

Standard Operating Procedure (SOP) for payment of FoSTaC ToT fee through FSSAI e-payment portal

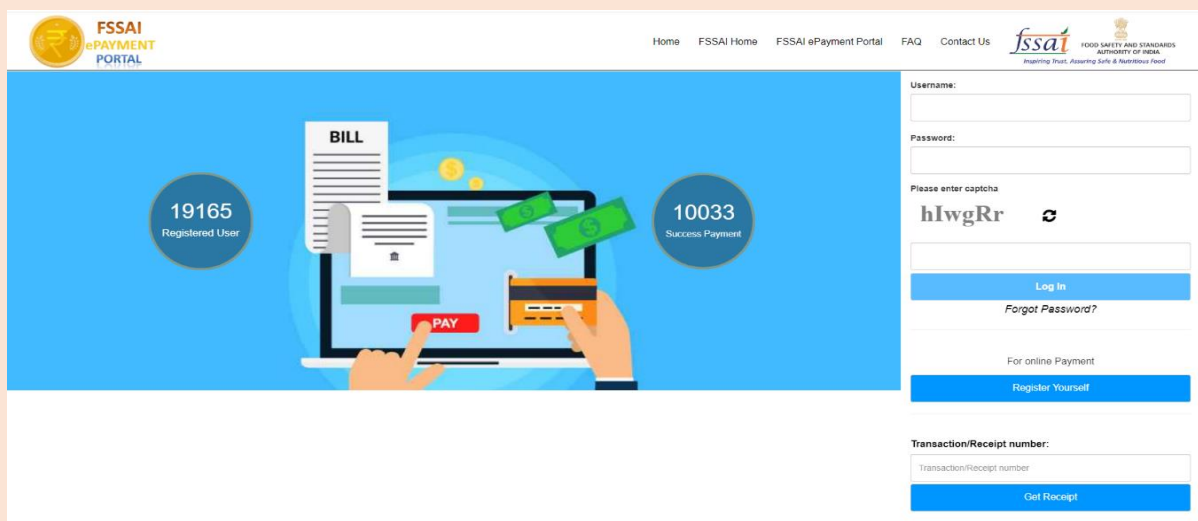
In order to make payment for appearing in the Training of Trainer (ToT) program the shortlisted trainees have to follow the steps given in this SOP.

The trainee is required to click on the payment link sent to their e-mail ID from the official FoSTaC e-mail id which is fostac@fssai.gov.in. The trainees have to verify the authenticity of the email and link before making any payment.

➤ How to register in FSSAI e-payment portal for the new users?

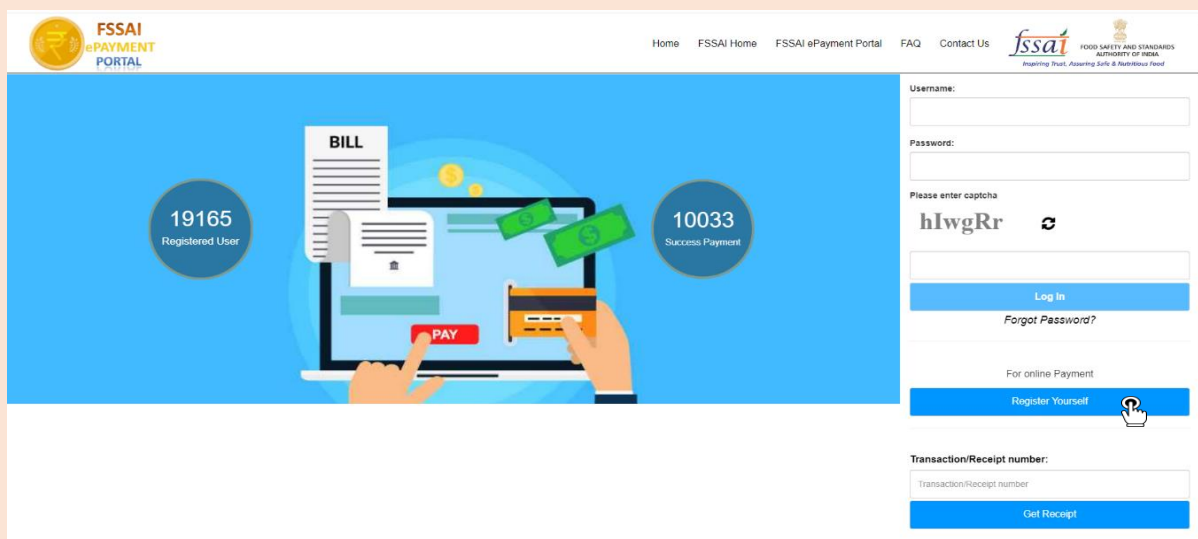
In order to register on FSSAI e-payment portal, the trainees have to follow following steps-

Step 1: Trainee have to open FSSAI e-payment portal through the authentic payment link sent to their e-mail from official FoSTaC e-mail ID fostac@fssai.gov.in or through the web address <https://epay.fssai.gov.in/loadindex>.



The screenshot shows the FSSAI e-payment portal homepage. The header includes the FSSAI logo, navigation links (Home, FSSAI Home, FSSAI ePayment Portal, FAQ, Contact Us), and the FSSAI tagline. The main banner features a laptop with a 'PAY' button, a 'BILL' document, and two statistics: '19165 Registered User' and '10033 Success Payment'. On the right, there is a login form with fields for Username, Password, and a Captcha (hIwgRr). Below the login form are buttons for 'Log In', 'Forgot Password?', 'For online Payment', and 'Register Yourself'. At the bottom right, there is a 'Transaction/Receipt number' field and a 'Get Receipt' button.

Step 2: Click on “Register Yourself” Tab



This screenshot is identical to the previous one, but with a mouse cursor pointing to the 'Register Yourself' button, indicating the next step in the process.

Step 3: A Registration window will open. Fill the mandatory* details and click on the “Register Yourself” button. Trainees will have to remember their Username and password for future purpose. All trainees are advised not to share their username and password to anyone.

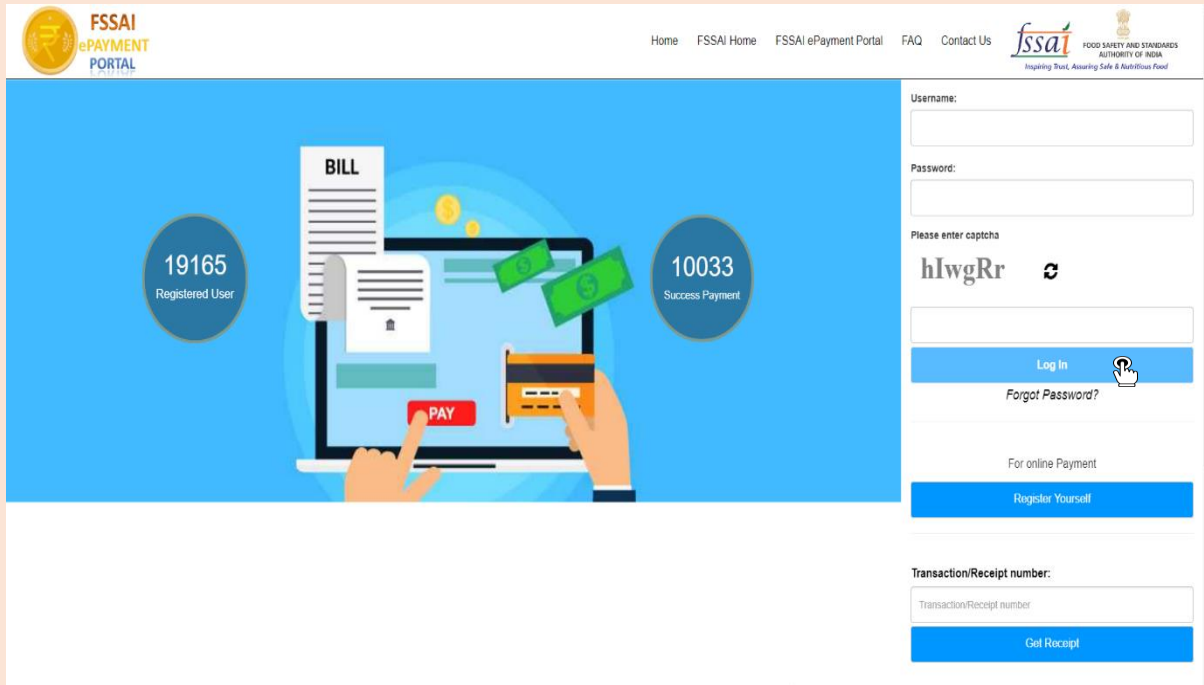
Note:

- If you are a freelancer, then in the ‘Agency/Laboratory Name’ fill it as Free Lancer.
- Mention the address same as in any of your Government ID in ‘Address section’

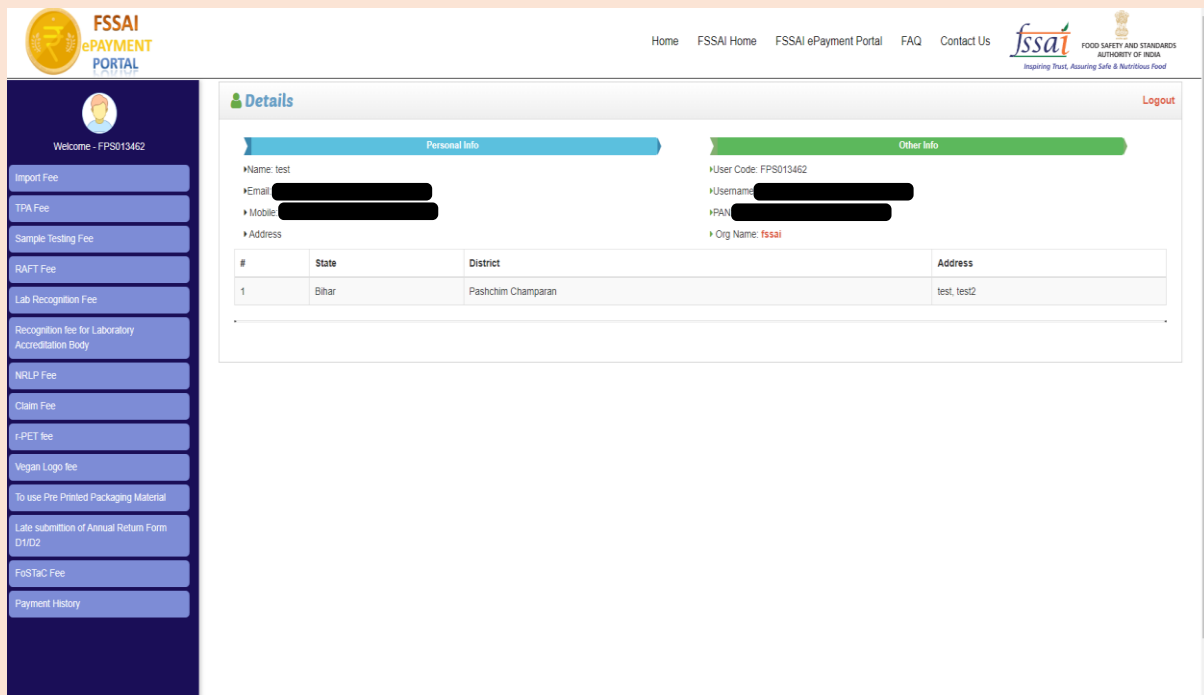
The image shows a screenshot of the FSSAI ePayment Portal registration form. The page header includes the FSSAI ePAYMENT PORTAL logo on the left and navigation links (Home, FSSAI Home, FSSAI ePayment Portal, FAQ, Contact Us) and the FSSAI logo with the tagline 'Inspiring Trust, Assuring Safe & Nutritious Food' on the right. The main content area is titled 'Registration for FSSAI ePayment' and is divided into two sections: 'Login Details' and 'Personal/Agency/Laboratory Details'. The 'Login Details' section contains fields for Email/User Name, Mobile No., OTP, Password, and Confirm Password, along with a 'Send OTP' button. The 'Personal/Agency/Laboratory Details' section contains fields for Full Name, Agency/Laboratory Name, Address Line 1 and 2, State, District, City, Pincode, PAN Number, and Enter GST Number. At the bottom of the form, there is a 'WTUAIq' logo and a 'Register Yourself' button with a mouse cursor pointing to it.

➤ **How to make payment for FoSTaC ToT fees through FSSAI e-payment portal for the registered users?**

Step 1: The registered users or Trainees will have to **login** the e-payment portal with their credentials (Refer to Step 3 of **How to register in FSSAI e-payment portal for the new users?**).



Step 2: After logging in, trainee will be able to see their profile with personal details.



Look for the option labelled 'FoSTaC Fee' in the bottom left corner and click on it.

The screenshot shows the FSSAI ePAYMENT PORTAL interface. The top navigation bar includes 'Home', 'FSSAI Home', 'FSSAI ePayment Portal', 'FAQ', and 'Contact Us'. The FSSAI logo and 'FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA' are on the right. The left sidebar contains a list of payment options: Import Fee, TPA Fee, Sample Testing Fee, RAFT Fee, Lab Recognition Fee, Recognition fee for Laboratory Accreditation Body, NRLP Fee, Claim Fee, F-PET fee, Vegan Logo fee, To use Pre Printed Packaging Material, Late submission of Annual Return Form D1/D2, FoSTaC Fee (highlighted with a mouse cursor), and Payment History. The main content area shows a 'Training Div' section with a table containing two rows: '17' and 'FoSTaC ToT fee - Rs. 5000 + GST'.

Step 3: After clicking the option labelled 'FoSTaC Fee', a new dialogue box will open. Trainee will enter the training details such as

- ✓ ToT batch code (provided by the FoSTaC-Training division, FSSAI through email),
- ✓ ToT course name (For which the trainee has been shortlisted) and
- ✓ **Trainee will select the State/UT where the ToT training will be conducted.** Selection of wrong State/UT may result in cancellation of payment.

The screenshot shows the FSSAI ePAYMENT PORTAL interface with the 'FoSTaC Fee' payment dialogue box open. The dialogue box contains the following fields: 'Batch Code :*' with a text input field containing 'Enter ToT Batch Code'; 'ToT Course Name :*' with a text input field containing 'ToT Course Name'; and 'Select Training Centre (State) :*' with a dropdown menu showing 'Select Training Centre (State)'. A 'Pay Fee' button is located at the bottom right of the dialogue box. The background shows the same sidebar and main content area as the previous screenshot.

Step 4: Click on 'Pay fee' after entering the necessary details of training.

The screenshot shows the FSSAI ePayment Portal interface. The header includes the FSSAI logo, navigation links (Home, FSSAI Home, FSSAI ePayment Portal, FAQ, Contact Us), and the FSSAI logo with the tagline 'Inspiring Trust, Assuring Safe & Nutritious Food'. The user is logged in as 'test' with the ID 'FPS013462'. The main content area is titled 'Training Div' and shows a 'FoSTaC ToT fee - Rs. 5000 + GST'. The form fields are: 'Batch Code' (TSFVCOVID123456), 'TOT Course Name' (Street Food Vending- ToT), and 'Select Training Centre (State)' (Delhi). A 'Pay Fee' button is visible at the bottom right of the form.

Step 5: A payment window will open where you have to enter the necessary details such as 'Payer GST Number' (If available), 'Payer name', 'Address' and 'State' of the trainee and click on 'Proceed'.

The screenshot shows the 'Make ePayment (Provide GST Details)' window. The header includes the FSSAI logo, navigation links, and the FSSAI logo with the tagline 'Inspiring Trust, Assuring Safe & Nutritious Food'. The user is logged in as 'test' with the ID 'FPS013462'. The main content area is titled 'Make ePayment (Provide GST Details)' and shows the date '3/13/2024'. The form is divided into two sections: 'Customer Info' and 'Authority Info'. The 'Customer Info' section includes: 'Use Code: FPS013462', 'Name: test', 'Email: [redacted]', 'Batch Code: TSFVCOVID123456', 'TOT Course Name: Street Food Vending- ToT', 'Training Centre (State): Delhi', and 'Mobile: [redacted]'. The 'Authority Info' section includes: 'To: Senior Account officer', 'Address: FDA Bhawan', 'Authority: FSSAI', and 'Code: FoSTaC ToT'. Below these sections is a 'Payment Info' table with the following data:

#	Payment Category	Unique Id	Amount (Without GST)
1	FoSTaC ToT fee - Rs. 5000 + GST		₹ 5000.00

Below the table are fields for 'Payer GST Number', 'Payer Name' (test), 'Address' (test), and 'Select State' (Bihar). A 'Proceed' button is visible at the bottom of the form.

Step 6: In the next page verify the total amount (which will be inclusive of GST) and proceed for payment by clicking on ‘Pay now’.

₹ **Make ePayment** Date: 3/13/2024

Customer Info **Authority Info**

Use Code: FPS013462 To: Senior Account officer
Name: test Address: FDA Bhawan
Email: [REDACTED] Authority: FSSAI
Batch Code: TSFVCOVID123456 Code: FoStac TOT
TOT Course Name: Street Food Vending- ToT
Training Centre (State): Delhi
Mobile: [REDACTED]

Payment Info

#	Payment Category	Unique Id	Amount (Including GST 18%)
1	FoStac ToT fee - Rs. 5000 + GST		₹ 5900.00

Pay Now Cancel

f t g d in

Step 7: In the next page click on ‘Select a payment method’ and enter the necessary payment details and click on ‘Pay Now’.

FSSAI ePayment Portal
FoStac ToT fee - Rs. 5000 + GST

Amount payable is **₹5,900**

Select a payment method

- Credit/Debit Card** (Selected) Pay with Credit/Debit Card
Visa, Mastercard, Maestro, Rupay
- Netbanking Pay with Internet Banking Account
- Wallet Pay using a Wallet
- PayLater Pay using PayLater

Card Number:

Expiry Date: / CVV:

Cardholder's Name:

PAY NOW Cancel Payment

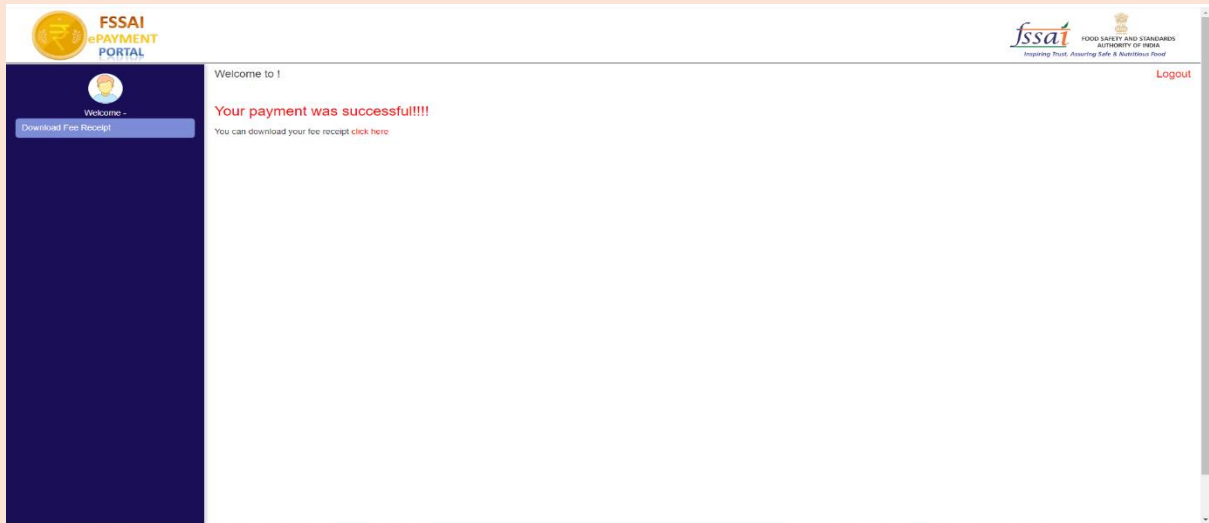
Powered by **Razorpay**

VISA

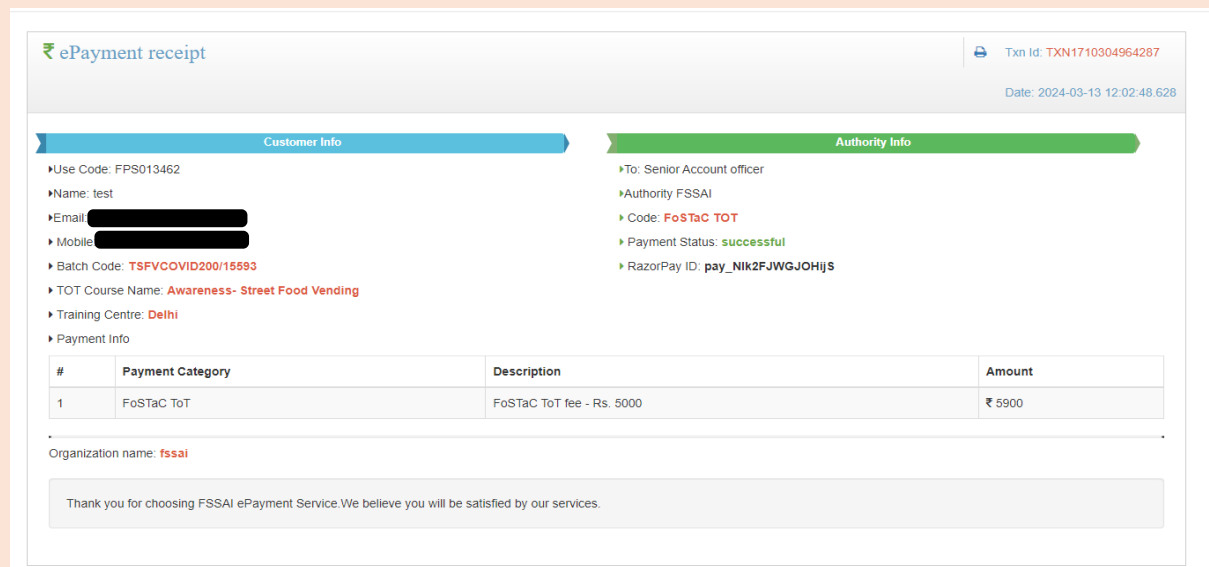
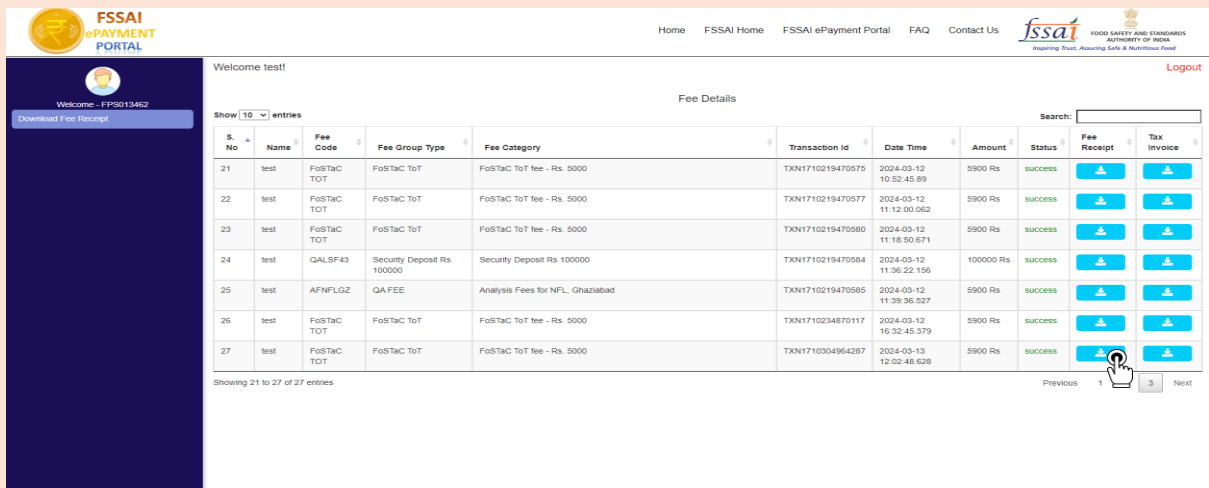
Accept, process and disburse digital payments for your business.

Razorpay

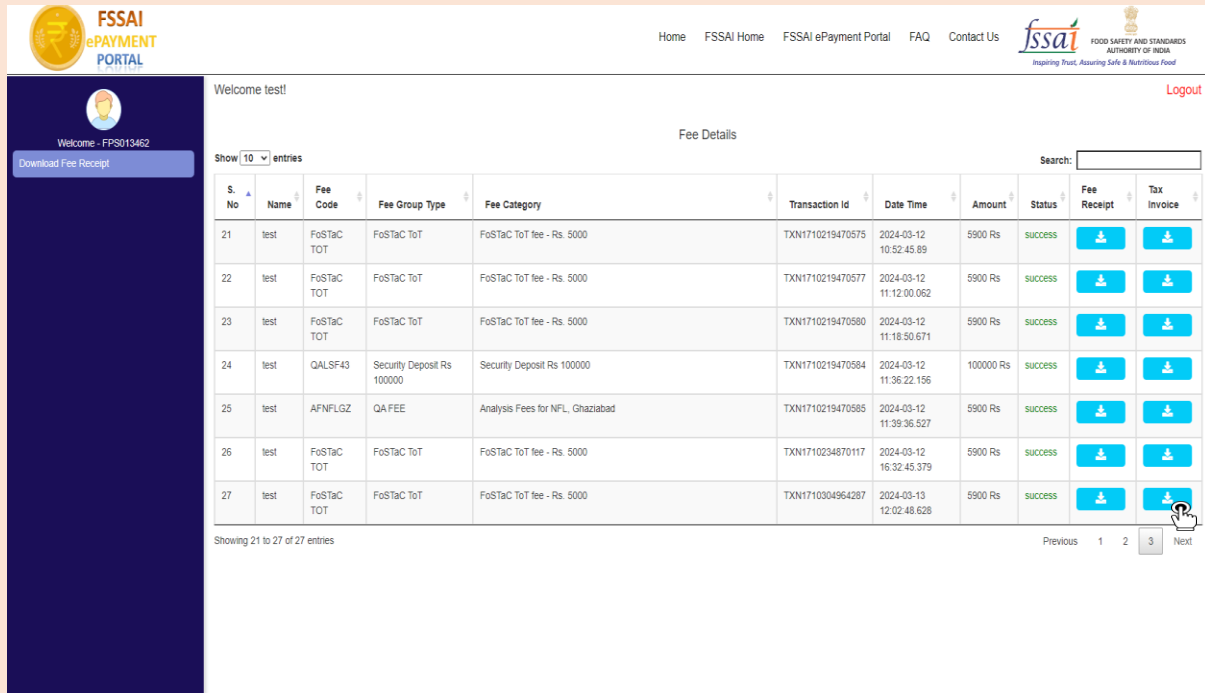
Step 8: After successful payment of the fee, trainee can download their fee receipt by clicking on 'Download Fee Receipt' option.




Step 9: Click on 'Fee receipt' of respective-payment and download the fee receipt.



Step10: Click on ‘Tax Invoice’ and download the tax invoice.



Welcome test!

Home FSSAI Home FSSAI ePayment Portal FAQ Contact Us  Inspiring Trust, Assuring Safe & Nutritious Food

Welcome - FPS013462 Logout

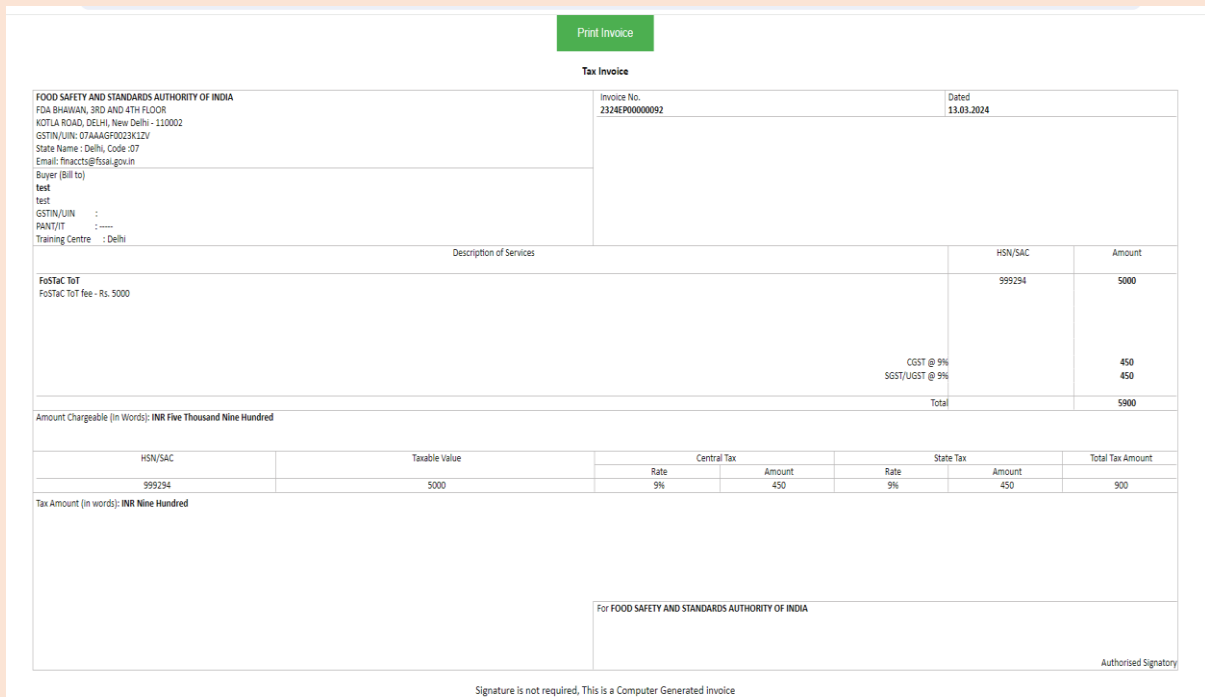
Download Fee Receipt

Fee Details

Show 10 entries Search:

S. No	Name	Fee Code	Fee Group Type	Fee Category	Transaction Id	Date Time	Amount	Status	Fee Receipt	Tax Invoice
21	test	FoS Tac TOT	FoS Tac ToT	FoS Tac ToT fee - Rs. 5000	TXN1710219470575	2024-03-12 10:52:45.69	5900 Rs	success		
22	test	FoS Tac TOT	FoS Tac ToT	FoS Tac ToT fee - Rs. 5000	TXN1710219470577	2024-03-12 11:12:00.062	5900 Rs	success		
23	test	FoS Tac TOT	FoS Tac ToT	FoS Tac ToT fee - Rs. 5000	TXN1710219470580	2024-03-12 11:18:50.671	5900 Rs	success		
24	test	QALSF43	Security Deposit Rs 100000	Security Deposit Rs 100000	TXN1710219470584	2024-03-12 11:36:22.156	100000 Rs	success		
25	test	AFNFLGZ	QA FEE	Analysis Fees for NFL, Ghaziabad	TXN1710219470585	2024-03-12 11:39:36.527	5900 Rs	success		
26	test	FoS Tac TOT	FoS Tac ToT	FoS Tac ToT fee - Rs. 5000	TXN1710234870117	2024-03-12 16:32:45.379	5900 Rs	success		
27	test	FoS Tac TOT	FoS Tac ToT	FoS Tac ToT fee - Rs. 5000	TXN1710304964287	2024-03-13 12:02:48.628	5900 Rs	success		

Showing 21 to 27 of 27 entries Previous 1 2 3 Next



Print Invoice

Tax Invoice

FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA FDA BHAWAN, 3RD AND 4TH FLOOR, NOTLA ROAD, DELHI, New Delhi - 110002 GSTIN/UIN: 07AAAGF0023K1ZV State Name : Delhi, Code :07 Email: fmaacts@fssai.gov.in		Invoice No. 2324EP0000092	Dated 13.03.2024	
Buyer (Bill to) test GSTIN/UIN : PAN/TIT : Training Centre : Delhi				
Description of Services		HSN/SAC	Amount	
FoS Tac ToT		999294	5000	
FoS Tac ToT fee - Rs. 5000				
		CGST @ 9%	450	
		SGST/UGST @ 9%	450	
		Total	5900	
Amount Chargeable (In Words): INR Five Thousand Nine Hundred				
HSN/SAC	Taxable Value	Central Tax	State Tax	Total Tax Amount
999294	5000	Rate 9% Amount 450	Rate 9% Amount 450	900
Tax Amount (in words): INR Nine Hundred				
			For FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA Authorised Signatory	

Signature is not required, This is a Computer Generated Invoice

Step 11: Trainee has to send e-mail the downloaded Fee receipt and Tax Invoice to FoSTaC email id i.e. fostac@fssai.gov.in with subject of email as “Fee receipt for <Course Name> for <Batch Code> to be held on <Date of ToT >” and wait for the e-mail from FoSTaC confirming your payment.

Note: The name of the trainee will be reflected in Fee receipt and Tax Invoice. Hence, candidates must pay their fees from their own profile.
