User Manual for Sugar Stock Monitoring Portal

## URL of the Web Portal: - https://esugar.nic.in/ssmp/sp.html

1.   General Guidelines:

- User/entity has to select any of the following mentioned entities:
    - i)   Trader/ wholesaler
    - ii)   Retailer (one retail outlet/store)
    - iii)   Big Chain retailer (having more than one retail outlet/store)
    - iv)   Processor: In case of processor, owned units as well as sub-contractor units capacity is to be declared.

- Stock level of Sugar to be declared **every Monday** by respective entities.
- Non-compliance of order will attract punitive action under the Essential Commodities Act, 1955.
- Your first return is due to be **submitted from 21.09.2023 and then on every Monday**. Please ensure weekly updation of Sugar stock on this portal on every Monday until further orders from Directorate of Sugar & Vegetable Oils.

2.   New user Registration:

For all legal entities, one-time registration is required. Entity types are Trader/ Wholesaler, Retailer, Big Chain Retailer and Processor.
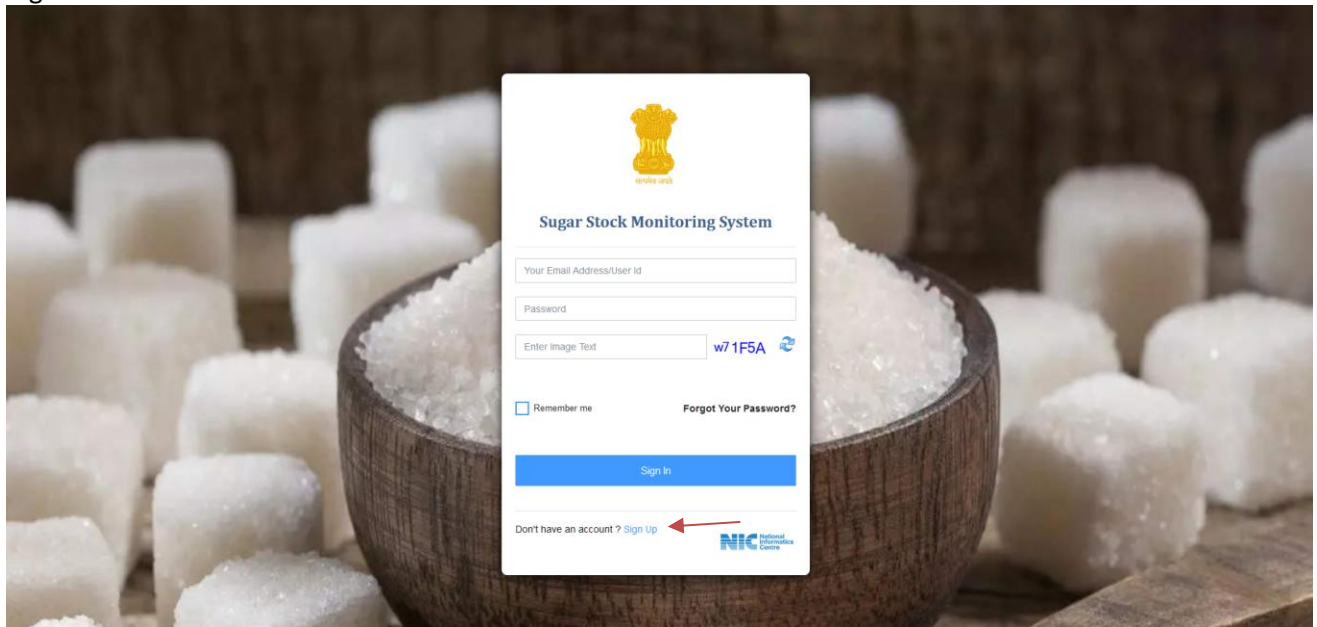
Registration is to be done by clicking on the hyperlink *__Sign Up__, above* screen will appear.

3. **Registration Form:**

I. Select Entity Type from drop down menu Trader/Wholesaler, Retailer, Big Chain Retailer and Processor.
II. In case the Entity type is **"Processor"**, Monthly installed capacity and Average monthly sugar requirement (in MT) needs to be entered. In case of processor, stocks available in own units as well as those sub contracted need to be declared besides the installed capacity of each processing unit even if sub contracted.
III. Enter Name of Entity.
IV. Select State and District. Enter Address1, Address2 (if any) and Pin Code.
V. Enter Name of the Authorized person and designation of this authorized person.
VI. Enter Email-ID and mobile number. An OTP will be received on given Email-ID and mobile number, which would be used for verification purpose.
VII. Enter PAN Number and upload PAN document.
VIII. On submission, User would be directed to a page to create password.

4. On Successful Registration, following message would be displayed-

Your Registration is Successful. You have to bring Sugar Stock on the Sugar Stock Management System if you are having stock more than 1 MT.

5.   Dashboard:

After login, Dashboard page will be display.

6. ADDING STORAGE LOCATIONS AND STOCK UPDATION BY PROCESSOR <mark>OWNED CAPACITY</mark>

In the first phase/time, all the storage locations along with the requisite details will be added on the portal.

Step 1: Add Storage Location for Processor

Enter details of all Storage locations/Depots/retail outlets

- Enter a Depot location name (e.g., Mumbai Depot), which will be used for future reference while adding Sugar stock data.

- Enter the Address of the firm, State, District, Pin code, Authorized Person name, Email and Mobile number.

- After giving the final consent, click to save or add storage location button to add more number of storage locations.

Step 2: Sugar Stock Updation

- Select one of the storage location Name (entered in Add Storage location page) and choose a unit name.

- "Stock updation date as on" would be displayed on the system.

- Enter quantity values in MT (Metric Tons).

- In stock quantity, it should be in round figured (No decimal places).

- After giving the final consent, click submit button to update the Sugar stock record.

7. ADDING STORAGE LOCATIONS AND STOCK UPDATION BY SUBCONTRACT

Step1: Add Storage Location for subcontract:

Enter details of all Storage locations/Depots

- Enter a Depot location name (e.g. Mumbai store), which will be used for future reference while adding Sugar stock data.

- Enter the Address of the firm, State, District, Pin code, Authorized Person name, Email and Mobile number.

- After giving the final consent, click save.

Step2: Sugar Stock Updation

- Select one of the storage location Name (entered in Add Storage location page).

- "Stock updation date as on" would be displayed on the system.

- Enter quantity values in MT (Metric Tons).

- In stock quantity, it should be in round figured (No decimal places).

- After giving the final consent, click submit button to update the Sugar stock record.

8. ADDING STORAGE LOCATIONS AND STOCK UPDATION BY PROCESSOR

Step 1: Add Storage Location for Processor:

Enter details of all Storage locations – Owned or Sub Contracted

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- Enter a Depot location name (e.g. Mumbai Store), which will be used for future reference while adding Sugar stock data.

- Select owned capacity or sub-contractor as applicable.

- Give PAN number if it is a sub-contractor location.

- Enter the Address of the firm, State, District, Pin code, Authorized Person name, Email and Mobile number.

- After giving the final consent, click Save or Add storage locations to add more storage locations.

Note: In case of processor, stocks available in own units as well as those sub contracted need to be declared.
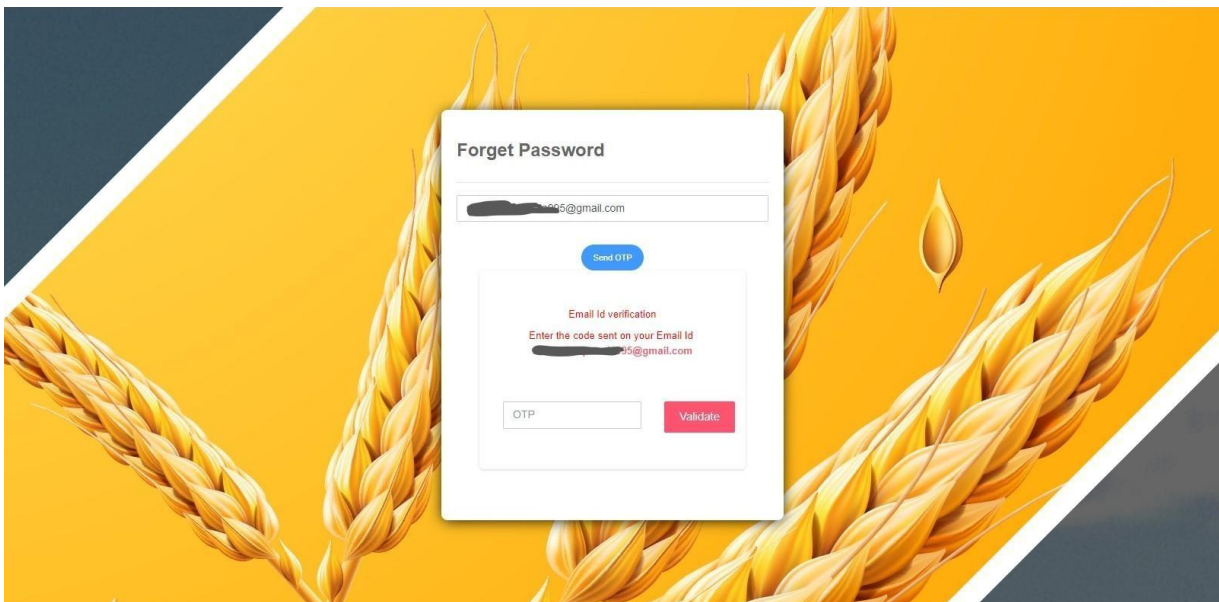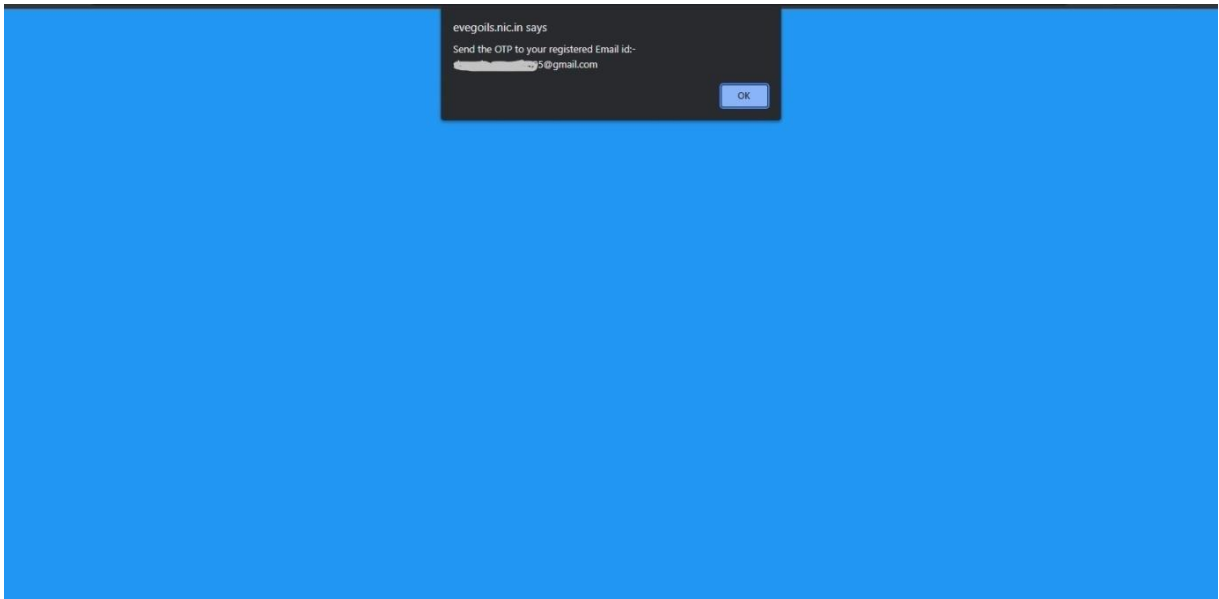
9. Forgot Password:
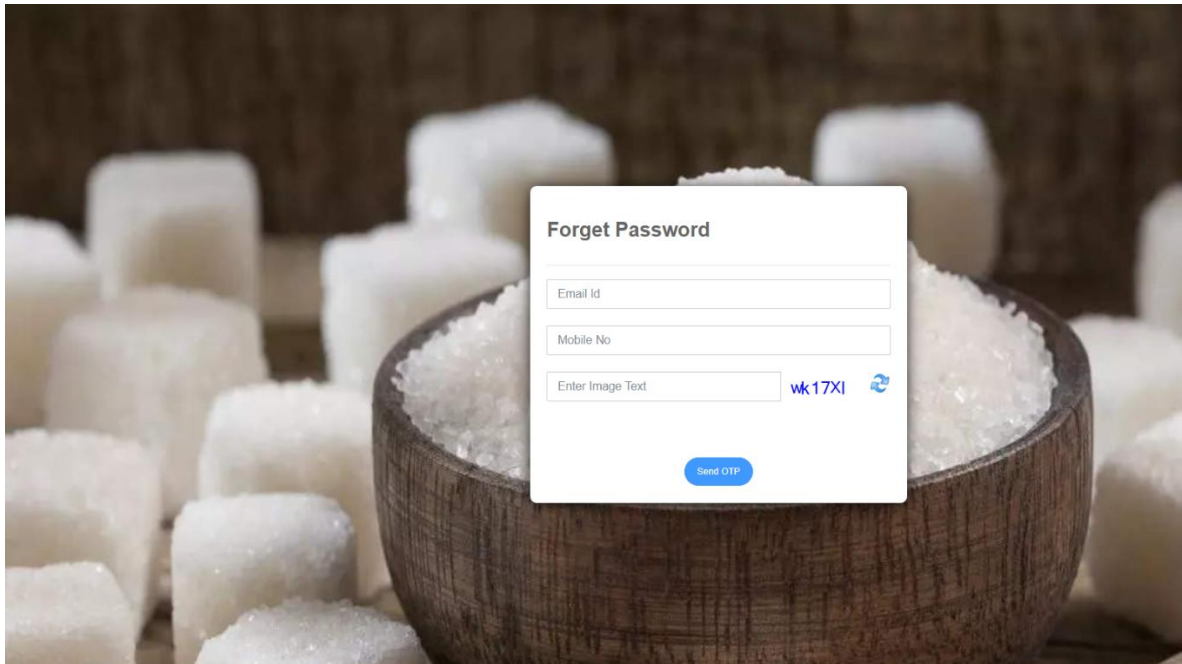
i.   To reset password just click on "Forgot Password" link.

ii.   After entering the registered e-mail id an OTP will be sent to the e-mail.

iii.   After validating the OTP, page will be redirected to reset password page.

10. Help

In case of any issues/problem in registration/Sugar stock update, please send e-mail to **sugarcontrol-fpd@gov.in.**

Note: Please ensure to send your query from the registered email ID (on portal).

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