

User Guide

1. To use this portal please visit the website of DGCIIS(www.dgciskol.nic.in) and click on the tab "Trade Data". It will then divert to a new webpage.
2. Data users first need to select user-group (Guest/Subscriber).
3. Anyone can login by selecting user group as 'Guest'. It doesn't require any password.
4. Subscribers need to select user sub-group as 'Paid User' and then enter their username and password for logging in which is provided to them by DGCI&S on payment.
5. After logging in, on the left side of this page some icons can be seen. By rolling over the mouse on these icons, various self explanatory menu options can be seen.
6. In the "Data Query" icon, begin by selecting 'search criteria for Query' option to get the data.
 - ✓ First select a period for which data is required (From Period, To Period)
 - ✓ Select trade data type (Export/Import)
 - ✓ Select trade data value type(Rupee/Dollar/Both)
 - ✓ Select Report Type
 - ✓ Select other parameters (ITC)(HS) code (2/4/6/8 digit level)/Description/Country (by country list)/by region/port.
 - ✓ By clicking on 'Execute Query' button appearing on the webpage, the data can be downloaded instantly from the portal. Data can be saved in pdf/word/excel/csv/text formats. Another query can be created by clicking 'Back to query screen'.

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