



User Manual

LICENSE RENEWAL OFFLINE PROCESS





LICENSE RENEWAL OFFLINE PROCESS

Login Page For Applicant :

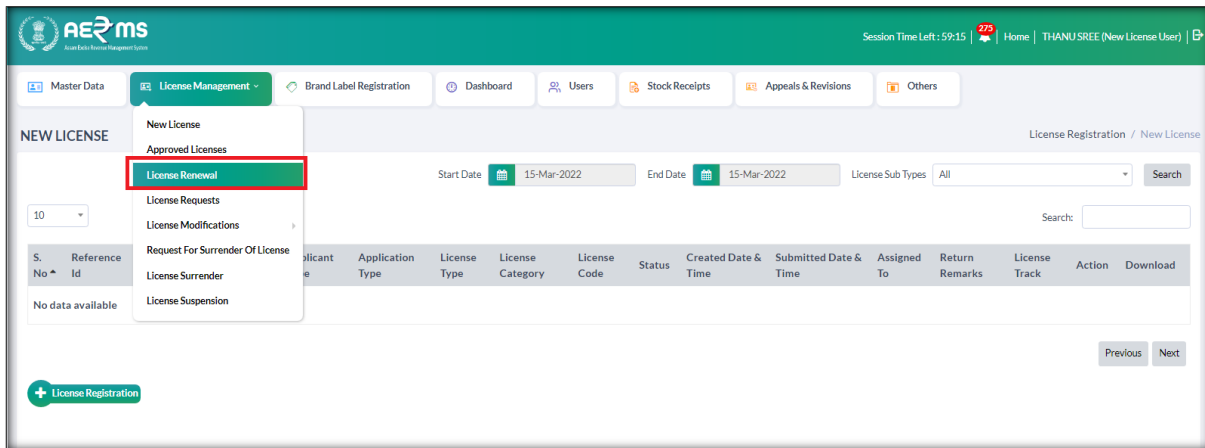
- User needs to access the web application using the provided URL <https://stateexcise.assam.gov.in>
- Once login page Renewal, Application should provide valid credentials and should click on login.

- Once user is logged into the application as Click on login button modules will be shown.

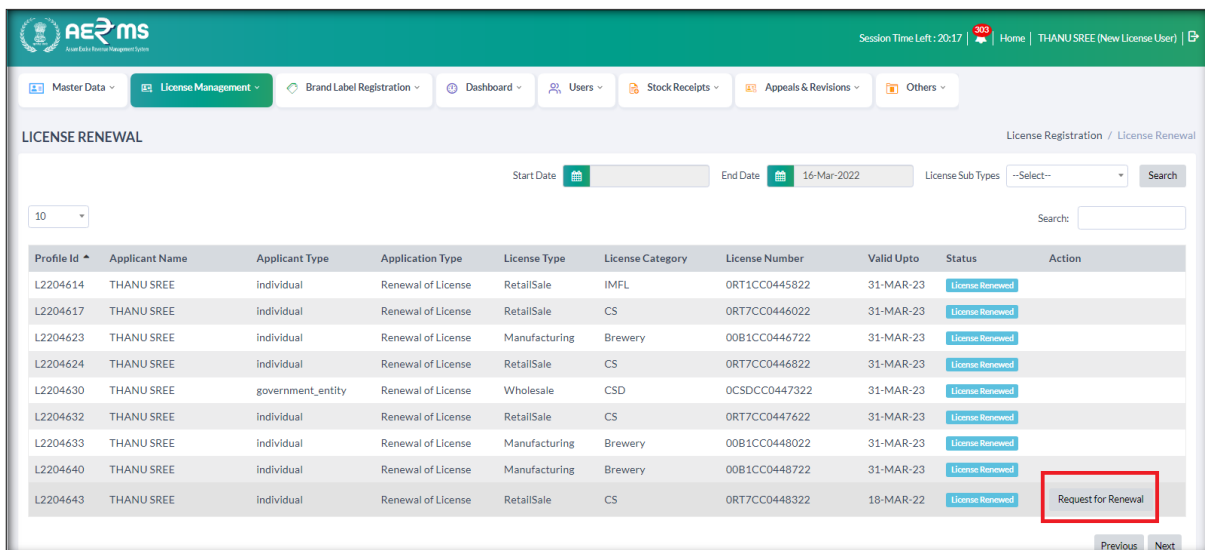
- User needs to click on License management Tab after click on sub tab License Renewal



User should go to License Management Tab & click on .



Click on License Renewal sub tab to Applicant login.



Profile Id	Applicant Name	Applicant Type	Application Type	License Type	License Category	License Number	Valid Upto	Status	Action
L2204614	THANU SREE	individual	Renewal of License	RetailSale	IMFL	ORT1CC0445822	31-MAR-23	License Renewed	
L2204617	THANU SREE	individual	Renewal of License	RetailSale	CS	ORT7CC0446022	31-MAR-23	License Renewed	
L2204623	THANU SREE	individual	Renewal of License	Manufacturing	Brewery	00B1CC0446722	31-MAR-23	License Renewed	
L2204624	THANU SREE	individual	Renewal of License	RetailSale	CS	ORT7CC0446822	31-MAR-23	License Renewed	
L2204630	THANU SREE	government_entity	Renewal of License	Wholesale	CSD	0CSDCC0447322	31-MAR-23	License Renewed	
L2204632	THANU SREE	individual	Renewal of License	RetailSale	CS	ORT7CC0447622	31-MAR-23	License Renewed	
L2204633	THANU SREE	individual	Renewal of License	Manufacturing	Brewery	00B1CC0448022	31-MAR-23	License Renewed	
L2204640	THANU SREE	individual	Renewal of License	Manufacturing	Brewery	00B1CC0448722	31-MAR-23	License Renewed	
L2204643	THANU SREE	individual	Renewal of License	RetailSale	CS	ORT7CC0448322	18-MAR-22	License Renewed	Request for Renewal

- Click on 'Request for Renewal' Button to Raise the Request.
- Getting License Renewal page
- Fill the all mandatory fields.



- Select Payment Mode (Online or Off line process)
- If Select Offline payment mode for renewal process
- Upload the supporting document (Sanction Order) required while License Renewal Process.

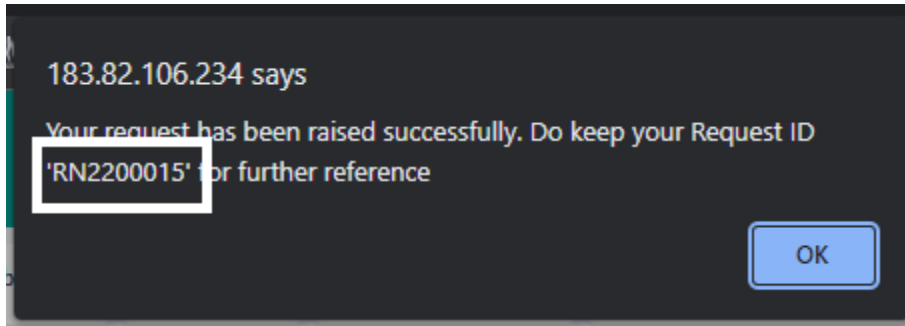
The screenshot shows the 'LICENSE RENEWAL' form in the AERMS system. The 'Payment Mode' dropdown menu is open, showing 'Online' and 'Offline' options. The 'Sanction Order' field has a 'Choose File' button highlighted with a red box. The 'Remarks' field is empty. A 'Submit' button is visible at the bottom right.

- Enters the Remarks against the License renewal flow for raise request by Applicant to higher authority and Click on Submit Button .

The screenshot shows the 'LICENSE RENEWAL' form in the AERMS system. The 'Remarks' field is filled with 'SUBMIT THE APPLICATION'. The 'Submit' button is visible at the bottom right.



- Fill all details and submit the Application to higher authority for approve the renewal fee
- Once submit the application Next system automatically generate **Request ID** & status is automatically change forwarded to Excise Superintendent.
- After getting confirmation popup with request ID



- Click on OK Button Application submitted to higher authority
- Next we need to login superintendent of excise

Superintendent of excise login:

- Login as Inspector of excise with valid user credentials



- Click on License Management main Icon after login Superintendent of Excise login



Activity Dashboard Master Data **License Management** Paramilitary Dashboard Brand Label Registration

Distillery Bottling Unit Brewery Wholesale Denatured Wholesale Absolute Alcohol

Company Wholesale CSD Wholesale URC Retailer Vigilance Hologram Procurement

Record Management Reports Others e-Payment RTI Transit Pass

- Next click on License Request sub tab & Search request ID in Search Field.

NEW LICENSE

Start Date: 19-Mar-2022 End Date: 19-Mar-2022 License Sub Types: All Search

Search:

S. No	Reference Id	Applicant Name	Business Name	License Type	License Category	License Code	Status	Created Date & Time	Submitted Date & Time	Assigned To	Return Remarks	License Track	Action	Download
No data available														

- Search for Request ID after displaying the License request View page Superintendent of excise login

RENEWAL REQUESTS

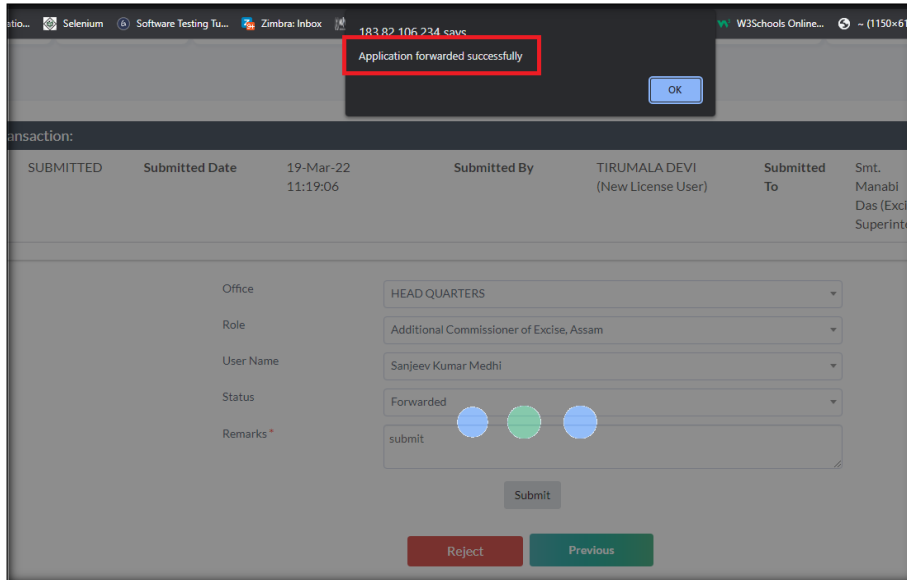
Start Date: 04-Mar-2022 End Date: 19-Mar-2022 License Sub Types: --Select-- Search

Search: **L2204558**

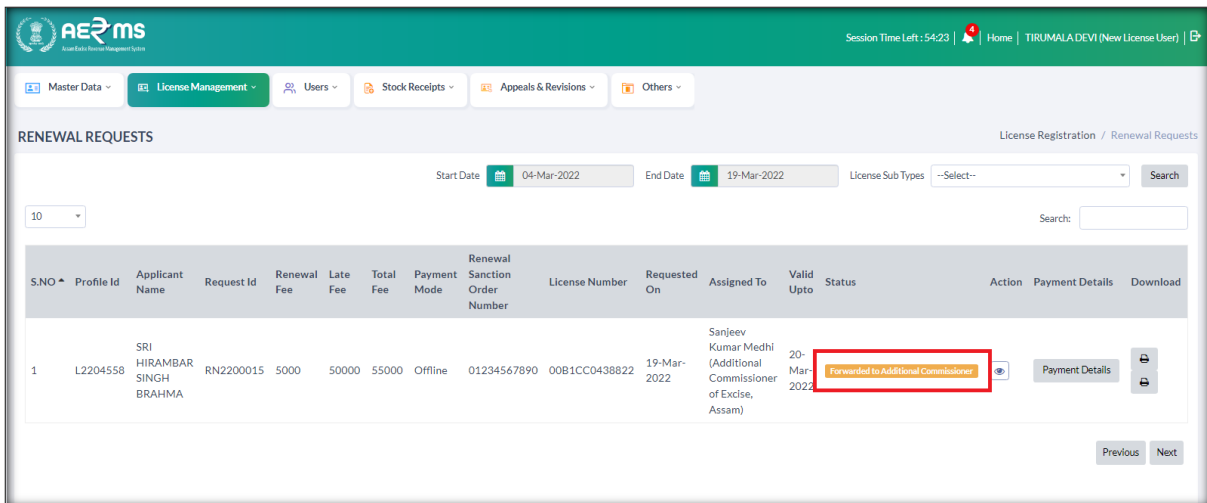
S.NO	Profile Id	Applicant Name	Request Id	Renewal Fee	Late Fee	Total Fee	Payment Mode	Renewal Sanction Order Number	License Number	Requested On	Assigned To	Valid Upto	Status	Action	Payment Details	Download
7	L2204558	SRI HIRAMBAR SINGH BRAHMA	RN2200015	5000	50000	55000	Offline	01234567890	00B1CC0438822	19-Mar-2022	Smt. Manabi Das (Excise Superintendent)	20-Mar-2022	Forwarded to Excise Superintendent	Payment Details		



- Then superintendent of Excise enter valid remarks after submit the application to application



- Getting popup page Application forwarded to successfully



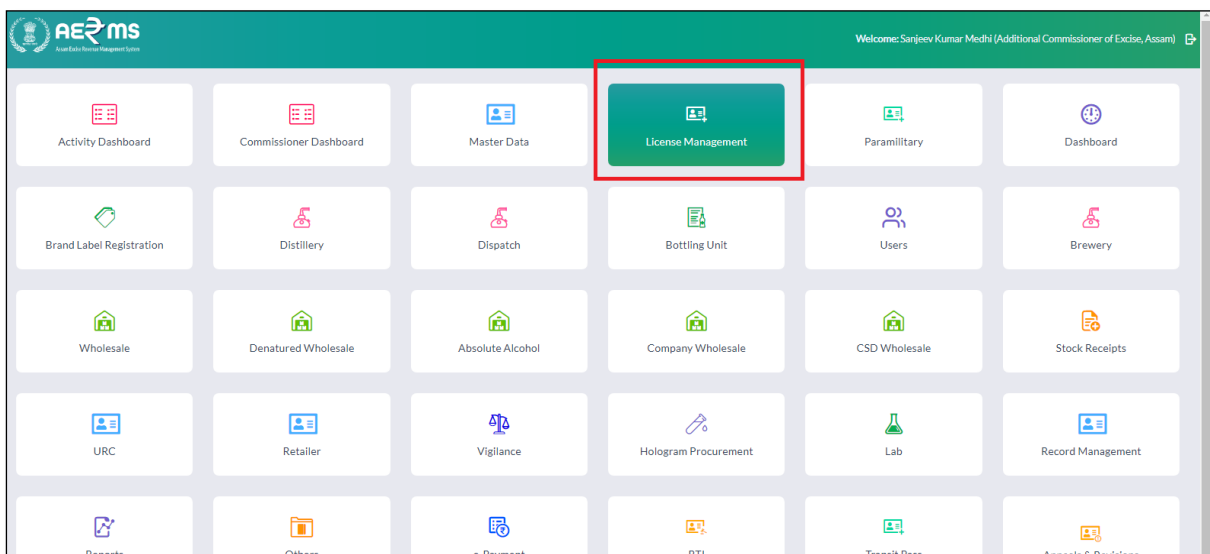
- Status is change application is Forwarded to Additional Commissioner
- We need to login A login Additional Commissioner Login

Additional Commissioner Login:

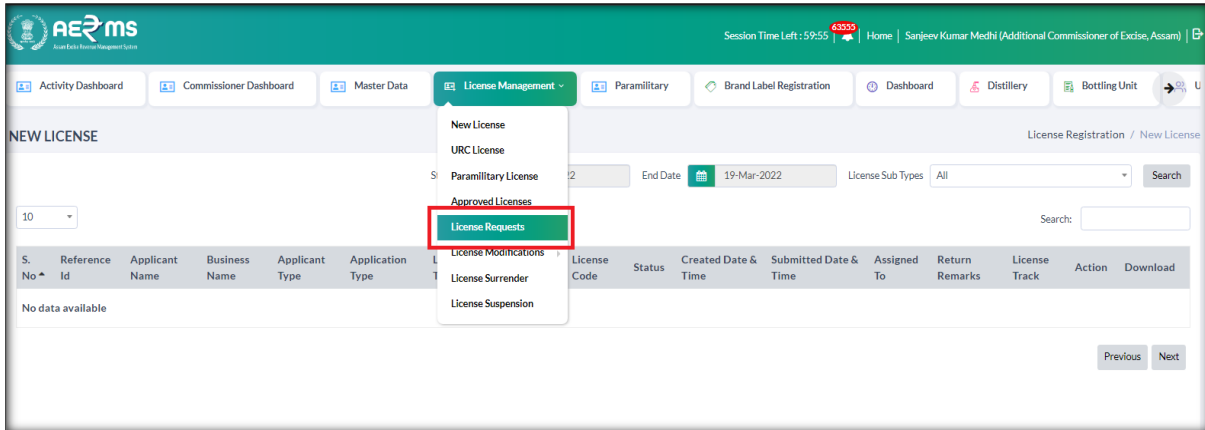
- Login with valid credential & given verification code after click on login



- Getting additional commissioner home page then click on License Management main icon



- Displaying multiple of sub tabs but additional commissioner need go to click on License Request tab



NEW LICENSE

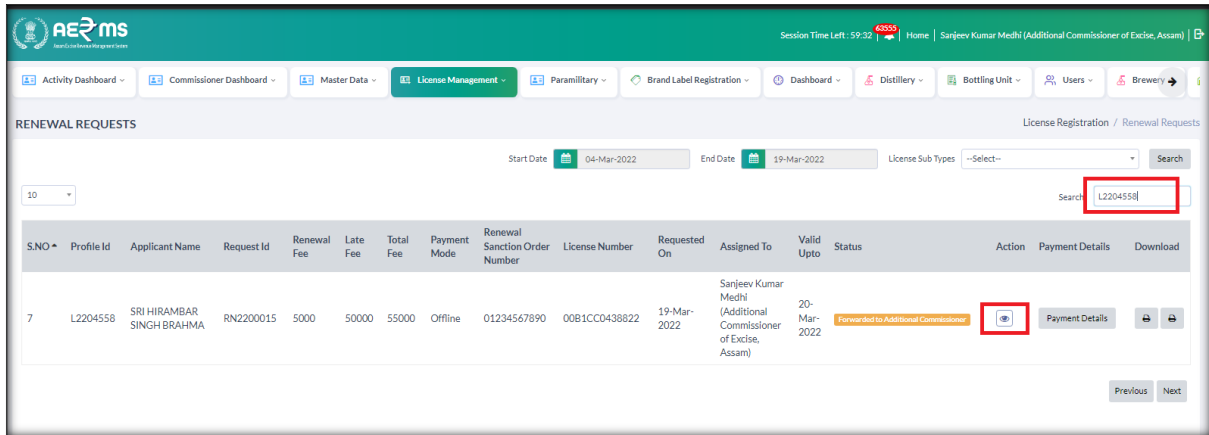
License Registration / New License

Start Date: 19-Mar-2022 | License Sub Types: All

Search: []

S. No	Reference Id	Applicant Name	Business Name	Applicant Type	Application Type	License Code	Status	Created Date & Time	Submitted Date & Time	Assigned To	Return Remarks	License Track	Action	Download
No data available														

- After displaying renewal request view page search profile ID



RENEWAL REQUESTS

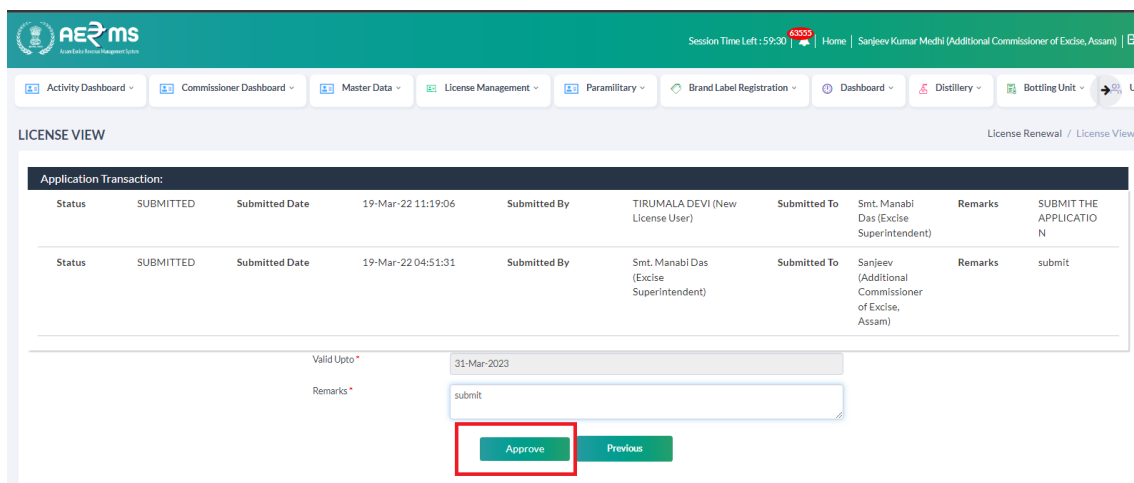
License Registration / Renewal Requests

Start Date: 04-Mar-2022 | End Date: 19-Mar-2022 | License Sub Types: --Select--

Search: [L2204558]

S.NO	Profile Id	Applicant Name	Request Id	Renewal Fee	Late Fee	Total Fee	Payment Mode	Renewal Sanction Order Number	License Number	Requested On	Assigned To	Valid Upto	Status	Action	Payment Details	Download
7	L2204558	SRI HIRAMBAR SINGH BRAHMA	RN2200015	5000	50000	55000	Offline	01234567890	00B1CC0438822	19-Mar-2022	Sanjeev Kumar Medhi (Additional Commissioner of Excise, Assam)	20-Mar-2022	Forwarded to Additional Commissioner	[Action]	Payment Details	[Download]

- Status automatically change forwarded to Additional commissioner
- Click on action button & enter remarks approve the license application .



LICENSE VIEW

License Renewal / License View

Application Transaction:

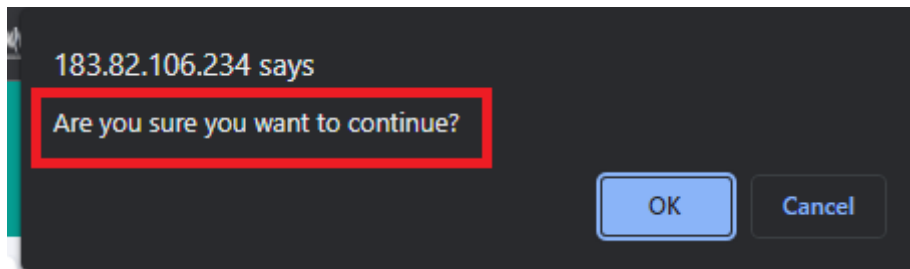
Status	Submitted Date	Submitted By	Submitted To	Remarks
SUBMITTED	19-Mar-22 11:19:06	TIRUMALA DEVI (New License User)	Smt. Manabi Das (Excise Superintendent)	SUBMIT THE APPLICATION
SUBMITTED	19-Mar-22 04:51:31	Smt. Manabi Das (Excise Superintendent)	Sanjeev (Additional Commissioner of Excise, Assam)	submit

Valid Upto: 31-Mar-2023

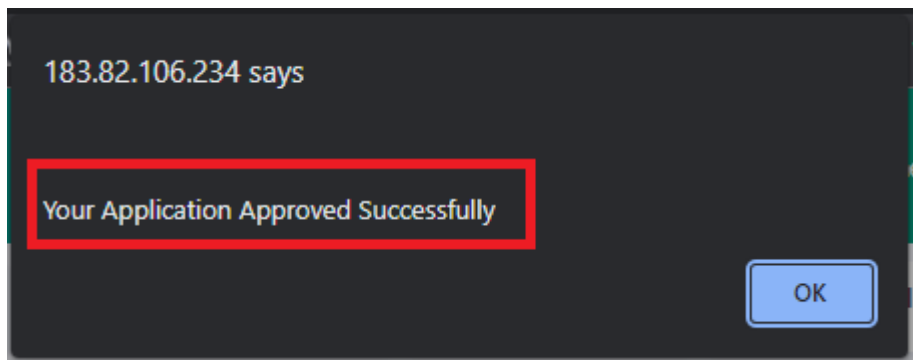
Remarks: submit

[Approve] [Previous]

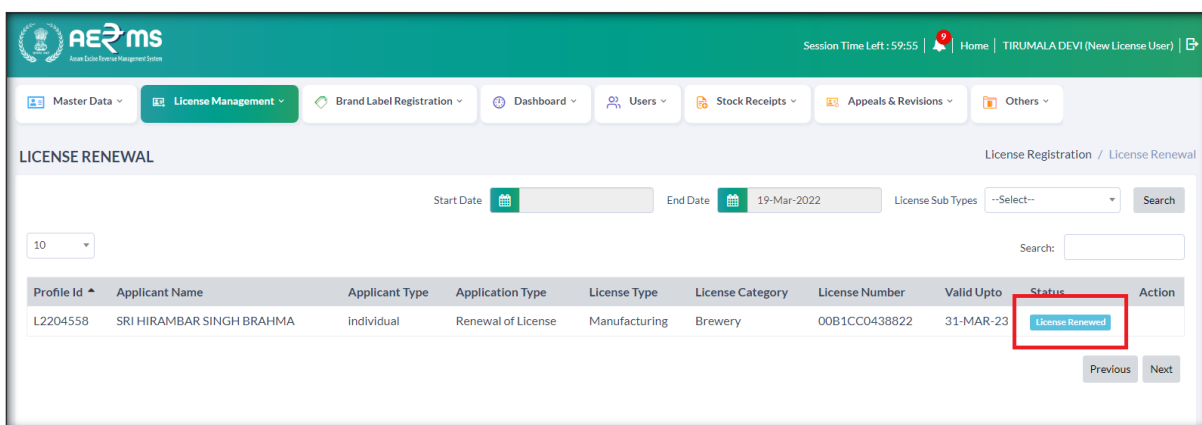
- Once approve the application after getting confirmation popup



- Click on OK Application approve successfully with next financial year.
- If click on Cancel application go to back & displaying with submit button and enter remarks field



- After that Status automatically Change License Renewal with 2023 march 31 shows



The screenshot shows the AEEMS web application interface. The top navigation bar includes the AEEMS logo, session time left (59:55), and user information (TIRUMALA DEVI (New License User)). The main menu includes options like Master Data, License Management, Brand Label Registration, Dashboard, Users, Stock Receipts, Appeals & Revisions, and Others. The "LICENSE RENEWAL" section is active, showing search filters for Start Date, End Date (19-Mar-2022), and License Sub Types. A table below displays the renewal details for a specific license.

Profile Id	Applicant Name	Applicant Type	Application Type	License Type	License Category	License Number	Valid Upto	Status	Action
L2204558	SRI HIRAMBAR SINGH BRAHMA	individual	Renewal of License	Manufacturing	Brewery	00B1CC0438822	31-MAR-23	License Renewed	

The "License Renewed" status in the table is highlighted with a red rectangular border. Navigation buttons "Previous" and "Next" are visible at the bottom right of the table area.

Successfully completed License Renewal Offline Process Flow

