Registration Manual

Version 2.0
Dated – 26th, Sept'22

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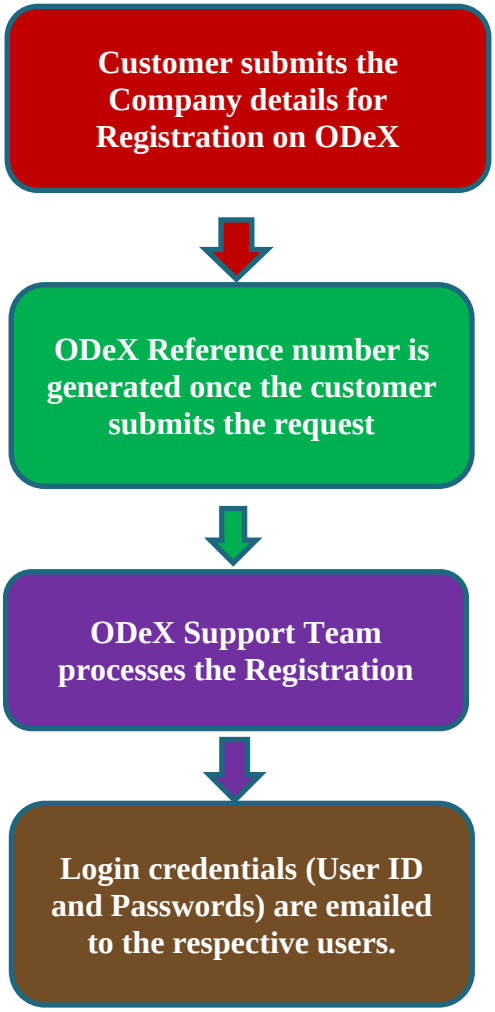
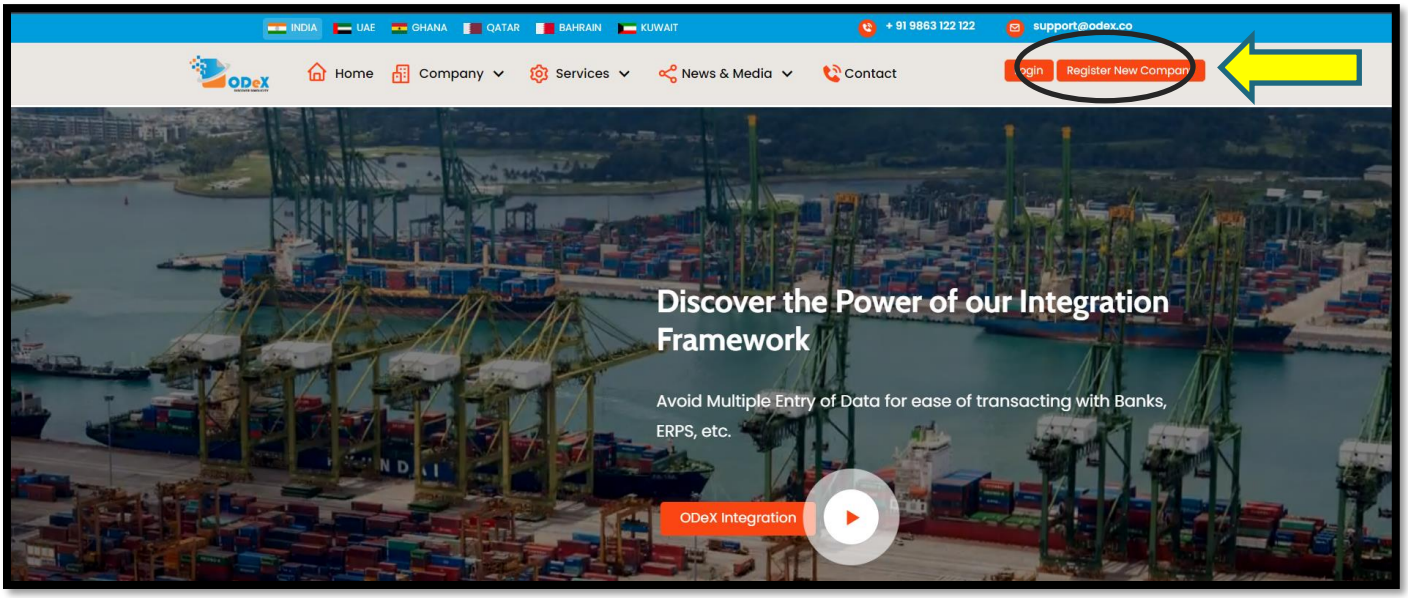
1. Flow Chart: Registration Process



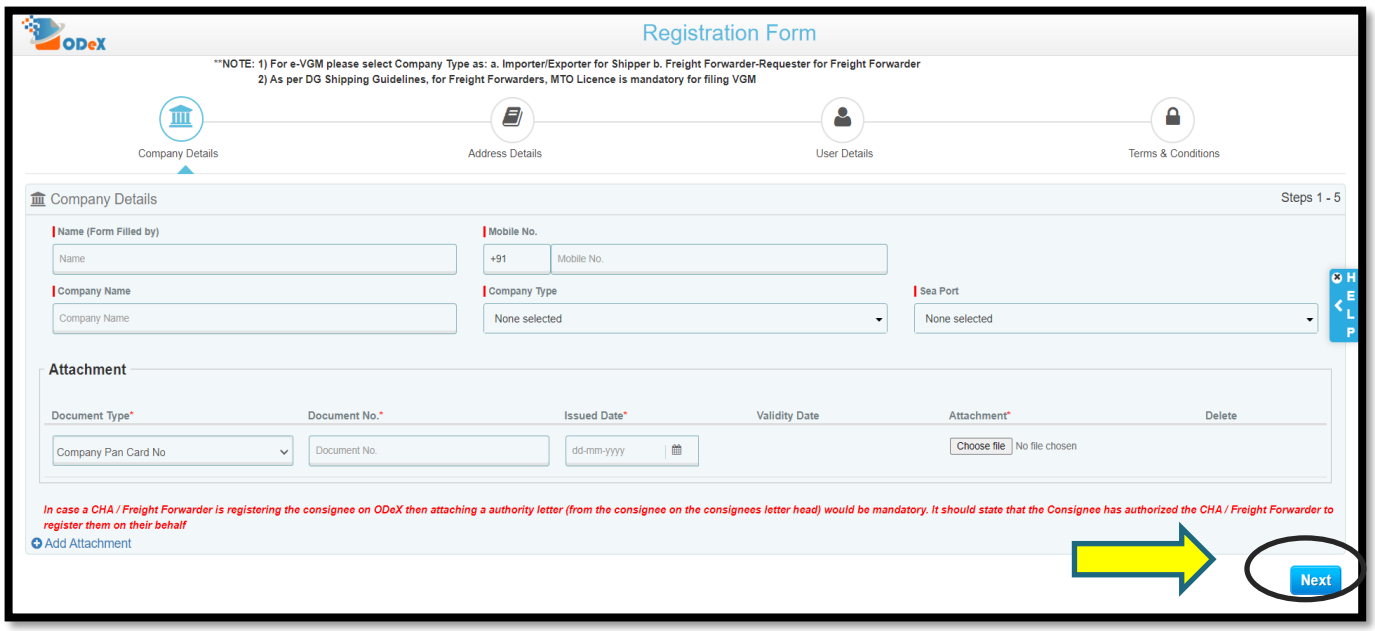
1. ODeX Registration Process

Following process is followed by the customer to register their company at ODeX.

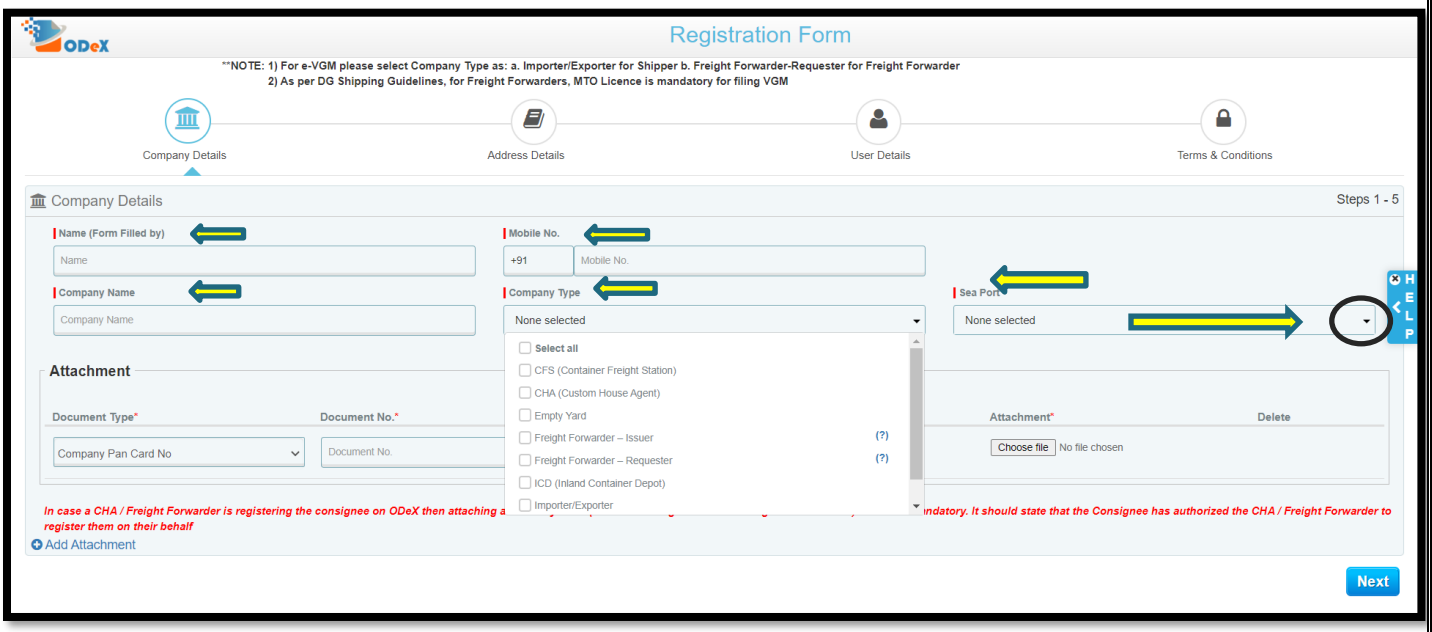
STEP 1- User visits the ODeX's website https://www.odexglobal.com/ and click on REGISTER NEW COMPANY button as shown in Figure



STEP 2 - On selecting the REGISTER NEW COMPANY option, the following screen will appear (Please note that fields marked in (I)red are mandatory), Attach relevant document - Company PAN Card and Click on NEXT



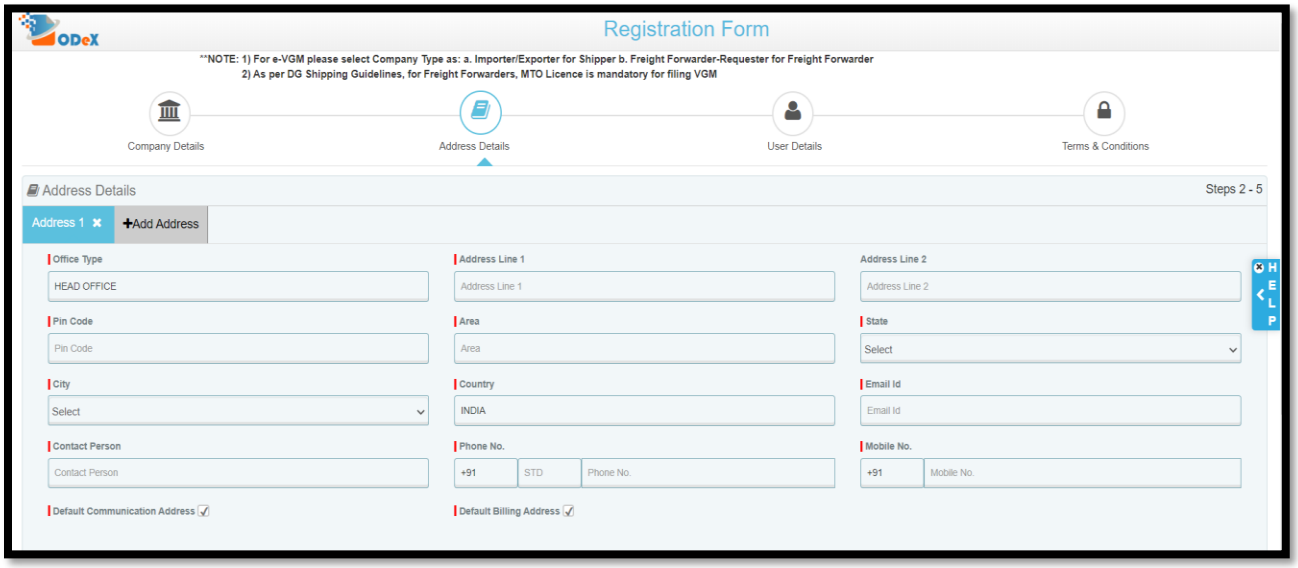
Update the Authorized Person Name, Company name, Mobile Number, Select the company type as mentioned in the screenshot (CHA / Freight Forwarder / Importer / Exporter) and Select the SEA PORTS



STEP 3 - On clicking on NEXT, kindly enter the companies address details, attach relevant documents, and click on NEXT

❖ **ADDRESS DETAILS: Update the below mentioned details in this section.**

- Branch Name – Enter the branch name
- Address Line 1 / Address Line 2 – Enter the complete address in both the fields
- Pin Code – Enter the correct pin code
- Select Area / State / City / Country
- Email address – Enter your email address
- Contact Person – Enter the name of the contact person for this account
- Phone No – Enter the landline number
- Mobile No – Enter the mobile number



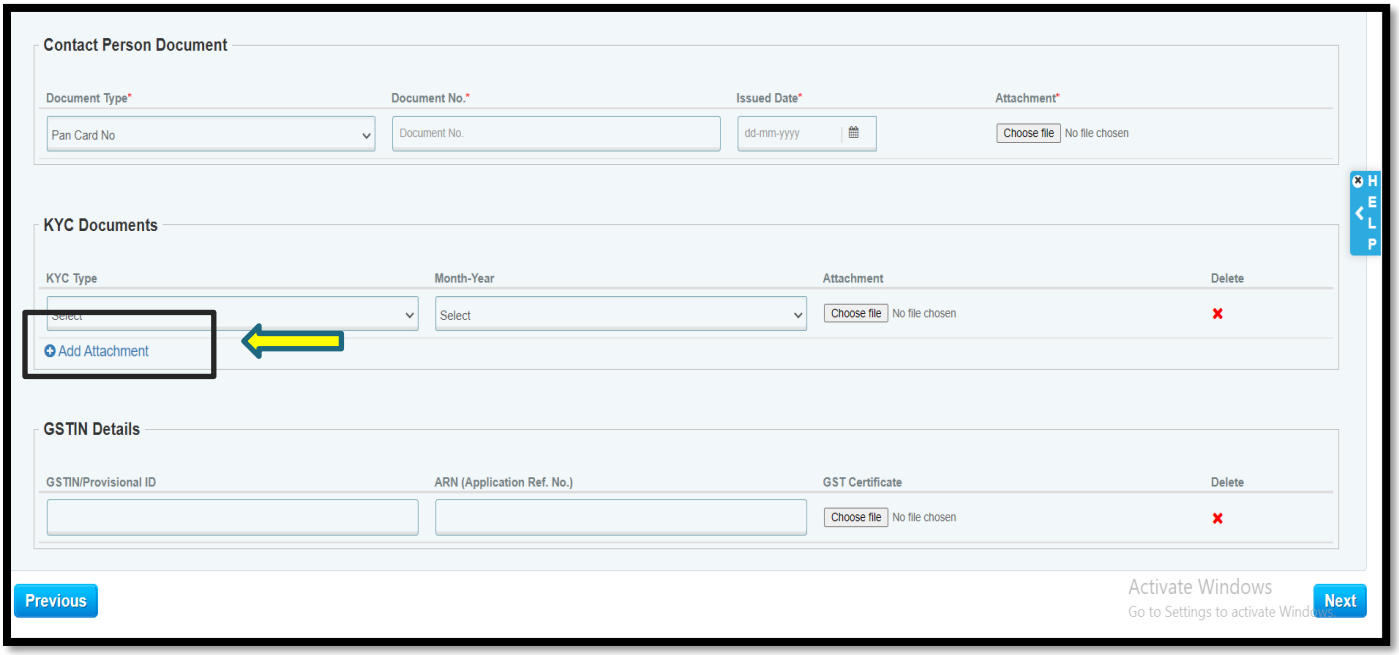
STEP 4 - ATTACHMENT DETAILS

Select the document type and upload the scanned copy & use the browse option to upload the below relevant documents:

- Company PAN Card
- Freight Forwarder License
- IEC License copy
- MTO License copy
- TAN

*Document Number, Issue date, validity date and attachments are mandatory.

To select more than one document, select **ADD ATTACHMENT** button to add more than one document.



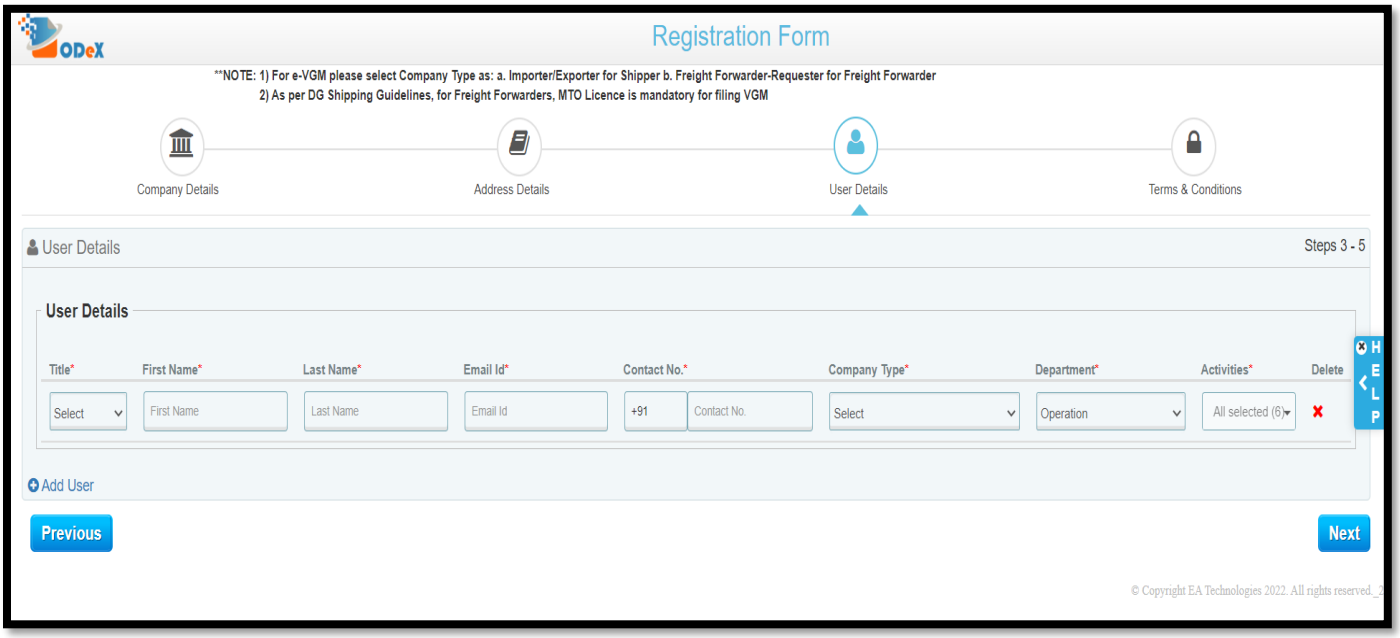
Once the relevant documents are attached, Click on NEXT

STEP 5 - USER DETAILS

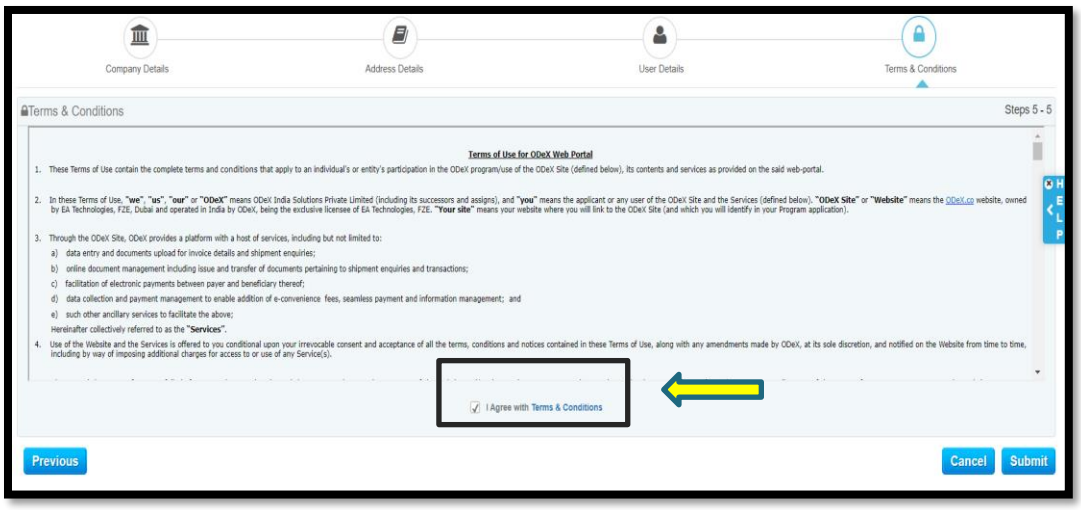
Enter the User Detail

Update the user details who would be using the ODeX services with the below information.

- **Title –** Mr/Mrs/ MS
- **First Name / Last Name / Email Id / Contact No –** Enter the contact details.
- **Company Type –** Select the company type for which the registration has to be done as mentioned in the belowscreenshot.
- **Activities –** Select the activity of the User for which is the registration is being done i.e. eDO/eGate Pass /eForm13 or eVGM.
- **Add User –** For multiple user addition, the below screenshot illustrates the process of adding more users whichwill create additional rows for adding users.



STEP 6 – Terms & Conditions – Click on "I AGREE".



On selecting the check box, the user hereby agrees to the terms and conditions & clicks on the SUBMIT button.

The registration process is completed, and reference number would be generated.

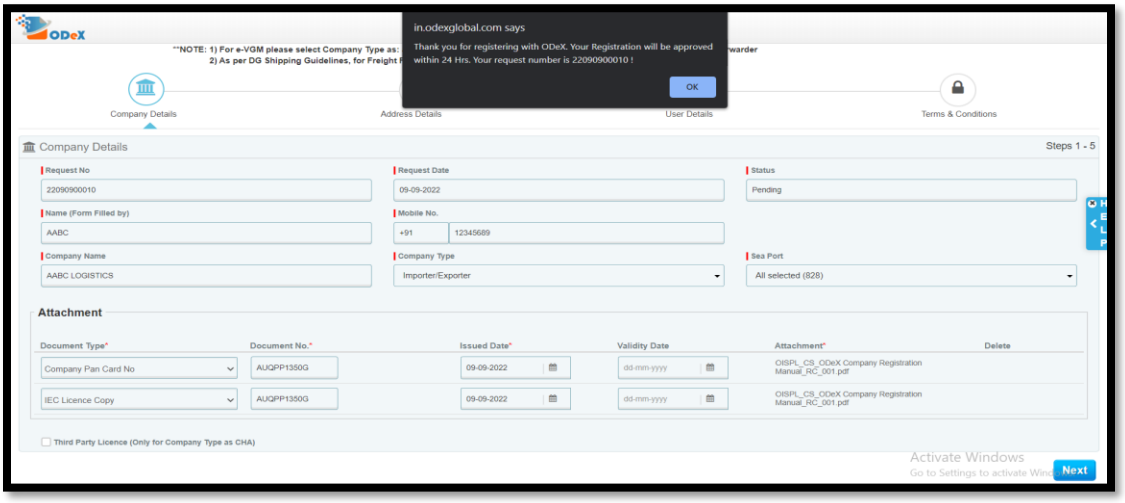
On completion of the registration process, our team will check and verify the documents.

Once approved, you will receive a onboarding confirmation email from ODeX.

(Stipulated time for Approving/Rejecting/Declining a registration request is 2 hours from the time of request).

Any request before & after ODeX operation hours shall be addressed within 24 hours.

Below screen would appear once the registration is successfully recorded.



THANK YOU FOR REGISTERING ON ODeX