

# **Online Kimberley Process**

## **Help Manual**

**The Gem & Jewellery Export Promotion Council**

**KP Import / Export Authority**

**319-A , Dr DB Marg Diamond Plaza, V Floor,**

**Mumbai - 400 004.**

**Tel: +91-22-23821801**

**Fax: +91-22-23808752**

**Email: [sumati@gjepcindia.com](mailto:sumati@gjepcindia.com), [ramdas@gjepcindia.com](mailto:ramdas@gjepcindia.com)**

**Website: [www.gjepc.org](http://www.gjepc.org)**

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## **Kimberley Process**

From ancient time, the diamond trade has been an important means of economic exchange between the countries. When diamonds are obtained from mines, they are called rough diamonds. These rough diamonds are exported and imported between the countries for trade and manufacturing.

The Kimberley Process is a joint Government, international diamond industry and civil society initiative to stem the flow of conflict diamonds - rough diamonds that are used by rebel movements to finance wars against legitimate governments. The Kimberley Process Certification Scheme is an innovative, voluntary system that imposes extensive requirements on Participants to certify that shipments of rough diamonds are free from conflict diamonds. In this process each rough diamond shipment is accompanied by a Kimberley certificate which states the authenticity of that diamond. The importing country will always check for the Kimberley Certificate of that diamond shipment before releasing it.

In India, one of the authorizing bodies of the Kimberley Process is GJEPC. The applicant of Kimberley Process Certificate may be a member of the council or a non-member. Agents can also apply on behalf of the members or non-members. GJEPC has developed an **Online Kimberley Process** module to assist GJEPC Members, Non-Members, and Agents. All Kimberley Process applications can be filled online including the upload of accompanying documents and the payment (via credit card or cheque or demand draft) of the application fees.

This document is a **Help Manual** which will help GJEPC Members, Non-Members, and Agents on how to use the Online Kimberley Process Facility.

## Login

The following types of applicants will be able to use the Online Kimberley Process.

**GJEPC Member:** GJEPC Members can use their existing username and password to login. Please email at [info@gjepc.org](mailto:info@gjepc.org) for your username and password. Please mention your company name and membership number.

**Non-Member:** Non-Members can fill the Non-Member Application to get a username and password.

**Agent:** Agents can apply on behalf of GJEPC Members and Non-Members. Agent username and password will be given by the council.

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Kimberly Login / Signup  
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Kimberly Process - **LOGIN**

Login

Type: --Select--

User Name:

Password:

Submit

[Forgot Password?](#)

**Note:** Gjepc Members can use their existing username & password to log-in in Kimberley Process.

**GJEPC MEMBER:** Please email at [info@gjepc.org](mailto:info@gjepc.org) for your user name and password. Please mention your company name and membership number.


**Non-MEMBER:** Please fill [Non-Member Application](#) to use the online kimberley process facility.

## Non-Members

**Non-Members** can apply for a username-password to use the Online Kimberley Process.

The members fill in his company details as well as the location from where he will be picking up the Kimberley Certificates.

All Non-Members applications need to be verified by the Council. The Username-Password will be emailed to the applicants after verification by the Council within 24 working hours.



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## Kimberly Process - NON MEMBER

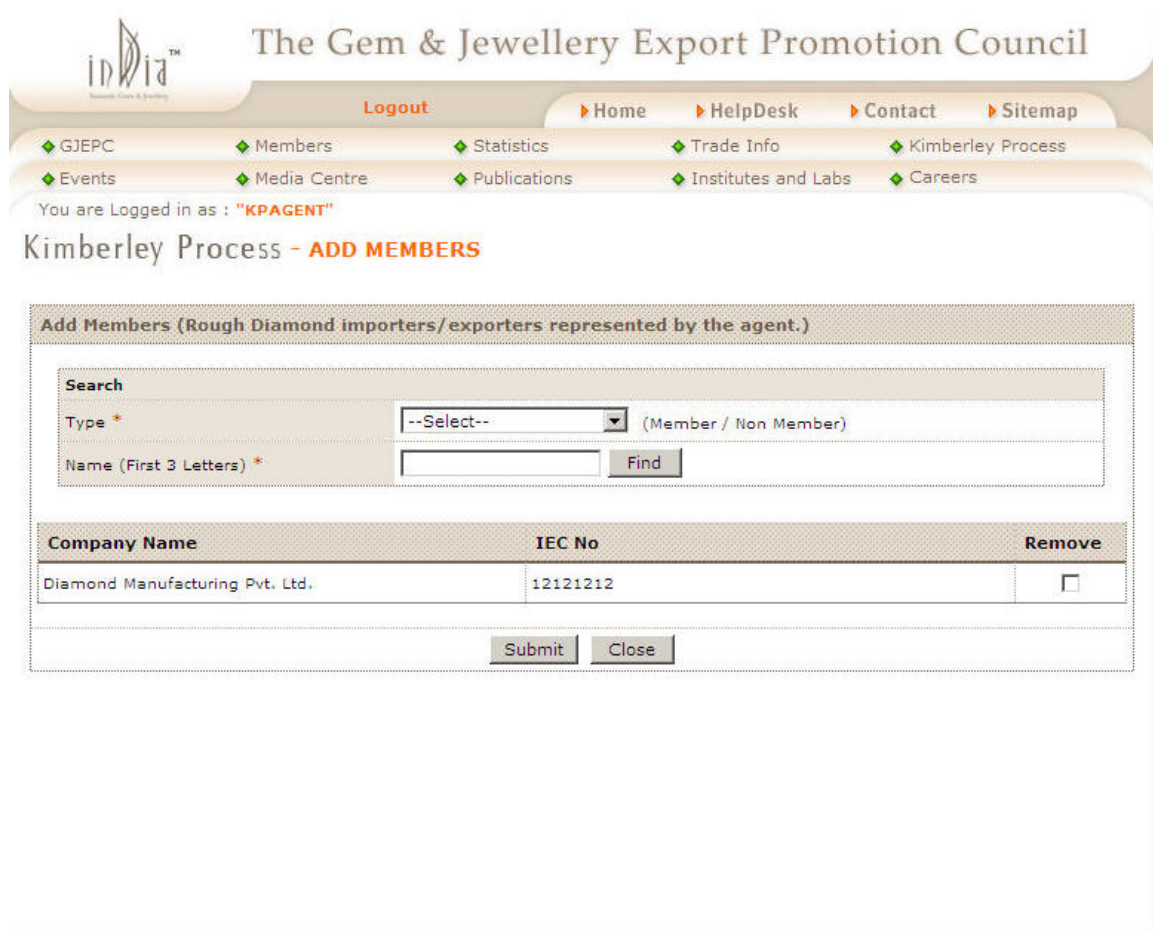
<b>Non Member</b>			
Name *	Diamond Manufacturing		
Address 1 *	The International,	Address 2	2nd floor,
Address 3	16 M. K. Road,	Address4	
Country *	INDIA	State *	MAHARASHTRA
City *	MUMBAI	Pin Code *	400020
Telephone 1 *	22039383	Telephone 2	22036357
Fax	22039384	Mobile	9898989898
Email *	kp@indipreneurs.com	Website	www.indi.com
Contact Person 1 *	ABC	Designation 1 *	Executive
Contact Person 2		Designation 2	--Select--
IEC No *	1212121212	Remarks	
Do You Belong to Sez? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Location	--Select--		
<input type="button" value="Submit"/> <input type="button" value="Close"/>			

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## Agents

**Agents** can submit Import and Export Applications on behalf of GJEPC Members and Non-Members. Agent username and password will be given to the agents by the council. Each agent will be authorized to apply for a set of approved GJEPC Members and Non-Members only.

Agents can add additional GJEPC Members and Non-Members to their list by submitting an online application to the Council. The Agent searches through the available list of members and non-members and adds the desired companies into the application list. He submits the application list to the Council.



The screenshot displays the GJEPC website interface. At the top, there is a logo for 'india' and the text 'The Gem & Jewellery Export Promotion Council'. Below this, a navigation bar contains links for 'Logout', 'Home', 'HelpDesk', 'Contact', and 'Sitemap'. A secondary navigation bar lists various sections: 'GJEPC', 'Members', 'Statistics', 'Trade Info', 'Kimberley Process', 'Events', 'Media Centre', 'Publications', 'Institutes and Labs', and 'Careers'. A message indicates the user is logged in as 'KPAGENT'.

The main heading is 'Kimberley Process - ADD MEMBERS'. Below this, a section titled 'Add Members (Rough Diamond importers/exporters represented by the agent.)' contains a search form. The search form has a 'Search' label, a 'Type' dropdown menu (currently set to '--Select--'), and a 'Name (First 3 Letters)' input field. A 'Find' button is located next to the input field. Below the search form, there is a table with the following data:

Company Name	IEC No	Remove
Diamond Manufacturing Pvt. Ltd.	12121212	<input type="checkbox"/>

At the bottom of the table, there are 'Submit' and 'Close' buttons.

## **Import Application**

**Import Application** allows the GJEPC Members, Non-Members and Agents to submit Import Applications. The application form requires the following information

**Exporter Details:** The Exporter Details will be selected from the list of existing Exporters available with the Council. In case the applicant does not find his Exporter in the list he can create a new Exporter profile.

**Invoice Details:** The Invoice Details detailing the Invoice Number, Invoice Date, Number of Parcels, and KP Certificate Number along with the relevant HS Codes with their respective carats and value (in US\$) are also required.

**Supporting Documents:** Supporting Documents for Import Applications are the KP Certificate, Airway Bill, and Invoice. Physical copies of these documents along with the application confirmation number on the company's letterhead should be submitted to the processing location.

**Processing Location:** **This is very Important.** This denotes the Location where the Import Application is to be processed.

**Pickup Details:** The Pickup Options available are Self Pick-up at the Processing Location or delivery by Courier.

GJEPC Members, Non-Members and Agents should submit all their Import and/or Export Applications and then move to the **Payment Cart** for a single-window payment.





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You are Logged in as : "NLN3246"

## Kimberley Process - IMPORT

<b>Application for endorsement of Kimberley process certificate for IMPORT of rough diamonds into India</b>																		
Please fill up the Import Application Form below and submit it after attaching the requirement attachments.																		
Date	<input type="text" value="01/01/2008"/>																	
Company	<input type="text" value="Diamond Manufacturing Pvt. Ltd."/>																	
Address	<input type="text" value="The International, 2nd floor, 16 M. K. Road,"/>																	
City	<input type="text" value="MUMBAI"/>																	
State	<input type="text" value="MAHARASHTRA"/>																	
Pincode	<input type="text" value="400020"/>																	
Country	<input type="text" value="INDIA"/>																	
We are enclosing herewith application for endorsement of Kimberley process certificate for Import of rough diamonds into India as per details given below.																		
Country Of Province	<input type="text" value="UNITED KINGDOM"/>	Importer Name (First 3 Letters)	<input type="text"/> <input type="button" value="Find"/>															
Create New	<input type="checkbox"/>																	
Importers Name *	<input type="text" value="DTC"/>																	
Address 1 *	<input type="text" value="17, CHARTERHOUSE STREET"/>	Telephone 1 *	<input type="text"/>															
Address 2 *	<input type="text" value="LONDON"/>	Telephone 2	<input type="text"/>															
Address 3	<input type="text" value="ECIN 6RA"/>	Address 4	<input type="text"/>															
Country *	<input type="text" value="UNITED KINGDOM"/>	Fax	<input type="text"/>															
City *	<input type="text"/>	Pincode	<input type="text"/>															
Number Of Parcels *	<input type="text" value="1"/>	KP Certificate No *	<input type="text" value="KP-123"/>															
Invoice No *	<input type="text" value="INC-1534"/>	Invoice Date *	<input type="text" value="02/01/2008"/> <input type="button" value="Calendar"/>															
H S Code No.	<input type="text" value="7102.21"/>	Carat Weight / Mass	<input type="text" value="142.45"/>															
Country of Origin	<input type="text" value="NEW ZEALAND"/>	Value in USD	<input type="text" value="25000"/>															
<input type="button" value="Add"/>																		
<table><thead><tr><th>Select</th><th>H S Code Number</th><th>Carat Weight / Mass</th><th>Country Of Origin</th><th>Value In USD</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>7102.21</td><td>142.45</td><td>NEW ZEALAND</td><td>25000</td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td></tr></tbody></table>				Select	H S Code Number	Carat Weight / Mass	Country Of Origin	Value In USD	<input type="checkbox"/>	7102.21	142.45	NEW ZEALAND	25000	<input type="checkbox"/>				
Select	H S Code Number	Carat Weight / Mass	Country Of Origin	Value In USD														
<input type="checkbox"/>	7102.21	142.45	NEW ZEALAND	25000														
<input type="checkbox"/>																		
Declaration *																		
<input checked="" type="checkbox"/> The diamonds herein invoiced have been purchased from legitimate sources not involved in funding conflict and in compliance with United Nations resolutions. The seller hereby guarantees that these diamond are conflict free, based on personal knowledge and / or written guarantees provided by the supplier of these diamonds.																		



Please Submit physical copies of the following documents along with the application confirmation to the processing location

- 1.Copy of KP Certificate
- 2.Copy of Airway Bill
- 3.Copy of Duly Signed Invoice of Import under kp

Processing Location *	Mumbai - GJEPC		
Type of Pickup	<input type="radio"/> Self <input checked="" type="radio"/> Courier <input checked="" type="checkbox"/> Same as above		
Company Name *	Diamond Manufacturing Pvt. Ltd.		
Address 1 *	The International,	Country *	INDIA
Address 2	2nd floor,	City *	MUMBAI
Address 3	16 M. K. Road,	Telephone 1 *	NA
Address 4		Telephone 2	
Pincode *	400020	Fax	
App Fees	800	Courier Charges	200
Total Amount	1000		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

## **Export Application**

**Export Application** allows the GJEPC Members, Non-Members and Agents to submit Export Applications. The application form requires the following information

Importer Details: The Importer Details will be selected from the list of existing Importers available with the Council. In case the applicant does not find his Importer in the list he can create a new Importer profile.

Invoice Details: The Invoice Details detailing the Invoice Number, Invoice Date, and Number of Parcels along with the relevant HS Codes with their respective carats and value (in US\$) are also required.

Supporting Documents: Supporting Documents for Export Applications are Export Invoice, Import Invoice (or List of Import Invoices as per format on the letter head), and/or Local Purchase Invoices. Scanned copies of these documents should be uploaded on the website along with the application. The size of each scanned copy should be less than 300 Kb.

Processing Location: **This is very Important.** This denotes the Location where the Export Application is to be processed.

Pickup Details: The Pickup Options available are Self Pick-up at the Processing Location or delivery by Courier.

GJEPC Members, Non-Members and Agents should submit all their Import and/or Export Applications and then move to the **Payment Cart** for a single-window payment.



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You are Logged in as : "NLN3246"

## Kimberley Process - EXPORT

### Application for issue of Kimberley process certificate for EXPORT of rough diamonds from India

Please fill up the Export Application Form below and submit it after attaching the requirement attachments.

Date Company Address City State Pincode Country 

We are enclosing herewith application for issuance of Kimberley process certificate for export of rough diamonds from India as per details given below.

Country of Destination Country  Importer Name (First 3 Letters)  Create New ☐Importers Name \* Address 1 \*  Telephone 1 \* Address 2 \*  Telephone 2 Address 3  Address 4 Country \*  Fax City \*  Pincode Number Of Parcels \* Invoice No \*  Invoice Date \*  H S Code No.  Carat Weight / Mass Country of Origin  Value in USD 

Select	H S Code Number	Carat Weight / Mass	Country Of Origin	Value In USD
<input type="checkbox"/>	7102.10	21.87	NAMIBIA	28000

Declaration \*

☒ The diamonds herein invoiced have been purchased from legitimate sources not involved in funding conflict and in compliance with United Nations resolutions. The seller hereby guarantees that these diamond are conflict free, based on personal knowledge and / or written guarantees provided by the supplier of these diamonds.

**Attach (Please Upload File with proper format (JEPG/GIF/TIFF/PNG). The size of attachment should not exceed than 300 kb)**

1. Copy of Export Invoice \*   Carat:    
View Export Invoice

2. Copy of Duly Signed Import Invoice with Delcaration   Carat:    
View Import Invoice

If you wish to attach more than 1 KP Import invoices, then please attach copy of a letter on your company letter head containing list of Invoices. [Example](#)

3.Copy of Local Purchase Invoice   Carat:

Processing Location \*

Type of Pickup ☐ Self ☒ Courier ☒ (Courier Address)Same as above

Company Name

Address 1 \*  Country \*

Address 2  City \*

Address 3  Telephone 1 \*

Address 4  Telephone2

Pincode \*  Fax

App Fees  Courier Charges

Total Amount

Format for submitting details of import under KP at the time of Export Applications

FORMAT ON THE LETTERHEAD			
DETAILS OF IMPORT UNDER KIMBERLEY PROCESS			
DATE OF IMPORT	KP CERTIFICATE NO.	CARAT/WEIGHT	VALUE IN US \$
SIGNATURE & STAMP			



## Payment Cart

**Payment Cart** allows for a single window payment of Import and Export Applications. This facility is available to GJEPC Members, Non-Members and Agents. Multiple applications are chosen at one time and payment can be done online by Credit Card using the Council's Payment Gateway Account or offline by either Cheque or Demand Draft.



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## Kimberley Process - PAYMENT CART

PAYMENT CART					
<input checked="" type="checkbox"/>	Application Date	Member Name	Application Fees	Courier Amount	Total Amount
<input checked="" type="checkbox"/>	01/01/2008	<a href="#">Diamond Manufacturing Pvt. Ltd.</a>	800.00	200.00	1000.00

Payment Mode ☐ CC ☒ Cheque ☐ DD

Cheque / DD Details

Cheque No	<input type="text" value="4345356y4"/>	Cheque Date	<input type="text" value="15/01/2008"/>
Bank Name	<input type="text" value="abc bank"/>	Bank Branch	<input type="text" value="ads branch"/>

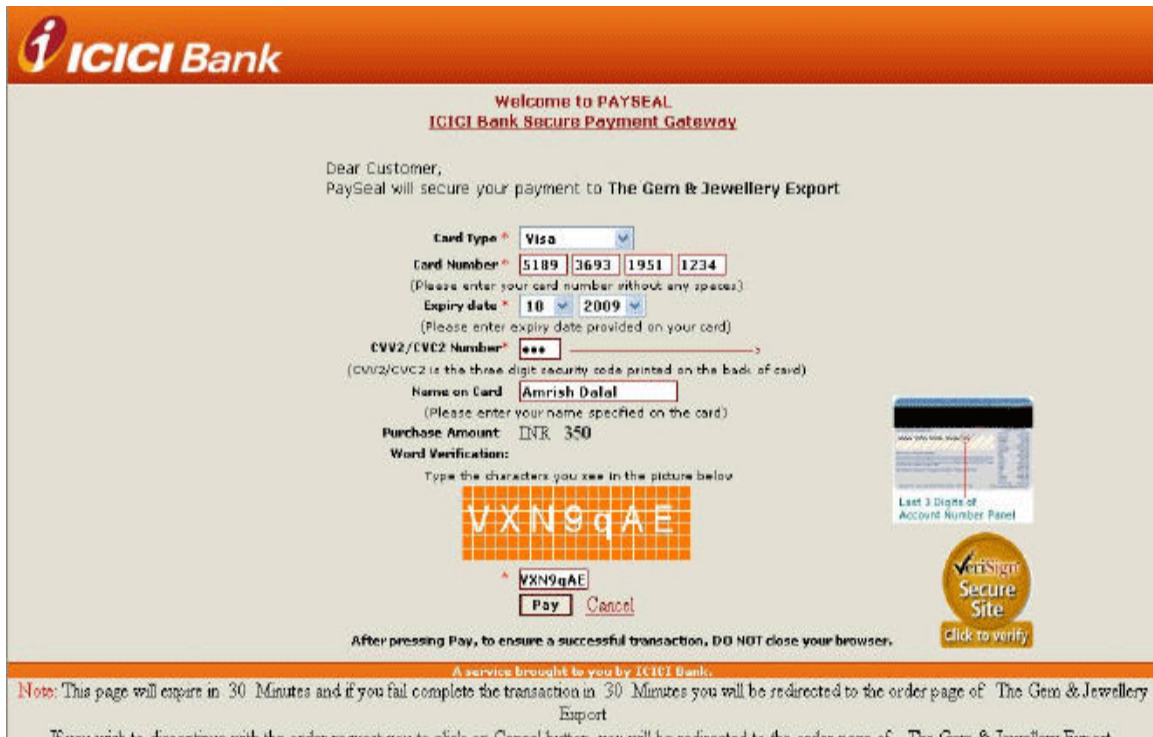
Total Amount 1000

[Delete Application](#) [Submit](#) [Cancel](#)

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## Payment Gateway

**Payment Gateway** is the Council's Payment Gateway Account with Payseal, ICICI Bank's Secure Payment Gateway. Credit Card can be paid by either Mastercard or Visa. The Payment Gateway is a Verisign Secure Site.



The image shows a screenshot of the ICICI Bank PAYSEAL payment gateway interface. At the top, the ICICI Bank logo is displayed. Below it, the text "Welcome to PAYSEAL" and "ICICI Bank Secure Payment Gateway" is shown. A message to the customer states: "Dear Customer, PaySeal will secure your payment to The Gem & Jewellery Export". The payment form includes fields for Card Type (Visa), Card Number (5189 3693 1951 1234), Expiry date (10/2009), CVV2/CVC2 Number (\*\*\*), Name on Card (Amrith Dalal), and Purchase Amount (INR 350). A Word Verification section shows a grid of characters "VXN9qAE" and a text input field with the same characters. A "Pay" button and a "Cancel" button are present. A VeriSign Secure Site logo is also visible. At the bottom, a note states: "Note: This page will expire in 30 Minutes and if you fail complete the transaction in 30 Minutes you will be redirected to the order page of The Gem & Jewellery Export".

**ICICI Bank**

Welcome to PAYSEAL  
ICICI Bank Secure Payment Gateway

Dear Customer,  
PaySeal will secure your payment to The Gem & Jewellery Export

Card Type \*

Card Number \*      
(Please enter your card number without any spaces.)

Expiry date \*    
(Please enter expiry date provided on your card)

CVV2/CVC2 Number \*   
(CVV2/CVC2 is the three digit security code printed on the back of card)

Name on Card   
(Please enter your name specified on the card)

Purchase Amount: INR 350

Word Verification:  
Type the characters you see in the picture below

After pressing Pay, to ensure a successful transaction, DO NOT close your browser.


A service brought to you by ICICI Bank.

Note: This page will expire in 30 Minutes and if you fail complete the transaction in 30 Minutes you will be redirected to the order page of The Gem & Jewellery Export

VeriSign Secure Site  
Click to verify

## Application Confirmation

**Application Confirmation** is displayed after successful payment. A copy of the same is also emailed to the GJEPC Members, Non-Members or Agents.

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You are Logged in as : **"ALN1072"**

**Kimberly Process - CREDIT CARD CONFIRMATION**

**CREDIT CARD CONFIRMATION**  
**Dear ALN1072,**  
**Thank you for making payment. Your transaction completed successfully**  
PLEASE PRINT THIS PAGE FOR YOUR RECORDS  
Please take a moment to review your Import / Export information below. You will receive an e-mail confirmation of these details.  
**Application Selected**

Application No	Application Date	Name	Application Type	Application Fees
361	26/12/2007	VINOD TOMAR	E	1000.00
<b>Total Fees:</b>		1000	<b>Payment Mode:</b>	CC

Print

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## Application Search

**Application Search** allows GJEPC Members, Non-Members and Agents to search their previous Import and Export Applications. Applications can be searched according to Member/Non-Member, Application Type, Application Date Range, and Delivery Status.

The screenshot shows the GJEPC website header with the logo and navigation links. The user is logged in as "NLN3246". The main heading is "Kimberley Process - SEARCH APPLICATIONS". Below this is a search form titled "Search Applications" with the following fields:

Search Applications	
Type	--Select-- (Member / Non-Member)
App Type	--Select-- (Importer / Exporter)
From Date	To Date
Delivery Status	--Select--
<input type="button" value="Submit"/> <input type="button" value="Close"/>	

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## Application Search Result

**Application Search Result** displays the searched Import and Export Applications details and the current status of the same.



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## Kimberley Process - APPLICATION SEARCH RESULT

App Type	Company Name	Country Of Destination	Invoice Date	Number of Parcels	Carat Weight	Value in USD	Application Date	Payment Type	Payment Date	Payment Status	Pickup Type	Application Status
Exporter	<a href="#">Diamond Manufacturing Pvt. Ltd.</a>	UNITED KINGDOM	03/12/2007	1	23.00	32000	26/12/2007	CC	26/12/2007	SUCCESS	Courier	PENDING
Exporter	<a href="#">Diamond Manufacturing Pvt. Ltd.</a>	UNITED KINGDOM	03/12/2007	1	2.00	250000	26/12/2007	Cheque	26/12/2007	PENDING	Courier	PENDING
Exporter	<a href="#">Diamond Manufacturing Pvt. Ltd.</a>	NAMIBIA	20/12/2007	1	232.00	23	28/12/2007	Cheque	28/12/2007	PENDING	Courier	PENDING
Exporter	<a href="#">Diamond Manufacturing Pvt. Ltd.</a>	BELGIUM	20/12/2007	1	35.00	3434	28/12/2007	CC	28/12/2007	SUCCESS	Courier	PENDING

Close

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**Note:** This **Help Manual** is current as of 8<sup>th</sup> January 2008. It will be updated and appended as we continue to increase online functionality and improve logistics. A latest copy of the Help Manual will be available on the [www.gjepec.org](http://www.gjepec.org) website for download in the **Kimberley Process Section**.