

# Directorate General of Foreign Trade SCOMET Help Manual

Version-3.0

October 2023

### **Table of Contents**

1. Introduction and Accessing DGFT Portal	3
2. Contact@DGFT	3
3. Registering on New Portal	3
4. Forgot Password	4
5. Apply for SCOMET Exports ANF 2O(a)	7
6. Apply for Amendment of SCOMENT ANF 2O(a)	. 19
7. Apply for Revalidation of SCOMET ANF 2O (a)	33
8. Apply for Global Authorization for Intra Company Transfer (GAICT)	44
9. Apply for Amendment of SCOMENT GAICT License	55
10. Apply for Site Visit	66
10. Apply for Post reporting of SCOMET Applications	74
12. Actions that can be performed on the submitted application	85

## 1. Introduction and Accessing DGFT Portal

This document is the help file for SCOMET in the new system. To access the new portal, navigate to <a href="https://dgft.gov.in">https://dgft.gov.in</a>

The new portal is compatible with the following browsers: Chrome 70 + / Firefox 70 + / IE 11 +

Users are advised to refer to the latest help file available under Learn > Application Manuals in the DGFT Portal.

## 2. Contact@DGFT

To raise a 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

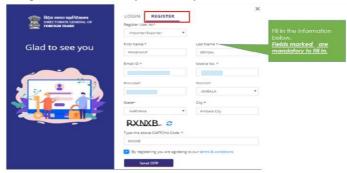
b) Valid Email and Mobile Phone Number

Then proceed with the following steps.

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



- 2. Enter the Registration Details.
  - Select Register User as "Importer/Exporter"

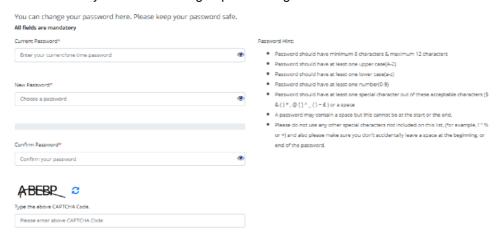


3. Enter the OTPs received on email and mobile number.

DGFT Public Page 3 of 90



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



## 4. Forgot Password

If you have already registered and forgot the password, you may 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.

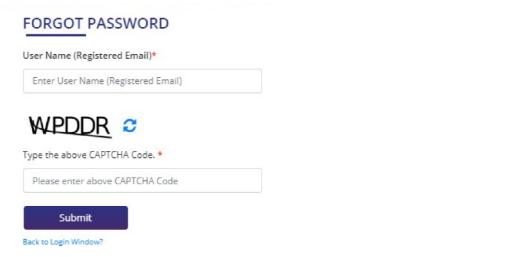
DGFT Public Page 4 of 90

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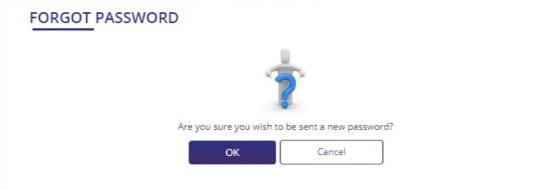
×



- 3. Enter captcha code shown on the screen.
- 4. Click on the submit button.



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



DGFT Public Page 5 of 90

6. The system will validate the email id provided by you and send the once time password on the registered email id and mobile if email address is registered with DGFT. Registered User will be linked to an IEC to proceed with Identity Card application on Customer Portal.

DGFT Public Page 6 of 90

## 5. Apply for SCOMET Exports ANF 20(a)

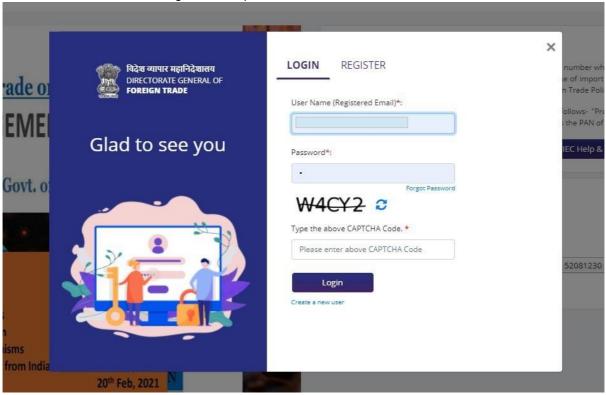
To Apply for SCOMET exports on the DGFT portal you would require:

#### **Pre-requisites:**

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee

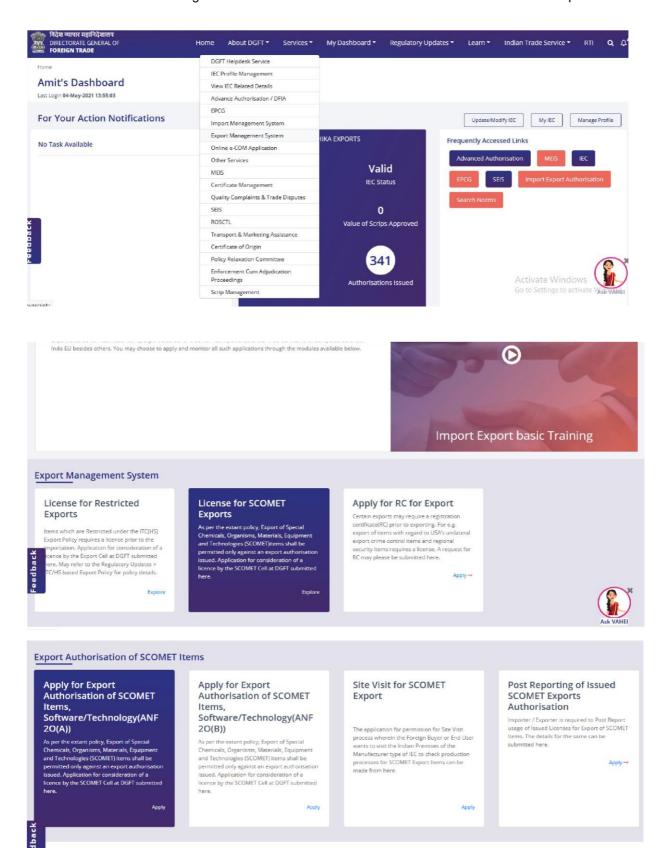
Then proceed with the following steps:

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



2. Navigate to Services > Export Management System > License for SCOMET exports > Apply for Export Authorization of SCOMET Item, Software/Technology (ANF 2O(A)) > Apply for New Authorization

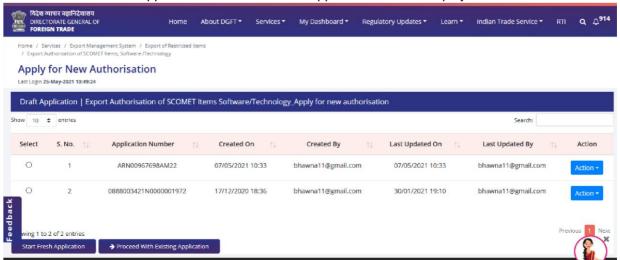
DGFT Public Page 7 of 90



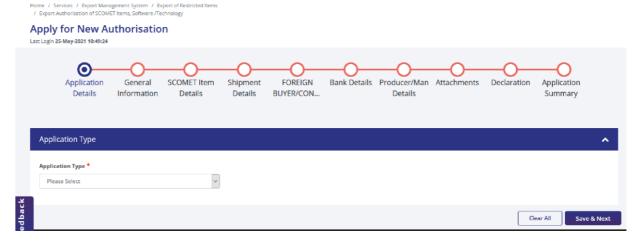
DGFT Public Page 8 of 90



3. User will reach to Draft Applications screen. All draft applications will be displayed here.

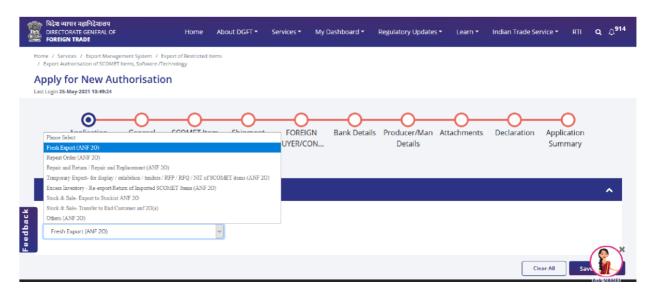


4. In Draft Application Screen Click on "Start Fresh Application" button or click on "Proceed with Existing Application" Button in case user already saved a draft application.

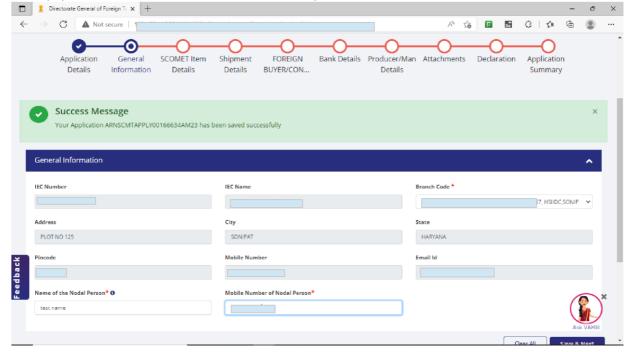


**5.** In application details screen, applicant should select the application type from the dropdown and click on next button.

DGFT Public Page 9 of 90

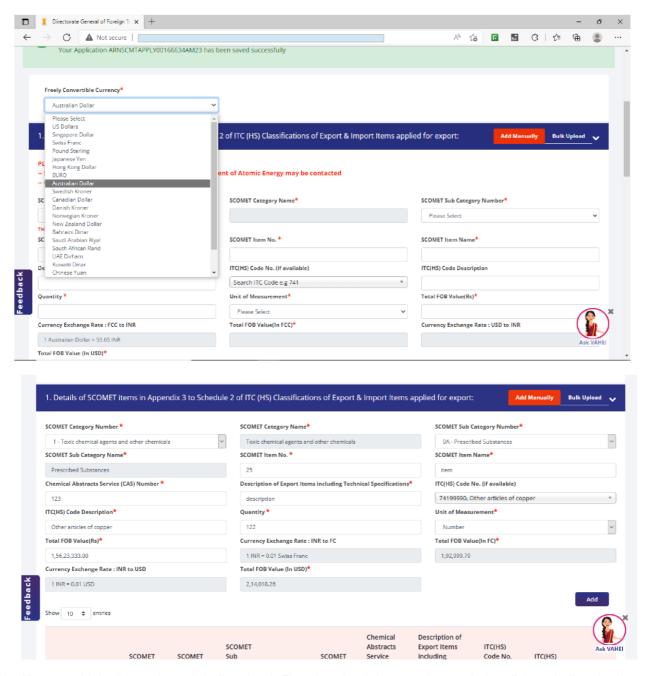


**6.** In general information page, select the branch code from the drop down then all the other fields will be auto populated based on iec details. Fill the nodal person name and number fields.



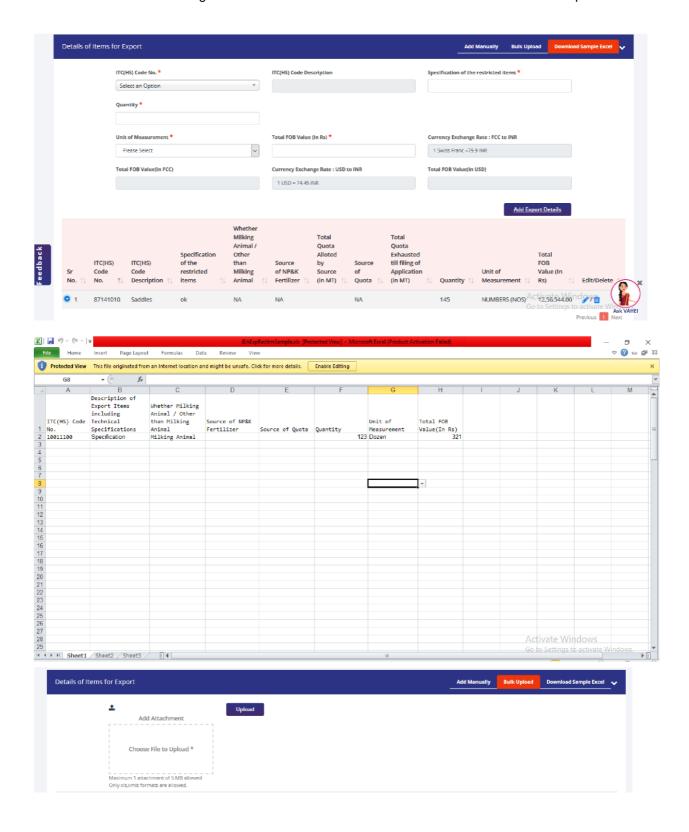
- 7. Click on save and next button to reach SCOMET Item details page.
- **8.** In SCOMET details page, select the Freely Convertible Currency (FCC) based on which fcc of the items added will be calculated.
- 9. Now you can add the 'item for export' manually or bulk upload then the items will be added to the table.
- a. For adding the items manually, fill the Item details under the Details of SCOMET items section and click on add button

DGFT Public Page 10 of 90

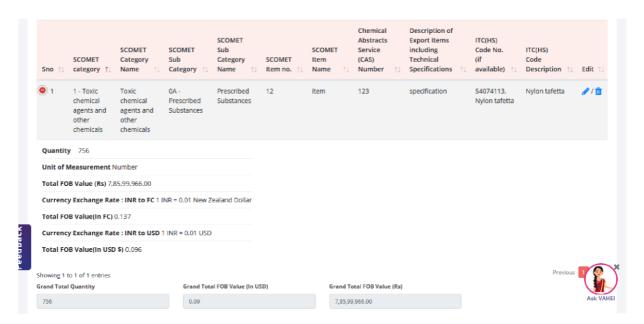


 Now to add the items through bulk upload. First download the sample excel, the click on bulk upload button then upload the modified excel sheet.

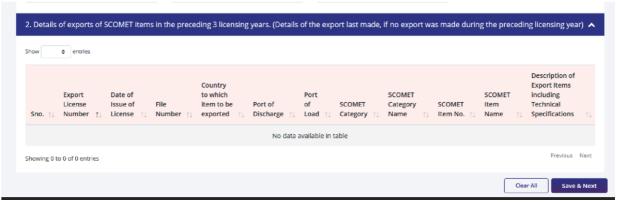
DGFT Public Page 11 of 90



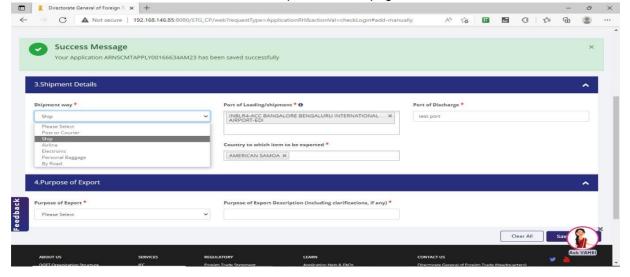
DGFT Public Page 12 of 90



**10.** Now under the 'details of exports of SCOMET items in the preceding 3 licensing years.' Section table, details will be auto populated.

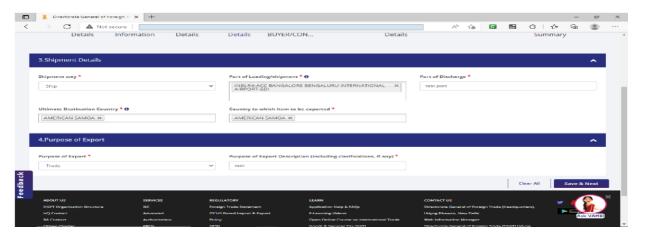


**11.** Now click on save and next button to reach shipment details page.



**12.** Enter the shipment details and select the purpose of the export from the dropdown values, then click on save and next button to reach foreign buyer details page.

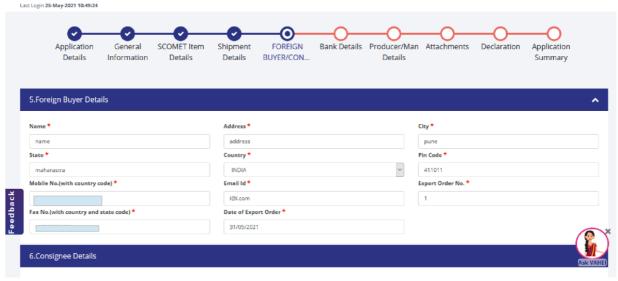
DGFT Public Page 13 of 90



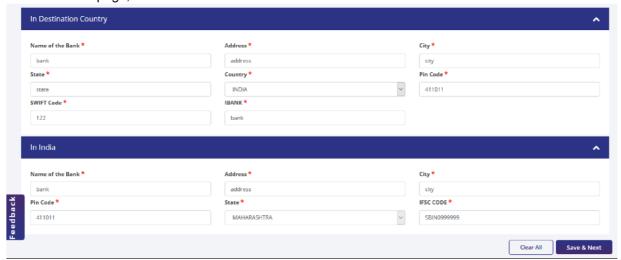
**13.** In foreign buyer/ consingnee details page, fill the details of foreign buyer, the consignee details, ultimate consignee details, end user details and other party details.

Note: add the mobile number with country code and also add the export order number and date of export order.

#### **Apply for New Authorisation**

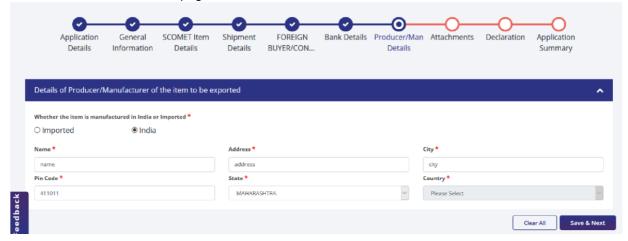


- 14. Now click on save and next button to reach bank details page.
- 15. In bank details page, enter all the details.

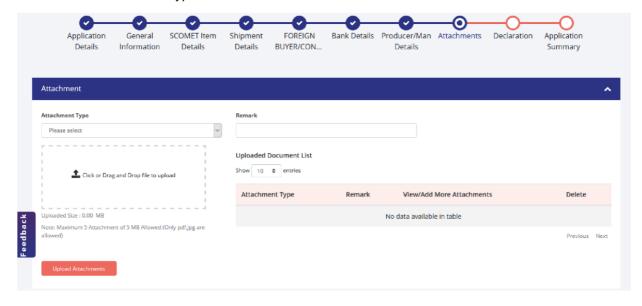


DGFT Public Page 14 of 90

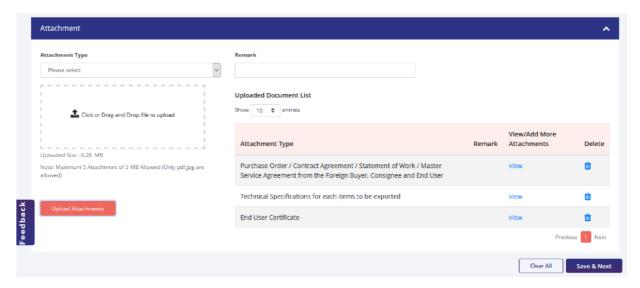
- **16.** Click on save and next button to reach 'Details of Producer/Manufacturer of the item to be exported' page
- **17.** in Details of Producer/Manufacturer of the item to be exported page select whether the item is manufactured in India or imported.
- 18. Then click on save and next page to reach attachment screen.



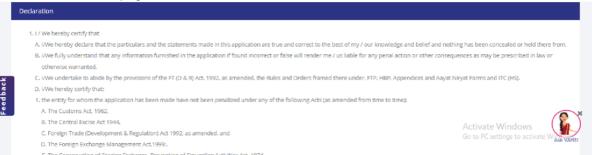
**19.** In 'attachment' page attach all the required documents with remarks Note: user can attach maximum of 5 attachments of same type.



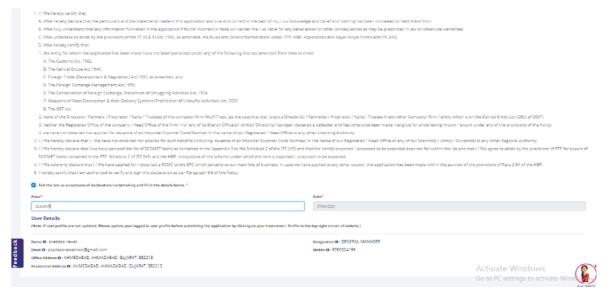
DGFT Public Page 15 of 90



**20.** After uploading the documents by clicking the upload attachment button, click on save and next button to reach declaration page.

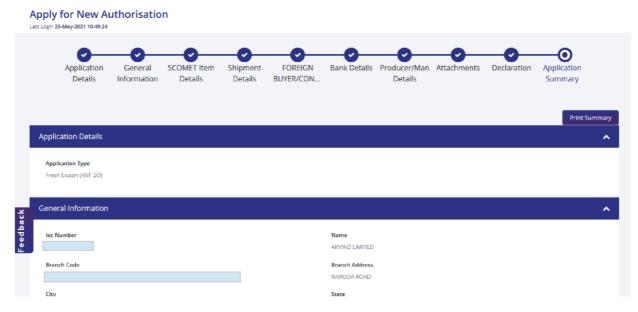


**21.** On declaration screen, user will select terms and conditions check box to accept it. User canupdate "Place" field if required and then click on "Save and Next" button.

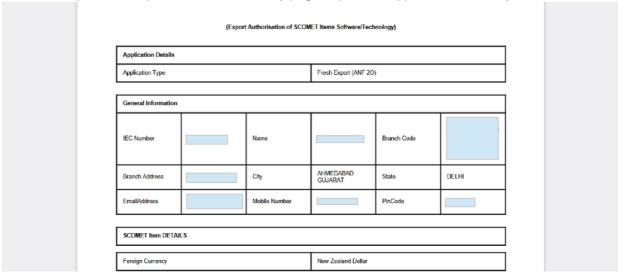


**22.** Details entered by the user will be Saved, Draft of the application will be created, and user will reach to **Application Summary** screen.

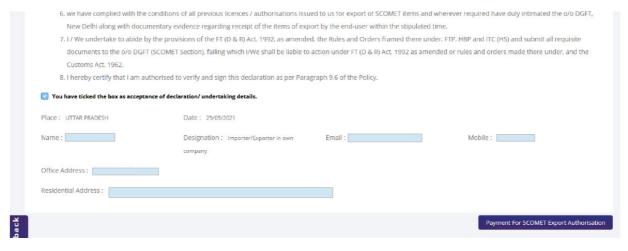
DGFT Public Page 16 of 90



23. Click on the print button present in the summary page to print the application summary.

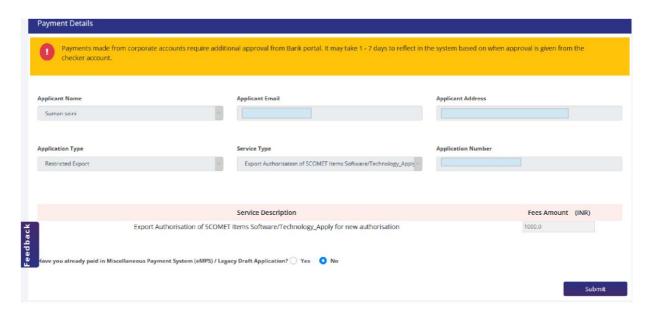


**24.** In the application summary screen, click on proceed with sign and then payment to make payment for the application.



**25.** On the application fee payment screen user can verify the fee details and click on "**Submit**" button to make the payment against application.

DGFT Public Page 17 of 90

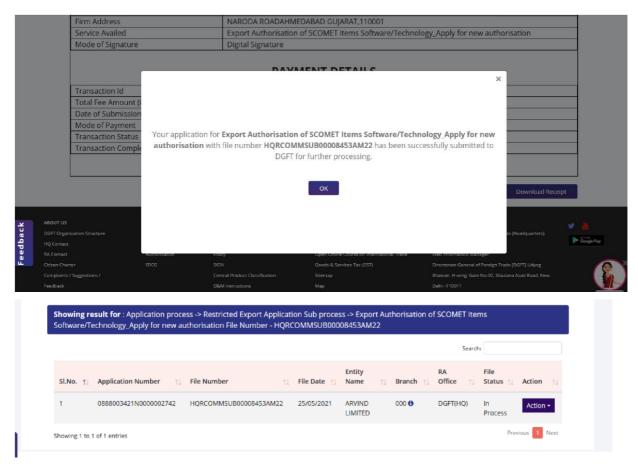


**26.** After Successful Payment, the user will be redirected to the DGFT Website and the receipt shall be displayed, the user can also download/print the receipt.

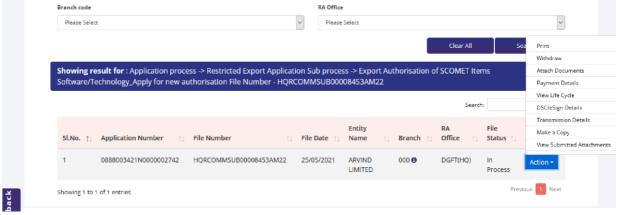


27. The user shall receive the identity card application submission message with File number on the screen. User will also receive email/SMS for file submission. If User clicks on OK button on E-payment receipt, user will be redirected to Submitted applications via My Dashboard

DGFT Public Page 18 of 90



28. With Action button you can perform the highlighted actions



# 6. Apply for Amendment of SCOMENT ANF 20(a)

To Amend the SCOMET exports on the DGFT portal you would require:

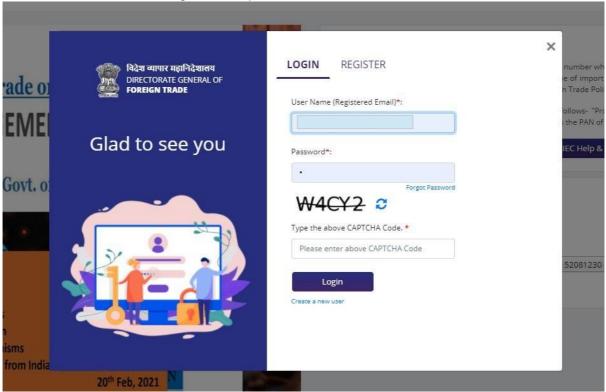
#### **Pre-requisites:**

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee
- c) Approved and issued SCOMET export

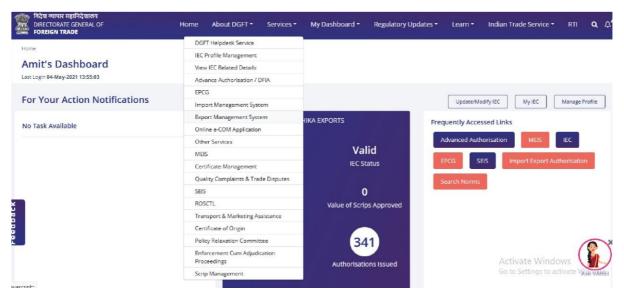
Then proceed with the following steps:

DGFT Public Page 19 of 90

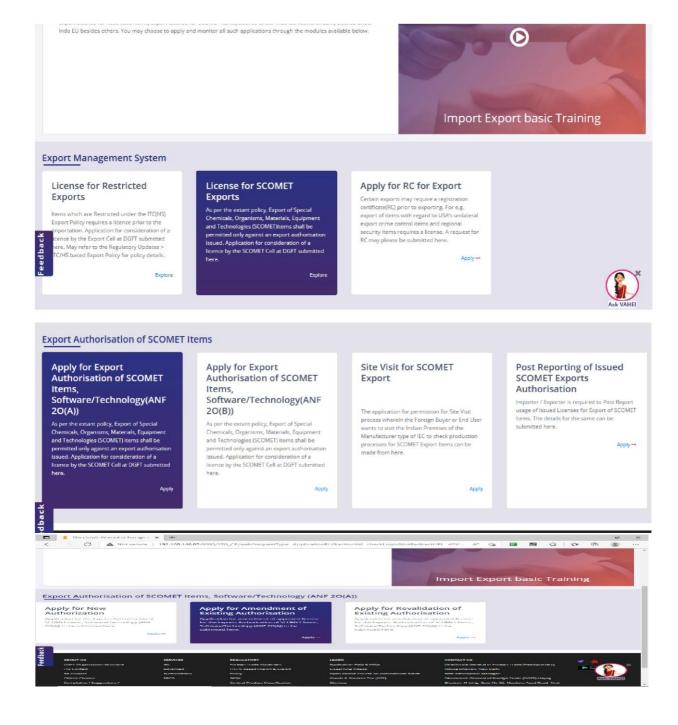
1. Visit the DGFT website and login into the portal with valid credentials.



2. Navigate to Services > Export Management System > License for SCOMET exports > Apply for Export Authorization of SCOMET Item, Software/Technology (ANF 2O(A)) > Apply for Amendment

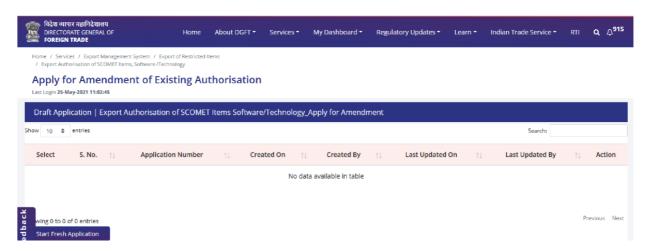


DGFT Public Page 20 of 90

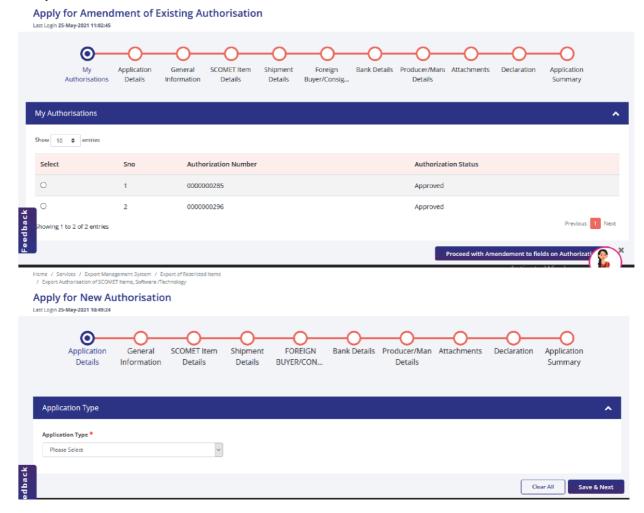


3. User will reach to Draft Applications screen. All draft applications will be displayed here.

DGFT Public Page 21 of 90

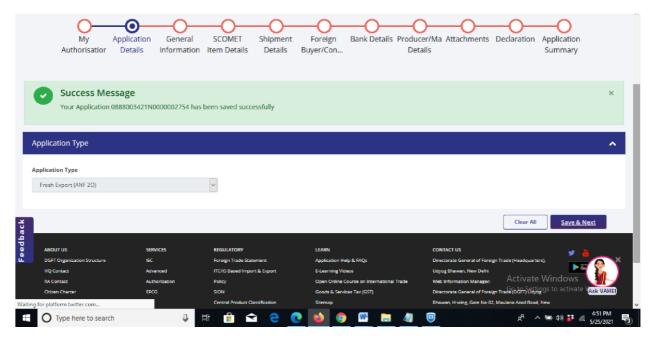


- 4. In Draft Application Screen Click on "Start Fresh Application" button or click on "Proceed with Existing Application" Button in case user already saved a draft application.
- 5. In my authorization screen, select the authorization and click on save and next button.

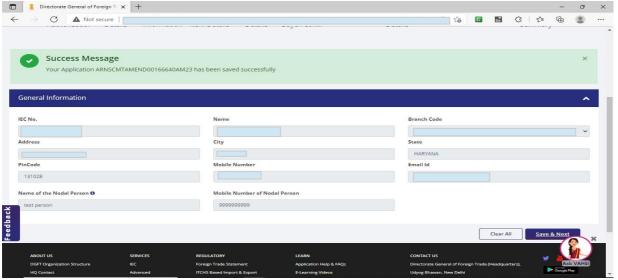


6. In the application details screen, the application type will be auto populated and click on the next button.

DGFT Public Page 22 of 90

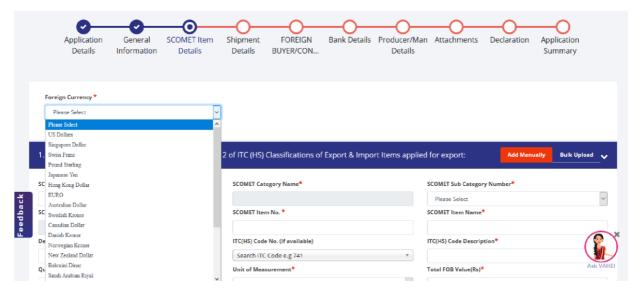


7. In the general information page, all the details will be auto populated as per the issued authorization.

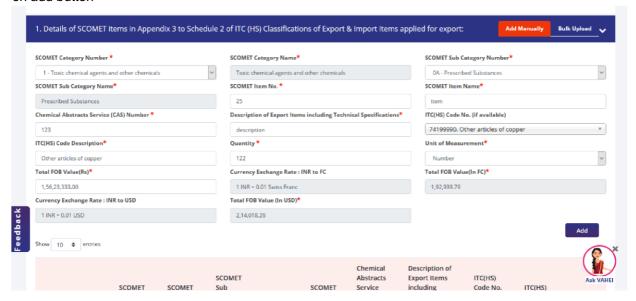


- 8. Click on save and next button to reach SCOMET Item details page.
- 9. In SCOMET details page, select the Freely Convertible Currency (FCC) based on which fcc of the items added will be calculated.

DGFT Public Page 23 of 90

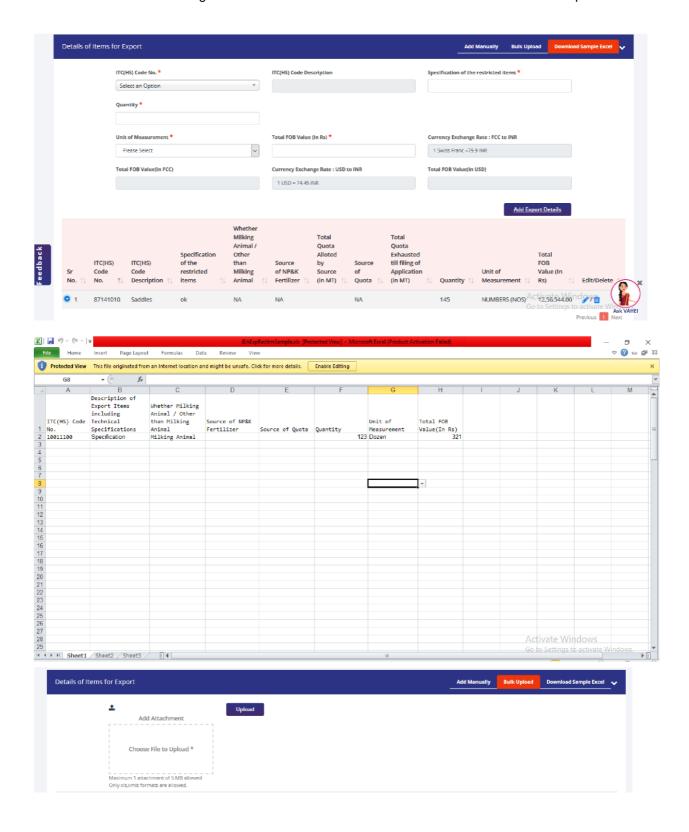


- 10. Now you can add the 'item for export' manually or bulk upload then the items will be added to the table.
- a. For adding the items manually, fill the Item details under the Details of SCOMET items section and click on add button

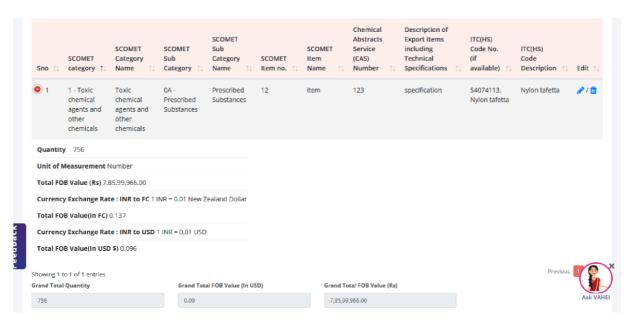


 Now to add the items through bulk upload. First download the sample excel, the click on bulk upload button then upload the modified excel sheet.

DGFT Public Page 24 of 90



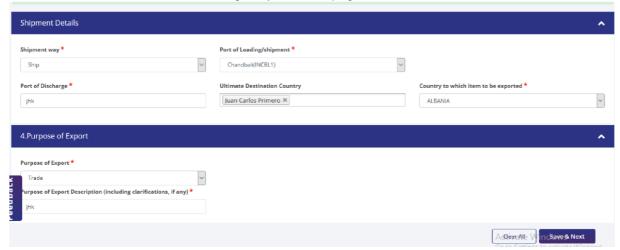
DGFT Public Page 25 of 90



11. Now under the 'details of exports of SCOMET items in the preceding 3 licencing years.' Section table, details will be auto populated.



- 12. Now click on save and next button to reach shipment details page.
- 13. Enter the shipment details and select the purpose of the export from the dropdown values, then click on save and next button to reach foreign buyer details page.

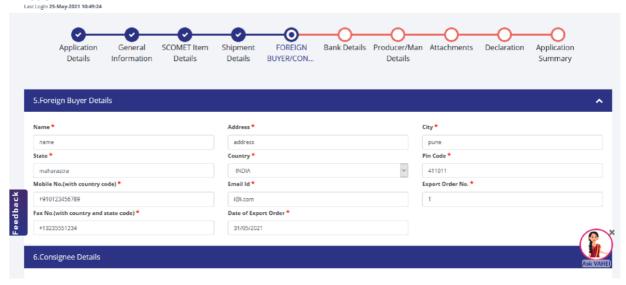


14. In foreign buyer/ consingnee details page, fill the details of foreign buyer, the consignee details, ultimate consignee details, end user details and other party details.

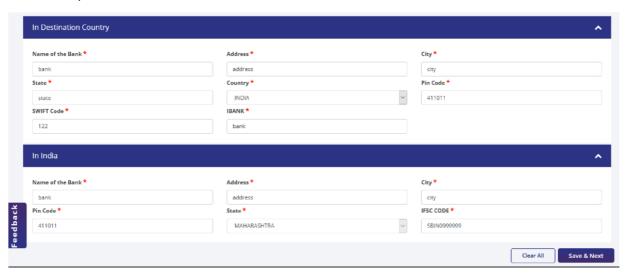
DGFT Public Page 26 of 90

Note: add the mobile number with country code and also add the export order number and date of export order.

#### **Apply for New Authorisation**

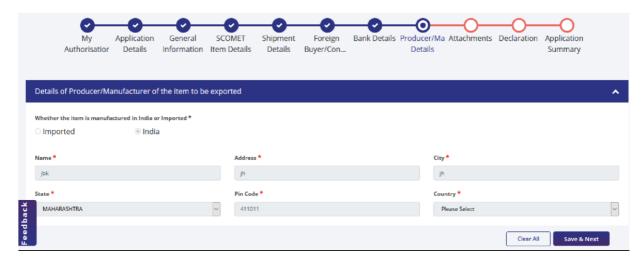


15. Now click on save and next button to reach bank details page. 16. In bank details page, update the details if required

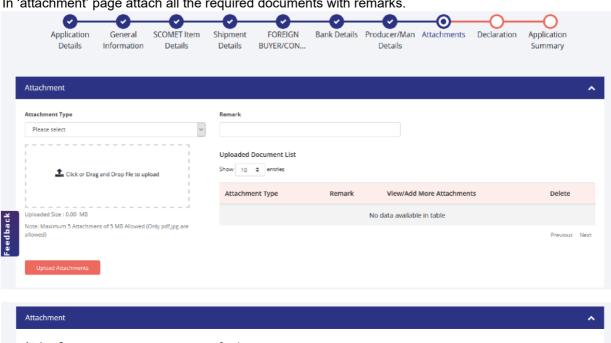


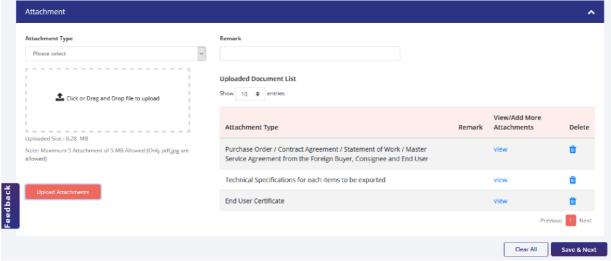
- 17. Click on save and next button to reach 'Details of Producer/Manufacturer of the item to be exported' page
- 18. Fill the Details of Producer/Manufacturer of the item to be exported page.

DGFT Public Page 27 of 90



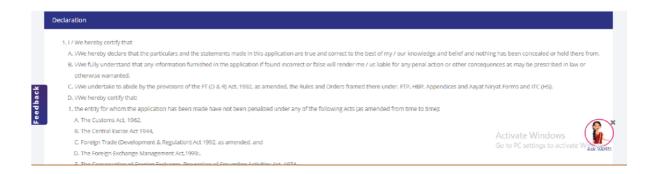
- 19. Then click on save and next page to reach attachment screen.
- 20. In 'attachment' page attach all the required documents with remarks.



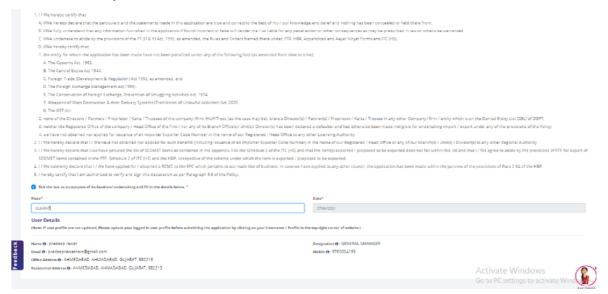


21. After uploading the documents by clicking upload attachment button, click on save and next button to reach declaration page.

**DGFT Public** Page 28 of 90



22. On declaration screen, user will select terms and conditions check box to accept it. User can update "Place" field if required and then click on "Save and Next" button.

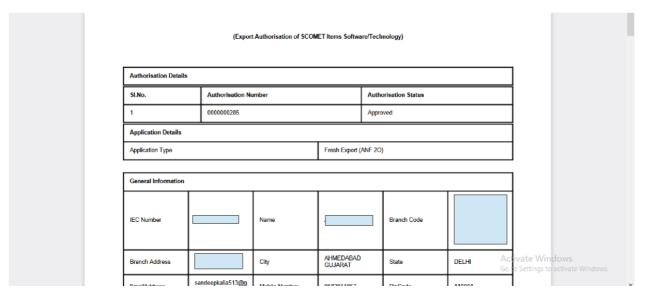


23. Details entered by the user will be Saved, Draft of the application will be created, and user will reach to **Application Summary** screen.



24. Click on print button present in the summary page to print the application summary.

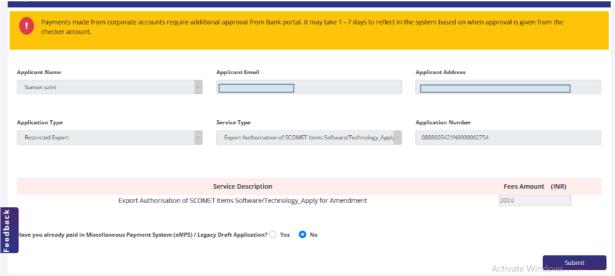
DGFT Public Page 29 of 90



25. In the application summary screen, click on proceed with sign and then payment to make payment for the application.



26. On application fee payment screen user can verify the fee details and click on "**Submit**" button to make the payment against application.

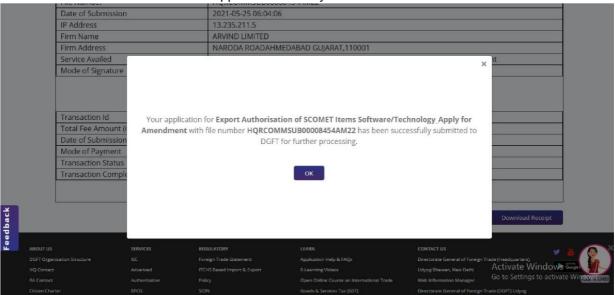


27. After Successful Payment, the user will be redirected to the DGFT Website and the receipt shall be displayed, the user can also download/print the receipt.

DGFT Public Page 30 of 90



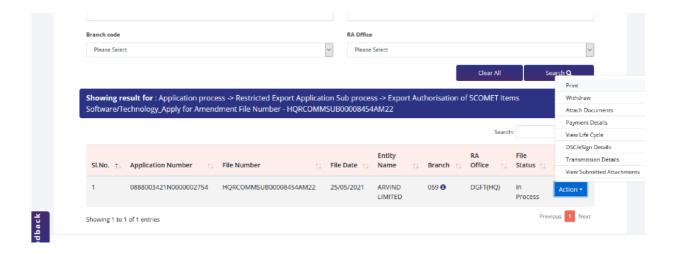
28. The user shall receive the identity card application submission message with File number on the screen. User will also receive email/SMS for file submission. If User clicks on OK button on Epayment receipt, user will be redirected to Submitted applications via My Dashboard





29. With Action button you can perform the highlighted actions

DGFT Public Page 31 of 90



DGFT Public Page 32 of 90

## 7. Apply for Revalidation of SCOMET ANF 20 (a)

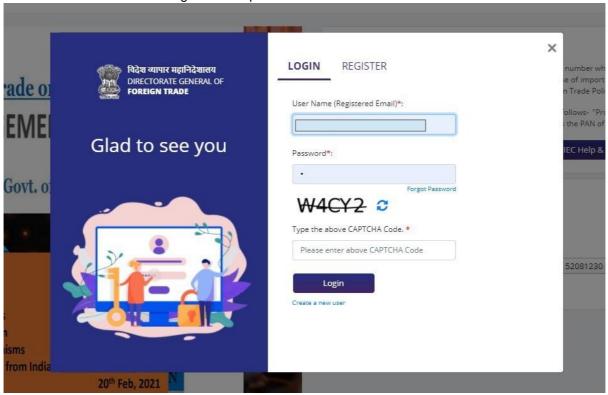
To Revalidate the Restricted Export on the DGFT portal you would require:

#### **Pre-requisites:**

- d) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- e) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee
- f) Approved and issued restricted export

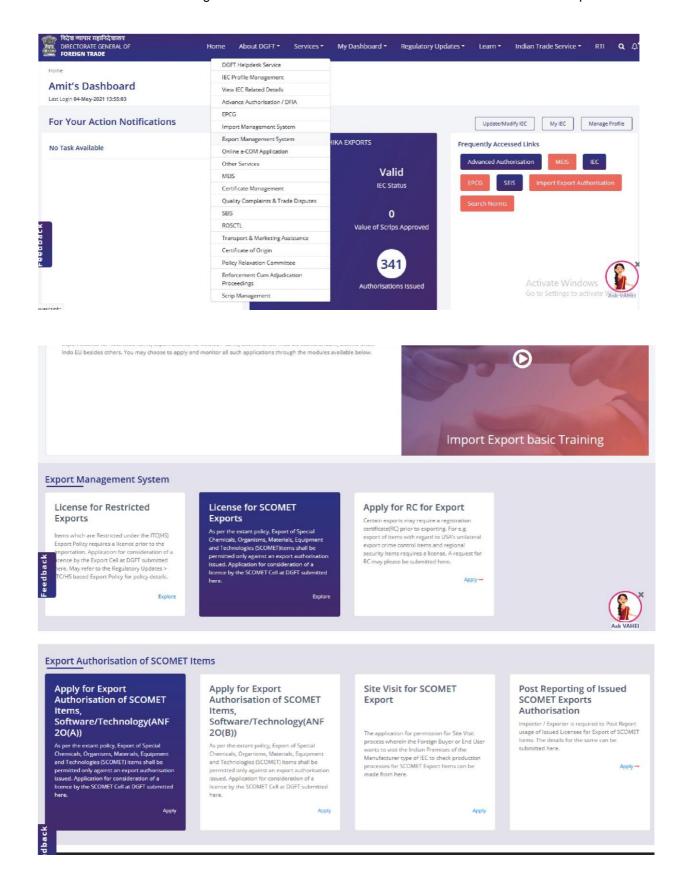
Then proceed with the following steps:

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

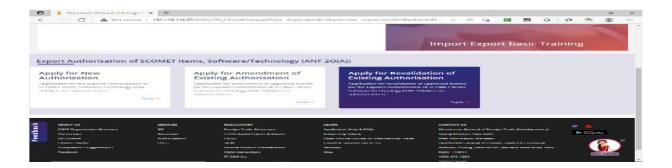


2. Navigate to Services > Export Management System > Licence for SCOMET exports > Apply for Export Authorization of SCOMET Item, Software/Technology (ANF 2O(A)) > Apply for Revalidation

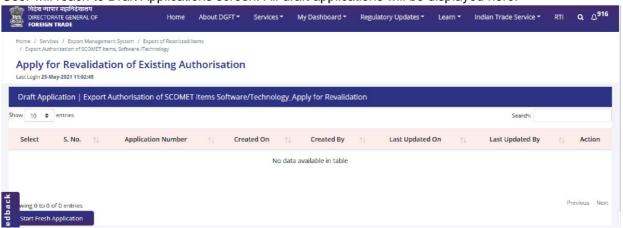
DGFT Public Page 33 of 90



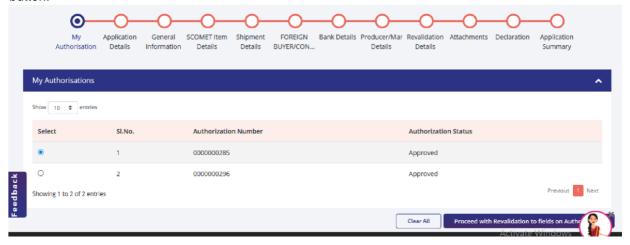
DGFT Public Page 34 of 90



3. User will reach to Draft Applications screen. All draft applications will be displayed here.



- **4.** In Draft Application Screen Click on "**Start Fresh Application**" button or click on "**Proceed with Existing Application**" Button in case user already saved a draft application.
- **5.** In my authorization screen, select the authorization and click on proceed with revalidation of fields button.

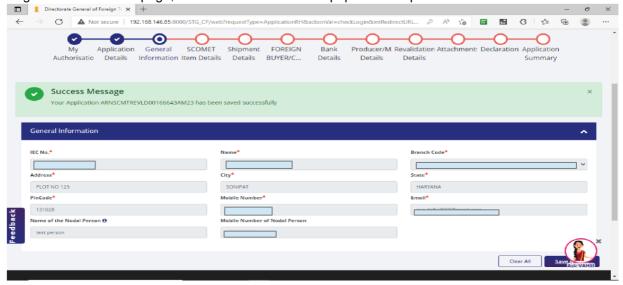


6. In application details screen, application type will be auto populated and click on next button.

DGFT Public Page 35 of 90



7. In general information page, all the details will be auto populated as per the issued authorization.



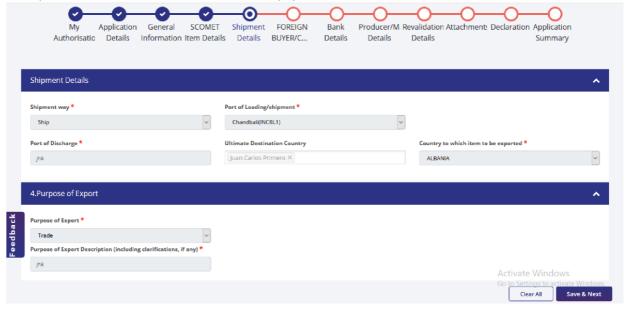
- 8. Click on save and next button to reach SCOMET Item details page.
- **9.** In SCOMET details page, all the details will be auto populated, and user cannot modify the details already submitted



- **10.** Now under the 'details of exports of SCOMET items in the preceding 3 licencing years.' Section table, details will be auto populated.
- 11. Now click on save and next button to reach shipment details page.

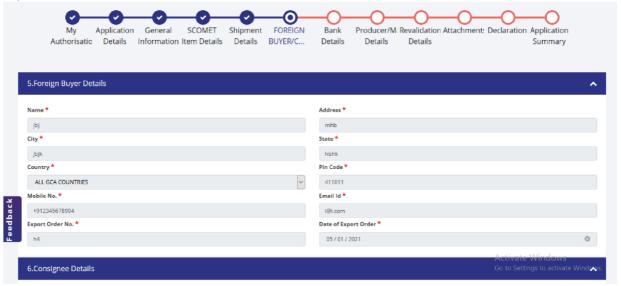
DGFT Public Page 36 of 90

12. In shipment details, all the details will be auto populated.



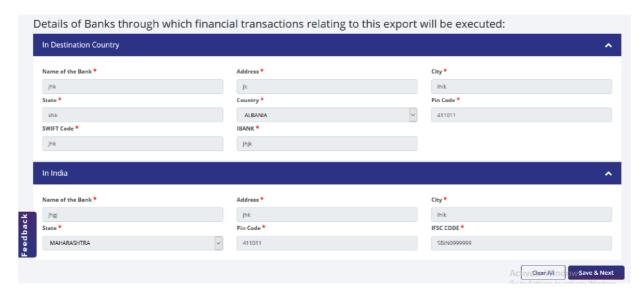
**13.** In foreign buyer/ consingnee details pageall the details will be auto populated - foreign buyer, the consignee details, ultimate consignee details, end user details and other party details.

Note: add the mobile number with country code and also add the export order number and date of export order.

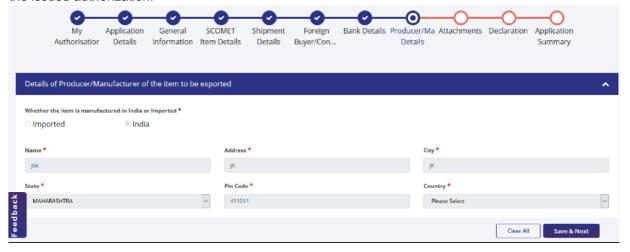


- 14. Now click on save and next button to reach bank details page.
- 15. In bank details page, all the details will be auto populated as filled in submitted authorization.

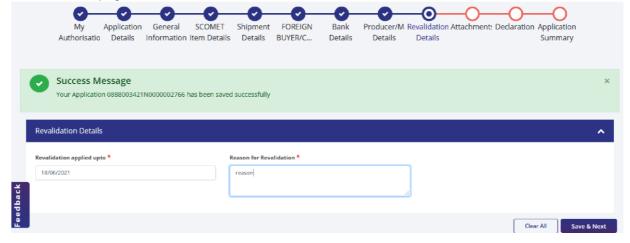
DGFT Public Page 37 of 90



- **16.** Click on save and next button to reach 'Details of Producer/Manufacturer of the item to be exported' page
- **17.** in Details of Producer/Manufacturer of the item to be exported all the details will be auto populated from the issued authorization.



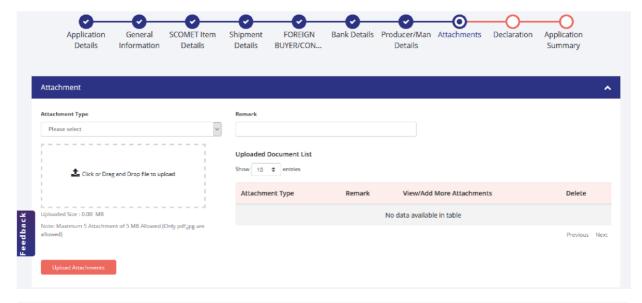
- **18.** then click on save and next button to reach revalidation page.
- **19.** In revalidation page enter revalidation date and reason for revalidation

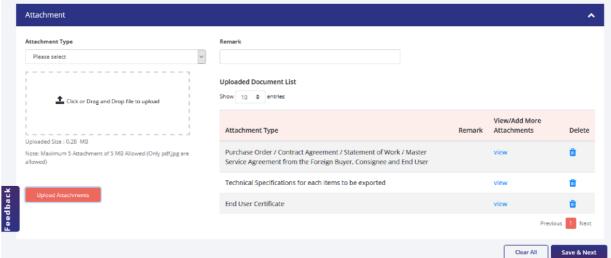


20. Then click on save and the next page to reach attachment screen.

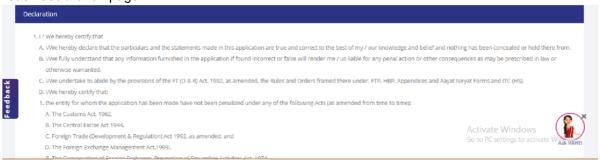
DGFT Public Page 38 of 90

**21.** In 'attachment' page attach all the required documents with remarks Note: user can attach maximum of 5 attachments of same type.



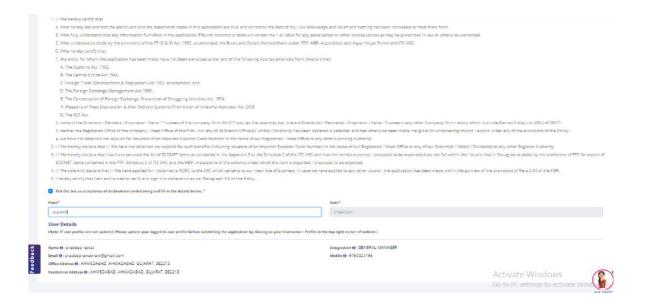


**22.** After uploading the documents by clicking upload attachment button, click on save and next button to reach declaration page.

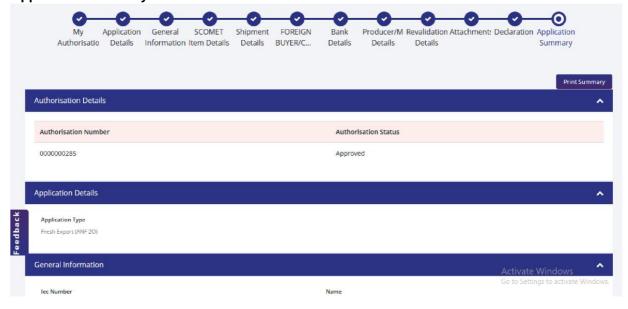


**23.** On declaration screen, user will select terms and conditions check box to accept it. User canupdate "Place" field if required and then click on "Save and Next" button.

DGFT Public Page 39 of 90



**24.** Details entered by the user will be Saved, Draft of the application will be created, and user will reach to **Application Summary** screen.



25. Click on print button present in the summary page to print the application summary.

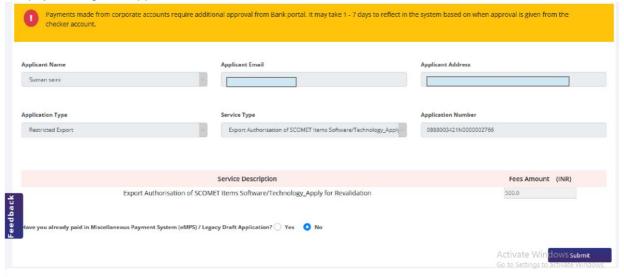
DGFT Public Page 40 of 90

	(Export	t Authorisation of SCOM	ET Items Softwa	re/Techn	iology)		
Authorisation Details							
SI.No.	Authorisation Nu	ımber		Author	risation Status		
1	0000000285			Approv	red		
Application Details							
Application Type	Application Type Fresh Export (ANF 20)						
General Information							
IEC Number		Name			Branch Code		
Branch Address		City			State		ivate Windows o Settings to activate Windows.
EmailAddress	NA	Mobile Number			PinCode	110001	

**26.** In the application summary screen, click on proceed with sign and then payment to make payment for the application.

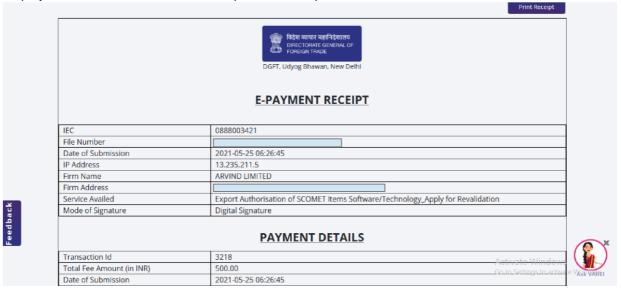
3.17 We lierely declare that i	vive have heluter obtained not applied for such better	its fillminning issuance or an importer hybri	iter cone ianimei tii nie name or oni veRisteren i
Head Office or any of our B	ranch(s) / Unit(s) / Division(s) to any other Regional Aut	hority.	
6. we have complied with the	conditions of all previous licences / authorisations issu	ed to us for export of SCOMET items and w	herever required have duly intimated the o/o DGF
New Delhi along with docu	mentary evidence regarding receipt of the items of exp	ort by the end-user within the stipulated tin	me.
7.1/ We undertake to abide b	y the provisions of the FT (D & R) Act, 1992, as amende	d, the Rules and Orders framed there unde	r, FTP, HBP and ITC (HS) and submit all requisite
documents to the o/o DGF	(SCOMET Section), falling which I/We shall be liable to	action under FT (D & R) Act, 1992 as amend	ded or rules and orders made there under, and the
Customs Act, 1962.			
8. I hereby certify that I am at	thorised to verify and sign this declaration as per Para	graph 9.6 of the Policy.	
Place: UTTAR PRADESH	Date: 25/05/2021		
Name : Suman saini	Designation : Importer/Exporter in own	Email:	Mobile :
	company		
Office Address ; ARVIND LIMITED IMS	DIVN		
Residential Address :			
			Payment For SCOMET Export forthoris
			Payment For SCOMET Export A

**27.** On application fee payment screen user can verify the fee details and click on "**Submit**" button to make the payment against application.

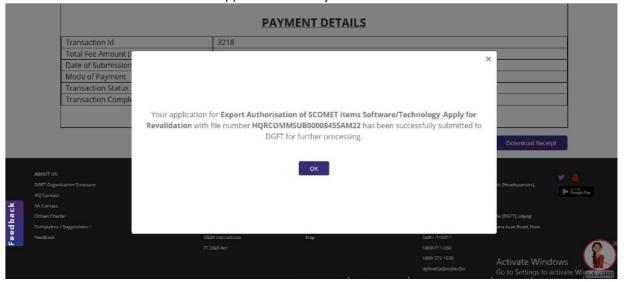


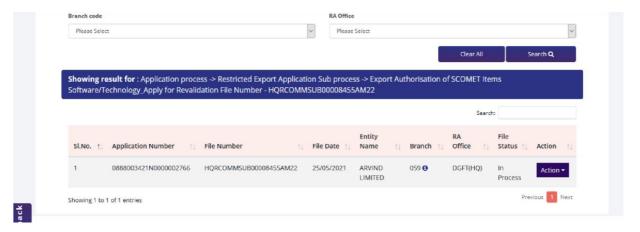
DGFT Public Page 41 of 90

**28.** After Successful Payment, the user will be redirected to the DGFT Website and the receipt shall be displayed, the user can also download/print the receipt.



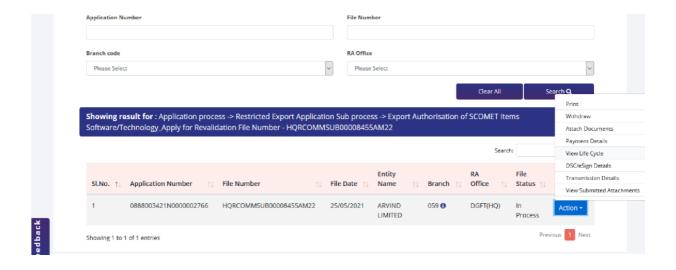
29. The user shall receive the identity card application submission message with File number on the screen. User will also receive email/SMS for file submission. If User clicks on OK button on Epayment receipt, user will be redirected to Submitted applications via My Dashboard





30. With Action button you can perform the highlighted actions

DGFT Public Page 42 of 90



DGFT Public Page 43 of 90

# 8. Apply for Global Authorization for Intra Company Transfer (GAICT)

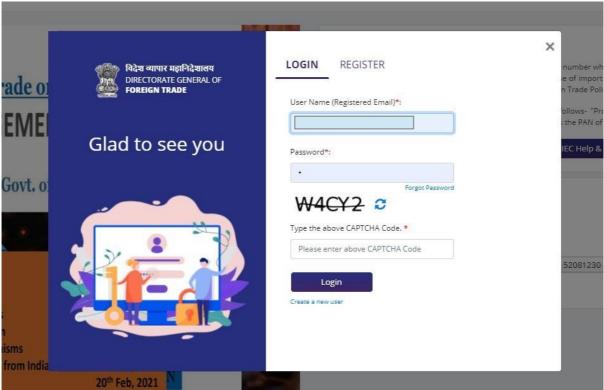
To Apply for SCOMET exports on the DGFT portal you would require:

### **Pre-requisites:**

- c) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- d) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee

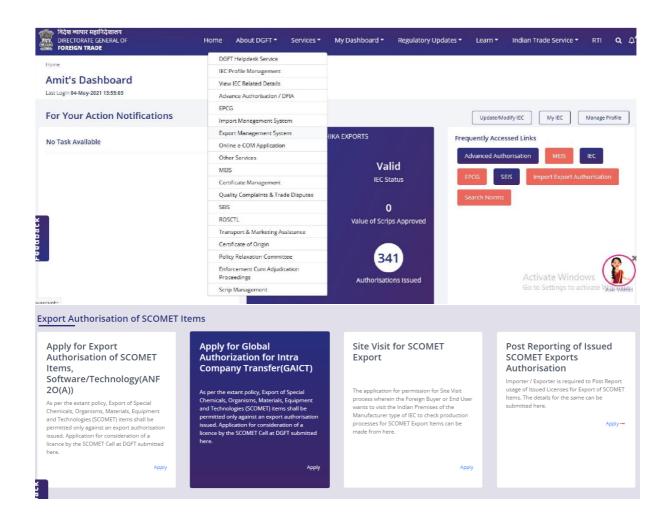
Then proceed with the following steps:

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



2. Navigate to Services > Export Management System > Licence for SCOMET exports > Apply for Global Authorization for Company Transfer (GAICT) > Apply for New Authorization

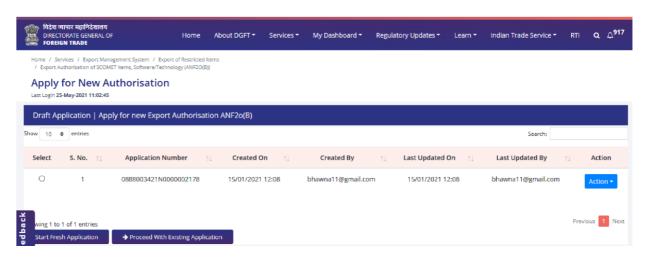
DGFT Public Page 44 of 90





3. User will reach to Draft Applications screen. All draft applications will be displayed here.

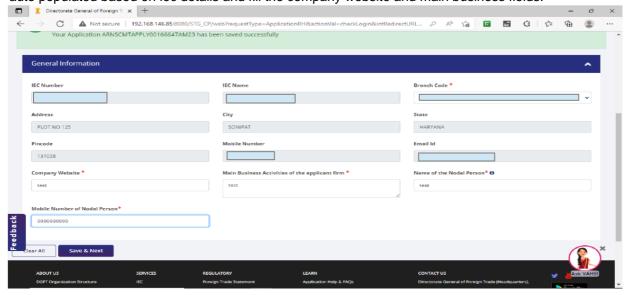
DGFT Public Page 45 of 90



- **4.** In Draft Application Screen Click on "**Start Fresh Application**" button or click on "**Proceed with Existing Application**" Button in case user already saved a draft application.
- **5.** In application details screen, applicant should select the application type from the dropdown and click on next button.

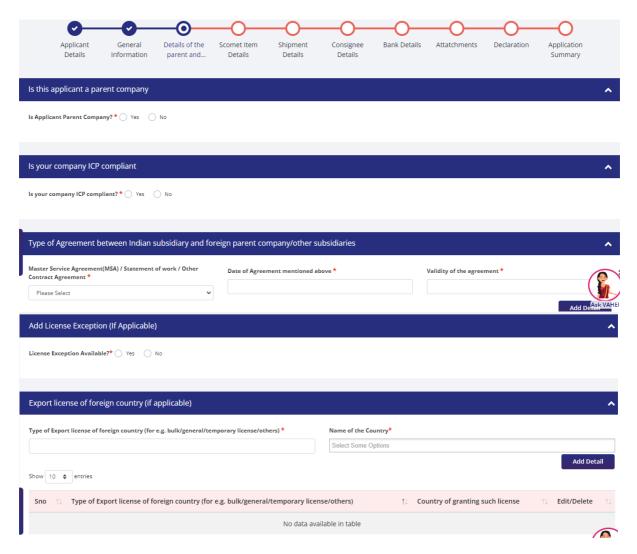


**6.** In general information page, select the branch code from the drop down then all the other fields will be auto populated based on iec details and fill the company website and main business fields.



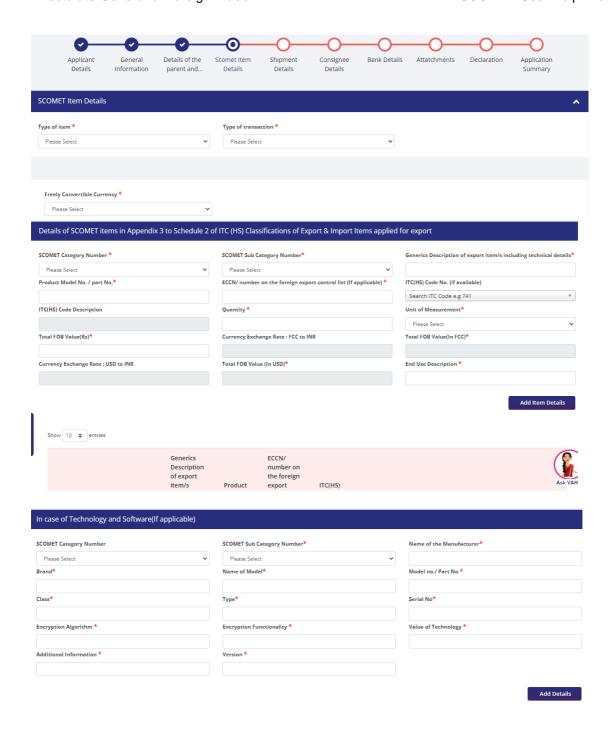
7. Click on save and next button to reach details of parent and other company screen and fill all the details to proceed further

DGFT Public Page 46 of 90



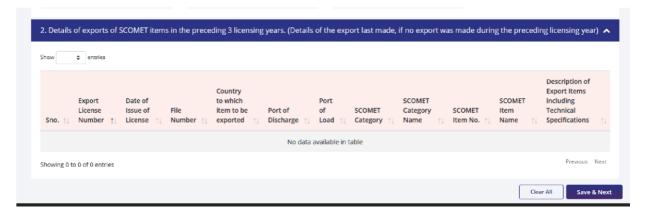
- 8. Click on save and next button to reach SCOMET Item details page.
- 9. In SCOMET details page, fill in the
  - a) SCOMET Item Details,
  - b) additional details in case of technology and software (If applicable) and
  - c) Details of exports of SCOMET items in the preceding 3 licensing years. (Details of the export last made, if no export was made during the preceding licensing year)

DGFT Public Page 47 of 90

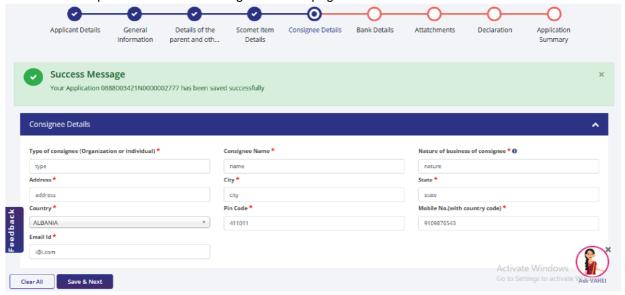


**10.** Now under the 'details of exports of SCOMET items in the preceding 3 licencing years.' Section table, details will be auto populated.

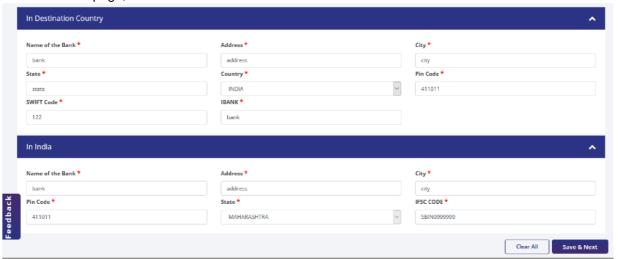
DGFT Public Page 48 of 90



- 11. Now click on save and next button to reach consignee details page.
- 12. Enter all the required fields in the consignee details page.

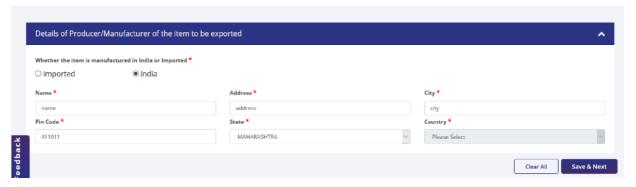


- 13. Now click on save and next button to reach bank details page.
- 14. In bank details page, enter all the details.

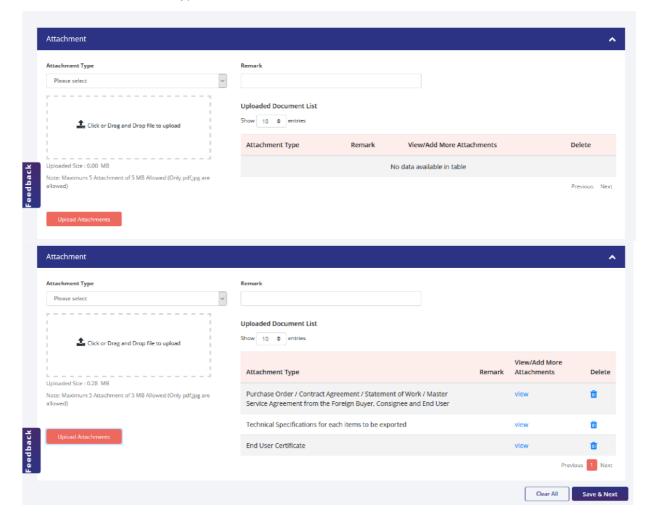


15. Then click on save and next page to reach attachment screen.

DGFT Public Page 49 of 90

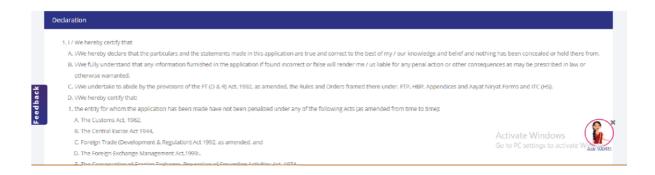


**16.** In 'attachment' page attach all the required documents with remarks Note: user can attach maximum of 5 attachments of same type.

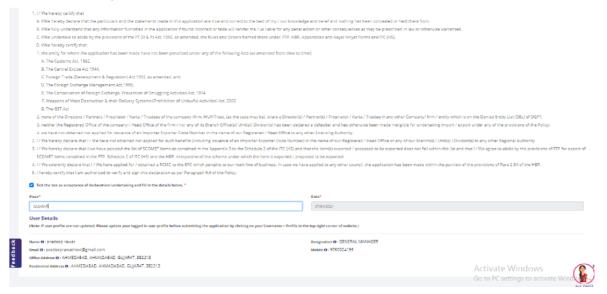


**17.** After uploading the documents by clicking upload attachment button, click on save and next button to reach declaration page.

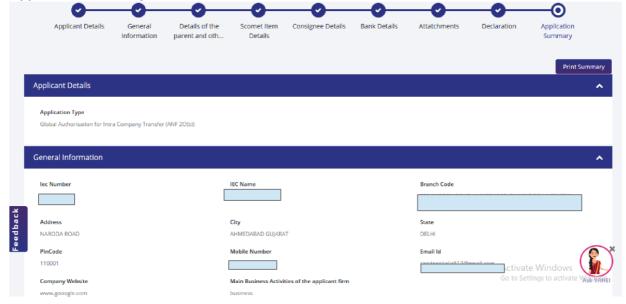
DGFT Public Page 50 of 90



**18.** On declaration screen, user will select terms and conditions check box to accept it. User can update "Place" field if required and then click on "Save and Next" button.

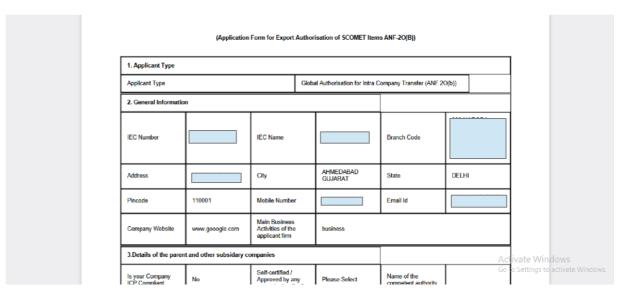


**19.** Details entered by the user will be Saved, Draft of the application will be created, and user will reach to **Application Summary** screen.



**20.** Click on the print button present in the summary page to print the application summary.

DGFT Public Page 51 of 90



**21.** In the application summary screen, click on proceed with sign and then payment to make payment for the application.

6. we have complied with the	ne conditions of all previous licences / authorisations issued to us for export of SCOMET items and wherever required have duly into	timated the o/o DGFT
New Delhi along with doci	cumentary evidence regarding receipt of the items of export by the end-user within the stipulated time.	
7.1/We undertake to abide	by the provisions of the FT (D & R) Act, 1992, as amended, the Rules and Orders framed there under, FTP, HBP and ITC (HS) and st	ubmit all requisite
documents to the o/o DGI	FFT (SCOMET Section), failing which L/We shall be liable to action under FT (D & R) Act, 1992 as amended or rules and orders made to	there under, and the
Customs Act, 1962.		
8. I hereby certify that I am a	authorised to verify and sign this declaration as per Paragraph 9.6 of the Policy.	
You have ticked the box as accept	stance of declaration/ undertaking details.	
Place: UTTAR PRADESH	Date: 25/05/2021	
Name : Suman saini	Designation: Importer/Exporter in own Email: bhawna11@gmail.com Mobile: 9730715591	
	company	
Office Address: NARODA ROAD		
Residential Address: PUREGULAB,	GOPIGANI, Norde, GAUTAM BUDDHA NAGAR, UTTAR PRADESH, 201301	
Residential Address: PUREGULAB,	GOPIGANJ, Noide, GAUTAM BUDDHA NAGAR, UTTAR PRADESH, 201301	
Residential Address: PUREGULAB,		COMET Export Authoris

**22.** On the application fee payment screen user can verify the fee details and click on "**Submit**" button to make the payment against application.

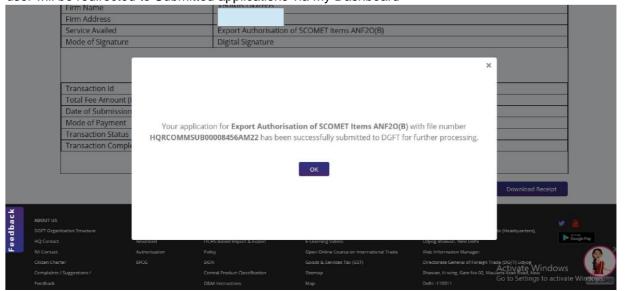
Payments made from corporate accounts required checker account.	iire additional approval from Bank portal. It may take 1 - 7 days to reflect in	the system based on when approval is given from the
Applicant Name Suman saini	Applicant Email	Applicant Address  NARODA ROAD
Application Type IEA	Service Type  Export Authorisation of SCOMET Items ANF2O(B)	Application Number 0888003421N0000002777
	Service Description	Fees Amount (INR)
Export Author  Report	risation of SCOMET Items ANF2O(B)  MPS) / Legacy Draft Application?   Yes  No	Activate Windows
		Go to Settings to activate Wingspies

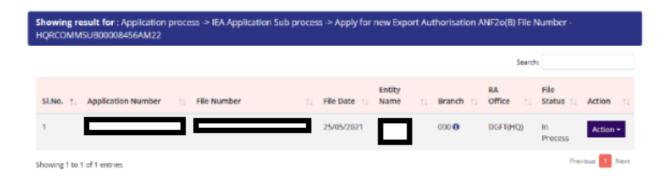
DGFT Public Page 52 of 90

**23.** After Successful Payment, the user will be redirected to the DGFT Website and the receipt shall be displayed, the user can also download/print the receipt.

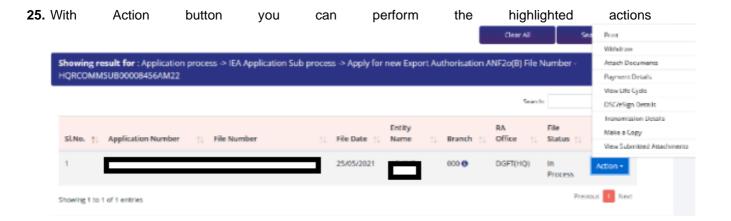


**24.** The user shall receive the identity card application submission message with File number on the screen. User will also receive email/SMS for file submission. If User clicks on OK button on Epayment receipt, user will be redirected to Submitted applications via My Dashboard





DGFT Public Page 53 of 90



DGFT Public Page 54 of 90

## 9. Apply for Amendment of SCOMENT GAICT License

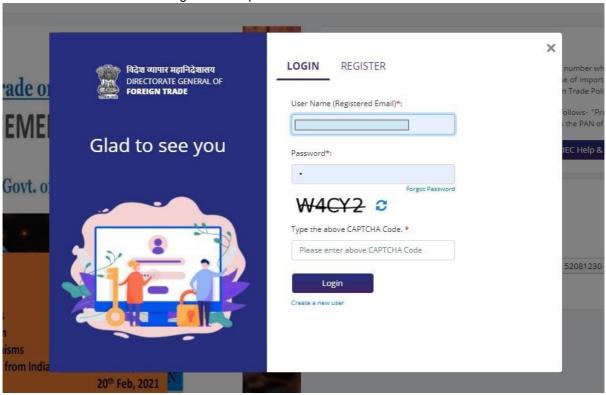
To Amend the SCOMET exports on the DGFT portal you would require:

#### **Pre-requisites:**

- g) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- h) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee
- i) Approved and issued SCOMET export

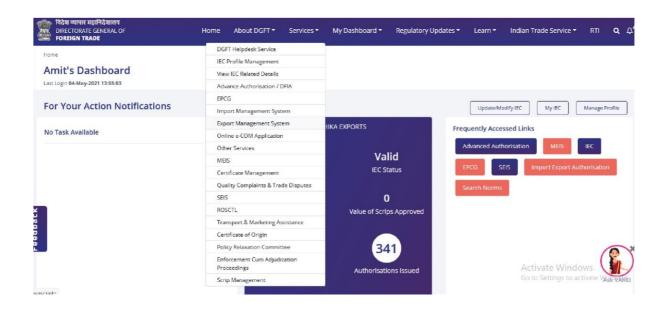
Then proceed with the following steps:

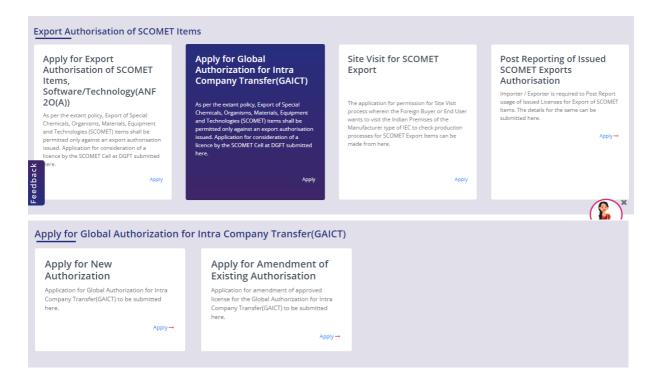
1. Visit the DGFT website and login into the portal with valid credentials.



2. Navigate to Services > Export Management System > License for SCOMET exports > Apply for Export Authorization of SCOMET Item, Software/Technology (ANF 2O(B)) > Apply for New Authorization

DGFT Public Page 55 of 90



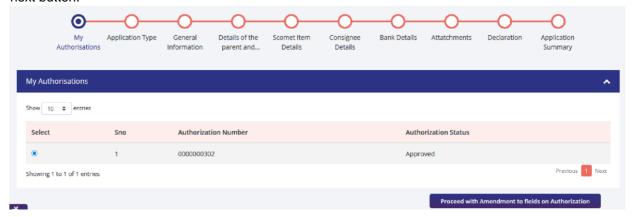


3. User will reach to Draft Applications screen. All draft applications will be displayed here.

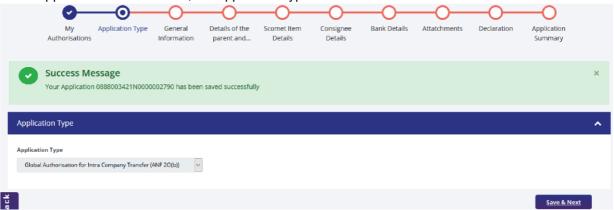


DGFT Public Page 56 of 90

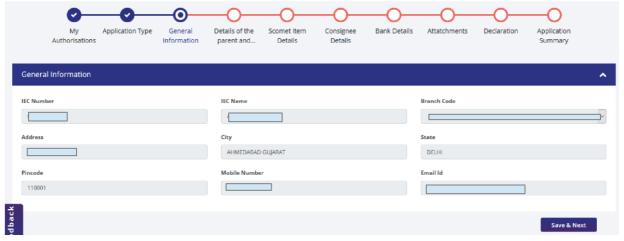
- **4.** In Draft Application Screen Click on "**Start Fresh Application**" button or click on "**Proceed with Existing Application**" Button in case user already saved a draft application.
- **5.** In my authorization screen select the authorization you are willing to amend and then click on save and next button.



6. In the application details screen, the application type will be auto filled.

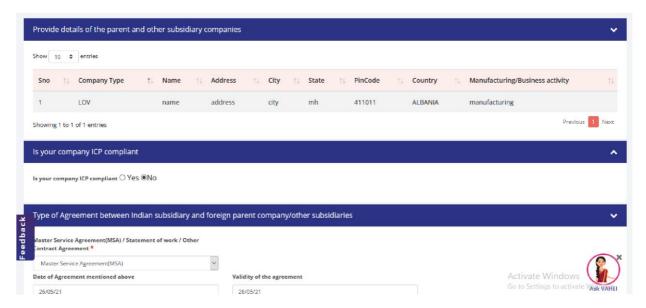


7. In general information page, all the details will be auto filled from the authorization selected.



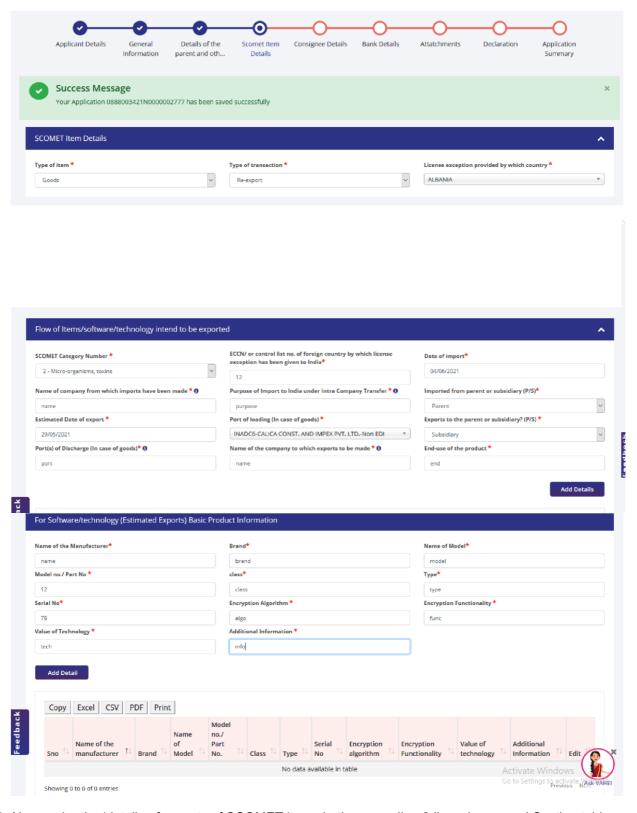
- 8. Click on save and next button to reach details of parent and other company screen.
- **9.** In this screen, applicant can edit 'is your company ICP compliant' and 'Type of agreement between Indian subsidiary and foreign parent company for other subsidiary' sections but cannot edit 'Provided details of the parent and other subsidiary' section.

DGFT Public Page 57 of 90



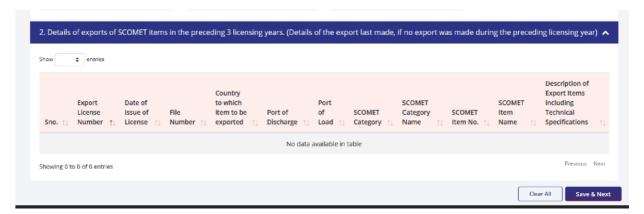
- **10.** Click on save and next button to reach SCOMET Item details page.
- 11. In SCOMET details page, fill the SCOMET Item Details, Flow of Items/software/technology intend to be exported, Details of Item (Sno to be matched with Items in Table), For Software/technology (Estimated Exports) Basic Product Information and Details of exports of SCOMET items in the preceding 3 licensing years. (Details of the export last made, if no export was made during the preceding licensing year)

DGFT Public Page 58 of 90

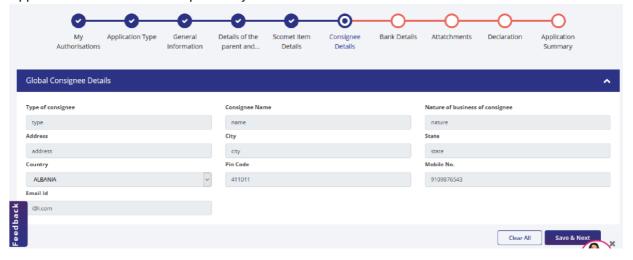


**12.** Now under the 'details of exports of SCOMET items in the preceding 3 licencing years.' Section table, details will be auto populated.

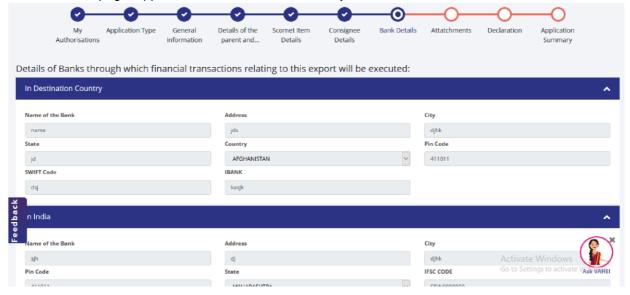
DGFT Public Page 59 of 90



- 13. Now click on save and next button to reach consignee details page.
- 14. Applicants will not be able to update any fields in this screen.

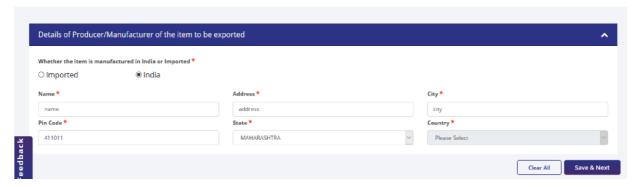


- 15. Now click on save and next button to reach bank details page.
- **16.** In bank details page, applicant will not be able to edit any fields.

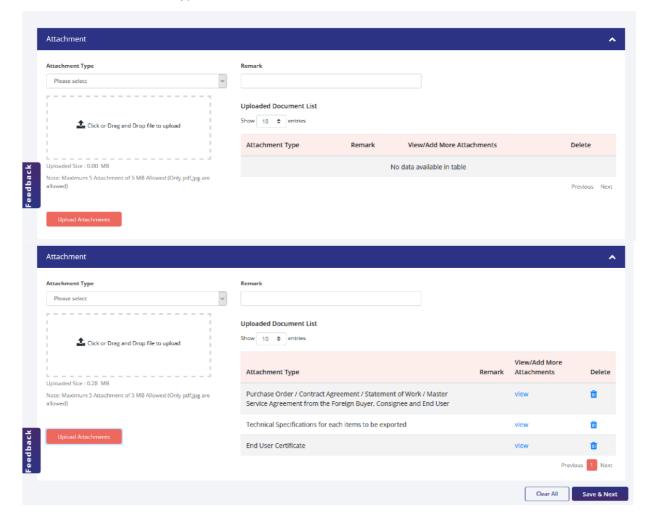


17. Then click on save and next page to reach attachment screen.

DGFT Public Page 60 of 90

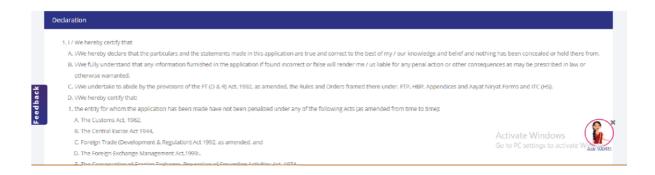


**18.** In 'attachment' page attach all the required documents with remarks Note: user can attach maximum of 5 attachments of same type.

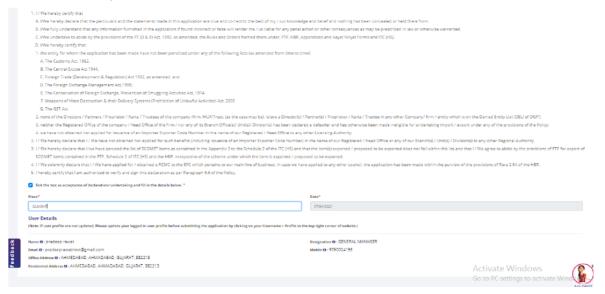


**19.** After uploading the documents by clicking the upload attachment button, click on save and next button to reach declaration page.

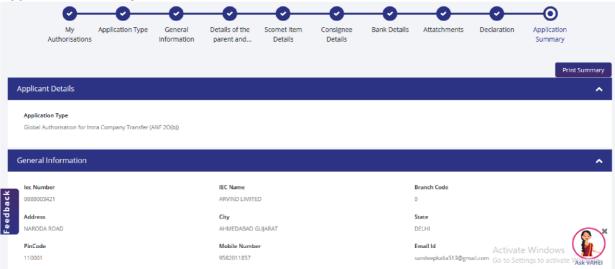
DGFT Public Page 61 of 90



**20.** On declaration screen, user will select terms and conditions check box to accept it. User canupdate "Place" field if required and then click on "Save and Next" button.

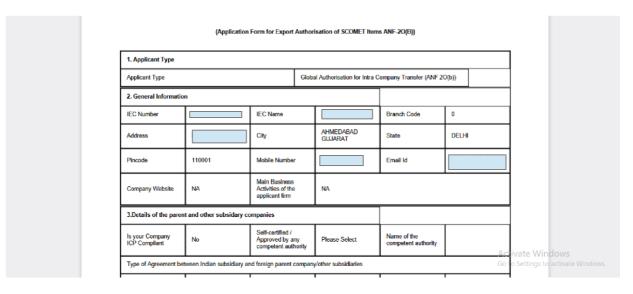


**21.** Details entered by the user will be Saved, Draft of the application will be created, and user will reach to **Application Summary** screen.



**22.** Click on the print button present in the summary page to print the application summary.

DGFT Public Page 62 of 90



**23.** In the application summary screen, clcik on proceed with sign and then payment to make payment for the application.

<ol><li>we have complied with the</li></ol>	conditions of all previous licences / authorisations issu	ed to us for export of SCOMET items and	wherever required have duly intimated the o/o DGF
New Delhi along with docur	mentary evidence regarding receipt of the items of exp	ort by the end-user within the stipulated t	ime.
7.1/ We undertake to abide b	y the provisions of the FT (D & R) Act. 1992. as amende	d, the Rules and Orders framed there und	er, FTP, HBP and ITC (HS) and submit all requisite
documents to the o/o DGFT	(SCOMET Section), failing which I/We shall be liable to	action under FT (D & R) Act. 1992 as amen	ided or rules and orders made there under, and the
Customs Act, 1962.			
8. I hereby certify that I am au	thorised to verify and sign this declaration as per Para	graph 9.6 of the Policy.	
	nce of declaration/ undertaking details.		
Place: UTTAR PRADESH	Date: 25/05/2021		
Name: Suman saini	Designation: Importer/Exporter in own	Email: bhawna11@gmail.com	Mobile: 9730715591
Name: Suman saini	Designation: Importer/Exporter in own company	Email: bhawna11@gmail.com	Mobile: 9730715591
Name: Suman saini Office Address: NARODA ROAD		Email: bhawne11@gmail.com	Mobile: 9730715591
Office Address: NARODA ROAD			Mobile: 9730715591
Office Address: NARODA ROAD	company		Mobile: 9730715591

**24.** On the application fee payment screen user can verify the fee details and click on "**Submit**" button to make the payment against application.

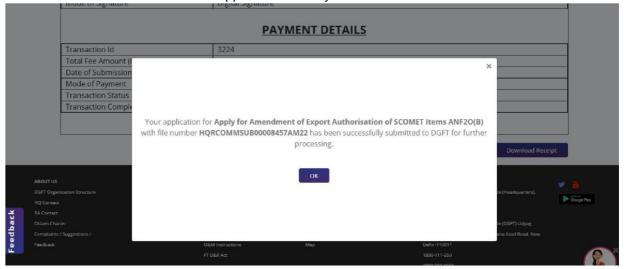
Payment Details		
Payments made from corporate accounts require a checker account.	dditional approval from Bank portal. It may take 1 - 7 days to reflect in	the system based on when approval is given from the
Applicant Name	Applicant Email	Applicant Address
Suman saini	bhawna11@gmail.com	NARODA ROAD
Application Type	Service Type	Application Number
Restricted Export	Apply for Amendment of Export Authorisation of SCOMET Items AI	0888003421N0000002790
	Service Description	Fees Amount (INR)
Apply for Amendment	of Export Authorisation of SCOMET Items ANF2O(B)	1000.0
Apply for Amendment	/ Legacy Draft Application? Yes No	<b>2</b> *
		Activate Wingtows  Go to Settings to active Subnumber  Ask VAHEL

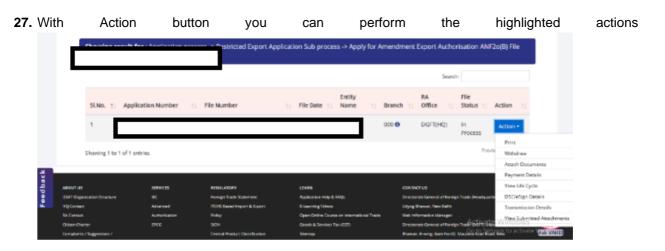
DGFT Public Page 63 of 90

**25.** After Successful Payment, the user will be redirected to the DGFT Website and the receipt shall be displayed, the user can also download/print the receipt.



**26.** The user shall receive the identity card application submission message with File number on the screen. User will also receive email/SMS for file submission. If User clicks on OK button on Epayment receipt, user will be redirected to Submitted applications via My Dashboard.





DGFT Public Page 64 of 90

DGFT Public Page 65 of 90

## 10. Apply for Site Visit

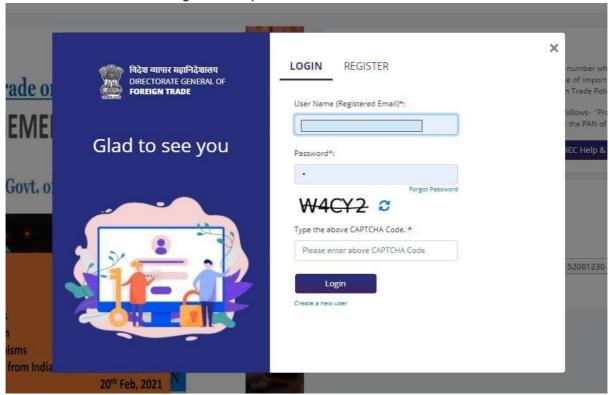
To Apply for Site Visit on the DGFT portal you would require:

#### **Pre-requisites:**

- e) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- f) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee

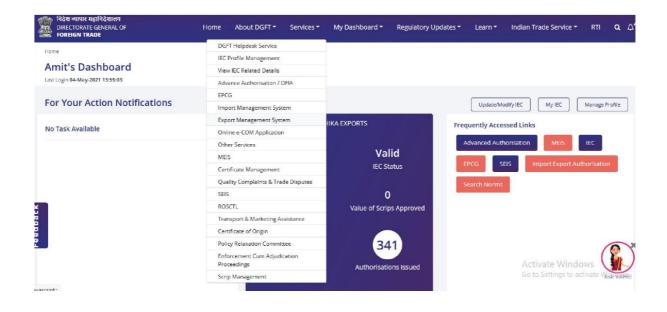
Then proceed with the following steps:

29. Visit the DGFT website and login into the portal with valid credentials.



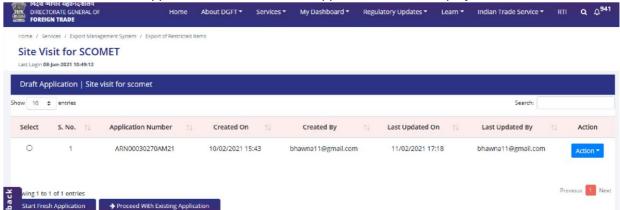
30. Navigate to Services > Import Management System > License for Restricted Export > License for SCOMET export > site visit for SCOMET > Apply for new authorization

DGFT Public Page 66 of 90



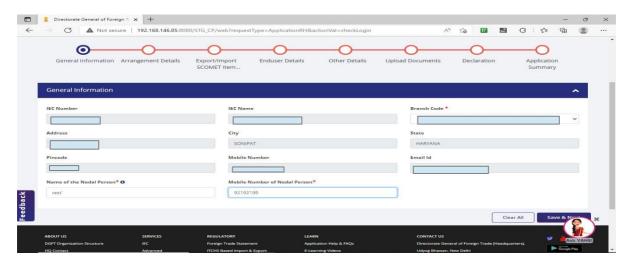


31. User will reach to Draft Applications screen. All draft applications will be displayed here.

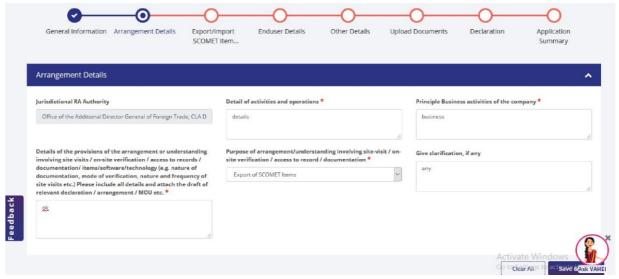


**32.** In General information page, select the branch code from the drop down then all the other fields will be auto populated based on iec details. Also fill the nodal person's name and mobile number.

DGFT Public Page 67 of 90



- 33. Click on save and next button to reach the Arrangement Details page.
- **34.** In Arrangement Details page, select the import item type from the drop down. And fill the dependent fields.

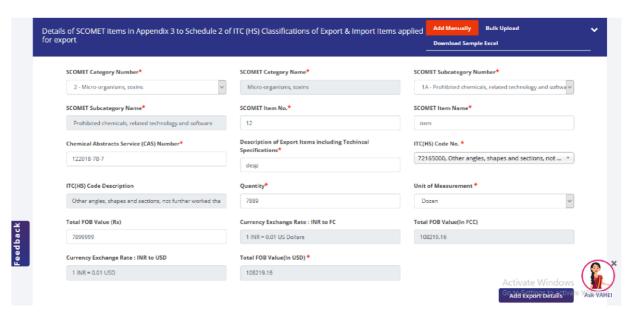


35. Now click on save and next button to reach Details of Items for export page.

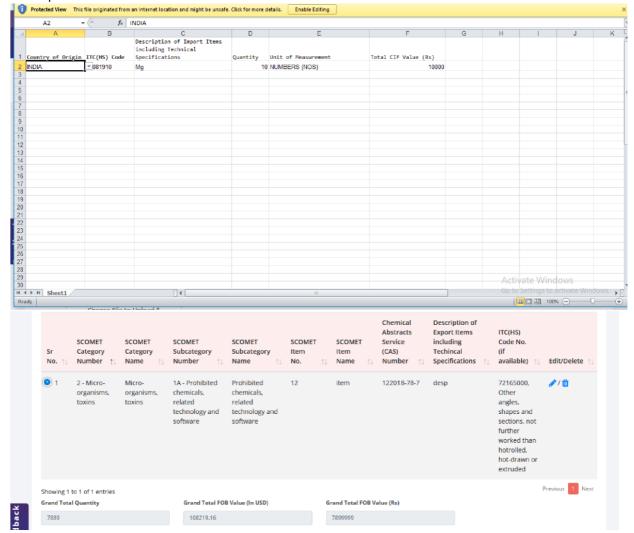


- **36.** In details of imports page select the FCC currency from drop down.
- 37. Now you can add the 'item for import' manually or bulk upload then the items will be added to the table.
- a. For adding the items manually, fill the Item details under the Details of items for import section and click on add button

DGFT Public Page 68 of 90

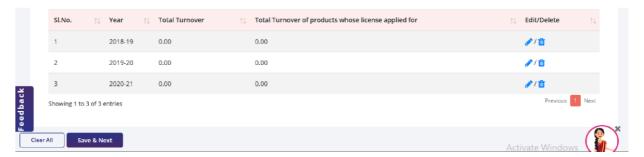


b. Now to add the items through bulk upload. First download the sample excel, click on bulk upload button then uploads the modified excel sheet.

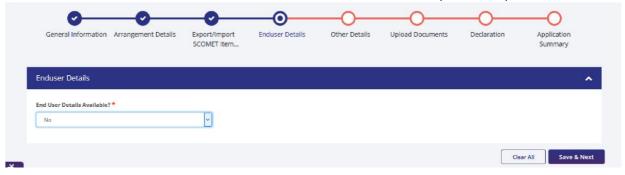


**38.** In declaration of sales turnover, enter the turnover for the previous years and click on save and next button to reach end user details page.

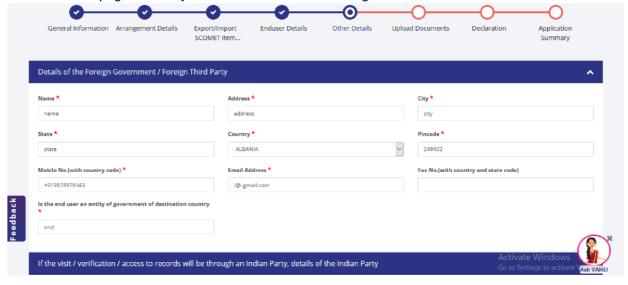
DGFT Public Page 69 of 90



39. In the end user screen select the end user details available? from the respective drop downs.

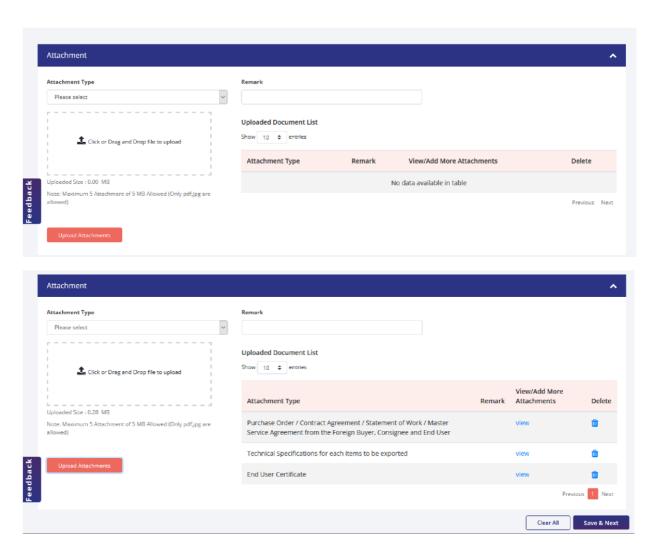


- **40.** Now click on save and next button to reach other details page.
- 41. In other details page click on yes or no radio buttons for the given details and fill all the details.

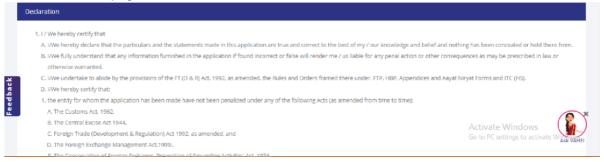


- **42.** Then click on save and the next page to reach attachment screen.
- **43.** In 'attachment' page attach all the required documents with remarks Note: user can attach maximum of 5 attachments of same type.

DGFT Public Page 70 of 90



**44.** After uploading the documents by clicking upload attachment button, click on save and next button to reach declaration page.



**45.** On declaration screen, user will select terms and conditions check box to accept it. User canupdate "Place" field if required and then click on "Save and Next" button.

DGFT Public Page 71 of 90

User Details Note: If user profile are not updated. Please update year logged in user profile before submitting the application by clicking on your Username > Profile in C Name (#): praceses / Profile Name (#): praceses	he top right corner of website.)  Designation 0: GENERAL MANAGER  Mobile 0: 9760024193	
CUART HOUSE AND A STATE OF THE	07/04/2021	
Place*	Date*	
Tick the box as acceptance of declaration/undertaking and fill in the details below.		
5. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.6 of the Policy.		
4.1/ We solemnly declare that I / We have applied for / obtained a RCMC to the EPC which pertains to our main line of business. In case we have	ve applied to any other council, the application has been ma	de within the purview of the provisions of Para 2.94 of the HBP.
SCOMET items contained in the FTP, Schedule 2 of ITC (HS) and the HBP, irrespective of the scheme under which the item is exported / prop		
3. I / We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) and to		
2. If We hereby declare that I / We have not obtained nor applied for such benefits (including issuance of an Importer Exporter Code Number)	•	ranchia) / Unit(s) / Division(s) to any other Regional Authority
<ol> <li>neither the Registered Office of the company / Head Office of the firm / nor any of its Branch Office(s)/ Unit(s)/ Division(s) has been declar</li> <li>we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any</li> </ol>		ndertaking import / export under any or the provisions of the Policy;
2. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust. (as the case may be), is/are a Director(s) /		
G. The GST Act		
F. Weapons of Mass Destruction & their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005		
E. The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974		
D. The Foreign Exchange Management Act,1999;.		
C. Foreign Trade (Development & Regulation) Act 1992, as amended, and		
B. The Central Excise Act 1944.		
A. The Customs Act, 1962,		
1. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to tir	me):	
D. I/We hereby certify that:		
C. I/We undertake to abide by the provisions of the FT (D & R) Act. 1992, as amended, the Rules and Orders framed there under, FTP, HBP, A		
B. I/We fully understand that any information furnished in the application if found incorrect or false will render me / us liable for any penal a		
A. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowleds		

**46.** Details entered by the user will be Saved, Draft of the application will be created, and user will reach to **Application Summary** screen.



**47.** Click on print button present in the summary page to print the application summary.

		A	pply for Site	Visit for SCOM	ET E	xport					
General D	etails										
IEC I Number	EC Name Bran	ch Code /	Address	City	Stat e	Pinco de	Mobile Number	Email Id			
				PEENYA KIADB INDUSTRIAL AREA NALLAK	DEL HI	11000 1					
Arrangem	ent Details										
Jurisdictiona RA Authority		Principle Business activities of the company	understanding in verification / accedocumentation/ in nature of documentation in nature and frequent include all details	visions of the arrangem volving site visits / on-si ass to records / tems/software/technologen entation, mode of verificancy of site visits etc.) P and attach the draft of ion / arrangement / MOU	ite gy (e.g. ation, lease	involvin verificat	e of ment/underst g site-visit / o tion / access documentati	on-site to	Give clarification, if any	ivate Wing	
Office of the Additional Director Gene	ral	h	-1.			F	4 DOOMET IL.			o Settings to	

DGFT Public Page 72 of 90

**48.** In the application summary screen, click on proceed with sign and then payment to make payment for the application.

	Government of India.		
	ii. I/We also hereby inform that we have complied with the conditions of all previous permissions issued to us for entering into an arrangement or understanding that invisite visit, on-site verification or access to records/documentation.		
	8. I hereby certify that I am authorized to	verify and sign this declaration as per Paragraph 9.6 of the Foreign Trade Policy.	
	You have ticked the box as acceptance of dec	ou have ticked the box as acceptance of declaration/ undertaking details.	
	Place: UTTAR PRADESH	Date: 08/06/2021	
	Name: Suman saini	Designation: Importer/Exporter in own company	
	Email: bhawna11@gmail.com	Mobile: 9730715591	
	Office Address: 069-ARVIND LTD TECHNICAL PRO	DDUCT DIV.P,LT NO 358 359 3MAIN 9 CROS 4 PHASE	
	Residential Address: PUREGULAB, GOPIGANJ, Noice	ta, GAUTAM BUDDHA NAGAR, UTTAR PRADESH, 201301	
		Payment For Site Visit For SCOMET	
쑹			

**49.** On the application fee payment screen user can verify the fee details and click on "**Submit**" button to make the payment against application.

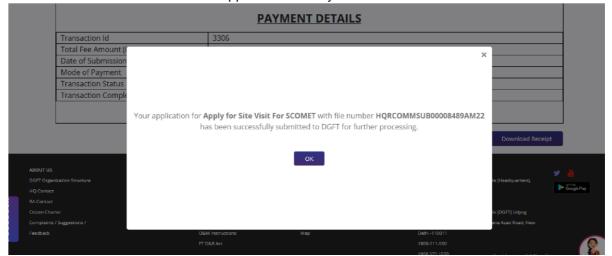
plicant Name	Applicant Email	Applicant Address
Suman saini	V	
plication Type	Service Type	Application Number
Restricted Export	Apply for Site Visit For SCOMET	ARNXEXL00968257AM22
	Service Description	Fees Amount (INR)
Apply FOR Site Visit FOR SCOMET		1000.0

**50.** After Successful Payment, the user will be redirected to the DGFT Website and the receipt shall be displayed, the user can also download/print the receipt.

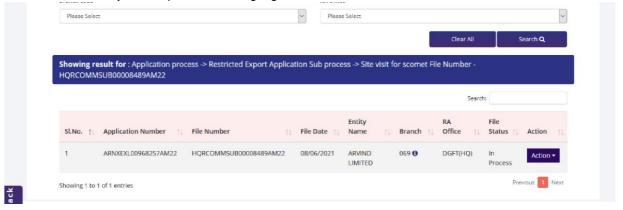


DGFT Public Page 73 of 90

**51.** The user shall receive the identity card application submission message with File number on the screen. User will also receive email/SMS for file submission. If User clicks on OK button on E-payment receipt, user will be redirected to Submitted applications via My Dashboard



52. With Action button you can perform the highlighted actions



## **Apply for Post reporting of SCOMET Applications**

To Apply for Post Reporting of the SCOMET exports on the DGFT portal you would require:

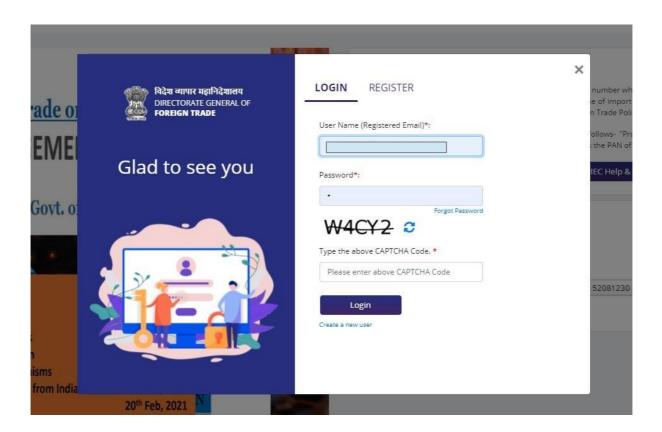
## **Pre-requisites:**

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) Approved and issued SCOMET export license.

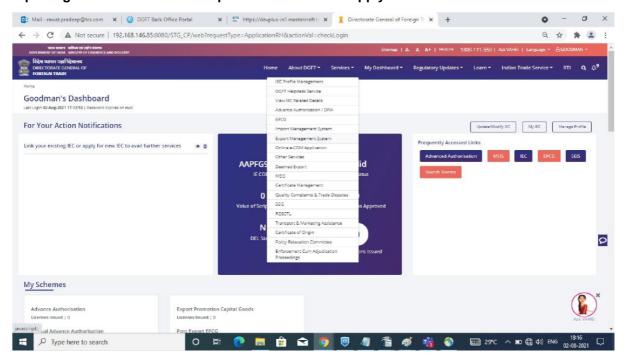
Then proceed with the following steps:

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

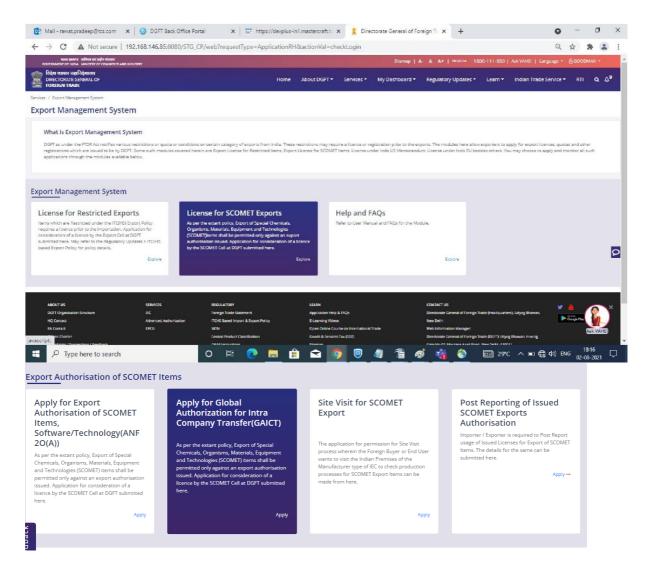
DGFT Public Page 74 of 90



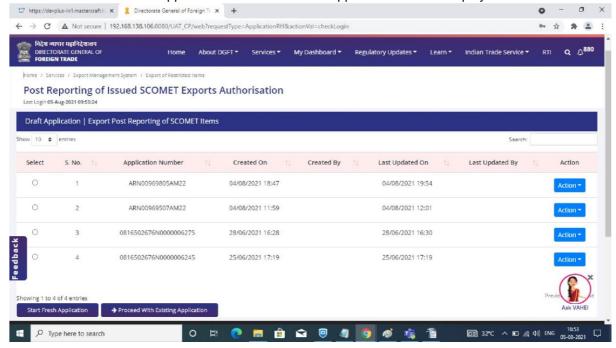
2. Navigate to Services > Export Management System > Licence for SCOMET exports > Post reporting of issued SCOMET Export Authorization > Apply for New Authorization



DGFT Public Page 75 of 90

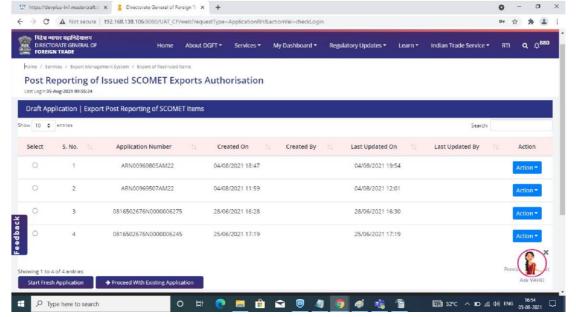


3. User will reach to Draft Applications screen. All draft applications will be displayed here.



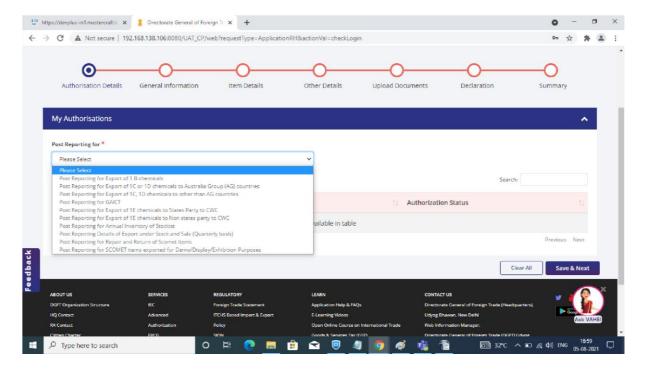
DGFT Public Page 76 of 90

**4.** In Draft Application Screen Click on "**Start Fresh Application**" button or click on "**Proceed with Existing Application**" Button in case user already saved a draft application.



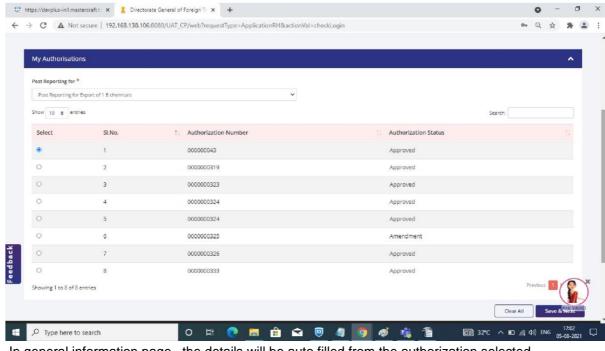
**5.** In my authorization screen select the Application type for which you are willing to Post reporting for and then click on save and next button.

Note: Based on Application type - application form may change for Post Reporting.

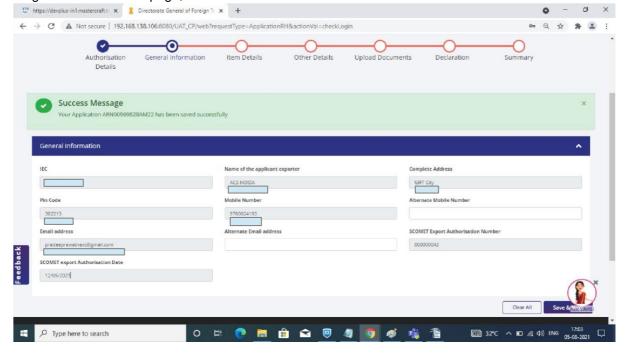


**6.** Select the authorization for which you are willing to do Post reporting for and then click on save and next button.

DGFT Public Page 77 of 90

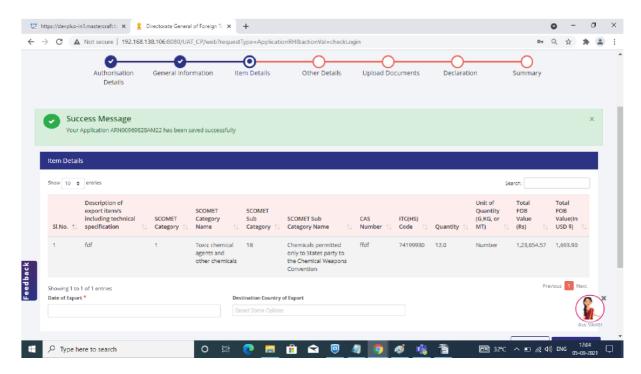


7. In general information page, the details will be auto filled from the authorization selected.

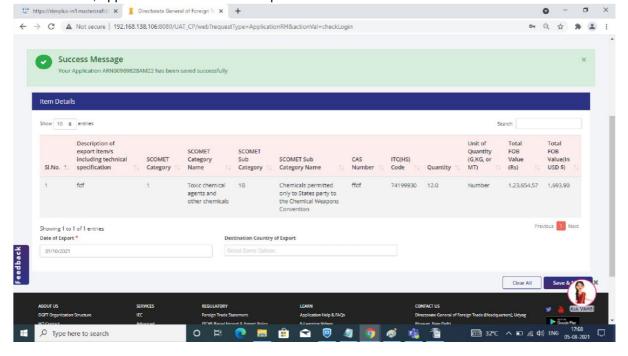


8. Click on save and next button to reach Item details screen in this screen details of items are auto populated from the selected authorization.

**DGFT Public** Page 78 of 90

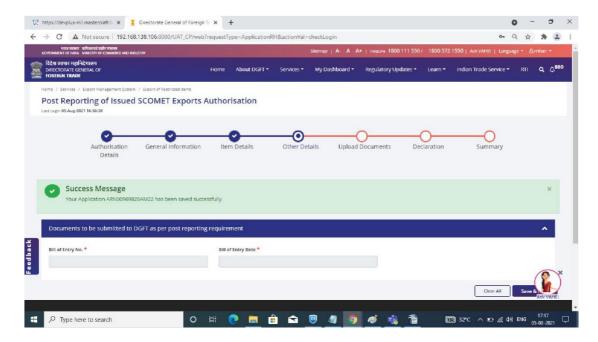


9. In this screen, applicant can add Date of Export and Click on Save and Next button.



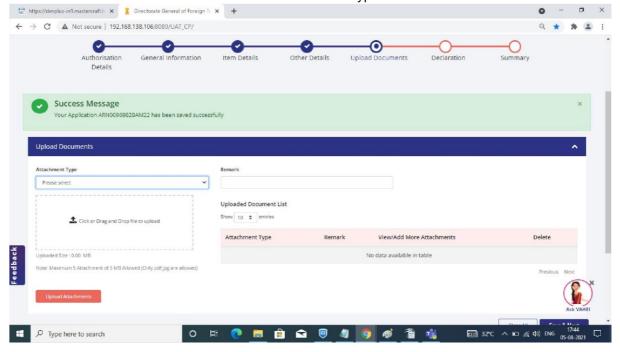
9. Click on save and next button to reach other details page. In these details related to bill of entry will be auto-populated based on the details are present. Click on the Save and Next button to reach the attachment screen.

DGFT Public Page 79 of 90

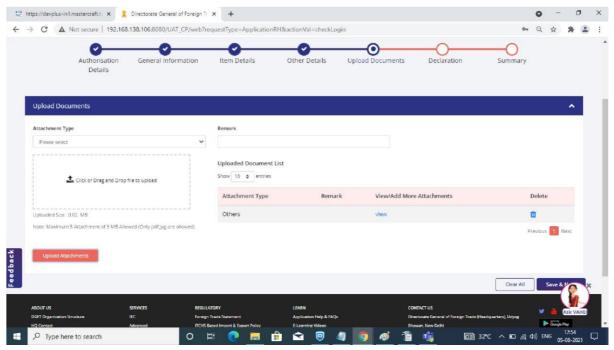


10. In 'Upload Documents' page attach all the required documents with remarks. It is mandatory to attach the supporting documents for post reporting.

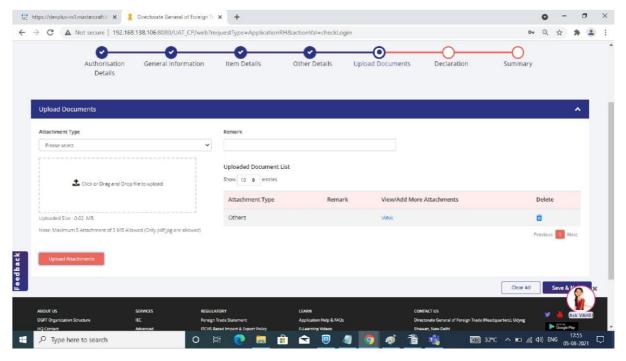
Note: user can attach maximum of 5 attachments of same type.



DGFT Public Page 80 of 90

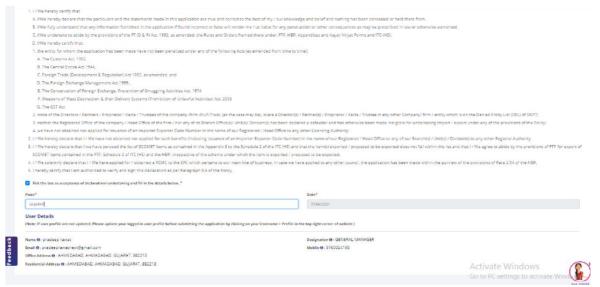


11. After uploading the documents by clicking the upload attachment button, click on save and next button to reach declaration page.

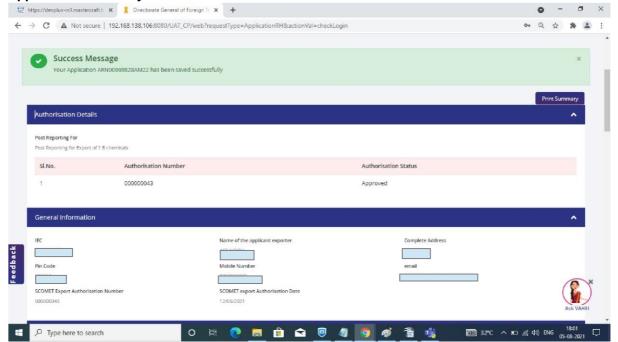


12. On declaration screen, user will select terms and conditions check box to accept it. User can update "Place" field if required and then click on "Save and Next" button.

DGFT Public Page 81 of 90

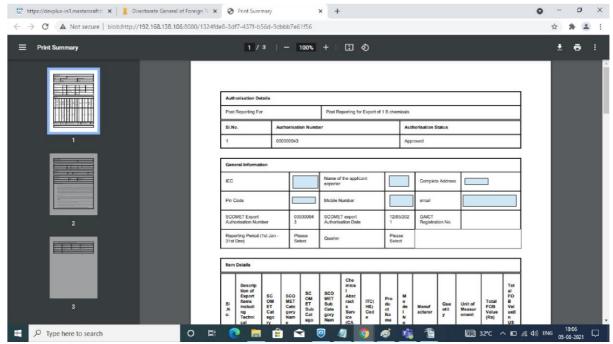


13. Details entered by the user will be Saved, Draft of the application will be created, and user willreach to **Application Summary** screen.

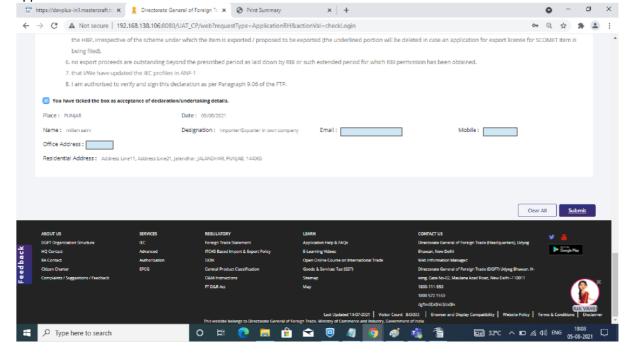


14. Click on print button present in the summary page to print the application summary.

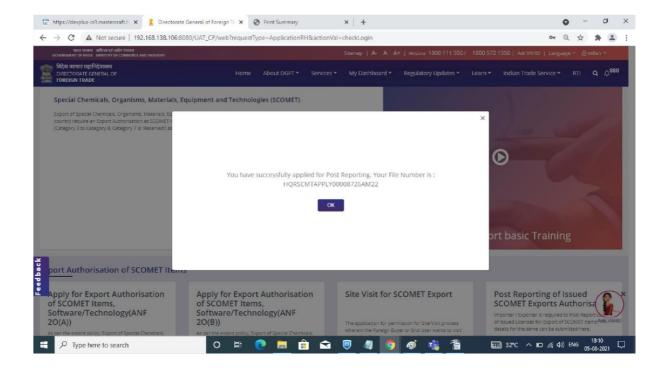
DGFT Public Page 82 of 90



15. In the application summary screen, click on proceed with sign and Submit button to submit the application.



DGFT Public Page 83 of 90



DGFT Public Page 84 of 90

## 12. Actions that can be performed on the submitted application

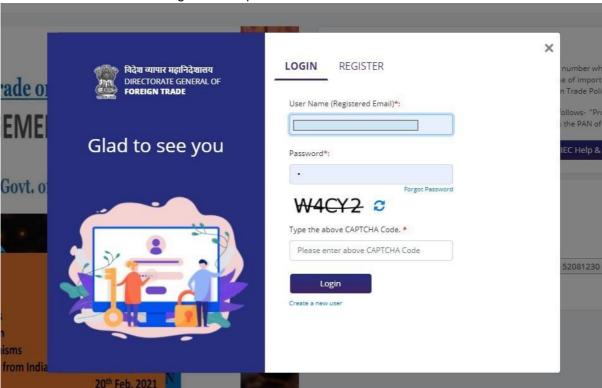
To perform actions on the Submitted restricted exports application on the DGFT portal you would require:

## **Pre-requisites:**

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee
- c) Submitted restricted exports application

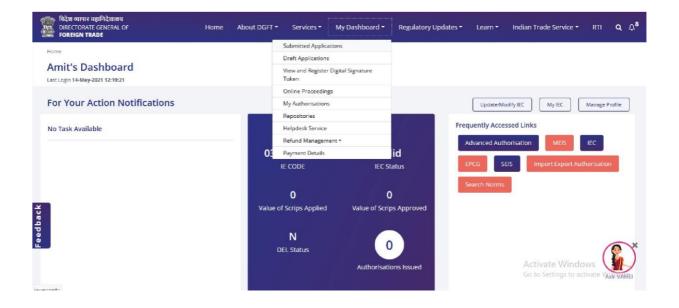
Then proceed with the following steps:

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



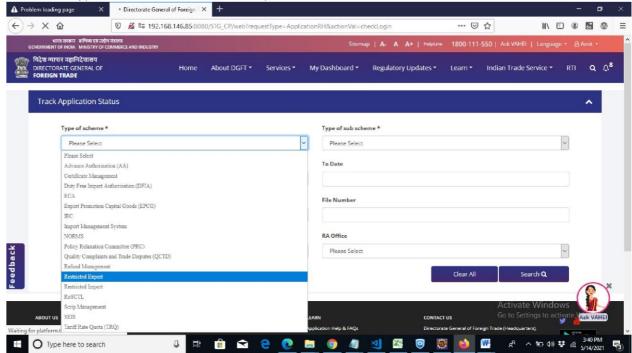
2. Navigate to My Dashboard > submitted application

DGFT Public Page 85 of 90

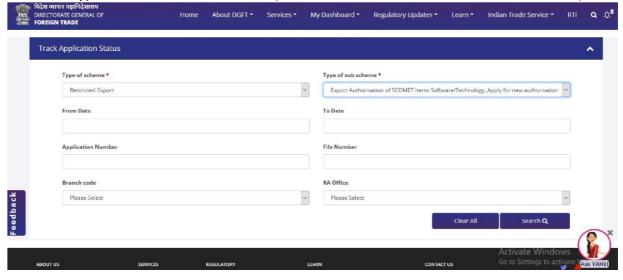


DGFT Public Page 86 of 90

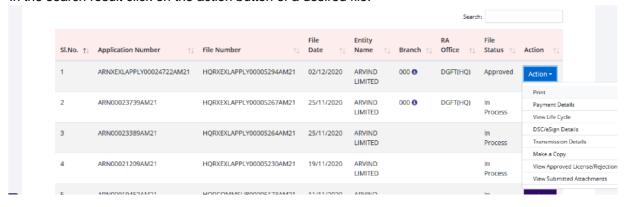
3. Select the Type of scheme as Restricted export



4. Select the Type of sub scheme as SCOMET (for new authorization or amendment or revalidation)

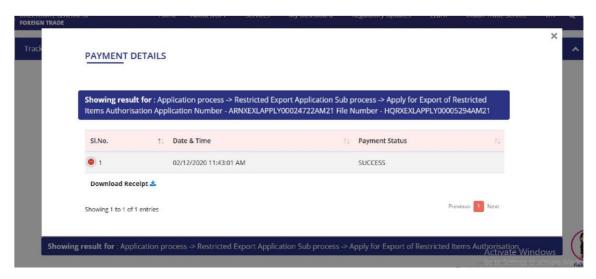


5. In the search result click on the action button of a desired file.

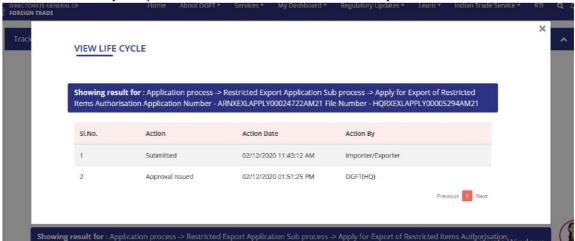


6. Now click on Payment details button to view the payment details

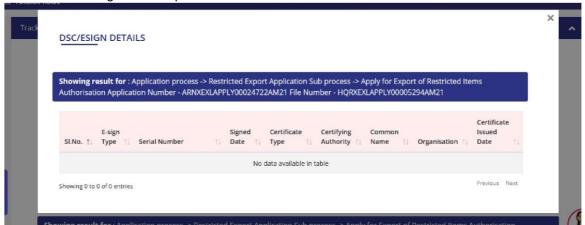
DGFT Public Page 87 of 90



7. Click on view life cycle option from the action list to view the life cycle



8. Click on DSC/Esign details option from the action list to view the DSC details

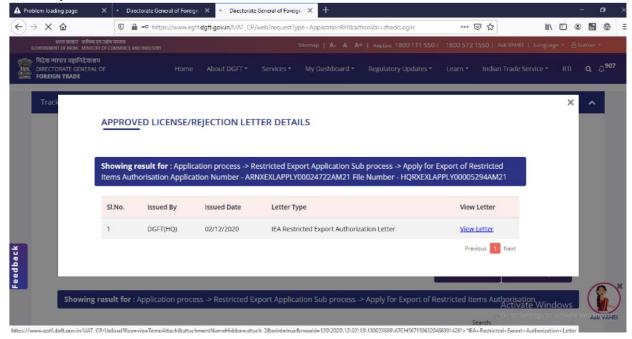


9. Click on the transmission details option from the action list to view the transmission details

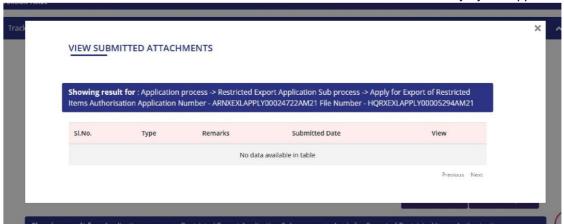
DGFT Public Page 88 of 90



**10.** View approval/rejection letters from the action list and click on view letter hyper link to view the letters issued by the DGFT officer

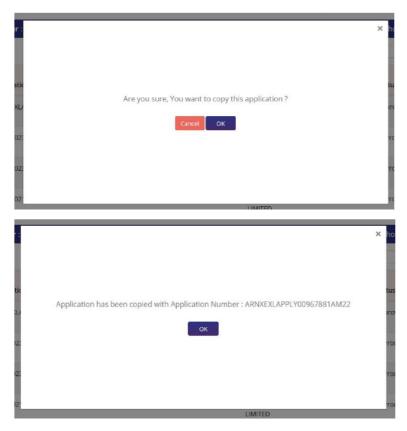


11. Click on view submitted attachment to view the attachments submitted already by the applicant.

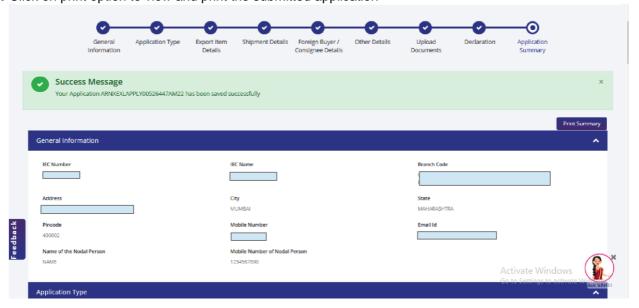


**12.** Click on make a copy from the action list to copy the application and proceed with it from draft list mentioned in section 4

DGFT Public Page 89 of 90



13. Click on print option to view and print the submitted application



DGFT Public Page 90 of 90