HOW TO APPLY

ON

ISBN PORTAL

STAGES OF APPROVALS REQUIRED

- The applicants must register on the following website before (https://xxxxxx.xxxxxxxx.xx.xx/) before they may submit an application for an ISBN.

- When requesting an ISBN, applicants should be aware that there are three levels of Departmental Approval involved in the overall procedure. The following is a list of the various approval phases of the process:

APPROVAL OF REGISTRATION

01

02

APPROVAL OF ISBN CATEGORY

ALLOTMENT OF ISBN

03
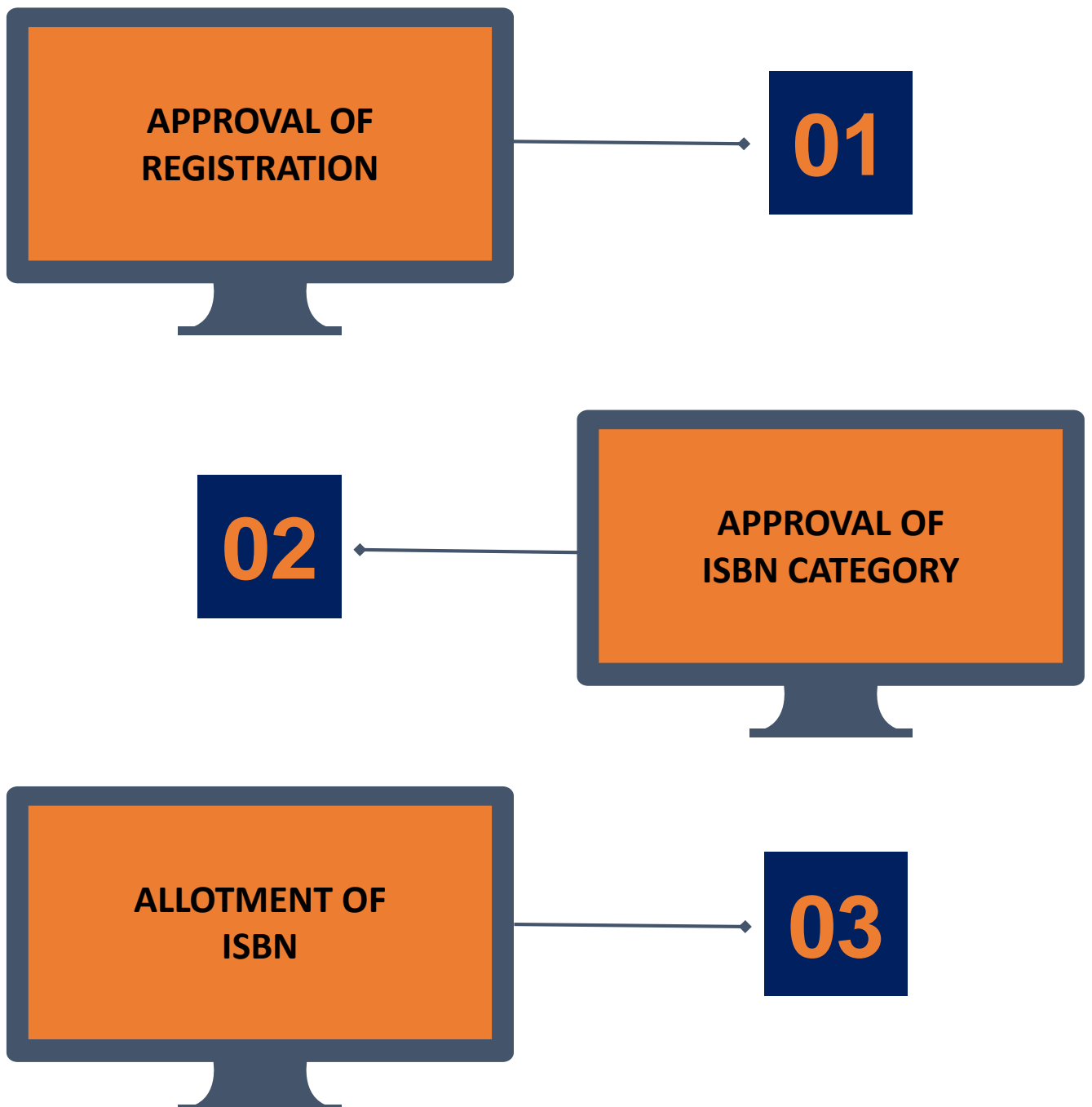
PUBLISHER CATEGORIES

- The Applicants are requested to Register under the category that best fits their needs.

- Once the Applicant has registered, they just need to use the same **Login Credentials** to apply for an ISBN from the same portal.

- Once registered, the Publisher Category cannot be modified at a later stages.

- Three sets of ISBNs - **Category: 1** (set of 10 ISBN), **Category: 2** (set of 100 ISBN), and **Category: 3** (set of 1000 ISBN) are assigned to Publisher Categories as per the requirements.

- One ISBN per registered **Author Category** will be Earmarked at a time. After using the one designated for them, they can use the same Portal to apply for the subsequent one.
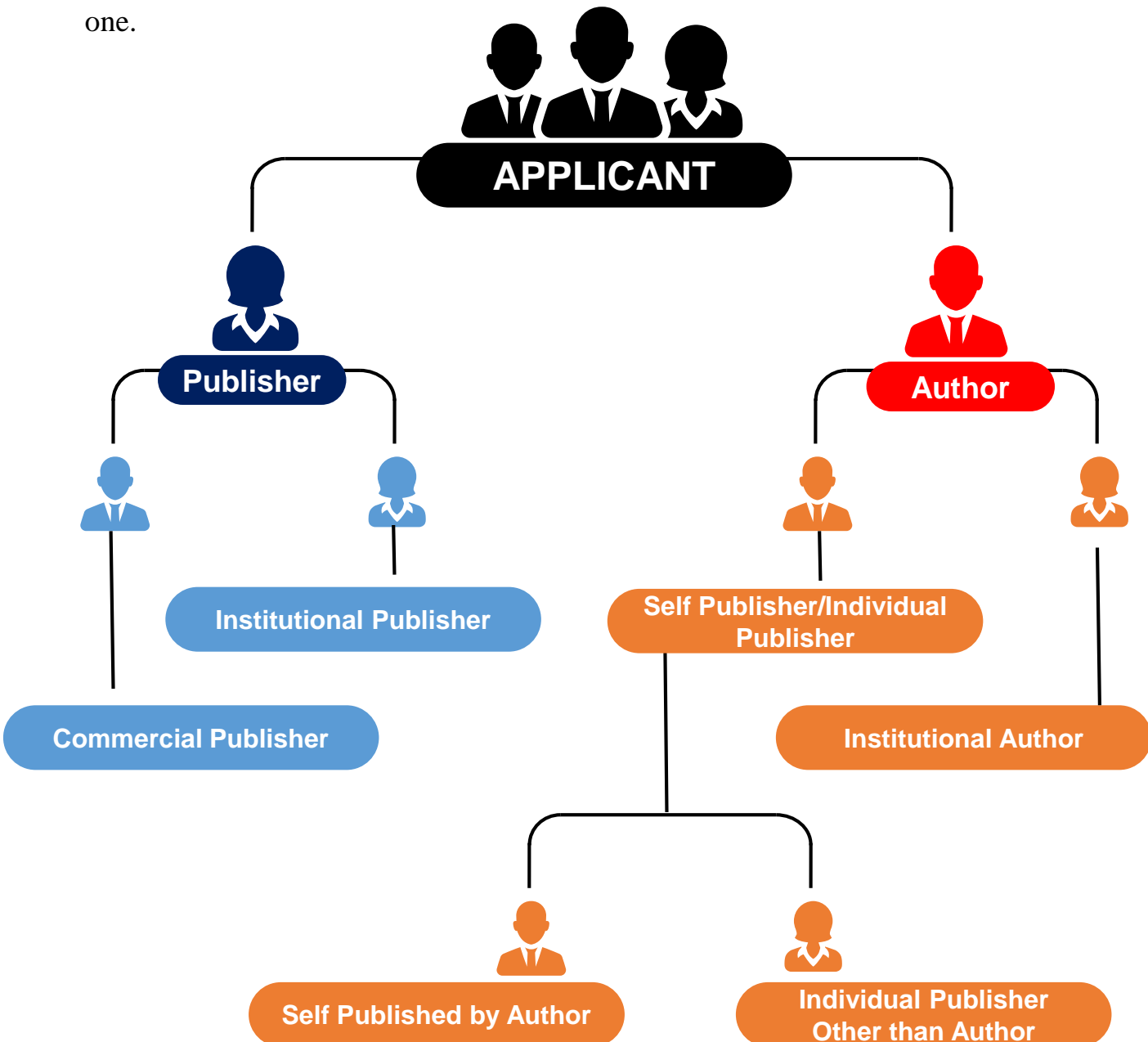
STAGES OF ISBN ISSUANCE

01 PRE - REGISTRATION

LOGIN **02**

03 POST - REGISTRATION

ISBN REQUEST **04**

05 ADDING BOOK DETAILS

ISSUANCE OF ISBN **06**

07 FINAL TITLE VERSO PAGE

STEPWISE PROCEDURES

| 01 | PRE - REGISTRATION |

- Open ISBN Agency Website Home Page (https://isbnnew.inflibnet.ac.in/)
- Select **'Applicant Registration'**.

- Read the **Disclaimer** and click the checkbox, if the Applicant agrees to the conditions described.

Disclaimer: If you have ISBN allotted in past, kindly indicate the Email Id used to login to the ISBN System. Please note that if you use a new Email Id, digital linkage b/w the earlier set of ISBN given and new set of ISBN (that will now be allotted) will not be there.
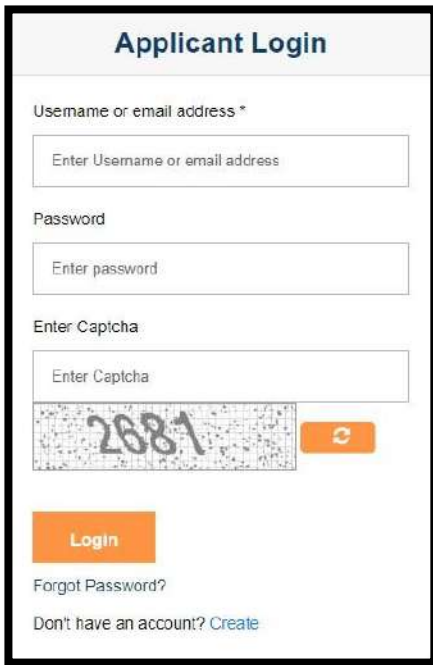
- ☐ ✓ Please confirm that the ISBN been taken from this website http://isbn.gov.in/ will be used for books, which are published by publishers based in India or in case of Individual Author/Editor or Institutional Author/Editor must be based in India in order to receive ISBNs from this agency.

  ✓ You also indemnify RRRNA in case of breach of confirmation given in Para 1 above. The responsibility for breach if any will lies squarely on you.

- Consequently fill-up the form providing the Applicant Type and Publisher Type.
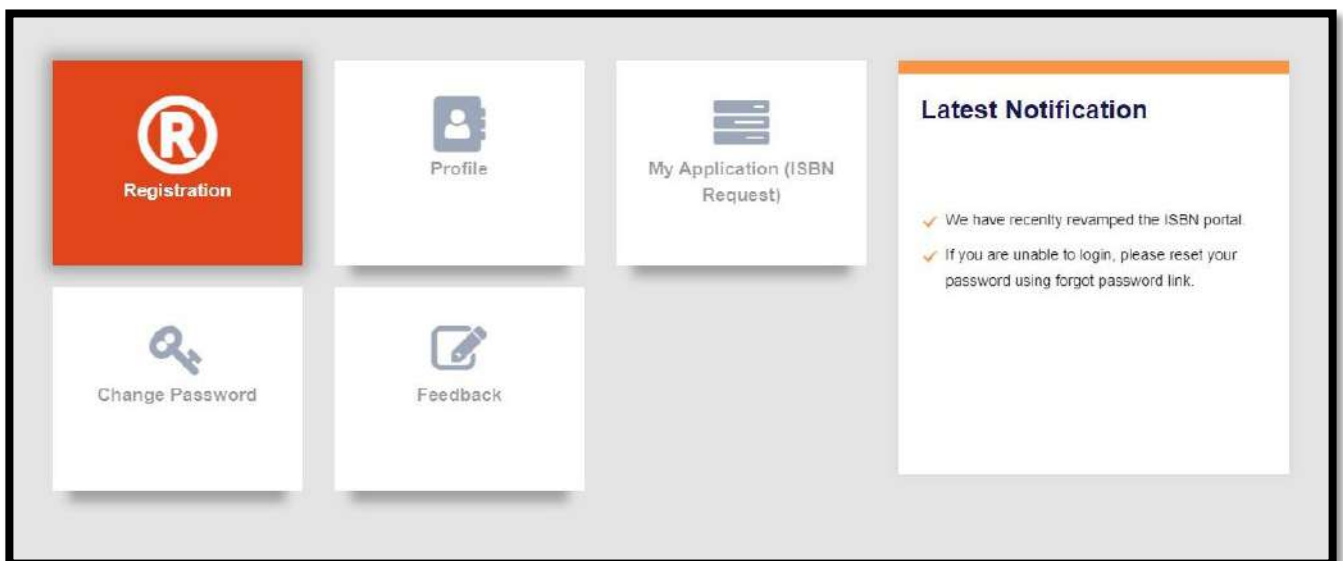

- On selecting the **Publisher Type**, the Applicant will be able to see the **Documents required** for Registering under that particular category and the **Pre-Registration Form** of that Category which the Applicant wishes to Register.

- As a continuation, the Applicant will have to give few more basic details and an authentic Email ID which will be used for further communication throughout the process.

- After Submitting the Pre-Registration Form, Applicant will receive the Login Credentials to **Registered Email ID**.

Applicant Login

Username or email address *

Enter Username or email address

Password

Enter password

Enter Captcha

Enter Captcha

2681

Login

Forgot Password?

Don't have an account? Create

- Using the provided **Login Credentials**, the applicant can access the ISBN portal.

- After Logging in, the Applicant can access the **Dashboard** seen in the accompanying screenshot, where he or she must complete the Post-Registration procedures.

- The Applicant must click the Registration tab in the dashboard to access the detailed Registration form (Post-Registration Form).

- At this point, the Applicant must upload the necessary documents in accordance with the Publisher Category.

®
Registration

Profile

My Application (ISBN Request)

Latest Notification

✓ We have recently revamped the ISBN portal.

✓ If you are unable to login, please reset your password using forgot password link.

Change Password

Feedback

3.1 COMMERCIAL PUBLISHER

- In case of Commercial Publishers, the Applicant has to fill the details given in the following screenshot.

- Commercial Publishers may add the **Imprint** during the Post-Registration process since they fall within the Publisher category. (An imprint of a publisher is a trade name under which it publishes a work. A single publishing company may have multiple imprints, often using the different names as brands to market works to various demographic consumer segments).

- The Maximum Imprints that a Publisher can add at the time of Registration is limited to three.

- The Applicant must upload the Administrator's and the Publishing Agency's documents in the space designated for documentation.

- If the Applicant has a PAN Card of Publishing Agency, he/she can upload it and also should upload one address proof of Administrator (Voters ID/Driving License/Passport).

- If the Applicant is not having a PAN Card of Publishing Agency, he/she can upload the PAN Card of Administrator and any Registered document of the Publishing Agency.

3.2 INSTITUTIONAL PUBLISHER / INSTITUTIONAL AUTHOR

- In case of Institutional Publisher and Institutional Author, the details to be filled is shown in the following screenshot.

- Institutional Publisher will also be able to add the Imprint (if needed) at the time of Post-Registration which is limited to three.

- An Organizational ID of Applicant and a Request Letter (must include Institutional Stamp and Signature of Head) from the side of Institutional should be uploaded

3.3 SELF PUBLISHER / INDIVIDUAL PUBLISHER

- In case of **Self Published by Author** and **Individual Publisher Other than Author** category, the details shown in below screenshot should be filled.

- Required documents are PAN Card and any of the Listed Address proof of Applicant.

- Applicant should upload the copy of PAN Card as well as enter the PAN Card No. in the given field next to the Choose File button as in the below screenshot.

- After filling the details, Applicants of all categories have to tick the check box given above the Submit button as an acceptance of Disclaimer and then Submit the Post-Registration Form.
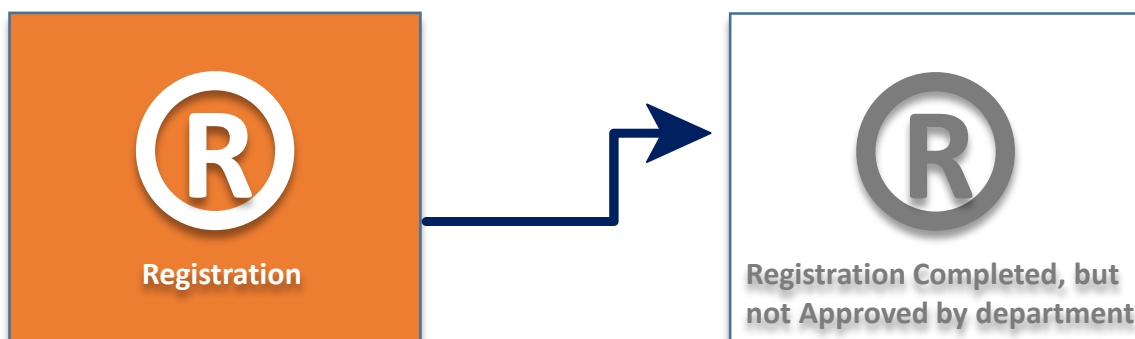
- The Status of Registration tab will change after submission, as shown in the screenshot below.

- Now the Applicant will have to wait for the Approval of Registration.

- The Technical team will verify the details and documents provided by the Applicant and may **Approve/Reject or ask Clarification**.

- If **Rejected**, the Applicant has to re-submit the Registration form with documents according to the remarks given and if **Clarification Asked**, the re-submission of documents in necessary.

- If **Approved**, the status of Registration tab in the Dashboard will change according to below screenshots and if so, the Applicant can proceed with submitting the **ISBN Request**.

- Through the registered email address, the applicant will be informed with any changes to the status of Post-Registration.
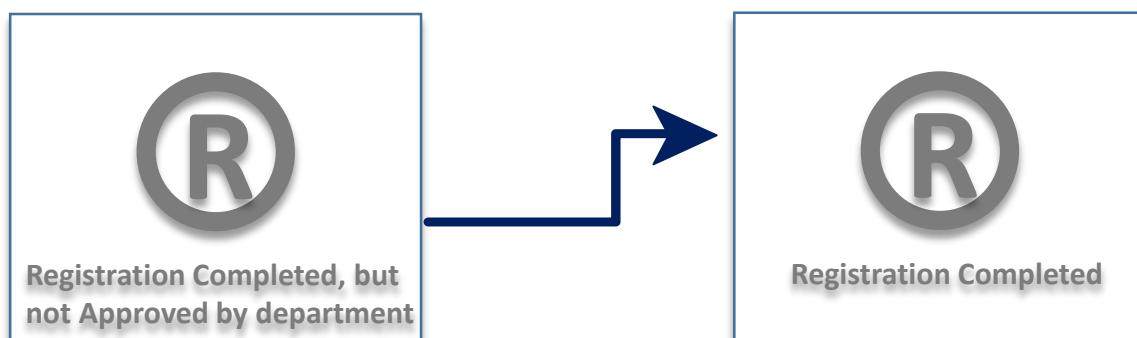
- On completion of Post-Registration, now the Applicant has to Submit the ISBN Request by clicking on **My Application** tab in the Dashboard
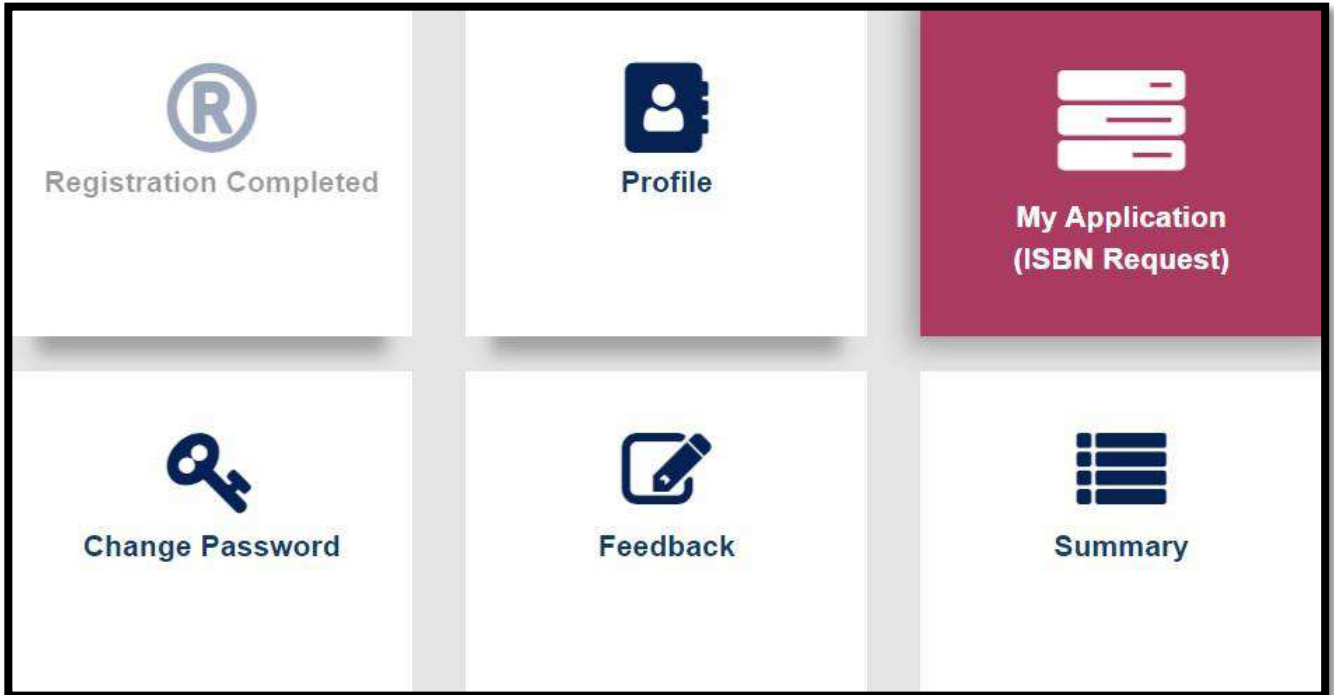
4.1 COMMERCIAL PUBLISHER / INSTITUTIONAL PUBLISHER

- On entering to My Application tab, on the next page appearing, Applicant will be able to see Apply for New Application button.

List of Applications

Apply for New Application   ◀◀ Back

Publishing Agency Name : ABC Publishers

Application not Found

- Click on **Apply for New Application**, afterwards the following page will appear where the Applicant has mention the **No. of Expected Titles to be Published in the current year**, **tick the Publishing Fields**, **tick the Oath and Affirmation** and Submit.

Note: In case a Publisher has more than one imprint (trade name under which the title is published) then he may apply for different ISBN series for different imprints or a common ISBN series for all the imprints by clicking the option accordingly.

- Following clicking the Submit button, the Applicant can view the details supplied in a table and must then submit the Application by selecting the **Submit to RRRNA** button.

Name of Publishing Agency/Publisher	ABC Publishers
Name of Administrator	Test Person A
Mobile No of Administrator	9539965348
Phone No of Publishing Agency/Publisher (Inclu. Area Code)	
Fax No of Publishing Agency/Publisher (Inclu. Area Code)	
Email of Publishing Agency/Publisher	jhandas58@gmail.com
Address of Publishing Agency/Publisher	Near DA-IICT, Infocity
State	GUJARAT
District	Gandhinagar
Pincode	382421
Website	
Publishing Fields	Science & Tech,
Number of titles Expected to Be Published in The Current Year	10

- Following submission to the department, the applicant will get a Mail on submitting the Application and the Application reference number.

- Now the following table with the current Application Status can be viewed in My Application (ISBN Request) page.

Sr.No *	Action	Submitted On	Application Ref.No	Status	Total Earmarked	Book Details	Status of Book Submitted	ISBN Allotted
1	View | Print	17/05/2023	33|ISBN|2023|P	Submitted	Total ISBN Earmarked is 0 Available Balace is 0 **0 used of 0**		0 books submitted 0 books Pending for submission	

4.2 INSTITUTIONAL AUTHOR / SELF PUBLISHER / INDIVIDUAL PUBLISHER

- In case of **Author Categories**, on clicking the **Apply for New Application** in My Application Page, Applicant will be able to see the following Application form where they have also have to mention the **Title of Publication**, **Imprint Name** (if needed) and **Author Name**.

- Applicant have also the option to add the **Co-Authors** in case (if needed).

- As a continuation, Applicant has to tick the Publishing Fields, Oath and Affirmation and Submit.

Apply For ISBN

Name of the Author/Editor (which will be indicate on publication)*	Title of Publication*	Published by/ Imprint (specify trade name under which title will be published)*
Dr Mahesh Kumar	Placing ISBN in Indian Context: A Recall and Future	Dr Mahesh Kumar

Do you want to add co-author? ○ Yes ● No

Publishing Fields (Please Tick (✔) Application Box.):

☐ Science & Tech ☐ Philosophy ☐ Religion ☐ Social Sciences ☐ Literature ☐ Arts ☐ Educational Books ☐ School/Children Books ☐ Culture ☐ Ideology ☐ Educational CDs
☐ Others Please select at least one checkbox

- On clicking the Submit button a preview form with the details entered by Applicant can be seen, after they have to Submit the Application Form to RRRNA by clicking **Submit to RRRNA** button.

Application Reference Number	
Name of the author/Editor	Dr Mahesh Kumar
Nationality of Publisher (other than author)	Indian
Title of Book/Seminar/Conference	Placing ISBN in Indian Context: A Recall and Future
Published By	Dr Mahesh Kumar
Email of Publisher (other than author)	infpjlis@inflibnet.ac.in
Contact No of Publisher (other than author)	9463325785
Address of Publisher (other than author)	Near DA-IICT, Infocity
Publishing Fields	Social Sciences, Educational CDs,

- After Submission the following table with the current Application Status can be viewed in My Application (ISBN Request) page.

Sr.No	Action	Submitted On	Application Ref.No	Status	Total Earmarked	Book Details	Status of Book Submitted	ISBN Allotted
1	View	Print Application	17/05/2023	34|ISBN|2023|A	Submitted	Total ISBN Earmarked is 0 Available Balace is 0 0 used of 0		0 books Pending for submission	

- In case of Approval of ISBN Category, Applicant will be able to see a link given in the Book Details column of the table in My Application Page as shown in the screenshot below.

- In case of Rejection, Applicant has to Re-submit the Application again.

Status	Total Earmarked	Book Details	Status of Book Submitted
Reserved	Total ISBN Earmarked is 1 Available Balace is 1 0 used of 1	Fill Title Details for which ISBN is Required	0 books Pending for submission

- After Approval of ISBN Category, now, the Applicant has to Add the Book Details on clicking the link given in Book Details Column on My Application page.

- Following screen can be seen after entering through the link given

- For Publisher Categories, Book Details can be added in two modes (adding book one by one and adding book in bulk)

- Through Add New Book, Applicant can add the Book Details one by one and through Upload Books button, bulk upload can be done

- On clicking Add New Book, the following window will appear

- For Author Categories, Upload Books button will not shows because they can only get one ISBN at a time.

- Applicants has to mention the details asked in above Book Detail form carefully and Submit it by accepting the Declaration.

- For Bulk Upload, the Applicant has to click on Upload Books given in My Application page

- Now the Applicant will see the following screen where a Sample of Book List file in excel format is given

- Through the excel file, the Applicant can enter the book details accordingly to the remaining ISBNs he/she got
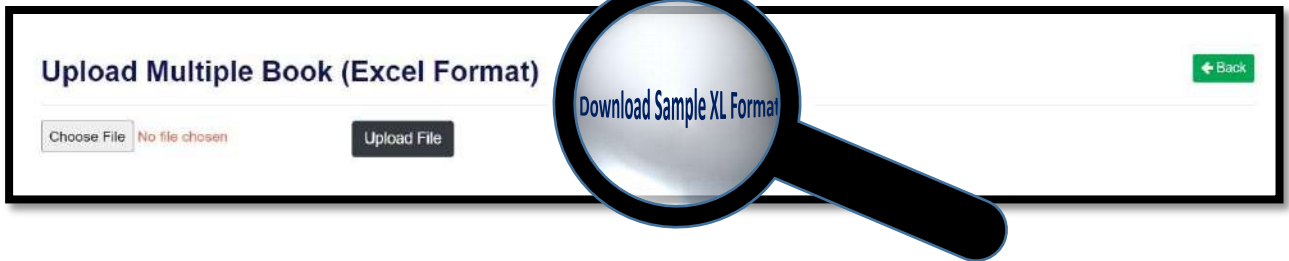
- On uploading the file, the Applicant will able to see the uploaded Book Details in the following format and then accept the Declaration and Submit

No	Title	Edition	Author	Publication Date	Author/Editor	Imprint	Language	Product Composition	Product Form		
1	Twisted Mind Games	1	Dr.Yukti Bellani	31-07-2020	●Author ○Editor		Select	Select	Select		
2	The God Delusion	1	Richard Dawkins	31-07-2021	●Author ○Editor		Select	Select	Select		
3	A Brief History of Time	1	Stephen Hawking	31-07-2022	●Author ○Editor		Select	Select	Select		

- On submitting, the following table will appear on the next page, where the Applicant will have to tick the checkboxes corresponding to the book which he/she has to submit to Department for getting ISBN

- Then the status will be changed from Pending for Submission to Submitted to Department

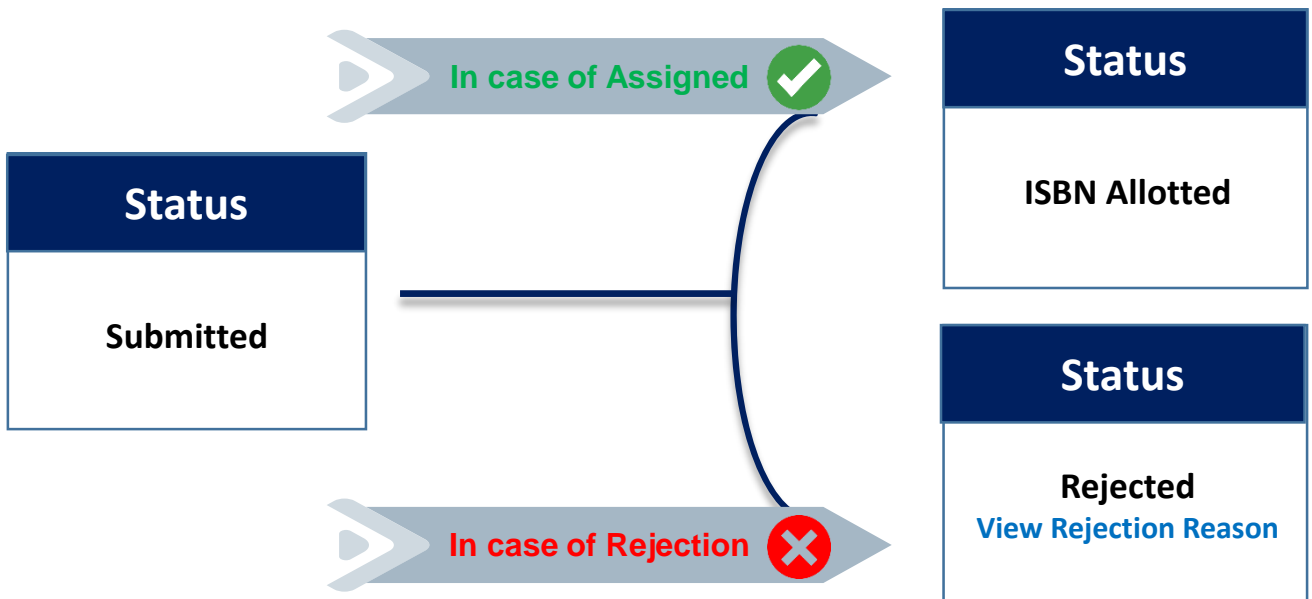| Status |
|--------|
| Pending for Submission to RRRNA |

>>

Status
Submitted to RRRNA

- After selecting "Submit to RRRNA," the department receives the Book's Details, the Technical team will examine them, and the department will decide whether to Assign or Reject the ISBN Request

- If Assigned, the status will be updated in line with the screenshot provided below

- If Rejected, the Applicant will need to Re-submit the Book Details with the changes made in accordance with the Department's noted cause for Rejection.

Sr.No	Action	Submitted On	Application Ref.No	Status	Total Earmarked	Book Details	Book Status	ISBN Allotted
1	View | Print	25/05/2023	42|ISBN|2023|P	Reserved	Total ISBN Earmarked is 10 Available Balance is 9 **1 used of 10**	Fill Title Details for which ISBN is Required	0 books submitted 0 books Pending for submission	1 ISBN Allotted

Status

Submitted

In case of Assigned ✔

Status

ISBN Allotted

In case of Rejection ✖

Status

Rejected
View Rejection Reason

- After ISBN Issued, the Applicant has to Upload original copy of Title Verso Page with the **mentioning of Issued ISBN**.

- Only after Uploading the Final Title Verso Page, the Users will be able to see the Book Details with ISBN in RRRNA Website while searching.

UPLOADING THE FINAL TITLE VERSO PAGE