



New Spot Exchange Operations

USER TRAINING GUIDE

A complete operational walkthrough for exchange members, dealing teams and compliance — from admin login to AD Letter issuance.

Who It's For, And What You'll Learn

This guide walks exchange members and operations teams through the New Spot Exchange Operations portal — from admin login through user management, access control, reports and the full AD Letter Request lifecycle.



Who It's For

Exchange members, operations teams, compliance reviewers and management stakeholders.



What You'll Use

The TM Admin web portal, signed in with your assigned Member Code and Login ID.



What You'll Achieve

Confidence to manage users, control access, and process AD Letter requests end to end.

WHAT WE'LL COVER

Six Modules, Start To Finish

- 01**  **Getting Started**
Log in to the TM Admin portal.
- 02**  **User Master**
Create, view and manage system users.
- 03**  **User Rights**
Configure module- and function-level access for each user.
- 04**  **Member Reports**
Download trade-date reports from the Reports menu.
- 05**  **AD Letter Request**
Raise, submit and track AD Letter requests end to end.
- 06**  **Download AD Letter**
Verify, digitally sign and issued AD Letters to clients.



IMPORTANT URL

www.iibx.co.in/Technology/URLs — IIBX Technology Reference Links

MODULE 01

01



Getting Started

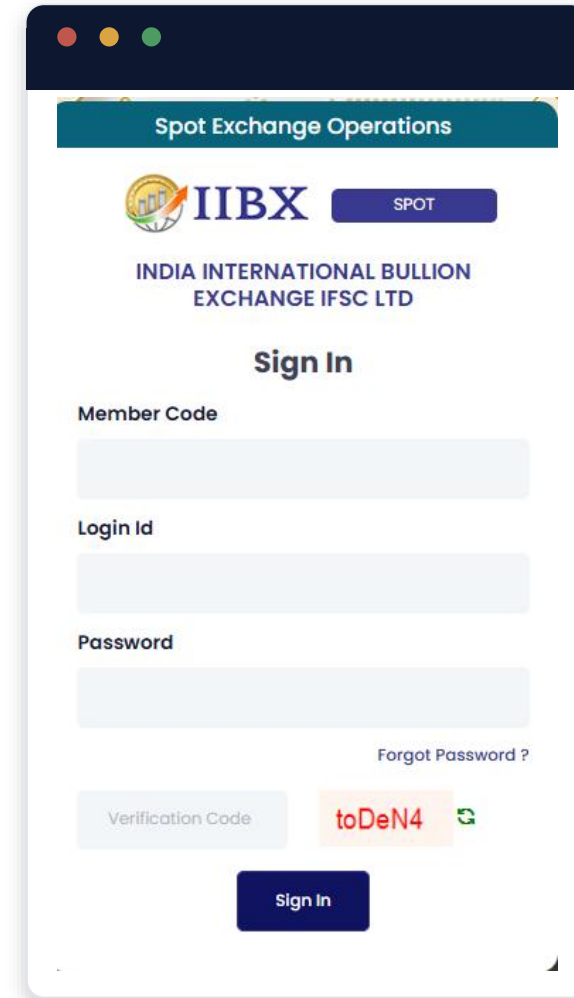
Log in to the TM Admin portal.

Exchange User Admin Login Page

1

Sign In

Enter the Member Code & Login ID and Password.
Credentials will be shared to you by IIBX.



The screenshot shows a web browser window displaying the IIBX Spot Exchange Operations Sign In page. The page has a dark blue header with the text "Spot Exchange Operations". Below the header is the IIBX logo, which consists of a circular emblem with a building and a bar chart, followed by the text "IIBX" in a large, bold, blue font. To the right of the logo is a blue button with the text "SPOT". Below the logo and button is the text "INDIA INTERNATIONAL BULLION EXCHANGE IFSC LTD" in a smaller, blue, sans-serif font. The main heading "Sign In" is centered below the text. There are three input fields: "Member Code", "Login Id", and "Password", each with a light blue border and a white background. Below the "Password" field is a link that says "Forgot Password?". At the bottom of the form is a blue button with the text "Sign In". To the left of the "Sign In" button is a "Verification Code" field with a light blue border and a white background. To the right of the "Verification Code" field is a red button with the text "toDeN4" and a green circular arrow icon.

MODULE 02

02



User Master

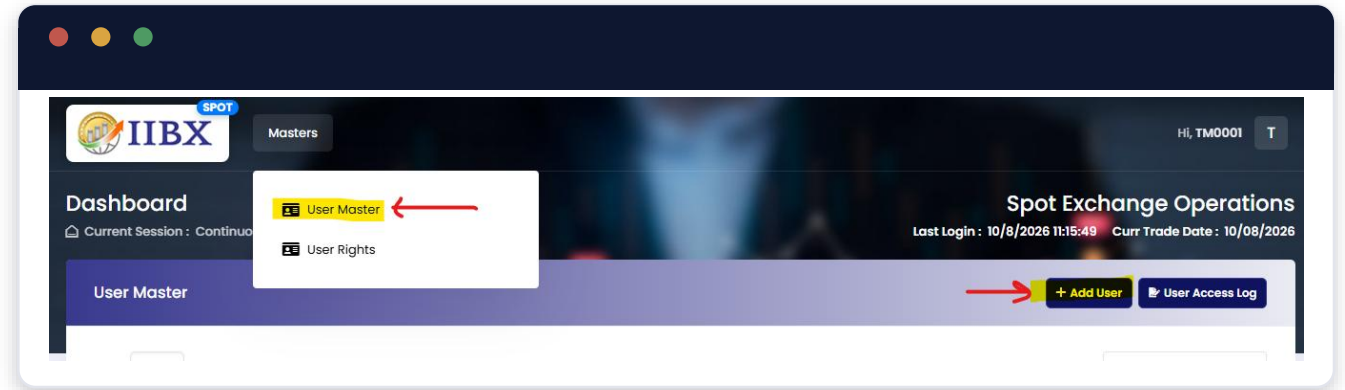
Create, view and manage system users.

Accessing the User Master Module

1

Navigate

From the Masters menu, select User Master to manage system users.



User Master — List View

1

Login Details

See each registered user's login ID at a glance.

2

Contact Information

Review registered email and contact details for every user.

3

Account Status

Check the current account status across all registered users.

The screenshot displays the IIBX Spot Exchange Operations dashboard. The top navigation bar includes the IIBX logo, a 'SPOT' indicator, and a 'Masters' tab. The user is logged in as 'Hi, TM0001'. The dashboard shows the current session as 'Continuous Trading Session' and the last login time as '10/8/2026 11:15:49'. The 'User Master' section is active, showing a list of users with columns for Action, Login Name, User Name, Pwd Expiry Date, Email ID, Mobile No, and Status. The list contains four entries, all with a status of 'Active'.

ACTION	LOGIN NAME	USER NAME	PWD EXPIRY DATE	EMAIL ID	MOBILE NO	STATUS
    	Biteshtm	Bitesh	09/09/2026	bitesh.surtii@iibx.co.in	5555555555	Active
    	TM0001_1	TM0001_1	14/09/2026	AAA@AAA.COM	9999999999	Active
    	TM0001_2	TM0001_2	31/12/2026	AAA@AAA.COM	9999999999	Active
  	TM0001	TCM0001	09/09/2026	sda@iibx.co.in	4564564564	Active

User Master — (Add)

1 Login Details

Enter the User Name and Login ID for the new user.

2 Contact Information

Add the user's Email ID and Mobile Number.

3 Enable TFA

Turn on the TFA flag to require Two-Factor Authentication.

The screenshot shows a web application interface for IIBX Spot Exchange Operations. The top navigation bar includes the IIBX logo, a 'SPOT' indicator, and a 'Masters' button. The user is logged in as 'Hi, TM0001'. The main header displays 'Dashboard' and 'Spot Exchange Operations' with session details: 'Current Session : Continuous Trading Session', 'Last Login : 13/8/2026 12:20:05', and 'Curr Trade Date : 13/08/2026'. The central form is titled 'User Master (Add)' and contains the following fields: 'User Name *' (with a red error message 'User Name Essential' and an information icon), 'Login Id *', 'Email Id *', 'Mobile No *', and a 'TFA Flag' checkbox which is currently checked. 'Back' and 'Save' buttons are located at the top right of the form.

Viewing User Details

1

Review Profile

Select the view icon to review a user profile, including login ID, contact details, and TFA status.

The screenshot displays the IIBX Spot Exchange Operations dashboard. The top navigation bar includes the IIBX logo, a 'SPOT' indicator, and a 'Masters' button. The user's session information is shown as 'HI, TM0001 T'. The main header area contains 'Dashboard' and 'Spot Exchange Operations' with session details: 'Current Session : Continuous Trading Session', 'Last Login : 13/8/2026 12:20:05', and 'Curr Trade Date : 13/08/2026'. Below this, a 'User (View)' section is highlighted in purple, featuring a '← Back' button. The user details are presented in a grid-like format:

User Name	TM0001_1	Login Id	TM0001_1
Email Id	AAA@AAA.COM	Mobile No	9999999999
Status	Active	TFA Flag	☐

MODULE 03

03



User Rights

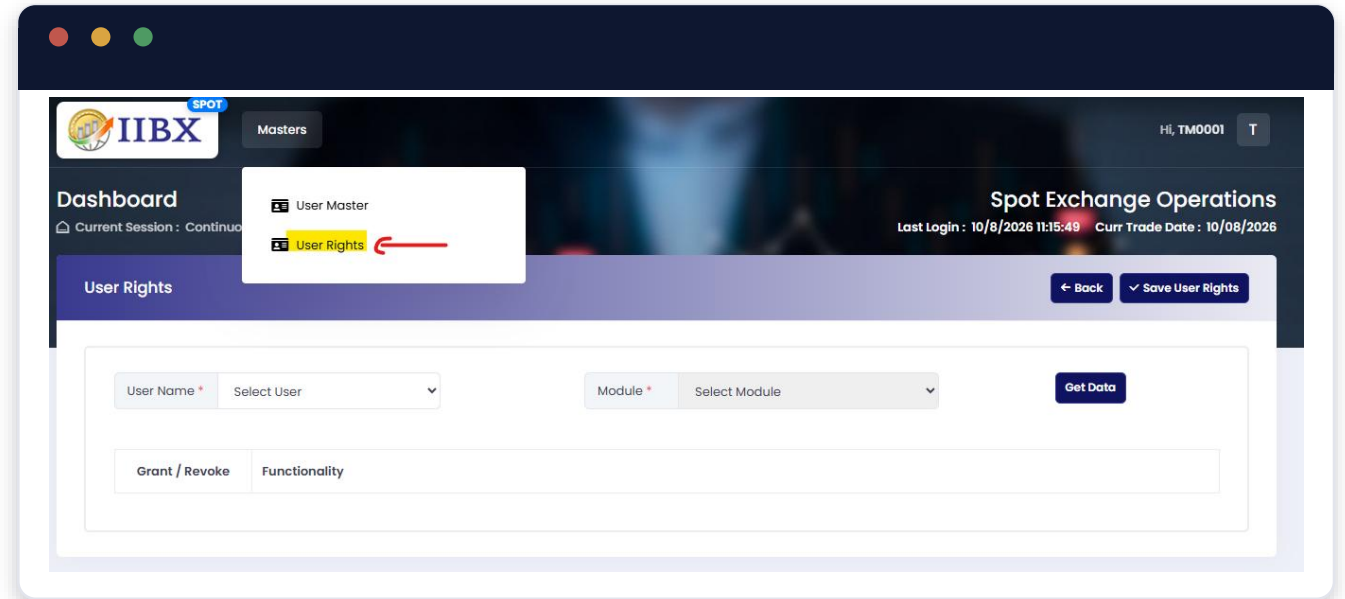
Configure module- and function-level access for each user.

Accessing User Rights

1

Navigate

Go to Masters > User Rights to configure module-level access permissions for each user.



Assign/ Revoke Rights — Masters Module

1 Select

Choose a user and a module from the dropdowns.

2 Grant or Revoke

Enable or disable access to functionalities such as User Master and Client Master.

The screenshot shows the IIBX Spot Exchange Operations dashboard. The top navigation bar includes the IIBX logo, a 'SPOT' indicator, and a 'Masters' button. The user is logged in as 'Hi, TM0001'. The dashboard title is 'Spot Exchange Operations' with a 'Current Session : Continuous Trading Session' status. The 'User Rights' section is highlighted in purple, with 'Back' and 'Save User Rights' buttons. Below this, there are two dropdown menus: 'User Name' (selected: TM0001_I) and 'Module' (selected: Masters), with a 'Get Data' button to the right. A red arrow points to the 'User Name' dropdown, and another red arrow points to the 'Module' dropdown. Below these is a table with two columns: 'Grant / Revoke' and 'Functionality'. The table has two rows: 'User Master' and 'Client Master', both with checked checkboxes in the 'Grant / Revoke' column. A red bracket highlights the 'Grant / Revoke' column.

Grant / Revoke	Functionality
☒	User Master
☒	Client Master

Assign/ Revoke Rights — Functions Module

1

Select

Choose the user and the Functions module to configure.

2

Grant or Revoke

Enable access to transaction functions, including AD Letter Request, EPIF Allocation, and reporting.

User Rights

← Back ✓ Save User Rights

User Name: TM0001_1 Module: Functionality Get Data

Grant / Revoke	Functionality
☒	AD Letter Request
☒	AD Letter Remittance
☒	AD Letter Remittance - Reporting
☒	EPIF Allocation - Maker
☒	EPIF Allocation - Checker
☒	EPIF Deallocation
☒	EPIF Deallocation Log
☒	Client EPIF Allocation Summary
☒	EoD Reports Download for TM

MODULE 04

04



Member Reports

Download trade-date reports from the Reports menu.

Downloading Member Reports



SPOT

IIBX

Masters Functions **Reports** Utilities Setup

Hi, TM0018_M T

Dashboard

Current Session : Continuous Trading Session

Early Payin of Funds Allocation - Checker

Show 10 entries

ACTION	TRADE DATE	SETTLEMENT TYPE
	03-09-2026	T + 0

Downloads

BDR Pay-In Utilization

Historical BDR Pay-In Utilization

Funds Pay-In Utilization

Historical Funds Pay-In Utilization

Trade Single Leg

Order Member

Spot Exchange Operations

Last Login : 2/9/2026 17:42:27 Curr Trade Date : 03/09/2026

Search:

NAME	CLIENT COUNT	UNALLOCATED EPIF (T
0701.EPF	4	300,000

MODULE 05

05



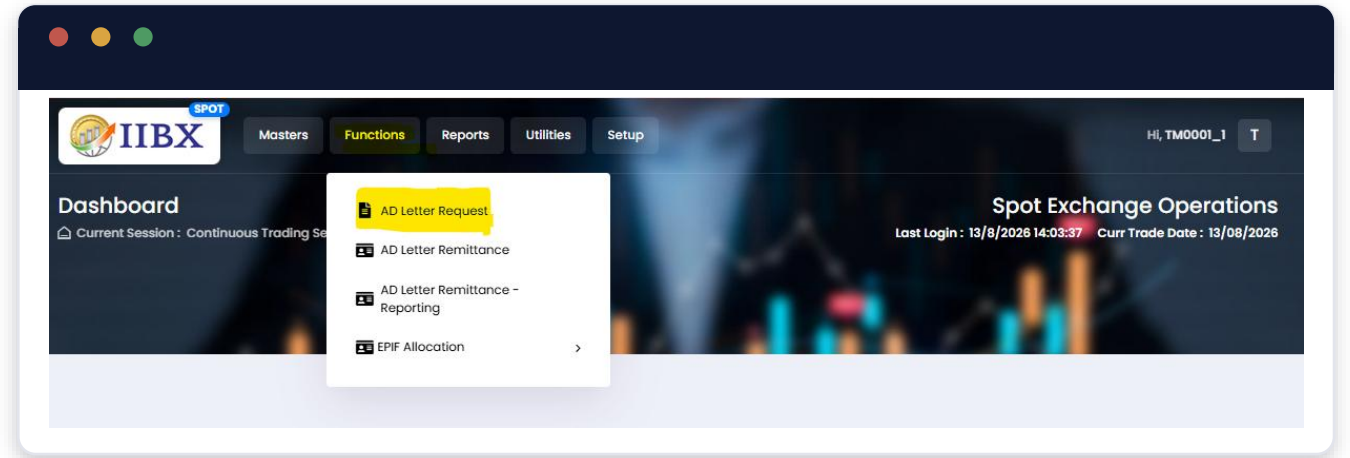
AD Letter Request

Raise, submit and track AD Letter requests end to end.

Accessing AD Letter Request

1 Navigate

From the Functions menu, select AD Letter Request to initiate a new request.



AD Letter Request — List View

1

Review & Create

Review existing requests and their approval status, then click Placing AD Letter Request to create a new one.

The screenshot displays the IIBX Spot Exchange Operations dashboard. At the top, there's a navigation bar with the IIBX logo and tabs for Masters, Functions, Reports, Utilities, and Setup. The user is logged in as 'HI, TM0001_1'. The dashboard title is 'Spot Exchange Operations' with a subtitle 'Current Session : Continuous Trading Session'. The last login is '7/8/2026 19:02:03' and the current trade date is '10/08/2026'.

The main section is titled 'AD Letter - Request'. It features a '+ Placing AD Letter Request' button with a red arrow pointing to it. Below this, there's a table showing the list of requests. The table has columns for ACTION, REQUEST DATE, REQUEST NO., REF NO., UNDERLYING ASSET, PHYSICAL FROM, DUTY CATEGORY, BUY QTY, APPROVAL STATUS, CLIENT CODE - NAME, and CLIENT ACCO.

ACTION	REQUEST DATE	REQUEST NO.	REF NO.	UNDERLYING ASSET	PHYSICAL FROM	DUTY CATEGORY	BUY QTY	APPROVAL STATUS	CLIENT CODE - NAME	CLIENT ACCO
	29/07/2026	290726/011		SILVER	Silver Bar - 30 Kg	Advance Authorisation Cert Holder	30.00 KG	Rejected	CLNT107 - DTA Clients - Refinery	HDFC
	29/07/2026	290726/010	IIBX/2026-27/AD000051/TM0001	SILVER	Grains - 20 Kg	Advance Authorisation Cert Holder	20.00 KG	Approved	CLNT105 - DTA Clients - Retail	BANK
									CLNT104 - Valid	

Creating a New Request

1

Select Contract

Choose the Underlying Asset and Duty Category for the request.

2

Enter Details

Specify the Client and Quantity to raise a new AD Letter request.

The screenshot displays the 'AD Letter - Request - New' form within the IIBX Spot Exchange Operations dashboard. The dashboard header includes the 'Dashboard' title, 'Current Session : Continuous Trading Session', 'Last Login : 7/8/2026 19:02:03', and 'Curr Trade Date : 10/08/2026'. The form itself has a purple header bar with the title 'AD Letter - Request - New' and 'Back' and 'Save' buttons. The form fields are organized into two columns. The left column contains: 'Request No. *' (text input with value '100826/001'), 'Select Underlying Asset *' (text input with a red border and an information icon, with a red error message 'Underlying Asset Essential.' below it), 'Duty Category *' (dropdown menu with value '--Select Duty Category--'), 'Buy Quantity *' (text input with value '0.00'), 'UoM *' (dropdown menu with value '--Select UoM--'), and 'Remaining TRQ Quota (Kg)' (text input with value '0.00'). The right column contains: 'Physical From *' (dropdown menu with value '--Select Physical From Type--'), 'Select Client *' (text input), 'Client Bank *' (dropdown menu with value '--Select Client Bank--'), and 'Remaining TRQ Quota (Kg)' (text input with value '0.00' and a note 'As per IIBX Records').

Entering Request Details

1

Complete the Form

Enter the required Quantity, Client and Bank information.

2

Save

Save the request to submit it for processing.

The screenshot displays the IIBX Spot Exchange Operations dashboard. The top navigation bar includes links for Masters, Functions, Reports, Utilities, and Setup. The user is logged in as TM0001_1. The dashboard shows the current session as Continuous Trading Session, with a last login of 7/8/2026 19:02:03 and a current trade date of 10/08/2026. The main form is titled 'AD Letter - Request - New' and contains the following fields:

Request No. *	100826/001	Physical From *	KiloBar - 1 Kg
Select Underlying Asset *	GOLD - GOLD	Select Client *	QJCAMOL0020 - Qualified Jewellers - Client AMOL PVT
Duty Category *	Regular Duty	Client Bank *	HDFC - 1234567890
Buy Quantity *	10	UoM *	Kilogram
Remaining TRQ Quota (kg)	0.00	Remaining TRQ Quota (kg)	0.00 As per IIBX Records

Buttons for 'Back' and 'Save' are located at the top right of the form.

Request Submitted — Pending Approval

1

Track Status

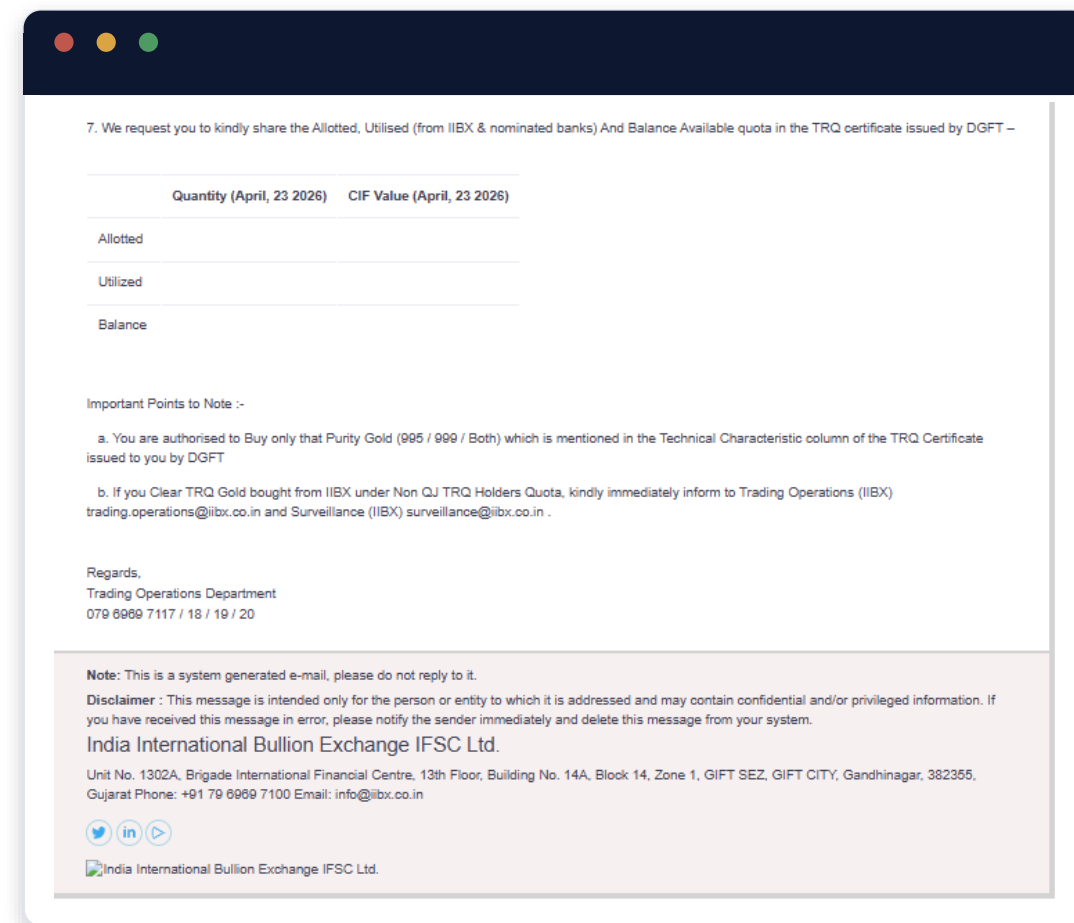
The newly created request appears in the list with a “Pending for Approval” status.

The screenshot displays the IIBX Spot Exchange Operations Dashboard. At the top, it shows the 'Current Session : Continuous Trading Session' and 'Last Login : 10/8/2026 12:07:14'. The main section is titled 'AD Letter - Request' and includes a '+ Placing AD Letter Request' button. Below this, there is a table with columns: ACTION, REQUEST DATE, REQUEST NO., REF NO., UNDERLYING ASSET, PHYSICAL FROM, DUTY CATEGORY, BUY QTY, APPROVAL STATUS, and CLIENT CODE - NAME. The table contains three entries. The first entry, dated 10/08/2026, is in 'Pending For Approval' status. The second entry, dated 29/07/2026, is in 'Rejected' status. The third entry, dated 29/07/2026, is in 'Approved' status.

ACTION	REQUEST DATE	REQUEST NO.	REF NO.	UNDERLYING ASSET	PHYSICAL FROM	DUTY CATEGORY	BUY QTY	APPROVAL STATUS	CLIENT CODE - NAME
	10/08/2026	100826/001		GOLD	KiloBar - 1 Kg	Regular Duty	10.00 KG	Pending For Approval	QJCAMOL0020 - Qualified Jewellers - Client AMOL PVT
	29/07/2026	290726/011		SILVER	Silver Bar - 30 Kg	Advance Authorisation Cert Holder	30.00 KG	Rejected	CLNT107 - DTA Clients - Refinery
	29/07/2026	290726/010	IIBX/2026-27/AD000051/TM0001	SILVER	Grains - 20 Kg	Advance Authorisation Cert Holder	20.00 KG	Approved	CLNT105 - DTA Clients - Retail

AD Letter Submission Email to Client and Exchange

Once submitted, the system automatically emails the request details to both the client and the Exchange for verification.



MODULE 06

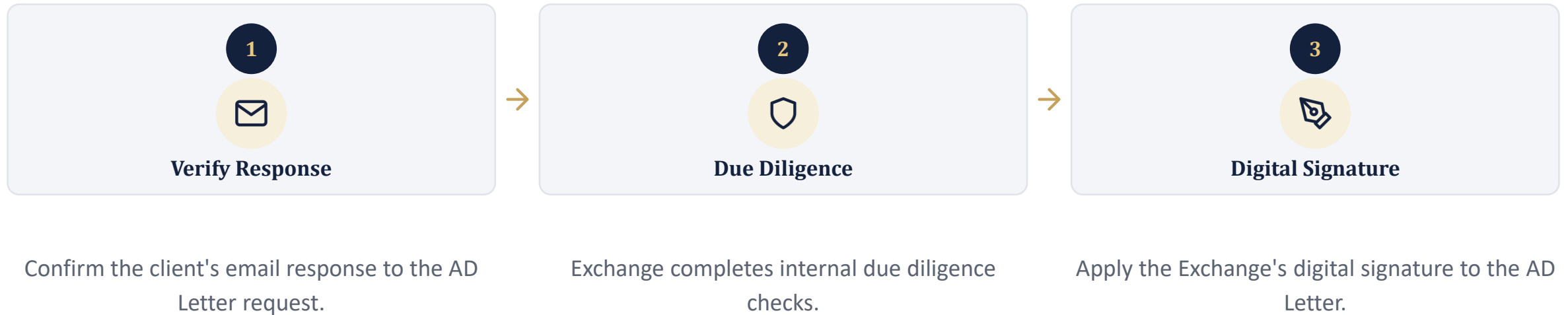
06



Download AD Letter

Verify, digitally sign and issue AD Letters to clients.

Verification & Digital Signature

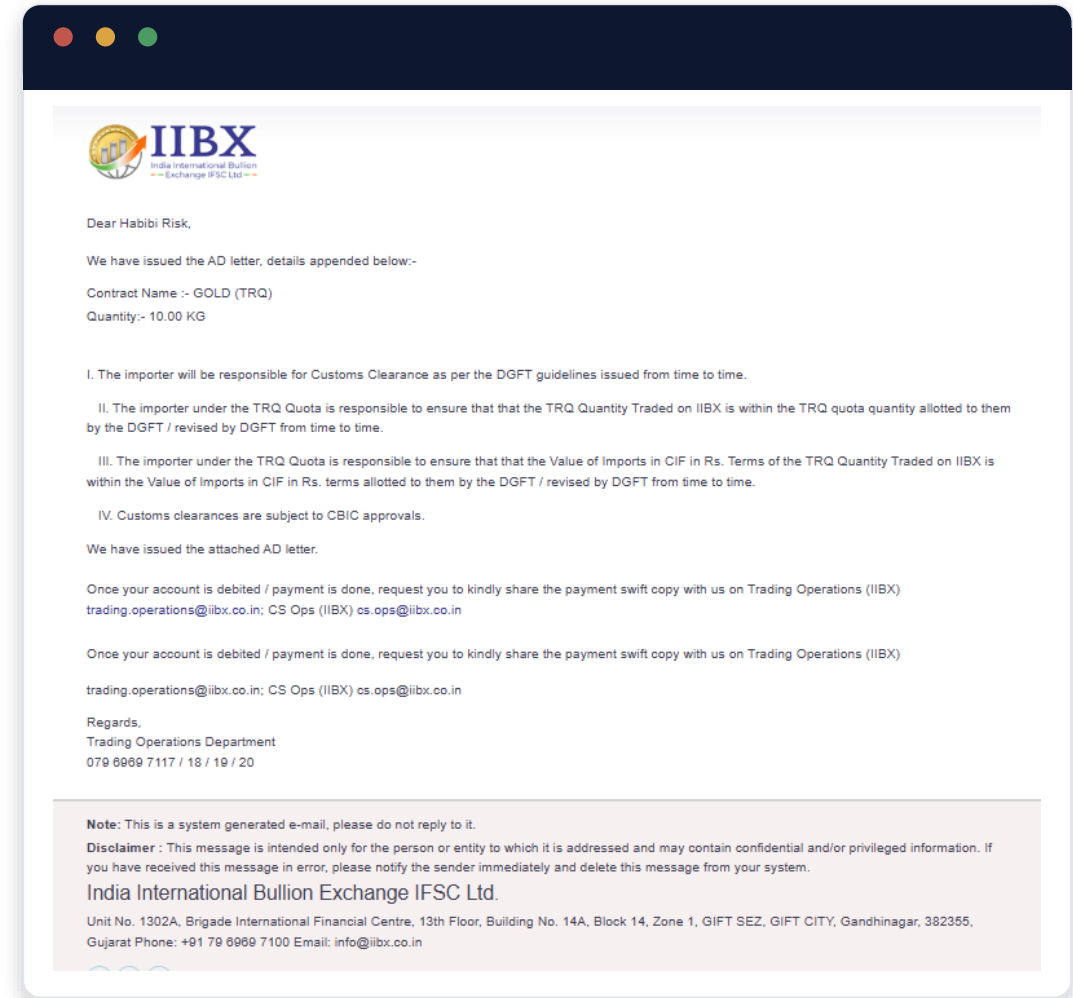


AD Letter Issued Email to Client by Exchange

1

Automated Delivery

An automated email along with the AD Letter PDF is sent to the client after approval.



AD Letter Download Option

1

Download

The Trading Member (TM) can download the AD Letter as shown.

The screenshot displays the 'Dashboard' for 'Spot Exchange Operations'. It shows the current session as 'Continuous Trading Session' with a last login of '13/8/2026 12:38:19' and a current trade date of '13/08/2026'. The main section is titled 'AD Letter - Request' and includes a button to '+ Placing AD Letter Request'. Below this is a table with columns for ACTION, REQUEST DATE, REQUEST NO., REF NO., UNDERLYING ASSET, PHYSICAL FROM, DUTY CATEGORY, BUY QTY, APPROVAL STATUS, and CLIENT CODE - NAME. The table contains two entries: one with a status of 'Rejected' and another with a status of 'Approved'. The 'Approved' entry has a download icon and a tooltip that says 'Download Signed AD Letter'.

ACTION	REQUEST DATE	REQUEST NO.	REF NO.	UNDERLYING ASSET	PHYSICAL FROM	DUTY CATEGORY	BUY QTY	APPROVAL STATUS	CLIENT CODE - NAME
	11/08/2026	110826/007		GOLD	Small Bar - 100 g	Regular Duty	200.00 GMS	Rejected	CLNT001 - TEST PROPRIETARY CLIENT
	10/08/2026	100826/001	IIBX/2026-27/AD0000058/TM0001	GOLD	KiloBar - 1 Kg	Regular Duty	10.00 KG	Approved	QJCAMOL0020 - Qualified Jewellers - Client AMOL PVT

Digitally Signing the AD Letter

The issued AD Letter carries the Exchange's verified digital signature and reference details.


IIBX
 India International Bullion
 Exchange IFSC Ltd

Ref. No.: IIBX/2026-27/AD000061/TM0203 Date: 11/08/2026 Time: 09:38:15

To,

M/S tRQEmirates Precious Metals - [TRQIIBX0010]

538, Business Park, Singapore
 Singapore - 018989
 Singapore, Singapore

Sub.: Import of GOLD through IIBX

Dear Sir,

This is with reference to your request dated 11/08/2026. Please find the information requested. The quantity and type of GOLD to be imported has been specified by you.

Material Details

Type of Bullion	GOLD	
Quantity of GOLD to be imported	1,000.00	GMS
Last available rate per troy ounce*	4,760.00	USD
Estimated value (A)	153,024.48	USD
Intraday variation 5.00 % (B)	7,651.22	USD
Exchange charges (C)	13.00	USD
Clearing Charges (D)	4.00	USD
Total value required to be remitted in USD	160,692.70	USD

[*Last Traded Price / Last Offer Price / Previous Closing Price of GOLD]

This document is solely given to indicate the prevalent price of GOLD being traded on the IIBX as specified above.

Total value so arrived is solely for the purpose of facilitating the remittance from your AD Bank. Please note that the actual value will be linked to the transaction price executed on IIBX.

The onus of completing the transaction on Exchange is on you. Further, after due clearing and settlement process at IIBX


IIBX
 India International Bullion
 Exchange IFSC Ltd

Ref. No.: IIBX/2026-27/AD000061/TM0203 Date: 11/08/2026 Time: 09:38:15

While sending the USD remittance kindly instruct your bank to quote the IIBX UCC no. **TRQIIBX0010** in all SWIFT messages.

You are also advised to refer to the following guidelines of Reserve Bank of India applicable for import of respective GOLD by FTA Clients as notified by IFSCA for compliance : Import of Gold - Notification no. RBI/2022-2023/57 A.P. (DIR Series) Circular No.04 dated May 25, 2022.

Please note that above mentioned total value calculation is exclusive of vaulting, depository, applicable brokerage, bank transaction charges etc. Further, advance remittance may be utilised against any GOLD contract listed on IIBX for any quantity within the USD amount remitted.

The importer will be responsible for Customs Clearance as per the DGFT guidelines issued from time to time. The importer under the TRQ Quota is responsible to ensure that that the TRQ Quantity Traded on IIBX is within the TRQ quota quantity allotted to them by the DGFT / revised by DGFT from time to time. The importer under the TRQ Quota is responsible to ensure that that the Value of Imports in CIF in Rs. Terms of the TRQ Quantity Traded on IIBX is within the Value of Imports in CIF in Rs. terms allotted to them by the DGFT / revised by DGFT from time to time. Customs clearance are subject to the approvals by the relevant Customs Authority.

This letter is valid only up to 13/08/2026

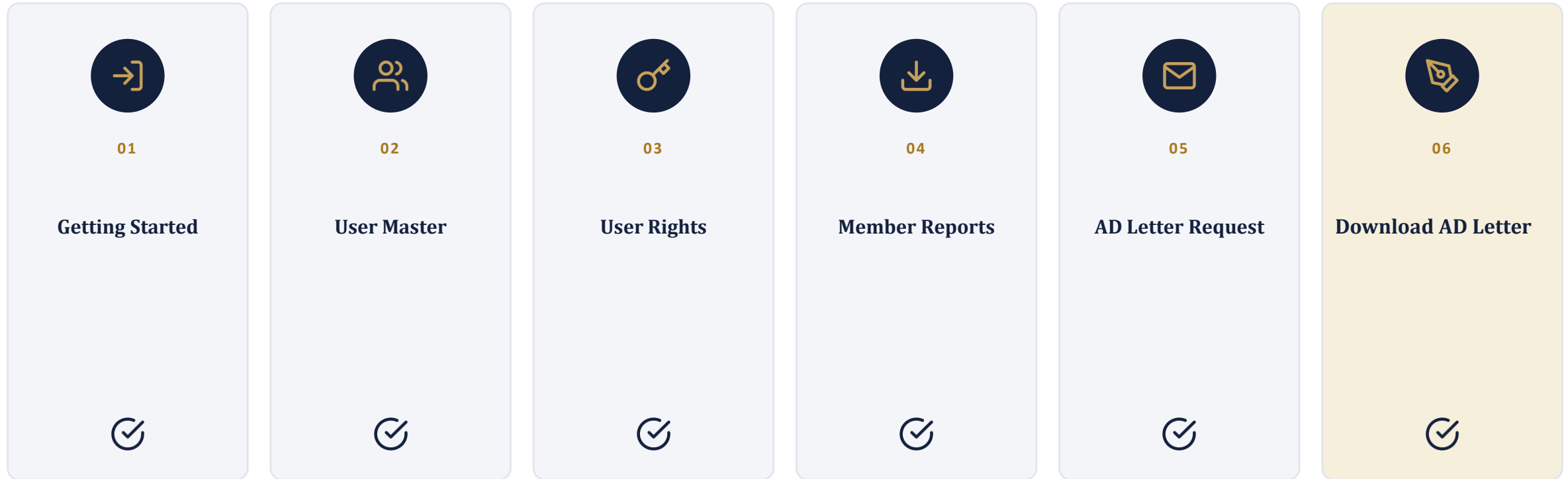
For India International Bullion Exchange IFSC Ltd.

Authorised Signatory

Letter has been digitally signed

RECAP

You're Ready To Operate The Portal



Keep this guide on hand as a quick reference — and reach out to the IIBX technology desk for anything not covered here.



Thank You

For support, contact the IIBX technology and operations desk.

<https://www.iibx.co.in>