EDPMS User Manual

Table of Content

1. MASTER SETUP

Master Setup menu saves all key information such as "AD Master, IE Master, Port Master, State Master, Country Master, Currency Master, Write-off Master, Purpose Code Master and Adjustment Indicator Master" in respective master tables.

1.1 AD Master

This screen provides the information about all the AD codes of the particular bank, user can view the list of all the AD codes by selecting the **List** button from the screen.

1. Click on the "**Master Setup**" menu, a dropdown list will be opened.
2. Select the **"AD Master"** screen from the list; screen will be displayed as shown below.

3. Click on **List** button to view all the AD Codes.
4. Update the mandatory fields and click on **Search** button to view a particular record.
5. Click on **Download File** button to download the list of AD codes to local drive.

Field Name	Field Description
AD Code	Enter AD code
AD Name	Enter AD Name
Branch Code	Enter Branch Code
Branch Name	Enter Branch Name
Fedro Code	Enter Fedro Code
Fedro Name	Enter Fedro Name
Effective From	Enter Date from when it will be active.
Effective To	Enter Date till when it (AD) will be active.

Address	Enter the Address of AD
Pin code	Enter the Pin Code of where AD belongs
State code	Enter the state code of AD
State Name	Enter the State Name of AD

1.2 IE Master

This screen provides the information about all the IE codes from a particular bank, user can view the list of all the IE codes by selecting the **List** button from the screen.

1. Click on the "**Master Setup**" menu, a dropdown list will be opened.
2. Select the **"IE Master"** screen from the list; screen will be displayed as shown below.

3. Click on **List** button to view all the IE Codes.
4. Update the mandatory fields and click on **Search** button to view a particular record.
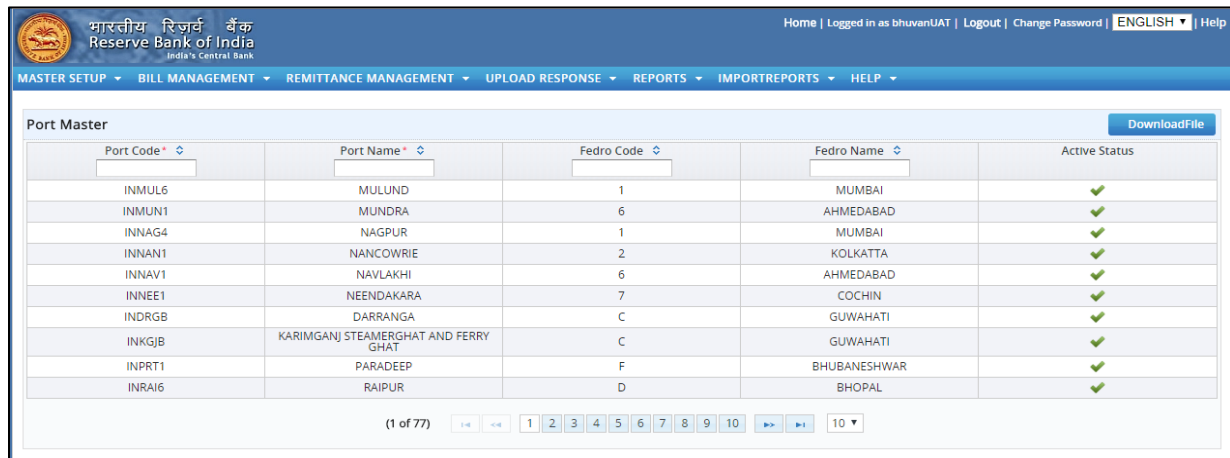5. Click on **Download File** button to download the list of IE codes to local drive.

Field Name	Field Description
IE Code	Enter IE code
IE Name	Enter IE Name
Date of Allotment	Enter Date from when the IE will be active
Date of cancellation	Enter Date till when IE will be active.
IE Address	Enter the Address of IE
State code	Enter the state code of AD
State Name	Enter the State Name of AD
Pin Code	Enter the Pin Code of IE
Phone Number	Enter IE Phone number
Email	Enter the Email address of IE

Fax	Enter the Fax number of IE
Status	Status active Indicator Icon ✔ indicates the code is active Icon ✖ indicates the code is inactive.

1.3 Port Master

The list of all Port details will be provided from the **Port Master** screen. User can download the list of available port codes by clicking the **Download File** button.

1. Click on the "**Master Setup**" menu, a dropdown list will be opened.
2. Select the **"Port Master"** screen from the list; screen will be displayed as shown below.

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen.

User can check the "Fedro Code, Fedro Name and status" of the Port.

Field Name	Field Description
Port Code	Displays the Port Code details
Port Name	Displays the Port Master
Fedro Code	Displays the Fedro code
Fedro Name	Displays the Fedro Name
Active Status	Status active Indicator Icon ✔ indicates the code is active Icon ✖ indicates the code is inactive.

1.4 State Master

This screen provides the **State** details such as state codes of 'Customs, SEZ, STPI', State Name, Country Code and Active Status. User can just view the list of the states and can search the details from this screen. Download option is not available for this screen.

1. Click on the "**Master Setup**" menu, a dropdown list will be opened.
2. Select the **"State Master"** screen from the list; screen will be displayed as shown below.

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen.
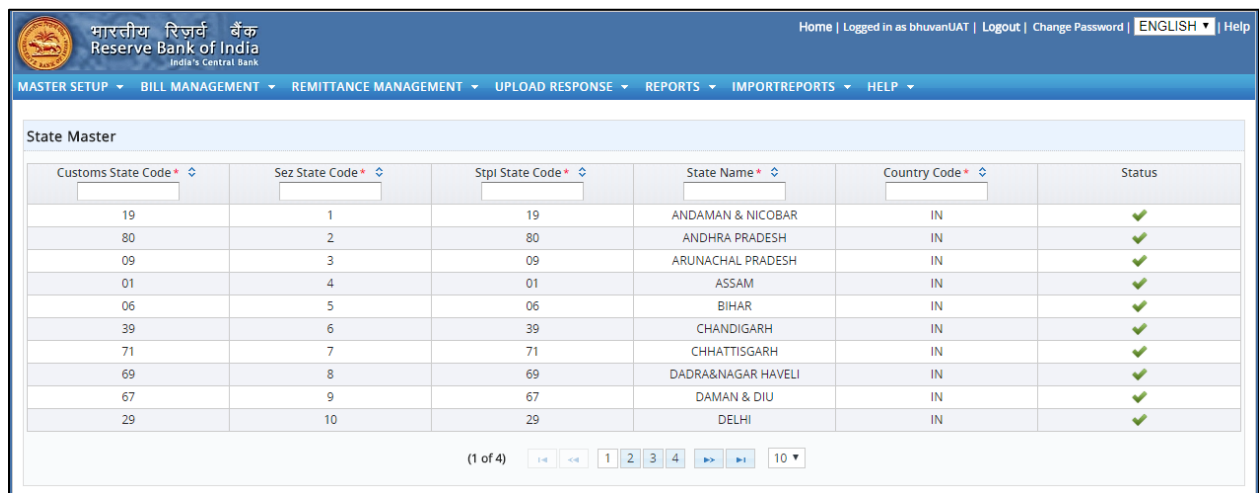
Field Name	Field Description
Customs State Code	Displays state's customs code
SEZ State Code	Displays state's SEZ code
STPI State Code	Displays state's STPI code
State Name	Displays state's Name
Country Code	Displays country code
Active Status	Status active Indicator Icon ✔ indicates the code is active Icon ✖ indicates the code is inactive.

1.5 Country Master

This screen provides the **Country** details such as "Country Code, Country name, Area Name, Currency code and Active Status". User can just view the list of the countries, can search the details of the country and can download the country details in Excel format by clicking **Download Excel file**.

1. Click on the "**Master Setup**" menu, a dropdown list will be opened.
2. Select the **"Country Master"** screen from the list; screen will be displayed as shown below.
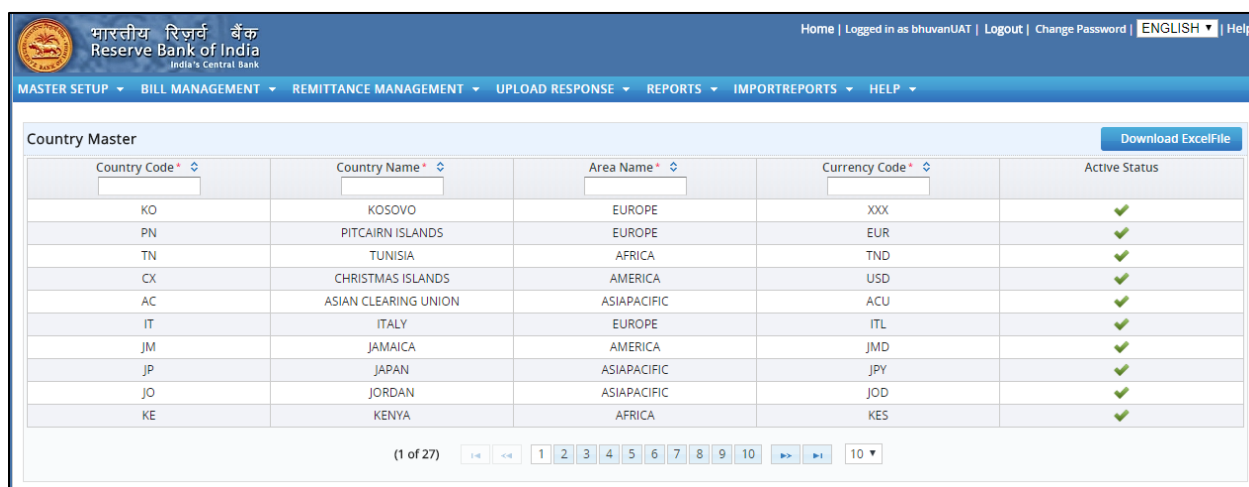

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen.

Field Name	Field Description
Country Code	Displays Country Code
Country Name	Displays Country name
Area Name	Displays the Country region (Continent)
Currency Code	Displays Currency Code
Active Status	Status active Indicator Icon ✔ indicates the code is active Icon ✖ indicates the code is inactive.

1.6 Currency Master

This screen provides the **Currency** details such as "Swift Code, Currency name, Effective Date from and to, Foreign Currency and Active Status". User can search for currencies with the help of "Swift Code, Currency Name and Foreign currency (Y/N)", user can download the list of currency details in Excel format by clicking **Download Excel file**.

1. Click on the "**Master Setup**" menu, a dropdown list will be opened.
2. Select the **"Currency Master"** screen from the list; screen will be displayed as shown below.
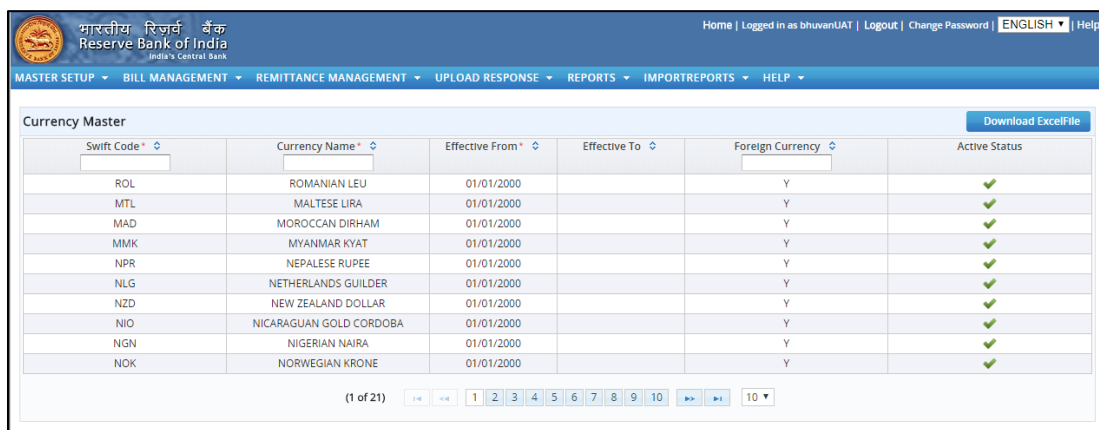

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen.

Field Name	Field Description
Swift Code	Displays swift code of currency
Currency Name	Displays Currency's name
Effective From	Displays the date from when it is applicable
Effective To	Displays the date till when it will be applicable
Foreign Currency	If it is foreign currency flag will be 'Y', if not flag is 'N'
Active Status	Status active Indicator Icon ✔ indicates the code is active Icon ✖ indicates the code is inactive.

1.7 Write-off Master

This screen provides the **Write-off** details such as "Write-off Code, Name, Description (for write-off), Process Type and Status". User can search for write-off details with reference to "Write-off Code, Write-off Name, description and Process type", user cannot download the Write-off details.

1. Click on the "**Master Setup**" menu, a dropdown list will be opened.
2. Select the **"AD Master"** screen from the list; screen will be displayed as shown below.

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen.

Field Name	Field Description
Write-off Code	Displays Write-off code
Write-off Name	Displays Write-off name
Description	Explains why a particular Write-off is created.
Process Type	Displays either Write-off code is for Export or Import
Active Status	Status active Indicator Icon ✔ indicates the code is active Icon ⊗ indicates the code is inactive.

1.8 Purpose Code Master

This screen provides the **Purpose** (why either an export or an import is done) of Export or an Import. User can search Purpose codes details with reference to 'Purpose Code' field.

1. Click on the "**Master Setup**" menu, a dropdown list will be opened.
2. Select the **"Purpose Code Master"** screen from the list; screen will be displayed as shown below.
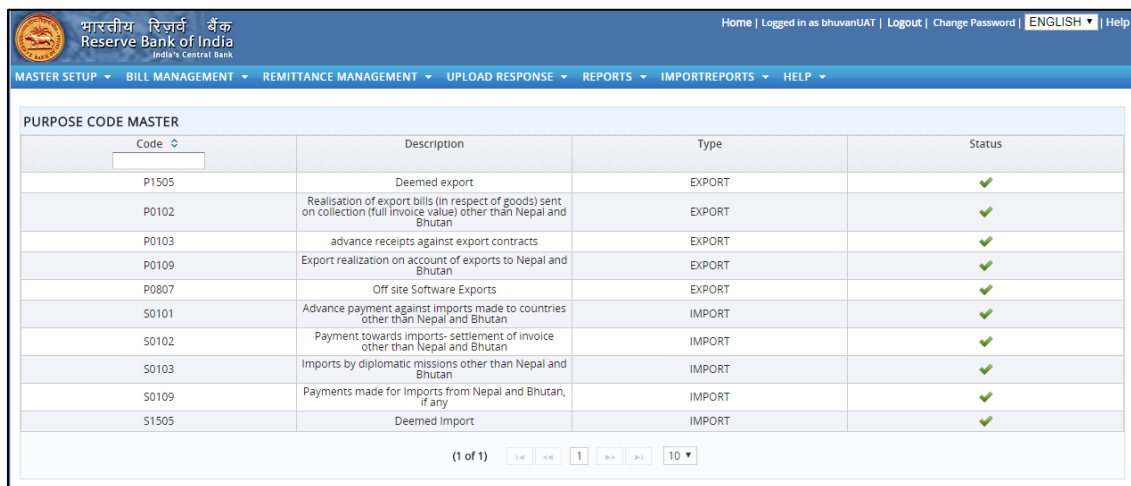

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen.

Field Name	Field Description
Code	Displays Purpose code
Description	Displays why a purpose code is created.
Type	Displays the whether the purpose code is for export or for import.
Status	Status active Indicator Icon ✔ indicates the code is active Icon ⊗ indicates the code is inactive.

1.9 Adjustment Indicator Master

This screen provides the **Adjustment/Closure** details such as "Adjustment Code, Description (for adjustment), Process Type and Status". User can search for Adjustment details with reference to "Adjustment Code. User cannot download the Adjustment details.

1. Click on the "**Master Setup**" menu, a dropdown list will be opened.
2. Select the **"Adjustment Master"** screen from the list; screen will be displayed as shown below.

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen

Field Name	Field Description
Code	Displays Adjustment code
Description	Displays why a Adjustment code is created.
Type	Displays the whether the Adjustment code is for export or for import.
Status	Status active Indicator Icon ✔ indicates the code is active Icon ✖ indicates the code is inactive.

2. BILL MANAGEMENT

2.1 Request AD Transfer

This Screen helps in searching and raising (ADD) the Transfer Request from listed or filtered Shipping Bill/Form No and on the details based on the user's search criteria. **"Shipping Bill Date, Port Code, IE Code, Existing AD Code , New AD Code"** is the mandatory field to 'ADD' the 'Requested AD Transfer' .

1. Click on the BILL Management menu, a dropdown list will be opened.

2. Select the "Request AD Transfer" option, screen will be displayed as shown below.

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen.

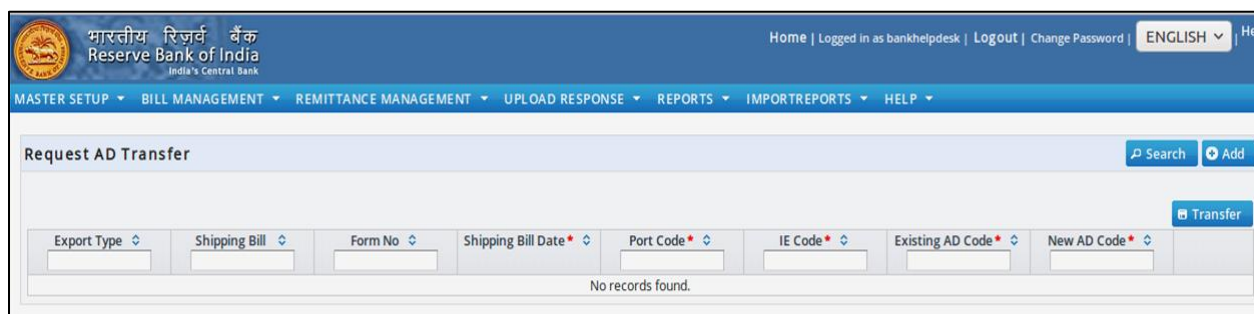## Performing Operations

Among the list of records user can manually raise the request one by one, by filling the all mandatory fields and clicking the 'TRANSFER' button.

Field Name	Description
Shipping Bill/Form No	Correct shipping Bill or Form no
Shipping Bill Date	Date of Shipping Bill
Requested Date	Date, when requested has been raised.
Export Type	It can be 'Goods or Software'
Shipping BIll	AD Code of shipping bill/Form no, atleast 4 characters need to be inserted in order to pick from the list of AD Code.

Form No	Fill the Form no
Port Code	Port code mentioned in Shipping Bill no
IE COde	IE Code of the Shipping Bill No
Existing AD Code	The AD Code mentioned in the Shipping bill/Form no
New AD COde	The new AD Code for which bill is being requested.

2.2 Transfer Request Approval

This Screen helps in viewing the list Records raised for AD TRANSFER and to APPROVE them manually one by one.

1. Click on the BILL Management menu, a dropdown list will be opened.
2. Select the "TRANSFER REQUEST APPROVAL" option, screen will be displayed as shown below.

Performing Operations

1. Among the list of records user can manually 'REJECT' or 'APPROVE' the request one by one, by filling the comments (its mandatory in case of REJECTION).

2.3 Receipt of Document

This Screen helps in searching the ROD details based on the user's search criteria. **"From Date** and **To Date"** is the mandatory field to search the Receipt of Document records from this screen.

1. Click on the BILL Management menu, a dropdown list will be opened.

2. Select the "Receipt of Document" option, screen will be displayed as shown below.

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen.

3. ROD can be searched with different parameters based on user's requirement like "From Date and To Date" and other additional filters like "Export Agency, Export Type, AD Code, IE Code, Port Code, and Shipping Bill/Form No". Refer field description for complete search criteria.

Performing Operations

1. Among the list of ROD records user can manually acknowledge the record one by one, by clicking the button. For Bulk records to get acknowledge, ROD file need to upload at AD Upload Batch Process.

2. After clicking the Acknowledgment button, status of particular records changes from 'PENDING_AD_ACK' to 'PENDING_PAYMENT'.

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
Export Agency	It can be 'Custom, SEZ or STPI'
Export Type	It can be 'Goods or Software'
AD Code	AD Code of shipping bill/Form no, at least 4 characters need to be inserted in order to pick from the list of AD Code.

2.4 Payment Extension

This Screen helps in searching the 'Payment Extension' details based on the user's search criteria. **"From Date and To Date"** is the mandatory field to search the Receipt Of Document records from this screen.

1. Click on the BILL Management menu, a dropdown list will be opened.

2. Select the "Payment Extension" option, screen will be displayed as shown below.

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen.

3. Payment Extension can be searched with different parameters based on user's requirement like "From Date and To Date" and other additional filters like "Export Agency, Export Type, AD Code, IE Code, Port Code, and Shipping Bill/Form No". Refer field description for complete search criteria.

Performing Operations

1. Among the list of PRN records with status 'PARTIALLY_PAID and 'PENDING_PAYMENT' user can manually extend the record one by one, by clicking the ACTION button. For Bulk records to get acknowledge, PRN file need to upload at AD Upload Batch Process.

2. After clicking the SAVE button, status of particular records remains unchanged or if user wish to cancel the already saved extension, then 'ACTION' button available to 'CANCEL'. User can simply click on 'EXIT' button for not saving the extension details, refer the screen shot below

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
Export Agency	It can be 'Custom, SEZ or STPI'
Export Type	It can be 'Goods or Software'
AD Code	AD Code of shipping bill/Form no, at least 4 characters need to be inserted in order to pick from the list of AD Code.

2.5 Payment Realization

Payment Realization (receiving the amount for the value of export) screen displays the bills for which ROD (Receipt of Document or Lodgement) is completed, a bill status may be in "Pending Payment (ROD is completed and waiting for realization), Partially Paid (received part amount for the bill) or completed (received complete amount) status. All these bills are available at this screen.

1. Click on the Bill Management menu, a dropdown list will be opened.

2. Select the **"Payment Realization"** option; screen will be displayed as shown below.

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen

3. Update the search criteria/mandatory fields and click on **Search** button.

4. List of shipping bills will be displayed, status can be either Pending payment, partially paid or completed.

5. Click on the icon to view the payment details of the bills.

6. Click on the **Cancel Payment** button to cancel the payment.

Performing Operations

1. For getting result of filtered parameters, click on the 'Search' button.

2. Cancelling the payment details, click on **Cancel Payment** Button.

Field Description

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered

Export Agency	Select the Export agency (Customs, SEZ or STPI)
Export Type	Select Export Type (Goods or Software)
Port Code	Enter the port code
AD Code	Enter the AD Code
IE Code	Enter the IE code
SB no/Form no	Enter the SB no
Record indicator	Select the Record Indicator (new or Amended)
Status	Select the status of the bill (Pending Payment, Partially paid or completed).

2.6 Write-off Realization

Write-off Realization screen provides all the Write-off bills, based on the search criteria user can view the bills and check the Write-off details for a particular bill.

1. Click on the Bill Management menu, a dropdown list will be opened.
2. Select the **"Write off Realization"** option; screen will be displayed as shown below.

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen

3. Update the search criteria and click **Search** button.
4. List of bills will be displayed, status can be either Pending payment, partially paid or completed.
5. Click the icon [icon] to view the Write-off details of a bills.

Write Off Details							×
							⊘ Exit
Writeoff Sequence No ⬍	Invoice No ⬍	Currency ⬍	Write Off By ⬍	Shipment Indicator ⬍	Write Off Date ⬍	Write Off Amount ⬍	Status ⬍
W00088341518499674 884	1516201185	EUR	Exporter	WRITE-OFF	13/02/2017	10	ACTIVE

(1 of 1) |◄ ◄◄ 1 ►► ►| 5 ▼

6. Click **Cancel Write-off** button to cancel the write-off.   **Cancel Write off**

Field Description

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
Export Agency	Select the Export agency (Customs, SEZ or STPI)
Export Type	Select Export Type (Goods or Software)
Port Code	Enter the port code
AD Code	Enter the AD Code
IE Code	Enter the IE code
SB no/Form no	Enter the SB no
Record indicator	Select the Record Indicator (new or Amended)
Status	Select the status of the bill (Pending Payment, Partially paid or completed).

2.7 Export Data Download

Export Data Download screen provides the user (bank) to download the MDF file. User has to download the export bills on daily basis. MDF file is the source of the bills for which users has to complete the bills.

1. Click on the Bill Management menu, a dropdown list will be opened.
2. Select the **"Write off Realization"** option; screen will be displayed as shown below.

3. Update the search criteria/ mandatory fields and click on search button.
4. List of bills will be displayed status of the bills can be either Pending AD ACK or Cancelled.

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen

5. If the searched records are more than 5000 then user has to run scheduler to download the MDF file or user has to re filter the search criteria to reduce the records below 5000.

6. Select the check boxes for the records that user wants to download and click **Download** button.

Field Description

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
Export Agency	Select the Export agency (Customs, SEZ or STPI)
Export Type	Select Export Type (Goods or Software)
Port Code	Enter the port code
AD Code	Enter the AD Code
IE Code	Enter the IE code
SB no/Form no	Enter the SB no
Record indicator	Select the Record Indicator (new or Amended)
Status	Select the status of the bill (Pending AD ACK or cancelled).

2.8 Search Export Data Details

This Screen helps in searching the Shipping Bill details based on the user's search criteria. **"Shipping Bill/Form No."** is the mandatory field to search the shipping bill from this screen.

1. Click on the Bill Management menu, a dropdown list will be opened.
2. Select the **"Search Export Data Details"** option; screen will be displayed as shown below.

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen.

3. A Shipping Bill can be searched with different parameters based on user's requirement like "From Date, To Date, Export Type" refer field description for complete search criteria.

Performing Operations

1. Select the searched bill and click on **AD Transfer** button to view if there is any AD Transfer details available for the selected bill.

2. Select the bill and click on **Acknowledge** button to view if there is any Acknowledge details available for the selected bill.

3. Select the bill and click on **Payment Extension** button to know if there is any Extension details available for the selected bill.

4. Select the bill and click on **Payment Realization** button to check if any realization is done for the bill.

5. Select the bill and click on **Write Off** button to check the Write Off details of the bill.

Field Description

Field Name	Field Description
From Date	Select the date from the bill added
To Date	Select the date till the bills added
Export Type	Select type of goods (Goods or Software)
AD Code	Enter the Authorized Dealer Code
IE Code	Enter the Importer Exporter Code
Port Code	Enter the Port Code
Shipping Bill/ Form no (Mandatory)	Enter the Shipping Bill No or Form No.

2.9 Download Caution IE Report

This screen helps user in downloading the IE list that moved to the caution list (Importer Exporter who violated rule will be moved to cautioned list by RBI and they will not be permitted to trade until they are moved out of cautioned lsit).

1. Click on the Bill Management menu, a dropdown list will be opened.

2. Select the **"Download Caution IE Report"** option; screen will be displayed as shown below.

3. Click the **Download File** button, caution list of IE will be downloaded to local drive.

3. REMITTANCE MANAGEMENT

3.1 Inward Remittance Master

This Screen helps in searching the IRM details based on the user's search criteria. **"From Date** and **To Date"** is the mandatory field to search the IRM from this screen.

1. Click on the Remittance Management menu, a dropdown list will be opened.
2. Select the "Inward Remittance Master" option; screen will be displayed as shown below.

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen.

3. IRM can be searched with different parameters based on user's requirement like "From Date and To Date, IRM Number, AD Code, IE Code" refer field description for complete search criteria.

Performing Operations

3. For getting result of filtered parameters, click on the 'Search' button.
4. For adding the new remittance, click on the 'ADD Remittance' button
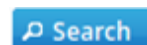
Field Description

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
IRM Number	Inward Remittance number, for more filter its optional
AD Code	AD Code mentioned in the IRM
IE Code	Importer Exporter Code Provided by Export Agencies

3.2 Inward Remittance Extension

This Screen helps in searching the IRM Extension details based on the user's search criteria. **"From Date** and **To Date"** is the mandatory field to search the IRM Extension from this screen.

1. Click on the Remittance Management menu, a dropdown list will be opened.
2. Select the "Inward Remittance Extension" option; screen will be displayed as shown below.

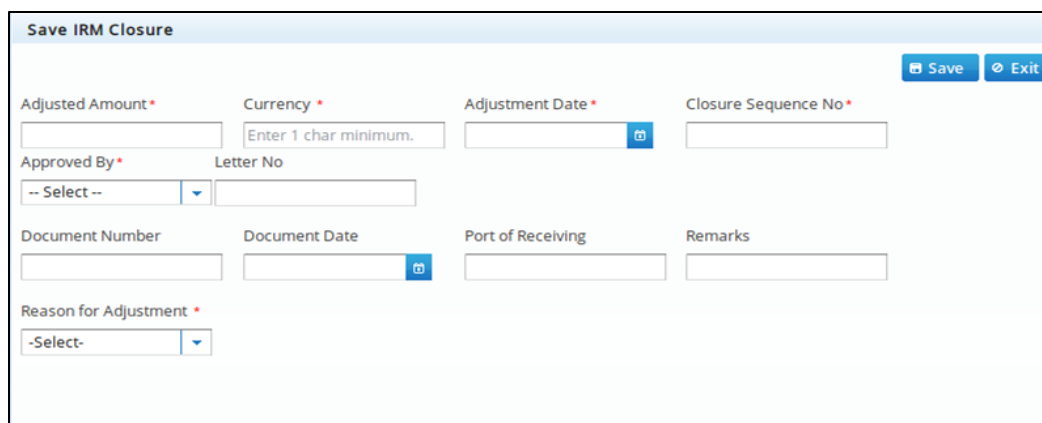**Note -** user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen.

3. IRM Extension can be searched with different parameters based on user's requirement like "From Date and To Date, IRM Number, Remittance AD Code, IE Code" refer field description for complete search criteria.

Performing Operations

1. To get results of filtered parameters, click on the 'Search' button.
2. For viewing remittance details, click on [icon] this icon .
3. For updating or adding the details of IRM extension, click on [icon] this icon, screen will be as shown below

4. Click on 'SAVE' button to save the filled details or if user doesn't want to save the records then click 'EXIT' button.
5. Search result can be sorted by double clicking on any other parameter having up and down arrow.
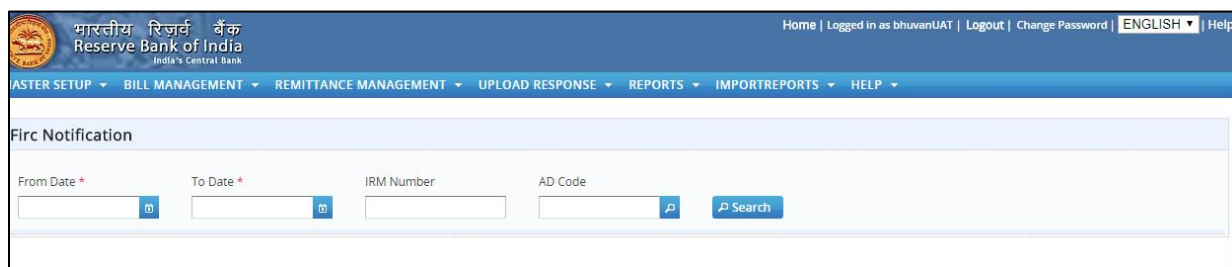
Field Description

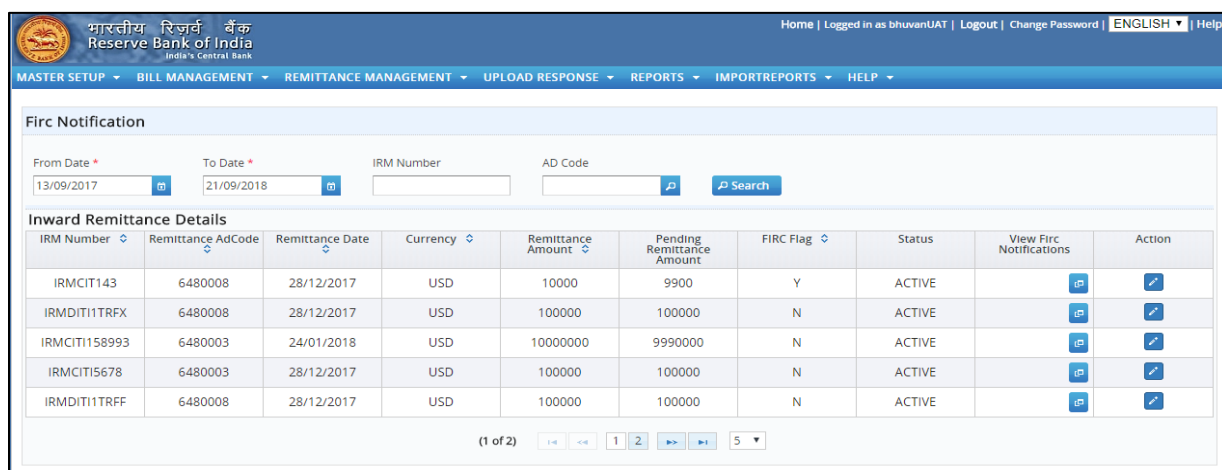| Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
IRM Number	Inward Remittance number, for more filter its optional
Remittance AD Code	Let Export Order Date, all the calculations will be done based on this date. If any export agency do not have then shipping bill date will be populated as LEO Date
IE Code	Importer Exporter Code Provided by Export Agencies

3.3 Inward Remittance Closure

This Screen helps in searching the IRM Extension details based on the user's search criteria. **"From Date and To Date"** is the mandatory field to search the IRM closure from this screen.

1. Click on the Remittance Management menu, a dropdown list will be opened.
2. Select the "Inward Remittance Closure" option; screen will be displayed as shown below.

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen

3. IRM Extension can be searched with different parameters based on user's requirement like "From Date and To Date, IRM Number, Remittance AD Code, IE Code" refer field description for complete search criteria.

Performing Operations

1. For getting result of filtered parameters, click on the 'Search' button.

2. For viewing remittance details, click on this icon.

3. For updating or adding the details of IRM extension, click on this icon, screen will be as shown below

4. Click on 'SAVE' button to save the filled details or if user don't want to save then simply click 'EXIT' button.

5. Search result can be sorted by double clicking on any other parameter having up and down arrow.

Field Description

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
IRM Number	Inward Remittance number, for more filter its optional
Remittance AD Code	Let Export Order Date, all the calculations will be done based on this date. If any export agency do not have then shipping bill date will be populated as LEO Date
IE Code	Importer Exporter Code Provided by Export Agencies

3.4 FIRC Notification Master

FIRC 'Foreign Inward Remittance Certificate' is used to transfer the advance, partly utilized IRM from one bank to other bank. This screen is used to view, generate the FIRC details of a particular IRM. From Date and To Date are the mandatory fields in this screen.

1. Click on the Remittance Management menu, a dropdown list will be opened.
2. Select the **"FIRC Notification Master"** screen from the dropdown list; screen will be displayed as shown below.

3. Update the search criteria/ mandatory fields and click on search button.
4. List of records will be displayed based on the search criteria as shown below.

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen.

5. Click the icon [icon] from "**View FIRC Notification**" column for a particular IRM to check the FIRC details of the IRM.

View Firc Notifications						
					Cancel	Exit
Select	FIRC Number	FIRC Issue Date	Firc Amount	Firc Utilized Amount	Firc OutStanding Amount	Status
	FIRC64815166082 273304277	22/01/2018	100	10	90	ACTIVE

(1 of 1) |◄   ◄◄   1   ►►   ►| 5 ▼

6. Click on the cancel button to cancel the generated FIRC. **Cancel**

7. Click the icon [icon] from "**Action**" column of a particular IRM to create the FIRC.

Performing Different Operations

Search

User can update the search criteria and click on search button to view the list of records that displays.

Create FIRC

User can select a particular IRM to create FIRC and [icon] has to click the button under action column to create FIRC

Cancel FIRC

User has to select the IRM and click on [icon] the button from View FIRC Notification column and click on **CANCEL** button.

Field Description

Field Name	Field Description
From Date	Select the date from the bill added
To Date	Select the date till the bills added
IRM Number	Select type of goods (Goods or Software)
AD Code	Enter the Authorized Dealer Code

3.5 Other Bank FIRC Unutilized Report

This screen is used to download the reports of unutilized and utilized FIRC reports. User can select either Utilized FIRCs or Un-Utilized FIRCs and click on the **Download File** button. A zip file will be downloaded to local drive.

When it is opened, user can find an excel file of FIRC details based on the users search criteria.

Sample file of the downloaded Other Bank fully utilized FIRCs report

4. UPLOAD RESPONSE

4.1 AD Upload Batch Process

This Screen helps in Uploading all the EDPMS and IDPMS process type files.

1. Click on the Upload response, a dropdown list will be opened.

2. Select the "AD Upload Batch Process" option, for uploading all EDPMS process type files, screen will be displayed as shown below.
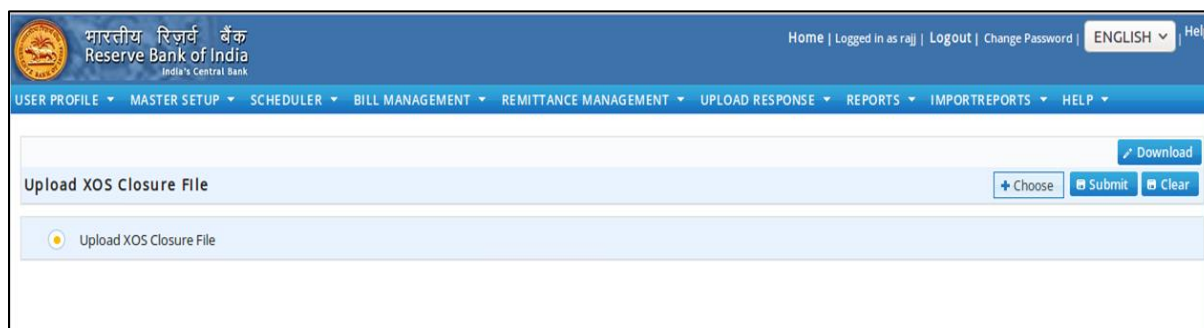
Performing Operations

1. User can click on the radio button for the process type and click on the 'choose' button

2. to upload the file and the same should be submitted by clicking on 'submit' button

3. If user wish to delete the uploaded file in any case by clicking the button 'clear'.

4. After the process gets scheduled and file gets processed (status can be seen on the Uplolad AD Transfer screen as 'PROCESSED or Not PROCESSED' in paralled to uploaded file) acknowledgement can be downloaded by clicking on 'Download' button.
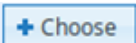
4.2 XOS Upload

This Screen helps in Uploading all EDPMS and IDPMS process type files prior to March 2014, the bills and manual bill of entry lodged before EDPMS/IDPMS gone LIVE.

1. Click on the Upload response, a dropdown list will be opened.
2. Select the "AD Upload Batch Process" option, for uploading all EDPMS process type files, screen will be displayed as shown below.

Performing Operations

1. By default the radio button for uploading the XOS file is selected, user need to click on 'choose' for selecting the file to be processed and the click on 'Submit' button.
2. If user wish to delete the uploaded file in any case by clicking the 'clear' button.
3. After the process gets scheduled and file gets processed (status can be seen on 'Upload XOS Closure file' screen as 'PROCESSED or Not PROCESSED' in parallel to uploaded file) acknowledgement can be downloaded by clicking on 'Download' button.

4.3 Upload Missing Bill Details

This screen helps user in uploading the missing bills (when bank receives bill details from the customer and if those bills are missing in MDF file, banks can upload the bill details "SB No, SB Date and Port of discharge) in msn file format and downloading the msnack file (Bills details will be provided to bank) for both **Goods** and **Softex** bills. This screen will allow user to check the missing bills with all status (Pending AD ACK, Pending Payment, Partially paid and completed).

1. Click on the **Upload Response** menu, a dropdown list will be opened.
2. Select the **"Upload Missing Bill Details"** screen from the dropdown list; screen will be displayed as shown below.

3. Select the "Export Type", "Status" and click on **Submit** button screen will redirect to local to select the file as shown below.
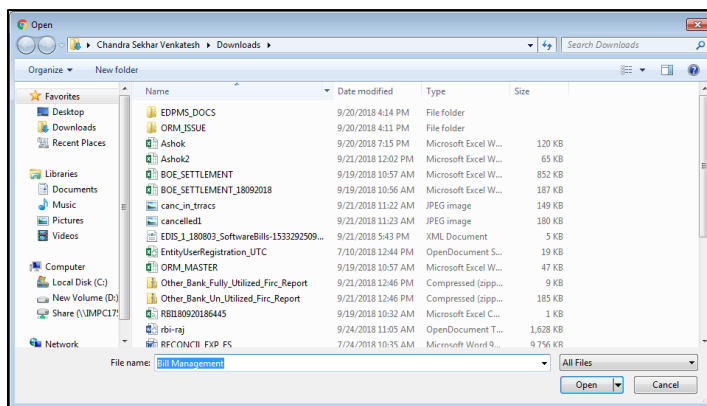
4. Once the file is uploaded click on **Submit** button, file will be uploaded in EDPMS and an ACK file will be available to download in the screen as shown below.

Note - user can navigate to the first page, previous page, next page and last page using the pagination buttons at the bottom of the screen.

5. Click on **Download File** to download the ACK file of missing shipping bill list.

4.4 IRM Upload Batch Processing

This screen helps user (Bank) upload the bulk "IRMs, IRM Extension, IRM Closure, FIRC Notification and FIRC Closure" in RBI. When the user upload the files in this screen the file status will as "Not Processed" once the scheduler is run by the RBI team the status will be changed to "Processed" and user will be able to download the file.

1. Click on the **Upload Response** menu, a dropdown list will be opened.

2. Select the **"IRM Upload Batch Processing"** screen from the dropdown list; screen will be displayed as shown below.

3. Select the radio button that user want to upload the files, click on **Choose** button and click on **Submit** button, a confirmation message will be displayed and screen will be displayed as shown below.

4. Once the scheduler is run and the file is processed click on **Download** button list of files processed from the upload will be displayed click Download button from download column.

5. REPORTS

5.1 Non Foreign Exchange involved bills Report

This report is used to download bills of sample/test exports. All these bills will be directly closed once it is reported to RBI. No Lodgement is required.

1. Click on the Reports menu, a dropdown list will be opened.
2. Select the "Non Foreign Exchange Involved bills report" screen from the dropdown list; screen will be displayed as shown below.

3. "From Date" is the mandatory field from this screen and update the fields such as "Export Agency and Type of Export" and click on **Schedule Report** button.
4. A confirmation message will be displayed on the screen as

   "Report is scheduled for processing. After processing is done you will be intimated by mail to ****@**bank.com, Kindly download the ACK files after some time and reference no: *****"

5. Click on **Download** button, list of ACK files will be displayed. Select the ACK file and click on **Download File** button, file will be downloaded to local system.

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
Export Agency	Either "SEZ, Customs, STPI or Warehouse"
Type of Export	Either "Goods or Software or Royalty"

5.2 Write Off

This Screen helps in generating the set of records for the parameters based on the user's search criteria. **"From Date** and **To Date"** is the mandatory field for this screen. "**Type of Export, Write off Indicator, Bill Status"** are the more filters given for specific result.

4. Click on the Reports menu, a dropdown list will be opened.

5. Select the "Write Off" option, screen will be displayed as shown below.

Performing Operations

1. After keeping the filters, user need to click on "**Schedule Report"** [Schedule Report] button so that filtered records can process.

2. After scheduling the user will be notified by the mail registered with login user ID and can be downloaded after processing by clicking [Download] on button.

Field Name	Description

From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
Type Of Export	User can opt for 'Software, Goods or Royalty'
Write Off Indicator	User can opt for 'Shut Shipment, Set Off, Destroy In Testing, Re-Import Of Unsold Items, Write-Off, Short Shipment or Lost In Transit'
Bill Status	User can opt for 'Closed or Open'

5.3   Outstanding Amount

This Screen helps in generating the set of records for the parameters based on the user's search criteria. **"From Date** and **To Date"** is the mandatory field for this screen. "**Country ,Aggregate By, Type of Export , Agency, Sez Option, Amount Greater than or Equal"** are the more filters given for specific result.

1. Click on the Reports menu, a dropdown list will be opened.
2. Select the "Ostanding Amount Report" screen will be displayed as shown below.

Performing Operations

1. After keeping the filters, user need to click on "**Schedule Report"**   Schedule Report button so that filtered records can process.

2. After scheduling the user will be notified by the mail registered with login user ID and can be downloaded after processing   [↗ Download]   by clicking on button.

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
Country	User can opt for Preferred country
Aggregate By	User can choose 'Monthly, Quartely, calender Year or Fiscal Year'
Type of Export	User can opt for 'Software, Goods or Royalty'
Agency	User can opt for ' Customs, SEZ, STPI, 100%EOU or Warehouse'
SEZ Option	Choices are 'Internal or External'
Amount Greater than or Equal	User can opt for 'Invoice Amount or OutStanding Amount'

5.4   AD/Exporter wise Outstanding Amount Report

This Screen helps in generating the set of records for the parameters based on the user's search criteria. **"From Date** and **To Date"** is the mandatory field for this screen. "**Type of Export , Agency, Aggregate By, Amount Greater than or Equal, Type of Reports, AD Code, SEZ Option"** are the more filters given for specific result.

1. Click on the Reports menu, a dropdown list will be opened
2. Select the "AD/Exporter wise Outstanding Amount Report" option, screen will be displayed as shown below.

Performing Operations

1. After keeping the filters, user need to click on "**Schedule Report**" button so that filtered records can process.

2. After scheduling the user will be notified by the mail registered with login user id. And can be downloaded after processing by clicking on button.
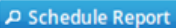
Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
Type Of Export	Options available are 'Goods, Software or Royalty'
Agency	User can opt for ' Customs, SEZ, STPI, 100%EOU or Warehouse'
Aggregate By	User can choose 'Monthly, Quarterly, calendar Year or Fiscal Year'
Amount Greater than or Equal	User can opt for 'Invoice Amount or Outstanding Amount'
Type Of Reports	User can opt for 'AD Code or Exporter'
AD Code	Minimum 4 characters need to be inserted.
SEZ Option	Choices are 'Internal or External'

5.5   AD/ Export wise Pending Document/Realization Report

This Screen helps in generating the set of records for the parameters based on the user's search criteria. **"From Date** and **To Date" and Export Data Status** is the mandatory field for this screen. "**Reported Payment, Type of Export , Source Of Data, AD code, IE Code, SEZ Option , Amount Greater Than"** are the more filters given for specific result.

1. Click on the Reports menu, a dropdown list will be opened

2. Select the "**AD/ Export wise Pending Document/Realization Report**" option, screen will be displayed as shown below.

Performing Operations

1. After keeping the filters, user need to click on "**Schedule Report"** [Schedule Report] button so that filtered records can process.

2. After scheduling the user will be notified by the mail registered with login user id. And can be downloaded after processing by [Download] clicking on button.

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
Export Data Status	User can opt for 'Completed Bills, Document Pending or Outstanding Payment Bill'
Reported Payment	User can select 'Short Payment or Excess Payment'
Type Of Export	Options available are 'Goods, Software or Royalty'

Source of Data	Options are 'Customs , SEZ, EDF, STPI or Softex'
AD Code	Minimum 4 characters need to be inserted.
IE Code	User need to pick valid IE Code, search option is available with minimum 3 characters or simply can insert confirmed IE Code.
SEZ Option	Choices are 'Internal or External'
Amount Greater than	User have free choice to give any amount.

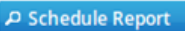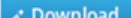## 5.6   Export data Transaction Report

This Screen helps in generating the set of records for the parameters based on the user's search criteria. **"From Date** and **To Date"** is the mandatory field for this screen. "**Export Data, Type of Export , Source Of Data, Shipping Bill/Form No, Shipping Bill Date, IE Code, Port Code, Custom Serial No"** are the more filters given for specific result.

1. Click on the Reports menu, a dropdown list will be opened

2. Select the "**Export data Transaction details**" option, screen will be displayed as shown below.

Performing Operations

1. After keeping the filters, user need to click on "**Schedule Report"** [Schedule Report] button so that filtered records can process.

2. After scheduling the user will be notified by the mail registered with login user id. And can be downloaded after processing by [Download] clicking on button.

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
Export Data	Options are 'Transfer Request, Receipt Of Document, Payment Extension, Payment Realization or Write Off'
Type Of Export	Options available are 'Goods, Software or Royalty'
Source Of Data	Options are 'Customs , SEZ, EDF, STPI or Softex'
Shipping Bill/Form no	Correct Shipping Bill/Form No
Shipping Bill Date	Date Of Shipping Bill
IE Code	User need to pick valid IE Code, search option is available with minimum 3 characters or simply can insert confirmed IE Code.
Custom Serial No	Correct Custom Serial no

5.7   AD/ Export wise Outstanding Bills

This Screen helps in generating the whole XOS report records there is no mandatory field for this screen. All filters are optional like "**From Date, To Date, Type of Export, Agency, Invoice Amount Greater than or Equal, AD Code, Exporter, Country Code, SEZ Option"** are the more filters given for specific result.

1. Click on the Reports menu, a dropdown list will be opened
2. Select the "**AD/ Export wise Outstanding Bills**" option, screen will be displayed as shown below.

Performing Operations

1. After keeping the filters, user need to click on "**Schedule Report**" [🔎 Schedule Report] button so that filtered records can process.

 2. After scheduling the user will be notified by the mail registered with login user id.
 And can be downloaded after processing by clicking on [↗ Download] button.

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
Type Of Export	Options are 'Transfer Request, Receipt Of Document, Payment Extension, Payment Realization or Write Of
Invoice Amount Greater than or Equal	User have free choice to give any amount.
AD CODE	Minimum 4 characters need to be inserted and after user can pick from the list.
Exporter	User need to pick valid IE Code, search option is available with minimum 3 characters or simply can insert confirmed IE Code.
Country Code	Choose the country code from search option
SEZ Option	Choices are 'Internal or External'

5.8   Extension Time for Realization

This Screen helps in generating the set of records for the parameters based on the user's search criteria. **"From Date** and **To Date"** is the mandatory field for this screen. "**Type of Export, Agency, AD Code, Exporters, Country Code"** are the more filters given for specific result.

1. Click on the Reports menu, a dropdown list will be opened
2. Select the "**Extension Time for Realisation"** option, screen will be displayed as shown below.

Performing Operations

1. After keeping the filters, user need to click on "**Schedule Report**" button so that filtered records can process.

2. After scheduling the user will be notified by the mail registered with login user id. And can be downloaded after processing by clicking on button.

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
Type Of Export	Options are 'Transfer Request, Receipt Of Document, Payment Extension, Payment Realization or Write Of
Agency	User can opt for ' Customs, SEZ, STPI, 100%EOU or Warehouse'
AD Code	Minimum 4 characters need to be insertedand after user can pick from the list.
Exporters	User need to pick valid IE Code, search option is available with minimum 3 characters or simply can insert confirmed IE Code.
Country code	Choose the country code from search option

5.9   FIRC Utilization Report

This Screen helps in generating the set of records for the parameters based on the user's search criteria. **"From Date** and **To Date"** is the mandatory field for this screen. "**FIRC Number, IRM Number, AD Code"** are the more filters given for specific result.

1. Click on the Reports menu, a dropdown list will be opened
2. Select the "**FIRC Utilization Report**" option, screen will be displayed as shown below.

Performing Operations

1. After keeping the filters, user need to click on "**Schedule Report"** button so that filtered records can process.

2. After scheduling the user will be notified by the mail registered with login user id. And can be downloaded after processing by clicking on [Download] button.

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
Type Of Export	Options are 'Transfer Request, Receipt Of Document, Payment Extension, Payment Realization or Write Of
FIRC Number	Insert Valid FIRC Number
IRM Number	Insert Valid IRM Number
AD CODE	Minimum 4 characters need to be inserted and after user can pick from the list.

5.10 XOS Report

This Screen helps in generating the whole XOS report records there is no mandatory field for this screen. All filters are optional like "**From Date, To Date, FIRC Number, IRM Number, AD Code**" are the more filters given for specific result.

1. Click on the Reports menu, a dropdown list will be opened
2. Select the "**FIRC Utilization Report**" option, screen will be displayed as shown below.

Performing Operations

1. After keeping the filters, user need to click on "**Schedule Report**" button so that filtered records can process.
2. After scheduling the user will be notified by the mail registered with login user id. And can be downloaded after processing by clicking on button.

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
IE CODE	User need to pick valid IE Code, search option is available with minimum 3 characters or simply can insert confirmed IE Code.
Shipping Bill No	Fill the Shipping Bill No

Form No	Fill the Form No
Under Export	User can opt for 'SDF, GR or SOFTEX'
Port Code	The Port Code of Shipping Bill
AD Code	Minimum 4 characters need to be inserted and after user can pick from the list.

5.11 IRM Un-utilized Report

IRM Un-utilized report is displays all the open IRMs based on the search criteria, user (bank) can filter for open IRMs from IE code, AD code, IRM number and Remitter country. "To Date" is the mandatory field from the screen.

1. Click on the Reports menu, a dropdown list will be opened.
2. Select the "Non Foreign Exchange Involved bills report" screen from the dropdown list; screen will be displayed as shown below.

3. Update the search criteria and click on **Schedule Report** button, a confirmation message will be displayed.
4. Click on **Download** button, new screen will be displayed as shown below.

5. Click on **Download file** button, file will be saved to local drive.

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
IRM Number	Inward Remittance number, for more filter (optional)
AD Code	AD Code of the branch
IE Code	Importer Exporter Code Provided by Export Agencies
Remitter Country	Country details of the Remitter (person who pays the bill)

5.12 XOS Payment Report

All the payment details of XOS bills (Bills before 2014 May) can be downloaded from this screen, with multiple filer options.

1. Click on the Reports menu, a dropdown list will be opened.

2. Select the **"XOS Payment report"** screen from the dropdown list; screen will be displayed as shown below.

3. User can download either open or closed bill or all status bills.

4. Update the search criteria and click on **Schedule** button, a confirmation message will be displayed

5. Click on **Download** button, a new screen will pop up as shown below.

6. Click on the **Download File** button, file will be downloaded.

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
IE Code	Importer Exporter Code Provided by Export Agencies
Shipping Bill number	Enter the SB number
Form No	Enter the Form number
Status	Select the status either Open or closed, if user requirement is both select nothing.
Under Export	
Port Code	Enter the Port Code
AD Code	Enter the AD Code

5.13 AD Exporter wise Outstanding IRM Amount Report

This Report gives the information about the list of Outstanding IRMs for a selected period and either from AD wise outstanding IRM list or from Exporter wise outstanding IRM.

1. Click on the Reports menu, a dropdown list will be opened.
2. Select the "AD Exporter wise Outstanding IRM Amount Report" screen from the dropdown list; screen will be displayed as shown below.

3. Update the search criteria and click **Schedule Report** button, a confirmation message will be displayed.
4. Click **Download** button; screen will be displayed as shown below.

5. List of files will be displayed that are already scheduled before, click on the **Download File** button, file will be downloaded to local.

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
Aggregate By	Select the period (Monthly, Quarterly, Calendar year or Fiscal year)
Type of Reports	Select either AD wise or Exporter wise
AD Code/Exporter code	If report type is AD wise, then provide AD code. If report type is Exporter wise, then provide exporter code.

5.14 Exporter wise Open Bills Report

This report provides list of open shipping bills for the user based on the user's search criteria and this screen provides user with more filter options such as "From Date, To Date, IE Code, Bank code and shipping bill no/Form no" IE code is mandatory from this screen.

1. Click on the Reports menu, a dropdown list will be opened.
2. Select the "Exporter wise Open Bills Report" screen from the dropdown list; screen will be displayed as shown below.

3. Update the search criteria/mandatory fields and click on **Search** button; list of open bills will be displayed.

4. Click on **Schedule** button, a confirmation message will be displayed.

5. Click on **Download** button, a screen will pop up and list of scheduled files will be displayed, select the file and click on **Download file**, file will be saved to local.

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
IE Code	Enter the Importer Exporter Code
Bank Code	Enter the AD code
Shipping Bill no/ Form no	Enter SB no/form no

5.15 Shipping Bill Transfer Report

This report provides the list of Shipping Bills that are transferred from one AD to another AD code. User can filter the bills with "Date, SB no and Transfer Status". From Date and To Date are mandatory fields from the screen.

1. Click on the Reports menu, a dropdown list will be opened.

2. Select the "Exporter wise Open Bills Report" screen from the dropdown list; screen will be displayed as shown below.

3. Update the search criteria/mandatory fields and click on **SEARCH** button. List of transferred bills will be displayed.

4. Click on **Schedule** button; a confirmation message will be displayed.

5. Click on **Download** button; a pop up screen will be displayed that provides the scheduled reports.

6. Click on **Download File** button, file will be downloaded to local drive.

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
Shipping Bill no/ Form no	Enter SB no/form no
Status	Select the status of the transfer (Approved or Rejected)

5.16 IRM Utilization Report

This Screen helps in generating the records set of utilized IRM for the parameters based on the user's search criteria **"From Date** and **To Date"** is the mandatory field for this screen "IRM Number, AD Code, IE Code**"** are the more filters given for specific result.

1. Click on the Reports menu, a dropdown list will be opened.

2. Select the "IRM Utilization Report" option; screen will be displayed as shown below.

3. If any FIRC is generated to the IRM, then the amount of IRM amount will be displayed as the amount utilized by the bank.

Performing Operations

1. After keeping the filters, user need to click on "**Schedule Report**" button so that filtered records can process.

2. After scheduling the user will be notified by the mail registered with login user id. And can be downloaded after processing by clicking on button.

Field Name	Description
From Date	Date from which the remittance data needs to be filtered
To Date	Data until which the export data needs to be filtered
IRM Number	User can put IRM number
AD Code	AD Code mentioned in IRM
IE Code	IE Code mentioned in IRM