

Registration Manual

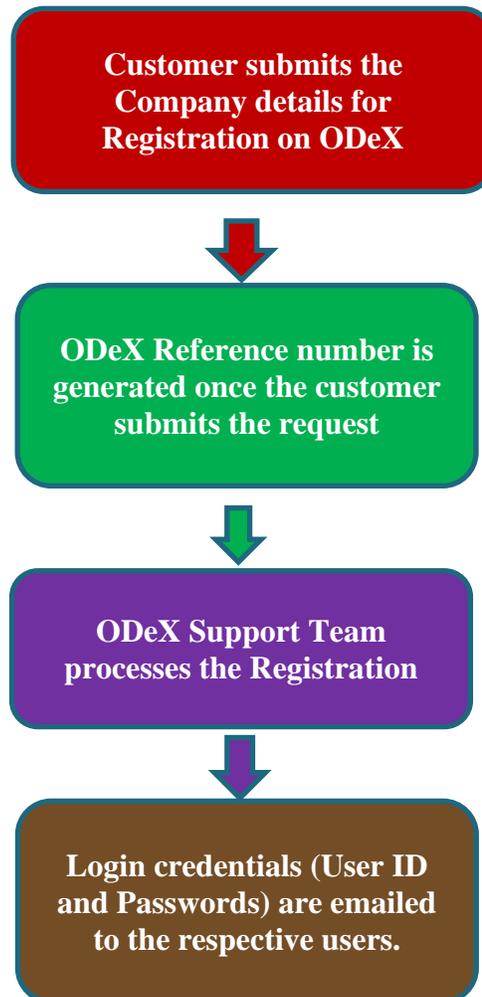
Version 2.0

Dated – 26th, Sept'22

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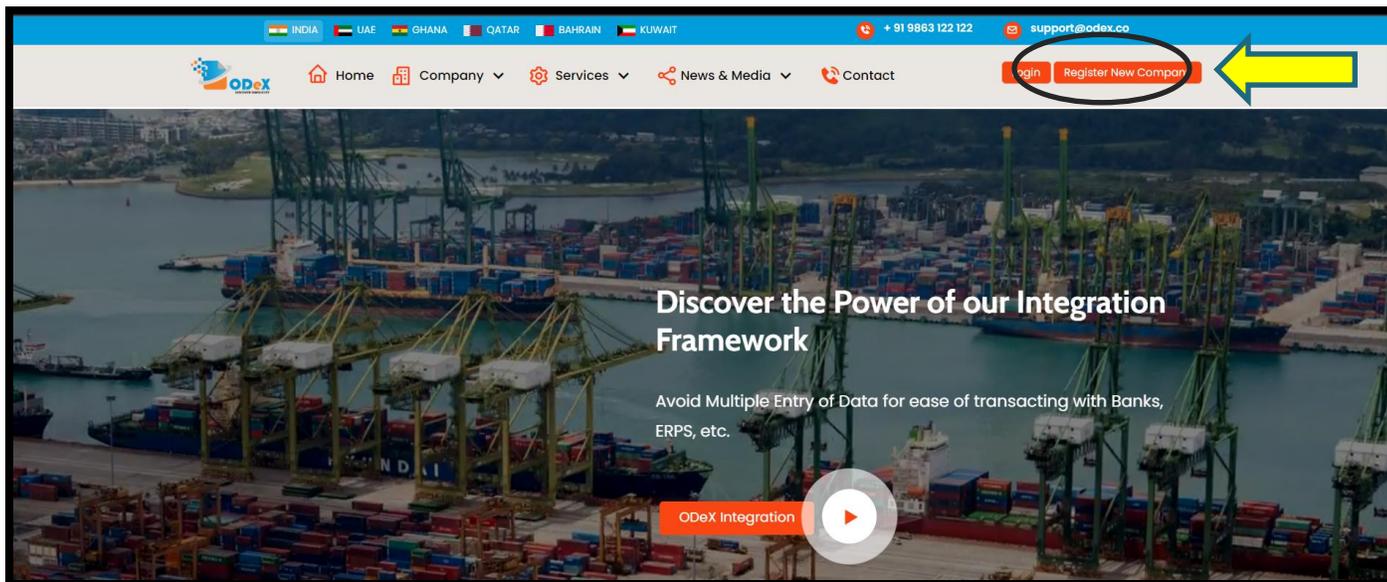
1. Flow Chart: Registration Process



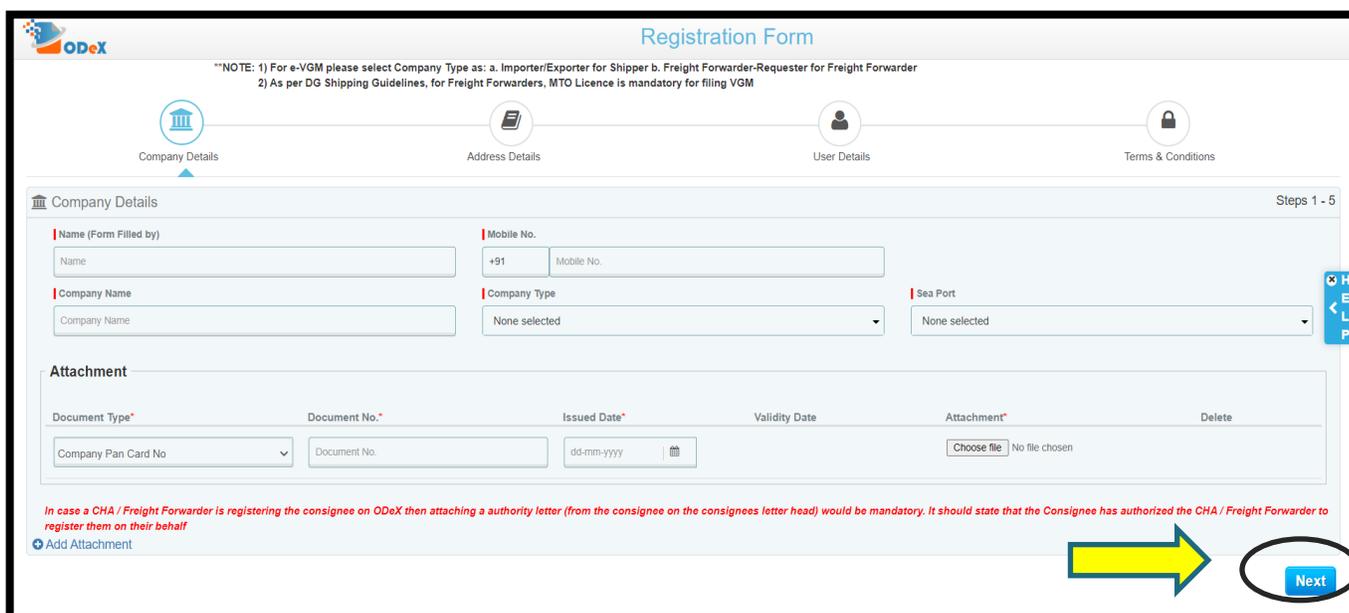
1. ODeX Registration Process

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



Registration Form

***NOTE: 1) For e-VGM please select Company Type as: a. Importer/Exporter for Shipper b. Freight Forwarder-Requester for Freight Forwarder
2) As per DG Shipping Guidelines, for Freight Forwarders, MTO Licence is mandatory for filing VGM

Company Details | Address Details | User Details | Terms & Conditions

Company Details (Steps 1 - 5)

Name (Form Filled by) | Mobile No. | Company Name | Company Type | Sea Port

Attachment

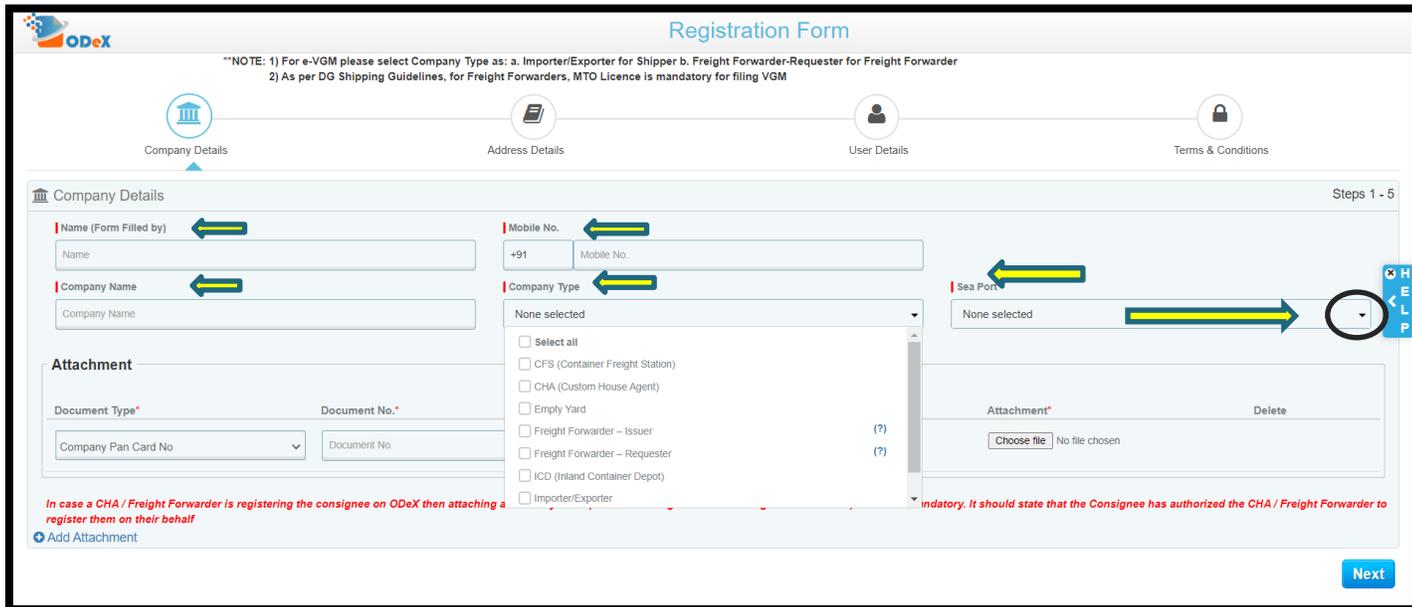
Document Type*	Document No.*	Issued Date*	Validity Date	Attachment*	Delete
Company Pan Card No	Document No.	dd-mm-yyyy		Choose file No file chosen	

In case a CHA / Freight Forwarder is registering the consignee on ODeX then attaching a authority letter (from the consignee on the consignees letter head) would be mandatory. It should state that the Consignee has authorized the CHA / Freight Forwarder to register them on their behalf

Add Attachment

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



Registration Form

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Company Details | Address Details | User Details | Terms & Conditions

Steps 1 - 5

Company Details

Name (Form Filled by)

Company Name

Attachment

Document Type* Document No.*

Mobile No.

Company Type

Sea Ports

Select all
 CFS (Container Freight Station)
 CHA (Custom House Agent)
 Empty Yard
 Freight Forwarder – Issuer (?)
 Freight Forwarder – Requester (?)
 ICD (Inland Container Depot)
 Importer/Exporter

Attachment* Delete

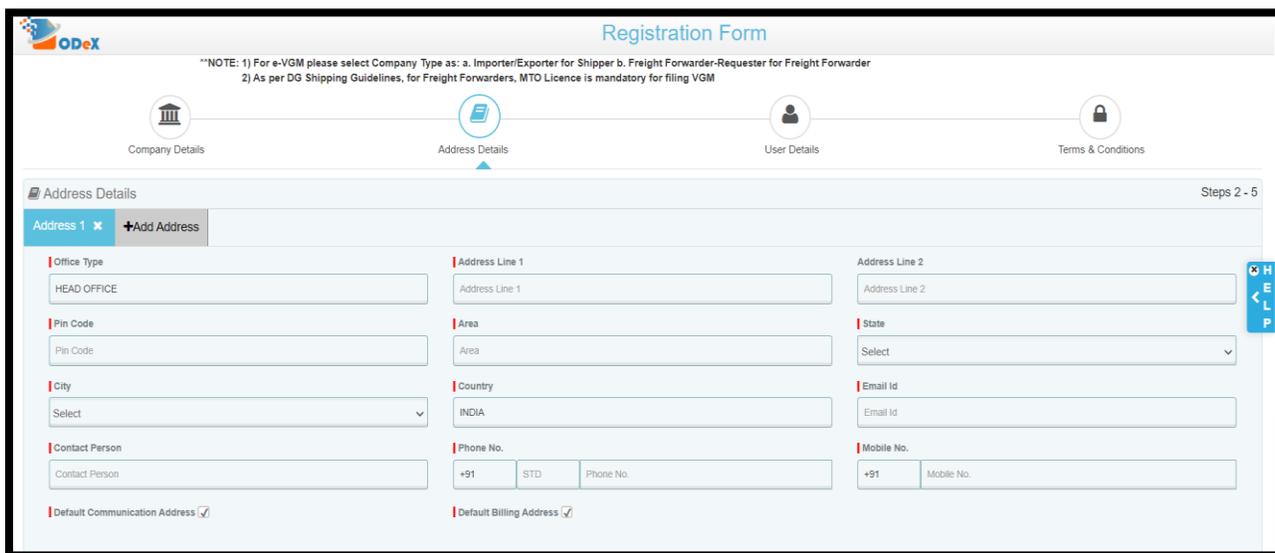
No file chosen

In case a CHA / Freight Forwarder is registering the consignee on ODeX then attaching a document is mandatory. It should state that the Consignee has authorized the CHA / Freight Forwarder to register them on their behalf

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



Registration Form

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Company Details | Address Details | User Details | Terms & Conditions

Steps 2 - 5

Address Details

Address 1

Office Type

Address Line 1

Address Line 2

Pin Code

Area

State

City

Country

Email Id

Contact Person

Phone No.

Mobile No.

Default Communication Address Default Billing Address

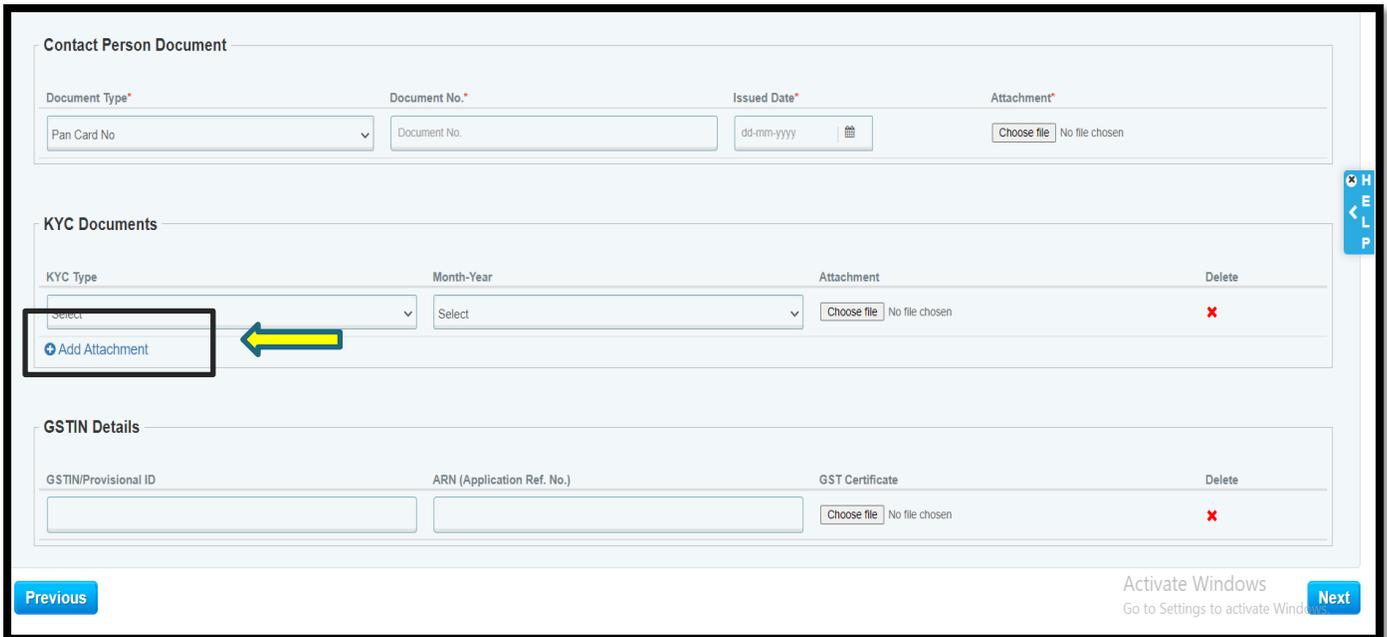
STEP 4 - ATTACHMENT DETAILS

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.



Contact Person Document

Document Type*	Document No.*	Issued Date*	Attachment*
Pan Card No	Document No.	dd-mm-yyyy	Choose file No file chosen

KYC Documents

KYC Type	Month-Year	Attachment	Delete
Select	Select	Choose file No file chosen	×
+ Add Attachment			

GSTIN Details

GSTIN/Provisional ID	ARN (Application Ref. No.)	GST Certificate	Delete
		Choose file No file chosen	×

Previous Activate Windows
Go to Settings to activate Windows Next

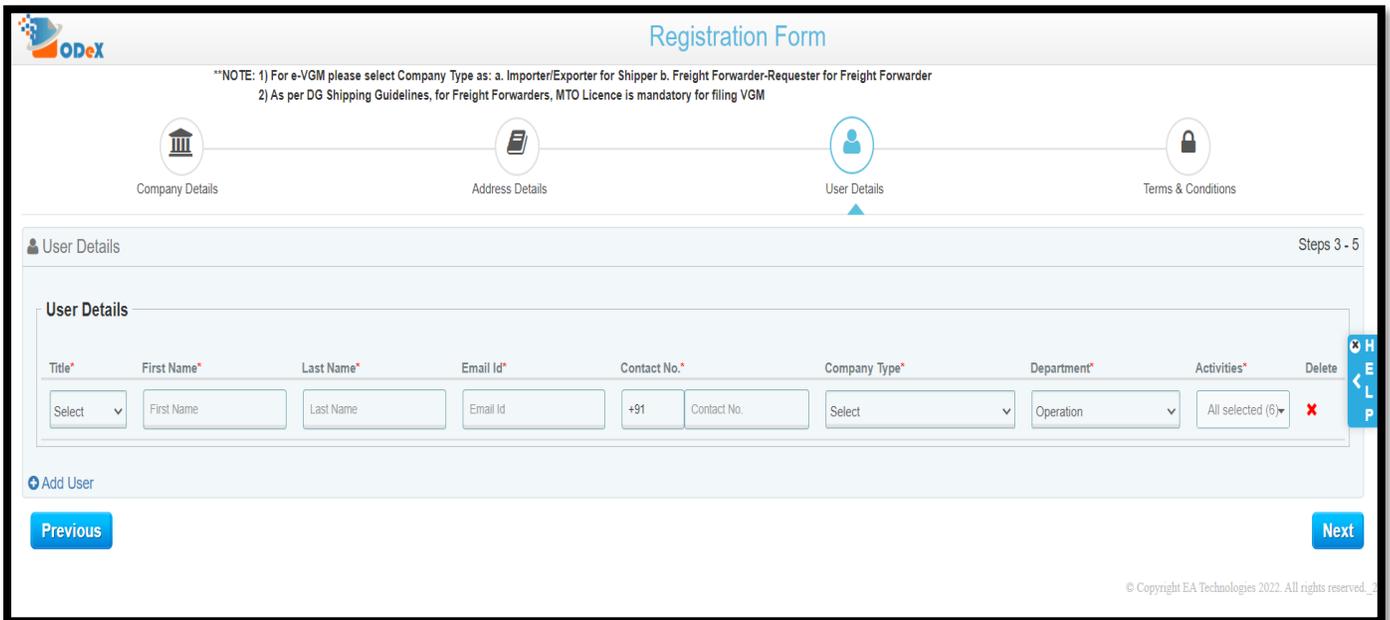
Once the relevant documents are attached, Click on **NEXT**

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 below screenshot.
- **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 which will create additional rows for adding users.



Registration Form

***NOTE: 1) For e-VGM please select Company Type as: a. Importer/Exporter for Shipper b. Freight Forwarder-Requester for Freight Forwarder
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Company Details Address Details **User Details** Terms & Conditions

User Details Steps 3 - 5

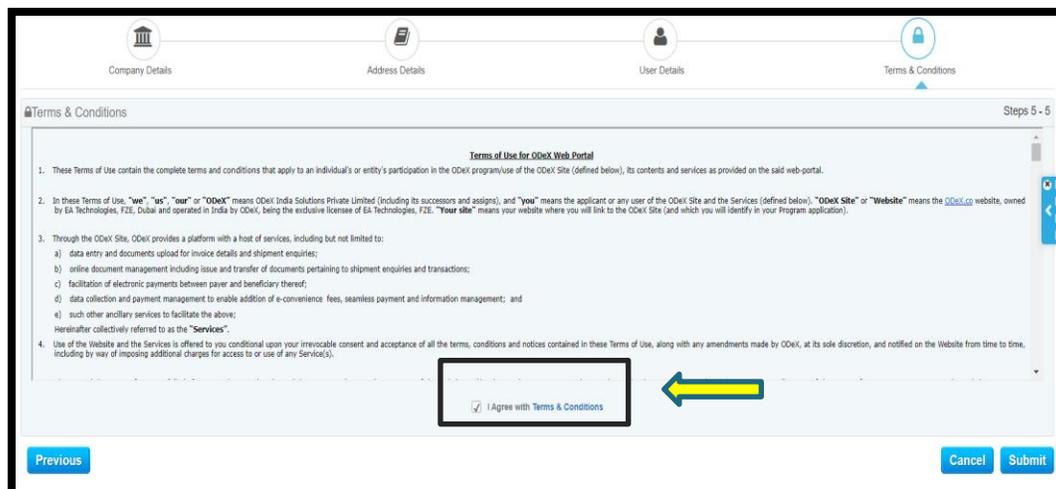
Title*	First Name*	Last Name*	Email Id*	Contact No.*	Company Type*	Department*	Activities*	Delete
Select ▾	First Name	Last Name	Email Id	+91 Contact No.	Select ▾	Operation ▾	All selected (6) ▾	✖

[Add User](#)

[Previous](#) [Next](#)

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STEP 6 – Terms & Conditions – Click on “I AGREE”.



Terms & Conditions Steps 5 - 5

Terms of Use for ODeX Web Portal

- These Terms of Use contain the complete terms and conditions that apply to an individual's or entity's participation in the ODeX program/use of the ODeX Site (defined below), its contents and services as provided on the said web-portal.
- In these Terms of Use, "we", "us", "our" or "ODeX" means ODeX India Solutions Private Limited (including its successors and assigns), and "you" means the applicant or any user of the ODeX Site and the Services (defined below). "ODeX Site" or "Website" means the ODeX.co website, owned by EA Technologies, FZE, Dubai and operated in India by ODeX, being the exclusive licensee of EA Technologies, FZE. "Your site" means your website where you will link to the ODeX Site (and which you will identify in your Program application).
- Through the ODeX Site, ODeX provides a platform with a host of services, including but not limited to:
 - data entry and documents upload for invoice details and shipment enquiries;
 - online document management including issue and transfer of documents pertaining to shipment enquiries and transactions;
 - facilitation of electronic payments between payer and beneficiary thereof;
 - data collection and payment management to enable addition of e-convenience fees, seamless payment and information management; and
 - such other ancillary services to facilitate the above;
 Hereinafter collectively referred to as the "Services".
- Use of the Website and the Services is offered to you conditional upon your irrevocable consent and acceptance of all the terms, conditions and notices contained in these Terms of Use, along with any amendments made by ODeX, at its sole discretion, and notified on the Website from time to time, including by way of imposing additional charges for access to or use of any Service(s).

I Agree with Terms & Conditions

Previous Cancel Submit

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.

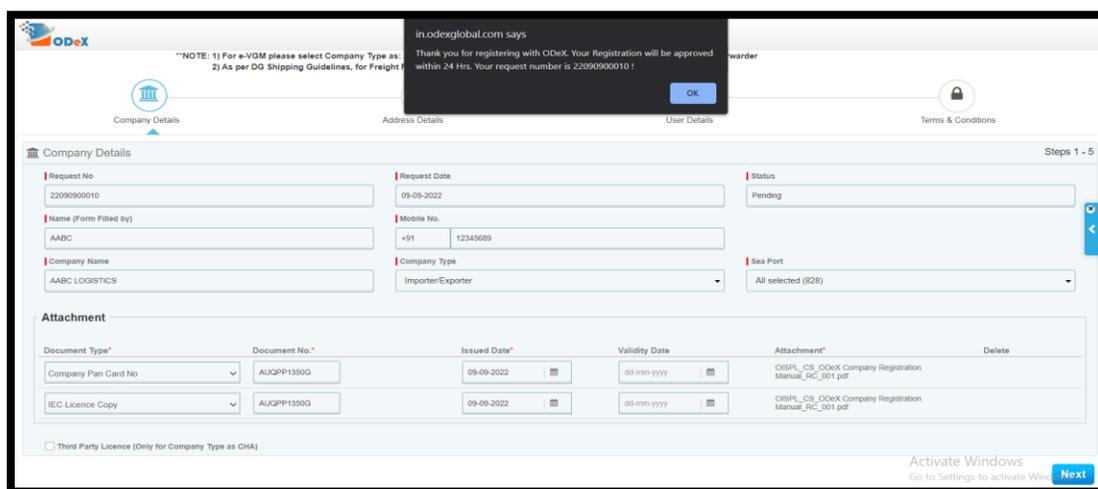
On completion of the registration process, our team will check and verify the documents.

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.



Company Details Steps 1 - 5

Request No: 22090900010 | Request Date: 09-09-2022 | Status: Pending

Name (Form Filled by): AABC | Mobile No: +91 12345678

Company Name: AABC LOGISTICS | Company Type: Importer/Exporter | Sea Port: All selected (828)

Document Type*	Document No.*	Issued Date*	Validity Date	Attachment*	Delete
Company Pan Card No	AUGPP1350G	09-09-2022	dd-mm-yyyy	ODeX_CS_ODeX Company Registration Manual_RC_001.pdf	
IEC Licence Copy	AUGPP1350G	09-09-2022	dd-mm-yyyy	ODeX_CS_ODeX Company Registration Manual_RC_001.pdf	

Third Party Licence (Only for Company Type as CHA)

Activate Windows
Go to Settings to activate Windows

Next

THANK YOU FOR REGISTERING ON ODeX