

Food Safety and Standards



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

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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*.

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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.

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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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