User

MANUAL

Jaivik kheti Portal

MSTC Ltd.

Feb 2019

Revision Sheet

Release No.	Date	Revision Description
Rev. 0	11/12/2018	User's Manual Jaivik Kheti version 0 and Checklist
Rev. 1	07/12/2018	User's Manual Jaivik Kheti version 1 and Checklist
Rev. 2	02/01/2019	User's Manual Jaivik Kheti version 2 and Checklist

Jaivik Kheti
Rasayan Mukt Bharat

I have carefully assessed the User's Manual for Jaivik Kheti. This document has been completed in accordance with the requirements of System Development Methodology.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

_____	_____
NAME Project Leader	DATE
_____	_____
NAME Operations Division Director	DATE
_____	_____
NAME Program Area/Sponsor Representative	DATE
_____	_____
NAME Program Area/Sponsor Director	DATE

USER'S MANUAL

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1.0 GENERAL INFORMATION

1.0 GENERAL INFORMATION

1.1 Authorized Use Permission

MSTC provides you with access to a variety of resources on this website (“Web Site”), including documentation and other product information (collectively the “Documentation”), download areas, communication forums, and other services (collectively "Services"), software, including developer tools and sample code (collectively “Software”), and Application Program Interface information (“APIs”). The Documentation, Services, Software, and APIs (including any updates, enhancements, new features, and/or the addition of any new Web properties to the Web Site), are subject to the following Terms of Use ("TOU"), unless we have provided those items to you under more specific terms, in which case, those more specific terms will apply to the relevant item. Microsoft reserves the right to update the TOU at any time without notice to you. The most current version of the TOU can be reviewed by clicking on the "Terms of Use" hypertext link located at the bottom of our Web pages.

1.2 Points of Contact

1.2.1 Information

The points of organizational contact (POCs) that may be needed by the document user for informational and troubleshooting purposes. Seller as well as buyer can raise grievance on jaivik kheti portal, you can also touch with us using helpdesk.

1.2.2 Coordination

The list of organizations that require coordination between the project and its specific support function (e.g., installation coordination, security, etc.) are currently not available.

1.2.3 Help Desk

Help desk information including responsible personnel phone numbers and Email Address for emergency assistance.

1.3 Organization of the Manual

User’s Manual v3.

1.4 Acronyms and Abbreviations

Provide a list of the acronyms and abbreviations used in this document and the meaning of each.

App:	Application
KM:	Knowledge Management
MS:	Microsoft
Wiki:	Wikipedia
WP:	Windows Platform

2.0 SYSTEM SUMMARY

2.0 SYSTEM SUMMARY

2.1 JAIVIKKHETI PORTAL SUMMARY

Jaivikkheti portal is a one stop solution for facilitating organic farmers to sell their organic product and promoting organic farming and its benefits. This portal caters various stakeholders like regional councils, local groups, individual farmers, buyers, and input suppliers. Details of local groups and farmers are fetched from PGS portal as details like farm output and crop details are readily available in PGS portal.

After registering, local groups and individual farmers can upload their products for online selling in the portal. They can fix the price, quantity, stocks, delivery charges and images of their products. They can also edit their existing products. Farmers are informed via messages and emails during various stages of product purchase to delivery. Sellers will receive their payment in their bank account within a pre-defined interval.

Buyers can view all the available products by visiting "e-bazaar" link of the portal. Facilities like online payment, order tracking, invoice details etc. are also available in the portal. Buyers can purchase their products at their own favorable price through enquiry based system. They may also raise future demands.

Knowledge repository section of the portal includes case studies, videos, and best farming practices, success stories and other material related to organic farming to facilitate and promote organic farming.

The portal also provides various price discovery mechanisms for sellers/buyers to get the right price for their products through enquiry based system, forward auction, price-quantity bidding, book building and reverse auctions.

Input suppliers also can register themselves in jaivikkheti portal, once they got verified; they can upload their Products with images, which will get displayed in the portal after proper verification.

OTHER SPECIAL FEATURES:

- Secured online payment facility
- Price discovery mechanisms through various E-auctions
- Demand based enquiry system
- 100% PGS certified genuine products
- Integration with FSSAI
- Grievance Redress Mechanism
- Helpdesk

2.2 System Configuration

Windows features a new user interface, based upon Microsoft's Windows design system. The home screen, called the "Landing screen", is made up of "Tiles". Tiles are links to applications, features, functions and individual items (such as contacts, web pages, applications or media items). Users can add their Crop, Tiles are dynamic and update in real time -

2.3 User Access Levels

Below are the lists of user based on their role.

1) Admin:
    a. Approve user (Non-PGS)
    b. Approve Crop (Non-PGS)
    c. Approve Farm (Non-PGS)
    d. Activate/De-active User/Crop/Farm
    e. Activate/View/Search Group
    f. Upload KM
    g. View/Approve Input Supplier
    h. Upload/View News/Event/Announcement
    i. Forgot Password

2) Farmer:
    a. Register
    b. Upload/View Farm Details
    c. Upload/View Product
    d. Upload/Deactivate/View Stock
    e. Accept order
    f. Confirm Delivery
    g. Give Enquiry Response
    h. Accept Enquiry Response
    i. Forgot Password
    j. Change Password

3) Farmer Group:
    a. View Profile Information
    b. Manage Account Details
    c. Create New Group
    d. Add farmer in Group
    e. Upload/ View Farm details
    f. Upload/View Crop Details
    g. Activate/De-active user of their Group
    h. Upload Product of their respective Group
    i. Accept order
    j. Confirm Delivery
    k. Give Enquiry Response
    l. Accept Enquiry Response

m. Forgot Password
n. Change Password
o. Create/View Blog
p. View Future Demand

4) Input Supplier:
   a. Register
   b. Upload their Product
   c. Forgot Password
   d. Change Password
   e. View Uploaded Product
   f. Add New Product

5) Buyer:
   a. Register
   b. Buy Product
   c. Give/View Enquiry
   d. Accept Enquiry Response
   e. Forgot Password
   f. Place Future Demand
   g. Add Address
   h. My Order
   i. View Cart

6) All User
   a. Add/View Grievance

Note:
1). Non-PGS's user required Admin Approval for their registration, Crop upload, farm upload etc.
2). Input Supplier & their products will appear on jaivik kheti Portal once it approved by Admin

3.0 GETTING STARTED

3.0 GETTING STARTED

3.1 User Registration

3.1.1 Farmer Registration:

Farmer can register by providing below details:

- Personal Information
- Farm Details
- Bank Account Details

3.1.2 Local Group Registration:

- Can provide basic details of group (Group Name, Local Group Registration No)
- Team Leader's Basic Details
- Bank Account Details

3.1.3 Input Supplier:

- ✓ Basic Details
- ✓ Product Details

3.2 Logging On

User can login using their credentials (Email/Mobile No and Password)

3.2.1 [Upload Crop]

Farmer can upload their products for sell.

3.3 Changing User ID and Password

Sign in to the Website.
Click Change Password at the top of the Home page, and open the Accounts and Import tab.
Click on Change Password.
In the new window, click Change password under the Personal information option.
Enter your current password and your new password.

3.4 Forgot Password

User can reset new password by providing their details.

3.5 Exit System

Click on Logout.

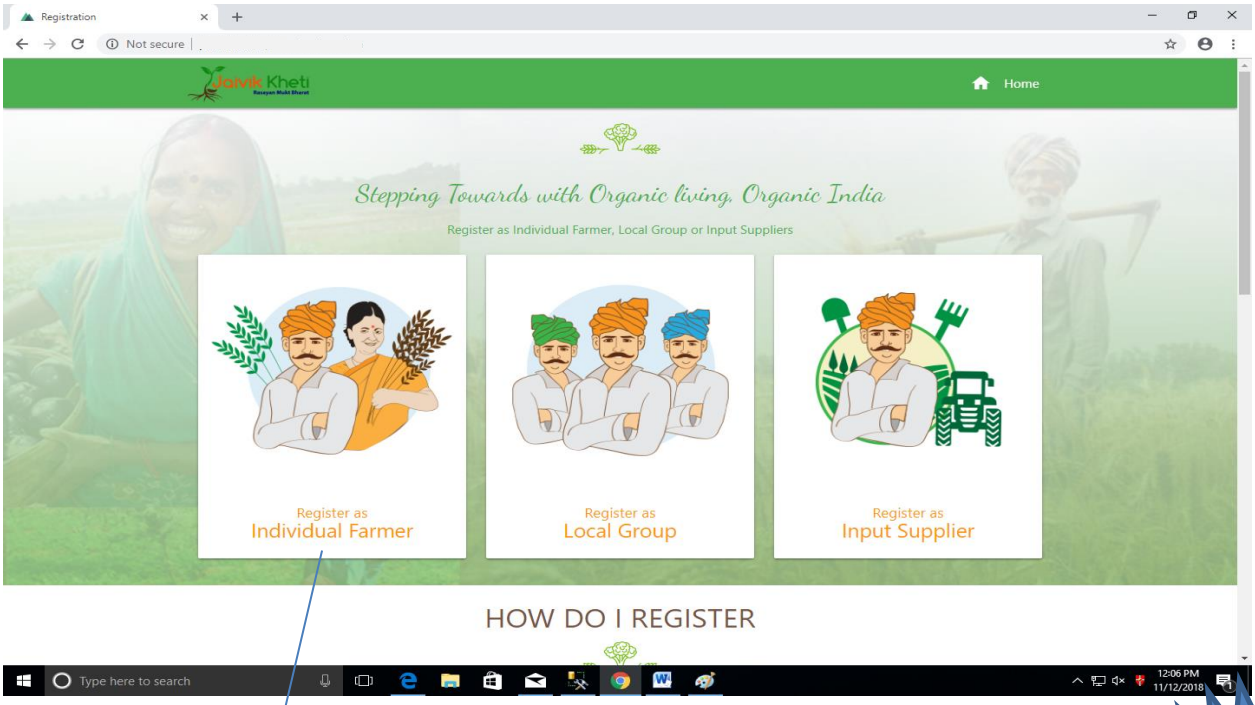
4.0 USING THE SYSTEM (ONLINE)

4.0 USING THE SYSTEM (ONLINE)

URL: jaivikKheti.in

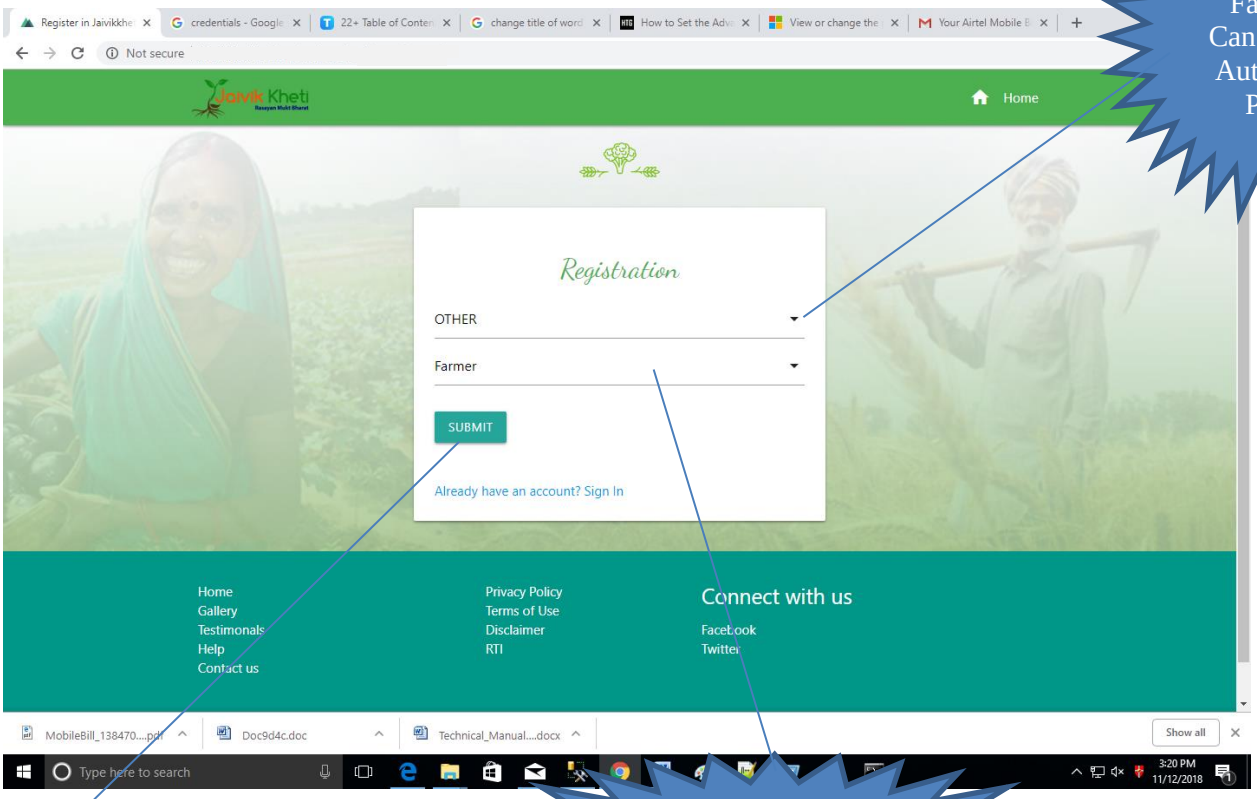
4.1 Farmer Registration

Below are the screens for Farmer Registration:-



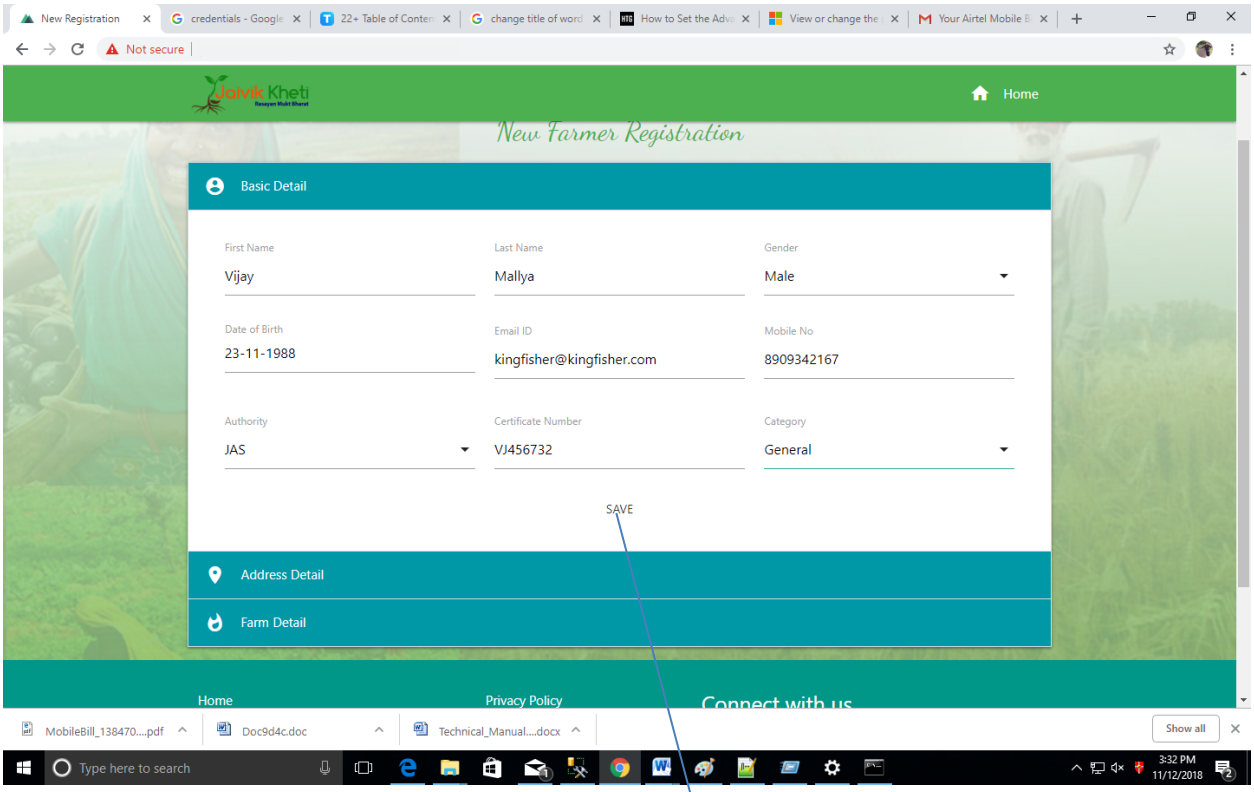
2). Click on Individual farmer

PGS's Farmer Can Select Authority PGS

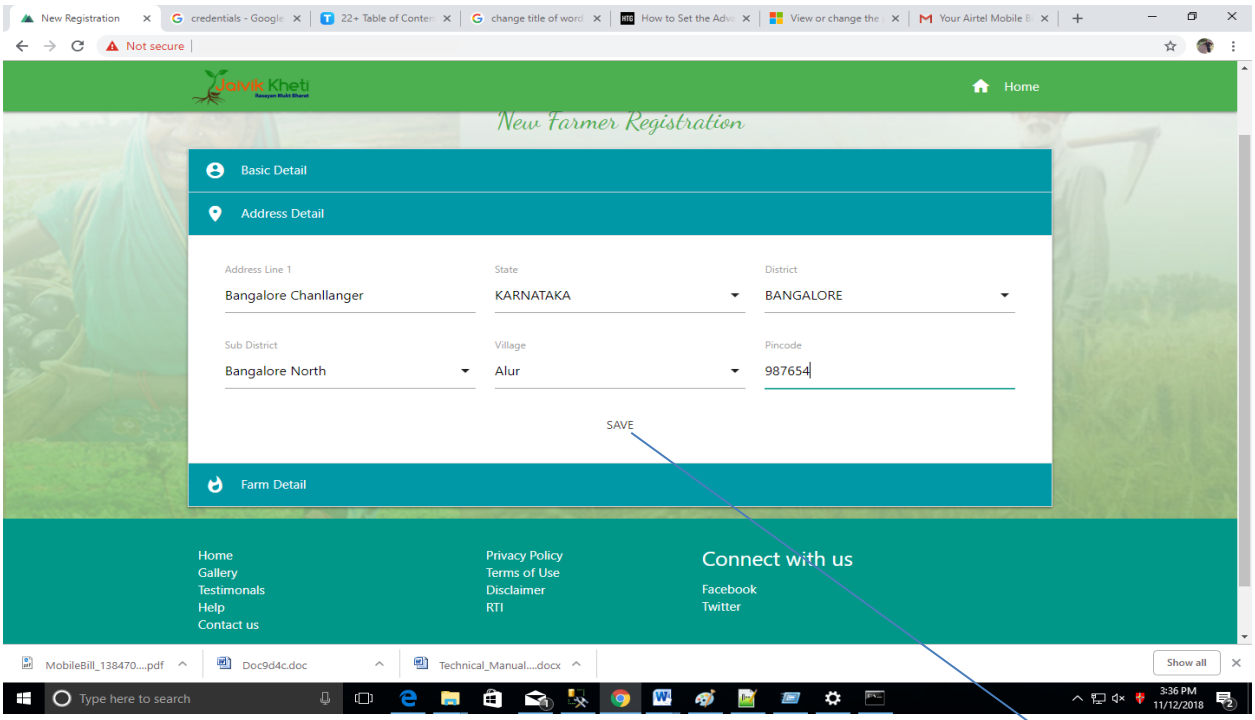


3). Click on Submit

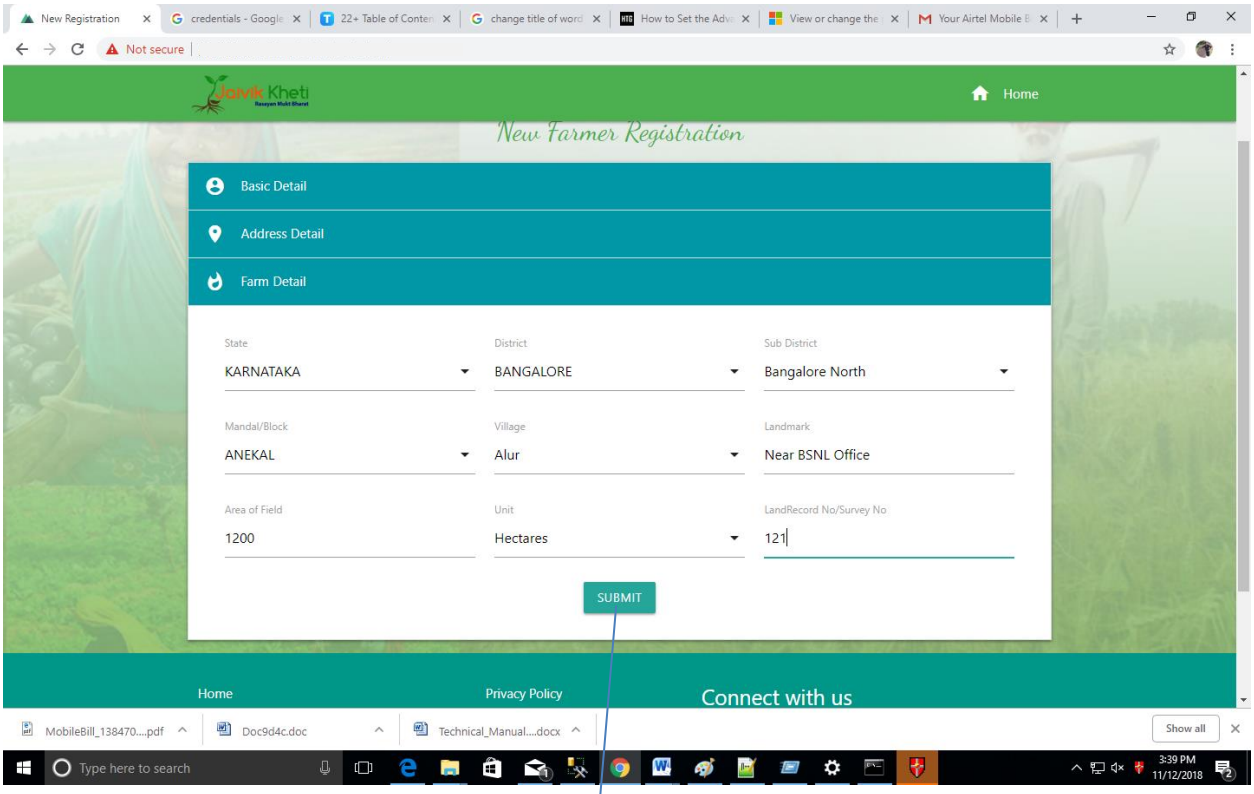
Type Farmer Group in case Farmer is associated with group



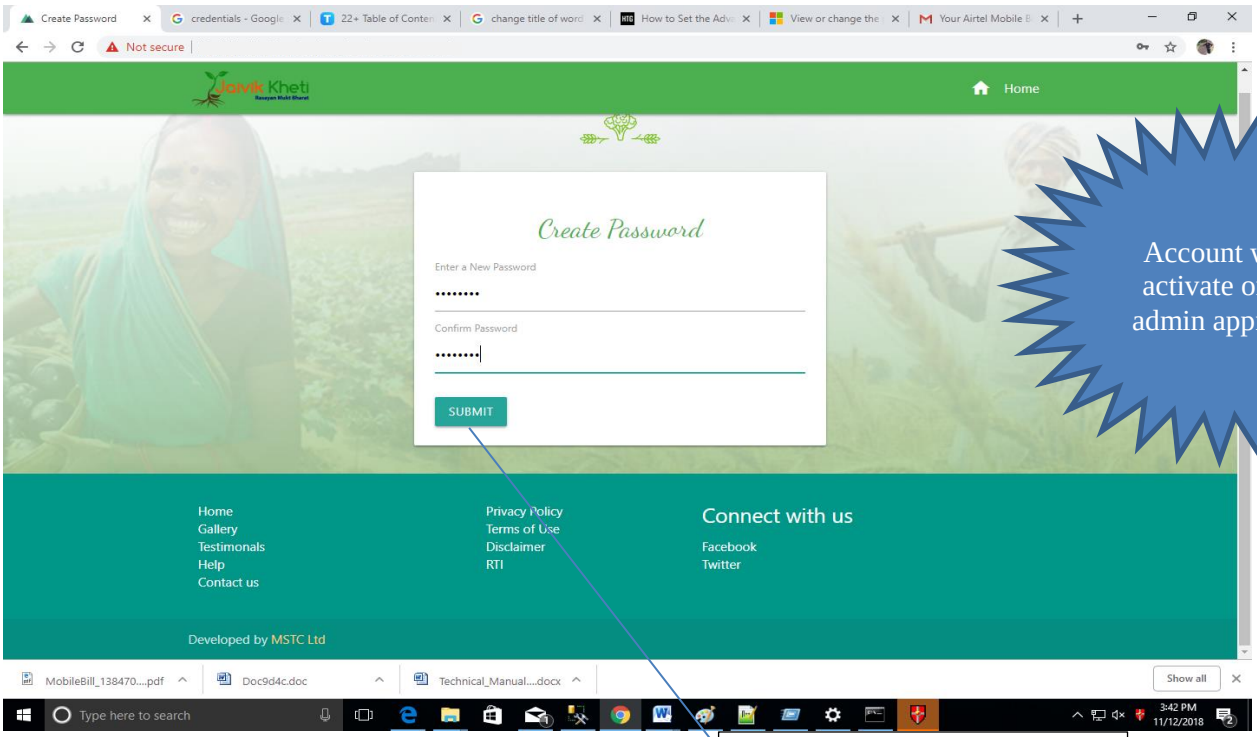
4). Fill and Save Basic Details



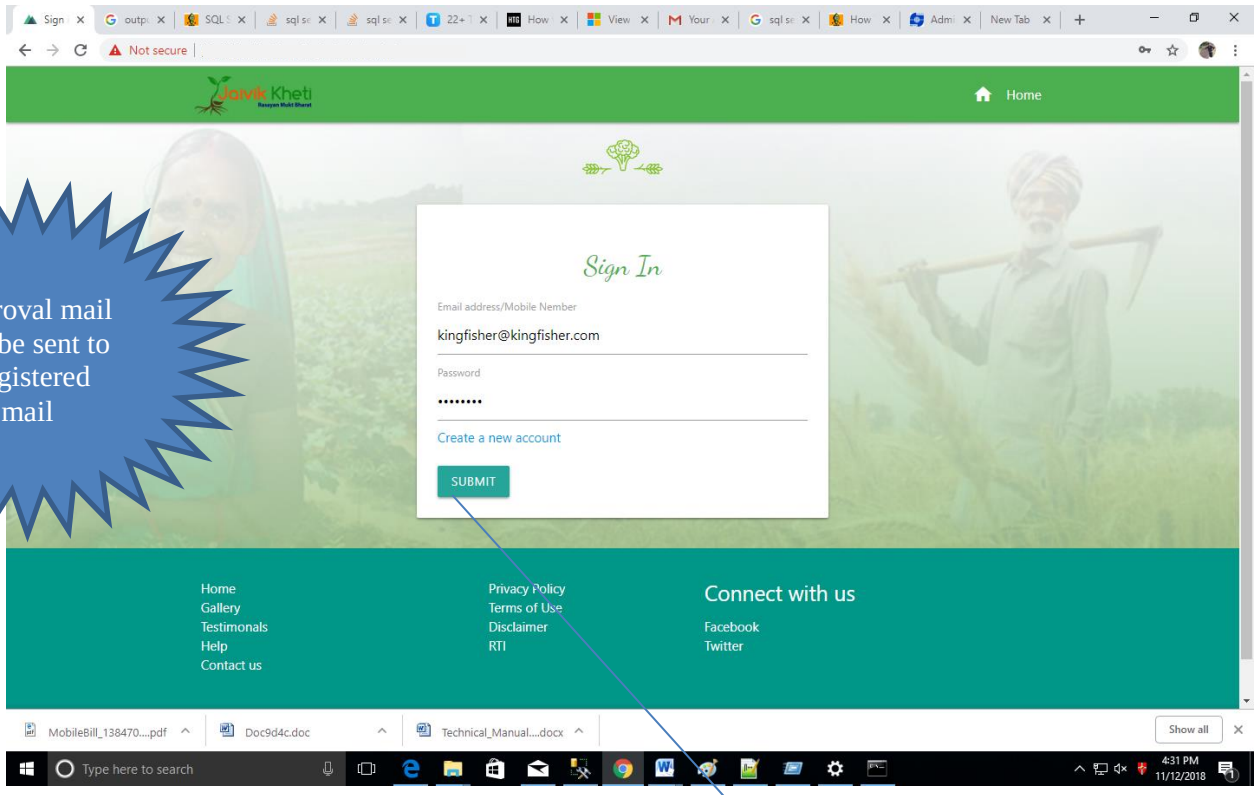
5). Fill and Save Address of farmer



6). Fill and Submit Farm details of farmer

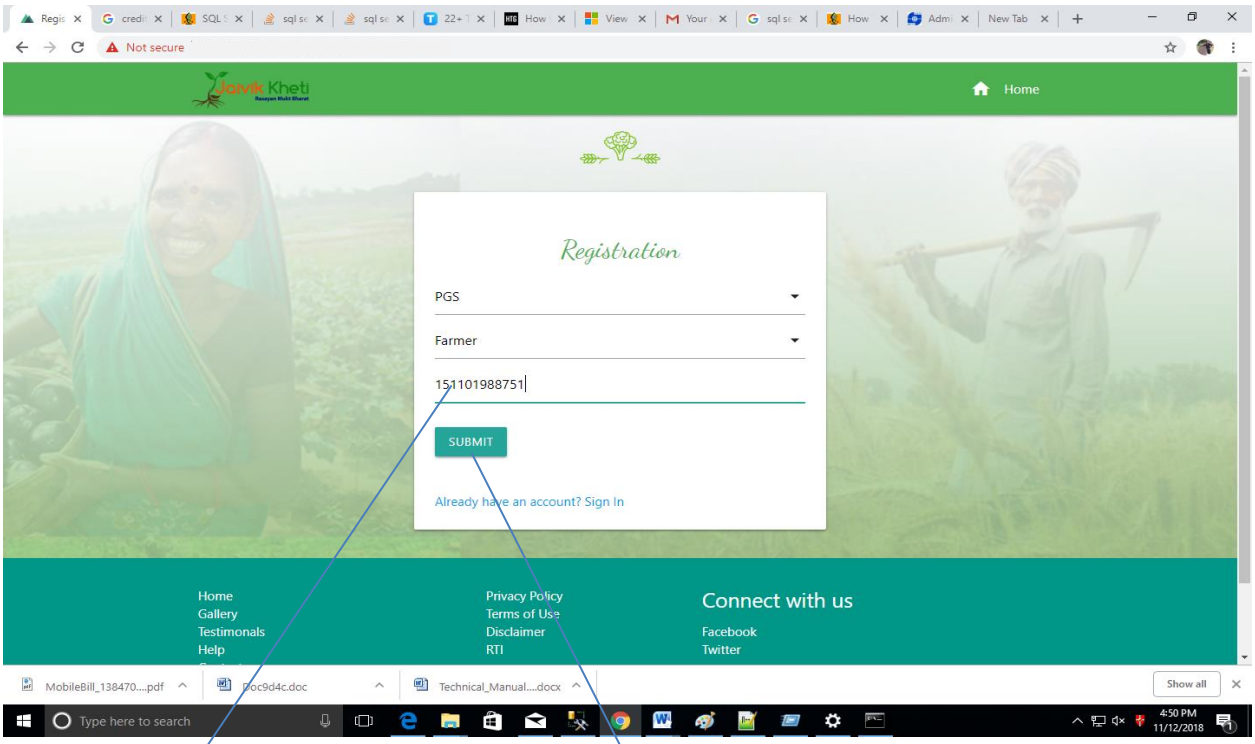


7). Fill and Submit Password



8). Farmer can login using their credential

4.2 PGS Farmer Registration



1). Required PGS **Member Code** for Registration. Submit Details as shown in screen

1). PGS **Member Code** is mentioned in PGS-Scope Certificate to a particular Farmer.

PGS - India

A Participatory Organic Guarantee Programme
Under National Project on Organic Farming
Department of Agriculture and Cooperation
Govt of India

Certificate No. - 182000160777
Date of Issue (MM/DD/YYYY) - 12/6/2018

Scope Certificate

This is to certify that the product(s) and areas(s) of the mentioned farmer Smt. VITOLA DEVI belonging to PGS-India Group Smt. VITOLA DEVI Registered with Regional Council No PGSI/NC(UP)-1382 **Deputy Director Agriculture, HAMIRPUR (U.P.)** are in accordance with requirements of

PGS-India National Standards For Organic Production

For the process of :

"Crop Production"

This Scope Certificate
valid from(MM/DD/YYYY) 12/6/2018 until (MM/DD/YYYY) 12/5/2019
for those product(s) and area(s) specified in the annexe

The validity of this certificate solely depends on the continued compliance with the required standards and PGS-India guidelines.

Local Group : HAMIRPUR JAIVIK KRASHI SAMUH, BIHERKA
Local Group Code : LG2000007278

Regional Council : Deputy Director Agriculture, HAMIRPUR (U.P.)
The validity of this certificate solely depends on the continued compliance with the required standards and PGS-India guidelines.

Member Code	Member Name	Total Organic Area(Ha)	Farmer Status	Crops/Produce
113842	mt. VITOLA DEVI	0.4	PGS GREEN	1 : SESAME (GINGELLY/TIL) (Area : 0.4 Ha)

Farmer Can Find Member Code in Certificate Given by PGS

Signature of PGS India Group Leader
Local Group No. LG2000007278

Authorised by :
Deputy Director Agriculture, HAMIRPUR (U.P.)
RegionalCouncil for PGS in UTTAR PRADESH
Authorisation No. - PGSI/NC(UP)-1382
Date - 12/6/2018

NATIONAL INFORMATICS CENTRE

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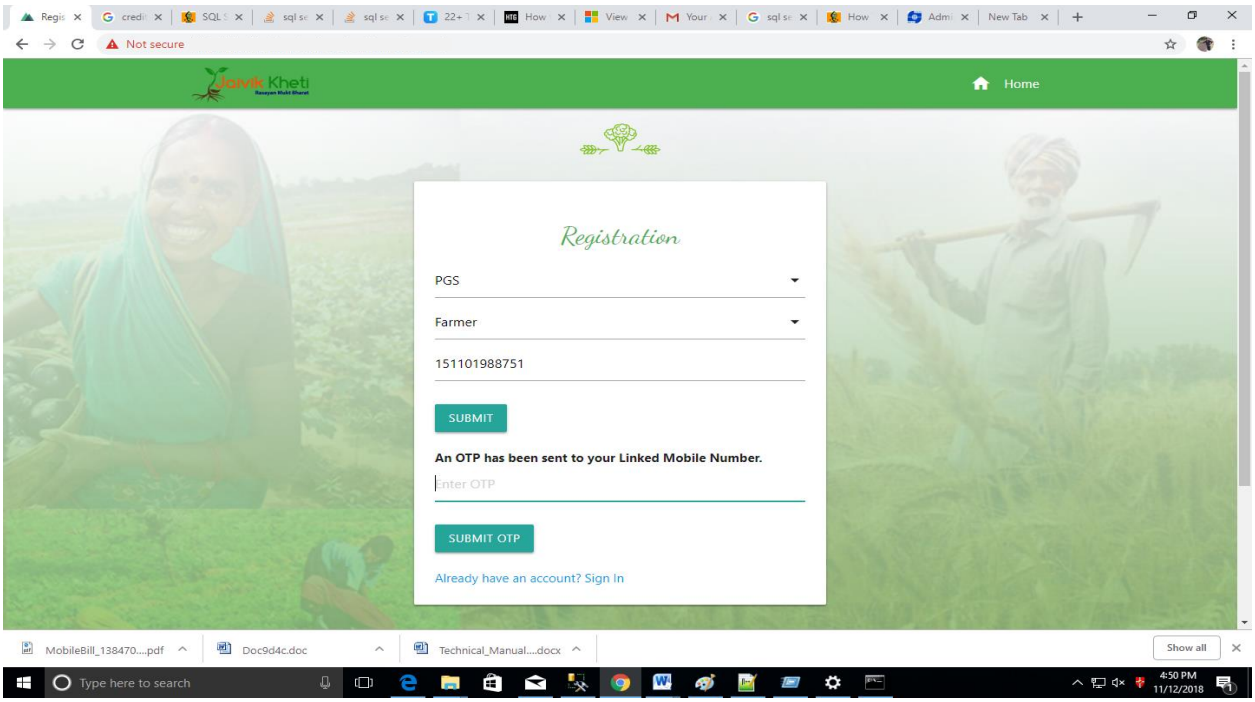
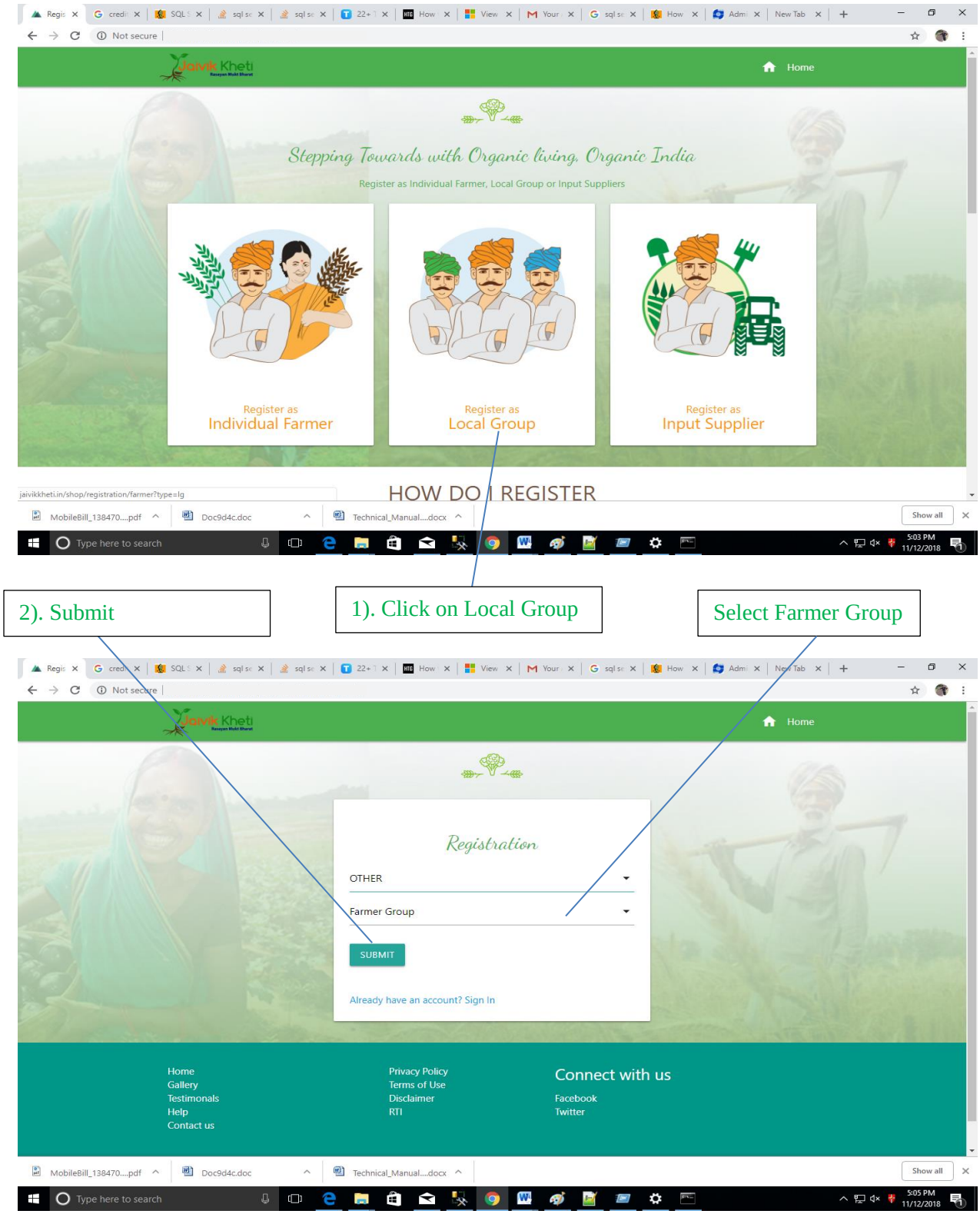
Designed & Developed by Agriculture Informatics Division, National Informatics Centre, Ministry of Communication and IT, Govt. of India

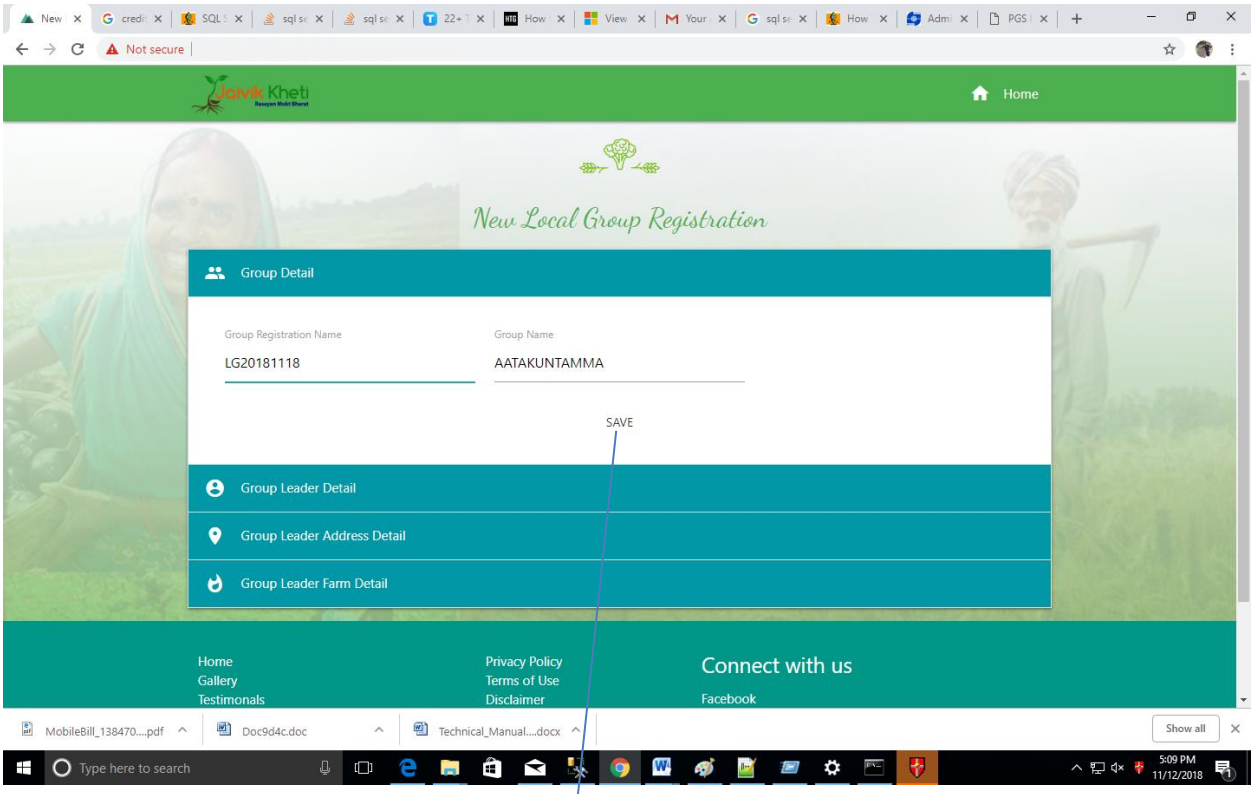


2). OTP will send to registered email Id and Mobile associated PGS Portal, in case no email configured then System will redirect to PGS Portal to update Email.

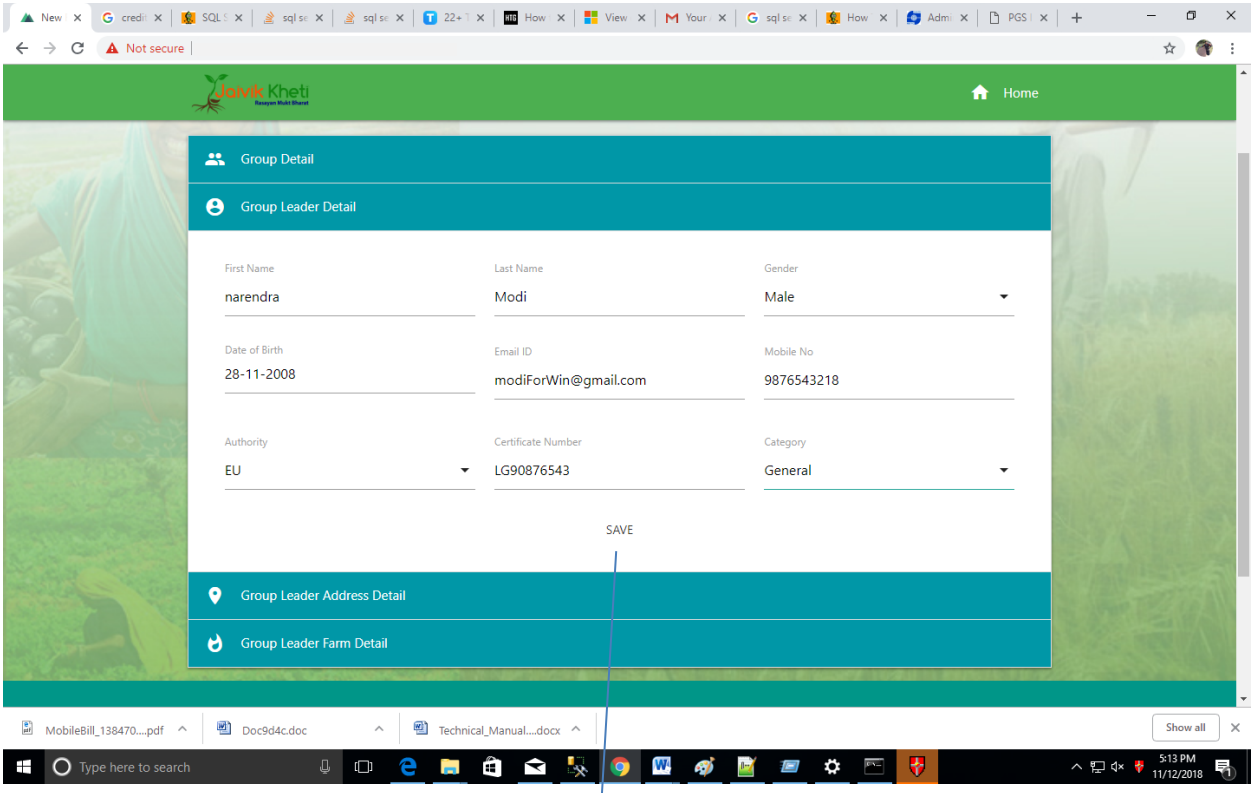
Account will Activated after successful OTP Validation.

4.3 Local Group Registration:

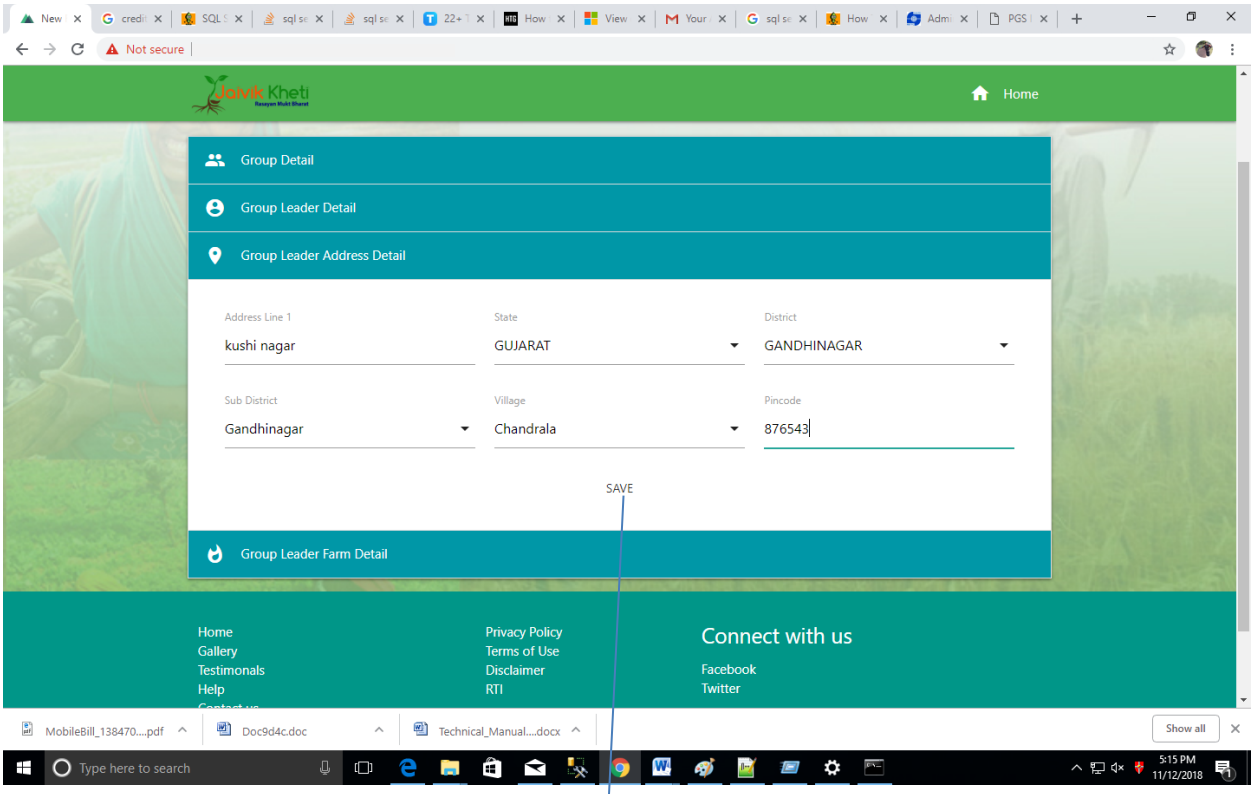




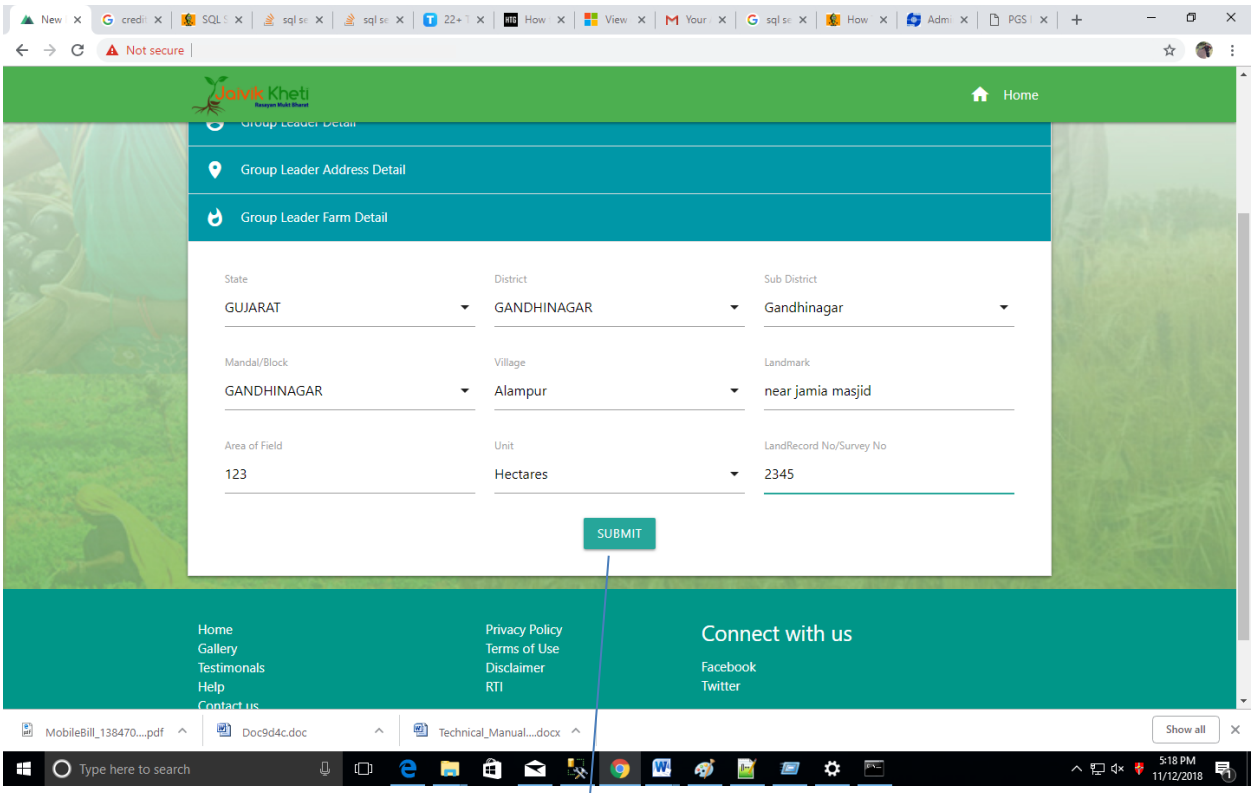
3). Enter Group Details & Click on Save



4). Enter Group Leader's Details & Click on Save

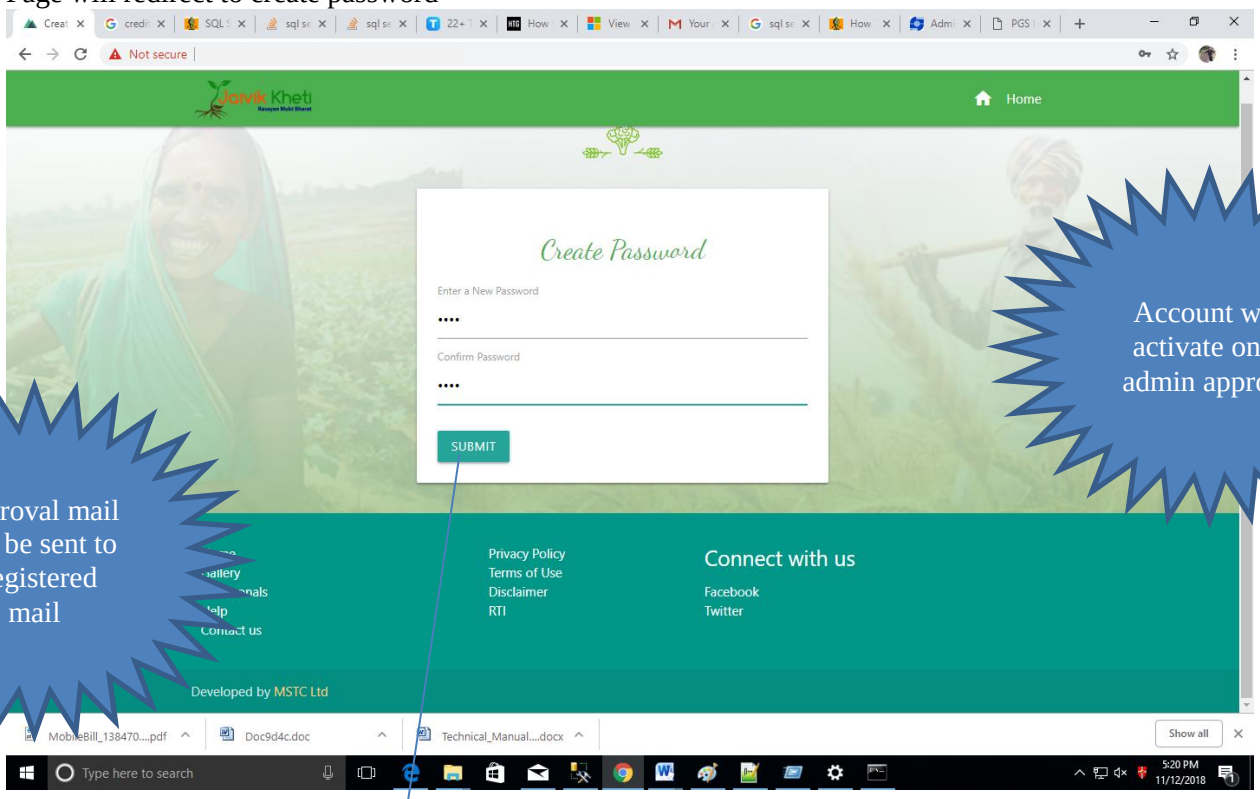


5). Enter Group Leader's Address & Click on Save



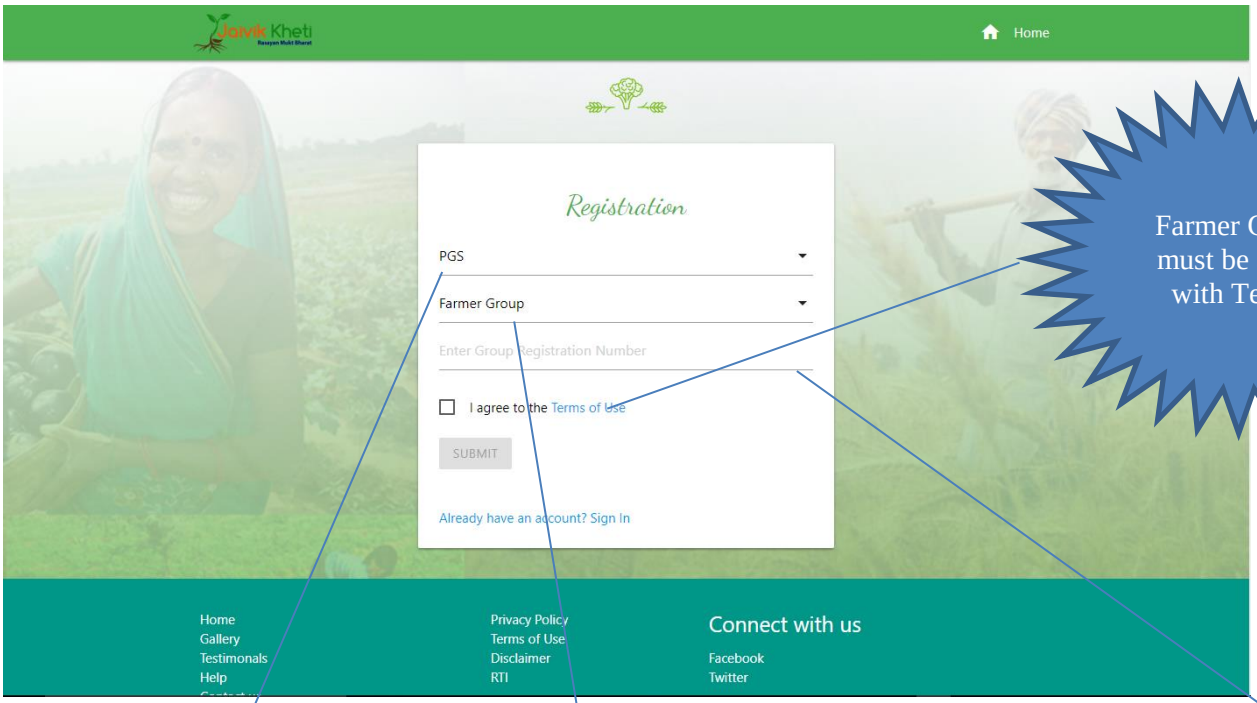
6). Enter Group Leader's Farm & Click on Submit

Page will redirect to create password



7). Enter password & Click on Submit

Local Group Registration For PGS:



1). Select PGS for PGS-Local Group

2). Select Farmer Group

3). Enter Group Registration No.

Note: PGS Group can be register using Group Registration No. as given below:

PGS - India

A Participatory Organic Guarantee Programme
Under National Project on Organic Farming
Department of Agriculture and Cooperation
Govt of India

Certificate No. - 182000160777
Date of Issue (MM/DD/YYYY) - 12/6/2018

Scope Certificate

This is to certify that the product(s) and areas(s) of the mentioned farmer Smt. VITOLA DEVI belonging to PGS-India Group Smt. VITOLA DEVI
Registered with Regional Council No PGSI/NC(UP)-1382
Deputy Director Agriculture, HAMIRPUR (U.P.)
are in accordance with requirements of

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For the process of :

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valid from(MM/DD/YYYY) 12/6/2018 until (MM/DD/YYYY) 12/5/2019
for those product(s) and area(s) specified in the annexe

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Local Group : HAMIRPUR JAIVIK KRASHI SAMUH, BIHERKA
Local Group Code :

Group Registration No.

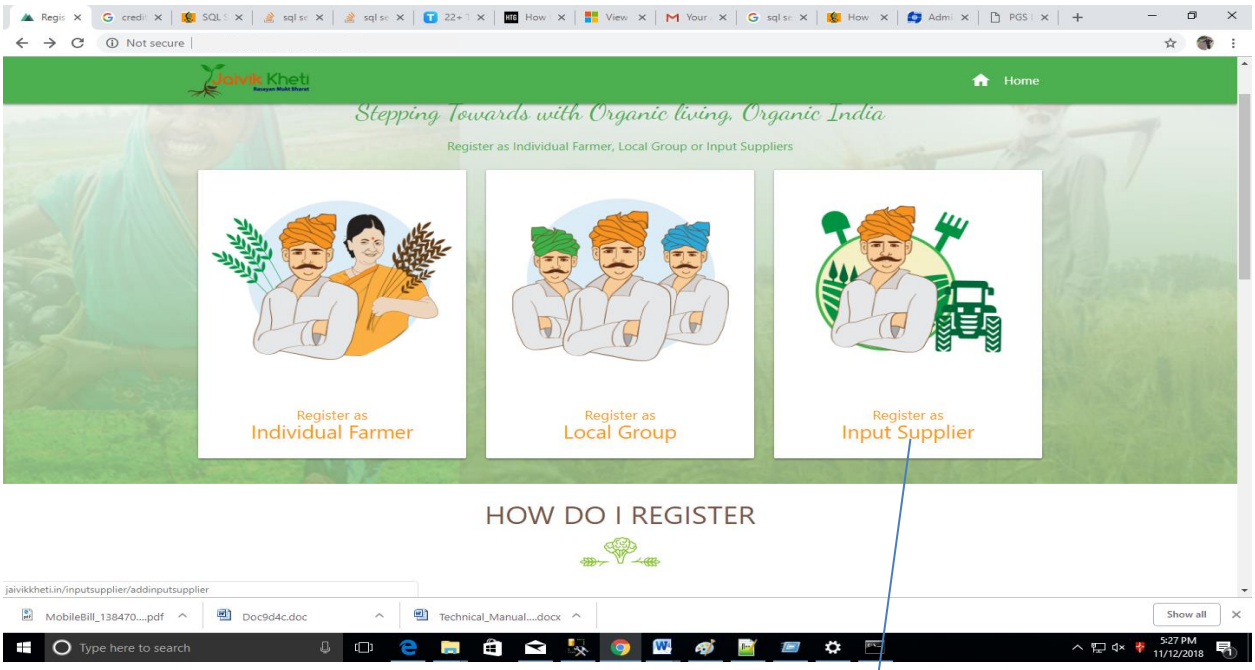
LG2000007278
Regional Council : Deputy Director Agriculture, HAMIRPUR (U.P.)
The validity of this certificate solely depends on the continued compliance with the required standards and PGS-India guidelines.

Member Code	Member Name	Total Organic Area(Ha)	Farmer Status	Crops/Produce
113842	Smt. VITOLA DEVI	0.4	PGS GREEN	1 : SESAME (GINGELLY/TIL) (Area : 0.4 Ha)

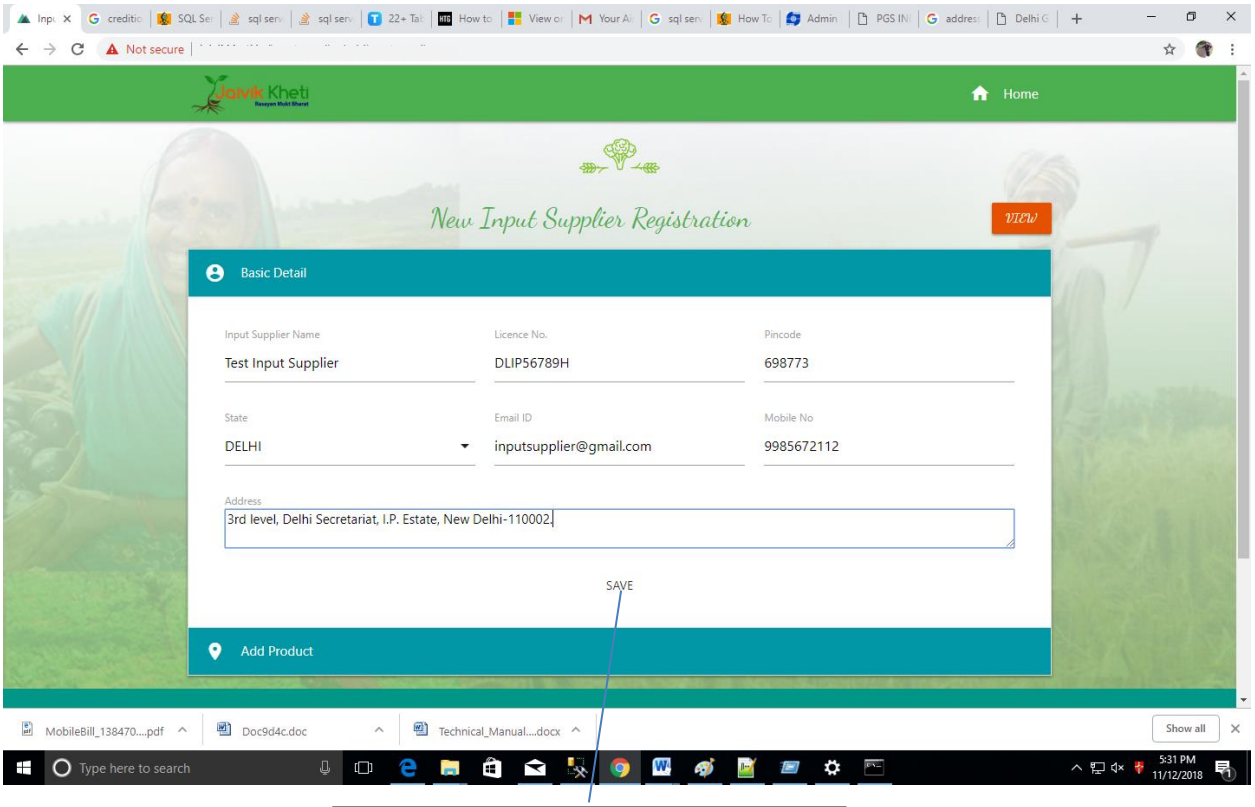
Signature of PGS India Group Leader
Local Group No. LG2000007278

Authorised by :
Deputy Director Agriculture, HAMIRPUR (U.P.)
RegionalCouncil for PGS in UTTAR PRADESH
Authorisation No. - PGSI/NC(UP)-1382

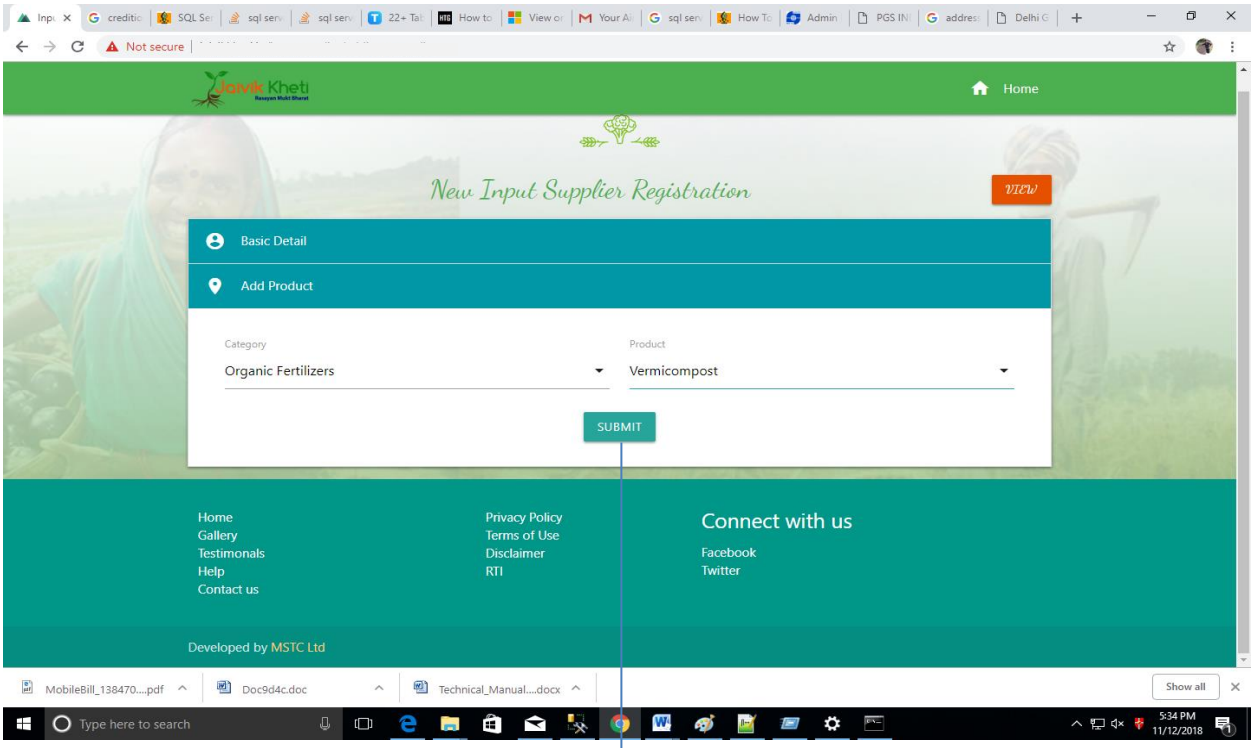
4.4 Input Supplier Registration:



1). Click on Input Supplier

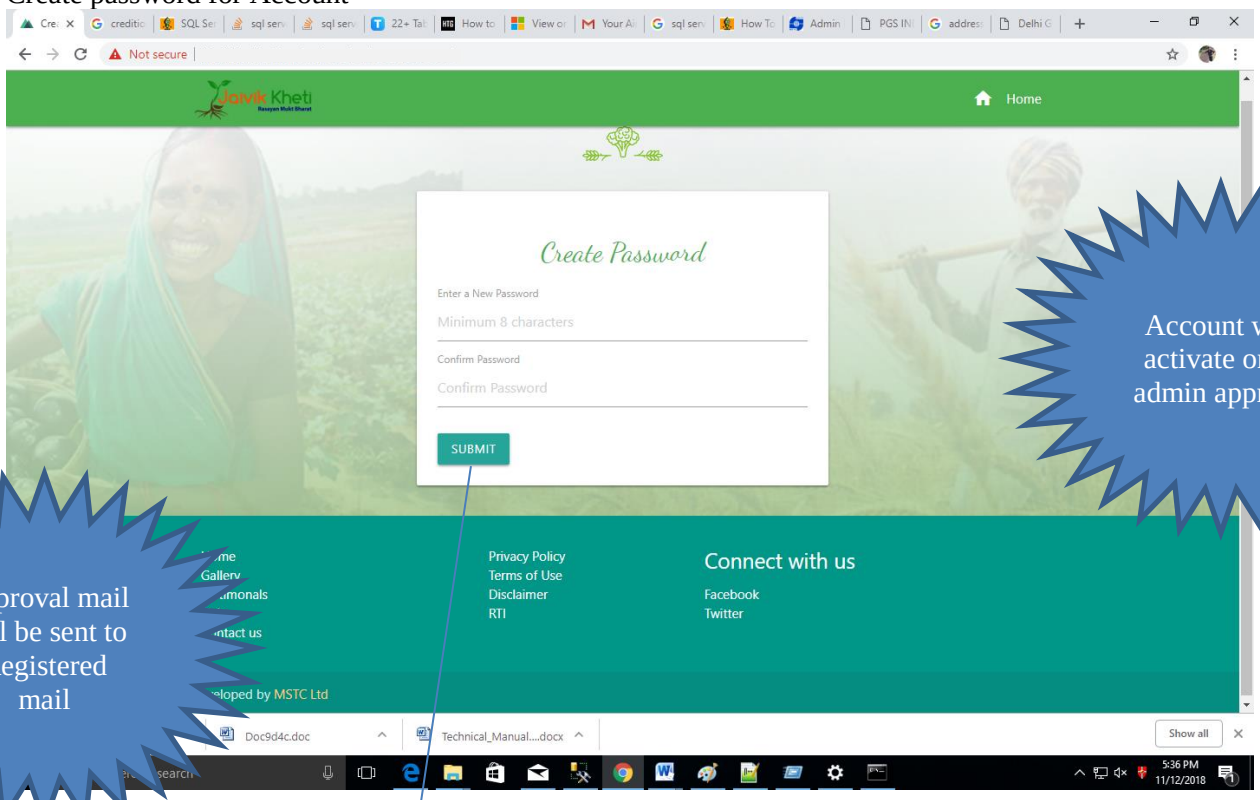


2). Save Basic Details of Input Supplier



3). Add Product Details of Input Supplier and Submit

Create password for Account



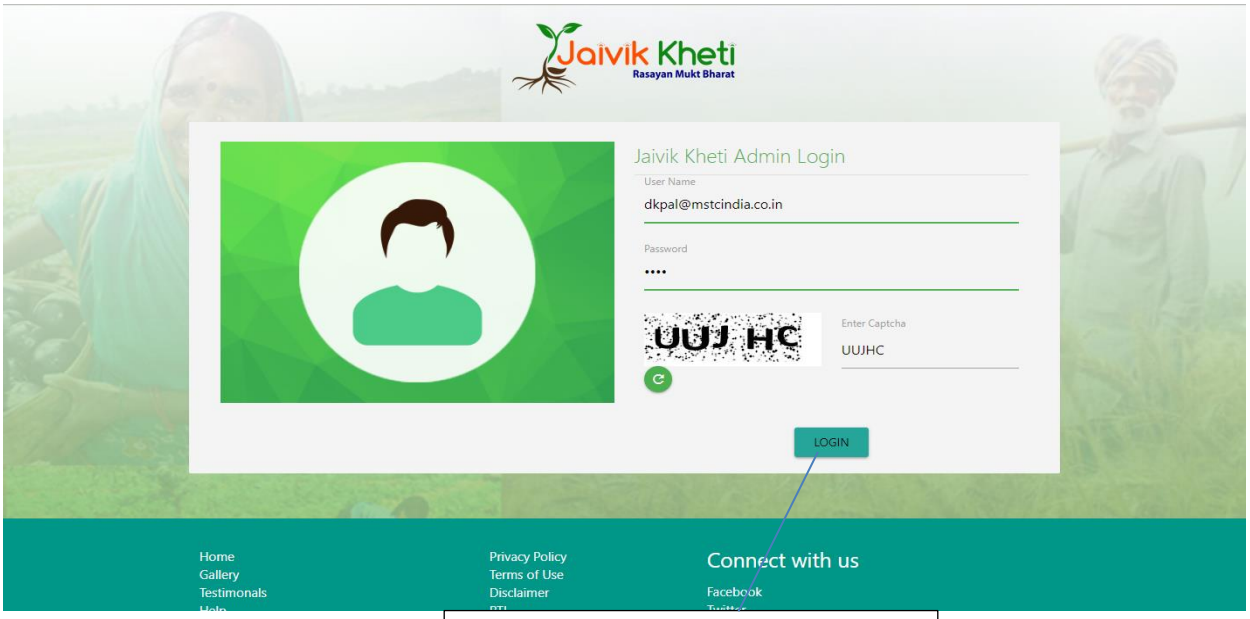
Account will activate once admin approve

Approval mail will be sent to Registered mail

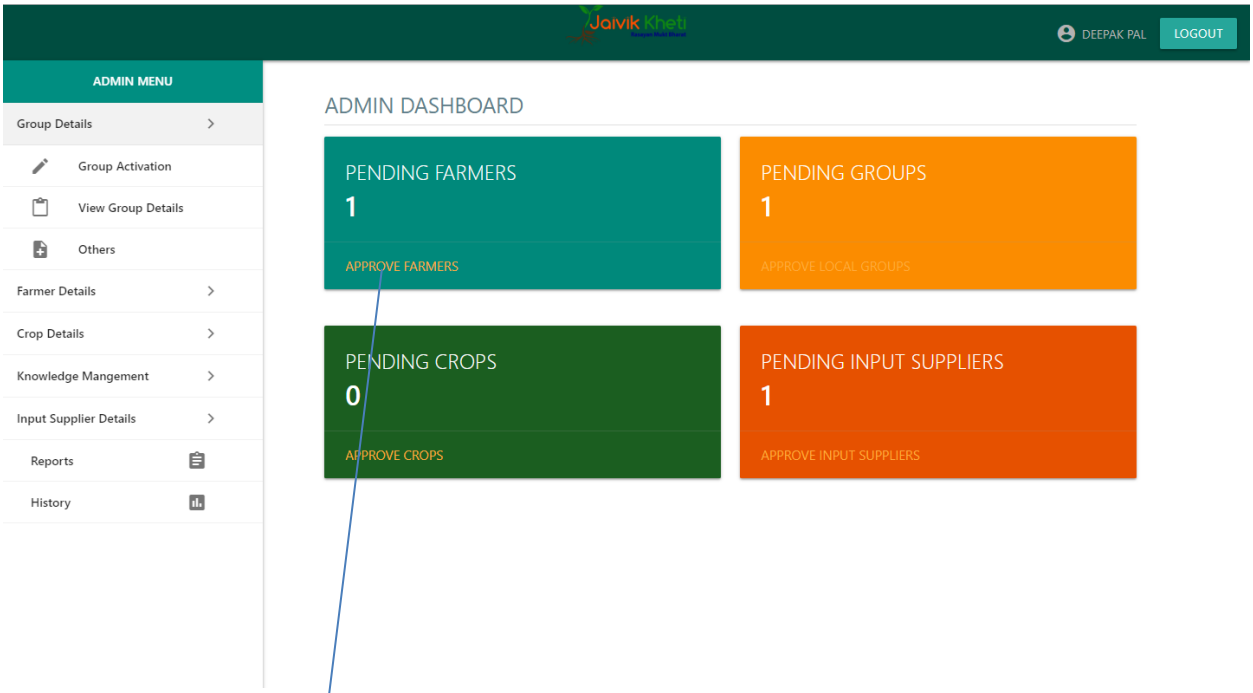
7). Enter password & Click on Submit

5.0 ACTIVATION / REJECTION OF FARMER, FARMER GROUP, INPUT SUPPLIER

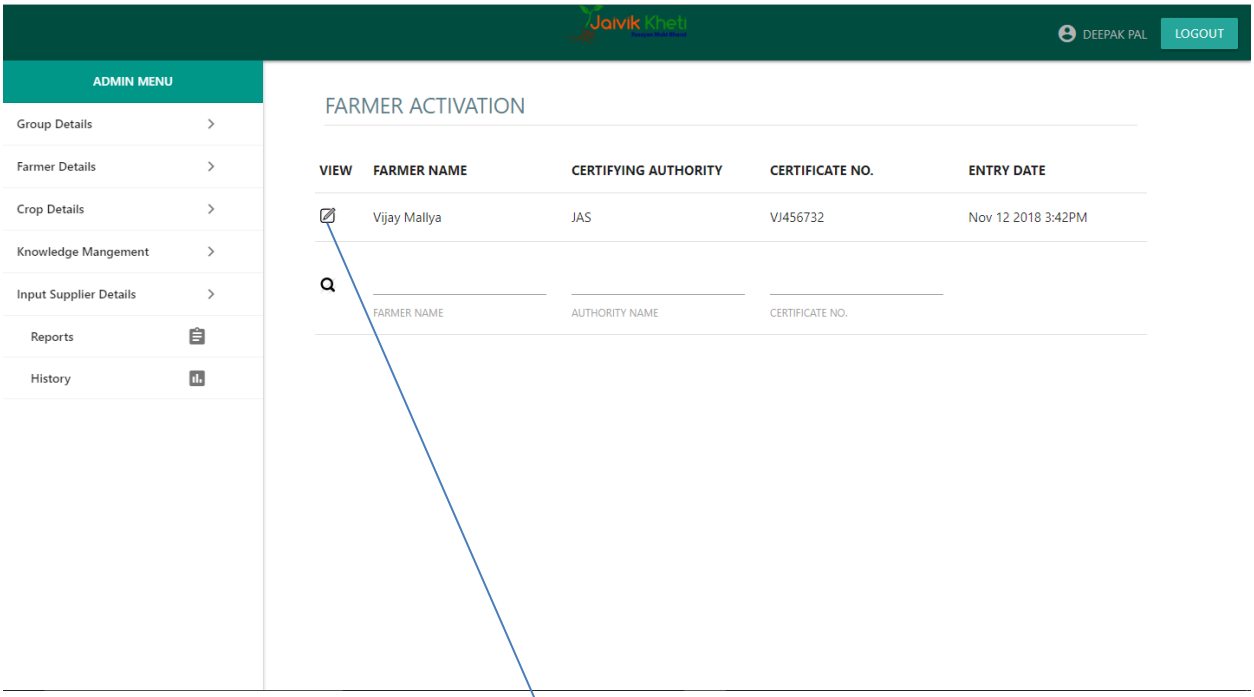
5.1 Activate Farmer



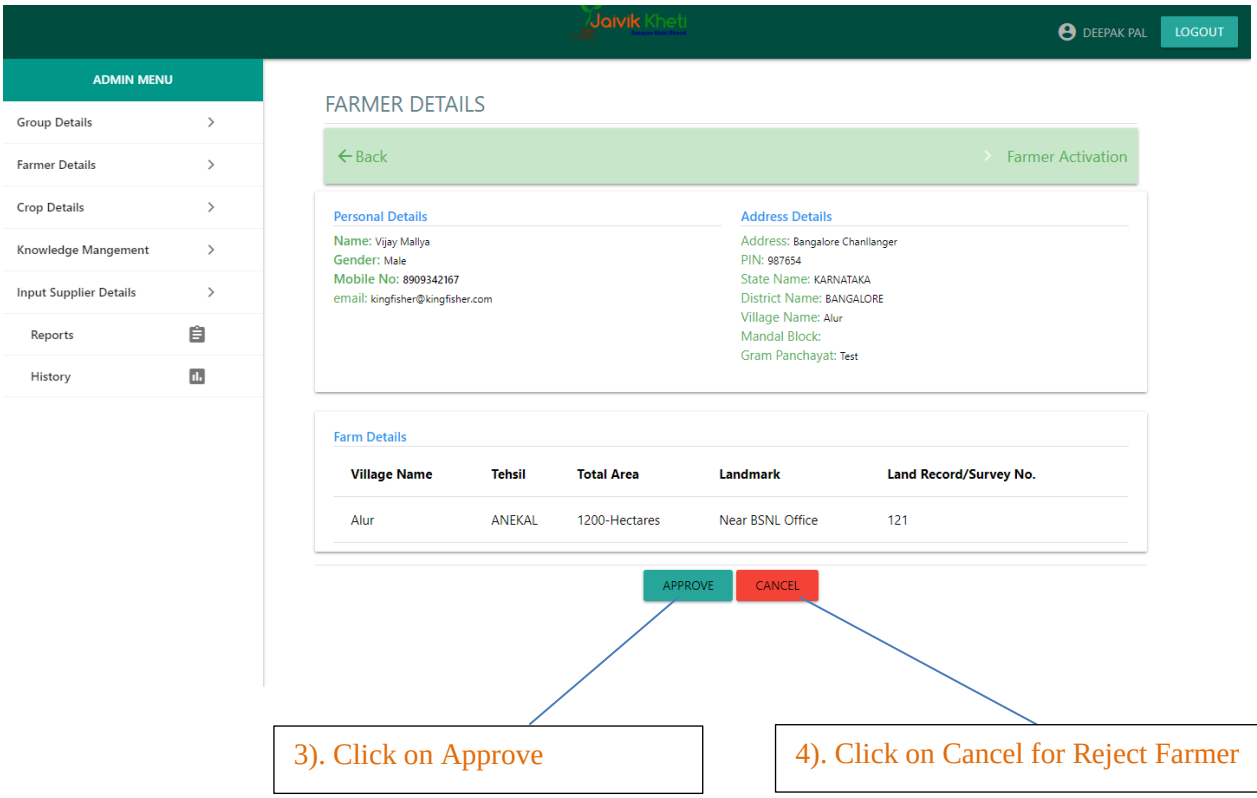
1). Enter password & Click on Submit



1). Click on Approve Farmers



2). Click on view image

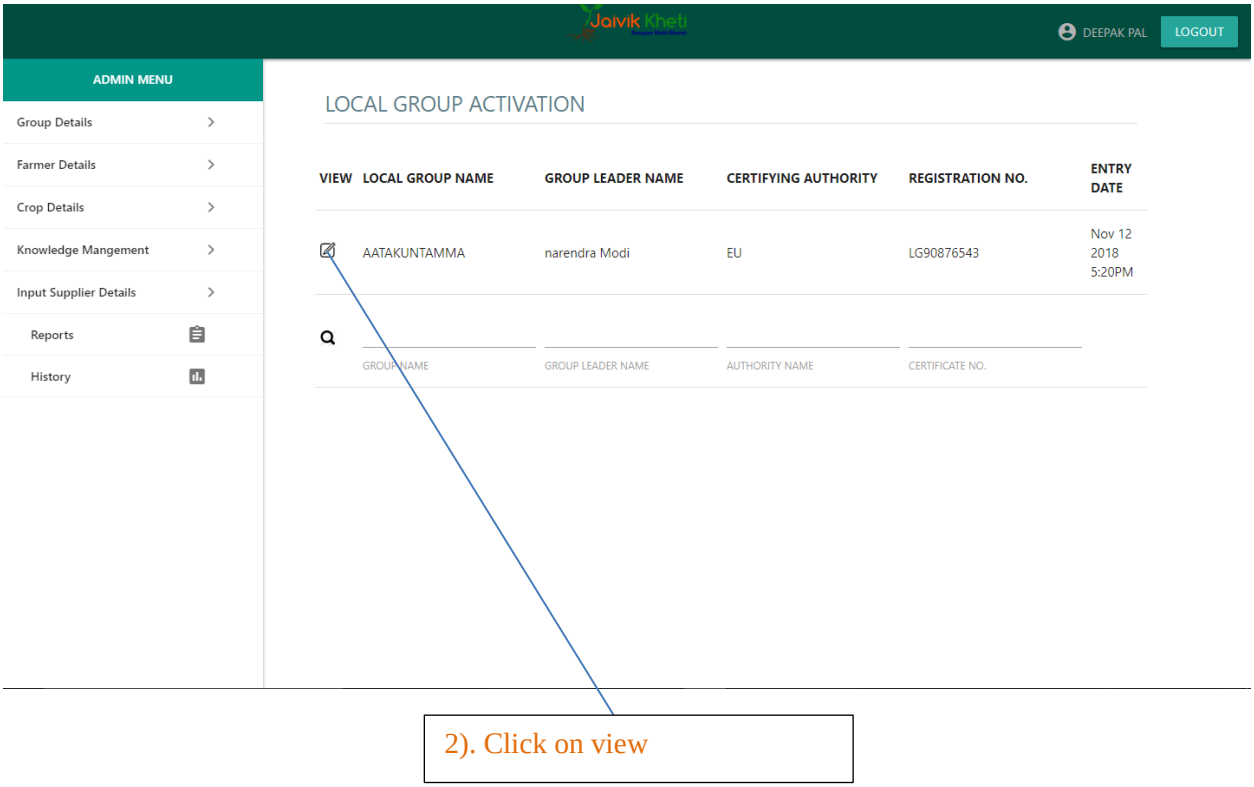


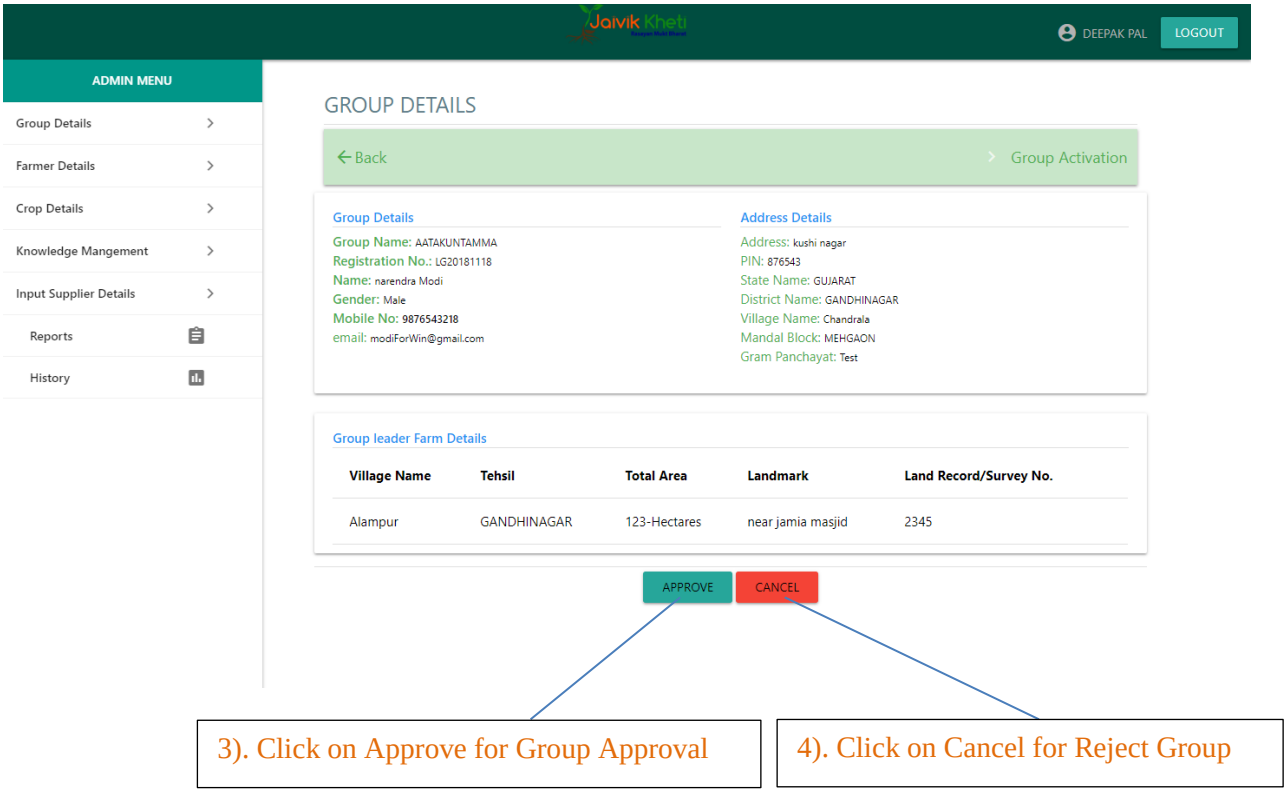
3). Click on Approve

4). Click on Cancel for Reject Farmer

Note: Admin will Receive Confirmation message once Farmer Activated/Rejected

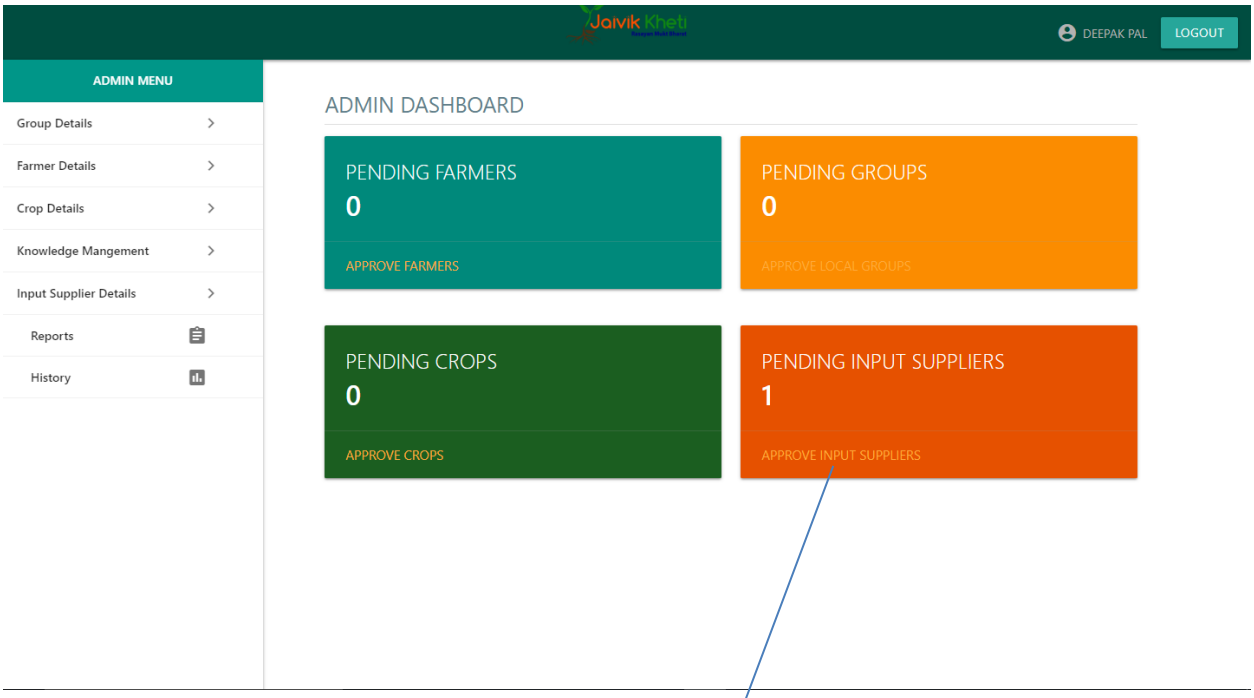
5.2 Activate Group



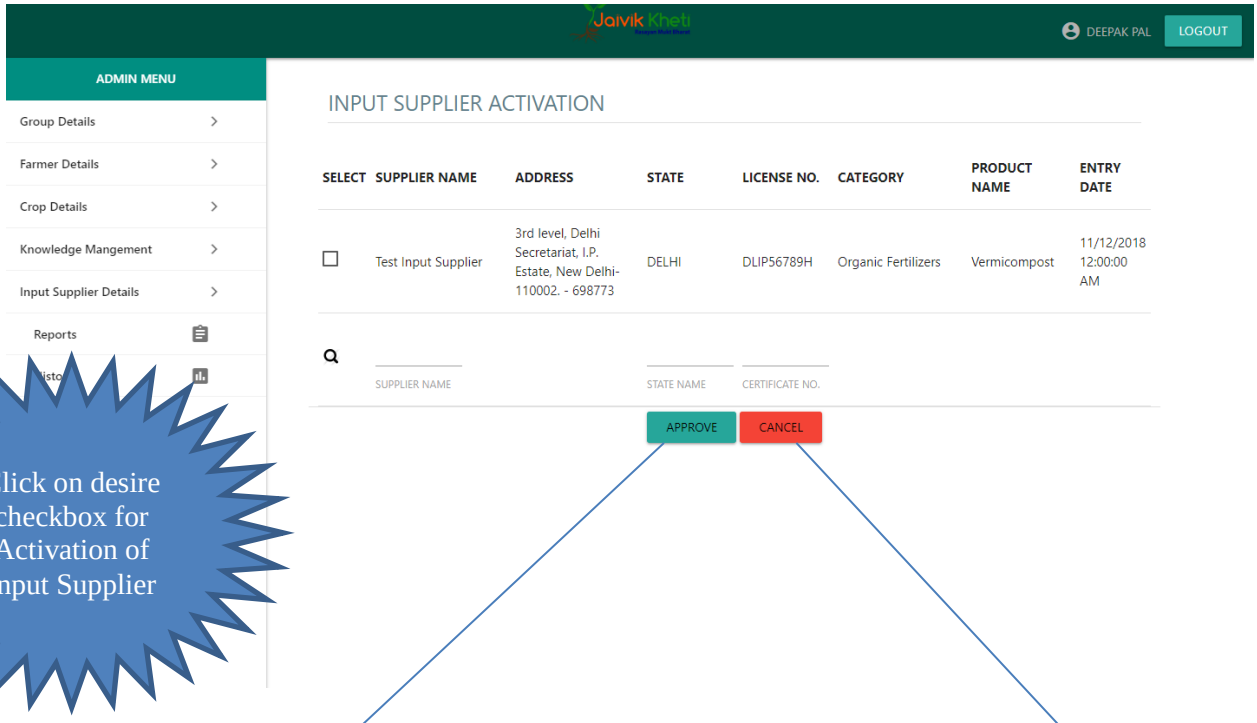


Note: Admin will Receive Confirmation message once Group Activated/Rejected

5.3 Activate Input Supplier



1). Click on Approve Input Supplier



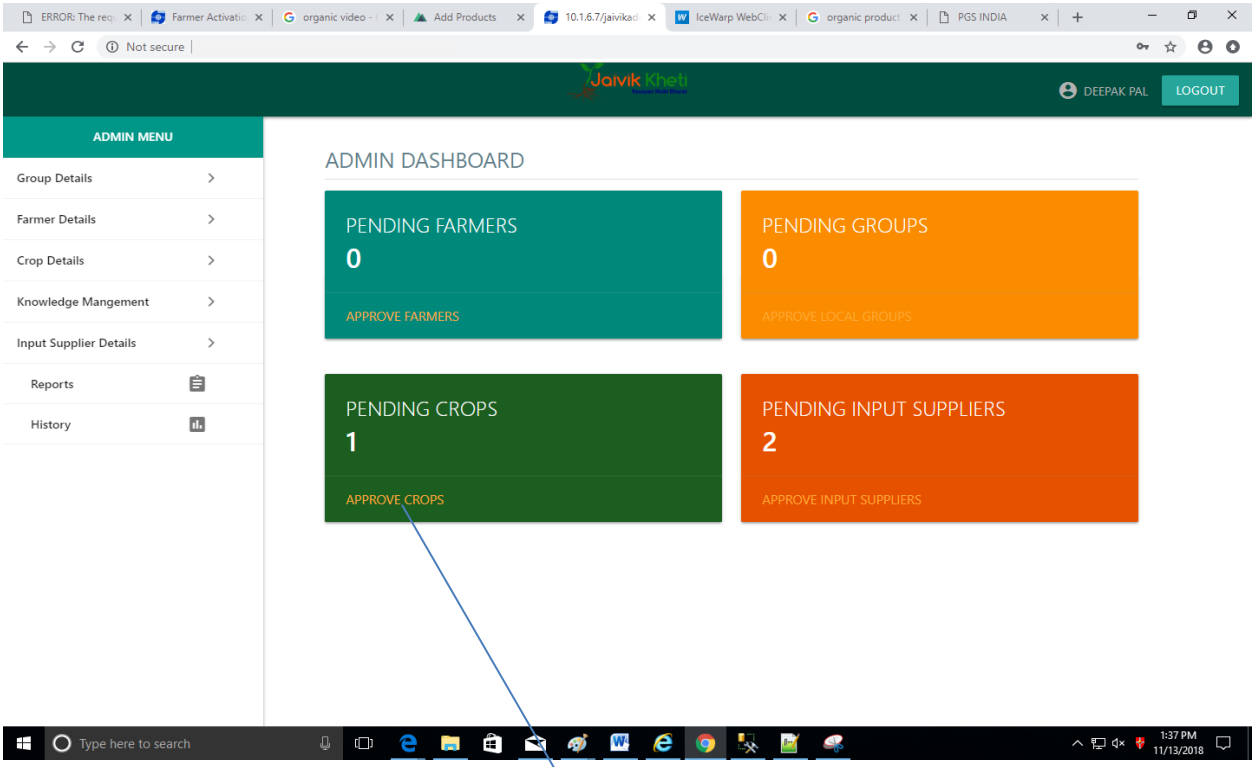
Click on desire checkbox for Activation of Input Supplier

2). Click on Approve (For Input Supplier)

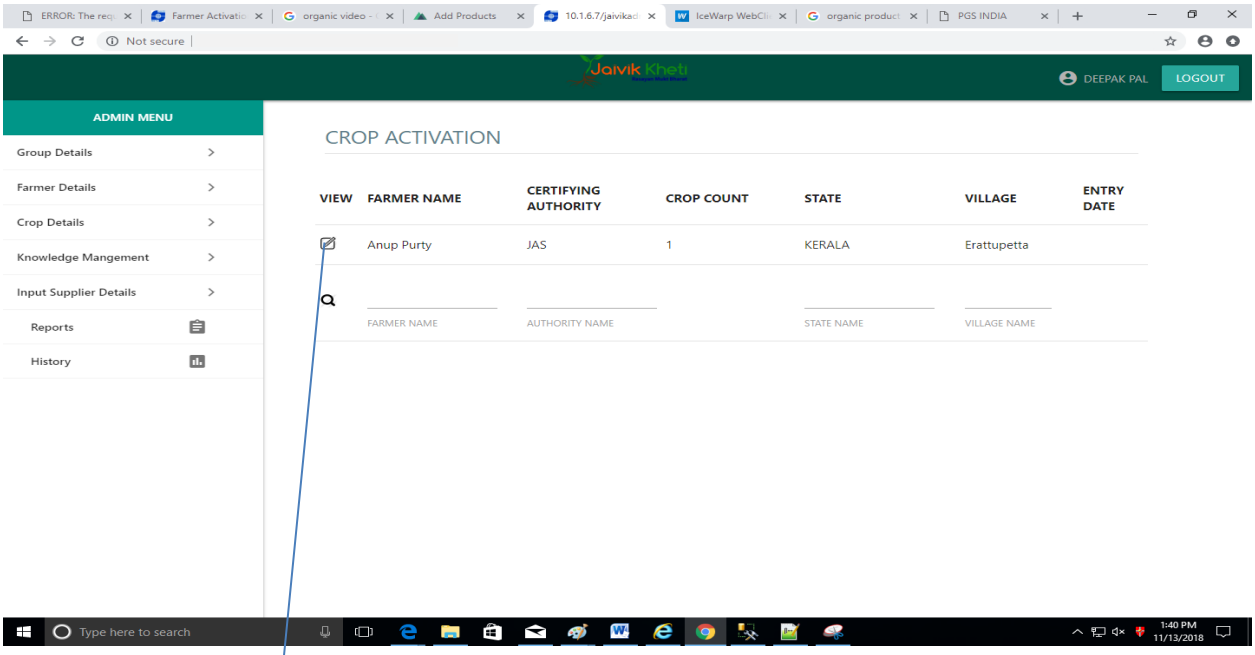
3). Click on Cancel for Reject Group (For Input Supplier)

Note: Admin will Receive Confirmation message once Input Supplier Activated/Rejected

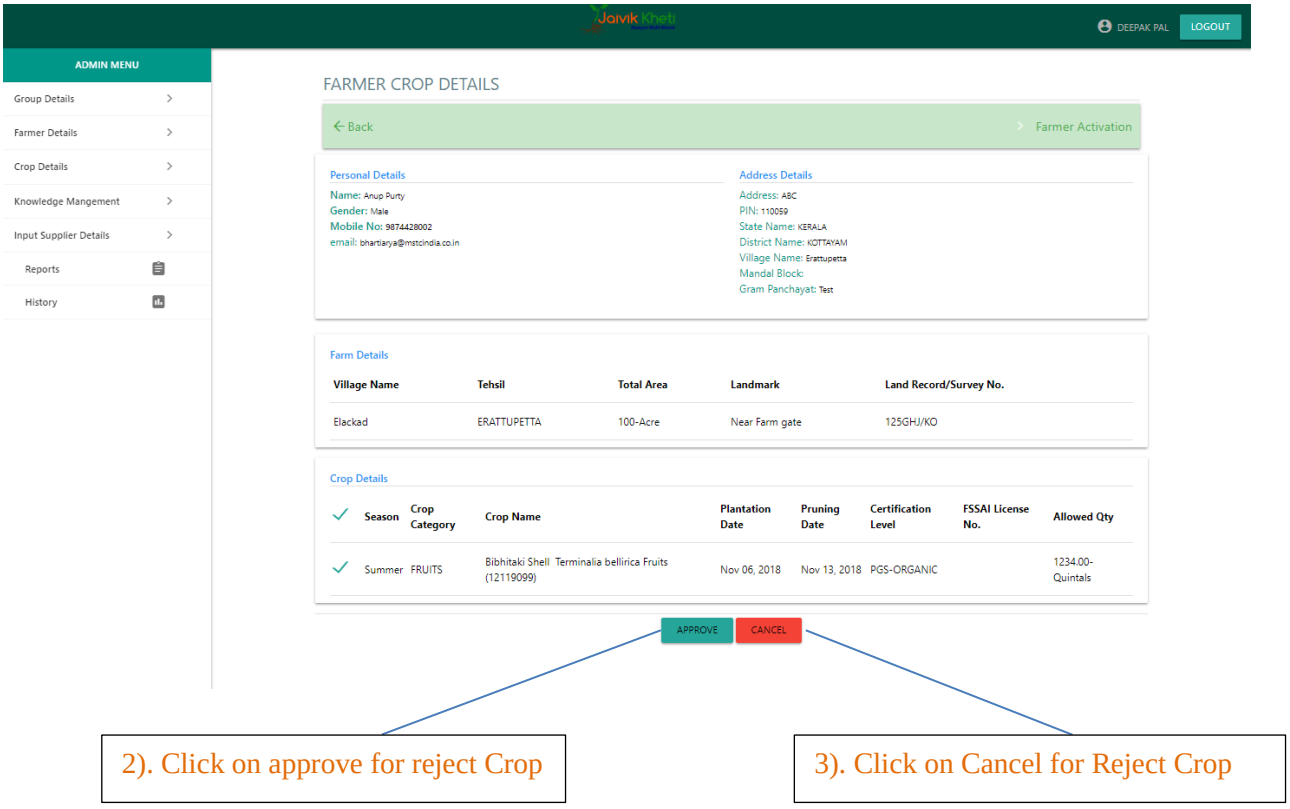
5.4 Crop Activation



1). Click on Approve Crop

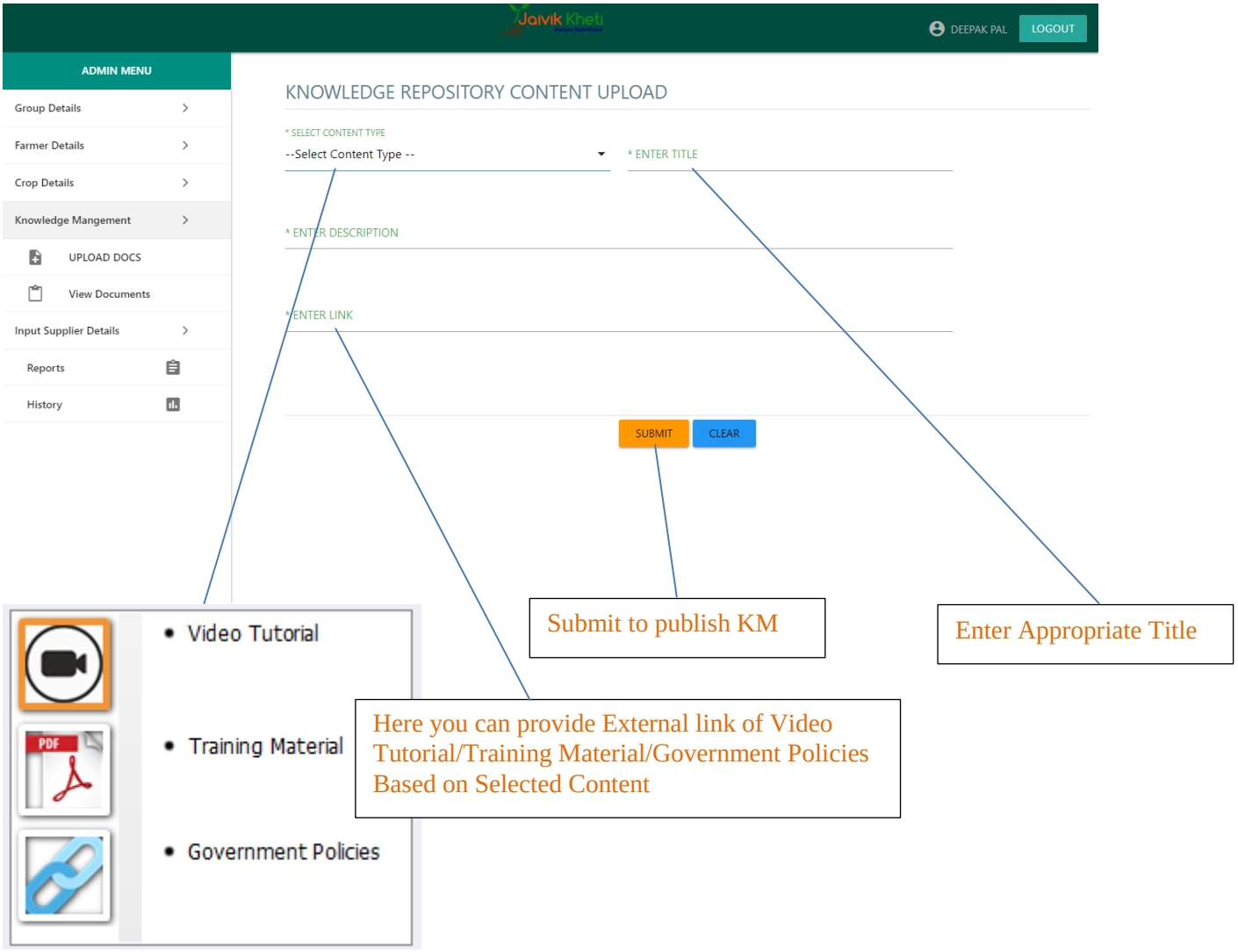


2). Click on View



6.0 KNOWLEDGE MANAGEMENT

6.1 Knowledge Repository Content Upload



6.2 Knowledge Management

KM Portal is basically related about Video Tutorial, Training Material, Government Polices of Organic Farming, Organic Product, fertilizer etc.

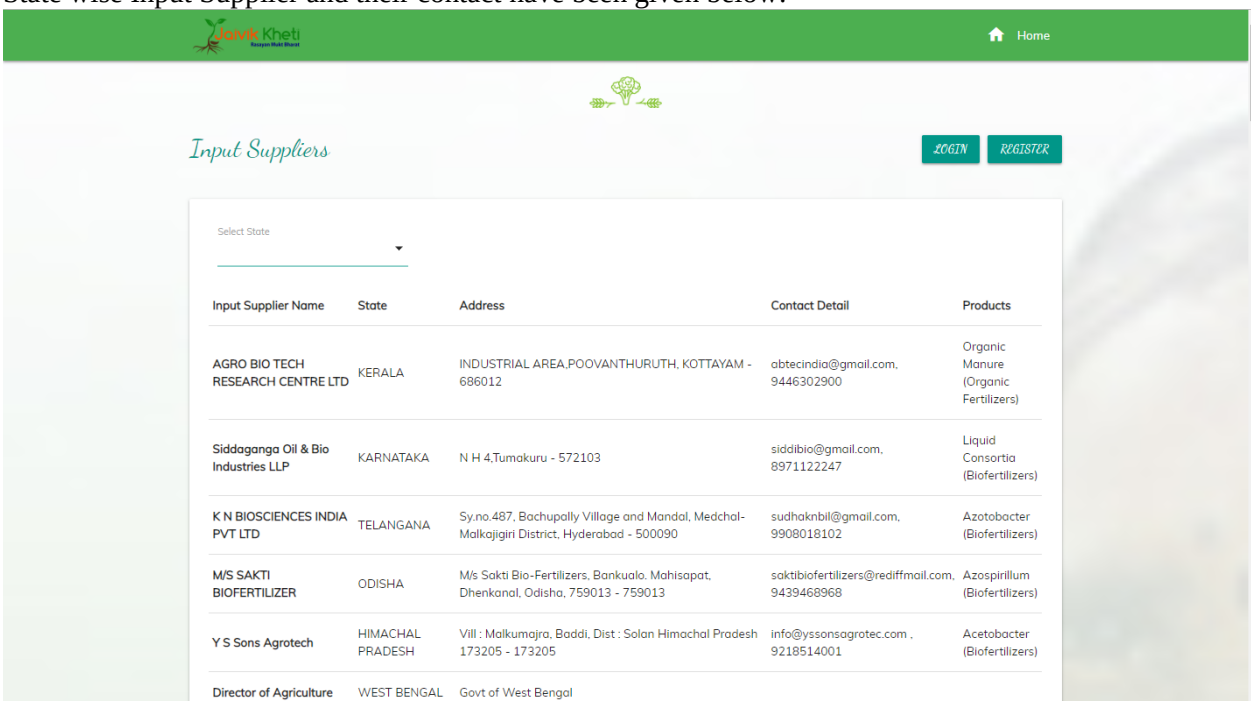
Welcome to Jaivik Kheti Knowledge Management

Find all announcements, tutorials from Ministries and other Agriculture bodies

LATEST VIDEOS

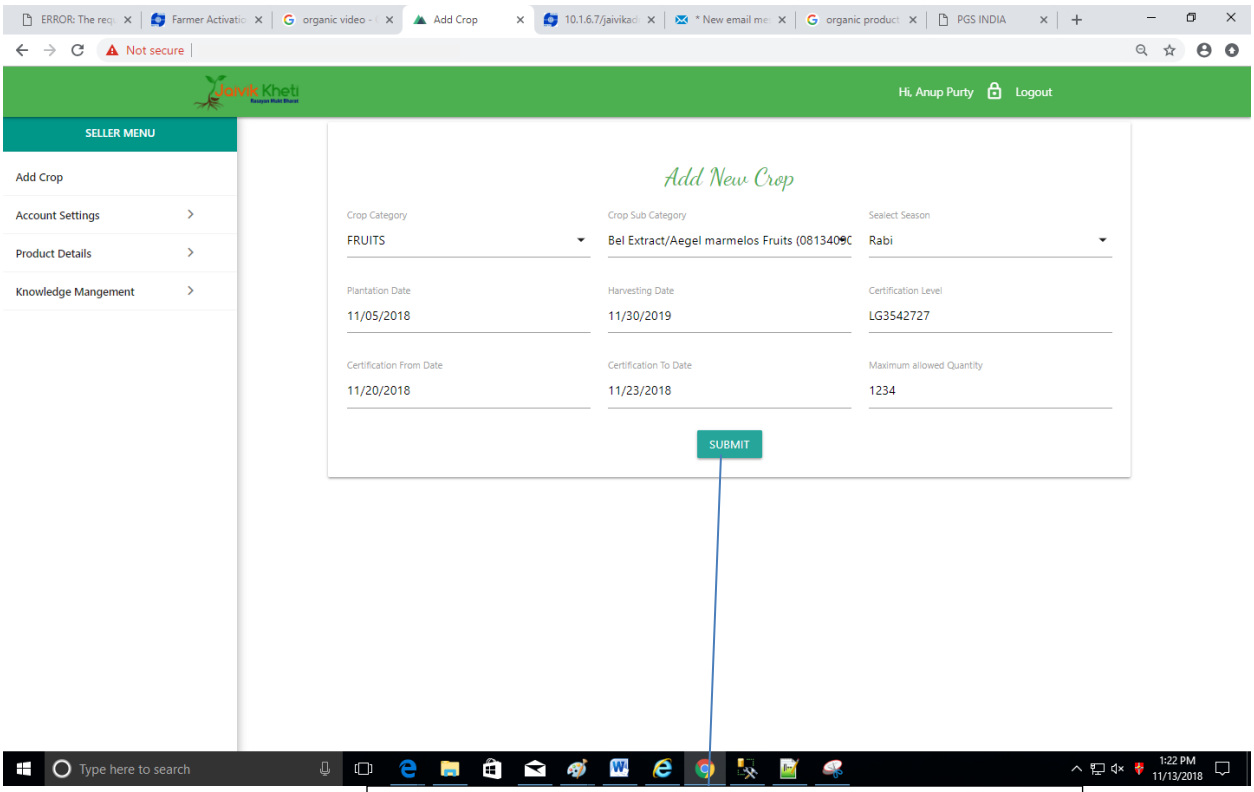
7.0 KNOWLEDGE MANAGEMENT INPUT SUPPLIER

State wise Input Supplier and their contact have been given below:-



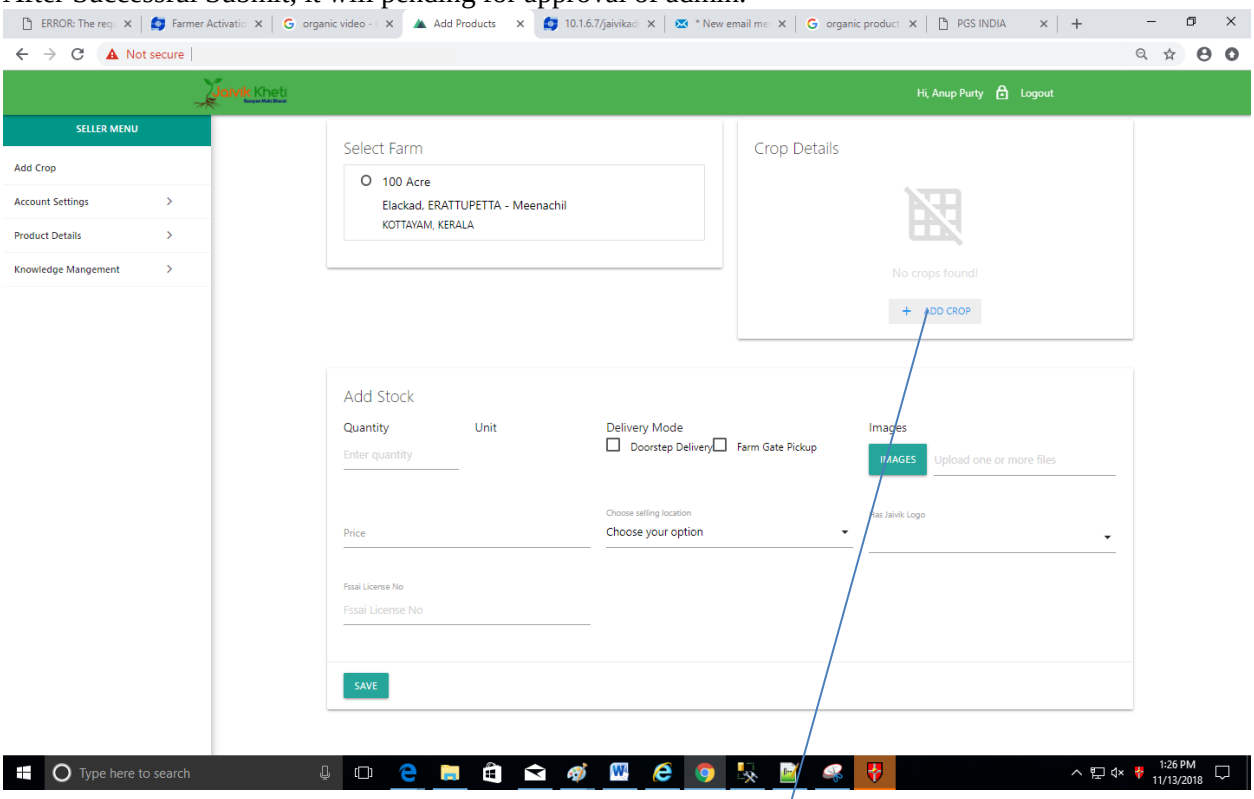
Input Supplier Name	State	Address	Contact Detail	Products
AGRO BIO TECH RESEARCH CENTRE LTD	KERALA	INDUSTRIAL AREA,POOVANTHURUTH, KOTTAYAM - 686012	abtecindia@gmail.com, 9446302900	Organic Manure (Organic Fertilizers)
Siddaganga Oil & Bio Industries LLP	KARNATAKA	N H 4,Tumakuru - 572103	siddibio@gmail.com, 8971122247	Liquid Consortia (Biofertilizers)
K N BIOSCIENCES INDIA PVT LTD	TELANGANA	Sy.no.487, Bachupally Village and Mandal, Medchal-Malkajigiri District, Hyderabad - 500090	sudhaknbil@gmail.com, 9908018102	Azotobacter (Biofertilizers)
M/S SAKTI BIOFERTILIZER	ODISHA	M/s Sakti Bio-Fertilizers, Bankualo. Mahisapat, Dhenkanal, Odisha, 759013 - 759013	saktibiofertilizers@rediffmail.com, 9439468968	Azospirillum (Biofertilizers)
Y S Sons Agrotech	HIMACHAL PRADESH	Vill : Malkumajra, Baddi, Dist : Solan Himachal Pradesh 173205 - 173205	info@yssonsagrotec.com , 9218514001	Acetobacter (Biofertilizers)
Director of Agriculture	WEST BENGAL	Govt of West Bengal		

8.0 CROP UPLOAD



1). Click on Add Crop, fill details of Crop and submit it

After Successful Submit, it will pending for approval of admin.

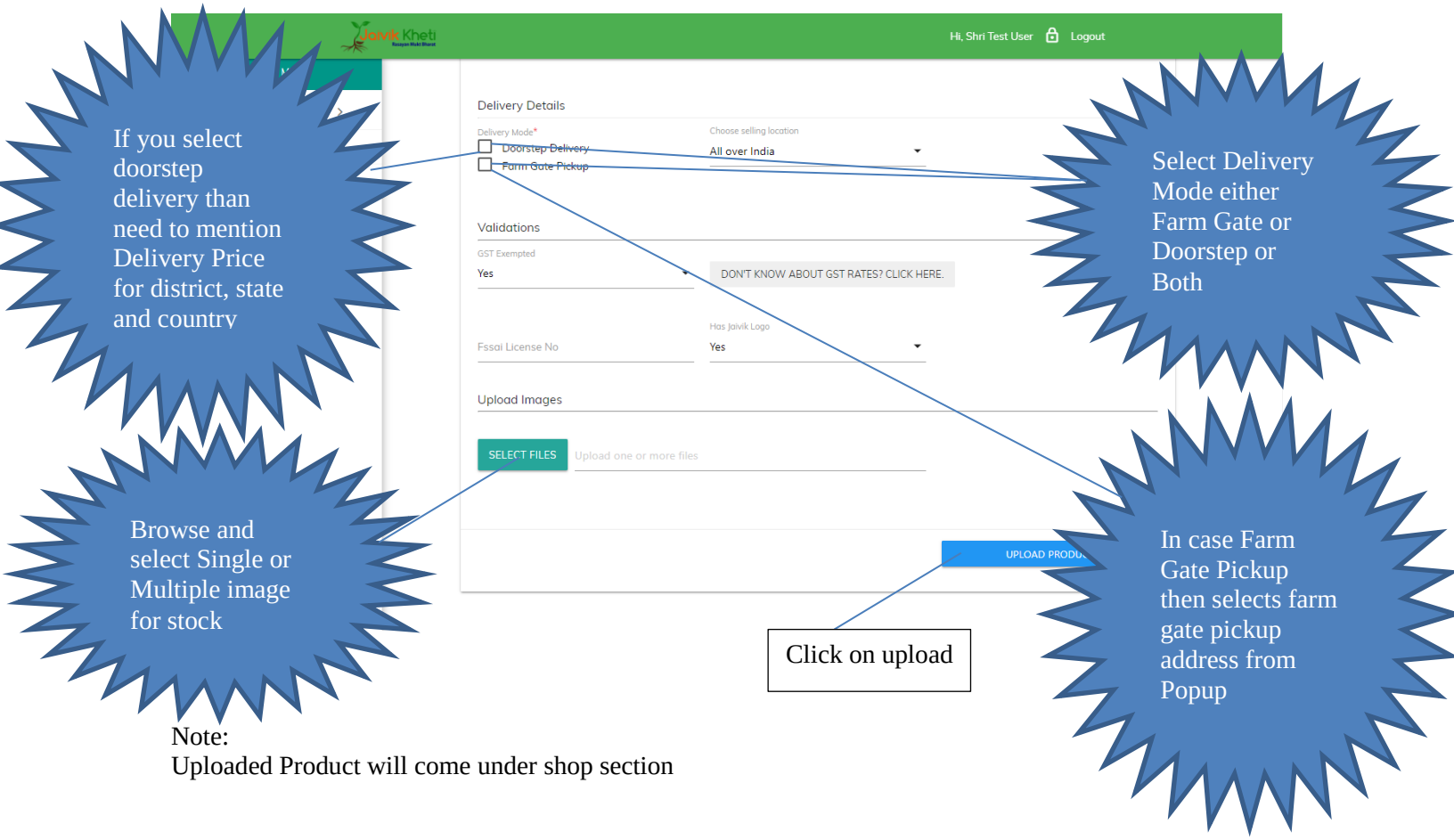


Once Crop Approved by admin , Crop Details will come under Crop Details Tab

Note: PGS-Crop will come during login. No need to Upload Crop. Skip Step 1 for PGS and follow below common steps for all:-

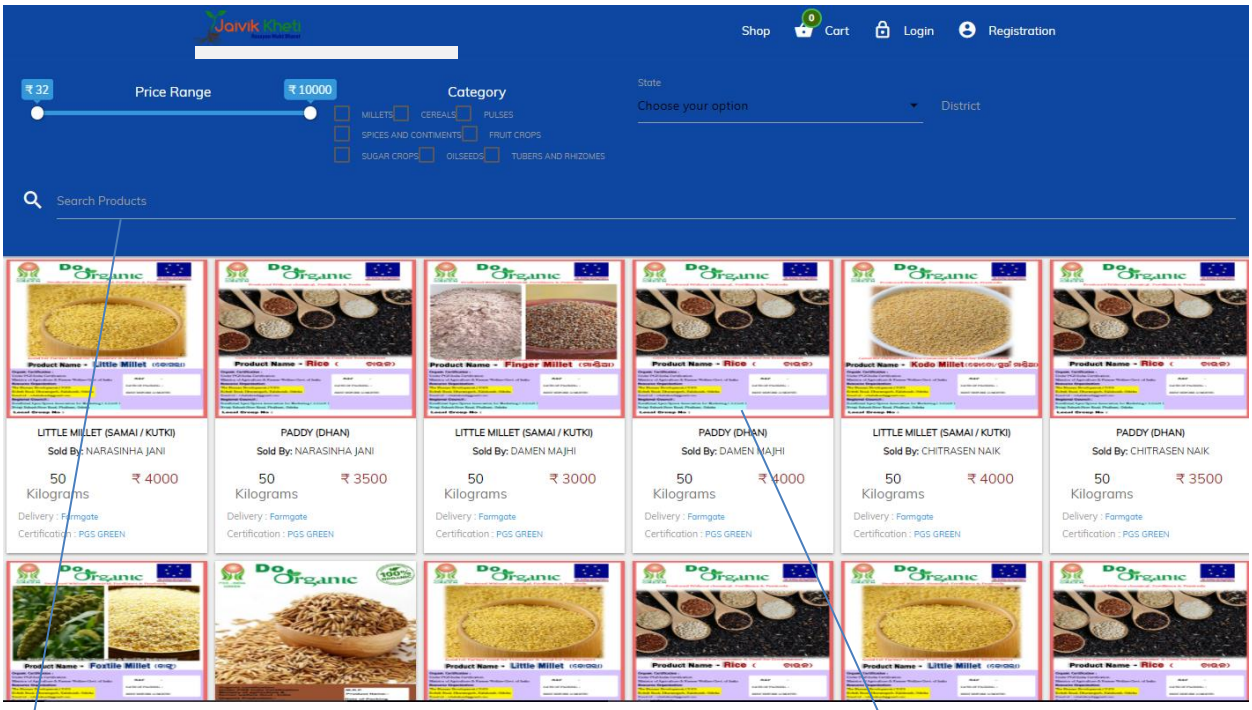
Once Crop approved by admin (Refer 5.4), Crop will come under below screen

Farmer can select Farm and Crop and fill Details Quantity Allowed for sell



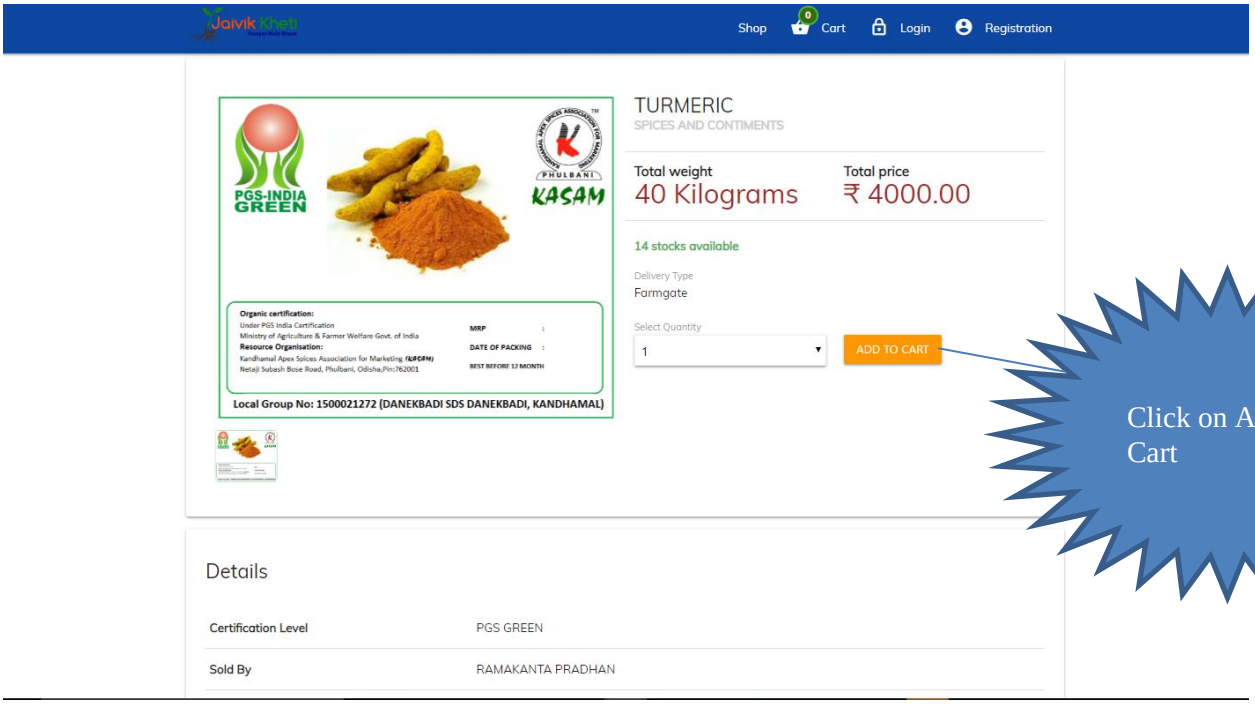
Note:
Uploaded Product will come under shop section

9.0 BUYER GUIDE

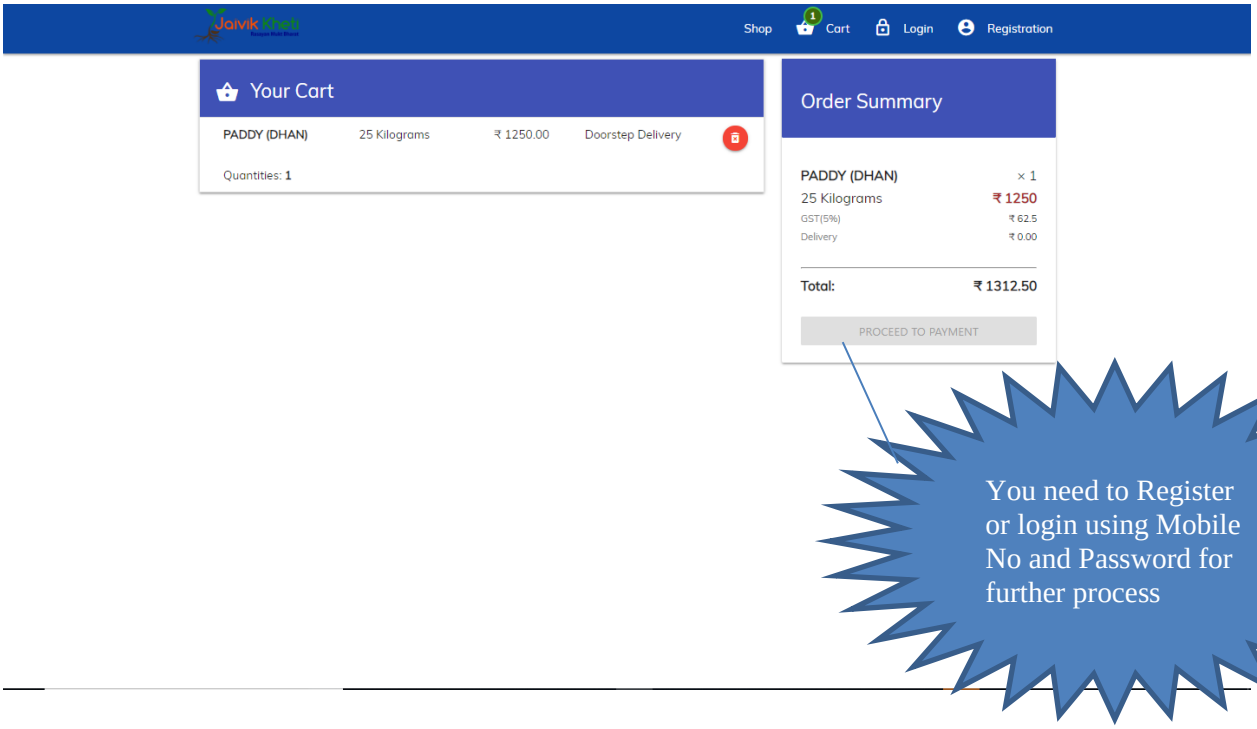


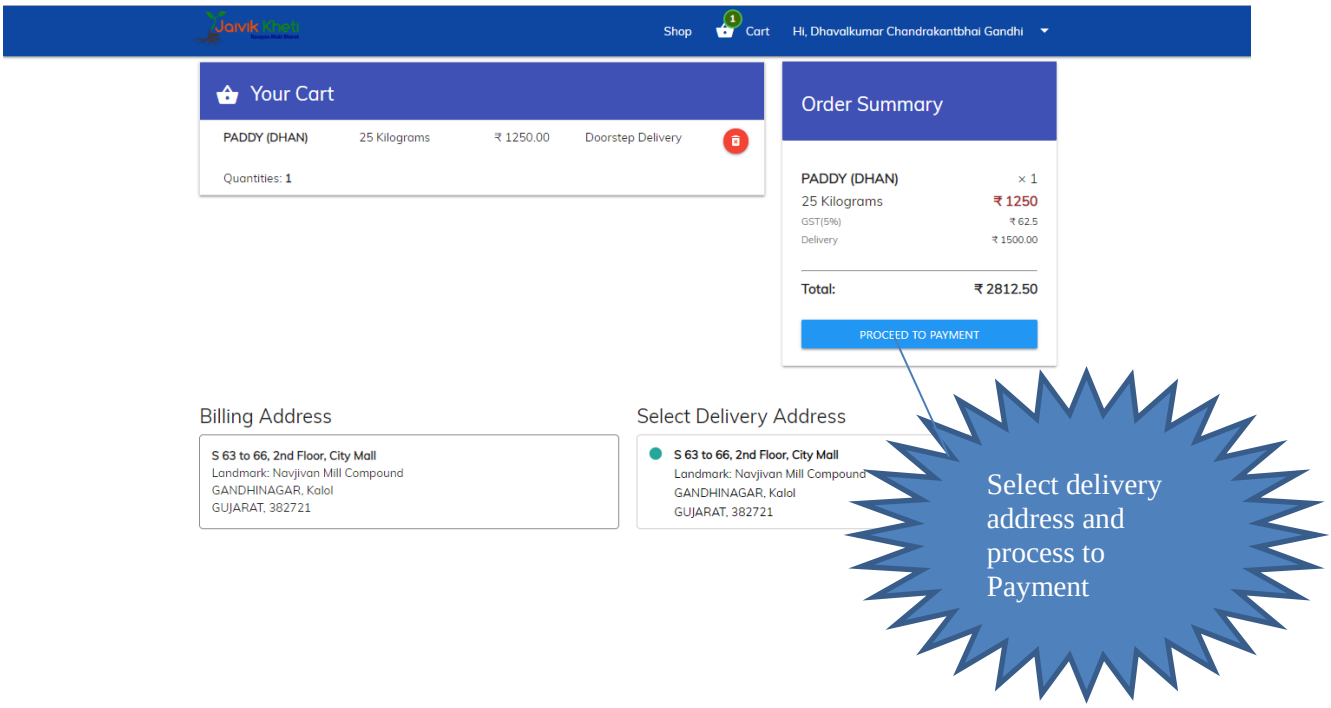
2). User Can filter by Crop name or price

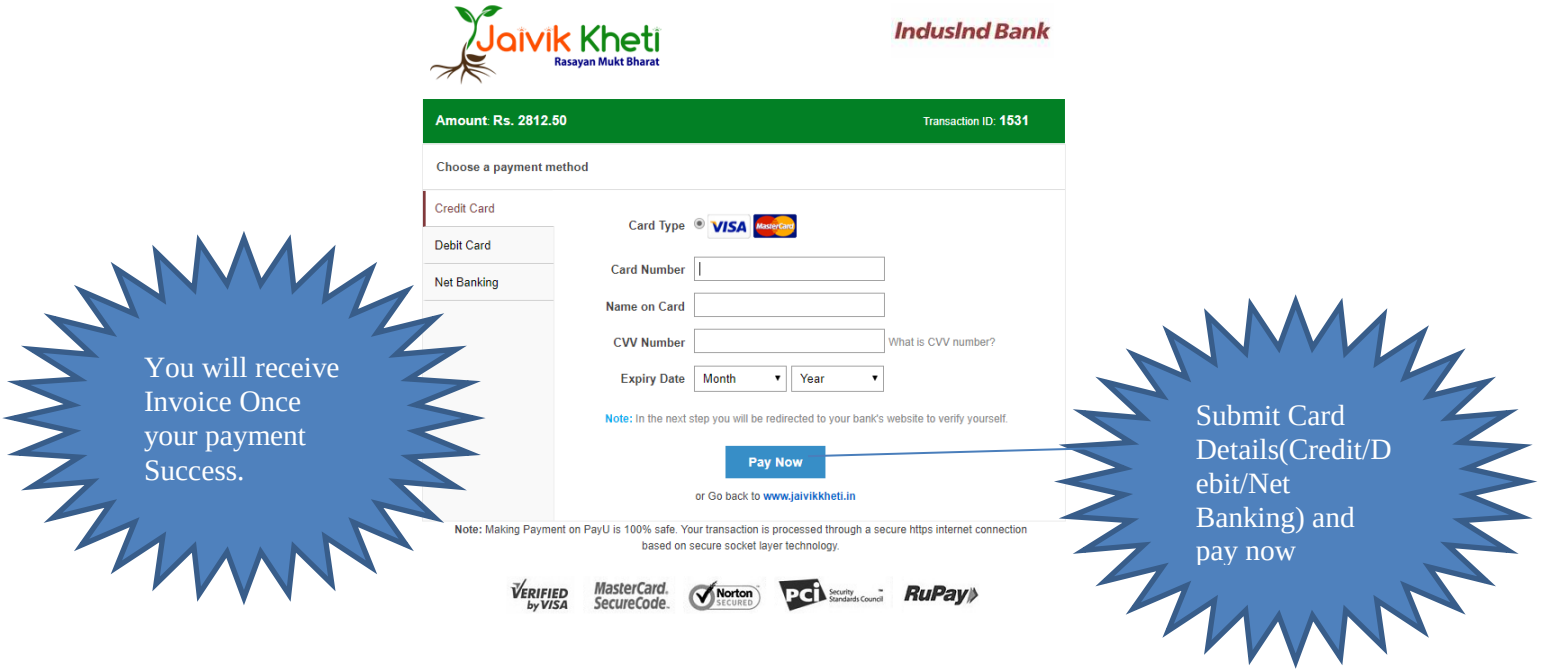
3).Click here for product view



Click on Add to Cart


Jaivik Kheti
Shop
Cart
Login
Registration
Your Cart
PADDY (DHAN)
25 Kilograms
₹ 1250.00
Doorstep Delivery
Quantities: 1
Order Summary
PADDY (DHAN)
× 1
25 Kilograms
₹ 1250
GST(5%)
₹ 62.5
Delivery
₹ 0.00
Total:
₹ 1312.50
PROCEED TO PAYMENT
You need to Register or login using Mobile No and Password for further process


Jaivik Kheti
Shop
Cart
Hi, Dhavalkumar Chandrakantbhai Gandhi
Your Cart
PADDY (DHAN)
25 Kilograms
₹ 1250.00
Doorstep Delivery
Quantities: 1
Order Summary
PADDY (DHAN)
× 1
25 Kilograms
₹ 1250
GST(5%)
₹ 62.5
Delivery
₹ 1500.00
Total:
₹ 2812.50
PROCEED TO PAYMENT
Billing Address
S 63 to 66, 2nd Floor, City Mall
Landmark: Navjivan Mill Compound
GANDHINAGAR, Kalol
GUJARAT, 382721
Select Delivery Address
S 63 to 66, 2nd Floor, City Mall
Landmark: Navjivan Mill Compound
GANDHINAGAR, Kalol
GUJARAT, 382721
Select delivery address and process to Payment



Note: You will receive Acknowledgment, after Successful Transaction.

10.0 BIDDING

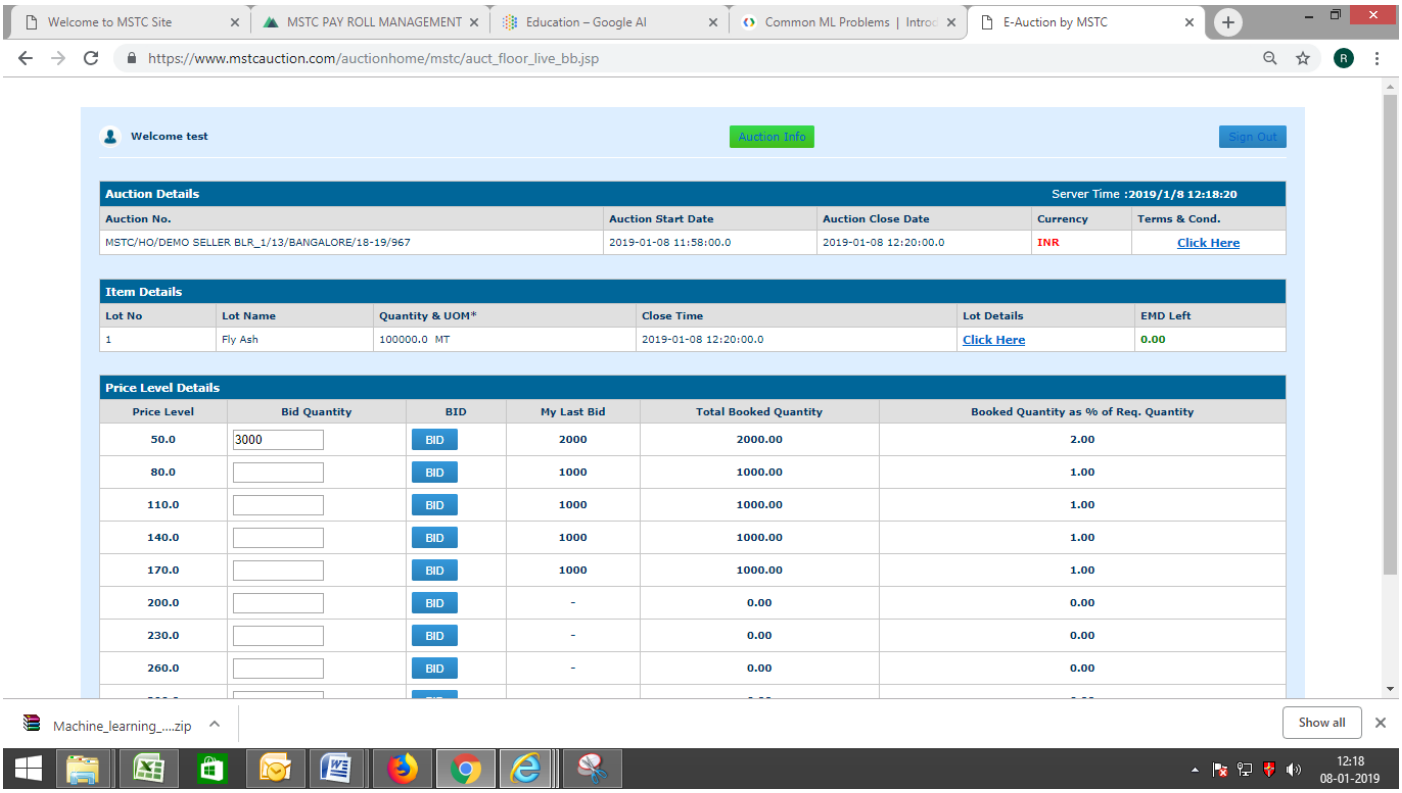
10.1 Forward Bidding

Forward auction are basic auction where in buyers bid in incremental manner to secure product set in auction. Sellers and buyers can be individuals, organizations etc.

10.2 Book Building

Book building is a process of price discovery. The Buyers bid for the Products quoting the price and the quantity that they would like to bid at. After the bidding process is complete, the 'cut-off' price is arrived.

In order to create book building type auctions, provisions must be provided to define the "Number of Levels" and difference in value in each level.
The auction floor may be same as our existing Book Building module where all the bands are displayed and bidder is allowed to quote against each band:



For a particular price band, bidder will be allowed to quote only above the current bided quantity and not below it. Also if bidder has quoted for a higher price band, he would be allowed to quote for the lower price bands.
The provision of auto extension should not be there.
On closing of the e-auction, system will calculate the "Discovered Price" i.e. the Price at which maximum revenue is generated e.g. If at 50/- price band 100 MT is booked and at 60/- price band 50 MT is booked, then since max revenue is generated at 50/- price band, it will be the discovered price. As per the concept

of Book Building, allocation would be done at that particular price band provided minimum booking percentage specified by the Seller has been met (e.g. if seller has specified that, at least 80% booking has to be done, then final allocation to be made only if booking at the discovered price is 80% or more).

Input fields required:

Auction Creation/Edit:

1. New Event and Existing Event (This 2 radio buttons may be provided so that if the bidder clicks in New, the input box will open asking to insert Seller No and type of event and if Existing Event radio box is clicked, system will prompt to insert the event number)
2. Location (to be auto filled)
3. Auction start date and time
4. Auction Close date and time
5. Event view date; Inspection from and to dates.
6. Activate Auction (By default it may be selected No and seller would need to change it Yes as per their convenience)

Note: If the seller forgets to activate the auction, the auction number should populate in the link Auction Creation even after passing of the Auction Start time giving seller the scope to change the date, time and re-activate it.

Lot Entry:

1. Lot Number
2. Lot Name/Description (There may be a single field with word limit extended to 100 words)
3. Address/Location
4. State (in form of dropdown)
5. Unit of Measurement
6. Starting Band
7. Band difference
8. Number of bands

Links may be provided to the seller for view the allocation history and other relevant details like auction catalogue etc.

10.3 Reverse Bidding

A **reverse auction** is a type of **auction** in which sellers bid for the prices at which they are willing to sell their goods and services. In a regular **auction**, a seller puts up an item and buyers place bids until the close of the **auction**, at which time the item goes to the highest bidder.

10.4 Price Quantity Bidding

We may adopt the "single allocation per bidder" methodology for Price quantity bidding.
A certain quantity of material would be put up for auction. In the auction floor, Bidder will need to quote both **Quantity** and the **Price.** There may be a starting price for the material. Until there is residual material, bidders will be allowed to quote certain quantity at or above the Starting price. In case the bidder revises his own bid by changing the quantity or price, the earlier bid will be overwritten by the new one, provided it satisfies all the bidding conditions.

Once residual quantity becomes "0", the process of de-allocation will start. De-allocation of already booked quantity will be based on Price and Time. 1st priority will be given to the bidder who is quoting the highest price. Therefore, while de-allocating the quantity, first the quantity of the bidder with L1 price is to be de-allocated followed by L2, L3... In case, 2 or more bidders have quoted the same price, de-allocation will be done from the bidder who has quoted at last.

In order to maintain the simplicity of the portal, we may remove the concepts of Pre Bid EMD, maximum booking. Functionality of the fields like Allocation Threshold and Min Booking may combine into one and it may be renamed appropriately. Similarly, Instead of Increment 1 and Increment 2, there should be only one increment field.

The auction floor must display the Name of the Item, Quantity, Starting Price, L1/H1 band for the lot, Input fields for Price and quantity, Bidding button, Button to check allocation History.

Basic Rules for bidding:

1) Bidder will initially be allowed to bid only at or above the starting price.
2) While revising his own bid, bidder will not be allowed to reduce the rate. He has to quote at least Rs 1 above the current rate.
3) Bidder would not be allowed to quote below the L1 rate (the H1/L1 band may be displayed for convenience).
4) **Example:** Suppose 1000 MT is put up for Price quantity bidding.

Current Residual Quantity	Bidder	Booking Quantity (In MT)	Booking Price (Rs)	Allotment status
1000 MT	Buyer 1	500	Rs 100	500 MT allotted
500 MT	Buyer 1	200	Rs 101	200 MT allotted and earlier bid overwritten.
800MT	Buyer 2	500	Rs 101	500 MT allotted to Buyer 2
300 MT	Buyer 3	400	Rs 101	Although quoted for 400 MT, only 300MT allotted since there is no more residue and bidder needs to increase their bid
0 MT	Bidder 4	500	Rs 102	500 MT allotted to Bidder 4. 300 MT de-allocated from Bidder 3 and 200 MT de-allocated from bidder 2, since price is same for Bidder 2 and 3 and therefore preference would be given to time. So current status of allocation: Buyer 1: 200 MT; Buyer 2: 300 MT; Buyer 3: 0 MT Buyer 4: 500 MT
0 MT	Bidder 3	500	Rs 103	500 MT will be allotted to Bidder 3. 200 MT gets de-allocated from Bidder 1 and 300 MT gets de-allocated from Buyer 2, as their Price is lower than Buyer 4.

Input fields required:

Auction Creation/Edit:

1. New Event and Existing Event (This 2 radio buttons may be provided so that if the bidder clicks in New, the input box will open asking to insert Seller No and type of event and if Existing Event radio box is clicked, system will prompt to insert the event number)
2. Location (to be auto filled)
3. Auction start date and time

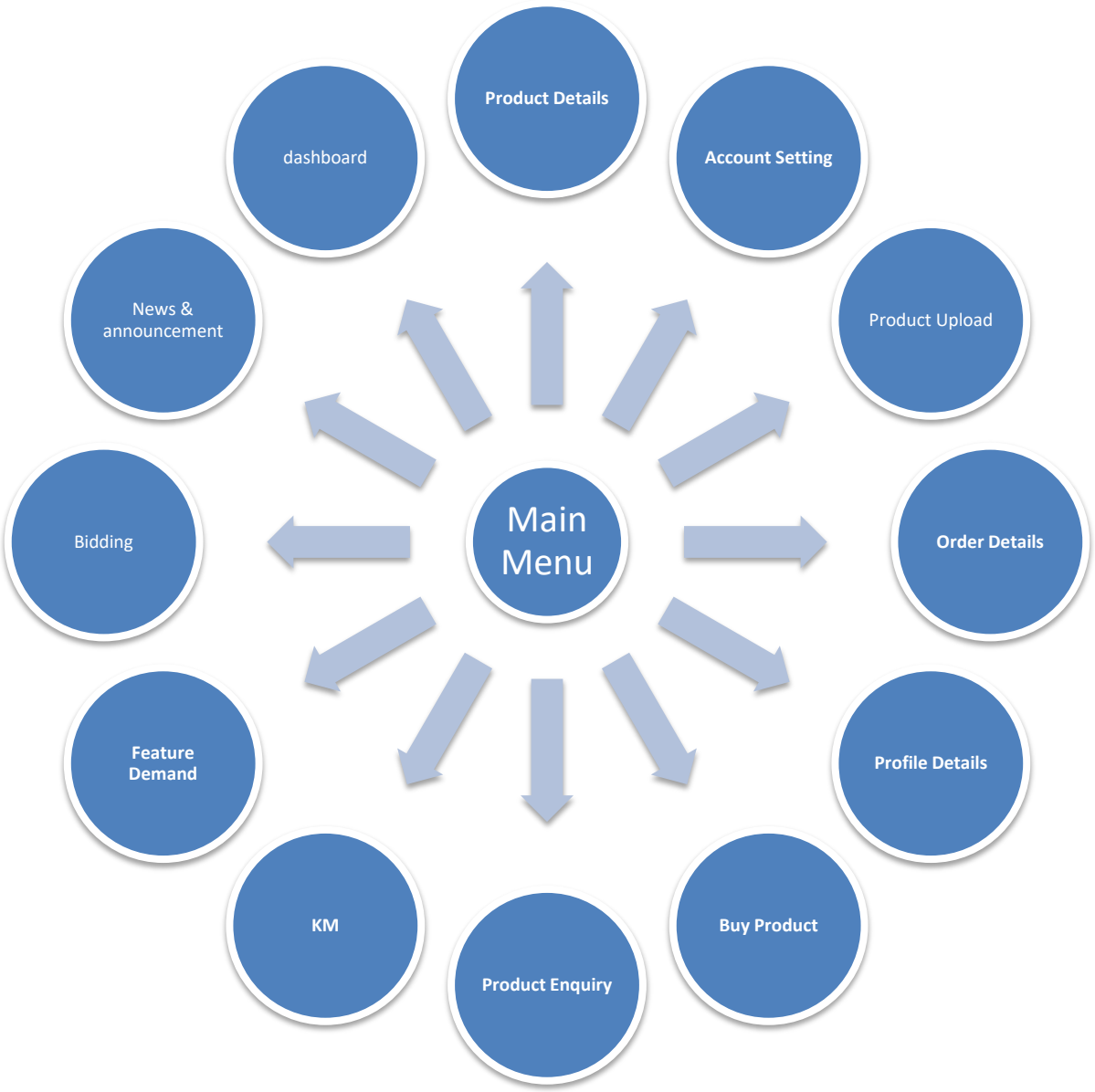
4. Auction Close date and time
5. Event view date; Inspection from and to dates.
6. Activate Auction (By default it may be selected No and seller would need to change it Yes as per their convenience)

Note: If the seller forgets to activate the auction, the auction number should populate in the link Auction Creation even after passing of the Auction Start time giving seller the scope to change the date, time and re-activate it.

Lot Entry:

1. Lot Number
2. Lot Name/Description (There may be a single field with word limit extended to 100 words)
3. Address/Location
4. State (in form of dropdown)
5. Unit of Measurement
6. Starting Price
7. Taxes (If any)
8. Minimum Booking
9. Multiples of
10. Increment (once entered other than 1, bidders has to increment there bid in multiples of this value)

Separate links may be provided to View auction catalogue, Bid Sheets, Bid History to the seller.

A. APPENDIX

Menu Flow: