



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

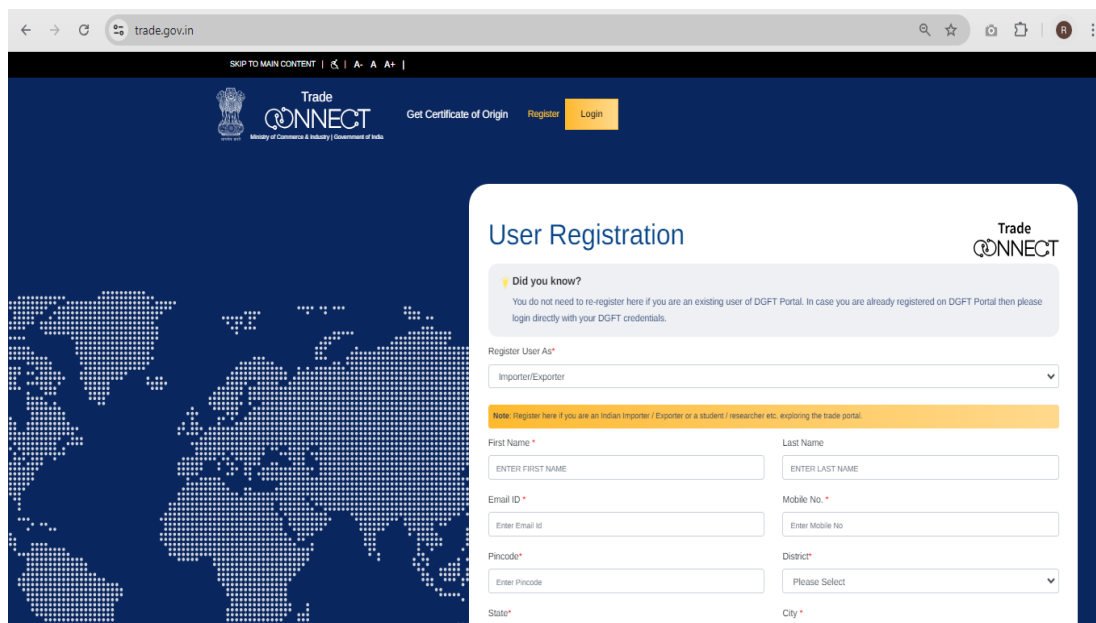
DGFT Trade Connect Portal
User Guide for Exporters
Version 1.1

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 'User Registration' page on the Trade Connect website. The page has a dark blue header with the 'Trade CONNECT' logo and navigation links like 'Get Certificate of Origin', 'Register', and 'Login'. A world map is visible in the background. The registration form includes a dropdown for 'Register User As*' with 'Importer/Exporter' selected. Below this is a yellow note box. The form fields are arranged in two columns: 'First Name *' and 'Last Name' (with 'ENTER FIRST NAME' and 'ENTER LAST NAME' placeholders), 'Email ID *' and 'Mobile No. *' (with 'Enter Email id' and 'Enter Mobile No' placeholders), 'Pincode*' and 'District*' (with 'Enter Pincode' and 'Please Select' placeholders), and 'State*' and 'City *' (with dropdown menus).

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.

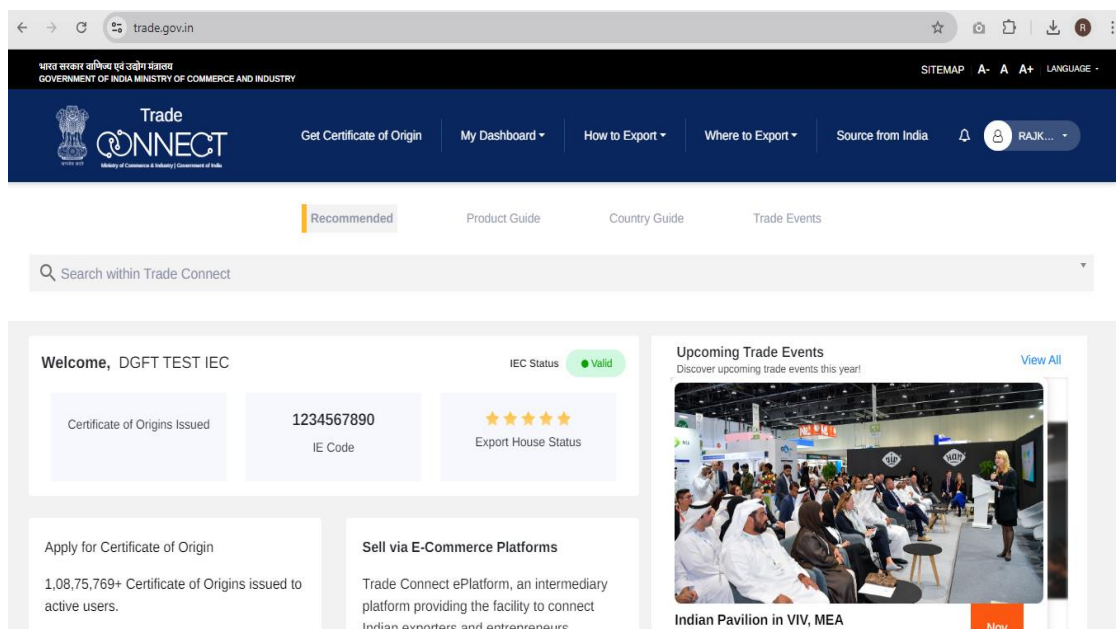
Note:

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.

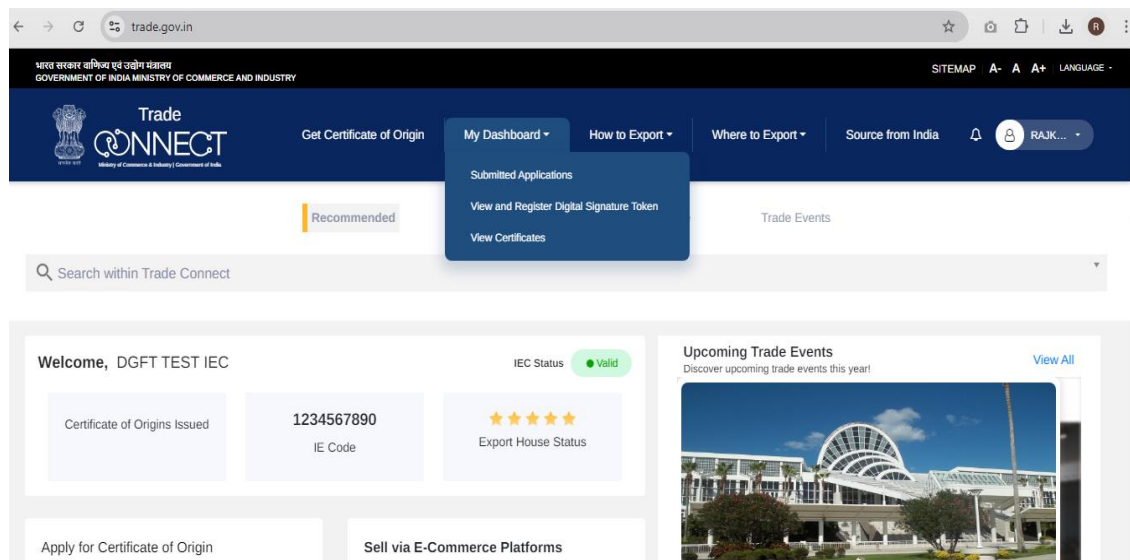
3. For more details refer Trade Notice No. 13/2024-25 dated 16.08.2024. [Click Here](#)

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”



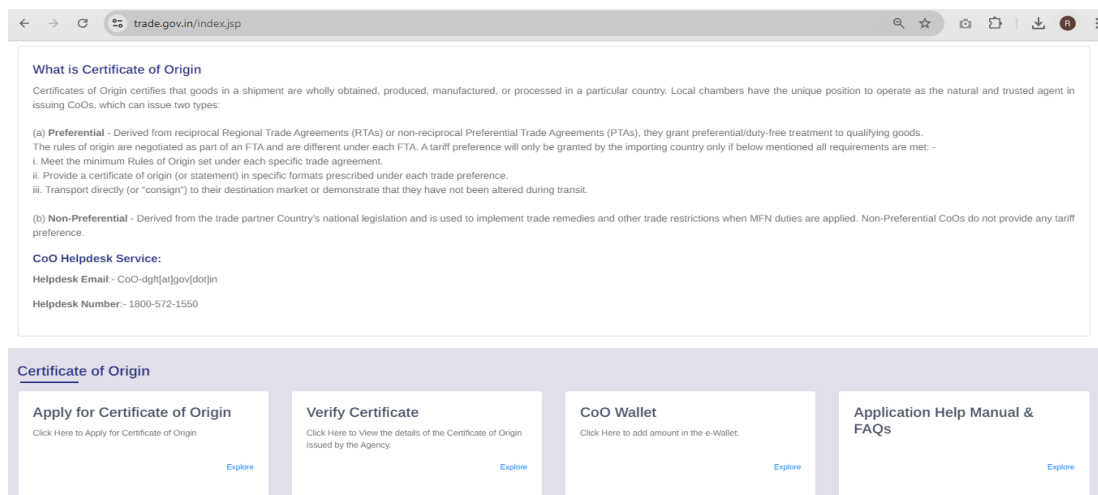
Step 2: Click on “Register New DSC” or “Register for Aadhaar E-sign” for utilizing the same during submission of an application.

Note:

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

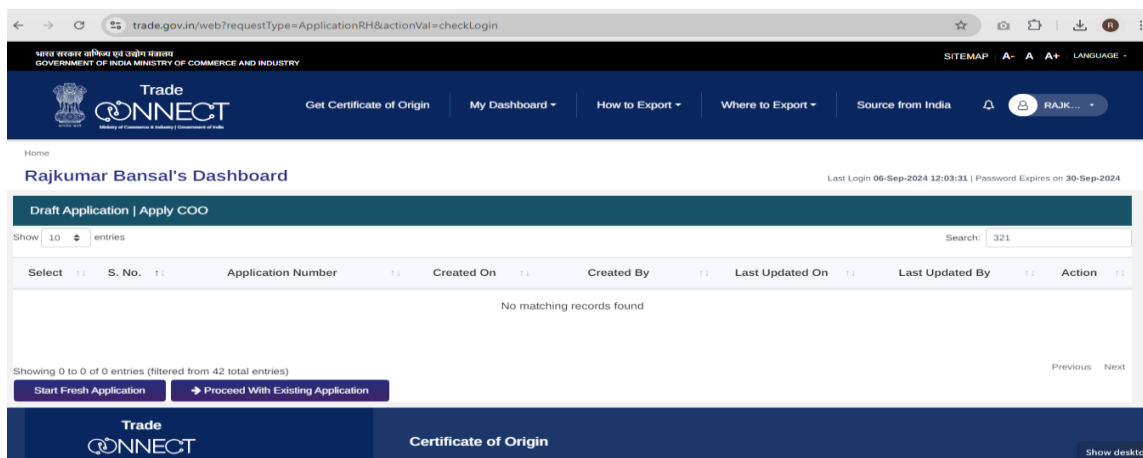
Get Certificate of Origin

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

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

The screenshot shows the 'Basic Details' tab of the application form. At the top, a progress bar indicates the current step. The form contains the following fields:

- IEC Number ***: 1234567890
- Firm Name ***: DGFT TEST IEC
- DEL Status ***: N
- IEC Branch ***: 001-GATE NO 3, UDYOG BHAWAN, 11-RAFI MARG Contact No: 99112295
- Branch Address ***: GATE NO 3, UDYOG BHAWAN, 11-RAFI MARG Contact No: 9911229509, DELHI, DELHI, CENTRAL DELHI, 110011
- GSTIN ***: 24AAAAA0000A1Z5
- Postal Delivery of CoO required ***: YES (selected), NO
- Declaration ***: I We have updated my/our profile in ANF-1 (My IEC profile) (selected)

Buttons at the bottom right: Clear All, Save & Next.

2. Tab 2 – Certificate Details

The screenshot shows the 'Certificate Details' tab of the application form. At the top, a progress bar indicates the current step. A green success message is displayed: "Success Message: Your Application DRAFTCOOAPPLY00229268AM25 has been saved successfully". The form contains the following fields:

- Type of Certificate of Origin ***: Non Preferential CoO
- Trade Agreement ***: Non Preferential
- Type of Request ***: Normal CoO
- Issuing Agency ***: EXPORT INSPECTION COUNCIL
- Regional Office ***: regional: eic delhi
- Issuing Office ***: eic local office
- Is the item is manufactured under cumulation? ***: YES, NO (selected)
- The items are being exported for exhibition? ***: YES, NO (selected)

Below the 'Certificate Details' section is the 'Importer Details' section with the following fields:

- Firm Name ***: JJ Ltd.
- Country ***: UNITED STATES
- Address ***: new york

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

- 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 Products/ Goods * Itchs Code * Hs Code *

Select Search ITC Code e.g 741

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.

Export Preference Criteria

Serial Number *

Imported or Undetermined Origin Raw Material is used in Manufacture of Export Product *

☐ YES ☒ NO

Preference Criterion *

Select

Preference Criterion Value (in %) *

Preference Criterion Value (in String) *

Cancel

Show 10 entries

Search:

Si.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 Document Details.

b. Ensure Same Port of Shipment and Port of Discharge shall be visible in Route.

Note: In case specific port of discharge not available in the dropdown, please select “Others” and enter the name in the textbox.

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

Success Message

Your Application DRAFTCOOAPPLY00229268AM25 has been saved successfully

SHIPMENT/ OTHER DETAILS

Mode of Transport (As for as known) *

Air

Shipment Document *

Airway Bill

Shipment Document No *

2345678

Shipment Date *

28/08/2024

Port of Shipment *

INTKD6-ICD TUGHLAKABAD, NEW DELHI 110020-EDI

Port of Discharge *

New York

Route *

road to air to sea

Clear 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

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	☐	Delete

Uploaded Size : 0.00 MB
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.

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,*
as
SPECIFIES as follows the grounds on which the goods are claimed to comply with origin requirements,*
as
SUBMITS the following supporting documents
as
☒ 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@gspbt.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 संख्या २०१६
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 * COO ▾ Type of sub scheme * Apply COO ▾ Status Please Select ▾

From Date 06/06/2024 To Date 06/09/2024 File Number Application Number

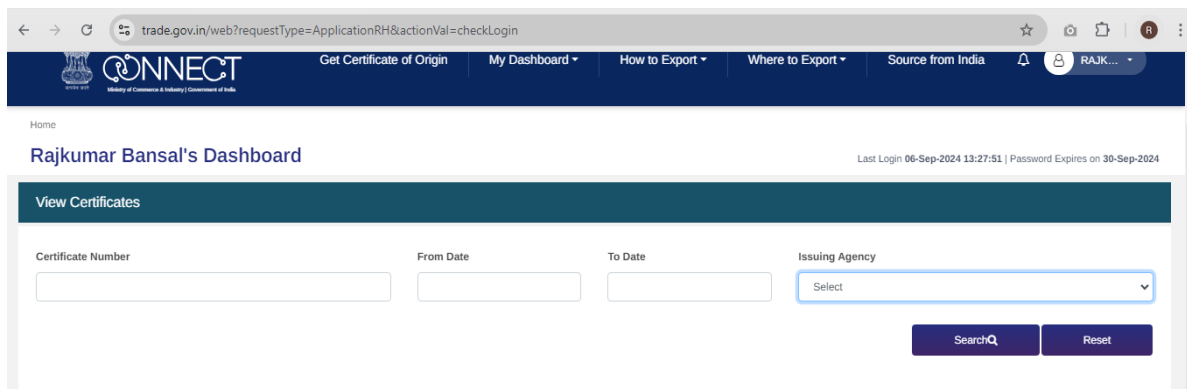
RA Office Please Select ▾ Branch code Please Select ▾

[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.



The screenshot displays the trade.gov.in web portal. The browser address bar shows the URL: trade.gov.in/web?requestType=ApplicationRH&actionVal=checkLogin. The portal header includes the 'CONNECT' logo and navigation links: 'Get Certificate of Origin', 'My Dashboard', 'How to Export', 'Where to Export', and 'Source from India'. A user profile dropdown shows 'RAJK...'. The main content area is titled 'Rajkumar Bansal's Dashboard' and includes a 'View Certificates' section. This section contains four input fields: 'Certificate Number', 'From Date', 'To Date', and 'Issuing Agency' (a dropdown menu with 'Select' as the current option). Below these fields are 'Search' and 'Reset' buttons. A status message at the top right of the dashboard indicates 'Last Login 06-Sep-2024 13:27:51 | Password Expires on 30-Sep-2024'.