

How to use eMPS System

1. Introduction

eMPS System is designed to enable an Exporter / Importer to use Online Payment facility for making payment for miscellaneous purposes excluding fee for applications where an online payment facility coupled with online application facility is already available. Exporter / Importer will generate an ECOM Reference Number and can make the single / multiple payments against it after selecting appropriate Subject / Scheme / DGFT RA office and other details. Applicant can verify an unsuccessful payment and also can print the Payment details. After making the payment applicant needs to print the receipt through print option and present it to the concerned DGFT RA authority along with the application for which he has made payment.

On submission, DGFT official will authenticate the payment details using ECOM Reference Number and mark it as USED. In case of multiple payments on a single ECOM Reference Number, DGFT official needs to select all the payments one by one and mark them USED. A unique DGFT Reference Number will be generated for each payment detail which can be used by concerned DGFT office for reference purpose.

2. Pre-Requisites

- PAN Detail like [PAN Number / Applicant Name / Date of Birth or Date of Establishment
- Personal Computer with web browser IE 11.0 or Higher version.
- Good internet connectivity.
- Javascript enabled.
- Add parameter 164.100.128.144 for Login using digital signature in Internet Explorer (IE 11.0 or above) using select Tools >> Compatibility View Settings and press Close Button.

3. How To Login

Visit DGFT web site at dgft.gov.in

Choose Online ECOM application

(http://164.100.128.143/e_homepage.asp) Click on the link eMPS .

On Main screen select check box for

Digital Login. Press Login button.

Click on the link eMPS .

Main Screen will appear as shown in SCR-1

SCREEN : SCR-1

MINISTRY OF COMMERCE & INDUSTRY
DIRECTORATE GENERAL OF FOREIGN TRADE

Miscellaneous Payment System (eMPS)

Login Module

PAN of the Firm/Individual *

Firm/Individual Name (as per PAN) *

Captcha *

PLEASE NOTE

1. PAN of the Firm/Individual is mandatory.
2. Firm/Individual Name is mandatory.
3. Captcha is mandatory.

Here Please input the following detail

- Permanent Account Number [PAN]
- Firm Name
- Captcha

In case PAN entered is not active / invalid / Invalid input format System will display appropriate error message in Red Color. As shown below in SCR-2.

SCREEN : SCR-2

MINISTRY OF COMMERCE & INDUSTRY
DIRECTORATE GENERAL OF FOREIGN TRADE

Miscellaneous Payment System (eMPS)

Login Module

Please rectify error mentioned below

PAN of the Firm/Individual * *

ERROR : Entered PAN does not exist

Firm/Individual Name (as per PAN) *

Captcha *

PLEASE NOTE

1. PAN of the Firm/Individual is mandatory.
2. Firm/Individual Name is mandatory.
3. Captcha is mandatory.

For Detail Please refer to Appnedix-2 for Error Description and actions required from User .

In case detail entered correctly the login screen will look like as Screen SCR-3 shown below

SCREEN : SCR-3

The screenshot shows the login interface for the Miscellaneous Payment System (eMPS). At the top, it features the Government of India emblem, the text 'MINISTRY OF COMMERCE & INDUSTRY', and 'DIRECTORATE GENERAL OF FOREIGN TRADE'. Below this is the title 'Miscellaneous Payment System (eMPS)' and the 'Login Module' heading. The login form includes three fields: 'PAN of the Firm/Individual' with a green checkmark, 'Firm/Individual Name (as per PAN)', and 'Captcha' with a blue checkmark. Below the form are 'Submit' and 'Clear' buttons. A 'PLEASE NOTE' section lists three mandatory requirements: PAN, Firm/Individual Name, and Captcha.

PLEASE NOTE

1. PAN of the Firm/Individual is mandatory.
2. Firm/Individual Name is mandatory.
3. Captcha is mandatory.

After validating detail System will display main screen as shown below in SCR-4.

SCREEN : SCR-4

The screenshot shows the main screen of the eMPS system. It features the Government of India emblem, the text 'Government Of India', 'Ministry Of Commerce and Industry', and 'Directorate General of Foreign Trade'. A large 'Welcome!' message is displayed in the center. On the left, there is a vertical menu with four options: 'Make New Payment', 'Print Receipt', 'Verify Payment', and 'Logout'. On the right, the user's PAN is shown as 'ABCDE1234F' and the login time is '17.05.2018 02:31:49'.

Make New Payment

Print Receipt

Verify Payment

Logout

Welcome!

PAN : ABCDE1234F
Login Time : 17.05.2018 02:31:49

4. eMPS System

After successful login Exporters / Importers can use eMPS system for the following facilities

- I. Make a New Payment
- II. Print Receipt
- III. Verify Payment (In case of unsuccessful payment)

I. Make a New Payment

a) Select 'Make a New Payment' option from the left pan in the screen given below.

SCREEN: SCR-5

Government Of India
Ministry Of Commerce and Industry
Directorate General of Foreign Trade

Fresh Payment

PAN : BGDGDDGGDGA
Login Time : 21.05.2018 02:28:10

Make New Payment
Print Receipt
Verify Payment
Logout

PAN	BGDGDDGGDGA	Firm Name *	Bgdgddggdgd
Ecom Ref No.	BGDGDDGGDGA00004013	Txn Ref No.	01WTHY4231
RA File No. **		RA File Date	
DGFT RA Office *	-----SELECT-----	Amount (in Rs.) *	
Subject *	-----SELECT-----	Remarks	
Scheme	OTHER	Mobile No. *	

PLEASE NOTE

1. DGFT RA Office is mandatory.
2. Subject is mandatory.
3. Maximum 500 character for Remarks. Special character not allowed.
4. Amount (in Rs.) is mandatory.
5. Mobile No. is mandatory.

** File No. without slash(/).

Please refer to the table given below before filling the details

b) The details of fields displayed has been explained below-

Field Name	Optional / Mandatory	User Action	Default Value
IEC / PAN	Mandatory	No action is required as system will display the details automatically	Valid PAN
Firm Name	Mandatory	No action is required as system will display the details automatically	Preferable as per PAN
ECOM Reference Number	Mandatory	No action is required as system will display the details automatically	System Generated
Transaction Reference Number	Mandatory	No action is required as system will display the details automatically	System Generated
RA File Number	Optional	Enter RA application file Number against which payment is to be made	blank
RA file Date	Optional	Enter RA application file date against which payment is to be made	blank
DGFT RA office	Mandatory	Select concerned DGFT RA (Regional Authority) from the drop down list where user wants to submit fee details	As per the drop down list
Payment Amount in Rs	Mandatory	Amount of Fee that has to be paid against the application	Value should not be Zero
Subject*	Mandatory	Select concerned Subject from the drop down list	As per the drop down list. Choose 'other' if concern subject not applicable
Scheme	Mandatory	Select concerned Scheme from the drop down list.	As per the drop down list. Choose 'other' if concern scheme not applicable
Remarks	Optional	Specify remarks in maximum of 500 characters if applicable	blank
Mobile Number	Mandatory	Format 9999999999	blank

** The details of the options available under Subject have been given in the Appendix*

c) Once the details are filled, press Pay Now Button. System will display the detail of payment being made as shown below in “payment initiation screen”.

SCREEN: SCR-6

PAYMENT INITIATION SCREEN

Kind Attentions

While making online payments some customers are facing problems with Corporate Net Banking Facility of banks like SBI / ICICI Banks etc . Efforts are being made to resolve this technical issue. The inconvenience caused regretted.

IEC	<input type="text" value="1234567890"/>
Applicant Name	<input type="text" value="DGFT TEST IEC"/>
Scheme Name	<input type="text" value="other"/>
ECOM Ref No.	<input type="text" value="12/34/567/89000/0541/5994"/>
Actual Fee payable(Rs)	<input type="text" value="1"/>

TOTAL NO.OF SUCCESSFUL TRANSACTIONS : 0
TOTAL AMT ALREADY PAID (Rs): 0

Enter Fee Amt. (Rs)	<input type="text" value="1.0"/>
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Please Note :

- 1. Use Print-Application button to see detail of successful payment made.**
- 2. Unsuccessful payment status at DGFT site can be verified upto 12:00 PM on the same day after which if amount is debited from your account it will be refunded by the concerned bank directly to your account.**

d) Press “submit” button to go ahead. A payment detail confirmation screen will appear as shown below.

SCREEN : SCR-7

PAYMENT CONFIRMATION SCREEN

IEC	<input type="text" value="1234567890"/>
Applicant Name	<input type="text" value="DGFT TEST IEC"/>
Customer Ref.ID	<input type="text" value="20180301111012728"/>
Scheme	<input type="text" value="other"/> ▼
ECOM Ref No.	<input type="text" value="12/34/567/89000/0541/6006"/>
Fee Amt (Rs)	<input type="text" value="1.0"/>

e) Once "PROCEED" button is pressed, user will be directed to payment gateway for making the payment as shown below .

SCREEN: SCR-8

Credit Card
Debit Card
Debit Card + ATM PIN
Internet Banking

Select your Bank

Popular Banks

AXIS BANK
HDFC BANK
ICICI Bank
Kotak Mahindra Bank
State Bank of India

All Banks

State Bank of India

State Bank of India NetBanking
Please keep your mobile phone handy, as the bank will send the 2nd factor authentication to your registered mobile number with the bank to authenticate the payment.

Make Payment

Merchant Name
DGFT - Director General of Foreign Trade

Payment Amount: ₹ 1.00

BillDesk

f) Choose the required payment interface [Net Banking / Credit Card / Debit Card] facility to make the payment. A sample is illustrated in next screens using State bank of India Net Banking option.

SCREEN: SCR-9

SBI ONLINE

Login to Online SBI

(CARE: Username and password are case sensitive.)

Please select the customer Segment

PERSONAL BANKING CORPORATE BANKING

Username*

abc

Password*

.....

Login Reset

New User? Register here
Forgot Login Password
Forgot Username

For better security use the Online Virtual Keyboard to login. FAQ | About Phishing

Welcome to Internet Banking

Click here to abort this transaction and return to the Director General Foreign Trade site.
Mandatory fields are marked with an asterisk (*)
Do not provide your username and password anywhere other than in this page
Your username and password are highly confidential. Never part with them.SBI will never ask for this information.
Please do not call Contact Centre or try to raise CMS complaint on the day of transaction.


VeriSign Secured

© State Bank of India

Site best viewed at 1024 x 768 resolution in I.E 7 or above, Mozilla 3.5 or above, Google Chrome 3 or above, Safari 5.0 +


SCREEN: SCR-10

Selected Account

	Payment details	
Amount		1.00
Client Code		20180301110502444
BILL_DGFT_REF		LSBI6097048859
Currency		INR
Date		01/03/2018 11:07:37
Service charges		0.00
Amount in words		One Rupees only

[Click here](#) to abort this transaction and return to the Director General Foreign Trade site

SCREEN: SCR-11



Your previous site visit: 28-Feb-2018 17:55 IST

High security transaction password

Enter High security transaction password received in your Mobile Phone

Enter High Security Password *

.....

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g) Once the payment is made the status of transaction at DGFT portal will be reflected as shown below in

SCREEN: SCR-12

Your transaction is successful.	
Customer Ref. Number	20180301110502444
Party Name	DGFT TEST IEC
Ecom Ref. Number	12/34/567/89000/0541/5994
Transaction Reference Number	LSBI6097048859
Bank Reference Number	IGADABGCI1
Transaction Time	01-03-2018 11:07:44
Transaction Amount in Rs.	1.00

The case where transaction status is shown as unsuccessful at DGFT portal, user can verify the payment using 'Verify Payment' option (only in case of unsuccessful payment).

For Payment Process detail please refer to the help available at DGFT portal [<http://dgft.gov.in/e-commerce/eft/paymenthelp.pdf>].

2. For making the additional payment user can create a new payment by generating a new ECOM reference Number and user can present print of all payment receipts to the concern RA office.

II. Print Receipt

Click on the Print Receipt option. Select the ECOM Reference Number for which your want to print the payment receipt using the radio button.

SCREEN : SCR-13

SNo.	Ecom Ref No.	Cust Ref No.	Amount	Challan No.	Select
1	12345678900000784604	2018012200352846125	1000.00	2222222222	<input type="radio"/>
2	12345678900000784576	2018012200352846124	5000.00	9999999999	<input type="radio"/>
3	12345678900000784559	4646476363637373333	1000.00	5151111161	<input type="radio"/>

On clicking on Print Receipt button below screen will be displayed.

SCREEN: SCR-14

Ecom Ref No.	12345678900000784604
File No.	4564645646464665
File Date	05.02.2018
Amount.	1000.00
Challan No.	2222222222
Cust Ref No.	2018012200352846125
Office Name	HQ-New Delhi
Subject Desc.	Application for i - card
Scheme Name	OTHER
Remark	NA

Now Take the print of the payment receipt and present it to the concern DGFT RA along with the application for which the fee has been paid.

III. Verify an unsuccessful Payment

Press Verify Payment button and Select the unsuccessful payment you want to verify.

SCREEN : SCR-15

SNo.	Ecom Ref No.	Txn No.	Amount	Select
1	12345678900000784604	01FNQP2689	1000.00	<input type="radio"/>

PLEASE NOTE

1. Successful transactions will not be available for verification.
2. Please select the transactions for which your account has already been debited but payment was unsuccessful at DGFT portal.
3. Verification of unsuccessful transactions is available only till 24:00 hrs on the same day.
4. Refund of all the unsuccessful transactions at DGFT portal and not verified successfully by 24:00 hrs of the same day, will be credited back by Billdesk Payment Gateway in 3-6 working days.

After Selecting the payment detail and pressing Verify button Payment Verification screen will appear. It will enable a user to verify the unsuccessful payment, if any.

Please Note that-

1. Successful transactions will not be available for verification, as they are not required to be verified.
2. Please select the transactions for which your account has already been debited but payment status was shown unsuccessful at DGFT portal.
3. Verification of unsuccessful transactions is available only till 24:00 hrs on the same day.
4. Refund of all the unsuccessful transactions at DGFT portal and not verified successfully by 24:00 hrs of the same day, will be credited back by Bill desk Payment Gateway in 3-6 working days.

Appendix -1

Subject List

Subject Description
Application for i - card
Application for grant of duplicate license / permission / certificate / scrip / I - Card
Application for review of decision of any committees
Application for free sale and commerce certificate
Application for amendment / correction in license / scrip / Authorisation / certificate / permission etc.
Application for first revalidation of Authorisation / scrip / permission / certificate / license for SCOMET etc.
Application for second revalidation of Authorisation / scrip / permission / certificate / license for SCOMET etc.
Application for Enlistment as an authorized agency under Appendix 2 - E and Appendix 2 - I of HBP
Application for Certification Agency as per Appendix 2 - G
Application for Clubbing of Advance Authorisations - payment of composition fee for regularisation of bonafide default
Application for EOP Extension of A.A.
Application for Invalidation / ARO- payment of fee for amendment
Application for redemption of Authorisation- payment of composition fee for regularisation of bonafide default.
Penalty for delay e.g. delay in submission of Installation Certificate etc.
Application for amendment (Block - wise EO extension, EOP extension etc.) in EPCG Authorisations
Application for enhancement of value of Authorization
Application fee for duplicate copy of freely transferable Authorisation / scrip
Fee for issuance of Scrip against lost of EP copy of shipping bill / BRC under Chapter 3 & 5
Fee for consideration of cases against lost of EP copy of Shipping Bill / BRC under Chapter 4
Penalty amount after adjudication
Recovery of Audit objection
Other

Appendix -2

Error Messages descriptions

Error Messages	User Action
Invalid PAN	PI check and enter the correct PAN
Entered PAN does not exist	PI check and enter the correct PAN
Entered PAN is inactive	PI check and enter the correct PAN
Invalid Data format	PI refer to the PAN Card and enter the detail exactly as per PAN
Invalid data length	PI refer to the PAN Card and enter the detail exactly as per PAN
invalid format of date of birth/establishment	PI check and enter the correct date of birth/establishment in DD/MM/YYYY Format.
invalid format of pan	PI check and enter the correct PAN in XXXXX9999X Format
CBDT service not available for verification	PI try after some time
Service temporarily unavailable	PI try after some time