



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

Gems & Jewellery Module

Version 2.0

August- 2023

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1. Introduction and Accessing DGFT Portal

This document is the help file for Gems & Jewellery functions in the new system. To access the new portal, navigate to <https://dgft.gov.in>. Users are advised to refer to the latest help file available under **Learn > Online Help & FAQs** in the DGFT Portal. For accessing the Gems & Jewellery module follow the navigation: **Services -> Gems & Jewellery Scheme -> Replenishment Authorisation**.

2. Contact@DGFT

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

3. Login to the new Portal

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

- Internet Connection
- Valid User ID and password provided to log in.

Then proceed with the following steps.

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

- Once you logged in successfully you will be able to see your **Dashboard**.

4. Issuance of Replenishment Authorization for Gems

Introduction:-

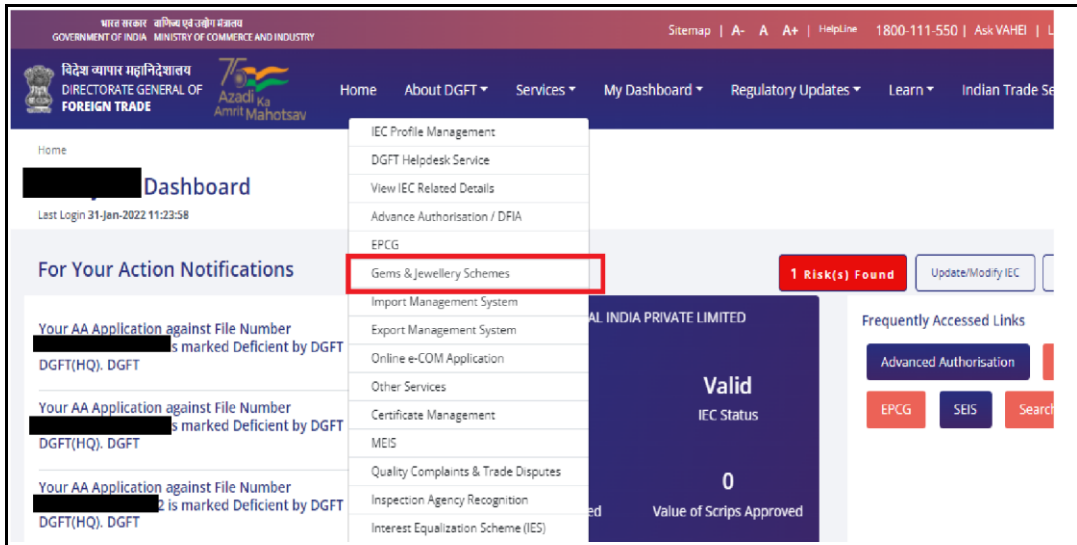
This section covers the process of applying for the Replenishment Authorization for Gems.

Pre-conditions for applying for Replenishment Authorization for Gems:

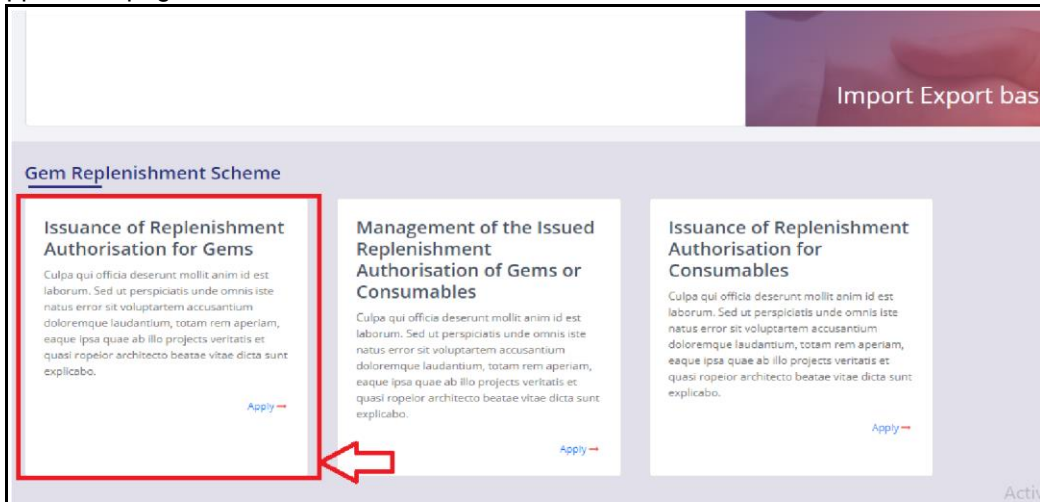
- IEC Entity has already Imported Items by paying customs duty.
- The applicant has an 'Active' IEC and is logged into the DGFT Customer Portal.
- E-Sign and DSC are enabled for submission.
- The applicant is authorised to draft and submit applications for an IEC.

Steps for applying Replenishment Authorisation for Gems is as follows:

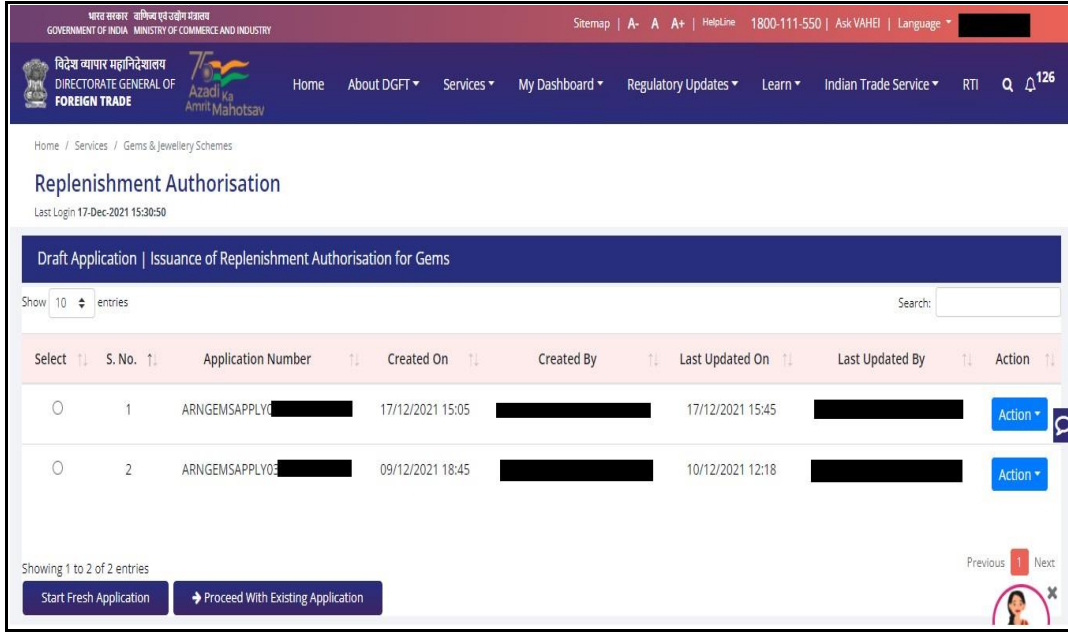
1. Login to the portal with valid credentials and click on service option present on the top of the screen.
2. Then select **Gems & Jewellery Schemes**.



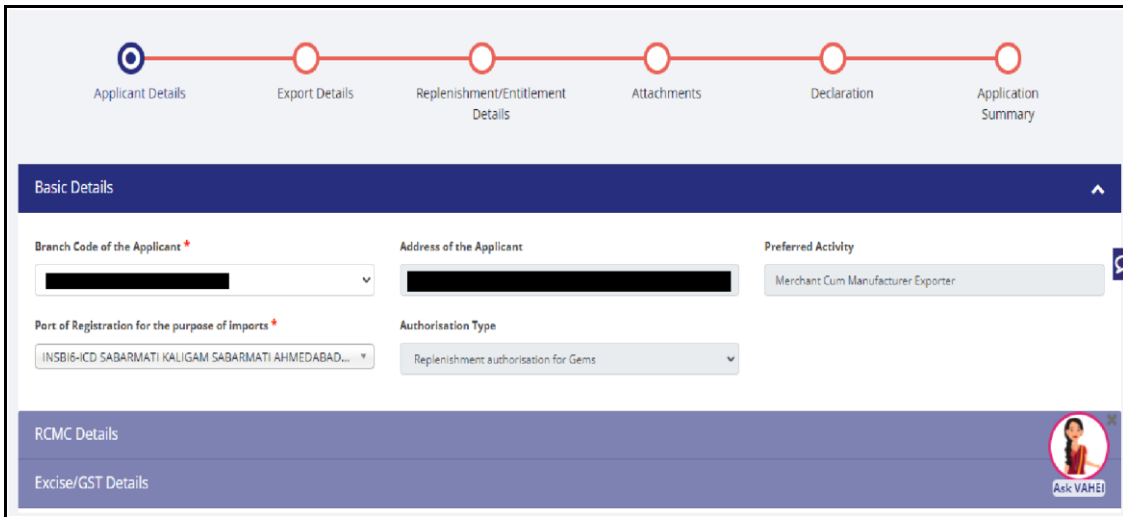
3. Scroll down to find the **Issuance of Replenishment Authorisation for Gems** node and click on **apply** button, you will be redirected to the Issuance of Replenishment Authorisation for Gems application page.



4. You can either proceed with the draft application or create a new application, for proceeding with the draft application select the radio button of the corresponding application and click on the Proceed with existing application button present in the bottom of the screen and go ahead with an application form where user has 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.
- Applicant details page will appear on the screen, fill the required details in the respective fields of the basic details section.



- Expand the RCMC details section and select the desired RCMC to proceed with.

RCMC Details

Search:

Select	RCMC Number	Date of Issuance	Validity Period	Issuing Authority	Products for which registered
<input checked="" type="checkbox"/>	[REDACTED]	30/09/2020	31/03/2021	CAPEXIL	TYRES , TUBES , FLAPS
<input checked="" type="checkbox"/>	[REDACTED]	30/09/2020	30/06/2021	CAPEXIL	TYRES, TUBES, FLAPS
<input type="checkbox"/>	[REDACTED]	17/05/2021	31/03/2022	CAPEXIL	TYRES, TUBES , FLAPS
<input checked="" type="checkbox"/>	[REDACTED]	17/04/2018	31/03/2022	CAPEXIL	Tyres , Tubes , Tyre Flaps

8. Now expand Excise/GST details section and select one or more from the displayed list.

RCMC Details

Excise/GST Details

Search:

Select	Branch Code	Address of the factory / premises where the items to be imported are proposed to be used	Excise/GST Registration Number	Address of the jurisdictional Central Excise/GST Authority/GST under whose jurisdiction the factory / premises situated.
<input checked="" type="checkbox"/>	003	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	007	[REDACTED]		
<input type="checkbox"/>	006	[REDACTED]		
<input type="checkbox"/>	005	[REDACTED]		

9. Expand the Industrial Registration details & Status house details tab to verify the details, these will be auto populated from IEC profile.

Basic Details

Industrial Registration Details

Search:

MSME / IEM Registration Number/Udyog Aadhar Number	Issuing Authority	Date of Issue	Products for which registered
[REDACTED]	MINISTRY OF COMMERCE & INDUSTRY	23/02/2012	TYRES AND TUBES
[REDACTED]	Udyam (Ministry of MSME)	02/11/2021	wewrwerwer ertert ert
[REDACTED]	Udyam (Ministry of MSME)	03/11/2021	8UI
[REDACTED]	Udyam (Ministry of MSME)	03/11/2021	teye dhd
[REDACTED]	Udyam (Ministry of MSME)	02/11/2021	

Status House Details
▼

Star Rating <input style="width: 90%; height: 20px;" type="text"/>	Certificate No. <input style="width: 90%; height: 20px;" type="text"/>
Issuing Authority <input style="width: 90%; height: 20px; border: 1px solid #ccc;" type="text" value="New Delhi"/>	Date of Issue <input style="width: 90%; height: 20px; border: 1px solid #ccc;" type="text" value="07/09/2015"/>
Valid Upto <input style="width: 90%; height: 20px; border: 1px solid #ccc;" type="text" value="29/09/2021"/>	

10. Now click on **Save and next** button to reach export details screen.

Home / Services / Gems & Jewellery Schemes

Replenishment Authorisation

Last Login 17-Dec-2021 15:52:08

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○

○

○

Applicant Details
Export Details
Replenishment/Entitlement Details
Attachments
Declaration
Application Summary

Basic Details ▶

Industrial Registration Details ▼

Status House Details ▼

Clear All

Save & Next

11. In Export details tab, select the Shipping bill from the search box.

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○

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○

○

Applicant Details
Export Details
Replenishment/Entitlement Details
Attachments
Declaration
Application Summary

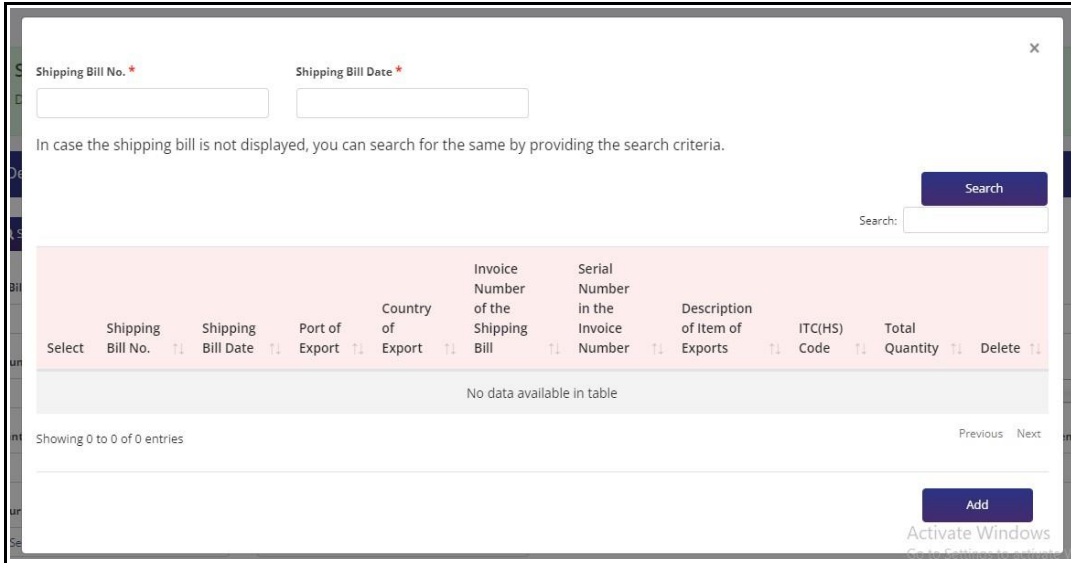
✓
Success Message
✕

Draft Application Number [redacted] has been successfully saved.

Export Details ▲

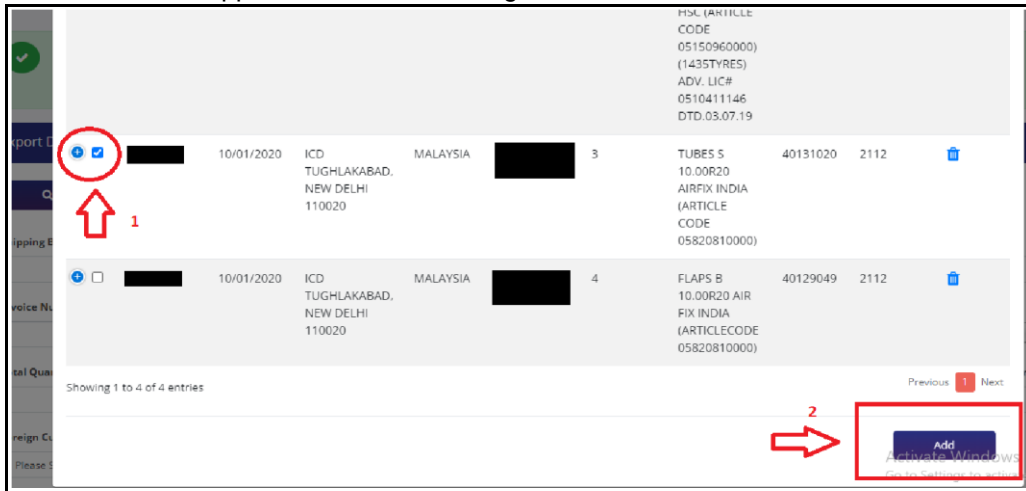
Shipping Bill No.* <input style="width: 95%; height: 20px;" type="text"/>	Shipping Bill Date* <input style="width: 95%; height: 20px;" type="text"/>	Port of Export* <input style="width: 95%; height: 20px;" type="text" value="Search Port of Req e.g All"/>	Country of Export* <input style="width: 95%; height: 20px;" type="text" value="Please Select"/>
Invoice Number of the Shipping Bill* <input style="width: 95%; height: 20px;" type="text"/>	Serial Number in the Invoice Number* <input style="width: 95%; height: 20px;" type="text"/>	Description of Item of Exports* <input style="width: 95%; height: 20px;" type="text"/>	ITC(HS) Code* <input style="width: 95%; height: 20px;" type="text" value="Search ITC Code e.g 010"/>
Total Quantity* <input style="width: 95%; height: 20px;" type="text"/>	Unit of measure code* <input style="width: 95%; height: 20px;" type="text" value="Please Select"/>	FOB value in Rs* <input style="width: 95%; height: 20px;" type="text"/>	FOB value realized in the foreign currency code* <input style="width: 95%; height: 20px;" type="text"/>
Foreign Currency Code* <input style="width: 95%; height: 20px;" type="text"/>	FOB Value in USD* <input style="width: 95%; height: 20px;" type="text"/>	Activate Windows Go to Settings to activate Windows.	

12. The user can enter shipping bill details manually or search from the repository. To search from the repository click on the Search shipping bill in repository & then enter shipping bill number & shipping bill date.



Note:- Only those Shipping bill can be searched from the repository are transmitted by the customs else user can enter Shipping bill details manually.

13. After searching the shipping bill user can select the export items from the shipping bill which needs to be added in the application. After selecting click on Add button.



14. After adding export items from all the shipping bills total FOB of all the items will shown & then click on save & next button to proceed to tab entitlement tab.

Sr No.	Shipping Bill No.	Shipping Bill Date	Port of Export	Country of Export	Invoice Number of the Shipping Bill	Serial Number in the Invoice Number	Description of Item of Exports	ITC(HS) Code	Total Quantity	Unit of measure code	FOB value in Rs	FOB value realized in the foreign currency code	Delete
1		10/01/2020	ICD TUGHLAKABAD, NEW DELHI 110020	MALAYSIA		1	TRUCK RADIAL TYRES -10.00DR20 146/143KTT HSC (ARTICLE CODE 0515050000) (677 TYRES) ADV LIC# 0510411145 DT.03.07.19	40112010	41860.26	KILOGRAMS (KGS)	9128124.83	129568.84	
2		10/01/2020	ICD TUGHLAKABAD, NEW DELHI 110020	MALAYSIA		3	TUBES 5 10.00R20 AIRFIX INDIA (ARTICLE CODE 05820810000)	40131020	2112	NUMBERS (NOS)	2037007.9	28914.24	

Showing 1 to 2 of 2 entries

Total FOB(In INR) 11165132.73

Total FOB(In USD) 158483.07

Previous Next

Save & Next

16. In entitlement tab, fill the 4F & 4G details.

- The User can fill either 4F or 4G details or both but one has to be filled to proceed further in the application.

Applicant Details | Export Details | Replenishment/Entitlement Details | Attachments | Declaration | Application Summary

Success Message
Draft Application Number ARNGEM5APPLY03083662AM22 has been successfully saved.

Details as per Appendix - 4F

Export Proceeds Realisation Month and Year *

Details as per Appendix - 4F (Replenishment for Gems & Jewellery)

Shipping Bill No. *	Shipping Bill Date *	LEO Date *	Latest Date of Realisation as per selected Export Month *
Invoice Number *	Export Item Serial No. as per Shipping Bill *	Export Product *	ITC (HS) Code 0 *
Export Item Description *	Replenishment Rate (% of FOB) *	Import Item *	FOB value Realised (INR) *
FOB value Realised (USD) *	Replenishment Authorisation Claimed (INR)	Replenishment Authorisation Claimed (USD)	

Add Cancel

Details as per Appendix - 4G

Export Proceeds Realisation Month and Year *

Details as per Appendix - 4G (Replenishment for Gems & Jewellery)

Shipping Bill No. *	Shipping Bill Date *	LEO Date *	Latest Date of Realisation as per selected Export Month *
Invoice Number *	Export Item Serial No. as per Shipping Bill *	Export Product *	ITC (HS) Code 0 *
Export Item Description *	Replenishment Rate (% of FOB) *	Import Item *	Remaining FOB value realised (INR) * 0
Remaining FOB value realised (USD) * 0	Replenishment Authorisation Claimed (INR)	Replenishment Authorisation Claimed (USD)	

Add Cancel

Show 10 entries

Activate Windows
Go to Settings to activate Windows.

- The replenishment rate will be auto-populated based on the export product selected from the export product drop down also different import products will be shown in the drop down based on the export product selected by the user.

Details as per Appendix - 4F (Replenishment for Gems & Jewellery)

Shipping Bill No. *	Shipping Bill Date *	LEO Date *	Latest Date of Realisation as per selected Export Month *
123	01/12/2021	02/12/2021	05/01/2022
voice Number *	Export Item Serial No. as per Shipping Bill *	Export Product *	ITC (HS) Code *
3221	1	Polished, Processed Pearls (Real or Cultured)	71131930, Of gold, set with diamonds
Export Item Description *	Replenishment Rate (% of FOB) *	Please Select Polished, Processed Pearls (Real or Cultured) Cut & Polished Emerakks/ Rubies/ Sapphire (with per carat realisation of US\$ 350 and upto US\$ 600FOB) Cut & Polished precious stones and semi-precious stones including cut and polished semi-precious stones from tumbled/ broken Cut & Polished Coral Cut & Polished precious stones (when per carat FOB is more than US\$ 600) Cut & Polished Onyx Jewellery containing palladium and studded/ strung with diamonds, Precious or semi-precious stones, real or cultured pearls, synth Cut or Polished synthetic stones Imitation jewellery/costume jewellery studded or strung with synthetic imitation stones/ plastic beads, wooden beads, glass beads Imitation jewellery/ costume jewellery plain (other than those specified under S.No. S.1). Silver Filigree and Silver Filigree Jewellery Jewellery made of palladium and studded with synthetic/ imitation glass, stones, chatons, beads, false pearls, etc. with or without	
Test	65		
FOB value Realised (USD) *	Replenishment Authorisation Claimed (INR)		

Show 10 entries

Polished, Processed Pearls (Real or Cultured) 711319

Check th

FOB) *

Import Item *

Please Select

Please Select

Real or Cultured Pearls Unset/ Undrilled

Empty jewellery boxes

FOB valu

Export

3221	1	Polished, Processed Pearls (Real or Cultured)	71131930, Of gold, set with diamonds
Export Item Description *	Replenishment Rate (% of FOB) *	Import Item *	FOB value Realised (INR) *
Test	65	Real or Cultured Pearls Unset/ Undrilled	20000
FOB value Realised (USD) *	Replenishment Authorisation Claimed (INR)	Replenishment Authorisation Claimed (USD)	
2000	13000	1300	

Add Cancel

- Authorisation claimed will be auto-calculated based on the replenishment rate & the FOB value Realized entered by the user. After entering all the details click on add button.
- Data in sub total table will filled automatically based on the details filled in the appendix. Total Value of Authorisation Claimed as per Appendix will shown. After entering all the details click on save & next button.

Sub Total as per Export Product as per Appendix 4F

Show 10 entries

Sr No.	Import Item	Replenishment Rate (% of FOB)	FOB value Realised (INR)	FOB value Realised (USD)	Replenishment Authorisation Claimed (INR) After Late cut	Replenishment Authorisation Claimed (USD) after Late Cut
1	Real or Cultured Pearls Unset/ Undrilled	65	20000	2000	13000	1300

Showing 1 to 1 of 1 entries

Total Value of Authorisation Claimed as per Appendix 4F (in USD) 1300

Total Value of Authorisation Claimed as per Appendix 4F (in INR) 13000

Previous Next

17. The next tab is of Attachment, upload the necessary documents & click on save & next button.

18. In Declaration tab, check the tick button after reading the declaration & verifying the user details.

19. Then click on save & next button & then proceed to application summary. Verify all the details, if any change needs to be done user can go back & make changes. User can also print the summary.

20. Then proceed further for the payment. Scroll down in the application summary page-->click on sign the application-->click on Payment button.

This screenshot shows the application summary page with the following details:

- Place: HARIDWAR
- Date: 26/01/2022
- Name: [Redacted]
- Designation: Developer
- Email: [Redacted]
- Mobile: [Redacted]
- Office Address: [Redacted]
- Residential Address: [Redacted]

A blue 'Payment' button is visible in the bottom right corner. Below the form, the text 'Amount to be Paid : Rs. 500.0' is displayed. At the bottom of the page, there is a navigation bar with links for ABOUT US, SERVICES, REGULATORY, LEARN, and CONTACT US.

21. After payment click on submit button. E-receipt will shown can be downloaded. The application is submitted to RA office.

This screenshot shows the 'Payment Details' form with the following information:

- Applicant Name:** [Redacted]
- Applicant Email:** [Redacted]
- Applicant Address:** [Redacted]
- Application Type:** GEM Replenishment Scheme
- Service Type:** Replenishment Authorization for Gems
- Application Number:** [Redacted]

The 'Service Description' is 'Replenishment Authorisation for Gems' and the 'Fees Amount (₹)' is 500.0. A note at the top states: 'Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.' At the bottom, there is a question: 'Have you already paid in Legacy Miscellaneous Payment System (IMPS) / Legacy Draft Application?' with 'Yes' and 'No' radio buttons. A blue 'Submit' button is located in the bottom right corner.

This screenshot displays the 'E-PAYMENT RECEIPT' from the Directorate General of Foreign Trade (DGFT, Udyog Bhawan, New Delhi). The receipt includes the following details:

IEC	[Redacted]
File Number	[Redacted]
Date of Submission	2022-01-26 09:20:52
IP Address	0.0.0.0:0:0:0:1
Firm Name	[Redacted]
Firm Address	[Redacted]
Service Availed	Replenishment Authorisation for Gems
Mode of Signature	e Mudra

Below the receipt, the 'PAYMENT DETAILS' section provides the following information:

Transaction Id	1669691
Total Fee Amount (in INR)	500.00
Date of Submission	2022-01-26 09:20:52
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2022-01-26 09:20:52

At the bottom right, there are 'OK' and 'Download Receipt' buttons.

The application is submitted to RA office.

5. Issuance of Replenishment Authorisation for Consumables

Introduction:-

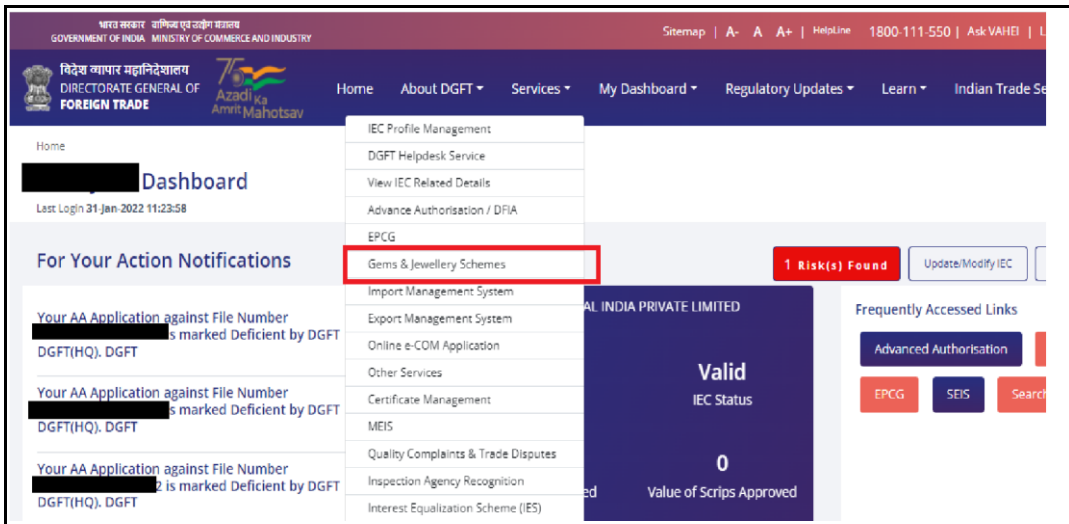
This section covers the process of applying for the Replenishment Authorisation for Consumables.

Pre-conditions for applying for Replenishment Authorisation for Consumables:

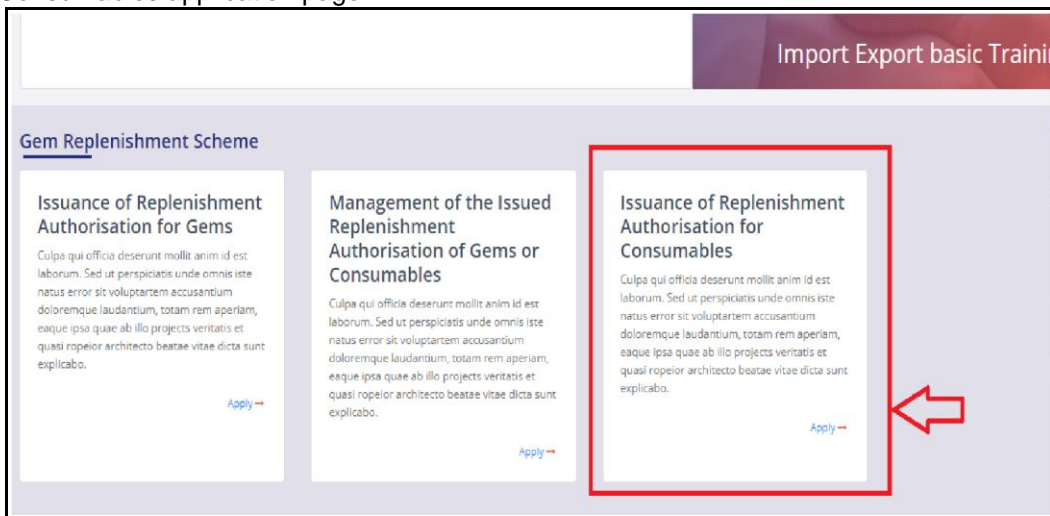
1. IEC Entity has already Imported Items by paying customs duty.
2. The applicant has an 'Active' IEC and is logged into the DGFT Customer Portal.
3. E-Sign and DSC are enabled for submission.
4. The applicant is authorised to draft and submit applications for an IEC.

To apply for Replenishment Authorisation for Consumables is as follows:

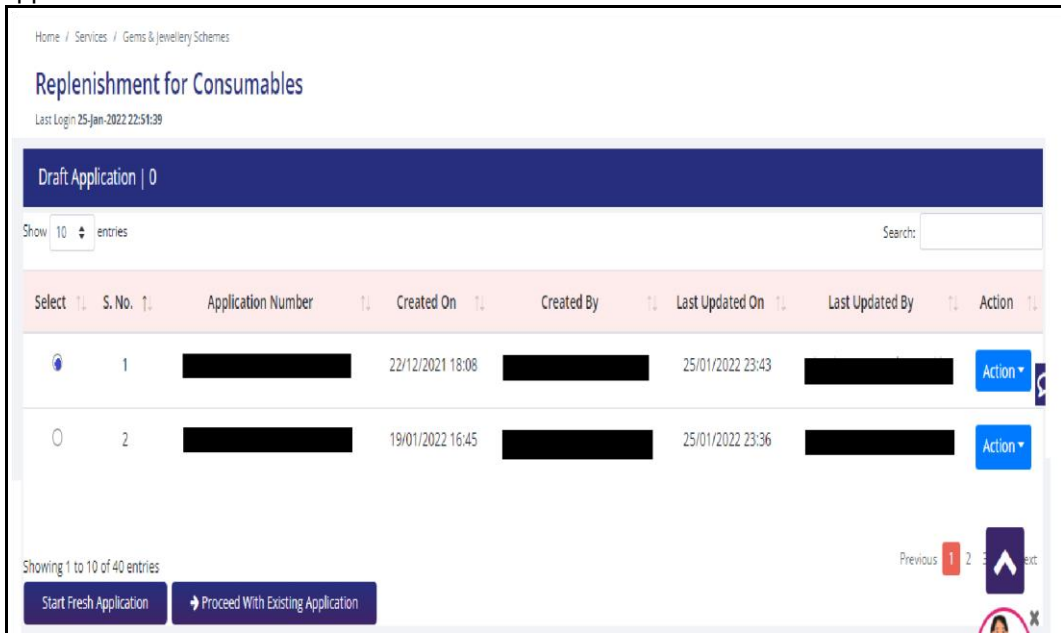
1. Login to the portal with valid credentials and click on service option present on the top of the screen.
2. Then select Gems & Jewellery Schemes.



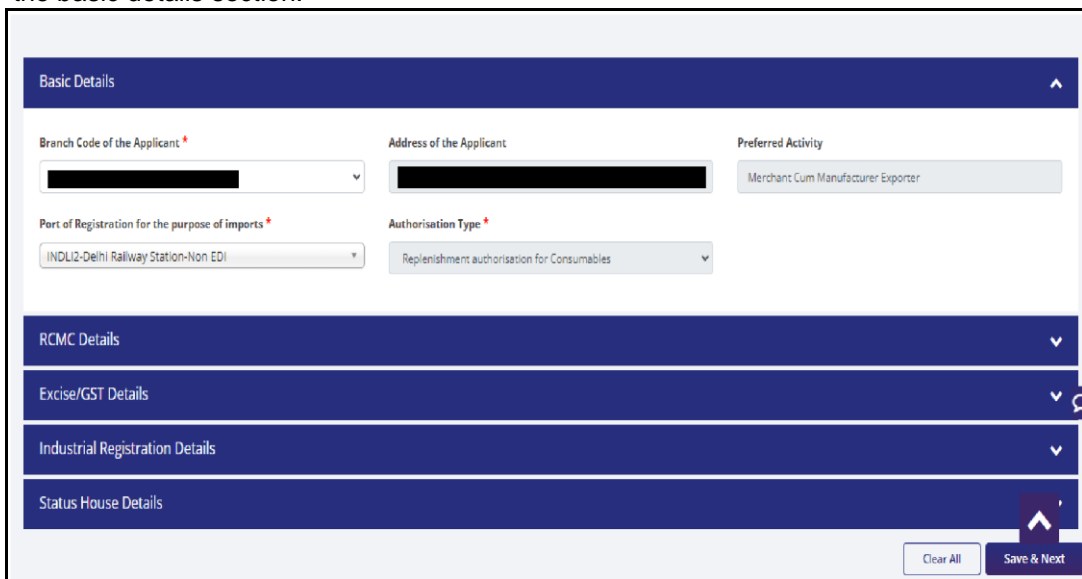
3. Scroll down to find the Issuance of Replenishment Authorisation for Consumables node and click on apply button, you will be redirected to the Issuance of Replenishment Authorisation for Consumables application page.



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



5. 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.
6. Applicant details page will appear on the screen, fill the required details in the respective fields of the basic details section.



7. Expand the RCMC details section and select the desired RCMC to proceed with.

RCMC Details

Search:

Select	RCMC Number	Date of Issuance	Validity Period	Issuing Authority	Products for which registered
<input checked="" type="checkbox"/>	[REDACTED]	30/09/2020	31/03/2021	CAPEXIL	TYRES , TUBES , FLAPS
<input checked="" type="checkbox"/>	[REDACTED]	30/09/2020	30/06/2021	CAPEXIL	TYRES, TUBES, FLAPS
<input type="checkbox"/>	[REDACTED]	17/05/2021	31/03/2022	CAPEXIL	TYRES, TUBES , FLAPS
<input checked="" type="checkbox"/>	[REDACTED]	17/04/2018	31/03/2022	CAPEXIL	Tyres , Tubes , Tyre Flaps

8. Now expand Excise/GST details section and select one or more from the displayed list.

RCMC Details

Excise/GST Details

Search:

Select	Branch Code	Address of the factory / premises where the items to be imported are proposed to be used	Excise/GST Registration Number	Address of the jurisdictional Central Excise/GST Authority/GST under whose jurisdiction the factory / premises situated.
<input checked="" type="checkbox"/>	003	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	007	[REDACTED]		
<input type="checkbox"/>	006	[REDACTED]		
<input type="checkbox"/>	005	[REDACTED]		

9. Expand the Industrial Registration details & Status house details tab to verify the details, these will be auto populated from IEC profile.

Basic Details

Industrial Registration Details

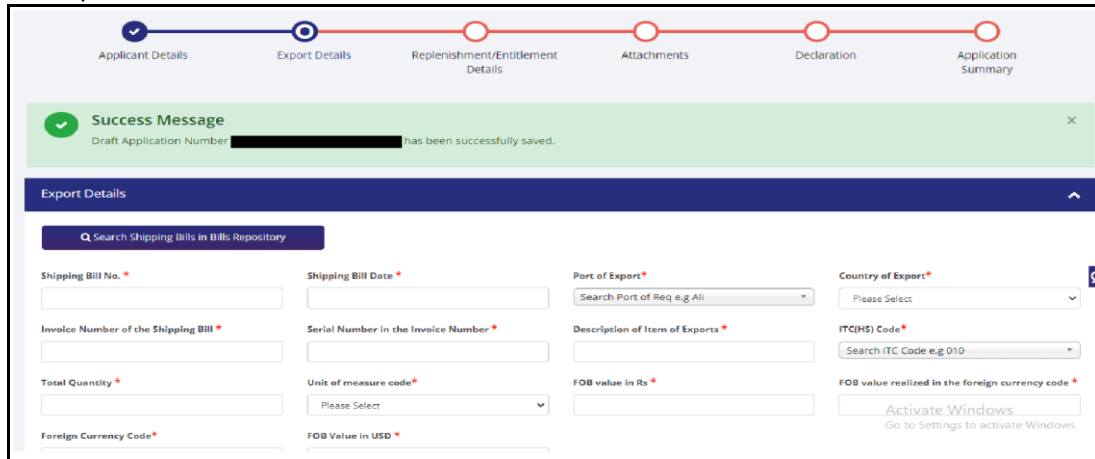
Search:

MSME / IEM Registration Number/Udyog Aadhar Number	Issuing Authority	Date of Issue	Products for which registered
[REDACTED]	MINISTRY OF COMMERCE & INDUSTRY	23/02/2012	TYRES AND TUBES
[REDACTED]	Udyam (Ministry of MSME)	02/11/2021	werwewer ertert ert
[REDACTED]	Udyam (Ministry of MSME)	03/11/2021	8UI
[REDACTED]	Udyam (Ministry of MSME)	03/11/2021	teye dhnd
[REDACTED]	Udyam (Ministry of MSME)	02/11/2021	

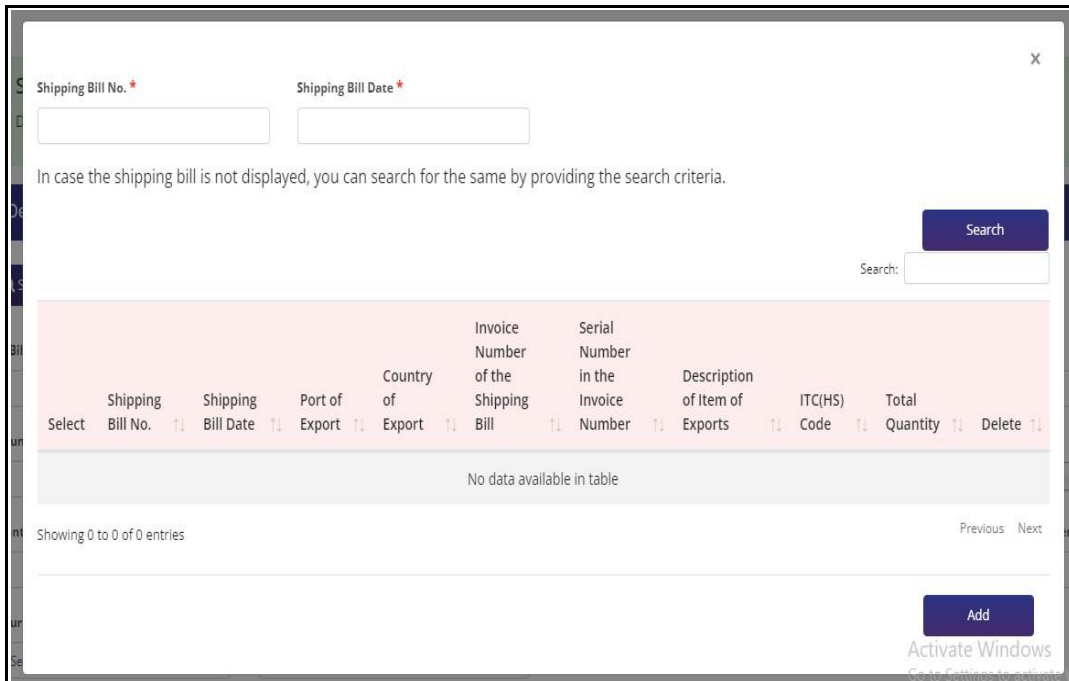
10. Now click on Save and next button to reach export details screen.



11. In Export details tab, select the SB from the search box.

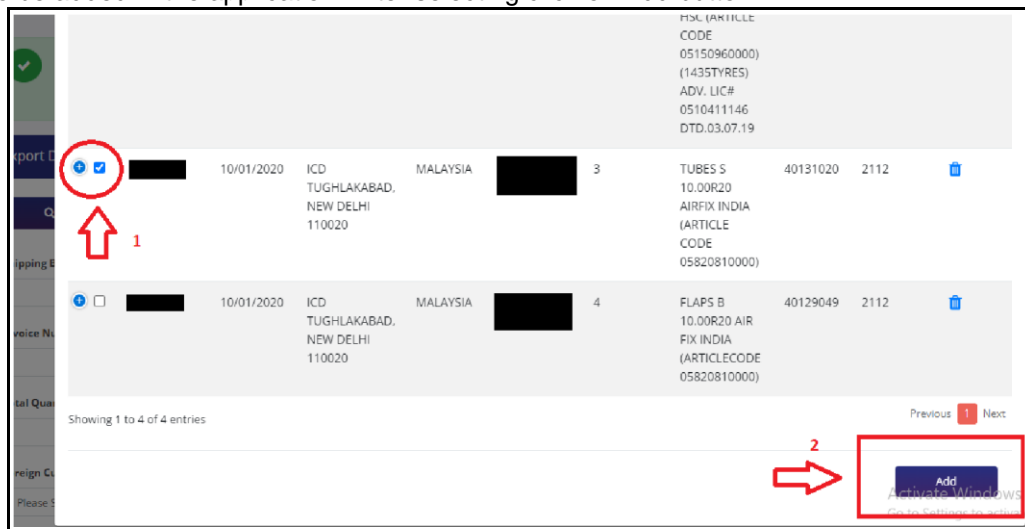


12. The user can enter shipping bill details manually or search from the repository. To search from the repository click on the Search shipping bill in repository & then enter shipping bill number & shipping bill date.



Note:- Only those Shipping bill can be searched from the repository are transmitted by the customs else user can enter Shipping bill details manually.

13. After searching the shipping bill user can select the export items from the shipping bill which needs to be added in the application. After selecting click on Add button.



14. After adding export items from all the shipping bills total FOB of all the items will shown & then click on save & next button to proceed to tab entitlement tab.

Sr No.	Shipping Bill No.	Shipping Bill Date	Port of Export	Country of Export	Invoice Number of the Shipping Bill	Serial Number in the Invoice	Description of Item of Exports	ITC(HS) Code	Total Quantity	Unit of measure code	FOB value in Rs	FOB value realized in the foreign currency code	Delete
1		10/01/2020	ICD TUGHLAKABAD, NEW DELHI 110020	MALAYSIA		1	TRUCK RADIAL TYRES -10.00DR20 146/143KTT HSC (ARTICLE CODE 0515050000) (677 TYRES) ADV LIC# 0510411145 DT.03.07.19	40112010	41860.26	KILOGRAMS (KGS)	9128124.83	129568.84	
2		10/01/2020	ICD TUGHLAKABAD, NEW DELHI 110020	MALAYSIA		3	TUBES 5 10.00R20 AIRFIX INDIA (ARTICLE CODE 05820810000)	40131020	2112	NUMBERS (NOS)	2037007.9	28914.24	

Showing 1 to 2 of 2 entries

Total FOB(In INR)	11165132.73	Total FOB(In USD)	158483.07
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Previous Next

Activate Windows
Go to Settings to activate Windows

Clear All Save & Next

15. In Entitlement tab, enter all the details & click on add button.

Replenishment/Entitlement Details

Export Proceeds Realisation Month and Year *

Details for Replenishment of Consumables

Shipping Bill No. * Shipping Bill Date * LEO Date * Latest Date of Realisation as per selected Export Month *

Invoice Number * Export Item Serial No. as per Shipping Bill * Export Product * ITC HS Code of Export Product *

Export Item Description * Replenishment Rate (% of FOB) * FOB value Realised (INR) * FOB value Realised (USD) *

Replenishment Authorisation Claimed (INR) Replenishment Authorisation Claimed (USD)

Add Cancel

Activate Windows

16. Replenishment rate will be auto-populated based on the export product selected by the user & replenishment authorisation claimed will be auto-calculated.

Replenishment/Entitlement Details

Export Proceeds Realisation Month and Year *

2020

Details for Replenishment of Consumables

Shipping Bill No. * Shipping Bill Date * LEO Date * Latest Date of Realisation as per selected Export Month *

123 01/12/2021 19/01/2022 03/01/2022

Invoice Number * Export Item Serial No. as per Shipping Bill * Export Product * ITC HS Code of Export Product *

321 1 Jewellery made out of precious metals (other than Gold & Platinum) 71131930, Of gold, set with diamonds

Export Item Description * Replenishment Rate (% of FOB) * FOB value Realised (INR) * FOB value Realised (USD) *

test 2 400 200

Replenishment Authorisation Claimed (INR) Replenishment Authorisation Claimed (USD)

Add Cancel

Activate Windows

17. Data in sub total table will filled automatically based on the details filled. Total Value of Authorisation Claimed will shown. After entering all the details click on save & next button.

Sub Total as per Export Product as per consumables

Show 10 entries

Sr No.	Export Product	Replenishment Rate (% of FOB)	FOB value Realised (INR)	FOB value Realised (USD)	Replenishment Authorisation Claimed (INR) After Late cut	Replenishment Authorisation Claimed (USD) after Late Cut
1	Jewellery made out of precious metals (other than Gold & Platinum)	2	20000	10000	400	200

Showing 1 to 1 of 1 entries

Total Value of Authorisation Claimed (in USD) 200

Total Value of Authorisation Claimed (in INR) 400

Previous 1 Next

Clear All Save & Next

18. The next tab is of Attachment, upload the necessary documents & click on save & next button.

Applicant Details Export Details Replenishment/Entitlement Details Attachments Declaration Application Summary

Success Message
Draft Application Number ARNGEMAPPLY03083662AM22 has been successfully saved.

Attachment

Attachment Type: Please select

Remark:

Upload Document List

Click or Drag and Drop file to upload

Uploaded Doc: 0/50 MB
Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)

Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table			

Previous Next

Upload Attachments

Clear All Save & Next

19. In Declaration tab, check the tick button after reading the declaration & verifying the user details.

Declaration

DECLARATION/UNDERTAKING

I/ We hereby declare that:

- the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held there from and if found in penal action or other consequences as may be prescribed in law or otherwise warranted.
- We would abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign trade Policy, the Handbook Procedure a items, as amended from time to time.
- None of the Proprietor/ Partner(s) / Director(s) / Karta / Trustee of the firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Com DGFT or in the caution list of RBI.
- That I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import Items, 2004-09 and that the item(s) exported / list and that I/ We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the HBP, irrespective of the schem be exported (the underlined portion will be deleted in case an application for export license for SCOMET item is being filed).
- No export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.
- That I/We have updated the IEC profiles in ANF 1.
- We have not been penalized under any of the following Acts (as amended from time to time): (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regula Management Act, 1999; (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 B.
- I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

Tick this box as acceptance of declaration/ undertaking and fill in the details below.

Place: HARYANA Date: 26/01/2022

User Details
(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name: [Redacted] Designation: Developer

Email: [Redacted] Mobile: [Redacted]

Office Address: [Redacted]

Residential Address: [Redacted]

20. Then click on save & next button & then proceed to application summary. Verify all the details, if any change needs to be done user can go back & make changes.

21. Then proceed further for the payment. Scroll down in the application summary page-->click on sign the application-->click on Payment button.

22. After payment click on submit button. E-receipt will shown can be downloaded. The application is submitted to RA office.

DGFT, Udyog Bhawan, New Delhi

E-PAYMENT RECEIPT

IEC	[REDACTED]
File Number	
Date of Submission	2022-01-26 11:02:43
IP Address	0:0:0:0:0:1
Firm Name	[REDACTED]
Firm Address	[REDACTED]
Service Availled	Issuance of Replenishment Authorisation for Consumables
Mode of Signature	e Mudra

PAYMENT DETAILS

Transaction Id	1669692
Total Fee Amount (in INR)	500.00
Date of Submission	2022-01-26 11:02:43
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2022-01-26 11:02:43

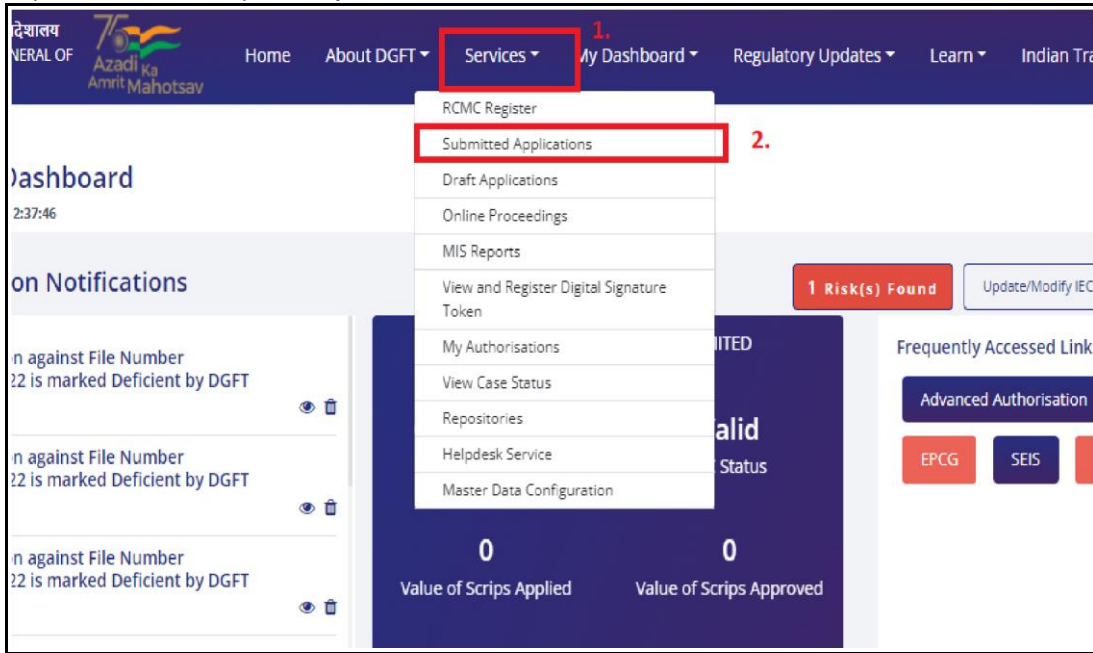
Activate Windows
Go to Settings to activate Windows

The application is submitted to RA office.

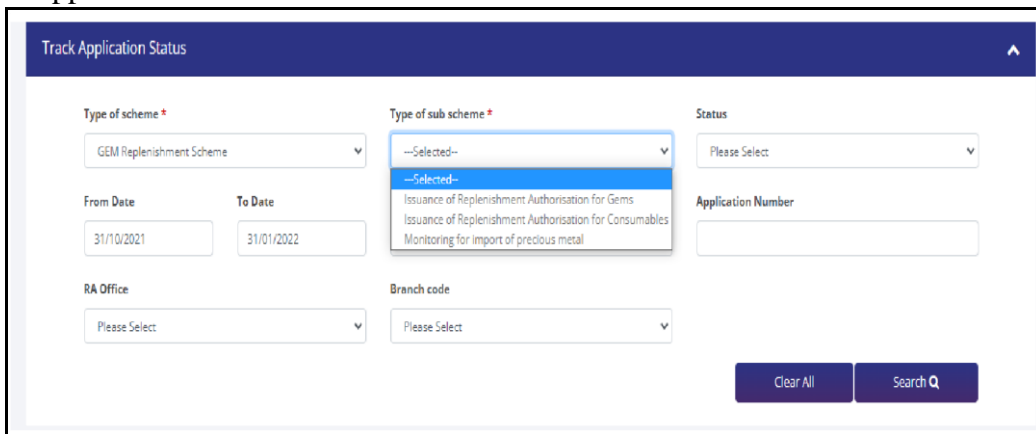
6. Performing actions on Submitted application

Various actions can be performed on the submitted GEM REP file, for this we need a submitted GEMS or CONSUMABLES File number application. Proceed with the following steps.

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the login button to log in to the system.
2. Once you land on Dashboard then click on 'my dashboard' option, click on submitted application option from the dropdown, you will be redirected to track status screen.



3. In the track status search parameter, select the type of scheme as GEM Replenishment scheme and type of sub-scheme as Issuance of Replenishment authorisation for Gems/ Issuance of Replenishment authorisation for Consumables for whichever user needs track the application.



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

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	[REDACTED]	[REDACTED]	28/01/2022	[REDACTED]	000	DGFT(HQ)	Action
2	[REDACTED]	[REDACTED]	28/01/2022	[REDACTED]	000	DGFT(HQ)	Action

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

Showing result for : Application process -> GEM Replenishment Scheme Application Sub process -> Issuance of Replenishment Authorisation for Gems From Date - 31/10/2021 To Date - 31/01/2022

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	[REDACTED]	[REDACTED]	28/01/2022	[REDACTED]	000	DGFT(HQ)	Action
File Status In Process							
2	[REDACTED]	[REDACTED]	28/01/2022	[REDACTED]	000	DGFT(HQ)	
3	[REDACTED]	[REDACTED]	28/01/2022	[REDACTED]	000	DGFT(HQ)	
4	[REDACTED]	[REDACTED]	28/01/2022	[REDACTED]	003	RA DELHI	

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

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

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	[REDACTED]	[REDACTED]	27/01/2022	[REDACTED]	000	DGFT(HQ)	Action
File Status Approved							
2	[REDACTED]	[REDACTED]	25/01/2022	[REDACTED]	000	DGFT(HQ)	
3	[REDACTED]	[REDACTED]	21/01/2022	[REDACTED]	000	DGFT(HQ)	
4	[REDACTED]	[REDACTED]	21/01/2022	[REDACTED]	000	DGFT(HQ)	

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

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

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	[REDACTED]	[REDACTED]	27/01/2022	[REDACTED]	000	DGFT(HQ)	Action
2	[REDACTED]	[REDACTED]	27/01/2022	[REDACTED]	000	DGFT(HQ)	Print Attach Documents Respond Deficiency Payment Details View Life Cycle DSC/eSign Details Transmission Details Make a Copy View Submitted Attachments
3	[REDACTED]	[REDACTED]	27/01/2022	[REDACTED]	000	DGFT(HQ)	
4	[REDACTED]	[REDACTED]	18/01/2022	[REDACTED]	005	DGFT(HQ)	
5	[REDACTED]	[REDACTED]	17/01/2022	[REDACTED]	005	RA (DPI) HI	

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

DEFICIENCY LETTER

Showing result for : Application process -> GEM Replenishment Scheme Application Sub process -> Issuance of Replenishment Authorisation for Gems Application Number - [REDACTED] File Number - [REDACTED]

Sno	Deficiency issued date	RA office	Deficiency View	Previous Respond	Remarks	Respond to Deficiency
1	27/01/2022	DGFT(HQ)	View	[REDACTED]	The requester is not eligible	Respond

- There are two ways of responding for deficiency- (A) Without Amendment (B) With Amendment

(A) For Without Amendment-

- User have to click on NO button when asked to amend the application.

DEFICIENCY LETTER

Do you want to amend application?

Yes OR No

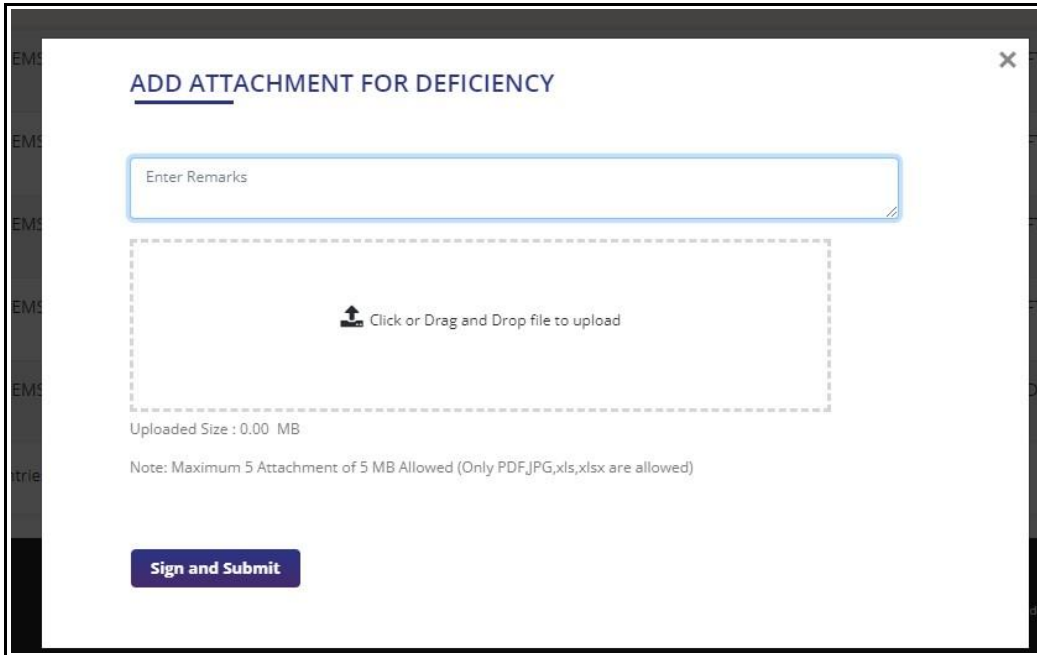
Showing 1 to 5 of 5 entries

- Then click on YES to proceed futher for without amendment.

Modifications made in the application form will not be stored. Are you sure you want to select "No" ?

No Yes

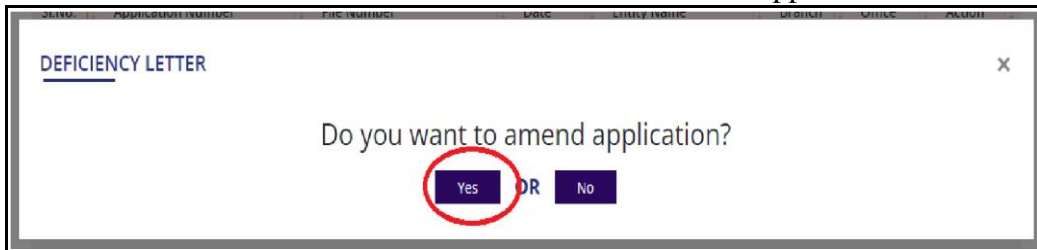
- After clicking on YES, an attachment screen will appear where user can upload the documents which were asked by RA or needs to be attached with remarks.



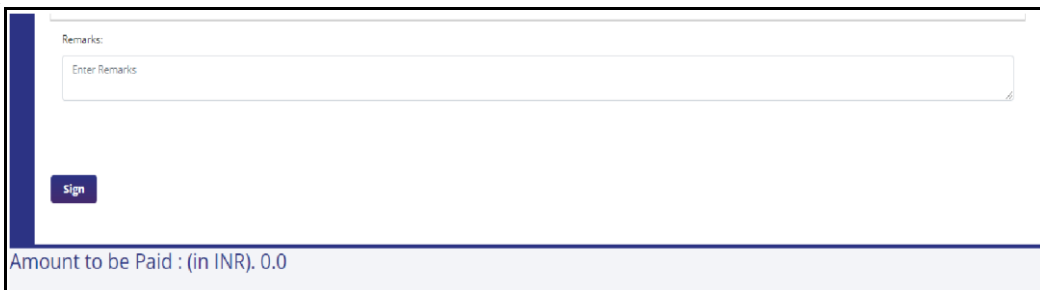
- Then click on Sign and Submit button to complete the process.

(B) For With Amendment-

- User have to click on YES button when asked to amend the application.



- After clicking on YES, the application will open & the user can make changes in the whole application.
- After making necessary changes submit the application with remarks to complete the process.

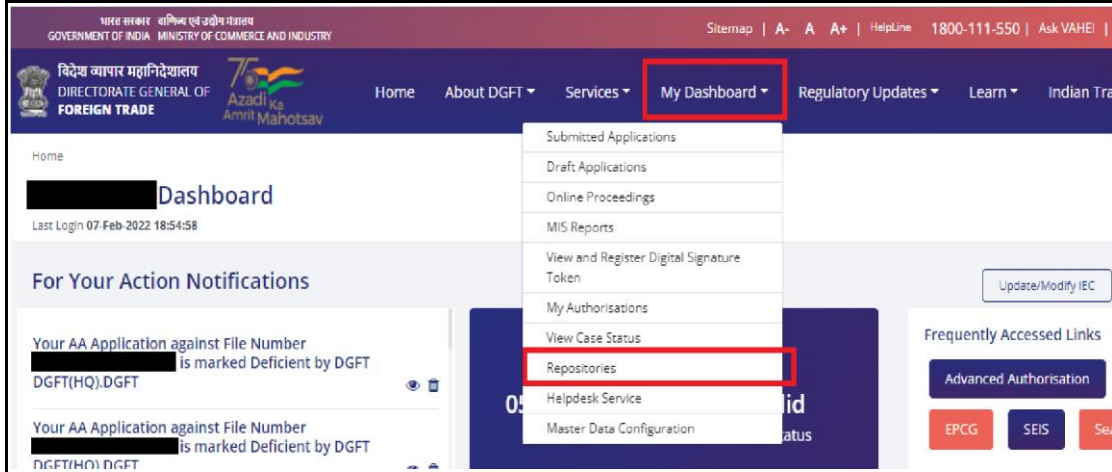


7. Adding EDI / Non-EDI Shipping bills

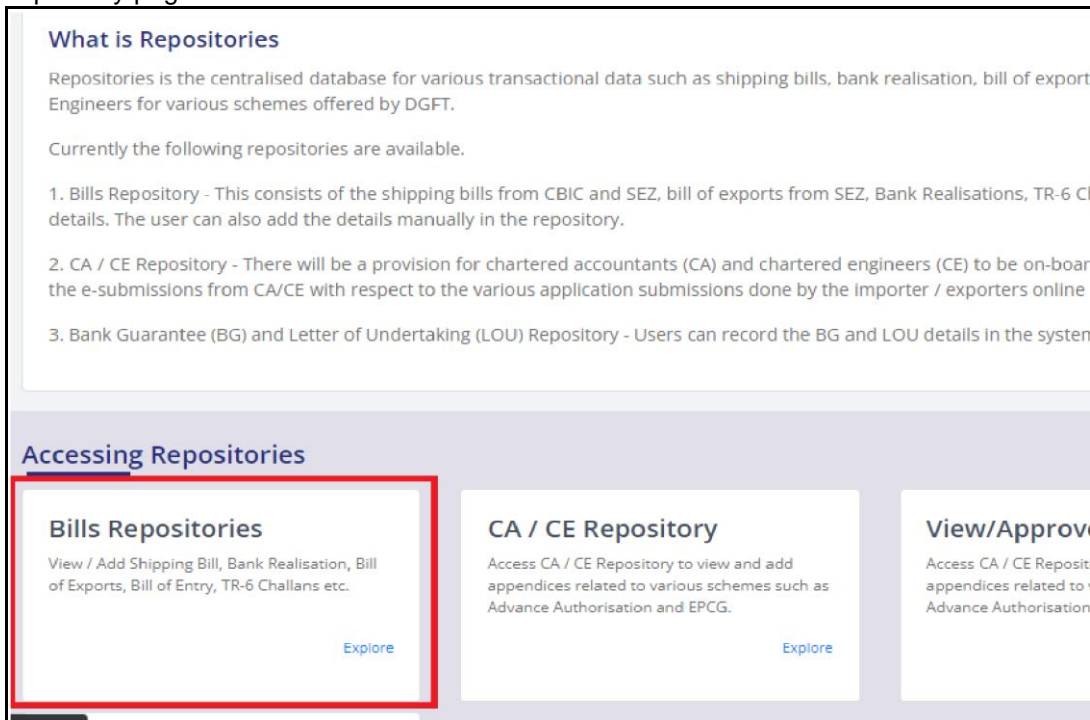
EDI & Non-EDI shipping bills can be added to the bill repository, which will be useful for proceeding with the application for Closure.

User may proceed with the following steps:

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



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



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

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

Bills Repository

IEC *

Port Type

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

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

Bills Repository

IEC *

Select Bill *

Shipping Bill Number

From Date

To Date

File Number

Authorisation Number

Port Code

FOB in FCC
 Min Max

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

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

Draft Application | Shipping Bill

Show entries

Select	S. No.	Application Number	Created On	Created By	Last Updated
No data available in table					

Showing 0 to 0 of 0 entries

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

- Make sure all the values are correctly entered.
- Correct **Scheme code** should be selected in the **Export Item Details section**.
- **Scheme code** – Free Shipping bill.

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

Shipping Bill

IEC No of Exporter [Redacted]	Shipping Bill Number *	Shipping Bill Date *
Port Type <input type="radio"/> EDI <input checked="" type="radio"/> NON-EDI	Port of Export * Please Select Search Port of Registration	Destination Port Please Select
EGM Number	Date of Export(EGM Date)	Export Country * Please Select
Flight No/Vessel Code	Flight Date/Sailing	Date of LEO *
Total FOB value(In INR) *	Total FOB value In USD	USD exchange rate
Total FOB Value In Foreign Currency	Foreign Currency Please Select	Foreign Currency exchange rate

Export Item Details

Note: Please enter the correct scheme code to avail benefits in the respective schemes.

Invoice Number of the Shipping Bill *	Serial number in the Invoice Number *	Description of Item of Exports
ITC(HS) Code * Search ITC Code e.g 741	Product Group Code Please Select	Item serial number in the group
SION Number Search SION Serial Number e.g A347	Scheme Code Please Select	Reward Scheme request * <input type="radio"/> YES <input checked="" type="radio"/> NO
Total Quantity *	Unit of measure code * Please Select	FOB Value In Rs *
FOB value realized in the foreign currency code *	Foreign Currency Code * Please Select	Foreign currency exchange rate in INR while time of shipping bill *
Unit in Rs *	Present Market Value (PMV) in Rs. *	

Ask VAHEE

Part E License Details

Serial number in the invoice Number *	Invoice Number *	File No
License No	Serial No. of Item as on License (Part E) *	Quantity of export under the license *
Unit of measure code * Please Select	Bill of Entry Number	Bill of Entry Date
Imported Goods Used * <input type="radio"/> YES <input checked="" type="radio"/> NO		

Save

- Now click on the **Save** button, the Shipping bill be successfully created and acknowledgement will be displayed to the user.

