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.

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.

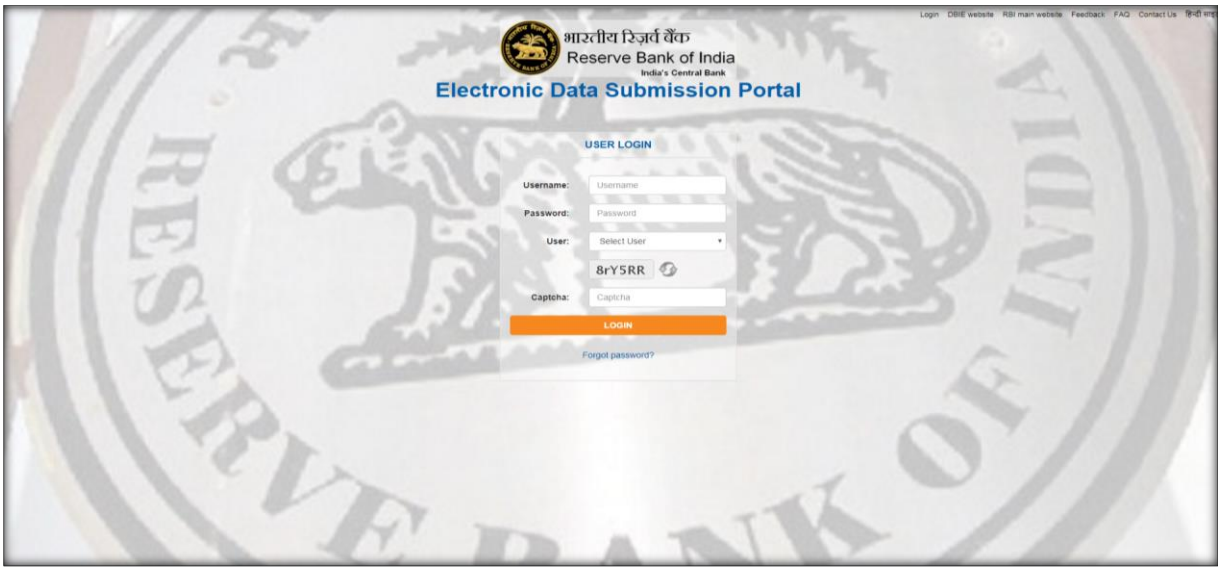
Based on the appropriate rights user can upload data files, view upload logs (along with details) and download error files.

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 Reporting Entity Level

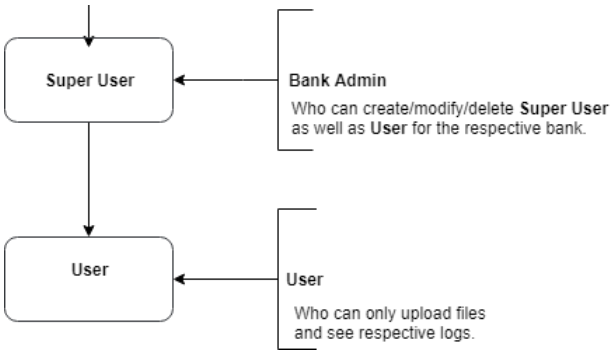


Figure 1: Shows flow of the user management.

Super User

RBI departments will create at least one **Super user** for each reporting Entity. 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 a temporary password which needs to be changed in the first login. Respective entity **Super user** can create **Super users** and **Users** for the bank.

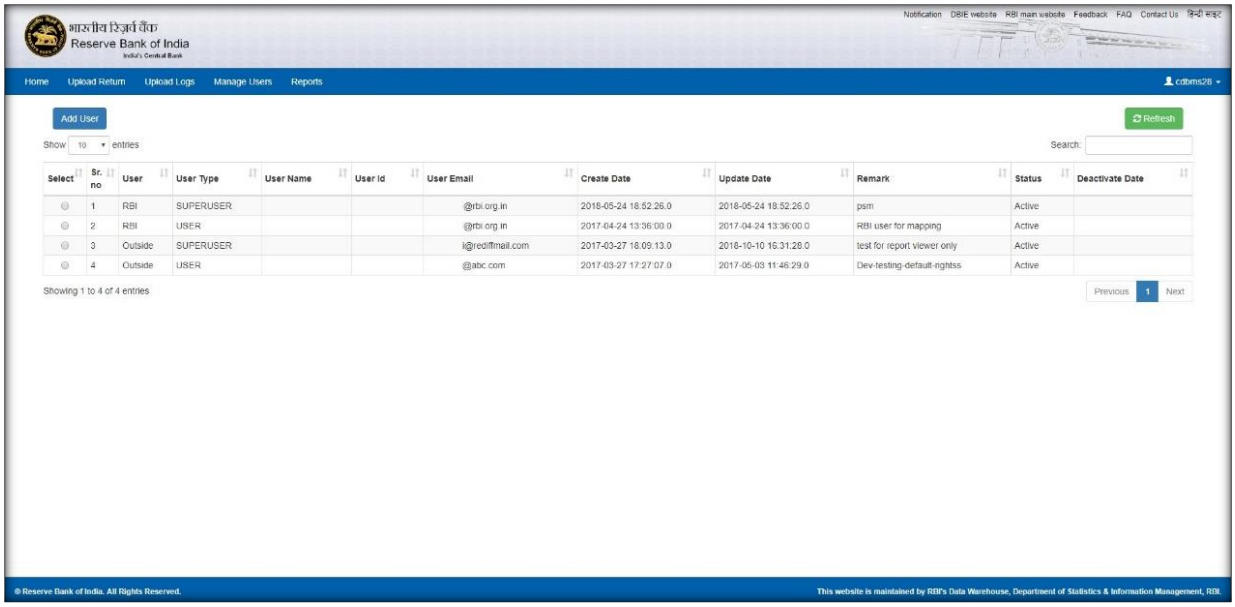
Note: **Super user** can deactivate / modify other **Super users** and Users, which were created by using '*Manage User*' tab.

User

Super Users can create **User**/s for their entities 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 a temporary password which needs to be changed in the first login.

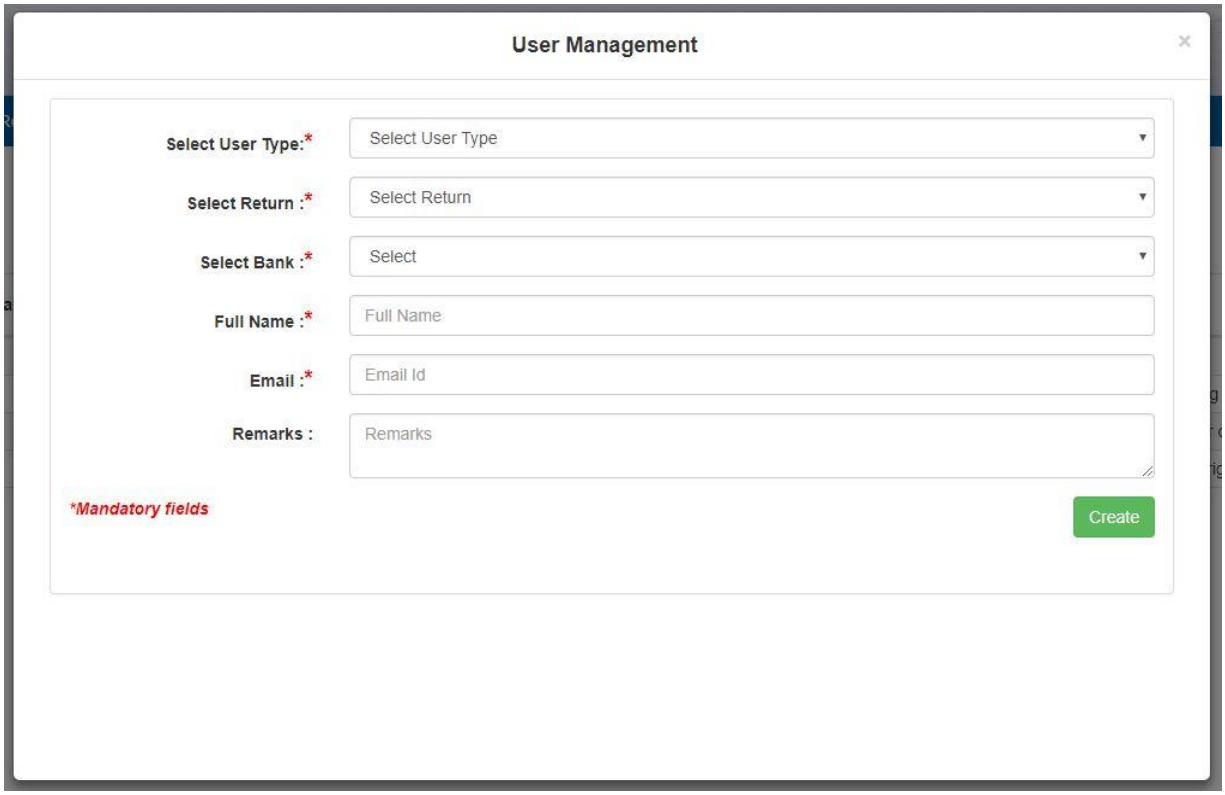
Manage User

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



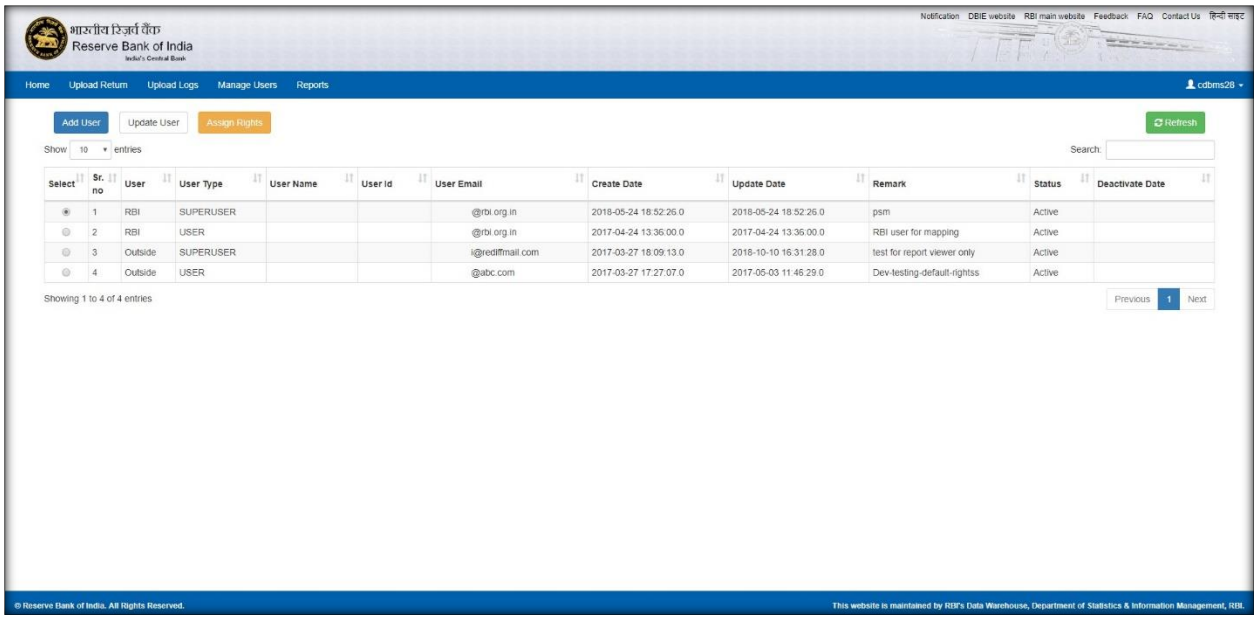
Add User

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


User Management
Select User Type:*
Select User Type
Select Return :*
Select Return
Select Bank :*
Select
Full Name :*
Full Name
Email :*
Email Id
Remarks :
Remarks
*Mandatory fields
Create

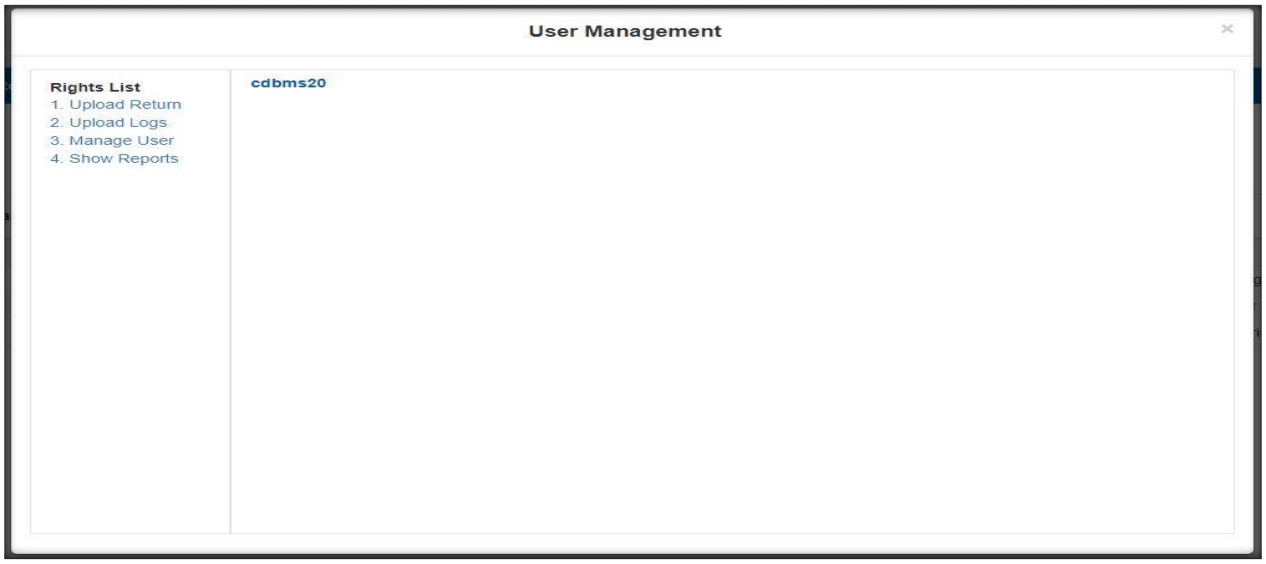
Update User

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.



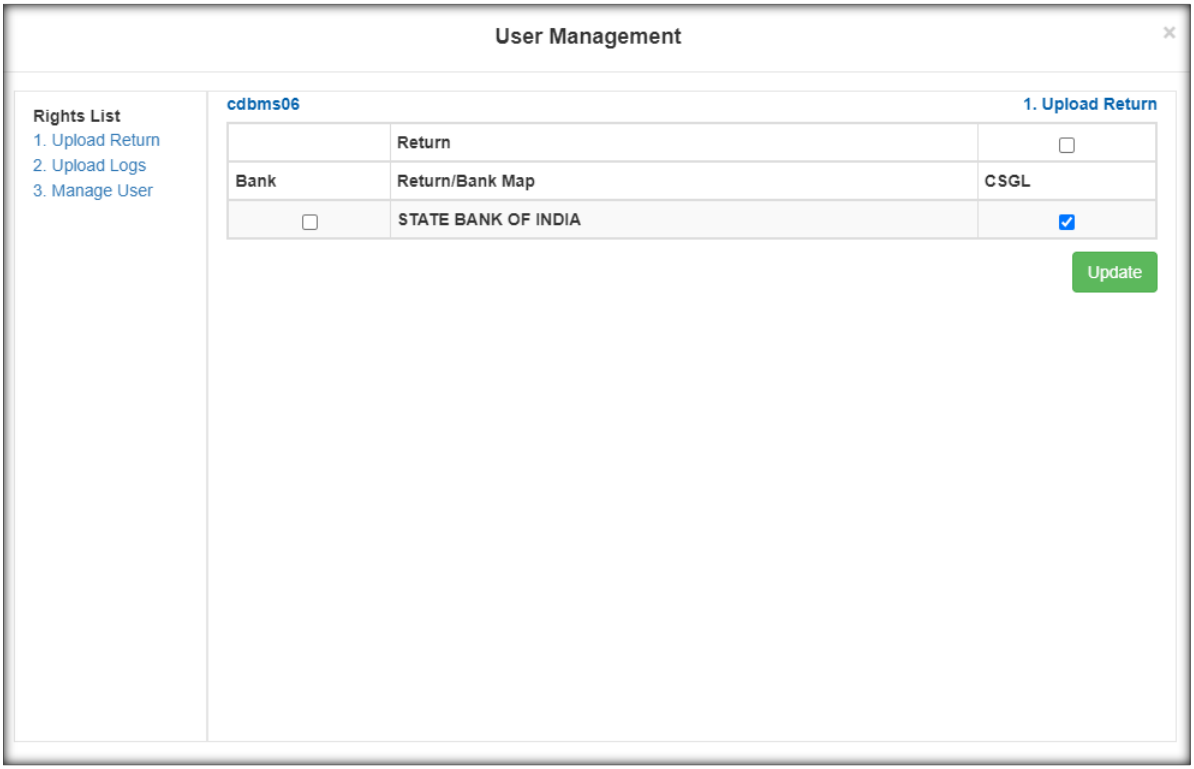
Assign Rights

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);



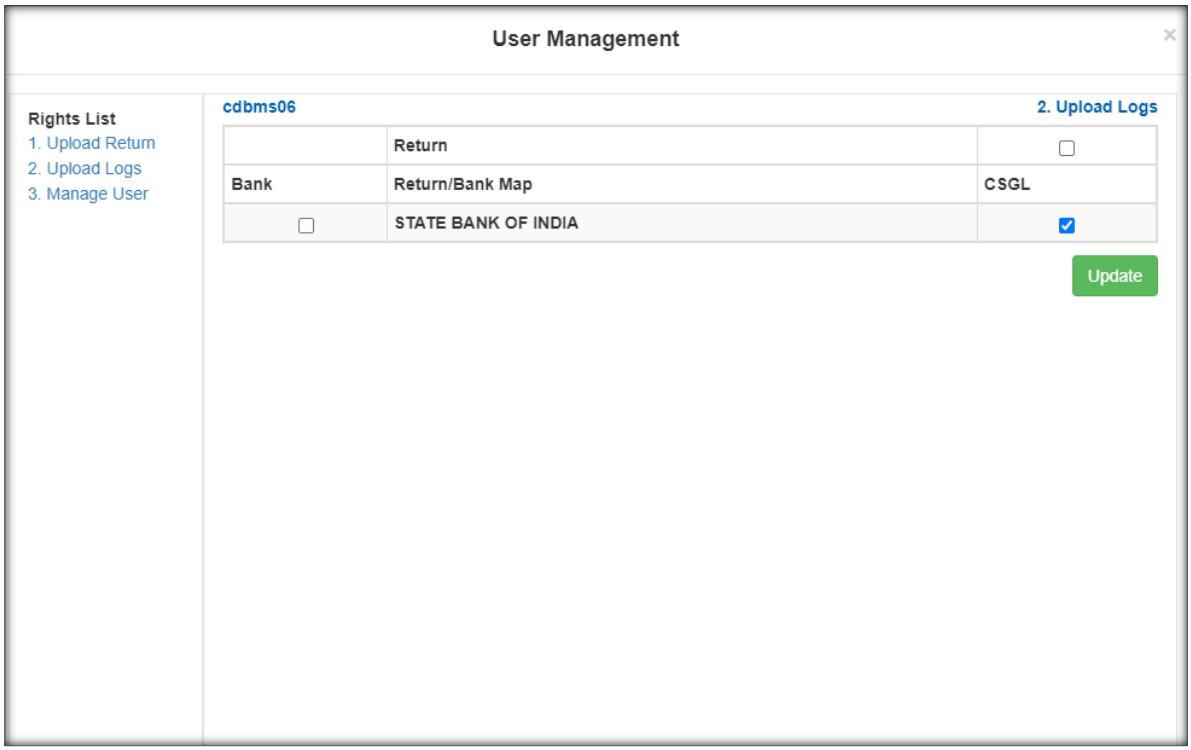
1. Upload Return Access

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



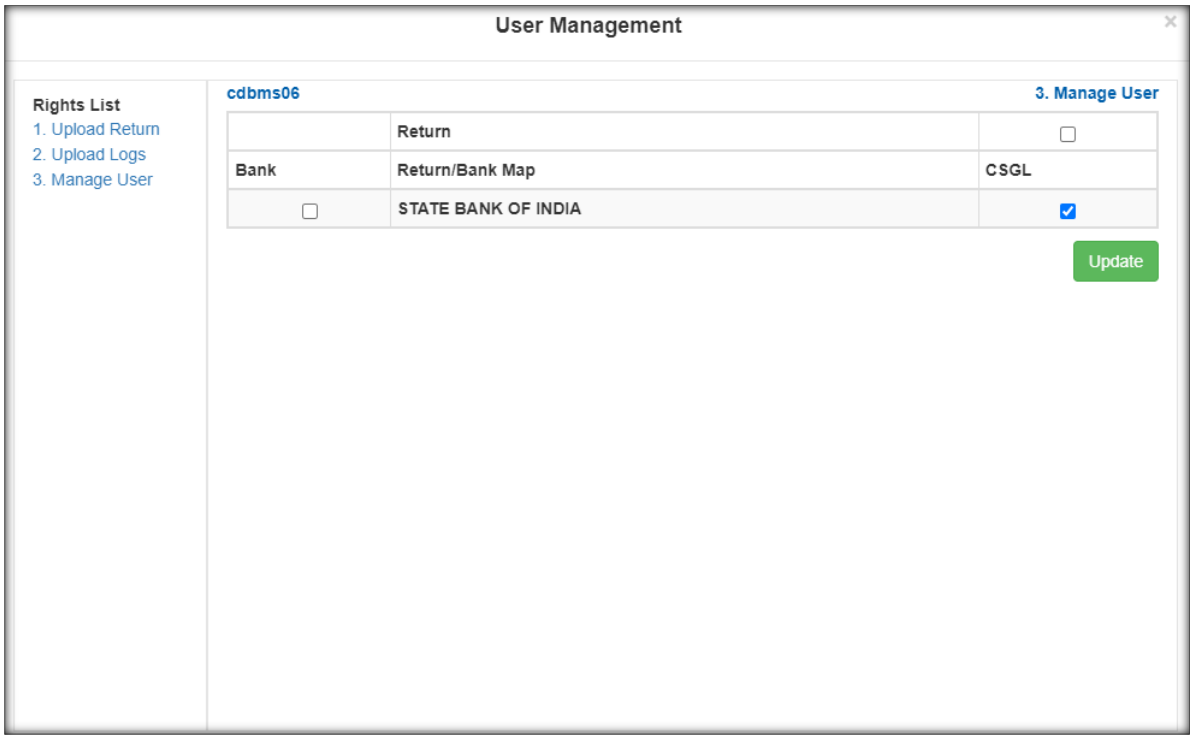
2. Upload Logs Access

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



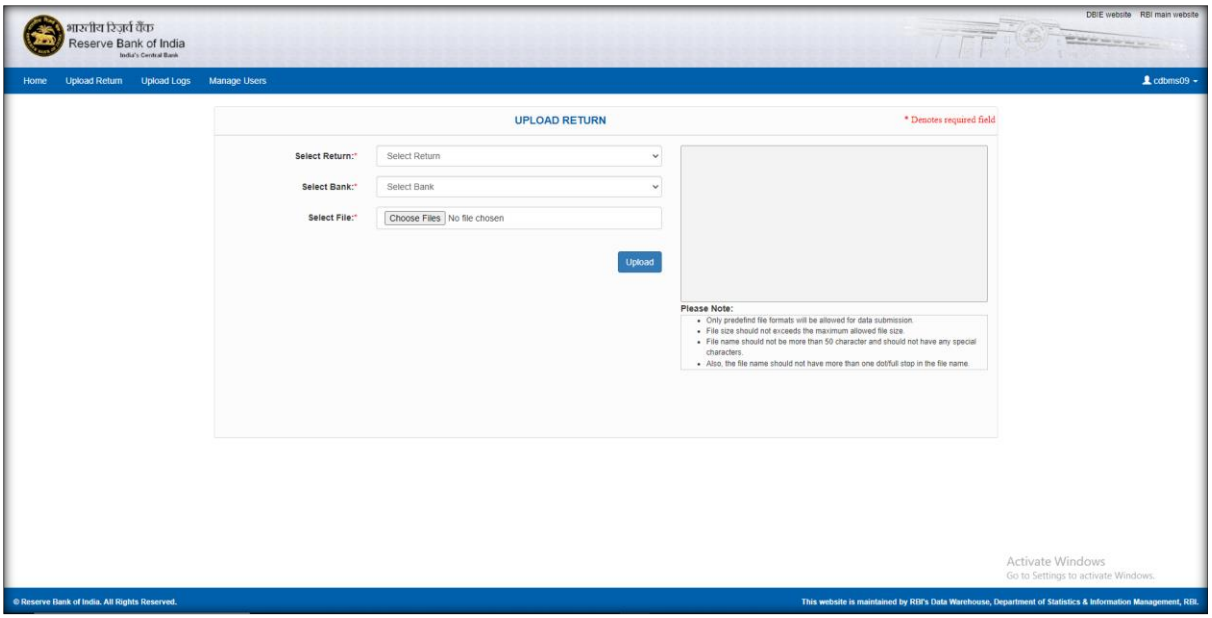
3. Manage User Access

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



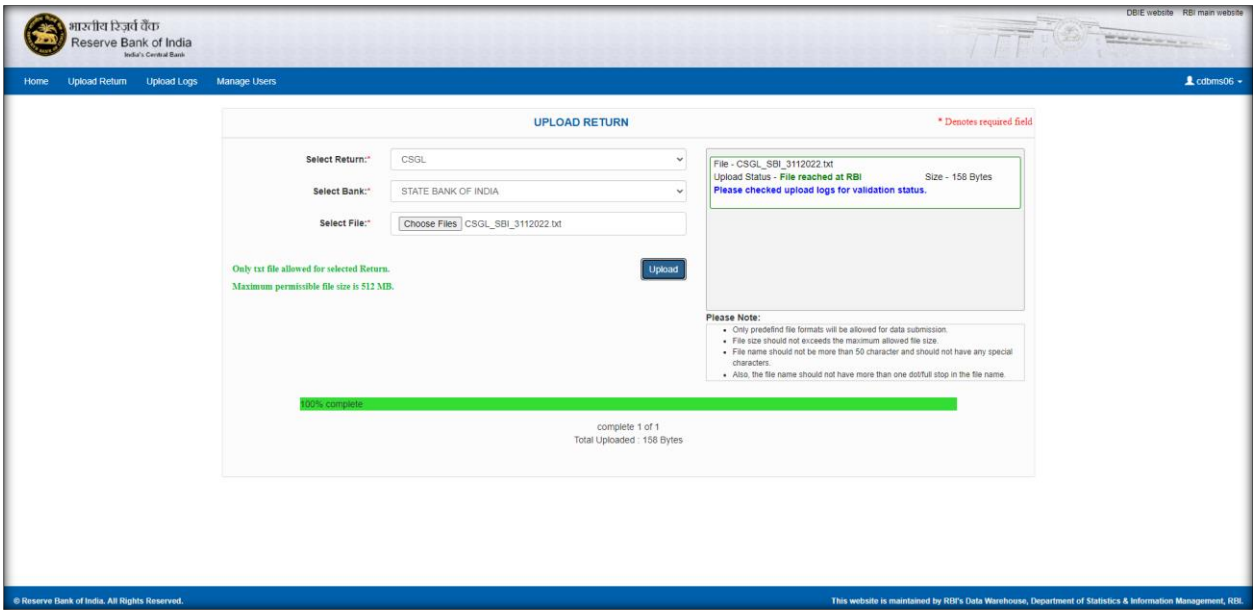
Data upload

Super User / User will get default '*Upload Return'* page after login into the EDSP application.

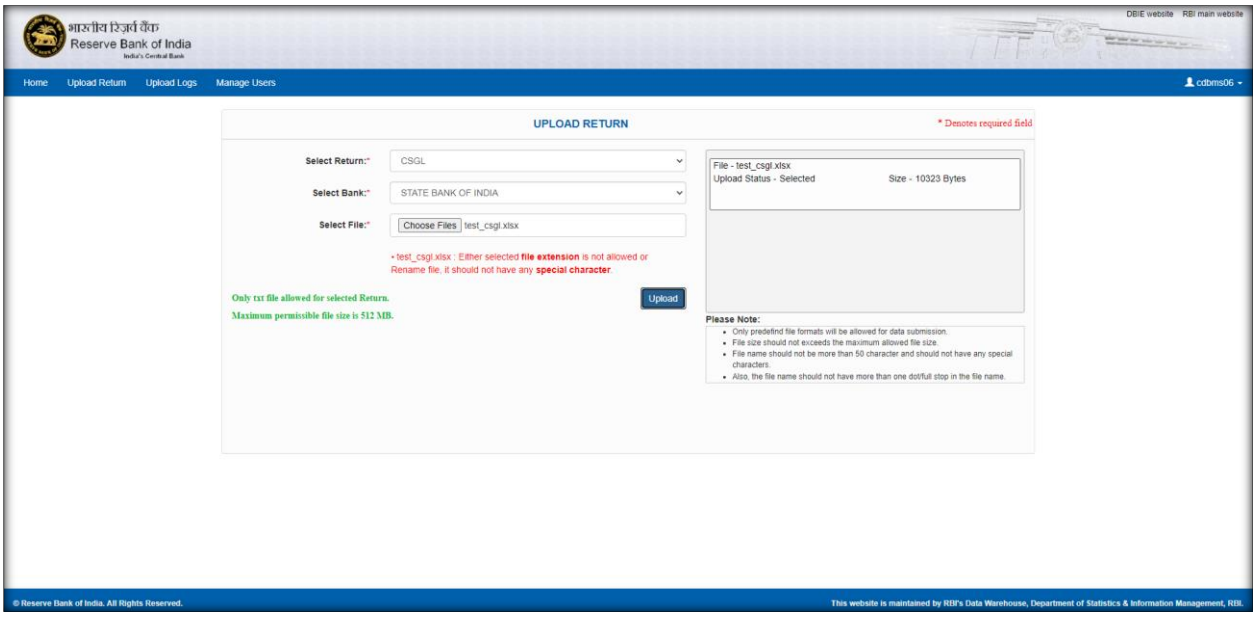


Select '*Return Name*' and '*Entity*' from the dropdown menu and browse file/s to be loaded and click on '*Upload*' to compete the data uploading.

Success message will appear as per the below screen-shot post completion of file upload.

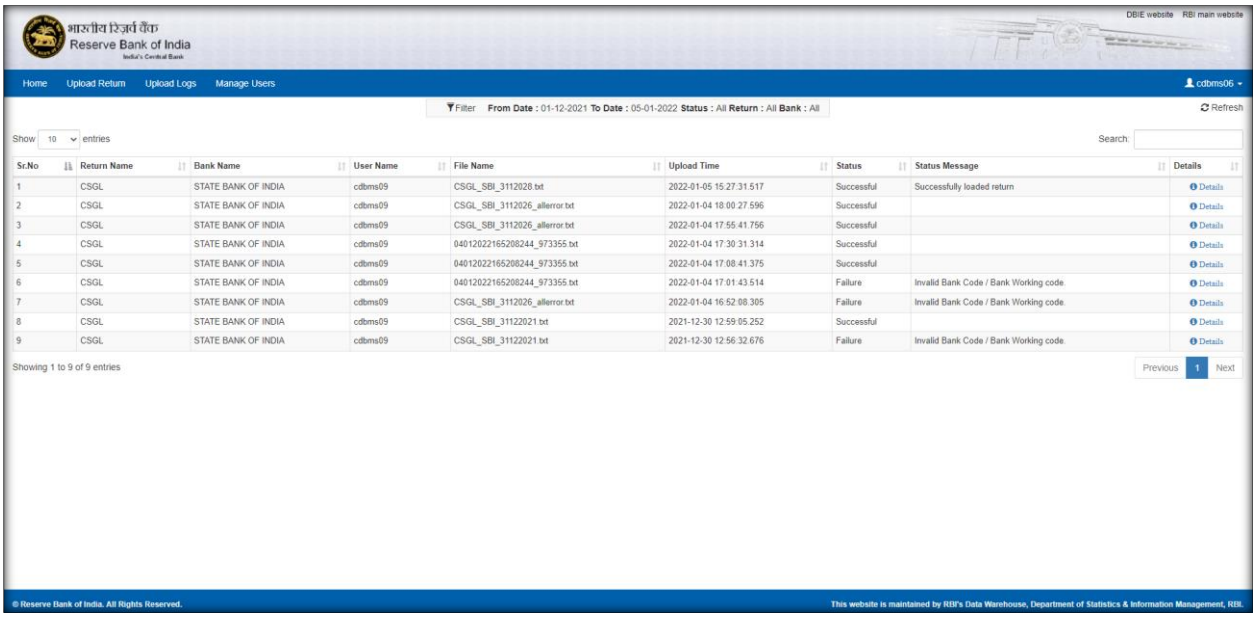


In case the uploaded file is not in the desired format then failure message will appear in the screen as mentioned below:



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).

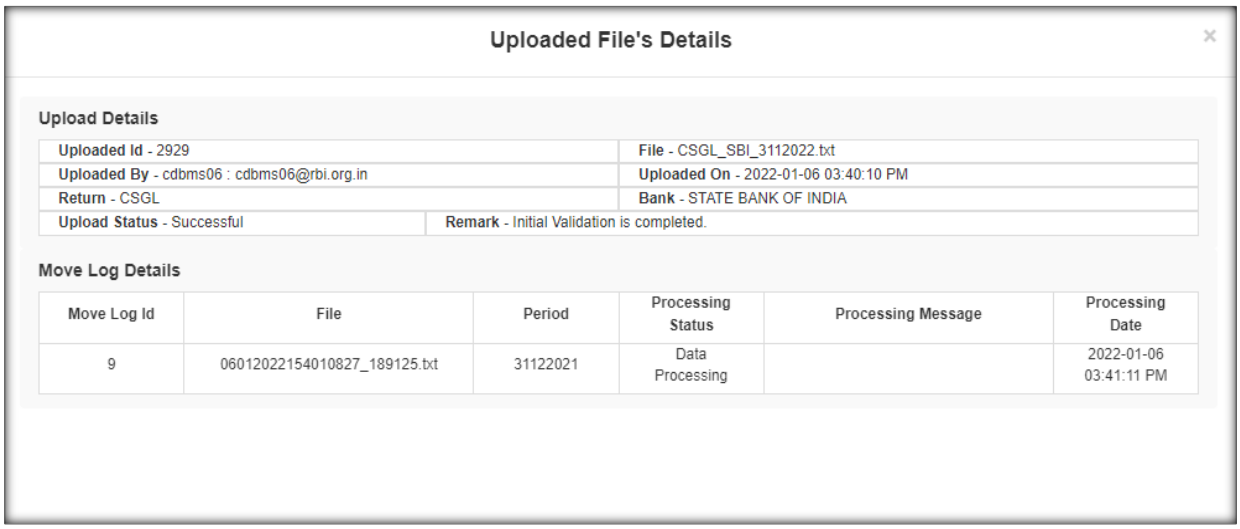


Load Status file, error file and others (if any) can be downloaded using “Details” link appearing in the screen-shot.

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 ‘CSGL’ return.



Uploaded File's Details

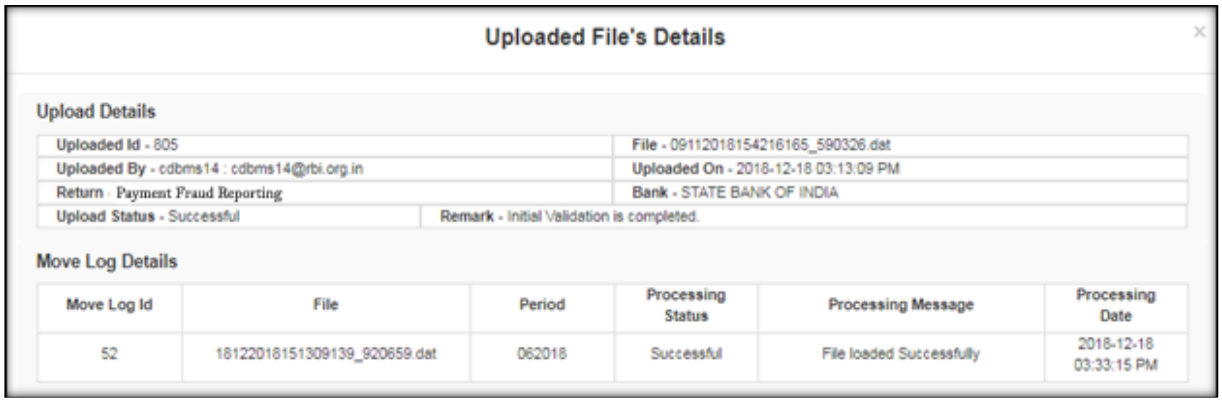
Upload Details

Uploaded Id - 2929	**File** - CSGL_SBI_3112022.txt
Uploaded By - cdbms06 : cdbms06@rbi.org.in	**Uploaded On** - 2022-01-06 03:40:10 PM
Return - CSGL	**Bank** - STATE BANK OF INDIA
Upload Status - Successful	**Remark** - Initial Validation is completed.

Move Log Details

Move Log Id	File	Period	Processing Status	Processing Message	Processing Date
9	06012022154010827_189125.txt	31122021	Data Processing		2022-01-06 03:41:11 PM

Success: Indicates that the data has successfully been loaded into the RBI’s Data Warehouse and generated the status file (if any).



Uploaded File's Details

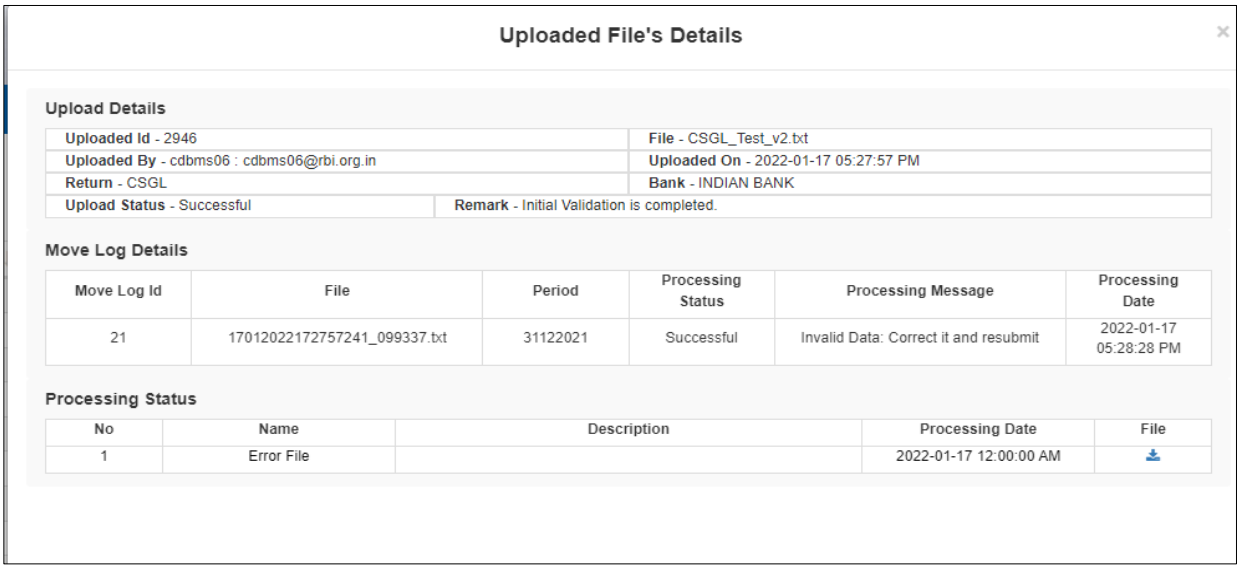
Upload Details

Uploaded Id - 805	**File** - 09112018154216165_590326.dat
Uploaded By - cdbms14 : cdbms14@rbi.org.in	**Uploaded On** - 2018-12-18 03:13:09 PM
Return - Payment Fraud Reporting	**Bank** - STATE BANK OF INDIA
Upload Status - Successful	**Remark** - Initial Validation is completed.

Move Log Details

Move Log Id	File	Period	Processing Status	Processing Message	Processing Date
52	18122018151309139_920659.dat	062018	Successful	File loaded Successfully	2018-12-18 03:33:15 PM

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:



Uploaded File's Details

Upload Details

Uploaded Id - 2946	**File** - CSGL_Test_v2.txt
Uploaded By - cdbms06 : cdbms06@rbi.org.in	**Uploaded On** - 2022-01-17 05:27:57 PM
Return - CSGL	**Bank** - INDIAN BANK
Upload Status - Successful	**Remark** - Initial Validation is completed.

Move Log Details

Move Log Id	File	Period	Processing Status	Processing Message	Processing Date
21	17012022172757241_099337.txt	31122021	Successful	Invalid Data: Correct it and resubmit	2022-01-17 05:28:28 PM

Processing Status

No	Name	Description	Processing Date	File
1	Error File		2022-01-17 12:00:00 AM	