



43rd National Awards for Export Excellence for Outstanding Exports in 2010-11

Help Document for Online Application

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Introduction

In line with the Council's commitment to adopt technology to serve members better, we are pleased to introduce accepting online applications for the 43rd National Awards for Export Excellence for the year 2010 - 11.

User Friendly Features

- Simple self-explanatory interface screen
- Comprehensive validation for possible error / omissions which will be suitably prompted for correction action
- Facility for saving data and exit at any point at the time of filling the form, and come back later and continue
- Preview of the application at any point as desired. This would be very useful to check for any omissions and / or errors, etc.
- After the application is submitted, a confirmatory email is sent to the applicant with the online link of the application as submitted to the Council for viewing and taking a printout for manual submission along with other relevant documents.

System Requirements

- Computer system with internet access having Internet Explorer 5.5 or above
- Preferable Monitor Resolution: 1024 X 768

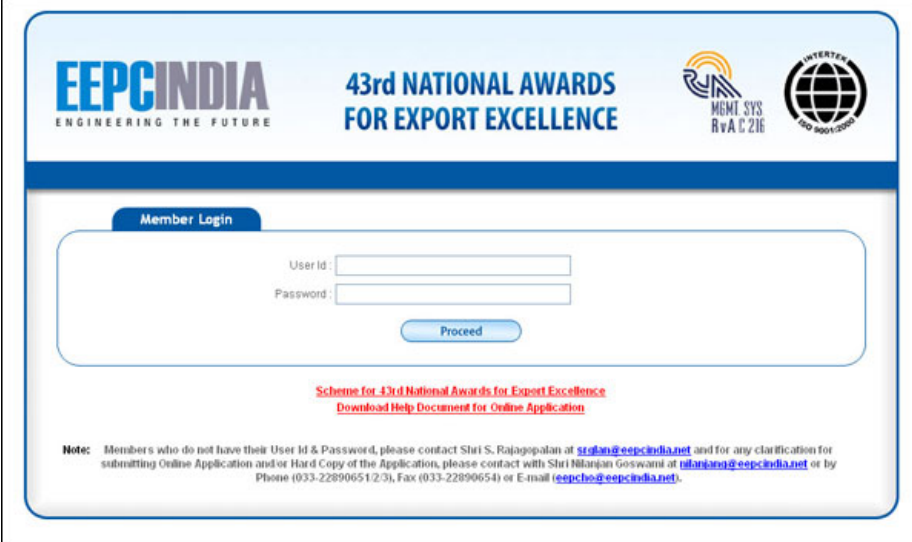
Filling up the Online Application

The members are requested to carefully study the Award Scheme before submitting the application online.

The first step for submitting an online application, the member should log in by clicking on the following link:

<http://eepcindia.org/awards1011/memberlogin.aspx>

The following screen appears:



The screenshot shows a web page for the 43rd National Awards for Export Excellence. The page features the EEPcindia logo (ENGINEERING THE FUTURE) and the award title. It includes a 'Member Login' section with input fields for 'User Id' and 'Password', and a 'Proceed' button. Below the login fields, there is a link to 'Download Help Document for Online Application'. A note at the bottom provides contact information for Mr. S. Rajagopalan and Mr. Nilanjan Goswami.

EEPCINDIA
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**43rd NATIONAL AWARDS
FOR EXPORT EXCELLENCE**

MEMT. SYS
RvA C 216

INTERNET
ISO 9001:2008

Member Login

User Id:

Password:

Proceed

Scheme for 43rd National Awards for Export Excellence
[Download Help Document for Online Application](#)

Note: Members who do not have their User Id & Password, please contact Shri S. Rajagopalan at srglan@eepcindia.net and for any clarification for submitting Online Application and/or Hard Copy of the Application, please contact with Shri Nilanjan Goswami at nilanjan@eepcindia.net or by Phone (033-22890651/2/3), Fax (033-22890654) or E-mail eepcho@eepcindia.net.

Members intending to apply for the awards will need to log in with their User ID and Password as provided by the Council. In case for any reason the User ID & Password is not known, the members are requested to contact Mr. S. Rajagopalan / Mr. Nilanjan Goswami at (91 33) 22890651 / 52 / 53 or send an email to srglan@eepcindia.net / nilanjang@eepcindia.net quoting your Member Code and Company Name.

After successfully logging in, the following screen appears:



EEPC INDIA
ENGINEERING THE FUTURE

**43rd NATIONAL AWARDS
FOR EXPORT EXCELLENCE**




[Logout](#)

Introduction

Please Read The Conditions Carefully

1. The Award Committee of the Council, constituted from time to time by the Chairman of the Council, would decide on the category of applicants and awards based on documentary evidences available with the award application.
2. The decisions taken by the Award Committee will be final and binding.
3. All applications would have to be mandatorily submitted online. However, the printed copy of the application form, along with the necessary documents have to be submitted within seven (7) days of online submission to the Additional Executive Director & Secretary at the Head office of the Council.
4. For consideration of Award of the Council, only direct exports of the applicant will be taken into account. However, indirect exports can also be accounted for provided the final exporter surrenders its claim in favour of the applicant.
5. Exporters of engineering goods (for all categories of exporters), projects and services are required to fill in the respective portions of the application form, failing which the application would be liable to be rejected.
6. The total export turnover needs to be mentioned in the application form. The application form needs to be certified by a Chartered Accountant. Kindly note the unit of exports figures sought in the application form is in Rs Crores. Accordingly, exports figures should be provided in Rs Crores and not in any other unit like Rs Lakhs. The Chartered Accountant should also certify the figures in Rs Crores. Wrong use of account unit and its certification by a Chartered Accountant may lead to rejection of the Award application.
7. For Star Performer Awards, if an applicant is found eligible to compete in more than one product category, export turnover of only the relevant products would be taken into account. Also, while all Engineering Codes have been included in Annexure II, as per DGCIIS classification for engineering goods, in case some codes are still left out, they will be included in the "Miscellaneous Engineering Goods" category of Annexure II (category 34).
8. **Not More Than One Award**
 - (i) A firm qualified for "Top Exporter for the Year 2010-11" award will not get "Star Performers Award" for the Group or "Award for Maximum Participation in Council's Promotional Activities".
 - (ii) Any exporter getting any Award at All India Level will not be considered for the same category of Award at Regional Level except for higher category. However, name of such exporters will be published in the respective Regional Award Brochures.
9. Supplies falling under the purview of Chapter 9 of the Foreign Trade Policy 2009-14 of the Government of India and termed as Deemed Exports will not be taken into account for the purpose of Export Awards of the Council.
10. Supplies to SEZs in India will also not be taken into account for the purpose of export awards of the Council.
11. All applicants are required to clearly mention the award(s) applied for in the application form, failing which the applications would be liable to be rejected.
12. In case of EEPC INDIA – INTERTEK Quality Excellence Award, while Applicants may specifically apply for this Award, the selection will be done on the basis of those who have specifically applied for the award along with those who have not got any other Award but have Quality Excellence Certification and provided supporting documents.

I Agree
Disagree

This contains the general agreement and terms which you need to read and agree upon before proceeding with the online application. The Form contains two buttons at the end – **‘Agree’** and **‘Disagree’** for your choice.

On acceptance of the conditions, the following screen appears:

Members' Basic Information

* Name of the Applicant:

* Address of Correspondence:

* City:

* State:

Pin:

* Phone (with STD Code):

Fax (with STD Code):

* Email Address:
Please mention the E-mail ID where you would like to have the confirmation by return email, and all future correspondence in connection with your application for awards.

Web Address:

* Contact Person:

* Designation:

* Mobile No:

* IEC No. (10 Digits):

* RCMC Number:

* Valid Upto (DD-MM-YYYY): / /

* Region:

* Registered As:

Manufacturer Exporter

Merchant Exporter

Merchant Cum Manufacturer Exporter

Any Other

Industry Type

* Select Industry Type

Micro Enterprise

Small Enterprise

Medium Enterprise

Large Enterprise

Award Category

* Select Award Category:

Top Exporter For The Year 2010-11

Special Trophy for Excellence in Engineering Process Outsourcing Services

Star Performers in Product Groups for 2010-11-Silver Shield

Award for Special Contribution - Silver Plaque: Highest Exporter in Thrust Markets For Thrust Products

Award for Special Contribution - Silver Plaque: Highest Growth in Exports

Award for Maximum Participation in Council's Promotional Activities in 2010-11

Intertek Quality Excellence

Export Performance

* Select Export Performance As:

Manufacturer Exporter

Merchant Exporter

Project Exporter

EPO Service Providers

Other Service Providers

Record Saved...

The following information is displayed by default from the membership records that the Council has on its database.

Name of Application, Address, City, State, Pin, Phone, Fax, Email and Web Address. Except for the Name of Applicant, you may modify other default information. The Email ID is very important as it will be used for all communication in respect to this application.

The rest of the information as appearing on the form is self-explanatory and is required to be entered accordingly.

Important: The form has to be **'Saved'** before proceeding with the entering of details of 'Award Category' & 'Export Performance'.

Select the Award Category. More than one category can be selected. If the application is for **'Award for Maximum Participation in Council's Promotional Activities in 2010-11'**, the details of such participation are to be provided in a separate interface form. On selecting this Award option, the button **'Enter Details'** gets enabled which on clicking provides the following user interface for the details:

Event Type	Event Description	Participation Detail	Amount Detail
Events in India	Contribution in EEPD Publication etc.	Location: Kolkata on 30th May, 2011. A space of 100 sq. feet was booked.	Rs. 100000/- paid through fund transfer at your account.

Select the Event Type from the provided list. The Event Name is to be selected from the list provided under the selected Event Type. Proceed with entering the rest of the information related to participation and payment details and save the information by clicking on the button **'Add this Event'**. Once saved, the same appears in the table below. Information on the table is visible for each Event Type separately.

For Editing / Deleting Records from the Table

Click the 'Details of Participation' on the record that needs to be edited / deleted. The clicked record will be displayed on the interface form in the edit mode. The information can be modified and saved by clicking the button **'Edit this Event'**. In case the same is to be deleted, click on the button **'Delete Event'**.

After entering the event participation details, click on the **'Back'** button [and NOT the internet browser) to return to the main application form.

If the application is for **'Intertek Quality Excellence'**, the details of such participation are to be provided in a separate interface form. On selecting

this Award option, the button '**Enter Details**' gets enabled which on clicking provides the following user interface for the details:

Nature of Accreditation	Quality Certification Authority
Intertek	ISO 9001:2000
Safety & Security Solutions	BOSCH Process

This interface supports multiple records for providing the Accreditation details of the company. As you enter information, each record is displayed in the table on the lower part of the screen. Proceed with entering the details and save the information by clicking on the button '**Add**'. Once saved, the same appears in the table below.

For Editing / Deleting Records from the Table

Click the 'Nature of Accreditation' on the record that needs to be edited / deleted. The clicked record will be displayed on the interface form in the edit mode. The information can be modified and saved by clicking the button '**Edit**'. In case the same is to be deleted, click on the button '**Delete**'.

After entering the Intertek Quality Excellence details, click on the '**Back**' button (and NOT the internet browser) to return to the main application form.

For the 'Export Performance As', breakup for each selection is to be provided. By ticking on the relevant box, the screen is reloaded with the button (Enter Export Performance) alongside getting enabled which needs to be clicked for entering the details.

On clicking the button 'Enter Export Performance', the following screen appears:

The screenshot displays the 'Manufacturer Exporter' interface. At the top, it features the EEPCINDIA logo and the text '43rd NATIONAL AWARDS FOR EXPORT EXCELLENCE'. The user is logged in as 'GUPTA MACHINERY LIMITED'. The form includes the following fields:

- Export Type: Made By Self
- SL No.: 2
- HS Code: (with a link to search if unknown)
- Description: (text area)
- Destination: Select
- Export Figures in Rs. Crores - 2008-09: 0.0000
- Export Figures in Rs. Crores - 2009-10: 0.0000
- Export Figures in Rs. Crores - 2010-11: 0.0000

Buttons for 'Add this Item', 'Delete Item', and 'Back' are located below the form. The 'Exporter Detail' table is as follows:

Sl. No.	HS Code	Description	Destination	Export - 2008-09	Export - 2009-10	Export - 2010-11
1	85	Electrical machinery and equipment and parts thereof, sound recorders and reproducers, television image and sound recorders and reproducers and parts.	Egypt	678.0000	112.0000	678.0000
				678.0000	112.0000	678.0000

This interface supports multiple records for providing export details made for each HS Code / Description to each Destination Country. As you enter information, each record is displayed in the table on the lower part of the screen.

Export Type is only applicable for 'Manufacturer Exporter'. Here the exports have been divided into 'Export by Self' and 'Export through Others'. Export figures for each of these needs to be entered separately.

Sl. No. is self generated sequentially by the system. One will need to enter HS Code (in 6 digits), Product / Service Description, Destination (Country), Export value in (Rs. Crores) for the last three years. After the record is completed, click on '**Add this item**' which will save the information and the same appear in the table below.

Important: for EPO / Other Service Providers – the HS Code is not provided in the interface as it is not required. Description should be used to define the nature of Services exported.

Repeat the process for exports pertaining to each HS Codes / Description for each country.

For Editing / Deleting Records from the Table

Click the HS Code of the record on the table that needs to be edited / deleted. The clicked record will be displayed on the interface form in the edit mode. The information can be modified and saved by clicking the button '**Edit this item**'. In case the same is to be deleted, click on the button '**Delete Item**'.

After entering the export details, click on the **'Back'** button of the form (and NOT the internet browser) to return to the main application form. Repeat the process of providing the export details for each option as ticked.

Preview before Submission

After the filling up the Application Form is completed including 'Export Performance' and 'Award for Participation in Events' (if applicable), you are all set to proceed with the submission of the online application.

Use the **'Preview'** button to checkout your application and proceed with making any alterations / additions as required. Once the application is ready for submission, click on the **'Next'** button.

Before proceeding, a comprehensive check for missing information and errors is carried out by the system. All identified inconsistencies and errors are displayed for corrective action. Only after everything is in order, it proceeds to a summary page appearing as under:

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INTERTEK ISO 9001:2008

GUPTA MACHINERY LIMITED Logout

Summary Page

Name of the Applicant: GUPTA MACHINERY LIMITED

Email Address: ggupta@guptamachines.com

IEC No.: 0123456789

RCMC Number: RCMC00012

Valid Up to Date: 31/12/2013

Enterprise Type: Medium Enterprise

Award Selection:

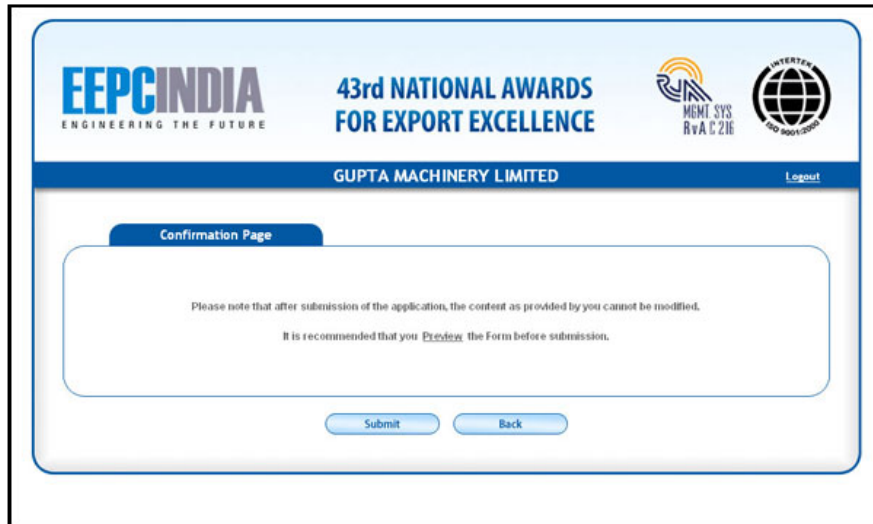
- Top Exporter For The Year 2010-11
- Special Trophy for Excellence in Engineering Process Outsourcing Services
- Award for Maximum Participation in Council's Promotional Activities in 2010-11
- Award for EEPC – Intertek Quality Excellence

Export Details

Export Type	Export In Rs. (Crores)		
	2008-09	2009-10	2010-11
Manufacturer Export(By Self)	678.0000	112.0000	678.0000
Manufacturer Export(Thru Others)	12.5600	67.3300	35.0000
Merchant Export	67.0000	44.2300	79.0000
Total:	757.5500	223.5600	792.0000

Submit Back

On the Summary Page – click on the **'Submit'** button proceed with the submission of the online application. It is followed with a confirmation page appearing as under:



Make sure that you have properly checked your application. This you may again do so by clicking on '**Preview**'. Please note that once the application is submitted, it cannot be modified.

If you are satisfied, click on '**Submit**' on the Warning Page for final submission of application. On successful submission of the application, the following screen appears:



The text on the above screen is self-explanatory. A link is provided for you to view your application and taking a printout for manual submission with the relevant documents. An email is also sent to the applicant with the link for viewing the application at convenience.

The members are requested to contact the Deputy Director, Statistics Department at the Head Office of the Council as per the details given below:

Phone : +91 33 22890651/2/3
Fax : +91 33 22890654
Email : srglan@eepcindia.net; nilanjan@eepcindia.net