User Manual



Seed Export Import System (SeedEXIM)

User Manual

Department of Agriculture & Cooperation
Ministry of Agriculture
Government of India

Version 1.0
Release September, 2015

Project Execution by

National Informatics Centre
Department of Electronics & Information Technology (DeitY)
Ministry of Communications & IT

Seed Export Import System (SeedEXIM)

User Manual

Department of Agriculture & Cooperation
Ministry of Agriculture
Government of India

Version 1.0
Release November, 2014

Project Execution by

National Informatics Centre
Department of Electronics & Information Technology (DeitY)
Ministry of Communications & IT

1. Executive Summary 4
1.1 Invoke Internet Browser 6
2 For Importers 6
2.1 How to Login 6
2.2 Importer's Form 'New' 8
2.3 Importer's Form 'Saved' 10
2.4 Importer's – 'Submitted' 12
3 For Exporter 14
3.1 Exporter's Form 'New' 15
3.2 Exporter Form 'Saved' 16
3.3 Exporter's Form – 'Submitted' 18
3.4 Deputy Commissioner 20
3.5 EXIM Committee Member 28

1. Executive Summary

The export/import of seeds and planting material is governed by the Export and Import (EXIM) Policy 2002-07 and amendment made therein.

An EXIM Committee was constituted in the Seeds Division to deal with application for exports/imports of seeds and planting materials in accordance with the New Policy on Seed Development and EXIM Regulations. The Committee meets every month, subject to tendency of proposals for import/export of seeds and planting material, and analyzes applications and furnishes recommendations to PPA/DGFT for issuing of otherwise of the licence for import/export of seeds and planting material. Exporters/importers are required to submit 20 copies of applications for export/import in the prescribed formats. The minutes of the EXIM Committee are posted on the Seednet Portal (http://seednet.gov.in)

Major Steps Involved

1. Online submission of request by Importers / Exporters
2. SMS alerts to Importers / Exporters
3. Online availability of status to Importers / Exporters
4. Online submission of remarks by EXIM Committee members
5. Preparation of agenda note by Computerised system for EXIM Committee meeting
6. Linkage with PQIS

To be processes

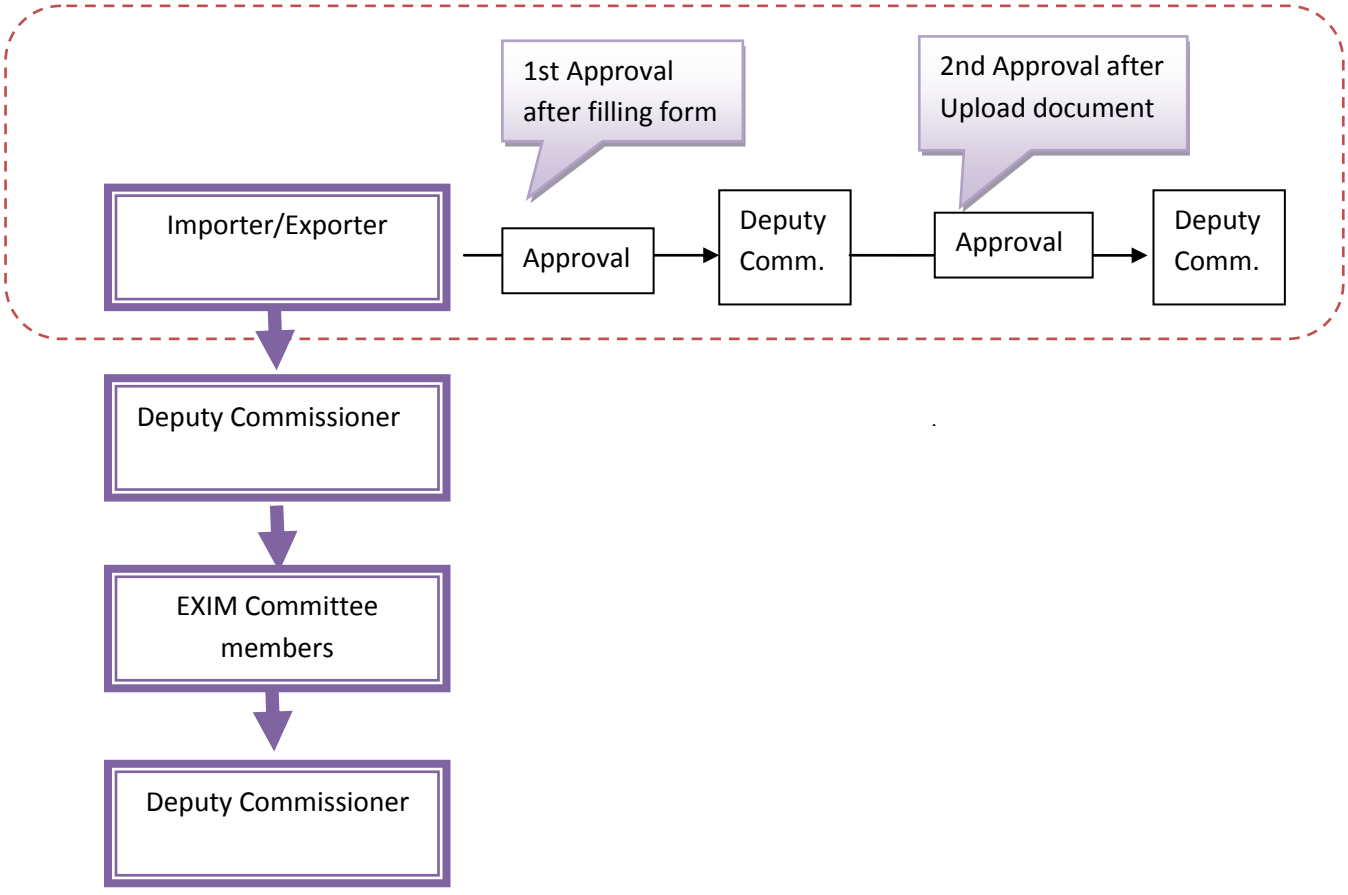
1. Registration by Importer and Exporter on EXIM portal
2. Verification of Details by DAC and issuance of User ID & Password to Importers / Exporters through E-mail / SMS.
3. Submission of online application by Importer / Exporter for import / export of seeds / planting materials.
4. Online submission of comments by concerned Departments / Organizations.
5. Preparation of Agenda note through computerized system.
6. Online presentation of Agenda in EXIM Committee Meeting.
7. Provision for updating approval/rejection of EXIM Committee.
8. Linkage for DPPQ&S to check EXIM Committee recommendations
9. Online availability of status of the application to Importer/Exporters at each stage.
10. Alerts to Importer/Exporters thro' email and SMS at each stage.
11. DPPQ&S will send samples of imported seeds / planting materials to NBPGR and ICAR institutes under intimation to Seeds Division through EXIM Portal.
12. Provision for login to the concerned Departments / Organizations in the EXIM Committee

Features of the Application

- Workflow application
- Configurable workflow
- Online system for exporters and importers for applying for EXIM Committee clearance.
- Online availability of the status to Importers and Exporters
- Role based access and Dashboard at each level

Workflow Levels

Level	Screen/Report	From	To
1.	Importer/Exporter Form	Importer/Exporter	Deputy Commissioner
2.	Deputy Commissioner Form	EXIM	Deputy Commissioner



How to access the SeedEXIM?

1.1 Invoke Internet Browser

1. Type http://seedexim.gov.in in address bar of the Internet Browser

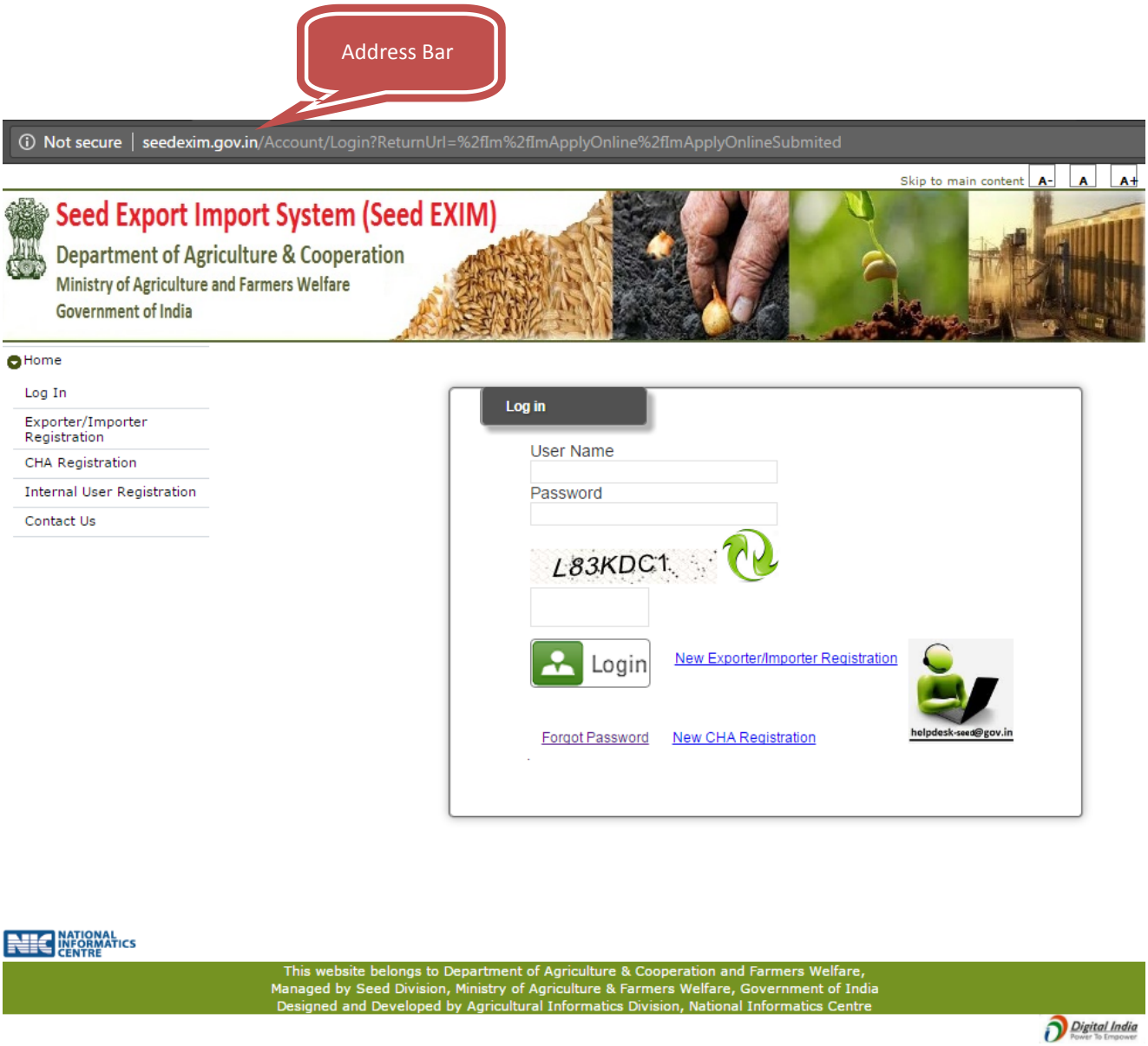


Figure – 1 (Home Page)

2. The Screen will be displayed as above in Figure – 1.
3. User can login as per assigned role and can access the information on the website.

2 For Importers

2.1 How to Login

1. Login window is provided on the centre of the home page as shown in Figure-2.

2. Enter your login and password
3. Click “Login” button to Login into the system.
4. Welcome screen will be displayed as shown in Figure – 2



Figure – 2 (Login Window)

5.After login, links will be displayed as ‘New’, ‘Saved’ and ‘Submitted’ as shown in Figure – 3.



Figure – 3 (Importer's screen)

2.2 Importer's Form 'New'

1. After clicking on 'New', screen will be displayed as shown in Figure – 4.



Figure – 4 (Importer Form 'New')

2.3 Importer's Form 'Saved'

1. User can save the form and can later submit it.
2. Saved forms will be displayed after clicking on 'Saved' button as shown in Figure -5.
3. User can edit the form before submitting.



Figure – 5 (Importer Form 'Saved')

4. After pressing 'Edit', screen will be displayed as shown in Figure – 6.

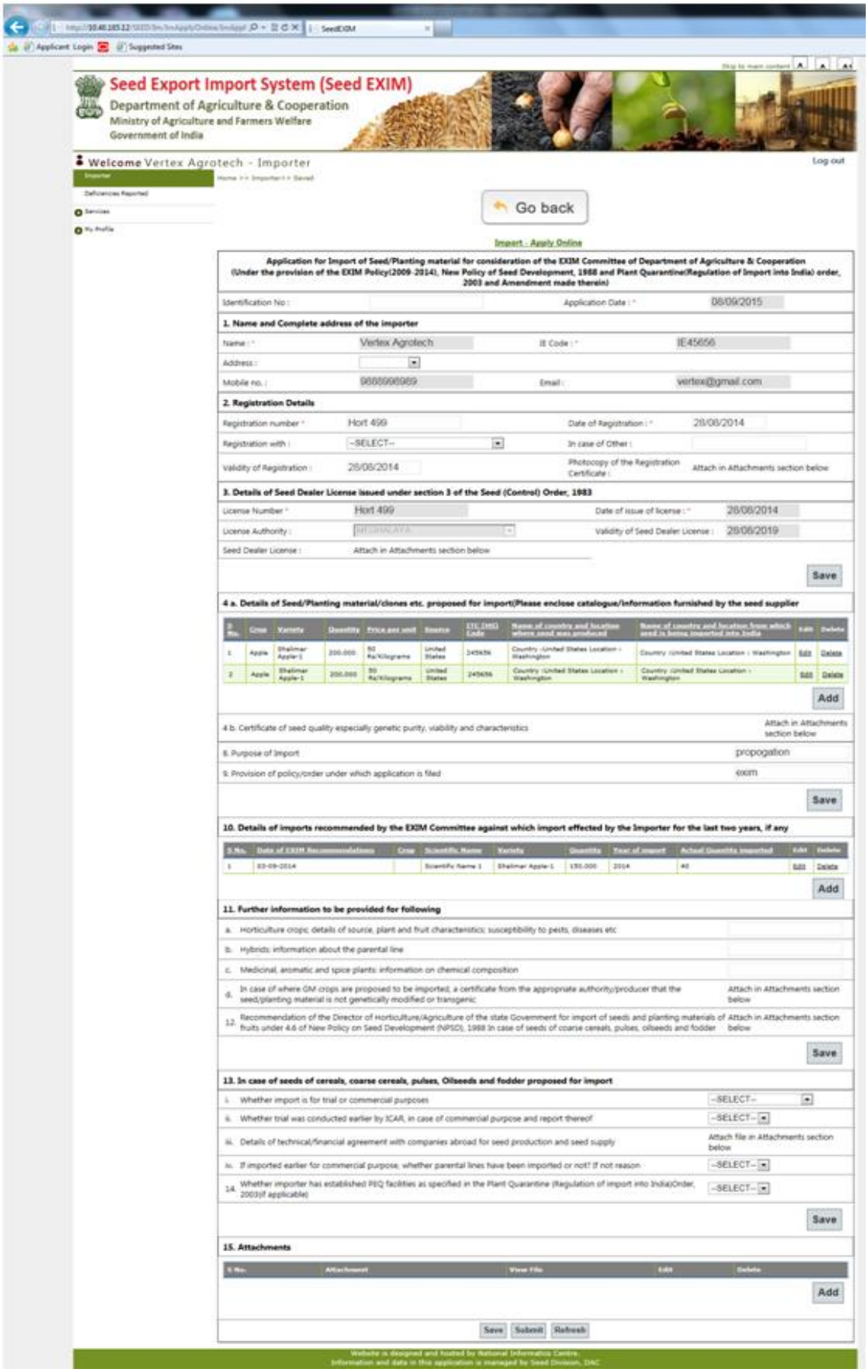


Figure – 6 (Importer Form)

2.4 Importer's – 'Submitted'

1. Importer can see the details of submitted forms after pressing 'Submitted' as shown in Figure-7 Once submitted, he will not be able to change the details.
2. Importer can view the application by pressing 'View Application' link as shown in Figure – 8.
3. Importer can also check the status of the application.



Figure -7 (Importer Form – 'Submitted')

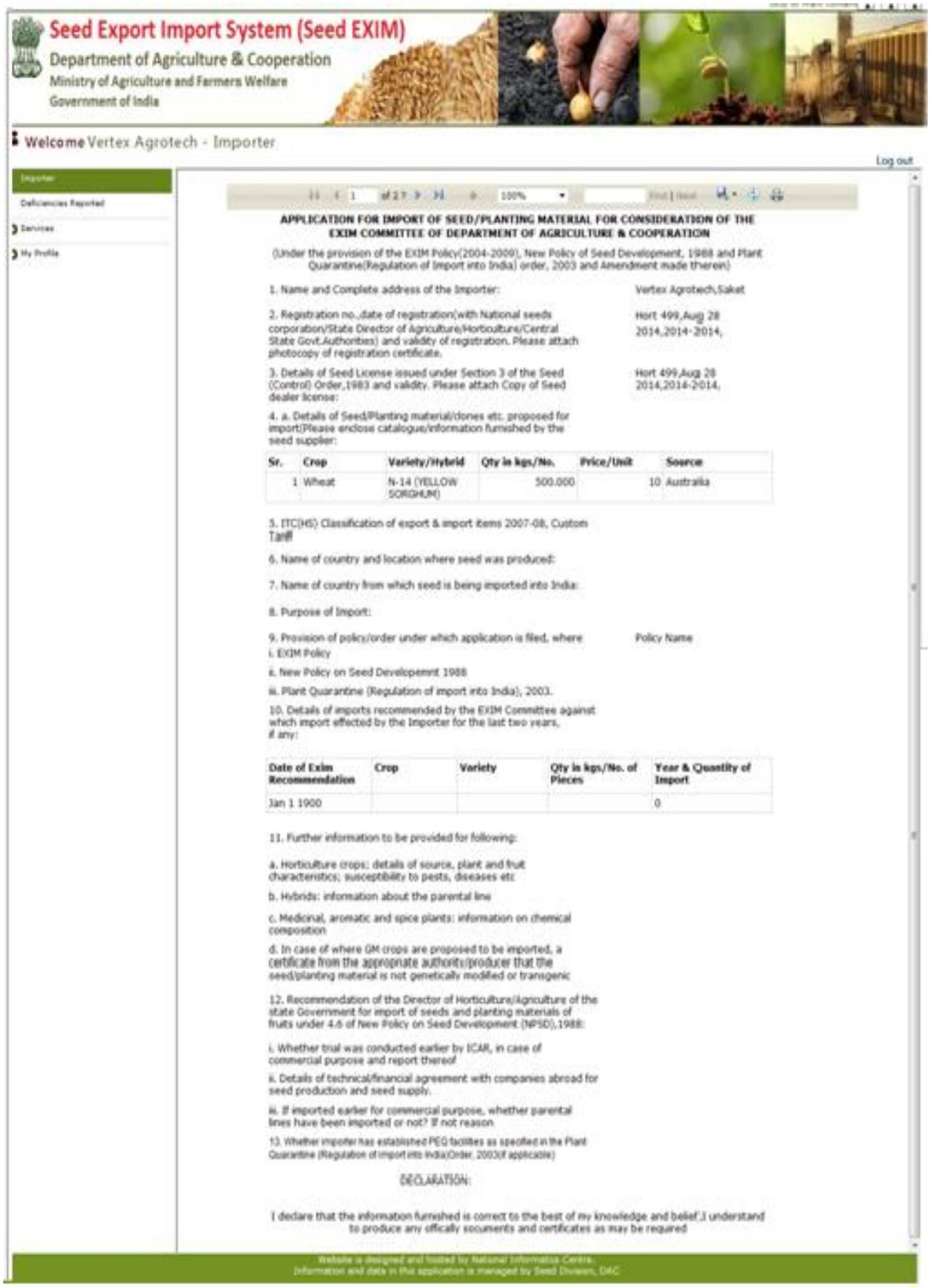
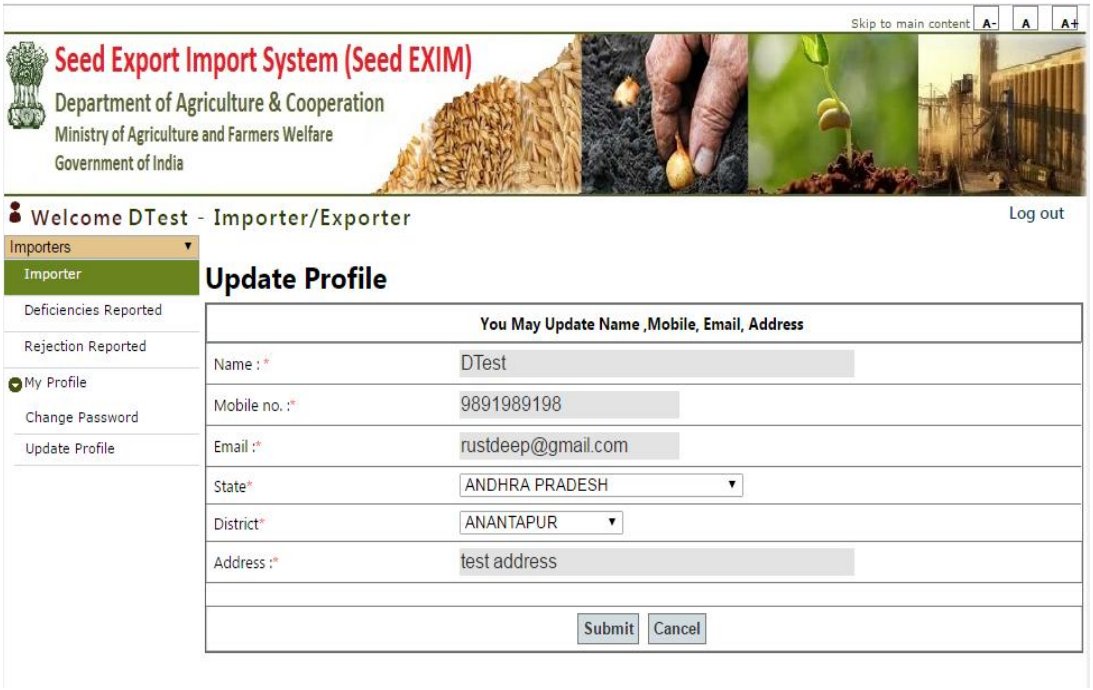


Figure -7 (View Application)

2.5 Importer's – 'Update Profile'

Importer can see and update his/her Profile details as screen shown below.



3 For Exporter

1. Enter your login and password as explained above.
3. Click "Login" button to Login into the system.
4. Welcome screen will be displayed as shown in Figure – 8



Figure – 8

3.1 Exporter's Form 'New'

1. After clicking on 'New', screen will be displayed as shown in Figure – 9.

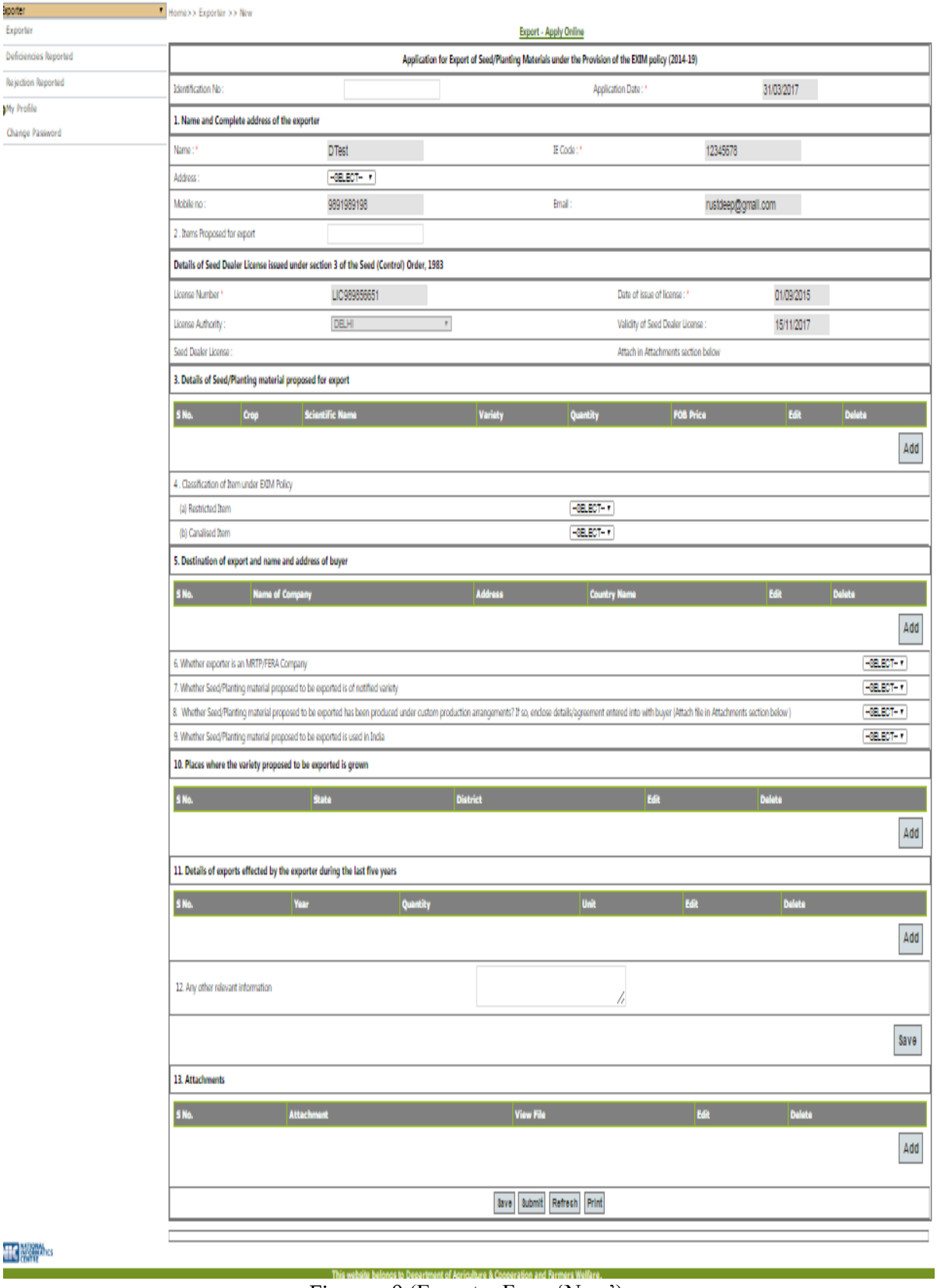


Figure – 9 (Exporter Form 'New')

3.2 Exporter Form 'Saved'

1. User can save the form and can later submit it.
2. Saved forms will be displayed after clicking on 'Saved' button as shown in Figure -10.
3. User can edit the form before submitting.

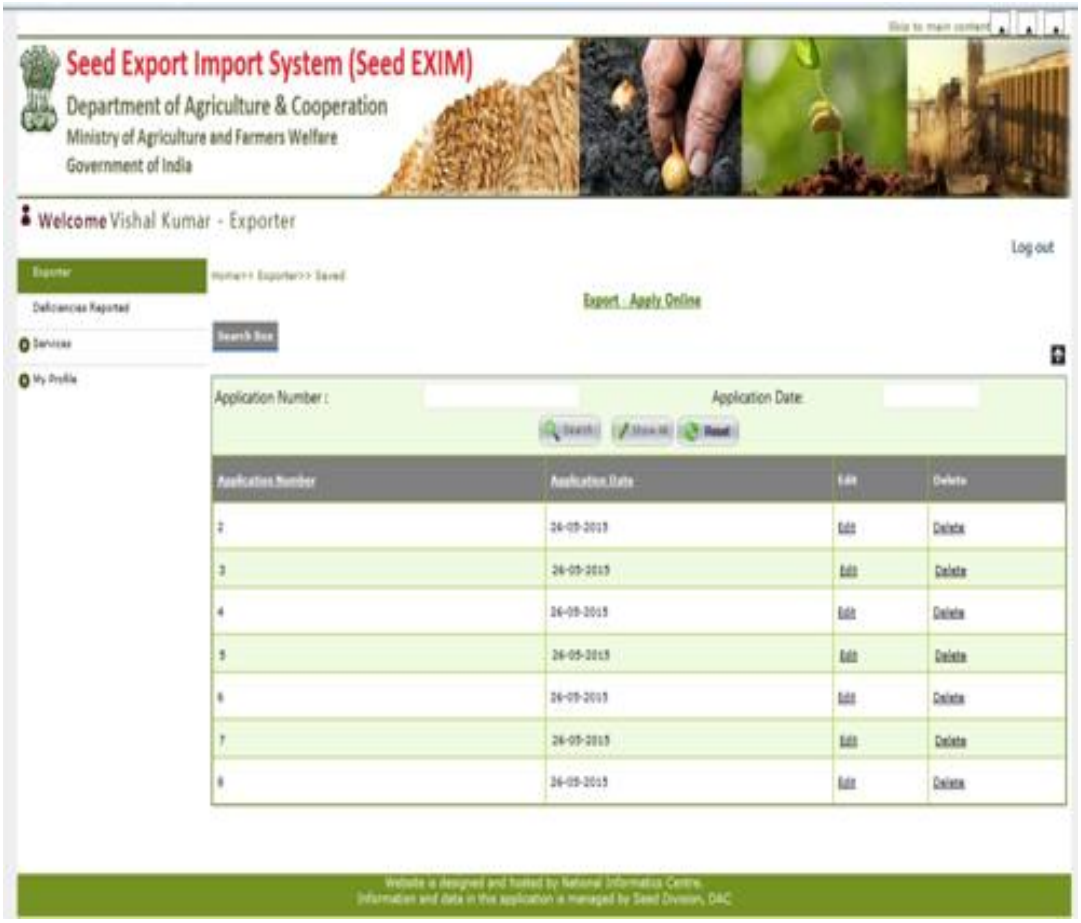


Figure – 10 (Exporter Form 'Saved')

4. After pressing 'Edit', screen will be displayed as shown in Figure – 11

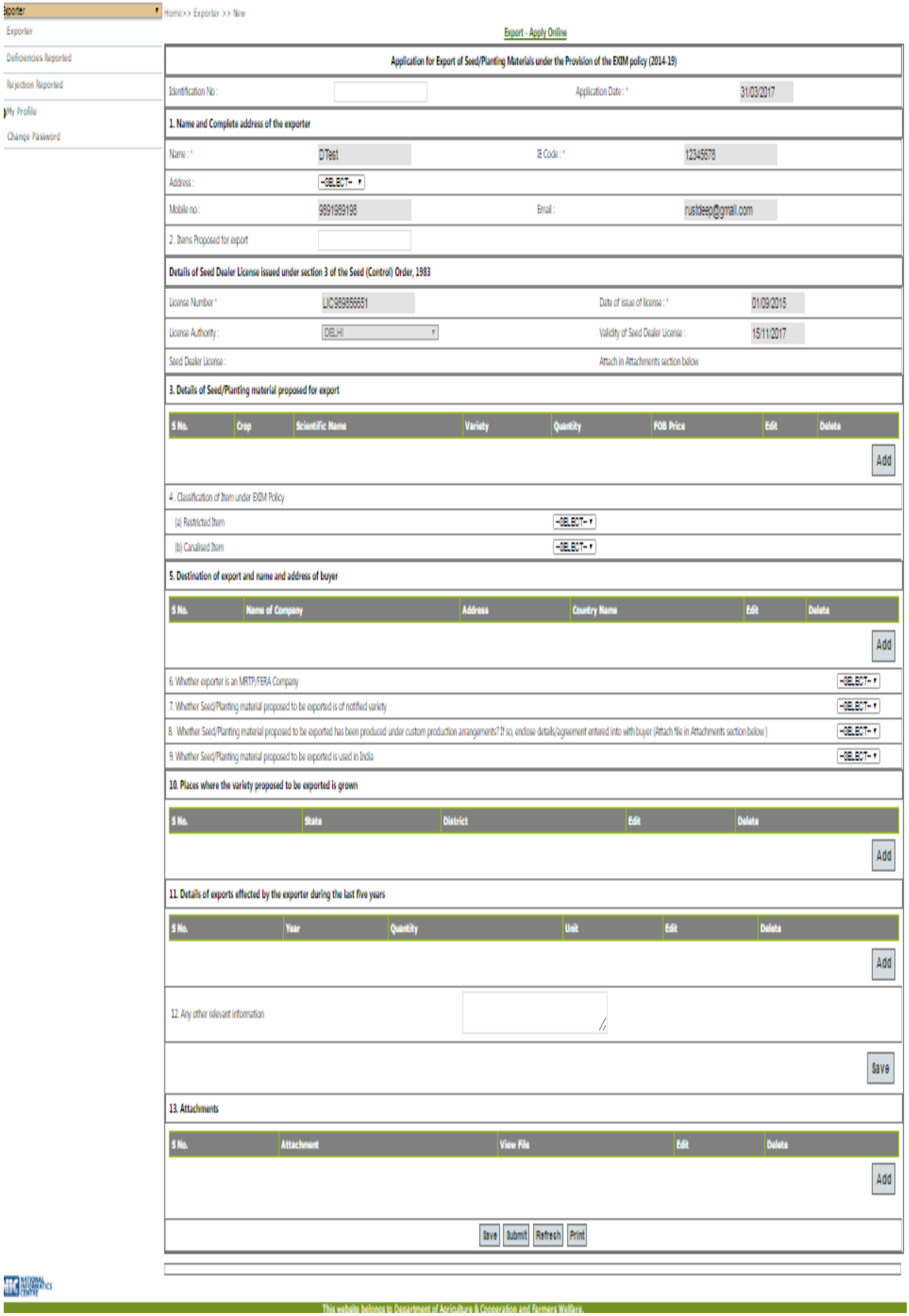


Figure – 11 (Exporter Form)

3.3 Exporter's Form – 'Submitted'

1. Exporter can see the details of submitted forms after pressing 'Submitted' as shown in Figure-12. Once submitted, he will not be able to change the details.
2. Exporter can view the application by pressing 'View Application' link as shown in Figure – 13.
3. Exporter can also check the status of the application.

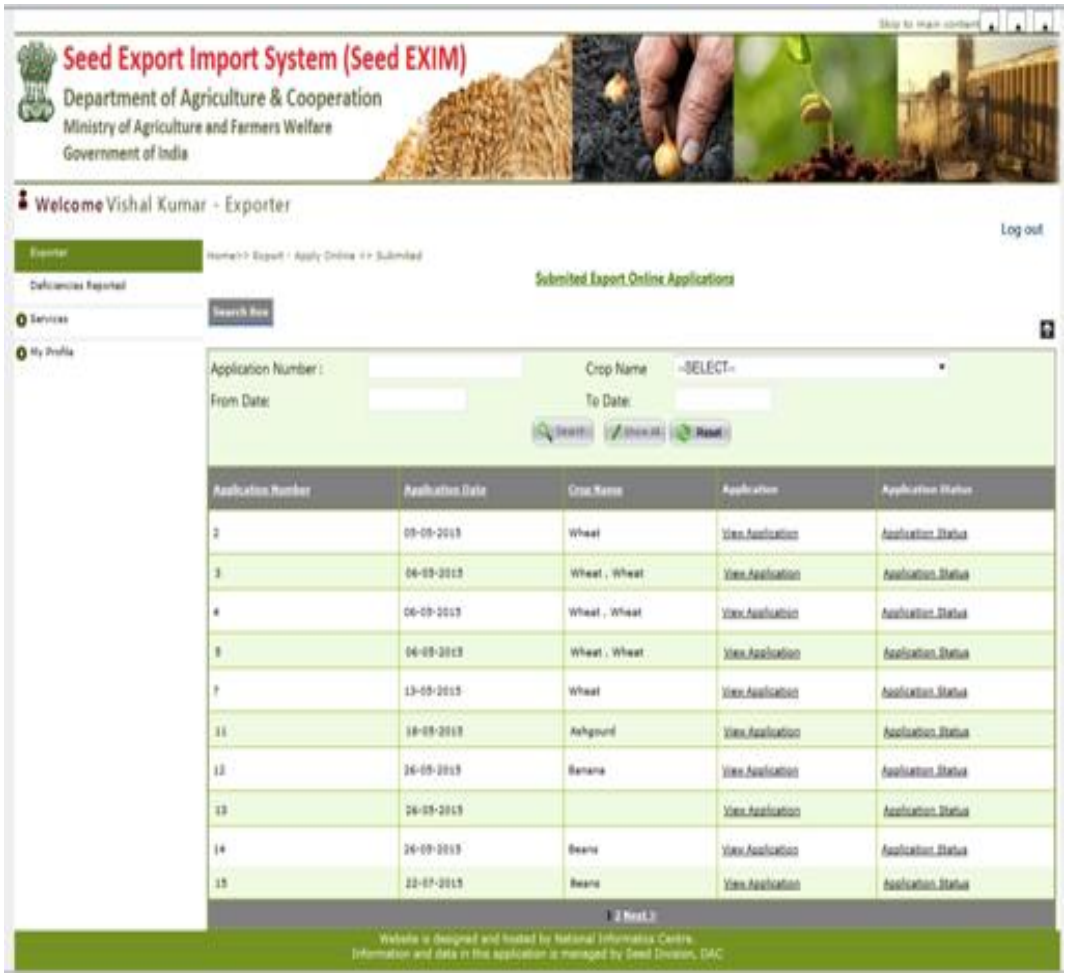


Figure -12 (Exporter Form – 'Submitted')

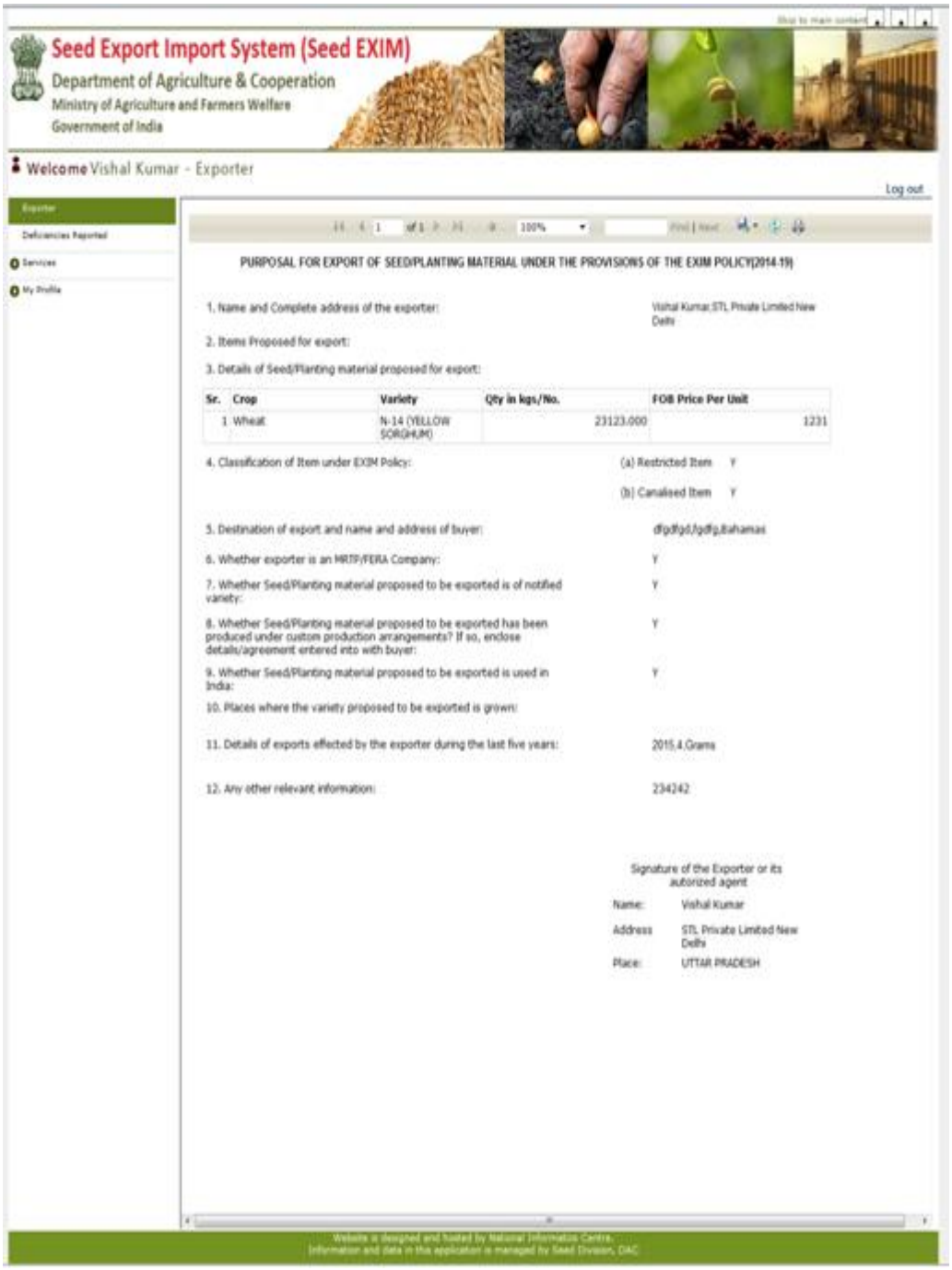


Figure -13
(View Application)

3.4 Deputy Commissioner

1. Applications received by importers and Exporters will be displayed in the grid as shown in Figure – 14.
2. Select the application and press 'Deficiency' link in case there is any deficiency found in the application, screen will be displayed as shown in Figure-15. Select the application and press 'Rejection' link in case there is any Rejection found in the application, screen will be displayed as below.

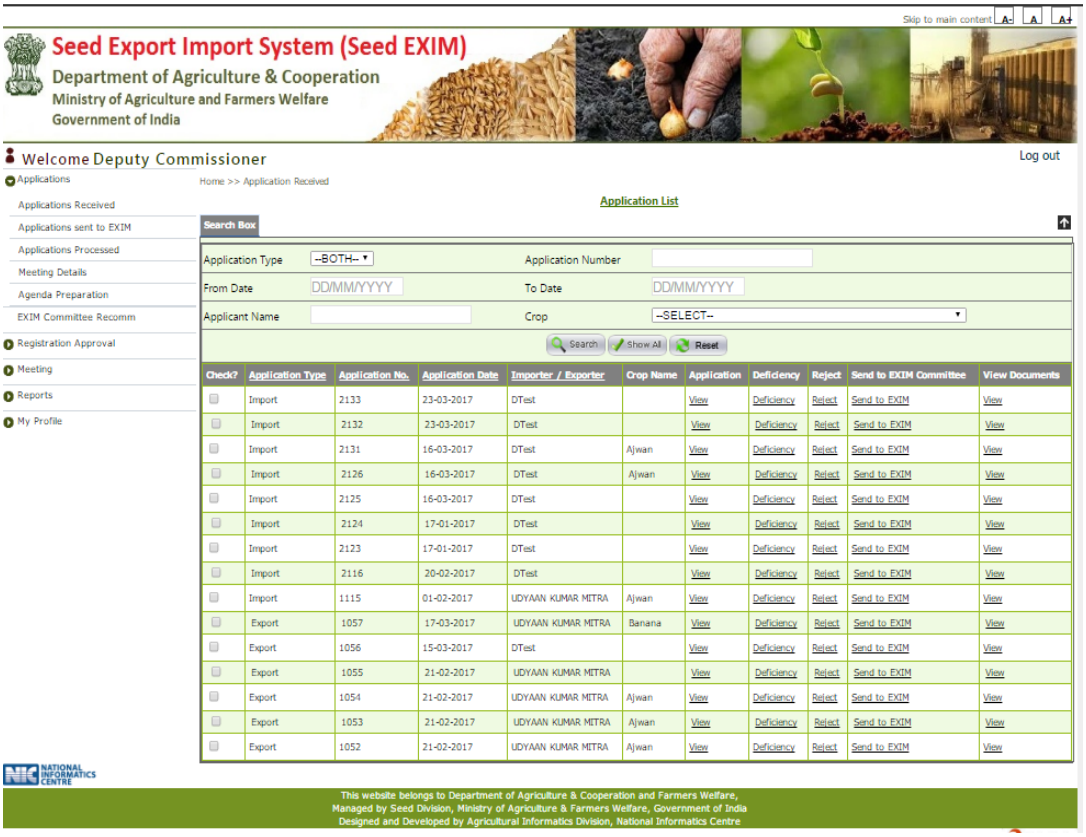


Figure -14

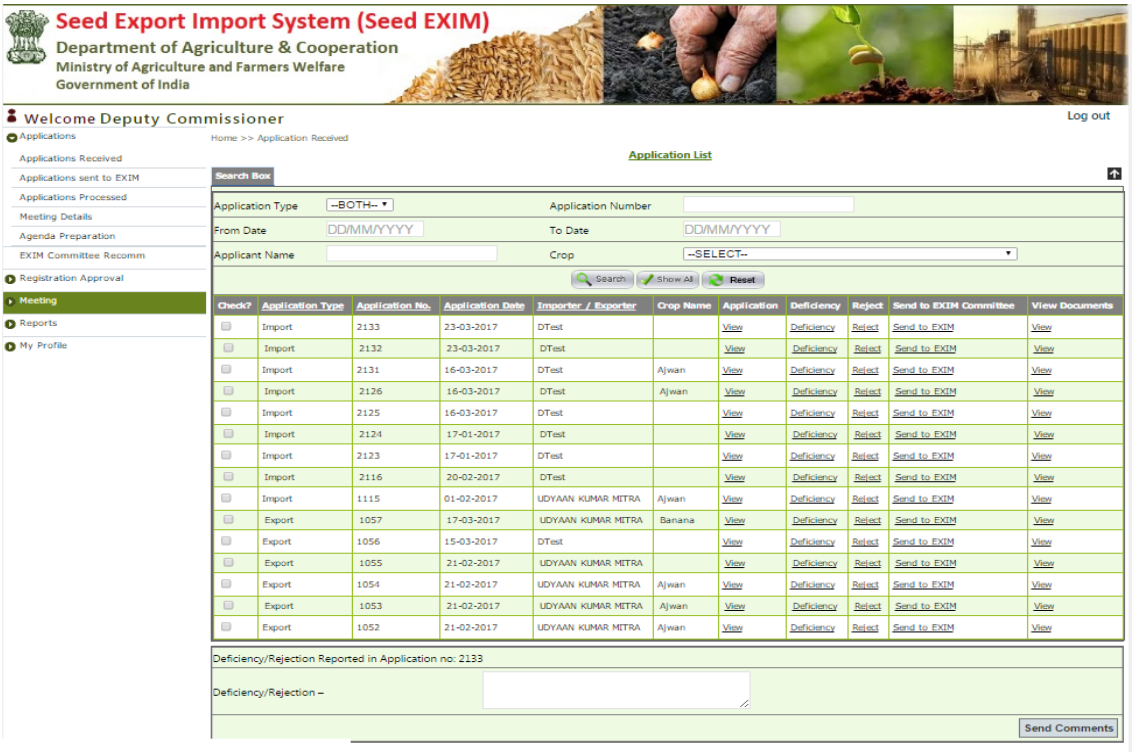


Figure -15

3. Deficiency/Rejection found can be entered in the box given as shown in Figure above and after pressing 'Send Deficiency to Applicant' button, application will be sent back to Importer/Exporter.
4. To reject the particular application press 'Reject' link.
5. In case there is no deficiency in the application then after selecting the application and pressing the link 'Send to EXIM', selected applications will be sent to EXIM committee members.
6. After selecting 'Applications Sent to EXIM', list will be displayed as shown in Figure-16.

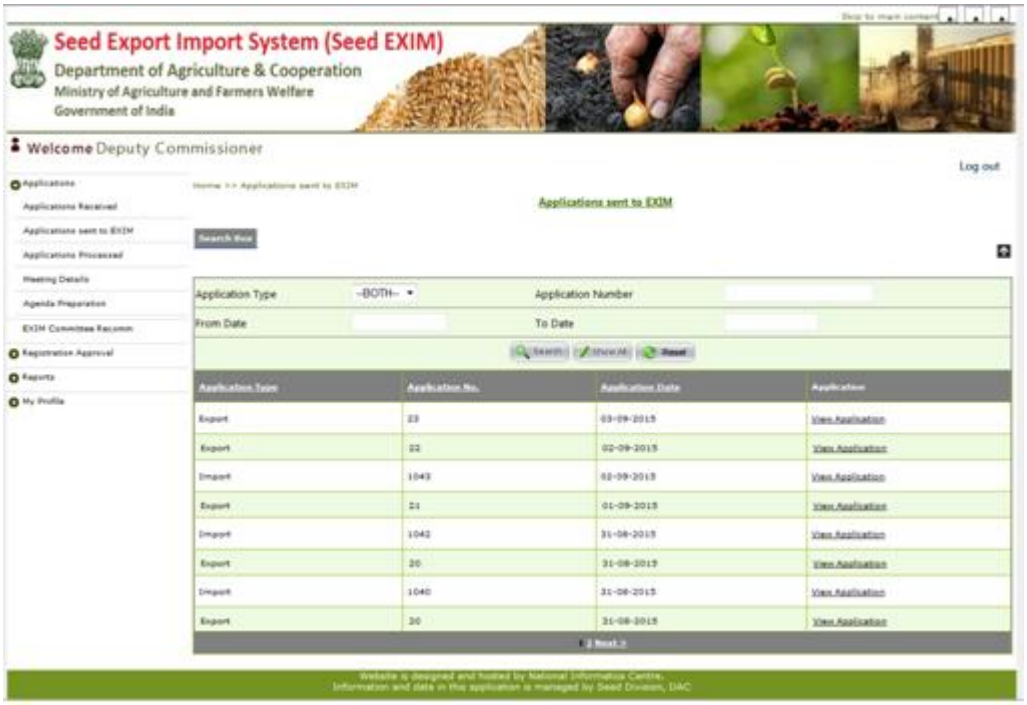


Figure -16

7. After pressing 'Application Processed', all the applications processed so far will be displayed as shown in Figure – 17.

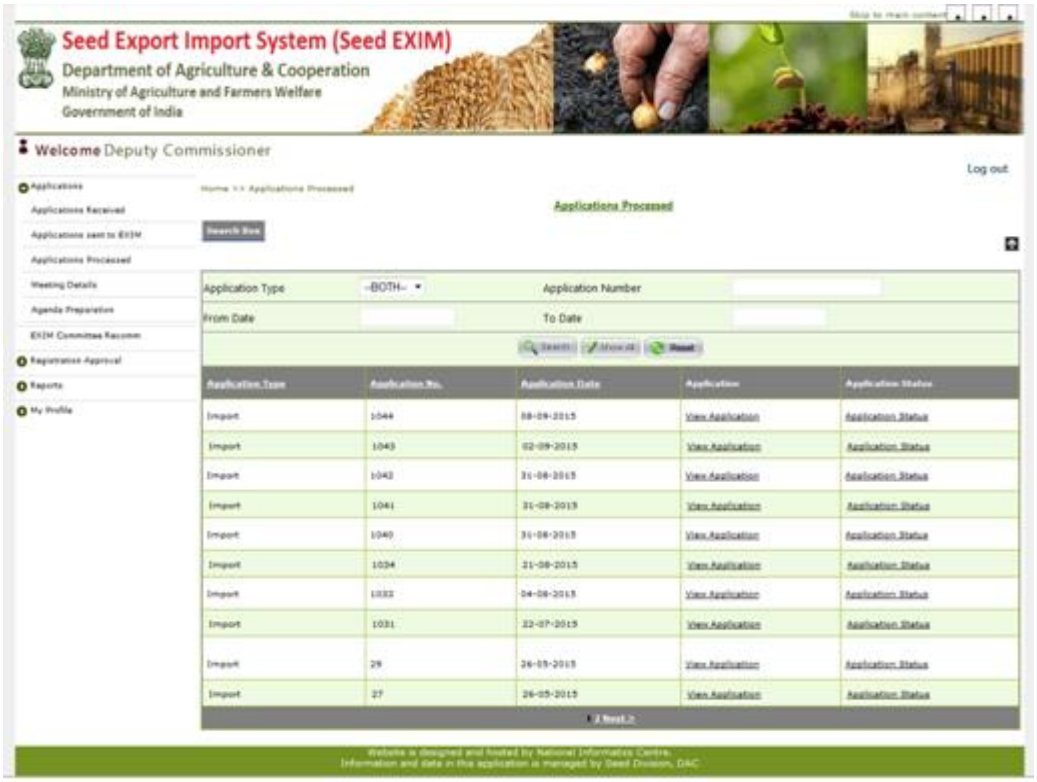


Figure -17

8. After pressing 'Meeting Details' link, details of the meetings conducted so far will be displayed in the grid and details of the meetings to be conducted in future can be entered as shown below in Figure -18.

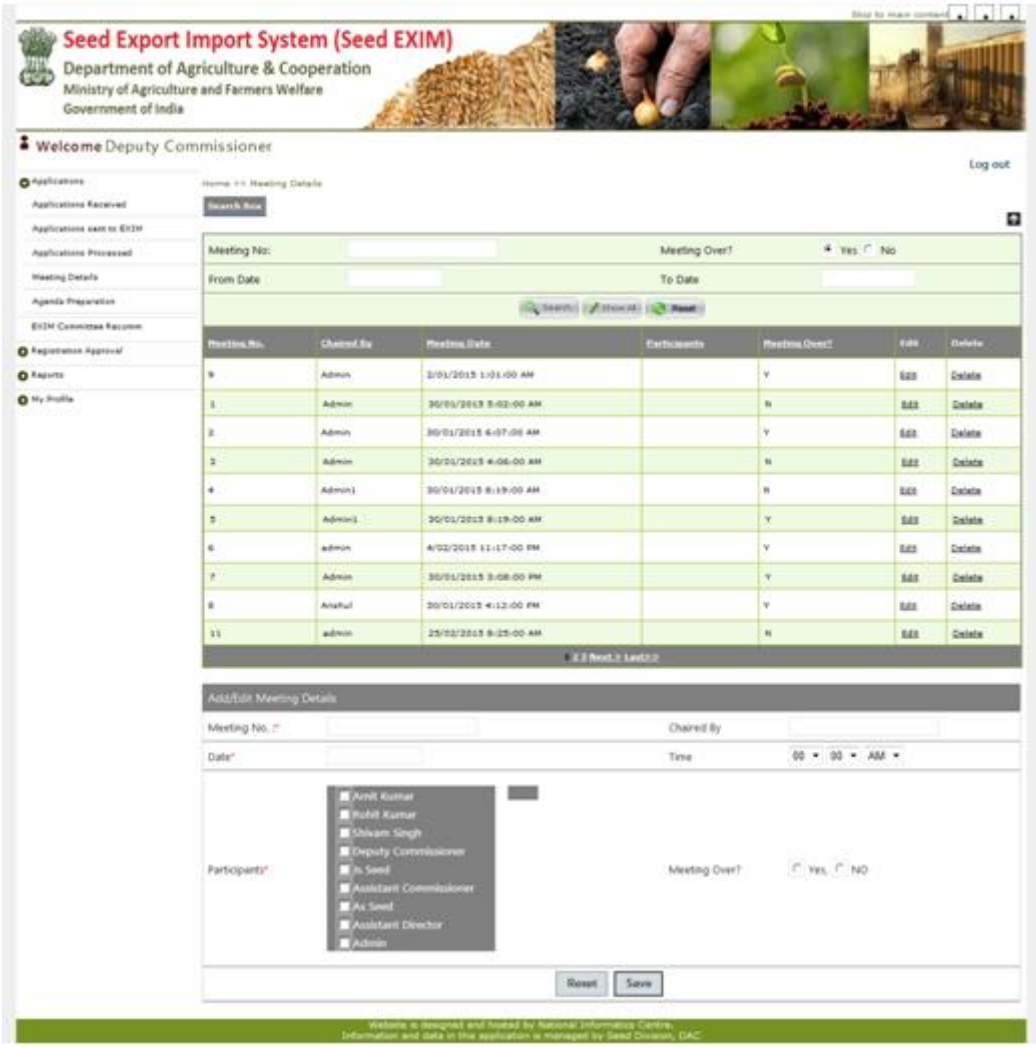


Figure -18

9. After pressing 'Agenda Preparation' link, applications with EXIM committee members comments will be displayed in the grid as shown in Figure - 19. Selected applications will be considered in the particular meeting giving meeting no. (Date will be automatically displayed) and pressing 'Include selected applications in the Agenda' button.

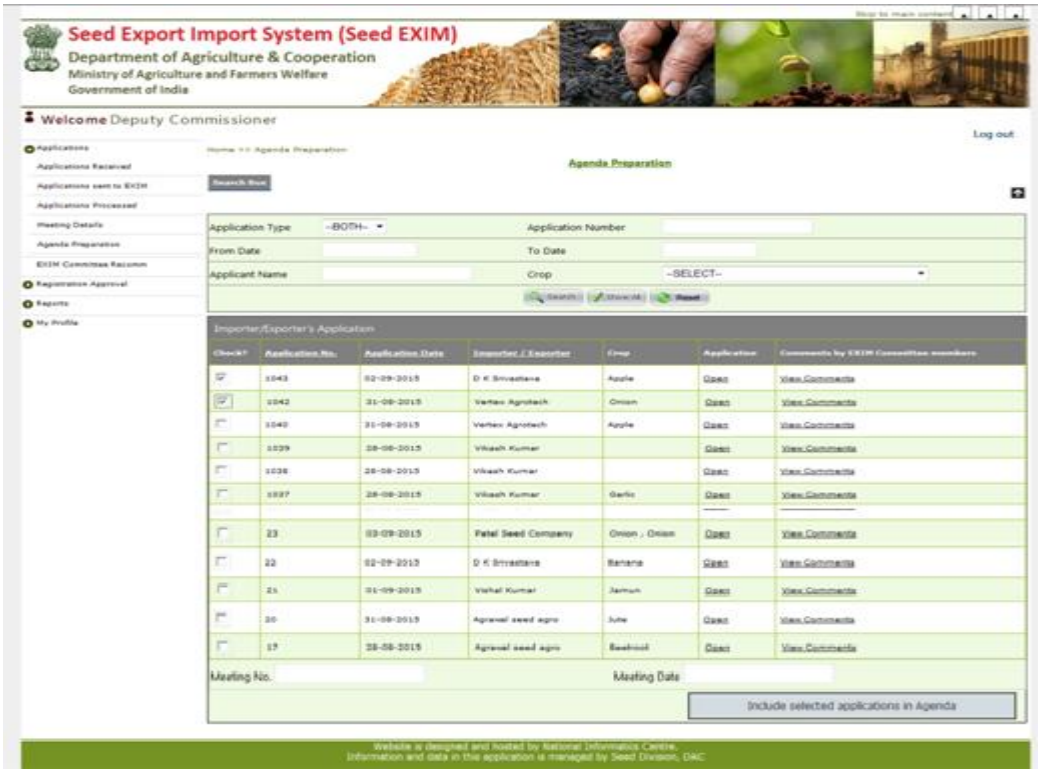


Figure – 19

10. After pressing 'EXIM Committee Recommendation' link, screen will be displayed as shown in Figure -20

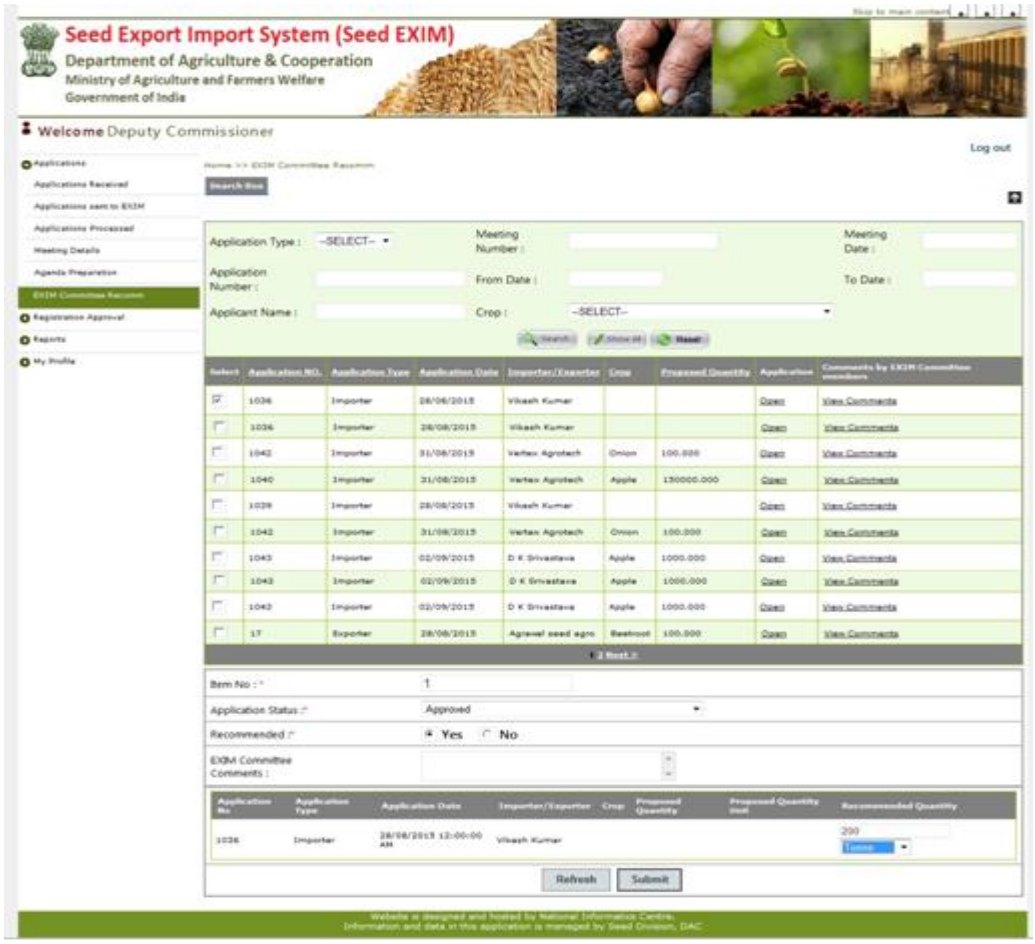


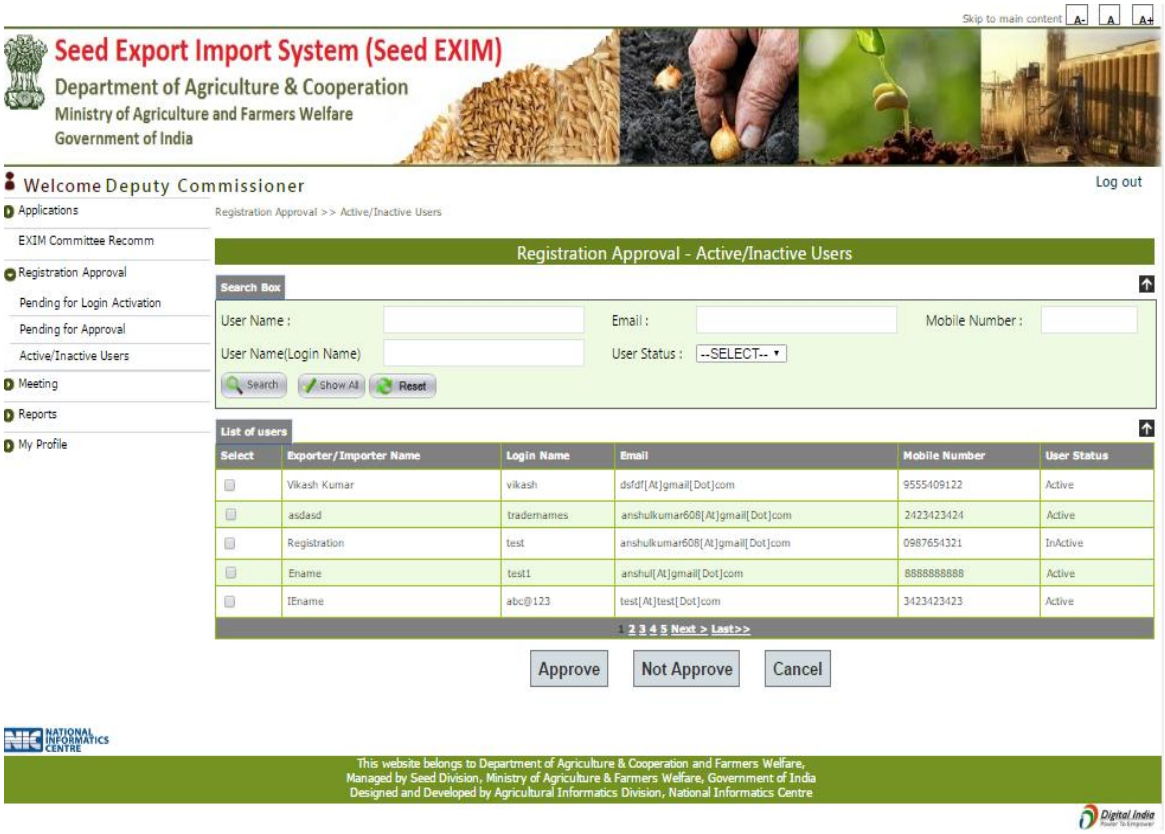
Figure – 20

11. Select the applications for final recommendation and enter item no, application status, EXIM committee comments, recommended quantity and submit the form as shown above.

****

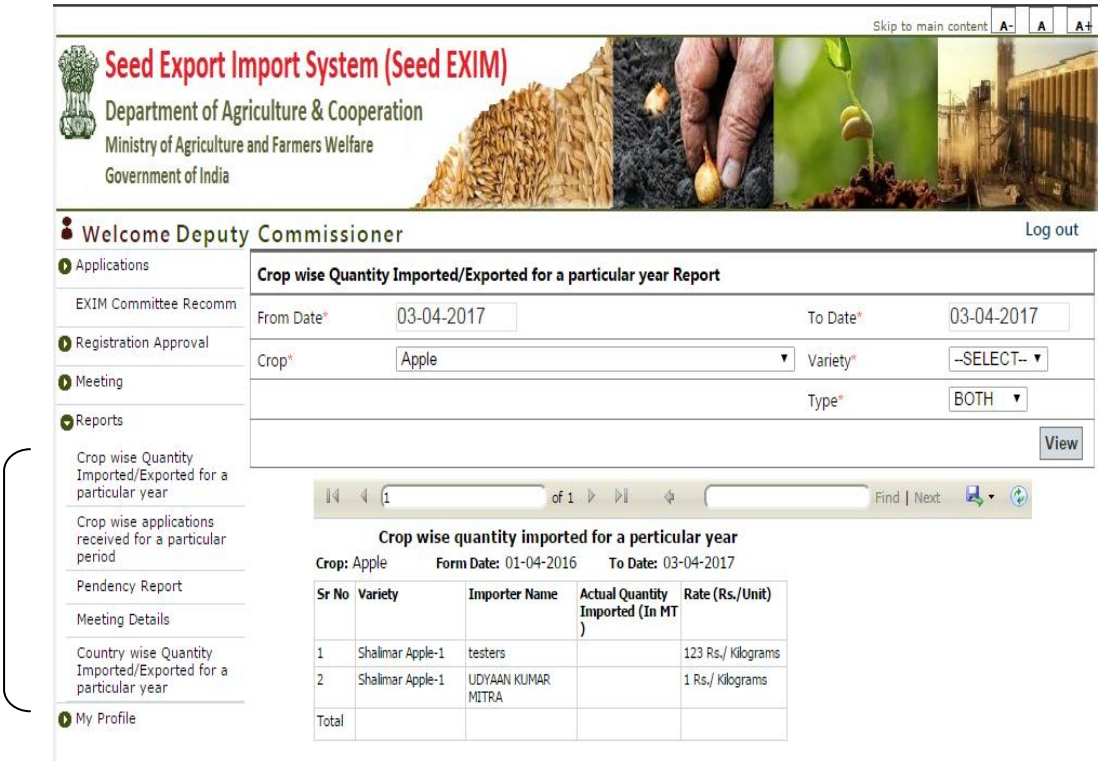
3.4.1 Registration Approval

1. After pressing 'Registration Approval' link, pending requests as well as active/inactive user list will be displayed accordingly as shown in Figure



3.4.2 Reports

After pressing link 'Reports', all the reports will be displayed. Click the link to see the report accordingly. For example, click link 'Pendency report', report will be displayed as shown in Figure –

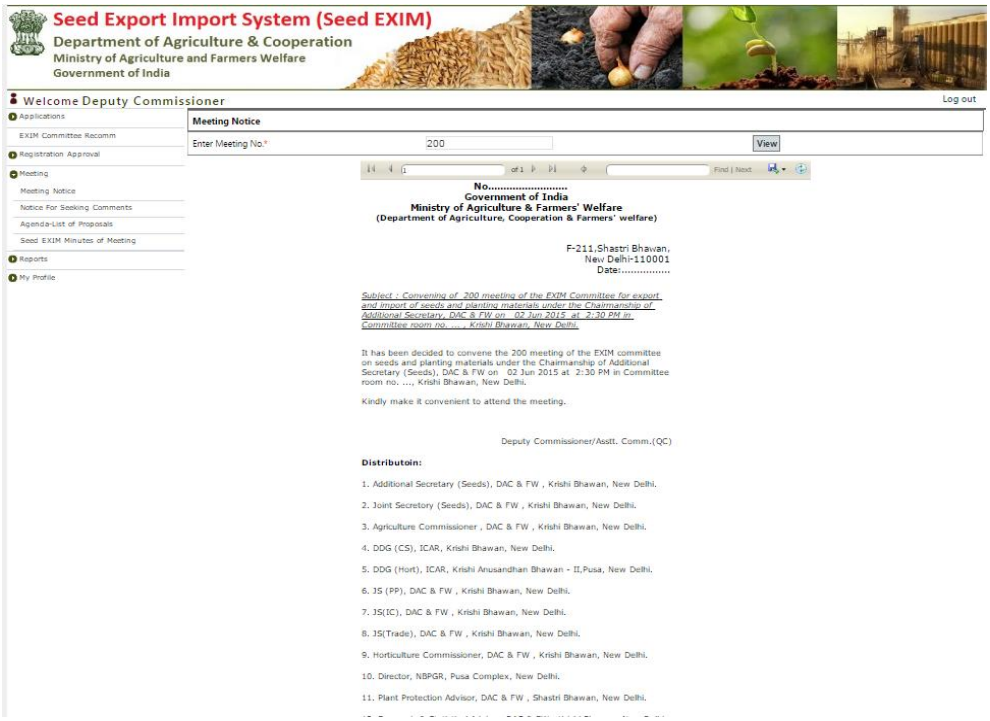


3.4.2 Meeting

Under this meeting tab following sub menu would be seen as mention below:-

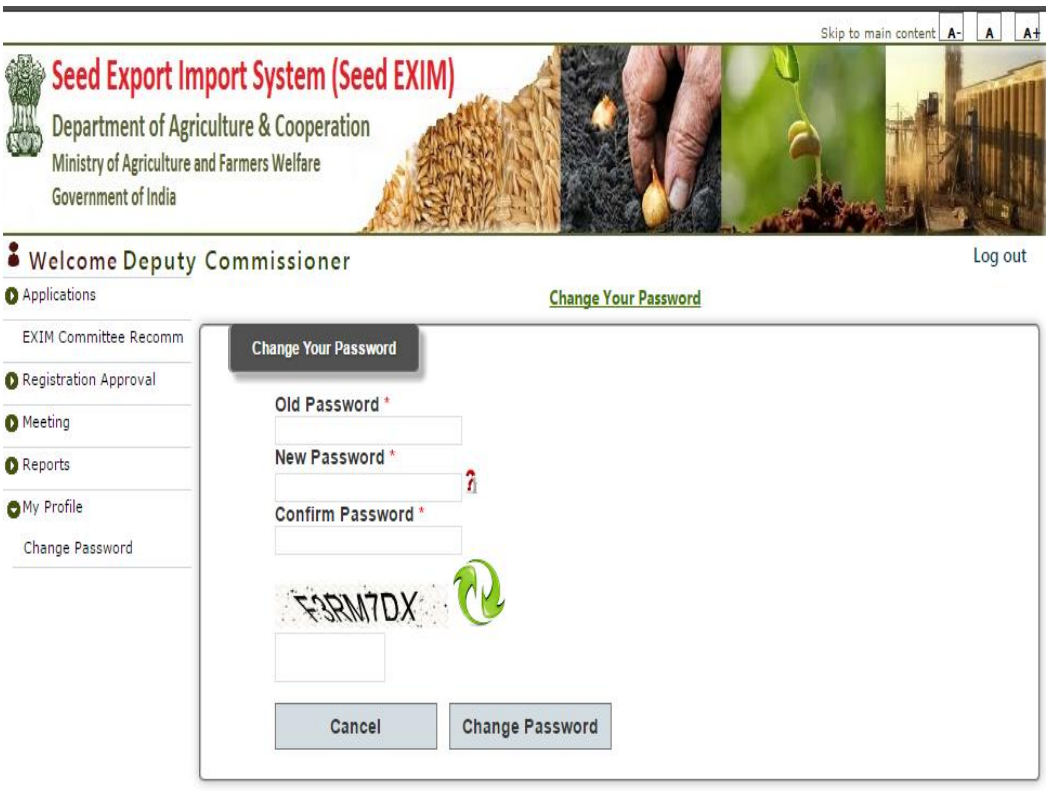


For example: - below attached is the screen of 'Meeting Notice'



3.4.4 My Profile

Under 'My Profile' link, user can change password.

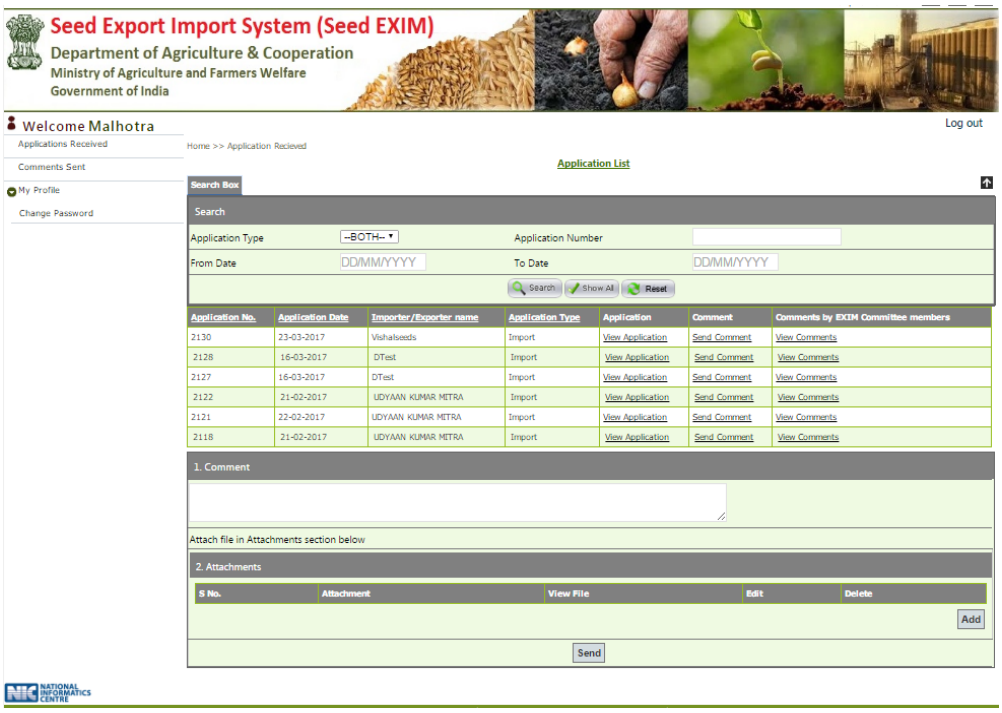


3.5 EXIM Committee Member

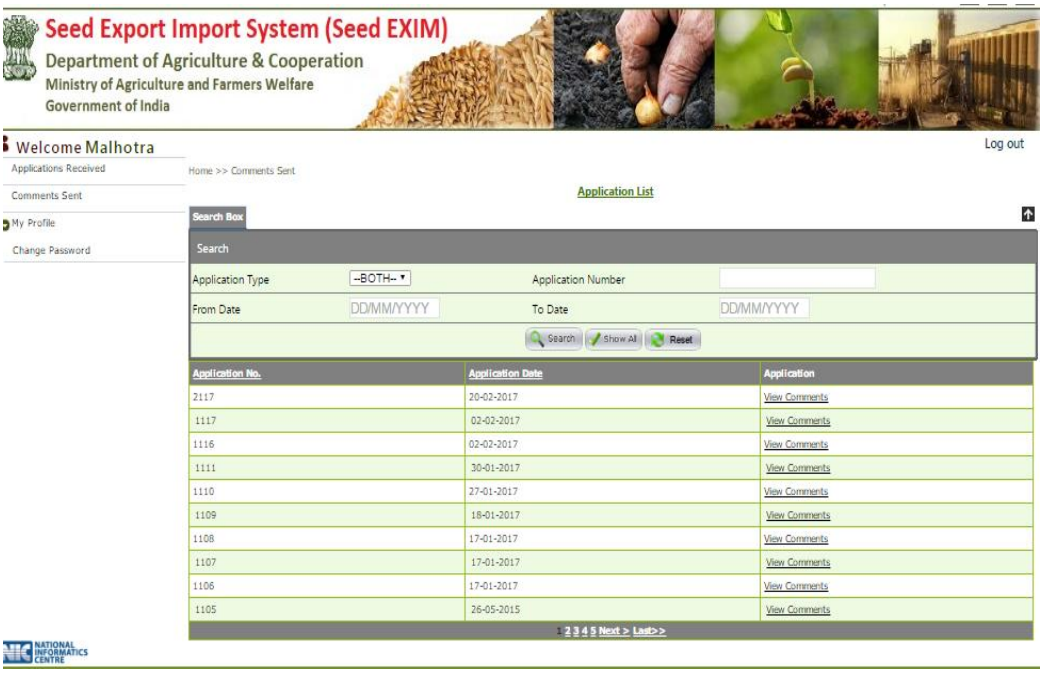
1. After login as a EXIM Committee member, screen will be displayed as shown in Figure –



2. After clicking 'Send Comments', screen will be displayed as shown in Figure –



3. EXIM committee member will type the comments in the box as shown above and can send after pressing 'Send' button.
4. In support of Comments you may also attachment document with comments
5. EXIM committee member can also see his comments after pressing 'View Comments'.
6. EXIM committee member can see the comments of all the applications by clicking 'Comments Sent' link from the menu. The screen will be displayed as shown in Figure-



7. 'View Document' show the document attached with the comments as shown in figure below:-

