Ministry of Defence

Department of Defence Production

सत्यमेव जयते

SRIJAN Portal User Manual for DPSU User

(srijandefence.gov.in)

User Manual (Version 2.0)

Contents

1. Introduction

Pursuant to 'Atmanirbhar Bharat' announcement, the Department of Defence Production/Ministry of Defence/Government of India has developed this portal named, **srijandefence.gov.in**, as "Opportunities for Make in India in Defence". The main objective of the portal is to partner the private sector in indigenization efforts of Defence Public Sector Undertakings (DPSUs), OFB and the Armed Forces. The portal will be a non-transactional online market place platform.

DPSUs/OFB/SHQs will display their items on this portal, which they have imported or going to import, each item having sizeable import value. They will also display those items which have been planned/targeted in the coming years, for indigenization.

The Indian industry will be able to show their interest in those items for which they can design, develop and manufacture as per their capability or through joint venture with OEMs. The concerned DPSUs/OFB/SHQs, based on their requirement of the items and their respective guidelines & procedures, will interact with the interested Indian industry for indigenization. The interested Indian industry can also interact with concerned DPSUs/OFB/SHQs for their queries related to indigenization through the contact details given under each item.
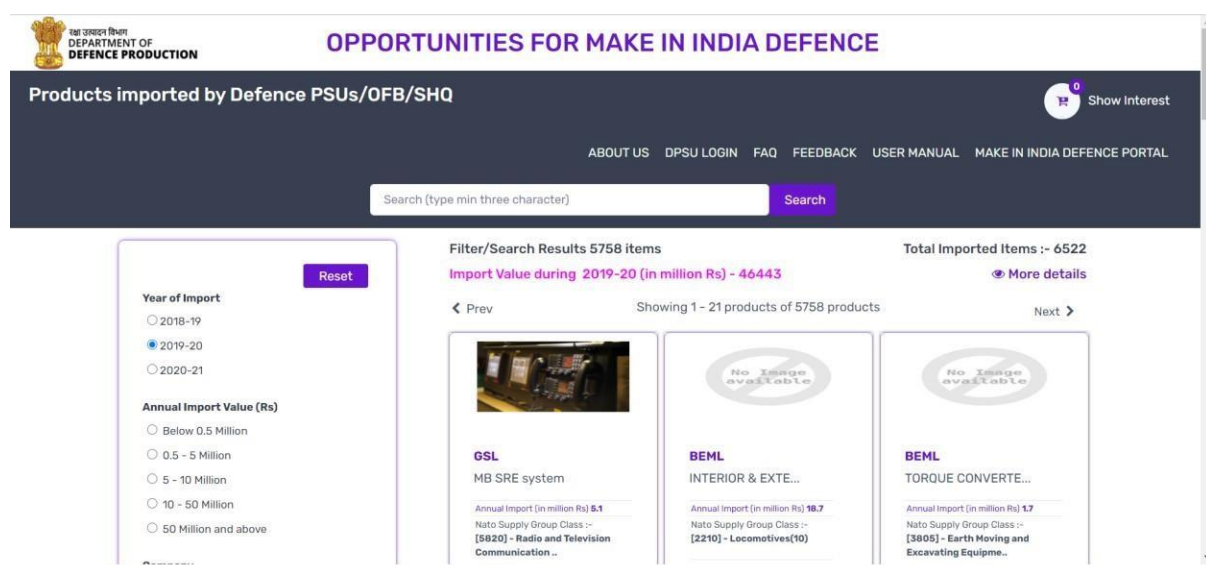

Fig: 1 Home page of srijandefence.gov.in.

2. Authentication

In order to access **Srijan Defence** portal users need to login using credentials provided by Srijan. DPSU users can access Srijan portal at https://srijandefence.gov.in/ and login by clicking on the Login button as shown in the below image.
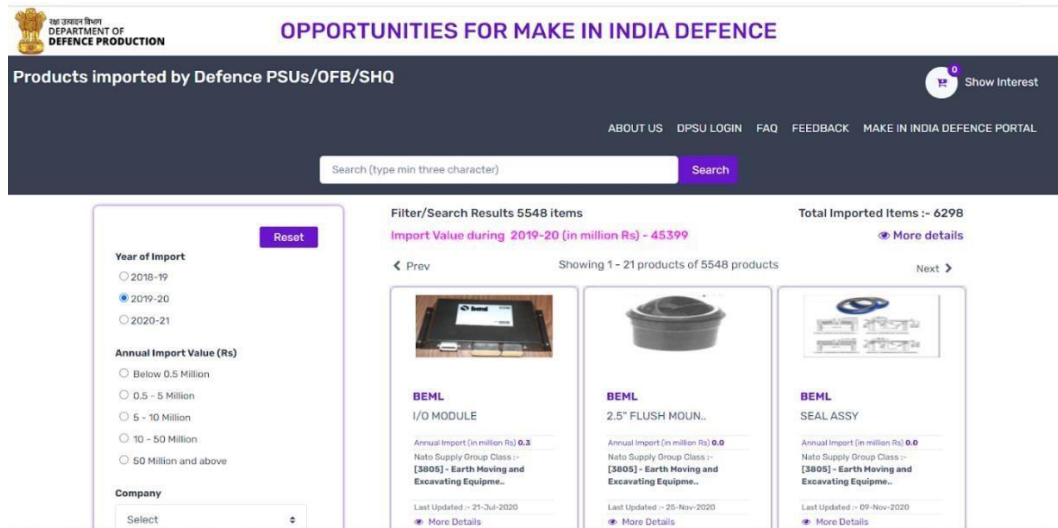

Fig: 2.1 Authentication.

a. Login Button

On clicking the login button, the user will land to the login page as shown in below image. DPSU users will enter username and password shared by DPSU, enter valid CAPTCHA text as shown in image.
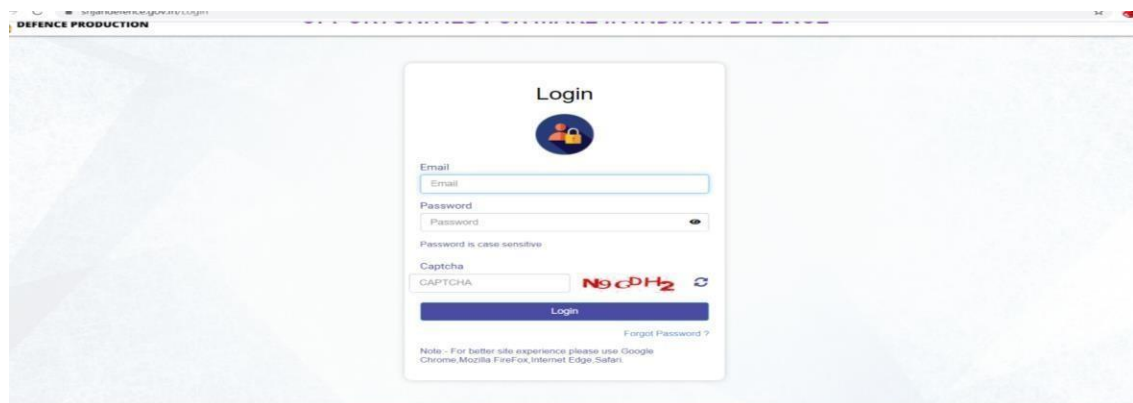
Fig: 2.a.2 Login Button.

3. Dashboard

After selecting the MIS contract on the screen, the user will land on the dashboard page. Content on this screen is changeable and updated time to time as per guidelines.

Dashboard screen is accessible by clicking on the dashboard option available in the side bar menu.

a. Indigenisation

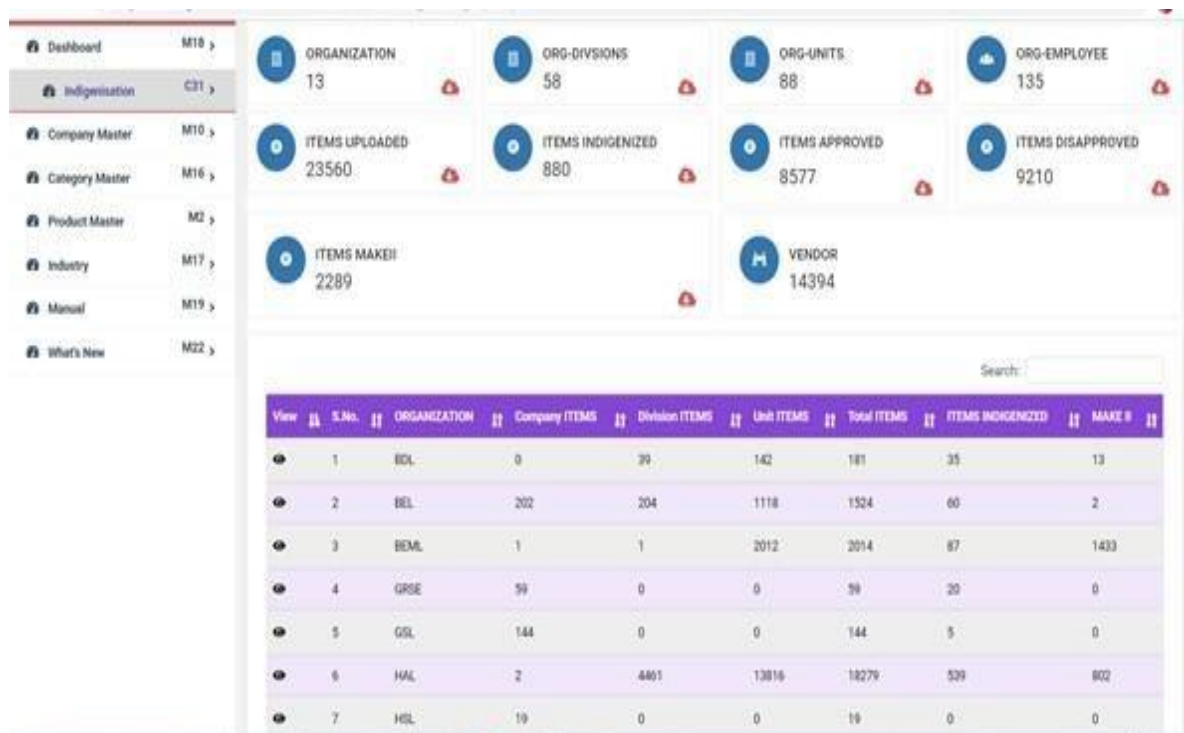DPSU user can add, view, verify, UProduct and show interest.

Fig: 3.a.1 Indigenisation.

4. Company Master

The Indigenisation portal will have the functionality where a company Nodal Officer is able to add division and units along with designation and employee.

a. Add

Add menu give facilities to add various Division unit Nodal officer and designation master data.

• Company

The Indigenisation portal will have the functionality where a company Nodal Officer is able to add division and units along with designation and employee. The steps for adding division and units along with designation and employee are given below:
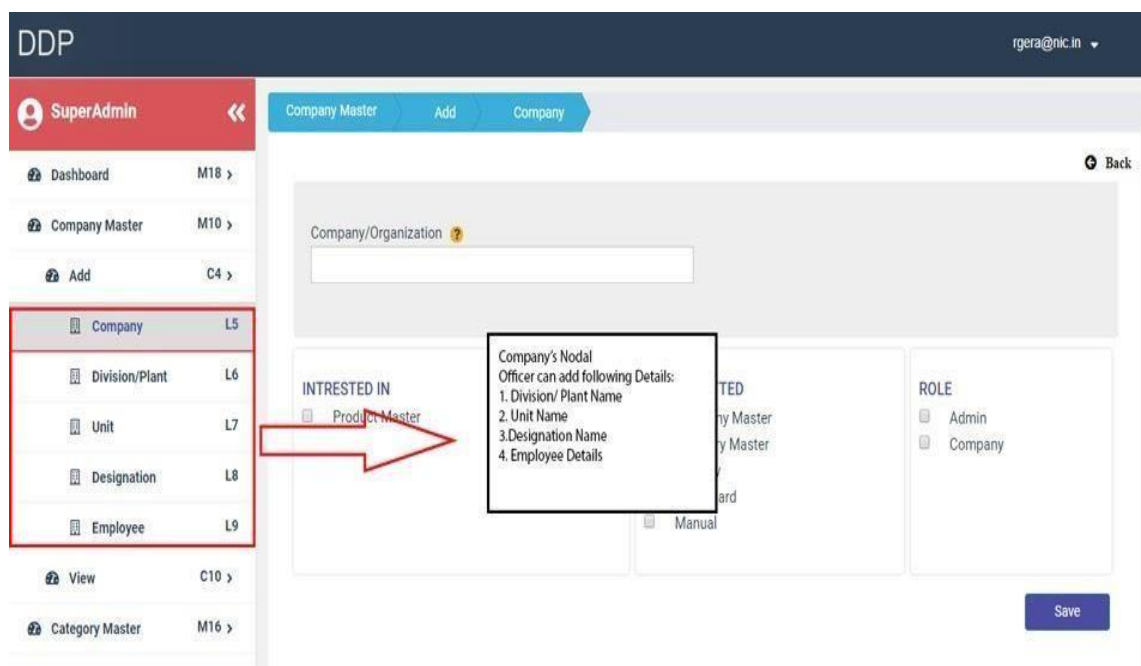
Fig: 4.a.1 Company of company master page.

- ## **Division/Plant**

Steps to Add Division /Plant Name:
1. Click on Company Master Tab at the left-hand corner of the portal after login.
2. Select Add tab.
3. Select Division /Plant tab.
4. Enter name of Division /Plant on Space given below Division/ Plant.
5. Press save for the Division /Plant Name to add in the portal.

Fig: 4.a.2 Division/ Plant of company master.

- **Unit**

Steps to Add Unit Name:

1. Click on Company Master Tab at the left-hand corner of the portal after login.
2. Select Add tab.
3. Select Unit tab.
4. Enter name of Division /Plant on Scroll Down bar given below Division/ Plant.
5. Enter name of Unit on Space given below Unit.
6. Press save for the Division /Plant Name to add in the portal.

Fig: 4.a.3 Unit page.

● **Designation**

Steps to Add Designation:

1. Click on Company Master Tab at the left-hand corner of the portal after login.
2. Select Add tab
3. Select Designation tab
4. Enter name of Designation on Space given below Designation,
5. Press save for the Designation name to add in the portal.

Fig: 4.a.4   Designation page

6. The name will be displayed in the Matrix after the save button is clicked.

Fig: 4.a.5 displaying about designation of company master.

- **Employee**

  Steps to Add Employee:

1. Click on Company Master Tab at the left-hand corner of the portal after login.
2. Select add tab.
3. Select employee tab.
4. To add employee in company, fill details name, designation, employee code, email id, mobile, telephone, and fax and choose whether the employee is nodal officer or user.
5. To add employee in division/plant select division/plant from drop down toolbar below "select division/plant", then fill details name, designation, employee code, email id, mobile, telephone, fax and choose whether the employee is nodal officer or user.
6. To add employee in unit, first select division/plant from drop down toolbar below "select division/plant", next select unit from drop down toolbar below "select unit", then fill details name, designation, employee code, email id, mobile, telephone, fax and choose whether the employee is nodal officer or user.

Fig: 4.a.6 Employee page.

7. Press save for the employee name to add in the portal.

Fig: 4.a.7 employee page of company master.

b. View

View option gives facility to view about company unit division employees and designation.

- **Company**

  Here user can view and update about user's unit/division/company.

Fig: 4.b.1 company page.

- **Designation**

1. Click on Company Master Tab at the left-hand corner of the portal after login.
2. Select add tab
3. Select designation tab
4. Enter name of designation on space given below designation.
5. Press save for the designation name to add in the portal.

Fig: 4.b.2 Designation page of company master.

6. The name will be displayed in the matrix after the save button is clicked.

Fig: 4.b.3 displaying about designation of company master.

- **Employee**
1. Click on Company Master Tab at the left-hand corner of the portal after login.
2. Select view tab.
3. Select employee tab.
4. Select company name to add in the portal.
5. Here nodal officers can view and update inner details about their product.
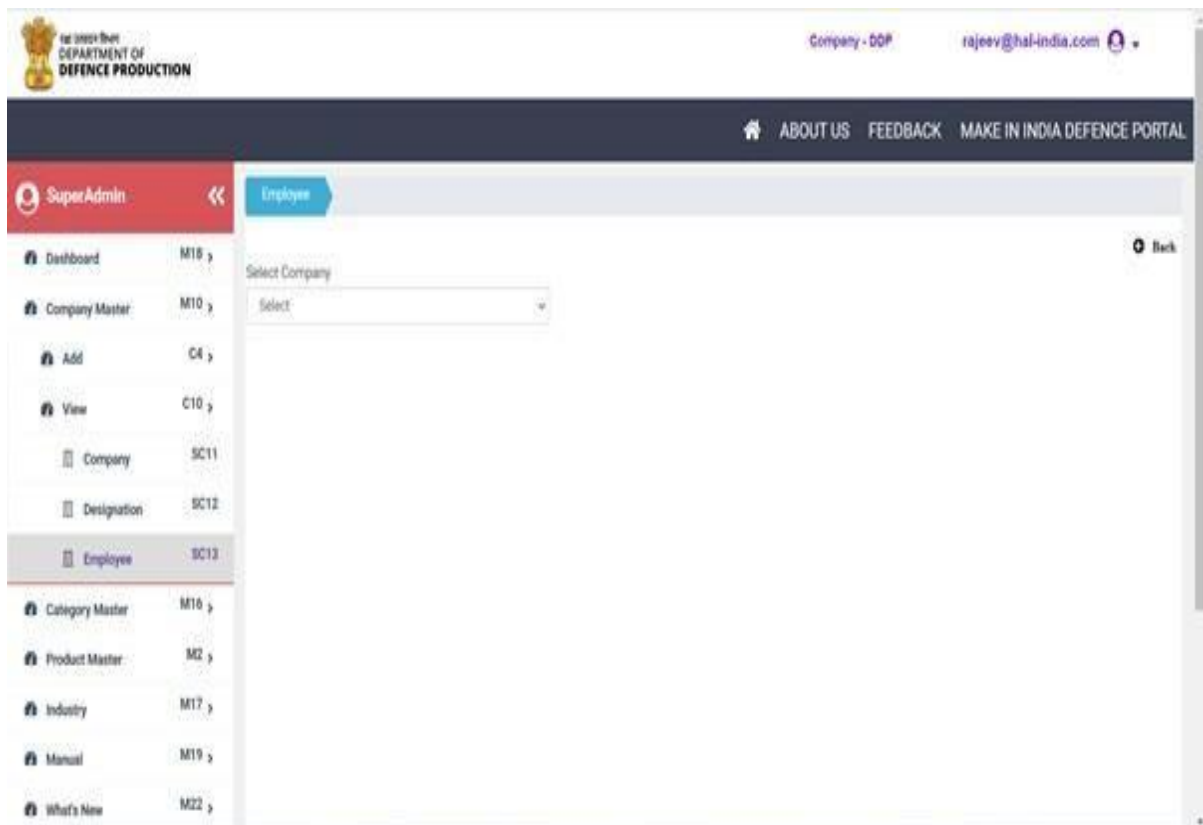
Fig: 4.b.4 Employee page of company master.

5. Category Master

Indigenisation portal captures Product information through product master Tab. In the product master tab under indigenisation heading add option is given to add products in the portal. The format for input data requires various drop-down menus to be selected for correct choice to be populated under the relevant space for e.g. in end user either ARMY. NAVY, AIRFORCE, Coast Guard to be selected for filling the details. The category master allows the details to be customized as per the requirement of DPSUs/OFB. Barring NATO group, NATO class and INC Code other drop downs information are recommended to be customized through Category Master.
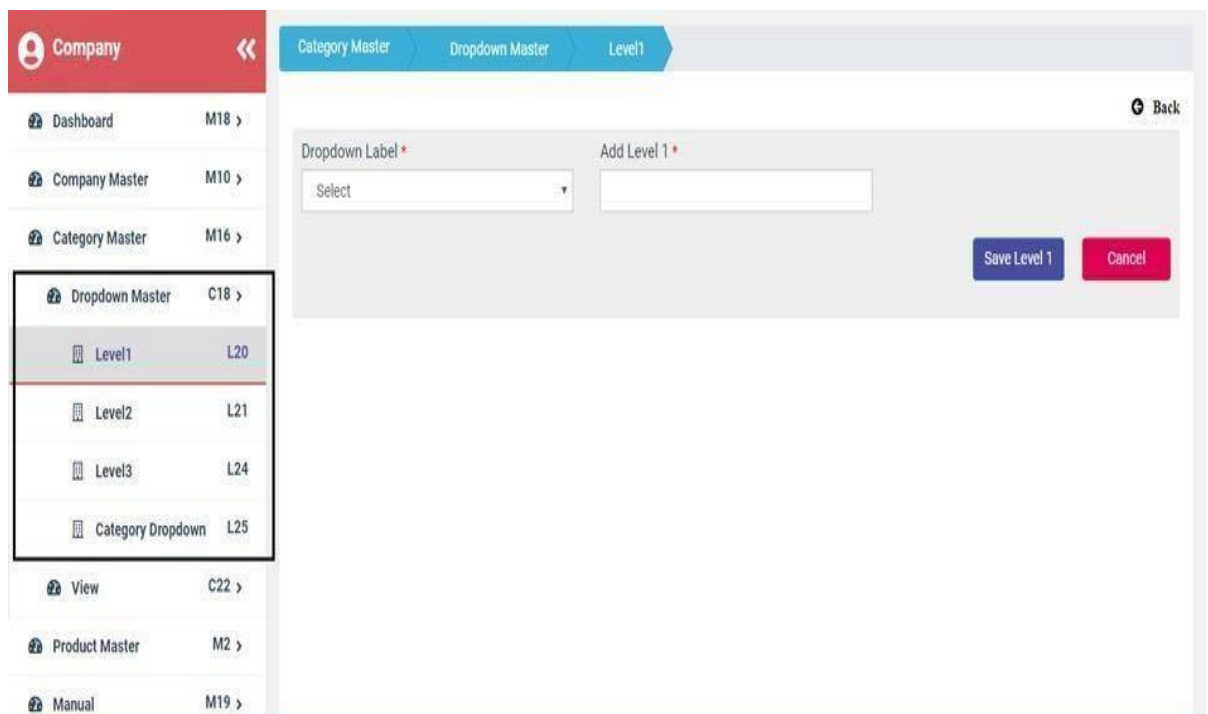
Fig: 5 category master.

a. Drop down Master

1. Click on category Master Tab at the left-hand corner of the portal after login.
2. Select dropdown master tab.
3. Select dropdown label tab.
4. Drop down master gives facility to add various types of master category.
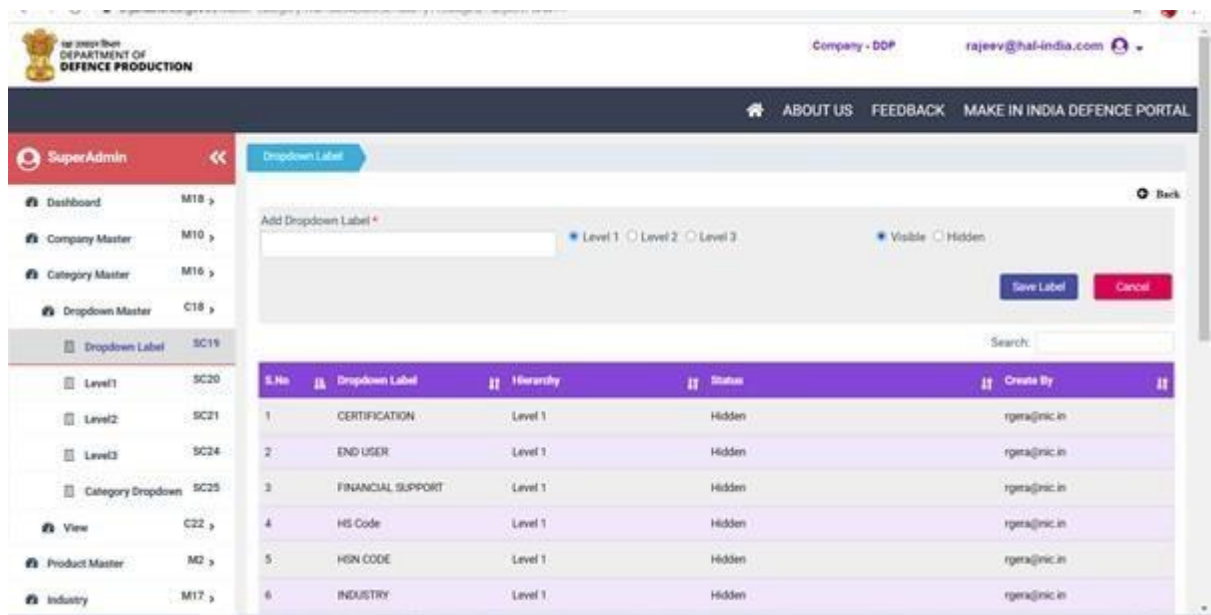
Fig: 5.a Dropdown master.

b. Category Dropdown

1. Click on Category Master Tab at the left-hand corner of the portal after login.
2. Click on Dropdown Master Tab and Select dropdown label for E.g. certification
3. On selecting the required label all the values related to the label will appear in the right-hand side.
4. Select the radio button for selecting those values that are required to be visible in the drop-down menu at Product Master.
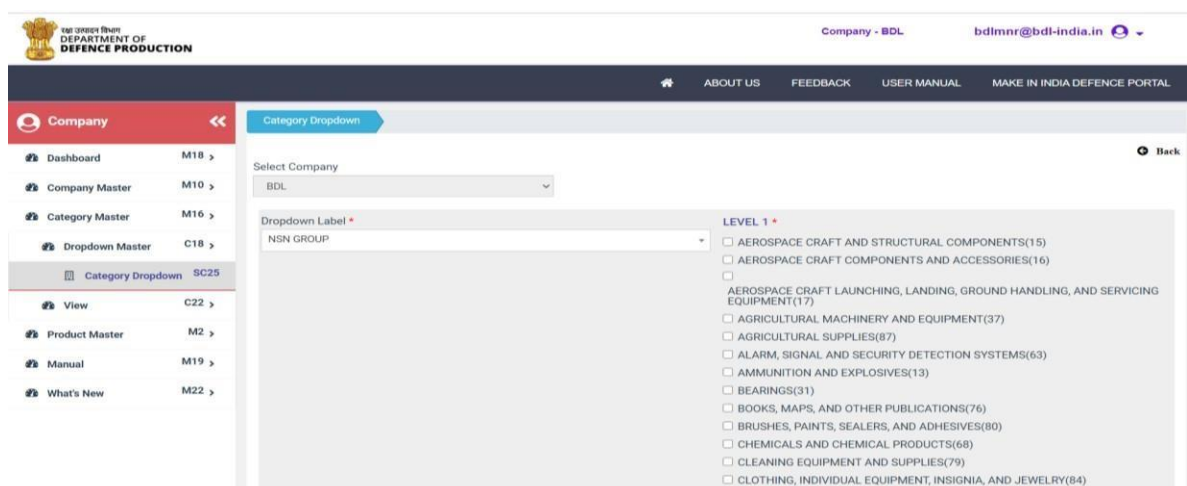
Fig: 5.c category dropdown of category master Page.

c. **View**

1. Click on category Master Tab at the left-hand corner of the portal after login.
2. Select dropdown master tab.
3. Select dropdown label.
4. Drop down master gives facility to view user's product.

Fig: 5.c view page of category master.

6. Product Master

1. Click on the product Master tab at the left-hand corner of the portal after login.
2. Select indigenisation tab.
3. Click on the add tab after that user can add product.
4. Drop down master gives facility to add various types of master category.

a. Indigenisation

1. Click on the product Master tab at the left-hand corner of the portal after login.
2. Select indigenisation tab
3. Here user can add, view, verify, UProduct, show interest.

Fig: 6.a Indigenisation page.

- **Add**

1. Click on Product Master Tab at the left-hand corner of the portal after login.
2. Select Indigenisation tab.
3. Select on the Add tab.
4. Add option gives facility to add user's products.

Fig: 6.a.1 Product Master Add page.

- **View**
1. Click on Product Master Tab at the left-hand corner of the portal after login.
2. Select Indigenisation tab.
3. Select on the view tab.
4. Product master gives facility to view product of User Unit/Division/Company/Organization.
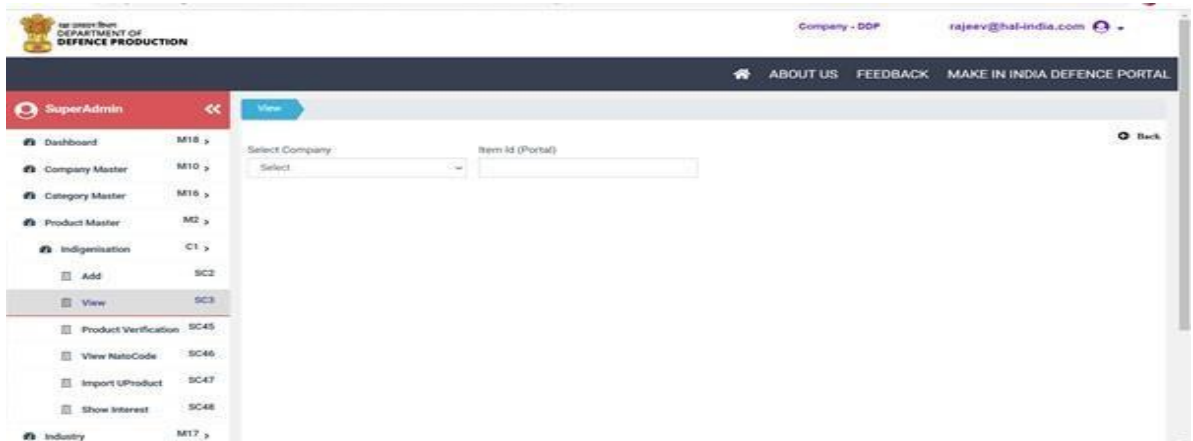
Fig: 6.a.2 View page.

- **Upload Bulk Data**

Step1: Click on DPSU Login on menu bar.
Step2: login with id & password.
Step3: Click MIS on Menu Bar.
Step4: Click product master side bar menu.
Step5: Click Indigenization tab.
Step6: Click bulk upload option.
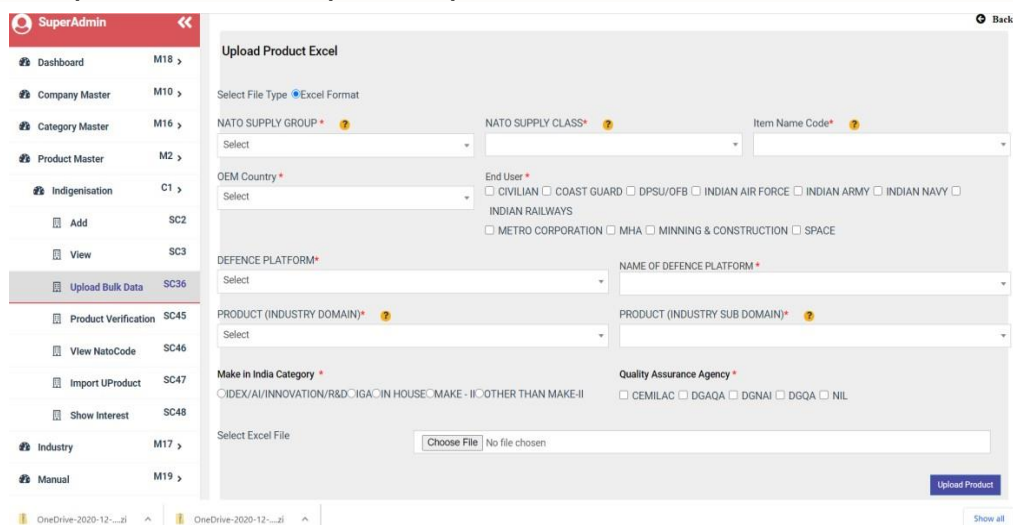
Fig: 6.a.3 Upload Bulk Data

Step7: fill mandatory fields.
    a. NATO SUPPLY GROUP
    b. NATO SUPPLY CLASS
    c. Item Name Code
    d. OEM Country
    e. END User
    f. DEFENCE Platform
    g. Name of Defence Platform
    h. Product Industry Domain
    i. Product Industry Sub Domain
    j. Make in India Category
    k. Quality Assurance Agency

Step8:
a. The sample excel file may be downloaded from the Bulk Upload page.
b. The data in the excel sheet is to be added as per the header given in the excel sheet.
c. Only those data must be added in the excel whose mandatory fields are already
d. Chosen in the Step 7.For uploading data whose mandatory fields are different it is
    Required to follow step 7 to 8 again (if the user is on bulk upload page).

Step 9. Click Upload Product button to add excel sheet data on the portal.
Step10. A Confirmatory message will appear "Data imported successfully from excel file. Total Rows - X". X is the no products to be uploaded On the portal.

Fig: 6.a.4 Upload Bulk Data.

- **Product Verification**

  DPSU user can verify/check there product by using product verification.

1. Click on Product Master Tab at the left-hand corner of the portal after login.

2. Select Indigenisation tab.

3. Select on the Upload Bulk Data tab.

4. Product master gives facility to Upload Bulk Data User Unit/Division/Company/Organization.

Fig: 6.a.5 Snapshot of Product verification page.

- **View NATO Code**

In this portal, all items have been indirectly classified based on NATO supply group class. The user can identify/search their interest in items based on the NATO classification.

Steps for View NATO Code:
1. Click on Product Master Tab at the left-hand corner of the portal after login.
2. Select Indigenisation tab.
3. Select on the View NATO Code tab.
4. View NATO Code gives facility to identify/search user's interest product.
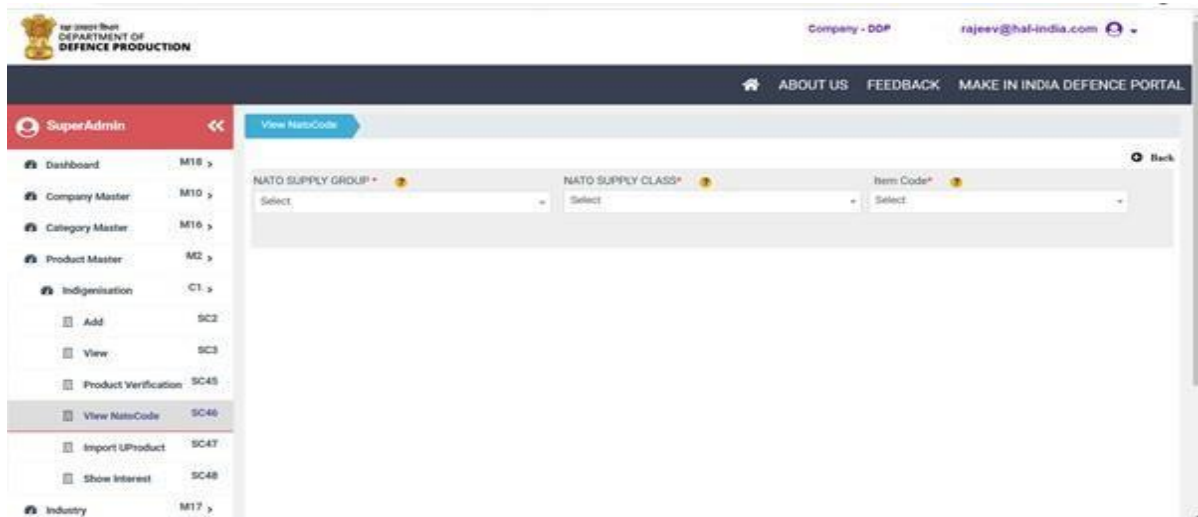
Fig: 6.a.6 view NATO Code of Product master Page.

- **Show interest**
1. Click on Product Master Tab at the left-hand corner of the portal after login.
2. Select Indigenisation tab.
3. Select on the Show interest tab.
4. Show interest gives facility to show their interest which Product user like for public domain.
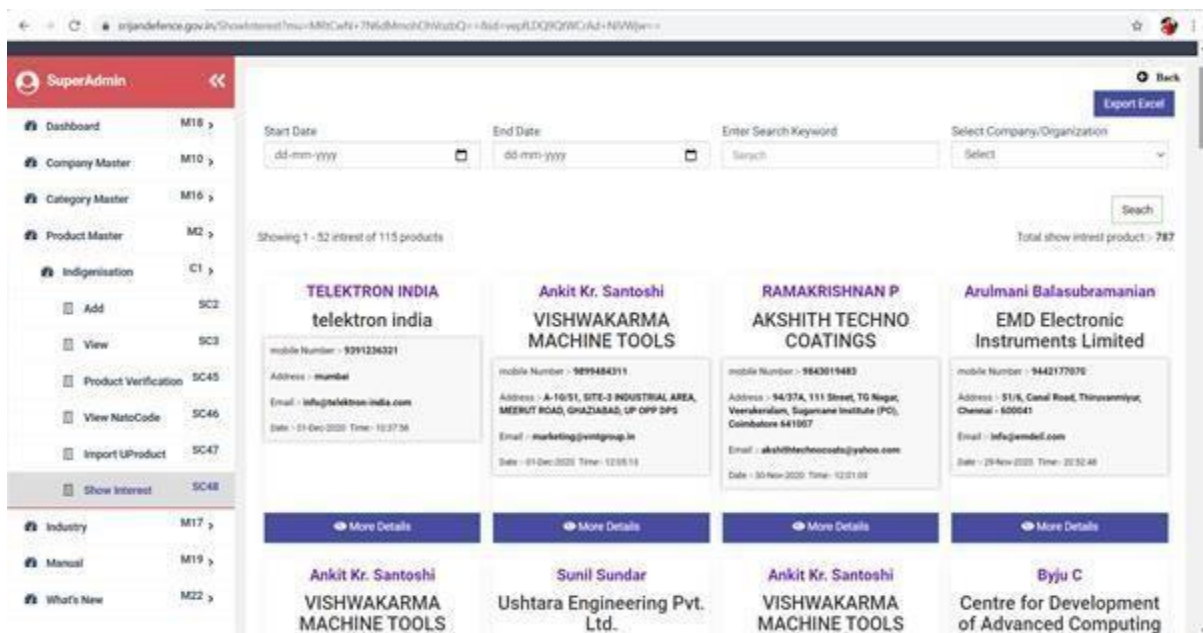
Fig: 6.a.7 show interest Page of product master.

7. What's New

This option displays changes/updating/new functionality is added/removed on portal. The information will be available here.

a. Latest Updates

1. Click on what's New Tab at the left-hand corner of the portal after login.
2. Select Latest Updates tab.
3. Latest Updates gives information about any new thing which is latest Updated.
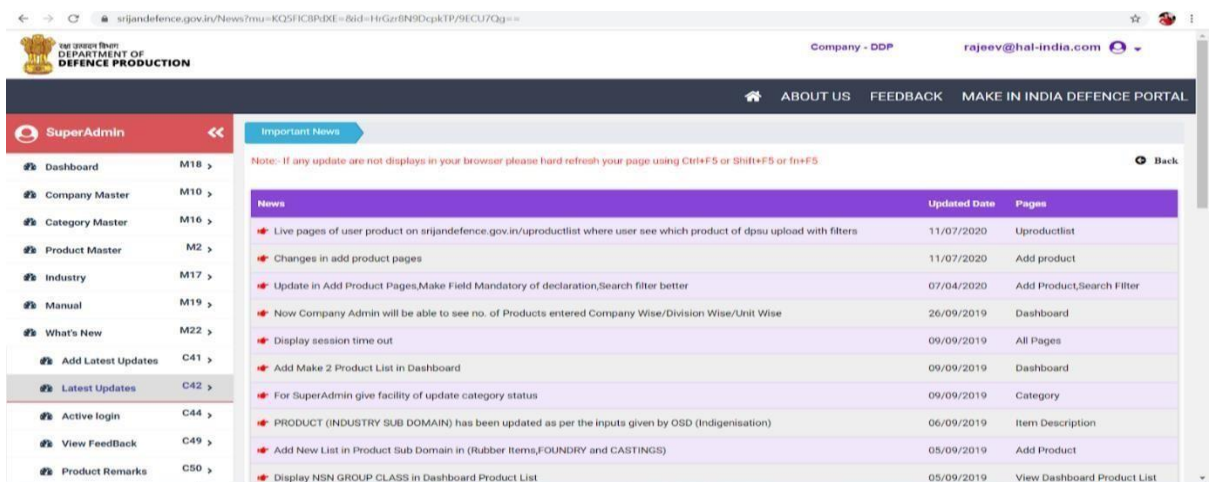
Fig: 7.a.1 Latest Updates Page.

b. View Feedback

1. Click on what's New Tab at the left-hand corner of the portal after login.
2. Select View Feedback tab.
3. In View Feedback Page.
4. User's feedback will be shown in the grid.
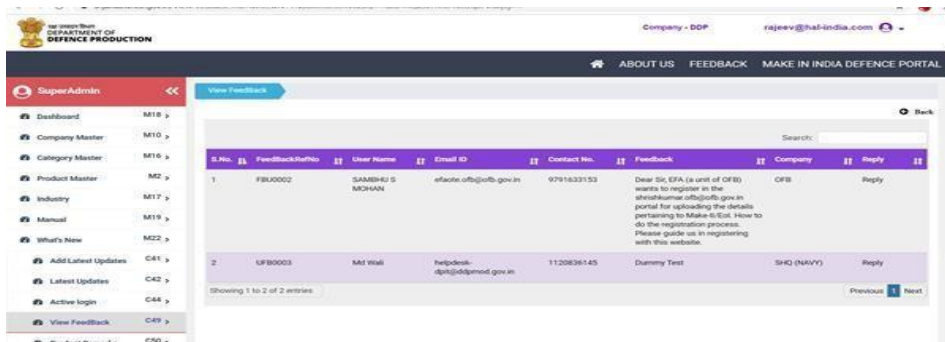
Fig: 7.b view feedback.

8. Success Story

1. Click on DPSU login Tab at the left-hand corner of the portal after login.
2. Success story option will be display.
3. Here DPSU user can perform actions on edit link in the grid view for updating the null records.

Fig: 8.1 success story.

4. After click on edit link popup will display as given in the screenshot.
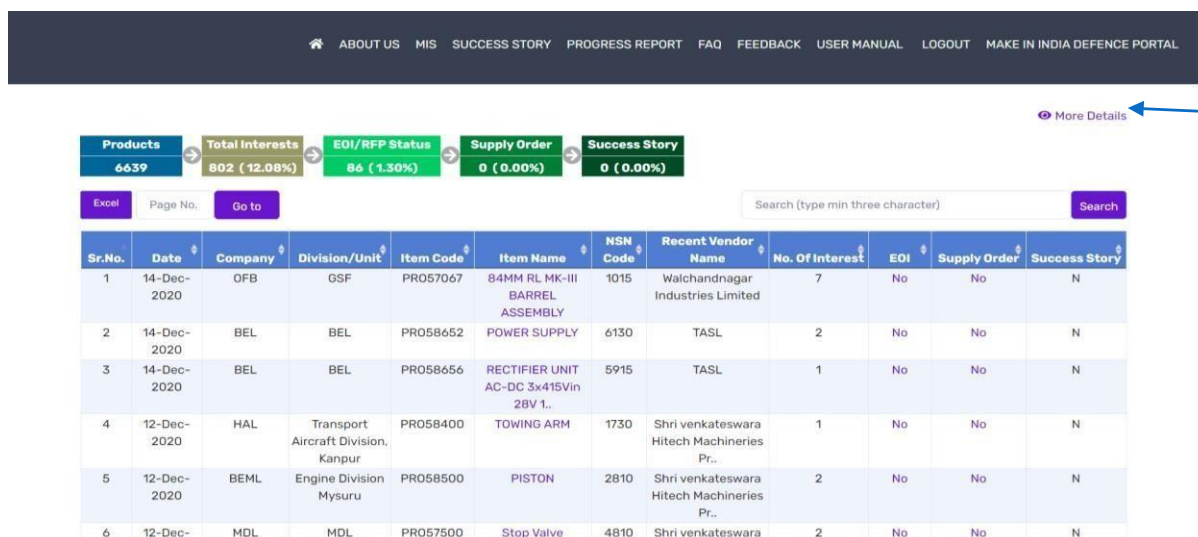
Fig: 8.2 success story Page of Update Your Item.

9. Progress Report

1. Click on DPSU login Tab at the left-hand corner of the portal after login.
2. Progress report option will be display.
3. Here DPSU user can perform action update in EOI and supply order.

Fig: 9.1 Progress Report.

4. After clicking More Details, the page will be shown as given screenshot.

Fig: 9.2 Progress Report Details.

5. If user want to see import item details then click on item name link button. It display screenshot as given below:
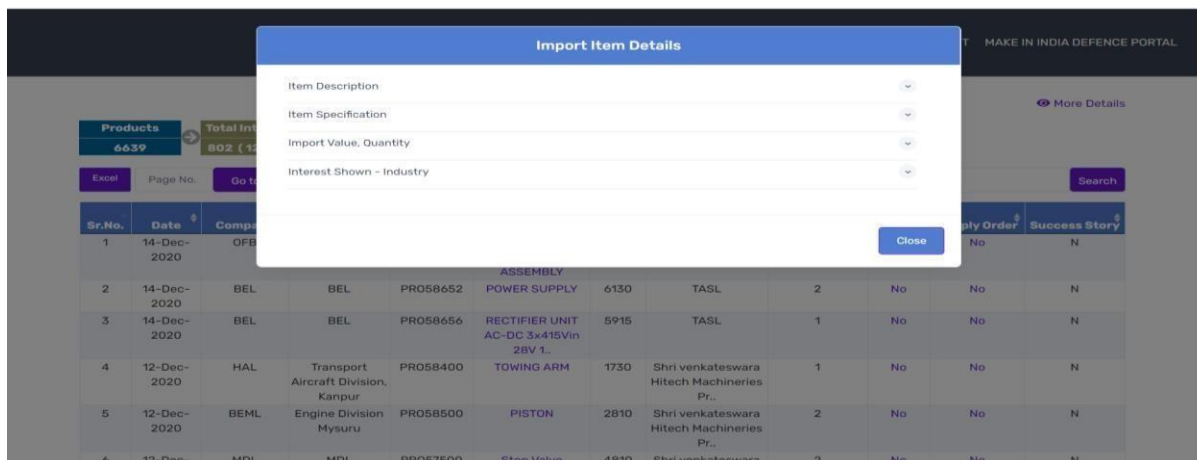

Fig: 9.3 Import Item Details.

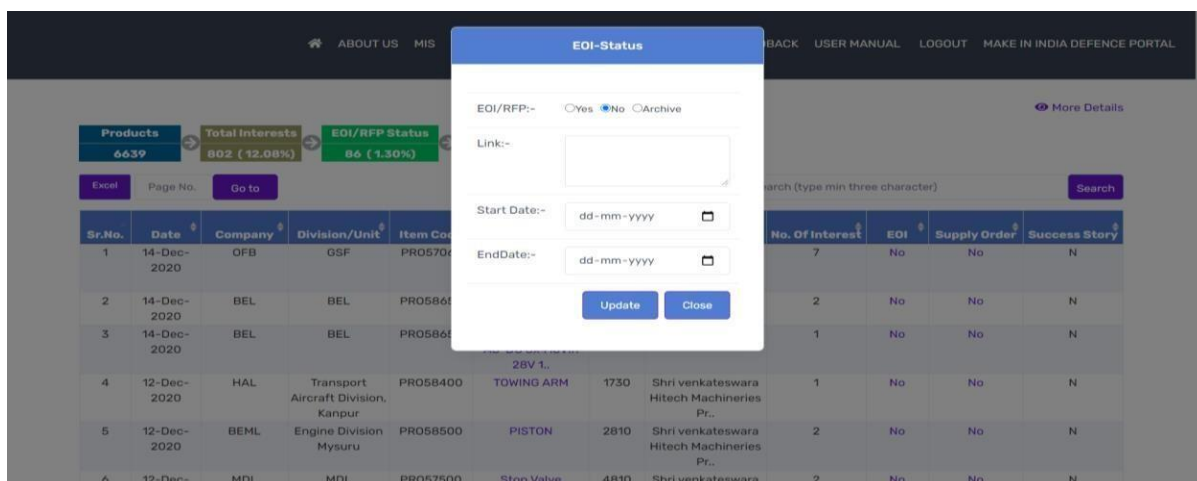6. If you want to update EOI details click on EOI button the page will be display like given screen shot.

Fig: 9.4 EOI- Status of Progress Report.

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