

Frequently Asked Questions(FAQs)

What is QCO Portal?

QCO Portal is an online platform to provide clarification on the Steel and Steel Products as per the SQCO Orders.

Who can register?

The company/firm/entity that have Import Export Code as provided by DGFT and intends to import Steel Grades in India.

How to do registration?

Visit the QCO Portal (<http://tc-qco.steel.gov.in/tc-qco>) and click on the registration icon. For more details please read the “HOW TO USE QCO PORTAL” document from the home page of the website.

How did the user/applicant get the User Id and Password?

After doing the registration process as per question number 3, the user will get a welcome email from QCO Portal with a User ID. After the approval of the user/applicant by admin, the user will get another email with all the credentials.

How do users/applicants can change password and/or retrieve password in case of forgotten password?

Please refer to the “HOW TO USE QCO PORTAL” document from the home page of the website. All the steps given in this document.

How to apply for clarification on QCO Portal?

Visit the QCO Portal url <http://tc-qco.steel.gov.in/tc-qco> and login with the User Id and Password. Applicant home page will open that contains information about the user’s applications. Click on “Consignment Tab -----then----- New Consignment” an application form will open, fill it and submit.

How to fill the application form?

For this you may refer to the “HOW TO USE QCO PORTAL” document from the home page of the website. And other discrete details are as per table drawn below:

Consignment Details:

Sr No.	Field Name	Field Type	Description	Remarks
1	Application Type	Drop-down	User will choose one out of four Application Types 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	For more details please refer to the "HOW TO USE QCO PORTAL" document.
2	ITC Code	N	Write down the ITC code.	-
3	Quantity (Tons)	N	Provide the quantity of the consignment under consideration in MT.	-
4	Value (Rs.)	N	Provide the value of the consignment under consideration in Indian Rupees.	-
5	Exporter Details	AN	Under this major Head, user will enter the full details about the exporter i.e. "Name/Email/Contact/Address/Country"	Exporter's Country can be selected from drop-down.
6	Type of Steel	Drop-down	Users will choose one out of two (1. Carbon/Alloy Steel 2. Stainless Steel) as per their consignment.	-
7	Product Type	Drop-down	Users will choose one out of two (1. Flat 2. Long) as per their consignment.	-
8	Product shape	Drop-down	User will choose one out of all listed shapes, if that particular shape is not present in the list, then the user may choose "Other" and will enter that.	-

9	SIMS Registration Number	AN	Users will provide the registration number that he/she obtained after doing registration on SIMS Portal.	-
10	Importer Address	AN	Users will enter the address on which that consignment is booked i.e. Invoice Address.	Same address will be printed on the clarification letter, if applicable.
11	Tonnage Imported	N	Under this user will enter the values of tonnage that has been imported previous year, present year and also for future years projections.	-
12	Purpose for Importing	Drop-down	Values as 1. Trading, 2. OEM Supply, 3. Self/Direct Use 4. Other	<p>Trading: For sale to any company/entity other than OEM.</p> <p>OEM Supply: If an applicant imports the material for OEM supply.</p> <p>Self/Direct Use: If an applicant imports the material for in house use or OEM import for their direct use.</p> <p>Other: other than those above listed.</p>
13	End Use	AN	User will provide the details.	-
14	Customer Details	AN	Users will provide details about the customers for the material/grade under consideration?	-
15	Justification for Import	AN	Users will provide the reasons why they have been importing the material/grade under consideration.	-

16	Original Manufacturer	AN	If the exporter is a trader and material is being originally manufactured at some other end, then please provide the name of Original manufacturer.	-
17	Address of Original Manufacturer	AN	Users will provide the address.	-
18	Email Id of Original Manufacturer	AN	Users will provide the email id.	-
19	Supply/Finishing/Delivery condition of the grade	AN	Users will provide the supply/finish/delivery condition of the material/grade under consideration.	Eg: HR/CR/Machine d/Peeled/Turned/Q&T/Reeled/Annealed etc.
20	Manufacturing Process of the material/grade	AN	Users will provide the manufacturing process/steps of the material/grade under consideration.	Eg:
21	Material/Grade Available Domestically	Drop-down (Y/N)	If, NO: then no need to put any details. If, YES: then please provide the “Name of Domestic Supplier(s)” and “Reason (For Non-Procurement)”.	-
22	Remarks (If any)	AN	Users will provide any additional information/detail pertaining to the material/grade under consideration that has not been asked so far.	-
23	Dimensions of Product	N	User will provide the dimensions values i.e. “Length/Dia/Thickness/Width” as per the material/grade under consideration.	All the values will be in mm. For more than one dimension he/she can use the Add button to add.
Save & Next				

After save & Next, page will open as,

Composition:

Sr No.	Field Name	Field Type	Description	Remarks
1	Description of Product	AN	Users will provide the description of product/material/grade under consideration.	For more details please refer to the "HOW TO USE QCO PORTAL" document.
2	Grade Name	AN	Users will provide the grade name of the product/material/grade under consideration as per invoice/MTC.	
3	Chemical and mechanical Properties	AN	Users will provide the values of respective elements either in range or min or max values entries.	
4	Relevant Indian Standard	Drop-down	Users will select the IS from drop-down as applicable, if not found in list, please choose "Other" and enter the details	
5	Equivalent International standard, if any	AN	Users can provide the details about any international standard as per their product/material/grade under consideration.	
6	Attachments needs to be uploaded	AN	Users will provide the set of information as per their application type (MTC/ Invoice/ Bill of Lading/ Bill of Entry/NoC Letter/Company/National /International Specification and Product Photograph) and upload the documents in respect of each entry.	

	SAVE	FINAL SUBMIT	PURVIEW
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What does the meaning of Draft/Pending/Approved/Rejected Consignments tab on the home page of the users?

Draft Consignment: The applications filed and saved by users, are available under this tab.

Pending Consignment: The applications filed and final submitted by users, are available under this tab.

Approved Consignment: The applications evaluated by the Technical Committee will be available under this tab.

Rejected Consignment: The applications either rejected by admin or by the Technical Committee will be available under this tab.

What is the TECH_ACCEPT and TECH_REJECT?

During the preliminary examination by admin,

i) if the application is filed in order (i.e. all fields answered and documents are being uploaded) then admin accept it: **TECH_ACCEPT**.

ii) if the application is not filed in order (i.e. fields not answered correctly and/or documents are not being uploaded/wrong documents uploaded) then admin reject it: **TECH_REJECT**.