



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Trade
CONNECT

Ministry of Commerce & Industry

LabSetu User Manual for Lab Agencies



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1. Introduction

LabSetu is a digital platform integrating testing and inspection agencies across the country under a single window. It has been designed to strengthen India's trade facilitation ecosystem and ensure faster, transparent, and paperless certification for export and import commodities. Key functionalities embedded in LabSetu are:

- Streamlines the process of testing and certification by digitally connecting exporters, importers, and accredited testing and inspection agencies.
- Unified online interface enables seamless interaction among stakeholders.
- Allows users to search, select, apply, track, and obtain digital test reports and certifications across various product categories.
- Improves transparency, traceability, and turnaround time in the certification process.
- Reduces delays in obtaining test results and certifications.
- Improves traceability of test results, enhancing accountability.
- Enhances global trust in India's quality infrastructure.
- Boosts visibility and accessibility of accredited testing and inspection agencies nationwide.

Over time, it aims to evolve into a robust, data-driven ecosystem — offering insights for policymaking, enabling demand forecasting, and delivering advanced analytics to identify bottlenecks and capacity gaps in the testing infrastructure.

2. Coverage & Target Audience

2.1 Coverage

This user manual provides comprehensive guidelines for the internal operations of testing laboratories participating in the **LabSetu** platform. It is designed to support lab personnel in delivering high-quality, compliant, and timely testing services to exporters and importers.

The manual focuses on:

- Ensuring regulatory **compliance** with national and international standards
- Maintaining consistent **quality assurance** across testing procedures
- Delivering **accurate and reliable** test results
- Facilitating **timely processing** of sample testing and certification requests

It also outlines the digital workflows, roles, and responsibilities within the LabSetu ecosystem to ensure smooth coordination between labs and trade stakeholders.

2.2 Target Audience

This manual is intended for authorized personnel within testing laboratories who interact with the LabSetu platform. The primary users include:

- **Lab Administrator** – Responsible for managing lab profiles, user access, and overall operations related to the particular laboratory
- **Lab Branch Manager** – Oversees branch-level activities, ensures compliance, and coordinates with exporters
- **Lab Technician** – Executes sample testing procedures and uploads test results to the platform

3. Pre-Requisites for Accessing Trade Connect Portal

To ensure smooth access and functionality of the **Trade Connect e-Platform**, the following prerequisites must be met:

I. System Requirements

- A computing device (desktop, laptop, tablet) with stable internet connectivity
- A modern web browser installed (Google Chrome or Microsoft Edge for best compatibility and performance)

II. Portal Access

- Access to the Trade Connect e-Platform via the official URL: <https://www.trade.gov.in/>

III. User Registration

- Each Lab user has to register on the Trade Connect portal
- Lab users must have valid login credentials to access platform

IV. Merchant Id for Branch Management

- Merchant ID and Checksum keys from PayGov are required for managing branch-level transactions and services

4. Integration with PayGov

Laboratories are required to register with PayGov - a designated payment gateway service provider, and configure their bank accounts to facilitate the receipt of fees related to the testing and certification of commodities. Integration with the PayGov payment gateway on LabSetu requires a valid Merchant ID and Checksum Key.

Laboratories must complete the pre-onboarding process with the PayGov team to obtain their Merchant ID and Checksum Key. Relevant information, including contact details for the PayGov team, will be shared via email.

Note: Merchant ID and Checksum Key are confidential and must not be disclosed to unauthorized individuals.

5. Functions of Laboratory Users

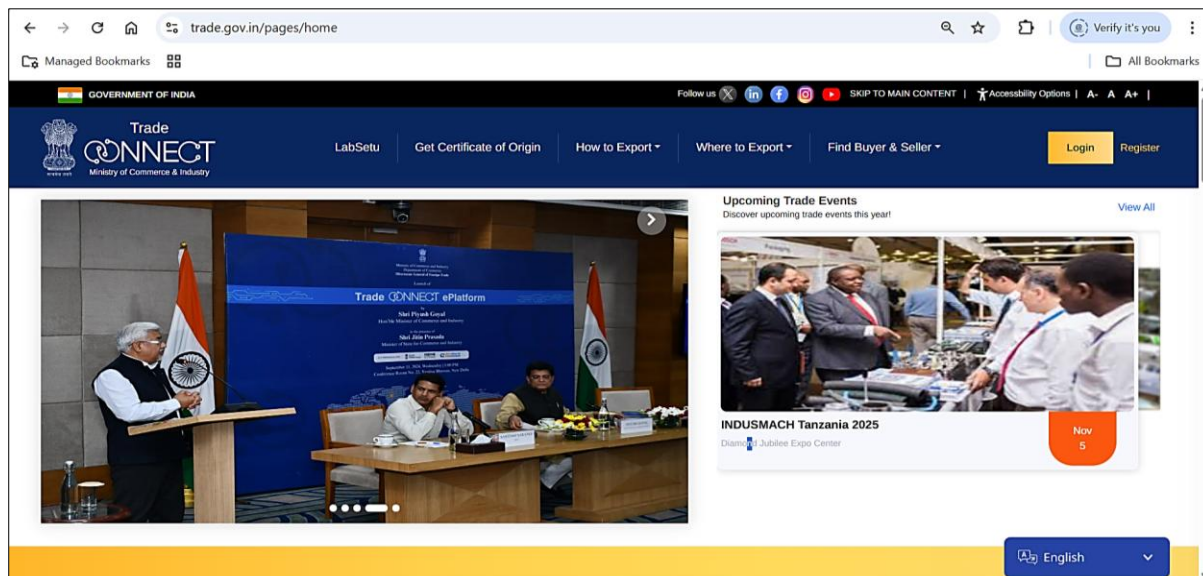
Key Roles and Responsibilities of Laboratory Users:

Sr. No.	Process	Description	Lab Admin	Lab Branch Manager	Lab Technician
1.	User Management	Function to approve / deactivate users by Lab Owner. Map user to lab branches	✓	✓	
2.	Branch Management	Define the branches of the labs across various locations with options for drop site etc.	✓		
3.	Test and Fee Definition	Functionality to define the tests and fees against each test. This will include mapping of HS Code, Product, Region, Fee etc.	✓		
4.	Mapping of Test	Map the branches to defined tests	✓	✓	
5.	View Test and Lab	View mapped tests and labs	✓	✓	✓
6.	Process Submitted Applications	View and process applications submitted by exporter	✓	✓	✓

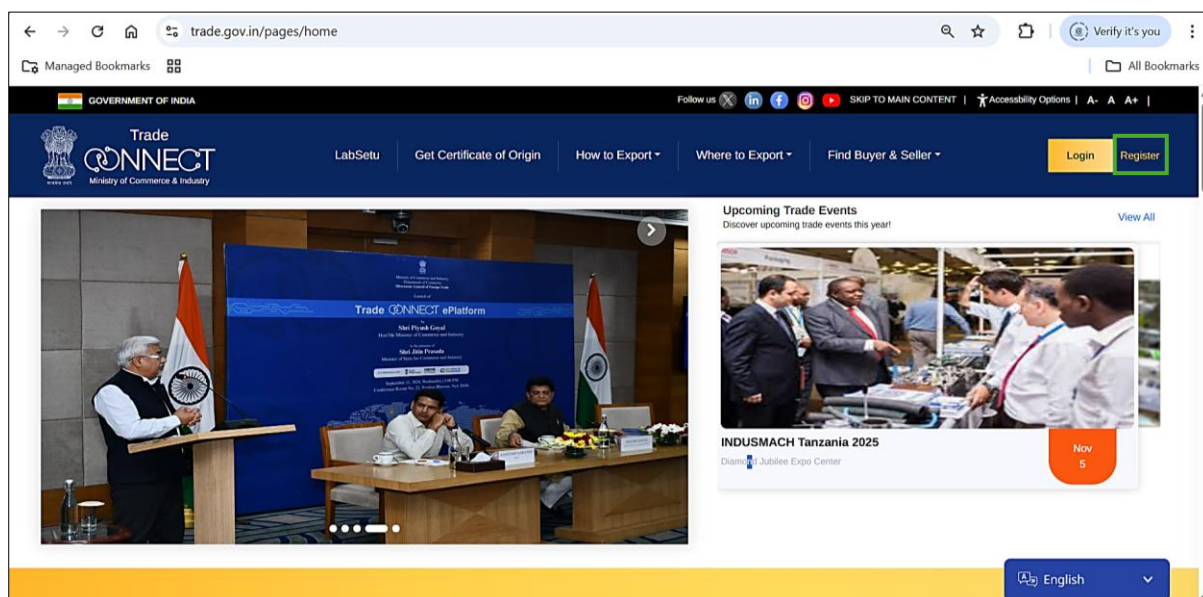
6. User Registration Process

Lab users will register on Trade Connect e-Platform (<https://www.trade.gov.in/pages/register>) as Testing labs.

Step – 1: Go to the **Trade Connect Website** at <https://www.trade.gov.in/pages/home>



Step – 2: Click on the **“Register”** button located at the **top-right corner** of the Home Page



Step – 3: A **Registration Form** will appear on your screen

User Registration

Did you know?
You do not need to re-register here if you are an existing user of DGFT Portal. In case you are already registered on DGFT Portal then please login directly with your DGFT credentials.

Register User As*

Please Select

Please Select

Importer/Exporter/Other Public User

COO Authorised Agencies / Export Promotion Council (EPC) / Commodity Board (CB)

Subject Matter Expert (Official User Only)

Government Officials

Indian Mission Abroad (IMA)

Bank Officials

Testing and Inspection Agencies - Labsetu

Type the above CAPTCHA Code. *

Please enter above CAPTCHA Code

☐ By registering you are agreeing to our [terms & conditions](#)

Send OTP

Haven't linked your IEC? [Click here](#)

- Select the User Category as **“Testing and Inspection Agencies-LabSetu”**
- Select **User Role** as – **a) Lab Admin b) Lab Branch Manager c) Lab Technician**
- Fill the **Basic details in Registration Form:**

- **Select Lab:** Select lab from the drop-down menu.
- **Select Branch:** Select the Lab Branch based on the selected Lab.

Note: In the drop-down menu, the list of labs will be displayed which are onboarded by the **Global Admin**. After which the Lab Admin can onboard the respective Lab Branches.

- **First & Last Name:** Enter the First name of the user

Note: First Name and Last Name should be as per the name available in your Digital Signature Token (DSC) for validation purposes. For any updates in profile, please contact your administrator post registration.

- **Email ID:** Enter a valid email address
- **Mobile No.:** Enter a valid **10 digits** mobile number.
- **Pin code:** Enter the area Pin code as per your demographics.
- **District and State:** These will auto-populate based on the entered pin code
- **City:** Enter the City name.

Step – 4: Attachments - Upload the required **authorization documents** to assist in the administrator approval process. User can also Delete the attachments by clicking on the “Delete Icon”.

Notes:

- The **Lab Administrator** role will be approved by **System Admin** as a one-time activity.
- Once approved, the **Administrator** can manage and approve user onboarding requests post-login through **User Management**
- Access to the portal will be granted only after approval.

- *Multiple Administrators/Officers may be onboarded if required.*

State City

 Click or Drag and Drop file to upload

Uploaded Size : 0.35 MB

Note: Maximum 1 Attachment of 5 MB Allowed (Only PDF,JPG are allowed)

Sr. No.	File Name	Action
1	sample.pdf	

Step – 5: Complete Verification

- Enter the displayed **CAPTCHA** (reload if unreadable).
- Tick the checkbox to **agree with the Terms and Conditions**.
- Click on **“Send OTP.”**

WE6d2W 

Type the above CAPTCHA Code. *

☒ By registering you are agreeing to our [terms & conditions](#)

Send OTP

Step – 6: Verify and Submit

- Enter the **OTP** received on your registered **mobile number** and **email ID**.
- Click **“Register”** to complete the registration process.

OTP sent successfully

Registration

First Name *

Last Name

Email ID *

Mobile No. *

Enter Email OTP *

Enter Mobile OTP *

14 : 6

[Back](#) [Register](#)

Note: In case you face any issues during the registration process, please try again after 30 minutes.

7. User Login Process on Trade Connect e-Platform

Step 1: Login to the Portal

Once the user has successfully registered on the **Trade Connect e-Platform**, they may proceed to **log in** to the website.

Use the **login credentials** received on your **registered email address** to access the portal.

trade.gov.in/pages/login

GOVERNMENT OF INDIA

Trade CONNECT
Ministry of Commerce & Industry

LabSetu Get Certificate of Origin How to Export Where to Export Find Buyer & Seller

Login Register

Login

Did you know?
You can use your DGFT website credentials to login to this portal

User Name*
Enter your Email ID

Password*
Enter Password

97a1MG

Type the above CAPTCHA Code *

Please enter above CAPTCHA Code

Forgot Password

Don't have an Account? [Register](#) [Login](#)

Haven't linked your IEC? [Click here](#)

English

Note:

- Upon the first login, you will be prompted to **change the temporary password** as a security measure.
- If user is unable to log in, please use the **"Forgot Password"** option to reset your password or, if necessary, **register again**.

Step 2: Access the User Dashboard

After successful login, the **User Dashboard** with activation status will be displayed. Once the user is active, click on **“My Dashboard”** to access and proceed on various menu options available

About Bharat Aayat Niryat LabSetu:

LabSetu is a digital platform integrating testing and inspection agencies across the country under a single window. It has been designed to strengthen India's trade facilitation ecosystem and ensure faster, transparent, and paperless certification for export and import commodities. Key functionalities embedded in LabSetu are:

- Streamlines the process of testing and certification by digitally connecting exporters, importers, and accredited testing and inspection agencies.
- Unified online interface enables seamless interaction among stakeholders.
- Allows users to search, select, apply, track, and obtain digital test reports and certifications across various product categories.
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- Enhances global trust in India's quality infrastructure.
- Boosts visibility and accessibility of accredited testing and inspection agencies nationwide.

Over time, it aims to evolve into a robust, data-driven ecosystem - offering insights for policymaking, enabling demand forecasting, and delivering advanced analytics to identify bottlenecks and capacity gaps in the testing infrastructure.

LabSetu Helpdesk Service:

Helpdesk Ticket: Applicants may use the DGFT Helpdesk facility to raise a ticket under Services → Helpdesk Service → Create New Request → with category as LabSetu
Toll-Free Helpline: Users may contact the DGFT Helpdesk through 011-23061495 / 011-23061499
Email Inquiries: For clarifications or further assistance, please email the Helpdesk at dgfted[at]nic[dot]in

Bharat Aayat Niryat LabSetu

Lab Management
Lab Management

[Explore](#)

Lab User management
Lab User management

[Explore](#)

Lab Branch Management
Lab Branch Management

[Explore](#)

Lab Test Definition
Lab Test Definition

[Explore](#)

Mapping of Branches with Test
Mapping of Branches with Test

[Explore](#)

View Labs and Test
View Labs and Test

[Explore](#)

Process Submitted Application
Process Submitted Application

[Explore](#)

Verify Lab Report
Verify Lab Report

[Explore](#)

Log a Ticket
Click here to raise ticket for Labs.

[Explore](#)

Step 3: Change Password

Upon the first login, the system will prompt the user to **change the password**.

- User needs to change the password for compliance and security purposes
- The new password must meet the **specified password criteria** displayed on the screen.

Change Password

You can change your password here. Please keep your password safe.

All fields are mandatory

Current Password*

Enter your current/one time password

New Password*

Choose a password

Confirm Password*

Confirm your password

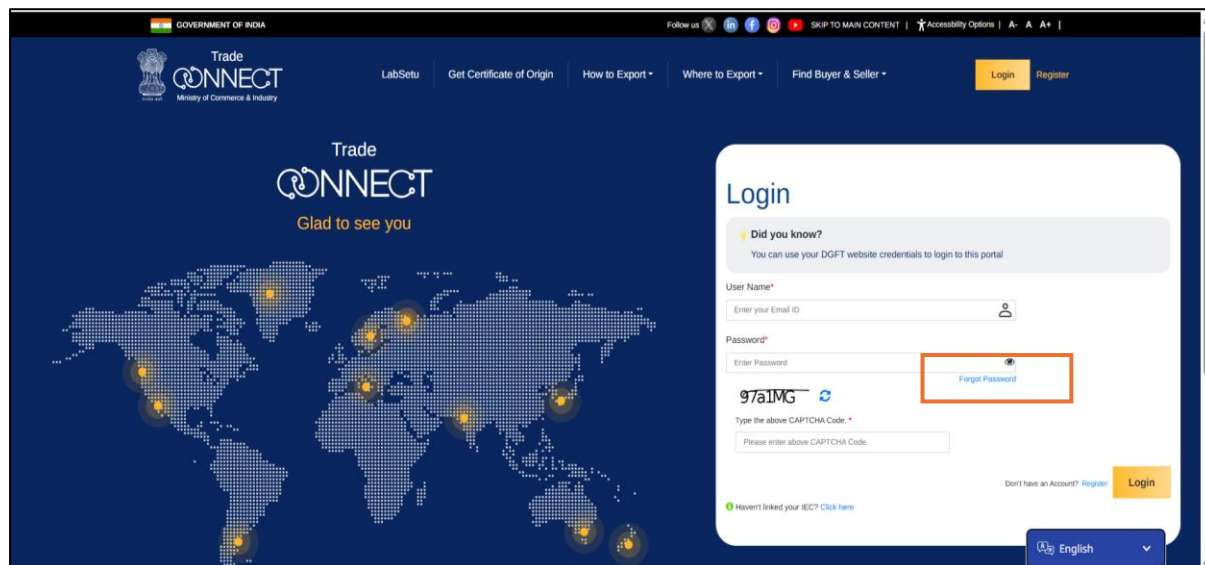
Password Hint:

- Password should have minimum 8 characters & maximum 12 characters
- Password should have at least one upper case(A-Z)
- Password should have at least one lower case(a-z)
- Password should have at least one number(0-9)
- Password should have at least one special character out of these acceptable characters (\$ & () * , @ [] ^ _ { } ~ &) or a space
- A password may contain a space but this cannot be at the start or the end.
- Please do not use any other special characters not included on this list, (for example, ! " % or ~) and also please make sure you don't accidentally leave a space at the beginning, or end of the password.

Submit

Step 4: Forgot Password

If a user forgets the password, it can be reset by clicking on “**Forgot Password**” option available at the bottom-right corner of the Login page.



8. Laboratory Onboarding & Lab Modules

- **Onboarding** is the initial process designed to ensure a smooth and efficient transition for new users by guiding them through system setup and required initial actions.
- The **Global Administrator** is responsible for onboarding all laboratories. This activity will be conducted **once** for each lab. Once the labs are onboarded by the Global Admin, the respective **Lab Administrators** will continue the onboarding of their associated users and branches.
- Individual lab user can register himself through the standard **User Registration** process. Upon the first successful login, the users will be prompted to **change their temporary password**. After updating the password, the user must **log in again** using the new credentials.

The **Global Administrator shall** onboard all laboratories, including those owned by Export Promotion Councils (EPCs)/Commodity Boards, as well as empanelled/recognized laboratories. During the onboarding process, each lab will be mapped to its respective EPC/Commodity Board and required to provide details of its accreditations and certifications.

Once a lab is successfully onboarded, the **Lab Administrator/Branch Manager** will be able to perform the actions through the following modules:

- I. **Lab User Management** – Lab Admin can onboard and manage users (e.g., Branch managers) through this module.
- II. **Lab Branch Management** - Lab Admin can manage their branches through this module
- III. **Lab Test Definition** - Configure the fee and tests including their relevant parameters through this module.
- IV. **Mapping of Branches with Tests**- Link specific tests to lab branches using this module.

- V. **View Labs & Tests** - This module allows users to view onboarded labs and available tests.
- VI. **Process Submitted Application** – Process the submitted applications, conduct the necessary evaluations, and generate Lab Test Reports through this module.

8.1 Lab User Management

This module enables the administration of the users associated with a specific lab branch. It allows authorized personnel to perform the following actions:

- Approve/De-activate the users
- Upload Signature
- Map Users to the Lab Branch
- **Accessible Roles:** This functionality is available to the following user roles:
 - a) Lab Administrator
 - b) Lab Branch Manager
- **Navigation Path:** After login, click on **My Dashboard > Bharat Aayat Niryat LabSetu > Lab User Management** option

Bharat Aayat Niryat Lab Setu
Enabling standardised, transparent, and compliant operations across all accredited labs. The National Single Registry ensures unified oversight and regulatory alignment.

Labsetu / Ruchi's Dashboard
Last Login 29-Oct-2025 13:11:43 | Password Expires on 26-Nov-2025

User Management

Lab: TCS Lab | Branch: Please Select | Email(Contains):
Name(Contains): | Role: Please Select | Status: Please Select

Search Reset

8.1.1 Search Functionality

Upon clicking **Search**, a list of users matching the specified criteria will be displayed. The user can be searched through the following options:

- **Lab:** User can be searched based on the lab name.
- **Branch:** User can be searched based on the selected lab's branch.
- **Email:** User can be searched based on the email id.
- **Name:** User can be searched based on the Name.
- **Role:** User can be searched based on the associated assigned role.
- **Status:** Users can be searched based on the status of the lab: Pending Activation, Active, Inactive, Rejected

Note:

- **Reset Option** - The search fields can be reset to their default state by clicking the **“Reset”** button.
- **Action Option** - In the search results, the Lab Administrator can perform specific operations for a user by clicking the **“Action”** button.

User Management

Lab

Please Select

Branch

Please Select

Email(Contains)

Name(Contains)

Role

Please Select

Status

Please Select

Search

Reset

User List

Excel

#	Lab	Email	User Name	Role	Status	Last Login	Date Activated / Inactive	Action
1		lab8@lab.com	test tcs	Branch Manager	Active	23/06/2025 17:26:46	24/07/2025 15:13:04	Action
2		test9@lab.com	test	Sample Collector	Inactive	22/05/2025 15:12:42	24/07/2025 15:55:11	Action
3		b@lab.com	test	Branch Manager	Active	24/07/2025 15:54:02	27/05/2025 17:51:31	Action
4		lab10@lab.com	test	Technician	Active	30/05/2025 11:06:18	26/06/2025 13:45:23	Action
5		lab11@lab.com	test	Branch Manager	Active		16/06/2025 13:27:30	Action

Showing 1 to 5 of 26 entries

Previous 1 2 3 4 5 6 Next

#	Lab	Email	User Name	Role	Status	Last Login	Date Activated / Inactive	Action
1		lab8@lab.com	test tcs	Branch Manager	Active	23/06/2025 17:26:46	24/07/2025 15:13:04	Action
2		test9@lab.com	test	Sample Collector	Inactive	22/05/2025 15:12:42	24/07/2025 15:55:11	De-Activate User Update User Role Map Branch Upload Signature View User Audit Log View User Profile
3		b@lab.com	test	Branch Manager	Active	24/07/2025 15:54:02	27/05/2025 17:51:31	Action
4		lab10@lab.com	test	Technician	Active	30/05/2025 11:06:18	26/06/2025 13:45:23	Action
5		lab11@lab.com	test	Branch Manager	Active		16/06/2025 13:27:30	Action

Showing 1 to 5 of 26 entries

Previous 1 2 3 4 5 6 Next

8.1.2 De-Activate User Functionality:

Lab Admin can deactivate the user by clicking on De-activate user option. He has to enter the required remarks and click the **“De-Activate User”** button to confirm. Once confirmed, the user account will be deactivated.

User De-Active

Remarks *

Enter Remarks

De-Active User

Email	User Name	Status	Last Login	Date / Inactive
lab8@lab.com	test tcs	Active	23/06/2025 17:26:46	24/07/2025 15:13:04
test9@lab.com	test	Inactive	22/05/2025 15:12:42	24/07/2025 15:55:11
b@lab.com	test	Active	24/07/2025 15:54:02	27/05/2025 17:51:31
lab10@lab.com	test	Active	30/05/2025 11:06:18	26/06/2025 13:45:23
lab11@lab.com	test	Active		16/06/2025 13:27:30

8.1.3 Update User Role Functionality:

The Lab Admin can change/update a user's assigned role by selecting the **Update User Role** option. He has to select the new role, enter the necessary remarks, and click the **"Save Details"** to apply the changes.

#	Lab	Email	Last Login	Date Activated / Inactive	Action
1		lab8@lab.com	23/06/2025 17:26:46	31/07/2025 15:55:51	Action
2		bi@lab.com	24/07/2025 15:54:02	27/05/2025 17:51:31	Action
3		lab11@lab.com		16/06/2025 13:27:30	Action
4		ash@gmail.co	28/07/2025 16:09:02	05/06/2025 13:17:13	Action
5		Ash4@gmail.c	11/06/2025 16:21:08		Action

8.1.4 Map Branch Functionality:

The Lab Admin can map/ unmap the branches of the associated lab by selecting the **Map Branch** option. To perform this action, the admin has to select the checkboxes next to the branch names to be mapped or unmapped, and then click the **arrow** button to apply the changes. Click **Close** to exit the popup.

Email	Role	Date Activated / Inactive	Action
lab8@lab.com	Branch Manager	Active	23/06/2025 17:26:46
			31/07/2025 15:55:51
			27/05/2025 17:51:31
			16/06/2025 13:27:30
			05/06/2025 13:17:13

8.1.5 Upload Signature Functionality:

The Lab Admin can upload signature in specified format. Digital / e-sign is required during test report generation to authenticate the process.

#	Lab	Email	Last Login	Date Activated / Inactive	Action
1		lab8@lab.com	23/06/2025 17:26:46	31/07/2025 15:55:51	Action
2		bi@lab.com	24/07/2025 15:54:02	27/05/2025 17:51:31	Action
3		lab11@lab.com		16/06/2025 13:27:30	Action
4		ash@gmail.co	28/07/2025 16:09:02	05/06/2025 13:17:13	Action
5		Ash4@gmail.c	11/06/2025 16:21:08		Action

8.1.6 View User Audit Logs Functionality:

The Lab Admin can access the User Audit Logs to monitor and track all activities performed by a specific user. The audit log provides a detailed record of user actions, including updates, status changes, and other relevant system interactions, ensuring transparency and accountability within the system.

View User Audit Logs

User Audit Logs

Excel

Action Date	Lab	Email	User Name	Role	Status	Action By	Actioner Role	Remarks
31/07/2025 15:55:51		lab8@lab.com	test tcs	Branch Manager	Active	lokesh.dp@gmail.com (TEST USER)	Global Administrator	test
31/07/2025 15:45:18		lab8@lab.com	test tcs	Branch Manager	Inactive	lokesh.dp@gmail.com (TEST USER)	Global Administrator	hgf
24/07/2025 15:13:04		lab8@lab.com	test tcs	Branch Manager	Active	tradeconnect-dgfh@gov.in (Ankurita Debnath)	Administrator	aa
24/07/2025 15:12:43		lab8@lab.com	test tcs	Branch Manager	Inactive	b@lab.com (test)	Administrator	de
26/05/2025 13:45:06	TEST AMD	lab8@lab.com	test tcs	Branch Manager	Active	tradeconnect-dgfh@gov.in (Ankurita Debnath)	Administrator	as
22/05/2025 12:58:54		lab8@lab.com	test tcs	Lab Administrator	Active	test tcs	Administrator	a
22/05/2025 12:57:18		lab8@lab.com	test tcs	Lab Administrator	Inactive	test tcs	Administrator	de
22/05/2025 12:56:55		lab8@lab.com	test tcs	Lab Administrator	Active	test tcs	Administrator	as

Showing 1 to 8 of 8 entries

Previous1Next

Close

8.1.7 View User Profile Functionality:

The Lab Admin can view a user's profile by clicking the “**View User Profile**” option. The user details are displayed in a popup window in read-only mode.

The 'View Profile' popup window displays the following information:

- Registered Entity As***: Testing Labs
- Role***: Branch Manager
- Lab ***: Search epic
- Designation**: Enter Designation
- First Name and Middle Name (if applicable)***: Imd
- Last Name**: Ics
- Mobile No.***: +91 1234567890
- Secondary Mobile No**: +91 Enter Mobile Number
- Email ID (this will be the User ID)***: lab@lab.com
- Secondary Email ID**: Enter Email ID
- Address Line1**: Enter address Line1
- Address Line2**: Enter address Line2
- Pincode***: 380000
- District***: AHMADABAD
- State***: GUJARAT
- City***: amd

A 'Close' button is located at the bottom right of the popup.

8.2 Lab Branch Management

Lab Branch Management Module allows the Laboratory Administrator to manage their branches on LabSetu Platform. This module enables the Lab Administrator to:

- Search the lab branches mapped to the respective laboratory
- View the Audit history
- Add/Edit lab branch information.

- **Accessible Roles:** This functionality is available **only to Laboratory Administrator**
- **Navigation Path:** After login, click on **My Dashboard > Bharat Aayat Niryat LabSetu > Lab Branch Management**

The Lab User can click on **Lab Branch Management** and search the applications using the available filters.

The screenshot shows the 'Bharat Aayat Niryat Lab Setu' dashboard. The 'Branch Management' section includes filters for 'Lab' (TCS Lab), 'Branch' (Please Select), and 'Status' (Active/Inactive). There are 'Search', 'Reset', and 'Add Branch' buttons. Below the filters is a 'Branch List' section.

8.2.1 Search Functionality

To search the lab branches, the **Lab Name** field will be auto populated and non-editable. Optionally, the user may select a branch. Upon clicking **Search**, a list of corresponding branches will be displayed with **“Action”** Button-

Test's Dashboard

Branch Management

Lab: Branch: Status: ☐ Active ☐ Inactive

Branch List

S.No.	Lab Id	Lab	Branch Name	Branch Code	Branch Address	Branch Status	Action
1	LAB00049	LAB COO	TEST BRANCH 1			Active	Action
2	LAB00049	LAB COO	TEST BRANCH 2			Active	Action
3	LAB00048		TEST BRANCH 3			Active	Action
4	LAB00060	Lab 1	test manual	555	dsdsds	Inactive	Action
5	LAB00060	Lab 1	DGFT LB 1	444	AMD	Active	Action
6	LAB00062	ZXC Quality Test Lab	Branch 1	001	test	Active	Action
7	LAB00010	National Single Laboratory	NSL DL	555	dsdsds	Inactive	Action
8	LAB00012	DB_LAB1	DB_LAB1_BRANCH1	101	address1	Active	Action
9	LAB00013	DB_LAB2	DB_LAB2_BRANCH1	101	address1	Active	Action
10	LAB00013	DB_LAB2	DB_LAB2_BRANCH2	102	address2	Active	Action

8.2.2 Action Button Functionality: Click on Action Button to Edit Details and View Audit History

Bharat Aayat Niryat Lab Setu

Enabling standardised, transparent, and compliant operations across all accredited labs. The National Single Registry ensures unified oversight and regulatory alignment.

Ruchi's Dashboard

Branch Management

Lab: Branch: Status: ☐ Active ☐ Inactive

Branch List

S.No.	Lab Id	Lab	Branch Name	Branch Code	Branch Address	Branch Status	Action
1	LAB00062	TCS Lab	TCS-Delhi	007	Vaniya bhawan, central delhi, delhi	Active	Action

Action

- Edit Details
- View audit history

8.2.3 Edit Details Functionality: Lab Admin can edit the existing/added lab branch information. The form will be pre-populated with the previously entered details.

Regional Branch
Regional Branch - Punjab
008

Merchant ID *
1-MID/12345 test9*6j<0>7
Checksum *
GSTIN *
4234234234234234

Branch Address *
Punjab
Pincode *
145025
District *
PATNAKOT

State *
PUNJAB
Email *
shahbaz.ajrnia@gmail.com
Telephone (STD Code-Telephone) *
43423423423

Status *
Active
Start Date *
01/10/2025

Drop Off Facility *
No
Pickup Facility *
No
Operating Hours *
12

Upload Seal *

Click or Drag and Drop file to upload

MPEDA
Existing Seal

Uploaded Size : 0.00 MB

Note: Maximum 1 Attachment of 100 KB Allowed (Only jpg, png, jpeg are allowed)

Accreditation Details

Accreditation Type *
Please Select

Accreditation/ Certificate Number *

Validity From Date *
DDMM/YYYY

Validity Till Date *
DDMM/YYYY

URL for Accreditation Validation *

Add

Show 10 entries

Sl.No	Accreditation Type	Accreditation/ Certificate Number	Validity From Date	Validity Till Date	URL for Accreditation Validation	Action
No data available in table						

8.2.4 View Audit History Functionality: Lab Admin can view the branch user's audit log to track all actions performed by the user.

Bharat Aayat Niryat Lab Setu

Enabling standardised, transparent, and compliant operations across all accredited labs. The National Single Registry ensures unified oversight and regulatory alignment.

Labsetu
Ruchi's Dashboard
Branch Manager
Lab
TCS Lab
Branch List

Branch Audit History
Excel

Search:

S.No.	Lab Name	Branch Name	Branch Type	Branch Code	Merchant Id	Checksum	GSTIN	Branch Address
1	TCS Lab	TCS-Delhi	Local Branch	007	89288928	*****	8928	Vaniya bhaw
2	TCS Lab	TCS-Delhi	Local Branch	007	89288928	*****	8928	Vaniya bhaw

Showing 1 to 2 of 2 entries
Previous 1 Next

Close

8.2.5 Add Lab Branch: The Lab Admin can add a new branch by clicking the **Add** button. Upon clicking, a popup window will appear –

- **Lab Name:** Lab name will be auto populated.
- **Branch Type:** Select the Branch type from drop-down - Regional Branch or Local Branch
- **Branch Name:** Name of the branch of the Lab
- **Branch Code:** Branch Code of the branch
- **Merchant ID:** Merchant ID provided for PayGov.
- **Checksum:** Checksum provided for PayGov.
- **GSTIN:** The GSTIN of the branch.
- **Branch Address:** Address of the branch.
- **Pincode:** Valid Area Pin code where lab branch is located.
- **District:** Select the District from dropdown where lab branch is located.
- **State:** Select the State from dropdown where lab branch is located.
- **Email:** Valid email address of the lab branch.
- **Telephone (STD Code-Telephone):** Valid contact number of the lab branch.
- **Status:** Select the status from dropdown- Valid or Invalid
- **Start Date:** Date calendar appears, to select the date from when lab branch is onboarded on portal.
- **Drop Off Facility:** Select from dropdown- Yes/ No, whether lab branch offers drop off facility.
- **Pickup Facility:** Select from dropdown- Yes/ No, whether lab branch offers Pickup off facility.
- **Operating Hours:** The operating hours of the lab branch.
- **Upload Seal:** Seal of the lab branch to be uploaded.
- **Accreditation Details:** Enter the below accreditation details associated with the lab branch
 - **Accreditation Type** - Select the type from the drop-down.
 - **Accreditation Certificate No.** - Enter the valid Accreditation Certificate Number.
 - **Validity From** – Select the validity start date from the calendar.
 - **Validity To-** Select the validity end date from the calendar.
 - **URL for Accreditation Validation-** Enter the URL to verify the scope and certificate details of accreditation.

Note: Lab must select at least one of the options from Pickup/ Drop-off facility.

Regional Branch

Regional Branch - Punjab

Merchant ID *

1-MID012345_testRnA&()<>?

Branch Address *

Punjab

State *

PUNJAB

Status *

Active

Drop Off Facility *

No

Upload Seal *

Click or Drag and Drop file to upload

MPEDA

Existing Seal

Uploaded Size : 0.00 MB

Note: Maximum 1 Attachment of 100 KB Allowed (Only jpg, jpeg, png, svg, mp are allowed)

Checksum *

Pincode *

145025

Email *

shahbaz.kibria@gmail.com

Start Date *

01/10/2025

Pickup Facility *

No

008

GSTIN *

423424234234address

District *

PATNAKOT

Telephone (STD Code-Telephone) *

43423423423

Operating Hours *

12

Add

Show 10 entries

Sl.No	Accreditation Type	Accreditation/ Certificate Number	Validity From Date	Validity Till Date	URL for Accreditation Validation	Action
1	NABL	TC-1234	01/10/2025	12/03/2026	www.nabl.com	

8.3 Lab Test Definition

The Lab Test Definition module enables Lab Users to add tests and define relevant parameters on the <https://www.trade.gov.in/> portal.

This module allows the Lab User to:

- Search the Lab/ Lab branch,
- Add new Test
- View/ Edit the added test details
- View Audit History

- **Accessible Roles:** This functionality is available **only to Laboratory Administrator**
- **Navigation Path:** After login, click on **My Dashboard > Bharat Aayat Niryat LabSetu > Lab Test Definition**

- Lab user will click on **Test and Fee Definition** search the lab/ lab branch through the provided filters:

8.3.1 Search Functionality:

In the **Test and Fee Definition** dashboard, the Lab Admin can search for results by clicking the **Search** button. To initiate a search, select the desired **Lab** — the corresponding results will be displayed accordingly. The following dropdown filters are available to optimize search results:

- Lab
- Branch
- Status
- ITC(HS) Code
- Test Name
- Country
- Sector
- Type

The search results will also display an **Action** button against each result to take necessary action.

- 8.3.2 Action Button Functionality:** The following options are available with Action Button –
- View Audit Log:** Lab Admin can view the user's audit log to track all actions performed.
 - Edit Details:** Lab Admin can edit the existing test details. A pre-populated form will be displayed for modification.

8.3.3 Add Test Fee Definition

On the Lab Test Definition dashboard, the Lab Admin can select the Lab Branch to add test and fee configurations. Click the Add button to begin. The following Form Fields and Options will be displayed:

- **Lab:** Lab name will be auto populated.
- **Is ITC(HS) Code Applicable for Test?** Select from the radio button – Yes/ No.
- **Test Applicable for** - Select from drop-down whether test is applicable for: Export, Import, Both, Not Applicable
- **Test Name:** Enter the Test name.
- **Test Description:** Enter the test description.
- **Accreditation Type:** Select the Accreditation type. User can select more than one accreditation type associated with that test.

The screenshot shows a web form for defining a lab test. It contains several input fields and dropdown menus. The 'Test Id' field is pre-filled with 'TEST00090'. The 'Lab' dropdown is set to 'DGFT Lab'. The 'Test Applicable for' dropdown is set to 'Export'. The 'Test Name' field contains 'TEST 111' and the 'Test Description' field contains 'TEST DESC111'. The 'Accreditation Type' field shows two selected options: 'TEST X' and 'NABL X'. Below these fields is a section titled 'Add Itchs Code' which includes an 'ITC(HS) Code' dropdown menu currently showing 'Select'. An 'Add' button is located at the bottom right of the form.

- **Add ITCHS Code** - Enter the ITCHS code and click **Add** button.
- **Status:** Select the status from dropdown- Active/ Inactive
- **Country:** Select the Country from dropdown.
- **Sector:** Select the Sector from dropdown.
- **Minimum Quantity Required of Testing Sample:** The minimum quantity of sample required for testing.
- **UOM:** Unit of Measurement
- **Time Required for Testing:** Time frame required for testing a sample.
- **Test Type:** Select the type of test form dropdown- Mandatory, Non-Mandatory, Regulatory, Other
- **Guidelines/ Instructions:** The guidelines/ instructions required for the test.
- **Test Fee (INR):** Fee of the Test.
- **GST (%):** GST applied on the test (e.g. GST Rate on testing 18%)
- **HSN Code / SAC Code:** Code generated on the invoice.
- **Urgency Fee:** In case the testing report is required on urgent basis, in that case any additional fee can be mentioned in this field.
- **Pickup Fee:** In case the lab branch offers pickup facility, in that case any additional fee can be mentioned in this field.
- **Total Fee (INR):** Total fee including additional charges.

- **Add Upload Documents:** Documents required for testing - Document Name & Type

Add Upload Documents

Document Name * Document Type * Select

Add

Document details

Show 10 entries Search:

Sl.No	Document Name	Document Type	Delete
1	Shipping bill	Mandatory	

Showing 1 to 1 of 1 entries Previous 1 Next

Note: Name of Lab Admin and IP will be auto populated.

- **Add / Edit Test Parameters:** The Lab has to fill the following required details:
 - **Parameter Name:** Name of the Parameter.
 - **Parameter Description:** Description of the Parameter.
 - **Status:** Status will be selected from dropdown- Active/ Inactive.
 - **Minimum Value:** Minimum Value of the result range.
 - **Maximum Value:** Maximum Value of the result range.
 - **Unit:** Unit of the result.
 - **Testing Methodology:** Methodology used in Testing.

After filing all details, Click on **Save Details** to save the configuration.

Add / Edit Test Parameters

Parameter Name * Parameter Description * Status * Active

Minimum Value * Maximum Value * Unit * Percentage

Testing Methodology *

Add/Update Cancel

Parameter Table

Show 10 entries Search:

Sl.No	Parameter Name	Parameter Description	Status	Minimum Value	Maximum Value	Unit	Testing Methodology	Edit/Delete
1	Moisture Content	Moisture Content	Active	1	100	Percentage	Testing	

Showing 1 to 1 of 1 entries Previous 1 Next

Save Details Cancel

8.4 Mapping of Branches with Tests

The Lab User can map lab branches to the relevant and available tests by navigating to <https://www.trade.gov.in/> website.

Mapping of Branches with Test is a process in which the lab user will be able to:

- View the mapped tests to the branches
 - Add/ Remove the tests from branches
- **Accessible Roles:** This functionality is available to **Laboratory Administrator** and **Branch Manager**
- **Navigation Path:**
After login, click on **My Dashboard > Bharat Aayat Niryat LabSetu > Mapping of Branches with Test**

8.4.1 Search Functionality:

The mapping for a branch can be viewed by clicking on **Search button**. The following fields will be displayed –

- **Lab Name:** Auto-populated and non-editable.
- **Lab Branch:** Select the desired lab branch from the dropdown, then click on button

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🏠 / Labsetu

Ruchi's Dashboard Last Login 29-Oct-2025 16:18:49 | Password Expires on 26-Nov-2025

Mapping of branches with Test

Lab Name: TCS Lab Branch Name: Please Select Search

➤ **A list of tests will appear as:**

- All available tests will be displayed on the left side of the screen.
- Tests added/ mapped to the selected lab branch will be displayed on the left side of the screen.
- Lab Admin/ Branch Manager can click on **Add** button displayed against every test to add the test to the lab branch.
- The added test will be **removed from the Add Test list** and will start appearing in the Added Test list (on right side of the screen).
- The existing test can be removed by clicking on **Remove button** displayed against every existing test.
- The removed test from the existing test list and will start appearing in the Add Test list (on left side of the screen).

Labsetu

Ruchi's Dashboard

Last Login 29-Oct-2025 16:18:49 | Password Expires on 26-Nov-2025

Mapping of branches with Test

Lab Name: TCS Lab Branch Name: TCS-Delhi Search

All Tests

Search Tests...

Chemical Testing Added

Production Testing Added

Mircob Testing Add

Added Tests

Search Added Tests...

Chemical Testing Remove

Production Testing Remove

Tests Added in the Branch

Submit

- Click on **Submit** Button to save the changes. In case the tests are not visible, the Lab branch Manager can contact to Lab Admin, if still the issue persists, the Lab admin can contact to System Administrator at DGFT HQ.

8.5 View Labs and Tests

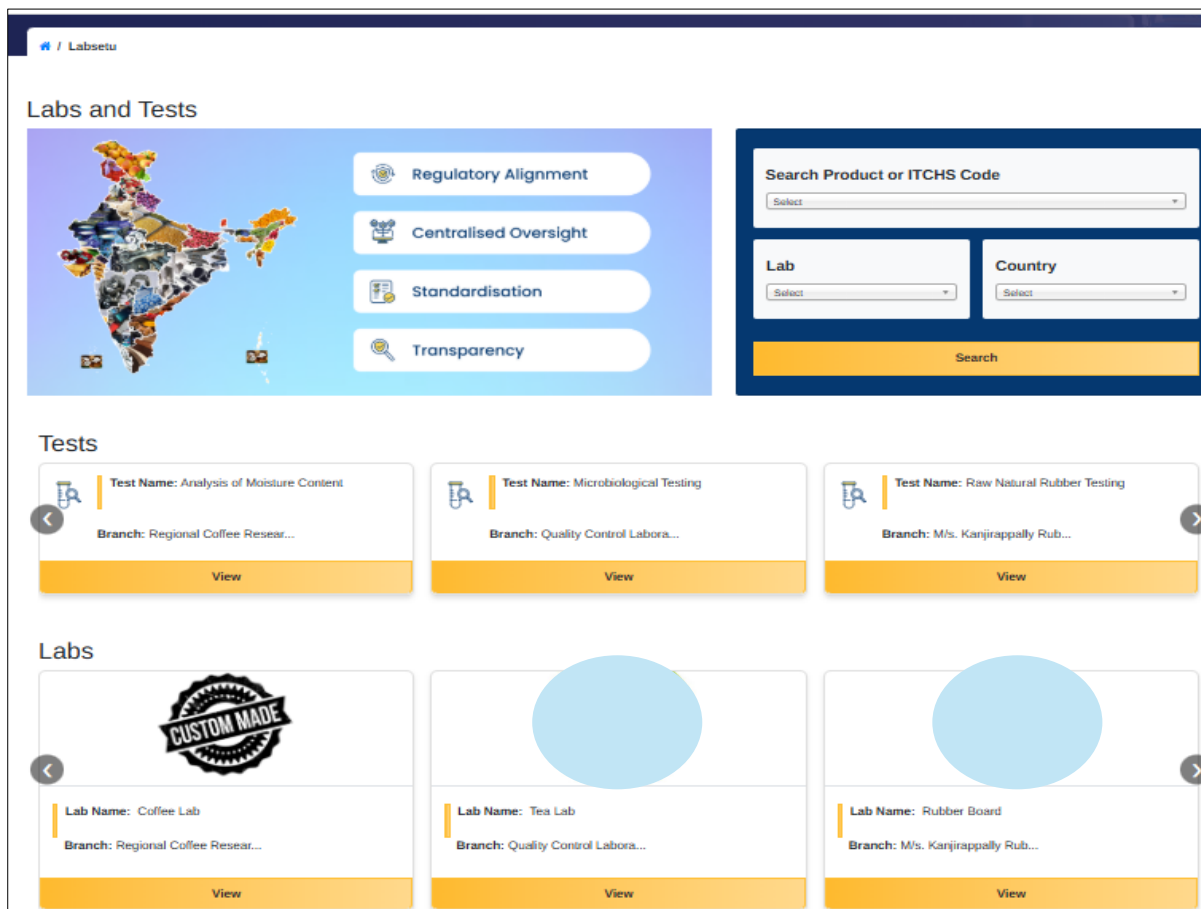
The View Labs and Tests module is accessible to all user roles, both pre-login and post-login pages. This module allows users to view onboarded labs and mapped/available tests to them.

- Pre-Login Access:** Users can access the module by clicking the <https://www.trade.gov.in/pages/labsetu> option from the website menu.
- Post-Login Access:** Registered users can access the module via the Bharat Aayat Niryat Labsetu dashboard.

8.5.1 Search Functionality: The Users can search for labs or tests by entering any of the following parameters:

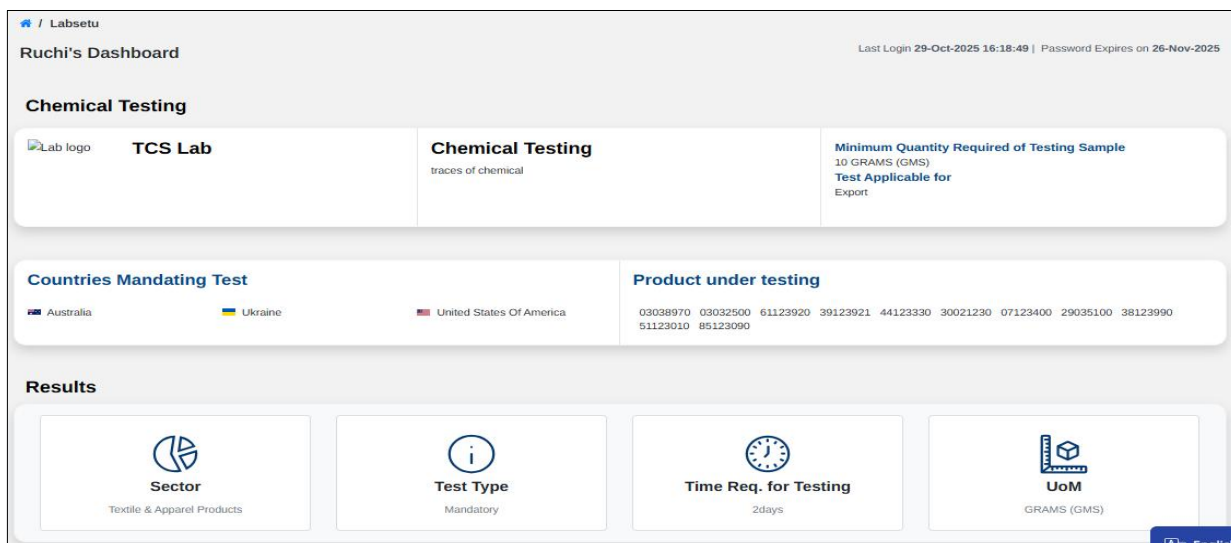
- ITCHS Code
- Lab Name
- Country

Click on **Search** Button. A search result will be displayed based on the entered criteria.



8.5.2 Viewing Test Details Functionality: Click on any Test to view the Test details such as:

- Lab name to which the test is mapped
- Test description
- Testing requirements
- Countries where the test is required



8.5.3 Viewing Lab Details Functionality: Click on any Lab to view the Lab details such as:

- Lab name and validity date
- Certifications
- Contact details
- List of available tests

Test's Dashboard Last Login 24-Oct-2025 17:33:42 | Password Expires on 12-Jan-2026

Test Lab TCS Visit Website

Test Lab TCS

Certifications

[Certificate of Origin.pdf](#)

Email Id: test.test@test.test

Telephone: 1111111111

Tests Offered

Show 10 entries

S No.	Country	ITCHS	Test Name
1	Albania, American Samoa, Andorra	03034200	TEST 222
2	Afghanistan	29034500	TEST 333
3	India	03023400	TEST 111

Showing 1 to 3 of 3 entries Previous 1 Next

8.6 Process Submitted Applications

Lab Users can process submitted applications by navigating this module on <https://www.trade.gov.in/>.

Processing Submitted Applications allows the Lab User to:

- Search the application results based on the selected criteria.
- Pull the application – to work on the submitted application/ test the results.
- View Audit History-
- Update the Sample Receiving
- Test the Sample and enter the observations in Interim Report.
- Generate final Report.

- **Accessible Roles:** This functionality is available to **Laboratory Administrator, Branch Manager and Lab Technician**
- **Navigation Path:** After login, click on **My Dashboard > Bharat Aayat Niryat LabSetu > Process Submitted**

8.6.1 Search Functionality - The Lab user clicks on **“Process Submitted Application”** to access the search functionality. The applications can be searched using the provided filters -

Trade CONNECT
Ministry of Commerce & Industry | Government of India

Get Certificate of Origin | My Dashboard | How to Export | Where to Export | Find Buyer & Seller

Ruchi

/ Labsetu

Ruchi's Dashboard

Last Login 29-Oct-2025 16:02:25 | Password Expires on 26-Nov-2025

Process Submitted applications

Application Type: Health Report

From Date: 22/10/2025 To Date: 29/10/2025

File Number:

Lab Name: TCS Lab Lab Branch Name: TCS-Delhi

Pending With: Select

Status: In Process

Search Reset

The Lab user clicks the **Search** button after applying the required filters, with **Date** being **mandatory fields**. The search results will display all submitted applications for the lab.

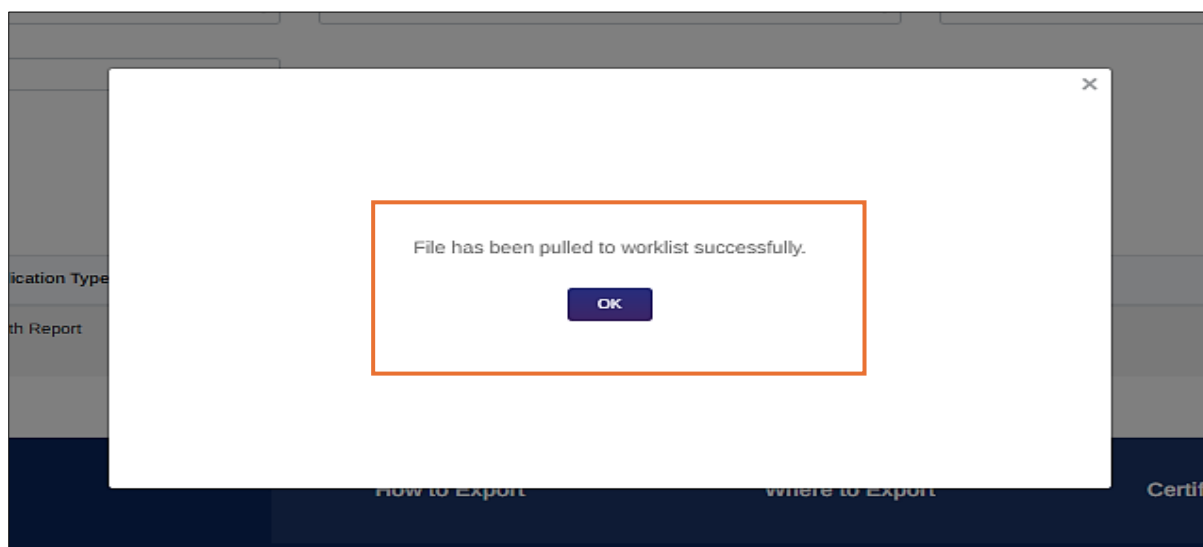
8.6.2 Action Functionality:

The search results will display an **Action button** next to each application. Upon clicking the **Action** button, the user can choose from two options:

- Pull to Worklist:** Allows the user to pull the file to initiate testing and report generation.
- Audit History:** Enables the user to view all actions performed on that specific file.

								Search	Reset
Search Result									
Excel									
S.No	Application Type	File Number	File Date	Lab Branch Name	Status	Action			
1	Health Report	LAB00023TEST00000062A M26	04/08/2025	Recreate Branch	In Process	Action -			
2	Health Report	LAB00023TEST00000064A M26	04/08/2025	Recreate Branch	In Process	Action -			
3	Health Report	LAB00023TEST00000066A M26	04/08/2025	Recreate Branch	In Process	Action -			
4	Health Report	LAB00023TEST00000067A M26	04/08/2025	Recreate Branch	In Process	Action -			
5	Health Report	LAB00023TEST00000068A M26	04/08/2025	Recreate Branch	In Process	Action -			
6	Health Report	LAB00023TEST00000069A M26	04/08/2025	Recreate Branch	In Process	Action -			
7	Health Report	LAB00023TEST00000070A M26	04/08/2025	Recreate Branch	In Process	Action -			
8	Health Report	LAB00023TEST00000072A M26	04/08/2025	Recreate Branch	In Process	Action -			
9	Health Report	LAB00023TEST00000074A M26	05/08/2025	Recreate Branch	In Process	Action -			
10	Health Report	LAB00011TEST00000076AM 26	06/08/2025	Regional	In Process	Action -			
Showing 1 to 10 of 11 entries								Previous	1 2 Next

- a) **Pull to Worklist:** Once the Lab User click on Pull to Worklist a confirmation popup will appear.



The selected application will be pulled, allowing the user to view it and perform the necessary actions.

Search Result

Excel

S.No	Application Type	File Number	File Date	Lab Branch Name	Status	Action
1	Health Report	LAB00023TEST00000062A M26	04/08/2025	Recreate Branch	In Process	Action +

Showing 1 to 1 of 1 entries

Previous1Next

When the Lab User Click on **File Number** hyperlink. the details of the application will be displayed. The user can review the application and perform the following functions:

- **Approve:** Approve the application.
- **Reject:** Reject the application if it is missing required information.
- **Mark Deficient:** Mark the application as deficient if additional documents/sampling are required.
- **Assign To:** Assign the application to other lab users for further process

Back

File Details

IEC Number

2993001221

Firm Name

ministry of commerce dgt

File Date

04/09/2025

Application Type

Health Report

File Number

LAB00023TEST00000062AM26

Basic Details

Test Details

Product Details

Sample Details

Attachments

Declaration

Test And Sample Details

e-Sign Details

Payment Details

File History / Deficiency Response

Basic Details

IEC Number

2993001221

Firm Name

ministry of commerce dgt

DEL Status

N

IEC Branch

001 LAKSHI FAZALPUR NATIONAL HIGHWAY 24 DELHI ROAD, MORADABAD, MORADABAD, UTTAR PRADESH

Branch Address

LAKSHI FAZALPUR NATIONAL HIGHWAY 24 DELHI ROAD, MORADABAD, MORADABAD, UTTAR PRADESH, 244002

GSTIN

05AFA3252M1ZC

Postal Delivery of Lab report required

YES

Delivery Branch

002 UNIT-3- 12 KM 30YA MILESTONE ,DELHI ROAD N H 24 VILLAGE JIWAL, AMROHA, P NAGAR, AMROHA, UTTAR PRADESH

Delivery Branch Address

UNIT-3- 12 KM 30YA MILESTONE, DELHI ROAD N H 24 VILLAGE JIWAL, AMROHA, P NAGAR, AMROHA, UTTAR PRADESH, 244021

Approve

Reject

Mark Deficient

Assign To

Other options available with Lab Users: The following tabs will be displayed-

- **Basic Details:** Displays pre-filled details of the exporter/importer who submitted the test application.
- **Test Details:** Shows all pre-filled information related to the applied tests.
- **Product Details:** Displays all product-related information provided in the application form for testing.
- **Sample Details:** Shows pre-filled details of the product sample, including images and other relevant information from the application form.
- **Attachments:** Contains all necessary attachments required for sample testing.
- **Declaration:** Contains the exporter's declaration or consent for sample testing.
- **Test and Sample Details:** Includes sample receiving information, report generation status, and related details.

The Lab user can click on **the hyperlinked section** to perform the necessary actions:

- **Sample Details:** Click on hyperlink, a popup will appear. The user will update the status whether lab users have got the sample or not.

File Details							
IEC Number 2903001221	Firm Name ministry of commerce dgt	File Date 04/08/2025	Application Type Health Report	File Number LAB000022TEST00000002AM06			
Basic Details	Test Details	Product Details	Sample Details	Attachments	Declaration	Test And Sample Details	e-Sign Details
Payment Details							
File History / Deficiency Response							
Test And Sample Details							
Show 10 entries							
Test Name	Test Description	Sample Details	Sample Status	Report Action	Report Status	Test Status	Action
Carbon Dating of the Fossils	To establish the age of a rock or a fossil, researchers use some type of clock to determine the date it was formed. Geologists commonly use radiometric dating methods, based on the natural radioactive decay of certain elements such as potassium and carbon, as reliable clocks to date ancient events.	S00000062AM26T001P001	Not Received	Generate Interim Report	Not Generated		Preview/ Download report
Quality check for special spices	Divided into a wide range of special spices, regress testing and combination of criteria testing for making the product market fit for international export	S00000062AM26T002P001	Not Received	Generate Interim Report	Not Generated		Preview/ Download report
Quality Control of By Product	Quality test	S00000062AM26T003P001	Not Received	Generate Interim Report	Not Generated		Preview/ Download report
Recreate Test 1	Recreate Test	S00000062AM26T004P001	Not Received	Generate Interim Report	Not Generated		Preview/ Download report
Showing 1 to 4 of 4 entries							

View Test And Sample Details

Sample Received Status

Sample ID *

S00000062AM26T001P001

Sample Received ? *

No

Remarks *

Save

Cancel

Sample Status: Based on the sample received status updated by lab user, the updated status will be displayed here:

- **Received-** If user selects **Yes** from dropdown, then the receiver must:
 - Upload the images of the received sample.
 - Select Date and Time, when sample is received.
 - Select Mode through which sample is received- **Pickup/ Courier/ Self -Drop.**
- **Not Received-** If sample is not received, the user can select **No.**

- **Report Action:** Lab user can enter the test results and other relevant observations required against the test parameter for that sample. Report will be generated once the sample is received, and the lab technician will update the Sample Results.
- **Report Status:** The report generation status will be displayed.
- **Test Status:** The status of test will be displayed.
- **Action:** User can Preview/ Download the Final Report. The final report will be generated in PDF format.
- **E-Sign Details:** Digital signature details will be displayed in this tab.
- **Payment Details:** The payment details will be displayed in this tab
- **File History/ Deficiency Response:** In case deficiency is marked, the response will be displayed along with the actions taken on the file.

File Details

IEC Number

2990001221

Firm Name

ministry of commerce dgh

File Date

04/08/2025

Application Type

Health Report

File Number

LAB000023TEST00000002AM05

Basic Details

Test Details

Product Details

Sample Details

Attachments

Declaration

Test And Sample Details

e-Sign Details

Payment Details

File History / Deficiency Response

Test And Sample Details

Show10entries

Test Name	Test Description	Sample Details	Sample Status	Report Action	Report Status	Test Status	Action
Carbon Dating of the Fossils	To establish the age of a rock or a fossil, researchers use some type of clock to determine the date it was formed. Geologists commonly use radiometric dating methods, based on the natural radioactive decay of certain elements such as potassium and carbon, as reliable clocks to date ancient events.	S00000062AM26T001P001	Not Received	Generate Interim Report	Not Generated		Preview/ Download report
Quality check for special spices	Divided into a wide range of special spices, regress testing and combination of criteria testing for making the product market fit for international export	S00000062AM26T002P001	Not Received	Generate Interim Report	Not Generated		Preview/ Download report
Quality Control of By Product	Quality test	S00000062AM26T003P001	Not Received	Generate Interim Report	Not Generated		Preview/ Download report
Recreate Test 1	Recreate Test	S00000062AM26T004P001	Not Received	Generate Interim Report	Not Generated		Preview/ Download report

Showing 1 to 4 of 4 entries

Previous1Next
