



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

Service Exports from India Scheme (SEIS) Module

Version 1.0

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Introduction and Accessing DGFT Portal

This document is the help file for SEIS functions in the new system. To access the new portal, navigate to <https://dgft.gov.in>.

The new portal is compatible with the following browsers: Chrome 70 + / Firefox 70 + / IE 12+Users are advised to refer to the latest help file available under Learn > Online Help & FAQ's in the DGFT Portal.

For accessing the SEIS module follow the navigation:

Services -> SEIS

Contact @DGFT

To raise any concern to DGFT the user may call the given Toll-Free Helpline number given on the DGFT Portal or raise a request using the "Contact @DGFT" page.

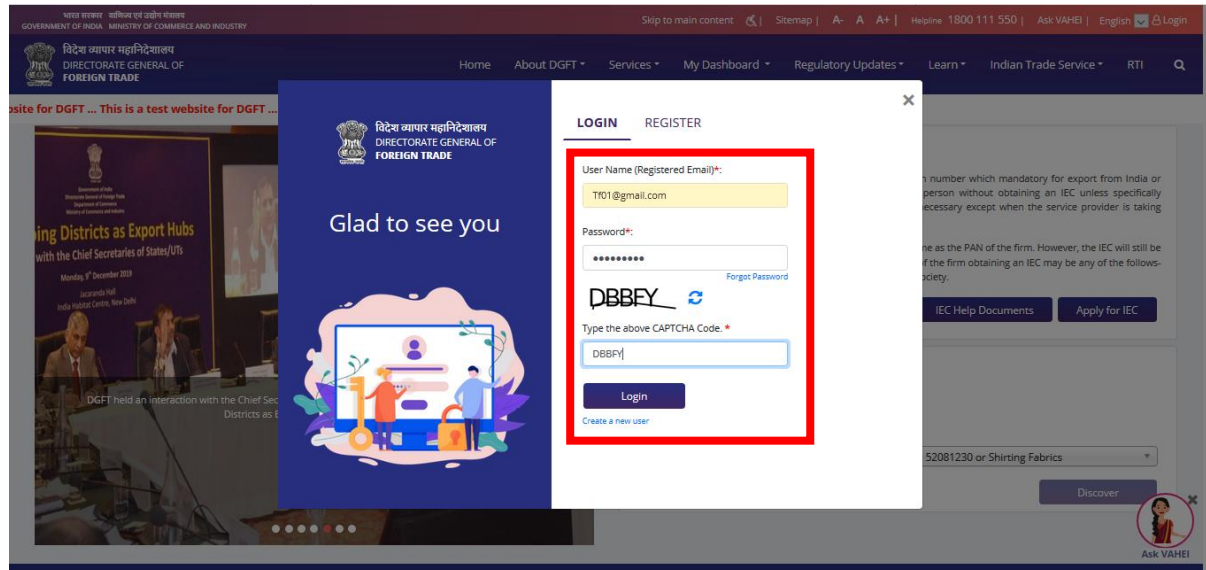
Login to the new Portal

To log in to Directorate General Foreign Trade (DGFT) portal you would require:

- a) Internet Connection
- b) Valid Email and Mobile Phone Number provided to log in

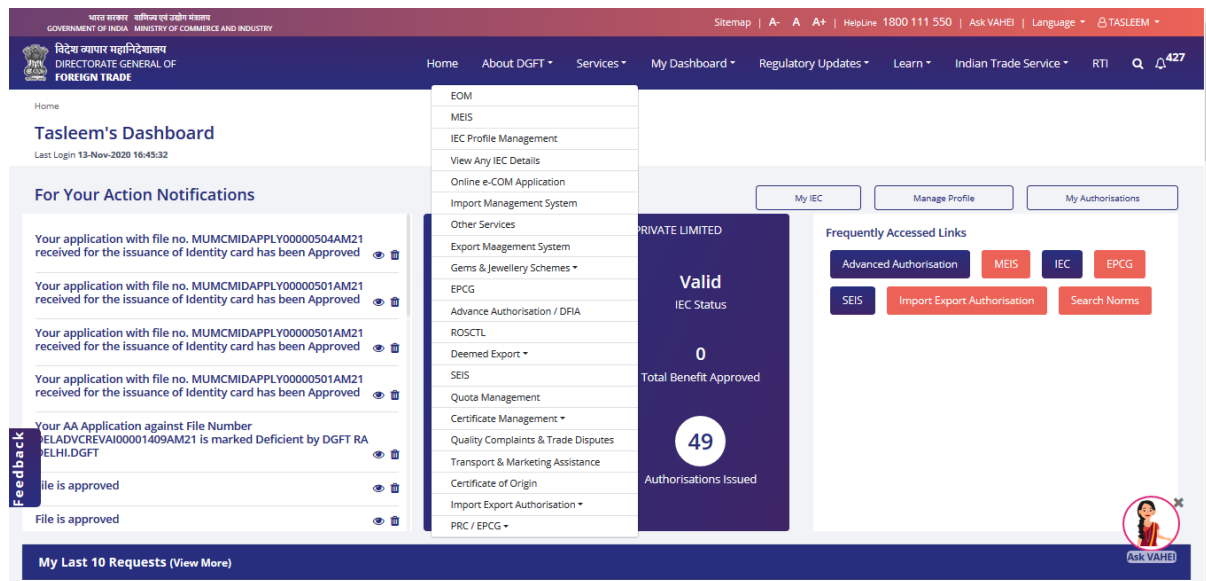
Then proceed with the following steps.

1. Visit the DGFT website and proceed with Login by entering the User ID, Password and captcha then click on the login button to log in to the system.



Screen 1- Login screen

2. Once you logged in successfully you will be able to see your Dashboard



Screen 2 - Dashboard Screen

Applying For SEIS

Introduction

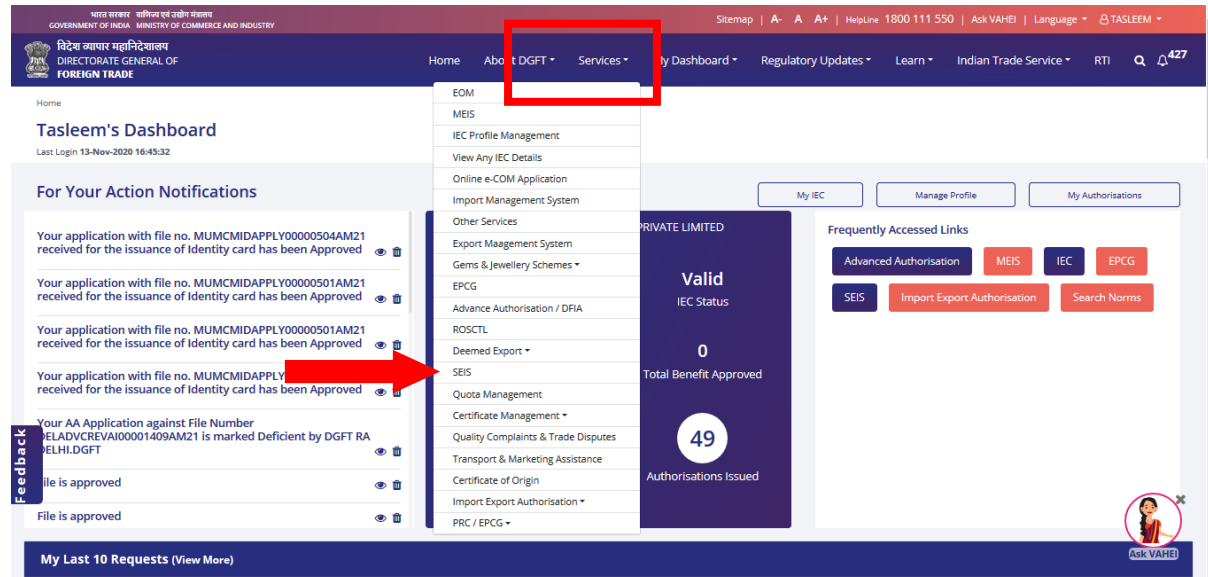
This section covers the process of applying for the Service Exports from India Scheme (SEIS).

Pre-conditions for applying for SEIS:

1. The applicant is active and logged into the DGFT Customer Portal.
2. Applicant located in India is eligible for SEIS Scheme.
3. The applicant should have a valid IEC number.
4. IEC Status is Active (Not suspended / Cancelled) and IEC is not in DEL, the Scheme SEIS is not in DEL for the IEC.
5. Applicant should have a valid RCMC as of the date of application.

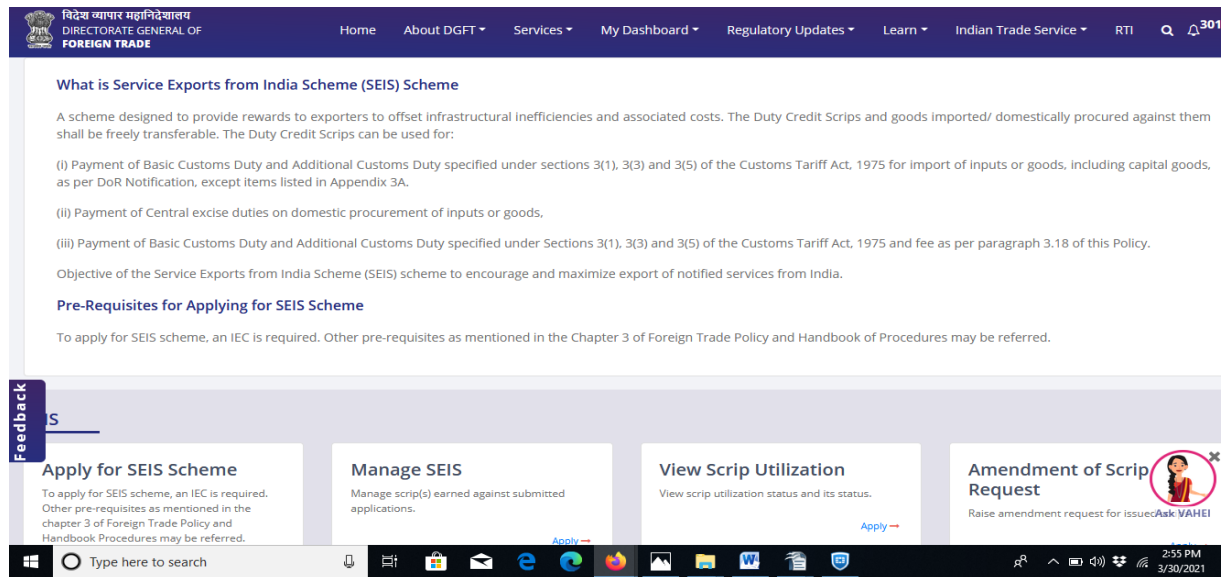
To apply for SEIS is as follows:

1. Login to the portal with valid credentials and click on the service option present at the top of the screen



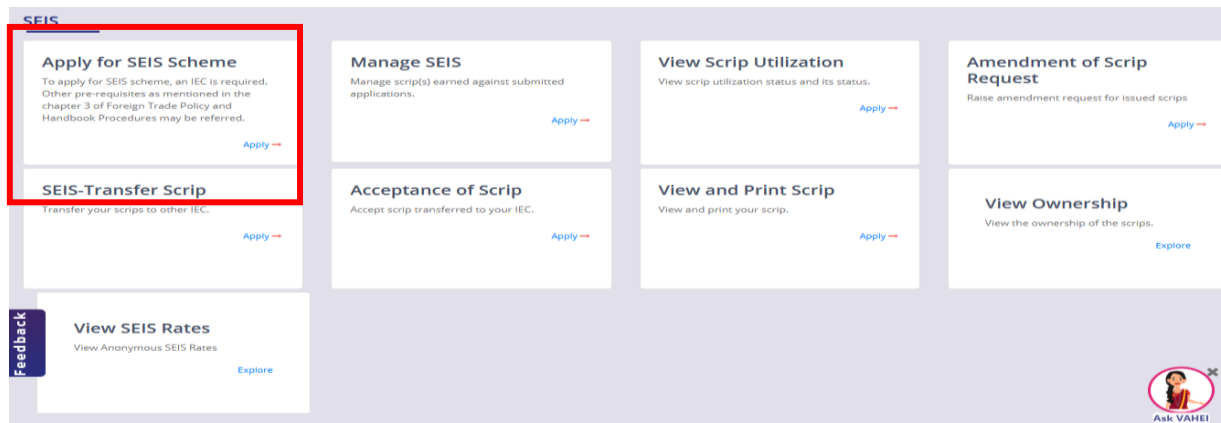
Screen 3 - Navigation to SEIS

2. Click on the SEIS option from the menu, you will be redirected to the SEIS page



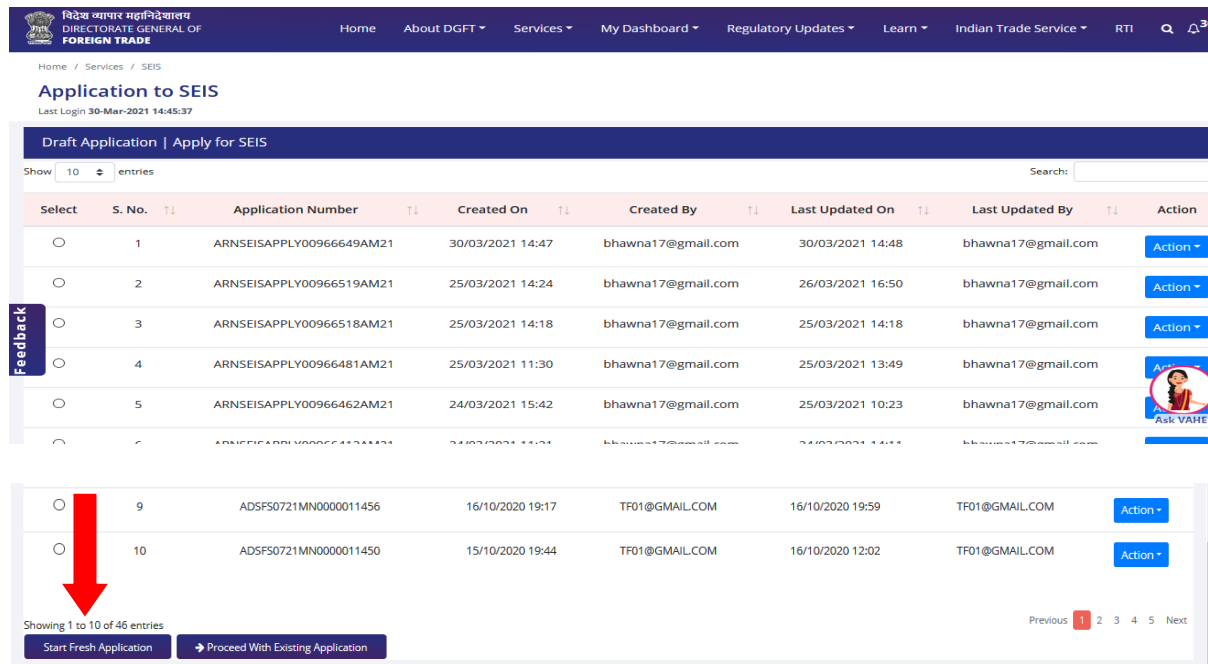
Screen 4 - SEIS node

3. Scroll down to find the Apply for SEIS node and click on explore button on the SEIS node, you will be redirected to the Apply for SEIS application page.



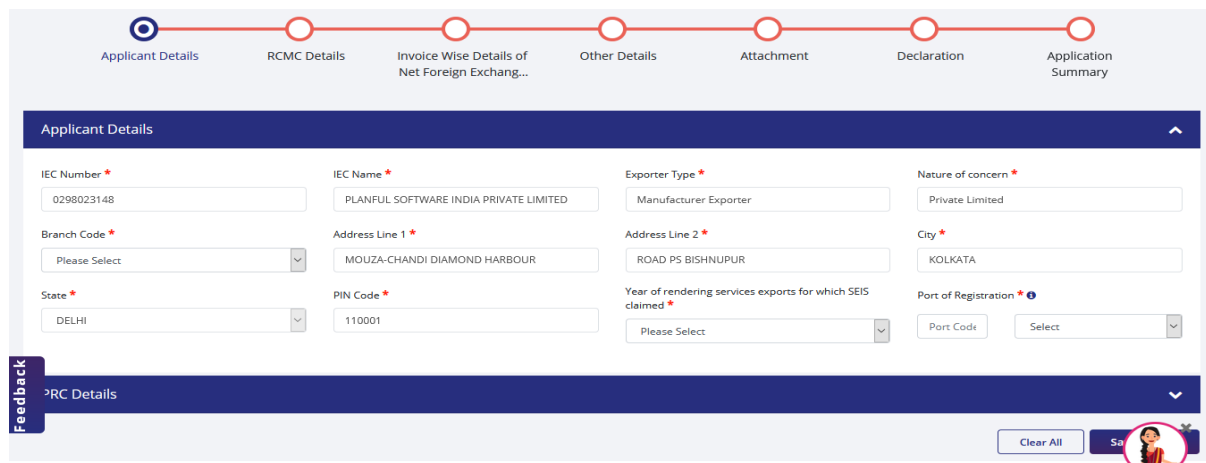
Screen 5 - Apply for SEIS node

4. You can either proceed with the draft application or create a new application, for proceeding with the draft application select the radio button of the corresponding application and click on the Proceed with existing application button present at the bottom of the screen and go ahead with an application form where you left



Screen 6 - SEIS draft applications

- For creating a fresh application, click on the Start Fresh Application button present at the bottom of the screen, you will be displayed with a fresh application



Screen 7 - Applicant details screen

- Fill in the required fields in the applicant details section of the applicant details screen.
- Now in the PRC section, if PRC is not approved, click on 'NO' for 'Is PRC Approved?'

Note: if PRC is not approved then 'year of rendering exports for which SEIS claimed' dropdown will display the current year and last 2 years or as per notify by DGFT.

The screenshot shows a navigation bar at the top with the following tabs: Applicant Details, RCMC Details, Invoice Wise Details of Net Foreign Exchang..., Other Details, Attachment, Declaration, and Application Summary. Below the navigation bar, there are two expandable sections: 'Applicant Details' (collapsed) and 'PRC Details' (expanded). In the 'PRC Details' section, there is a question 'Is PRC Approved?' with two radio button options: 'Yes' and 'No'. The 'No' option is selected. At the bottom right of the form, there are two buttons: 'Clear All' and 'Save & Next'.

Screen 8 - PRC details section

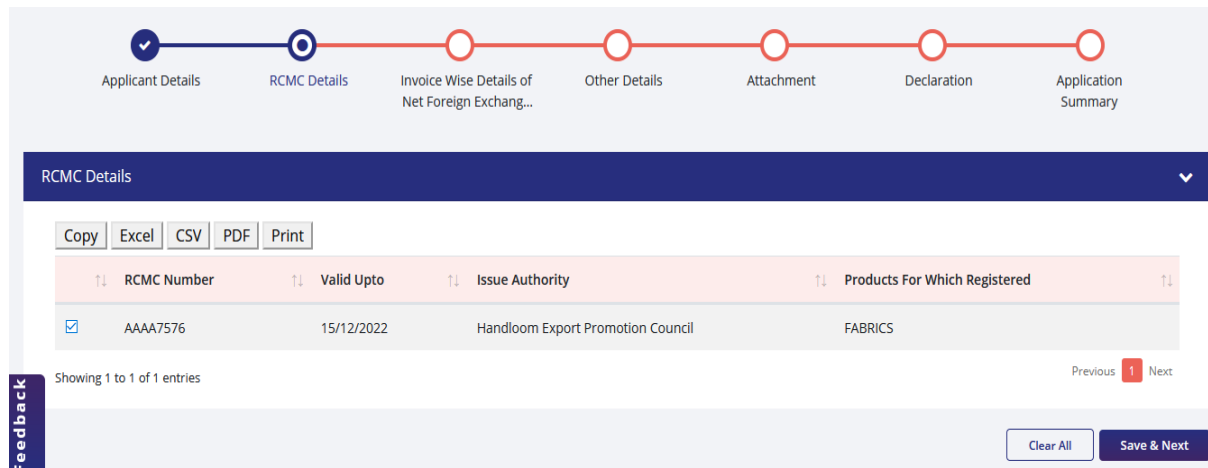
8. Now in the PRC section, if PRC is approved, click on 'yes' for 'Is PRC Approved?'.
9. If PRC approved, then enter the PRC reference number and upload the PRC document.

Note: if PRC is approved then 'year of rendering exports for which SEIS claimed' dropdown will display the current year and last 5 years

This screenshot shows the 'PRC Details' section with 'Is PRC Approved?' set to 'Yes'. The 'PRC Reference Number' field contains the value '11'. There is an 'Upload PRC Document' section with an 'Add Attachment' button and a dashed box for file upload. Below the upload area, it states 'Choose File to Upload *' and 'Maximum 1 attachment of 5 MB allowed. Only PDF formats are allowed.' A vertical 'Feedback' button is visible on the left side. At the bottom right, there are 'Clear All' and 'Save & Next' buttons. The navigation bar at the top is identical to the previous screen, with 'Applicant Details' now highlighted as the active section.

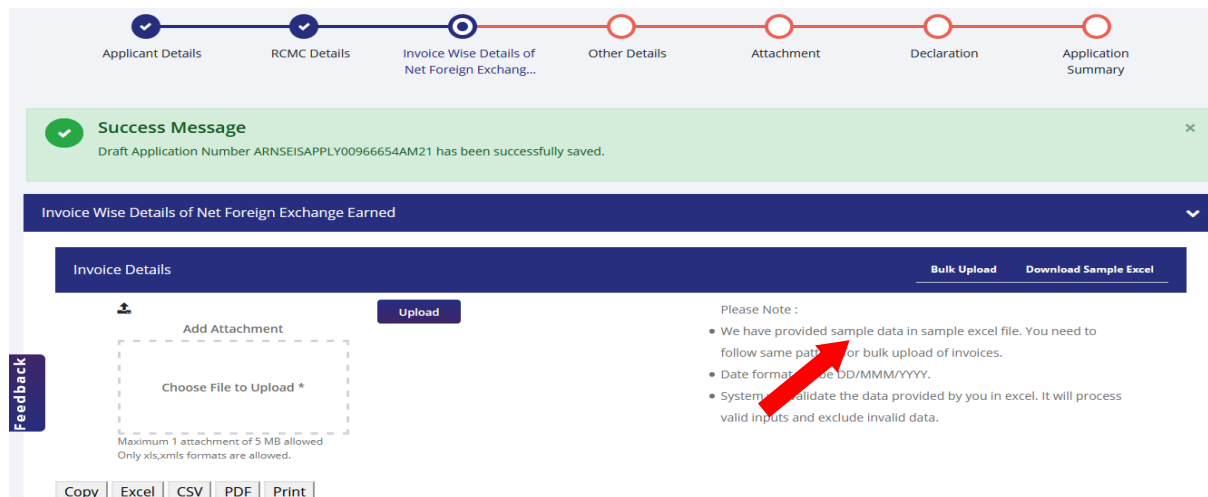
Screen 9 - PRC Details screen with 'Yes'

10. Select the 'year of rendering services exports for which SEIS claimed' and click on the Save & Next button in the applicant details screen, to land on the RCMC details screen



Screen 10 - RCMC Details screen

11. Select the RCMC details and click on the save & next button.
12. In 'invoice wise details of new foreign exchange earned screen' click on 'download sample excel' to download the sample excel of invoice details



Screen 11 - Invoice Wise Details Screen

13. In the downloaded excel make changes and save the excel sheet

Note: The user must enter the dates in the excel sheet in DD/MM/YYY format. The user must select the SI. No of services and currency type from the drop-down.

Invoice No. *	Invoice Date *	Sl. No of Services as per Appendix 3D/3E and description *	Currency (USD / INR) *	Foreign Exchange (FE) Earned *	Description of services rendered as per description in invoices *
05022021AA	01/May/2020	3A -ENGINEERING SERVICES(General Construction work for building(512))	US Dollars	3234	Legal services
05022021AB	01/May/2020	1Dh2 -Other business services(Services incidental to mining(5115))	Indian Rupees	14376	Legal services
05022021AC	01/May/2020	1sa-sda	US Dollars	14376	Legal services
05022021AD	01/May/2020	3B -ENGINEERING SERVICES(General Construction work for Civil Engineering(513))	US Dollars	1544353	Legal services
05022021AF	01/May/2020	9Ac -Maritime Transport Services(Rental of vessels with crew *(7213))	US Dollars	14376	Legal services
05022021AG	01/May/2020	1Dl -Other business services(Investigation and security(873))	US Dollars	34535345	Legal services
05022021AJ	01/May/2020	1Cd3 -Rental/Leasing services without operators(Relating to other machine)	US Dollars	14376	Legal services
05022021AK	01/May/2020	3A -ENGINEERING SERVICES(General Construction work for building(512))	Indian Rupees	14376	Legal services
05022021AL	01/May/2020	8B -News agency services(962)	US Dollars	34535345	Legal services
05022021AY	01/May/2020	3A -ENGINEERING SERVICES(General Construction work for building(512))	US Dollars	34535345	Legal services
05022021AZ	01/May/2020	1Dh2 -Other business services(Services incidental to mining(5115))	US Dollars	14376	Legal services

Screen 12 - Bulk upload Excel sheet

14. Click on the bulk upload button in the invoice details section. Now click on 'choose the file to upload'.

Invoice Wise Details of Net Foreign Exchange Earned

Invoice Details Bulk Upload Download Sample Excel

SEIS_invoice_data_final(7).xls Upload

Choose File to Upload *

Maximum 1 attachment of 5 MB allowed
Only xls,xmils formats are allowed.

Remove Attachment

Please Note :

- We have provided sample data in sample excel file. You need to follow same pattern for bulk upload of invoices.
- Date format will be DD/MMM/YYYY.
- System will validate the data provided by you in excel. It will process valid inputs and exclude invalid data.

Copy Excel CSV PDF Print

Sl. No.	Invoice Number	Invoice Date	Sl. No of Services As Per Appendix 3D/3E And Description	Rate of Entitlement As Per Appendix 3D (in %)	Foreign Exchange (FE) Earned	Currency (USD / INR)	Description of Services Rendered As Per Description in Invoices	Delete
1	2A	2A	3	4	5	5A	2	

No data available in table

Showing 0 to 0 of 0 entries Previous Next

Screen 13 - Bulk upload screen

15. Click on the 'upload' button, then the bulk upload details will be updated to the table, the rate of entitlement as per appendix 3D will be auto-populated other details will be taken from the excel sheet uploaded

Note: If the entry is incorrect then the error message will be displayed, user should modify the excel accordingly and upload it again. Excel will proceed once all the error messages of excel will resolve.

Copy Excel CSV PDF Print

Sl. No.	Invoice Number	Invoice Date	Sl. No of Services As Per Appendix 3D/3E And Description	Rate of Entitlement As Per Appendix 3D (in %)	Foreign Exchange (FE) Earned	Currency (USD / INR)	Description of Services Rendered As Per Description in Invoices	Delete
1	05022021AA	01/May/2020	3A -ENGINEERING SERVICES(General Construction work for building(512))	7	3,234.00	US Dollars	Legal services	
2	05022021AB	01/May/2020	1Dh2 -Other business services(Services incidental to mining(5115))	5	14,376.00	Indian Rupees	Legal services	
3	05022021AC	01/May/2020	3A -ENGINEERING SERVICES(General Construction work for building(512))	7	14,376.00	US Dollars	Legal services	
4	05022021AD	01/May/2020	3B -ENGINEERING SERVICES(General Construction work for Civil Engineering(513))	7	15,44,353.00	US Dollars	Legal services	
5	05022021AF	01/May/2020	9Ac -Maritime Transport Services(Rental of vessels with crew *(7213))	7	14,376.00	US Dollars	Legal services	

Screen 14 - Invoice table

16. Enter all the mandatory details on the screen and click on the 'save & next button to reach the other details page

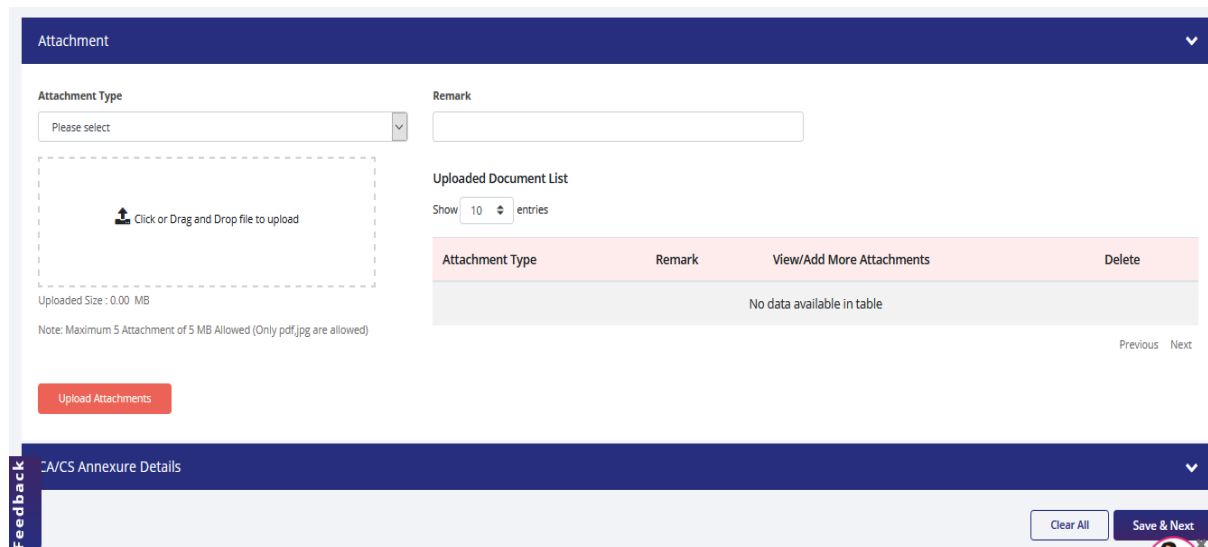
Screen 15 - Justification section

17. In the other details, screen click on 'do you want to split scrip?' if you want to split the scrip. In case of split requested maximum value for each scrip is Rs 5,00,000.

No. of Scrips	Amount of Each Scrip in Lakhs (INR)
964	500000
1	337599

Screen 16 - Other details screen

18. Click on the Next button to reach the attachment page



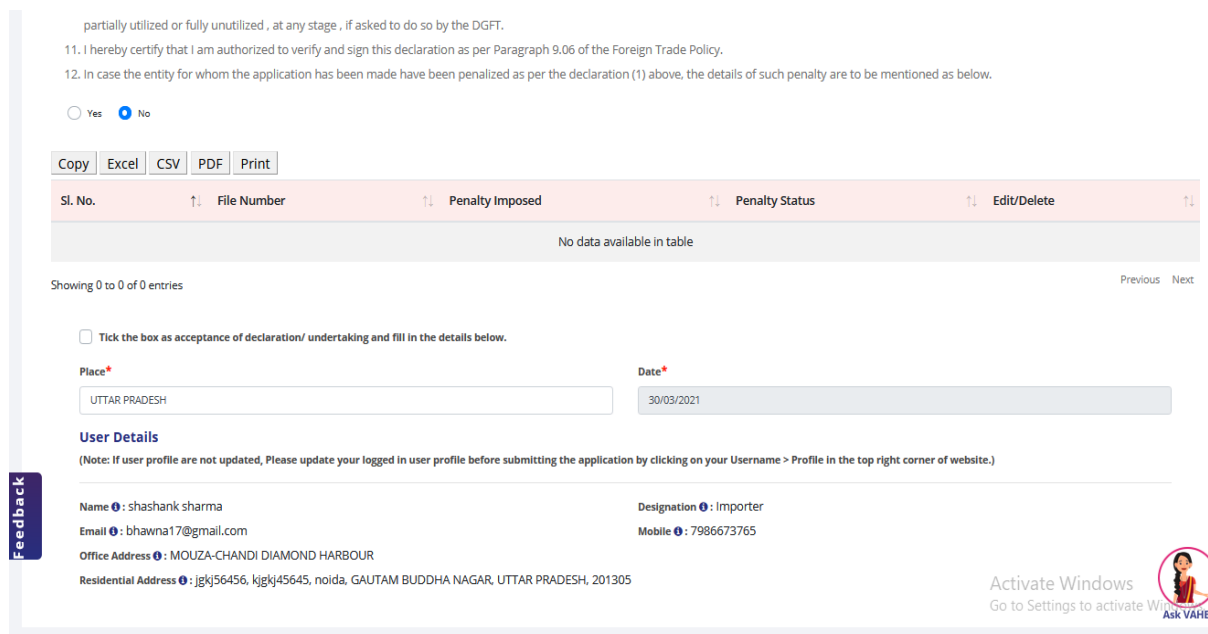
Screen 17 - Attachment screen

19. Upload the CA/CS as an attachment by selecting the attachment type and clicking on the ‘upload attachment button’.

20. Click on the Save & Next button to reach the declaration page.

Note: The user has to upload CA/CS attachment or add CA/CS details to CA/CS annexure details section to proceed further.

21. On the declaration page click on yes to add penalty details



Screen 18 - Declaration screen

22. Enter the place and sign the declaration by clicking the box.

The screenshot shows a table with the following data:

Sl. No.	File Number	Penalty Imposed	Penalty Status	Edit/Delete
1	12	100	Paid	

Showing 1 to 1 of 1 entries

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

Place* Date*

User Details
 (Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name : shashank sharma Designation : Importer
 Email : bhawna17@gmail.com Mobile : 7986673765
 Office Address : MOUZA-CHANDI DIAMOND HARBOUR
 Residential Address : jgkj56456, kjgkj45645, noida, GAUTAM BUDDHA NAGAR, UTTAR PRADESH, 201305

Buttons: Clear All, Save

Screen 19 - Signing declaration

23. Now click on the Save & Next button to reach the application summary page

The progress bar shows the following steps: Applicant Details, RCMC Details, Invoice Wise Details of Net Foreign Exchang..., Other Details, Attachment, Declaration, and Application Summary (highlighted).

Applicant Details

IEC Number 0298023148	IEC Name PLANFUL SOFTWARE INDIA PRIVATE LIMITED	Exporter Type Manufacturer Exporter
Nature of concern Private Limited	Branch Code 000	Address Line 1 MOUZA-CHANDI DIAMOND HARBOUR
Address Line 2 ROAD PS BISHNUPUR	City KOLKATA	State DELHI
PIN Code 110001	Year of rendering services exports for which SEIS claimed 2020-21	Port Code of Registration INQRP6
Port of Registration ADANI ICD KILARAI PUR, DEHLON, LUDHIANA (INQRP6)		

Buttons: Print Summary

Screen 20 - Application summary screen

24. Click on the print summary to print the summary of the application.

25. To proceed with payment, click on proceed with a payment button

11. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.
 12. In case the entity for whom the application has been made have been penalized as per the declaration (1) above, the details of such penalty are to be mentioned as below.

Sl No.	File Number	Penalty Imposed	Penalty Status
1	12	100	Paid

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

Place : UTTAR PRADESH
 Name : shashank sharma
 Email : bhawna17@gmail.com
 Office Address : MOUZA-CHANDI DIAMOND HARBOUR
 Residential Address : jgkj56456, kjgkj45645, noida, GAUTAM BUDDHA NAGAR, UTTAR PRADESH, 201305

Date : 30/03/2021
 Designation : Importer
 Mobile : 7986673765

As per ANF form, you have to pay a sum of Rs. 1000 for Application.

[Proceed To Payment](#)


Screen 21 - Proceed to payment button

26. After successful payment, the e-receipt will be generated

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Print Receipt


 निदेश आयात महानिदेशावास
 DIRECTORATE GENERAL OF FOREIGN TRADE
 DGFT, Udyog Bhawan, New Delhi

E-PAYMENT RECEIPT

IEC	0298023148
File Number	DLISEISAPPLY00008465AM21
Date of Submission	2021-03-30 04:52:07
IP Address	0:0:0:0:0:0:1
Firm Name	PLANFUL SOFTWARE INDIA PRIVATE LIMITED
Firm Address	MOUZA-CHANDI DIAMOND HARBOUR
Service Availed	Apply For SEIS
Mode of Signature	Digital Signature

PAYMENT DETAILS

Activate Windows
 Go to Settings to activate Windows.

Screen 22 - E-Receipt

27. Click on the print or download receipt button to print/download the e-receipt

E-PAYMENT RECEIPT

IEC	0298023148
File Number	DLISEISAPPLY00008465AM21
Date of Submission	2021-03-30 04:52:07
IP Address	0:0:0:0:0:0:1
Firm Name	PLANFUL SOFTWARE INDIA PRIVATE LIMITED
Firm Address	MOUZA-CHANDI DIAMOND HARBOUR
Service Availed	Apply For SEIS
Mode of Signature	Digital Signature

PAYMENT DETAILS

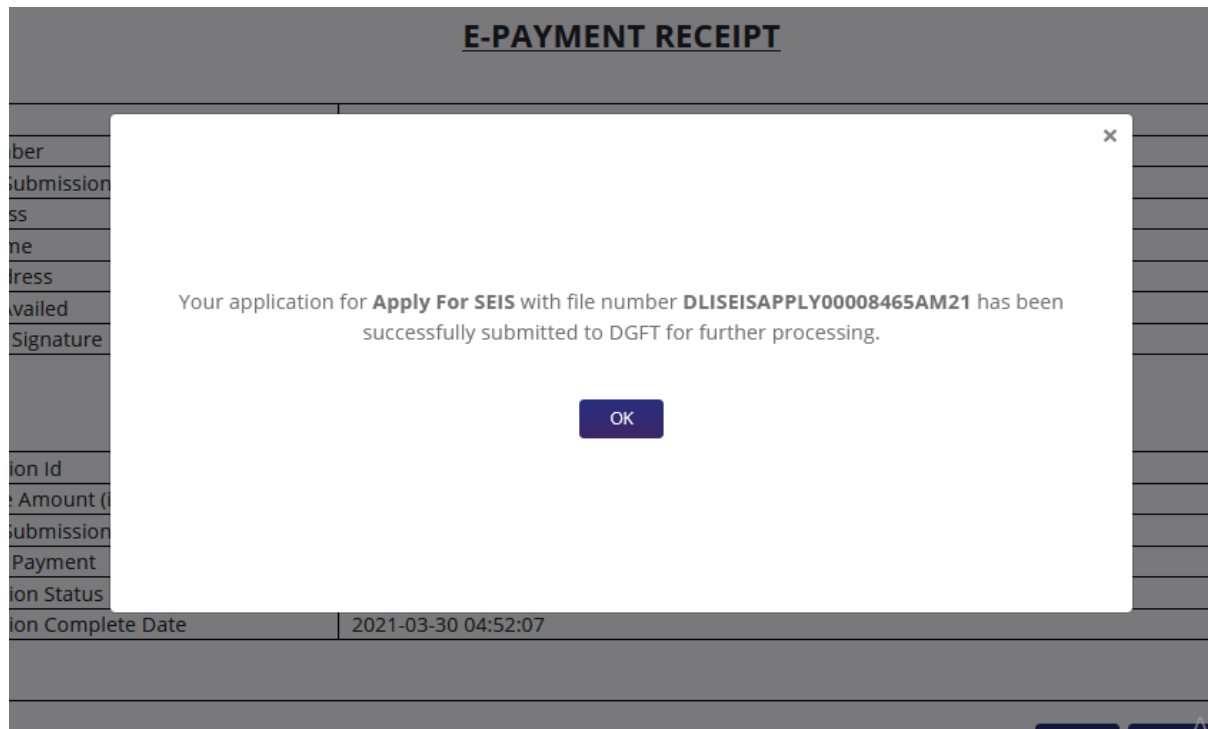
Transaction Id	2528
Total Fee Amount (in INR)	1000.00
Date of Submission	2021-03-30 04:52:07
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2021-03-30 04:52:07

[OK](#) [Download Receipt](#)

Feedback

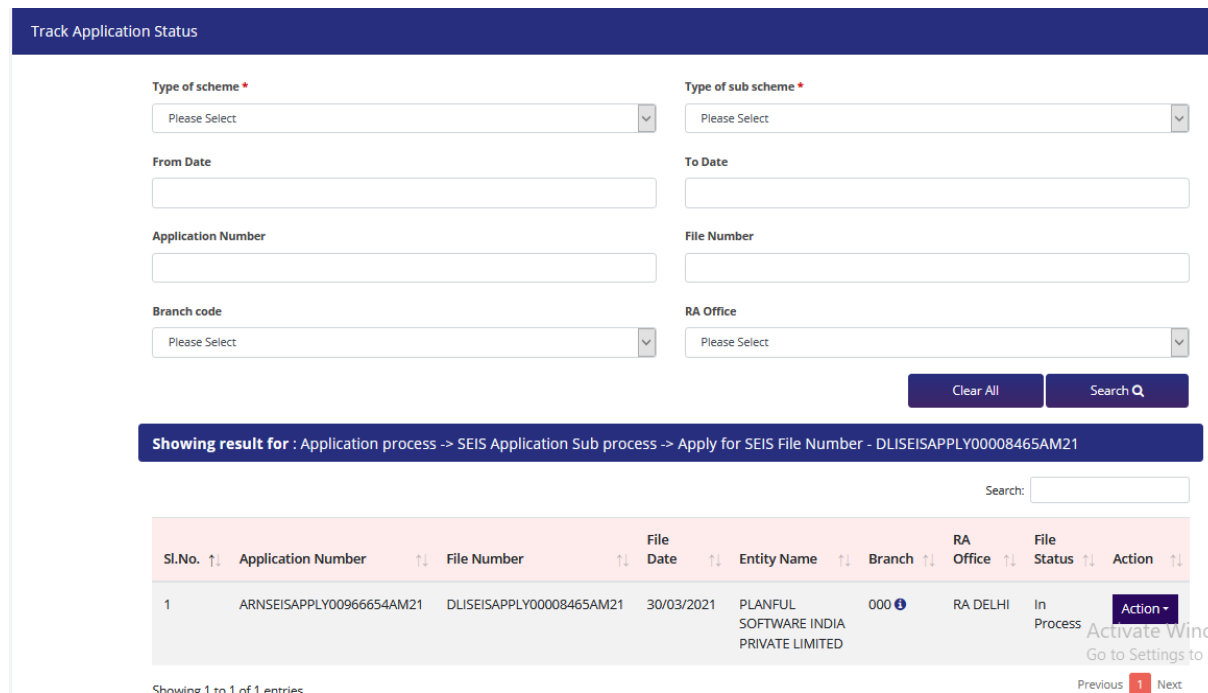
Screen 23 - OK button in e-receipt

28. Click on the ok button, the application successfully submitted message will be displayed.



Screen 24 - Application successfully submitted message

29. Click on the ok button to reach the track status node to track the application



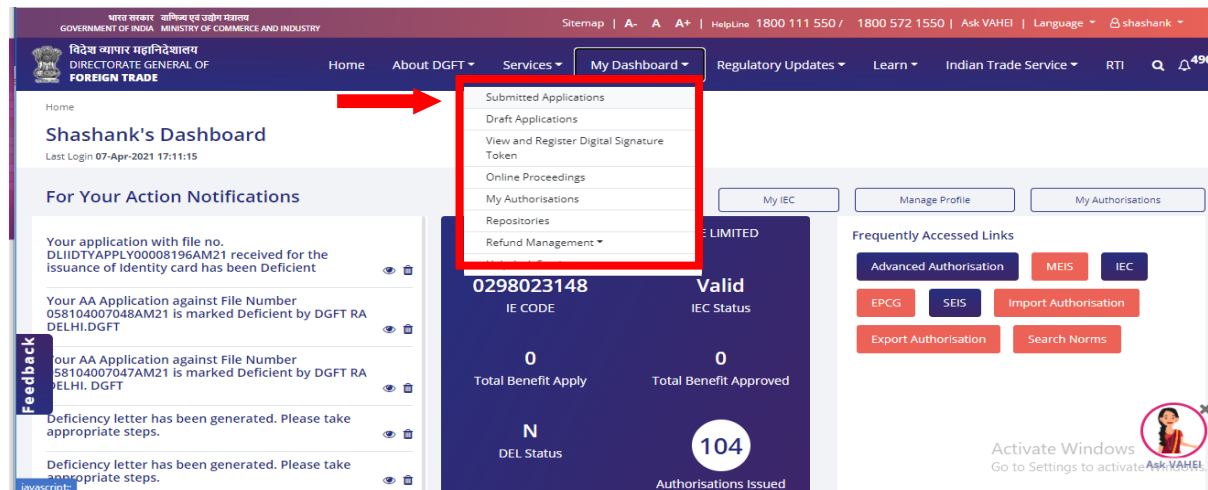
Screen 25 - Track status of submitted application screen

Performing actions on the submitted SEIS File

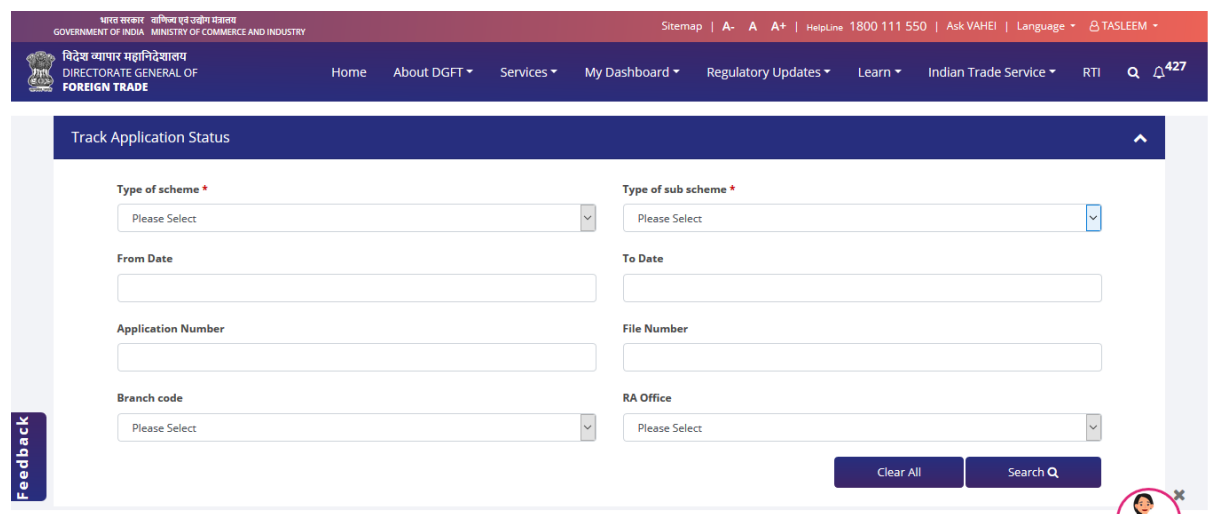
Various actions can be performed on the submitted SEIS file, for this we need a submitted SEIS application.

Proceed with the following steps.

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the login button to log in to the system.
2. Once you land on Dashboard then click on the 'my dashboard' option, click on the submitted application option from the dropdown, you will be redirected to the track status screen.



Screen 26 - Navigation to track status



Screen 27 - Track status screen

3. In the track status search parameter, select the type of scheme as SEIS and type of sub-scheme as Apply for SEIS to view all the submitted applications of Apply for SEIS.

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	ARNSEISAPLY00966714	DLISEISAPPLY00008523AM22	06/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	000	RA DELHI	In Process	Action
2	ARNSEISAPLY00966714	DLISEISAPPLY00008522AM22	06/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	000	RA DELHI	In Process	Action
3	ARNSEISAPPLY00966895AM22	DLISEISAPPLY00008517AM22	05/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	005	RA DELHI	In Process	Action
4	ARNSEISAPLY00966714	DLISEISAPPLY00008516AM22	05/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	000	RA DELHI	In Process	Action
5	ARNSEISAPPLY06681AM22	DLISEISAPPLY00008510AM22	05/04/2021	PLANFUL SOFTWARE	005	RA DELHI	In Process	Action

Screen 28 - Search result in track status screen

4. Now click on the action button and view the list of options available under action that can be performed.

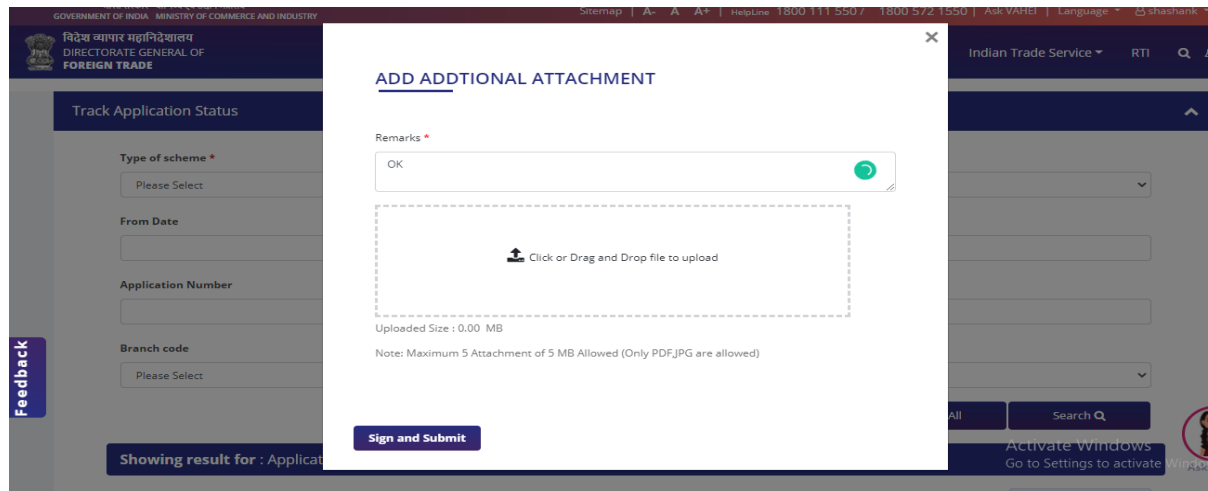
Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	ARNSEISAPLY00966714	DLISEISAPPLY00008523AM22	06/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	000	RA DELHI	In Process	Action
2	ARNSEISAPLY00966714	DLISEISAPPLY00008522AM22	06/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	000	RA DELHI	In Process	Action
3	ARNSEISAPPLY00966895AM22	DLISEISAPPLY00008517AM22	05/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	005	RA DELHI	In Process	Action
4	ARNSEISAPLY00966714	DLISEISAPPLY00008516AM22	05/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	000	RA DELHI	In Process	Action
5	ARNSEISAPPLY06681AM22	DLISEISAPPLY00008510AM22	05/04/2021	PLANFUL SOFTWARE	005	RA DELHI	In Process	Action

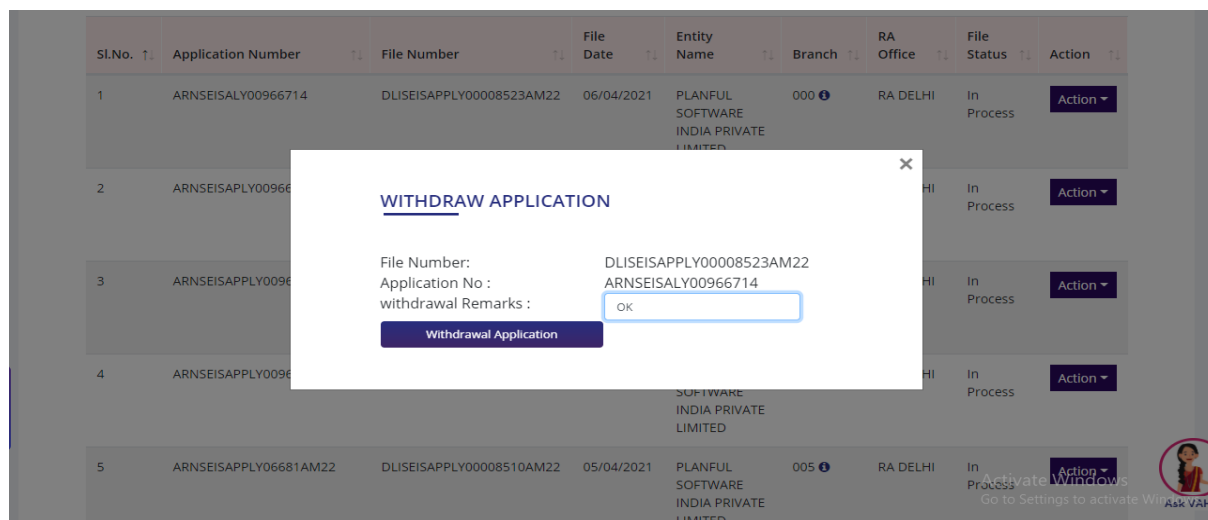
Screen 29 - Action list in track status

5. Actions that can be performed are:

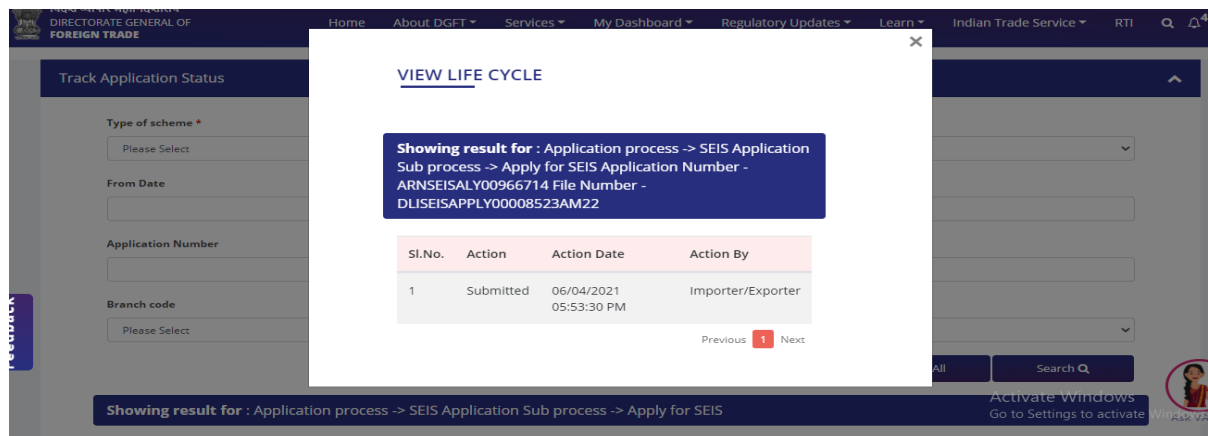
- Click on the print option, to view the submitted application and print the same.
- To view, the payment details click on the payment details option in the dropdown.
- For viewing the lifecycle of the application click on the view life cycle button,
- Similarly, for DSC signature details, transmission details, view approved license/ rejection letter, view submitted attachments, select the respective options from the list.



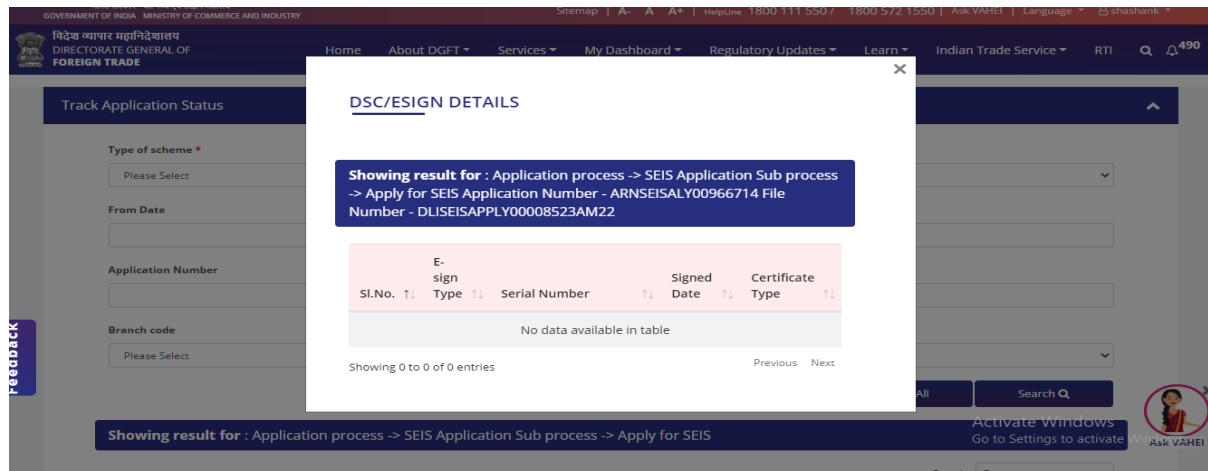
Screen 30 - Additional attachment action



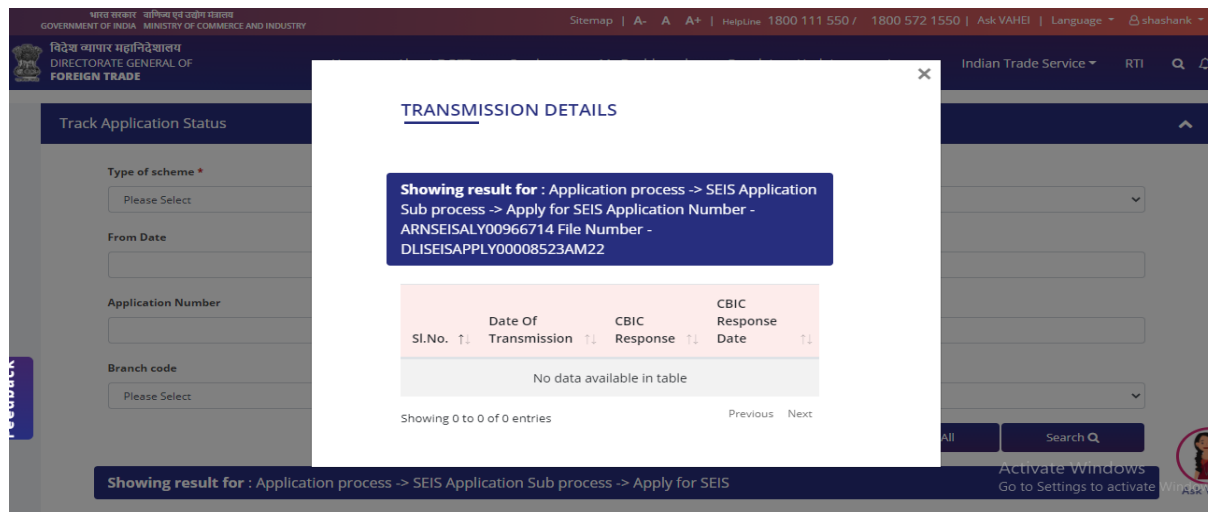
Screen 31 - Withdraw action



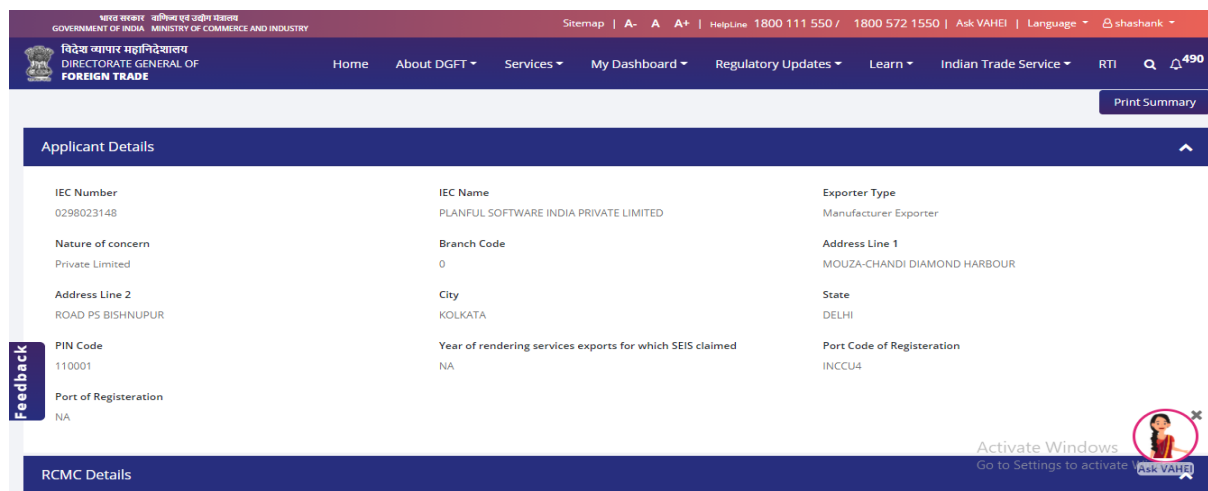
Screen 32 - View Life Cycle



Screen 33 - View E-Sign Details



Screen 34 - View Transmission details



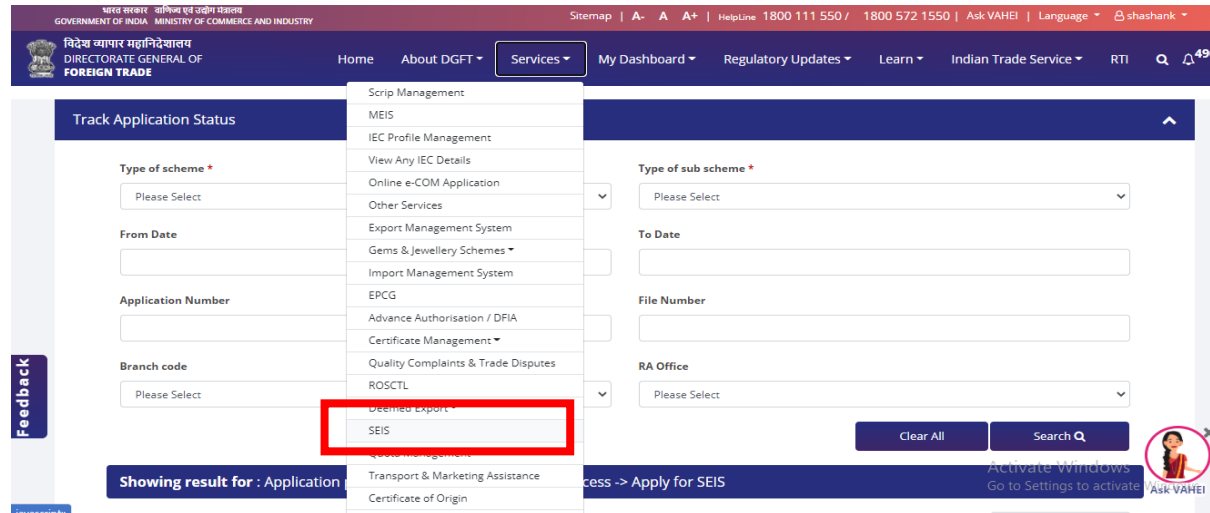
Screen 35 - Application summary -Track status

Amendment of SEIS Scrip

Applicant can amend the issued SEIS scrips for a new validity period, new entity name, and new entity address.

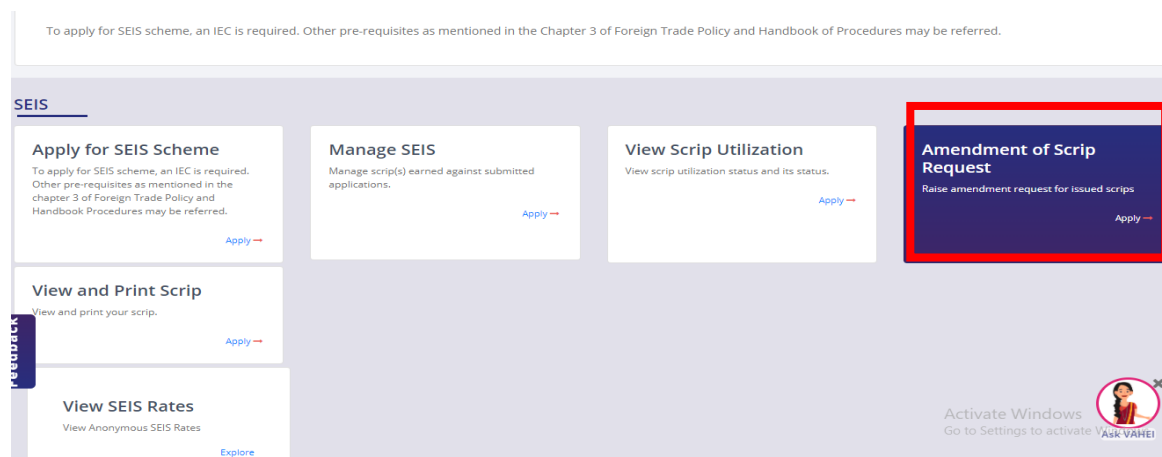
User may proceed with the following steps:

1. First login with valid credentials.
2. Once you land on Dashboard click on services -> SEIS



Screen 36 - Navigation to SEIS node

3. Now click the 'Amendment of scrip Request' node to proceed with the amendment of your SEIS file.



Screen 37 - Amendment of SEIS scrip Request node

4. The applicant will be redirected to the scrip management page, here the applicant should select scrip type as SEIS and search for the required scrip by clicking on the search button.

Screen 38 - Scrip search node

5. The applicant will be displayed with all the issued SEIS scrip. Select scrip to be amended and click on the amendment button.

Note: only the scrip with active status can be amended

Search Result(s)

Copy Excel CSV PDF Print

Select	File Number	Scrip number	Issue Date	Duty Credit Value	Status	Valid Upto	Is Transferred	Port Of Registration
<input type="radio"/>	DELSEISAPPLY00000548AM21	2782783045	28/08/2020	2860906603	Expired	02/10/2020	N	INIXC4
<input checked="" type="radio"/>	DELSEISAPPLY00000574AM21	4520604290	28/08/2020	3228569	Active	01/01/2023	N	INAPI6
<input type="radio"/>	DELSEISAPPLY00000574AM21	5151315693	28/08/2020	3228569	Suspended	28/08/2022	N	INAPI6
<input type="radio"/>	DELSEISAPPLY00000574AM21	1070893443	28/08/2020	3228569	Suspended	28/08/2022	N	INAPI6
<input type="radio"/>	DELSEISAPPLY00000574AM21	1512166848	28/08/2020	3228569	Active	28/08/2022	N	INAPI6
<input type="radio"/>	DELSEISAPPLY00000573AM21	7189066149	29/08/2020	1268325741	Suspended	29/08/2022	N	INAGR4
<input type="radio"/>	DELSEISAPPLY00000590AM21	8653949007	31/08/2020	1185325	Transferred	31/08/2022	N	INAJL4
<input type="radio"/>	DELSEISAPPLY00000591AM21	9091267498	31/08/2020	4311865	Transferred	31/08/2022	N	INBGM6
<input type="radio"/>	DELSEISAPPLY00006392AM21	4957642303	20/10/2020	500000	Suspended	20/10/2025	N	INGGEG
<input type="radio"/>	DELSEISAPPLY00006392AM21	9119944592	20/10/2020	500000	Suspended	20/10/2022	N	INGGEG

Activate Windows
Go to Settings to activate Windows

Screen 39 - Scrip search result

6. Now applicant will be directed to the amendment application form, in this form user should upload an attachment and at least select one reason to amend the scrip

Screen 40 - Amendment application

Screen 41 - Reason for amendment screen

Attachment Type	Remark	View/Add More Attachments	Delete
FIR Copy reporting loss		view	

Screen 42 - Attachment section

7. Now click on the sign button, once the applicant clicks on the sign button, the amendment application cannot be edited.

Screen 43 - Payment for amendment button

8. After signing the amendment form click on the payment for amendment button to successfully make the payment and the e-receipt with file number will be generated.

GOVERNMENT OF INDIA, MINISTRY OF COMMERCE AND INDUSTRY
विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF FOREIGN TRADE

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विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF FOREIGN TRADE
DGFT, Udyog Bhawan, New Delhi

E-PAYMENT RECEIPT

IEC	0999999999
File Number	[REDACTED]
Date of Submission	2021-04-07 05:46:16
IP Address	192.168.136.164
Firm Name	PLANFUL SOFTWARE INDIA PRIVATE LIMITED
Firm Address	MOUZA-CHANDI DIAMOND HARBOUR
Service Availed	Amendment Request SEIS
Mode of Signature	Digital Signature

PAYMENT DETAILS

Transaction Id	2720
Total Fee Amount (in INR)	200.00
Date of Submission	2021-04-07 05:46:16

Feedback

Activat
Go to Set

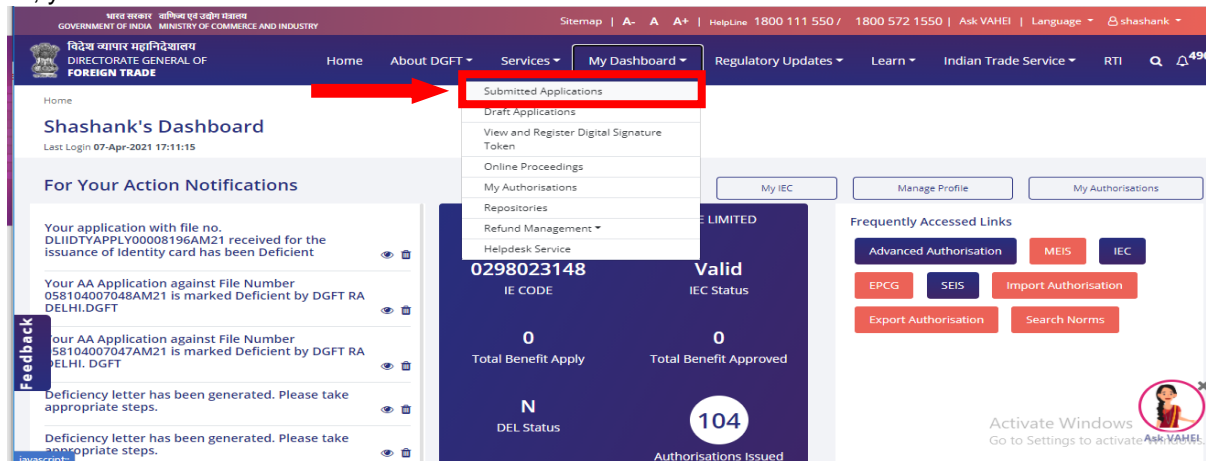
Screen 44 - e-receipt for amendment

Performing actions on the submitted Amendment SEIS File

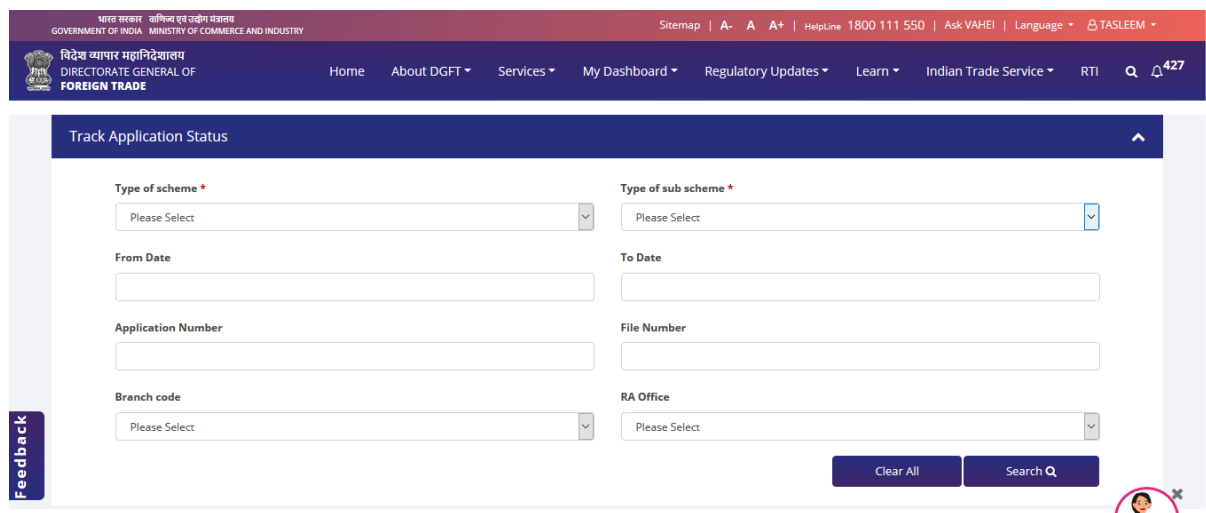
Various actions can be performed on the submitted amendment SEIS file, for this we need a submitted amendment of the SEIS application.

Proceed with the following steps.

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the login button to log in to the system.
2. Once you land on Dashboard then click on the 'my dashboard' option, click on the submitted application option from the dropdown, you will be redirected to the track status screen.



Screen 45 - Navigation to track status



Screen 46 - Track status screen

3. In the track status search parameter, select the type of scheme as SEIS and type of sub-scheme as amendment of SEIS to view all the submitted Amendment of SEIS applications.

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	ARNSEISALY00966714	DLISEISAPPLY00008523AM22	06/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	000	RA DELHI	In Process	Action
2	ARNSEISAPLY00966714	DLISEISAPPLY00008522AM22	06/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	000	RA DELHI	In Process	Action
3	ARNSEISAPPLY00966895AM22	DLISEISAPPLY00008517AM22	05/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	005	RA DELHI	In Process	Action
4	ARNSEISAPPLY00966714	DLISEISAPPLY00008516AM22	05/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	000	RA DELHI	In Process	Action
5	ARNSEISAPPLY06681AM22	DLISEISAPPLY00008510AM22	05/04/2021	PLANFUL SOFTWARE	005	RA DELHI	In Process	Action

Screen 47 - Amendment application search result

4. Now click on the action button and view the list of options available under action that can be performed.

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	ARNSEISALY00966714	DLISEISAPPLY00008523AM22	06/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	000	RA DELHI	In Process	Action
2	ARNSEISAPLY00966714	DLISEISAPPLY00008522AM22	06/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	000	RA DELHI	In Process	Action
3	ARNSEISAPPLY00966895AM22	DLISEISAPPLY00008517AM22	05/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	005	RA DELHI	In Process	Action
4	ARNSEISAPLY00966714	DLISEISAPPLY00008516AM22	05/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	000	RA DELHI	In Process	Action
5	ARNSEISAPPLY06681AM22	DLISEISAPPLY00008510AM22	05/04/2021	PLANFUL SOFTWARE	005	RA DELHI	In Process	Action

Print

Withdraw

Attach Documents

View Life Cycle

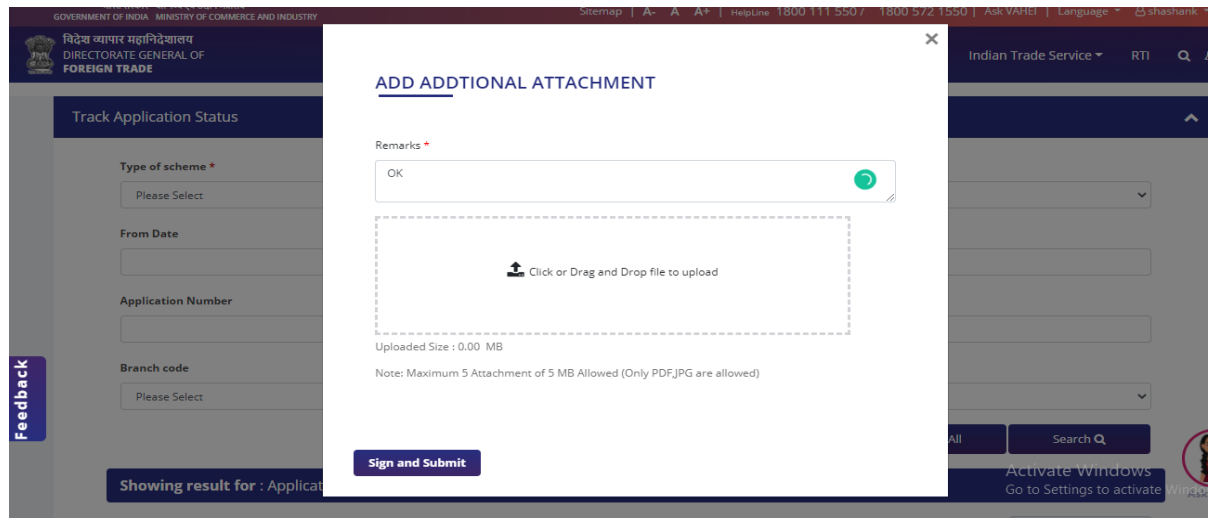
DSC/eSign Details

Transmission Details

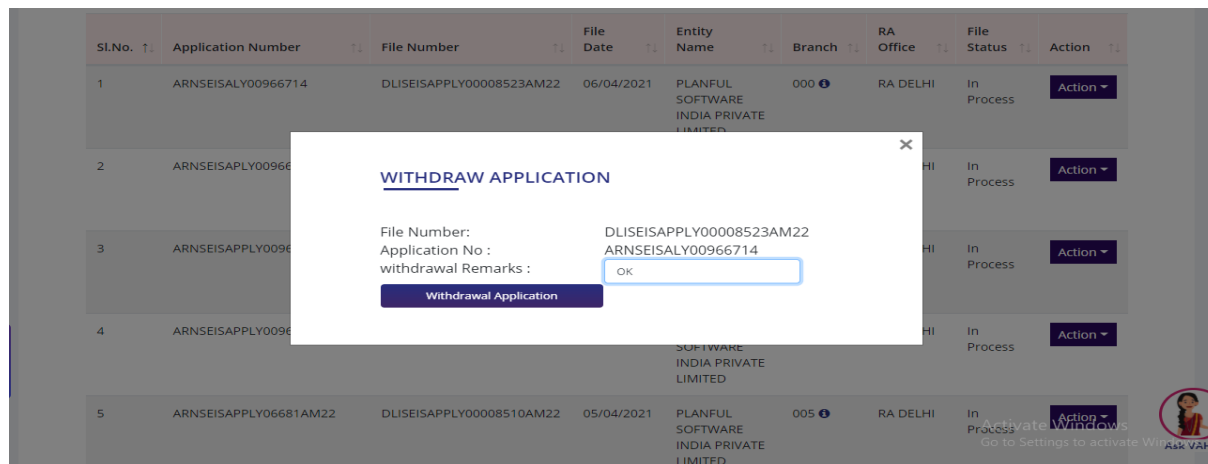
View Submitted Attachments

Screen 48 - actions in amendment file

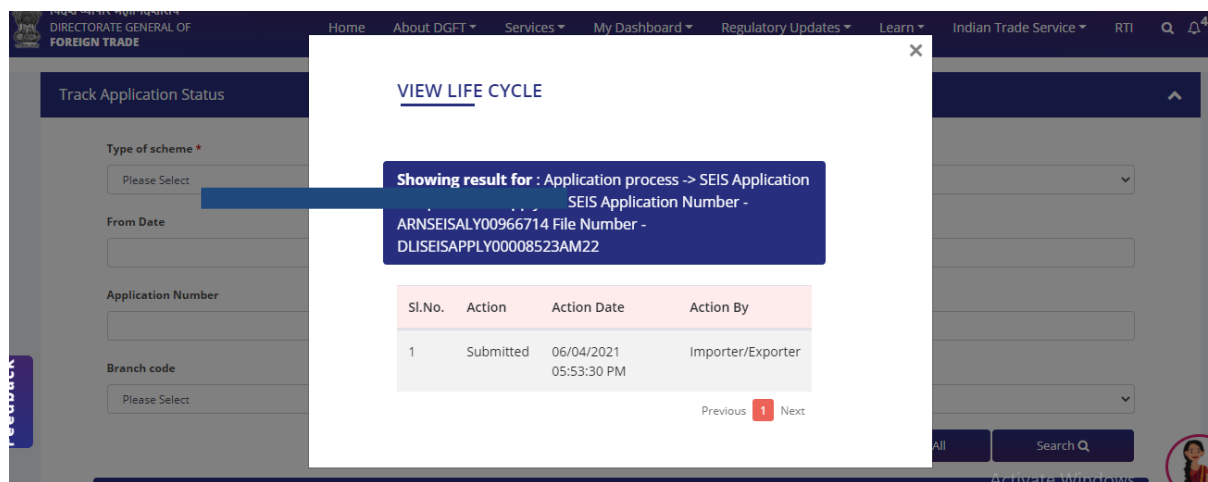
5. Do the following to perform the actions on submitted files:
- Click on the print option, to view the submitted application and print the same.
 - To view, the payment details click on the payment details option in the dropdown.
 - For viewing the lifecycle of the application click on the view life cycle button,
 - Similarly, for DSC signature details, transmission details, view approved license/ rejection letter, view submitted attachments, and select the respective options from the list.



Screen 49 - Add Additional Attachments popup



Screen 50 - Withdrawal of application popup



Screen 51 - View life cycle

Responding to Deficiency

Various actions can be performed on the submitted amendment SEIS file/ amendment of SEIS file. One such action is respond to deficiency. When the file is marked deficient by the Officer, then applicant can respond to deficiency and resubmit the application

There are 2 ways to respond to deficiency:

1. Respond to deficiency with amending the file
2. Respond to deficiency without amending the file

Proceed with the following steps.

Responding to deficiency with amending the file:

1. Go to track status (My dashboard -> submitted application)
2. Select SEIS from type of scheme dropdown and type of sub-scheme as apply for SEIS

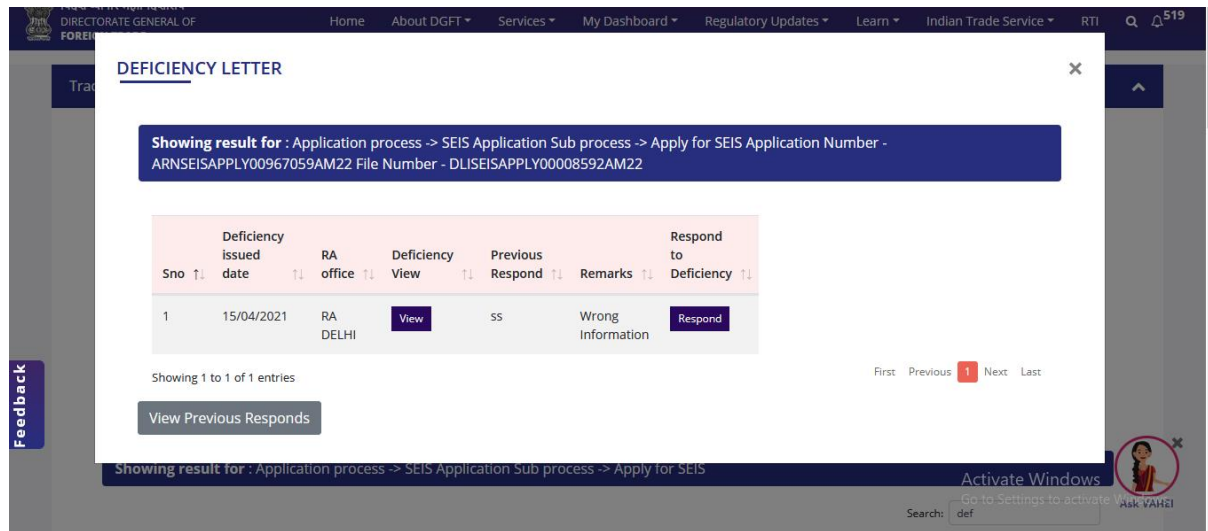
Screen 52 - Track status screen

3. Click on search button and find the application that is marked as deficient by the officer.
4. Select the file and click on actions button.

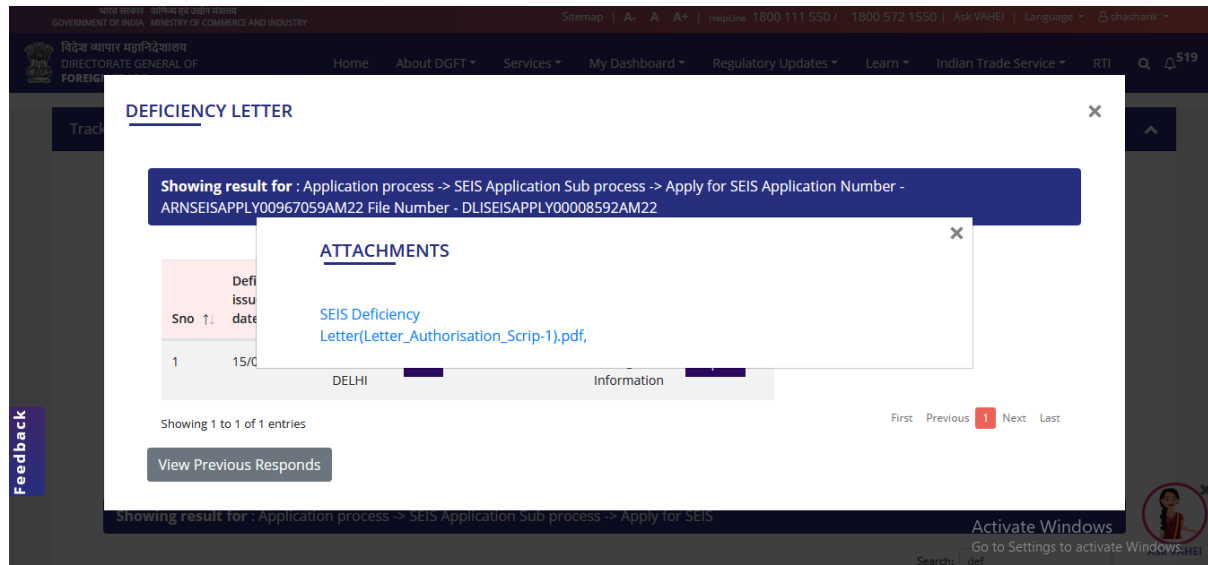
Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status
7	ARNSEISAPPLY00967059AM22	DLISEISAPPLY00008592AM22	15/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	005	RA DE	Deficient
15	ARNSEISAPPLY0966714	DLISEISAPPLY00008560AM22	08/04/2021	PLANFUL SOFTWARE INDIA PRIVATE LIMITED	000	RA DELHI	Deficient

Screen 53 - Navigation to respond to deficiency

5. Now click on 'respond to deficiency' in actions menu.
6. In the pop up click on view hyperlink to view the deficiency letter

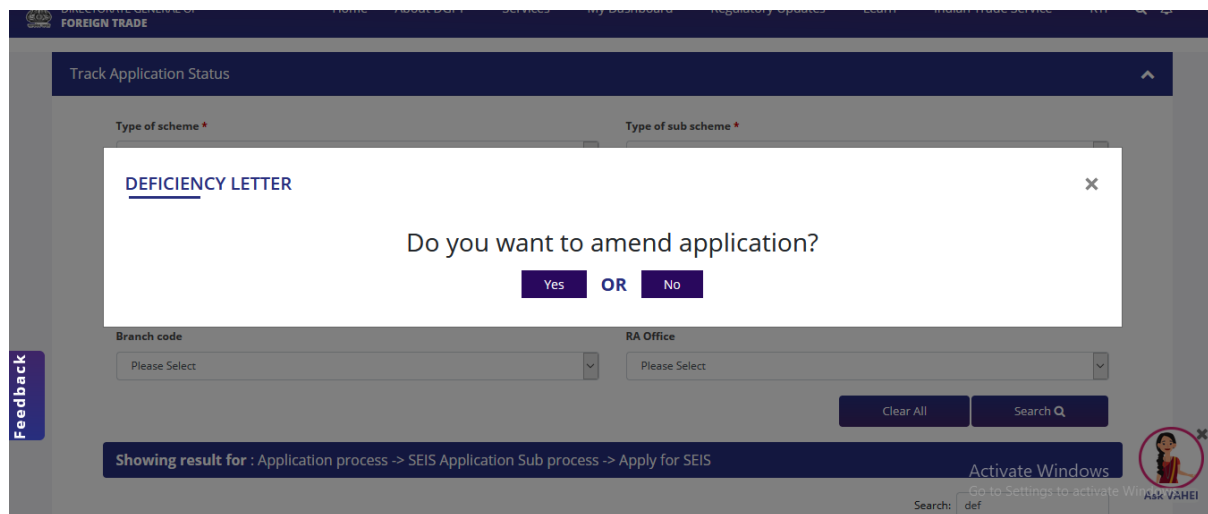


Screen 54 - Respond to deficiency popup



Screen 55 - Deficiency letter

7. Now click on respond button in popup



Screen 56 - Confirmation to Amend or not

8. Click on yes to amend the application, applicant will be redirected to the file.

Screen 57 - Application details screen of respond to deficiency

9. Applicant can amend the application as per the comments given in the deficiency letter and proceed to submit the application

Note: kindly sign the declaration in the declaration page before proceeding

10. In application summary page, click on submit button your response to the deficient application will be submitted

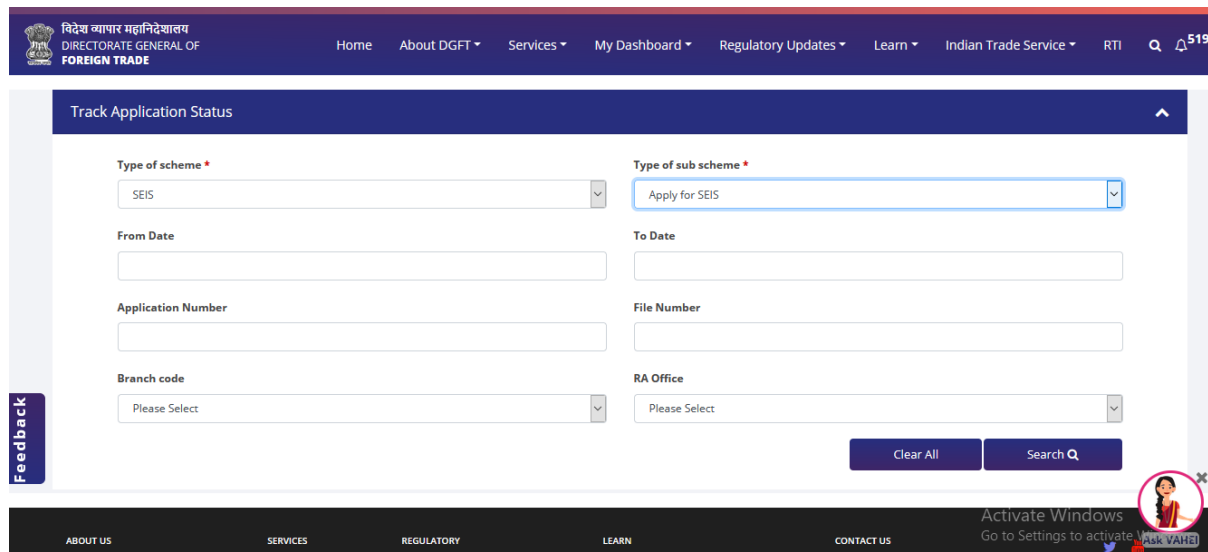
Screen 58 - submit button in respond to deficiency application

Screen 59 - Acknowledgement of submission

Responding to deficiency without amending the file:

1. Go to track status (My dashboard -> submitted application)

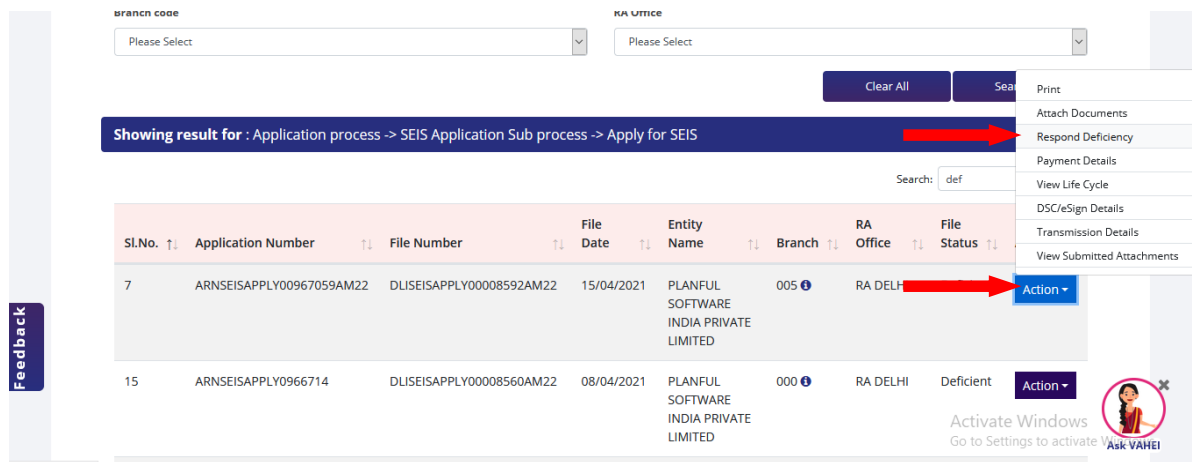
2. Select SEIS from type of scheme dropdown and type of sub-scheme as apply for SEIS.



Screen 60 - Track status page

3. Click on search button and find the application that is marked as deficient by the officer.

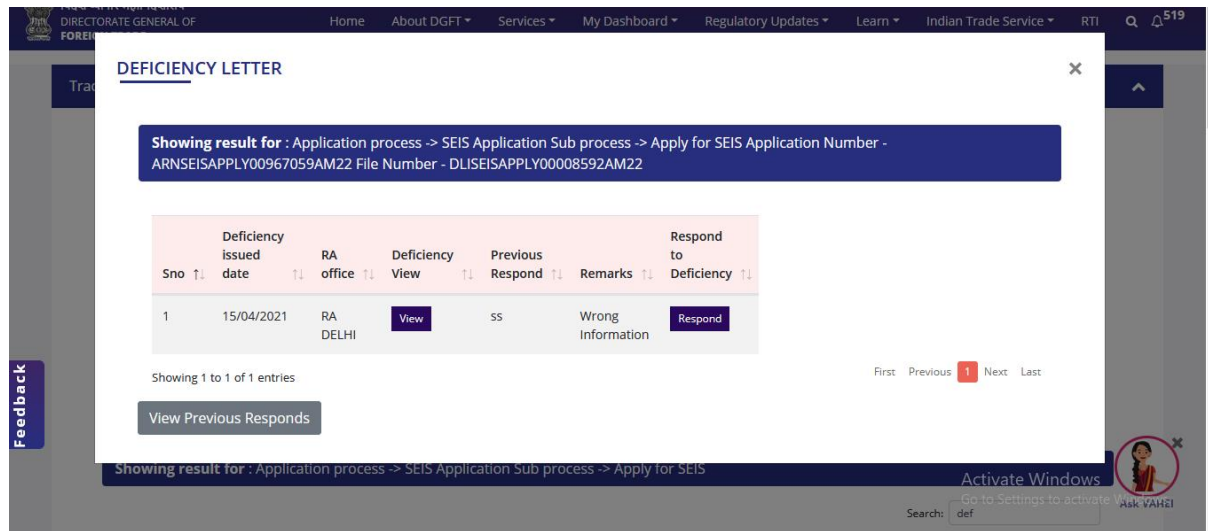
4. Select the file and click on actions button.



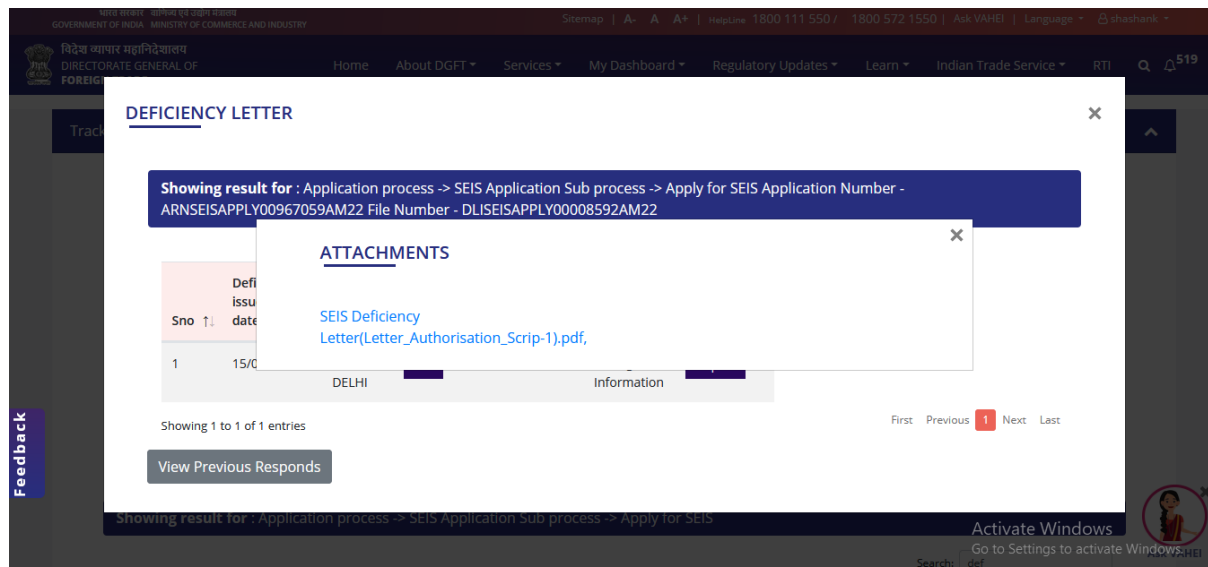
Screen 61 - navigation to respond to deficiency

5. Now click on 'respond to deficiency' in actions menu.

6. In the pop up click on view hyperlink to view the deficiency letter

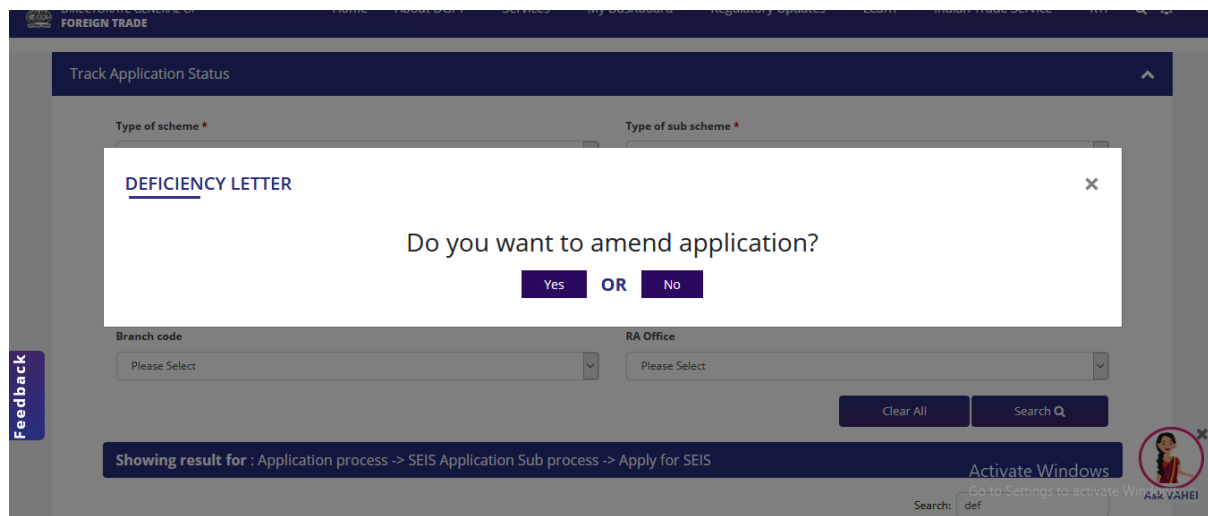


Screen 62 - Respond to deficiency popup



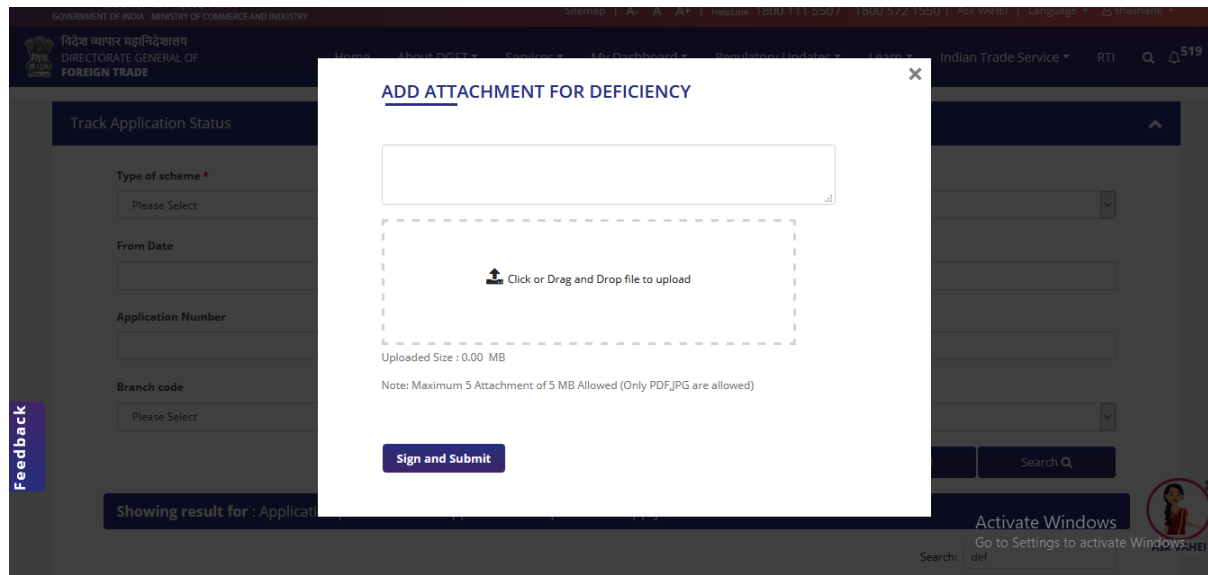
Screen 63 - Deficiency letter

7. Now click on respond button in popup.



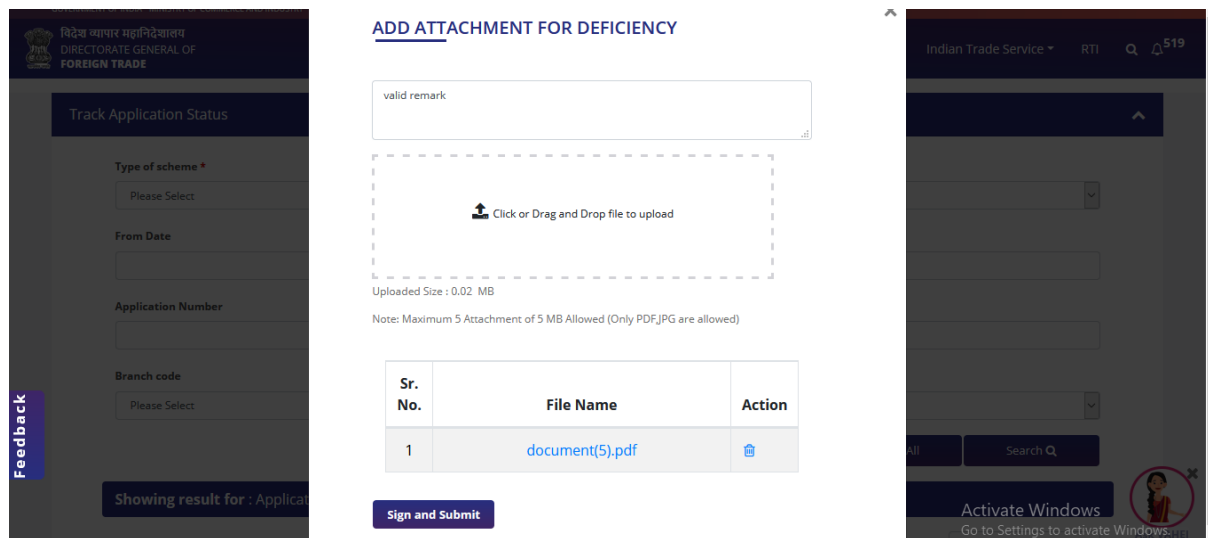
Screen 64 - Confirmation to amend or not

8. Click on 'no' to amend the application, applicant will be asked to attach supporting documents.



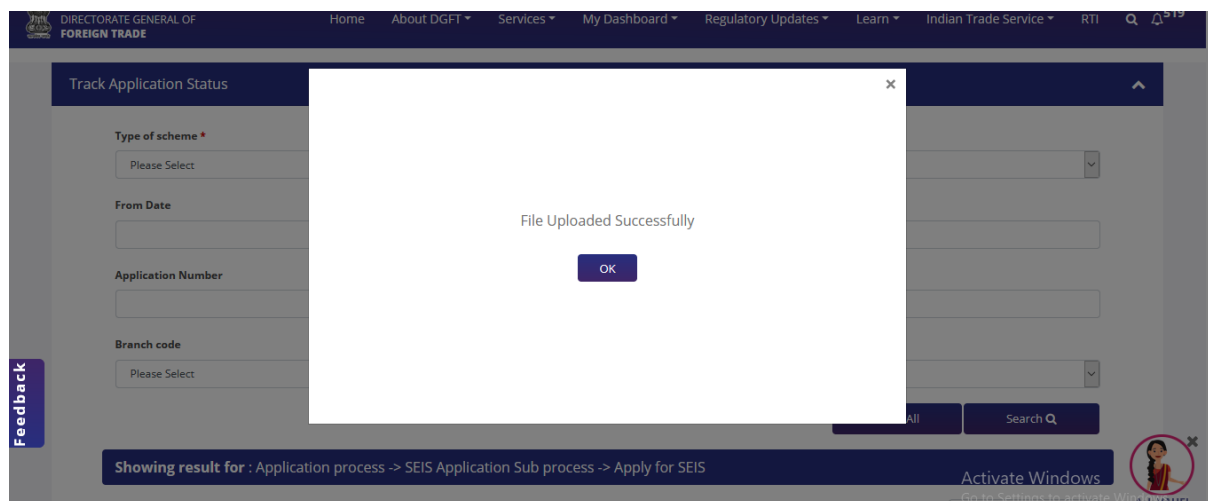
Screen 65 - Add attachment for deficiency

9. Attach valid documents with comments to the 'add attachment for deficiency' pop up.



Screen 66 - Uploading attachments

10. Now click on 'Sign and Submit' button to successfully submit the response to the deficiency.



Screen 67 - Successfully uploaded popup

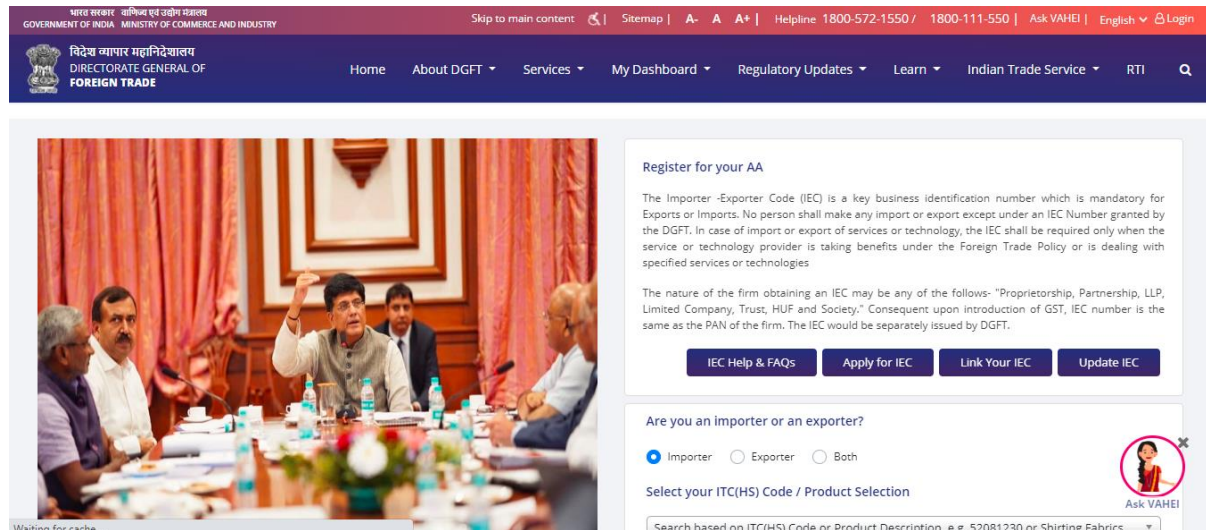
Viewing and printing the SEIS scrip

In this module the View and printing of issued SEIS scrips is covered. There are 2 ways to view the seis scrips

- Viewing SEIS scrip from view and print SEIS Node (Services -> SEIS -> View and print Node)
- Viewing SEIS scrip from My Authorization section (My Dashboard -> My Authorizations)

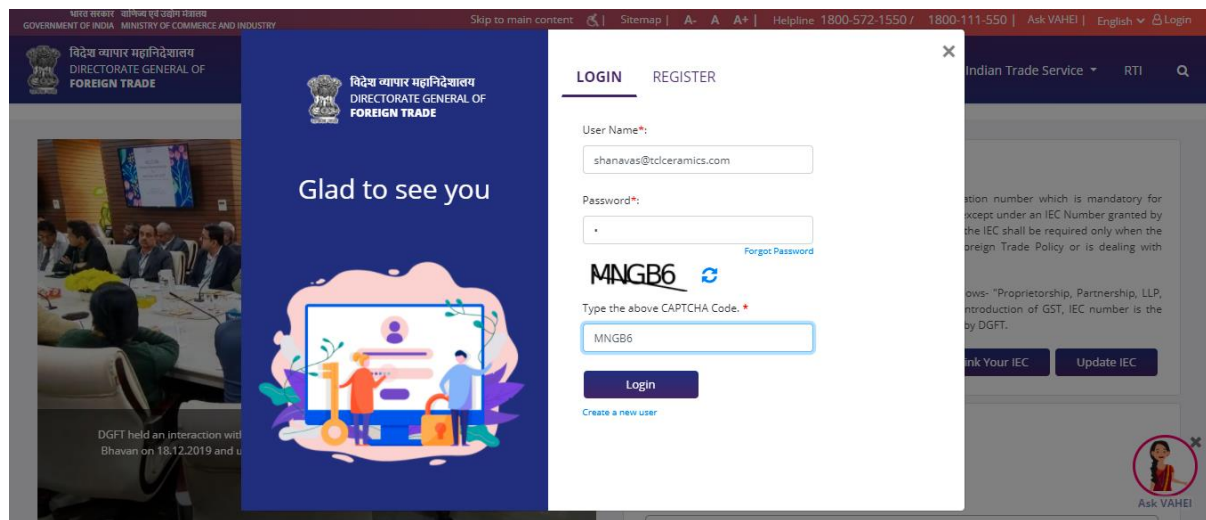
First, section of this module contains the steps to view scrip from View and Print Seis Node. Follow the below steps for the same:

1. Open DGFT Customer Portal website and click on the Login button.



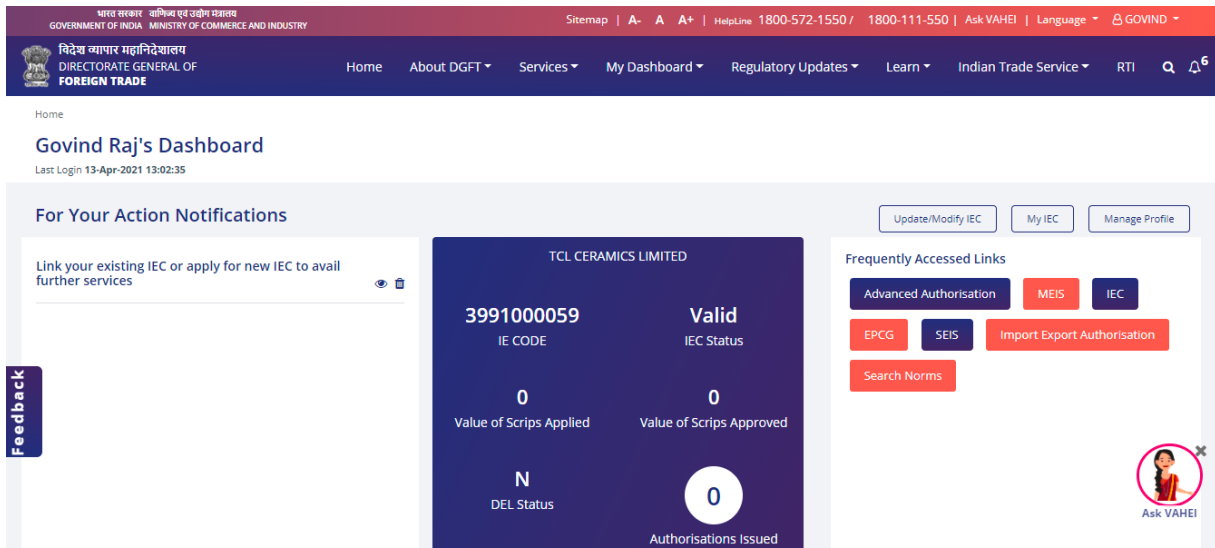
Screen 68 – DGFT home page

2. Login window open and user have to enter their credentials to open their account.



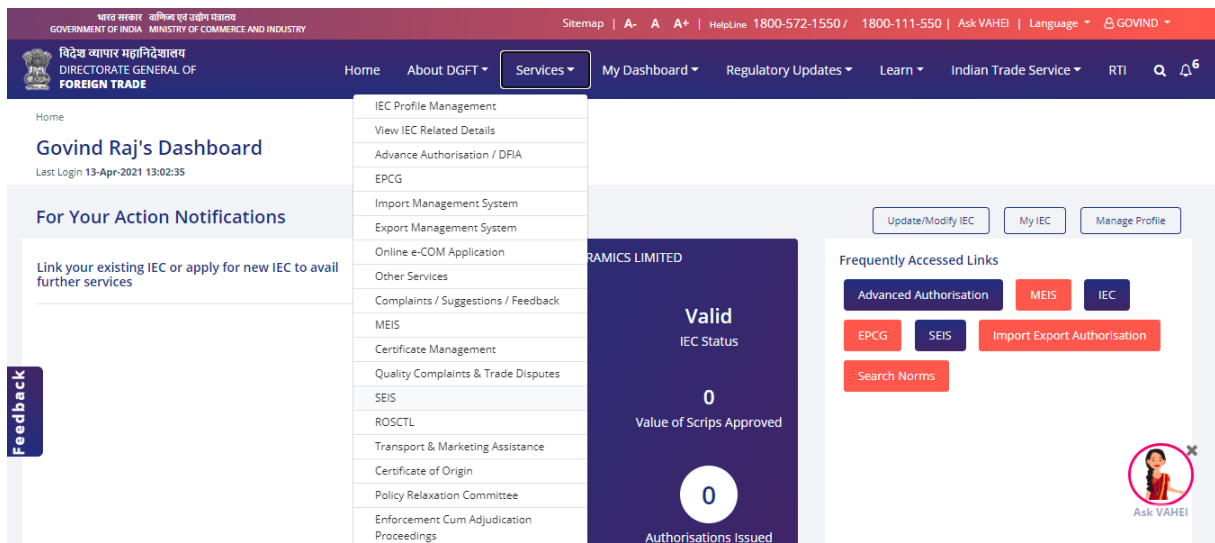
Screen 69 - Login Page

- After entering the credentials and click on login, user redirect to the homepage



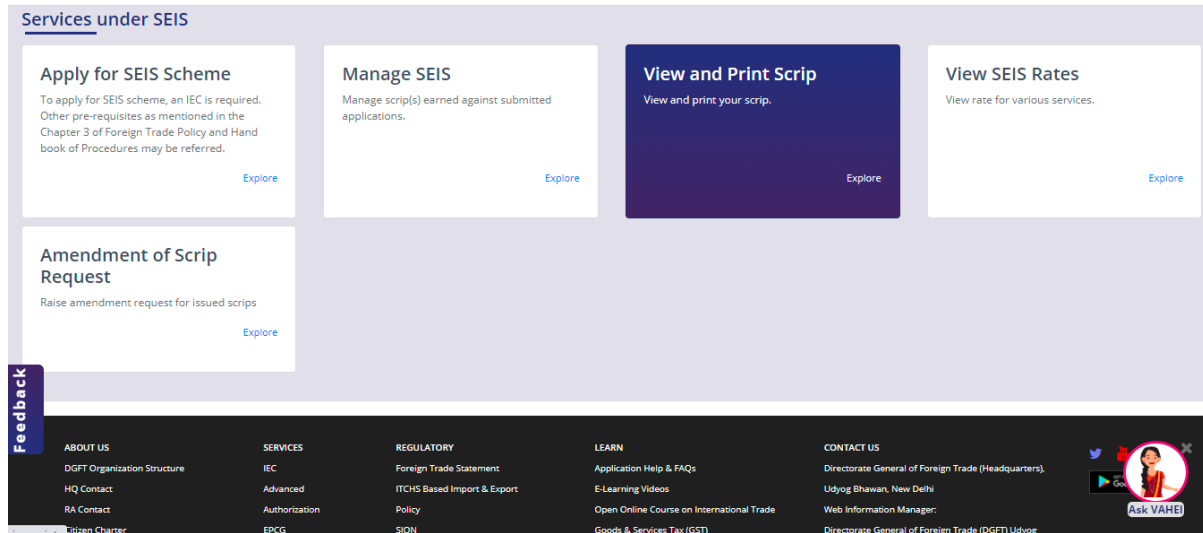
Screen 70 - User Dashboard

- User has to click on the services to open the drop down and have to click on SEIS tile.



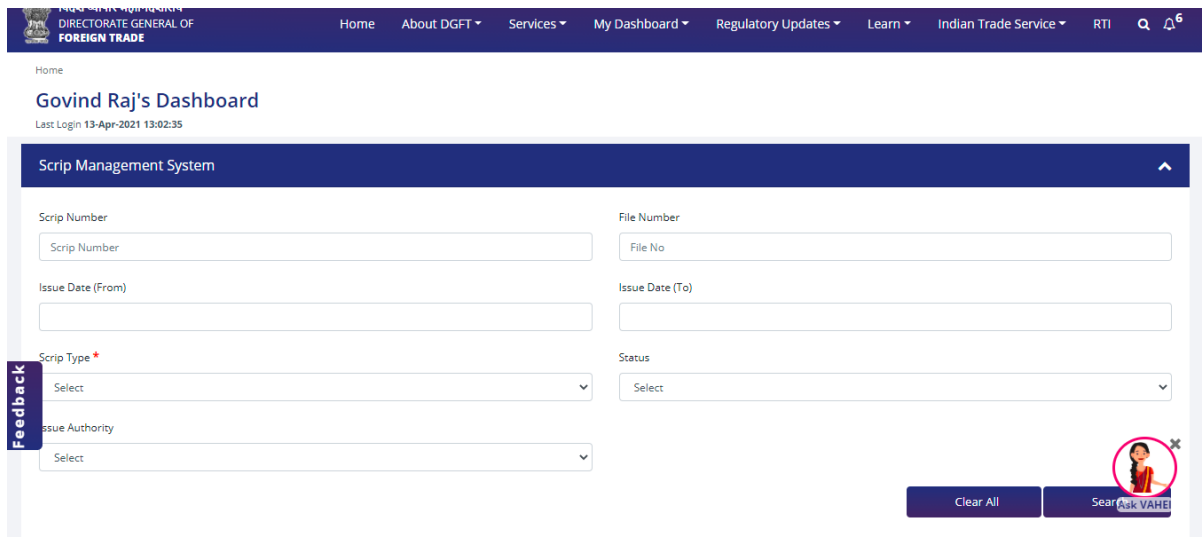
Screen 71 - Navigation to SEIS node

- After click on the SEIS tile, user redirect to SEIS Processes page and now user have to click on the View and Print Scrip tab .

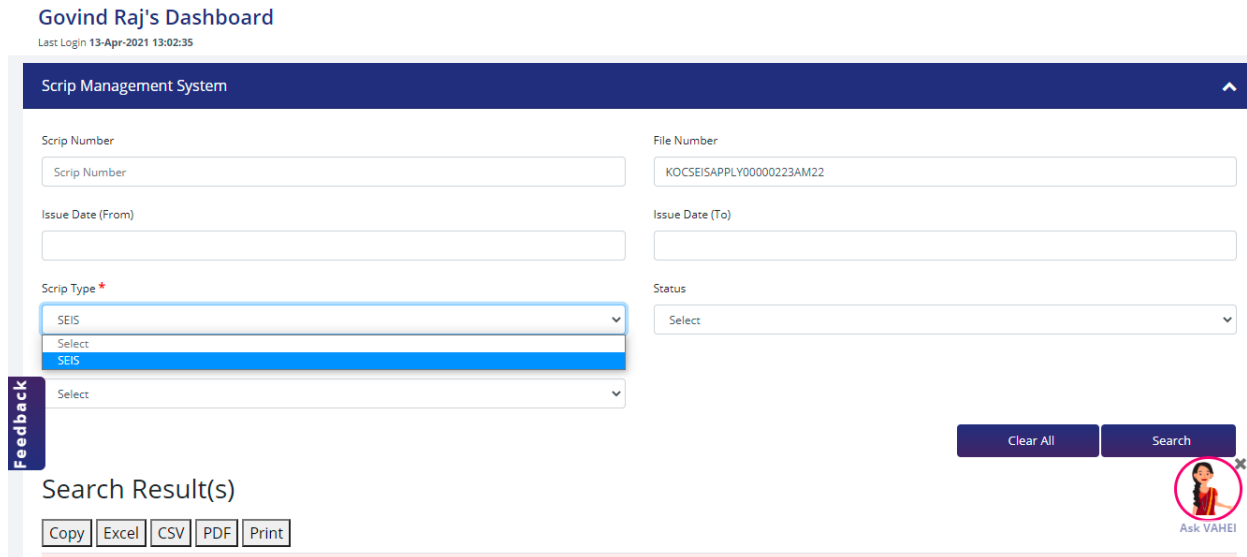


Screen 72- View and Print SEIS node

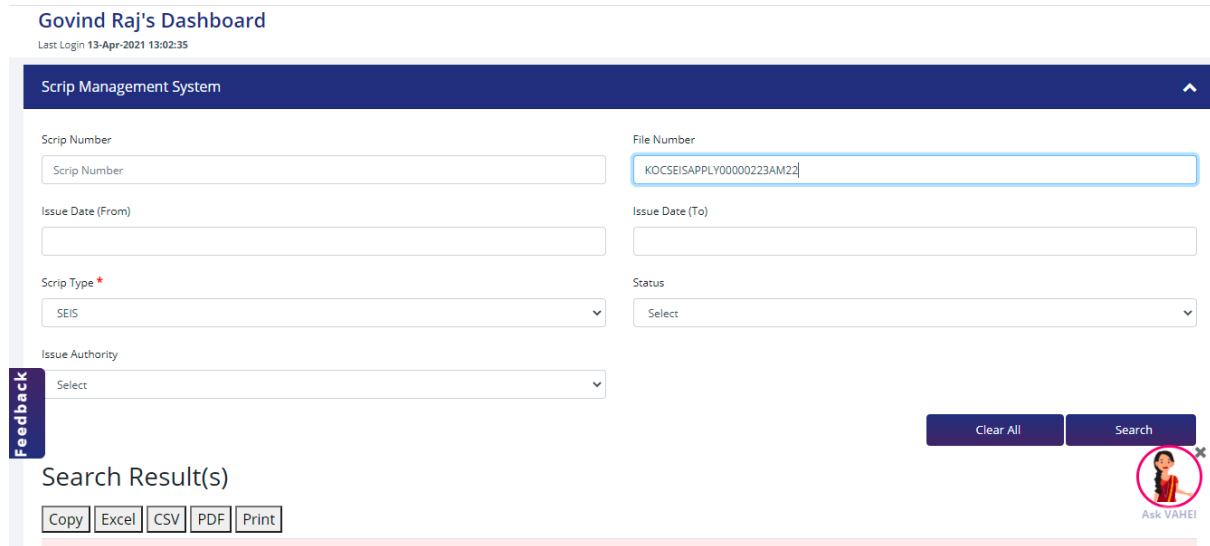
6. User will be redirected to the View and print Scrip page and then have to enter the details to search the scrip data.
7. Now user has to select the scrip type filter and if user wants to search the specific file then he has to enter the file no and then click on search button to find the scrip details.



Screen 73 - Scrip management screen

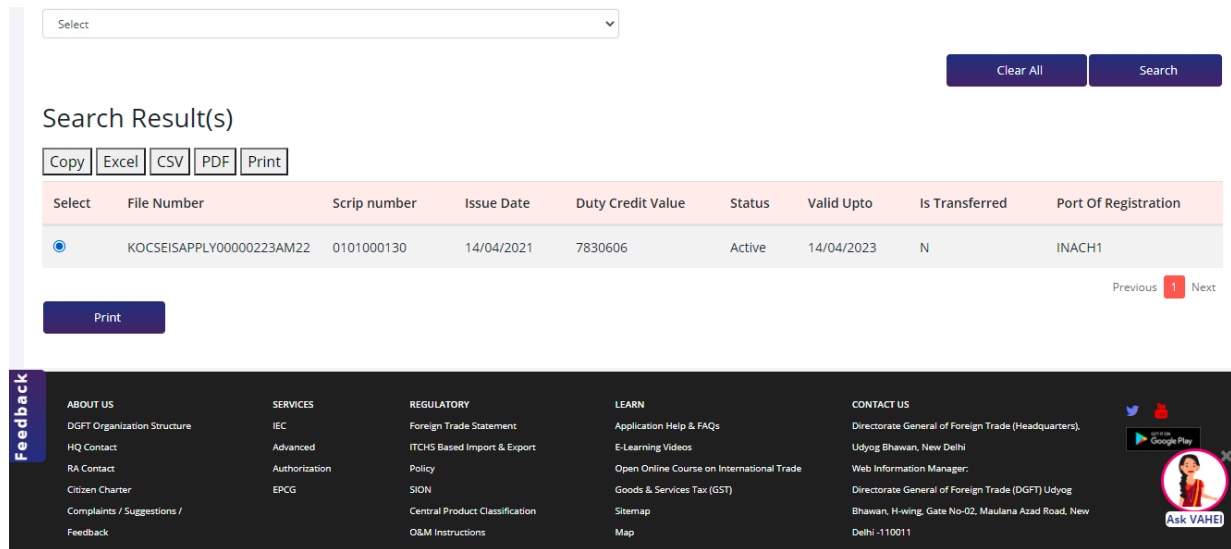


Screen 74 - Scrip type selection in Scrip management



Screen 75 - Search parameter - scrip management

- 8. After click on the search button, Scrip details will be shown in Search details section.
- 9. Now user must select the scrip and have to click on the print button.

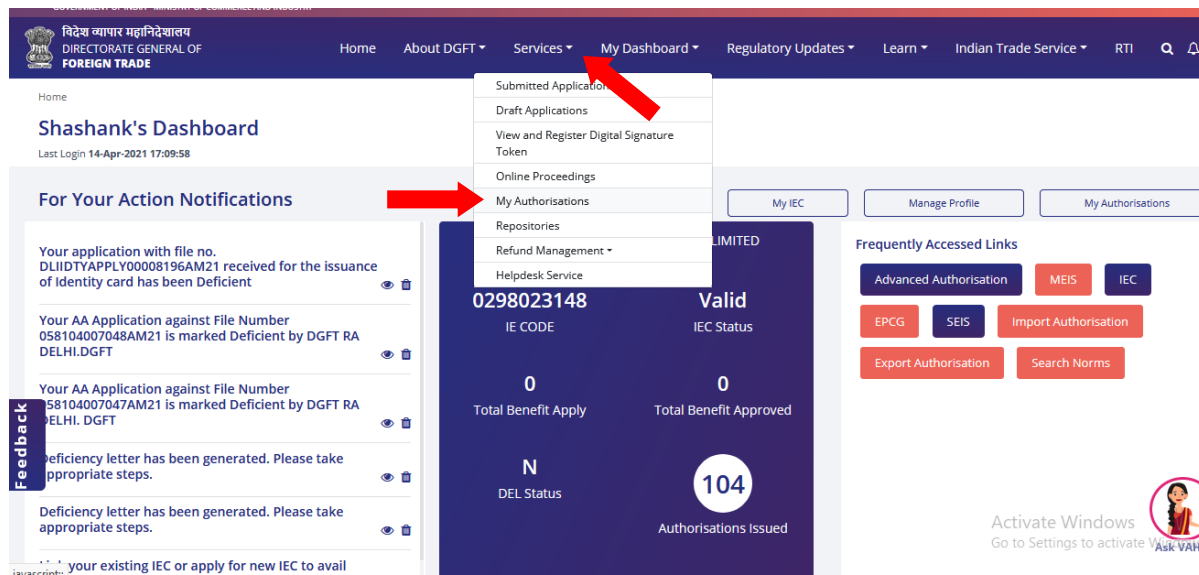


Screen 76 - Selection of scrip to be printed

10. After click on the print the scrip will be downloaded in user’s local system.

Second way to view the issued SEIS scrip through My Authorization node, follow the steps below for the same:

1. Login with valid credentials to reach the DGFT homepage
2. Now click on My Dashboard -> My Authorizations



Screen 77 - Navigation to my authorization

3. Select type of scheme as SEIS and click on search in my authorization page

Screen 78 - My authorization screen

4. Scroll down to see the search results, you will find the scrip number. Click on the scrip number, and then the scrip will be saved in user's local system.

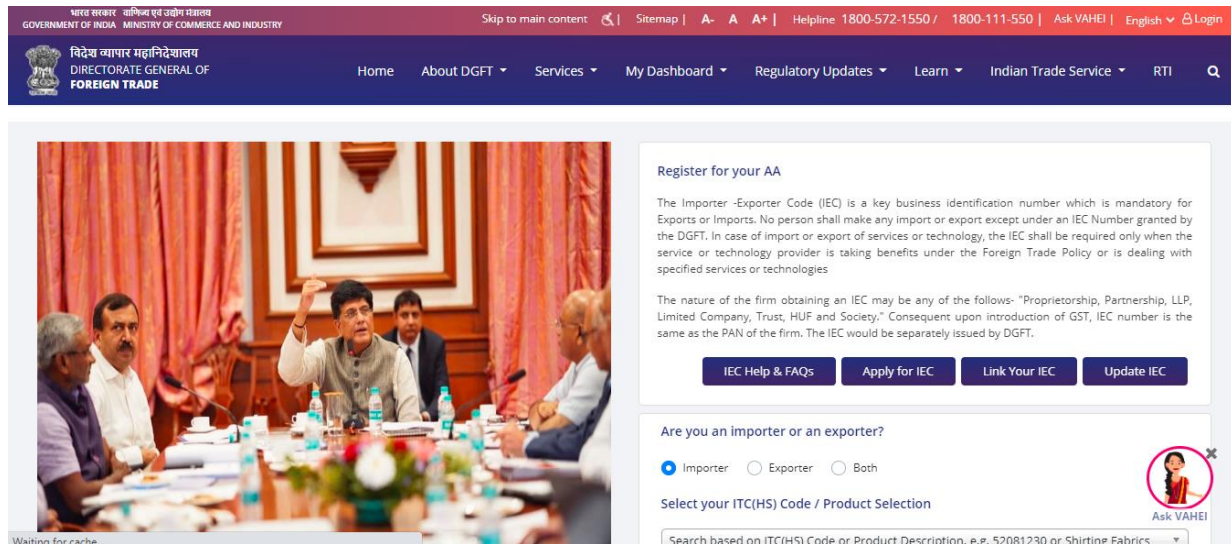
Sl. No.	File Number	Authorisation Number	Authorisation Type	IEC	Authorisation Date	Port Of Registration	Current Status	Issuing Office	View Life Cycle
1	DELSEISAPPLY00000548AM21	2782783045	SEIS	0298023148	28/08/2020	812-Chandigarh	Expired	RA DELHI	View
2	DELSEISAPPLY00000574AM21	4520604290	SEIS	0298023148	28/08/2020	935-AHMEDABAD APPAREL PARK	Active	RA DELHI	View
3	DELSEISAPPLY00000574AM21	5151315693	SEIS	0298023148	28/08/2020	935-AHMEDABAD APPAREL PARK	Suspended	RA DELHI	View
4	DELSEISAPPLY00000574AM21	1070893443	SEIS	0298023148	28/08/2020	935-AHMEDABAD APPAREL PARK	Suspended	RA DELHI	View
5	DELSEISAPPLY00000574AM21	1512166848	SEIS	0298023148	28/08/2020	935-AHMEDABAD APPAREL PARK	Active	RA DELHI	View
	DELSEISAPPLY00000573AM21	7189066149	SEIS	0298023148	29/08/2020	403-Agra	Suspended	RA DELHI	View
	DELSEISAPPLY00000590AM21	8653949007	SEIS	0298023148	31/08/2020	764-Aizwal	Transferred	RA DELHI	View
	DELSEISAPPLY00000591AM21	9091267498	SEIS	0298023148	31/08/2020	292-LAND CUSTOMS STATION, BAGHMARA	Transferred	RA DELHI	View

Screen 79 - List of SEIS scrips

Viewing SEIS rates

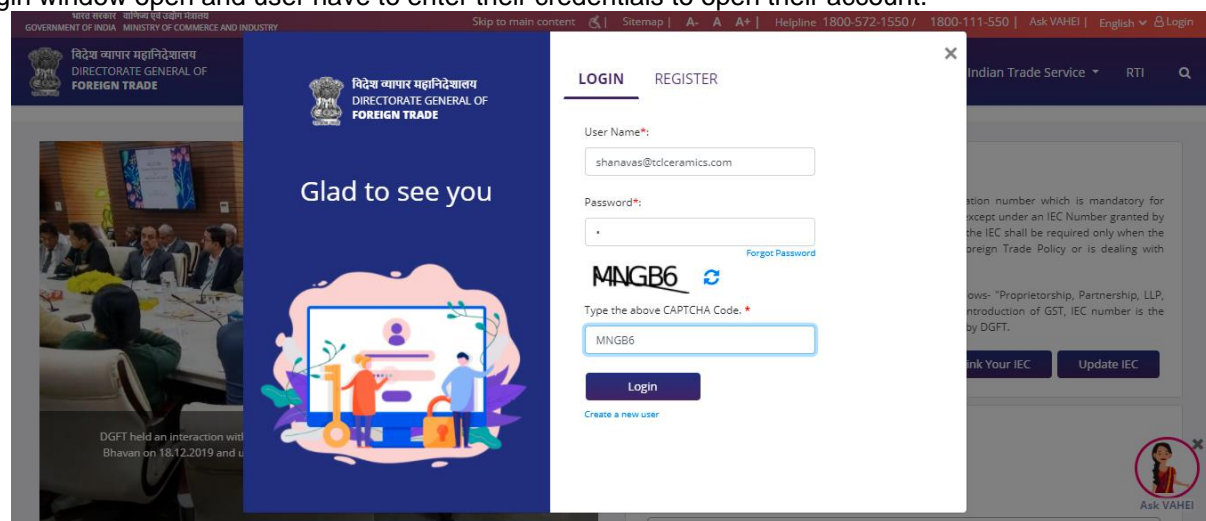
In this section viewing of SEIS rates is covered, follow the steps to view the seis rates

1. Open DGFT Customer Portal website and click on the Login button.



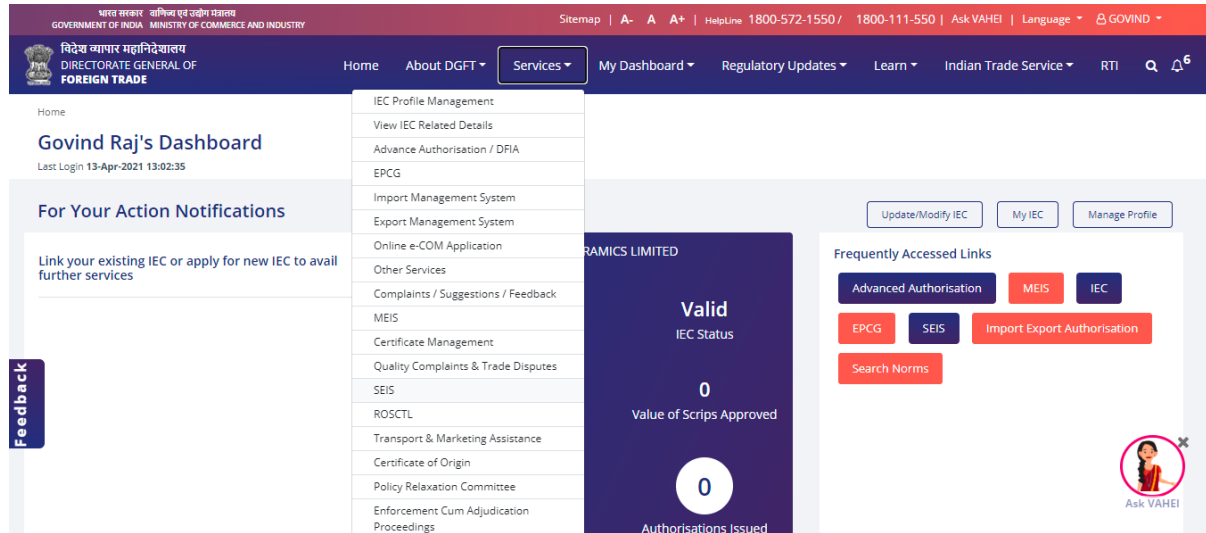
Screen 80 - DGFT home page

2. Login window open and user have to enter their credentials to open their account.



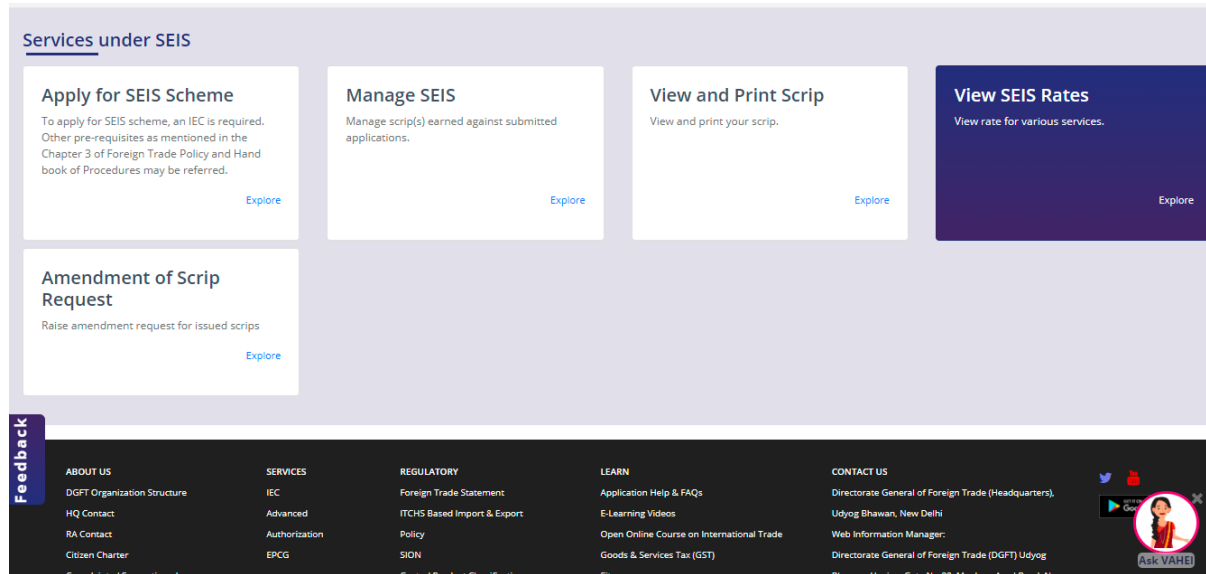
Screen 81 - Login page

3. After entering the credentials and click on login, user redirect to the homepage dashboard.
4. User has to click on the services to open the drop down and have to click on SEIS tile.



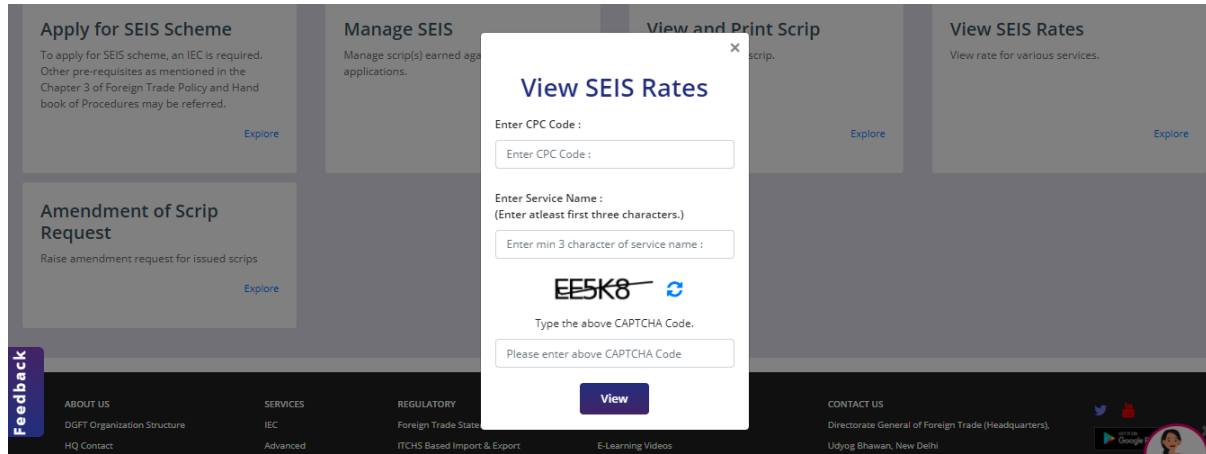
Screen 82 - Navigation to SEIS node

5. After click on the SEIS tile, user redirects to SEIS Processes page and now user have to click on the View SEIS Rates tab.



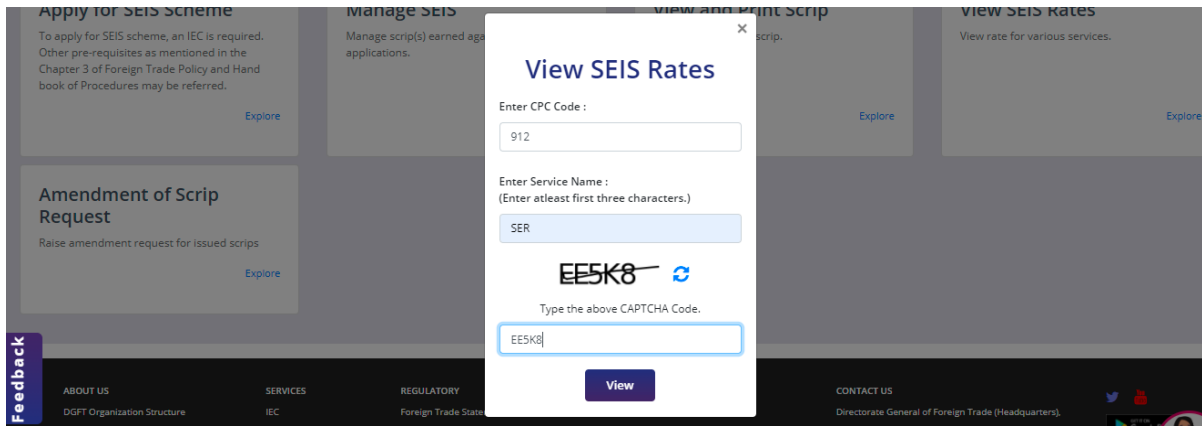
Screen 83 - Navigation to View SEIS Rates

6. View SEIS Rate will open for searching SEIS Rates.



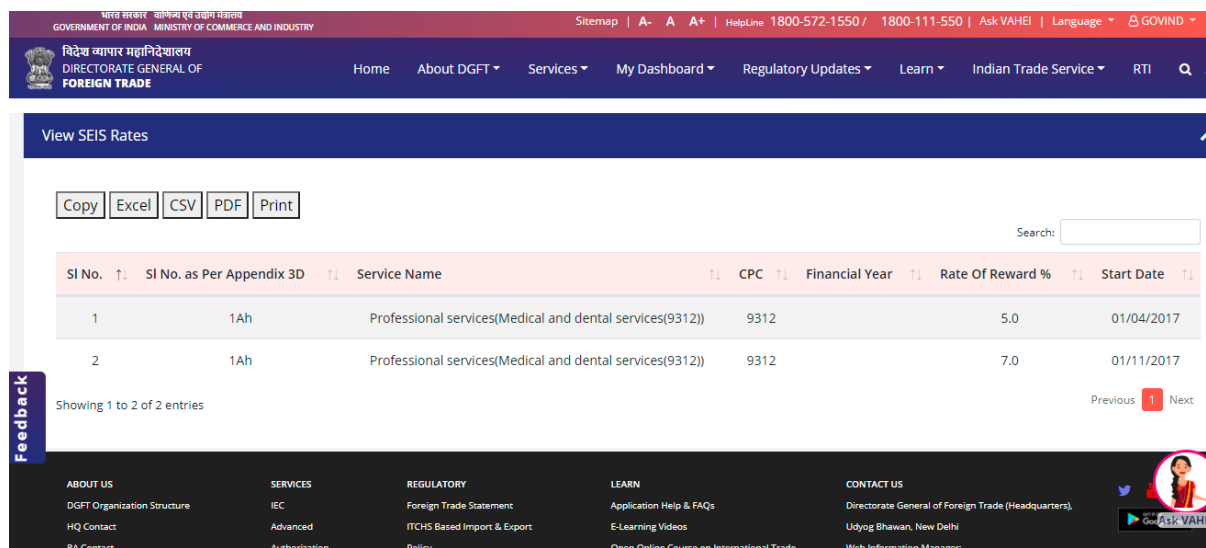
Screen 84 - View SEIS rate popup

7. After opening the tab, User have to enter the CPC code or Service name and then enter captcha and click on view button.



Screen 85 - View SEIS Rate search

8. After click on View button, user will be redirected to the search screen where user will be able to get the desired results.



Screen 86 - View SEIS Rate Screen

List of Abbreviations

The following abbreviations have been used in the document

Table 1: Abbreviations

Abbreviation	Expanded Form
CBIC	Central Board of Indirect Taxes and Customs
SEIS	Service Exports from India Scheme
DGFT	Directorate General of Foreign Trade
DSC	Digital Signature Certificate
IEC	Importer Exporter Code