HOW TO USE TC-QCO PORTAL

STEP-1: REGISTARTION ON PORTAL

- •Enter the URL <u>http://tc-qco.steel.gov.in/tc-qcoV2</u> (Better to use Google Chrome/Mozilla Firefox web browsers).
- •From Home Page Click on to Registration, a window will open as shown in <u>slide Number 3</u>.
- •After Submit, user will get a confirmation email on the registered email ID.
- •User can't login into the portal until his/her credentials are verified by Admin and after verification/approval, user will get the User ID and Password.

STEP-2: Reset/Change/Forgot of Password ON PORTAL

- •User can Reset/Change the password after login onto portal, as per the steps in <u>slide Number 4</u>.
- User can retrieve his/her password if he/she forgot it, as per the steps in <u>slide Number 5</u>.

STEP-3: UPLOADING OF APPLICATION ON PORTAL

• Login on the QCO Portal, then go to 'Consignments' Tab then 'New Consignment', a window will open as shown in <u>Slide number 6</u>.

- First Point is "APPLICATION TYPE", Four (4) Type of Application Category are there i.e.
 - 1. Advance Clarification (Before Placing Order)
 - 2. Clarification (Material in transit)
 - 3. Clarification (In Case Material at Indian Port) : Apply in this category, Only if BoE (Bill of Entry) has been generated.

4. Clarification for Repeat Order : Apply in this category, Only if a clarification letter have been issued earlier for that particular grade by Ministry of Steel.

>Second Point is "QUANTITY (MT)", If you are importing more than one Grades in one invoice/Bill of Lading, in that case you have to fill the separate application for each grade and mention the 'QUANTITY' of respective grade only. Attachments (Invoice/Bill of Lading) in this case may be same for all such type of applications.

HOW TO USE TC-QCO PORTAL (Contd...)

STEP-3: UPLOADING OF APPLICATION ON PORTAL (Contd...)

• Next Main Points are "TYPE OF STEEL", It will show two drop-down values i.e. 1. Carbon/Alloy Steel 2. Stainless Steel (SS)

% "PRODUCT TYPE", this will also have two drop-down values i.e. 1. Flat 2. Long.

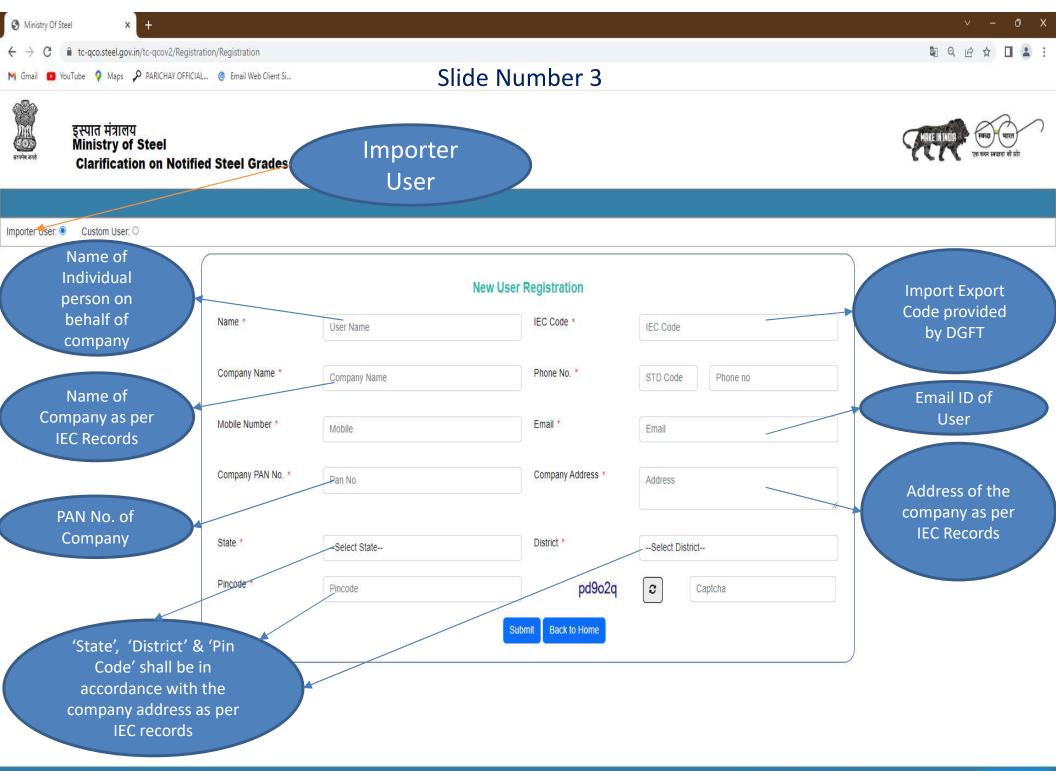
• After entering all the details as shown in <u>Slide No. 6</u>, <u>Slide Number 7</u>& <u>Slide Number 8</u>, click on the "Save and Next".

• A window will open as shown in <u>Slide Number 9</u>. Please fill this page carefully as these details will be examined by Technical Committee (TC) during evaluation of application.

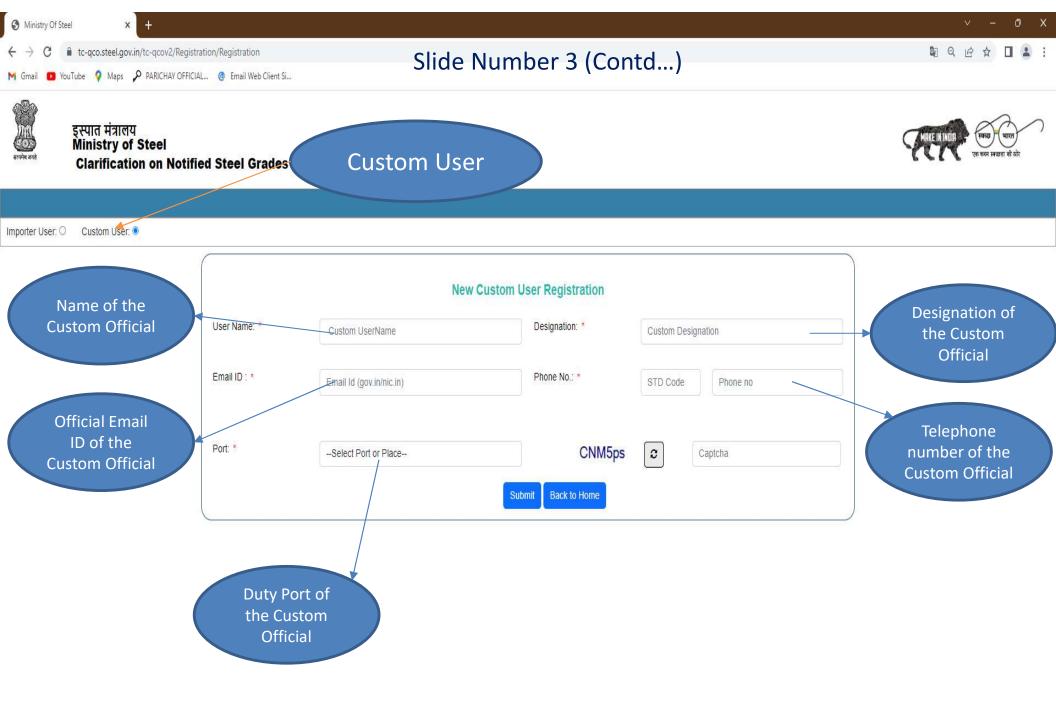
•Attachments those you have to upload on portal in case of each "Application Type" will be as given below (Please See <u>Slide Number 10</u>) :

- 1. Advance Clarification (Before Placing Order) : i) Mill Test Certificate (MTC) ii) Product Photograph.
- 2. Clarification (Material in Transit) : i) Mill Test Certificate (MTC) ii) Bill of Lading iii) Invoice iv) Product Photograph.
- 3. Clarification (In Case Material at Indian Port) : i) Mill Test Certificate (MTC) ii) Bill of Lading iii) Invoice iv) Bill of Entry v)Product Photograph.
- 4. Clarification for Repeat Order : i) Mill Test Certificate (MTC) ii) Bill of Lading iii) Invoice iv) Old Clarification (NoC) Letter from Ministry v) Product Photograph.

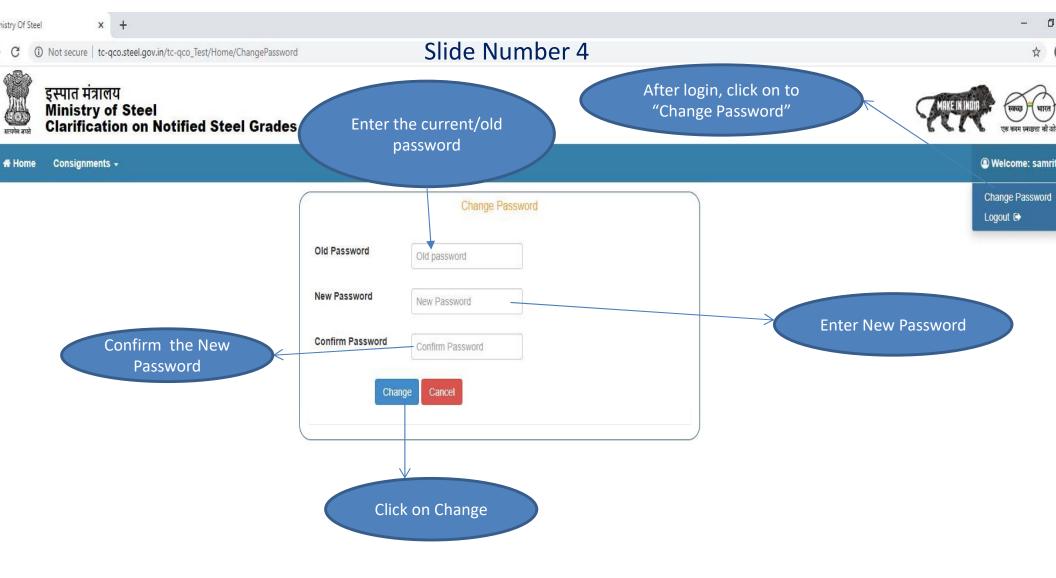
* "ALL THE DETATLS **USERS** ARE REOUESTED TO ENTER THE CORRECT AS ASKED.OTHERWISE, REJECTION OF USER WILL BE RESPONSIBLE FOR APPLICATION ON ACCOUNT OF ANY WRONG ENTRY".











Slide Number 5

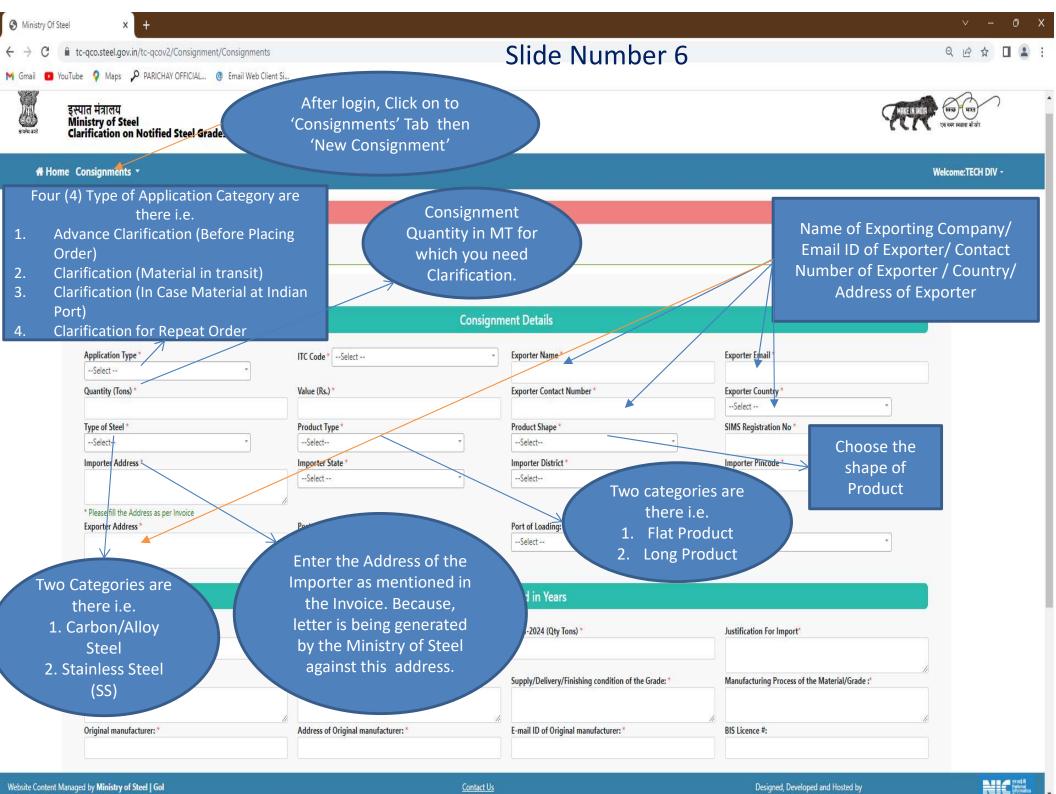


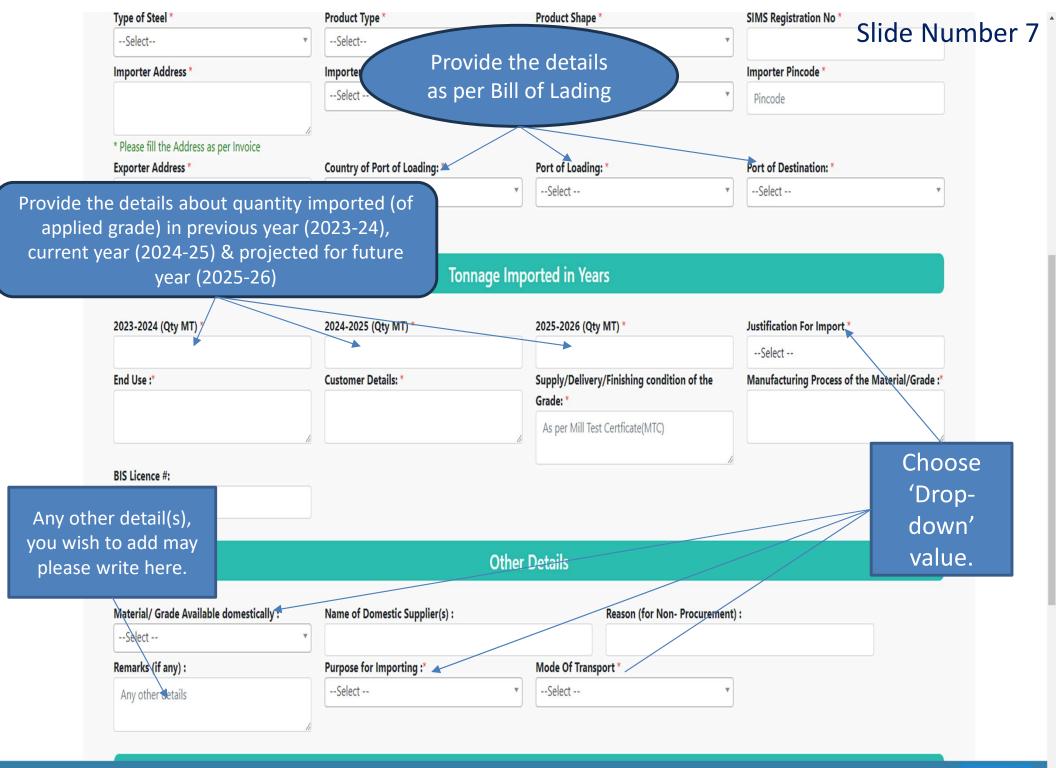
इस्पात मंत्रालय Ministry of Steel Clarification on Notified Steel Grades

Enter the Registered User ID to get new password.









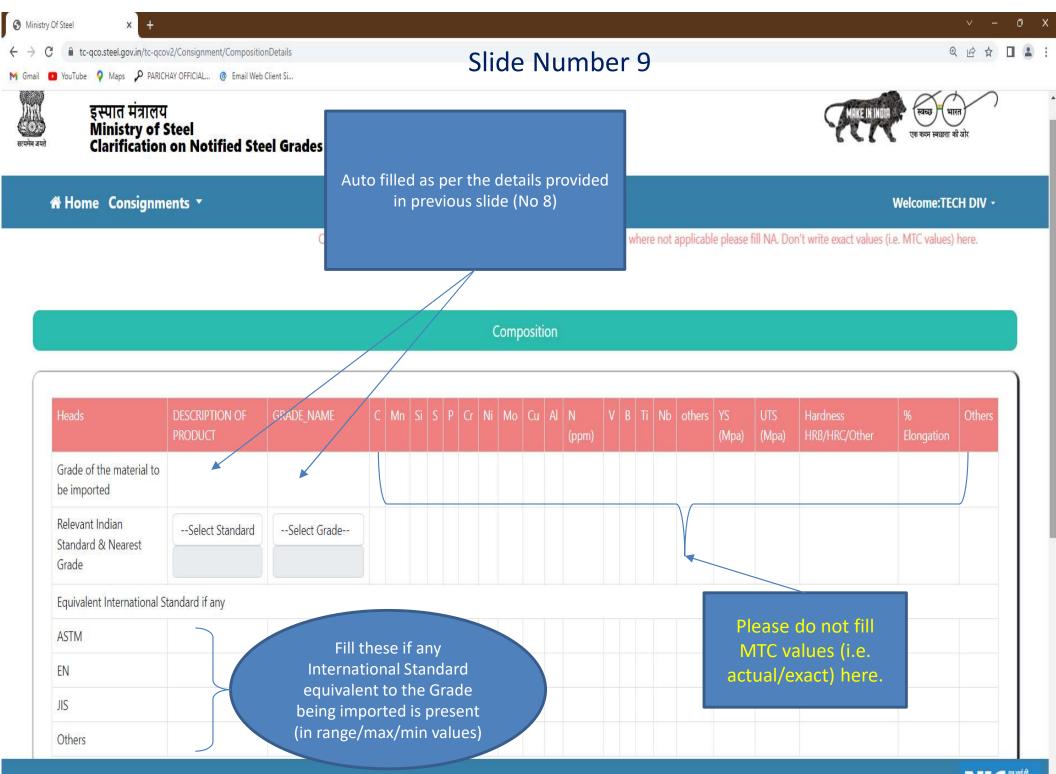


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Contact Us



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Slide Number 10

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Attachments those you have to upload on portal in case of different "Application Type" will be as given below :

- **1.** Advance Clarification (Before Placing Order) : i) Mill Test Certificate (MTC) ii) Product Photograph.
- 2. Clarification (Material in Transit) : i) Mill Test Certificate (MTC) ii) Bill of Lading iii) Invoice iv) Product Photograph.
- 3. Clarification (In Case Material at Indian Port) : i) Mill Test Certificate (MTC) ii) Bill of Lading iii) Invoice iv) Bill of Entry v)Product Photograph.
- 4. Clarification for Repeat Order : i) Mill Test Certificate (MTC) ii) Bill of Lading iii) Invoice iv) Old Clarification (NoC) Letter from Ministry v) Product Photograph.

Mill Test Certificate Details *	Mill Test Certificate Number	Date	Qty(Tons)	Browse		
Bill of Lading Details *	Bill of Lading Number	Date	Browse	Please enter the		
Invoice Number and Date *	Invoice Number	Date	Browse	details of all the documents carefully, as these		
Bill of Entry file,Number and Date *	Bill of Entry Number	Date	Browse	will be printed on the clarification		
Product photograph *	Browse			letter.		
 I hereby declare that the information given in this incom If you click on 'FINAL SUBN button your application will submitted to Ministry of Stand you can view this on 'H 	Application is true and correct butto VIIT' declare that if any will b II be teel consig	a click on 'SAVE' on , your details e saved and you an view this nment on 'Home in 'Draft Mode'	on may be cancelled at any	plication proves to be false or point of time. PREVIEW FINAL SUBMIT		
Page' in 'Pending Consignm			Designed, Developed and Hosted by			

THANKING YOU ...