



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

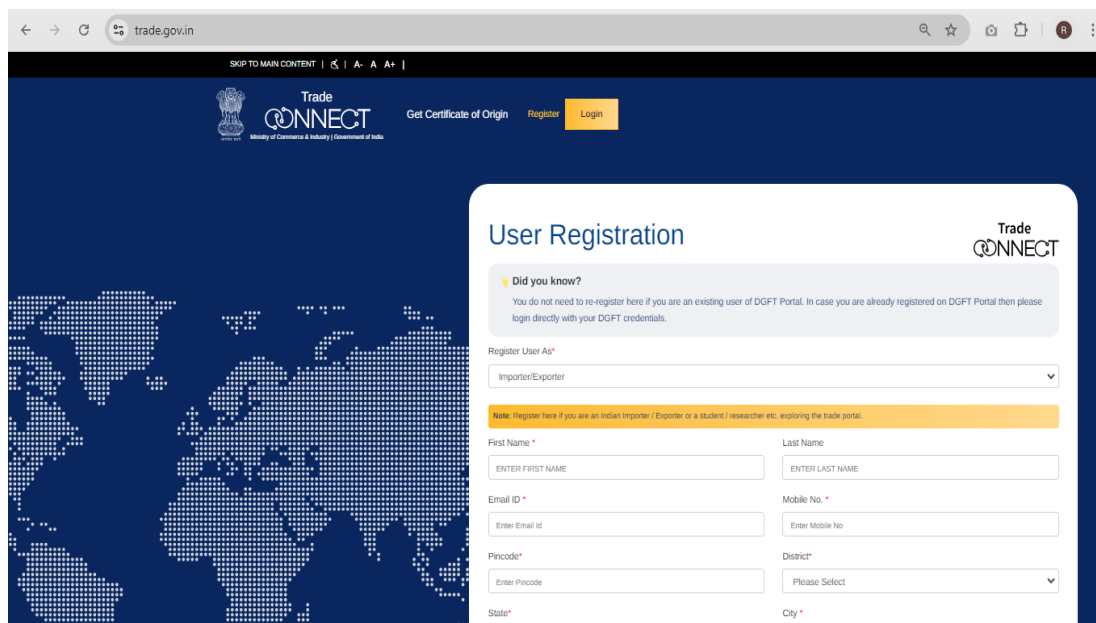
DGFT Trade Connect Portal
User Guide for Exporters
Version 1.0

August 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 and navigation links for 'Get Certificate of Origin', 'Register', and 'Login'. The main content area features a 'User Registration' form with the following fields:

- Register User As***: A dropdown menu with 'Importer/Exporter' selected.
- Note**: A yellow banner stating 'Register here if you are an Indian Importer / Exporter or a student / researcher etc. exploring the trade portal.'
- First Name ***: Text input field with placeholder 'ENTER FIRST NAME'.
- Last Name**: Text input field with placeholder 'ENTER LAST NAME'.
- Email ID ***: Text input field with placeholder 'Enter Email id'.
- Mobile No. ***: Text input field with placeholder 'Enter Mobile No'.
- Pincode***: Text input field with placeholder 'Enter Pincode'.
- District***: Dropdown menu with 'Please Select'.
- State***: Dropdown menu.
- City ***: Text input field.

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.

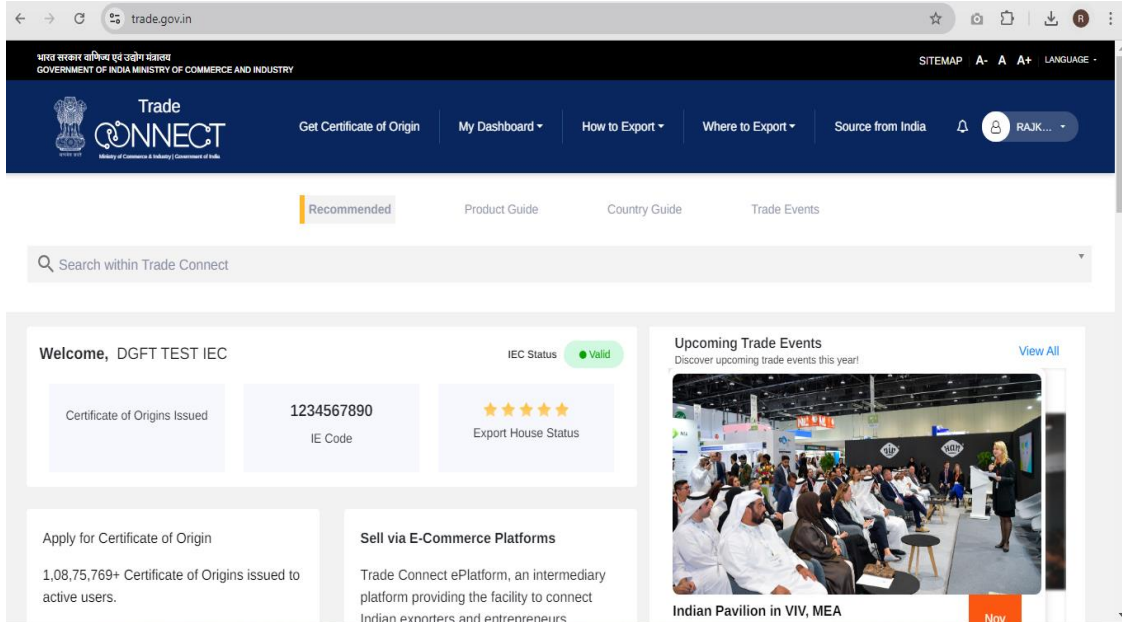
Note:

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.

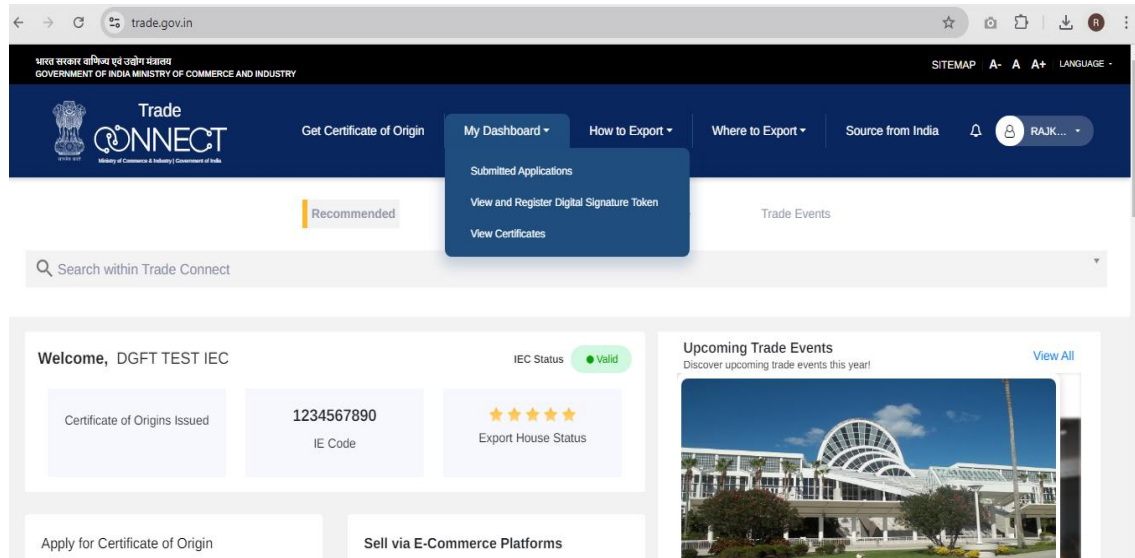
3. For more details refer Trade Notice No. 13/2024-25 dated 16.08.2024. [Click Here](#)

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.

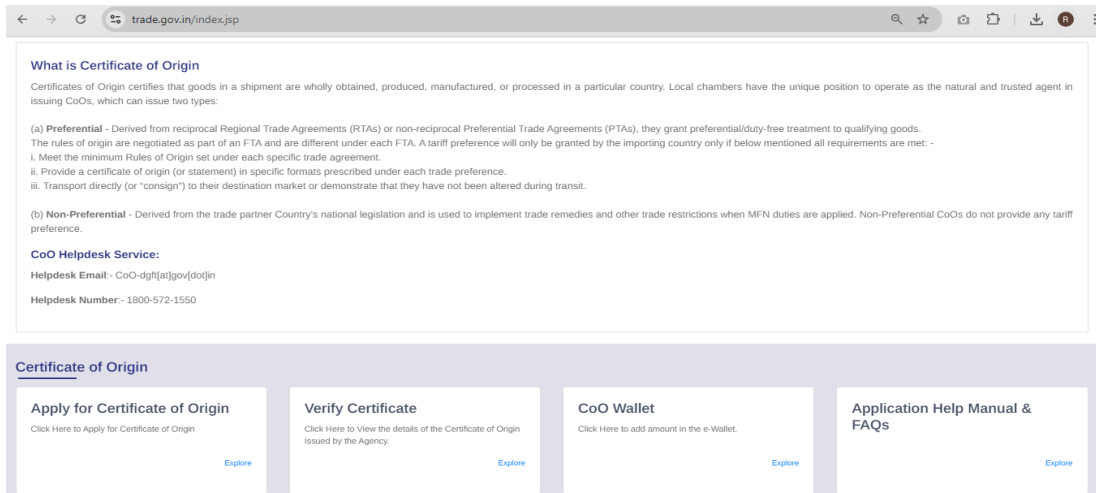
Note:

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

Get Certificate of Origin

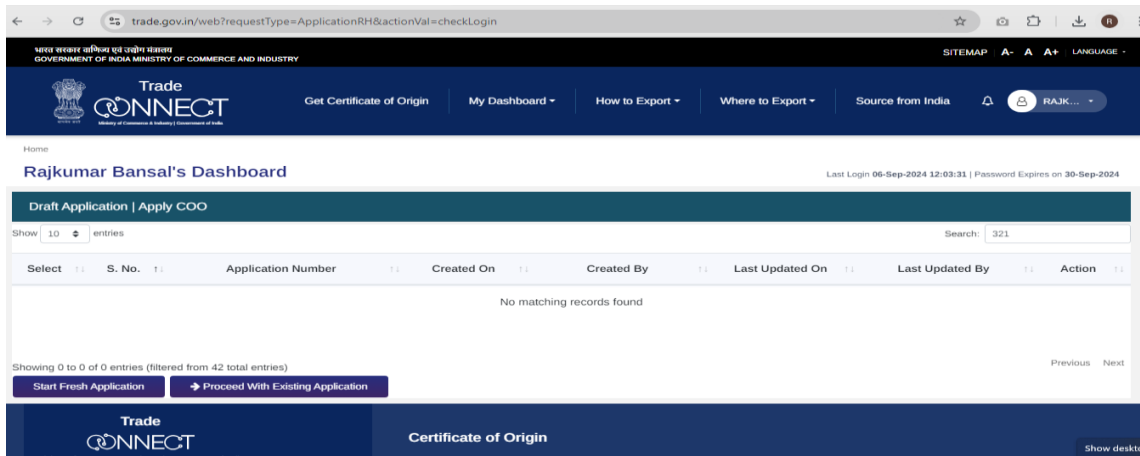
Once Exporter/ Importer Logged In on the portal, click on “Get Certificate of Origin” menu item.

Following Screen will be visible.



Apply Certificate of Origin

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



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

Step 2: filling an application form Tab wise

- 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

- a. Select Type of certificate, Agreement details to proceed.
- b. 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.

Importer Details

- 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.

3. Tab 3 – Export Details

- 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 10 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, 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	

Showing 1 to 1 of 1 entries Previous 1 Next

Clear All Save & Next

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

4. Tab 4 – Import Details

INPUT/RAW MATERIAL DETAILS

Description of the Export Product/ 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 *

Supplier Name * Supplier Address *

Add Details Cancel

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.

5. Tab 5 – Shipment Details

- a. Enter Mode of Transport, Shipment Document Details.
- b. Ensure Same Port of Shipment and Port of Discharge shall be visible in Route.
- c. Click on Save & Next to move to the next Tab.

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.

Progress bar: Basic Details, Certificate Details, Export Details, Import Details, Shipment Details, **Attachments**, Declaration, Application Summary

Success Message
Your Application DRAFTCOOAPPLY00229268AM25 has been saved successfully

Attachments

Attachment Type: Please select
 Remark:
 Attest:

Uploaded Document List
 Show 10 entries

Attachment Type	Remark	View/Add More Attachments	Attest	Delete
Invoice		view	<input type="checkbox"/>	

Note: Maximum 1 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)

Upload 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.

Progress bar: Basic Details, Certificate Details, Export Details, Import Details, Shipment Details, Attachments, **Declaration**, Application Summary

Success Message
Your Application DRAFTCOOAPPLY00229268AM25 has been saved successfully

Declaration

The undersigned, being the exporter of the goods description above,
 DECLARES that these goods were produced in INDIA and are presently available at,*

aa

SPECIFIES as follows the grounds on which the goods are claimed to comply with origin requirements,*

aa

SUBMITS the following supporting documents

aa

8. Tab 8 – Application Summary

Declaration

The undersigned, being the exporter of the goods description above,
DECLARES that these goods were produced in INDIA and are presently available at.*

aa

SPECIFIES as follows the grounds on which the goods are claimed to comply with origin requirements.*

aa

SUBMITS the following supporting documents

aa

Tick the box as acceptance of declaration/ undertaking and fill in the details below.

Place : MAHARASHTRA Date : 23/08/2024
Name : Mahesh Jalan Designation : Executive Director Email : maheshj@gopdt.com Mobile : 9428139480

Amount to be paid : 236.0

Payment

- Click on “Sign” button to digitally sign the application using registered Aadhar or DSC.
- 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

trade.gov.in/web?requestType=ApplicationRH&actionVal=checkLogin

भारत सरकार अधिनियम एवं उद्योग संशोधन
GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUSTRY

SITEMAP A- A+ LANGUAGE

Trade CONNECT
Ministry of Commerce & Industry | Government of India

Get Certificate of Origin My Dashboard ▾ How to Export ▾ Where to Export ▾ Source from India RAJK...

Submitted Applications
View and Register Digital Signature Token
View Certificates

Track Application Status

Type of scheme * Type of sub scheme * Status

COO Apply COO Please Select

From Date To Date File Number Application Number

06/06/2024 06/09/2024

RA Office Branch code

Please Select Please Select

Clear All Search Q

- Select Scheme and Sub Scheme to view the list of Submitted Applications.
- 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.

View Certificate of Origin

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

