# 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.

Sugar Stock Monitoring System           Your Email Address/User Id           Password	
Enter Image Text w7 1F5A 🖉	
Sign In Don't have an account ? Sign Up	

Registration is to be done by clicking on the hyperlink *Sign Up, above* screen will appear.

# 3. Registration Form:

Entity Type*	Select User Type	<ul> <li>Entity Name*</li> </ul>	
\$tote*	Select State	- District*	Select District
Address1*	Address of the firm	Address2	Address of the firm
Pin Code*	Pin Code		
Name of the Authorised Person *	Name of the Authorised Person	Designation of the Authorised Person	Designation of the Authorised Person
Email *	Email Id	Mobile *	Mobile No
PAN Number*	Pan No. Ec- CKFPS5688X	PAN Document *	Browse No file selected.
and the second se			only pdf.jpg.jpeg formats without special characters in name of file permitted (mos file size: 304 kb)
<u>•□ I hereby d</u>	eclare that the information furnished above is tr	ue. complete and correct to the	best of my knowledge and belief. I

evegoils.nic.in says OTP sent to mobile number-1234567890 and Email id:- xyz@gmail.com OK

- 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 OWNED CAPACITY

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

Centre				Sugar Stock Monitoring S	ystem		
Dashboard							
Add Storage Location				Add Stora	ge Unit/Location		
Sugar Stock Position							
	Storage location 4						
	Depot location*	Enter	Depot Location		Owned Capacity Osub Contractor		
	Address 1*	Addres	55		Address 2	Address of the firm	
	State"	Select	t State		District*	Select District	
	Pin Code*	Pin Co	de		Authorised Person Name*	Authorised Person Name	
	Email	Email	ld		Mobile"	Mobile No	
	D	ing furnished abo	is this complete and com	ant to the best of my leased as and be	lief I understand that is the most of multiform	ation being found false or incorrect at ony stage. I shall be like	able for action as i
	the Essential Commodities Act, 19	955.	ve is true, complete and com	eu to tile oest of hiy knowledge allo be	iei, i understand diat in the event of my miorn	autori being round raise or incorrect at any stage, i snail be in	able for action as p
	Save And Sub	omit		Save And Add Anothe	r Location	Cancel	
					- Langer and the second se	Total : 3	
		Sr No	Storage Name	State Name	District Name	Sub Contractor/Depot Location	
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		1.0	10.04	IGUA.	INUKTH GUR	105	

ton 1·	Add Storage	location f	nr Processor
lep I.	Aud Storage	LOCATION	JI PIOCESSOI

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 ٠ Mobile number.
- After giving the final consent, click to save or add storage location button to add more ٠ number of storage locations.

#### Step 2: Sugar Stock Updation

Dashboard					
Add Storage Location     Sugar Stock Position			Sugar Stock Update		
	Storage Unit Name*	Select Storage	Address :		
	Stock Updation Date As On*	Select Storage delhi DFPD goa	Quantity Held (in MT)*	Quantity	
	I hereby declare that the information f	furnished above is true, complete and correct to the best of my know	ledge and belief. I understand that in the event of m	v information being found false or incorrect at any stage 1 s	shall be liable for action as per th
	Inereby declare that the information f     Essential Commodities Act, 1965.	furnished above is true, complete and correct to the best of my know	ledge and belief. I understand that in the event of m Submit	y information being found false or incorrect at any stage, I s	shall be liable for action as per th
	Ihereby declare that the information f     Essential Commodities Act, 1965.	furnished above is true, complete and correct to the best of my know	Vedge and belief. I understand that in the event of my	y information being found failse or incorrect at any stage, I s Export To PDF	shall be liable for action as per th
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	In Preby declare that the information f     Essential Commodities Act, 1965.	furnished above is true, complete and correct to the best of my know           S.No.         Storage Unit Name           1         goa	Vedge and belief. I understand that in the event of me Stubmit Quantity (in MT) 454	Export To PDF Stock Updation Date 19-09-2023	ahall be liable for action as per t
	In ereby declare that the information f     Essential Commodilies Act, 1965.	furnished above is true, complete and correct to the best of my know           S.No.         Storage Unit Name           1         goa           2         deihi	Vedge and belief. I understand that in the event of me Stubmit Quantity (in MT) 454 452	Export To PDF Stock Updation Date 19-09-2023	ahall be liable for action as per t
	In ereby declare that the information f     Essential Commodities Act, 1965.	furnished above is true, complete and correct to the best of my know	Vedge and belief. I understand that in the event of me Stubmit Quantity (in MT) 454 452	Export To PDF Stock Updation Date 19-09-2023 59-09-2023	ahall be liable for action as per t
	Inereby declare that the information f     Essential Commodilies Act, 1965.	furnished above is true, complete and correct to the best of my know           S.No.         Storage Unit Name           1         goa           2         dethi	Vedge and belief. I understand that in the event of me Stubmit Quantity (in MT) 454 452	Export To PDF Stock Updation Date 19-09-2023	ahail be liable for action as

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

Informatics =	Sugar Stock Monitoring System						
ashboard							
td Storage Location				Add Storag	e Unit/Location		
	Storage location 4						
	Depot location*	Enter Depot	Location		Owned Capacity®Sub Contract	21	
	PAN Number(Sub)*	Pan No. Ex	CKFPS5688X				
	Address 1*	Address			Address 2	Address of the firm	
	State*	Select State			District*	Select District	
	Pin Code*	Pin Code			Authorised Person Name*	Authorised Person Name	
	Email	Email Id			Mobile"	Mobile No	
	Ihereby declare that the informat the Essential Commodities Act, 1	tion furnished above is 1 955.	rue, complete and correct t	o the best of my knowledge and be	lief. I understand that in the event of my in	formation being found false or incorrect at any stage, I shall be liable	for action as per
	Save And Sut	mit		Save And Add Anothe	Location	Cancel	
						Total : 3	
		sr No Stora	ge Name	State Name	District Name	Sub Contractor/Depot Location	
		2 000		GOA	NOPTH COA	Van	
		e goa		GON	NORTH GOA	1364	

### 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.

asbboard		Sugar Stock	Monitoring System		sugar-test-d-3[ Processor
Add Storage Location					
Sugar Stock Position			Sugar Stock Update		
	Storage Unit Name*	Select Storage	Address		
	Stock Updation Date As On"	21-09-2023	Quantity Held (in MT)*	Quantity	
			Submit		
		IS No. Storage linit Mana	Submit	Export Tr	) PDF
		S.No. Storage Unit Name	Submit Quantity (in MT) 454	Export Tr Stock Updation Date 19-09-2023	D PDF

- 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

Informatics =		Sugar Stock Monitoring System				
Dashboard     Dashboa						
Add Storage Location			Add Storage Ur	nit/Location		
B Sugar Stock + Saton						
	Storage location 4					
	Depot location*	Enter Depot Location		Owned Capacity OSub Contracto	or	
	Address 1"	Address	A	Address 2	Address of the firm	
	State"	Select State	~ D	District*	Select District	
	Pin Code*	Pin Code	A	Authorised Person Name*	Authorised Person Name	
	Email	Email Id	м	/lobile*	Mobile No	
	I hereby declare that the information fur the Essential Commodities Act, 1955. Save And Submit	nished above is true, complete and correct to th	e best of my knowledge and belief. I unde Save And Add Another Location	erstand that in the event of my info	crmation being found faise or incorrect at any stage, I shall be liable	for action as
		St No. Storage Name	State Name	District Name	Total : 3	
		1 DEPD	DELHI	EAST	Yes	
				NODTILOGA	Nee	
		2 goa	GOA	NURTH GUA	res	

Step 1: Add Storage Location for Processor:

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Enter details of all Storage locations - Owned or Sub Contracted

- 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.





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Forget Password	
5@gmail.com	
Send OTP	
Email Id verification Enter the code sent on your Email Id	
OTP Validate	
	AND D

# 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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