



DEPARTMENT OF STATE TAXES AND EXCISE GOVT OF  
HIMACHAL PRADESH



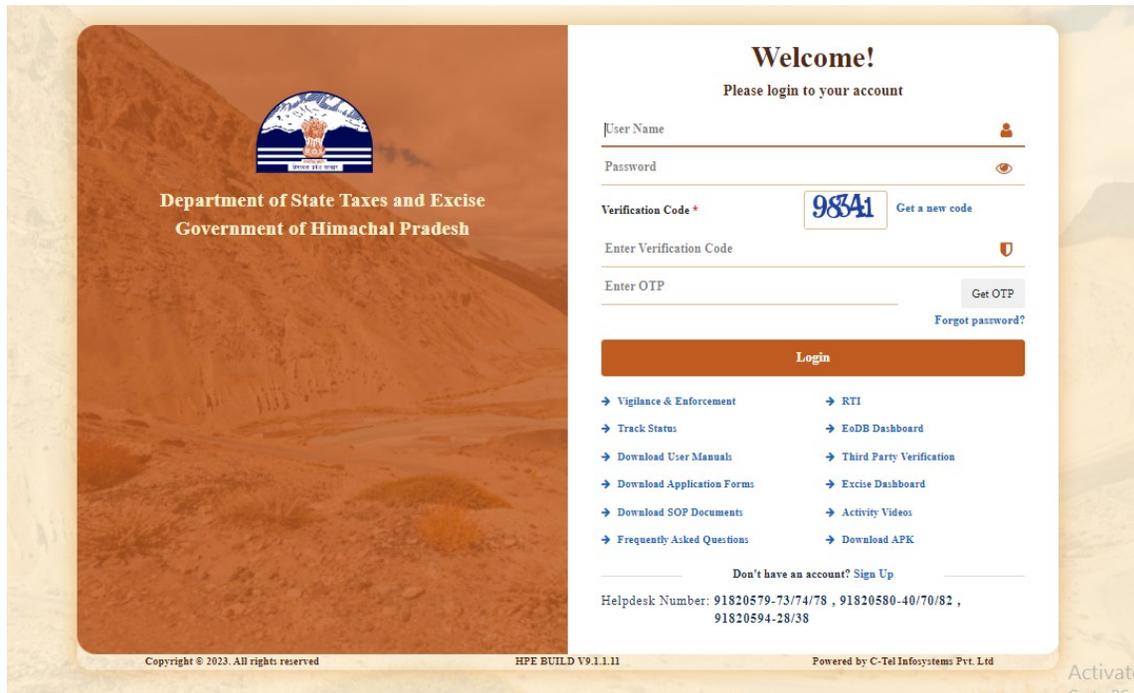
**S1-AA /S1-F TO S1-C**

User Reference Manual

C-TEL INFOSYSTEMS PVT. LTD

Hyderabad, Telangana

## S1-AA /S1-F Retailer Login:



Department of State Taxes and Excise  
Government of Himachal Pradesh

### Welcome!

Please login to your account

User Name

Password

Verification Code \*  [Get a new code](#)

Enter Verification Code

Enter OTP  [Get OTP](#)

[Forgot password?](#)

**Login**

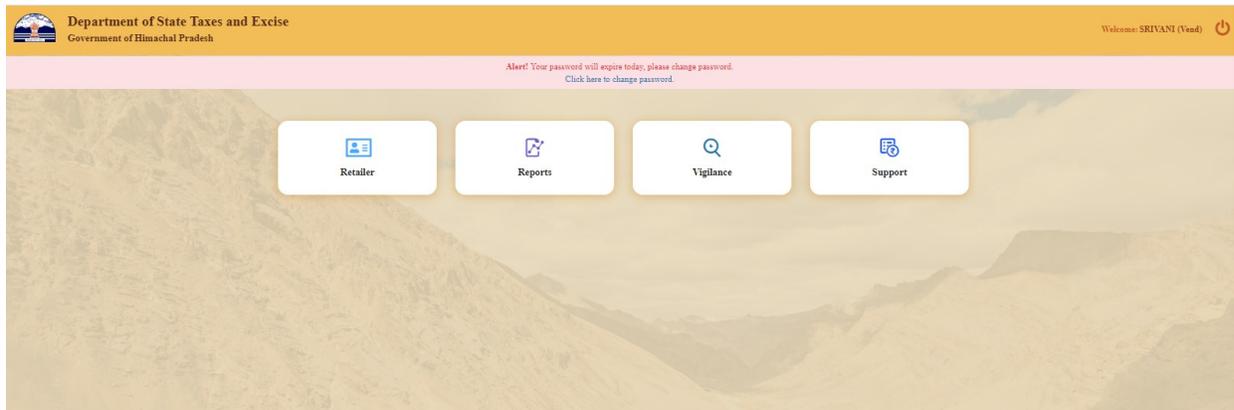
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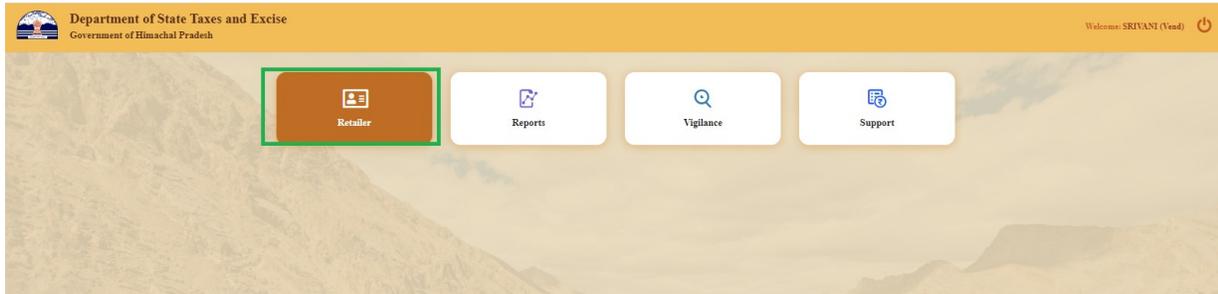
Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

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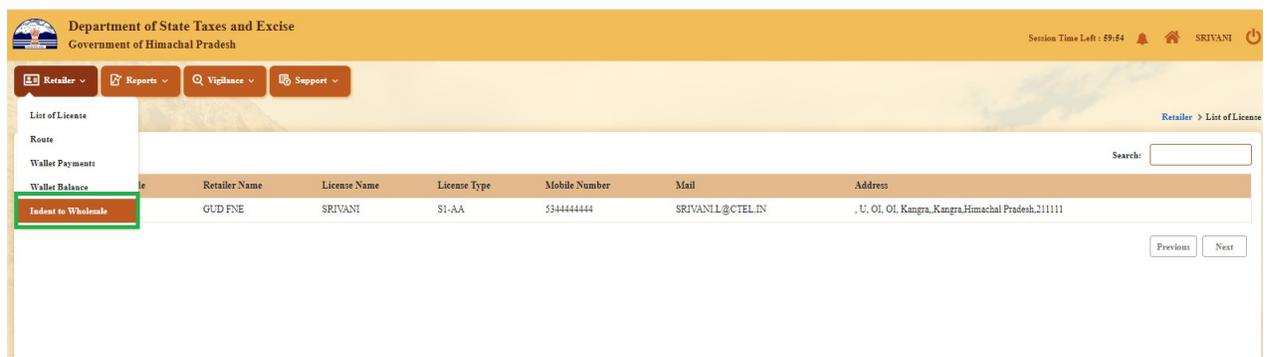
- User need to provide valid credentials as shown in above figure and click on Login.



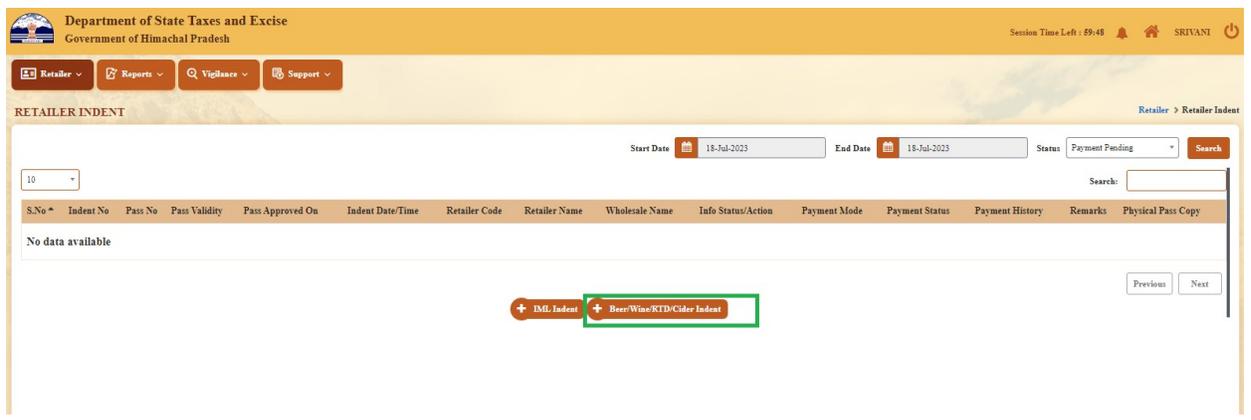
- User need to click on the “**Retailer**” tab in the below figure



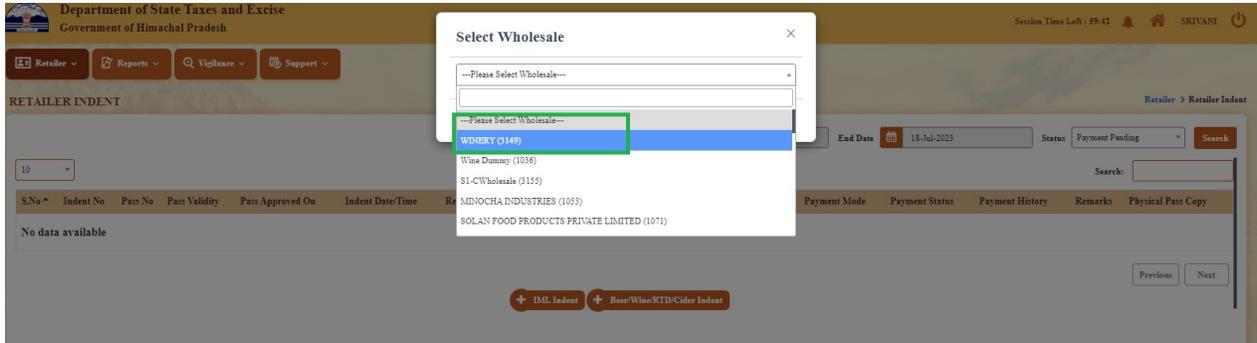
- From the Navigation bar User need to click on the Retailer tab and Click on the “**Indent to Wholesale**” tab



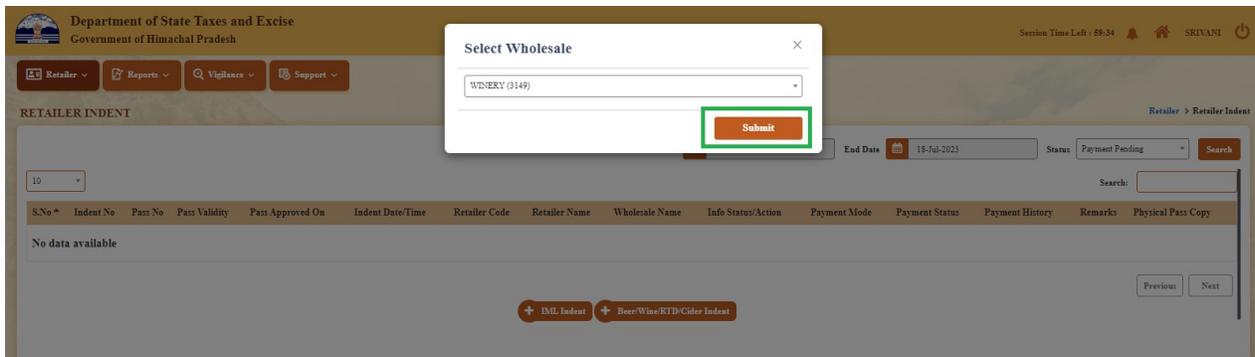
- Choose the Add Beer/ Wine/ RTD /Cider Indent option



- After clicked on the **Beer/ Wine/ RTD /Cider Indent** option User need to select the Wholesale name under wholesale drop down



- Click on the **Submit** button on the wholesale drop down pop up page



- S1-AA Retailer before raising the Indent to S1-C mandatory to select the route in the below screen

Indent Retailer Code - GUD FNE (2304868)

Invoice Amount(Rs.) Details			
Wholesaler's Name	WINERY	Total PPL	0
Date	18-Jul-2023	Total BLs	0
Email Id	SRIVANIL@CTEL.DV	Total RED	0
Mobile No	9182492583	Total ETD	0
Total Cases		Total ARED	0
Total Bottles		Total Milk Cens	0
Vehicle Number		Total Value	0
Brand Code / Brand Name		Route*	----Please Select----
Type Brand Number/Brand Name			HTL-----VJ-----100

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	RED per PPL (Rs)	ETD /Milk Cens per Bottle (Rs)	ARED per Bottle (Rs)	SRP (Rs)
Retailer Details													

**Cancel**

- After choosing the Route user need to select the Brand code under Brand code /Brand Name drop down

Indent Retailer Code - GUD FNE (2304868)

### Invoice Amount(Rs.) Details

Wholesaler's Name	WINERY	Total PPL	0
Date	18-Jul-2023	Total BLs	0
Email Id	SRIVANIL@CTEL.IN	Total RED	0
Mobile No	9182492583	Total ETD	0
Total Cases		Total ARED	0
Total Bottles		Total Milk Cess	0
Vehicle Number		Total Value	0
		Route*	HTTU----VII----100

Brand Code / Brand Name	Brand Name	Total Bottles	EDP per Case	PPL/BL per Case	RED per PPL (Rs)	ETD / Milk Cess per Bottle (Rs)	ARED per Bottle (Rs)	MRP (Rs)
04								
WONDER WYNE APPLE WINE(75ml) (0460) (PP) (OY)								
GOULD FRANK SPARKLING WINE(75ml) (0474) (PP) (OY)								
MUNCHY'S CIDER(CK SPARKLING APPLE CIDER)(65ml) (0467) (B) (OY)								
WONDER WYNE APPLE WINE(75ml) (0460) (QQ) (OY)								
MUNCHY'S CIDER(CK SPARKLING APPLE CIDER)(30ml) (0467) (LP) (OY)								

Cancel

- User can able to enter the Cases Count under Quantity Cases Text Field & Bottles Count under Quantity Bottles Text Field

Indent Retailer Code - GUD FNE (2304868)

### Invoice Amount(Rs.) Details

Wholesaler's Name	WINERY	Total PPL	0
Date	18-Jul-2023	Total BLs	0
Email Id	SRIVANIL@CTEL.IN	Total RED	0
Mobile No	9182492583	Total ETD	0
Total Cases		Total ARED	0
Total Bottles		Total Milk Cess	0
Vehicle Number		Total Value	0
		Route*	HTTU----VII----100

Brand Code / Brand Name	Brand Name
0460	WONDER WYNE APPLE WINE

Size - PP (75) Pack Type - G

Quantity Cases | Bottles

6

Add Reset

Brand Code	Brand Name	Category	Size in ml	Pack Type	INL CASES   BOTTLES	BEER CASES   BOTTLES	Total Bottles	EDP per Case	PPL/BL per Case	RED per PPL (Rs)	ETD / Milk Cess per Bottle (Rs)	ARED per Bottle (Rs)	MRP (Rs)

Retailer Details

Activate Windows  
Go to PC settings to activate Windows. [Cancel](#)

- If they can enter the Cases /Bottles count click on “ADD” button by default all the details like EDP, Milk Cess, ARED of the Brand code visible in the Below Screen
- Need to click on the “Preview” Button

Indent Retailer Code - GUID FNE (2304868)

**Invoice Amount(Rs.) Details**

Wholesaler's Name	Winery	Total PPL	0
Date	18-Jul-2023	Total BLs	9
Email Id	SRIVANIL@CTEL.IN	Total RED	0
Mobile No	9182492583	Total ETD	0
Total Cases	1	Total ARED	0
Total Bottles	0	Total Milk Cess	120
		Total Value	120
Vehicle Number		Route*	HTIC----VJ1----100

**Brand Code / Brand Name**

Type Brand Number/Brand Name

Brand Code	Brand Name	Category	Size in ml	Pack Type	IML CASES   BOTTLES	BEER CASES   BOTTLES	Total Bottles	EDP per Case	FPL/BL per Case	RED per PPL (Rs)	ETD / Milk Cess per Bottle (Rs)	ARED per Bottle (Rs)	MRP (Rs)
0460	WONDER WYNE APPLE WINE	WINE	375   24	G	1   0	0   0	24	2310.00	9.00	7.00	0   5	0	205

**Preview** **Cancel**

- User need to click on the “Save” Button on the view pop up page

9182492583	Total ETD	0
1	Total ARED	0
0	Total Milk Cess	120

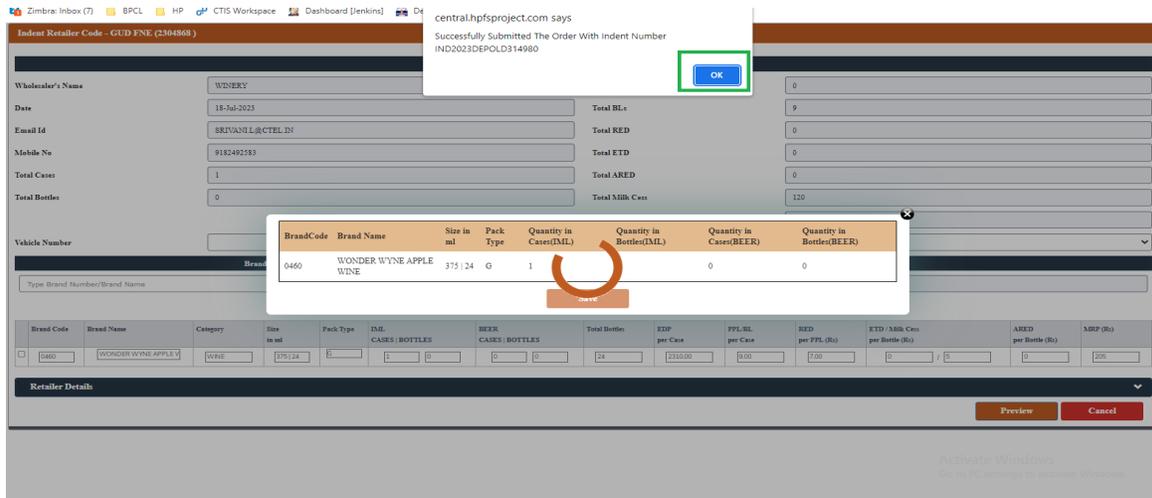
BrandCode	Brand Name	Size in ml	Pack Type	Quantity in Cases(IML)	Quantity in Bottles(IML)	Quantity in Cases(BEER)	Quantity in Bottles(BEER)
0460	WONDER WYNE APPLE WINE	375   24	G	1	0	0	0

**Save**

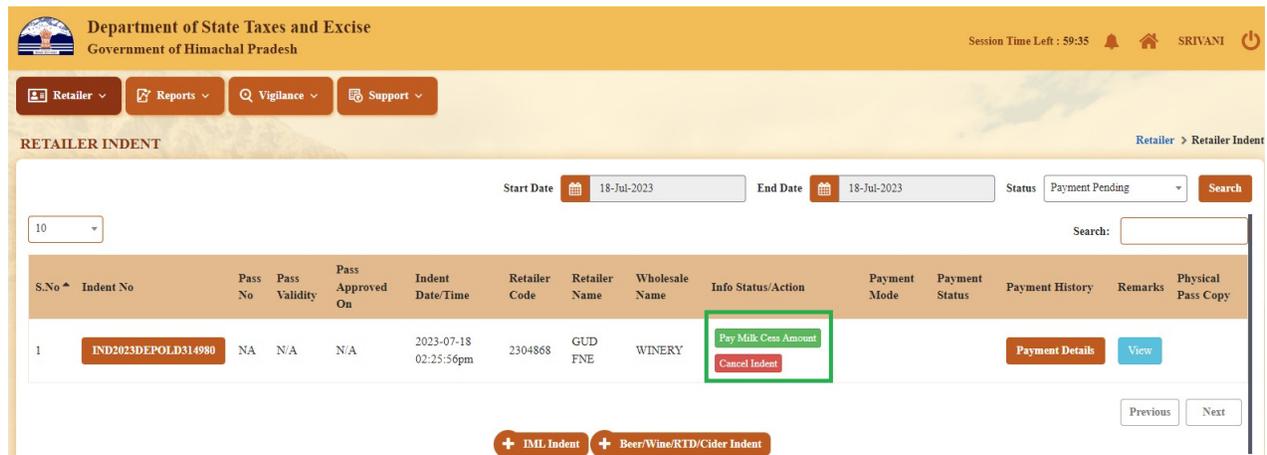
Category	Size in ml	Pack Type	IML CASES   BOTTLES	BEER CASES   BOTTLES	Total Bottles	EDP per Case	FPL/BL per Case	RED per PPL (Rs)	ETD / Milk Cess per Bottle (Rs)
WINE	375   24	G	1   0	0   0	24	2310.00	9.00	7.00	0   5

- After click on the save button “Indent submitted successfully”
- User will get the confirmation pop up message “Successfully Submitted The Order With Indent Number “

- User need to click “Ok” button on the Confirmation pop up page .



- After Raising the Indent in below screen Indent Number is visible along with the status
- While Creating the indent from S1-AA /S1-F to S1-C collecting only **Milk Cess** instead of License Fee and Milk Cess for **Civilian Wine & Cider**
- While Creating the indent from S1-AA /S1-F to S1-C collecting for **Foreign /Import Wine & Cider**



- User can pay the Milk cess by clicking on the Pay Milk cess Amount button
- In Payment Details view pop up page user can pay the amount through wallet

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:17

SRIVANI

RETAILER INDENT

Payment Details

Payee Name: GUD FNE  
Payment Status: Pending

Service Name	Head	Fee (₹)	Wallet Balance (₹)
License Fee	0039-00-105-01	0	0
Add. License Fee	0039-00-105-03	0	0
Milk Cess	0039-00-104-04	120	79711
<b>Total Payable Amount From Wallet (₹):</b>	<b>120</b>		

Pay From Wallet

- After click on the “Pay from wallet” button User will get the Confirmation pop up message with “Payment Deducted from the wallet”
- Click on the “ok” button on the Pop up page
- After click on the “ok” button amount to be Deducted from the wallet

central.hpfsproject.com says  
Payment Deducted from the Wallet

OK

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:15

SRIVANI

RETAILER INDENT

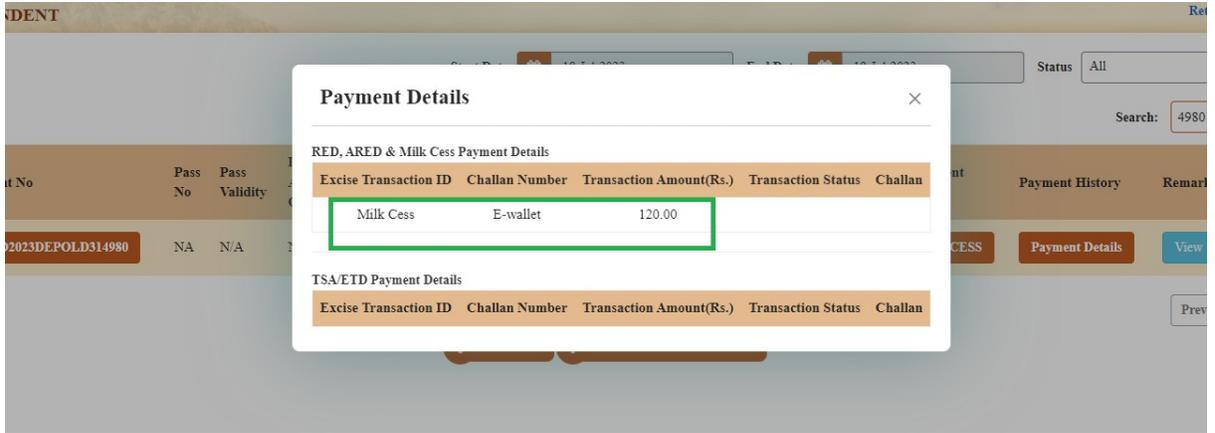
Payment Details

Payee Name: GUD FNE  
Payment Status: Pending

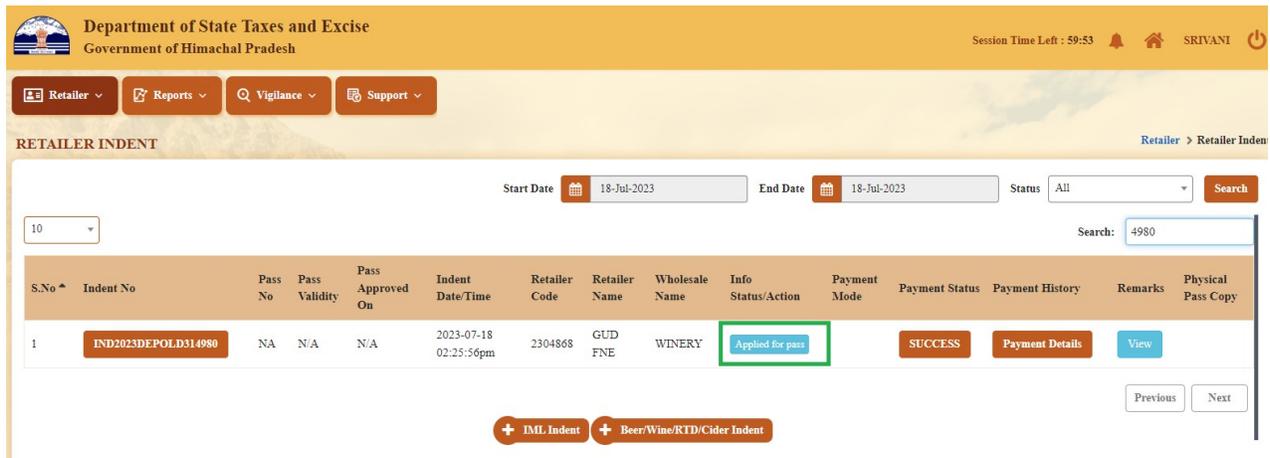
Service Name	Head	Fee (₹)	Wallet Balance (₹)
License Fee	0039-00-105-01	0	0
Add. License Fee	0039-00-105-03	0	0
Milk Cess	0039-00-104-04	120	79711
<b>Total Payable Amount From Wallet (₹):</b>	<b>120</b>		

Pay From Wallet

- User can able to see the Payment Details by click on the “Payment Details” button in the below screen



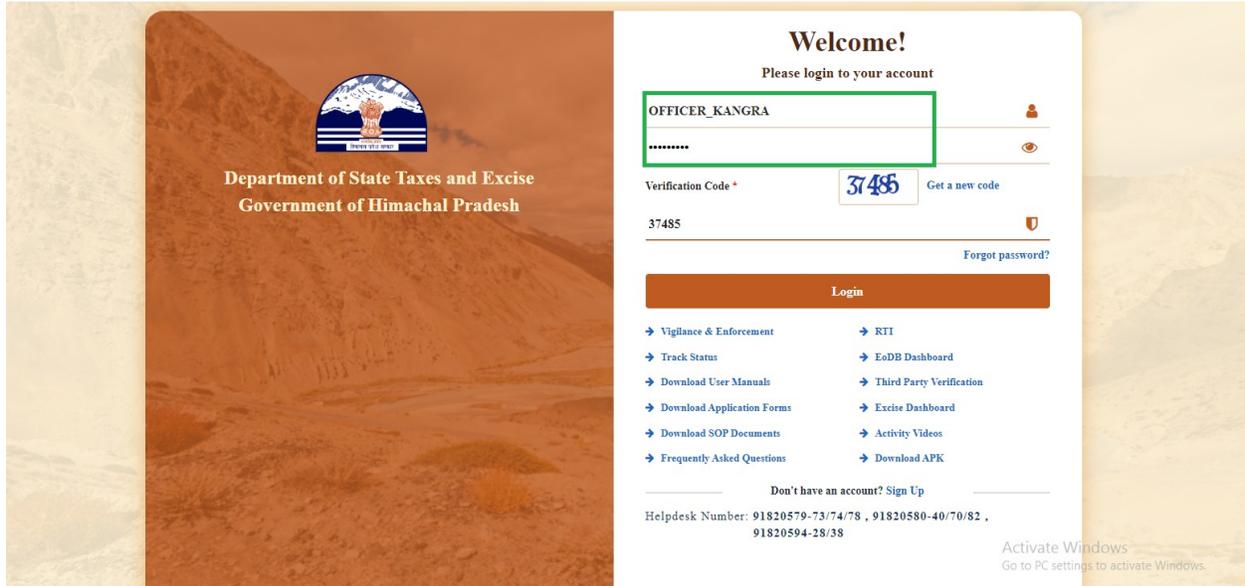
- User can do the payment through wallet status will be changes from “Pay Milk Cess Amount “to **Applied for Pass**



- **Circle Officer** can provide the Approval for passes to the S1-AA & S1-F Retailers
- Login with Circle Officer with valid Credentials
- Click on the “Retailer Tab “
- Choose the “Retailer Indent to wholesale “ sub tab

## Circle Officer Login:-

- User need to provide valid credentials as shown in above figure and click on Login.



**Welcome!**  
Please login to your account

OFFICER\_KANGRA

\*\*\*\*\*

Verification Code \* 37485 [Get a new code](#)

37485 [Forgot password?](#)

**Login**

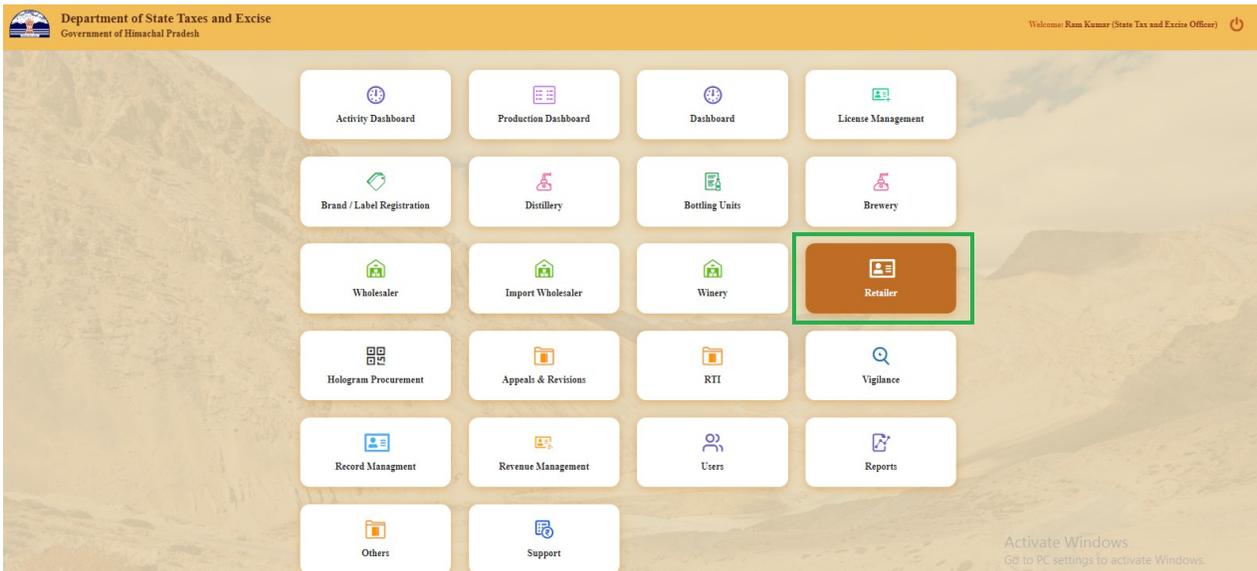
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Activate Windows  
Go to PC settings to activate Windows.

- Click on the “**Retailer Tab**” on the Dash board



Department of State Taxes and Excise  
Government of Himachal Pradesh

Welcome: Ram Kumar (State Tax and Excise Officer)

<a href="#">Activity Dashboard</a>	<a href="#">Production Dashboard</a>	<a href="#">Dashboard</a>	<a href="#">License Management</a>
<a href="#">Brand / Label Registration</a>	<a href="#">Distillery</a>	<a href="#">Bottling Units</a>	<a href="#">Brewery</a>
<a href="#">Wholesaler</a>	<a href="#">Import Wholesaler</a>	<a href="#">Winery</a>	<b><a href="#">Retailer</a></b>
<a href="#">Hologram Procurement</a>	<a href="#">Appeals &amp; Revisions</a>	<a href="#">RTI</a>	<a href="#">Vigilance</a>
<a href="#">Record Management</a>	<a href="#">Revenue Management</a>	<a href="#">Users</a>	<a href="#">Reports</a>
<a href="#">Others</a>	<a href="#">Support</a>		

Activate Windows  
Go to PC settings to activate Windows.

- Choose the “**Retailer Indent to wholesale**” sub tab under Retailer Tab

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:46

Distillery Bottling Unit Brewery Wholesaler Import Wholesale Winery **Retailer** Hologram Procurement

LIST OF LICENSE

10

S.No	Retailer Code	Retailer Name	License Name	License Type	Mobile Number	Mail Address
1	2303857	L-2 RIHALPUR OOP BUS STAND	VIVEK BALDEV AND COMPANY	L2	9999999999	, KANGRA, KANGRA, Himachal Pradesh, 176000
2	2303910	L-2 PURANA KANGRA	VIVEK BALDEV AND COMPANY	L2	9999999999	, PURANA KANGRA, Purana Kangra, Kangra, Himachal Pradesh, 176007
3	2303159	L-2 UPPER NAGROTA BAGWAN	PARVESH KUMAR AND COMPANY	L2	9999999999	, UPPER NAGROTA BAGWAN, Nagrota Bagwan, Kangra, Himachal Pradesh, 176007

Dropdown menu options: List of License, Route, Bar Indent to Retailer, **Retailer Indent to Wholesale**, Retailer Pass Extension, Advance License Fee, Quota Conversion, Quota Transfer

- After click on the Retailer Indent to Wholesale tab user can bale to see the below screen
- Click on the “**Approve**” button for Approval

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:52

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

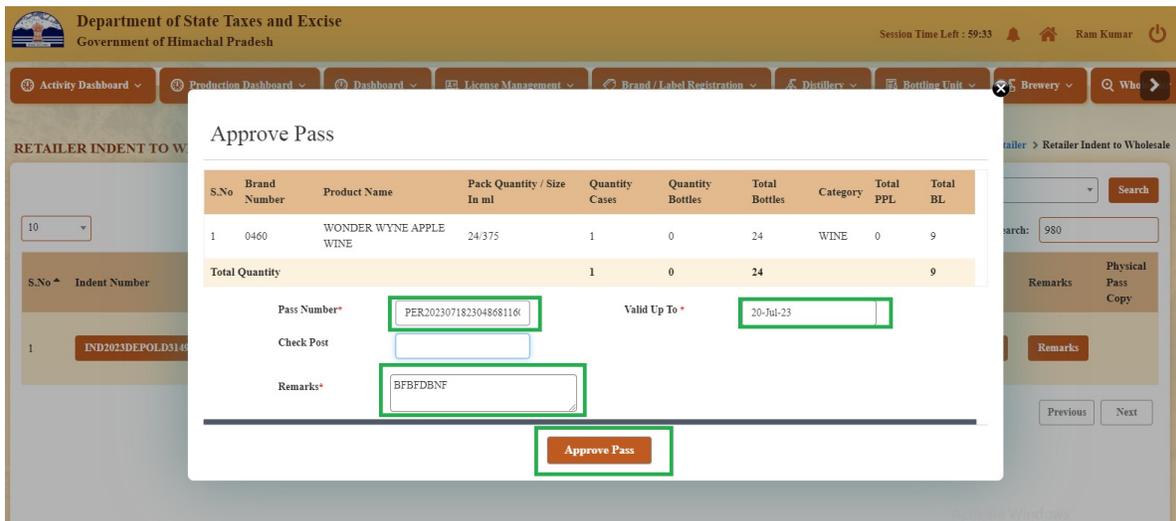
RETAILER INDENT TO WHOLESALE

Start Date: 18-Jul-2023 End Date: 18-Jul-2023 Status: All

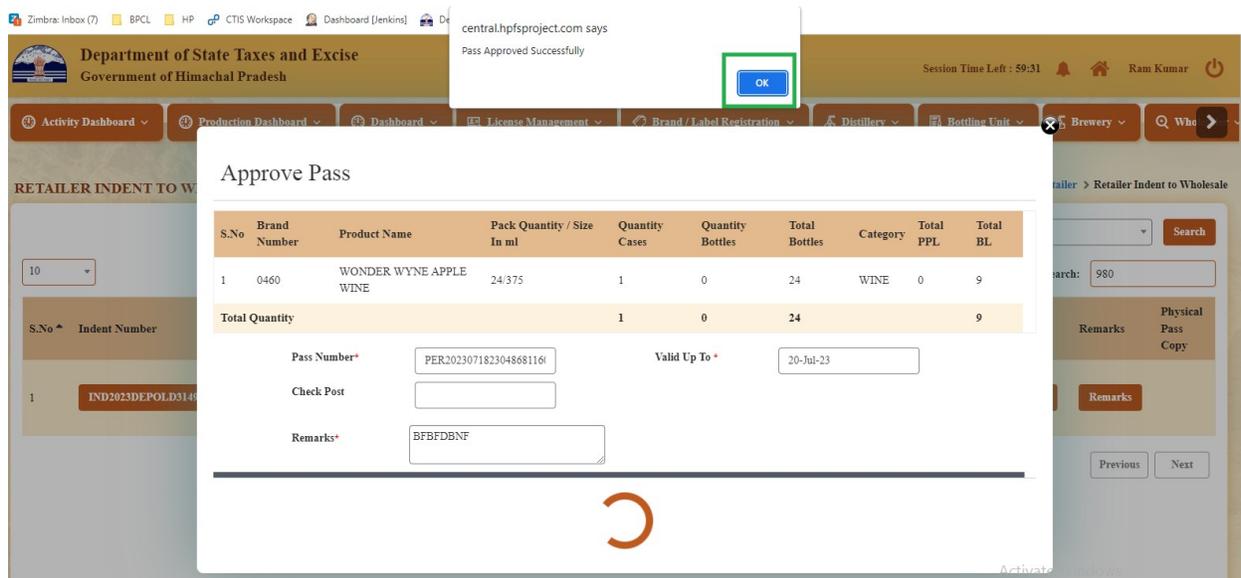
10 Search: 980

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
1	IND2023DEPOLD314980	NA	NA	NA	18-Jul-2023 02:25:56 PM	2304868	GUD FNE	WINERY	<b>Approve</b> Applied for Pass	SUCCESS	Payment Details	Remarks	

- In Approval Pass view pop up page user can choose the **Valid upto**
- Need to enter the **Remarks** on the Approval Pass view pop up page
- click on the “**Approve Pass**” Button on the Approval Pass view pop up page



- After click on the Approve pass button User will get the “Pass Approved Successfully” Confirmation pop up message
- Need to click on the “Ok” button on the Confirmation pop up message



- After given the approval from Circle Officer status will be changes from “Applied for Pass “to **Pass Issued**
- Pass Number also generated against the Indent number user can able to see the **Pass number** in the below screen

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:53 | Ram Kumar

Activity Dashboard | Production Dashboard | Dashboard | License Management | Brand / Label Registration | Distillery | Bottling Unit | Brewery

RETAILER INDENT TO WHOLESALE

Start Date: 18-Jul-2023 | End Date: 18-Jul-2023 | Status: All | Search: 980

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	Physi Pass Copy
1	IND2023DEPOLD314980	PER20230718230486811606	20-Jul-2023	18-Jul-2023 02:30:04 PM	18-Jul-2023 02:25:56 PM	2304868	GUD FNE	WINERY	Pass Issued	SUCCESS	Payment Details	Remarks		

- User can able to see the Pass Print in the Pass Number view pop up page by click on the **Print icon**

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:46 | Ram Kumar

Activity Dashboard | Production Dashboard | Dashboard | License Management | Brand / Label Registration | Distillery | Bottling Unit | Brewery

RETAILER INDENT TO WHOLESALE

Pass Number: PER20230718230486811606

S.No	Brand Number	Product Name	Pack Quantity in Bottles / Size in ml	Quantity in Cases	Quantity in Bottles	Total Bottles	Category	Total RED (Rs)	Total ETD (Rs)	Total ARE (Rs)	Total Milk Cess (Rs)	Total Value (Rs)	Total PPL	Total BL
1	0460	WONDER WYNE APPLE WINE	24/375	1	0	24	WINE	84	0	0	120	204	0	9
<b>Total Quantity</b>				<b>1</b>	<b>0</b>	<b>24</b>		<b>84</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>204</b>	<b>0</b>	<b>9</b>

- Need to login with S1-C Manager login for the **Stock Dispatch Process**

## S1-C Manager Login:-

- User need to provide valid credentials as shown in above figure and click on Login.

Department of State Taxes and Excise  
Government of Himachal Pradesh

Welcome!  
Please login to your account

WINERY

\*\*\*\*\*

Verification Code \* 57402 Get a new code

57402

Forgot password?

Login

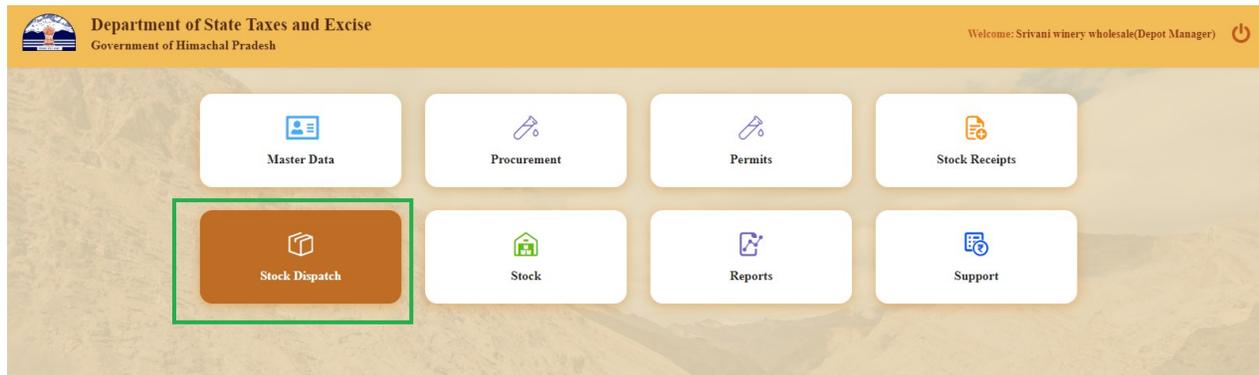
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Activate Windows  
Go to PC settings to activate Windows.

- User need to select the “Stock Dispatch” tab in the below screen



- Need to select the “Retailer Indent” tab under Stock Dispatch

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:55 Srivani winery wholesale

Master Data Procurement Permits Stock Receipts **Stock Dispatch** Stock Reports Support

RETAILER PASS **Retailer Indent** Stock Dispatch > Retailer Pass

Start Date: 18-Jul-2023 End Date: 18-Jul-2023 Pending Search

10 Search:

S.No	Indent Number	Pass Number	Pass Validity	Pass Approved On	Indent Date&Time	Retailer Code	Retailer Name	Approved Date	Action	Status	Print
1	IND2023DEPOLD314980	PER20230718230486811606	20-Jul-2023	18-Jul-2023 02:30:04 PM	18-Jul-2023 02:25:56 PM	2304868	GUD FNE	NA	Approve	Pass Issued	
2	IND2023DEPOLD314978	PER20230701230486411600	31-Jul-2023	01-Jul-2023 10:58:41 AM	01-Jul-2023 10:56:50 AM	2304864	S-1Retailer(wine)	NA	Approve	Pass Issued	

- User can able to see the Indent status is “**Pass Issued**” by click on the Retailer Indent tab

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:45 Srivani winery wholesale

Master Data Procurement Permits Stock Receipts **Stock Dispatch** Stock Reports Support

RETAILER INDENT Stock Dispatch > Retailer Indent

Start Date: 11-Jul-2023 End Date: 18-Jul-2023 Search

10 Search: D2023DEPOLD314980

S.No	Indent Number	Pass Number	Pass Validity	Pass Approved On	Indent Date&Time	Retailer Code	Retailer's Name	Status
1	IND2023DEPOLD314980	PER20230718230486811606	20-Jul-2023	18-Jul-2023 02:30:04 PM	18-Jul-2023 02:25:56 PM	2304868	GUD FNE	Pass Issued

Previous Next

- Need to select the “**Retailer Pass**” tab under Stock Dispatch
- User can able to see the below screen with status is “**Approve**”
- Need to click on the “**Approve**” button

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:50 Srivani winery wholesale

Master Data Procurement Permits Stock Receipts **Stock Dispatch** Stock Reports Support

**RETAILER PASS** Stock Dispatch > Retailer Pass

Start Date: 18-Jul-2023 End Date: 18-Jul-2023 Pending Search

10 Search: D2023DEPOLD314980

S.No	Indent Number	Pass Number	Pass Validity	Pass Approved On	Indent Date&Time	Retailer Code	Retailer Name	Approved Date	Action	Status	Print
1	IND2023DEPOLD314980	PER20230718230486811606	20-Jul-2023	18-Jul-2023 02:30:04 PM	18-Jul-2023 02:25:56 PM	2304868	GUD FNE	NA	Approve	Pass Issued	

- After click on the Approve button user will get the confirmation pop up message on the below screen
- Need to click on the “Ok” button on the confirmation pop up page

central.hpfsproject.com says  
Approved Successfully

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:48 Srivani winery wholesale

Master Data Procurement Permits Stock Receipts Stock Dispatch Stock Reports Support

RETAILER PASS [Stock Dispatch](#) > [Retailer Pass](#)

Start Date 18-Jul-2023 End Date 18-Jul-2023 Pending Search

10 Search: IND2023DEPOLD3149

S.No	Indent Number	Pass Number	Pass Validity	Pass Approved On	Indent Date&Time	Retailer Code	Retailer Name	Approved Date	Action	Status	Print
1	IND2023DEPOLD314980	PER20230718230486811606	20-Jul-2023	18-Jul-2023 02:30:04 PM	18-Jul-2023 02:25:56 PM	2304868	GUD FNE	NA	Approve		

- After click on the “Ok” button status will be changes from “Approve” to **Complete**
- Need to click on the **Complete** Button

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:50 Srivani winery wholesale

Master Data Procurement Permits Stock Receipts Stock Dispatch Stock Reports Support

RETAILER PASS [Stock Dispatch](#) > [Retailer Pass](#)

Start Date 18-Jul-2023 End Date 18-Jul-2023 Pending Search

10 Search: D2023DEPOLD314980

S.No	Indent Number	Pass Number	Pass Validity	Pass Approved On	Indent Date&Time	Retailer Code	Retailer Name	Approved Date	Action	Status	Print
1	IND2023DEPOLD314980	PER20230718230486811606	20-Jul-2023	18-Jul-2023 02:30:04 PM	18-Jul-2023 02:25:56 PM	2304868	GUD FNE	18-Jul-2023	Complete	Pending	

- User need to enter the Vehicle Number on the Pass Details view pop up page
- User need to Click on the “Submit” button on the Pass Details view pop up page

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:45 Srivani winery who

Master Data Procurement Permits Stock Receipts Stock Dispatch Stock Reports Support

RETAILER PASS

10

S.No	Indent Number	Pass Number
1	IND2023DEPOLD314980	PER202307182304

**Pass Details**

Enter The Vehicle Number\*

Make of Vehicle

Model of Vehicle

Route\*

Email Id\*

Phone Number\*

Product Name	Brand Number	Size in ml	Quantity in cases:	Quantity in bottles:	Issued Quantity in cases:	Issued Quantity in bottles:
WONDER WYNE APPLE WINE	0460	375	1	0	1	0

**Submit**

- After click on the Submit button User will get the Confirmation pop up message with “Completed successfully”
- Click on the “Ok” on the Confirmation pop up message

Zimbra: Inbox (7) BPCL HP CTIS Workspace Dashboard [Jenkins] central.hpfsproject.com says Completed successfully

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:36 Srivani winery wholesale

Master Data Procurement Permits Stock Receipts Stock Dispatch Stock Reports Support

RETAILER PASS

10

S.No	Indent Number	Pass Number
1	IND2023DEPOLD314980	PER202307182304

**Pass Details**

Enter The Vehicle Number\*

Make of Vehicle

Model of Vehicle

Route\*

Email Id\*

Phone Number\*

Product Name	Brand Number	Size in ml	Quantity in cases:	Quantity in bottles:	Issued Quantity in cases:	Issued Quantity in bottles:
WONDER WYNE APPLE WINE	0460	375	1	0	1	0

**Submit**

**OK**

- After click on the Ok button in S1-C Manager login status will be changes from “Complete “to **Stock Issued**

Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 59:49 | Srivani winery wholesale

Master Data | Procurement | Permits | Stock Receipts | Stock Dispatch | Stock | Reports | Support

COMPLETED RETAILER SHIPMENTS

Start Date: 18-Jul-2023 | End Date: 18-Jul-2023 | Completed | Search

Search: D2023DEPOLD314980

S.No	Indent Number	Pass Number	Pass Validity	Pass Approved On	Indented Date Time	Retailer Code	Retailer Name	Approved Date	Status
1	IND2023DEPOLD314980	PER20230718230486811606	20-Jul-2023	18-Jul-2023 02:30:04 PM	18-Jul-2023 02:25:56 PM	2304868	GUD FNE	18-Jul-2023	Stock Issued

- Stock will be deducted in stock register user can able to see the stock in the below screen

Government of Himachal Pradesh

Master Data | Procurement | Permits | Stock Receipts | Stock Dispatch | Stock | Reports | Support

WHOLESALE STOCK INVENTORY (IMFS)

Start Date: 18-Jul-2023 | End Date: 18-Jul-2023 | Search

Search: 1053E0460GPP

S.No	Product Code	Brand Name	Size(in ml)	Unit Per Case	Opening Stock (In Cases)	Opening Stock (In Bottles)	Receipts (In Cases)	Receipts (In Bottles)	Sales (In Cases)	Sales (In Bottles)	Storage Shortage (In Bottles)	Storage Breakage (In Bottles)	Closing Stock (In Cases)	Closing Stock (In Bottles)	Date
4	1053E0460GPP	WONDER WYNE APPLE WINE	375	24	100	0	0	0	1	0	0	0	99	0	18-Jul-2023

**Thank You.....**