



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

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.

REGISTER

Register User As*

Please Select

Please Select

Importer/Exporter

IMC/NC/EFC/IMWG Technical Authorities

Foreign Importer/Exporter

Export Promotion Council (EPC) / Commodity Board (CB)

Certifying Authority - CA, CMA, CS, CE

Pre-Shipment Agency

Bank Officials

Pincode*

Enter Pincode

District*

Please Select

State*

Please Select

City*

Enter City

66FKF

Type the above CAPTCHA Code.*

Please enter above CAPTCHA Code.

☐ By registering you are agreeing to our [terms & conditions](#)

Send OTP

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.

The screenshot displays the 'REGISTER' form on the e-BRC portal. At the top, a yellow banner indicates 'OTP sent successfully'. The form fields are as follows:

- First Name ***: PRASHANT
- Last Name ***: SEHGAL
- Email ID ***: [Redacted]
- Mobile No. ***: [Redacted]
- Enter Mobile OTP ***: [Input field with placeholder 'Enter Mobile OTP']
- Enter Email OTP ***: [Input field with placeholder 'Enter Email OTP']

Below the OTP fields are two buttons: 'Back' and 'Register'. A green callout box points to the 'Register' button with the text 'Click on Register'. Another green callout box points to the OTP input fields with the text 'Enter OTP's received'. A timer '1 : 55' is visible next to the OTP fields.

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.

Home / My Dashboard / Repositories

Bills Repository

Last Login 17-Oct-2022 13:35:11

Bills Repository

IEC *

Select Bill *

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

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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

Bills Repository

IEC *

Select Bill *

Bank Realisations (e-BRC) Number

BRC Issue From Date

BRC Issue To Date

Please select 1 week/ less than 1 week.

Please use "Request for Bulk Download" feature for bulk requests / CSV requests.

Shipping Bill Number

Shipping Bill Date

Shipping Bill Port

Bill Id

Authorisation Number

Utilisation Status ☐ Yes ☐ No

IEC * 0508059631 Select Bill * Bank Realisations (e-BRC) v

Bank Realisations (e-BRC) Number BRC Issue From Date BRC Issue To Date

Shipping Bill Number

Authorisation Number

Search

entries

Please provide either e-BRC Number, Shipping bill Number or Authorisation Number

OK

BRC Issue Date realized in the bank foreign currency code Bill ID Bill Number Shipping Bill Date Shipping Bill Port Realisation Status Utilisation Status

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

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Not secure | 192.168.138.106:8080/UAT_CP/web?requestType=ApplicationRH&actionVal=checkLogin

Authorisation Number

Utilisation Status ☐ Yes ☐ No

Search Reset Request for Bulk Download

Showing result for : Bill Type -Bank Realisations (e-BRC)-> IEC number -0508059631->Bank Realisations (e-BRC) Number -SBIN0000003000000021->From Date -11/06/2021->To Date -09/10/2022

CSV

Bank Realisation Number	Bank Realisation Date	Date on which the amount is realized in the bank	FOB value realized in the foreign currency code	Bill ID	Shipping Bill Number	Shipping Bill Date	Shipping Bill Port	Bank Realisation Status	Utilisation Status
SBIN0000003000000021	21/12/2021	16/12/2021	179799			27/11/2021	LCS PETRAPOLE, BONGAON, WEST BENGAL	Fresh	No

Showing 1 to 1 of 1 entries

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Ask VAHE

Google Play

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

0.00 US Dollars US Dollars

Net Realized Value(FC)
1,79,799.00

Add Attachment

Choose File to Upload *

Maximum 1 attachment of 5 MB allowed
Only PDF formats are allowed.

Save Edit

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

0.00 US Dollars US Dollars

Foreign currency code of the discount:
US Dollars

Insurance value
0.00

Insurance foreign currency code
US Dollars

Other Deduction Value

Other Deduction foreign currency code
US Dollars

Invoice Number *
852151430992

Freight
0.00

Freight Foreign currency code
US Dollars

Currency code for the realized amount *
US Dollars

Net Realized Value(FC)
1,79,799.00

Add Attachment

Choose File to Upload *

Maximum 1 attachment of 5 MB allowed
Only PDF formats are allowed.

Save Edit

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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

The screenshot displays the DGFT e-BRC User Guide v 3.0 interface. The top navigation bar includes links for Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, and RTI. The user is logged in as 'NIRANJAN'. The main content area features a 'For Your Action Notifications' section with five notifications regarding IMA/Consulate office requests for additional information. A 'Submitted Applications' dropdown menu is open, showing options like Draft Applications, Online Proceedings, TEST PRACTICE, View and Register Digital Signature Token, My Authorisations, Repositories, Helpdesk Service, and CRM Helpdesk. The dashboard also displays a '1 Flag(s) Found' status, 'Update/Modify IEC', 'My IEC', and 'Manage Profile' buttons. A 'Frequently Accessed Links' section includes buttons for Advanced Authorisation, MEIS, IEC, EPCG, SEIS, and Search Norms. The bottom right corner shows a user profile icon and the text 'Ask VAHEI'.

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

The screenshot displays the 'Accessing Repositories' section of the DGFT e-BRC User Guide v 3.0 interface. It features four repository cards, each with an 'Explore' link:

- Bills Repositories**: View / Add Shipping Bill, Bank Realisation, Bill of Exports, Bill of Entry, TR-6 Challans etc.
- CA / CE Repository**: Access CA / CE Repository to view and add appendices related to various schemes such as Advance Authorisation and EPCG.
- View/Approved CACE**: Access CA / CE Repository to view and add appendices related to various schemes such as Advance Authorisation and EPCG.
- BG/LUT Repository**: View and Add Bank Guarantee and Letter of Undertaking Details in system.

The bottom section contains a footer with links for ABOUT US, SERVICES, REGULATORY, LEARN, and CONTACT US. The user profile icon and 'Ask VAHEI' text are visible in the bottom right corner.

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.

The screenshot shows the DGFT Bills Repository interface. The 'Select Bill' dropdown menu is open, displaying the following options: --Select--, Shipping Bill, Bank Realisations (e-BRC), Bill of Entry, GST Invoices, TR-6 Challan, Bill of Exports, ITCHS Based Import & Export, Policy, SION, Central Product Classification, O&M Instructions, and FT D&R Act. The 'Bank Realisations (e-BRC)' option is highlighted. The page header includes the DGFT logo, 'Azadi Ka Amrit Mahotsav', and navigation links. The footer contains contact information and a disclaimer.

The screenshot shows the DGFT Bills Repository search form. The 'Select Bill' dropdown menu is set to 'Bank Realisations (e-BRC)'. The form includes the following fields: IEC (with a greyed-out input), Bank Realisations (e-BRC) Number, Shipping Bill Number, Authorisation Number, From Date (19/07/2022), Shipping Bill Date, Utilisation Status (Yes/No), To Date (17/10/2022), Shipping Bill Port (Search Port of Req. e.g. Ali), and Bill Id. The 'Search' button is highlighted. The page header and footer are consistent with the previous screenshot.

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

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Not secure | 192.168.138.106:8080/UAT_CP/web?requestType=ApplicationRH&actionVal=checkLogin

Sign in

Authorisation Number

Utilisation Status ☐ Yes ☐ No

Search Reset Request for Bulk Download

Showing result for : Bill Type -Bank Realisations (e-BRC)-> IEC number -0508059631->Bank Realisations (e-BRC) Number -SBIN0000003000000021->From Date -11/06/2021->To Date -09/10/2022

CSV

Bank Realisation Number	Bank Realisation Date	Date on which the amount is realized in the bank	FOB value realized in the foreign currency code	Bill ID	Shipping Bill Number	Shipping Bill Date	Shipping Bill Port	Bank Realisation Status	Utilisation Status
SBIN000000	21/12/2021	16/12/2021	179799	852151	6315602	27/11/2021	LCS PETRAPOLE, BONGAON, WEST BENGAL	Fresh	No

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

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Not secure | 192.168.138.106:8080/UAT_CP/web?requestType=ApplicationRH&actionVal=checkLogin

Sign in

Search Reset Request for Bulk Download

Back To Search Result

Showing result for : Bank Realisations(e-BRC) Number - SBIN0000003000000021

Bank Realisations (e-BRC)

BRC Type *
EBRC

Print eBRC

IEC Number Of The Exporter *
0508059631

BRC Number:
SBIN0000003000000021

Date on which BRC uploaded by the RBI-CBIC/Banks *
21/12/2021

Custom House Code shared by the RBI

Status of the BRC *
Fresh

Shipping Bill Date *
27/11/2021

Shipping Bill Number *
6315602

IFSC Code of the account in which the amount is realized *
SBIN0000003

Account number in which the amount is realized. *

Date on which the amount is realized in the bank *
16/12/2021

Name Of Exporter *
Niranjan

Port code of the export *
LCS PETRAPOLE, BONGAON, WEST BENGAL (INPTPB)

Shipping bill currency code *
US Dollars

Shipping value in the currency code
180000.0

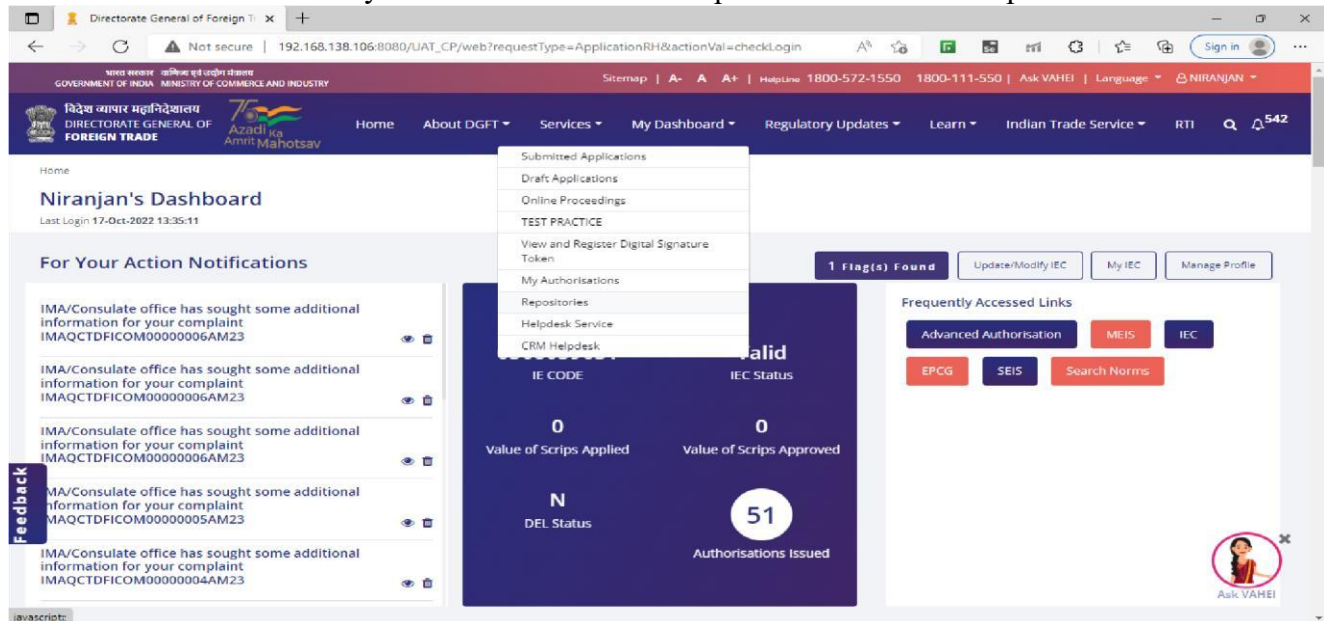
FOB value realized in the foreign currency code *
179799.0

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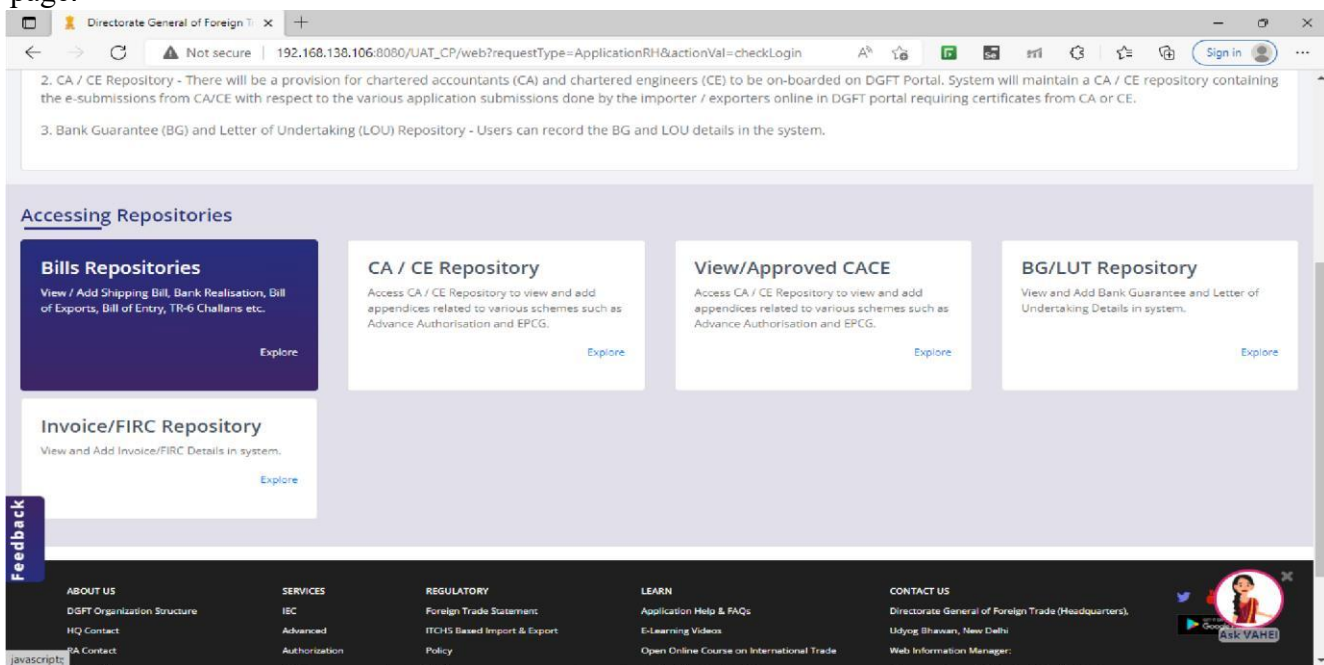
Ask VAHEI

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.

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Home / My Dashboard / Repositories

Bills Repository

Last Login 17-Oct-2022 13:35:11

Bills Repository

IEC *

Select Bill *

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

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

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Home / My Dashboard / Repositories

Bills Repository

Last Login 17-Oct-2022 13:35:11

Bills Repository

IEC *

Select Bill *

Bank Realisations (e-BRC) Number

From Date

To Date

Shipping Bill Number

Shipping Bill Date

Shipping Bill Port

Bill Id

Authorisation Number

Utilisation Status ☐ Yes ☐ No

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Web Information Manager:

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

Home

Niranjana's Dashboard
Last Login 17-Oct-2022 13:35:11

Bulk Realisation Request

Realisation Date (From-To): 11/04/2019 to 17/10/2022

Submit Request

Download Bulk BRC View

Show 10 entries

S. No	Realisation From Date	Status	Request Date	Number Of Record
1	01/07/2019	Pending	17/10/2022	
2	01/07/2019	Pending	17/10/2022	

Showing 1 to 2 of 2 entries

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Ask VAHEI

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

Home

Niranjana's Dashboard
Last Login 17-Oct-2022 13:35:11

Bulk Realisation Request

Realisation Date (From-To): 19/09/2019 to 18/10/2019

Submit Request

Download Bulk BRC View

Show 10 entries

S. No	Realisation From Date	Status	Request Date	Number Of Record
1	01/07/2019	Pending	17/10/2022	
2	01/07/2019	Pending	17/10/2022	
3	19/09/2019	Pending	17/10/2022	

Showing 1 to 3 of 3 entries

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Ask VAHEI

Success Message: Your request has been submitted successfully. BRC csv will be mailed to registered email ID of IEC within 24-48 hrs.

OK

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