

## **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

Sn	Name/Designation	Phone No.	Email-id
1	Smt. Ritu Narang, SGM(MIS)	011- 41222516	<a href="mailto:ritu@concorindia.com">ritu@concorindia.com</a>
2	Sh. Akash Gupta, ED(P&S)	011- 41222548	<a href="mailto:akashg@concorindia.com">akashg@concorindia.com</a>

### 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:



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: