AUTOMATION OF PHYTO-SANITARY SYSTEM OF PLANT QUARANTINE WING

DEPARTMENT OF AGRICULTURAL EXTENSION (DAE)

USER MANUAL

Synesis IT

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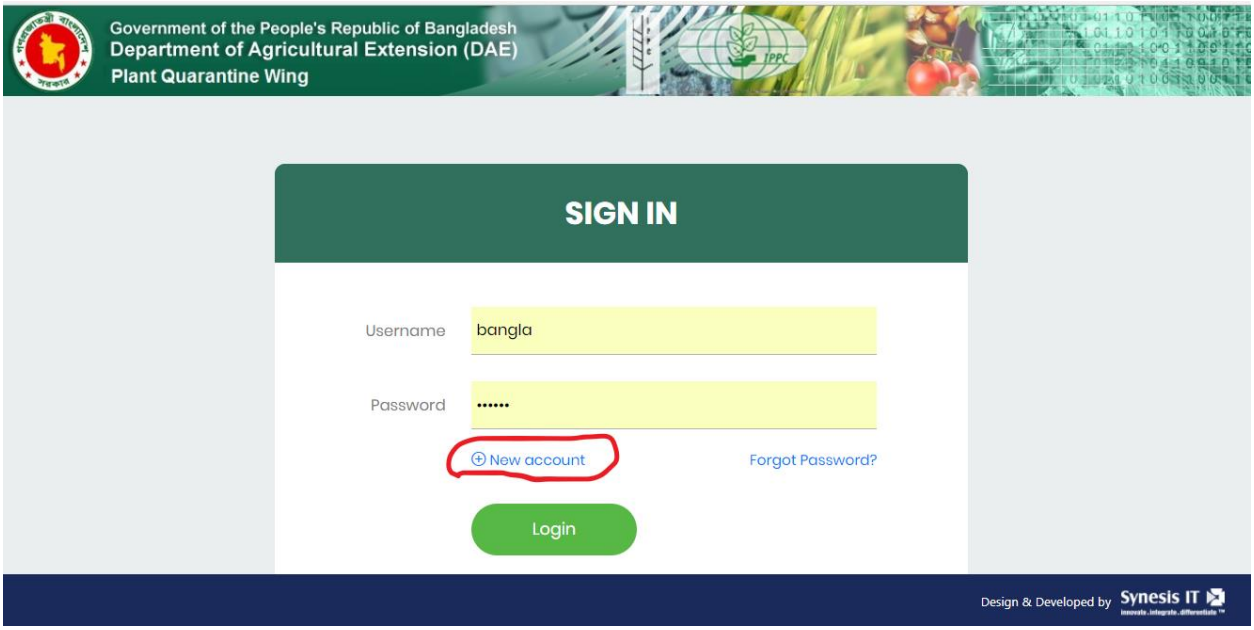
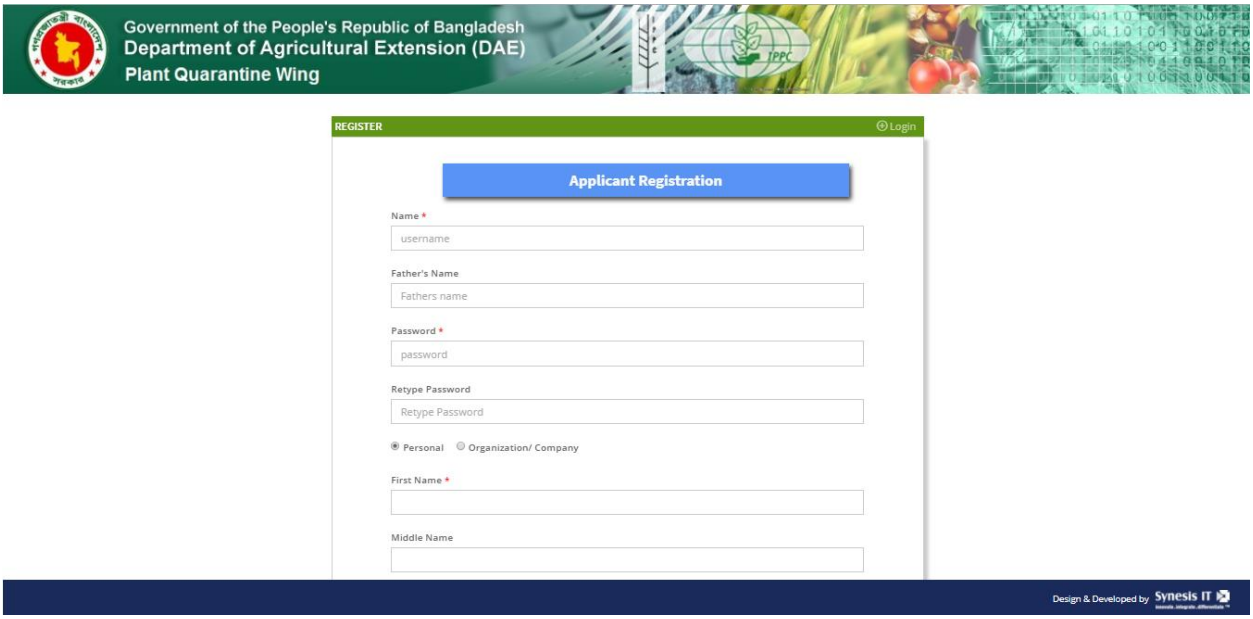
1.1 Application Process

- To register a new account first Go to “**Sign IN**” page and Click “**New Account**”.



- Please, fill up all required information correctly.



- The portion having Red star (”*”) must be filled up. Please conform the valid mobile number and Email Address.
- After properly filling up the form click on the “Submit”, a green button at the bottom of the page. Here, the applicant’s registration process will be completed.
- A conformation message will be sent to the user’s mobile number.
- For signing in the new account; again go to the “**Sign IN**” page and insert user ID & password.

1.2 Anchorage Permit

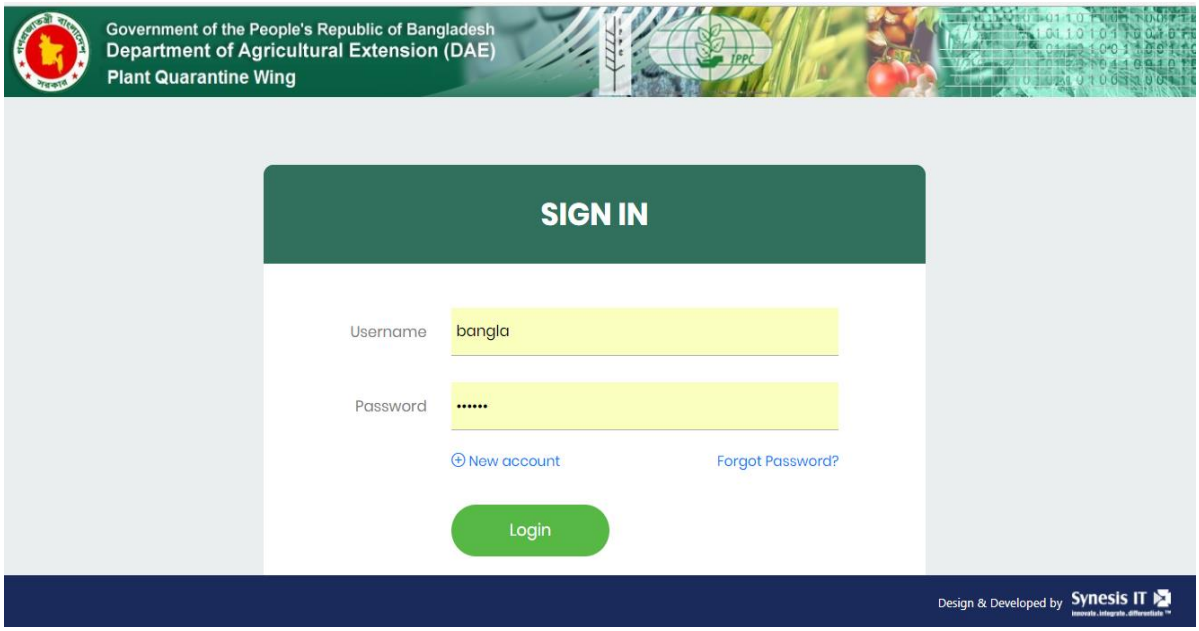
1.3 Exporter registration

1.4 Import Permit

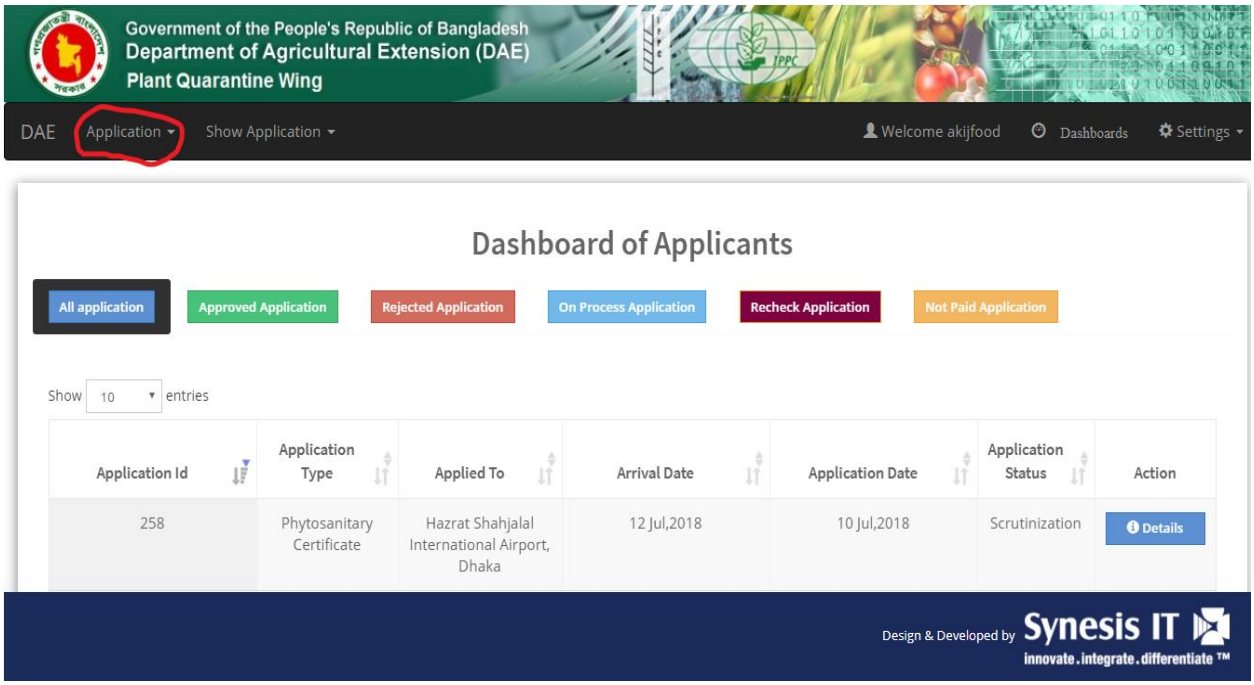
1.5 Import Permit (Special)

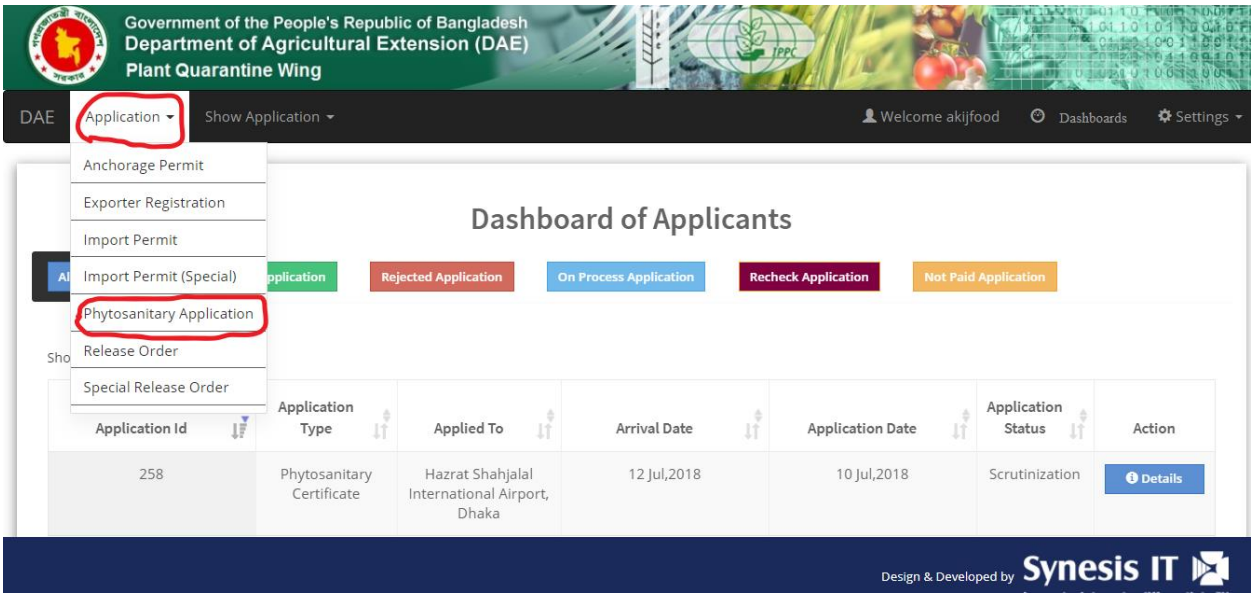
1.6 Phyto-sanitary Application

- For signing in the new account; again go to the "**Sign IN**" page and insert user ID & password

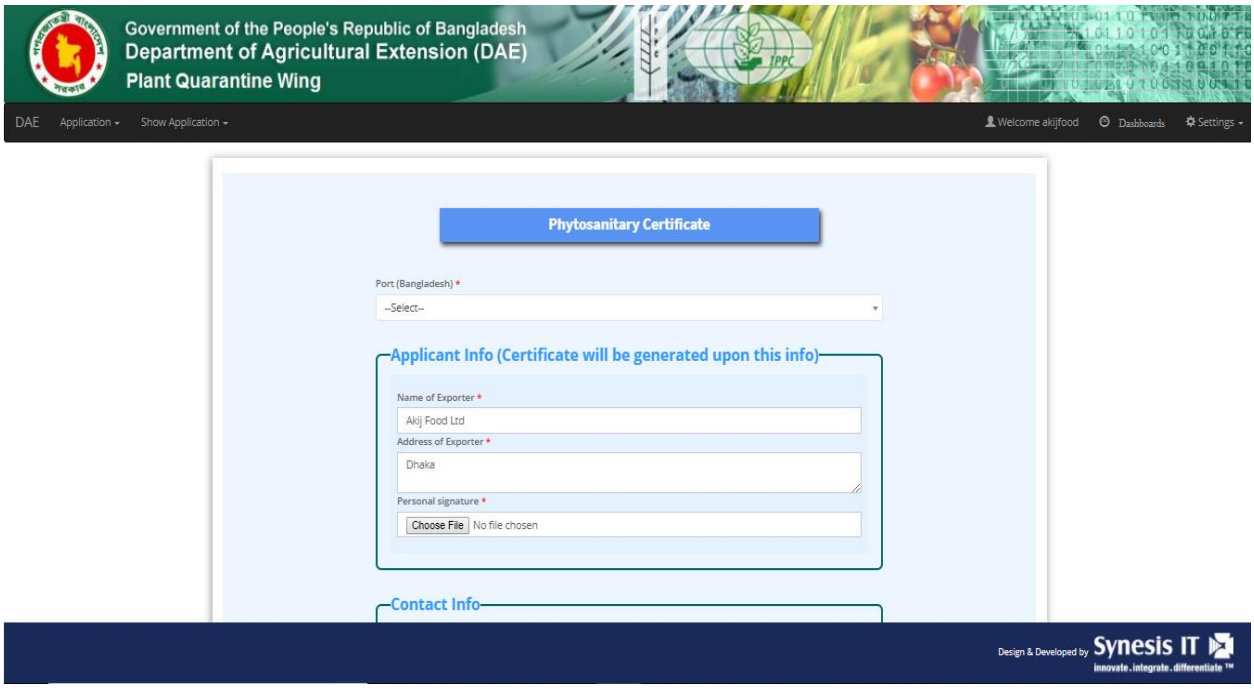


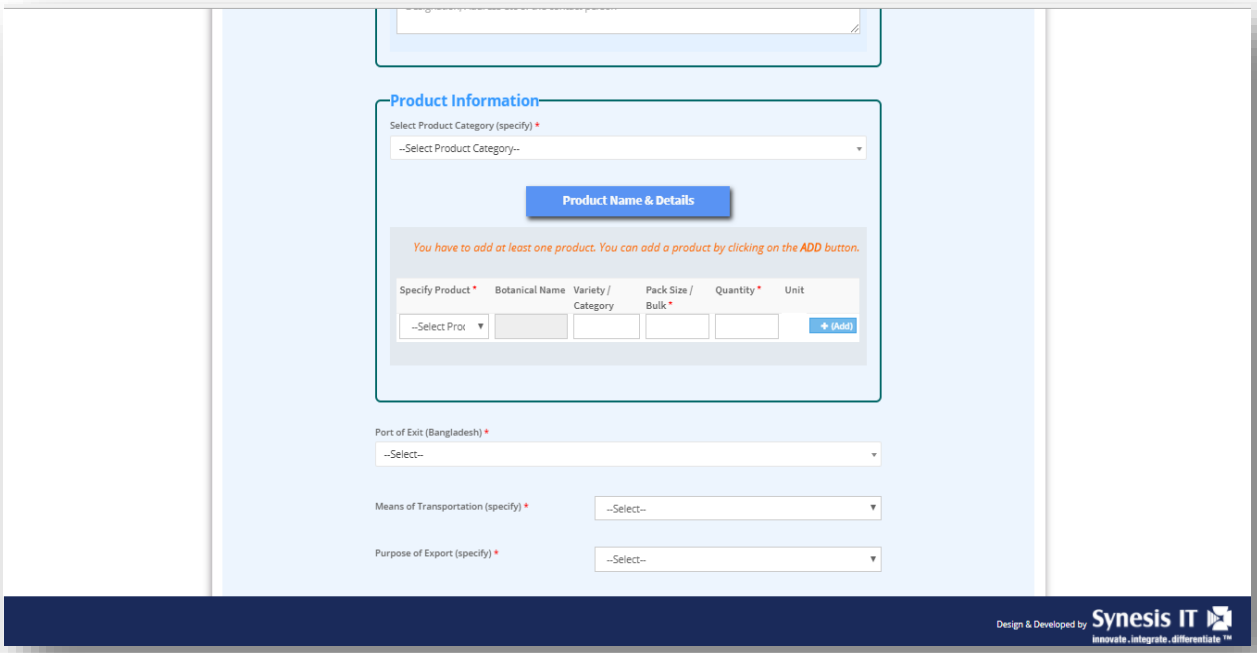
- Go to “**Application**” which is upper left corner of the web site after signing in the user’s account & select “**Phytosanitary Application**”.





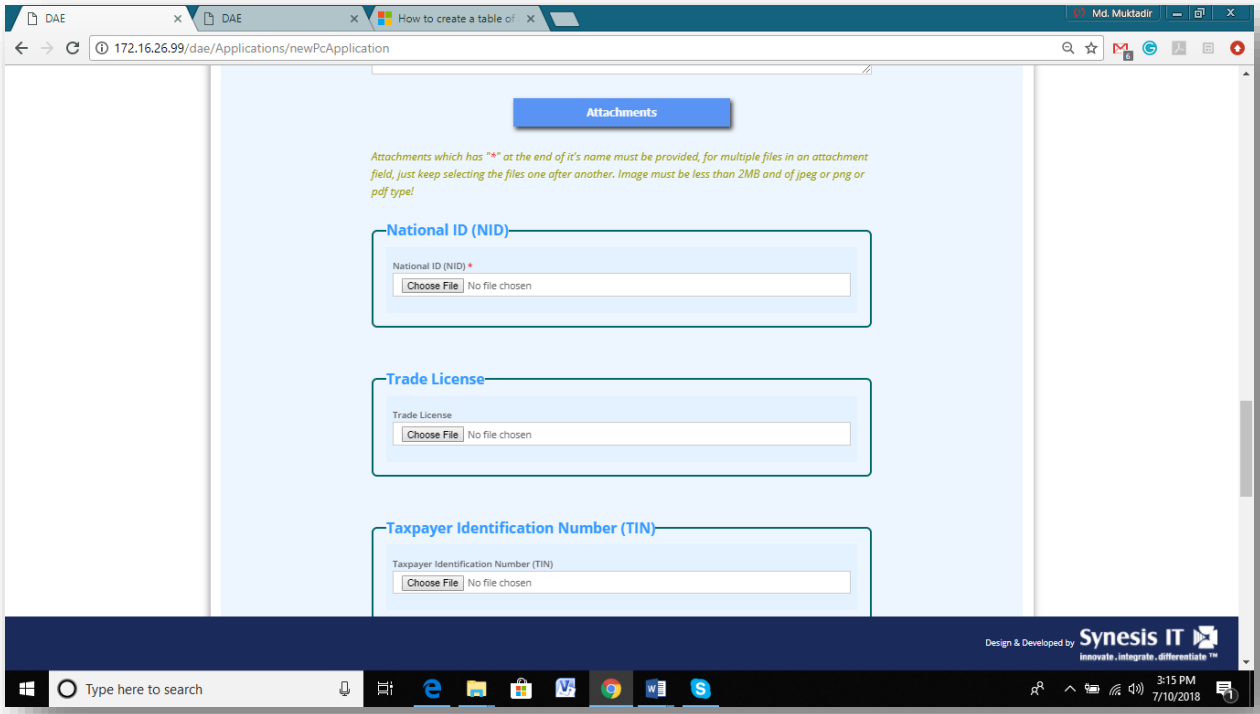
- Fill up the form will appear. Again, The portion having Red star (”*”) must be filled up. Insert information for Port (Bangladesh), Applicant Info, Contact Info, Product Information etc. respectively as per requirements. You can select one Product Category at a time. Select the product category first and then specify the product’s names as per requirement. You have to add at least one product. You can add a product by clicking on the ADD button.



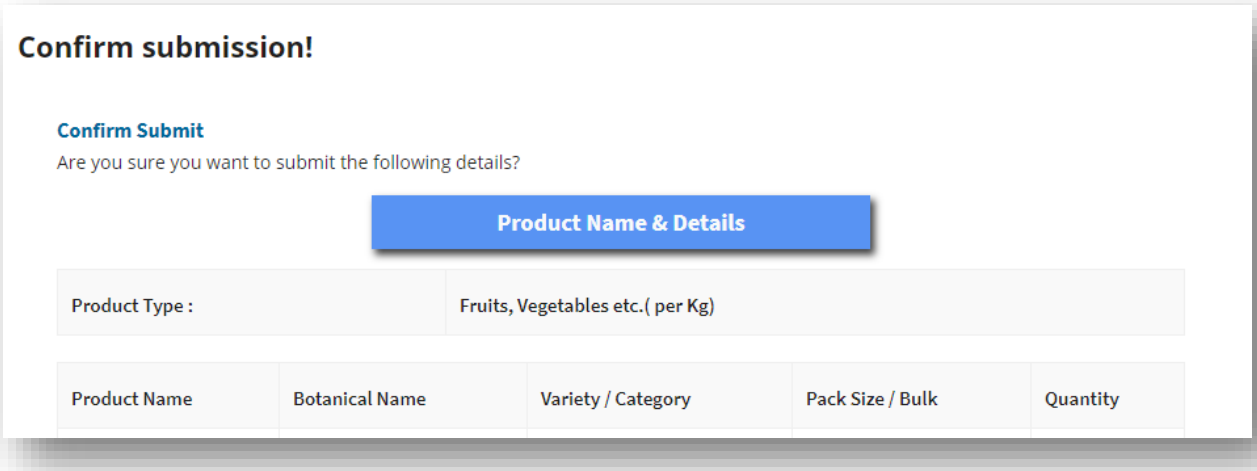


- Attach the required fills from the below.
    1. National ID (NID) *
    2. Trade License*
    3. Taxpayer Identification Number (TIN) *
    4. Vat Registration*
    5. Sale Contact/ LC/ TT*
    6. Sale Contact/ LC/ TT*
    7. Exporter Registration Certificate (ERC) *
    8. Invoice*
    9. Other Necessary Attachments

  Attachments which has "*" at the end of its name must be provided, for multiple files in an attachment field, just keep selecting the files one after another. Image must be less than 2MB and of jpeg or png or pdf type. Then, Press “Apply” button.

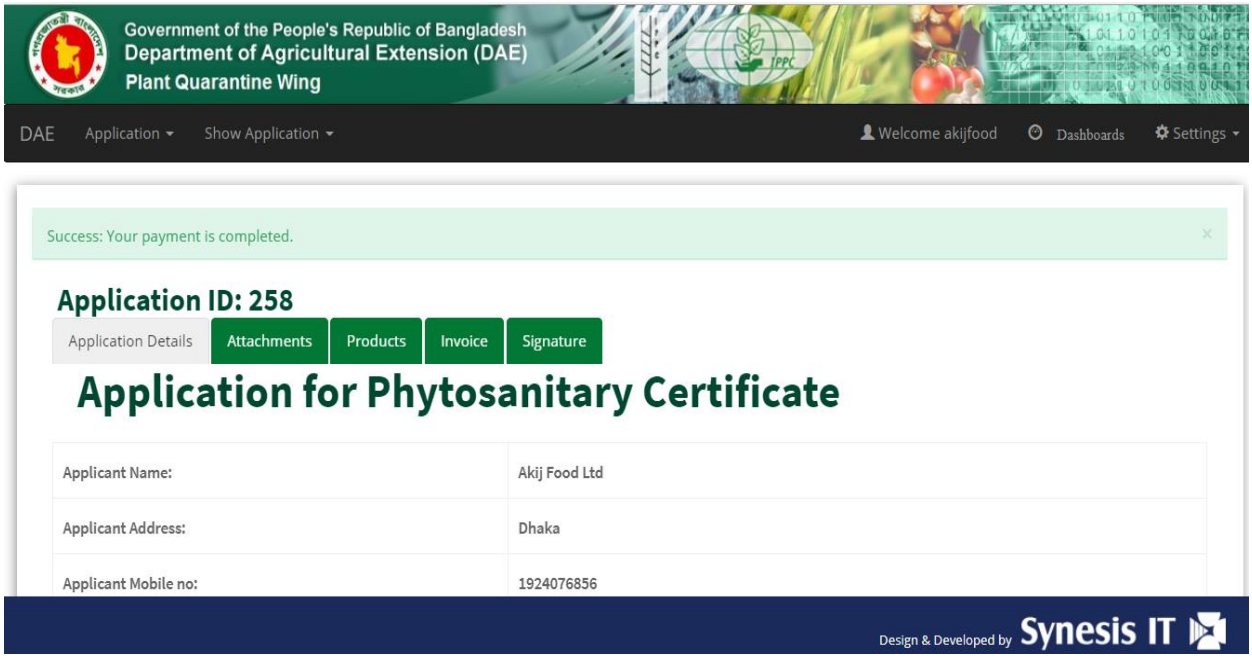


- "Confirm submission!" window will appear. Please check all of your given information. Please check carefully and click "OK" and then Apply. If not go "close" and re-check again and continue the same process for applying.



- “Payment Info” will appear. Choose your payment Mode (specify). Click Proceed Button & OK. A payment information from will appear. Fill up the payment from carefully. The portion having Red star (”*”) must be filled up.
- Attach the copy of the Chalan. To do this, go to “Choose File” and attach all required Chalan copy. You can add multiple Chalan copy if require. Insert “Add” button for this.

- Click “Proceed” to update payment status & press OK for completing the process.
- Your Application Process Phyto-sanitary Certificate (PC) is completed.



1.7 Release Order

1.8 Special Release Order