

**CMVR TAS**

# **User Manual**

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## 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

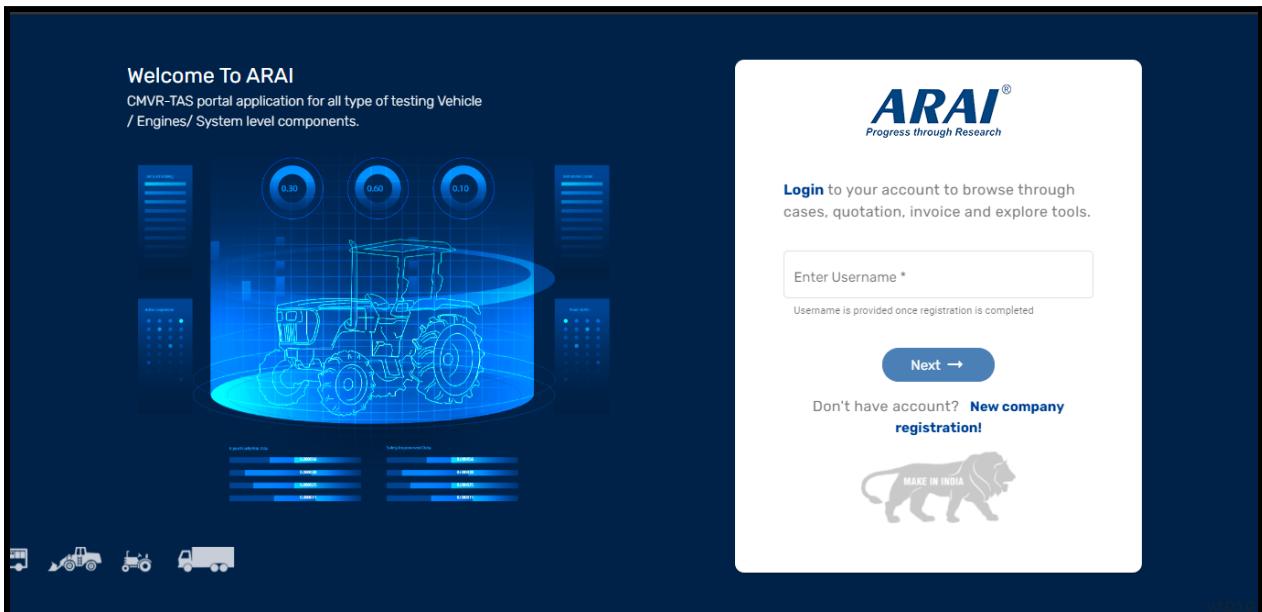
**TAC** - Type Approval Certificate

## 1. Company Registration

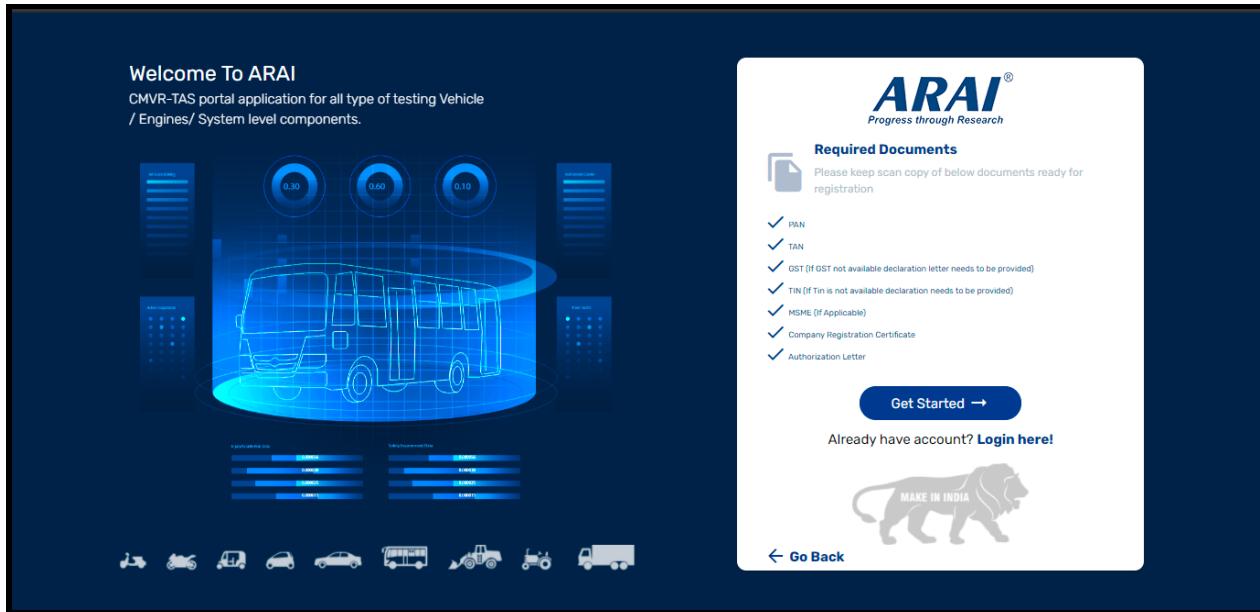
CMVR TAS is a web-based application that customers can access via a URL in a web browser.

- 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).



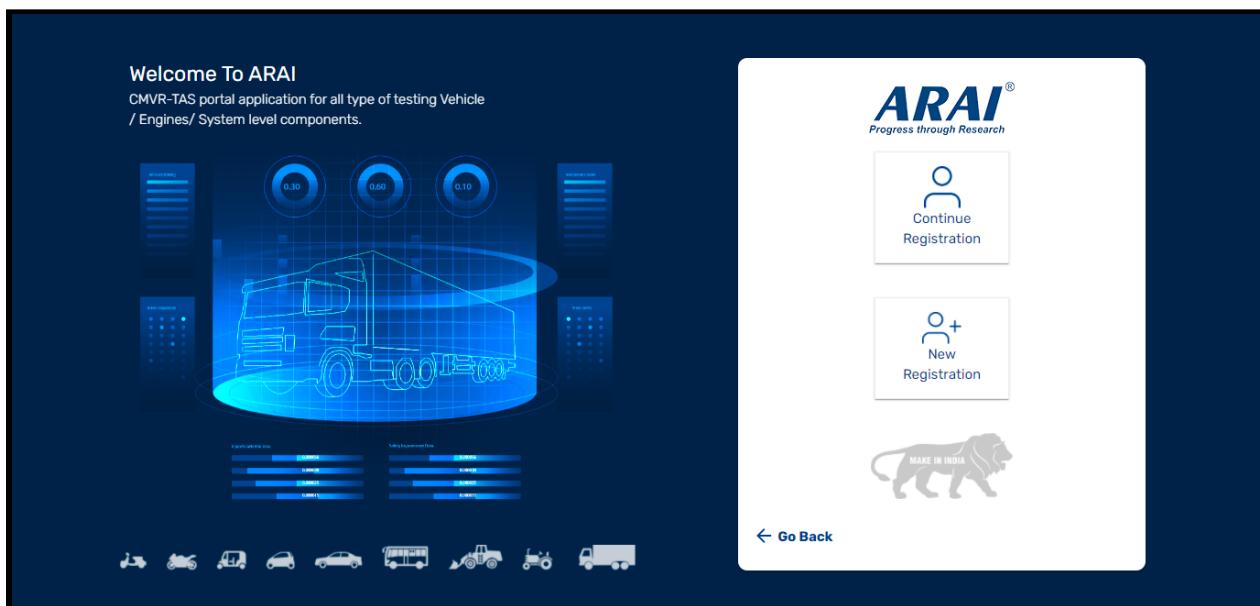
After clicking the **New company registration**, the Screen displays the list of documents that will be required.



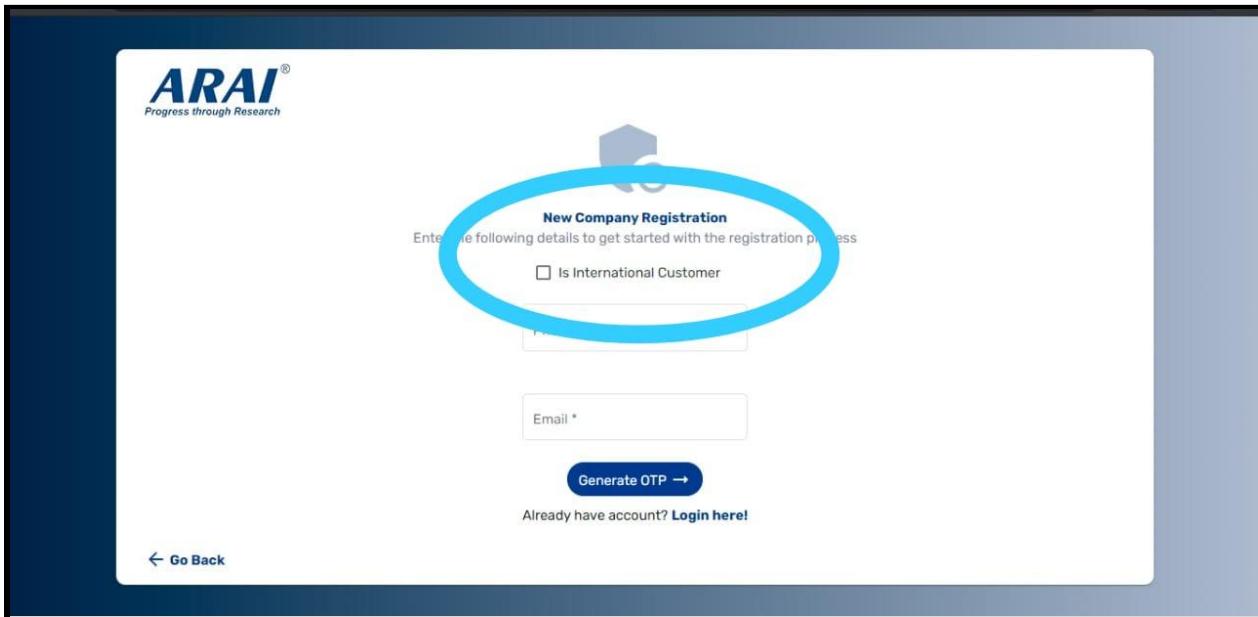
Click on **Get Started**; a page displays Continue Registration and New Registration tabs.

**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.



**ARAI®**  
Progress through Research

New Company Registration

Enter the following details to get started with the registration process

Is International Customer

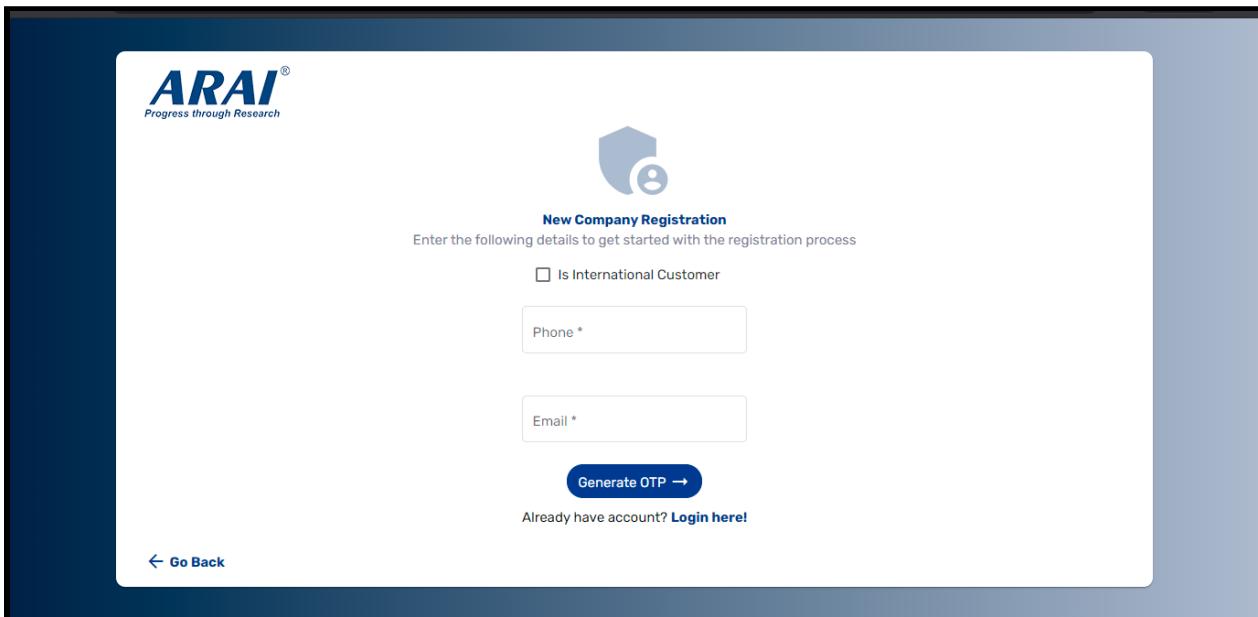
Phone \*

Email \*

Generate OTP →

Already have account? [Login here!](#)

[← Go Back](#)



**ARAI®**  
Progress through Research

New Company Registration

Enter the following details to get started with the registration process

Is International Customer

Phone \*

Email \*

Generate OTP →

Already have account? [Login here!](#)

[← Go Back](#)

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.



**OTP Verification**  
Enter the OTP received on following number

**Resend OTP**

**Verify OTP →**

Already have account? [Login here!](#)

[\*\*← Go Back\*\*](#)

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.



**PAN And GST Verification**  
Enter your company PAN and GST number for verification

**Verify Details →**

Already have account? [Login here!](#)

[\*\*← Go Back\*\*](#)

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

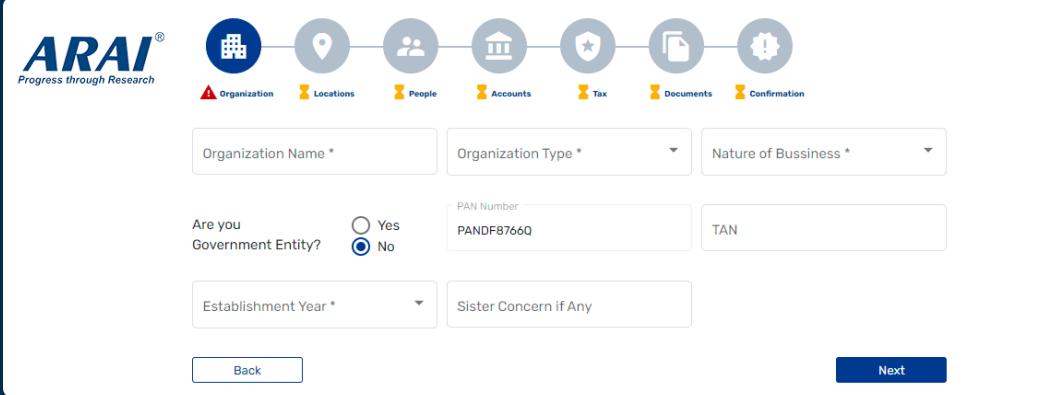
Customers get the Registration ID once PAN and GST are verified.

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

The screenshot shows the first step of a 7-step registration process. At the top, there is a navigation bar with icons for Organization, Locations, People, Accounts, Tax, Documents, and Confirmation. Below this, there are three input fields: 'Organization Name' (placeholder 'Organisation'), 'Organization Type \*' (dropdown menu), and 'Nature of Business \*' (dropdown menu). Underneath these fields, there is a question 'Are you Government Entity?' with two radio button options: 'Yes' and 'No'. The 'No' option is selected. To the right of this question are two input fields: 'PAN Number' containing 'PANDF8766Q' and 'TAN' (empty). Below these are two dropdown menus: 'Establishment Year \*' and 'Sister Concern if Any'. At the bottom left is a 'Back' button, and at the bottom right is a 'Next' button.

### Step 1: Organization

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



The screenshot shows the first step of the ARAI registration process. At the top, the ARAI logo and tagline "Progress through Research" are displayed. Below the logo is a horizontal navigation bar with seven icons: Organization (red triangle), Locations (blue location pin), People (yellow person), Accounts (green bank), Tax (orange shield), Documents (purple file), and Confirmation (grey gear). The "Organization" icon has a red warning sign below it. The "Locations" icon is highlighted with a blue outline. The "People", "Accounts", "Tax", "Documents", and "Confirmation" icons are grey.

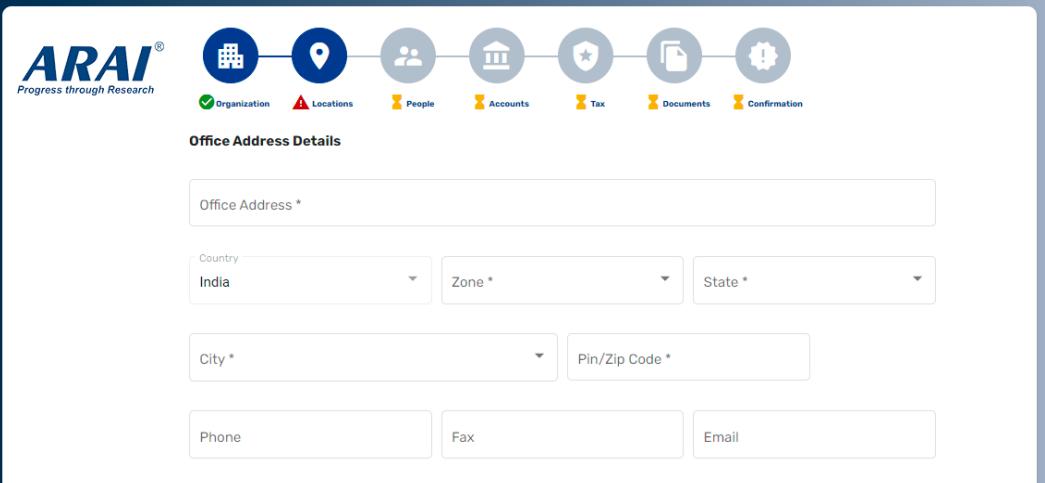
Below the navigation bar are several input fields:

- "Organization Name \*"
- "Organization Type \*"
- "Nature of Business \*"

A question "Are you Government Entity?" with two radio button options: "Yes" (white) and "No" (blue, selected). To the right of this are two input fields: "PAN Number" containing "PANDF8766Q" and "TAN".

Below these are two dropdown menus: "Establishment Year \*" and "Sister Concern if Any".

At the bottom are "Back" and "Next" buttons. The "Next" button is blue.



The screenshot shows the second step of the ARAI registration process. The ARAI logo and tagline are at the top. The horizontal navigation bar is present, with the "Organization" icon now having a green checkmark below it, indicating it has been completed. The "Locations" icon is still highlighted with a blue outline.

The main section is titled "Office Address Details". It contains the following fields:

- "Office Address \*"
- "Country" dropdown set to "India"
- "Zone \*"
- "State \*"
- "City \*"
- "Pin/Zip Code \*"
- "Phone"
- "Fax"
- "Email"

## Step 2: Locations

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

**Factory Address Details**

Same As Office Address

Factory Address \*

Country: India | Zone \* | State \*

City \* | Pin/Zip Code \*

Phone | Fax | Email

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.

**Billing Address Details**

Same As Office Address

Billing Address \*

Country: India | Zone \* | State \*

City \* | Pin/Zip Code \*

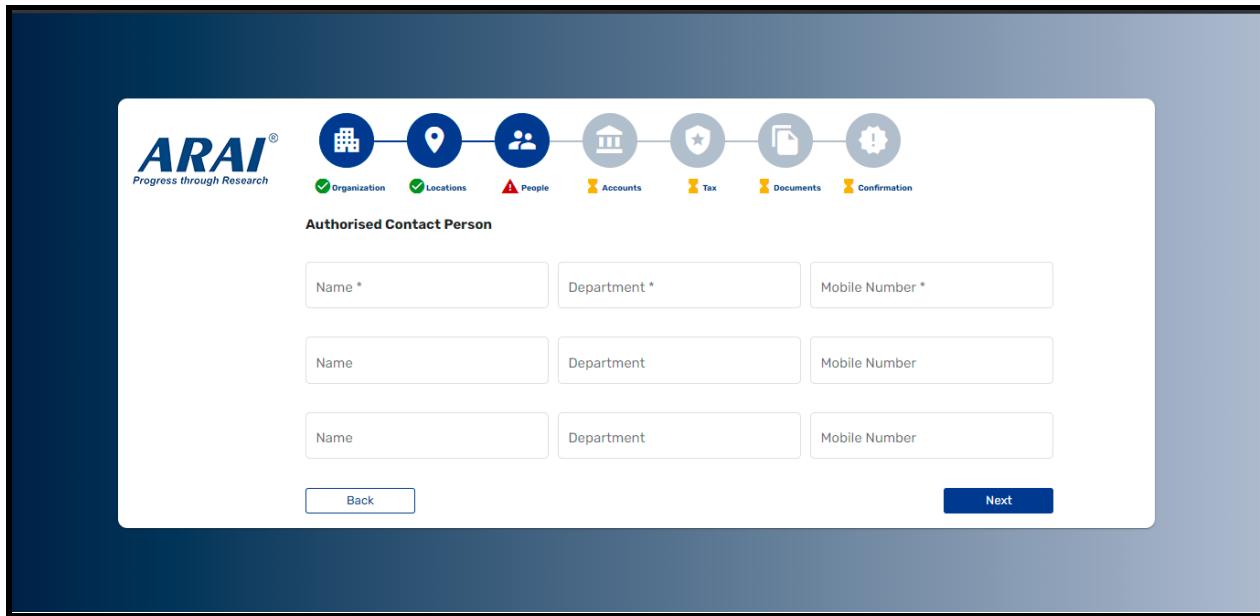
Phone | Fax | Email

Back | Next

### 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.



The screenshot shows the ARAI software interface at Step 4: Accounts. At the top, there is a navigation bar with icons for Organization (green checkmark), Locations (green checkmark), People (red warning sign), Accounts (grey), Tax (yellow), Documents (yellow), and Confirmation (yellow). Below the navigation bar, the title "Authorised Contact Person" is displayed. There are three rows of input fields for authorized contact persons. Each row contains three fields: Name, Department, and Mobile Number. The first row has an asterisk (\*) next to the "Name" and "Mobile Number" fields, indicating they are required. The second and third rows do not have asterisks. At the bottom left is a "Back" button, and at the bottom right is a blue "Next" button.

#### 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**.



The ARAI logo is located at the top left of the page. It consists of the word "ARAI" in a large, bold, blue sans-serif font, with a registered trademark symbol (®) to the right. Below it, the tagline "Progress through Research" is written in a smaller, lighter blue font.

**Organization** **Locations** **People** **Accounts** **Tax** **Documents** **Confirmation**

**Account Department Details**

Authorized Person Name \* Contact Number \* Email Address \*

Contact Person from Accounts Department For remittance details TDS etc.

Name \* Contact Number \* Email Address \*

**Bank Details**

Bank Name \* Bank Address \* MICR Code \* IFSC/RTGS/NEFT Code \*

Account Number \* Account Type \*

**Back** **Next**

This screenshot shows the fifth step of a multi-step registration process. The top navigation bar includes icons for Organization, Locations, People, Accounts, Tax, Documents, and Confirmation. The main section is titled "Account Department Details" and contains fields for the authorized person's name, contact number, and email address. Below this is a section for the contact person from the accounts department, also with name, contact number, and email fields. The third section, "Bank Details", includes fields for bank name, address, MICR code, and IFSC/RTGS/NEFT code, along with account number and type. At the bottom are "Back" and "Next" buttons.

## 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.

**Registration and Tax Details**

Service Tax Registration No \_\_\_\_\_ Date \_\_\_\_\_

Is MSME?  Yes  No MSME Registration No \_\_\_\_\_ MSME Registration D... \_\_\_\_\_ State \_\_\_\_\_

**GST Details**

GST details \* GSTIN121290000 GST PROVISIONAL ID

GST ARN \_\_\_\_\_ STATE Code \_\_\_\_\_ HSN / SAC CODE \_\_\_\_\_

**Back** **Next**

## 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.

Document	File
PAN	<input type="button"/>
TAN	<input type="button"/>
TIN *	<input type="button"/>
GST **	<input type="button"/>
MSME ***	<input type="button"/>
Company Registration Certificate	<input type="button"/>
Authorization Letter	<input type="button"/>
wMi Code	<input type="button"/>

**Note**

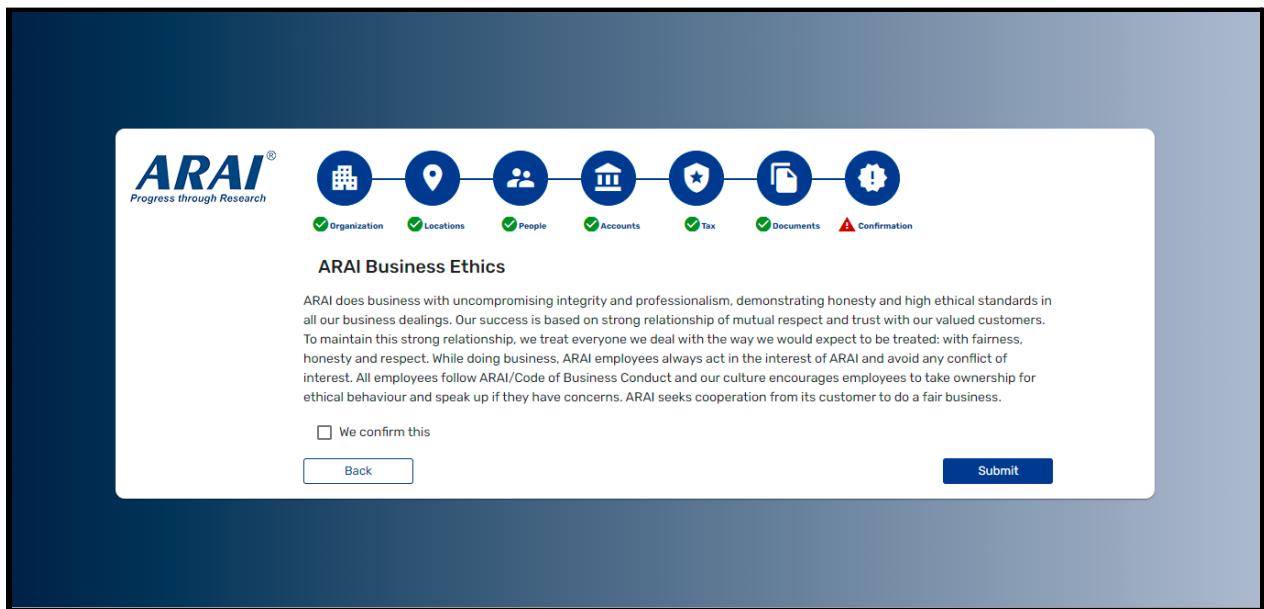
- \* If Tin is not available declaration needs to be provided
- \*\* If GST not available declaration letter needs to be provided
- \*\*\* If Applicable

Items per page: 10 | 1 - 8 of 8 | < < > >|

**Back** **Next**

## 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**.

The screenshot shows the ARAI 'New Company Registration' page. At the top left is the ARAI logo with the tagline 'Progress through Research'. In the center is a blue hexagonal icon with a white 'e' inside. Below it, the heading 'New Company Registration' is displayed in bold. A sub-instruction 'Enter the following details to get started with the registration process.' follows. There is a checkbox labeled 'Is International Customer'. A large blue oval highlights this section. Below the checkbox is a 'Phone \*' input field. Further down is an 'Email \*' input field. To the right of the 'Email' field is a blue button labeled 'Generate OTP →'. Below this button is the text 'Already have account? [Login here!](#)'. At the bottom left is a 'Go Back' link.

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.

The screenshot shows the ARAI 'OTP Verification' page. At the top left is the ARAI logo with the tagline 'Progress through Research'. In the center is a blue hexagonal icon with a white 'e' inside. Below it, the heading 'OTP Verification' is displayed in bold. A sub-instruction 'Enter the OTP received on following number' follows. There is an input field labeled 'Enter Email OTP \*' with a placeholder 'Email OTP'. To the right of the input field is a blue button labeled 'Verify OTP →'. Below this button is the text 'Already have account? [Login here!](#)'. At the bottom left is a 'Go Back' link.

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.

The screenshot shows the first step of the ARAI registration process. At the top, the ARAI logo is displayed with the tagline "Progress through Research". Below the logo is a horizontal navigation bar consisting of seven circular icons, each with a small icon and text: "Organization" (red triangle), "Locations" (blue location pin), "People" (blue people icon), "Accounts" (blue bank icon), "Tax" (blue shield icon), "Documents" (blue document icon), and "Confirmation" (blue gear icon). The "Organization" icon is highlighted with a red triangle.

The main form area contains several input fields:

- "Organization Name \*"
- "Organization Type \*"
- "Nature of Business \*"
- A question "Are you Government Entity?" with radio buttons for "Yes" (unselected) and "No" (selected).
- "PAN Number" and "TAN" input fields.
- "Establishment Year \*"
- "Sister Concern if Any" input field.

At the bottom right are "Back" and "Next" buttons.

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

The screenshot shows the second step of the ARAI registration process. The ARAI logo and navigation bar are at the top. The "Organization" icon in the navigation bar now has a green checkmark.

The main form area is titled "Account Department Details" and contains the following sections:

- Authorized Person Details:** Fields for "Authorized Person Name \*", "Contact Number \*", and "Email Address \*".
- Contact Person from Accounts Department For remittance details TDS etc.:** Fields for "Name \*", "Contact Number \*", and "Email Address \*".
- Bank Details:** Fields for "Bank Name", "Bank Address", "MICR Code", and "IFSC/RTGS/NEFT Code". Below these are fields for "Account Number" and "Account Type".

At the bottom right are "Back" and "Next" buttons.

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.

The screenshot shows the Customer Dashboard with the following statistics:

- Case Returned By ARAI: 0
- Cases test on hold: 0
- Raised Cases (Current Year): 1
- Certificate issued: 0
- Minimum Queries Raised per case: 0
- Maximum Queries Raised per case: 0
- Average Queries Raised per case: 0

Below the dashboard, there is a section titled "Test On Hold Cases" with a table:

Appex Number	Request Number

Items per page: 5 | < < > >|

On clicking the tabs following screen appears

The screenshot shows the "All Case Information" modal with the following data:

Request Number	Apex No	Apex Date	Company Name	Expected Completion Date
50476	40145	30/06/2021	NS International	01/07/2021

Items per page: 10 | < < > >|

Below the modal, there is a section titled "Test On Hold Cases" with a table:

Appex Number	Request Number
40145	50476

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

The screenshot shows a web-based dashboard titled "Customer Dashboard". At the top, there is a navigation bar with several tabs: Dashboard, Case List, CSP, Quotation List, Invoice List, User List, Repository, Data Templates, and Alerts. Below the navigation bar, there is a sub-navigation menu with Company Information and MIS Reports. The main content area features a grid of six cards under the heading "Customer Dashboard". The cards are: "Case Returned By ARAI" (0 cases), "Cases test on hold" (0 cases), "Raised Cases (Current Year)" (1 case), "Certificate issued" (0 certificates), "Minimum Queries Raised per case" (0 queries), and "Maximum Queries Raised per case" (0 queries). Below this grid, there is a section titled "Test On Hold Cases" with a table header containing columns for "Appex Number" and "Request Number". At the bottom of the page, there are pagination controls for "Items per page: 5" and "0 of 0" items.

The dashboard displays the following metrics:

- Case Returned By ARAI: 0
- Cases test on hold: 1
- Raised Cases (Current Year): 1
- Certificate issued: 0
- Minimum Queries Raised per case: 2
- Maximum Queries Raised per case: 2
- Average Queries Raised per case: 2

Test On Hold Cases table:

Appex Number	Request Number
40145	50476

Items per page: 5 | 1 – 1 of 1 | < < > >|

## 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 dashboard displays the same metrics as the first one, with the 'Cases test on hold' count now at 1.

Test On Hold Cases table:

Appex Number	Request Number
40145	50476

Department Name: VEL

Department Case Status: Test On Hold

Items per page: 5 | 1 – 1 of 1 | < < > >|

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.

The screenshot shows the Customer Dashboard with various performance metrics. Below the dashboard is a table titled "Test On Hold Cases" with one row of data. A blue circle highlights the "Test On Hold" status in the Department Case Status column.

Appex Number	Request Number
40145	50476

Department Name: VEL  
Department Case Status: Test On Hold

Items per page: 5 | 1 - 1 of 1 | < < > >>

## Query Reply

Click on the icon below to reply about the query.

The screenshot shows the Customer Dashboard with various performance metrics. Below the dashboard is a table titled "Test On Hold Cases" with one row of data. A large blue circle highlights the "Test On Hold" status in the Department Case Status column.

Appex Number	Request Number
40145	50476

Department Name: VEL  
Department Case Status: Test On Hold

Items per page: 5 | 1 - 1 of 1 | < < > >>

**CMVR - Type Approval System**

Welcome, nitish010@mailinator.com

**Query Reply**

Query Title: Specification Correction Awaited

Query Type: Generic

Impact On Case: Test On Hold

Tag: Specification Correction Awaited

Reply \*

+ Browse    Upload    Remove

Drop your Files here or browse below.  
Upload files once you select those

Send

Appex Number: [ ] Request Number: [ ]

**Customer Dashboard**

- Case Returned By ARAI: 0
- Cases test on hold: 1
- Raised Cases (Current Year): 1
- Certificate issued: 0
- Minimum Queries Raised per case: 2
- Maximum Queries Raised per case: 2
- Average Queries Raised per case: 2

**Test On Hold Cases**

Appex Number	Request Number
40145	50476

Items per page: 5 | 1 – 1 of 1 | < < > >|

## Raised Cases

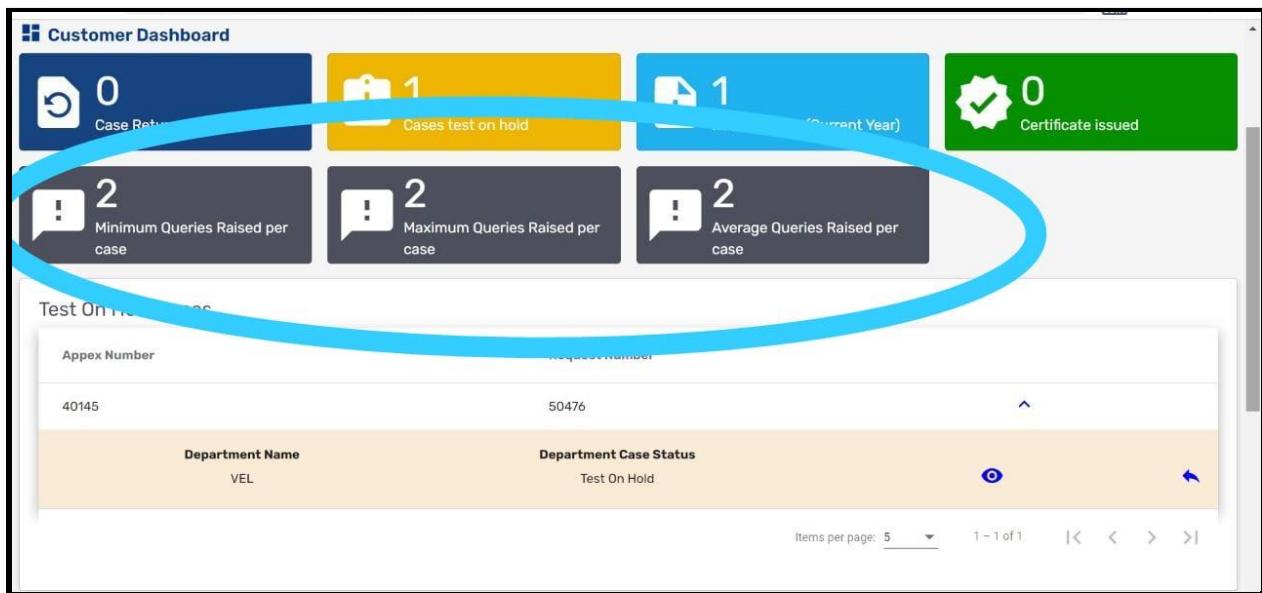
This counter reflects the number of cases raised till date.

## 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.

The screenshot shows a mobile application interface for managing users. At the top, there is a navigation bar with various icons and labels: Dashboard, Case List, CSP, Quotation List, Invoice List, User List (which is highlighted in blue), Repository, Data Templates, and Alerts. Below the navigation bar, there are two secondary navigation sections: Company Information and MIS Reports. The main content area is titled "User List" with a small blue icon. It features a table with four columns: First Name, Last Name, User Name, and Created On. To the right of the table is a pink "+" button. At the bottom of the screen, there are pagination controls showing "Items per page: 5" and "0 of 0" along with left and right arrows.

## Create Users – Sub Admin and Users

Tap on + symbol to add a new user.

The screenshot shows a user addition form with the following sections:

- User Details**: A single input field labeled "User Name (Email Id) \*".
- Role Details**: Two dropdown fields. The first is "User Role \*", which has "Parent" selected. The second is a "Parent" dropdown.
- Personal Details**: Three input fields: "First Name \*", "Middle Name", and "Last Name \*".
- Contact Details**: One input field labeled "Mobile".

At the bottom right of the form are two buttons: "Cancel" and "Add".

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.

User Details

User Name (Email Id) \* varun01@mailinator.com

Role Details

User Role \* Company User

Personal Details

First Name *	Middle Name	Last Name *
--------------	-------------	-------------

Parent\* Select  
shubham01@mailinator.com  
shubham02@mailinator.com

## 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.

First Name	Last Name	User Name	Created On
Shubham	S	shubham02@mailinator.com	30/06/2021

Welcome, nitish010@mailinator.com

User List

Items per page: 5 | < < > >| 1 - 1 of 1

## Edit User

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

The screenshot shows the CMVR - Type Approval System interface. At the top, there's a header with the ARAI logo, the system name 'CMVR - Type Approval System', a welcome message 'Welcome, nitish010@mailinator.com', and a power button icon. Below the header is a navigation bar with links like Dashboard, Case List, CSP, Quotation List, Invoice List, User List (which is currently selected), Repository, Data Templates, and Alerts. Under the 'User List' link, there's a sub-menu with 'Company Information' and 'MIS Reports'. The main content area displays a table titled 'User List' with columns: First Name, Last Name, User Name, and Created On. A single row is shown for 'Shubham S' with the user name 'shubham02@mailinator.com' and created on '30/06/2021'. To the right of the table is a toolbar with icons for edit, delete, lock, and unlock. The 'edit' icon is circled in blue. At the bottom of the table, there are pagination controls and a note about items per page.

First Name	Last Name	User Name	Created On
Shubham	S	shubham02@mailinator.com	30/06/2021

## Reset Password

Click on the Icon below to reset password

This screenshot is identical to the one above, showing the CMVR - Type Approval System User List page. The 'edit' icon has been replaced by a 'lock' icon (key symbol) in the toolbar, which is highlighted with a blue circle. The rest of the interface, including the table data and pagination, remains the same.

First Name	Last Name	User Name	Created On
Shubham	S	shubham02@mailinator.com	30/06/2021

## Activate/ Deactivate User

Click on the icon below to Activate/Deactivate the user

The screenshot shows the 'User List' section of the CMVR system. The user 'Shubham' is listed with the following details:

First Name	Last Name	User Name	Created On
Shubham	S	shubham02@mailinator.com	30/06/2021

Below the table are several icons: a magnifying glass, a pencil, a switch (highlighted with a blue circle), a lock, and a delete symbol. The text 'Items per page: 5' is also visible.

## Delete User

Click on the symbol below to Delete the user.

The screenshot shows the 'User List' section of the CMVR system. The user 'Shubham' is listed with the following details:

First Name	Last Name	User Name	Created On
Shubham	S	shubham02@mailinator.com	30/06/2021

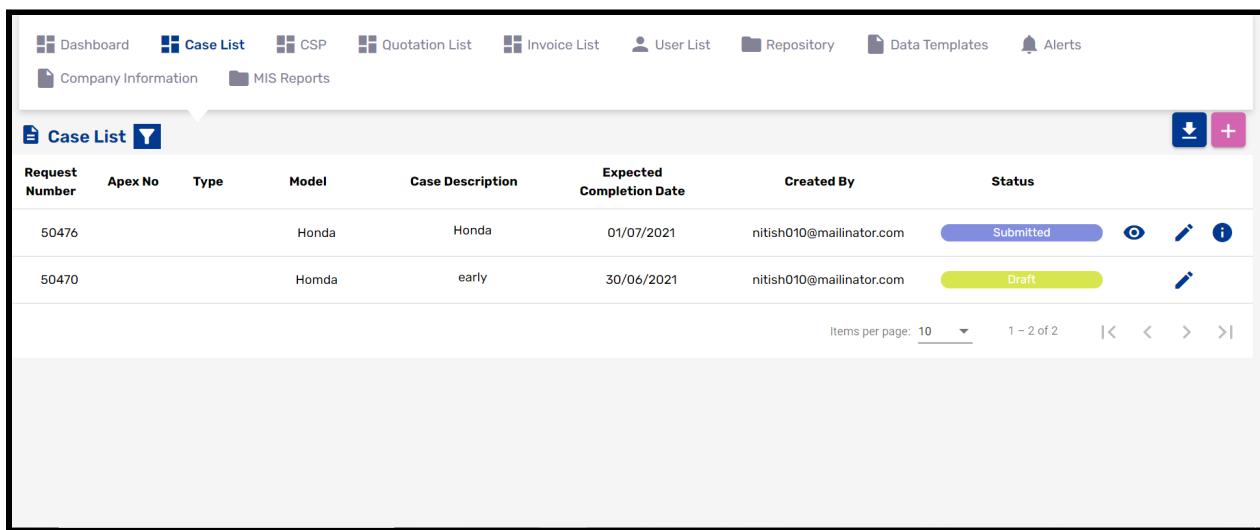
Below the table are several icons: a magnifying glass, a pencil, a switch, a lock, and a delete symbol (highlighted with a blue circle). The text 'Items per page: 5' and '1 - 1 of 1' are also visible.

**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.



The screenshot shows a software interface for managing cases. At the top, there is a navigation bar with various links: Dashboard, Case List (which is highlighted in blue), CSP, Quotation List, Invoice List, User List, Repository, Data Templates, and Alerts. Below the navigation bar, there are two sub-navigation items: Company Information and MIS Reports. The main content area is titled "Case List" and displays a table of registered cases. The table has columns for Request Number, Apex No, Type, Model, Case Description, Expected Completion Date, Created By, and Status. There are two rows of data:

Request Number	Apex No	Type	Model	Case Description	Expected Completion Date	Created By	Status
50476		Honda	Honda		01/07/2021	nitish010@mailinator.com	Submitted
50470		Homda	early		30/06/2021	nitish010@mailinator.com	Draft

At the bottom right of the table, there are pagination controls: "Items per page: 10" with a dropdown arrow, "1 - 2 of 2", and navigation arrows (left, right, first, last). To the right of the table, there are two small icons: a download symbol and a plus sign symbol.

Click on the + symbol to add a new Case.

Request Number	Apex No	Type	Model	Case Description	Expected Completion Date	Created By	Status	
50476		Honda	Honda		01/07/2021	nitish010@mailinator.com	Submitted	
50470		Homda	early		30/06/2021	nitish010@mailinator.com	Draft	

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

### Required Documents For Case Registration

Please keep the below data/ documents ready before proceeding for registration of new case

- ✓ Billing Details, Shipping details
- ✓ Details of person co ordinating this case
- ✓ Application Letter
- ✓ Vehicle / Engine Model name, Emission norms
- ✓ Basic / Family certificate no. of respective model
- ✓ Specification as per AIS 007 along with drawings(Ex.- Table 7 + Drawings of Table 7 to be clubbed in one file)
- ✓ In case of genset testing, Specification as per CPCB format
- ✓ Table 8 /9 or Table 18/19 as applicable as per Excel template
- ✓ Photographs if applicable
- ✓ Any other document

All the documents preferably in PDF format.

Select document to download template

[← Back](#) [Register Case →](#)

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

The screen shows the Eight step Case Registration Process.

The screenshot shows a software application with a top navigation bar containing links like Dashboard, Case List, CSP, Quotation List, Invoice List, User List, Repository, Data Templates, and Alerts. Below the navigation is a secondary menu with Company Information and MIS Reports. A large blue oval highlights the first step of a process flow, which consists of several circular icons connected by lines. The icons represent: Billing Address (blue), Add Shipping (yellow), Co-ordinator (grey), Information (yellow), Certificate (yellow), Vehicle Models (yellow), Documents (grey), and Submit (grey). Below the icons are labels: Billing Address, Add Shipping, Co-ordinator, Information, Certificate, Vehicle Models, Documents, and Submit. Underneath the process flow, there is a section titled "Select Billing Address". It includes two radio button options: "Same as Organization Address" and "Existing Billing Address". A "Billing Address" input field is shown with a checked checkbox and placeholder text for Address and Email. At the bottom of the screen is a blue footer bar with buttons for Back, Save As Draft, and Next.

### Step 1: Select Billing Address

This screenshot is identical to the one above, but it shows a different organization address being selected. In the "Organization Details" section, the name is listed as "NS International" and the address is "Address Test Address SAP Customer Code PARTY-202". The rest of the interface, including the process flow, "Select Billing Address" section, and footer, remains the same.

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.

**Add New Address**

Address \*

Email \*

Mobile

Phone

Save Address For Future Reference

Reference Name \*

**Select Billing Address**

**Organization**

Name NS International	Address
	Email

**NS International**

Cancel Add

## Step 2: Select Shipping Address

**Select Shipping Address**

Same As Billing Address     Existing Shipping Address

**Shipping Address**

Address  
Email  
Mobile  
Phone

**NS International**

Back Save As Draft Next

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.

**Add New Address**

Address \*

Email \*

Mobile  Phone

Save Address For Future Reference

Reference Name \*

**Cancel** **Add**

### Step 3: Select Case Co-ordinator

**Select Case Co-ordinator**

Same As Logged In User       Existing Co-Ordinator

**Case Co-ordinator**

Case Co-ordinator Name  
Email  
Mobile  
Phone

**+**

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.

**ARAI®**  
Progress through Research

**CMVR - Type Approval System**

Welcome, nitish010@mailinator.com ⚙️ ⚡ (2) Alerts

Dashboard Case List CSP Quotation List Invoice List User List Repository Data Templates Select Case Co-ordinator Add New Case Co-ordinator

**Add New Case Co-ordinator**

Case Co-ordinator Name \* Case Co-ordinator Email \*

Mobile Phone

Save Co-Ordinator For Future Reference

Reference Name \*

Cancel Add

Case Co-ordinator Name  
Email

NS International Back Save As Draft Next

#### Step 4: Case Description

**Case Description**

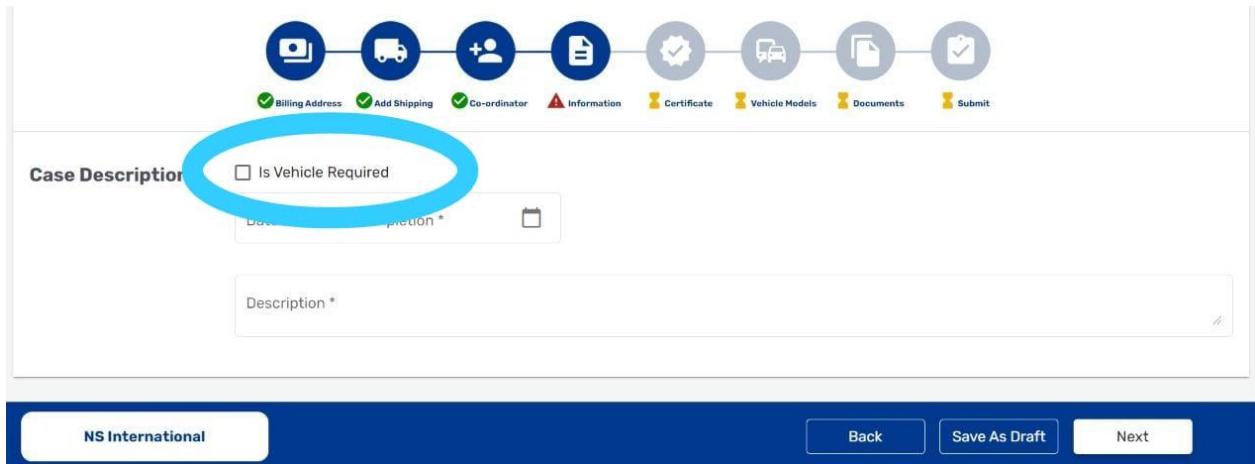
Is Vehicle Required

Date of Service Completion \*

Description \*

NS International Back Save As Draft Next

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



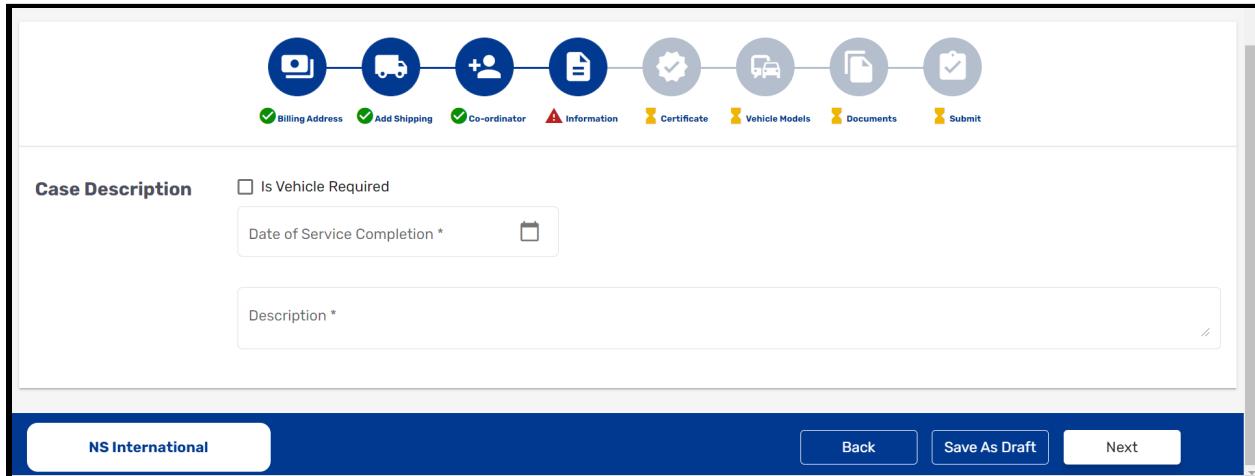
The screenshot shows a software interface for managing cases. At the top, there is a horizontal navigation bar with icons and status indicators:

- Billing Address (green checkmark)
- Add Shipping (green checkmark)
- Co-ordinator (green checkmark)
- Information (red warning sign)
- Certificate (yellow)
- Vehicle Models (yellow)
- Documents (yellow)
- Submit (yellow)

The main section is titled "Case Description". It contains the following fields:

- A checkbox labeled "Is Vehicle Required" with a blue circle highlighting it.
- A date input field labeled "Date of Service Completion \*".
- A text area labeled "Description \*".

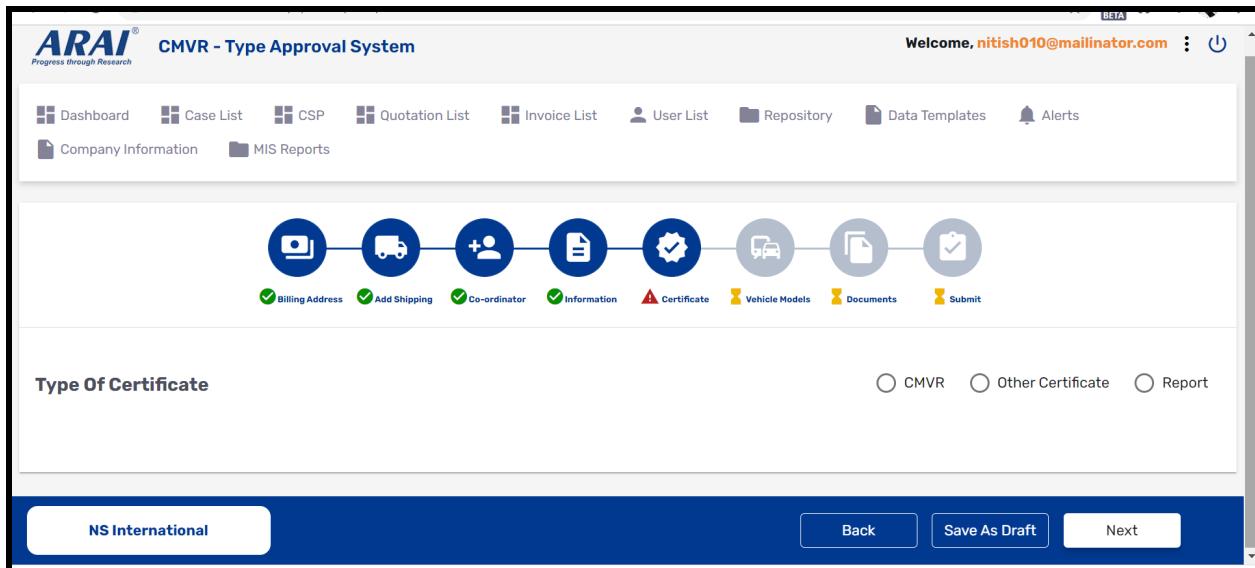
At the bottom, there is a blue header bar with the text "NS International" and three buttons: "Back", "Save As Draft", and "Next".



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

The screenshot shows a user interface for selecting certificate types. At the top, there is a navigation bar with icons for Billing Address, Add Shipping, Co-ordinator, Information, Certificate, Vehicle Models, Documents, and Submit. Below this, there is a section titled "Type Of Certificate" with several checkboxes. On the right side of this section, there are three radio buttons for CMVR, Other Certificate, and Report. The checkboxes are grouped into rows:

<input checked="" type="checkbox"/> Basic	<input checked="" type="checkbox"/> Variant	<input type="checkbox"/> Extension	<input type="checkbox"/> Compliance	<input type="checkbox"/> Family	<input type="checkbox"/> Bus Code	<input type="checkbox"/> Truck Code	<input type="checkbox"/> Ambulance Code
<input type="checkbox"/> Motor Caravan	<input type="checkbox"/> Trailer Code	<input type="checkbox"/> Agriculture Trailer Code	<input type="checkbox"/> Modular Hydraulic Trailer	<input type="checkbox"/> Sleeper Code	<input type="checkbox"/> Food Truck		
<input type="checkbox"/> Reefer Container	<input type="checkbox"/> Cash Van	<input type="checkbox"/> Firefighting Application	<input type="checkbox"/> Defence Application	<input type="checkbox"/> WVSCoP			

At the bottom of the interface, there is a blue footer bar with the text "NS International" on the left, and "Back", "Save As Draft", and "Next" buttons on the right.

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

The screenshot shows a horizontal navigation bar with eight icons: Billing Address (green checkmark), Add Shipping (green checkmark), Co-ordinator (green checkmark), Information (green checkmark), Certificate (green checkmark), Vehicle Models (red warning sign), Documents (yellow), and Submit (grey). Below the bar, the title 'Add Vehicle Model' is displayed. A note says 'If you made any changes to the model then Table 8,9,18,19 data will get affected.' On the right, there's a button labeled 'Models - 1' with a '+' sign. The main form area contains fields for 'Vehicle Model Name \*', 'Engine/Motor Model', 'Vehicle/Engine Category \*', 'Type of Fuel \*', 'Emission Norms', 'Earlier Certificate Number', and 'Date'. At the bottom, there are buttons for 'NS International', 'Back', 'Save As Draft', and 'Next'.

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

**Suggestive List Of Documents**

Single upload  multiple upload

Vehicle Model Name	Category	Fuel Type	Engine Model No	Emission Norms
Hero	L2	Petrol		Battery Operated Vehicle
Table 1-C		Table 7	Table 8	Table 9
Table 10		Table 11	Table 12	Application Letter
Drawings (If Applicable)		Test Report (If Applicable)	Certificate (If Applicable)	Combined Specification

Items per page: 5 | 1 – 1 of 1 | < < > >|

NS International
Back
Save As Draft
Next

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.

**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 windscreens (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							

1	Table 9 INFORMATION ON TEST REPORTS FOR VEHICLE LEVEL AND SYSTEM LEVEL COMPLIANCE						
2	Rule No.	Subject	Model	Test Report No.	Certificate No. (TAC)	Issued by	Justification for applicability as per CEA for the model under consideration
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							

The screenshot shows a software application interface with a navigation bar at the top containing links like Dashboard, Case List, CSP, Quotation List, Invoice List, User List, Repository, Data Templates, and Alerts. Below the navigation bar is a secondary menu with Company Information and MIS Reports. The main area features a horizontal workflow diagram with icons: a camera (Billing Address), a truck (Add Shipping), a person (Co-ordinator), a file (Information), a gear (Certificate), another truck (Vehicle Models), a document (Documents), and a checkmark (Submit). Below the diagram are sections for 'Select Documents' and 'Select document to download template'. The 'Select Documents' section contains four boxes: Box 1 (checked) has 'Table 8' and a 'Download Template' link; Box 2 (checked) has 'Table 9' and a 'Download Template' link; Box 3 (unchecked) has 'Table 18'; Box 4 (unchecked) has 'Table 19'. At the bottom, there is a blue footer bar with the text 'NS International' and three buttons: 'Back', 'Save As Draft', and 'Next'.

On clicking Next, the following screen will appear.

Upload The Table 8 / Table 9 / Table 18 / Table 19 As Per Template Provided

Documents	Status
Table 8	Pending
Table 9	Pending

Items per page: 5 0 of 0 |< < > >|

NS International Back Save As Draft Next

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.

Certificate Upload As Excel

Rule No ↑	Subject	Manufacturer Name	BIS License No	Possible Date Of Submission	Certificate Repository Status
Table 8 0	Table 9 0				<span style="color: green;">Certificate Present In Repository</span> <span style="color: grey;">Certificate Not Present In Repository</span>

Items per page: 5 0 of 0 |< < > >|

NS International Back Save As Draft Next

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.

The screenshot shows a table titled "Certificate Upload As Excel" with columns for Rule No, Subject, Manufacturer Name, BIS License No, Possible Date Of Submission, and Certificate Repository Status. A legend at the top right indicates that a green cloud icon means "Certificate Present In Repository" and a grey cloud icon means "Certificate Not Present In Repository". A blue oval highlights the column of cloud icons.

Rule No	Subject	Manufacturer Name	BIS License No	Possible Date Of Submission	Certificate Repository Status
100	Safety glass windscreens (For 3W and 4W)	SGS	BIS- LN-0104	04/07/2021	<span style="color: green;">Cloud</span>
100	Safety glass Side (For 3W and 4W)	SGS	BIS- LN-0105	05/07/2021	<span style="color: green;">Cloud</span>
100	Safety glass Rear (For 3W and 4W)	SGS	BIS- LN-0106	06/07/2021	<span style="color: green;">Cloud</span>
101	Wiping System (For 3W and 4W)	SGS	BIS- LN-0107	07/07/2021	<span style="color: green;">Cloud</span>
101	Washing System (For 3W and 4W)	Wipe+	BIS- LN-0108	08/07/2021	<span style="color: green;">Cloud</span>

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

### Upload Documents-

The screenshot shows the "Upload Documents" step of the process. It includes a file upload area with "+ Browse" and "Upload" buttons, a "Remove" button, and a message to drop files or browse. Below this is a "List of All Documents" dropdown and an "Assign Documents" section with "Single" and "Combined" radio buttons, and "Single Upload" and "Multiple Upload" options. A blue bar at the bottom contains the company name "NS International" and navigation buttons "Back", "Save As Draft", and "Next".

Browse the documents and Upload all the required documents.

**Upload Documents**

+ Browse **Upload** Remove

Table 1- C.pdf

**List of All Documents** ▼

**Assign Documents**  Single  Combined  Single Upload  Multiple Upload

**NS International** Back Save As Draft Next

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.

**List of All Documents** ▼

**Assign Documents**  Single  Combined  Single Upload  Multiple Upload

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Table 1- C.pdf</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Table 1- C.pdf</div>	<p><b>Suggestive Table Types</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Vehicle Model Name <b>Hero</b></td> <td style="width: 25%;">Vehicle Category <b>L2</b></td> <td style="width: 25%;">Engine</td> <td style="width: 25%;">Fuel Type <b>Petrol</b></td> <td style="width: 25%;">Emission Norms <b>Battery Operated Vehicle</b></td> </tr> <tr> <td colspan="2"><b>Table 1-C</b></td> <td colspan="2"><b>Table 7</b></td> <td><b>Table 8</b></td> </tr> <tr> <td colspan="2"><b>Table 9</b></td> <td colspan="2"><b>Table 10</b></td> <td><b>Table 11</b></td> </tr> <tr> <td colspan="2"><b>Table 12</b></td> <td colspan="2"><b>Application Letter</b></td> <td><b>Drawings (If Applicable)</b></td> </tr> </table>	Vehicle Model Name <b>Hero</b>	Vehicle Category <b>L2</b>	Engine	Fuel Type <b>Petrol</b>	Emission Norms <b>Battery Operated Vehicle</b>	<b>Table 1-C</b>		<b>Table 7</b>		<b>Table 8</b>	<b>Table 9</b>		<b>Table 10</b>		<b>Table 11</b>	<b>Table 12</b>		<b>Application Letter</b>		<b>Drawings (If Applicable)</b>
Vehicle Model Name <b>Hero</b>	Vehicle Category <b>L2</b>	Engine	Fuel Type <b>Petrol</b>	Emission Norms <b>Battery Operated Vehicle</b>																	
<b>Table 1-C</b>		<b>Table 7</b>		<b>Table 8</b>																	
<b>Table 9</b>		<b>Table 10</b>		<b>Table 11</b>																	
<b>Table 12</b>		<b>Application Letter</b>		<b>Drawings (If Applicable)</b>																	

**NS International** Back Save As Draft Next

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.

List of All Documents ▾

**Assign Documents**

Single  Combined

Single Upload  Multiple Upload

**Suggestive Table Types**

Vehicle Model Name <b>Hero</b>	Vehicle Category <b>L2</b>	Engine	Fuel Type <b>Petrol</b>	Emission Norms <b>Battery Operated Vehicle</b>
Table 1-C	Table 7	Table 8		
Table 9	Table 10	Table 11		
Table 12	Application Letter	Drawings (If Applicable)		

**NS International**

Back | Save As Draft | Next

On clicking Next, the Uploaded Document List appears.

Vehicle Model

**Uploaded Document List**

Uploaded  Pending

Vehicle Model Name ↑	Category	Fuel Type	Engine Model No	Emission Norms
Hero	L2	Petrol		Battery Operated Vehicle
Table 1-C Table 1- C.pdf	Table 7	Table 8	Table 9	
Table 10	Table 11	Table 12	Application Letter	
Drawings (If Applicable)	Test Report (If Applicable)	Certificate (If Applicable)	Combined Specification	

**NS International**

Back | Save As Draft | < > Next

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 screenshot shows the 'Case Summary' page of a software application. At the top, there is a horizontal navigation bar with icons and status indicators: Billing Address (green checkmark), Add Shipping (green checkmark), Co-ordinator (green checkmark), Information (green checkmark), Certificate (green checkmark), Vehicle Models (green checkmark), Documents (red warning sign), and Submit (blue checkmark). Below this is a section titled 'Case Summary' with four checked status boxes: 'Billing Address', 'Shipping Address', 'Case Co-ordinator', and 'Case Description'. Underneath is a 'Type Of Certificate' section with various checkboxes for vehicle types like Basic, Variant, Extension, etc., and radio buttons for CMVR, Other Certificate, and Report. A 'Vehicle Model Information' section is shown below, with a blue button labeled 'NS International' and a white 'Submit' button. The entire interface has a clean, modern design with a light gray background.

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**.

