

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)

← → C 🕞 trade.gov.in		९ ☆ @ ॻि ® :
SKIP TO MAIN CONTENT 5, A- A A+		
Trade CONNECT Manager Construct a Makey (Construct of Make	f Origin Register Login	
	User Registration	Trade @DNNECT
	Did you know? You do not need to re-register here if you are an existing user of Di login directly with your DGFT credentials.	GFT Portal. In case you are already registered on DGFT Portal then please
	Importer/Exporter	~
	Note: Register here if you are an Indian Importer / Exporter or a student / researche	r etc. exploring the trade portal.
	First Name *	Last Name
	ENTER FIRST NAME	ENTER LAST NAME
	Email ID *	Mobile No. *
	Enter Email Id	Enter Mobile No
	Pincode*	District*
	Enter Pincode	Please Select
	State*	City •

Step 3: User Registration Tab opens \rightarrow 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 logins to the website. After successful login users will have to change password and login again.

Note:

 Exporters/ Importers already registered on the DGFT Customer Portal i.e., <u>https://www.dgft.gov.in/CP/</u> 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.

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भारत सरकार वाणिज्य एवं उद्योग मंत्रालय GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND	INDUSTRY			SITEMAP A- A A+ LANGUAGE -
	Get Certificate of Origin	My Dashboard - How to Exp	ort • Where to Export • Source from In	ndia 🗘 🙆 RAJK
	Recommended	Product Guide Countr	y Guide Trade Events	
Q Search within Trade Connect				Ŧ
Welcome, DGFT TEST IEC		IEC Status • Valid	Upcoming Trade Events Discover upcoming trade events this year!	View All
Certificate of Origins Issued	1234567890	★★★★★		
	IE Code			in 🛱 🧆 🚺 🗕
Apply for Certificate of Origin	Sell via E-Co	ommerce Platforms		
1,08,75,769+ Certificate of Origins i	ssued to Trade Conne	ect ePlatform, an intermediary		
active users.	platform prov	riging the facility to connect	Indian Pavilion in VIV, MEA	Nov

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"

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	Get Certificate of Origin	My Dashboard + How to Export + Submitted Applications	Where to Export +	Source from India	Д 🙆 КАЈК	•
	Recommended	View and Register Digital Signature Token View Certificates	Trade Even	ts		
Q Search within Trade Connect		-				٣
Welcome, DGFT TEST IEC		IEC Status • Valid	Upcoming Trade Even Discover upcoming trade event	ts s this year!	View All	
Certificate of Origins Issued	1234567890 IE Code	Export House Status				
Apply for Certificate of Origin	Sell via E-Co	ommerce Platforms		SATE		

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 Aadhar related Queries may please refer <u>User Manual</u>.

Get Certificate of Origin

Once Exporter/Importer Logged In on the portal, click on "Get Certificate of Origin" menu item.



Apply Certificate of Origin

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

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भारत सरकार वाणिल्य एवं उन्होंग मंत्रातय GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUSTRY		SITEMAP A- A	A+ LANGUAGE -
Get Certificate of	rl Orligin My Dashboard • How to Export •	Where to Export - Source from India A	RAJK •
Home			
Rajkumar Bansal's Dashboard		Last Login 06-Sep-2024 12:03:31 Password Expire	res on 30-Sep-2024
Draft Application Apply COO			
Show 10 ¢ entries		Search: 321	
Select 11 S. No. 11 Application Number	Created On Created By	Last Updated On Last Updated By	Action 11
	No matching records found		
Showing 0 to 0 of 0 entries (filtered from 42 total entries)			Previous Next
Start Fresh Application			
Trade			
ØNNECT	Certificate of Origin		Show desktop

- 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.

Basic Details Certificate Details E	Export Details Import Details Shipment Details	Attachments Declaration Application Summary
Basic Details		^
IEC Number * 0	Firm Name * 0	DEL Status* 0
IEC Branch * 0	Branch Address* 0 GATE NO 3, UDYOG BHAWAN,11-RAFI MARG Contact No: 9911229509.0ELHI,DELHI,CENTRAL DELHI,110011,	GSTIN* 0 24AAAAA0000A125
Postal Delivery of CoO required * 0 VES 0 NO		
I/We have updated my/our profile in ANF-1 (My IEC profile)		
		Clear All Save & Next

2. Tab 2 – Certificate Details

Basic Details Certificate Details	Export Details Import Details Shipment Details	Attachments Declaration Application Summary	
Vour Application DRAFTCOOAPPLY00229268AM25 has been s	wed successfully	x	
Certificate Details		^	
Type of Certificate of Origin *	Trade Agreement * 9	Type of Request *	
Non Preferential CoO 🗸	Non Preferential	Normal CoO V	
Issuing Agency *	Regional Office *	Issuing Office * 0	
EXPORT INSPECTION COUNCIL	regionaleic delhi	eic local office v	
Is the item is manufactured under comulation ? *	The items are being exported for exhibition? *		
YES ONO	VES O NO		
			_
Importer Details		^	
Firm Name *	Country *	Address *	
JJ Ltd.	UNITED STATES	new york	

Certificate Details

- a. Select Type of certificate, Agreement details to proceed.
- Depending upon the selection of Agreement, list will be populated in Issuing Agencies Tab.
- c. Please select the agency and its respective office for submission of an application.
 <u>Importer Details</u>
- d. 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

 e. 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.

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

Invoice Details		^
Invoice Number *	Invoice Date *	Invoice Currency *
12345678	06/08/2024	US Dollars V
Invoice Value (In Invoice Currency) *	Invoice Value (In USD) *	Invoice Value (In INR) *
1500.0	1500.0	135000.0
Exchange Rate(to INR)*	Exchange Rate(to USD)*	
90.0	1.0	
Third Country Invoicing : *		
VES O NO		
		Clear All Squa & Nevt

3. Tab 3 – Export Details

	Basic Details	Certificate Details	Export Details	Import Details	Shipment Details	Attachments	Declaration	Application Summary	
Vour Applica	Message	PLY00229268AM25 has bee	n saved successfully						×
Export Product Deta	ils								^
	Itchs Code 0 *	iade e.g 741	The Cod	e *		Description of the Expo	ort Products/ Goods *		
	Quantity *		UOM *	x	~	Item Value (In Invoice C	Currency) *		
	Invoice Value (I	n USD) *	Invoice	Value (In INR) *		Marks & Number *			
	Number and Kir	nd of Packages *							
							Add Details	Cancel	

- 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.

Si.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, Trousers, bib and brace overalls, breeches and shorts : Of wool or fine animal hair	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	<i>₽</i> 1 [†]
howing 1 to :	1 of 1 entries										Previous 1 Ne

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

4. Tab 4 – Import Details

escription of the Export Products/ Goods *	Itchs Code *	Hs Code *	
Select	Search ITC Code e.g 741	*	
Description of Component Materials, Inputs, Parts or Produce *	Quantity *	UOM *	
		Select	
er Unit CIF Value *	Currency *	Total CIF Value *	
	Select	~	
Country of Origin *	Bill of Entry / Invoice No *	Bill of Entry / Invoice Date *	
Select	♥		
upplier Name *	Supplier Address *		

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

Show 10 ¢	entries										Se	arch:	
Si.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
9 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											P	revious 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.

Imported or Undermined Origin Raw Material is used in Sundacure of Egory Protect" Preference Criterion * Imported or Undermined Origin Raw Material is used in Sundacure of Egory Protect" Preference Criterion * Imported or Undermined Origin Raw Material is used in Manufacture of Export Product Preference Criterion Value (in String)* Imported or Undermined Origin Raw Material is used in Manufacture of Export Product Preference Criterion Value (in String) Imported or Undermined Origin Raw Material is used in Manufacture of Export Product Preference Criterion Value (in String) Imported or Undermined Origin Raw Material is used in Manufacture of Export Product Preference Criterion Value (in String) Imported or Undermined Origin Raw Material is used in Manufacture of Export Product Preference Criterion Value (in String) Imported or Undermined Origin Raw Material is used in Manufacture of Export Product Preference Criterion Value (in String) Imported or Undermined Origin Raw Material is used in Manufacture of Export Product Preference Criterion Value (in String) Imported or Undermined Origin Raw Material is used in Manufacture of Export Product Preference Criterion Value (in String) Imported or Undermined Origin Raw Material is used in Manufacture of Export Product Preference Criterion Value (in String) Imported or Undermined Origin Raw Material is used in Manufacture of Export Product Preference Criterion Value (in String) <		Serial Number *				
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v 10 e entries search: v 10 e entries search: v 10 e entries search: No Imported or Undetermined Origin of Export Product: Preference Criterion Value (in %) Preference Criterion Value (in String) NO India 1.0 'INDIAN ORIGIN' e wirg to 1 of 1 entries search: search: search:		Preference Criterion Value (in	96) *	Preference Criterion Value (in String) *		
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No India India <td< th=""><th></th><th></th><th></th><th></th><th></th><th></th></td<>						
No Imported or Undetermined Origin Raw Material is used in Manufacture of Export Product Preference Criterion Value (in %) Preference Criterion Value (in String) Edit/Delete NO India 1.0 "INDIAN ORIGIN" Preference Criterion Value (in String)						Cancel
No India 1.0 "INDIA O RIGIN" Preference Criterion Value (in %) Preference Criterion Value (in %) Editor						Cancel
Imported or Undetermined Origin of Export Product Preference Criterion Value (in %) Preference Criterion Value (in String) Edit/Delete NO India 1.0 "INDIAN ORIGIN" #	-	entrice				Cancel
Raw Material is used in Manufacture No Preference Criterion Value (in %) Preference Criterion Value (in %) Edit/Delete NO India 10 "INDIAN ORIGIN" Image: Criterion Value (in %) Preference Criterion Value (in %) Edit/Delete	w 10 \$	entries				Cancel Search:
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ving 1 to 1 of 1 entries Previous	.No	entries Imported or Undetermined Origin Raw Material is used in Manufacture of Export Product	Preference Criterion	Preference Criterion Value (in %)	Preference Criterion Value (in String)	Cancel Search:
ving 1 to 1 of 1 entries Previous	/ 10 ¢ .No	entries Imported or Undetermined Origin Raw Material is used in Manufacture of Export Product	Preference Criterion	Preference Criterion Value (in %) 1.0	Preference Criterion Value (in String)	Cancel Search: Edit/Delete
	« 10 ¢ No	entrites Imported or Undetermined Origin Raw Material is used in Manufacture of Export Product NO	Preference Criterion	Preference Criterion Value (in %) 1.0	Preference Criterion Value (in String) "INDIAN ORIGIN"	Cancel Search: Edit/Delete
	w 10 ¢	entries Imported or Undetermined Origin Raw Material is used in Manufacture of Export Product NO 1 of 1 entries	Preference Criterion	Preference Criterion Value (in %) 1.0	Preference Criterion Value (in String) "INDIAN ORIGIN"	Cancel Search: Edit/Delete

- 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.

Basic Details Certificate Details	Export Details Import Details Shipment	Details Attachments Declaration Application Summary
Vour Application DRAFTCOOAPPLY00229268AM25 has been	saved successfully	×
SHIPMENT/ OTHER DETAILS		^
Mode of Transport (As for as known) *	Shipment Document *	Shipment Document No *
Air	Airway Bill	✔ 2345678
Shipment Date *	Port of Shipment *	Port of Discharge *
28/08/2024	INTKD6-ICD TUGHLAKABAD, NEW DELHI 110020-EDI	New York
Route *		
road to air to sea		
		Cicar All 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.

Basic Details Certificate Details	Export Details	Import Details	Shipment Details	Attachments	Declaration	Application Summary	
Vour Application DRAFTCOOAPPLY00229268AM25 has be	en saved successfully						×
Attachments							~
Attachment Type Please select Click or Drag and Drop file to upload	Remark	ecument List		Attest			
	Attachmen	t Type	Remark View	Add More Attachments		Attest	Delete
Uploaded Size : 0.00 MB Note: Maximum 1 Attachment of 5 MB Allowed (Only pdf.jpg are allowed)	Invoice		view				
Uplaad Attachments							Previous 1 Next

- 7. Tab 7 Declaration
 - a. Enter declaration details as per the form.
 - b. Click on Save & Next to move to the next Tab.

Basic Detail:	s Certificate Details	Export Details	Import Details	Shipment Details	Attachments	Declaration	Application Summary	
Your Application DRAFTCO	OAPPLY00228268AM25 has be	en saved successfully						×
Declaration								
The undersigned, being the exporte	r of the goods description abov	э,						
DECLARES that these goods were	produced in INDIA and are pres	ently available at,*						
aa								
SPECIFIES as follows the grounds	on which the goods are claimed	to comply with origin req	uirements,*					
aa								
SUBMITS the following supporting of	locuments							
aa								4

8. Tab 8 – Application Summary

Declaration				~							
The undersigned, being the exporter of the goods de	scription above,										
DECLARES that these goods were produced in IND	DECLARES that these goods were produced in INDIA and are presently available at.*										
aa											
SPECIFIES as follows the grounds on which the goo	ds are claimed to comply with origin requirements,*										
aa											
SUBMITS the following supporting documents											
aa											
Tick the box as acceptance of declaration/ undertaking	ng and fill in the details below.										
Place : MAHARASHTRA	Date : 23/08/2024										
Name : Mahesh Jalan	Designation : Executive Director	Emäil : mahesh@gspbi.com	Mobile : 9428139480								
Amount to be paid: 226.0											
Amount to be paid. 230.0											
			_								
				Payment							

- 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

→ C Strade.gov.in/web?requestTy	pe=ApplicationRH&actionVal=ch	neckLogin			
भारत सरकार वाणिज्य एवं उद्योग मंत्रातय GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDU	STRY			SITEN	IAP A- A A+ LANGUAG
Trade	Get Certificate of Origin	My Dashboard - How to Export -	Where to Export -	Source from India	Д 🙆 RAJK ▪
Territer with Minkey of Commerce & Industry Government of India		Submitted Applications			
rack Application Status		View and Register Digital Signature Token			^
		View Certificates			
Type of scheme *	Туре о	f sub scheme *	Status		
соо	✓ App	ly COO	✓ Plei	ase Select	
From Date To Date	File Nu	mber	Applic	ation Number	
06/06/2024 06/09/20	024				
RA Office	Branc	n code			
Please Select	✓ Please	ase Select	~		

- 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

→ C	trade.gov.in/web?requestTy	pe=ApplicationRH&actionVal=checkLog	jin			* 0	요 4
Showing res	sult for : Application proce	ess -> COO Application Sub process	s -> Apply COO From Date	- 01/09/2024 To Date - 23/09/2	024		
					Searc	h:	
SI.No. †	Application Number	File Number	File Date	Entity Name 💠 Branch 🕫	RA Office	File Status	Action 💠
1						In Process	Action -
2						In Process	Action -
3						In Process	Action -
4						In Process	Action -
5	DIAL TOURITETUUZZOW		JOANIEJ USIUSIZUZA	IEC OUT	01	Approved	Action -

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. Note: Please check point D, how to <u>respond to the deficiency</u> .
Approved Pending Issuance	File has been approved by officer, Certificate yet to be digitally Signed.

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

← → C 😁 tra	ade.gov.in/we	b?requestType=	ApplicationRH&action	Val=checkLogin				Q	☆	0	Ď	-	. :
	23/06/2024		23/09/2024										
	RA Office			Branch code									
	DEFICIE		R						×				
	Showing Number -	result for : App HQRCOOAPPI	lication process -> C0 _Y00000012AM25	DO Application Sul	b process -> Apply (COO Application I	Number - DRAFTCOOAP	PLY00229223AM25 Fil	le				
	Sno †	Deficiency issu date	ed II RA office	Deficiency View	Previous Respond	Remark	ks า	Respond to Deficiency					
	1	23/09/2024	TEST OFFICE DELHI 01	E		Please	attach the file and provide ation	Respond					
	2	01/09/2024	TEST OFFICE DELHI 01	1		ok							
	Showing 1 t	o 2 of 2 entries					Firs	st Previous 1 Next Las	st				

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

DEFICIENCY LETTER	×
Do you want to amend application?	
Yes OR No	

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.

, Details	Certificate Details	Export Details	Import Details	Shipment Details	Attachmen	ts Declaration	Application Summary	
								^
		Firm Name * ፀ			DELS	Status* 🖲		
		,			Ν			
		Branch Addres	s* 🕄		GSTI	v* ⊕		
HAWAN ,I.P.ES	STATE, , NEW DELHI, CENTE	C-WING, IND DELHL11001	RAPRASTH BHAWAN, I.P.E.	STATE, NEW DELHI, DELHI, CENTI	RAL 244	AAAA0000A3Z5		
0 VES	O NO				10			
ofile in ANF-1 (My IEC profile)							
	HAWAN J.P.ES	HAWAN J. PESTATE, , NEW DELH, CENTF V • VES NO ofile in ANF-1 (My IEC profile)	Firm Name * O Branch Addres HAWAN J.PESTATE, NEW DELH, CENTT V CWING, ND DELH, 11001 * VES NO offie in ANF-1 (My IEC profile)	Firm Name * 0 Branch Address* 0 HAWAN J.P.ESTATE, , NEW DELHI, CENTT V C: WING, INDRAPRASTH BHAWAN, I.P.ES DELHI, 110011 * O YES O NO offic in ANF-1 (My IEC profile)	Firm Name * 0 Branch Address* 0 HAWAN J.PESTATE, NEW DELHI, CENTF CWING, INDRAPRASTH BHAWAN, I.PESTATE, NEW DELHI, DELHI, CENT DELHI, 110011, * • • VES • NO ofile in ANF-1 (My EC profile)	Firm Name • • • DEL : N Branch Address* • • G C-WING, INDRAPRASTH BHAWAN, I.P.ESTATE, NEW DELHI, CENTRAL DELHI, 110011. • • • YES • NO offic in ANF-1 (My IEC profile)	Firm Name • • • DEL Status* • • N N Branch Address* • GSTN* • LAWAAN J.PESTATE, NEW DELHI, CENTT • C.WING, INDRAPRASTH BHAWAN, I.P.ESTATE, NEW DELHI, DELHI, CENTRAL 24AAAAAA00000A325 • • • • • •	Firm Name* O DEL Status* O Rranch Address* O STIN* O C. WING, INDRAPRASTH BHAWAN, I.PESTATE, NEW DELHI, DELHI, CENTRAL ZAAAAA00000A325 O YES O NO

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 stor	ed. Are you sur	e you want to	select "No" ?
No	Yes			

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

					11
	ᆂ Click or E	Drag and Drop file to uploa	d		
aded Size : 0.00 MB				i	

E. Download Issued Certificate & Attested Document

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

← → C	2 ₅ trac	de.gov.	in/web?requestTyp	e=ApplicationRH&act	ionVal=checkLogin						Q \$\$	ΩÊ) <u>*</u> :
		1	DRAFTCOO	APPLY00236721AM25	HQRCOOAPPLY00005093AM25	18/09/2024	DGFT TEST IEC	001 0	TEST OFFICE DELHI 01	In Process	Action *		
		2	DRAFTCOO	APPLY00229121AM25	HQRCOOAPPLY00000739AM25	10/09/2024	DGFT	001 🚯	TEST	In Process	Action -		
		APPROVED LICENSE/REJECTION LETTER DETAILS Showing result for : Application process -> COO Application Sub process -> Apply COO Application Number - DRAFTCOOAPPLY002292777AM25 File Number - HORCOOAPPLY0000019AM25							×				
			SI.No.	Issued By	Issued Date	Letter Type	2		View Letter				
			1	TEST	02/09/2024	Non Prefere	ential		View Letter				
									F	Previous 1 Next			
		7	DRAFTCOO	APPLY00229289AM25	HQRCOOAPPLY00000026AM25	03/09/2024	DGFT TEST IEC	001 🚯	TEST OFFICE DELHI 01	Approved	Action •		
		8	DRAFTCOO	APPLY00229286AM25	HQRCOOAPPLY00000025AM25	02/09/2024	DGFT TEST	001 🕚	TEST	Approved - Pending	Action -		

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.

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	Showing result for : Application process -> COO Application Sub process -> Apply COO From Date - 01/09/2024 To Date - 23/09/2024						
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	6 DRAFTCOOAPPLY00228284AM25 HQRCOOAPPLY0000027AM25 03/09/2024 D T	GFT 000 O TEST Approved EST OFFICE C DELHI 01	Action -				

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.

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	Get Certificate of Origin	My Dashboard -	How to Export -	Where to Expo	ort • Source from India	Д 🔒 кајк т
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