

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

Table Of Contents

1. OVERVIEW:.....**3**

2.2 Help and Contact Information......3

3. Unit login......4

4. STEO Officer.....4

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:-	
	Description UTTI 200071 UTTI 200071 </td
Login with valid credentials as shown Department of State Taxes and Excise Gevenuese of Himachal Predest	n in above figure. Waterse: TRILOK CHAND (New Tail User)
Retailer Support	
➢ Need to click on the Retailer Tab as sho	own in above figure.

> Add the Amount to the Wallet by click on the "Wallet payments" Tab

Retailer ~ 🛛 🗟 Supp	port ~							
	Constant of the second							
allet Payments							M	ister Data > Wallet Payr
allet Balance				Start Date	27-May-2024 End Dat	te 🚔 27-May-2024 Statu	All	Search
iit Registration oute							Search:	
tailer Indent	Amount	Requested On	Action	Status	Request Details	Payment Det	ils	
Add Wallet Payment Add Wallet ETD Payment	Pay License I	Fee Arrear						Previous Next

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

lar v 🕞 Support v						y	J.	Search here
T PAYMENT	Add Wallet P	ayment		×				Master Data > Wallet Paymen
	Process Name	HOA Code	DDO Code	Amount	End Date	27-May-2024	Status	All • Search
	License Fee	0039-00-105-01	KNG00-509	d				Search:
Amount Requested On	Add. License Fee	0039-00-105-03	KNG00-509	0			Payment Details	
a available	Milk Cess	0039-00-104-04	KNG00-509	0				
Wallet Payment	Prakritik Kheti Cess	0039-00-104-06	KNG00-509	0				Previous Next
Wallet ETD Payment Pay License Fee Arrear	License Fee (CL)	0039-00-101-01	KNG00-509	0				
	Add. License Fee (CL)	0039-00-101-03	KNG00-509	0				
		1	Cancel	Save				
		-						

- 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 Pa	ayment			×				
	Process Name	HOA Code	DDO Code	Amount		End Date	27-May-2024	Status All	
	License Fee	0039-00-105-01	KNG00-509	1					Sea
Requested On	Add. License Fee	0039-00-105-03	KNG00-509	1				Payment Details	
	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					
y License Fee Arrear	Add. License Fee (CL)	0039-00-101-03	KNG00-509	1					

> User will get the pop up window with "Wallet Payment Added successfully" message.

NT		Add Wallet Payment ×		Master Data
		Process Name HOA Code DDO Code Amount End Date	27-May-2024 Sta	utus All 💌
		License Fee 0039-00-105-01 KNG00-509		Search:
Amount	Requested On	Add. License Fee 0039-00-105-03 KNG00-509 1	Payment I	etails
		Milk Cess Wallet Payment added successfully Prakritik Khr OK		Previou
ayment Pay Lice	use Fee Arrear	License Fee (CL) 0039-00-101-01 KNG00-509 1 Add. License Fee (CL) 0039-00-101-03 KNG00-509 1		
		Cancel Save		

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

_			Walle	et Request Details				×	27-May-	024 Status All	
*			S.No	Process Name	HOA Code	DDO Code	Amount				Search:
	Amount	Requested On	1	License Fee	0039-00-105-01	KNG00-509	1.00			Payment Details	
	6.00	27-MAY-24 11:30:07	2	Add. License Fee	0039-00-105-03	KNG00-509	1.00			Payment Details	
			3	Milk Cess	0039-00-104-04	KNG00-509	1.00				Durvis
Vallet P:	ayment		4	Prakritik Kheti Cess	0039-00-104-06	KNG00-509	1.00				Flevic
Vallet E	TD Payment	Pay License Fee Arrear	5	License Fee	0039-00-101-01	KNG00-509	1.00				
			6	Add. License Fee	0039-00-101-03	KNG00-509	1.00				

By click on the "Wallet Balance" sub tab under Retailer tab to view the Wallet Balance in the below screen.

Retailer ~ Vallet Payments	🔀 Support v				Search her Master Dr	e
Wallet Balance	pe	HOA Code	Credited Amount	Utilized Amount	Available Amount	
Cuit Registration	Fee	0039-00-105-01	20000.00	14513.00	5487.00	
Courte	tense Fee	0039-00-105-03	20000.00	330.00	19670.00	
ccunci mucini	.85	0039-00-104-04	20000.00	600.00	19400.00	
í.	Prakritik Kheti Cess	0039-00-104-06	20000.00	300.00	19700.00	
	TSA/ETD	SBI	20000.00	90.00	19910.00	
i .	License Fee (CS)	0039-00-101-01	20000.00	0.00	20000.00	
	Add. License Fee (CS)	0039-00-101-03	20000.00	0.00	20000.00	
	Permit Fee (CS)	0039-00-104-05	0	0	0	
	Pass Extension (CS)	0039-00-101-04	0	0	0	

G D	epartment of State Taxes and Excise overnment of Himachal Pradesh				Session Time Left : 59:56 🌲	TRILOK CHAND
Retailer ALLET B	> 🔀 Support >					Search here
S.No	Head Type	HOA Code	Credited Amount	Utilized Amount	Available Amount	
5.No	Head Type License Fee	HOA Code 0039-00-105-01	Credited Amount 1.00	Utilized Amount 0.00	Available Amount	
š.No	Head Type License Fee Add. License Fee	HOA Code 0039-00-105-01 0039-00-105-03	Credited Amount 1.00 1.00	Utilized Amount 0.00 0.00	Available Amount 1.00 1.00	
5.No	Head Type License Fee Add. License Fee Milk Cess	HOA Code 0039-00-105-01 0039-00-105-03 0039-00-104-04	Credited Amount 1.00 1.00 1.00	Utilized Amount 0.00 0.00 0.00	Available Amount 1.00 1.00 1.00 1.00	
5.No	Head Type License Fee Add. License Fee Milk Cess Prakritik Kheti Cess	HOA Code 0039-00-105-01 0039-00-105-03 0039-00-104-04 0039-00-104-06	Credited Amount 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.0	Utilized Amount 0.00 0.00 0.00 0.00 0.00 0.00	Available Amount 1.00 1.00 1.00 1.00 1.00	
S.No	Head Type License Fee Add License Fee Milk Cess Pakerink Kheir Cess TSA-ETD	HOA Code 0039-00-105-01 0039-00-105-03 0039-00-104-04 0039-00-104-06 SBI	Credited Amouat 1.00 1.00 1.00 1.00 1.00	Utilized Amount 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Available Amount 1.00 1.00 1.00 1.00 1.00 1.00 1.00	
S.No 1 2 3 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Head Type License Fee Adl. License Fee Milk Cess Prakrink Kheir Cess TSA/ETD License Fee (CS)	HOA Code 0039-00-105-01 0039-00-105-03 0039-00-104-04 0039-00-104-06 SBI 0039-00-101-01	Credited Amount 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.0	Utilized Amount 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Arailable Amount 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.0	

> For Route Registration Process click on the "**Route**" sub tab under Retailer Tab.

Departmen Government of	t of State Taxes a of Himachal Pradesh	nd Excise							Session Time L	eft : 59:56 🌲	🇌 п	RILOK CHAND 🔱
🗈 Retailer 🗸 🔀 Su	pport ~										Search 1	sere
Wallet Payments											Re	tailer > Retailer Route
Wallet Balance Unit Registration Route						Start Date	27-May-2024	End Date	27-May-2024	Pending Sear	5 eh:	Search
Retailer Indent	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											Previo	us 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.

f Himachal Pradesh	Route Informat	tion	×			• ••
	Destination *	L-14 Lohardi (2406116)	•			Search here
pport v	Route Name*	NEWROUTE				
	Source*	HIMALYAN WINE AGENC	Y (L1) *			Retailer >
	Koute Via 1*	HYD		End Date 🗰 2	7-May-2024	Pending *
	Route Length (KM)*	100				Search:
Route Created Checkpost Route Via	Time(Hours) *	5	I	toute Estim .ength (KM) Trave	ated I Time(Hours)	Status Action Reman
	Remarks*	OK				
						Previous
			Submit			
After click on the S Saved Successfu	ubmit buttor lly " message	n user will § e in the belo	get the pop ow screen .	up windo	ow with	"New Kot
After click on the S Saved Successfu	ubmit buttor lly " message	n user will § e in the belo	get the pop ow screen .	up windo	ow with	"New Kot
After click on the S Saved Successfu	ubmit buttor lly " message	n user will § e in the belo	get the pop ow screen .	up windo	ow with	"New Kot
After click on the S Saved Successfu	ubmit buttor lly " message	n user will § e in the belo	get the pop ow screen . Start Date 🕋 27.May-2024	up windo	ow with 27-May-2024	Pending Search:
After click on the S Saved Successfu	ubmit buttor Ily" message	n user will § e in the belo	get the pop ow screen . Start Date 27 May-2024	End Date	27-May-2024	Pending Search:
After click on the S Saved Successful Saved Successful	ubmit buttor Ily" message	n user will § e in the belo	get the pop ow screen . Start Date 💼 27-May-2024	End Date Route Length (KM)	27-May-2024	Pending Search:
After click on the S Saved Successful Note Created Checkpot Route Created	ubmit buttor Ily" message	n user will § e in the belo	get the pop ow screen . Start Date 27-May-2024	End Date Route Length (KM)	27-May-2024	Pending Search:
After click on the S Saved Successful Route Created Checkpost Route Created Checkpost	ubmit buttor Ily" message Source Location (@ 10.10.10: New Route S	n user will § e in the belo	get the pop ow screen .	UD WINDO	W WITH 27-May-2024 Estimated Travel Time(Hours)	Pending Search:
After click on the S Saved Successful Route Created Checkpost Route Created Checkpost	ubmit buttor Ily" message Source Location New Route S	n user will § e in the belo	get the pop ow screen . Start Date 127-May-2024	UD WINDO	Image: Second system 27-May-2024 Estimated Travel Time(Hours)	Pending Search: Status Action
After click on the S Saved Successful Route Created Checkpost Route Created Checkpost	ubmit buttor Ily" message	n user will § e in the belo	get the pop ow screen . Start Date 🕋 27-May-2024	End Date Route Length (KM)	27-May-2024	Pending Search: Status Action
After click on the S Saved Successful Konte Created Checkpost Route Created Checkpost	ubmit buttor Ily" message Source Location New Route S	n user will § e in the belo	get the pop ow screen .	up windo End Date Route Length (KM)	W with Image: Strength of the str	Pending Search:
After click on the S Saved Successful Route Created Checkpoot Route Created Checkpoot	ubmit buttor Ily" message	n user will § e in the belo	get the pop ow screen . Start Date 127 May-2024	UD WINDO	27-May-2024 Estimated Travel Time(Hours)	Pending Search:
After click on the S Saved Successful Route Created Checkpost Route Created Checkpost	ubmit buttor Ily" message	n user will § e in the belo	get the pop ow screen . Start Date 🖆 27-May-2024	End Date	W with Image: state	Pending Search:
After click on the S Saved Successful Route Created Checkport Route Created Checkport	ubmit buttor Ily" message	n user will § e in the belo ¹⁹³ Saved Successfully	get the pop ow screen . Start Date 12 Johnson (1990) (ok 1990)	up windo End Date Route Length (KM)	27-May-2024	Pending Search: [Status Action
After click on the S Saved Successful Route Created Checkpoot Route Created Checkpoot	ubmit buttor Ily" message Source Location New Route S	n user will § e in the belo ¹⁹³ ³⁹⁴	get the pop ow screen . Start Date 27.May-2024	up windo End Date Route Length (KM)	Image: Second system 27-May-2024 Estimated Travel Time(Hours)	Pending Search:
After click on the S Saved Successful Route Created Checkpoot Route Creat	ubmit buttor Ily" message Surce Lection New Route S	n user will § e in the belo ¹⁹³ aved Succesfully	get the pop ow screen . Start Date 1 27.May-2024	up windo End Date	Image: Second system 27-May-2024 Estimated Travel Time(Hours)	Pending Search:

> Record will be Generated with "**New**" Status under Route Registration. Department of State Taxes and Excise Government of Himschell Session Time Left : 59:58 🌲 🕋 TRILOK CHAND 🕻 🎩 Retailer 🗸 🔀 Supp Retailer > Retailer R RETAILER ROUTE Start Date 🗰 27-May-2024 End Date 🗰 27-May-2024 Pending 10 S.No * Route Name Checkpost Route Via Source Location Source License Type Destination Location Travel Time(Hours) Longth (KAD) NEWROUTE 27-May-2024 HYD HIMALYAN WINE AGENCY L1 TRILOK CHAND UNIT NO 20 L14 100 5 New STEO Officer need to click on the Approve button as shown in the above figure. \geq Department of State Taxes and Excise Government of Himachal Pradesh Session Time Left : 59:58 🌲 🛛 🕋 Pawan Kumar RETAILER ROUTE Start Date 🛗 27-May-2024 End Date 🗰 27-May-2024 Pending 10 S.No * Route Name Route Created Checkpost Route Via Source Location Source License Type Destination Location Destination Route Estimated License Type Length (KM) Travel Time(F Status Remarks NEWROUTE 27-May-2024 HIMALYAN WINE AGENCY L1 TRILOK CHAND UNIT NO 20 New HYD L14 100 5 > After click on the Approve Button in STEO Login need to enter the Remarks And click on the "Approve" button on the below screen.

Dashboard V Production Dashboard V Dashboard V El License Management V Brand / Label Registration V Dictiller V El Bottling Unit V Brewery V Q Wholesair V ROUTE ROUTE Route Name Route Created Check NEWROUTE 27-May-2024 Remarks ¹ OK Remark	Search here
STEO Officer will get the pop up window with "Route Approved Succ message in the below screen.	essfully"
Interded Created Create	Retailer > Retailer > ing • Search: Retailer > Retailer
Department of State Taxes and Excise Government of Himachal Pradesh Sessien Time Left: 59:58	🖌 縃 TRILOK CHAND 😃
Retailler v B Support v RETAILER ROUTE	Search here Retailer > Retailer Rout
Start Date 📋 27-May-2024 End Date 🛗 27-May-2024 All	earch
S.No* Route Name Route Created Checkpost Route Value Source Location Source License Type Destination Location Destination Location Route License Type Estimated Travel Time(Hours) State 1 NEWROUTE 27-May-2024 HYD HIMALYAN WINE AGENCY L1 TRILOK CHAND UNIT NO 20 L14 100 S Agreement	Action Remarks Remarks

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

Government	of Himachal Pradesh							Session	n Time Left : 59:54	4 1	TRILO	K CHAND
🖪 Retailer ~ 🐻 St Wallet Payments	pport ~										Search here	• Unit Registra
Wallet Balance Unit Registration Route					Start I	Date 🗎 27-May-2024		End Date 📋 27-May-2024	Status	Pending Search:	•	Search
Retailer Indent	owledgement Receipt Number	Applicant Name	Unit Name	District Name	Business Name	Application Type	Status	Submitted Date & Time	Pending at	View	Action	Remarks

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.

Government of Himachal Pradesh	Session Time Left : 59-58 🌲 👫 TRILOK CHANT
	Realler > Real
	Start Date 🛗 273day-2024 End Date 🛗 273day-2024 Starts All * S
10 -	Search:
S.No * Indent No Pass No Pass Validity Pass Approved On Indent Date/Time Retailer Code Retail	er Name Shop ID Name Unit Name Wholesale Name Info Status/Action Payment Mode Payment Status Payment History Remarks Physical Pass Co
No data available	
[Previous Previous Nex
After click on the (+)IMFL Ind	ent button need to select the Retailer & wholesa
names in the below screen.	

rtment of State Taxes and Excise ament of Himachal Pradesh	Select Detail and Whelenda	Session Time Left : 59:55 🌲 👫 TRILOK CHAN:
	-Please Select Retail	Search here
🛃 Support ~	Ptease Select Wholesale v	
DENT	Submit	Retailer > Retail
	End Date	27-May-2024 Status All Search:
o Pass No Pass Validity Pass Approved On Indent Date/Time R	etaller Code Retailer Name Shop ID Name Unit Name Wholesale Name Info Status/Action Paymen	Mode Payment Status Payment History Remarks Physical Pass Cop
one		Previous
	THE Industry . Browthins OF Dirichar Industry	
➢ After selecting the R	etailer & wholesale names need to cl	ick on the " Submit " button
in the below screen.		
Demonstrate of State Tennes and Function		
Government of Himachal Pradesh	Select Retail and Wholesale ×	Session Time Left : 59:49 🌲 🎢 TI
Patallar	L-14 Lohardi (2406116) *	Search
FAILER INDENT	FIMALYAN WINE AGENCY (L1)	Re
	Submit	End Date 📋 27-May-2024 Status All
		Search:
No* Indent No Pass No Pass Validity Pass Approved On Inden o data available	t Date/Time Retailer Code Retailer Name Shop ID Name Unit Name Wholesale Name Info Status/Ac	tion Payment Mode Payment Status Payment History Remarks Phy
		Previo
After choosing the W	holesale below screen screen should	display in that screen need
to select the Route ,P	roducts and enter the cases Quantity	and click on Add button.

Indent Retailer Code - TRILOI				
		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 Addi License Fee	0	
fotal Bottles		Total Milk Cess	0	
		Iotal Prakritik Kneti Cess	0	
Vehicle Number		Route*	NEWROUTEHYD100	
	Brand Code / Brand Name		Brand Name	
0195 Size - PP (375) Pack Type - G		CONTESSA XXX RUM BLENI	DED WITH MATURED CANE JUICE SPIRITS	
Quantity Cases Bottles				
Add Reset				
Brand Code Brand Name	Category Size Pack Type IML	BEER Total Bottles EDP F	PPL/BL License Fee ETD / Milk Cess Addl License Fee	MSP (Rs)
	in ml CASES BOTTLES	CASES BOTTLES per Case p	per Case per PPL (Rs) per Bottle (Rs) Ad per Bottle (Rs) Address Go to PC settings to activate V	Windows.
> After cl	ick on the Add Buttor	n below screen will be o	display with the All Produ	ıct Det
 After cl Retailer Code - TRILOK CE 	ick on the Add Buttor	n below screen will be o	display with the All Produ	ıct Det
 After cl (Retailer Code - TRILOK CE 	ick on the Add Buttor	n below screen will be o	display with the All Produ	ict Det
After cl Getailer Code - TRILOK CE	ICK ON THE Add Buttor AND UNIT NO 20 (2406116) HIMALYAN WINE AGENCY	n below screen will be o Invoice Amount(Rs.) Details	display with the All Produ	ıct Det
> After cl	AND UNIT NO 20 (2406116) HIMALYAN WINE AGENCY 27-May-2024	n below screen will be o	display with the All Produ	ict Det
> After cl	AND UNIT NO 20 (2406116) HEMALYAN WINE AGENCY 27-May-2024 CHANDTRILOK3022@GMAIL.COM	n below screen will be o Invoice Amount(Rs.) Details Total PPL Total BLs Total Licenso Fee	display with the All Produ	ict Det
> After cl Retailer Code - TRILOK CH Her's Name	AND UNIT NO 20 (2406116) HIMALIYAN WINE AGENCY 27.May-2024 CHANDTRILOK3022@GMAIL.COM 6230115623	n below screen will be o	display with the All Produ	ict Det
> After cl Retailer Code - TRILOK CH Her's Name	AND UNIT NO 20 (2406116) HIMALYAN WINE AGENCY 27May-2024 CHANBJTRILOK 2022@GMAIL.COM 6230115628 5	n below screen will be o	display with the All Produ and a second state of the second state	ict Det
> After cl Retailer Code TRILOK CH Retailer Sname	AND UNIT NO 20 (2406116) HIMALYAN WINE AGENCY 27-May-2024 CHANDTRILOK3022@GMAIL.COM 6330115028 5 0	n below screen will be o	display with the All Production of the second secon	ict Det
 After cl tRetailer Code TRILOK Cli aker's Name aker ontis 	AND UNIT NO 20 (2406116) HIMALIYAN WINE AGENCY 27.May-2024 CHANDTRILOK3022@GMAIL.COM 6230115628 5 0	n below screen will be o	33.75 45 14512.5 50 330 600 300 500	ict Det
> After cl Retailer Code - TRILOK CE Ner's Name d No Lues Attes	AND UNIT NO 20 (2406116) HIMALIYAN WINE AGENCY 27.May-2024 CHANDTRILOK3022@GMAIL.COM @20015028 5 0	n below screen will be o	33.75 45 14512.5 90 330 600 1300 1382.5	ict Det
After cl After cl retatler Code - TRILOK Cl der's Name der's Name No ses suss Number	AND UNIT NO 20 (2406116) HIMALYAN WINE AGENCY 27-May-2024 CHANDTRILOK32022@GMAIL.COM 6220115628 5 0	n below screen will be o	33.75 45 14512.5 90 330 600 300 15882.5 NEWROUTE—HYD—100 100	ict Det
After cl After cl TRILOK CH Iter's Name ther's Name Management Son Same	ick on the Add Button AND UNIT NO 20 (2406116) HIMALYAN WINE AGENCY 27-May-2024 CHANDTRILOK3022@GMAILCOM 0230115628 5 0	n below screen will be o	display with the All Produ 33.75 45 14512.5 90 330 600 330 600 300 15832.5 NEWROUTE-HYD100 Exted Name	ict Det
After cl After cl TRILOK CH Aler's Name A N N N N N N N N N N N N N N N N N N	ICK ON THE Add Button	n below screen will be o	display with the All Produ	act Det
After cl After cl TRILOK CH Arristance Code = TRILOK CH Arristance And	CALCULAR ON THE ACAD BUTTON	n below screen will be o	33.75 45 14512.5 90 339 600 330 600 300 15832.5 NEWROUTE—HYD—100	act Det
After cl After cl TRILOK CH TRI	AND UNIT NO 20 (2406116) HIMALIYAN WINE AGENCY 27.May-2024 CHANDITRILOK3022@GMAIL.COM 630115623 5 0	n below screen will be o	33.75 5 45 14512.5 14512.5 90 330	e Fre MSP (K)
After cl After cl TRILOK CH A	AND UNIT NO 20 (2406116) HIMALYAN WINE AGENCY 27.May-2024 CHANDTRILOK3022@GMAIL.COM 630115623 5 0	In below screen will be a	display with the All Produ	e Free MSP (Rs)
After cl After cl After cl TRILOK CE Anne Anne Anne Anne Derrid Number Code Brand Nume Code Brand Num Code Brand Num Code Brand Num Code Brand Nume	Conference Series Conference Series Ser	Invoice Amount(RS.) Details Total PPL Total PPL Total PPL Total PPL Total Add License Fee Total Add License Fee Total Value Total Value Rester Rester 0 0 120 1992.	33.75 45 45 45 14512.5 90 330 60 300 1382.5 1582.5 100 1582.5 100 1582.5 100 1582.5 100 1282.5 100 1282.5 100 1282.5 100 1282.5 100 1282.5 100 1282.5 100 1282.5 100 1282.5 100 1282.5 100 1282.5 100 1282.5 100 1282.5 100 1282.5 100 1282.5 100 1283.5 100 1283.5 100 1283.5 100 1283.5 100 1283.5 100 1283.5 100 1283.5 100 1283.5 100 1283.5 100 1283.5 100 1283.5 100 <	act Det

After add the product Steo officer need to click on Preview Button as shown inabove 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 2	Amount(Rs.) Det	ails						
er's Nan	16	HIMAL	YAN WINE AGE?	ίСΥ				Total PPL			33.75				
		27-May-	2024					Total BLs			45				
		CHAND	TRILOK2022@G	MAIL.COM				Total Licer	se Fee		14512.5				
0		6230115	628					Total ETD			90				
es		5						Total Addl	License Fee		330		,		
tles		0	BrandCode	Brand Name	e	Size in ml	Pack Type	Quantity in Cases(IML)	Quantity in Bottles(IML)	Quantity in Cases(BEER)	Quantity in Bottles(BE	ER)			
			0195	CONTESSA MATURED	XXX RUM BLENDED WIT CANE JUICE SPIRITS	I 375 24	G	5	0	0	0				
umber								Save							
3rand N	umber/Brand Name														
d Code	Brand Name	Category	Size	Pack Type	IML I	EER	TT E 6	Total Bottles	EDP	PPL/BL	License Fee	ETD / Milk Cer	\$\$	Addl License Fee	MSP (R3)

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 Nan	ne	Size in Pack O	uantity in (Ouantity in	Quantity in Cases(BEER)	Quantity in Bottles(BEI	ER)		
195	CONTESS. MATUREE	A XXX RUM BLENDED W CANE JUICE SPIRITS	Successfully Submitted The O IND2024DEPOLD30402172	der With Indent Numb	er	0	0			
					ок					
		_					_		_	_

Raised request will display in the Retailer Indent tab in list view as shown in thebelow figure.

	Department of State Government of Himacha	Taxe Prad	s and E esh	xcise									Se	ssion Time I	left : 59:58 🌲 1	🖌 TRIL	OK CHAND
EE Retai	ller > 💀 Support >															Search here	er » Retailer In
10	•									Sta	art Date 🛗 27-May-2024	End Date 🛗 🗄	27-May-2024		Status All Search:		• 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	Pay License Fee Addl License Fee Milk Cess Pay TSA/ETD Amount Cancel Indent	K Cess Amount			Payment Details	View	
								+ IML	Indent	+ Beer/Wine/F	KTD/Cider Indent					Previous	Next

- 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

VDENT						Payment Deta	ils		×		_				Retaile
						Payee Name	TRILOK CHA	ND UNIT 1	NO 20		End Date	27-May-2024		Status All	
						Payment Status	Pending							Search:	
No	Pass No	Pass Validity	Pass Approved On	Indent Date/Time	Retailer I Code I	Service Name	Head	Fee (₹)	Wallet Balance (₹)			Payment Mode	Payment Status	Payment History	Remarks
						License Fee	0039-00-105-01	14513	20000						
24DEPOLD30402172	NA	N/A	N/A	2024-05-27 11:56:20am	2406116	Add. License Fee	0039-00-105-03	330	20000	Fee Milk Cess	PK Cess Amount			Payment Details	View
					:	Milk Cess	0039-00-104-04	600	20000	iter insent					
						Prakritik Kheti Cess	0039-00-104-06	300	20000						Provious
									Pay From Wallet						Tevious

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.

B Support ~	Trade	sn					Search here
NDENT						Payment Details Payee Name TRILOK CHAND UNIT NO 20 Payment Status Payment Status Pending Search	Retailer
t No 2024DEPOLD30402172	Pass No	Pass Validity N/A	Pass Approved On N/A	Indent Date/Time 2024-05-27 11:56:20am	Retailer Code	Servi	Remarks
						Prakritik Kheti Cess 0039-00-104-06 300 20000 Pay From Wallet	Previous

User can able to see the Payment Details by click on the "Payment Details" button in the below screen

Pass No	Pass Validity			License Fee, Addl License Excise Transaction ID	Fee & Milk Cess Pay	ment Details			Date	1111 Z/-N		CI	
Pass No	Pass			Excise Transaction ID	Ch - H Monte h	T	Torrest Prov Charles	Challen			IAY-2024	Status All	
Pass No	Pass Validity			Tinner Tre	E mullet	14512.00	Iransaction Status	Challan				Sea	irch:
No	Validity	Pass	Inde	License Fee	E-wallet	14515.00		_		Payment	Payment	Deserved History	
	randity	Approved	i On Date	Add. License Fee	E-wallet	530.00			n	Mode	Status	Payment History	N
NA	N/A	N/A	2024	Prakritik Khati Carr	E-wallet	300.00			ass		SUCCESS	Payment Details	
				Takhuk Khou Coss	L-wanter	500.00							
				TA/ETD Payment Detai	s								
				T SA/ETD Payment Detail Excise Transaction ID	s Challan Number	Transaction Amount(Rs.)	Transaction Status	Challan					
				TA/FTD Payment Detai									
				TSA/ETD Payment Detail	s Challan Number	Transaction Amount(Rs.)	Transaction Status	Challan					

 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 Government of Himachal	Taxes Prade	and Exc	ise									Session Ti	me Left : 59:58 🏾 🌲	TRILOK CHAND
	🛙 Reta	iler ~ 🕼 Support ~														Search here
RI	TAIL	ER INDENT														Retailer > Retailer I
	0									Start Date	27-May-2024	End Date	27-M	lay-2024	Status All	• Search
	.0														Search	1:
	5.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
		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.

															Search here	
Activity Dashboard 🗸	Production I	Dashboard ·	~ [@	🕘 Dashboard 🗸	E License	Management	~ 🖉 Brand	l / Label Regi	stration ~	🚡 Distillery ~	🛃 Bottling Unit 🗸	🚡 Brewery ~	Q Whole	saler ~ 🗋 🔝 Is	mport Wholesale	~
AILER INDENT	TO WHOLESA	LE												Ret	ailer > Retailer I	ndent to W
									Start Date	27-May-2024	End Date	27-May-20	124	Status Applied	for Pass	• Sei
Ŧ														Se	arch:	
No 🍨 Indent Number	Pas	s Pa nber Va	iss ilidity	Pass Approved On	Indent Date/Time	Retailer Code	Retailer Name	Shop ID Name	Unit Name	Wholesale Name	Info Status/Action	Payment F Mode S	'ayment tatus	Payment History	Remarks	Physica Pass Co
IND2024DEPO	LD30402172 NA	N.	Ą	NA	27-May-2024 11:56:20 AM	2406116	TRILOK CHAND UNIT	L-14 Lohardi	UNIT No 20 Bir	HIMALYAN WINE AGENCY	Approve Applied for Pass	1	SUCCESS	Payment Details	Remarks	

> 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.

ient of filmacna	ii Pradesn													8 0 708	
1 march														Search here	
d ~ 🕘 Produ	iction Dashboard						1-				No. Wh	olesaler v	in 🖻	iport Wholesale	~
NT TO WHOI	LESALE	Approve I	Pass										Ret	iller 🔉 Retailer	Indent to V
		S.No Brand Number	Product Name	Pack Quantity / Size In ml	Quantity Cases	Quantity Bottles	Total Bottles	Category	Total PPL	Total BL		Status	Applied	for Pass	▼ Se
_		1 0195	CONTESSA XXX RUM BLENDED WITH MATURED CANE JUICE SPIRITS	24/375	5	0	120	RUM	33.75	45			Se	arch:	
nber	Pass Number	Total Quantity			5	0	120		33.75	45	at	Paymen	History	Remarks	Physica Pass Co
DEPOLD30402172	NA	Pass	Number* PER2024052724061161324 k Post	23	Valid Up To *						CESS	Payme	nt Details	Remarks	
		Rem	arks*	_/ite										Previot	15 Ne
				Approve l	Pass										

- > 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.

pard ~ (P) Production Dashboard			-						Who	lesaler ~	Search here
DENT TO WHOLESALE	Approve P	Pass									Retailer > Retailer
	S.No Brand Number	Product Name	Pack Quantity / Size In ml	Quantity Cases	Quantity Bottles	Total Categ Bottles	Total PPL	Total BL		Status A	pplied for Pass
	1 0195	CONTESSA XXX RUM BLENDED WITH MATURED CANE JUICE SPIRITS	24/375	5	0	120 RUM	33.75	45			Search:
Number Pass Number	Total Quantity			5	0	120	33.75	45	at	Payment Hi	story Remarks
24DEPOLD30402172 NA	Pass N Check	Number* PER2024052724061161324	23	Valid Up To *	31	-May-24			ESS	Payment D	etails Remarks
	Rema	oK.									Prev
	<		Approve P	ass				1			

> 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.
Department of State Taxes and Excise Government of Himachal Pradesh Section Time Left ; 59:58 🌲 💣 Pavan Kumar 😃
Search here
RETAILER INDENT TO WHOLESALE
10 • SNo * Indext Number Pass Number Pass Vaniber Pass Indext Approved On Date Time Code Skop ID Cuit Wholesale Info Payment Payment History Remarks Physical Pays Copy 1 27/May-2024 27/May-2024 27/May-2024 27/May-2024 TRUCK L-14 WTH HALLVAN Payment Payment Payment Payment Payment Payment Payment Payment <
New York

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ILLER INDENT TO WHOLESATE Past Number: PER202405272406116132423 ILLER INDENT TO WHOLESATE Past Number: Product Name Past Name Pas	Retailer > Retailer I Status Pass Approved Search:	S Paym	Print: otal Tota PL BL 3.75 45 3.75 45	Pass Print. Total Value PPL (Rs) 15832.5 33.75	al Te kritik Va eti (R s (Rs) (R	otal Total ilk Prakr ess Kheti (s) Cess (l Tota l Mill nse Cess (Rs) (Rs)	Total al Addl	Total Total			3	40611613242	R2024052724	mber:PE	Pass N	OLESALE	DENT TO WH
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Shop Name : L-14 Lohardi	开始 第二	15400	관											PM	:59:59	AY-24]	dity : 31-M	nd Time of Vali
		T3.3	6														hardi	ame : L-14 Lo
Name and Address of the Importer(Consignee): Name and Address of the Exporter(Consignor):					r):	onsignor	rter(Cor	Export	ress of the	ne and Add	Na			6	signee):	rter(Co	of the Impo	and Address o
License Number : 6478123231989024(Retail sale License) License Number : 30401982123(Wholesale License)					ense)	sale Licer	Wholesa	82123(W	r : 30401982	ense Numbe	Lic			License)	tail sale	9024(R	7812323198	e Number : 647
Firm Name : TRILOK CHAND UNIT NO 20 Firm Name : HIMALYAN WINE AGENCY						VCY	AGENO	WINE A	MALYAN	n Name : H	Fin				20	JNIT N	CHAND U	ame : TRILOR
Licensee Name : TRILOK CHAND Licensee Name : BALBIR SINGH							H	SINGH	BALBIR	ensee Name	Lic				<u></u>	D	LOK CHAN	ee Name : TRI
Address : , LOHARDI, LOHARDI, BAIJNATH, Baijnath,,,Himachal Pradesh-175013 Address : 124 , MOHAR, SUNHARA, FATEHPUR, Dehra,,,Himachal Pradesh-17710	desh-177101	1 Pradesh-1771	machal	Dehra,,,Hima	PUR, De	FATEHPU	ARA, FA	SUNHA	MOHAR, S	ress : 124 ,	Ad	desh-17501	imachal Pr	aijnath,,,Hi	NATH, H	I, BAI	I, LOHARI	ss:, LOHARD
Description of Liquor/Intoxicant to be transported:											FS	X		ed:	ansport	to be t	/Intoxicant	tion of Liquor
S.No. Kind Liquor/Intoxicant Category Read Number Brand Name Size Quantity in BLs Quantity Strength/Alcohol Quantity in cases in bottles Bottle	ty Total es Bottles	aantity Tot bottles Bot	Qua in b	Quantity in cases	ol Qu in	/Alcohol itent	rength/. Conte	7 Str	Quantity in PLs	Quantity in BLs	Size in ml	me	Brand Na	r	Brand Numbe	tegory	cicant Ca	Kind Liquor/Intox
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THANK YOU.....