User Manual

For

Associate Merchant with Establishment

Submitted to:
EIC

Submitted By:

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Module –Associate Merchant with Establishment

1. User Login

- Login with valid user credentials (Establishment User).
- Click on Login button.

- Home page displayed.

2. Request for Merchant Exporter

- Go to Services>Request> Merchant Exporter

- Dashboard of '**Type of List'** is displayed.

- Click on '**+**' icon link to apply for Request for Associate Merchant Application for 'Associate Merchant' appears on the screen.

APPLICATION FOR PERMISSION TO PROCESS AND PACK SCHEMEWISE FOR EXPORT BY MERCHANT EXPORTER

(I) General Information

1.	Select Merchant	MerchantExporeter7-7777777
1.	IEC Code of ME	77777777777
2.	Address of the merchant exporter	Andhra Pradesh
3.	Approval Number of the establishment	MUM/FFP/02059
4.	Merchant Exporter ID	777
5.	Name of the merchant exporter	MerchantExporeter7
6.	Production capacity of the establishment as fixed by EIC/EIA	Test Capacity
7.	MPEDA registration no	121312344545
8.	Validity of Merchant exporter	22-08-2020
9	Countries to which exports are proposed to be made	☑ European Union ☐ Custom Union ☐ Rest of the World

Required Documents

			Remarks
1.	Certified true copy of the agreement entered into between the processor And the merchant exporter(s)	+ Choose	
2.	Declaration from merchant exporter(s) stating that he will abide by the rules and regulations laid down by EIC/EIA and also that of MPEDA	+ Choose	
3.	Certified true copy of MPEDA registration given to the concerned merchant exporter(s)	+ Choose	

Declaration

We hereby state that we, as approved processor, shall be responsible for the quality and safety of the products processed and packed by us for export by the merchant exporter(s). We also undertake to comply with the directions that may be given in this regard by EIC/EIA and assure that the production capacity fixed by EIA for our establishment will not be exceeded at any time.

We also assure you that fishery products meant for export by the merchant exporter(s), for which Certificate for Exports are to be issued by us, will only be processed in our approved unit under our control and the products will not be taken out of our control or stored in unauthorised/un-approved cold storages by the merchant exporter(s).

We also undertake that we shall be responsible and liable for any act of omission or commission by the merchant exporter(s) in respect of any quality issue or in respect of any trade related issues including cheating.

We Accept ☑

[SaveAsDraft] [Submit To EIA] [Back]

- Fill the application and click on 'Submit to EIA'.

3. Joint Director receives application for 'Request for Associate Merchant'
- Joint director receives the Application and view it in his dashboard.

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List of approval application		
Sr. No.	Application No	Action
1	15019147	Action
2	01523545	Action
3	72105562	Action
		view more..

List of Renewal application		
Sr. No.	Approval No	Action
No record found with given criteria		

List of additional application		
Sr. No.	Approval No	Action
No record found with given criteria		

List of change name application		
Sr. No.	Application No	Action
No record found		

List of merchant exporter		
Sr. No.	Approval No	Action
1	MUM/FFP/02059	Action
2	MUM/BP/02056	Action
3	MUM/FFP/02051	Action
		view more..

List of agency application

manish submit new application 15019147

Bharat Lodhari submit new application 01523545

- User clicks on the Action link
- Dashboard of the 'Merchant Exporter Detail' appears on the screen.

Login Id : Shalu Jacob

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Export Inspection Council, Government of India

HOME	APPLICATIONS ▾	HEALTH CERTIFICATES ▾	APPLICATION ALERT	HELPDESK	LOGOUT

Merchant Exporter Detail			
Approval Number	Iec Code	Merchant Name	Type of Form
MUM/FFP/02059	777777777777	MerchantExporeter7	Merchant approval form

Application Status Log

	Remarks	Upload Document
Application Submitted By Exporter	Assign Application to officer 1000 characters remaining.	+ Choose
◯ Assign Application to officer ● Ask Query from Establishment/Officer		DD_GOA

Submit   Close

- User opens the Application by clicking on the given link 'MUM/FFP/02059'.
- User writes in the remarks field and clicks on the assign application to officer for scrutiny
- User can also ask the query from Establishment/officer

4. 'Assigned Officer for Scrutiny' receives application for 'Request for Associate Merchant'

- Assigned officer receives the Application and view it in his dashboard.

- User clicks on the Action link
- Dashboard of the 'Merchant Exporter Detail' appears on the screen.
- User opens the Application by clicking on the given link 'MUM/FFP/02059'.
- User writes in the remarks field and clicks on the ask the query from Establishment/officer
- User can also assign the application to another officer.
- User has the option to submit the Application

- If user selects to '***Ask query from Establishment/Officer'*** Asked Query is forwarded to the Joint Director based on the dropdown selection value.

5. Joint Director receives Query from 'Assigned Officer'

- Joint director receives the query and forward it to the Establishment.

6. Establishment receives Query from 'Joint Director'

- Establishment gets the alert for asked query and view the asked query in the given screenshot.
- Go to Services>Request>Request for Associate Merchant
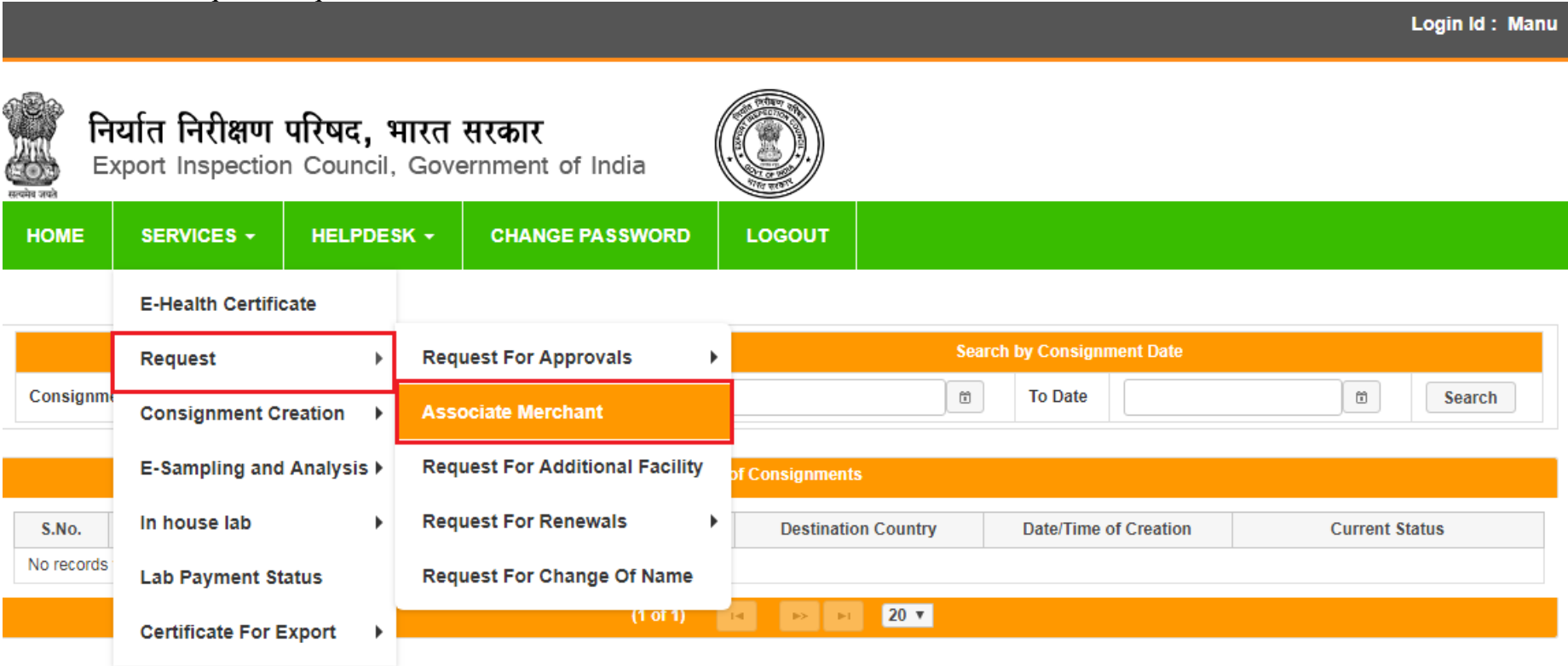
- Click on Request for Associate Merchant.

- Dashboard of '**Type of List**' is displayed.

- Select the radio button of View list of associate Merchant request and click on Proceed button.

  Previously Created Dashboard appears on the screen.

- Click on the reply icon as mentioned in the above screen shot.

- Establishment receives the query and reply to the query by writing in the Remarks dialog box.
- Establishment clicks on the Submit button. Query has been replied back to the Join Director.

7. Joint Director receives answer of Query from 'Establishment'

- Joint director receives the answer of the Query and forward it to the officer who was dealing with it.

8. 'Assigned Officer for Scrutiny' receives answer of Query forwarded by Joint Director

- Assigned officer receives the answer of the Query and view it in his dashboard.
- User clicks on the Action link as given on section of Associate Merchant.
- Dashboard of the 'Associate Merchant' appears on the screen.

- User views the remarks in the remarks field and clicks on 'Ask the query from Establishment/officer' again, if he wants to ask query again.
- User can submit the Application, if all the queries are cleared to him.
- Application will be submitted to the Joint Director.

9. Joint Director receives application submitted by 'Assigned Officer'
- Joint director receives the application. He can view in the remarks section about the scrutiny process and then forward it to the respective EIC officer. He can recommend the Approval Request or Rejection Request.

10. EIC Officer receives application forwarded by 'Joint Director'

- EIC officer receives the application. He can view the application in the given link and the remarks in the remarks section .He can ask the approval from the director for the clarification of the queries related to the application.
  In case of no clarification he can recommend to approve or reject the request.

11. Director receives approval request from EIC officer for Clarification to be asked from 'Joint Director

Director receives the application. He can view the application in the given link and the remarks in the remarks section .He can give the approval or can ask the officer to discuss the matter. Approving the clarification request will send the application to its respective EIA office.

12. Joint Director receives Query forwarded by 'Director'

Joint director receives the application. He can view asked query in the remarks section and then reply the query by writing in the remarks section. The application will be forwarded to the respective EIC officer.

13. EIC officer receives answer of the Query form 'Joint Director'

EIC officer receives the application. He can view answer of asked query in the remarks section.
In this way he can ask the more queries from the Joint Director with the approval of Director.
If he has no further queries, he can give his recommendation to the director.

14. Director give the Approval/Rejection decision of the 'Associate Merchant' request

Director receives the application. He can view the application in the given link and the remarks in the remarks section .Based on the recommendation of the EIC officer, he can give the approval or can clarify with EIC officer. Approving the request will associate the Merchant with the Establishment.

15. Establishment views the status of the Application

Establishment can view the status of the Application. When the application is approved by EIC, status of the application is changed to approve.

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Select type of List					
● Request for associate merchant			○ View list of associate merchant request		

Proceed

Add new for change name					
Sr. No.	Approval No.	Name of Establishment	Type of Facility	Commodity	Created Date	Action
1.	MUM/FFP/02059	Manu	Processing Establishment	Fish and Fishery Products	04/10/2018	➕

(1 of 1)   ◄ ◄   1   ►► ►| 20 ▾

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Select type of List		
● Request for associate merchant	○ View list of associate merchant request	

Proceed

Previously created list						
Sr. No.	Approval No.	Commodity	Iec Code	Merchant Name	Created Date	Status	Action
1.	MUM/FFP/02059	Fish and Fishery Products	777777777777	MerchantExporeter7	04/10/2018	Approved	

(1 of 1)   ◄ ◄   1   ►► ►| 20 ▾