



DEPARTMENT OF STATE TAXES AND EXCISE GOVT OF
HIMACHAL PRADESH



Unit wise Retailer Indent Process

User Reference Manual

C-TEL INFOSYSTEMS PVT. LTD

Hyderabad, Telangana

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1. Overview:

- Implementation Of An E-Governance Systems for Excise Functions Of “Department of State Taxes and Excise Government Of Himachal Pradesh”.

- The Purpose of This Document Is to Provide a Detailed Description to STEO Officer which Helps to Raise the Unit Wise Retailer Indent Process.

2. Helpful Resources:

2.1 System Requirements:

Operating System

- Ubuntu Version No:20.0.4

Connectivity

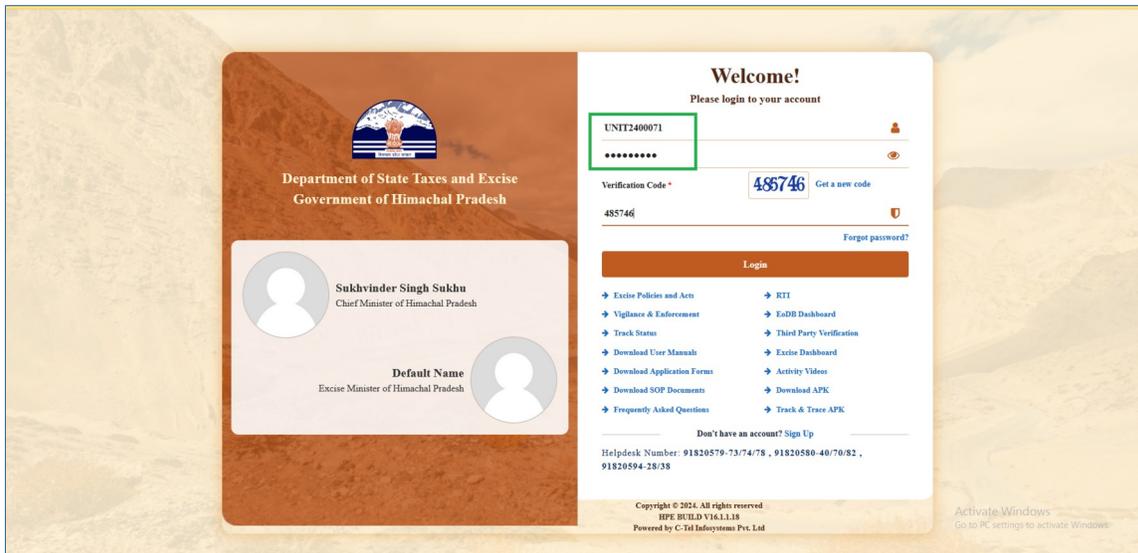
- For Data Transmission There Should Be Connectivity Installed at wholesaler.

Browser:

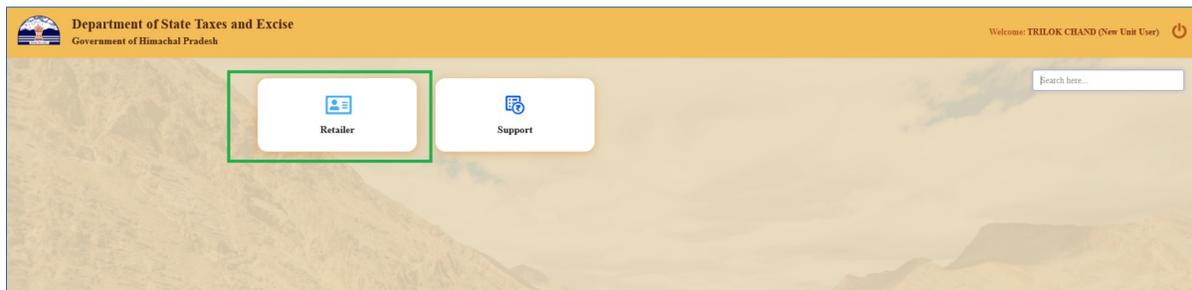
- Application Is Compatible with Latest Mozilla and Chrome

2.2 Help and Contact Information.

Unit Login:-

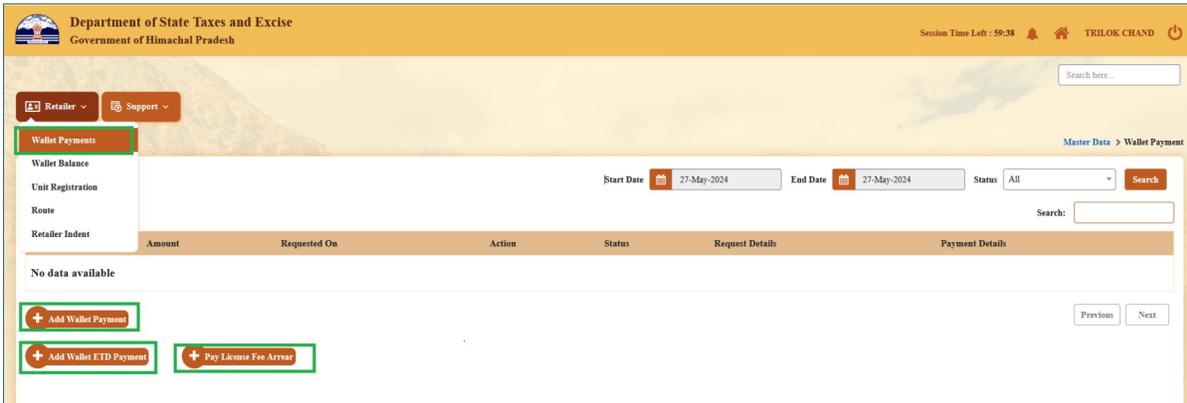


- Login with valid credentials as shown in above figure.

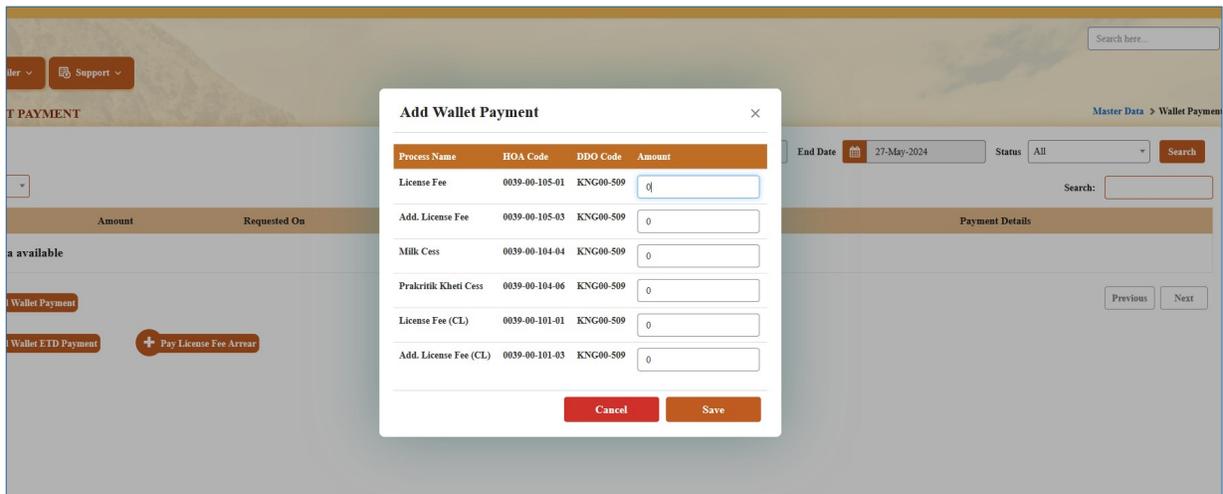


- Need to click on the Retailer Tab as shown in above figure.

- Add the Amount to the Wallet by click on the **“Wallet payments”** Tab



- After click on the (+) Add Wallet Payment below screen will be display.



- Need to Enter the amount for each Process name under Amount Text Field in the below screen.
- After enter the amount click on the **“Save”** button on the below Screen.

Add Wallet Payment

Process Name	HOA Code	DDO Code	Amount
License Fee	0039-00-105-01	KNG00-509	1
Add. License Fee	0039-00-105-03	KNG00-509	1
Milk Cess	0039-00-104-04	KNG00-509	1
Prakritik Kheti Cess	0039-00-104-06	KNG00-509	1
License Fee (CL)	0039-00-101-01	KNG00-509	1
Add. License Fee (CL)	0039-00-101-03	KNG00-509	1

Buttons: Cancel, Save

➤ User will get the pop up window with “Wallet Payment Added successfully” message.

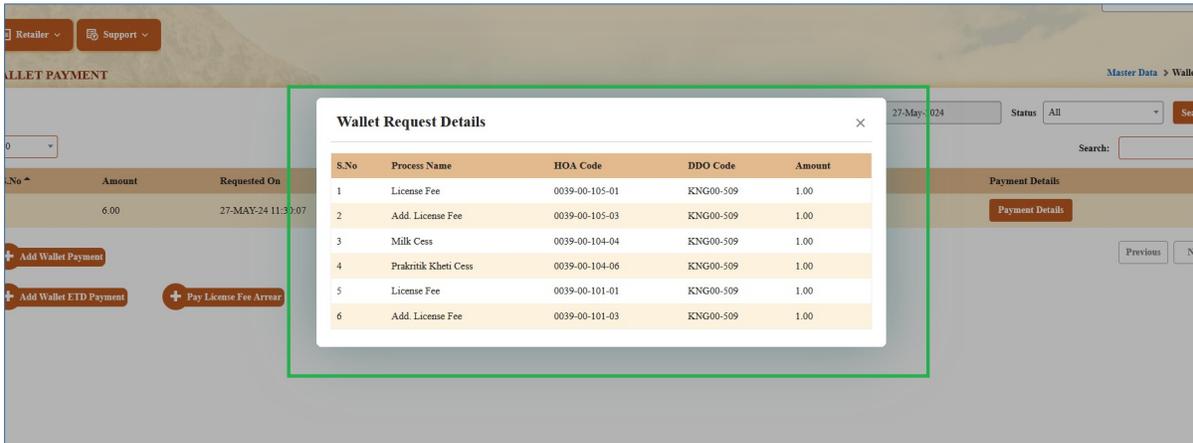
Add Wallet Payment

Process Name	HOA Code	DDO Code	Amount
License Fee	0039-00-105-01	KNG00-509	1
Add. License Fee	0039-00-105-03	KNG00-509	1
Milk Cess	0039-00-104-04	KNG00-509	1
Prakritik Kheti Cess	0039-00-104-06	KNG00-509	1
License Fee (CL)	0039-00-101-01	KNG00-509	1
Add. License Fee (CL)	0039-00-101-03	KNG00-509	1

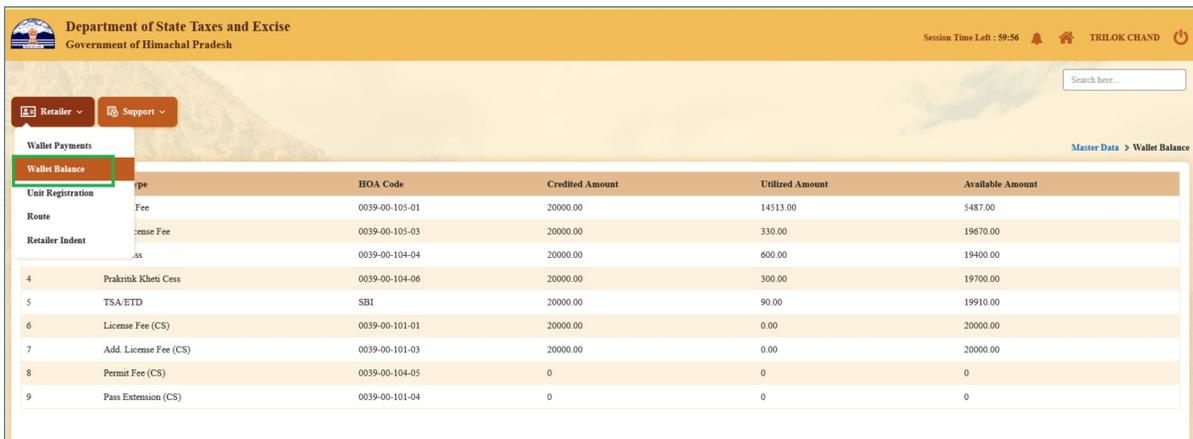
Buttons: Cancel, Save

10.10.10.193
Wallet Payment added successfully
OK

- User can able to see the Payment details by clicking on the **View** button under Request Details column.



- By click on the **“Wallet Balance”** sub tab under Retailer tab to view the Wallet Balance in the below screen.



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Government of Himachal Pradesh

Session Time Left : 59:56 TRILOK CHAND

Search here...

Retailer Support

WALLET BALANCE Master Data > Wallet Balance

S.No	Head Type	HOA Code	Credited Amount	Utilized Amount	Available Amount
1	License Fee	0039-00-105-01	1.00	0.00	1.00
2	Add. License Fee	0039-00-105-03	1.00	0.00	1.00
3	Milk Cess	0039-00-104-04	1.00	0.00	1.00
4	Prakritik Kheti Cess	0039-00-104-06	1.00	0.00	1.00
5	TSA-ETD	SBI	1.00	0.00	1.00
6	License Fee (CS)	0039-00-101-01	1.00	0.00	1.00
7	Add. License Fee (CS)	0039-00-101-03	1.00	0.00	1.00

- For Route Registration Process click on the “**Route**” sub tab under Retailer Tab.

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Government of Himachal Pradesh

Session Time Left : 59:56 TRILOK CHAND

Search here...

Retailer Support

Wallet Payments
Wallet Balance
Unit Registration
Route
Retailer Indent

Retailer > Retailer Route

Start Date 27-May-2024 End Date 27-May-2024 Pending Search

Search:

Route Created	Checkpost	Route Via	Source Location	Source License Type	Destination Location	Destination License Type	Route Length (KM)	Estimated Travel Time(Hours)	Status	Action	Remarks
No data available											

+ Add Route

Previous Next

- After click on the (+) **Add Route tab** below screen will be display with need to provide the all details like Destination, Route Name ,Source ,Route via, Route Length
- Enter the Remarks And click on the “**Submit**” Button.

Route Information

Destination * L-14 Lohardi (2406116)

Route Name* NEWROUTE

Source* HIMALYAN WINE AGENCY (L1)

Route Via 1* HYD

Route Length (KM)* 100

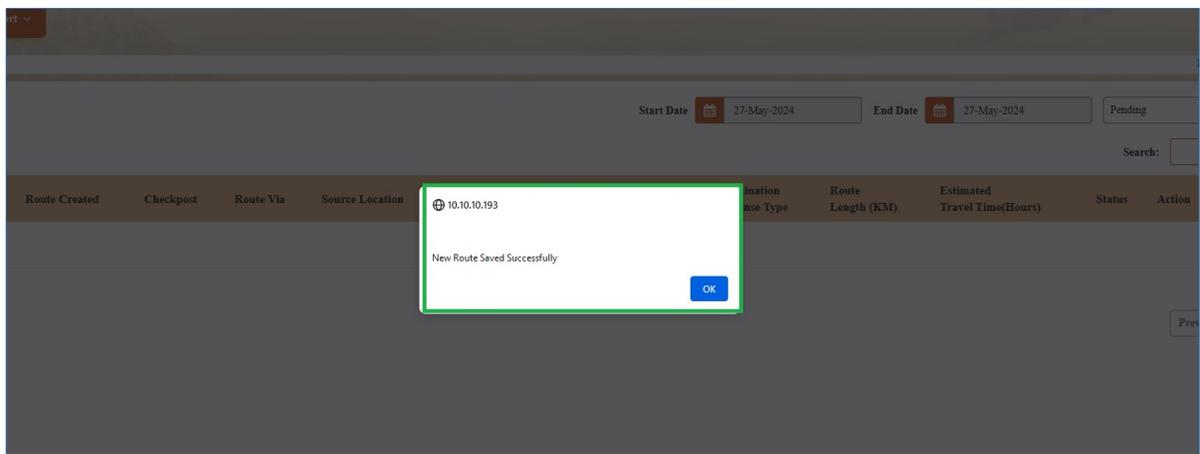
Estimated Travel Time(Hours)* 5

Checkpost

Remarks* OK

Submit

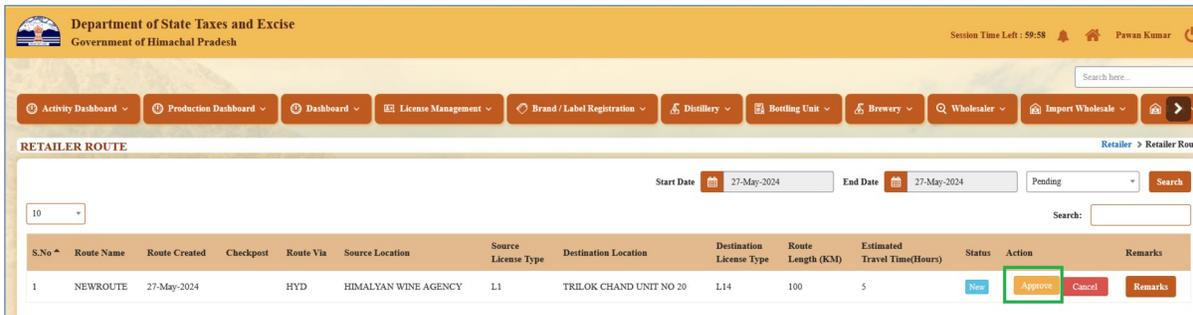
- After click on the Submit button user will get the pop up window with “**New Route Saved Successfully**” message in the below screen .



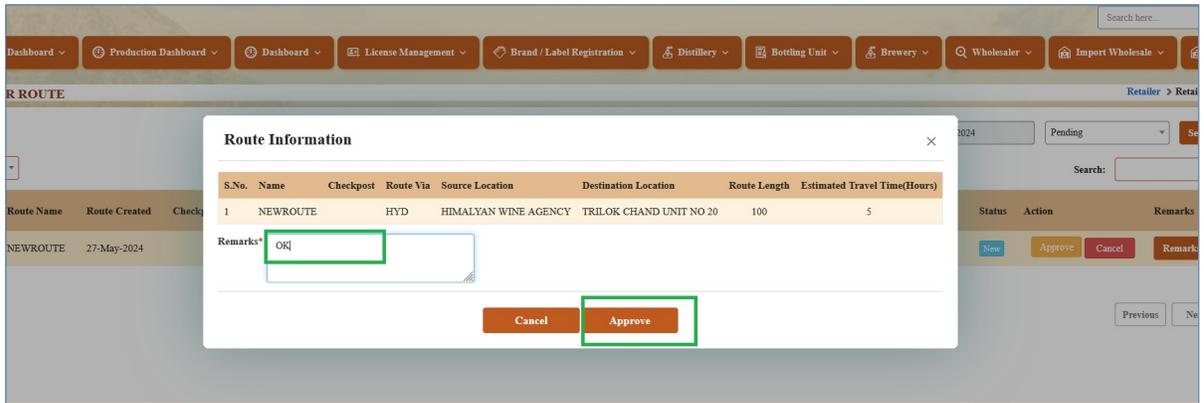
- Record will be Generated with “**New**” Status under Route Registration.



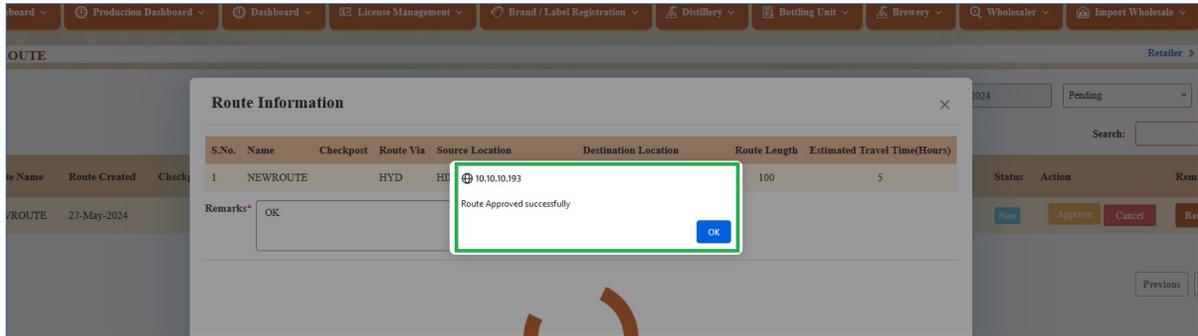
- STEO Officer need to click on the Approve button as shown in the above figure.



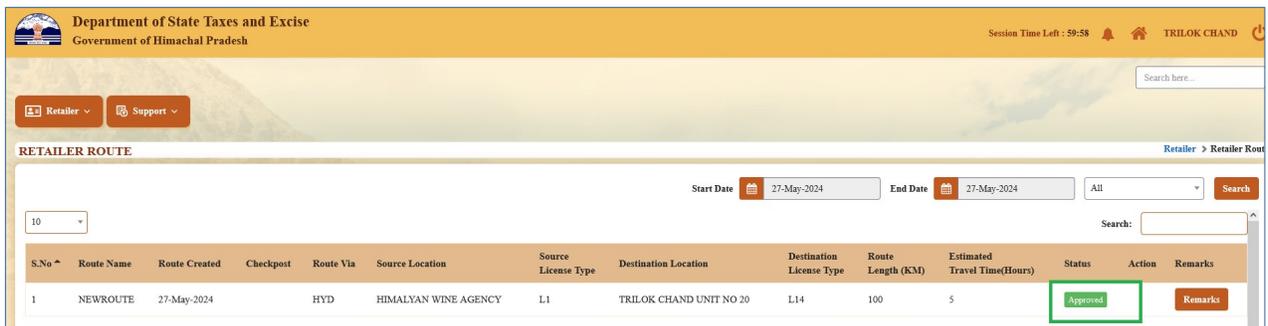
- After click on the Approve Button in STEO Login need to enter the Remarks And click on the “**Approve**” button on the below screen.



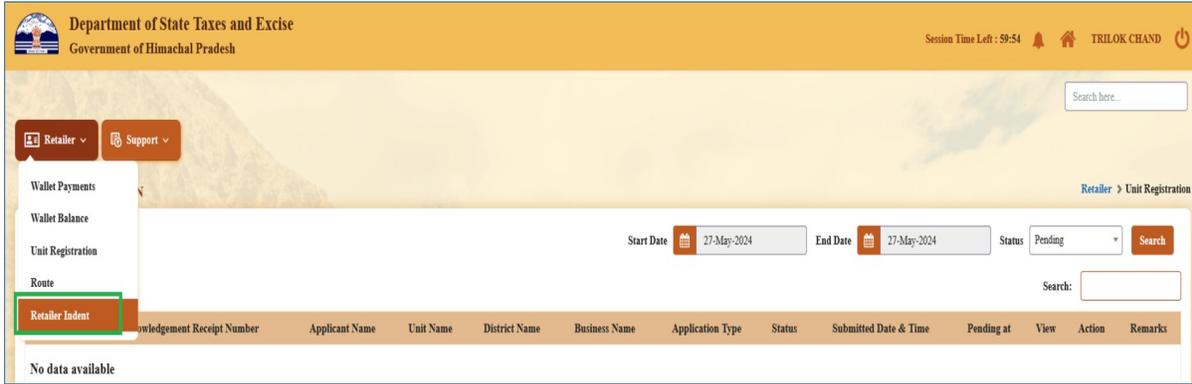
- STEO Officer will get the pop up window with “**Route Approved Successfully**” message in the below screen .



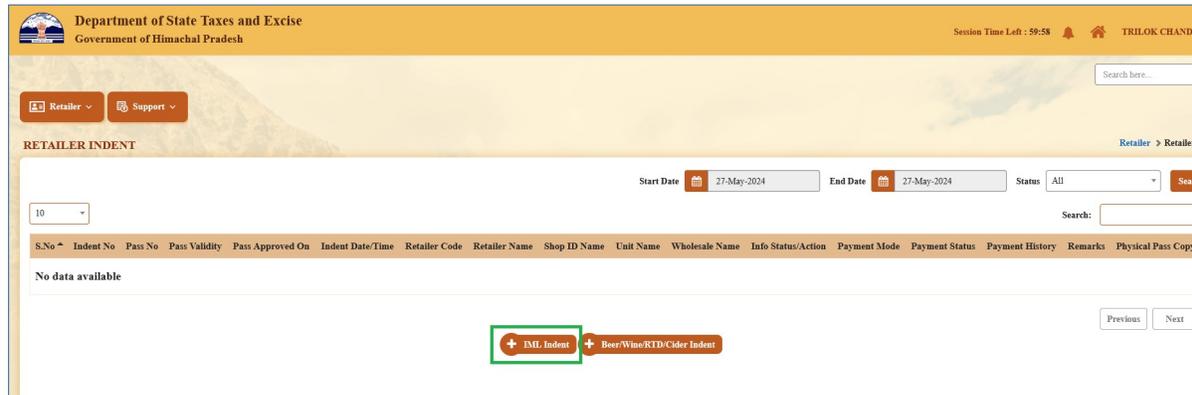
- Route Status will be changes from New to “**Approved**” in the below screen.



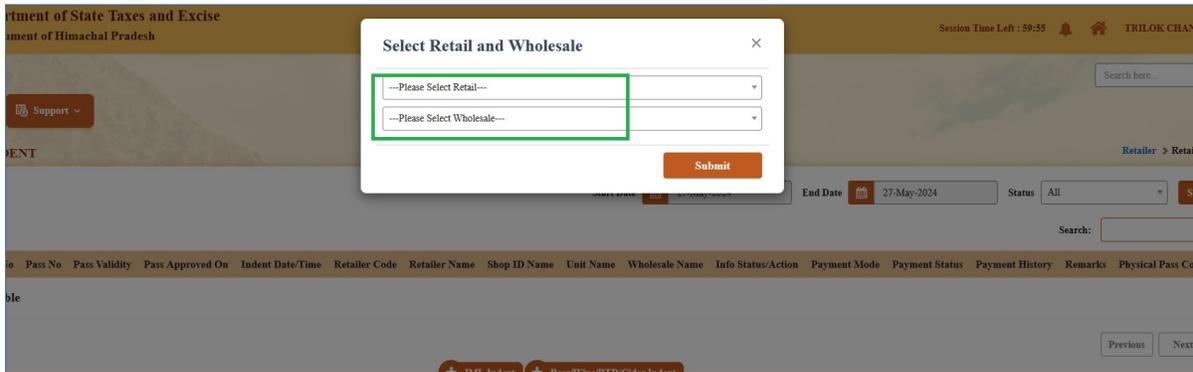
- Through the navigation bar User need to click on the Retailer Tab as shown in below figure.



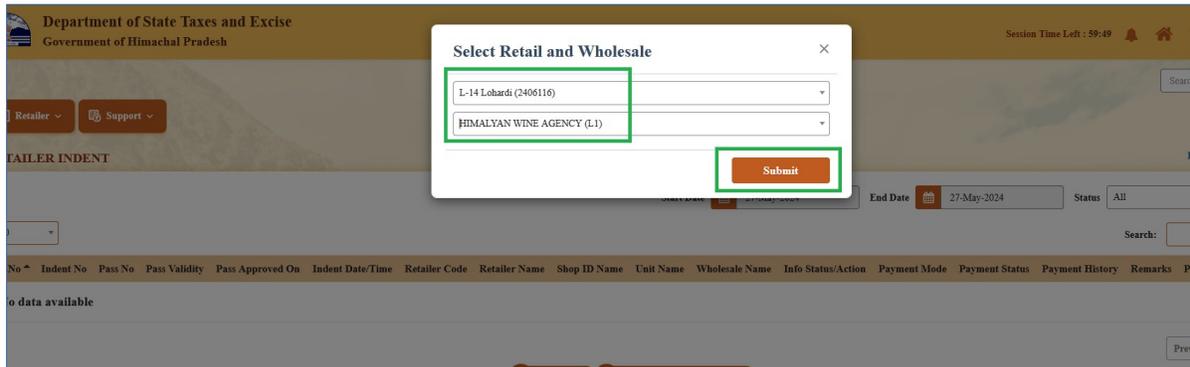
- After click on the Retailer Indent tab below screen will be visible to raise the Retailer Indent to Wholesale need to click on the “(+)**IMFL Indent**” button.



- After click on the (+)**IMFL Indent** button need to select the Retailer & wholesale names in the below screen.



- After selecting the Retailer & wholesale names need to click on the “**Submit**” button in the below screen.



- After choosing the Wholesale below screen screen should display in that screen need to select the Route ,Products and enter the cases Quantity and click on Add button.

Indent Retailer Code - TRILOK CHAND UNIT NO 20 (2406116)

Invoice Amount(Rs.) Details

Wholesaler's Name	HIMALYAN WINE AGENCY	Total PPL	0
Date	27-May-2024	Total BLs	0
Email Id	CHANDTRILOK2022@GMAIL.COM	Total License Fee	0
Mobile No	6230115628	Total ETD	0
Total Cases		Total Addtl License Fee	0
Total Bottles		Total Milk Cess	0
		Total Prakritik Kheti Cess	0
		Total Value	0
Vehicle Number		Route*	NEWROUTE---HYD---100

Brand Code / Brand Name

0195 CONTESSA XXXX RUM BLENDED WITH MATURED CANE JUICE SPIRITS

Size - PP (375) Pack Type - G

Quantity Cases | Bottles

5 0

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	License Fee per PPL (Rs)	ETD / Milk Cess per Bottle (Rs)	Add License Fee per Bottle (Rs)	MSP (Rs)
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➤ After click on the Add Button below screen will be display with the All Product Details

Indent Retailer Code - TRILOK CHAND UNIT NO 20 (2406116)

Invoice Amount(Rs.) Details

Wholesaler's Name	HIMALYAN WINE AGENCY	Total PPL	33.75
Date	27-May-2024	Total BLs	45
Email Id	CHANDTRILOK2022@GMAIL.COM	Total License Fee	14512.5
Mobile No	6230115628	Total ETD	90
Total Cases	5	Total Addtl License Fee	330
Total Bottles	0	Total Milk Cess	600
		Total Prakritik Kheti Cess	300
		Total Value	15832.5
Vehicle Number		Route*	NEWROUTE---HYD---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	PPL/BL per Case	License Fee per PPL (Rs)	ETD / Milk Cess per Bottle (Rs)	Add License Fee per Bottle (Rs)	MSP (Rs)	
<input type="checkbox"/>	0195	CONTESSA XXXX RUM1	RUM	375 24	G	5	0	0	0	998.00	6.75	450.00	2.75	256

Retailer Details

Preview Cancel

➤ After add the product Steo officer need to click on Preview Button as shown in above figure.

- When User click on the preview button it should display the pop up window to save the button as shown in above figure.

Invoice Amount(Rs.) Details

Agency Name: HIMALYAN WINE AGENCY | Total PPL: 33.75
 Date: 27-May-2024 | Total BLs: 45
 Email: CHANDRILOK2022@GMAIL.COM | Total License Fee: 14512.5
 Phone: 6230115628 | Total ETD: 90
 Quantity: 5 | Total Addl License Fee: 330

BrandCode	Brand Name	Size in ml	Pack Type	Quantity in Cases(IML)	Quantity in Bottles(IML)	Quantity in Cases(BEER)	Quantity in Bottles(BEER)
0195	CONTESSA XXXX RUM BLENDED WITH MATURED CANE JUICE SPIRITS	375 24	G	5	0	0	0

Save

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	PPL/BL per Case	License Fee per PPL (Rs)	ETD / Milk Cess per Bottle (Rs)	Add License Fee per Bottle (Rs)	MSP (Rs)
------------	------------	----------	------------	-----------	-----------------------	------------------------	---------------	--------------	-----------------	--------------------------	---------------------------------	---------------------------------	----------

- When user click on the Save button it display the pop up window “ Successfully submitted the order with Indent Number” shown in above figure

BrandCode	Brand Name	Size in ml	Pack Type	Quantity in Cases(IML)	Quantity in Bottles(IML)	Quantity in Cases(BEER)	Quantity in Bottles(BEER)
0195	CONTESSA XXXX RUM BLENDED WITH MATURED CANE JUICE SPIRITS	375 24	G	5	0	0	0

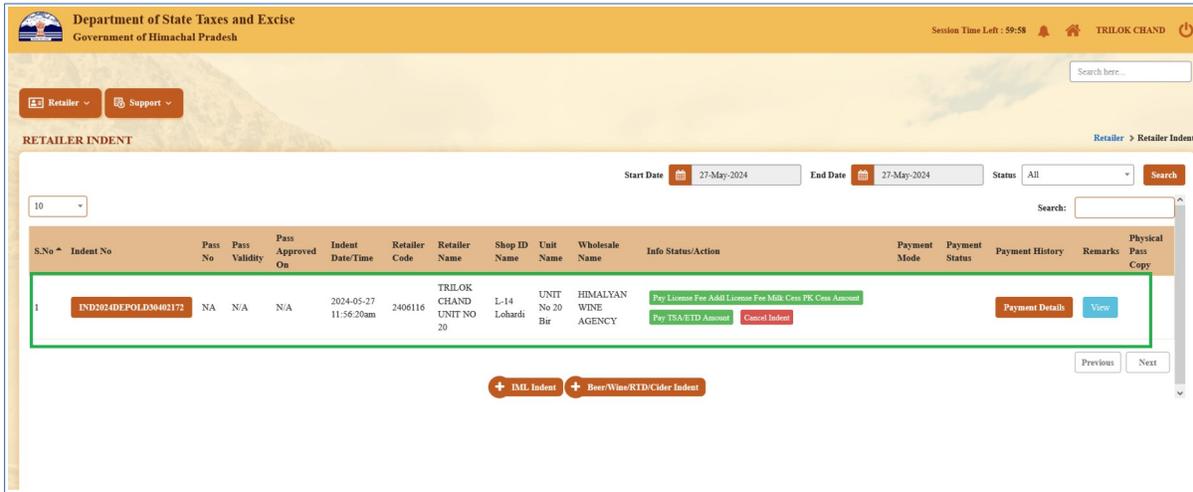
10.10.10.193

Successfully Submitted The Order With Indent Number
IND2024DEPOLD30402172

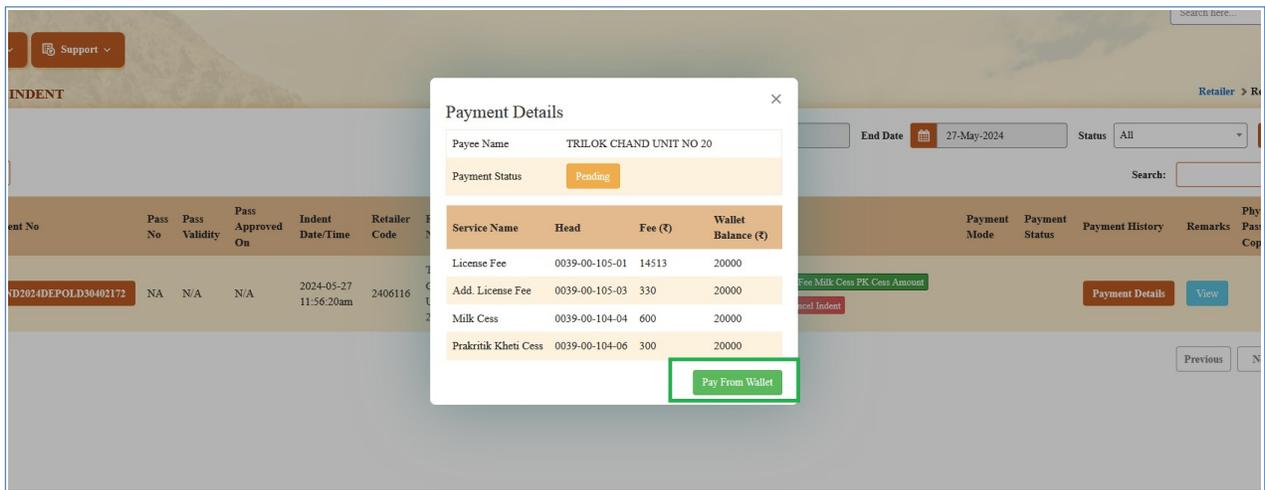
OK

Size in ml	Pack Type	IML (CASES BOTTLES)	BEER (CASES BOTTLES)	Total Bottles	EDP per Case	PPL/BL per Case	License Fee per PPL (Rs)	ETD / Milk Cess per Bottle (Rs)	Add License Fee per Bottle (Rs)	MSP (Rs)
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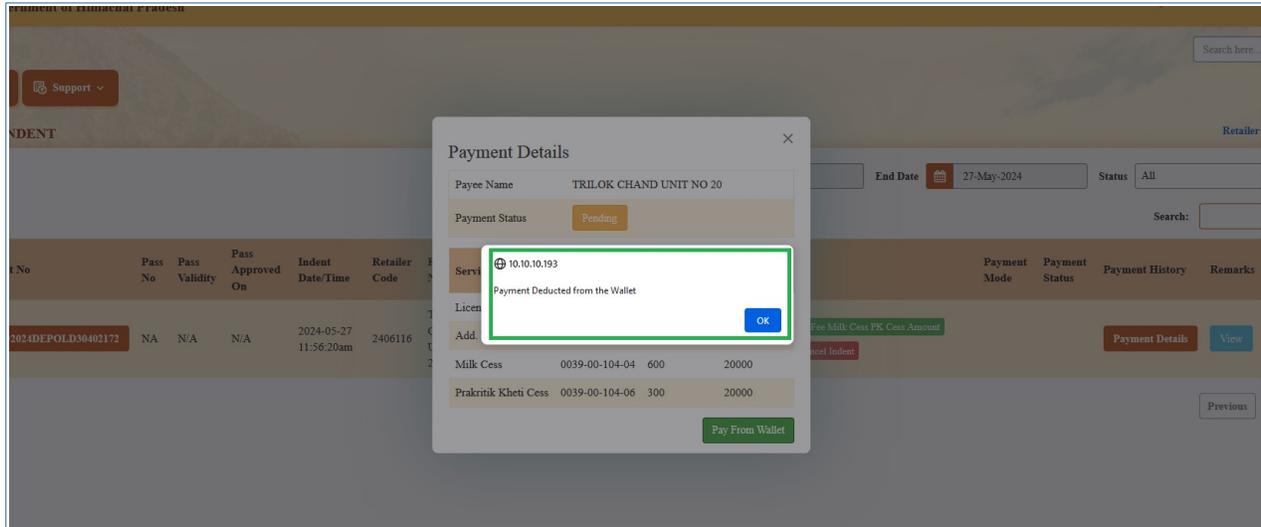
- Raised request will display in the Retailer Indent tab in list view as shown in the below figure.



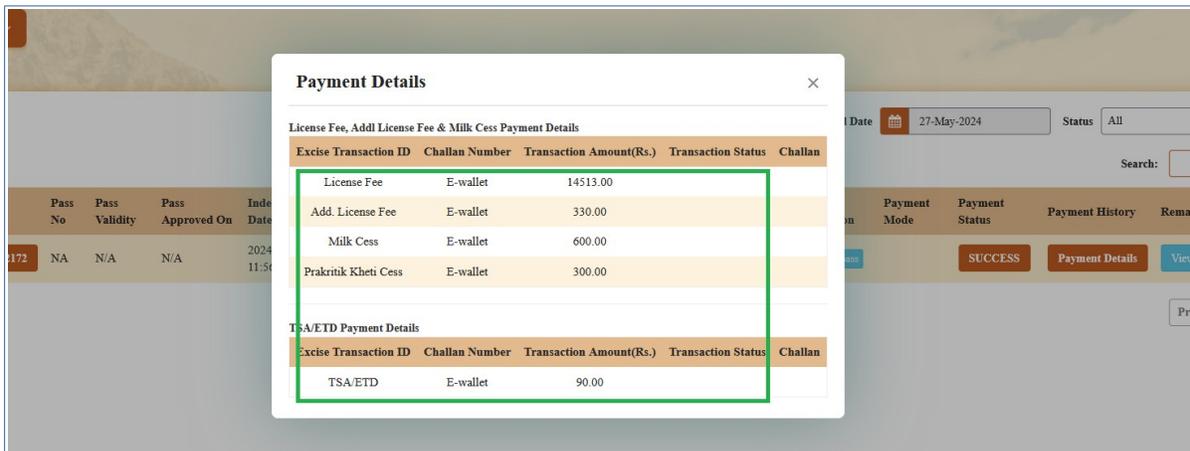
- User need to pay the Milk cess ,PK cess, License Fee,Addl License Fee by clicking on the Pay License Fee Addl License Fee Milk cess PK Cess Amount button
- In Payment Details view pop up page user can pay the amount through the Wallet



- After click on the **“Pay from wallet”** button User will get the Confirmation pop up message with **“Payment Deducted from the wallet”** in the below screen.



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



- After completion of payment through the wallet status will be changes from “ pay the Milk cess ,PK cess, License Fee,Addl License Fee “to **Applied for Pass**

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:58

TRILOK CHAND

Search here...

Retailer Support

RETAILER INDENT

Start Date 27-May-2024 End Date 27-May-2024 Status All Search

S.No	Indent No	Pass No	Pass Validity	Pass Approved On	Indent Date/Time	Retailer Code	Retailer Name	Shop ID Name	Unit Name	Wholesale Name	Info Status/Action	Payment Mode	Payment Status	Payment History	Remarks	Physical Pass Copy
1	IND2024DEPOLD30402172	NA	N/A	N/A	2024-05-27 11:56:20am	2406116	TRILOK CHAND UNIT NO 20	L-14 Lohardi	UNIT No 20 Bir	HIMALYAN WINE AGENCY	Applied for pass	SUCCESS	Payment Details	View		

- STEO Officer can provide the Approval for passes to the S1-AA Retailer
- Login with STEO Officer with valid Credentials
- Click on the “Retailer Tab “
- Choose the “Retailer Indent to wholesale “ sub tab.

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:58

Pawan Kumar

Search here...

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

RETAILER INDENT TO WHOLESALE

Start Date 27-May-2024 End Date 27-May-2024 Status Applied for Pass Search

S.No	Indent Number	Pass Number	Pass Validity	Pass Approved On	Indent Date/Time	Retailer Code	Retailer Name	Shop ID Name	Unit Name	Wholesale Name	Info Status/Action	Payment Mode	Payment Status	Payment History	Remarks	Physical Pass Copy
1	IND2024DEPOLD30402172	NA	NA	NA	27-May-2024 11:56:20 AM	2406116	TRILOK CHAND UNIT NO 20	L-14 Lohardi	UNIT No 20 Bir	HIMALYAN WINE AGENCY	Approve	SUCCESS	Payment Details	Remarks		

Previous Next

- STEO officer need to click on the **Approve** button as shown in the above figure.

- When **STEO officer** click on the approve button it is display the approve pass details as shown in the below figure.

S.No	Brand Number	Product Name	Pack Quantity / Size In ml	Quantity Cases	Quantity Bottles	Total Bottles	Category	Total PPL	Total BL
1	0195	CONTESSA XXXX RUM BLENDED WITH MATURED CANE JUICE SPIRITS	24/375	5	0	120	RUM	33.75	45
Total Quantity				5	0	120		33.75	45

Pass Number* Valid Up To *

Check Post

Remarks*

- STEO officer need to enter all the details as shown In the above figure
- STEO officer need to click on the **Approve Pass** button as shown in the Above figure.

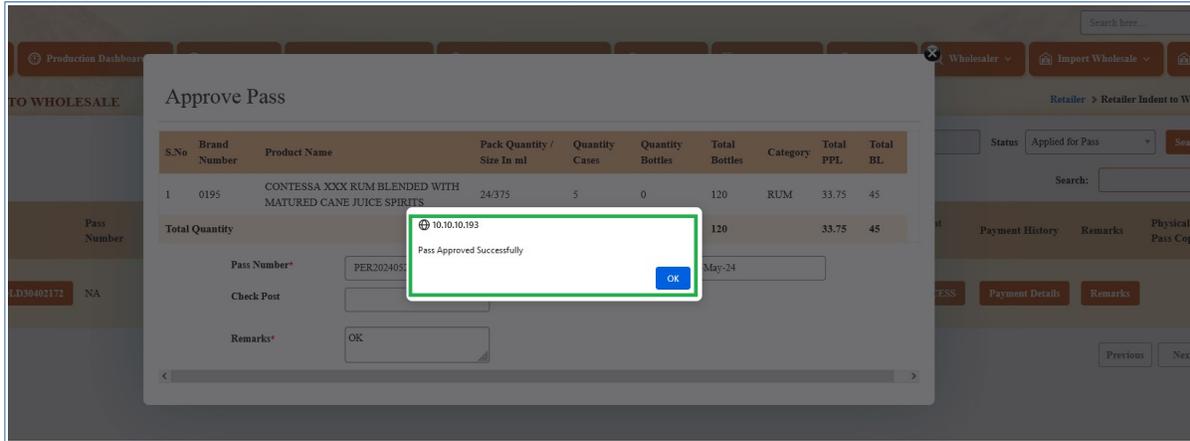
S.No	Brand Number	Product Name	Pack Quantity / Size In ml	Quantity Cases	Quantity Bottles	Total Bottles	Category	Total PPL	Total BL
1	0195	CONTESSA XXXX RUM BLENDED WITH MATURED CANE JUICE SPIRITS	24/375	5	0	120	RUM	33.75	45
Total Quantity				5	0	120		33.75	45

Pass Number* Valid Up To *

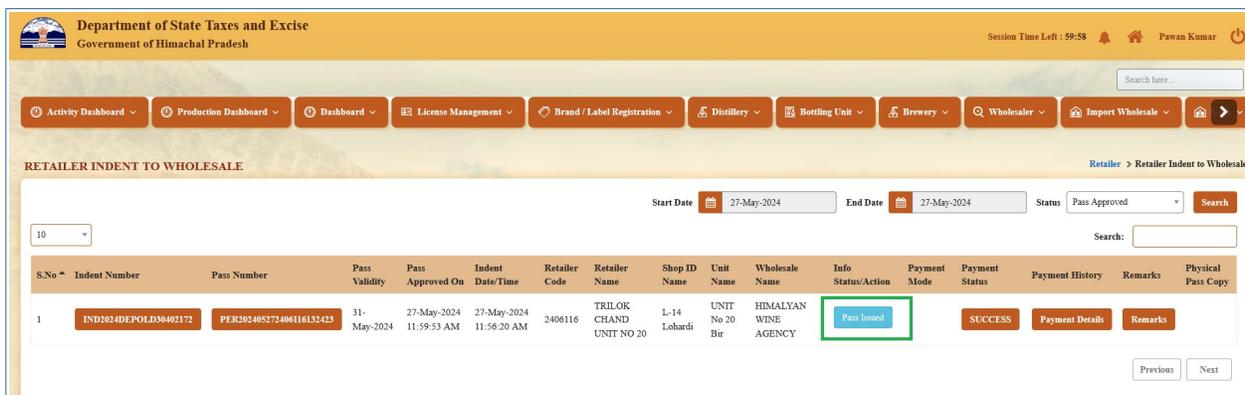
Check Post

Remarks*

- When STEO officer click on the approve pass button officer will get the pop up window “ Pass approved successfully”



- Status will be Changes from Applied for Pass to “**Pass Issued**” in the below screen.



- To view the Pass print by click on the Print icon in the below screen

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

Pass Number: PER202405272406116132423

Pass Print:

S.No	Brand Number	Product Name	Pack Quantity in Bottles / Size in ml	Quantity in Cases	Quantity in Bottles	Total Bottles	Category	Total License Fee (Rs)	Total ETD (Rs)	Total Addl License Fee (Rs)	Total Milk Cess (Rs)	Total Prakritik Kheti Cess (Rs)	Total Value (Rs)	Total PPL	Total BL
1	0195	CONTESSA XXXX RUM BLENDED WITH MATURED CANE JUICE SPIRITS	24/375	5	0	120	RUM	14512.5	90	330	600	300	15832.5	33.75	45
Total Quantity				5	0	120		14512.5	90	330	600	300	15832.5	33.75	45

**Government of Himachal Pradesh
Form L-34
(for the removal of Bottled Spirit)**

Pass Number : PER202405272406116132423
 Indent Number : IND2024DEPOLD30402172
 Date and Time of Issue : 27-MAY-24 11:59:53 AM
 Date and Time of Validity : 31-MAY-24 11:59:59 PM
 Shop Name : L-14 Lohardi



Name and Address of the Importer(Consignee):				Name and Address of the Exporter(Consignor):			
License Number : 6478123231989024(Retail sale License)				License Number : 30401982123(Wholesale License)			
Firm Name : TRILOK CHAND UNIT NO 20				Firm Name : HIMALYAN WINE AGENCY			
Licensee Name : TRILOK CHAND				Licensee Name : BALBIR SINGH			
Address : , LOHARDI, LOHARDI, BAUNATH, Baijnath,,Himachal Pradesh-175013				Address : 124 , MOHAR, SUNHARA, FATEHPUR, Dehra,,Himachal Pradesh-177101			

Description of Liquor/Intoxicant to be transported:

S.No.	Kind Liquor/Intoxicant	Category	Brand Number	Brand Name	Size in ml	Quantity in BLs	Quantity in PLs	Strength/Alcohol Content	Quantity in cases	Quantity in bottles	Total Bottles
1	SPIRITS	RUM	0195	CONTESSA XXXX RUM BLENDED WITH MATURED CANE JUICE SPIRITS	375	45	33.75	75.00	5	0	120
Total						45	33.75		5	0	120

Vehicle No: Make of Vehicle: Model of Vehicle:

Particulars of levies
 Kind of Import: **On Payment of Duty**
 Whether duty or other levies payable at the time of the application : **Yes**

Type Of Intoxicant	Type of Duty	Miscellaneous Details	Amount Deducted(Rs.)
Foreign Liquors & Spirits	Licensee fee/Retail Excise Duty (RED) on Liquor		14,512.50
Foreign Liquors & Spirits	Additional License fee/Additional Excise Duty (ARED)		330.00
Other Receipts	ETD Development Fund		90.00
Milk Cess	Milk Cess		600.00
Prakritik Kheti Cess	Prakritik Kheti Cess		300.00
Total			15,832.50

THANK YOU.....