



DEPARTMENT OF STATE TAXES AND EXCISE GOVT OF
HIMACHAL PRADESH



S1-C TO S1-A (With out Permit)

User Reference Manual

C-TEL INFOSYSTEMS PVT. LTD
Hyderabad, Telangana

S1-C Wholesale Login:-

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

Welcome!
Please login to your account

WINERY

Verification Code * **57402** [Get a new code](#)

57402 [Forgot password?](#)

Login

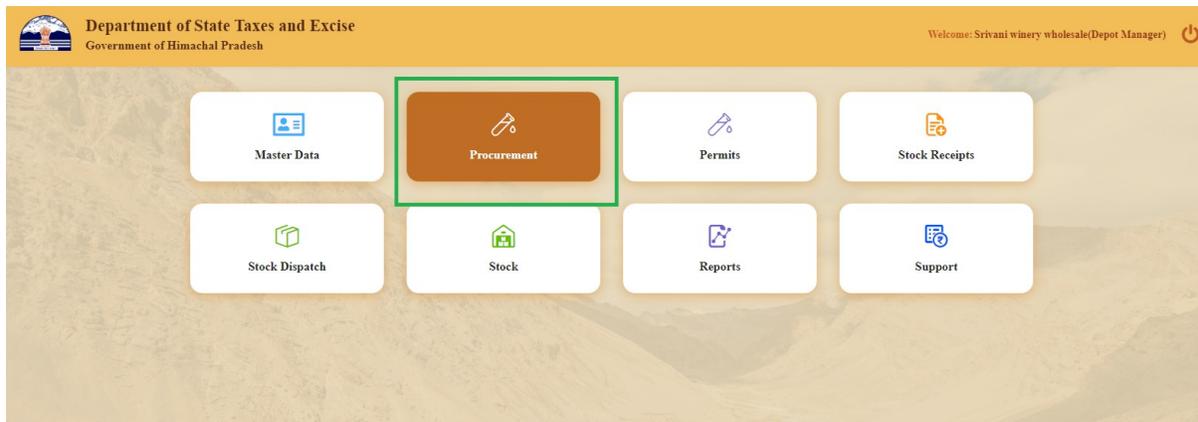
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Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

Activate Windows
Go to PC settings to activate Windows.

- User need to click on the “**Procurement**” Tab



- User can able to choose the “**Indent for supply**” sub tab under Procurement Tab

The screenshot shows the top navigation bar of the Department of State Taxes and Excise, Government of Himachal Pradesh. The 'Procurement' tab is selected, and the 'Indent For Supply' sub-tab is highlighted with a green box. Below the navigation bar, there are search filters for Start Date (19-Jul-2023) and End Date (19-Jul-2023), and a search button. A table with columns S.No, Indent Number, Supplier Name, Created Date, Status, Remarks, Payment Mode, Payment Status, and Permit Fee Details is shown, with 'No data available' displayed. A '+ Indent For Supply' button is located at the bottom left, and 'Previous' and 'Next' buttons are at the bottom right.

- Need to click on the (+) Indent For Supply tab

This screenshot is similar to the previous one, but the '+ Indent For Supply' button at the bottom left is highlighted with a green box. The rest of the interface, including the navigation bar, search filters, and table, remains the same.

- After click on the (+) Indent For Supply tab
- User can able to choose the Location type under Location Type drop down
- User can able to select the Source Location under Source Location drop down
- User can able to select the Route under Select Route drop down
- Enter the Remarks in Remarks Text Filed

- User can able to choose the S1-A Location type under Location Type drop down

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:51 Srivani winery wholesale

Master Data Procurement Permits Stock Receipts Stock Dispatch Stock Reports Support

INDENT FOR SUPPLY Procurement > Indent For Supply > Indent For Supply

Location Type* Select Type
Source Location*
Select Route* S1A Wholesale
Remarks * : S1B Wholesale

<input type="checkbox"/>	Product Code	Product Name	Size in ml	Quantity in Cases	Quantity in Bottles	EDP per Case(Rs)	Excise Duty per Case(Rs)	VAT per Case(Rs)	Handling Charges per Case(Rs)	Total Value(Rs)
<input type="checkbox"/>	Start typing product co									

New Row Remove Row Save Cancel

- User can able to select the S1-A Source Location under Source Location drop down

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:38 Srivani winery wholesale

Master Data Procurement Permits Stock Receipts Stock Dispatch Stock Reports Support

INDENT FOR SUPPLY Procurement > Indent For Supply > Indent For Supply

Location Type* S1A Wholesale
Source Location* Mf
Select Route* MNOCHA INDUSTRIES (1053)
Remarks * : SOLAN FOOD PRODUCTS PRIVATE LIMITED (1071)
M(Winery)pvt limited (1103)
SOLAN FOOD PRODUCTS PRIVATE LIMITED (1063)
MNOCHA INDUSTRIES (1051)
Cider Mill India Private Limited (1052)
SOLAN FOOD PRODUCTS PRIVATE LIMITED (1076)
PH4 CIDER WORKS PRIVATE LIMITED (1072)

<input type="checkbox"/>	Product	Size in ml	Quantity in Cases	Quantity in Bottles	EDP per Case(Rs)	Excise Duty per Case(Rs)	VAT per Case(Rs)	Handling Charges per Case(Rs)	Total Value(Rs)
<input type="checkbox"/>	Start typing								

New Row Remove Row Save Cancel

- User can able to select the Route under Select Route drop down

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:34

Srivani winery wholesale

Master Data Procurement Permits Stock Receipts Stock Dispatch Stock Reports Support

INDENT FOR SUPPLY Procurement > Indent For Supply > Indent For Supply

Location Type* SIA Wholesale

Source Location* MINOCHA INDUSTRIES

Select Route* --select route--

Remarks * : --select route--

<input type="checkbox"/>	Product Code	Product Name	Size in ml	Quantity in Cases	Quantity in Bottles	EDP per Case(Rs)	Excise Duty per Case(Rs)	VAT per Case(Rs)	Handling Charges per Case(Rs)	Total Value(Rs)
<input type="checkbox"/>	SIC TO WINERY-213-SAD									

New Row Remove Row Save Cancel

➤ Need to Enter the **Remarks** in Remarks Text Filed

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:30

Srivani winery wholesale

Master Data Procurement Permits Stock Receipts Stock Dispatch Stock Reports Support

INDENT FOR SUPPLY Procurement > Indent For Supply > Indent For Supply

Location Type* SIA Wholesale

Source Location* MINOCHA INDUSTRIES

Select Route* SIA MINOCHA INDUSTRIES - SAD

Remarks * : Please Enter Remarks

<input type="checkbox"/>	Product Code	Product Name	Size in ml	Quantity in Cases	Quantity in Bottles	EDP per Case(Rs)	Excise Duty per Case(Rs)	VAT per Case(Rs)	Handling Charges per Case(Rs)	Total Value(Rs)
<input type="checkbox"/>	Start typing product co									

New Row Remove Row Save Cancel

➤ After entering the Remarks user can able to choose the Product code under Product code drop down

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

INDENT FOR SUPPLY Procurement > Indent For Supply > Indent For Supply

Location Type* SIA Wholesale

Source Location* MINOCHA INDUSTRIES

Select Route* msjdgid---FNUHJ

Remarks * : XZVV

<input type="checkbox"/>	Product Code	Product Name	Size in ml	Quantity in Cases	Quantity in Bottles	EDP per Case(Rs)	Excise Duty per Case(Rs)	VAT per Case(Rs)	Handling Charges per Case(Rs)	Total Value(Rs)
<input type="checkbox"/>	1053D0604GUP330 X 24	CIDER CIVILAN								
<input type="checkbox"/>	1053D0804GBS630 X 12	CIDER CIVILAN								
<input type="checkbox"/>	1053D0471GUP330 X 24	MINCHY'S CIDERKICK SPARKLING ORANGE CIDER								
<input type="checkbox"/>	1053D0468GUP330 X 24	MINCHY'S CIDERKICK SPARKLING CHERRY CIDER								
<input type="checkbox"/>	1053D0470GUP330 X 24	MINCHY'S CIDERKICK SPARKLING CHERRY CIDER								

New Row Save Cancel

- User can able to enter the Cases count under Quantity in Cases column
- User can able to enter the Bottles count under Quantity in Bottles column

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:44 Srivani winery wholesale

Master Data Procurement Permits Stock Receipts Stock Dispatch Stock Reports Support

INDENT FOR SUPPLY Procurement > Indent For Supply > Indent For Supply

Location Type*

Source Location*

Select Route*

Remarks * :

<input type="checkbox"/>	Product Code	Product Name	Size in ml	Quantity in Cases	Quantity in Bottles	EDP per Case(Rs)	Excise Duty per Case(Rs)	VAT per Case(Rs)	Handling Charges per Case(Rs)	Total Value(Rs)
<input type="checkbox"/>	1053D0604GUP	CIDER CIVILAN	330	<input type="text"/>	<input type="text"/>	1300.00	60.92	170.12	65.00	<input type="text"/>

New Row

- After entering the all details need to click on the “Save” button in the below screen

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:41 Srivani winery wholesale

Master Data Procurement Permits Stock Receipts Stock Dispatch Stock Reports Support

INDENT FOR SUPPLY Procurement > Indent For Supply > Indent For Supply

Location Type*

Source Location*

Select Route*

Remarks * :

<input type="checkbox"/>	Product Code	Product Name	Size in ml	Quantity in Cases	Quantity in Bottles	EDP per Case(Rs)	Excise Duty per Case(Rs)	VAT per Case(Rs)	Handling Charges per Case(Rs)	Total Value(Rs)
<input type="checkbox"/>	1053D0604GUP	CIDER CIVILAN	330	1	24	1300.00	60.92	170.12	65.00	1669.96

New Row

- After click on the save button user will get the confirmation pop up message with “Indent Created Successfully” along with the Indent Number
- Need to click on the ok button on the confirmation pop up message

Department of State Taxes and Excise
Government of Himachal Pradesh

Indent Created Successfully With Indent Number
IND3149190723C02866

Session Time Left : 59:39 Srivani winery wholesale

Master Data Procurement Permits Stock Receipts Stock Dispatch Stock Reports Support

INDENT FOR SUPPLY Procurement > Indent For Supply > Indent For Supply

Location Type* S1A Wholesale
Source Location* MINOCHA INDUSTRIES
Select Route* mjdgd---FN/HJ
Remarks* : XZVV

<input type="checkbox"/>	Product Code	Product Name	Size in ml	Quantity in Cases	Quantity in Bottles	EDP per Case(Rs)	Excise Duty per Case(Rs)	VAT per Case(Rs)	Handling Charges per Case(Rs)	Total Value(Rs)
<input type="checkbox"/>	1053D0604GUP	CIDER CIVILAN	330	1	24	1300.00	60.92	170.12	65.00	1669.96

New Row Remove Row Cancel

- Indent created Successfully from S1-C to S1-A with the “Permit issued” status
- In this process without permit status will be display **Permit issued**

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:57 Srivani winery wholesale

Master Data Procurement Permits Stock Receipts Stock Dispatch Stock Reports Support

INDENT FOR SUPPLY Procurement > Indent For Supply

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

10 Search:

S.No	Indent Number	Supplier Name	Created Date	Status	Remarks	Payment Mode	Payment Status	Permit Fee Details
1	IND3149190723C02866	MINOCHA INDUSTRIES	19-Jul-2023	Permit Issued	Remarks			NA

+ Indent For Supply Previous Next

- Login with S1_A Manager for the **Stock Dispatch process** to the S1-C Wholesale

S1-A 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

Username: surya
Password: *****
Verification Code: 191816

[Get a new code](#)
[Forgot password?](#)

[Login](#)

- ➔ Vigilance & Enforcement
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- ➔ Third Party Verification
- ➔ Excise Dashboard
- ➔ Activity Videos
- ➔ Download APK

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Helpdesk Number: 91820579-73/74/75 , 91820580-40/70/82 , 91820594-28/38

Activate Windows

- Need to click on the “**Dispatches**” tab under Dashboard



- Manager can able to select the **Shipment** sub tab under Dispatches tab

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left

Master Data | Brand / Label Registration | Production | Lab | Stock | Bonded Warehouse | **Dispatches** | Export Permits

WINERY RETAILER INDENT

Start Date 19- Jul-2023 End Date 19- Jul-2023

10

S.No	Location Name	Indent Number	Created On	Status	Indent Details
No data available					

Shipment Options:

- Indents
- Retailer Indent
- Retailer Pass
- Export Permits
- Pass (L-34)
- Vat Payment
- Pass Extension
- Change Route

- Manager need to click on the (+) New Shipment option

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left

Master Data | Brand / Label Registration | Production | Lab | Stock | Bonded Warehouse | Dispatches | Export Permits

SHIPMENTS

Start Date 19-Jul-2023 End Date 19-Jul-2023 All

10

S.No	Pass Number	Consignment Type	Route Name	Wholesale/Destination	Vehicle Number	Date	Issue Time	Stock Receipt Acknowledgement	Status	Action	Remarks
No data available											

+ New Shipment

- In New Shipment page manager can able to select the “Consignment Type” under Consignment Type drop down
- In New Shipment page manager can able to select the “Wholesale name” under Wholesale drop down
- In New Shipment page manager can able to select the “Permit /Indent number ” under Permit /Indent drop down

- In New Shipment page manager can able to select the “Consignment Type” under Consignment Type drop down

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:52

Master Data | Brand / Label Registration | Production | Lab | Stock | Bonded Warehouse | Dispatches | Export Permits | Over Time

NEW SHIPMENTS [Dispatch](#) > [Sh](#)

Consignment Type *	Select Consignment Type	Firm/Transporter*	Firm/Transporter
Permit/Indent (L-32)*		Transporter Address*	Transporter Address
Vehicle Number*	Select Consignment Type	LR Number*	LR Number
Model Of Vehicle	Indent	LR Date*	19-Jul-2023
Weight of Vehicle	Export	Proof*	<input checked="" type="radio"/> Licence <input type="radio"/> Aadhaar Number
Make Of Vehicle		Licence Number*	Licence Number
		Remarks*	Remarks

Initiate Shipment

- In New Shipment page manager can able to select the “Wholesale name” under Wholesale drop down

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:42

Master Data | Brand / Label Registration | Production | Lab | Stock | Bonded Warehouse | Dispatches | Export Permits | Over Time

NEW SHIPMENTS [Dispatch](#) > [Ship](#)

Consignment Type *	Indent	Firm/Transporter*	Firm/Transporter
Wholesale*	wine	Transporter Address*	Transporter Address
District Name*	WINERY (3149)	LR Number*	LR Number
Permit/Indent (L-32)*	Select Permit	LR Date*	19-Jul-2023
Vehicle Number*	Vehicle Number	Proof*	<input checked="" type="radio"/> Licence <input type="radio"/> Aadhaar Number
Model Of Vehicle	Model Of Vehicle	Licence Number*	Licence Number
Weight of Vehicle	Weight of Vehicle	Remarks*	Remarks
Make Of Vehicle	Make Of Vehicle		

Initiate Shipment

- In New Shipment page manager can able to select the “Permit /Indent number ” under Permit /Indent drop down

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:31

Master Data | Brand / Label Registration | Production | Lab | Stock | Bonded Warehouse | Dispatches | Export Permits | Over Time Process

NEW SHIPMENTS

Dispatch > Shipments > New

Consignment Type *	Indent	Firm/Transporter*	Firm/Transporter
Wholesale*	WINERY (3149)	Transporter Address*	Transporter Address
District Name*	Kangra	LR Number*	LR Number
Permit/Indent (L-32)*	Select Permit	LR Date*	19-Jul-2023
Vehicle Number*	IND3149190723C02866	Proof*	<input checked="" type="radio"/> Licence <input type="radio"/> Aadhaar Number
Model Of Vehicle	IND3149190723C02866	Licence Number*	Licence Number
Weight of Vehicle	Weight of Vehicle	Remarks*	Remarks
Make Of Vehicle	Make Of Vehicle		

Initiate Shipment

- Manager need to enter the all mandatory fields like “Vehicle Number”,Transporter Address, Transporter
- Enter the Remarks in Remarks Text Filed
- After entering the all details need to Click on the “Initiate Shipment” button

NEW SHIPMENTS

Dispatch > Shipments

Consignment Type *	Indent	Firm/Transporter*	abhuy
Wholesale*	WINERY (3149)	Transporter Address*	guntur
District Name*	Kangra	LR Number*	LR Number
Permit/Indent (L-32)*	IND3149190723C02866	LR Date*	19-Jul-2023
Vehicle Number*	TQ123456	Proof*	<input checked="" type="radio"/> Licence <input type="radio"/> Aadhaar Number
Model Of Vehicle	Model Of Vehicle	Licence Number*	1266 Max 30 Characters
Weight of Vehicle	Weight of Vehicle	Remarks*	okj
Make Of Vehicle	Make Of Vehicle		

Initiate Shipment

- Manager will get the Confirmation pop up message along with the TP number
- Need to click on the “ok” button on the Confirmation pop up

The screenshot shows the user interface of the Department of State Taxes and Excise, Government of Himachal Pradesh. A notification banner at the top states: "New TP With TP Number TP1053190723011319 Has Been Created". Below this, a blue "OK" button is highlighted with a green box. The main area displays a "NEW SHIPMENTS" form with the following fields:

- Consignment Type*: Indent
- Wholesale*: WINERY (3149)
- District Name*: Kangra
- Permit/Indent (L-32)*: IND3149190723C02866
- Vehicle Number*: TQ123456
- Model Of Vehicle: Model Of Vehicle
- Weight of Vehicle: Weight of Vehicle
- Make Of Vehicle: Make Of Vehicle
- Firm/Transporter*: abhuy
- Transporter Address*: guntur
- LR Number*: 556566565
- LR Date*: 19-Jul-2023
- Proof*: Licence Asshane Number
- Licence Number*: 1266
- Remarks*: ok

An "Initiate Shipment" button is located at the bottom right of the form.

- After raising the Shipment User can able to see the below screen

The screenshot shows the "SHIPMENTS" list view. The interface includes filters for Start Date (19-Jul-2023) and End Date (19-Jul-2023). A table displays the shipment details:

S.No	Pass Number	Consignment Type	Route Name	Wholesale/Destination	Vehicle Number	Date	Issue Time	Stock Receipt Acknowledgement	Status	Action	Remarks	Vehicle Image	Application with court fee stamp
1	TP1053190723011319	Within State	msjdgjd	WINERY(3149)	TQ123456	19-Jul-2023	04:13:04 PM	NA	Draft	In Progress	Remark		

At the bottom left, there is a "+ New Shipment" button. At the bottom right, there are "Previous" and "Next" navigation buttons.

- In this process S1-A EXCISE OFFICER generate the TP in “Circle Officer” login

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_CARTROAD

Verification Code * 525481 [Get a new code](#)

525481 [Forgot password?](#)

Login

- Vigilance & Enforcement
- Track Status
- Download User Manuals
- Download Application Forms
- Download SOP Documents
- Frequently Asked Questions
- RTI
- EoDB Dashboard
- Third Party Verification
- Excise Dashboard
- Activity Videos
- Download APK

Don't have an account? [Sign Up](#)

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

Activate Windows

- User need to click on the “**Winery**” tab on the Dashboard



- Circle Officer need to click on the **Shipment** sub tab under Winery tab

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:55

Distillery Bottling Unit Brewery Wholesaler Import Wholesale Winery Retailer Hologram Procurement

LIST OF LICENSE

10

S.No	Name	Mobile Number	Address
1	Wine Dummy	9999999999	8-454, Village D, PO D, Tehsil D, Jawali,,Himachal Pradesh
2	MINOCHA INDUSTRIES	9999999999	Minocha Building, NH 05, Shoghi Bazaar, Shoghi, Shoghi, Shimla, Cart Road,,Himachal Pradesh,171219

- After click on the Shipment tab below screen is visible in Officer login

- Need to click on the “**TP Generation**” Button

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:39

Distillery Bottling Unit Brewery Wholesaler Import Wholesale Winery Retailer Hologram Procurement

SHIPMENTS

Start Date 19-Jul-2023 End Date 20-Jul-2023 All

10 Search

S.No	Pass Number	Consignment Type	Route Name	Wholesale/Destination	Vehicle Number	Date	Issue Time	Stock Receipt Acknowledgement	Status	Action	Remarks	Vehicle Number
1	TP1053190723011319	Within State	msjdgjd	WINERY(3149)	TQ123456	19-Jul-2023	04:13:04 PM	NA	NA	Draft	TP Generation	Remark

- In Pass Generation view page enter the Validity time in Valid Period Drop down

- User able to fill the all Mandatory fields in the Pass Generation view page

- Need to enter the remarks under Remarks Text Filed

- Need to click on the “**Generate TP**” button

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left

Distillery Bottling Unit Brewery Wholesaler Import Wholesale Winery Retailer Hologram Procurement

Pass Generation

Valid Period* 20-Jul-2023

Vehicle Number TQ123456

Route msjdgjd

Transporter abhuy

LR Number 556566565

LR Date 19-Jul-2023

Application with court fee stamp* Choose File No file chosen

Remark* XXBJ

Generate TP Clarification Required

S.No	Pass Number	Consignment Type	Route Name
1	TP1053190723011319	Within State	msjdgjd

- User will get the confirmation pop up message with “Pass Generation Completed”
- Need to click on the “ok” button on the pop up

Zimbra Inbox (7) EPCL HP CTIS Workspace Dashboard [Jenkins] central.hpfsproject.com says

Department of State Taxes and Excise
Government of Himachal Pradesh

Pass Generation Completed

Session Time Left : 59:47

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

Pass Generation

Valid Period* 27-Jul-2023

Vehicle Number TQ123456

Route msjdgjd

Transporter abhuy

LR Number 556566565

LR Date 19-Jul-2023

Application with court fee stamp* Choose File IMG_20230327_185457.jpg

Remark* GHFGJ

Generate TP Clarification Required

S.No	Pass Number	Consignment Type	Route Name
1	TP1053190723011319	Within State	msjdgjd

- If TP is Generated in Officer login status will be changes from “TP Generation” to “**Complete**”
- User can able to see the Complete status in below screen
- Need to enter the Complete Button

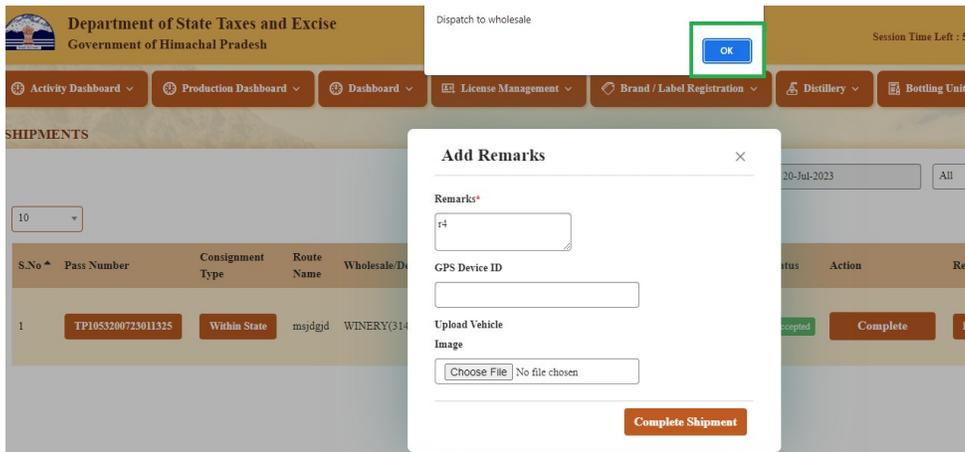
The screenshot shows the 'SHIPMENTS' section of the portal. The header includes the Department of State Taxes and Excise logo and name, along with the user's name 'Sh.Vikram Pal' and session time. Below the header is a navigation menu with buttons for 'Activity Dashboard', 'Production Dashboard', 'Dashboard', 'License Management', 'Brand / Label Registration', 'Distillery', 'Bottling Unit', and 'Brewery'. The main content area displays a table of shipments with columns for S.No, Pass Number, Consignment Type, Route Name, Wholesale/Destination, Vehicle Number, Date, Issue Time, Stock Receipt Acknowledgement, Status, Action, Remarks, Vehicle Image, and Application with court fee stamp. A single shipment record is visible with a 'Complete' button highlighted in a green box.

S.No	Pass Number	Consignment Type	Route Name	Wholesale/Destination	Vehicle Number	Date	Issue Time	Stock Receipt Acknowledgement	Status	Action	Remarks	Vehicle Image	Application with court fee stamp
1	TP1053190723011319	Within State	msjgdjd	WINERY(3149)	TQ123456	19-Jul-2023 04:13:04 PM	20-Jul-2023 11:58:56 AM	NA	Accepted	Complete	Remark		Click to View

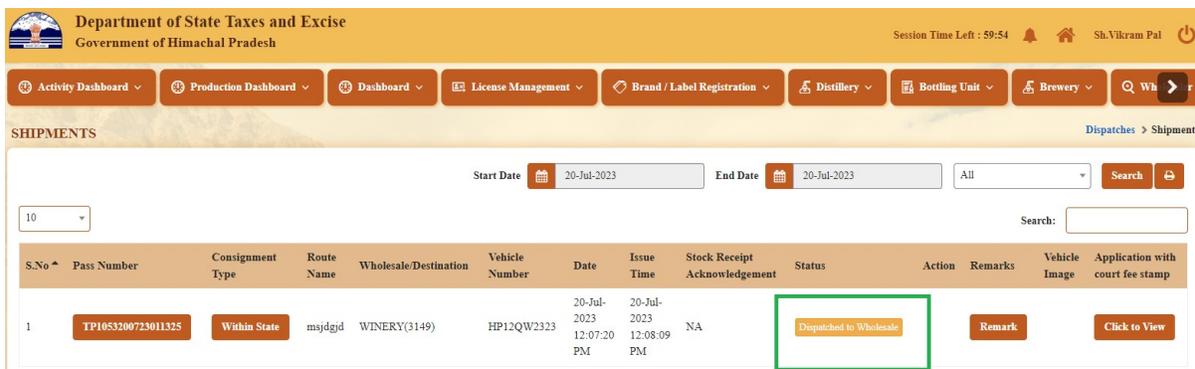
- In Remarks view pop up page need to enter the Remarks & Click on the “complete shipment” button

The screenshot shows the 'Add Remarks' pop-up form overlaid on the shipment record. The form has a title bar with a close button. It contains a 'Remarks*' field with 'OK' entered, a 'GPS Device ID' field, and an 'Upload Vehicle Image' section with a 'Choose File' button. A 'Complete Shipment' button is highlighted in a green box at the bottom right of the form.

- After click on the Complete Shipment button user will get the confirmation pop up message “Dispatch to Wholesale” with ok button
- Need to click on the ok button



➤ After click on the ok button status will be changes from Complete to “Dispatch to Wholesale”



➤ User can able to see the Stock in the below screen



Thank You.....