



**Food Safety and Standards  
Authority of India**



## **Document Briefcase User Manual v1.0**



## **Document Briefcase**

Use: This is a section where permanent documents can be kept by the CHA/Importer and can be tagged with any NOC application.

Following 6 documents can be permanently kept in the briefcase. Since these documents are not consignment specific, these documents will be available for CHA/IMPORTER to select at the time of filing NOC application.

- *Narcotics Certificate*
- *Product Approval Certificate*
- *IE Code License*
- *FSSAI License*
- *Ministry of Agriculture Permit*
- *Ministry of Animal Husbandry permit*

### **Following questions will be answered in this document:**

- How to manage documents in a briefcase?
- How to Tag a document from Briefcase at the time of filing NOC Application?

## How to manage documents in a briefcase?

Menu Option: **CHA/IMPORTER** → **Profile** → **Document Briefcase**

Food Safety and Standards Authority of India  
Ministry of Health & Family Welfare  
Food Import Clearance System v3.0

Logged In As : M/S ALOK MEHRA [CHA]

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Custom House Agent's Home Page

Document Briefcase  
Custom House Agent's Profile Page

CURRENT STATISTICS

Total No. of New NOC Application(s) :	<b>04</b>	Total No. of Appointment Change Request(s) Sent :	<b>03</b>
Total No. of Application(s) Waiting for Payment :	<b>05</b>	Total No. of Application(s) With Discrepancies	<b>13</b>
Total No. of Application(s) Waiting for Clarification :	<b>00</b>	Total No. of Application(s) - For Payment (Re-Test Cases) :	<b>00</b>
Total No. of Appointment(s) to be acknowledged:	<b>05</b>	Total No. of Inactive Application(s) :	<b>00</b>

Home Page: You can view the summary of your documents with document type, files count and last updated date and time.

For each document type, you can maintain multiple versions indicated by **Files Count**.



# Food Safety and Standards Authority of India

Ministry of Health & Family Welfare



## Food Import Clearance System v3.0

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### Upload New Document

Select Document Type

Upload

### Document(s) Briefcase

Documents name	Files Count	Last Uploaded On	Action
FSSAI License	19	Apr 13 2013 1:54PM	<a href="#">View Document</a>
Product Approval	18	Apr 13 2013 1:37PM	<a href="#">View Document</a>
Import License (DGFT)	18	Apr 13 2013 1:37PM	<a href="#">View Document</a>
Ministry of Agriculture Permit	11	Apr 13 2013 1:38PM	<a href="#">View Document</a>
Ministry of Animal Husbandry Permit	5	Apr 13 2013 1:37PM	<a href="#">View Document</a>
Narcotics certificate	2	Apr 10 2013 11:58AM	<a href="#">View Document</a>

Click on View document link against a document type to view all the versions with a date and time stamp as shown in picture on the next page.



## Food Safety and Standards Authority of India

Ministry of Health & Family Welfare

### Food Import Clearance System v3.0



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Application Process Page

Search Document

Enter IE CODE

Document Details

SLNo.	Document Name	Importer	Uploaded On	Action
1	FSSAI License	JANE ALAM RAI [0209026570]	Apr 13 2013 1:54PM	<a href="#">View Document</a>
2	FSSAI License	JANE ALAM RAI [0209026570]	Apr 13 2013 1:37PM	<a href="#">View Document</a>
3	FSSAI License	SRP OIL PRIVATE LIMITED [0209028467]	Apr 12 2013 8:41PM	<a href="#">View Document</a>
4	FSSAI License	BADRI SINGH VINIMAY PRIVATE LIMITED [0209023775]	Apr 12 2013 6:46PM	<a href="#">View Document</a>
5	FSSAI License	SRP OIL PRIVATE LIMITED [0209028467]	Apr 12 2013 4:11PM	<a href="#">View Document</a>
6	FSSAI License	STAP AFRICA LTD [0210004517]	Apr 12 2013 11:26AM	<a href="#">View Document</a>
7	FSSAI License	FOOD XPRESS [0210015144]	Apr 11 2013 9:39PM	<a href="#">View Document</a>
8	FSSAI License	JASKO EXIM PRIVATE LIMITED [0211005509]	Apr 7 2013 12:50PM	<a href="#">View Document</a>
9	FSSAI License	BASU SEAFOOD PRIVATE LIMITED [0212001744]	Apr 7 2013 12:31PM	<a href="#">View Document</a>
10	FSSAI License	VIVEK AGARWAL [0209020687]	Apr 7 2013 11:48AM	<a href="#">View Document</a>

1 2

On the above page, in the bottom section you will see the below screen: You can upload more versions of the document from this section by entering the relevant fields and finally uploading the document.

Upload New

Enter IE Code	<input style="width: 95%;" type="text"/>	Importer Name	<input style="width: 95%;" type="text"/>
Document Valid From	<input style="width: 95%;" type="text"/>	Document Valid Till	<input style="width: 95%;" type="text"/>
Attach Document	<input type="button" value="Choose File"/> No file chosen		

## How to Tag a document from Briefcase at the time of filing NOC Application?

While filing the application, on the second page of the application, you will see an option **Select Document from Briefcase**. Click on the link.



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Home New NOC Application Appointment(s) & Payment(s) Discrepancies & Clarification(s) Profile NOCs Re-Test History Logout

Application Process Page

Documents	View	Attachment(s)
Import License (DGFT) (C) <a href="#">Select Document from Briefcase</a>	Document Not Uploaded	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach"/>
Livestock import permit (N)	Document Not Uploaded	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach"/>
Ministry of Agriculture Permit (C) <a href="#">Select Document from Briefcase</a>	Document Not Uploaded	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach"/>
Ministry of Animal Husbandry Permit (C) <a href="#">Select Document from Briefcase</a>	Document Not Uploaded	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach"/>
Invoice / packing list (N)	Document Not Uploaded	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach"/>
Packing List (N)	Document Not Uploaded	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach"/>
Country Of Origin Certificate (N)*	Document Not Uploaded	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach"/>
Certificate Of Analysis From Country Of Origin (N)	Document Not Uploaded	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach"/>
Narcotics certificate (C)	Document Not Uploaded	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach"/>
Stuffing list – in the case of multiple food items packed in a single container (N)	Document Not Uploaded	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach"/>
Radio Activity Report (N)	Document Not Uploaded	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach"/>

You will see a pop up screen displaying all the versions of the document that have been uploaded in briefcase till date with date and time stamp.

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Document Details

SLNo.	Document Name	Uploaded On	Importer	Action
1	FSSAI License	Apr 13 2013 1:54PM	JANE ALAM RAI [0209026570]	View   <a href="#">Attach</a>
2	FSSAI License	Apr 13 2013 1:37PM	JANE ALAM RAI [0209026570]	View   <a href="#">Remove</a>

Document Not Uploaded  No file chosen

Click on Attach link to attach the relevant version of the document with the application.