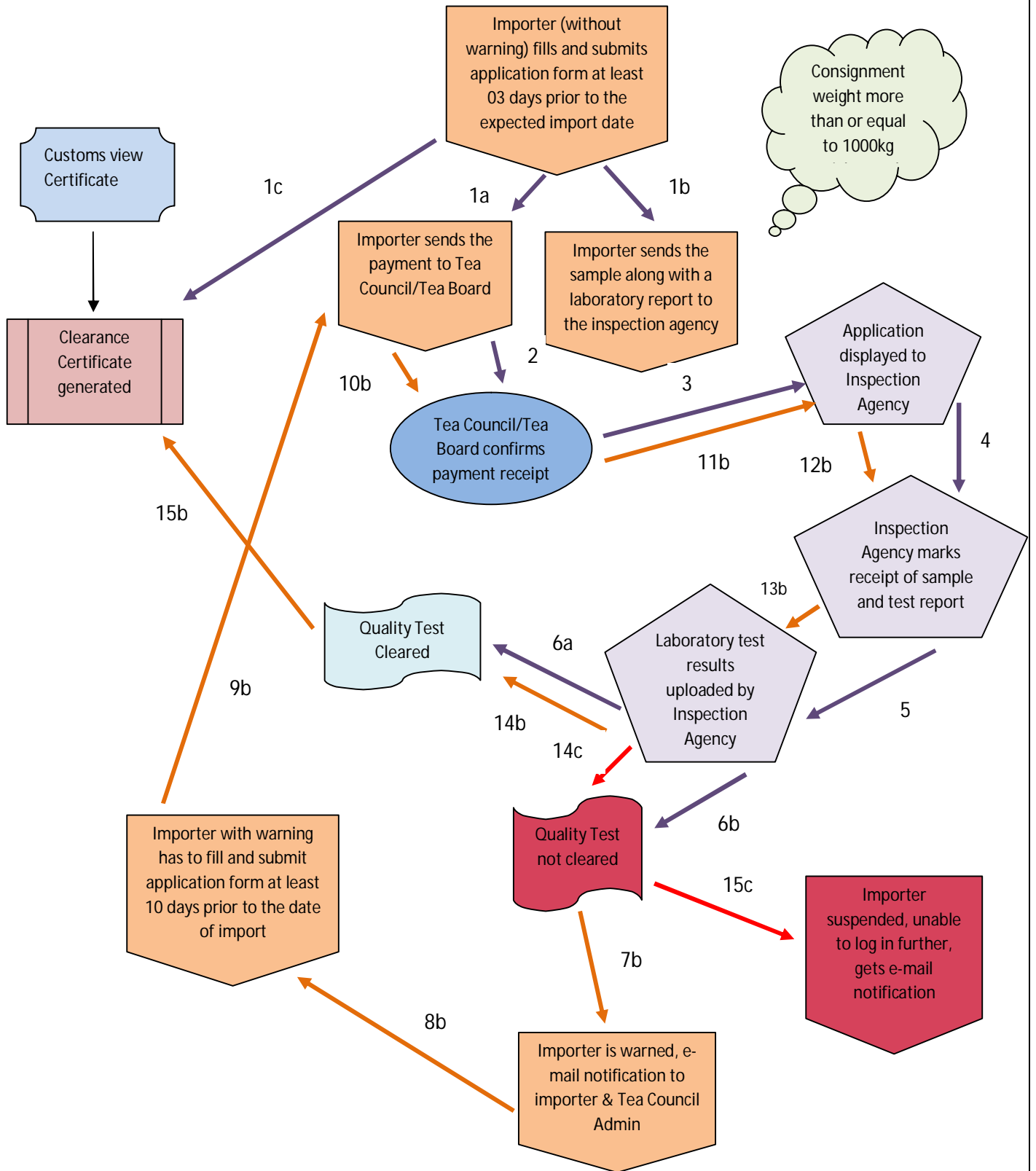


Flow Chart showing work flow of Tea Council for an Importer



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

Open 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 Importer

Click **Log in**

Home page gets opened which shows the summary of the activities done by the importer 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

In **Consignment Details** enter/select from drop down-Invoice Number, Expected date of arrival of consignment (Minimum 3 working days after the date of submitting the application), Port of arrival, Country of import, Country of origin, Purpose of import, Re-export quantity(kgs), Local use quantity(kgs), Bulk tea/package tea

Select from drop down the **ware house/factory** name and enter its address

Click **Add lot**

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

Click **Save**

Click **Add Sample**

Enter Category, Sample weight (gm), Reference no.

Click **Save**

In **Payment Details** select Mode of Payment, enter Bank name, Total Amount(Rs), RTGS Code and the Branch Name of the Bank

The **Laboratory reports** in files having extensions PDF and JPG/JPEG with a maximum size of 100KB can be uploaded (this is not mandatory)

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

Click **Save**

Click **Submit** after completing entering all lots

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

The salient features of the Tea Council portal to be remembered by an Importer-

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 importer without warning should upload information of the consignment at least 3 (three) days prior to the arrival of consignment.
4. The importer with warning should upload information of the consignment at least 10 (ten) days prior to the arrival of shipment, so that the laboratory report on the tested tea is made available well before the shipment date.
5. The importer is supposed to enter the sample details and payment details if the total net weight of the consignment is more than or equal to 1000kgs.
6. 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.
7. The importer is supposed to send 500gms of tea sample which is intended to import to the Inspection Agency for undergoing testing on the FSSAI parameters.
8. The importer has to send requisite fee to Tea Board, Kolkata for conducting the tests.
9. The importer'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.
10. **Viewing of Records-** An importer can view the following details after submission of the application-

a) Application form-

Open www.teaauction.gov.in/teacouncil in Internet browser → Log in to importer 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 in Internet browser → Log in to importer 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) Inspection Agency if allotted- Inspection Agency details are only visible if Application form is submitted previously and Total Net weight of the Consignment is greater than or equal to 1000 Kg.

Open www.teaauction.gov.in/teacouncil in Internet browser → Log in to importer role type with User ID and Password → Home page opens → Application Form → Apply available filters → Refresh → Select record →

Complete application in Maintenance View opens → Inspection Agency Details → Name and address of the Inspection Agency is displayed.

d) **Laboratory Reports uploaded by the Inspection Agency-**

Open 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.

e) **Consignment status-**

Open 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 import date not the submission date. There will be five kinds of statuses of the consignment-pending, certificate generated, quality confirmed, quality non-confirmed, submitted.

f) **View and export record-**

Open 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.

11. **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.

12. **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

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