

HOW TO USE QCO PORTAL

STEP-1: REGISTRATION ON PORTAL

- Enter the URL <http://tc-qco.steel.gov.in/tc-qco> (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 credential is 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 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 you have been issued earlier an NoC letter for that grade by Ministry of Steel.

➤ **Second Point is "QUANTITY (TONS)", 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 that grade only. Attachments (Invoice/Bill of Lading) in this case may be same for all such type of applications.**

HOW TO USE QCO PORTAL (Contd...)

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

- Next Main Point is “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.
 - Then Main Point is “ORIGINAL MANUFACTURER” , Enter the Name of Manufacturer where initially material was manufactured. And, MTC was generated by that manufacturer.
 - After entering all the details as shown in [Slide No. 6](#) & [Slide Number 7](#) , click on the “Save and Next” .
 - A window will open as shown in [Slide Number 8](#). 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 9](#)) :
1. **Advance Clarification (Before Placing Order)** : i) Mill Test Certificate (MTC) ii) Product Photograph iii) Company/ National/ International Specifications
 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 ASKE. OTHERWISE, USER WILL BE RESPONSIBLE FOR REJECTION OF APPLICATION ON ACCOUNT OF ANY WRONG ENTRY".



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="PHONE NO"/>
Mobile *	<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"/>

Import Export Code provided to company by DGFT

Company Landline/Mobile Number

Email ID of User

Address of the company /branch as per IEC Records

Name of Individual on behalf of company

Name of Company as per IEC Records

Mobile Number of User

PAN of Company

After login, click on to "Change Password"



Enter the current/old password

Confirm the New Password

Change Password

Old Password

New Password

Confirm Password

Enter New Password

Click on Change



Forgot Password

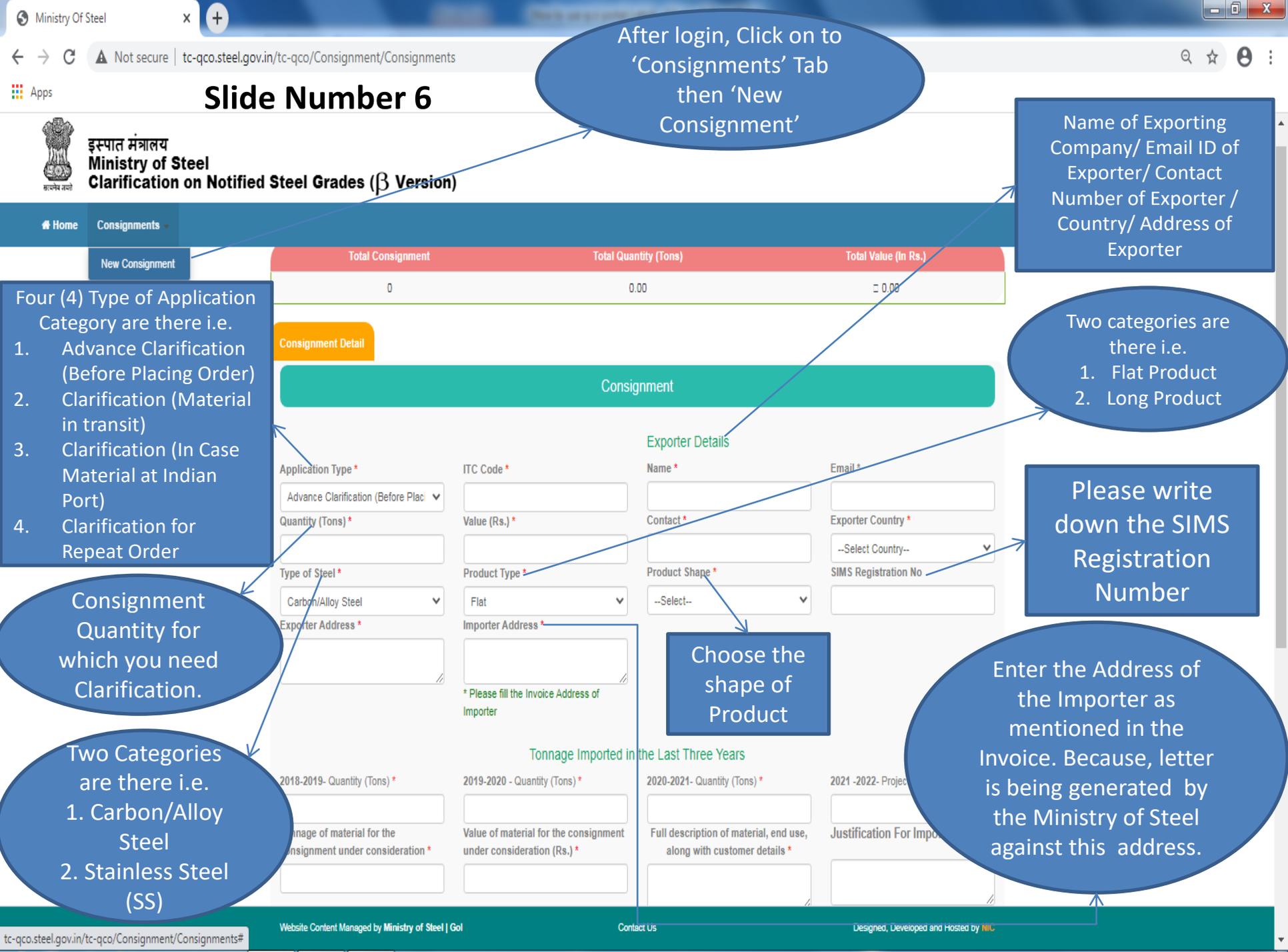
Email ID

gG0kzM

Enter the Registered Email ID to get password.

Enter the Captcha

Click on Submit



Slide Number 6



इस्पात मंत्रालय
Ministry of Steel
Clarification on Notified Steel Grades (β Version)

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

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

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

Please write down the SIMS Registration Number

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

Choose the shape of Product

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 for which you need Clarification.

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

Total Consignment	Total Quantity (Tons)	Total Value (In Rs.)
0	0.00	0.00

Consignment Detail

Consignment

Exporter Details

Application Type *
Advance Clarification (Before Placing Order)

Quantity (Tons) *

Type of Steel *
Carbon/Alloy Steel

Exporter Address *

ITC Code *

Value (Rs.) *

Product Type *
Flat

Importer Address *

Name *

Email *

Contact *

Exporter Country *
--Select Country--

Product Shape *
--Select--

SIMS Registration No

*Please fill the Invoice Address of Importer

Tonnage Imported in the Last Three Years

2018-2019- Quantity (Tons) *	2019-2020 - Quantity (Tons) *	2020-2021- Quantity (Tons) *	2021 -2022- Projected Quantity (Tons) *

Quantity of material for the consignment under consideration *

Value of material for the consignment under consideration (Rs.) *

Full description of material, end use, along with customer details *

Justification For Importation *

Slide Number 7



इस्पात मंत्रालय Ministry of Steel Clarification on Notified Steel Grades (β Version)



Enter the Name of Manufacturer, where initially material was manufactured and MTC was generated.

Please provide Justification for Import

Please Provide details about the Manufacturing Process

Any other detail/ you want to add may please enter here.

Please Provide details about the Supply/Finishing/Delivery Condition

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

After complete filling up of this page, Please enter 'Save & Next' button.

Tonnage of material for the consignment under consideration *

Value of material for the consignment under consideration (Rs.) *

Full description of material, end use, along with customer details *

Justification For Import *

Original manufacturer *

Address of Original manufacturer *

E-mail ID of Original manufacturer *

BIS Licence #

Supply/Finishing condition of the grade *

Manufacturing Process of Material/grade *

Other Details

Whether material available domestically? * YES NO

Who are the domestic suppliers

Why is it not procured domestically

Has the Fees been Paid YES NO

Fee paid Value (Rs.)

Remarks (if any)

Fee value

Dimensions of Product

Dia(mm) Thickness(mm) Width(mm)

Save & Next



इस्पात मंत्रालय Ministry of Steel Clarification on Notified Steel Grades (β Version)



total consignment	total quantity (tons)	total value (in RS.)
22	3,19,023.00	₹ 4,725.00

Consignment Detail Composition

Composition

Chemical Composition shall be in range /max/min for applicable entries, where not applicable please fill NA. Don't write exact values (i.e. MTC values) here.

Heads	DESIGNATION/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) *
Grade of the material to be imported																				
Relevant Indian Standard & Nearest Grade	--Select Standard--	--Select G--																		
Equivalent International Standard if any																				
ASTM																				
EN																				
JIS																				
Others																				

Please fill the Designation/Description of the product and Grade Name carefully, because these entries will be printed on the Clarification Letter.

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

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

THANKING YOU...