



## User Manual

Foreign Manufacturers Certification  
Scheme (FMCS)

**Application Submission**

**Centre for Development of Advanced Computing**

(A Scientific Society of the Ministry of Electronics and Information Technology, Govt. of India)

Anusandhan Bhawan, C-56/1, Institutional Area, Sector-62, Noida-201307

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## 1. Registration and Login:

### 1. Visit [www.manakonline.in](http://www.manakonline.in)

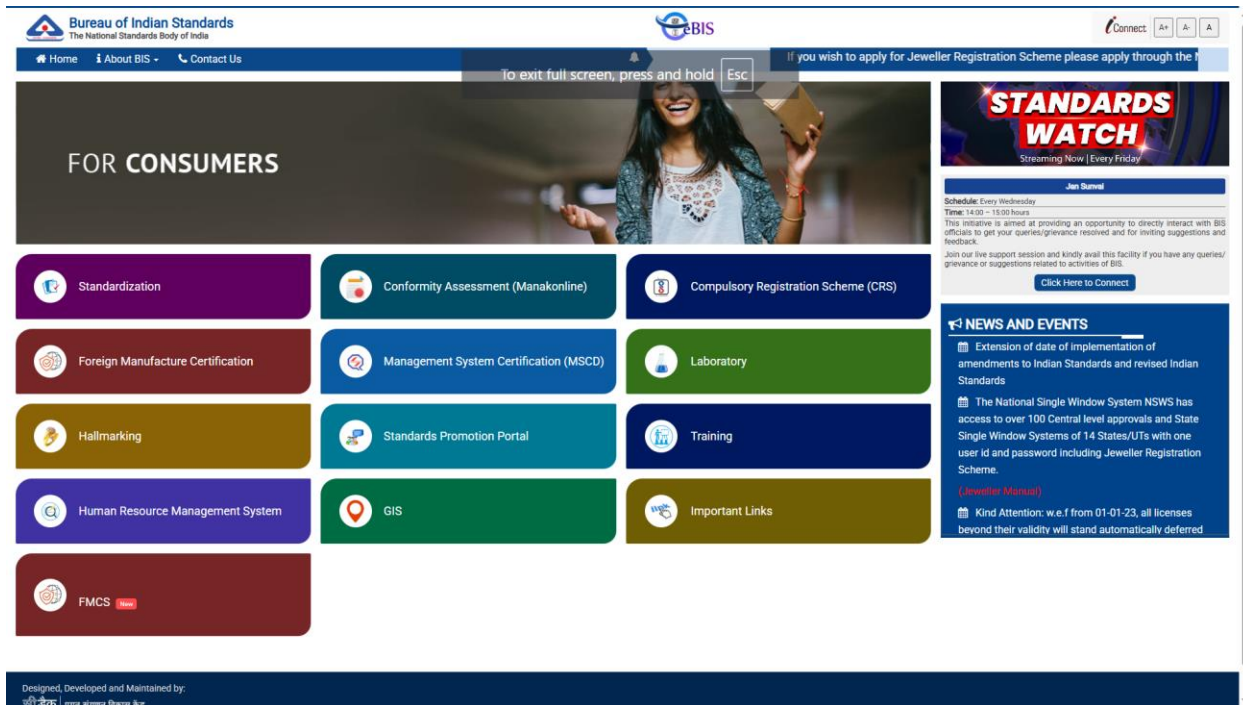


Figure 1: Home Page

2. Click on **FMCS** tile.

Following login page will appear.

Existing Applicants can use their credentials and login into the system after entering valid Username, Password, Captcha and pressing Sign In button.

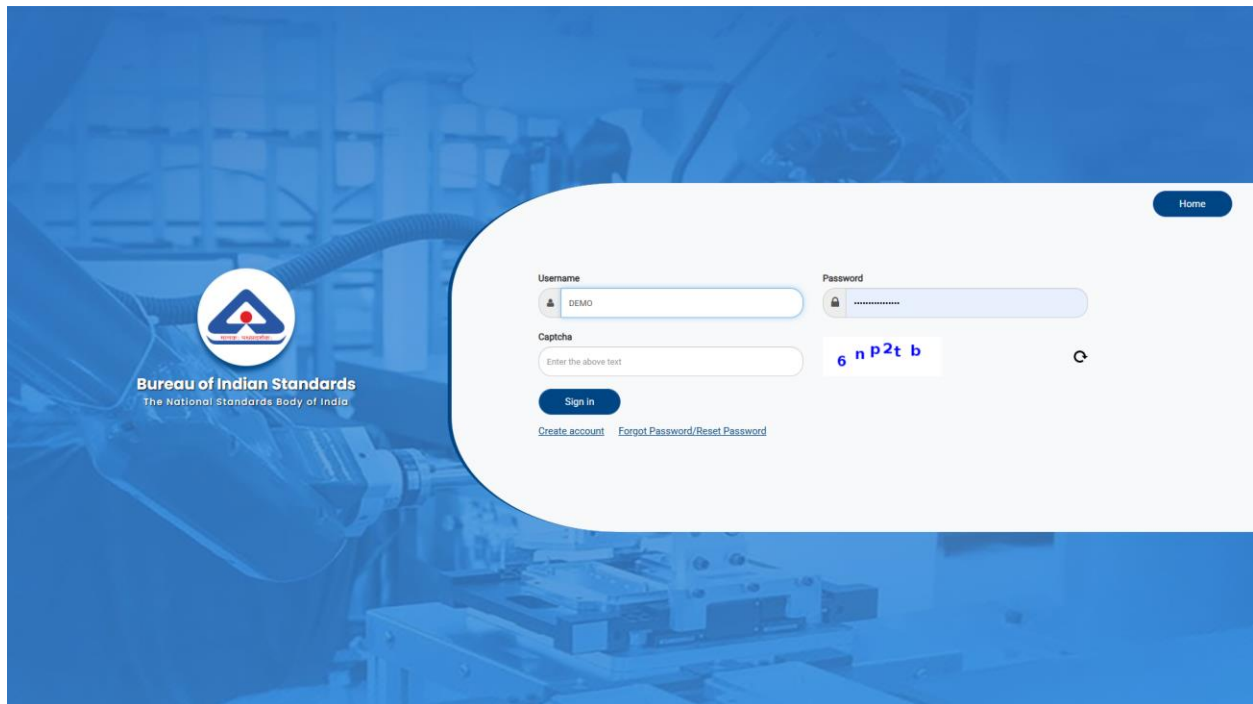
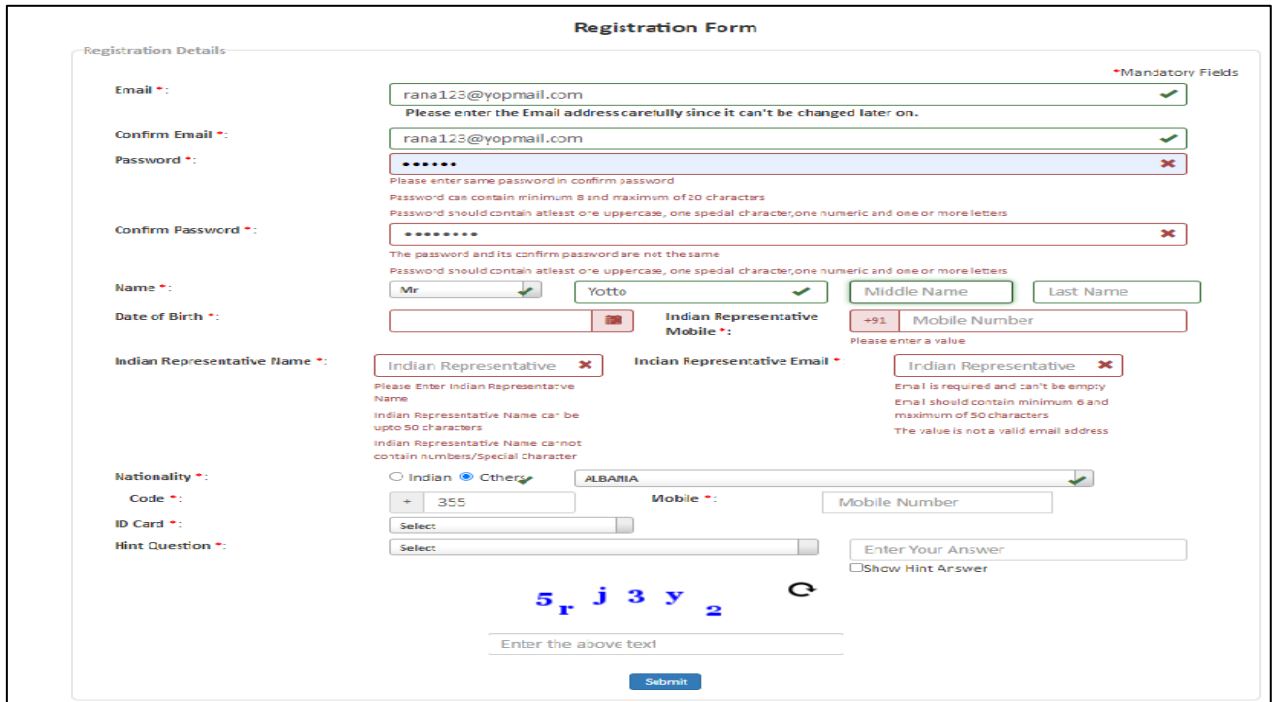


Figure 2: Login page

New Applicants can create Account by clicking on Create account.

Following Registration form will appear on click of Create account link.



The screenshot shows a 'Registration Form' with the following fields and details:

- Email \***: rana123@yopmail.com (Mandatory Fields)
- Confirm Email \***: rana123@yopmail.com
- Password \***: [Redacted]
- Confirm Password \***: [Redacted]
- Name \***: Mr. Yotto (Middle Name, Last Name)
- Date of Birth \***: [Redacted]
- Indian Representative Name \***: Indian Representative
- Indian Representative Email \***: Indian Representative
- Nationality \***: Other (ALBANIA)
- Code \***: +355
- Mobile \***: [Redacted]
- ID Card \***: [Redacted]
- Hint Question \***: [Redacted]

Below the form is a CAPTCHA with the text '5 r j 3 y 2' and a 'Submit' button.

Figure 3: Registration Form

Following alert will be displayed on user's screen on clicking the **Submit** button after entering all the mandatory details. A verification link will be sent to the email and Mobile number provided during creation of account.

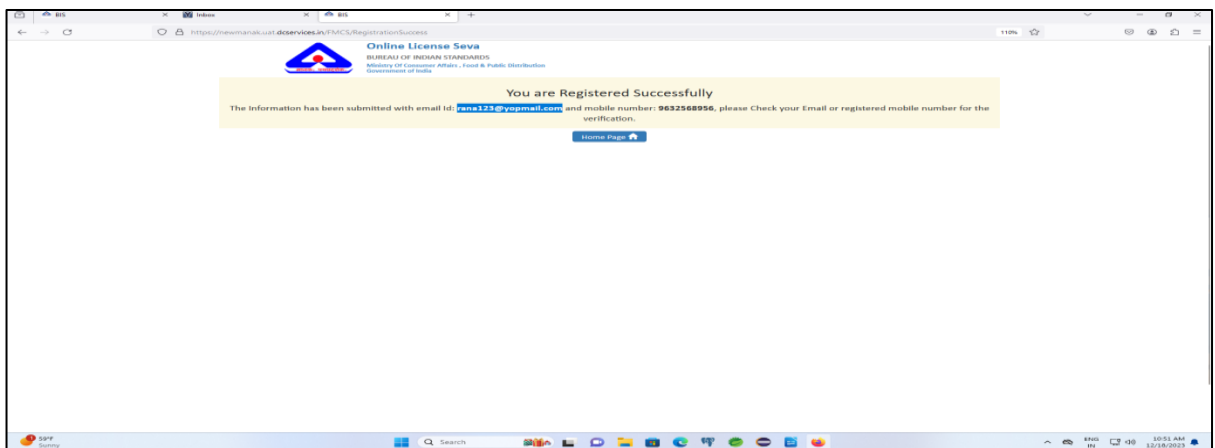


Figure 4: Registration confirmation

**NOTE:** After creation of account login to your email account and click on the link received from BIS to active your registered account. You can login into the system after verification of your email account.

Here is the sample link to verify the account in screen below.

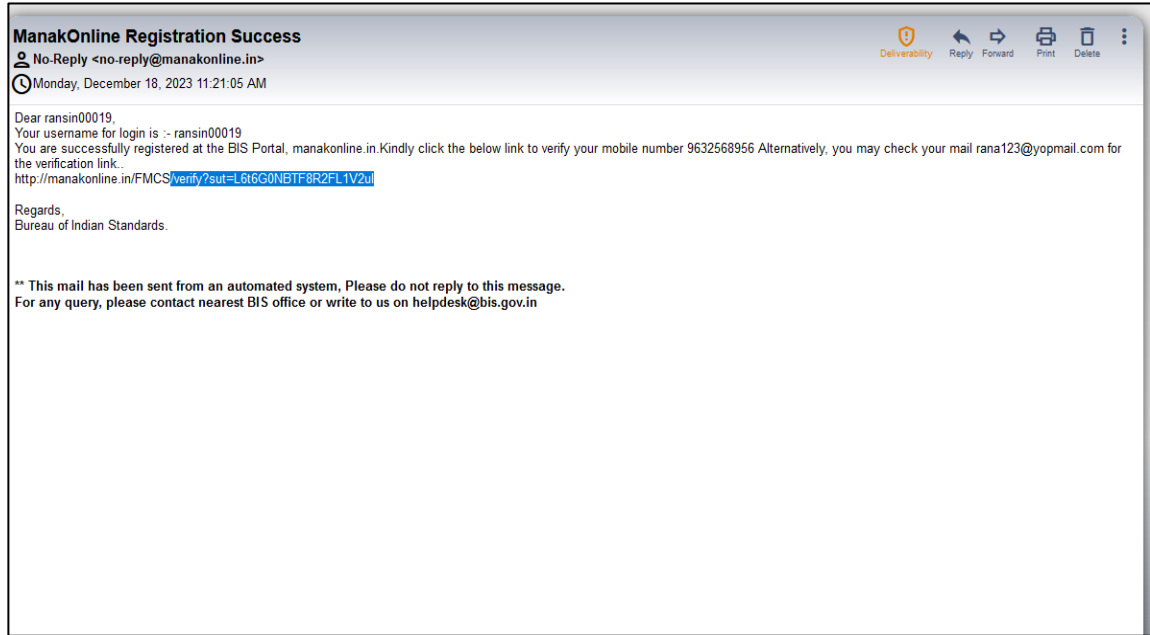


Figure 5: Account verification link

On successful verification of account following message will be displayed.

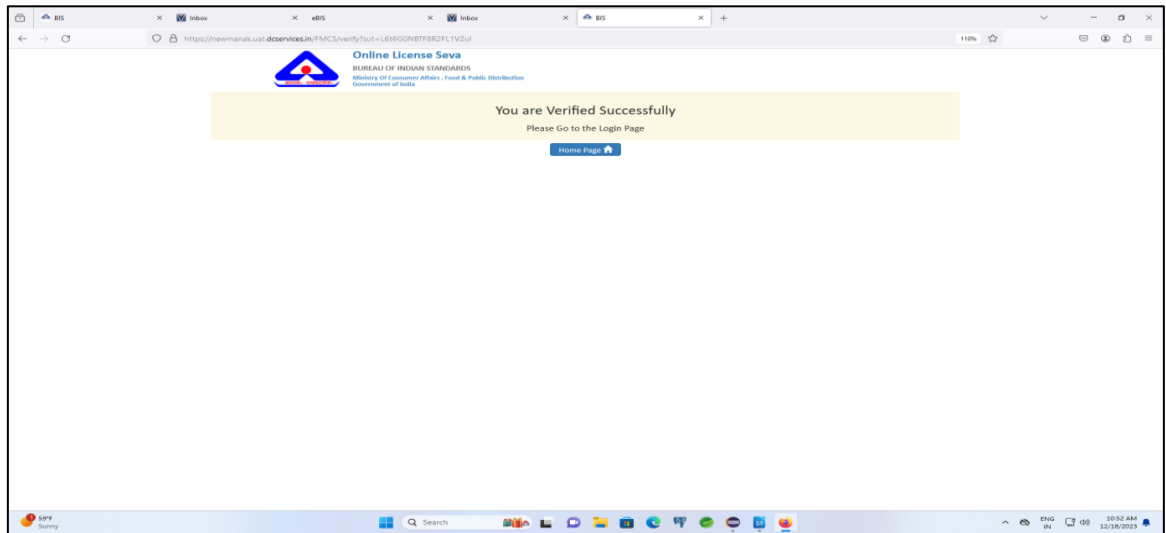


Figure 6: Verification confirmation

3. Login to your account. After verification of account user can login into the system.

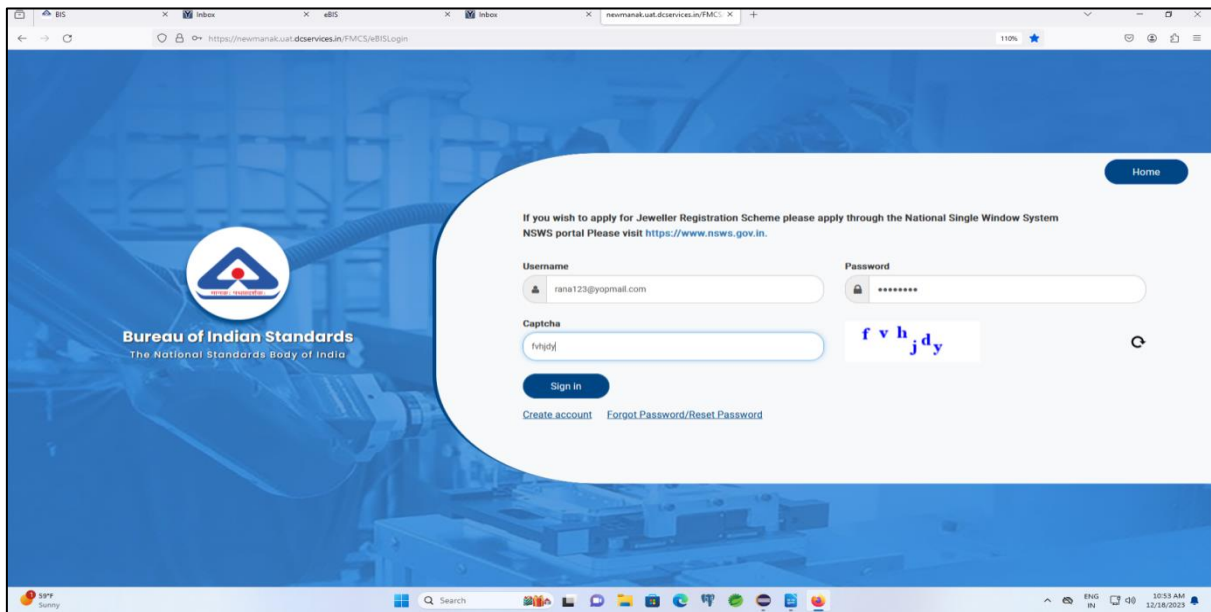


Figure 7: Login page

4. Click on FMCS after login

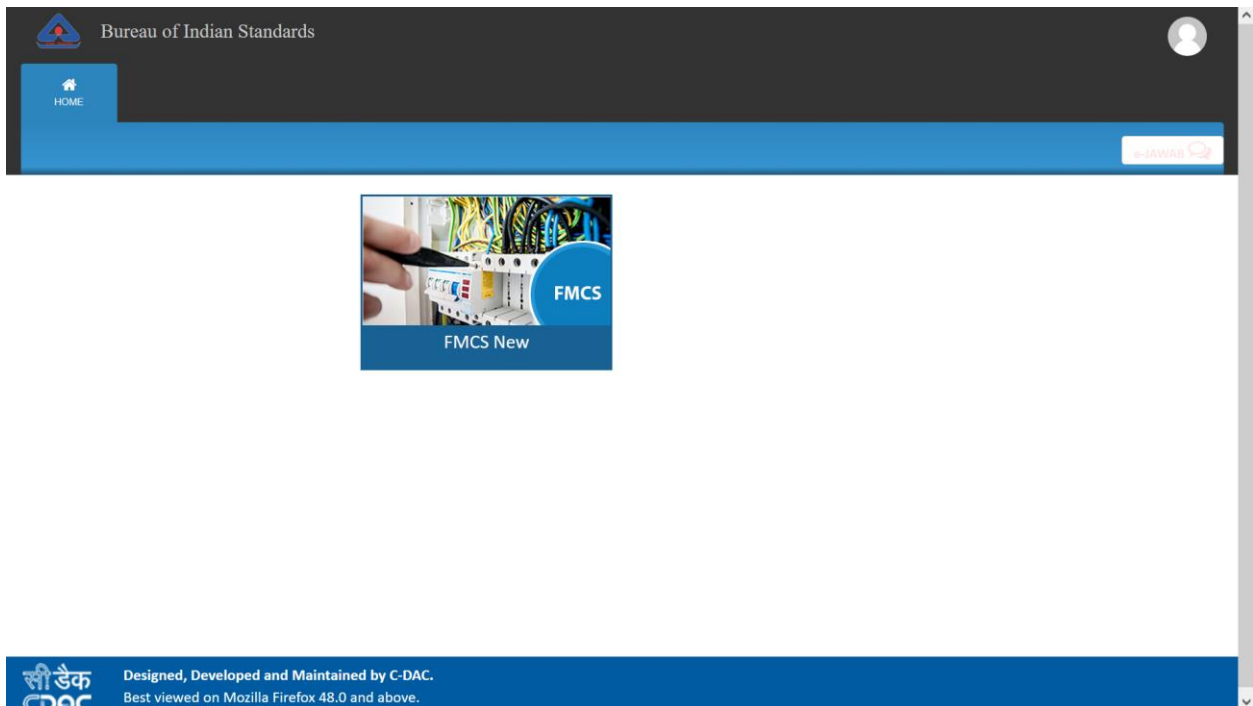


Figure 8: FMCS tile after login

5. Applicant Dashboard will appear on clicking the FMCS tile.

Complete Organization profile.

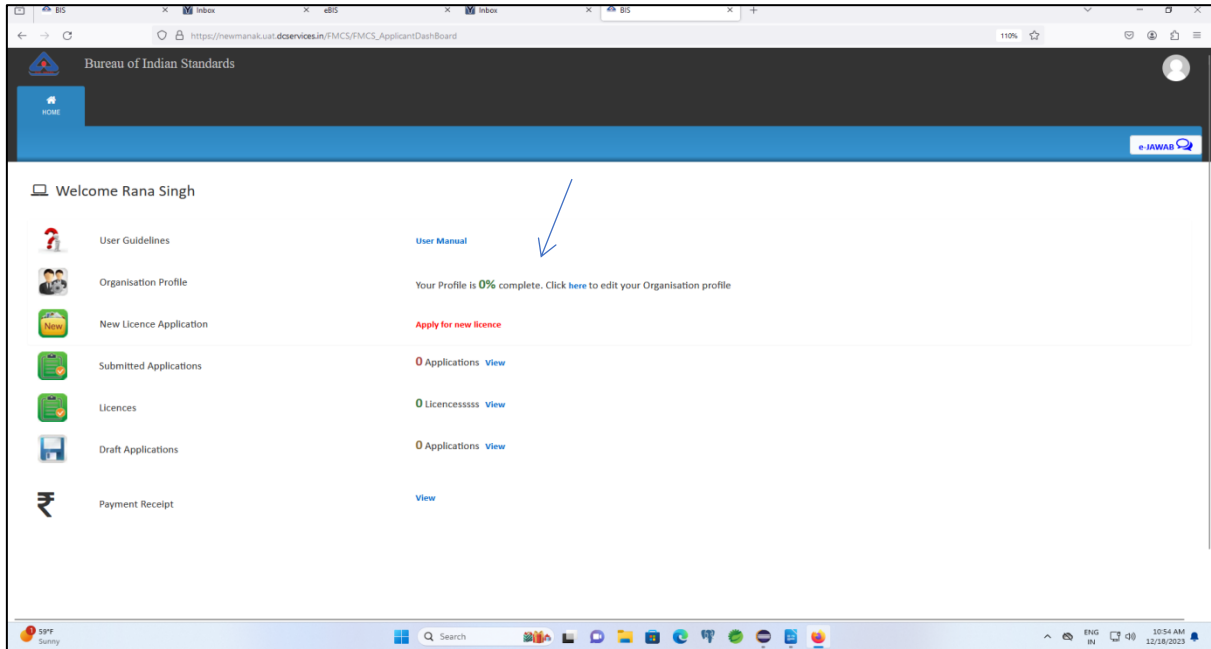
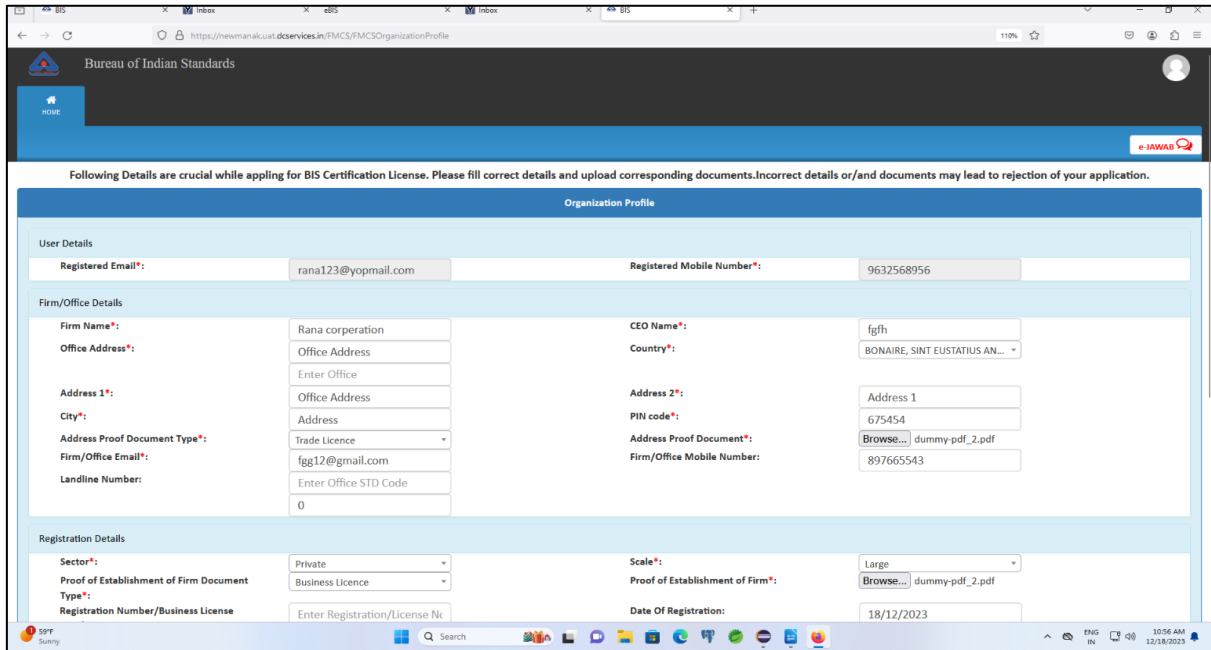


Figure 9: Applicant Dashboard

6. After clicking on profile section, following form opens to complete the organization details.



Following Details are crucial while applying for BIS Certification License. Please fill correct details and upload corresponding documents. Incorrect details or/and documents may lead to rejection of your application.

**Organization Profile**

**User Details**

Registered Email\*: rana123@yopmail.com Registered Mobile Number\*: 9632568956

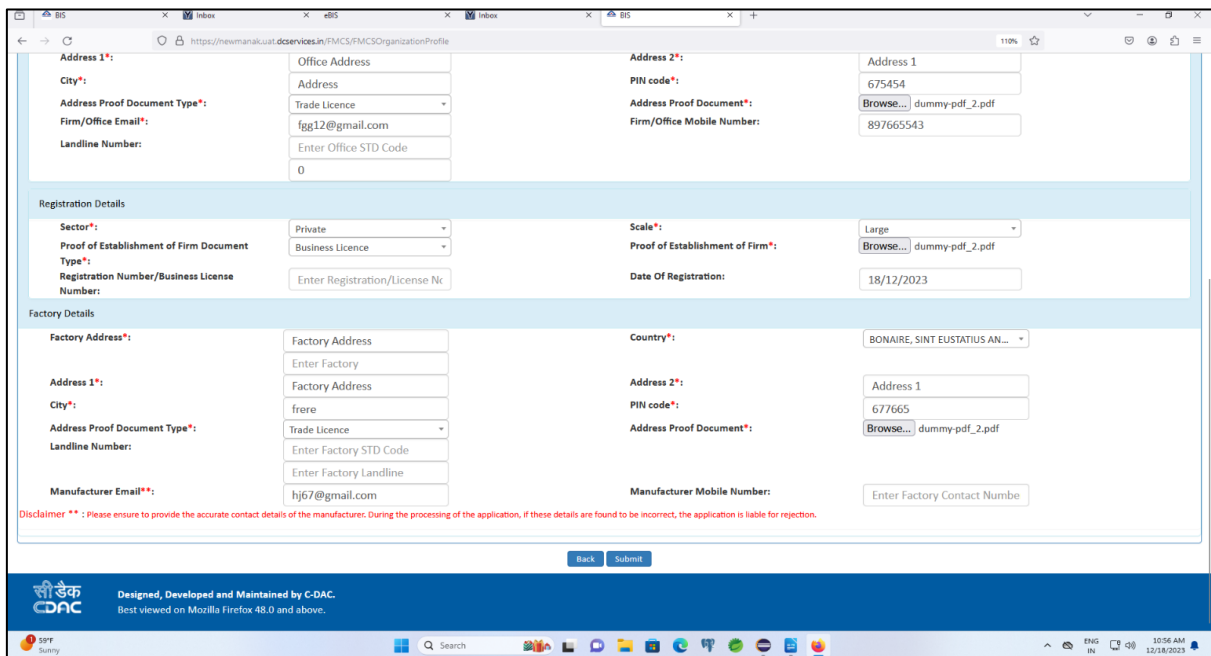
**Firm/Office Details**

Firm Name\*: Rana corperation CEO Name\*: fgfh  
 Office Address\*: Office Address Country\*: BONAIRE, SINT EUSTATIUS AN...  
 Enter Office  
 Address 1\*: Office Address Address 2\*: Address 1  
 City\*: Address PIN code\*: 675454  
 Address Proof Document Type\*: Trade Licence Address Proof Document\*: Browse... dummy-pdf\_2.pdf  
 Firm/Office Email\*: fgg12@gmail.com Firm/Office Mobile Number: 897665543  
 Landline Number: Enter Office STD Code

**Registration Details**

Sector\*: Private Scale\*: Large  
 Proof of Establishment of Firm Document: Business Licence Proof of Establishment of Firm\*: Browse... dummy-pdf\_2.pdf  
 Type\*:  
 Registration Number/Business License: Enter Registration/License N Date of Registration: 18/12/2023

Figure 10: Organization Details



**Factory Details**

Address 1\*: Office Address Country\*: BONAIRE, SINT EUSTATIUS AN...  
 City\*: Address Address 2\*: Address 1  
 Address Proof Document Type\*: Trade Licence PIN code\*: 675454  
 Firm/Office Email\*: fgg12@gmail.com Address Proof Document\*: Browse... dummy-pdf\_2.pdf  
 Landline Number: Enter Office STD Code Firm/Office Mobile Number: 897665543

**Registration Details**

Sector\*: Private Scale\*: Large  
 Proof of Establishment of Firm Document: Business Licence Proof of Establishment of Firm\*: Browse... dummy-pdf\_2.pdf  
 Type\*:  
 Registration Number/Business License: Enter Registration/License N Date of Registration: 18/12/2023

**Factory Details**

Factory Address\*: Factory Address Country\*: BONAIRE, SINT EUSTATIUS AN...  
 Enter Factory  
 Address 1\*: Factory Address Address 2\*: Address 1  
 City\*: frere PIN code\*: 677665  
 Address Proof Document Type\*: Trade Licence Address Proof Document\*: Browse... dummy-pdf\_2.pdf  
 Landline Number: Enter Factory STD Code  
 Enter Factory Landline  
 Manufacturer Email\*: hj67@gmail.com Manufacturer Mobile Number: Enter Factory Contact Numbe

Disclaimer \*\*: Please ensure to provide the accurate contact details of the manufacturers. During the processing of the application, if these details are found to be incorrect, the application is liable for rejection.

Back Submit

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 Best viewed on Mozilla Firefox 48.0 and above.

Figure 11: Organization Details (continue)

After entering all the required details, uploading documents and clicking **Submit** button, an alert message will be displayed to indicate completion of profile. After completion of

profile” **Your Profile is 100% complete**” will be displayed in applicant dashboard. Only after completion of profile Applicant can apply for new Licence.

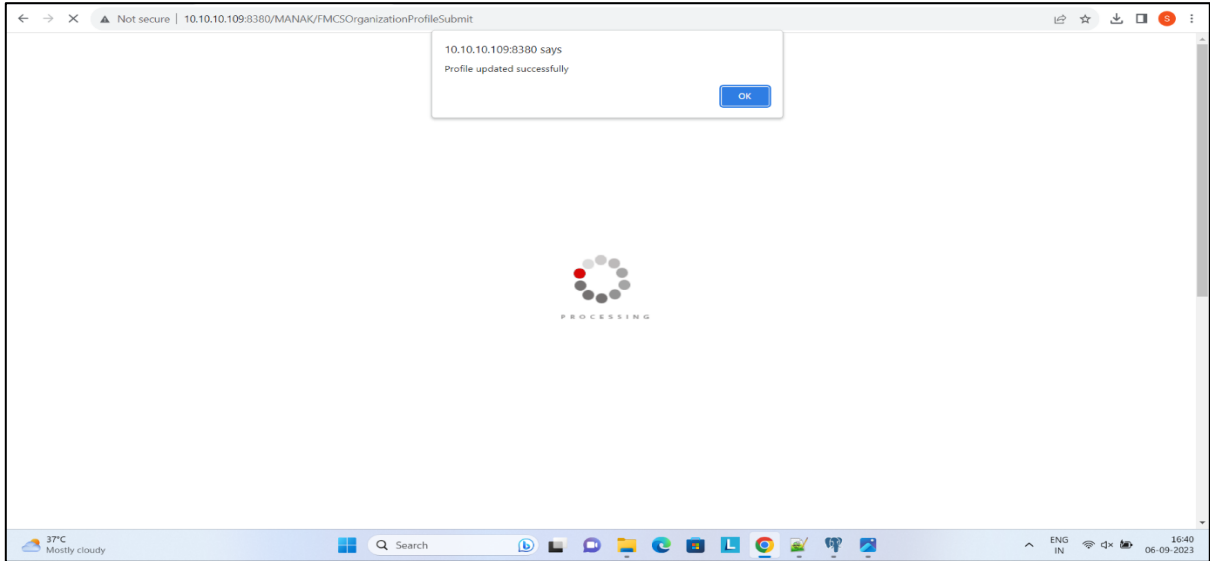


Figure 12: Profile Completion message

## 2. Apply for New Licence

### 1. Click on Apply for New Licence

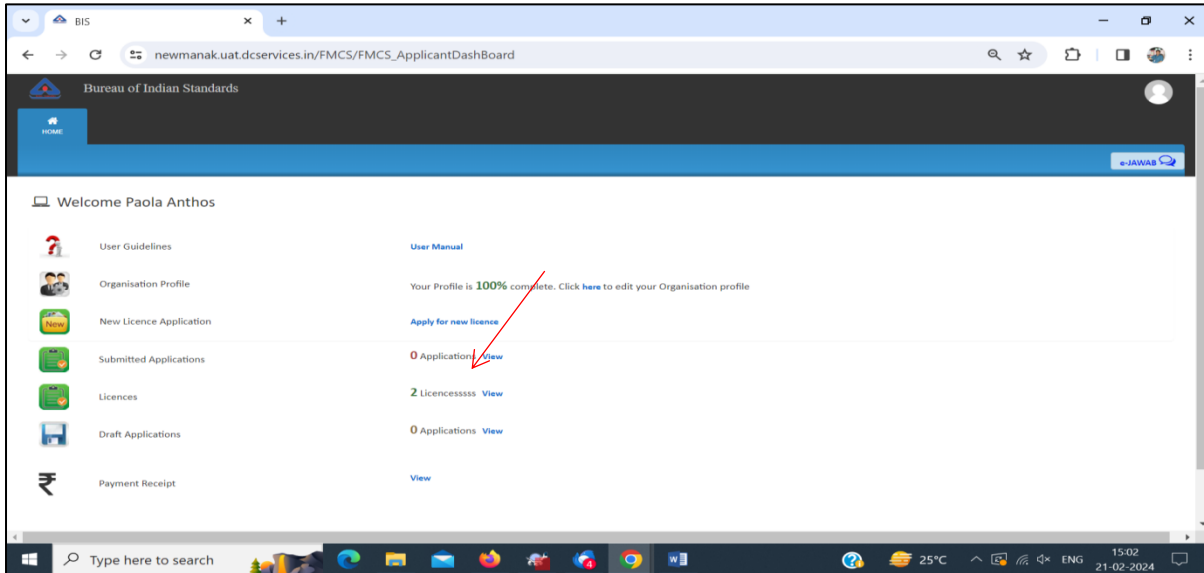


Figure 13: Applicant Dashboard

New application for has total nine sections and after entering information in any section it is saved as draft by default till payment is completed. First section **Application General Information** has pre-filled details from Organization profile

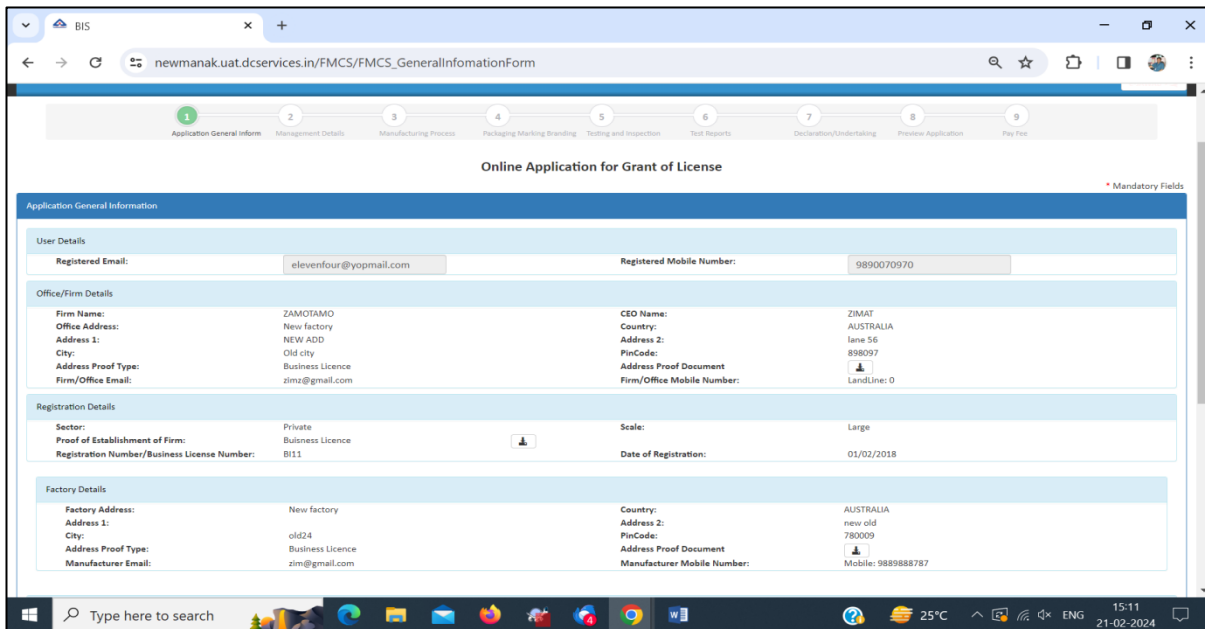


Figure 14: Application general information

Applicant can enter Indian Standard for which licence is required. In case IS number is not known, user can search IS number by clicking on “Please click here to know Standards”.

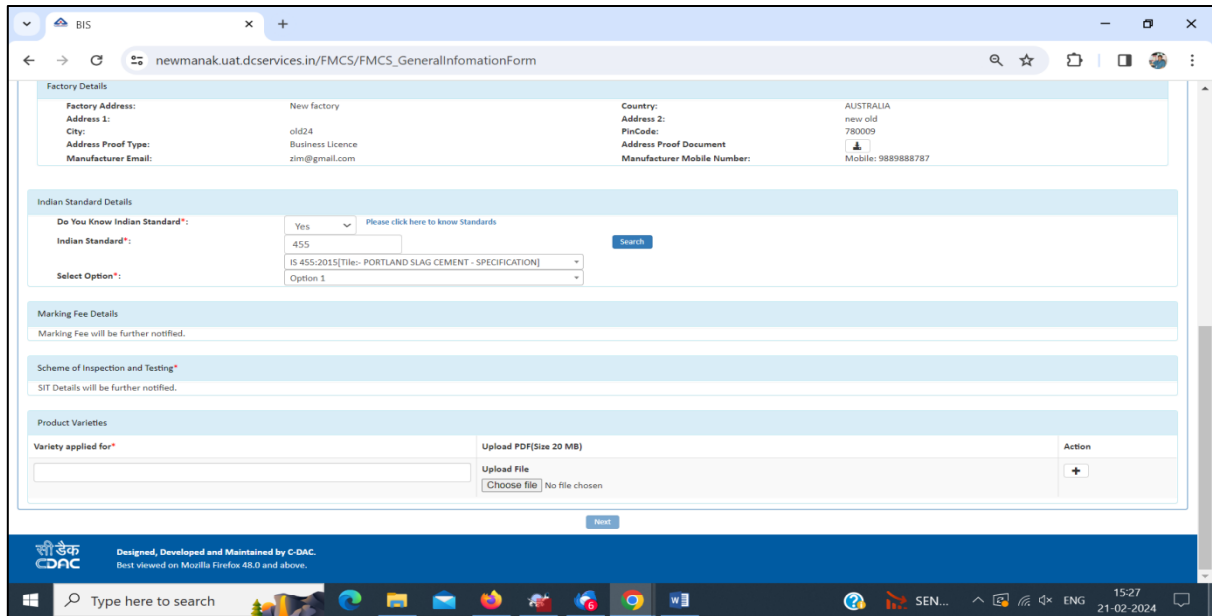


Figure 15: Application general information (continue)

2. **Management details:** After entering all the details click **Next** button to move to Section 2 Management details.

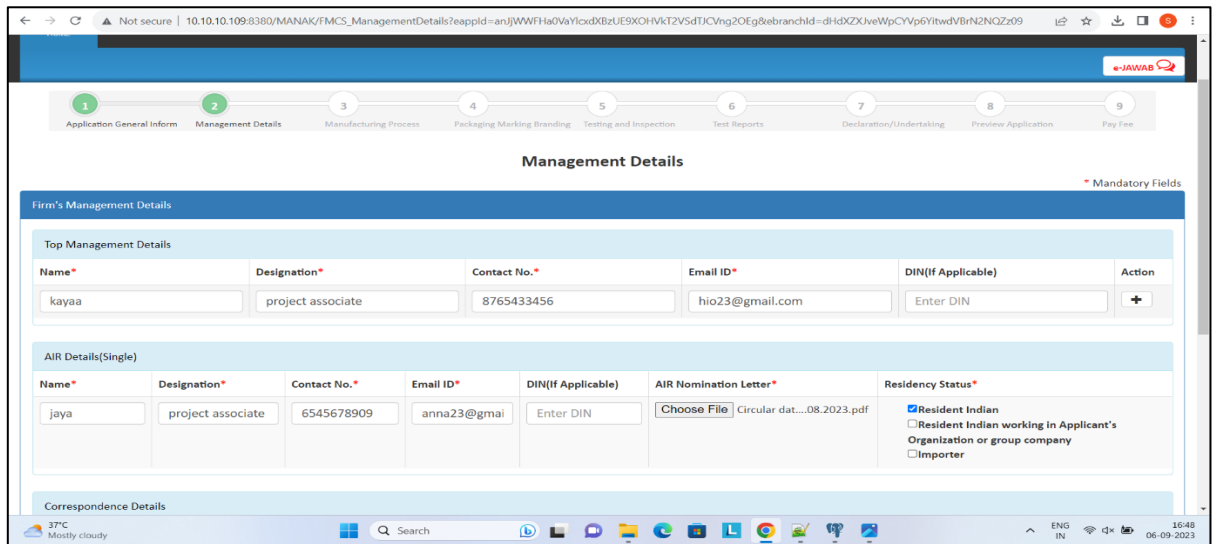
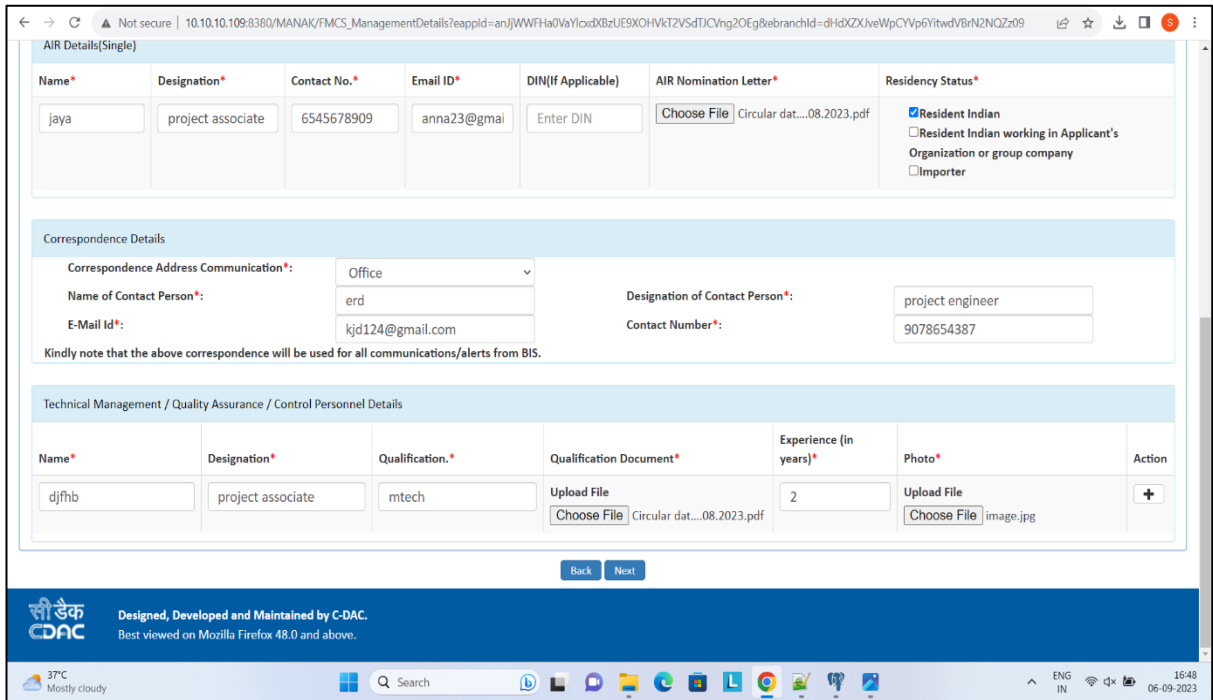


Figure 16: Management Details



**AIR Details (Single)**

Name*	Designation*	Contact No.*	Email ID*	DIN (If Applicable)	AIR Nomination Letter*	Residency Status*
jaya	project associate	6545678909	anna23@gmail	Enter DIN	Choose File Circular dat....08.2023.pdf	<input checked="" type="checkbox"/> Resident Indian <input type="checkbox"/> Resident Indian working in Applicant's Organization or group company <input type="checkbox"/> Importer

**Correspondence Details**

Correspondence Address Communication\*: Office

Name of Contact Person\*: erd

E-Mail Id\*: kjd124@gmail.com

Designation of Contact Person\*: project engineer

Contact Number\*: 9078654387

Kindly note that the above correspondence will be used for all communications/alerts from BIS.

**Technical Management / Quality Assurance / Control Personnel Details**

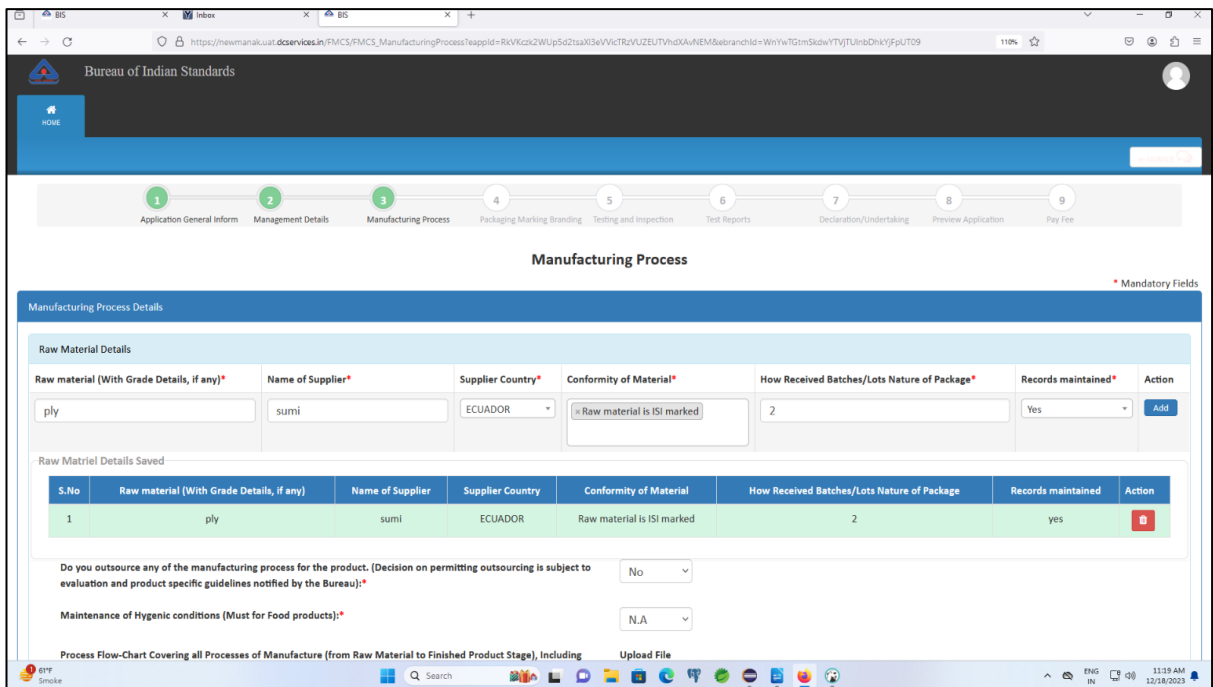
Name*	Designation*	Qualification.*	Qualification Document*	Experience (in years)*	Photo*	Action
djfhb	project associate	mtech	Upload File Choose File Circular dat....08.2023.pdf	2	Upload File Choose File image.jpg	+

Back Next

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Figure 17: Management Details (continue)

**3. Manufacturing Process:** Enter all details in manufacturing process and upload required documents and click **Next** Button to move to next section.



Bureau of Indian Standards

1 Application General Inform 2 Management Details 3 Manufacturing Process 4 Packaging Marking Branding 5 Testing and Inspection 6 Test Reports 7 Declaration/Undertaking 8 Preview Application 9 Pay Fee

**Manufacturing Process**

**Manufacturing Process Details**

**Raw Material Details**

Raw material (With Grade Details, if any)*	Name of Supplier*	Supplier Country*	Conformity of Material*	How Received Batches/Lots Nature of Package*	Records maintained*	Action
ply	sumi	ECUADOR	Raw material is ISI marked	2	Yes	Add

Raw Matriel Details Saved

S.No	Raw material (With Grade Details, if any)	Name of Supplier	Supplier Country	Conformity of Material	How Received Batches/Lots Nature of Package	Records maintained	Action
1	ply	sumi	ECUADOR	Raw material is ISI marked	2	yes	

Do you outsource any of the manufacturing process for the product. (Decision on permitting outsourcing is subject to evaluation and product specific guidelines notified by the Bureau):\* No

Maintenance of Hygienic conditions (Must for Food products):\* N.A

Process Flow-Chart Covering all Processes of Manufacture (from Raw Material to Finished Product Stage), Including Upload File

Figure 18: Manufacturing Process

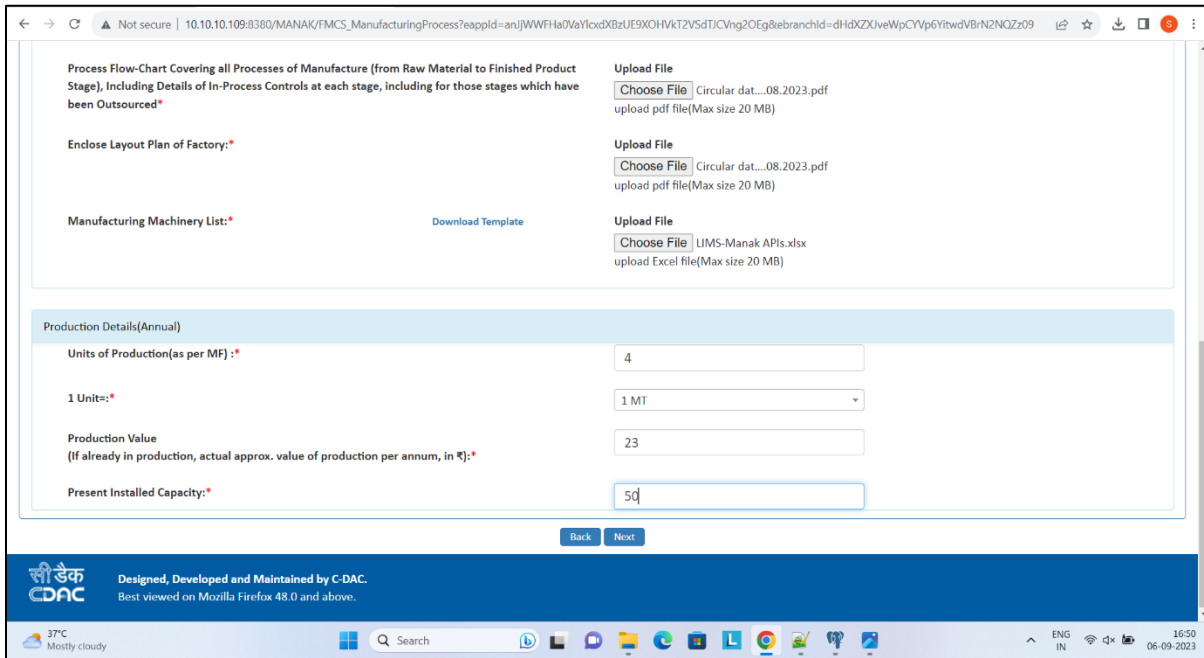


Figure 19: Manufacturing Process (continue)

**4. Packing and Brand Details:** Enter required details in this section and upload required documents. Click on agree for given Terms and Conditions. Press Next Button to move to next section.

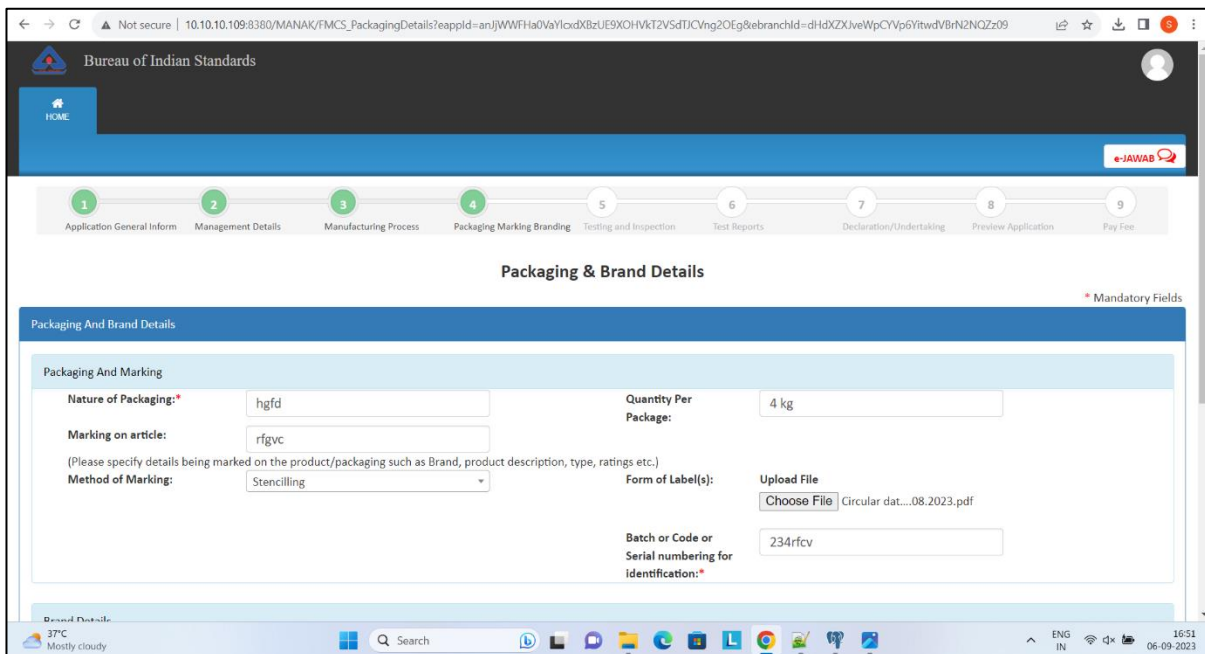
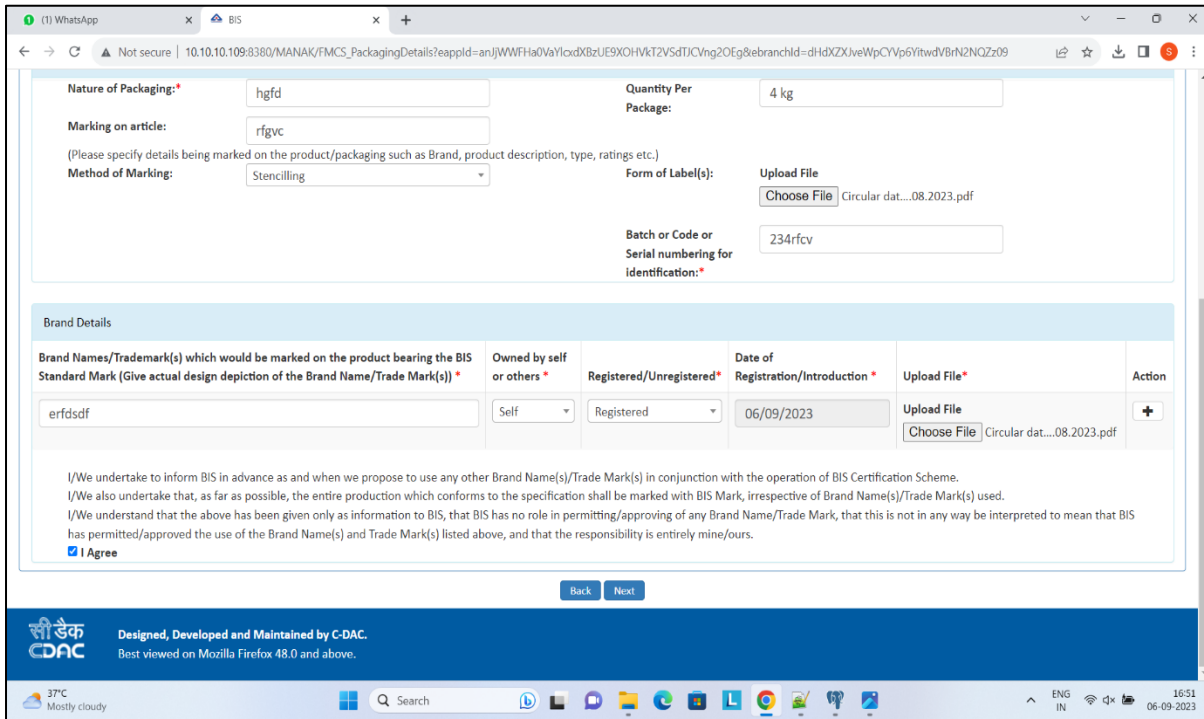


Figure 20: Packing and Brand Details



**Nature of Packaging:** hgfd

**Marking on article:** rfgvc  
(Please specify details being marked on the product/packaging such as Brand, product description, type, ratings etc.)

**Method of Marking:** Stencilling

**Quantity Per Package:** 4 kg

**Form of Label(s):** Upload File  
Choose File Circular dat...08.2023.pdf

**Batch or Code or Serial numbering for identification:** 234rfcv

Brand Names/Trademark(s) which would be marked on the product bearing the BIS Standard Mark (Give actual design depiction of the Brand Name/Trade Mark(s)) *	Owned by self or others *	Registered/Unregistered *	Date of Registration/Introduction *	Upload File *	Action
erfdsf	Self	Registered	06/09/2023	Upload File Choose File Circular dat...08.2023.pdf	+

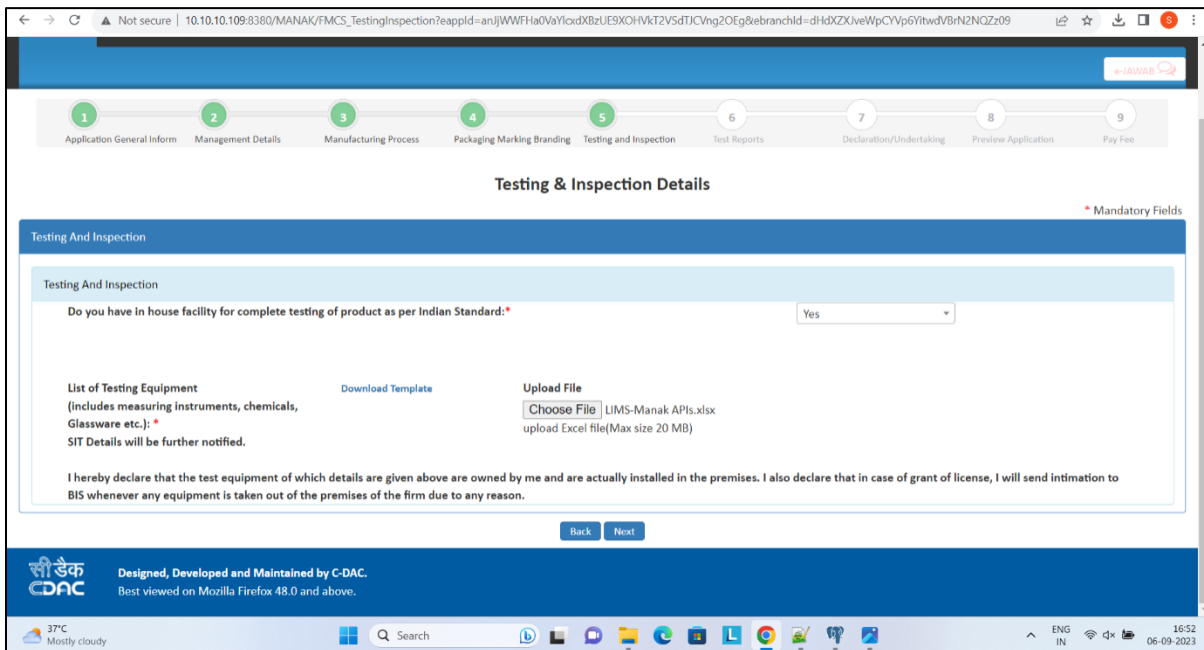
I/We undertake to inform BIS in advance as and when we propose to use any other Brand Name(s)/Trade Mark(s) in conjunction with the operation of BIS Certification Scheme.  
I/We also undertake that, as far as possible, the entire production which conforms to the specification shall be marked with BIS Mark, irrespective of Brand Name(s)/Trade Mark(s) used.  
I/We understand that the above has been given only as information to BIS, that BIS has no role in permitting/approving of any Brand Name/Trade Mark, that this is not in any way be interpreted to mean that BIS has permitted/approved the use of the Brand Name(s) and Trade Mark(s) listed above, and that the responsibility is entirely mine/ours.

I Agree

Back Next

Figure 21: Packing and Brand Details (continue)

**5. Testing and Inspection Details:** Enter all details under this section, upload required documents and press Next Button to move to next section.



Application General Inform Management Details Manufacturing Process Packaging Marking Branding **Testing and Inspection** Test Reports Declaration/Undertaking Preview Application Pay Fee

**Testing & Inspection Details**

**Testing And Inspection**

Do you have in house facility for complete testing of product as per Indian Standard: Yes

**List of Testing Equipment**  
(includes measuring instruments, chemicals, Glassware etc.): \*  
SIT Details will be further notified.

**Upload File**  
Choose File LIMS-Manak APIs.xlsx  
upload Excel file(Max size 20 MB)

I hereby declare that the test equipment of which details are given above are owned by me and are actually installed in the premises. I also declare that in case of grant of license, I will send intimation to BIS whenever any equipment is taken out of the premises of the firm due to any reason.

Back Next

Figure 22: Testing and Inspection Details

**6. Test Report:** Upload required documents. After providing all the mandatory details press Next Button to move to next section.

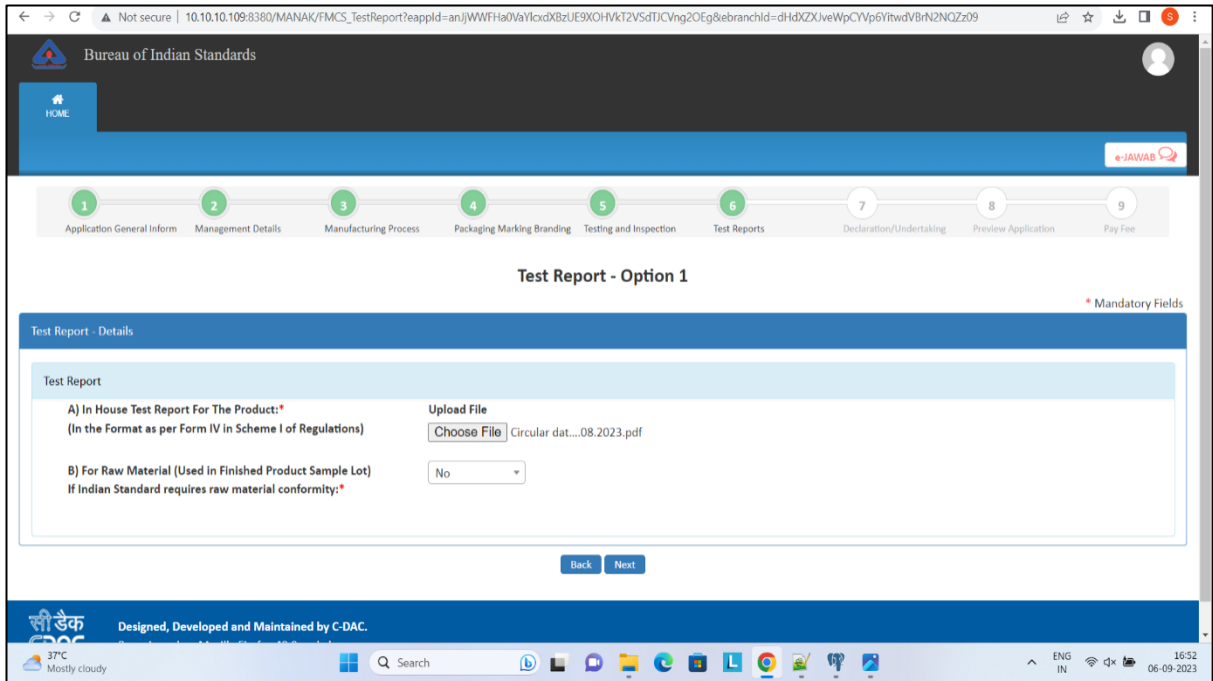


Figure 23: Test Report

**7. Declaration and Undertaking:** Enter all details under this section, upload required documents and press Next Button to move to next section.

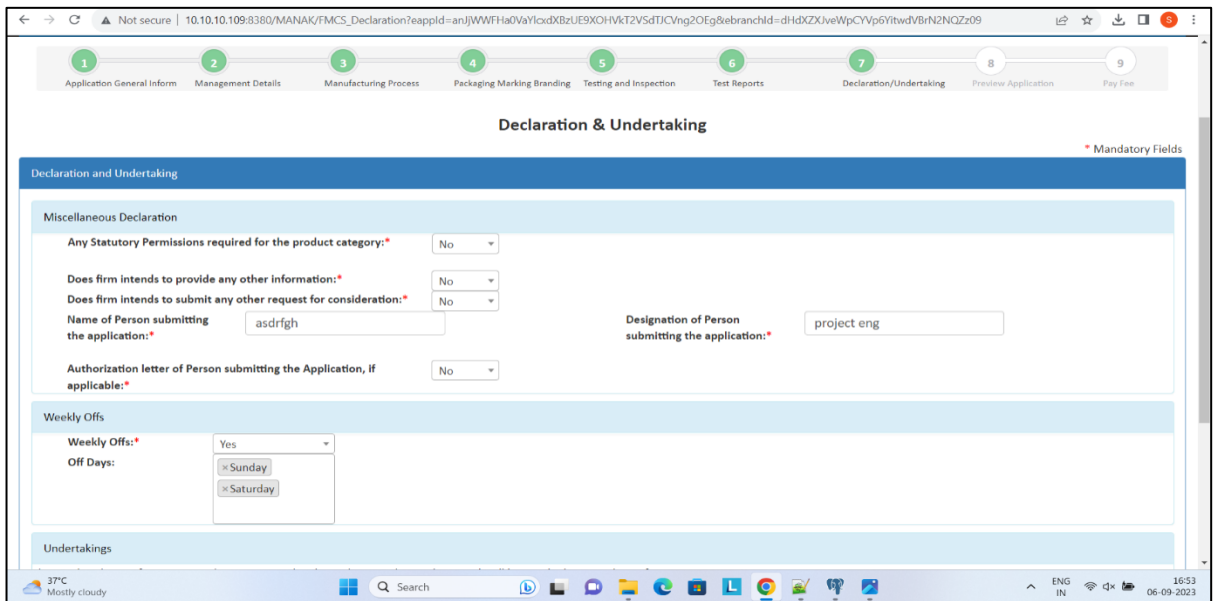


Figure 24: Declaration and undertaking

**8. Application Preview:** Under this section applicant can preview the entered details before entering payment details. By pressing back button application details can be updated in relevant section before payment.

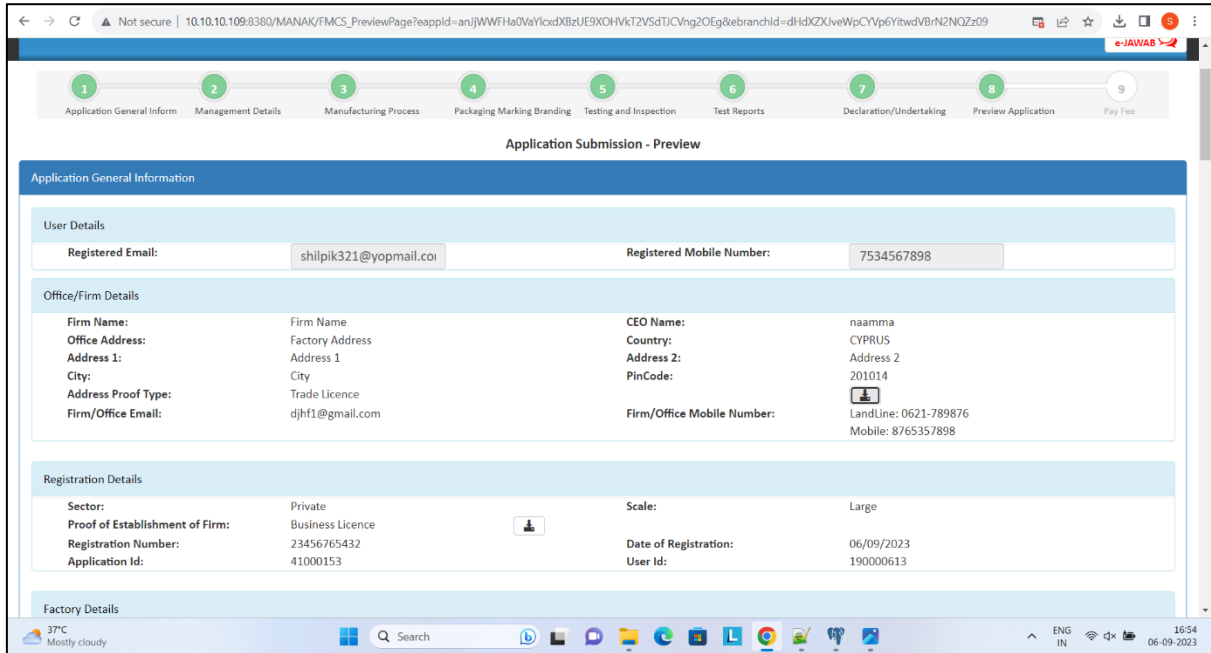


Figure 25: Application preview

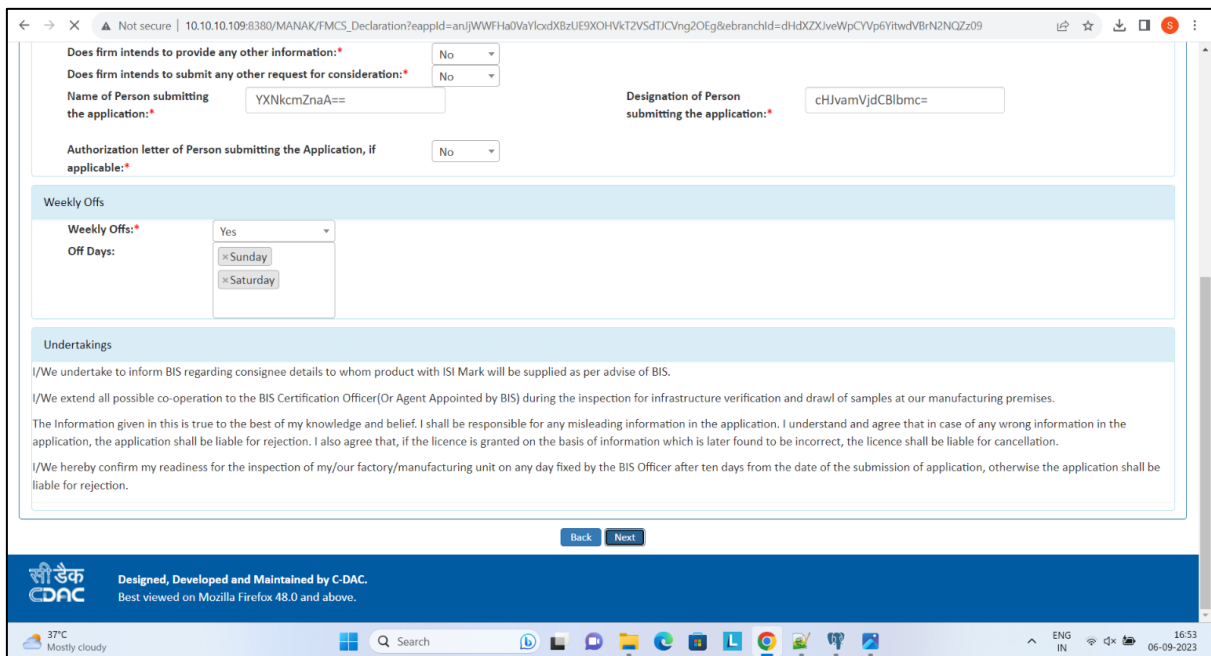


Figure 26: Application preview (continue)

**9. Pay application Fee:** Application fee will be automatically calculated by the System in INR and applicant has to pay equivalent amount in USD Offline. Applicant can provide details of USD Payment and upload payment supporting document.

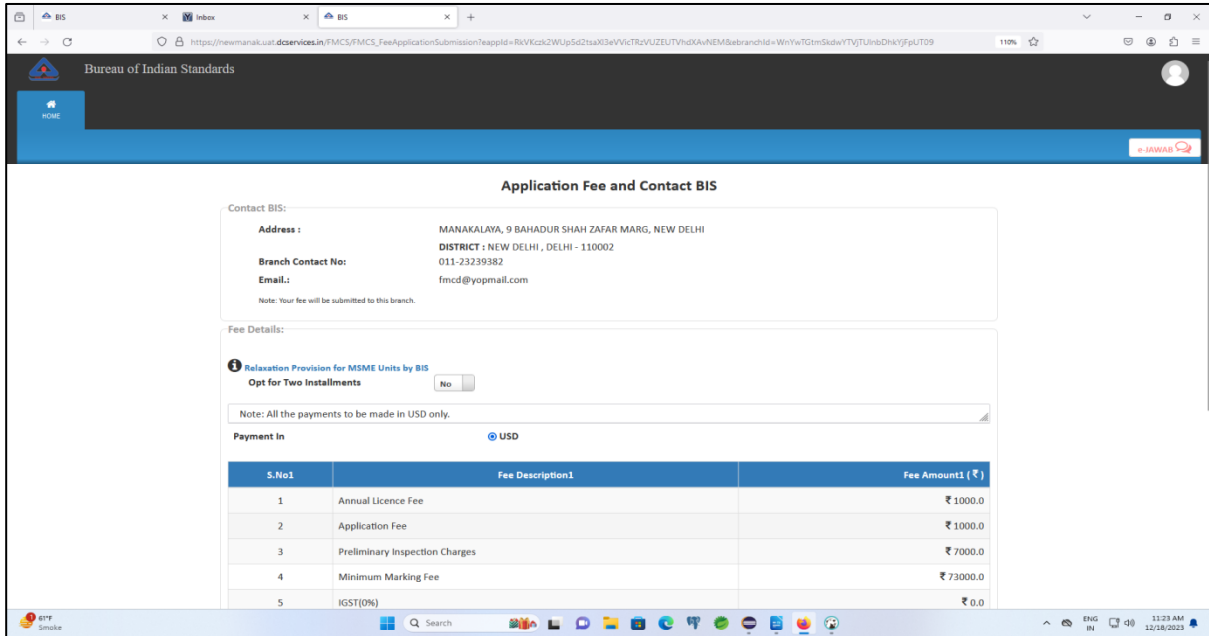


Figure 27: Pay Application Fee

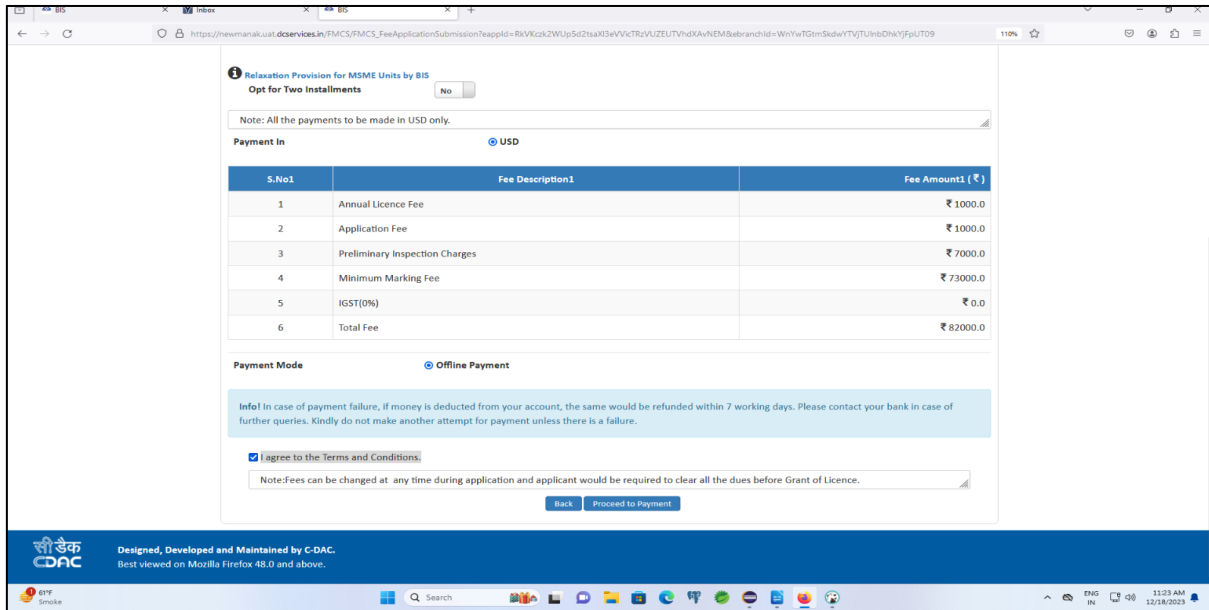


Figure 28: Pay Application Fee (continue)

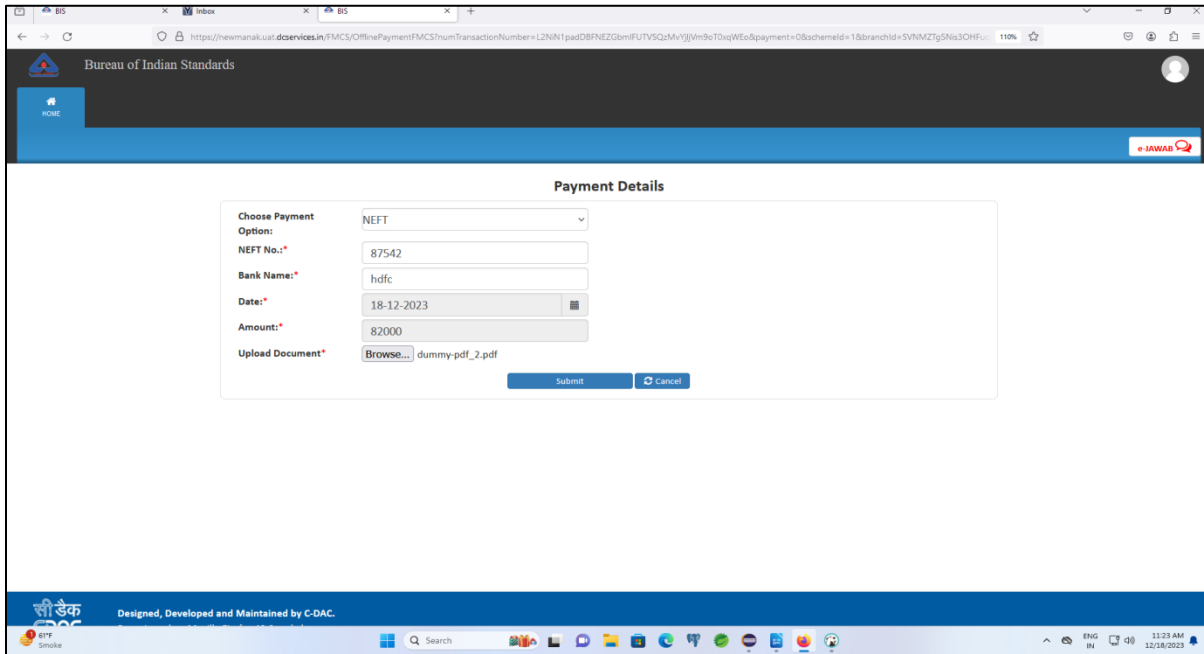


Figure 300: Payment Details

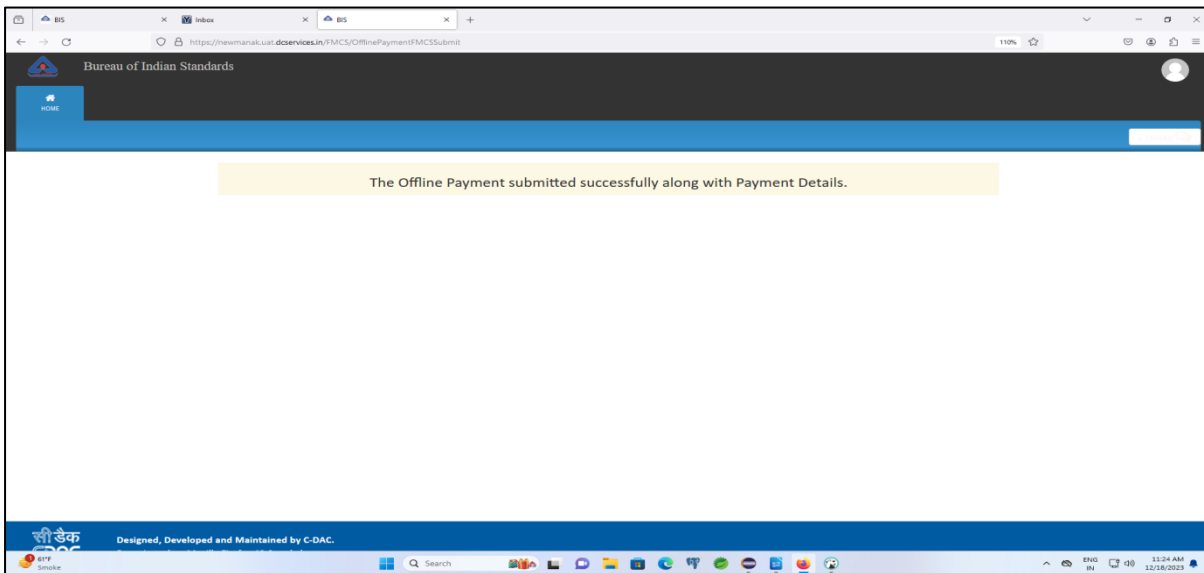


Figure 291: Payment confirmation message

After payment details are saved successfully above message is displayed and Application is sent to BIS for further processing.

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