RESERVE BANK OF INDIA

FOREIGN EXCHANGE DEPARTMENT

Import / Export Data Processing and Monitoring System (IEDPMS)

USER MANUAL FOR EXPORTERS/IMPORTERS

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

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1.1 Customer On-Boarding

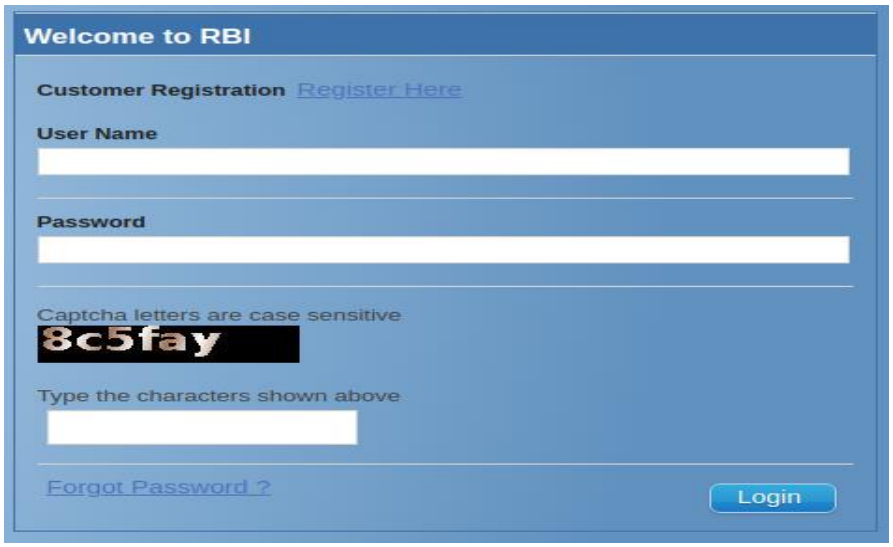
Indian Exporters and Importers will be able to register on the RBI's IEDPMS platform through a dedicated registration page. Each IE Code is eligible for a single user ID, which must be linked to a mobile number already updated by the bank on the IEDPMS portal.

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

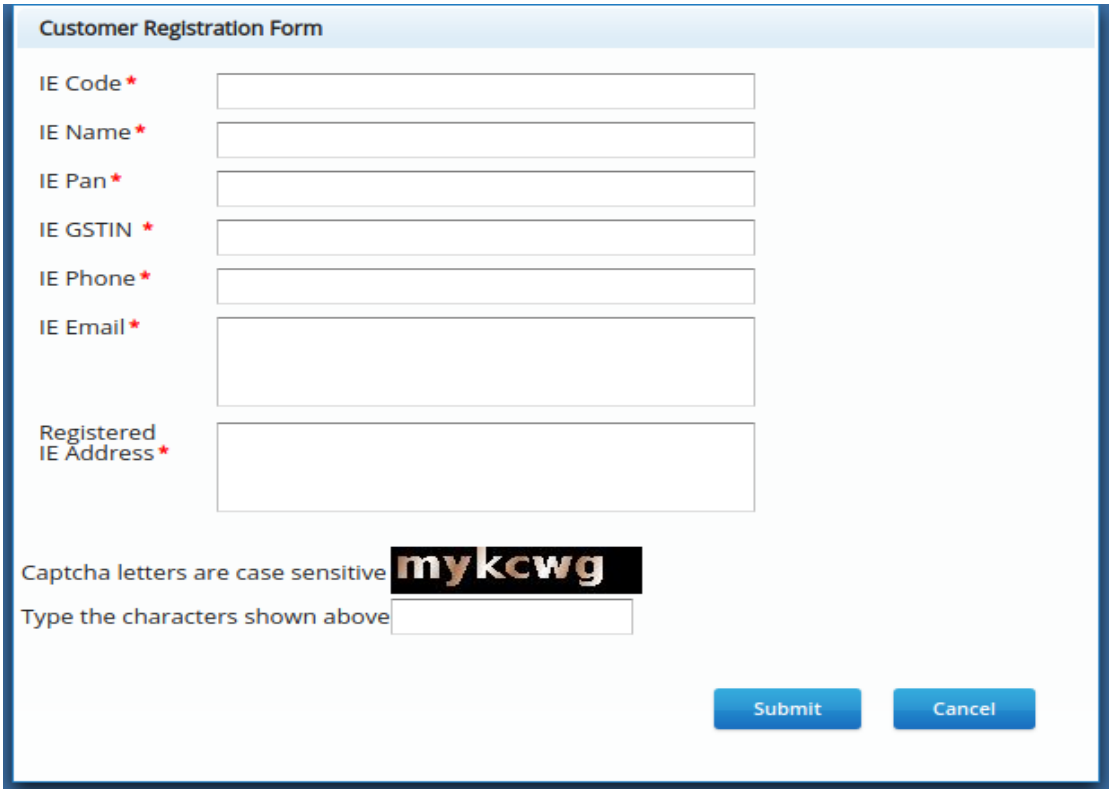
a. Customer Registration

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.



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



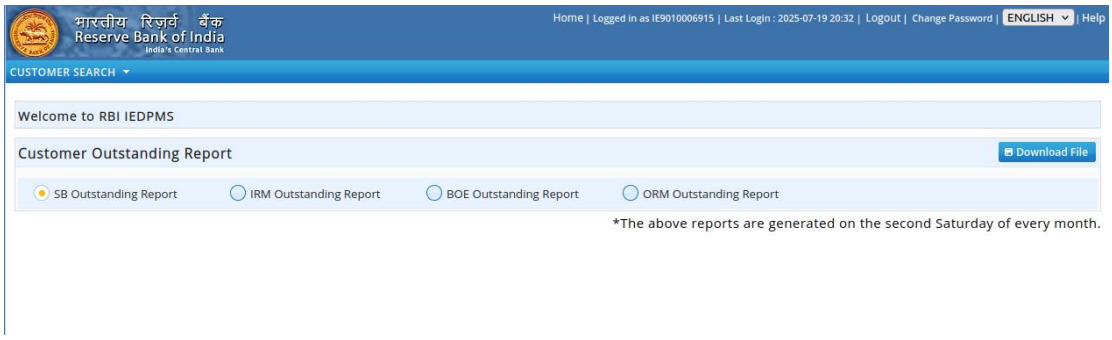
1.2 Customer Login on IEDPMS Platform

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.

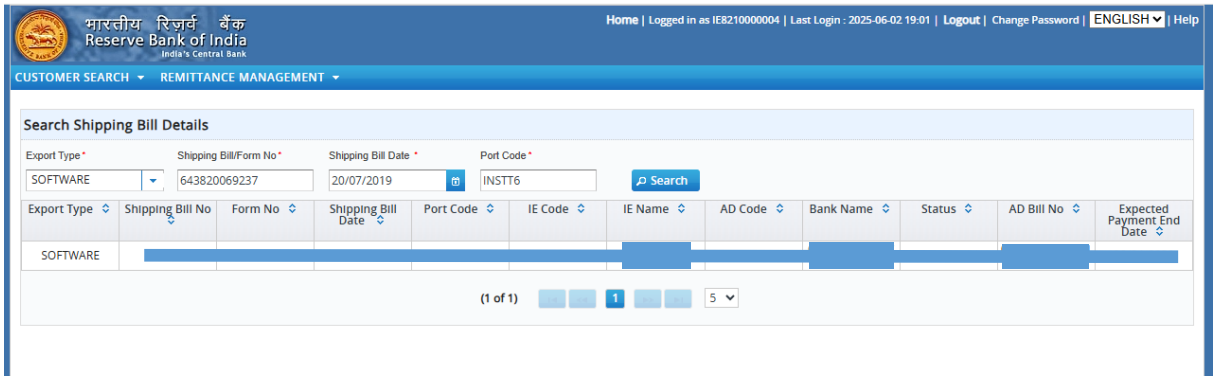
Upon successful OTP verification, users will be granted access to the IEDPMS portal, where they can search for bills and remittances, and download the pre-generated outstanding file from the system.



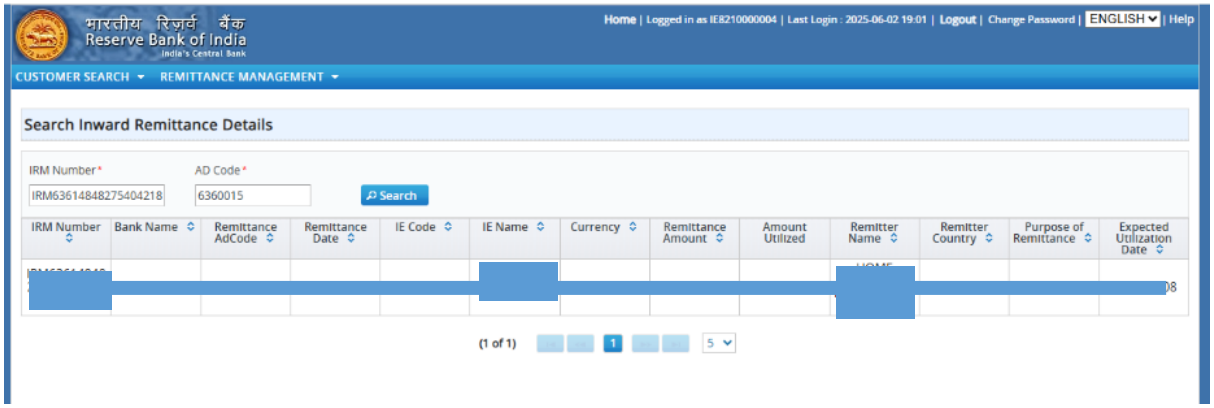
1.3 Search Screens

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

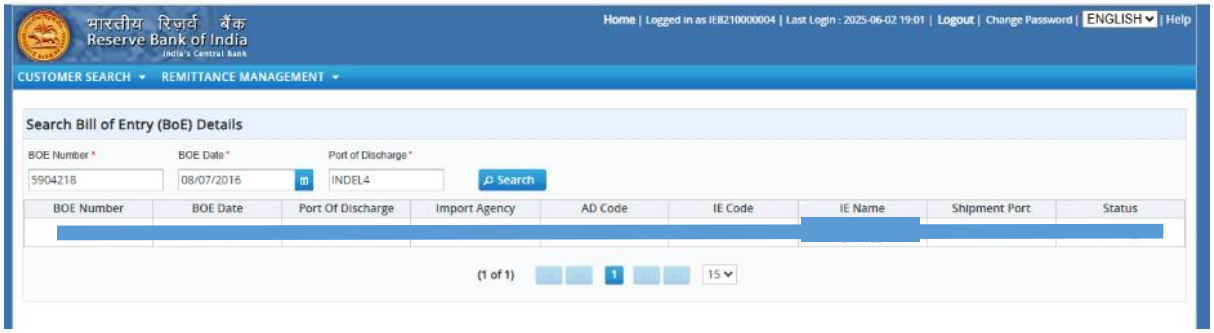
(a) Search Shipping Bill Details



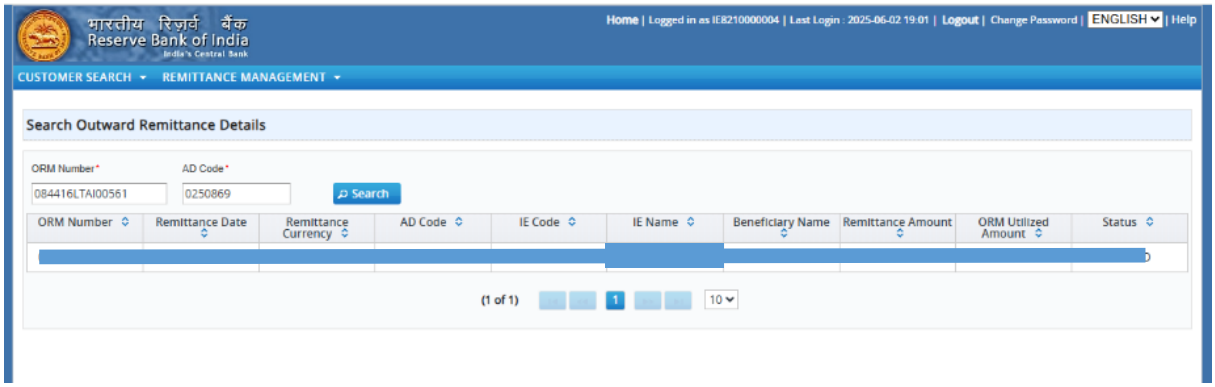
(b) Search Inward Remittance Details



(c) Search Bill of Entry (BoE) Details



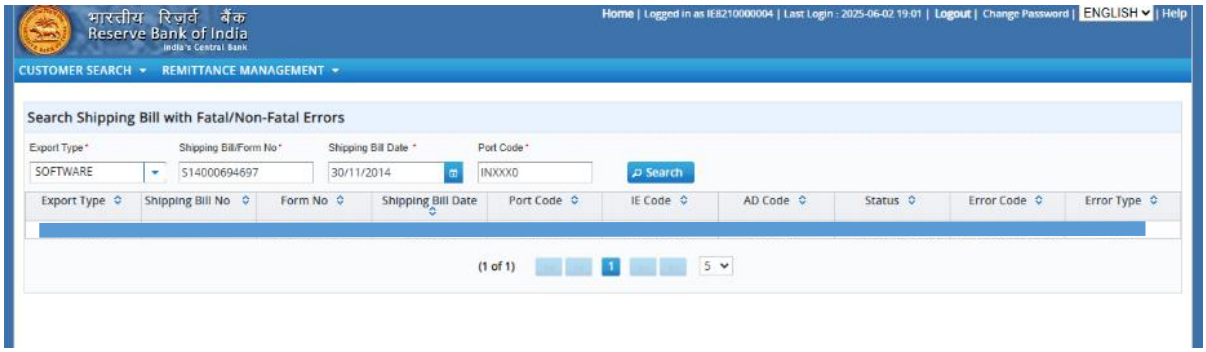
(d) Search Outward Remittance Details



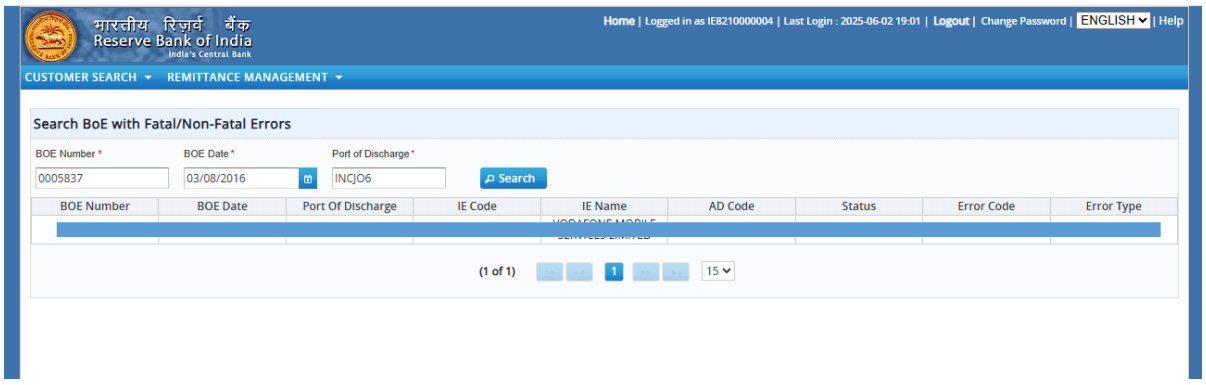
1.4 Search Fatal and Non-Fatal Data

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

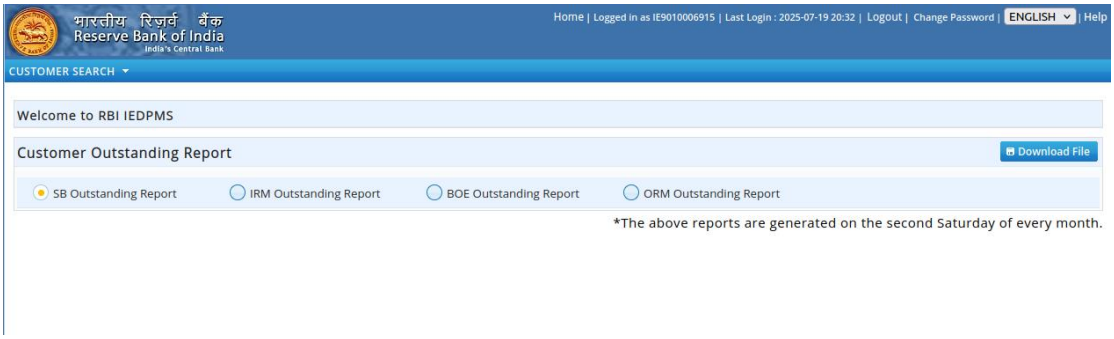


(b) Search BoE with Fatal/Non-Fatal Errors



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.



1.6 Fatal/Non-Fatal Error record handling

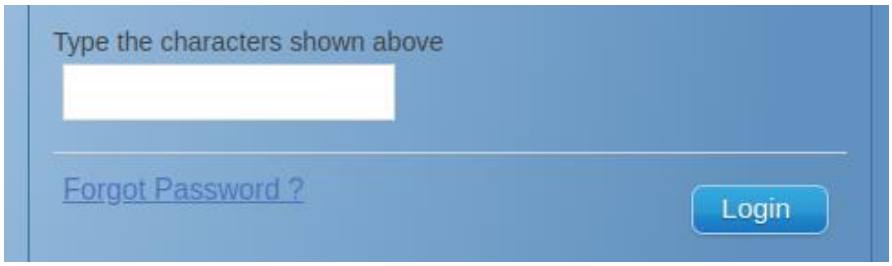
(a) For fatal errors, please contact the respective export/import agency for correction and re-submission of the data to the system.

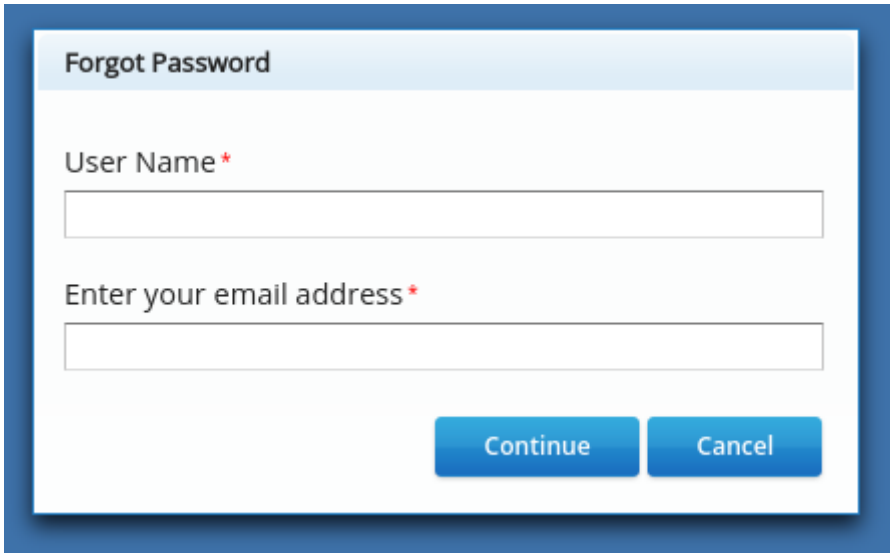
(b) For non-fatal errors, kindly reach out to the designated AD Bank, which will coordinate with the IEDPMS Support team for further resolution and processing.

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

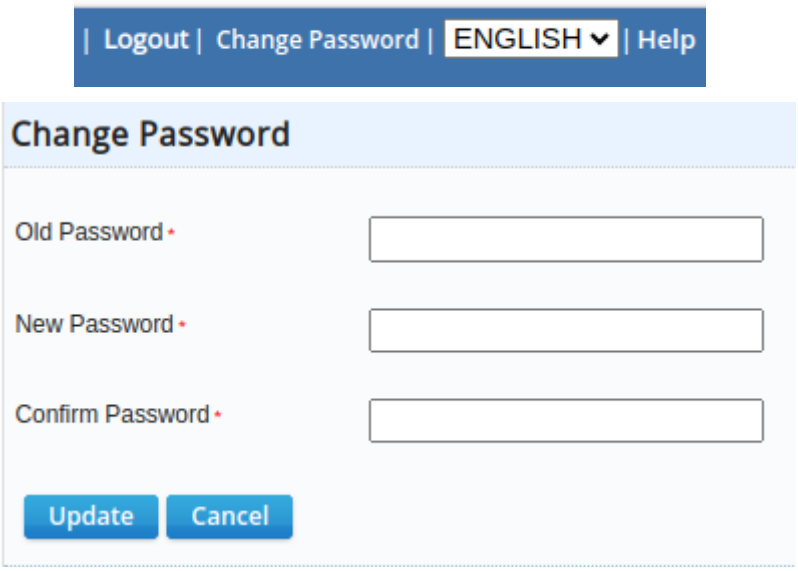
1.7 Forgot Password, Change Password & Locked Account

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.





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.



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

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
- ✓ idpmssupport@rbi.org.in