

Directorate General of Foreign Trade

User Help File e-BRC User Manual Version 2.0 July-2023

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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	 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 <u>https://dgft.gov.in</u>

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

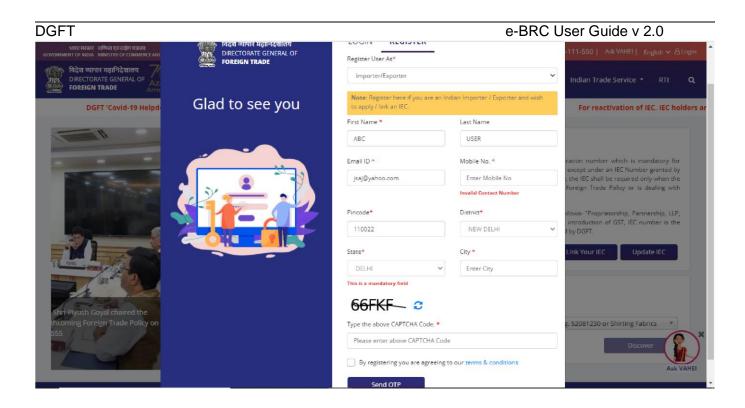
To Register on Directorate General Foreign Trade (DGFT) portal you would require:

- 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.

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- 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.

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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.

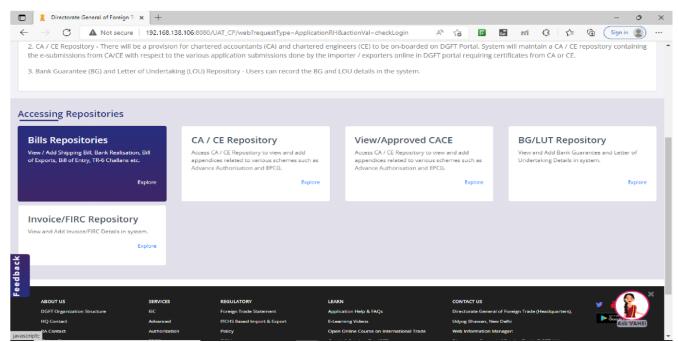
e-BRC User Guide v 2.0

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

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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.

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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

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

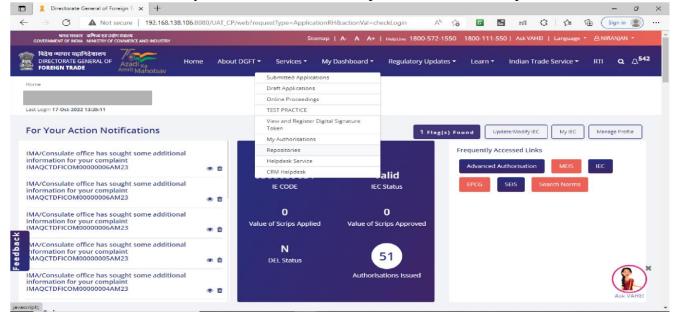
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7. Click on Edit button to unfreeze the fields which can be updated.

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- 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.

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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.

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

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

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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

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

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

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

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

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

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