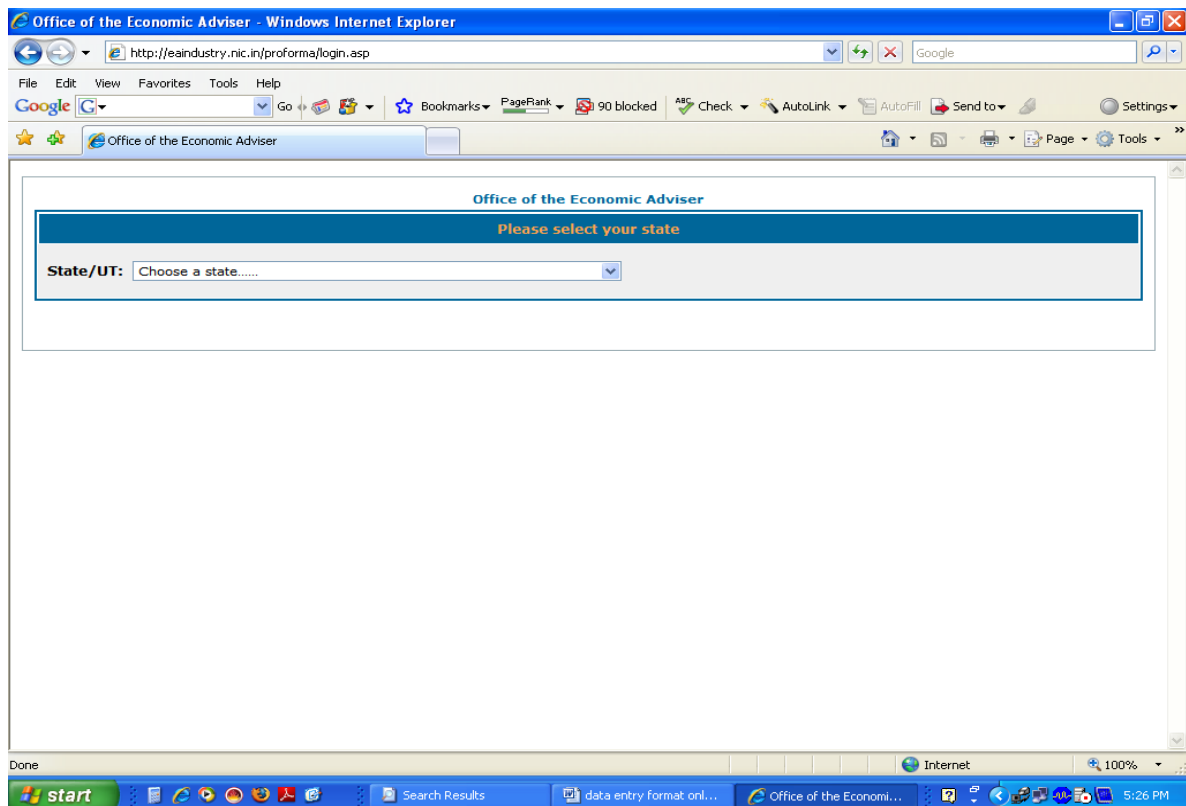


Guidelines for online transmission of price data through Website

Steps to enter data through web site

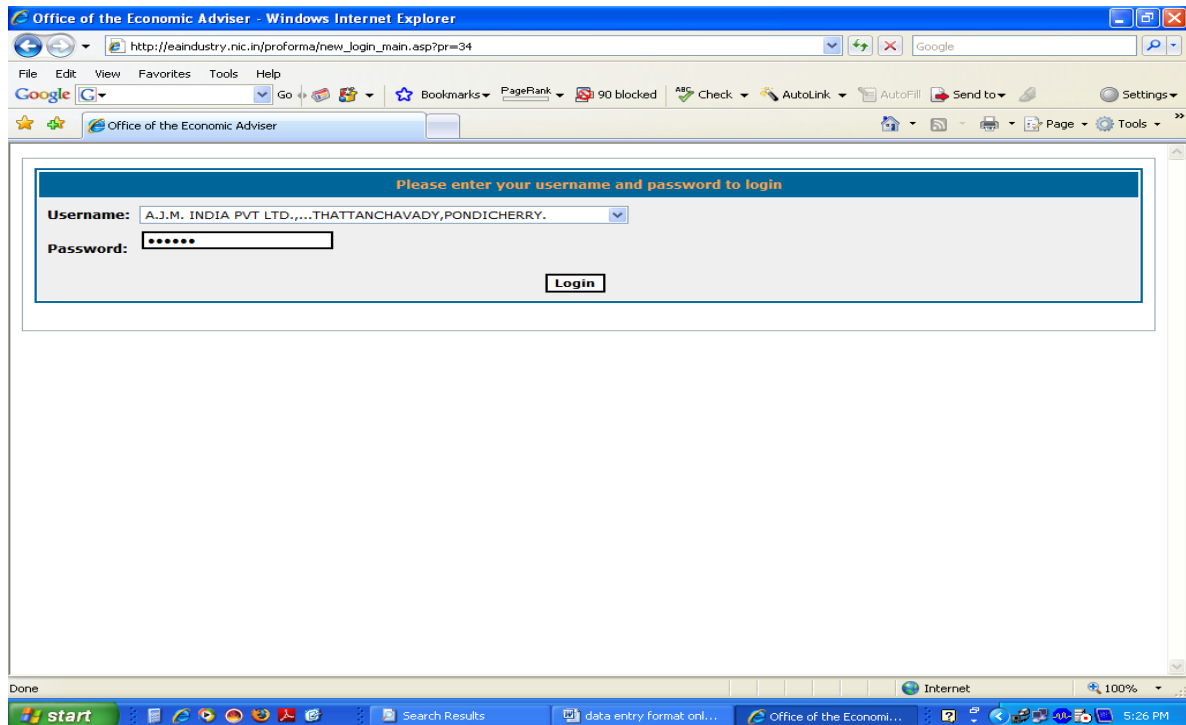
<http://eaindustry.nic.in/proforma/login.asp>

- Type the above mentioned link on browser. It will take to the screen as shown below.
- Choose the State/UT to which your factory belongs from the drop down box under the heading 'Choose a state'.



- Once the State is chosen, it would take to the screen as shown below. **The user name drop down box** in the screen would display the list of all the factories selected for supplying price data in the chosen State.
- Please type the first letter of the name of your factory. The user name drop down box would display the names of all the factories starting with that letter.
- Please select the name of your factory in the user name drop down box.

- Please type the password provided to you by the Office of the Economic Adviser. After entering the password please press the login button.



- After pressing the login button, the data entry form will be displayed as shown below. This form has two parts. First part includes information regarding your factory (which is displayed automatically) and one box each for furnishing/updating the e-mail address, contact person and telephone no of the price supplier. The e-mail address of the price supplier is required to get acknowledgement of data receipt by the Office of the Economic Adviser (see annexure II for furnishing/updating the e-mail address in the 'e-mail' box). To furnish/update information relating to address of unit/telephone no/ contact person, pl use the relevant links on the right hand corenr of the entry form. Procedure for furnishing/updating the information is similar to email updation process discussed in annexure II .
- In the second part, boxes for entering Basic Price, Central Excise Duty & Cess, Trade discount and effective 'From Date' & 'To Date' are displayed in a row. Here you can enter data. System fills the current date in the 'to date' field, which can be changed. The boxes relating to commodity/specifications and unit are automatically filled up based on the records available in the Office of the Economic Adviser about the factory. To incorporate any change in the commodity/specification and unit, please contact the Office of the Economic Adviser (see annexure II for contact details).

- The box on 'Remarks' has adequate space for remarks, if any.

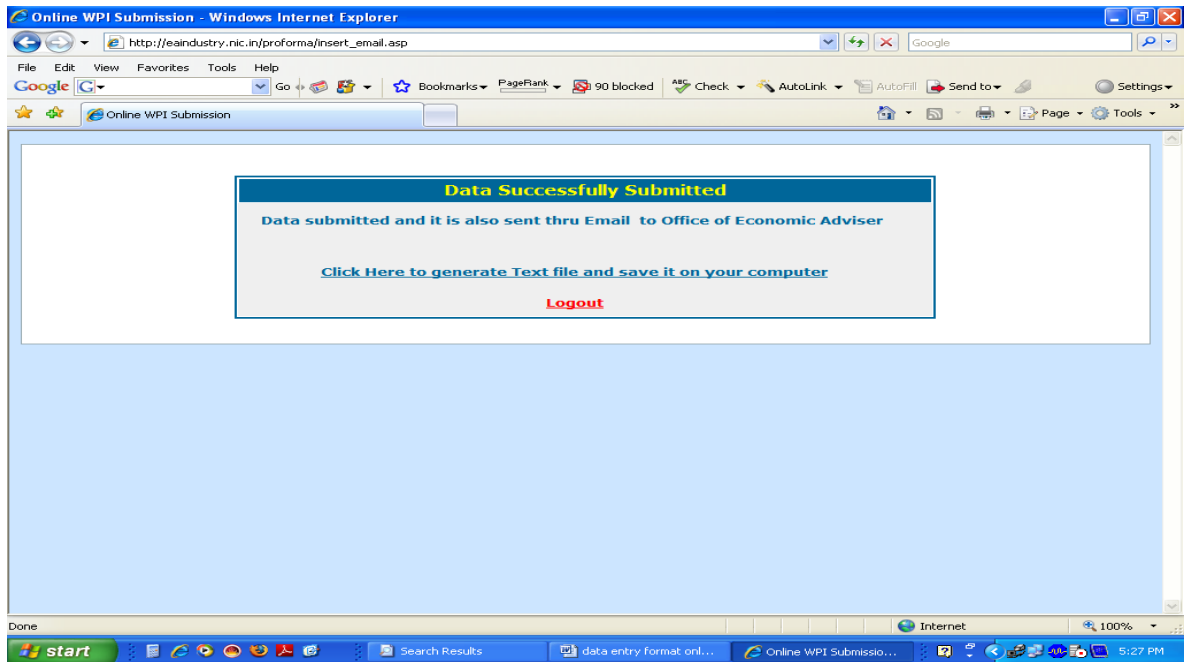
[Change Password](#)

Please enter Price details

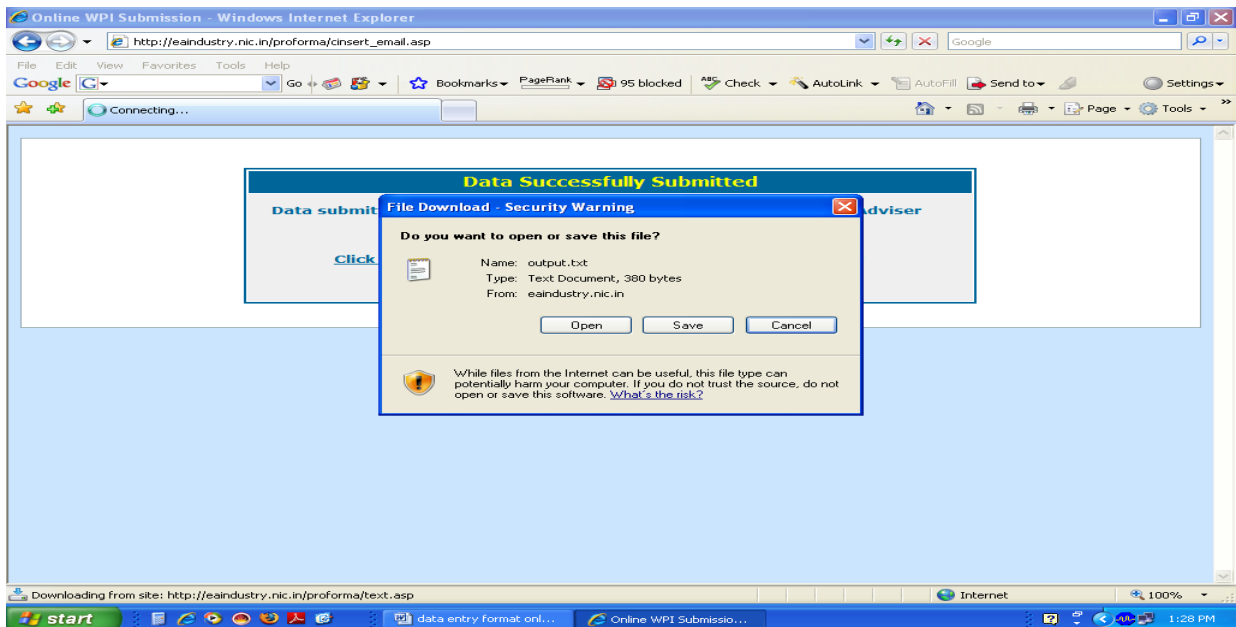
Company Name	A.J.M. INDIA PVT LTD.,						
Address	A/10, INDL. ESTATE,						
City	THATTANCHAVADY,PONDICHERRY.						
Email	Please furnish / update your email address to get acknowledgment thru email						

Commodity/Specification	Unit	Basic Price in Rs (excluding Central Excise duty)	Central Excise Duty (%) and Cess	Trade Discount	Effective From Date (DD/MM/YYYY)	To Date (DD/MM/YYYY)	Remark
INSULATORS	NOS	<input type="text" value="1234"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="10/10/2008"/>	<input type="text" value="17/10/2008"/>	test by OEA

- After providing the necessary price and other information press '**Submit**' button. **PI Note that you can submit data at a time for single change. For next change, may use back button of browser and submit data again with effective dates.**
- When **submit** button is pressed, data is transmitted directly to the data base of the Office of the Economic Adviser. Simultaneously, data reaches the Office of The Economic Adviser through e-mail (newwpd@nic.in) as well. A copy of the same will reach the e-mail address of the data supplier provided the e-mail address is furnished (please see annexure II for furnishing/updating e-mail address).
- As soon as the data is transmitted to the data base of the Office of the Economic Adviser, the following screen indicating the successful transmission of data would appear. Please click on box 'Click here to generate Text file and save it on your computer' appearing on the screen below to see/ save a copy of the data transmitted. You can log out without seeing/saving the data transmitted, by clicking on the box 'Logout' appearing on the screen below.



- When you click on the box 'Click here to generate Text file and save it on your computer', the screen below would appear with the option Open/Save/Cancel. The Text file containing the information sent by you can be opened and seen by clicking on the box Open. The same can be saved in a desired location in your computer by clicking on the box Save.



Change of Password

Change of Password option is also provided to ensure confidentiality. **Change password** option appears on data entry form (appearing at page 3) **on top right corner**. To reach data entry form follow the steps from the beginning as mentioned in the Guidelines till you come to the data entry form. Once you click 'change password' option on the top right corner of the data entry form, following screen appears. Now, you need to enter old password and new password and press **Change Password** button to carry out change. Kindly remember new password for further use in future.

The screenshot shows a Windows Internet Explorer browser window displaying a web page titled "Password Change". The page contains three text input fields for "Old Password:", "New Password:", and "Re-type New Password:". Below these fields are two buttons: "Back" and "Change Password". The browser's address bar shows the URL "http://eaindustry.nic.in/proforma/chpasswd.asp".

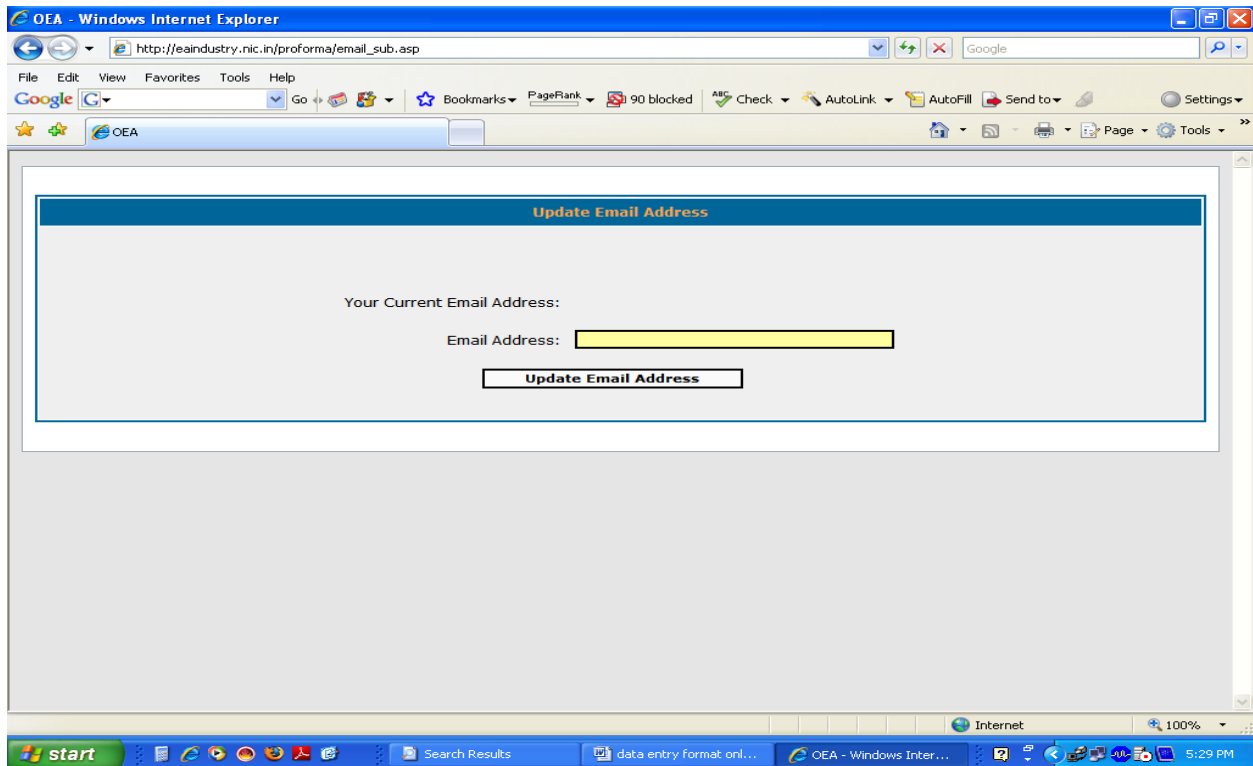
- If you forget password due to any reason, please contact the Office of the Economic Adviser for further assistance. Contact details are given in annexure II.
- For any clarification, the following officers may be contacted:

Name	Designation	Ph. No.	Email-id
Sh. Sudhir Chandra (For technical problems)	Technical Director (NIC)	011-23061249	sudhir.chandra@nic.in
Sh. A. K. Sadhu (for data related problems)	Director	011-23061532	dir-wpi@nic.in

Annexure II

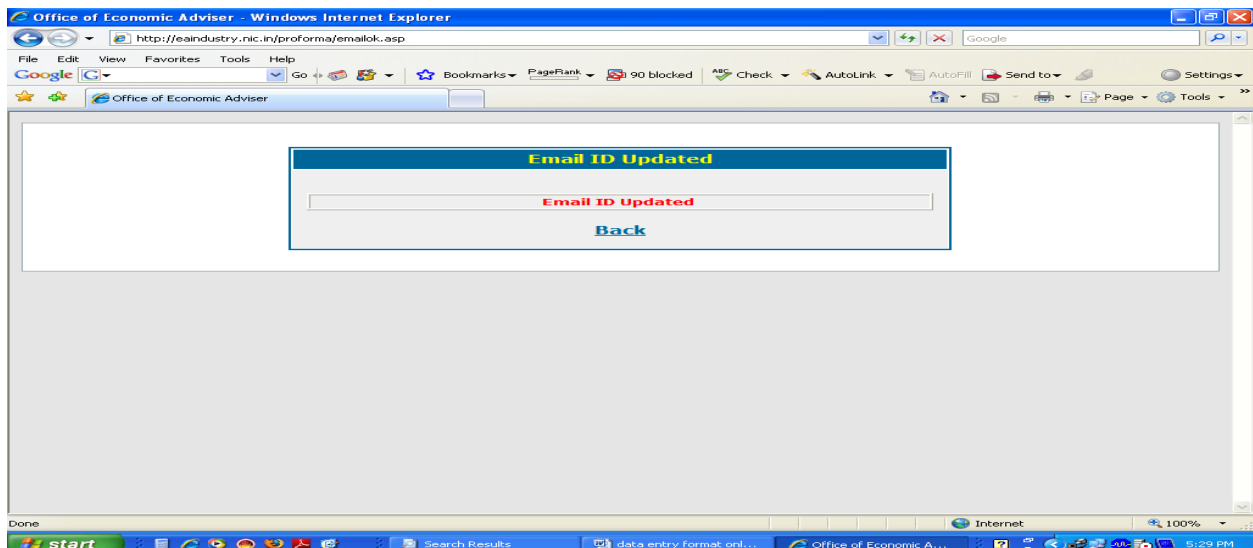
Email Address Furnishing/ Updating screen:

If the data supplier wishes to furnish/update the e-mail address, it is possible by clicking at the box 'please furnish/update your e-mail address to get acknowledgement thru e-mail' as shown in page no.3 in the data entry form. The following screen will appear;



The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL http://eaindustry.nic.in/proforma/email_sub.asp. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and utility. The main content area features a blue header with the text "Update Email Address". Below the header, the text "Your Current Email Address:" is displayed. Underneath, there is a label "Email Address:" followed by a yellow rectangular input field. Below the input field is a button labeled "Update Email Address". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 5:29 PM.

Provide the email address in the box and click 'update email addresses. The following confirmation message will appear showing 'Email ID updated'.



The screenshot shows the same Internet Explorer browser window, but the main content area now displays a confirmation message. The message is enclosed in a blue-bordered box with a blue header that reads "Email ID Updated". Below the header, the text "Email ID Updated" is displayed in red. At the bottom of the box, there is a blue link labeled "Back". The browser's address bar and toolbar remain the same as in the previous screenshot. The Windows taskbar at the bottom shows the Start button, application icons, and the system tray with the time 5:29 PM.