



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

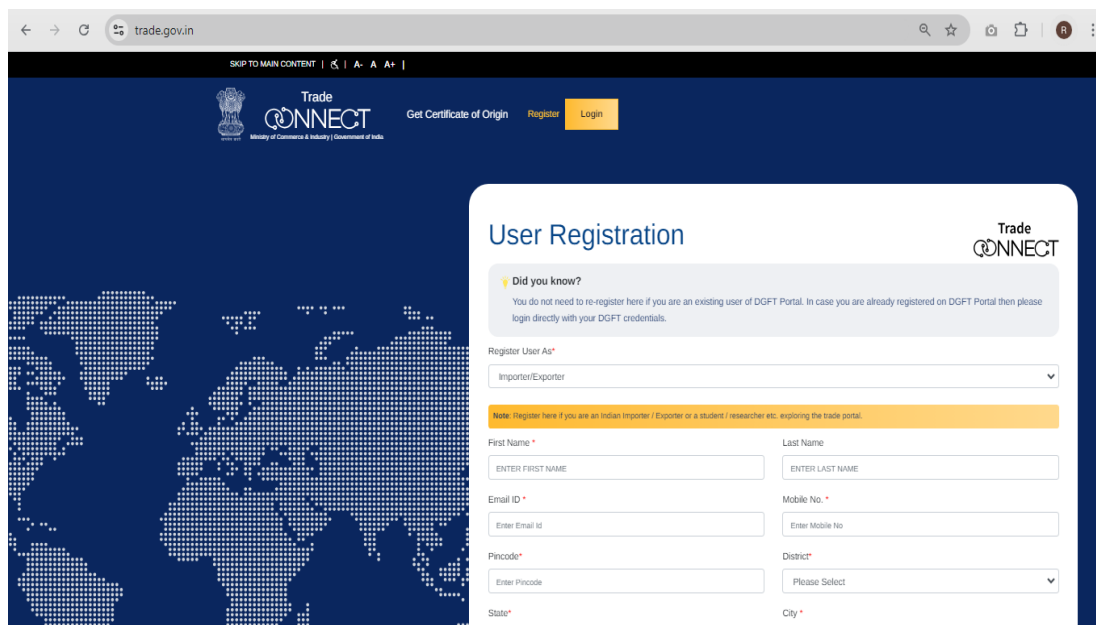
DGFT Trade Connect Portal
User Guide for Exporters
Version 1.2

September 2024

Registration/ Login of Exporters

Step 1: Open the Trade Connect Website <https://www.trade.gov.in/>

Step 2: Click on Register Button (For First Time User – Not Yet registered on either Trade Connect Portal or DGFT Customer Portal)



The screenshot shows the Trade Connect website interface. The header includes the Trade Connect logo, the Ministry of Commerce & Industry, Government of India, and navigation links for 'Get Certificate of Origin', 'Register', and 'Login'. The main content area features a 'User Registration' form. A 'Did you know?' message states: 'You do not need to re-register here if you are an existing user of DGFT Portal. In case you are already registered on DGFT Portal then please login directly with your DGFT credentials.' The form includes a 'Register User As*' dropdown menu with 'Importer/Exporter' selected. A note below the dropdown reads: 'Note: Register here if you are an Indian Importer / Exporter or a student / researcher etc. exploring the trade portal.' The form fields are: First Name (ENTER FIRST NAME), Last Name (ENTER LAST NAME), Email ID (Enter Email id), Mobile No. (Enter Mobile No), Pincode (Enter Pincode), District (Please Select), State (dropdown), and City (dropdown).

Step 3: User Registration Tab opens→ Select Register user as “Importer/Exporter” and fill in all the basic details.

Step 4: After Submitting the details, user will receive the OTP for registration, then the user will get credentials in their registered mail ID using which user logs in to the website. After successful login users will have to change password and login again.

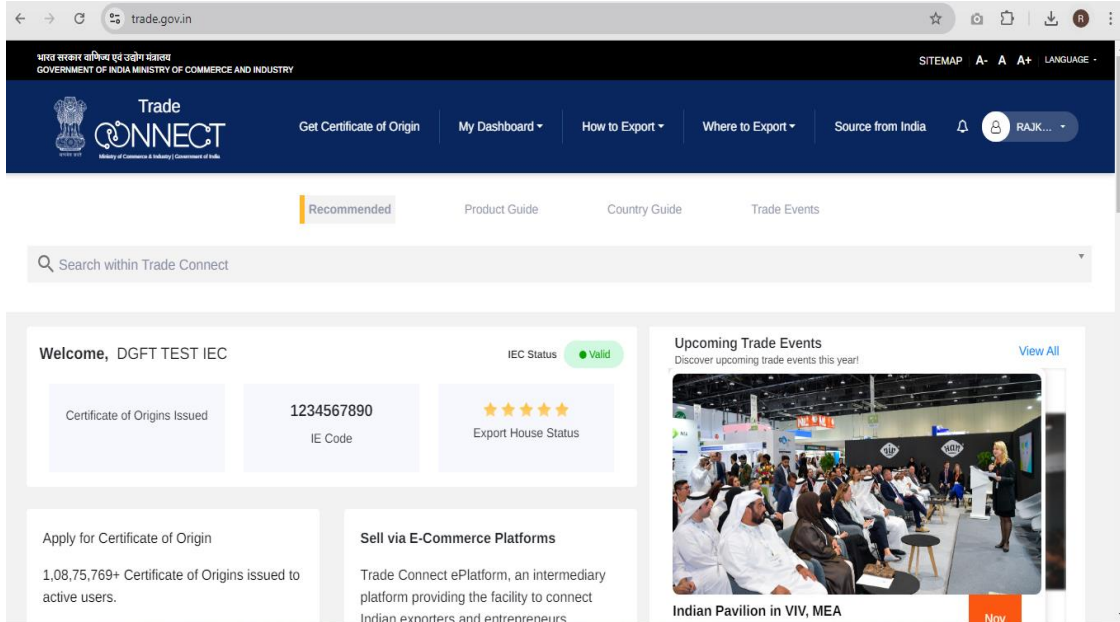
Note:

1. Exporters/ Importers already registered on the DGFT Customer Portal i.e., <https://www.dgft.gov.in/CP/> can utilize same email id and password to login on the Trade Connect Portal.

2. Ensure IEC has been linked to the logged In Email Id on DGFT Customer Portal to ensure filling of an application for Certificate of Origin.

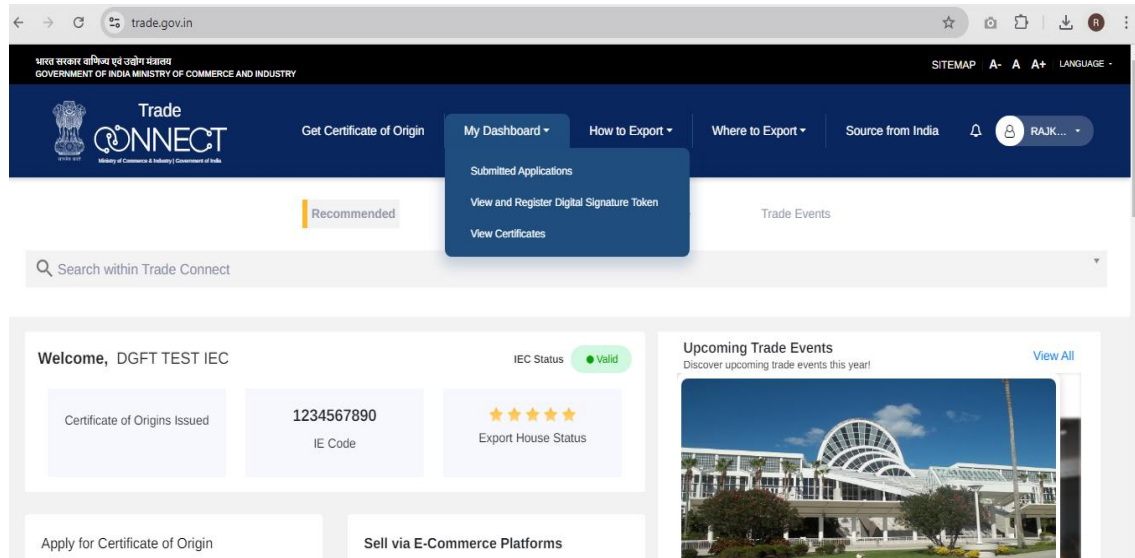
3. For more details refer Trade Notice No. 13/2024-25 dated 16.08.2024. [Click Here](#)

Once User Logged-In on the Trade Connect Portal, On dashboard, Linked IEC and Firm Name will be visible.



Registration of Digital Token/ Aadhar

Step 1: Once Exporter/ Importer Logged In on the portal, click on “My Dashboard” > “View and Register Digital Signature Token”



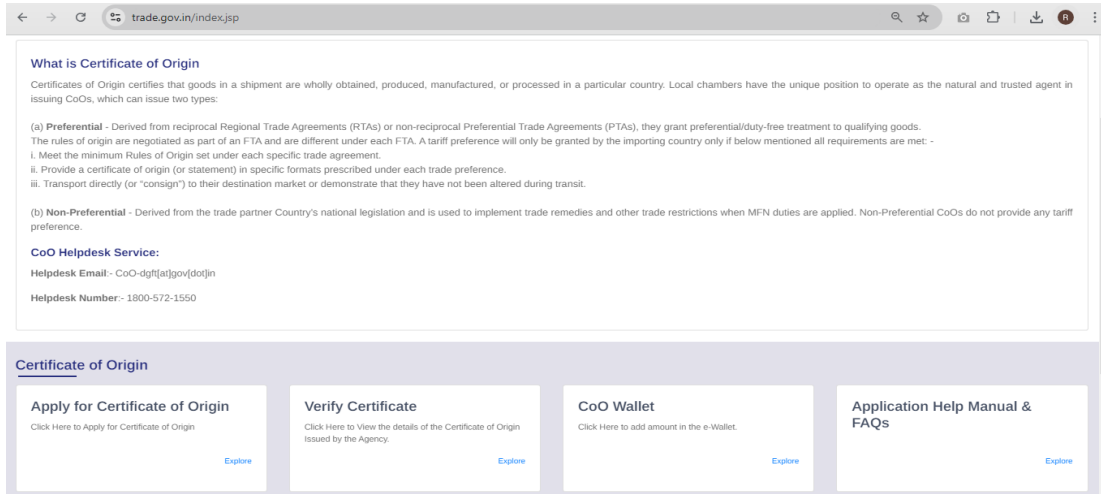
Step 2: Click on “Register New DSC” or “Register for Aadhaar E-sign” for utilizing the same during submission of an application.

Note:

1. For DSC and Aadhaar related Queries may please refer [User Manual](#).

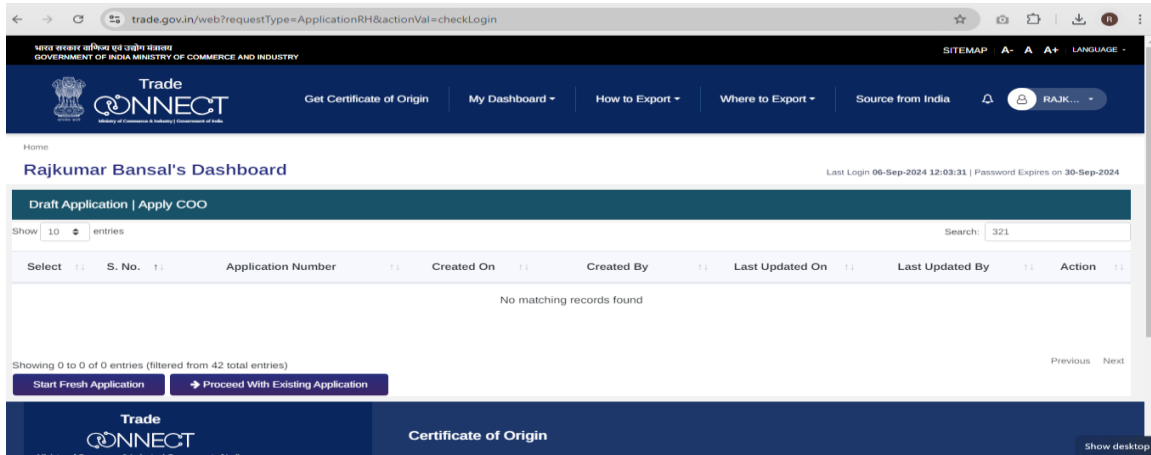
Get Certificate of Origin

Once Exporter/ Importer Logged In on the portal, click on “Get Certificate of Origin” menu item. Following Screen will be visible.



Apply Certificate of Origin

Step 1: Click on “Apply certificate of Origin”, for creation of draft for file submission.



- a. For Creation of fresh/new draft, click on “Start Fresh Application”.
- b. To proceed with the existing draft, select the draft and click on “Proceed with Existing Application”.

Step 2: filling an application form Tab wise

1. Tab 1 – Basic Details
 - a. Pre-populated IEC details will be visible, Firm need to select the IEC Branch for which they need to file an application.
 - b. Users have the option to opt for Delivery of the certificate at their premises if required. (Charges will be added accordingly to the Invoice).
 - c. Click on Disclaimer to proceed.
 - d. Click on Save & Next to move to the next Tab.

2. Tab 2 – Certificate Details

Certificate Details

- Select Type of certificate, Agreement details to proceed.
- Depending upon the selection of Agreement, list will be populated in Issuing Agencies Tab.
- Please select the agency and its respective office for submission of an application.

Importer Details

- Enter Importer Name, Address and Country. (Details entered in these fields will be visible in the Certificate of Origin).

Note: Do not enter country name in address field to avoid duplicate printing.

Invoice Details

- Details to be added as per the fields. (Invoice Number and Date will be unique for an IEC holder within same Financial Year, Same will be visible in the Certificate of Origin)

Note: In Invoice Number “/ , - “are allowed along with numbers and alphabets.

- In the case of Third Country Invoicing Details, Same can be entered.
- Click on Save & Next to move to the next Tab.

Invoice Details

Invoice Number *	Invoice Date *	Invoice Currency *
<input type="text" value="12345678"/>	<input type="text" value="06/08/2024"/>	<input type="text" value="US Dollars"/>
Invoice Value (In Invoice Currency) *	Invoice Value (In USD) *	Invoice Value (In INR) *
<input type="text" value="1500.0"/>	<input type="text" value="1500.0"/>	<input type="text" value="135000.0"/>
Exchange Rate(to INR) *	Exchange Rate(to USD) *	
<input type="text" value="90.0"/>	<input type="text" value="1.0"/>	

Third Country Invoicing : *

YES NO

3. Tab 3 – Export Details

Basic Details
Certificate Details
Export Details
Import Details
Shipment Details
Attachments
Declaration
Application Summary

Success Message

Your Application DRAFTCOOAPPLY00229268AM25 has been saved successfully

Export Product Details

Itchs Code *	Hs Code *	Description of the Export Products/ Goods *
<input type="text" value="Search ITC Code e.g 741"/>	<input type="text"/>	<input type="text"/>
Quantity *	UOM *	Item Value (In Invoice Currency) *
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
Invoice Value (In USD) *	Invoice Value (In INR) *	Marks & Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Number and Kind of Packages *	<input type="text"/>	

- a. Add Export details as per the available fields. (Same Fields will be visible in the Certificate of Origin)
- b. Sum of Items value should be same as of Invoice Value.

Show entries Search:

Sl.No	Itchs Code	Hs Code	Description of the Export Products/ Goods	Quantity	UOM	Item Value (In Invoice Currency)	Invoice Value (In USD)	Invoice Value (In INR)	Marks & Number	Number and Kind of Packages	Edit/Delete
1	61046100,	6104	Trousers made of 10% cotton fabric	1500.0	NUMBERS (NOS)	1500.0	1500.0	135000.0	3 box of cotton trousers	10 cardboard box	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries Previous Next

- c. Click on Save & Next to move to the next Tab.

4. Tab 4 – Import Details

- a. Input Raw Material for respective Export Item is non mandatory for Non-Preferential Certificate of Origin.

Show 10 entries Search:

Sl.No	Description of the Export Products/ Goods	Itchs Code	Hs Code	Description of Component Materials, Inputs, Parts or Produce	Quantity	UOM	Per Unit CIF Value	Currency	Total CIF Value	Country of Origin	Bill of Entry / Invoice No	Bill of Entry / Invoice Date	Edit/Delete
1	1 - Trousers made of 10% cotton fabric	61044200, Dresses :-- Of cotton	6104	100% cotton GSM 200+- 10%	2000.0	SQUARE METER (SQM)	50.0	US Dollars	100000.0	INDIA	1234567890	06/08/2024	

Showing 1 to 1 of 1 entries Previous **1** Next

- b. To enter preference criteria for each export item, please click on the edit button for each item and select preference criteria as “India” from drop down. (For non-preferential cases, “India Origin” will be shown in the Certificate of Origin)
- c. Preference Criterion Value can be added as ‘0’
- d. Click on Save & Next to move to the next Tab.

Sl.No	Imported or Undetermined Origin Raw Material is used in Manufacture of Export Product	Preference Criterion	Preference Criterion Value (in %)	Preference Criterion Value (in String)	Edit/Delete
1	NO	India	1.0	"INDIAN ORIGIN"	

Showing 1 to 1 of 1 entries Previous **1** Next

Clear All Save & Next

5. Tab 5 – Shipment Details

- a. Enter Mode of Transport, Shipment Details etc.
- b. After selecting the Mode of Transport, Port of Shipment & Port of Discharge, data in field labelled “Route” will be auto populated in editable mode. Any changes in Route can be made accordingly.

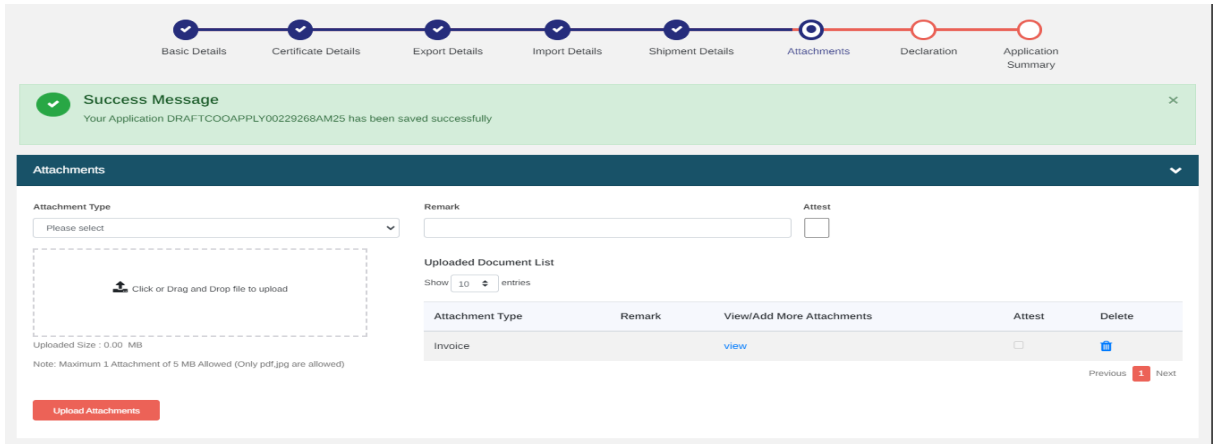
Note:

1. Ensure Same Port of Shipment and Port of Discharge shall be visible in Route.
 2. In case specific port of discharge not available in the dropdown, please select “Others” and enter the name in the textbox.
 3. Details entered in the field will be shown on the Certificate.
- c. Click on Save & Next to move to the next Tab.

The screenshot displays the 'Shipment Details' tab in a web application. At the top, a progress bar indicates the current step is 'Shipment Details', with other steps like 'Basic Details', 'Certificate Details', 'Export Details', 'Import Details', 'Attachments', 'Declaration', and 'Application Summary' shown as completed or pending. A green success message banner states: 'Success Message: Your Application DRAFTCOOAPPLY00229268AM25 has been saved successfully'. Below this, the 'SHIPMENT/ OTHER DETAILS' section contains several input fields: 'Mode of Transport (As for as known) *' with a dropdown menu set to 'Air'; 'Shipment Document *' with a dropdown menu set to 'Airway Bill'; 'Shipment Document No *' with a text input field containing '2345678'; 'Shipment Date *' with a date picker set to '28/08/2024'; 'Port of Shipment *' with a dropdown menu set to 'INTKD6-ICD TUGHLAKABAD, NEW DELHI 110020-EDI'; 'Port of Discharge *' with a dropdown menu set to 'New York'; and 'Route *' with a text input field containing 'road to air to sea'. At the bottom right of the form are two buttons: 'Clear All' and 'Save & Next'.

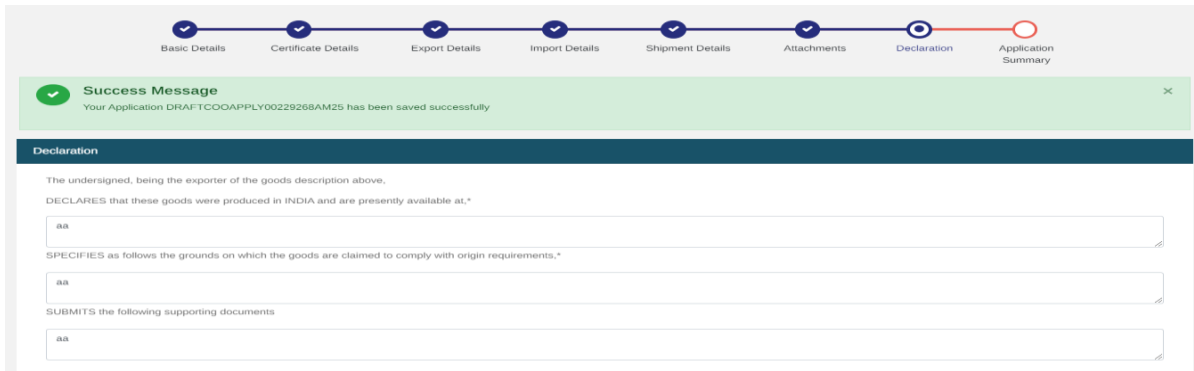
6. Tab 6 – Attachments

- a. Attach Copy of Invoice (Mandatory)
- b. Attach Other documents, if required.
- c. Select Attachment Type, file from the folders, check “Attest” Checkbox if document required to be attested by the Officer”
- d. Click on “Upload Attachment”.
- e. Click on Save & Next to move to the next Tab.

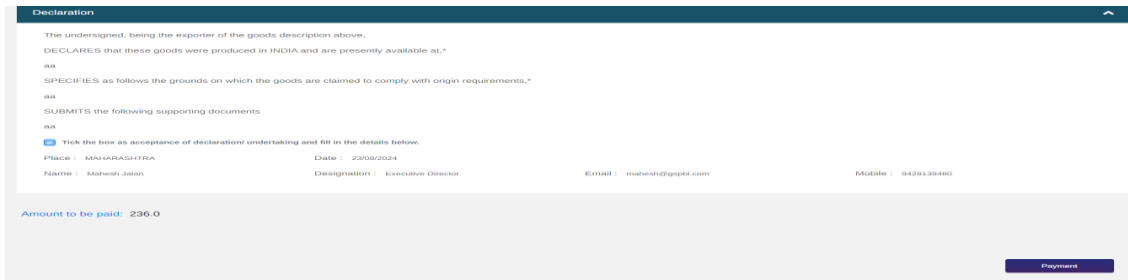


7. Tab 7 – Declaration

- a. Enter declaration details as per the form.
- b. Click on Save & Next to move to the next Tab.



8. Tab 8 – Application Summary

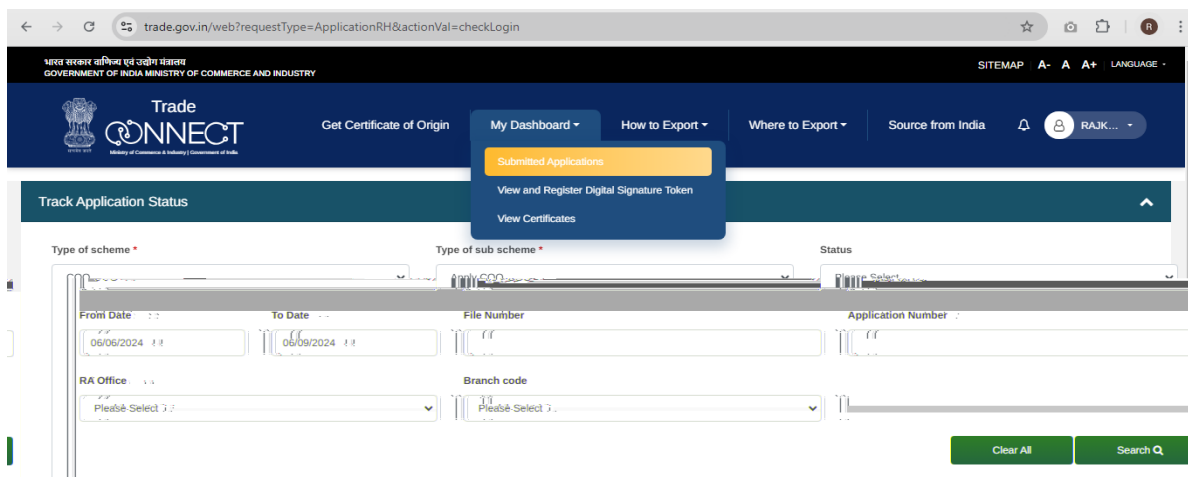


- a. Click on “Sign” button to digitally sign the application using registered Aadhar or DSC.
- b. Once Sign on application completes, “Payment” button will be visible. Click on the same to proceed with the payment on the Gateway.

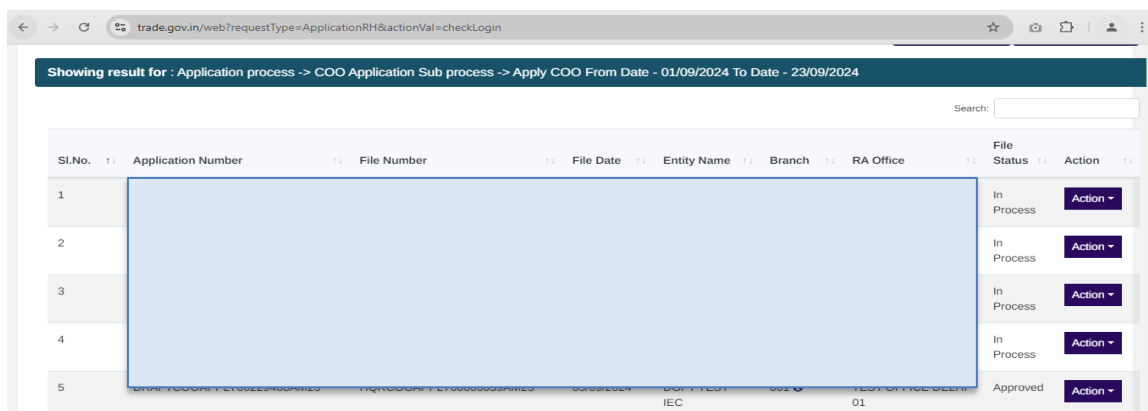
Once the payment completed, Invoice will be downloaded at Exporter end and file number will be generated and submitted to respective agency office.

Submitted Applications

To Track Submitted applications, click on My Dashboard >> Submitted Applications



- A. Select Scheme, Sub Scheme (*Mandatory*) and other parameters to view the list of Submitted Applications.
- B. On click of Action button available against each file, user will be able to download/ view, application summary, invoice, attached documents, approved certificate copy, attested documents etc.
- C. Track Submitted File



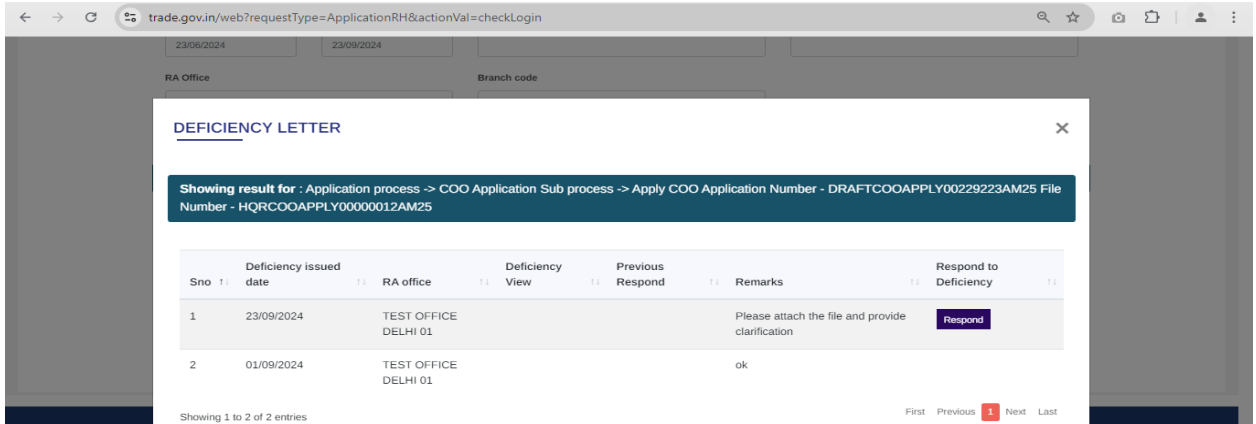
In the above screenshot, column labelled ‘file Status’ will provide the status of the submitted file currently is. File Status & their meaning is as follows: -

File Status	Meaning
In-Process	File has been submitted to the requested office for processing.
Deficient	Officer raised a query, response to be submitted by the firm. <i>Note: Please check point D, how to <u>respond to the deficiency</u>.</i>
Approved Pending Issuance	File has been approved by officer, Certificate yet to be digitally Signed.

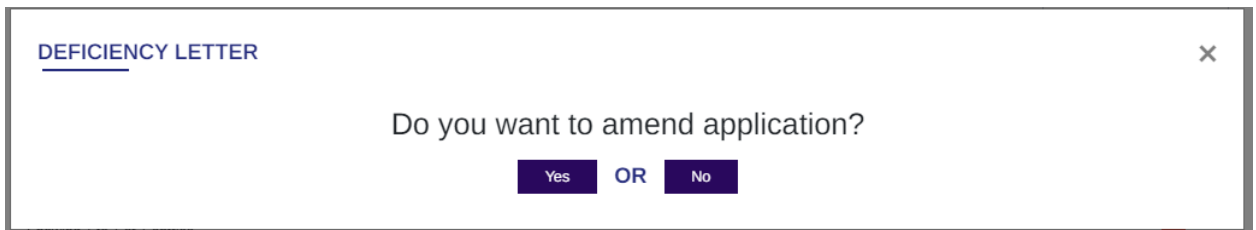
Approved	Certificate has been issued by the officer. <i>Note: Download the Issued Certificate & Attested documents requested while submission of the application.</i>
Rejected	File has been rejected by the officer.

D. Respond to the Deficiency

Search the file, click on the action button (on the right side), click Respond Deficiency.

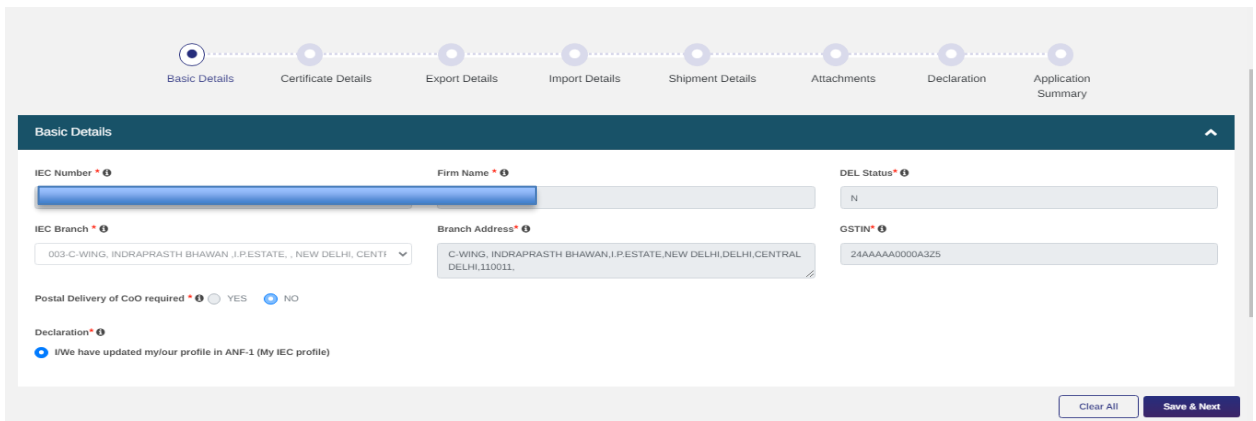


View “Remarks” to see the concern raised by an officer. Click on “Respond” to resubmit the application.



On Click “Respond”, Prompt will come

Yes – Submitted application will be open in an editable mode and updates can be made as per the requirements.



No – Response can be provided in terms of clarification along with the attaching any required document. *(No Changes in the application submitted initially)*

Modifications made in the application form will not be stored. Are you sure you want to select "No" ?



Click on Yes to proceed to move ahead. Enter Remarks & attach document if required, click on Sign & Submit to digitally sign the deficiency response.

ADD ATTACHMENT FOR DEFICIENCY

Click or Drag and Drop file to upload

Uploaded Size : 0.00 MB

Note: Maximum 5 Attachment of 5 MB Allowed (Only PDF,JPG,xls,xlsx are allowed)

Sign and Submit

E. Download Issued Certificate & Attested Document

Search the file, click on the action button (on the right side), click View Approved Letter.

The screenshot shows a web browser window with the URL `trade.gov.in/web?requestType=ApplicationRH&actionVal=checkLogin`. The main content is a table of application records. A modal window is open over the table, displaying details for an approved license/rejection letter.

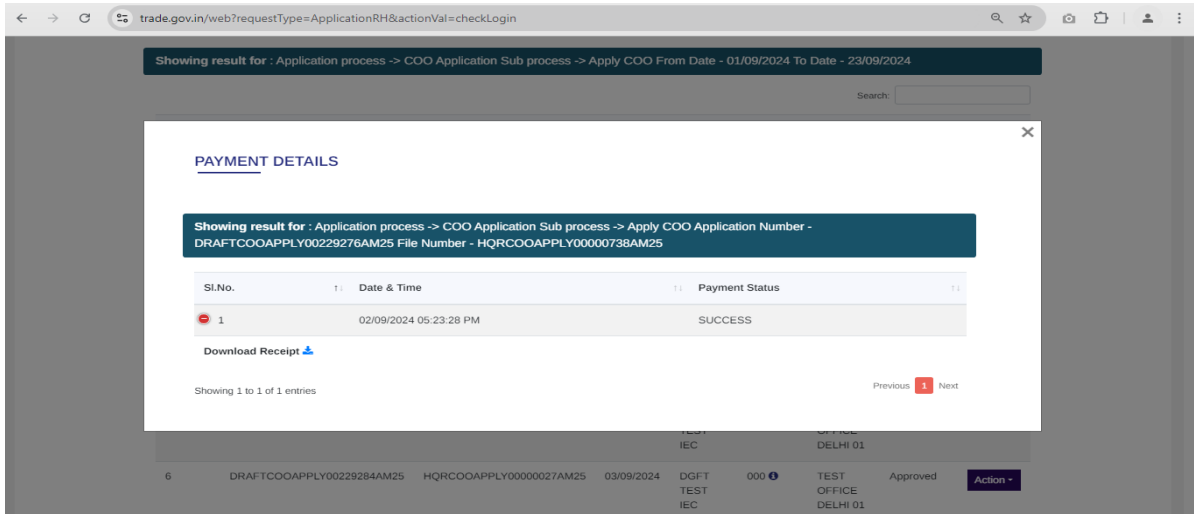
Sl.No.	Issued By	Issued Date	Letter Type	View Letter
1	TEST	02/09/2024	Non Preferential	View Letter

Navigation: Previous **1** Next

Click on View Letter to Download the Certificate.

F. To Download Copy of Tax Invoice

Search the file, click on the action button (on the right side), click Payment Details.



Download Invoice Copy (i.e., Download Receipt)

G. Click on Action Button, to view the application details & documents attached with the application submitted.

View Certificate of Origin

Step 1: Click on tile to view the list of Issued Certificate of Origin and download the certificate Copy.

The screenshot shows a web browser window with the URL `trade.gov.in/web?requestType=ApplicationRH&actionVal=checkLogin`. The page header includes the 'CONNECT' logo and navigation links: 'Get Certificate of Origin', 'My Dashboard', 'How to Export', 'Where to Export', and 'Source from India'. The user is logged in as 'RAJK...'. The main content area is titled 'Rajkumar Bansal's Dashboard' and features a 'View Certificates' section. This section contains a search form with the following fields: 'Certificate Number', 'From Date', 'To Date', and 'Issuing Agency' (a dropdown menu with 'Select' as the current option). Below the search fields are 'Search' and 'Reset' buttons.