



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.

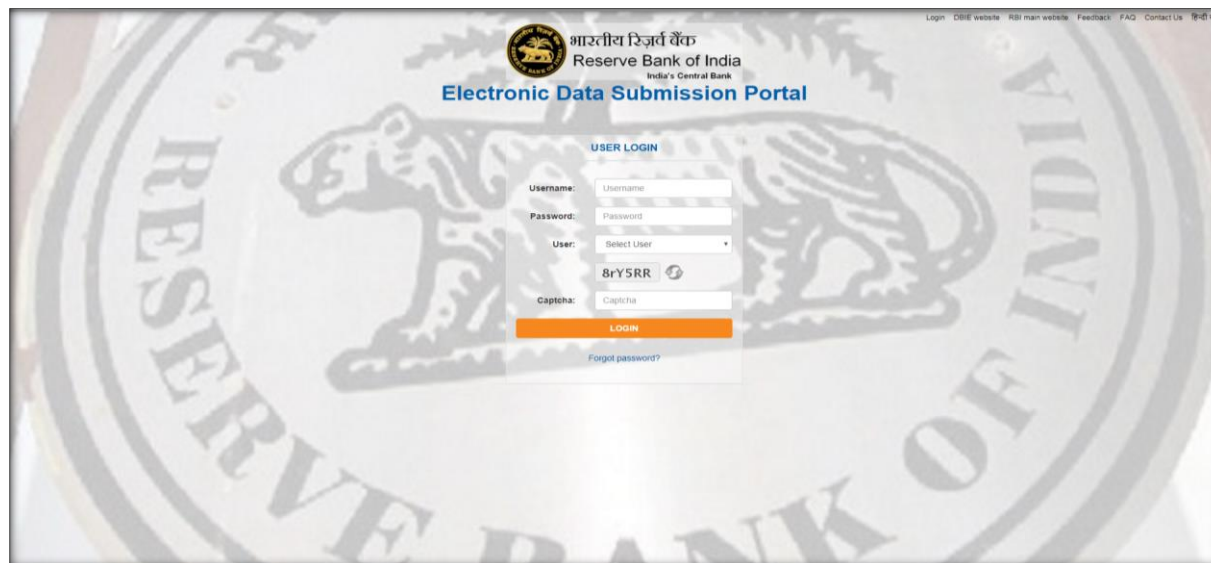
Based on the appropriate rights user can upload data files, view upload logs (along with details) and download error files.

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

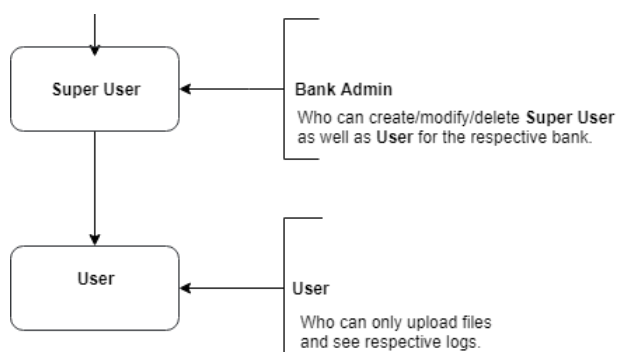


Figure 1: Shows flow of the user management.

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;

Select	Sr. no	User	User Type	User Name	User Id	User Email	Create Date	Update Date	Remark	Status	Deactivate Date
<input type="radio"/>	1	RBI	SUPERUSER			@rbi.org.in	2018-05-24 18:52:26.0	2018-05-24 18:52:26.0	psm	Active	
<input type="radio"/>	2	RBI	USER			@rbi.org.in	2017-04-24 13:36:00.0	2017-04-24 13:36:00.0	RBI user for mapping	Active	
<input type="radio"/>	3	Outside	SUPERUSER			is@rediffmail.com	2017-03-27 18:09:13.0	2018-10-10 16:31:28.0	test for report viewer only	Active	
<input type="radio"/>	4	Outside	USER			@abc.com	2017-03-27 17:27:07.0	2017-05-03 11:46:29.0	Dev-testing-default-rights	Active	

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.

Select	Sr. no	User	User Type	User Name	User Id	User Email	Create Date	Update Date	Remark	Status	Deactivate Date
<input type="radio"/>	1	RBI	SUPERUSER			@rbi.org.in	2018-05-24 18:52:26.0	2018-05-24 18:52:26.0	psm	Active	
<input type="radio"/>	2	RBI	USER			@rbi.org.in	2017-04-24 13:36:00.0	2017-04-24 13:36:00.0	RBI user for mapping	Active	
<input type="radio"/>	3	Outside	SUPERUSER			@rediffmail.com	2017-03-27 18:09:13.0	2018-10-10 16:31:28.0	test for report viewer only	Active	
<input type="radio"/>	4	Outside	USER			@abc.com	2017-03-27 17:27:07.0	2017-05-03 11:46:29.0	Dev-testing-default-rightiss	Active	

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);

User Management	
Rights List <ul style="list-style-type: none">1. Upload Return2. Upload Logs3. Manage User4. Show Reports	cdbms20



1. Upload Return Access

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

User Management

Rights List

1. Upload Return

2. Upload Logs

3. Manage User

cdbms06

1. Upload Return

	Return	<input type="checkbox"/>
Bank	Return/Bank Map	CSGL
<input type="checkbox"/>	STATE BANK OF INDIA	<input checked="" type="checkbox"/>

Update

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;



User Management

Rights List

1. Upload Return

2. Upload Logs

3. Manage User

cdbs06

	Return	<input type="checkbox"/>
Bank	Return/Bank Map	CSSL
<input type="checkbox"/>	STATE BANK OF INDIA	<input checked="" type="checkbox"/>

Update

2. Upload Logs

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.



User Management

Rights List

1. Upload Return

2. Upload Logs

3. Manage User

cdbms06

3. Manage User

	Return	<input type="checkbox"/>
Bank	Return/Bank Map	CSGL
<input type="checkbox"/>	STATE BANK OF INDIA	<input checked="" type="checkbox"/>

Update

Data upload

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

भारतीय रिज़र्व बैंक
Reserve Bank of India
India's Central Bank

DEIE website RBI main website

Home

Upload Return

Upload Logs

Manage Users

cdbms09

UPLOAD RETURN

* Denotes required field

Select Return:*

Select Return

Select Bank:*

Select Bank

Select File:*

Choose Files

No file chosen

Upload

Please Note:

- Only predefined file formats will be allowed for data submission.
- File size should not exceeds the maximum allowed file size.
- File name should not be more than 50 character and should not have any special characters.
- Also, the file name should not have more than one dot/full stop in the file name.

Activate Windows
Go to Settings to activate Windows.

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

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

The screenshot displays the 'UPLOAD RETURN' interface of the Reserve Bank of India's Electronic Data Submission Portal. The page features a blue header with the RBI logo and navigation links: Home, Upload Return, Upload Logs, and Manage Users. The main content area is titled 'UPLOAD RETURN' and includes a red asterisk indicating required fields. The form contains three dropdown menus: 'Select Return' (set to CSGI), 'Select Bank' (set to STATE BANK OF INDIA), and 'Select File' (with a 'Choose Files' button and the selected file CSGI_SBI_3112022.txt). A green message states: 'Only txt file allowed for selected Return. Maximum permissible file size is 512 MB.' An 'Upload' button is present. To the right, a green box displays the upload details: 'File - CSGI_SBI_3112022.txt', 'Upload Status - File reached at RBI', and 'Size - 158 Bytes', followed by the instruction 'Please checked upload logs for validation status.' Below this, a 'Please Note' section lists guidelines: only predefined file formats are allowed, file size must not exceed the maximum, file names must be under 50 characters and free of special characters, and file names must not contain more than one dot. At the bottom, a green progress bar indicates '100% complete', with 'complete 1 of 1' and 'Total Uploaded - 158 Bytes' shown below it. The footer contains copyright information for the Reserve Bank of India and mentions the website is maintained by RBI's Data Warehouse.

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



Electronic Data Submission Portal: User Manual

UPLOAD RETURN * Denotes required field

Select Return: CSGL

Select Bank: STATE BANK OF INDIA

Select File: Choose Files test_csgl.xlsx

File - test_csgl.xlsx
Upload Status - Selected
Size - 10323 Bytes

* test_csgl.xlsx : Either selected file extension is not allowed or Rename file, it should not have any special character.

Only txt file allowed for selected Return.
Maximum permissible file size is 512 MB.

Upload

Please Note:

- Only predefined file formats will be allowed for data submission.
- File size should not exceed the maximum allowed file size.
- File name should not be more than 50 character and should not have any special characters.
- Also, the file name should not have more than one dot/full stop in the file name.

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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).

Filter From Date : 01-12-2021 To Date : 05-01-2022 Status : All Return : All Bank : All Refresh

Show 10 entries

Sr.No	Return Name	Bank Name	User Name	File Name	Upload Time	Status	Status Message	Details
1	CSGL	STATE BANK OF INDIA	cdbrms09	CSGL_SBI_3112020.txt	2022-01-05 15:27:31.517	Successful	Successfully loaded return	Details
2	CSGL	STATE BANK OF INDIA	cdbrms09	CSGL_SBI_3112026_allerror.txt	2022-01-04 18:00:27.596	Successful		Details
3	CSGL	STATE BANK OF INDIA	cdbrms09	CSGL_SBI_3112026_allerror.txt	2022-01-04 17:55:41.756	Successful		Details
4	CSGL	STATE BANK OF INDIA	cdbrms09	0401202165206244_973355.txt	2022-01-04 17:30:31.314	Successful		Details
5	CSGL	STATE BANK OF INDIA	cdbrms09	0401202165206244_973355.txt	2022-01-04 17:08:41.375	Successful		Details
6	CSGL	STATE BANK OF INDIA	cdbrms09	0401202165206244_973355.txt	2022-01-04 17:01:43.514	Failure	Invalid Bank Code / Bank Working code.	Details
7	CSGL	STATE BANK OF INDIA	cdbrms09	CSGL_SBI_3112026_allerror.txt	2022-01-04 16:52:08.305	Failure	Invalid Bank Code / Bank Working code.	Details
8	CSGL	STATE BANK OF INDIA	cdbrms09	CSGL_SBI_3112020.txt	2021-12-30 12:59:05.252	Successful		Details
9	CSGL	STATE BANK OF INDIA	cdbrms09	CSGL_SBI_3112020.txt	2021-12-30 12:56:32.676	Failure	Invalid Bank Code / Bank Working code.	Details

Showing 1 to 9 of 9 entries

Previous 1 Next

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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	16122018151309139_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 - CSG_L_Test_v2.txt
Uploaded By - cdbms06 : cdbms06@rbi.org.in	Uploaded On - 2022-01-17 05:27:57 PM
Return - CSG_L	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	