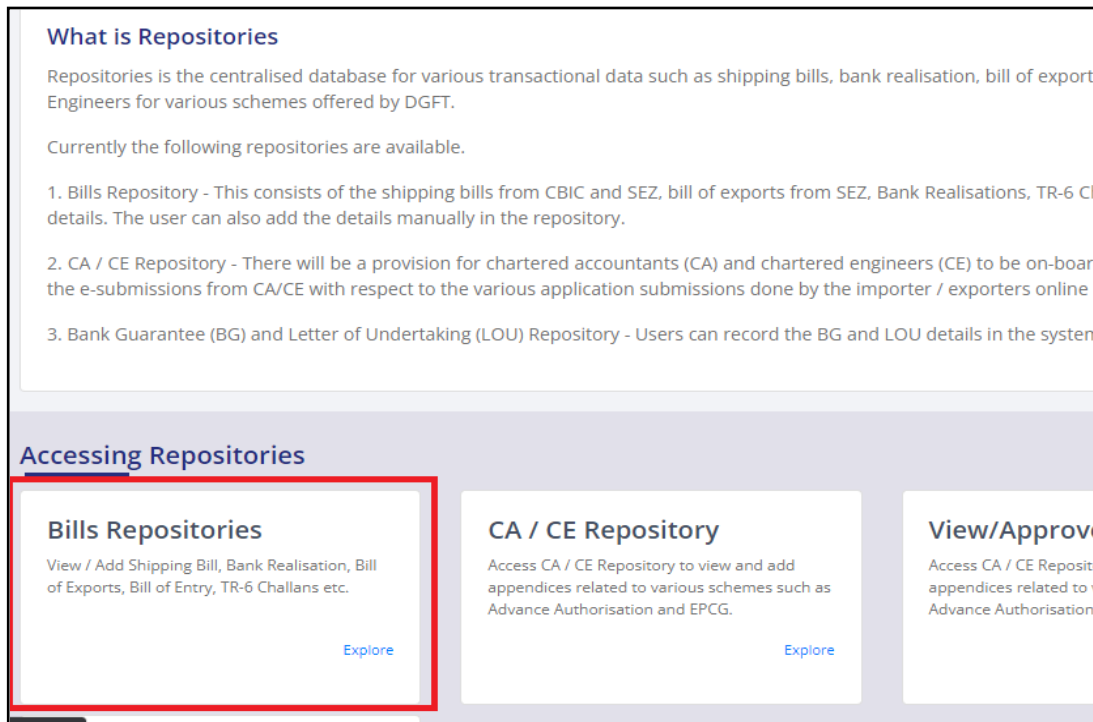
4. In select bill drop-down, select the **TR-6 Challan** option and then click on **Add TR-6 Challan** button.

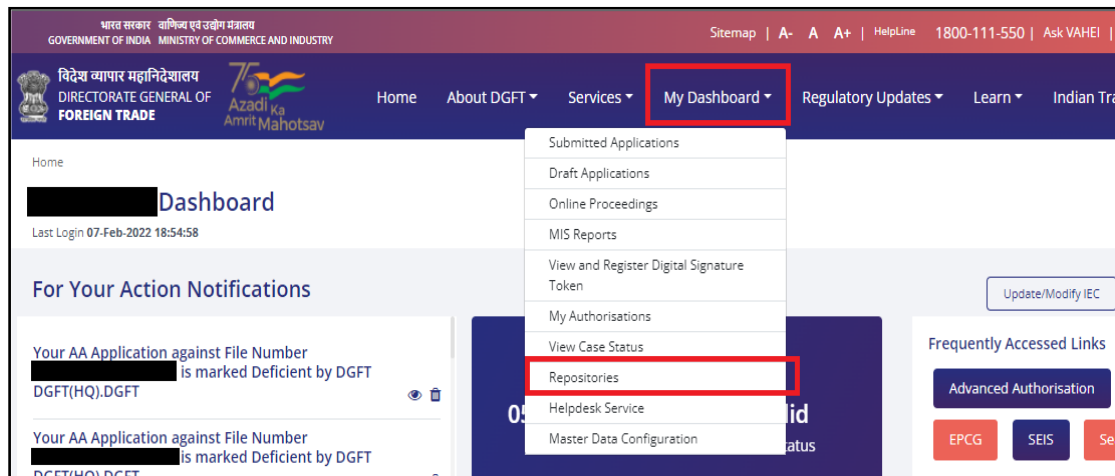5. Enter all the details & attach relevent documents. Submit application.

9. Updating Part- E of the Shipping bill

User can update FOB value, license number, file number & Serial number of an item in Shipping bill part-E section.

User may proceed with the following steps:

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the **login button** to log in to the system.
2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.

3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

4. In select bill drop-down, select the **Shipping Bill** option & enter the search paramaters to find the Shipping bill which needs to be updated & then click on **Search** button.

5. Then scroll down to find the shipping bill & click on Shipping bill no. hyperlink.

6. In Part-E section click on **Action** button.

7. Update the required details & then click on **Update.**

Note:- (a) The user can update the fields only if the data is missing or incorrect. Correct or valid data is non-editable.

(b) The shipping bills which are not utilized can only be updated. User needs to delete the draft of the application then proceed futher for the updation.

10. Updating freight, insurance, discount etc. In e-BRC

The User can update the freight, insurance, discount etc. related charges in repository. Multiplication Factor (MF) will be recalculated when the user saves these values.

User may proceed with the following steps:

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the **login button** to log in to the system.
2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.

3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

4. In select bill drop-down, select the **Bank Realisation (e-BRC)** option & enter the search paramaters to find the e-BRC which needs to be updated & then click on **Search** button.

5. Scroll down to find the e-BRC which needs to be updated & click on Bank Realisation hyperlink.

6. Click on **Edit** button to unfreeze the fields which can be updated.

7. Update the fields & then click on **Save** button.

11. Performing actions on Submitted application

Various actions can be performed on the submitted Closure file, for this we need a submitted Advance authorisation Closure File number application. Proceed with the following steps.

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the login button to log in to the system.

2. Once you land on Dashboard then click on 'my dashboard' option, click on submitted application option from the dropdown, you will be redirected to track status screen.
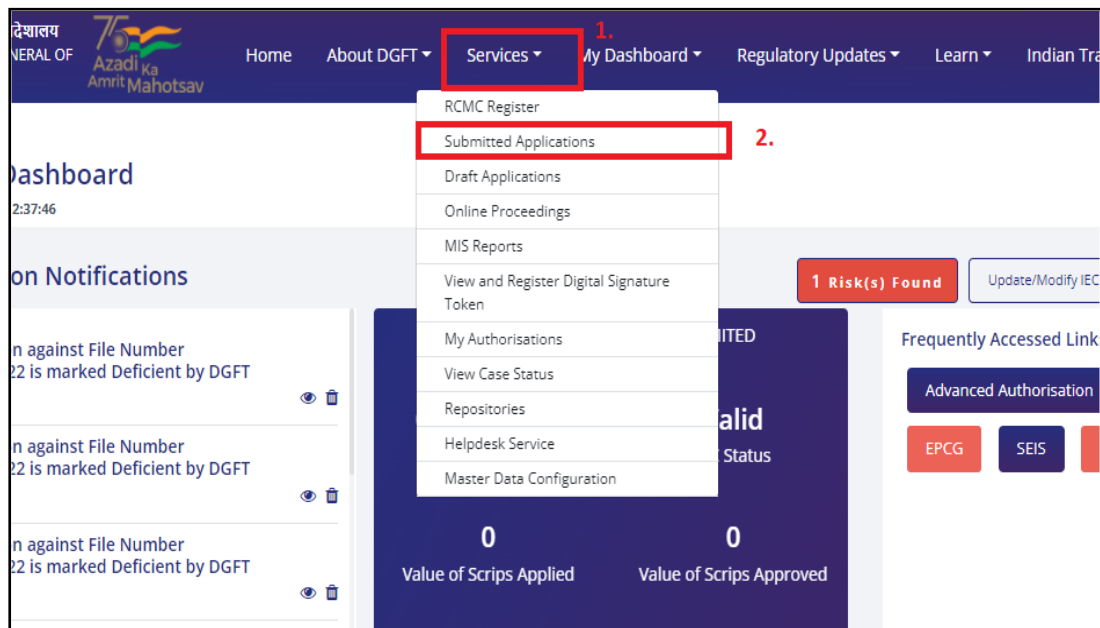
3. In the track status search parameter, select the type of scheme as **Advance Authorsation scheme** and type of sub-scheme as **Closure of Advance Authorisation.** Enter the search parameter to search the file.

4. Now click on the **action button** and view the list of options available under action that can be performed.

5. If the file is in **PROCESS** then following actions will be available.

Click on the **Print** option, to view the submitted application and print the same. To view, the payment details click on **payment details** option in the dropdown. For viewing the lifecycle of the application click on **view life cycle** button, similarly, for **DSC signature details**, **transmission details**, **view submitted attachments**, select the respective options from the list.

6. If the file is **APPROVED** or **REJECTED** then following actions will be available.

By clicking on the **View Approved License/Rejection** user can view the letter issues by the RA Officer.

7. If the file is DEFICIENT then the following actions will be available.

- User can respond to deficiency & make the changes which RA officer has mentioned.
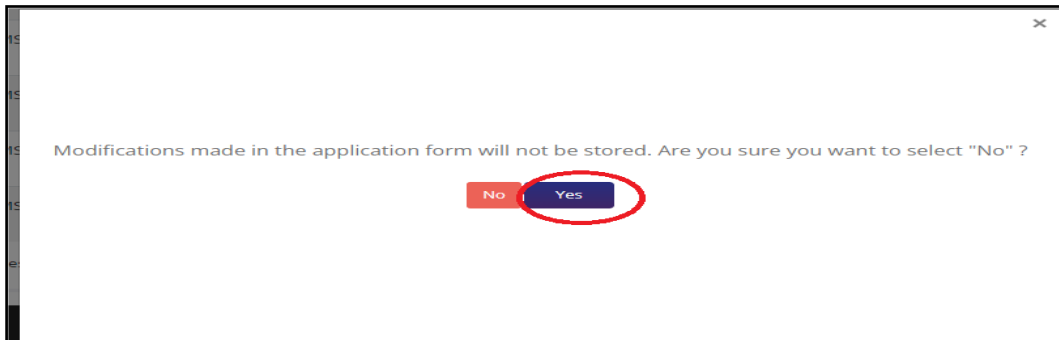

- There are two ways of responding for deficiency- (A) Without Amendment
                                                   (B) With Amendment
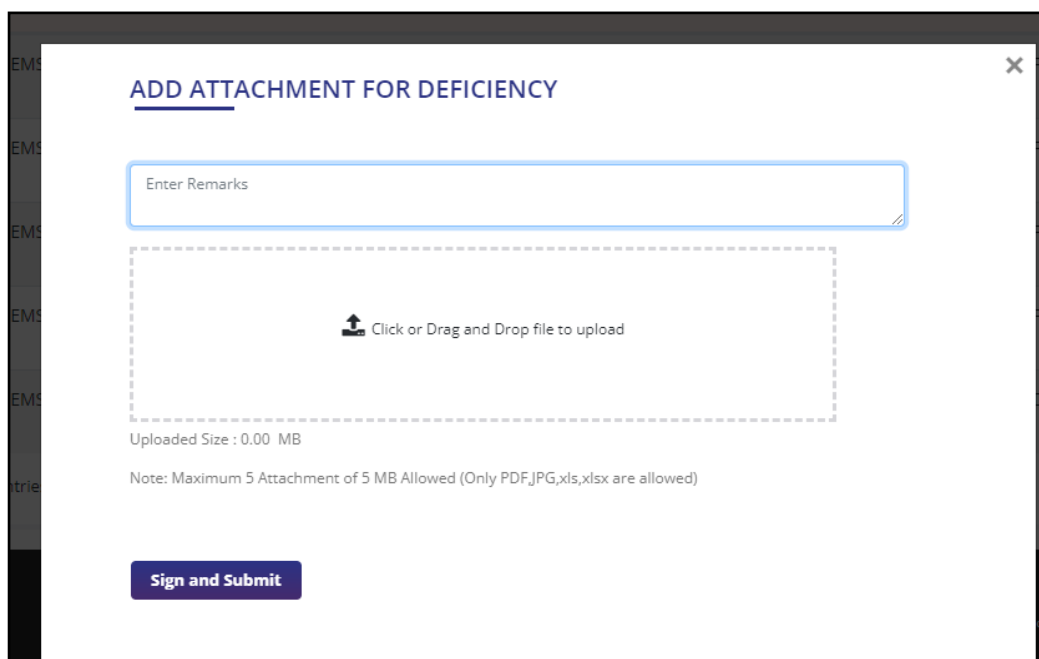
(A) For Without Amendment-
- User have to click on NO button when asked to amend the application.
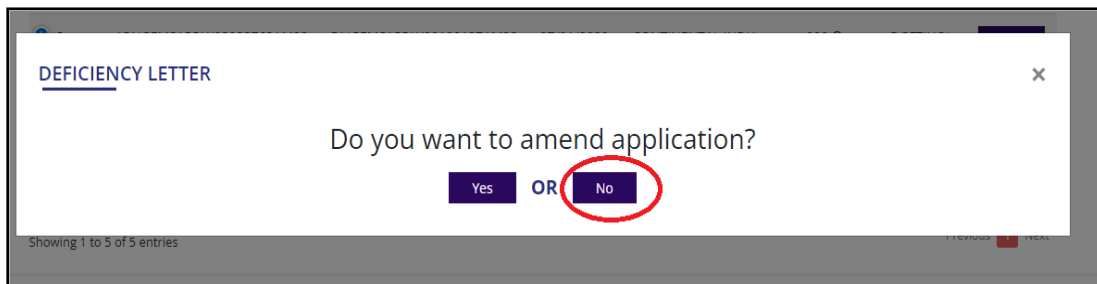
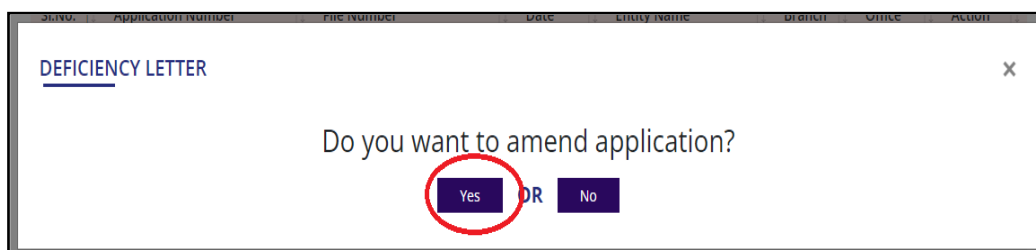- Then click on YES to proceed futher for without amendment.

- After clicking on YES, an attachment screen will appear where user can upload the documents which were asked by RA or needs to be attached with remarks.

- Then click on Sign and Submit button to complete the process.

(B) For With Amendment-
- User have to click on YES button when asked to amend the application.

- After clicking on YES, the application will open & the user can make changes in the whole application.

- After making necessary changes submit the application with remarks to complete the process.

Remarks:

Enter Remarks

Sign

Amount to be Paid : (in INR). 0.0