SOP FOR IDM PORTAL REGISTRATION



1. <u>Introduction</u>. MoD / DDP has created India Defence Mart (IDM), a web based portal for mapping all the Indian defence Manufacturers / Vendors and their products. An idea was conceived to design and develop a new Portal "INDIA DEFENCE MART" by MoD/ DDP with web URL (https://www.idm.gov.in) in association with DPIT and Directorate of Standardisation (DoS) to facilitate Defence Manufacturers with Single point Vendor Registration along with allotment of unique Vendor identification Code (NCAGE) and facilitating to showcase their products with NSN (NATO Stock Number) on the website. This portal also facilitates the defence manufacturers to request for capacity assessments/verification by nearest QA Agencies/DPSUs in respective zone and endorse for NCAGE+ Certification for issue of RAKSHA UDYAMI NUMBER (RUN) Certificate.

2. <u>Existing Procedure for Vendor Assessment</u>. Each of the defence organisation viz DGQA, DGAQA, DGNAI, DPSUs and DRDO have their own procedure for vendor registration based on technical assessment and qualification of vendor for specific products. However, since each organisation has unique method, the defence manufacturers are required to undergo multiple registration process with each of the organisation for the same product resulting in avoidable hardships and redundancy.

3. <u>Benefits</u>. The following are the benefits of the IDM to the defence manufacturers and the Defence User :-

(a) Single window for defence manufacturer mapped to their indigenous products on Global platform/arena.

(b) Single Source Product Information through IDM portal will also enhance the visibility and awareness of Indigenous products to all potential users. This will not only increases the MSME footprint but also drive manufacturers to be more innovative and focus on acquiring latest state-of-the-art technology with minimal foreign dependence.

(c) Registration of the Defence Manufacturers with NCAGE code and NSNs of their product will enhance Export potential in the international market through promulgation in the NATO Codification System for visibility to more than 63 member nations.

(d) Since registration through IDM goes through stringent company/product evaluation, this would lead to De-facto recognition of Defence Vendors by all stakeholders, obviating the need for re-registration or multiple registrations with different agencies for the same product.

(e) Manufacturer will have choice to select approving authority in any zone based on the end point of supply of product for ease of doing business.

(f) The NCAGE code is recognised by all Indian as well as International entities (order placing authorities/ QA agencies/ DPSUs or OEMs).

(g) The portal will have advantage towards preparation of Export promotion booklet by MoD/DIP by assessing the products along with manufacturer NCAGE code and NSN.

(h) Portal will assist all users/ services towards informed bidding process for specific product.

(j) The Indigenous Products can be easily chosen by MoD for promulgation of positive import list as and when required.

4. <u>On-boarding Procedure</u>. At the first instance, every defence manufacturer is required to onboard the IDM portal by accessing the web site and filling up the relevant data through a user driven menu. SO giving detailed procedure for on-boarding is placed at **Appendix 'A'**.

5. **Issue of Certificates – NCAGE and NCAGE + (RUN)**. Following certificates will be issued to the registered manufacturers/vendors as per the compliance achieved :-

(a) **NCAGE Certificate**. On completion of data entry, an option appears for issue of NCAGE Certificate through 'DOS' Icon. DoS will the process the NCAGE request and a Certificate will be issued through IDM Portal.

India Defence Mart	सत्यमेव जयते	BOVERNMENT OF INDIA MINISTRY OF DEFENCE DEPT. OF DEFENCE PRODUCTION
Name of Registered Firm :XXXX XXX XXX		India Defence Mart
	Na	ame of Registered Firm :XXXX XXX XXX
NCAGE Code : XXXXY	N	CAGE Code : XXXXY

(b) **NCAGE + Certificate (RUN)**. Manufacturers after issue of NCAGE certificate, if eligible for issue of NCAGE + (with Vendor Assessment from one of the DPSUs and QA Establishments), a **drop down option appears**. On choosing the applicable establishment, selected agency will verifiy and issue of NCAGE + Certificate.

सत्यमेव जयते		RUN GOVERN MINISTR DEPT. OF DEF		ertificate ENT OF INDIA OF DEFENCE NCE PRODUCTION	
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6. **Procedure for Uploading Product**. The INDIA DEFENCE MART PORTAL is a unique platform for all the Indian Defence Manufacturers to upload and showcase their products alongwith their unique id NCAGE Code, The codification Number (NSN – NATO STOCK NUMBER), Product features and QA Certificates with provisions for uploading the images of the product. The detailed procedure is placed at **Appendix 'B'**.

Appendix 'A'

STANDARD OPERATING PROCEDURE (SOP) TO ACCESS TO IDM PORTAL

1. A new Portal "<u>INDIA DEFENCE MART</u>" shall be developed under the Department of Defence Production in DDP website (<u>https://www.ddp.mod.gov.in</u>) by DPIT in association with Directorate of Standardisation to facilitate Product Registration by Manufacturers Gateway logo inside India Defence Mart (IDM) Portal or (<u>https://www.idm.gov.in</u>):-

2. Click on Registration Icon as shown below :-

	Guidelines & Notifications
- reliance in defense has been the convertione of India's defence production policy. The recent call for YATMA HIRBHAR FEMARAT ¹ has provided further impatus to evalus the reliance. Over the years, transparent and streamlined procurement procedures, production policies and Make in India' initiatives have provided significant stimulus to deal genous products. Indian Defence Industry, primarity catering to the needs of the amed forces. has evolved with diversified product rink and market. Propelled by the recent s a genous products. Indian Defence Industry, primarity catering to the needs of the amed forces. has evolved with diversified product rink and market. Propelled by the recent s uports. India is set to realize the potential as an emerging defence manufacturing hub. Presently the DPSUs, services and QA agencies are having independent manufacture reg sets leading to multiple registration by defence manufacture. Therefore, there is need to shift and formulate a standard vendors and products registration process for all or manufacturers and suppliers.	e goal of franceses guidation defence + SOP FOR ONLINE REGISTRATION ON THE IDM PORTAL
PORTAL under DDP will facilitate manufacture registration by all prospective manufacture /suppliers of defence item along with NATO Commercial and Government entity (NC e towards ease of doing business and promoting export potential.	CAGE) (Dated:25/11/2021)
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3. Enter details in Registration Form as shown below :-

Indian Defence Mar Ministry of Defence Government of India	t		
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SZ to r	/We note that registration ,does not ca ny/our firm/Company including all enclo	rry with it the right to business with DPSUs/QAs, I/We hereby declare that the information pertainin sures is correct and true to the best of my/our knowledge and belief as on date.	g
	I'm not a robot		
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4. On completion of Registration **User ID and Password** will be received in the registered email ID.



5. Using the User ID and Password, the Manufacturer/Vendor is to **LOG IN** as per the screen shot below :-

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6. After LOG IN the Window of IDM appears as shown below :-

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DETAILED PROCEDURE FOR FILLING UP INFORMATION

7. <u>General Information</u>. This window has four sub groups (Basic Details, Management Details, Registration and Certification). In case of NIL details/information, NA or 00 to be filled

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(b) <u>Management Details</u>. Management details are to be filled.

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(c) <u>**Registration**</u>. All parameters to be mandatorily filled.

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8. <u>**Company Information**</u>. The following screen shot appears with four sub groups. In case of NIL details/information, NA or 00 to be filled.



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9. <u>Financial Information</u>. The following screen shot appears with four sub groups.In case of NIL details/information, NA or 00 to be filled.

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10. <u>**Miscellaneous Information**</u>. The following screen shot appears with four sub groups. In case of NIL details/information, NA or 00 to be filled.

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(a) **Defence Orders**.

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(c) <u>Test Lab</u>

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11. <u>Generation of Certificate – NCAGE and NCAGE +</u>. Post completion of all details of General Information, Company Information, Financial Information and Miscellaneous Information, apply for :-

(a) **<u>NCAGE Certificate</u>**. On completion of data entry, an option appears for issue of NCAGE Certificate through 'DOS' Icon. On clicking the DOS icon, the completed form will be received at Dte of Standardisaton through the IDM Portal. DOS will the process the NCAGE request and a Certificate will be issued through IDM Portal.

(b) **NCAGE + Certificate(RUN)**. Manufacturers after issue of NCAGE certificate, if eligible for issue of NCAGE + (with Vendor Assessment from one of the DPSUs and QA Establishments), the **drop down option appears** with multiple agencies. On choosing the correct establishment, the form will be routed to the respective agency for verification and issue of NCAGE + Certificate.

(c) In case any issue during the entire process, please send email along with screen shot to DPIT helpdesk having the admin rights to correct/amend. The details of DPIT Help desk is as follows:-<u>helpdesk-dpit@ddpmod.gov.in</u>.

(d) Point of Contact in DoS is :<u>oicncbindia.defstand@gov.in</u> (011-23043257)

DETAILED PROCEDURE FOR UPLOADING PRODUCTS

<u>Step 1</u>. Upon successful completion of Registration on the IDM Portal, Vendor can log in with user ID (PAN) and password of the user/vendor.

<u>Step 2</u>. On successful log in, vendor can select the icon "PRODUCTS" where a drop down will ask for :-

- (a) Do you want to upload your Product?
- (b) Do you want to search a category of Product?

<u>Step 3</u>. For uploading the product, vendor has to choose OPTION (a). On selection OPTION (a) a window will appear to enter the NCAGE Code. On submitting NCAGE Code a new window will appear to choose the category of product. A drop down of all categories will appear where vendor can choose the category of product viz. Small Arms, Rifles, Electronic Equipment, Mines, Torpedo, Missile, Rocket, Gun, Tank, Vehicles etc.

<u>Step 4</u>. On selecting the category of the product a window will appear to enter the Name of the product. On submission a new window will appear asking " DO YOU HAVE NSN for the product?" If Yes enter the NSN otherwise "NO".

<u>Step 5</u>. In case of "YES" enter the NSN and a new widow will open with a prompt to fill the basic features of the product and a small description upto 100 words about the product. The option of uploading the product images upto Max 10 images and QA Certificate towards acceptance of the product issued by authorized QA Agency viz. DGQA/DGAQA/DGNAI/DPSUs/ DRDO/CEMILAC etc can be uploaded. Followed by Step 7.

Step 6. On submitting "NO" a new window will appear with guidelines stating "PROCEDURE FOR CODIFICATION OF THE PRODUCT AND ALLOTMENT OF NATO STOCK NUMBER (NSN)" for the Product by NCB India/Directorate of Standardisation. Accordingly vendor/Manufacturer to approach the nearest Defence Standardisation Cell/Detachment of Directorate of Standardisation along with respective AHSP and complete details of QA Certificate towards codification of the product to generate NSN. The whole process of generating NSN for the product should take 7 to 10 working days. On receipt of NSN vendor should log in to the IDM Portal and upload the product as per Step 5. The details of location of DoS Cells is as given below:-



<u>Step 7</u>. Upon submission of the product, a prompt email will be sent to Dte. of Standardisation/NCB India to validate the entered NSN prior to approving the correctness of the Product and its features. Once approved and authorized the product will be displayed on the IDM Portal.

AREA OF RESPONSIBILITY: DoS UNITS (DSC/DSDs)

<u>SL</u> .NO	<u>STATE</u>	RESPONSIBLE DSC/DSD	PHONE NO.	EMAIL ID
	I	SC	DUTH ZONE	
1	Tamil Nadu, Andman& Nicobar Islands Kerala & Lakshadweep Puducherry	Defence Standardisation Cell CVRDE Complex, Post Box No,7, CVRDE Campus, Avadi PO Chennai-600 054	044-26385613 044-26362525 044-26362520 044-26362518 044-2636 2521	dscavadi.defstand@gov.in
		DSD KOCHI Defence Standardisation Detachment Naval Base Kochi-682004	048-42669413 048-4287 2891	dsdkochi.defstand@gov.in
2	Karnataka	DSC BENGALURU Defence Standardisation Cell GTRE Campus, CV Raman Nagar Bangalore - 560093	080-2951 6438 080-2951 0585 080-2961 0711	dscbnglore.defstand@gov.in
3	Telangana Orissa & Andhra Pradesh	DSC HYDERABAD Defence Standardisation Cell DLRL Campus,Chandr ayangutta Lines Hyderabad- 500005	040-24457679 040-24442724	dschyderbd.defstand@gov.in
		DSD VISHAKAPATN AM Defence Standardisation Detachment	0891-2500179 0891-2586298	dsdvizag.defstand@gov.in

<u>SL</u>	STATE	RESPONSIBLE	PHONE NO.	EMAIL ID						
<u>.NO</u>	<u></u>	DSC/DSD								
		NSTL Complex,								
		Vigyan Nagar Vizag								
		530027								
	<u>NORTH ZONE</u>									
4	Puniab	DSC	013-52780886	dscdebradun defstand@gov in						
-	Uttarakhand	DEHRADUN								
	Jammu &	Defence	013-52780 178							
	Kashmir &	Standardisation								
	Ladakh	Cell	040-24457679							
		P-57, Opp.								
		Electronics								
		Complex								
		Near RTI								
		Raipur,								
		Dehradun-								
		248008	044 00004400							
5	Rajasthan,		011-29891168	dscbadarpur.defstand@gov.in						
	Chandigarh	Defence	011-20995245							
	Onanaigan	Standardisation								
		Cell								
		Raksha Manak								
		Bhavan,								
		Detence								
		Ground								
		Badarpur. Delhi-								
		110 044								
		E	AST ZONE							
6	West Bengal,	DSC ICHAPUR	033-25935723	dscichapur.defstand@gov.in						
	Assam,	Defence	033-25938352							
	Nagaland,	Standardisation								
	Meghalaya,		033-25944017							
	Arunachai, Bradash	Morkmon Linos								
	Mizoram	Station Road								
	Manipur,	PO- Ichapur								
	Tripura &	Nawabganj,								
	Sikkim	Distt- 24								
		Parganas (N),								
		West Bengal-								
		143144								
	1	1	1	1						

<u>SL</u> .NO	STATE	RESPONSIBLE DSC/DSD	PHONE NO.	EMAIL ID
	1	CEI	NTRAL ZONE	
7	Madhya Pradesh & Chhattisgarh	DSC JABALPUR Defence Standardisation Cell Building No. RD/1, Denning RoadSouth Civil Lines, Jabalpur- 482001	076-12602453 076-12974 462 076-12904 468	dscjabalpur.defstand@gov.in
8	Uttar Pradesh, Jharkhand & Bihar	DSC KANPUR Defence Standardisation Cell DGQA Complex, Napier Road, Kanpur Cantt- 208 004	051-22328241 051-22321 130 051-22328 071	dsckanpur.defstand@gov.in
	1	<u>N</u>	EST ZONE	
9	Maharashtra & Gujarat Rajasthan & Goa Dadra and Nagar Haveli and Daman and Diu	DSC PUNE Defence Standardisation Cell CQA(EE) Complex, Aundh Camp, Pune- 411027	020-27280823 020- 2728 5949 024-12326 453 024-12323 826	dscpune.defstand@gov.in
		DSD MUMBAI Defence Standardisation Detachment C/o CNAI (MB),Gun Gate, Naval Dockyard, Mumbai-400023	022-22632660	oicdetmumbai.defstand@gov.in