विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE
सत्यमेव जयते

Directorate General of Foreign Trade

User Help File

Advance Authorization (AA) Module

Version-3.0

Updated on January- 2025

Table of Contents

1. Introduction and Accessing DGFT Portal 3
2. Contact@DGFT 3
3. Registering on New Portal 3
4. Forgot Password 6
5. Applying for Advance Authorisation (AA) 8
6. Apply for Advance Authorisation Amendment Process(AAA) 55
7. Invalidation/Certificate of Supplies of AA 68
8. IEC Profile 97
9. View & Modify Industrial Registration Details 99
10. View & Modify Export Details for Financial Year 102
11. View IEC details, Status holder Details, Authorisation/Scripts Details & IEC Life Cycle Summary. 105
12. View and Track Submitted Request 109

1. Introduction and Accessing DGFT Portal

This document is the help file for basic IEC functions in the new system. To access the new portal, navigate to https://dgft.gov.in

The new portal is compatible with the following browsers: Chrome 70 + / Firefox 70 + / IE 12 +

Users are advised to refer to the latest help file available under Learn > Online Help & FAQs in the DGFT Portal.

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.

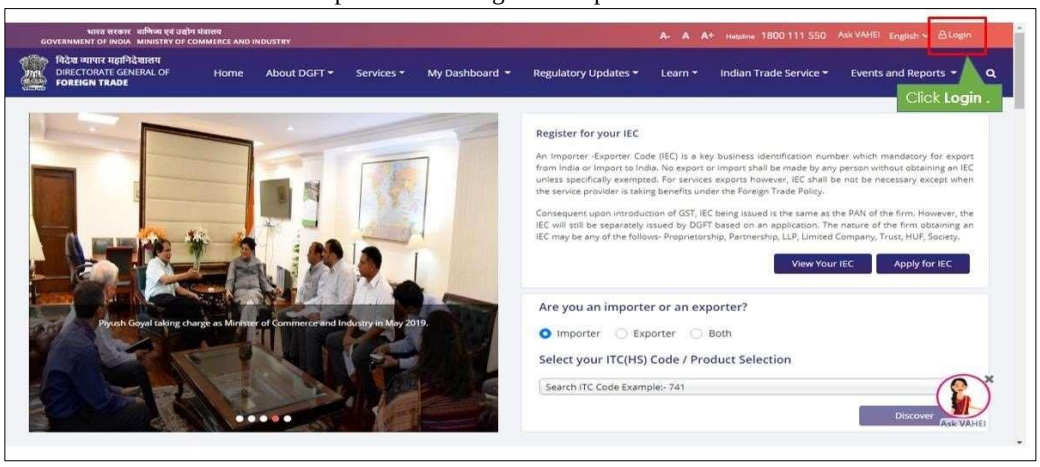
3. Registering on New Portal

To Register on Directorate General Foreign Trade (DGFT) portal you would require:

a) Internet Connection
b) Valid Email and Mobile Phone Number

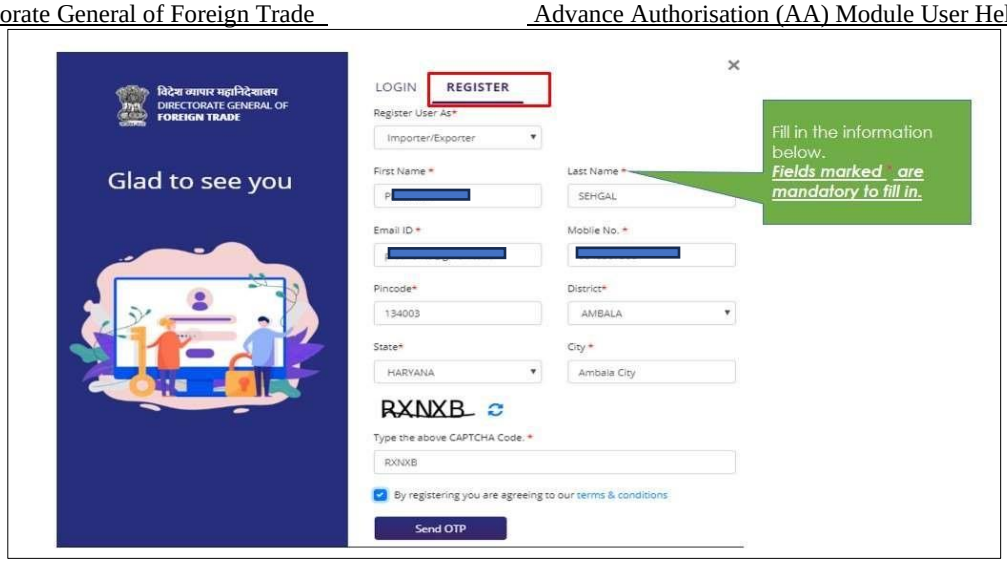
Then proceed with the following steps.

1. Visit the DGFT website and proceed with registration process.

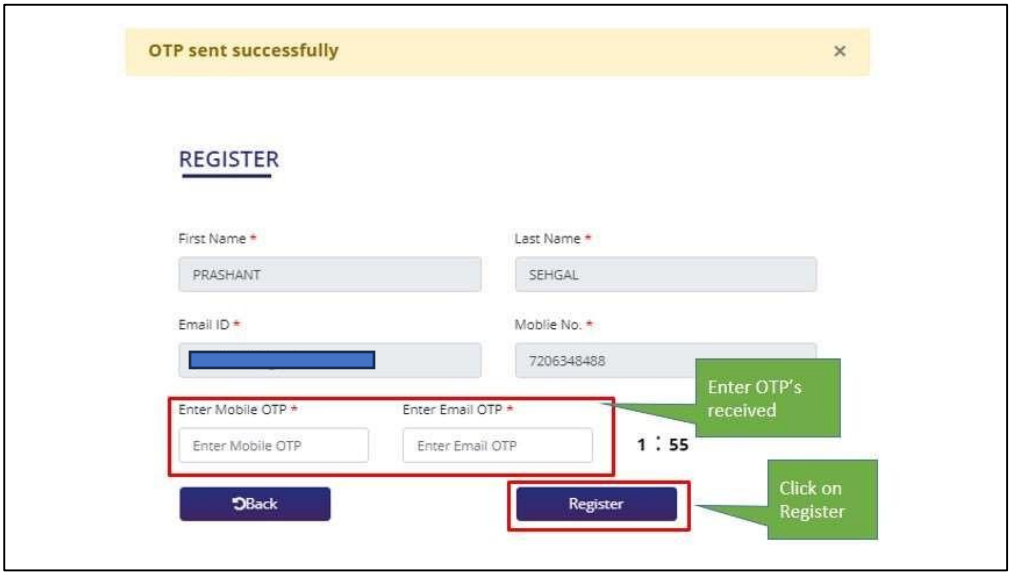


2. Enter the Registration Details.

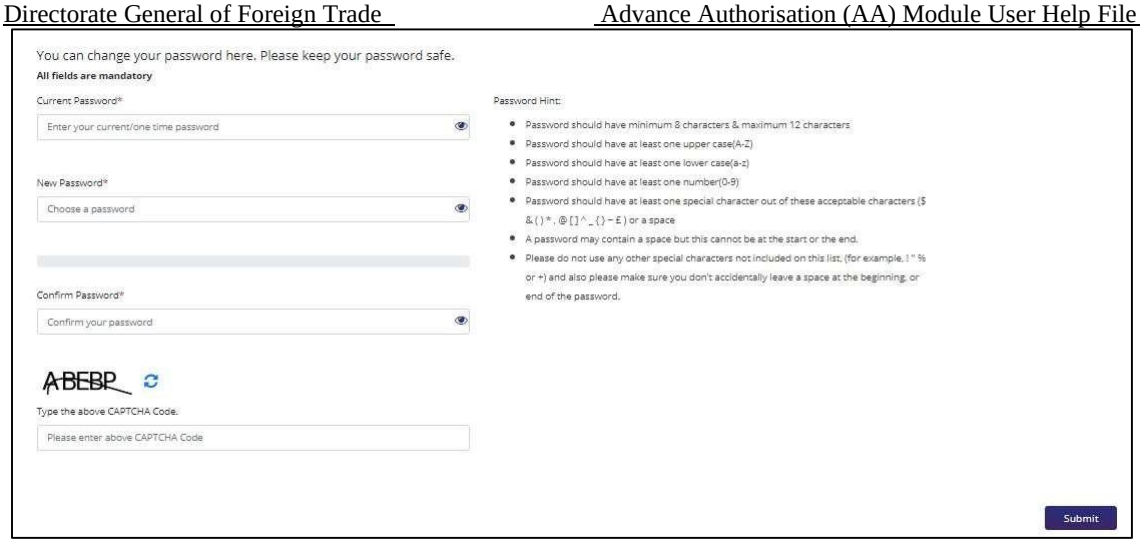
- Select Register User as "Importer/Exporter"



3. Enter the OTPs received on email and mobile number.



4. Upon Successful validation of the OTP, you shall receive a notification containing the temporary password which you need to change upon first login.


You can change your password here. Please keep your password safe.
All fields are mandatory
Current Password*
Enter your current/one time password
New Password*
Choose a password
Confirm Password*
Confirm your password
Type the above CAPTCHA Code.
Please enter above CAPTCHA Code
Password Hint:
Password should have minimum 8 characters & maximum 12 characters
Password should have at least one upper case(A-Z)
Password should have at least one lower case(a-z)
Password should have at least one number(0-9)
Password should have at least one special character out of these acceptable characters ($ & ( ) * , @ [ ] ^ _ { } ~ £) or a space
A password may contain a space but this cannot be at the start or the end.
Please do not use any other special characters not included on this list, (for example, ! " % or +) and also please make sure you don't accidentally leave a space at the beginning, or end of the password.
Submit

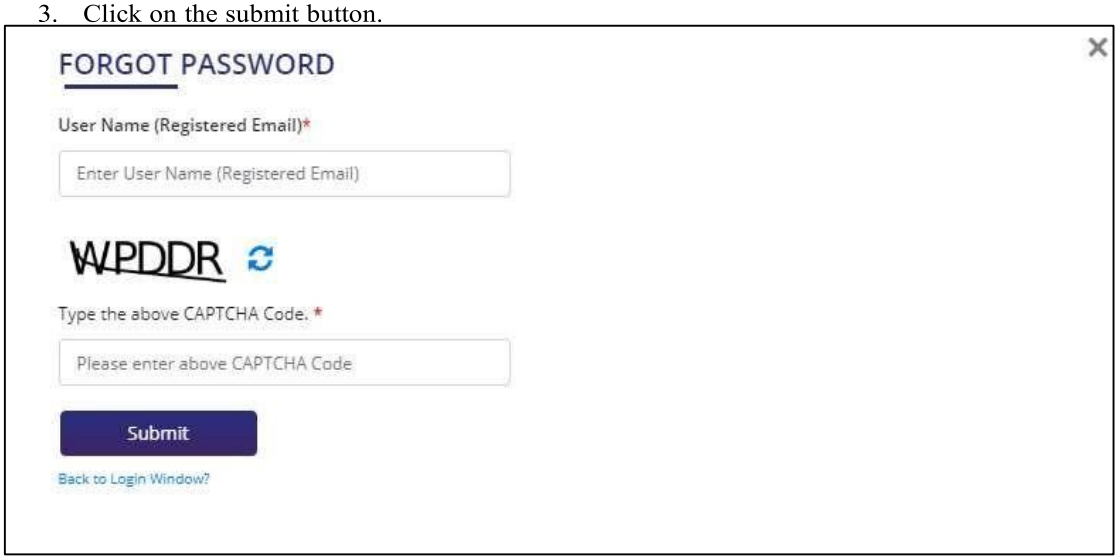
4. Forgot Password

If you are a registered user and forgot the password, you can use the Forgot password feature to request for a temporary new password and then set again your password by following the below given steps.

1. Visit the DGFT website and click on Forgot Password hyperlink.



2. Enter registered email id in the username field and captcha code displayed on the screen.
3. Click on the submit button.



4. Click OK to proceed with the forgot password or click cancel to go back to previous screen.



5. System will validate the email id provide by you and send the one-time password on the registered email id and mobile if email address is registered with DGFT.

5. Applying for Advance Authorisation (AA)

To Apply for Advance Authorisation on the DGFT portal you would require:

a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).

b) User should have an 'Active IEC '

c) User should have an active DSC or Aadhaar/e sign of the firm's member for submission.

d) User should have added the Active RCMC details. If No RCMC details are added, user can navigate to Frequently Accessed Links IEC->View IEC Profile->RCMC

e) User should have added the Industrial Registration Details. If No Industrial Registration Details are added , user can navigate to Frequently Accessed Links IEC->View IEC Profile-> Industrial Registration

f) User should have added atleast 1 Excise/GST details in IEC Details. If No Excise/GST details are added, user can modify the IEC and update Branch details.

g) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee.

h) IEC DEL status should be N

Exception Case:- In case applicant is applying for Advance Authorisation (IEC is in DEL), the system will prompt the warning message to I/E at application summary page and after successful submission, might the RA Officer issue the deficiency letter to remove the IEC from DEL.

Special Note:-

Pre-Requisites for Applying for Advance Authorisation Scheme

To apply for an Advance Authorisation scheme, an IEC is required. Other prerequisites as mentioned in the Chapter 4 of Foreign Trade Policy and Hand book of Procedures may be referred.

PLEASE NOTE -- Invalidation/ Revalidation/ EO Extension/ Clubbing/ Closure of the authorisation issued prior to 01.12.2020 would be a "TWO-STEP PROCESS". You are required to submit AMENDMENT of your authorisation and get approval. Thereafter you may proceed to the next step of Invalidation/ Revalidation/ EO Extension/ Clubbing/ Closure.

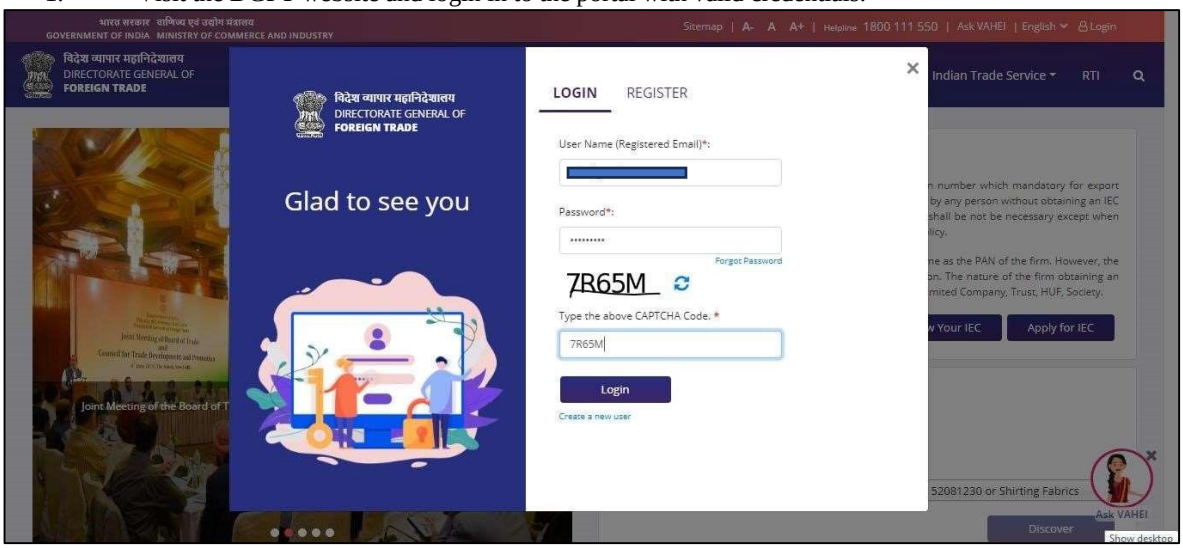
To submit a one time validation request follow the below steps: -

1. Create an amendment request.
2. Do not change any values or any entries unless a mandatory field is empty and application is not being accepted.
3. Fill in remarks (dialogue box) "This is a validation request".
4. Submit Application.

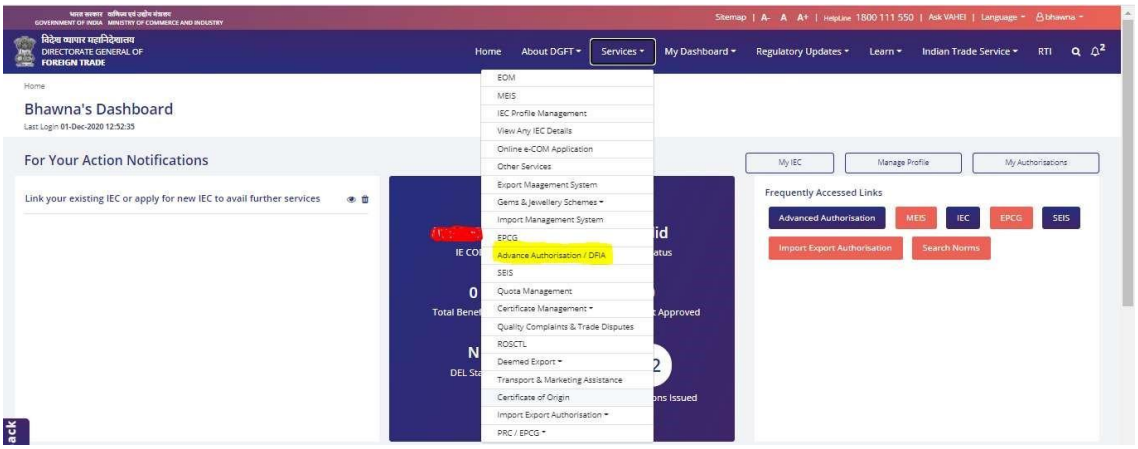
Please action any amendment as soon as possible. Request all Exporters to bear with this transitional arrangement. The same is mandated by the new system to fill in possible gaps in the authorisation's legacy data.

Then proceed with the following steps:

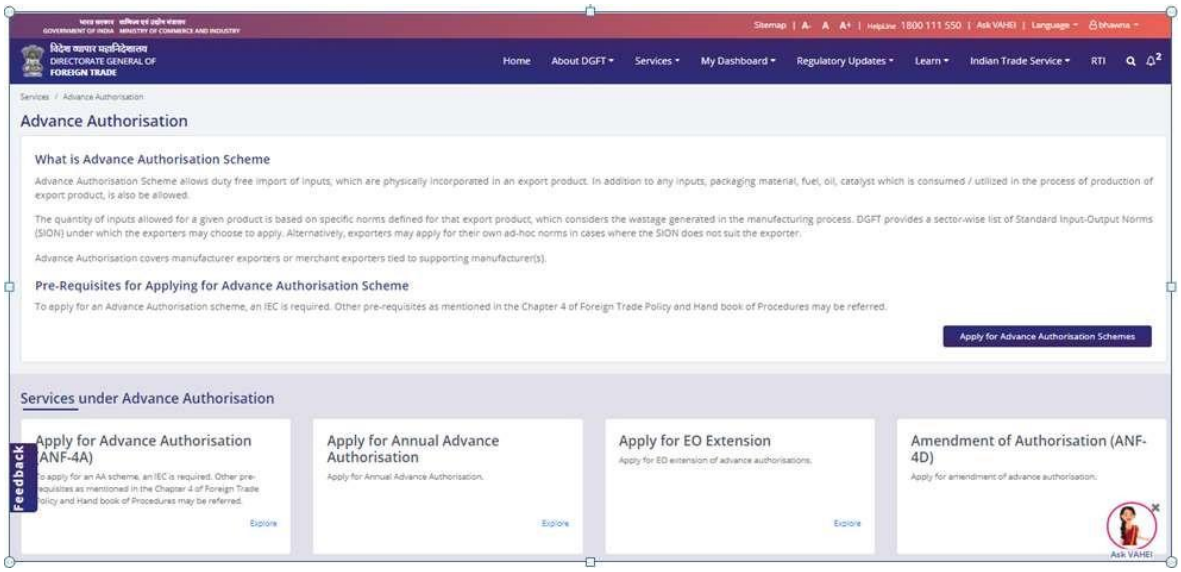
1. Visit the DGFT website and login in to the portal with valid credentials.



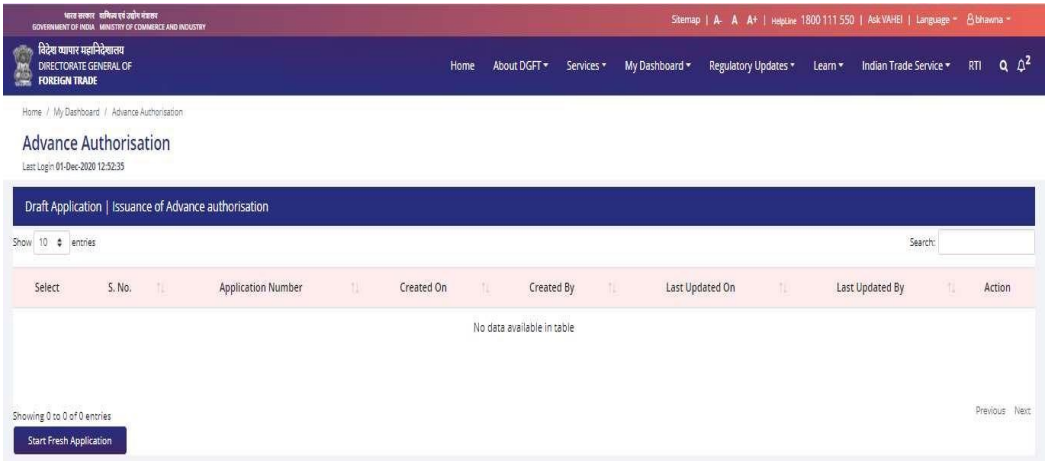
2. Post login click on “Advance Authorisation” on the Home Page –Frequently Accessed Links or navigate using Menu “Services Advance Authorisation/DFIA”.

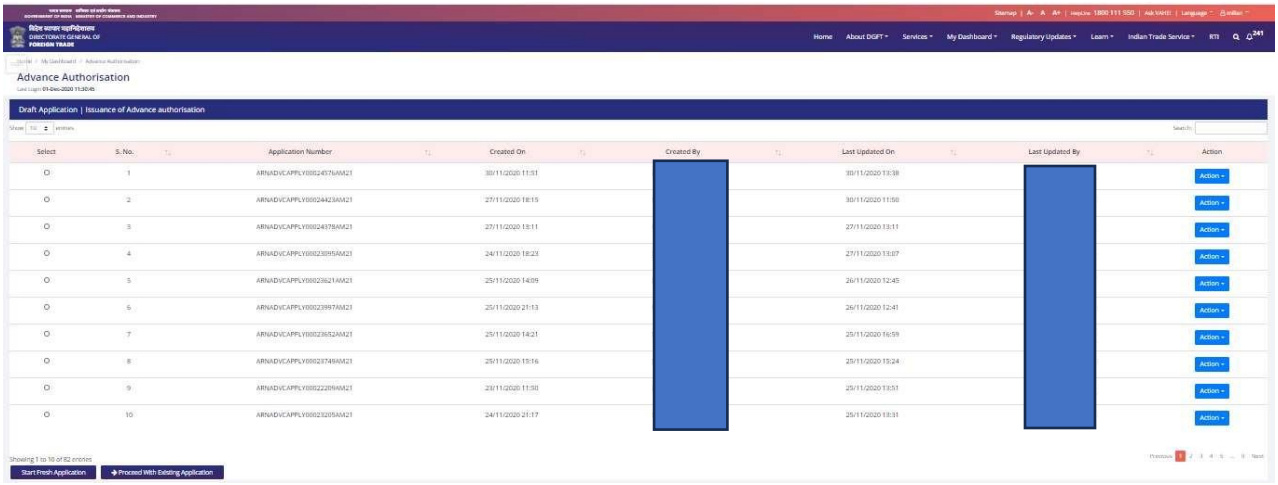


3. Click on “Advance Authorisation/DFIA”, system will navigate the user to Advance Authorisation Scheme Page.

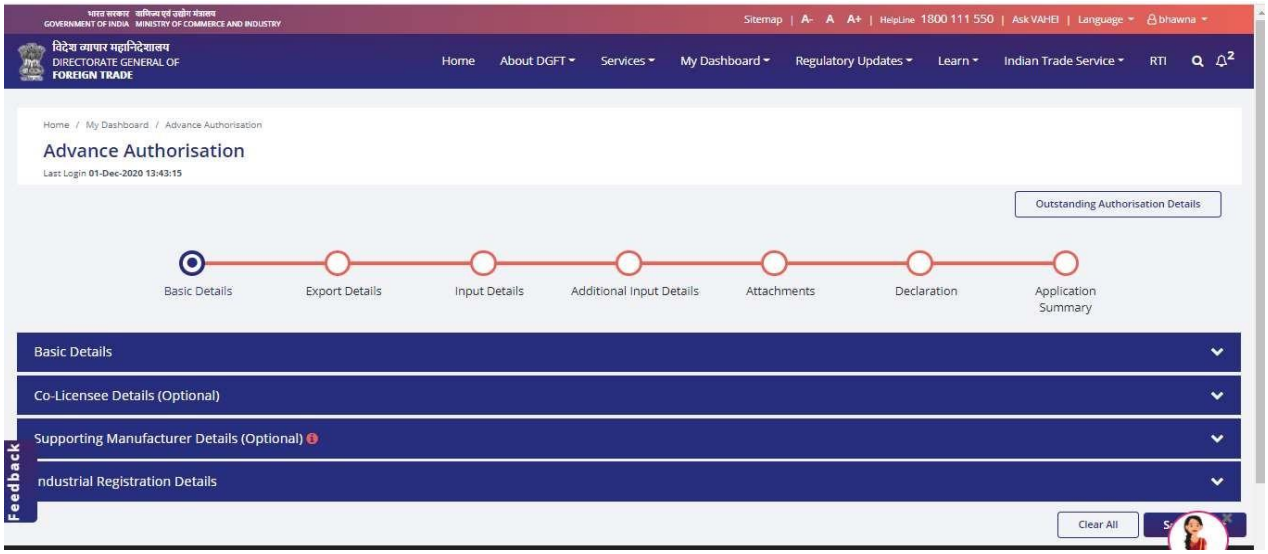


4. Under Services under Advance Authorisation--- Click on “Start Fresh Application” button or click on “Proceed with Existing Application” Button incase user already saved a draft application.





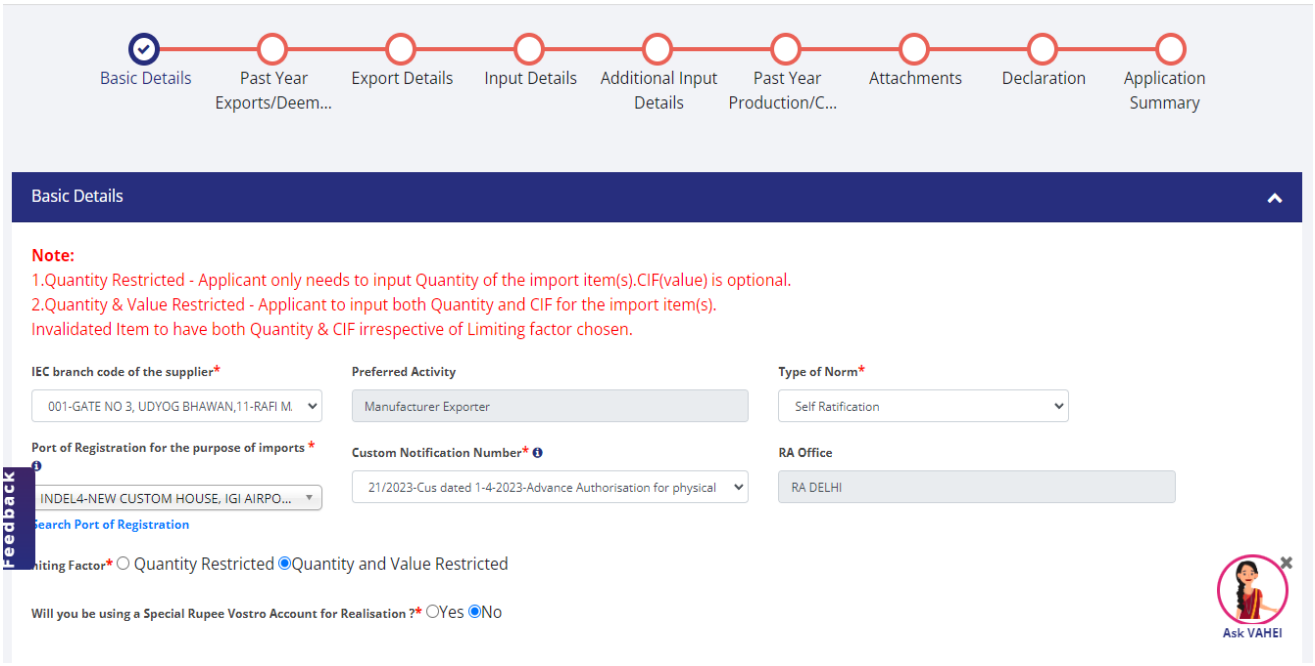
5. After clicking on “Start Fresh Application”, system will navigate the user to the Basic details

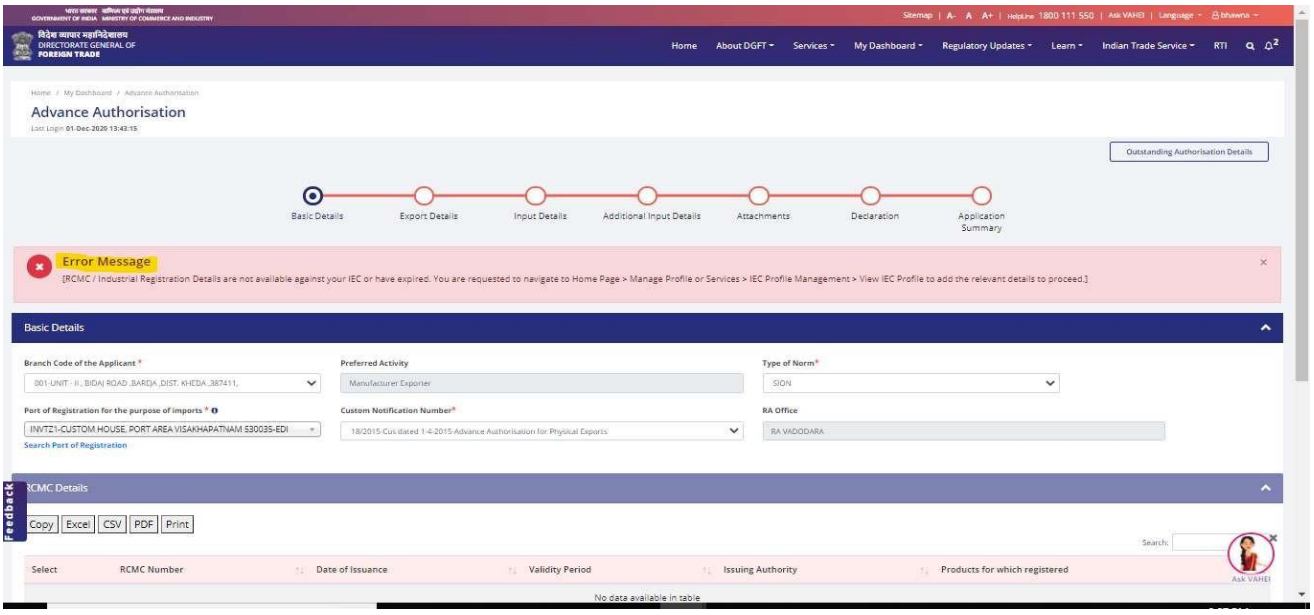


On Basic Details Page—System will show the Basic details, Co-licensee details, supporting manufacturer details and Industrial Registration details

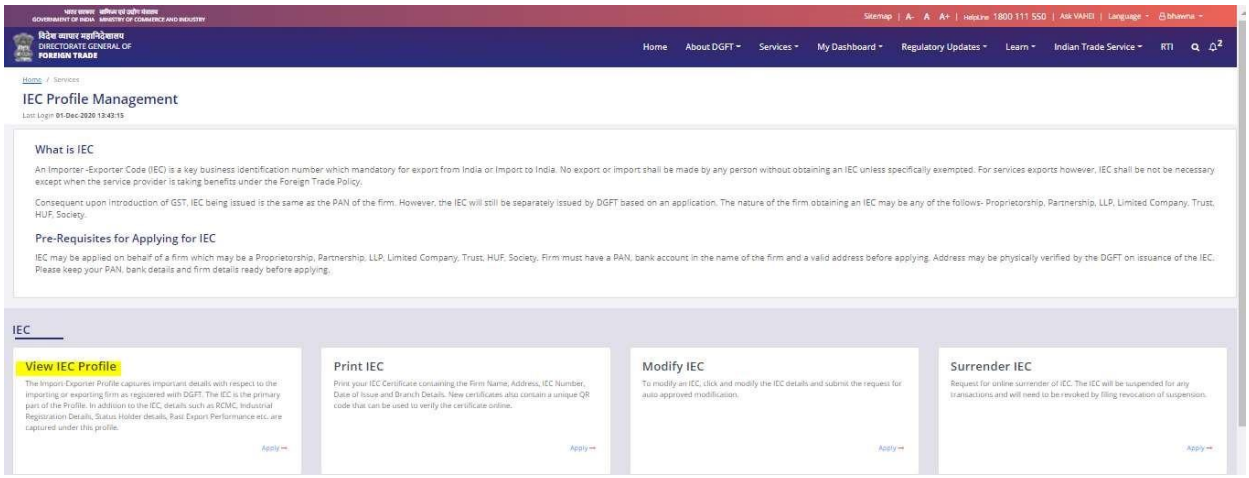
Precondition:- In Basic details—RCMC details, if RCMC details are not coming or already added RCMC details are expired , if applicant clicking on save & next, system will prompt the error message “[RCMC / Industrial Registration Details are not available against your IEC or have expired. You are requested to navigate to Home Page > Manage Profile or Services > IEC Profile Management > View IEC Profile to add the relevant details to proceed.]”

Similarly, In Basic Details---Industrial Registration details, if Industrial Registration details are not added, , if applicant clicking on save & next, system will prompt the error message “[RCMC / Industrial Registration Details are not available against your IEC or have expired. You are requested to navigate to Home Page > Manage Profile or Services > IEC Profile Management > View IEC Profile to add the relevant details to proceed.]”



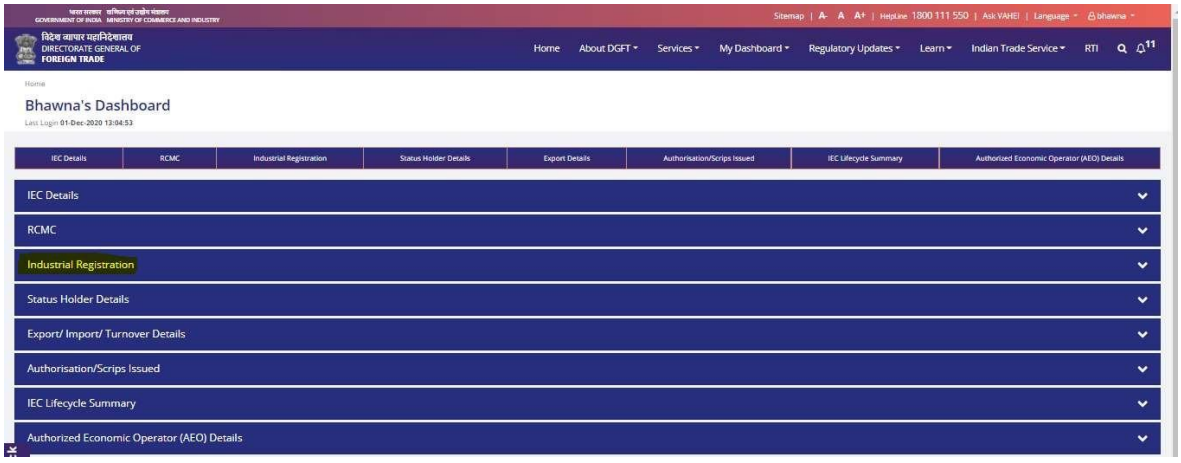


6. Error Resolution:- Firstly, user can navigate to Frequently Accessed Links IEC->View IEC Profile->RCMC. After adding the RCMC details, user can proceed for Apply Advance Authorisation Process

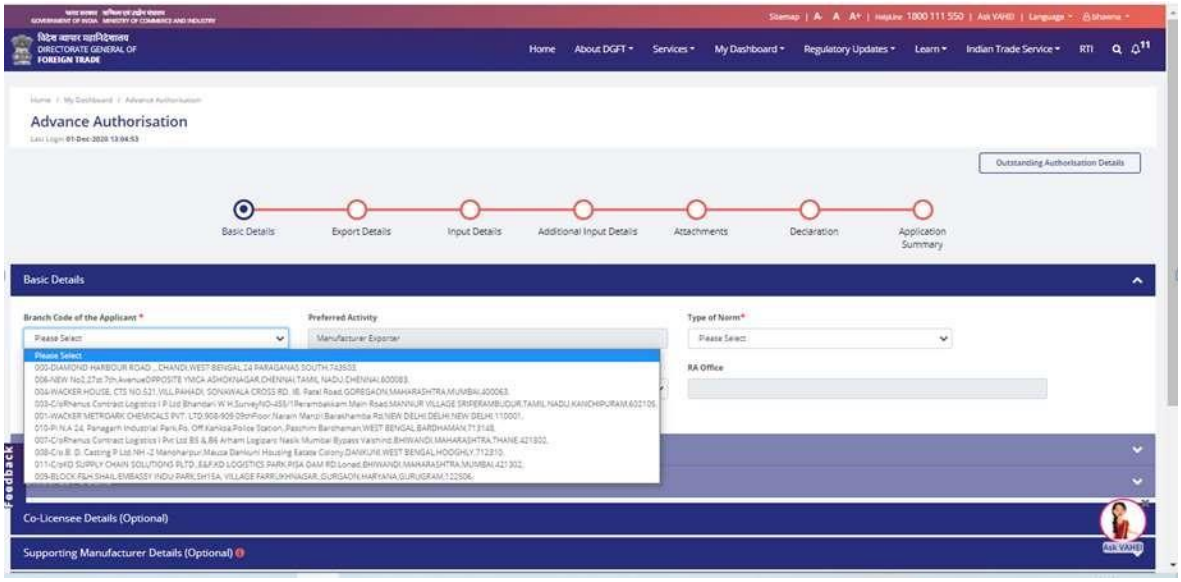




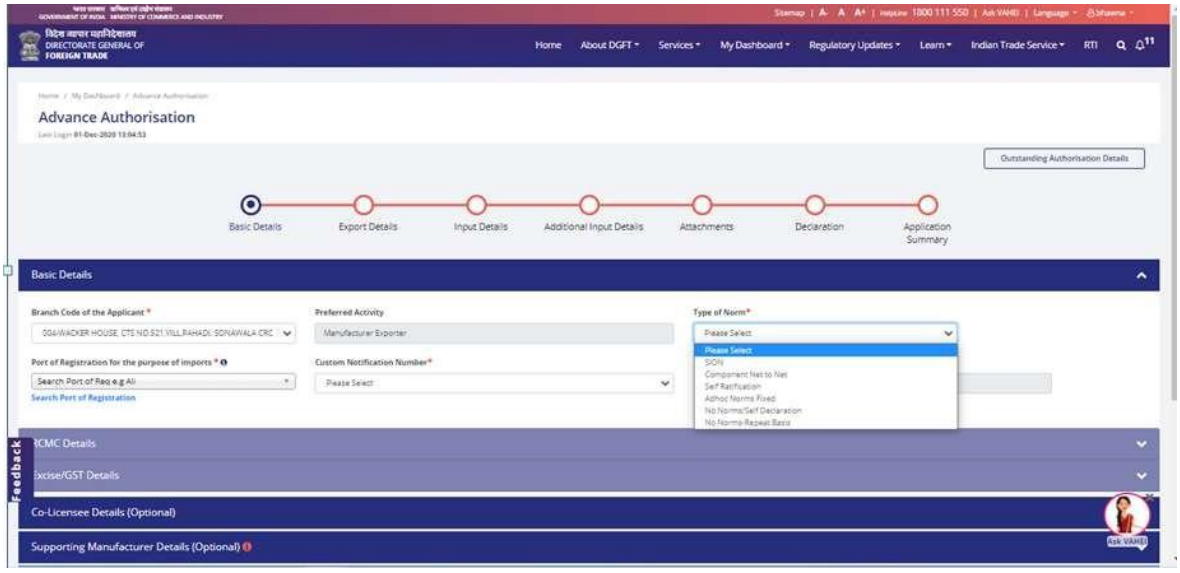
Similarly, the applicant has to add the industrial registration details in IEC Profile. User can Navigate to Frequently Accessed Links->IEC->View IEC Profile -> Industrial Registration.

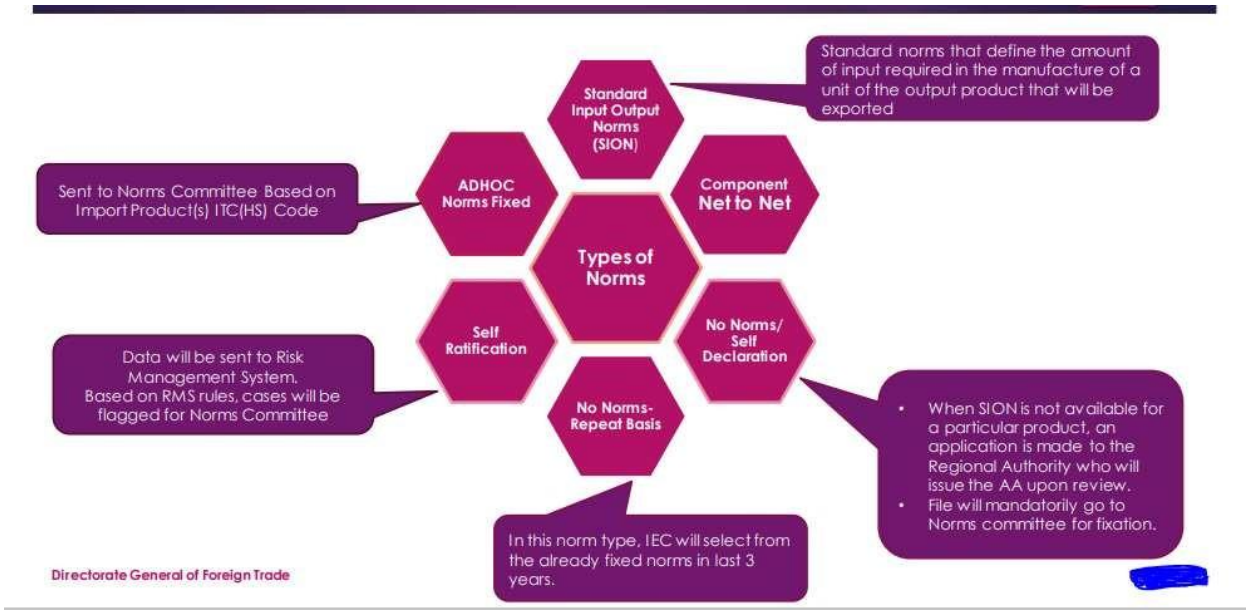


7. In Basic Details, system will display Branch code (all the branches linked with the IEC). Applicant has to select one branch code for which he is willing to Apply Advance Authorisation.



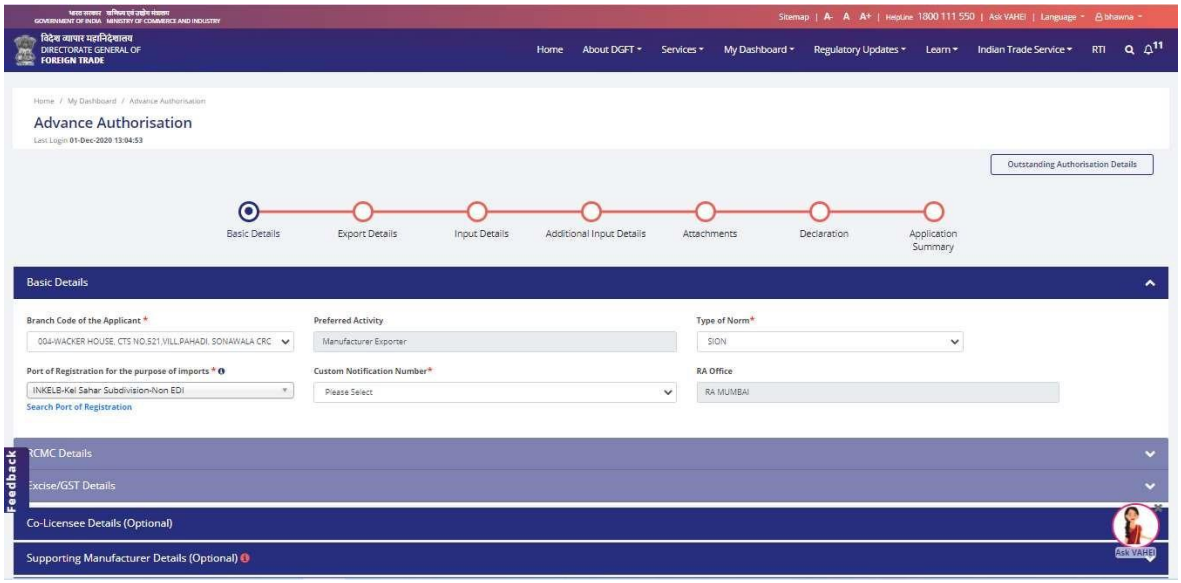
8. In Basic details, applicant has to select type of Norm, system will show 6 Norm type.



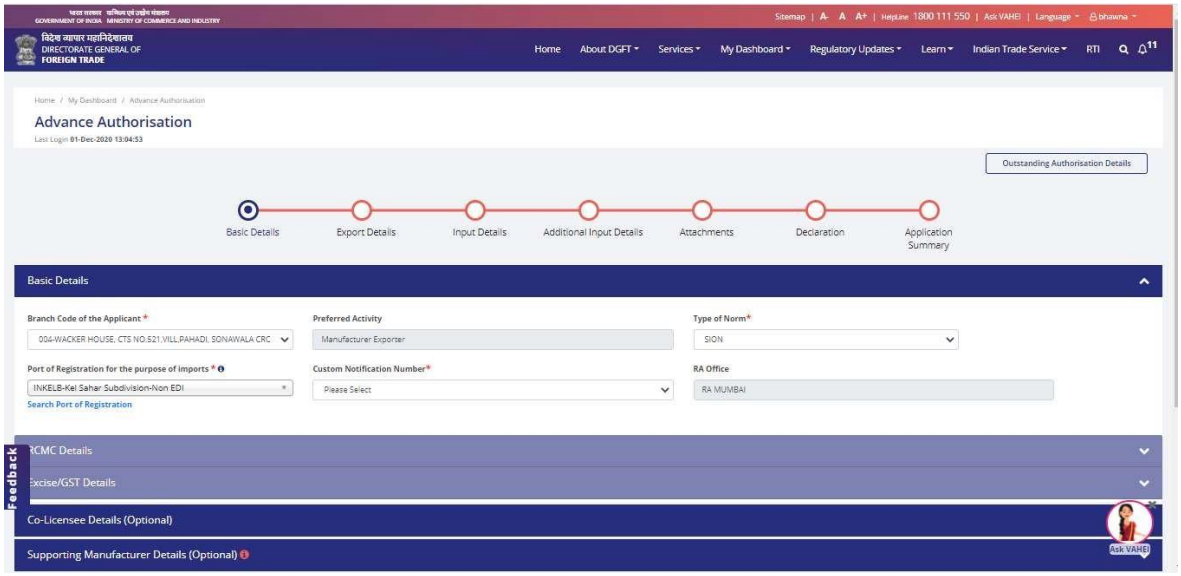


5.1 Flow for Advance Authorisation—SION Type of Norm

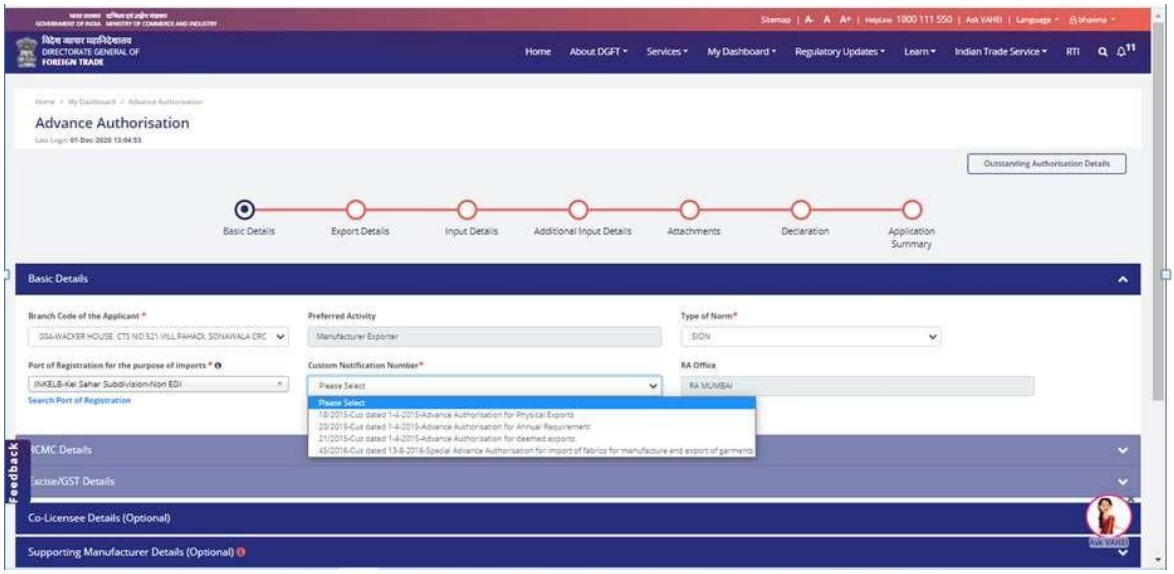
1. If user is applying for Advance Authorisation SION type of norm, then please select branch code and Type of norm as SION

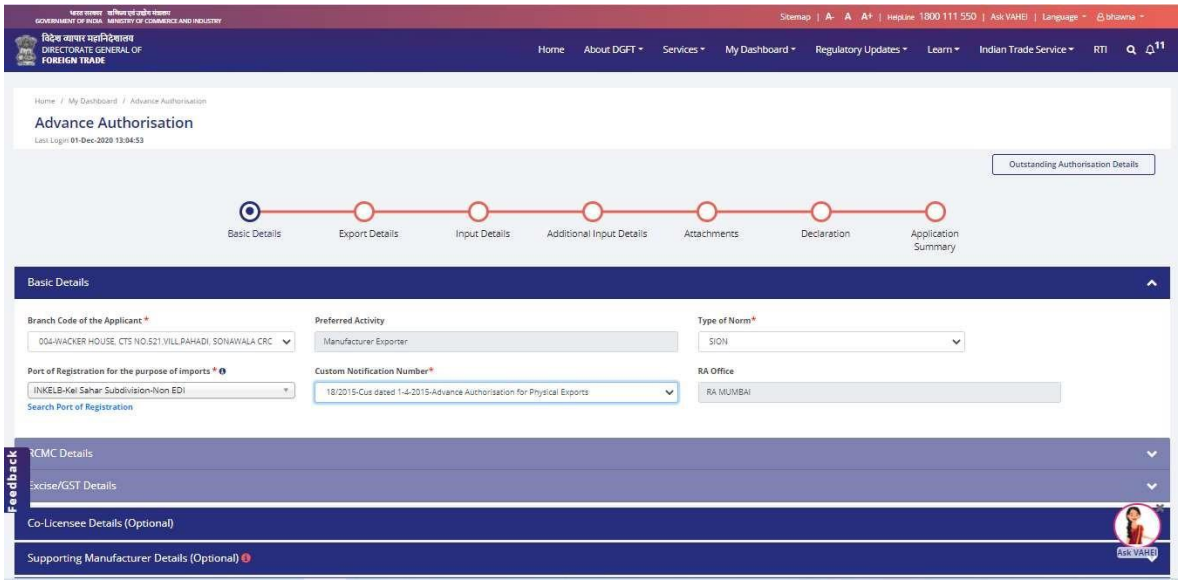


2. Port of Registration is search suggestion---applicant can provide the port code or search with Port name.

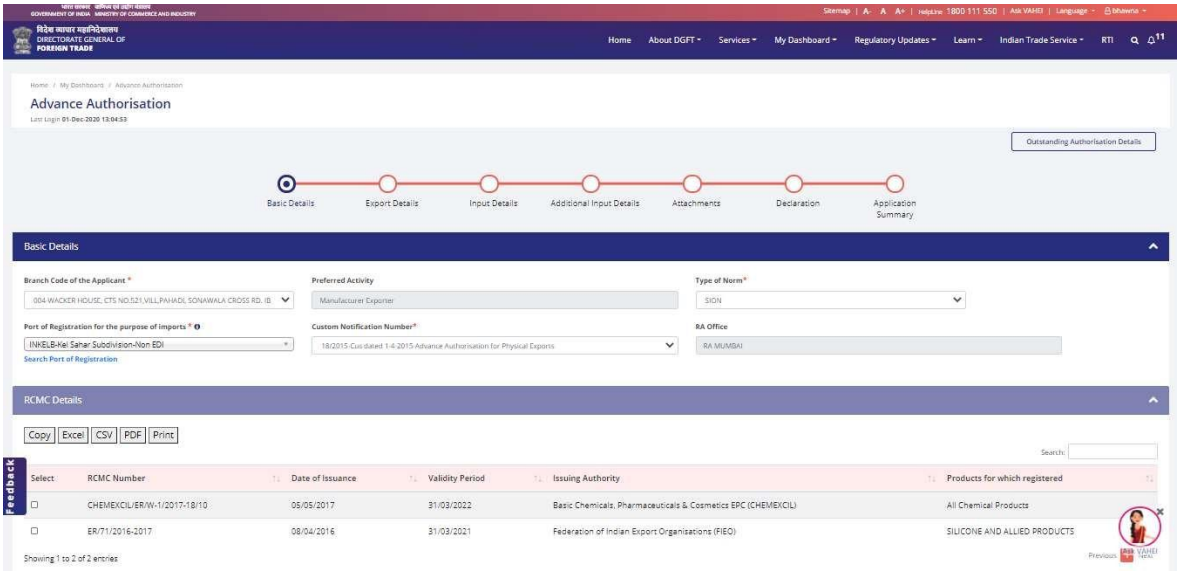


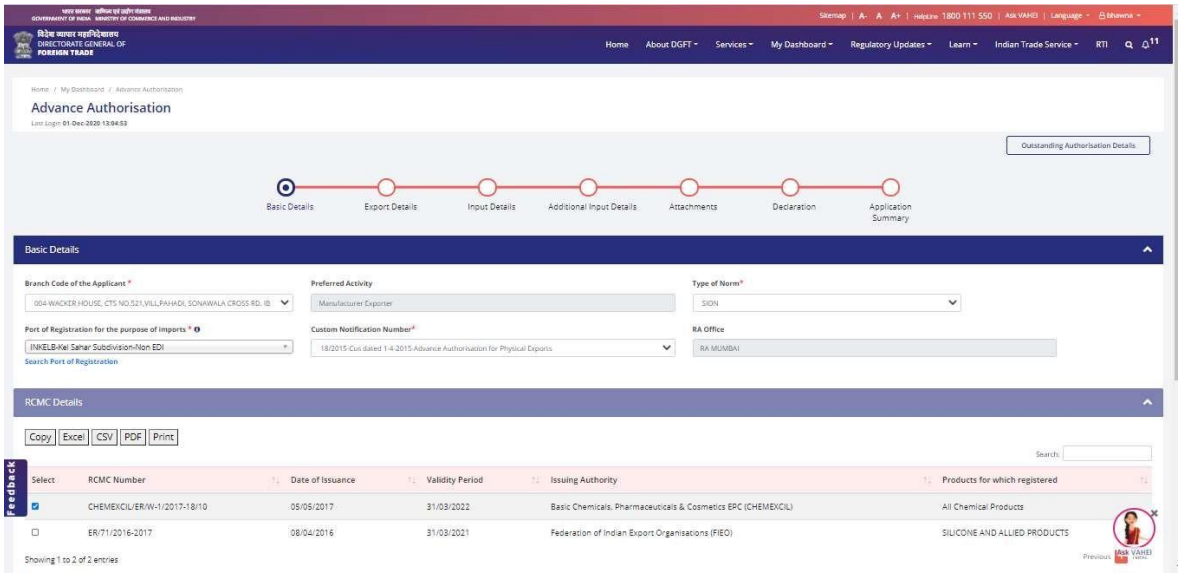
3. Select the Custom Notification Number



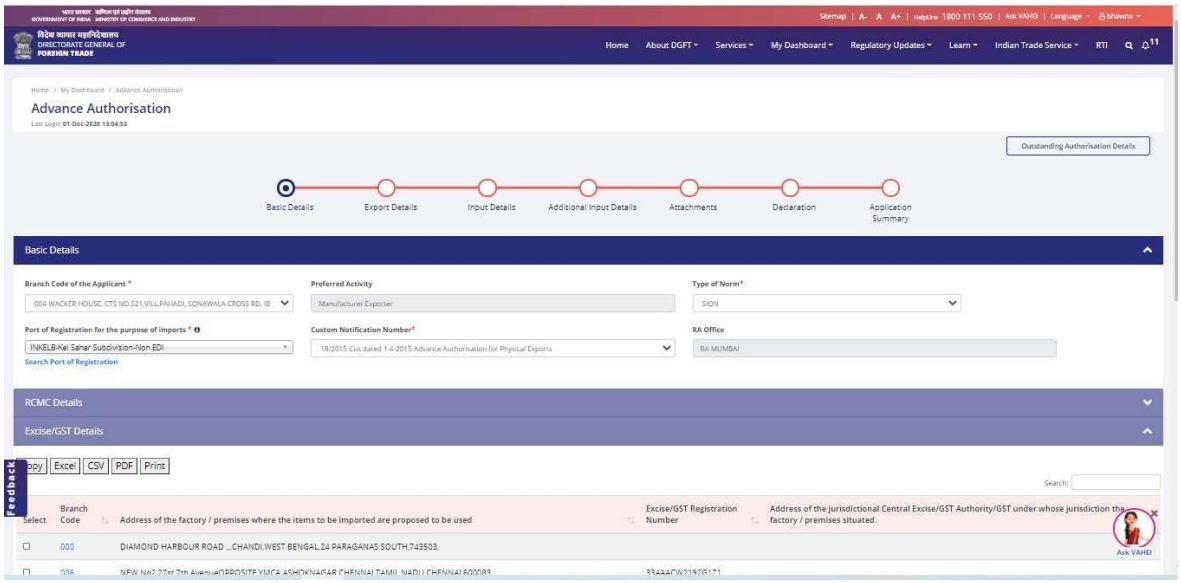


4. System will display the Active RCMC details, added by the user in IEC Profile. User has to select at least One RCMC details

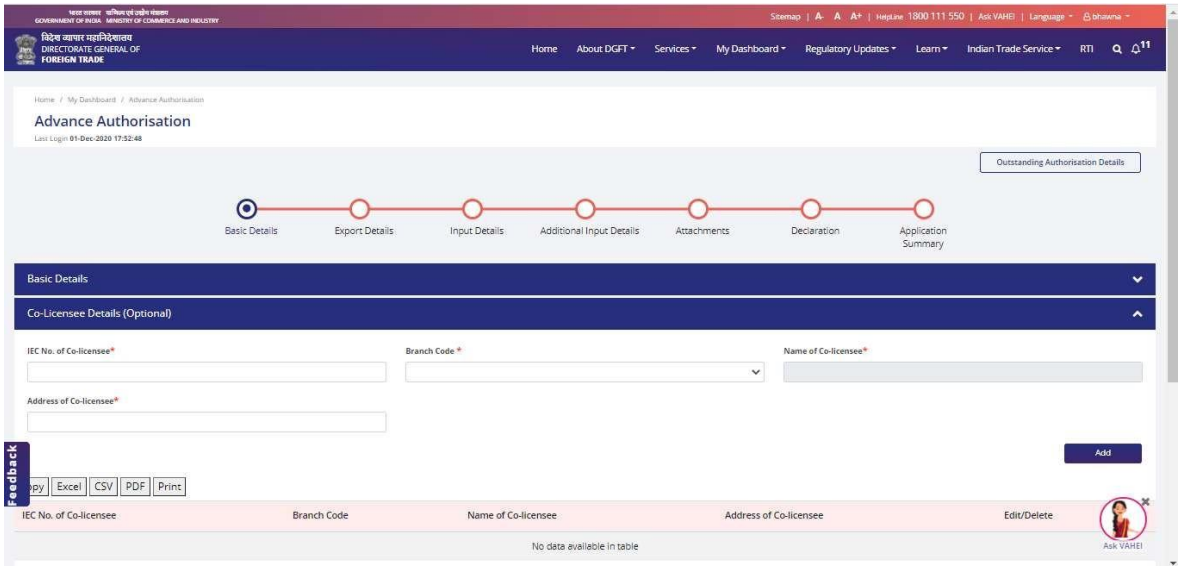




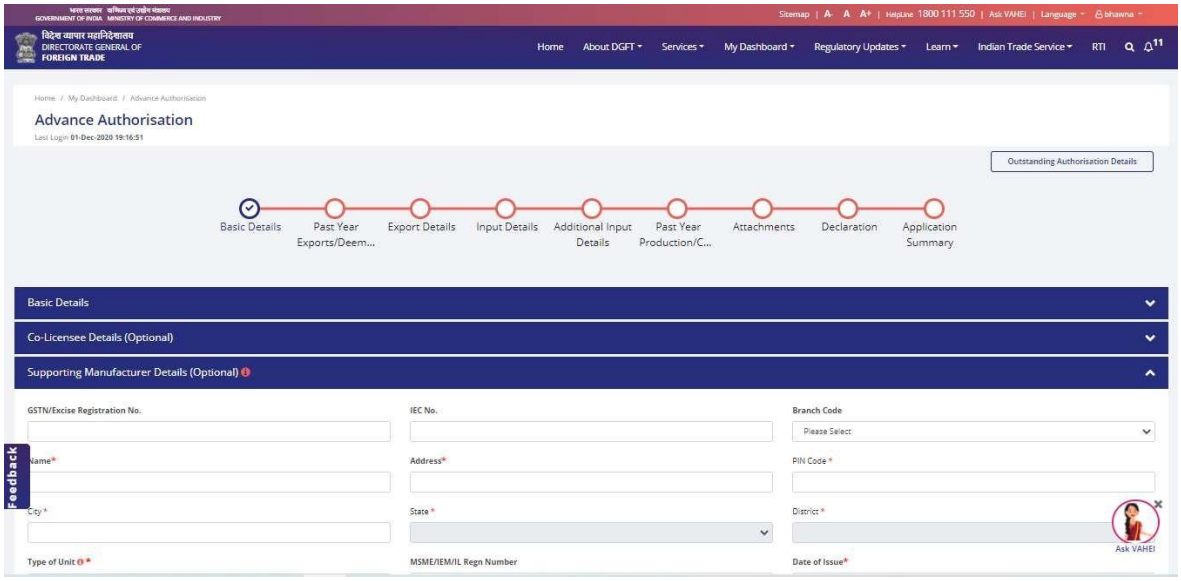
5. In Excise/GST details, system will displays all the branches added by the applicant in IEC Branch details. User has to select at least 1 branch.



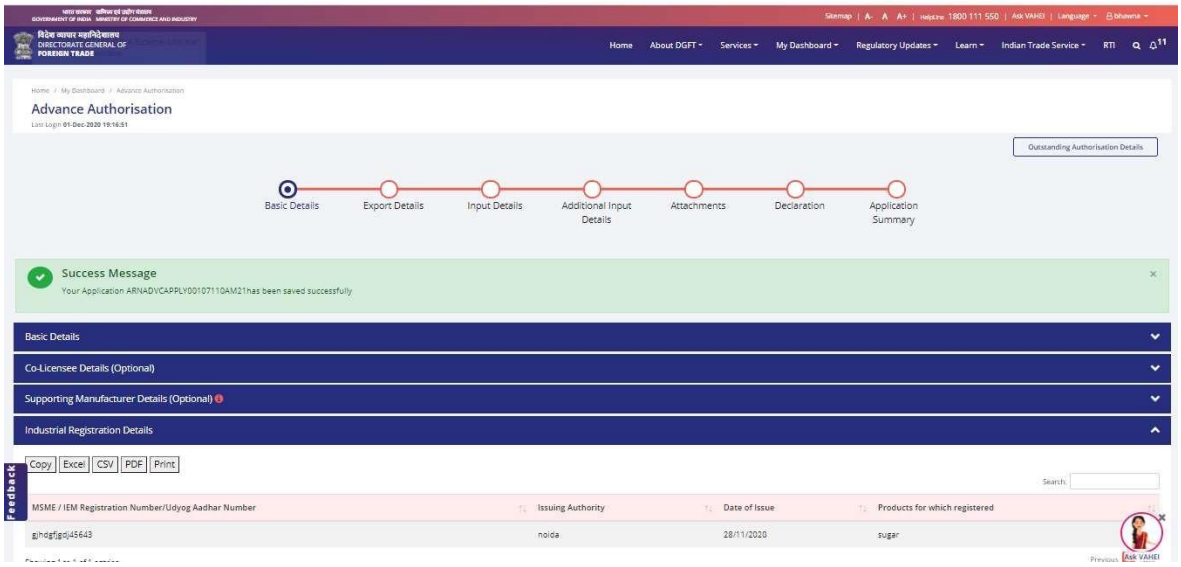
6. In Basic Details Page---Co-Licensee Details are optional, if applicant want to add the Co-licensee details, first please provide the IEC Number, system will fetch the branch details, User has to select the branch code, after selecting the branch code the system will auto-populate the Name of Co-Licensee and Address of Co-Licensee.



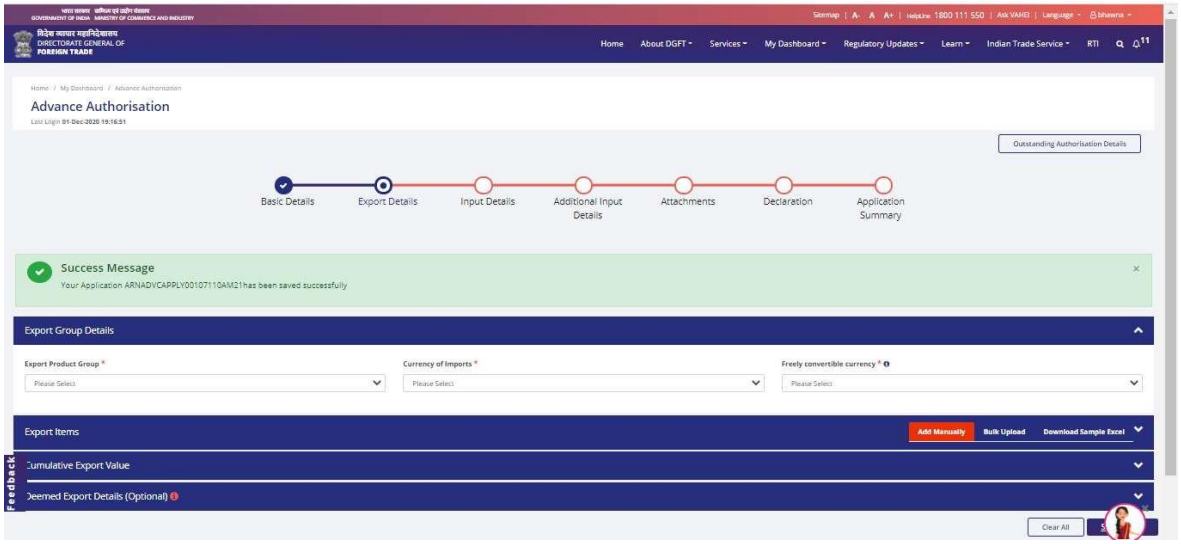
7. In Basic Details---Supporting Manufacturer Details are optional for user whose IEC preferred activity is Manufacturer Exporter or Merchant cum Manufacturer Exporter but Supporting Manufacturer details are mandatory for those users whose IEC preferred activity is Merchant Exporter .

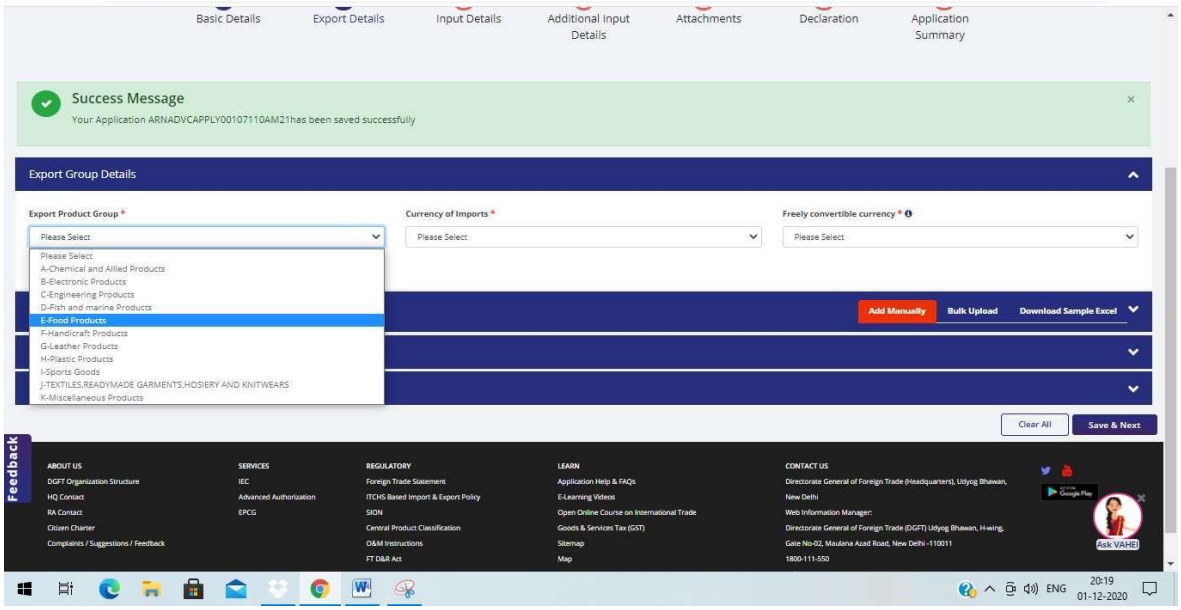


8. In Basic Details---Industrial Registration, system will display the prefilled details. On clicking on save & next or using the navigation bar, system will navigate the user to next page.

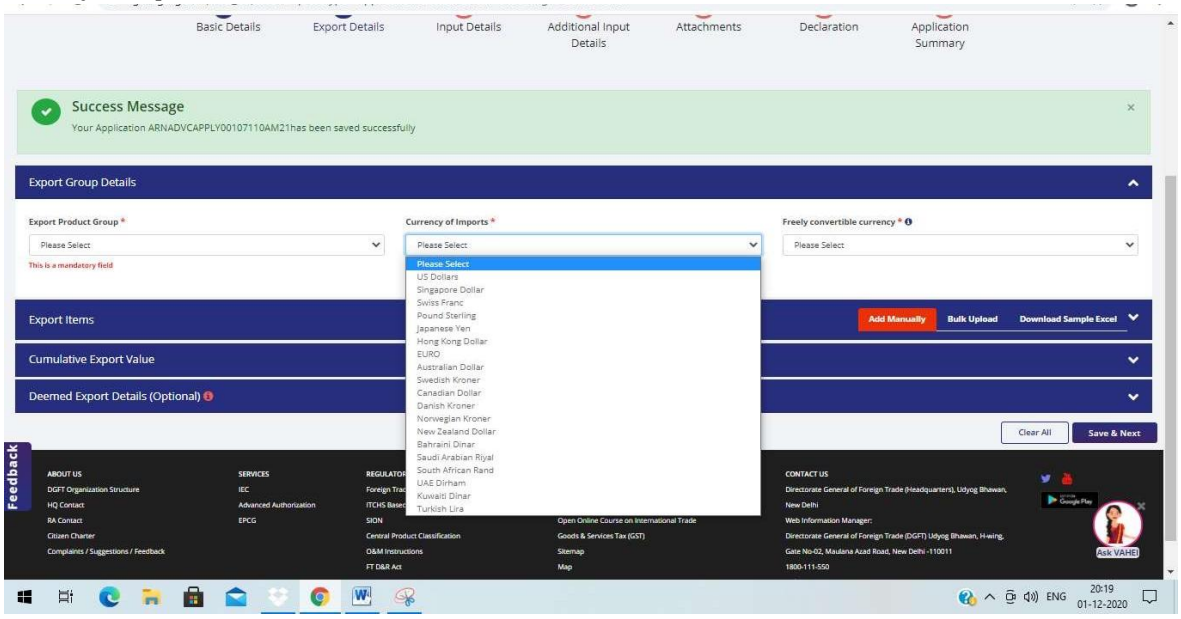


9. In Export Details, user has to select the export product group, Currency of Import and Free convertible currency.

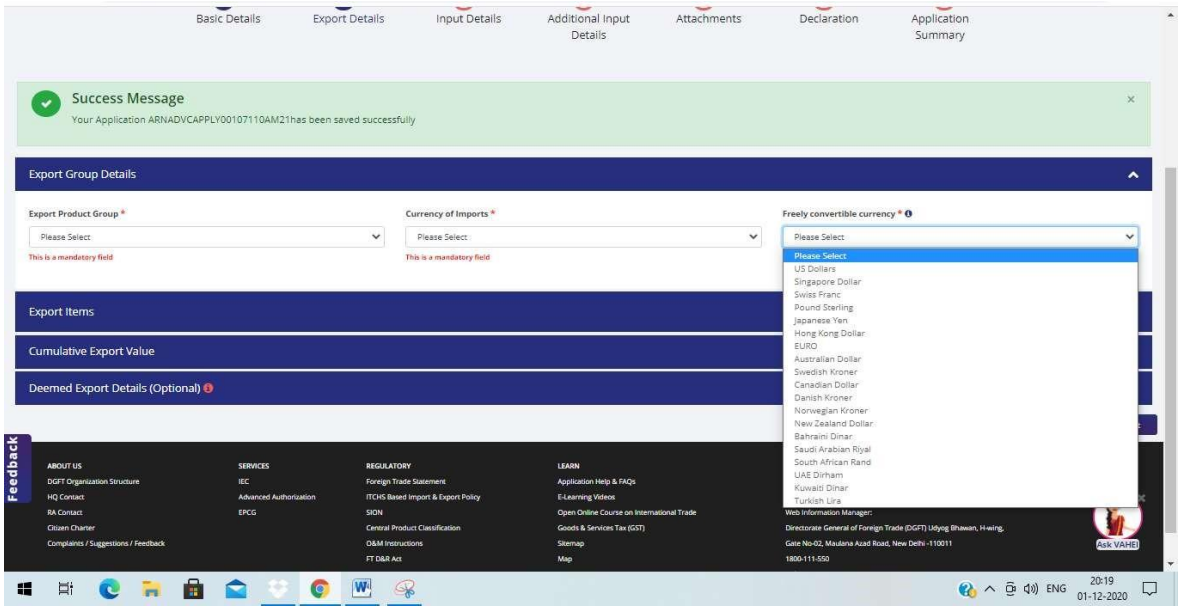


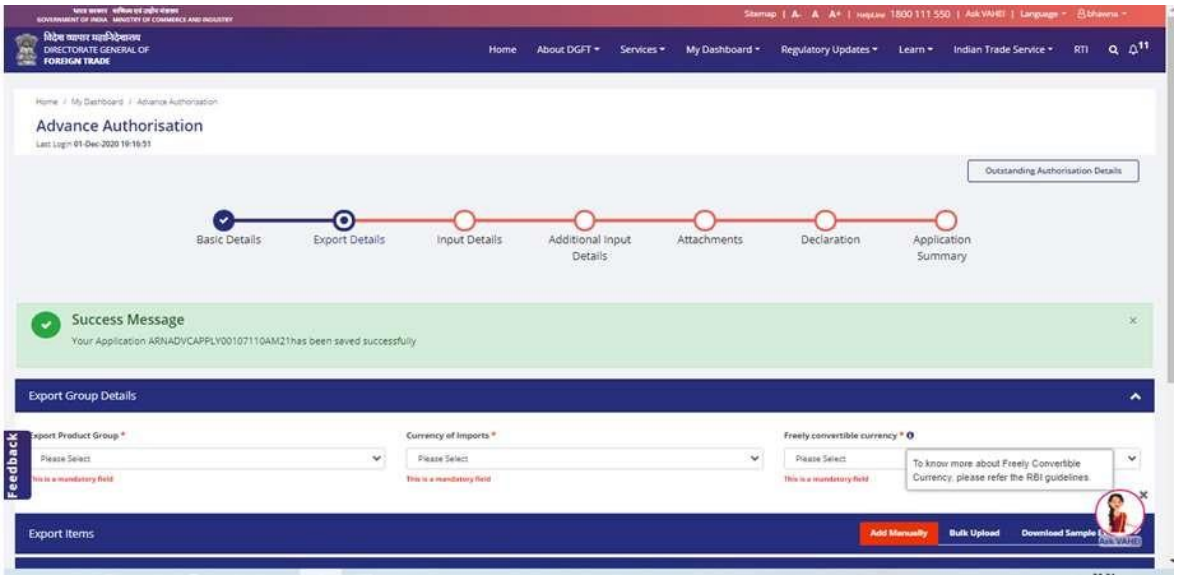


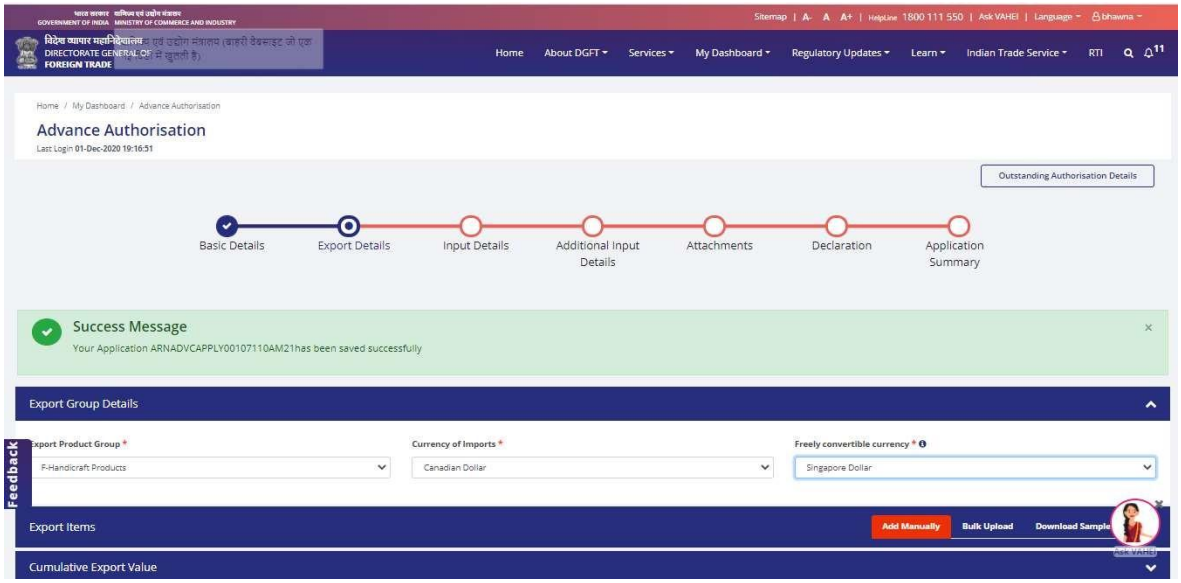
Currency of Import



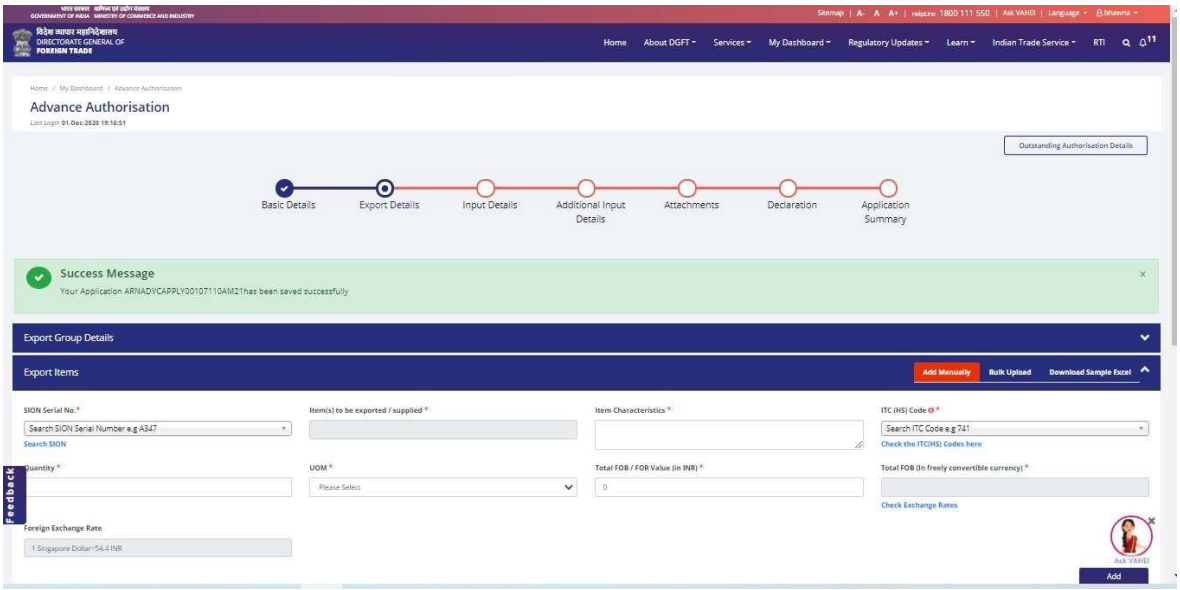
Free Convertible Currency

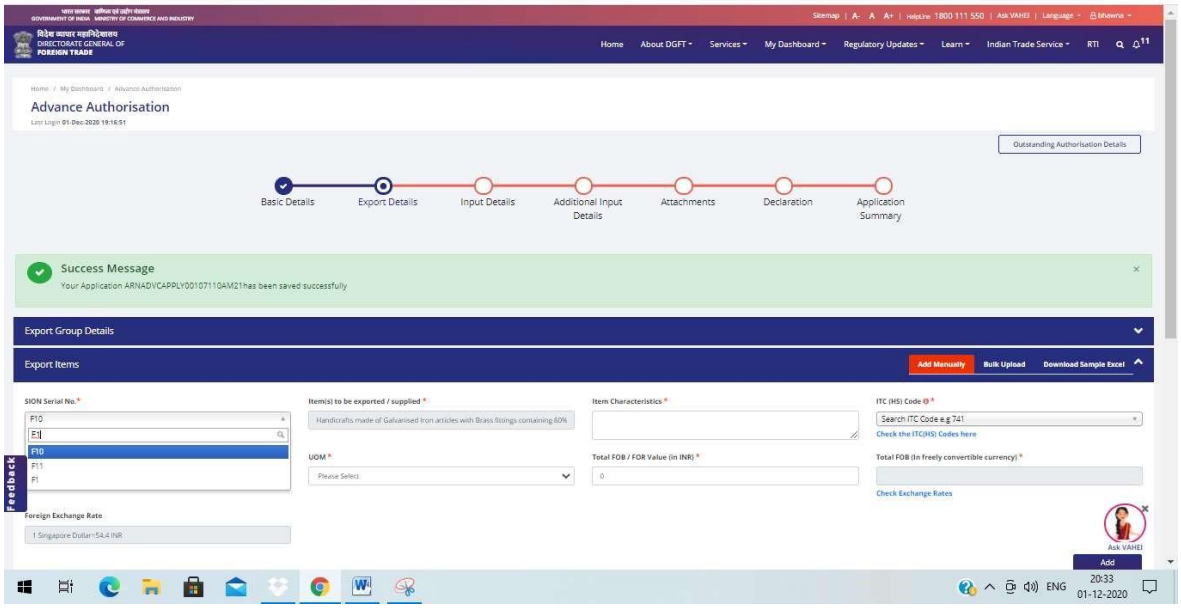

Basic Details
Export Details
Input Details
Additional Input Details
Attachments
Declaration
Application Summary
Success Message
Your Application ARNADVCAPPLY00107110AM21has been saved successfully
Export Group Details
Export Product Group *
Please Select
This is a mandatory field
Currency of Imports *
Please Select
This is a mandatory field
Freely convertible currency *
Please Select
US Dollars
Singapore Dollar
Swiss Franc
Pound Sterling
Japanese Yen
Hong Kong Dollar
EURO
Australian Dollar
Swedish Kroner
Canadian Dollar
Danish Kroner
Norwegian Kroner
New Zealand Dollar
Bahraini Dinar
Saudi Arabian Riyal
South African Rand
UAE Dirham
Kuwaiti Dinar
Turkish Lira
Export Items
Cumulative Export Value
Deemed Export Details (Optional)
Feedback
ABOUT US
DGFT Organization Structure
HQ Contact
RA Contact
Citizen Charter
Complaints / Suggestions / Feedback
SERVICES
IEC
Advanced Authorization
EPCG
REGULATORY
Foreign Trade Statement
ITCHS Based Import & Export Policy
SION
Central Product Classification
O&M Instructions
FT D&R Act
LEARN
Application Help & FAQs
E-Learning Videos
Open Online Course on International Trade
Goods & Services Tax (GST)
Sitemap
Map
Web Information Manager:
Directorate General of Foreign Trade (DGFT) Udyog Bhawan, H-wing,
Gate No-02, Maulana Azad Road, New Delhi -110011
1800-111-550
Ask VAHEI
ENG
20:19
01-12-2020

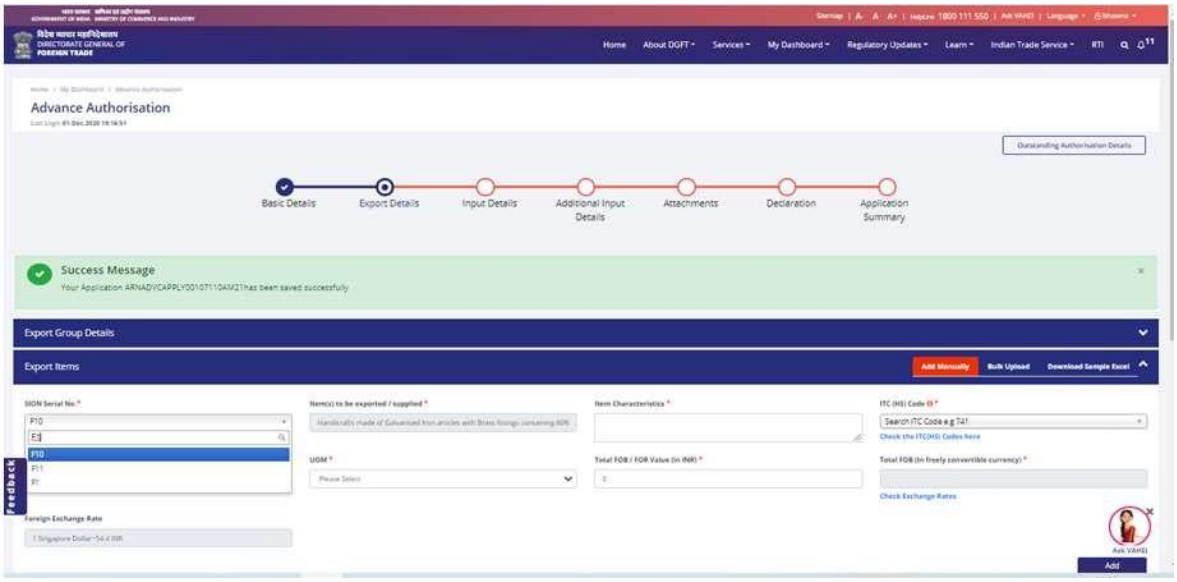

DIRECTORATE GENERAL OF FOREIGN TRADE
Home
About DGFT
Services
My Dashboard
Regulatory Updates
Learn
Indian Trade Service
RTI
Advance Authorisation
Outstanding Authorisation Details
Basic Details
Export Details
Input Details
Additional Input Details
Attachments
Declaration
Application Summary
Success Message
Your Application ARNADVCAPPLY00107110AM21has been saved successfully
Export Group Details
Export Product Group *
Please Select
Currency of Imports *
Please Select
Freely convertible currency *
Please Select
To know more about Freely Convertible Currency, please refer the RBI guidelines.
Export Items
Add Manually
Bulk Upload
Feedback



10. After Export Group Details, user has to fill the Export Items. User has to search the SION Serial Number. E.g.:- If user has selected the Export product group like Handicraft , then the SION serial number will be start From the F1, F21, F56 like that.

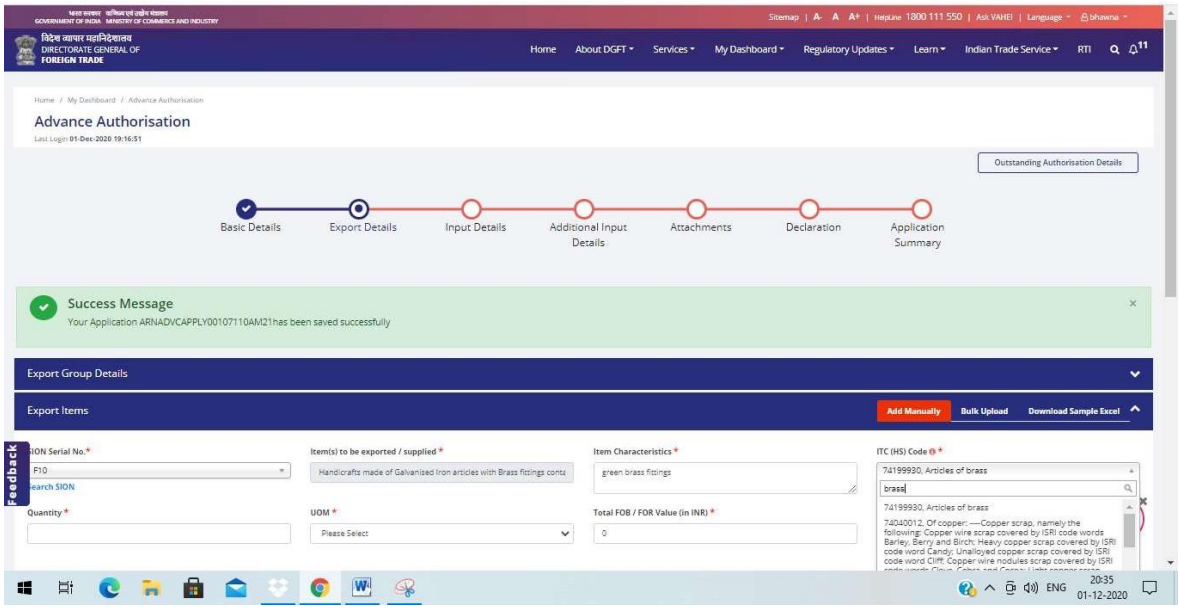


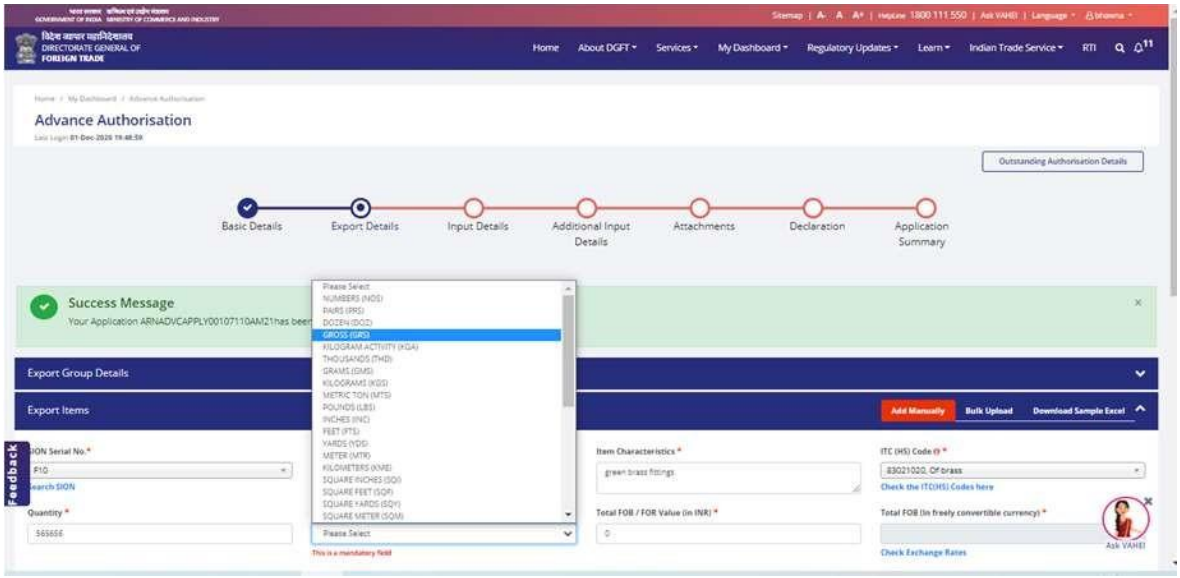


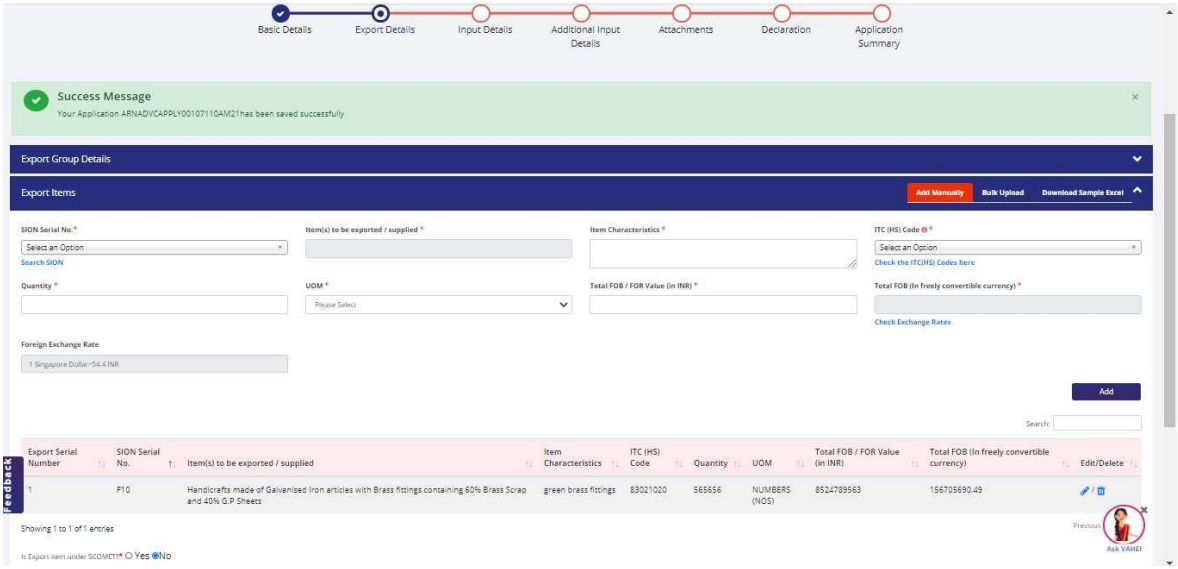


11. After selecting the SION serial number, system will auto-populate the SION Serial item name in the Items to be Exported/supplied field. User has to fill the item characteristics, ITC(HS) Code, UOM, Quantity and Total FOB/FOR value(in RS). Click on add button, details will get added in the table grid below.

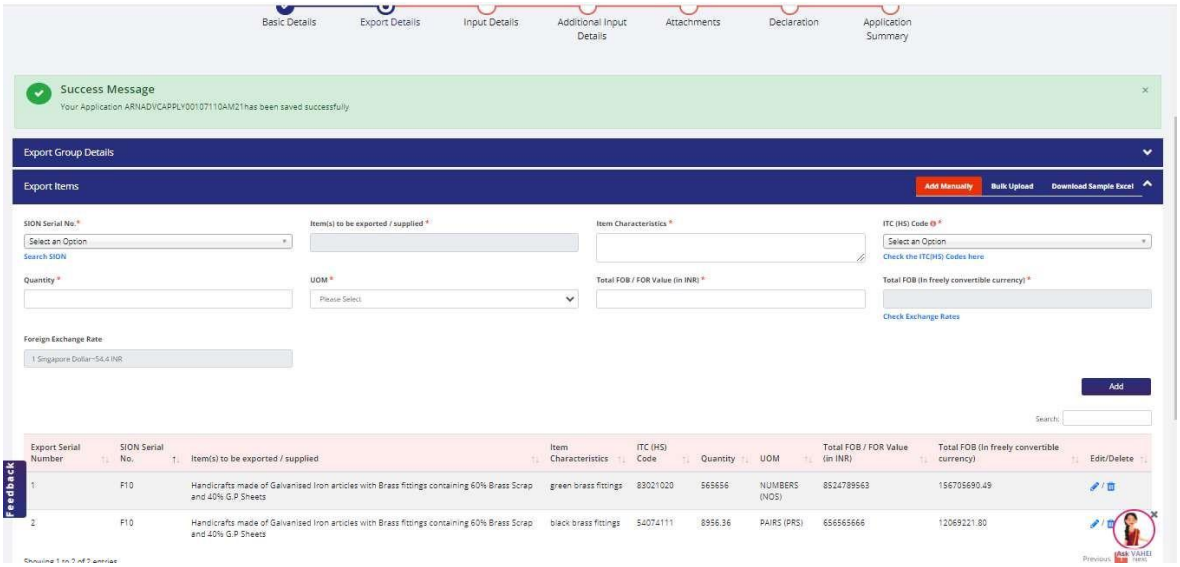
    System will calculate and display the currency conversion in Total FOB (in freely convertible currency) and in Foreign Exchange Rate, system will display the latest CBIC exchange rate for Exports.

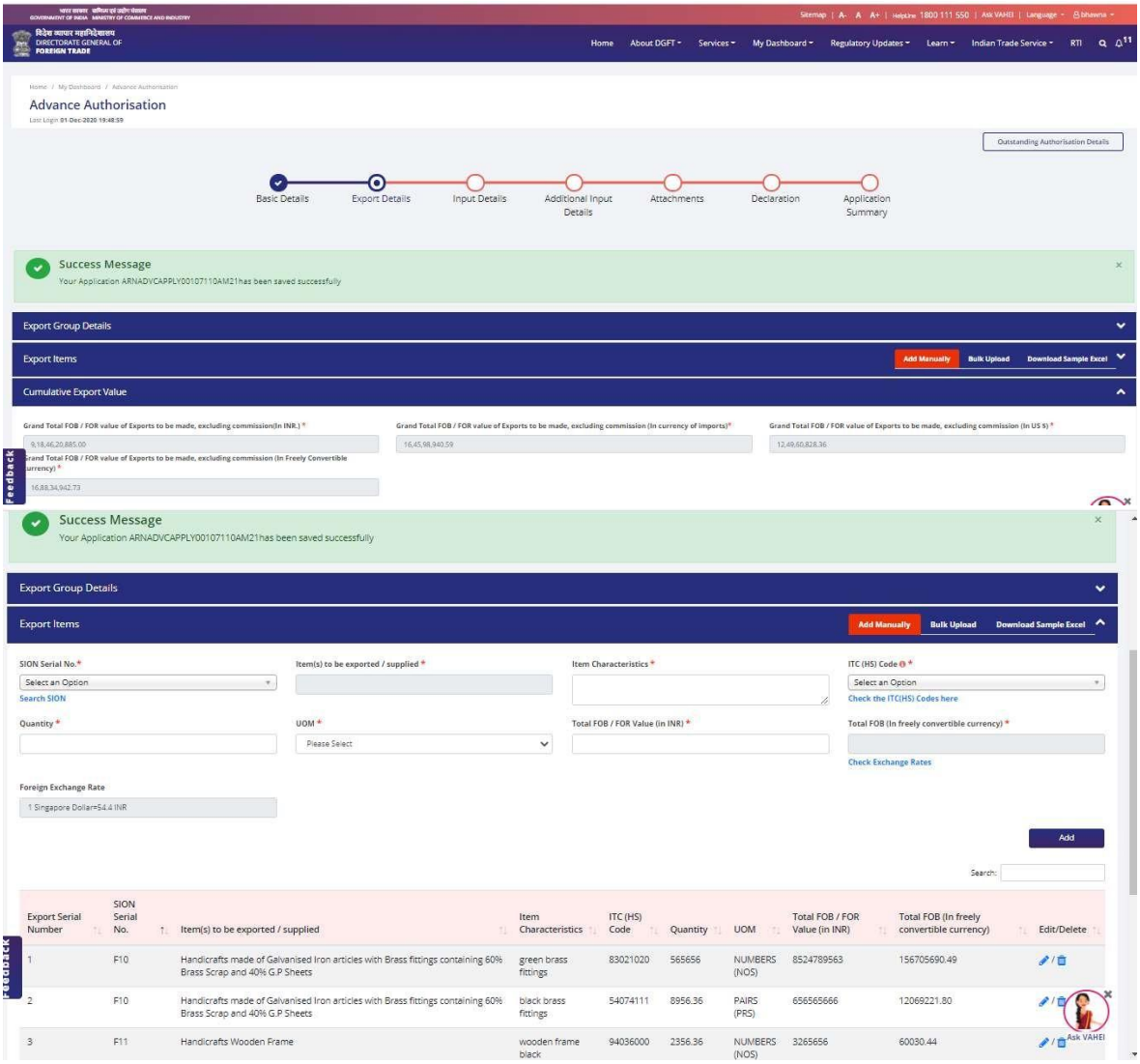

DIRECTORATE GENERAL OF FOREIGN TRADE
Home
About DGFT
Services
My Dashboard
Regulatory Updates
Learn
Indian Trade Service
RTI
Advance Authorisation
Outstanding Authorisation Details
Basic Details
Export Details
Input Details
Additional Input Details
Attachments
Declaration
Application Summary
Success Message
Your Application ARNADVCAPPLY00107110AM21has been saved successfully
Export Group Details
Export Items
Add Manually
Bulk Upload
Download Sample Excel
Item(s) to be exported / supplied *
Item Characteristics *
ITC (HS) Code *
Quantity *
UOM *
Total FOB / FOR Value (in INR) *
Please Select
Feedback


DIRECTORATE GENERAL OF FOREIGN TRADE
Home
About DGFT
Services
My Dashboard
Regulatory Updates
Learn
Indian Trade Service
RTI
Advance Authorisation
Outstanding Authorisation Details
Basic Details
Export Details
Input Details
Additional Input Details
Attachments
Declaration
Application Summary
Success Message
Export Group Details
Export Items
Add Manually
Bulk Upload
Download Sample Excel
Item Characteristics *
ITC (HS) Code *
Quantity *
Total FOB / FOR Value (in INR) *
Please Select
Feedback

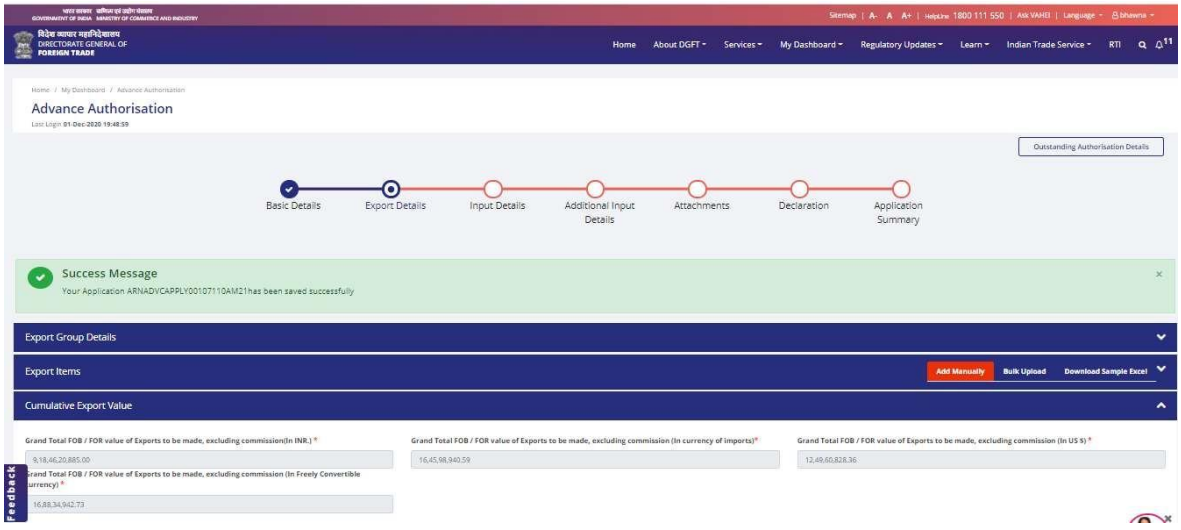


In SION Type of norm, if applicant want to add more SION serial number, user can add the SION serial number of the Same export product group only.

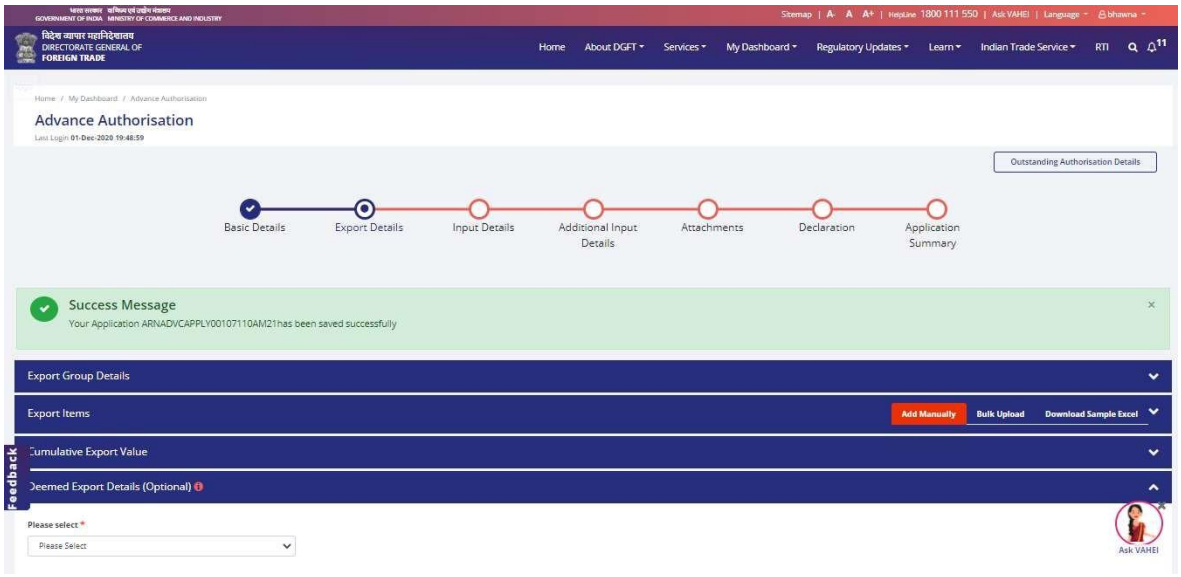


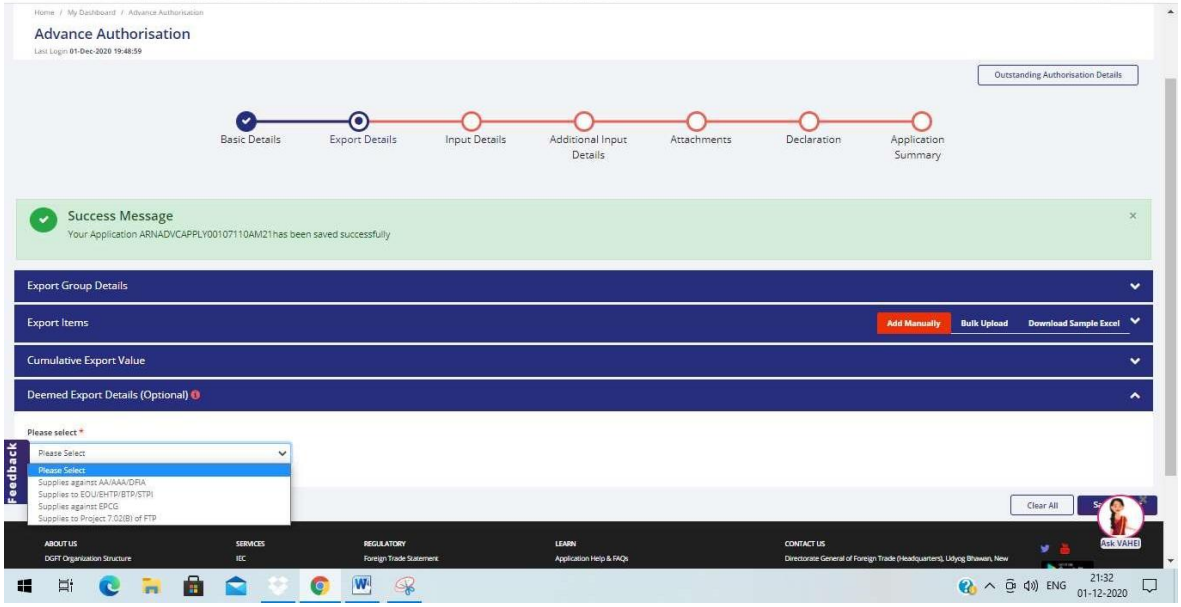


12. In Cumulative Export Value---System will display Grand Total FOB of added export item above, in different currency (INR, Currency of import and Free Convertible Currency)

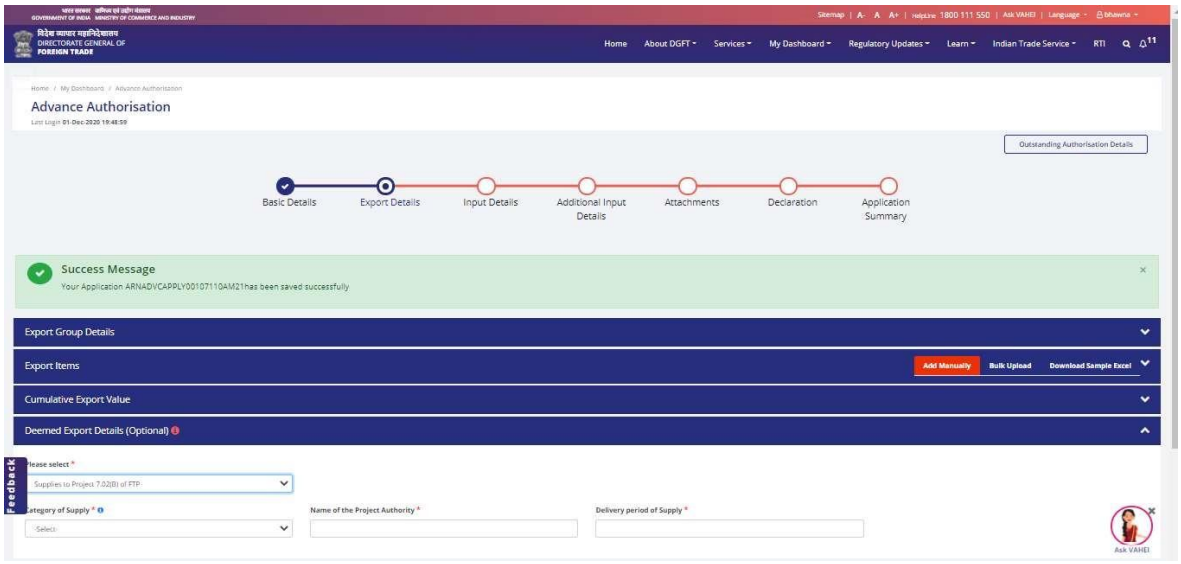


13. Deemed Export details are optional.

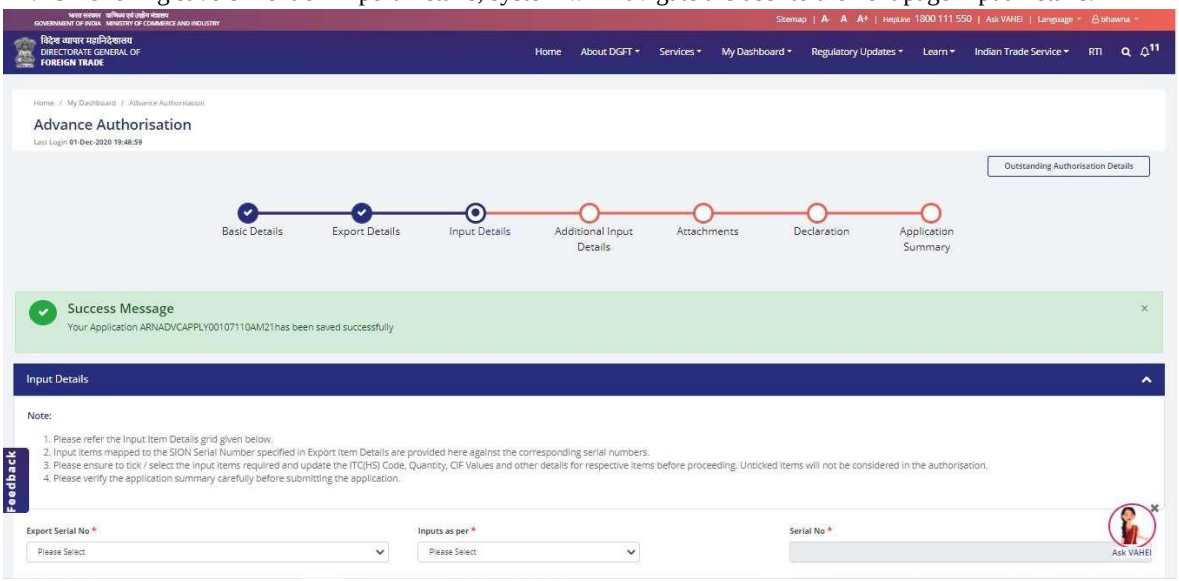


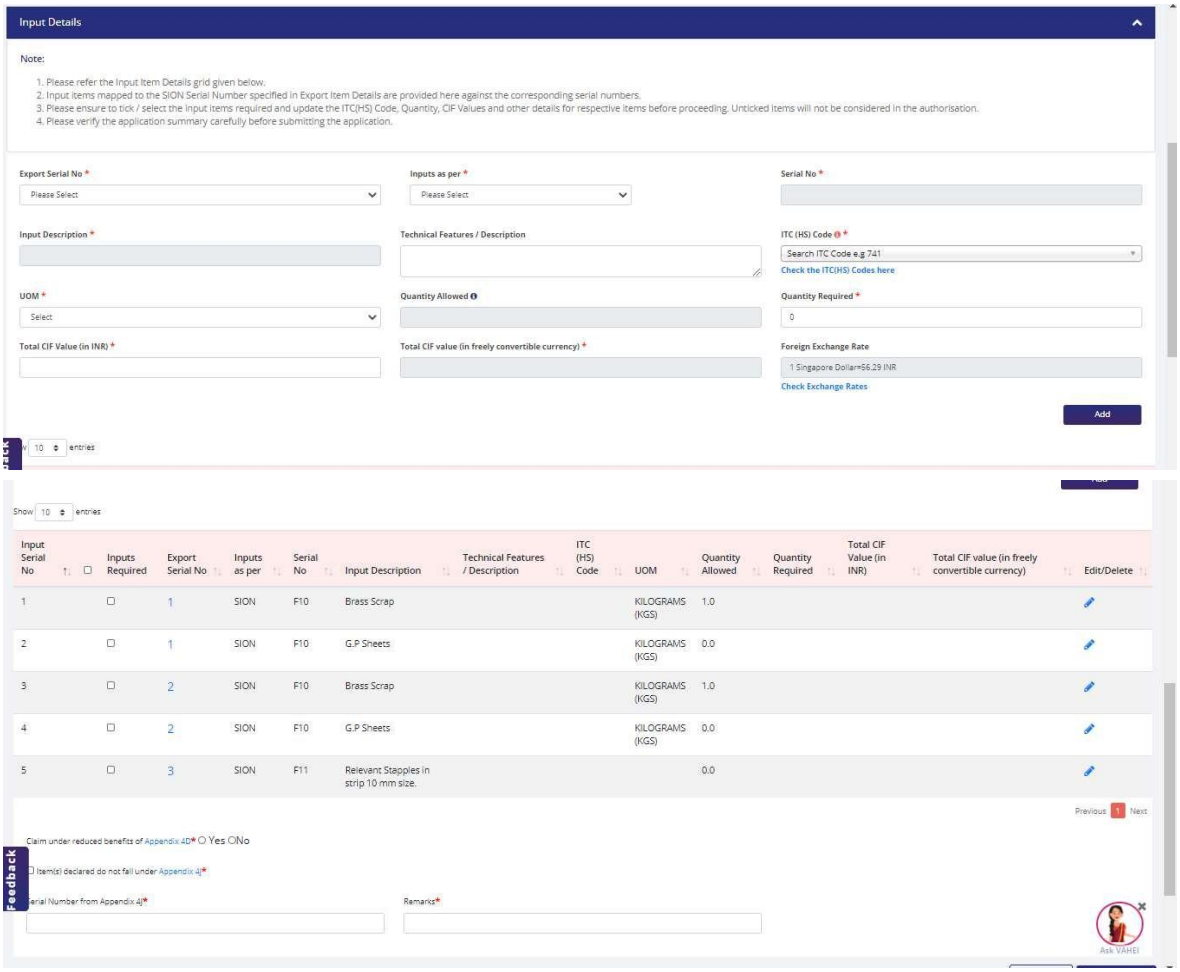


In case if applicant is filling the Deemed Export details and selecting the Supplies to Project 7.02 (B) of FTP then system will provide more fields to the user, which he has to fill.

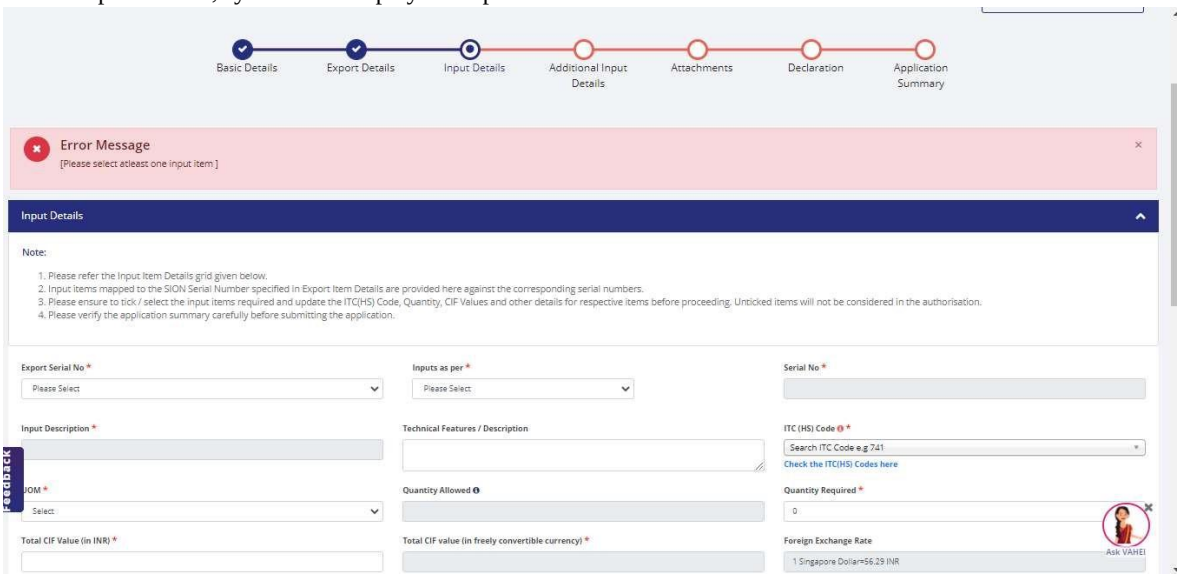


14. On clicking save & next of Export Details, system will navigate the user to the next page Input Details.





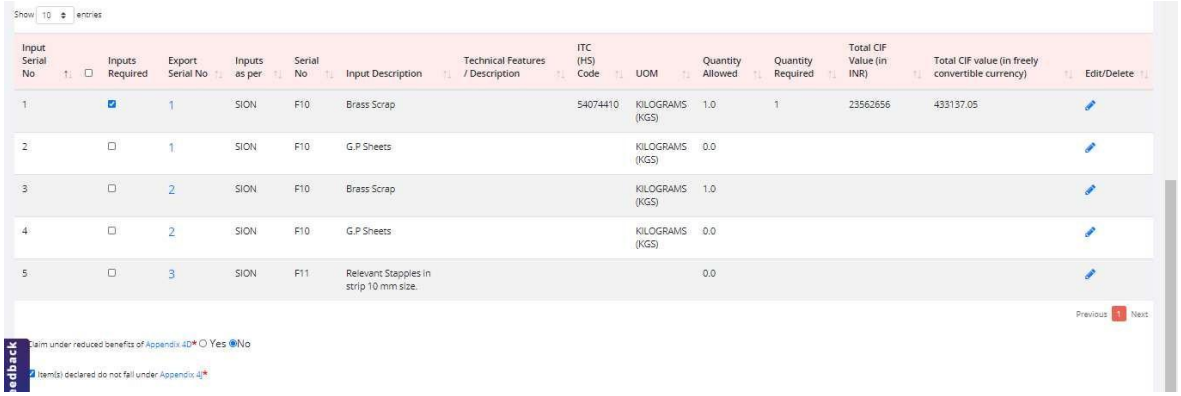
For SION Norm type, system will display all the digitized Input item, acc to the SION serial number selected by user in export details, system will display the input item.



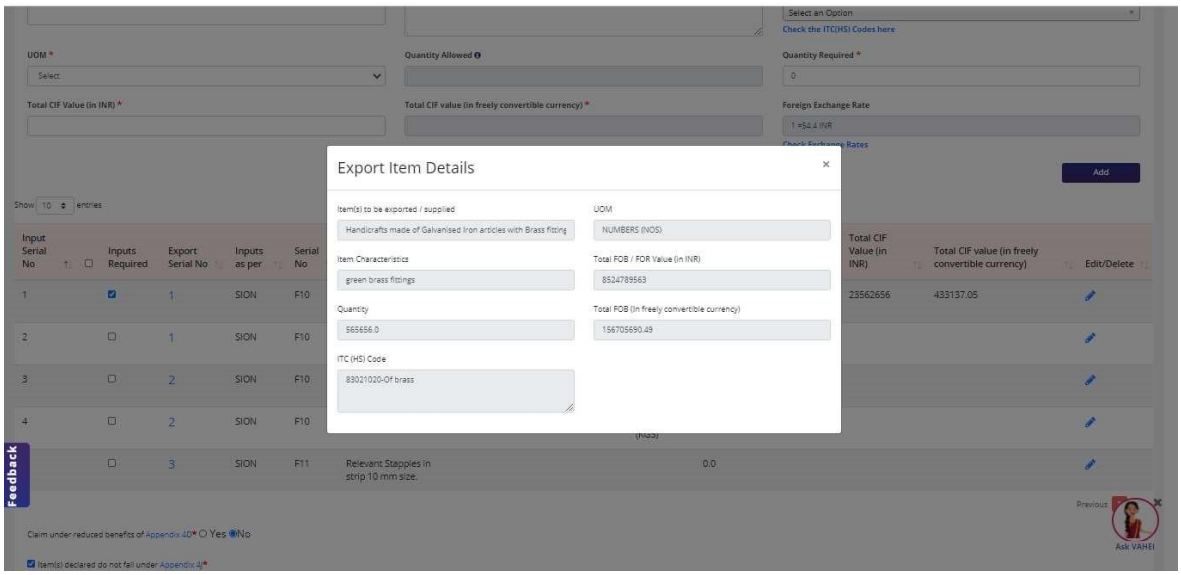
System is showing the latest CBIC import currency exchange in Foreign Exchange Rate.

If user is not selecting any input item, clicking on save & next, system will prompt the error message.

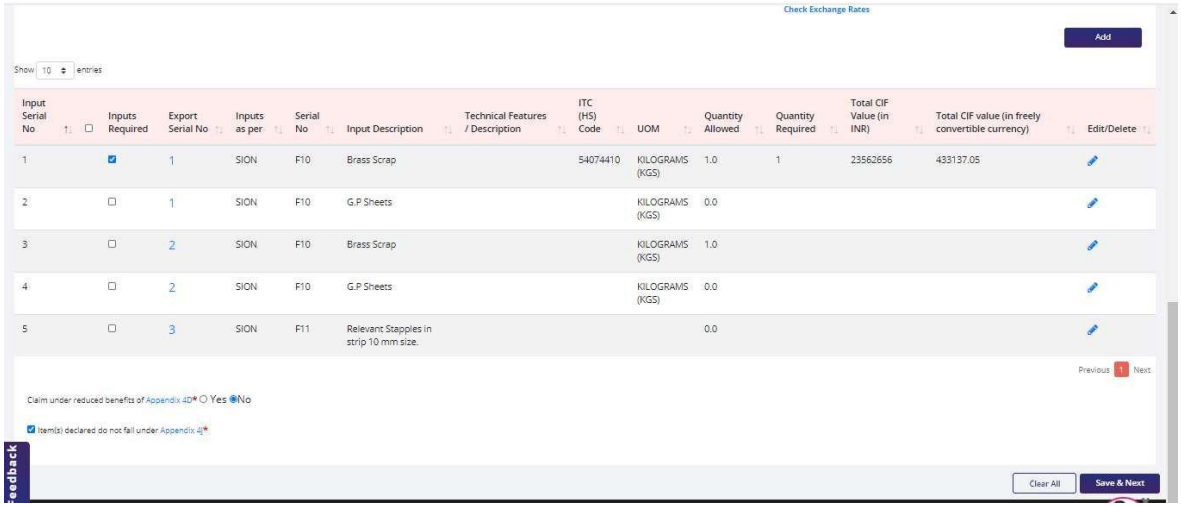
Error Resolution: User has to select any input item and click on edit icon, provide the ITC Code, Quantity required, UOM and Total CIF value (in INR).



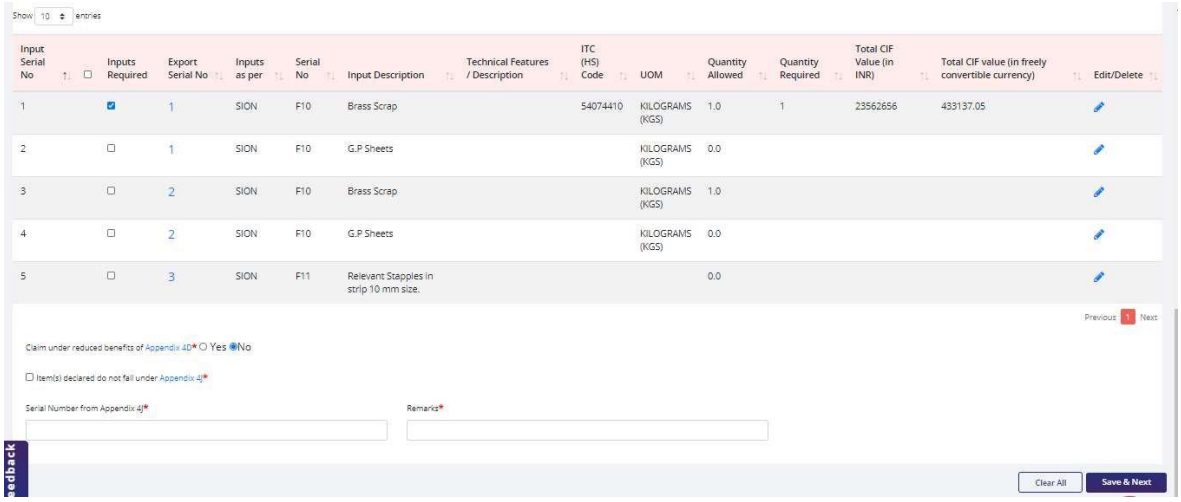
If user clicks on the Export serial no hyperlink, system will display the export item details.



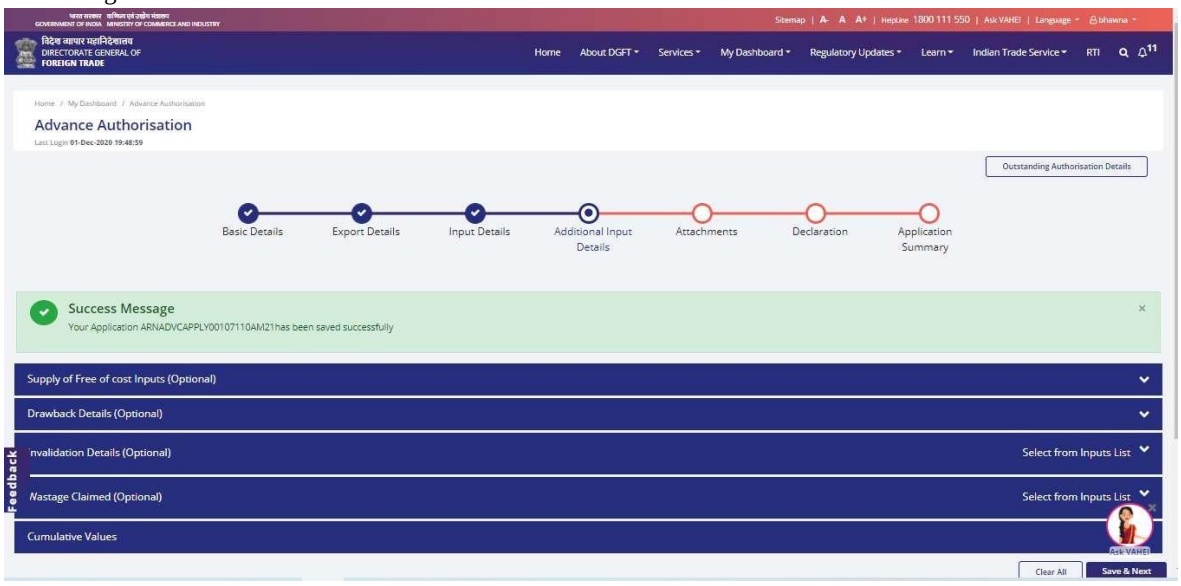
User has to select the either Yes or NO for claiming the Appendix 4D. If import item do not fall under Appendix 4J, please tick the checkbox.



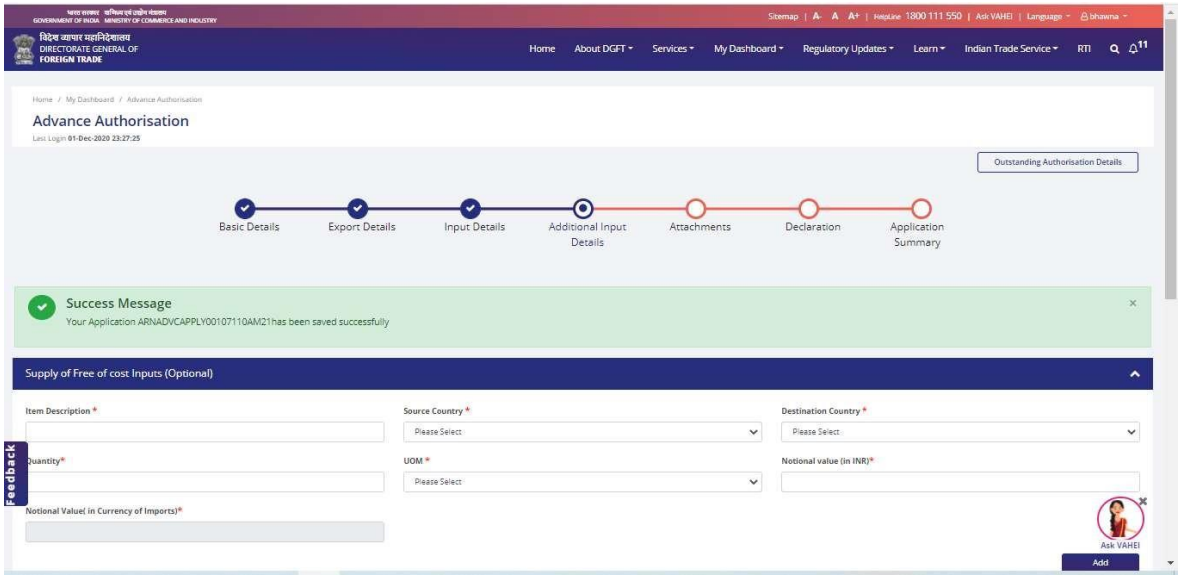
In case, if input item falls under the Appendix 4J, then do not tick the checkbox and provide the details into Serial Number and Remarks field.



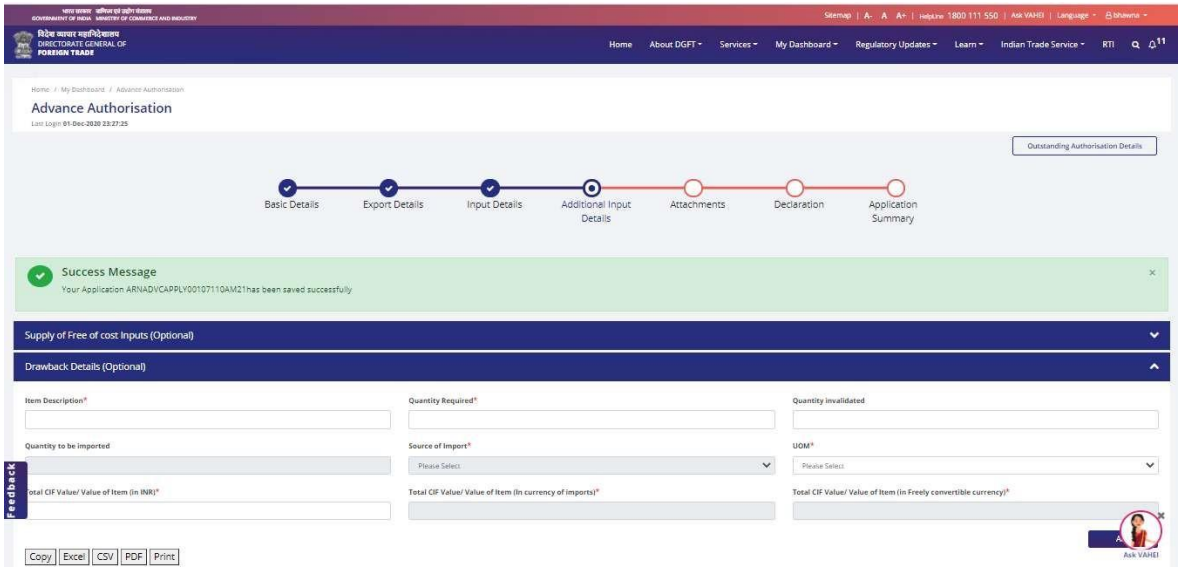
On clicking save & next or using the navigation bar, system will navigate the user to the next page Additional Input Details Page.

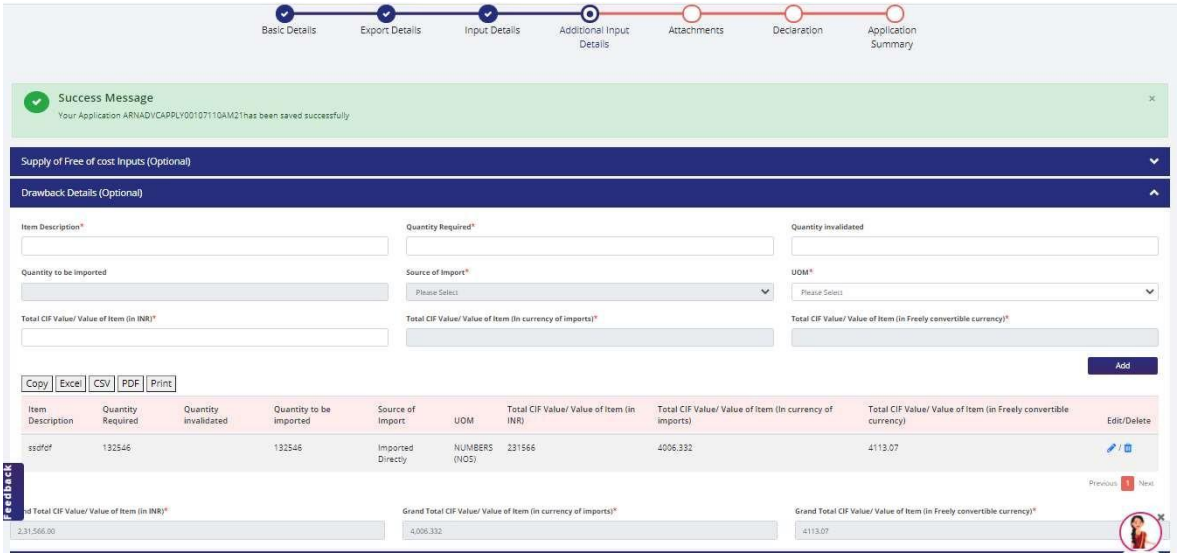


15. To add the Supply of Free of cost Inputs (Optional) details, expand the Supply of Free of Cost Inputs section, fill the mandatory details and click on add button.

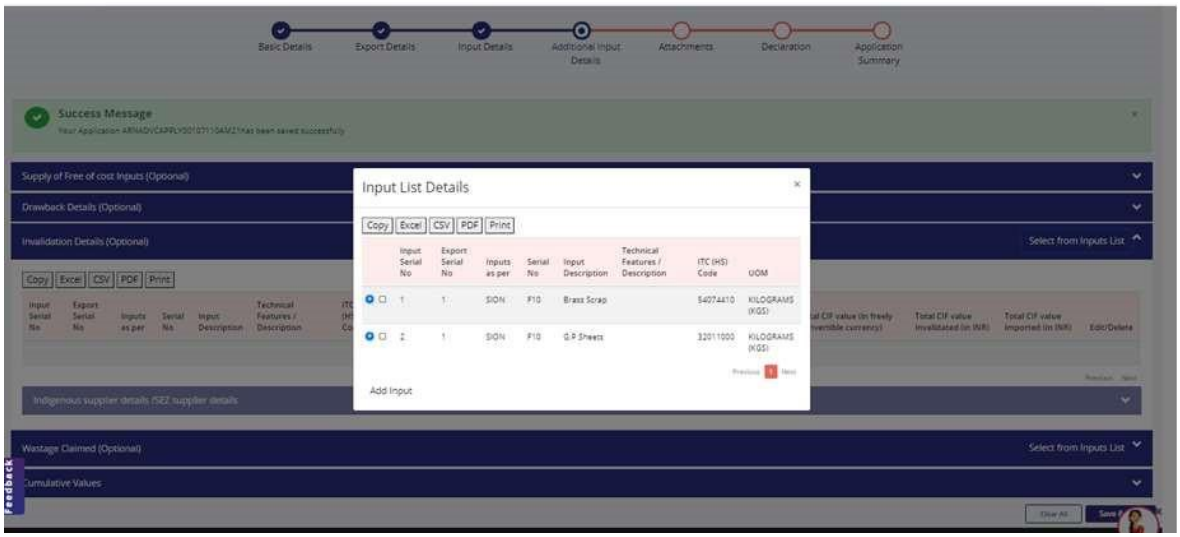


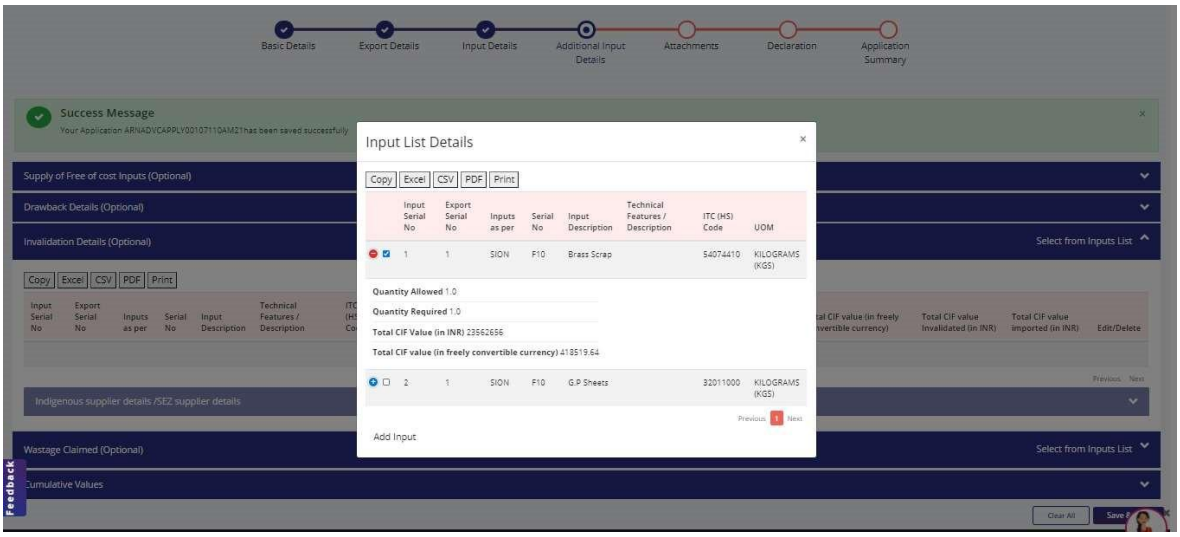
16. To add the drawback claimed details, expand the drawback claimed section, fill the mandatory details and click on add button.

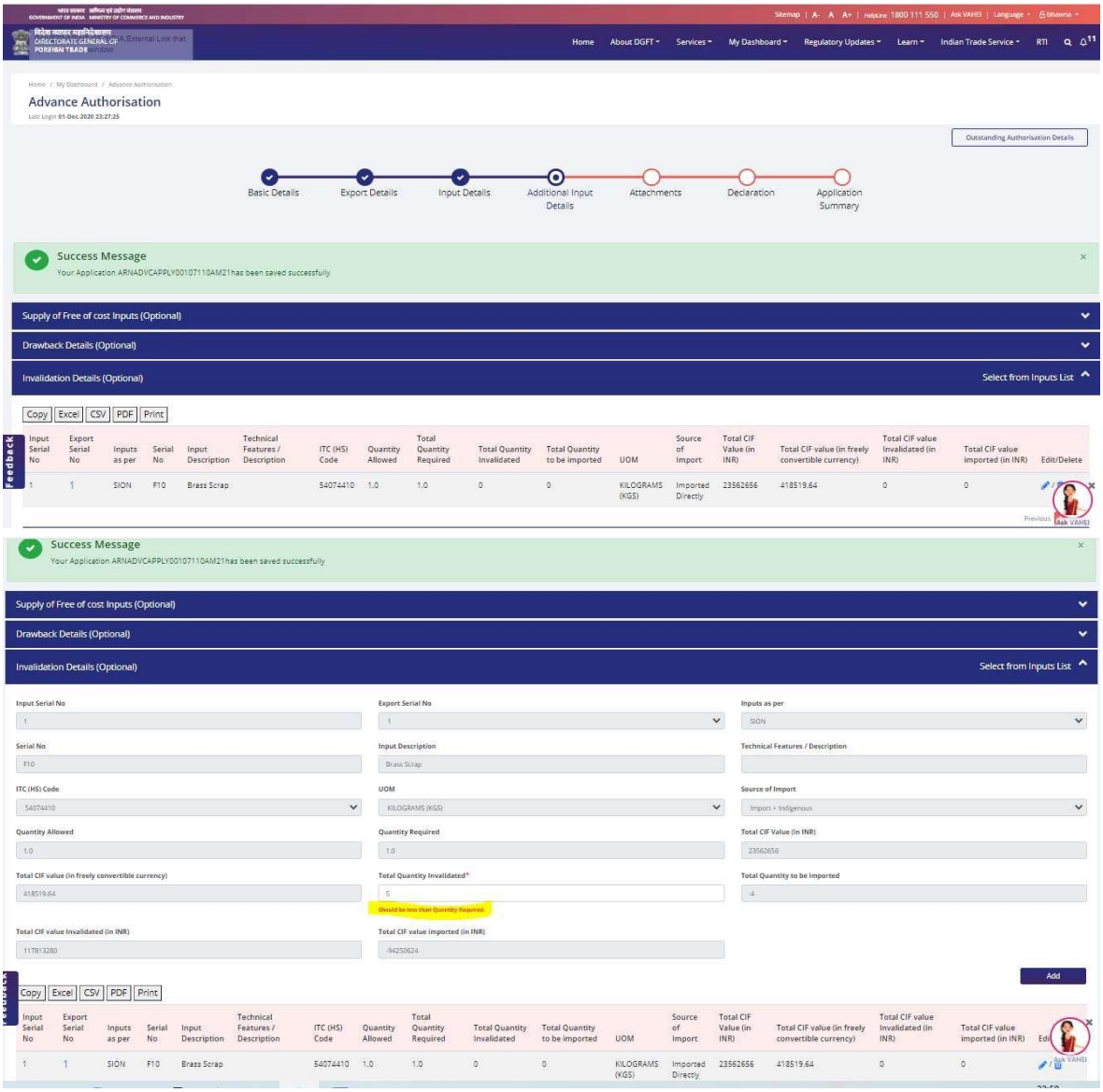




17. To add the invalidation details, expand the invalidation details section, click on 'select from input list' button, now select the item and click on the add button in the pop-up, once you click on add button the item will be added to the invalidation details list. The added items can be deleted or modified by clicking on the respective icons corresponding to the selected items

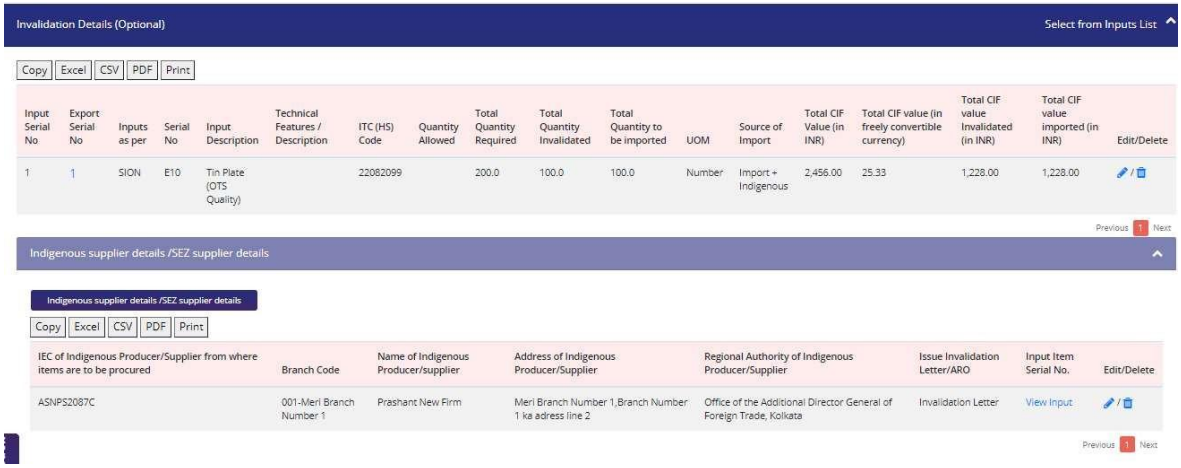



Basic Details
Export Details
Input Details
Additional Input Details
Attachments
Declaration
Application Summary
Success Message
Your Application ARNADVCAPPLY00107110AM21has been saved successfully
Input List Details
Copy
Excel
CSV
PDF
Print
Input Serial No
Export Serial No
Inputs as per
Serial No
Input Description
Technical Features / Description
ITC (HS) Code
UOM
1
1
SION
F10
Brass Scrap
54074410
KILOGRAMS (KGS)
Quantity Allowed 1.0
Quantity Required 1.0
Total CIF Value (in INR) 23562656
Total CIF value (in freely convertible currency) 418519.64
2
1
SION
F10
G.P Sheets
32011000
KILOGRAMS (KGS)
Add Input
Supply of Free of cost Inputs (Optional)
Drawback Details (Optional)
Invalidation Details (Optional)
Select from Inputs List
Indigenous supplier details /SEZ supplier details
Wastage Claimed (Optional)
Cumulative Values
Feedback


Home
About DGFT
Services
My Dashboard
Regulatory Updates
Learn
Indian Trade Service
RTI
Advance Authorisation
Outstanding Authorisation Details
Basic Details
Export Details
Input Details
Additional Input Details
Attachments
Declaration
Application Summary
Success Message
Your Application ARNADVCAPPLY00107110AM21has been saved successfully
Supply of Free of cost Inputs (Optional)
Drawback Details (Optional)
Invalidation Details (Optional)
Select from Inputs List
Copy
Excel
CSV
PDF
Print
Input Serial No
Export Serial No
Inputs as per
Serial No
Input Description
Technical Features / Description
ITC (HS) Code
Quantity Allowed
Total Quantity Required
Total Quantity Invalidated
Total Quantity to be imported
UOM
Source of Import
Total CIF Value (in INR)
Total CIF value (in freely convertible currency)
Total CIF value Invalidated (in INR)
Total CIF value imported (in INR)
Edit/Delete
1
1
SION
F10
Brass Scrap
54074410
1.0
1.0
0
0
KILOGRAMS (KGS)
Imported Directly
23562656
418519.64
0
0
Feedback

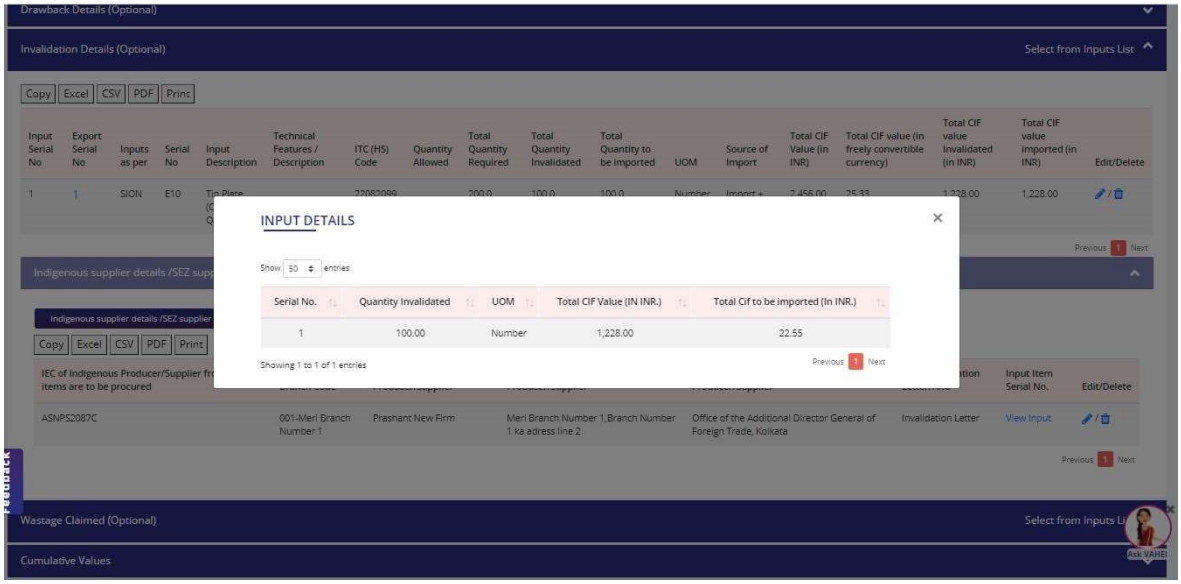
Success Message
Your Application ARNADVCAPPLY00107110AM21has been saved successfully
Supply of Free of cost Inputs (Optional)
Drawback Details (Optional)
Invalidation Details (Optional)
Select from Inputs List
Input Serial No
Export Serial No
Inputs as per
Serial No
Input Description
Technical Features / Description
ITC (HS) Code
UOM
Source of Import
Quantity Allowed
Quantity Required
Total CIF Value (in INR)
Total CIF value (in freely convertible currency)
Total Quantity Invalidated*
Total Quantity to be imported
Should be less than Quantity Required
Total CIF value Invalidated (in INR)
Total CIF value imported (in INR)
Add
Copy
Excel
CSV
PDF
Print
1
1
SION
F10
Brass Scrap
54074410
1.0
1.0
0
0
KILOGRAMS (KGS)
Imported Directly
23562656
418519.64
0
0

While adding the quantity invalidated, system will prompt the error message if user is trying to provide the quantity invalidated more than quantity required. Quantity invalidated can be equal or less than quantity required.



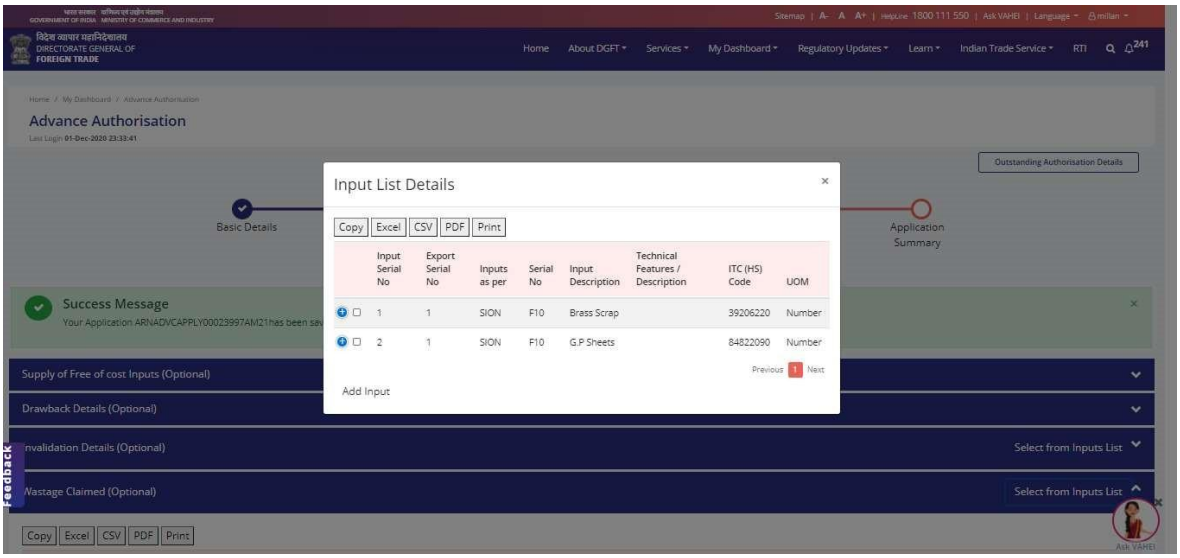
18. For adding indigenous supplier details, expand indigenous supplier details section and click on add supplier details button present in that section, and select from the list.

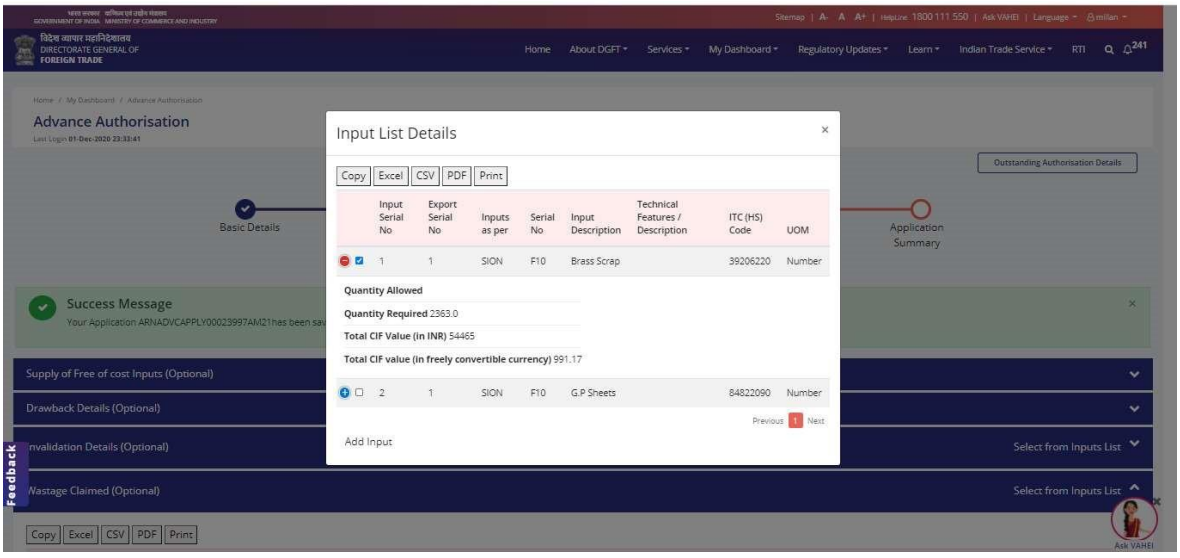
Verify the supplier details and click on save supplier details button, once the save supplier button is clicked the supplier details will be added to the list. Click on 'view input' button corresponding to the supplier added to the list to see the details of the input



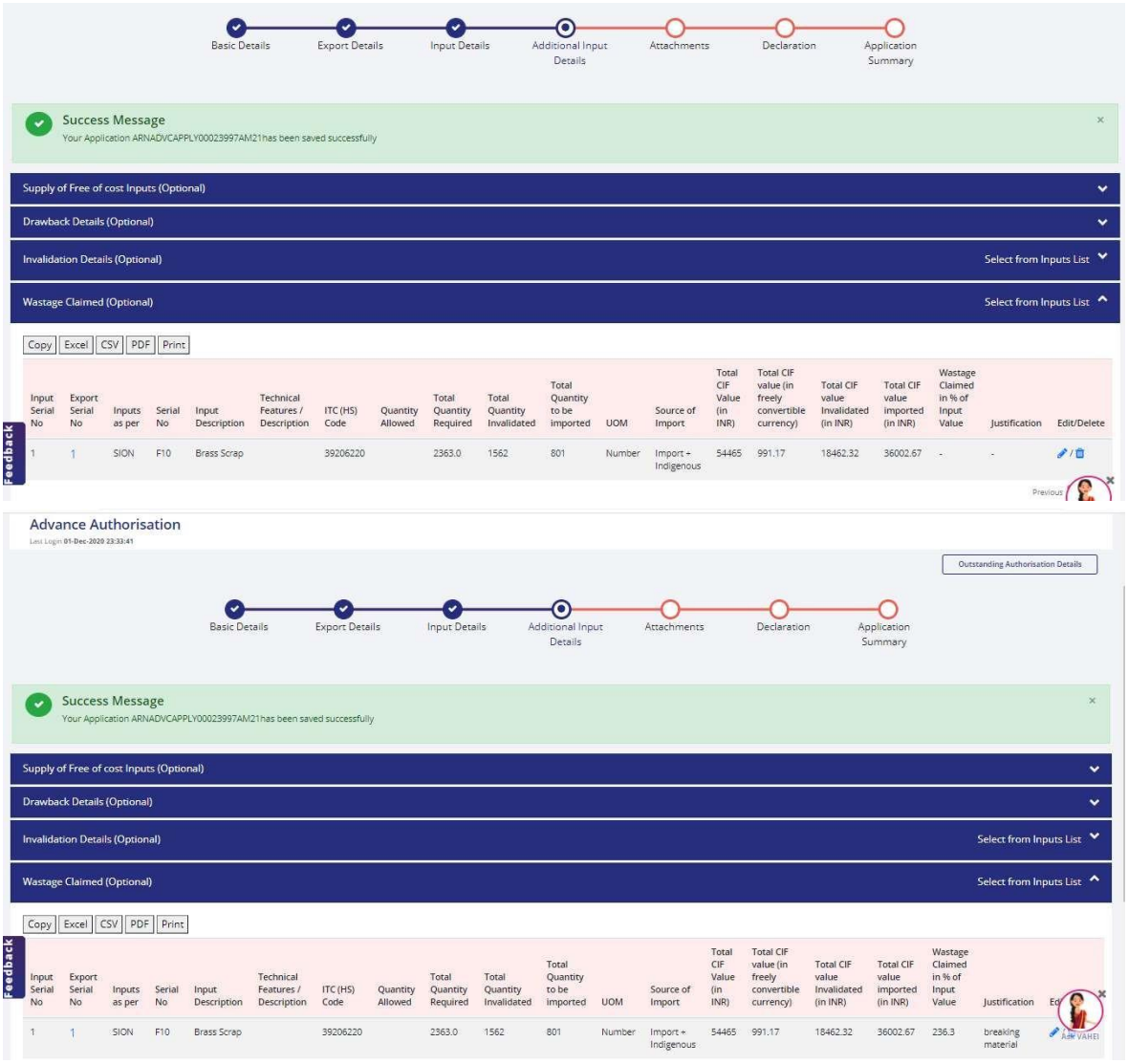
19. For adding items for wastage claim, click on add input item for wastage claim and select the item from the pop-up and click on add button, the item will be added to list. To modify the wastage click on edit button and modify the wastage values or if required, click on the delete button to delete the entire



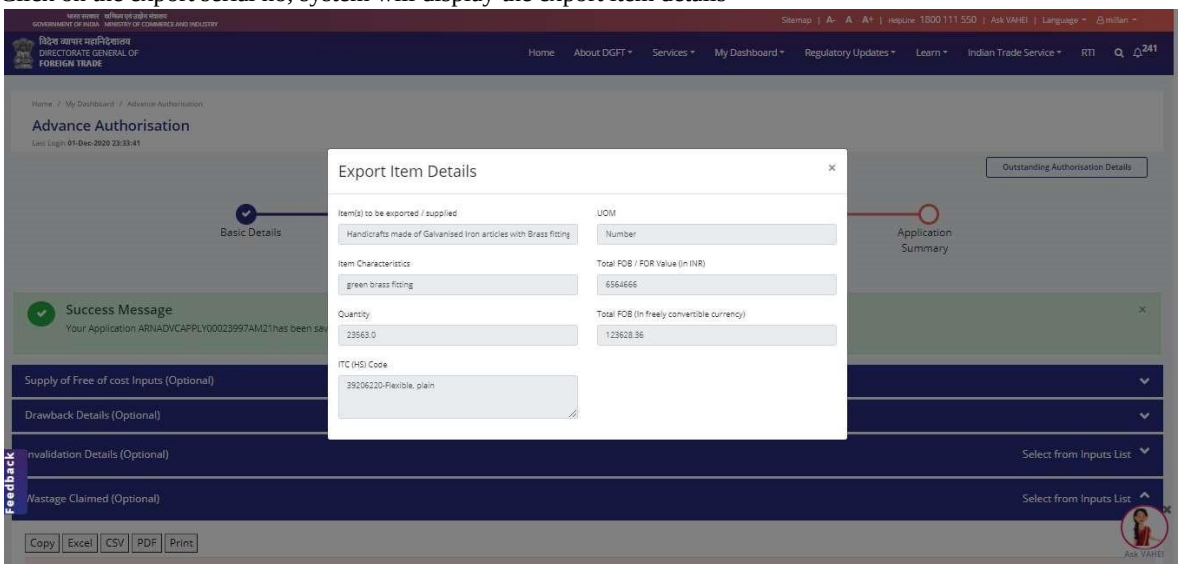




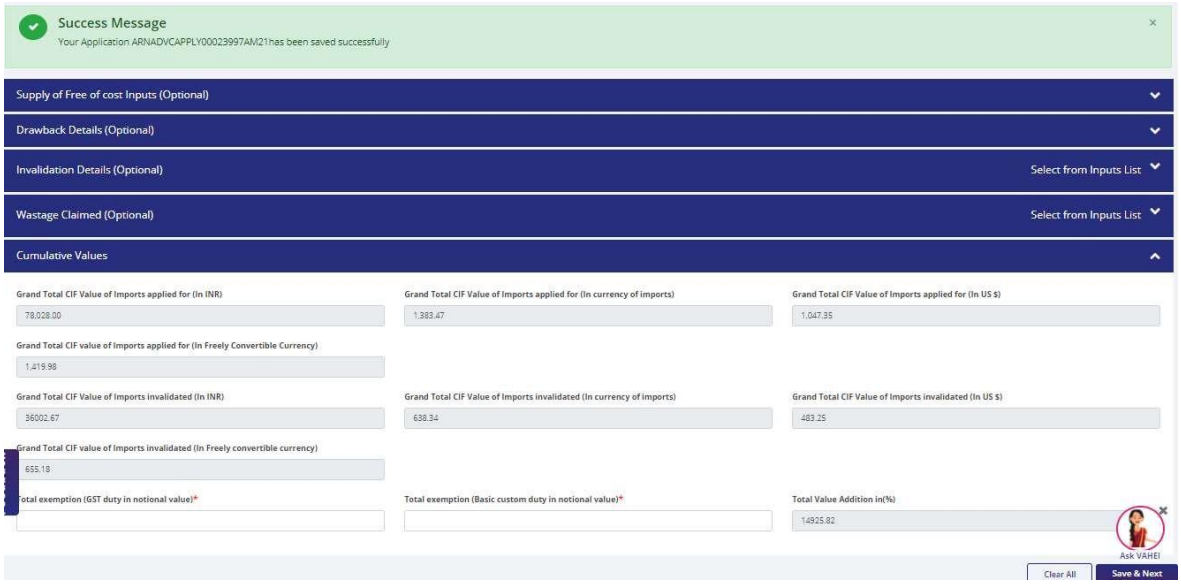
Click on edit icon, to fill the wastage claimed.



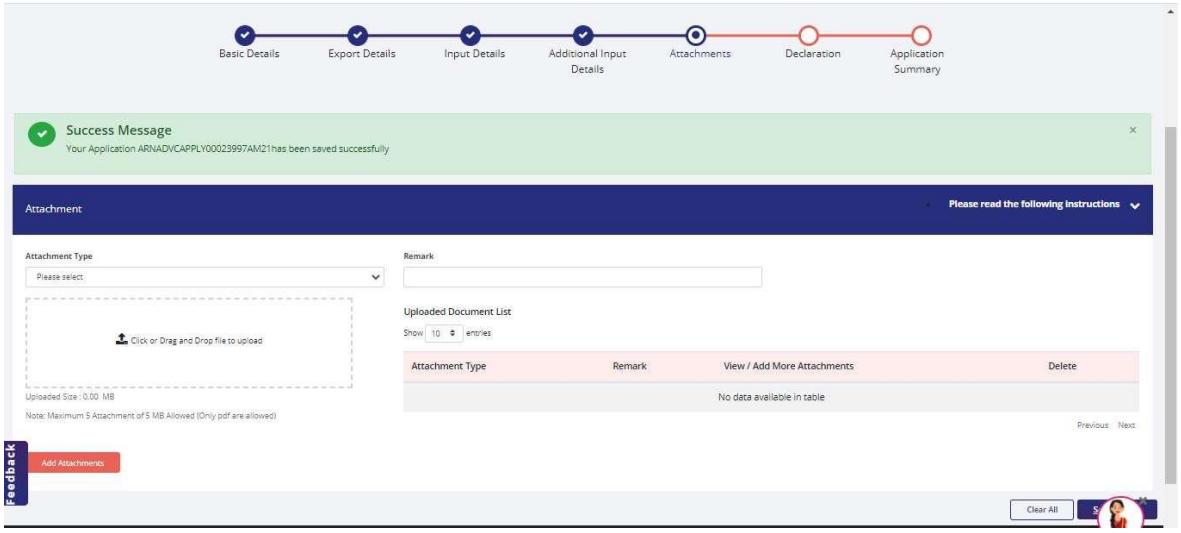
Click on the export serial no, system will display the export item details

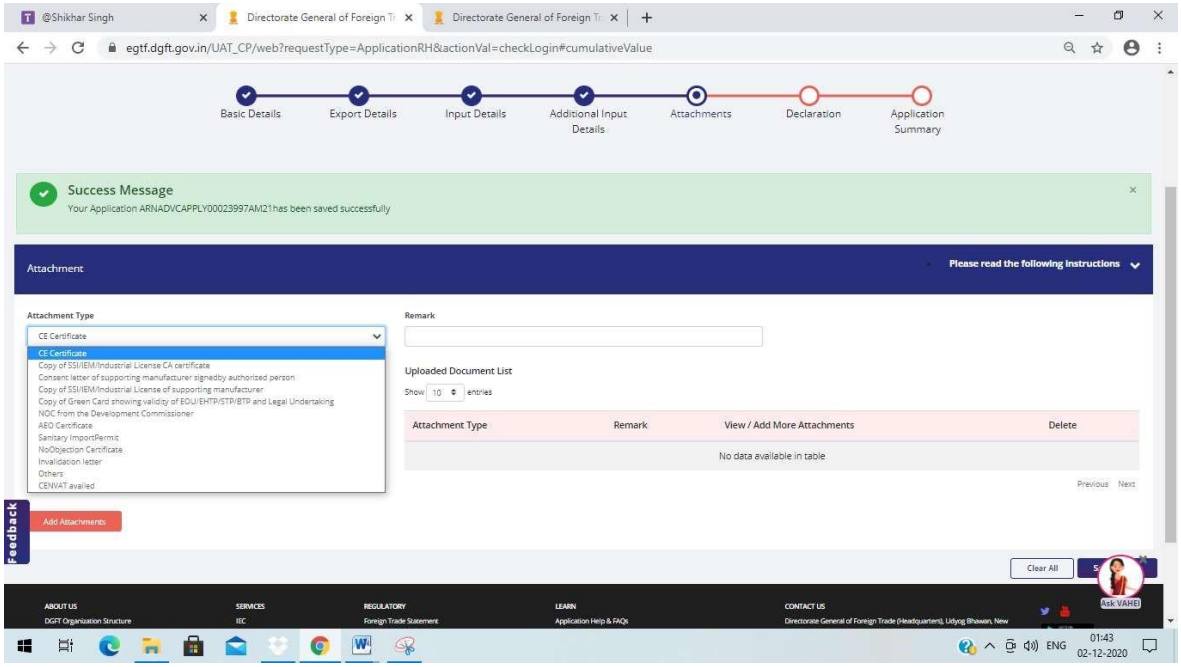


Verify the cumulative values, add total exemption values and click on save and next button, to reach attachment page

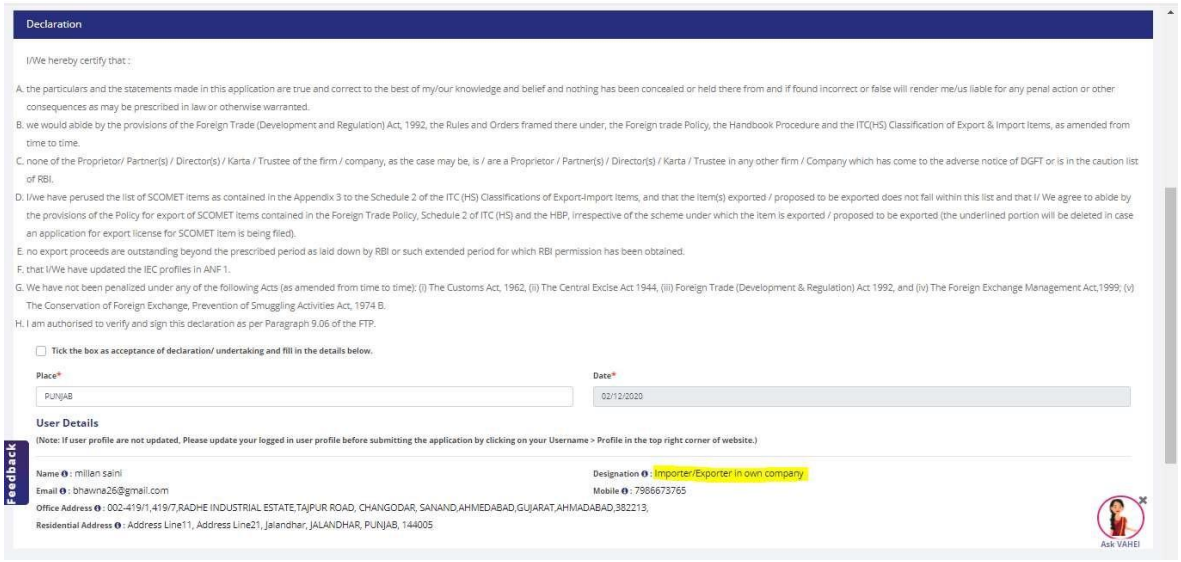


20. Add attachments if required by uploading the documents and clicking on add attachment button, then click on save and next button to reach declaration page

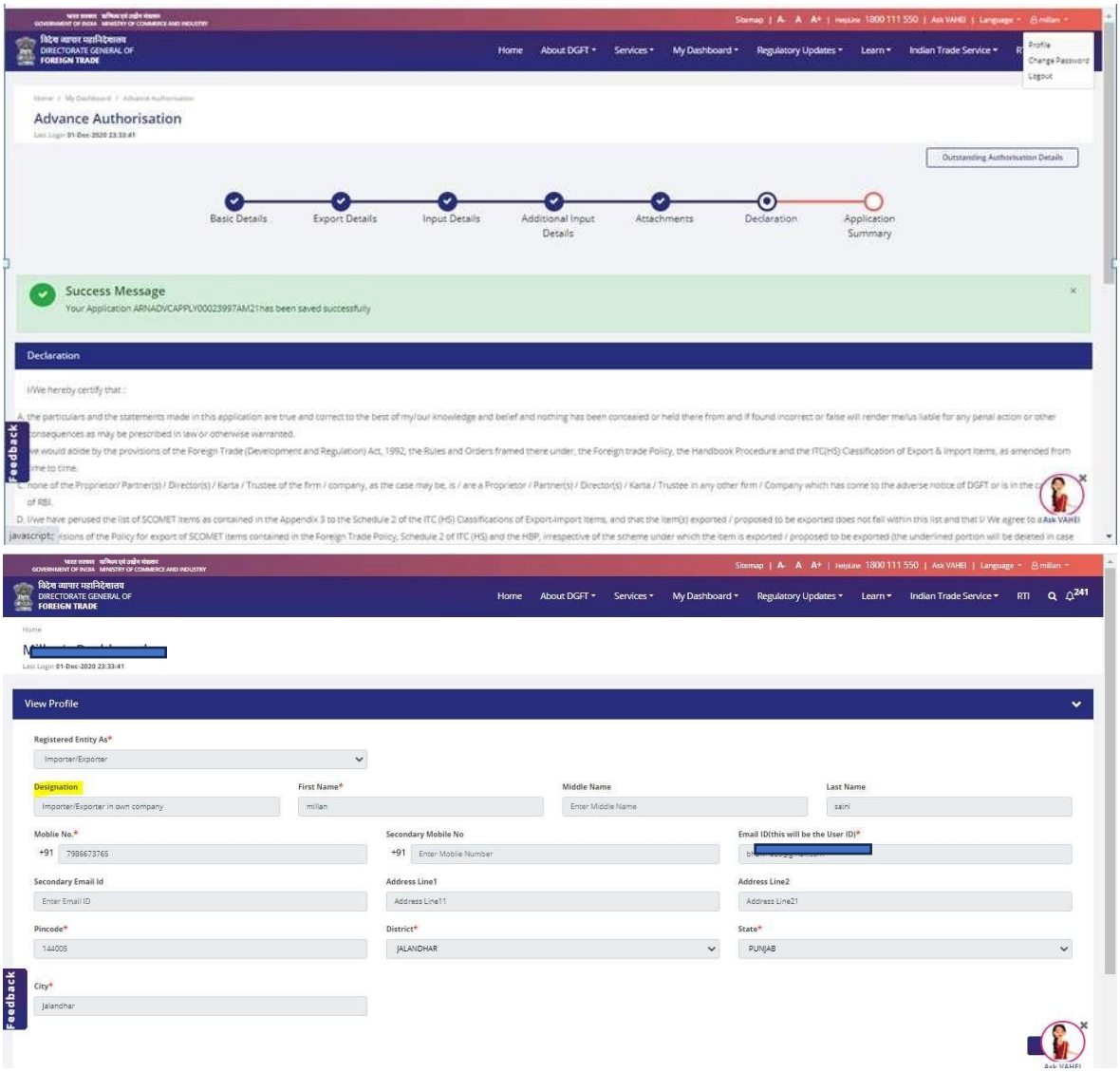




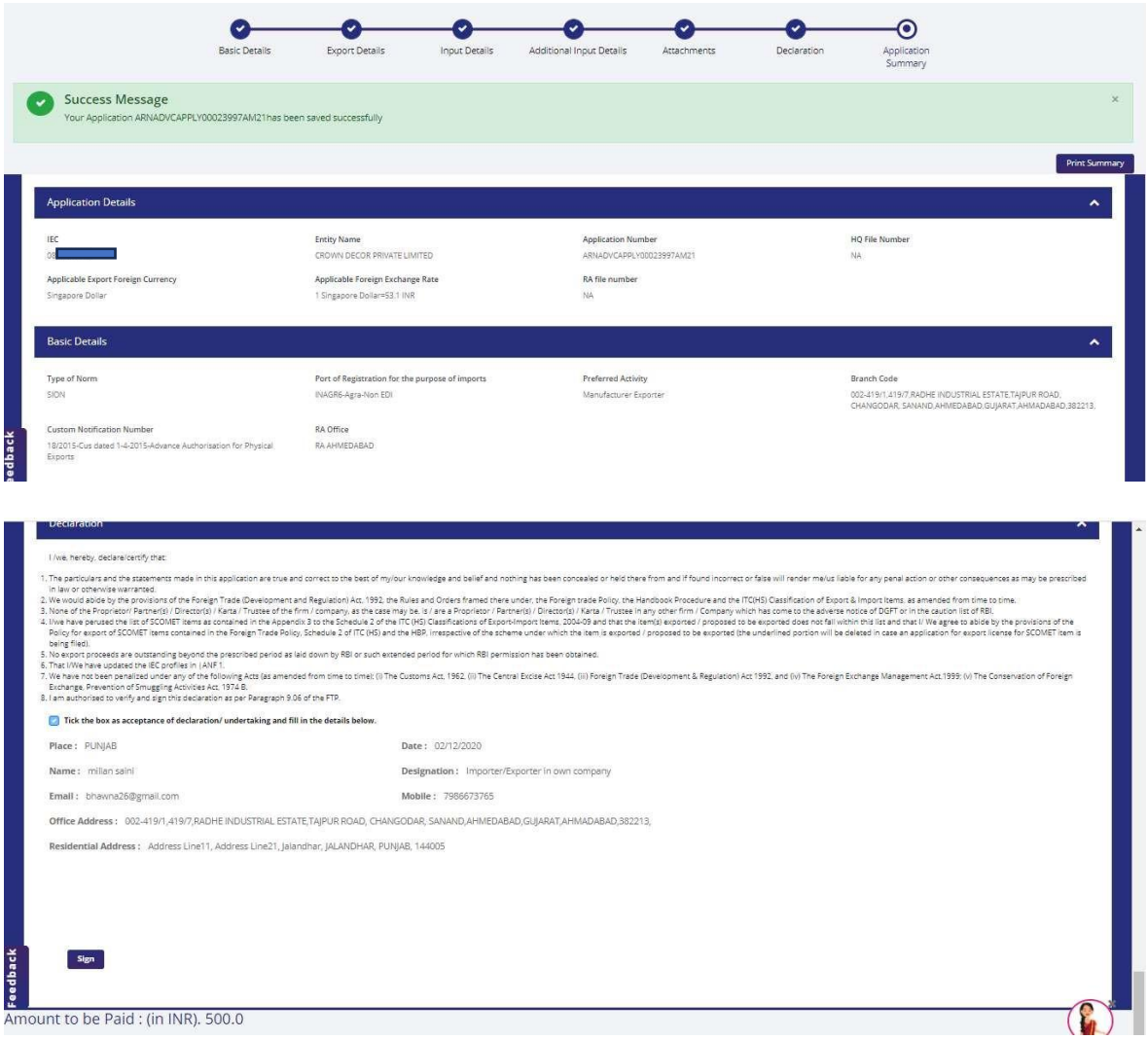
21. Under declaration, accept the terms and condition and click on save and next button to view the application summary.



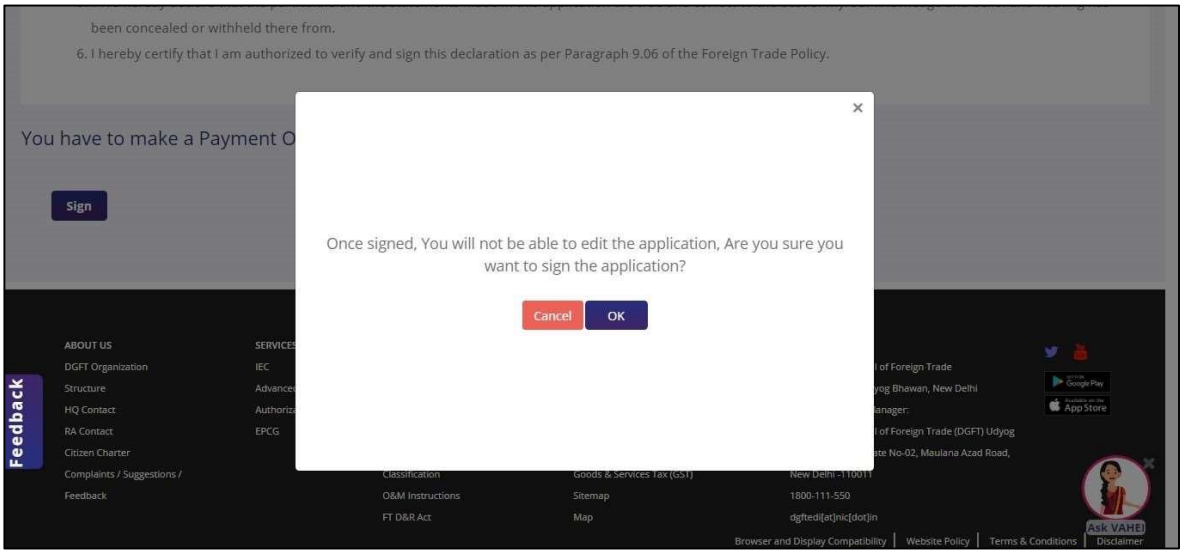
In case designations is not coming, user has to navigate profile□click on edit and update the designation

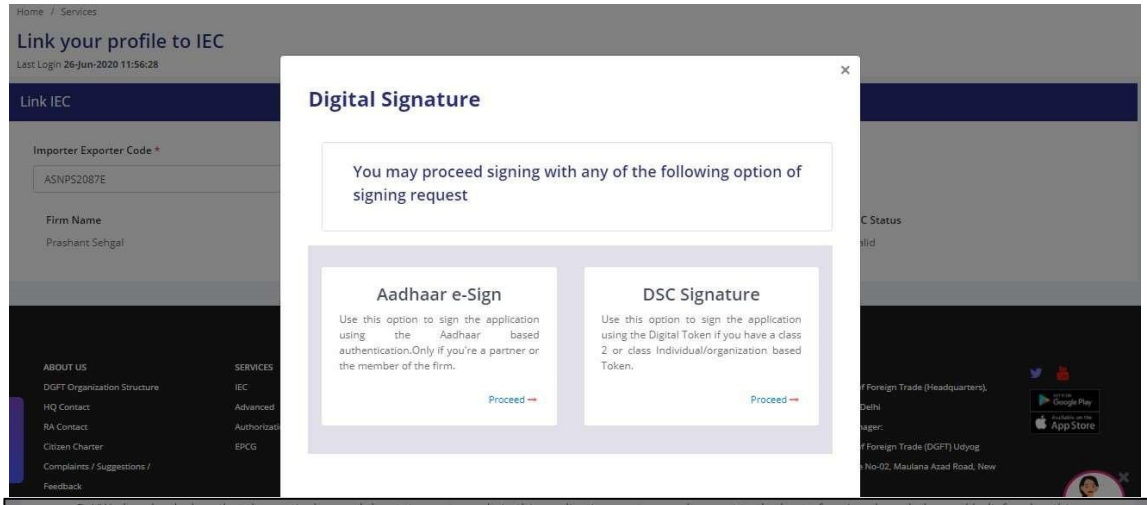


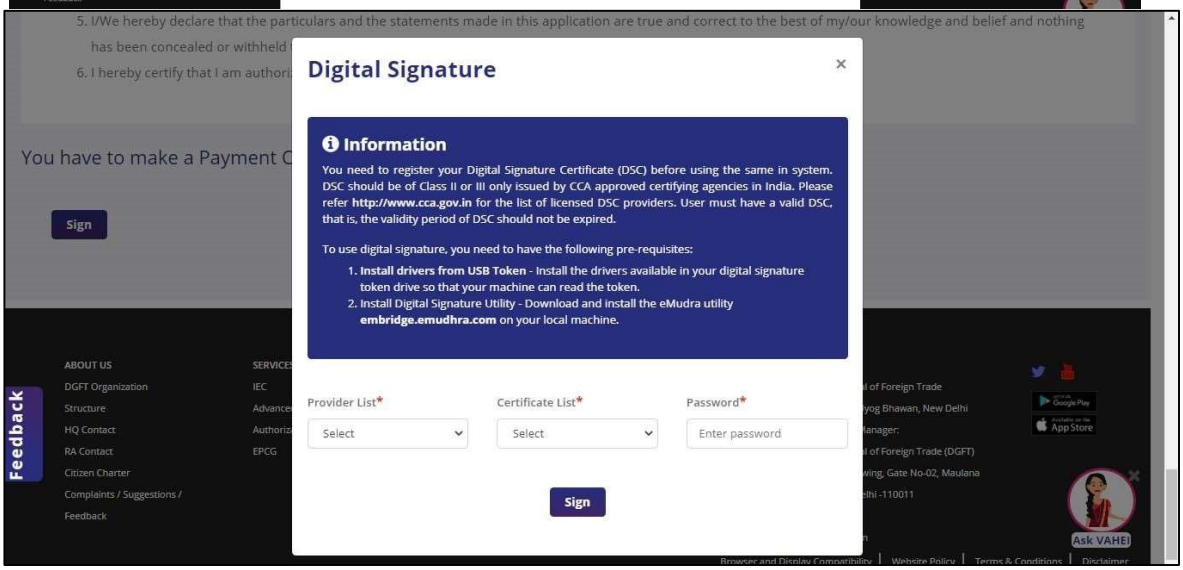
22. An application summary page, click on the print button to view and print the application summary for future references, then scroll down to check the fee of the application. Now click on the sign button after reviewing application summary



Check the Application Summary and click on Sign button to sign the application using digital token or Aadhaar.



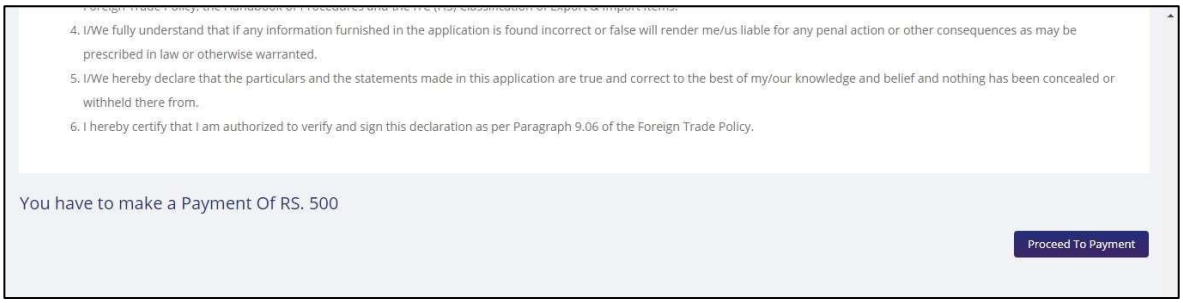




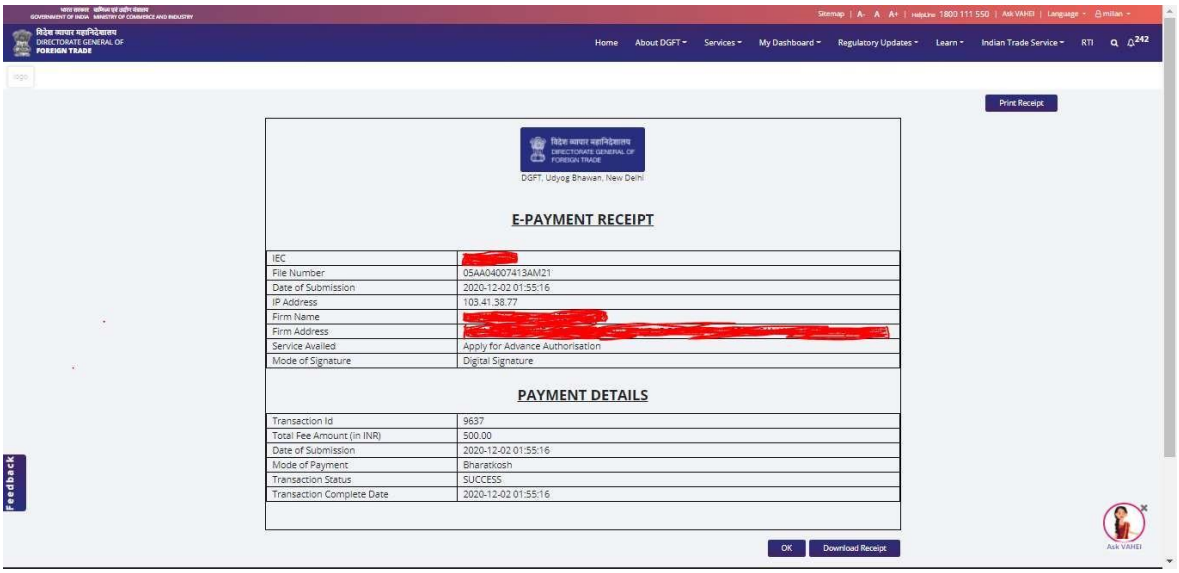
23. Now click on payment, to proceed with the payment, Confirm and proceed to make the payment against application.

For Payment you shall be redirected to Payment Gateway (Bharatkosh). The Application of Apply Advance Authorisation Fee is Rs 500

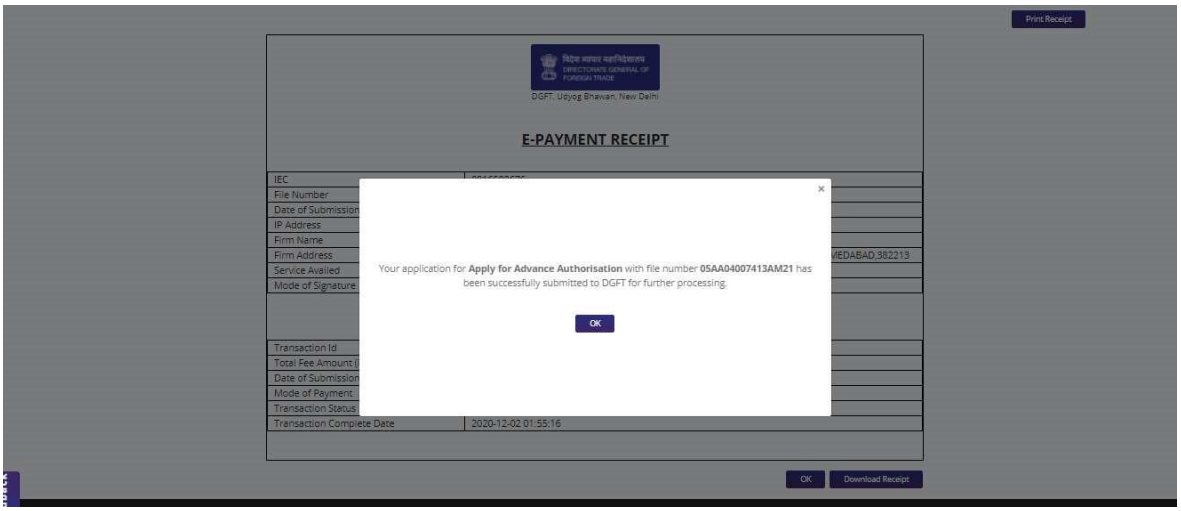
24. Post successful payment you will be displayed with the e-receipt, you can click on download and print button to download and print the e-receipt for reference



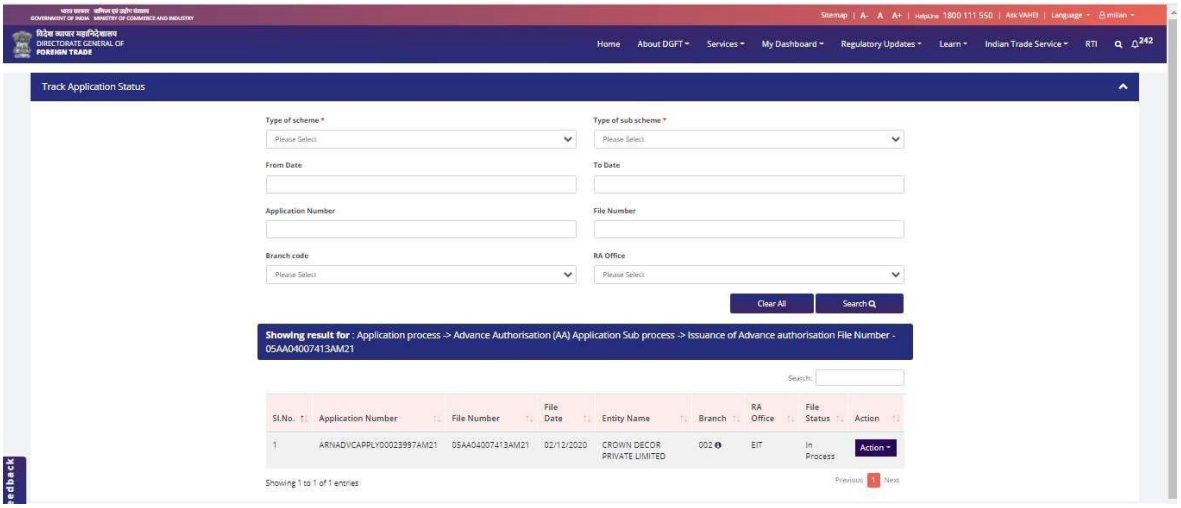
After Successful Payment the Page shall be redirected to the DGFT Website and the receipt shall be displayed, the use can also download the receipt.
In case of failure of Payment, please wait for an hour to reflect the payment from the Payment Gateway(BharatKosh).



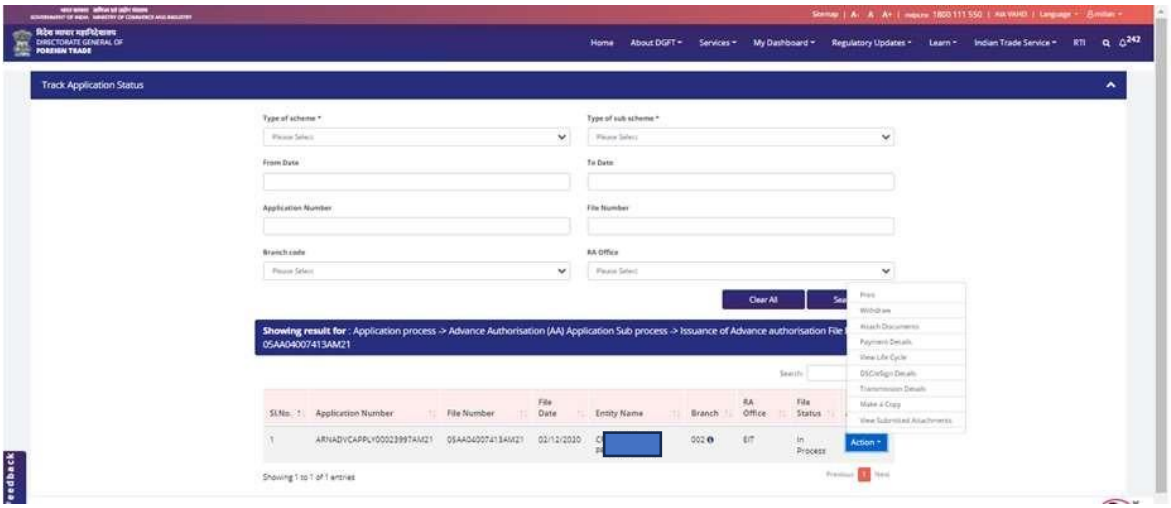
25. Now click on the OK button of the e-receipt. Now your application is submitted and auto-approved, you will receive notifications.



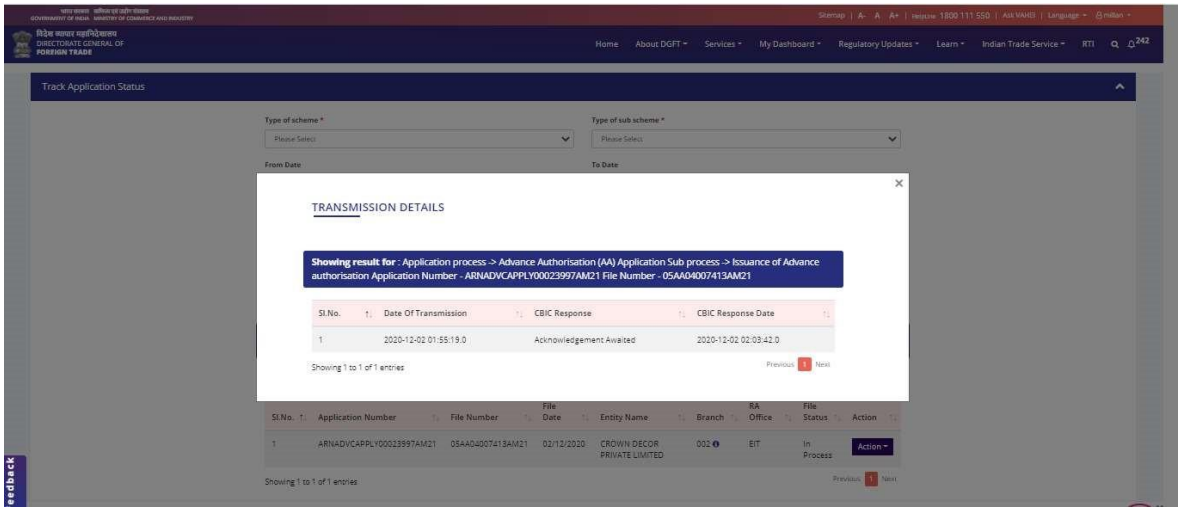
26. after clicking on OK button, the user will be redirected to track the status of the application, where user can track the status of the application



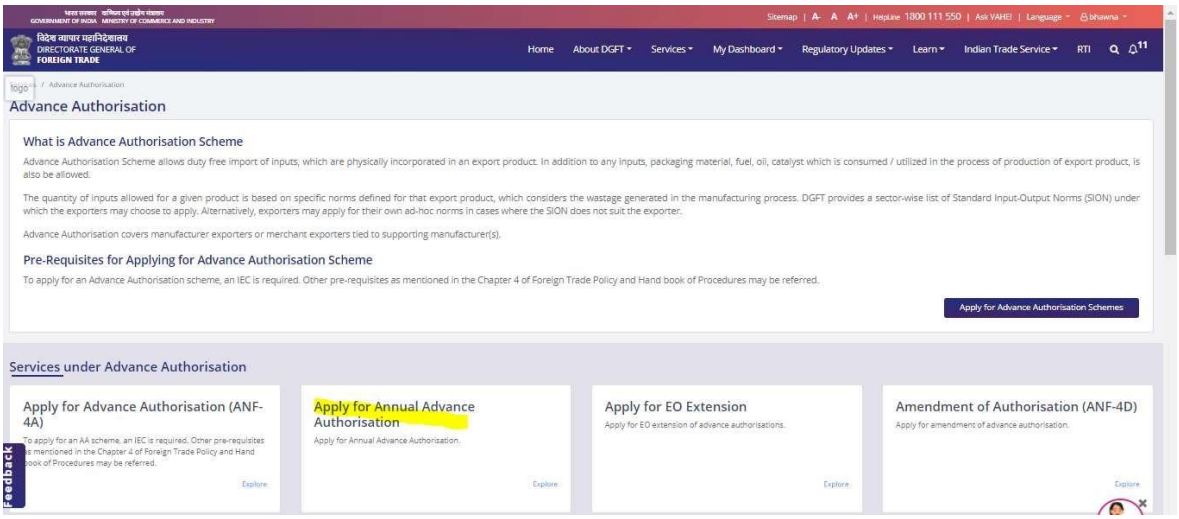
The AA shall be transmitted to CBIC and the transmission status can be seen by Navigating to “submitted Applications->Action Transmission Details



Click on Transmission details, new dialog box will open.



5.2 Apply for Advance Authorisation for Annual Requirement, Invalidation NO Flow



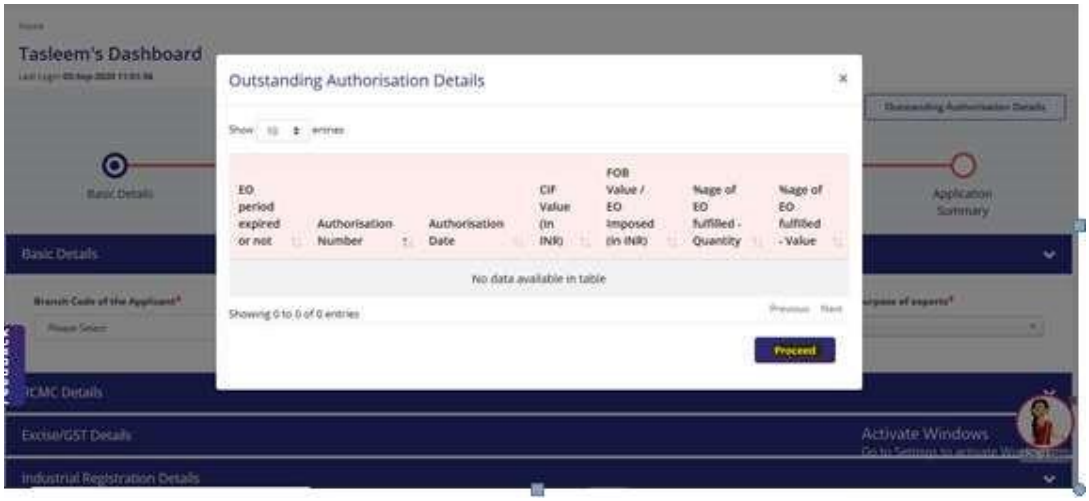
1. Under Advance Authorisation Scheme page, clicks on apply for Annual Advance Authorisation.

2. 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



   For creating a fresh application, click on Start Fresh Application button present in the bottom of the screen, you will be displayed with a fresh application

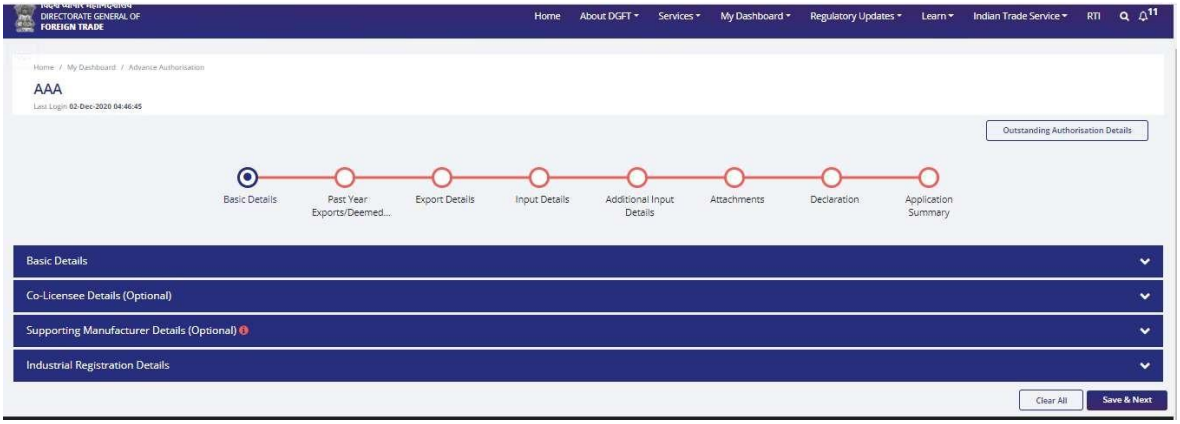
3. In the outstanding authorisation details pop up, you will be displayed with outstanding authorisation details for your IEC, click on proceed to proceed with the application



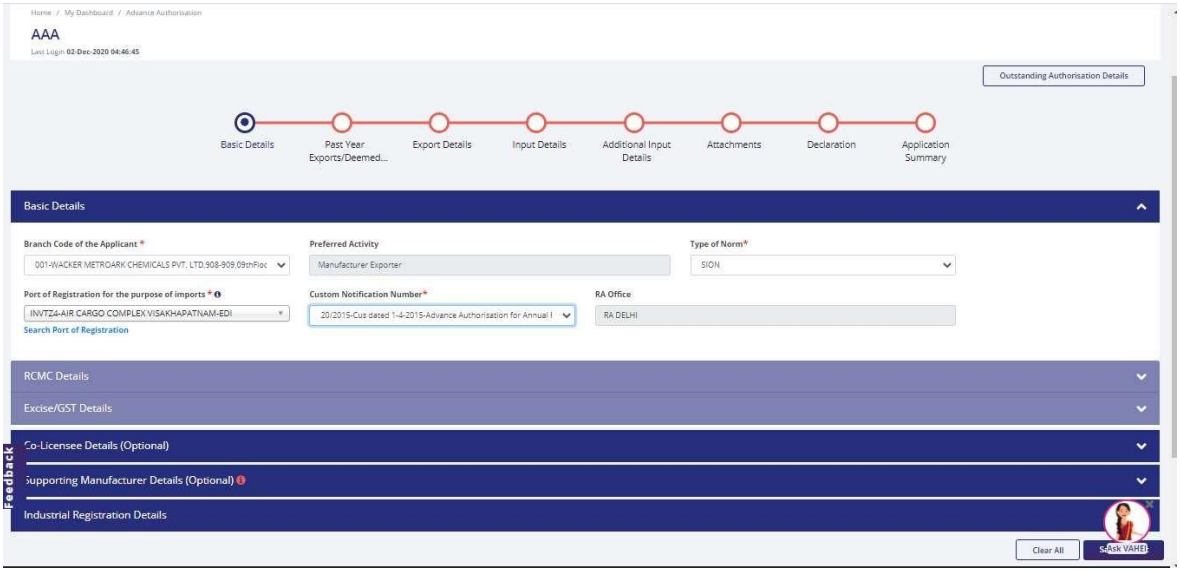
4. Fill the required details in the respective fields of the basic details section of the basic details screen click on RCMC details section and select the desired RCMC to proceed with

Now expand Excise/GST details section and select one or more from the displayed list and verify the industrial registration details, this will we auto-populated from IEC profile

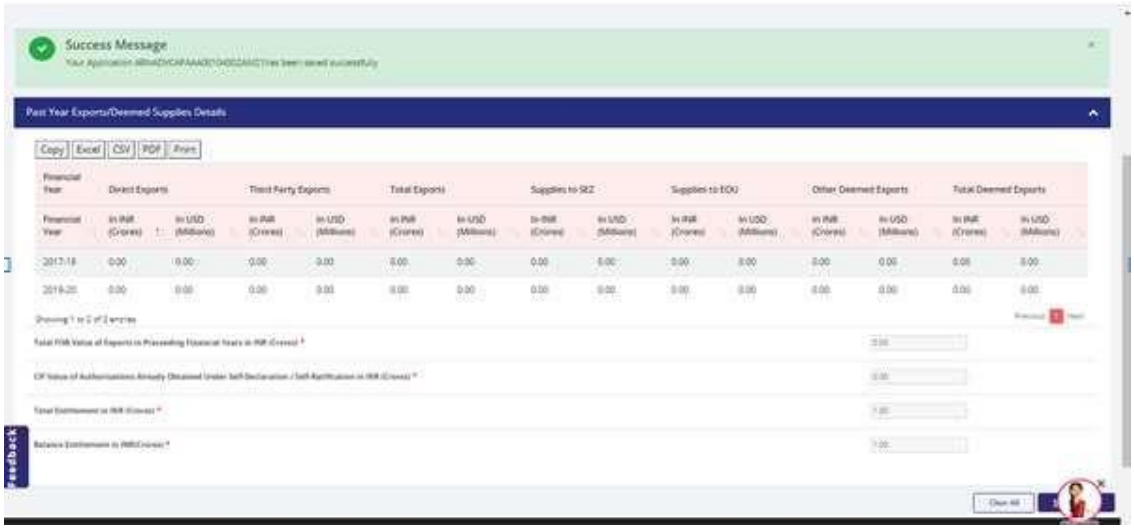
For adding a supporting manufacturer, fill the required fields and click on add button, when you click on add button, the supporting manufacturer will be added to the list



5. Supporting Manufacturer Details are optional for user whose IEC preferred activity is Manufacturer Exporter or Merchant cum Manufacturer Exporter but Supporting Manufacturer details are mandatory for those users whose IEC preferred activity is Merchant Exporter



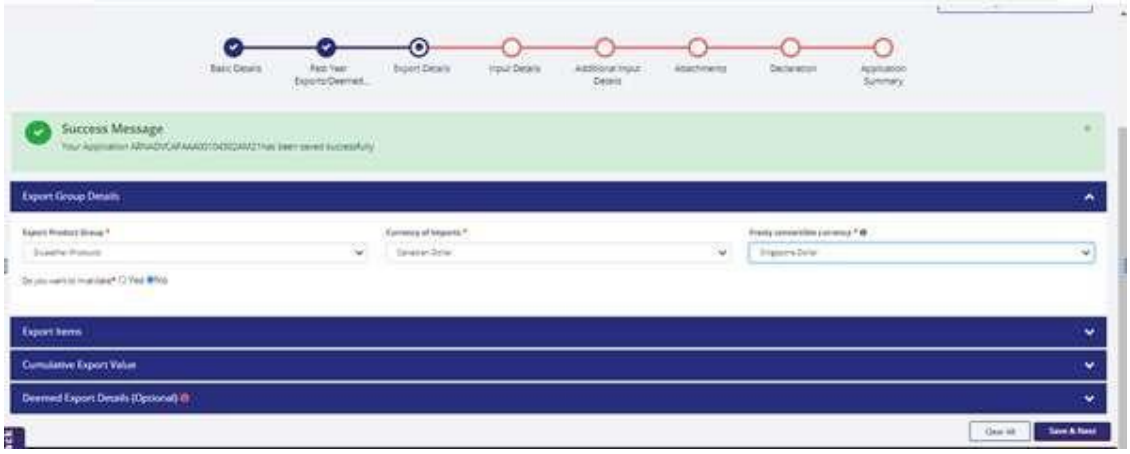
6. Now click on Save and next button to reach Past Year Export details. In case, past year export details Are not coming. User has to navigate IEC Profile and update the past year export details.



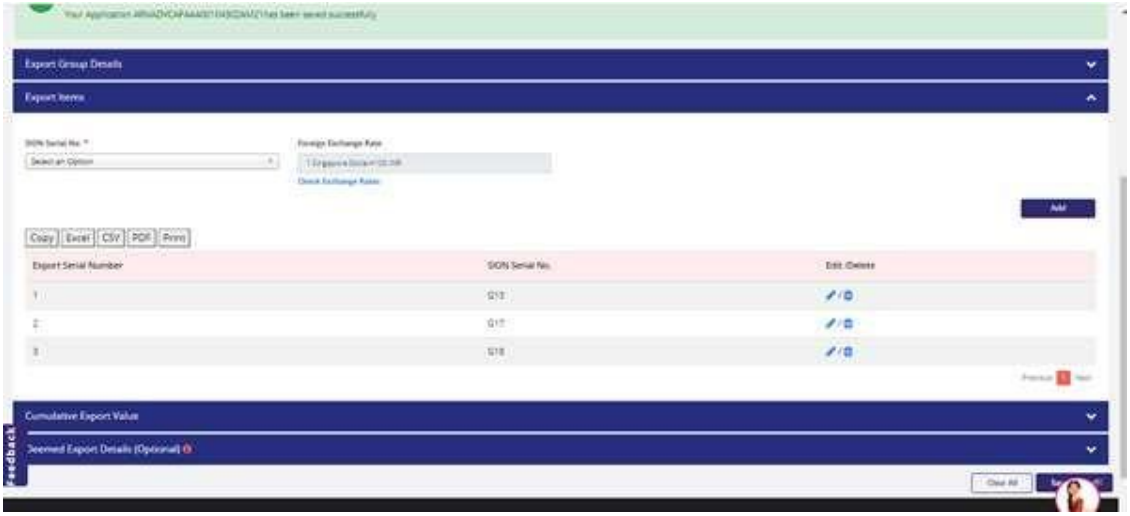
7. Now click on Save and next button to reach export details screen, fill all the required details in the export group details section of the export details screen



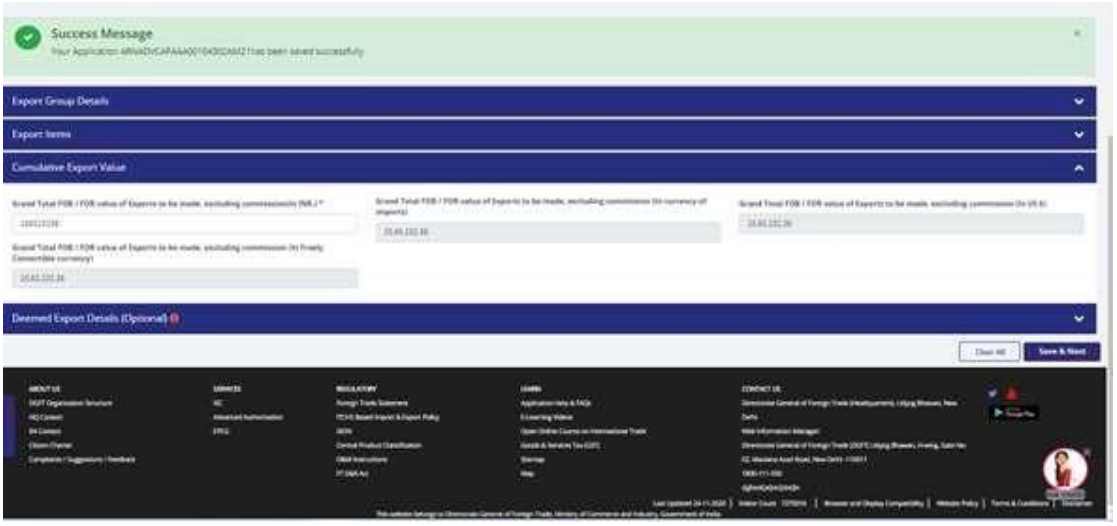
8. Now, expand the export product section to add export products. To add the export products fill the required fields in that section and click on add button present in that section, once you click on add button, the product will be added to the export product list



9. Search the SION serial no. and click on Add. User can add multiple SION serial number of the same Export product group.



10. Now, expand the cumulative export value and verify the auto-populated values based on the export product added and expand the deemed export details section. Click on save & next, system will navigate the user to the next page Input details.



11. In the Input details screen, all the input item will come auto populated. User can't edit or delete.
User can only tick the Appendix 4j check box.
On clicking save & next, system will navigate the user to next page.



SNo	Inputs Required	Export Serial No	Inputs as per	Serial No	Input Description	Quantity Allowed	UOM
1		1	SION	G13	Synthetic lining/Artificial furlining.	2.0	SQUARE FEET (SQF)
2		1	SION	G13	Full insole socks (Synthetic)	1.0	SQUARE FEET (SQF)
3		1	SION	G13	Adhesive (Synthetic/ latex)	10.0	GRAMS (GMS)
4		1	SION	G13	Shoe Finishes (Polish)	5.0	GRAMS (GMS)
5		1	SION	G13	Shoe finishes (Spray)	10.0	GRAMS (GMS)
6		1	SION	G13	Stamping foil	6.0	SQUARE INCHES (SQI)
7		1	SION	G13	Sewing thread	25.0	METER (MTR)
8		1	SION	G13	Thermoplastic sheets for :-	0.0	
9		1	SION	G13	1. Counter	0.0	SQUARE METER (SQM)
10		1	SION	G13	2. Toe Caps/ puffs	0.0	SQUARE METER (SQM)

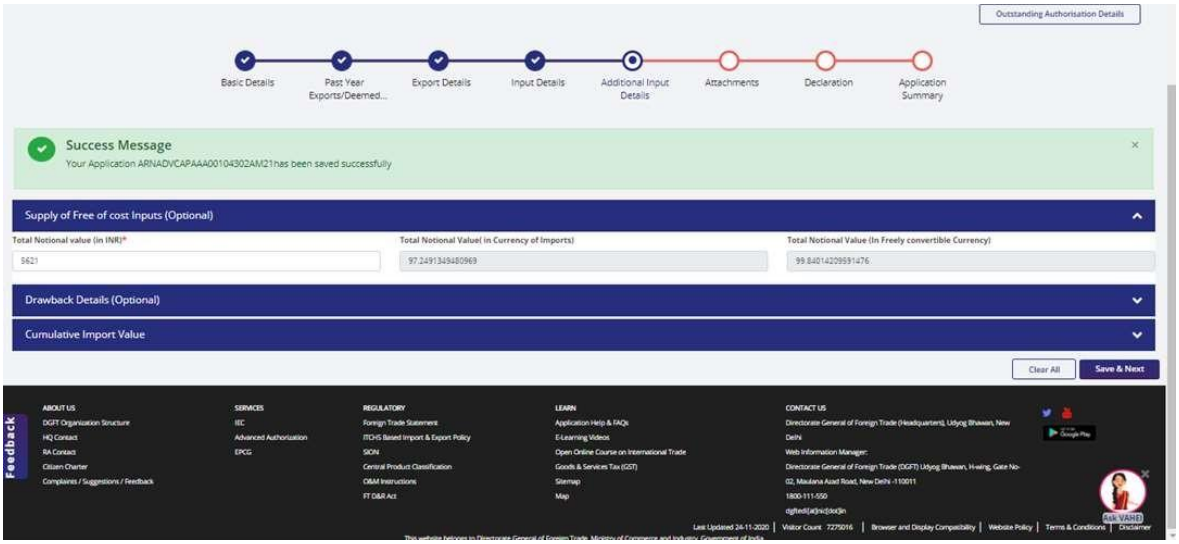
Previous 1 2 3 4 5 Next

Item(s) declared do not fall under Appendix 4J*

Clear All Save & Next

12. To add the Supply of free cost details(optional), expand the section, fill the mandatory details and click on add button

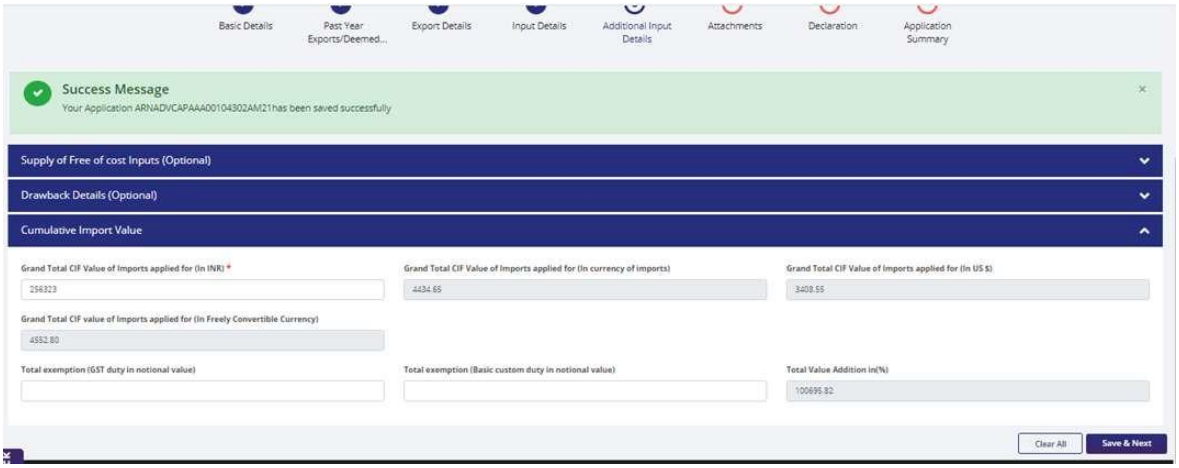
    To add the drawback claimed details, expand the drawback claimed section, fill the mandatory details and click on add button



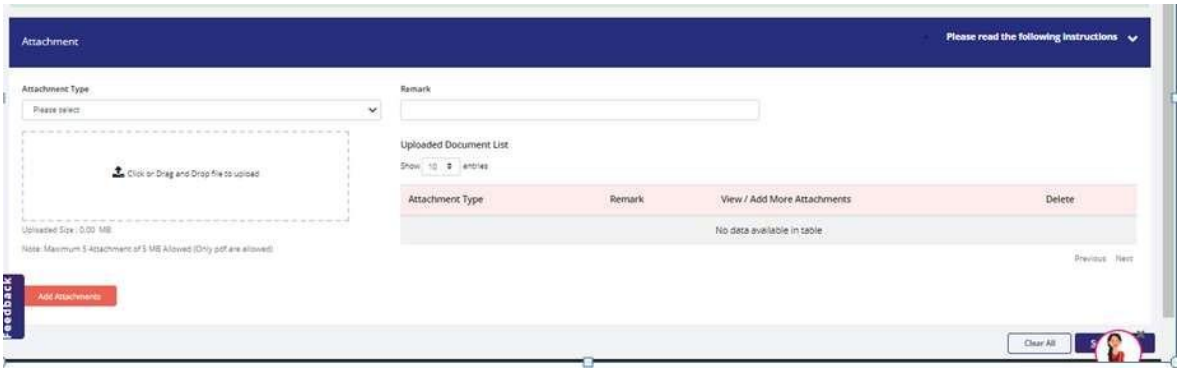
13. Verify the cumulative values, add Grand total CIF Value of Import in INR and click on save and next button, to reach attachment page

    Min Value addition required should be 15%

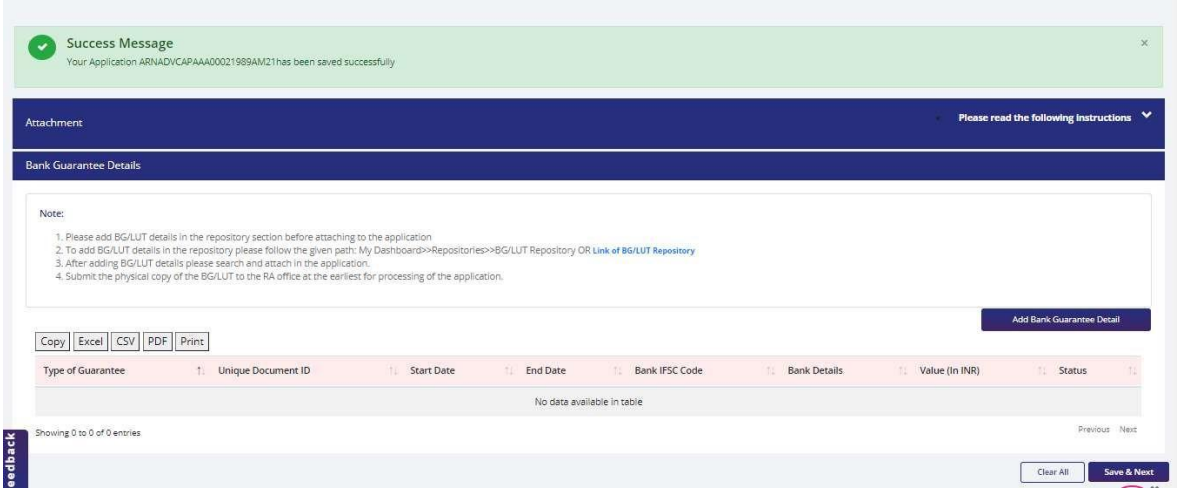
    In case, system is prompt error message the min value addition is not 15%, user either can increase the Total FOB value in INR of any export item or decrease the Total CIF in INR of input item.

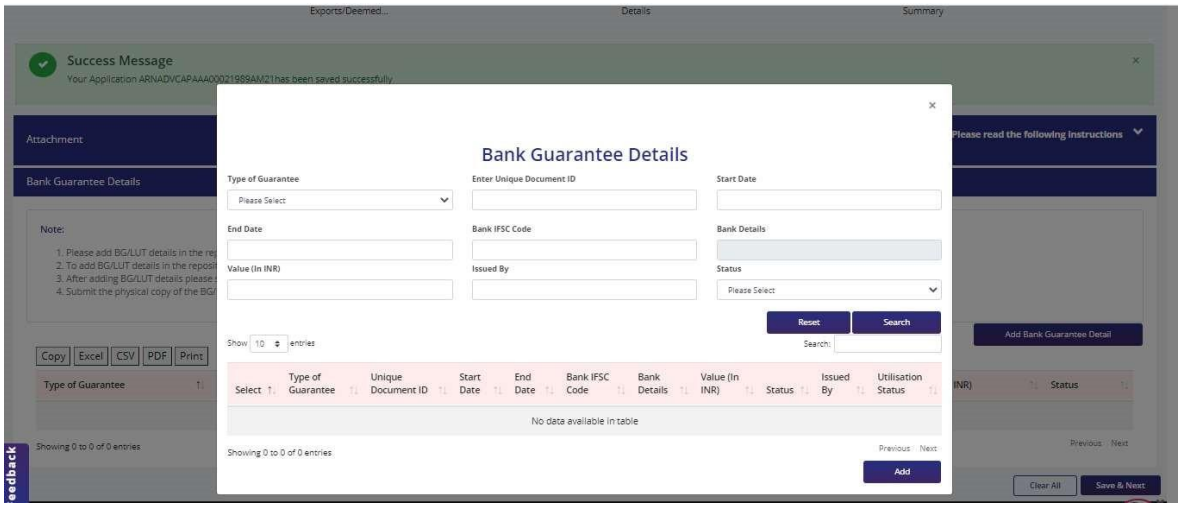


14. click on save and next button, to reach attachment page
    Add attachments if required by uploading the documents and clicking on add attachment button, then click on save and next button to reach declaration page

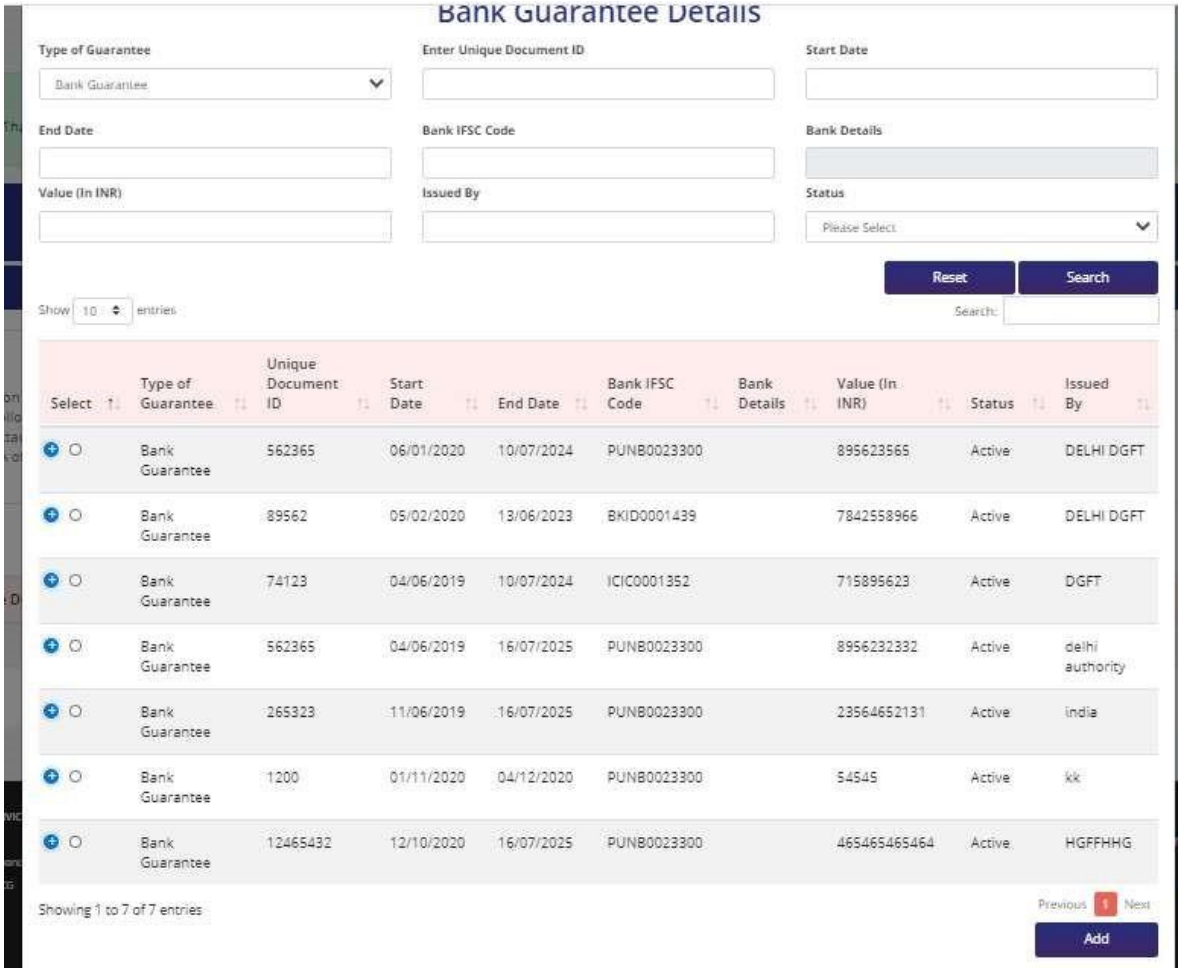


15. In case user wants to add BG/LUT Details, click on add BG/LUT details. BG/LUT screen will open. Select the type of Guarantee, click on search button, system will display the BG details, user can select any 1 BG and click on add button..



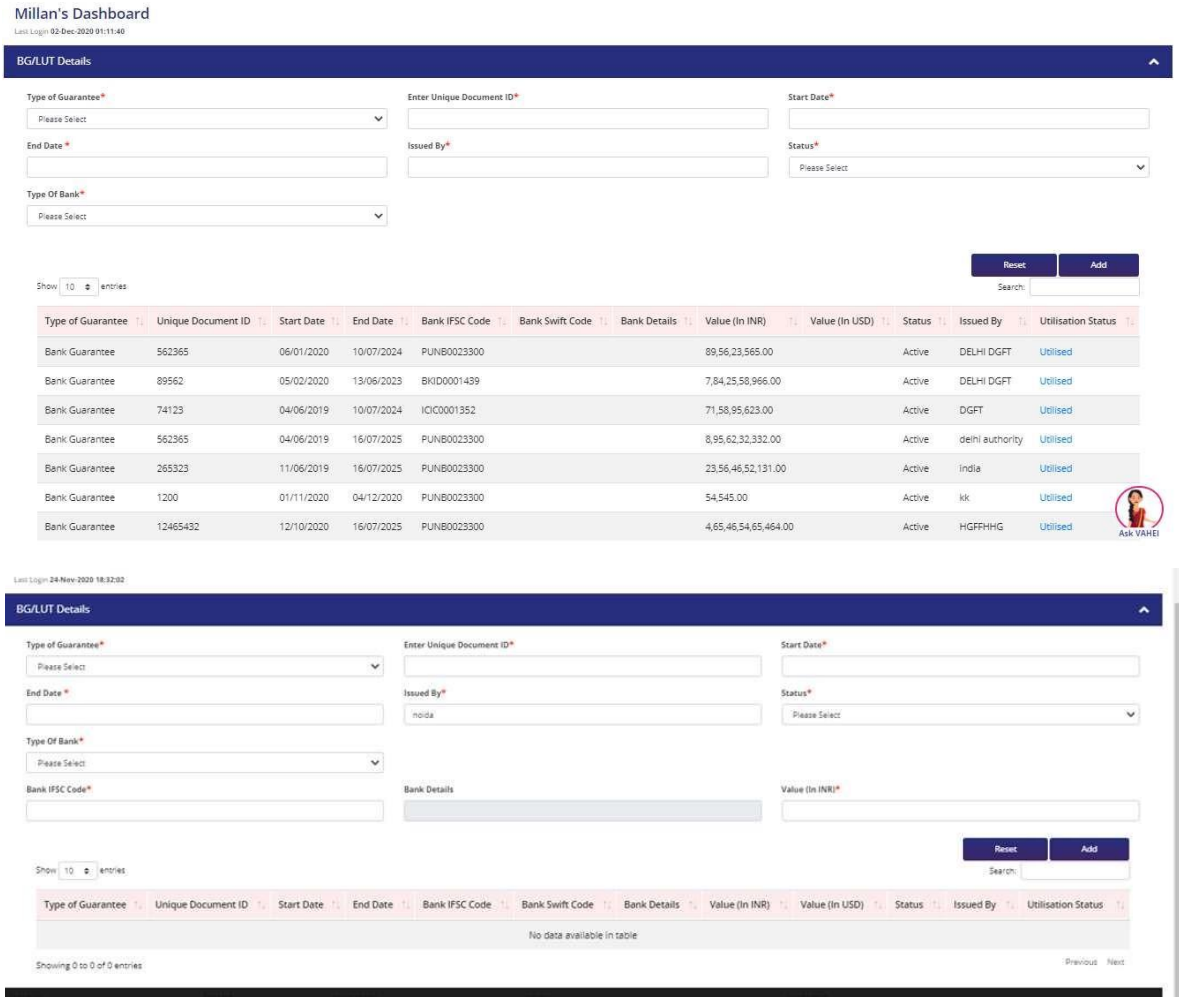


Select the type of Guarantee from the dropdown and click on the search button.

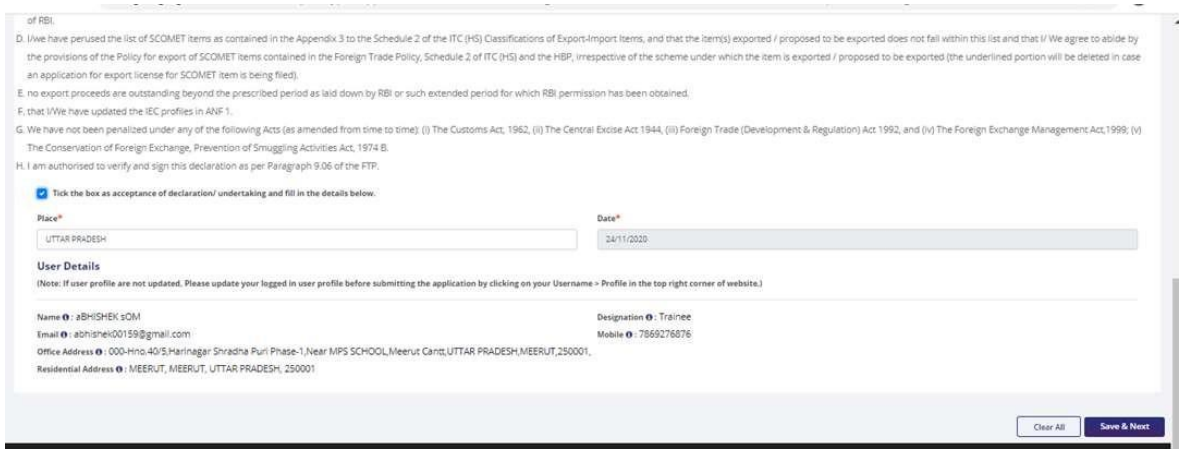


Select the bank guarantee whose status is Active and click on Add button.

In case BG details are not added, click on the hyperlink of BG/LUT Repository, in new tab BG/LUT Details will open, fill all the mandatory details and click on add button



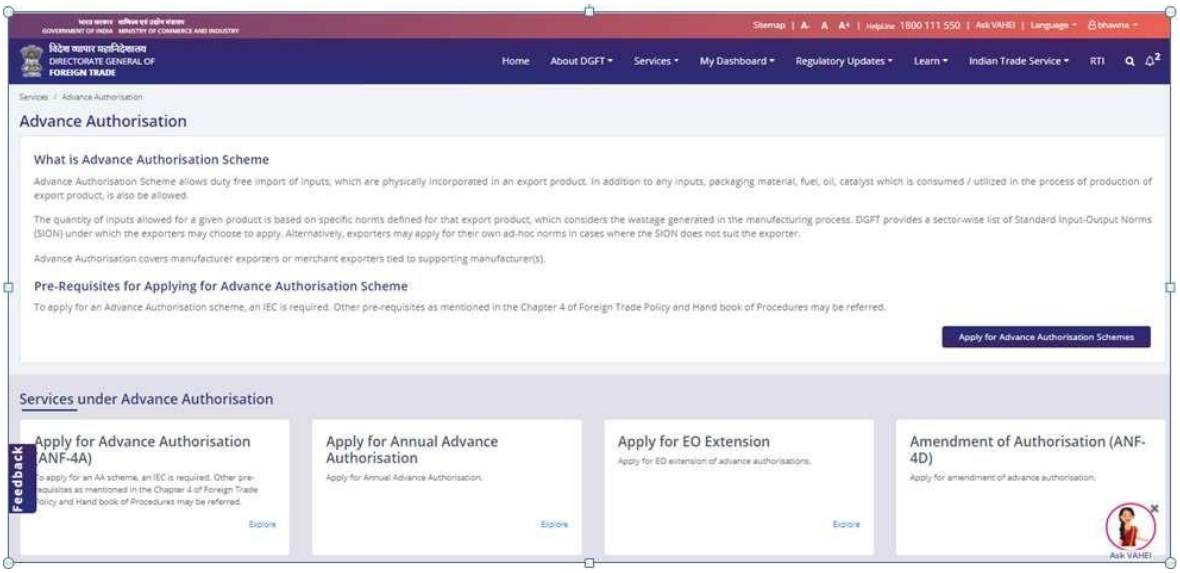
16. Under declaration, accept the terms and condition and click on save and next button to view the application summary



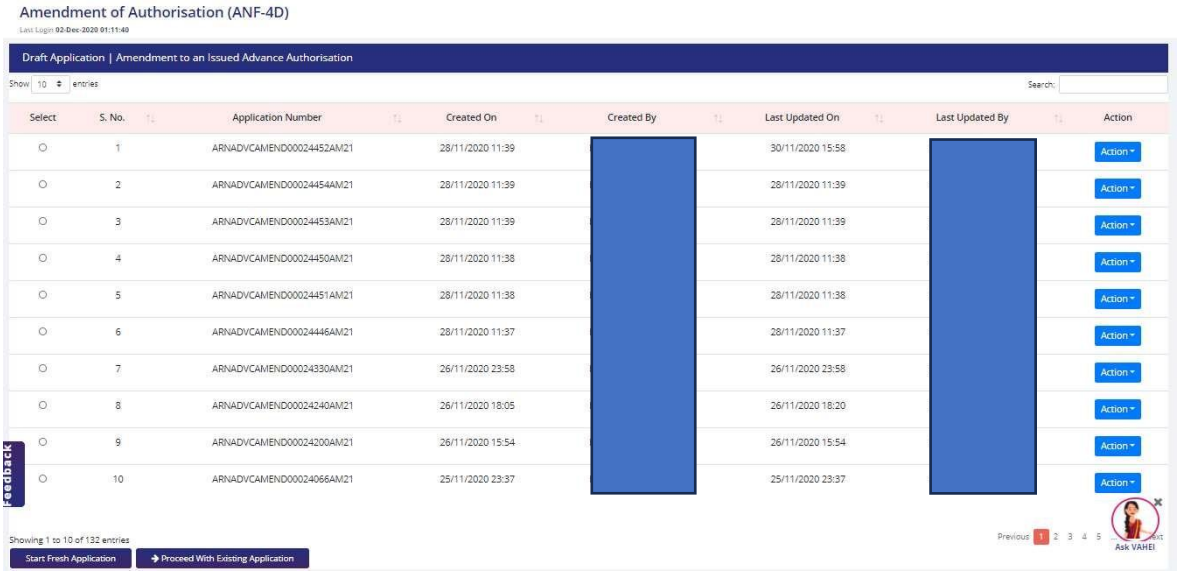
From application summary to till submitted applications, all steps are same. Refer Apply Advance Authorisation SION steps from 22 to 27.



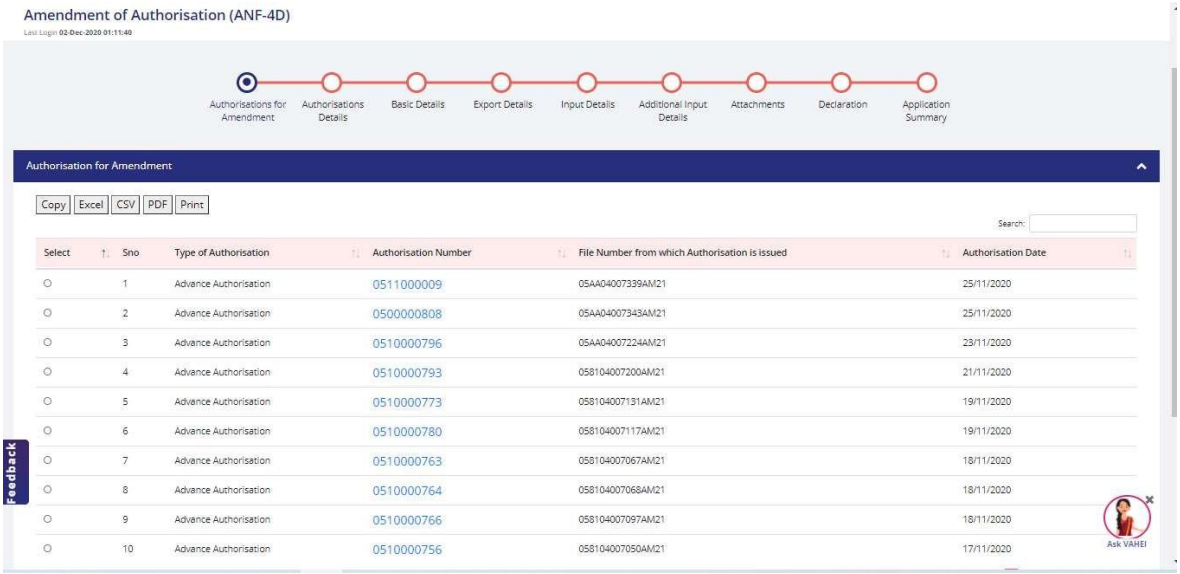
6. Apply for Advance Authorisation Amendment Process(AAA)



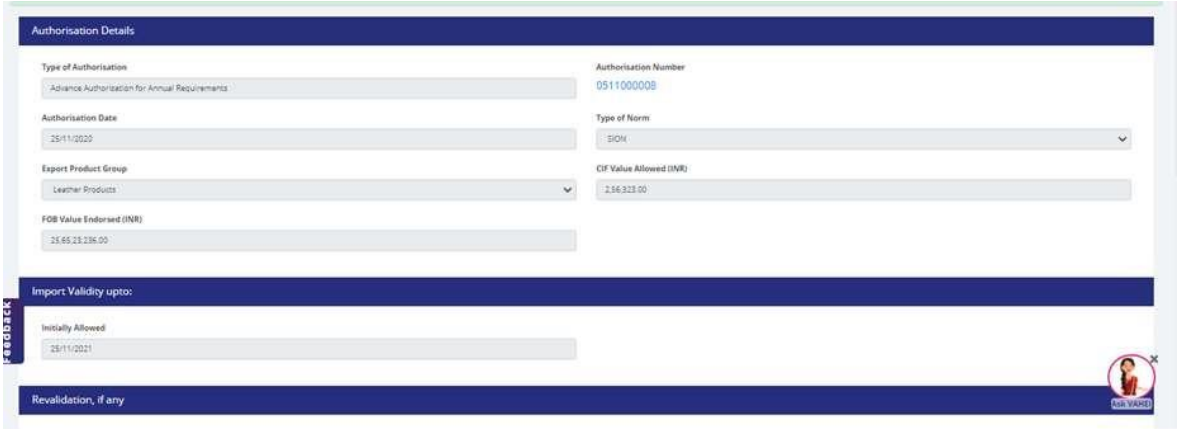
1. Under Advance Authorisation, click on Amendment of Authorisation Click on start fresh application.



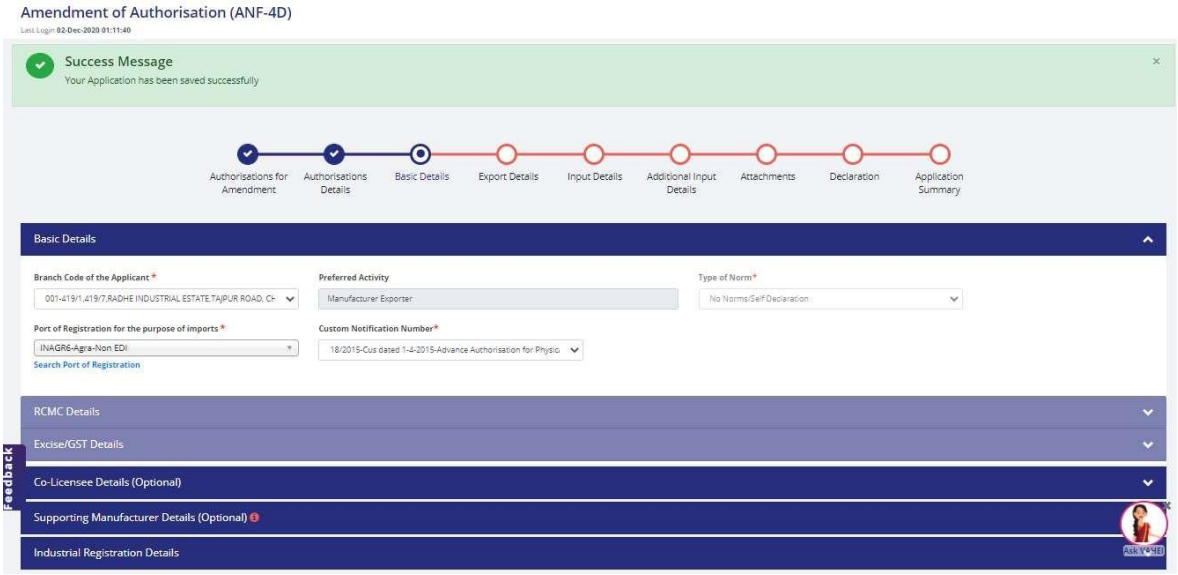
2. System will display the autorisation list, select the license number
   And then click on proceed. System will navigate the user to the Authorisation Details.



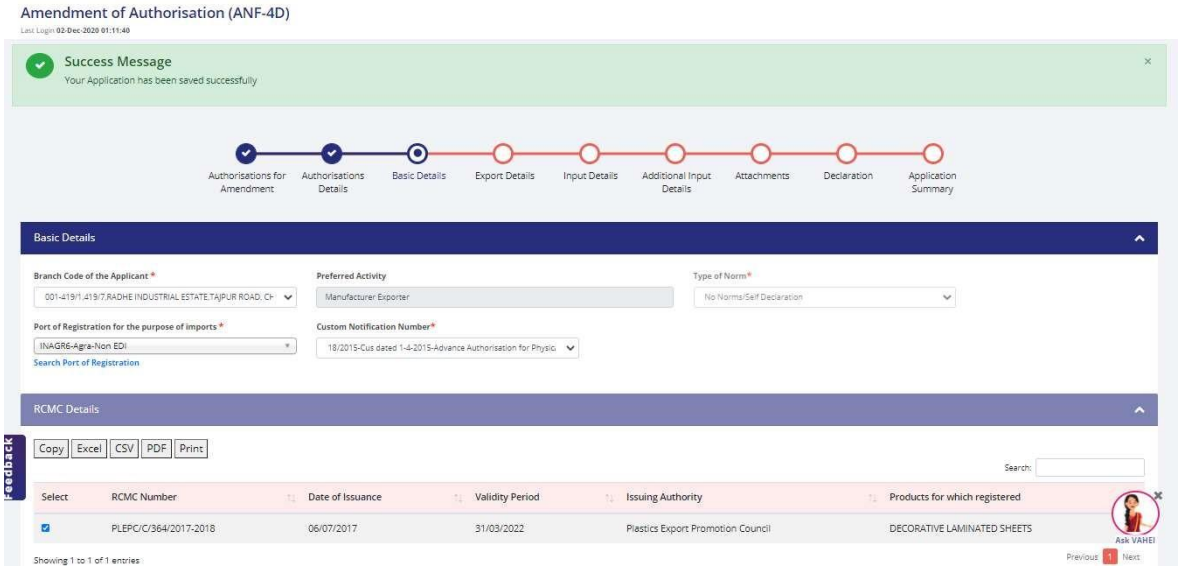
3. User can verify all the details here.

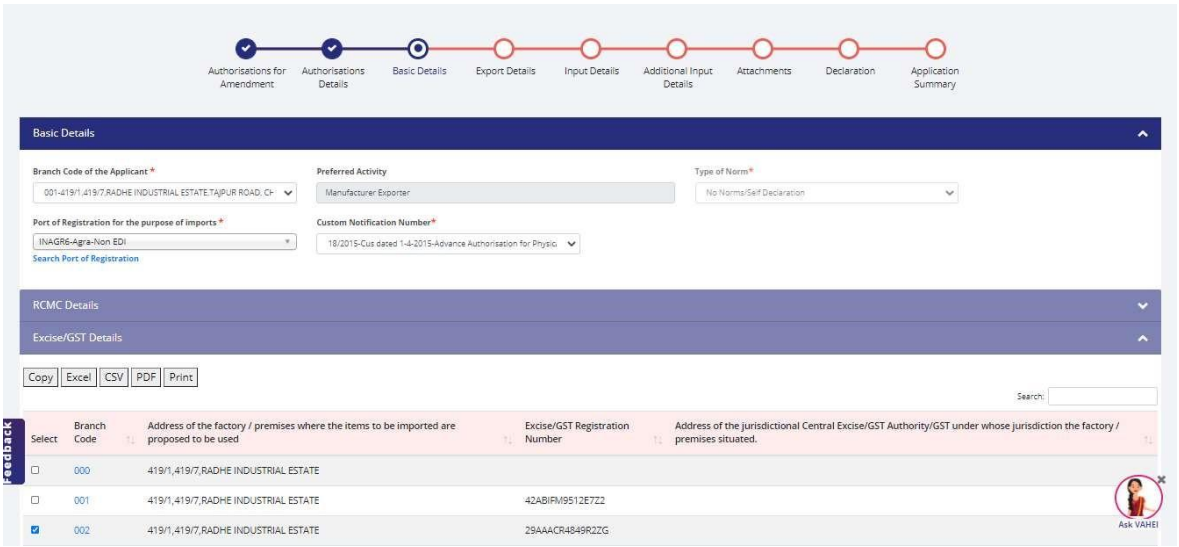


4. In Basic details, system will display all the details prefilled. User can change the branch code, port of registration and Custom Notification Number but user can't change the type of norm.



5. Expand RCMC or Excise/GST Details grid, system will display the prefilled details.

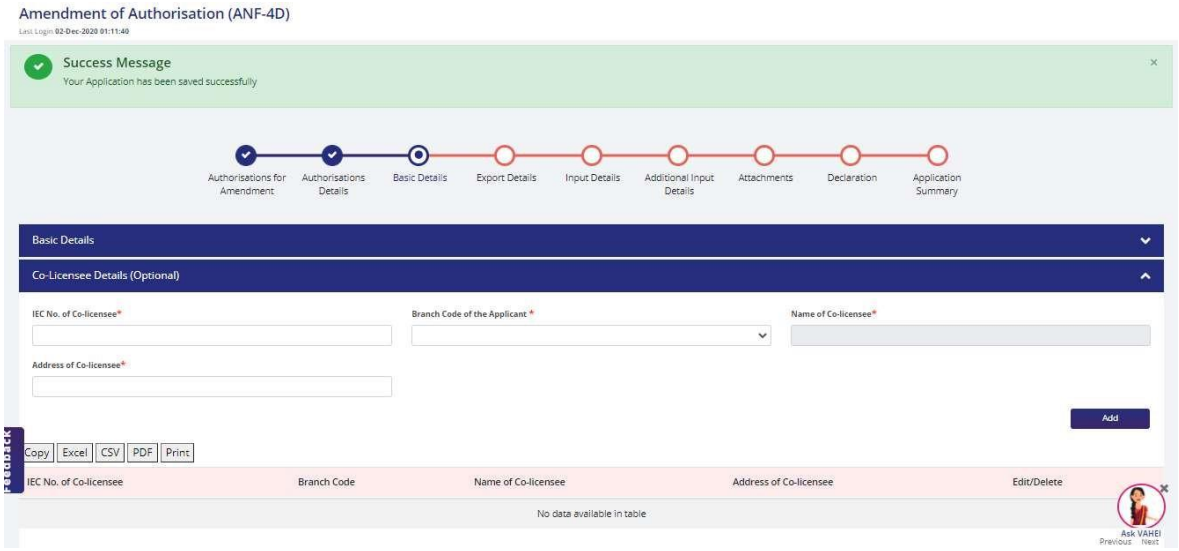




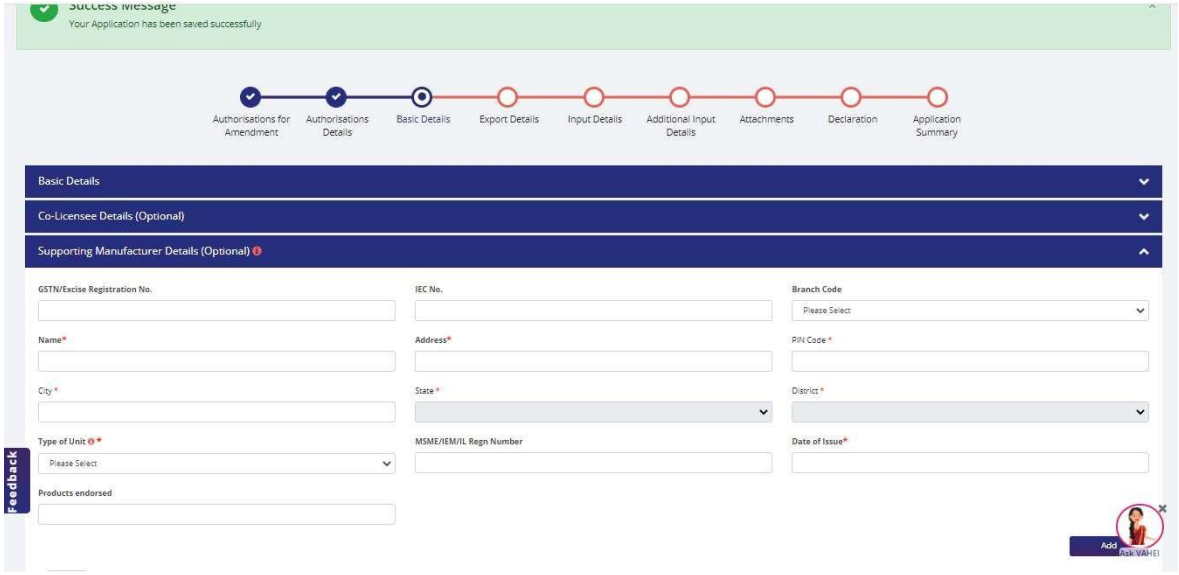
6. In Amendment process, if user want to add Co-licensee or supporting manufacturer details. Expand The grid and fill all the mandatory details.



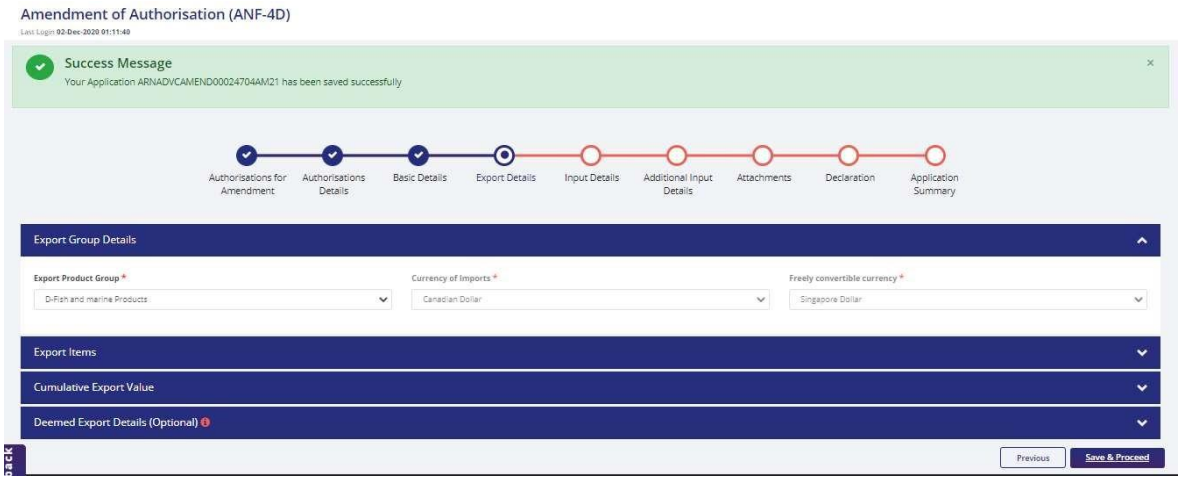
Co-licensee details



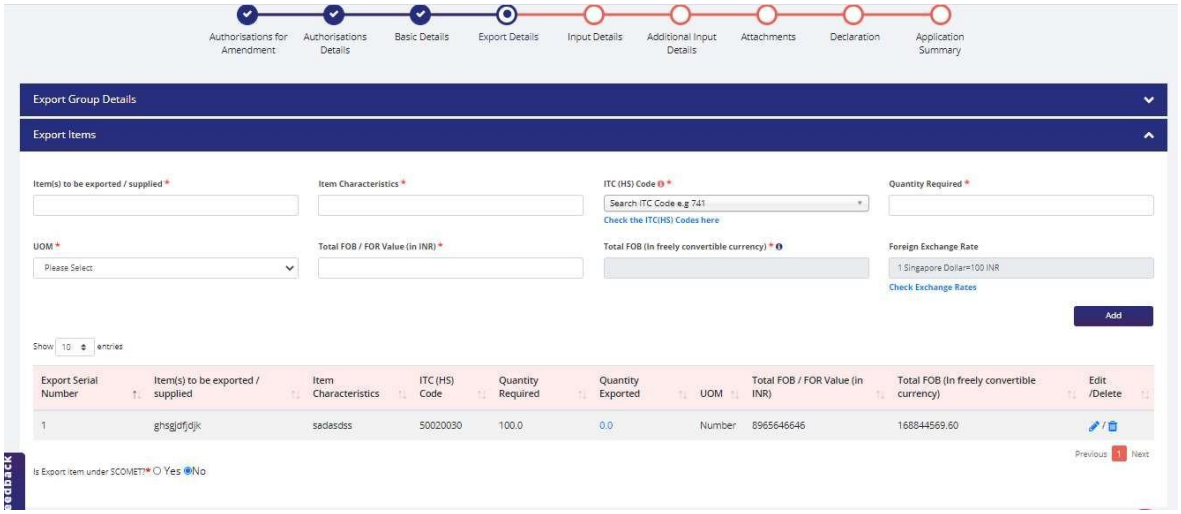
Supporting Manufacturer



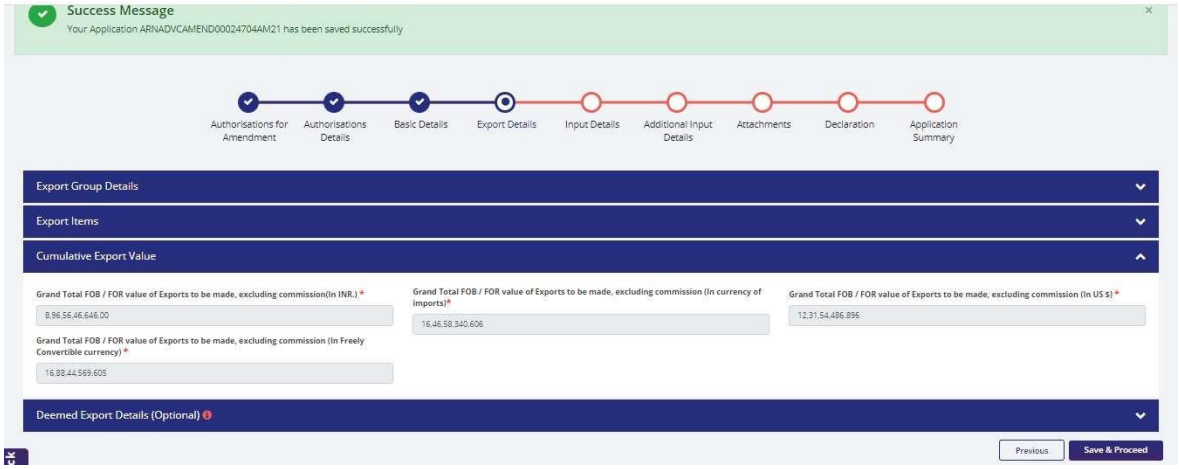
7. In Export details screen, all details will come auto-prefilled. User can't change the Export Product Group, Currency of Import and Free Convertible Currency



8. If applicant wants to add update the quantity Required or Total FOB in INR, user has to click on edit icon and user can only increase the Quantity Required or Total FOB in INR. For other norms type except SION, user can add the Export item.

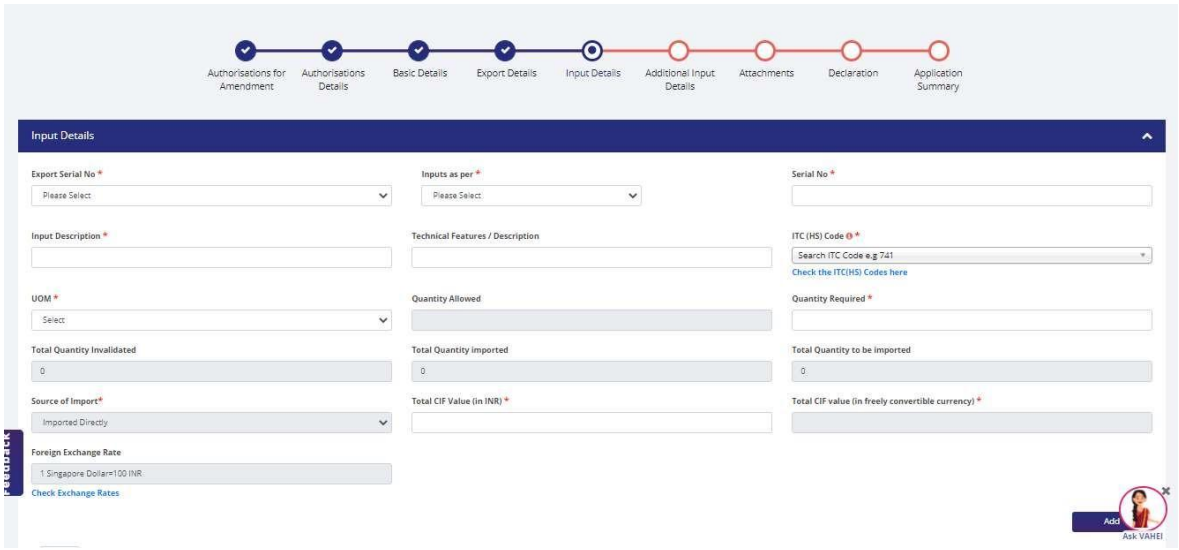


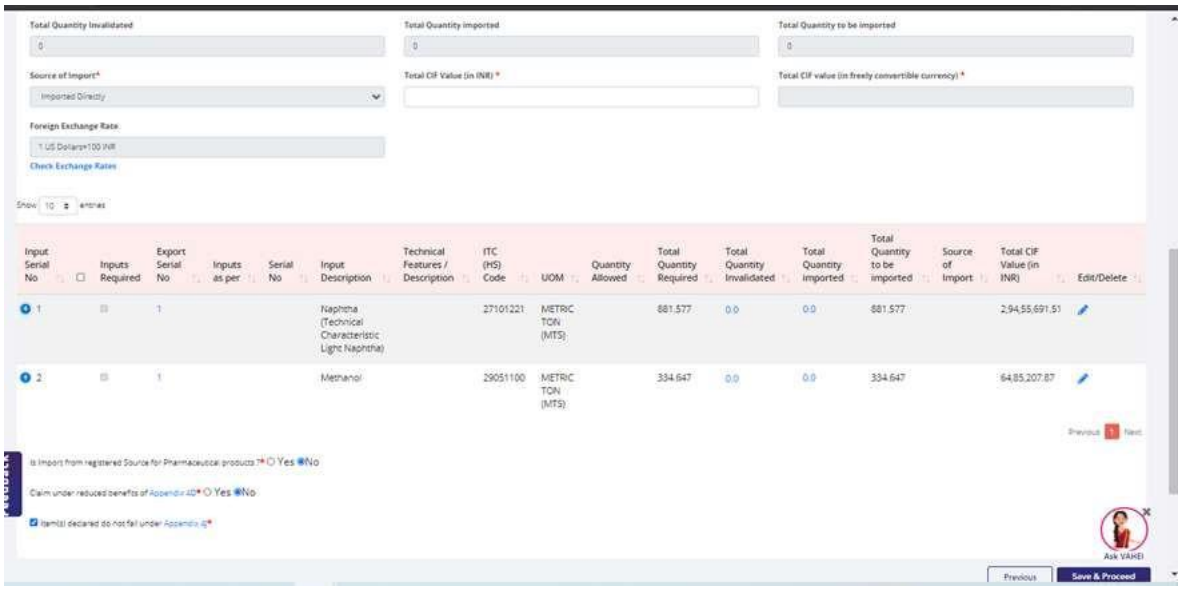
9. Now, expand the cumulative export value and verify the auto-populated values based on the export product added and expand the deemed export details section



10. In input details, user can edit the total quantity required and Total CIF in INR.
System will show the quantity invalidated, by clicking on the hyperlink the system will show the details.
System will show the quantity imported, by clicking on the hyperlink the system will show the Bill of entry details.

If user wants to add input item, user has to select the Export serial no. , Input as per and fills the Mandatory details.

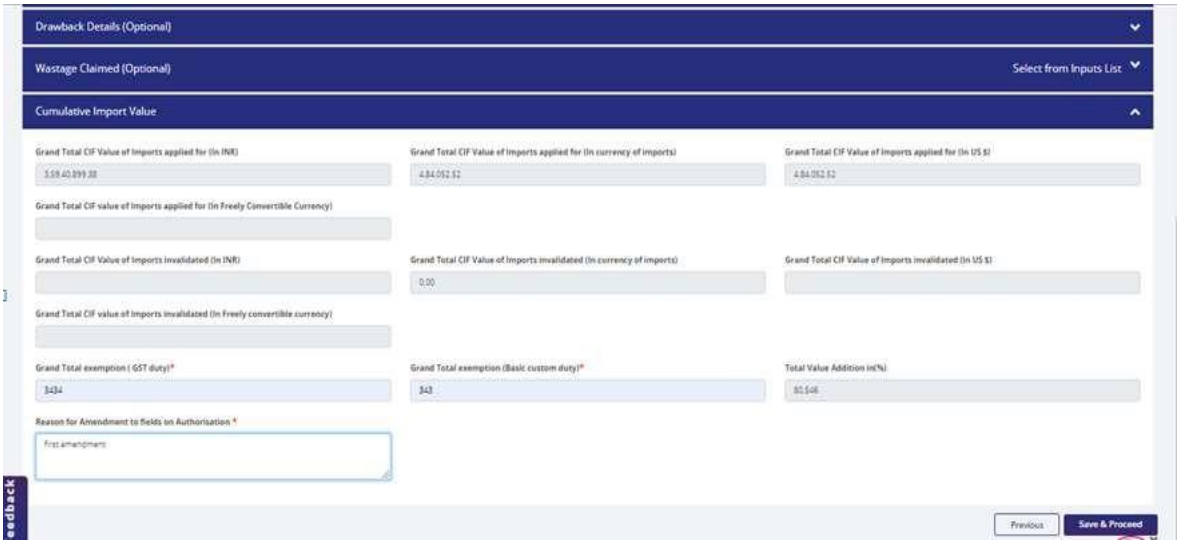




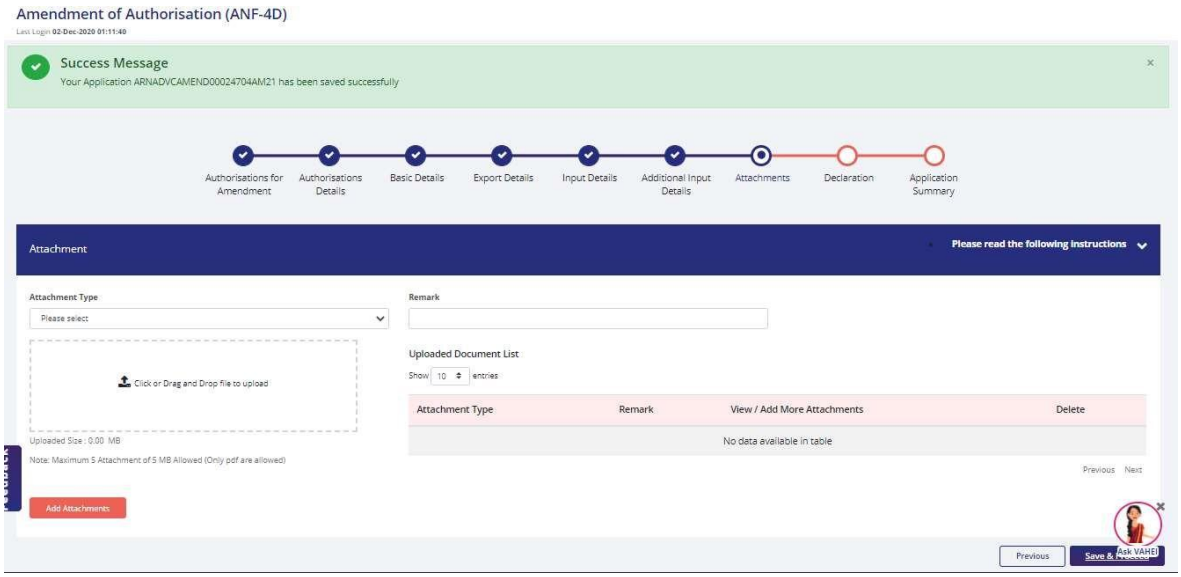
11. In Additional Input details, if user want to add supply of free of cost, Drawback details or wastage Claimed details, user can fill.



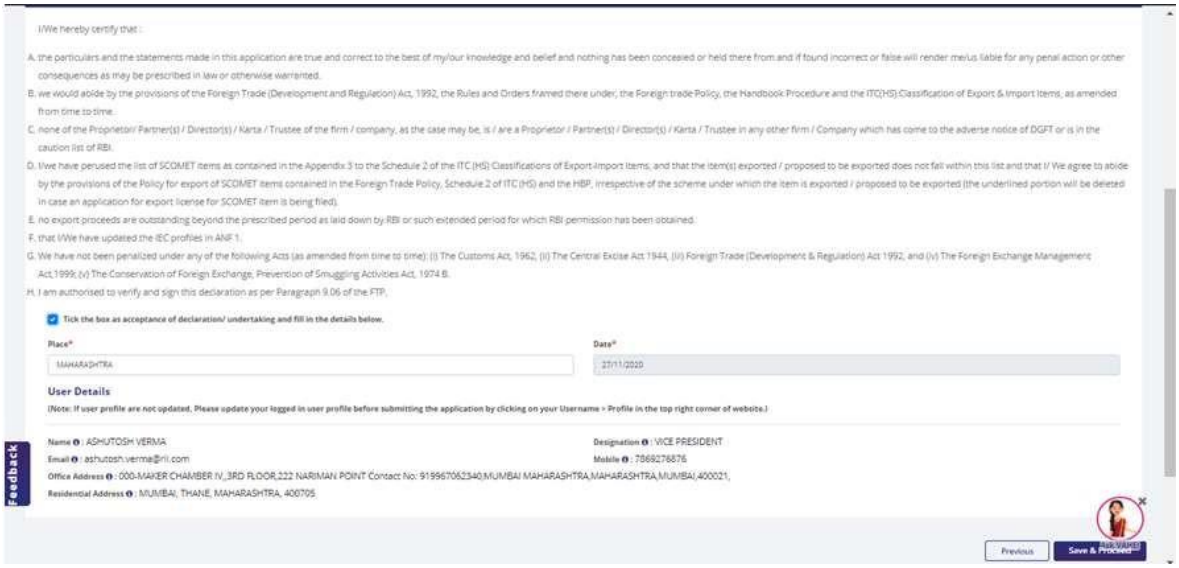
12. Verify the cumulative values, add the reason for amendment and click on save and next button, to reach attachment page



13. Add attachments if required by uploading the documents and clicking on add attachment button, then click on save and next button to reach declaration page



14. Under declaration, accept the terms & condition, click on save & next to view the application summary.

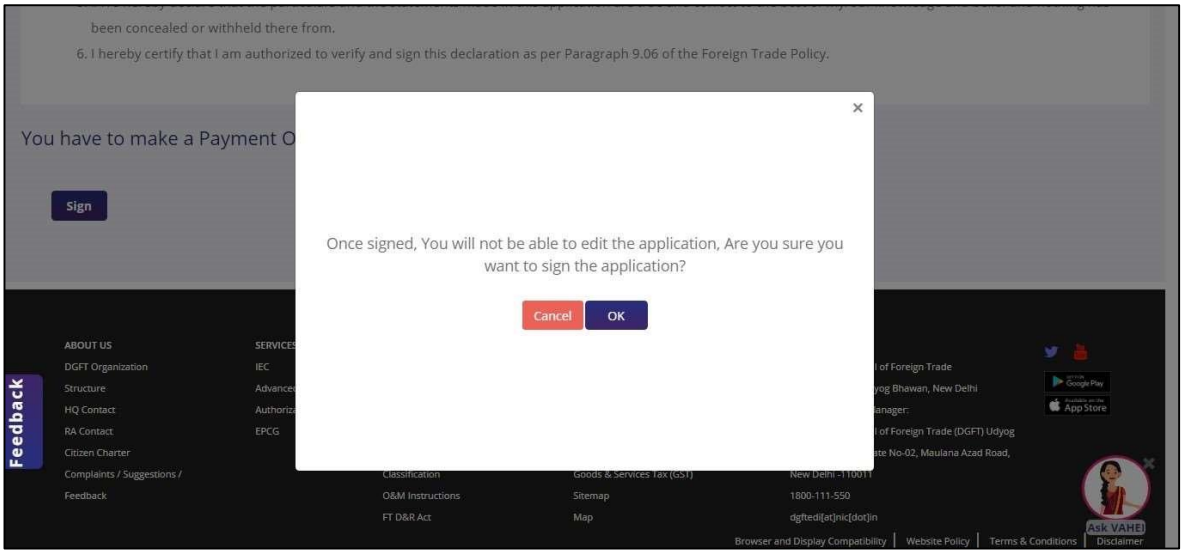


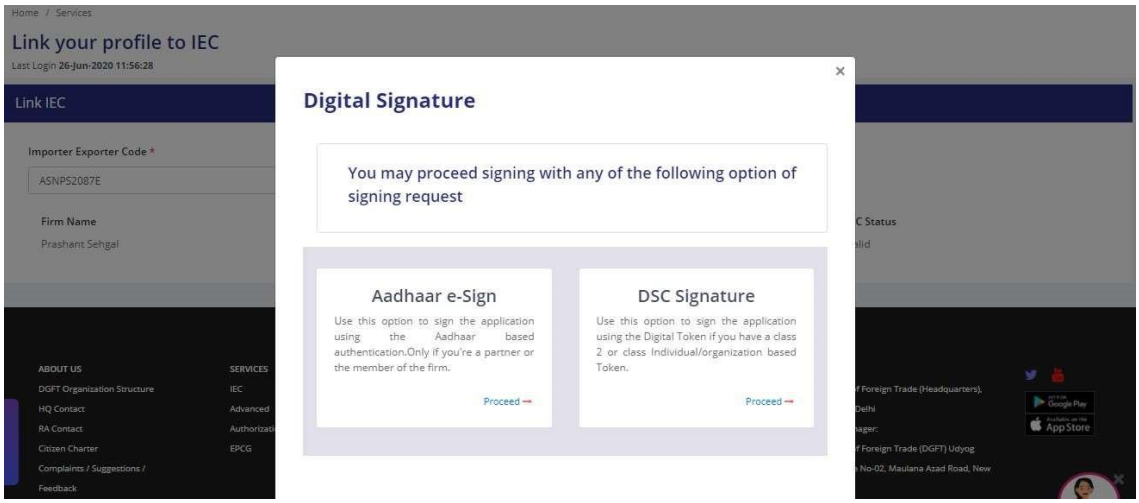
15. An application summary page, click on the print button to view and print the application summary for future references, then scroll down to check the fee of the application. Now click on the sign button after reviewing application summary





16. Click on Sign button to sign the application using digital token or Aadhaar.







17. Now click on payment, to proceed with the payment, post successful payment you will be displayed with the e-receipt, you can click on download and print button to download and print the e-receipt for reference



DGFT, Udyog Bhawan, New Delhi

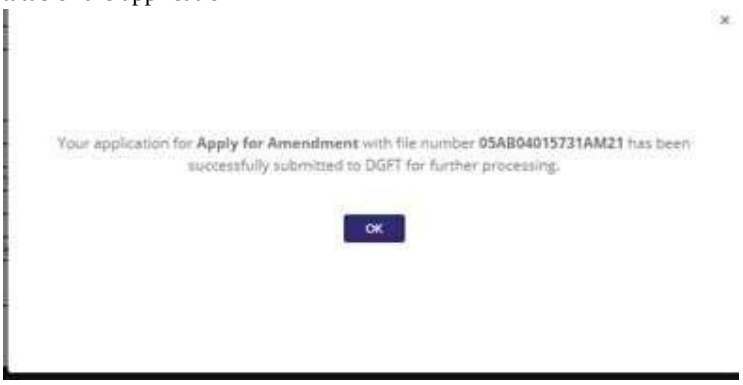
E-PAYMENT RECEIPT

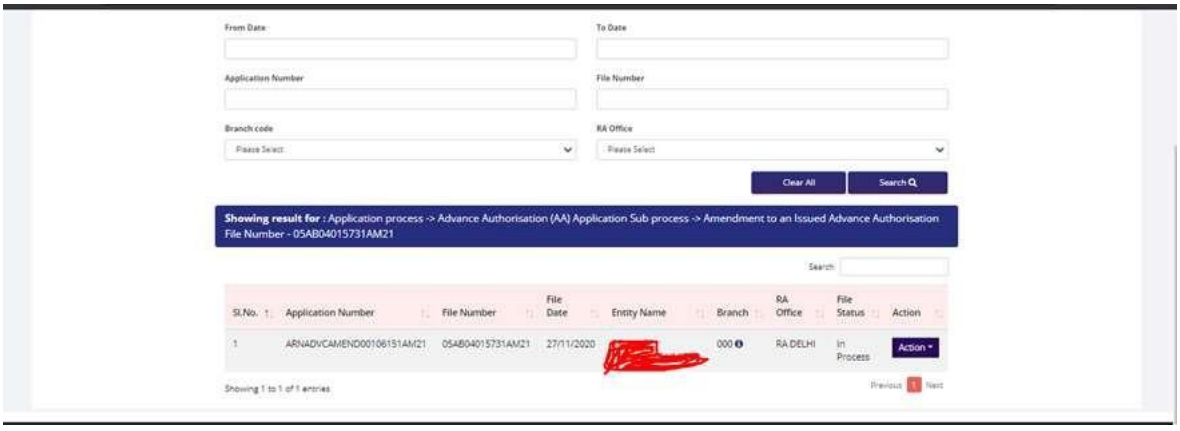
IEC	[redacted]
File Number	05AB04015731AM21
Date of Submission	2020-11-27 10:35:14
IP Address	103.41.38.197
Firm Name	[redacted]
Firm Address	[redacted]
Service Availed	Apply for Amendment
Mode of Signature	Digital Signature

PAYMENT DETAILS

Transaction Id	296437
Amount (in INR)	200.00
Date of Submission	2020-11-27 10:35:14
Mode of Payment	Bharatkosh
Transaction Status	SUCCESS
Transaction Complete Date	2020-11-27 10:35:14

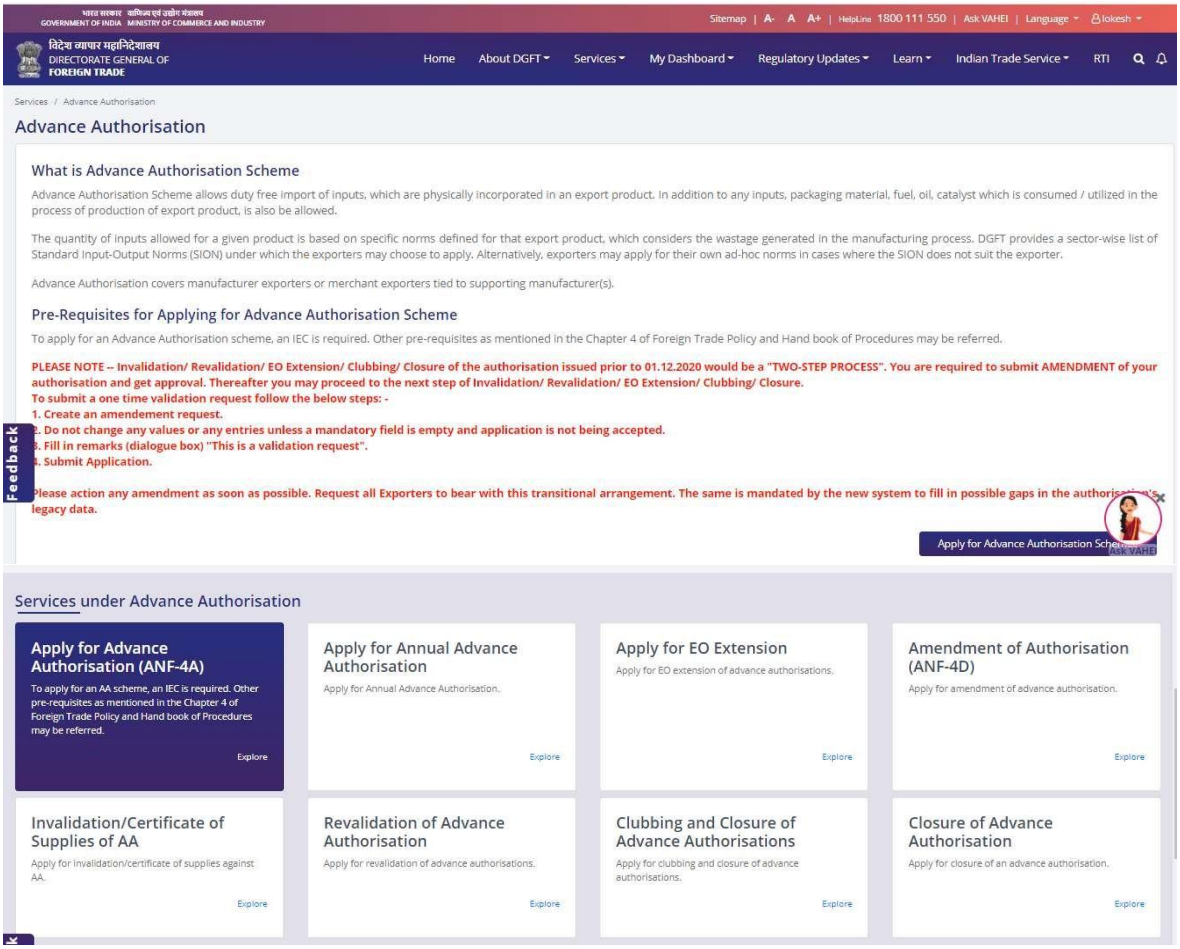
18. Now click on the OK button of the e-receipt. Now your application is submitted and auto-approved, you will receive notifications.
19. after clicking on OK button, the user will be redirected to track the status of the application

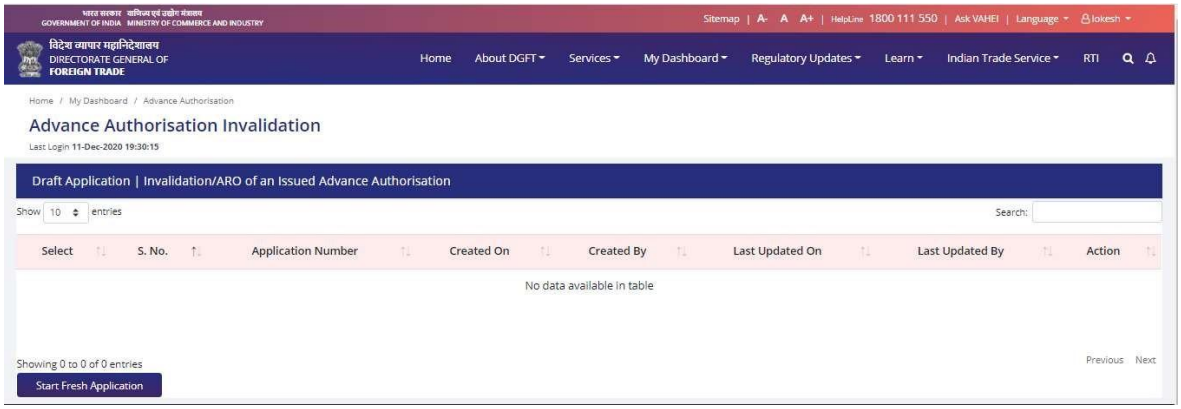




7. Invalidation/Certificate of Supplies of AA

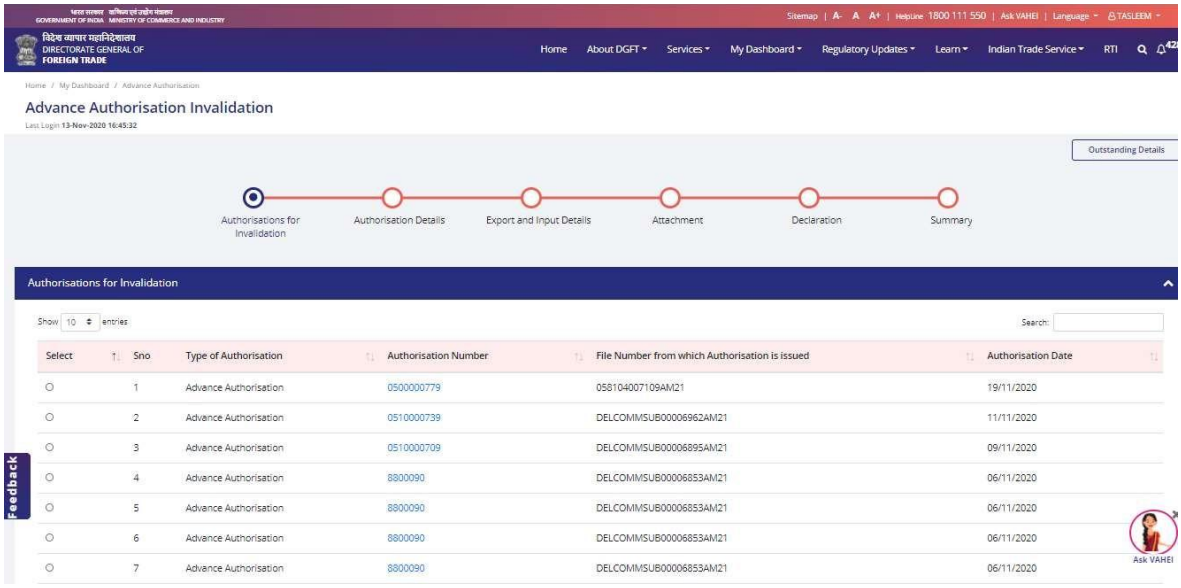
1. Post login click on “Advance Authorisation” on the Home Page –Frequently Accessed Links or navigate using Menu “Services Advance Authorisation/DFIA”.
2. Click on “Advance Authorisation/DFIA”, system will navigate the user to Advance Authorisation Scheme Page

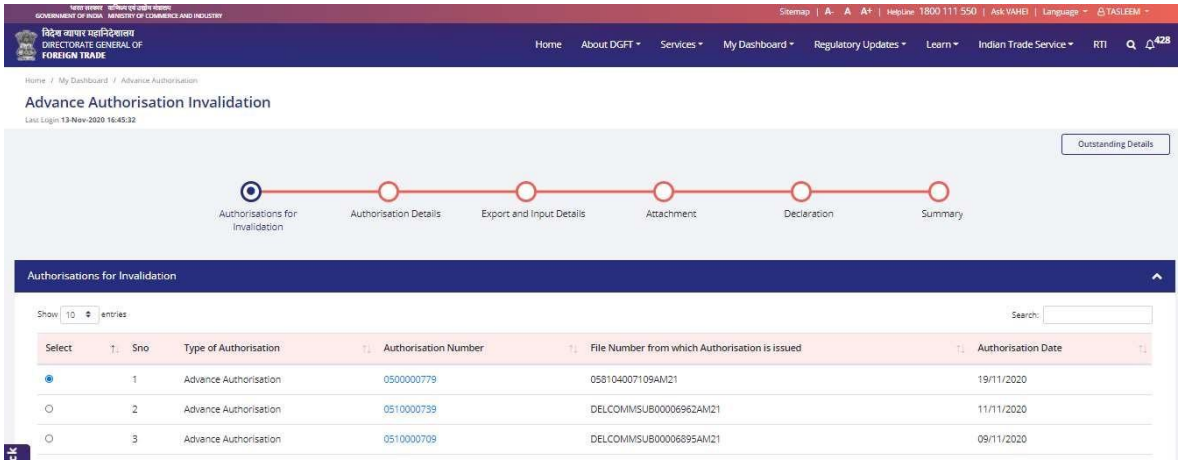


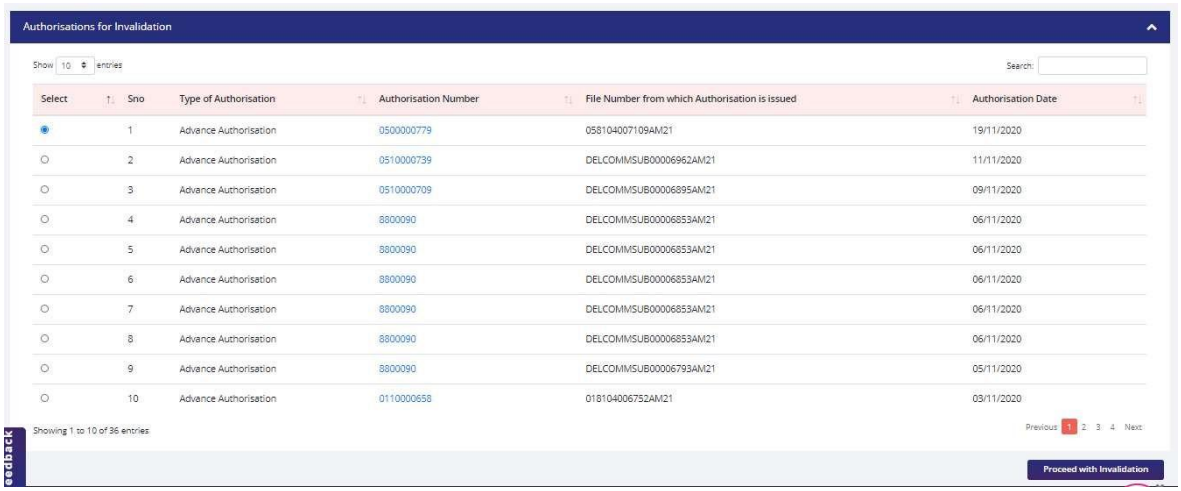


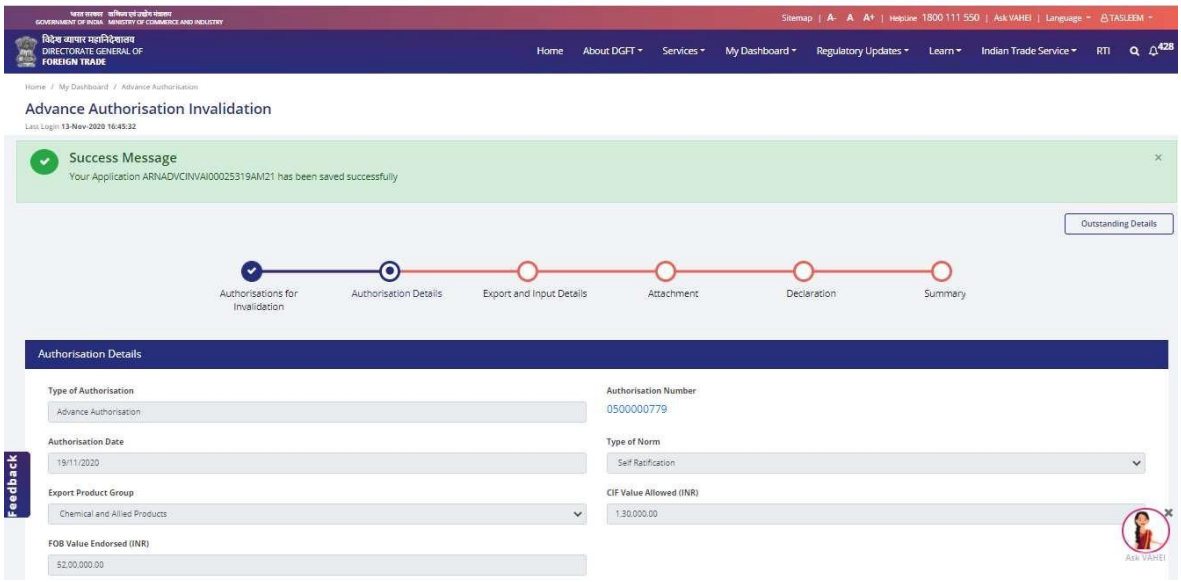
3. Under Services under Advance Authorisation--- Click on “Start Fresh Application” button or click on “Proceed with Existing Application” Button incase user already saved a draft application.
4. System will display the autorisation list, select the license number

And then click on proceed. System will navigate the user to the Authorisation Details.

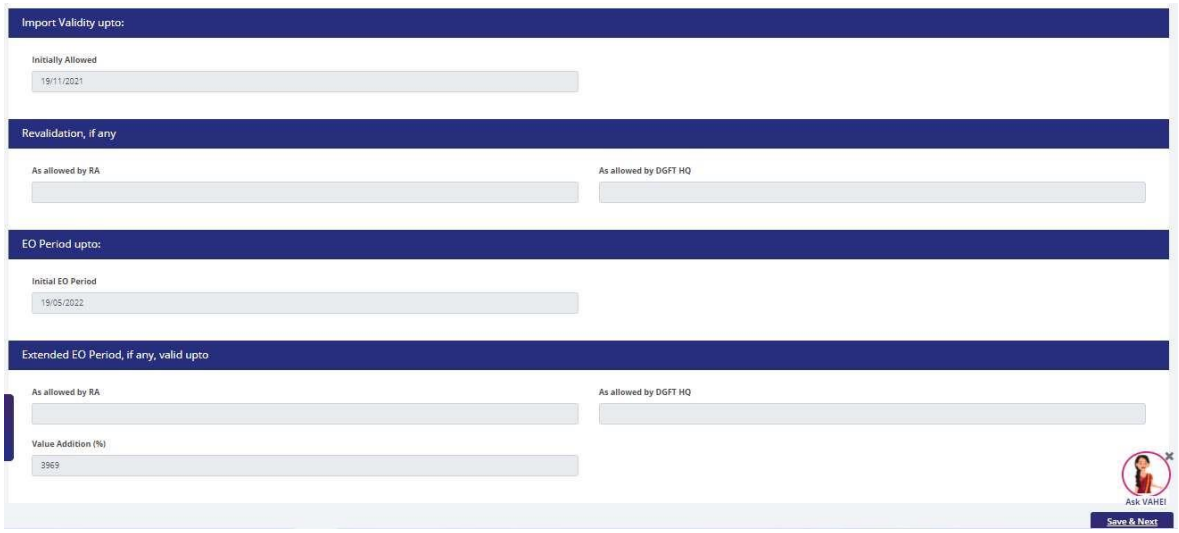




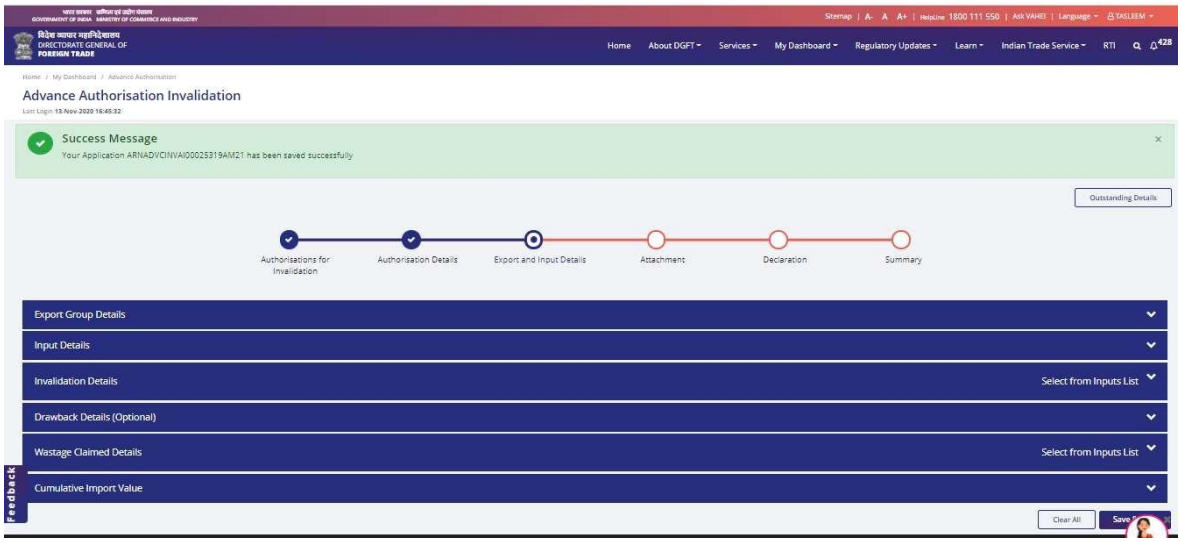




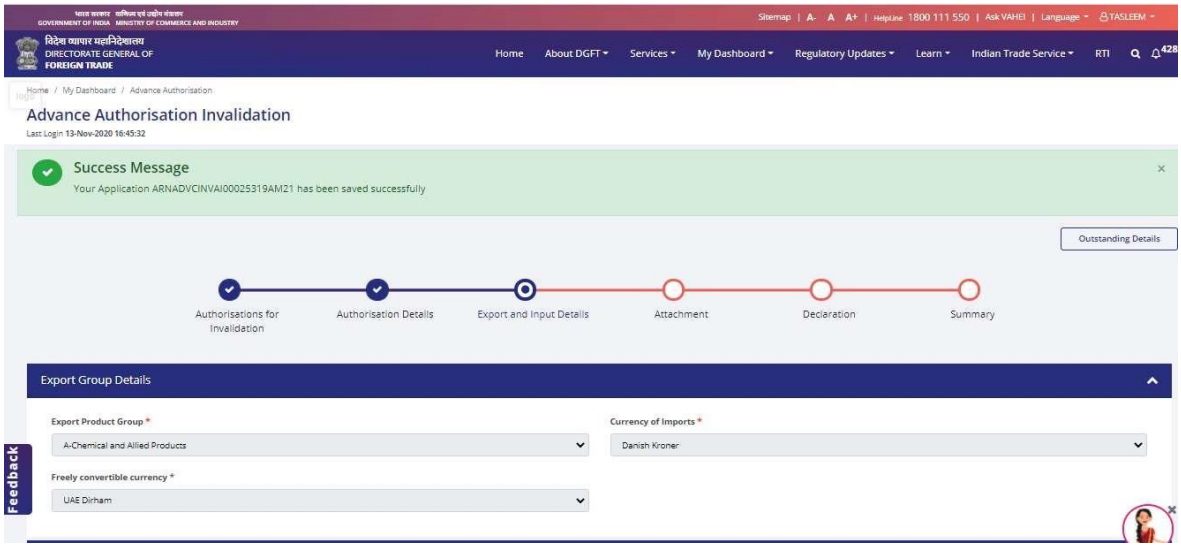
5. In Authorisation for Invalidation page, system will show all the details approved by RA while the time Of Advance Authorisation/Annual Requirement License , applicant can cross verify all the details Displayed are correct or not, even applicant clicks on authorisation number , system will opens the Pdf in new tab.



6. After cross verifying all the details, user can clicks on save & next button. System will navigate the user to the next page "Export and Input details ".



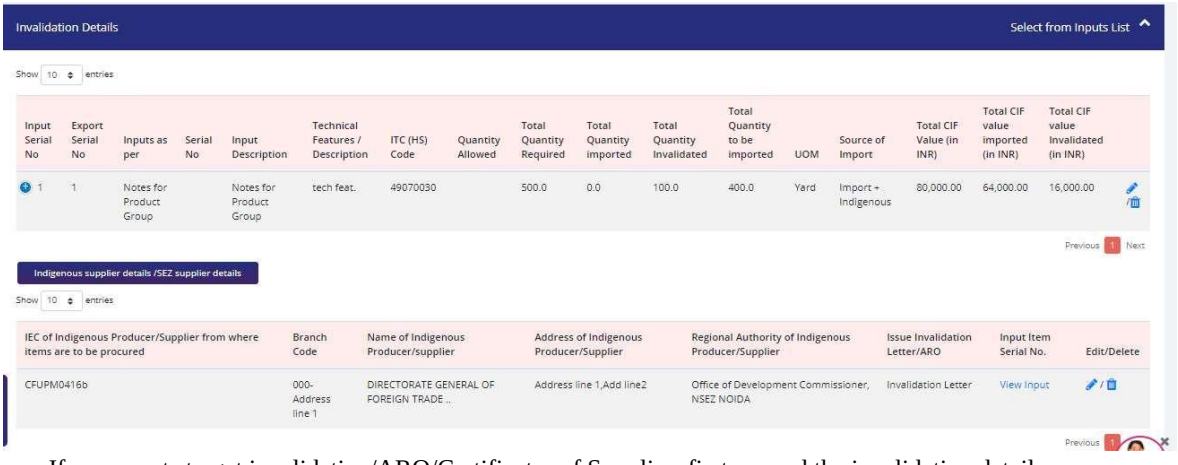
7. In Export and Input details page, if applicant wants to check the export group details, input details, Invalidation Details, Drawback details, Wastage Claimed Details and Cumulative Export Value, just click on the extreme right expand icon .



8. By clicking on the export group details expand icon, system will displays export group details.

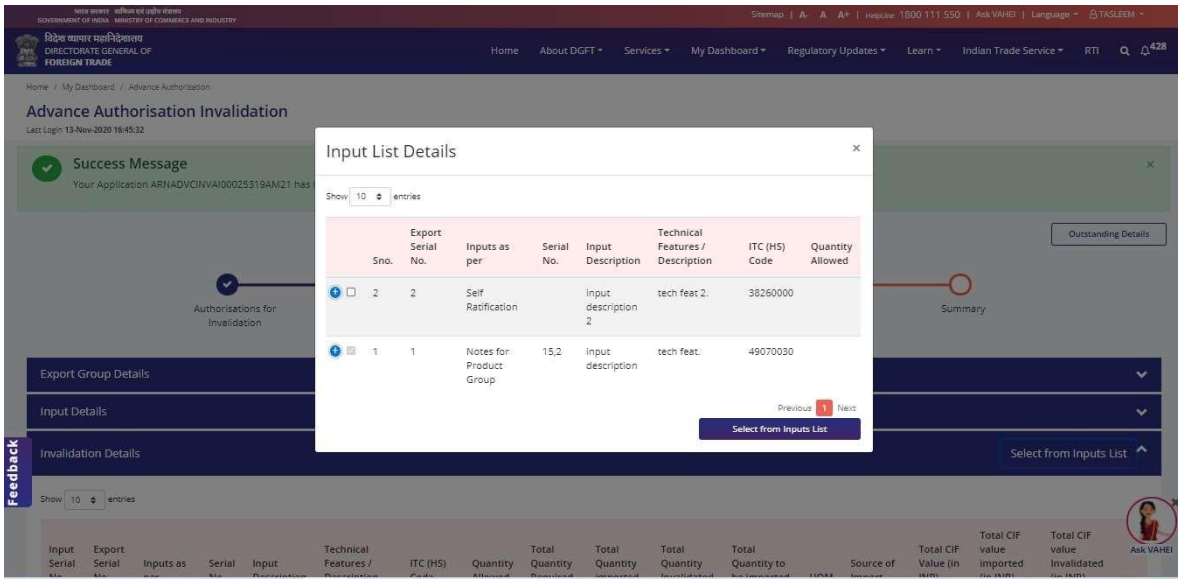


9. By clicking on the expand icon available at extreme right, system will displays all the input details. Let's say if user has imported the 100 quantity of input serial no 1, then in input serial no 1 grid, field Total quantity imported will show 100 which is hyperlink, by clicking on this system will show the Bill of entry details.

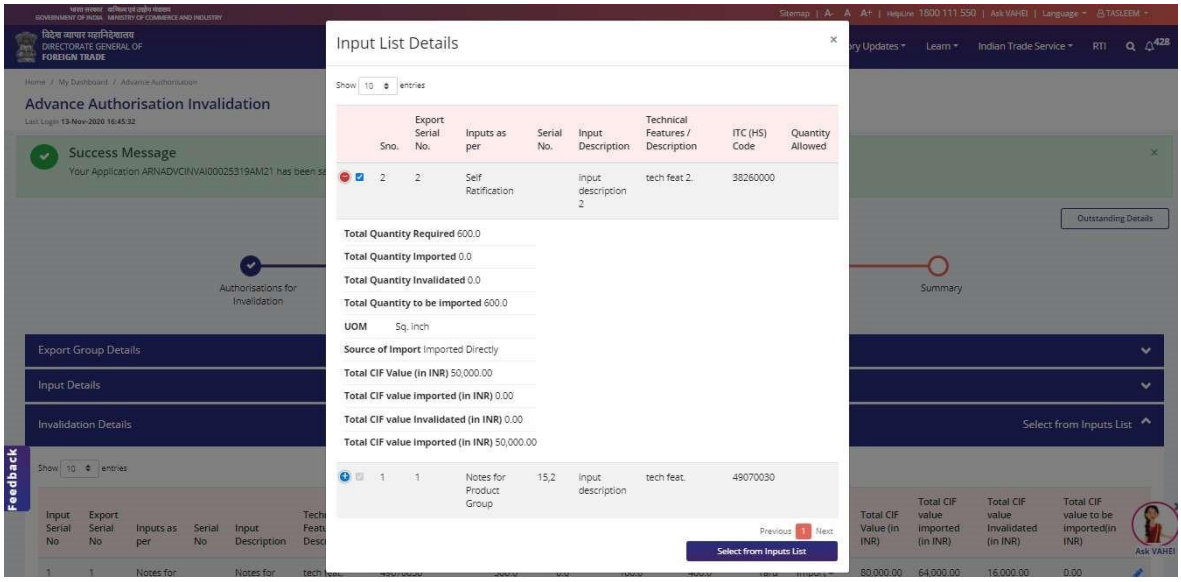


10. If user wants to get invalidation/ARO/Certificates of Supplies, first expand the invalidation details

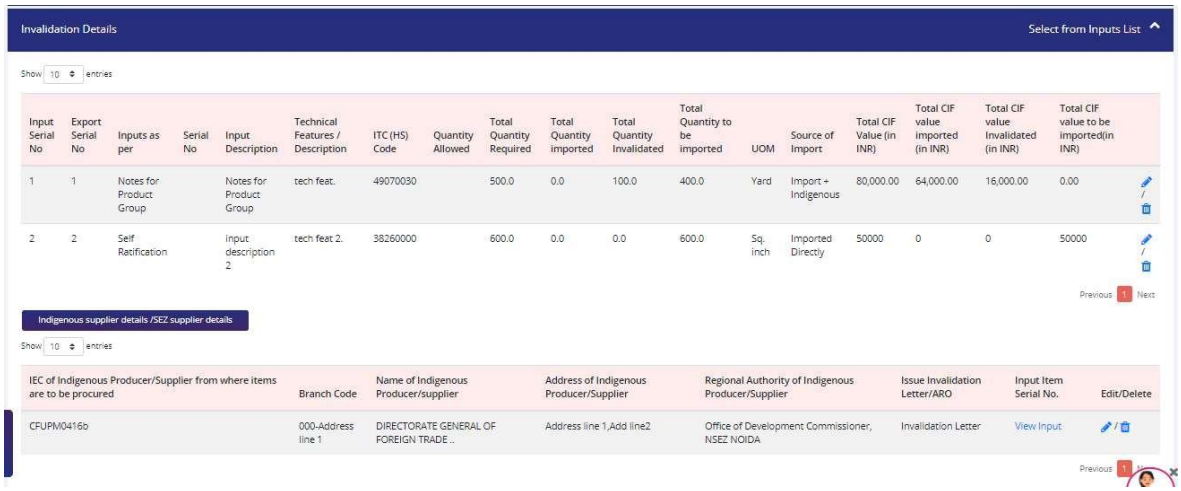
Grid, click on the select from the input list, system will opens the new dialog box showing all The input item list.



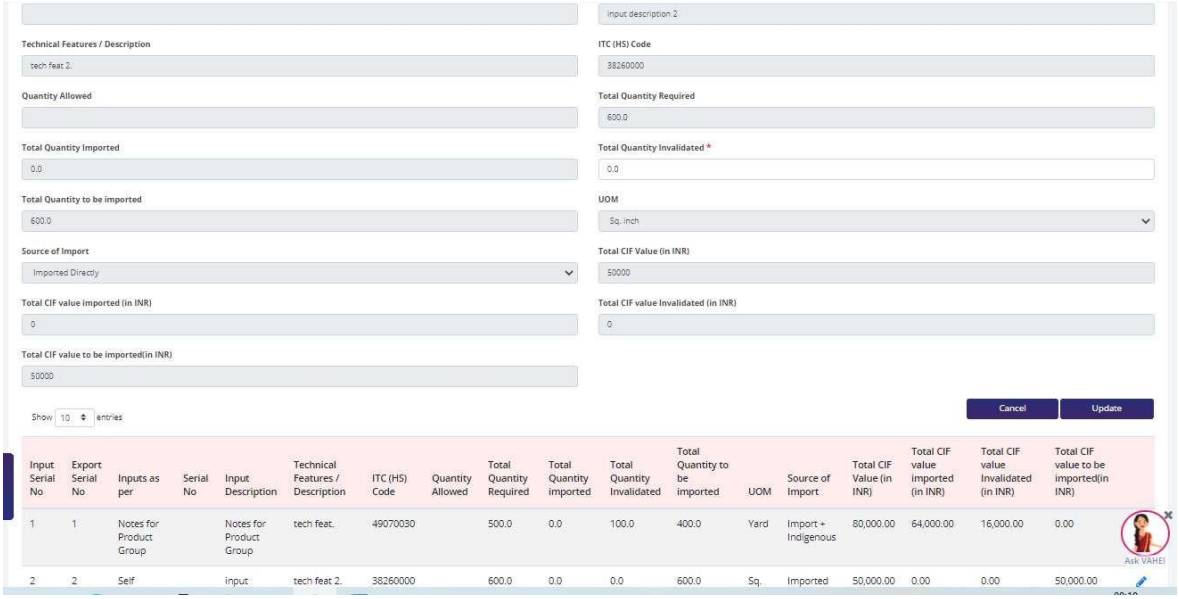
11. User can select (by checking the checkbox) the input item from the list, for which he wants to take invalidation letter/ARO Letter/Certificate of supplies.

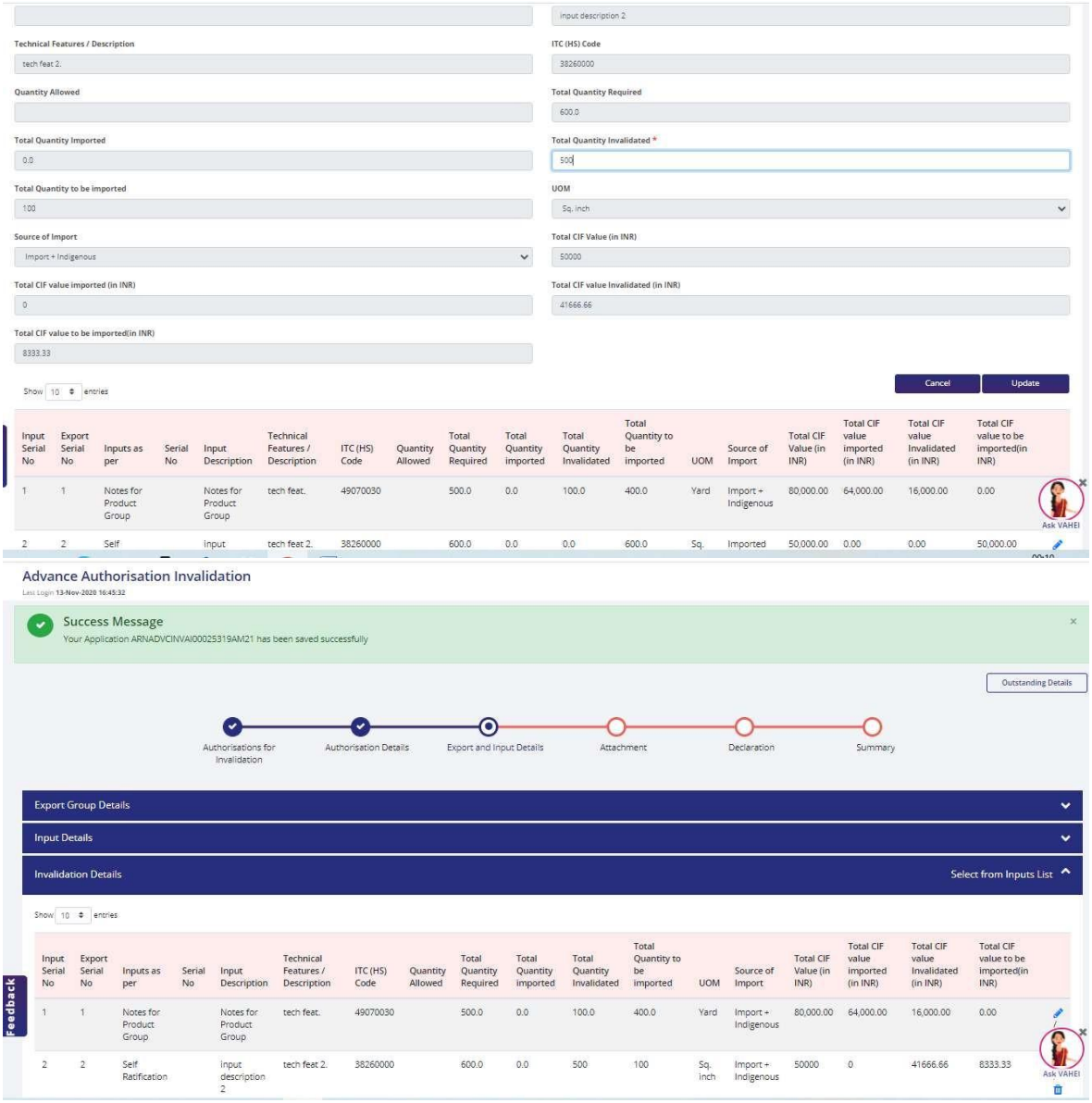


12. Once user check select the input item checkbox, display expand the input item details. Now, click On select from input list button, available at extreme right bottom of the page.

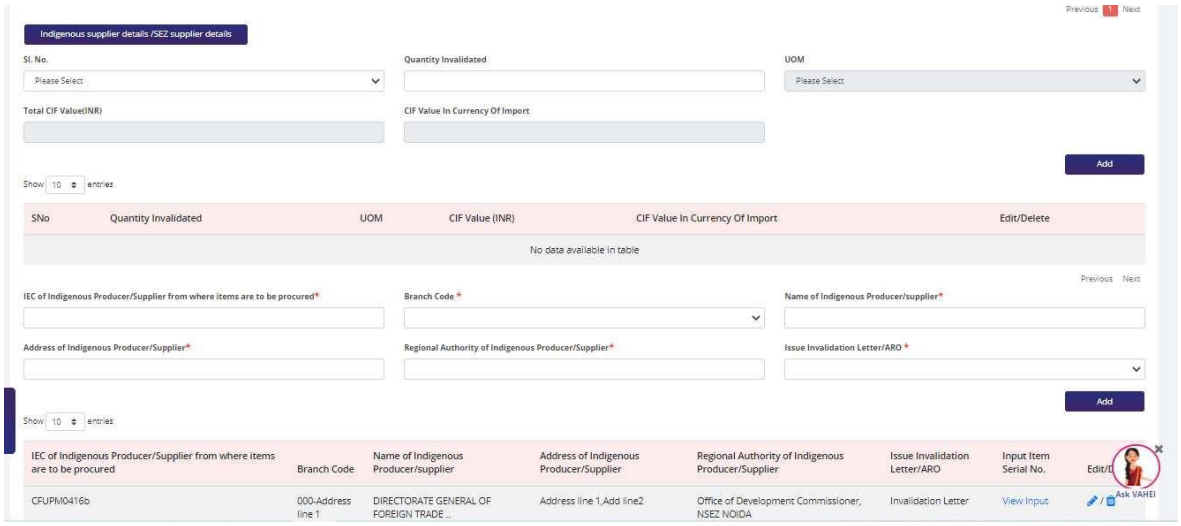


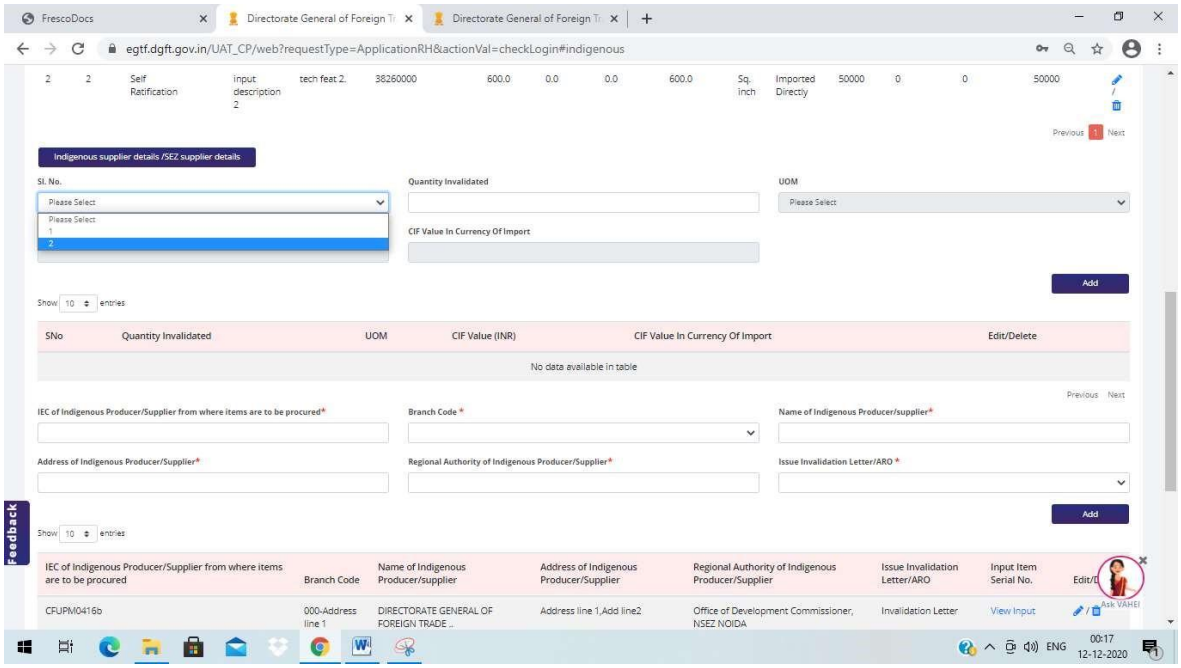
13. The selected input item gets added by the system in the invalidation details table grid,
    Click on edit icon, system will display all the input details. Fill the total quantity invalidated, click on Update button.





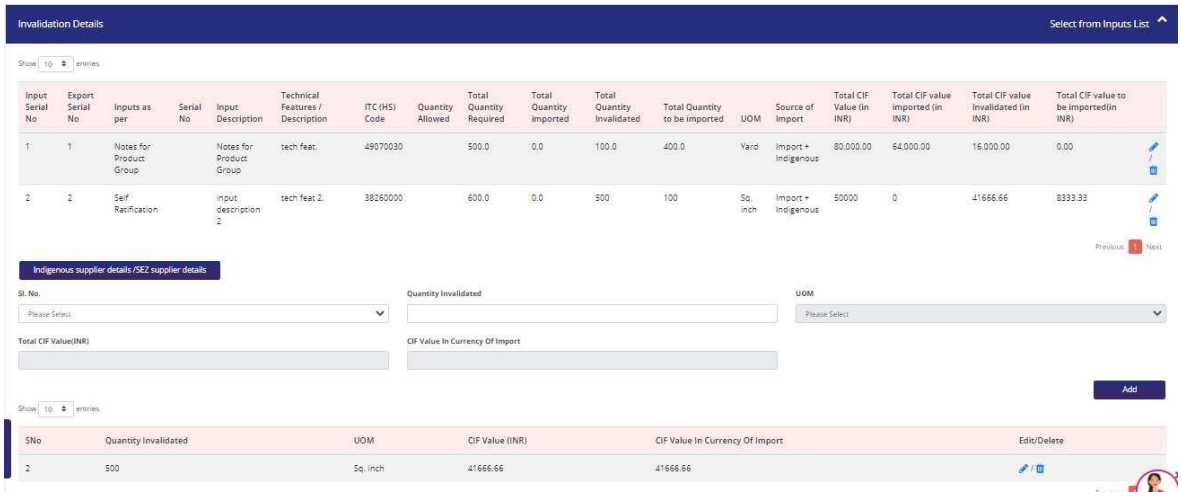
14. For the same input item, user has to add the supplier, clicks on the indigenous supplier details/SEZ Supplier details, from the SI NO, select the input serial number.



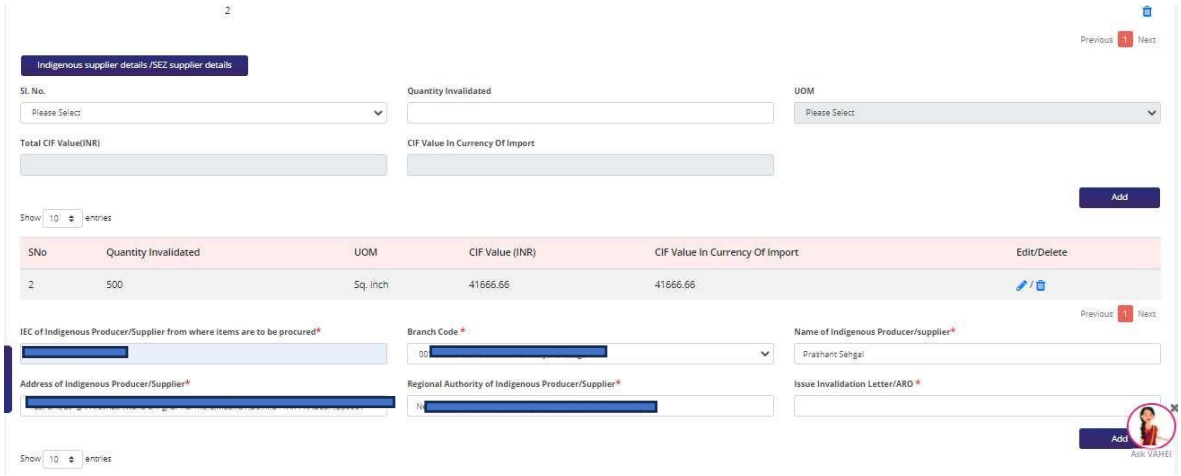




15. After selecting the input serial no , provide the quantity invalidated and system will calculate the Total CIF value (in INR) pro-data basis as of now, very soon applicant should be able to fill Total CIF value (in INR). Click on Add button.

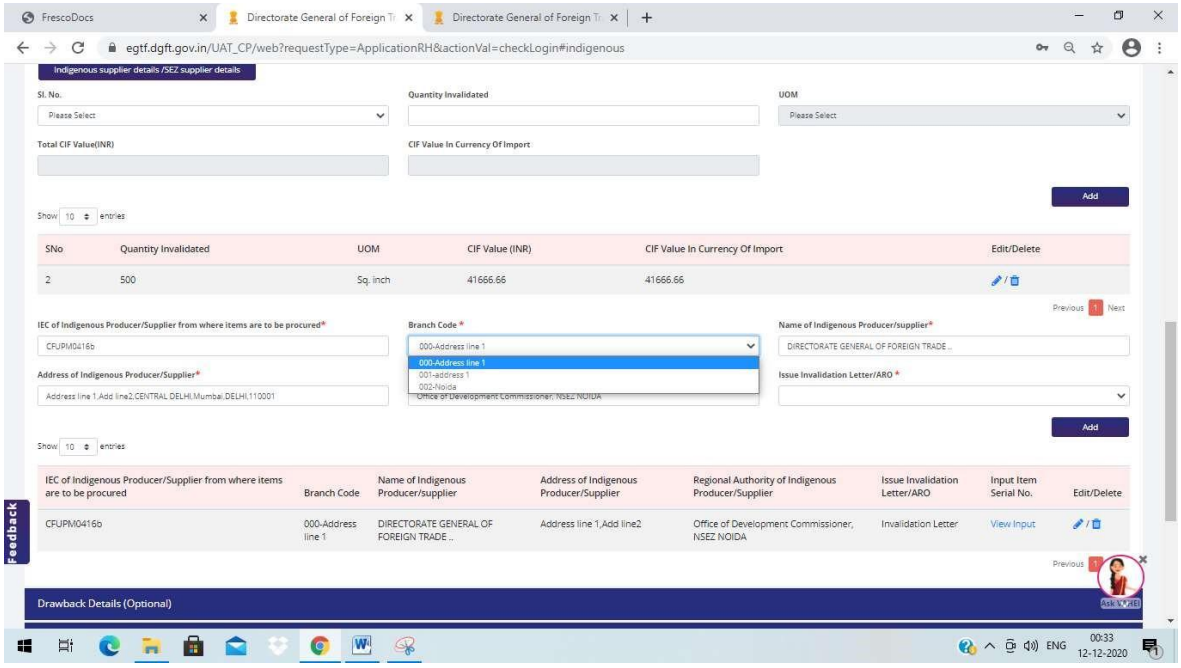


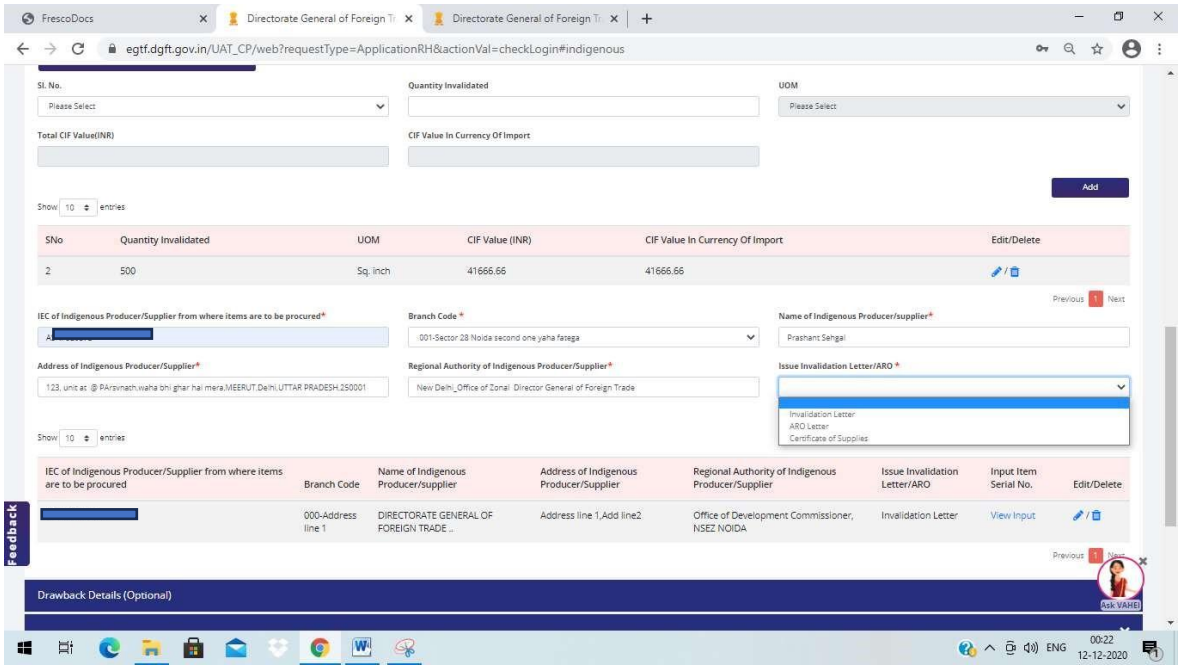
16. After clicking on the add button, system will add the details in the table grid.



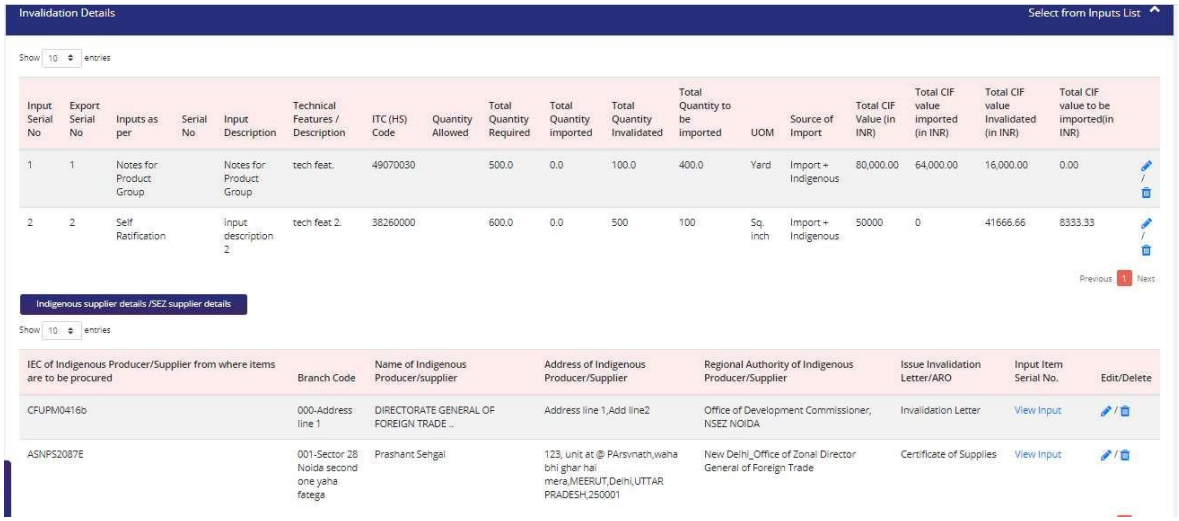
17. Now provide the supplier iec number, once user fills the IEC number, system will show all the Branch code of respective supplier. Select the branch code from the branch code dropdown.

    After selecting the branch code, name and address of the supplier will be auto-populate by system.





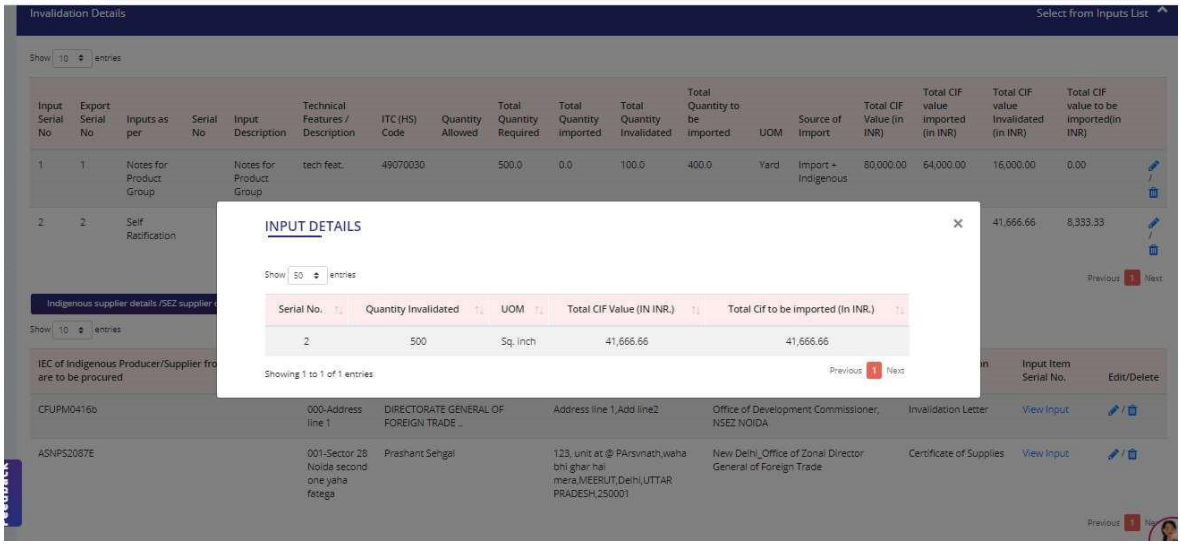
18. From the Invalidation Letter/ARO dropdown, user can select the type of letter he wants from respective RA officer. System will show Invalidation Letter, ARO Letter and Certificate of Supplies as option in The dropdown. Choose one letter and click on add button.

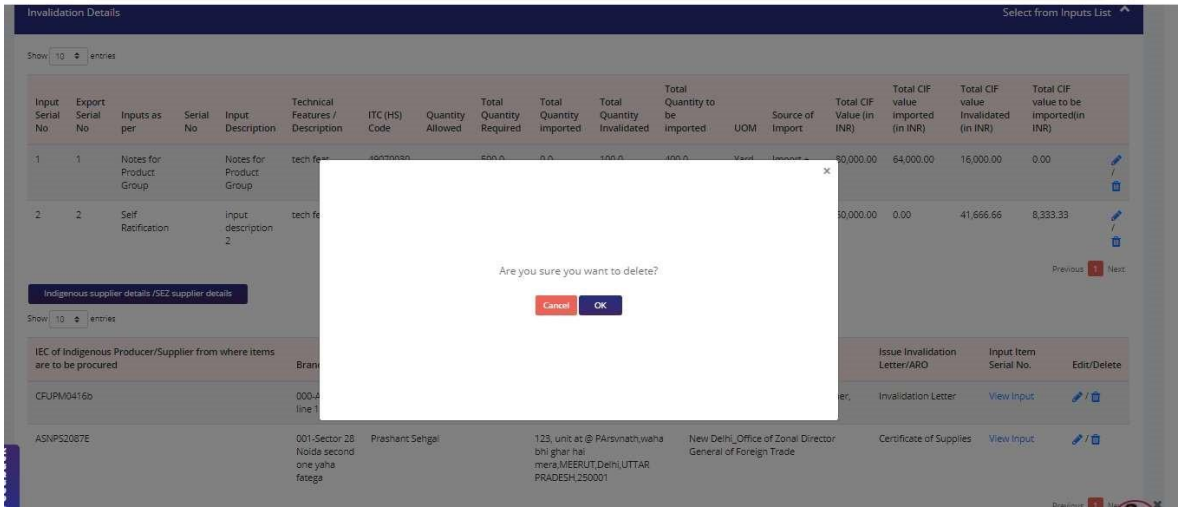


19. After clicking on the add button , supplier details will be added in the table grid.
System will displays the supplier details, on the basis of supplier IEC number.
For eg:- If user is adding two supplier of different IEC, then system will show two row of supplier. But in case if supplier invalidating the input item 1 and 2 from the same supplier IEC say 58956656 Then system will add one row , input item serial no(hyperlink) will shows all the input details.

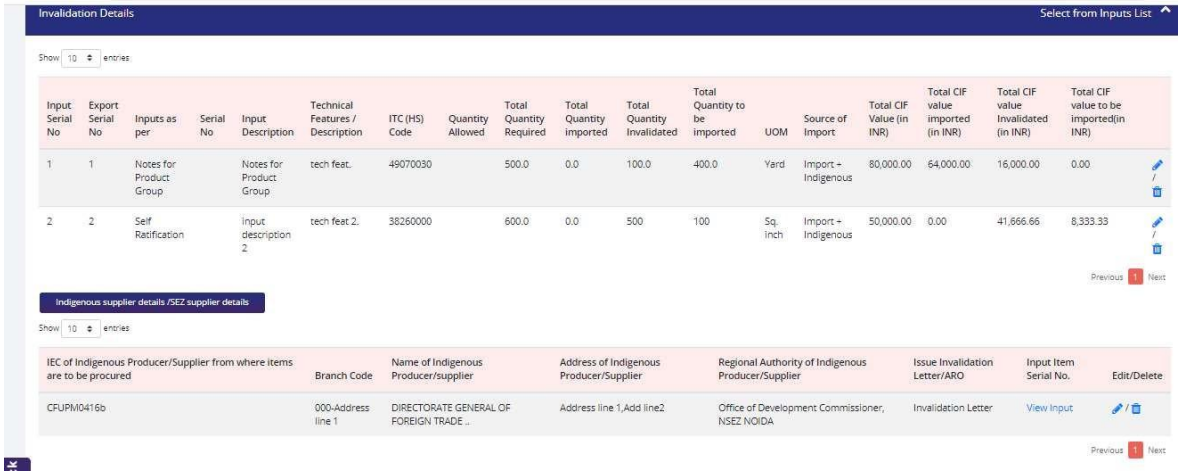


20. If user clicks on the Supplier 1, input item serial no field view input hyperlink, system will show the Input details, user wants to take from the respective supplier.

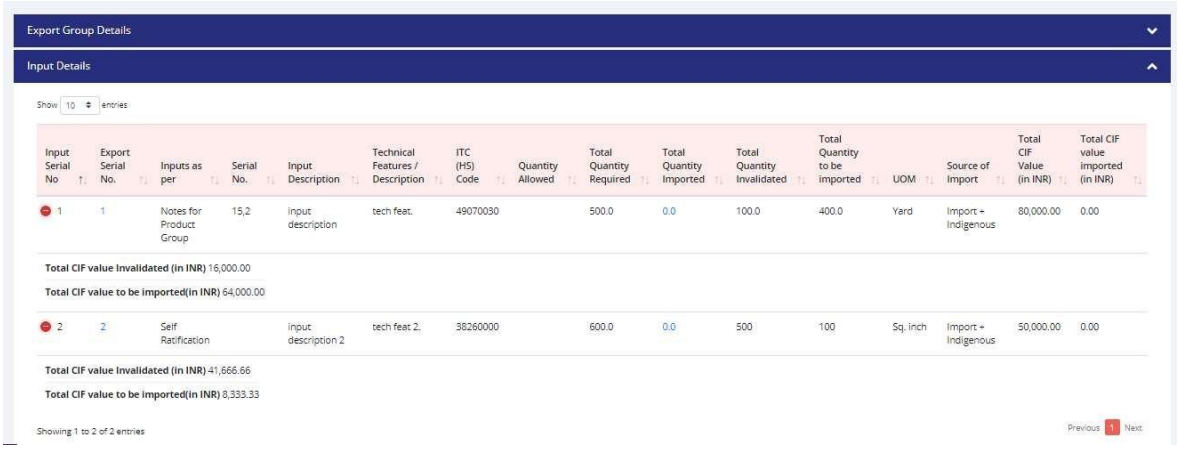




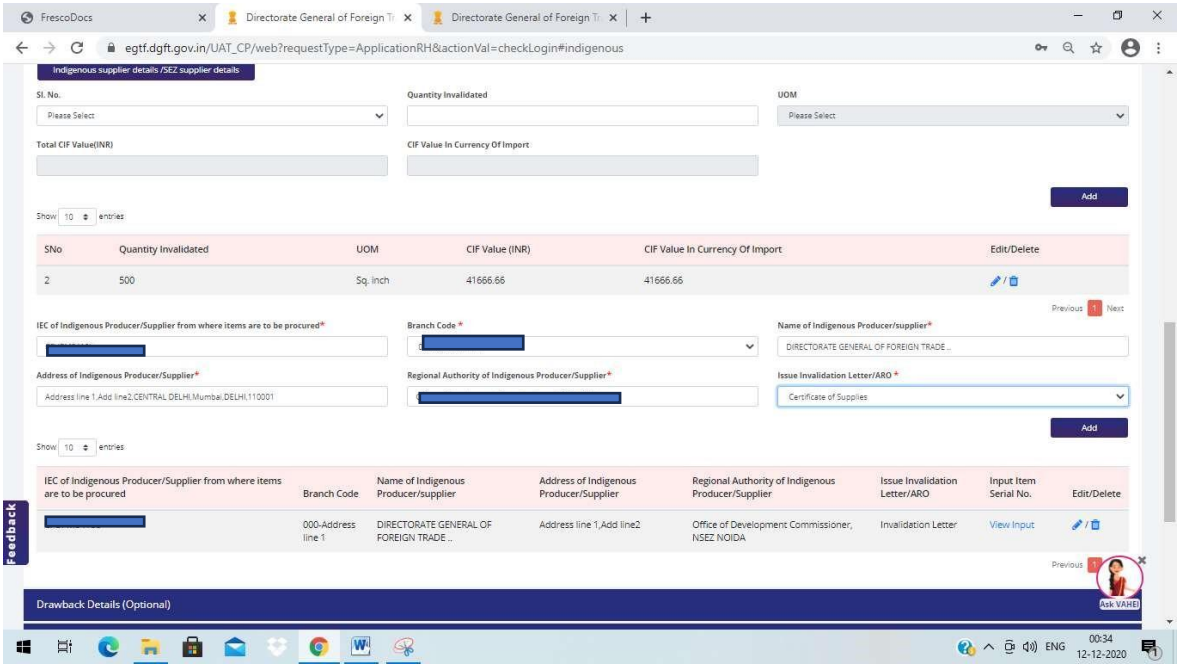
21. In case user wants to delete the added supplier details, click on delete icon, system will display the Confirmation dialog box, clicks on OK button.

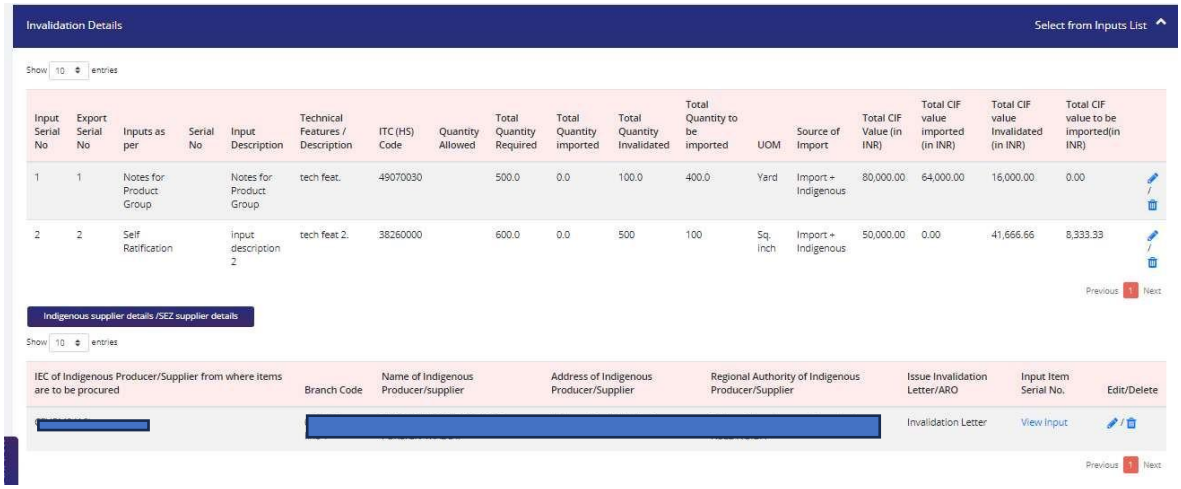


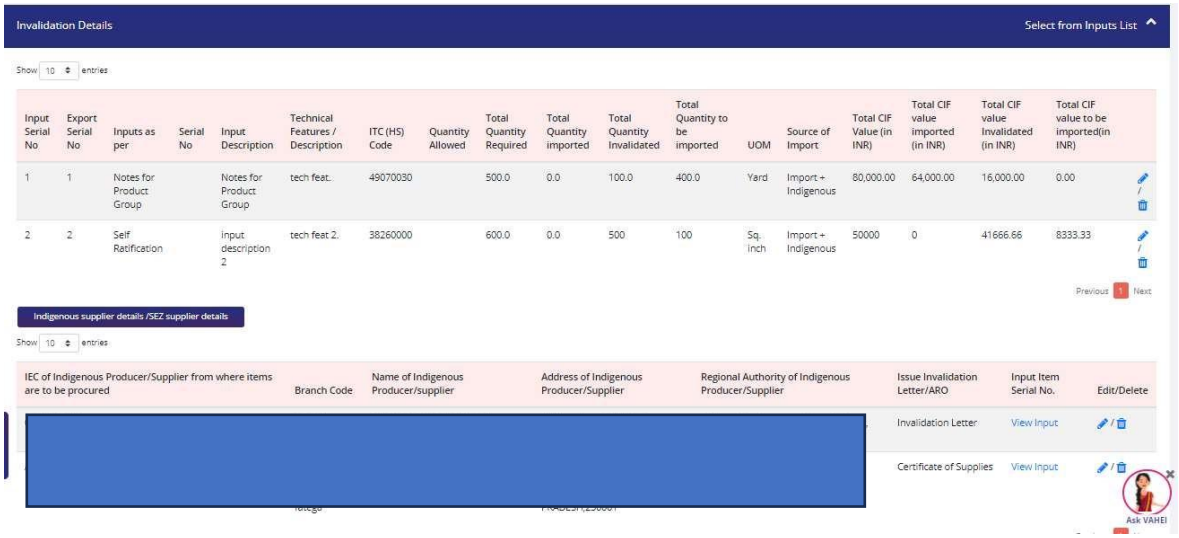
22. Once user clicks on the OK button of confirmation dialog box, supplier will be deleted from the table Grid.

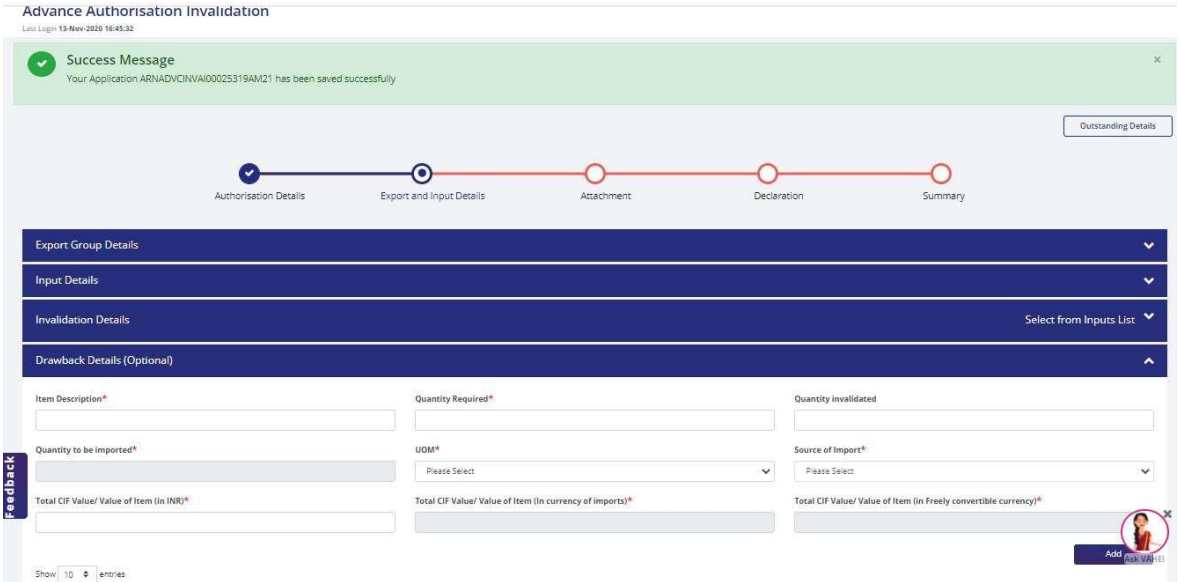


23. Once user update the invalidation details and supplier details, the input details will get updated the System auto-matatically for the respective input item. System will update the total quantity invalidate, total quantity to be imported, total CIF value invalidated and total CIF value to be imported (in INR).

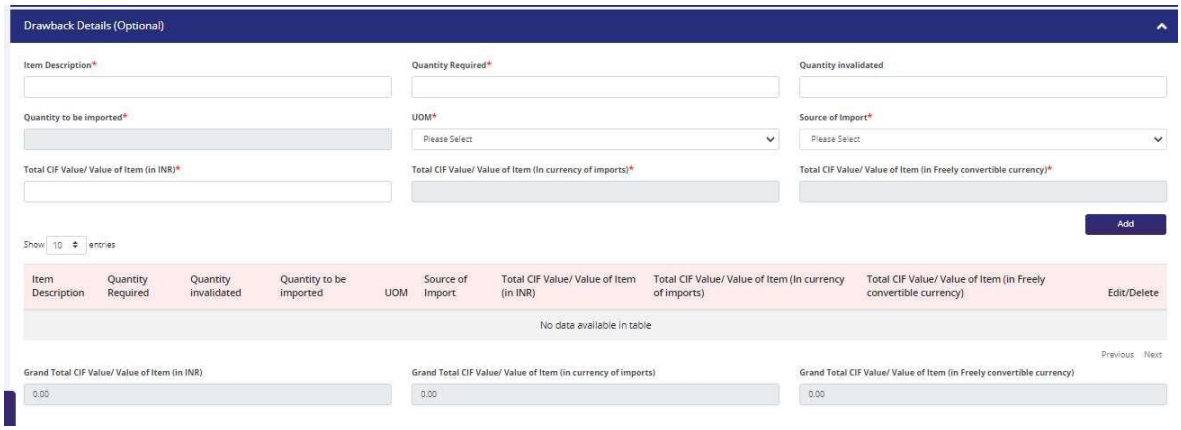


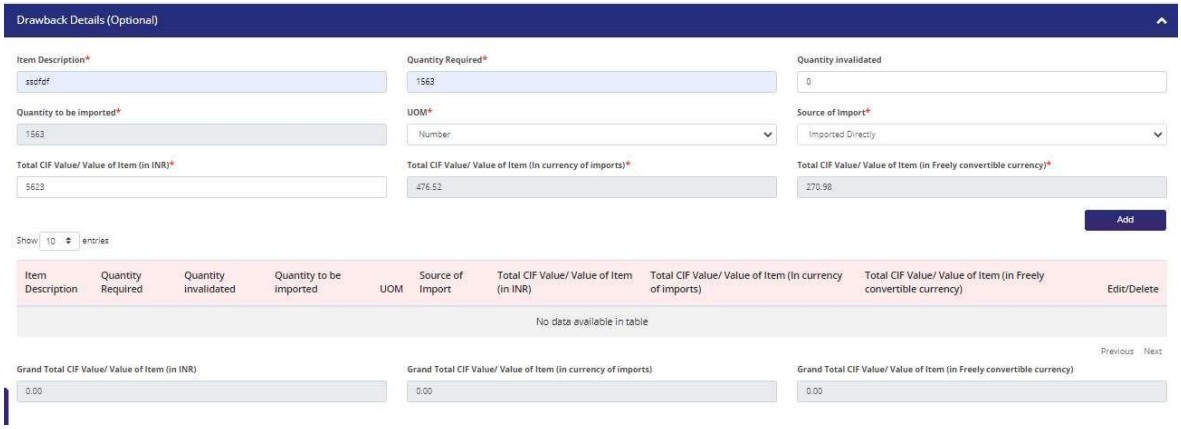


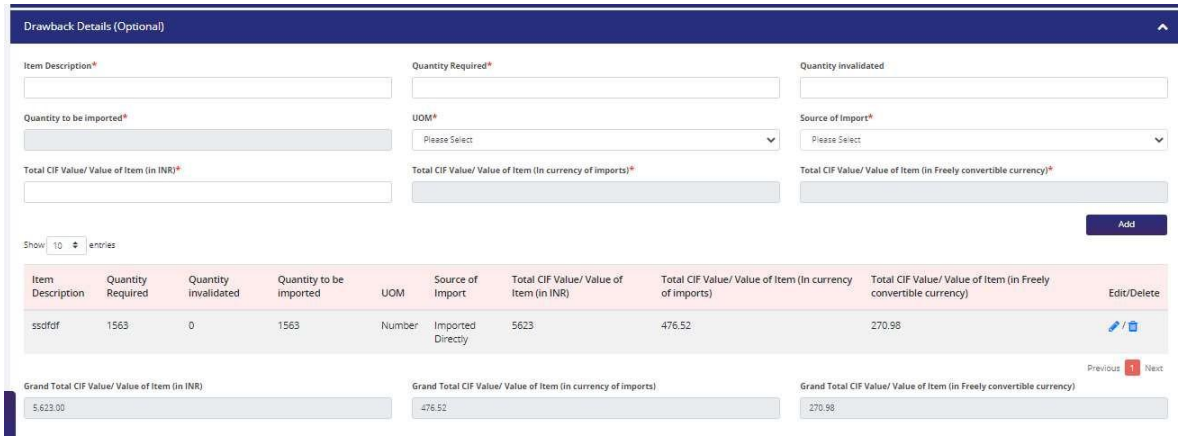




24. Drawback details are optional, in case if user wants toad drawback details, fill all the mandatory Fields and click on add button.

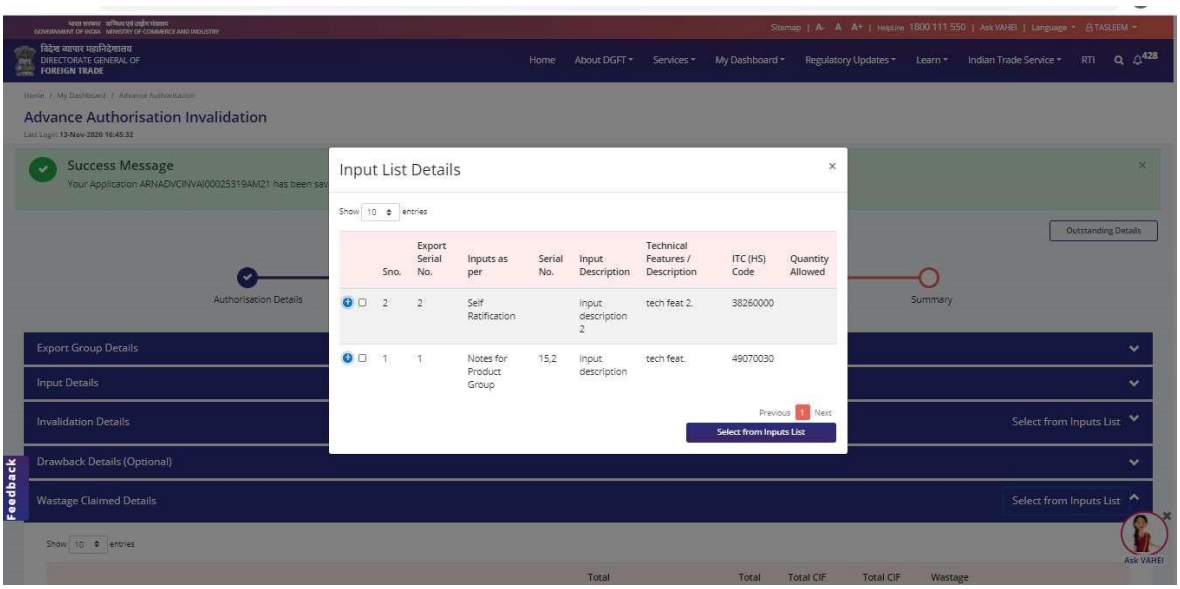

Drawback Details (Optional)
Item Description*
Quantity Required*
Quantity invalidated
Quantity to be imported*
UOM*
Please Select
Source of Import*
Please Select
Total CIF Value/ Value of Item (in INR)*
Total CIF Value/ Value of Item (In currency of imports)*
Total CIF Value/ Value of Item (in Freely convertible currency)*
Add
Show 10 entries
Item Description
Quantity Required
Quantity invalidated
Quantity to be imported
UOM
Source of Import
Total CIF Value/ Value of Item (in INR)
Total CIF Value/ Value of Item (In currency of imports)
Total CIF Value/ Value of Item (in Freely convertible currency)
Edit/Delete
No data available in table
Previous Next
Grand Total CIF Value/ Value of Item (in INR)
0.00
Grand Total CIF Value/ Value of Item (in currency of imports)
0.00
Grand Total CIF Value/ Value of Item (in Freely convertible currency)
0.00


Drawback Details (Optional)
Item Description*
ssdfdf
Quantity Required*
1563
Quantity invalidated
0
Quantity to be imported*
1563
UOM*
Number
Source of Import*
Imported Directly
Total CIF Value/ Value of Item (in INR)*
5623
Total CIF Value/ Value of Item (in currency of imports)*
476.52
Total CIF Value/ Value of Item (in Freely convertible currency)*
270.98
Add
Show 10 entries
Item Description
Quantity Required
Quantity invalidated
Quantity to be imported
UOM
Source of Import
Total CIF Value/ Value of Item (in INR)
Total CIF Value/ Value of Item (In currency of imports)
Total CIF Value/ Value of Item (in Freely convertible currency)
Edit/Delete
No data available in table
Previous Next
Grand Total CIF Value/ Value of Item (in INR)
0.00
Grand Total CIF Value/ Value of Item (in currency of imports)
0.00
Grand Total CIF Value/ Value of Item (in Freely convertible currency)
0.00

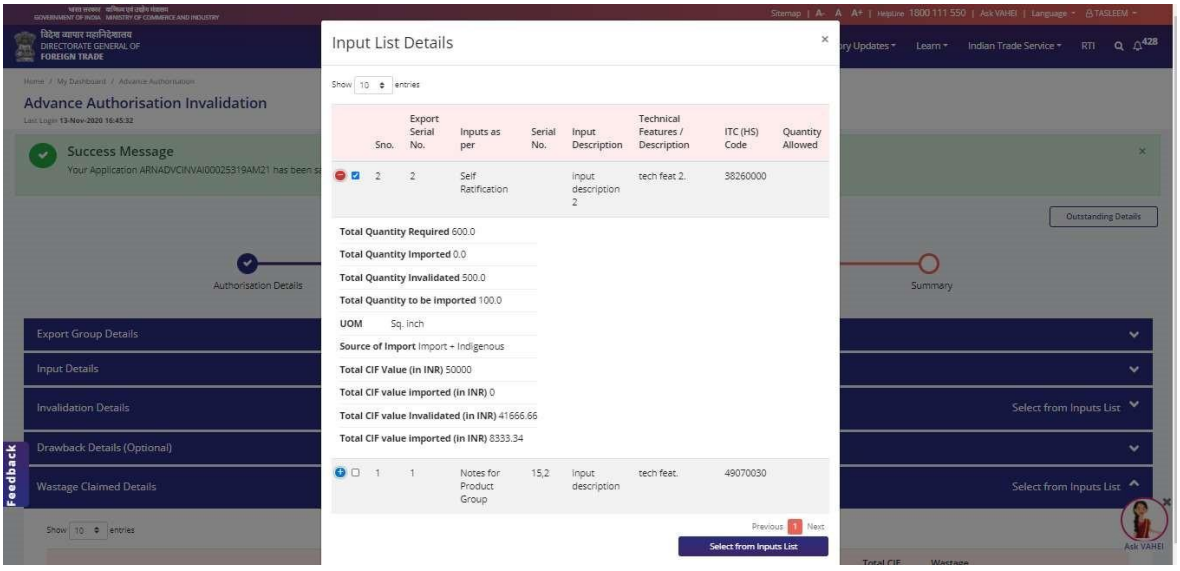

Drawback Details (Optional)
Item Description*
Quantity Required*
Quantity invalidated
Quantity to be imported*
UOM*
Please Select
Source of Import*
Please Select
Total CIF Value/ Value of Item (in INR)*
Total CIF Value/ Value of Item (In currency of imports)*
Total CIF Value/ Value of Item (in Freely convertible currency)*
Add
Show 10 entries
Item Description
Quantity Required
Quantity invalidated
Quantity to be imported
UOM
Source of Import
Total CIF Value/ Value of Item (in INR)
Total CIF Value/ Value of Item (In currency of imports)
Total CIF Value/ Value of Item (in Freely convertible currency)
Edit/Delete
ssdfdf
1563
0
1563
Number
Imported Directly
5623
476.52
270.98
Previous 1 Next
Grand Total CIF Value/ Value of Item (in INR)
5,623.00
Grand Total CIF Value/ Value of Item (in currency of imports)
476.52
Grand Total CIF Value/ Value of Item (in Freely convertible currency)
270.98

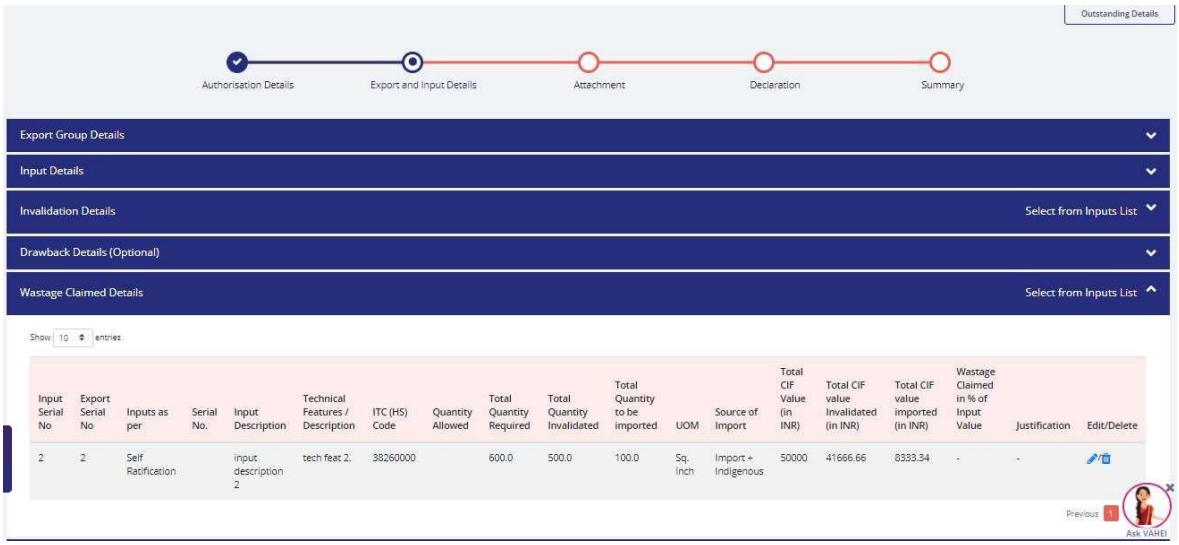


25. In wastage claimed details which is also optional, click on selects from input list , system will show the input list.

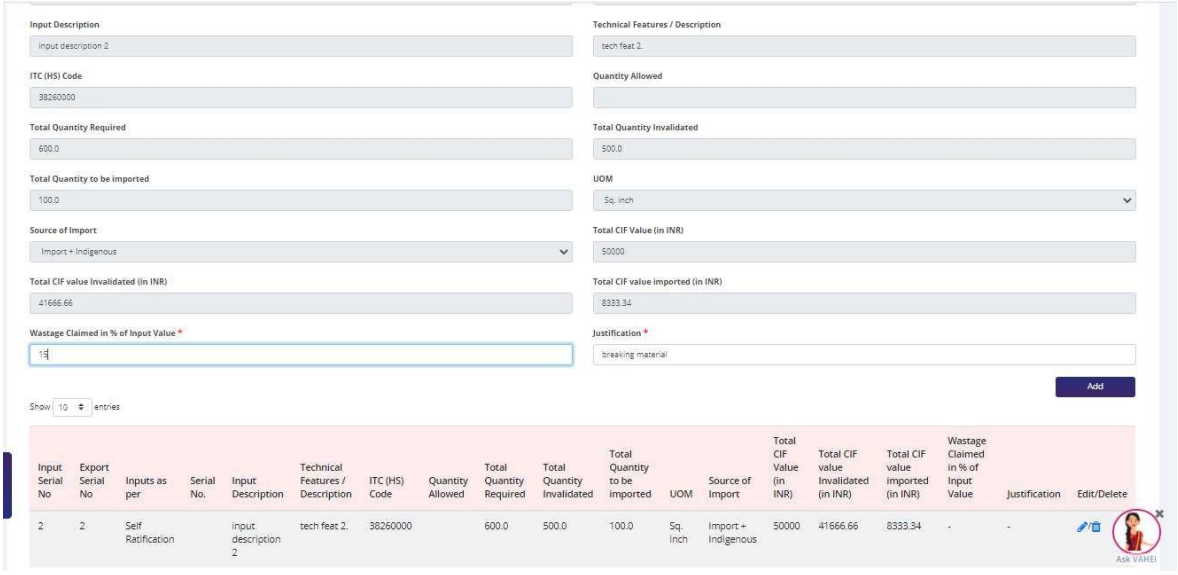


26. Select the input item from the list, tick the checkbox. Click on select from Input list button .





27. After adding the input item, click on edit icon, system will display the input item.



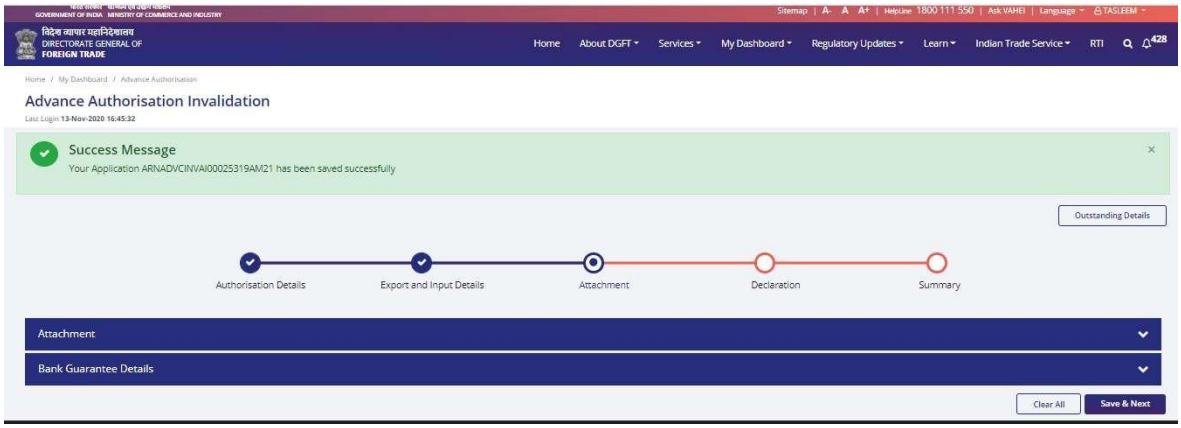
28. Provide the Wastage claimed in %, For eg:- if input item quantity is 500, then what % of 500 input item Quantity will get wasted, user fills in terms of %. Click on add button.

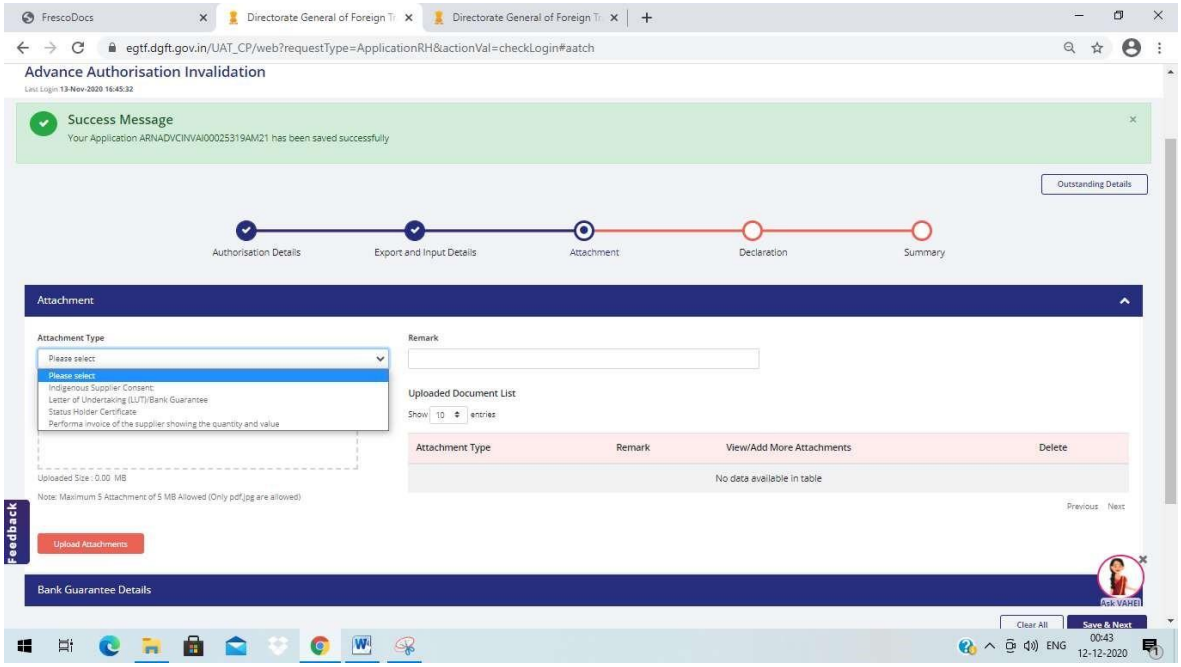


29. After clicking on the add button, the system will show the details in table grid, wastage claimed in % field shows here the calculative value.

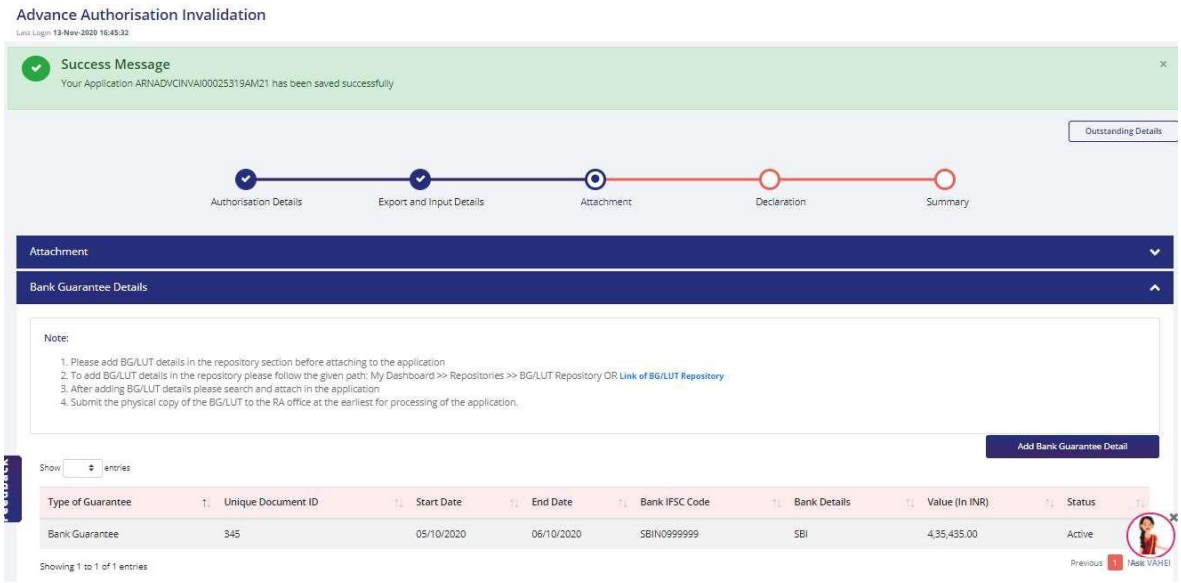
For eg:- input item quantity 500, user fills the wastage claimed % = 15 %, in table grid system will Shows 15% of 500= 75 .





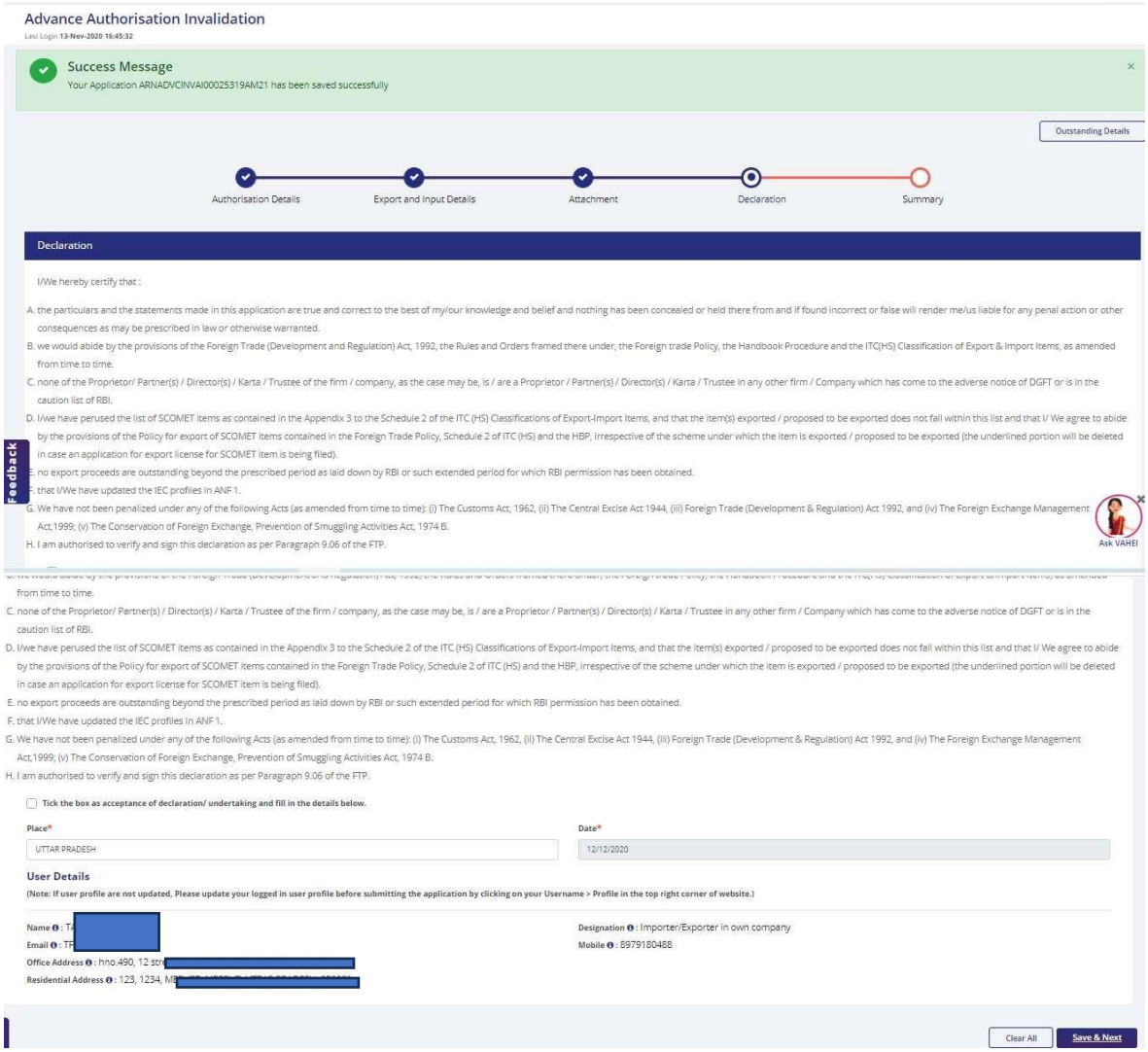


30. User can check the cumulative values in export and input details, click on save & next page. In attachment page, system will shows the attachment type in dropdown, if user wants to add the attachment, select the attachment type, select the pdf file from the system, click on upload attachment Button.

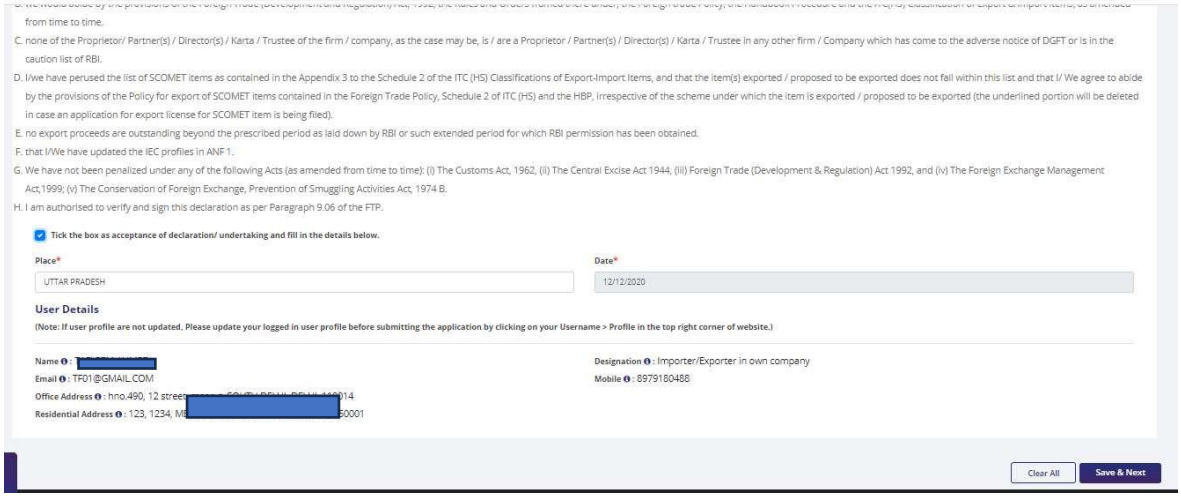


31. If user wants to add Bank Guarantee details, then clicks on add bank guarantee details. How to add

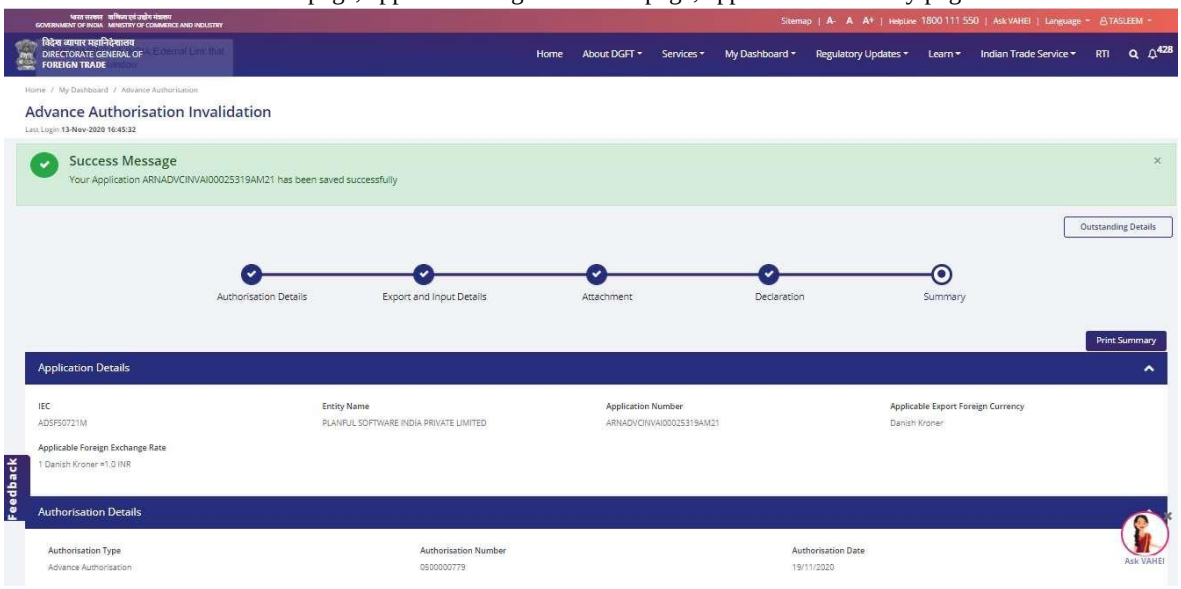
Manually BG details, already covered in Apply AA SION please refer it. On clicking save & next, user navigate to next page.



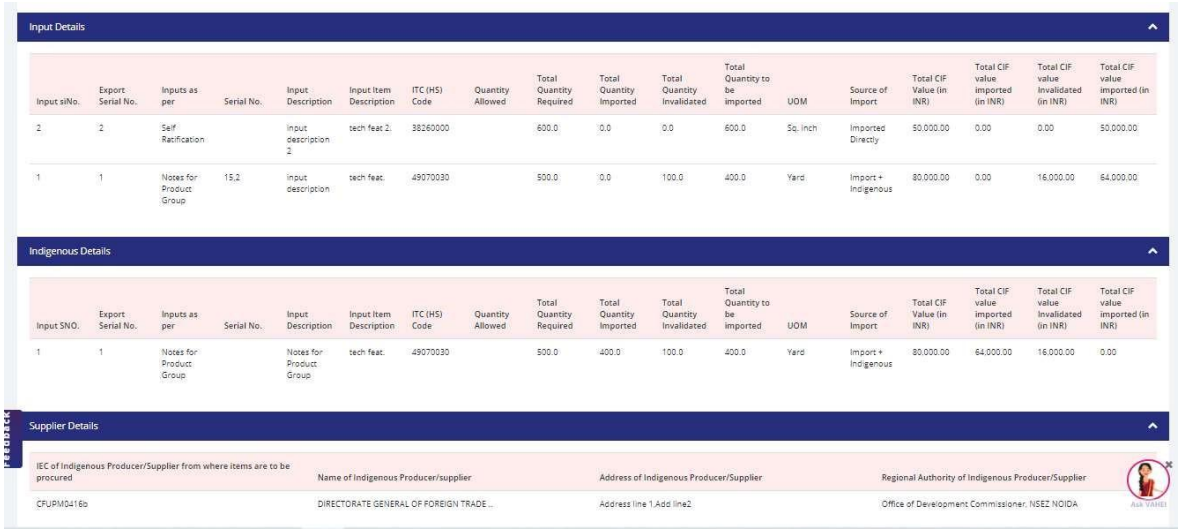
32. In declaration page, please tick the declaration check box. In case, designation is coming blank, Please go to profile section and update the designation.

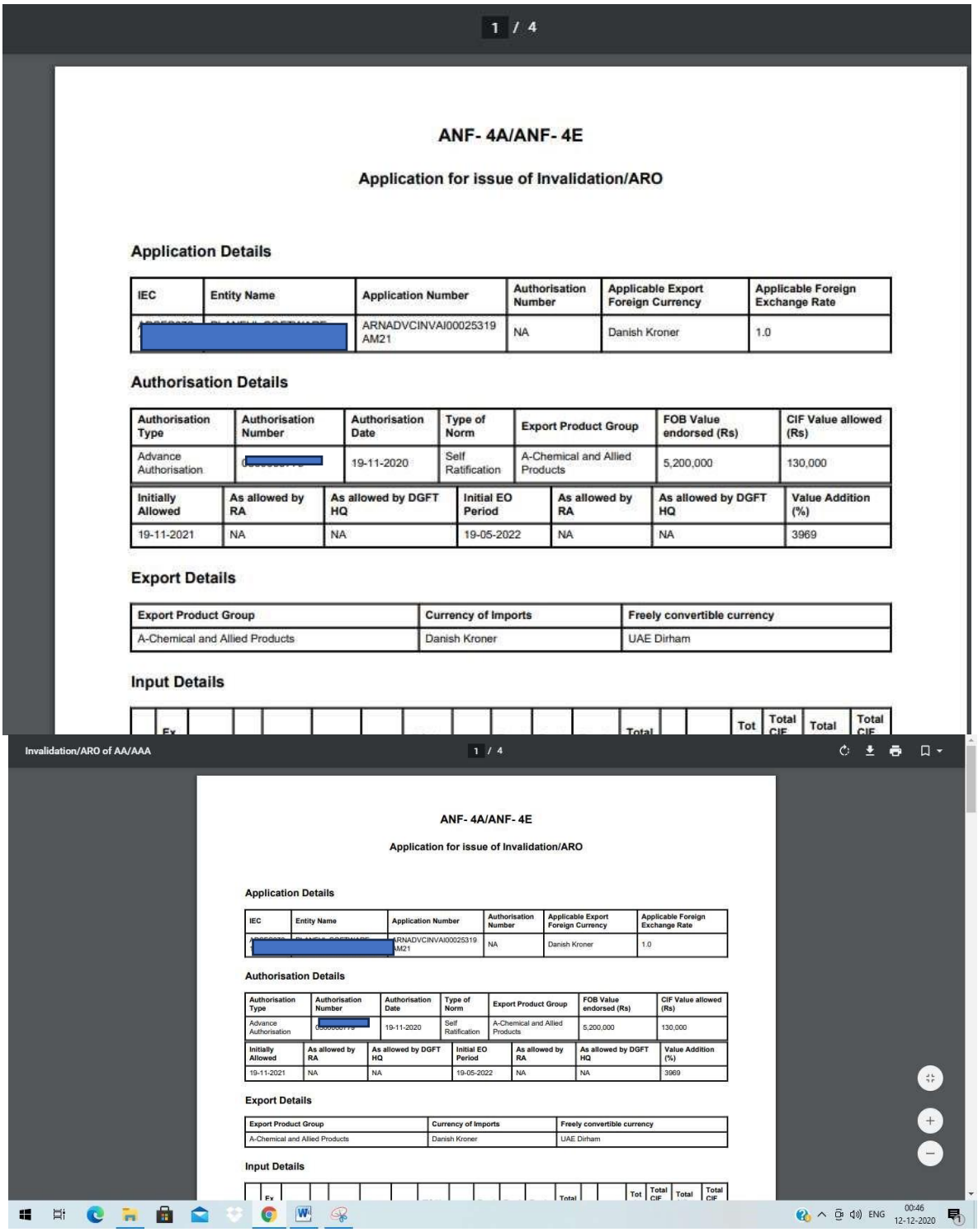


33. Click on save & next page, applicant navigates to next page, application summary page.



34. In Application summary, user can verify the details filled in the previous page.
35. User clicks on the print summary button , pdf format will opens in new tab. User can download the print Summary.





1 / 4

ANF- 4A/ANF- 4E

Application for issue of Invalidation/ARO

Application Details

IEC	Entity Name	Application Number	Authorisation Number	Applicable Export Foreign Currency	Applicable Foreign Exchange Rate
[redacted]	[redacted]	ARNADVCINVAI00025319 AM21	NA	Danish Kroner	1.0

Authorisation Details

Authorisation Type	Authorisation Number	Authorisation Date	Type of Norm	Export Product Group	FOB Value endorsed (Rs)	CIF Value allowed (Rs)
Advance Authorisation	[redacted]	19-11-2020	Self Ratification	A-Chemical and Allied Products	5,200,000	130,000

Initially Allowed	As allowed by RA	As allowed by DGFT HQ	Initial EO Period	As allowed by RA	As allowed by DGFT HQ	Value Addition (%)
19-11-2021	NA	NA	19-05-2022	NA	NA	3969

Export Details

Export Product Group	Currency of Imports	Freely convertible currency
A-Chemical and Allied Products	Danish Kroner	UAE Dirham

Input Details

Ex												Total			Tot	Total CIF	Total	Total CIF

Invalidation/ARO of AA/AAA 1 / 4

ANF- 4A/ANF- 4E

Application for issue of Invalidation/ARO

Application Details

IEC	Entity Name	Application Number	Authorisation Number	Applicable Export Foreign Currency	Applicable Foreign Exchange Rate
[redacted]	[redacted]	ARNADVCINVAI00025319 AM21	NA	Danish Kroner	1.0

Authorisation Details

Authorisation Type	Authorisation Number	Authorisation Date	Type of Norm	Export Product Group	FOB Value endorsed (Rs)	CIF Value allowed (Rs)
Advance Authorisation	[redacted]	19-11-2020	Self Ratification	A-Chemical and Allied Products	5,200,000	130,000

Initially Allowed	As allowed by RA	As allowed by DGFT HQ	Initial EO Period	As allowed by RA	As allowed by DGFT HQ	Value Addition (%)
19-11-2021	NA	NA	19-05-2022	NA	NA	3969

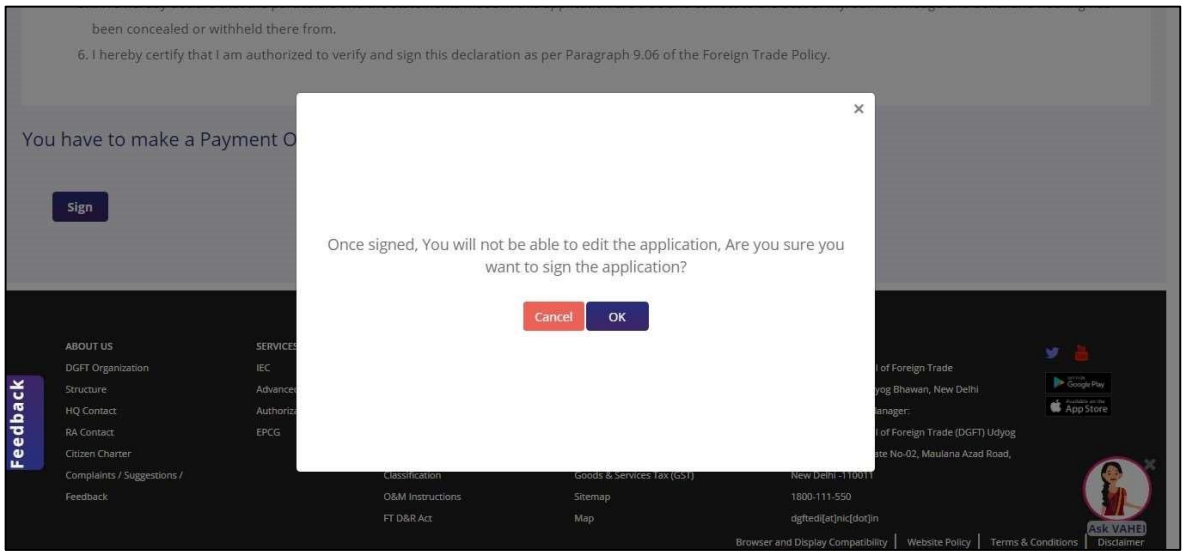
Export Details

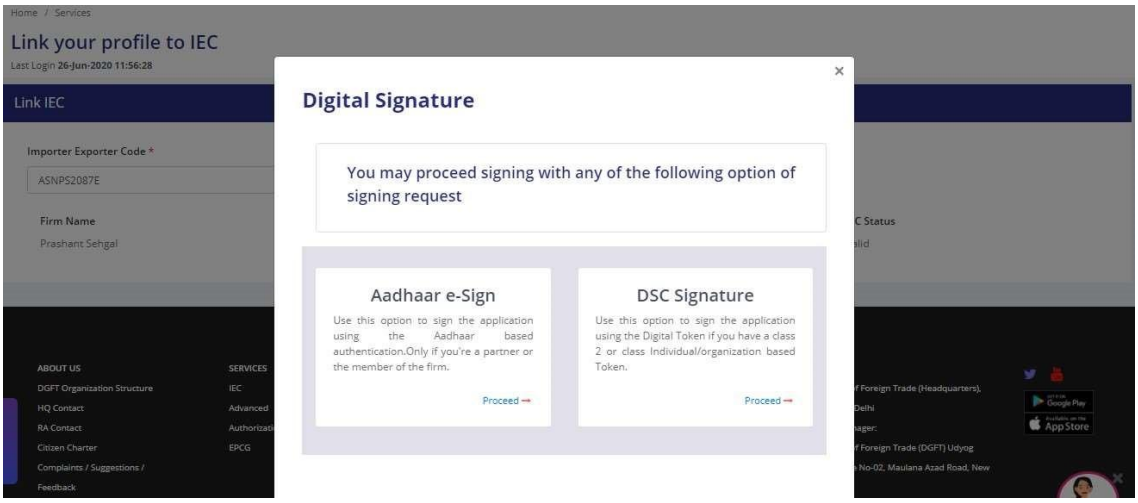
Export Product Group	Currency of Imports	Freely convertible currency
A-Chemical and Allied Products	Danish Kroner	UAE Dirham

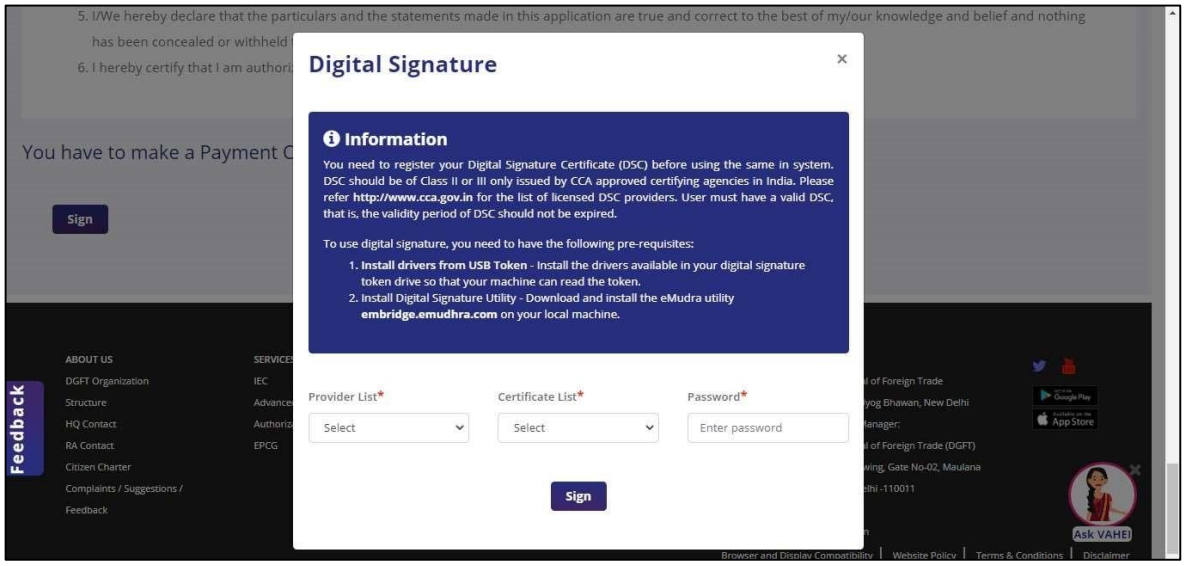
Input Details

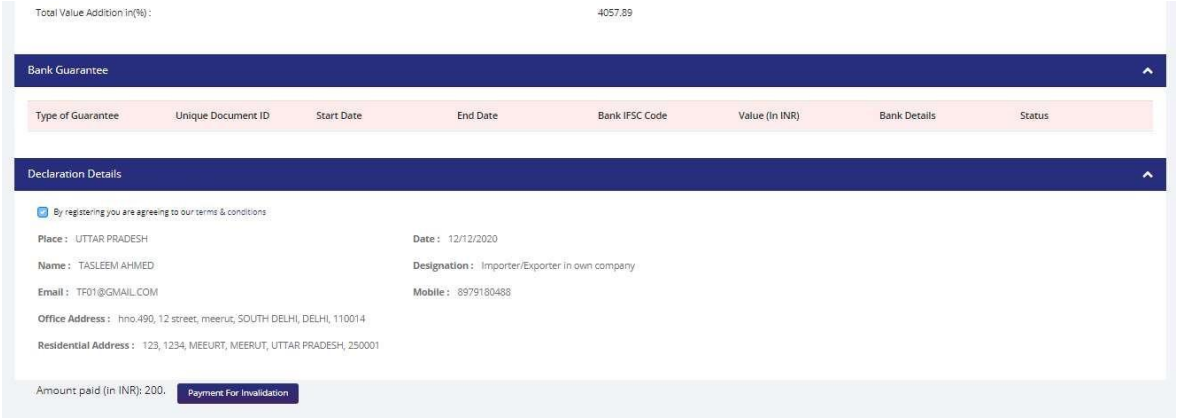


36. Click on Sign button to sign the application using digital token or Aadhaar.

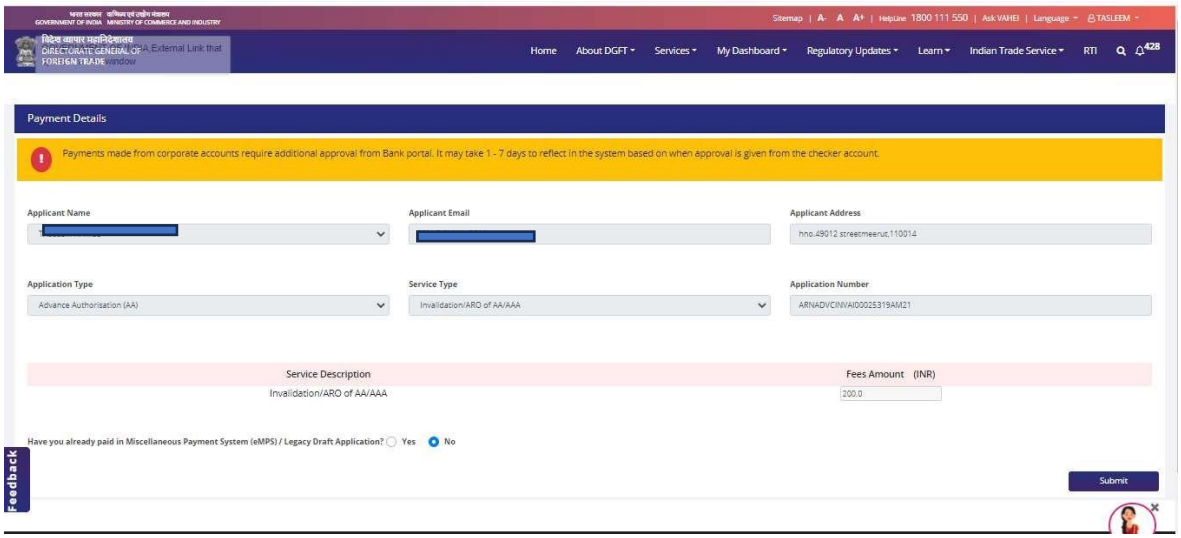




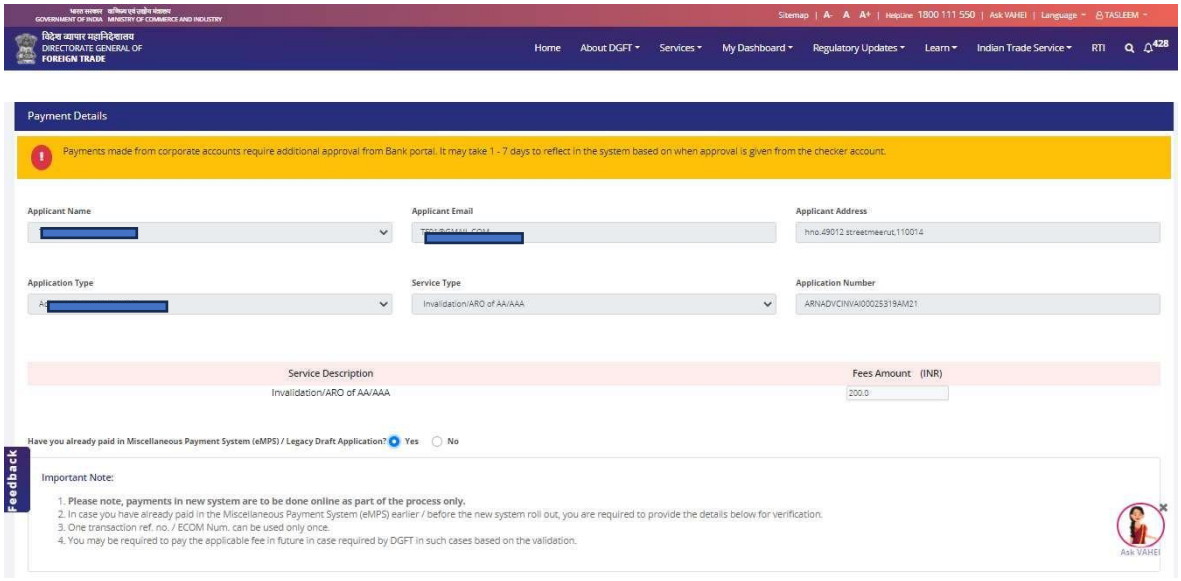




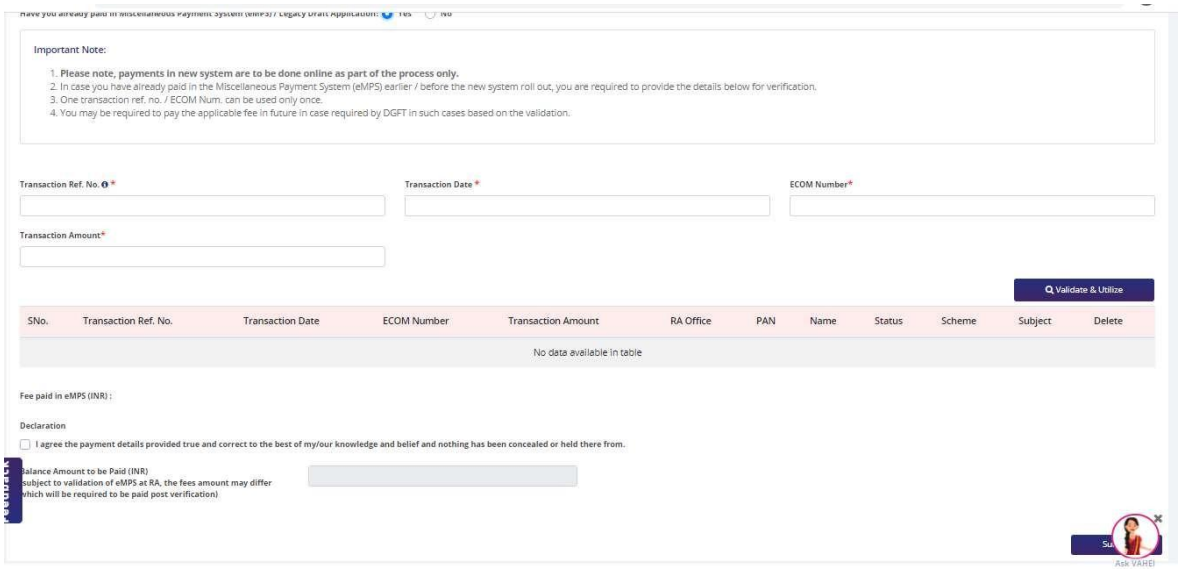
37. Click on payment button.



38. After clicking on payment button, system will displays the payment details.



39. If user select the yes radio button of emps question.



40. User has to provide the details of mandatory fields and clicks on validate button. Then system recalculate the payment amount. In case, if applicants selects the emps question as NO radio button, the click on save & next



41.Now click on submit button, to proceed with the payment, post successful payment you will be displayed with the e-receipt, you can click on download and print button to download and print the e-receipt for reference



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF FOREIGN TRADE
DGFT, Udyog Bhawan, New Delhi

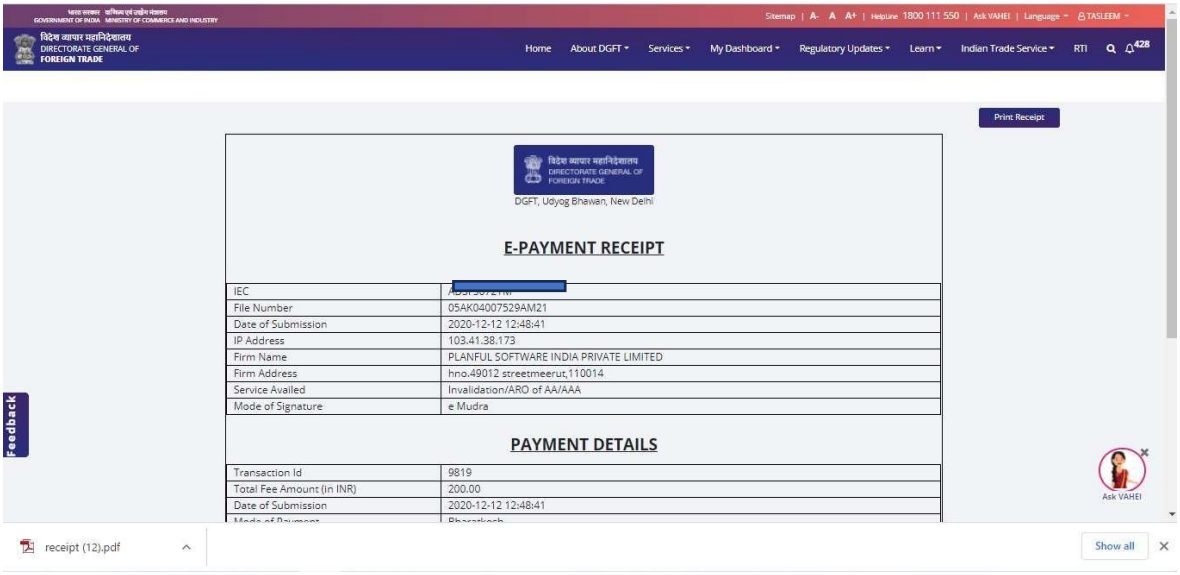
E-PAYMENT RECEIPT

IEC	[redacted]
File Number	05AK04007529AM21
Date of Submission	2020-12-12 12:48:41
IP Address	103.41.38.173
Firm Name	[redacted]
Firm Address	hno.49012 streetmeerut,110014
Service Availed	Invalidation/ARO of AA/AAA
Mode of Signature	e Mudra

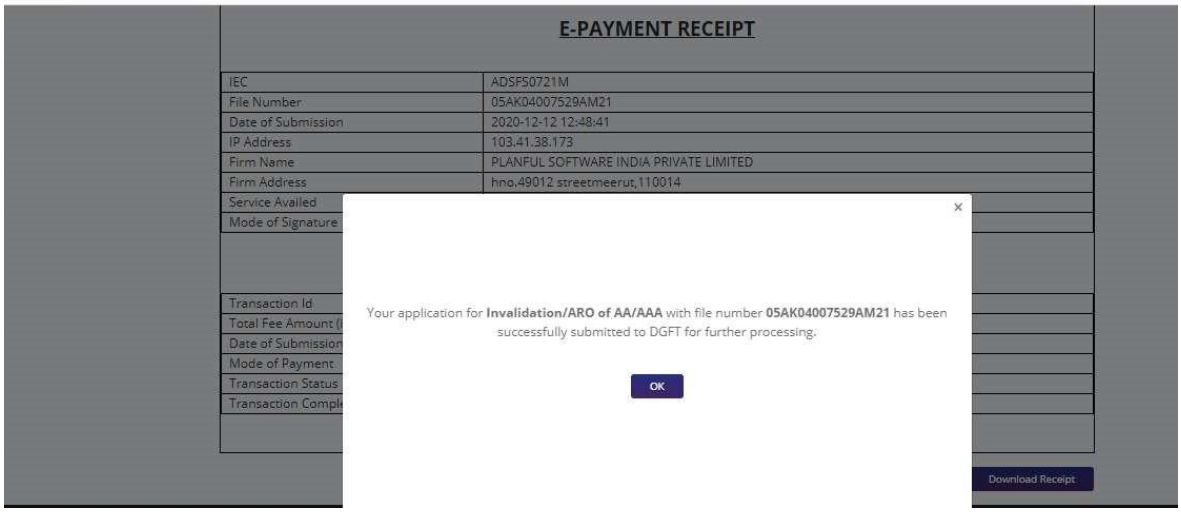
PAYMENT DETAILS

Transaction Id	9819
Total Fee Amount (in INR)	200.00
Date of Submission	2020-12-12 12:48:41
Mode of Payment	Bharatkosh
Transaction Status	SUCCESS
Transaction Complete Date	2020-12-12 12:48:41

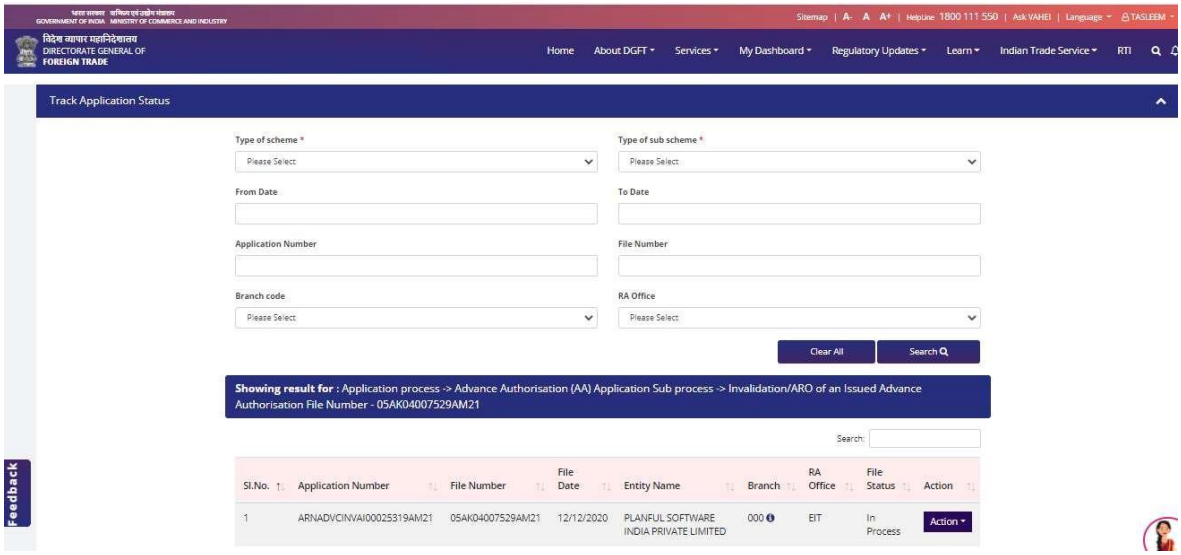
OK Download Receipt

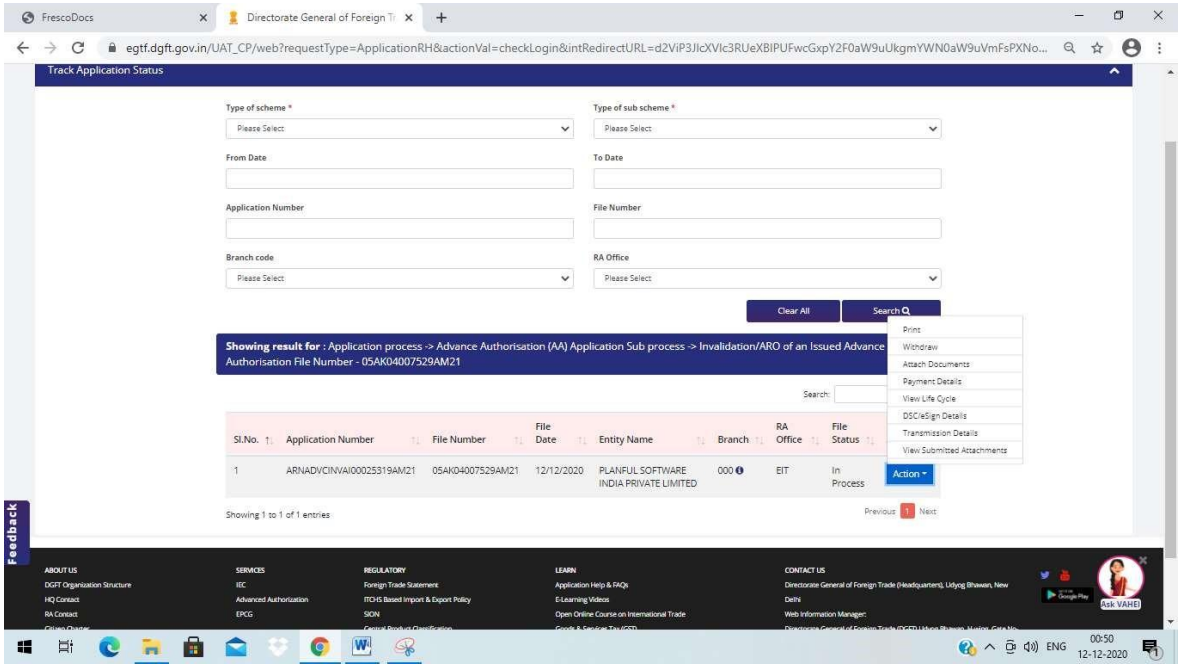






42. Now click on the OK button of the e-receipt. Now your application is submitted and auto-approved, you will receive notifications.
43. after clicking on OK button, the user will be redirected to track the status of the application, where user can track the status of the application

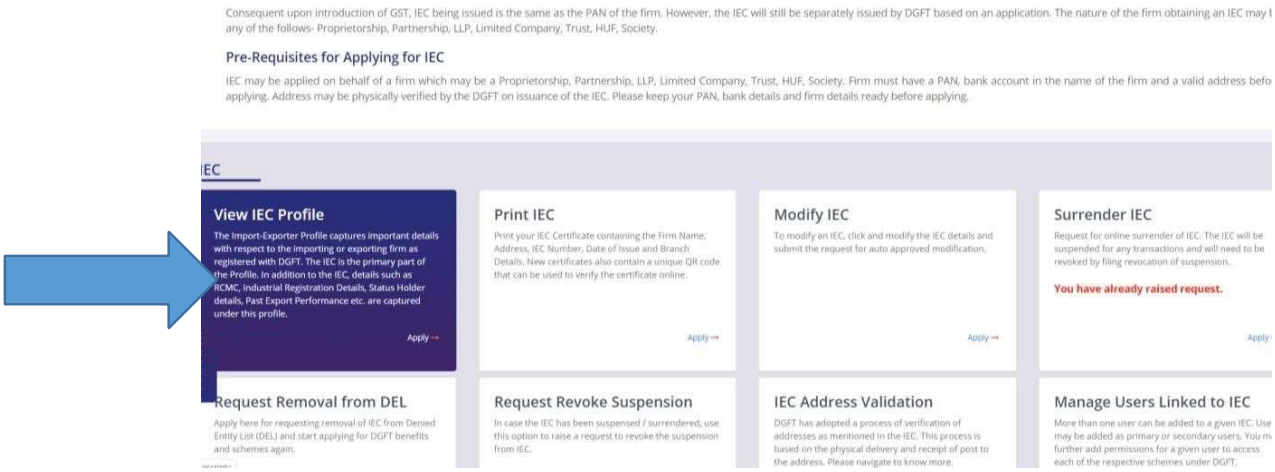




8. IEC Profile

Prerequisite Proceed by clicking on “My IEC” button on dashboard or from Menu “Services-> Importer Exporter Code (IEC)”.

Now select the View IEC Profile Tab and click on It.



2. Now Select the RCMC tab from Horizontal bar.

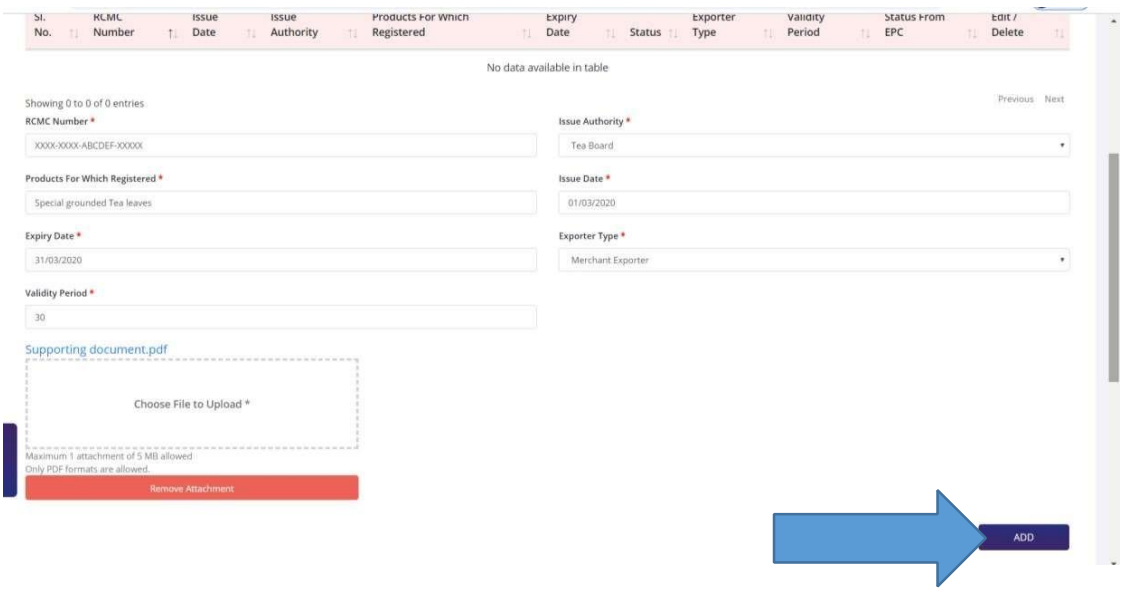


5. Now Click on ADD button to add RCMC details.

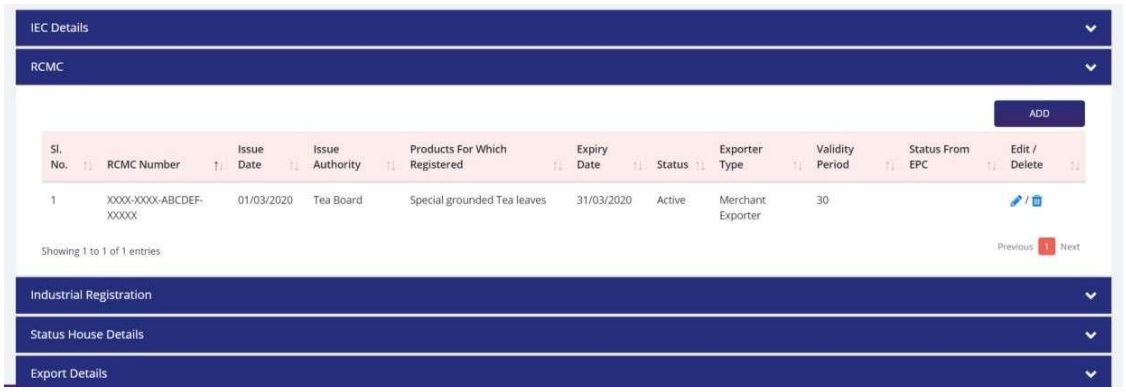


6. Now Enter RCMC Number, select Issue Authority, Product for which registered, Issue Date of RCMC certificate, Expiry Date of Certificate and provide the supporting proof and click on Add

button.



7. Once the detail is successfully added you can see your RCMC details under the table below the RCMC Tab.

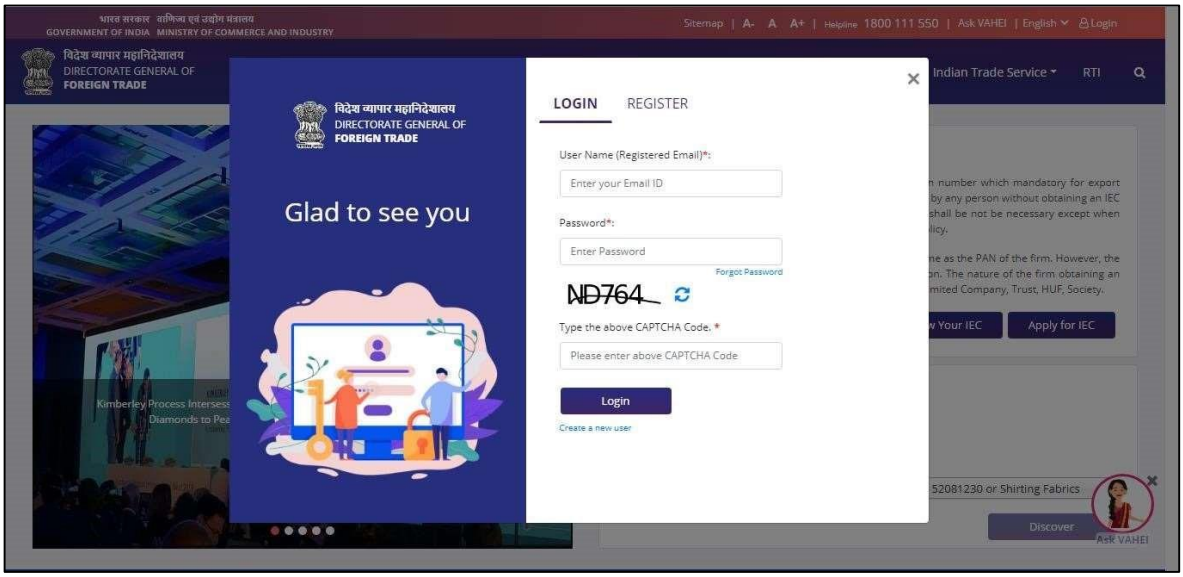


9. View & Modify Industrial Registration Details

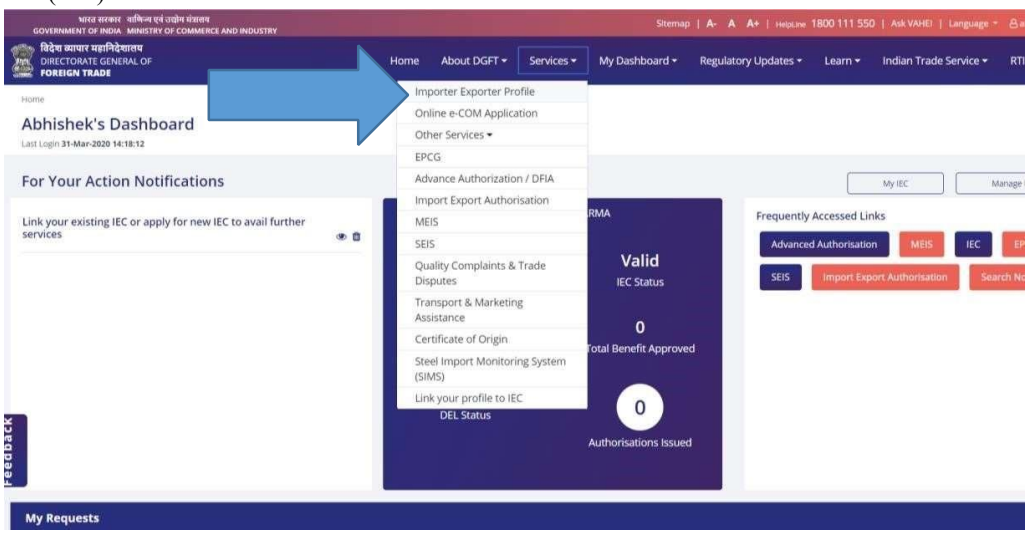
To View/Modify your Industrial Registration detail corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
b) Valid IEC Linked with your profile. Then proceed with the following steps:

1. Visit the DGFT website and login in to the portal with valid credentials.



2. Proceed by clicking on “My IEC” button on dashboard or from Menu “Services-> Importer Exporter Code (IEC)”.



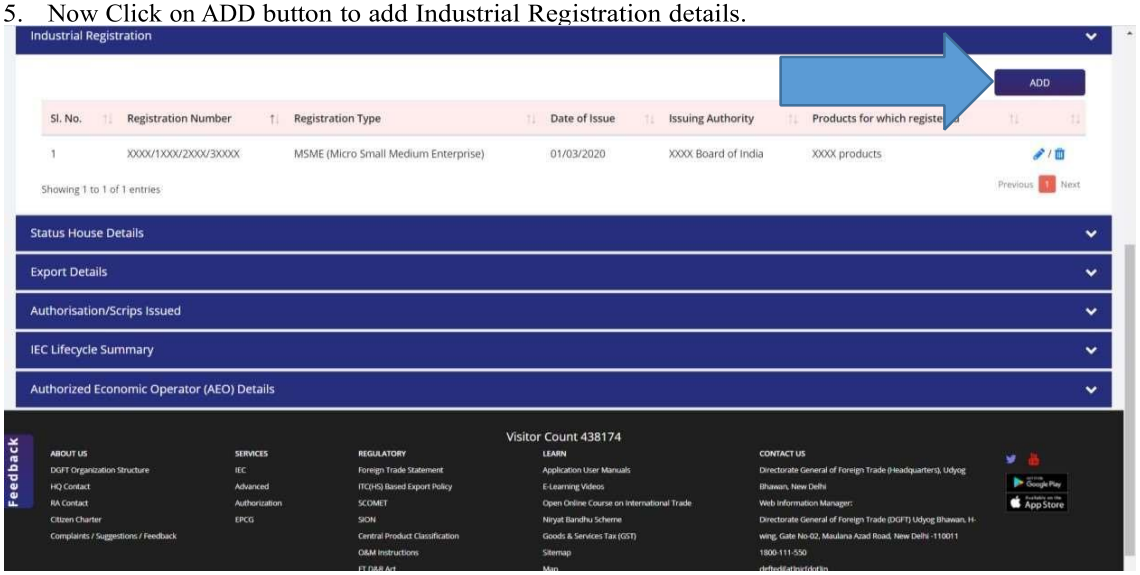
3. Now select the View IEC Profile Tab and click on It.



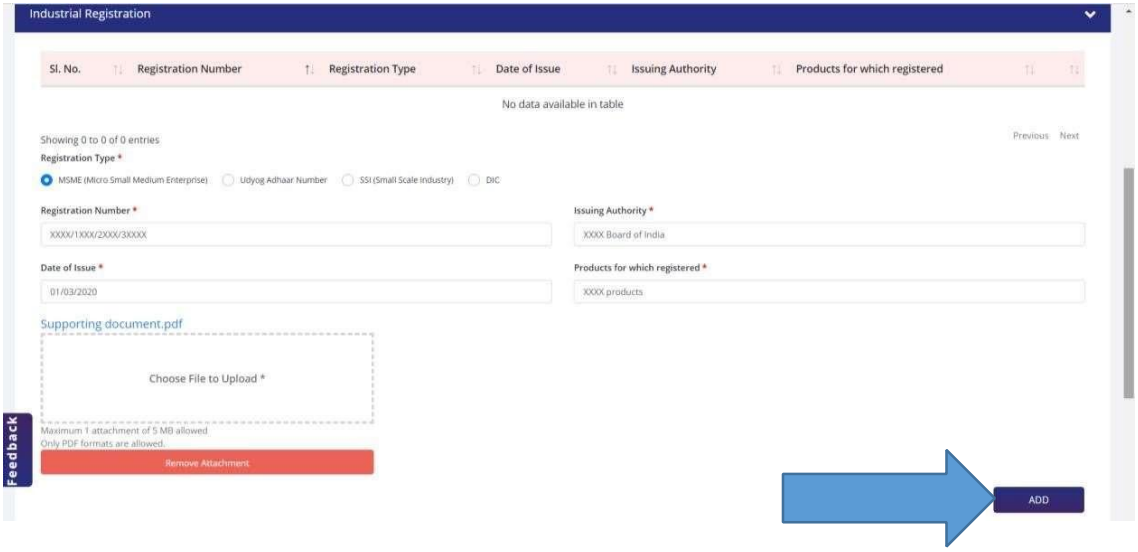
4. Now Select the Industrial Registration tab from Horizontal bar.



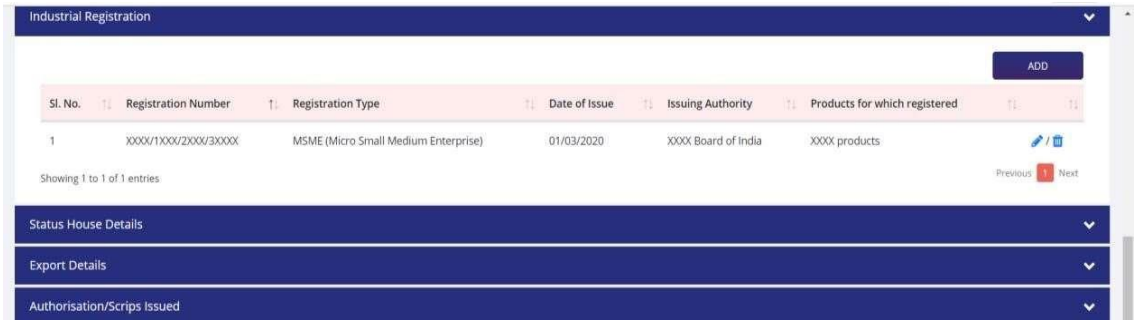
5. Now Click on ADD button to add Industrial Registration details.



6. Now Select Registration type of Industry, Registration Number of Industry, Issue Authority, Product for which registered, Date of Issue and provide the supporting proof and click on Add butto n.



7. Once the detail is successfully added you can see your Industrial Registration details under the table below the Industrial Registration Tab.

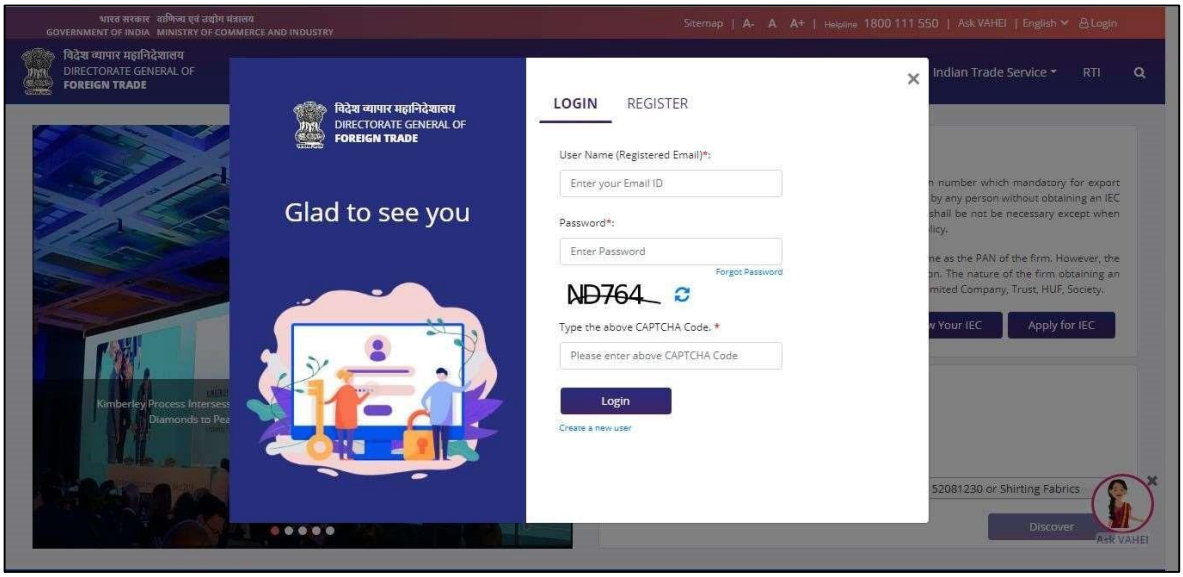


10. View & Modify Export Details for Financial Year

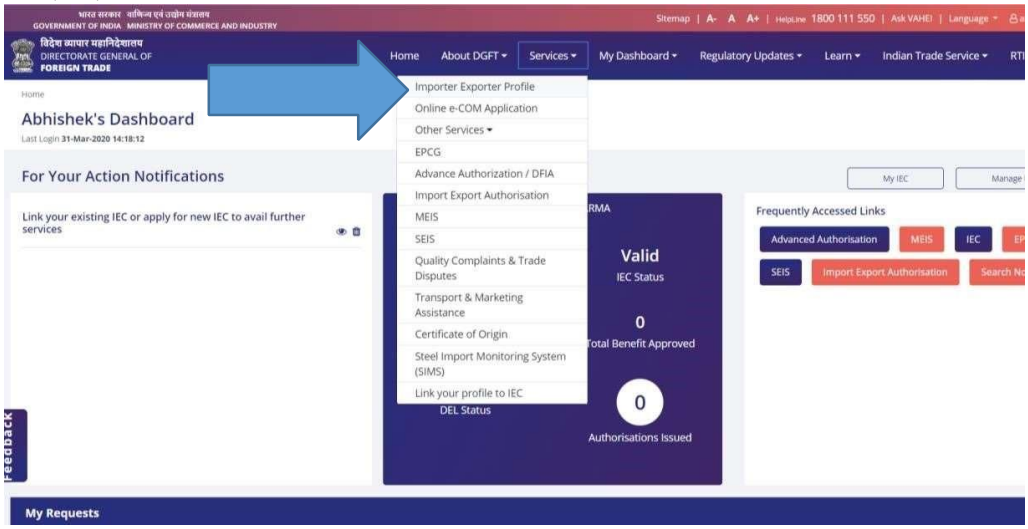
To View/Modify your Export detail corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
b) Valid IEC Linked with your profile. Then proceed with the following steps:

1. Visit the DGFT website and login in to the portal with valid credentials.



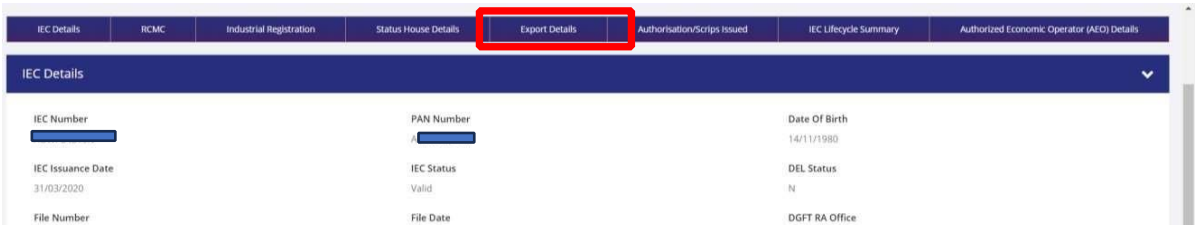
2. Proceed by clicking on “My IEC” button on dashboard or from Menu “Services-> Importer Exporter Code (IEC)”.



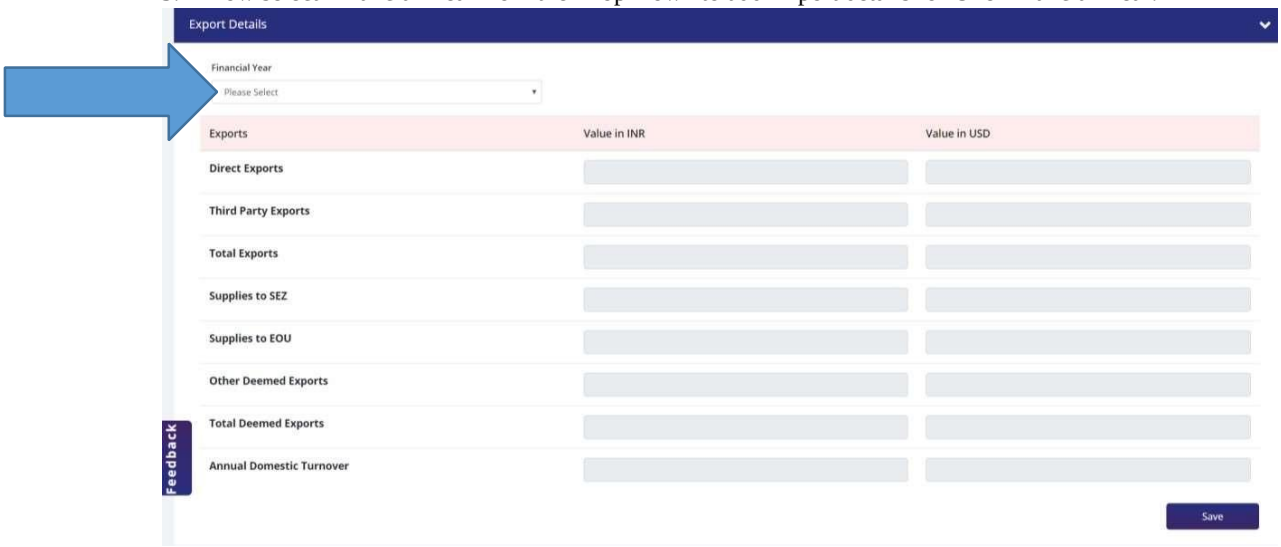
3. Now select the View IEC Profile Tab and click on It.



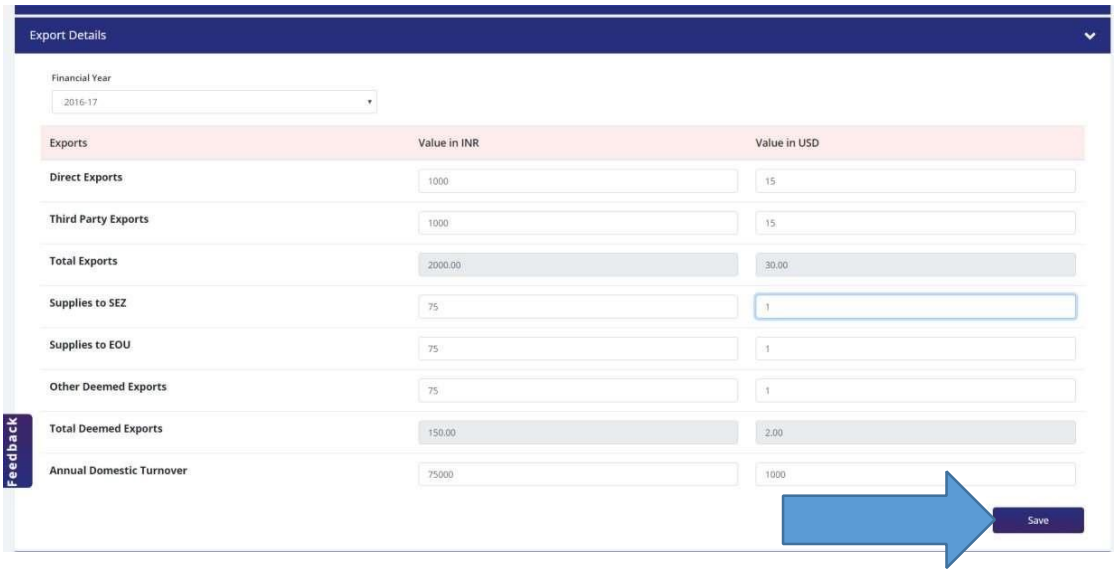
4. Now Select the Export Details tab from Horizontal bar.



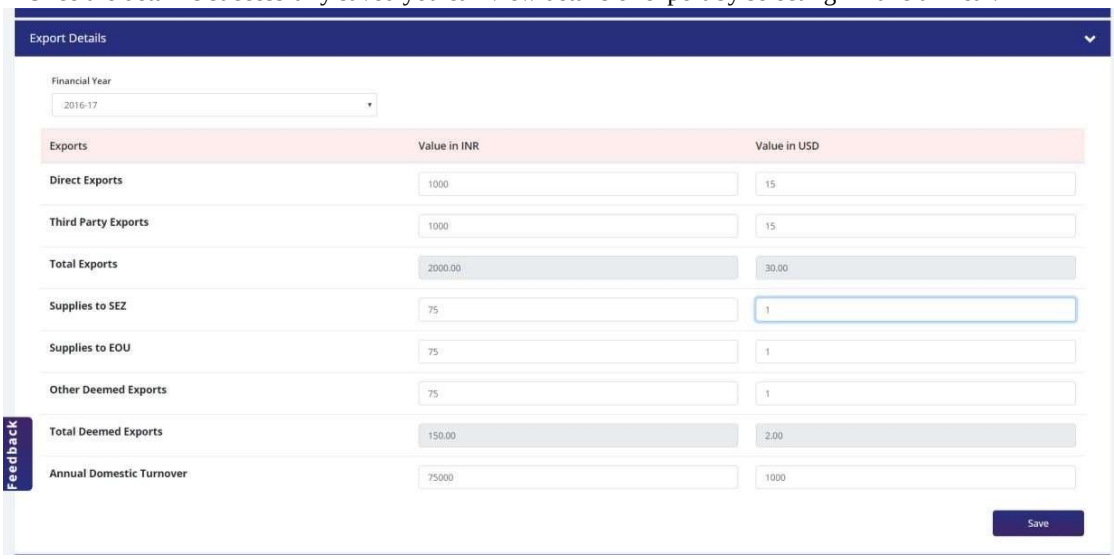
5. Now select Financial Year from the Drop Down to add Export details for One Financial Year.



6. Now Add Direct Export, Third Party Exports, Total Exports, Supplies to SEZ, Supplies to EOU, Other Deemed Export, Total Deemed Exports and Annual domestic turnover and click on Save button.



7. Once the detail is successfully saved you can view details of export by selecting Financial Year.



11. View IEC details, Status holder Details, Authorisation/Scripts Details & IEC Life Cycle Summary.

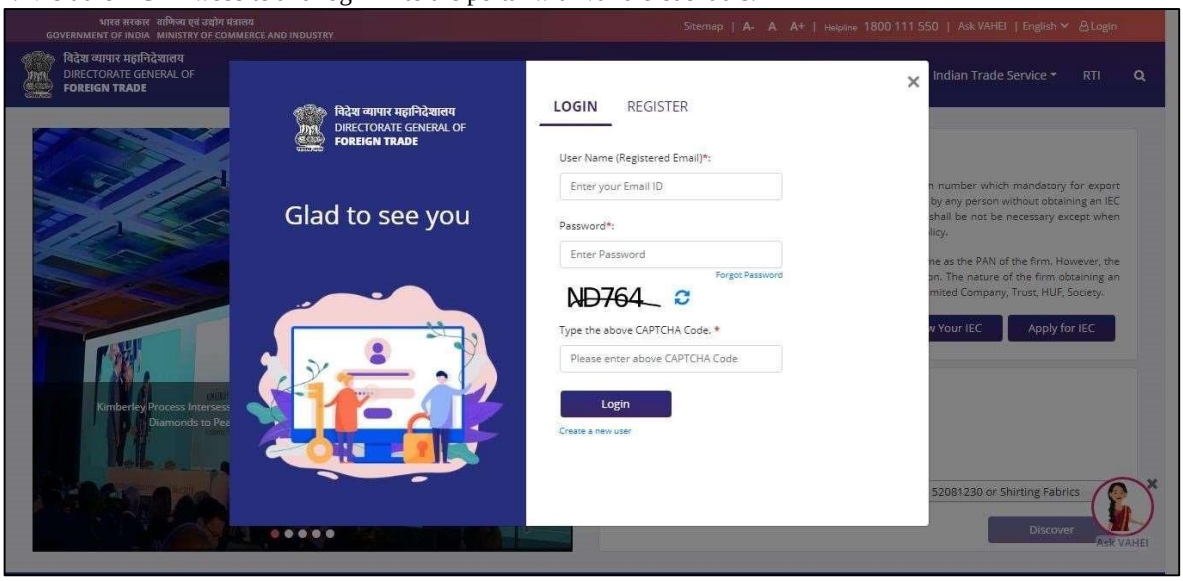
To View IEC details, Status house Details, Authorisation/Scrips Issued Details & IEC Life Cycle Summary corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).

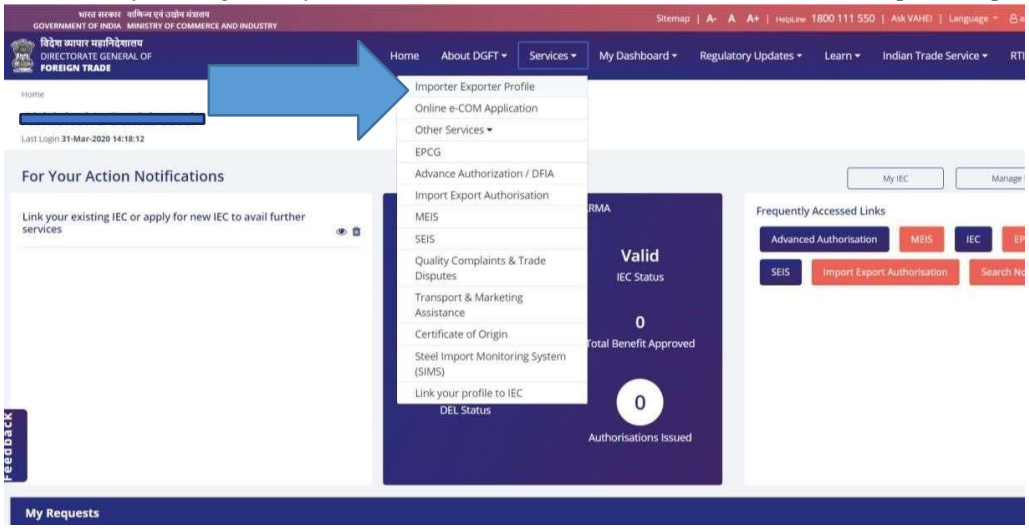
b) IEC Linked with your profile.

Then proceed with the following steps:

1. Visit the DGFT website and login in to the portal with valid credentials.



2. Proceed by clicking on “My IEC” button on dashboard or from Menu “Services-> Importer Exporter Code (IEC)”.



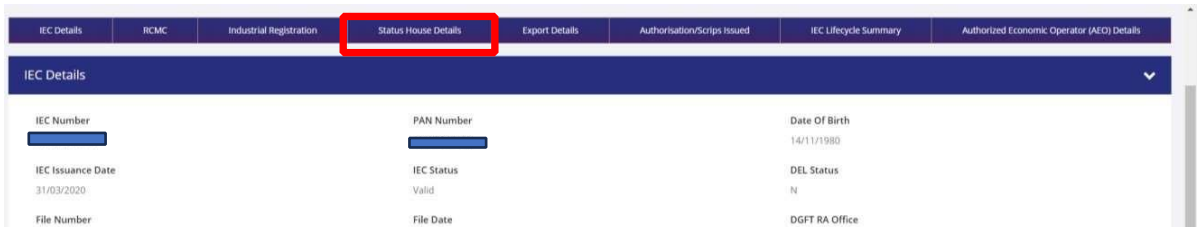
3. Now select the View IEC Profile Tab and click on It.

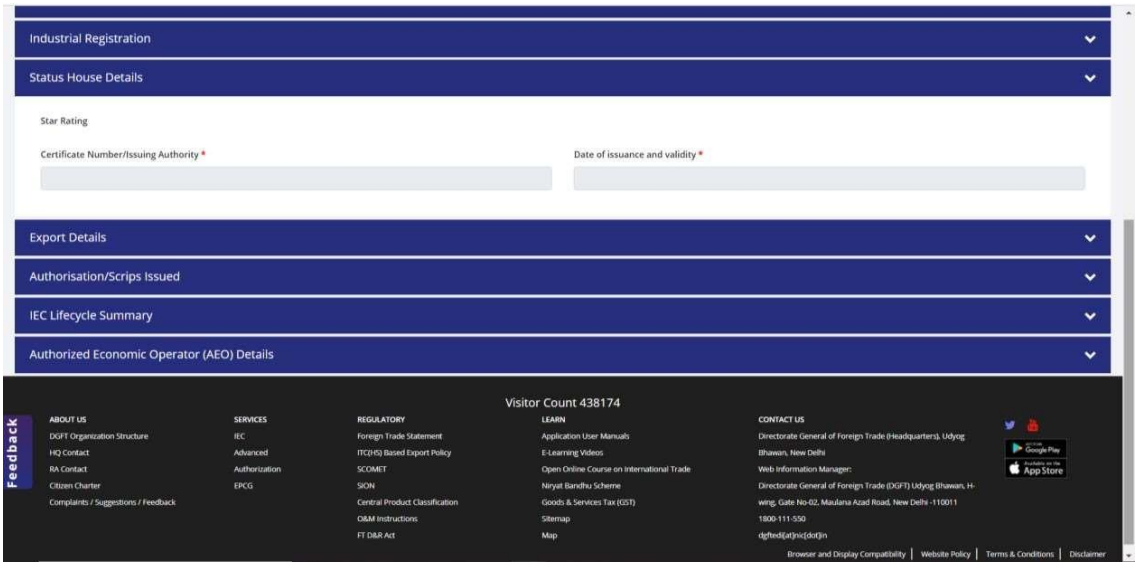


4. Now Select the IEC Details tab from Horizontal bar to View IEC Details.

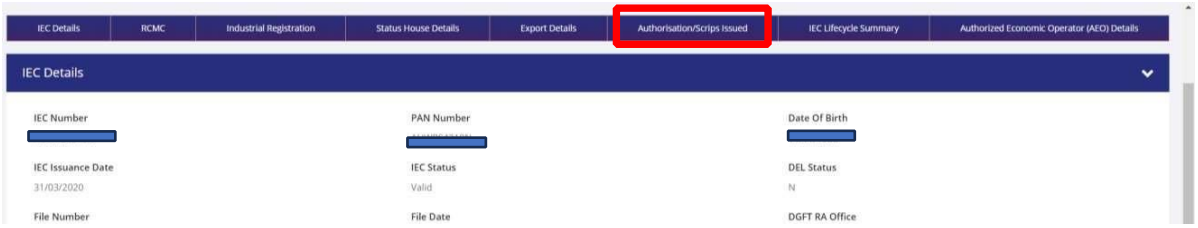


5. Now Select the Status House Details tab from Horizontal bar to View Status House Details.





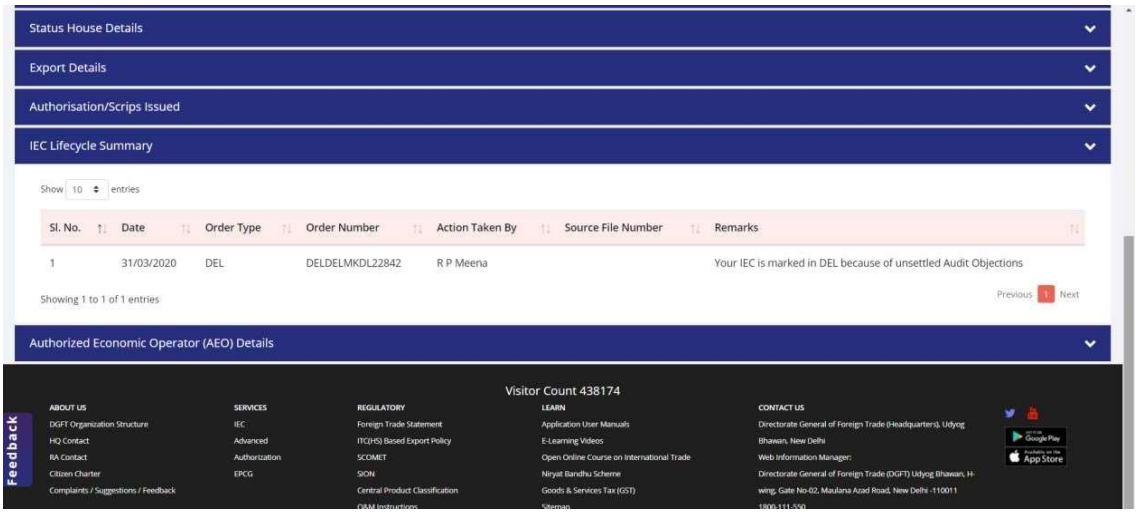
6. Now Select the Authorisation/Scrips Details tab from Horizontal bar to View Authorisation/Scrips Details.





7. Now Select the IEC Lifecycle Summary tab from Horizontal bar to View IEC Lifecycle and various state and action Taken on your IEC.





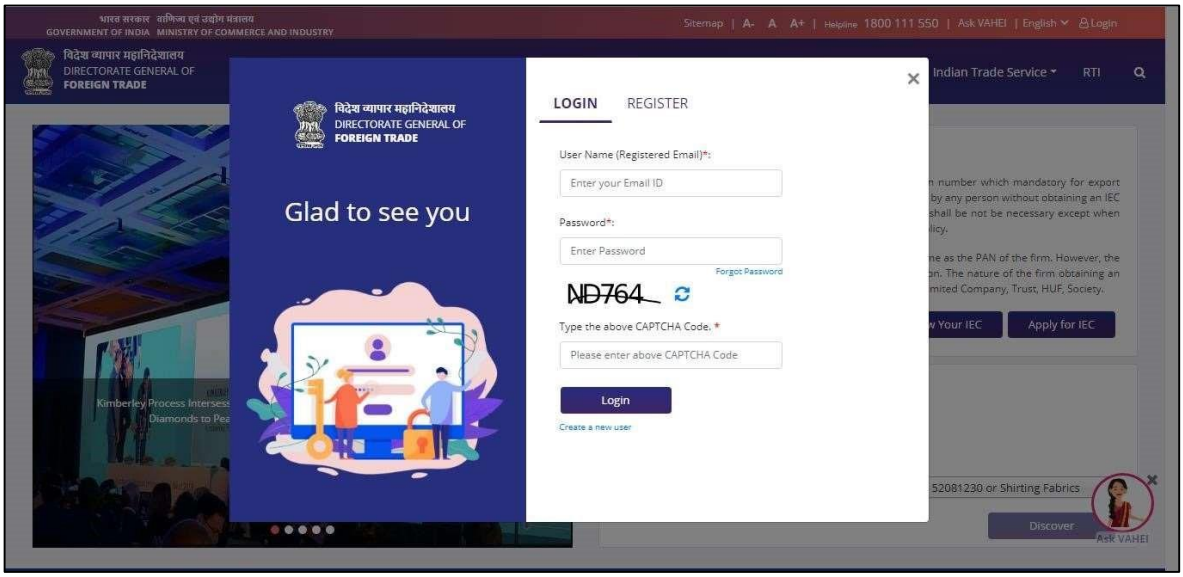
12. View and Track Submitted Request

To View & Track submitted Requests details corresponding to Advance Authorisation (AA) on the DGFT portal you would require:

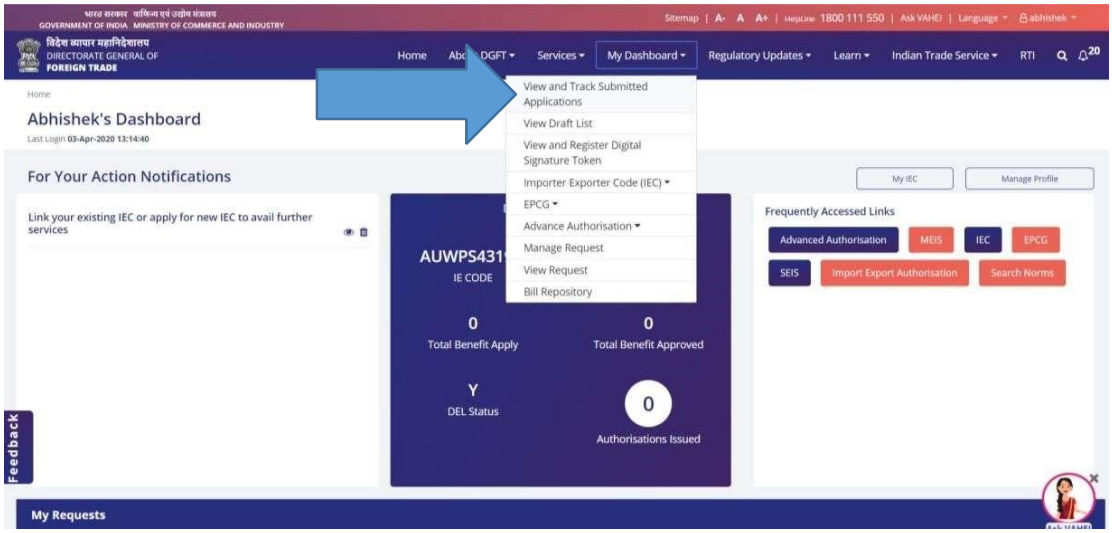
a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
b) IEC Linked with your profile.

Then proceed with the following steps:

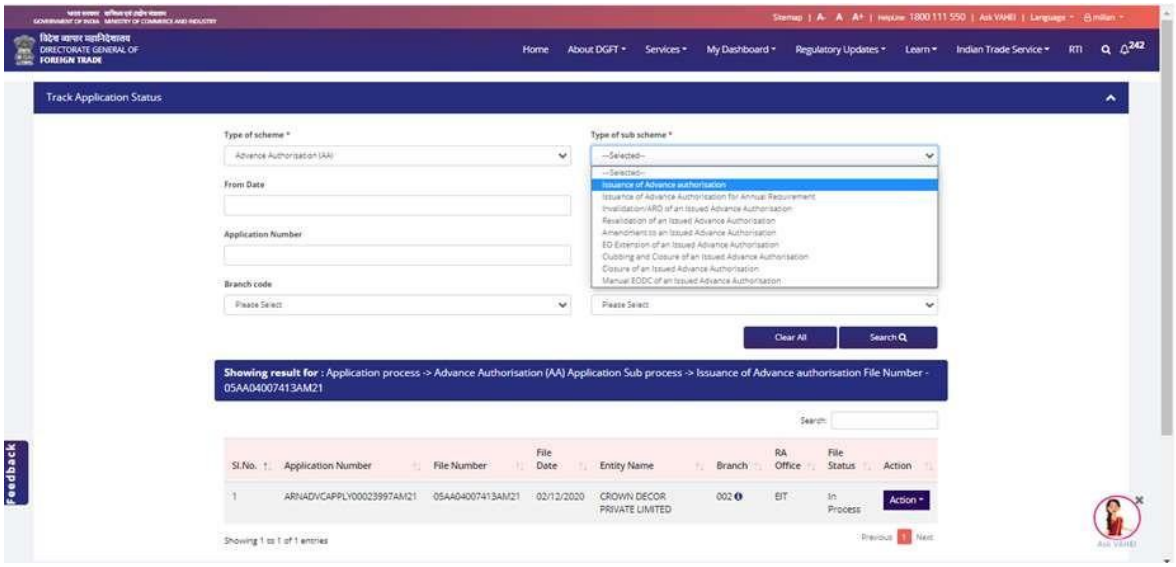
1. Visit the DGFT website and login in to the portal with valid credentials.



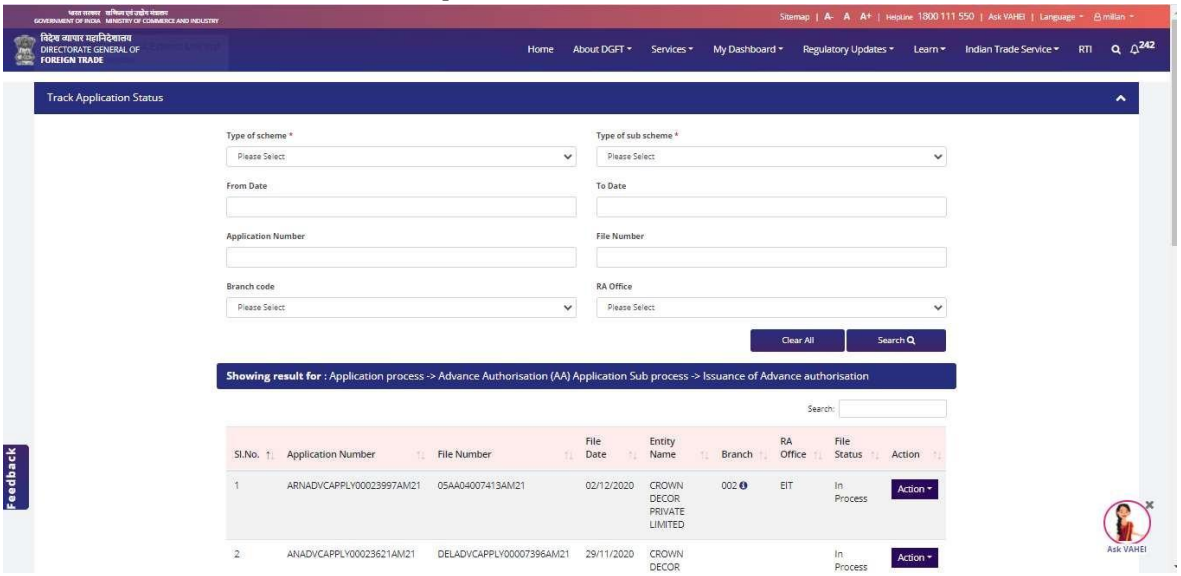
2. Proceed by clicking on Menu “My Dashboard-> View & Track submitted Applications”.



8. You can search the Application or File based on two classification and other optional details. Select the type of scheme and sub scheme to track any request, rest all the fields are optional like Branch, From Date, To Date, Application Number & File Number and based on these criteria you can search any file by clicking on search button.[Example: To Search Apply Advance Authorisation file, user will select type of scheme: AA and sub scheme: Apply for Advance Authorisation This search criteria will give list of all the Apply AA Applications submitted to DGFT till date.



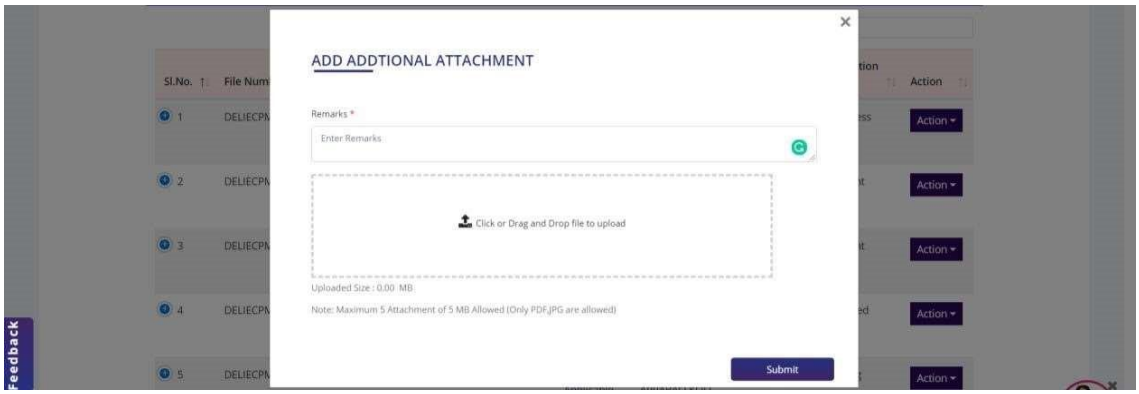
4. After clicking on search, the list of all requests submitted by user will be displayed. User can click on 'Action' to check what all actions can be performed on this.



5. On click of action button for a file, few options will be displayed in drop down menu according to the type of request or application and current status of the application.

Few options available are:

a) Print: To print the submitted application
b) Attach Documents: User can attach extra documents for the submitted request, if the request is in 'In progress' status.



Screen 113

c) Payment Details: User can check the payment details and download the receipt for the submitted application.
d) View Life Cycle: To check the life cycle of the request. Example, to track which action is taken when and by whom.
e) DSC/e-sign Details: To check the DSC and e-sign details.
f) Transmission Details: To track the status of transmission to Customs, CBIC response and CBIC Response time.

g) View Approved Letter: In case the status of the request is 'Approved', then user can check and download the approved letter.
h) Withdraw: If the submitted request is still in 'In Progress' state then, applicant has an option to submit another request for withdraw the application.

Note: Withdrawn action is not auto approved, request will be submitted to concerned DGFT officer and accordingly action will be taken by them.



i) Respond To Deficiency: This option will be available only when the status of the application is 'Deficient'. Applicant will be able to check the Deficiency details like Deficiency issue date, RA office, Deficiency letter, Remarks and user can respond to this deficiency by clicking on respond. User can respond in two ways either by doing amendments in the previous application or by not amending.