HOW TO REGISTER R-NUMBERS

A. Instructions to be followed by the Manufacturer/AIR/Brand:

The Manufacturer/AIR/Brand is required to register all their R-Numbers on portal. The portal will help the manufacturers in understanding various aspects of surveillance and related activities along with an interface where the Manufacturer/AIR/Brand will be able to view the status of surveillance, deposit paid, amount to be replenished after surveillance, due amount and other key aspects.

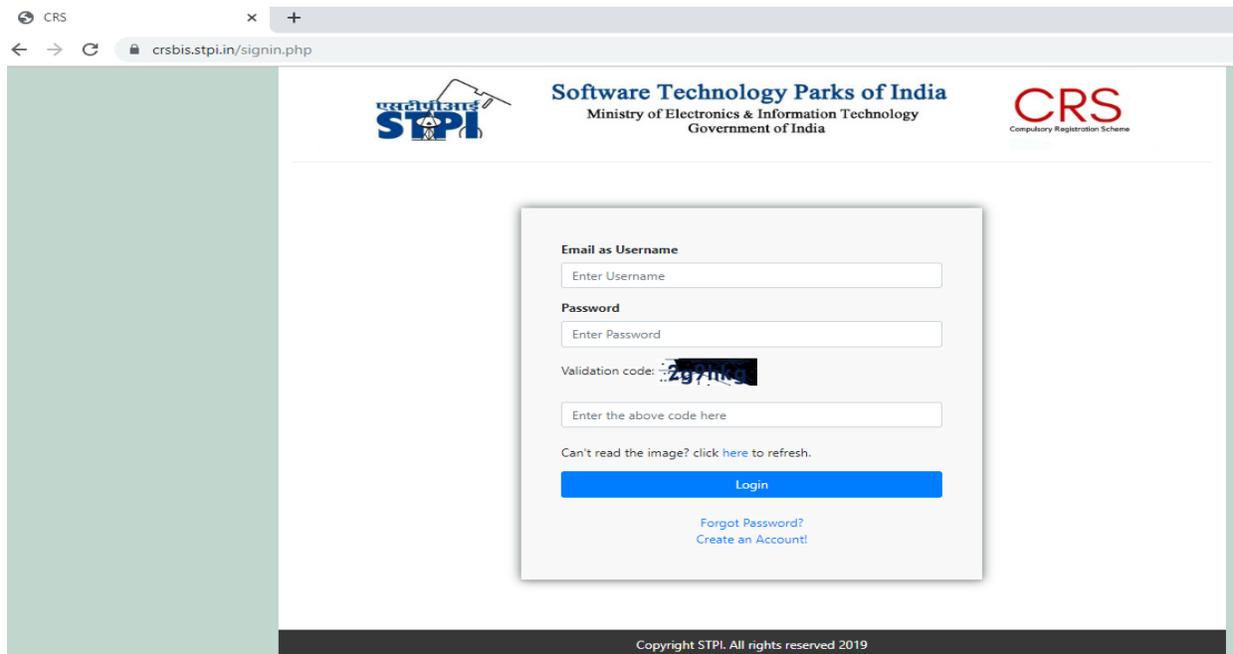**The steps to be followed for registering R-Number(s) are as under:**

Step:1 Manufacturer/Brand/AIR has to sign up and create the login credentials on www.crsbis.stpi.in.

I am : *
○ Manufacturer ● AIR ○ Brand

Full Name*
Enter your full name

Email*
Enter your email

Contact Number*
Enter your contact number

Address*
Enter your address

Company Name*
Enter your company name

Designation*
Enter your designation

Password*
Enter Password

Confirm Password*
Confirm Password

Validation code: c797sz

Enter the above code here

Can't read the image? click here to refresh.

Submit

Forgot Password?
Already have an account? Login!

Step:2 Manufacturer/Brand/AIR will login with the user id and password on www.crsbis.stpi.in.

Step: 3 Click the "**Add R-Number**" Tab on the dashboard to register the R-Number(s).

a. Fill details (Name, E-Mail Id, Contact Number and Address) of manufacturer, brand and AIR.
b. Fill the model details (model name, model market name, type of model, availability channel of model, location of model and MRP of model) of that R-Number. Model details can also be uploaded through a CSV file.
c. Upload the declaration for Made to Order model(s) and EOL model(s) (as applicable).
d. Save and submit the details.

Step: 4 After registration of all the R-Numbers, the Manufacturer/Brand/AIR is required to calculate the surveillance charges on payment page.

Step: 5 Navigate to the "**Payment Page**" and click on **Surveillance Charges** appearing against your brand and product category to calculate the amount.

Software Technology Parks of India
Ministry of Electronics & Information Technology
Government of India

CRS
Compulsory Registration Scheme

🏠 Home   🛒 Add R-Number   👓 My R Numbers   ⬛ Payment

You are here: Payment Preview

Sr. No.	Brand Name	Main Product Category	Max MRP	No. Of Included R-Numbers	
1	ARTESYN EMBEDDED TECHNOLOGIES	POWER ADAPTORS FOR IT EQUIPMENTS	2345	1	Surveillance Charges
2	Artesyn Embedded Technologies	POWER ADAPTORS FOR IT EQUIPMENTS	987	1	Surveillance Charges

Step: 6 On the calculation page, select the required fields and appropriate product category.

Product Category:	POWER ADAPTORS FOR IT EQUIPMENTS ▼
Surveillance Initiated : (This cordination should be supposed to change)	○ ● Yes No
Counter Sample :	○ ● Yes No
Number of Samples :	2
MRP : (Please choose same option that you have chosen at the time of deposit)	○ ● Yes No
Adhoc Cost of sample :	₹ 3000
Tax on cost of sample :	₹ 540
Total of Cost of sample and Cost of Counter:	₹ 7080
Select for Surveillance Charges:	POWER ADAPTORS FOR IT EQUIPMENTS ▼
Cost of testing :	₹ 45500.00
Cost of testing (Inclusive taxes) :	₹ 53690
Cost of package transfer :	₹ 11375
Cost of package transfer (Inclusive taxes) :	₹ 13422.5
Cost of storage :	₹ 0
Cost of storage (Inclusive taxes) :	₹ 0
Total :	₹ 74192.5

Reset Submit

Step: 7 Click on "**Submit**" button and proceed for payment through online or offline modes.

Step: 8 When online payment option is opted:

Detailed Breakup of Charges (inclusive of taxes)

R-Number:	R-200
Number of Sample(s):	2
Cost of sample(s):	7080
Cost of testing:	53690
Cost of packaging and transportation:	13422.5
Cost of storage:	0
Final payable amount :	74192.5

Pay offline   Pay Online

बैंक ऑफ़ बड़ौदा
Bank of Baroda

Baroda e GATEWAY

VISA   MasterCard   RuPay»

Credit Card

Debit Card

Internet Banking

Card Number

Virtual Keyboard

Expiry Date   **CVV**

MM/YY   ***   ?

Card Holders Name

Type the characters

Q 4 5 S V

BILLING INFORMATION

Merchant   **SOFTWARE TECHNOLOGY PARK OF IN...**

TrackId   3122803477

Transaction Amount   **INR 74192.50**

Bank Charges   **INR 0.00**

Total Amount Payable   **INR 74192.50**

PAY   Cancel

Step: 9 If offline payment option is opted for, then the Manufacturer/AIR/Brand is required to submit the deposit details on portal with the screenshot of **Successful** transaction receipt containing UTR No.

Step: 10 Offline payment details filled by the manufacturer will be updated upon verification and approval by the PMU after confirming from the bank.

B. EOL/Cancellation Process

If any R-Number has models which have reached their End of Life or Manufacturer/AIR/Brand wants to opt for cancellation of BIS registration, he/she has to apply in BIS for exclusion of models or cancellation of R-Number and submit the receipt of the same for exemption from surveillance. The Manufacturer/AIR/Brand shall also be required to submit an undertaking for EoL of all the model(s). Further, Manufacturer/AIR/Brand would be required to submit the scanned copy of BIS approval letter for EoL of model(s) and Cancellation of R-Number(s).

C. Refund Process

In the event of expiry/cancellation/ withdrawal/lapse of all registration no. for a particular product of a given manufacturer, the manufacturer/local representative may raise a refund request for claiming the outstanding balance deposits (interest free), if any, and STPI shall refund the same subject to verification of the said request within 30 days time period under intimation to MeitY (Please refer Annexure-I).

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Note: For any query, please contact at pmu.crs@stpi.in and quote your Reference Number in the e-mail subject.