

## **SCOMET HELP**

**[Main screen](#)**

**[Master Screen](#)**

**[Item of Export Screen](#)**

**[Previous Export Screen](#)**

**[Foreign Buyer Details Screen](#)**

**[Consignee Details Screen](#)**

**[End User Details Screen](#)**

**[Bank Details Screen](#)**

**[Manufacturer Details Screen](#)**

**[Declaration Screen](#)**

**[Upload Document Screen](#)**

### **MAIN SCREEN**

After successful login using **ECOM application** module through **Digital Certificate** on DGFT website, exporter will select the **SCOMET Application** Module.

This is the first screen that is displayed when the exporter clicks on the SCOMET online link. In this there are three options in the menu bar- File, Query and Administrator



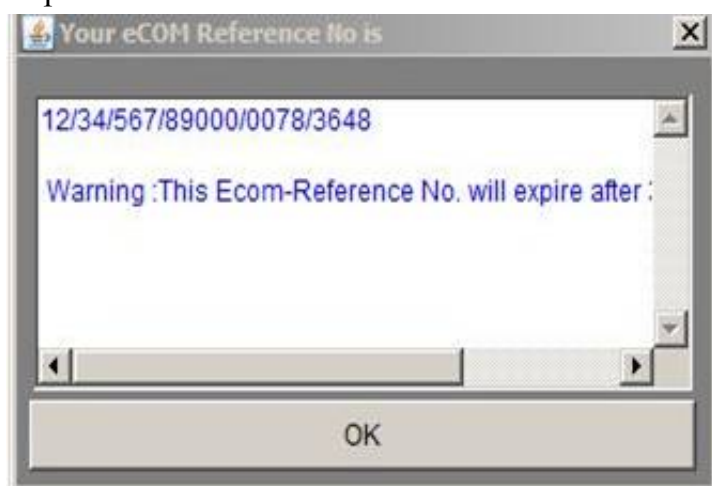
### **ECOM Reference Message Box**

In the File menu option select the Create option, then the following message box will appear.

It will show the 20 digit **ECOM Reference number**.

Exporter will then click the **OK** button

[TOP](#)



## Master Screen

When the **OK** button is clicked on the above **ECOM Reference Number** Message box the following screen will appear

This is the **Master screen**. The user must enter all the details.



In the above screen, enter the

- 1) Telephone No.
- 2) Fax details
- 3) Email (1) and Email(2)
- 4) Under the **shipping details** heading, enter the **Port of Loading/shipment** from the dropdown box.
- 5) Enter the **Port of Discharge**.

- 6) Select from the dropdown list box the “**country to which item is to be exported**”, the ultimate **Destination country** and the **Purpose of export**.
- 7) Enter the **From Date** and **To-date** under the heading “**Period during which item is to be exported**” in the **DD/MM/YYYY** format.
- 8) Select the **Jurisdictional Regional Authority** from the dropdown list box and by default it is New Delhi (DGFT headquarters).

Finally click the **save** button to save your details.

Now you can select from the options given on the right side.

[TOP](#)

## Item of Export Screen

When the user clicks on the **Item of Export button**, following screen will be displayed

The screenshot shows a window titled "ExportItemDetailsDialog Rec: 6 of 8". It contains the following fields and controls:

- ECOM Ref No.**: Text box with value "12/34/567/89000/0078/4254".
- ITC(HS) Code**: Text box.
- SCOMET Category**: Dropdown menu with value "1B".
- Scomet Item No**: Text box.
- Name Of Export Item(s)**: Text box with a red asterisk.
- Description of Export Item(s)**: Text box with a red asterisk.
- Item Quantity**: Text box with a red asterisk.
- UOM**: Dropdown menu with value "NOS" and a sub-dropdown with value "Number".
- FOB in Rupees(Rs)**: Text box with a red asterisk.
- FOB in USD**: Text box with a red asterisk.
- FOB in relevant Foreign Currency**: Text box.
- Currency Code**: Dropdown menu with value "USD" and a sub-dropdown with value "US Dollars".
- Repeat Basis**: Check box (unchecked).
- Note**: "If applied for export on repeat basis in the same licensing year for same product, same end use and to the same end user."
- Reference No./File No.**: Text box.
- Date**: Text box with value "01.01.1900".
- License No.**: Text box.
- Date**: Text box with value "01.01.1900".
- Quantity Allowed For Export**: Text box with value "0.00".
- UOM**: Dropdown menu with value "NOS" and a sub-dropdown with value "Number".
- Quantity Exported**: Text box with value "0.00".
- Buttons**: ADD, UPDATE, DELETE, CLEAR, COPY, CLOSE.

In the screen above,

- 1) Enter **ITC (HS) code** (if available ).
- 2) Select the **SCOMET category** from the dropdown box.
- 3) Enter the **SCOMET Item No.**, **Name** and **Description of Item(s)** to be exported.
- 4) After that enter the **Item Quantity**.
- 5) Select the **Unit of Measurement (UOM)** from the dropdown box,
- 6) Enter **FOB in Rupees**, **FOB in USD** and **FOB in relevant Foreign Currency**.

If the user has already applied for export on **Repeat Basis** in the same licensing year for same product, same end use and to the same end user then he has to **check** in the repeat basis check box and he will enter the **File no**, **File date**, **License no.**, **License date**, **Quantity allowed for Export** and the **Quantity Exported** for export and its **UOM** from the dropdown box.

- If the exporter needs to enter another record on the same screen then they first have to click on

the **CLEAR** button and then they can enter another record. After filling all the required entries, it is required to click on the add button again.

- If the exporter wishes to modify his/her data then they first have to select the required option from the list box and then make changes in the desired field and finally will click on the **UPDATE** button.
- Click on the **DELETE** button to delete a record which will remove the concerned record from the list box
- Click on the **CLOSE** Button if you want to close the above screen

**Please note:**

1. The fields that are marked by the Star (\*) Symbol are mandatory.
2. Do not copy and paste in the text boxes as some special characters might be added.

[TOP](#)

## Previous Export Screen

This is the Second option on the Master Screen. The Exporter will enter desired values and can Add/Update etc. as per his/her requirements. In this the exporter will enter the details of exports of SCOMET Items in the preceding 3 licensing years.

Previous Export: Row: 1 of 5

Details of exports of SCOMET Items in the preceding 3 licensing years.( Details of the export last made,if no export was made during the preceding licensing year)

ECOM Ref. No. 12/34/567/89000/0078/4254 Previous Export 2005-2006 \*

Reference No./File No. \* Date \*

License No. \* Date \*

Quantity Exported 0.00 UOM NOS Number

Issuing Regional Authority 5 New Delhi \*

Country to which Exported IND INDIA \*

SCOMET Category 1B \* SCOMET Item No. \*

Name of Export Item(s) \*

Description of Export Item(s)

Note: 5 Items to be allowed to enter.(If required , Upload Extra sheet in the above format).

Add Update Delete Copy Clear Close

In this screen,

- 1) Enter the **Previous export** year from the **drop down** box.
- 2) Enter the **File No.** and **Date**.
- 3) Enter the **License No.** and **Date**
- 4) Enter the **Quantity exported** and
- 5) Select the **issuing regional authority**, **country to which exported**, **SCOMET category** from the dropdown list box
- 6) Enter the **SCOMET Item No.** and then **Name** and **Description** of export Item. Here Name of Export Item is a mandatory field.

(Please note: Date format should be DD/MM/YYYY)

[TOP](#)

When the user clicks on the **Foreign Buyer button** on the **Master Screen** a message box will appear informing that details of each one Foreign Buyer, Consignee and End user are to be filled separately.



## Foreign Buyer

As soon as **ok** button is clicked the following screen will appear. Exporter has to fill details in each one of the following screens that is he has to fill details in foreign Buyer, consignee and end user dialogs. The user can select the user type from the **drop down** box given on the screen. Exporter can fill in the details of all the three options as per his requirements.

If the exporter selects the Foreign Buyer option, then the following screen will appear.

A screenshot of a software dialog box titled "Foreign Buyer, Consignee, End User Details Rec : 0 of 8". It contains several input fields and a dropdown menu. The "Foreign Buyer Details" dropdown is circled in red. Below it, the "Export Order No." and "Date of Export Order" fields are also circled in red. The dialog is organized into sections: "Address" (Name, Flat/Plot/Block No., Street/Area/Locality, City, Postal Code, Country), "Telephone Details" (Country Code, Area Code, Telephone No.), and "Fax Details". At the bottom are buttons for "Add", "Update", "Delete", "Copy", "Clear", and "Close".

In this he has to first enter the **Name**.

Under the **address heading** he has to fill the required fields and then can select the **Country** from the dropdown box.

Then again under the **Telephone details heading**, **Telephone No.1** which is marked on asterisk(\*) for the first record is mandatory, **Telephone No.2** and **Fax details** are optional.



After that fill in the **Export order no.** and the **Date of Export** order number.

## Consignee

If the Exporter selects the option Consignee Details.

The screenshot shows a software window titled "Foreign Buyer, Consignee, End User Details Rec: 0 of 0". The "ECOM Ref. No." field contains "12/34/567/89000/0078/4254". The "Consignee Details" dropdown menu is selected. The form includes fields for Name, Address (Flat/Plot/Block No., Street/Area/Locality, City, Postal Code), Country (IND, INDIA), Telephone Details (Country Code, Area Code, Telephone No.), and Fax Details. At the bottom are buttons for Add, Update, Delete, Copy, Clear, and Close.

In this he has to enter Name, Full address and the Telephone/Fax details.

## End user Details Screen

If the user selects the option End User Detail, the following screen will appear.

The screenshot shows the same software window, but with "End User Details" selected in the dropdown menu. The form includes the same fields as the previous screen, plus additional fields for "End Product for which the item of export will be used by the end user", "Purpose for which the End product will be utilized", "Is end user an entity of Government or destination country?" (with a Yes/No dropdown), and "Manufacturing/Business/other activity of the end user". These additional fields are highlighted with a red rectangle. At the bottom are buttons for Add, Update, Delete, Copy, Clear, and Close.


In the above screen all the details appearing in the Foreign Buyer, Consignee details screen are same except the ones that are marked in rectangle as shown in the above screen.

Exporter will enter the **End product** and **purpose of export** for which the item of export will be utilized.

He has to select from the dropdown box that the end user is not an **entity of government of the destination country**. Exporter has to specify his **mode of activity** i.e. is he a manufacturer, business man or specify if others [TOP](#)

## Bank Details Screen

Click on the **Bank Details** button on master screen and fill in all the details.



The screenshot shows a 'BankDetailsDialog' window with the following fields and sections:

- ECOM Ref.No.:** 12/34/567/89000/0078/4254
- Destination Country:** (Dropdown menu)
- Bank Name:** (Text field)
- Bank Address:**
  - Flat/Plot/Block No.:** (Text field)
  - City:** (Text field)
  - Country:** AFG (dropdown), AFGHANISTAN (dropdown)
  - IBAN:** (Text field)
  - Street/Area/Locality:** (Text field)
  - Postal Code:** (Text field)
  - SWIFT Code:** (Text field)
- In India:**
  - Bank Name:** (Text field)
  - Bank Address:**
    - Flat/Plot/Block No.:** (Text field)
    - City:** (Text field)
    - PIN Code:** (Text field)
    - Street/Area/Locality:** (Text field)
    - State:** (Text field)
    - IFSC Code:** (Text field)

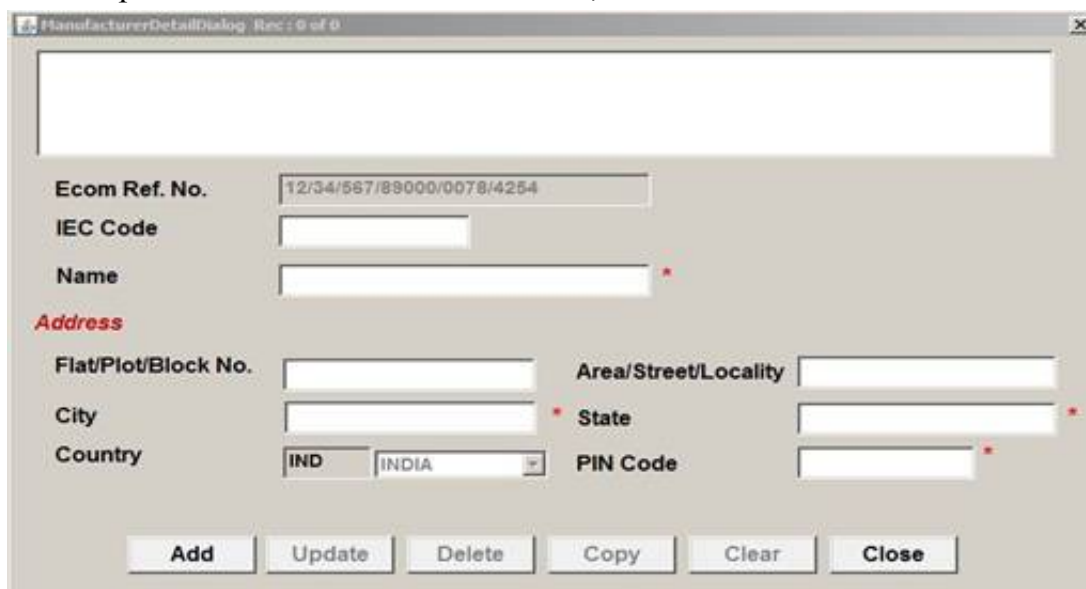
Buttons at the bottom: Add, Update, Delete, Copy, Clear, Close.

In this screen Exporter under the destination Country Bank address has to fill the **IBAN (International Bank Account Number)** and the **SWIFT Code** (Society for Worldwide Interbank Financial Telecommunication), is a unique identification code of the particular bank. Again under the India Bank address heading exporter needs to give the **IFSC Code (Indian Financial System Code)**. All banks have their unique IFSC Codes.

(Please note: The fields marked in asterisk (\*) are mandatory.)

## Manufacture Details Screen

In this option he has to enter the **IEC code**, **Name** and his full **address**.



The screenshot shows a 'ManufacturerDetailDialog' window with the following fields and sections:

- Ecom Ref. No.:** 12/34/567/89000/0078/4254
- IEC Code:** (Text field)
- Name:** (Text field)
- Address:**
  - Flat/Plot/Block No.:** (Text field)
  - City:** (Text field)
  - Country:** IND (dropdown), INDIA (dropdown)
  - Area/Street/Locality:** (Text field)
  - State:** (Text field)
  - PIN Code:** (Text field)

Buttons at the bottom: Add, Update, Delete, Copy, Clear, Close.

(In case he has to enter another record he will have to press clear button first then after doing the data entry will click the Add Button) [TOP](#)

## Declaration Screen

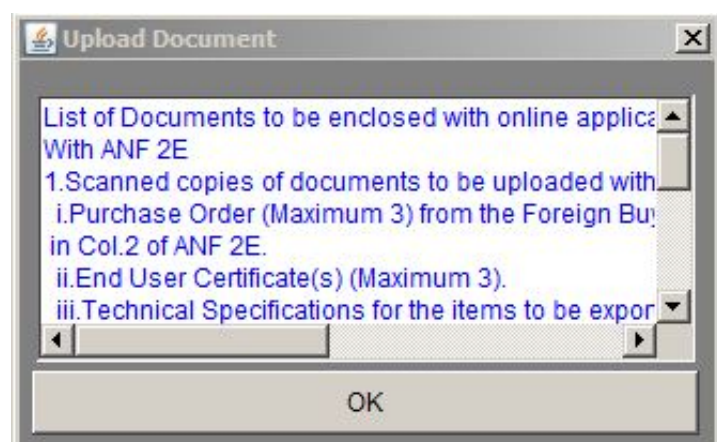
After filling all the details exporter will press the declaration button on the main screen where he will fill his **Name**, **Official Address** and the **Telephone details**. He will select the country from the dropdown box.



The screenshot shows a software window titled "DeclarationDialog Rec: 0 of 0". It contains several input fields and buttons. At the top is a large empty text box. Below it are fields for "ECOM Ref No." (containing "12/34/567/89000/0078/4254"), "Name", and "Designation". A section titled "Official Address" in red includes fields for "Flat/Plot/BlockNo.", "Street/Area/Locality", "City/State", "PIN Code", and "Country" (with a dropdown menu showing "AFG" and "AFGHANISTAN"). Another section titled "Telephone" in red includes fields for "Country Code", "Area Code", and "Tel. No.". At the bottom are fields for "Place" and "Date". A row of buttons at the very bottom includes "Add", "Update", "Delete", "Copy", "Clear", and "Close".

## Upload Document Screen

When the user will click on the **Upload Document** Button the following pop-up will appear. After reading this he will then click on **ok** button.



The screenshot shows a small dialog box titled "Upload Document". It contains a text area with the following text: "List of Documents to be enclosed with online application With ANF 2E", followed by a numbered list: "1.Scanned copies of documents to be uploaded with i.Purchase Order (Maximum 3) from the Foreign Buyer in Col.2 of ANF 2E. ii.End User Certificate(s) (Maximum 3). iii.Technical Specifications for the items to be exported". At the bottom of the dialog is an "OK" button.

After clicking on the ok button on the previous pop-up, a new box will open and the exporter will have to check on items he/she wants to upload.





The screenshot shows a dialog box titled "UploadDocu". It has a red header "Select Document for upload". Below the header, there are six checkboxes for EUC types: EUC-1 (checked), EUC-2 (checked), EUC-3 (checked), EUC-4 (unchecked), EUC-5 (unchecked), and EUC-6 (unchecked). There are also three checkboxes for document types: "Purchase order(s)" (unchecked), "Contract/Agreement" (checked), and "Technical Specification" (unchecked). At the bottom, there are three checkboxes: "BE Details" (unchecked), "Details of Previous exports" (unchecked), and "Other" (checked). At the bottom of the dialog, there are two buttons: "Upload Document" (in green) and "Cancel".

After this Exporter will click on the **Upload Document** button where he/she can see the uploaded document in the list.

In all the online Licensing applications there is a **Attachment of Documents Button** on the main dialog of any Licensing module. On selecting this button following dialog will appear



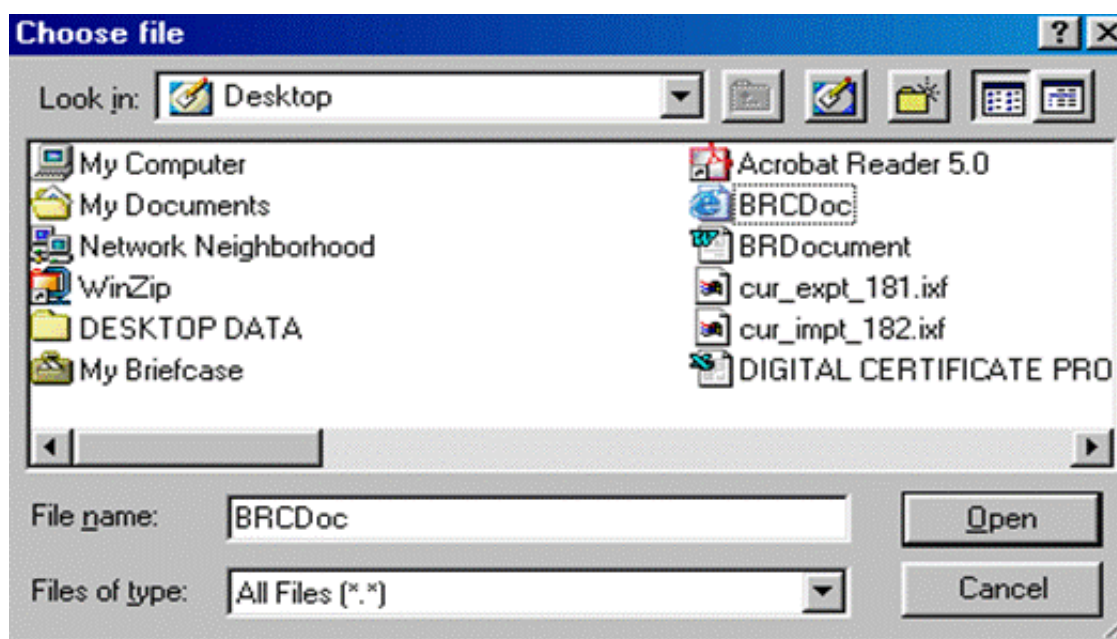
The screenshot shows a dialog box titled "Digital Query Dialog". It has a red header "Document Signing & Verification". Below the header, there are two text boxes: "Ecom Ref No." (containing "12/34/567/89000/0078/42") and "File Number" (empty). Below these, there are two text boxes for "Date From" and "To" (both empty), and a text box for "IEC" (empty). To the right of the "Date From" and "To" boxes is a dropdown menu for "Type" (showing "DGFT-CGC"). Below the search criteria, there are six buttons: "Upload Documents" (in blue), "Find", "Delete", "Clear", "Show", and "Close". At the bottom of the dialog, there is a text box that says "No Record Found.....".

Click the **Upload Documents Button** as on the left side of the above dialog when the **Document/File Sign and Upload dialog** will appear on a new page.

Select the **Browse Button** as on the right hand side

### Browse Button

When you click the browse button the Choose dialog will appear as

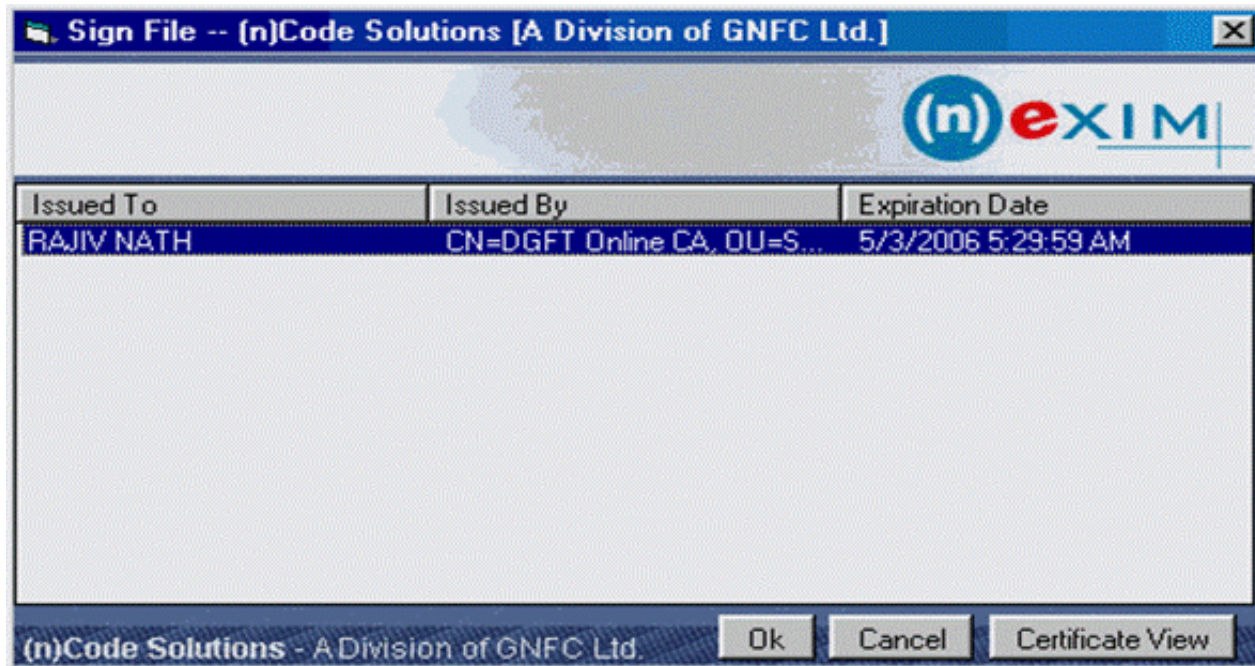


Select the required file that you have to attach and press the **Open button**.

The path of the file will automatically appear as given from your local system in the File text box. Enter the subject name in the subject text box option.

**(Please Note :The maximum size of the file to be attached should be note more than 500KB)**

Select the **Document Sign Button** at the bottom of the **Document/File Sign and Upload dialog** at the when following **Sign File dialog** will box will appear as follows:

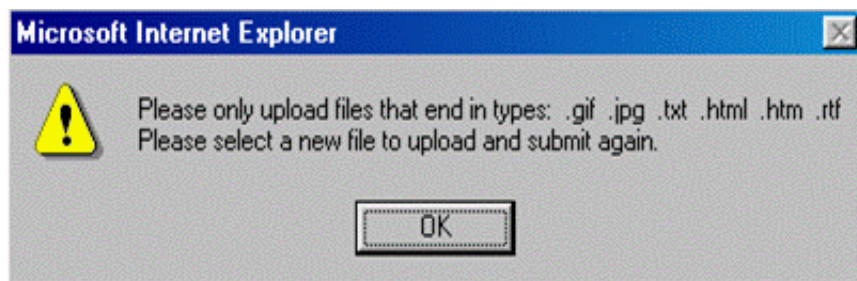


When you Click the **OK Button** the following dialog with the status will appear as follows.

File Upload Status	
Ecom Ref. No.:	05/88/065/15300/0078/1038
Document Attacher:	HINDUSTAN
Document Staus:	Successfully Signed
Document Uploading Status :	Successful
Do You Want to Sign Another Docuements ?	
<input type="button" value="Yes"/> <input type="button" value="No"/>	

In case you want to attach another document click **Yes Button** and give the path of the file. Likewise repeat the above process for attaching other files.

(Please Note: You can scan the document before attaching. The files with extension of type .doc, .exe, .bmp is not allowed . If the files with extension of type other than .txt,.rtf,.htm,.html is attached the following message box will appear.)



[TOP](#)