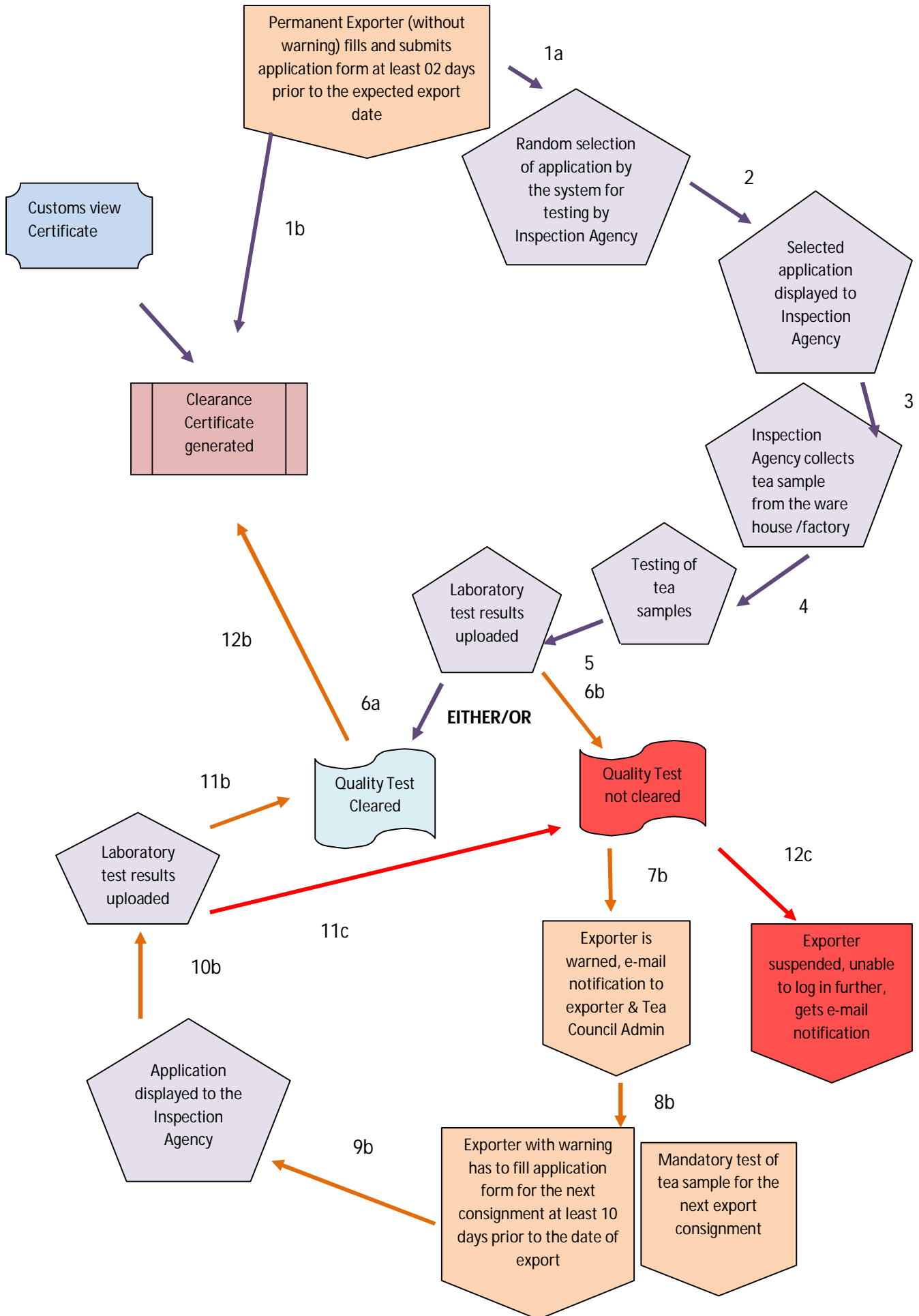
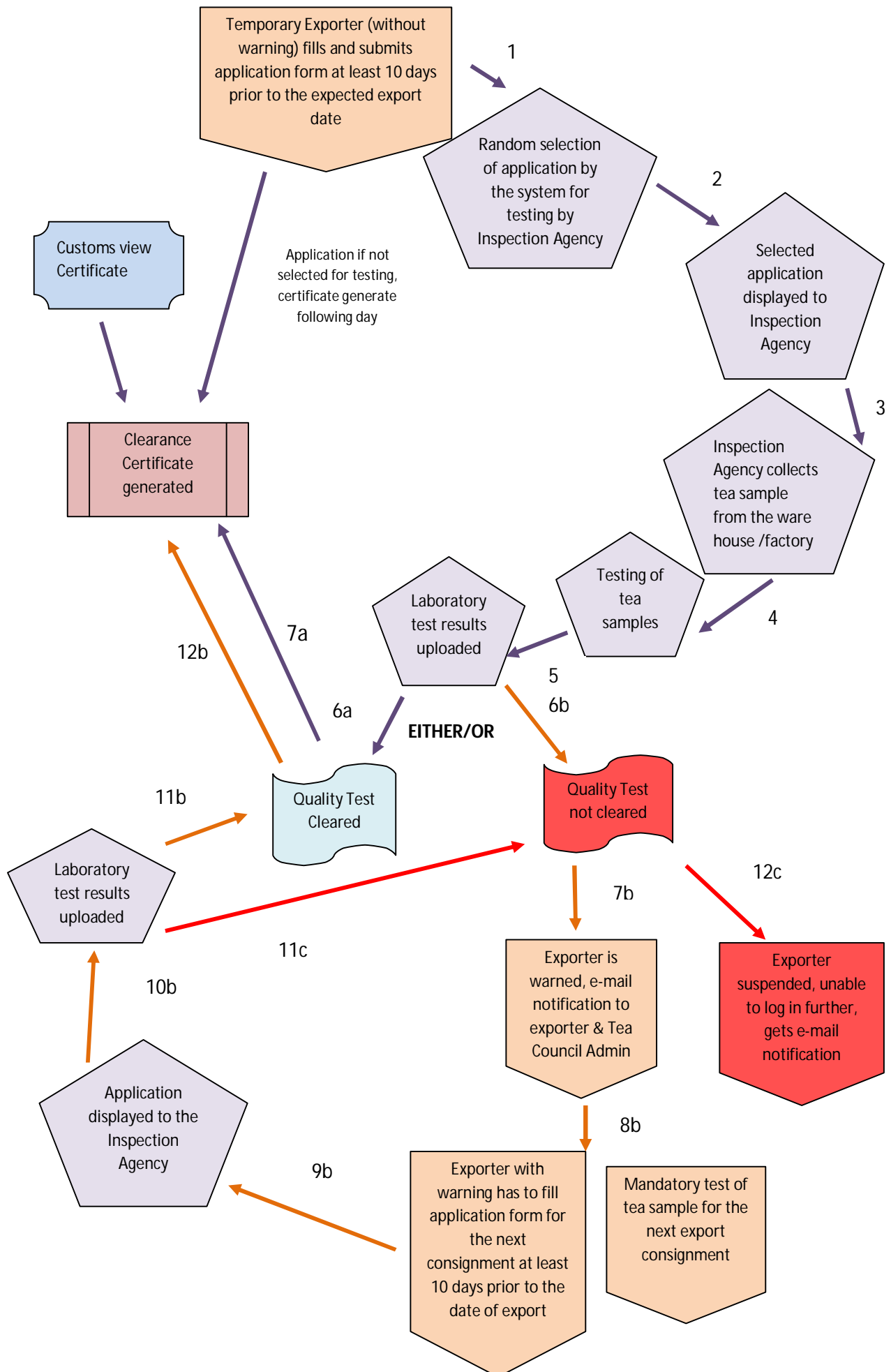


## Flow Chart showing work flow of Tea Council for a Permanent Exporter



## Flow Chart showing work flow of Tea Council for a Temporary Exporter



## Flow Chart of filling application form before export by the Exporter without warning

Open [www.teaauction.gov.in/teacouncil](http://www.teaauction.gov.in/teacouncil) in Internet browser

Log  
in  
Screen

Enter **User ID** (alphanumeric) and **Password** (alphanumeric, minimum 8 characters, at least an alphabet and a numeric)

Select **Role Type** from drop down as Exporter

Click **Log in**

**Home page** gets opened which shows the summary of the activities done by the exporter in the last 30 days

Click at **Application form**, the list of all applications submitted in last 30 days opens

Click to **Add** Button in application form list view

Application Form will appear

Enter- Invoice number, Proposed export date (Minimum 2/10 working days after the date of submitting the application), % of imported tea in the lot

Select from drop down-Port of shipment (the final port of shipment), Country of destination

Select bulk or packaged tea

Select from drop down the **warehouse/factory** name

Enter address of the warehouse/factory

Click **Add lot**

Enter- lot No. tea category, subcategory, HS code, grade, gross weight (Kg/Package), net weight (Kg/Package), No. of Packages, place of purchase

(The records entered, saved previously or whose consignment status is pending can be modified, except Invoice no. and Lot No)

Click **Save**

Click **Submit** after completing entering all lots

Click **Sign Out** to exit from the Tea Council

### **Important points to be remembered by an Exporter-**

1. The user ID and the initial Password will be provided by Tea Board.
2. Change password screen will appear after logging on to the web application for the first time and the new password is valid for 30days. In addition to this, one can change the password on clicking in to 'change password' in the right corner of 'Home Page'.
3. The permanent exporter without warning should upload information of the consignment at least 2 (two) days prior to the start of shipment.
4. The permanent exporter with warning and the temporary exporter should upload information at least 10 (ten) days prior to the start of shipment, so that the laboratory tests result is made available well before the shipment date.
5. While filling the application form the gross and the net weight of the tea to be exported will be auto calculated as the lot details are entered.
6. From the applications entered the system will select cases randomly. The tea samples of these consignments will undergo tests on the FSSAI parameters by Tea Board approved Inspection Agencies.
7. The exporter's personal details like Phone No. and E-mail ID can be modified by them by clicking on the **Personal details** (in Home Page) icon.
8. **Viewing of Records** - An exporter can view the following details after submission of the application-

a) **Application form-**

Open [www.teaauction.gov.in/teacouncil](http://www.teaauction.gov.in/teacouncil) in Internet browser → Log in to exporter role type with user ID and password → Homepage opens → Application form → Apply available filters → Refresh → List view → Click on the record, the application required to be printed → Maintenance view opens → Click on Print Application PDF Link at the bottom of the page → Viewer can see and print application.

b) **Certificate-**

Open [www.teaauction.gov.in/teacouncil](http://www.teaauction.gov.in/teacouncil) in Internet browser → Log in to exporter role type with User ID and Password → Home page opens → Application Form → Apply available filters → Refresh → List View → Certificate column Certificate if generated → Click on View → PDF Link will be opened → Viewer can open, save and print certificate.

- c) **Laboratory Reports uploaded by the Inspection Agency after Inspection-** Lab reports are viewable only for those records which are selected for Inspection and whose Inspection is completed by Inspection Agency (IA).

Open [www.teaauction.gov.in/teacouncil](http://www.teaauction.gov.in/teacouncil) in Internet browser → Log in to exporter role type with User ID and Password → Home page → Click Application form → Apply available filters → Refresh → Select required record → Maintenance → Inspection Agency Report Section → Click to PDF link → Viewer can view or print the laboratory report.

d) **Consignment status-**

Open [www.teaauction.gov.in/teacouncil](http://www.teaauction.gov.in/teacouncil) in Internet browser → Log in to exporter role type with User ID and Password → Home page → Click Application form → Apply date filter → Refresh → Consignment Status for last 30 days can be viewed.

The Date filter recognizes the date of proposed export date not the submission date. There will be five kinds of statuses of the consignment-pending, certificate generated, quality confirmed, quality non-confirmed, submitted.

e) **View and export record-**

Open [www.teaauction.gov.in/teacouncil](http://www.teaauction.gov.in/teacouncil) in Internet browser → Log in to exporter role type with User ID and Password → Home page → Click Application form → Apply available filters → Refresh → View records of last 30 days → Click on Export Icon (right to Refresh icon) → Save file to any location.

9. **Warning mail-** A system generated warning mail is sent to the user Mail ID in record when the consignment could not pass the laboratory test for the first time. A pop-up message will be displayed whenever user logs in to the system. Here the certificate will not be generated immediately and the exporter will be checked mandatorily and will have to wait till he gets the result of the lab test to get the clearance certificate.
10. **Suspension Mail-** A system generated Suspension mail is sent to the user registered e- Mail ID when consignment could not pass the laboratory test for the Second time consecutively. The user will be barred from further login into the system then and he will have to contact Tea Board/Council.

For user ID & Password, please get in touch with:

- Smt. Rajanigandha Seal Naskar  
Controller of Licensing  
Tea Board  
14, B.T.M. Sarani  
Kolkata-700001  
Contact No-+91-033-22355571, Extn-224  
Mobile-09674426310  
[E-Mail-cl@teaboard.gov.in](mailto:E-Mail-cl@teaboard.gov.in)

For any IT/support related issues the user may get in touch with:

- Mr. Viplab Awasthi  
NSEIT Ltd.  
Contact No-+91-022-40411590  
E-Mail-viplava@nseit.com