

## Frequently Asked Questions (FAQs)

### Q1: What is the TC-QCO Portal?

TC-QCO Portal is an online platform to provide clarification on the notified Steel and Steel Products as per the latest Steel and Steel (Products) Quality Control Order issued by Ministry of Steel.

### Q2: Who can register on the TC-QCO Portal?

The company/firm/entity that has an Import Export Code (IEC) number provided by DGFT and intends to import Steel and Steel Products in India.

### Q3: How to do registration on the TC-QCO Portal?

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

### Q4: How will 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 TC-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.

### Q5: How do the users/applicants can change password and/or retrieve password in case of forgotten password?

Please refer to the “HOW TO USE TC-QCO PORTAL” document from the home page of the website. All the steps are listed in the said document.

### Q6: How to apply for clarification on TC-QCO Portal?

Visit the TC-QCO Portal (<https://tc-qco.steel.gov.in/>) and login with the User ID and Password. Applicant home page will open that contain information about the user’s applications. Click on “**Consignment Tab** -----> then -----> **New Consignment**” An application form will open. Fill it and submit.

## Q7: How to fill an application form?

For this, you may refer to the “HOW TO USE TC-QCO PORTAL” document from the home page of the website. Description of fields/entries 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. <b>1.Advance Clarification (Before Placing Order)</b> <b>2.Clarification (Material in transit)</b> <b>3.Clarification (In Case Material at Indian Port)</b> <b>4.Clarification for Repeat Order</b>	For more details, please refer to the “HOW TO USE TC-QCO PORTAL” document.
2	ITC HS Code	Drop-down	Select the ITC HS code.	-
3	Quantity (MT)	Numeric	Provide the quantity of the consignment under consideration in MT (as per invoice).	-
4	Value (Rs.)	Numeric	Provide the value of the consignment under consideration in Indian Rupees.	-
5	Exporter Name	Alpha-Numeric	User will write exporter company name.	-
6	Exporter Email	Alpha-Numeric	User will write exporter’s email.	-
7	Exporter Contact Number	Numeric	User will write exporter’s contact number.	-
8	Exporter Country	Drop-down	User will select the exporter’s country from drop-down values.	-
9	Exporter Address	Alpha-Numeric	User will write the address of exporter’s company address.	-

10	Type of Steel	Drop-down	Users will choose one out of two values (1. Carbon/Alloy Steel 2. Stainless Steel) as per their consignment.	-
11	Product Type	Drop-down	Users will choose one out of two values (1. Flat 2. Long) as per their consignment.	-
12	Product shape	Drop-down	User will choose one out of all listed shapes, if the particular shape is not present in the drop-down list, then the user may choose "Other" and will enter the value.	-
13	SIMS Registration Number	Alpha-Numeric	Users will provide the registration number that he/she obtained after doing registration on SIMS Portal.	-
14	Importer Address	Alpha-Numeric	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.
15	Importer State	Drop-down	User will choose the value from drop-down.	-
16	Importer District	Drop-down	User will choose the value from drop-down.	-
17	Importer Pin code	Numeric	User will enter the Pin Code as per the invoice address.	-
18	Country of port of Loading	Drop-Down	User will choose values from drop-down list.	-
19	Port of Loading	Drop-Down	User will choose values from drop-down list.	-
20	Port of Destination	Drop-Down	User will choose values from drop-down list.	-
21	Tonnage Imported in year(s)	Numeric	Under this user will enter the values of tonnage in three fields	-

			i.e. Past Year, Current Year and Future Year	
22	End Use	Alpha-Numeric	Users will provide the details, where the product/material is being used.	-
23	Customer Details	Alpha-Numeric	User will provide the details of the customers of the material/grade under consideration.	-
24	Justification for Import	Drop-Down	Users will select the reasons from drop-down values, why they have imported and/or intend to import the material/grade under consideration.	-
25	Supply/Delivery /Finishing condition of the grade	Alpha-Numeric	Users will provide the supply/finish/delivery condition of the material/grade under consideration.	e.g. HR/CR/Machined/Peeled/Turned/Q&T/Reeled/Annealed etc. These details are available in MTC document.
26	Manufacturing Process of the material/grade	Alpha-Numeric	Users will provide the manufacturing process/steps of the material/grade under consideration.	
27	Material/Grade available domestically	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)".	-
28	Purpose for Importing	Drop-Down	User will choose values from drop-down list.	1. Trading 2. Self-Consumption 3. Supplying/selling after value addition

29	Mode of Transport	Drop-Down	User will choose values from drop-down list.	1. Sea 2. Air 3. Road
30	Remarks (If any)	Alpha-Numeric	Users will provide any additional information/detail pertaining to the material/grade under consideration that has not been asked so far.	-
31	Steel Grade Name	Alpha-Numeric	User will write the name of grade as per the documents i.e. Invoice/MTC.	-
32	Description of Product	Alpha-Numeric	User will write the description of product as per the documents i.e. Invoice/MTC.	-
33	Stage of processing of product	Drop-down	User has to select one out of available three drop-down i.e. 1. Raw Material, 2. Intermediate Product and 3. Finished Product	-
34	Country of Origin	Drop-down	User will select value from drop-down list	-
35	Stages of value addition	Numeric	User will enter the value in numbers representing number of stages/steps involved in making/manufacturing of material/product. It is only in case of "Intermediate and/or Finished Product" case.	-
36	Name of Manufacturer	Alpha-Numeric	User will enter the name of manufacturers (using plus button) those were involved in making either the Intermediate or finished product.	In case of Raw Material, user enters the manufacturer details in accordance with the raw material.
37	Address of Manufacturer	Alpha-Numeric	Users will provide the address.	-
38	Email Id of Manufacturer	Alpha-Numeric	Users will provide the email id.	-

39	Country of Manufacturer	Drop-down	User will select the country from drop-down values.	-
40	Web address of Manufacturer (URL)	Alpha-Numeric	User will write the web address of manufacturer.	-
41	Dimensions of Product	Numeric	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 user can use the Add button to add more.
<b>Save &amp; Next</b>				

After save & Next, page will open as,

#### Composition:

Sr. No.	Field Name	Field Type	Description	Remarks
1	Description of Product	Auto Filled	Refer Sr. No. 32 of previous part.	For more details, please refer to the "HOW TO USE TC-QCO PORTAL" document.
2	Grade Name	Auto Filled	Refer Sr. No. 31 of previous part.	
3	Chemical and mechanical Properties	Alpha-Numeric	Users will provide the values of respective elements (chemical and mechanical) 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	Alpha-Numeric	Users can provide the details about any international standard as per their product/material/grade under consideration.	

6	Attachment s needs to be uploaded	Alpha- Numeric	Users will provide the set of information as per their application type (MTC Number & date/ Invoice Number & date/ Bill of lading Number & date/ Bill of entry number & date/ Company/National/International Specification and Product Photograph) and upload the documents in respect of each entry.	
	<p style="text-align: center;"><b>SAVE                      PURVIEW                      FINAL SUBMIT</b></p>			