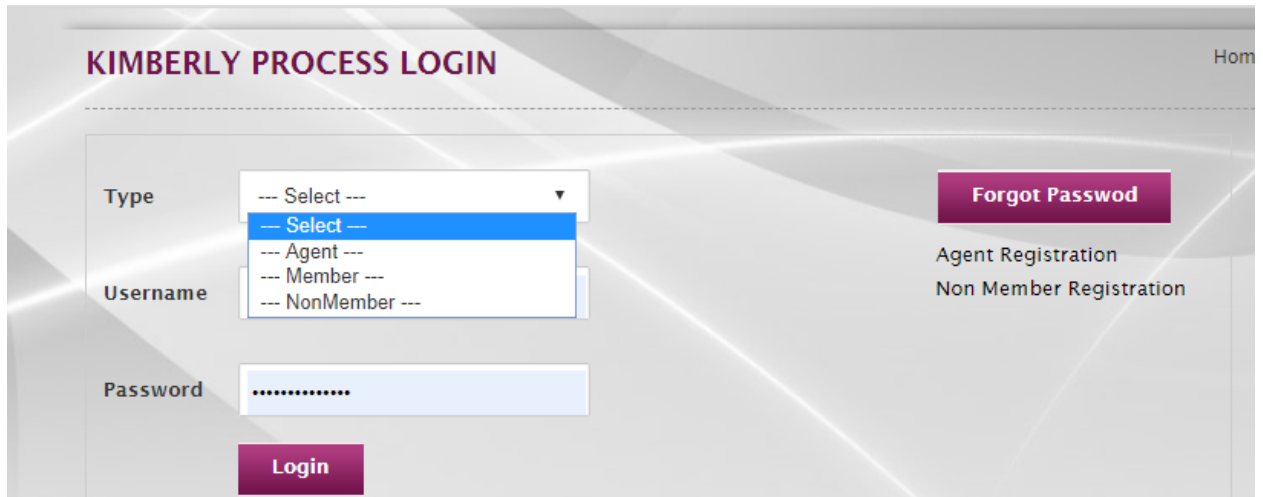


## User Manual KP

### 1- Login

- a. Registered Agent /Member/Non Member needs to do login for import/export application
- b. url - <https://gjepec.org/kp/login.php>

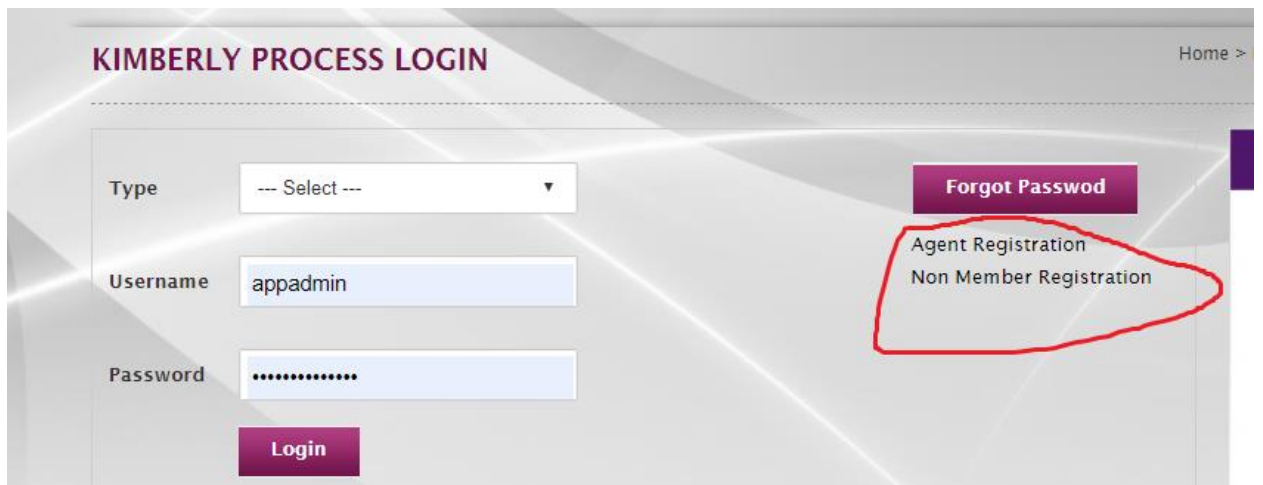


The screenshot shows the 'KIMBERLY PROCESS LOGIN' page. It features a form with the following elements:

- Type:** A dropdown menu with '--- Select ---' selected. The dropdown is open, showing options: '--- Select ---', '--- Agent ---', '--- Member ---', and '--- NonMember ---'.
- Username:** A text input field.
- Password:** A text input field with masked characters (dots).
- Login:** A purple button.
- Forgot Password:** A purple button.
- Agent Registration** and **Non Member Registration:** Text links below the 'Forgot Password' button.

### 2- New Agent / Non Member can register them self and generate their Username and Password for doing further activities.

- a. For Nonmember registration - [https://gjepec.org/kp/non\\_member\\_registration.php](https://gjepec.org/kp/non_member_registration.php)
- b. For Agent registration - [https://gjepec.org/kp/agent\\_registration.php](https://gjepec.org/kp/agent_registration.php)



The screenshot shows the 'KIMBERLY PROCESS LOGIN' page with the following elements:

- Type:** A dropdown menu with '--- Select ---' selected.
- Username:** A text input field containing 'appadmin'.
- Password:** A text input field with masked characters (dots).
- Login:** A purple button.
- Forgot Password:** A purple button.
- Agent Registration** and **Non Member Registration:** Text links below the 'Forgot Password' button, which are circled in red.

### 3- Post login – User can fill import/export application

- a. Import application form url- [https://gjepec.org/kp/import\\_application.php](https://gjepec.org/kp/import_application.php)
- b. Export application form url- [https://gjepec.org/kp/export\\_application.php](https://gjepec.org/kp/export_application.php)
- c. User can apply for multiple applications using the same form.

## IMPORT APPLICATION FORM

**GJEPC INDIA**  
Sponsored by the Ministry of Commerce & Industry

Home | ONLINE MANUAL | **IMPORT APPLICATION** | EXPORT APPLICATION | APPLICATION HISTORY | KIMBERLEY INFO

Home > Kimberley Process > Import Application

**IMPORT APPLICATION**

Application for endorsement of Kimberley process certificate for **IMPORT** of rough diamonds into India

Member: --Select--

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

Address: --select--

Date: 2020-04-30

Company:

Address:

State: --Select--

## EXPORT APPLICATION FORM

**GJEPC INDIA**  
Sponsored by the Ministry of Commerce & Industry

Welcome B.V. CHINAI & CO.(I) PVT. LTD. Logout

Home | ONLINE MANUAL | IMPORT APPLICATION | **EXPORT APPLICATION** | APPLICATION HISTORY | KIMBERLEY INFO

Home > Kimberley Process > Export Application

**EXPORT APPLICATION**

Application for issuance of Kimberley process certificate for **Export** of rough diamonds from India

Member: --Select--

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

Address: --select--

Date: 2020-04-30

Company:

Address:

- 4- Payment Against the filled application.
  - a. User can pay for one application at a time
  - b. In case user has submitted a single cheque against multiple application then he needs to select **advance payment** option and submit the form.
  - c. There is an option (Billing to) that will be available to Agents – So Agent can decide billing will be done against them or Member/Non Member.
  - d. Payment page url- [https://giepc.org/kp/payment\\_cart\\_e.php](https://giepc.org/kp/payment_cart_e.php)

## PAYMENT CART

Note : Payment for multiple transactions can be done only for same locations.

	Application Date	Member Name	Application Fees	Courier Amount	Total Amount	Location	Action
<input type="radio"/>	30-04-2020	ASIAN STAR CO. LTD.	500	310	956	Mumbai - CJEPC	Edit

Payment Mode  Cheque  Advance Payment  Demand Draft

Cheque / DD Details

BILLING TO  Bank/Branch

Bank  Branch

Cheque No  Cheque Date

Total Amount

### 5- Application success page

- Post submitting the payment form – success page will be looks like below Screen Shot.
- User can save the generated application number for further assistance/help.

## PAYMENT CART

**Payment Made Successfully**  
your Application ID is:8

Note : Payment for multiple transactions can be done only for same locations.

### 6- User Dashboard

- Order History Url- [https://gjepec.org/kp/kimberley\\_process\\_search\\_applications.php](https://gjepec.org/kp/kimberley_process_search_applications.php)
- User can view the status of all applied applications

## Order History

Name	Country Of Destination	Invoice Date	Number of Parcels	Carat Weight	Value in USD	Application Date	Application Charge	Payment Type	Pickup Type	Kp Certificate No	Application Status
A.M. EXPORTS	Ireland	27-02-2020	5	50.00	5000.00	28-02-2020	500		Courier	910	Pending
ASIAN STAR CO. LTD.	Ireland	27-08-2019	2	100.00	1000.00	17-03-2020	500		Self	675434	Pending
ASIAN STAR CO. LTD.	Germany	17-03-2020	1			08-04-2020	500		Self	913	Pending
A.M. EXPORTS	Israel	26-08-2019	2	150.00	51000.00	30-03-2020	500		Courier	911	Pending
BLUE LOTUS JEWELLERY PVT. LTD.	Israel	22-02-2020	2	200.00	100000.00	03-04-2020	500		Courier	912	Pending
ASIAN STAR CO. LTD.	Belgium	07-04-2020	1 (5 TIN BOXES)	1000.00	1000.00	07-04-2020	500		Self	GAN001	Pending
A.M. EXPORTS	Utd Arab Emir	07-04-2020	1 (5 PKTS)	10000.00	10000.00	07-04-2020	500		Self		Pending
ASIAN STAR CO. LTD.	Albania	22-02-2020	2	100.00	50000.00	30-04-2020	500		Courier		Pending

Agents can MAP members /Nonmembers under his account for which they are filling the application form. See the red circle.

Home > Kimberley Process > Search Applications

### SEARCH APPLICATIONS

Type:  (Member / Non-Member)

App Type:  (Importer / Exporter)

From Date:  To

Delivery Status:

[Click here to create your client list by adding Member / Nonmember](#)

You have 0 Import Application Pending Payment

You have 0 Export Application Pending Payment

- 7- Agent can Map member/non member under his account
  - a. Select member / non member type which would like add
  - b. Search the party using at-least 3 characters

## ADD MEMBER/NON MEMBER

Type:  (Member / Non-Member)

Name ( First 3 letters ) :

Find

Close

### 8- Search result

- a. Click on multiple checkboxes and map to agents account.

Company Name	Address	IEC No	
ROSE GEMS	GE-5070,BHARAT DIA.BOURSE BNADRA KURLA COMPLEX BANDRA-EAST	397076045	<input type="checkbox"/>
ROSILY PAUL CREATIONS	SF-2, GOLD SOUK, C-BLOCK, SUSHANT LOK-I,	505015111	<input type="checkbox"/>
ROSHAN EXPORTS	DC-5030 BHARAT DIAMOND BOURSE BANDRA KURLA COMPLEX BANDRA EAST	391011600	<input type="checkbox"/>
ROSY GEMS	DC-2150, BHARAT DIAMOND BOURSE, BANDRA KURLA COMP. BANDRA - EAST	393055124	<input type="checkbox"/>
ROSY BLUE (INDIA) PVT. LTD	1608/09, PRASAD CHAMBERS 16TH FLOOR OPERA HOUSE	388015748	<input type="checkbox"/>
ROSETTE INDIA	DC-4141, BHARAT DIAMOND BOURSE 4TH FLOOR BKC, BANDRA (EAST)	308070402	<input type="checkbox"/>
ROSIN JEWELS PVT. LTD.	JE-6040, BHARAT DIA. BOURSE J-TOWER, BANDRA KURLA COMPLEX BANDRA (EAST)	312003323	<input type="checkbox"/>
ROSE JEWELLERS	ROOM NO.34, 2ND FLR,SAKSERIA MANSION 191,KALBADEVI ROAD	313032505	<input type="checkbox"/>
ROSENTIQUES FINE JEWELLERY	SHOP NO. 2/3/4 MATRU ASHISH BLDG, 39, NEPEASEA ROAD	309003814	<input type="checkbox"/>
ROSEWOOD STUDIO	514, PAREKH MARKET 39, KENNEDY BRIDGE J.S.S. ROAD, OPERA HOUSE	313033404	<input type="checkbox"/>
ROSE GOLD	234/AM, ZAVERI BAZAR	315064943	<input type="checkbox"/>
ROSETTA DIAMOND JEWELLERY PVT LTD	3RD FLOOR,SILVER PLAZZA PEOPLE'S CROSS ROAD, KATARGAM,SURAT-04	0	<input type="checkbox"/>

Add

Cancel