



# **RESERVE BANK OF INDIA**

## **FOREIGN EXCHANGE DEPARTMENT**

**Import / Export Data Processing and Monitoring System  
(IEDPMS)**

## **USER MANUAL FOR EXPORTERS/IMPORTERS**

<b>Version No.</b>	<b>Date of Change</b>	<b>Changes Made</b>	<b>Pages</b>
1.0	21-07-2025	Introduction and manual to the Exporters/Importers	15

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## 1.1 Customer On-Boarding

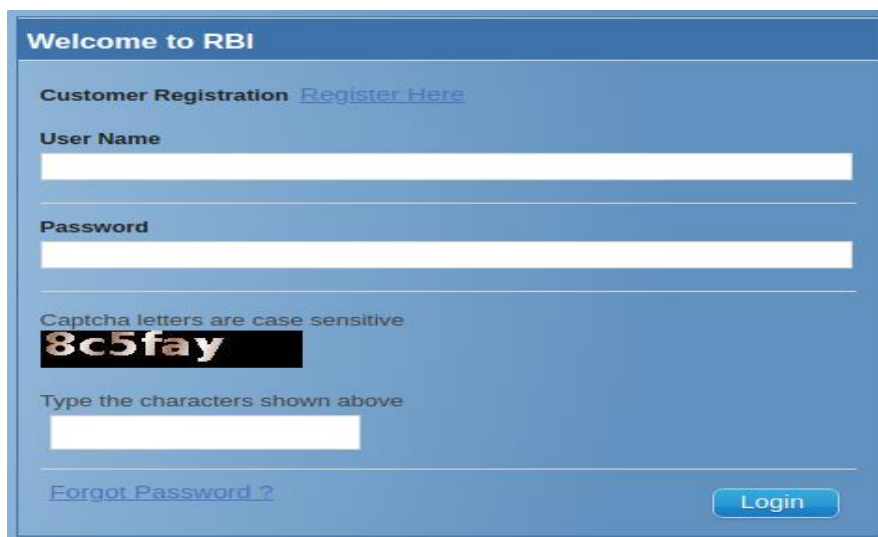
Indian Exporters and Importers will be able to register on the RBI's IEDPMS platform through a dedicated registration page. Each IE Code is eligible for a single user ID, which must be linked to a mobile number already updated by the bank on the IEDPMS portal.

**Note:** The mobile number provided during registration must exactly match the bank's records.

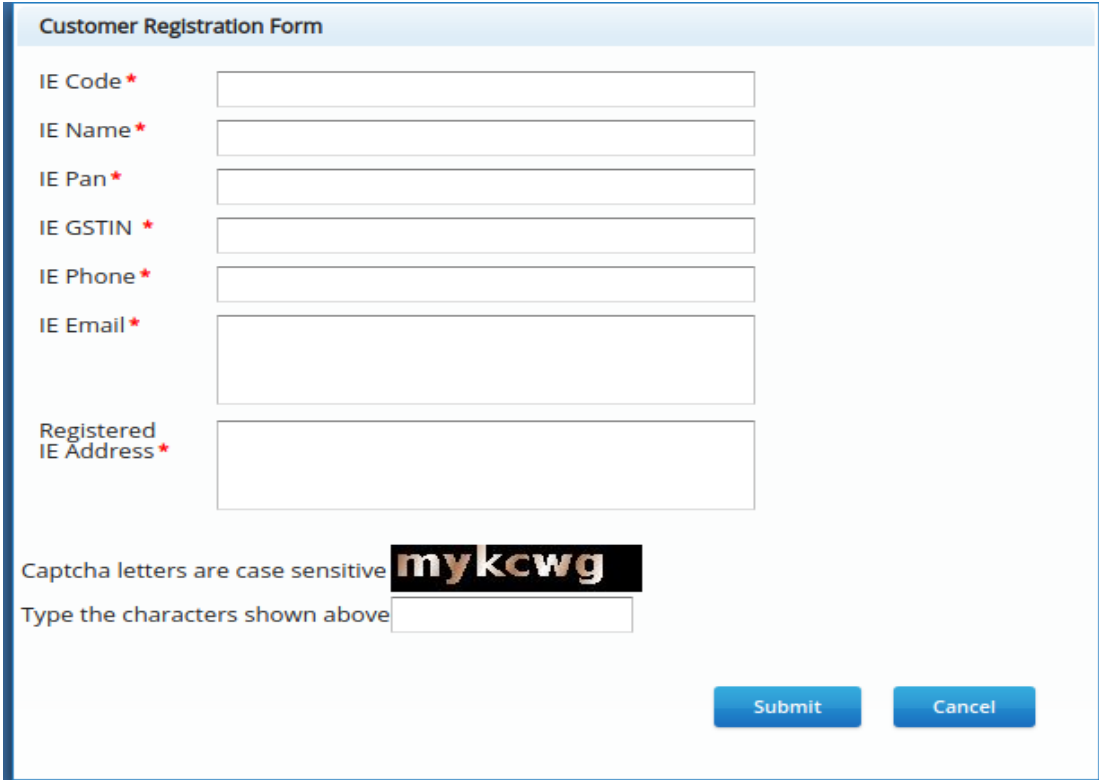
### a. Customer Registration

During the customer registration process, all the required details listed on the registration screen must be submitted.

**Note:** Captcha validation will be mandatory during the submission of the registration request.

The image shows a web form titled "Welcome to RBI". Below the title, there is a link "Customer Registration Register Here". The form contains three input fields: "User Name", "Password", and a captcha field. The captcha field displays the text "8c5fay" and a note "Captcha letters are case sensitive". Below the captcha field is a label "Type the characters shown above" and another input field. At the bottom of the form, there is a link "Forgot Password ?" and a "Login" button.

Field Name	Description	Data Type	Max Length
IE Code	Importer Exporter Code	Character	10
IE Name	Importer Exporter Name	Character	50
IE Address	Registered address of the Customer	Character	500
IE PAN	PAN of the Customer	Character	10
IE GSTIN	IE GSTIN against Registered Address	Character	15
IE Phone	Phone Number of the Customer	Number	10
IE Mail	E-Mail of the Customer	Character	200

A screenshot of a web-based 'Customer Registration Form'. The form is titled 'Customer Registration Form' in a light blue header. It contains several input fields with red asterisks indicating required fields: 'IE Code \*', 'IE Name \*', 'IE Pan \*', 'IE GSTIN \*', 'IE Phone \*', 'IE Email \*', and 'Registered IE Address \*'. Below these fields is a captcha section with the text 'Captcha letters are case sensitive' and a black box displaying the text 'mykcgw'. Below the captcha is a text input field with the prompt 'Type the characters shown above'. At the bottom right of the form are two blue buttons labeled 'Submit' and 'Cancel'.

## 1.2 Customer Login on IEDPMS Platform

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Upon successful registration, users will receive their login credentials and password format via SMS on the mobile number registered by the bank. Using the provided login ID and password format, users can access the IEDPMS system. During the first login, the system will prompt users to change their password.

Once the password is successfully changed, the user will be automatically logged out. They can then log in again using the updated password.

After validating the user ID, password, and captcha, the IEDPMS system will send a One-Time Password (OTP) to the registered mobile number for second-factor authentication. The OTP is valid for 2 minutes, with an option to resend OTP after 2 minutes if needed.


Upon successful OTP verification, users will be granted access to the IEDPMS portal, where they can search for bills and remittances, and download the pre-generated outstanding file from the system.

Enter OTP

Verify OTP

Resend OTP enables in: 00:45

Resend OTP



भारतीय रिज़र्व बैंक  
Reserve Bank of India  
India's Central Bank

Home | Logged in as IE9010006915 | Last Login : 2025-07-19 20:32 | Logout | Change Password | ENGLISH | Help

CUSTOMER SEARCH

Welcome to RBI IEDPMS

Customer Outstanding Report

Download File


☒ SB Outstanding Report
☐ IRM Outstanding Report
☐ BOE Outstanding Report
☐ ORM Outstanding Report

\*The above reports are generated on the second Saturday of every month.

### 1.3 Search Screens

The following screens will be available to customer users to view master details:

#### (a) Search Shipping Bill Details



भारतीय रिज़र्व बैंक  
Reserve Bank of India  
India's Central Bank

Home | Logged in as IE8210000004 | Last Login : 2025-06-02 19:01 | Logout | Change Password | ENGLISH | Help

CUSTOMER SEARCH REMITTANCE MANAGEMENT

Search Shipping Bill Details

Export Type \*

Shipping Bill/Form No \*

Shipping Bill Date \*

Port Code \*

Search

SOFTWARE

643820069237

20/07/2019

INSTT6

Export Type	Shipping Bill No	Form No	Shipping Bill Date	Port Code	IE Code	IE Name	AD Code	Bank Name	Status	AD Bill No	Expected Payment End Date
SOFTWARE											

(1 of 1)

1 5

## (b) Search Inward Remittance Details

भारतीय रिज़र्व बैंक  
Reserve Bank of India  
India's Central Bank

Home | Logged in as IE8210000004 | Last Login : 2025-06-02 19:01 | Logout | Change Password | ENGLISH | Help

CUSTOMER SEARCH ▾ REMITTANCE MANAGEMENT ▾

### Search Inward Remittance Details

IRM Number \* AD Code \*

IRM63614848275404218 6360015 [Search](#)

IRM Number	Bank Name	Remittance AdCode	Remittance Date	IE Code	IE Name	Currency	Remittance Amount	Amount Utilized	Remitter Name	Remitter Country	Purpose of Remittance	Expected Utilization Date

(1 of 1) 1 5

## (c) Search Bill of Entry (BoE) Details

भारतीय रिज़र्व बैंक  
Reserve Bank of India  
India's Central Bank

Home | Logged in as IE8210000004 | Last Login : 2025-06-02 19:01 | Logout | Change Password | ENGLISH | Help

CUSTOMER SEARCH ▾ REMITTANCE MANAGEMENT ▾

### Search Bill of Entry (BoE) Details

BOE Number \* BOE Date \* Port of Discharge \*

5904218 08/07/2016 INDEL4 [Search](#)

BOE Number	BOE Date	Port Of Discharge	Import Agency	AD Code	IE Code	IE Name	Shipment Port	Status

(1 of 1) 1 15

## (d) Search Outward Remittance Details

भारतीय रिज़र्व बैंक  
Reserve Bank of India  
India's Central Bank

Home | Logged in as IE8210000004 | Last Login : 2025-06-02 19:01 | Logout | Change Password | ENGLISH | Help

CUSTOMER SEARCH ▾ REMITTANCE MANAGEMENT ▾

### Search Outward Remittance Details

ORM Number \* AD Code \*

084416LTAI00561 0250869 [Search](#)

ORM Number	Remittance Date	Remittance Currency	AD Code	IE Code	IE Name	Beneficiary Name	Remittance Amount	ORM Utilized Amount	Status

(1 of 1) 1 10

## 1.4 Search Fatal and Non-Fatal Data

The following screens will be available to customer users to review bill details that were rejected or failed due to invalid data:

### (a) Search Shipping Bill with Fatal/Non-Fatal Errors

The screenshot shows the 'Search Shipping Bill with Fatal/Non-Fatal Errors' interface. At the top, there is a header with the Reserve Bank of India logo and navigation links. Below the header, there is a search form with the following fields: 'Export Type' (dropdown menu with 'SOFTWARE' selected), 'Shipping Bill/Form No' (text input with 'S14000694697'), 'Shipping Bill Date' (date picker with '30/11/2014'), and 'Port Code' (text input with 'INXXXX'). A 'Search' button is located to the right of the 'Port Code' field. Below the search form, there is a table with the following columns: 'Export Type', 'Shipping Bill No', 'Form No', 'Shipping Bill Date', 'Port Code', 'IE Code', 'AD Code', 'Status', 'Error Code', and 'Error Type'. The table is currently empty. At the bottom of the table, there is a pagination bar showing '(1 of 1)' and a dropdown menu with '5' selected.

### (b) Search BoE with Fatal/Non-Fatal Errors

The screenshot shows the 'Search BoE with Fatal/Non-Fatal Errors' interface. At the top, there is a header with the Reserve Bank of India logo and navigation links. Below the header, there is a search form with the following fields: 'BOE Number' (text input with '0005837'), 'BOE Date' (date picker with '03/08/2016'), and 'Port of Discharge' (text input with 'INQJ06'). A 'Search' button is located to the right of the 'Port of Discharge' field. Below the search form, there is a table with the following columns: 'BOE Number', 'BOE Date', 'Port Of Discharge', 'IE Code', 'IE Name', 'AD Code', 'Status', 'Error Code', and 'Error Type'. The table is currently empty. At the bottom of the table, there is a pagination bar showing '(1 of 1)' and a dropdown menu with '15' selected.

## 1.5 Download Reports

A provision will be available to download overall outstanding bills and remittances from the RBI IEDPMS application. The file will be updated on a weekly basis.



भारतीय रिज़र्व बैंक  
Reserve Bank of India  
India's Central Bank

Home | Logged In as IE9010006915 | Last Login : 2025-07-19 20:32 | Logout | Change Password | ENGLISH | Help

CUSTOMER SEARCH ▾

Welcome to RBI IEDPMS

Customer Outstanding Report [Download File](#)

☒ SB Outstanding Report
 ☐ IRM Outstanding Report
 ☐ BOE Outstanding Report
 ☐ ORM Outstanding Report

\*The above reports are generated on the second Saturday of every month.

## 1.6 Fatal/Non-Fatal Error record handling

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- (a) For fatal errors, please contact the respective export/import agency for correction and re-submission of the data to the system.
- (b) For non-fatal errors, kindly reach out to the designated AD Bank, which will coordinate with the IEDPMS Support team for further resolution and processing.

In this regard, it may be noted that RBI does not edit, modify or delete any data in IEDPMS.

## 1.7 Forgot Password, Change Password & Locked Account

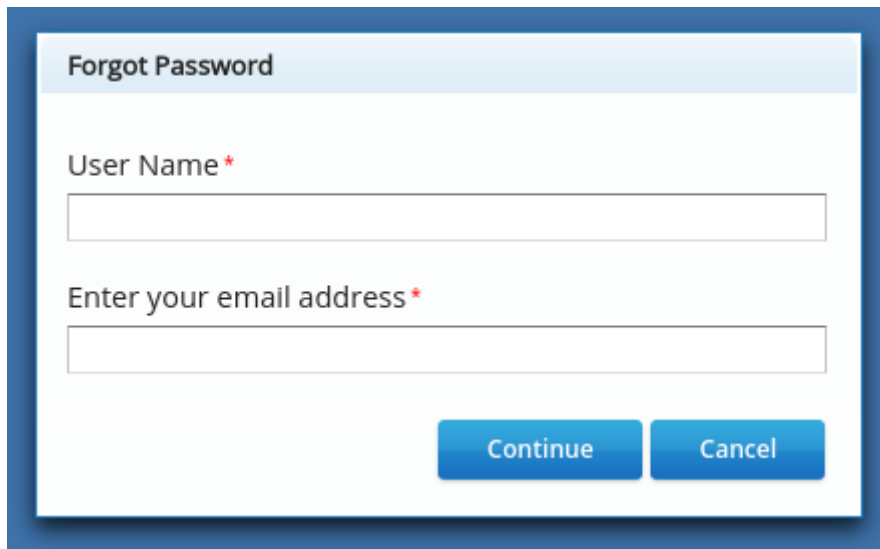
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The "Forgot Password" feature allows users to reset their password by entering their username and registered email address. Once the reset is successful, the new password will be sent to the registered mobile number. The link for this feature can be found on the login page.

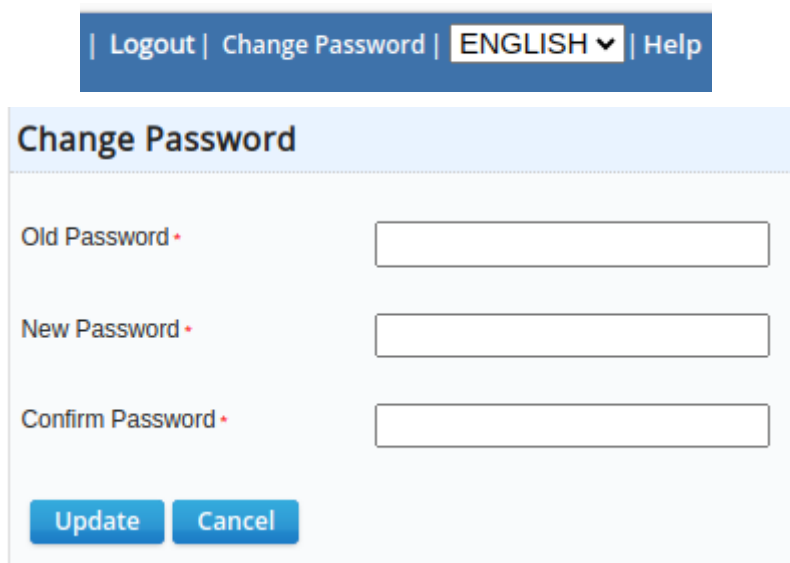
Type the characters shown above

[Forgot Password ?](#)

Login

A screenshot of a 'Forgot Password' form. The form has a light blue header with the title 'Forgot Password'. Below the header, there are two input fields: 'User Name \*' and 'Enter your email address \*'. At the bottom right of the form, there are two buttons: 'Continue' and 'Cancel'.

The "Change Password" feature lets users update their password by entering their current password and the new one. The link to this feature is located in the top right corner of the dashboard, after a successful login.

A screenshot of a 'Change Password' form. At the top, there is a navigation bar with links: '| Logout | Change Password | ENGLISH ▾ | Help'. Below this, the form has a light blue header with the title 'Change Password'. The form contains three input fields: 'Old Password \*', 'New Password \*', and 'Confirm Password \*'. At the bottom left of the form, there are two buttons: 'Update' and 'Cancel'.

If the user account is locked, the customer must reach out to the IEDPMS support team to have the account unlocked in the system.

### 1.8 Customer Login / Registration queries/Support

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For any registration or login-related issues in the IEDPMS system, please contact the IEDPMS support team through any of the support email IDs listed below.

- ✓ [edpmssupportngp@rbi.org.in](mailto:edpmssupportngp@rbi.org.in)
- ✓ [idpmssupport@rbi.org.in](mailto:idpmssupport@rbi.org.in)