

## **User guide for E-filing Application**

CONCOR has started E-filing software for EXIM locations, which is web-based application. This is operational for importers/exporters/shipping agents/JV's/CHA's. The objective of this software is to provide single platform for entire import/export trade to perform online, all the commercial transactions from their office itself or from anywhere. This will in turn provide the trade savings in terms of time, energy and at the same time faster clearance of containers.

Through this Application, any customer can file their documents including billing and take necessary output's for their container/cargo lying at any of the CONCOR's EXIM terminals at any point of time.

**Below mentioned are some of the Queries/Reports/Activities available under this Application:**

### **A. Queries**

#### **1. Container movement history**

-Just by entering container number, one can find out movement history of the container for the current cycle of the container.

#### **2. Container Details query**

- Just by entering container number, one can find out present status of the container.

#### **3. PDA Balance Enquiry**

- Customer can find out the available balance amount in his Pre-deposit Account online.

#### **4. EA wise Query**

- This query is specific to export containers.

## **5. Shipping bill wise query**

- This query is specific to export containers.

## **B. Reports**

### **1. Export IWB printing**

- Any registered shipping agent can take printout or save the Export IWB for the containers originating from any terminal online.

### **2. Electronic IWB**

- Any registered shipping agent can take printout or save the Import IWB for the containers destined from any terminal online.

### **3. PDA Balance Statement**

- Any registered user can take printout or save the PDA statement of his PDA account online.

### **4. Duplicate Receipt Generation**

- Any registered user can take printout or save the Receipts online.

## **C. Activities**

### **1. Export Application – Factory**

- Through this option user can online generate EA for factory, by key-in the required details, after arrival of container at terminal.

### **2. Export Application – Outline CFS**

- Through this option user can online generate EA for Outline CFS, by key-in the required details, after arrival of container at terminal.

### **3. Export Booking Factory/ Outline CFS**

- Through this option user can book the containers of Export Factory/Outline CFS by making online payment of

freight and handling. Once containers are booked they are ready for rail-out for destination.

#### **4. Delivery Order**

- Through this option shipping agent can submit their Delivery order details for the containers.

#### **5. Delivery order modification**

- Through this option shipping agent can do modification in Delivery order details submitted by them.

#### **6. Container leasing**

- Through this option shipping agent can do container leasing by making online payment of charges against their container.

#### **7. Export Application – JV's**

- Through this option JV user can online generate EA for JV's, by key-in the required details.

#### **8. Export booking – JV's**

- Through this option JV user can book the containers of Export JV's by making online payment of freight and handling. Once containers are booked they are ready for rail-out for destination.

#### **9. IWB release (Empty Containers)**

- Through this option shipping agent can do IWB release of Empty containers by making online payment of charges against their containers.

## **Access to E-filing Application**

Customers who were registered for this facility were provided a unique user-id and password to access the application through the Portal. ([www.ccilweb.com](http://www.ccilweb.com)).

## **Registration Process for E-filing application**

The registration form for E-filing application is attached. Please print it on your letterhead, duly filled form to be submitted to concerned Region/Terminal head for necessary action.

For any clarification, you may also contact  
Mr. Anurag Mathur, Executive Director (MIS)  
(Email: [anurag@concorindia.com](mailto:anurag@concorindia.com), Ph: 011-41673155).

## Annexure A

### Registration Form (On Letter Head)

#### Request for Access to E-Filing on EXIM location

1. Name:
2. Designation:
3. Company name:
4. Address:
5. Email address:
6. Phone No.(s):
7. Mobile No. (if any):
8. User category (Shipping Line/CHA/Exporter/Importer/JV's/Others):
9. If user category 'Others', then Please specify:
10. Details of Valid Class II(RCAI) Digital Certificate
  - a. Person's name as mentioned in digital certificate :
  - b. Name of CCA certified agency (NCode/TCS/Sify/MTNL etc.) from whom Digital Certificate obtained:
  - c. Email id as per digital certificate:
  - d. Serial no. of the digital certificate :
11. Login User Details (desired):
  - a. Name of the EXIM location/Depot
  - b. User Name
  - c. Agency Code
12. Module Declaration by Customer, please select one or more:  
(Import/Export/Query/Report/Permit)
13. We will operate the e-Filing on EXIM location as per the guidelines provided by CONCOR and amended from time-to-time.

14. Any fee decided by CONCOR from time-to-time with respect to e-Filing on EXIM location, on intimation would be paid by us.

15. We will operate the e-Filing on EXIM location option only through valid digital certificate.

16. Disclaimer & Legal Information:

We agree for the following Disclaimer of CONCOR: "All the contents of this Site are for general information only and are not to be solely relied upon for making (or refraining from making) any business decisions. CONCOR hereby excludes any guaranty, express or implied, as to the quality, accuracy, timeliness, completeness, performance, fitness for a particular purpose of the Site or any of its contents, including (but not limited to) any financial information contained within the Site. CONCOR will not be liable for any damages (including, without limitation, damages for loss of business projects, or loss of profits) arising in contract, or otherwise from the use of or inability to use the Site, or any of its contents, or from any action taken (or refrained from being taken) as a result of using the Site or any such contents. Though all precautions have been taken to ensure otherwise, CONCOR provides no guaranty that the contents of the Site are free from infection by viruses or anything else which has contaminating or destructive properties. All out-efforts have been made to ensure accuracy and correctness of the information contained in the site, and any omission or error is regretted".

It is requested that CONCOR may provide the user-id and password for access to e-Filing on EXIM location and intimate the same at the earliest.

(Name and Signature of the User) :

(Name, Signature and Designation  
of the Authorised Incharge of the  
Company along with Stamp) :

Date:

Place: