

**User Manual**

**On**

**RBI’s Electronic Data Submission Portal (EDSP)**

<https://dbie.rbi.org.in/EDSP>

**Reserve Bank of India**

**Mumbai**

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**Introduction**

Electronic Data Submission Portal (EDSP) is a generic portal for return submission by the banks and departments (if required). Banks user can upload desired data file of the respective returns through the portal. As of now this facility is available for four returns (i.e. “BSR1”, “BSR2” and “IBS”).

The portal has various modules like user management, return management, validation management and reports view, etc. User management module will provide facility to manage users, assign users on return/s and bank/s with specific right/s.

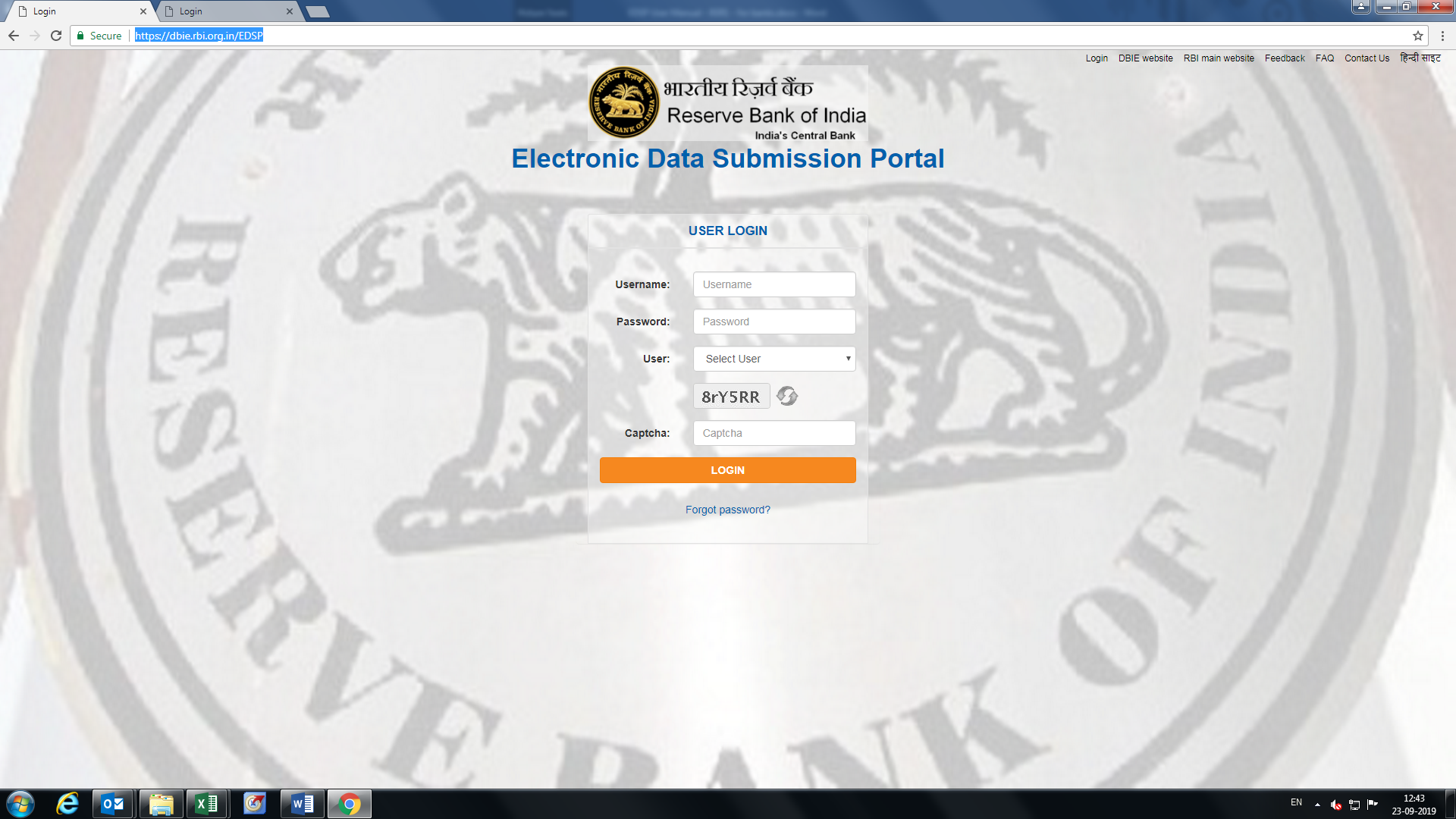
Based on the appropriate rights user can upload data files, view upload logs (along with details) and download error files.

**Portal Access**

The Electronic Data Submission Portal (EDSP) is a secured web portal and accessible using the link <https://dbie.rbi.org.in/EDSP>. Following page will be displayed using the link;

## **Login Process:**

The user has to login using their “**Username**”, “**Password**”, “**User**” and “**Captcha**” followed by OTP confirmation sent at their respective registered email address. Provide OTP as per the following screen;



# **User Management at bank level**

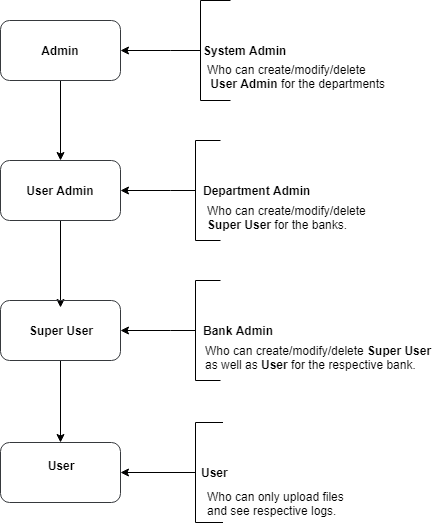


Figure 1: Shows flow of the user management.

**Super User (For bank)**

Return-wise related RBI departments will create at least one **Super user** for each bank. The created **Super user** will receive a mail at the given email id with a username and one-time password. The password provided in this mail will be temporary and therefore super user need to change the password on first login. Respective bank’s **Super user** can create **Super users** and **Users** for the bank.

**Note:**

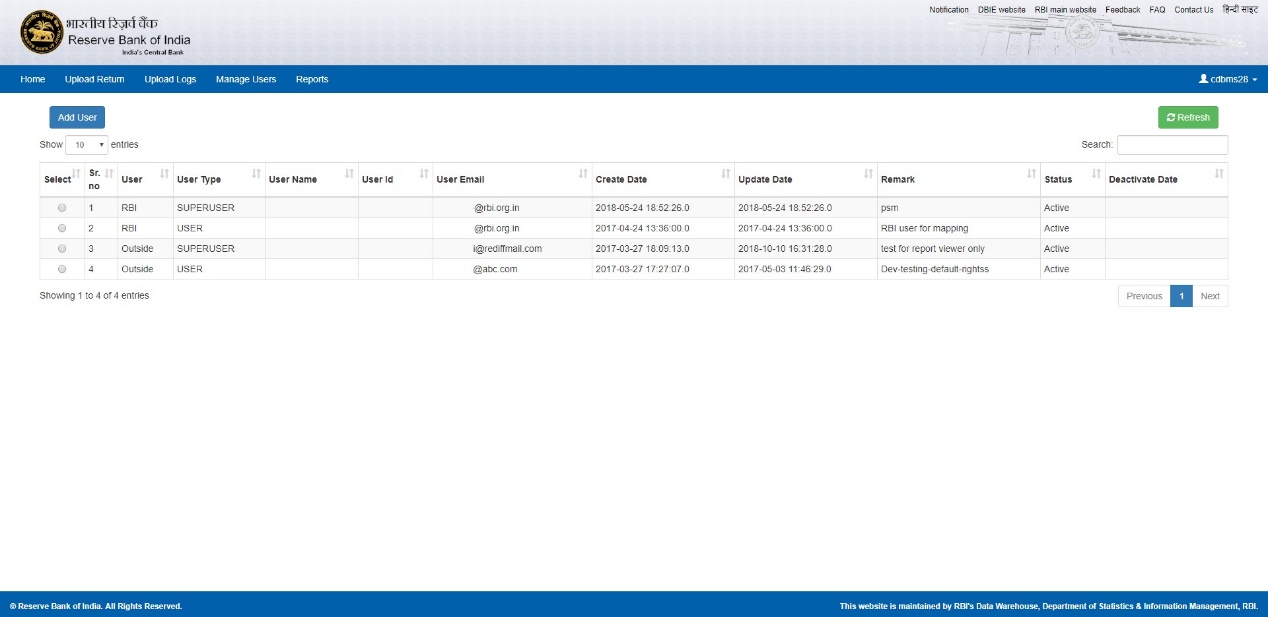
1. **Super user** can deactivate / modify **Super users** and Users, which were created by him/her using ‘*Manage User*’ tab.
2. As such there is no limit of creating **Super users** and **Users** by the **Super User**

**User (For bank)**

Banks’ **Super Users** can create **User**/s for their respective banks and returns. The created **User** will receive a mail at the given email id with a username and one-time password. The password provided in this mail will be temporary and therefore super user need to change the password on first login.

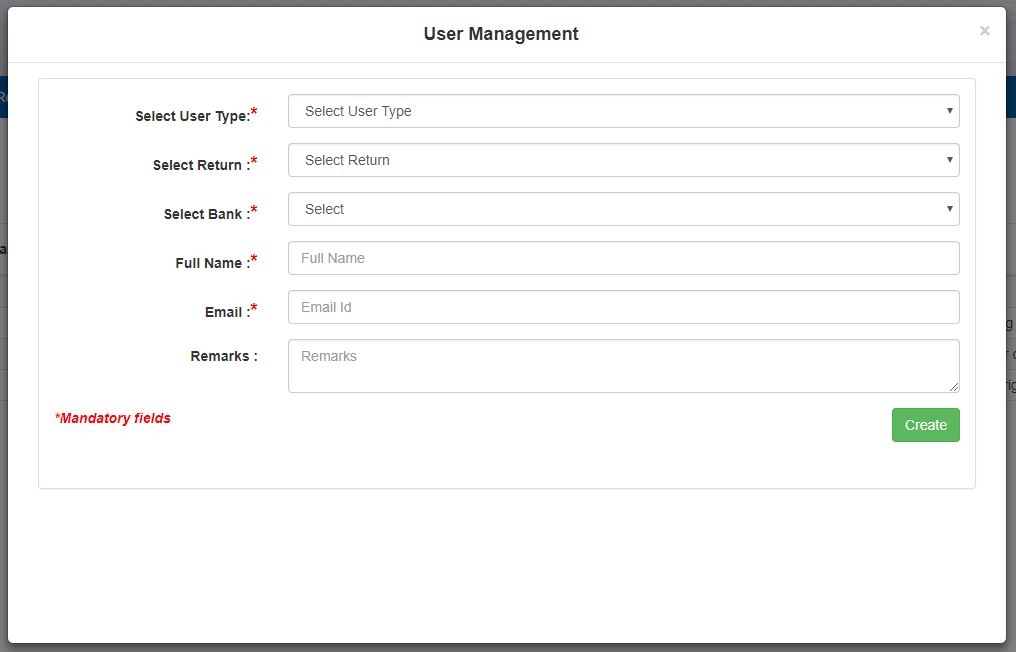
**Manage User**

*” Manage Users”* tab is only accessible to the **Super users** to manage **Super user/ User** as per the following screen;



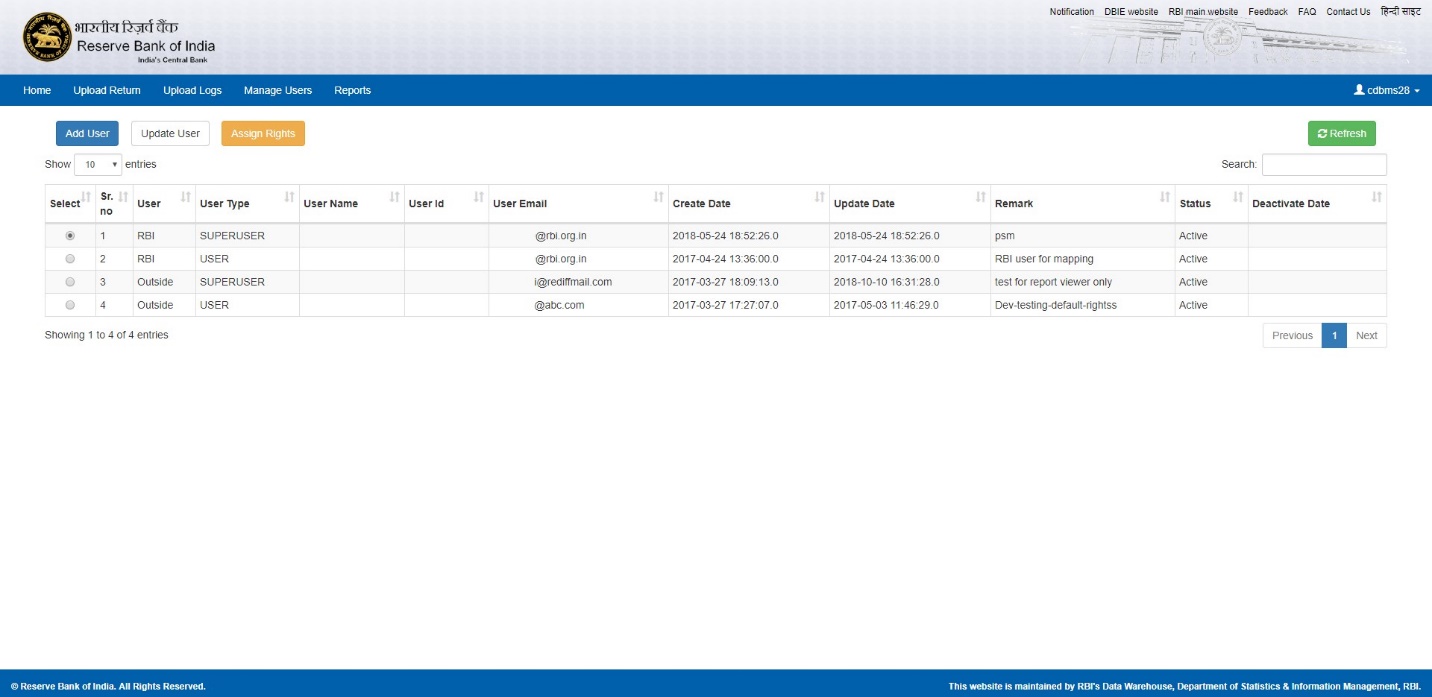
## **Add User**

A **Super user** can create another **Super user** or **User** for their respective banks and returns using the following screen (appear after selecting *“Add User”* tab);



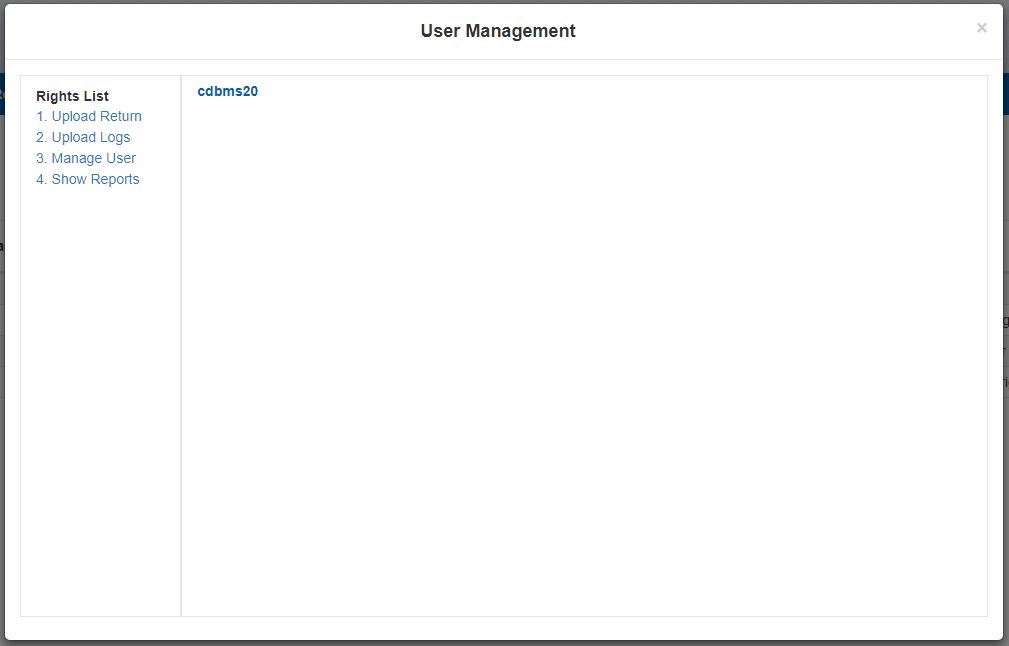
## **Update User**

This tab is available under *“Manage Users”* tab displayed on selecting a user from the user list. A **Super user** can modify the **Super User / User** through the following screen; There is an option to deactivate a specific user too.



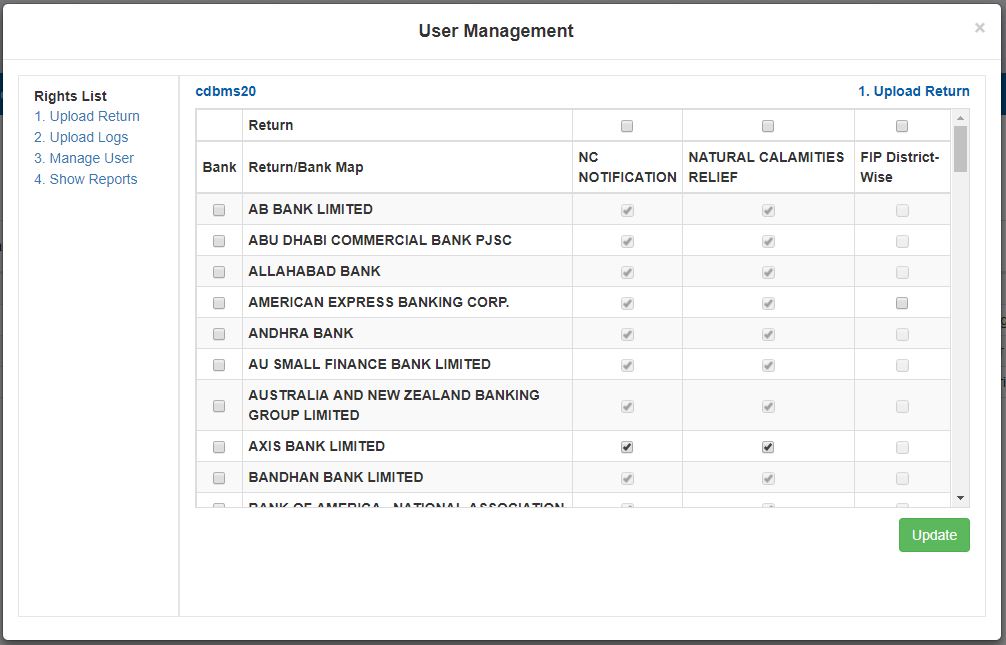
## **Assign Rights**

This tab is also available under *“Manage Users”* tab displayed on selecting a user from the user list. This tab handles all the user rights assignment. The tab has four types of rights (screen provided below);



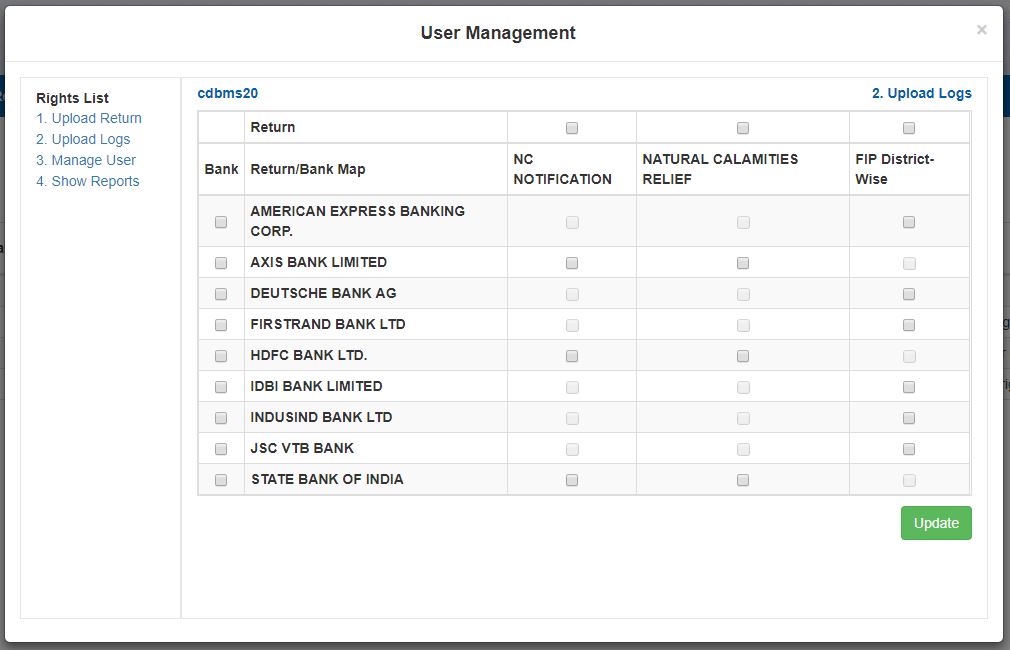
### **Upload Return**

A **Super user** of respective bank can assign rights to bank’s users to upload the data file for the respective returns.



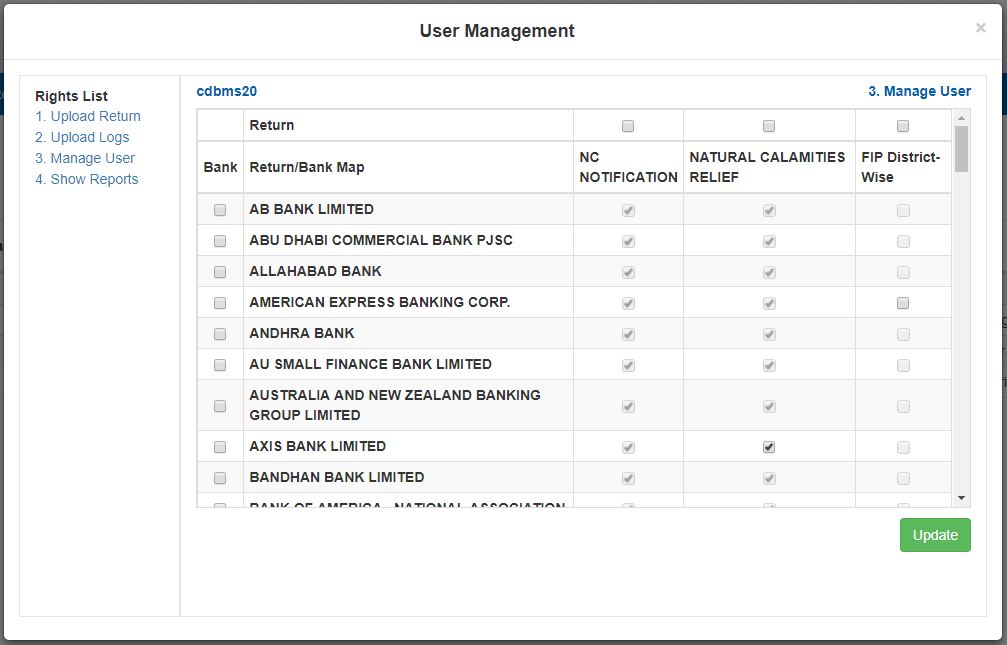
### **Upload Logs**

The **Super user** of the bank can manage the upload log rights for the other **Super users** or **users** as per the following screen;



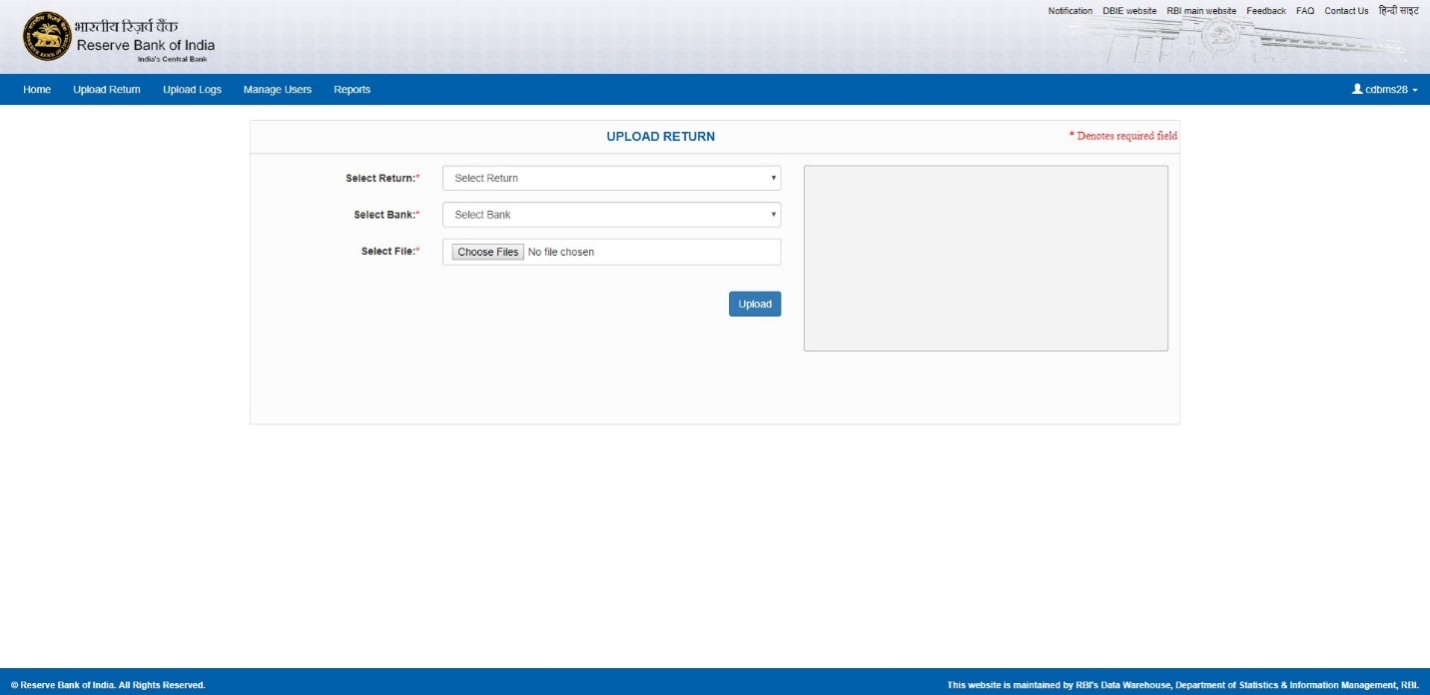
### **Manage User**

The **Super user** of the bank can assign rights to other **Super user** or **User** for the bank and return/s.

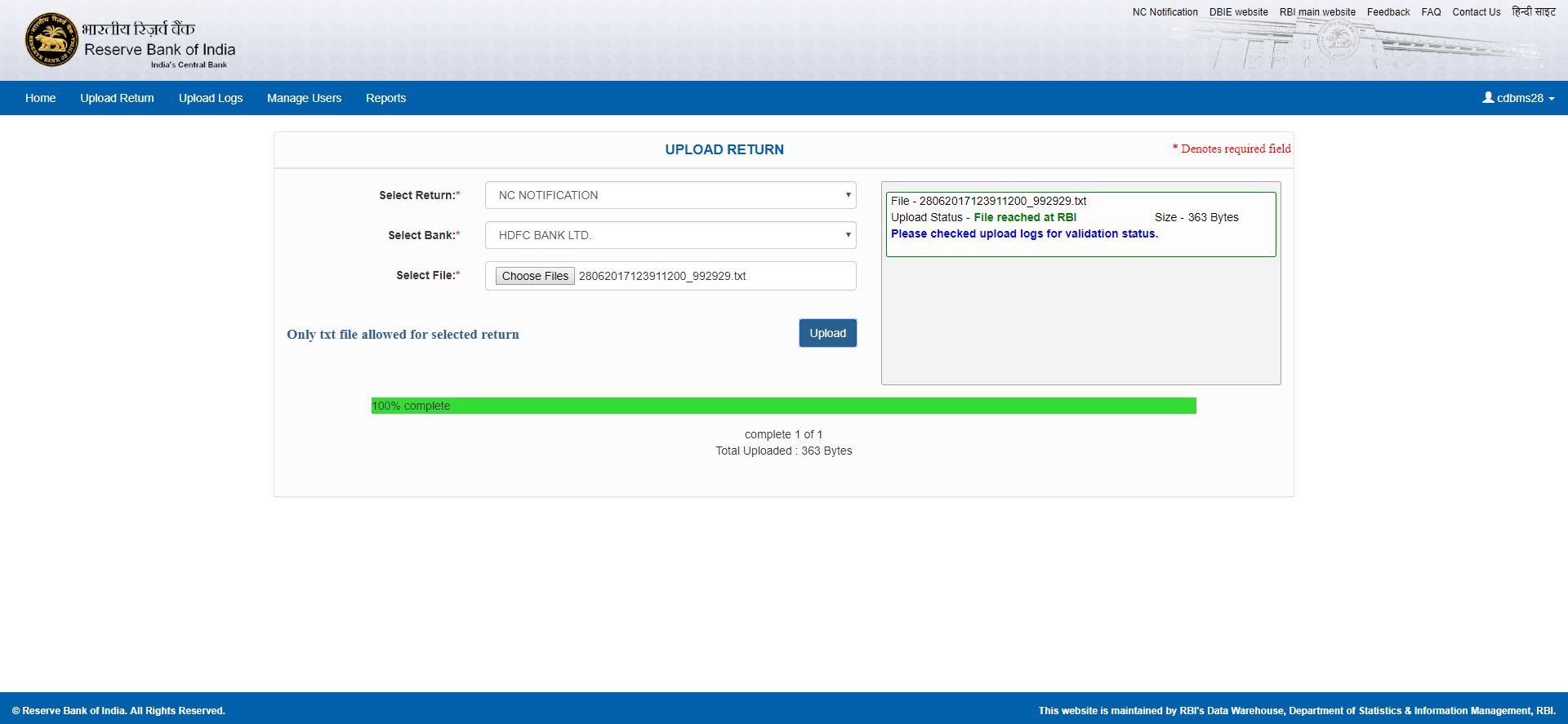


**Data upload**

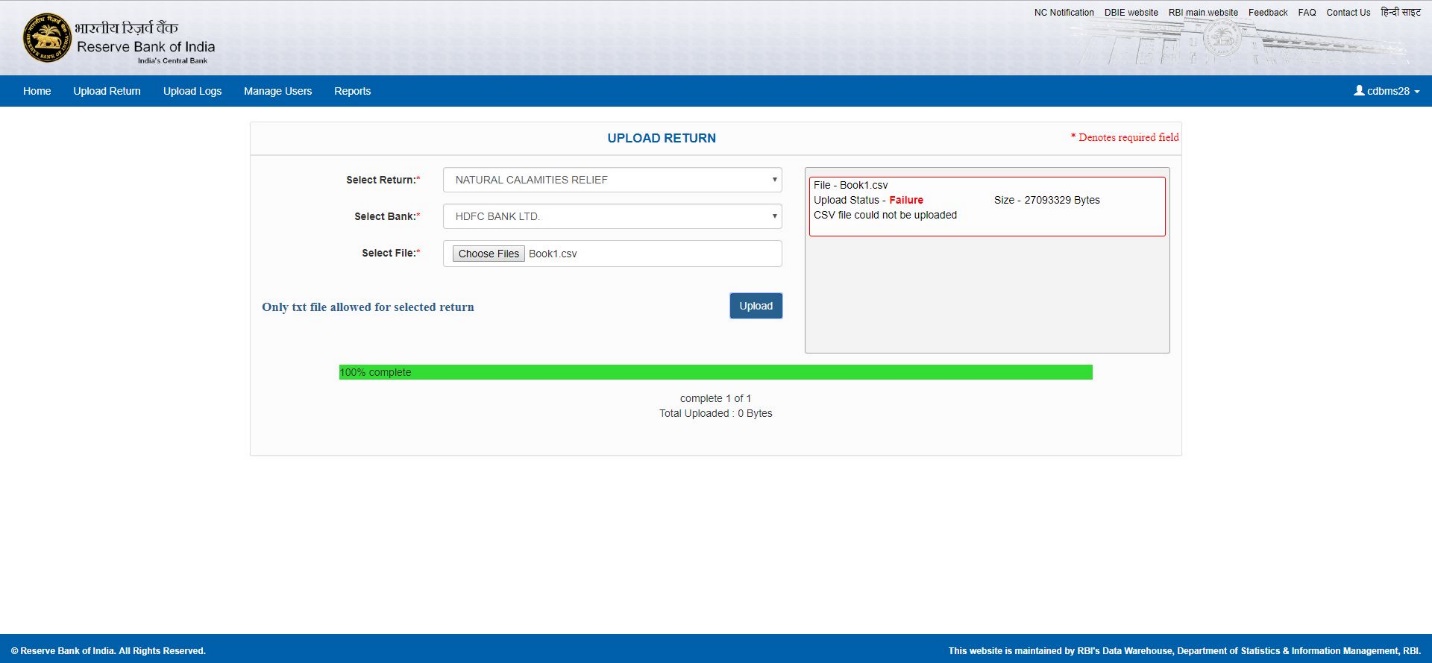
Banks through Super User / User can get by default the following ‘*Upload Return’* page after login into the EDSP.



Select ‘*Return Name*’ and ‘*Bank*’ from the dropdown menu and browse file/s to be loaded and click on ‘*Upload*’ to compete the data loading.

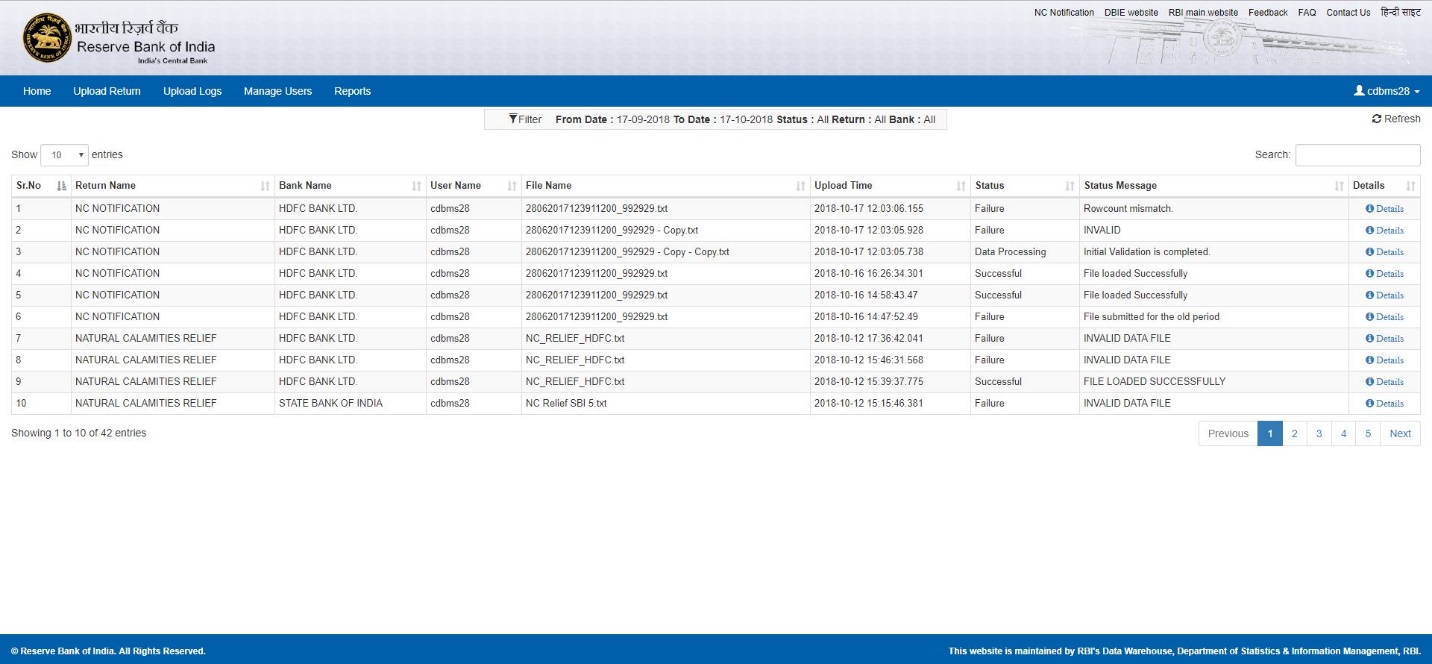
On successful data loading following success message will be displayed (screen shot as follows);

On failure Condition will be displayed in case uploaded file is not in desired file extension (i.e. .txt, .prn, .dat screen shot as follows);



**Upload logs**

After uploading the data file, **Super User/ User** can view uploaded file name, upload time, status, status message and details after clicking on ‘Upload logs’ tab (screen shot as follows).

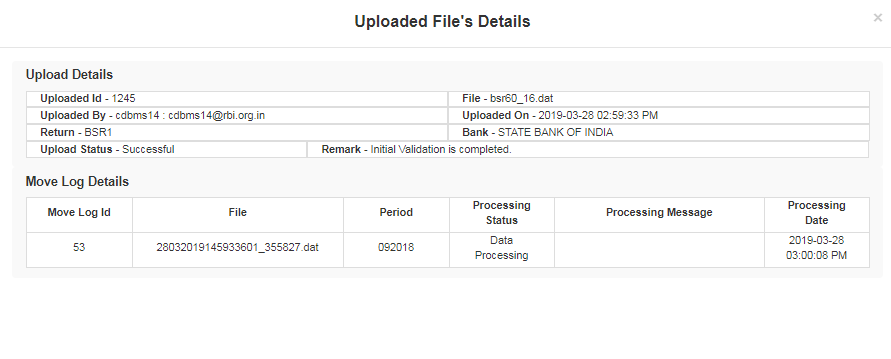


Required files (Load Status file and error file) can be downloaded using “Details” link.

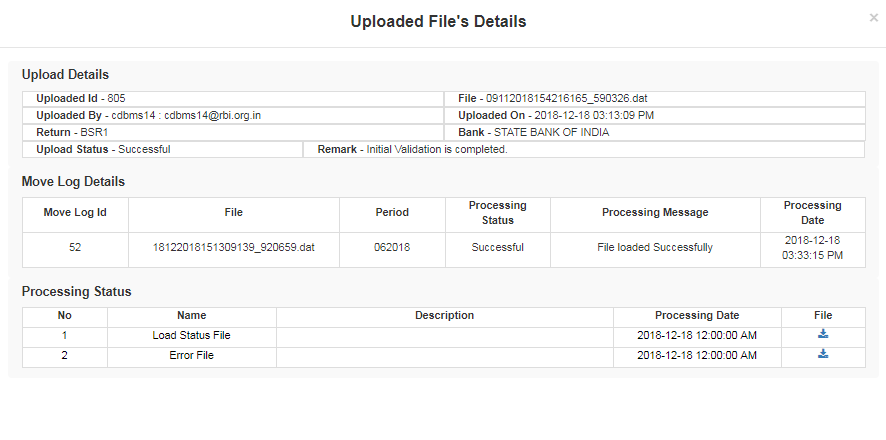
There are three types of the **‘Status’**

1. **Data Processing**
2. **Success**
3. **Failure**

**Data Processing:** Indicates that the data is uploaded to RBI server and processing is going on. For example: The same message will be displayed in the details as shown in the following screen shot taken for ‘BSR1’ return.



**Success:** Indicates that the data has successfully been loaded into the RBI Data Warehouse (DW) and generated load status file and error file (if any).



**Failure:** Indicates that the data could not be loaded due to some error in the header (partial validation). In such cases you will get related status message in the **Remark** column. The error may be due to Invalid Form Type, Invalid Bank Code or if data is submitted for older period (lag of 3 quarter is permitted). The screen shot for the mentioned cases is as follows:

