

HOLOGRAM FOR COMPANY WHOLESALE

User Reference Manual

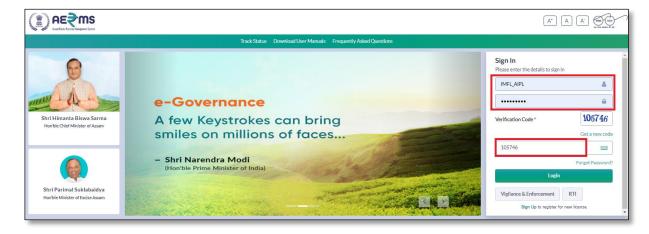
C-TEL INFOSYSYTEMS PVT. LTD Hyderabad, Telangana



HOLOGRAM PROCUREMENT PROCESS

Login Page For Bottling unit manager:

- User needs to access the web application using the provided URLhttps://stateexcise.assam.gov.in
- Once login page appears, Clerk should provide valid credentials and should click on login.



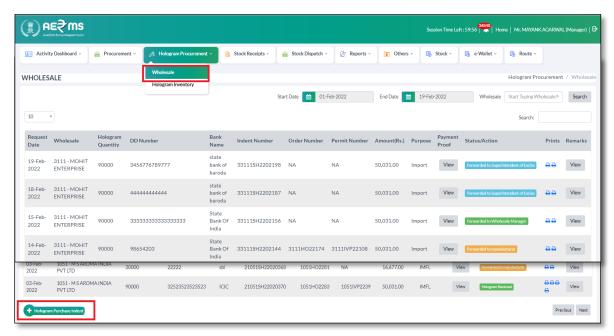
• Once user is logged into the application as Clerk, a dashboard with modules will be shown.



• User needs to click on Hologram Procurement Tab after click on sub tab Bottling unit



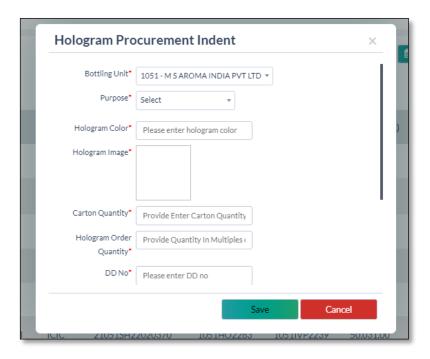
• User should go to Wholesale Tab & click on .



- Need to Raise Indent in Applicant login.
- Click on '+ Hologram Procurement Indent' to Raise the Indent.
- Getting Hologram Procurement Indent Pop Up
- Fill the all mandatory fields.

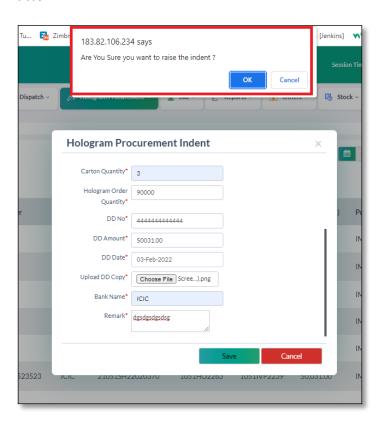
• Upload the supporting document required while Hologram Process





Enters the

Remarks against the Hologram indent raise by Hologram manager and Click on Save Button .

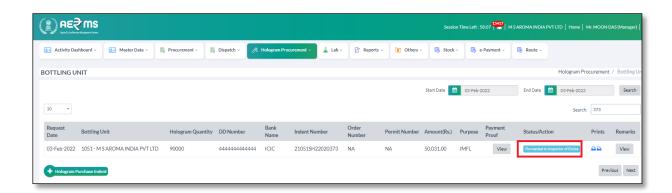


• Click Save after that alert/popup Message is displayed.





• Then click on OK button After that system automatically generate indent number.

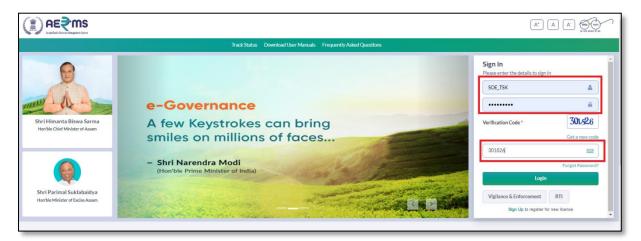


- Displaying Wholesale View page then status is changed .
- Application Forwarded to Superintendent of Excise & displaying the applicant login
- After we need to login Superintendent of Excise

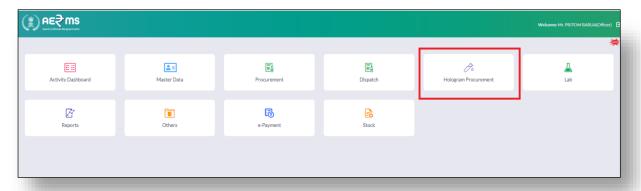


SUPERINTENDENT OF EXCISE:

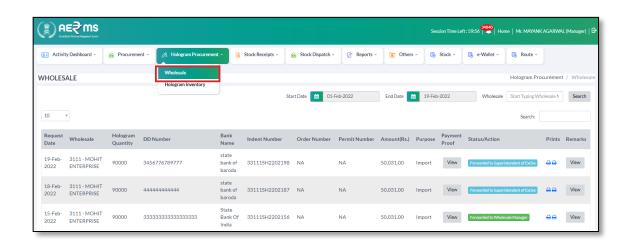
• Login as Superintendent of Excise with valid user credentials



 Click on Hologram Procurement main icon in Superintendent of Excise Login

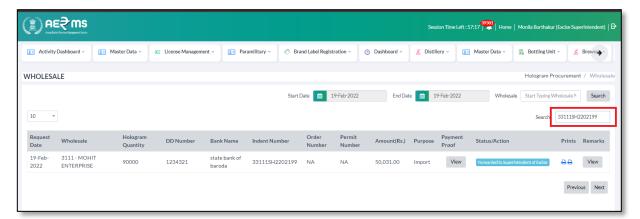


• After that click on Wholesale sub tab and Displaying view page

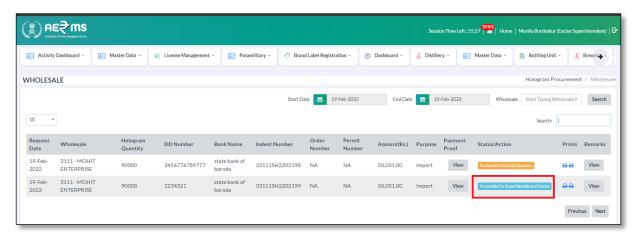




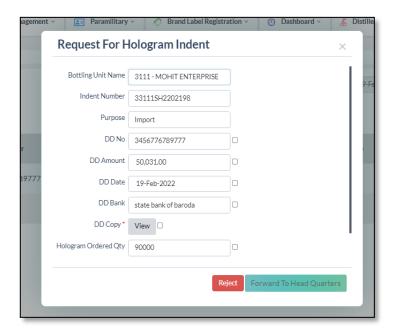
• Search for Indent Number after displaying the Indent application in Inspector login page



After that click on Forwarded to superintendent of excise button in Status filed

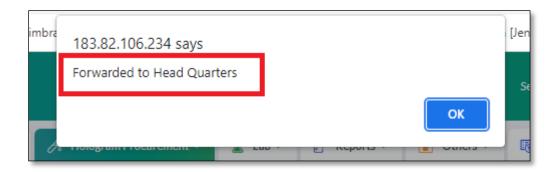


Getting popup is Request for hologram Indent.

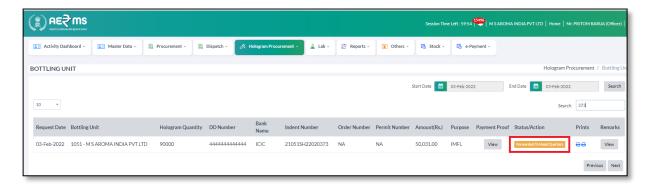




- Fill all the details and select all check boxes with Remarks.
- Uploaded DD copy and click on Forward to Head Quarters button
- Click Forward Button after that alert/popup Message is displayed.



• After Click on ok Button in superintendent of excise login.



- And then Displaying the Bottling unit View page after that application forwarded to Head Quarters
- Application Forwarded to Head Quarters
- After we need login Head Quarters

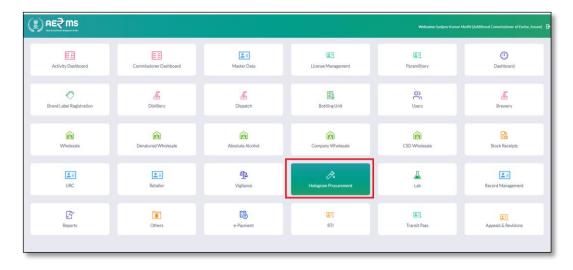


HEAD QUARTERS LOGIN:

• Login as Head Quarter with valid user credentials

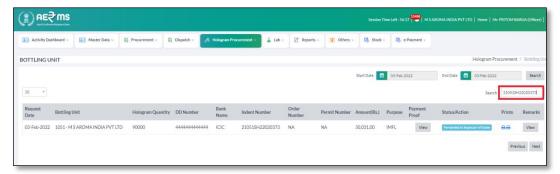


 Click on Hologram Procurement main icon and click on Bottling Unit sub tab

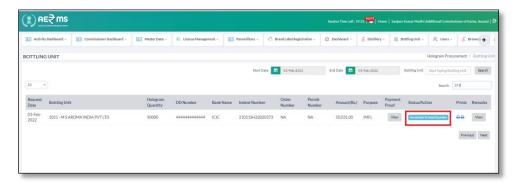


• Search for Indent Number after displaying the Indent in Quarters Login.



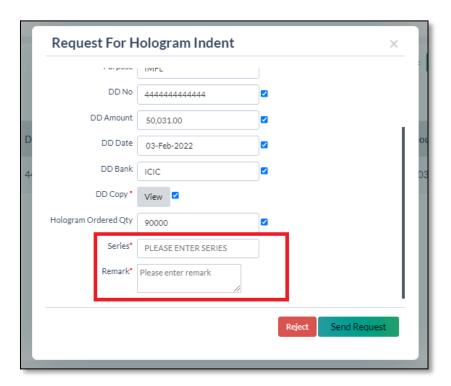


After that click on Forwarded to Head Quarters button in Status filed



• Getting popup Request for Hologram Indent ,enter series & remarks after click on send request Button





• Click Send Request Button after that alert/popup Message is displayed.

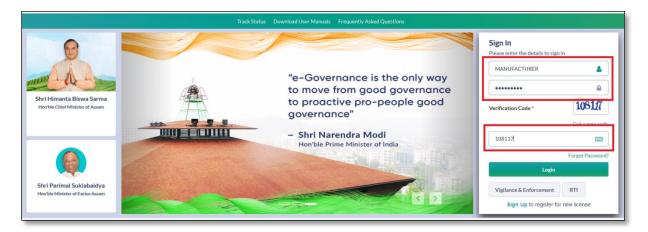


- Request forwarded to manufacturer then click on **OK**
- We need to login manufacturer in Firefox

MANUFACTURER LOGIN:



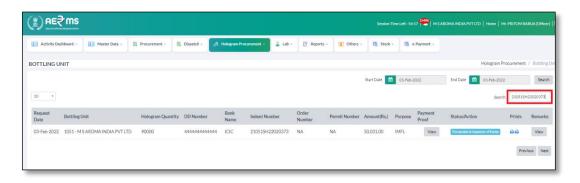
• Login as manufacturer with valid user credentials



 Click on Indent Management tab in main icon and click on Bottling Unit sub tab

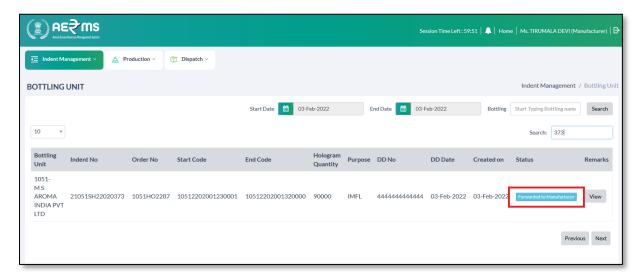


• Search for Indent Number after displaying the Indent in Manufacturer login.

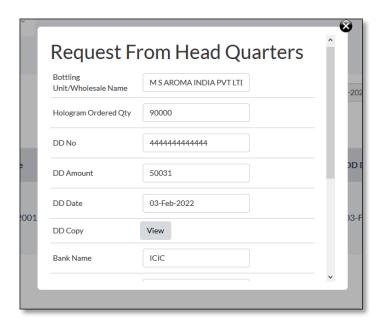




• After that click on Forwarded to Manufacturer button in Status filed

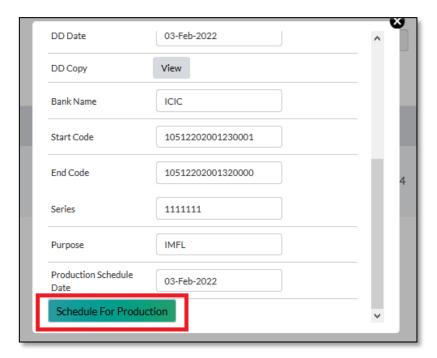


• Getting popup Request for head quarters Indent after that click on Schedule for Production Button in manufacturer login.

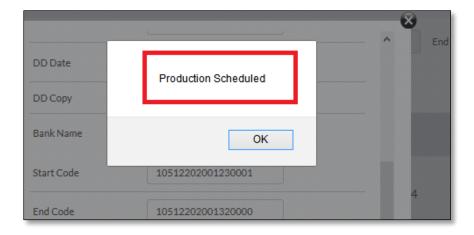


• Verify all details after click on Schedule for production Button





Click Schedule for production Button after that popup Message is displayed Production Scheduled

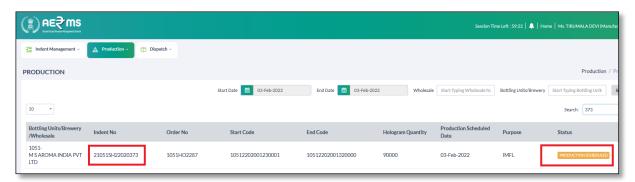


• After click on Production tab in manufacturer login

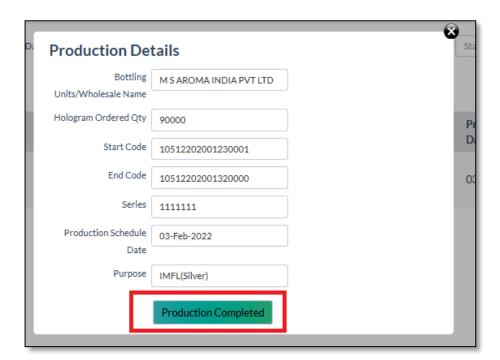




• Search for Indent Number after displaying the Indent in Manufacturer login.

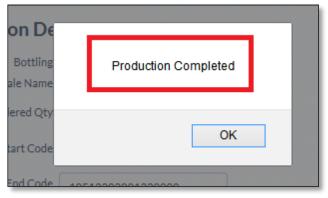


 Click on Production Schedule button in status field after getting pop Production details and then click on Production Completed button

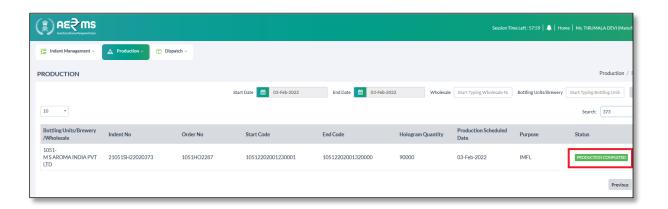


 Click on production Completed Button after that popup Message is displayed Production Completed

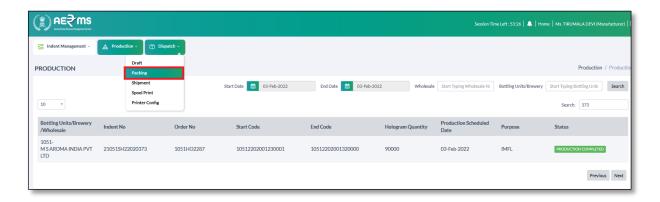




• After status is changed production completed in manufacturer login

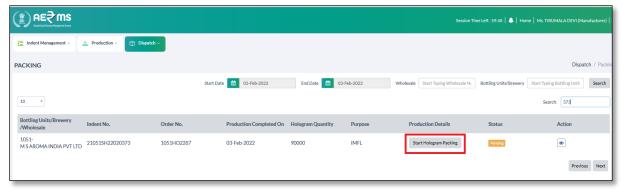


• Then click on Dispatch tab after we need to click packing sub tab.

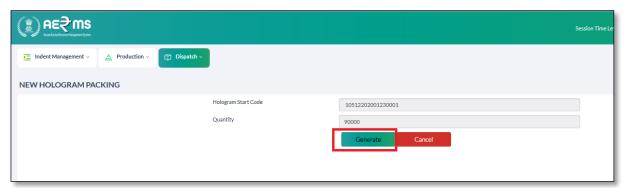


• Search for Indent Number after displaying the Indent in Manufacturer login.

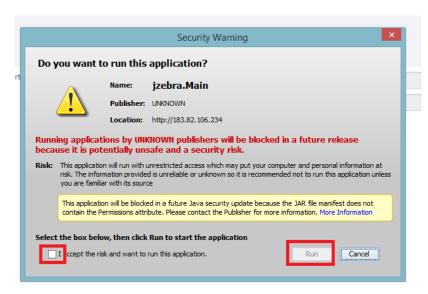




- Click on Start Hologram packing in production details field.
- New Hologram packing page is displaying

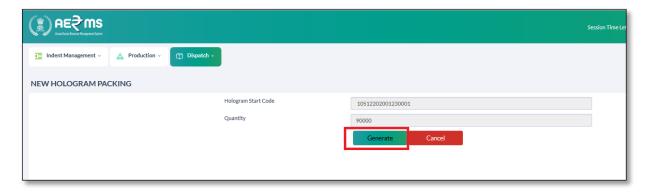


- Getting java plug-in security popup
- Select check box and click on Rum

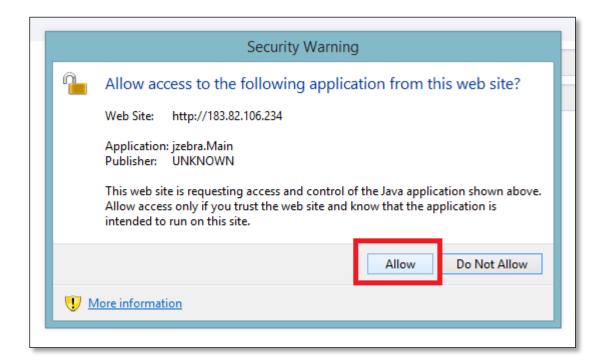




 After displaying New Hologram packing page and click on generate button



· Again security alert popup is getting and click on allow



- Automatically getting Spool & Cartoon Codes in TSC Printer
- Spool code start with **SB**, Cartoon code start with **89**

Spool code:





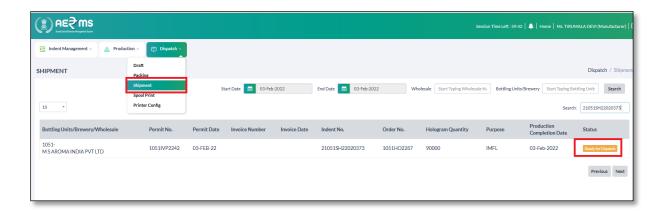
Cartoon code:



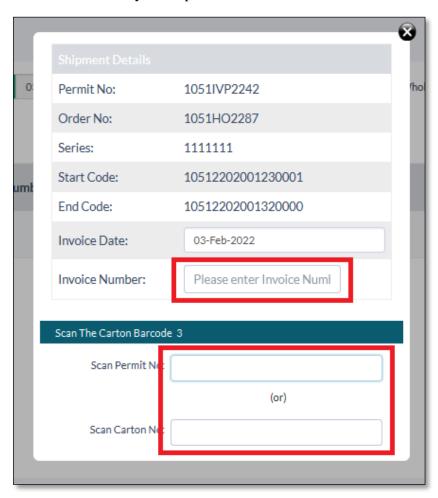
Automatically getting Spool & Cartoon Codes in TSC Printer .



• Completing the Spool and Cartoon bar code scanning process after indent go to shipment tab

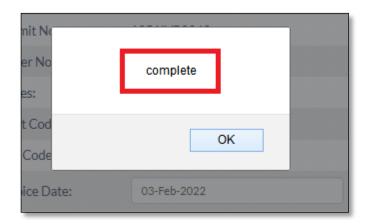


- Status is changed to displaying Ready to Dispatch
- We Need to click on ready to dispatch button in status field

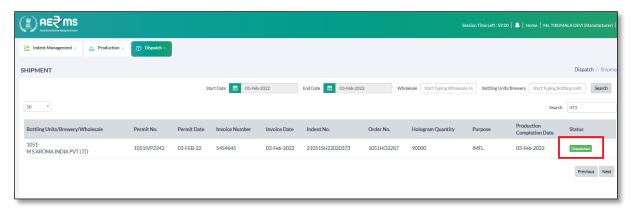




- After Getting pop for shipment details.
- Enter Invoice Number & given date for invoice
- Scan Permit No Or Scan Carton No after click on tab
- Getting popup complete



• Change status for Dispatch in manufacturer login shipment view page



• We need login Hologram IOE.

Hologram IOE:

• Login as Hologram IOE with valid user credentials

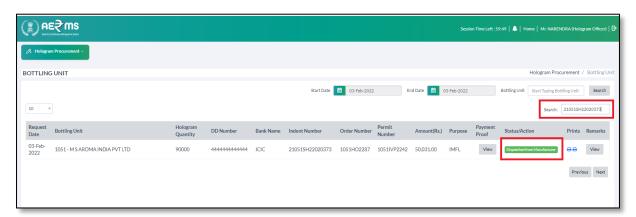




• Click on Hologram Procurement main icon



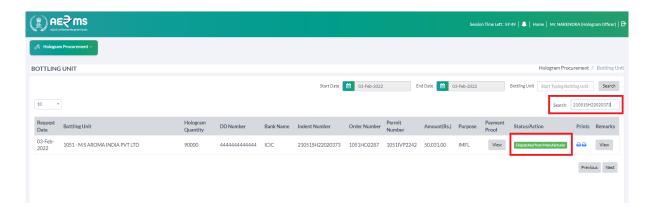
- Displaying Bottling unit view page and search indent number
- Status is displaying Dispatch from manufacturer



• Status is displaying Dispatch from manufacturer



• After we need to click dispatch from manufacturer button in status field



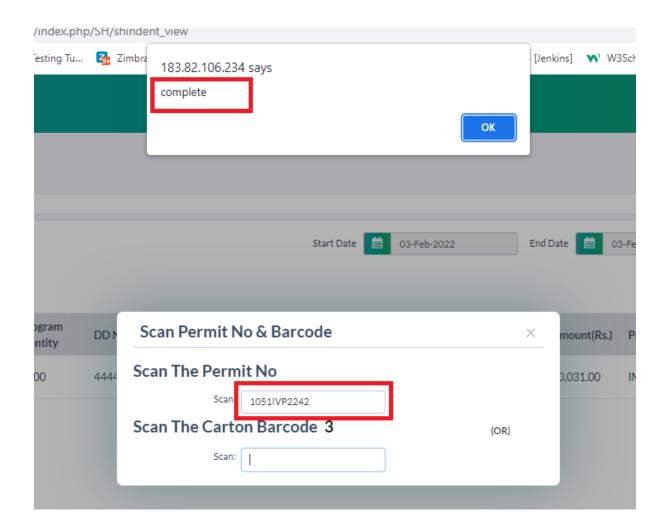
Displaying Popup page Scan Permit No & Barcode



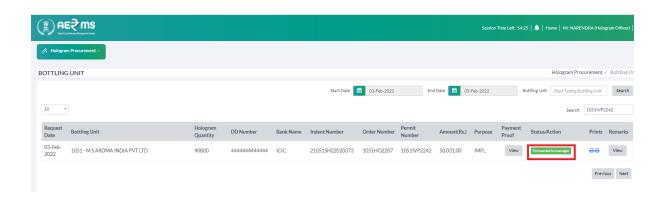
• User can Scan either permit No which is on permit dispatch print or Carton barcodes which are available on each carton



• Once scanning was completed after displaying popup is completed.



• After click on ok status was changed to Forwarded to Manager.

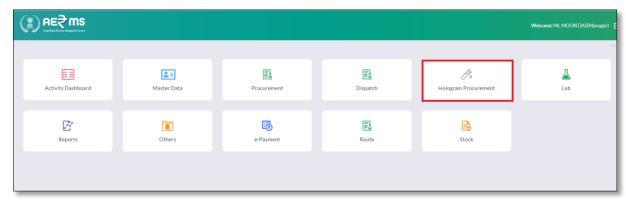


We need to login manager for bottling unit

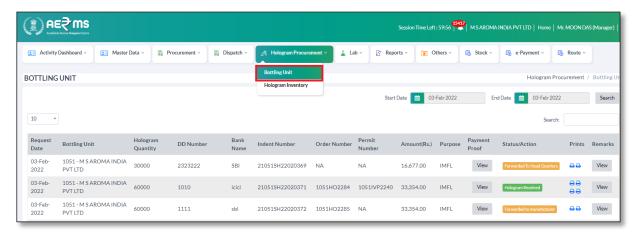


Bottling unit manager login:

 Once user is logged into the application as Clerk, a dashboard with modules will be shown.

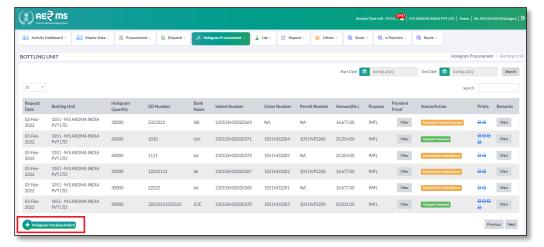


- User needs to click on Hologram Procurement Tab after click on sub tab Bottling unit
- User should go to Bottling unit Tab & click on .

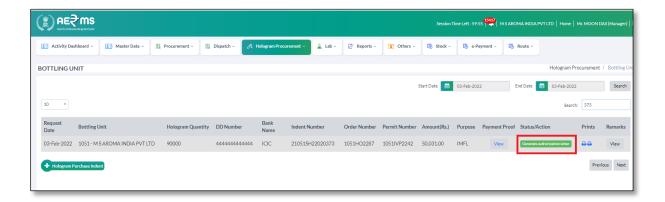


• Click on Bottling unit sub tab to Applicant login



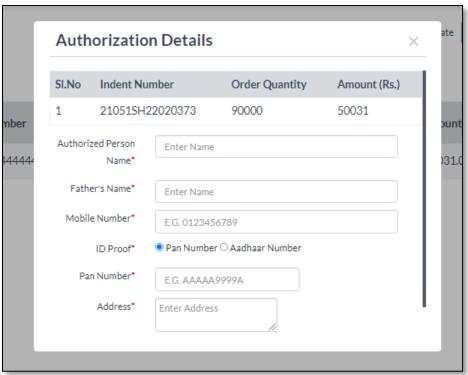


Click on Authorization letter button in status field



Displaying popup for authorization details

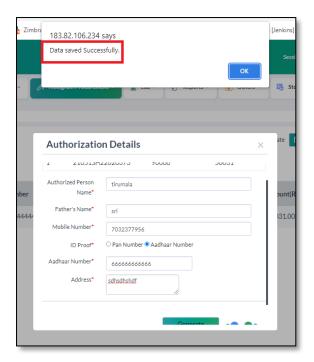




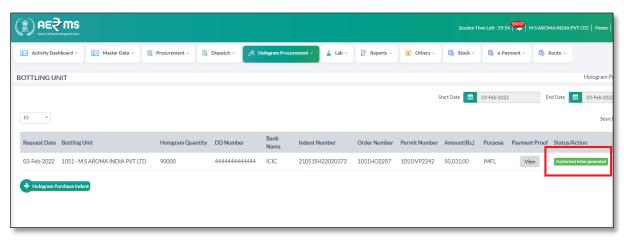
• Enter all mandatory filed after click on generate button in manager login

Pop up is getting data saved successfully





• After Status was changed Authorization letter generated



• We need to login for Hologram IOE



Hologram IOE:

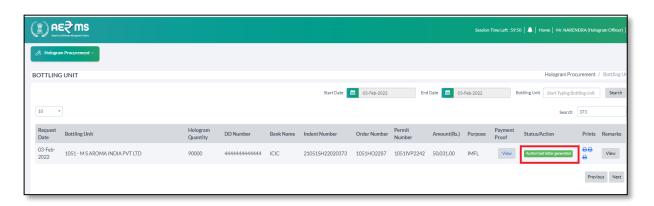
• Login as Hologram IOE with valid user credentials



Click on Hologram Procurement main icon



• Displaying Bottling unit view page and search indent number

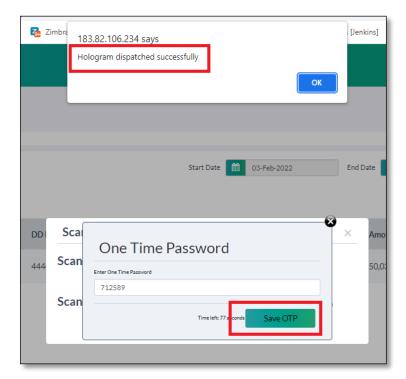


- After click on authorization letter generated button in status filed.
- Displaying popup Scan permit No.





- User can Scan either permit No which is on permit dispatch print or Carton barcodes which are available on each carton
- After completing the scanning process click on tab
- Displaying another popup One time Password and OTP send to authorization person
- Enter OTP and click on save button



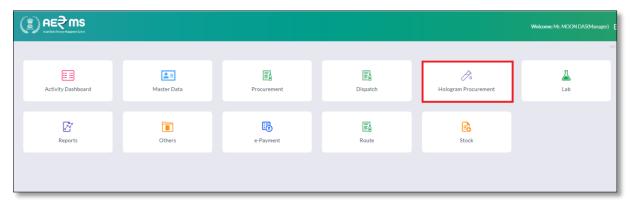
- After getting another popup Hologram dispatched successfully.
- Status was changed Dispatched From Hologram officer

We need to Login.

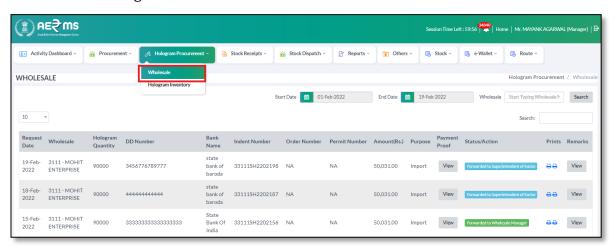


Wholesale Manager Login:

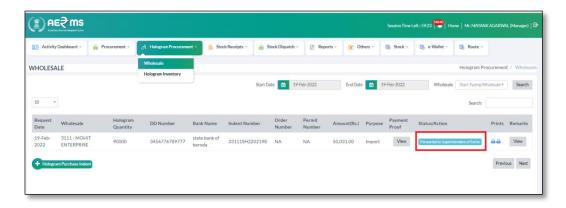
 Once user is logged into the application as Clerk, a dashboard with modules will be shown.



- User needs to click on Hologram Procurement Tab after click on sub tab Bottling unit
- User should go to Wholesale Tab & click on .



 Search indent number and click on dispatch from Hologram officer button in status filed



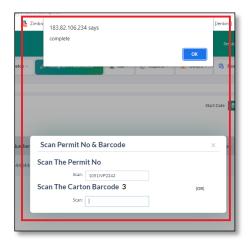
• Displaying popup Scan permit No & Barcode



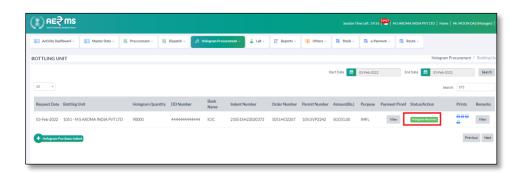
• User can Scan either permit No which is on permit dispatch print or Carton barcodes which are available on each carton



• After completing the Scanning displaying pop up complete



• Click on OK status was changed Hologram Received



Completing the Hologram Process

1.Authorization Letter:



Authorization Letter

(Authority letter to receive Holograms from the Hologram Unit Guwahati for FY 2021-2022)

To,

The Officer-In-Charge, Hologram Unit- Guwahati Department of Excise, Assam

)etails of the Authorized person to receive the Holograms:

Authorized person name : tirumala

Father's Name : sri

 Address
 : sdhsdhshdf

 Mobile Number
 : 7032377956

 Aadhaar Number
 : 66666666666

lame & Address of the Distillery/Bottling Unit:

1 S AROMA INDIA PVT LTD , \$RAHMAPUTRA INDUSTRIAL PARK,PLOT NO 59-60B,VILLAGE SILA, , 'O - CHANGSARI,NORTH GUWAHATI,KAMRUP, ASSAM , ASSAM , 781101

It is certified that the above person is authorised to receive the Holograms from the Hologram Unit-Guwahati on submission of valid requisition letter. Specimen signature of the authorised person is attested.

2. Hologram Requisition Letter:



Name of the Distillery/Bottling Unit: M S AROMA INDIA PVT LTD

HOLOGRAM REQUISITION LETTER

Ref 21051SH22020373 Dated 03-FEB-2022

To,

Manufacture- Guwahati (Assam)

Sub:Request for issue of Holograms

Sir,

The subject letter, requested to kindly issue Reference to you are us M S AROMA INDIA PVT LTD the holograms to affix on the bottles as

follows:

 1.Holograms for IMFL
 :
 90000(Nos.)

 Total Holograms
 :
 90000(Nos.)

For this, we have enclosed a DD of Rs. 50031 in favour of Manufacture Vide DD No 44444444444 dated 03-FEB-2022 Drawn on ICIC.

Mr. MOON DAS

Mr. MOON DAS BRAHMAPUTRA INDUSTRIAL PARK,PLOT NO 59-60B,VILLAGE SILA, PO -CHANGSARI,NORTH Mr.
PRITOM
BARUA
BRAHMAPUTRA
INDUSTRIAL
PARK,PLOT
NO 5960B,VILLAGE
SILA, PO CHANGSARI,NORTH
GUWAHATI,KAMRUP,

pure.

Sanjeev Kumar Medhi Housefed Complex, Dispur, Guwahati-06 Dispur Assam

3. Officer In charge Letter:

Name of the Distillery/Bottling Unit: M S AROMA INDIA PVT LTD

Ref 21051SH22020373 Dated 03-FEB-2022

To,

Commissioner of Excise, Assam Housefed Complex- Guwahati

It is certified that M S AROMA INDIA PVT LTD is having available stock as detailed above and you are requested to kindly approve the requisition for total 90000 (Nos.) of Holograms as per above requisition

Ald ...

Mr. MOON DAS BRAHMAPUTRA INDUSTRIAL PARK,PLOT NO 59-60B,VILLAGE SILA, PO-CHANGSARI,NORTH GUWAHATI,KAMRUP, ASSAM Assam -781101 Manager Mr.
PRITOM
BARUA
BRAHMAPUTRA
INDUSTRIAL
PARK, PLOT
NO 5960B, VILLAGE
SILA, PO CHANGSARI, NORTH
GUWAHATI, KAMRUP,
ASSAM

ASSAM Assam -781101 Officer

pure.

Sanjeev Kumar Medhi Housefed Complex, Dispur, Guwahati-06 Dispur,Assam Assam Guwahati-781006 Additional Commissioner of Excise, Assam



4. Hologram Dispatch Permit:



${\bf GOVERNMENT\ OF\ ASSAM}$ OFFICE OF THE COMMISSIONER OF EXCISE ::ASSAM::GUWAHATHI

HOLOGRAM DISPATCH PERMIT

Bottling Unit Name : $M \otimes AROMA INDIA PVT LTD$

 Indent Number
 :
 21051SH22020373

 Indented Quantity
 :
 90000

 Purpose
 :
 IMFL

 Invoice number
 :
 5454645

 Issue Date
 :
 03-Feb-2022

 Permit number
 :
 1051IVP2242

 Hologram Start No
 :
 10512202001230001

 Hologram End No
 :
 10512202001320000





Mr. NARENDRA

Hologram Officer