



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

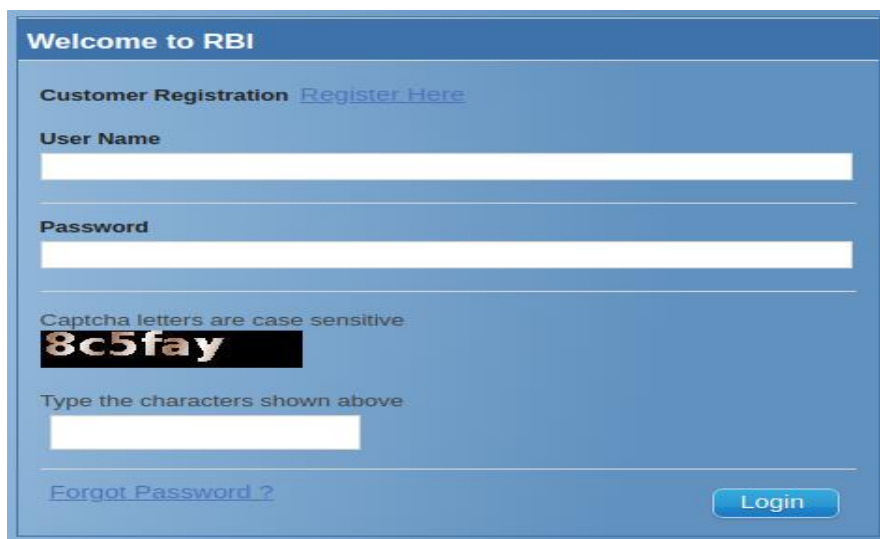
Indian Exporters and Importers will be able to register on the RBI's IEDPMS platform through a dedicated registration page. Each IE Code is eligible for a single user ID, which must be linked to a mobile number already updated by the bank on the IEDPMS portal.

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

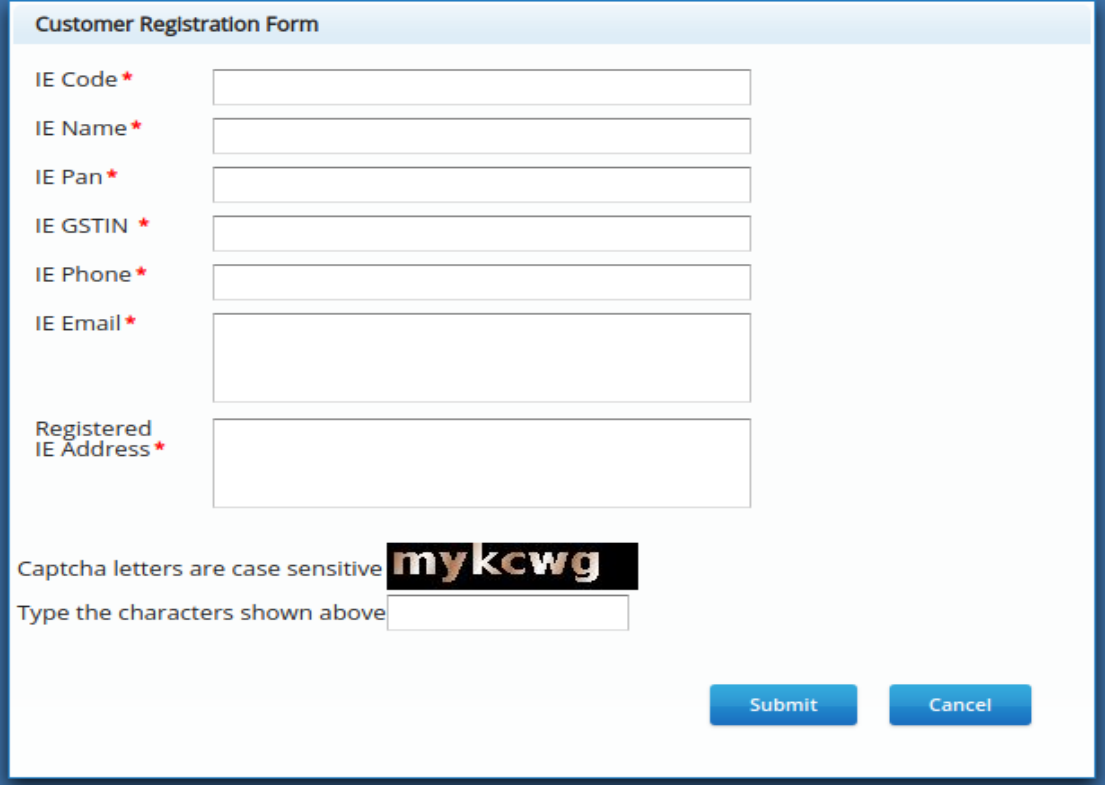
a. Customer Registration

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

A screenshot of a web-based 'Customer Registration Form'. The form is enclosed in a blue border. At the top, there is a light blue header bar with the text 'Customer Registration Form'. Below the header, the form contains several input fields, each preceded by a label and a red asterisk indicating a required field. The labels are: 'IE Code', 'IE Name', 'IE Pan', 'IE GSTIN', 'IE Phone', 'IE Email', and 'Registered IE Address'. The 'IE Email' and 'Registered IE Address' fields are larger than the others. Below these fields, there is a captcha section. It includes the text 'Captcha letters are case sensitive' followed by a black box containing the text 'mykcwg' in a stylized font. Below this, it says 'Type the characters shown above' followed by a small input box. At the bottom right of the form, there are two blue buttons: 'Submit' and 'Cancel'.

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.

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 *

SOFTWARE
643820069237
20/07/2019
INSTT6
Search

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 *

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)

(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 *

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

(1 of 1)

(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 *

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

(1 of 1)

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

Home | Logged in as IER210000004 | Last Login : 2025-06-02 19:01 | Logout | Change Password | ENGLISH | Help

CUSTOMER SEARCH ▾ REMITTANCE MANAGEMENT ▾

Search Shipping Bill with Fatal/Non-Fatal Errors

Export Type * Shipping Bill/Form No * Shipping Bill Date * Port Code *

SOFTWARE S14000694697 30/11/2014 INXXXX Search

Export Type	Shipping Bill No	Form No	Shipping Bill Date	Port Code	IE Code	AD Code	Status	Error Code	Error Type
(1 of 1)									

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

Home | Logged in as IER210000004 | Last Login : 2025-06-02 19:01 | Logout | Change Password | ENGLISH | Help

CUSTOMER SEARCH ▾ REMITTANCE MANAGEMENT ▾

Search BoE with Fatal/Non-Fatal Errors

BOE Number * BOE Date * Port of Discharge *

0005837 03/08/2016 INCJ06 Search

BOE Number	BOE Date	Port Of Discharge	IE Code	IE Name	AD Code	Status	Error Code	Error Type
(1 of 1)								

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

- (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.

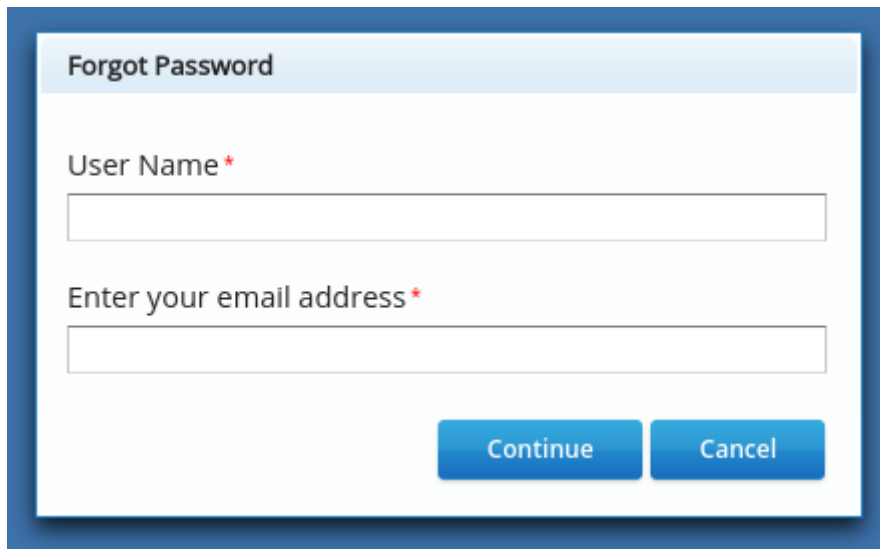
1.7 Forgot Password, Change Password & Locked Account

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.

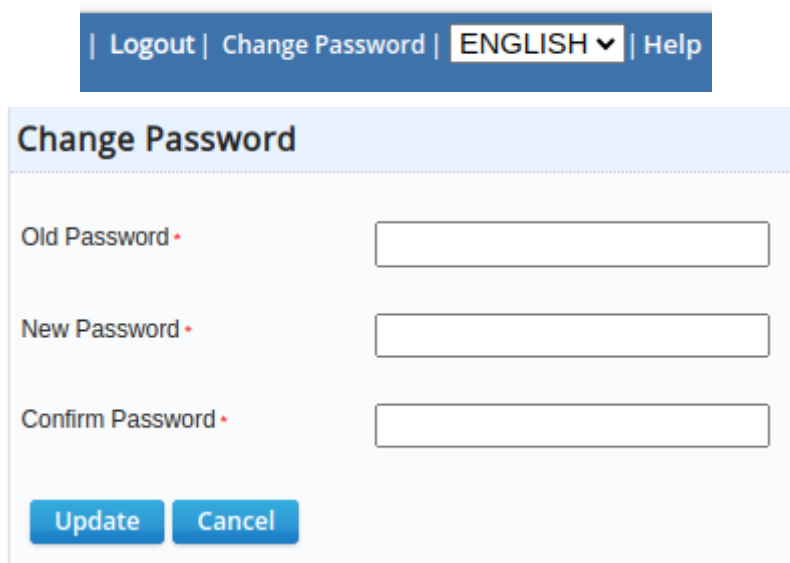
Type the characters shown above

[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. Above the form is a navigation bar with links: 'Logout | Change Password | ENGLISH ▾ | Help'. The form has a light blue header with the title 'Change Password'. Below the header, there are 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

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