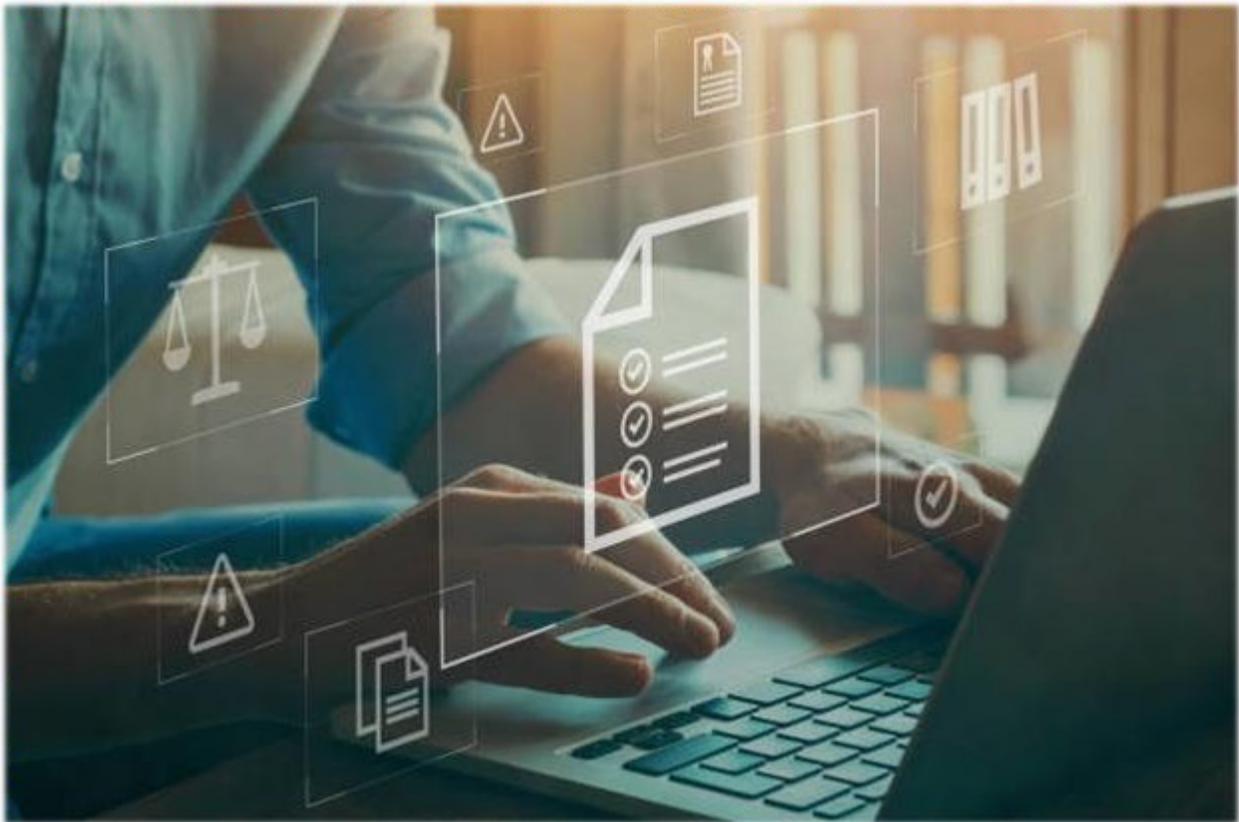




# DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH

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## Retailer

L10-BB RETAILER TO L1 WHOLESALE PROCESS

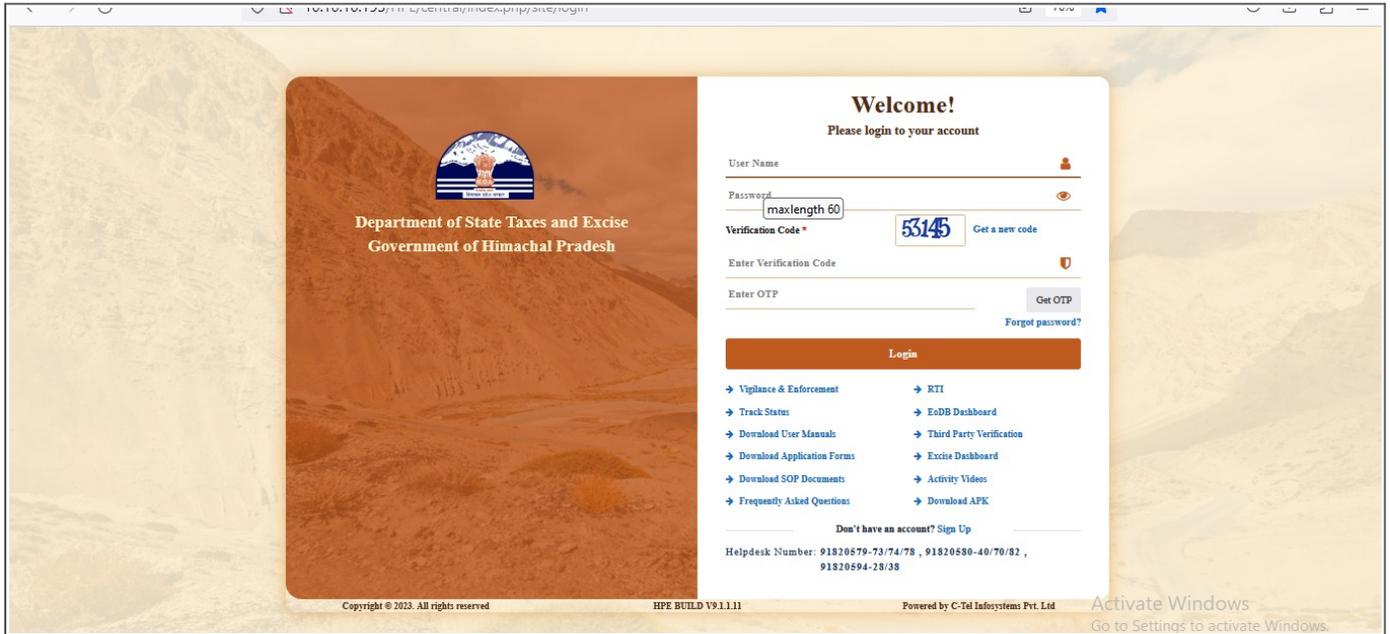
## User Reference Manual

C-TEL INFOSYSTEMS PVT. LTD  
Hyderabad, Telangana

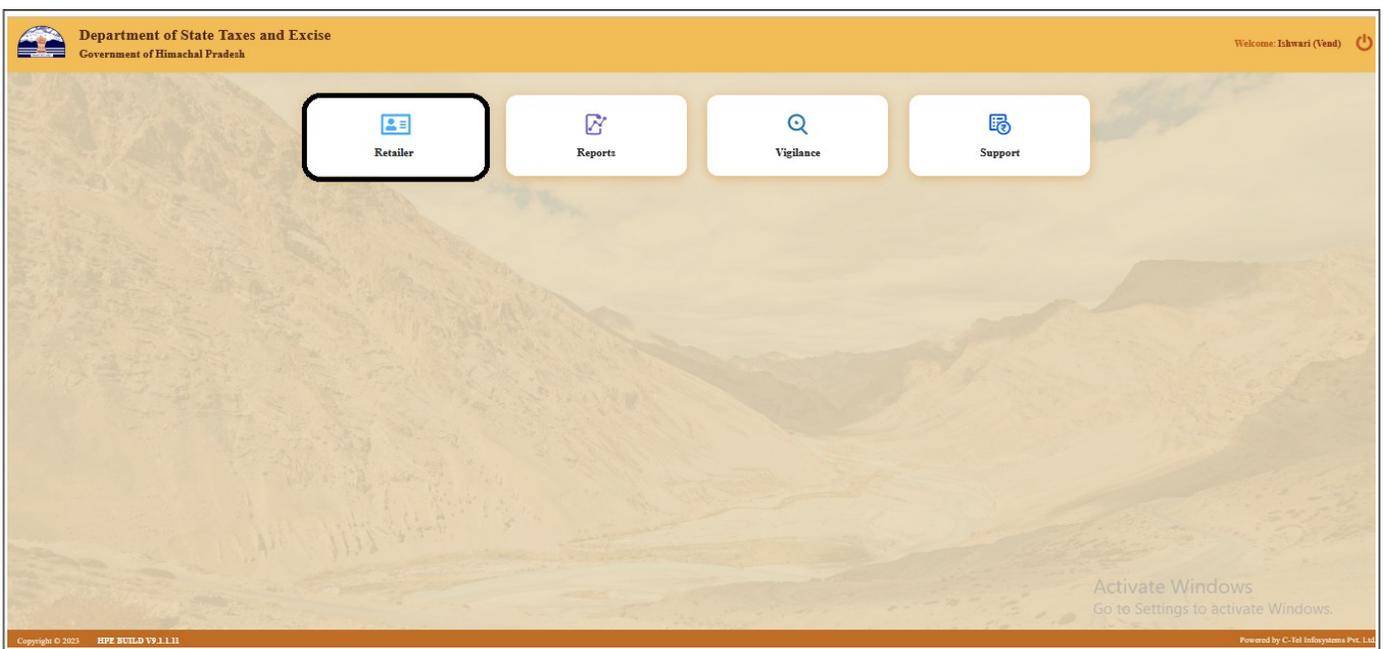
## How to Create Route?

### Login:

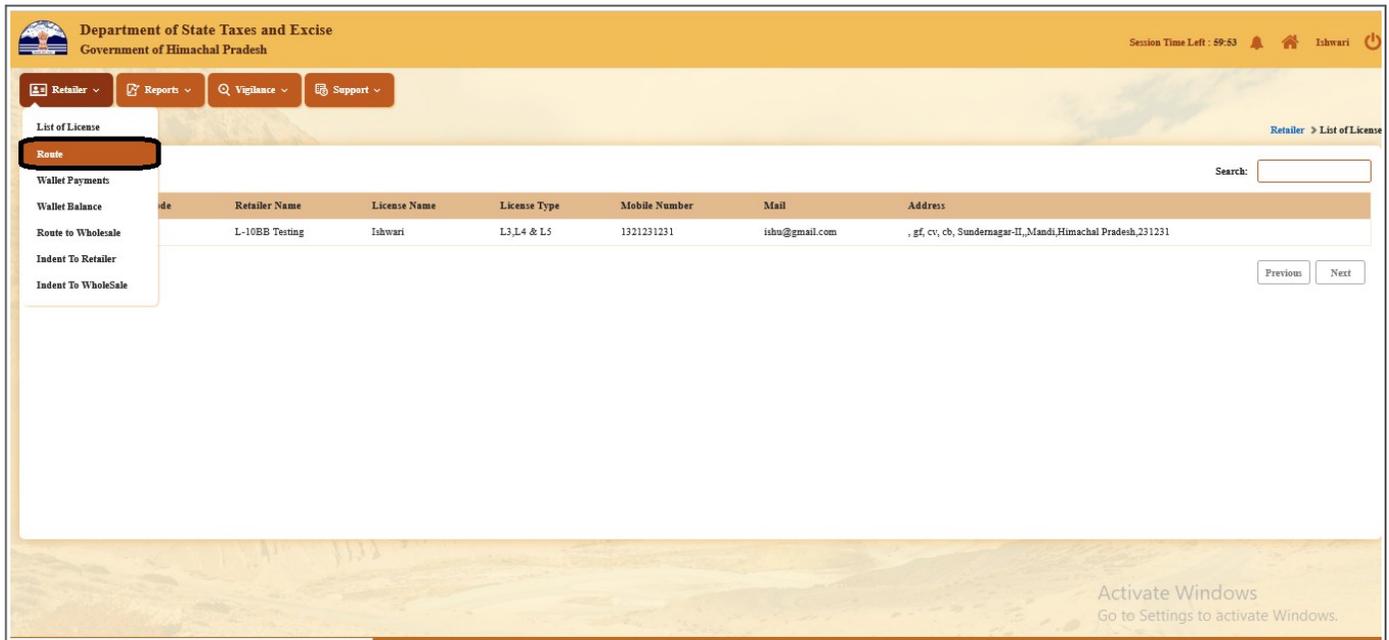
- User required to fill the valid credential & click on login



- User need to click on Retailer tab as shown in below figure.

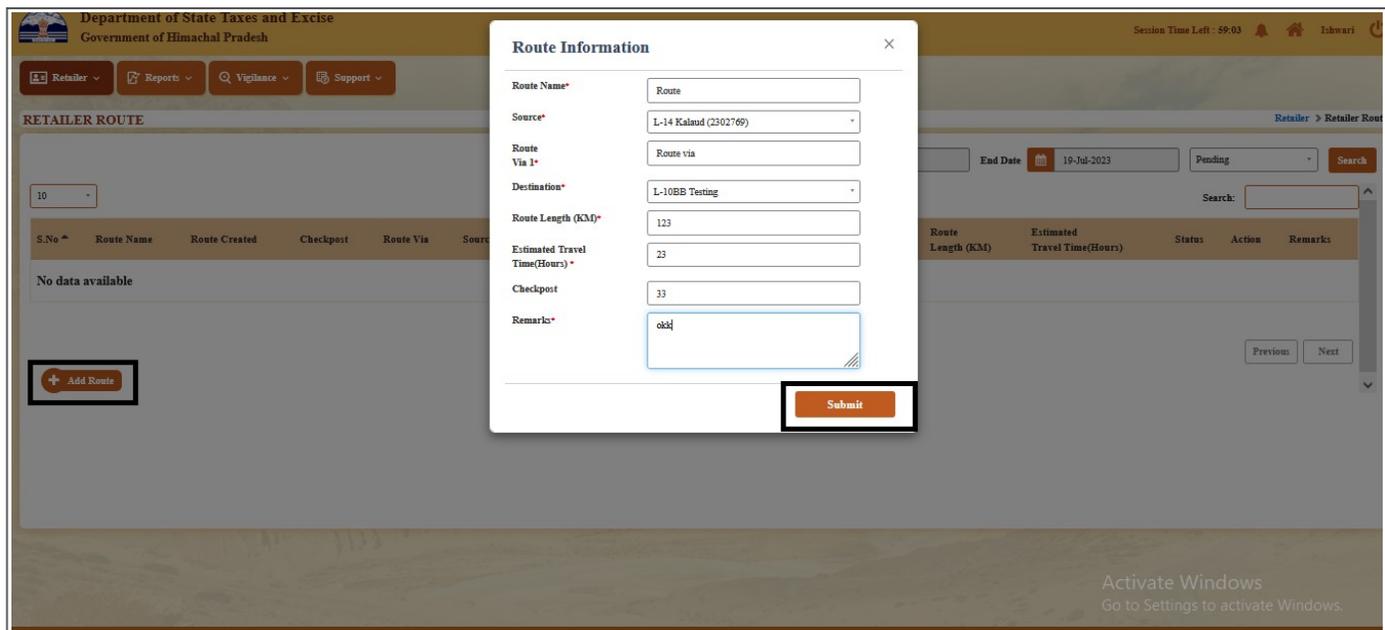


➤ Route: User need to click on **Route** as shown in below figure.

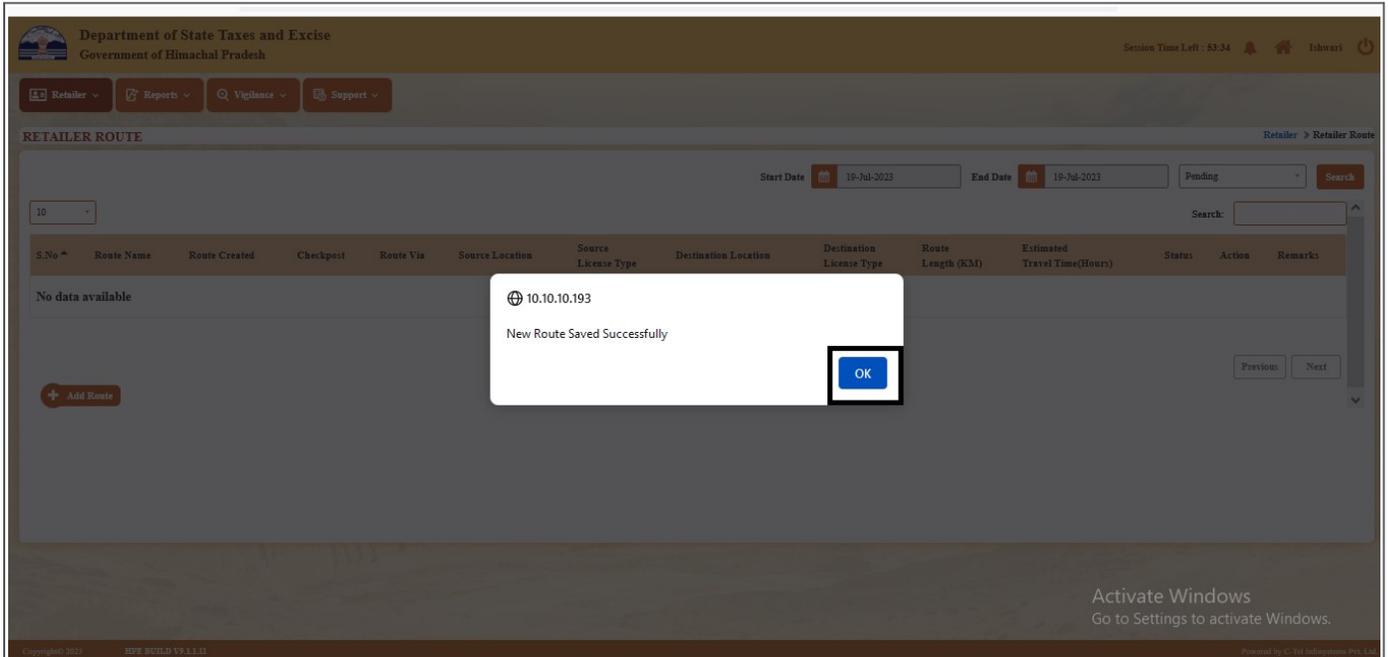


➤ User required to click on **+ add route** for registration of route as shown in below figure

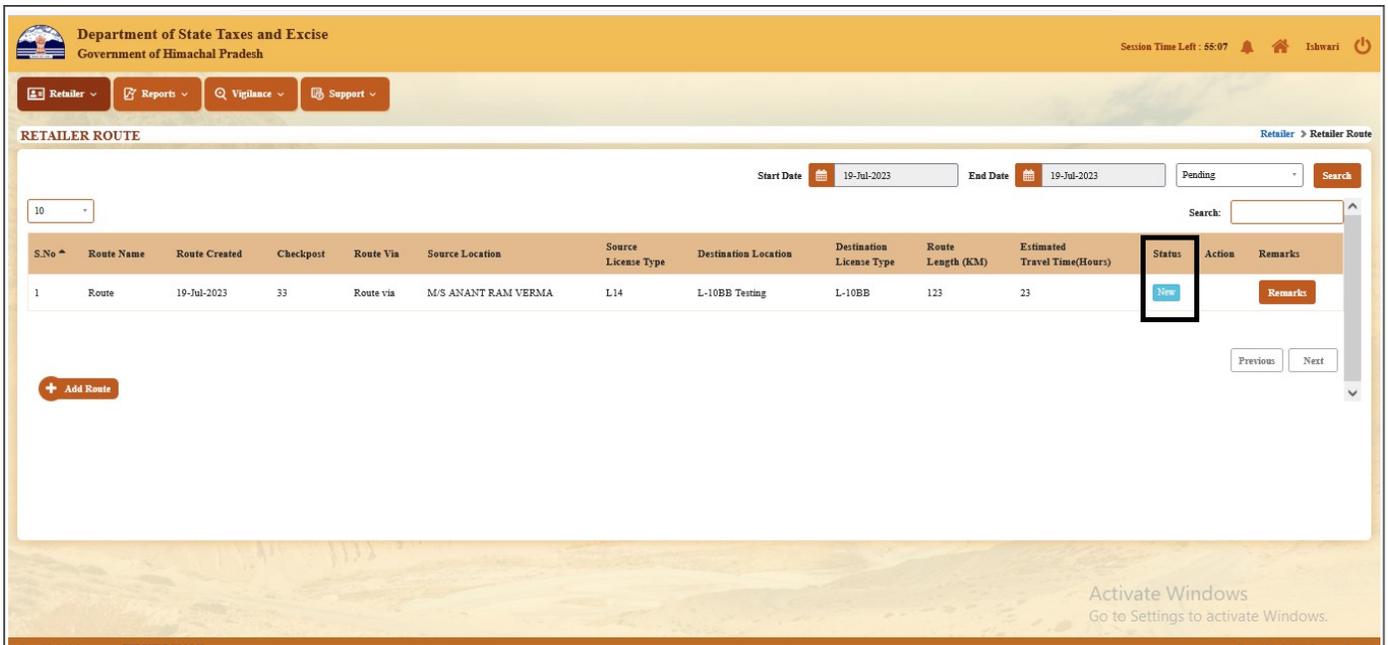
➤ User need to entered all mandatory fields for Route Registration & click on **Submit** Button as shown in below figure



➤ After click on submit then appearing a pop-up user need to click on **OK** as shown in below figure.



➤ User can see the status for new Route as shown in below figure.

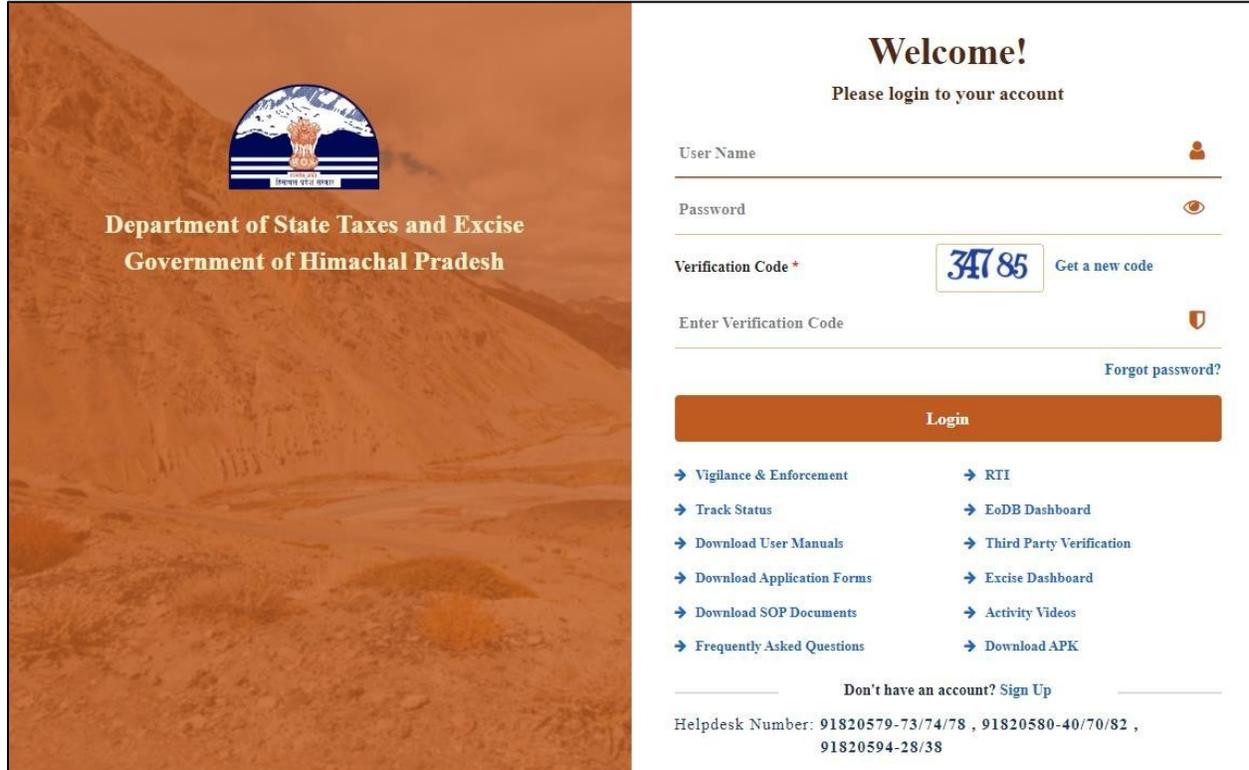


Route Registration successfully

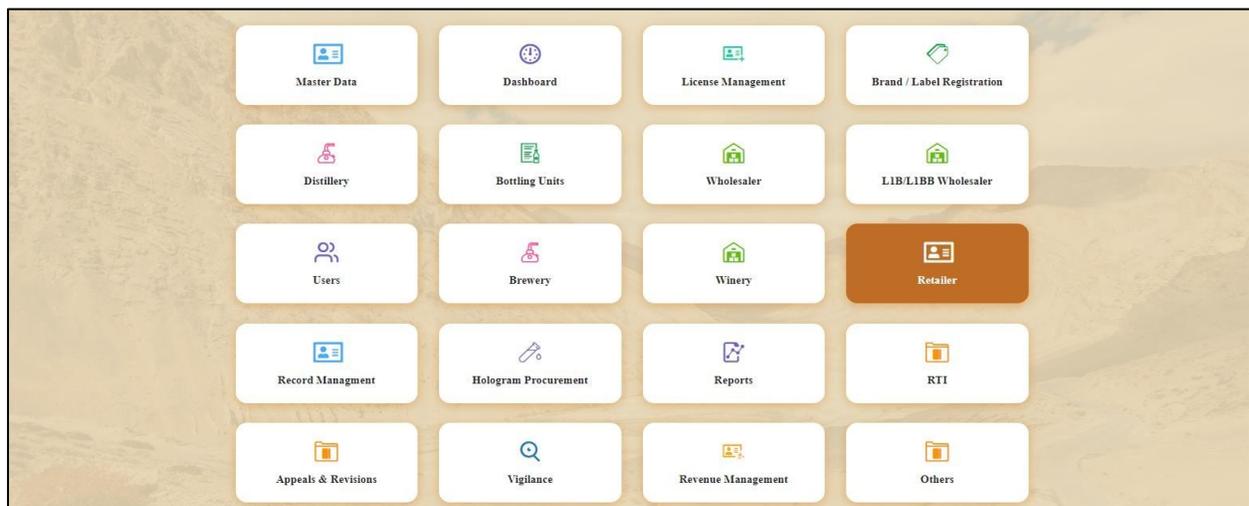
How to Approve route ?

**Login Circle officer:**

- **User required to fill valid credentials and click on Login button.**



- User need to Click on Retailer tab as shown below figure.



➤ User need to click on **route** as shown in below figure.

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:53 swaraj thakur

Distillery Bottling Unit Brewery Wholesaler Import Wholesale Winery **Retailer** Hologram Procurement Appeals & Revisions RTI Vigilance Record

LIST OF LICENSE

10

Route

S.No	Retailer Code	Retailer Name	License Name	License Type	Mobile Number	Remarks
1	2302667	M/S ANANT RAM VERMA	ANANT RAM VERMA	L2	9999999999	
2	2302972	M/S ANANT RAM VERMA	ANANT RAM VERMA	L14	9999999999	
3	2302742	M/S ANANT RAM VERMA	ANANT RAM VERMA	L14	9999999999	
4	2302980	M/S ANANT RAM VERMA	ANANT RAM VERMA	L14	9999999999	
5	2302969	M/S ANANT RAM VERMA	ANANT RAM VERMA	L14	9999999999	
6	2302982	M/S ANANT RAM VERMA	ANANT RAM VERMA	L14	9999999999	
7	2302967	M/S ANANT RAM VERMA	ANANT RAM VERMA	L14	9999999999	
8	2304107	M/S ANANT RAM VERMA	ANANT RAM VERMA	L14	9999999999	
9	2304848	Individual	Ishwari	L-10BB	4565656465	
10	2302779	M/S ANANT RAM VERMA	ANANT RAM VERMA	L14	9999999999	

Previous Next

➤ User need to click on **Approve** then appearing a pop-up Route Information entered remarks & click on **Approve** button as shown in below figure.

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:43 swaraj thakur

Activity Dashboard Production Dashboard Dashboard License Management Brand / Label Registration Distillery Bottling Unit Brewery Wholesaler Import Wholesale Winery

RETAILER ROUTE

Start Date 19-Jul-2023 End Date 19-Jul-2023 Pending Search

10

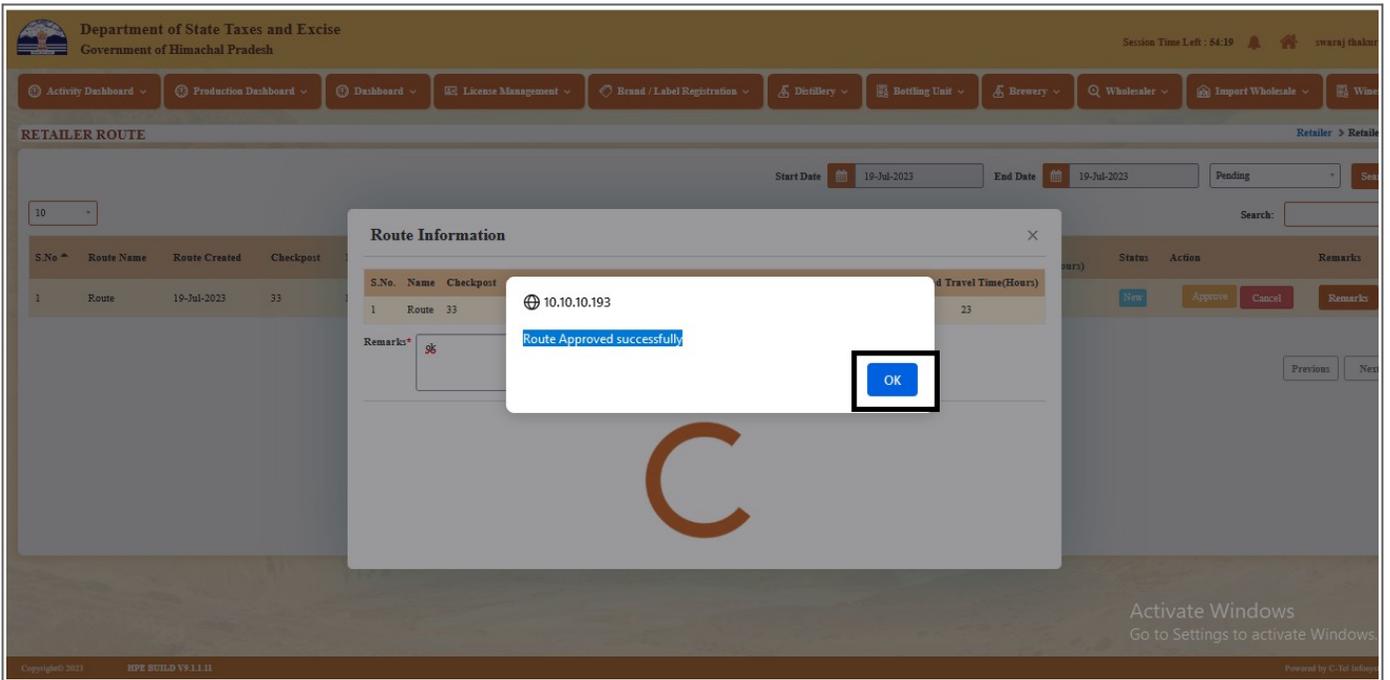
Route Information

S.No	Name	Checkpoint	Route Via	Source Location	Destination Location	Route Length	Estimated Travel Time(Hours)
1	Route	33		M/S ANANT RAM VERMA	L-10BB Testing	123	23

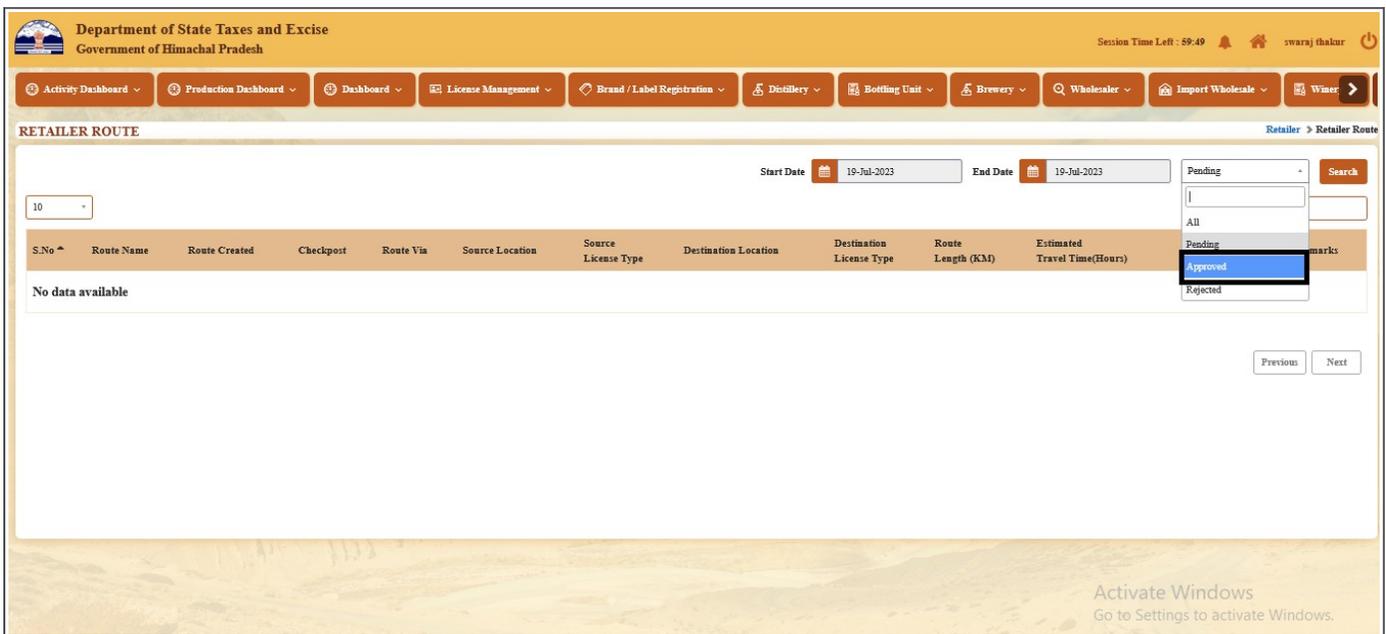
Remarks\*

Cancel Approve

Previous Next



- After click on Approve then appearing a pop-up with message Route Approved successfully click on **OK** as shown in above figure.

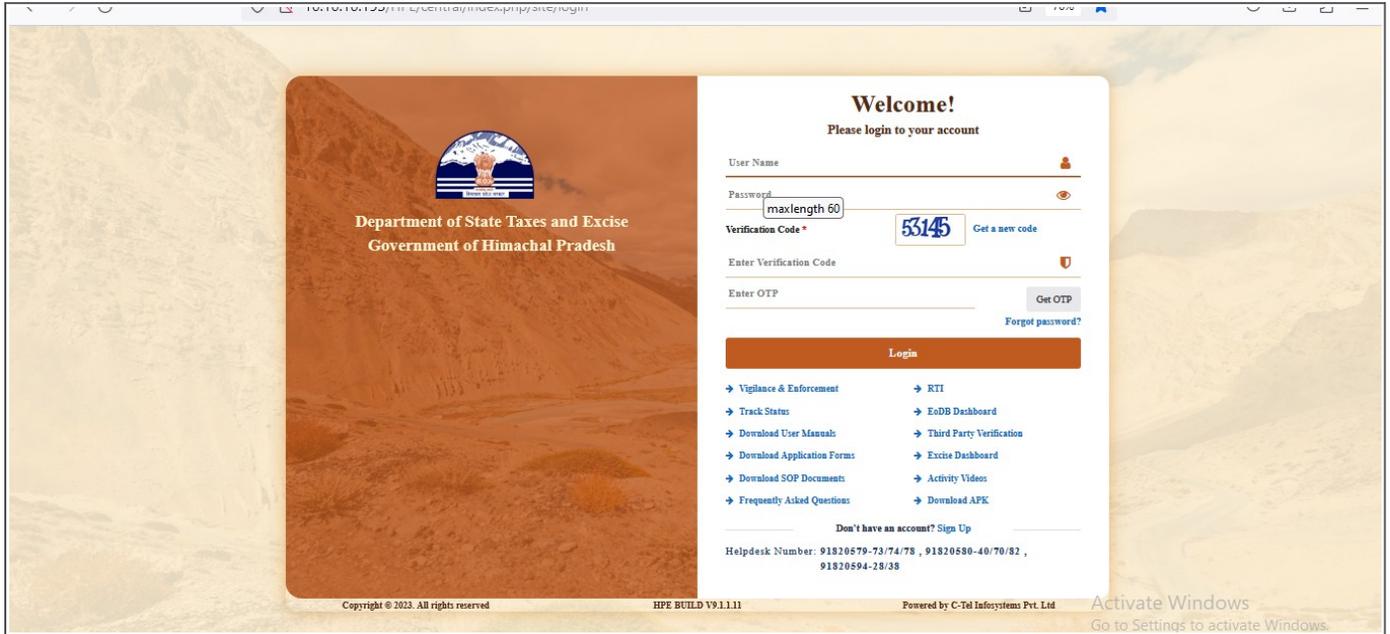


- User want to see the approve route select **Approve** & click on search button as shown in above figure.  
**Route Approve Successfully**

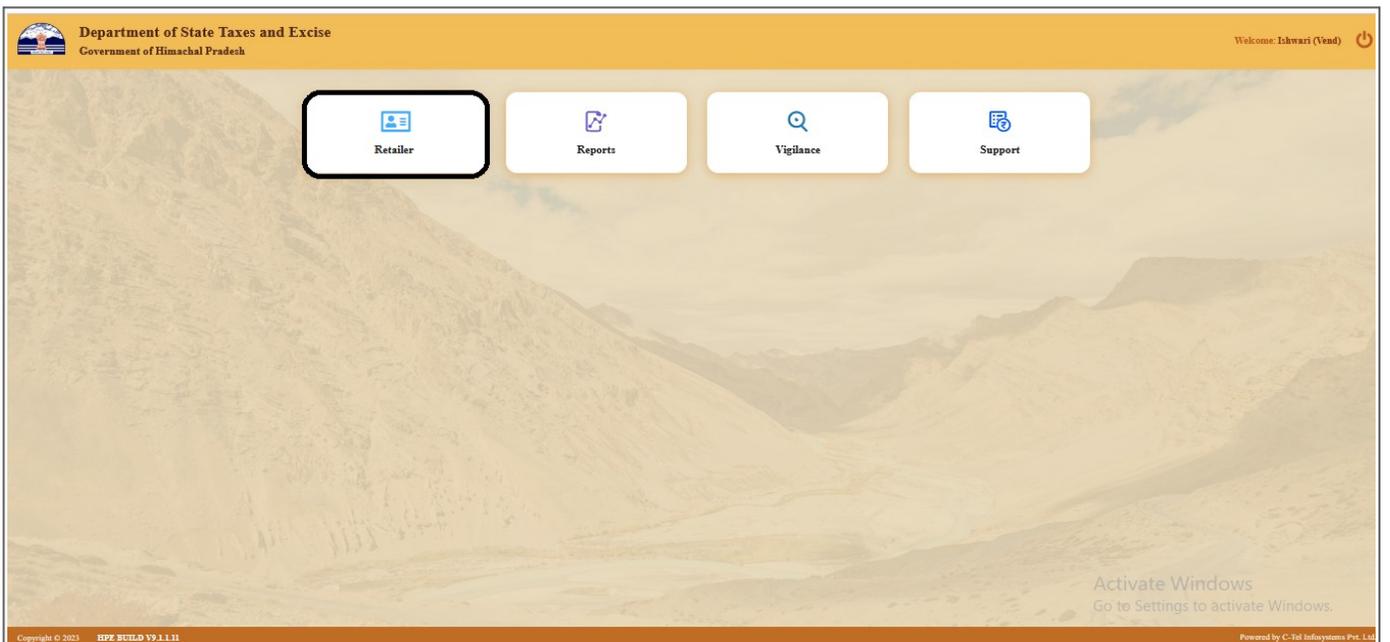
## How to Raise indent to wholesale ?

### Login:

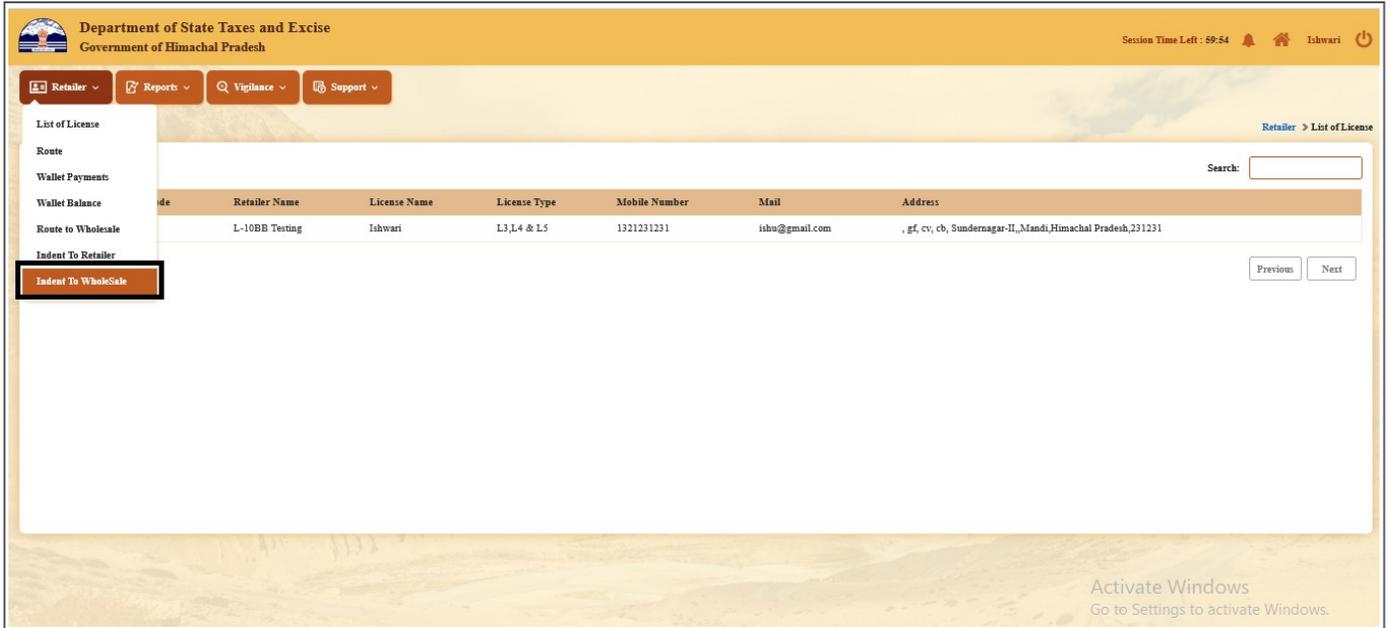
- User required to fill the valid credential & click on login



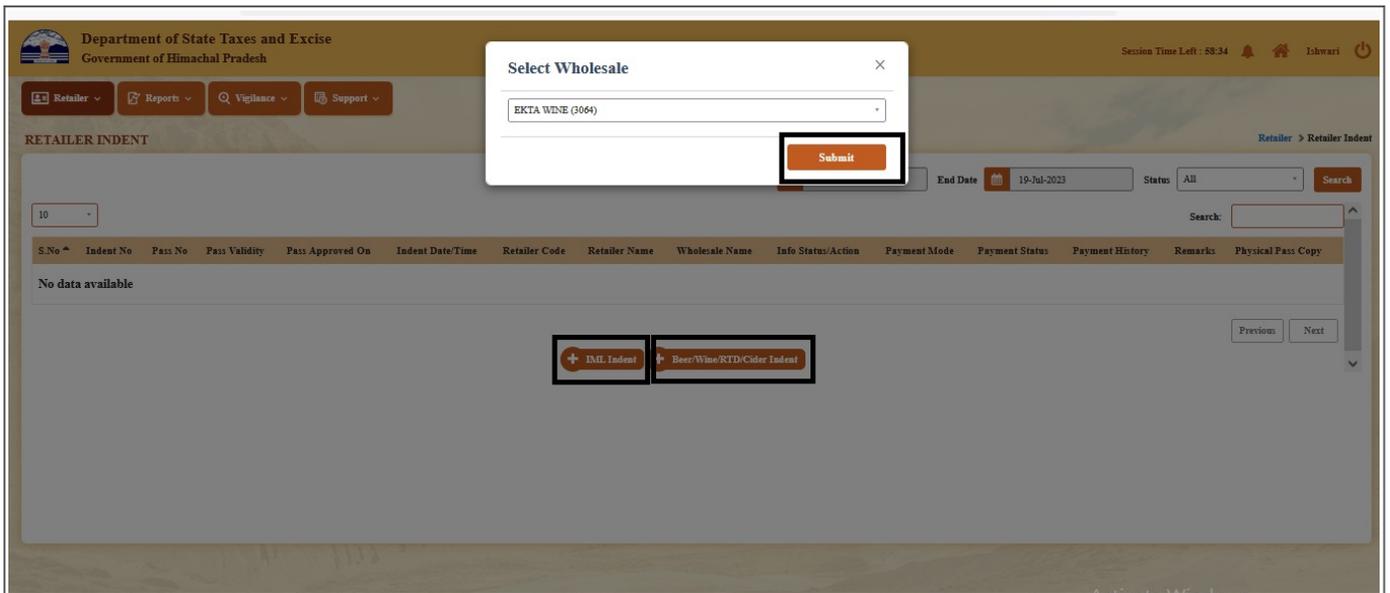
- User need to click on Retailer tab as shown in below figure.



➤ User need to click on **Indent to wholesale** as shown in below figure.



➤ User need to click on **+IML Indent or Beer/wine/cider/RTD indent** select wholesale & click on **submit** button as shown in below figure.



- User need to select route ,enter brand name,enter quantity in case or bottles & clicik on **Add** button as show inn below figure.

Indent Retailer Code - L-10BB Testing (2304957)

**Invoice Amount(Rs.) Details**

Wholesaler's Name: THAKUR WINE TRADERS  
 Date: 19-Jul-2023  
 Email Id: ishu@gmail.com  
 Mobile No: 7353341180  
 Total Cases: 0  
 Total Bottles: 0  
 Vehicle Number:

Total PPL: 0  
 Total BLs: 0  
 Total Assesed Fee: 0  
 Total Value: 0

Route:

Brand Code / Brand Name:  Brand Name:

Size - AP (500) Pack Type - C  
 Quantity Cases | Bottles:

**Add** **Reset**

Brand Code	Brand Name	Category	Size in ml	Pack Type	IML CASES   BOTTLES	BEER CASES   BOTTLES	Total Bottles	EDP per Case	PPL/BL per Case	Assesed Fee per BL (Rs)	MRP (Rs)
0185	KIBBA 4 SUPERIOR.MILD BEER	BEER	500   24	C	0   0	10   3	243	1286.00	12.00	90.00	165

Retailer Details

Activate Windows  
Go to Settings to activate Windows.

- User need to click on **Preview** then click on **Save** as shown in below figure.

Indent Retailer Code - L-10BB Testing (2304957)

**Invoice Amount(Rs.) Details**

Wholesaler's Name: THAKUR WINE TRADERS  
 Date: 19-Jul-2023  
 Email Id: ishu@gmail.com  
 Mobile No: 7353341180  
 Total Cases: 10  
 Total Bottles: 3  
 Vehicle Number:

Total PPL: 0  
 Total BLs: 121.5  
 Total Assesed Fee: 10935  
 Total Value: 10935

Type Brand Number/Brand Name:

BrandCode	Brand Name	Size in ml	Pack Type	Quantity in Cases(IML)	Quantity in Bottles(IML)	Quantity in Cases(BEER)	Quantity in Bottles(BEER)
0185	KIBBA 4 SUPERIOR.MILD BEER	500   24	C	0	0	10	3

**Save**

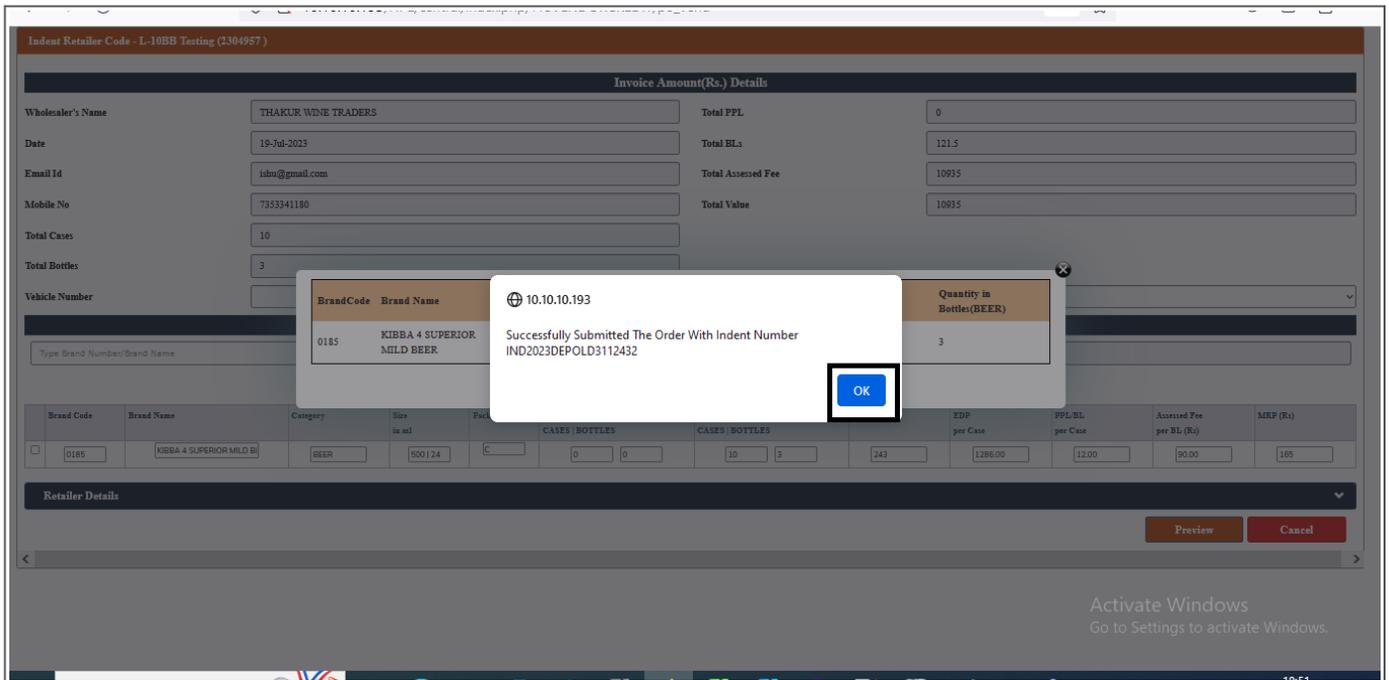
Brand Code	Brand Name	Category	Size in ml	Pack Type	IML CASES   BOTTLES	BEER CASES   BOTTLES	Total Bottles	EDP per Case	PPL/BL per Case	Assesed Fee per BL (Rs)	MRP (Rs)	
<input type="checkbox"/>	0185	KIBBA 4 SUPERIOR.MILD BEER	BEER	500   24	C	0   0	10   3	243	1286.00	12.00	90.00	165

**Preview** **Cancel**

Retailer Details

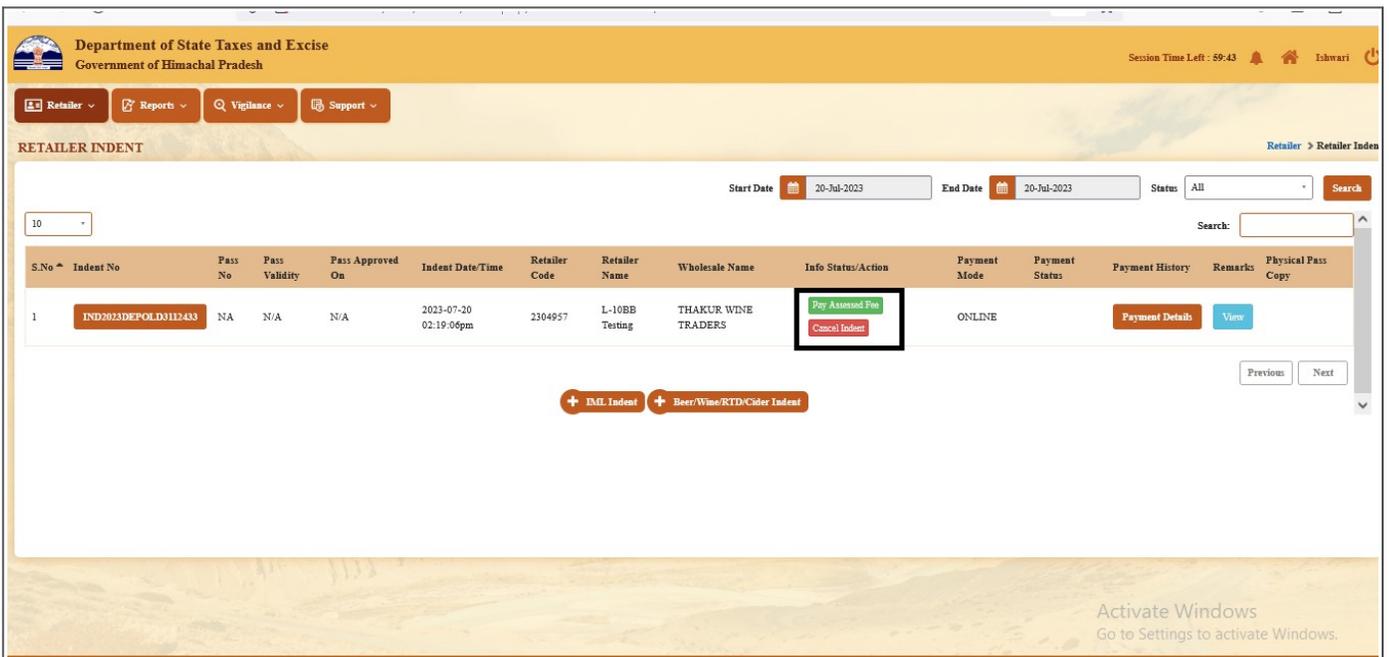
Activate Windows  
Go to Settings to activate Windows.

➤ User need to click on **OK** as shown inn below figure.

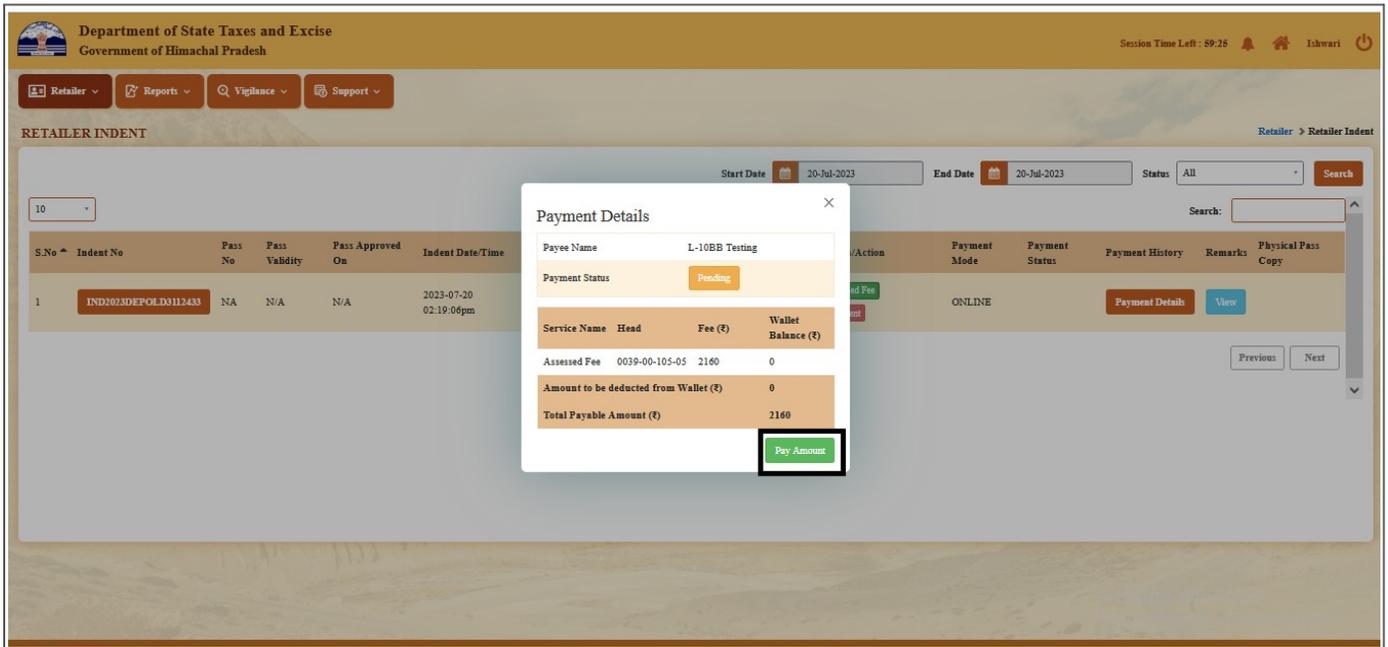


➤ User need to click on **Pay Assessed Fee** for payment as shown in below figure.

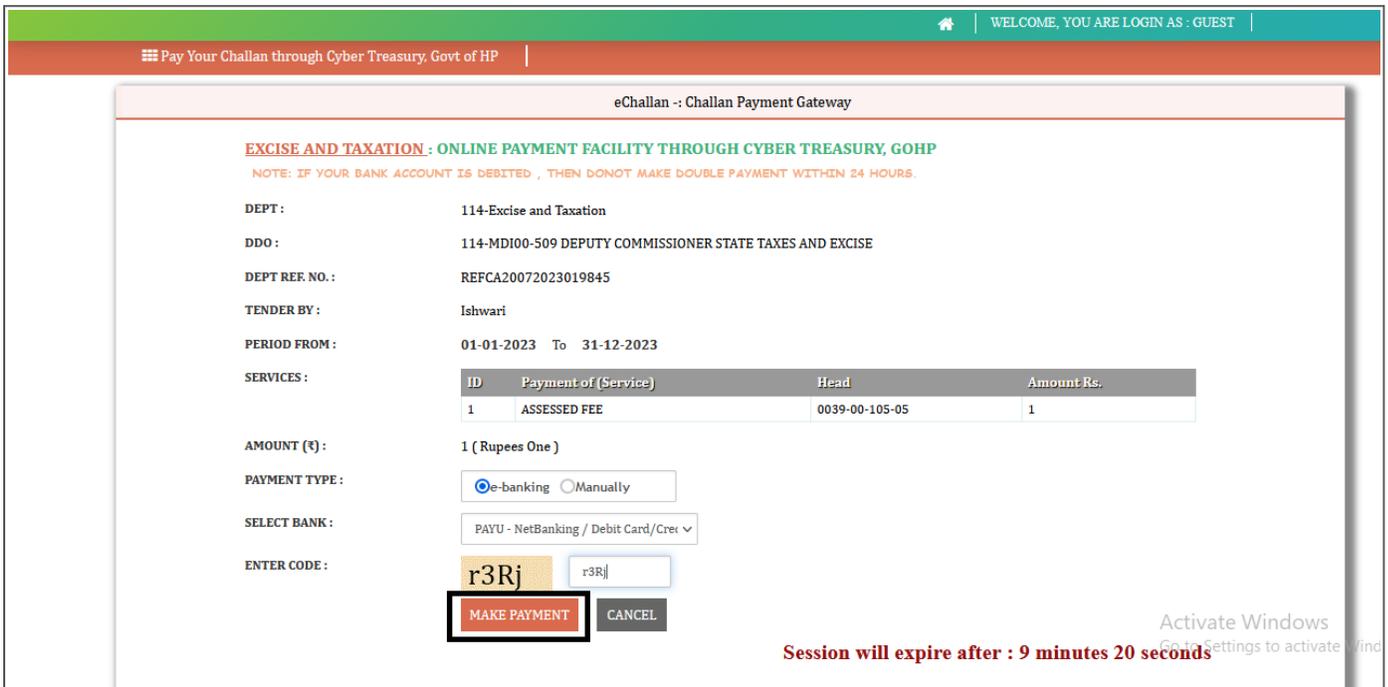
➤ If user want to cancel indent then click on **Cancel indent** as shown in below figure.



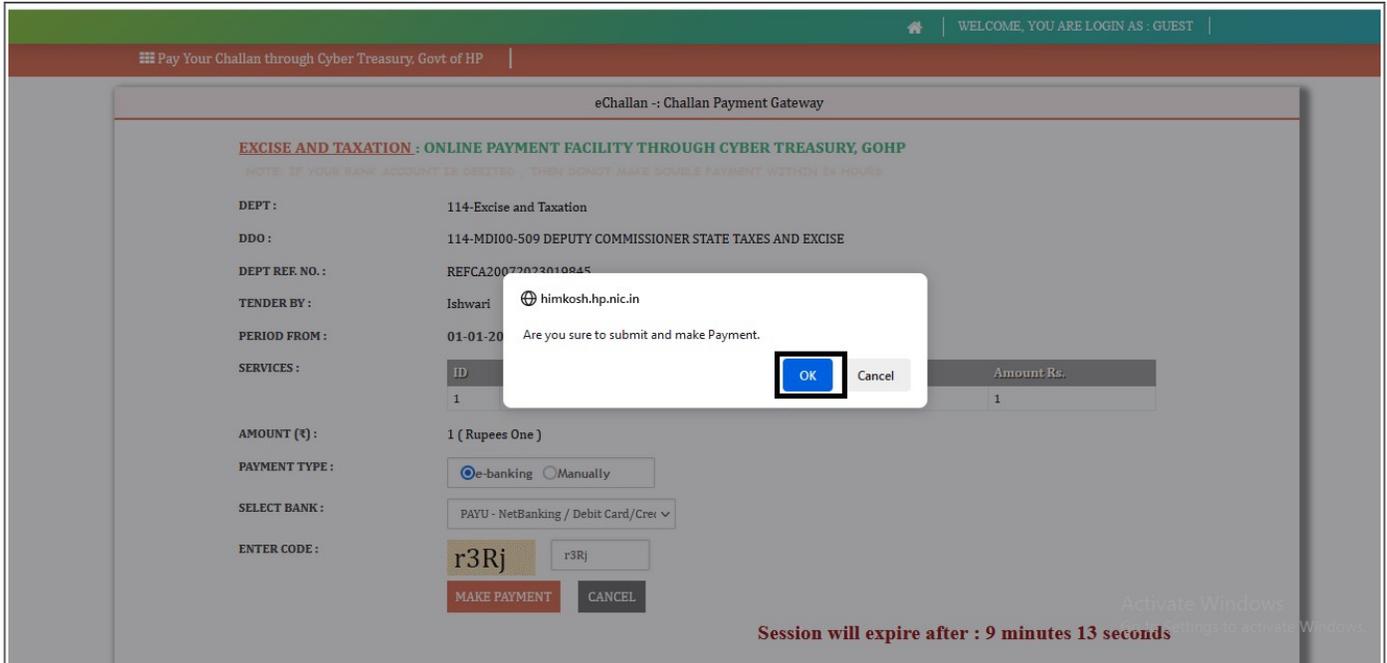
- After click on Pay Assessed Fee then appearing pop-up as shown in below figure.
- User need to click on **Pay Amount** as shown in below figure.



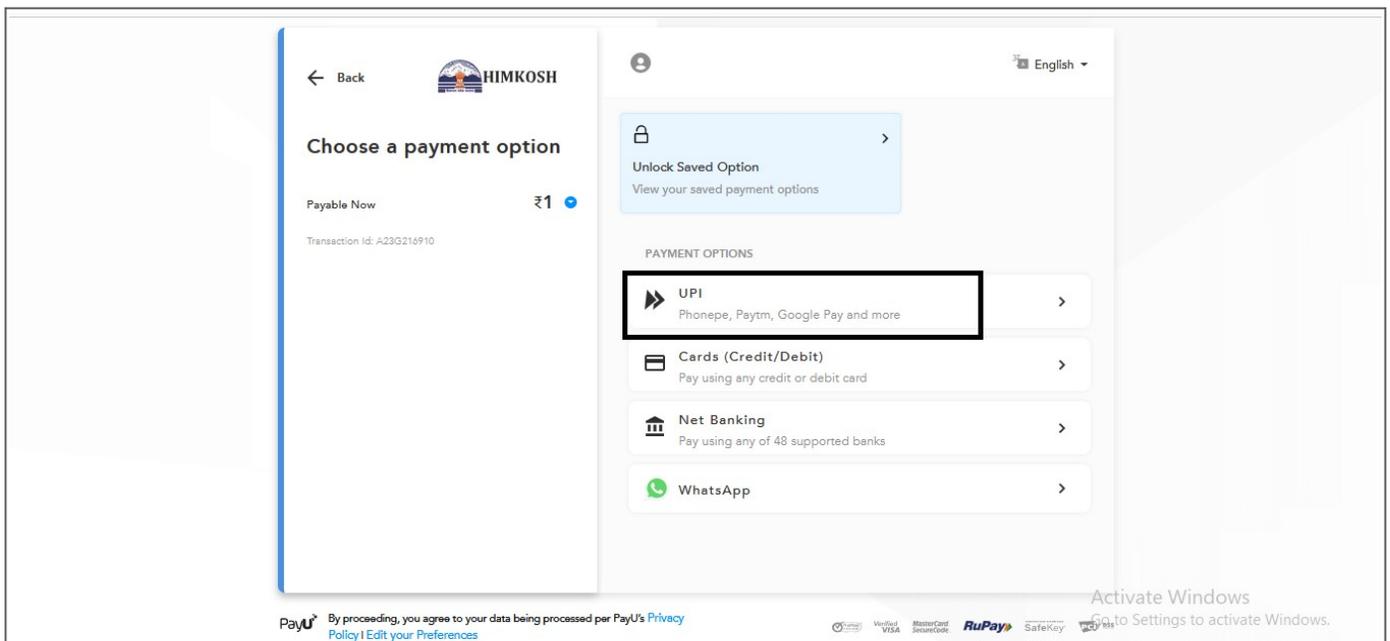
- User need to select bank, Enter code & click on **MAKE PAYMENT** as shown in below figure.



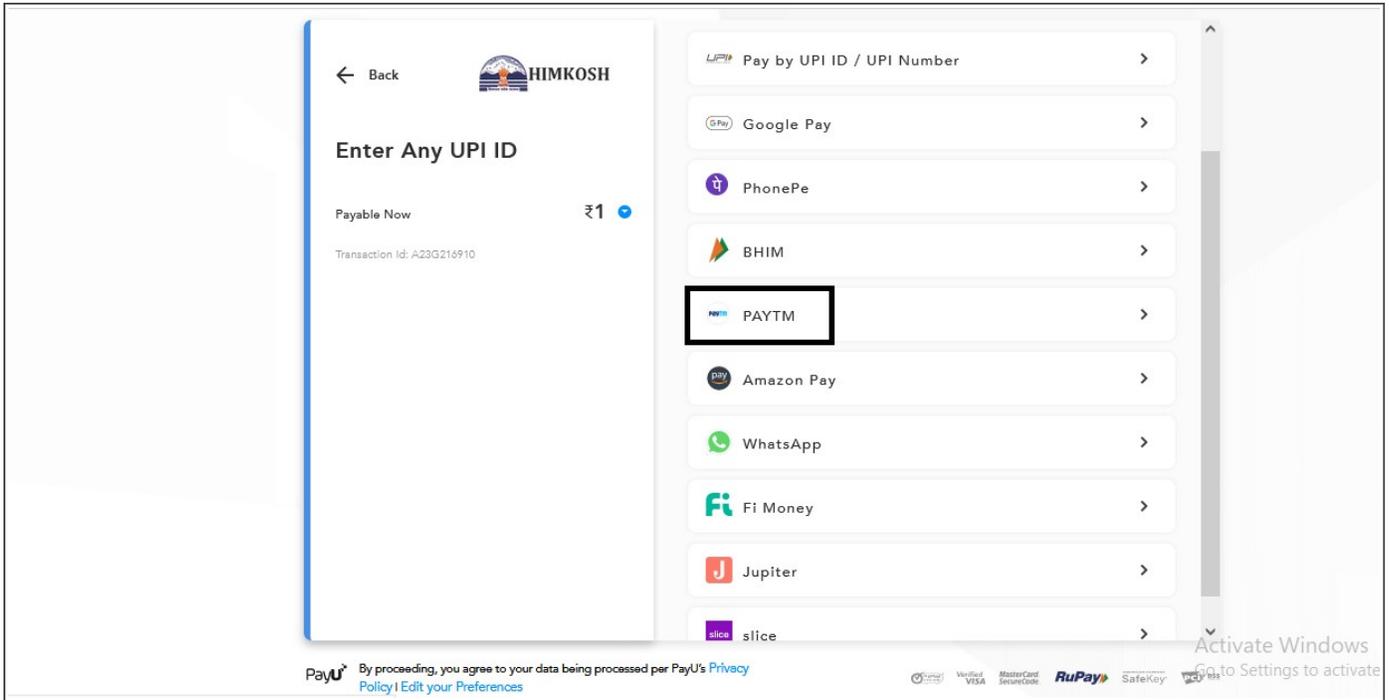
- User need to click on **OK** as shown in below figure.



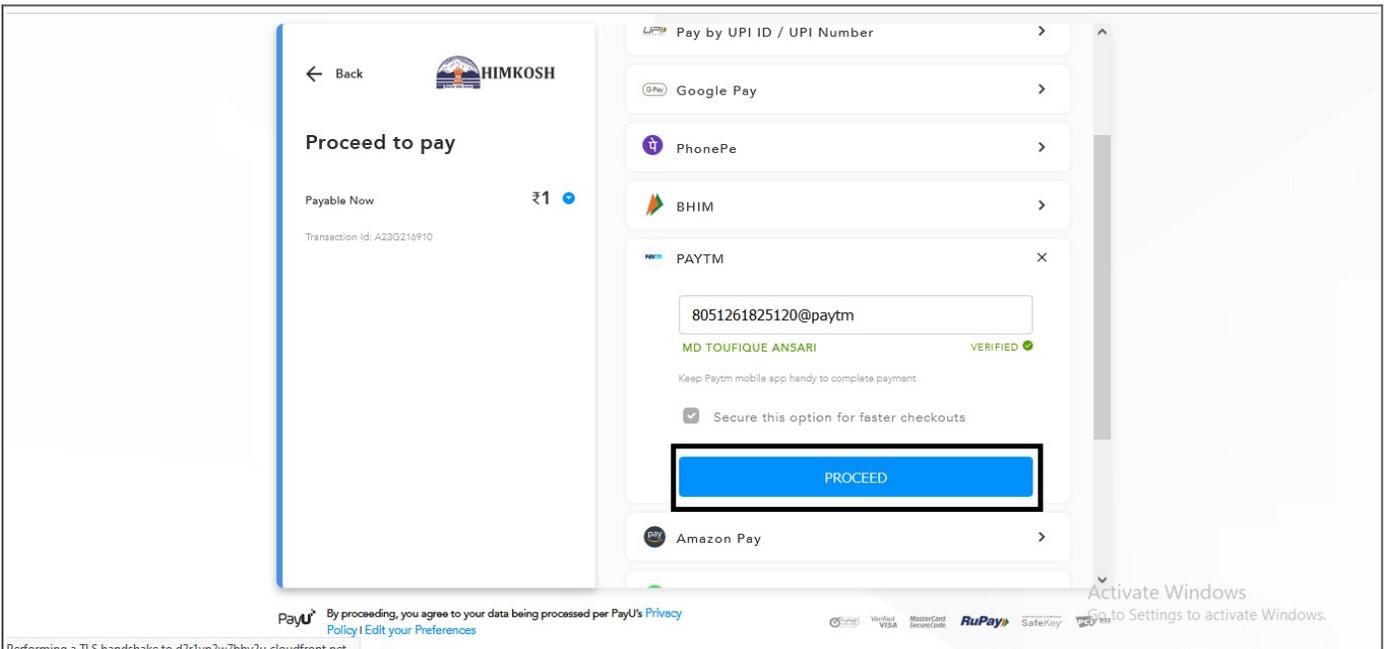
- User can select PAYMENT OPTION like UPI,Cards,Net Banking etc
- User need to click on UPI as shown in below figure.



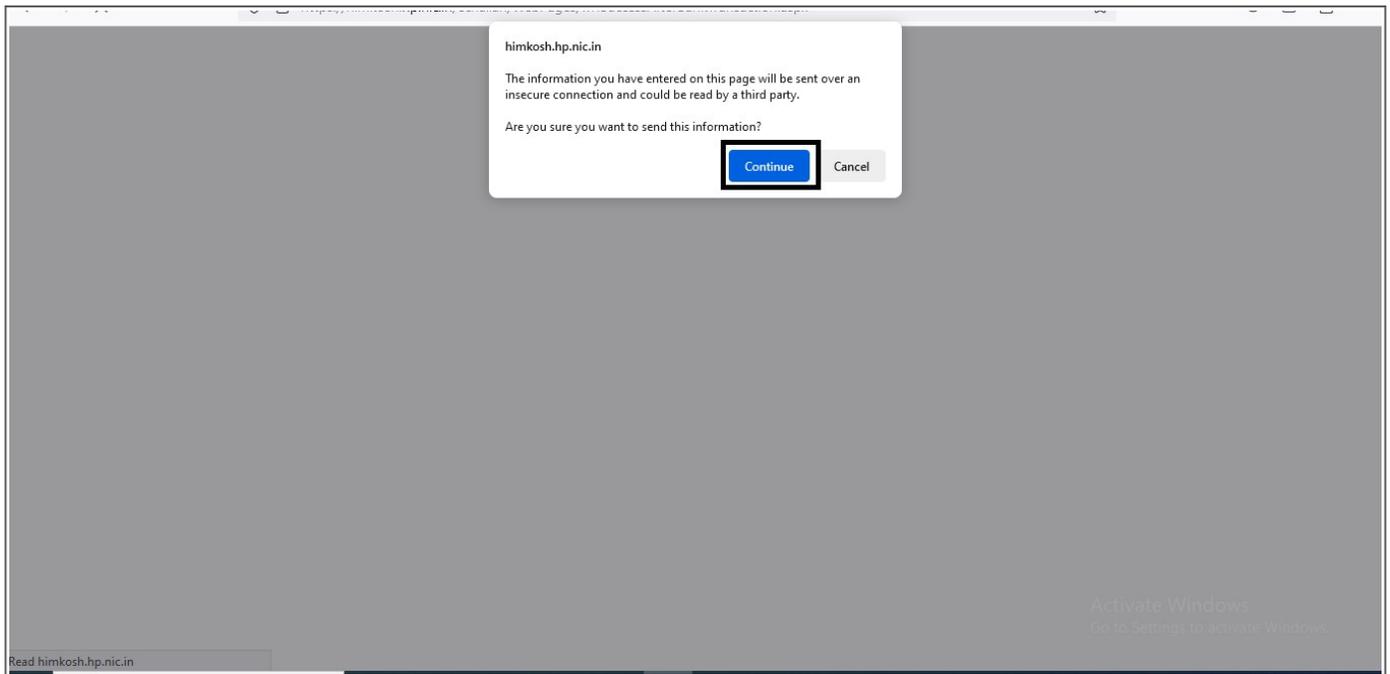
➤ User need to click any one here using PAYTM,click on **PAYTM** as shown in figure.



➤ User need to enter PAYTM ID & click on **PROCEED** as shown in below figure.



➤ After payment through paytm user need to click on **Continue** as shown in below figure.



➤ User need to click on **Home** after payment as shown in below figure.



- User need to check status after payment as shown in below figure.

The screenshot shows the 'RETAILER INDENT' section of the Department of State Taxes and Excise portal. The header includes the department name and session time. Below the header are navigation tabs for Retailer, Reports, Vigilance, and Support. The main content area features a table with columns for S.No, Indent No, Pass No, Pass Validity, Pass Approved On, Indent Date/Time, Retailer Code, Retailer Name, Wholesale Name, Info Status/Action, Payment Mode, Payment Status, Payment History, Remarks, and Physical Pass Copy. A single row is visible with Indent No 'IND2023DEPOLD3112433' and a status of 'Applied for pass' highlighted with a red box. Below the table are buttons for '+ IML Indent' and '+ Beer/Wine/RTD/Cider Indent'. The footer contains an 'Activate Windows' watermark.

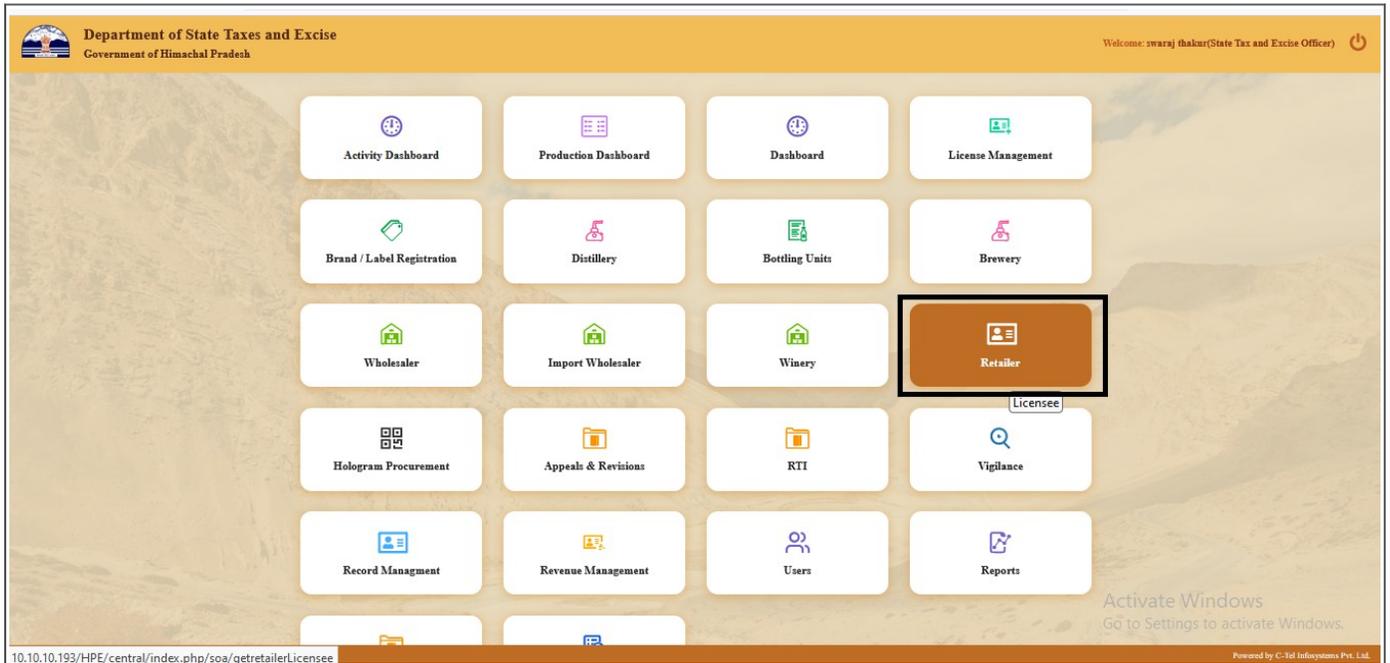
## How to Approve pass ?

### **Login Circle officer:**

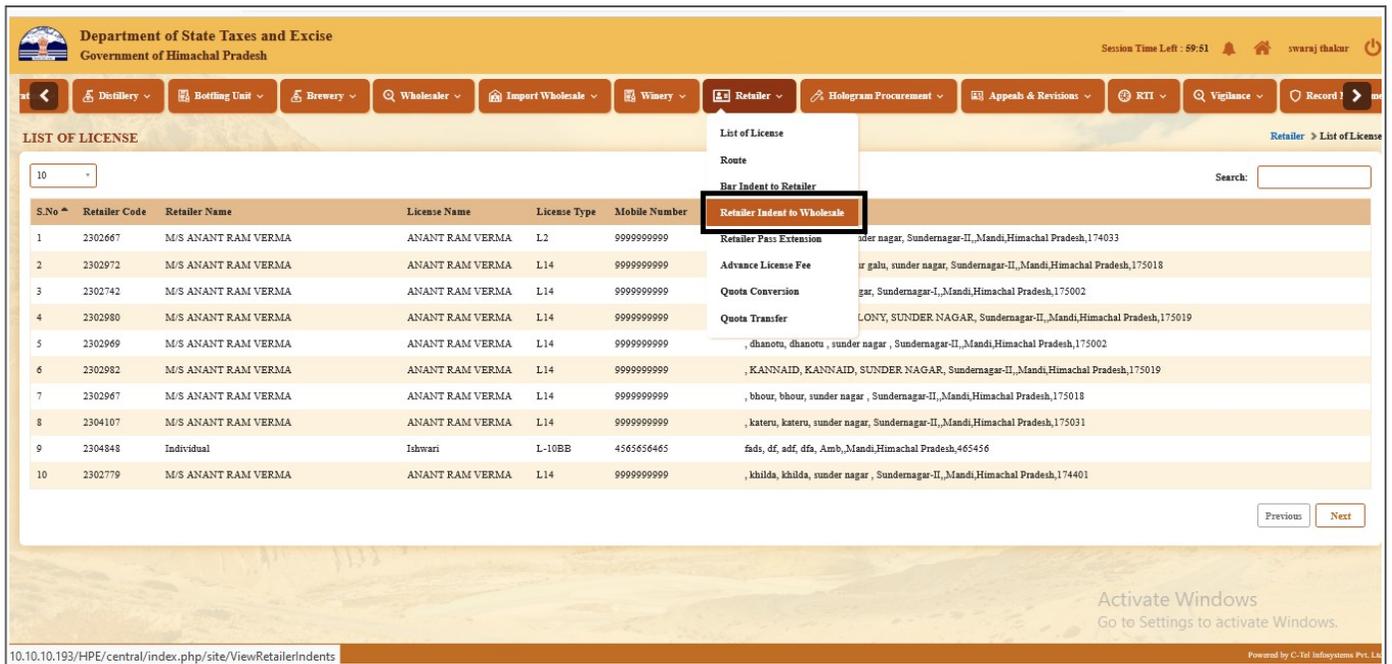
- User required to fill valid credentials and click on Login button.

The screenshot shows the login page for the Department of State Taxes and Excise portal. The left side features the department logo and name. The right side contains a 'Welcome!' message and a login form with fields for User Name, Password, and Verification Code. A verification code '34785' is displayed in a box. Below the form is a 'Login' button and a list of links for various services like Vigilance & Enforcement, RTI, Track Status, EoDB Dashboard, Download User Manuals, Third Party Verification, Download Application Forms, Excise Dashboard, Download SOP Documents, Activity Videos, and Frequently Asked Questions. At the bottom, there is a 'Don't have an account? Sign Up' link and a Helpdesk Number: 91820579-73/74/78, 91820580-40/70/82, 91820594-28/38.

➤ User need to click on **Retailer** as shwon in below figure.



➤ User need to click on **Retailer indent to wholesale** as shown in below figure



- User need to click on **Approve** as shwon in below figure.

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:57 swaraj thakur

Activity Dashboard Production Dashboard Dashboard License Management Brand / Label Registration Distillery Bottling Unit Brewery Wholesaler Import Wholesaler Winer

RETAILER INDENT TO WHOLESALE

Start Date: 20-Jul-2023 End Date: 20-Jul-2023 Status: All Search

S.No	Indent Number	Pass Number	Pass Validity	Pass Approved On	Indent Date/Time	Retailer Code	Retailer Name	Wholesale Name	Info Status/Action	Payment Mode	Payment Status	Payment History	Remarks	Physical Pass Copy
1	IND2023DEPOLD306884	PER202307202309298011611	26-Jul-2023	20-Jul-2023 01:19:13 PM	20-Jul-2023 01:14:09 PM	2302980	M/S ANANT RAM VERMA	SHALINI WINE	Pass Issued			Payment Details	Remarks	
2	IND2023DEPOLD0112433	NA	NA	NA	20-Jul-2023 02:19:06 PM	2304957	L-10BB Testing	THAKUR WINE TRADERS	Approve Applied for Pass	ONLINE	SUCCESS	Payment Details	Remarks	

Previous Next

Activate Windows  
Go to Settings to activate Windows.

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- User need to select Valid up to date ,Entered Remarks & click on **Approve Pass** as shown in below figure.

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:44 swaraj thakur

Activity Dashboard Production Dashboard Dashboard License Management Brand / Label Registration Distillery Bottling Unit Brewery Wholesaler Import Wholesaler Winer

RETAILER INDENT TO WHOLESALE

Status: All Search

S.No	Brand Number	Product Name	Pack Quantity / Size In ml	Quantity Cases	Quantity Bottles	Total Bottles	Category	Total PPL	Total BL
1	0185	KIBBA 4 SUPERIOR MILD BEER	24/500	2	0	48	BEER	0	24
Total Quantity				2	0	48			24

Pass Number\* PER202307202304957116 Valid Up To\* 31-Jul-23

Check Post adad

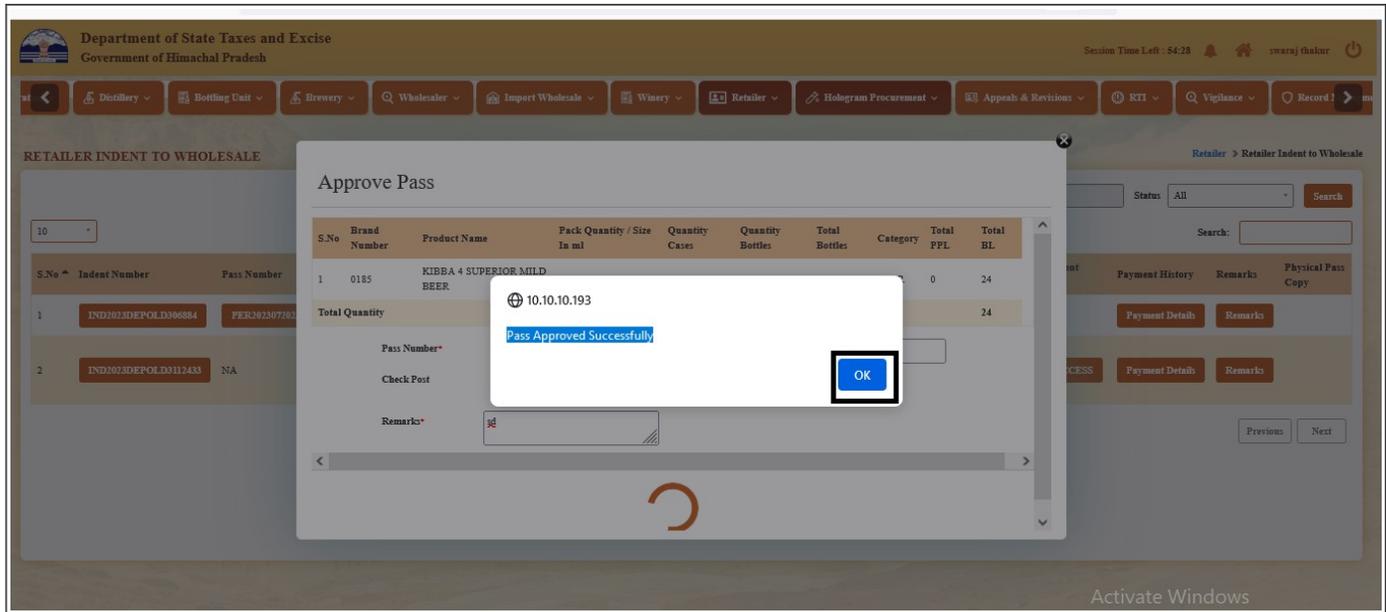
Remarks\* ok

Approve Pass

Previous Next

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- User need to click on **OK** as shown in below figure.



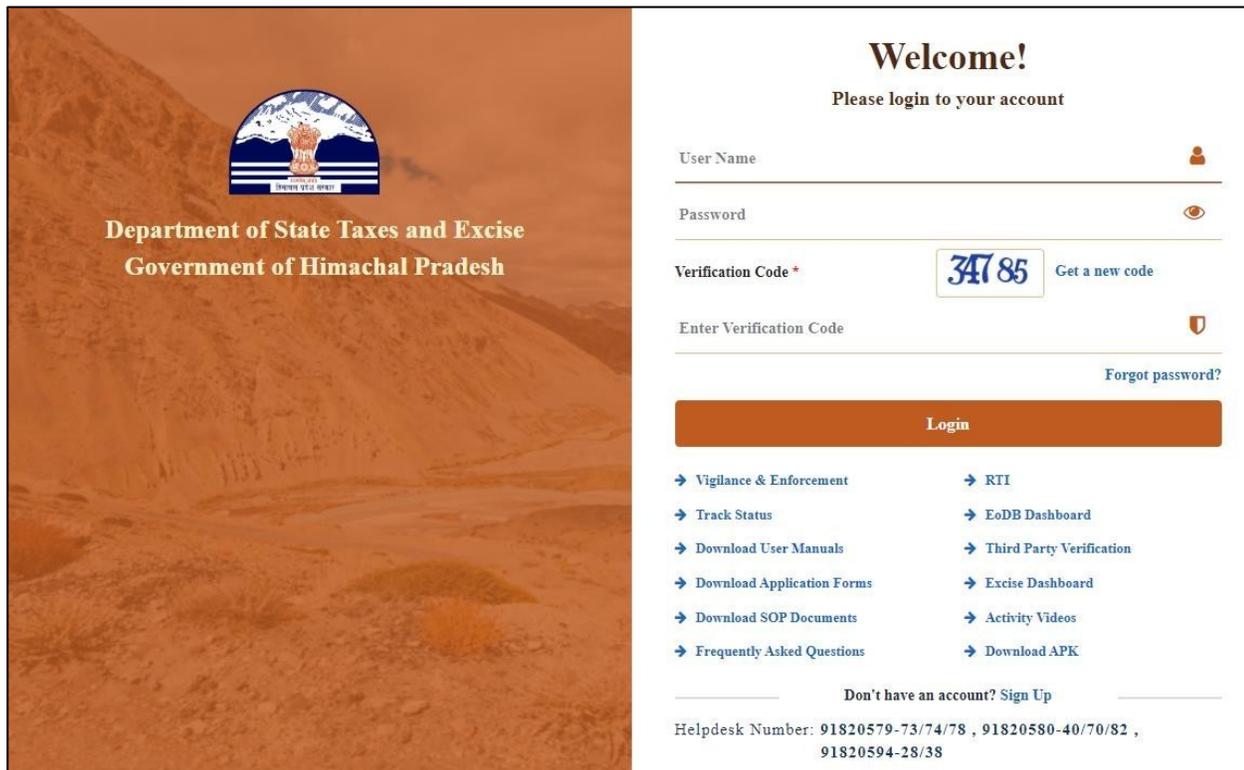
**Pass Approved Successfully**

How to dispatch Stock to Retailer?

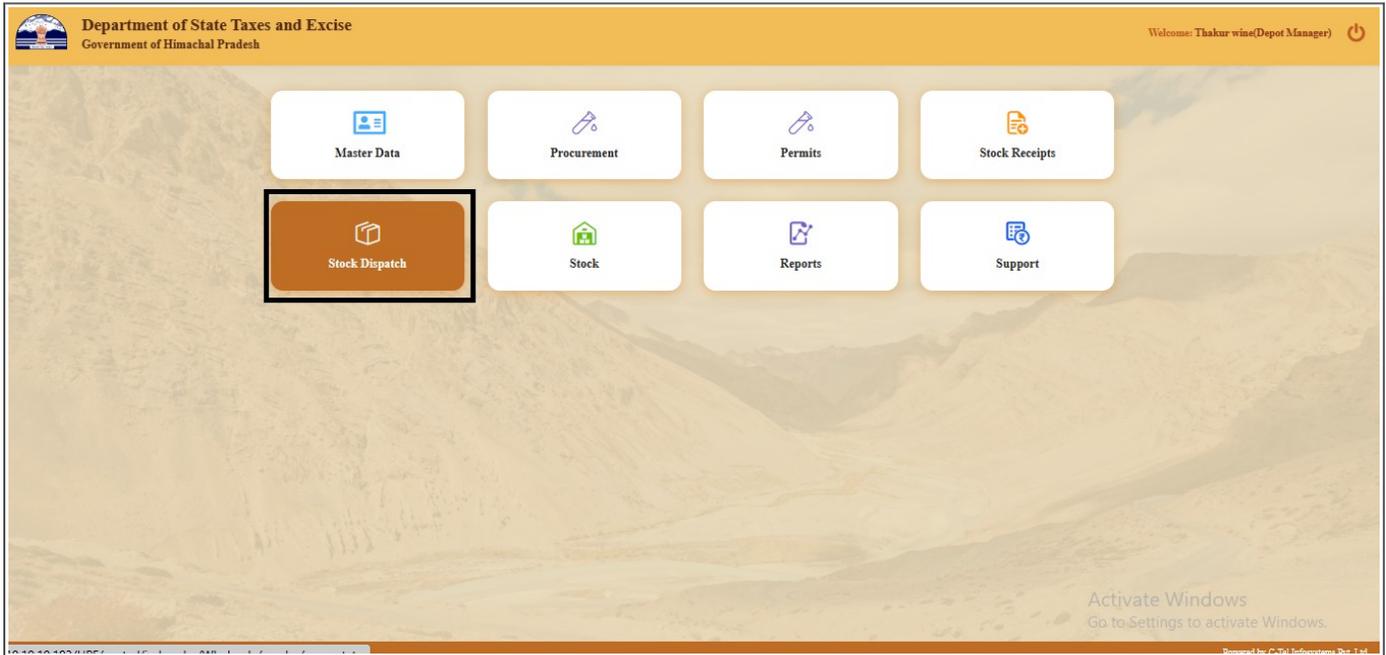
L1 Depot Manager

Login:

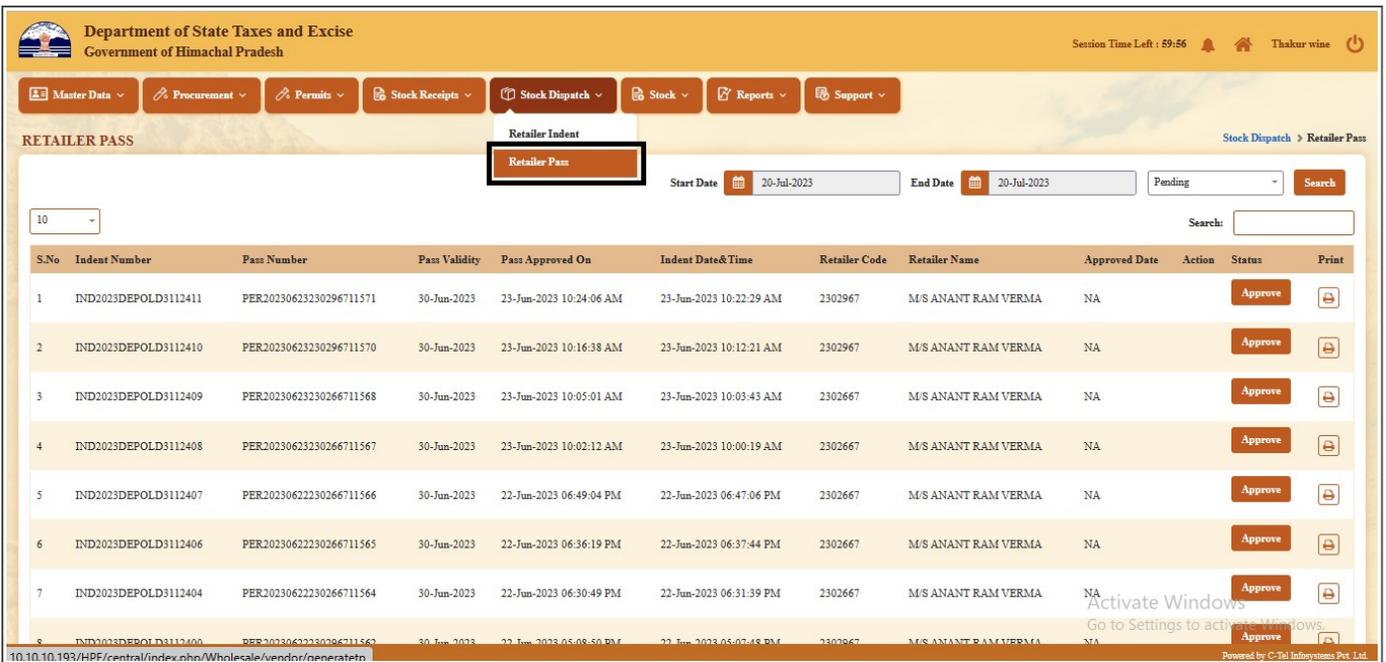
- User required to fill valid credentials and click on Login button.



➤ User need to click on **Stock Dispatch** tab as shwon in below figure.



➤ User need to click on **Retailer pass** as shown inn below figure.



- User need to click on Approve first then OK as shown in below figure.

Department of State Taxes and Excise  
Government of Himachal Pradesh

10.10.10.193 says  
Approved Successfully

Session Time Left : 59:48 Thakur wine

Master Data Procurement Permits Stock Receipts

RETAILER PASS

Start Date: 20-Jul-2023 End Date: 20-Jul-2023 Pending Search

Search: PER2023072023049571

S.No	Indent Number	Pass Number	Pass Validity	Pass Approved On	Indent Date&Time	Retailer Code	Retailer Name	Approved Date	Action	Status	Print
20	IND2023DEPOLD3112433	PER20230720230495711614	01-Aug-2023	20-Jul-2023 03:26:50 PM	20-Jul-2023 02:19:06 PM	2304957	L-10BB Testing	NA	Approve		

Previous Next

Activate Windows  
Go to Settings to activate Windows.

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- User need to click on Complete first appearing a pop-up entered all Mandotary fields & click on Submit as shown in below figure.

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:06 Thakur wine

Master Data Procurement Permits Stock Receipts Stock Dispatch Stock Reports Support

RETAILER PASS

0-Jul-2023 Pending Search

Search: PER2023072023049571

S.No	Indent Number	Pass Number	Approved Date	Action	Status	Print
1	IND2023DEPOLD3112433	PER20230720230495711614	20-Jul-2023	Complete	Pending	

Previous Next

Pass Details

Enter The Vehicle Number\* SD343434

Make of Vehicle

Model of Vehicle

Route\* adad,sds,ftffif

Email Id\* isbu@gmail.com

Phone Number\* 7353341180

Product Name	Brand Number	Size in ml	Quantity in cases:	Quantity in bottles:	Issued Quantity in cases:	Issued Quantity in bottles:
KIBBA 4 SUPERIOR MILD BEER	0185	500	2	0	2	0

Submit

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- User need to click on **OK** as shown in below figure .

Department of State Taxes and Excise  
Government of Himachal Pradesh

10.10.193 says  
Completed successfully

Session Time Left : 58:50

Master Data Procurement Permits Stock Receipts

RETAILER PASS

Pass Details

Enter The Vehicle Number\* SD343434

Make of Vehicle

Model of Vehicle

Route\* adad,ssds,ffiffif

Email Id\* ishns@gmail.com

Phone Number\* 7353341180

Product Name	Brand Number	Size in ml	Quantity in cases:	Quantity in bottles:	Issued Quantity in cases:	Issued Quantity in bottles:
KIBBA 4 SUPERIOR MILD BEER	0185	500	2	0	2	0

Submit

Approved Date Action Status Print

20-Jul-2023 Complete Pending

Search: PER2023072023049571

Previous Next

- User need to check status select **Complete** & click on **Search** button as shown in below figure.

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 58:52

Master Data Procurement Permits Stock Receipts Stock Dispatch Stock Reports Support

COMPLETED RETAILER SHIPMENTS

Stock Dispatch Transport Pass Completed Retailer Shipments

Start Date 20-Jul-2023 End Date 20-Jul-2023

Completed

Search

S.No	Indent Number	Pass Number	Pass Validity	Pass Approved On	Indented Date Time	Retailer Code	Retailer Name	Status
1	IND2023DEPOLD3112433	PER20230720230495711614	01-Aug-2023	20-Jul-2023 03:26:50 PM	20-Jul-2023 02:19:06 PM	2304957	L-10BB Testing	20-Jul-2023 Stock Issued

Previous Next

Activate Windows  
Go to Settings to activate Windows.

➤ User need to check status stock issue successfully as shown in below figure.

The screenshot shows a web application interface for the Department of State Taxes and Excise, Government of Himachal Pradesh. The page title is 'COMPLETED RETAILER SHIPMENTS'. The interface includes a navigation menu with options like Master Data, Procurement, Permits, Stock Receipts, Stock Dispatch, Stock, Reports, and Support. The main content area displays a table of shipment records with columns: S.No, Indent Number, Pass Number, Pass Validity, Pass Approved On, Indented Date Time, Retailer Code, Retailer Name, Approved Date, and Status. The status 'Stock Issued' is highlighted in a green box. The page also includes a search bar, filters for Start Date and End Date, and a footer with copyright information and a power button.

S.No	Indent Number	Pass Number	Pass Validity	Pass Approved On	Indented Date Time	Retailer Code	Retailer Name	Approved Date	Status
1	IND2023DEPOLD3112433	PER20230720230495711614	01-Aug-2023	20-Jul-2023 03:26:50 PM	20-Jul-2023 02:19:06 PM	2304957	L-10BB Testing	20-Jul-2023	Stock Issued

Thanks