



## **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





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

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Add Firm/Premises

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- 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







Welcome To AGMARK Online Certification



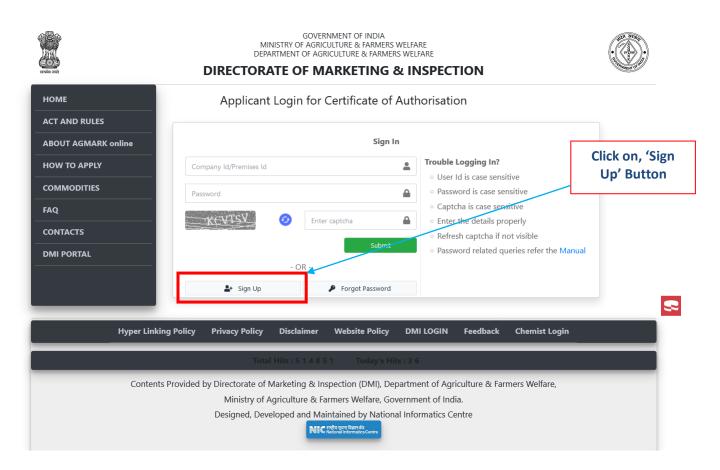
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#### Click On Any One to Sign Up

#### 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 :

PME			よ+ New A	pplicant Regist	ration	
T AND RULES	Name					
OUT AGMARK online	First Name *		Middle Name	e	Last Name *	
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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

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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**.

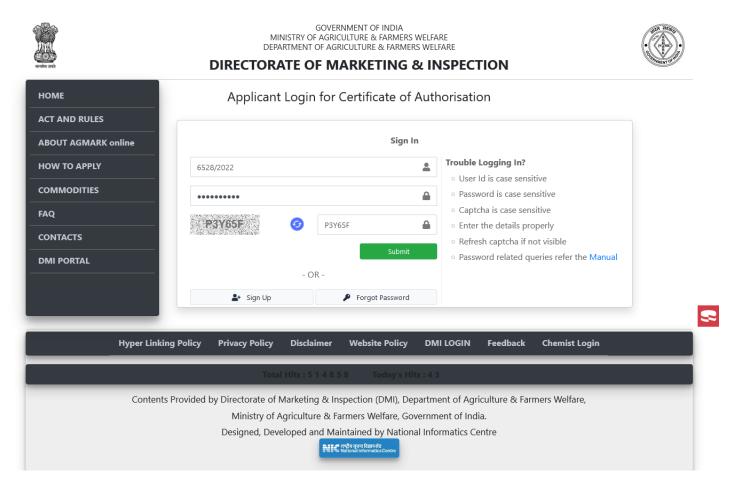
#### **Registration completion window:**

	GOVERNMENT OF INDIA MINISTRY OF AGRICULTURE & FARMERS WELFARE DEPARTMENT OF AGRICULTURE & FARMERS WELFARE DIRECTORATE OF MARKETING & INSPECTION	
НОМЕ	L+ New Applicant Registration	
ACT AND RULES ABOUT AGMARK online HOW TO APPLY COMMODITIES FAQ	<ul> <li>Congratulations !</li> <li>1. Your details have been saved and your id is 6532/2022</li> <li>2. You will receive two emails on your email id amitkumarc@gmail.com</li> <li>3. First email will contain a welcome message and second email will contain a link to set your password for login.</li> <li>4. This link will be active only for 24 hours. If expired, then try to set your password from Reset Password option. Thankyou.</li> </ul>	
CONTACTS DMI PORTAL ci	ng Policy Privacy Policy Disclaimer Website Policy DMI LOGIN Feedback Chemist Login	
Content	s 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	2

- 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 :** 





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Showing 1 to 10 of 17 entries

Previous 1 2 Next

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## Profile window :

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## 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

		MINISTRY OF DEPARTMENT	GOVERNMENT OF INDIA AGRICULTURE & FARMERS W OF AGRICULTURE & FARMERS	WELFARE	
shankhpal shende 6528/2022	Last Login: 19/09/	DIRECTORATE O 2022 14:54:11 [IP: 10.158.81.90]	F MARKETING &	INSPECTION	U
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			District *	Select District	~
			Pin Code *	Enter Postal/Zip code	
	Save				Reset
	Contents		g & Inspection (DMI), Depa re & Farmers Welfare, Gove nd Maintained by National NIC National Communicorum	ernment of India.	ners Welfare,

- 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".





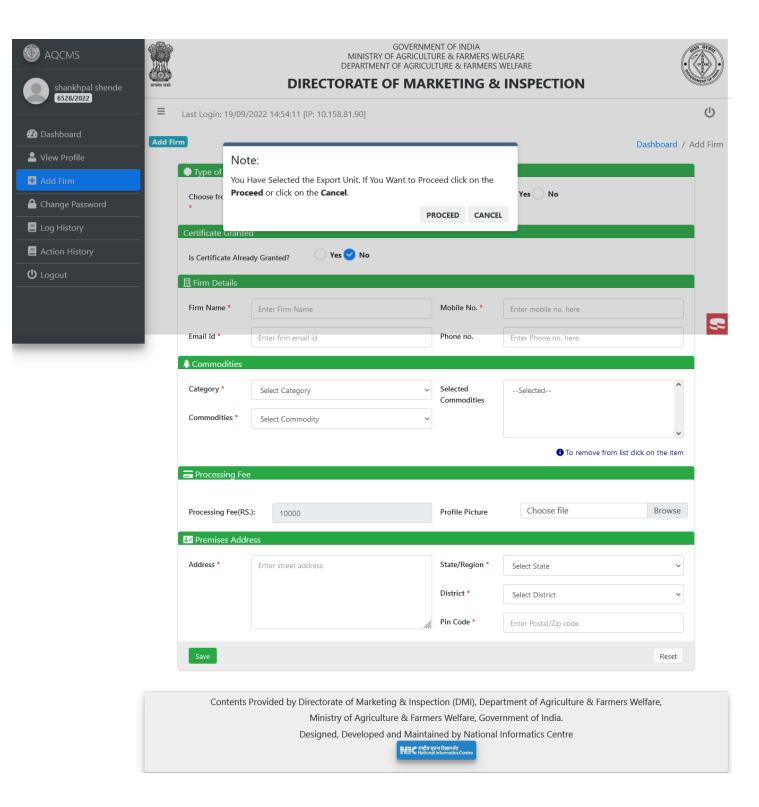
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	District * Select District	~
	Pin Code * Enter Postal/Zip code	
	Save	Reset
	Contents Provided by Directorate of Marketing & Inspection (DMI), Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Government of India. Designed, Developed and Maintained by National Informatics Centre	L.

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

• For premises for CA(export), select export unit "Yes".











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#### 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".





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

• For printing press permission, select "Grant of Permission to Printing Press "





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## B) Add firm for Laboratory Approval (Form D)

• For laboratory approval, select "Approval of Laboratory "





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• 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.

With the second	GOVERNMENT OF INDIA MINISTRY OF AGRICULTURE & FARMERS WELFARE DEPARTMENT OF AGRICULTURE & FARMERS WELFARE DIRECTORATE OF MARKETING & INSPECTION
HOME	
ACT AND RULES ABOUT AGMARK online HOW TO APPLY COMMODITIES FAQ	<ul> <li>Congratulations !</li> <li>1. Your details have been saved and your id is 6532/2022</li> <li>2. You will receive two emails on your email id amitkumarc@gmail.com</li> <li>3. First email will contain a welcome message and second email will contain a link to set your password for login.</li> <li>4. This link will be active only for 24 hours. If expired, then try to set your password from Reset Password option. Thankyou.</li> </ul>
CONTACTS	ding Policy Privacy Policy Disclaimer Website Policy DMI LOGIN Feedback Chemist Login
Co	Total Hits : 5 1 4 8 5 2 Today's Hits : 3 7 ontents 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

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





AQCMS shankhpal shende 6528/2022	MINISTRY OF AGRICULTURE & FARMERS WELFARE DEPARTMENT OF AGRICULTURE & FARMERS WELFARE         DIRECTORATE OF MARKETING & INSPECTION         Image: Last Login: 19/09/2022 15:32:36 [JP: 10.158.81.90]							
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	Showing 1 to 10	of 19 entries				Pre	evious 1 2 Next	
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- 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





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	6528/1 /DEL/004	sdgsedghdfh	Grant of Certificate of Authorisation	Essential Oils	Central Delhi	Not Applied yet	⊘ View  Tolete				
	6528/1 /DEL/005	sdgsedghdfh	Grant of Certificate of Authorisation	Essential Oils	Central Delhi	Not Applied yet	O View ☐ Delete				
	6528/1 /DEL/006	sdgsedghdfh	Grant of Certificate of Authorisation	Essential Oils	Central Delhi	Not Applied yet					
	6528/1 /DEL/007	sdgsedghdfh	Grant of Certificate of Authorisation	Essential Oils	Central Delhi	Not Applied yet					
	6528/1 /DEL/008	sdgsedghdfh	Grant of Certificate of Authorisation	Essential Oils	Central Delhi	Not Applied yet					
	6528/1 /DEL/009	sdgsedghdfh	Grant of Certificate of Authorisation	Essential Oils	Central Delhi	Not Applied yet	⊘ View  Telete				
	6528/1 /DEL/010	sdgsedghdfh	Grant of Certificate of Authorisation	Essential Oils	Central Delhi	Not Applied yet	⊘ View  Telete				
	6528/1 /DEL/011	sdgsedghdfh	Grant of Certificate of Authorisation	Essential Oils	Central Delhi	Not Applied yet					
	6528/1 /DEL/013	dfsgdfhfdh	Grant of Certificate of Authorisation	Miscellaneous	Central Delhi	Not Applied yet	⊘ View  ☐ Delete				
	6528/1 /GTR/012	dfsgsdfg	Grant of Certificate of Authorisation	Oil Seeds	Anantapur	Not Applied yet	• View Tolete				

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AQCMS							
shankhpal shende 6528/2022	सल्यमेर जयते	inner of					
2 Dashboard	E Last Login: 19 Log History	/09/2022 15:32:36 [	IP: 10.158.81.90]				Dashboard / Log History
Liew Profile							, , ,
• Add Firm			G	iven Below is your	log history		
Change Password	Show 10 entri	es				Searc	h:
Log History	Date 1↓	User Id 11↓	Timeln 斗	TimeOut 1↓	Duration <sup>↑↓</sup>	Remark î	IP Address 1
Action History	19/09/2022	6528/2022	15:35:52		Current Session	Success	10.158.81.90
) Logout	19/09/2022	6528/2022	15:32:36	15:34:54	2 min 18 sec	Success	10.158.81.90
	19/09/2022	6528/2022	14:56:32	15:32:36	36 min 4 sec	Success	10.158.81.90
	19/09/2022	6528/2022	14:54:11	14:54:17	0 min 6 sec	Success	10.158.81.90
_	19/09/2022	6528/2022	14:52:00	14:53:47	2 min 47 sec	Success	10.158.81.90
	19/09/2022	6528/2022	10:46:45	10:49:32	3 min 47 sec	Success	10.158.81.90
	19/09/2022	6528/2022	10:19:09	10:42:52	24 min 43 sec	Success	10.158.81.90
	16/09/2022	6528/2022	18:47:29	18:47:29	0 min 0 sec	Failed	10.158.81.90
	16/09/2022	6528/2022	17:59:39	18:23:22	24 min 43 sec	Success	10.158.81.90
	16/09/2022	6528/2022	17:42:26	17:46:07	4 min 41 sec	Success	10.158.81.90
	Showing 1 to 10 of	14 entries				Pre	evious 1 2 Next

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