विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

सत्यमेव जयते

Directorate General of Foreign Trade

User Help File

e-BRC User Manual

Version 3.0

November **2025**

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Document Release Note:

Documents Details

Name	Version	Date	Description
e-BRC	1.0	Oct-2022	This document details the User training at CP side.

Document Revision list:

Name	Revision Version	Date	Revision description
e-BRC	1.0	Oct-2022	First release
	2.0	July-2023	1. Search and Updated e-BRC (a) BRC issue date - From/To maximum for one week condition introduce (b) e-BRC or Authorization number or SB number - Mandatory field

1. Introduction and Accessing DGFT Portal

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

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

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

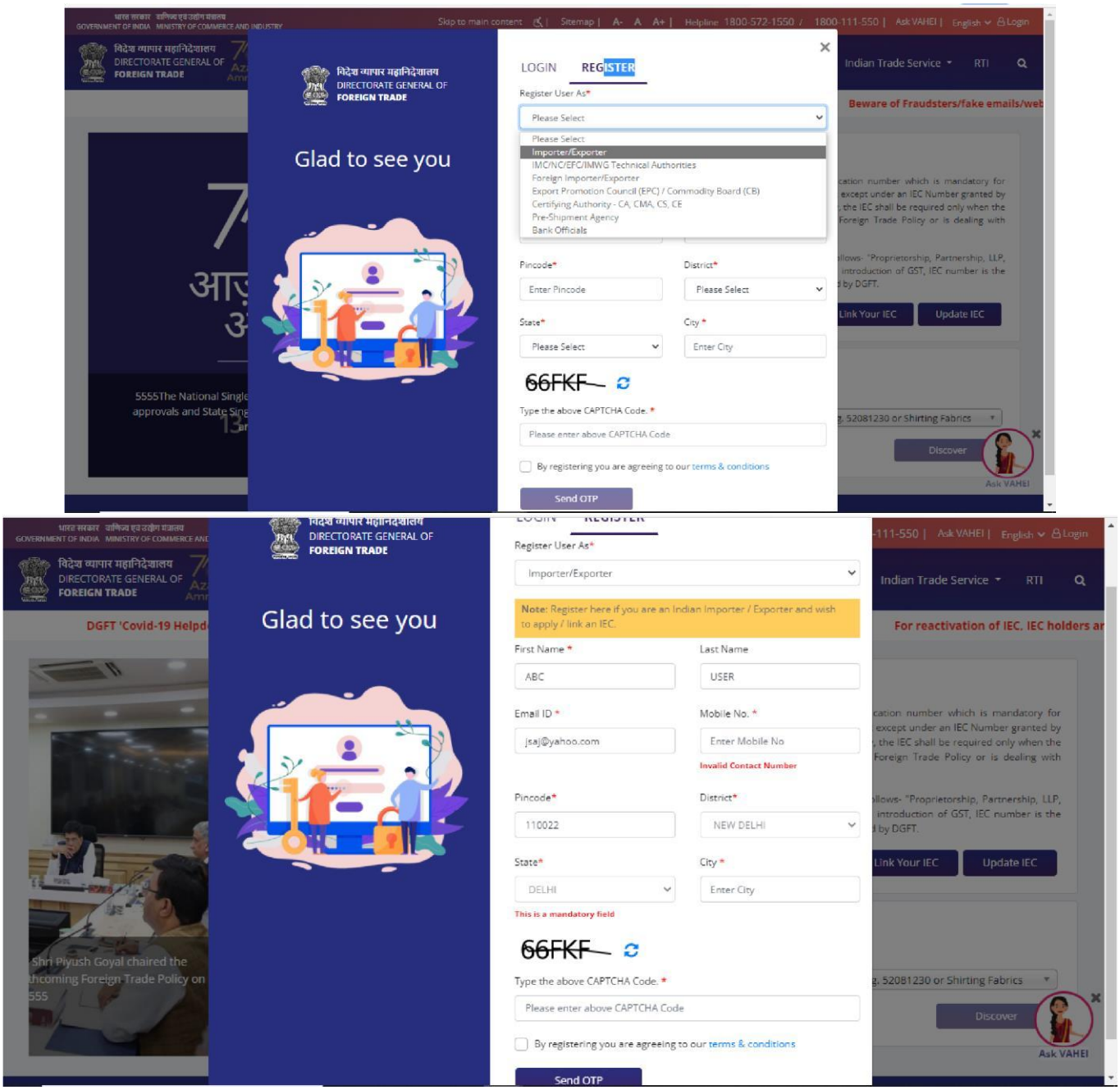
2. Registering on New Portal

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

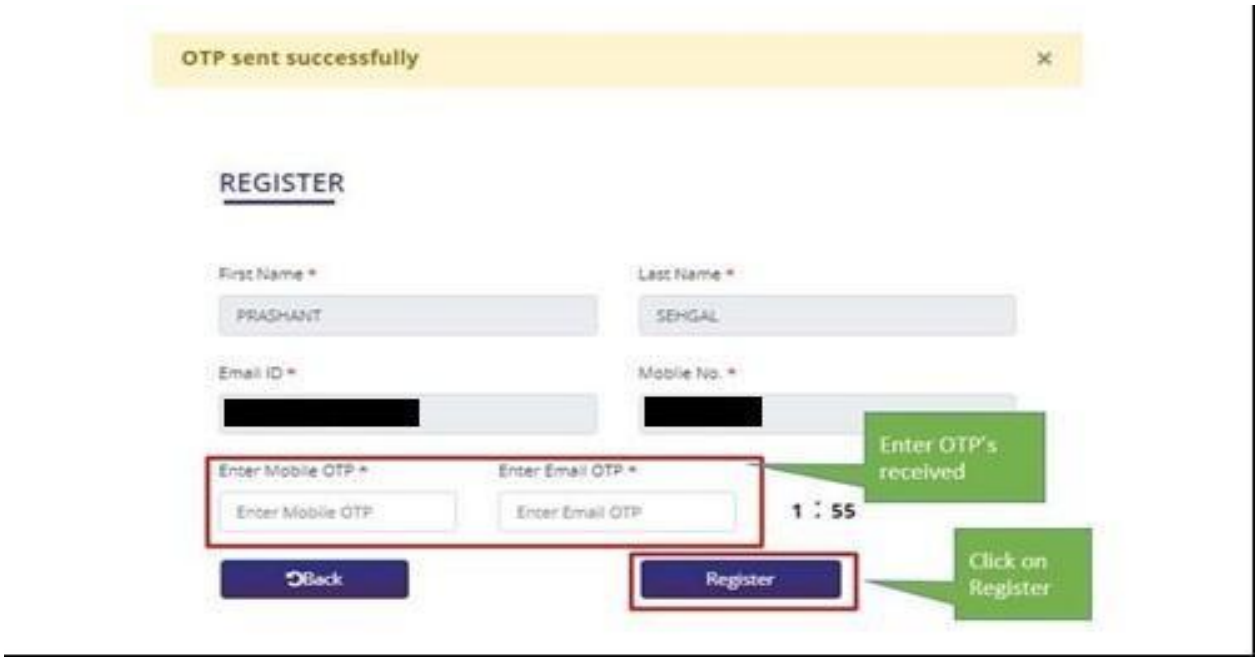
- Internet Connection
- Valid Email and Mobile Phone Number

Then proceed with the following steps -

1. Visit the DGFT website and proceed with registration process.
2. Enter the Registration Details.
3. Select Register User as **"Importer/Exporter".**
5. Fill out the form.



5. Enter the OTPs received on email and mobile number.
6. Upon Successful validation of the OTP, you shall receive a notification containing the temporary password which you need to change upon first login.



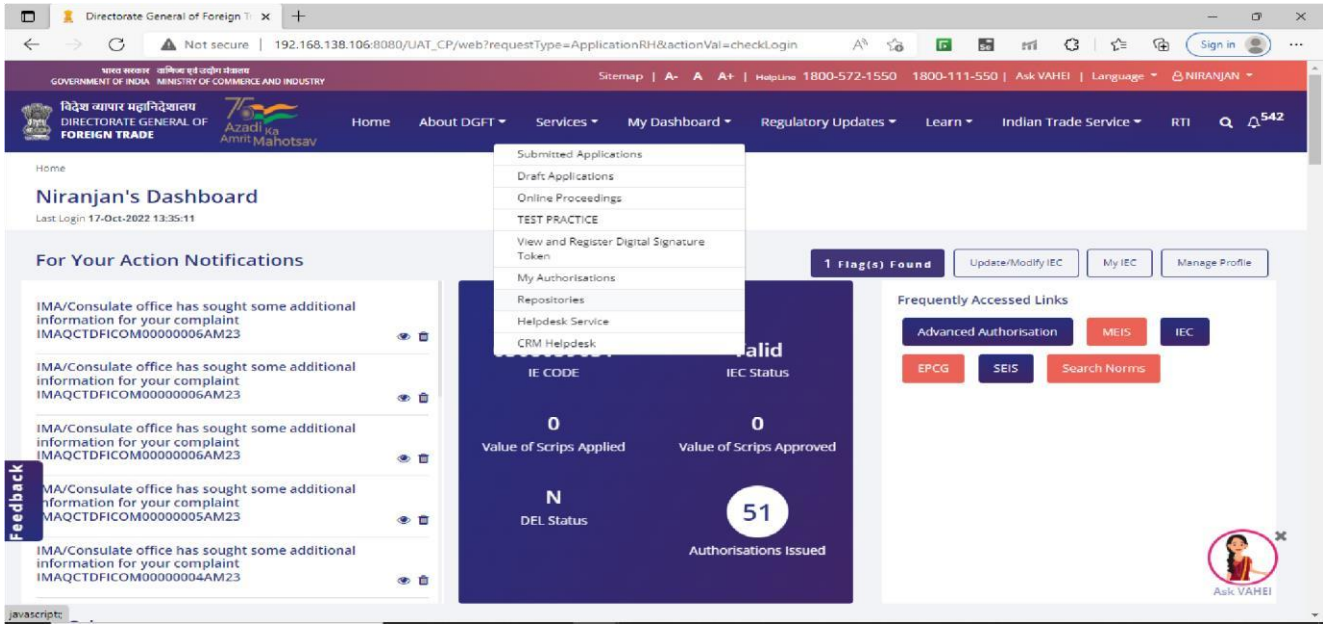
7. After successful registration the user needs to link their user ids with IEC using Aadhaar e-sign or DSC.

3. Search and Update e-BRC

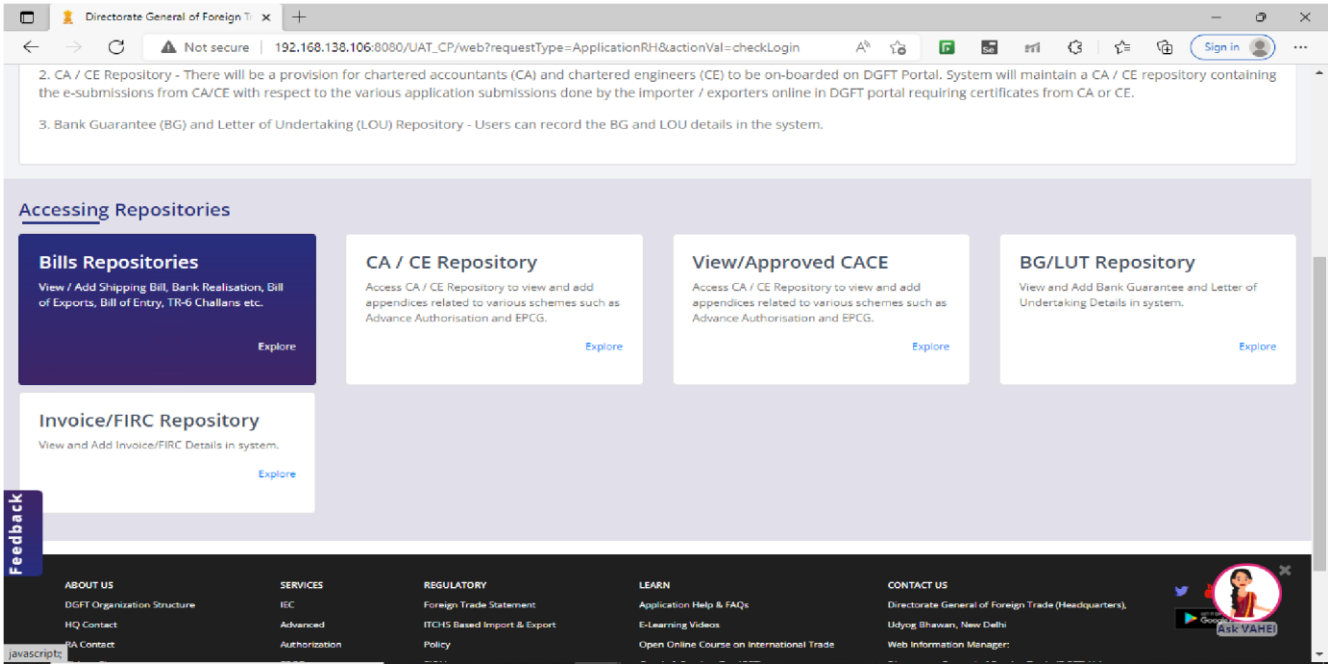
The User can update the freight, insurance, discount etc. related charges in repository. Multiplication Factor (MF) will be recalculated when the user saves these values. User may proceed with the following steps:

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.

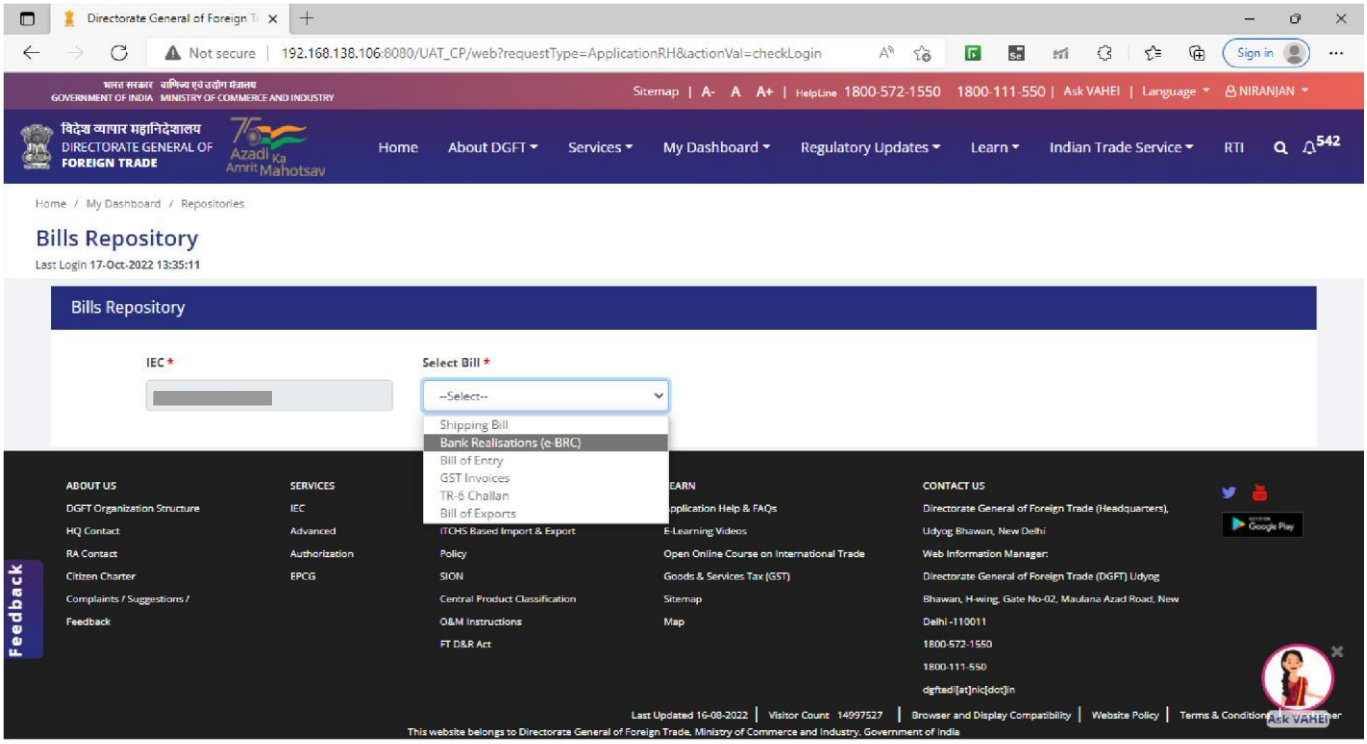
2. At Home screen click on My Dashboard then select Repositories from the drop-down



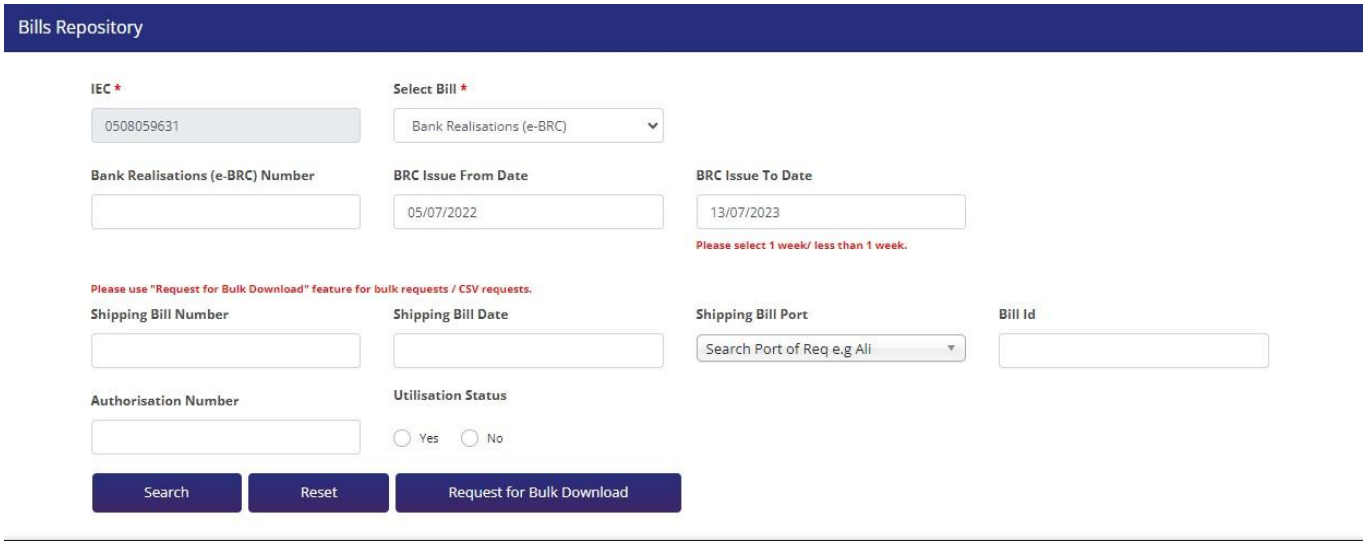
3. Now click on explore hyperlink in the Bill Repository node, you will be redirected to the bill repository page.

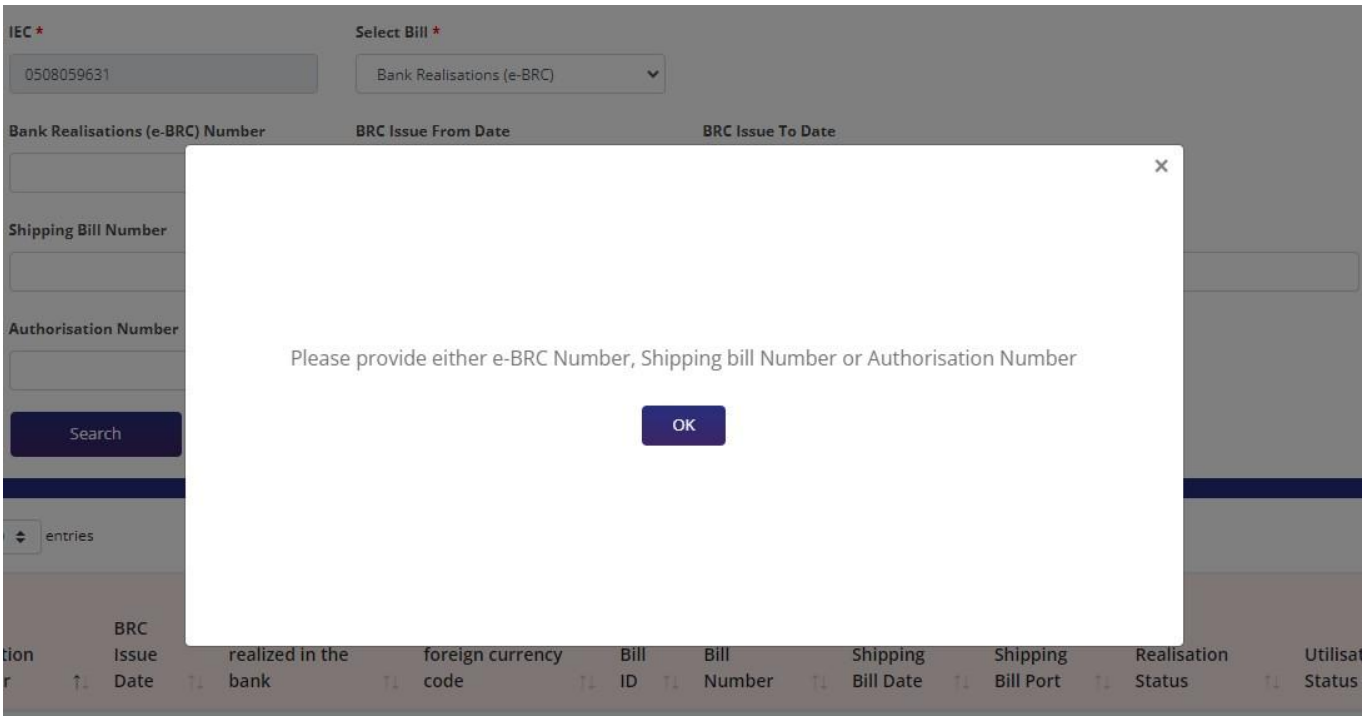


4. In select bill drop-down, select the Bank Realization (e-BRC) option & enter the search parameters to find the e-BRC which needs to be updated & then click on Search button.

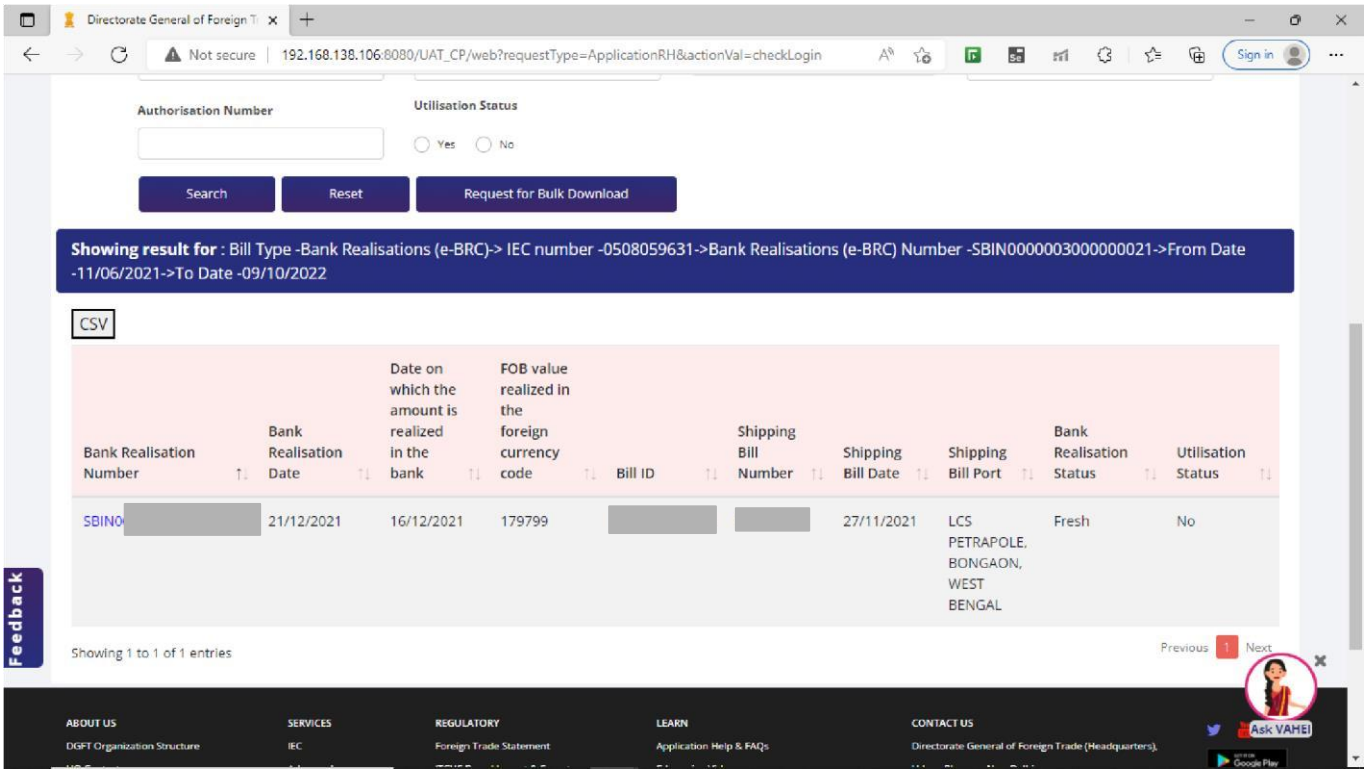


5. BRC issue date From/ To should be one week or less then one week. Use Bulk download feature in case BRC issue date From/TO more then one week. This is mandatory field.
6. E-BRC or shipping bill number or Authorization number mandatory field to search e-BRC details

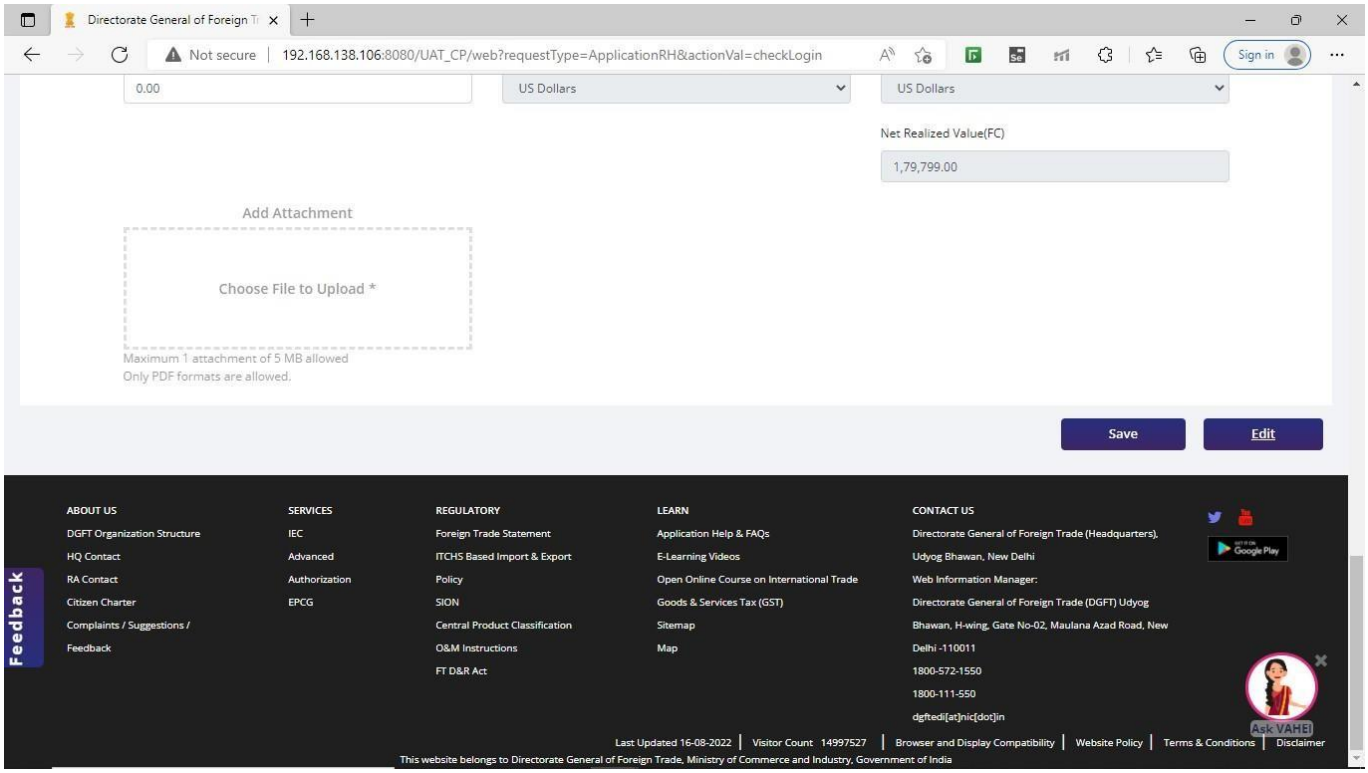




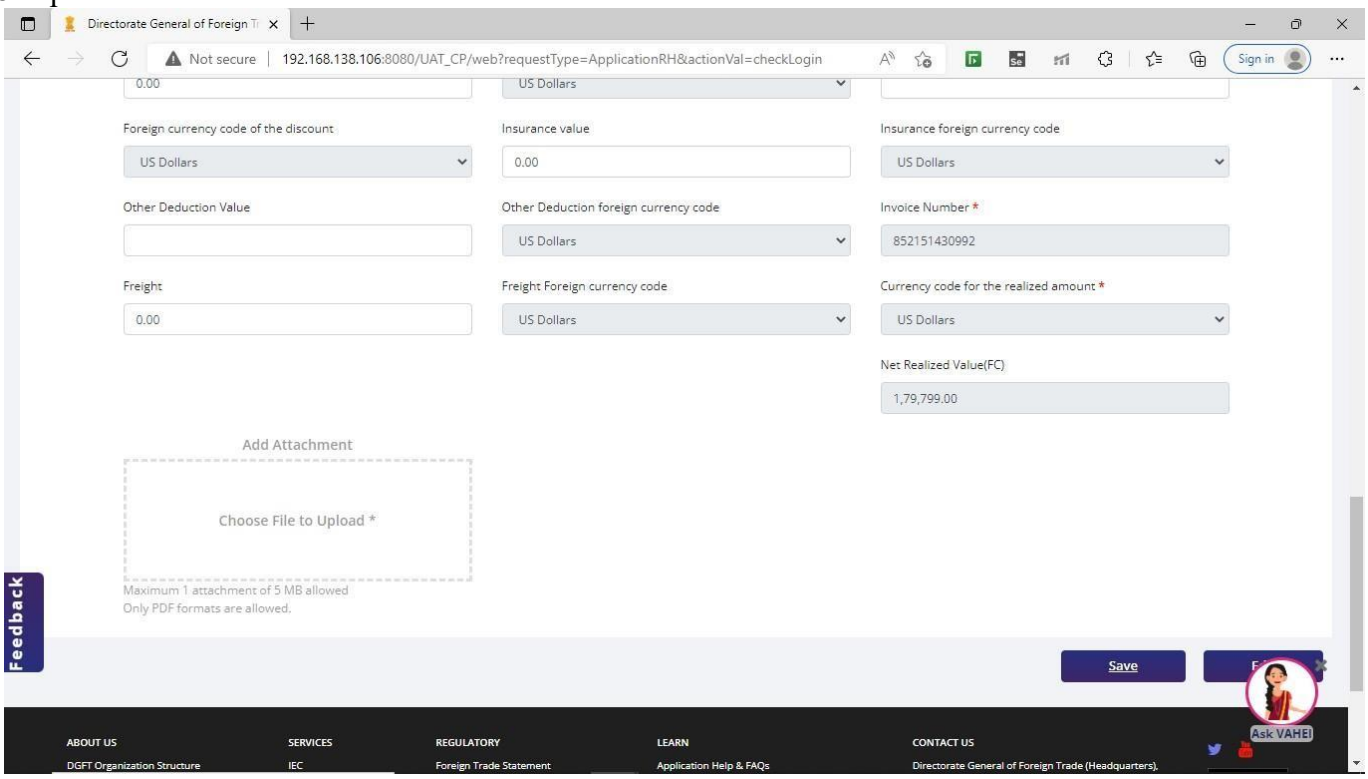
6. Scroll down to find the e-BRC which needs to be updated & click on Bank Realization hyperlink.



7. Click on Edit button to unfreeze the fields which can be updated.



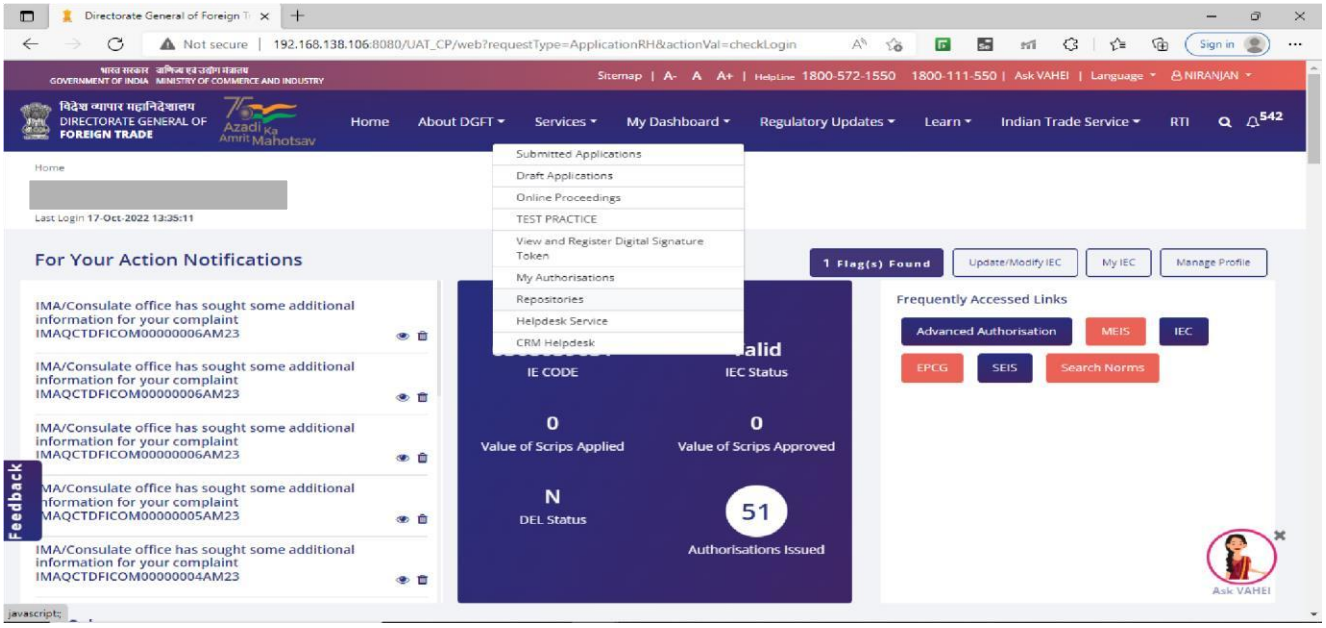
8. Update the fields & then click on Save button.



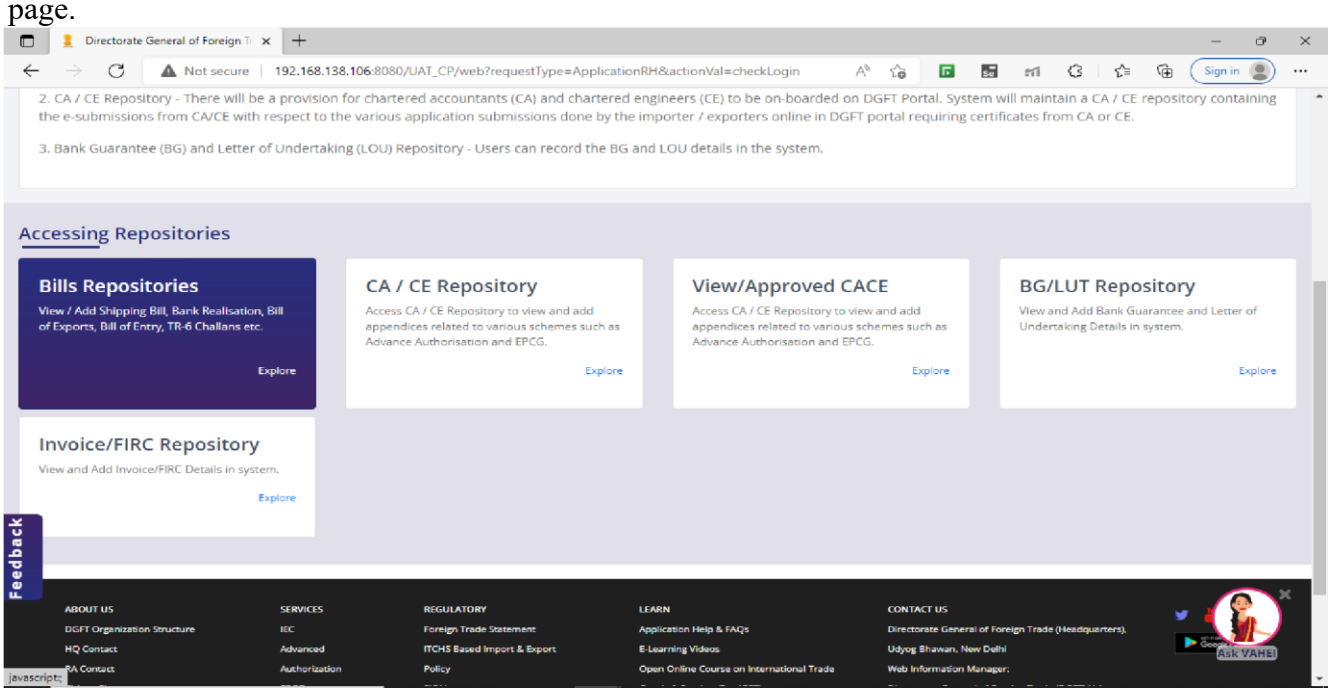
4. Print e-BRC

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.

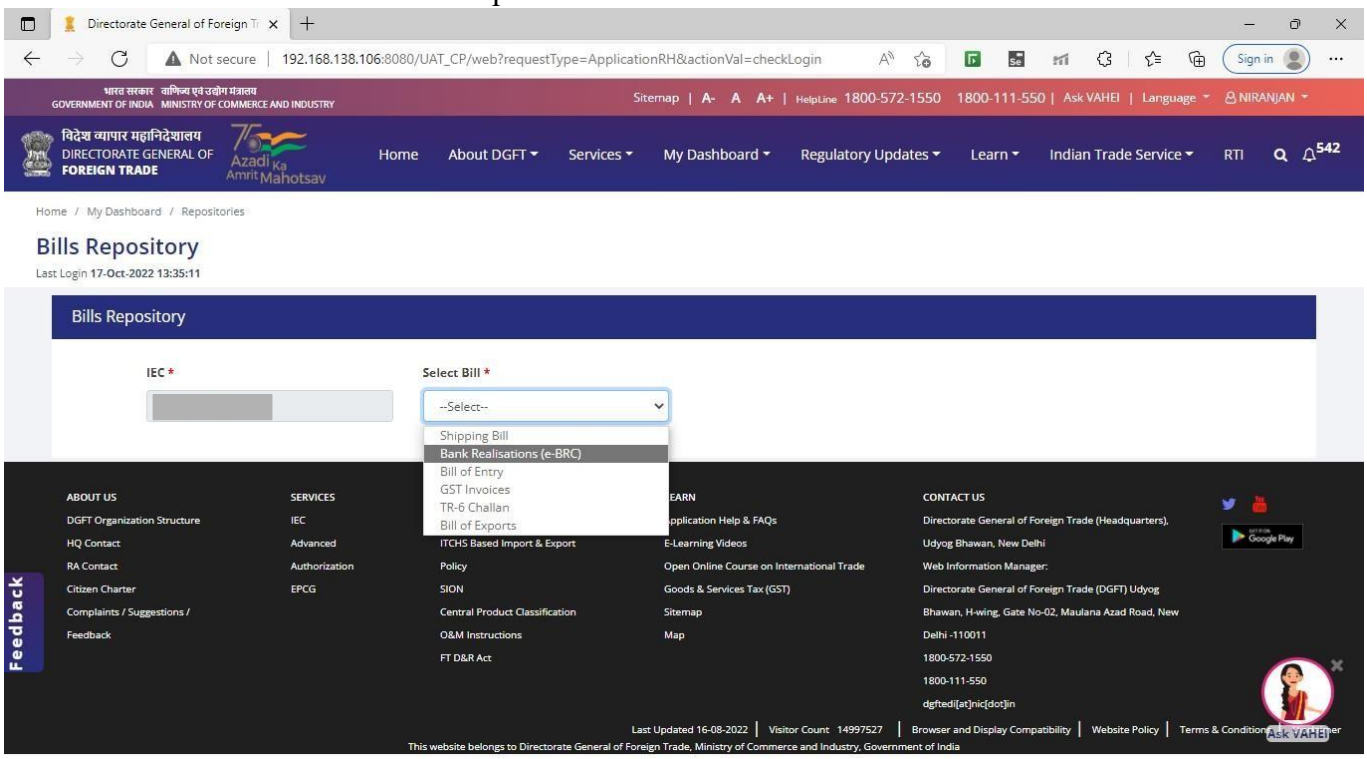
2. At Home screen click on My Dashboard then select Repositories from the drop-down

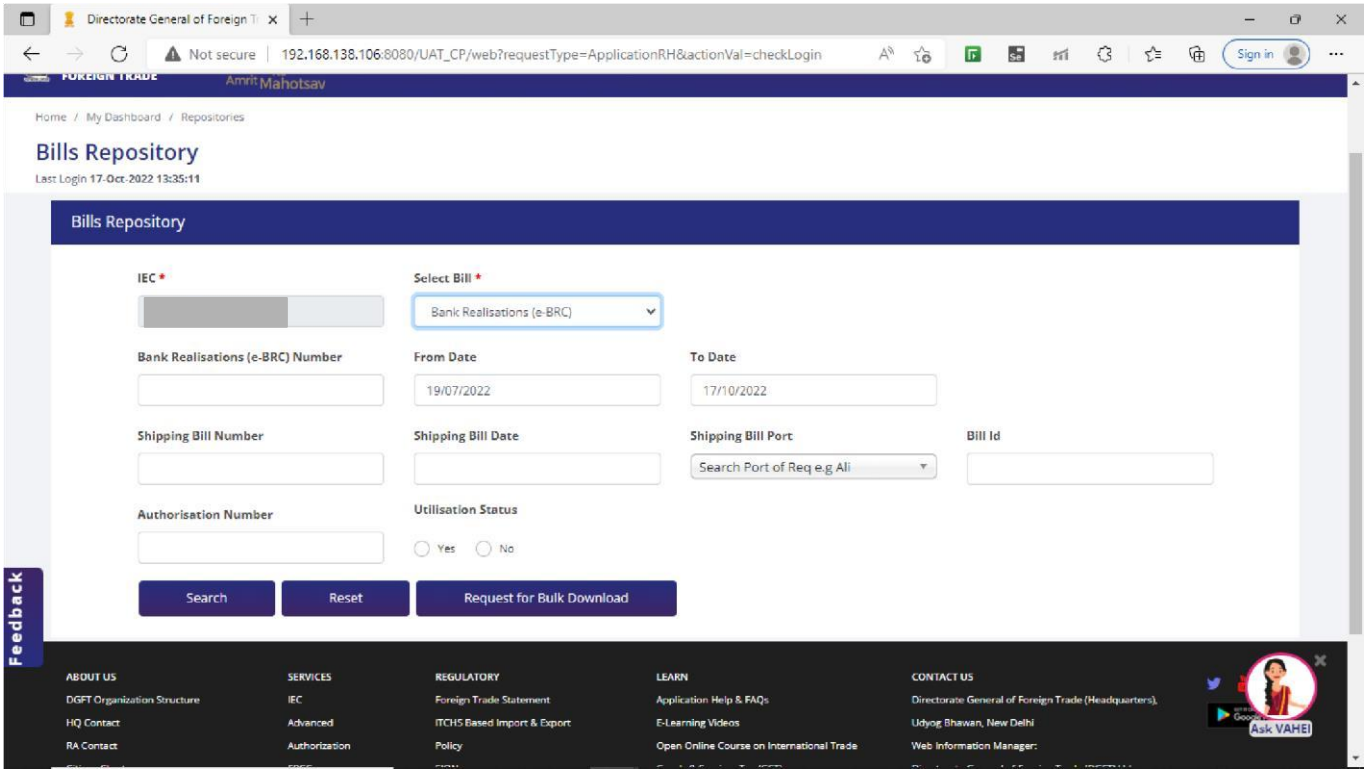


3. Now click on explore hyperlink in the Bill Repository node, you will be redirected to the bill repository page.

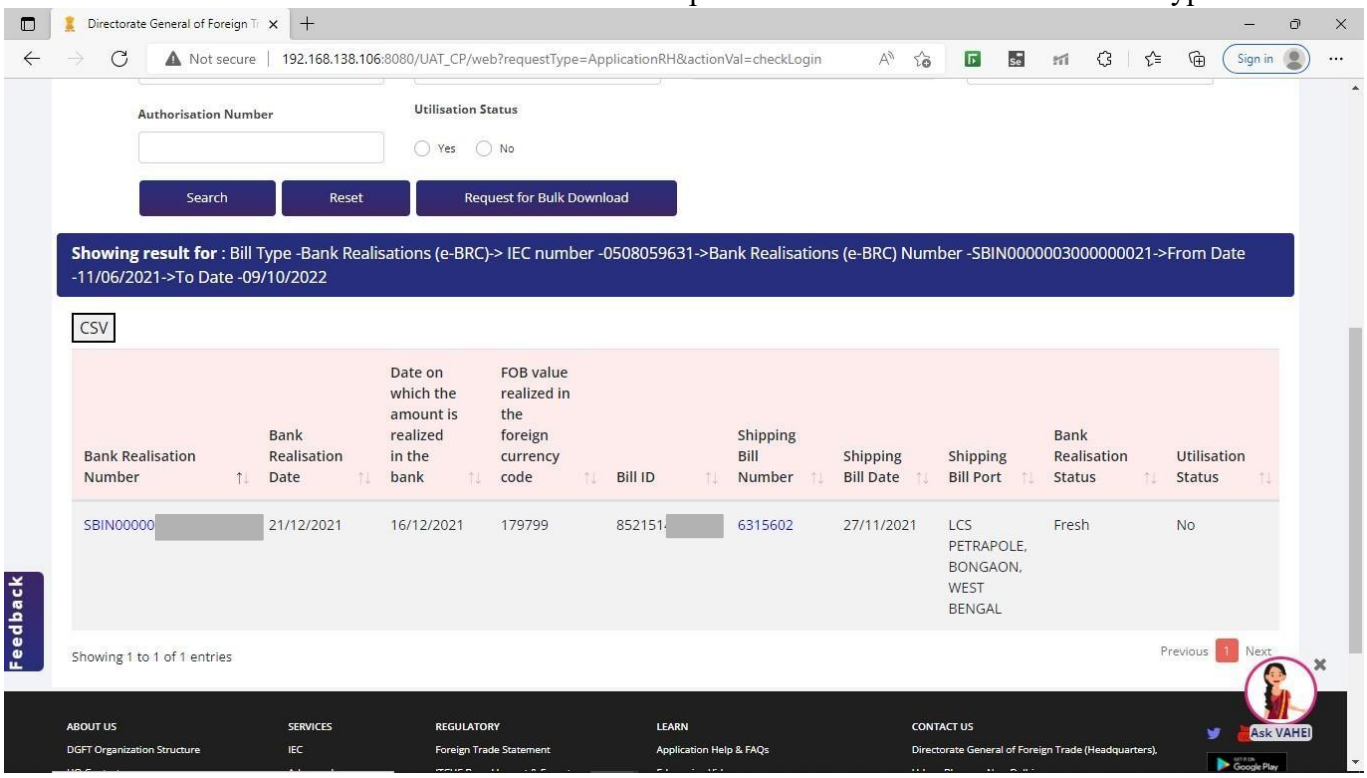


4. In select bill drop-down, select the Bank Realization (e-BRC) option & enter the search parameters to find the e-BRC which needs to be updated & then click on Search button.

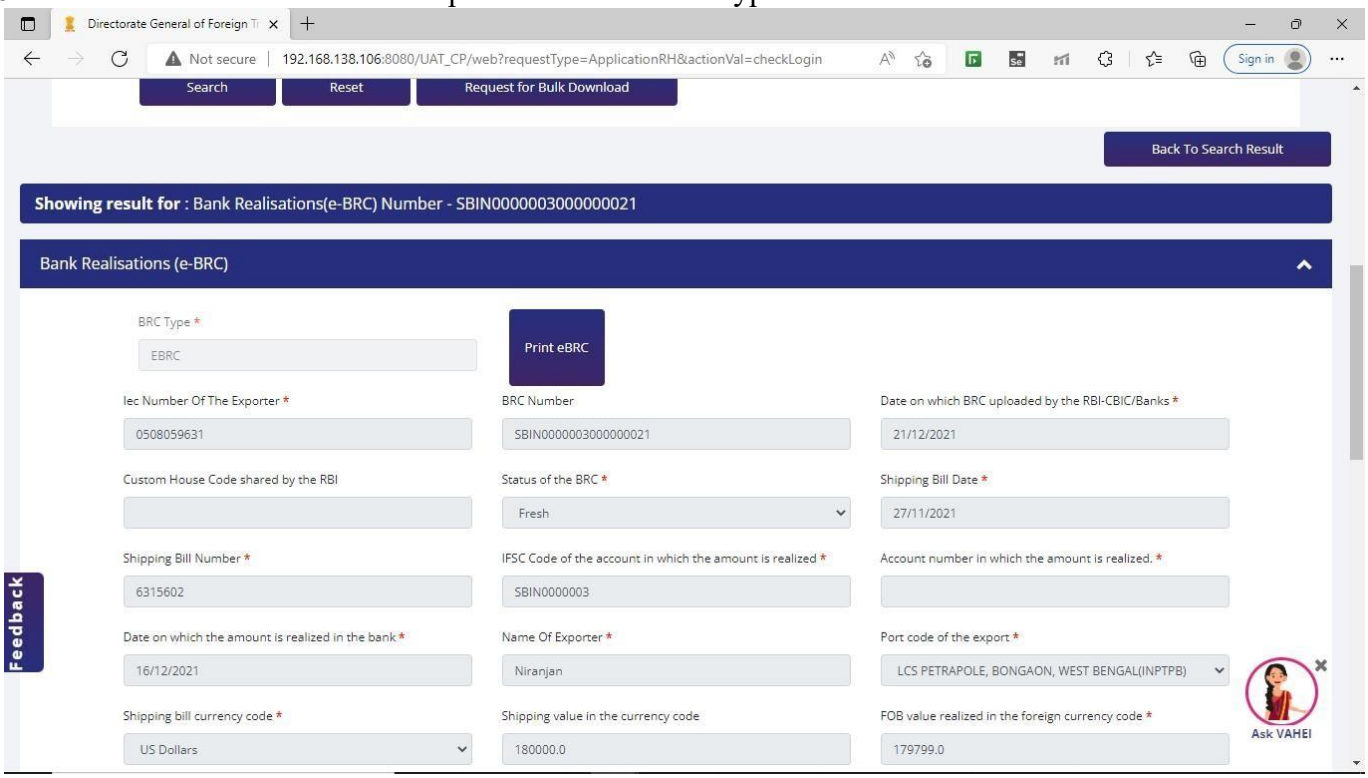




5. Scroll down to find the e-BRC which needs to be updated & click on Bank Realization hyperlink.



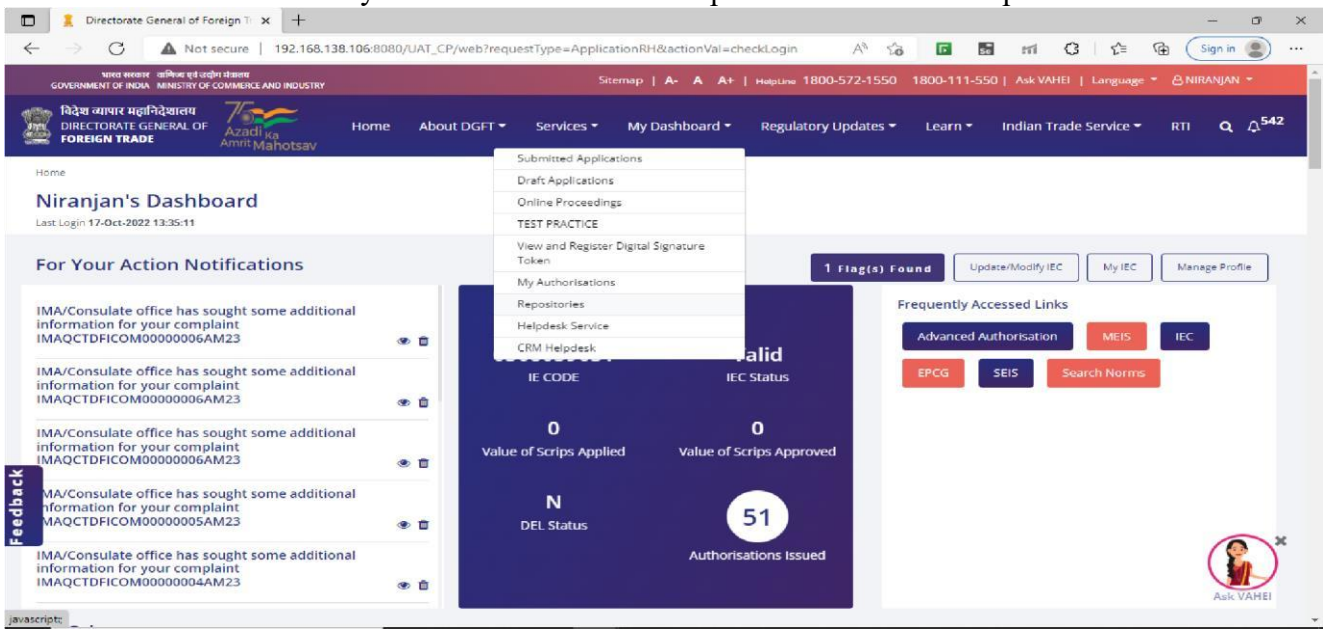
6. Click on the Print e-BRC button present next to BRC Type.



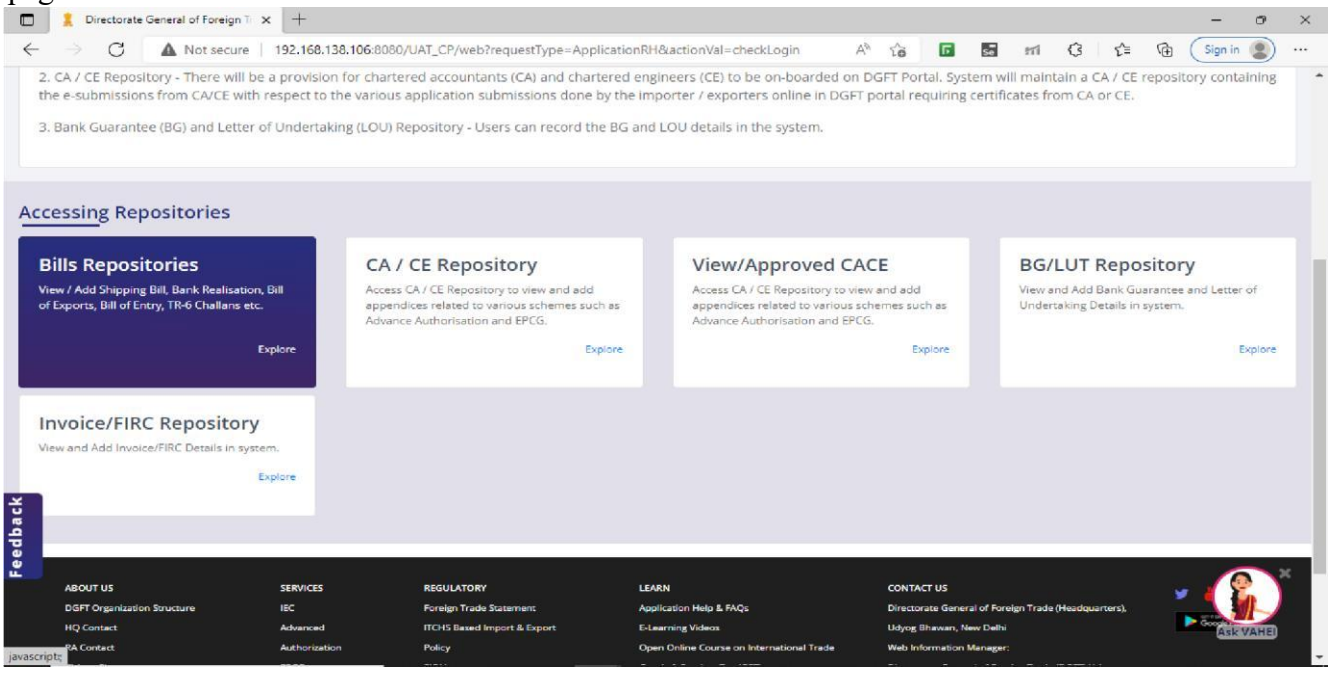
5. Bulk Download e-BRC

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.

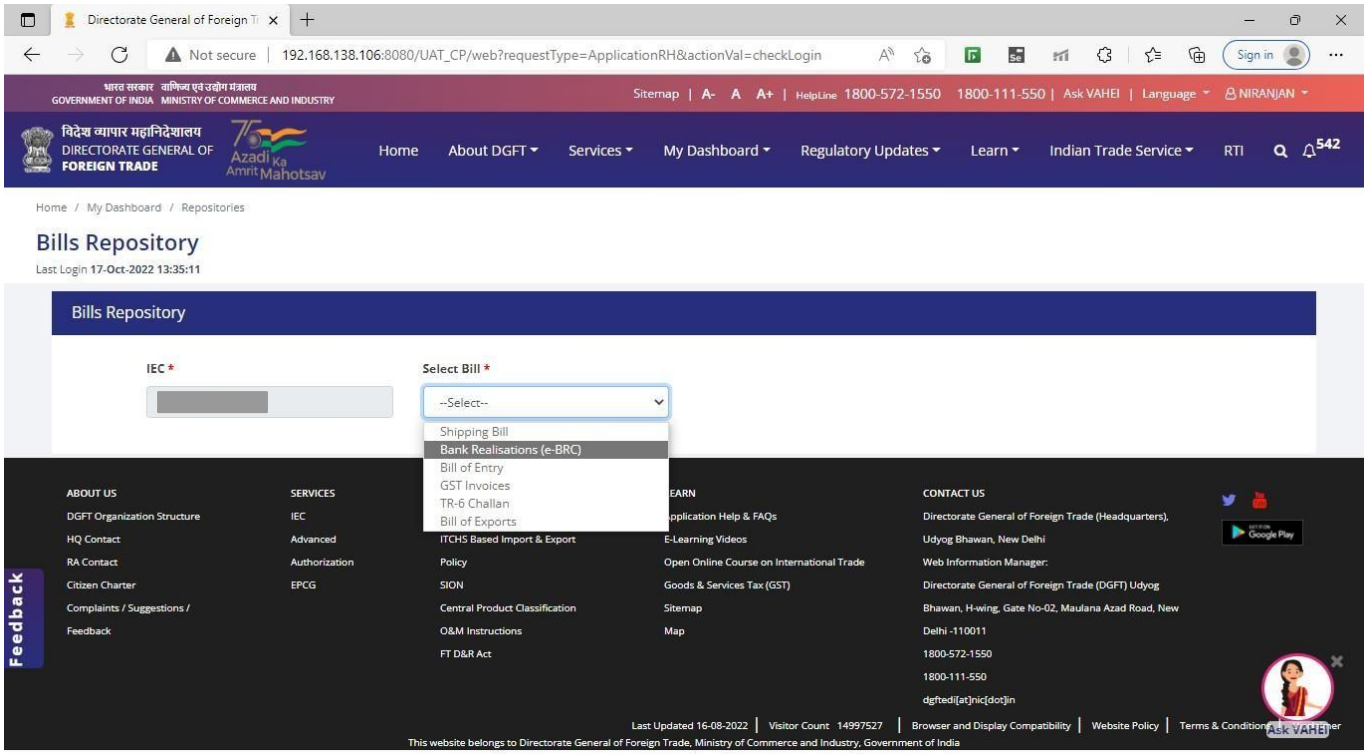
2. At Home screen click on My Dashboard then select Repositories from the drop-down



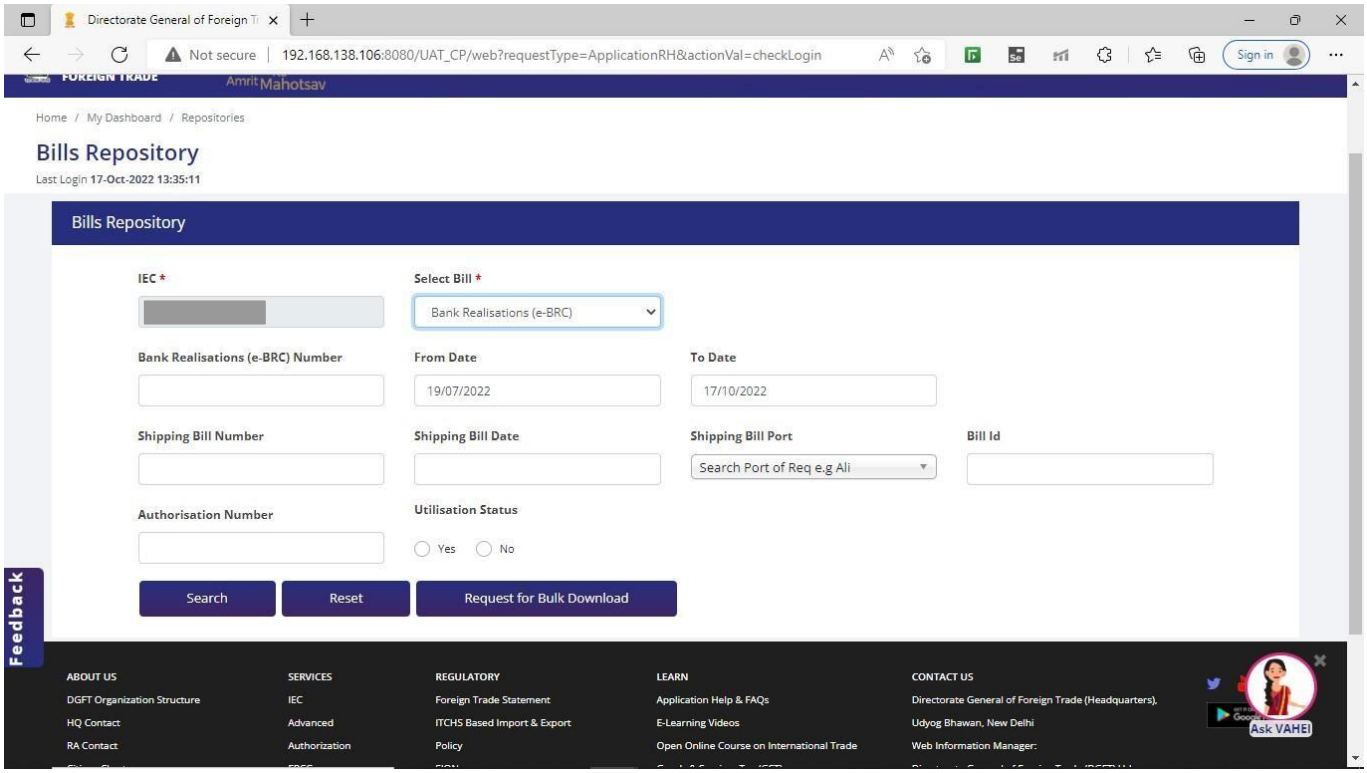
3. Now click on explore hyperlink in the Bill Repository node, you will be redirected to the bill repository page.



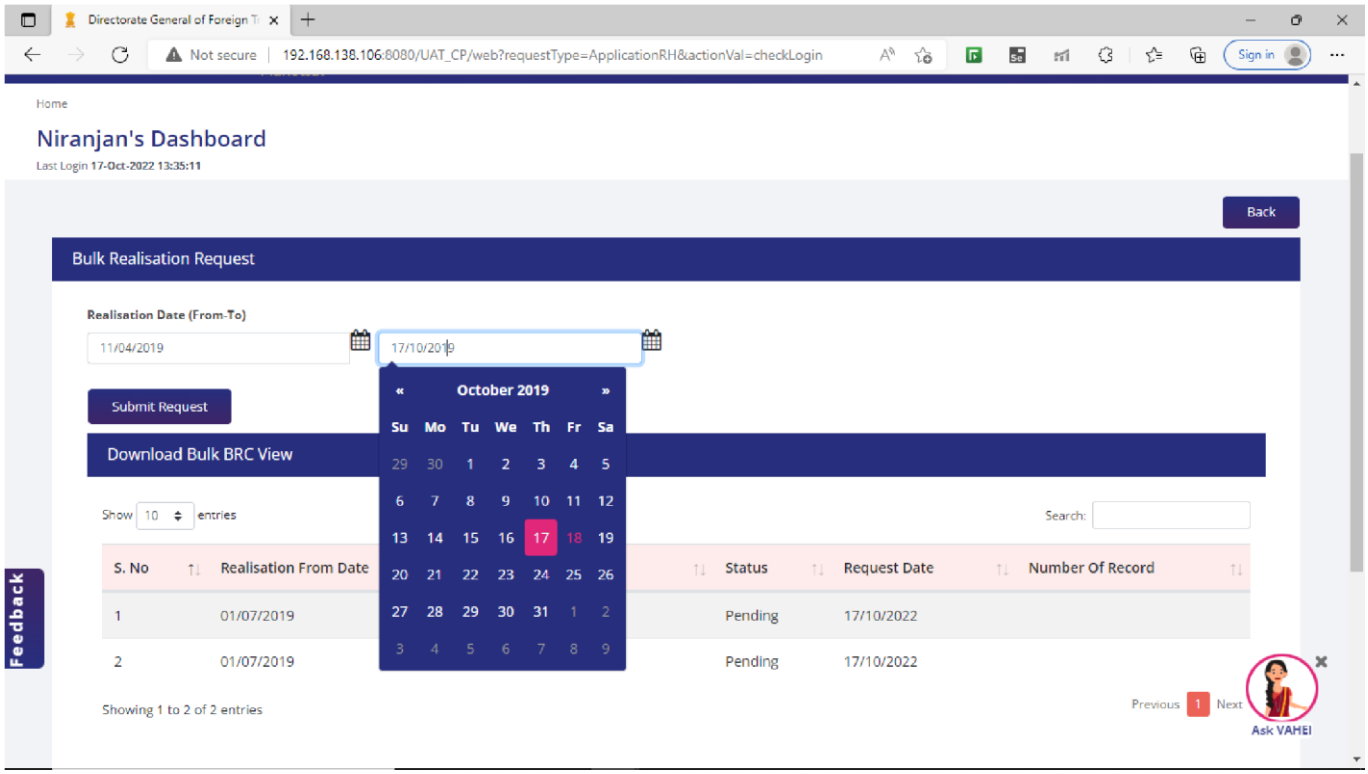
4. In select bill drop-down, select the Bank Realization (e-BRC) option.



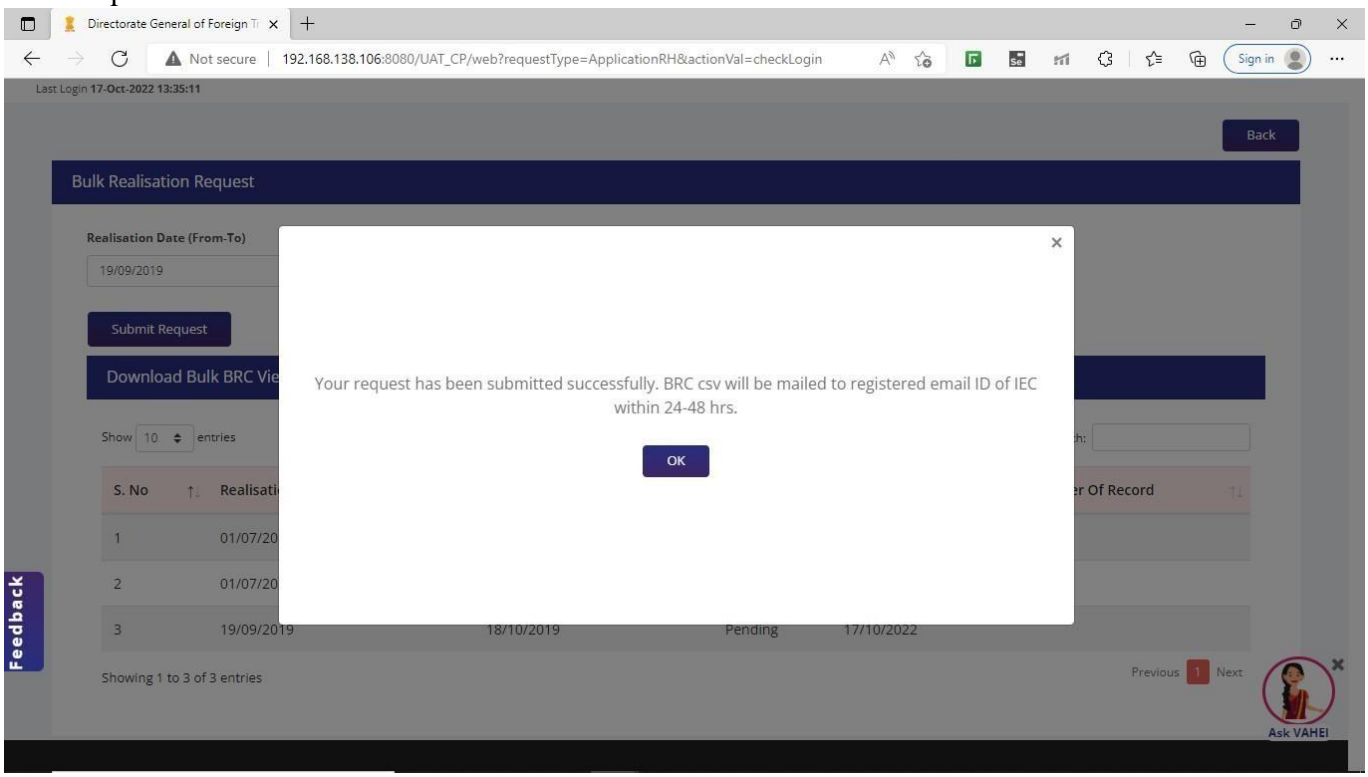
5. Click on the Request for Bulk Download Button at the bottom.



6.Select the From-To date (up to 3 months) and click on Submit Request Button.



7.“Your Request has been submitted successfully” message will be displayed upon successful submission of the request.



8.CSV generated would be mailed to the registered email ID which can be found from IEC profile in CP.