# STANDARD OPERATING PROCEDURE FOR UPLOADING PRODUCTS ON INDIA DEFENCE MART PORTAL

1.    **Step 1 – NCAGE/NCAGE+ Registration**:  India Defence Mart (IDM) Portal requires vendors to first apply for NCAGE/NCAGE+ registration. After Successful approval of NCAGE & NCAGE+ on the IDM Portal, vendor can upload products as per their requirements.

2.    **Step 2 - Product registration**:  Vendors needs to login into the IDM portal at www.idm.gov.in. On successful log in, vendor can select the icon "COMPANY PRODUCTS" available in Menu. Once that Menu will be selected an option to add products in the portal is visible as "Add Product". The Products successfully applied for NSN Verification & DPSU Product Evaluation and marked for 'Shown on Marketplace' as "Yes" will be visible on India Defence Mart (Marketplace-Non Transactional) post verification.

3.    **Step 3 – Product Information**. For uploading the details of the product following information has to be submitted by the vendor:

    (a)    Product – DPSU Product or Other
    (b)    Product Category
    (c)    NSN Availability
    (d)    Product Name
    (e)    Product Part Number
    (f)    Company Title
    (g)    Keywords – To help in searching of the product (multiple keywords to be separated by ",")
    (h)    Are you Manufacturer or Supplier?
    (i)    Technology (1) – Technology used in the manufacturing of the Product
    (j)    Technology (2) – Technology used in the manufacturing of the Product
    (k)    HSN Code
    (l)    Item Image – JPG format
    (m)    Item Documents/Brochure – PDF format
    (n)    Item Certification details (Inspection/product verification certificate) – PDF format
    (o)    Brief Description
    (p)    Showcase Product in Marketplace? – Required for Confirmation to Show case products after successful verification by DoS/QA Agency/DPSU.

    A drop down of all categories will appear where vendor can choose the category of product as per the requirements/Product specification. After completion all fields, vendor needs to click on save.

4.      **Step 3(a) – Additional Product Information**.  Once Product details are saved, following options will appear where further information may be added pertaining to Products. After saving, the product details will appear at the bottom and 'other' option will be visible.

> (i)     View Details - Clicking on 'view details', the full description/overview of the  product will appear as filled by vendors
>
> (ii)      Edit - Clicking on 'edit', the details can be edited as required by vendor/user
>
> (iii)      Delete - Vendor/user can delete added product as per the requirement
>
> (iv)     Product's OEMs
>
> (v)     Product's Raw Material
>
> (vi)     Product's Specification
>
> (vii)     Product's Images
>
> (viii)     Product Defence Orders
>
> (ix)     Apply for DPSU/QA Agency Product Evaluation
>
> (x)     Apply for NSN Verification

5.      **Step 3(b)**.     Vendor/user  may  add  'Product OEMs'(for Distributors). User is required to fill following fields:-

> (i)     OEM Name
>
> (ii)     OEM Address
>
> (iii)     Concerned Officer
>
> (iv)     Email
>
> (v)     Phone
>
> (vi)     Fax
>
> (vii)     Authorization Letter "Should be in PDF format"

**After filling all the details, click on "save OEM details"**

6.      **Step 3(c)**.   Vendor/ user may add 'Product Raw Material'. User is required to fill following fields:-

> (i)     Material Name
>
> (ii)     Material Source
>
> (iii)     Material Supplier

**After filling all the details click on "save"**

7.      **Step 3(d)**.   Vendor/user may add 'Product Specification'. User is required to fill following fields:-

> (i)     Specification Name (IS/BS/ASTM etc)
>
> (ii)     Unit
>
> **(iii)**     Unit Value

**After filling all the details click on "save"**

8.	**Step 3(e)**	Vendor/user may select 'Product Images'(in JPG format with max size 100 Kb) to add multiple images. User is required to click on choose file and select images. For uploading multiple images click on "Add New Image"

9.	**Step 3(f)**.	Vendor/ user may add '<u>Product Defence Orders</u>'. User is required to fill following fields:-
   - (i)	Select DPSU Unit / Service Head Quarters IA/IN/IAF/ICG
   - (ii)	Customer Name
   - (iii)	Order Number
   - (iv)	Order Quantity
   - (v)	Order Value
   - (vi)	Order Supply Date
   - (vii)	Whether Order Supplied

   **After filling all the details click on "save"**

10.	**Step 4 - DPSU Product Evaluation**.	To Apply for DPSU/QA Agency Product Evaluation, the vendor needs to select 'Equivalent DPSU Product' as given in Step 3(a). Once it is selected, on clicking the DPSU Product Evaluation vendor will be redirected to a Page where the list of DPSU's unit which have categorized the product as their product will appear. Once the DPSU's unit will be chosen, the vendor requires DSC (Digital Signatures) to submit the application for DPSU Product Evaluation. The status of Product for DPSU Product Evaluation is will be visible in "Check Status" menu.

11.	**Step 5 – NSN Verification**.	All products will be verified for NSN by DoS. A vendor needs to mandatorily select NSN as 'Available' and is required to fill the NSN details in the required fields. After filling the details and clicking the 'Apply for NSN Verification', vendor will be redirected to a Page where the DOS (Directorate of Standardisation) will be auto selected for submission of the application. Once the submit button is clicked, the vendor requires DSC (Digital Signatures) to submit the application for Product NSN Verification. The status of Product for Product NSN Verification will be visible in "Check Status" menu.

12.	**Step 6 – NSN Generation**. In case of Product has not been codified/ do not have NATO Stock Number (NSN), following procedure is required to be followed by vendor:-

   (a)	All vendors are required to approach the concerned DPSU/QA establishments who had issued RUN/ NCAGE+ certificate to them.

   (b)	Liaise with DPSUs/ QAs establishments/DS Cell in the zone for filling of all data as per the drawing/ technical characteristic in NCORE-NG software (NSN generating software) and submit the details.

(c)     Post submission, acknowledgement in the form of Document Control Number (DCN) will be generated.

(d)     DCN will then be forwarded to zonal authority of Directorate of Standardization (DoS)/ DS Cells for checking correctness of submitted data.

(e)     Post verification of data, Zonal authority of DoS (DS Cells) will forward an online form to DoS HQ for approval and final allotment of NSN.

(f)     It may be noted that, DoS HQ will not entertain any requests for allotment of NSN for any products directly.

(g)     Vendors are mandatorily required to liaise with Zonal authority/DS Cells, if in case of requirement of assistance towards generation of NSN.

(h)     The list of the Zonal Authorities is available under "Apply for Fresh NSN" menu. Once NSN is obtained, Step 5 (para 11 above) may be followed for 'Apply for NSN Verification'.