

## USER MANUAL FOR ONLINE REGISTRATION PROCESS OF COMPANY WITH FOIS

**Disclaimer:** The User Manual is only to be used for general purpose and for reporting in FOIS Application and is not authorized by Railway Board. In case of any conflict, or policy issues, the concerned Rate Circulars along with related instructions issued by Railway Board/Competent Authorities from time to time shall take precedence.

Currently new Customers who wants to register for eRD/FBD Portal for online Indent, eTRR and payment of various charges, need to visit the nearest railway authorities for allotment of Global Customer Code for their company. Once the Global Customer Code is assigned to the Customer, they complete the User Registration Process on eRD/FBD Portal. To facilitate the Customer, an Online Registration Process for such new Customer and their Companies with FOIS has been provided.

### Company Registration Process by the Customer

1. The existing User Registration Screen of FBD/eRD Module has been enhanced to provide an option to the Customer to search whether his/her Organization/Company is registered with FOIS and is having a Global Customer Code.

**New User Registration**  
First step towards your effortless business with Indian Railways

Please ensure that your Company is registered with Indian Railways before proceeding with Registration. [Click here to verify.](#)

First Name \*

Last Name \*

Gender \* Select

Address \*

PinCode \*

Date Of Birth \*

Email ID \*

Alternate Email ID

Mobile No \*

Alternate Mobile No

Note: Please Upload Self Attested Documents wherever applicable.

Next

2. Customer can search his Company by selecting whether it's a Freight Customer or Handling Agency.

## Online Registration Process of Company with FOIS

**Verify Company/Organization**  
First step towards your effortless business with Indian Railways

STEP-1STEP-2

Company Registered As  Freight Customer  Handling Agent

Company Name

Address

In case your organization is not registered with Indian Railways, [Click here](#) to register with us. [Click Here](#) to return to the User Registration page.

3. Type the name of the Company to view the details.

**Verify Company/Organization**  
First step towards your effortless business with Indian Railways

STEP-1STEP-2

Company Registered As  Freight Customer  Handling Agent

Company Name

Address

In case your organization is not registered with Indian Railways, [Click here](#) to register with us. [Click Here](#) to return to the User Registration page.

- SPL M/S SUGUNA FOODS PRIVATE LIMITEDS
- SHF M/S SHREYA AGRO FOODS
- MFP M/S MANISH FOOD PRODUCTS
- JUBA M/S J.U.B. AGRO FOODS PRIVATE LIMITEDS
- JAGF M/S JAGDAMBA FOODS BILASPUR
- BSFP M/S B.S. FOOD PROCESSES (IND) PVT. LTD. SKAURGAN BHATA ATADUM ROAD NEAR NAVJEEVAN SCHOOL, RAJNANDGAON
- AGFO M/S AGRAWAL FOODS
- TBF M/S TIRUPATI BALAJI FOODS PVT LTD
- SHAF M/S SHREYAA AGRO FOODS

**Next**

4. In case the company is registered with FOIS, the address (if available) shall be shown to the Customer for information.

**Verify Company/Organization**  
First step towards your effortless business with Indian Railways

STEP-1STEP-2

Company Registered As  Freight Customer  Handling Agent

Company Name

Address

In case your organization is not registered with Indian Railways, [Click here](#) to register with us. [Click Here](#) to return to the User Registration page.

**Next**

5. In case the company is registered with FOIS and the name/address is found to be correct, Customer can go back to the User Registration Process by Clicking the link.

**Verify Company/Organization**  
First step towards your effortless business with Indian Railways

STEP-1STEP-2

Company Registered As  Freight Customer  Handling Agent

Company Name

Address

In case your organization is not registered with Indian Railways, [Click here](#) to register with us. [Click Here](#) to return to the User Registration page.

**Next**

6. In case the company is not registered with FOIS and the name is not found or the address seems to be of a different company, Customer can apply for registration of his/her company by clicking the link and by filling up the details.

**Verify Company/Organization**  
First step towards your effortless business with Indian Railways

STEP-1STEP-2

Company Registered As  Freight Customer  Handling Agent

Company Name

Address

In case your organization is not registered with Indian Railways, [Click here](#) to register with us. [Click Here](#) to return to the User Registration page.

**Next**

### Verify Company/Organization

First step towards your effortless business with Indian Railways

STEP-1

STEP-2

Company Registered As  Freight Customer  Handling Agent

Company Name

Address

In case your organization is not registered with Indian Railways, [Click here](#) to register with us. [Click Here](#) to return to the User Registration page.

Company Details

Name of Company \*

Type \* SELECT

GSTIN Number

CIN Number

Address \*

PinCode \*

Back Next

- The Company registration process is a two-step process, wherein the Customer in the First Step enter the details of his/her company and in the Second Step, the Customer needs to enter his/her details and uploading the copy of documentary Proof of his company.

### Verify Company/Organization

First step towards your effortless business with Indian Railways

STEP-1

STEP-2

Company Registered As  Freight Customer  Handling Agent

Company Name

Address

In case your organization is not registered with Indian Railways, [Click here](#) to register with us. [Click Here](#) to return to the User Registration page.

Company Details

Name of Company \* STC PRIVATE LIMITED

Type \* PROPRIETORSHIP

GSTIN Number 33AFG\*\*JH\*\*\*\*\*

CIN Number 1234\*\*\*\*\*787878\*\*\*

Address \* ADDRESS

PinCode \* 11\*\*21

Back Next

### Verify Company/Organization

First step towards your effortless business with Indian Railways

STEP-1 STEP-2

Your Details

First Name \* FIRST NAME

Last Name \* LAST NAME

Email ID \* ABC\*\*@ABC.COM

Mobile No \* 813\*\*\*\*\*

Railway Division \* DELHI (DLI)

Document \* Choose File | No file chosen

Note: Single pdf/text/jpeg/png File is Allowed  
(Max Size 10MB/Company  
Letter/GSTIN/FCRI/any Other Proof)

XBh7Gdg

Back Submit

8. Based on the PIN Code entered by the Customer, system shall provide the Railway Division mapped against the PIN Code. However, in case the same is not available, Customer shall have to select the nearest Railway Division of his/her area.
9. After filling all the required details and uploading of document, the Customer needs to submit the details.
10. On submission, system shall generate a Request Id and share the same with the Customer through SMS and e-Mail.

The request for registration of Company received from the Customer shall be handled/processed by the Railway Authorities. Once the Request is registered by the Customer, based on the PIN CODE of the Customer, the request shall be marked to the Sr. DCM of the concern Division. A notification shall also be sent to the Sr DCM. After verification of the details of the Customer, if approved, the request shall be forwarded to FOIS for creation of Global Customer Code. An email notification with the assigned Global Customer Code shall be sent to the Customer.

\*\*\*\*\*