



Trade CONNECT

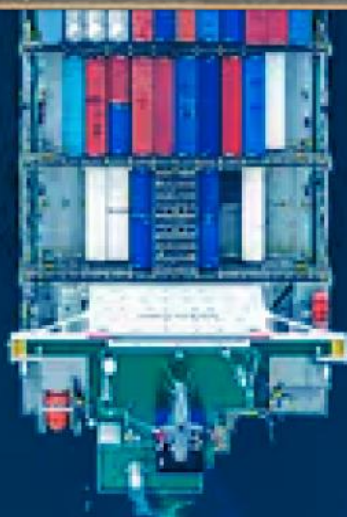
Directorate General of Foreign Trade
Department of Commerce
Ministry of Commerce & Industry | Government of India



Directorate General of Foreign Trade

User Guide for IMA Reporting Performance Version 1.0

April 2025



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Introduction to Trade Connect Platform

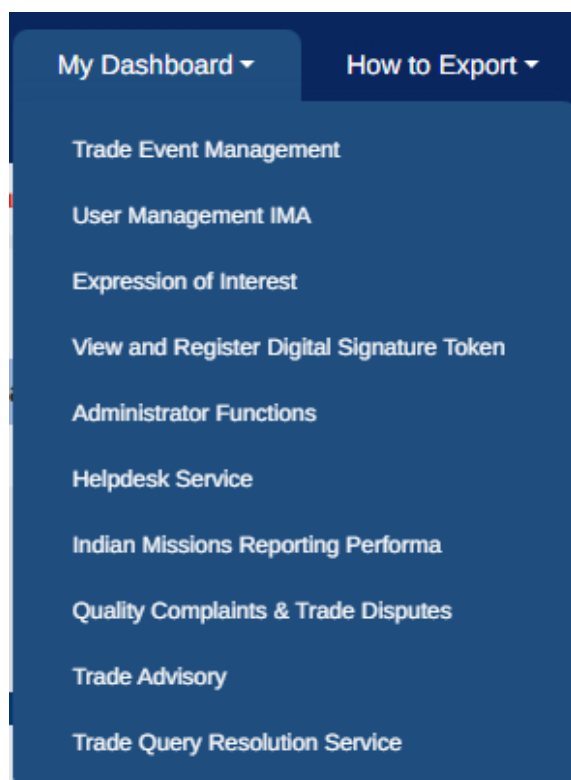
The Trade Connect e-Platform (<https://www.trade.gov.in>), is a new digital initiative aimed at transforming the landscape of international trade for Indian exporters, especially MSMEs (Medium, Small and Medium Enterprises). The platform is being developed in collaboration with key partners including the Ministry of MSME, EXIM Bank, Department of Financial Services (DFS), and the Ministry of External Affairs (MEA), is set to address information asymmetry by offering exporters comprehensive support and resources.

The Trade Connect e-Platform serves as a one-stop solution, providing exporters with near real-time access to critical trade-related information, while seamlessly connecting them to key government entities such as the Indian Missions abroad, Department of Commerce, Export Promotion Councils, and other trade experts. Whether a seasoned exporter or a new entrant, the platform is designed to assist businesses at every stage of their export journey. This e-Platform shall connect more than 6 Lakh IEC holders, over 180 Indian Mission officials, over 600 Export Promotion Council Officials, besides the officials from DGFT, DoC, banks etc.

The platform offers a range of features aimed at simplifying the complexities of international trade, including - Product and Country guides for comprehensive market insights, Trade Agreements and Tariff explorer to unlock the benefits of Free Trade Agreements (FTAs), Global E-Commerce Guide for thriving in online markets, EXIM Paathshala to educate exporters on mastering global trade, source From India to showcase Indian products globally, Ask an Expert for real-time advice from trade professionals.

Functions Available for Indian Missions

The following functions are available for Indian Missions Abroad Users:



Pre-Requisites for Accessing Trade Connect

1. To access a website, you need a device with internet connectivity and a web browser installed
2. The IMA user should be registered on the Trade Connect portal.
3. The IMA user should be able to login to the Trade Connect portal with valid credentials.

Onboarding on Trade Connect ePlatform

Registration

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)

User Registration

Did you know?
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.

Register User As*
Indian Mission Abroad (IMA)

Note: Register here with your official government email address. Your details will be validated and approved by your respective administrator. Users registering as Administrator will be approved by DGFT HQ.

Select Role*
Administrator

Select IMA Name*
Select an Option

Select Office*
Select Agency Office

First Name*
ENTER FIRST NAME

Last Name
ENTER LAST NAME

Email ID*
Enter Email Id

Country*
Please Select

State
City

Zip Code*
Enter Pincode

Mobile No.*
Enter Mobile No.

Click or Drag and Drop file to upload

Uploaded Size :0.00MB

Note: Maximum 1 Attachment of 5 MB Allowed (Only PDF,JPG are allowed)

CW1K82

Type the above CAPTCHA Code.*
Please enter above CAPTCHA Code

☐ By registering you are agreeing to our [terms & conditions](#)

Send OTP

Step 3: User Registration Tab opens→ Select Register user as “Indian Missions Abroad (IMA)” and fill in all the basic details.

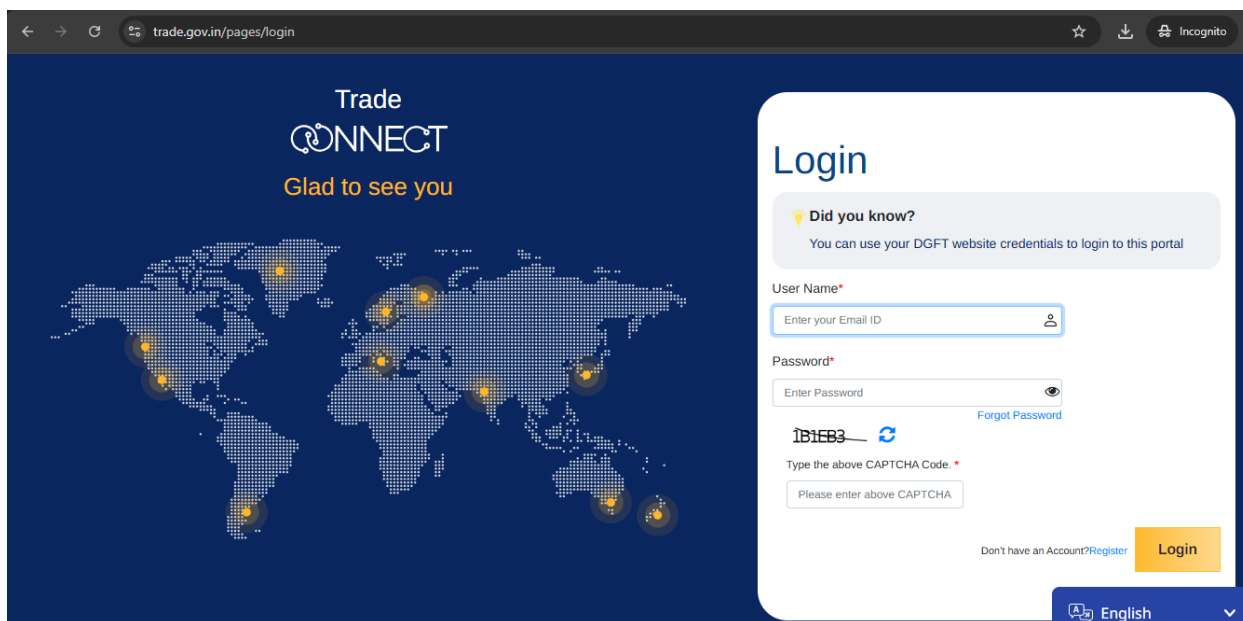
Step 4: After Submitting the details, user will receive the OTP for registration, then the user will get credentials in their registered mail ID using which user logs in to the website. After successful login users will have to change password and login again.

Note: IMA users 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.

Login

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

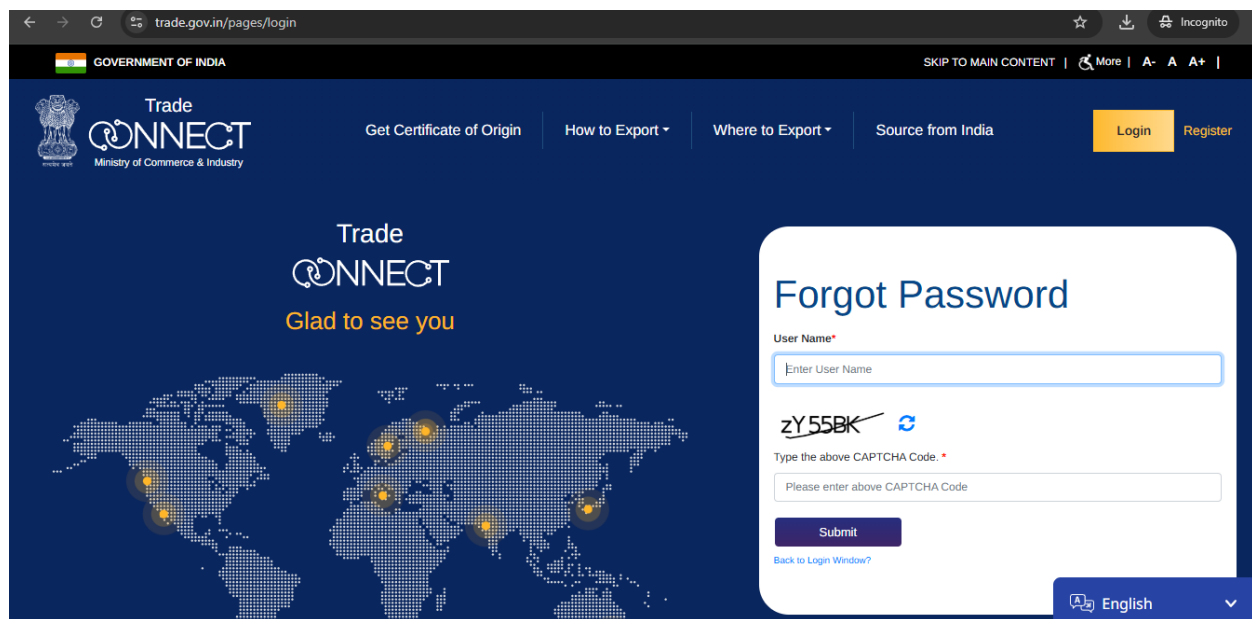
Step 2: Click on Login button and enter your Username and Password , enter the CAPTCHA and click on Login button.



Change / Forgot Password

Step 1: In case, the user forgets the password, they can click on Forgot Password link in the Login screen.

Step 2: The user needs to enter the username and CAPTCHA and click on submit.



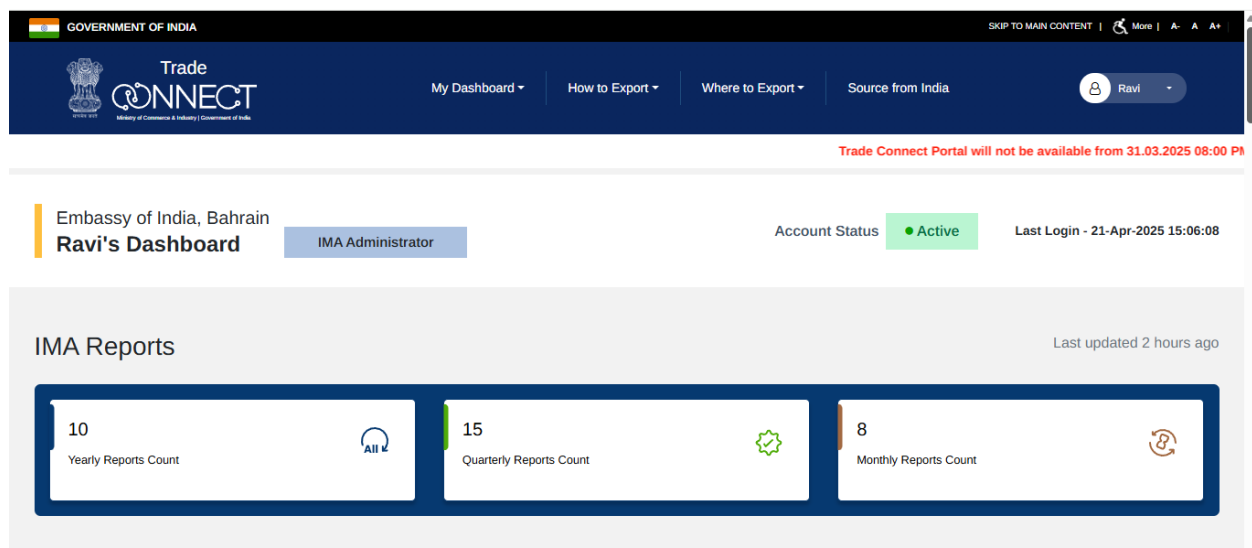
Step 3: A temporary password will be shared with the user on the email ID, the user can then login through that password and change the password they are logged in.

Dashboard

Once the IMA user logs in, the screen below appears.

The user can view the IMA reports, Trade updates/ Trade Advisory, Ask an Expert, Buyer Connect and Trade Events data on the screen in one go.

For IMA reports, the user can view the Yearly, Quarterly and Monthly reports submitted by the logged in user. On click of each tile, the user will be redirected to View submitted reports screen with already selected filters.



Embassy of India, Bahrain
Ravi's Dashboard IMA Administrator

Account Status: ● Active Last Login - 21-Apr-2025 15:06:08

IMA Reports Last updated 2 hours ago

Yearly Reports Count	Quarterly Reports Count	Monthly Reports Count
10	15	8

For Trade updates/ Trade Advisory, the user can view the Active Trade Advisory, Active Trade Updates, Pending Approval/ Trade Advisory and Pending Approval/ Trade Updates. The user will also have an option to Add Trade Updates/ Trade Advisories by clicking on the button

Trade updates/ Trade Advisory Last updated 2 hours ago

5 Active Trade Advisory All	8 Active Trade Updates All	0 Pending Approval/ Trade Advisory	1 Pending Approval/ Trade Updates
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[Add Trade updates/ Trade Advisories +](#)

For Ask an Expert, the user will have the count of the queries received, resolved, dropped and In Progress. On click of each tile, the user will be redirected to View and Respond to Queries screen with already selected filters.

Ask an Expert Last updated 2 hours ago

My queries

275 Received All	47 Resolved All	22 Dropped	181 In progress
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For Buyer connect, the user will have the count of Active Buyers and EOI (Expression of Interest) received from India

Buyer Connect Last updated 2 hours ago

6387 Active Buyers All	0 EOI Received from India
------------------------------	------------------------------

For Trade Events, the user will have the count of Number of upcoming events, Number of active events for which interest is expressed and Number of sectors for which events are available. The user will also have an option to Add Trade event by clicking on the button displayed.

Trade Events Last updated 2 hours ago

 0 Number of upcoming trade events	 0 Number of active events on which interest is expressed	 1 Number of sectors for which events are available	Add Trade event +
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Indian Missions Reporting Performa

Trade Connect brings a central interface for Indian Missions abroad to perform all Trade and Commerce related functions. Filing periodic reports to the Department of Commerce is made easy with the introduction of the IMA Reporting tool. Monthly, Quarterly and Annual reports can be filed using the tool to suggest improvements and flag any issues, contact Team Trade.

IMA Reporting Performa is a functionality in IMA Dashboard in Trade Connect Portal, which allows IMA officers to fill out their Monthly, Quarterly and Yearly Report and submit to DoC.

The Reporting Performa is divided into tabs for much easier form filling and tabs are according to the Respective Monthly, Quarterly and Yearly Report.

Officers can view their Submitted report and Draft report of their respective Performa.

To access and submit the reports, the IMA users need to login to [Trade Connect portal](#) with valid username and password.

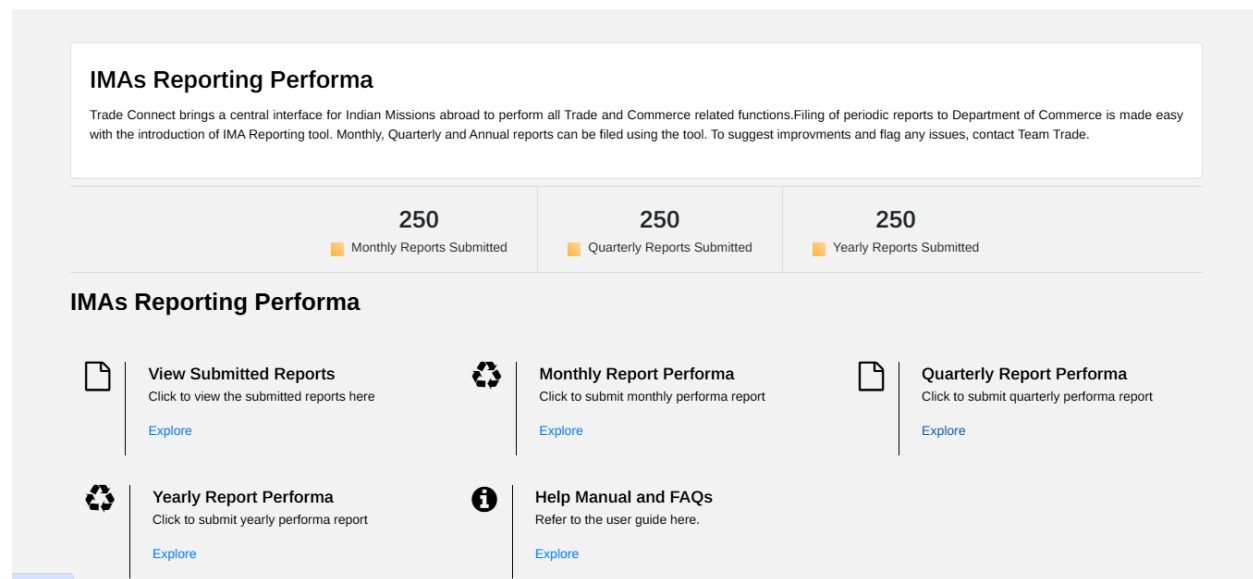
Step 1: After login, the IMA can view all the Reports submitted by the user.

The screenshot displays the Trade Connect portal interface. At the top, the header includes the Government of India logo, the Trade Connect logo, and navigation links: My Dashboard, How to Export, Where to Export, and Source from India. A user profile dropdown for 'Ravi' is visible. Below the header, the user's role is identified as 'IMA Administrator' at the 'Embassy of India, Bahrain'. The account status is 'Active', and the last login time is '08-Apr-2025 14:28:16'. The main section is titled 'IMA Reports' and shows three report counts: 10 Yearly Reports Count, 15 Quarterly Reports Count, and 8 Monthly Reports Count. Each count is accompanied by a circular icon representing the report type.

Report Type	Count
Yearly Reports Count	10
Quarterly Reports Count	15
Monthly Reports Count	8

Step 2: To access the Reporting Performa Page, go to My Dashboard> **Indian Missions Reporting Performa**

The landing page of the Indian Missions Reporting Performa will be displayed as below with the below mentioned functionalities



- 1. View Submitted Reports**
Officers can view their Submitted report and Draft report of their respective performa with status as Draft and Submitted to DOC. For submitted to DOC status, the report type is mandatory to select.
- 2. Monthly Reporting Performa**
Officers can fill their Monthly Report Performa and Submit to DOC for viewing the report and an email will also be sent to DOC users.
- 3. Quarterly Reporting Performa**
Officers can fill their Quarterly Report and Submit to DOC for viewing the report and an email will also be sent to DOC users.
- 4. Yearly Reporting Performa**
Officers can fill out their Yearly Report and Submit it to DoC for viewing the report and an email will also be sent to DOC users.
- 5. Help Manual and FAQs**
Help Manual will be available for reference.

Monthly Reporting Performa

When the user clicks on Monthly Reporting Performa tile, the screen below will be displayed.

Draft Application | Monthly Reporting Proforma

Show 10 entries

Search:

Select	S. No.	Draft Number	Created On	Created By	Last Updated On	Last Updated By	Action
☐	1	DRAFTMNTHRPT00234892AM26	08/04/2025 12:34	com.bahrain@mea.gov.in	08/04/2025 15:09	com.bahrain@mea.gov.in	Action
☐	2	DRAFTMNTHRPT00234882AM26	07/04/2025 15:53	com.bahrain@mea.gov.in	08/04/2025 12:19	com.bahrain@mea.gov.in	Action
☐	3	DRAFTMNTHRPT00234819AM26	02/04/2025 11:17	com.bahrain@mea.gov.in	07/04/2025 15:49	com.bahrain@mea.gov.in	Action
☐	4	DRAFTMNTHRPT00234804AM26	01/04/2025 11:32	com.bahrain@mea.gov.in	02/04/2025 11:16	com.bahrain@mea.gov.in	Action
☐	5	DRAFTMNTHRPT00234802AM26	01/04/2025 11:20	com.bahrain@mea.gov.in	01/04/2025 11:29	com.bahrain@mea.gov.in	Action
☐	6	DRAFTMNTHRPT00234800AM26	01/04/2025 10:09	com.bahrain@mea.gov.in	01/04/2025 11:18	com.bahrain@mea.gov.in	Action
☐	7	DRAFTMNTHRPT00234787AM25	28/03/2025 15:37	com.bahrain@mea.gov.in	28/03/2025 15:55	com.bahrain@mea.gov.in	Action

Showing 1 to 10 of 37 entries

Start Fresh Application

→ Proceed With Existing Application

The user can start Fresh Application or if the draft file is available, then proceed with the draft with already saved data in the draft.

There are 5 Tabs to fill the Monthly Report Performa along with Basic details tab and Summary tab to view the details of the report filled.

Basic Details

Market Access

Feedback And Action

Tourism

Opportunities

Other Details

Summary

Basic Details

IMA Name *

Embassy of India, Bahrain

Country *

BAHRAIN

Foreign Trade Division

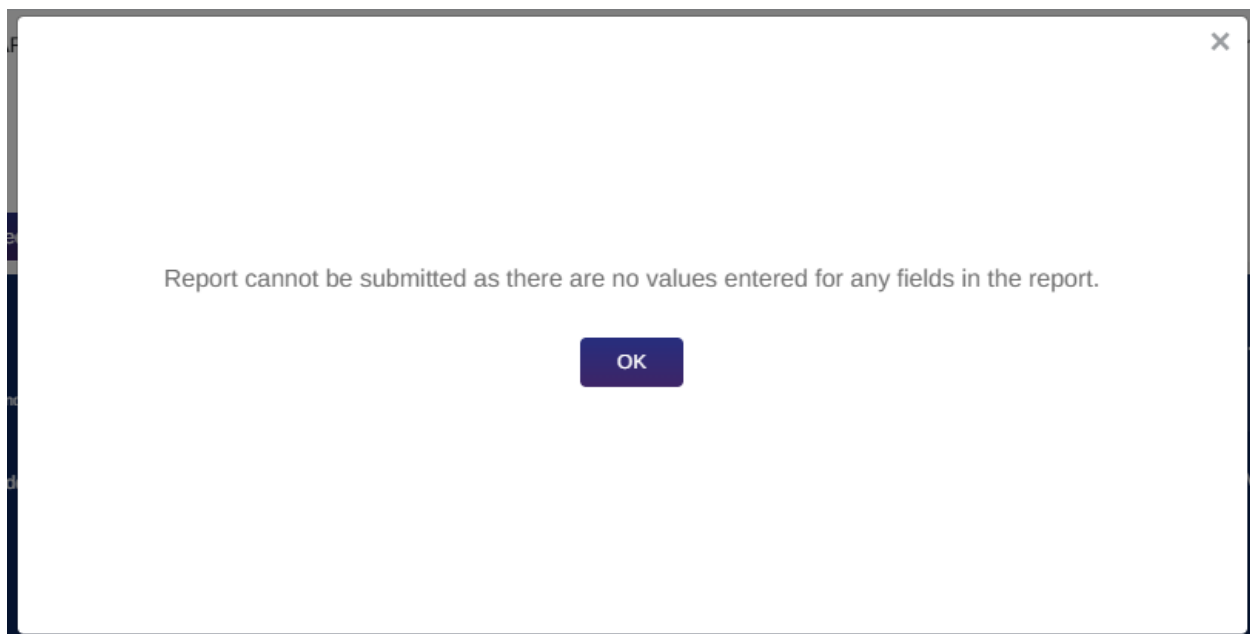
WANA

Report for the Month *

Save & Next

Note:

- 1.If the report is already submitted for a particular month, then the system will not allow to submit the report for that month and an error message will be displayed.
- 2.The monthly report can be submitted from April 2024.
3. If the user tries to submit an empty report, then the message below will appear and user will not be able to submit the report.

**Basic Details tab**

User can select the Month for which the report is being submitted.

Market Access tab

Details on Alerts on customs tariff changes, Alerts on non-tariff measures (SPS/TBT/ import and export procedures/ restrictions/prohibitions, licensing/ STEs etc.), Alerts on standards, technical regulations and conformity assessment procedures, Any other Alerts on trade defense measures taken by respective country: (Safeguards including special safeguard, antidumping, CVD or anti- subsidy), Alert on services, regulatory regime, qualification requirement, licensing procedures, visa regime, barriers etc., Representation of trade issues are included in this tab.

Feedback and Action tab

Details on Feedback from major Indian industries/other commercial concerns and Indian trade visitors to that country, Feedback on major trade promotion activities/events, Feedback from local commercial visitors to trade fairs in India, including under RBSM; number of Business Visas issued are included in this tab.

Tourism tab

Details on Tourist/Business Visa Issued by Missions, Indian Tourism Promotion Events/Interactions held / organised, Any advisory issued by the country for travelling to India are included in this tab.

Opportunities tab

Details on Opportunities in technology, Outbound Opportunities for investments/ assets on offer/major company divestment, Export Opportunities - Information on tender Notices for projects and procurements which are open to Indian project exporters/ suppliers (USD 5 million & above) - Government Procurement (GP) as well as non-GP, Any press coverage/notification on new / Technology/ IPR Regulations are included in this tab.

Other Details tab

Details of trade research, information dissemination activity of the commercial wing, Details of activities conducted out of Trade promotion budget, Action taken on Complaints from foreign/Indian Buyer/Supplier are included in this tab.

Summary tab

All the details filled in tabs will be displayed here in read-only mode. After clicking on Print Summary button, the pdf will be displayed with all the fields for download of file.

Quarterly Reporting Performa

When the user clicks on Quarterly Reporting Performa tile, the screen below will be displayed.

Draft Application | Quarterly Reporting Proforma

Show 10 entries Search:

Select	S. No.	Draft Number	Created On	Created By	Last Updated On	Last Updated By	Action
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

Start Fresh Application

The user can start Fresh Application or if the draft file is available, then proceed with the draft with already saved data in the draft.

There are 2 Tabs to fill the Quarterly Report Performa along with Basic details tab and Summary tab to view the details of the report filled.

Basic Details

Trade in Goods / Services

Investments

Application Summary

Basic Details

IMA

Embassy of India, Baku

Country

AZERBAIJAN

Foreign Trade Division

CIS

Quarter*

Please Select

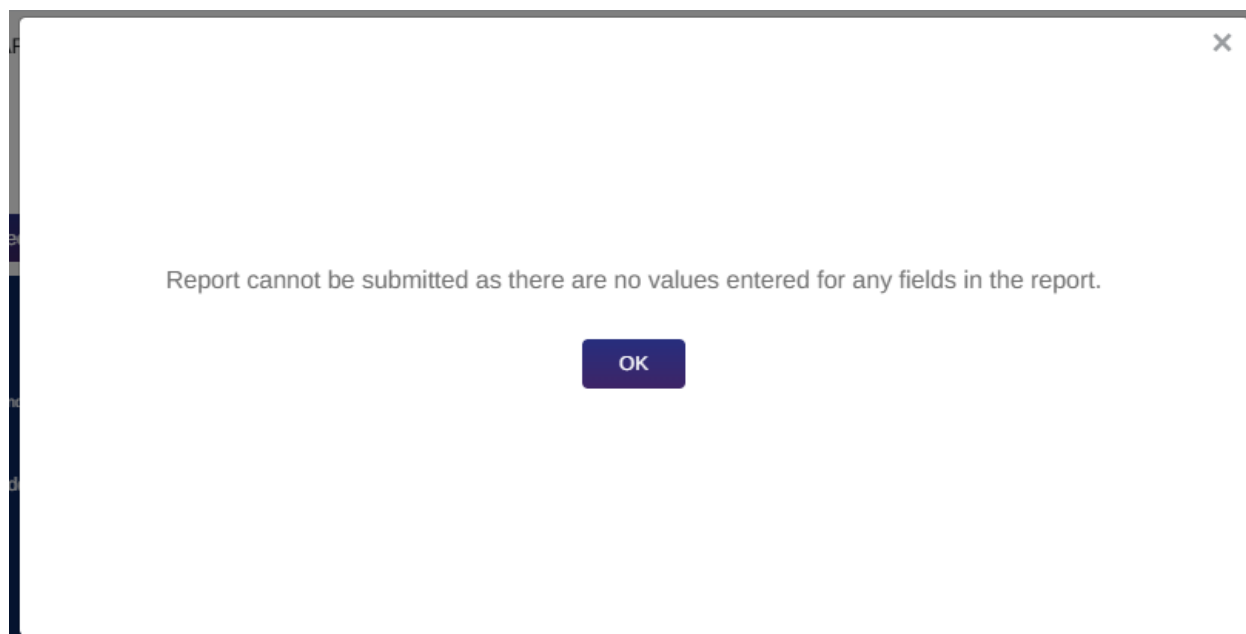
Year*

Please Select

Save & Next

Note:

If the user tries to submit an empty report, then the message below will appear and user will not be able to submit the report.



Basic Details tab

User can select the Quarter and Year for the report to be filed.

Trade in Goods / Services tab

Details on Total Trade in Goods in the Quarter, Top 10 Items of IMPORT during the Quarter, Top 10 Items of EXPORT during the Quarter, Total Trade in SERVICES in the Quarter are included in this tab.

Investments tab

Details on Inward Investment from India, Outward Investment from India are included in this tab.

Summary tab

All the details filled in tabs will be displayed here in read-only mode. After clicking on Print Summary button, the pdf will be displayed with all the fields for download of file.

Yearly Reporting Performa

When the user clicks on Yearly Reporting Performa tile, the screen below will be displayed.

Draft Application | Yearly Reporting Proforma

Show

10

entries

Search:

Select	S. No.	Draft Number	Created On	Created By	Last Updated On	Last Updated By	Action
No data available in table							

Showing 0 to 0 of 0 entries

Previous

Next

Start Fresh Application

The user can start Fresh Application or if the draft file is available, then proceed with the draft with already saved data in the draft.

There are 4 Tabs to fill the Quarterly Report Performa along with Basic details tab and Summary tab to view the details of the report filled.

Basic Details

Country Profile

Trade in Goods

Trade in Services

Other Details

Application Summary

Basic Details

IMA

Embassy of India, Baku

Country

AZERBAIJAN

Foreign Trade Division

CIS

Year of Reporting (Financial Year)*

2024-25

Save & Next

Basic Details tab

User can select the Financial Year for the report to be filed.

Country Profile tab

The details on Country Profile will be included in this tab like GDP, Population, Area, Investments, Size of Indian diaspora, Tourist details are included in this tab.

Trade in Goods tab

Details on Total Trade in Goods and Services during the Year, Top 10 Items of Imports From India, Top 3 Importers in that Country for Top 5 Commodities, Top 10 Items of Exports to India are included in this tab.

Trade in Services tab

Details on Country's Trade, Potential services sectors of imports from India (quarterly), Potential sectors of service imports from India (quarterly) are included in this tab.

Other Details tab

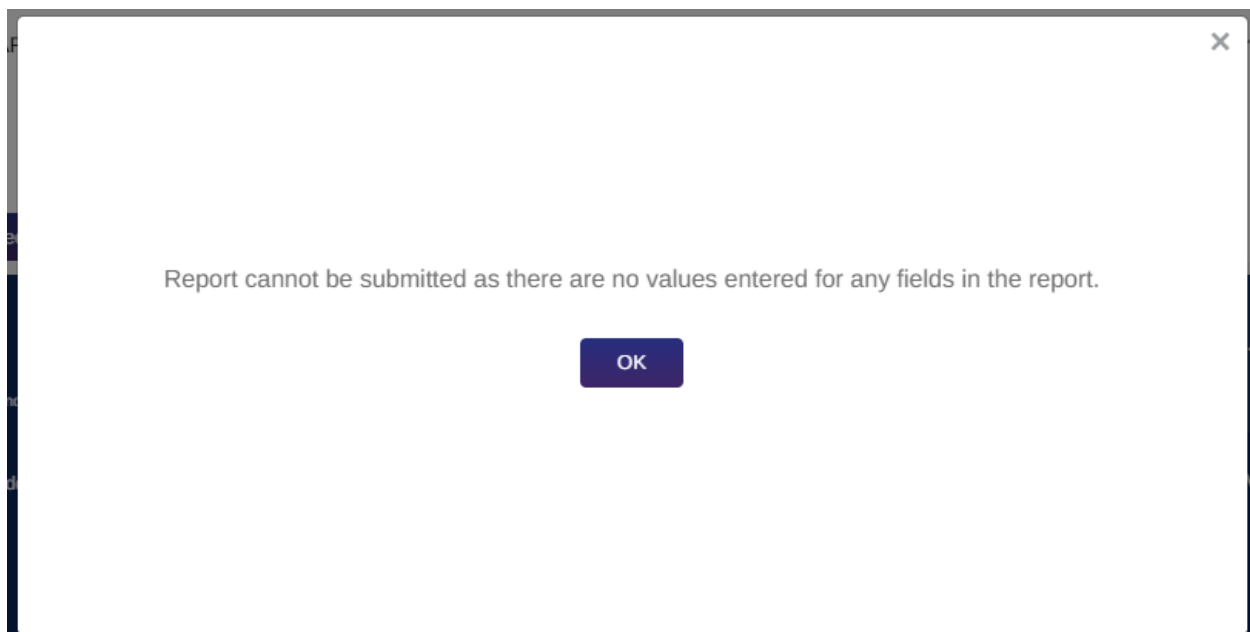
Details on Calendar of Upcoming Major Events - Major Export Outreach Events/Fairs/BSM, Action taken on Bilateral Institutional Mechanism Such as JWG, JTCs etc., Executive Summary on broad trends on trade and investment relation, promotional activities are included in this tab.

Summary tab

All the details filled in tabs will be displayed here in read-only mode. After clicking on Print Summary button, the pdf will be displayed with all the fields for download of file.

Note :

1.If the user tries to submit an empty report, then the below message will appear and user will not be able to submit the report.



2. On Successful submission of the report, a file number will be generated for each report which can be viewed in View Submitted Reports screen.

View Submitted Reports

In View Submitted Reports, IMA users can view all the Reports “Monthly”, “Quarterly”, “Yearly” and select the Month/Quarter/Year of the report with status as Draft and Submitted to DOC.

In Draft, File number is clickable and opens the draft, and officers can continue filling the file and submit the file.

In Submitted to DOC, File number is clickable and opens the submitted report and the IMA user can download the report.

View Submitted Reports

IMA*

Embassy of India, Bahrain

FTD*

WANA

Type*

Quarterly Report Proforma

Quarter

Please Select

Year

Please Select

Status*

Submitted to DoC

Search

Show 10 entries

Search:

IMA	FTD	Type	Month	Quarter	Year	Status	File Number	File Date	Last Updated / Submitted By	Action
Embassy of India Bahrain	WANA	Quarterly Report Proforma	NA	July-Sep	2024	Submitted to DoC	IMQTRRPT00000072AM25	20/03/2025	com.bahrain@mea.gov.in	Action
Embassy of India Bahrain	WANA	Quarterly Report Proforma	NA	Oct-Dec	2025	Submitted to DoC	IMQTRRPT00000064AM25	18/03/2025	com.bahrain@mea.gov.in	Action
Embassy of	WANA	Quarterly	NA	April-June	2024	Submitted to	IMQTRRPT00000061AM25	12/03/2025	com.bahrain@mea.gov.in	Action

In the Action button, the user can view and print a summary of the file.

Action

View Summary and Print

[Back](#)
[Print Summary](#)

Basic Details ^

IMA Embassy of India, Bahrain	Country BAHRAIN	Foreign Trade Division WANA
Quarter July-Sep	Year 2024	

Trade in Goods / Services ^

Total Trade in Goods in the Quarter

S.No.	Description	Export (Million USD)	Import (Million USD)	Source of Data	Status
1	Country's Trade with India	23322	1234213	wdw	Final
2	Country's Total Global Trade	2323	2323	sw	Final

Top 10 Items of IMPORT during the Quarter

On clicking on Print Summary button, the pdf file will display for the report that can be downloaded.

Quarterly Report PDF
1 / 2 | 100% | [Icons]

1

2

Quarterly Report

Draft Number	DRAFTQTRRPT00234801AM25	File Number	IMAQTRRPT00000072AM25
Status	Submitted to DoC		

BASIC DETAILS

IMA	Country	Foreign Trade Division	Quarter	Year of Reporting (Financial Year)
Embassy of India, Bahrain	BAHRAIN	WANA	July-Sep	2024

TRADE IN GOODS / SERVICES

Total Trade in Goods in the Quarter

S.No.	Description	Export (Million USD)	Import (Million USD)	Source of Data	Status
1	Country's Trade with India	23322	1234213	wdw	Final
2	Country's Total Global Trade	2323	2323	sw	Final

Top 10 Items of IMPORT during the Quarter

S.N o.	Commodity (6-Digit HS Tariff Line)	Value (Million USD) From World	Value (Million USD) From India	% share of India in Total Import of the Commodity
Source of Data				

Top 10 Items of EXPORT during the Quarter

S.no	Commodity (6-Digit HS Tariff Line)	Value (Million USD) To World	Value (Million USD) To India	% share of India in Total Import of the Commodity
------	------------------------------------	------------------------------	------------------------------	---

Email Notification

After Submitting the IMA file for "Month", "Quarter", "Year" respectively an Email Notification will be generated to Doc Officer.

E-mail Template

To: All users of the concerned FT division tagged with the IMA

Cc: All registered IDs under the Main Mission and related IMAs in that country

Subject – Report filed by Indian Mission Abroad on Trade Connect ePlatform

Sir/Madam,

A report has been filed by an Indian Mission Abroad with details as below:

Name of the Mission	Embassy of India, Baku
File number	HQRMNTHREPPR00000536AM26
Country	AZERBAIJAN
Report Type	Monthly report
Report period	2025-04-01
Concerned FT division	CIS
View Application	Click here to View

Please login to your dashboard on Trade Connect ePlatform (www.trade.gov.in) for more information.

Regards,

Trade Connect Division

Email: tradeconnect-dgft@gov.in

Sir/Madam,

A report has been filed by an Indian Mission Abroad with details as below:

Name of the Mission	Embassy of India, Baku
File number	IMAQTRRPT00000076AM26
Country	AZERBAIJAN
Report Type	Quarterly report
Report period	July-Sep 2024
Concerned FT division	CIS
View Application	Click here to View

Please login to your dashboard on Trade Connect ePlatform (www.trade.gov.in) for more information.

Regards,

Trade Connect Division

Email: tradeconnect-dgft@gov.in

Sir/Madam,

A report has been filed by an Indian Mission Abroad with details as below:

Name of the Mission	Embassy of India, Baku
File number	IMAYEARLYRPT00000080AM26
Country	AZERBAIJAN
Report Type	Yearly report
Report period	2024-25
Concerned FT division	CIS
View Application	Click here to View

Please login to your dashboard on Trade Connect ePlatform (www.trade.gov.in) for more information.

Regards,

Trade Connect Division

Email: tradeconnect-dgft@gov.in

Frequently Asked Questions

1. Where can I submit the report for monthly, quarterly and yearly Performa?

Ans. To access the Reporting Performa Page, go to My Dashboard> **Indian Missions Reporting Performa** where you can see the options for submitting Monthly, Quarterly and Yearly reporting performa

2. Where can I view the submitted reports?

Ans. IMA users can view their Submitted report and Draft report of their respective performa with status as Draft and Submitted to DOC. For submitted to DOC status, the report type is mandatory to select.

3. I am not able to submit monthly report, what can be the reasons?

Ans. If the report is already submitted for a particular month, then the system will not allow to submit the report for that month and an error message will be displayed. Also, if the user tries to submit an empty report, then the message will appear, and user will not be able to submit the report.

4. Where can I view the summary of the report before submission?

Ans. All the details filled in tabs will be displayed in Summary tab in read-only mode. After clicking on Print Summary button, the pdf will be displayed with all the fields for download of file.

5. I am not able to submit quarterly report, what can be the reasons?

Ans. The user cannot submit the report for future quarters of the calendar year. The user can submit the past quarter and current quarter report. Also, If the user tries to submit an empty report, then the message will appear, and user will not be able to submit the report.

6. I am not able to submit yearly report, what can be the reasons?

Ans. If the user tries to submit an empty report, then the message will appear, and user will not be able to submit the report.

7. With whom will the email be shared of the report submitted?

Ans. The email will be shared with All users of the concerned FT division tagged with the IMA and also to all registered IDs under the Main Mission and related IMAs in that country.

For any assistance or feedback on Trade Connect ePlatform,
please reach out to us:

Email: tradeconnect-dgft@gov.in

Website: <https://www.trade.gov.in>

**Directorate General of Foreign Trade,
Vanijya Bhawan,
Akbar Road, New Delhi - 110011**



Scan to visit
Trade Connect ePlatform