**CMVR TAS**

# User Manual

# Contents

## Overview

ARAI (Automotive Research Association of India) plays a significant role in assuring safe, less polluting & more efficient vehicles. ARAI provides technical expertise in R&D, Testing, Certification, and Homologation & Framing of vehicle regulations. ARAI manages this technical expertise [mentioned above] using different system software. Notably, in the case of document type approval & certification. ARAI operates through the SharePoint application. It results in longer cycle times for submission of documents by customers and final delivery of the certificate to the customers. A web-based system eases the process, reduces the cycle time, and increases operating efficiency. ARAI requires an application to fulfill the requirements of ARAI Customers and the Internal Team. Web-based application CMVR Task Force does the job to ease the hassle faced by ARAI Customers and the Internal team.

## System Requirements

**Browsers:** IE, Google Chrome, Firefox & Safari browser for their latest version

**Network Latency:** Minimum 50 ms

**Internet Speed:** Minimum 2 Mbps (For uploading files above 100 MB, internet speed must be 50Mbps)

## Definitions, Acronyms, and Abbreviations

**ARAI** - Automotive Research Association of India

**CMVR-TAS** - Central Motor Vehicle Rule Type Approval E-Services

**HMR** - Homologation Management & Regulation

**HoD** - Head of Department

**FC** - File Coordinator

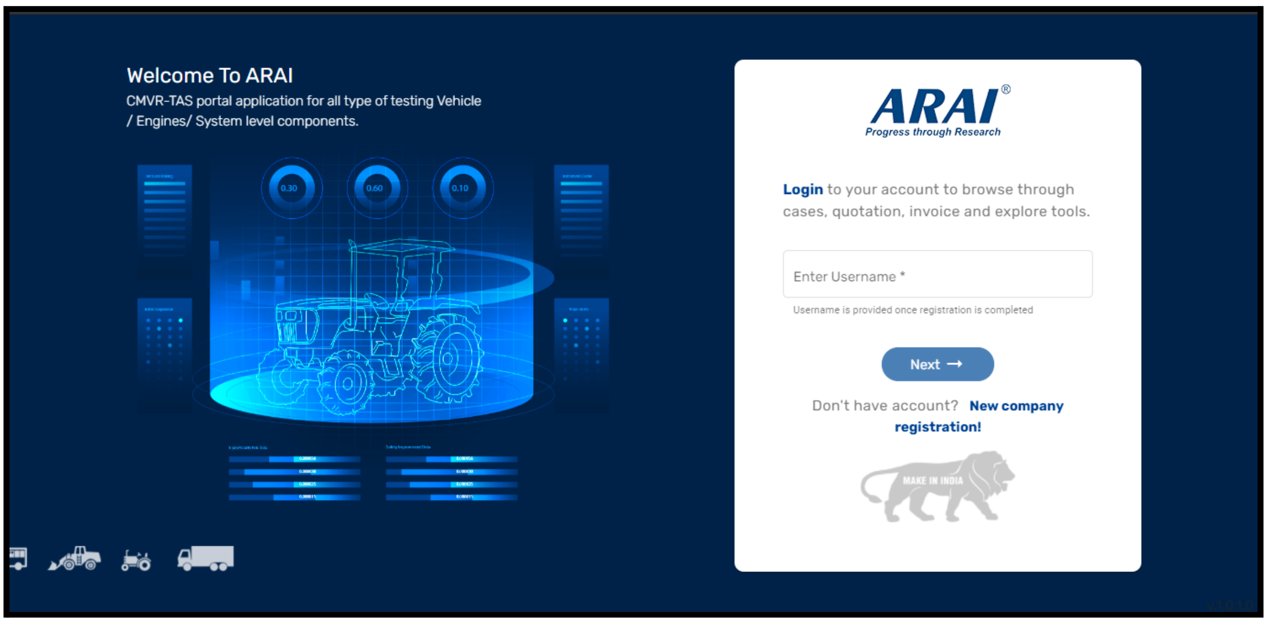
**TAC** - Type Approval Certificate

# 1. Company Registration

CMVR TAS is a web-based application that customers can access via a URL in a web browser.

A. Open the browser
B. Remove the URL from the browser
C. Browse to the URL: https://tasuat.araiindia.com/

The CMVR TAS login page appears, including a Login field (below).



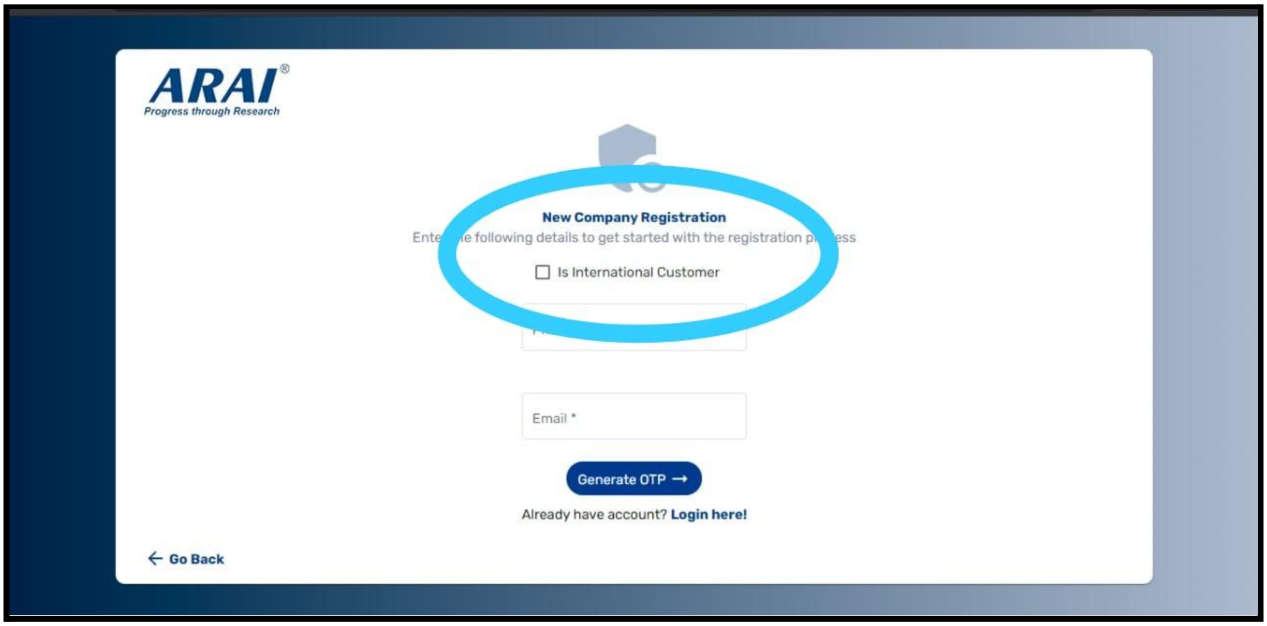

After clicking the **New company registration,** the Screen displays the list of documents that will be required.

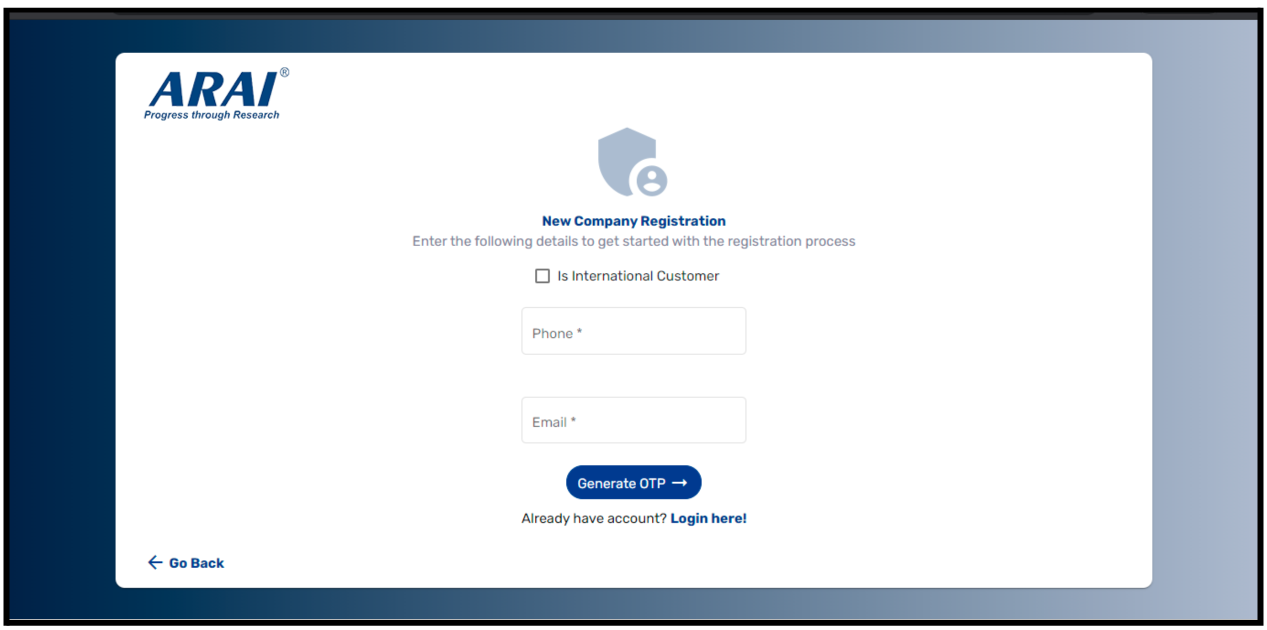

Click on **Get Started**; a page displays Continue Registration and New Registration tabs.

**Continue Registration**- For Customers with Incomplete registration

**New Registration**- For fresh Registrations

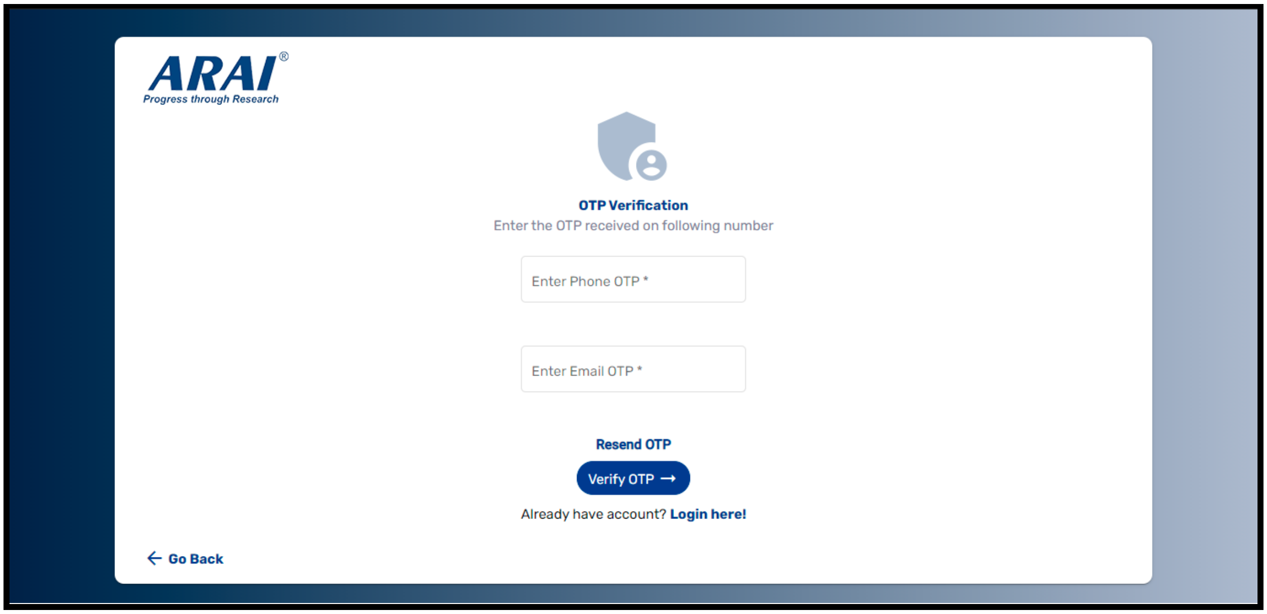
The next page is the customer login process; the check box option is available for International Customers.




Enter the company's Phone number and Email Id; Email acts as a user name of the company.

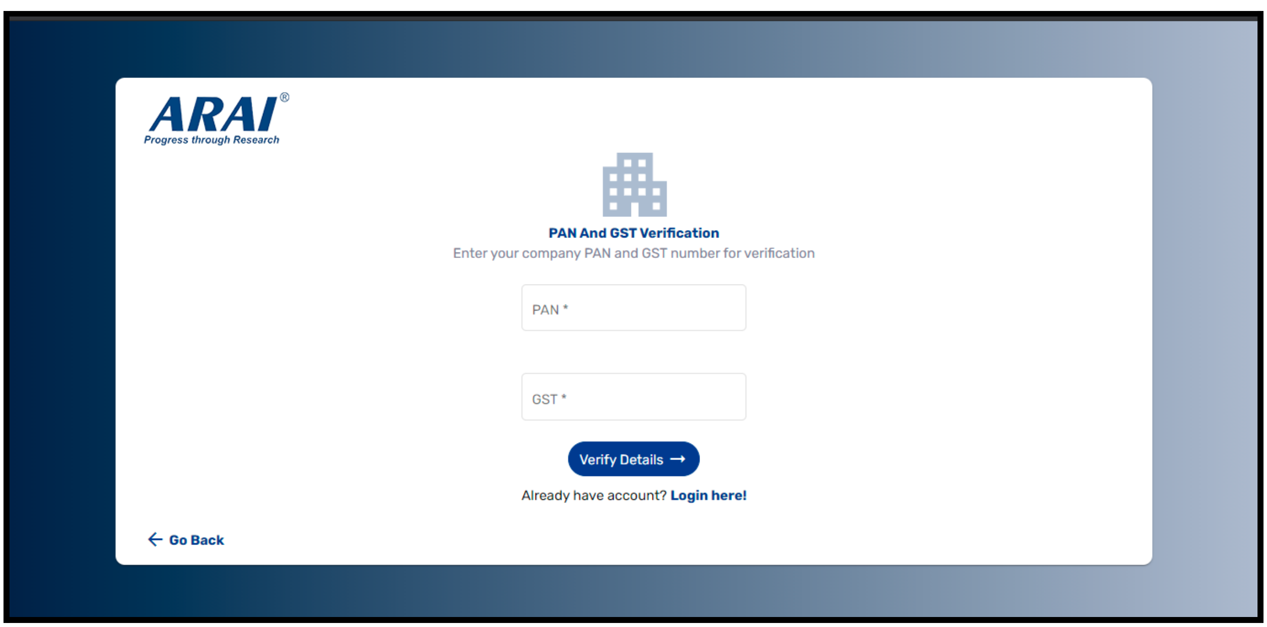
Note: Registration ID is sent to the Email ID used above.




Enter the OTP received on both the Phone and Email to complete the registration process. Then, click; click Verify **OTP** to proceed.

Click on **Resend OTP** in case the customer does not get the OTP for the first time.

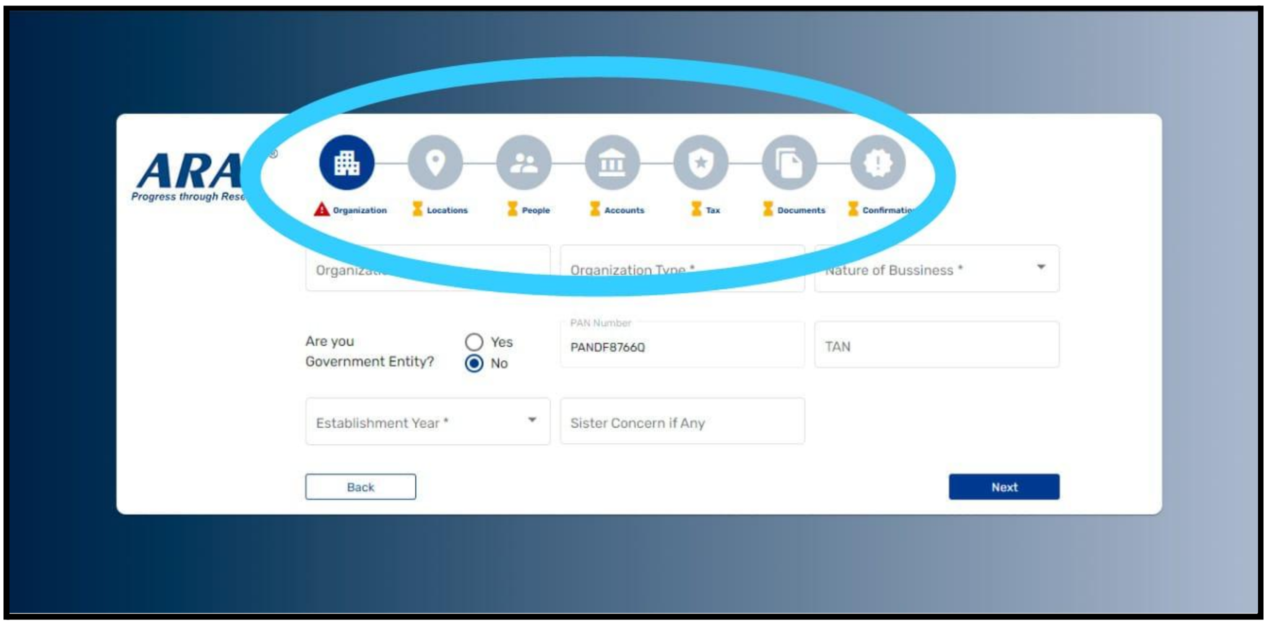
Note: The OTP expires within 10 minutes.



Mention the PAN and GST of the company and click on **Verify Details**.

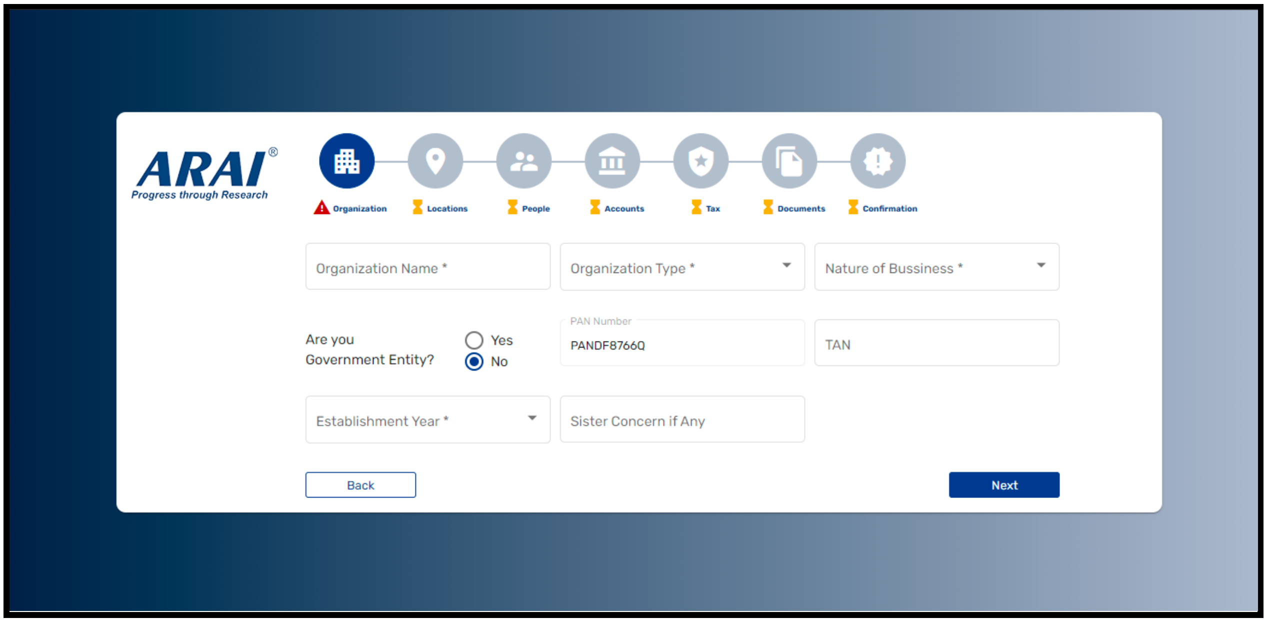
Customers get the Registration ID once PAN and GST are verified.

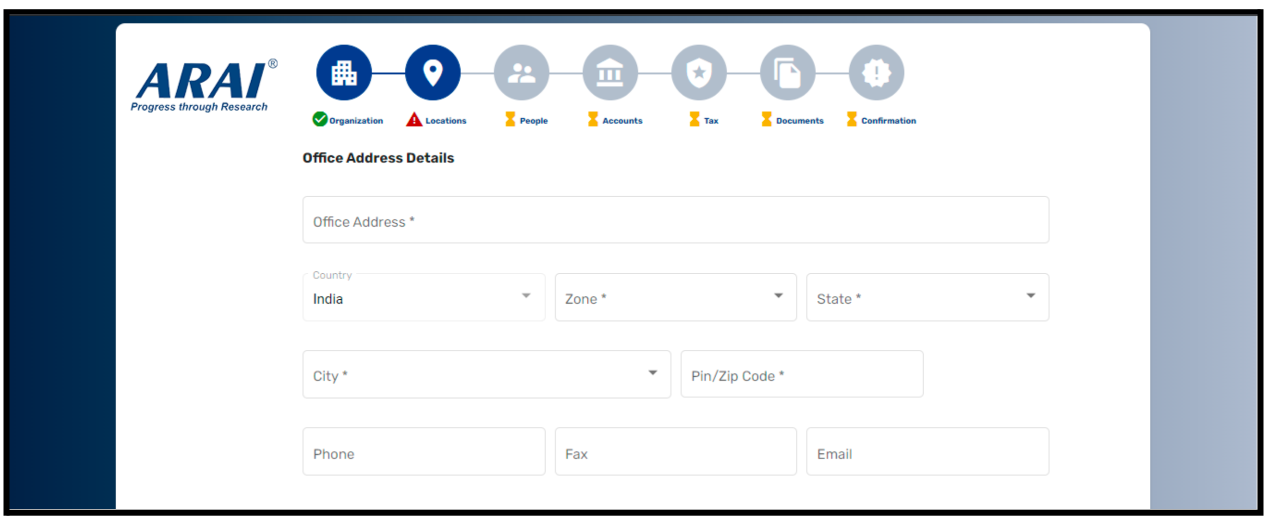
Upon verification, the screen displays a 7 Step Registration Process:




Step 1: Organization

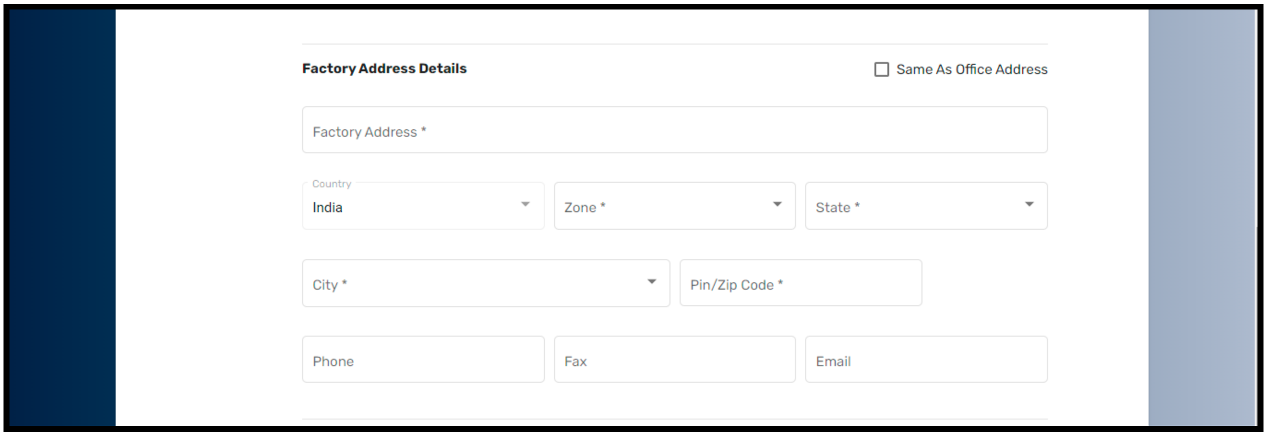
Fill in the organization details. Remember, PAN details will be auto-filled.



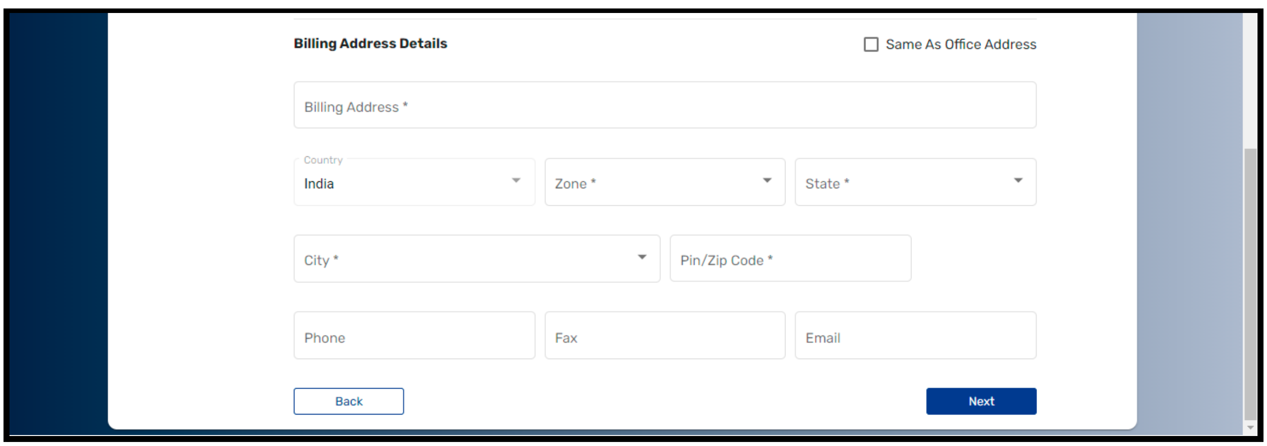

Step 2: Locations

Fill the Office Address with the correct Zone, State, and City name with the Pin code.




The next part will show Factory Address details; fill in the factory address with the correct Pin Code. Check the box if the factory address is the same as the office address.

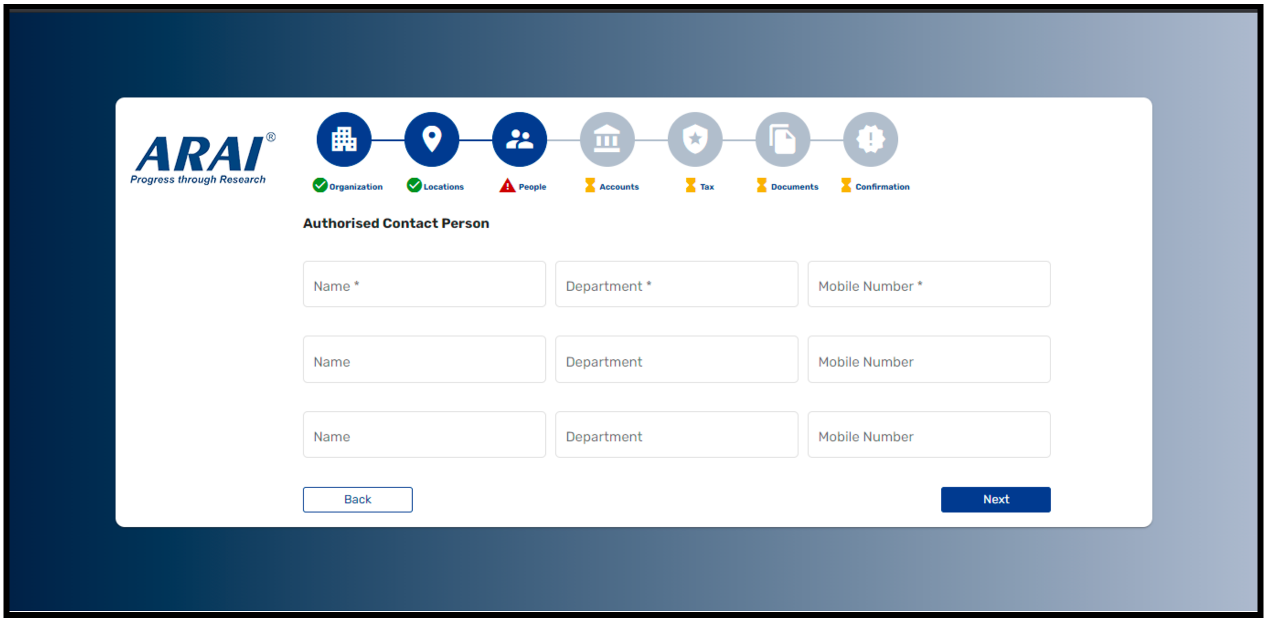
Fill in the billing address or Check the box if it is similar to the office address.




Step 3: People

Mention the details of the Authorized Contact Person; Name, Department and Mobile Number.

Note: Minimum of one contact person needs to be added.



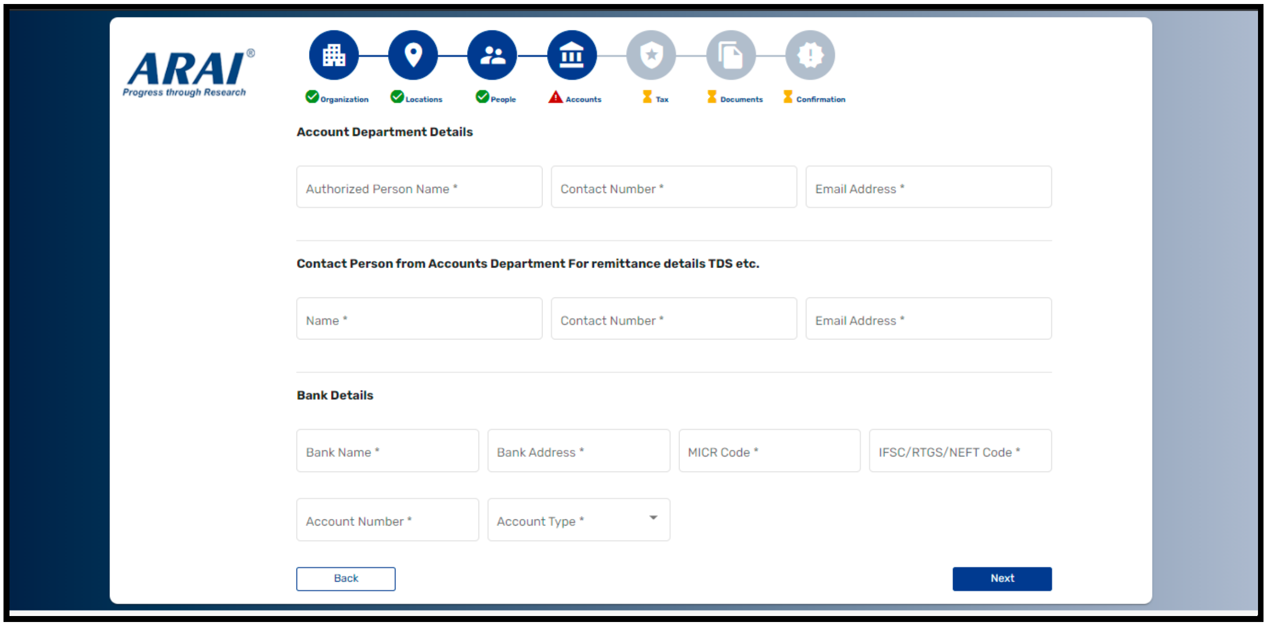

Step 4: Accounts

The next screen will show the Accounts.

Fill in the Authorized Department Details that include the details of the Authorized person (Name, Phone, and Email Id).

Fill in the Contact Person details for remittance (A Person from the Account department who will handle the remittance).

Finally, Fill in the Bank details of the company and click **Next.**

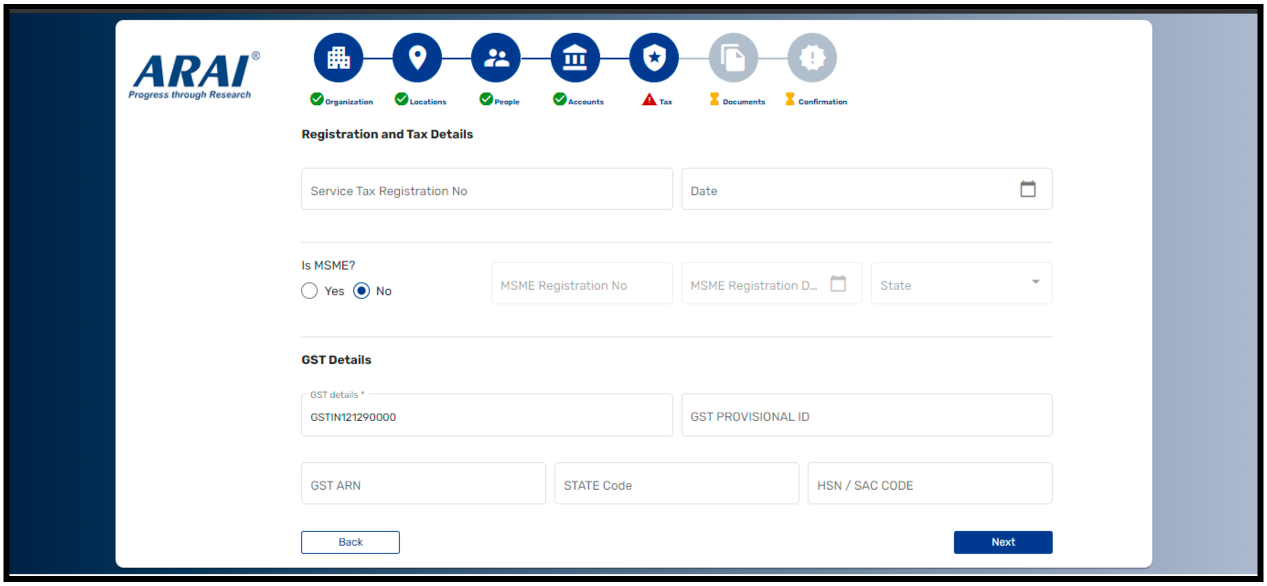



Step 5: Tax

Fill in the Service Tax Registration number with the date.

Check the box if the company falls in the MSME category with the MSME registration details.

The system will automatically prefill the GST number of the company.

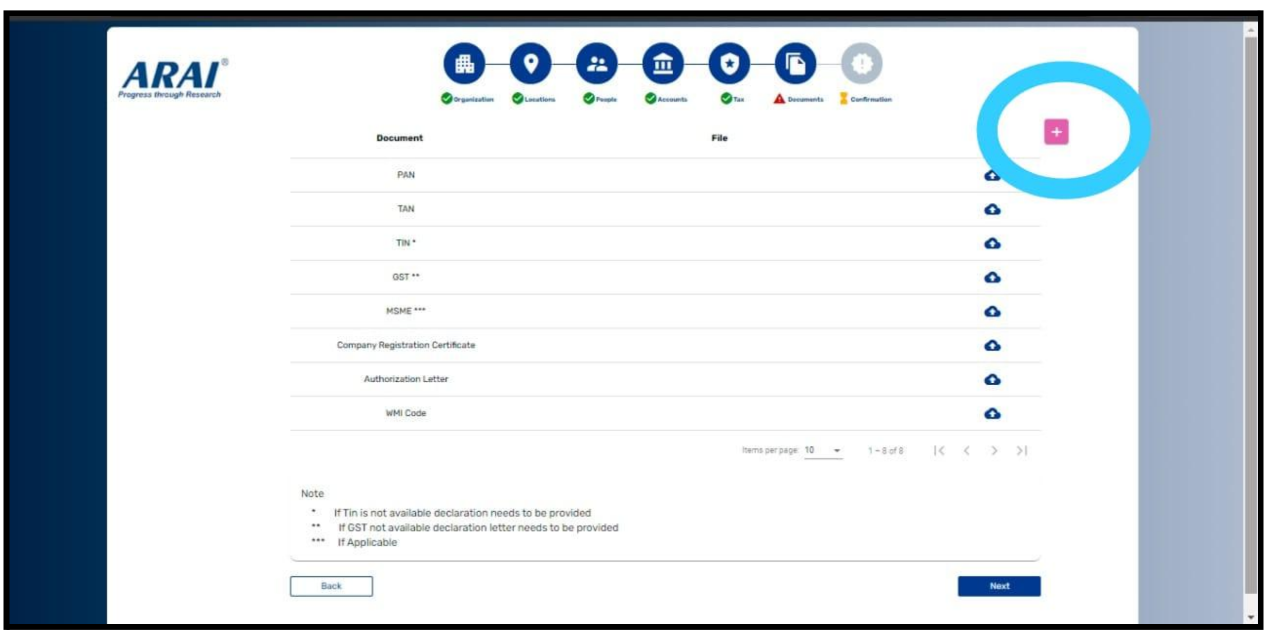



Step 6: Documents

Clicking **Next** will bring you to the Documents Screen. This screen shows the list of documents required for Domestic Company Registration. Upload the records from the Right-hand side.

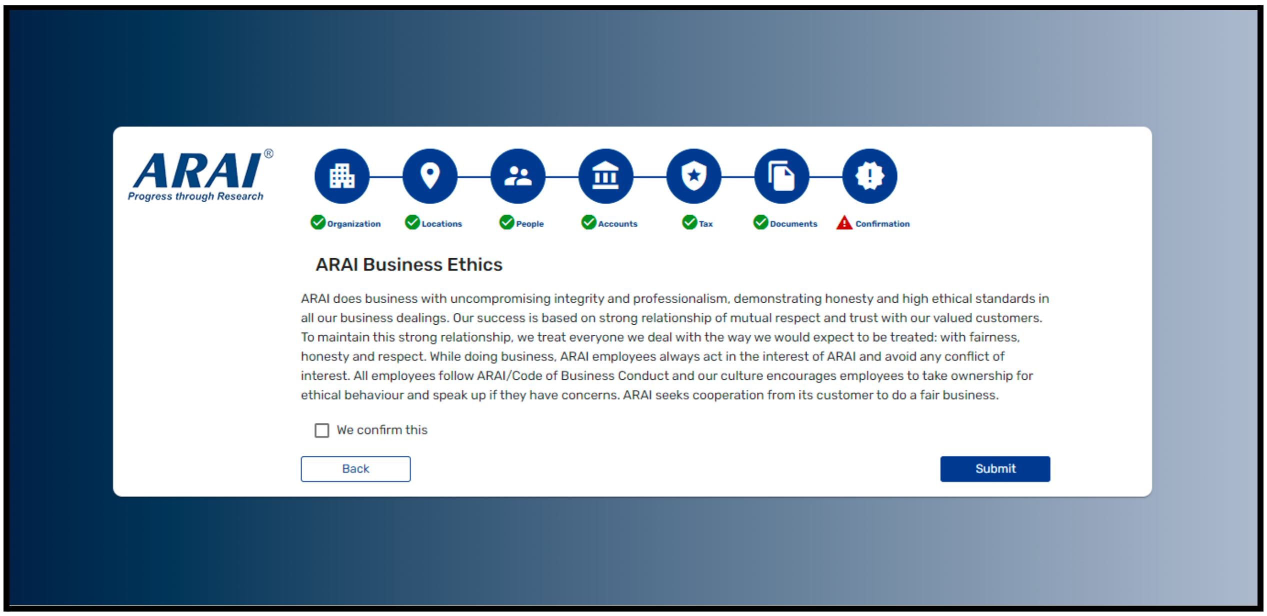
Note: If TIN, GST is not available, the declaration needs to be uploaded.

The company can provide other documents from the + button.



Step 7: Confirmation

Read the ARAI Business Ethics and check the box stating ***We Confirm This*** and click on **Submit** Button to complete the company registration.



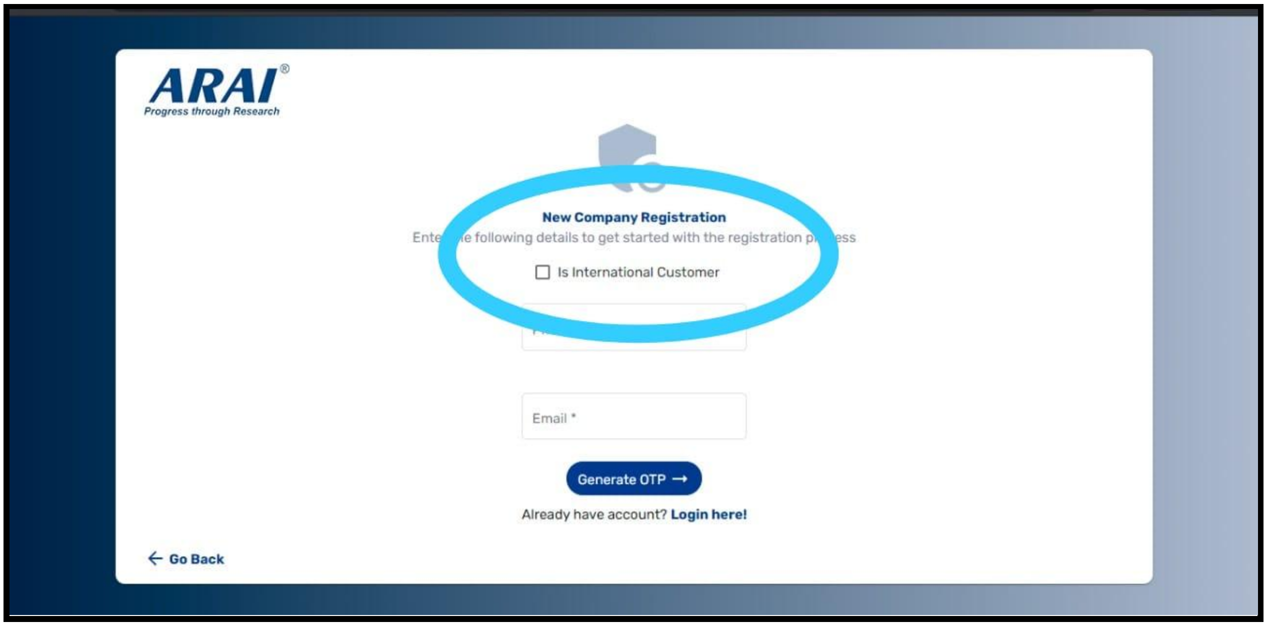

**Note:**

The Green tick below the symbol means that the step is completed.

Switch to all the steps to verify the entered details before clicking the **Submit** Button.

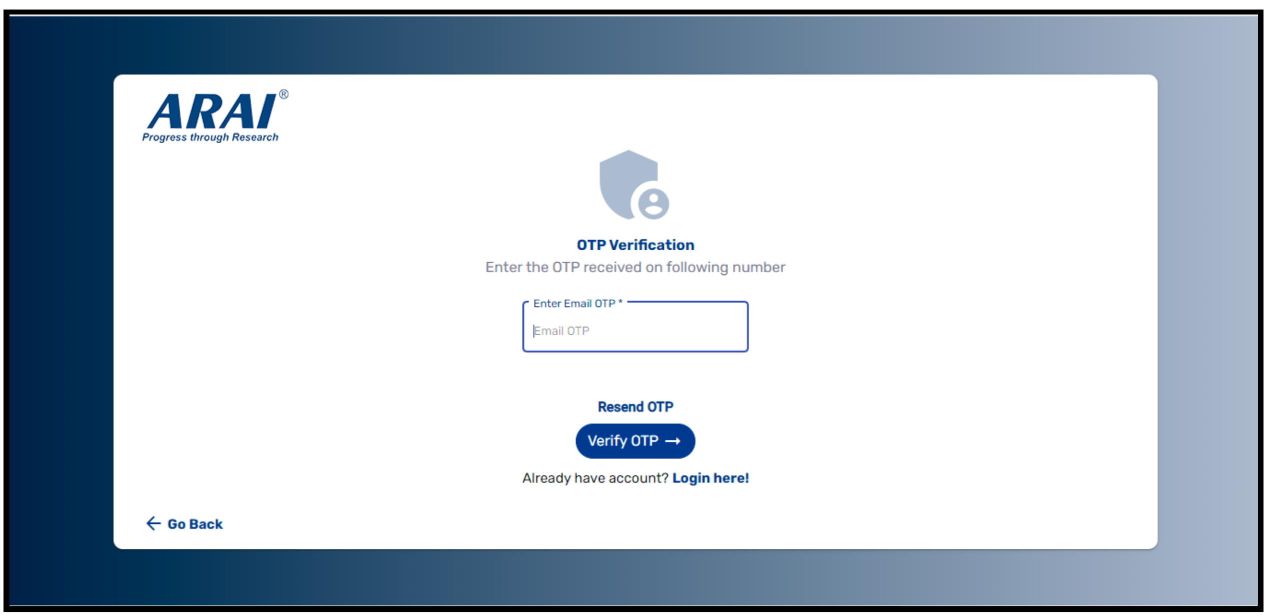
**For International Customers**

Check the box on the page that appears after clicking **New Registration.**



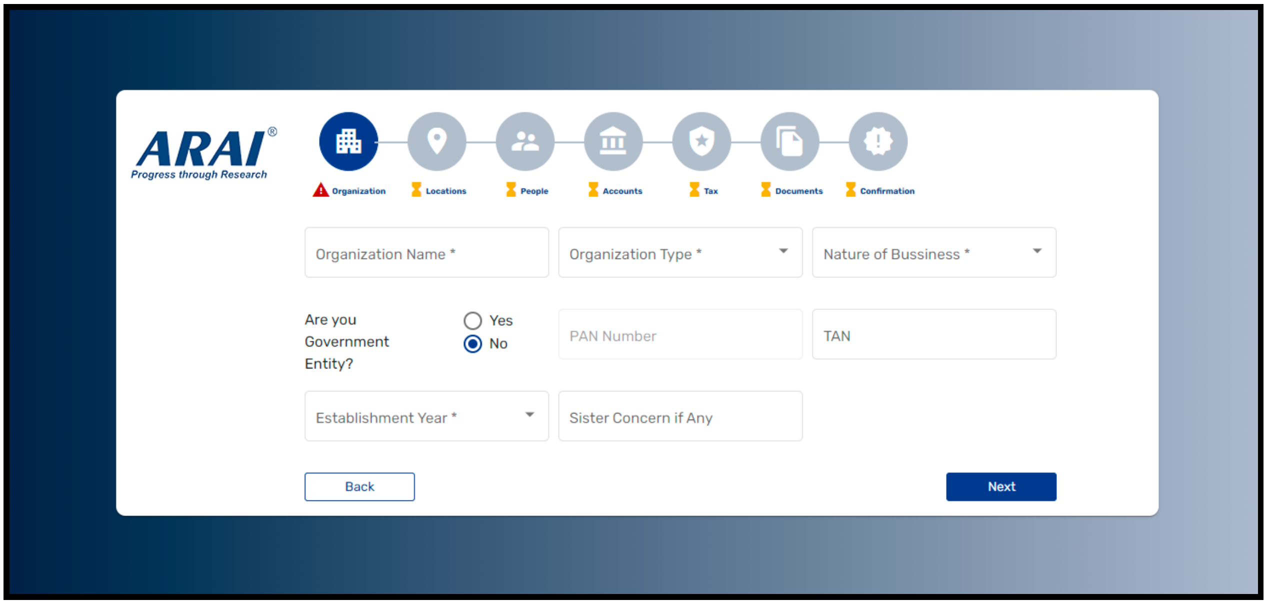

International Customers need to follow similar steps 1 - 7. However, there are some minute differences in the registration of International Customers.

International Customers do not require Phone Verification; Email Verification is sufficient.

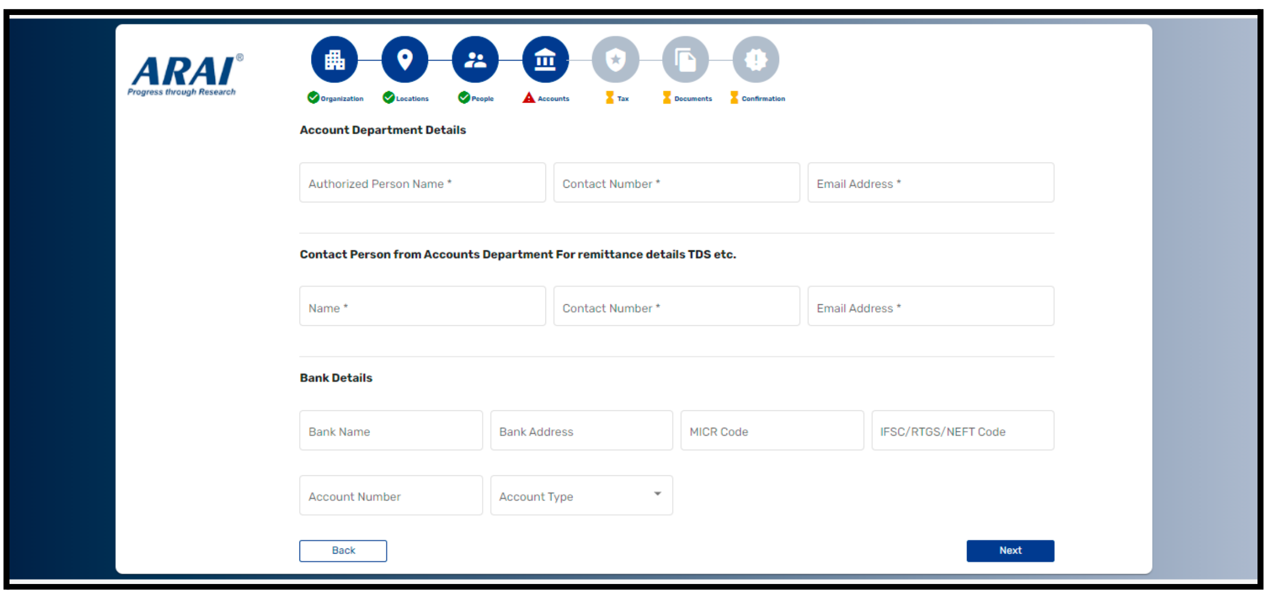



Once the OTP is verified, the customer will get the Registration ID on the Email.

International Customers do not need to enter PAN and GST details.




International Customers need to select the Country name from the Dropdown while adding the Company, Factory, and Billing Address.




Bank Details are not mandatory for International Customers.

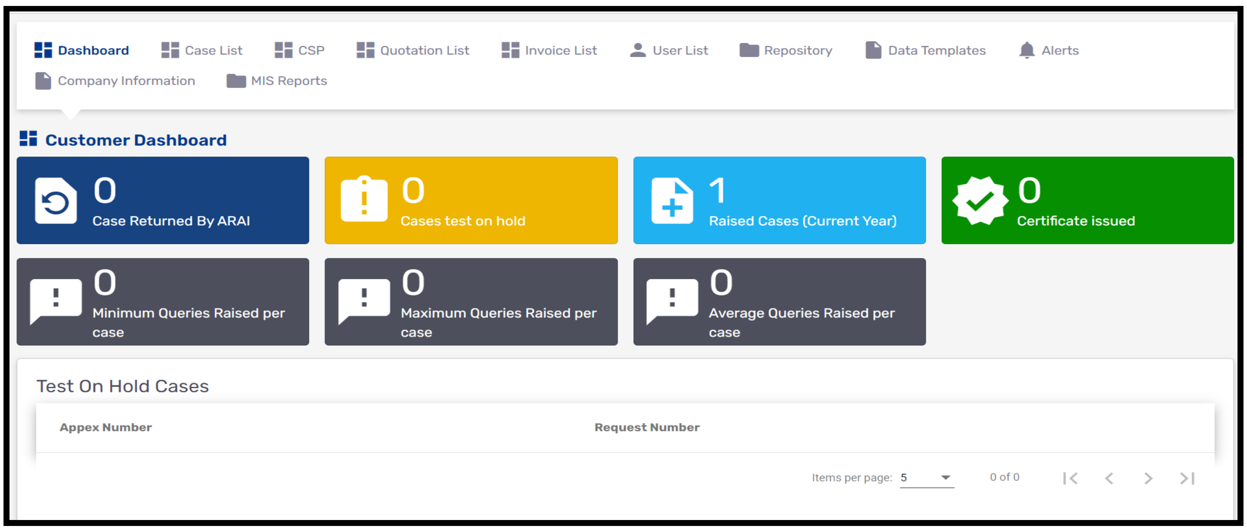
All the other steps remain the same for International Customer Registration.

Once Registration documents are verified by ARAI, the customer will get the User Name and Password on the Registered Mail Id.

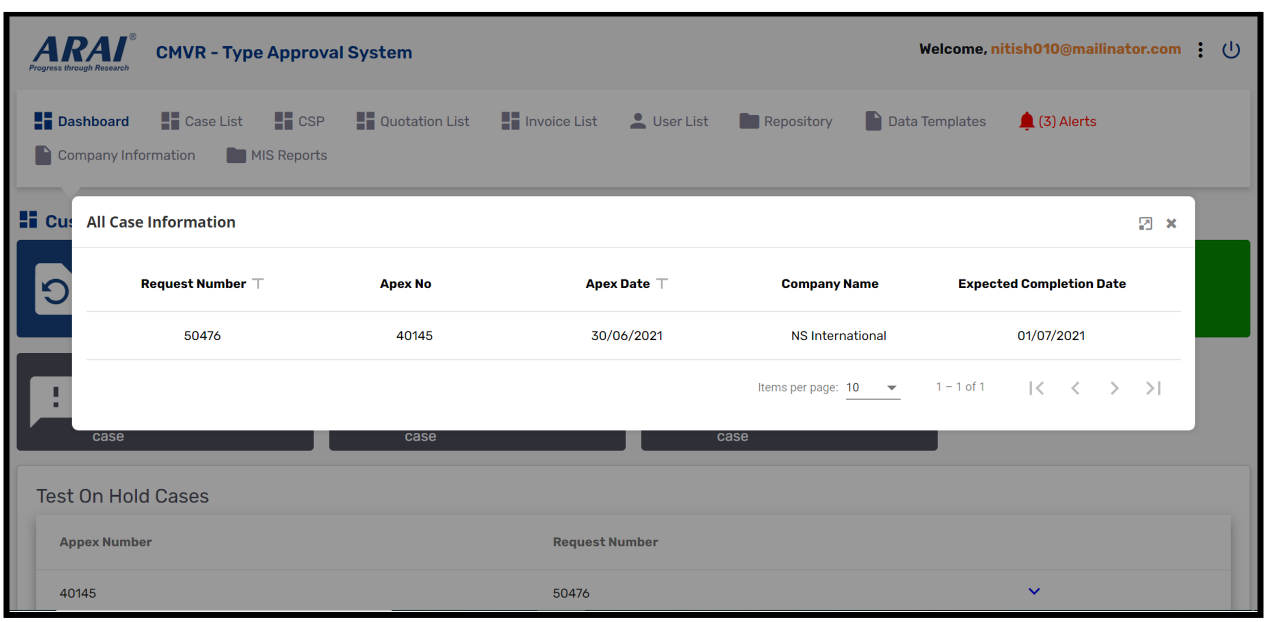
**Note:** All the communications related to company registration are shared with the registered mail ID.

## Dashboard

The Dashboard assists you with a brief idea about the status of customer's cases. It is user friendly and gives the customer a quick glance of all types of cases in a single click. After logging into the CMVR TAS, the Dashboard portal appears as shown below.

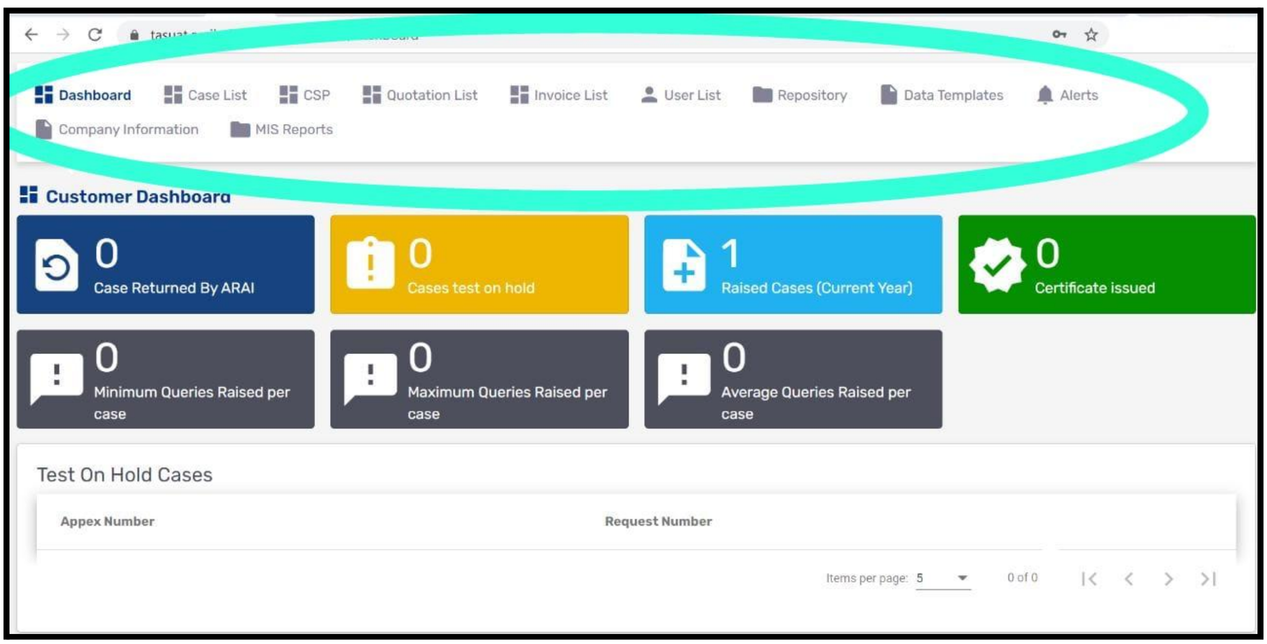


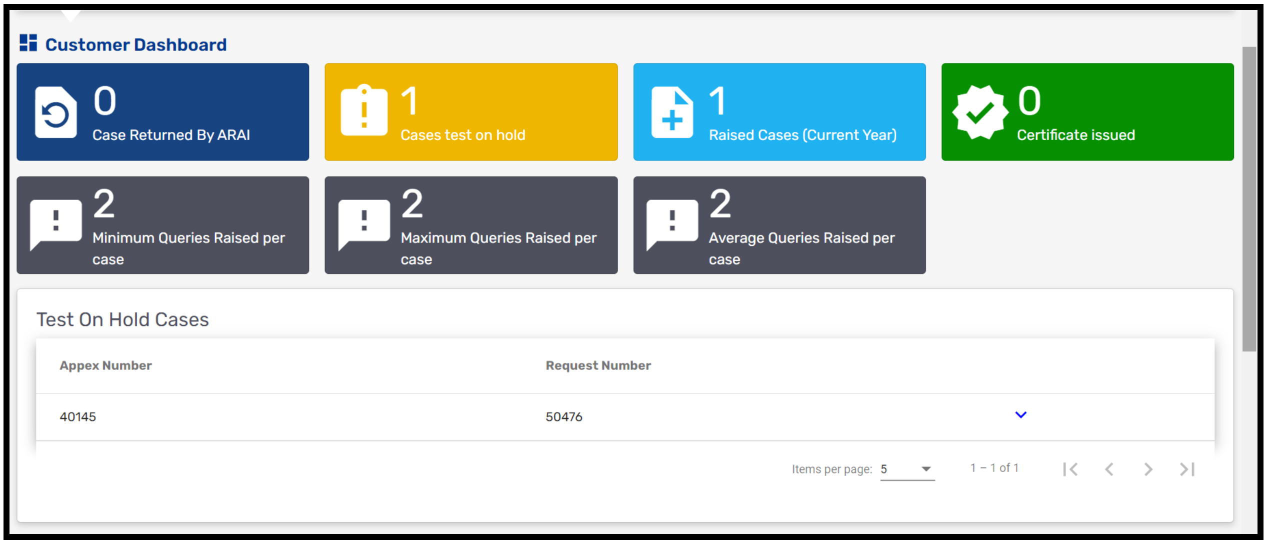

On clicking the tabs following screen appears



Following tabs are visible in the portal-

- Dashboard
- Case List
- CSP
- Quotation List
- Invoice List
- User List
- Repository
- Data Templates
- Alerts
- Company Information
- MIS reports



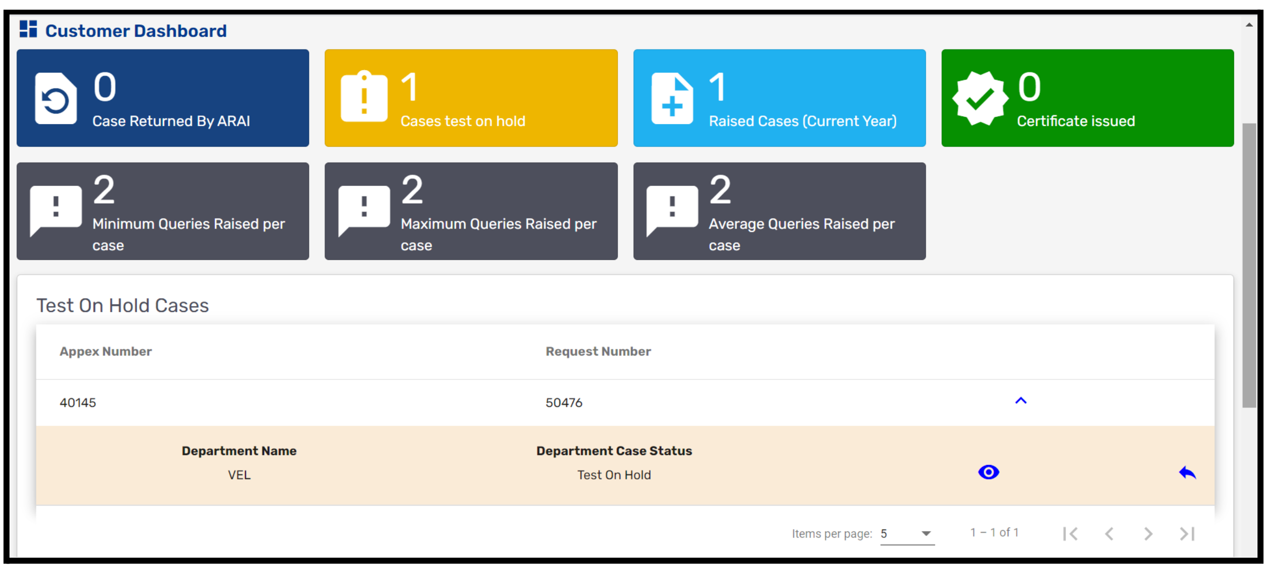



## Cases Returned By ARAI

Whenever a particular case is identified by the HMR department of ARAI with some issues, it is reflected in the Case Returned by ARAI.

## Cases Test on Hold

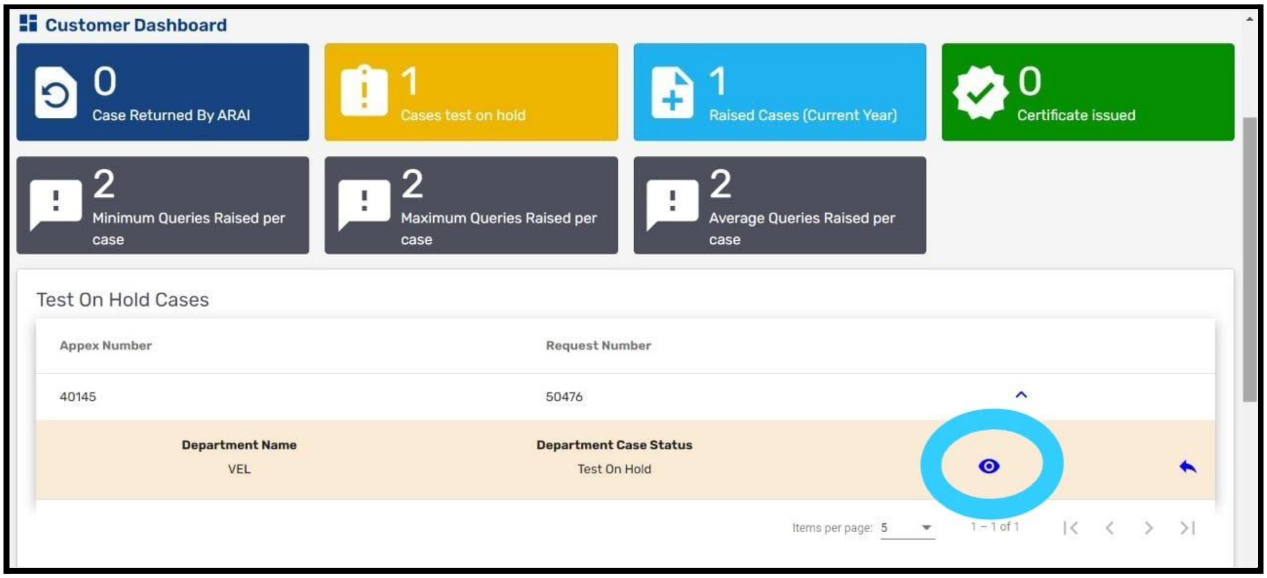
The cases where testing is on hold is reflected in Case Test on Hold.




The Department Name and Case Status are also shown for the Test On Hold Cases.

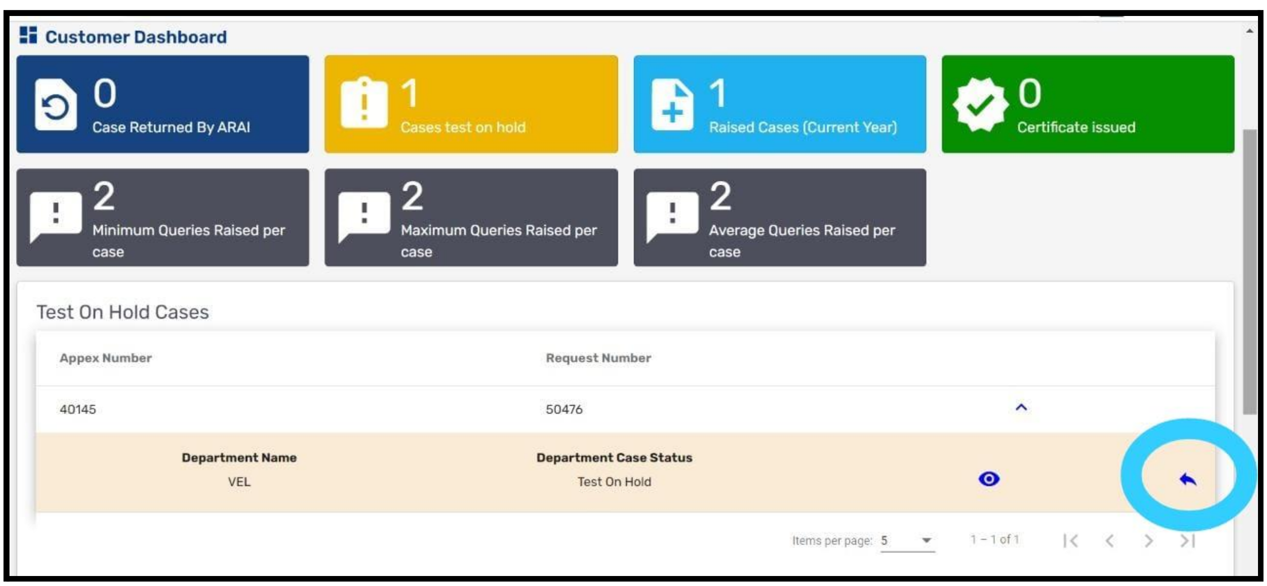
## Query Information

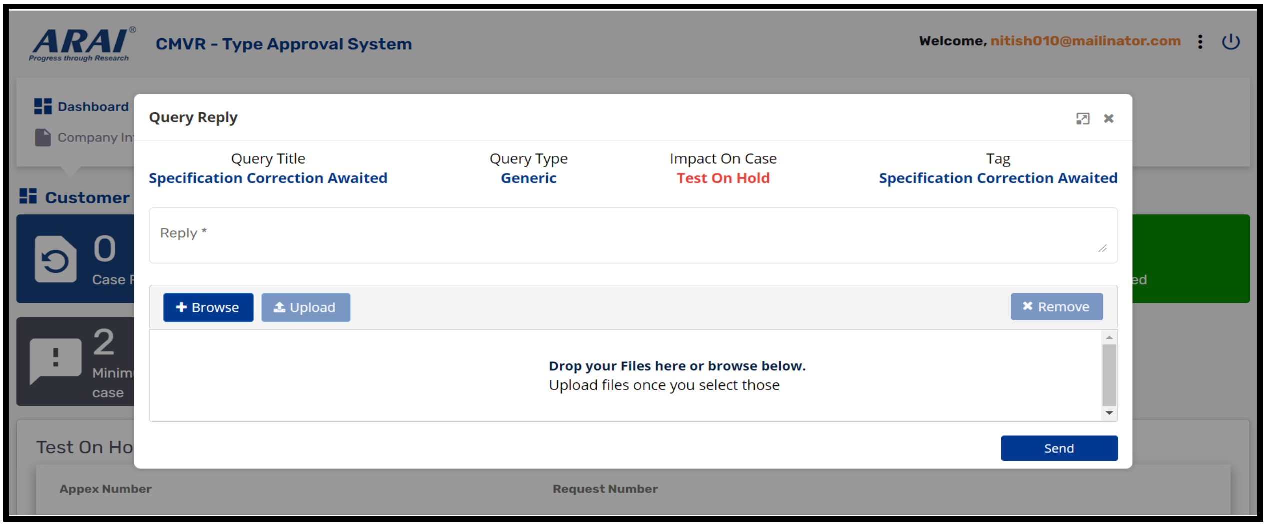
Click on the icon below to get information about the query.

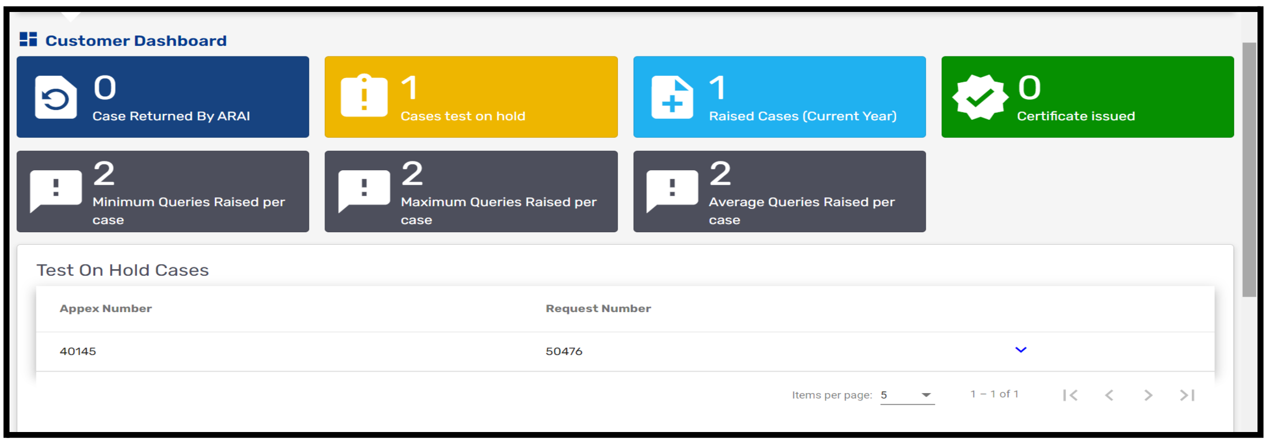



## Query Reply

Click on the icon below to reply about the query.






## Raised Cases

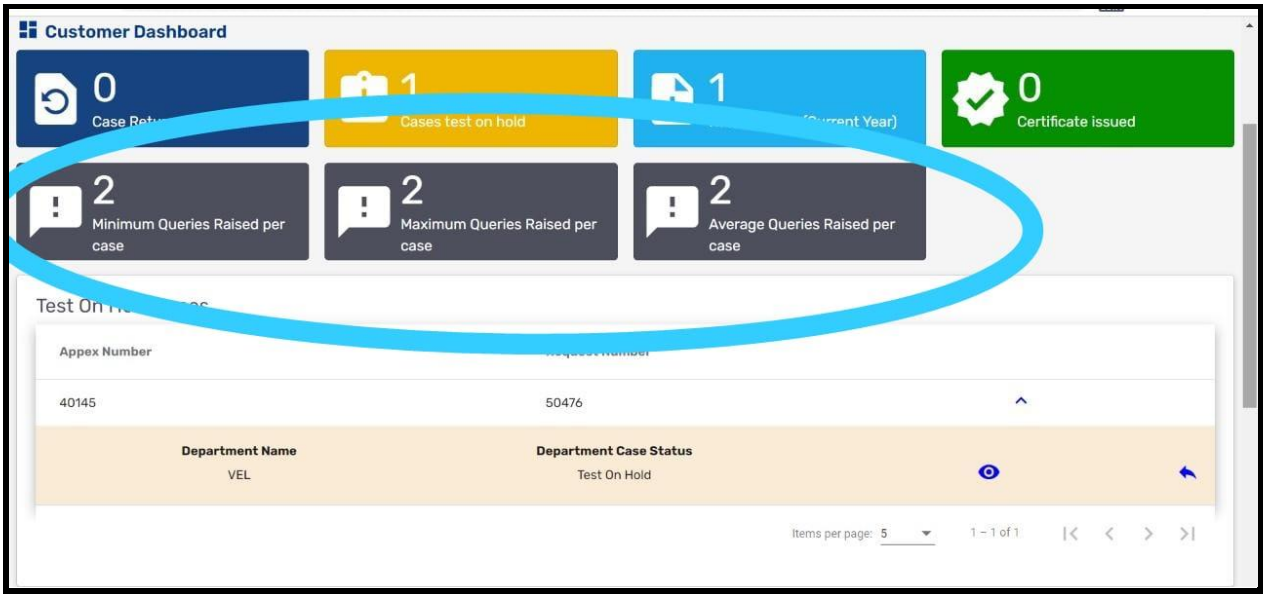
This counter reflects the number of cases raised till date.

## Certificate Issued

This reflects the certificates issued by ARAI till date.

## Queries Raised per Case

All the Queries raised by ARAI are counted and the Minimum, Maximum and Average Queries per Case are measured.



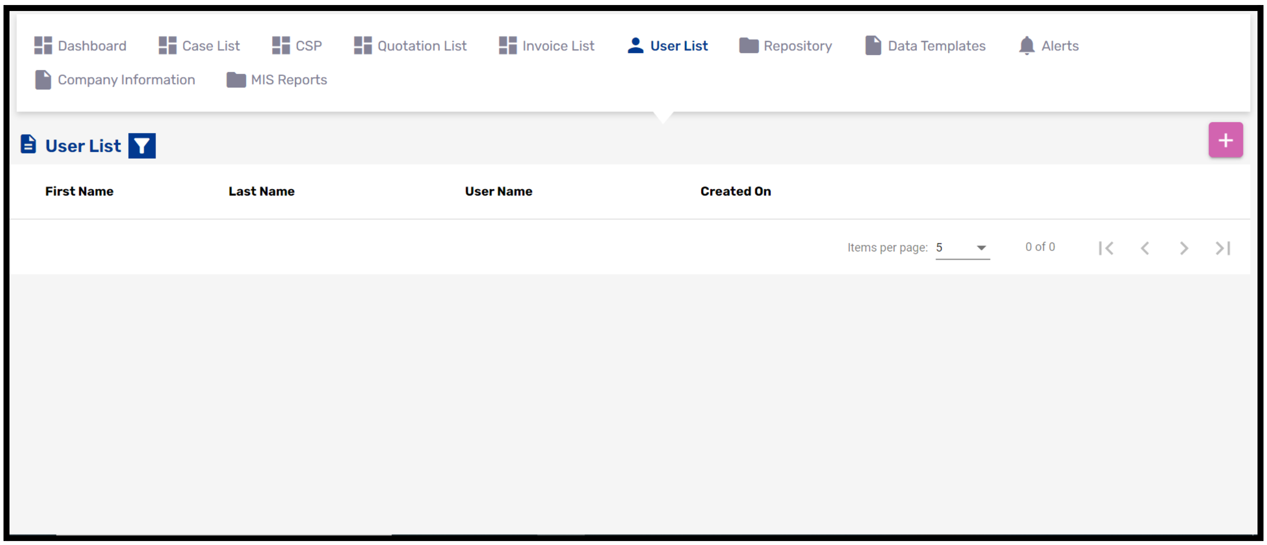

## Tag Counts

The reasons for query are shown as tag counts by different colors at the bottom of the page.

# User Management

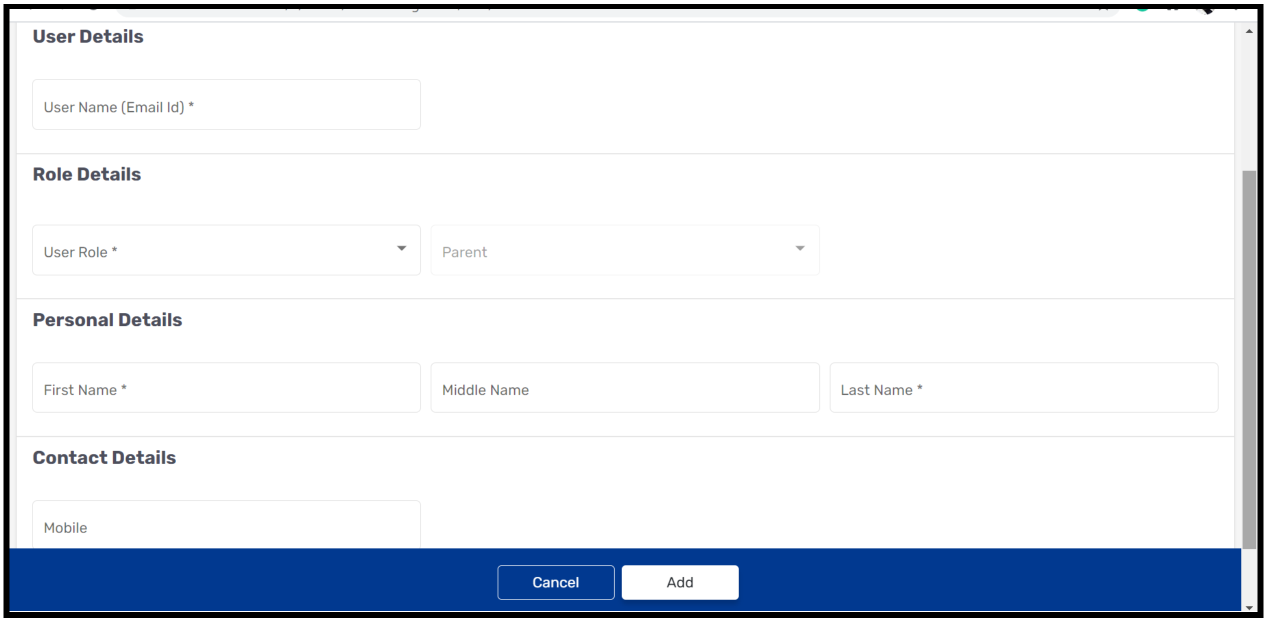
User management allows the Company Admin to manage all the users supervising the case operations. The user management generally flows down in the order; Company Admin > Company Sub-Admin > User.

On tapping the User list, the following screen appears.




## Create Users – Sub Admin and Users

Tap on **+** symbol to add a new user.



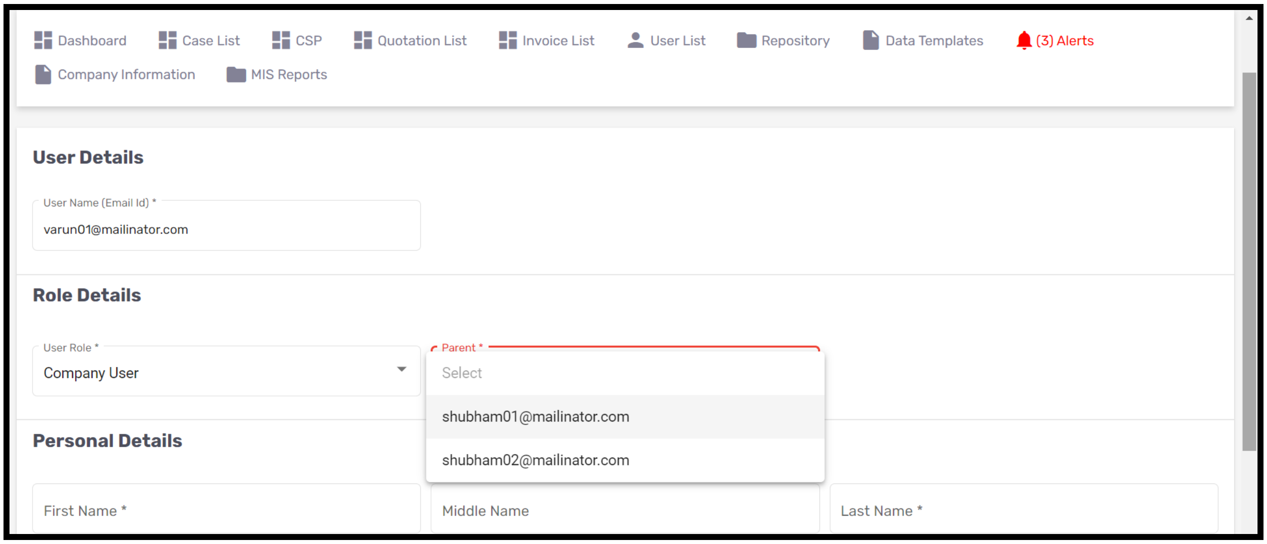

Enter the User Details (Email Id), Role Details, Personal, Contact details, and click on **Add** to add a user.

**While adding the User-**

If the Company Admin is adding the user, Company Sub- Admin needs to be selected in the parent dropdown.

If the Company Sub- Admin is adding the user, only one option appears in the parent dropdown i.e Company Sub- Admin.

After entering the mail in the user name, the User gets the user name and password on the entered Mail ID.

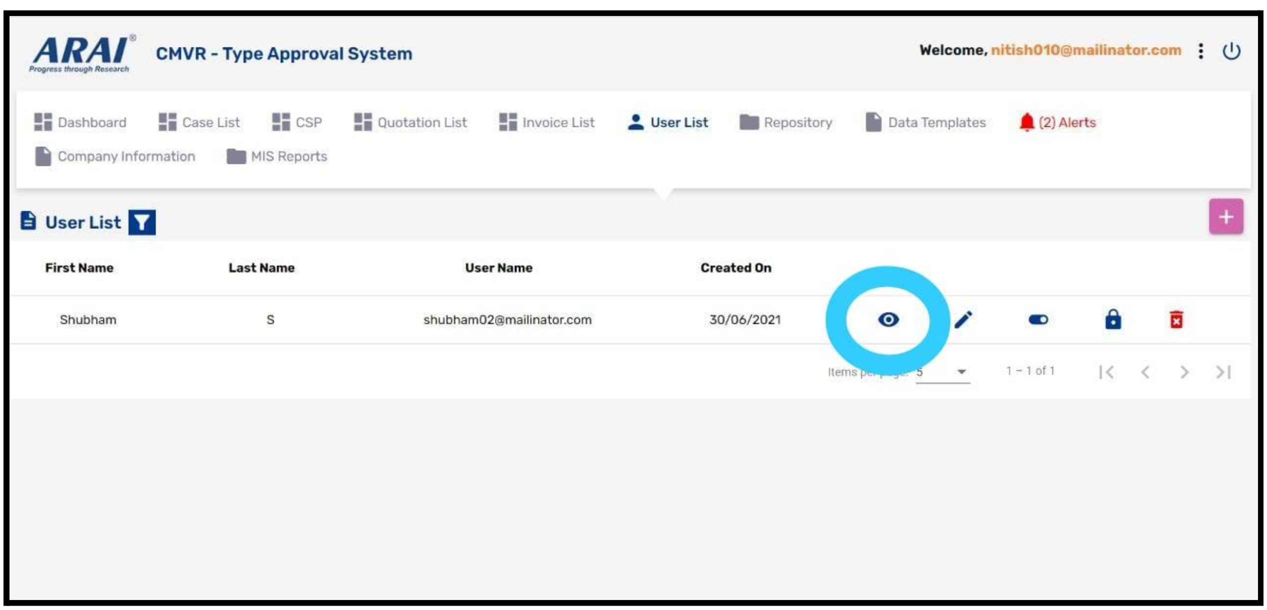



**Company Roles**

- **Company Admin-** The Email on which registration is done.
- **Company Sub Admin-** Head of a particular department in a company,
- **Company User-** The people under Company Sub Admin that will be looking after the Case.

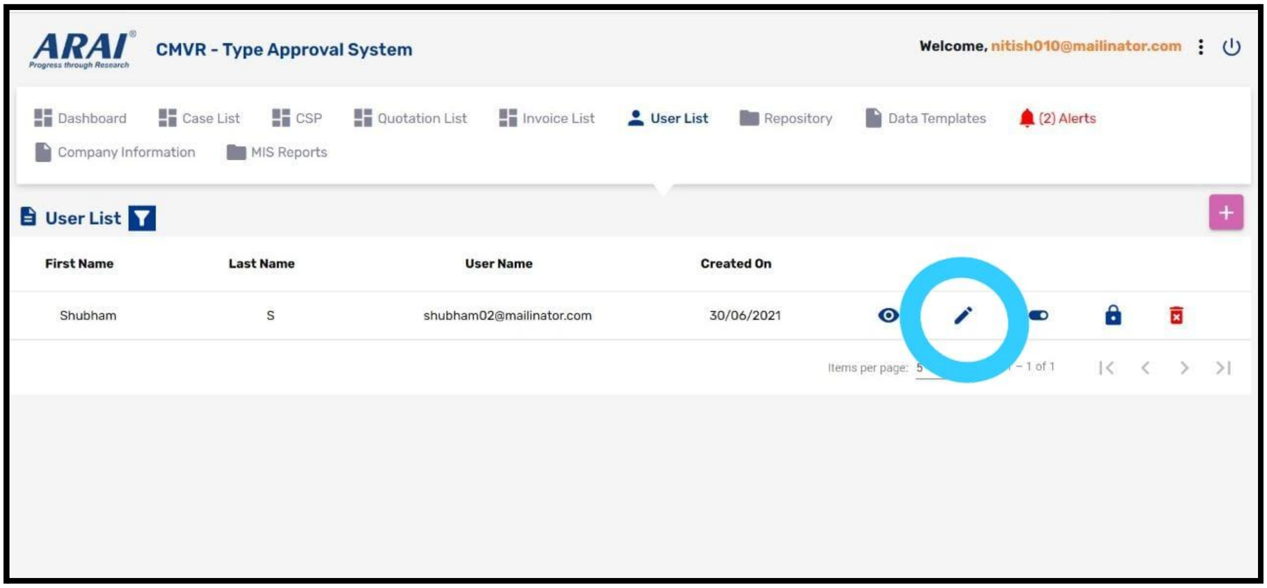
## View User

Click on the icon below to view the user profile.



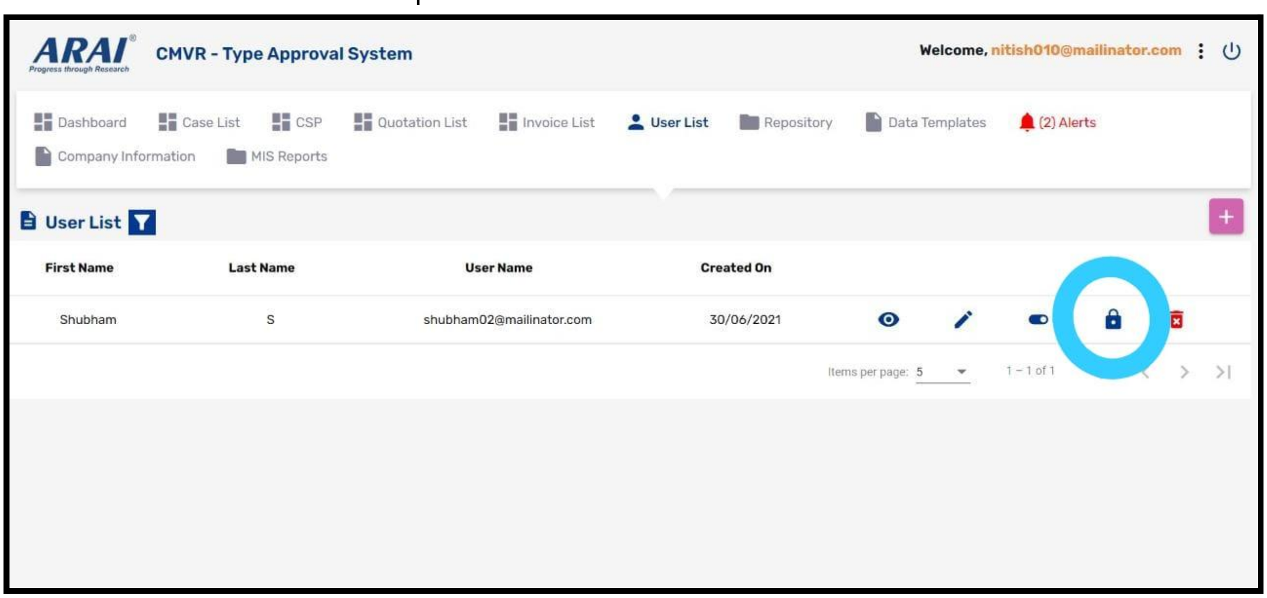
## Edit User

Click on the symbol below to edit the details of the user.



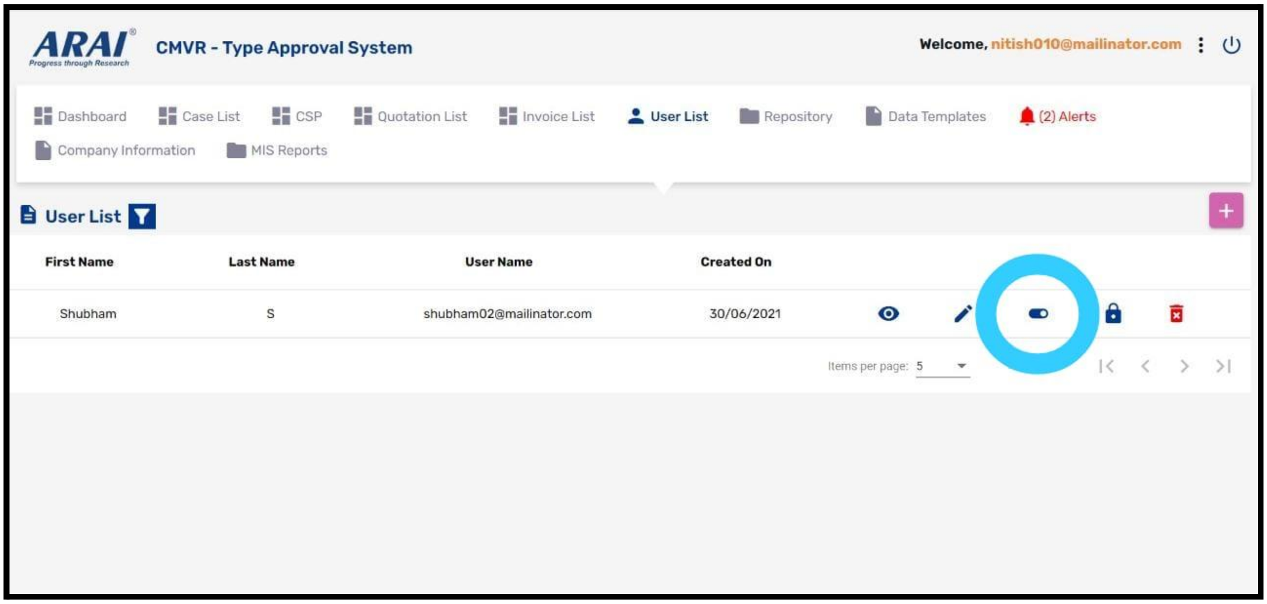

## Reset Password

Click on the Icon below to reset password



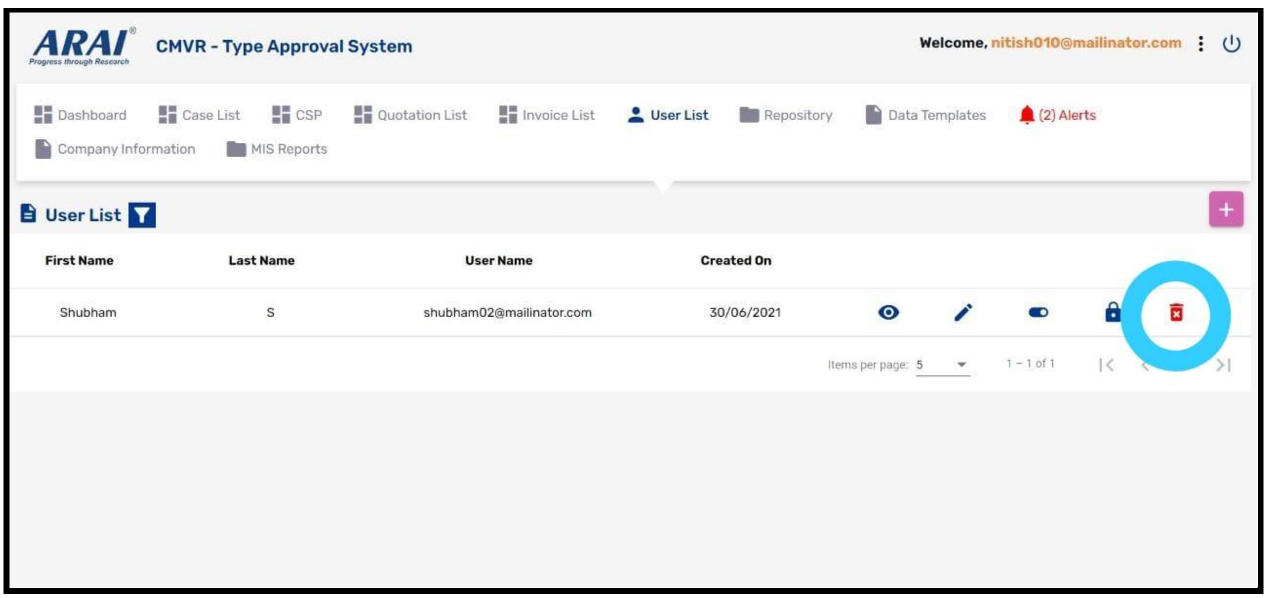
## Activate/ Deactivate User

Click on the icon below to Activate Deactivate the user




## Delete User

Click on the symbol below to Delete the user.

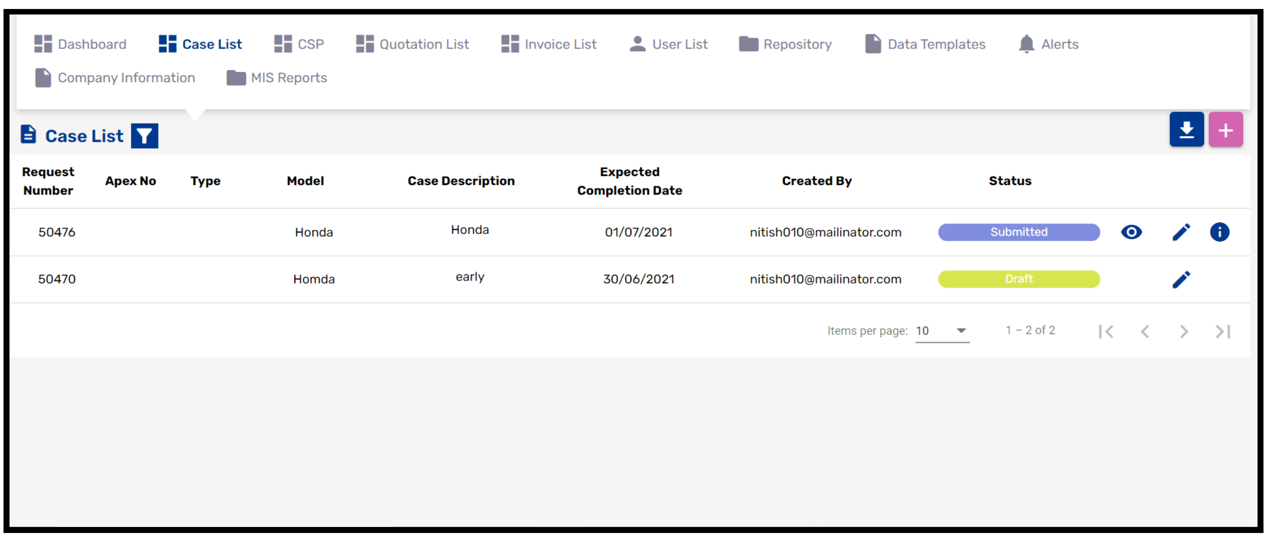


**Note:**

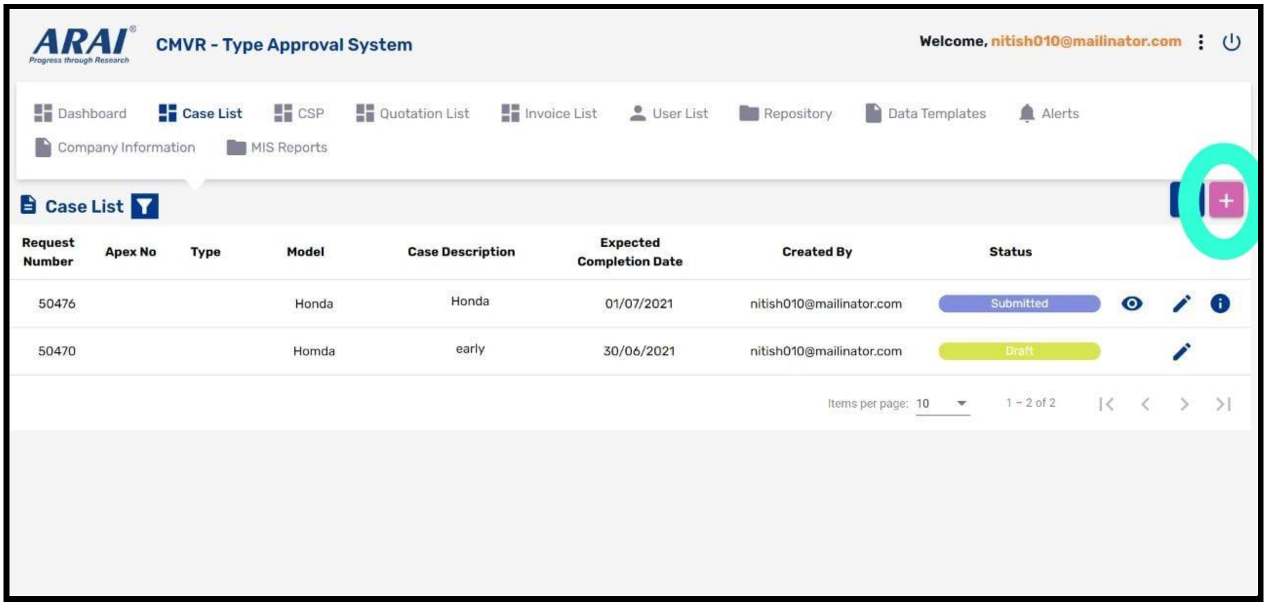
1. All the communications will be going to the Case Coordinator/ Admin.
2. Customers can add Case Coordinator Email in the User name.
3. If Admin is the User, customers need not add the Users.
4. Maximum 5 Sub- Admins can be entered under Admin.
5. Maximum 5 Users can be entered under a Sub- Admin.
6. Admins can see all the Sub Admins and Users under him
7. Sub Admins can see all the users under him.

## Case Registration

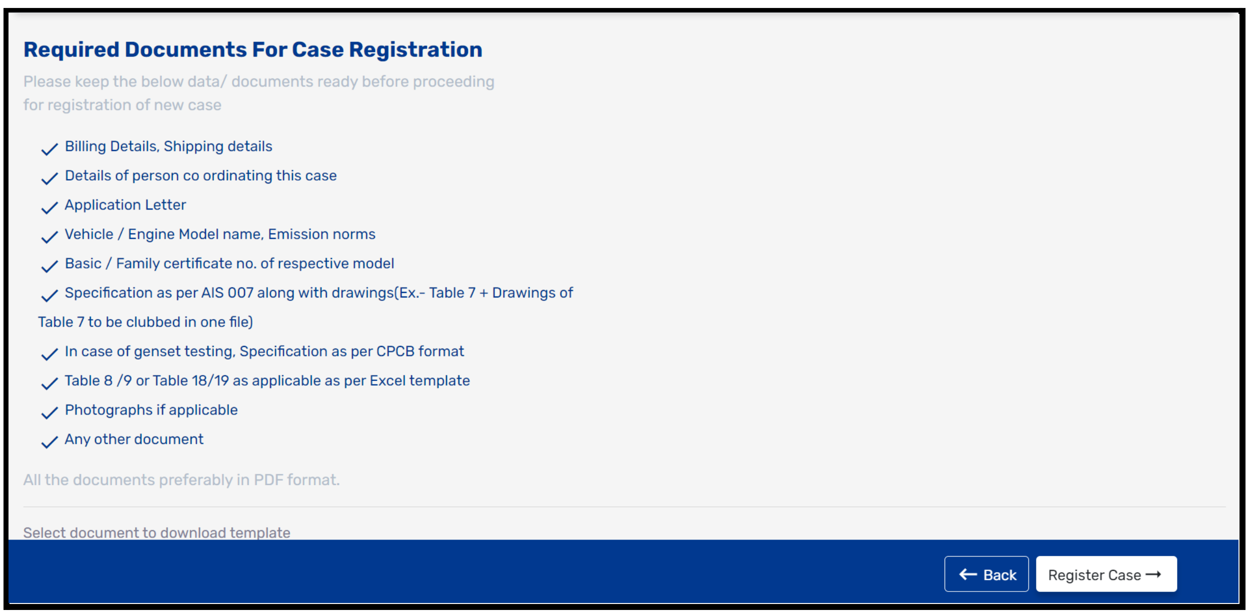
Tap on the Case List Tab to register a Case. On tapping the Case list tab, the screen shows the list of Cases with their respective details.




Click on the **+** symbol to add a new Case.

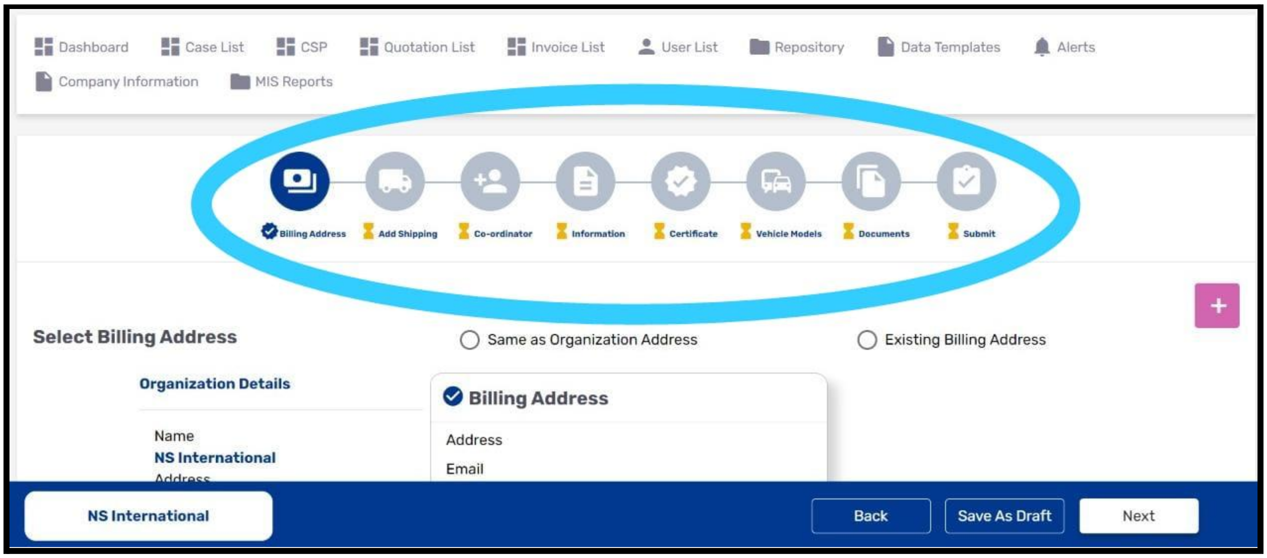



The following screen appears with the list of Documents required for case registration. All the documents are preferred in PDF format.

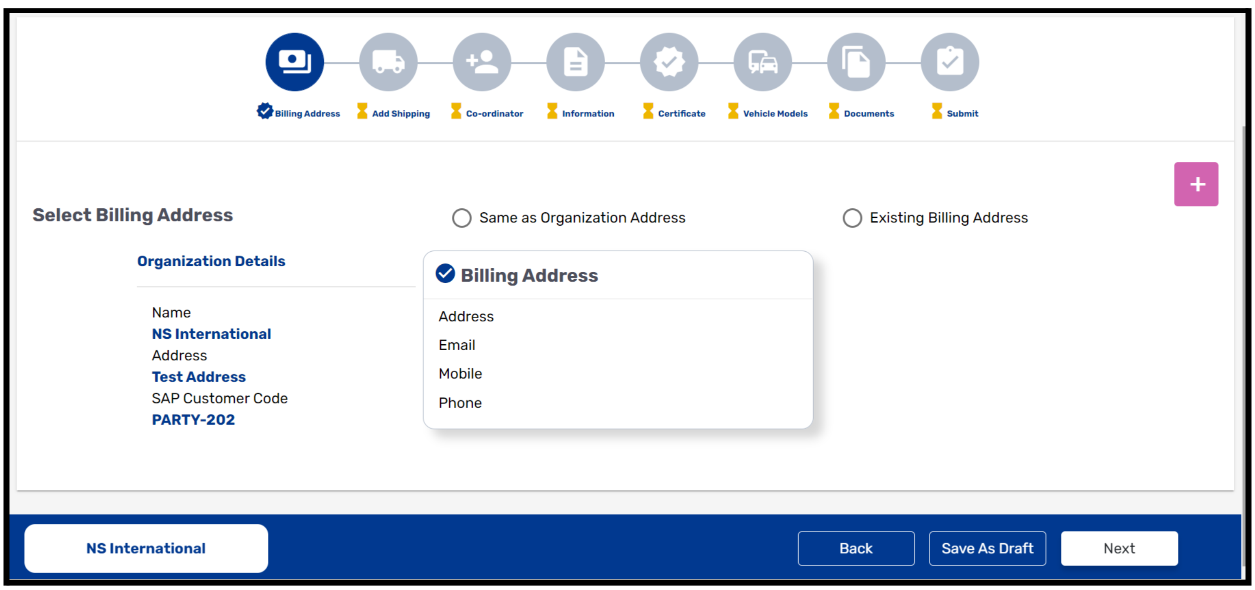



Click on **Register Case** to proceed further.

The screen shows the Eight step Case Registration Process.



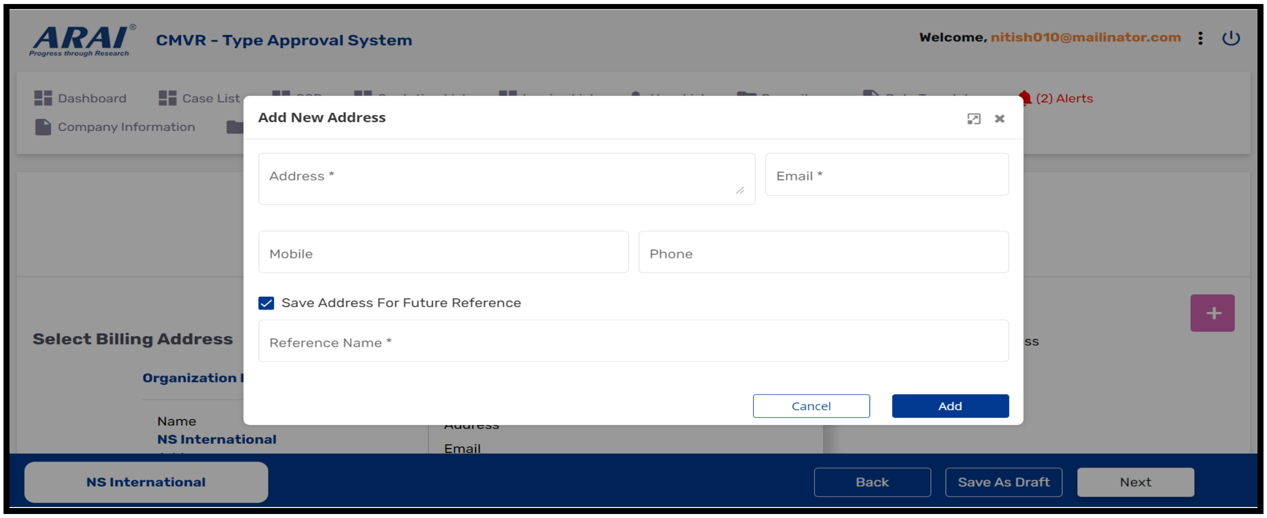

Step 1: Select Billing Address



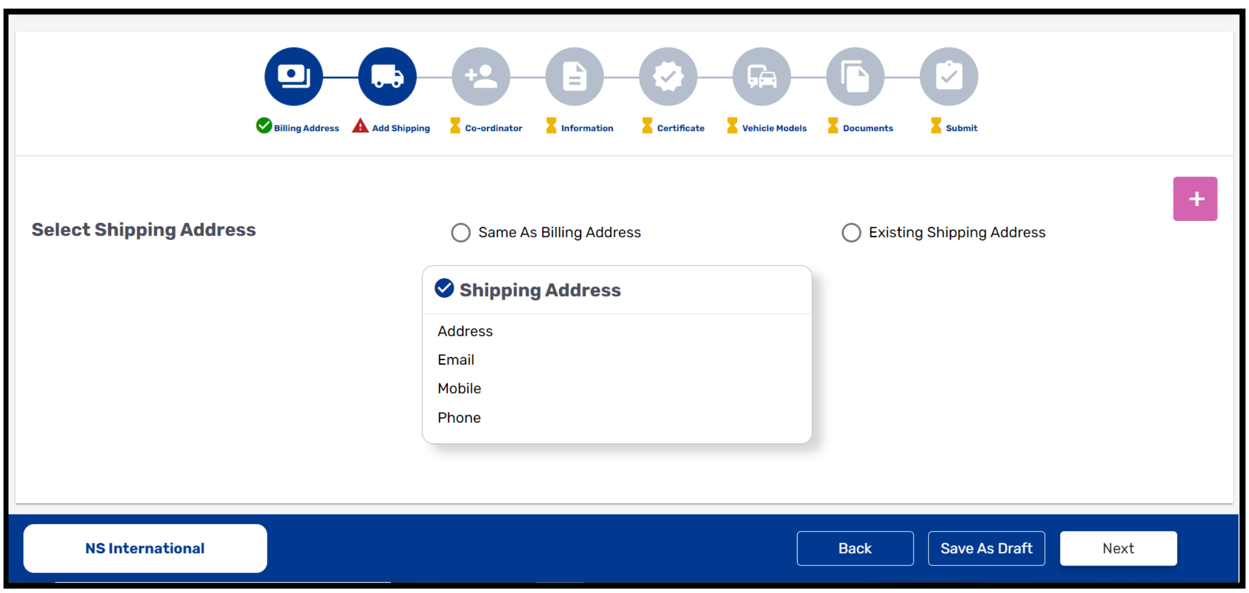

If the Billing address is similar to the organization address, select the Radio Button - **Same as Organization Address.**

Select the **Existing Billing Address** if you want to select any other address.

Click on **the +** symbol to add any other address.



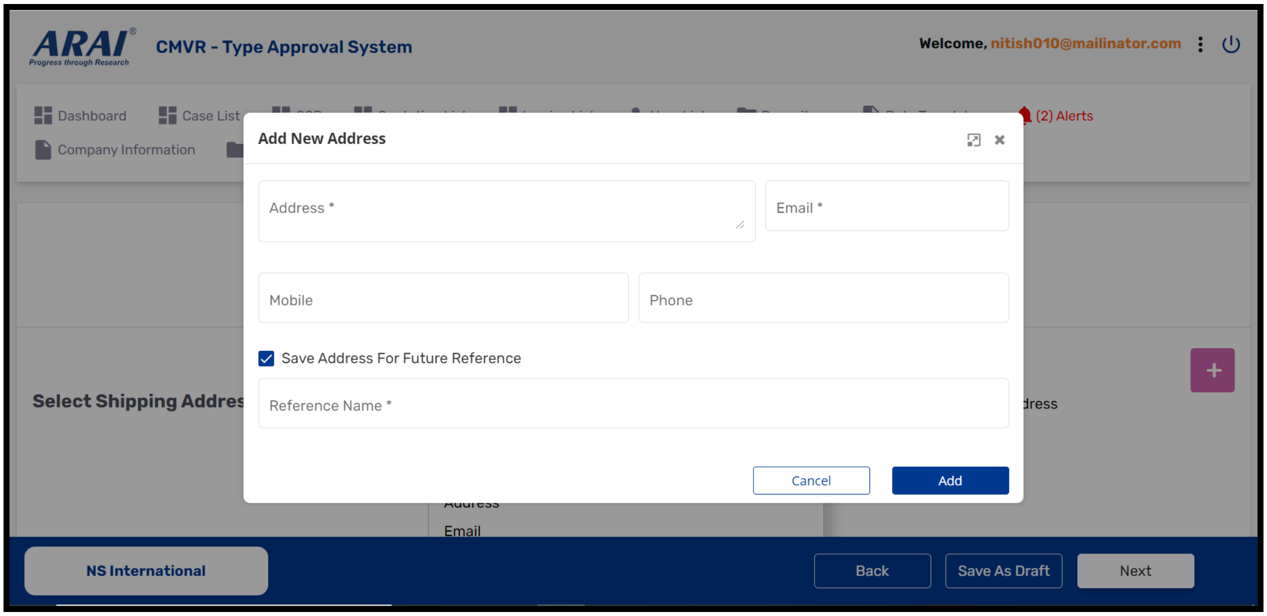

Step 2: Select Shipping Address



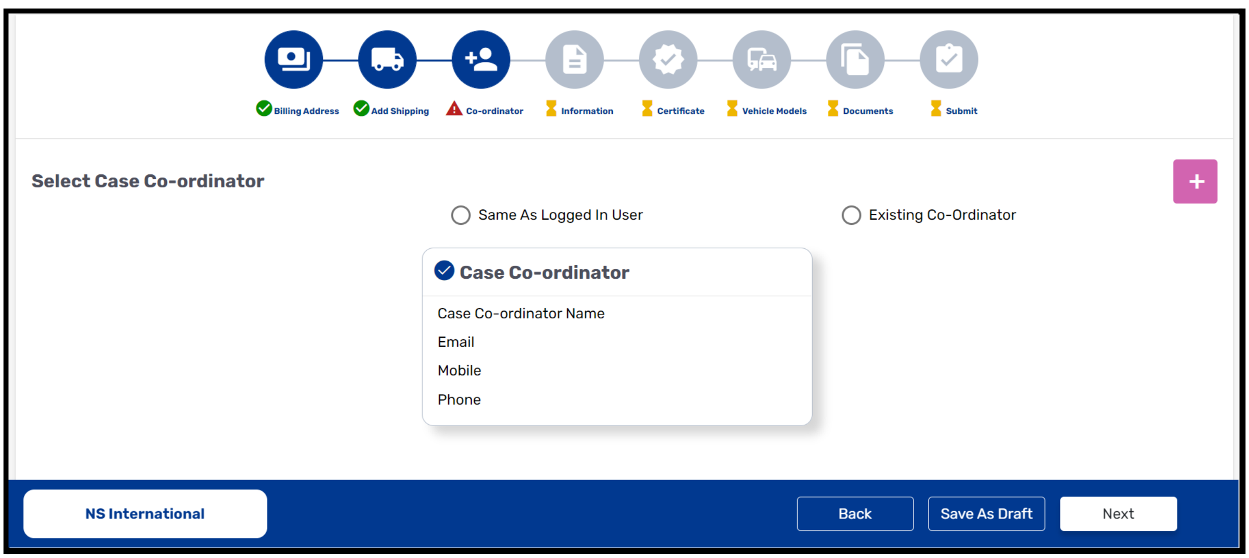

In case the Shipping Address is similar to the organization address, select the Radio Button - **Same as Organization Address.**

Select the **Existing Billing Address** if you want to select any other address.

Click on **the +** symbol to add any other address.



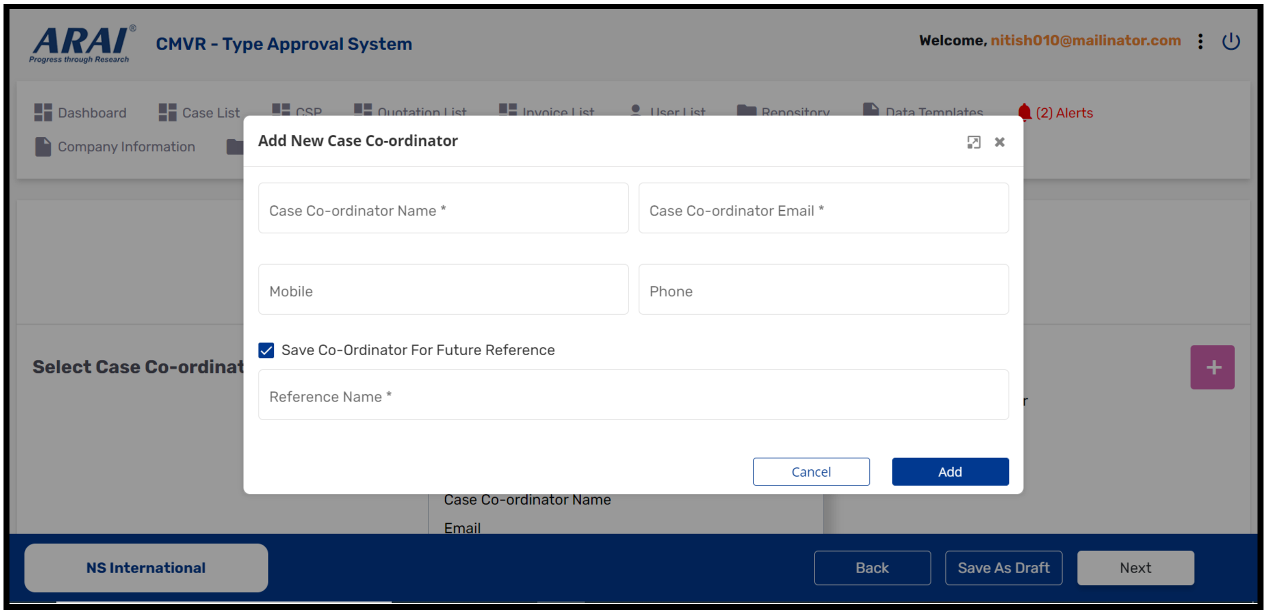

Step 3: Select Case Co-ordinator



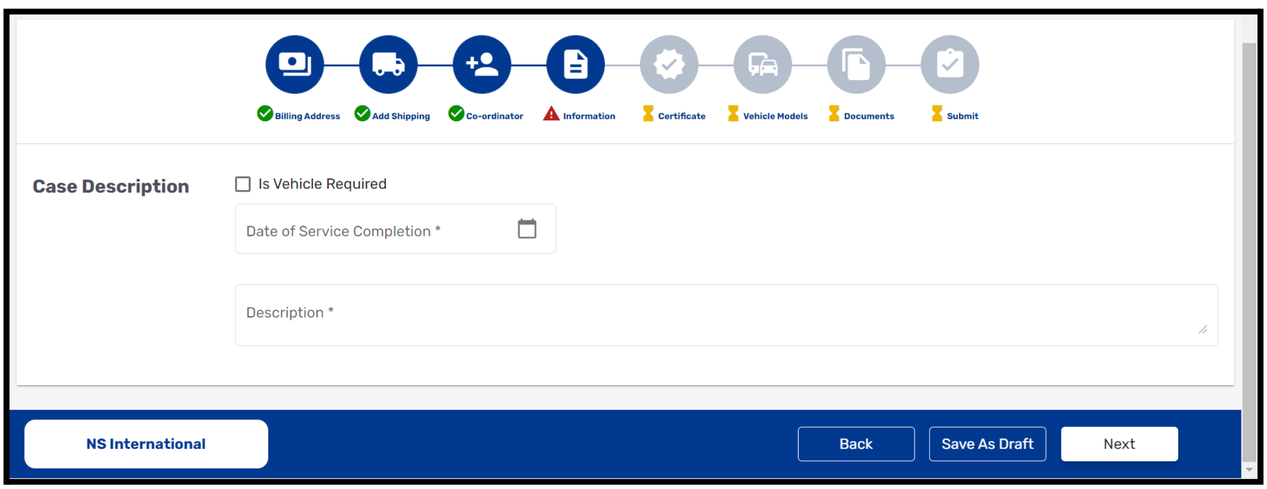

Select the Radio button- **Same as Logged In User** in case it is the same as the Logged In User.

Select the Existing Co-ordinator if you want to select a Case Co-ordinator from a user list.

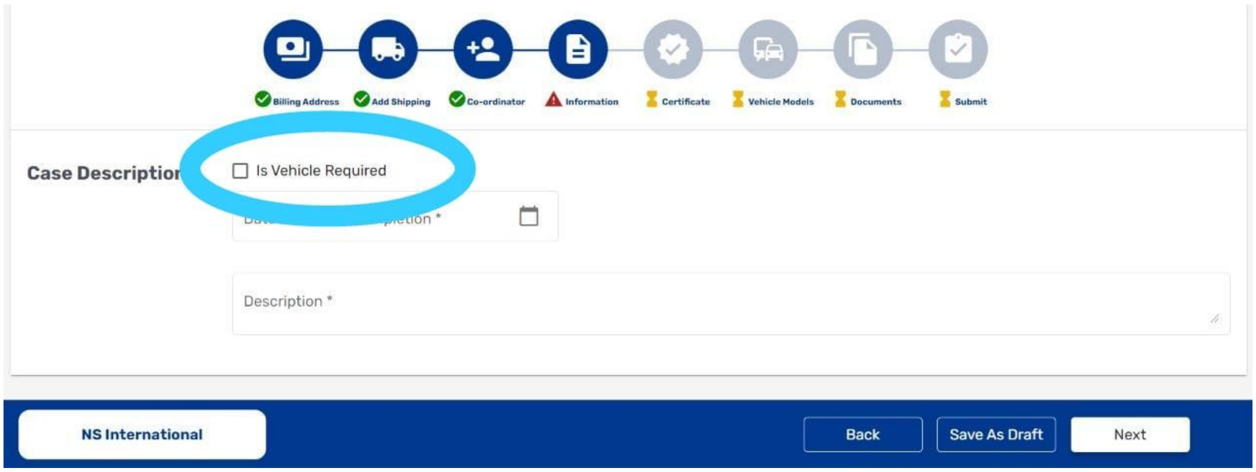
Click on the **+** symbol if you want to add a new Case Co-ordinator.

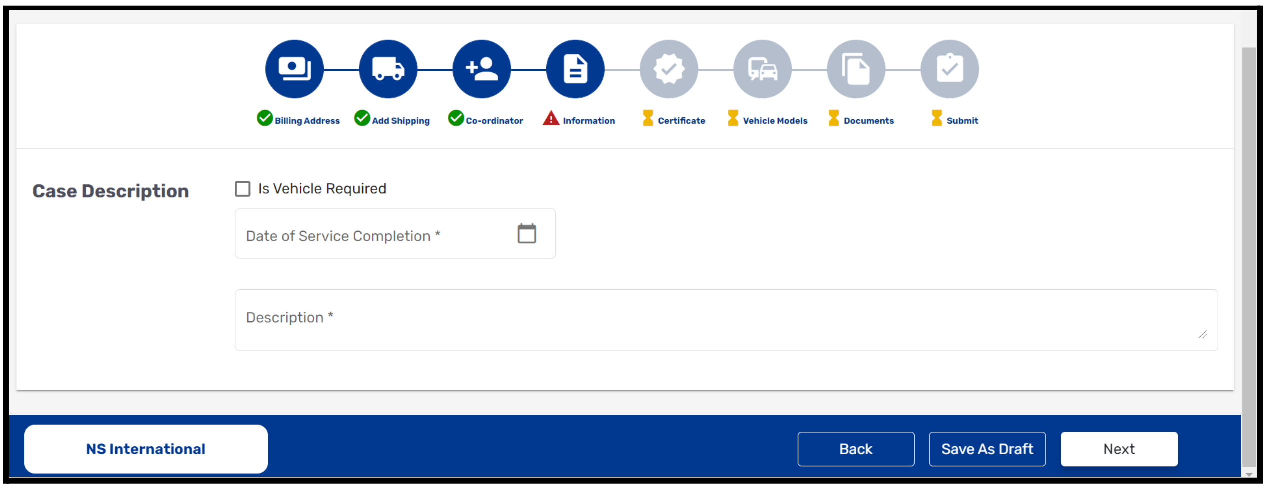



Step 4: Case Description




Check Box if vehicle is required. If a vehicle is required, also select the Tentative date of submission of the test vehicle.

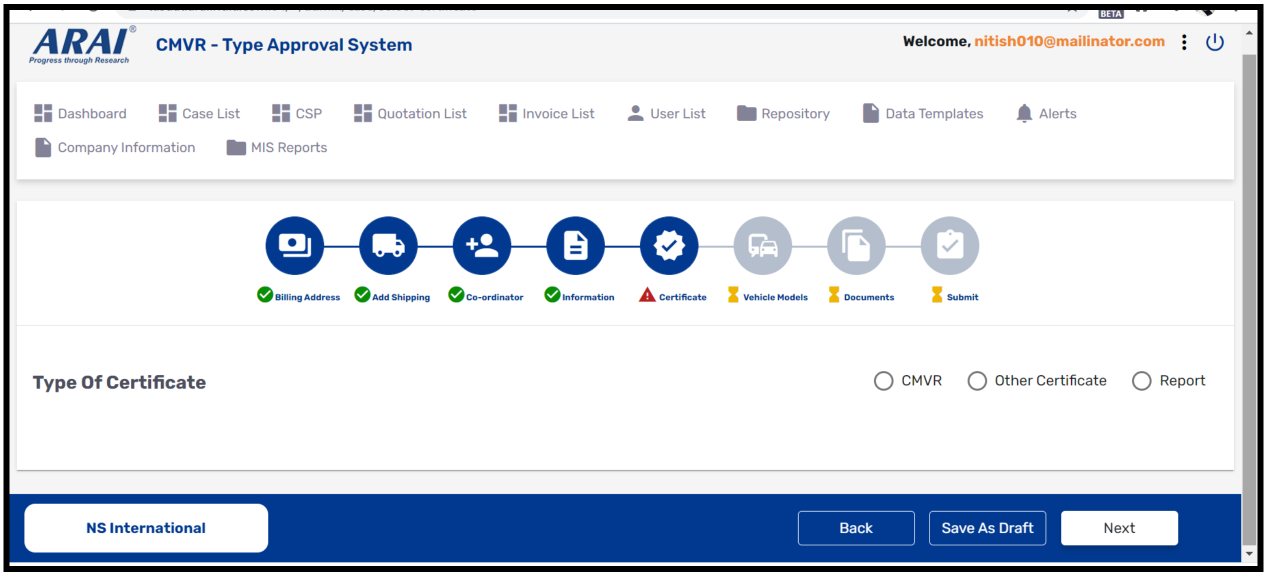



Select the Tentative Date of Service Completion.

Enter the description of the Case and click on **Next.**

Step 5: Type of Certificate




Select the type of Certificate from the three available choices.

CMVR- Includes certificates for the following

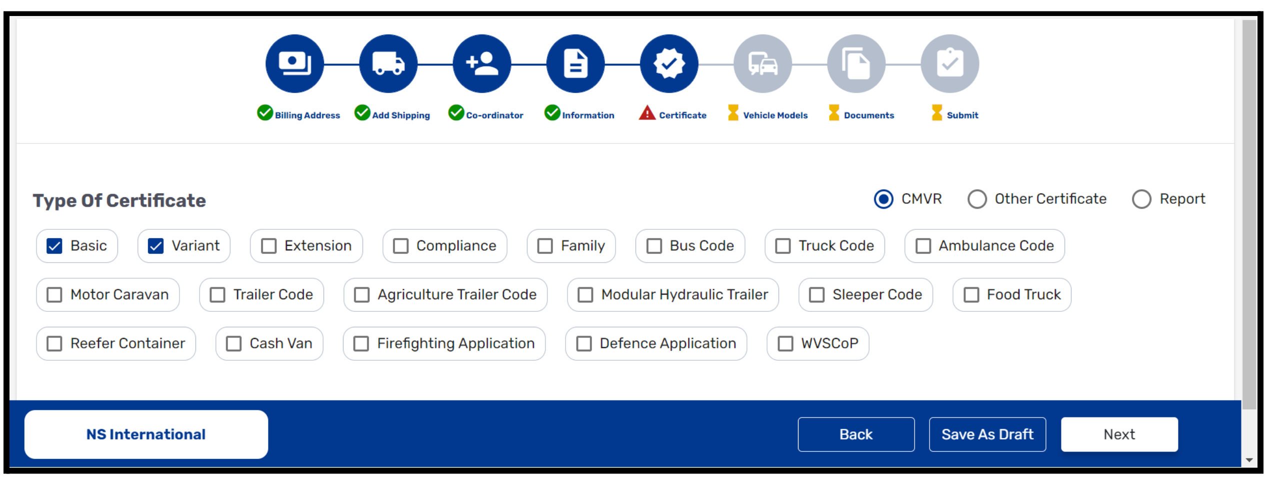
- Basic
- Variant
- Extension
- Compliance
- Family
- Bus Code
- Truck Code
- Ambulance Code
- Motor Caravan
- Trailer Code
- Agriculture Trailer Code
- Modular Hydraulic Trailer
- Sleeper Code
- Food Truck
- Reefer Container
- Cash Van
- Firefighting Application
- Defense Application
- WVSCoP

Other Certificate - Includes Certificate for the following

- Genset CPCB II
- FAME II
- Retrofitment AIS 123
- Retrofitment
- Trem III A Engine
- Trem III Engine
- Physically Disabled Letter
- Letter
- Corrigendum

Report- Includes Certificate for the following

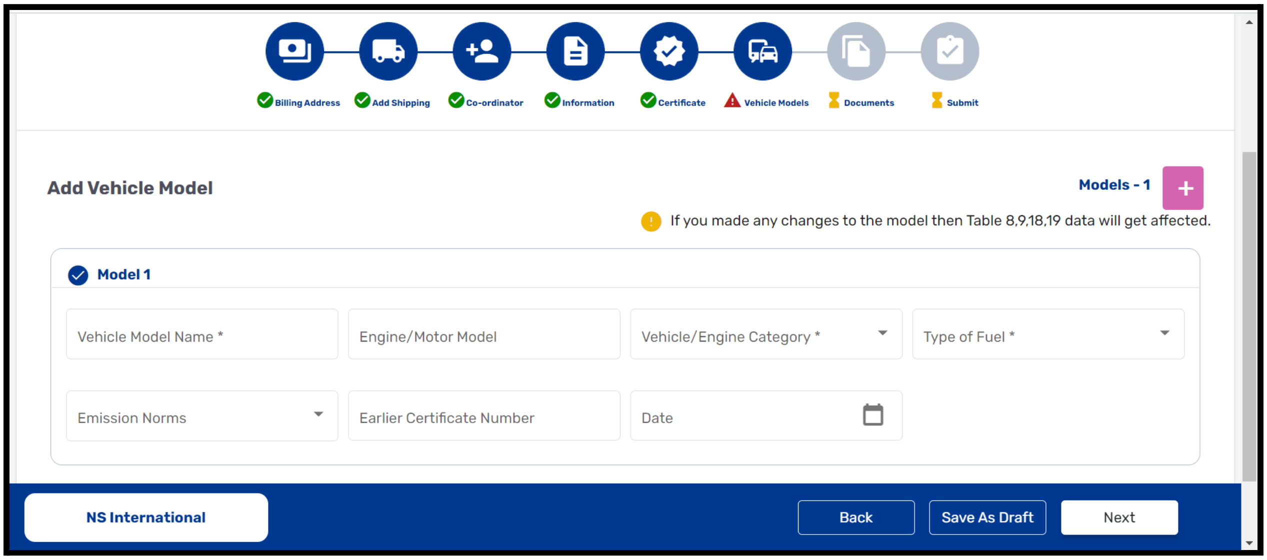
- Automotive Engine
- Construction Equipment Engine
- Agricultural Engine
- Power Tiller
- Coastdown
- Brake
- Engine / Motor Power
- Other




Note: Select any types of certificate by selecting the checkboxes.

Customers cannot select two certificate types at a time; either select CMVR, Other Certificate, or Report.

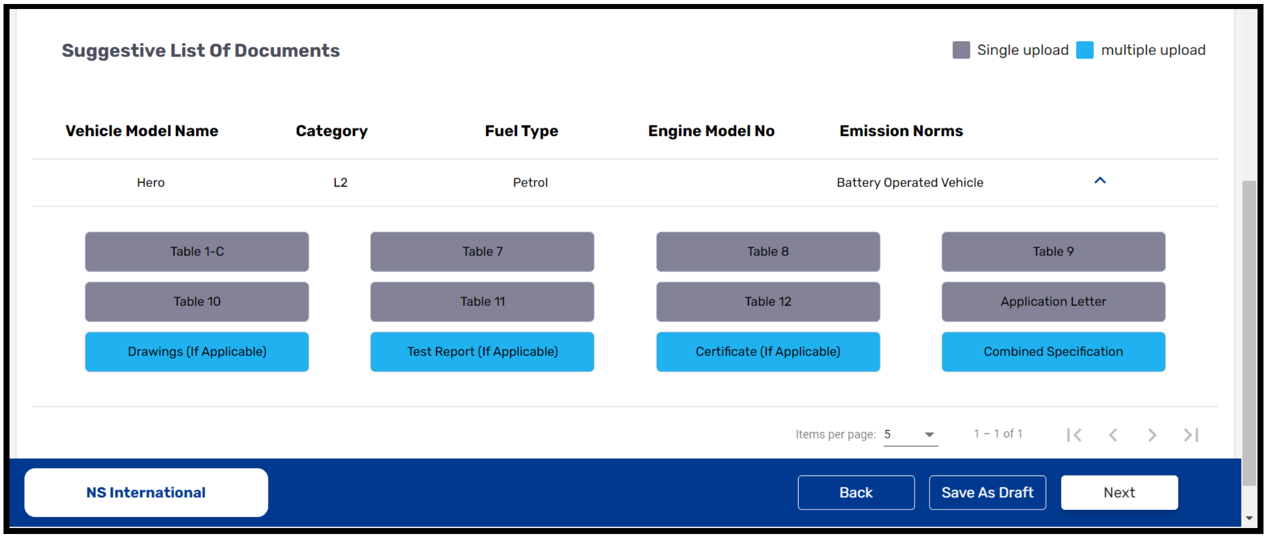
Step 6: Vehicle Model




Enter the Vehicle Model Name, Engine Model, Vehicle Category, Type of Fuel, Emission Norms, Enter earlier Certificate Number, and Date if applicable.

Click **+** symbol to add another model.

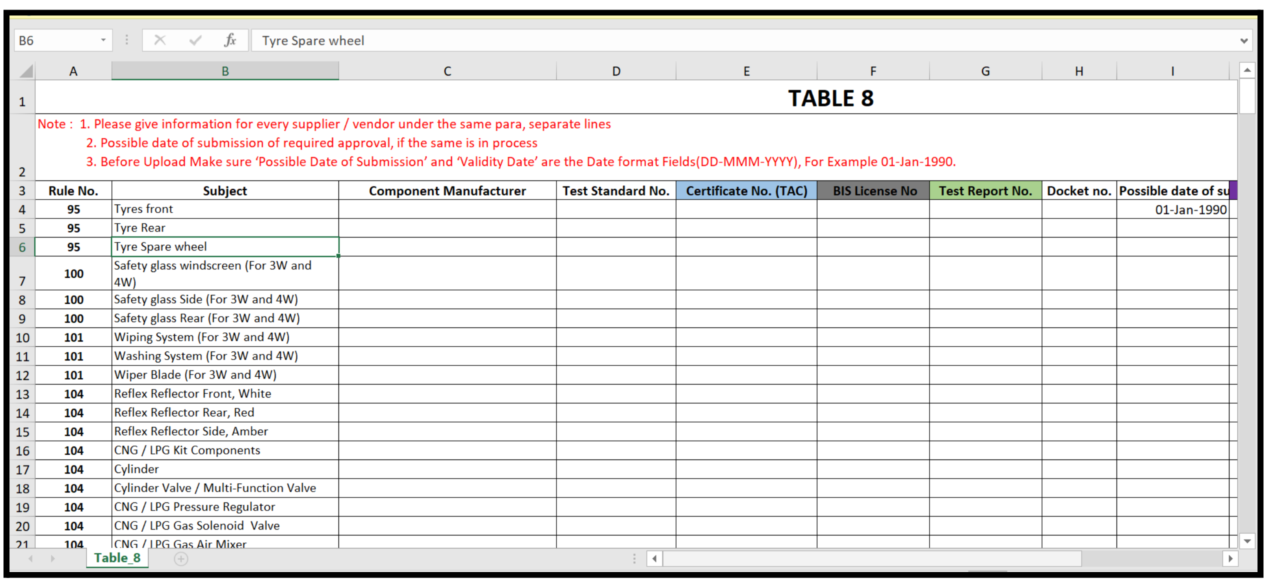
Step 7: Suggestive List of Documents




The screen shows the Suggestive lists of documents for each vehicle model you have added.

Grey Colour depicts a single upload of documents; Blue color represents multiple uploads.

Click on **Next** and download Table 8 and Table 9 templates. Fill the table in Excel format.



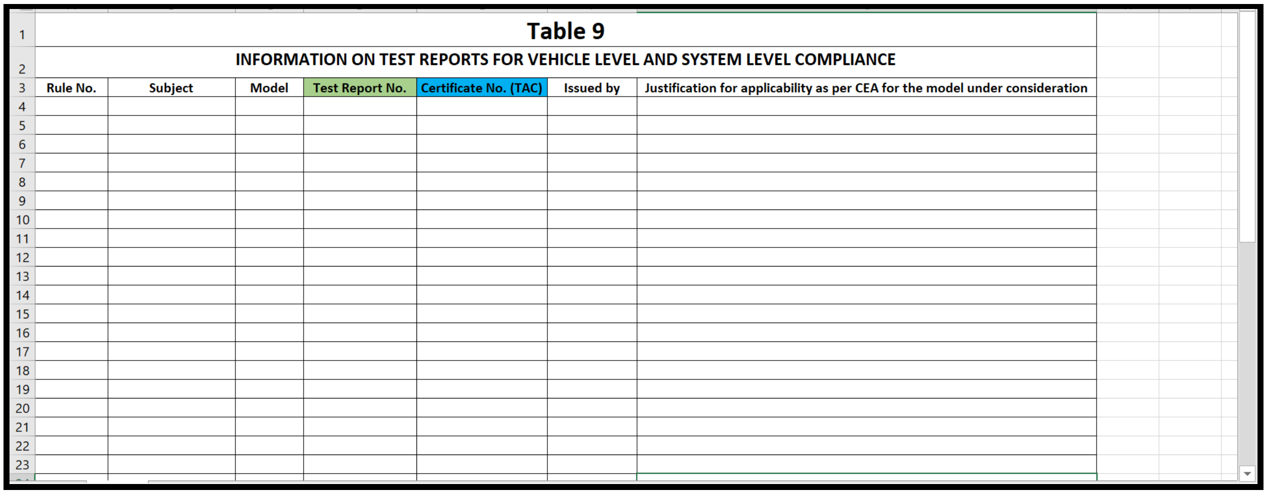
B6 Tyre Spare wheel

TABLE 8

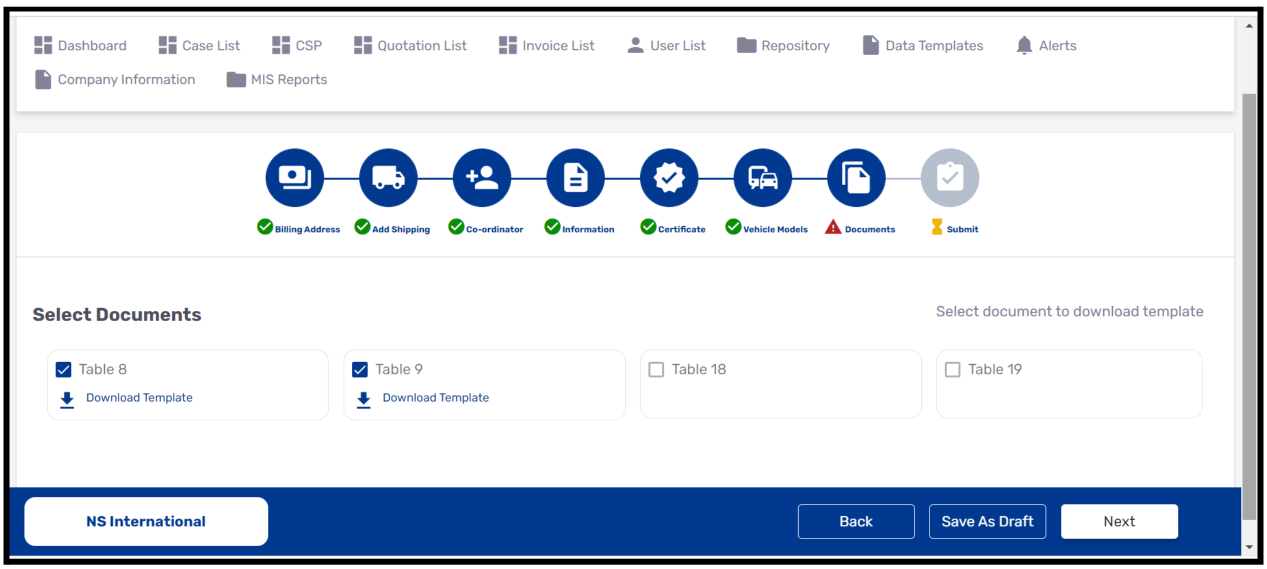
Note : 1. Please give information for every supplier / vendor under the same para, separate lines
2. Possible date of submission of required approval, if the same is in process
3. Before Upload Make sure 'Possible Date of Submission' and 'Validity Date' are the Date format Fields(DD-MMM-YYYY), For Example 01-Jan-1990.

| Rule No. | Subject | Component Manufacturer | Test Standard No. | Certificate No. (TAC) | BIS License No | Test Report No. | Docket no. | Possible date of su |
|---|---|---|---|---|---|---|---|---|
| 95 | Tyres front | | | | | | | 01-Jan-1990 |
| 95 | Tyre Rear | | | | | | | |
| 95 | Tyre Spare wheel | | | | | | | |
| 100 | Safety glass windscreen (For 3W and 4W) | | | | | | | |
| 100 | Safety glass Side (For 3W and 4W) | | | | | | | |
| 100 | Safety glass Rear (For 3W and 4W) | | | | | | | |
| 101 | Wiping System (For 3W and 4W) | | | | | | | |
| 101 | Washing System (For 3W and 4W) | | | | | | | |
| 101 | Wiper Blade (For 3W and 4W) | | | | | | | |
| 104 | Reflex Reflector Front, White | | | | | | | |
| 104 | Reflex Reflector Rear, Red | | | | | | | |
| 104 | Reflex Reflector Side, Amber | | | | | | | |
| 104 | CNG / LPG Kit Components | | | | | | | |
| 104 | Cylinder | | | | | | | |
| 104 | Cylinder Valve / Multi-Function Valve | | | | | | | |
| 104 | CNG / LPG Pressure Regulator | | | | | | | |
| 104 | CNG / LPG Gas Solenoid Valve | | | | | | | |
| 104 | CNG / LPG Gas Air Mixer | | | | | | | |

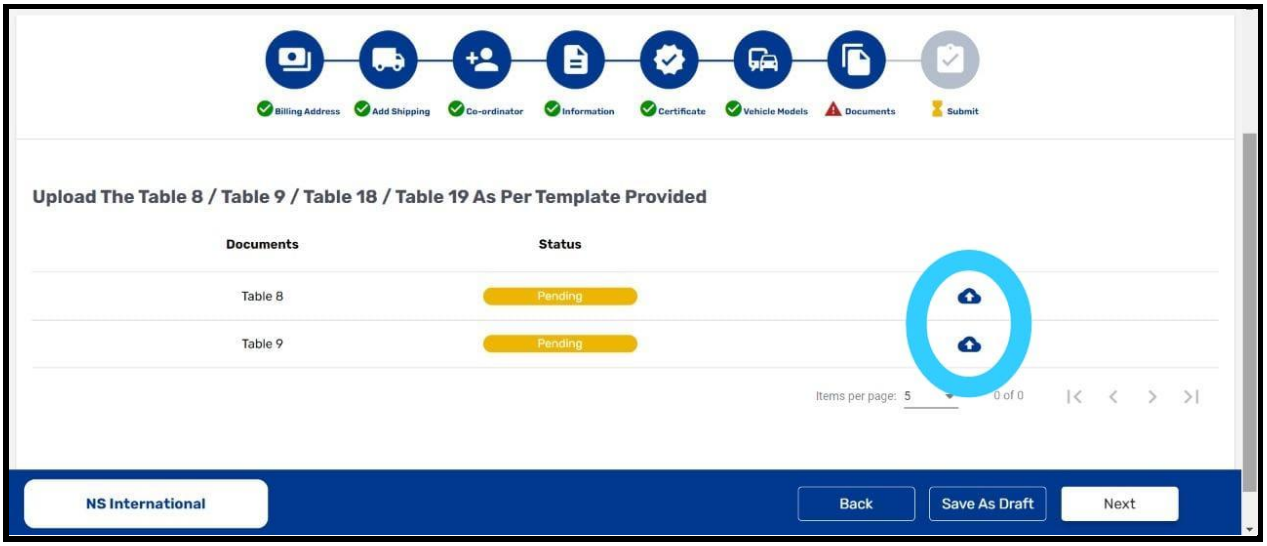
Table_8



| Table 9 | | | | | | |
|---|---|---|---|---|---|---|
| INFORMATION ON TEST REPORTS FOR VEHICLE LEVEL AND SYSTEM LEVEL COMPLIANCE | | | | | | |
| Rule No. | Subject | Model | Test Report No. | Certificate No. (TAC) | Issued by | Justification for applicability as per CEA for the model under consideration |

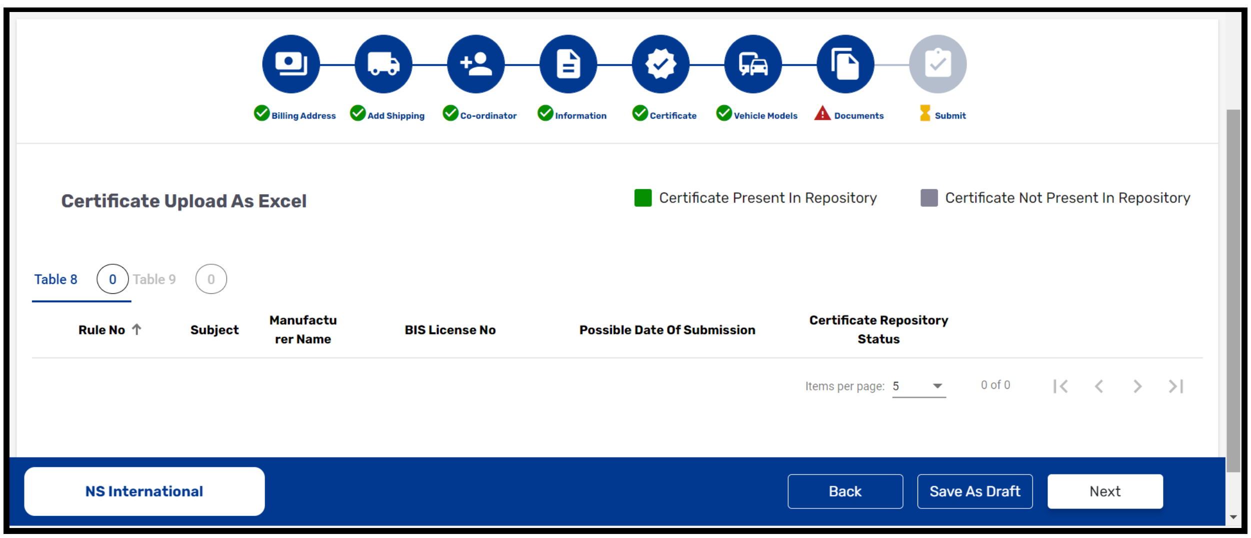



On clicking Next, the following screen will appear.

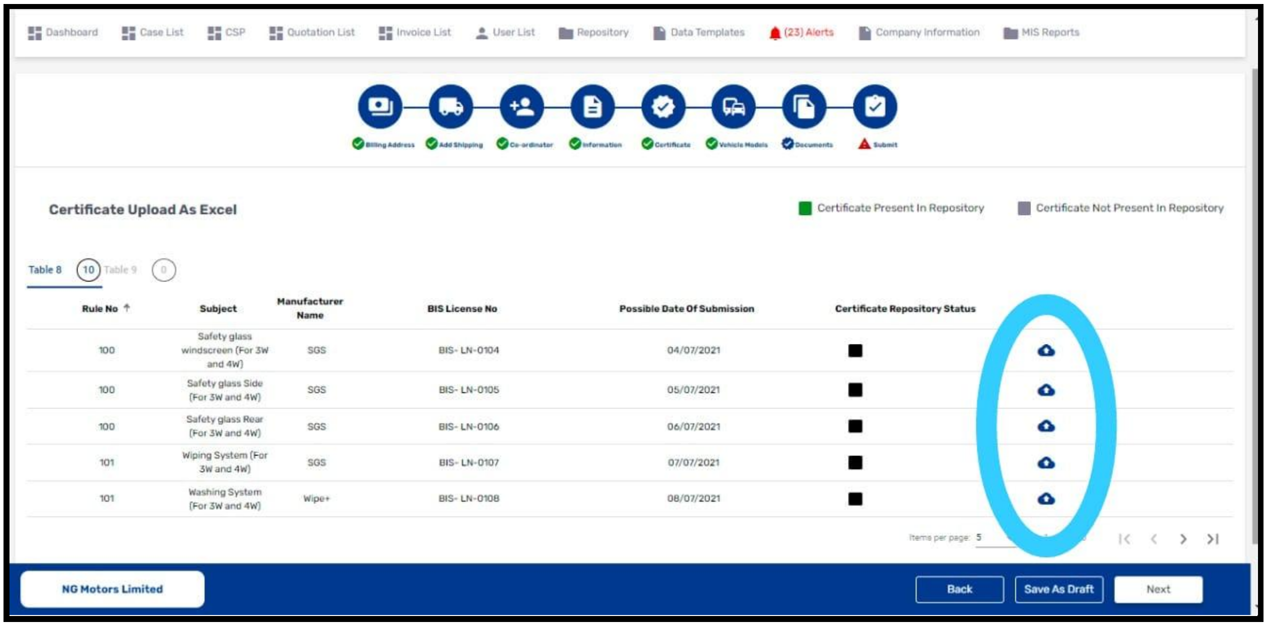



Click on the upload symbol and upload both the documents in Excel format.

The following screen shows the certificate status of all the vehicle components.

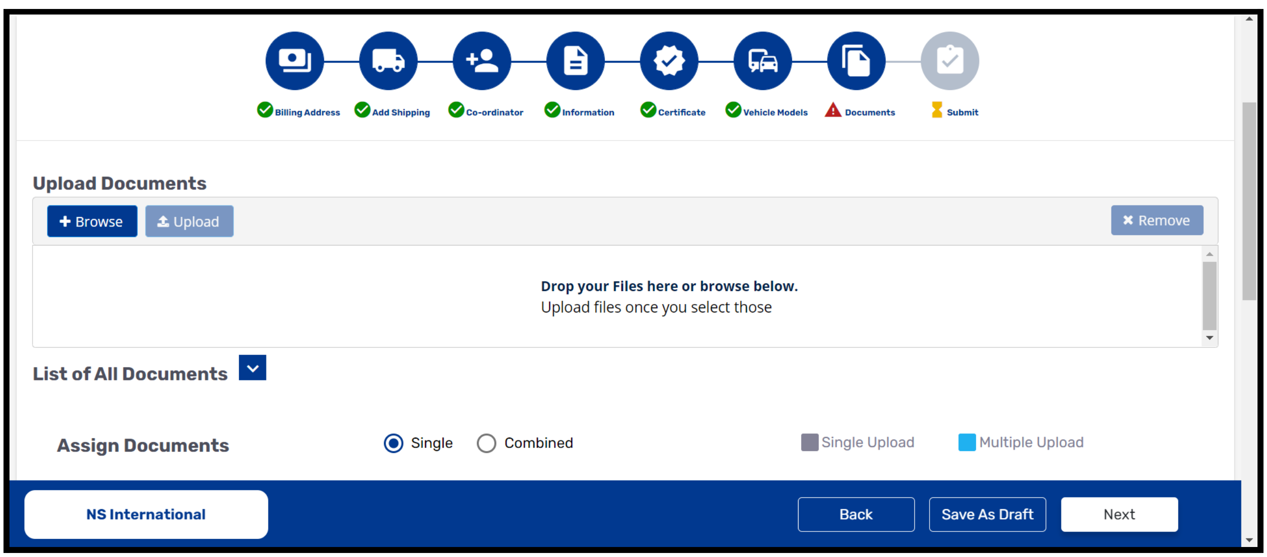



The vehicle components whose certification is done needs to be uploaded. It is then stored in the repository which helps the customer with any other case in future.

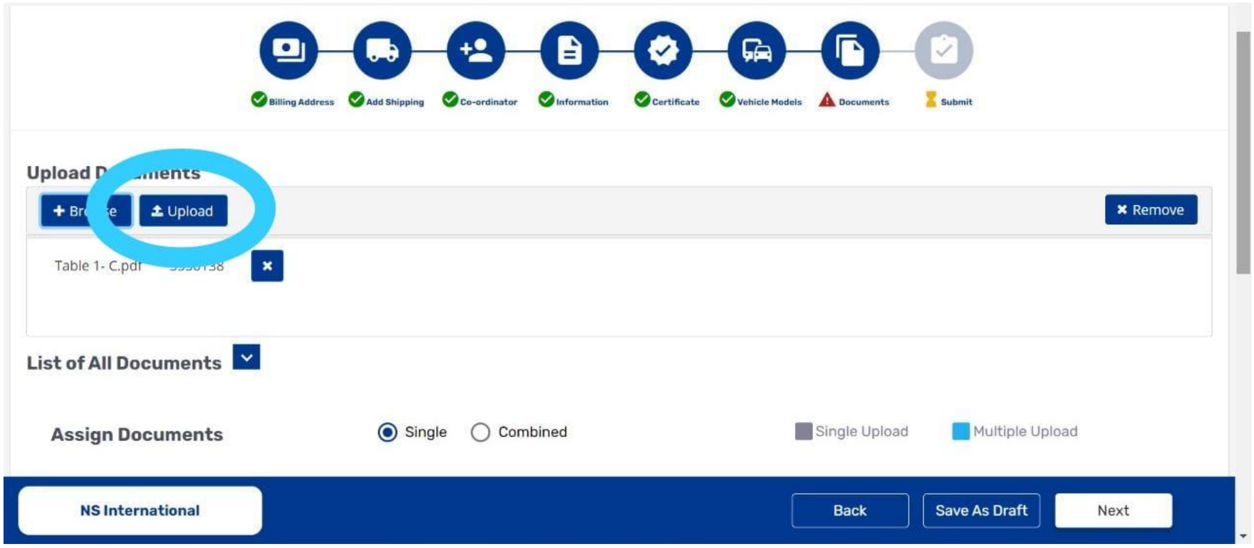


If the certificate is available in the repository, it appears Green.

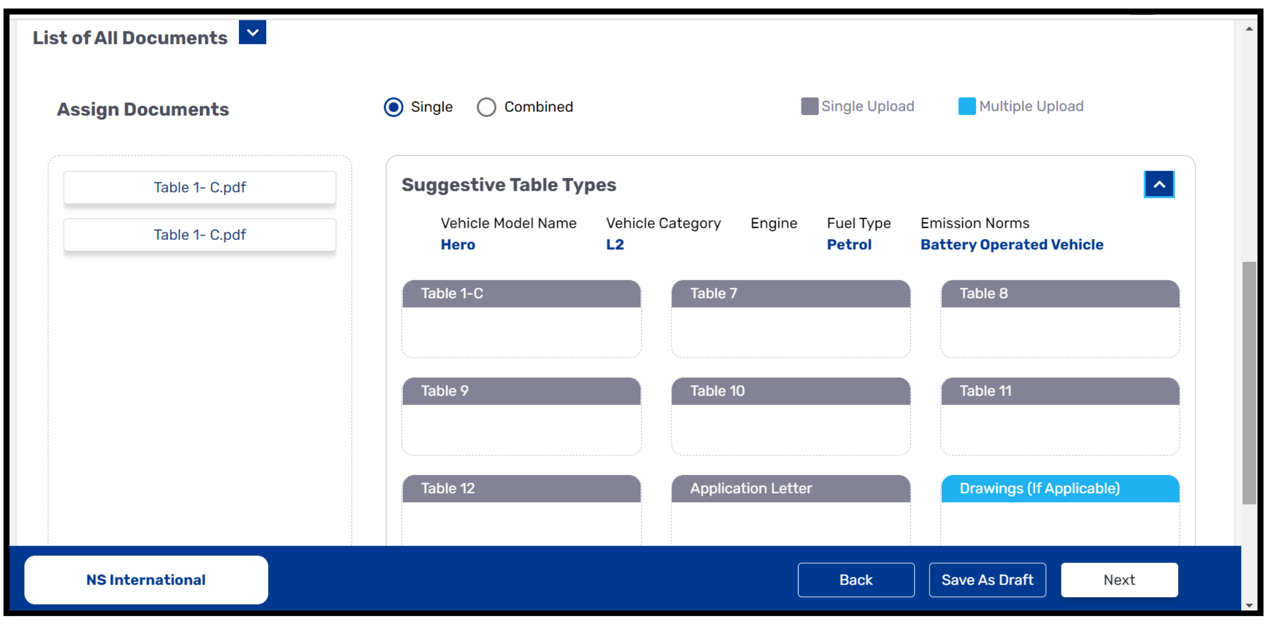
Upload Documents-



Browse the documents and Upload all the required documents.

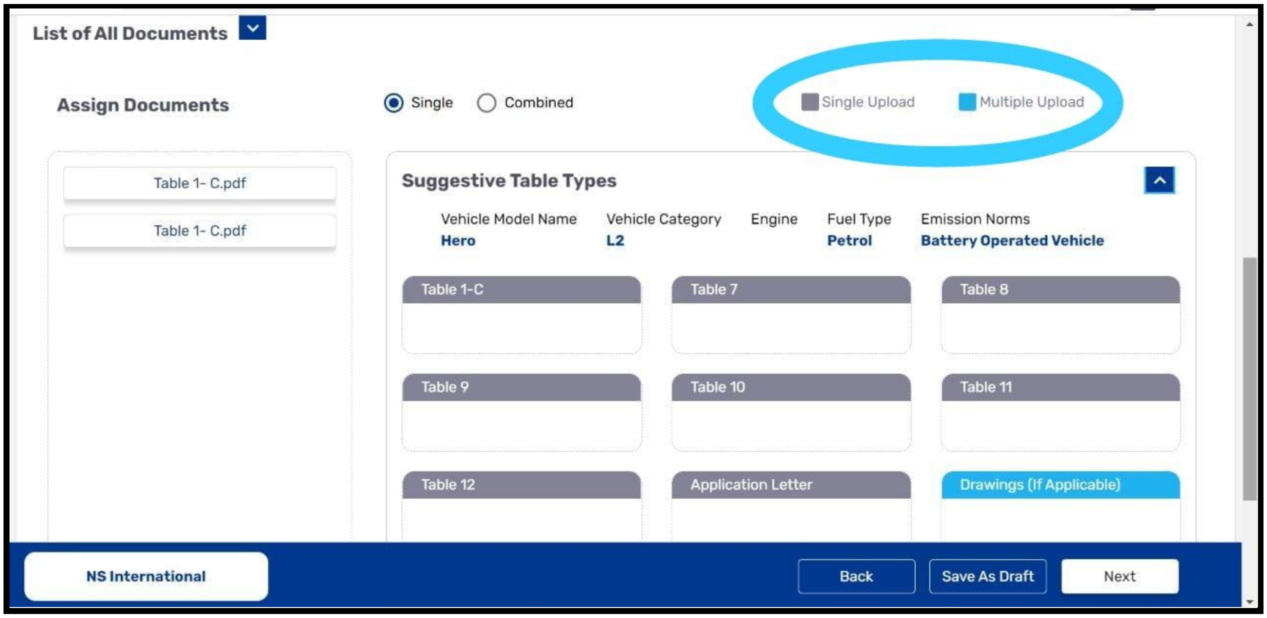



List of Documents shows all the documents that need to be uploaded; all the uploaded documents appear in the sidebar on the left-hand side of the Suggestive Table Types.

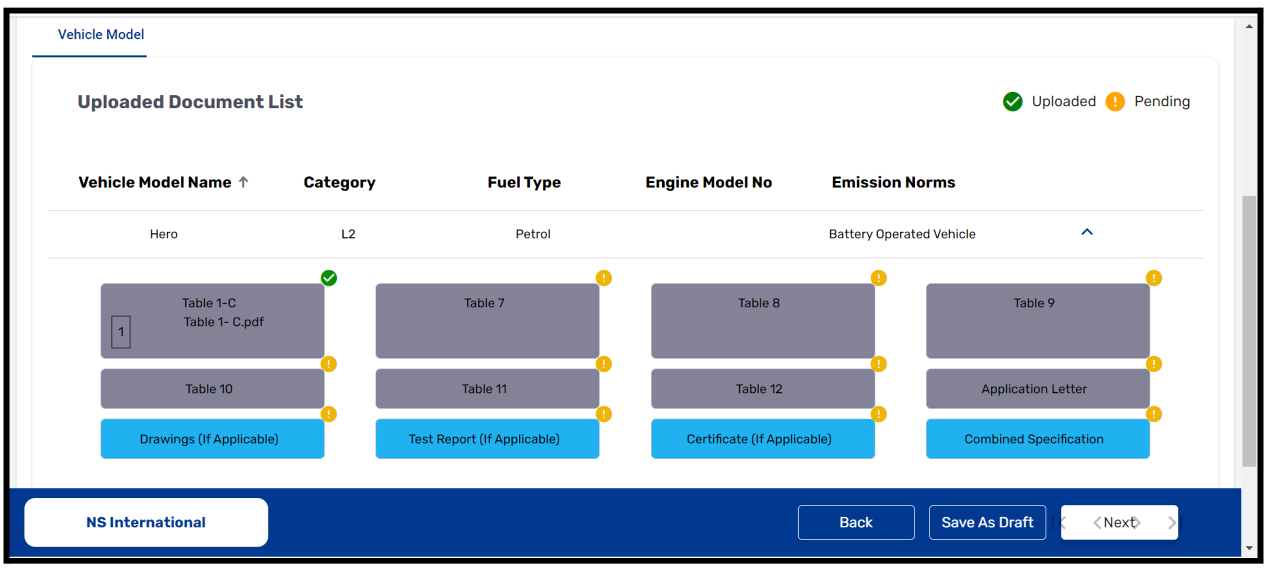



Drag and drop all the required documents in the table fields below.

Customers can choose the Single upload or Combined Upload option. Preferably Single Upload is much convenient to the User.



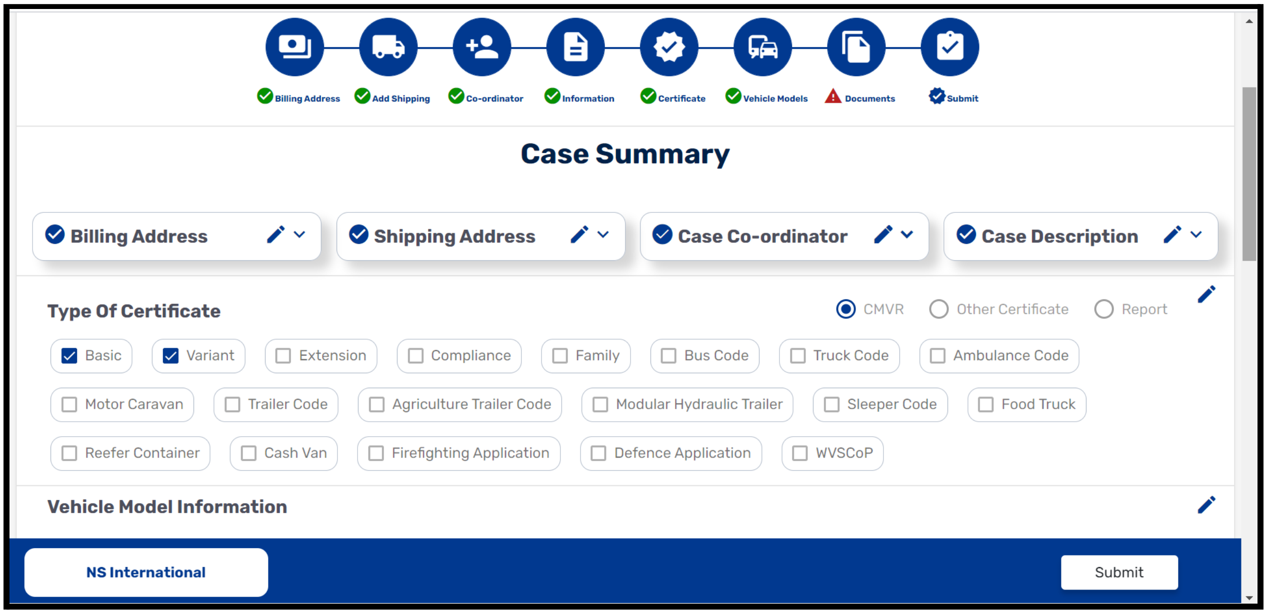

On clicking Next, the Uploaded Document List appears.




A green tick appears for the documents uploaded; a yellow mark appears for the documents pending.

**Note:** Customer needs to upload at least one document.
Maximum single file of 512 MB is supported.
Video File is also supported.

Step 8: Final Submit




The screen displays the Case Summary with all the details of your Case and documents uploaded.

The details are grouped in Billing Address, Shipping Address, Case Co-ordinator, and Case Description.

Verify all the details and click **Submit**.

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