AGMARK Quality Control Management System

User Manual on
Registration of Primary/Corporate User
and
Adding of Firm/Premises

Prepared for:

GOVERNMENT OF INDIA
MINISTRY OF AGRICULTURE & FARMERS WELFARE
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
DIRECTORATE OF MARKETING & INSPECTION

Prepared By:

National Informatics Centre, Nagpur

Ministry of Electronics & Information Technology
Government of India

Manual Prepared by National Informatics Centre - Nagpur

Index

Registration of Primary/Corporate User and Adding of Firm/Premises

1. Registration or Signup as Primary/Corporate User
2. Filling the registration form
3. Viewing profile and updating the same

Add Firm/Premises

1. Add Firm/Premises
2. View and edit details of Added Firm/Premises
3. Delete Added Firm/Premises

Filling of Inspection Report, Review and grant (Printing Press Permission)

1. Filling of Inspection Report by the IO (CA BEVO)

Registration of Primary/Corporate User

This is the first and compulsory step to apply online for Certification. A Primary/Corporate user needs to first Register/Signup.

- Any new applicant/application will have to register a person having Mobile, email
- Password setting/ link will be sent to the email

- This registered user will be treated as main user or Corporate User.
  - This user can have one or more firms
  - Even if the user has only one firm than also there will be two users created. (One for Corporate and one for Individual Firm)
- After successful registration the Corporate user will have user ID like 201/2017

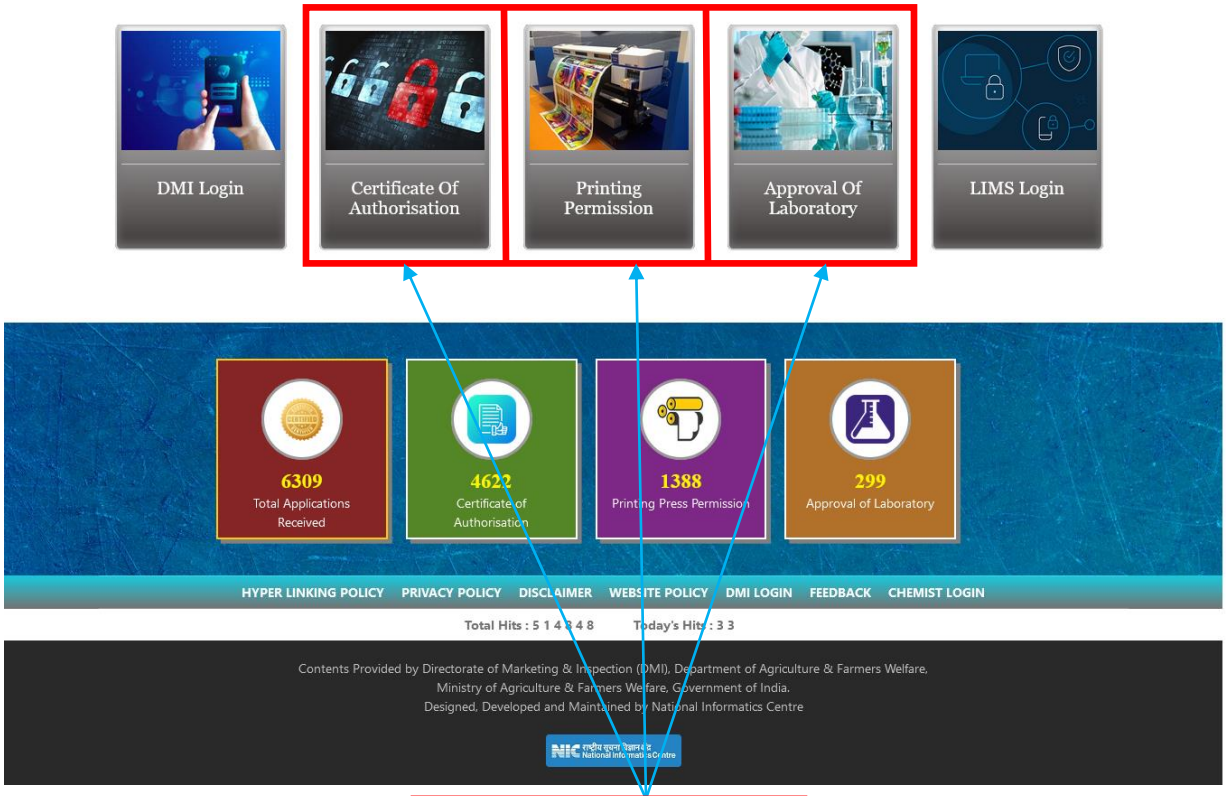
To Register as Primary/Corporate user the applicant can use any of the three links on the main page.

1. Certificate of Authorization
2. Certificate of Printing Permission
3. Certificate of Approval of Laboratory

GOVERNMENT OF INDIA
MINISTRY OF AGRICULTURE & FARMERS WELFARE
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE

DIRECTORATE OF MARKETING & INSPECTION

Welcome To AGMARK Online Certification

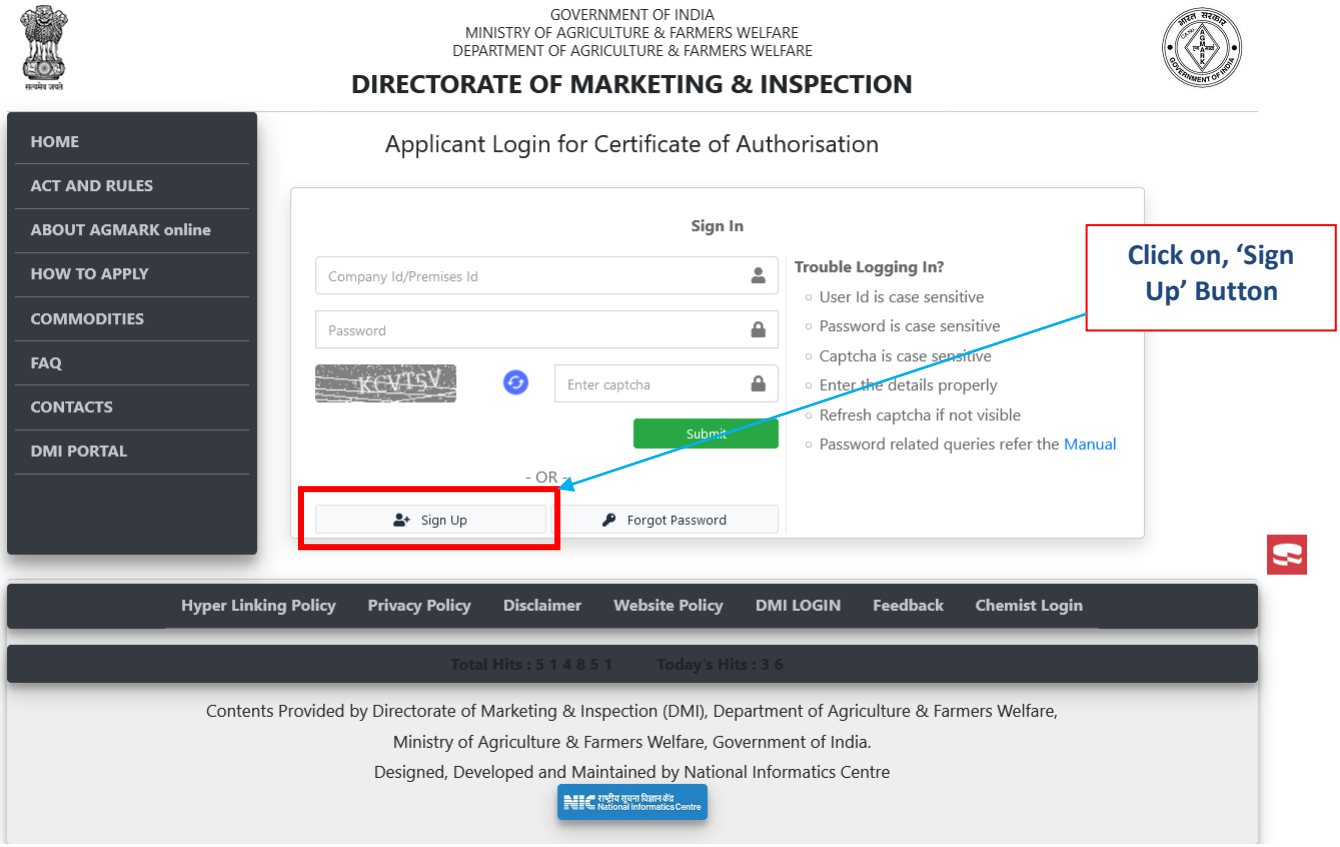


Click On Any One to Sign Up

Manual Prepared by National Informatics Centre - Nagpur

Click On Any One to Sign Up

On the subsequent screen click on 'Signup'



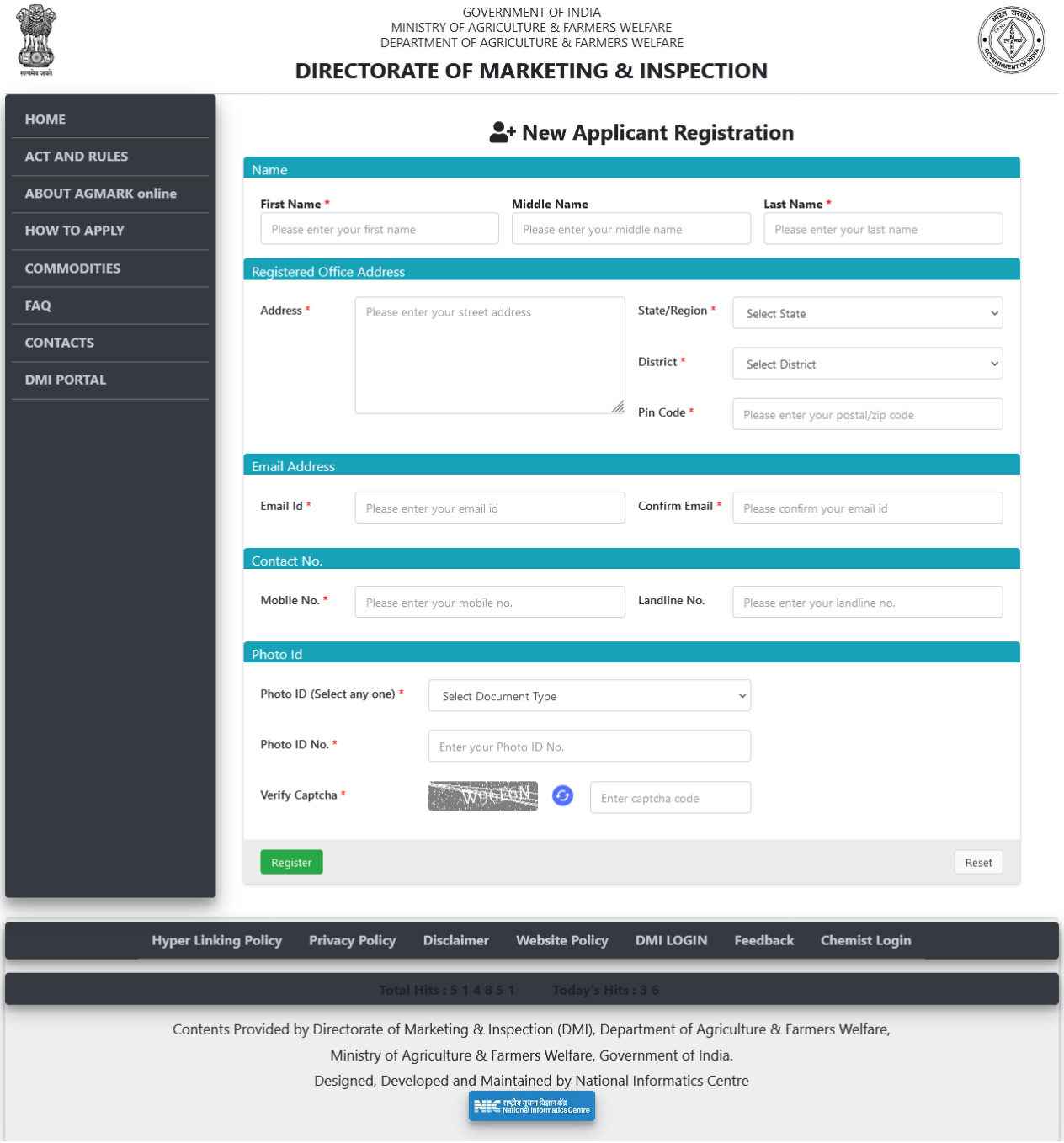
Note:

- ***There will two types or levels of applicant users (Corporate and Individual Firm)***
- ***Individual Firm Users will be created by the Corporate User***
- ***Even if a user has only one firm he will be required to first register himself as a Corporate user and then add his firm***

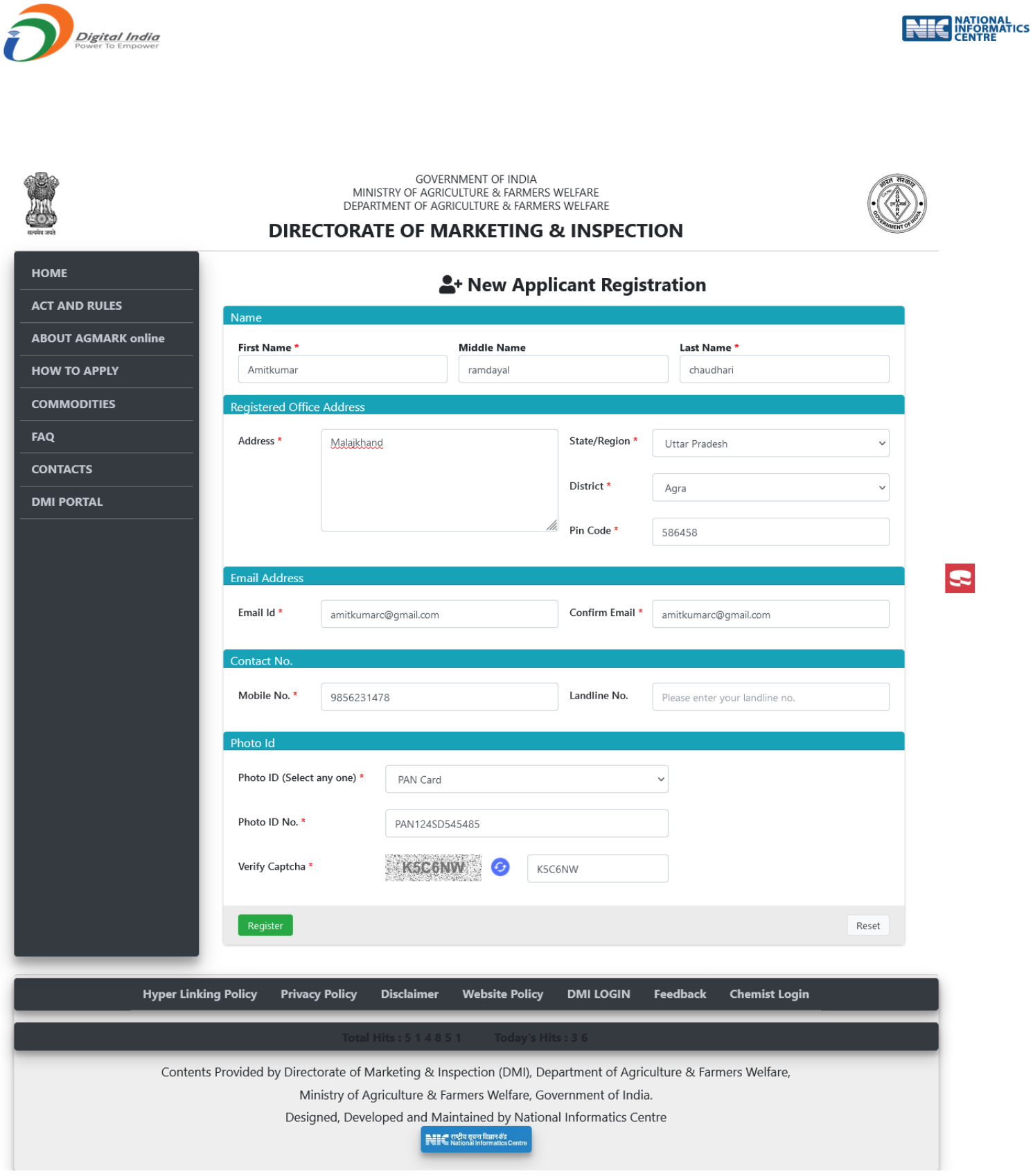
After clicking on 'Sign Up' button a 'New Applicant Registration Form' is displayed, this needs to be filled. The items marked with (*) are compulsory or mandatory.

1. The link to set password will be sent to the email provided
2. The following three screen shots show the following
    a. A blank ‘New Applicant Registration’ form

A blank 'New Applicant Registration' form :



Manual Prepared by National Informatics Centre - Nagpur

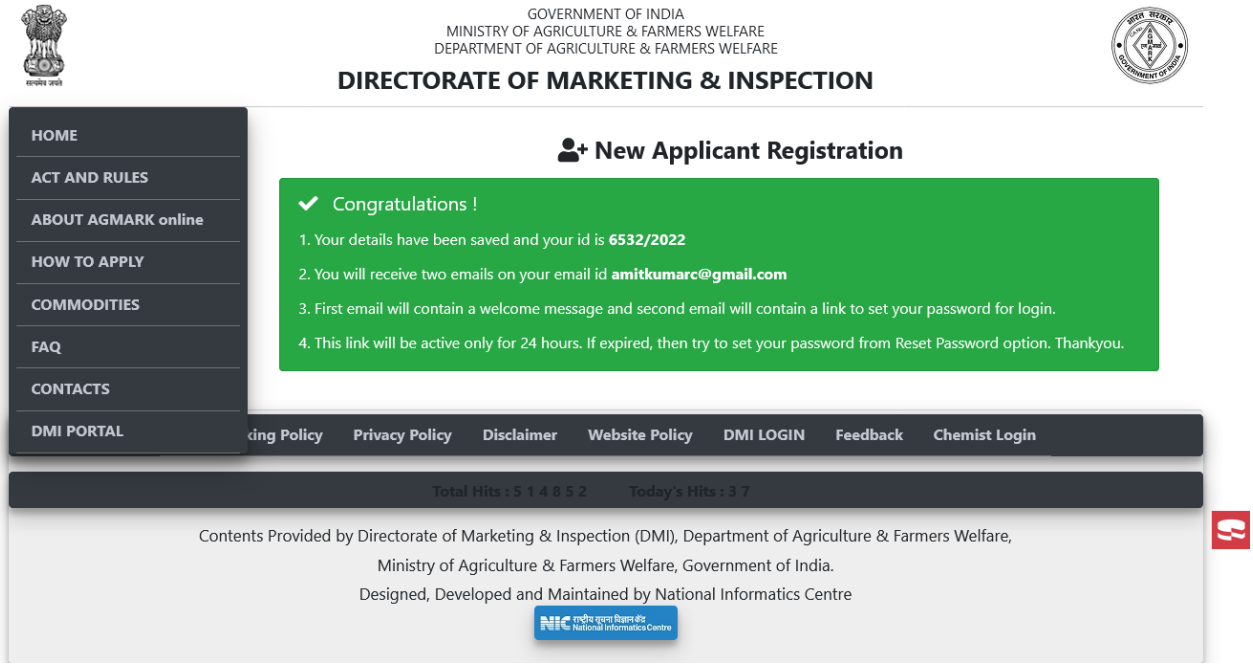


Type the OTP received on the registered mobile and click on '**Submit**'. If OTP is to be resent pres on '**Resend OTP**'.

Manual Prepared by National Informatics Centre - Nagpur

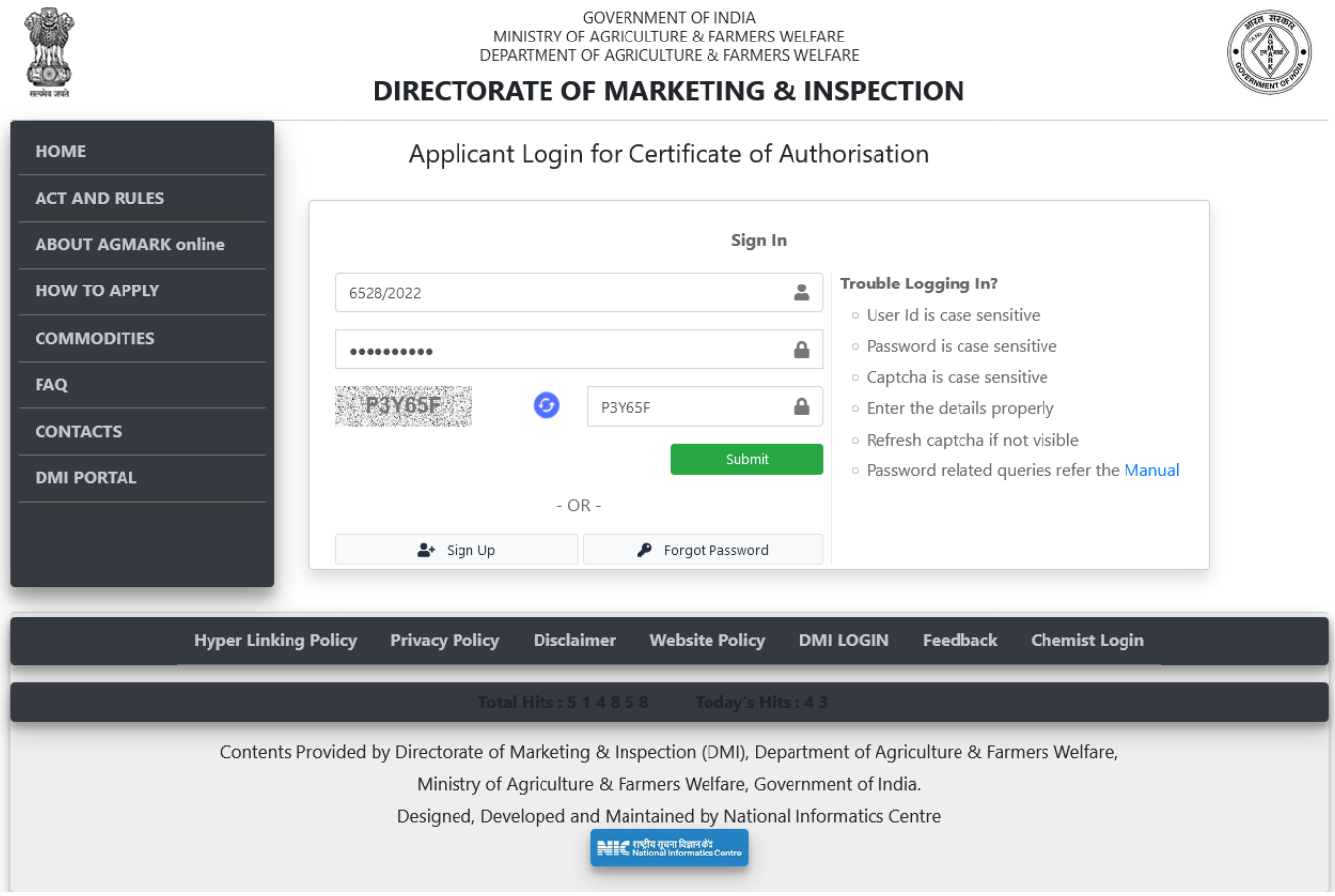
If the OTP matches then you are registered as a 'Primary or Corporate user'. Confirmation screen is displayed as below, showing the ID or Registration Number. **The link to reset password is sent to the email ID provided in the form above**.

Registration completion window:

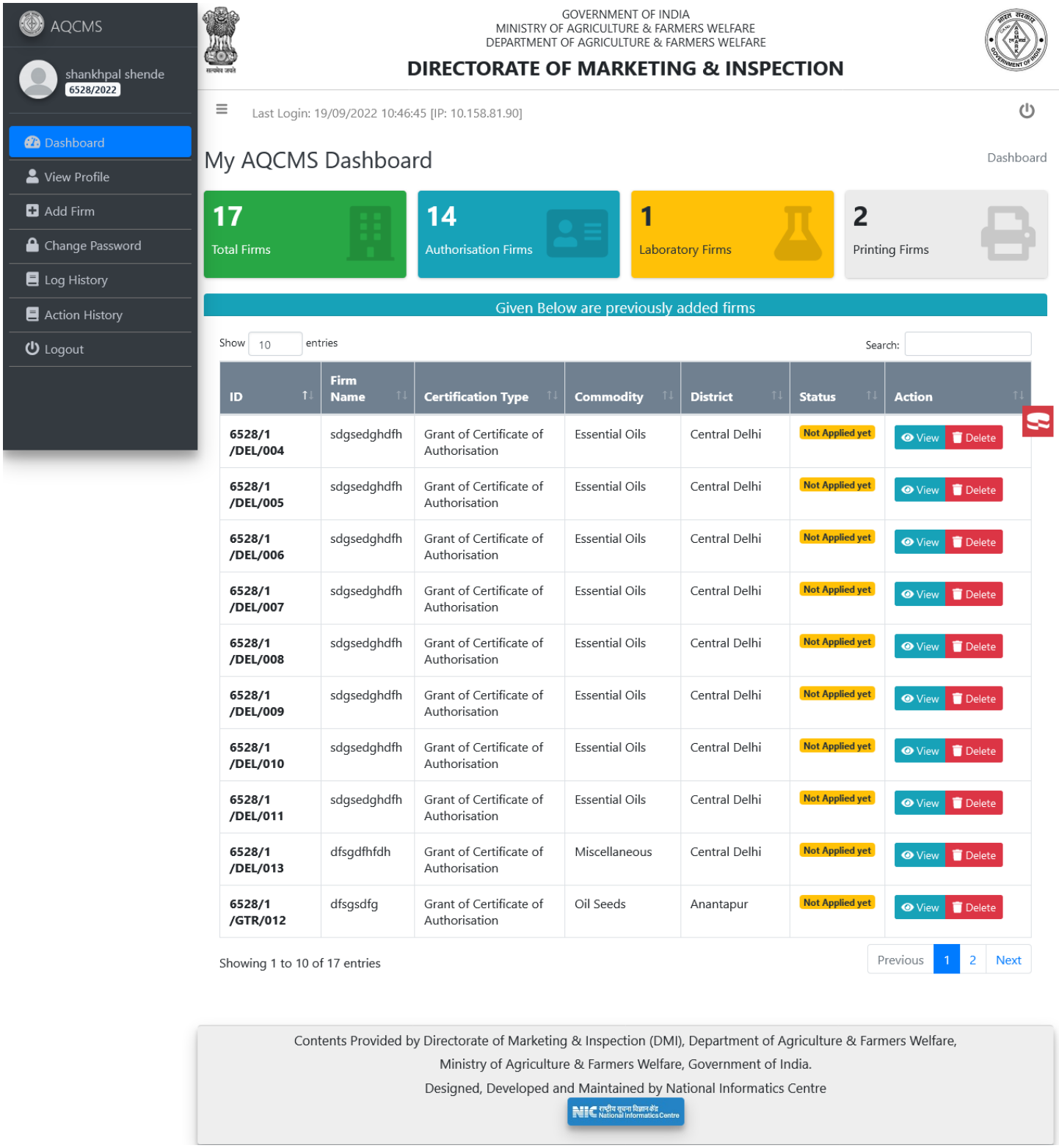


- Login to your dashboard using the **Registration ID and the reset password**.
- After successful login, the dashboard screen or landing screen will be displayed.
- The dashboard will list all the Firms you have added earlier. If not added then a message is displayed 'No Firm Added'
- You can view or update your profile information by clicking on 'View Profile'

Login window:

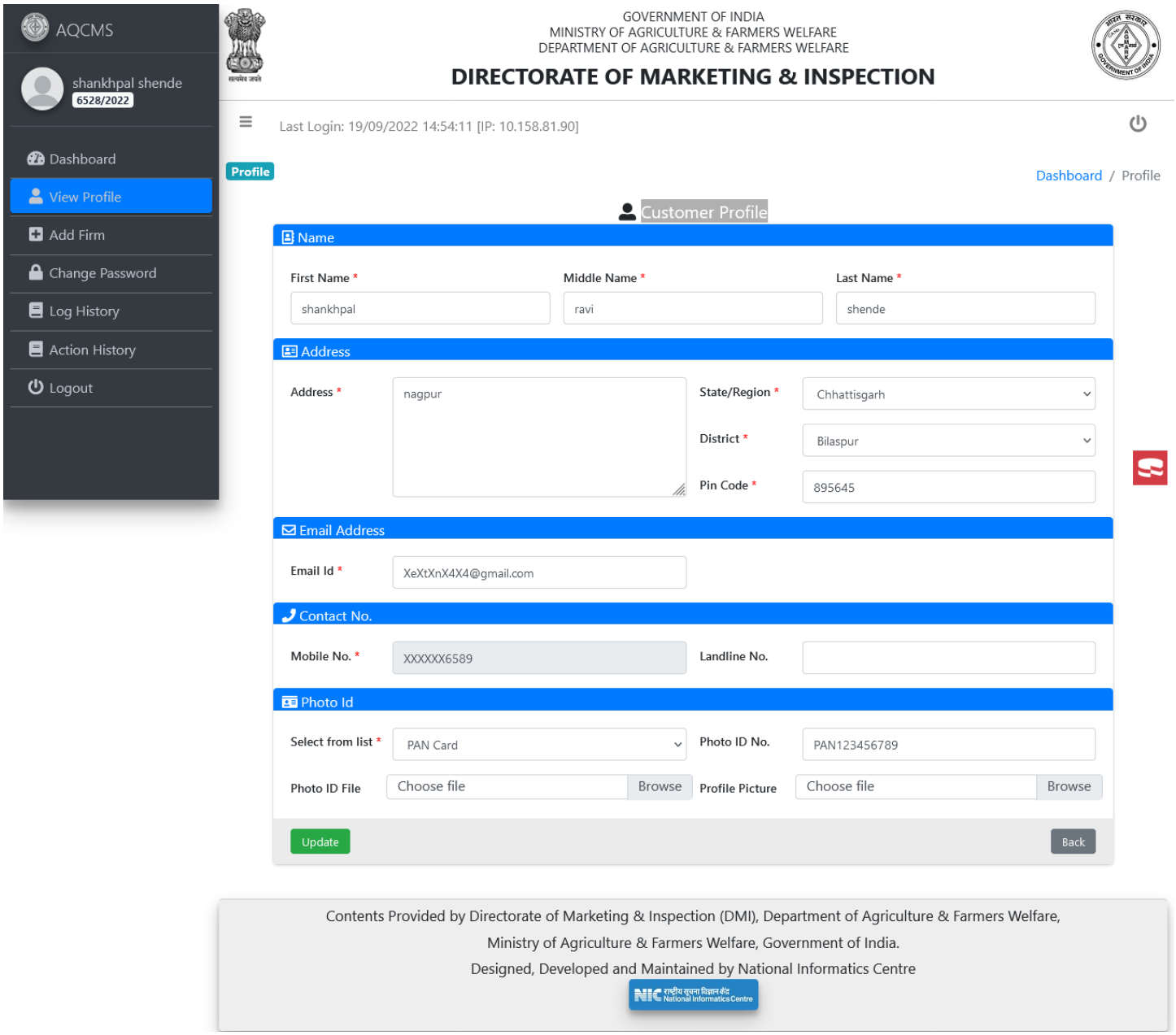


Dashboard window :



Manual Prepared by National Informatics Centre - Nagpur

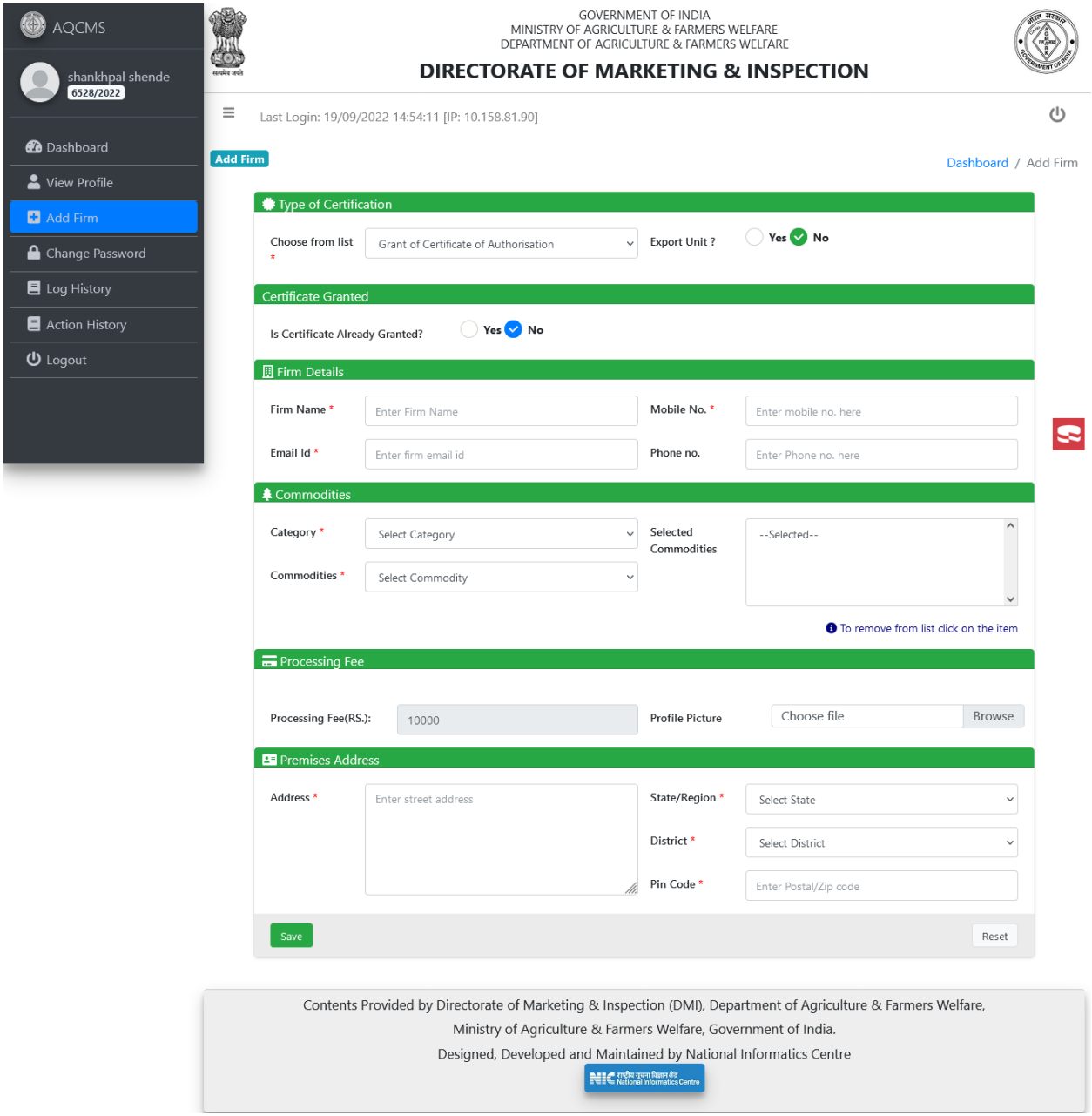
Profile window :



Add Firm/Premises

- To add “Firm/Premises” click on left side menu option ‘Add Firm’

- The following screen will be displayed to enter the “Firm/Premises” details



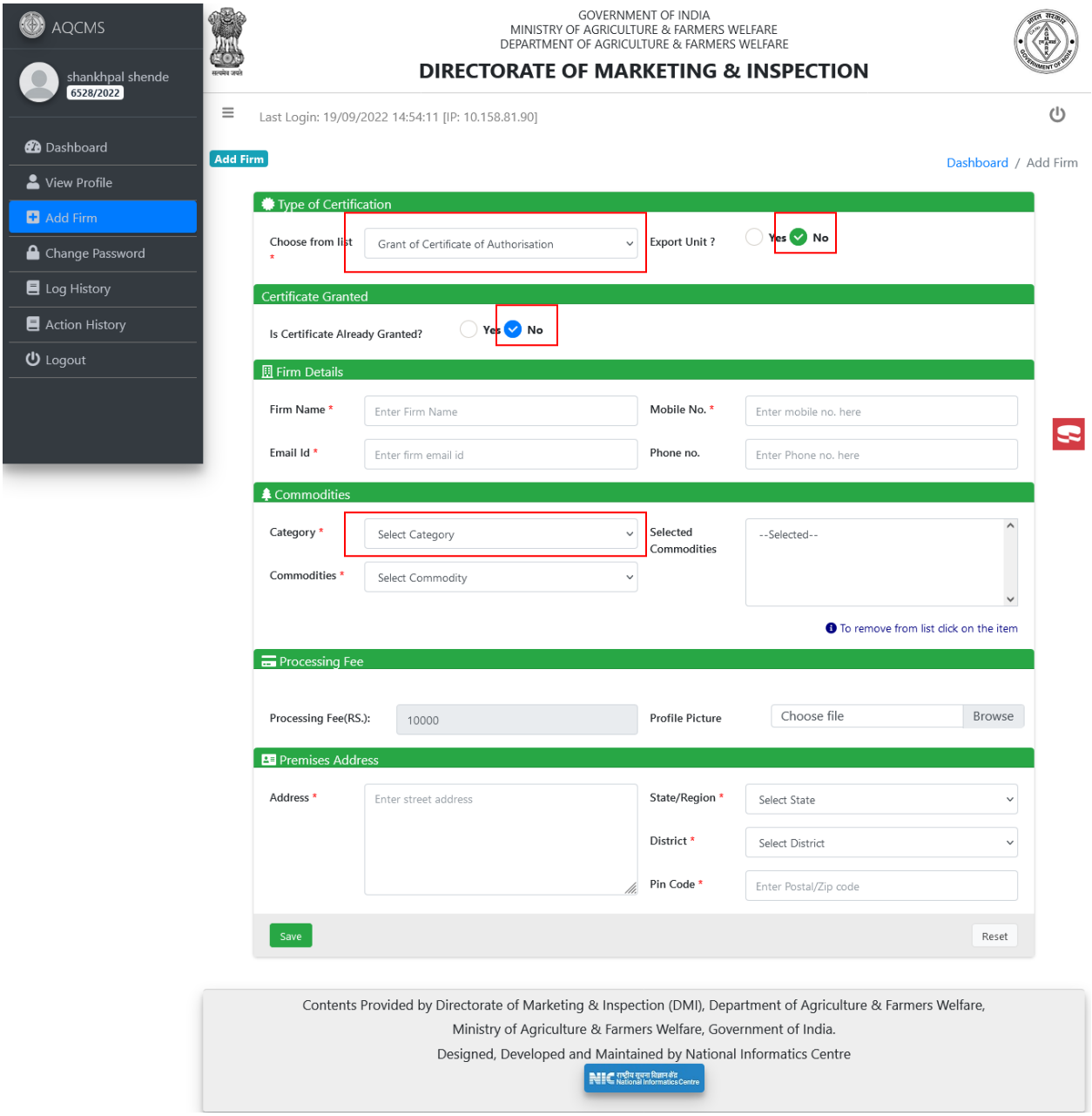
- First choose the certification type from the “type of certification” drop-down like Premises for CA(Domestic, Export, BEVO), Printing Press Permission and Laboratory Approval
- Select “**No**” option of “**Is Certificate Already Granted**?” field for “**New application**”.
- The charges as per the type of certification and commodity selected will be displayed.
- The following screens shots show the

A) Add firm for Premises for CA(Domestic, Export, BEVO)
B) Add firm for Printing Press Permission
C) Add firm for Laboratory Approval

A) Add firm for Premises for CA(Domestic, Export, BEVO) :

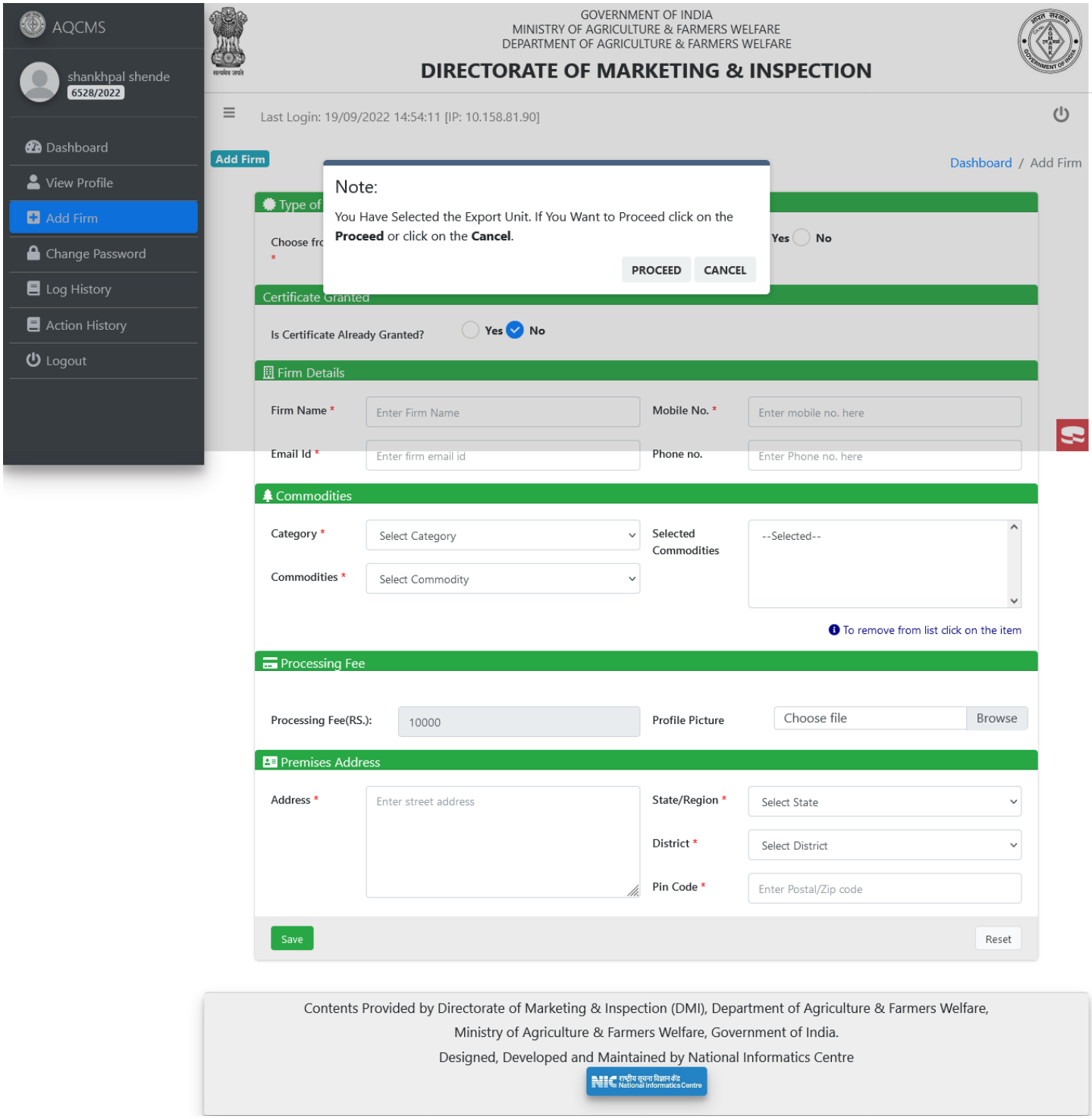
A.1) Add firm for Premises for CA(Domestic) (Form A)

- For premises for CA (Domestic), select export unit “No” and from category section select any category option except “Blended Edible Vegetable Oil”.



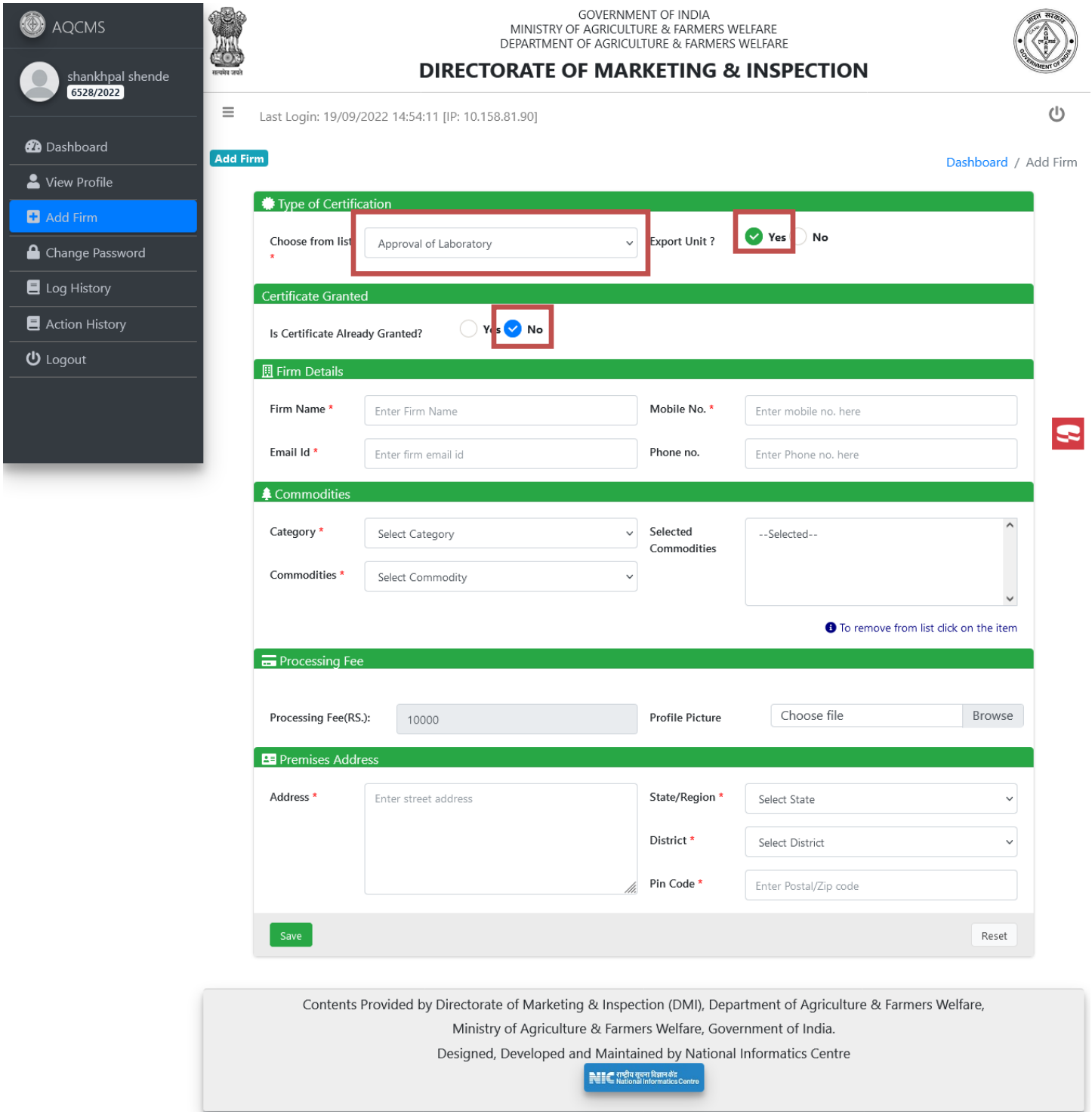
A.2) Add firm for Premises for CA(Export) (Form F)

- For premises for CA(export), select export unit “Yes”.



Contents Provided by Directorate of Marketing & Inspection (DMI), Department of Agriculture & Farmers Welfare,
Ministry of Agriculture & Farmers Welfare, Government of India.
Designed, Developed and Maintained by National Informatics Centre

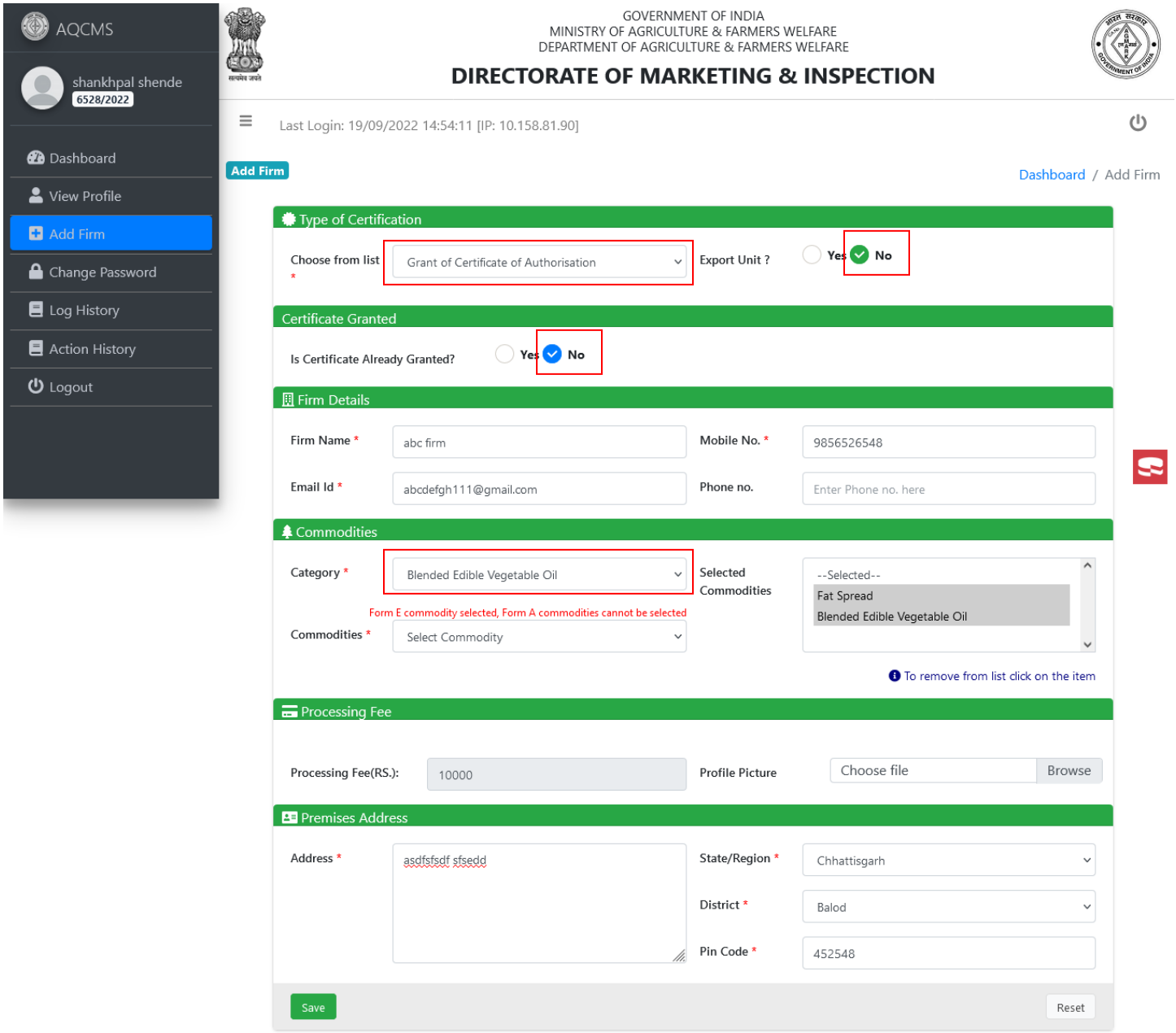
Manual Prepared by National Informatics Centre - Nagpur



Manual Prepared by National Informatics Centre - Nagpur

A.3) Add firm for Premises for CA(BEVO) (Form E)

- For premises for CA (Bevo), select export unit “No” and from category section select “Blended Edible Vegetable Oil”.

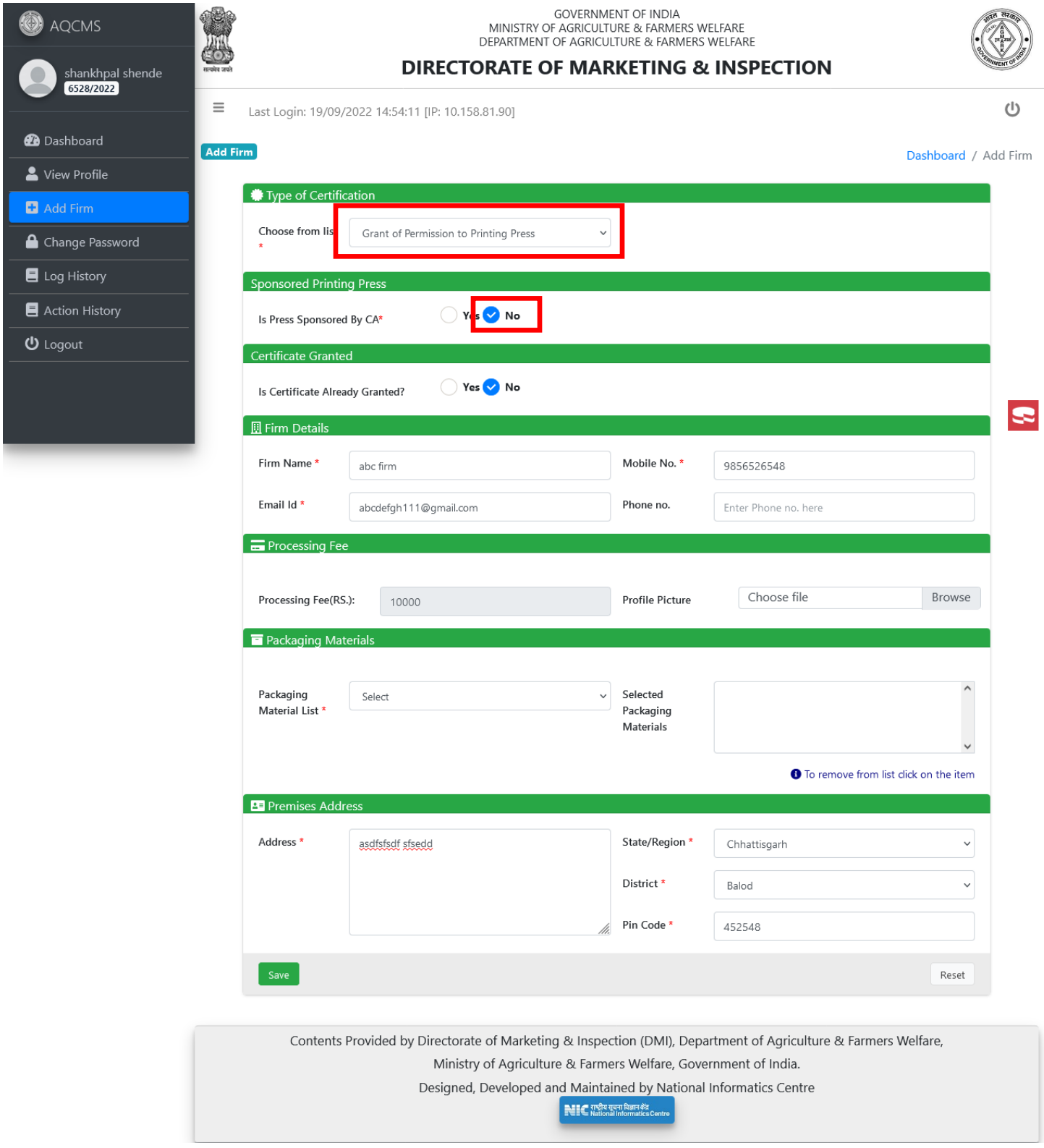


Contents Provided by Directorate of Marketing & Inspection (DMI), Department of Agriculture & Farmers Welfare,
Ministry of Agriculture & Farmers Welfare, Government of India.
Designed, Developed and Maintained by National Informatics Centre

Manual Prepared by National Informatics Centre - Nagpur

B) Add firm for Printing Press Permission (Form B)

- For printing press permission, select “Grant of Permission to Printing Press “

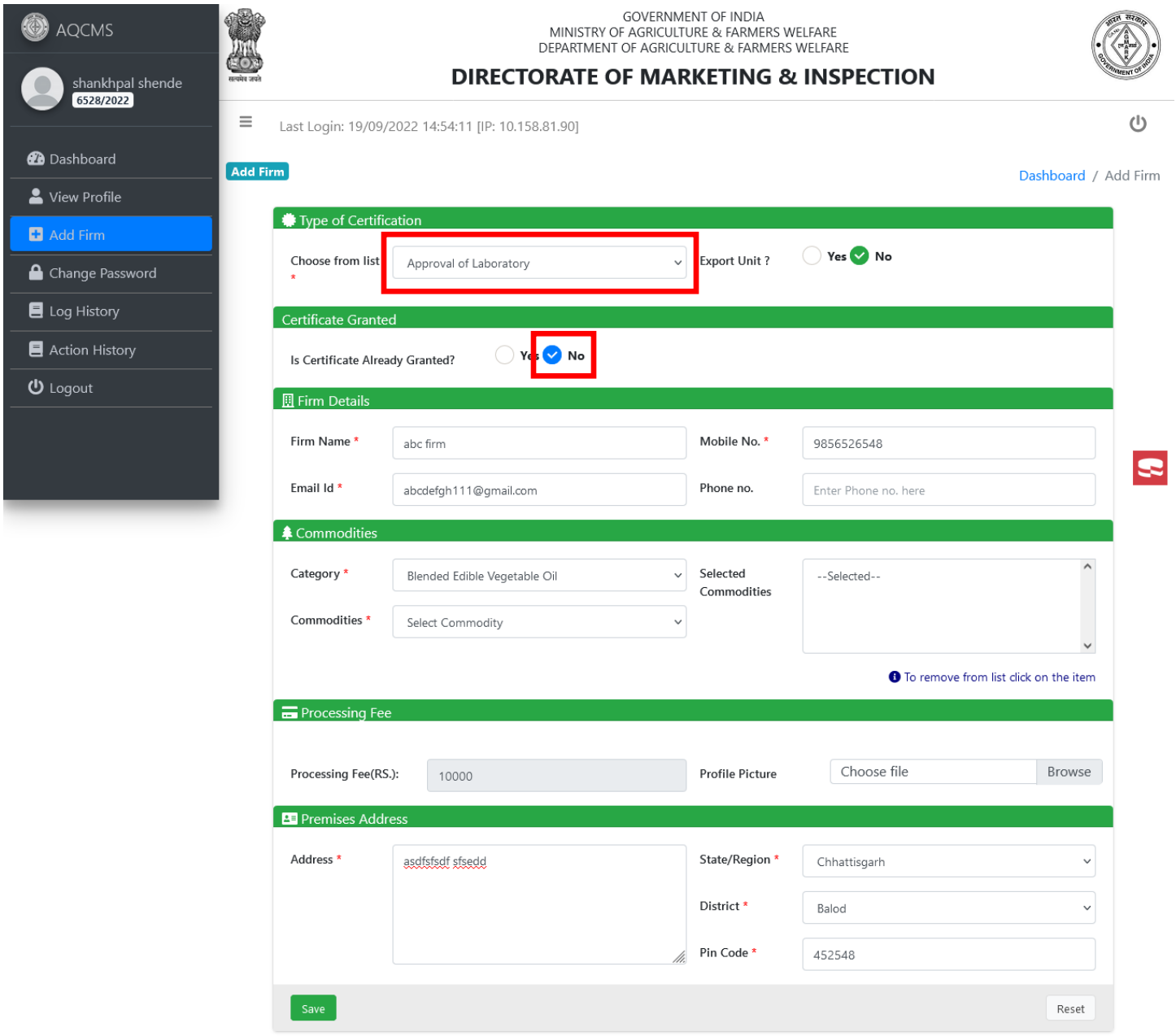


Contents Provided by Directorate of Marketing & Inspection (DMI), Department of Agriculture & Farmers Welfare,
Ministry of Agriculture & Farmers Welfare, Government of India.
Designed, Developed and Maintained by National Informatics Centre

Manual Prepared by National Informatics Centre - Nagpur

B) Add firm for Laboratory Approval (Form D)

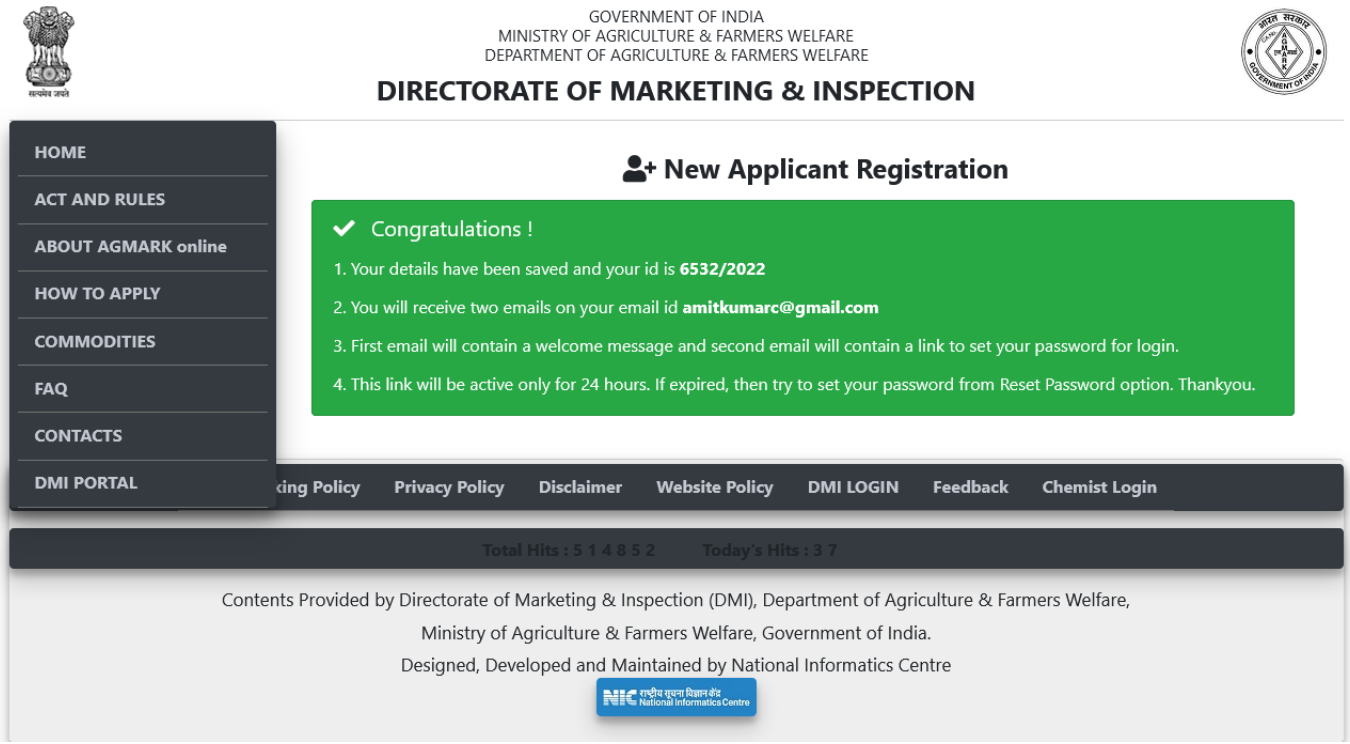
- For laboratory approval, select “Approval of Laboratory “



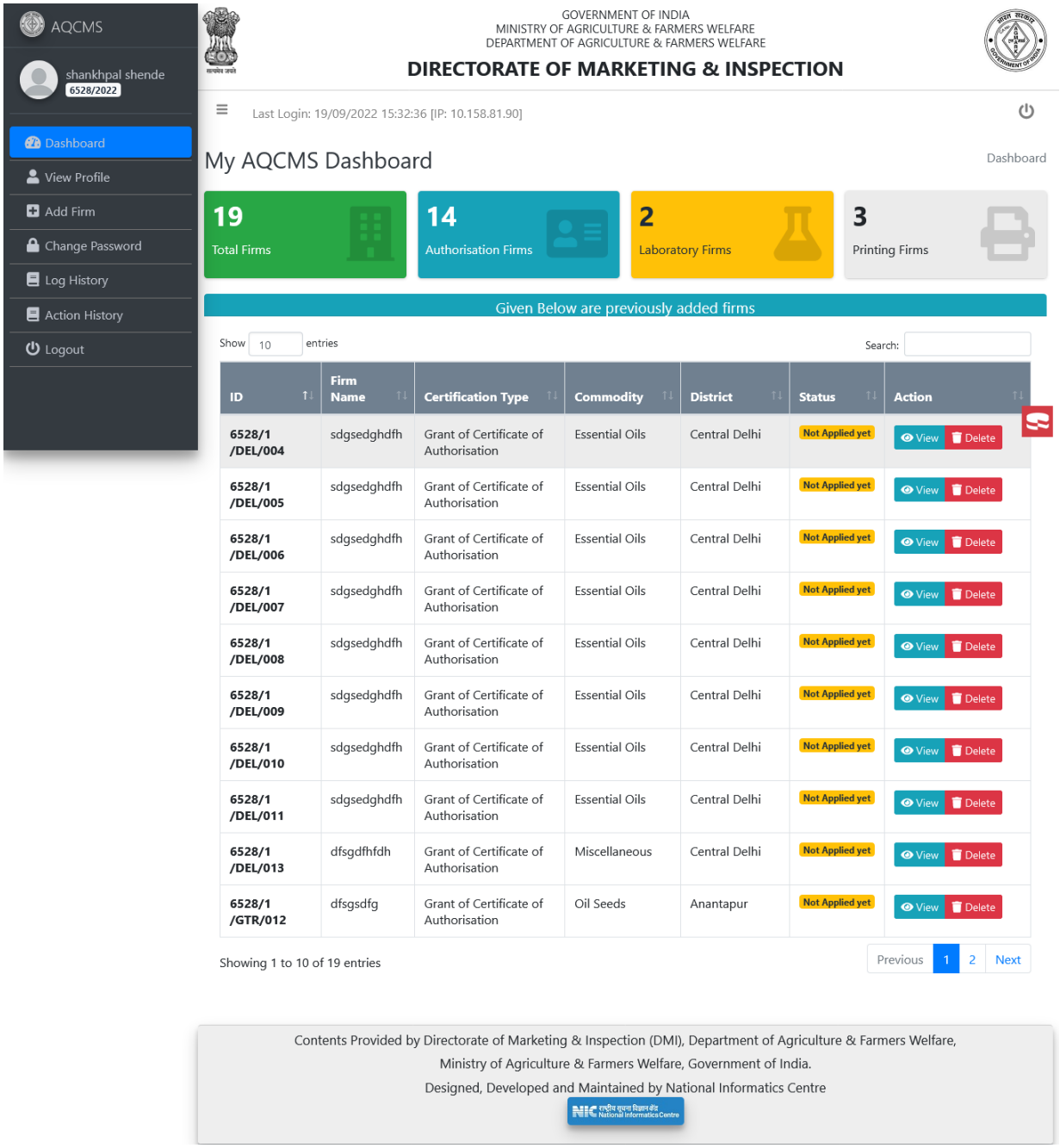
Contents Provided by Directorate of Marketing & Inspection (DMI), Department of Agriculture & Farmers Welfare,
Ministry of Agriculture & Farmers Welfare, Government of India.
Designed, Developed and Maintained by National Informatics Centre

Manual Prepared by National Informatics Centre - Nagpur

- On entering all the information press on ‘Save’. If the entered fields are in order then the firm/premises is registered, an ID is created and displayed. **Link to set the password is sent to the email id which entered in the ‘Add Firm’ form.**

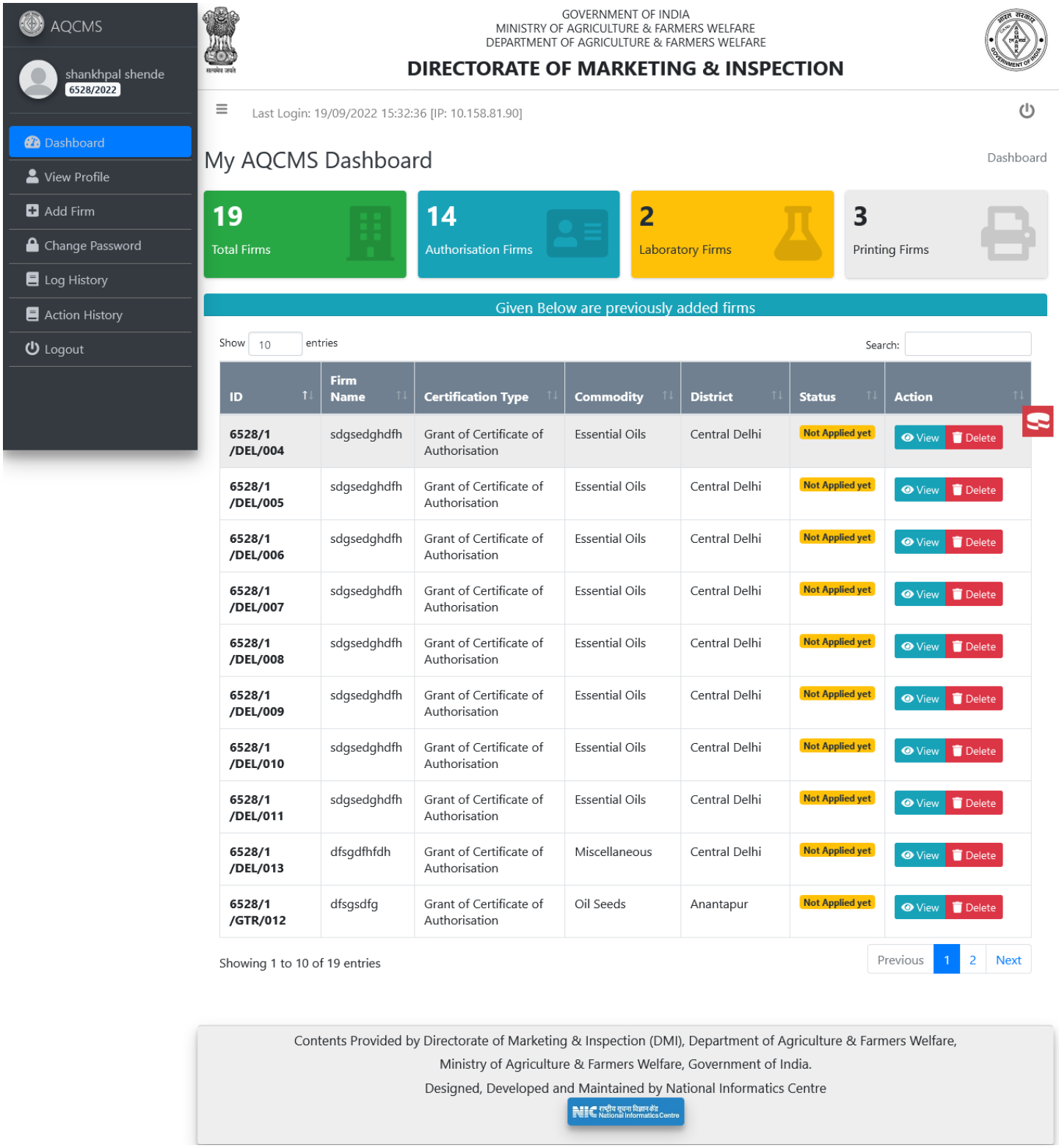


- The Firm Added is displayed on the dashboard of the Primary User.

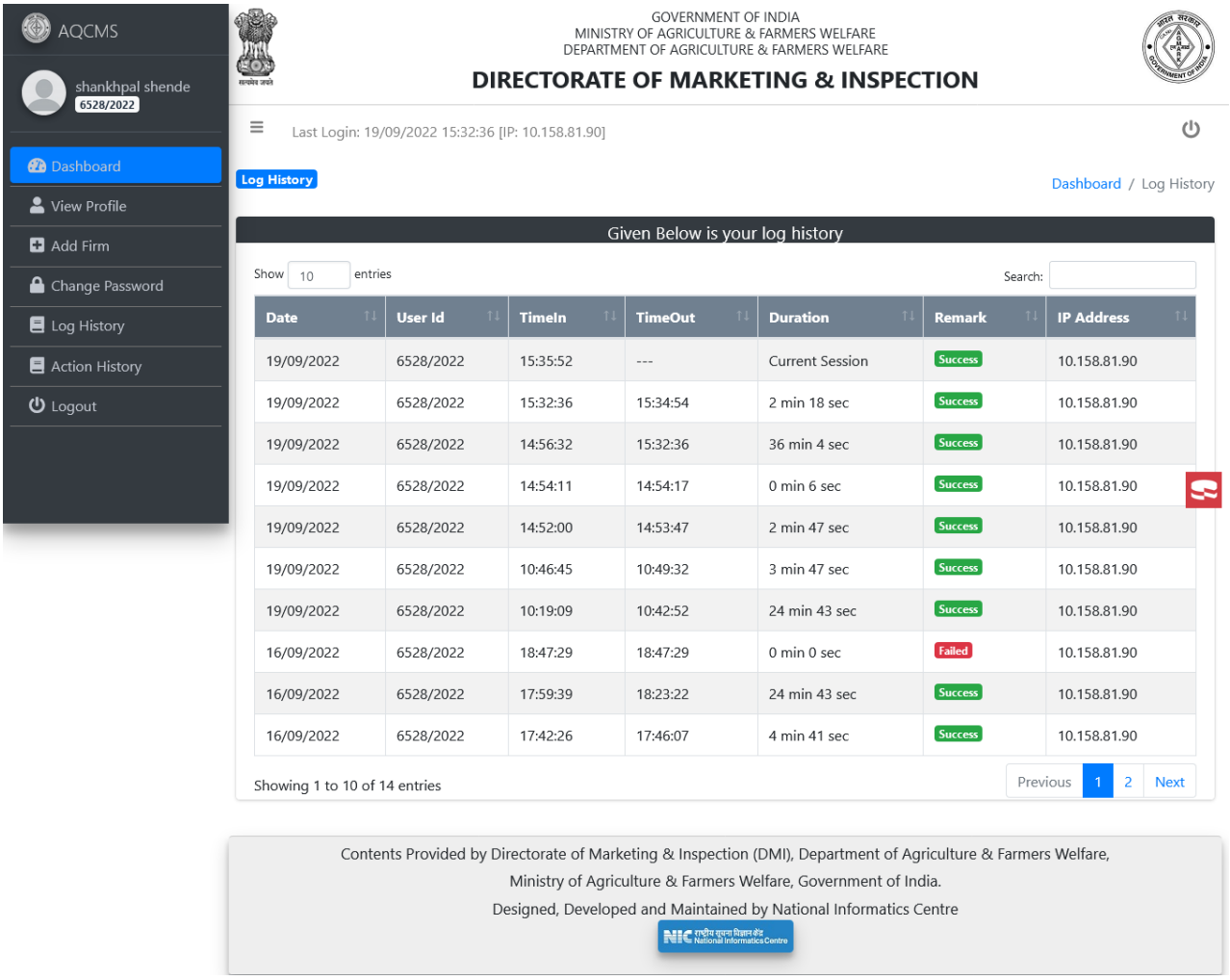


- Once added, The primary user can view the details of "added firm" and till the time no application is made online in respect to the 'Added Firm' the same can be deleted also. Once an application is submitted by the 'Added Firm' then the same cannot be deleted by the 'Primary User'
- The listing on the dashboard of the 'Primary User' is also shown.
- Left side menu option "log History" shows the listing of user login and logout timing history

Manual Prepared by National Informatics Centre - Nagpur



Manual Prepared by National Informatics Centre - Nagpur



Manual Prepared by National Informatics Centre - Nagpur