



R K Group

**Process of
Private Label
& White Label**

Process of Private Label & White Label



Here's R K Group's updated and detailed process for handling Private / White Label Organic Spices and herbs Orders in Glass Bottles, Pouches, and PET Jars, now including the timelines for cylinder making, packing material procurement, and in-plant packing.

PROCESS OF
**PRIVATE LABEL
& WHITE LABEL**



**Proforma Invoice
(PI) Issuance**

- PI is sent to the buyer with product details, Packaging specifications, payment terms, and A tentative timeline depending upon the Advance payment & other details from the buyer side.



01
**DAY
01-02**

**Purchase Order
(PO) Confirmation**

- Buyer issues the PO with product details, Packaging types (Glass Bottles, Pouches, PET Jars), Pack sizes, quantity, and delivery terms.
- The sales/Export team reviews and confirms The order with the buyer's Specifications and Requirements in a proper email from the buyer side.

02
**DAY
02-03**



03
**DAY
03-07**

**Advance Payment
from Buyer**

- Buyer processes the advance payment (50% of the PI Value).
- Finance confirms receipt.

Sales Contract Signing

- Draft and sign the Sales Contract covering product And packaging details.
- Agreement letter with all the details as per their Requirement for designing, packing, and product Specification from the Buyer side (Necessary for the CB approval)



Buyer Label Design & Approval

- Share label designs with the buyer for approval.
- Incorporate feedback and finalize.
- Apply for Control Body (CB) Label Clearance for Organic certification compliance. (Takes 3-4 working day)



DAY
07-09

DAY
09-19

DAY
19-26

DAY
26-45



Lot Identification & Testing

- Select lots based on buyer requirements.
- Send samples for lab testing (pesticide residues, heavy metals, microbiology).
- Receive test reports. (10-12 Days)



Cylinder Making For Packaging (15-20 Days)

- After label approval from CB & Buyer, initiate cylinder Making for printing flexible packaging (For pouches and sleeves).
- Will share the PI of packing material & Designing Charges with the buyer (Payment Initiation from the buyer side)

**Procurement of Raw Materials
& Packaging (10-15 Days)**

- Procure certified organic raw materials.
- Procure custom packaging materials (Glass bottles, pouches, PET jars, caps, shrink Sleeves, labels, cartons).
- Perform inward quality checks for raw materials And packaging



**Processing &
In-Plant Packing (10-15 Days)**

- Cleaning, Sorting, Drying, Grinding, Sterilization.
- Final packing of products into approved packaging (Glass bottles, pouches, PET jars).
- Apply buyer-approved labels and complete Secondary packing.



**DAY
26-40**

**DAY
40-42**

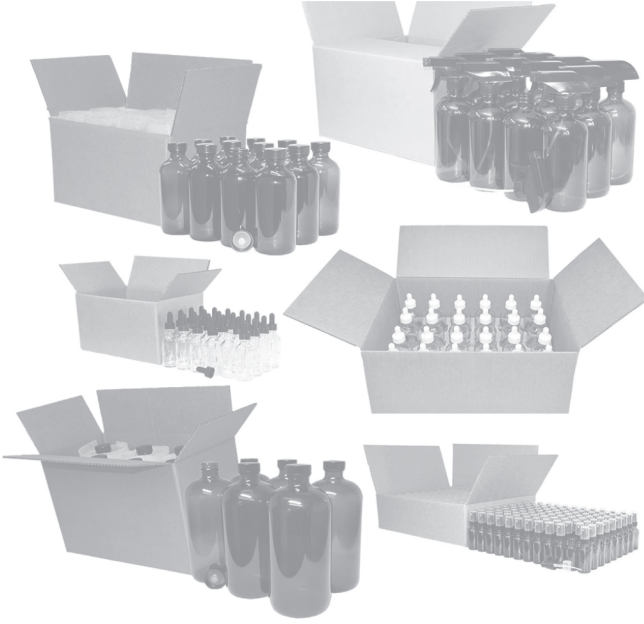
**DAY
42-57**

**DAY
57-63**



Batch Creation

- Create Batch Numbers & lots of all the Organic products for production and traceability.



**Spice Board Sampling
& Clearance (5-6 Days)**

- Apply for pre-shipment inspection.
- Sampling, testing, and issuance of the Export Certificate.

Transaction Certificate
(TC) Creation

- Apply for the TC from the Control Body.



Final Quality Check
& Packing Inspection

- Final inspection of packaging integrity, Labeling, and product safety.
- Prepare for shipment.



DAY
58-64

» 13

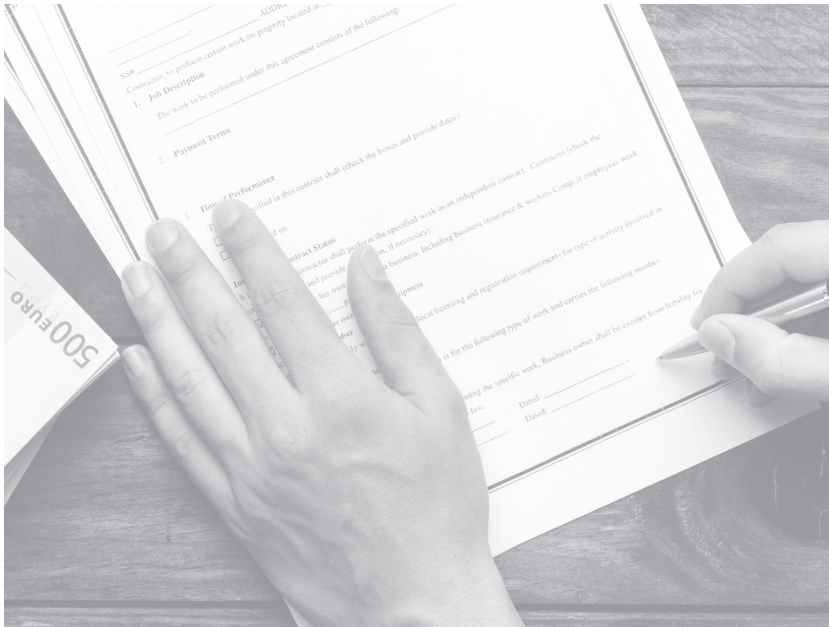
DAY
64-66

DAY
66-68

» 14

» 15

DAY
68-70



Pre-Transaction Certificate
(PTC) Issuance to Buyer

- Share the PTC Draft with The buyer for verification.



Logistics Preparation
(Stuffing)

- Container booking and container stuffing.
- Sealing of the container.

Transit to Mundra Port (2-3 Days)

- Container transported to Mundra Port or Thar Port (Dry Port), Depends upon the container and other Facilities.



Vessel Boarding & Shipment

- Loading onto the vessel.
- Issuance of the Bill of Lading (BL).



DAY
70-72

DAY
72-75

DAY
75-80

DAY
80-85



Customs Clearance & Documentation

Prepare export documentation:

- Commercial Invoice
- Packing List
- Bill of Lading (BL)
- Certificate of Origin
- Organic Certificates (NOP, EU)
- Transaction Certificate (TC)
- Customs filing and clearance.



Final Bill of Lading Surrender

- BL surrendered to the shipping line (Telex Release)
Or couriered to the buyer after balance payment.

Post-Shipment
Compliance

- Submit shipping documents to the buyer/bank.
- Follow-up for final payment realization.

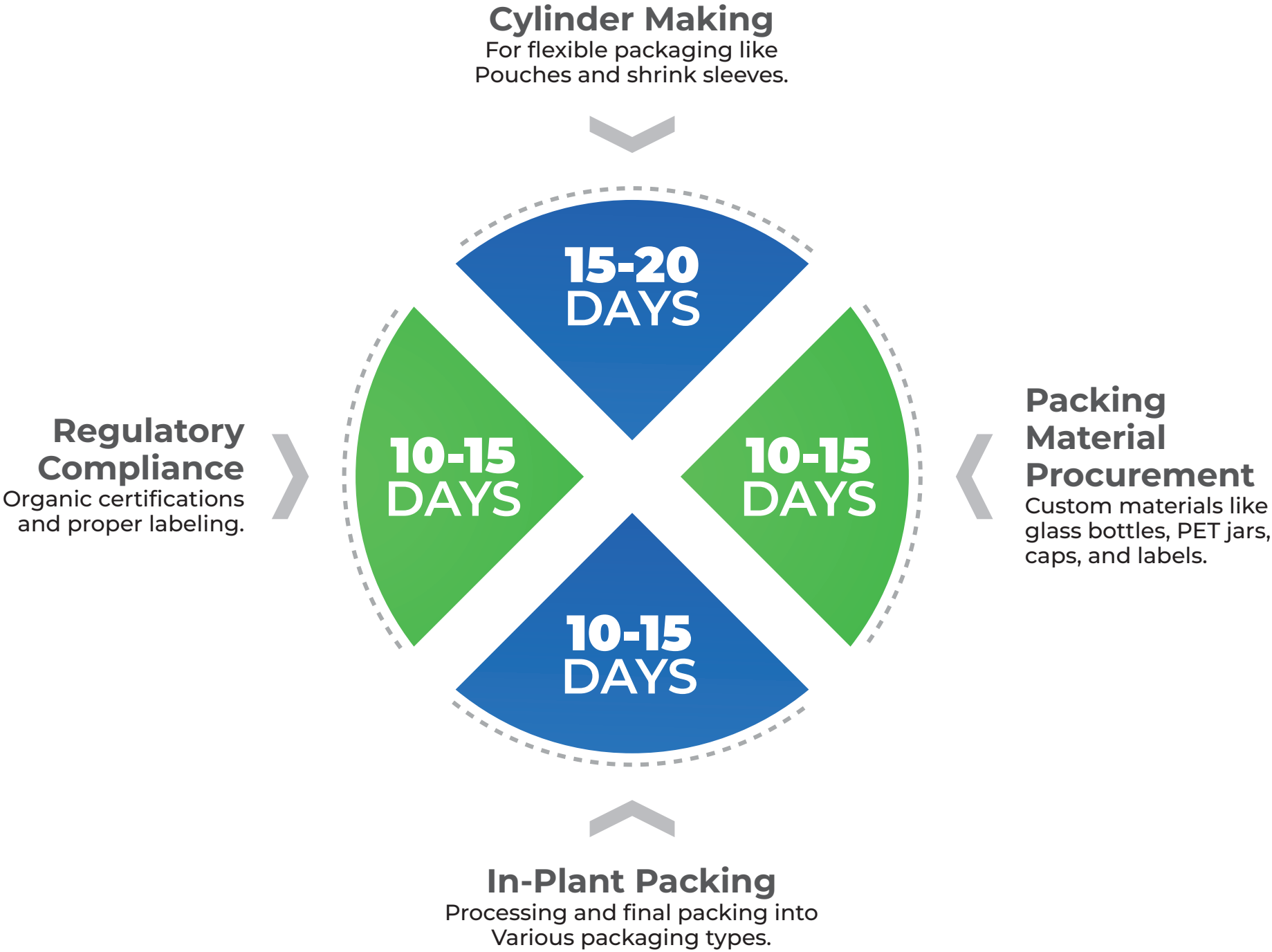
DAY
85-89

20



TOTAL
PROCESS
DURATION
90 DAYS

KEY ADDITIONS & CONSIDERATIONS



This comprehensive 90-day timeline now fully covers all critical steps for Private/White Label Organic Spices & Herbs in diverse packaging formats.

CONDITION

The timeline purely depends upon the normal circumstances, natural climatic conditions, Unavoidable circumstances, delay in payment or approvals due to any reason that can delay this process.



R K Group

www.rkigroups.com
www.farmorganicindia.com

RK Ind Export Pro Ltd.

G1-197-198, Agro Food Park,
Boranada, Jodhpur,
Rajasthan, 342012.

Jiya Organic Inc

G-211-212, Agro Food Park,
Boranada, Jodhpur,
Rajasthan, 342012.

Corporate Office

1323, Shilp Epitome, Opp. Nayara
Petrol Pump, Rajpath Rangoli Road,
Ahmedabad, Gujarat 380054.