



# **Document Versioning Details**

Version No	Effective Date	Description of Change	Prepared / Modified By	Reviewed By
1.0	24/05/2024	Initial Draft	Surbhi Tyagi	



# **Table of Contents**

Purpose of the Document	4		
FSSAI System Portal Login	4		
Registration	6		
Verification	7		
Dashboard	8		
Application - In this application bin, applications are listed which has to be filled	8		
2. Scrutiny - In this, Applications are listed which are under Scrutiny	16		
List of BOE(s) - Under Scrutiny	18		
List of BOE(s) - For Clarification	20		
List for BOE(s) - for Payment	23		
4. Visual Inspection - In this, applications are listed which are under Visual Inspection stage	24		
List of BOE(s) - Awaiting Appointment(s) for confirmation	25		
List of BOE(s) - Schedule Appointment	27		
List of BOE(s) - Appointment(s) change Request	29		
5. Lab Testing	32		
Sample Analysis	34		
Report/Result - In this, applications are listed which have gotten report/result	34		
NOC	35		
Retest - In this, listed applications are under retest stage	38		
Review - In Review bin, listed applications are under review stage			
Sample Return			
CFS Updation	50		

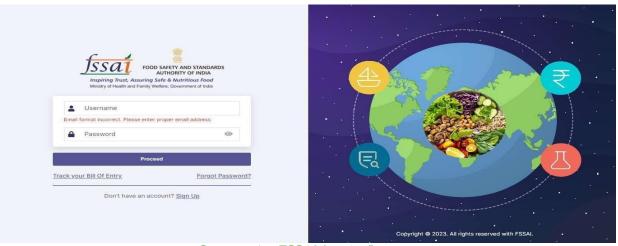


### Purpose of the Document

The purpose of this document is to describe the functionality and give assistance to the user of the FICS system. This user manual has been developed to help better understand the usability and feature that apply to the system by providing user with a simple, easy-to-use reference that will help them navigate the critical areas. This manual intended to make the module more accessible and their associated sub modules are more understandable to the user of the system.

### **FSSAI System Portal Login**

- Enter the Login URL <a href="https://fics2.fssai.gov.in/">https://fics2.fssai.gov.in/</a> in the address bar.
- Enter Username and Password then click on Proceed button.
- Login Screen opens and verified through OTP.



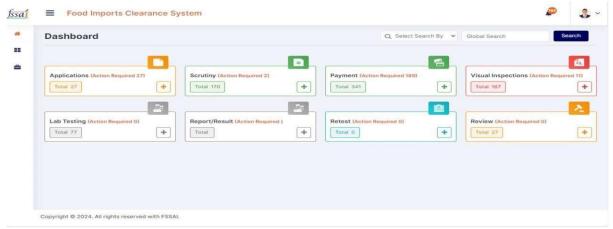
Screen 1 - FSSAI Login Page

After entering credential, an OTP will be generated on the registered mobile number.



Screen 2 - OTP Generate

#### FSSAI Dashboard opens after successful login.



Screen 3 - FSSAI Page

# Registration -

1. Click on 'Sign up' Button from the login page.



Screen 4 - Sign Up Button

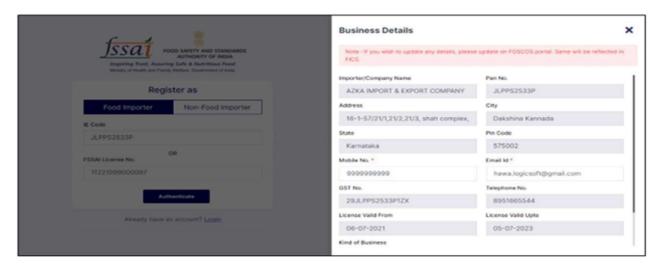
2. Registration Page opens.



Screen 5 - Registration Page



3. For Food Importer – Enter IE Code or FSSAI License No. and For Non – Food Importer – Enter IE Code. Then Click on Authenticate No.



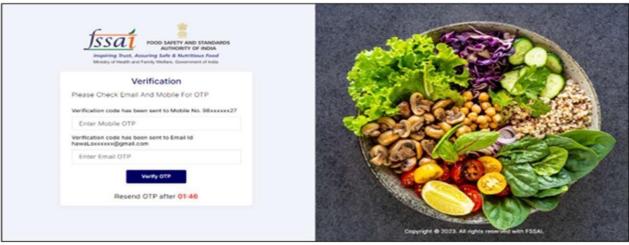
Screen 6 - Business Details opens

Only Email ID and Mobile No. can be edited.

4. Enter a Valid Email and Mobile No. for OTP. Click on Proceed Button then Validation has been applied for Email and Mobile No.

### Verification -

- 1. Verification needed after applying valid email and mobile no.
- 2. 3-digit OTP will be received on Email ID as well as on Mobile no.
- 3. Enter the OTP from the email and the mobile in the text box.
- 4. Click on Verify OTP button.



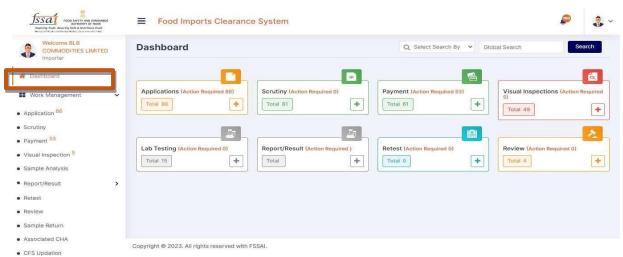
Screen 7 - Validation Applied



### Dashboard -

Access of the content of the dashboard can be managed by the work management tab present in the left side of the portal.

In accordance to the Screen 8, each stage's application can be accessed directly from the dashboard.



Screen 8 - FSSAI Dashboard

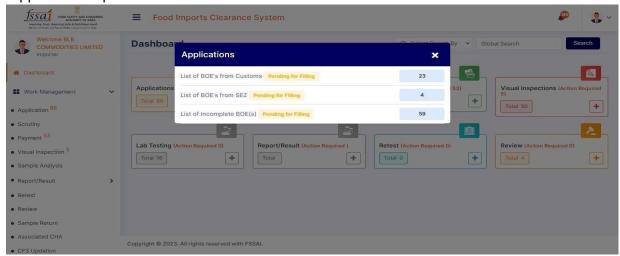
Application - In this application bin, applications are listed which has to be filled.



Screen 9 - Application

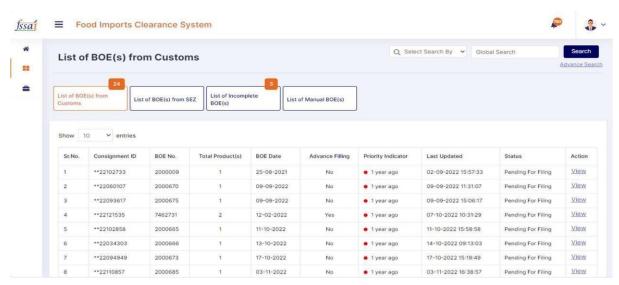


Applications opened when user clicks on + button as shown in screen 10.



Screen 10 Applications opened

By clicking on the one of the application, user will redirect to the application. User can view the status of the application.



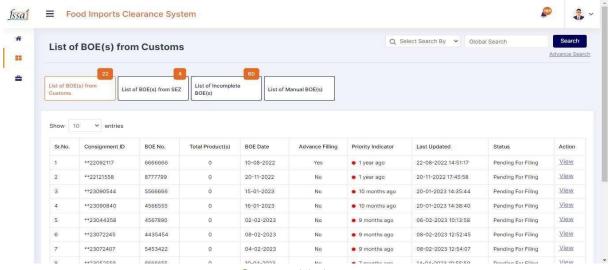
Screen 11 - Filled Application

This module, Importer can fill the application.

Application Module have four Bins –

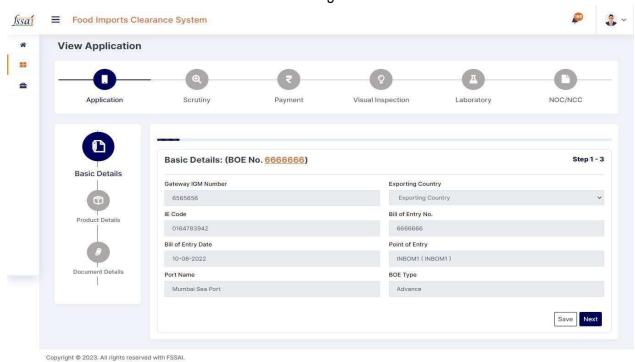
- ➤ List of BOE(s) from Custom
- ➤ List of BOE(s) from SEZ
- ➤ List of incomplete BOE(s)
- List of Manual BOE(s)
- a. List of BOE(s) from Custom In this bin, listed applications are generated from the custom.





Screen 11.1

When User click on the 'View' button then following screen will visible.

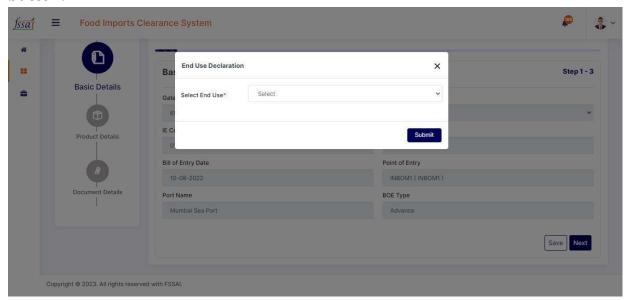


Screen 11.2

When Importer click on the 'Save' button, he has to select the End Use as Food/Non-food.

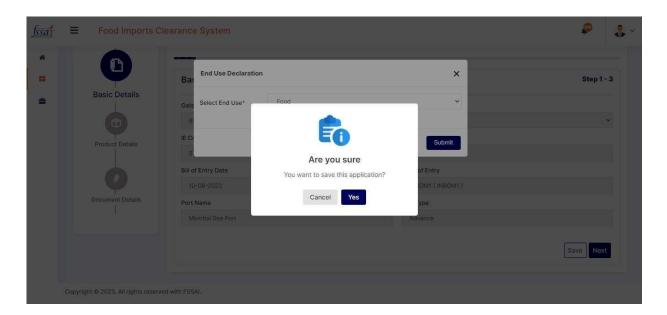


After selecting from the dropdown of End use Description and click on the Submit button.



Screen 11.3

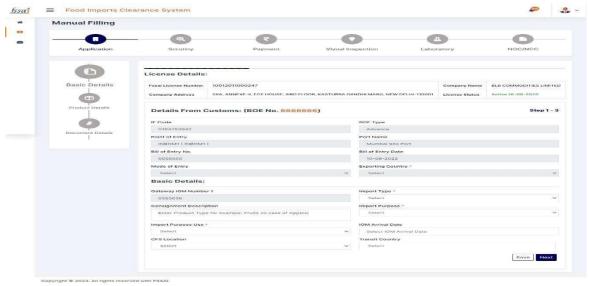
After clicking on Submit button following screen will be visible. Click on 'Yes' button to save the application.



Screen 11.4



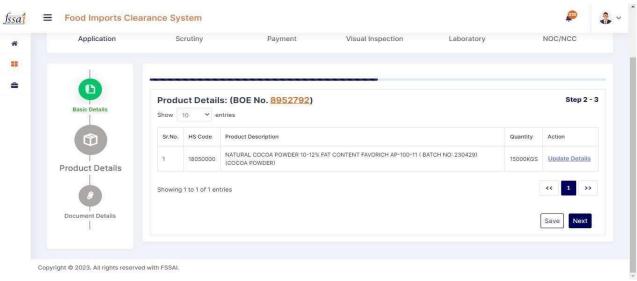
Importer have to fill all the mandatory fields.



Screen 11.5

After filling all the details and click on the save button then following screen will visible.

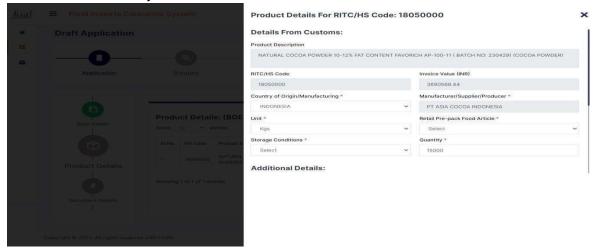
Screen 11.6



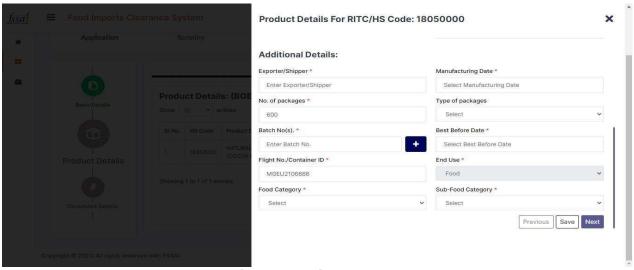
To filling the Product details, Importer have to click on the save button. After saving the following screen will be visible.



### Enter the mandatory details.



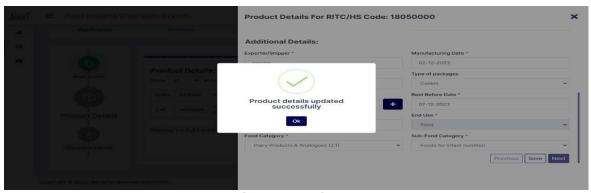
Screen 11.7



Screen 11.8

After filing details click on the save button. Then, click on ok button to update the product details.





Screen 11.9

After click on the 'OK' button, Importer have to fill the Document details as per below screen.



**Screen 11.10** 

There is three is bifurcations of the document

- > Mandatory Documents
- Additional Documents
- Annexure Documents

When Importer click on the Mandatory documents then below screen will visible.

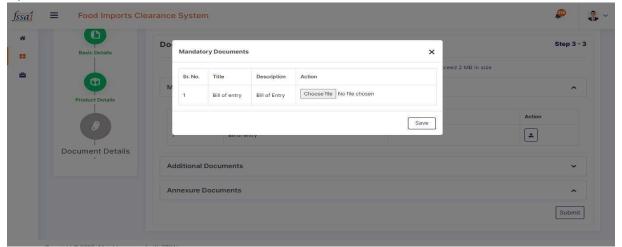


Screen 11.11



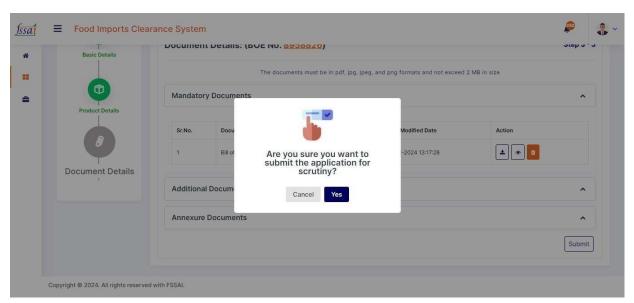
Upload the document under action button. When User click on the upload button then following screen will visible.

Upload the document then click on Save button.



Screen 11.12

Now, Click on Ok button to submit the application for Scrutiny.



Screen 11.13

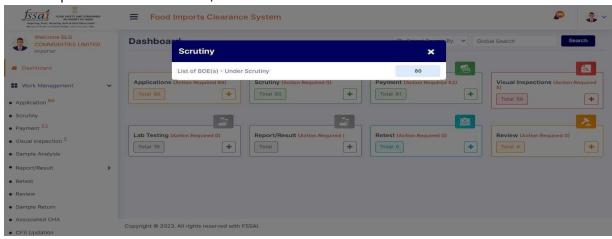


2. Scrutiny - In this, Applications are listed which are under Scrutiny.



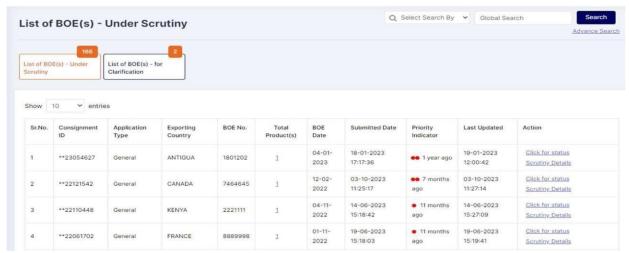
Screen 12 - Scrutiny

When Importer click on + button, screen 13 will be visible.



Screen 13 - Scrutiny Application

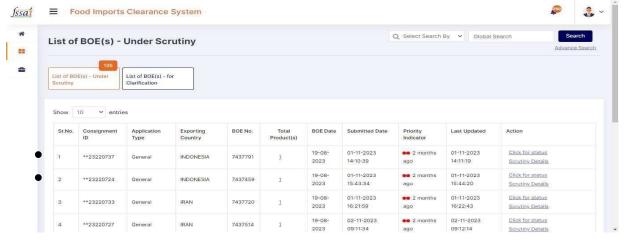
By clicking on the application, user will redirect to the application which are under scrutiny.



Screen 14 - Applications under Scrutiny

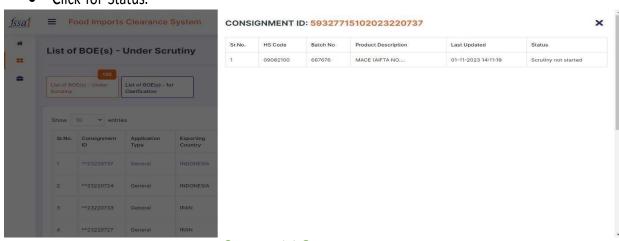


### List of BOE(s) - Under Scrutiny -



Screen 14.1

• Click for Status.



Screen 14.2

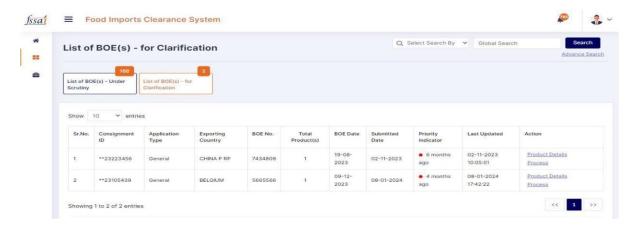
• Click for Scrutiny Details.



Screen 14.3

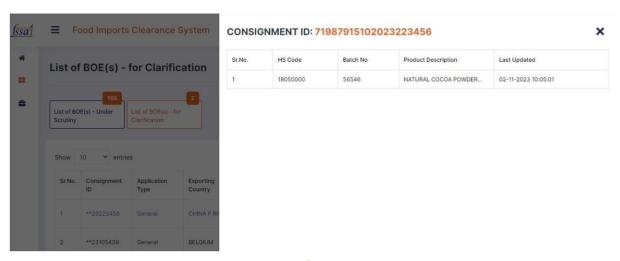


#### List of BOE(s) – For Clarification



Screen 14.4

#### Click for Product Details.



Screen 14.5

#### Click for Process.



Screen 14.6

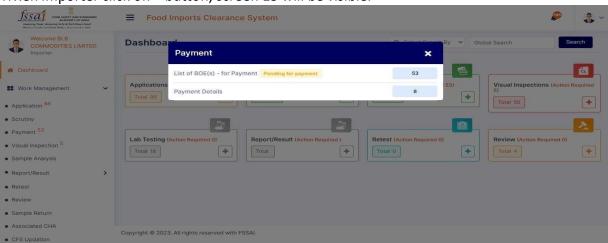


3. Payment - In this, applications are listed which are under payment stage.



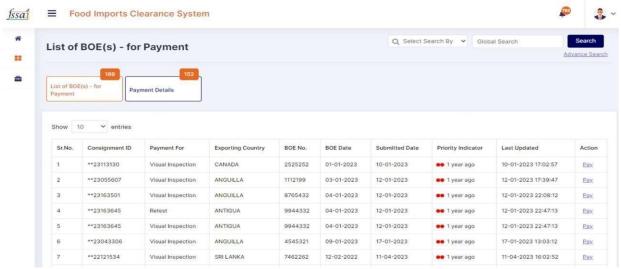
Screen 14 - Payment

When Importer click on + button, screen 15 will be visible.



Screen 15 - Payment Application

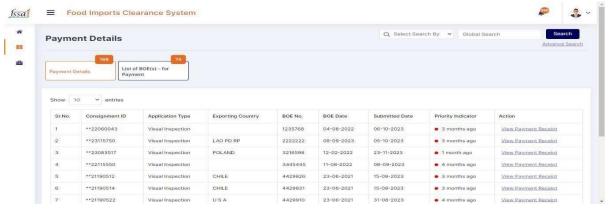
By clicking on the application, user will redirect to the application which are pending for the payment.



Screen 16 - Application of the Payments

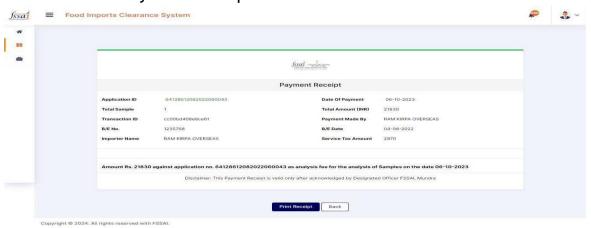


### Payment Details -



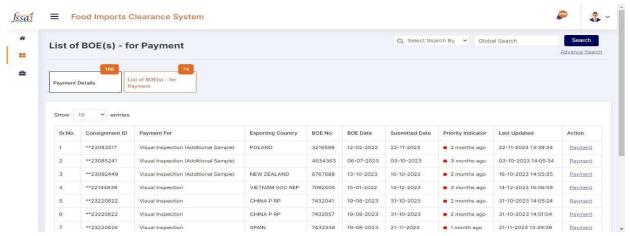
Screen 16.1

#### Click for View Payment Receipt.



Screen 16.2

#### List for BOE(s) - for Payment



Screen 16.3



### Click on Payment.



Screen 16.4

**4. Visual Inspection** — In this, applications are listed which are under Visual Inspection stage.



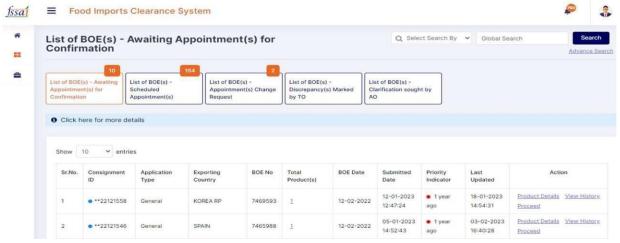
Screen 17 - Visual Inspection

When Importer click on + button, screen 18 will be visible.



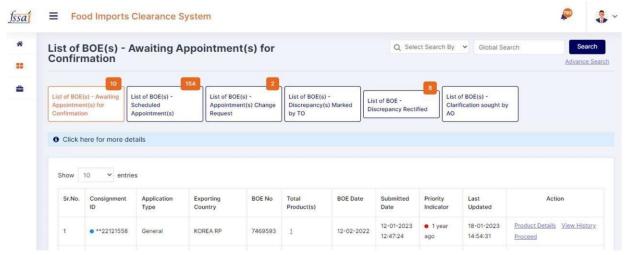
Screen 18 - Visual Inspections

By clicking on the one of the lists, user will redirect to the application which are under visual inspection.



Screen 19 - Applications for Visual Inspection

### List of BOE(s) – Awaiting Appointment(s) for confirmation –



Screen 19.1

#### Click on Product Details.



Screen 19.2

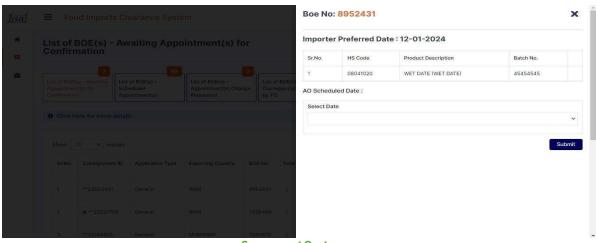


### Click on View History



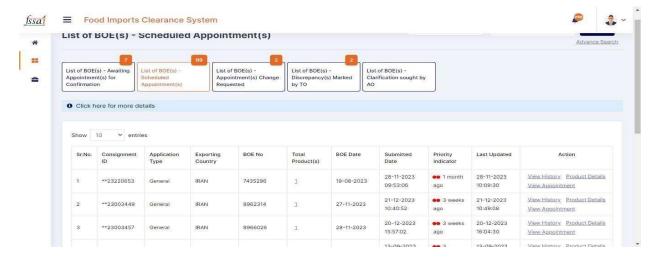
Screen 19.3

#### Click on Proceed.



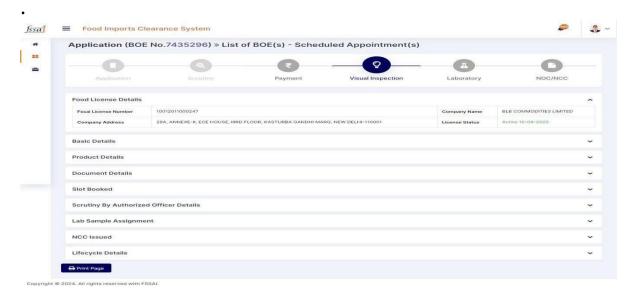
Screen 19.4

## List of BOE(s) – Schedule Appointment



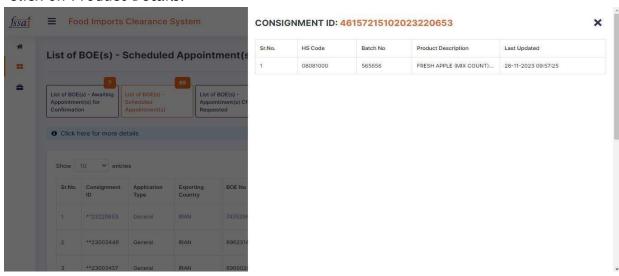
Screen 19.5





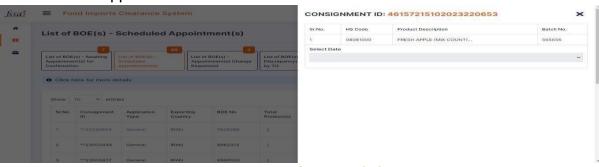
Screen 19.6

#### Click on Product Details.



Screen 19.7

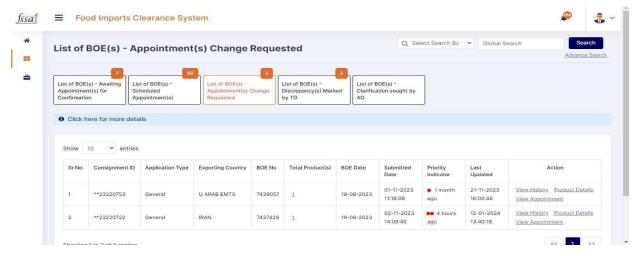
### Click on View Appointment.



Screen 19.8



### List of BOE(s) - Appointment(s) change Request



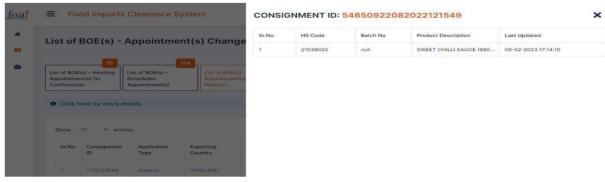
Screen 19.9

### Click on View History.



Screen 19.10

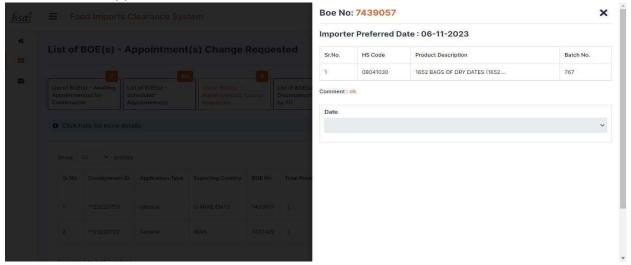
### Click on Product Details.



Screen 19.11

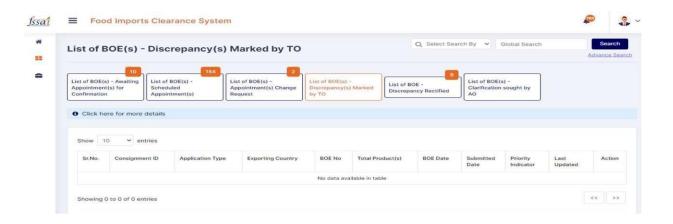


### Click on View Appointment.



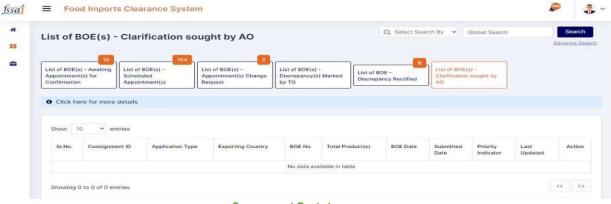
**Screen 19.12** 

### List of BOE(s)- Discrepancy(s) Marked by TO -



**Screen 19.13** 

### List of BOE(s)- Clarification sought by AO -



Screen 19.14

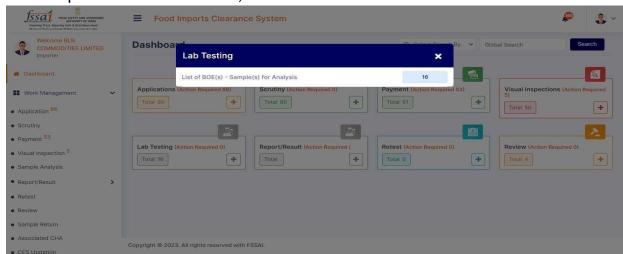


5. Lab Testing - In this, applications are listed which are under lab testing.



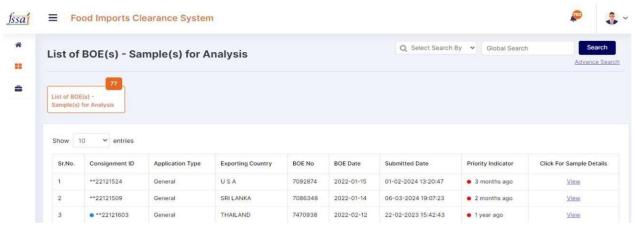
Screen 20 - Lab Testing

When Importer click on + button, screen 21 will be visible.



Screen 21 - Lab Testing

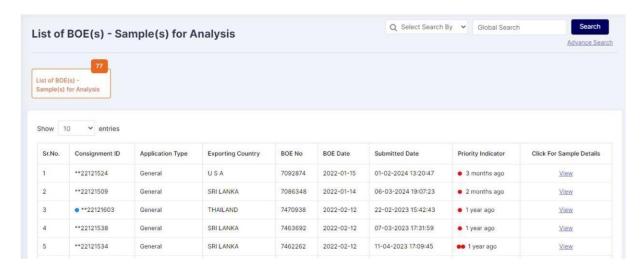
By clicking on the application, user will redirect to the application which are under Lab Testing.



Screen 22 - Applications for lab testing



# Sample Analysis-



Screen 22.1

#### Click on View.



Screen 22.2

Report/Result - In this, applications are listed which have gotten report/result.



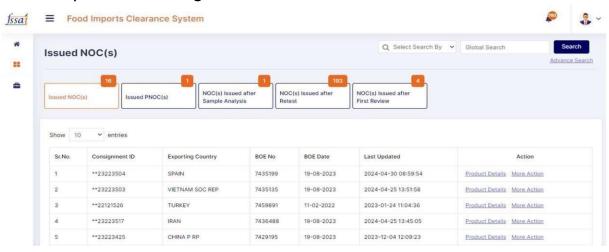


When Importer click on + button, screen 24 will be visible.



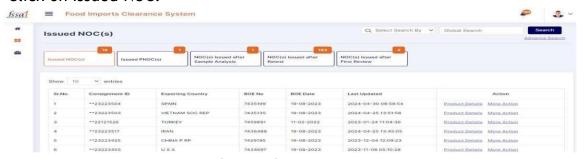
Screen 24 - Report/Result

By clicking on the one of the lists which will be showing the number of applications under Report/Result stage.



Screen 25 - Applications in Report/Result

### NOC -Click on Issued NOC.



Screen 25.1

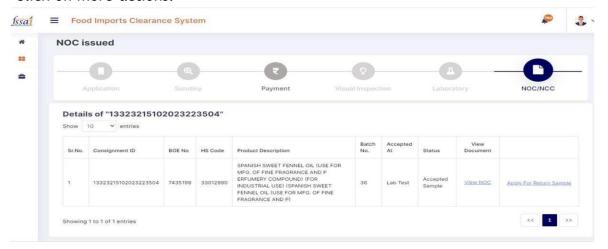


#### Click on Product Details.



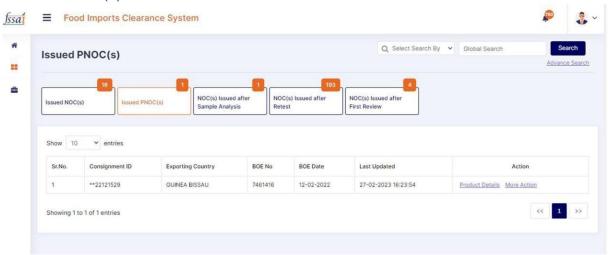
Screen 25.2

#### Click on more actions.



Screen 25.3

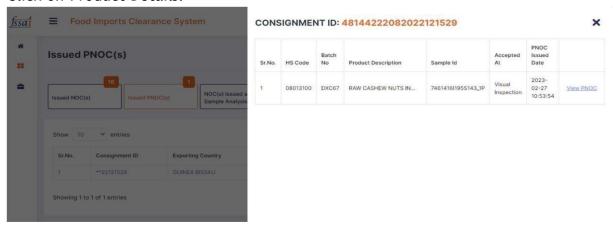
#### Issued PNOC(s) -



Screen 25.4

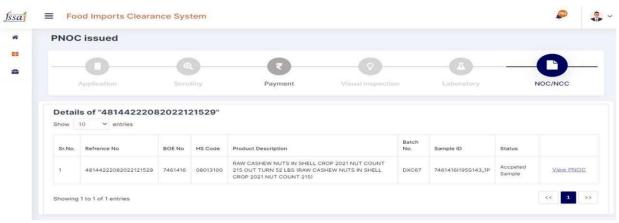


### Click on Product Details.



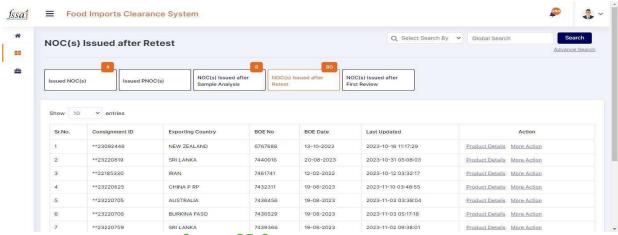
Screen 25.6

#### Click on More Actions.



Screen 25.7

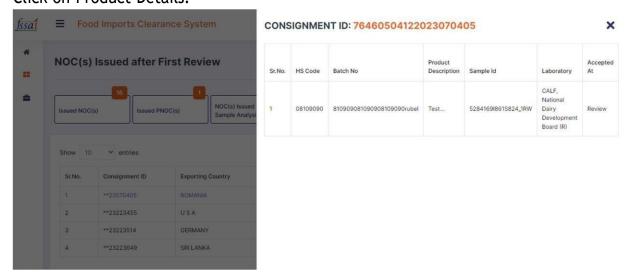
## NOC(s) Issued After First Review -



Screen 25.8

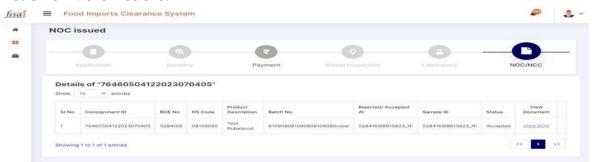


### Click on Product Details.



Screen 25.9

#### Click on More Actions.

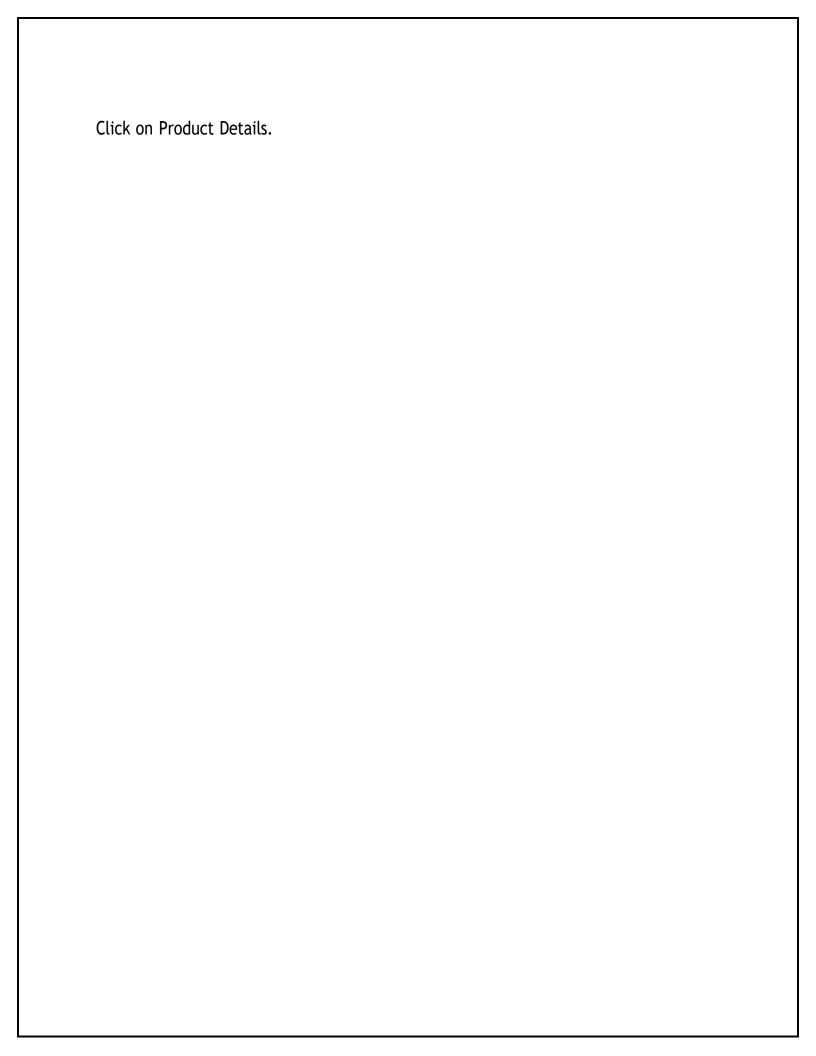


Screen 25.10

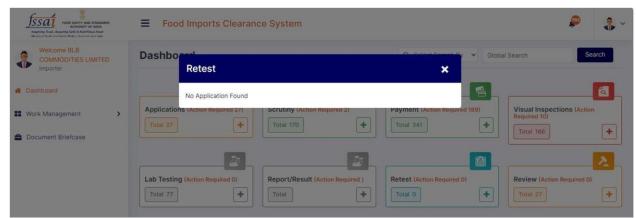
Retest - In this, listed applications are under retest stage.



Screen 26 -Retest Bin







Screen 27 - Retest

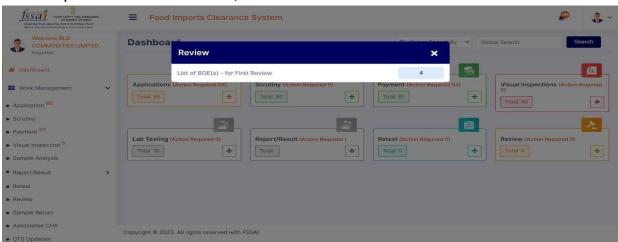
There is no application under retest stage.

**Review** - In Review bin, listed applications are under review stage.



Screen 28 - Review Bin

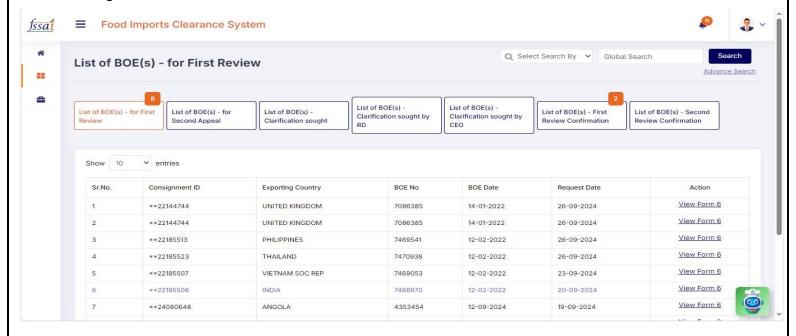
When Importer click on + button, screen 28 will be visible.



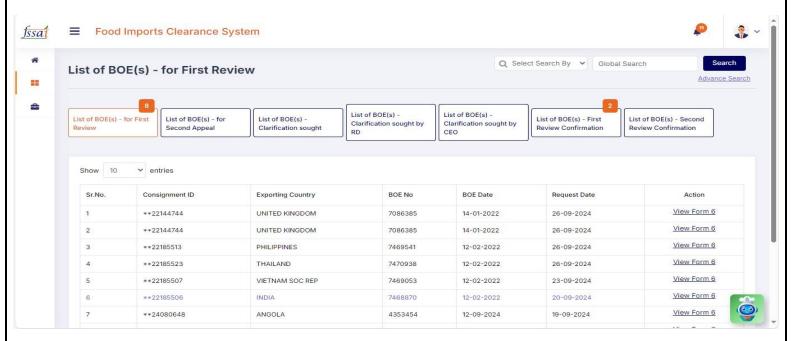
Screen 29 - Review Application Bin



By clicking on the application, user will redirect to the application which are under review stage.



Screen 30 - Applications Under Review Stages List of BOE(s) - for first Review



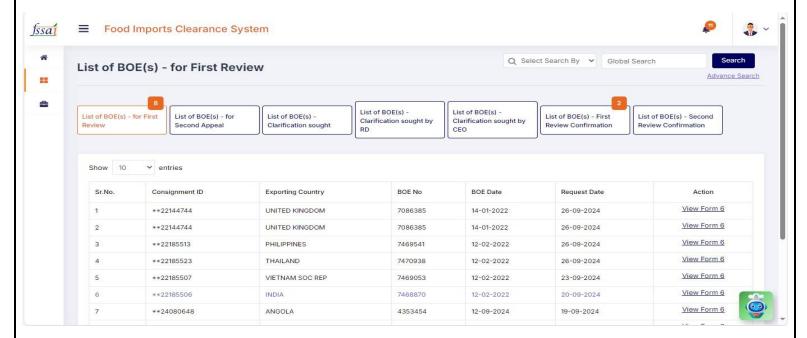
Screen 30.1

### Click on View form 6.



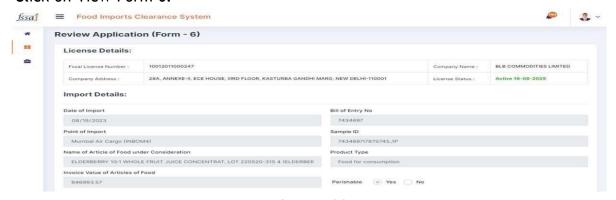
Screen 30.2

## List of BOE(s) - for Second Appeal -



Screen 30.3

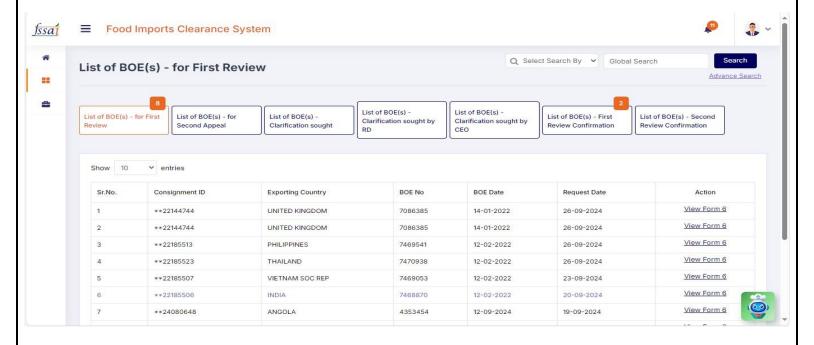
#### Click on View Form 6.



Screen 30.4

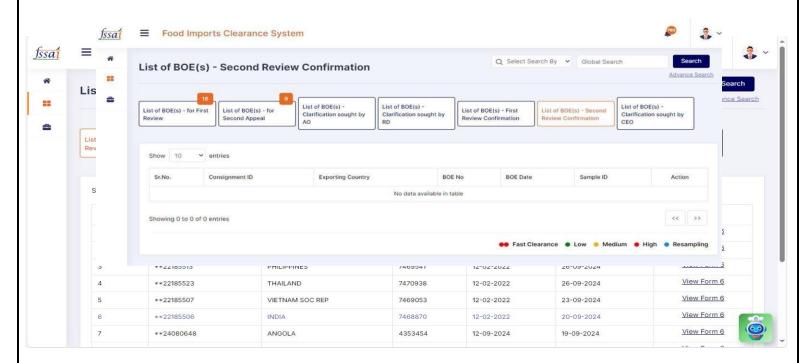
List of BOE(s) - Clarification sought by RD

# List of BOE(s) - for Second Appeal -

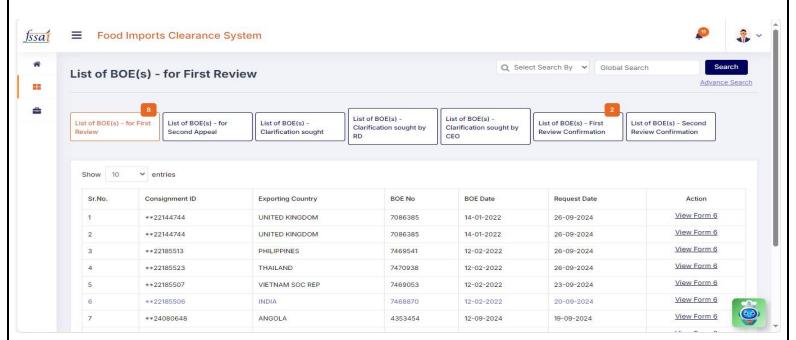


Screen 30.5





Screen 30.6 List of BOE(s) - First Review Confirmation



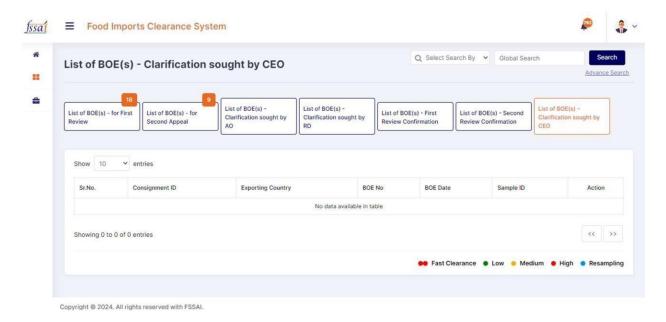
Screen 30.7

List of BOE(s) - Second Review Confirmation

Screen 30.8

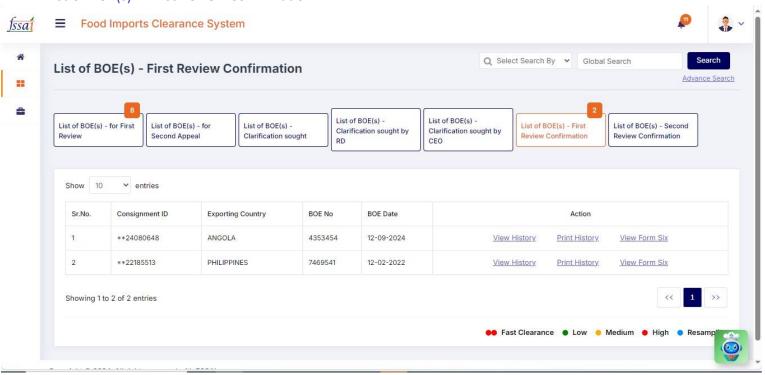


## List of BOE(s) - Clarification Sought by CEO



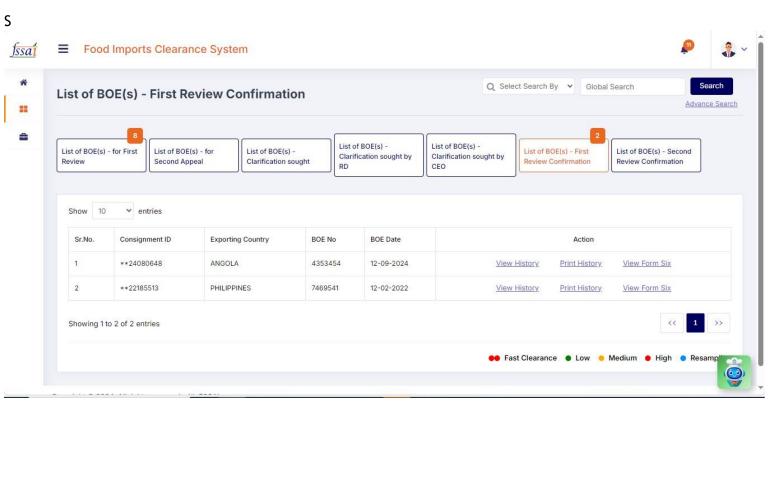
Screen 30.9

### List of BOE(s) – First Review Confirmation

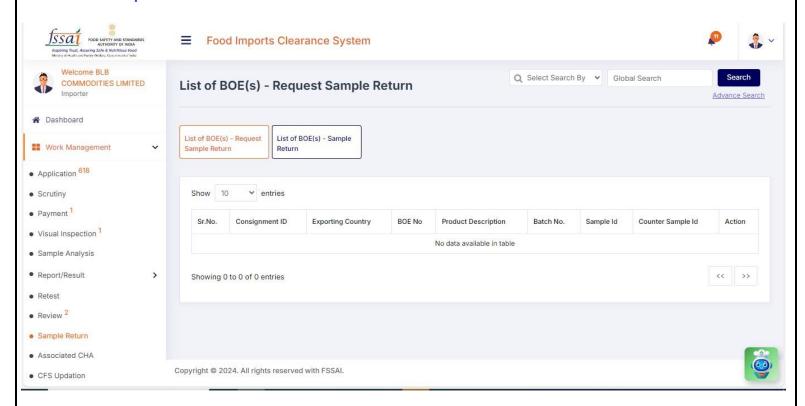


# List of BOE(s) - Second Review Confirmation





# Sample Return -

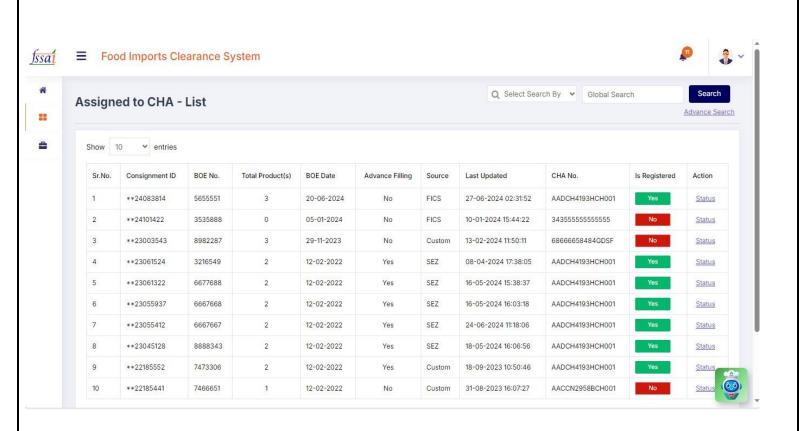


- In this Module there has been two Bin

List of BOE(s) – Request Sample Return – In this Bin those application has been listed out which are requested for return sample.

List of BOE(s) – Sample Return - In this Bin those application has been listed out which sample has been returned

Associated CHA - Through this BOE Importer can see the Associated CHA.



# CFS Updation -

