

HOW TO USE TC-QCO PORTAL

STEP-1: REGISTRATION ON PORTAL

- Enter the URL <http://tc-qco.steel.gov.in/tc-qcoV2> (Better to use Google Chrome/Mozilla Firefox web browsers).
- From Home Page Click on to Registration, a window will open as shown in [slide Number 3](#).
- 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 [slide Number 4](#).
- User can retrieve his/her password if he/she forgot it, as per the steps in [slide Number 5](#).

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 [Slide number 6](#).
- 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 [Slide No. 6](#) , [Slide Number 7](#) & [Slide Number 8](#) , click on the “Save and Next” .

• A window will open as shown in [Slide Number 9](#) . 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 [Slide Number 10](#)) :

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

Importer User

Importer User: Custom User:

Name of Individual person on behalf of company

Name of Company as per IEC Records

PAN No. of Company

'State', 'District' & 'Pin Code' shall be in accordance with the company address as per IEC records

New User Registration

Name *	<input type="text" value="User Name"/>	IEC Code *	<input type="text" value="IEC Code"/>
Company Name *	<input type="text" value="Company Name"/>	Phone No. *	<input type="text" value="STD Code"/> <input type="text" value="Phone no"/>
Mobile Number *	<input type="text" value="Mobile"/>	Email *	<input type="text" value="Email"/>
Company PAN No. *	<input type="text" value="Pan No."/>	Company Address *	<input type="text" value="Address"/>
State *	<input type="text" value="--Select State--"/>	District *	<input type="text" value="--Select District--"/>
Pincode *	<input type="text" value="Pincode"/>	<input type="text" value="pd9o2q"/> <input type="text" value="Captcha"/>	

Import Export Code provided by DGFT

Email ID of User

Address of the company as per IEC Records

Custom User

Importer User: Custom User:

New Custom User Registration

User Name: *	<input type="text" value="Custom UserName"/>	Designation: *	<input type="text" value="Custom Designation"/>
Email ID: *	<input type="text" value="Email Id (gov.in/nic.in)"/>	Phone No.: *	<input type="text" value="STD Code"/> <input type="text" value="Phone no"/>
Port: *	<input type="text" value="--Select Port or Place--"/>	CNM5ps	<input type="text" value="Captcha"/>

Name of the Custom Official

Official Email ID of the Custom Official

Duty Port of the Custom Official

Designation of the Custom Official

Telephone number of the Custom Official

Enter the current/old password

After login, click on to "Change Password"

Change Password

Old Password

New Password

Confirm Password

Confirm the New Password

Enter New Password

Click on Change



Enter the Registered User ID to get new password.

Forgot Password?
You can reset your password here.

User ID

rZQ1bm

Captcha

Enter the Captcha

Click on Submit



After login, Click on to 'Consignments' Tab then 'New Consignment'

- 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)
 4. Clarification for Repeat Order

Consignment Quantity in MT for which you need Clarification.

Name of Exporting Company/ Email ID of Exporter/ Contact Number of Exporter / Country/ Address of Exporter

Consignment Details

Application Type * --Select--

Quantity (Tons) *

Type of Steel * --Select--

Importer Address *

Exporter Address *

IITC Code * --Select--

Value (Rs.) *

Product Type * --Select--

Importer State * --Select--

Port of Loading * --Select--

Exporter Name *

Exporter Contact Number *

Product Shape * --Select--

Importer District * --Select--

Port of Loading * --Select--

Exporter Email *

Exporter Country * --Select--

SIMS Registration No *

Importer Pincode *

- Two Categories are there i.e.
1. Carbon/Alloy Steel
 2. Stainless Steel (SS)

Enter the Address of the Importer as mentioned in the Invoice. Because, letter is being generated by the Ministry of Steel against this address.

- Two categories are there i.e.
1. Flat Product
 2. Long Product

Choose the shape of Product

Provide the details as per Bill of Lading

Provide the details about quantity imported (of applied grade) in previous year (2023-24), current year (2024-25) & projected for future year (2025-26)

Tonnage Imported in Years

2023-2024 (Qty MT) *	2024-2025 (Qty MT) *	2025-2026 (Qty MT) *	Justification For Import *
<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select --
End Use :*	Customer Details :*	Supply/Delivery/Finishing condition of the Grade :*	Manufacturing Process of the Material/Grade :*
<input type="text"/>	<input type="text"/>	As per Mill Test Certificate(MTC)	<input type="text"/>

Choose 'Drop-down' value.

Any other detail(s), you wish to add may please write here.

Other Details

Material/ Grade Available domestically :	Name of Domestic Supplier(s) :	Reason (for Non- Procurement) :
--Select --	<input type="text"/>	<input type="text"/>
Remarks (if any) :	Purpose for Importing :*	Mode Of Transport *
Any other details	--Select --	--Select --

BIS Licence #:

Please write 'Steel Grade Name' as per invoice/MTC

Please write 'Description of Product' as per invoice/MTC

Choose 'Drop-down' value.

Material/ Grade Available domestically :

--Select --

Name of Domestic Supplier(s) :

Reason (for Non- Procurement) :

Remarks (if any) :

Any other details

Purpose for Importing :*

--Select --

Mode Of Transport *

--Select --

Details of the Product Value Chain

Steel Grade Name:*

As per Mill Test Certificate(MTC)

Description of Product:*

As per Mill Test Certificate(MTC)

Stage of processing of product*

--Select --

Country of Origin *

--Select--

Stages of value addition *

* Please enter stages of value(0-9)

Name of Manufacturer *

Address of Manufacturer *

Email ID of Manufacturer *

Country of Manufacturer - *

Web Address Manufacturer(URL) *

Enter the details about Manufacturer wrt stages of value addition. use "+" button to add.

Dimensions of Product

Length(mm) *

Dia(mm) *

Thickness(mm) *

Width(mm) *

Provide the Dimension of the Product. If you have more than one dimensions then use "+" button to add.

Save & Next



Auto filled as per the details provided in previous slide (No 8)

where not applicable please fill NA. Don't write exact values (i.e. MTC values) here.

Composition

Heads	DESCRIPTION OF PRODUCT	GRADE_NAME	C	Mn	Si	S	P	Cr	Ni	Mo	Cu	Al	N (ppm)	V	B	Ti	Nb	others	YS (Mpa)	UTS (Mpa)	Hardness HRB/HRC/Other	% Elongation	Others
Grade of the material to be imported																							
Relevant Indian Standard & Nearest Grade	--Select Standard	--Select Grade--																					
Equivalent International Standard if any																							
ASTM																							
EN																							
JIS																							
Others																							

Fill these if any International Standard equivalent to the Grade being imported is present (in range/max/min values)

Please do not fill MTC values (i.e. actual/exact) here.

Slide Number 10

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	
Invoice Number and Date *	Invoice Number	Date	Browse	
Bill of Entry file,Number and Date *	Bill of Entry Number	Date	Browse	
Product photograph *	Browse			

Please enter the details of all the documents carefully, as these will be printed on the clarification letter.

If you click on ‘SAVE’ button , your details will be saved and you can view this consignment on ‘Home Page’ in ‘Draft Mode’.

If you click on ‘FINAL SUBMIT’ button your application will be submitted to Ministry of Steel and you can view this on ‘Home Page’ in ‘Pending Consignments’.

I hereby declare that the information given in this application is true and correct. I declare that if any information given in this application proves to be false or incorrect, my application may be cancelled at any point of time.

SAVE PREVIEW FINAL SUBMIT

THANKING YOU...