

Exporter's **User Manual**
Export Incentive Reimbursement Portal
(EIRP) v 1.0



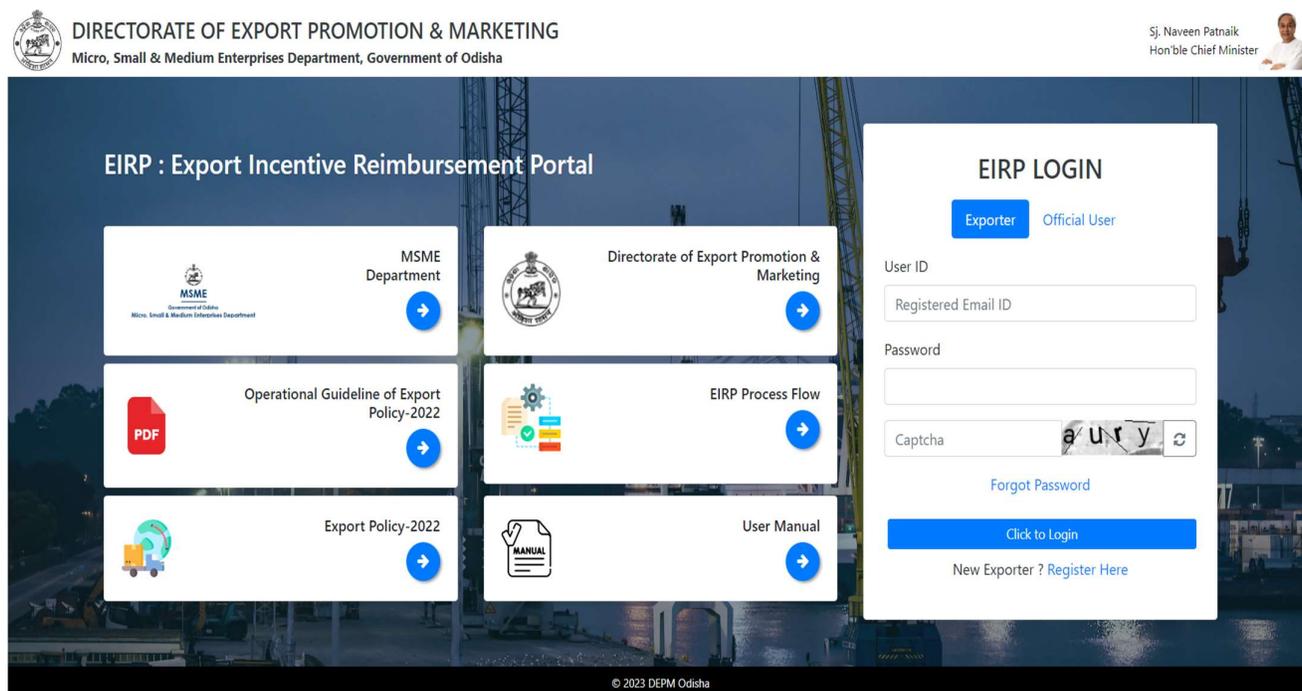
Directorate of Export, Promotion & Marketing (DEPM)
Micro, Small & Medium Enterprises Department
Govt. of Odisha

Step – 01 (Visit to EIRP Portal)

To visit the EIRP portal please type the below-mentioned portal link in the address bar of the web browser i.e. latest version of Internet Explorer/ Google Chrome/ Mozilla Firefox.

Link to the portal – <https://eirp-depm.odisha.gov.in>

You will find the portal home page (below image)



This is the official portal for Export Incentive Reimbursement Claims.

You will find the links mentioned below

1. Link to the official website of MSME Department, Odisha
2. Link to the official website of DEPM.
3. Operational Guideline of Export Policy-2022 (pdf)
4. EIRP Process Flow (Application) (image)
5. Export Policy-2022 (pdf)
6. User Manual (pdf)

There are also facilities for new exporter's registration & exporter login.

Step – 02 (New Exporter Registration)

New Exporter Users have to register themselves for the first time to register and use the application/ portal. Steps for registration:

1. For registration click on the “**New Exporter? Register Here**” link.

2. It will navigate you to the Registration Form.

The screenshot shows a web form titled "Registration Form" with a blue header. The form is organized into several sections, each with a numbered title and a red asterisk indicating a required field. Section 1, "Type of Exporter", has a dropdown menu with "Choose a type". Section 2, "Choose Category", has a dropdown menu with "Choose a category". Section 3, "Name of Exporting Agency", has a text input field for "Exporter Name". Section 4, "Name of the Chief Executive Officer (CEO)", has three text input fields: "Name", "Mobile", and "E-Mail". Section 5, "Registered Office Address", has five text input fields: "At", "Post", "City", "District", and "PIN". Section 7, "Bank Account Details", has three text input fields: "Bank name", "Account No.", and "IFSC Code", plus a "Cancelled Cheque" section with a "Choose File" button and "No file chosen" text. Section 8, "IEC (Import Export Code)", has a text input field for "IEC". Section 9, "RCMC NO.", has a text input field for "RCMC.No". Section 10, "Name of the EPC", has a text input field for "EPC Name". Section 11, "Udayam Registration No.", has a text input field for "Udayam Registration No.". At the bottom right, there is a blue "Submit" button and a link that says "Already an exporter login here".

3. Fill out the registration form, upload the required documents and submit the form.
4. A registration confirmation message will be sent to your registered email.
5. You can find your user ID and password in the mail.
6. You can use the credentials to log in to the portal.

Step – 03 (Login & Portal information)

Registered Exporter Users can log in to the portal using the credentials received after registration.

Steps for login:

1. Visit the Portal - <https://eirp-depm.odisha.gov.in>.
2. Select user type as Exporter. (Exporter is the default)

EIRP LOGIN

Exporter
Official User

User ID

Password

Captcha a u r y

[Forgot Password](#)

Click to Login

New Exporter ? [Register Here](#)

3. Type your user ID, password & captcha, and click on the “[Click to Login](#)” button to log in.
4. After successful login, you will be redirected to the Portal Home Page.

DIRECTORATE OF EXPORT
PROMOTION & MARKETING

Welcome to EIRP Portal, DEPM, Govt. of Odisha

Lingaraj Associates

- [Apply](#)
- [Bank Details](#)
- [Submitted Applications](#)
- [Query & Compliances](#)

Please choose the incentive you are applying for

FINANCIAL SUPPORT FOR PARTICIPATING IN INTERNATIONAL TRADE FAIR /EVENT

REIMBURSEMENT OF RCMC FEE / CHARGES

REIMBURSEMENT FOR OBTAINING ORGANIC CERTIFICATION

REIMBURSEMENT FOR OBTAINING QUALITY CERTIFICATION FOR MANUFACTURING PROCESS

REIMBURSEMENT FOR OBTAINING COUNTRY SPECIFIC QUALITY CERTIFICATION

REIMBURSEMENT FOR OBTAINING TESTING CERTIFICATION

ONE TIME REIMBURSEMENT FOR IMPROVEMENT OF QUALITY / UPGRADATION OF TECHNOLOGY

Status Description

Sl.No	Status	Details
1	Applied	Your have successfully applied for the scheme.
2	Under Process	Your application is received and under process.
3	Queried	Your application is returned due to a query. Please comply and resubmit
4	Approved	Your application is approved & the sanctioned incentive amount will be released soon.
5	Rejected	Your application is rejected.
6	Incentive Released	Your incentive is released. Sanctioned incentive amount will be credited to your registered bank account within 15 working days.

5. On the left, you will find all the menus. ([Apply](#), [Bank Details](#), [Submitted Applications](#), [Query & Compliance](#))

6. **Apply** – On this page, you will find the application links for all seven (07) schemes. You will also find the descriptions for different application statuses.

Please choose the incentive you are applying for

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7. **Bank Details** – Before going for a new application, you have to add bank details on this page, providing all banking details. You can add multiple bank accounts and select a primary account to receive the incentive.

Welcome to EIRP Portal, DEPM, Govt. of Odisha Lingaraj Associates

Bank Details +

Sl.No	Bank Name	Account No.	Account Type	Action
1	SBI	1212121212121212	Primary <input type="checkbox"/>	

8. **Submitted Applications** – Here, you can find the submitted applications which are applied earlier by you. You can also view the status of the application on this page.

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Submitted Applications

PDF Excel

Sl.No	Application No	Application Date	Scheme	Claimed Amount	Status	Action
1	1123TF00021	01-11-2023	TF	₹ 14,500	Applied	

Showing 1 to 1 of 1 entries < 1 >

9. **Query & Compliance** – If any of your submitted applications is queried by the officials for additional information or support documents, you will find the application here on this page. You have to comply with the queried application on this page by providing the necessary information or documents.

Submitted Applications

Sl.No	Application No	Application Date	Scheme	Claimed Amount	Status	Action
1	1123TF00021			₹ 14,500	Queried	

Showing 1 to 1 of 1 entries

10. You will find the user profile and password reset page on the user icon placed in the top right corner of the portal.

- Profile – View Profile
- Reset Password – To reset the current password
- Logout – To log out from the portal

Step – 04 (Scheme Application)

1. At first, the Registered Exporter user has to log in to the portal using the credentials.
2. After login, the user will choose the incentive (scheme) type and click on the same to access the application form.
3. The application form will appear on the screen.

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Directorate of Export Promotion & Marketing
Government of Odisha

Financial support for Participating in International Trade Fair /Event

Exporter Details

(a). IEC Number Issued by DGFT: *
IEC1212121212

(b). Name of the Exporting Organization: *
Lingaraj Associates

(c). Name Of the Proprietor/Director/CEO: *
Lingaraj Panigrahy

(d). Upload IEC (Valid Certificate): *
Choose File No file chosen

(a). Exporter's Email : *
lingaraj96@gmail.com

(b). Contact No. : *
9040022446

Bank Account Details

(a). Name Of the Bank : *
SBI

(b). Account No. : *
1212121212121212

(c). IFSC Code : *
SBIN001234

(d). Upload cancelled Cheque. *
View file

Event Details

(a). Type of event *

(b). Name of the event *

(c). Type of Participation *

(d). City of event *

(e). Country *

Travel Details

Travel Details

NB: The exporters are eligible to claim travel expenses in economy class airfare and 2-Tier AC train fare. In case an exporter travelled by higher class in air or train, he/she has to claim the eligible air/train fare i.e. Economy Class Airfare/2-Tier AC train fare as per the prevailing rates for the date of travel.

(a). Travel Destination Type *

(c). Name of the Traveller *

(d). Travelled from *

(e). Destination *

(f). Mode of Travel *

(g). Class of Travel *

(h). Upload ticket *

(j). Total expense made for travel ₹ *

(k). Reimbursement claimed towards travel ₹ *

[+ Add More](#)

Stall Details

Stall Details

(a). Name of the Event : *

(b). Upload Stall Allotment / Registration Letter : *

(c). Upload Stall Registration payment receipt : *

(d). Total stall registration cost ₹ *

(e). Reimbursement claimed towards Stall registration ₹ *

Additional Details

(a). Upload Tour Dairy : *

(b). Details of B2B / B2C meeting held: *

(c). Details of Participation of event: *

I hereby certify that the information furnished above is true to the best of my knowledge and I am fully responsible for any misinformation.

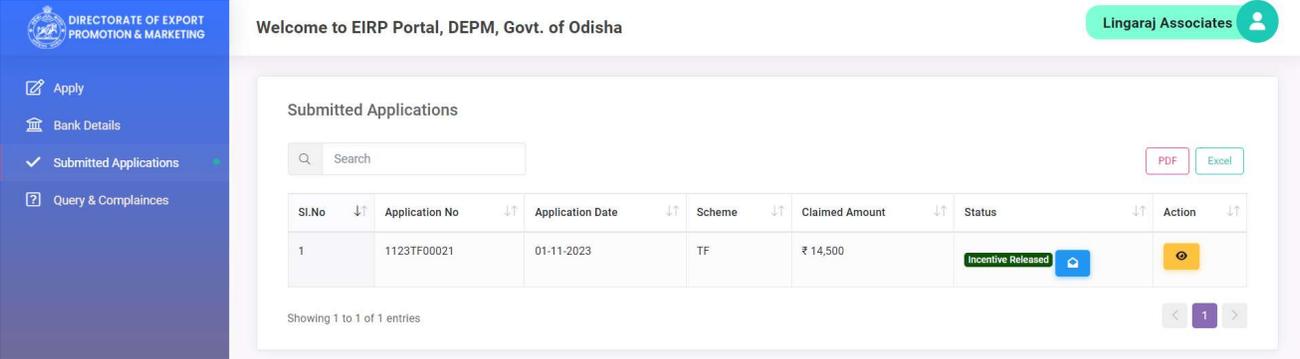
[Submit](#)

4. Exporter user will fill up the application form, upload the necessary documents, and submit the application.
5. The application may queried, rejected, or approved as per the merit of the application.
6. Queried applications will be resubmitted after being compiled by the exporter user on the Query & Compliance Page.
7. After submission of the application, the user can view the application status on the submitted applications page.
8. Detailed description of status are:

Sl.No	Status	Details
1	Applied	Your have successfully applied for the scheme.
2	Under Process	Your application is received and under process.
3	Queried	Your application is returned due to a query. Please comply and resubmit
4	Approved	Your application is approved & the sanctioned incentive amount will be released soon.
5	Rejected	Your application is rejected.
6	Incentive Released	Your incentive is released. Sanctioned incentive amount will be credited to your registered bank account within 15 working days.

9. The user can view the Incentive status after the application is approved by the dept. The status can be seen as “incentive released” on the status column of the submitted applications list.

10. The status of incentive can be viewed on:



11. The payment details can be seen on the icon provided in the status column.

12. After successful reimbursement of the application the application process is complete.
