



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Revamping of Directorate General of Foreign Trade IT System

Repository

User Manual

Version 1.0

<https://www.dgft.gov.in>

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1. Introduction and Accessing DGFT Portal

This document covers the Repository functionalities available to exporters on DGFT Website (<https://www.dgft.gov.in>).

The website is accessible over internet and compatible with latest version of most popular browsers. The recommended browser is Google Chrome / Microsoft Edge and best viewed in 1366 x 768 resolution.

Users are advised to refer to the latest help manual available under **Learn > Application Help & FAQs** in the DGFT Portal (<https://www.dgft.gov.in/CP/?opt=application-help>).

For accessing the Repository Functionalities on the website follow below navigation:

- a) Navigate to <https://www.dgft.gov.in>
- b) Click on My **Dashboard >> Repository**

2. Helpdesk Services

In case of any concerns, you may call the DGFT Toll Free Number(s) published on DGFT website or raise a ticket post login from **Services > DGFT Helpdesk Service**.

3. Login to the Portal

To login on DGFT website, you would require working email address linked to your Importer Exporter Code (IEC).

Please refer to the help available under **Application Help & FAQs** on how to register on the website and apply for IEC / link your IEC to your logged in email address.

4. Repository Functionalities available on DGFT Website

The following functionalities are available on EPCG website for Exporters.

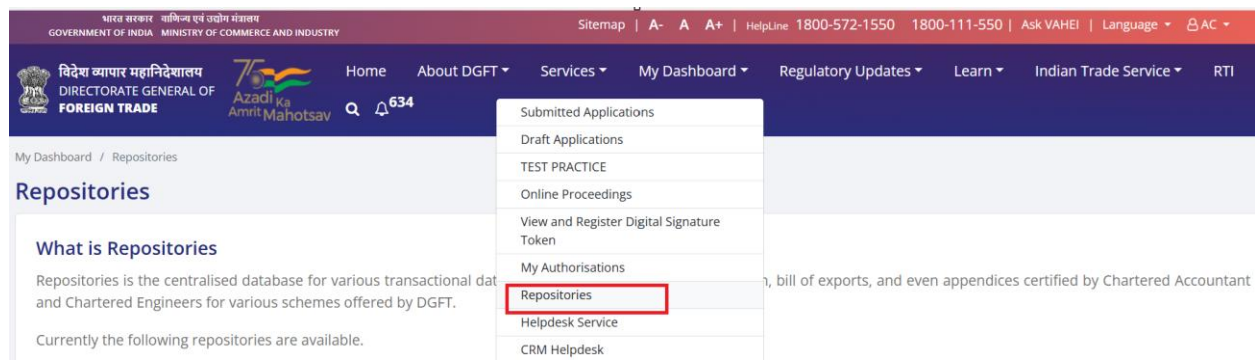
#	Functionality
1.	BG/LTU details in the Repository
2.	Bills Repository
3.	CA/CE Repository
4.	View Submitted/Approved Certificates

We will be covering the above functionalities in detail now.

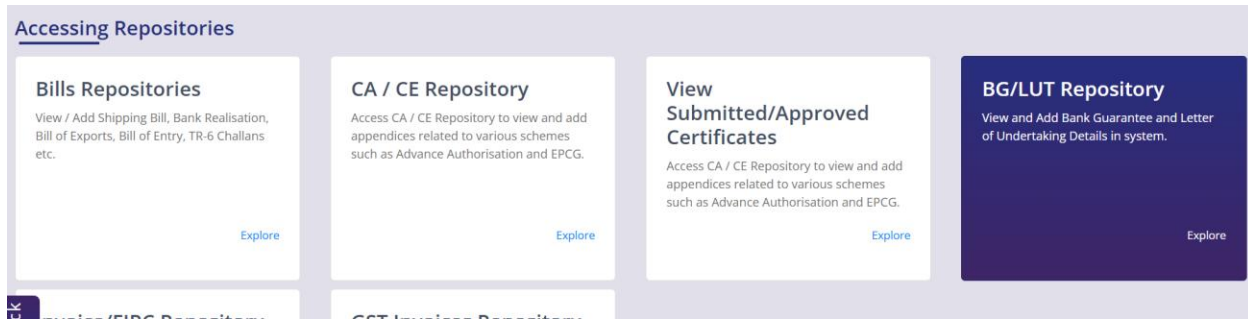
4.1. Add BG/LTU details in the Repository

Steps to Add Fresh BG/ LTU in the Repository

- Login to the portal with the valid credential and click on “My Dashboard” menu and select “Repository”



- Upon click “Repository”, screen will display to user, user select the BG/LUT Repository.



- User click on BG/LUT Repository tile, upon click screen will display to update the BG details.

- User select the Type of Guarantee from the drop down list, enter the Unique documents ID, Validity start Date, Validity end date, Type of Bank, Bank IFSC Code, Bank details, Value, Bank Branch address, purpose.

BG/LUT Details

Type of Guarantee*
Bank Guarantee

Enter Unique Document ID*
123456789111

Validity Start Date*
01/05/2026

Validity End Date*
30/09/2026

Validity Status*
Active

Type Of Bank*
Indian Bank

Bank IFSC Code*
SBIN0999997

Bank Details*
SBI Bank

Value (In INR)*
868686

Bank branch address*
text

Purpose*
For Fresh application

Attach Complete Copy of The BG/LUT Document*

- User attached the BG/ LUT copy and click on “ADD” button. Upon add data will show in the table.

Select	Type of Guarantee	Unique Document ID	Validity Start Date	Validity End Date	Bank IFSC Code	Bank Swift Code	Bank Details	Value (In INR)	Value (In USD)	Validity Status
☐	Bank Guarantee	333344445555	01/08/2026	30/12/2026	SBIN0999997		jhwgfgfg	10,000.00		Active
☐	Bank Guarantee	123456789123	01/09/2026	30/09/2026	SBIN0999997		SBI	8,68,686.00		Active

Bank branch address text

Last Action Pending acceptance

Utilisation Status Not Utilised

Attachment [View](#)

- User can check the BG status from the last action. BG accepted by the Officer then status change to “Accepted”

☐	Bank Guarantee	123456789123	01/09/2026	30/09/2026	SBIN0999997		SBI	8,68,686.00		Active
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Bank branch address text

Last Action Pending acceptance

Utilisation Status Not Utilised

Attachment [View](#)

Steps to Add Replacement of BG in the Repository

- User select the Type of Guarantee from the drop down list, enter the Unique documents ID, Validity start Date, Validity end date, Type of Bank, Bank IFSC Code, Bank details, Value, Bank Branch address, purpose- select from the drop down list “*Replacement of Existing BG*”

BG/LUT Details

Type of Guarantee*
Bank Guarantee

Enter Unique Document ID*
11111222233333

Validity Start Date*
01/09/2026

Validity End Date*
31/10/2026

Validity Status*
Active

Type Of Bank*
Indian Bank

Bank IFSC Code*
SBIN0999997

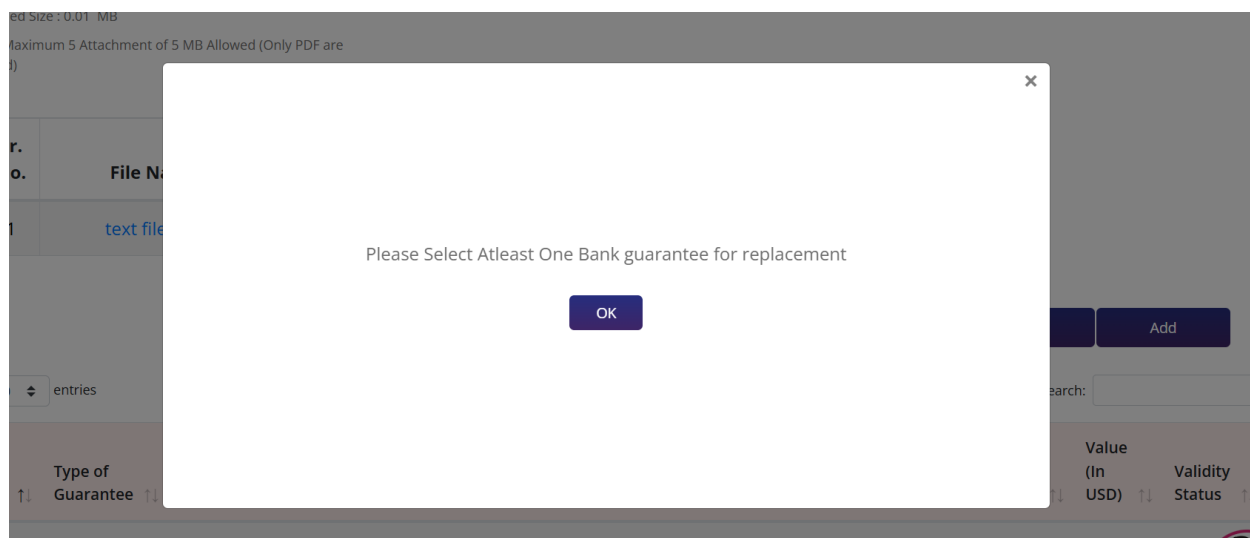
Bank Details*
gded

Value (In INR)*
3643262

Bank branch address*
gdbfbds

Purpose*
Replacement of existing BG

- User attached the attachment and click on “Add” button. Upon click a pop message will be display to add the one bank guarantee for replacement.



- User select the bank guarantee from the table and click on Add button.
- Upon clicking Add button BG details will store in the table with the last action "*Submitted for replacement*"
- Once the officer accept, the BG last action status change to "Accepted"