



विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF  
**FOREIGN TRADE**

## Directorate General of Foreign Trade

**User Help File**

**e-BRC User Manual**

**Version 2.0**

**July-2023**

## Table of Contents

<b>1. Introduction.....</b>	<b>3</b>
<b>2. Registering on New Portal.....</b>	<b>3</b>
<b>3. Search and Update eBRC.....</b>	<b>5</b>
<b>4. Printing the BRC.....</b>	<b>9</b>
<b>5. Bulk Download eBRC.....</b>	<b>12</b>

## 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	<ol style="list-style-type: none"><li>1. Search and Updated e-BRC<ol style="list-style-type: none"><li>(a) BRC issue date - From/To maximum for one week condition introduce</li><li>(b) e-BRC or Authorization number or SB number - Mandatory field</li></ol></li></ol>

## 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

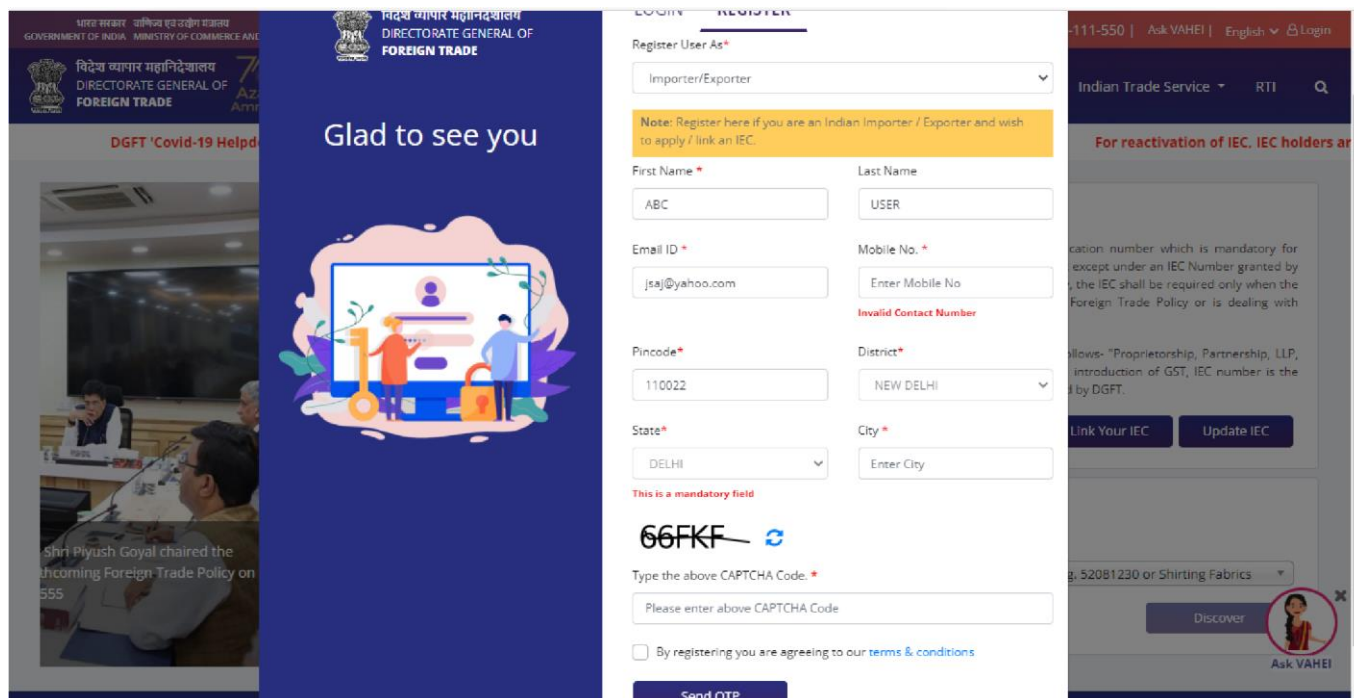
Then proceed with the following steps -

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.

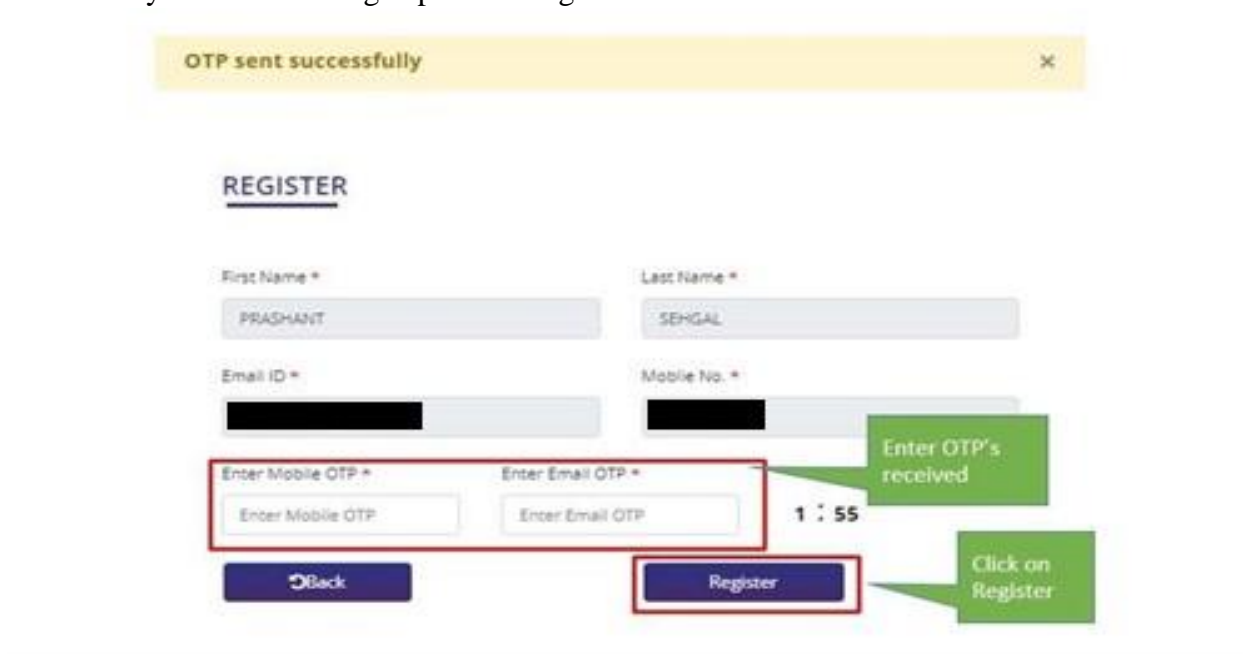
The screenshot shows the registration process on the DGFT portal. The form is titled "REGISTER" and includes the following fields and options:

- Register User As\***: A dropdown menu with the following options: "Importer/Exporter" (selected), "IMC/NC/EPC/IMWG Technical Authorities", "Foreign Importer/Exporter", "Export Promotion Council (EPC) / Commodity Board (CB)", "Certifying Authority - CA, CMA, CS, CE", "Pre-Shipment Agency", and "Bank Officials".
- Pincode\***: A text input field with the placeholder "Enter Pincode".
- District\***: A dropdown menu with the placeholder "Please Select".
- State\***: A dropdown menu with the placeholder "Please Select".
- City\***: A text input field with the placeholder "Enter City".
- CAPTCHA**: A CAPTCHA code "66FKF" is displayed above a text input field with the placeholder "Please enter above CAPTCHA Code".
- Terms & Conditions**: A checkbox labeled "By registering you are agreeing to our terms & conditions".
- Send OTP**: A button to submit the registration details.

The background of the screenshot shows the DGFT logo and a banner with the text "Glad to see you".



- 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.



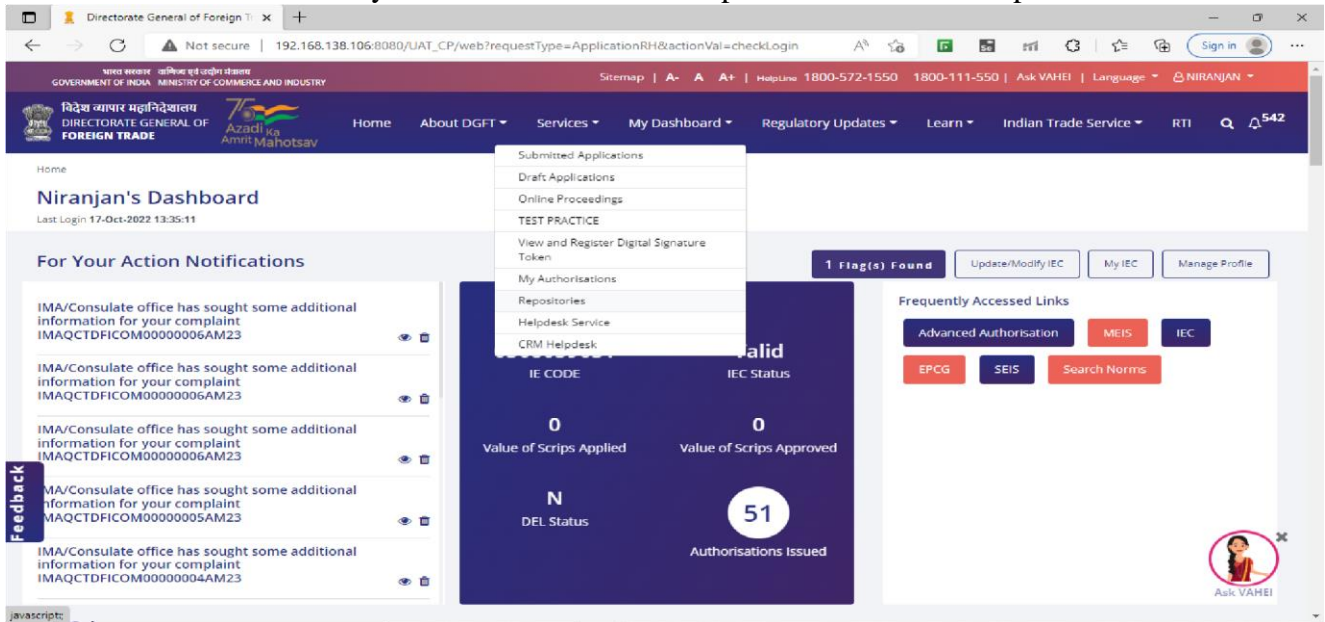
- 7. After successful registration the user needs to link their user ids with IEC using Aadhaar e-sign or DSC.

### 3. Search and Update e-BRC

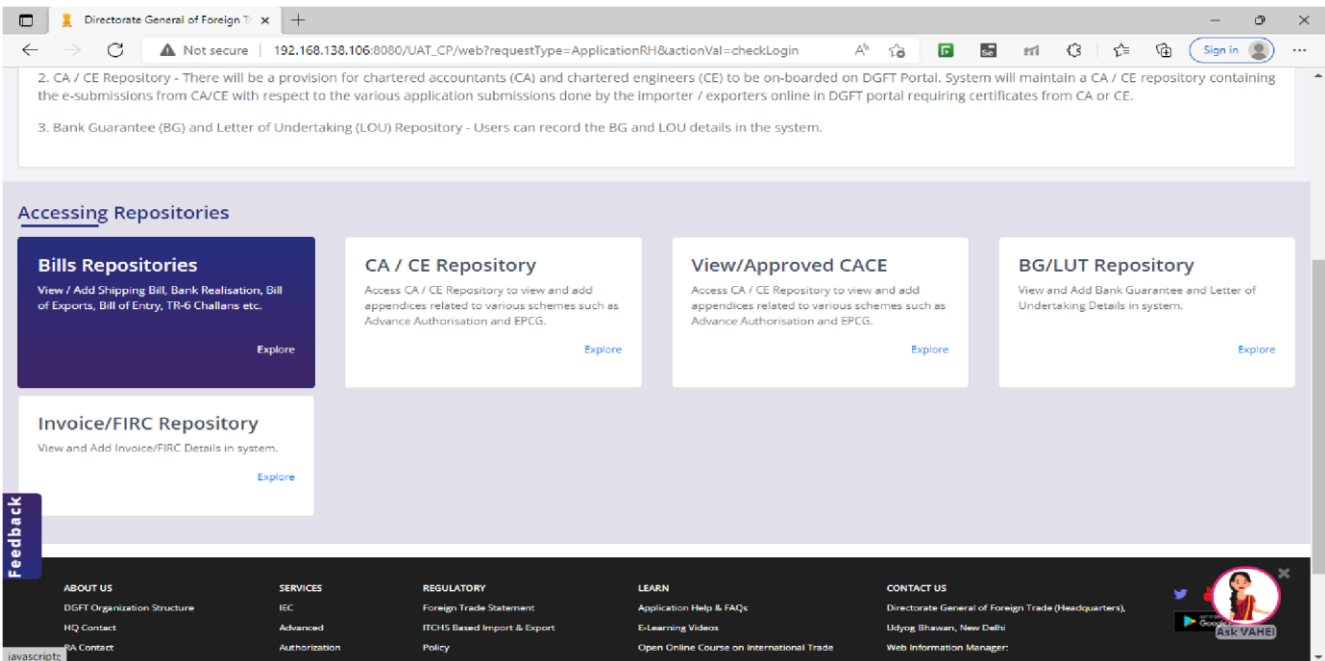
The User can update the freight, insurance, discount etc. related charges in repository.

Multiplication Factor (MF) will be recalculated when the user saves these values. User may proceed with the following steps:

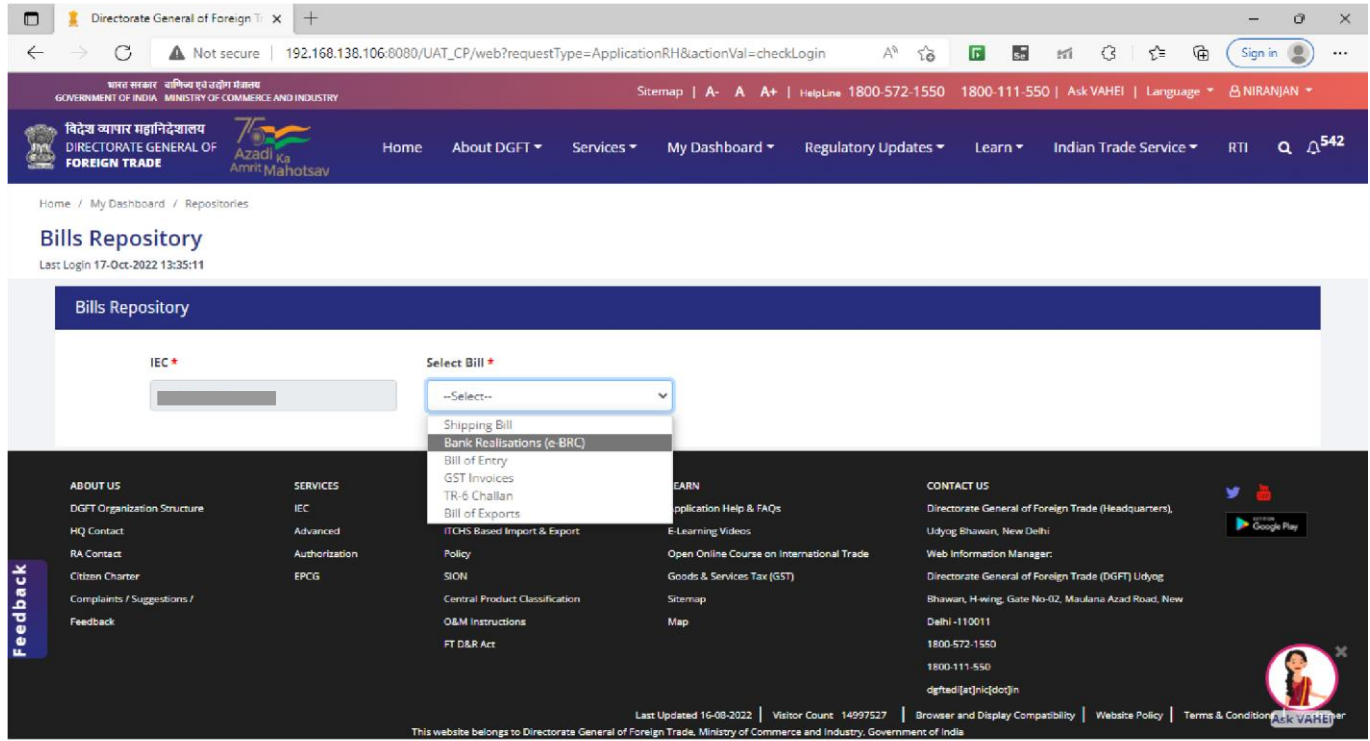
1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the login button to log in to the system.
2. At Home screen click on My Dashboard then select Repositories from the drop-down



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

Bills Repository

**IEC \***

**Select Bill \*** Bank Realisations (e-BRC) ▾

**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**

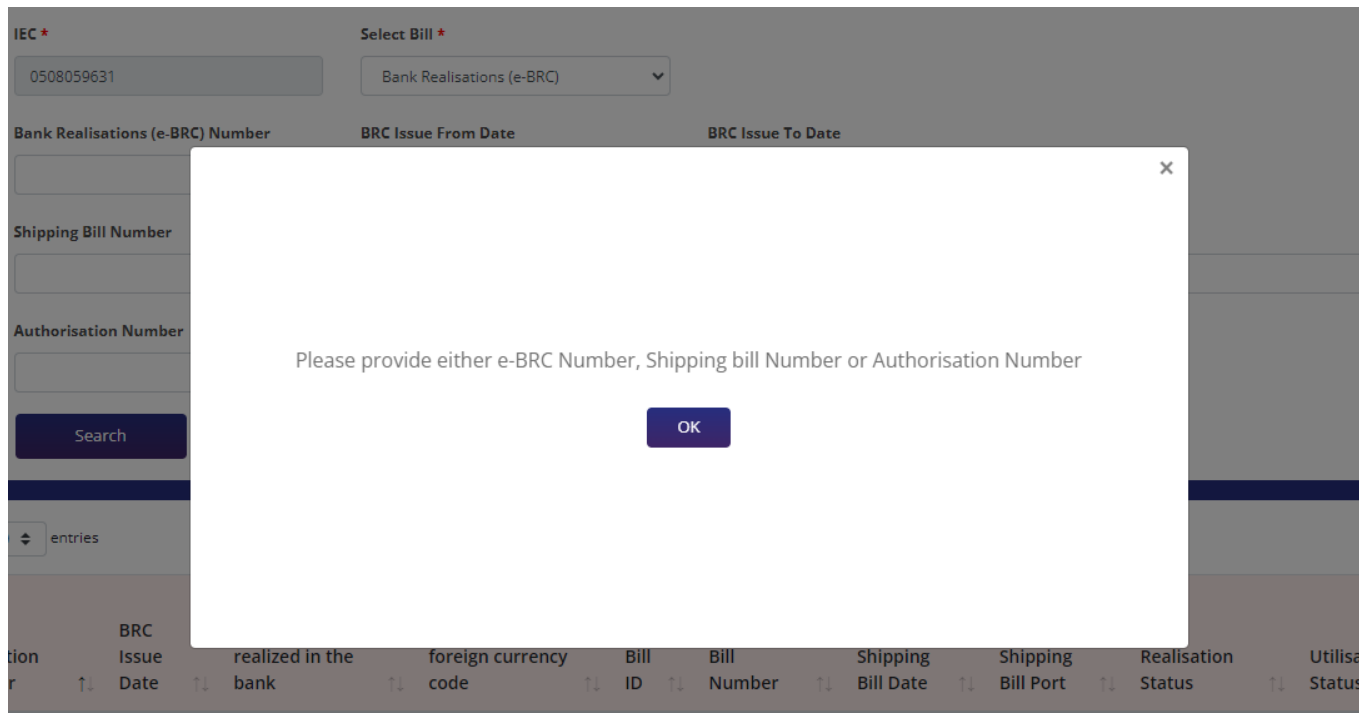
**Shipping Bill Port** Search Port of Req e.g Ali ▾

**Bill Id**

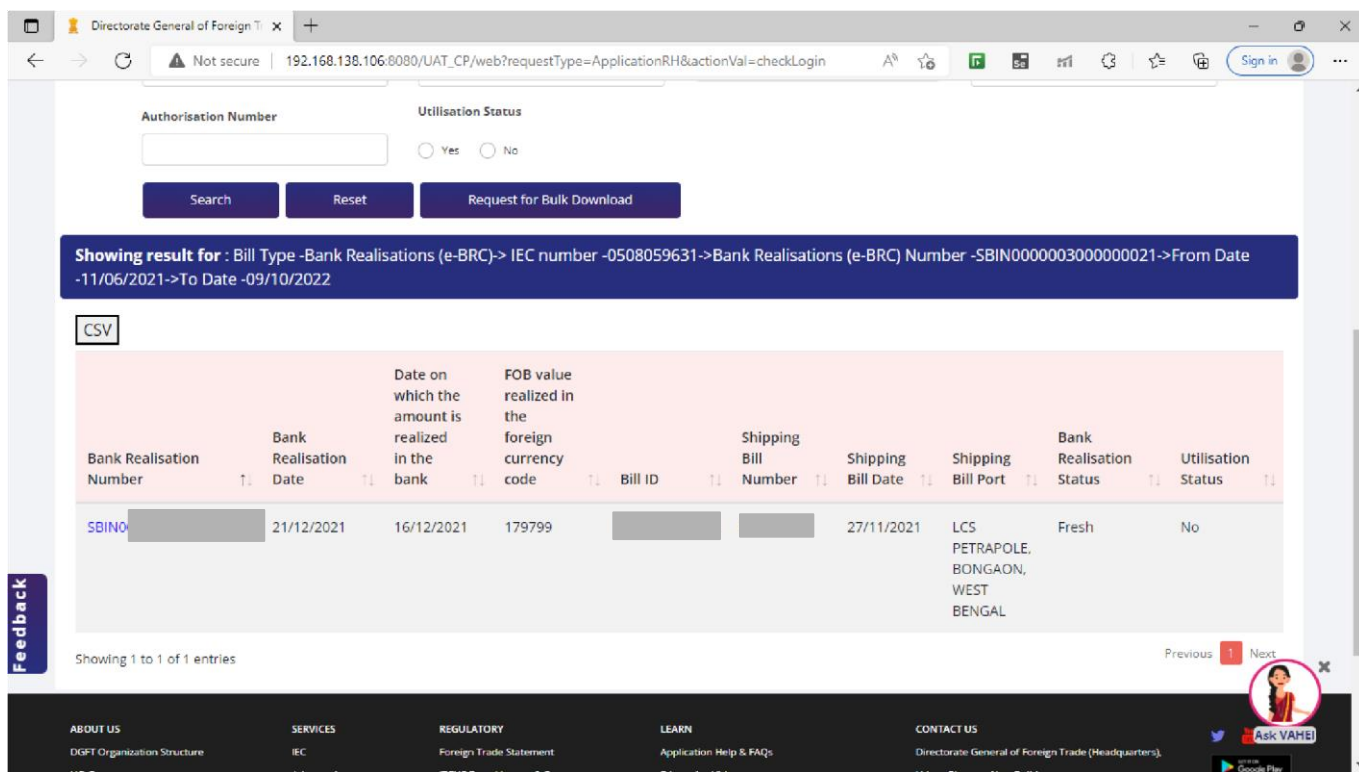
**Authorisation Number**

**Utilisation Status**  Yes  No

Search
Reset
Request for Bulk Download



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.



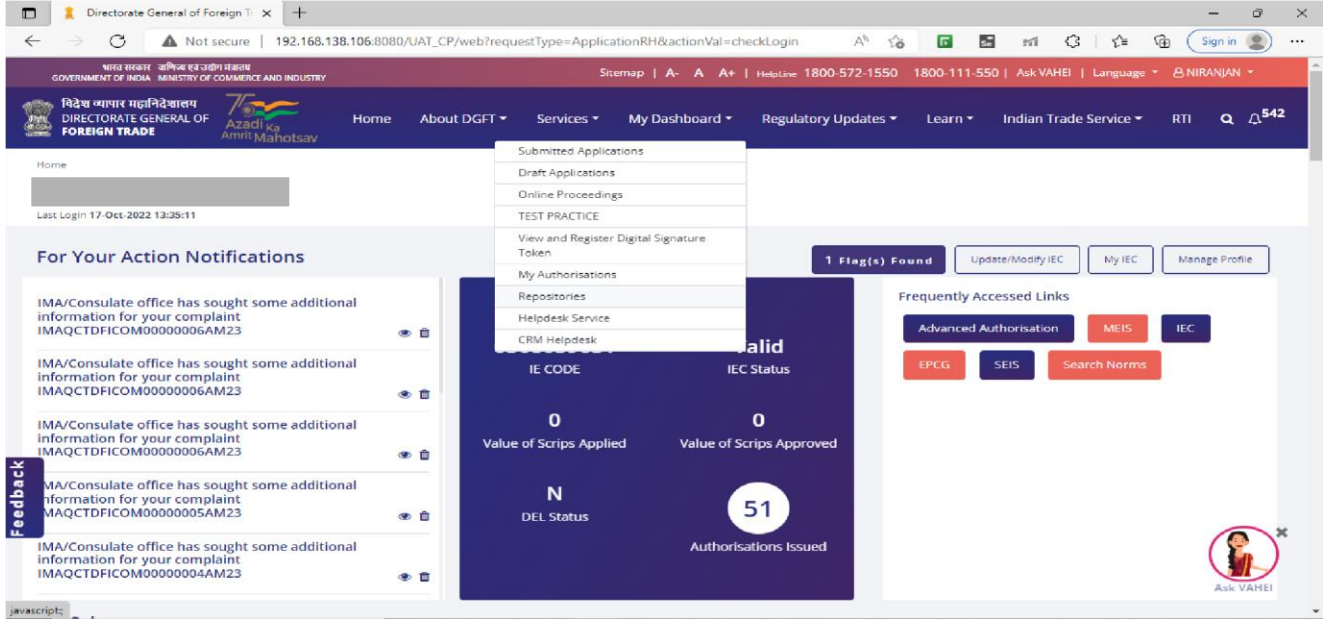
The screenshot shows a web browser window with the URL [192.168.138.106:8080/UAT\\_CP/web?requestType=ApplicationRH&actionVal=checkLogin](https://192.168.138.106:8080/UAT_CP/web?requestType=ApplicationRH&actionVal=checkLogin). The page displays a form with a 'Net Realized Value(FC)' field containing '1,79,799.00'. Below the form is an 'Add Attachment' section with a 'Choose File to Upload \*' button and a note: 'Maximum 1 attachment of 5 MB allowed. Only PDF formats are allowed.' At the bottom right, there are 'Save' and 'Edit' buttons. The footer contains navigation links for ABOUT US, SERVICES, REGULATORY, LEARN, and CONTACT US, along with a 'Feedback' button and an 'Ask VAHE' chat icon.

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

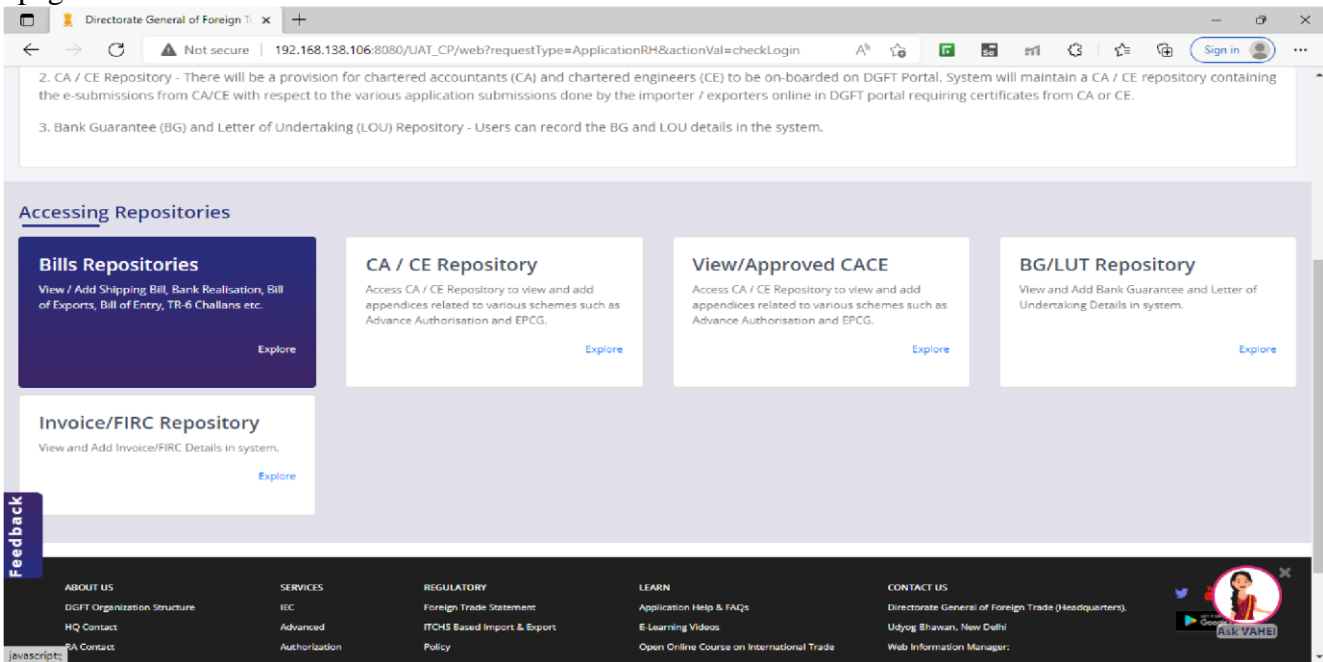
This screenshot shows the same application form as above, but with several fields updated. The 'Foreign currency code of the discount' dropdown is set to 'US Dollars'. The 'Insurance value' field now contains '0.00'. The 'Insurance foreign currency code' dropdown is also set to 'US Dollars'. The 'Other Deduction Value' field is empty. The 'Other Deduction foreign currency code' dropdown is set to 'US Dollars'. The 'Invoice Number \*' field contains '852151430992'. The 'Freight' field contains '0.00'. The 'Freight Foreign currency code' dropdown is set to 'US Dollars'. The 'Currency code for the realized amount \*' dropdown is set to 'US Dollars'. The 'Net Realized Value(FC)' field remains '1,79,799.00'. The 'Add Attachment' section and 'Save' button are also visible. The footer is identical to the previous screenshot.

## 4. Print e-BRC

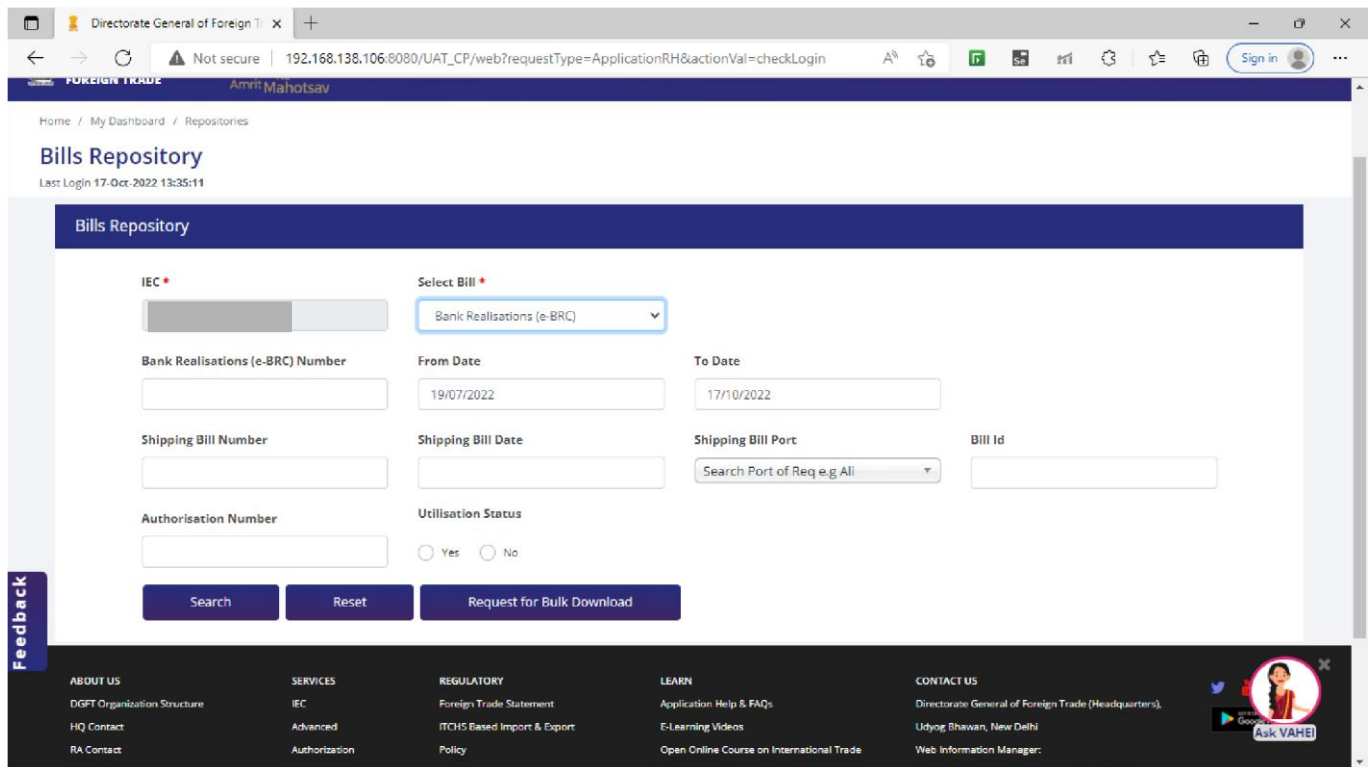
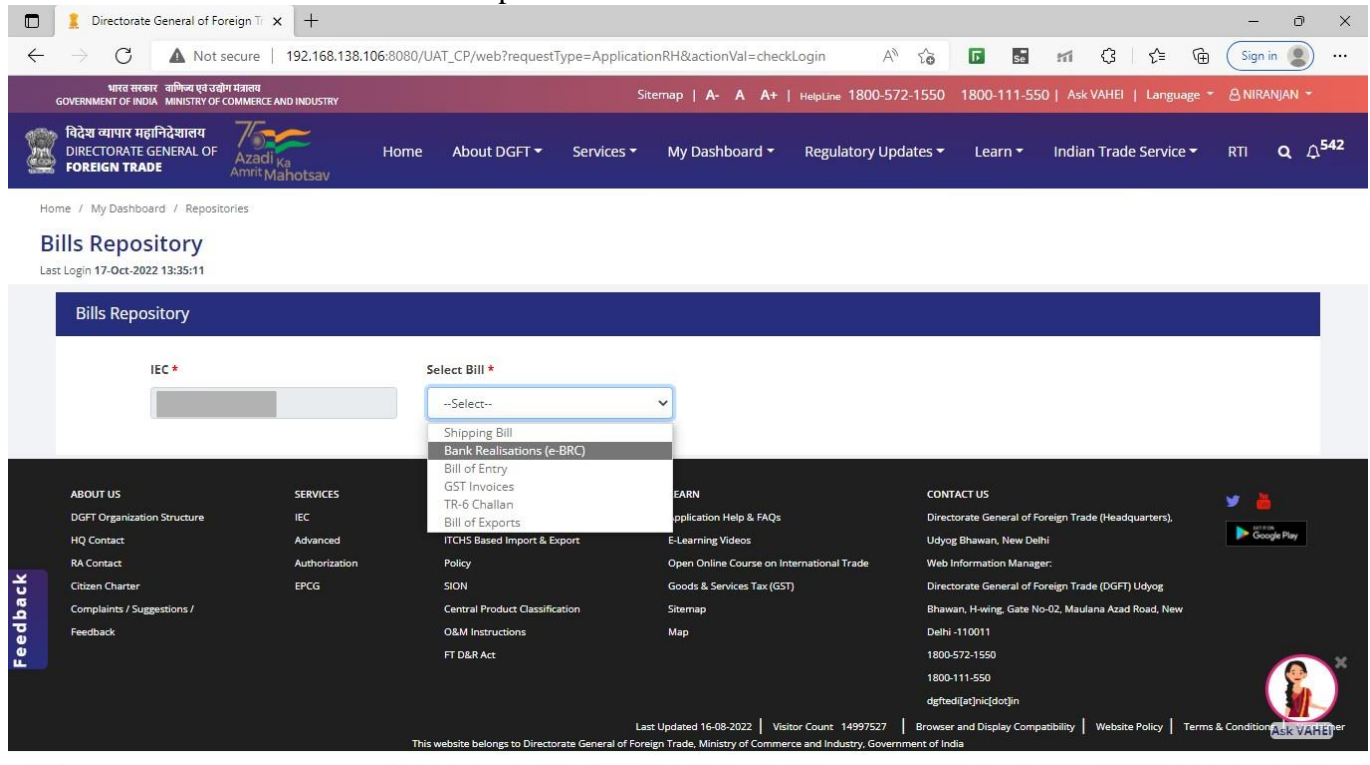
1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the login button to log in to the system.
2. At Home screen click on My Dashboard then select Repositories from the drop-down



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.

Authorisation Number:  Utilisation Status:  Yes  No

Buttons: 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
SBIN00000	21/12/2021	16/12/2021	179799	852151	6315602	27/11/2021	LCS PETRAPOLE, BONGAON, WEST BENGAL	Fresh	No

Showing 1 to 1 of 1 entries

Feedback

Navigation: Previous, Next

Footer: ABOUT US, SERVICES, REGULATORY, LEARN, CONTACT US

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

Buttons: 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 \*  **Print eBRC**

IEC Number Of The Exporter \*  BRC Number  Date on which BRC uploaded by the RBI-CBIC/Banks \*

Custom House Code shared by the RBI  Status of the BRC \*  Shipping Bill Date \*

Shipping Bill Number \*  IFSC Code of the account in which the amount is realized \*  Account number in which the amount is realized. \*

Date on which the amount is realized in the bank \*  Name Of Exporter \*  Port code of the export \*

Shipping bill currency code \*  Shipping value in the currency code  FOB value realized in the foreign currency code \*

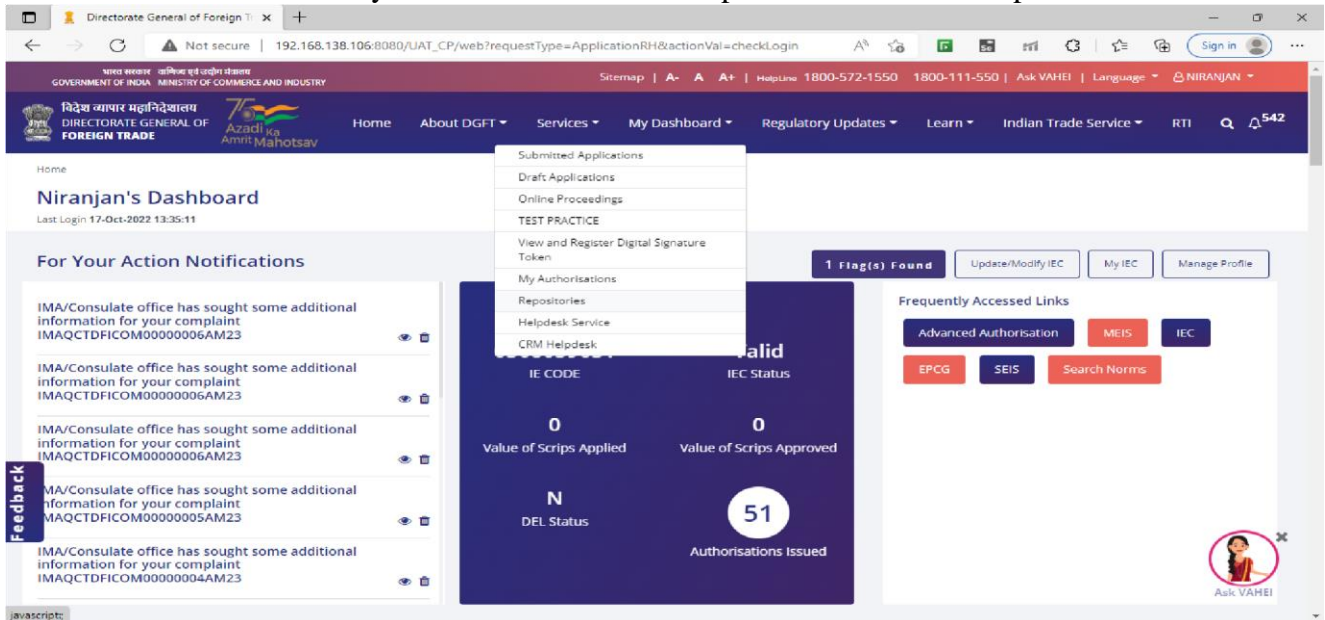
Feedback

Navigation: Previous, Next

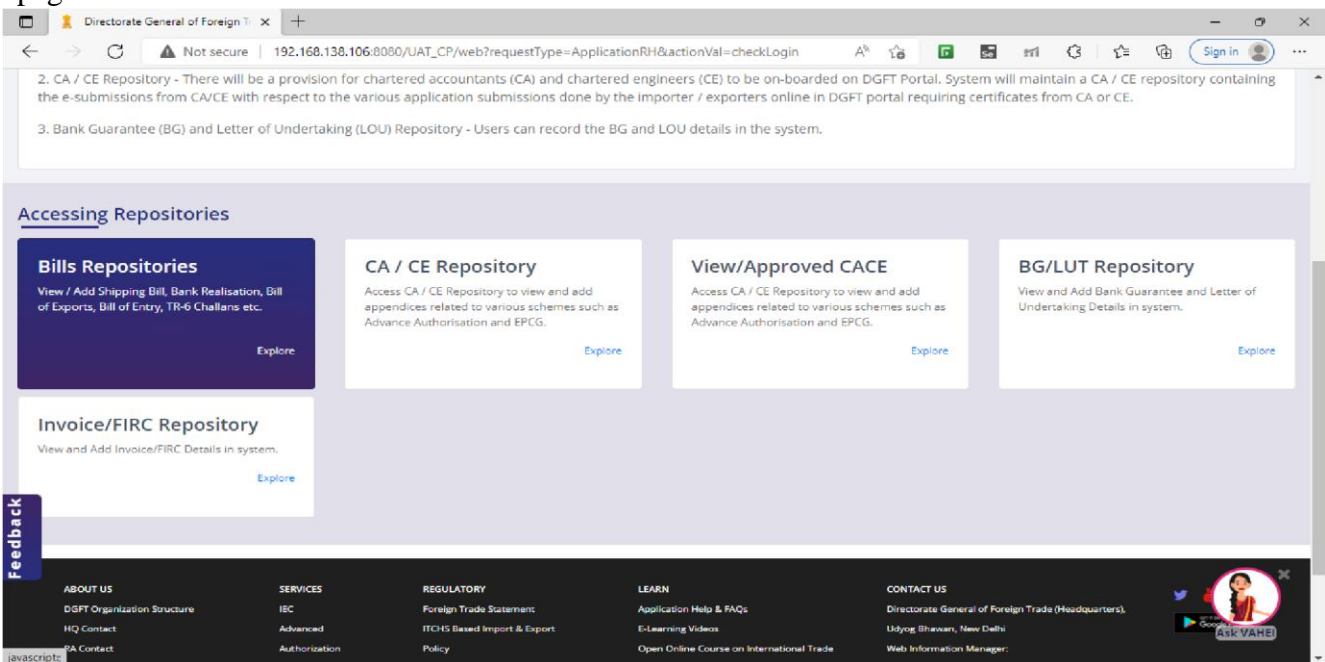
Footer: ABOUT US, SERVICES, REGULATORY, LEARN, CONTACT US

## 5. Bulk Download e-BRC

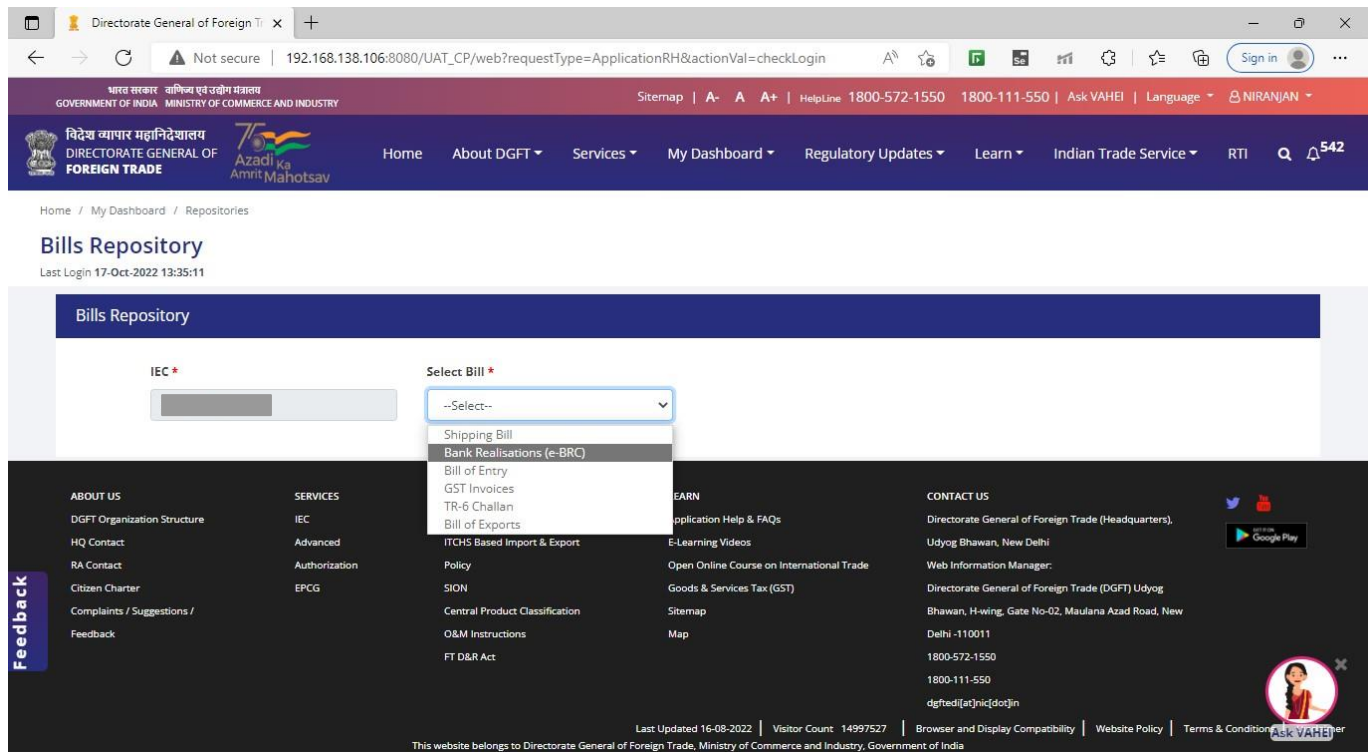
1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the login button to log in to the system.
2. At Home screen click on My Dashboard then select Repositories from the drop-down



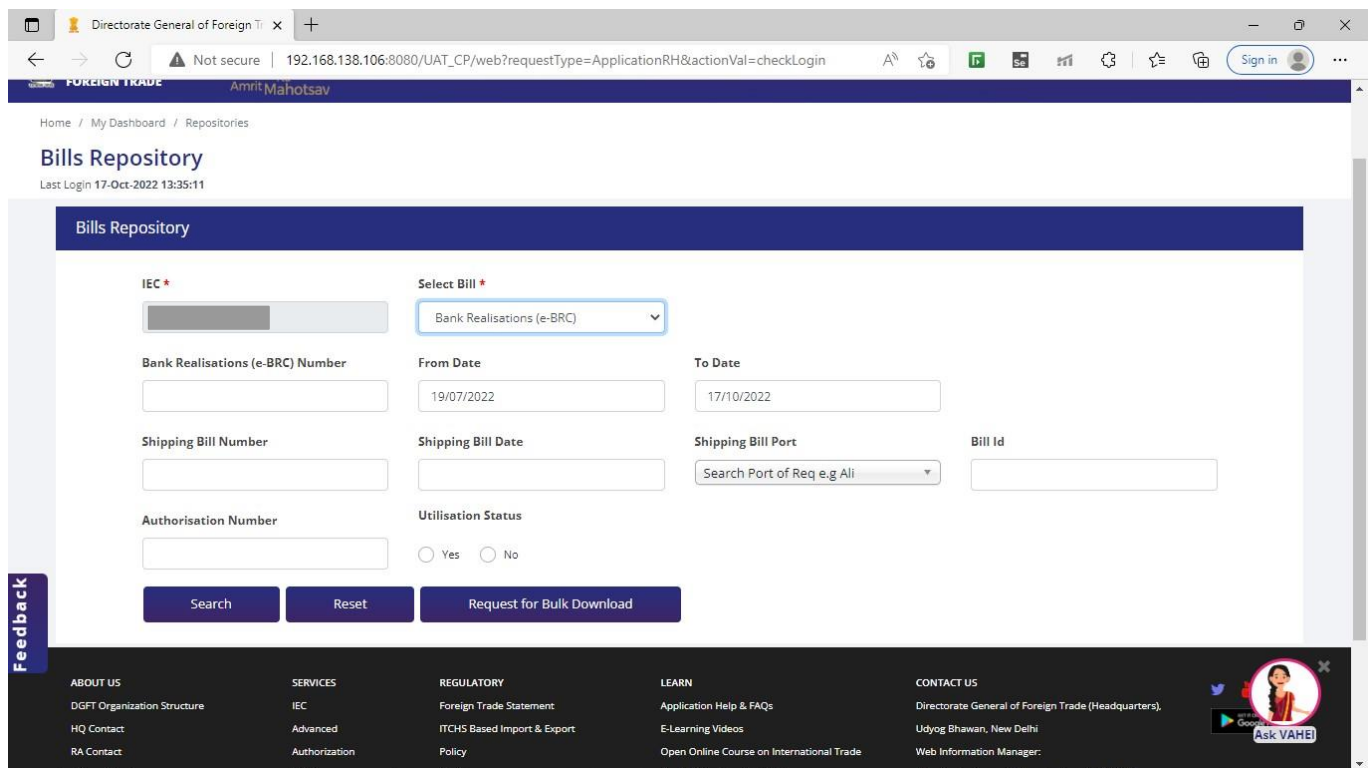
3. Now click on explore hyperlink in the Bill Repository node, you will be redirected to the bill repository page.



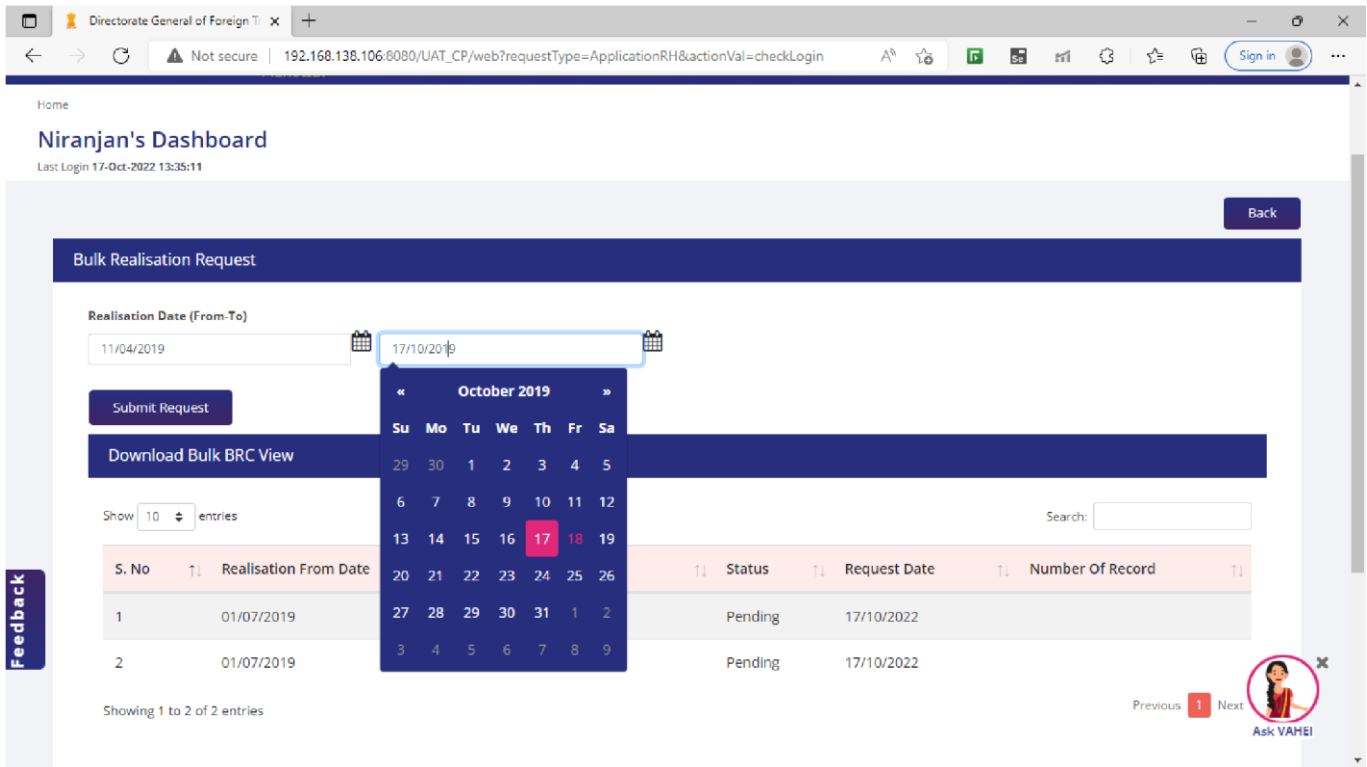
4. In select bill drop-down, select the Bank Realization (e-BRC) option.



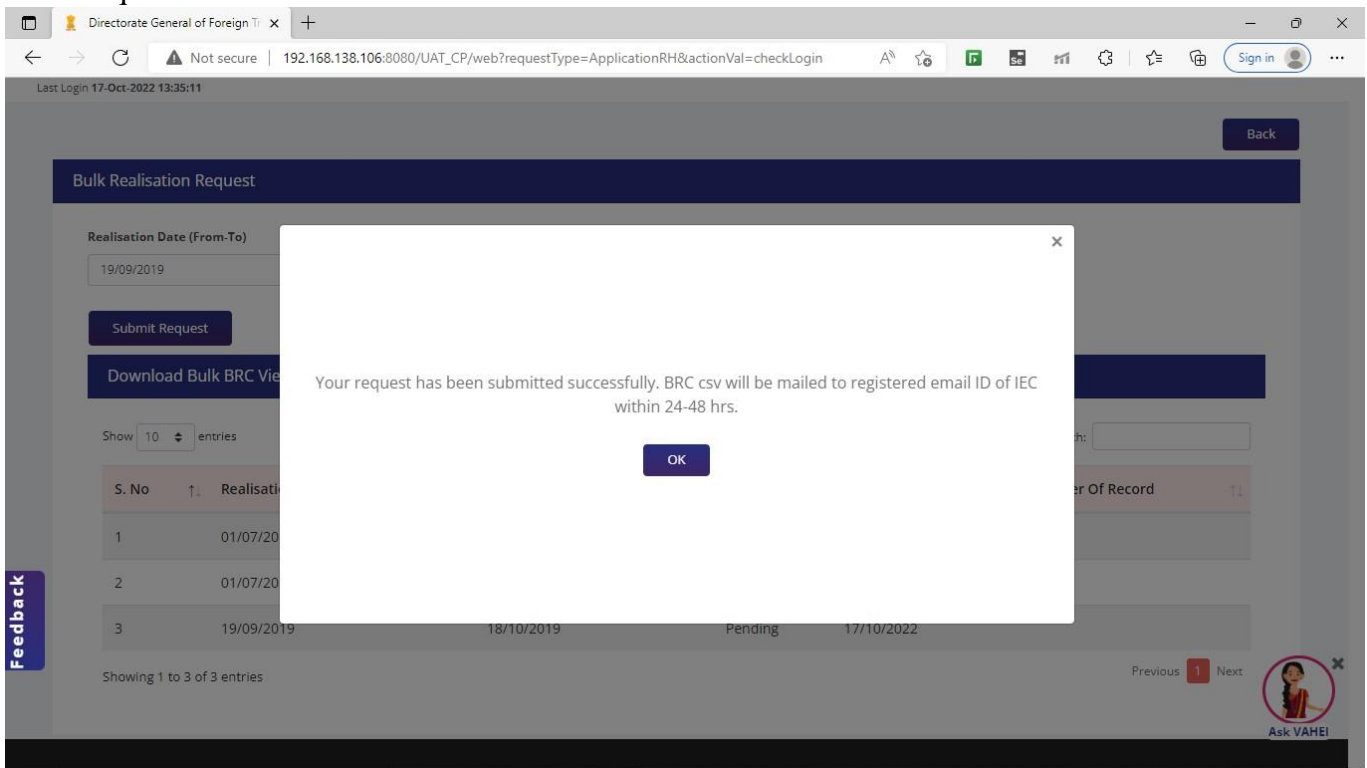
5. Click on the Request for Bulk Download Button at the bottom.



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.