



User Manual Of Usage Report

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Submitted by:

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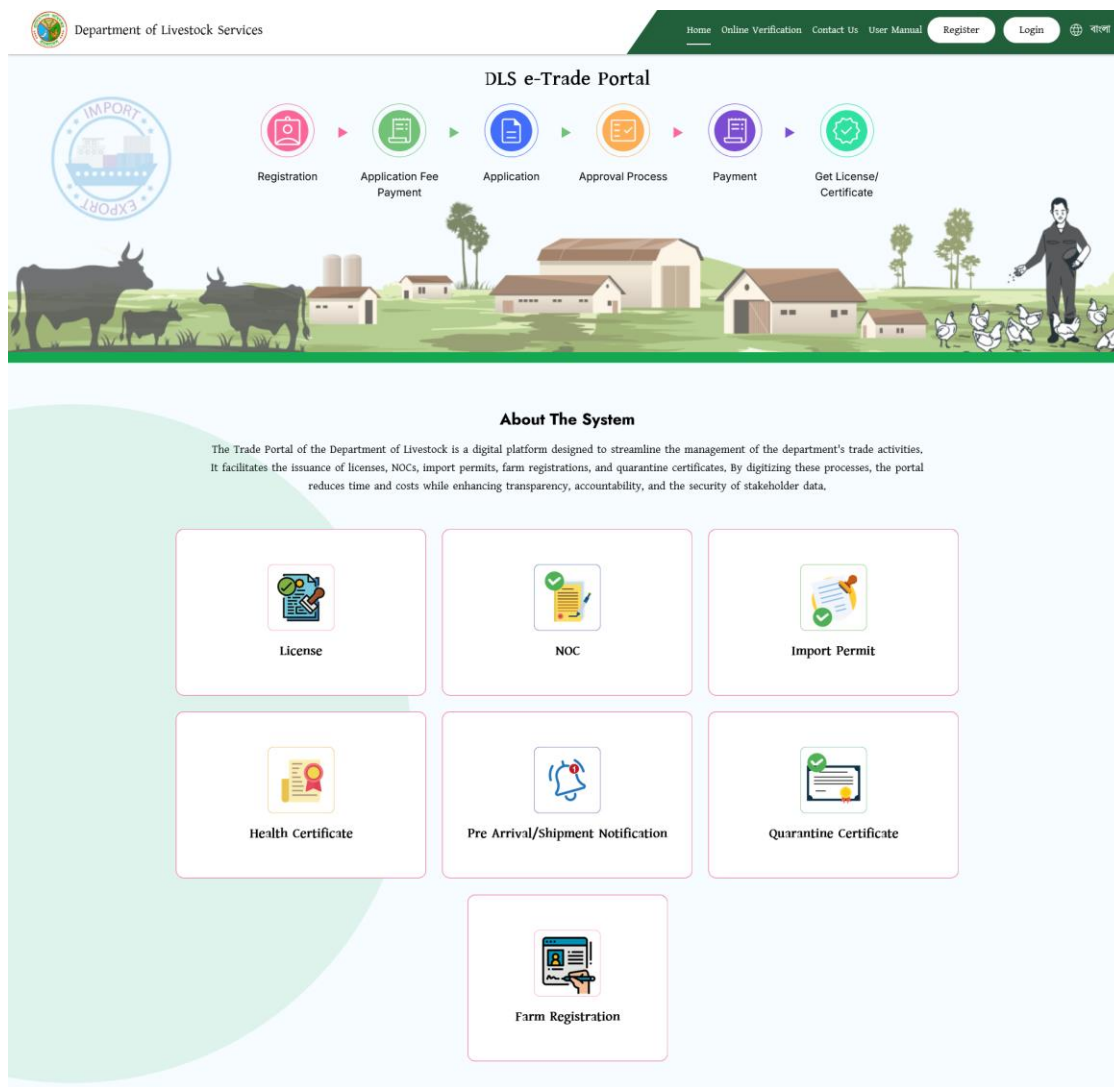
Table of Contents

System Home Page	3
Applicant Panel.....	7
Registration and Login	7
Profile	9
Factory/Warehouse Profile.....	10
Adding a New Usage Report Process.....	13

System Home Page

How can a user join the DLS platform?

To access the DLS e-Trade Portal, users or applicants need an internet-connected device and a web browser. Begin by entering the URL <http://etrade.dls.gov.bd/> into the browser's address bar and pressing **Enter**. This will display the system's homepage, as illustrated in the figure below.



When users access the portal, they are greeted with the homepage, which serves as the main interface for navigation. At the top of the page, a user-friendly navigation menu provides quick access to essential features:

- **Home:** Redirects users to the homepage.
- **Online Verification:** Facilitates the verification of documents.

Online Verification

Select Type

- ☒ License ☐ NOC ☐ Import Permit
☐ Farm Registration ☐ Health Certificate

Select Category

পশুখাদ্য উৎপাদন/ প্রকিয়াজাত করণ / সংরক্ষণকারী প্রতিষ্ঠানের (ক্যাটাগরি)

Certificate No

1

Search

Applicant Name : Proma Guha
Company Name : যমুনা এগ্রো লিমিটেড সাভার
Company address : Savar Dhaka Bangladesh
Warehouse : Savar Dhaka Bangladesh
Expiry Date : 30-06-2025
Meeting Date : 21-01-2025
Status : **Active**

- **Contact Us:** Offers support and addresses user inquiries.



Address
প্রাণিসম্পদ অধিদপ্তর, বাংলাদেশ কৃষি
খামার সড়ক, ফার্মগেট, ঢাকা

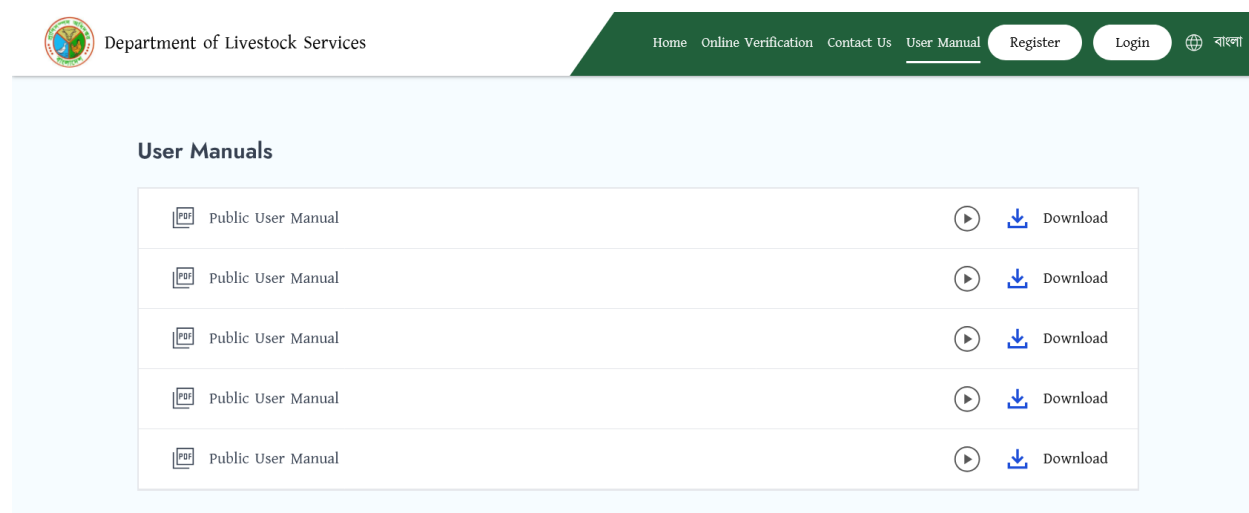


dg@dls.gov.bd



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- **User Manual:** Provides a comprehensive guide on utilizing the portal's features.

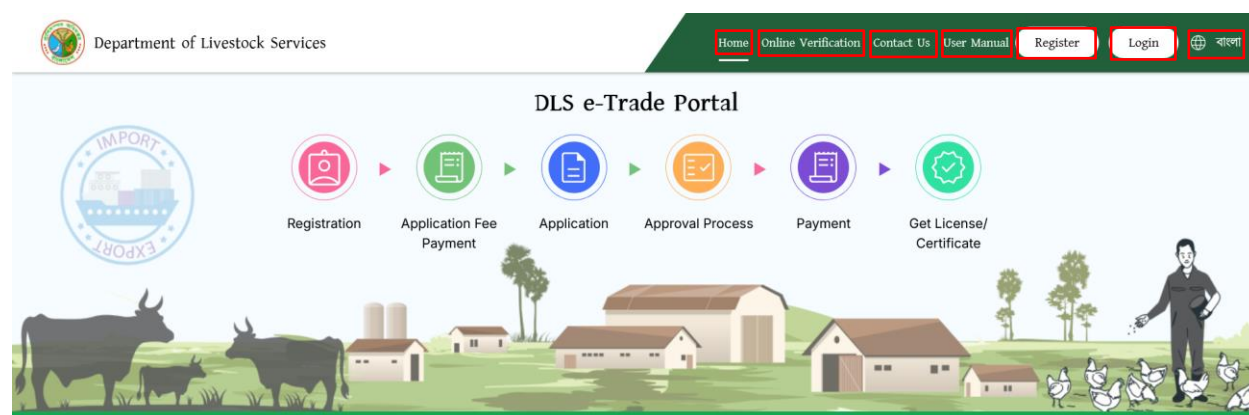


This intuitive menu design ensures that users can efficiently navigate to the most important sections of the portal.

The homepage contains two key action buttons:

- **Register:** Redirects new users to the account creation page.
- **Login:** Opens the login page for existing users.

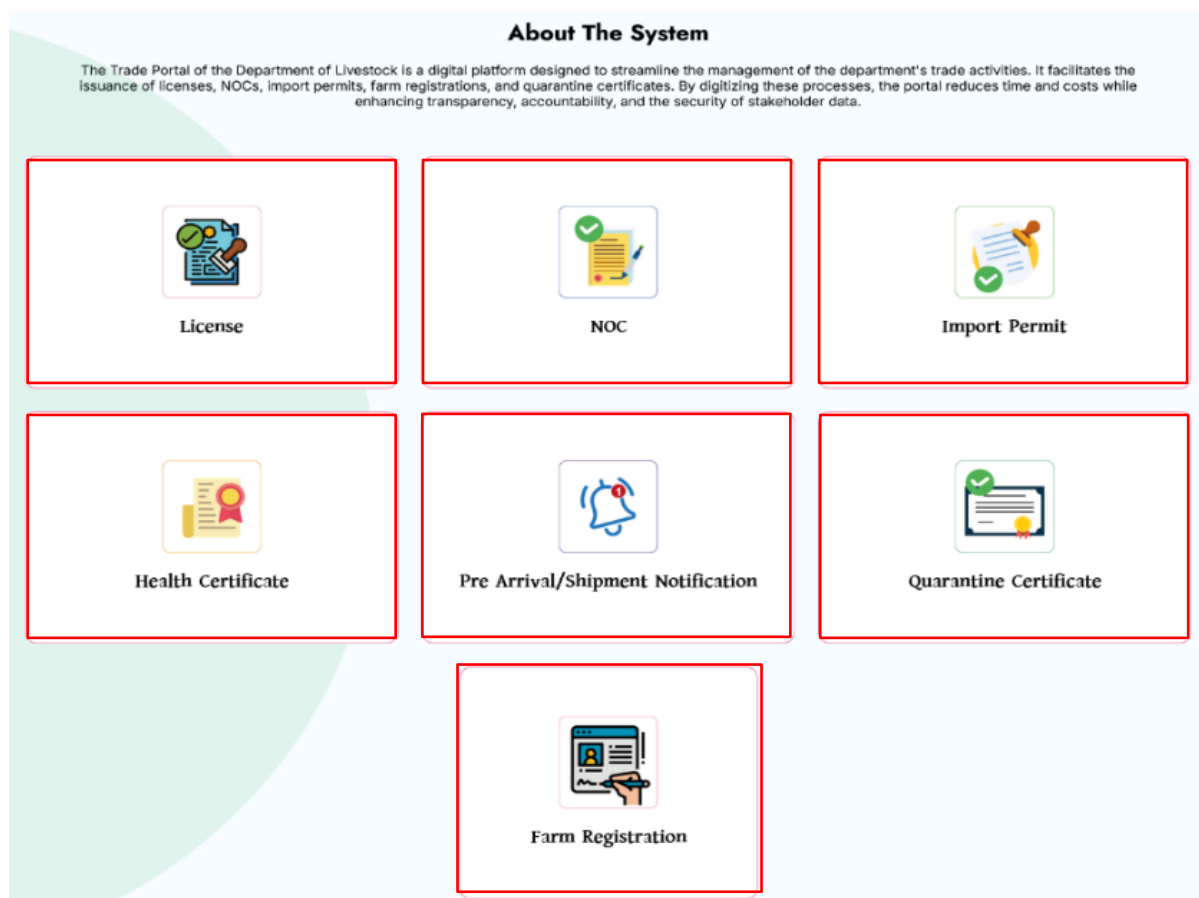
A **language selector** in the top-right corner allows users to switch between Bangla and English.



The **"About the System"** section on the homepage provides a brief overview of the purpose and benefits of the system. It explains how the platform simplifies access to various services, streamlines processes, and supports users in obtaining licenses and certificates efficiently. This section also features seven buttons representing key categories and services:

- License
- NOC
- Import Permit
- Health Certificate
- Pre-Arrival/Shipment Notification
- Quarantine Certificate
- Farm Registration

Each button is a clickable. Clicking a card displays detailed information about the corresponding service or category, helping users easily understand and navigate the available options.



Applicant Panel

Registration and Login

How can a user register and login to the system?

The screenshot displays the registration interface of the Department of Livestock Services. At the top, there is a navigation bar with links for Home, Online Verification, Contact Us, User Manual, Register, and Login. The registration form is titled 'Registration' and offers two options: 'Company' (selected) and 'Personal'. The 'Company' registration fields include: Company Name (filled with 'Crown Agro Ltd.'), Mobile (filled with '01350892864'), Email (filled with 'cal@gmail.com'), NID (filled with '9158509856'), Password (masked with dots), Confirm Password (masked with dots), and Verification code (filled with '5TWif'). A red rectangular box highlights the 'Register' button at the bottom of the form. Below the button, there is a link for 'Already Registered?' and a 'Login' button.

To register, click the **Register** button on the homepage. This opens the registration page, where users can complete the process by filling in all required fields such as **Company Name**, **Mobile no**, **Email**, **NID**, **Password** and **Verification code**.

It is important to use a mobile number that is always accessible to the applicant, as an OTP will be sent to this number. Additionally, this number will be used for sending other relevant information in the future.

OTP Verification

After completing the registration, an OTP will be sent to the applicant's mobile number or email from DoS. The applicant must enter the OTP correctly in the designated field on the **Verify OTP** page.

If the OTP is not received, click the **Resend OTP** button after waiting for 2 minutes and 30 seconds.

OTP

Time remaining: 0:16

Once registration is complete, the user can log in using their email address/mobile no. and password.



Department of Livestock Services

[Home](#)
[Online Verification](#)
[Contact Us](#)
[User Manual](#)
[Register](#)
[Login](#)
[English](#)

Login

Email/Mobile *

Password *

Login

Forgot Password ?

Don't Have An Account?

Register

Profile Update After Login

Upon successful login, a message will prompt the user to **"Please Update Your Profile & Create Factory/Warehouse Profile First."**




Department of Livestock Services




English

Crown Agro Ltd.
Company



Dashboard

[Profile](#)

[Factory/Warehouse Profile](#)

Please Update Your Profile & Create Factory/ warehouse Profile First.

Profile

Can a user update his/her profile after logging into the system?

User can add/update the profile information by going to the profile section from the left side menu of the system.

Dashboard
Profile

Crown Agro Ltd.

Owner Information

Owner Name *

NID *

9158509856

Owner Address *

Picture *

Browse... No file selected.

Upload NID

Browse... No file selected.

Signature *

Browse... No file selected.

Father

Spouse

Father Name *

Mother Name *

Organization Information

Type of Organization *

Type of Organization

Organization Name *

Crown Agro Ltd.

Mobile *

01350892864

Email *

cal@gmail.com

Contact Person Information

Contact Person Name *

Contact Person Mobile *

Contact Person NID

Contact Person NID Attachment

Browse... No file selected.

Contact Person Address

Address

Office Address

Division

District

Upazila

Document Information *

ERC Number *

ERC Expiry Date *

mm/dd/yyyy

ERC Upload

Browse... No file selected.

IRC Number *

IRC Expiry Date *

mm/dd/yyyy

IRC Upload

Browse... No file selected.

Trade License *

Trade License Expiry Date *

mm/dd/yyyy

Trade License Upload

Browse... No file selected.

Tax Identification Number (TIN) *

TIN Attachment

Browse... No file selected.

Business Identification Number (BIN) *

BIN Attachment

Browse... No file selected.

Update

During profile management, the information provided by the user at the time of registration is automatically pre-filled in the profile page. In addition, the applicant is required to fill in other necessary fields, such as **Owner Name, Owner Address, Father Name, Mother Name, Contact Person Name, Contact Person Mobile, Contact Person Address, Office Address, ERC Number, IRC Number, Trade License, Tax Identification Number (TIN), and Business Identification Number (BIN)**. The applicant must also upload mandatory attachments, including **Picture, NID, Signature, Contact Person NID, ERC, IRC, Trade License, TIN, and BIN**. Furthermore, the applicant must select the **Type of Organization, Division, District, and Upazila** from the respective dropdown menus. All fields marked with a red asterisk (*) are mandatory. Once all required information is entered, the applicant can click on the **Update** button to save the changes. If needed, the applicant can revisit the profile and make modifications by clicking on the **Edit** button located at the top-right corner of the profile page.

Factory/Warehouse Profile

How does an applicant create company profiles through the system?

Applicant can create the Factory/Warehouse profile by going to the **Factory/ Warehouse Profile** section from the left side menu of the system. Clicking on the "Factory/Warehouse" button will bring up the page for creating a new Factory/Warehouse.



The applicant must fill in the required fields and click the **Save** button to create the Factory/Warehouse profile.-



Crown Agro Ltd.
company

Type *

☐ Warehouse ☐ Factory

Factory Name *

Mobile *

Email *

Factory Picture *

Browse... No file selected.

(File size should not exceed 5 MB.)

Factory Address

Factory Office Address *

Division

District

Upazila

Type Address for Lat and Long

Enter a location

Latitude

Latitude

Longitude

Longitude

Factory Contact Person

Signature *

Browse... No file selected.

(File size should not exceed 5 MB.)

NID *

Upload NID

Browse... No file selected.

(File size should not exceed 5 MB.)

Factory Document Information

Environment Certificate *

Browse... No file selected.

(File size should not exceed 5 MB.)

ERC Number

mm/dd/yyyy



ERC Upload

Browse... No file selected.

(File size should not exceed 5 MB.)

IRC Number

IRC Expiry Date

mm/dd/yyyy



IRC Upload

Browse... No file selected.

(File size should not exceed 5 MB.)

Trade License *

Trade License Expiry Date *

mm/dd/yyyy



Trade License Upload *

Browse... No file selected.

(File size should not exceed 5 MB.)

Tax Identification Number (TIN) *

TIN Attachment

Browse... No file selected.

(File size should not exceed 5 MB.)

Business Identification Number (BIN) *

BIN Attachment

Browse... No file selected.

(File size should not exceed 5 MB.)

Save

Firstly, the user must select the **Type of Organization**. Then, the user is required to fill in other necessary fields, including **Factory/Warehouse Name**, **Mobile Number**, **Email**, **Factory/ Warehouse Office Address**, **Address for Latitude and Longitude**, **Factory/Warehouse Contact Person**, **NID**, **ERC Number**, **IRC Number**, **Trade License**, **Tax Identification Number (TIN)**, **Business Identification Number (BIN)**, **ERC Expiry Date**, **IRC Expiry Date**, and **Trade License Expiry Date**. The applicant must upload mandatory attachments, such as **Factory/Warehouse Picture**, **NID**, **Environment Certificate**, **ERC**, **IRC**, **Trade License**, **TIN**, and **BIN**. Additionally, the applicant must select the **Division**, **District**, and **Upazila** from the corresponding dropdown menus. All fields marked with a red asterisk (*) are mandatory.

An applicant can **view/edit** Factory/Warehouse profiles.

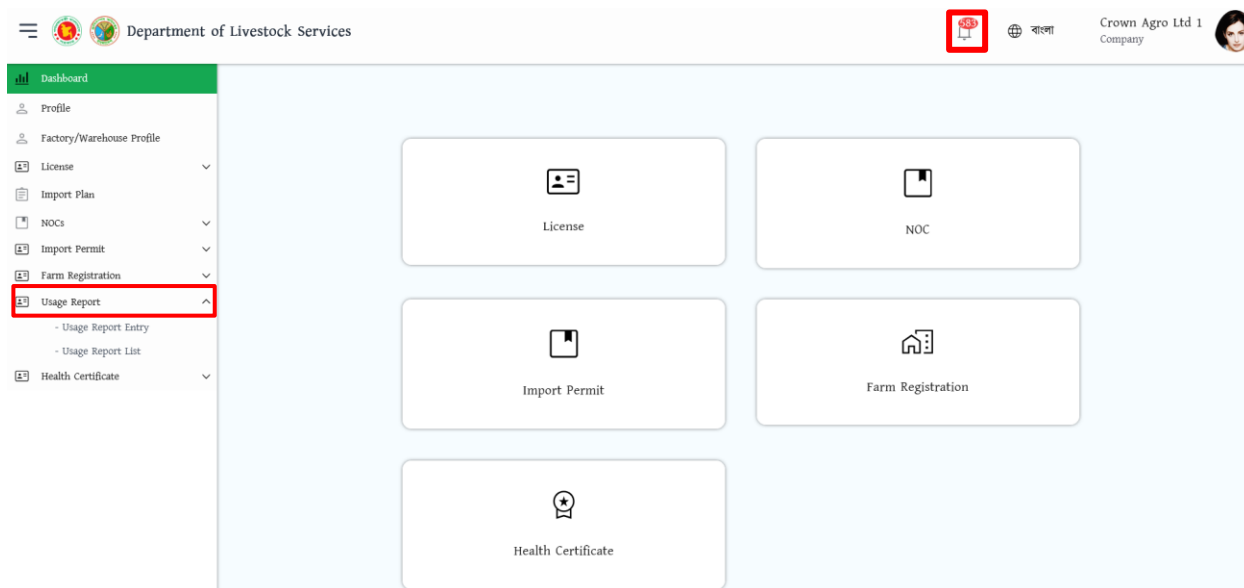
Dashboard ▶ Factory/Warehouse/Feed Plant List

SL. No.	Factory/Warehouse/Feed Plant	Type of Organization	Office Address	Action
1	Alive's Farm	Factory	4/2 Savar, dhaka	
2	RR Framhouse	Factory	4/2 Isdair, n.gonj	
3	Crown Agro Premix Factory Savar	Factory	Savar, Dhaka	
4	Crown Agro Feed Plant Savar	Feed Plant	Savar, Dhaka	
5	Crown Agro Warehouse	Warehouse	Savar, Dhaka	

Applicant Dashboard

How does an applicant create a **Usage Report**?

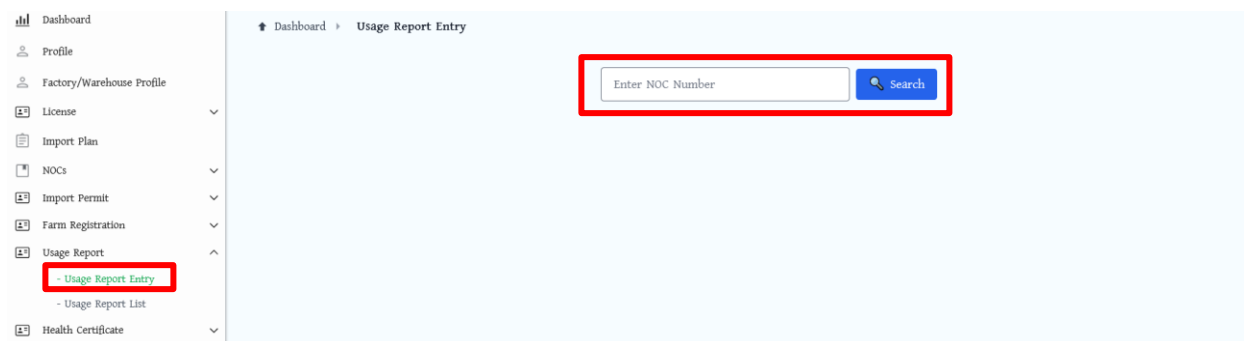
To create a **Usage Report**, the applicant clicks on the **Sidebar** menu, which opens the page for creating a new Usage Report. Within the Usage Report menu, applicant has to click on the **Usage Report Entry** menu.



Applicant can be notified about the different stages of an application by clicking on the **Notification Bell** at the top of the page.

Adding a New Usage Report Process

To add a new Usage Report, the user must put their existing NOC number in the **search bar**.



Searching the NOC number, it presents the applicant with the approved product list and the option to add Usage Report.



Once applicant clicks the **Add Usage Report** button it opens the **Product Wise Usage Report** form to the applicant.

Product-wise Usage Report

Remaining Quantity: 72

+ Add More Row

VAT Number

ক্রমিক নং	পণ্যের নাম	পি আই / সি আই নং ও তারিখ	বি/ই নং তারিখ ও কাস্টম হাউস	সরবরাহ গ্রহণকারী প্রতিষ্ঠানের নাম	পরিমাণ	ইউনিট	×
1	Officia maiores aliq	Cupiditate omnis ame / 2019-11-01			72	pcs	×

Submit Usage Report

Usage Report List Menu

Applicant can view the list of their submitted Usage reports in the **Usage Report List** menu.

Dashboard >
Usage Report List

Serial No.	Company	Description Of Product	NOC Number	Country of Origin	Pack Size	Actual Quantity	Remaining Quantity	Action
1	Crown Agro Ltd 1	Officia maiores aliq	21052025051	Angola	Magna dolor cillum a	72 pcs (±4%)	19 pcs	দেখুন

By clicking the **View** button in the **Action** column, applicant can get the detailed view of their usage report.

Dashboard >
Usage Report Details

আমদানিকৃত পণ্যবাদ্য বা মৎস্য বাদ্য বা উপকরণের যথাযথ ব্যবহারের সংক্রান্ত প্রতিবেদন

১। প্রতিষ্ঠানের নামঃ Crown Agro Warehouse

২। ঠিকানাঃ Savar, Dhaka

৩। মূলক নিবন্ধন নাম্বারঃ 6878

৪। প্রাপ্তি সম্পদ অধিদপ্তর হইতে প্রদত্ত নিবন্ধন নাম্বার ও তারিখঃ 19, 18/05/2025

৫। নিবন্ধনের ধরনঃ পণ্যবাদ্য আমদানিকারক, রপ্তানিকারক, সংরক্ষক ও বাজারজাতকারক (ক্যাটাগরি-২)

৬। প্রতিবেদনের মেয়াদকালঃ 18/05/2025 - 16/08/2025 পর্যন্ত

আমদানিকৃত পণ্যের বিবরণ

Serial No.	Description Of Product	PI/CI No & Date	Country of Origin	Pack Size	Actual Quantity	Remaining Quantity
1	Officia maiores aliq	Cupiditate omnis ame 01/11/2019	Angola	Magna dolor cillum a	72 pcs (±4%)	19 pcs

সরবরাহ / ব্যবহার বিবরণ

ক্রমিক নং	ছাড়পত্র নং ও তারিখ	পণ্যের নাম	বি/ই নং তারিখ ও কাস্টম হাউস	সরবরাহ গ্রহণকারী প্রতিষ্ঠানের নাম	পরিমাণ
1	21052025051 01/11/2019	Officia maiores aliq	fdggy	gghk	50.00 pcs
2	21052025051 01/11/2019	Officia maiores aliq	gzhgm	nhvb	3.00 pcs