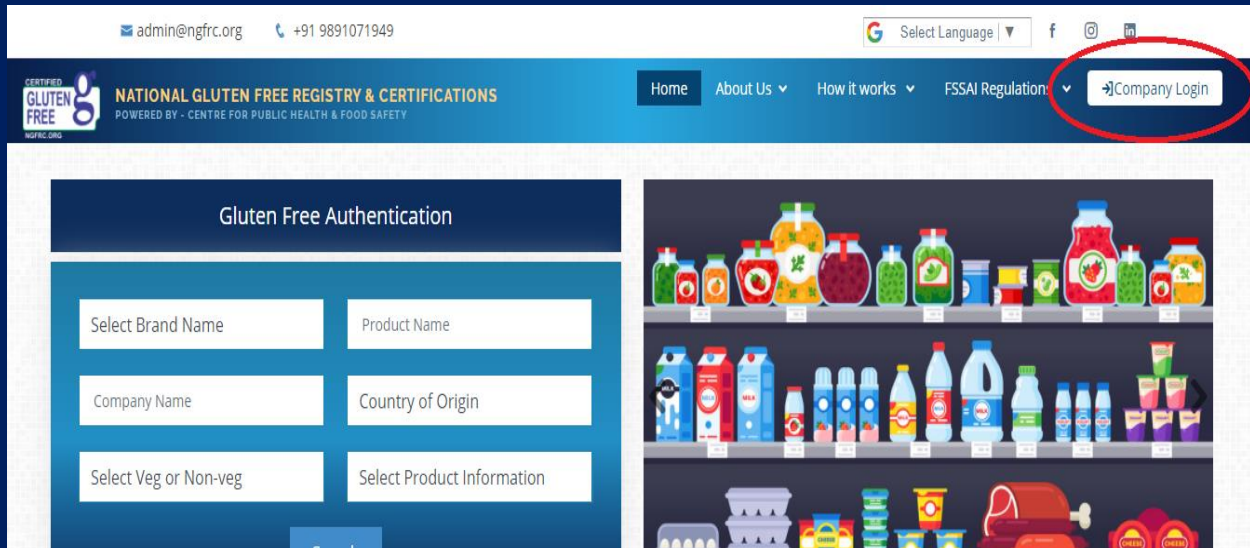




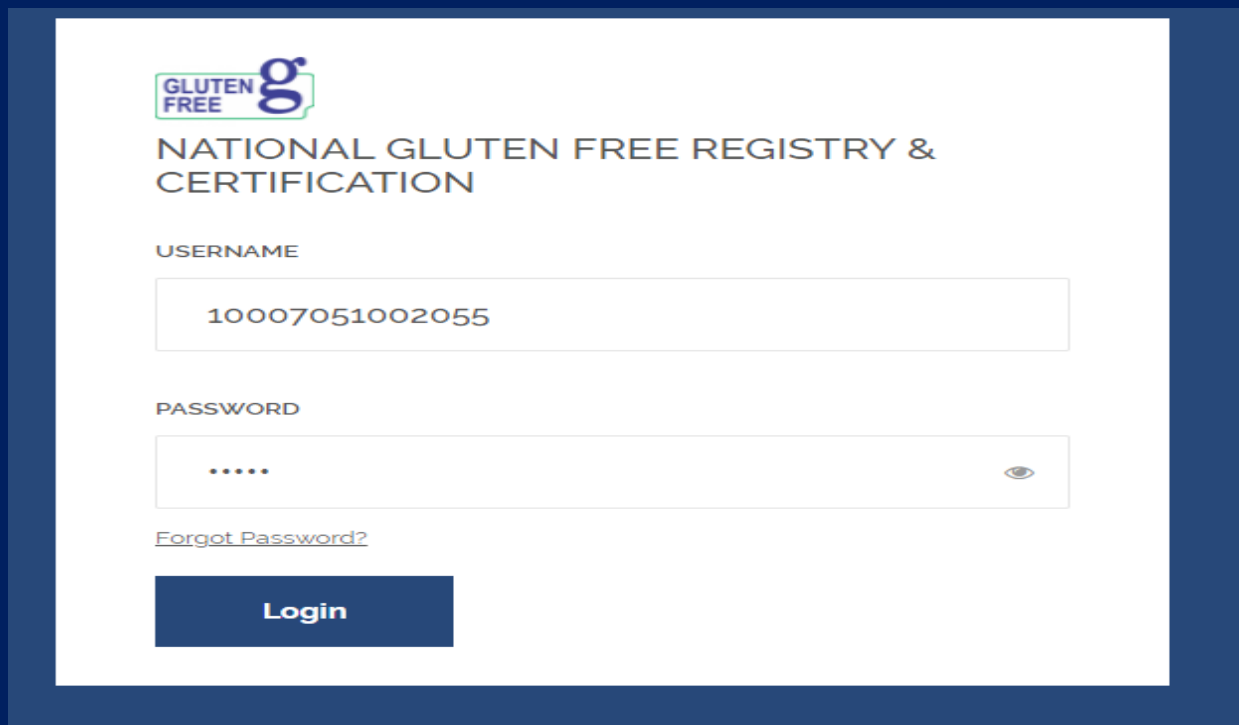
National Gluten Free Registry & Certification- User Manual v 2.0

Release Date- December 05, 2020

1) Visit NGFRC.ORG- go to company login



2) Enter the user id and password as provided in the registration email. If you don't know, kindly write at admin@ngfrc.org or get in touch at 8800-280-206.



- 3) Upon first login, enter the authorized person contact details for registration and receiving further updates. It's a one-time process.

Contact Update

Enter Your Name

Designation

Enter 10 Digit Mobile No.

Email ID

I AGREE TO THE TERMS AND CONDITION

- 4) On Top left, user will get options to update company details, view existing product information, Manage or create new Brands. On top right, using Create Products, new products can be added.

XYZ Foods Ltd Logout

- Company Detail
- Product View Report
- Manage Brand
- Product Informations

Product Details + Create Product

Company Name	Product Name	Product Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Category	Brand Name	Created Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Showing 1 to 0 of 0 entries

Company Name	Product Name	Product Code	Category	Brand Name	Product Information	Status	Create Date	Last Updated Date	Action
No Record Found.									



How to Add a New Gluten Free Brand Name or edit the existing Brand Name

5) Manage Brand- Use this option to Create new brands and manage/edit the brands already created.

5.1 Create new brands by entering the brand name and submit.

XYZ Foods Ltd

Company Detail
Product View Report
Manage Brand
Product Informations

Brand Name *

XYZ

Submit

5.2 Edit the existing brand details using edit option under Actions

XYZ Foods Ltd

Company Detail
Product View Report
Manage Brand
Product Informations

Brand Details

+ Create Brand

Brand Name Company Name

Search

Showing 1 to 1 of 1 entries

Company Code	Company Name	Brand Name	Created Date	Action
NGFRC-X1354	XYZ Foods Ltd	XYZ	26 Dec 2020	



How to Add New Gluten Free Product Details or edit the existing Product information




6. Add new product details-

- Change the product Status to Active. If product is discontinued make it Inactive.
- Select the Product category from the drop-down options – Food or Beverage
- Enter the product name, select the Brand Name
- Enter FSSAI License Number for Marketing and Manufacturer
- All fields marked as red * are mandatory to fill

Product Status *		
<input type="text" value="InActive"/>		
Product Category *	Product Name *	Brand Name *
<input type="text" value="Select Category"/>	<input type="text"/>	<input type="text" value="Select Brand Name"/>
FSSAI Number - Marketing *	FSSAI Number - Manufacturer	Manufacturer Name (different from marketing comp)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Barcode Number	Gluten Free Declaration *	Veg / NonVeg *
<input type="text"/>	<input type="text" value="Select Gluten Free Declaration"/>	<input type="text" value="Select Veg / NonVeg"/>
Measurement Unit *	Net Weight *	Gross Weight *
<input type="text" value="Select Measurement Unit"/>	<input type="text"/>	<input type="text"/>

Product Image Front <input type="button" value="Choose File"/> No file chosen Shelf life <input type="text" value="Select"/> <input type="text" value="Select"/> Made in India <input type="text" value="Select"/> Allergen claim Information <input type="text"/>	Product Image Back <input type="button" value="Choose File"/> No file chosen Consumer care email address <input type="text"/> Country of Origin (if Imported) <input type="text"/> Storage Condition <input type="text"/>	Nutritional Information <input type="button" value="Choose File"/> No file chosen Consumer care Phone <input type="text"/> CPHFS TC Remarks <input type="text"/> Ingredients <input type="text"/> <input type="button" value="+"/>
<input type="button" value="Submit"/>		

6.1 – To edit the existing product information, please click on the edit button against the respective product line item to edit the product information

Category	Brand Name	Product Information	Status	Create Date	Last Updated Date	Action
BEVERAGE	NUTRA VITA	Non- Trusted	Active	03 Dec 2020	03 Dec 2020	
FOOD	SERAPHEENA	Non- Trusted	Active	01 Dec 2020	01 Dec 2020	
FOOD	SERAPHEENA	Non- Trusted	Active	01 Dec 2020	01 Dec 2020	



For any further support/ clarifications, please write to admin@ngfrc.org

National Gluten Free Registry & Certification

C/o Centre for Public Health & Food Safety

165, Block-A, Pocket-11,
DDA Flat, Jasola, New Delhi-110025 , INDIA

Phone: 9891071949

Email: admin@ngfrc.org