विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE
सत्यमेव जयते

Directorate General of Foreign Trade

User Help File

Transport and Marketing Assistance (TMA) Module

Version 2.0

August-2023

Document Revision list:

Name	Revision Version	Date	Revision description
TMA	1.0	Jun-2021	First release
	2.0	August-2023	Second release

Table of Contents

1. Accessing New DGFT Portal

To access the new portal, navigate to https://dgft.gov.in

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

2. Apply for Transport and Marketing Assistance (TMA)

To Apply for TMA, You need to invoke the DGFT Web-Portal and Login to the DGFT Web Portal. The TMA scheme can be applied by the Exporter having

   a) Importer Exporter Code (IEC) linked to the user profile.
   b) For the first time applicants of TMA on the New DGFT Portal, It is advised to update the IEC Profile before proceeding with TMA Application process.
   c) The IEC should not be in DEL and should be in 'Valid' state and not in 'Suspended' or 'Cancelled' State.
   d) Valid RCMC Certificate.
   e) The Applicant should be ready with the Scanned Copies of the Free Shipping Bills/Airway Bills to be attached in the application.
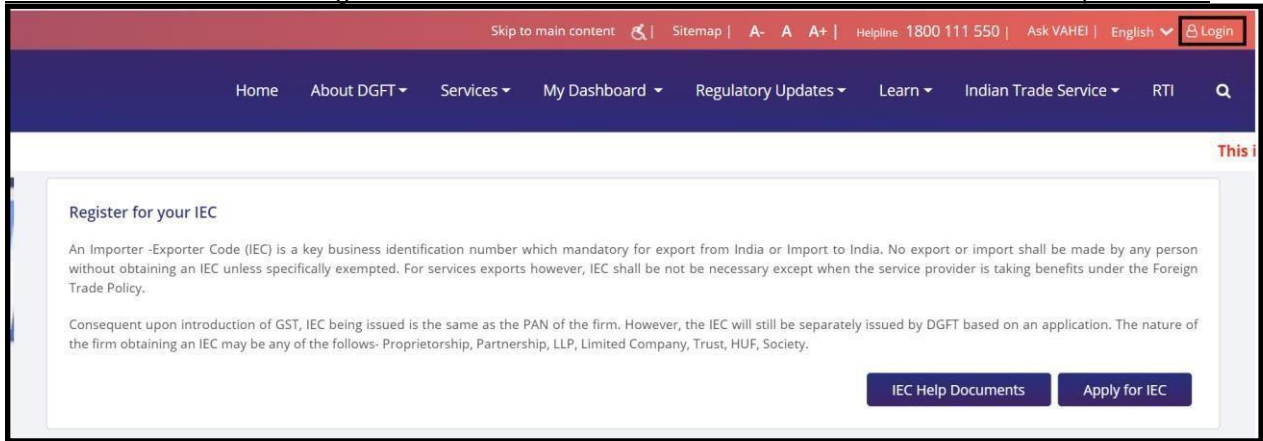   f) CA/CS Certificate for the SB and AWB Being submitted in the application.

Following steps to be followed by the users filing for the TMA Application. 1.

   User will invoke DGFT customer Portal
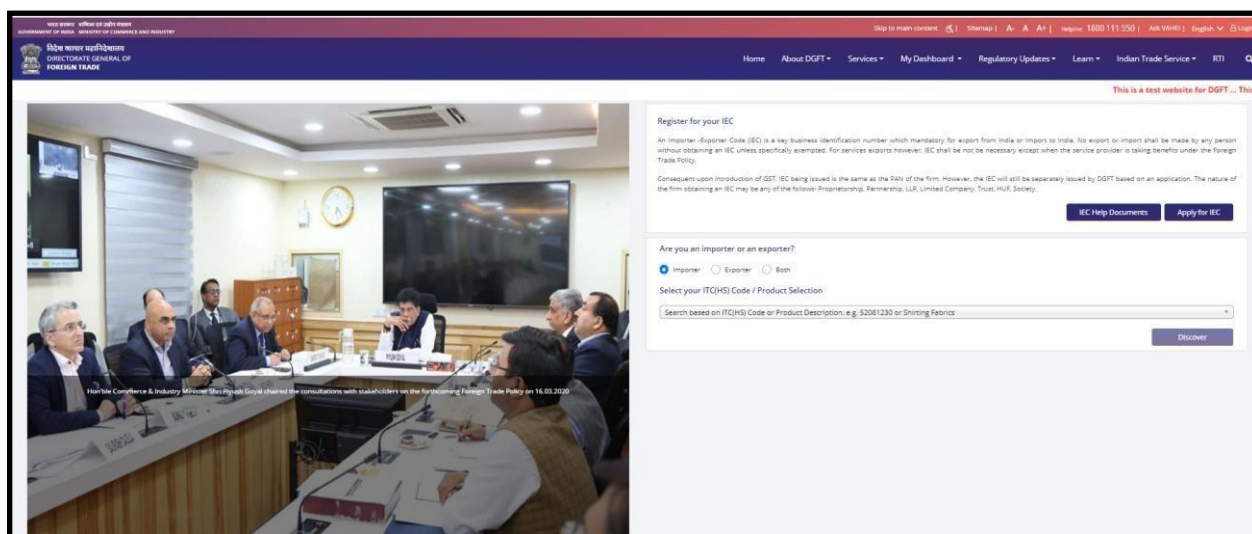
Screen 1

2. User click on **Login** button available on the top right hand side of the screen

Screen 2

3. Below mentioned Login screen will appear, Enter **User Name**, **Password** and **Captcha** and click on **Login** button.
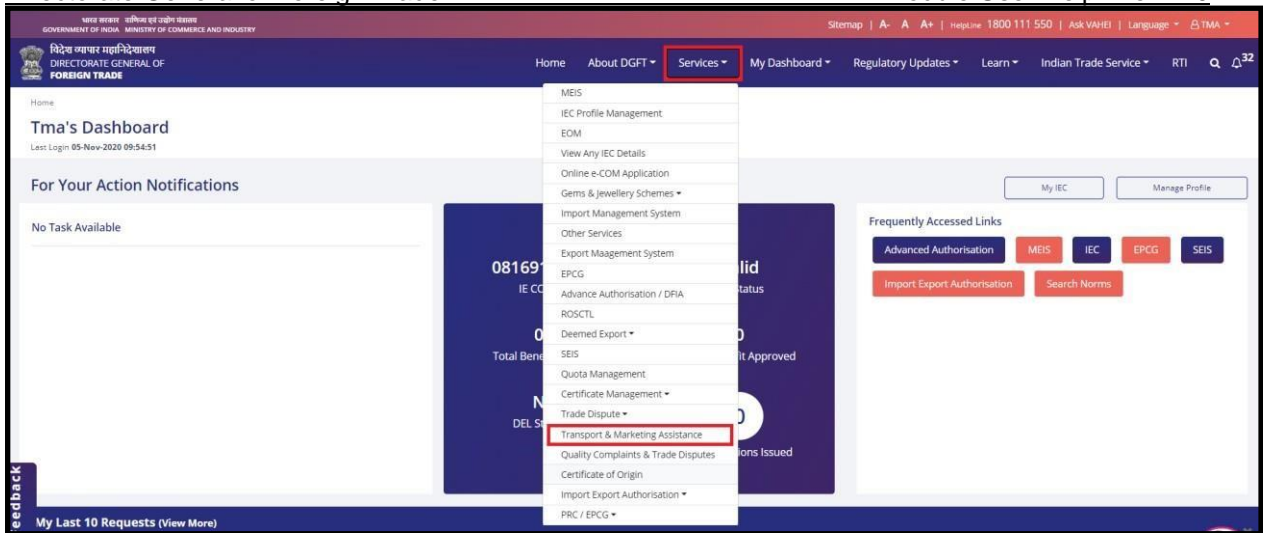Note: a) If the user doesn't have valid login credentials they may Register and Apply for IEC or Link with their existing IEC.
b) If the user has forgotten the Password they may proceed with the Forgot Password feature.
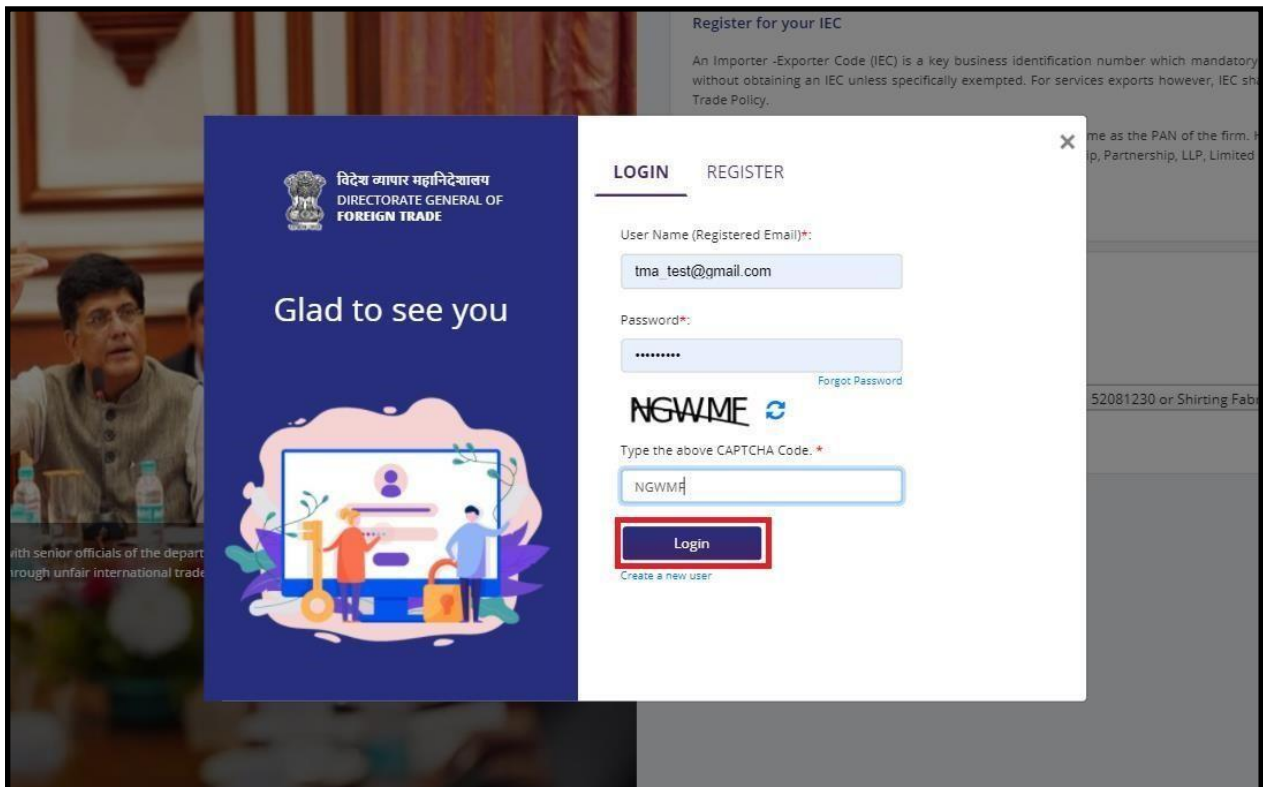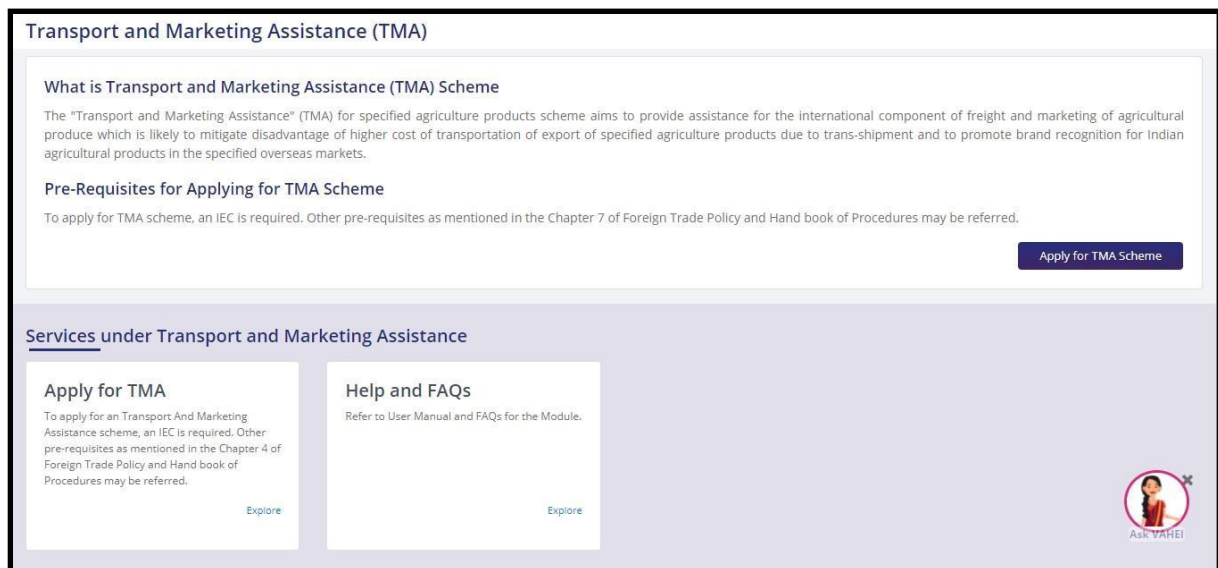

Screen 3

**4.** After login click on **Services** >> **Transport and Marketing Assistance**

Screen 4

5. Below mentioned screen will, Click on **Apply to TMA** card to start Fresh application or Proceed with Existing application

Screen 5

6. Click on **Start Fresh Application** button or click on **Proceed with Existing Application** button in case user already saved a draft application by clicking on the draft application
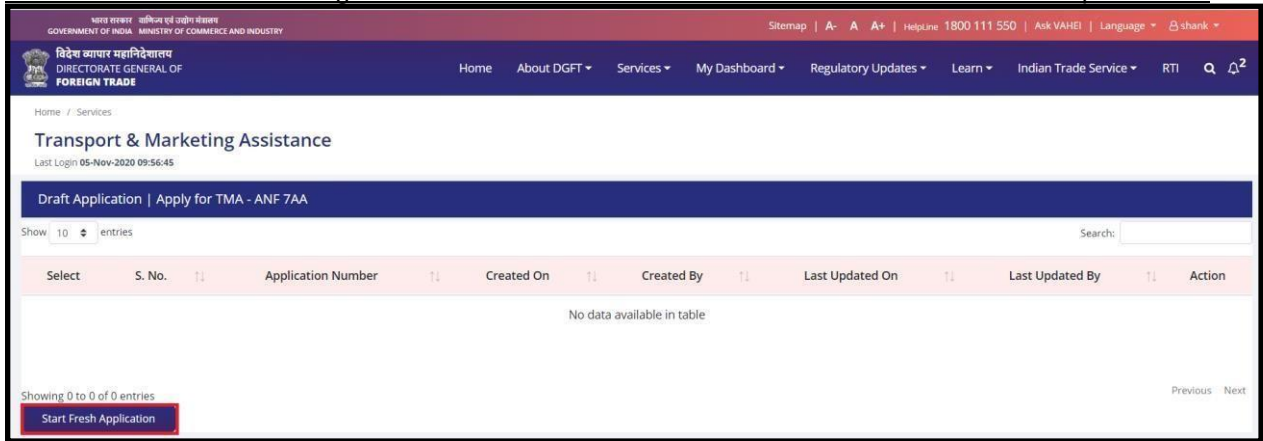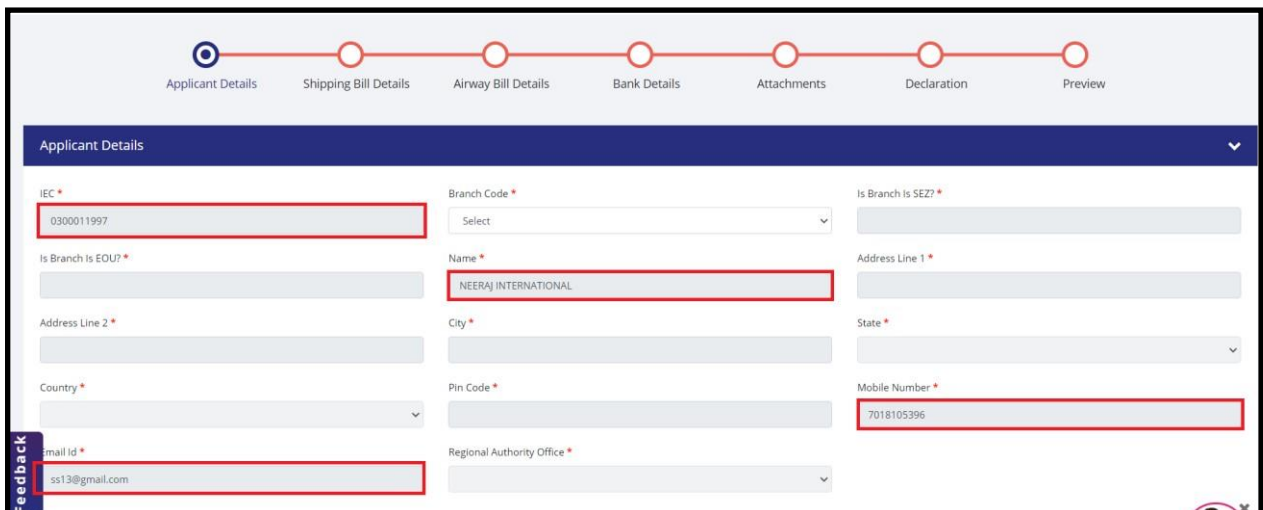
Screen 6

Applicant Details

a. IEC, Firm Name, Mobile number, Email id are auto populated from IEC Profile.
b. On selection of the **branch code** form the drop down, All the below mentioned fields will be autofilled
● Branch Code ●   Is Branch Is SEZ?
● Is Branch Is EOU?
● Address Line 1
● Address Line 2
● City
● State
● Country
● Pin Code
● Regional Authority Office

Note: For the first time applicants in the New DGFT Portal, It is advised to update the IEC Profile with the required details.

Screen 7

Screen 8

7. User will select the valid **RCMC details** from the RCMC grid

Screen 9

8. Applicant will select the **Period of Export** from the drop down.
   - The Applications will be made on a quarterly basis. i.e. for the shipments made in a particular quarter
   - The application should be filed within a period of one year from completion of the quarter in which the exports have been made. For example: Exports made in Apr-Jun 2019 the claim could be filed by 30-Jun-20.

Note: Submission of Draft application post making the payment should be done within the specified dates.

Screen 10

9. After the selection of the quarter and filling all the mandatory fields. Click on **Save and Next** button to proceed for filling Shipping and airway bills. The Exporter will only be able to submit an application for a quarter only once and hence needs to ensure that all the Shipping Bills and Airway Bills have been attached to the application before submission.

Note: The Draft application number shall be generated post saving the Applicant details.

10. User may either fill :
    ● Only Shipping Bills
    ● Or only Airway Bills
    ● Or both shipping and airway bills in the single application.

Filling Shipping Bill Details

For Filling **Shipping Bill Details,** User will
   a. **Add Shipping Bill Details** manually if the Shipping bills are not available in the Repository
   b. or attach shipping bill from Shipping Bill Repository.

Manual addition of Shipping Bill

1. User will add all the below mentioned mandatory **Shipping bill Details**

   ● **Shipping Bill Number** : User will manually add the alphanumeric(A-Z,0-9) Shipping bill number
   ● **Shipping Bill Date:** User will select the SB date from the Date box ● **Port Of Export**
Note: User will not be allowed to select the SB date other than the date mentioned in the field Period of Export. **Eg:** If Port of Export: 01/01/2020-31/03/2020. The SB date will also be 01/01/2020-31/03/2020 i.e same as mentioned and selected in field Port of Export
   ● **Region of Export :** User will select the Region from the drop down as configured in the system
   ● **Country of Export :** User will select the country from the drop down based on the region selected
   ● **Port of Export :** User will select all sea and SEZ port as configured in the system from the drop down
   ● **Whether CIF Basis:** User will select one value from the radio button as <<Yes / No>>.Pre Default CIF value: Yes

Note: If CIF Value is No then the Entitlement is Nil.

   ● **FOB Value (in INR):** User will manually add FOB numeric value
   ● **Attachment:** For the manually added SB, User need to mandatorily upload the Self Certified Copy of the Shipping Bill
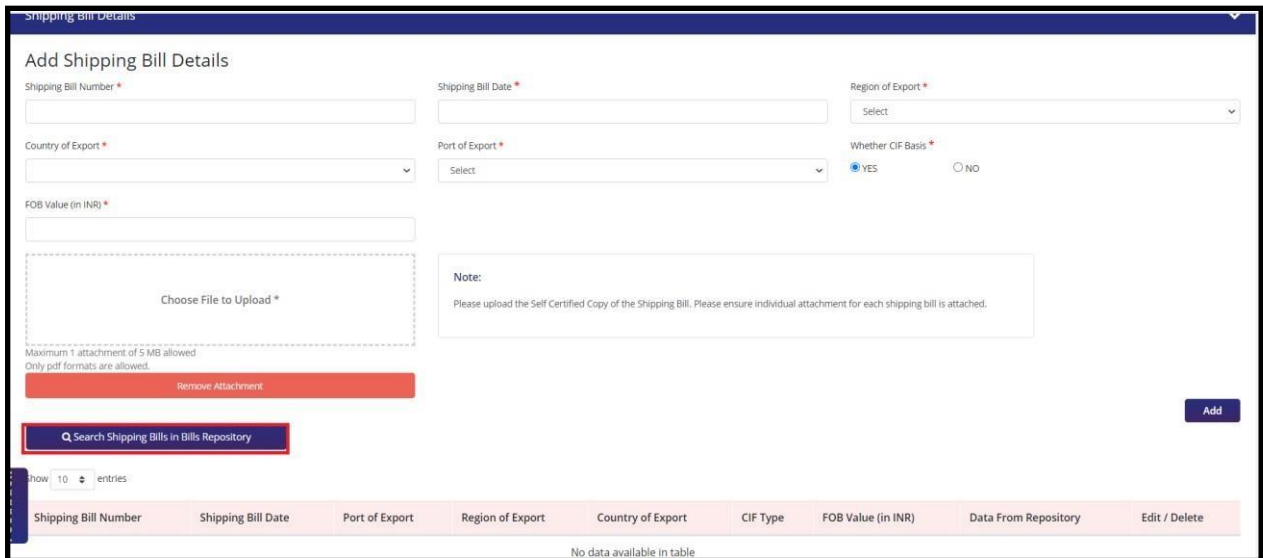
Screen 11

11. Click on **Add** button all the mandatory details will be added under Shipping bill details grid
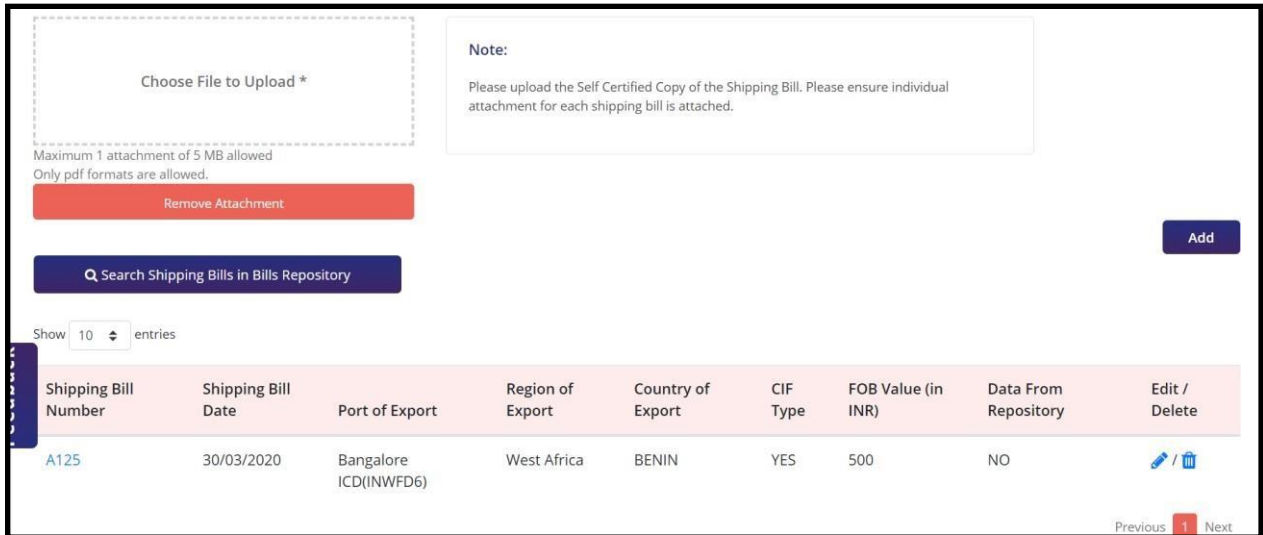
Screen 12

Users can add the shipping bill by clicking on the **Search Shipping Bills in Bills Repository**.


Screen 13

1. On click of **Search Shipping Bills in Bills Repository** below mentioned SB details dialog box will appear User can search for the SB details by:
   - Shipping Bill Number
   - Shipping Bill Date (From- To)
   - Port of Export

Note: For open search i.e. without any search criteria, system will display 250 Shipping bill details
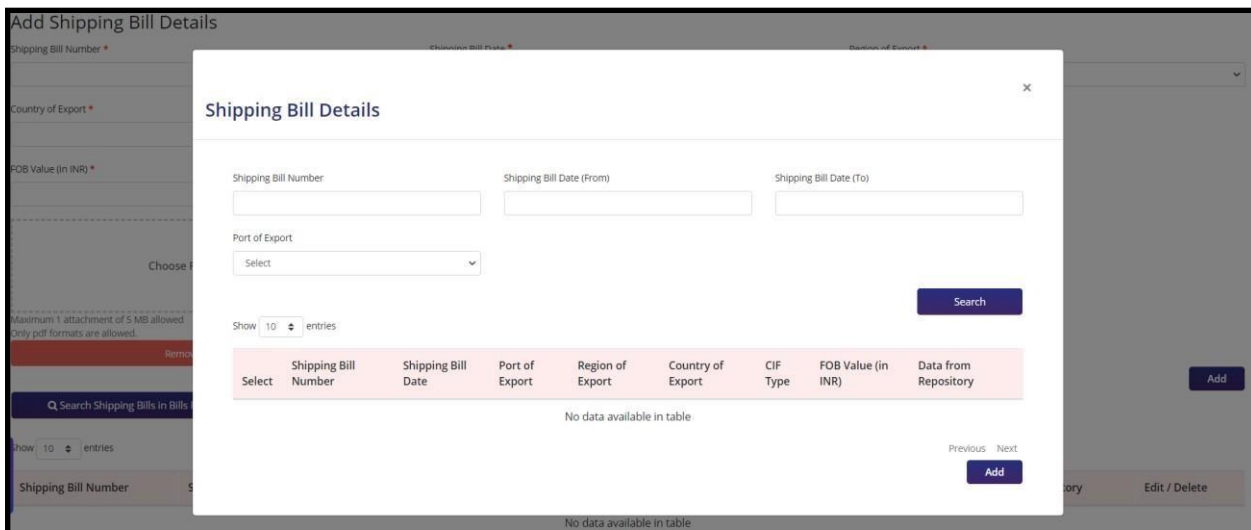
2. Users will click on the search button by entering the Shipping bill details and on free search. Shipping bill details will appear in the grid.

3. Click on **Add** button after selection of the shipping bill detail checkbox
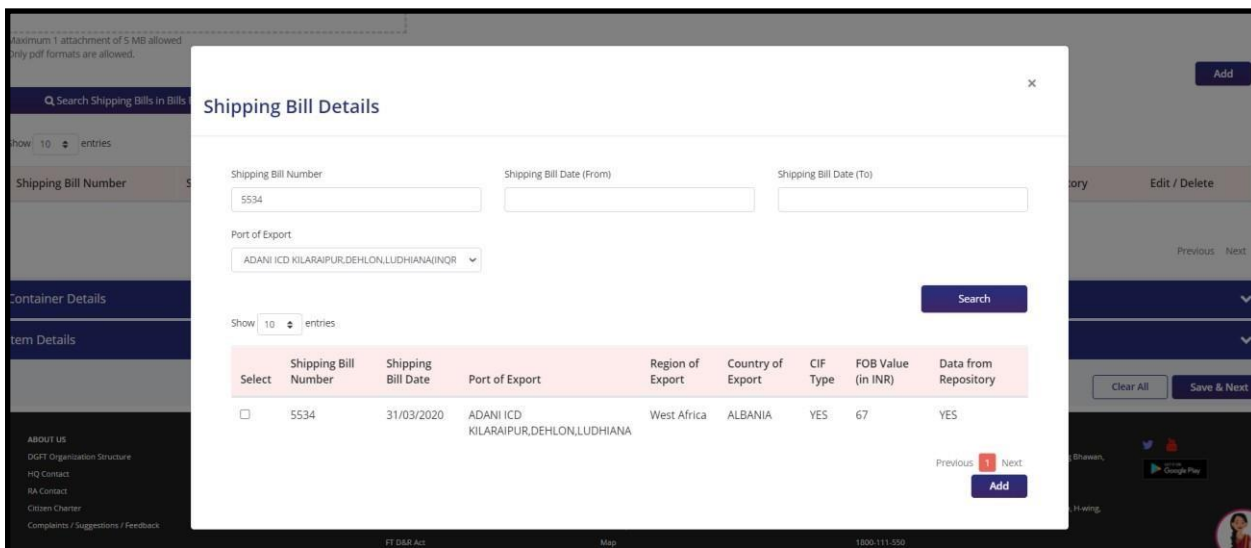
4. Shipping bill details will be added to the **Shipping bill detail** grid

Note: If the Shipping bill details are added from the Shipping bill repository the SB data repo flag will be saved "YES" in the grid else the value will be "NO"

5. After filling the Shipping bill details, User will fill and add below mentioned mandatory container details pertaining to the SB details

- **Shipping Bill Number:** User need to select the Shipping bill number from the selection box to add the container details
- **Container Number :** User will manually add the alphanumeric(A-Z,0-9) Shipping bill number
- **Size of Container:** User will select Size from the drop down as (20 feet / 40 Feet).
Depending upon the size of the Container ,Rate of entitlement will be calculated
Example: if total freight paid in Rs(X):= 500

Size of Container = 20 Feet	Size of Container = 40 Feet
Rate of Entitlement = X=500	Rate of Entitlement = 2*X=1000

- **Type of Container:** User will select the type of container from drop down as (Normal / Reefer). The rate of entitlement will be calculated as per the rates configured in the system for the Type of container.
- **Whether (LCL/FCL):** User will select the value from the drop down as (LCL/FCL)

  Note: If Value selected form the drop down is LCL then the Entitlement is Nil**.**

- **Rate of Entitlement:** An auto calculated readable field based on the configuration in the policy. *(Please refer to View TMA Rates on the Portal)*
- **Maximum Entitlement of Container in INR:** An auto calculated readable field based on the Business Rules as per table
- **Total Freight Paid(INR):** An auto calculated readable field, sum of the Freight Paid at the Item Levels

- **Payment Realized :** User will select one value from the radio button as <<Yes / No>>. Pre Default Payment Realized: Yes

Note: If Payment Realized is No then the Entitlement is Nil.

- **Payment In FCD:** User will select one value from the radio button as <<Yes / No>>. Pre Default Payment In FCD: Yes

Note: If Payment In FCD is No then the Entitlement is Nil.

- **Net Entitlement per Container:** An auto calculated field. The Lower value of the Total Freight Paid and Maximum Entitlement of Container in INR.

Screen 14

Screen 15

6. After Filling and adding the container details to the grid. User will fill and add below mentioned mandatory Item details pertaining to the Container details

- **Container Number:** User will select the container number from the drop down
- **Item Number:** User will manually add the item number

- **ITC (HS) Code:** User will search for the ITC (HS) Code form the search box. ITC (HS) number will be added to the field
- **Description for ITC (HS) code:** on the basis of ITC (HS) Code, the description is auto added to the field and is not editable.
- **ITC (HS) code Description As Per Exporter:** on the basis of ITC (HS) Code, the description is auto added to the field and user can add edit and add additional information
- **Freight Paid(INR):** User will manually add the Freight paid value

Screen 16

7. Click on Add button. Item details will be added to the Item detail grid

Screen 17

8. **Total Net Entitlement of all Container** is the lower value of the **Maximum Entitlement of Container in INR** and **Total Freight Paid(INR)**

9. Following variations or combinations are supported by the application:

	Supported Combinations			
Sr No	**Shipping bill details (Count)**	**Container details (Count)**	**Item details (Count)**	**Entitlement calculation**
1.	1 (One shipping bill)	1 (One Container details)	1(One Item details)	Entitlement is calculated when one Shipping bill have one container and one item details added
2.	1 (One shipping bill)	1 (One Container details)	M (Multiple/many item details)	Entitlement is calculated when one Shipping bill have, one container, multiple item details added to one container
3.	1 (One shipping bill)	M (Multiple/many container details)	M (Multiple/many item details)	Entitlement is calculated when one Shipping bill have multiple container, Each container to have at least one item details added
4.	M (Multiple/many Shipping bill details)	1 (One Container details)	1 (One Item details)	Entitlement is calculated Multiple Shipping bill have One container, One item details added to one container
5.	M (Multiple/many Shipping bill details)	M (Multiple/many container details)	M (Multiple/many item details)	Entitlement is calculated Multiple Shipping bill have: multiple container : Multiple container to have Multiple item details added

If the entitlement is Zero, It might be due to:

1.	For the Field **Whether CIF Basis** where value **= "No"**	Entitlement is calculated as Zero "0"
2.	For the field **Whether (LCL/FCL)** where value **= "LCL"**	Entitlement is calculated as Zero "0"
3.	For the field **Payment Realized** where value **= "No"**	Entitlement is calculated as Zero "0"
4.	For the field **Payment In FCD** where value **= "No"**	Entitlement is calculated as Zero "0"
5.	For the Field **ITC (HS) Code** in exclusion list	Entitlement is calculated as Zero "0"

Filling Airway bill details

For Filling **Airwaybill Details,** User will
    a) **Add Airway Bill Details** manually or
    b) attach airway bill from airway bill Repository

Manual addition of Airway bill

User will add all the below mentioned mandatory **Airway Bill Details**

- **AWB No** : User will manually add the alphanumeric(A-Z,0-9) airway bill number
- **AWB Date:** User will select the AWB date from the Date box

Note: AWB date will be the date selected in the Port of Export. User will not be allowed to select the AWB date other than the date mentioned in the field Port of Export **Eg:** If Period of Export : 01/01/2020-31/03/2020. The AWB date will also be 01/01/2020-31/03/2020 i.e same as mentioned and selected in field Port of Export

- **Flight No:** User will manually add the alphanumeric(A-Z,0-9) flight number
- **Flight Date:** User will select the Flight date from the Date box

Note: Flight date will be the date selected in the Port of Export. User will not be allowed to select the flight date other than the date mentioned in the field Period of Export. **Eg:** If Period of Export : 01/01/2020-31/03/2020. The flight date will also be 01/01/2020-31/03/2020 i.e same as mentioned and selected in field Period of Export

- **Region of Export :** User will select the Region from the drop down as configured in the system
- **Country of Export :** User will select the country from the drop down based on the region selected
- **Port of Export :** User will select all sea and SEZ port as configured in the system from the drop down
- **Whether CIF Basis:** User will select one value from the radio button as <<Yes / No>>.Pre Default CIF value: Yes

Note: If CIF Value is No then the Entitlement is Nil.

- **Attachment:** For the manually added AWB, User need to mandatorily upload the Self Certified Copy of the airway Bill

6. Click on **Add** button all the mandatory details will be added under Airway bill details grid

Screen 18

26. Users can add the Airway bill by clicking on the **Search Airway Bills in Bills Repository**.

Screen 19

7. On click of **Search Airway Bills in Bills Repository** below mentioned AWB details dialog box will appear User can search for the AWB details by:
   - Airway Bill Number
   - Airway Bill Date (From- To)
   - Port of Export

Note: For free search system will display 250 airway bill details

Screen 20

8. Users will click on the search button by entering the airway bill details and on free search. Airway bill details will appear in the grid.

9. Click on **Add** button after selection of the airway bill detail checkbox
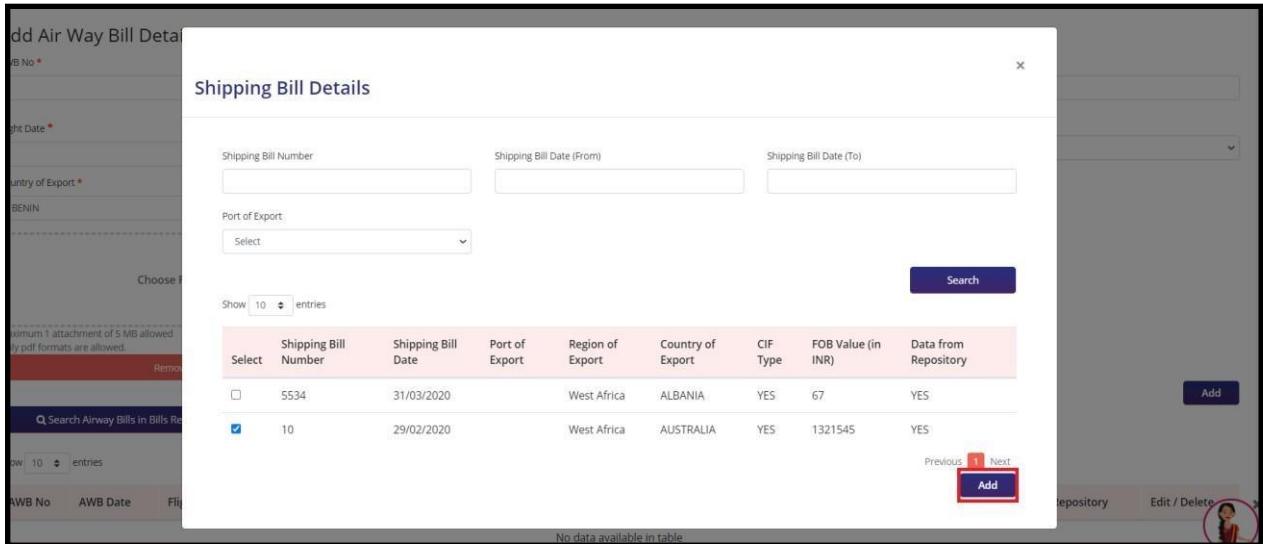
Screen 21

10. Airway bill details will be added to the **airway bill detail** grid

Note: If the airway bill details are added from the Airway bill repository the AWB data repo flag will be saved "YES" in the grid else the value will be "NO"
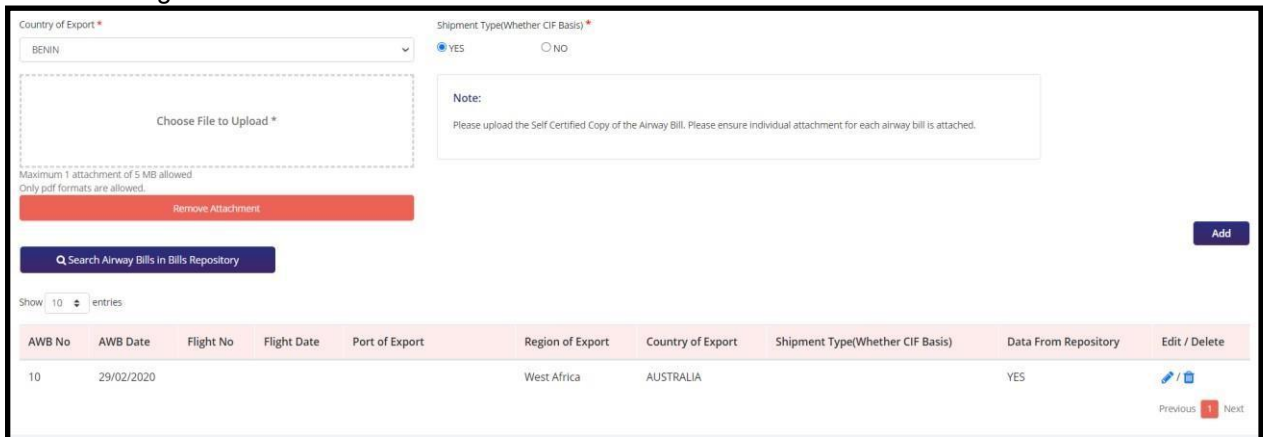
Screen 22

11. After filling the airway bill details, User will fill and add below mentioned mandatory container details pertaining to the AWB details

- **AWB No:** User need to select the AWB bill number from the drop down to add the item details
- **Item Number :** User will manually add the alphanumeric(A-Z,0-9) item number
- **ITC (HS) Code:** User will search for the ITC (HS) Code form the search box. ITC (HS) number will be added to the field
- **Description for ITC (HS) code:** on the basis of ITC (HS) Code, the description is auto added to the field
- **ITC (HS) code Description As Per Exporter:** on the basis of ITC (HS) Code, the description is auto added to the field and user can add edit and add additional information
- **FOB of Export in INR:** User will manually add FOB value

- **Net Weight In KGS:** User will manually add the item details net weight in kg
- **Payment Realized:** User will select one value from the radio button as <<Yes / No>>. Pre Default Payment Realized: Yes

Note: If Payment Realized is No then the Entitlement is Nil.

- **Payment In FCD:** User will select one value from the radio button as <<Yes / No>>. Pre Default Payment In FCD: Yes

Note: If Payment In FCD is No then the Entitlement is Nil.

- **Freight Paid(INR):** User will manually enter the Freight paid values in INR ●
    Rate of Entitlement: An auto calculated field based on the configuration.
      (Please refer View TMA Rates)
- **Entitlement in INR :** An auto calculated field i.e **Rate of Entitlement * Net Weight In**
    KGS
- **Net Entitlement:** An auto calculated field. The Lower value of the Freight Paid (INR) and Entitlement In INR.

Screen 23

Screen 24

12. Following Combinations are supported in the application.

Supported Combinations			
Sr No	**Airway bill details (Count)**	**Item details (Count)**	**Entitlement calculation**
1	1 (One airway bill)	1(One Item details)	Entitlement is calculated when one airway bill have one item details added
2	1 (One airway bill)	M (Multiple/many item details)	Entitlement is calculated when one airway bill have multiple item
			details added
4	M (Multiple/many airway bill details)	1 (One Item details)	Entitlement is calculated Multiple airway bill have: One item details added for each Airway Bill
5	M (Multiple/many airway bill details)	M (Multiple/many item details)	Entitlement is calculated Multiple airway bill to have Multiple item details added. Atleast One Item in each Airway Bill.

If the entitlement is Zero, It might be due to:

1	For the Field **Whether CIF Basis *** where value **=** "No"	Entitlement is Zero "0"
2	For the field **Payment Realized** where value **=** "No"	Entitlement is Zero "0"
3	For the field **Payment In FCD** where value **=** "No"	Entitlement is Zero "0"
4	For the Field **ITC (HS) Code** in exclusion list	Entitlement is Zero "0"

Filling Bank details

1. User will select the PFMS validated account details.

Note: You will only be able to view the PFMS Validated accounts. List of Banks other than Citibank, HSBC and RRBs are validated from PFMS. If you have already modified the IEC to add a Bank Account, then it might take 24-48 Hours to get validated from PFMS.
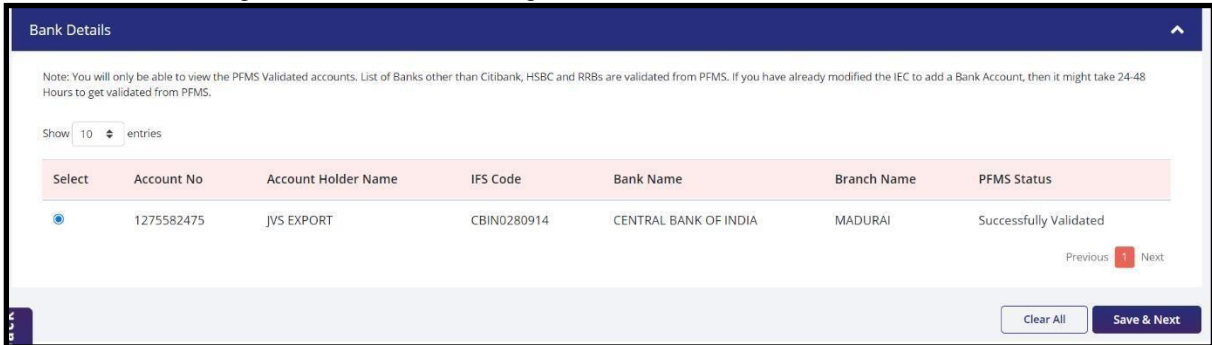
Screen 25

2. User will click on **Save & Next** button to proceed.
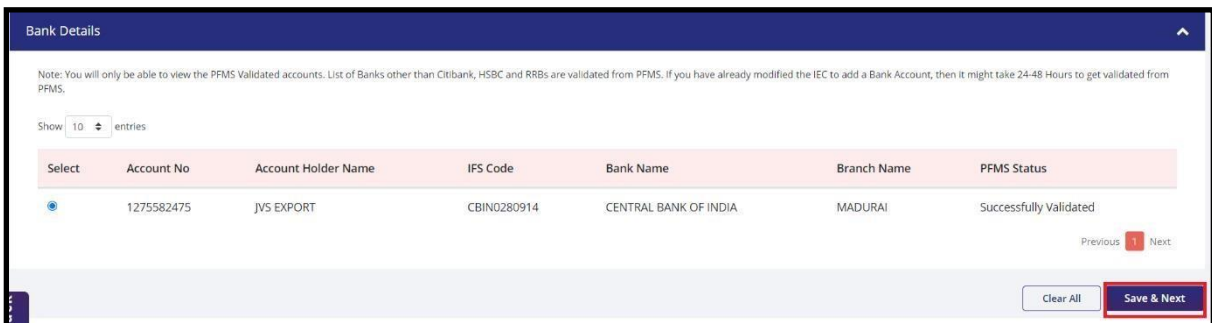
Screen 26

Attaching CA/CS Certificate

User will need to upload the CA/CS Certificate **attachment** and **CA/CS** details

1   User will select or drag and drop file to upload (Maximum 5 Attachment of 5 MB Allowed)
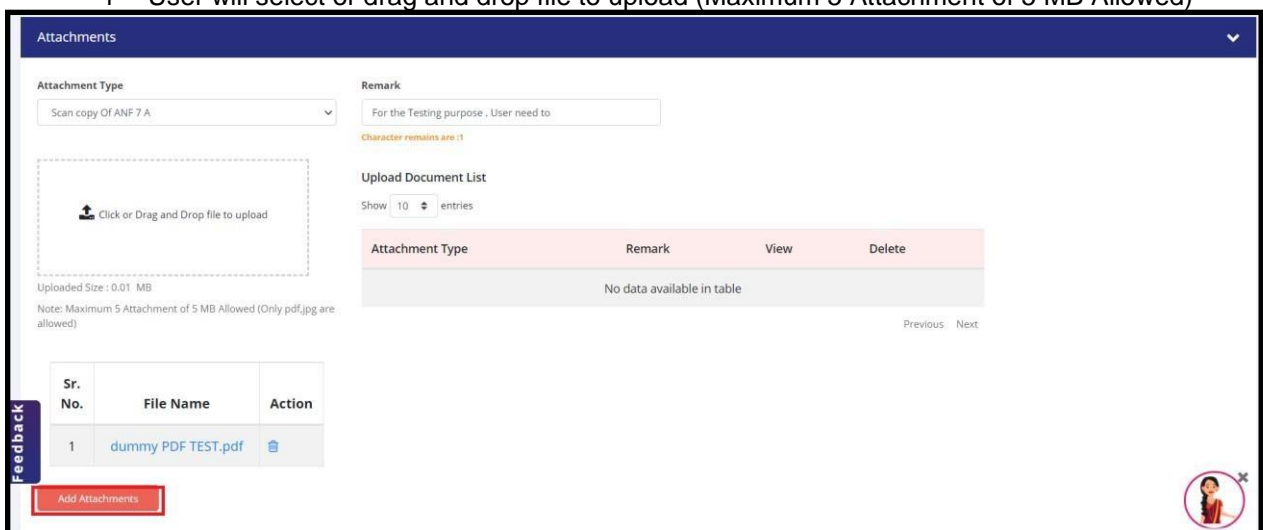
Screen 25
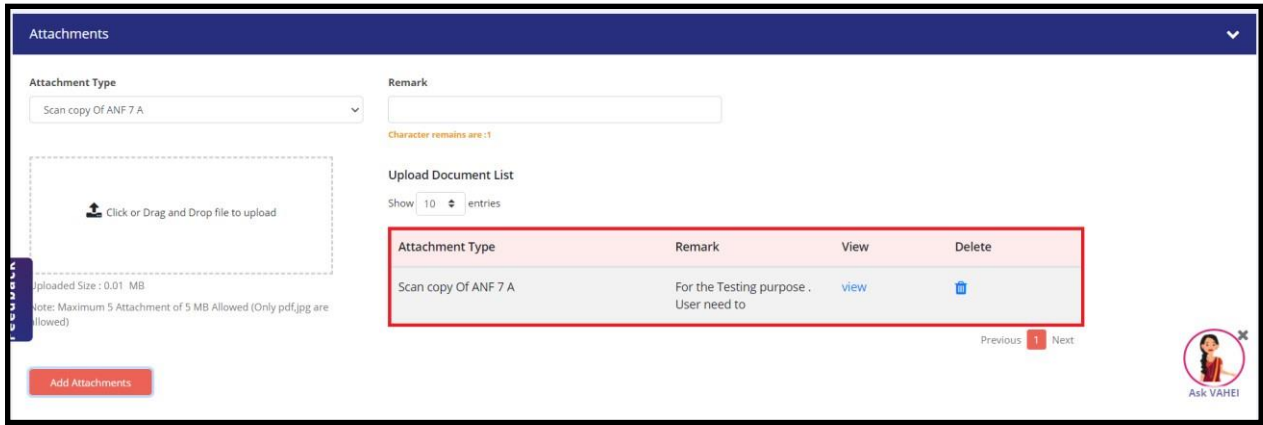
Screen 26

1. User can CA/CE details by clicking on **CA/CE detail** button available on the top right hand side
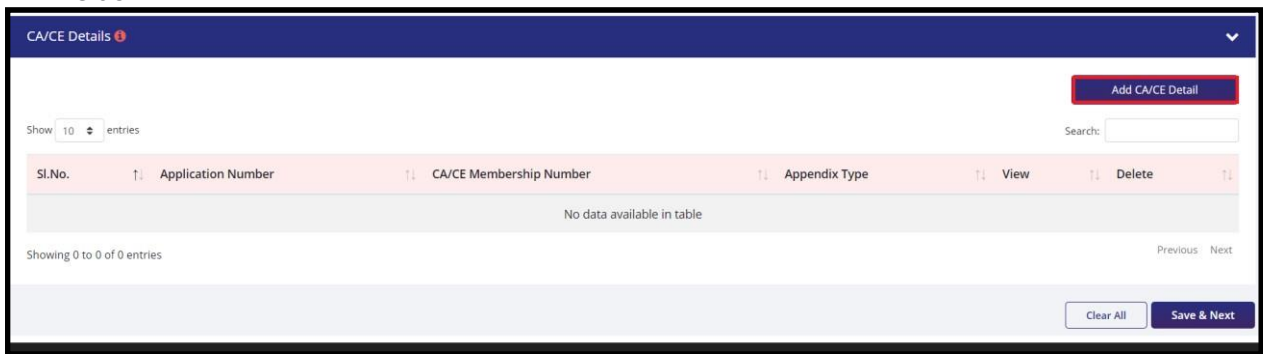
Screen 27

2. User will search and select CA/CE by selecting the appendix from the appendix list grid and click on **Attach Appendix** button
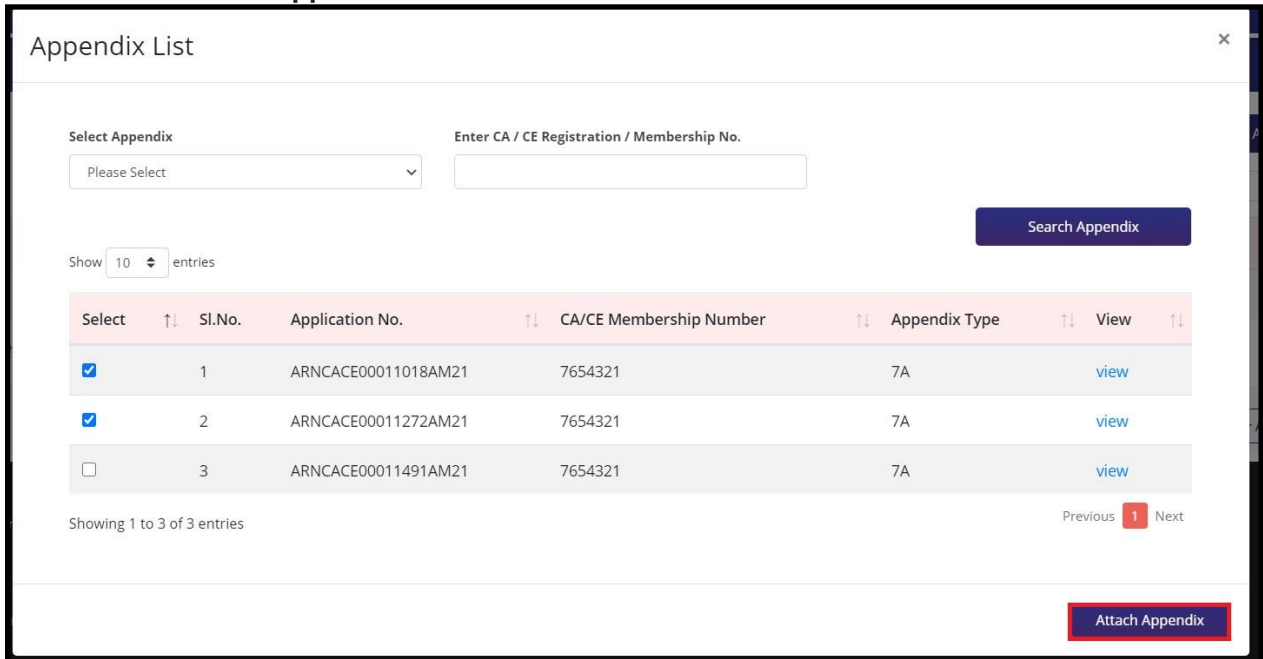
Screen 28

3. Appendix details will be added under CA/CE details grid as mentioned below

4. Click on **Save & Next** button to proceed and accept TMA **Declaration**

5. User will check acceptance of declaration/ undertaking, fill the place details to proceed further and click on **save & next** button to proceed further

Screen 29

6. User will preview and can verify the entered application details

7. User will sign the application

Screen 30

8. After Signing of the application, User will click on **Proceed To Payment**

Note: Fee of Rs.1000 is payable for application under ANF 7AA (TMA)

5. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

6. I fully understand that RA or any other agency, at any time, may ask me to provide documents on the basis of which assistance was granted and which are not submitted in original. I undertake to provide any such details/documents without any delay on my part. In case, I am not able to provide such documentary evidence, I undertake to refund the amount of assistance in cash with interest at the prescribed rate from the date of such assistance and shall also be liable for penal action as per FTDR act.

Place : Delhi   Date : 06/11/2020

Name : TMA TEst   Designation : -

Email : tma_test@gmail.com   Mobile : 7018105396

Office Address : 001-Prashant ke ghar ka address

Residential Address : Kangra, KANGRA, HIMACHAL PRADESH, 176087

☑ By registering you are agreeing to our terms & conditions.

As per ANF-7 A form, you have to pay a sum of 1000 INR for Application.

Proceed To Payment

Screen 31

9. After successfully payment of Rs. 1000 **E-Payment Receipt** with **Payment Details** are displayed in the system . User can download receipt by clicking on **Download Receipt** button

विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF FOREIGN TRADE

DGFT, Udyog Bhawan, New Delhi

E-PAYMENT RECEIPT

IEC	ADSFS0721M
File Number	DELCOMMSUB00006814AM21
Date of Submission	2020-11-06 12:30:14
IP Address	169.149.204.60
Firm Name	PLANFUL SOFTWARE INDIA PRIVATE LIMITED
Firm Address	hno.49012 streetmeerut,110014
Service Availed	Apply For TMA
Mode of Signature	Digital Signature

PAYMENT DETAILS

| Transaction Id	8341
Amount (in INR)	1.00
Date of Submission	2020-11-06 12:30:14
Mode of Payment	Bharatkosh
Transaction Status	SUCCESS
Transaction Complete Date	2020-11-06 12:30:14

OK   Download Receipt

Screen 32

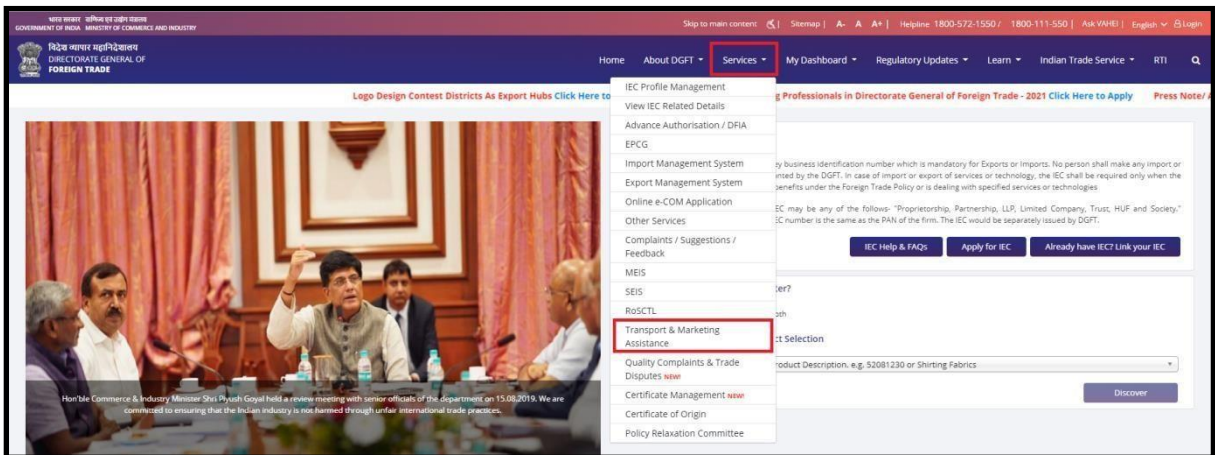# 3. View Transport and Marketing Assistance (TMA) Rates

Anonymous user want to view the rates of TMA configured in the system Following steps to be followed by the users to view the TMA rates.

1. User will invoke the DGFT customer portal
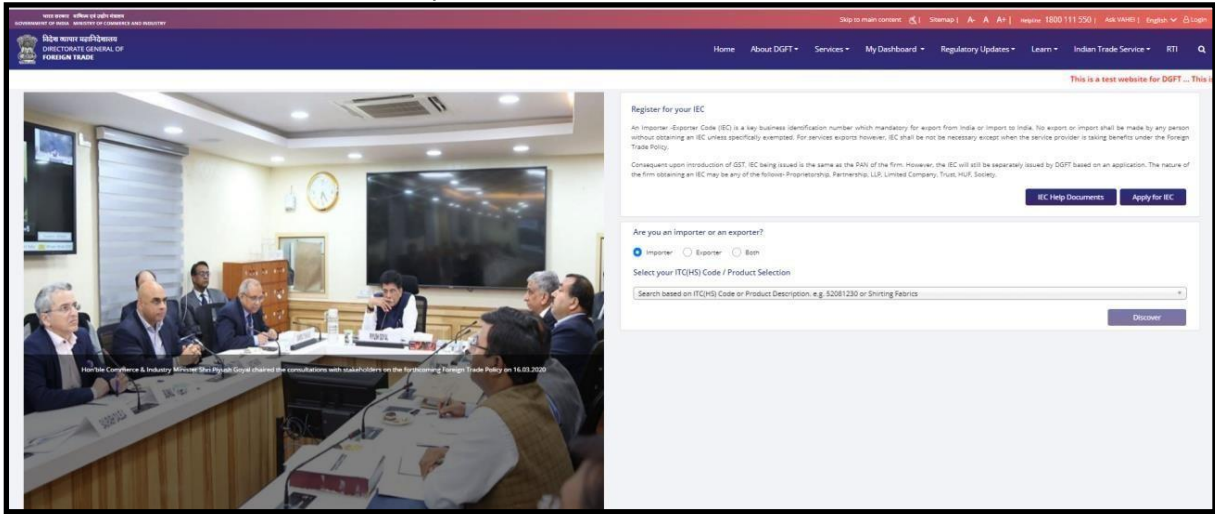
Screen 35

2. User will click on **Services**>>**Transport & Marketing Assistance**

Screen 36

3. After selecting **Transport & Marketing Assistance** from the Services. User will select TMA tile

Screen 37

4. After click on TMA tile. User will receive the **View TMA Rates** screen as mentioned below.
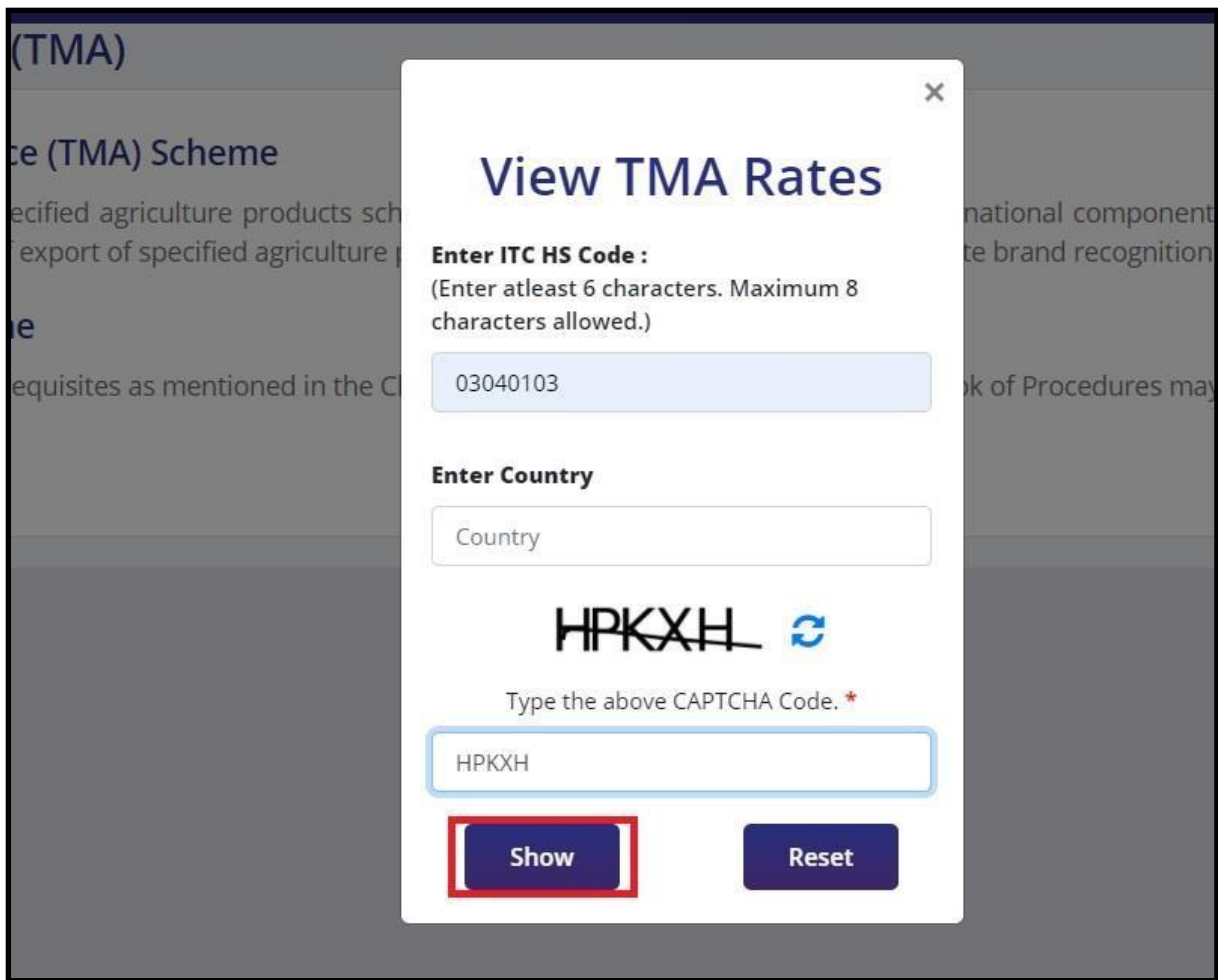

Screen 38

5.   User will enter ITC HS Code or Country and captcha to view the TMA rates.
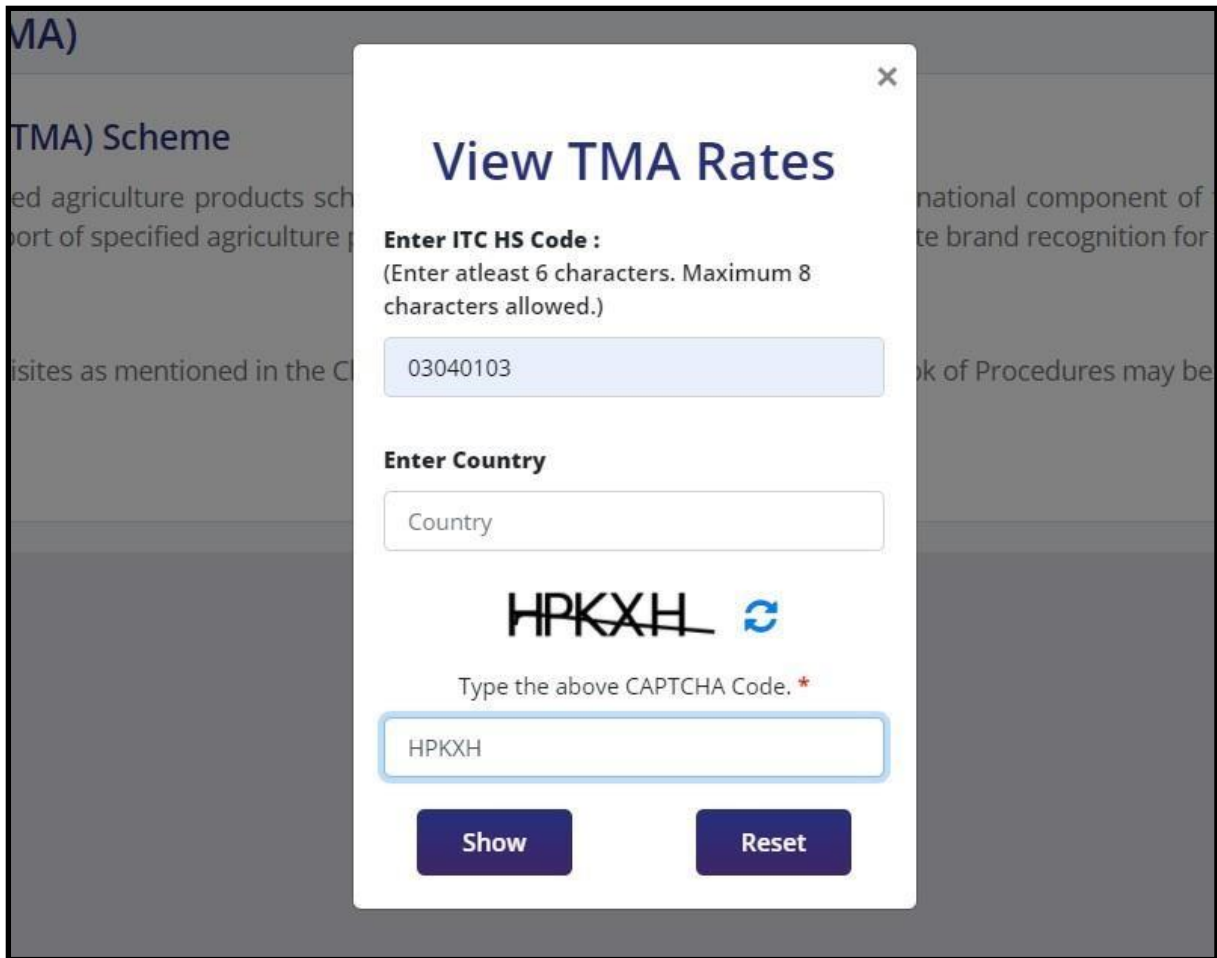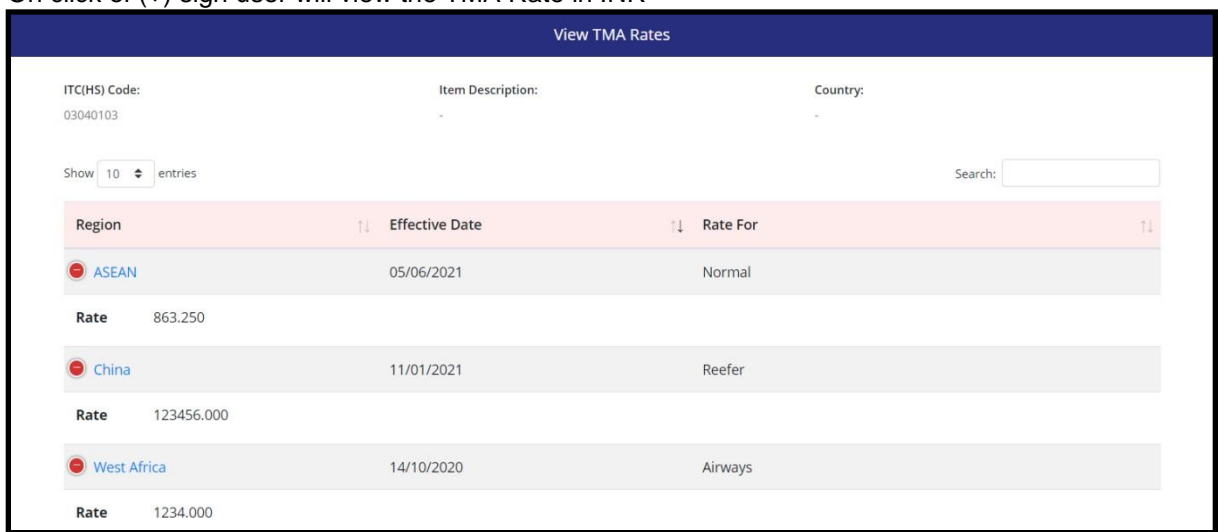
Screen 39

6. User will click on **Show** button to view the TMA rates.

Screen 40

7. After clicking on **Show** button. User can view the TMA rates for the region with Effective date, Rate for (Normal/Reefer/Airways).

8. On click of **(+)** sign user will view the TMA Rate in INR

Screen 41

9. User will click on **View the List of Excluded ITC HS Codes** button to view the excluded ITC HS code list for which Transport Marketing Assistance(TMA) scheme will not be applicable.

Screen 42

4. Initiate Revalidation Request

In case failure in Bank account details in the fund disbursal process. Importer/Exporter will apply for revalidation. User will click on **Services** >> **View Fund Status.**

1. User will click **View Fund Status** card

Screen 43

2. User will select the Scheme Name: **Apply for TMA – ANF 7AA** from the drop down and click on **Search** button.

Screen 44

3. For the Disbursal Status as **Failed**. User will click on **Initiate Revalidation**.

ADSFS0721M	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	Apply for TMA - ANF 7AA	DELCOMMSUB00006693AM21	02/11/2020	RA DELHI	600	Failed		Initiate Revalidation
ADSFS0721M	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	Apply for TMA - ANF 7AA	DELCOMMSUB00006693AM21	02/11/2020	RA DELHI	600	Failed		Initiate Revalidation
ADSFS0721M	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	Apply for TMA - ANF 7AA	DELCOMMSUB00006770AM21	04/11/2020	RA DELHI	200	Failed		Initiate Revalidation
ADSFS0721M	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	Apply for TMA - ANF 7AA	DLITMAAPPLY00008290AM21	03/03/2021	RA DELHI	500	Failed		Initiate Revalidation

Screen 45

4. On click of Initiate Revalidation. User will select the PFMS validated bank account and Reason of revalidation and Remarks.

Screen 46

5. User will click on Sign and submit button. After selecting PFMS validated account number and adding reason, remarks.

Screen 47

6. Revalidation request will be submitted successfully.
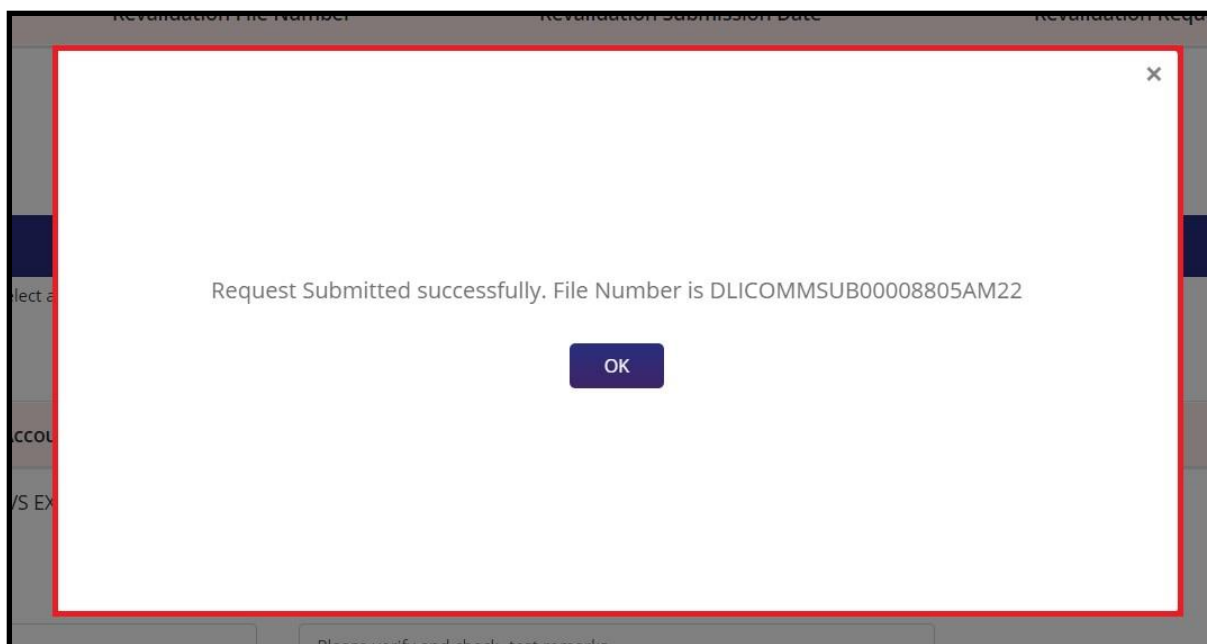
Screen 48

5. List of Abbreviations

The following abbreviations have been used in the document.

Table 1: Abbreviations

Abbreviation	Expanded Form
ANF	Aayaat Niryaat Form
BTP	Bio-Technology Park
CBIC	Central Board of Indirect Taxes and Customs
CIF	Commission Insurance Freight
CIN	Company Identification Number
DGFT	Directorate General of Foreign Trade
DIN	Director Identification Number
DPIN	Designated Partner Identification Number
DTA	Domestic Tariff Area

Abbreviation	Expanded Form
EHTP	Electronic Hardware Technology Park
EOU	Export Oriented Units
FCD	Freely Convertible Currency
FTP	Foreign Trade Policy
FOB	Freight On Board
GST	Goods and Service Tax
GSTIN	Goods and Service Tax Identification Number
IEC	Importer Exporter Code
PFMS	Public Financial Management System