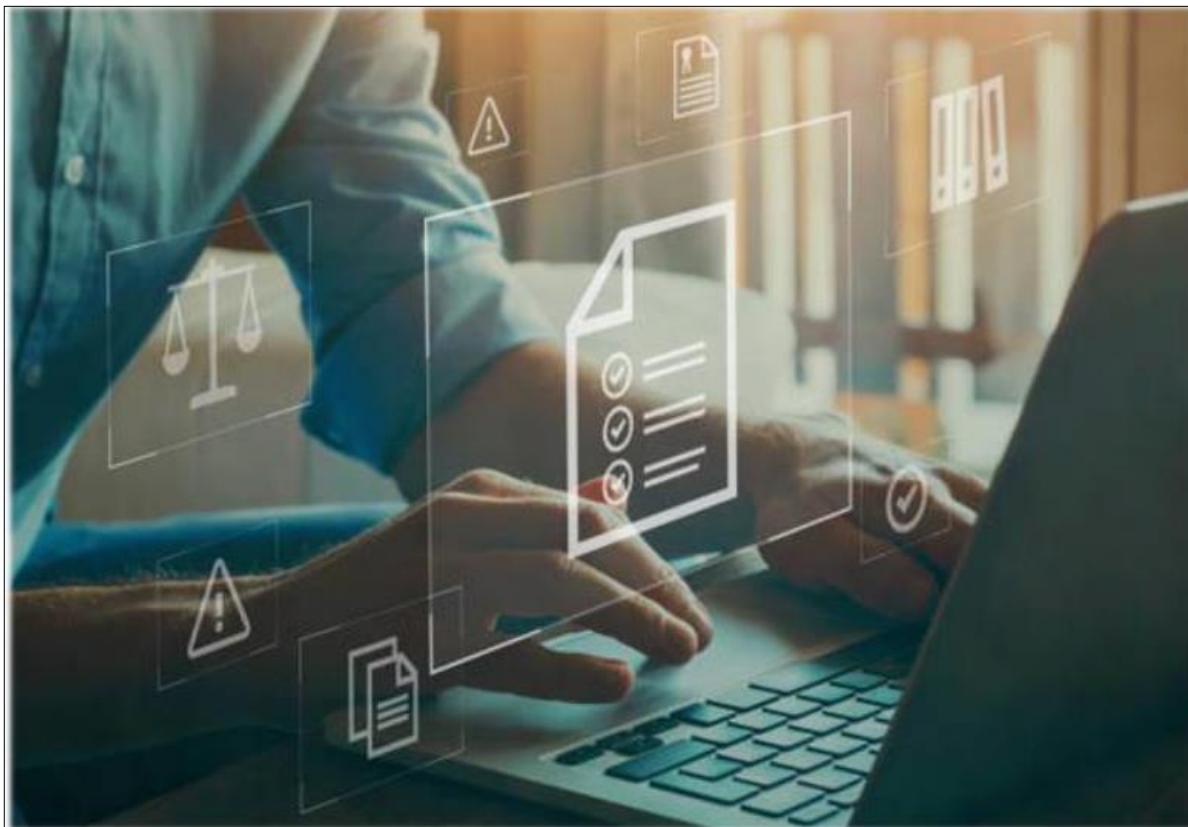




**Excise Department**  
**Government of Meghalaya**

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**C-TEL INFOSYSTEMS PVT. LTD**

**Hyderabad, Telangana**

**Bottling Unit Control & Regulation**

**User Reference Manual**

# Bottling Unit Control & Regulation User Reference Manual

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## Bottling Unit Control & Regulation User Reference Manual

### 1. Overview

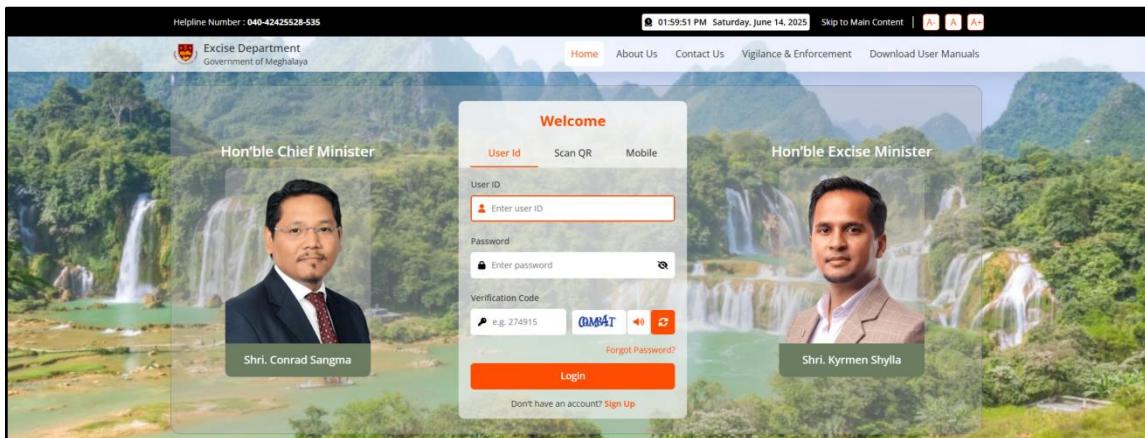
Control and regulation process in the bottling unit. This process includes spirit procurement, hologram procurement, permit generation, and stock dispatch. Spirit is procured and in-warded from approved suppliers, while holograms are received and tracked to ensure secure labeling. Based on stock availability, export permits are generated. Finally, stock is dispatched against valid permits(export and local) with proper documentation and tracking.

### 2. Spirit Procurement :

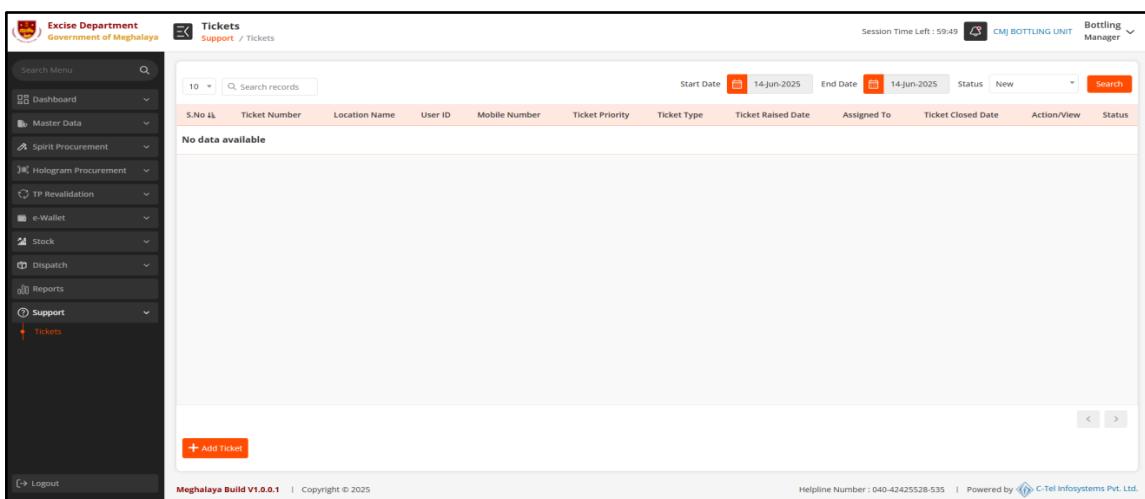
#### ❖ Central Application :

#### ❖ Bottling Unit Manager Login :

- ◆ Login to the below application by providing the valid username and password.



- ◆ After login, User can able to view the below screen.



- ◆ Then user need to select “Spirit Procurement” tab. After selecting the “Spirit Procurement” tab user can able to view the below screen.

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- ◆ After reaching to the above screen user need to select the “Distillery Permit” tab under “Spirit Procurement” tab. After selecting the “Distillery Permit” tab user can able to view the below screen.

- ◆ After reaching to the above screen user need to click on (+Indent). After clicking on (+Indent) option then below screen will be displayed.

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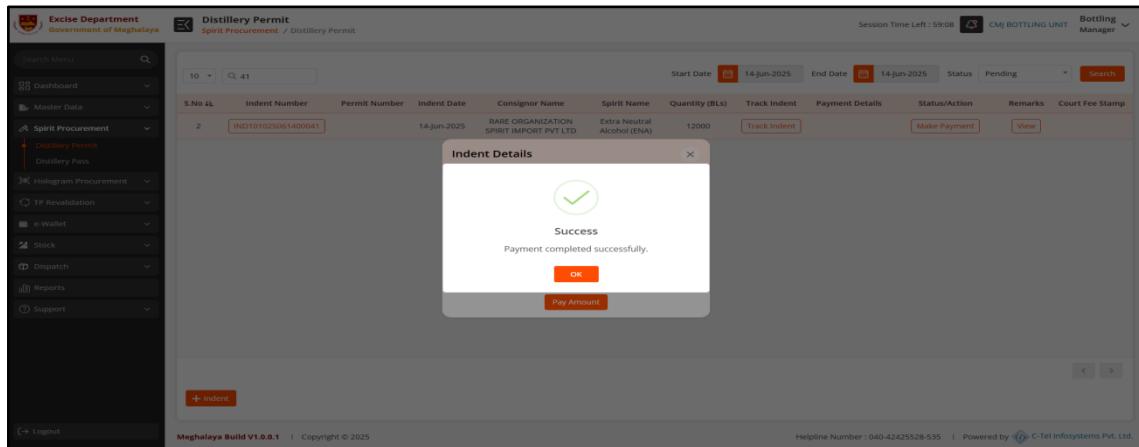
- ◆ After reaching to the above screen user need to fill all the necessary details and then need to click on “SAVE” option. After clicking on “SAVE” option below screen will be displayed.

- ◆ After reaching to the above screen user need to click on “OK” in the above displayed pop-up. After clicking on “OK” in the pop up request will be created successfully and request will be displayed in list view as below screen.

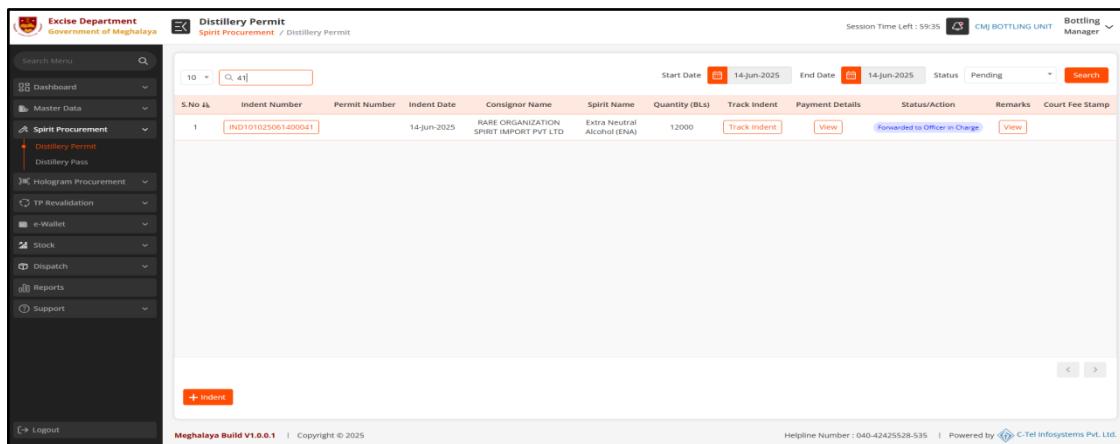
- ◆ After reaching to the above screen your need to click on “Make Payment” option. After clicking on “Make Payment” option below screen will be displayed.

## Bottling Unit Control & Regulation User Reference Manual

- ◆ Here user can choose the payment method like **Online/Wallet**. User has to choose one payment method and need to click on “**Pay Amount**” option. After successful payment below screen will be displayed.

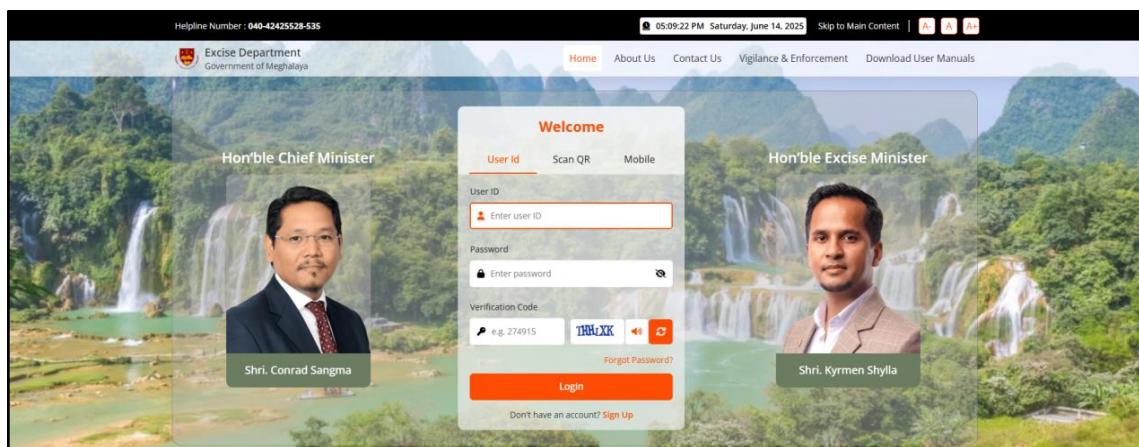


- ◆ After reaching to the above screen user need to click on “**OK**” button in the above mentioned pop up. After clicking on “**OK**” pop up and after successful payment request will be forwarded to IOE of the bottling unit. In list view request will be displayed as below.



### ❖ Bottling Unit IOE Login :

- ◆ Login to the below application by providing the valid username and password.



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- ◆ After login, Officer can able to view the below screen.

- ◆ Then officer need to select “Spirit Procurement” tab. After selecting the “Spirit Procurement” tab officer can able to view the below screen.

- ◆ After reaching to the above screen officer need to select the “Distillery Permit” tab under “Spirit Procurement” tab. After selecting the “Distillery Permit” tab officer can able to view the below screen.

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- ◆ After reaching to the above screen in list view pending permits will be displayed.

The screenshot shows the 'Distillery Permit' list view. The search bar contains 'Q\_41'. The table has columns: S.No, Indent Number, Permit Number, Indent Date, Consignor Name, Spirit Name, Quantity (BLs), Track Indent, Payment Details, Status/Action, Remarks, and Court Fee Stamp. One row is visible with the following data:

S.No	Indent Number	Permit Number	Indent Date	Consignor Name	Spirit Name	Quantity (BLs)	Track Indent	Payment Details	Status/Action	Remarks	Court Fee Stamp
2	IND101025061400041		14-Jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	12000	<a href="#">Track Indent</a>	<a href="#">View</a>	<a href="#">Forward</a>	<a href="#">View</a>	

Session Time Left: 56:42 | CMJ BOTTLING UNIT | Bottling Officer | Meghalaya Build V1.0.0.1 | Copyright © 2025 | Helpline Number: 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “Forward” option as shown in below screen.

The screenshot shows the 'Distillery Permit' list view, identical to the previous one, but with the 'Forward' button highlighted in a red box. The 'Forward' button is located in the 'Status/Action' column of the table.

Session Time Left: 54:23 | CMJ BOTTLING UNIT | Bottling Officer | Meghalaya Build V1.0.0.1 | Copyright © 2025 | Helpline Number: 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

- ◆ After clicking on “Forward” option a pop up will be opened as shown in below screen.

The screenshot shows a 'Forward Indent' dialog box. It contains the following fields:

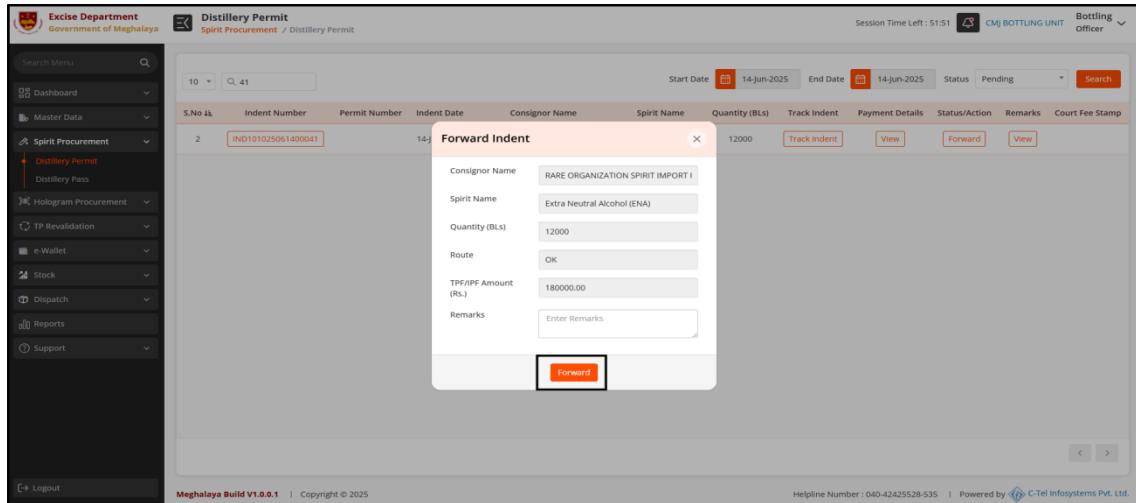
- Consignor Name: RARE ORGANIZATION SPIRIT IMPORT PVT LTD
- Spirit Name: Extra Neutral Alcohol (ENA)
- Quantity (BLs): 12000
- Route: OK
- TPI/PPI Amount (Rs.): 180000.00
- Remarks: Enter Remarks

At the bottom of the dialog box is a 'Forward' button.

Session Time Left: 52:59 | CMJ BOTTLING UNIT | Bottling Officer | Meghalaya Build V1.0.0.1 | Copyright © 2025 | Helpline Number: 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

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- ◆ After reaching to the above screen officer need enter the remarks and need to click on “Forward” option as shown in below screen.

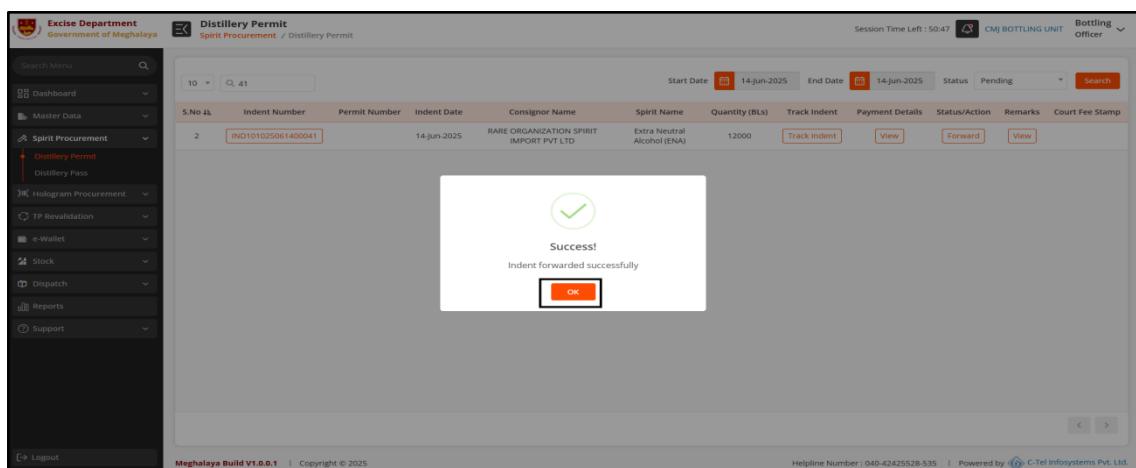


Forward Indent

Consignor Name	RARE ORGANIZATION SPIRIT IMPORT PVT LTD
Spirit Name	Extra Neutral Alcohol (ENA)
Quantity (BLs)	12000
Route	OK
TPF/IPF Amount (Rs.)	180000.00
Remarks	Enter Remarks

Forward

- ◆ After clicking on “Forward” option an alert pop up will be displayed as shown in below screen and user need to click on “OK” button as shown in below screen.

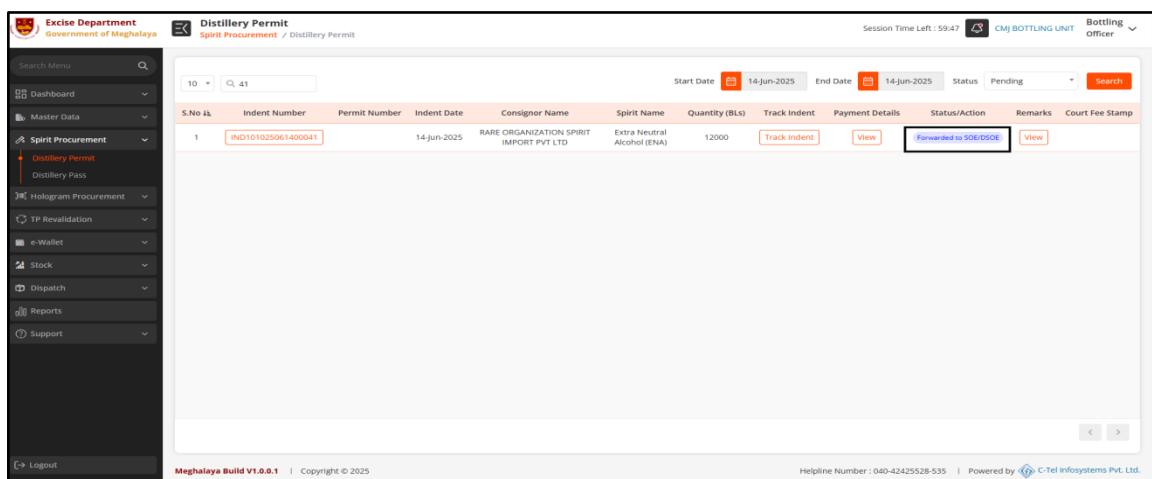


Success!

Indent forwarded successfully

OK

- ◆ After clicking on “OK” button request “status” will be shown as “Forwarded to SOE/DSOE” as shown in below screen.

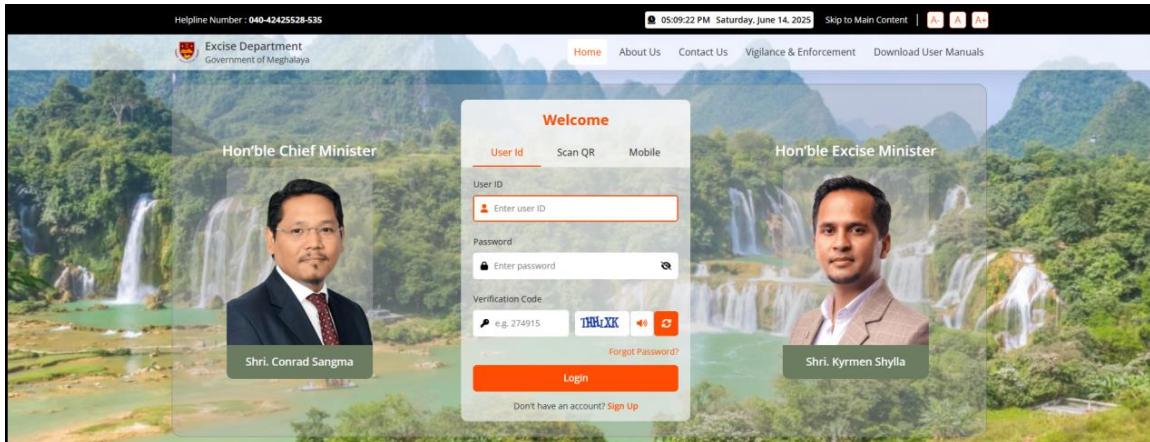


S.No	Indent Number	Permit Number	Indent Date	Consignor Name	Spirit Name	Quantity (BLs)	Track Indent	Payment Details	Status/Action	Remarks	Court Fee Stamp
1	IND101025061400041		14-Jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	12000	Track Indent	View	Forwarded to SOE/DSOE	View	

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### ❖ SOE/DSOE Login :

- ◆ Login to the below application by providing the valid username and password.



- ◆ After login, Officer can able to view the below screen. It is an activity dashboard where all the pending activities will be shown at one place as shown in below screen.

Location	Count
Bottling IMFL Local	6
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	0
State Bonded Warehouse	0
Military Canteen	0
Paramilitary	0
Retailer	6
Police Canteen	0
<b>Grand Total</b>	<b>12</b>

Process Name	Pending at	Count
License Registration	Superintendent of Excise	7
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
<b>Total</b>		<b>26</b>

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	6
License Registration	Assistant Commissioner STE	2
License Registration	Deputy Commissioner	0
License Registration	Joint Commissioner	0
License Registration	Secretary HQ	0
Brand Label Registration	Inspector of Excise HQ(OE)	2
Brand Label Registration	Joint Commissioner	0
License Modification	Dealing Assistant HQ	0
License Modification	Assistant Commissioner	0
<b>Total</b>		<b>10</b>

Process Name	Pending at	Count
License Registration	Commissioner	0
Brand Label Registration	Commissioner	1
License Modification	Commissioner	0
Bottling Permits	Commissioner	2
Central Bonded Warehouse Permits	Commissioner	0
State Bonded Warehouse Permits	Commissioner	0
<b>Total</b>		<b>3</b>

- ◆ After reaching to the above screen here officer having the two option.

Directly clicking on pending count forwarding the application to next level as shown in below screen.

(Or)

Click on “Bottling Unit” tab as shown in below screen.

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The screenshot shows the Excise Department Activity Dashboard. The left sidebar includes a search menu and links for Dashboard, Activity Dashboard, Production Dashboard, License Management, Brand Label Management, Hologram Procurement, Bottling Unit, Brewery, Bonded Warehouse, Military, Retailer, TP Revalidation, Vigilance, Reports, and Logout. The main content area displays four boxes: 'Pending Permits' (12), 'Pending at District Office' (26), 'Pending at Headquarters' (10), and 'Pending at Commissionerate' (156). Each box contains a table with columns for Process Name, Pending at, and Count. A red box highlights the 'Bottling Permits' row in the 'Pending at District Office' table. The bottom of the screen shows the Meghalaya Build V1.0.0.1 copyright notice and a helpline number.

- ◆ After reaching to the above screen officer need to select the “Distillery Permit” tab under “Bottling Unit” tab. After selecting the “Distillery Permit” tab officer can able to view the below screen.

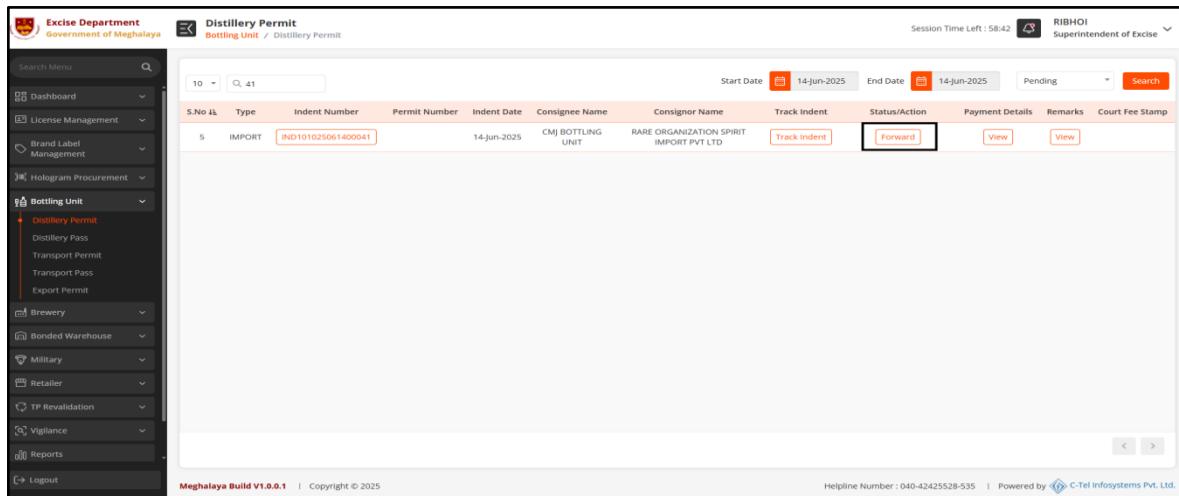
The screenshot shows the Distillery Permit list view. The left sidebar includes a search menu and links for Dashboard, License Management, Brand Label Management, Hologram Procurement, Bottling Unit, Distillery Permit (selected), Distillery Pass, Transport Permit, Transport Pass, Export Permit, Brewery, Bonded Warehouse, Military, Retailer, TP Revalidation, Vigilance, Reports, and Logout. The main content area displays a table of pending indents with columns for S.No, Type, Indent Number, Permit Number, Indent Date, Consignee Name, Consigner Name, Track Indent, Status/Action, Payment Details, Remarks, and Court Fee Stamp. A red box highlights the 'Track Indent' button for the first row. The bottom of the screen shows the Meghalaya Build V1.0.0.1 copyright notice and a helpline number.

- ◆ After reaching to the above screen officer can able to view the below screen where all the pending indents will be displayed in list view.

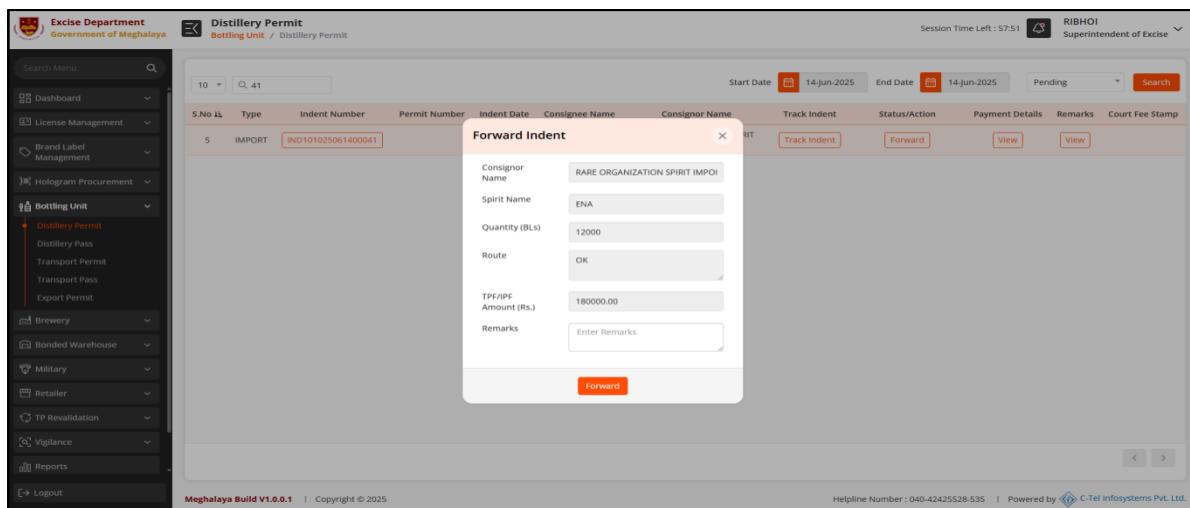
The screenshot shows the Distillery Permit list view. The left sidebar includes a search menu and links for Dashboard, License Management, Brand Label Management, Hologram Procurement, Bottling Unit, Distillery Permit (selected), Distillery Pass, Transport Permit, Transport Pass, Export Permit, Brewery, Bonded Warehouse, Military, Retailer, TP Revalidation, Vigilance, Reports, and Logout. The main content area displays a table of pending indents with columns for S.No, Type, Indent Number, Permit Number, Indent Date, Consignee Name, Consigner Name, Track Indent, Status/Action, Payment Details, Remarks, and Court Fee Stamp. A red box highlights the 'Forward' button for the first row. The bottom of the screen shows the Meghalaya Build V1.0.0.1 copyright notice and a helpline number.

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “Forward” option as shown in below screen.

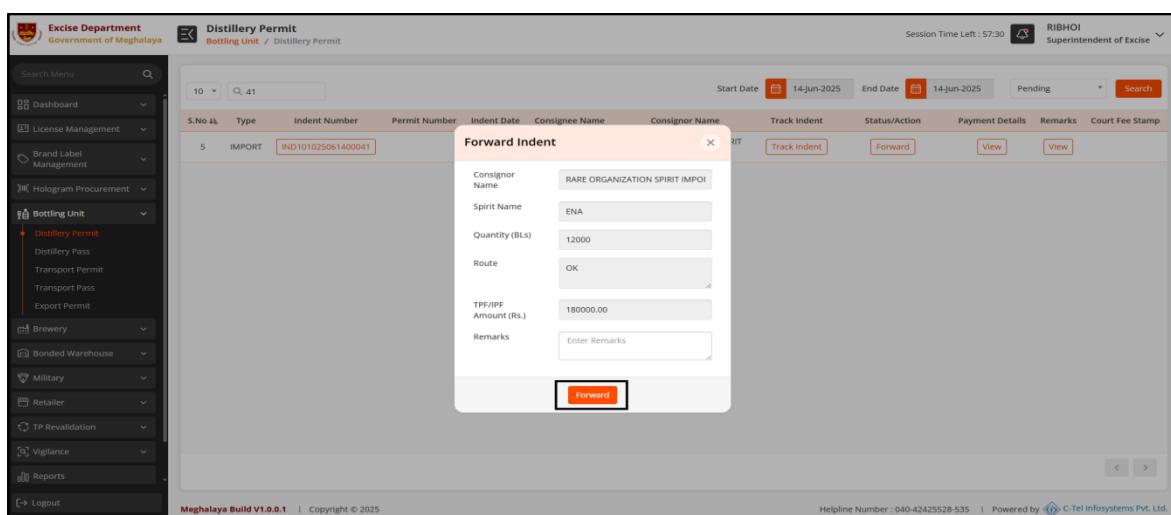
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- ◆ After clicking on “Forward” option a pop up will be opened as shown in below screen.

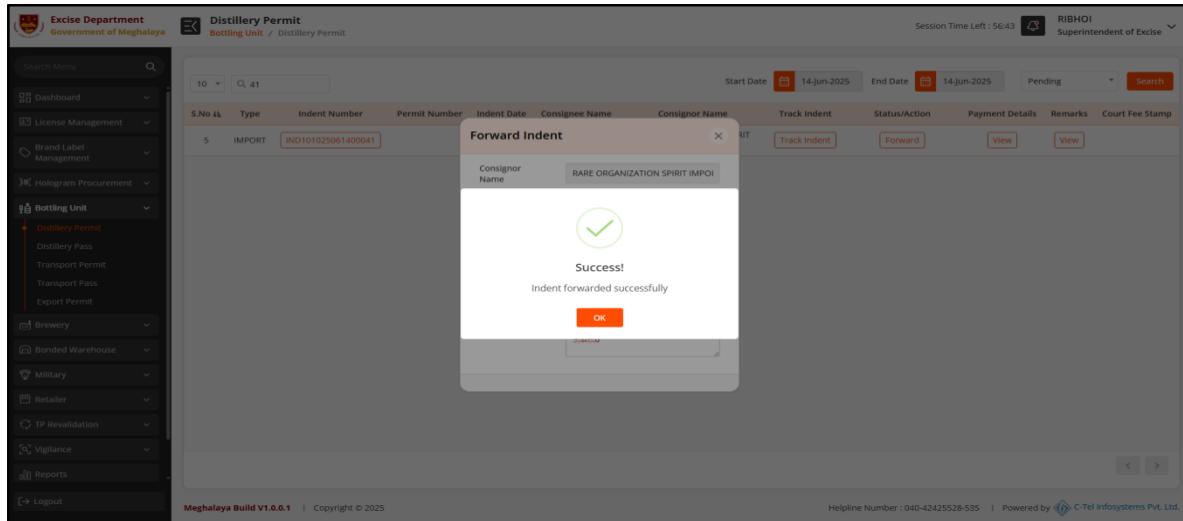


- ◆ After reaching to the above screen officer need enter the remarks and need to click on “Forward” option as shown in below screen.

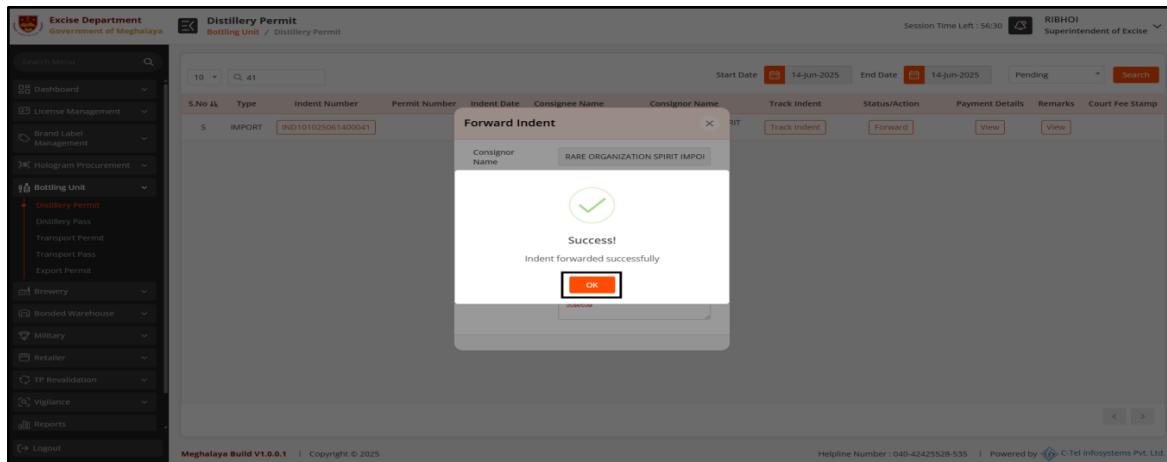


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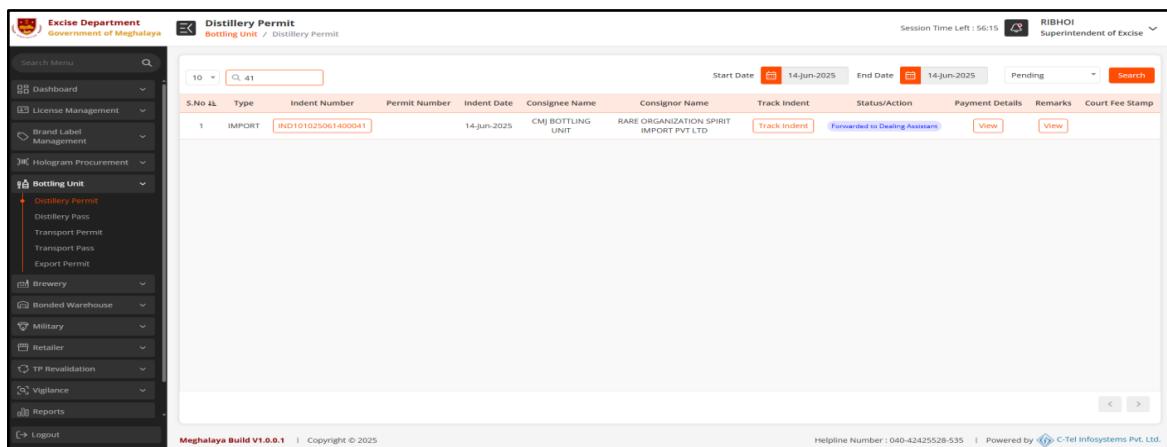
- ◆ After clicking on “Forward” option an alert pop up will be displayed as shown in below screen.



- ◆ After reaching to the above screen officer need to click on “OK” button as shown in below screen



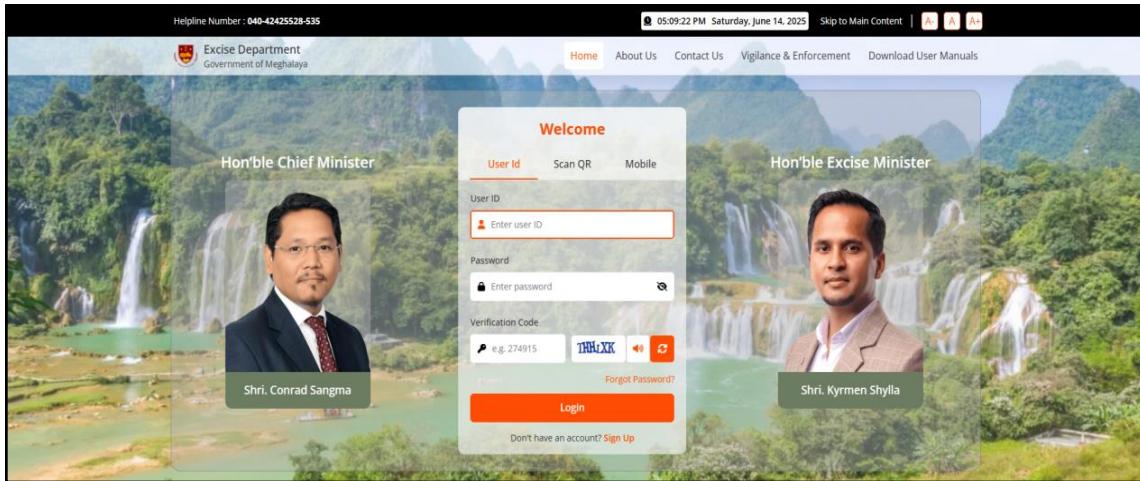
- ◆ After clicking on “OK” button request “status” will be shown as “Forwarded to Dealing Assistant” as shown in below screen.



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### ❖ Dealing Assistant Login :

- ◆ Login to the below application by providing the valid username and password.



- ◆ After login, Officer can able to view the below screen. It is an activity dashboard where all the pending activities will be shown at one place as shown in below screen.

- ◆ After reaching to the above screen here officer having the two option.

Directly clicking on pending count forwarding the application to next level as shown in below screen.

(Or)

Click on “Bottling Unit” tab as shown in below screen.

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The screenshot shows the Excise Department Activity Dashboard. On the left, a sidebar lists various modules: Officer dashboard, Activity Dashboard (highlighted in orange), Production Dashboard, License Dashboard, License Management, Brand Label Management, Hologram Procurement, Bottling Unit (highlighted in orange), Brewery, Bonded Warehouse, Military, Retailer, TP Revalidation, Vigilance, Reports, and Logout. The main content area is titled 'Activity Dashboard' and shows four boxes: 'Pending Permits' (47), 'Pending at District Office' (72), 'Pending at Headquarters' (66), and 'Pending at Commissionerate' (156). Below these are four detailed tables: 'Pending Permits' (listing locations like Bottling IMFL Local, Bottling IMFL Import, Brewery Export, Bottling IMFL Export, Wholesale IMFL, State Bonded Warehouse, Military Canteen, with a Grand Total of 45), 'Pending at District Office' (listing processes like License Registration, Modification, Bottling Permits, with a Total of 72), 'Pending at Headquarters' (listing processes like License Registration, Modification, Bottling Permits, with a Total of 66), and 'Pending at Commissionerate' (listing processes like License Registration, Modification, Bottling Permits, with a Total of 17). The bottom of the screen includes the text 'Meghalaya Build V1.0.0.1 | Copyright © 2025', 'Session Time Left: 59:22', and 'Sunil Thakur Dealing Assistant HQ'.

After reaching to the above screen officer need to select the “**Distillery Permit**” tab under “**Bottling Unit**” tab. After selecting the “**Distillery Permit**” tab officer can able to view the below screen

The screenshot shows the 'Distillery Permit' list view under the 'Bottling Unit' tab. The sidebar is identical to the previous dashboard. The main content area is titled 'Distillery Permit' and shows a table of pending indents. The table has columns: S.No, Type, Indent Number, Permit Number, Indent Date, Consignee Name, Consignor Name, Track Indent, Status/Action, Payment Details, Remarks, and Court Fee Stamp. Two entries are listed: 
 

S.No	Type	Indent Number	Permit Number	Indent Date	Consignee Name	Consignor Name	Track Indent	Status/Action	Payment Details	Remarks	Court Fee Stamp
1	IMPORT	IND101025061400041		14-jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	<a href="#">Track Indent</a>	<a href="#">Forward</a>	<a href="#">View</a>	<a href="#">View</a>	
2	IMPORT	IND101025061400040		14-jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	<a href="#">Track Indent</a>	<a href="#">Payment Pending</a>	<a href="#">View</a>	<a href="#">View</a>	

 The bottom of the screen includes the text 'Meghalaya Build V1.0.0.1 | Copyright © 2025', 'Session Time Left: 59:53', and 'Sunil Thakur Dealing Assistant HQ'.

◆ After reaching to the above screen officer can able to view the below screen where all the pending indents will be displayed in list view.

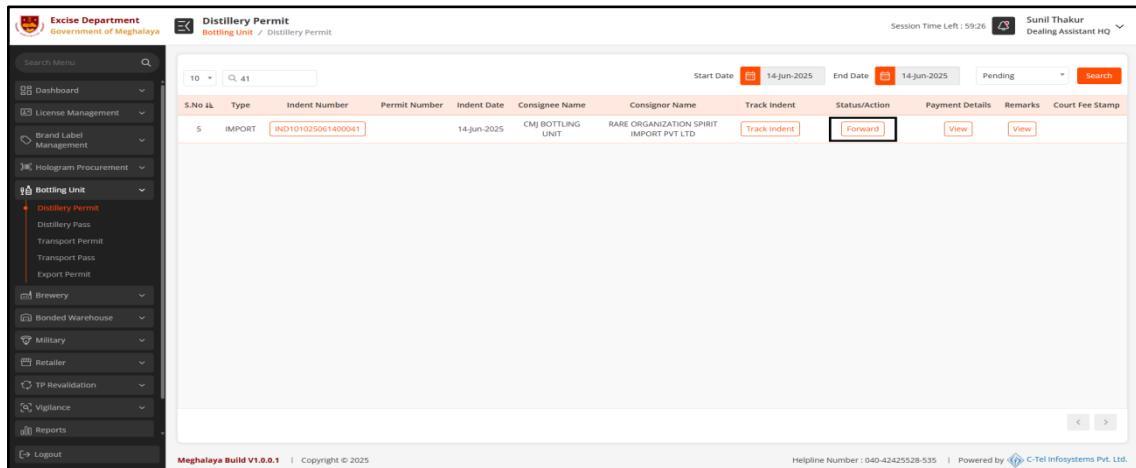
The screenshot shows the 'Distillery Permit' list view under the 'Bottling Unit' tab, with a search filter applied. The sidebar is identical. The main content area is titled 'Distillery Permit' and shows a table of pending indents. The table has columns: S.No, Type, Indent Number, Permit Number, Indent Date, Consignee Name, Consignor Name, Track Indent, Status/Action, Payment Details, Remarks, and Court Fee Stamp. One entry is listed: 
 

S.No	Type	Indent Number	Permit Number	Indent Date	Consignee Name	Consignor Name	Track Indent	Status/Action	Payment Details	Remarks	Court Fee Stamp
5	IMPORT	IND101025061400041		14-Jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	<a href="#">Track Indent</a>	<a href="#">Forward</a>	<a href="#">View</a>	<a href="#">View</a>	

 The bottom of the screen includes the text 'Meghalaya Build V1.0.0.1 | Copyright © 2025', 'Session Time Left: 59:47', and 'Sunil Thakur Dealing Assistant HQ'.

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- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “Forward” option as shown in below screen.

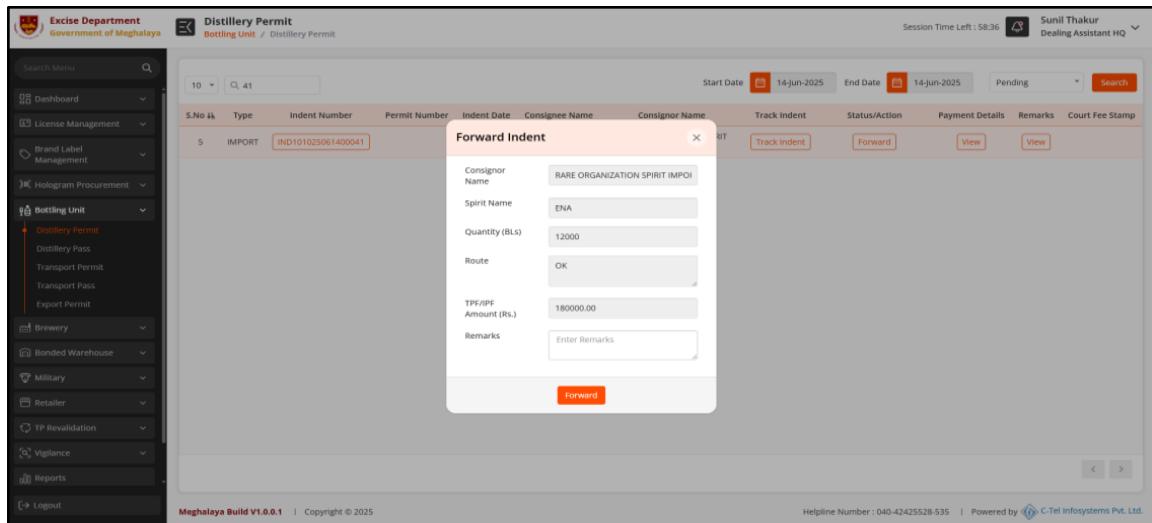


The screenshot shows the 'Distillery Permit' screen for the 'Bottling Unit'. The left sidebar shows various menu options under 'Bottling Unit'. The main table lists an indent request with the following details:

S.No	Type	Indent Number	Permit Number	Indent Date	Consignee Name	Consignor Name	Track Indent	Status/Action	Payment Details	Remarks	Court Fee Stamp
5	IMPORT	IND101025061400041		14-Jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Track Indent	Pending			

Buttons at the bottom include 'Forward' (highlighted in red), 'View', and 'View'.

- ◆ After clicking on “Forward” option a pop up will be opened as shown in below screen.

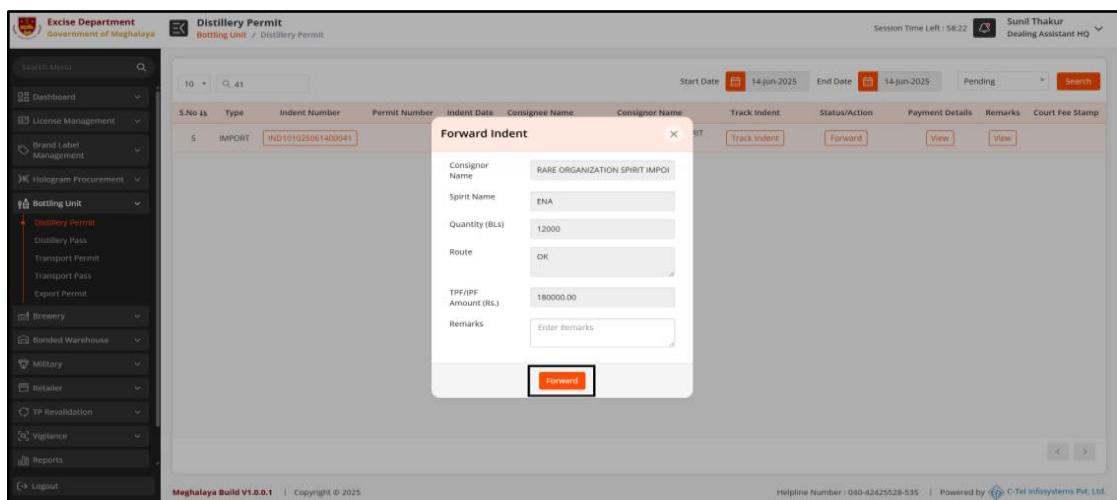


The screenshot shows a 'Forward Indent' pop-up window. It contains the following fields:

Consignor Name	RARE ORGANIZATION SPIRIT IMPOI
Spirit Name	ENA
Quantity (BLs)	12000
Route	OK
TPF/IFP Amount (Rs.)	180000.00
Remarks	Enter Remarks

At the bottom is a red 'Forward' button.

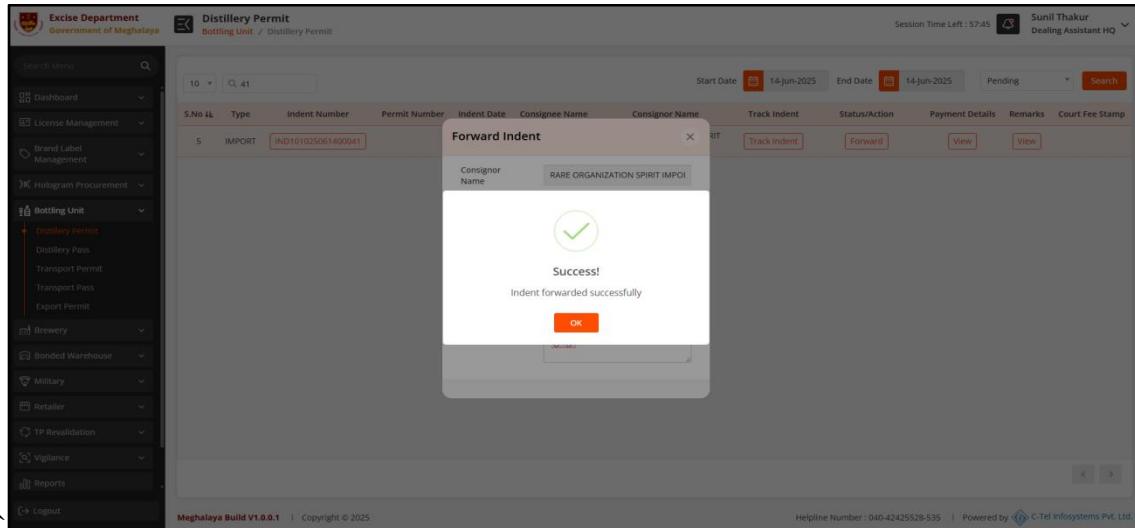
- ◆ After reaching to the above screen officer need enter the remarks and need to click on “Forward” option as shown in below screen.



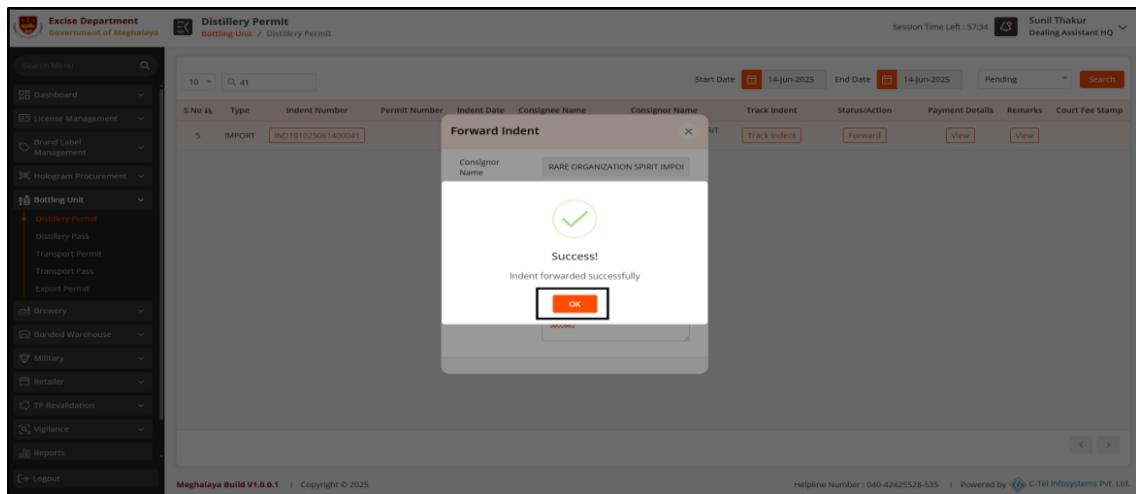
The screenshot shows the same 'Forward Indent' pop-up window as the previous one, but with the 'Remarks' field filled with 'Enter Remarks'. The 'Forward' button is highlighted in red.

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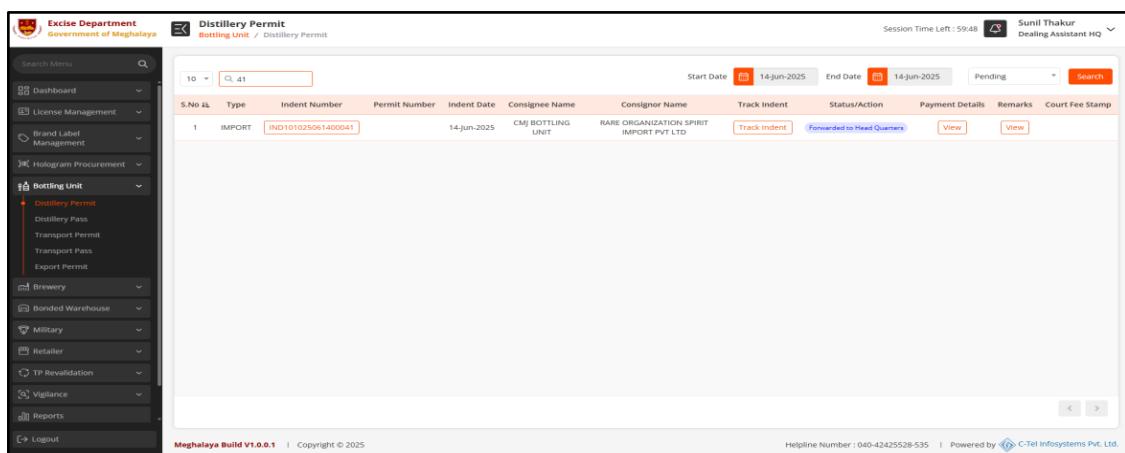
- ◆ After clicking on “Forward” option an alert pop up will be displayed as shown in below screen.



- ◆ After reaching to the above screen officer need to click on “OK” button as shown in below screen



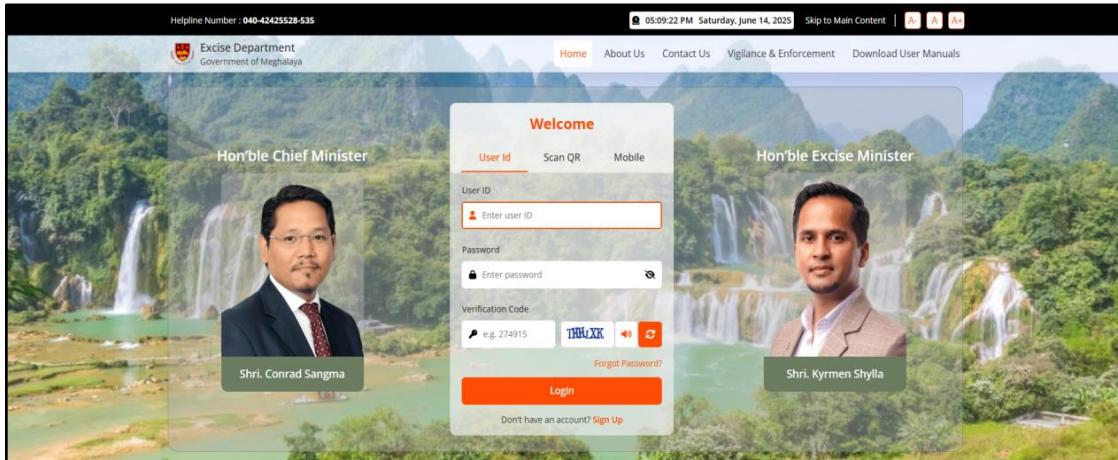
- ◆ After clicking on “OK” button request “status” will be shown as “Forwarded to Head Quarters” as shown in below screen.



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### ❖ JC/Commissioner HQ Login :

- ◆ Login to the below application by providing the valid username and password.



- ◆ After login, Commissioner can able to view the below screen. It is an activity dashboard where all the pending activities will be shown at one place as shown in below screen.

Process Name	Pending at	Count
License Registration	Superintendent of Excise	7
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0

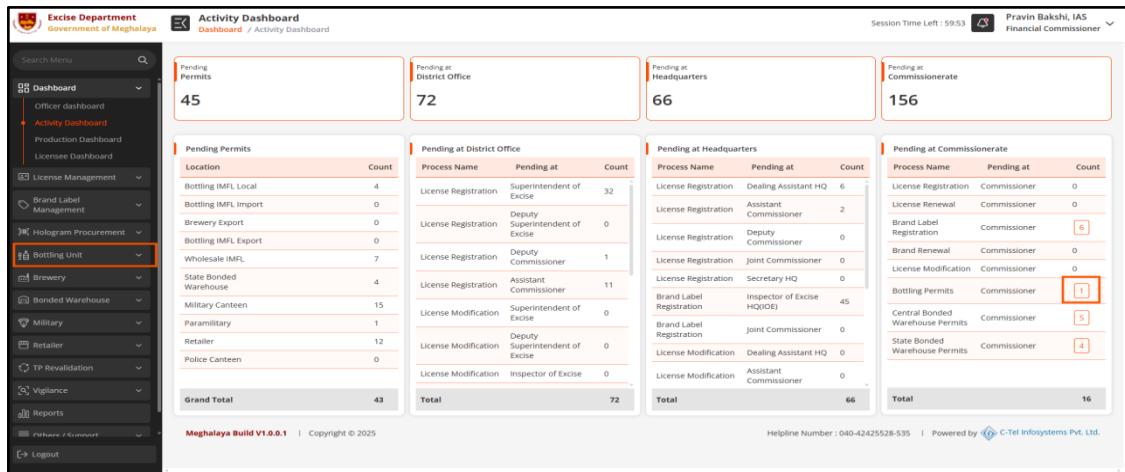
- ◆ After reaching to the above screen here commissioner having the two option.

Directly clicking on pending count forwarding the application to next level as shown in below screen.

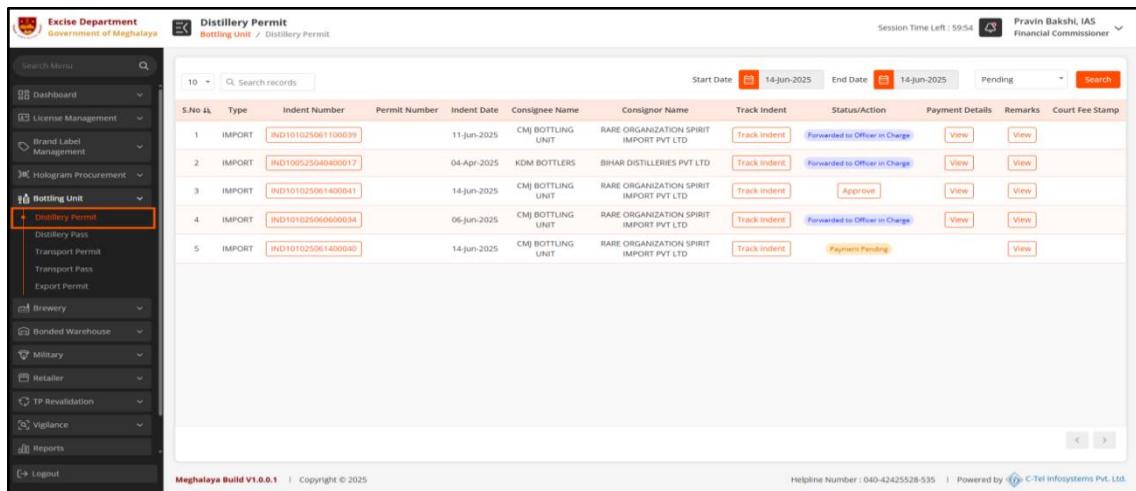
(Or)

Click on “Bottling Unit” tab as shown in below screen.

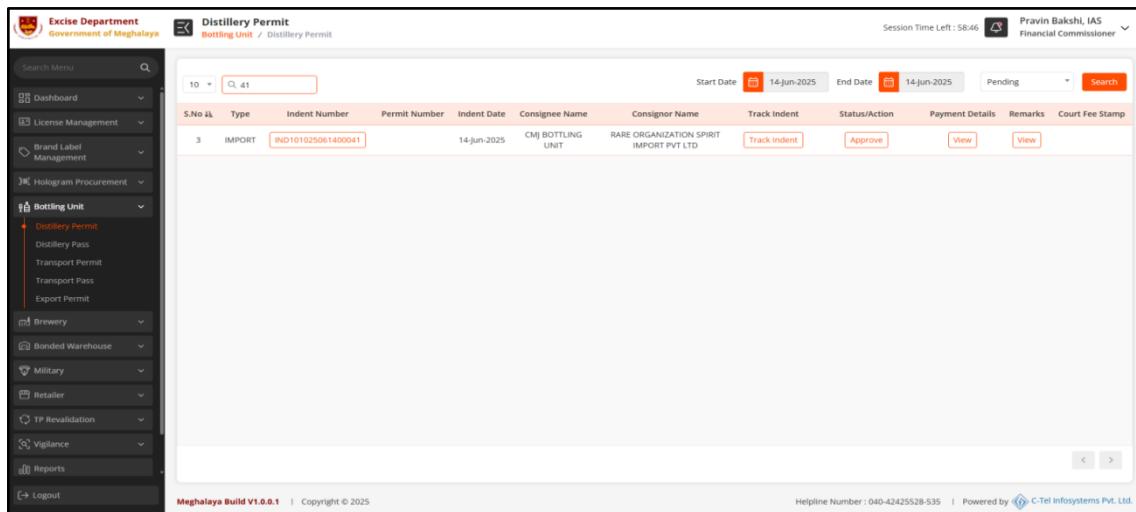
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After reaching to the above screen commissioner need to select the “**Distillery Permit**” tab under “**Bottling Unit**” tab. After selecting the “**Distillery Permit**” tab officer can able to view the below screen.



- ◆ After reaching to the above screen commissioner can able to view the below screen where all the pending indents will be displayed in list view.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “Approve” option as shown in below screen.

The screenshot shows the 'Distillery Permit' application list. The third row is highlighted. The 'Status/Action' column for this row contains a red 'Approve' button, which is also highlighted with a red box. Other buttons in the same row include 'Track Indent', 'View', and 'Approve'.

- ◆ After clicking on “Approve” option a pop up will be opened as shown in below screen.

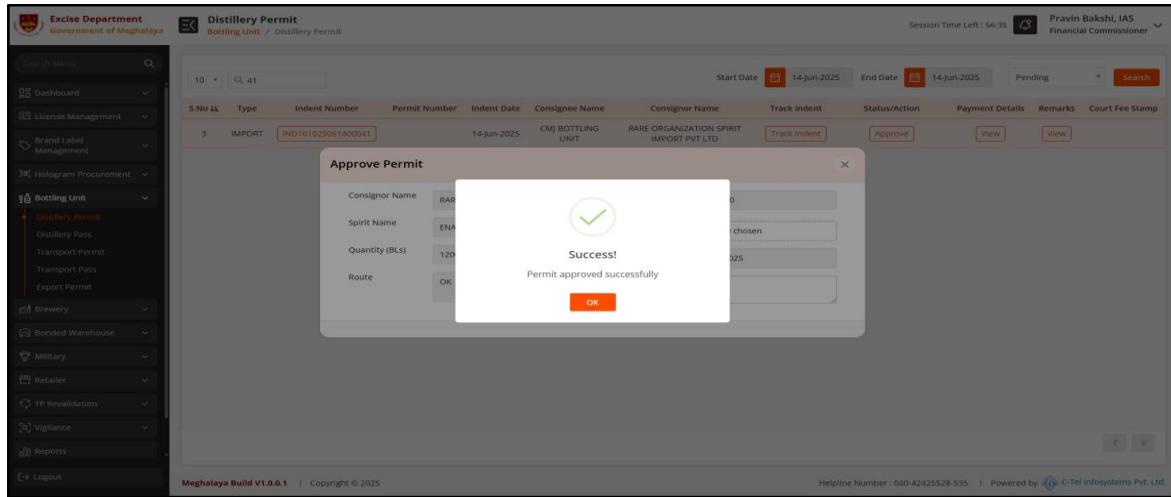
The screenshot shows a 'Approve Permit' pop-up window. It contains fields for Consignor Name, TPF/IPF Amount (Rs.), Spirit Name, Court Fee Stamp, Quantity (BLS), Validity Date, and Route. The 'Remarks' field is empty and highlighted with a red box. The 'Approve' button at the bottom is also highlighted with a red box.

- ◆ After reaching to the above screen commissioner need enter the remarks and need to click on “Approve” option as shown in below screen.

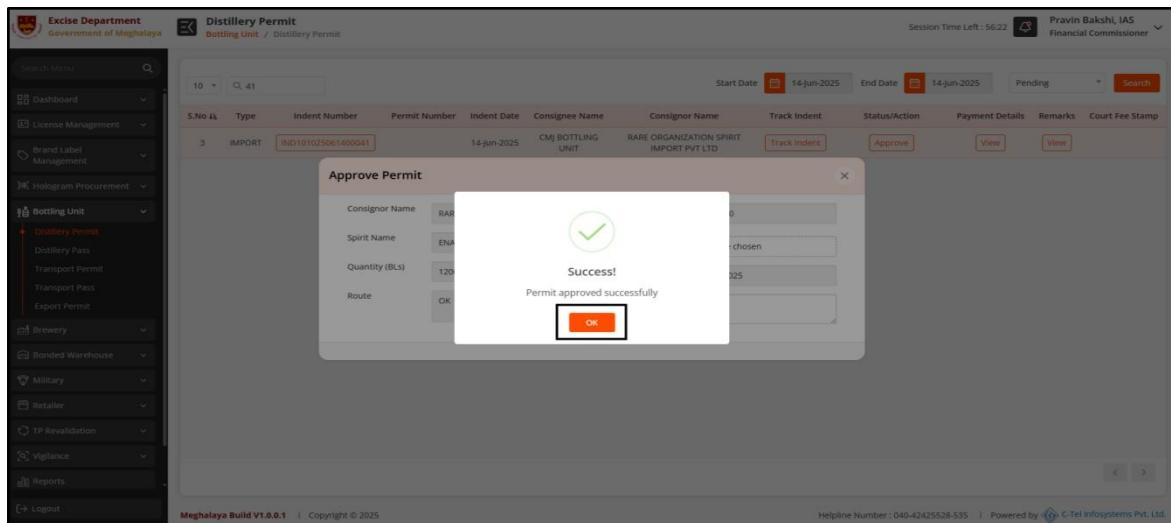
The screenshot shows the same 'Approve Permit' pop-up window as the previous one, but with the 'Remarks' field filled with the text 'Enter Remarks'. The 'Approve' button at the bottom is highlighted with a red box.

## Bottling Unit Control & Regulation User Reference Manual

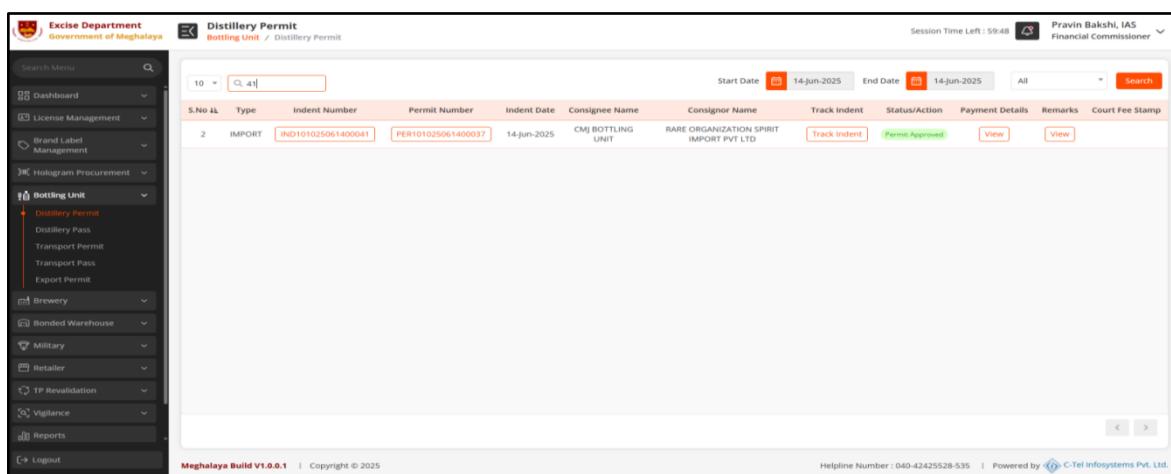
- ◆ After clicking on “Approve” option an alert pop up will be displayed as shown in below screen.



- ◆ After reaching to the above screen officer need to click on “OK” button as shown in below screen



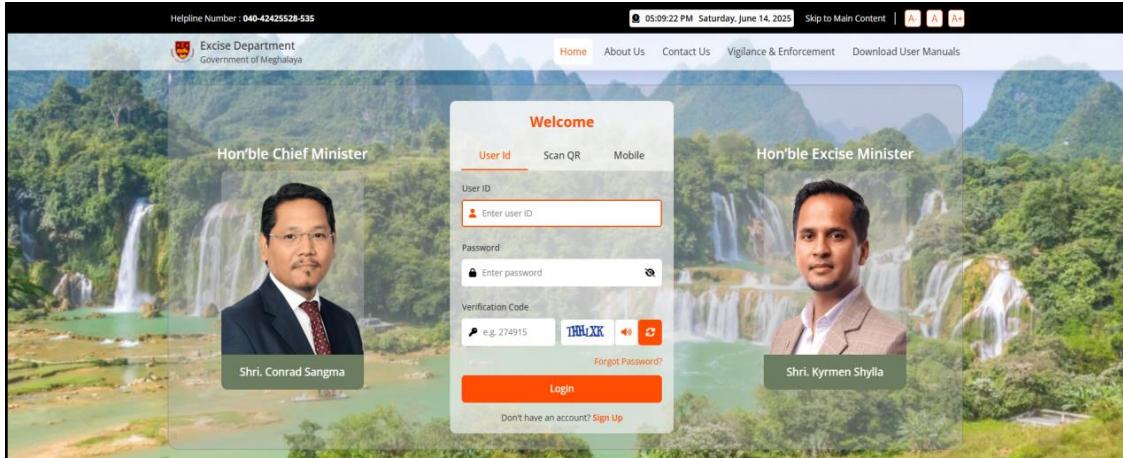
- ◆ After clicking on “OK” button request “status” will be shown as “Permit Approved” as shown in below screen.



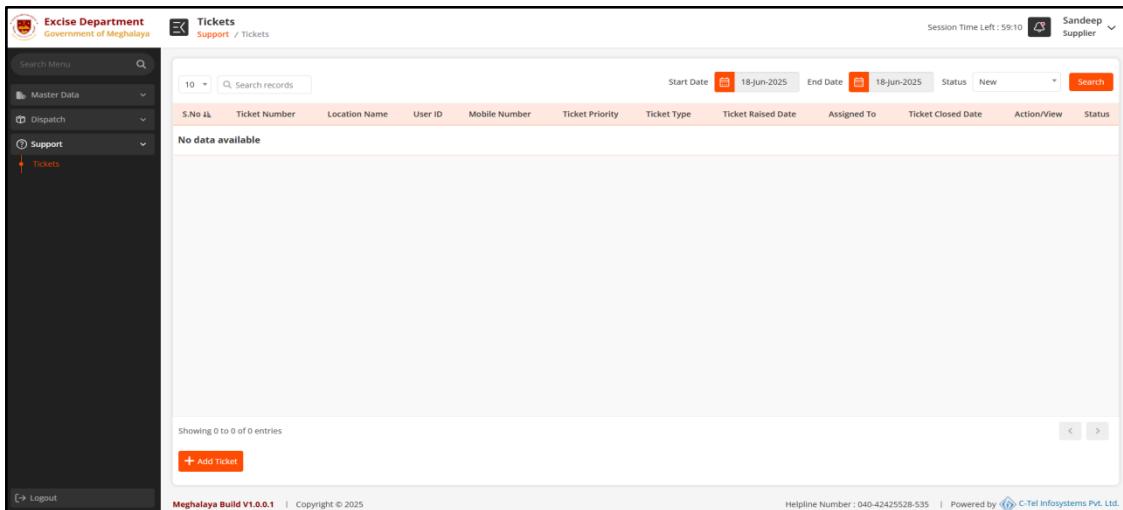
## Bottling Unit Control & Regulation User Reference Manual

### ❖ Spirit Supplier Login :

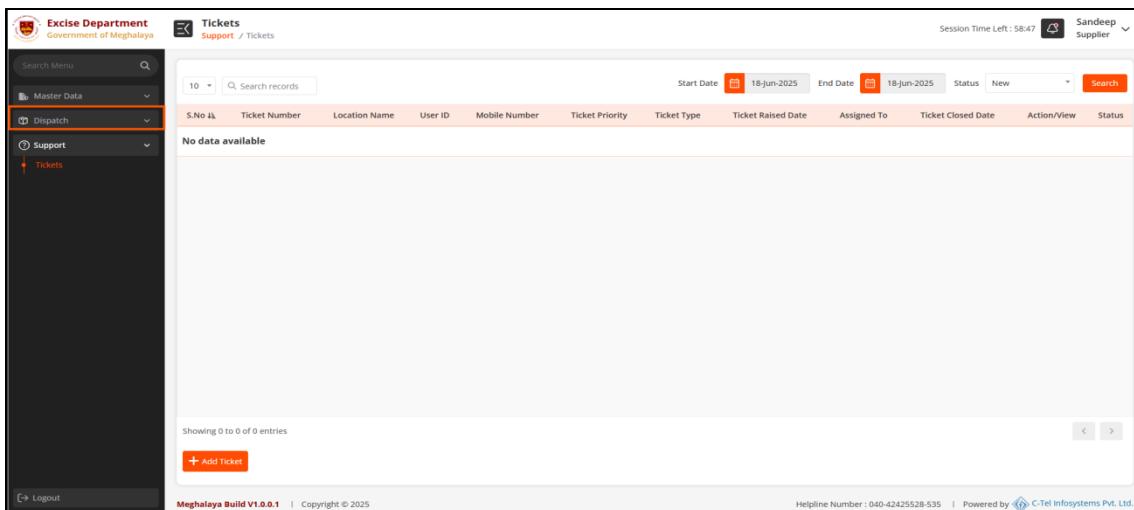
- ◆ Login to the below application by providing the valid username and password.



- ◆ After login, User can able to view the below screen.



- ◆ Then user need to select “Dispatch” tab as shown in below screen.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen commissioner need to select the “Distillery Permit” tab under “Dispatch” tab. After selecting the “Distillery Permit” tab user can able to view the below screen.

S.No	Indent Number	Permit Number	Indent Date	Consignor Name	Spirit Type	Quantity (BLs)	Payment Details	Print	Status/Action	Remarks	Court Fee Stamp
1	IND101025061100039	PER101025061800027	11-Jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	ENA	10000	<a href="#">View</a>	<a href="#">Print</a>	Permit Approved	<a href="#">View</a>	
2	IND101025060600033	PER101025060600029	06-Jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	ENA	1	<a href="#">View</a>	<a href="#">Print</a>	Permit Approved	<a href="#">View</a>	<a href="#">Click to View</a>
3	IND101025060900035	PER101025060900030	09-Jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	ENA	1	<a href="#">View</a>	<a href="#">Print</a>	Permit Approved	<a href="#">View</a>	
4	IND101025061400041	PER101025061400037	14-Jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	ENA	12000	<a href="#">View</a>	<a href="#">Print</a>	Permit Approved	<a href="#">View</a>	
5	IND101025061800032	PER101025061800028	18-Jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	ENA	10000	<a href="#">View</a>	<a href="#">Print</a>	Permit Approved	<a href="#">View</a>	

Showing 1 to 5 of 5 entries

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- ◆ After reaching to the above screen user can able to view all the permits which are approved.
- ◆ Then officer need to select the “Distillery Pass” tab under “Dispatch” tab.

S.No	Pass Number	Permit Number	Consignor Name	Consignee Name	Spirit Name	Quantity (BLs)	Uploaded Pass	Print	Status/Actions
No data available									

Showing 0 to 0 of 0 entries

[+ Shipment Request](#)

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After selecting the “Distillery Pass” tab user can able to view the below screen. Then user need to click on (+ Shipment Request) option as shown in below screen.

S.No	Pass Number	Permit Number	Consignor Name	Consignee Name	Spirit Name	Quantity (BLs)	Uploaded Pass	Print	Status/Actions
No data available									

Showing 0 to 0 of 0 entries

[+ Shipment Request](#)

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## Bottling Unit Control & Regulation User Reference Manual

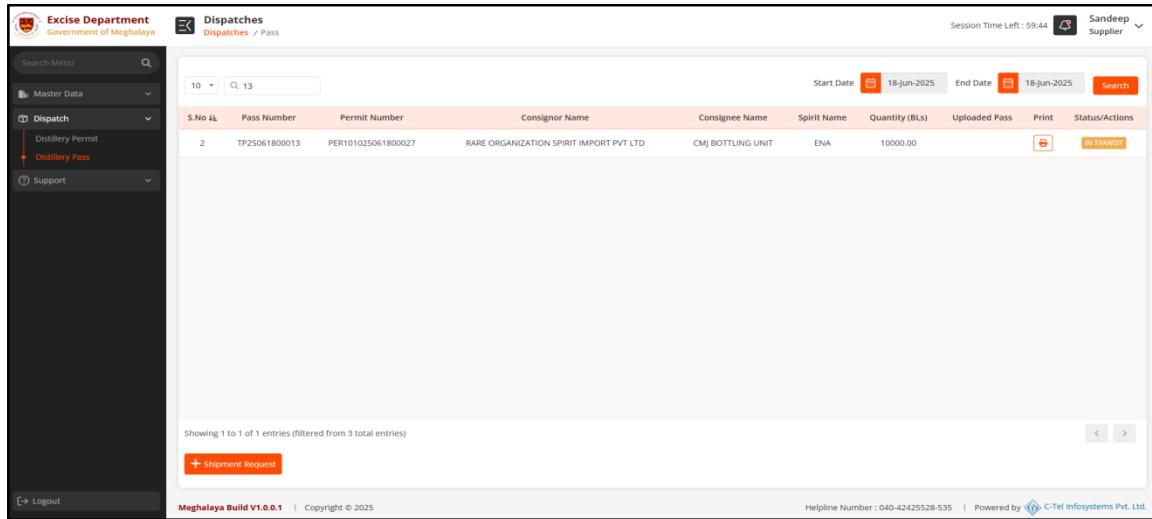
- ◆ After clicking on “(+ Shipment Request)” option a pop up will be opened as shown in below screen.

- ◆ After reaching to the above screen user need to fill all the necessary details and then need to click on “Initiate Shipment” option. After clicking on “Initiate Shipment” option below screen will be displayed.

- ◆ After clicking on “(+ Shipment Request)” option a pop up will be opened as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen user need to click on “OK” button as shown in above screen.



S.No	Pass Number	Permit Number	Consignor Name	Consignee Name	Spirit Name	Quantity (BLs)	Uploaded Pass	Print	Status/Actions
2	TP25061800013	PER101025061800027	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	CMJ BOTTLING UNIT	ENA	10000.00			<span style="color: orange;">IN TRANSIT</span>

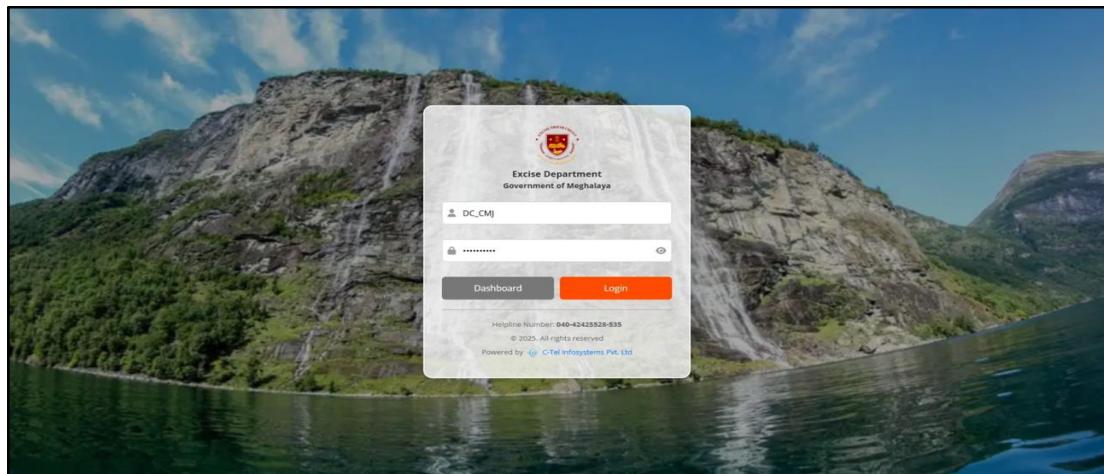
- ◆ After clicking on “OK” button request “status” will be shown as “IN TRANSIT” as shown in above screen.

**"The indenting process, permit approval process, and shipment process will be carried out from the central node, while the receiving process will be handled at the local node (Bottling Unit)."**

## 3.Spirit Receiving Process :

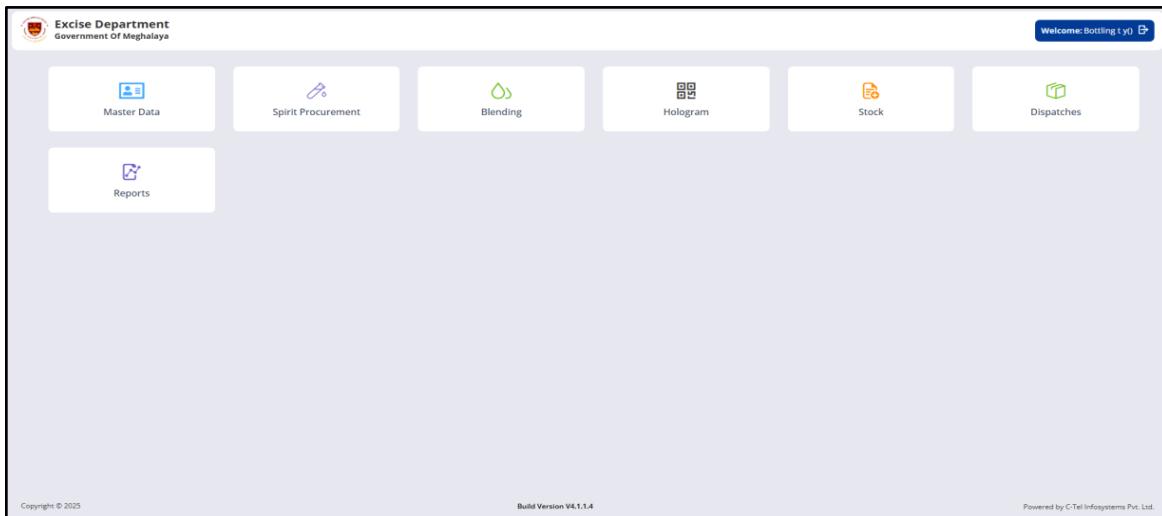
### ❖ Bottling Unit Manager Login :

- ◆ Login to the below application by providing the valid username and password.

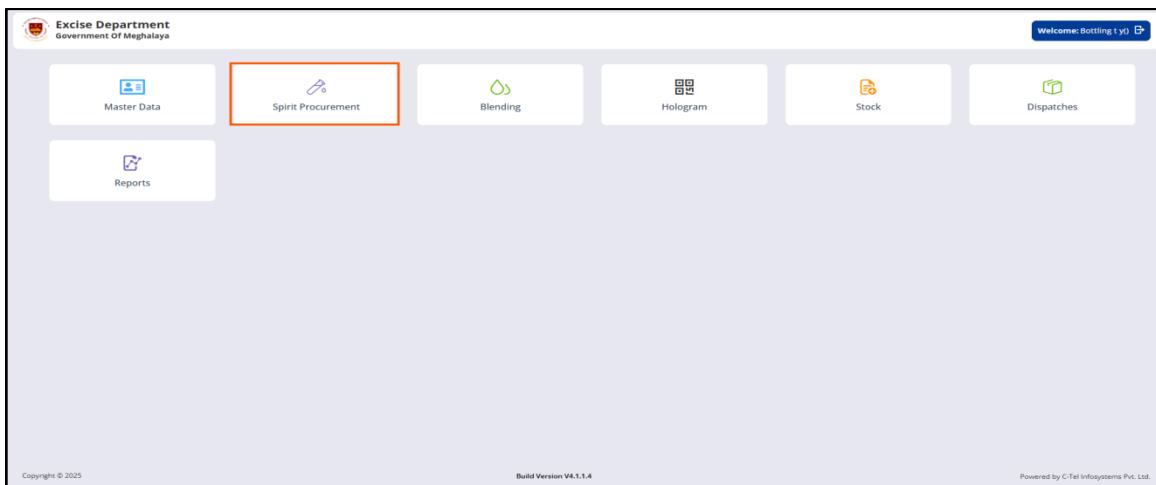


- ◆ After login to the application below homepage will be displayed.

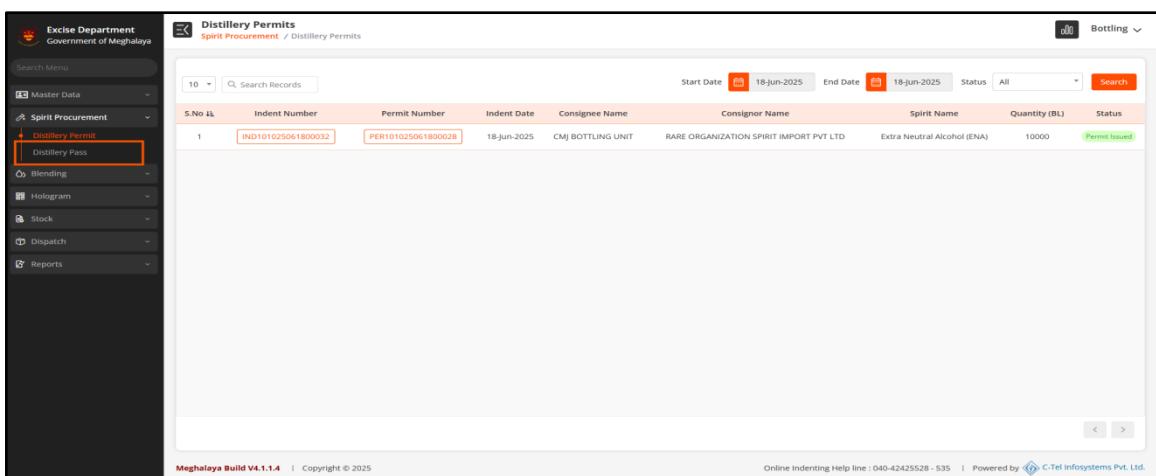
## Bottling Unit Control & Regulation User Reference Manual



- ◆ Then user need to select “Spirit Procurement” tab as shown in below.



- ◆ After reaching to the above screen user need to select the “Distillery Pass” tab under “Spirit Procurement” tab. After selecting the “Distillery Pass” tab user can able to view the below screen.



- ◆ After reaching to the above screen in list view pending permits will be displayed.

## Bottling Unit Control & Regulation User Reference Manual

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- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “Receive” option as shown in below screen.

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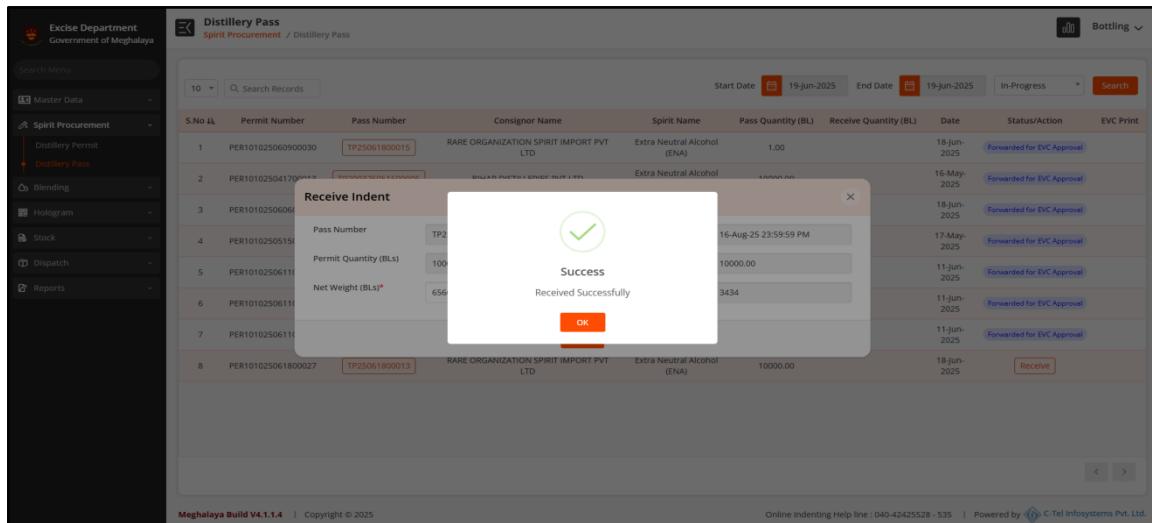
- ◆ After clicking on “Receive” option a pop up will be opened as shown in below screen.

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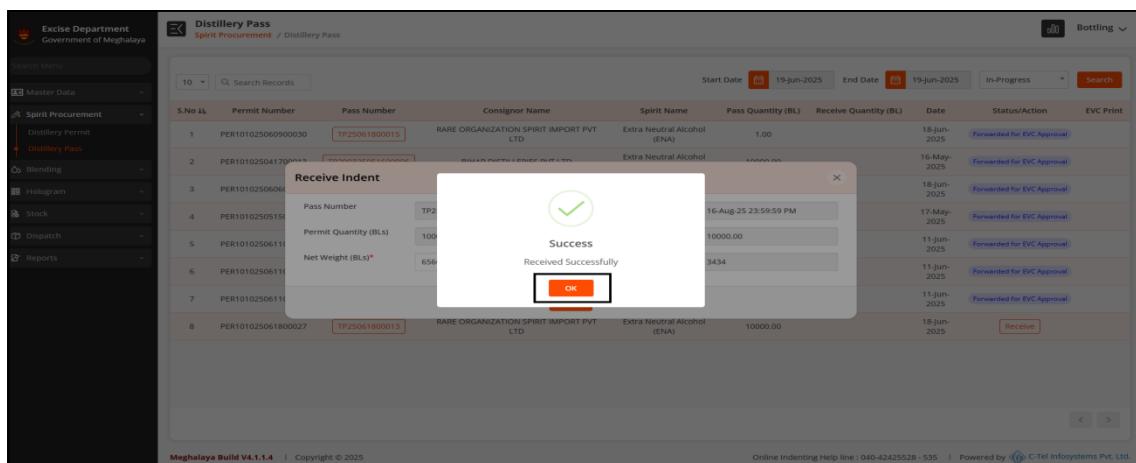
Online Indenting Help line : 040-42425528 - 535 | Powered by C-Tel Infosystems Pvt. Ltd.

- ◆ After reaching to the above screen officer need enter the “Net Weight (BLs)” and need to click on “Save” option as shown in below screen.

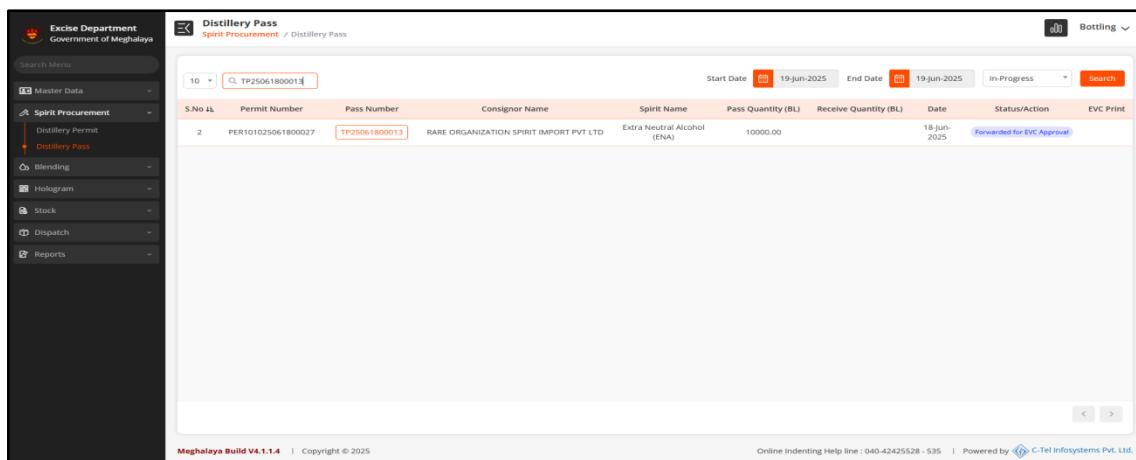
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After clicking on “Save” option an alert pop up will be displayed as shown in below screen and user need to click on “OK” button as shown in below screen.



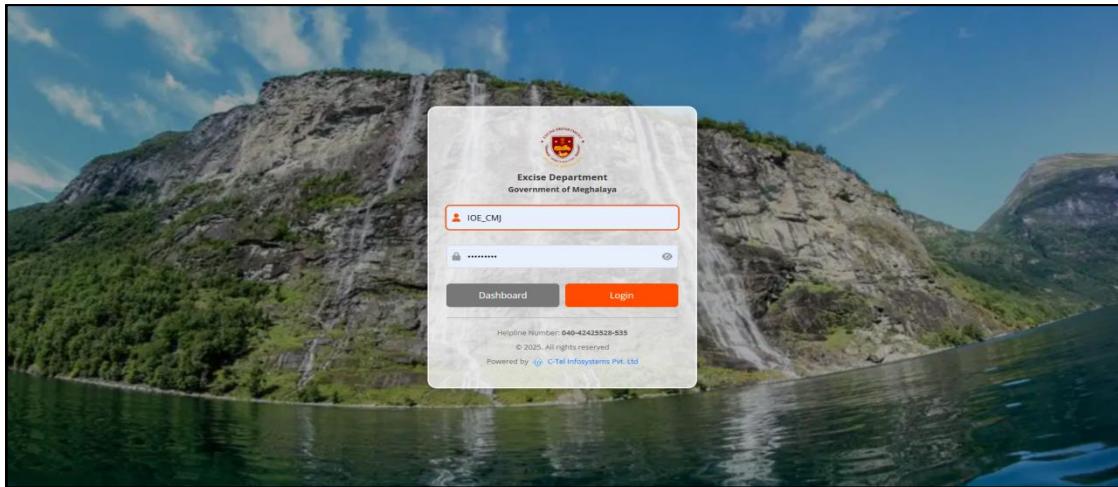
- ◆ After clicking on “OK” button request “status” will be shown as “Forwarded for EVC Approval” as shown in below screen.



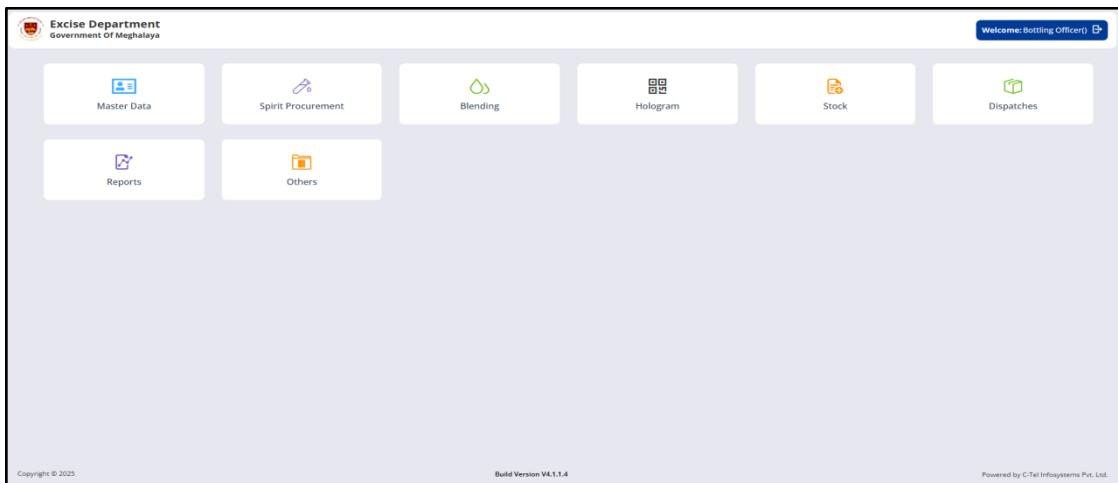
## Bottling Unit Control & Regulation User Reference Manual

### ❖ Bottling Unit IOE Login :

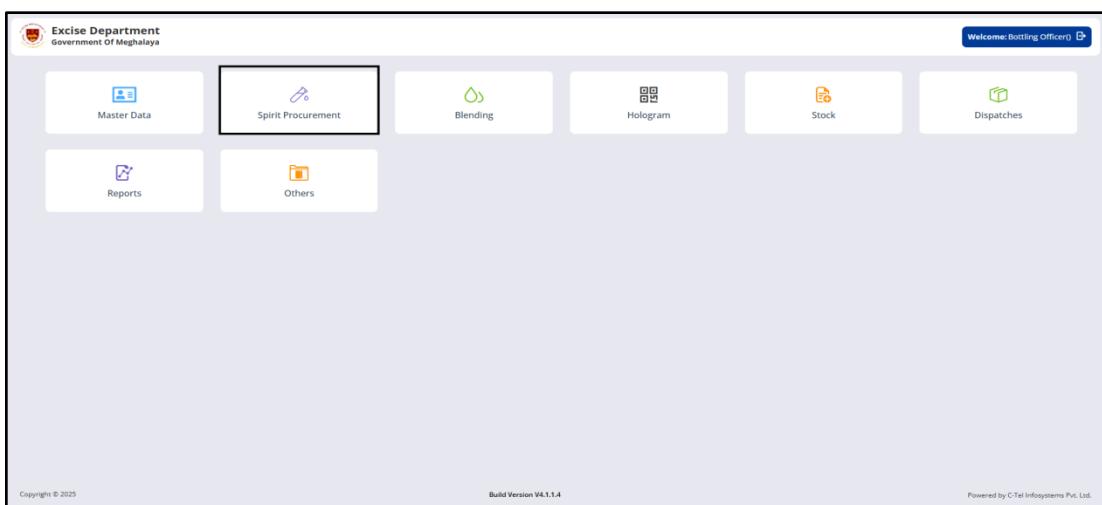
- ◆ Login to the below application by providing the valid username and password.



- ◆ After login to the application below homepage will be displayed.



- ◆ Then user need to select “Spirit Procurement” tab as shown in below.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen user need to select the “Distillery Pass” tab under “Spirit Procurement” tab. After selecting the “Distillery Pass” tab user can able to view the below screen.

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- ◆ After reaching to the above screen in list view pending permits will be displayed.

S.No	Permit Number	Pass Number	Consignor Name	Spirit Name	Pass Quantity (BL)	Receive Quantity (BL)	Date	Status/Action	EV/C Print
1	PER101025060900030	TP25061800015	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	1.00		18-Jun-2025	<a href="#">Approve EVC</a>	
2	PER101025041700013	TP200325051600006	BIHAR DISTILLERIES PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		16-May-2025	<a href="#">Approve EVC</a>	
3	PER101025060600029	TP25061800014	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	1.00		18-Jun-2025	<a href="#">Approve EVC</a>	
4	PER101025051500018	TP200325051700008	BIHAR DISTILLERIES PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		17-May-2025	<a href="#">Approve EVC</a>	
5	PER101025061100031	TP25061100010	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	0.00		11-Jun-2025	<a href="#">Approve EVC</a>	
6	PER101025061100032	TP25061100011	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Mature Malt Spirit (MMS)	1.00		11-Jun-2025	<a href="#">Approve EVC</a>	
7	PER101025061100033	TP25061100012	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Mature Malt Spirit (MMS)	1.00		11-Jun-2025	<a href="#">Approve EVC</a>	
8	PER101025061800027	TP25061800013	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		18-Jun-2025	<a href="#">Approve EVC</a>	

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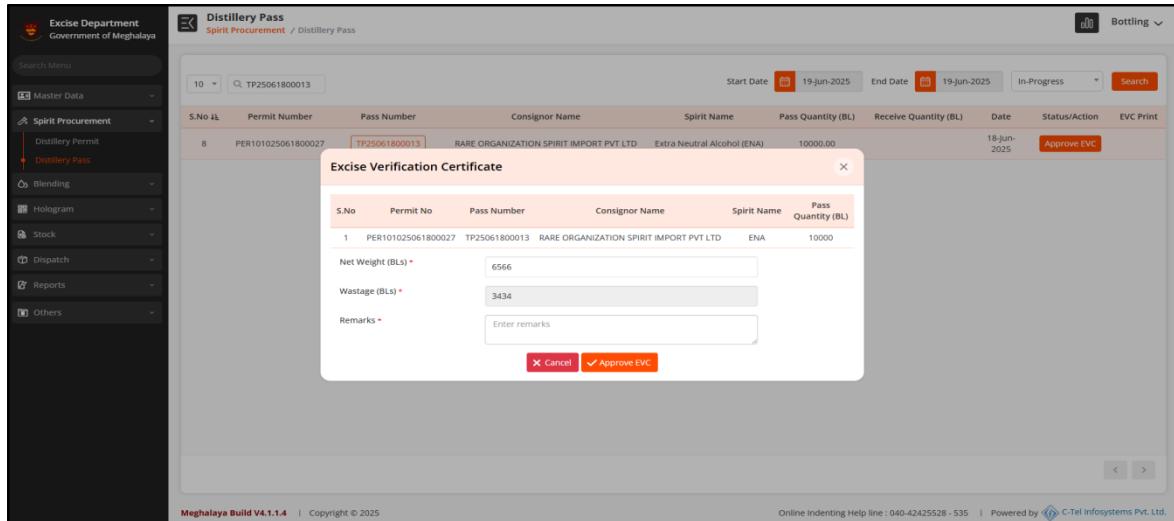
- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “Approve EVC” option as shown in below screen.

S.No	Permit Number	Pass Number	Consignor Name	Spirit Name	Pass Quantity (BL)	Receive Quantity (BL)	Date	Status/Action	EV/C Print
8	PER101025061800027	TP25061800013	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		18-Jun-2025	<a href="#">Approve EVC</a>	

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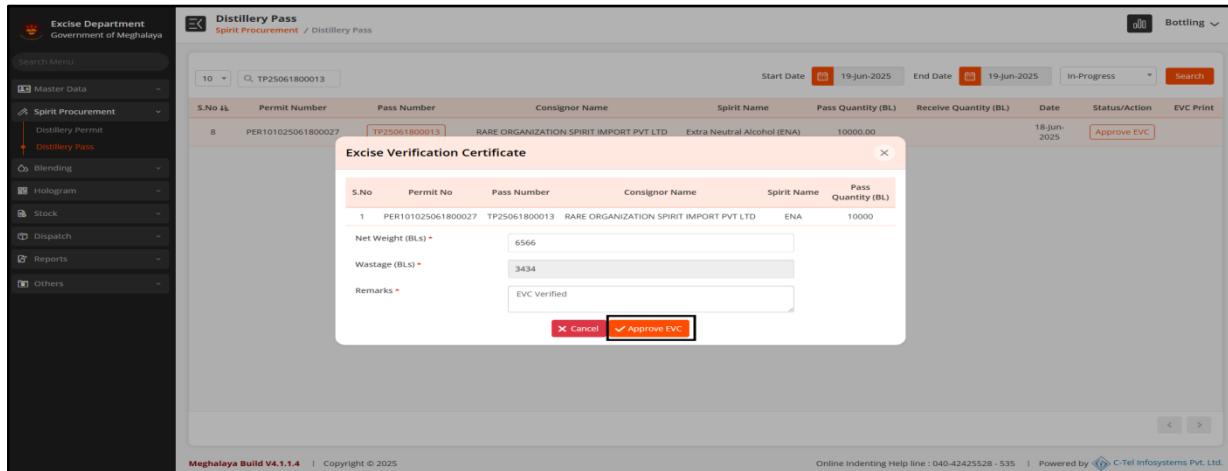
## Bottling Unit Control & Regulation User Reference Manual

- ◆ After clicking on “Approve EVC” option a pop up will be opened as shown in below screen.



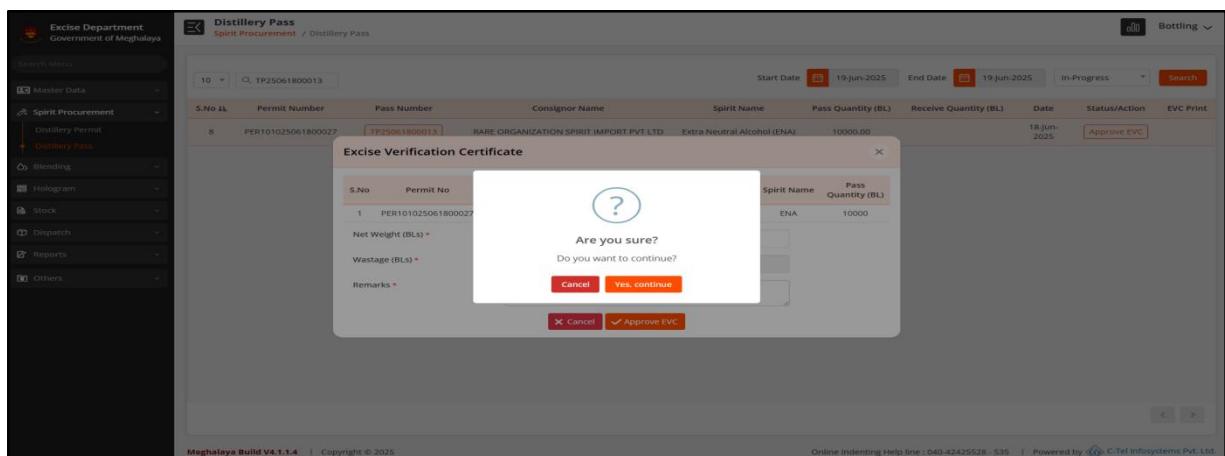
The screenshot shows the 'Excise Department Government of Meghalaya' application interface. The main window displays a list of distillery passes. A specific pass (TP25061800013) is selected, and a modal window titled 'Excise Verification Certificate' is open. The modal contains fields for 'Net Weight (BLs)' (6566) and 'Wastage (BLs)' (3434), and a 'Remarks' field with the value 'EVC Verified'. At the bottom of the modal are 'Cancel' and 'Approve EVC' buttons, with 'Approve EVC' being the active button.

- ◆ After reaching to the above screen officer having an option to edit the “Net Weight (BLs)” and need to enter the remarks and need to click on “Approve EVC” option as shown in below screen.



The screenshot shows the 'Excise Department Government of Meghalaya' application interface. The main window displays a list of distillery passes. A specific pass (TP25061800013) is selected, and a modal window titled 'Excise Verification Certificate' is open. The modal contains fields for 'Net Weight (BLs)' (6566) and 'Wastage (BLs)' (3434), and a 'Remarks' field with the value 'EVC Verified'. At the bottom of the modal are 'Cancel' and 'Approve EVC' buttons, with 'Approve EVC' being the active button.

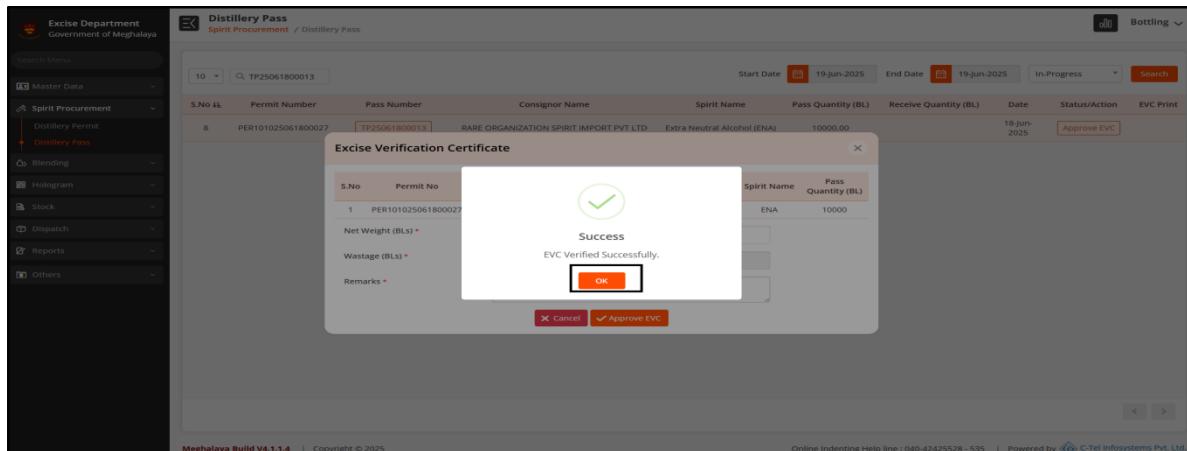
- ◆ After clicking on “Approve EVC” option an alert pop up will be displayed as shown in below screen and user need to click on “Yes continue” button as shown in below screen.



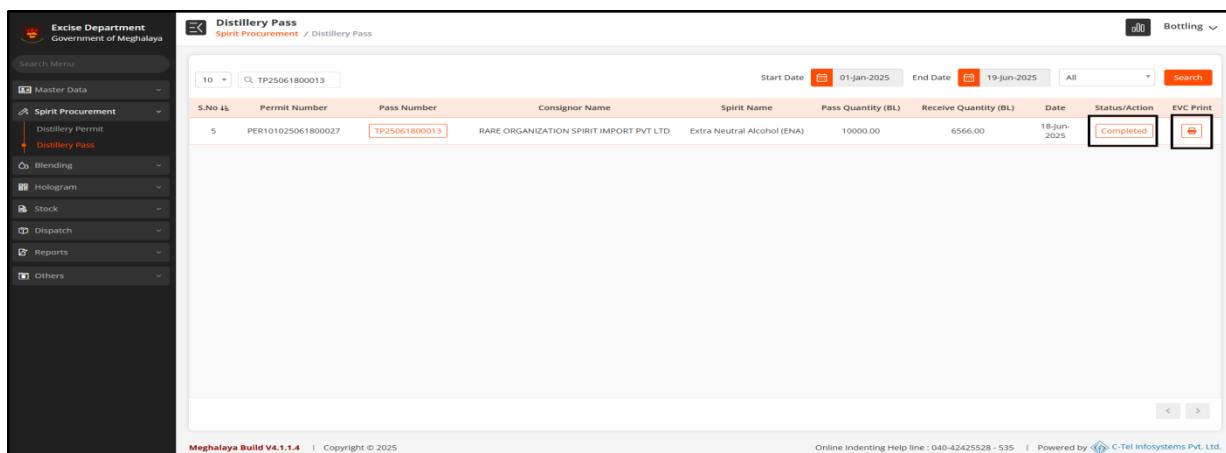
The screenshot shows the 'Excise Department Government of Meghalaya' application interface. The main window displays a list of distillery passes. A specific pass (TP25061800013) is selected, and a modal window titled 'Excise Verification Certificate' is open. Inside the modal, an alert dialog box asks 'Are you sure? Do you want to continue?'. The 'Yes, continue' button is highlighted. At the bottom of the modal are 'Cancel' and 'Yes, continue' buttons, with 'Yes, continue' being the active button.

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After clicking on “Yes continue” option an alert pop up will be displayed as shown in below screen and user need to click on “OK” button as shown in below screen.



- ◆ After clicking on “OK” button request “status” will be shown as “Completed” as shown in below screen.

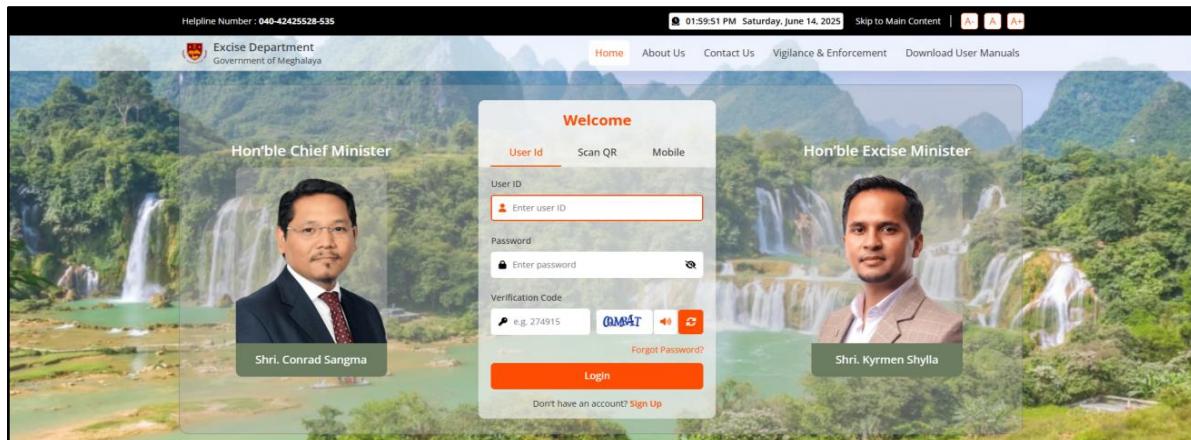


## Bottling Unit Control & Regulation User Reference Manual

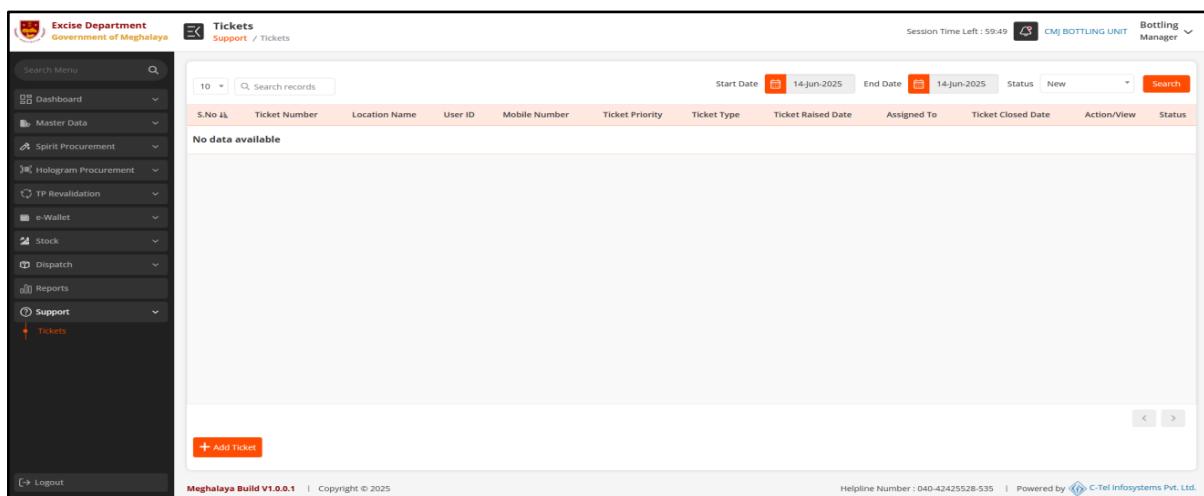
### 4. Hologram Procurement Process :

#### ❖ Bottling Unit Manager Login :

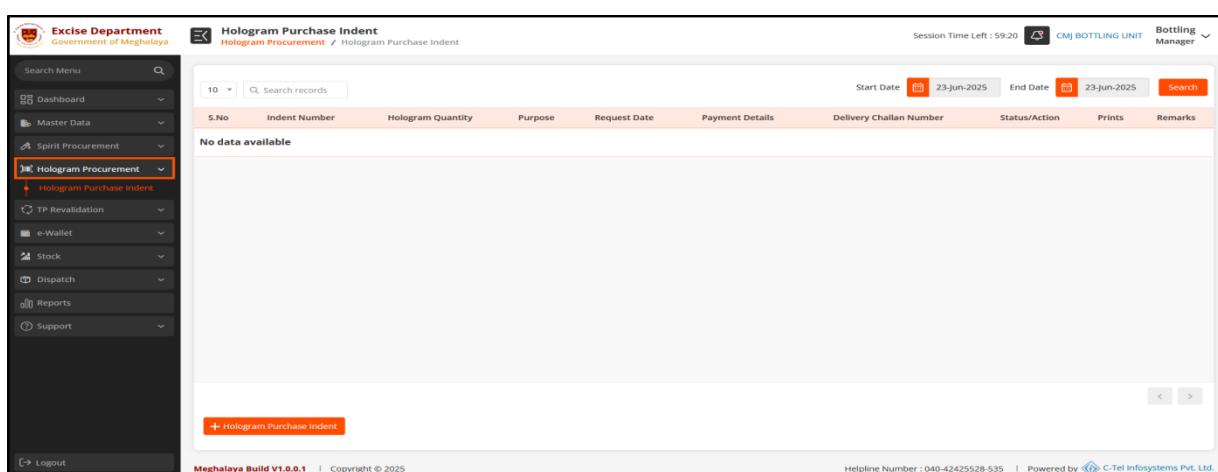
- ◆ Login to the below application by providing the valid username and password.



- ◆ After login, User can able to view the below screen.

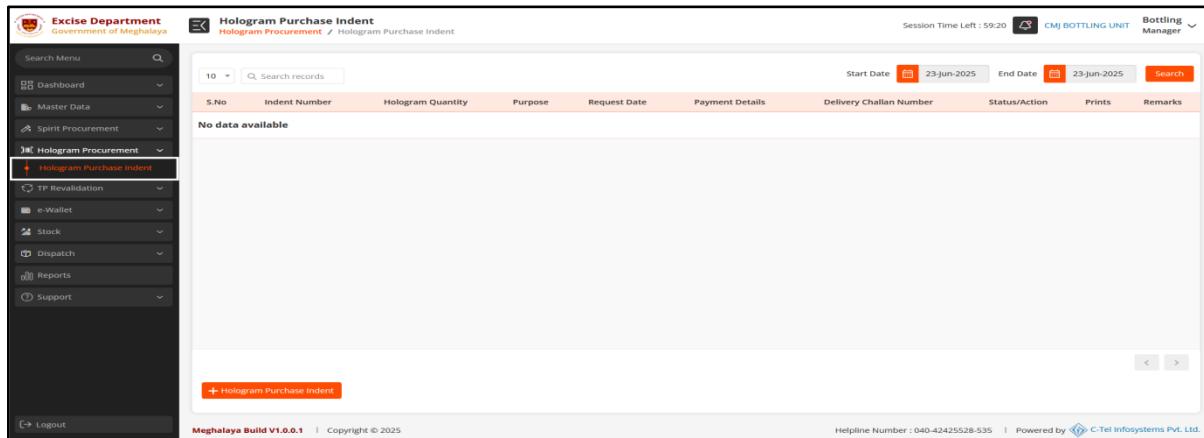


- ◆ Then user need to select “Hologram Procurement” tab. After selecting the “Hologram Procurement” tab user can able to view the below screen.

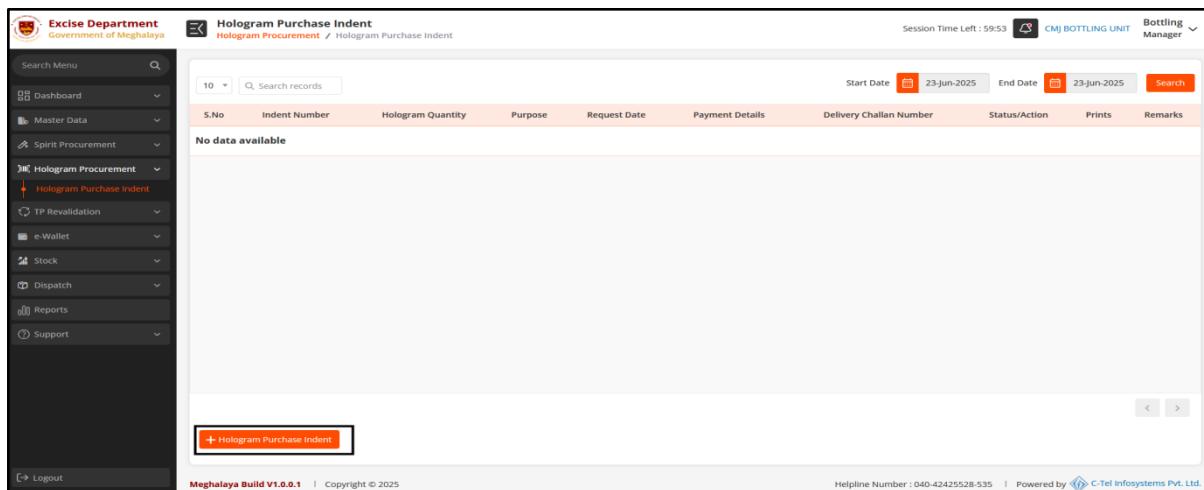


## Bottling Unit Control & Regulation User Reference Manual

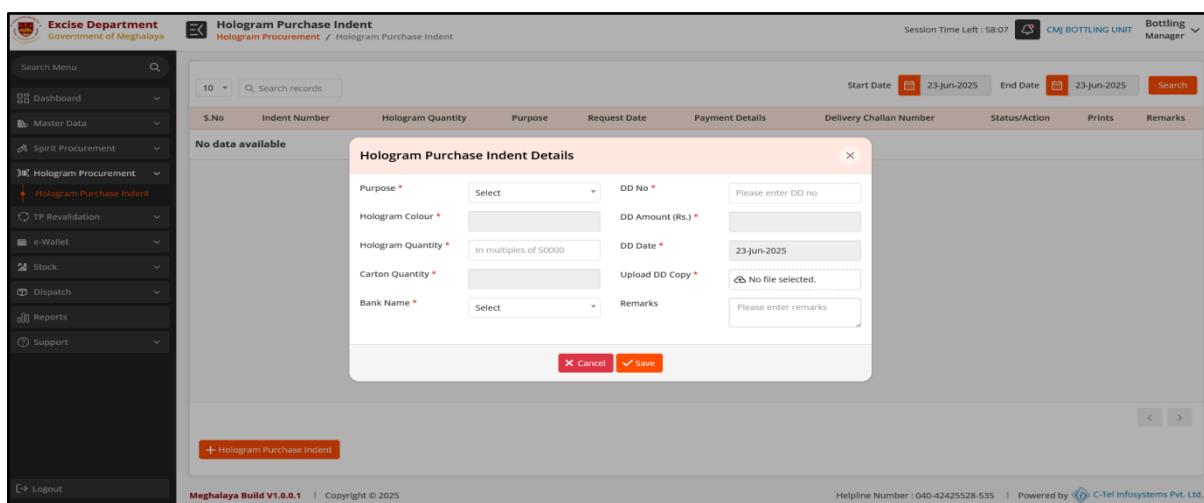
- ◆ After reaching to the above screen user need to select the “**Hologram Purchase Indent**” tab under “**Hologram Procurement**” tab. After selecting the “**Hologram Purchase Indent**” tab user can able to view the below screen.



- ◆ After reaching to the above screen user need to click on (+Hologram Purchase Indent).

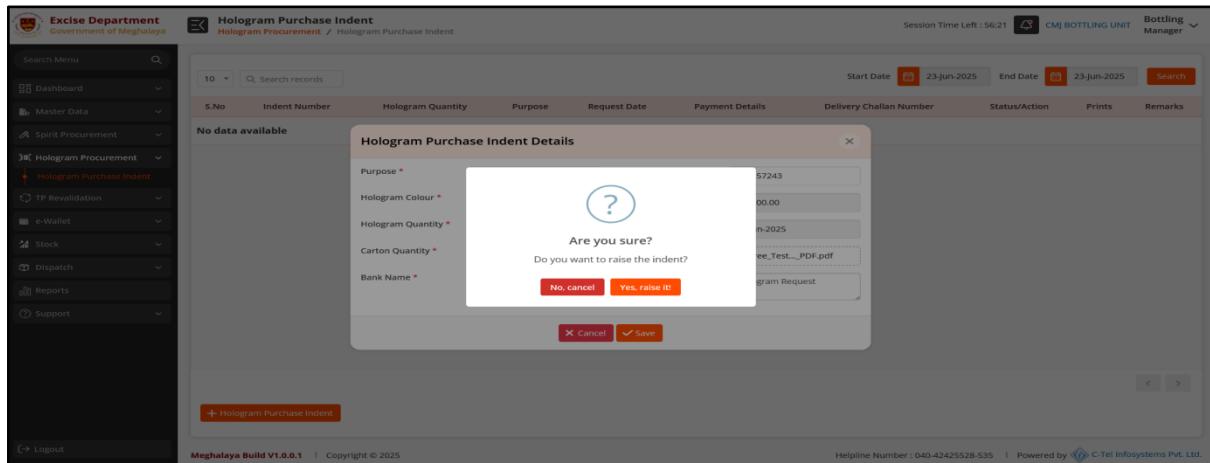


- ◆ After clicking on (+Hologram Purchase Indent) option then below screen will be displayed.

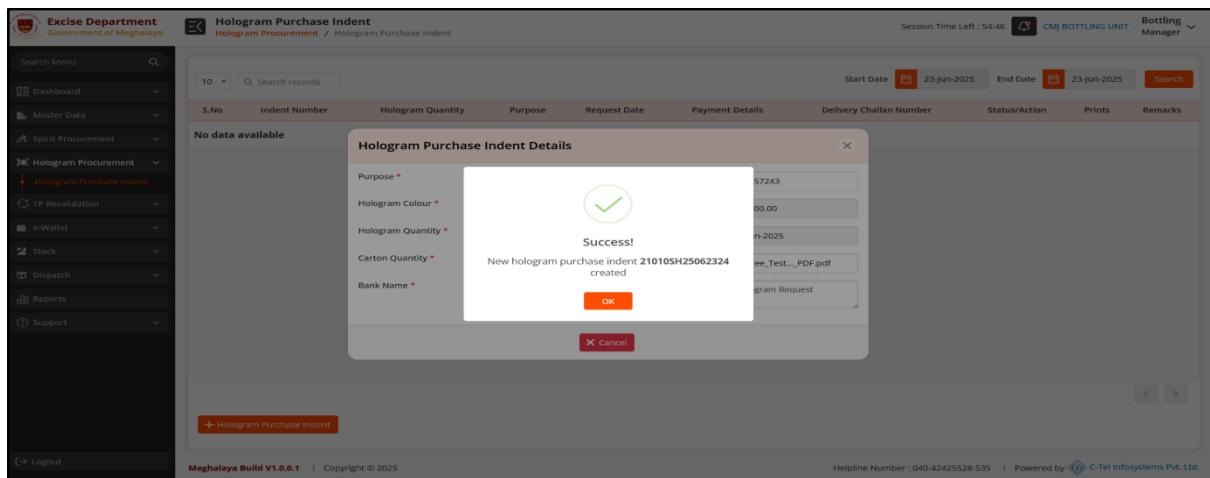


## Bottling Unit Control & Regulation User Reference Manual

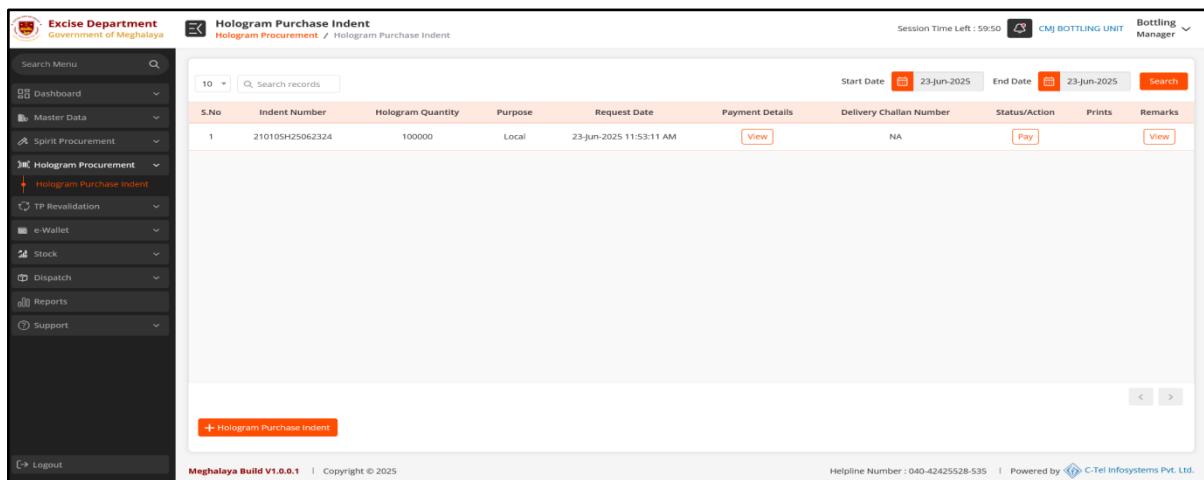
- ◆ After reaching to the above screen user need to fill all the necessary details and then need to click on “SAVE” option. After clicking on “SAVE” option below screen will be displayed.



- ◆ After reaching to the above screen user need to click on “Yes raise it” in the above displayed pop-up. After clicking on “Yes raise it” below screen will be displayed.

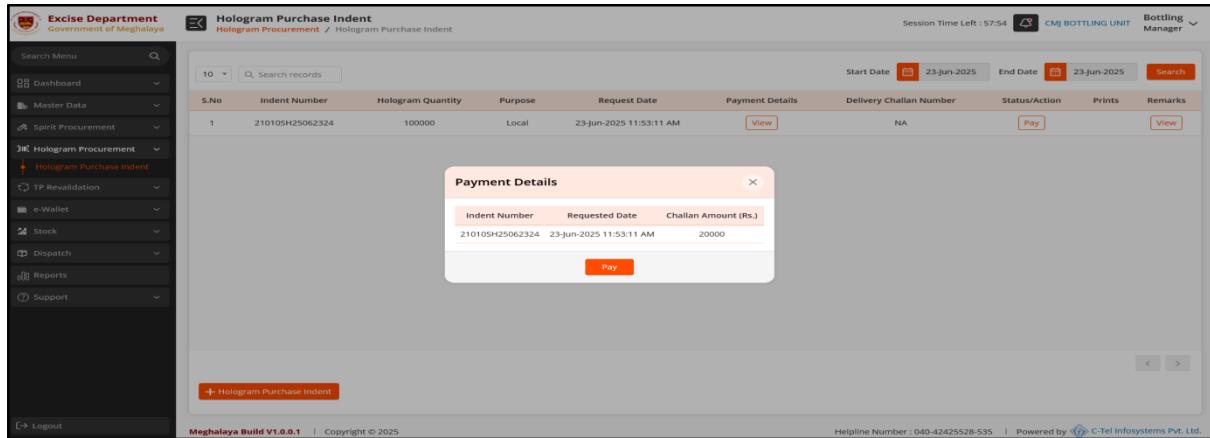


- ◆ After reaching to the above screen user need to click on “OK” in the above displayed pop-up. After clicking on “OK” in the pop up request will be created successfully and request will be displayed in list view as below screen.

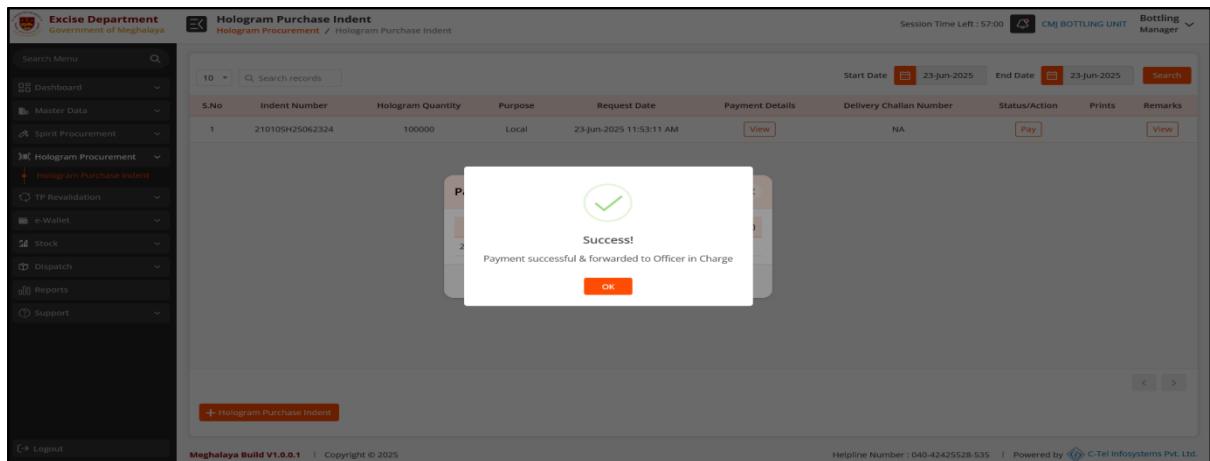


## Bottling Unit Control & Regulation User Reference Manual

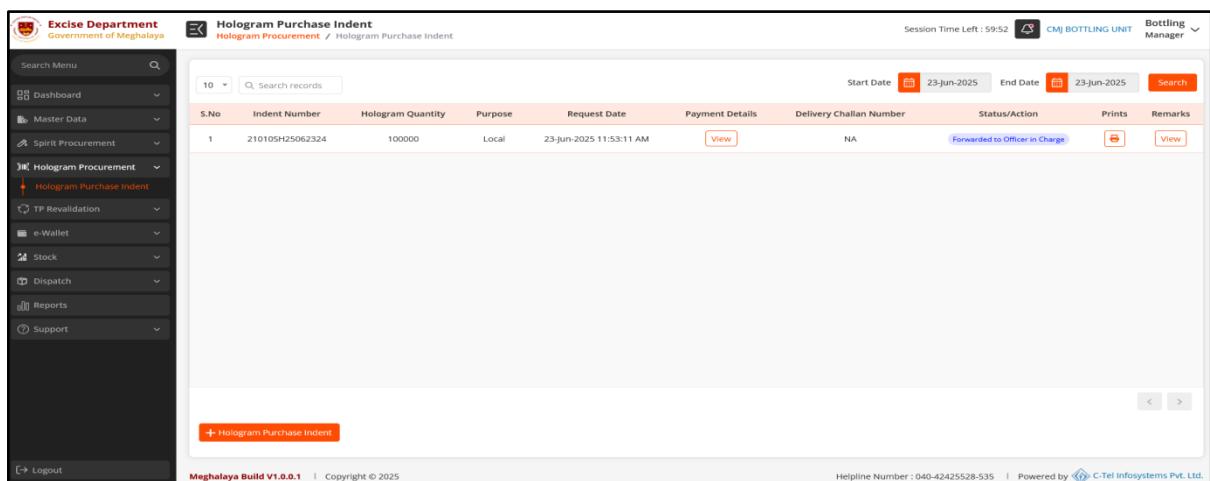
- ◆ After reaching to the above screen your need to click on “Pay” option. After clicking on “Pay” option below screen will be displayed.



- ◆ Here user can choose the payment method like **Online/Wallet**. User has to choose one payment method and need to click on “Pay” option. After successful payment below screen will be displayed.



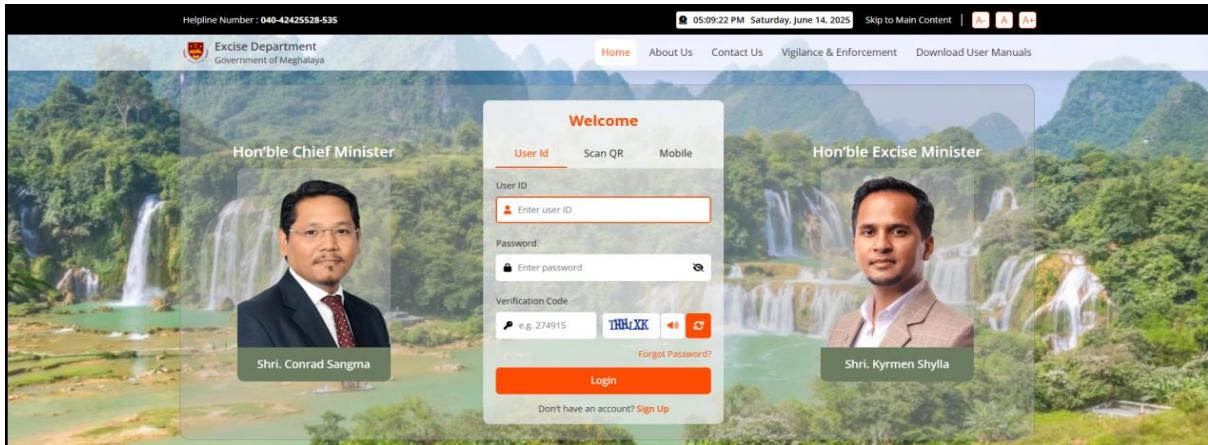
- ◆ After reaching to the above screen user need to click on “OK” button in the above mentioned pop up. After clicking on “OK” pop up and after successful payment request will be forwarded to IOE of the bottling unit. In list view request will be displayed as below.



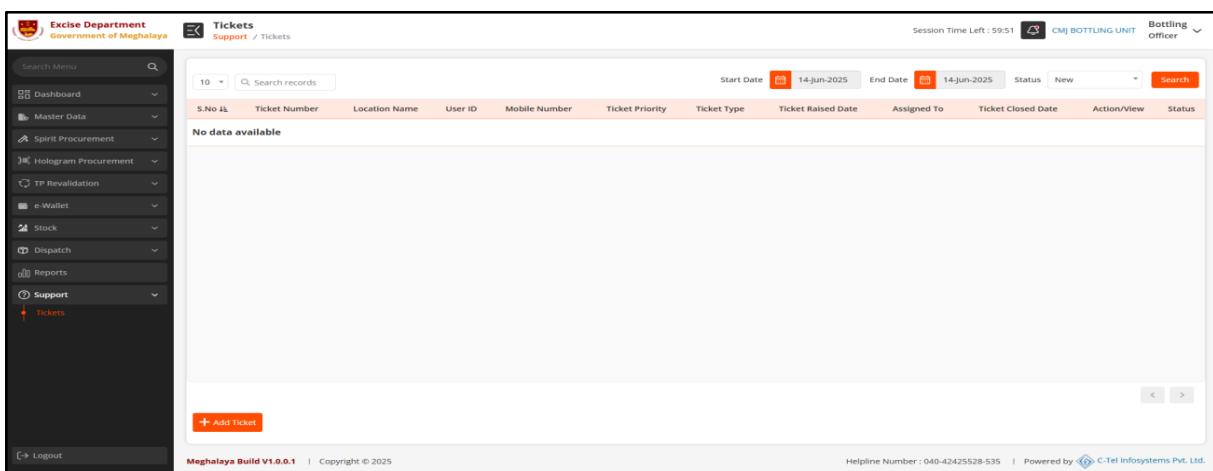
## Bottling Unit Control & Regulation User Reference Manual

### ❖ Bottling Unit IOE Login :

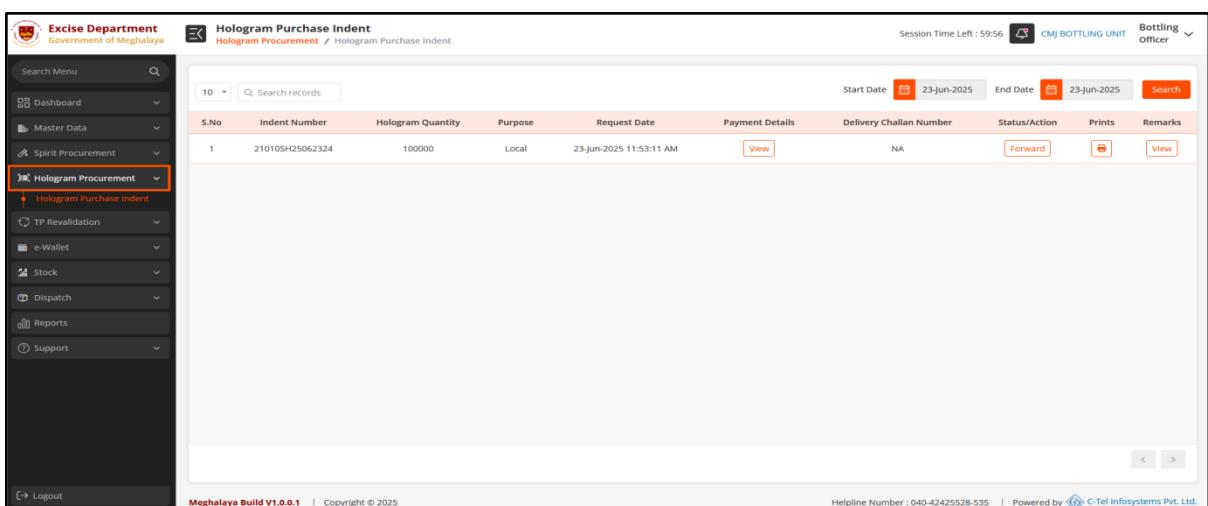
- ◆ Login to the below application by providing the valid username and password.



- ◆ After login, Officer can able to view the below screen.

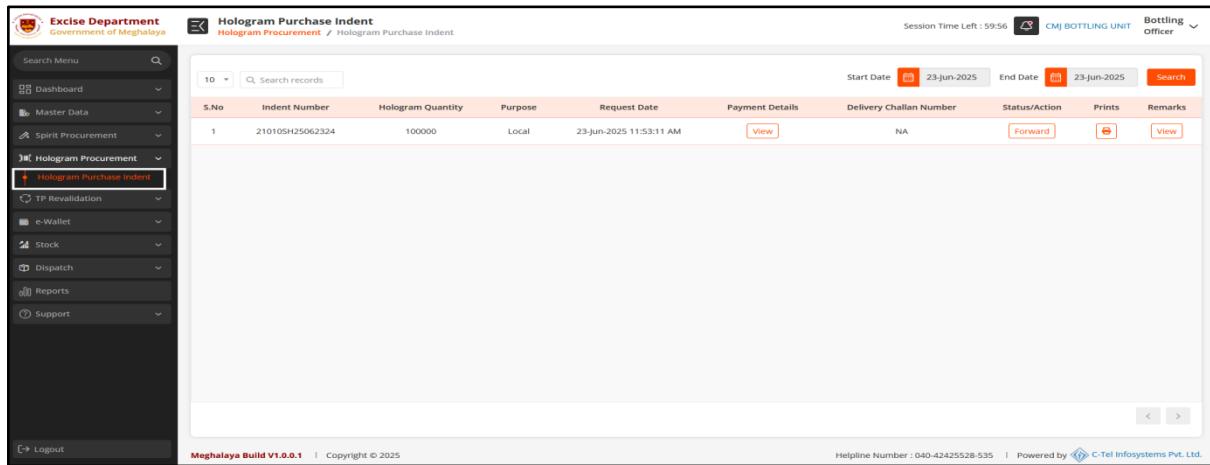


- ◆ Then user need to select “Hologram Procurement” tab. After selecting the “Hologram Procurement” tab user can able to view the below screen.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen user need to select the “**Hologram Purchase Indent**” tab under “**Hologram Procurement**” tab. After selecting the “**Hologram Purchase Indent**” tab user can able to view the below screen.

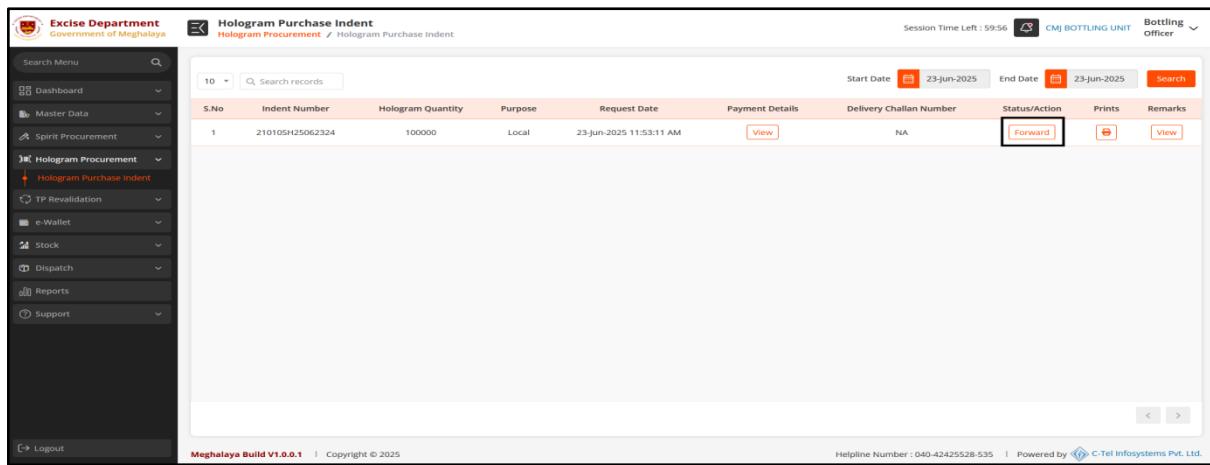


The screenshot shows the 'Hologram Purchase Indent' page. The left sidebar has a 'Hologram Procurement' section with 'Hologram Purchase Indent' selected. The main table has one row with the following data:

S.No	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	21010SH25062324	100000	Local	23-Jun-2025 11:53:11 AM	<a href="#">View</a>	NA	<a href="#">Forward</a>	<a href="#">Print</a>	<a href="#">View</a>

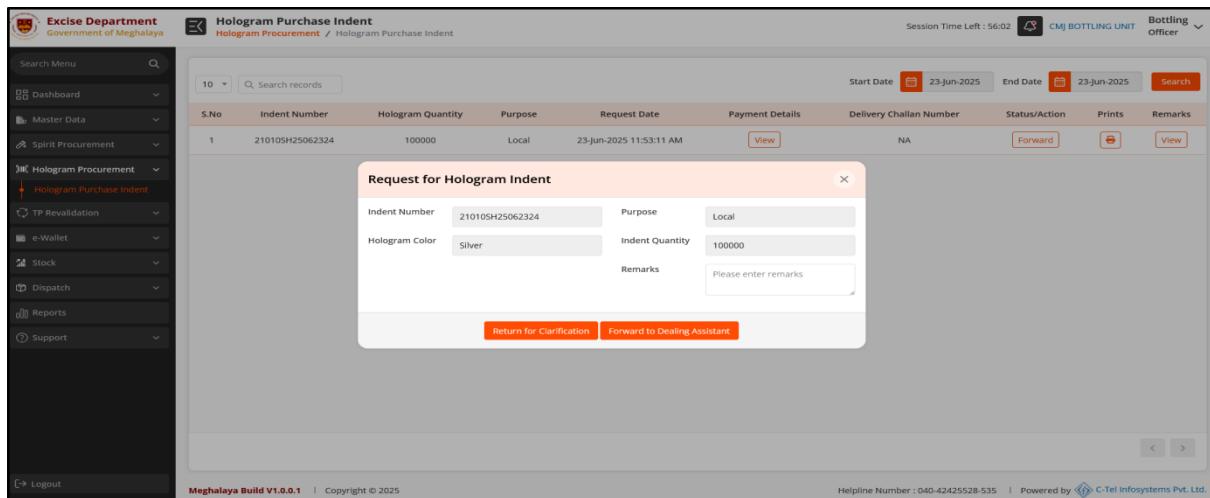
At the bottom, it says 'Meghalaya Build V1.0.0.1 | Copyright © 2025' and 'Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.'

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “**Forward**” option as shown in below screen.



The screenshot shows the same 'Hologram Purchase Indent' page as the previous one, but the 'Forward' button in the table row is now highlighted with a red box, indicating it has been selected.

- ◆ After clicking on “**Forward**” option a pop up will be opened as shown in below screen.



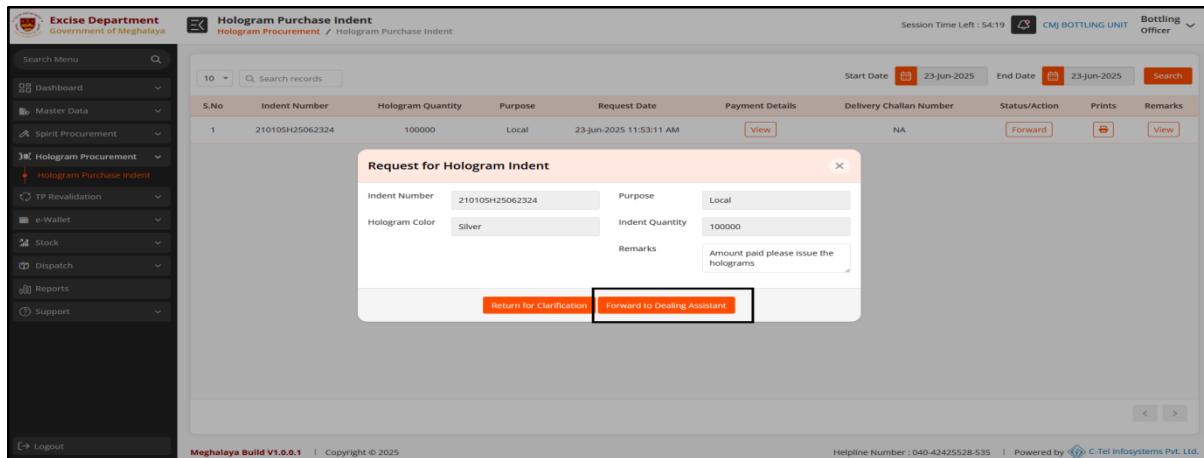
The screenshot shows the 'Request for Hologram Indent' modal dialog. It contains the following fields:

Indent Number	21010SH25062324	Purpose	Local
Hologram Color	Silver	Indent Quantity	100000
Remarks Please enter remarks			

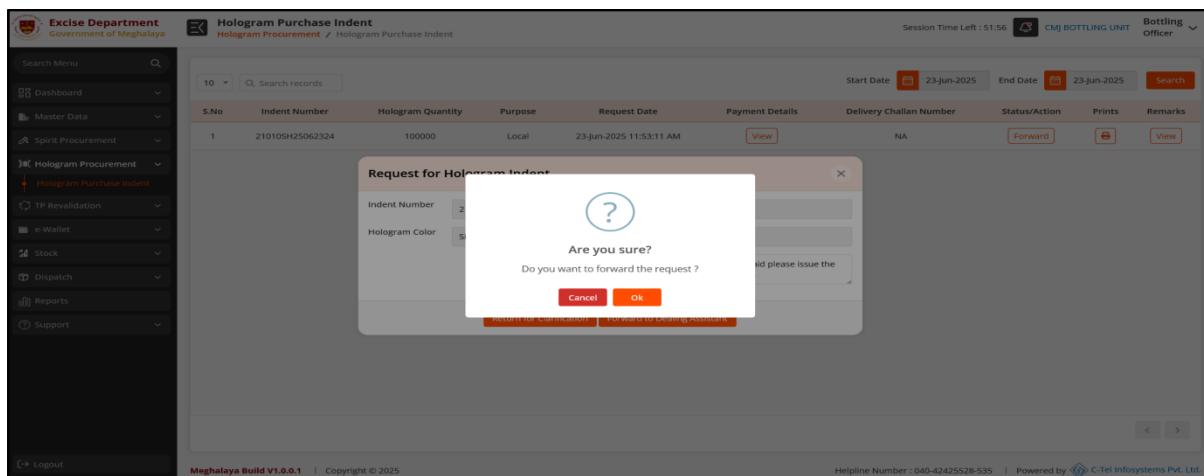
At the bottom of the modal are two buttons: 'Return for Clarification' and 'Forward to Dealing Assistant'. The 'Forward to Dealing Assistant' button is highlighted with a red box.

## Bottling Unit Control & Regulation User Reference Manual

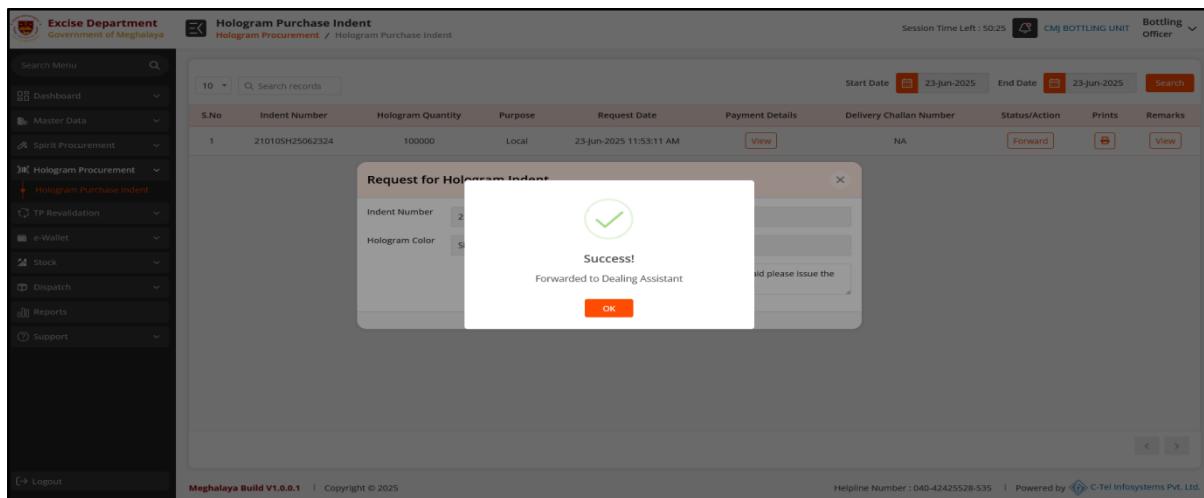
- ◆ After reaching to the above screen officer need enter the remarks and need to click on “Forward to Dealing Assistant” option as shown in below screen.



- ◆ After clicking on “Forward to Dealing Assistant” option an alert pop up will be displayed as shown in below screen and user need to click on “OK” button as shown in below screen.

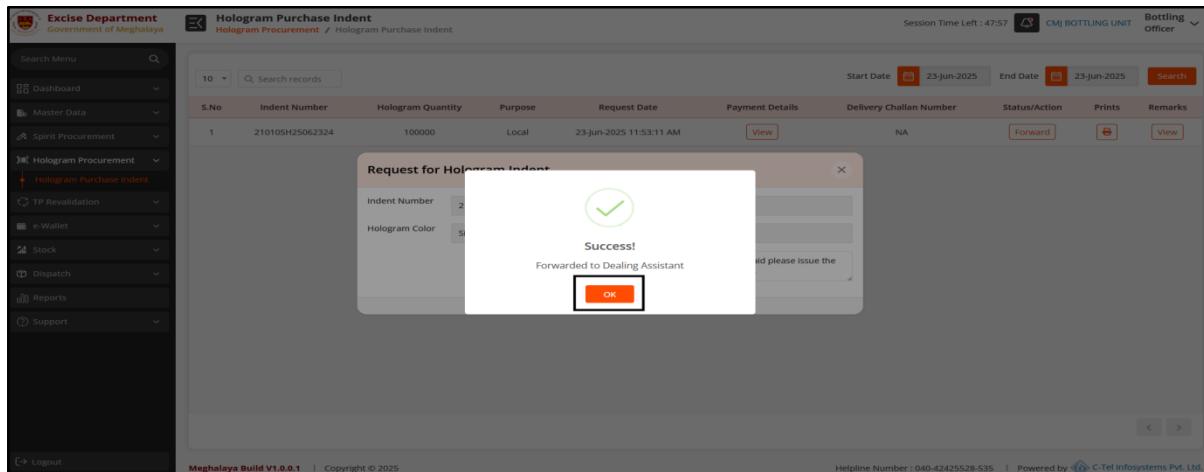


- ◆ After clicking on “OK” button an alert pop up will be displayed as shown in below screen and user need to click on “OK” button as shown in below screen.

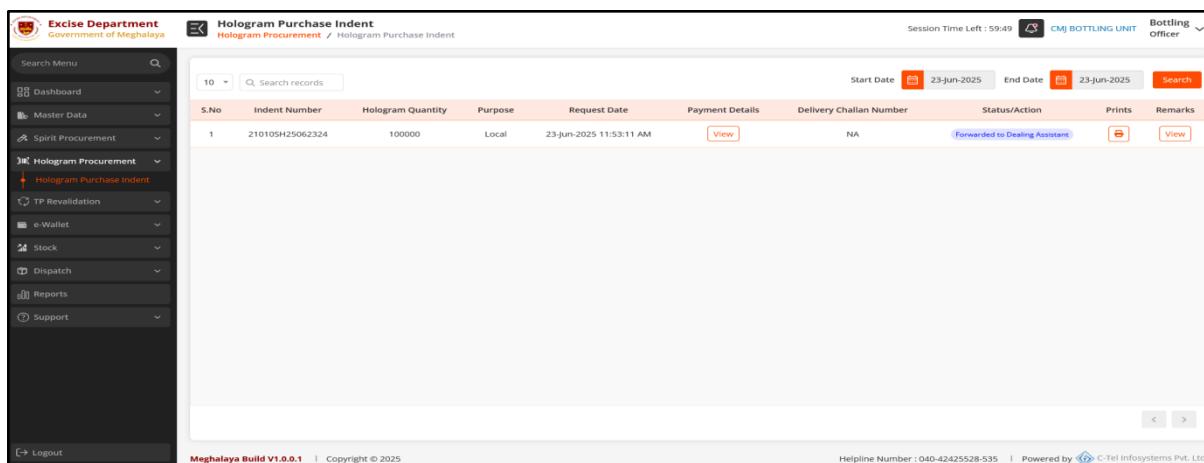


## Bottling Unit Control & Regulation User Reference Manual

- ◆ After clicking on “OK” option an alert pop up will be displayed as shown in below screen and user need to click on “OK” button as shown in below screen.

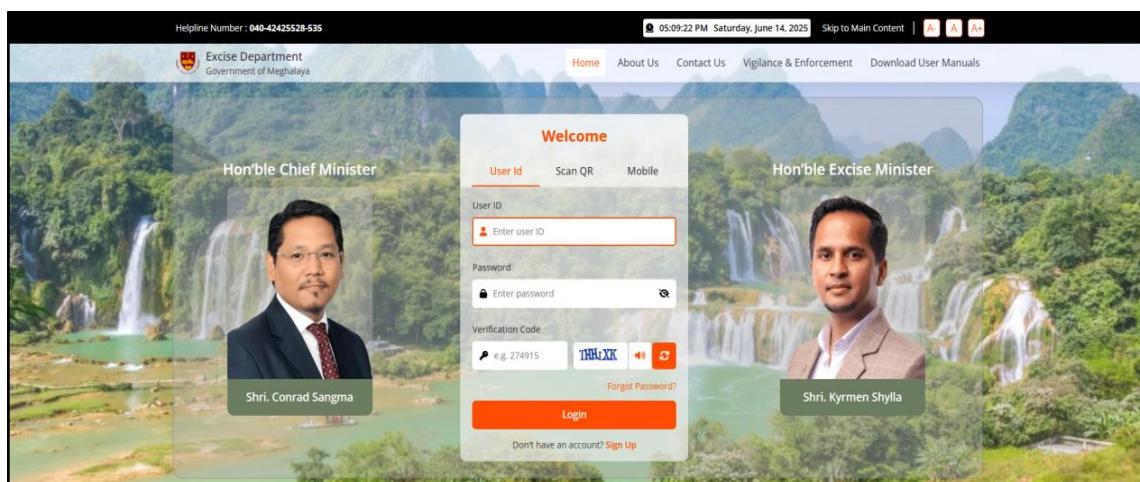


- ◆ After clicking on “OK” button request “status” will be shown as “Forwarded to Dealing Assistant” as shown in below screen.



### ❖ Dealing Assistant Login :

- ◆ Login to the below application by providing the valid username and password.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After login, Dealing Assiatant can able to view the below screen. It is an activity dashboard where all the pending activities will be shown at one place as shown in below screen.

**Pending Permits**

Location	Count
Bottling Unit Local	1
Central Bonded Warehouse	8
State Bonded Warehouse	5
Military Canteen	18
Paramilitary	4
Retailer	12

**Pending at District Office**

Process Name	Pending at	Count
License Registration	Superintendent of Excise	47
License Registration	Deputy Commissioner	2
License Registration	Assistant Commissioner	11
License Registration	Inspector of Excise	2
Paramilitary Permits	Superintendent of Excise	4
Paramilitary Permits	Deputy Superintendent of Excise	4
Military Canteen Permits	Superintendent of Excise	18
Military Canteen Permits	Deputy	1

**Pending at Headquarters**

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
CSD Non Local License Registration	Dealing Assistant HQ	3
Central Bonded Warehouse Permits	Dealing Assistant HQ	1
State Bonded Warehouse Permits	Dealing Assistant HQ	3

**Pending at Commissionerate**

Process Name	Pending at	Count
Brand Label Registration	Commissioner	6
Central Bonded Warehouse Permits	Commissioner	6
State Bonded Warehouse Permits	Commissioner	5

- ◆ Then user need to select “Hologram Procurement” tab. After selecting the “Hologram Procurement” tab user can able to view the below screen.

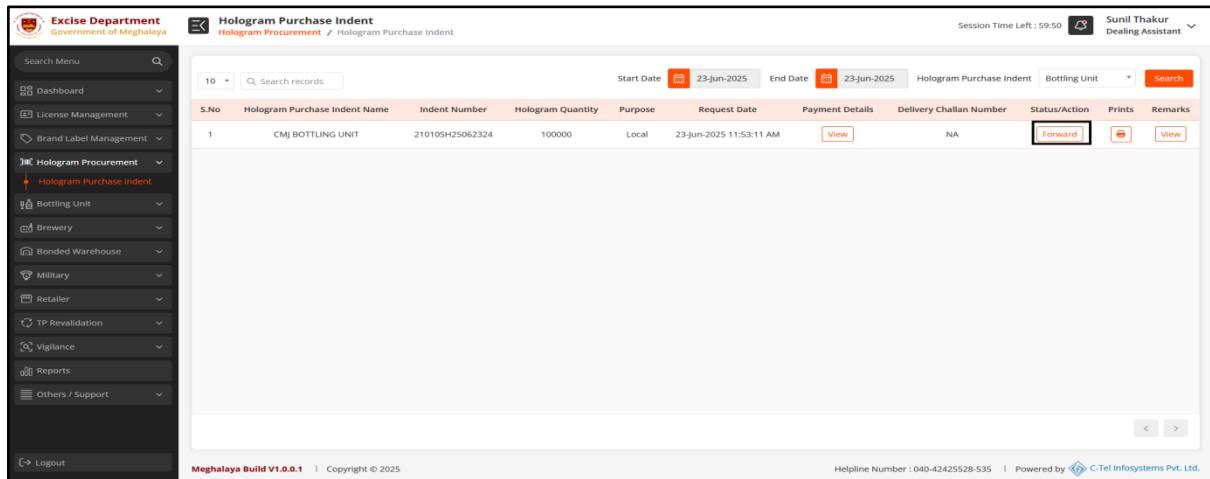
S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	21010SH25062324	100000	Local	23-Jun-2025 11:53:11 AM	<a href="#">View</a>	NA	<a href="#">Forward</a>	<a href="#">Print</a>	<a href="#">View</a>

- ◆ After reaching to the above screen user need to select the “Hologram Purchase Indent” tab under “Hologram Procurement” tab. After selecting the “Hologram Purchase Indent” tab user can able to view the below screen.

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	21010SH25062324	100000	Local	23-Jun-2025 11:53:11 AM	<a href="#">View</a>	NA	<a href="#">Forward</a>	<a href="#">Print</a>	<a href="#">View</a>

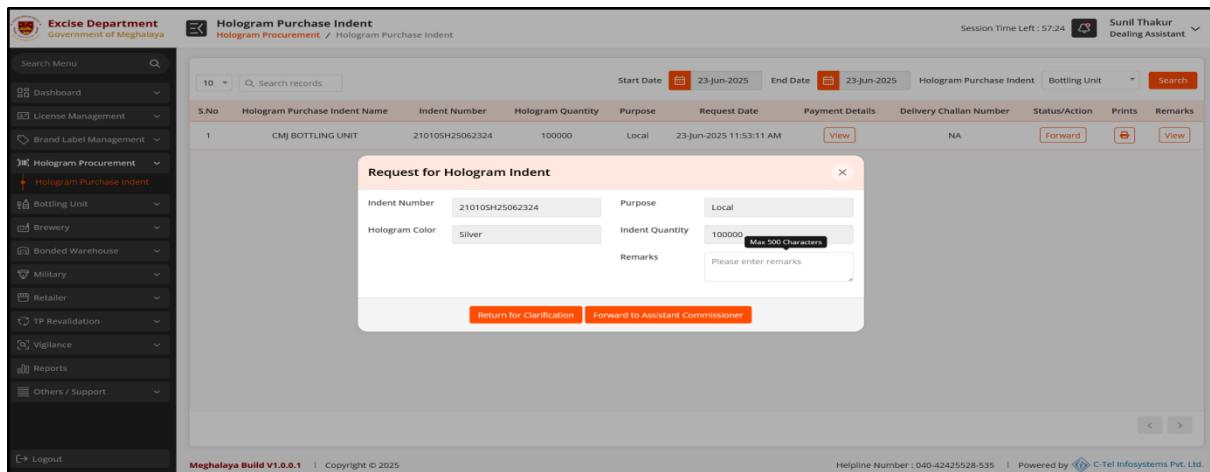
## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “Forward” option as shown in below screen.



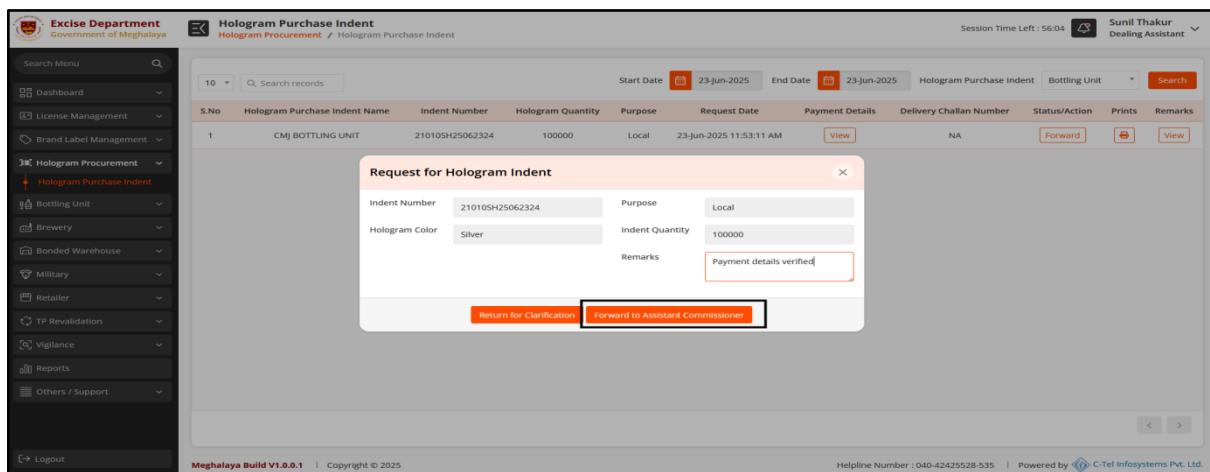
The screenshot shows the 'Hologram Purchase Indent' page. The left sidebar has 'Hologram Procurement' selected, with 'Hologram Purchase Indent' highlighted. The main table lists a single row for 'CMJ BOTTLING UNIT' with Indent Number 21010SH25062324 and Hologram Quantity 100000. The 'Forward' button in the last column of this row is highlighted with a red box.

- ◆ After clicking on “Forward” option a pop up will be opened as shown in below screen.



The screenshot shows a 'Request for Hologram Indent' pop-up window. It contains fields for Indent Number (21010SH25062324), Purpose (Local), Hologram Color (Silver), and Indent Quantity (100000). The 'Remarks' field is empty and has a placeholder 'Please enter remarks'. At the bottom, there are 'Return for Clarification' and 'Forward to Assistant Commissioner' buttons, with the latter being highlighted with a red box.

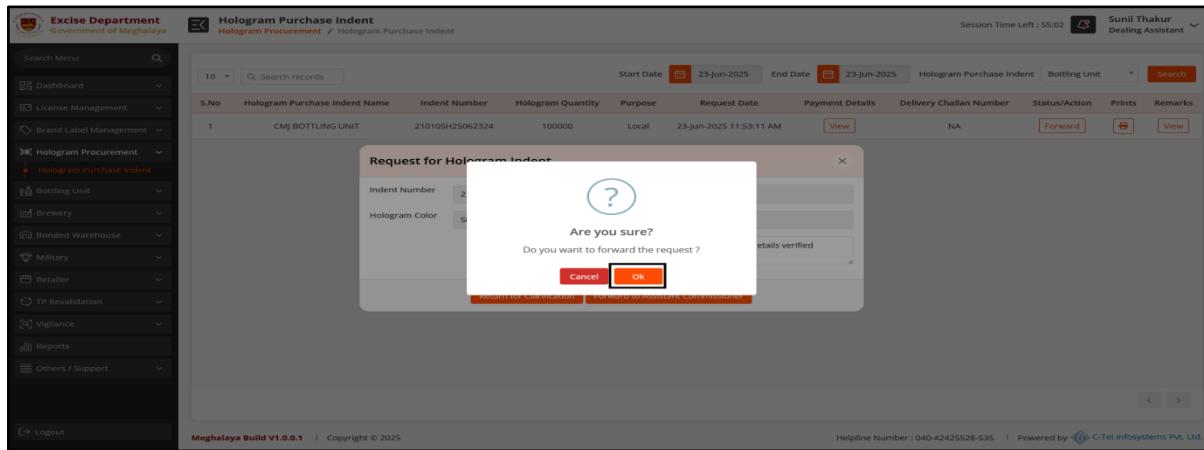
- ◆ After reaching to the above screen officer need enter the remarks and need to click on “Forward to Assistant Commissioner” option as shown in below screen.



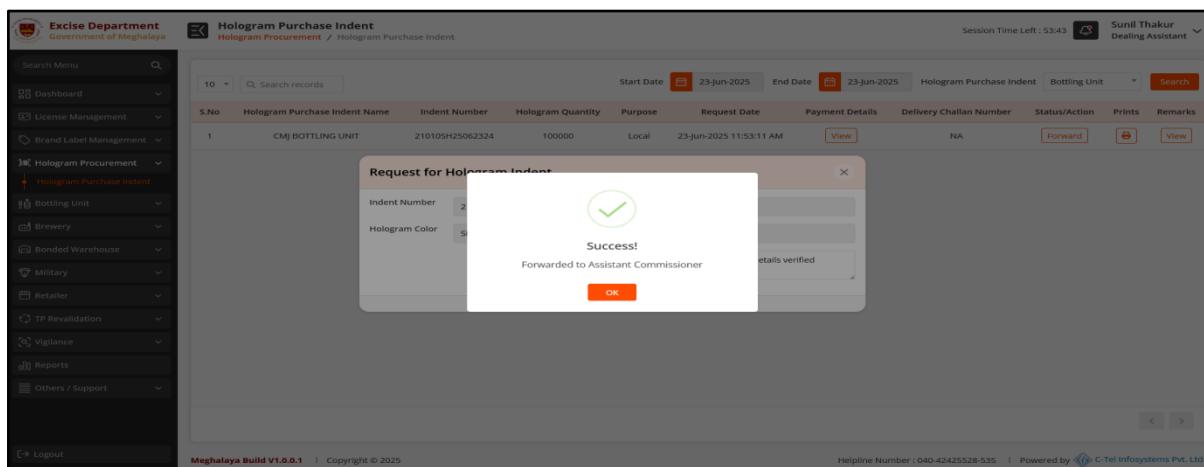
The screenshot shows the same 'Request for Hologram Indent' pop-up window as the previous one, but with the 'Remarks' field filled with 'Payment details verified'. The 'Forward to Assistant Commissioner' button is highlighted with a red box.

## Bottling Unit Control & Regulation User Reference Manual

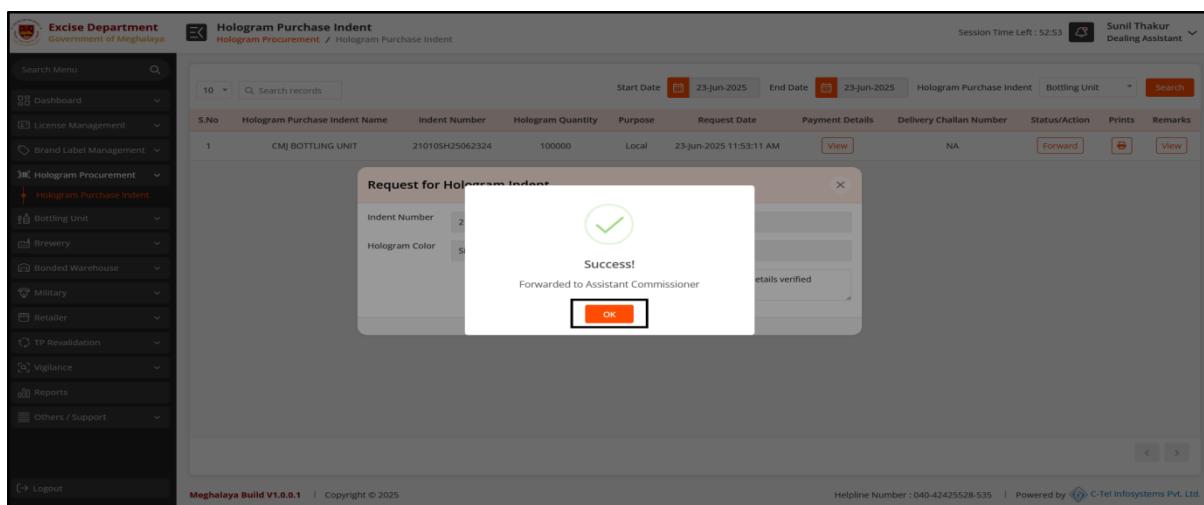
- ◆ After clicking on “Forward to Assistant Commissioner” option an alert pop up will be displayed as shown in below screen and user need to click on “OK” button as shown in below screen.



- ◆ After clicking on “OK” button an alert pop up will be displayed as shown in below screen and user need to click on “OK” button as shown in below screen.

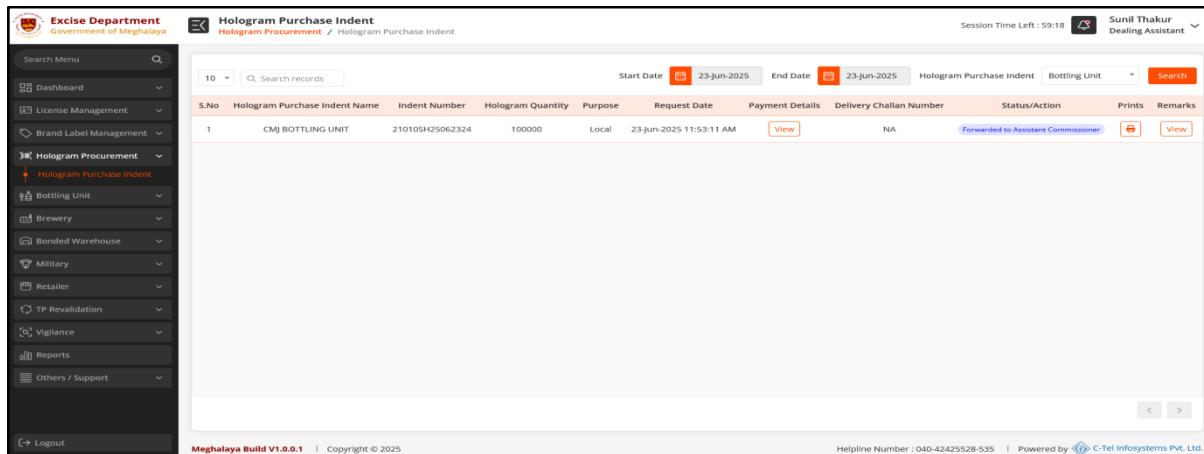


- ◆ After clicking on “OK” option an alert pop up will be displayed as shown in below screen and user need to click on “OK” button as shown in below screen.



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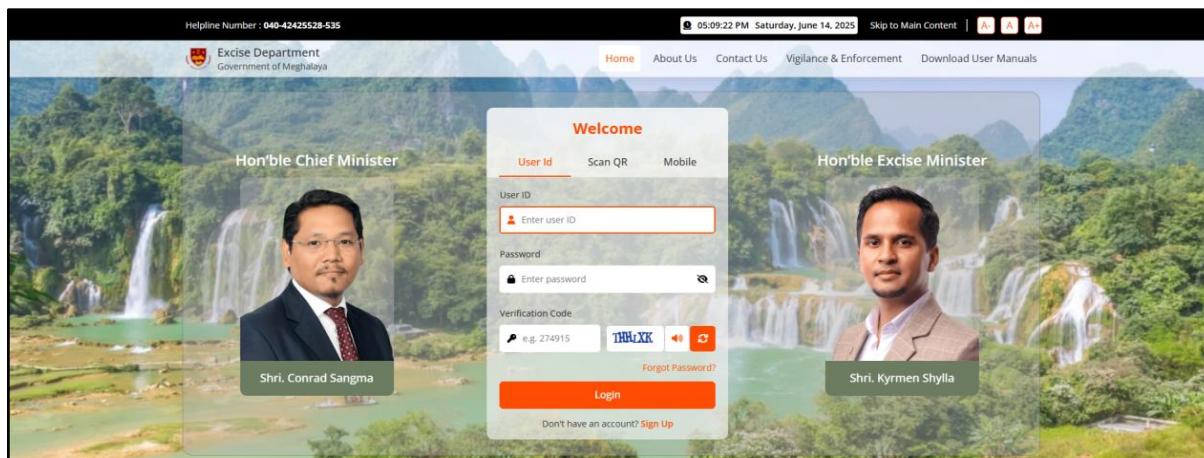
- ◆ After clicking on “OK” button request “status” will be shown as “Forward to Assistant Commissioner” as shown in below screen.



The screenshot shows the 'Hologram Purchase Indent' section of the application. The record listed is for 'CMJ BOTTLING UNIT' with Indent Number '21010SH25062324' and Hologram Quantity '100000'. The 'Status/Action' column shows 'Forwarded to Assistant Commissioner'. The application interface includes a sidebar with various menu items like 'Dashboard', 'License Management', 'Hologram Procurement', and 'Reports'. The footer displays 'Meghalaya Build V1.0.0.1 | Copyright © 2025' and 'Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.'

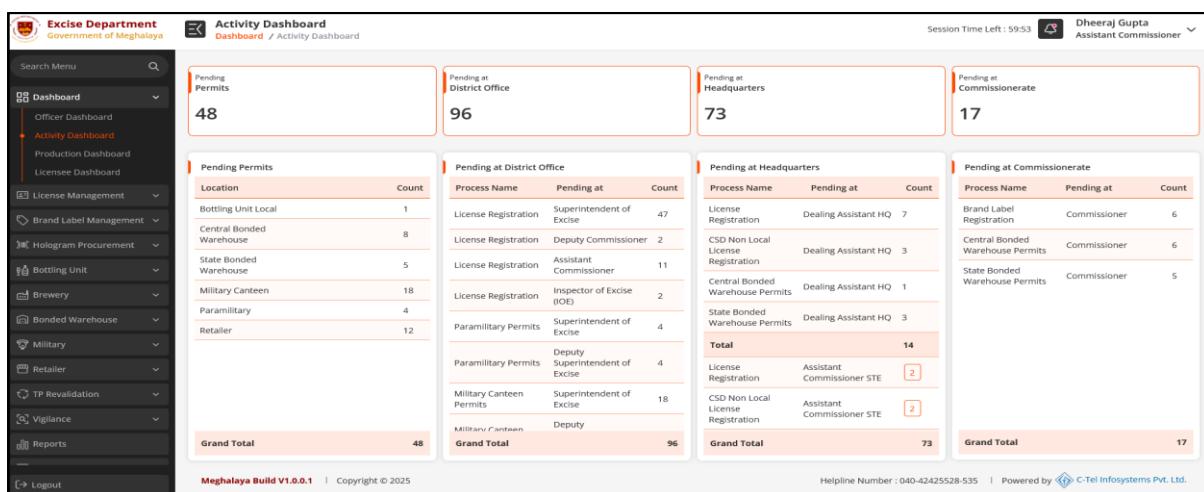
### ❖ Assistant Commissioner HQ Login :

- ◆ Login to the below application by providing the valid username and password.



The screenshot shows the login page for the Assistant Commissioner. It features a 'Welcome' message and fields for 'User ID', 'Password', and 'Verification Code'. It also includes links for 'Forgot Password?' and 'Sign Up'. The background image is a scenic view of waterfalls. The top navigation bar includes links for 'Home', 'About Us', 'Contact Us', 'Vigilance & Enforcement', and 'Download User Manuals'. The footer displays 'Helpline Number : 040-42425528-535' and 'Meghalaya Build V1.0.0.1 | Copyright © 2025'.

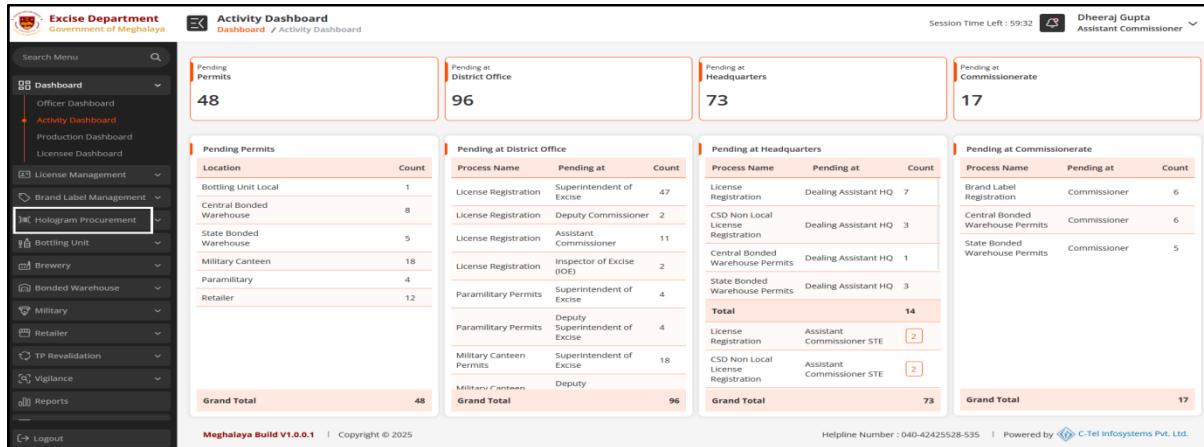
- ◆ After login, Commissioner can able to view the below screen. It is an activity dashboard where all the pending activities will be shown at one place as shown in below screen.



The screenshot shows the 'Activity Dashboard' for the Commissioner. It displays four main sections: 'Pending Permits' (48), 'Pending at District Office' (96), 'Pending at Headquarters' (73), and 'Pending at Commissionerate' (17). Each section provides a detailed breakdown of the pending activities. The sidebar includes links for 'Officer Dashboard', 'Activity Dashboard', 'Production Dashboard', 'Licensee Dashboard', 'License Management', and 'Reports'. The footer displays 'Meghalaya Build V1.0.0.1 | Copyright © 2025' and 'Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.'

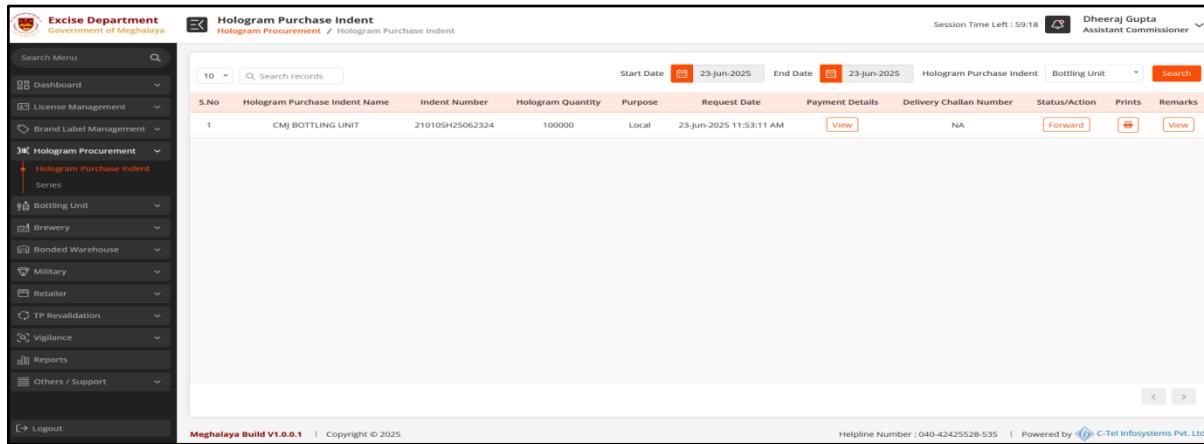
## Bottling Unit Control & Regulation User Reference Manual

- ◆ Then user need to select “Hologram Procurement” tab. After selecting the “Hologram Procurement” tab user can able to view the below screen.



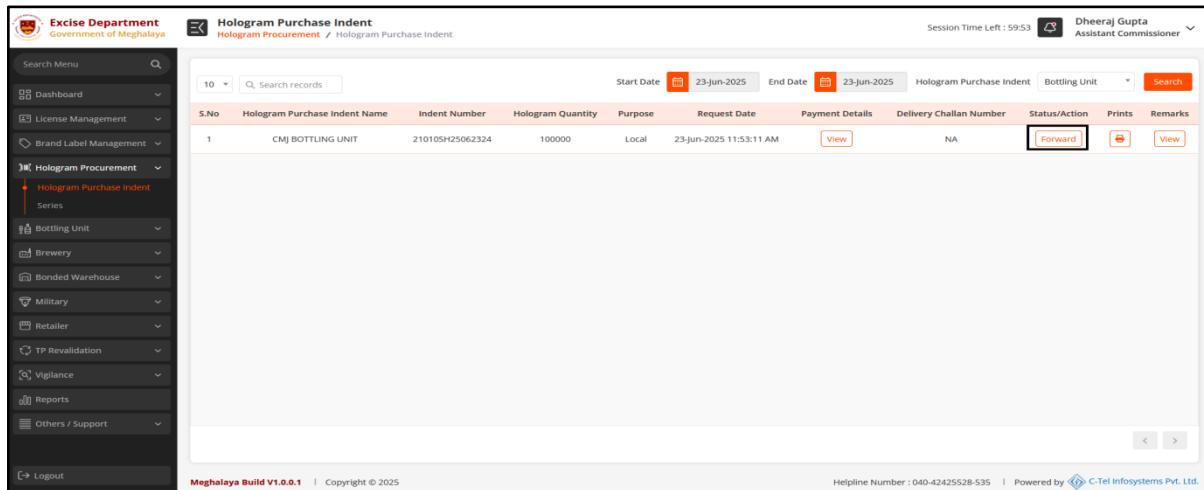
The screenshot shows the Excise Department Activity Dashboard. The left sidebar includes options like Dashboard, Activity Dashboard, Production Dashboard, Licensee Dashboard, License Management, Brand Label Management, Hologram Procurement, Bottling Unit, Brewery, Bonded Warehouse, Military, Retailer, TP Revalidation, Vigilance, Reports, and Logout. The main area displays four boxes: Pending Permits (48), Pending at District Office (96), Pending at Headquarters (73), and Pending at Commissionerate (17). Below these are detailed tables for each category. The bottom of the screen shows the build version (Meghalaya Build V1.0.0.1), copyright information (Copyright © 2025), and helpline numbers.

- ◆ After reaching to the above screen user need to select the “Hologram Purchase Indent” tab under “Hologram Procurement” tab. After selecting the “Hologram Purchase Indent” tab user can able to view the below screen.



The screenshot shows the Hologram Purchase Indent screen. The left sidebar is identical to the previous dashboard. The main area shows a table with one record: CMJ BOTTLING UNIT, Indent Number 210105H25062324, Hologram Quantity 100000, Purpose Local, Request Date 23-Jun-2025 11:53:11 AM, and Delivery Challan Number NA. There are buttons for Forward, Print, and View. The bottom of the screen shows the build version, copyright information, and helpline numbers.

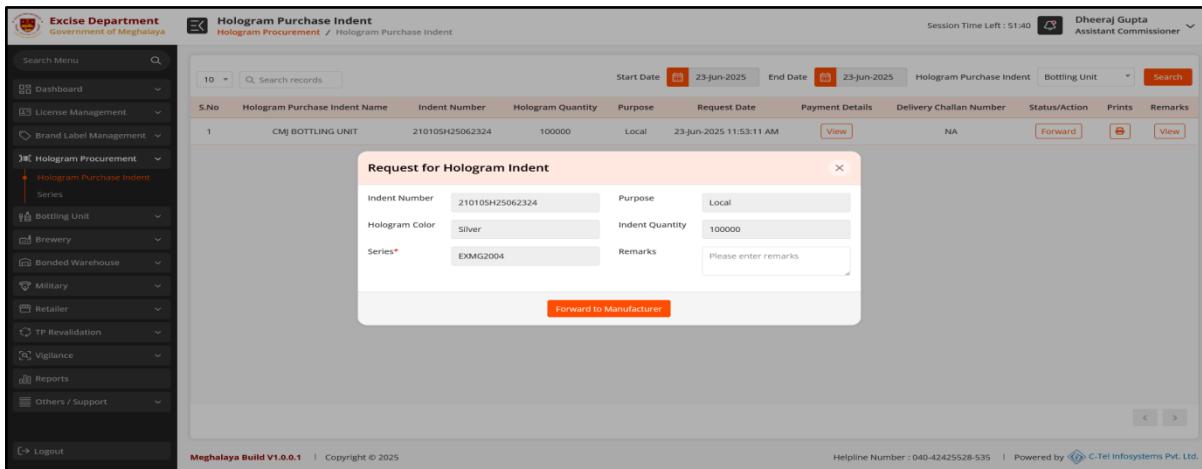
- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “Forward” option as shown in below screen.



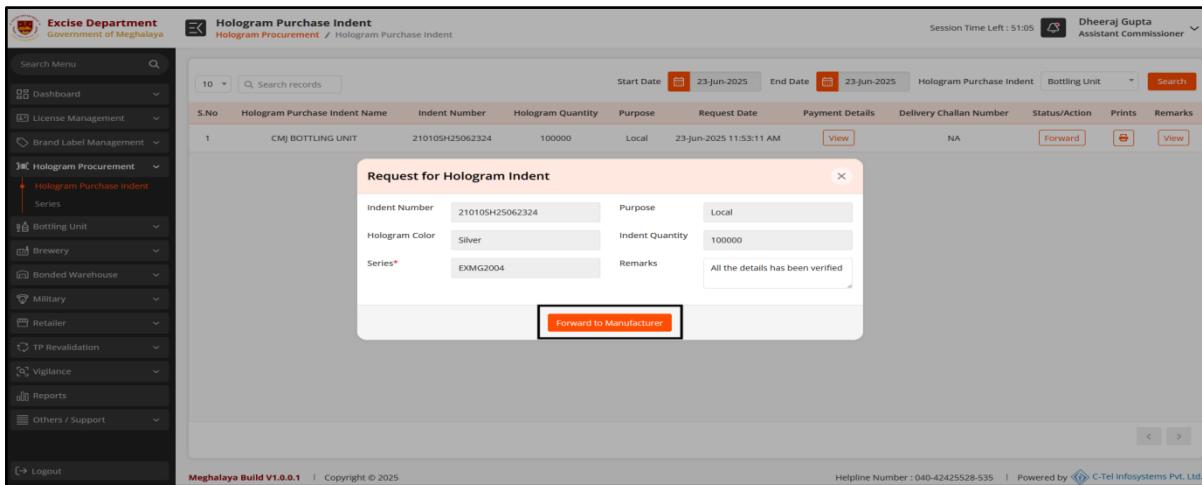
The screenshot shows the Hologram Purchase Indent screen, identical to the previous one but with a red box highlighting the “Forward” button in the row for CMJ BOTTLING UNIT. The rest of the interface and data are the same as the previous screenshot.

## Bottling Unit Control & Regulation User Reference Manual

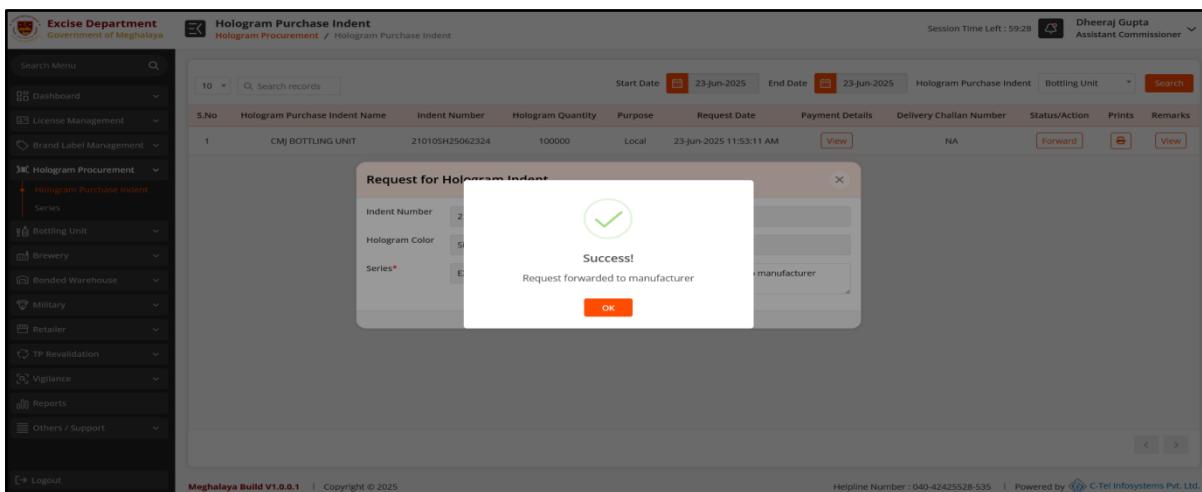
- ◆ After clicking on “Forward” option a pop up will be opened as shown in below screen.



- ◆ After reaching to the above screen officer need enter the remarks and need to click on “Forward to Manufacturer” option as shown in below screen.

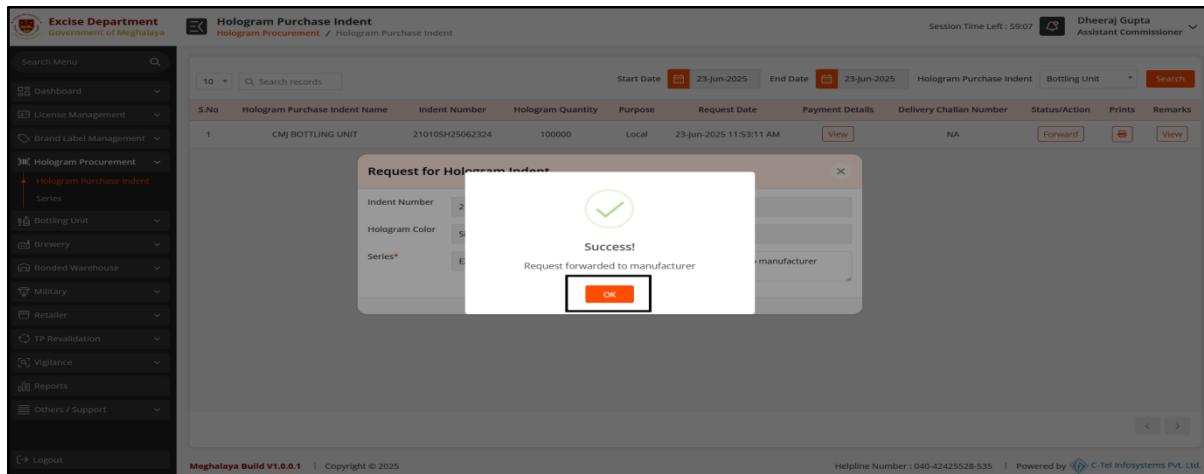


- ◆ After clicking on “Forward to Manufacturer” option an alert pop up will be displayed as shown in below screen and user need to click on “OK” button as shown in below screen.

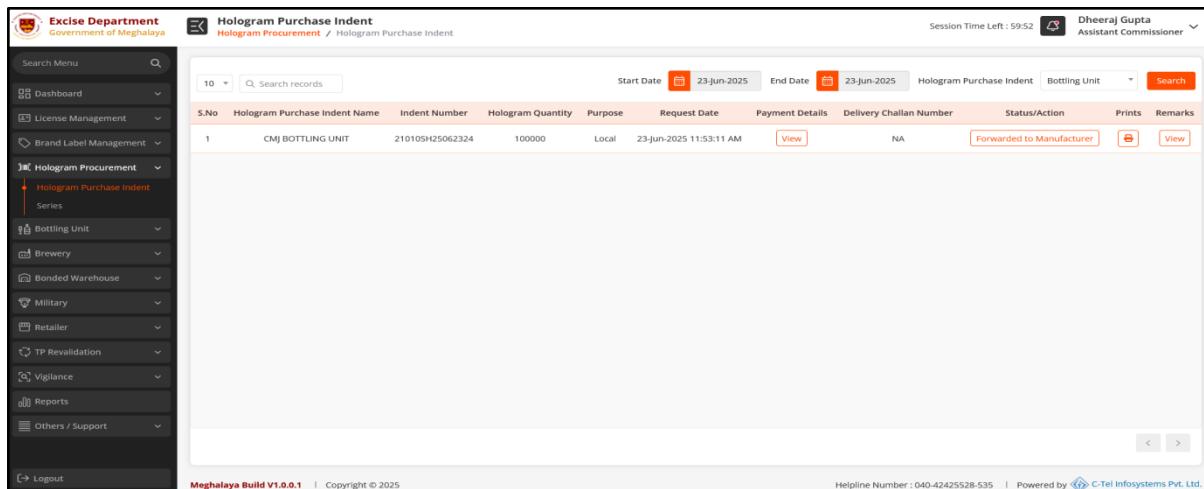


## Bottling Unit Control & Regulation User Reference Manual

- ◆ After clicking on “OK” option an alert pop up will be displayed as shown in below screen and user need to click on “OK” button as shown in below screen.

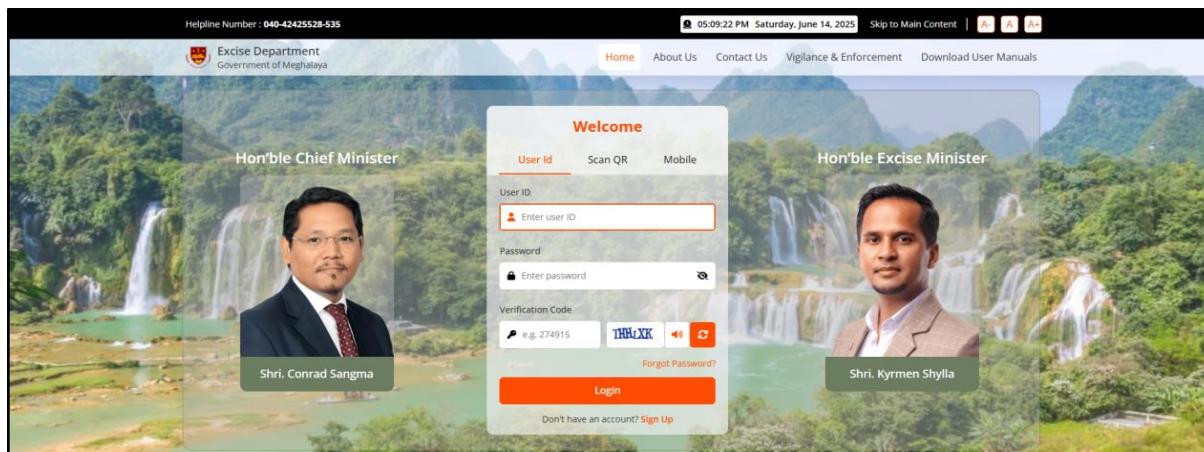


- ◆ After clicking on “OK” button request “status” will be shown as “Forward to Manufacturer” as shown in below screen.



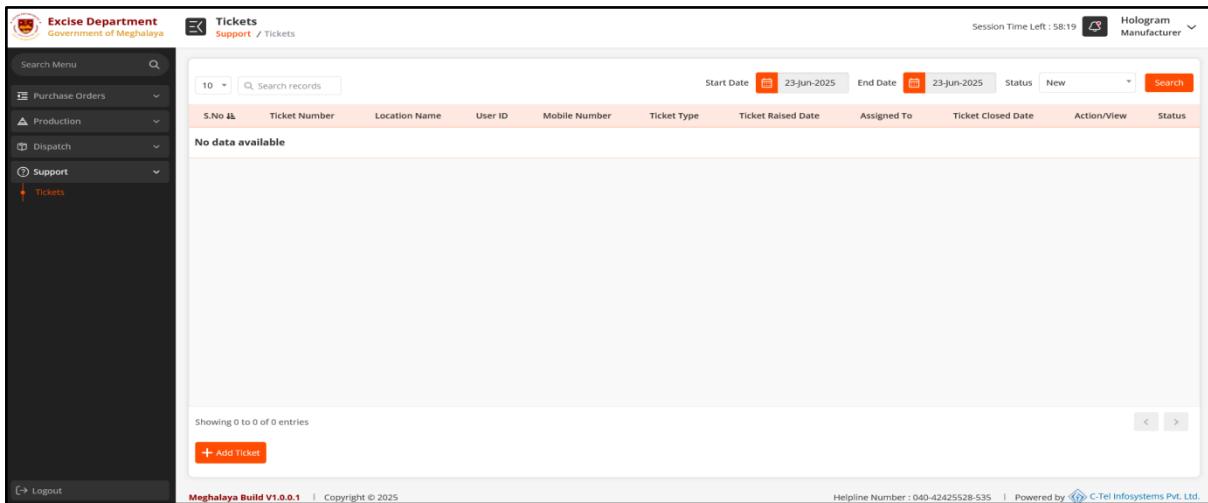
### ❖ Hologram Manufacturer Login :

- ◆ Login to the below application by providing the valid username and password.

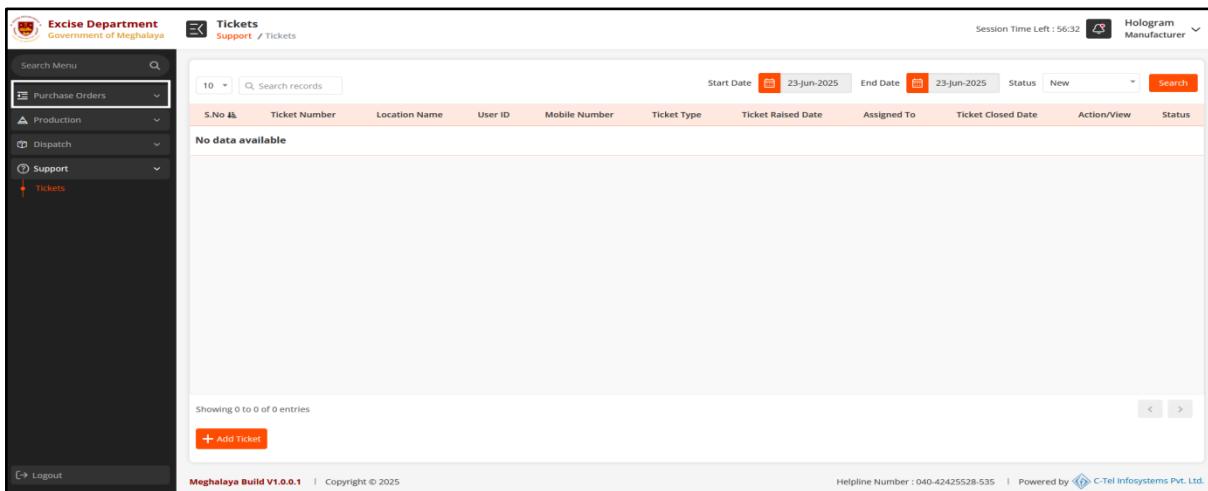


## Bottling Unit Control & Regulation User Reference Manual

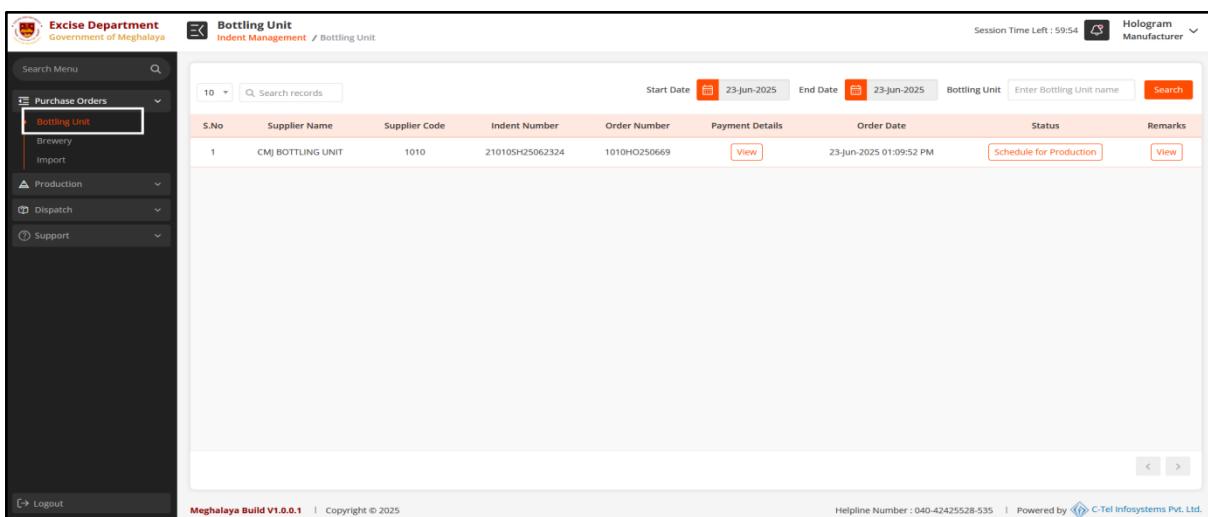
- ◆ After login, Officer can able to view the below screen.



- ◆ Then user need to select “Purchase Orders” tab.



- ◆ After selecting the “Purchase Orders” tab user can able to view the below screen.



## Bottling Unit Control & Regulation User Reference Manual

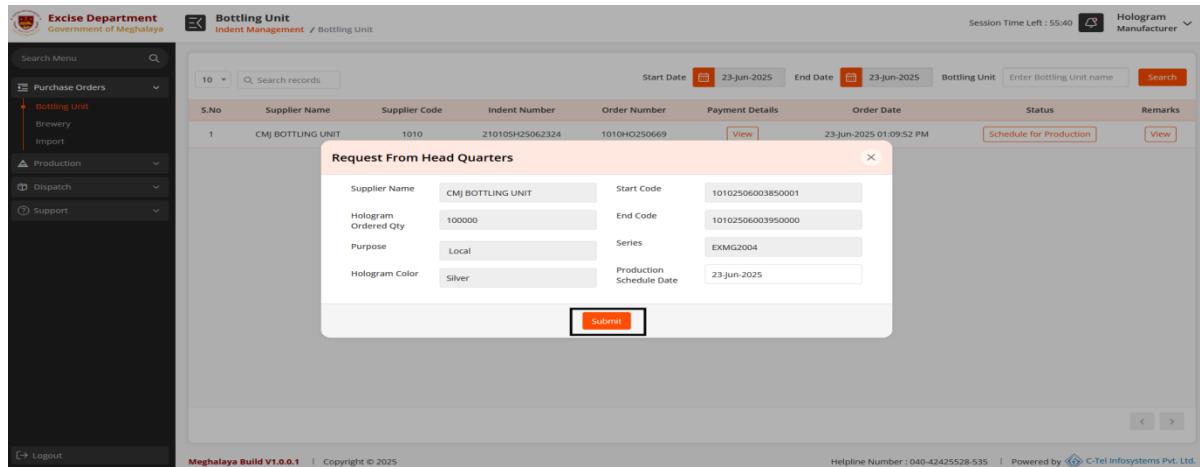
- ◆ After reaching to the above screen user need to select the “**Bottling Unit**” tab under “**Purchase Orders**” tab. After selecting the “**Bottling Unit**” tab user can able to view the below screen.

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “**Schedule for Production**” option as shown in below screen.

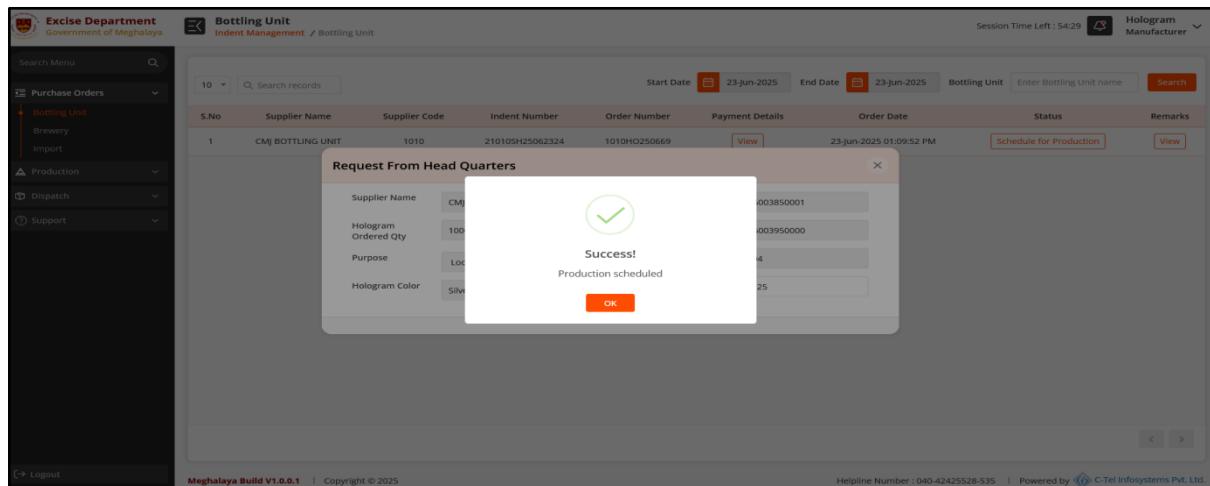
- ◆ After clicking on “**Schedule for Production**” option a pop up will be opened as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

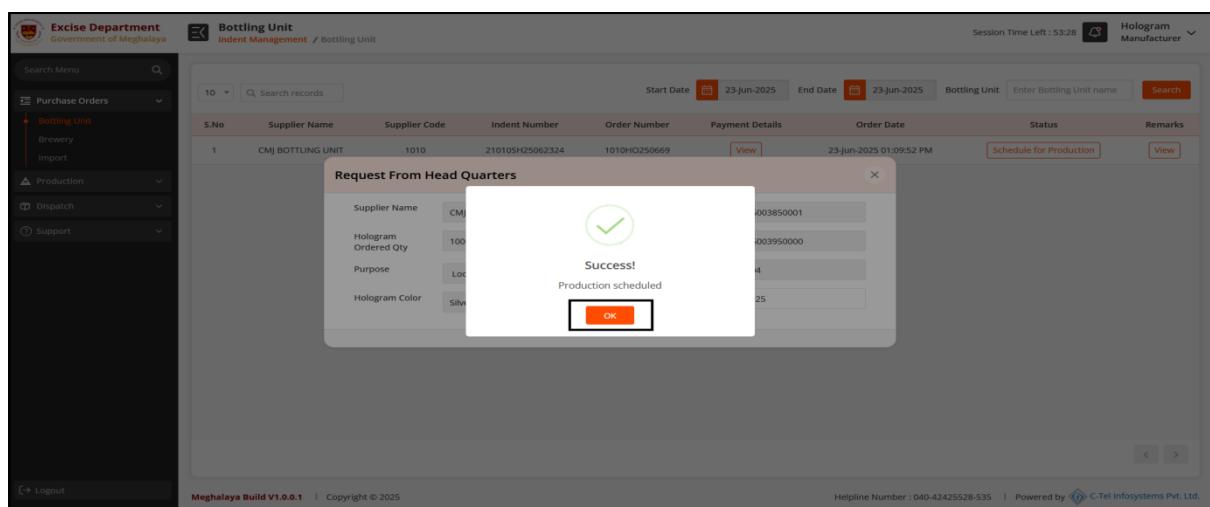
- ◆ After reaching to the above screen officer need to click on “Submit” option as shown in below screen.



- ◆ After clicking on “Submit” option an alert pop up will be displayed as shown in below screen.

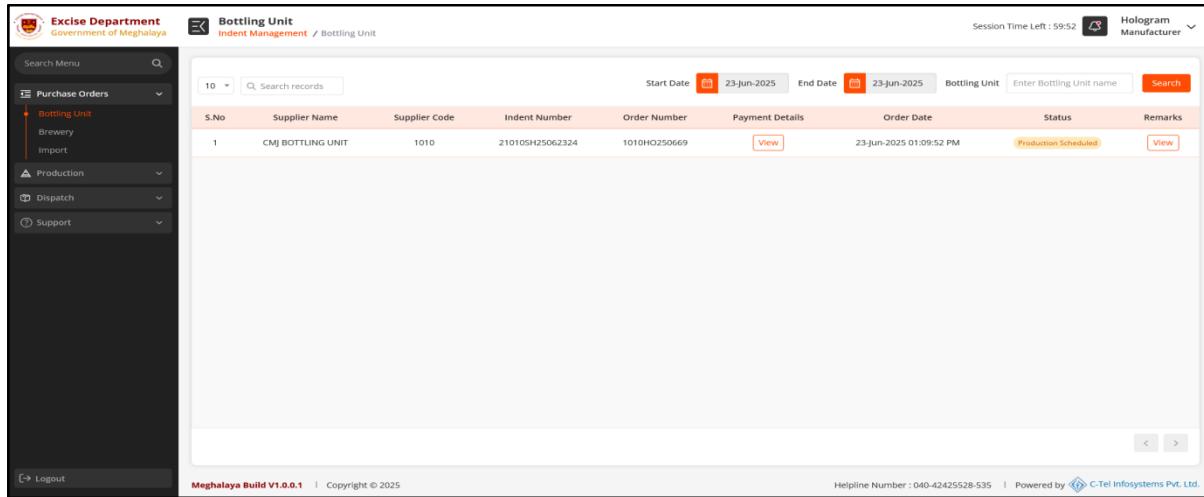


- ◆ User need to click on “OK” button as shown in below screen.



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- ◆ After clicking on “OK” button request “status” will be shown as “Production Scheduled” as shown in below screen.

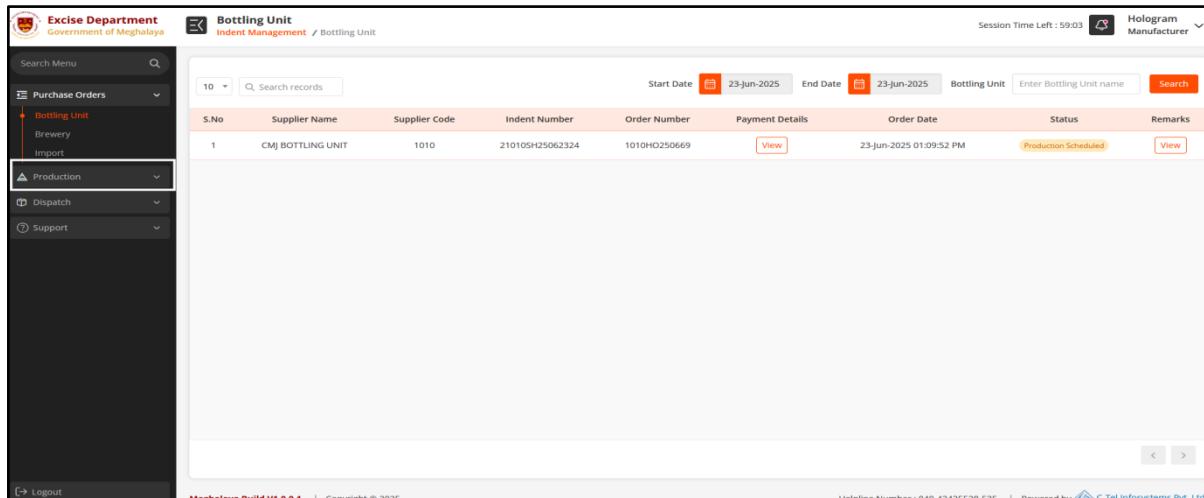


The screenshot shows the 'Bottling Unit Indent Management' screen. The left sidebar has a 'Production' section with 'Bottling Unit' selected. The main table shows one record:

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Payment Details	Order Date	Status	Remarks
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HO250669	<a href="#">View</a>	23-Jun-2025 01:09:52 PM	Production Scheduled	<a href="#">View</a>

Session Time Left: 59:52 | Hologram Manufacturer | Meghalaya Build V1.0.0.1 | Copyright © 2025 | Helpline Number: 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

- ◆ Then user need to select “Production” tab as shown in below screen.

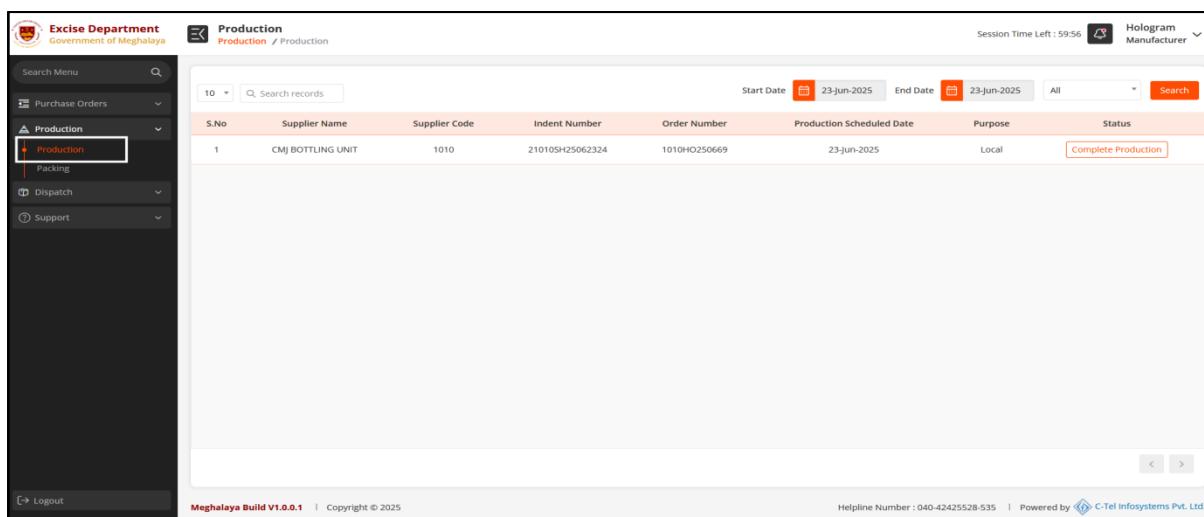


The screenshot shows the 'Bottling Unit Indent Management' screen with the 'Production' tab selected in the left sidebar. The main table shows the same record as the previous screenshot.

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Payment Details	Order Date	Status	Remarks
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HO250669	<a href="#">View</a>	23-Jun-2025 01:09:52 PM	Production Scheduled	<a href="#">View</a>

Session Time Left: 59:03 | Hologram Manufacturer | Meghalaya Build V1.0.0.1 | Copyright © 2025 | Helpline Number: 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

- ◆ After reaching to the above screen user need to select the “Production” tab under “Production” tab.



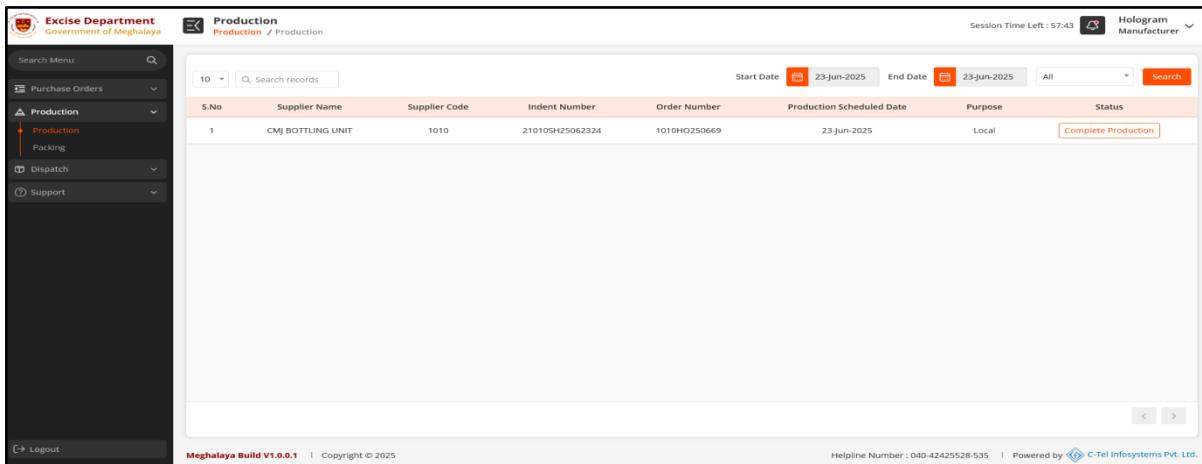
The screenshot shows the 'Production' screen with the 'Production' tab selected in the left sidebar. The main table shows one record:

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Production Scheduled Date	Purpose	Status
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HO250669	23-Jun-2025	Local	Complete Production

Session Time Left: 59:56 | Hologram Manufacturer | Meghalaya Build V1.0.0.1 | Copyright © 2025 | Helpline Number: 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

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- ◆ After selecting the “Production” sub-tab user can able to view the below screen.

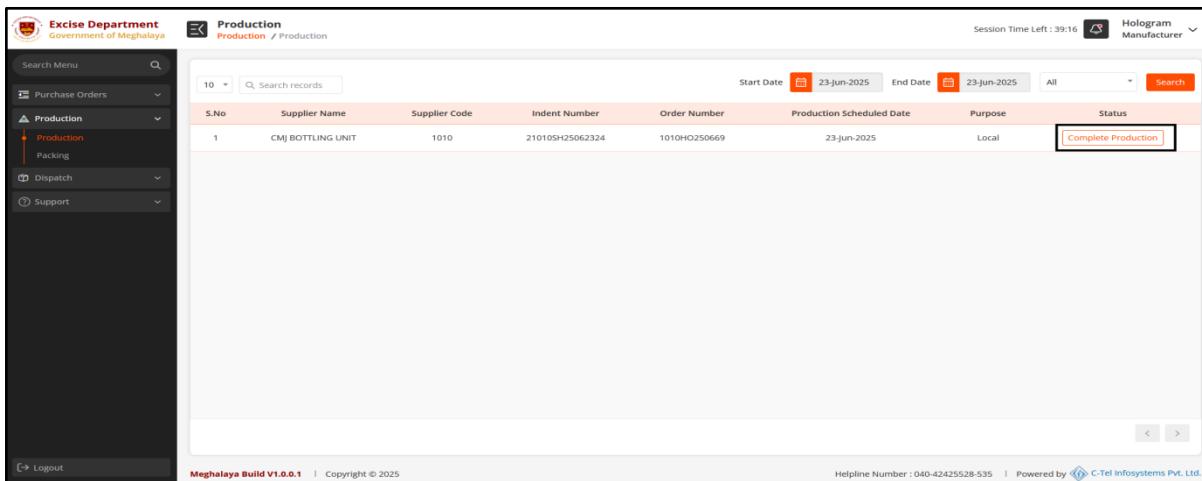


This screenshot shows the 'Production' sub-tab in the Excise Department application. The main content area displays a table with a single row of data. The columns are: S.No, Supplier Name, Supplier Code, Indent Number, Order Number, Production Scheduled Date, Purpose, and Status. The data in the table is as follows:

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Production Scheduled Date	Purpose	Status
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HO250669	23-Jun-2025	Local	<a href="#">Complete Production</a>

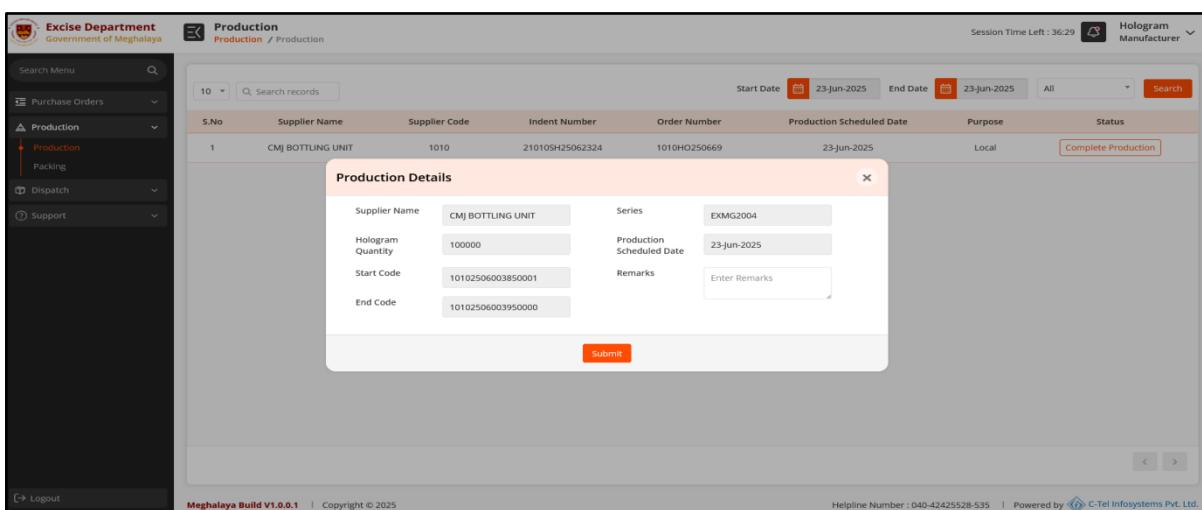
At the bottom of the screen, there is a footer with the text 'Meghalaya Build V1.0.0.1 | Copyright © 2025' and 'Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.'

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “Complete Production” option as shown in below screen.



This screenshot is identical to the one above, but the 'Complete Production' button in the last row of the table is highlighted with a red box. The rest of the interface and data are the same.

- ◆ After clicking on “Complete Production” option a pop up will be opened as shown in below screen.



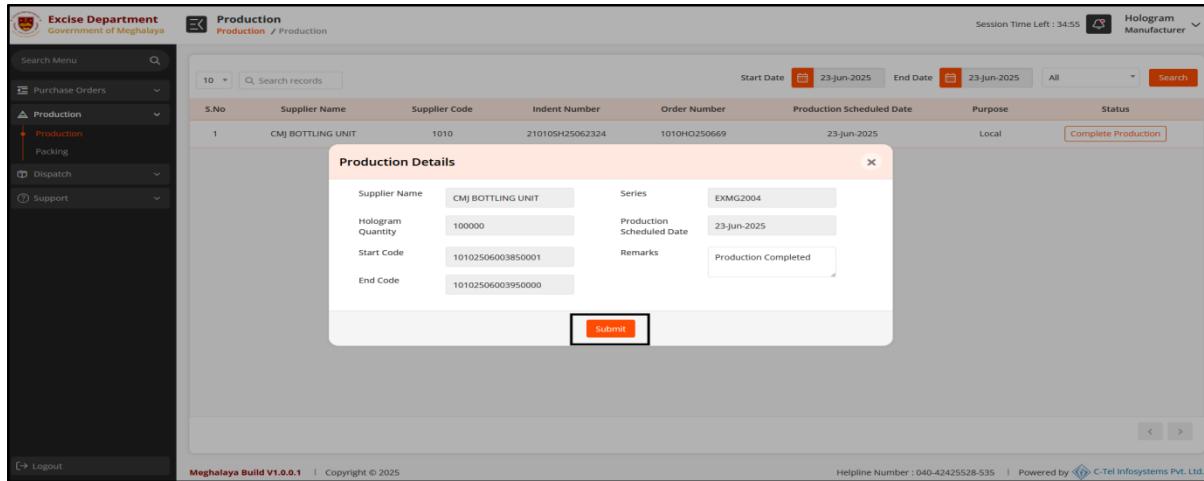
This screenshot shows the 'Production' sub-tab with a 'Production Details' pop-up window overlaid on the main table. The pop-up contains the following fields:

Supplier Name	CMJ BOTTLING UNIT	Series	EXMG2004
Hologram Quantity	100000	Production Scheduled Date	23-Jun-2025
Start Code	10102506003850001	Remarks	Enter Remarks
End Code	10102506003950000		

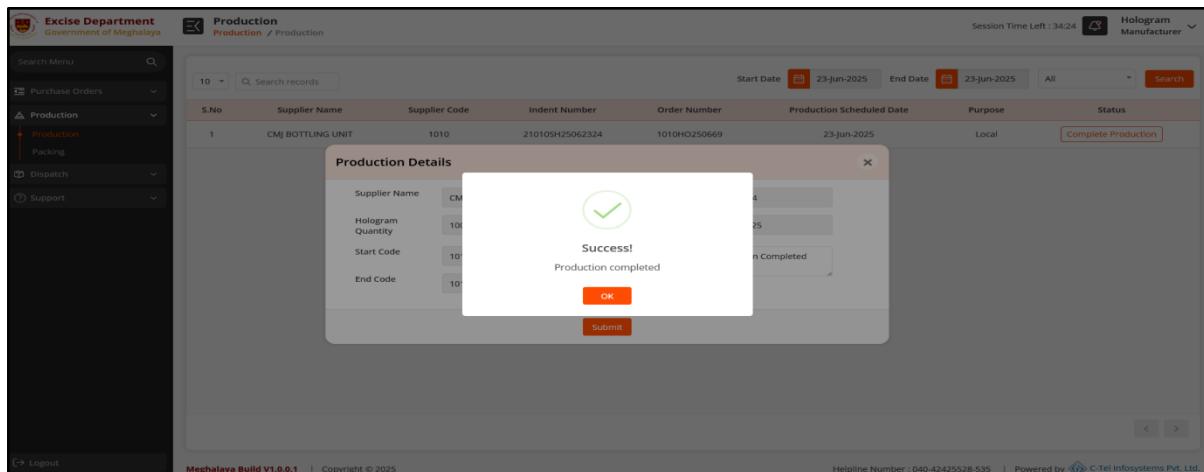
At the bottom of the pop-up is a 'Submit' button. The background table and footer are the same as the previous screenshots.

## Bottling Unit Control & Regulation User Reference Manual

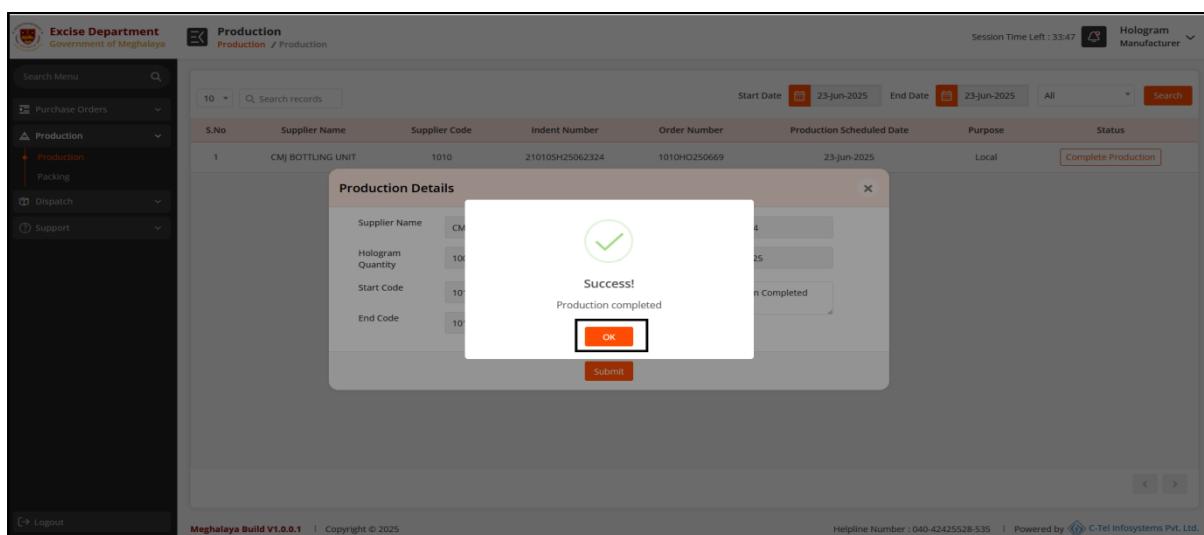
- ◆ After reaching to the above screen officer need enter the remarks and need to click on “Submit” option as shown in below screen.



- ◆ After clicking on “Submit” option an alert pop up will be displayed as shown in below screen.

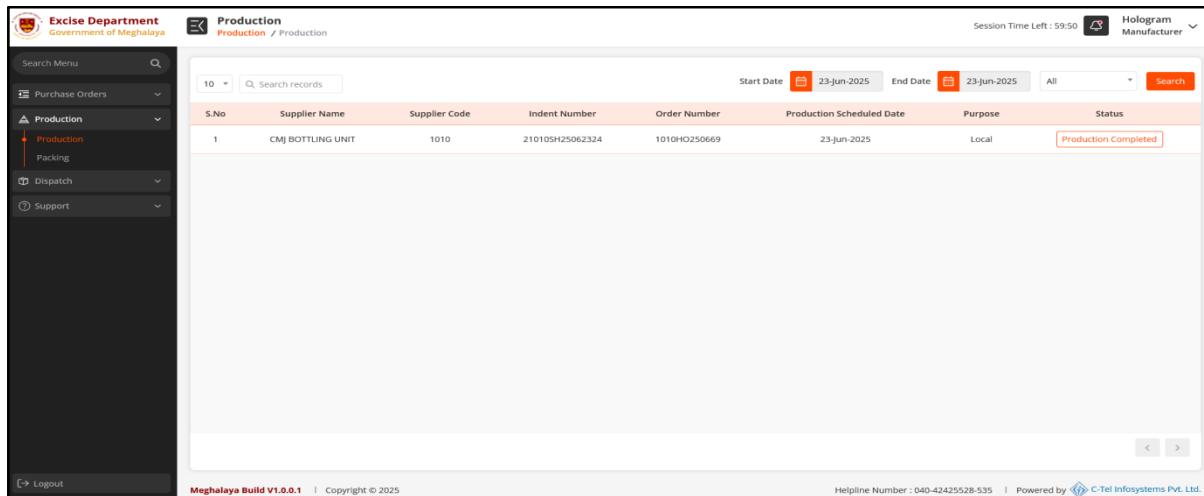


- ◆ User need to click on “OK” button as shown in below screen.



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- ◆ After clicking on “OK” button request “status” will be shown as “Production Completed” as shown in below screen.

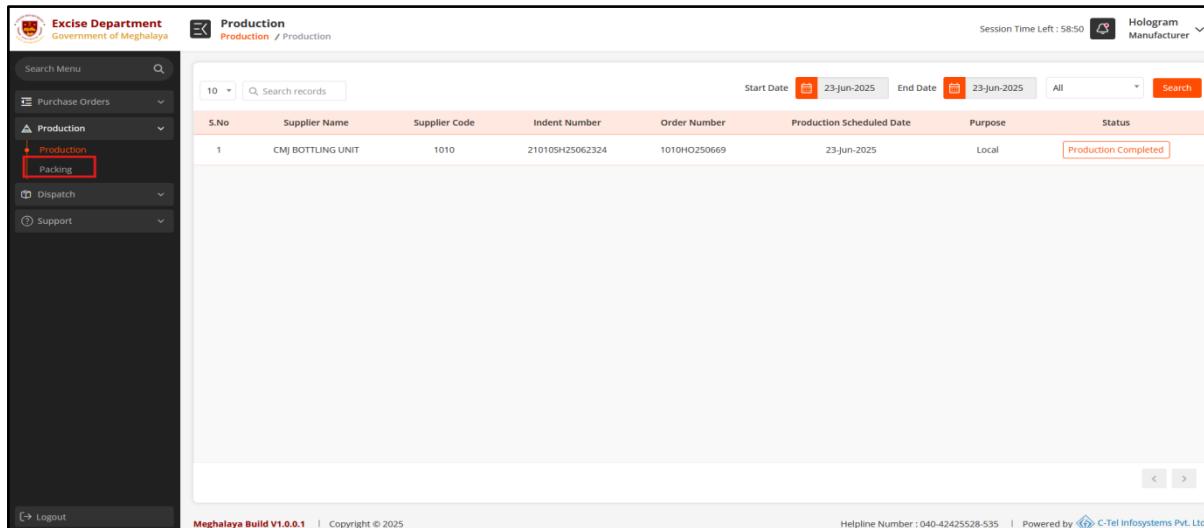


The screenshot shows the 'Production' screen of the Excise Department software. The left sidebar has a 'Production' section with a 'Packing' sub-tab selected. The main table displays one row of data:

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Production Scheduled Date	Purpose	Status
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HO250669	23-Jun-2025	Local	Production Completed

Session Time Left: 59:50 | Hologram Manufacturer | Meghalaya Build V1.0.0.1 | Copyright © 2025 | Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

- ◆ Then user need to select “Packing” tab as shown in below screen.

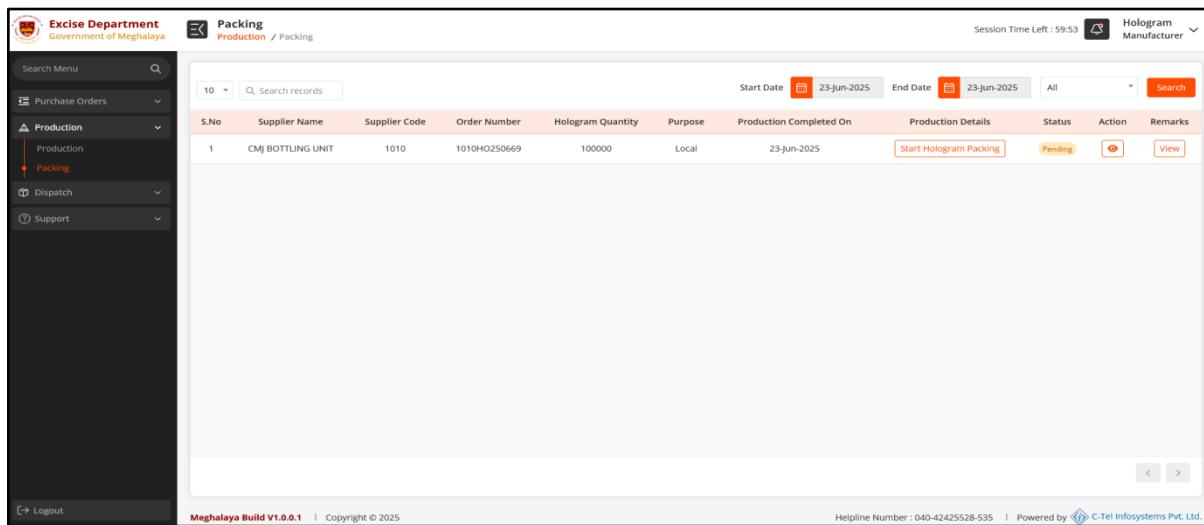


The screenshot shows the 'Production' screen with the 'Packing' tab selected in the left sidebar. The main table displays the same data as the previous screenshot:

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Production Scheduled Date	Purpose	Status
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HO250669	23-Jun-2025	Local	Production Completed

Session Time Left: 58:50 | Hologram Manufacturer | Meghalaya Build V1.0.0.1 | Copyright © 2025 | Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

- ◆ After selecting the “Packing” sub-tab user can able to view the below screen.



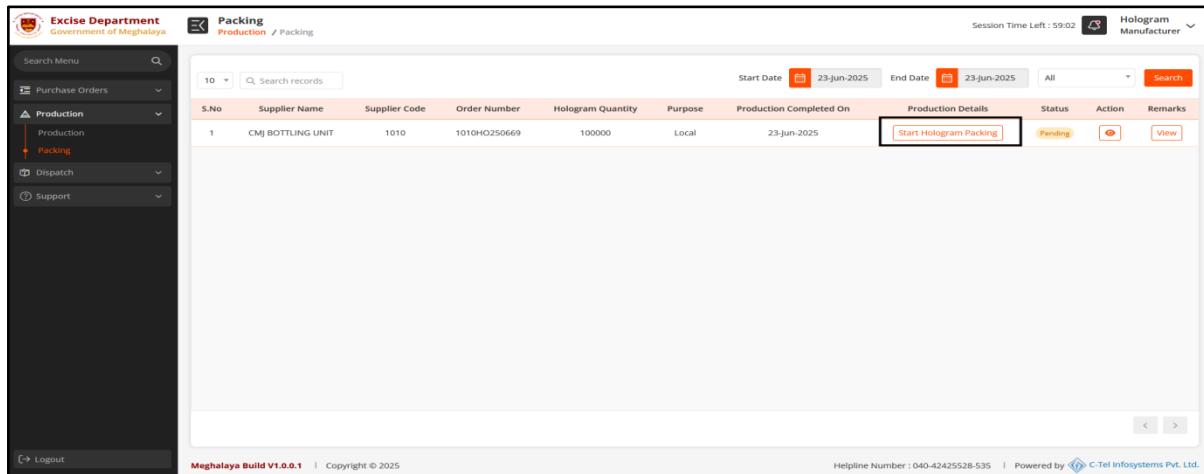
The screenshot shows the 'Packing' screen of the Excise Department software. The left sidebar has a 'Production' section with a 'Packing' sub-tab selected. The main table displays one row of data:

S.No	Supplier Name	Supplier Code	Order Number	Hologram Quantity	Purpose	Production Completed On	Production Details	Status	Action	Remarks
1	CMJ BOTTLING UNIT	1010	1010HO250669	100000	Local	23-Jun-2025	Start Hologram Packing	Pending		

Session Time Left: 59:53 | Hologram Manufacturer | Meghalaya Build V1.0.0.1 | Copyright © 2025 | Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

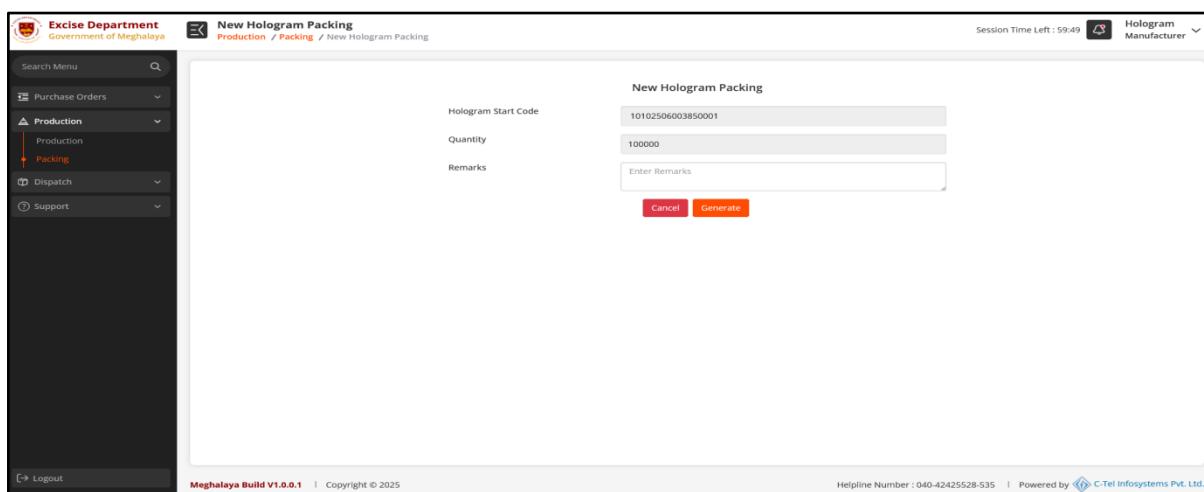
## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “**Start Hologram Packing**” option as shown in below screen.



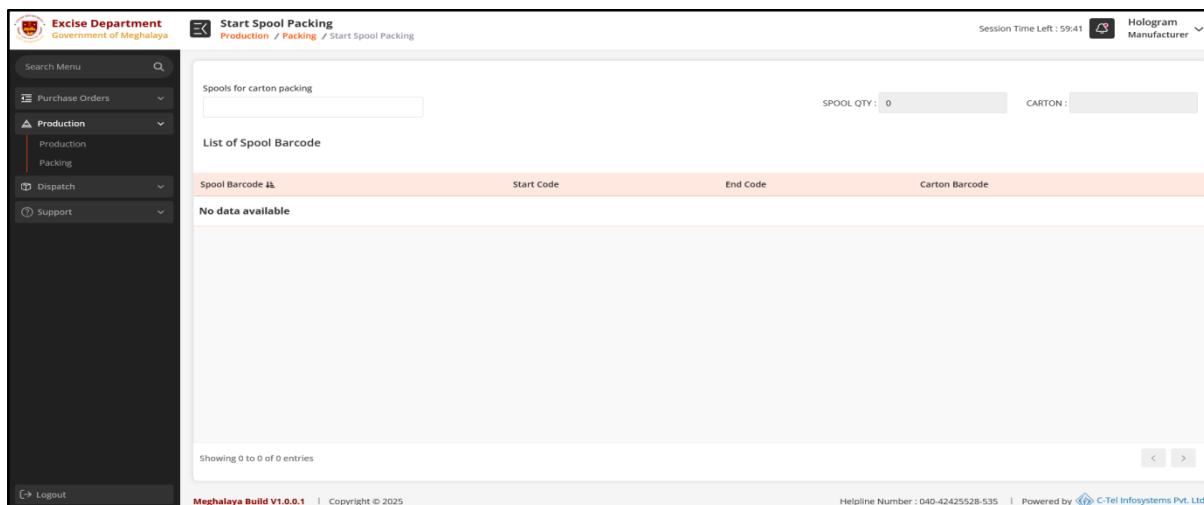
The screenshot shows the 'Packing Production' screen. The left sidebar has 'Production' selected under 'Packing'. The main area displays a table with one row. The row details are: S.No: 1, Supplier Name: CMJ BOTTLING UNIT, Supplier Code: 1010, Order Number: 1010HO250669, Hologram Quantity: 100000, Purpose: Local, Production Completed On: 23-Jun-2025. The 'Action' column for this row contains a button labeled 'Start Hologram Packing' with a red border, which is the target of the user's click.

- ◆ After clicking on “**Start Hologram Packing**” option a pop up will be opened as shown in below screen.



The screenshot shows a 'New Hologram Packing' pop-up window. It has fields for 'Hologram Start Code' (10102506003850001), 'Quantity' (100000), and 'Remarks' (Enter Remarks). At the bottom are 'Cancel' and 'Generate' buttons, with 'Generate' being the target of the user's click.

- ◆ After reaching to the above screen officer need enter the remarks and need to click on “**Submit**” option as shown in below screen.



The screenshot shows the 'Start Spool Packing' screen. The left sidebar has 'Packing' selected under 'Production'. The main area shows a table with a single row labeled 'No data available'. The 'Carton Barcode' column header is highlighted with a red box.

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen user need to scan the spool bar-codes which has been generated against that indent. To see the spool bar-codes user should navigate to same packing tab then below screen will be displayed.

S.No	Supplier Name	Supplier Code	Order Number	Hologram Quantity	Purpose	Production Completed On	Production Details	Status	Action	Remarks
1	CMJ BOTTLING UNIT	1010	1010HO250669	100000	Local	23-Jun-2025		<span>Start Spool Packing</span>	<span>Pending</span>	<span>View</span>

- ◆ After reaching to the above screen officer need click on “Action view” option as shown in below screen.

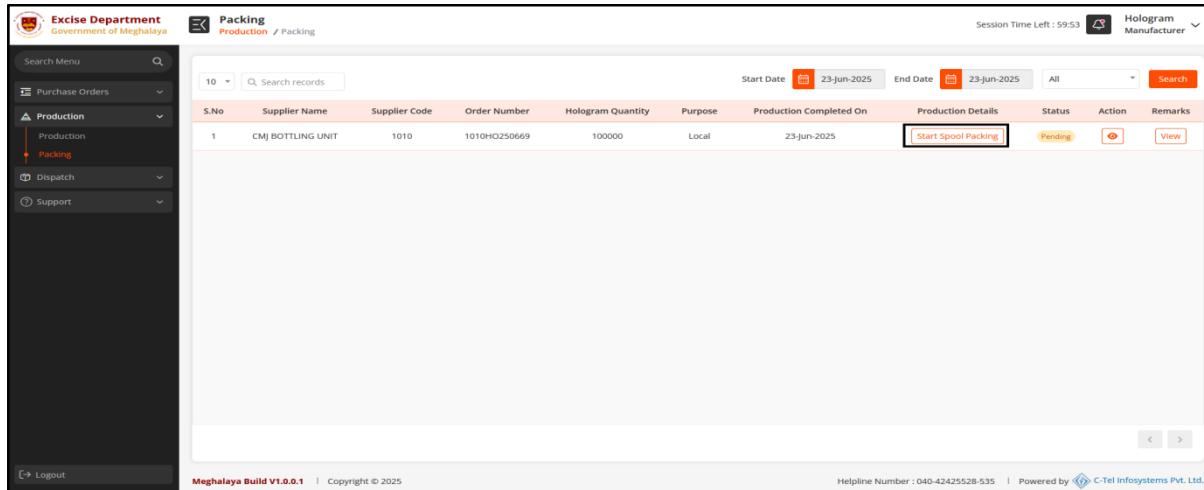
S.No	Supplier Name	Supplier Code	Order Number	Hologram Quantity	Purpose	Production Completed On	Production Details	Status	Action	Remarks
1	CMJ BOTTLING UNIT	1010	1010HO250669	100000	Local	23-Jun-2025		<span>Start Spool Packing</span>	<span>Pending</span>	<span>View</span>

- ◆ After click on “Action view” option all the spool bar-codes will shown in below screen.

S.No	Spool Barcode	Carton Code	Start Code	End Code
1	SB1010HO25066951H10102506003850001		10102506003850001	10102506003860000
2	SB1010HO25066952H10102506003860001		10102506003860001	10102506003870000
3	SB1010HO25066953H10102506003870001		10102506003870001	10102506003880000
4	SB1010HO25066954H10102506003880001		10102506003880001	10102506003890000
5	SB1010HO25066955H10102506003890001		10102506003890001	10102506003900000
6	SB1010HO25066956H10102506003900001		10102506003900001	10102506003910000
7	SB1010HO25066957H10102506003910001		10102506003910001	10102506003920000
8	SB1010HO25066958H10102506003920001		10102506003920001	10102506003930000
9	SB1010HO25066959H10102506003930001		10102506003930001	10102506003940000
10	SB1010HO250669510H10102506003940001		10102506003940001	10102506003950000

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen user once again navigate to the packing tab and need to click on “Start Spool Packing” option as shown in below screen.

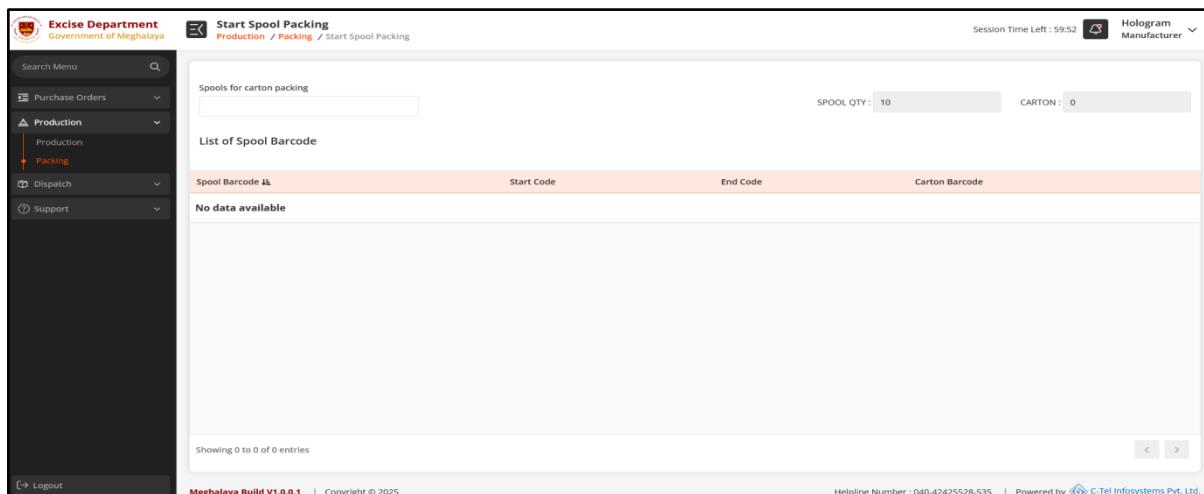


The screenshot shows the 'Packing' tab in the application. The table lists a single row for 'CMJ BOTTLING UNIT' with the following details:

S.No	Supplier Name	Supplier Code	Order Number	Hologram Quantity	Purpose	Production Completed On	Production Details	Status	Action	Remarks
1	CMJ BOTTLING UNIT	1010	1010HO250669	100000	Local	23-Jun-2025		Pending	<span>Start Spool Packing</span>	

The 'Start Spool Packing' button is highlighted with a red box. The application interface includes a sidebar with 'Production' and 'Packing' options, and a footer with copyright and helpline information.

- ◆ After clicking on “Start Spool Packing” option below screen will be displayed.

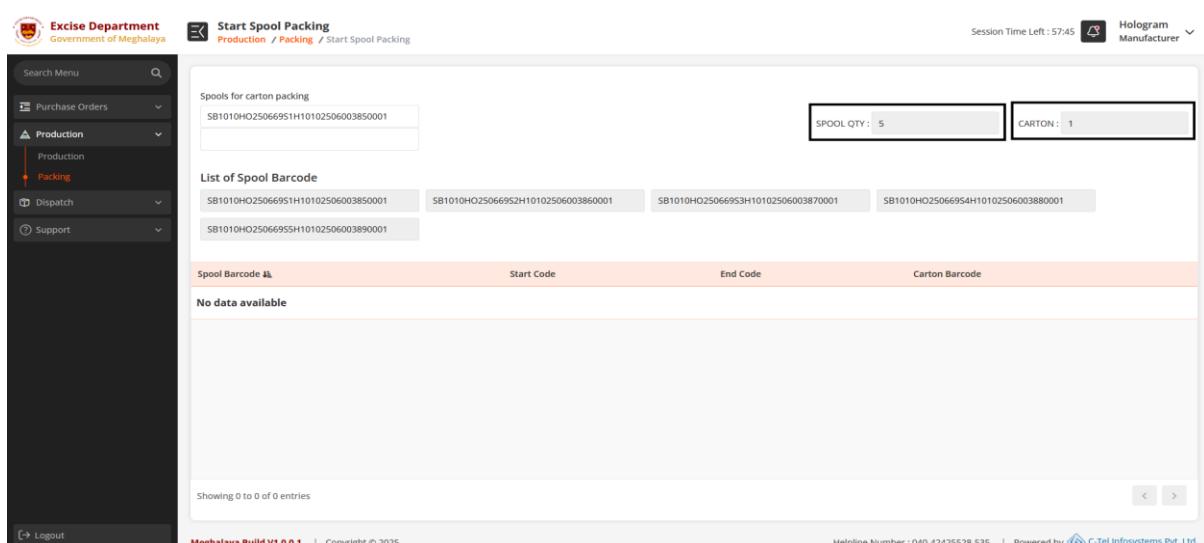


The screenshot shows the 'Start Spool Packing' screen. It includes a summary table and a list of spool barcodes:

Spool QTY:	10	CARTON:	0
Spool Barcode	Start Code	End Code	Carton Barcode
No data available			

Below the table, it says 'Showing 0 to 0 of 0 entries'. The application interface includes a sidebar with 'Production' and 'Packing' options, and a footer with copyright and helpline information.

- ◆ After scanning of every 5 spools a carton will be generated against 5 spools .



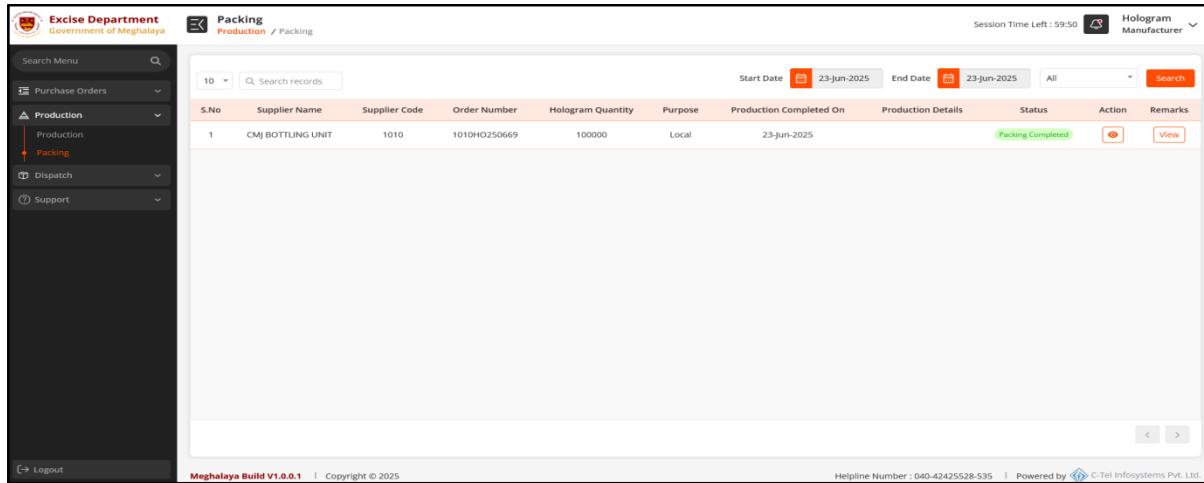
The screenshot shows the 'Start Spool Packing' screen after scanning 5 spools. The summary table now shows:

Spool QTY:	5	CARTON:	1
Spool Barcode	Start Code	End Code	Carton Barcode
No data available			

Below the table, it says 'Showing 0 to 0 of 0 entries'. The application interface includes a sidebar with 'Production' and 'Packing' options, and a footer with copyright and helpline information.

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- ◆ After completing of scanning of all spools below screen will be displayed .Status will be shown as “**Packing Completed**”.

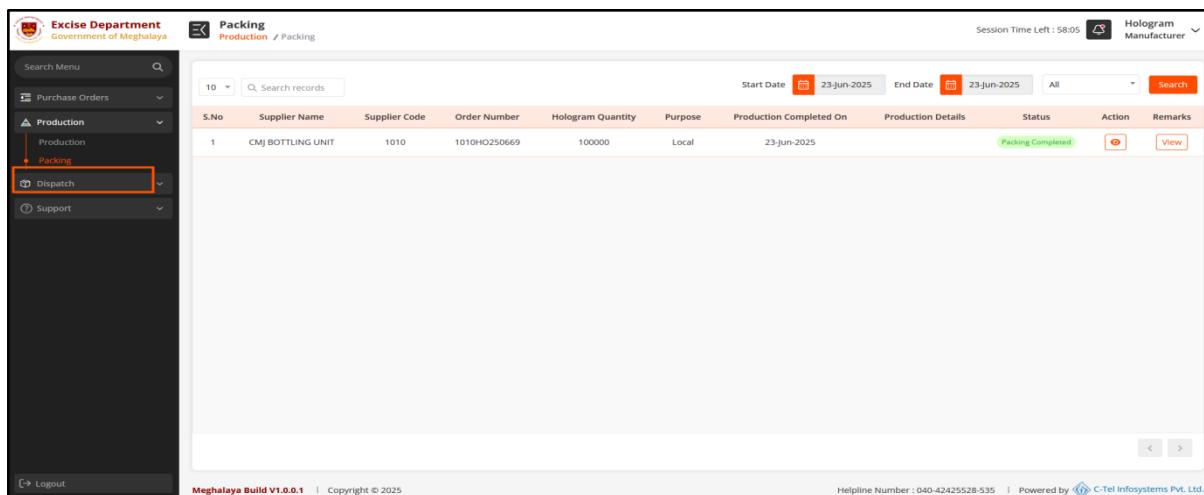


The screenshot shows the 'Packing' screen of the application. The left sidebar has a 'Production' section with 'Packing' selected. The main table shows one row of data:

S.No	Supplier Name	Supplier Code	Order Number	Hologram Quantity	Purpose	Production Completed On	Production Details	Status	Action	Remarks
1	CMJ BOTTLING UNIT	1010	1010HO250669	100000	Local	23-Jun-2025		Packing Completed		

Session Time Left: 59:50 | Hologram Manufacturer | Meghalaya Build V1.0.0.1 | Copyright © 2025 | Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

- ◆ After reaching to the above screen user need to click on “**Dispatch**” tab as shown in below screen.

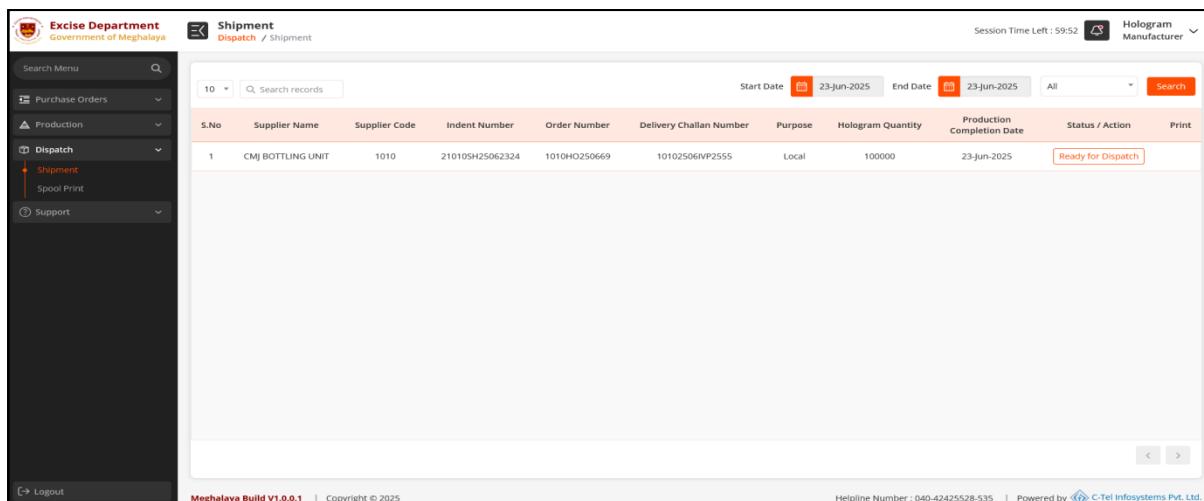


The screenshot shows the 'Packing' screen with the 'Dispatch' tab highlighted in the sidebar. The main table shows the same data as the previous screenshot.

S.No	Supplier Name	Supplier Code	Order Number	Hologram Quantity	Purpose	Production Completed On	Production Details	Status	Action	Remarks
1	CMJ BOTTLING UNIT	1010	1010HO250669	100000	Local	23-Jun-2025		Packing Completed		

Session Time Left: 58:05 | Hologram Manufacturer | Meghalaya Build V1.0.0.1 | Copyright © 2025 | Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

- ◆ After click on “**Dispatch**” tab as shown in below screen.



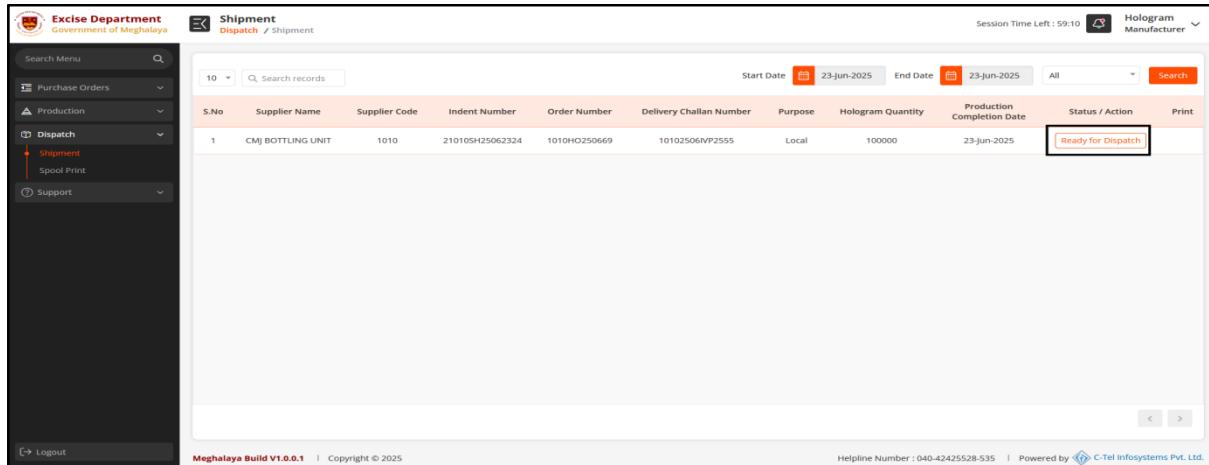
The screenshot shows the 'Shipment' screen with the 'Dispatch' tab selected in the sidebar. The main table shows one row of data:

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Delivery Challan Number	Purpose	Hologram Quantity	Production Completion Date	Status / Action	Print
1	CMJ BOTTLING UNIT	1010	210105H25062324	1010HO250669	10102506IVP2555	Local	100000	23-Jun-2025	Ready for Dispatch	

Session Time Left: 59:52 | Hologram Manufacturer | Meghalaya Build V1.0.0.1 | Copyright © 2025 | Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

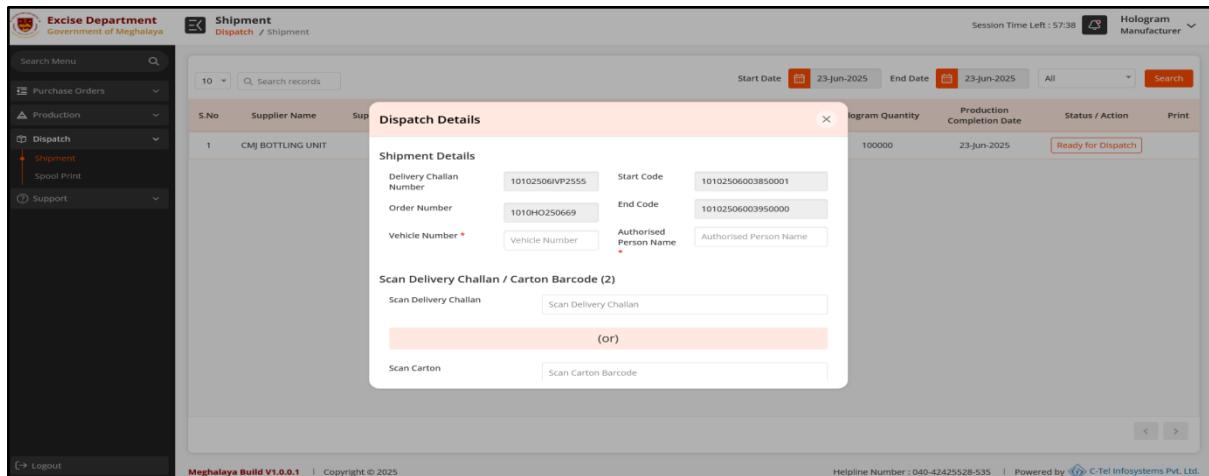
## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen user need to click on “Ready for Dispatch” tab as shown in below screen.



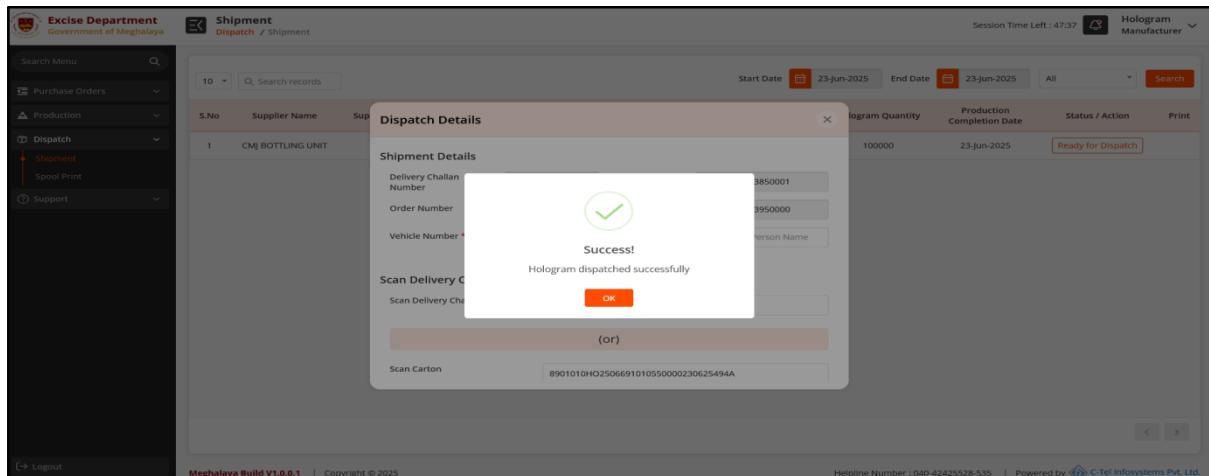
The screenshot shows the 'Shipment Dispatch / Shipment' screen. The left sidebar has 'Excise Department Government of Meghalaya' and a 'Logout' button. The main area has a search bar and a table with columns: S.No, Supplier Name, Supplier Code, Indent Number, Order Number, Delivery Challan Number, Purpose, Hologram Quantity, Production Completion Date, Status / Action, and Print. The first row in the table has a 'Ready for Dispatch' button highlighted with a red box. The status bar at the bottom shows 'Meghalaya Build V1.0.0.1 | Copyright © 2025' and 'Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.'

- ◆ After click on “Ready for Dispatch” tab a pop up will be open as shown in below screen.



The screenshot shows the 'Shipment Dispatch / Shipment' screen with a 'Dispatch Details' pop-up window. The pop-up contains 'Shipment Details' fields: Delivery Challan Number (101025061VP2555), Start Code (10102506003850001), Order Number (1010H0250669), End Code (10102506003950000), Vehicle Number (Vehicle Number), and Authorised Person Name (Authorised Person Name). Below the pop-up is a 'Scan Delivery Challan / Carton Barcode (2)' section with 'Scan Delivery Challan' and 'Scan Carton' fields. The status bar at the bottom shows 'Meghalaya Build V1.0.0.1 | Copyright © 2025' and 'Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.'

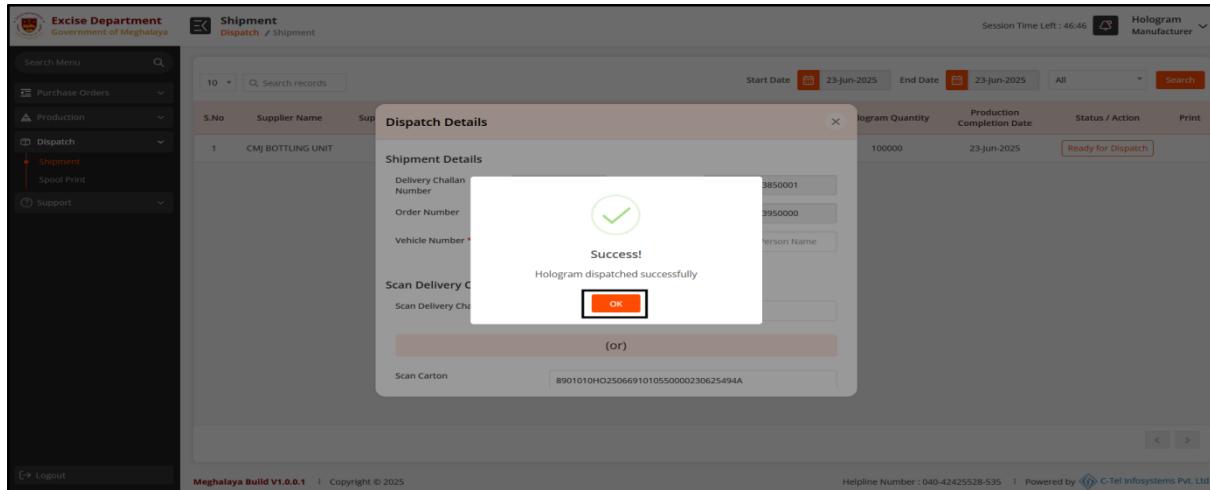
- ◆ After reaching to the above screen user need to provide the necessary details like (Vehicle Number and Authorised Person Name) tab as shown in below screen and need to scan the (Delivery Challan Number or Carton bar-codes)



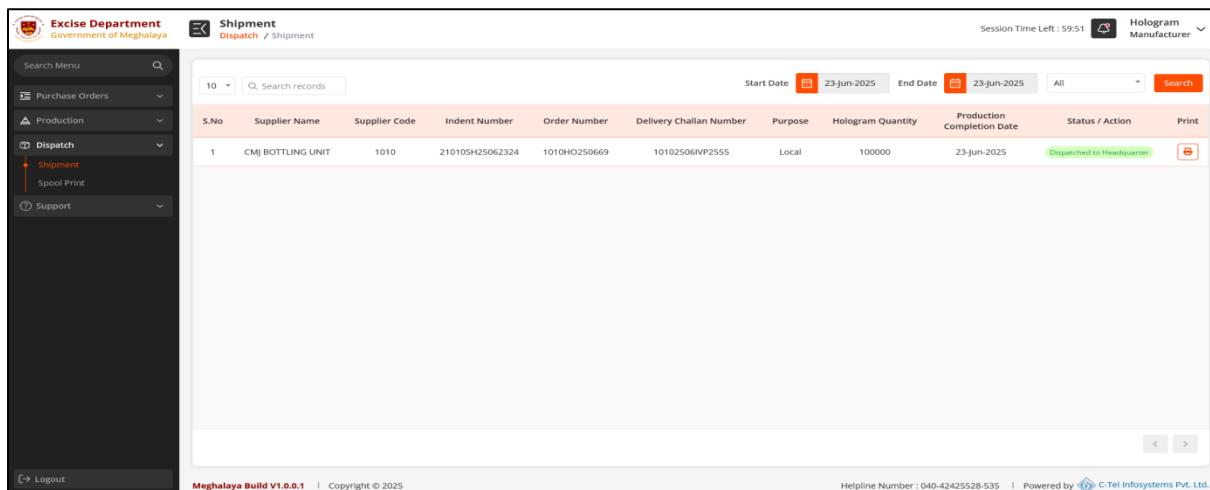
The screenshot shows the 'Shipment Dispatch / Shipment' screen with a 'Dispatch Details' pop-up window. The pop-up displays a 'Success!' message: 'Hologram dispatched successfully'. Below the message are 'OK' and 'Cancel' buttons. The status bar at the bottom shows 'Meghalaya Build V1.0.0.1 | Copyright © 2025' and 'Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.'

## Bottling Unit Control & Regulation User Reference Manual

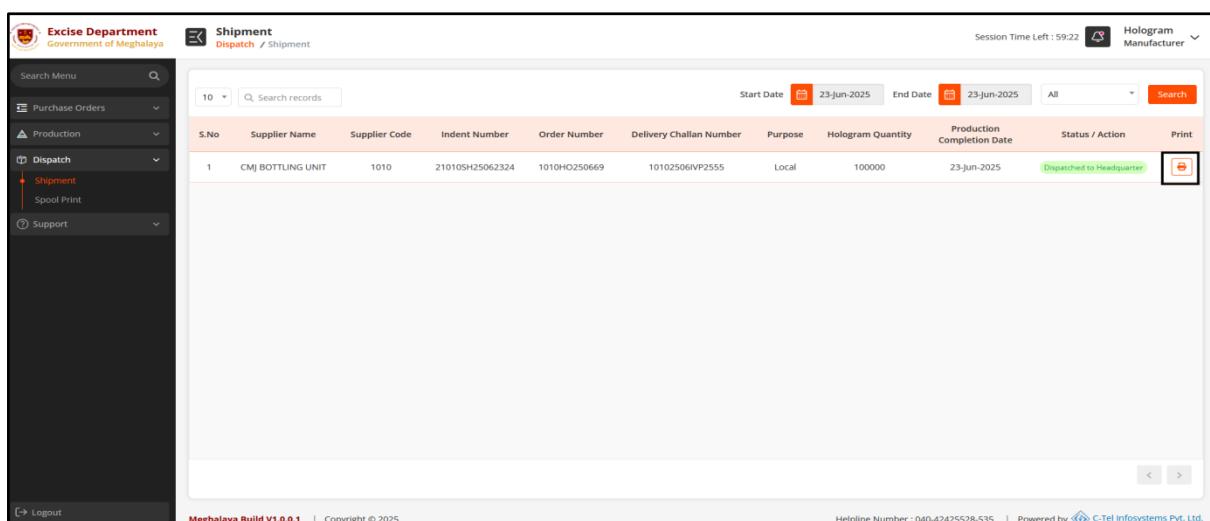
- ◆ After reaching to the above screen user need to click on “OK” tab as shown in below screen.



- ◆ After click on “OK” status will be changed to “ shown in below screen.



- ◆ After reaching to the above screen user need to click on “Print” option as shown in below screen to see the “Delivery Challan”.



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### ❖ Delivery Challan :

M/S SKM Manufacturer Pvt. Ltd. Address1, Address2, City, East Khasi Hills, Meghalaya - 502145 Delivery Challan							
SLNo.	Indent Number	Order Number	Manufacturing Unit Name	Purpose	Start Code	End Code	Quantity
1	21010SH25062324	1010HO250669	CMJ BOTTLING UNIT	Local	10102506003850001	10102506003950000	100000

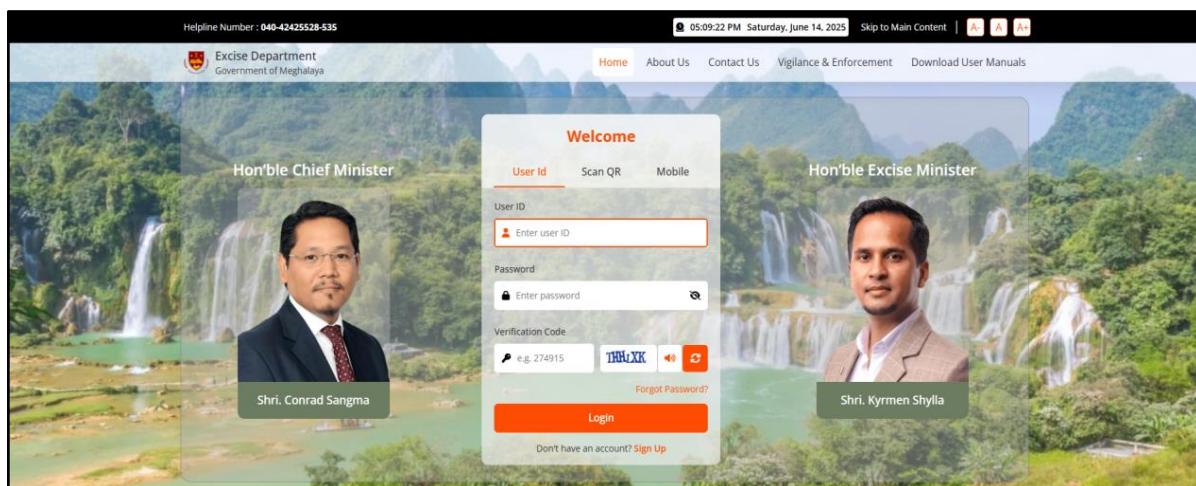
**Important:**  
1.2D QR code based Hologram with Track and Trace Service.



For,  
**SKM Manufacturer Pvt. Ltd.**  
Authorised signatory

### ❖ Assistant Commissioner HQ Login :

- ◆ Login to the below application by providing the valid username and password.



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- ◆ After login, Commissioner can able to view the below screen. It is an activity dashboard where all the pending activities will be shown at one place as shown in below screen.

The screenshot shows the Excise Department Activity Dashboard. The left sidebar includes a search menu and links to Officer Dashboard, Activity Dashboard (highlighted in red), Production Dashboard, Licensee Dashboard, License Management, Brand Label Management, Hologram Procurement, Bottling Unit, Brewery, Bonded Warehouse, Military, Retailer, TP Revalidation, Vigilance, and Reports. The main dashboard displays four boxes: Pending Permits (48), Pending at District Office (97), Pending at Headquarters (73), and Pending at Commissionerate (17). Below these are detailed tables for each category. The bottom of the screen shows the Meghalaya Build V1.0.0.1 copyright notice and a helpline number.

- ◆ After reaching to the above screen user need to click on “Hologram Procurement” tab as shown in below figure.

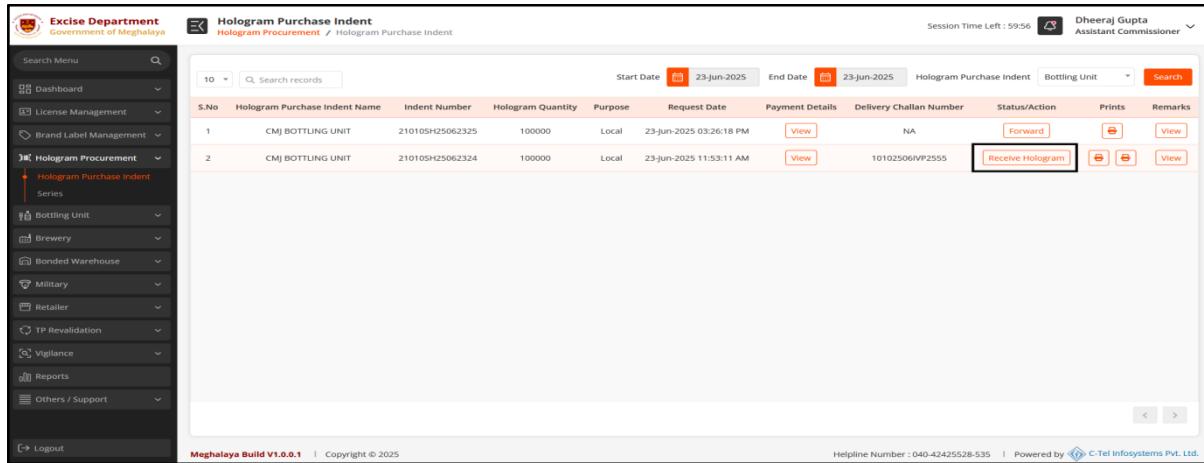
The screenshot shows the same Activity Dashboard as above, but the Hologram Procurement link in the sidebar is highlighted in red. The rest of the interface is identical to the previous screenshot.

- ◆ After reaching to the above screen user need to click on “Hologram Purchase Indent” sub tab as shown in below figure.

The screenshot shows the Hologram Purchase Indent sub-tab. The sidebar includes a search menu and links to Officer Dashboard, Activity Dashboard, Production Dashboard, Licensee Dashboard, License Management, Brand Label Management, Hologram Procurement (highlighted in red), Bottling Unit, Brewery, Bonded Warehouse, Military, Retailer, TP Revalidation, Vigilance, Reports, and Others / Support. The main area displays a table of Hologram Purchase Indent records with columns for S.No, Hologram Purchase Indent Name, Indent Number, Hologram Quantity, Purpose, Request Date, Payment Details, Delivery Challan Number, Status/Action, Prints, and Remarks. The table shows two entries for CMJ BOTTLING UNIT. The bottom of the screen shows the Meghalaya Build V1.0.0.1 copyright notice and a helpline number.

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen user need to click on “Hologram Purchase Indent” sub tab as shown in below figure.

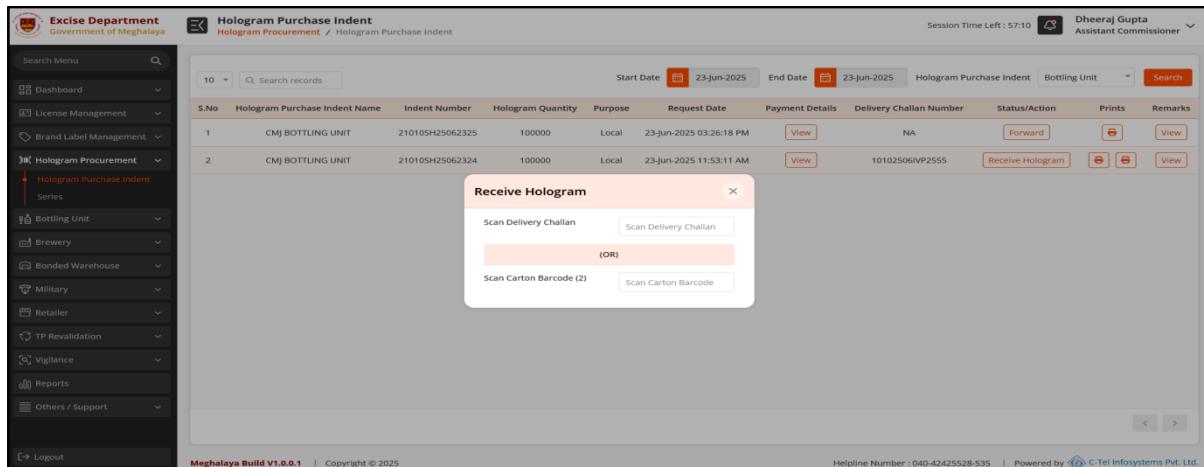


The screenshot shows the 'Hologram Purchase Indent' page. The left sidebar has 'Hologram Procurement' selected. The main table has two entries:

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	210105H25062325	100000	Local	23-Jun-2025 03:26:18 PM	<a href="#">View</a>	NA	<a href="#">Forward</a>	<a href="#">Print</a>	<a href="#">View</a>
2	CMJ BOTTLING UNIT	210105H25062324	100000	Local	23-Jun-2025 11:53:11 AM	<a href="#">View</a>	10102506IVP2555	<a href="#">Receive Hologram</a>	<a href="#">Print</a>	<a href="#">View</a>

At the bottom, it says 'Meghalaya Build V1.0.0.1 | Copyright © 2025' and 'Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.'

- ◆ After reaching to the above screen user need to click on “Receive Hologram” option as shown in above figure. After clicking on “Receive Hologram” a pop up will be open as shown in below screen.

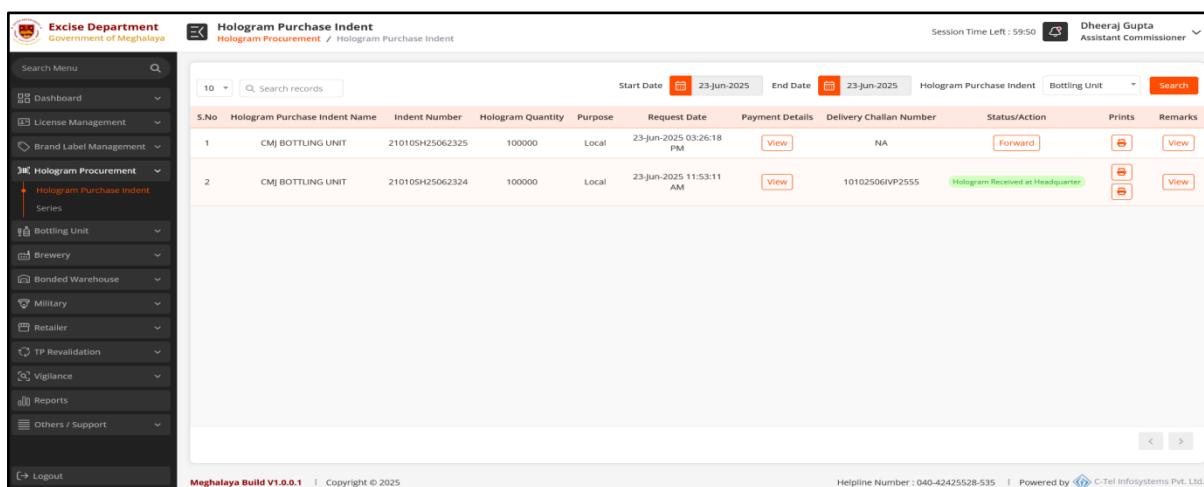


The screenshot shows the 'Receive Hologram' pop-up window. It contains two options:

- Scan Delivery Challan
- (OR)
- Scan Carton Barcode (2)

At the bottom, it says 'Meghalaya Build V1.0.0.1 | Copyright © 2025' and 'Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.'

- ◆ After reaching to the above screen user need to provide the “Delivery challan” or “Carton Barcodes” .After providing the necessary details click on enter button. After clicking on enter button status will be shown as below screen.



The screenshot shows the 'Hologram Purchase Indent' page. The left sidebar has 'Hologram Procurement' selected. The main table has two entries. The second entry has a green status bar with 'Hologram Received at Headquarter'.

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	210105H25062325	100000	Local	23-Jun-2025 03:26:18 PM	<a href="#">View</a>	NA	<a href="#">Forward</a>	<a href="#">Print</a>	<a href="#">View</a>
2	CMJ BOTTLING UNIT	210105H25062324	100000	Local	23-Jun-2025 11:53:11 AM	<a href="#">View</a>	10102506IVP2555	Hologram Received at Headquarter	<a href="#">Print</a>	<a href="#">View</a>

At the bottom, it says 'Meghalaya Build V1.0.0.1 | Copyright © 2025' and 'Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.'

## Bottling Unit Control & Regulation User Reference Manual

### ❖ Dealing Assistant Login :

- ◆ Login to the below application by providing the valid username and password.



- ◆ After login, Dealing Assistant can able to view the below screen. It is an activity dashboard where all the pending activities will be shown at one place as shown in below screen.

Pending Permits			Pending at District Office			Pending at Headquarters			Pending at Commissionerate		
Location	Count		Process Name	Pending at	Count	Process Name	Pending at	Count	Process Name	Pending at	Count
Bottling Unit Local	1		License Registration	Superintendent of Excise	47	License Registration	Dealing Assistant HQ	7	Brand Label Registration	Commissioner	6
Central Bonded Warehouse	8		License Registration	Deputy Commissioner	2	CSD Non Local License Registration	Dealing Assistant HQ	3	Central Bonded Warehouse Permits	Commissioner	6
State Bonded Warehouse	5		License Registration	Assistant Commissioner	11	Central Bonded Warehouse Permits	Dealing Assistant HQ	1	State Bonded Warehouse Permits	Commissioner	5
Military Canteen	18		License Registration (OIE)	Inspector of Excise	2	Total		14			
Paramilitary	4		Paramilitary Permits	Superintendent of Excise	4	License Registration	Assistant Commissioner STE	2			
Retailer	12		Paramilitary Permits	Deputy Superintendent of Excise	4	CSD Non Local License Registration	Assistant Commissioner STE	2			
			Military Canteen Permits	Superintendent of Excise	18	Total		74	Grand Total		17
			Military Canteen Permits	Deputy							

- ◆ Then user need to select “Hologram Procurement” tab. After selecting the “Hologram Procurement” tab user can able to view the below screen.

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	210105H25062324	100000	Local	23-Jun-2025 11:53:11 AM	<a href="#">View</a>	NA	<a href="#">Forward</a>	<a href="#">Print</a>	

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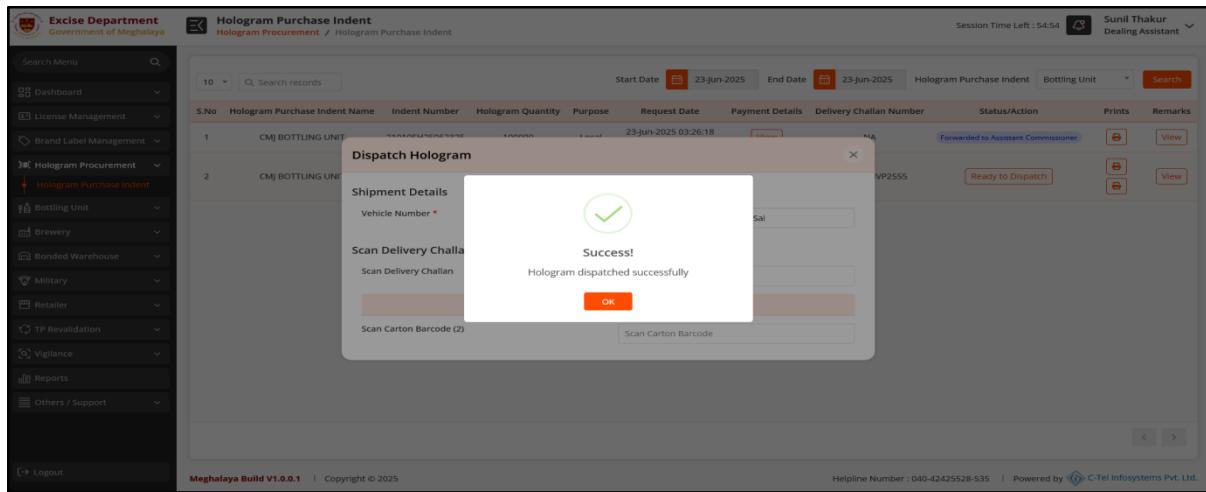
- ◆ After reaching to the above screen user need to select the “Hologram Purchase Indent” tab under “Hologram Procurement” tab. After selecting the “Hologram Purchase Indent” tab user can able to view the below screen.

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “Ready to Dispatch” option as shown in below screen.

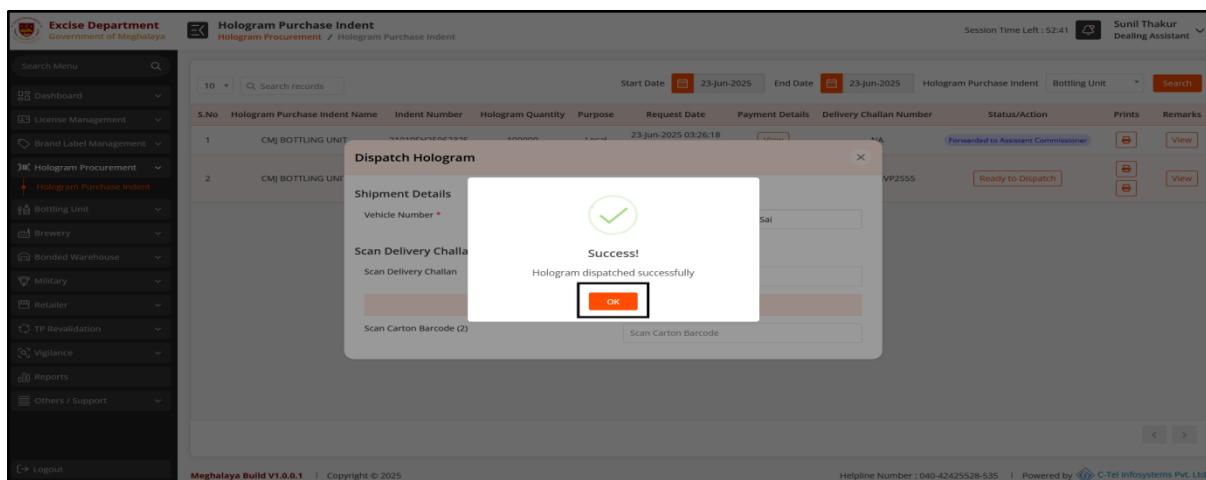
- ◆ After clicking on “Ready to Dispatch” option a pop up will be opened as shown in below screen.

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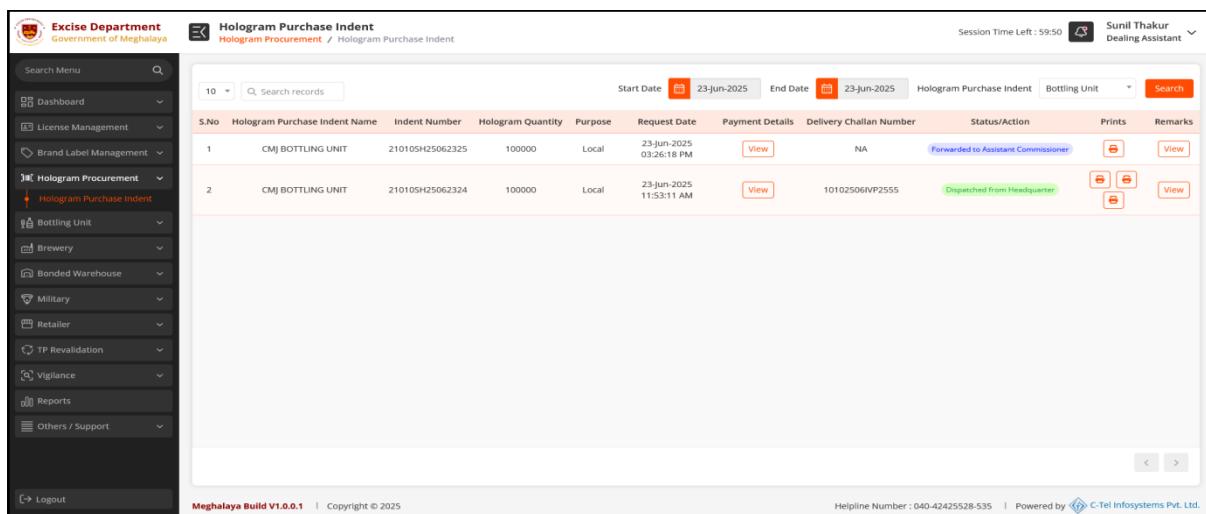
- ◆ After reaching to the above screen officer need provide all the necessary details and scan the delivery challan or carton barcodes and need to click on enter.



- ◆ After reaching to the above screen officer need click on “OK” option as shown in below screen.

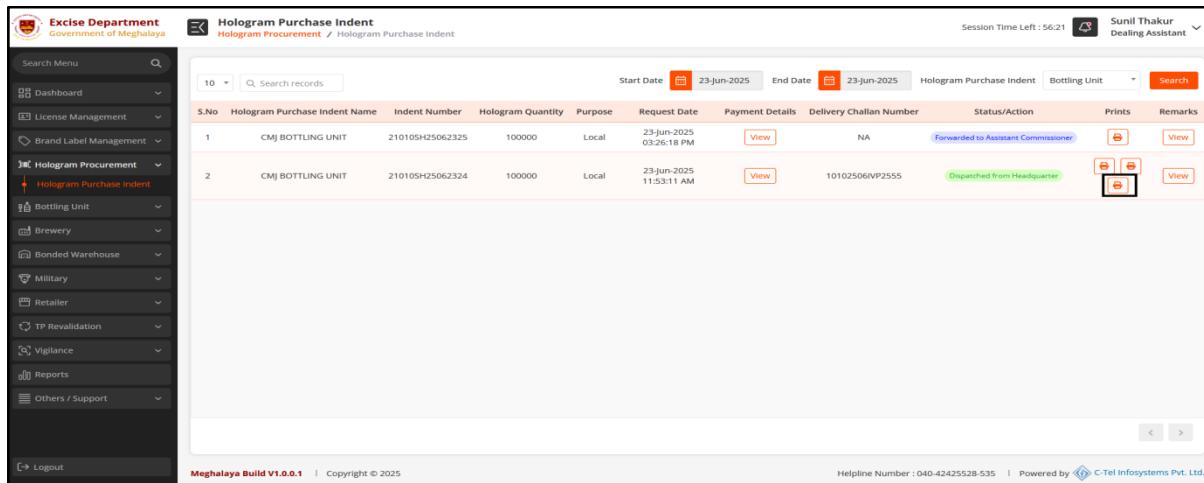


- ◆ After reaching to the above screen officer need click on “OK” option as shown in below screen.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen status of the application will be shown as “Dispatched from Headquarters”.

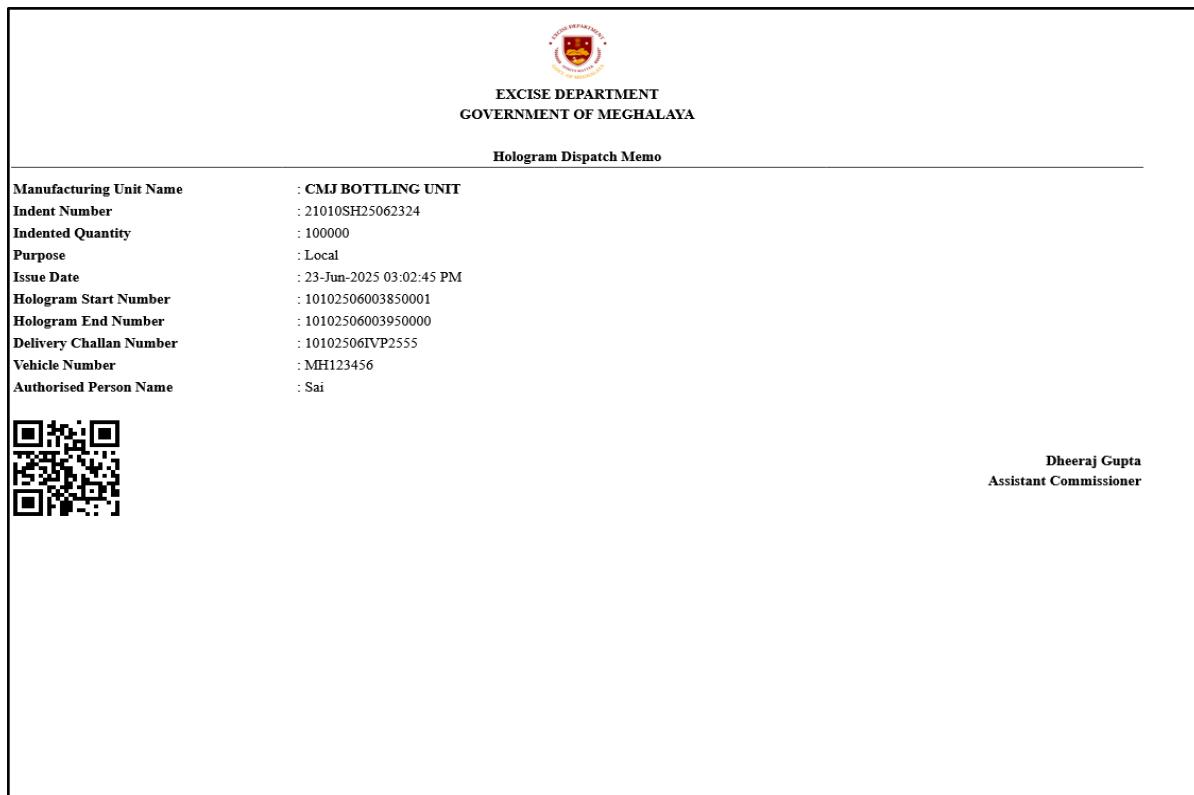


The screenshot shows the 'Hologram Purchase Indent' page. The left sidebar has a 'Hologram Purchase Indent' section. The main table has two rows. The second row for 'CMJ BOTTLING UNIT' has a status of 'NA' and a 'Status/Action' column with a link 'Forwarded to Assistant Commissioner'. The 'Prints' column for this row has a red box around the 'Print' icon. The 'Remarks' column for this row contains the text 'Dispatched from Headquarters'.

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	210105H25062325	100000	Local	23-Jun-2025 03:26:18 PM	<a href="#">View</a>	NA	<a href="#">Forwarded to Assistant Commissioner</a>	<a href="#">Print</a>	<a href="#">View</a>
2	CMJ BOTTLING UNIT	210105H25062324	100000	Local	23-Jun-2025 11:53:11 AM	<a href="#">View</a>	10102506NVP2555	Dispatched from Headquarters	<a href="#">Print</a>	<a href="#">View</a>

- ◆ After reaching to the above screen user need to click on the print icon as shown in above screen to view the “Dispatch Memo”.

### ■ Dispatch Memo



The screenshot shows a 'Hologram Dispatch Memo' document. It features the 'EXCISE DEPARTMENT GOVERNMENT OF MEGHALAYA' logo at the top. Below it is the title 'Hologram Dispatch Memo'. The document lists the following details:

Manufacturing Unit Name	:	CMJ BOTTLING UNIT
Indent Number	:	210105H25062324
Indented Quantity	:	100000
Purpose	:	Local
Issue Date	:	23-Jun-2025 03:02:45 PM
Hologram Start Number	:	10102506003850001
Hologram End Number	:	10102506003950000
Delivery Challan Number	:	10102506NVP2555
Vehicle Number	:	MH123456
Authorised Person Name	:	Sai

On the left is a QR code. On the right, the signature of 'Dheeraj Gupta' and the title 'Assistant Commissioner' are displayed.

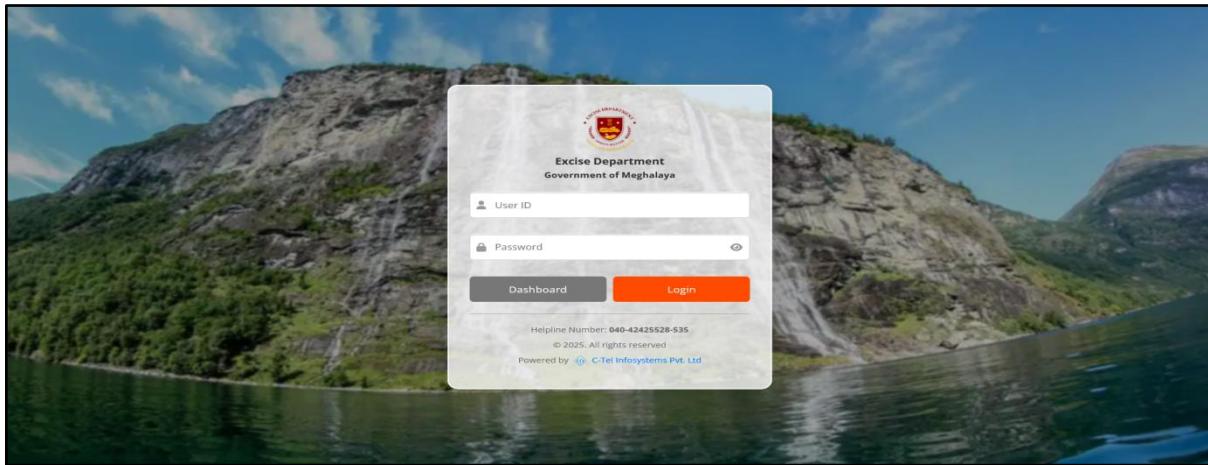
**"The indenting process, permit approval process, and shipment process will be carried out from the central node, while the receiving process will be handled at the local node (Bottling Unit)."**

## Bottling Unit Control & Regulation User Reference Manual

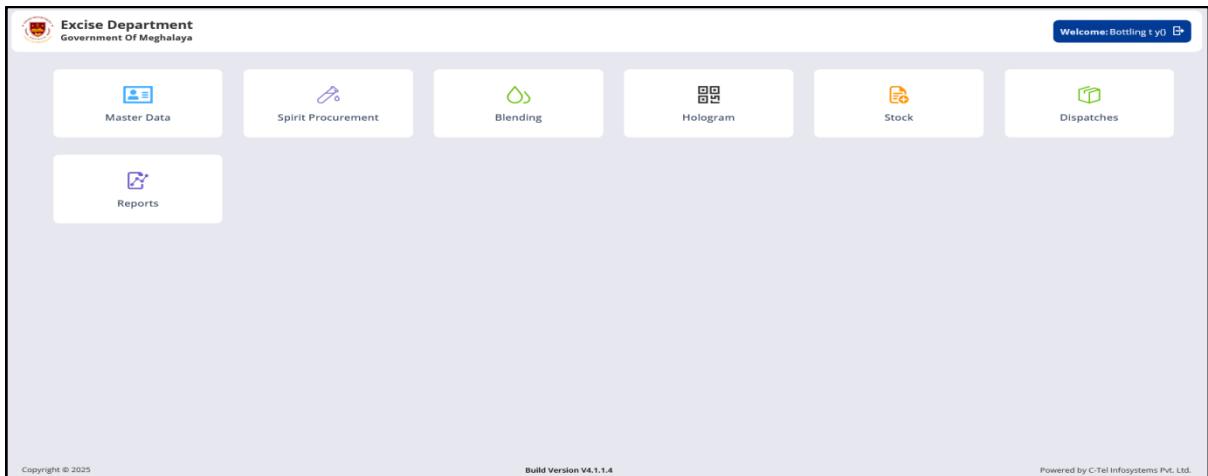
### 5. Hologram Receiving Process :

#### ❖ Bottling Unit Manager Login :

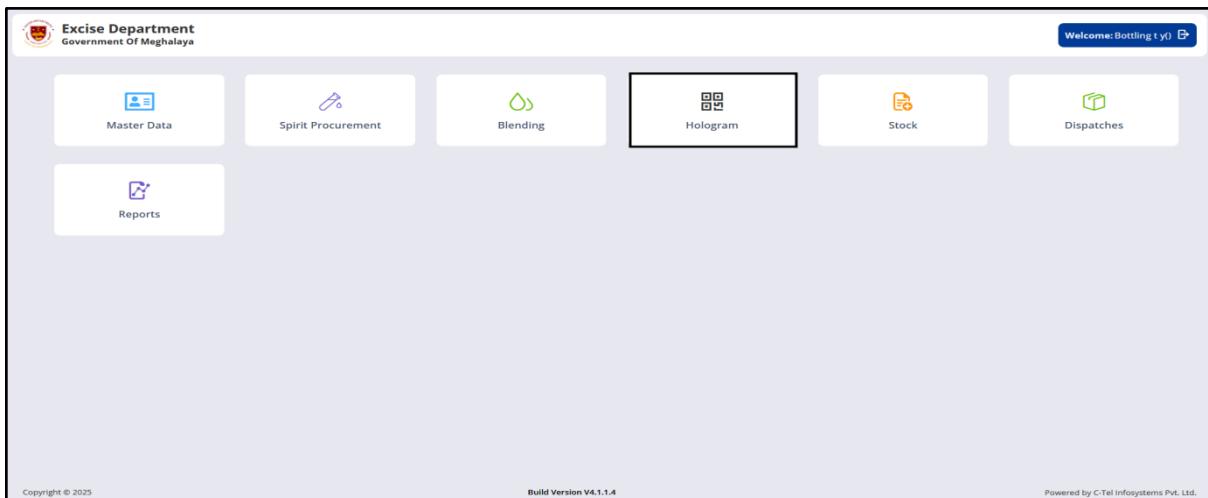
- ◆ Login to the below application by providing the valid username and password.



- ◆ After login to the application below homepage will be displayed.

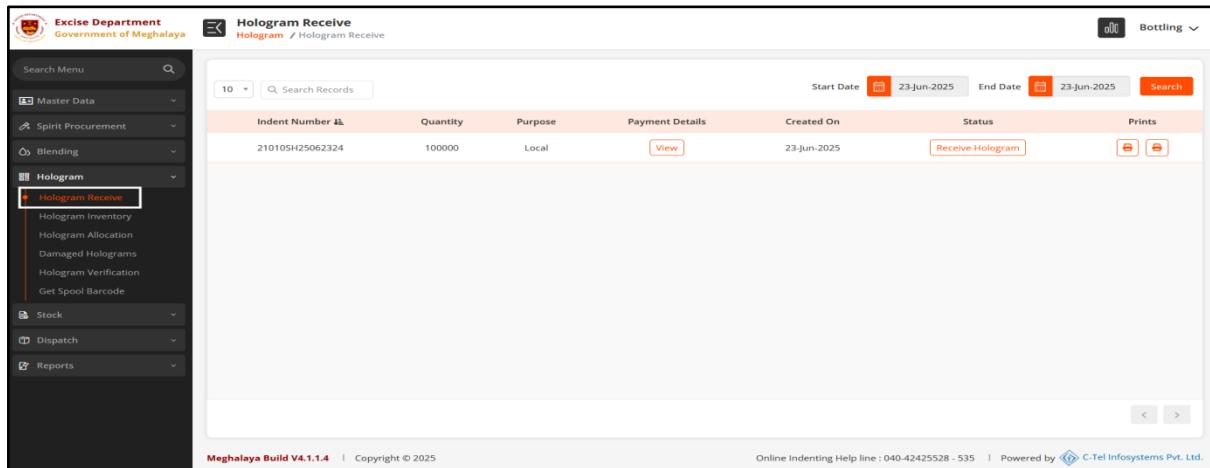


- ◆ Then user need to select “Hologram” tab as shown in below.

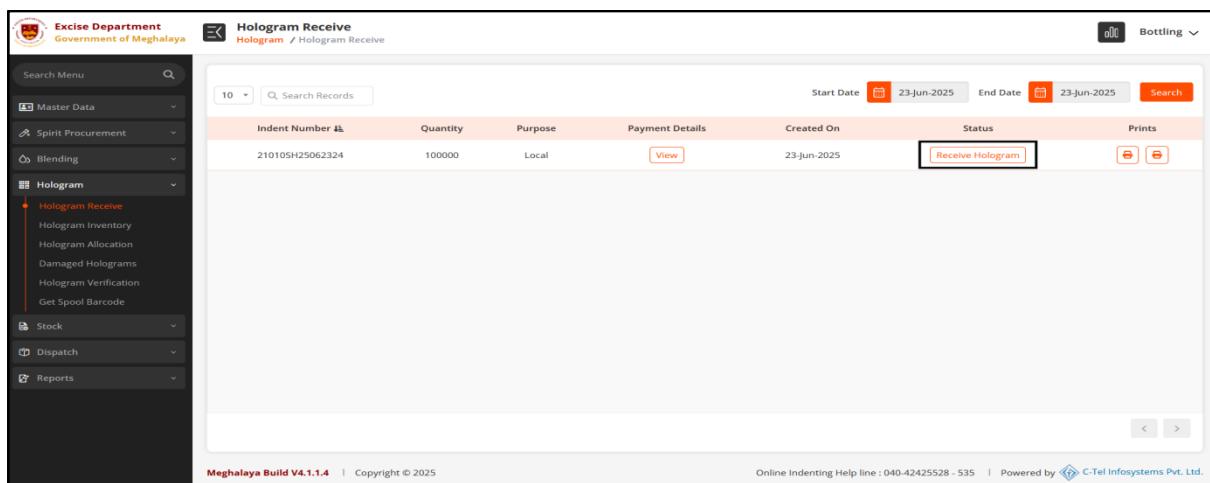


## Bottling Unit Control & Regulation User Reference Manual

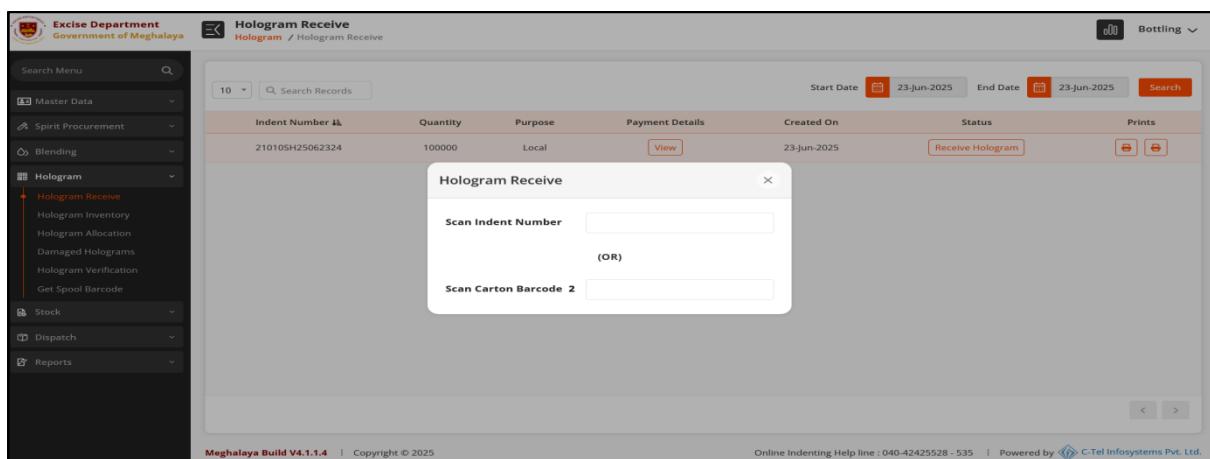
- ◆ After reaching to the above screen user need to select the “Hologram Receive” tab under “Hologram” tab. After selecting the “Hologram Receive” tab user can able to view the below screen.



- ◆ After reaching to the above screen user need to click on “Receive Hologram” option as shown in below screen.

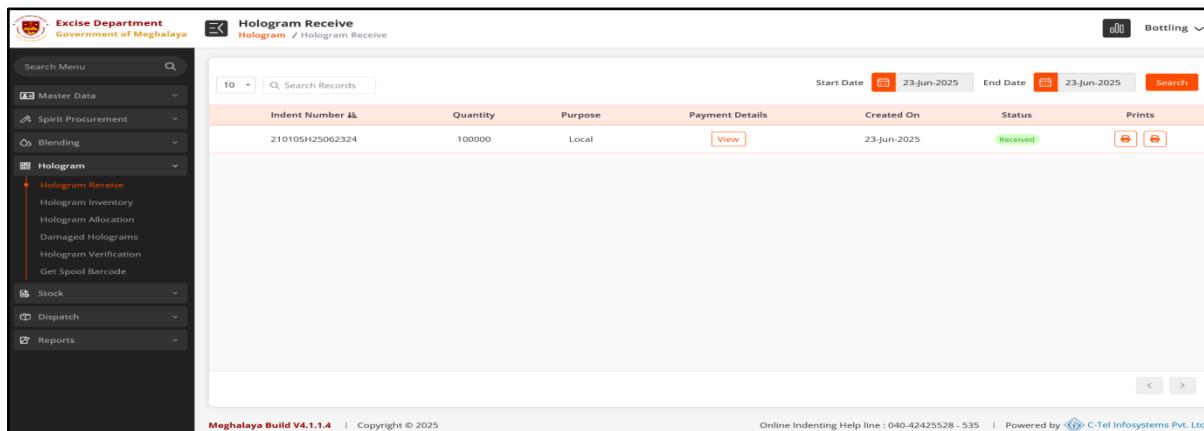


- ◆ After reaching to the above screen user need to click on “Receive Hologram” option as shown in above screen. After clicking on “Receive Hologram” a pop up will be open as shown in below screen.



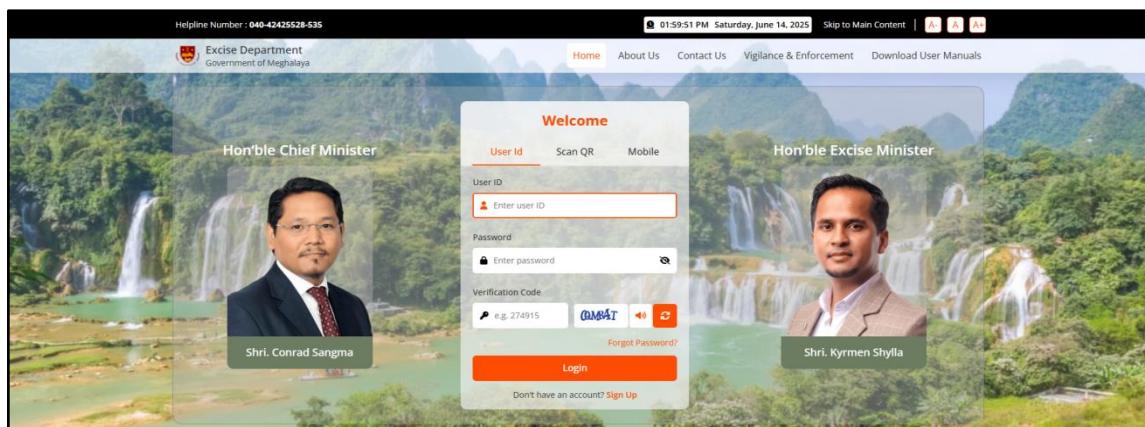
## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen user need to provide the necessary details like (Indent Number or Carton Barcodes) and need to click on enter button. After clicking on enter button indent status will be shown as below.

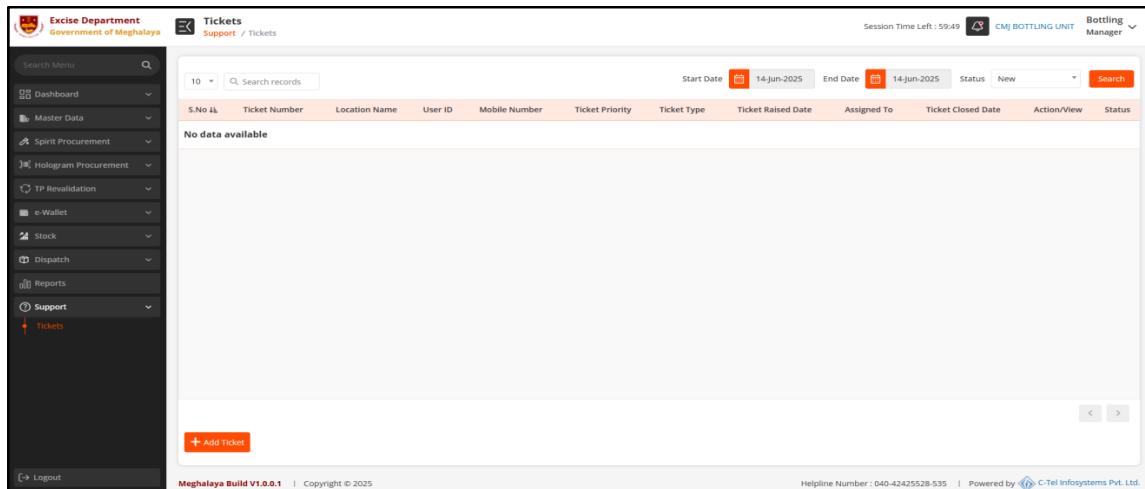


## 6. Export Permit Process :

- ❖ Bottling Unit Manager Login :
- ◆ Login to the below application by providing the valid username and password.



- ◆ After login, User can able to view the below screen.



## Bottling Unit Control & Regulation User Reference Manual

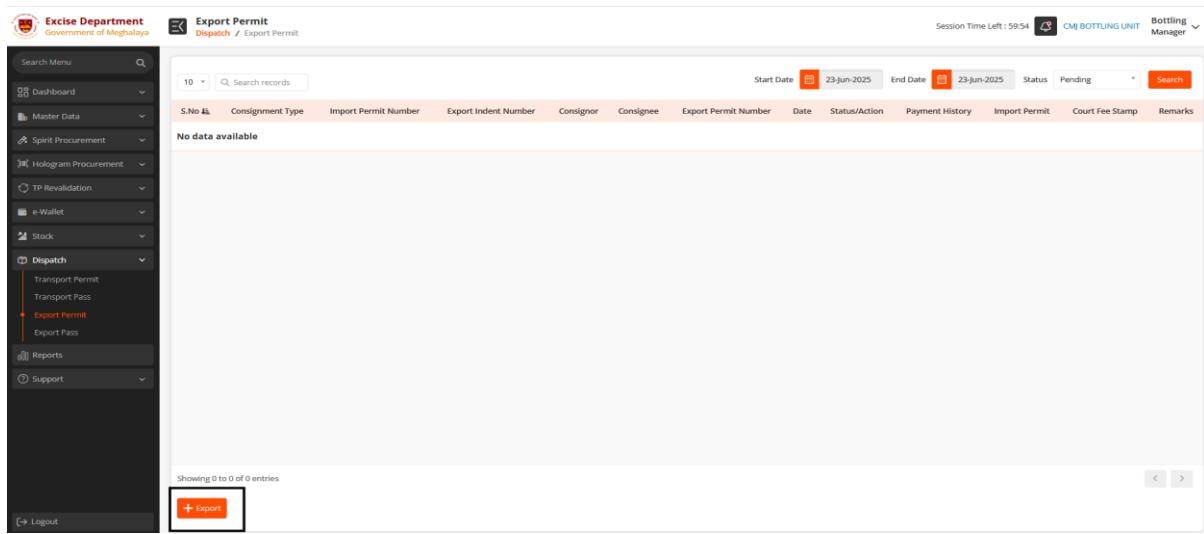
- ◆ Then user need to select “**Dispatch**” tab. After selecting the “**Dispatch**” tab user can able to view the below screen.

- ◆ After reaching to the above screen user need to select the “**Export Permit**” tab under “**Dispatch**” tab.

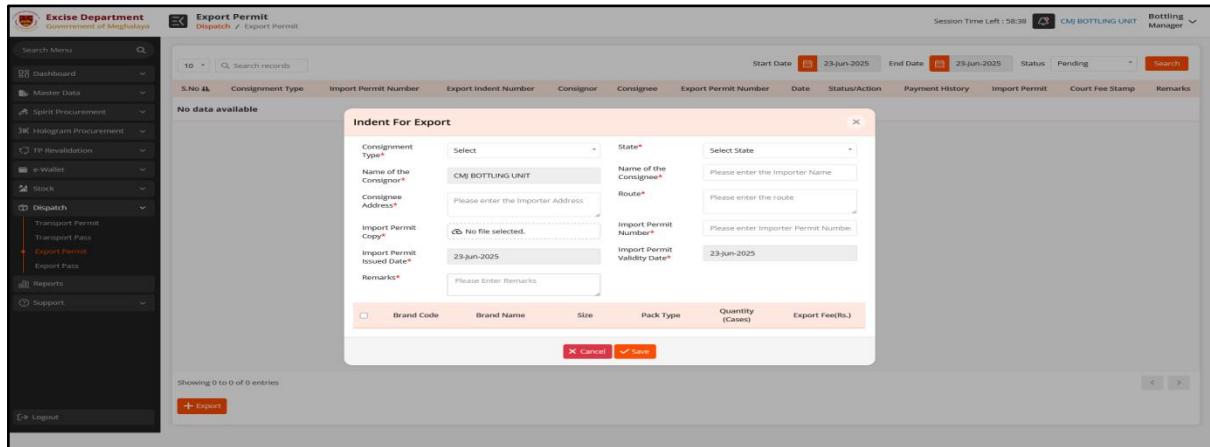
- ◆ After selecting the “**Export Permit**” tab user can able to view the below screen.

- ◆ After reaching to the above screen user need to click on (+Export).

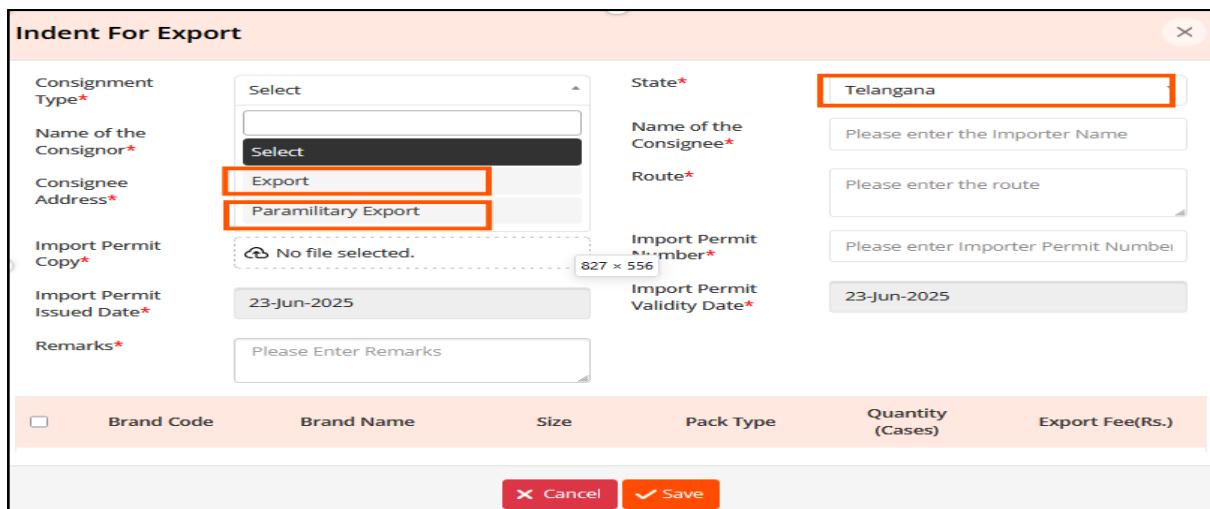
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After clicking on (+Export) option then below screen will be displayed.



- ◆ In below screen mainly user need to focus on consignment type like (Export or Paramilitary Export) then user need to select the state for which we want to export the stock of finished goods.



## Bottling Unit Control & Regulation User Reference Manual

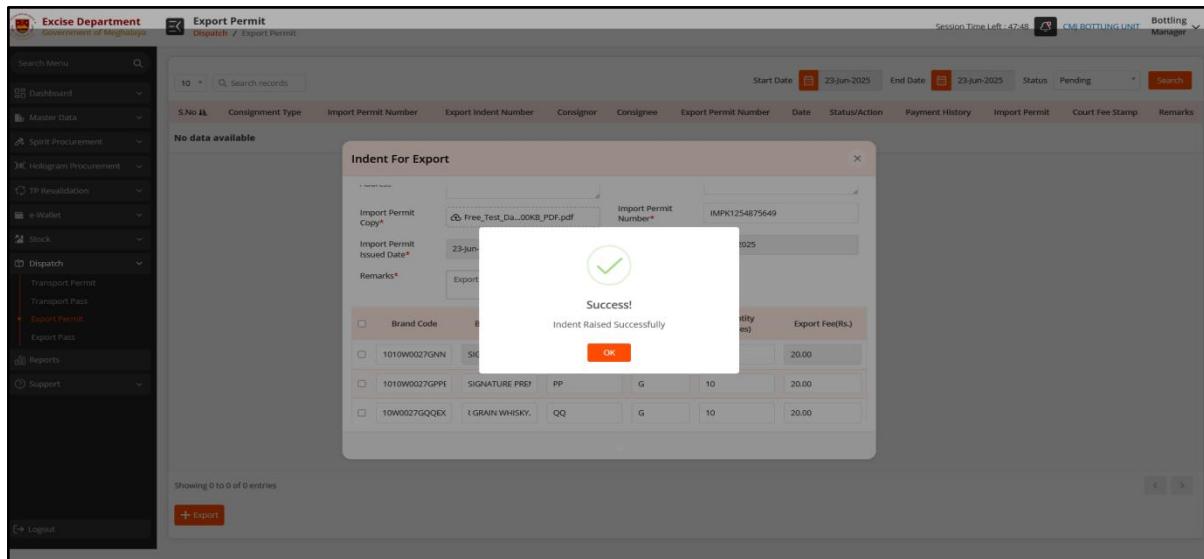
- ◆ After reaching to the above screen user need to provide all the necessary details like all the details of importer along with import permit number and copy of the import permit. After selection of state all the products which are registered against that state will display in drop down and user need to select the products as shown in below screen.

- ◆ After selecting the products user need to enter the quantity for which he want to export as shown in below screen and need to click on “Save” option as shown in below screen.

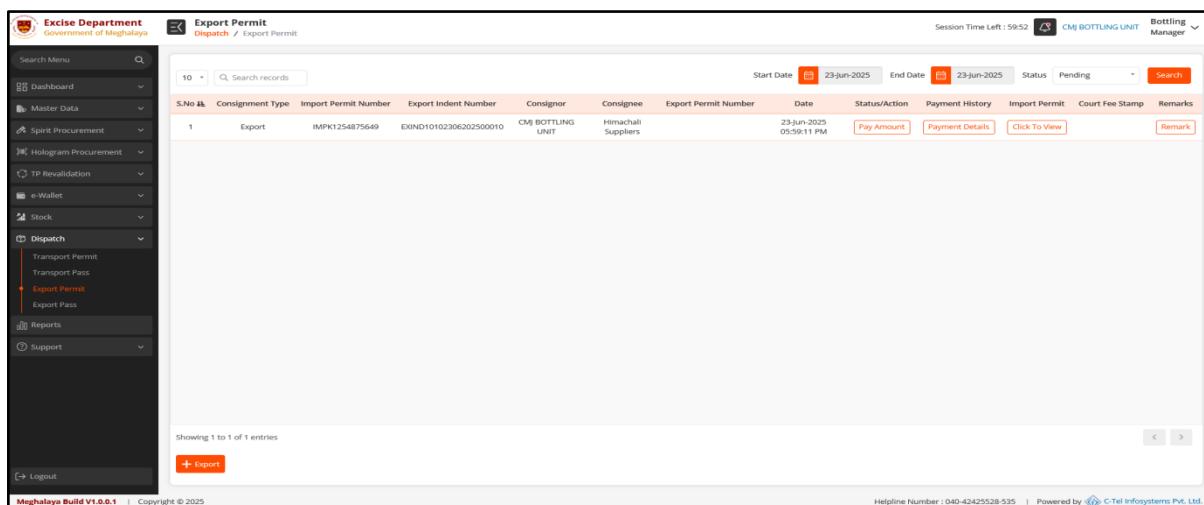
<input type="checkbox"/>	Brand Code	Brand Name	Size	Pack Type	Quantity (Cases)	Export Fee(Rs.)
<input type="checkbox"/>	1010W0027GNX	SIGNATURE PREM	NN	G	10	20.00
<input type="checkbox"/>	1010W0027GPP	SIGNATURE PREM	PP	G	10	20.00
<input type="checkbox"/>	10W0027GQQEX	R GRAIN WHISKY.	QQ	G	10	20.00

- ◆ After clicking on “save” option an success pop up will be get and need to click on “OK” option.

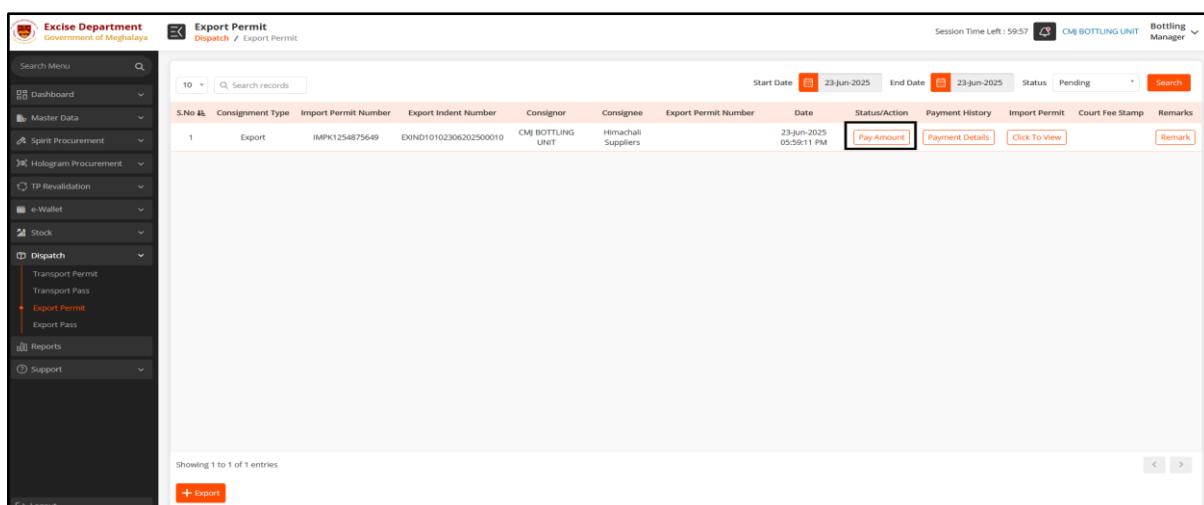
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After clicking on “OK” option indent status will be shown as below to make the payment.

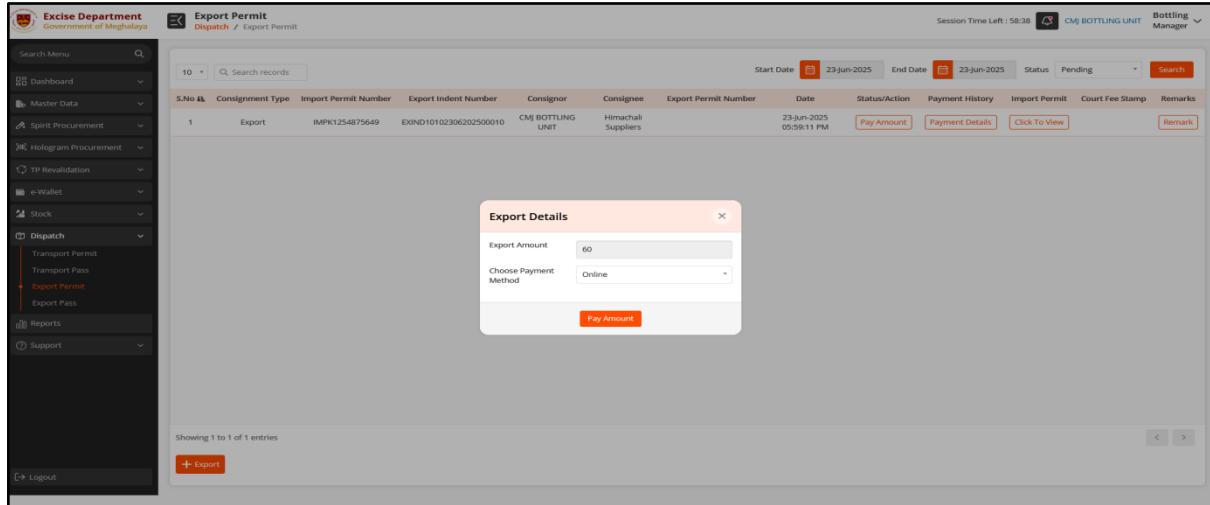


- ◆ After reaching to the above screen user need to click on “Pay Amount” option as shown in below screen.

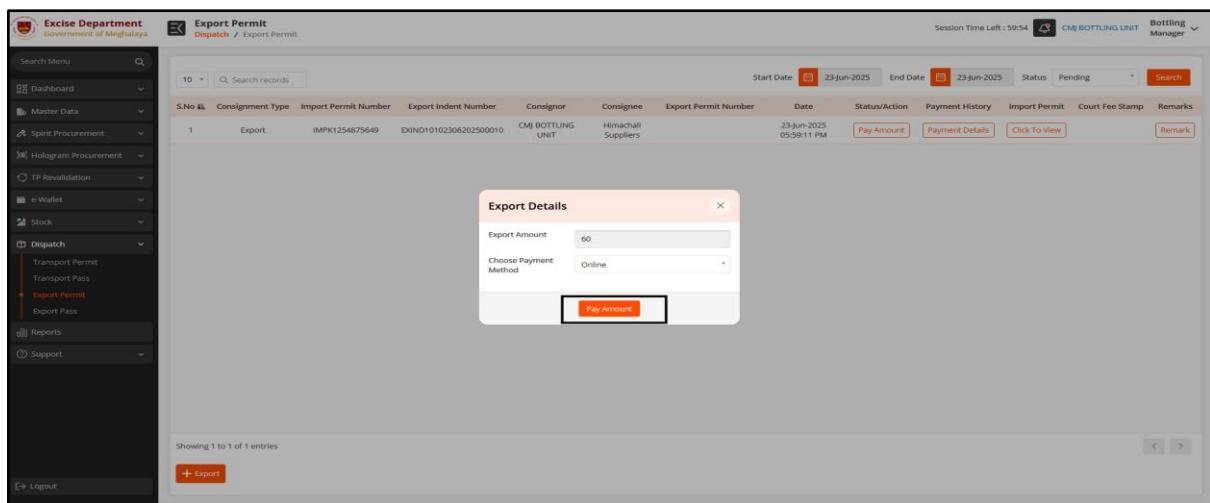


## Bottling Unit Control & Regulation User Reference Manual

- ◆ After click on “Pay Amount” option a pop up will be open as shown in below screen.



- ◆ After reaching to the above screen user can choose the payment method (Online/E-Wallet) and click on “Pay Amount” button as shown in below screen.



- ◆ After clicking on “Pay Amount” option a success pop up will get as shown below.

## Bottling Unit Control & Regulation User Reference Manual

The screenshot shows the 'Export Permit' section of the application. A modal window in the center displays a green checkmark icon and the word 'Success' with the message 'Payment completed successfully.' Below the modal is an 'OK' button. The main table shows one entry for an export permit. The table columns include S.No, Consignment Type, Import Permit Number, Export Indent Number, Consignor, Consignee, Export Permit Number, Date, Status/Action, Payment History, Import Permit, Court Fee Stamp, and Remarks. The status is listed as 'Pending'.

- ◆ After reaching to the above screen user need to click on “OK” option as shown in below screen.

The screenshot shows the 'Export Permit' section of the application. A modal window in the center displays a green checkmark icon and the word 'Success' with the message 'Payment completed successfully.' Below the modal is an 'OK' button. The main table shows one entry for an export permit. The table columns include S.No, Consignment Type, Import Permit Number, Export Indent Number, Consignor, Consignee, Export Permit Number, Date, Status/Action, Payment History, Import Permit, Court Fee Stamp, and Remarks. The status is listed as 'Pending'.

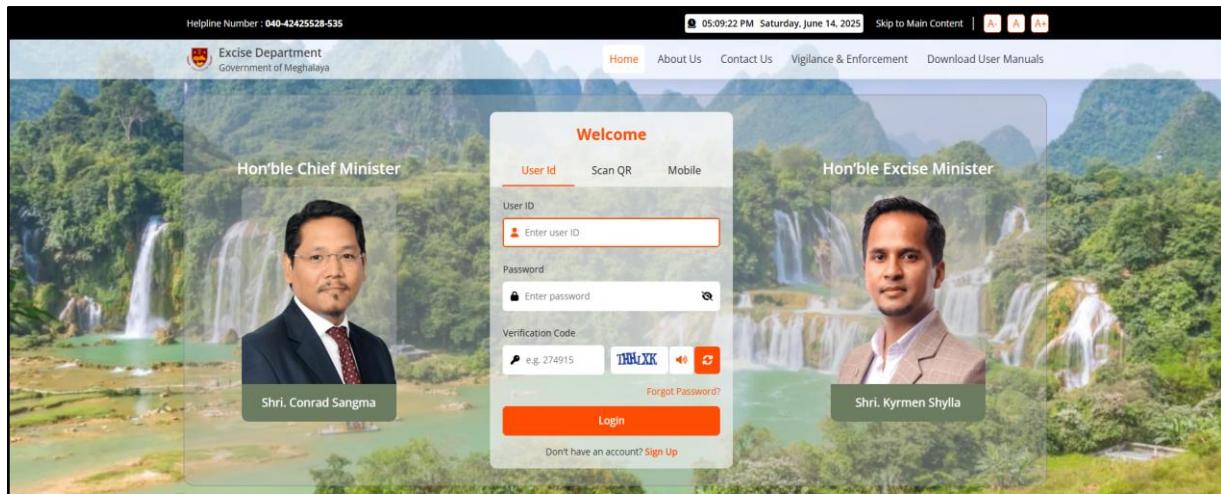
- ◆ After click on “OK” option indent status will be shown as “Forwarded to Officer in Charge” as shown in below screen.

The screenshot shows the 'Export Permit' section of the application. The main table shows one entry for an export permit. The table columns include S.No, Consignment Type, Import Permit Number, Export Indent Number, Consignor, Consignee, Export Permit Number, Date, Status/Action, Payment History, Import Permit, Court Fee Stamp, and Remarks. The status is now listed as 'Forwarded to Officer in Charge'.

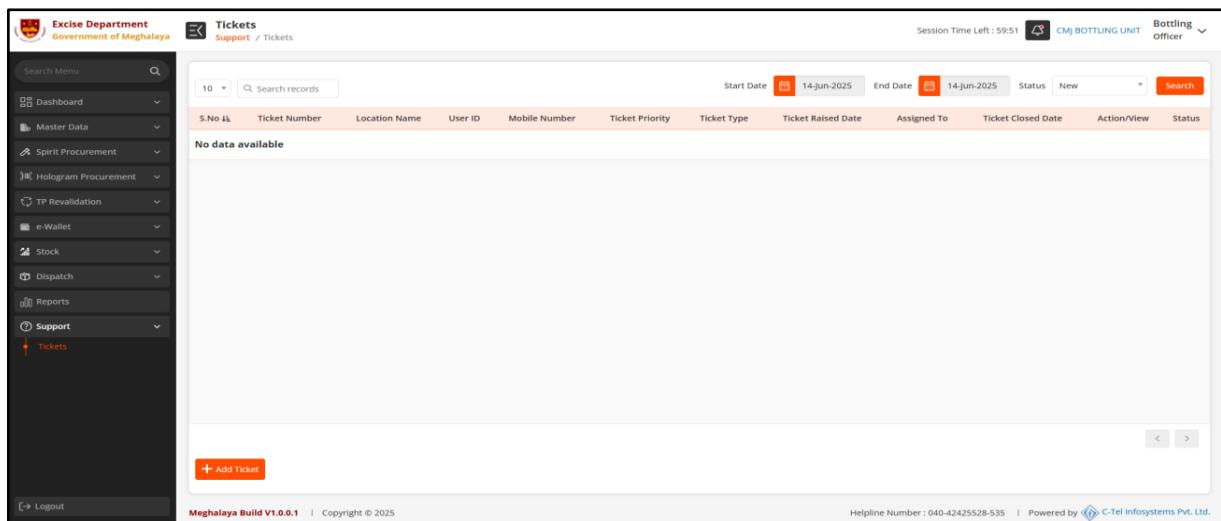
### ❖ Bottling Unit IOE Login :

- ◆ Login to the below application by providing the valid username and password.

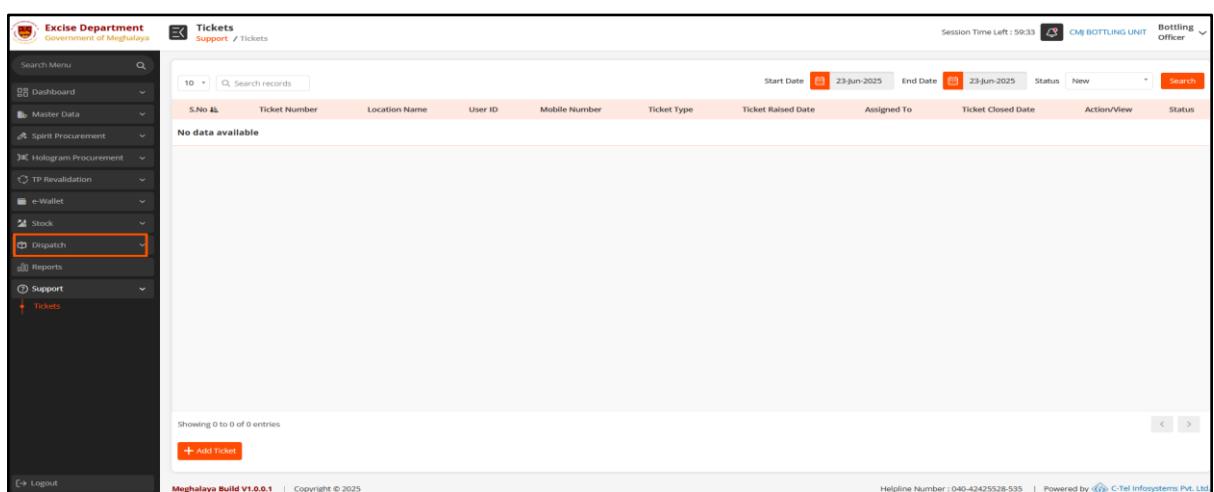
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After login, Officer can able to view the below screen.



- ◆ Then officer need to select “**Dispatch**” tab. After selecting the “**Dispatch**” tab officer can able to view the below screen.



- ◆ After reaching to the above screen officer need to select the “**Export Permit**” tab under “**Dispatch**” tab. After selecting the “**Export Permit**” tab officer can able to view the below screen.

## Bottling Unit Control & Regulation User Reference Manual

S.No	Indent Number	Permit Number	Pass Number	Consignor Name	Consignee Name	Consignment Type	Created Date	Status
1	IND3000020062500187	NA	NA	CMJ BOTTLING UNIT	THE UMPOLIEW CENTRAL WAREHOUSE	Local	20-jun-2025	In Progress
2	IND3000020062500186	NA	NA	CMJ BOTTLING UNIT	THE UMPOLIEW CENTRAL WAREHOUSE	Local	20-jun-2025	In Progress
3	IND3000020062500185	NA	NA	CMJ BOTTLING UNIT	THE UMPOLIEW CENTRAL WAREHOUSE	Local	20-jun-2025	In Progress
4	IND300007062500148	NA	NA	CMJ BOTTLING UNIT	THE UMPOLIEW CENTRAL WAREHOUSE	Local	07-jun-2025	In Progress
5	IND300009062500146	NA	NA	CMJ BOTTLING UNIT	THE UMPOLIEW CENTRAL WAREHOUSE	Local	06-jun-2025	In Progress
6	IND300009062500144	NA	NA	CMJ BOTTLING UNIT	THE UMPOLIEW CENTRAL WAREHOUSE	Local	06-jun-2025	In Progress
7	IND3000020062500117	PER300002062500091	NA	CMJ BOTTLING UNIT	THE UMPOLIEW CENTRAL WAREHOUSE	Local	02-jun-2025	Perm Issued
8	IND301331052500109	NA	NA	CMJ BOTTLING UNIT	TEST	Paramilitary Local	31-May-2025	In Progress
9	IND3000026052500079	PER300026052500064	NA	CMJ BOTTLING UNIT	THE UMPOLIEW CENTRAL WAREHOUSE	Local	26-May-2025	Perm Issued
10	IND301323052500075	PER301323052500057	NA	CMJ BOTTLING UNIT	TEST	Paramilitary Local	23-May-2025	Perm Issued

- ◆ After reaching to the above screen in list view pending permits will be displayed.

S.No	Consignment Type	Import Permit Number	Export Indent Number	Consignor	Consignee	Export Permit Number	Date	Status/Action	Payment History	Import Permit	Court Fee Stamp	Remarks
1	Export	IMPK1254875649	EXIND10102306202500010	CMJ BOTTLING UNIT	Himachali Suppliers	23-Jun-2025 05:59:11 PM	New	<a href="#">Payment Details</a>	<a href="#">Click To View</a>	<a href="#">Remark</a>		

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on "New" option as shown in below screen.

S.No	Consignment Type	Import Permit Number	Export Indent Number	Consignor	Consignee	Export Permit Number	Date	Status/Action	Payment History	Import Permit	Court Fee Stamp	Remarks
1	Export	IMPK1254875649	EXIND10102306202500010	CMJ BOTTLING UNIT	Himachali Suppliers	23-Jun-2025 05:59:11 PM	New	<a href="#">Payment Details</a>	<a href="#">Click To View</a>	<a href="#">Remark</a>		

- ◆ After clicking on "New" option a pop up will be opened as shown in below screen.

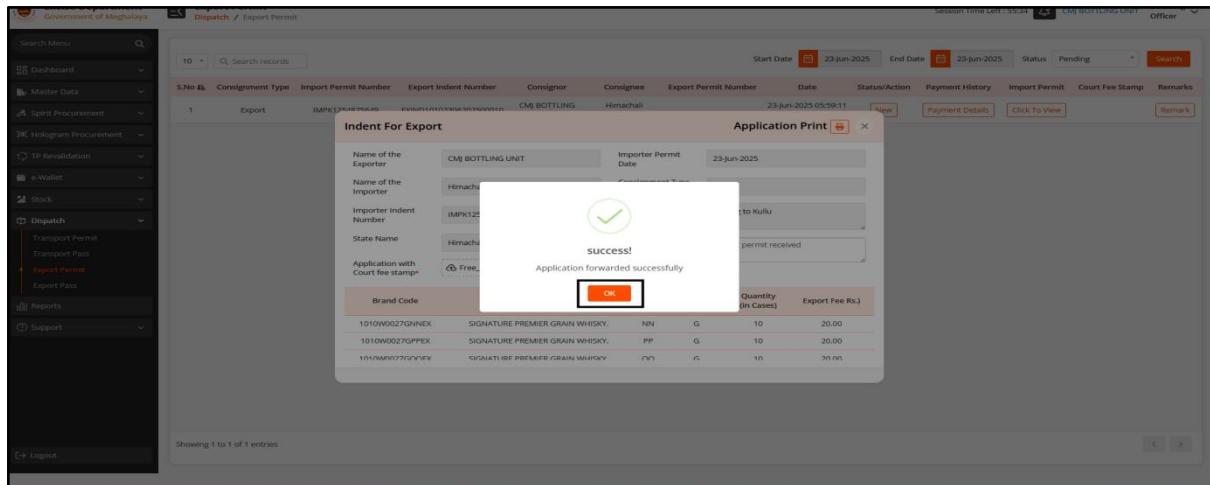
## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen officer need upload the court fee stamp and enter the remarks and need to click on “Forward” option as shown in below screen.

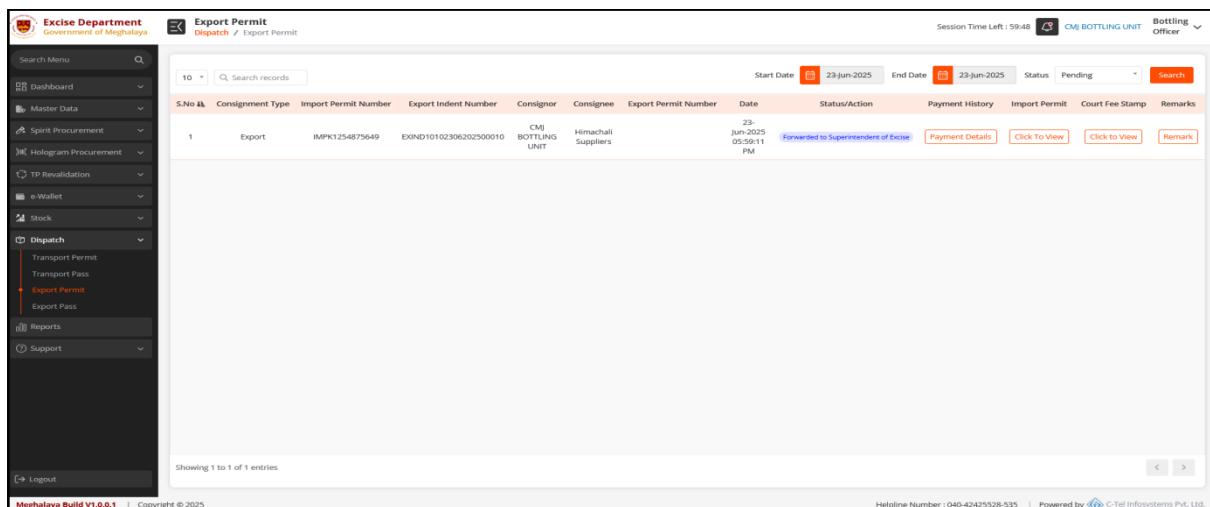
- ◆ After clicking on “Forward” option an alert pop up will be displayed as shown in below screen.

- ◆ Then user need to click on “OK” button as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual



- ◆ After clicking on “OK” button request “status” will be shown as “Forwarded to SOE” as shown in below screen.



### ❖ SOE Login :

- ◆ Login to the below application by providing the valid username and password.



- ◆ After login, Officer can able to view the below screen.

## Bottling Unit Control & Regulation User Reference Manual

The screenshot shows the Excise Department Activity Dashboard. The left sidebar includes tabs for Officer Dashboard, Activity Dashboard (which is selected), Production Dashboard, Licensee Dashboard, License Management, Brand Label Management, Hologram Procurement, Bottling Unit (selected), Brewery, Bonded Warehouse, Military, Retailer, TP Revalidation, Vigilance, and Logout. The main content area displays four boxes: Pending Permits (7), Pending at District Office (40), Pending at Headquarters (13), and Pending at Commissionerate (156). Below these are detailed tables for each category. The bottom of the screen shows 'Meghalaya Build V1.0.0.1' and 'Copyright © 2025'.

- ◆ After reaching to the above screen officer need to click on Bottling unit tab as shown in below screen.

The screenshot is identical to the previous one, but the 'Bottling Unit' tab in the sidebar is highlighted with a red box. The rest of the interface and data tables are the same.

- ◆ After reaching to the above screen officer need to click on Export permit tab as shown in below screen.

The screenshot shows the 'Export Permit' screen for 'Bottling Unit'. The left sidebar has the 'Export Permit' tab highlighted. The main table lists one entry: S.No 1, Consignment Type Export, Import Permit Number IMPK1254875649, Export Indent Number EXIND10102306202500010, Consigner CMI BOTTLING UNIT, Consignee Himachali Suppliers, Export Permit Number 23-Jun-2025, Status Pending, and Date 05:59:11 PM. Buttons for Forward, Payment Details, and Click to View are visible. The bottom of the screen shows 'Showing 1 to 1 of 1 entries (filtered from 10 total entries)'.

- ◆ After reaching to the above screen all the pending applications will display by default. Officer need to select the application and need to click on forward option as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

Excise Department  
Government of Meghalaya

Export Permit  
Bottling Unit / Export Permit

Session Time Left : 59:50 RIBHOI Superintendent of Excise

Search Menu

10 0010 Start Date 05-Jun-2025 End Date 24-Jun-2025 Select Location Status Pending Search

S.No Consignment Type Import Permit Number Export Indent Number Consignor Consignee Export Permit Number Date Status/Action Payment History Import Permit C

1 Export IMPK1254875649 EXIND10102306202500010 CMJ BOTTLING UNIT Himachali Suppliers 23-Jun-2025 05:59:11 PM Forwarded Payment Details Click To View

Showing 1 to 1 of 1 entries (filtered from 10 total entries)

- ◆ After clicking on forward option pop up will be open as shown in below screen.

Excise Department  
Government of Meghalaya

Export Permit  
Bottling Unit / Export Permit

Session Time Left : 55:48 RIBHOI Superintendent of Excise

Search Menu

10 0010 Start Date 05-Jun-2025 End Date 24-Jun-2025 Select Location Status Pending Search

S.No Consignment Type Importer Permit Date Application Print

1 Export CMJ BOTTLING UNIT 23-Jun-2025

Indent For Export

Name of the Exporter CMJ BOTTLING UNIT Importer Permit Date 23-Jun-2025

Name of the Importer Himachali Suppliers Consignment Type Export

Importer Indent Number IMPK1254875649 Route Shilong to Kullu

State Name Himachal Pradesh Remarks\*

Brand Code Brand Name Size Pack Type Quantity (in Cases) Export Fee Rs.

1010W0027GNEX SIGNATURE PREMIER GRAIN WHISKY. NN G 10 20.00

1010W0027GPPEX SIGNATURE PREMIER GRAIN WHISKY. PP G 10 20.00

1010W0027GQQEX SIGNATURE PREMIER GRAIN WHISKY. QQ G 10 20.00

Forward to Dealing Assistant Head Quarter

Showing 1 to 1 of 1 entries (filtered from 10 total entries)

- ◆ After reaching to the above screen officer need to enter the remarks and need to click on “Forward to Dealing Assistant Head Quarter” as shown in below screen.

Excise Department  
Government of Meghalaya

Export Permit  
Bottling Unit / Export Permit

Session Time Left : 55:48 RIBHOI Superintendent of Excise

Search Menu

10 0010 Start Date 05-Jun-2025 End Date 24-Jun-2025 Select Location Status Pending Search

S.No Consignment Type Importer Permit Date Application Print

1 Export CMJ BOTTLING UNIT 23-Jun-2025

Indent For Export

Name of the Exporter CMJ BOTTLING UNIT Importer Permit Date 23-Jun-2025

Name of the Importer Himachali Suppliers Consignment Type Export

Importer Indent Number IMPK1254875649 Route Shilong to Kullu

State Name Himachal Pradesh Remarks\* Approve the export permit

Brand Code Brand Name Size Pack Type Quantity (in Cases) Export Fee Rs.

1010W0027GNEX SIGNATURE PREMIER GRAIN WHISKY. NN G 10 20.00

1010W0027GPPEX SIGNATURE PREMIER GRAIN WHISKY. PP G 10 20.00

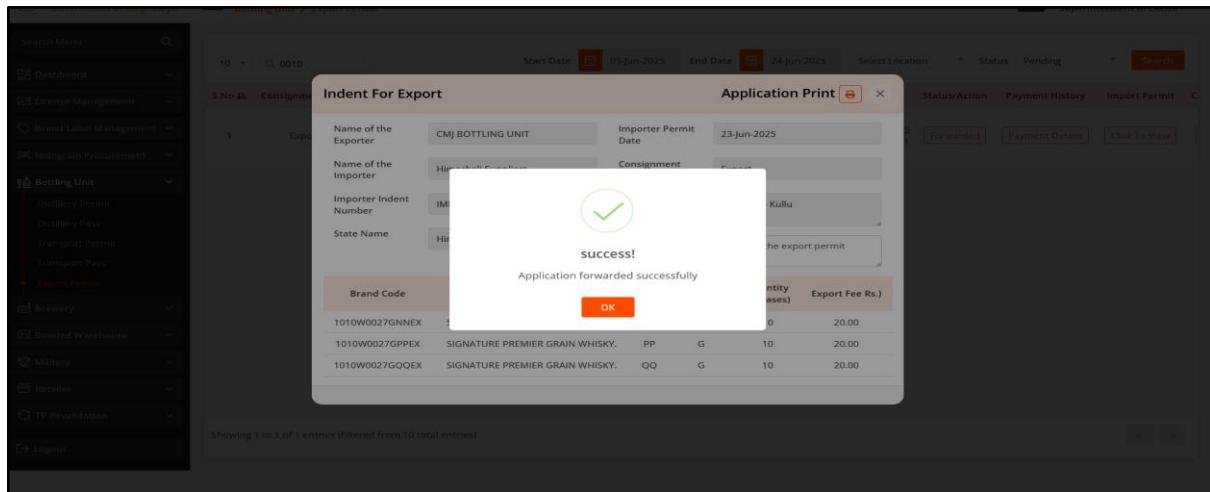
1010W0027GQQEX SIGNATURE PREMIER GRAIN WHISKY. QQ G 10 20.00

Forward to Dealing Assistant Head Quarter

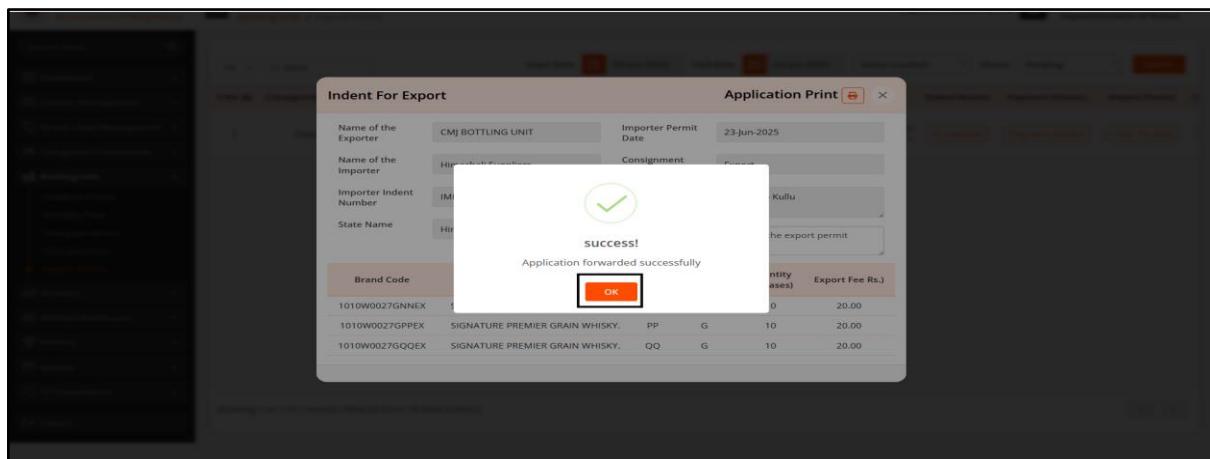
Showing 1 to 1 of 1 entries (filtered from 10 total entries)

- ◆ After clicking on “Forward to Dealing Assistant Head Quarter” a success pop up will be open shown in below screen.

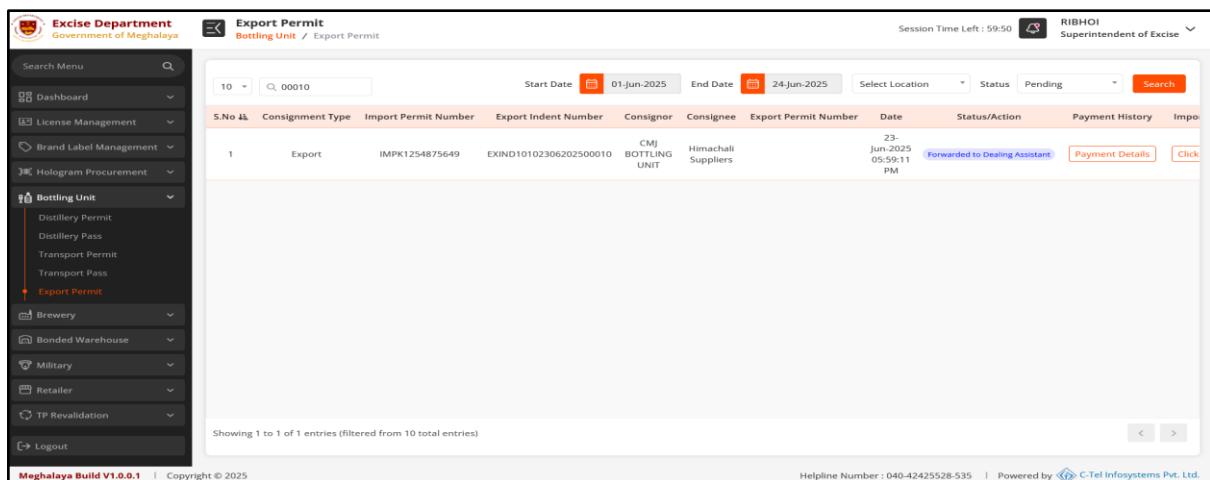
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After reaching to the above screen officer need to click on “OK” option as shown in below screen.



- ◆ After clicking on “OK” option request status will be shown as Forwarded to Dealing Assistant” as shown in below screen.



### ❖ SOE Login :

- ◆ Login to the below application by providing the valid username and password.

## Bottling Unit Control & Regulation User Reference Manual



- ◆ After login, Officer can able to view the below screen.

Pending Permits		Pending at District Office		Pending at Headquarters		Pending at Commissionerate	
Location	Count	Process Name	Pending at	Count	Process Name	Pending at	Count
Bottling IMFL Local	1	License Registration	Superintendent of Excise	48	License Registration	Dealing Assistant HQ	7
Bottling IMFL Import	0	License Registration	Deputy Superintendent of Excise	0	CSD Non Local License Registration	Dealing Assistant HQ	3
Brewery Export	0	License Registration	Deputy Commissioner	2	License Modification	Dealing Assistant HQ	0
Bottling IMFL Export	0	License Registration	Assistant Commissioner	11	Bottling Permits	Dealing Assistant HQ	0
Wholesale IMFL	8	Temporary Bar License Registration	Inspector of Excise (IOE)	2	Central Bonded Warehouse Permits	Dealing Assistant HQ	1
State Bonded Warehouse	5	License Modification	Superintendent of Excise	0	State Bonded Warehouse Permits	Dealing Assistant HQ	3
Military Canteen	18	License Modification	Deputy Superintendent of Excise	0	<b>Total</b>		<b>14</b>
Paramilitary	4	License Modification	Inspector of Excise	0	License Registration	Assistant Commissioner STE	2
<b>Grand Total</b>	<b>48</b>	License Modification	Deputy Commissioner	0	CSD Non Local License	Assistant Commissioner	7
		<b>Total</b>		<b>98</b>	<b>Total</b>		<b>70</b>

- ◆ After reaching to the above screen officer need to click on Export permit tab as shown in below screen.

Pending Permits		Pending at District Office		Pending at Headquarters		Pending at Commissionerate	
Location	Count	Process Name	Pending at	Count	Process Name	Pending at	Count
Bottling IMFL Local	1	License Registration	Superintendent of Excise	48	License Registration	Dealing Assistant HQ	7
Bottling IMFL Import	0	License Registration	Deputy Superintendent of Excise	0	CSD Non Local License Registration	Dealing Assistant HQ	3
Brewery Export	0	License Registration	Deputy Commissioner	2	License Modification	Dealing Assistant HQ	0
Bottling IMFL Export	0	License Registration	Assistant Commissioner	11	Bottling Permits	Dealing Assistant HQ	0
Wholesale IMFL	8	Temporary Bar License Registration	Inspector of Excise (IOE)	2	Central Bonded Warehouse Permits	Dealing Assistant HQ	1
State Bonded Warehouse	5	License Modification	Superintendent of Excise	0	State Bonded Warehouse Permits	Dealing Assistant HQ	3
Military Canteen	18	License Modification	Deputy Superintendent of Excise	0	<b>Total</b>		<b>14</b>
Paramilitary	4	License Modification	Inspector of Excise	0	License Registration	Assistant Commissioner STE	2
<b>Grand Total</b>	<b>48</b>	License Modification	Deputy Commissioner	0	CSD Non Local License	Assistant Commissioner	7
		<b>Total</b>		<b>98</b>	<b>Total</b>		<b>70</b>

- ◆ After reaching to the above screen officer need to click on Export permit tab as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

Excise Department  
Government of Meghalaya

Distillery Permit  
Bottling Unit / Distillery Permit

Session Time Left : 59:55 Sunil Thakur  
Dealing Assistant

Start Date: 24-Jun-2025 End Date: 24-Jun-2025 Status: Pending

Search records

S.No Type Indent Number Permit Number Indent Date Consignee Name Consignor Name Track Indent Status/Action Payment Details Remarks Court F

1 IMPORT IND100525040400017 04-Apr-2025 KDM BOTTLERS BIHAR DISTILLERIES PVT LTD Track Indent Forwarded to Officer in Charge View View

Showing 1 to 1 of 1 entries

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- ◆ After reaching to the above screen all the pending applications will display by default. Officer need to select the application and need to click on forward option as shown in below screen.

Excise Department  
Government of Meghalaya

Export Permit  
Bottling Unit / Export Permit

Session Time Left : 59:50 Sunil Thakur  
Dealing Assistant

Start Date: 04-Jun-2025 End Date: 24-Jun-2025 Select Location Status: Pending

Search

S.No Consignment Type Import Permit Number Export Indent Number Consignor Consignee Export Permit Number Date Status/Action Payment History Import Permit C

1 Export IMPK1254875649 EXIND10102306202500010 CMJ BOTTLING UNIT Himachali Suppliers 23-Jun-2025 05:59:15 PM Forwarded Payment Details Click To View

Showing 1 to 1 of 1 entries (filtered from 10 total entries)

- ◆ After clicking on forward option pop up will be open as shown in below screen.

Excise Department  
Government of Meghalaya

Export Permit  
Bottling Unit / Export Permit

Session Time Left : 59:00 Sunil Thakur  
Dealing Assistant

Start Date: 04-Jun-2025 End Date: 24-Jun-2025 Select Location Status: Pending

Search

S.No Consignment Type Import Permit Number Export Indent Number Consignor Consignee Export Permit Number Date Status/Action Payment History Import Permit C

1 Export IMPK1254875649 EXIND10102306202500010 CMJ BOTTLING UNIT Himachali Suppliers 23-Jun-2025 05:59:15 PM Forwarded Payment Details Click To View

Indent For Export Application Print

Name of the Exporter: CMJ BOTTLING UNIT Importer Permit Date: 23-Jun-2025

Name of the Importer: Himachali Suppliers Consignment Type: Export

Importer Indent Number: IMPK1254875649 Route: Shilong to Kullu

State Name: Himachal Pradesh Remarks:

Brand Code	Brand Name	Size	Pack Type	Quantity (in Cases)	Export Fee Rs.
1010W0027GNNEX	SIGNATURE PREMIER GRAIN WHISKY.	NN	G	10	20.00
1010W0027GPPEX	SIGNATURE PREMIER GRAIN WHISKY.	PP	G	10	20.00
1010W0027GOQEX	SIGNATURE PREMIER GRAIN WHISKY.	QQ	G	10	20.00

Forward To Head Quarter

Showing 1 to 1 of 1 entries (filtered from 10 total entries)

- ◆ After reaching to the above screen officer need to enter the remarks and need to click on "Forward to Head Quarter" as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After clicking on “Forward to Dealing Assistant Head Quarter” a success pop up will be open shown in below screen.

- ◆ After reaching to the above screen officer need to click on “OK” option as shown in below screen.

- ◆ After clicking on “OK” option request status will be shown as “Forwarded to Head Quarters” as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

### ❖ Commissioner Login :

- ◆ Login to the below application by providing the valid username and password.



- ◆ After login, Officer can able to view the below screen.

- ◆ After reaching to the above screen officer need to click on Export permit tab as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

The screenshot shows the Excise Department Activity Dashboard. The left sidebar is a navigation menu with 'Bottling Unit' selected. The main area displays four boxes: 'Pending Permits' (51), 'Pending at District Office' (98), 'Pending at Headquarters' (70), and 'Pending at Commissionerate' (156). Below these are detailed tables for each category.

Pending Permits		Pending at District Office			Pending at Headquarters			Pending at Commissionerate		
Location	Count	Process Name	Pending at	Count	Process Name	Pending at	Count	Process Name	Pending at	Count
Bottling IMFL Local	1	License Registration	Superintendent of Excise	48	License Registration	Dealing Assistant HQ	7	License Registration	Assistant Commissioner	2
Bottling IMFL Import	0	License Registration	Deputy Superintendent of Excise	0	License Registration	Deputy Commissioner	2	License Registration	Deputy Commissioner	0
Brewery Export	0	License Registration	Assistant Commissioner	11	License Registration	Joint Commissioner	1	License Registration	Secretary HQ	0
Bottling IMFL Export	0	Temporary Bar License Registration	Superintendent of Excise	1	Temporary Bar License Registration	Deputy Commissioner	1	CSD Non Local License Registration	Dealing Assistant HQ	3
Wholesale IMFL	8	License Modification	Superintendent of Excise	0	License Modification	Deputy Superintendent of Excise	0	CSD Non Local License Registration	Assistant Commissioner	2
State Bonded Warehouse	5	License Modification	Inspector of Excise	0	License Modification	Inspector of Excise	0	Brand Label Registration	Inspector of Excise HQ(IOE)	43
Military Canteen	18	License Modification	Deputy Commissioner	0	Brand Label Registration	Joint Commissioner	0	Brand Label Registration	Joint Commissioner	0
Paramilitary	4									
Retailer	12									
Police Canteen	0									
<b>Grand Total</b>	<b>48</b>	<b>Total</b>	<b>98</b>	<b>Total</b>	<b>70</b>	<b>Total</b>	<b>70</b>			

◆ After reaching to the above screen officer need to click on Export permit tab as shown in below screen.

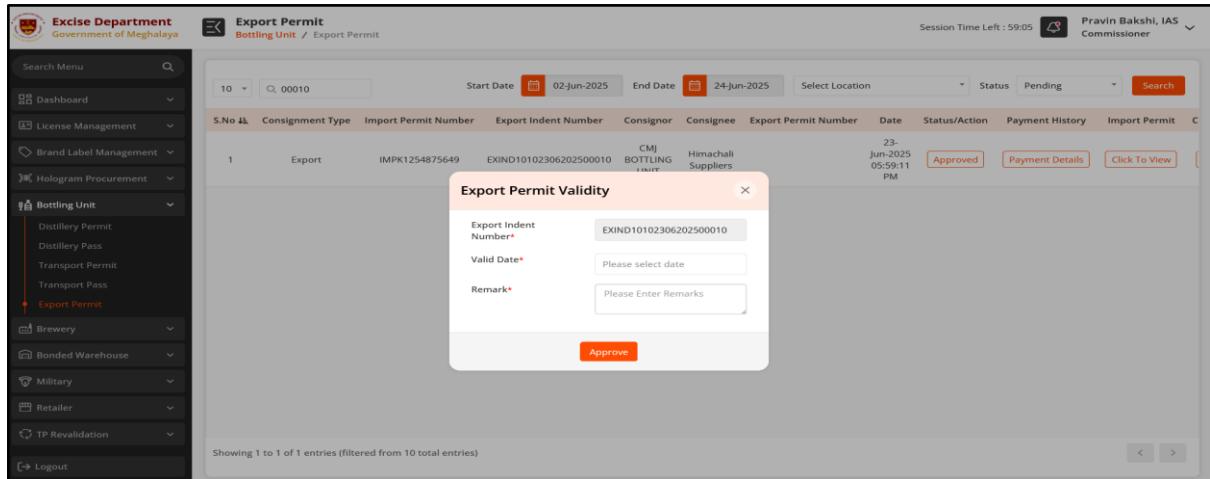
The screenshot shows the Distillery Permit screen. The left sidebar is a navigation menu with 'Export Permit' selected. The main area displays a table of pending applications. One application is shown in detail: Type: IMPORT, Indent Number: IND100525040400017, Permit Number: IND100525040400017, Indent Date: 04-Apr-2025, Consignee Name: KDM BOTTLERS, Consignor Name: BIHAR DISTILLERIES PVT LTD, Status: Pending. Buttons for 'Track Indent' and 'Forwarded to Officer in Charge' are visible.

◆ After reaching to the above screen all the pending applications will display by default. Officer need to select the application and need to click on forward option as shown in below screen.

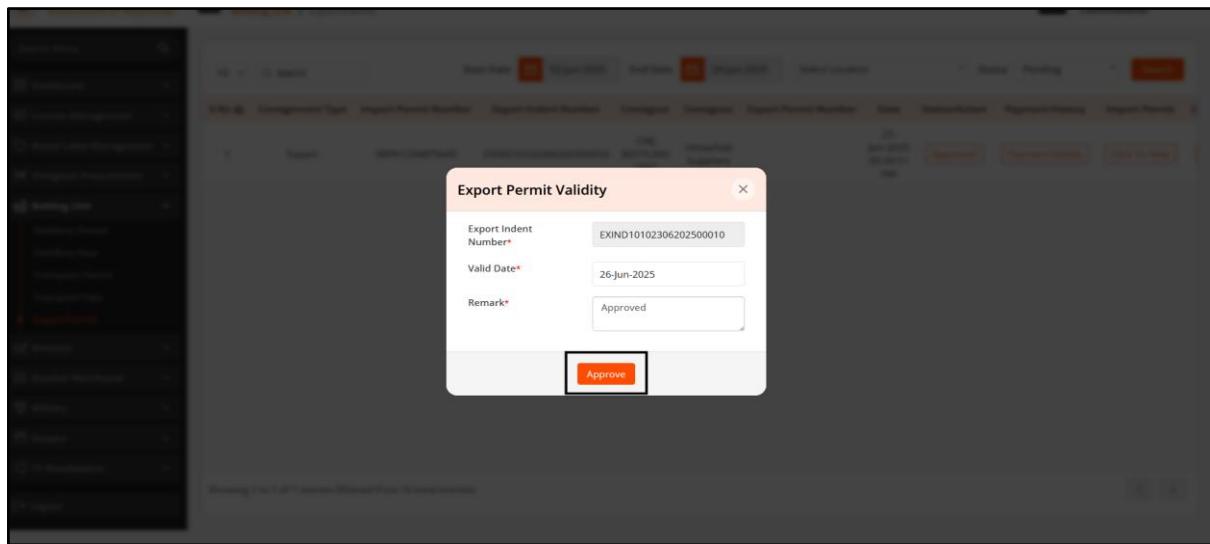
The screenshot shows the Export Permit screen. The left sidebar is a navigation menu with 'Export Permit' selected. The main area displays a table of pending applications. One application is shown in detail: Consignment Type: Export, Import Permit Number: IMPK1254875649, Export Indent Number: EXIND10102306202500010, Consignor: CMJ BOTTLING UNIT, Consignee: Himachali Suppliers, Date: 23-Jun-2025, Status: Pending. Buttons for 'Approved', 'Payment Details', and 'Click To View' are visible.

◆ After clicking on forward option pop up will be open as shown in below screen.

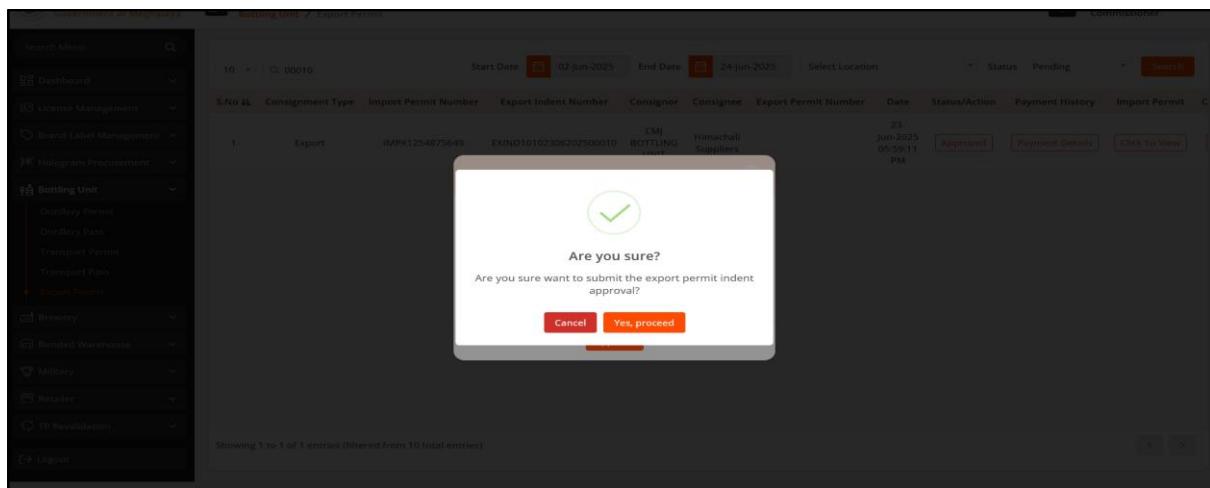
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After reaching to the above screen officer need to provide the validity and enter the remarks and need to click on “Approve” as shown in below screen.

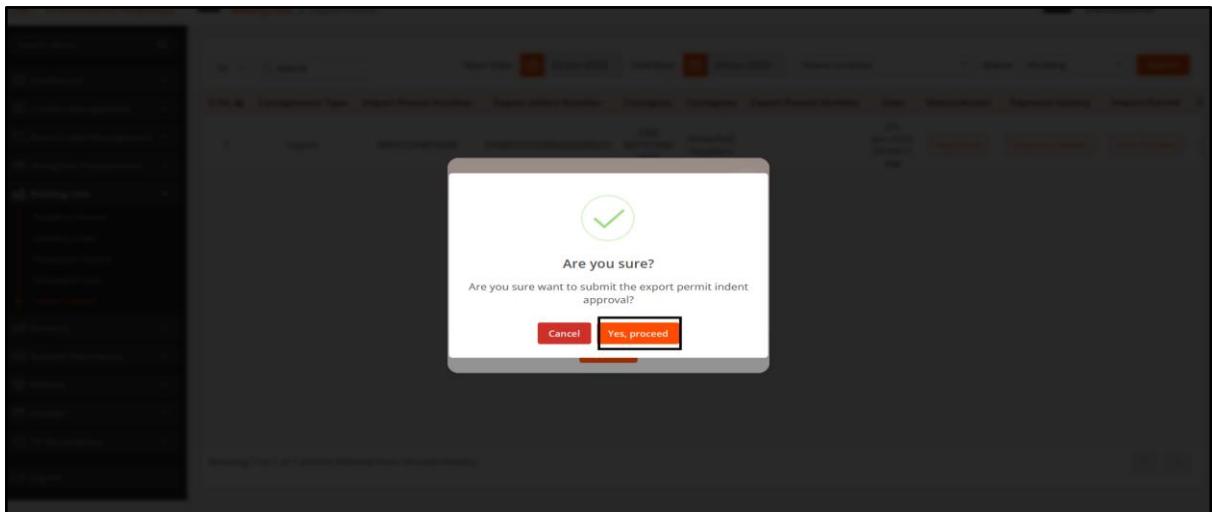


- ◆ After clicking on “Approve” a alert pop up will be open shown in below screen.

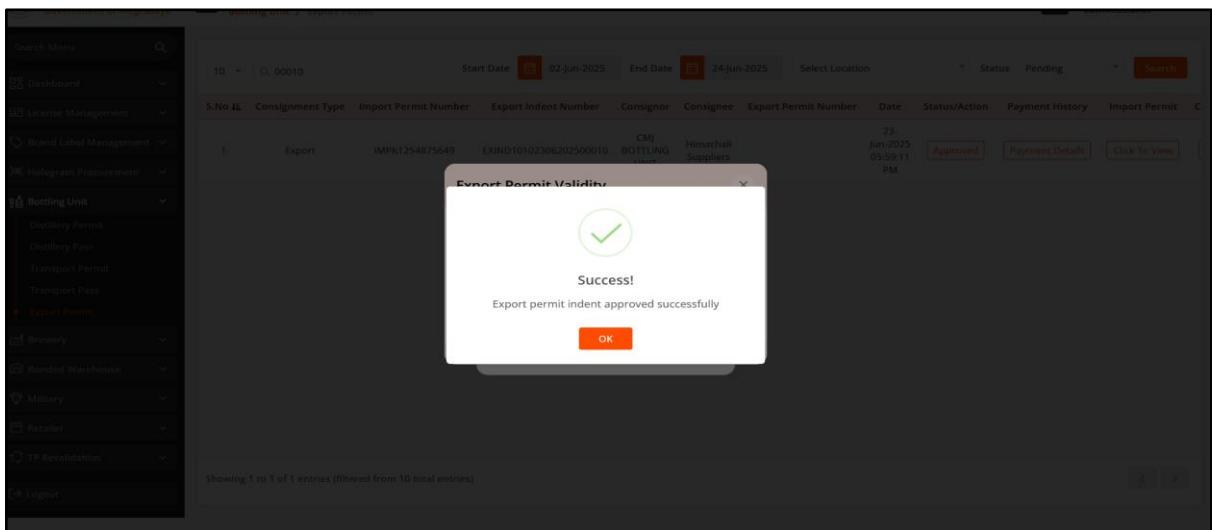


- ◆ After reaching to the above screen officer need to click on “Yes Proceed” option as shown in below screen.

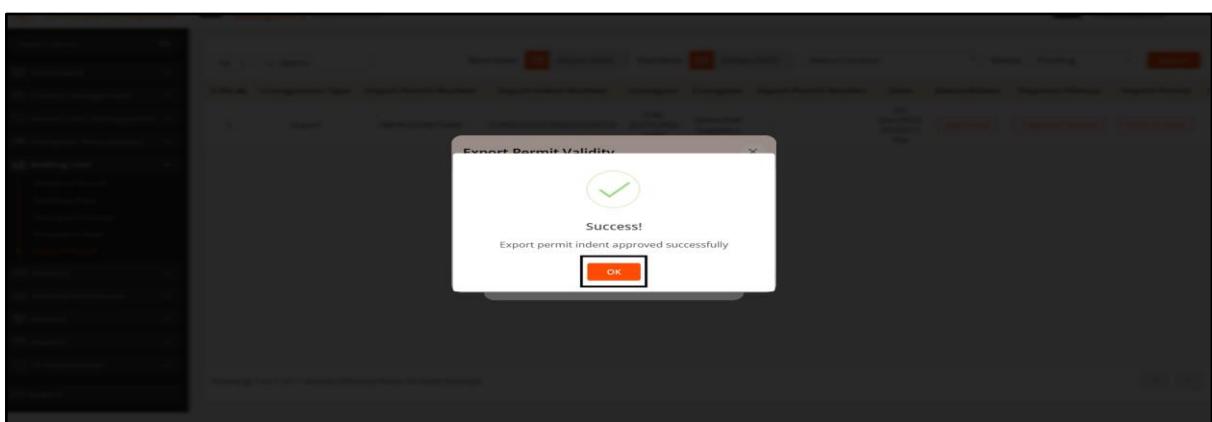
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After clicking on “Yes Proceed” a success pop up will be open shown in below screen.



- ◆ After reaching to the above screen officer need to click on “OK” option as shown in below screen.



- ◆ After clicking on “OK” option request status will be shown as “Permit Approved” as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

  
**EXCISE DEPARTMENT  
GOVERNMENT OF MEGHALAYA**  
**Transport/Export/Import Permit**

**Indent Number:** EXIND10102306202500010  
**Permit Number:** EXP10102306202500010  
**Date & Time of Issue:** 24-Jun-2025 02:33:09 PM  
**Date & Time of Validity:** 26-Jun-2025 11:59:59 PM

Name and Address of the Importer (Consignee)	Name and Address of the Exporter (Consignor)
License Number: 39101038325(Manufacturing Unit)	License Number: NA
License Type: FL1	License Type: NA
Firm Name: CMJ BOTTLING UNIT	Firm Name: Himachali Suppliers
Address: PLOT NO.60, LOWER BALIAN, BYRNIHAT, Meghalaya, 721022	Address: Kullu,Kullu Dist,Himachal

**Description of Brands**

S.No.	Product Code	Product Name	Size (ml)	Pack Type	Quantity in Cases	Total EPF Value (Rs.)
1	1010W0027GNNEX	SIGNATURE PREMIER GRAIN WHISKY.	180 X 48	G	10	20.00
2	1010W0027GPPEX	SIGNATURE PREMIER GRAIN WHISKY.	375 X 24	G	10	20.00
3	1010W0027GQQEX	SIGNATURE PREMIER GRAIN WHISKY.	750 X 12	G	10	20.00
				Total	30	60

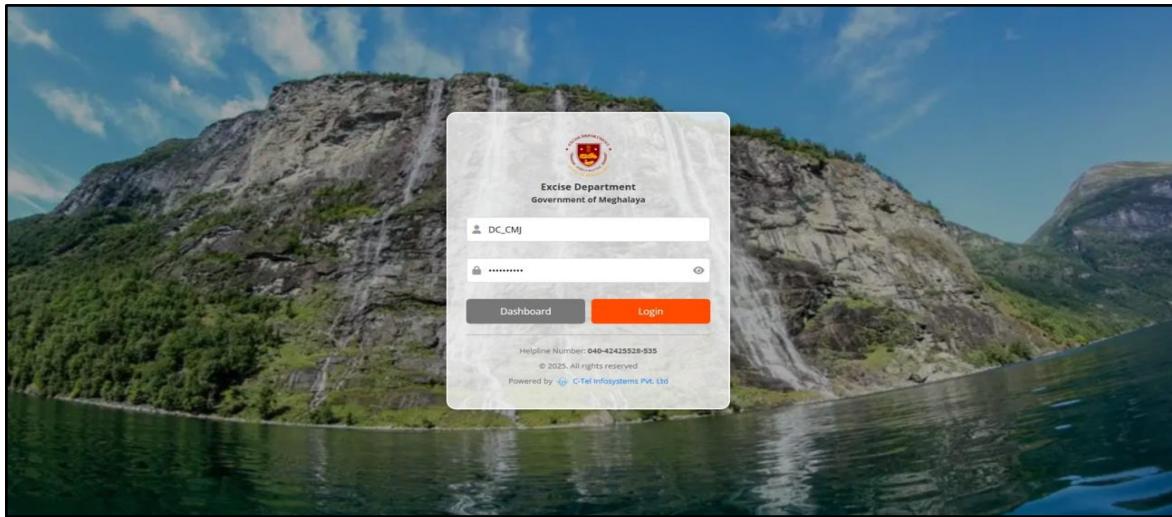


**"The permit approval process will be carried out from the central node, while the Dispatch process will be handled at the local node (Bottling Unit)."**

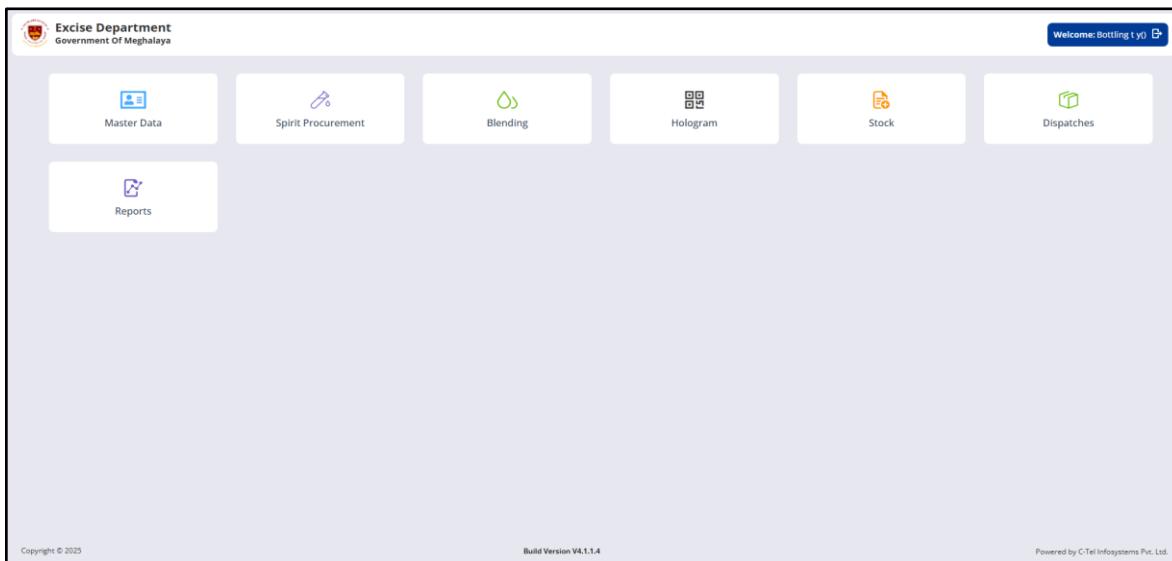
### 7. Stock Dispatch Process (Local/Export) :

- ❖ **Bottling Unit Manager Login (Initiate Shipment) :**
- ❖ Login to the below application by providing the valid username and password.

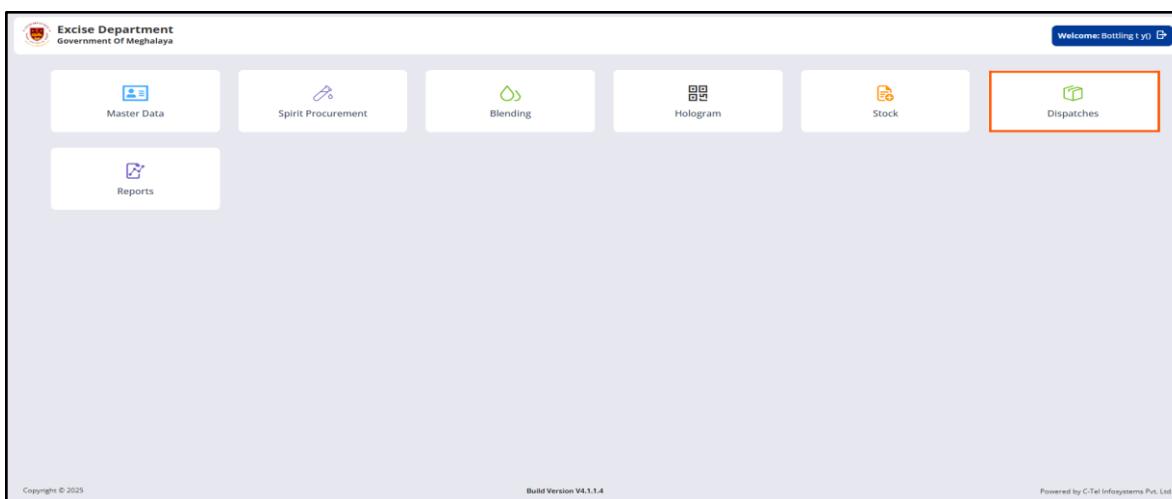
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After login to the application below homepage will be displayed.



- ◆ Then the user needs to select “Dispatches” tab.



- ◆ After selecting the “Dispatches” tab user will be able to view the below screen.

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching the above screen user needs to select to for Local shipment (“Transport Pass”) and for Export shipment(Export pass).

- ◆ Once you click on (Transport Pass/Export Pass). Below screen will be displayed.

- ◆ After reaching the above screen user needs to click on (+New Shipment). Once you click on (+New Shipment) option then below screen will be displayed.

## Bottling Unit Control & Regulation User Reference Manual

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- ◆ Here user can choose the consignment type like (Local / Paramilitary Local).

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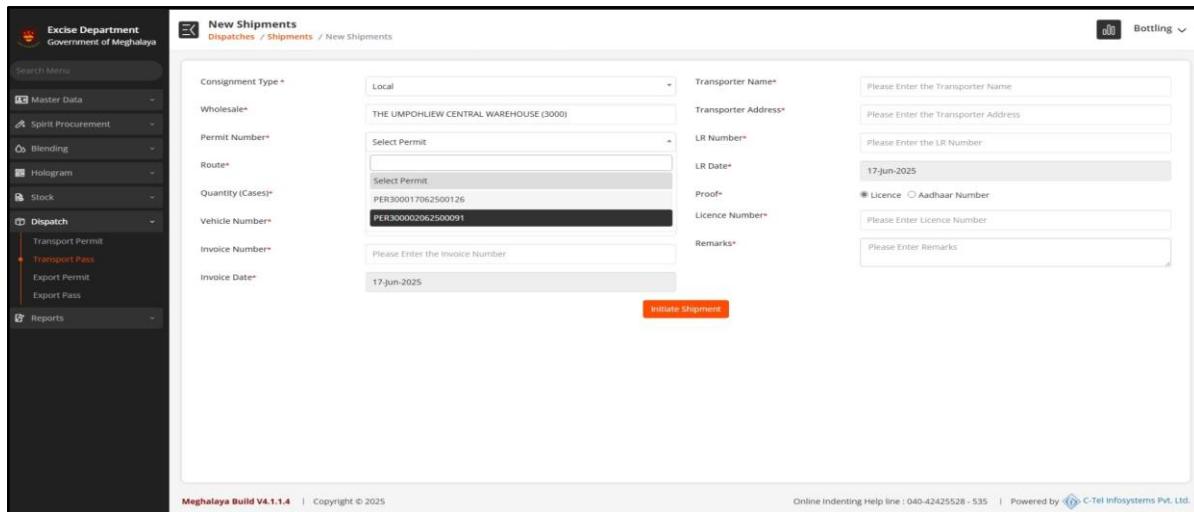
- ◆ After selection of consignment type like for local (Local / Paramilitary Local) and for export (Export/ Paramilitary Export).User need to enter the Central bonded warehouse name and need to select it.

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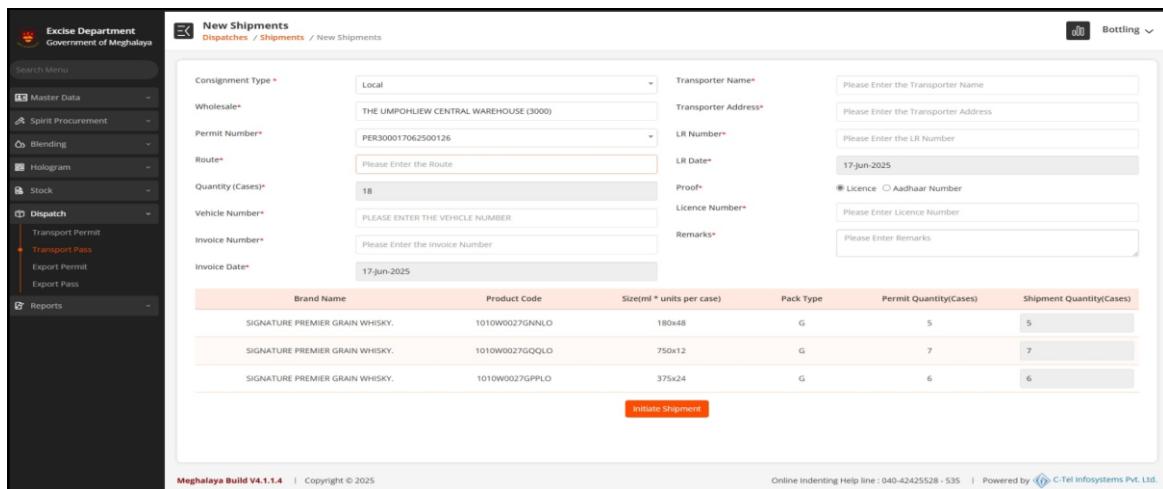
- ◆ After selection of Central bonded warehouse.User need to click on “Permit Number” field and need to select the permit for which they want to initiate the shipment.

## Bottling Unit Control & Regulation User Reference Manual



The screenshot shows the 'New Shipments' page. The 'Permit Number' field contains 'PER300017062500126' and the 'Route' field contains 'PER300002062500091'. The 'Initiate Shipment' button is visible at the bottom.

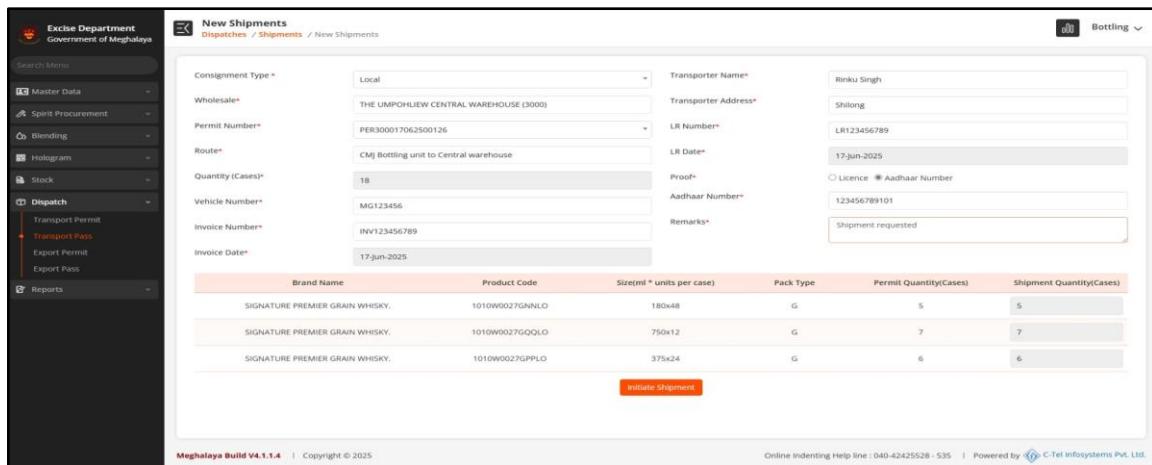
- ◆ After selection of permit number products details of the permit will be displayed as below.



The screenshot shows the 'New Shipments' page with a detailed product list. The table includes columns for Brand Name, Product Code, Size(ml \* units per case), Pack Type, Permit Quantity(Cases), and Shipment Quantity(Cases). The products listed are SIGNATURE PREMIER GRAIN WHISKY.

Brand Name	Product Code	Size(ml * units per case)	Pack Type	Permit Quantity(Cases)	Shipment Quantity(Cases)
SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GNL0	180x48	G	5	5
SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GQQL0	750x12	G	7	7
SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GPPLO	375x24	G	6	6

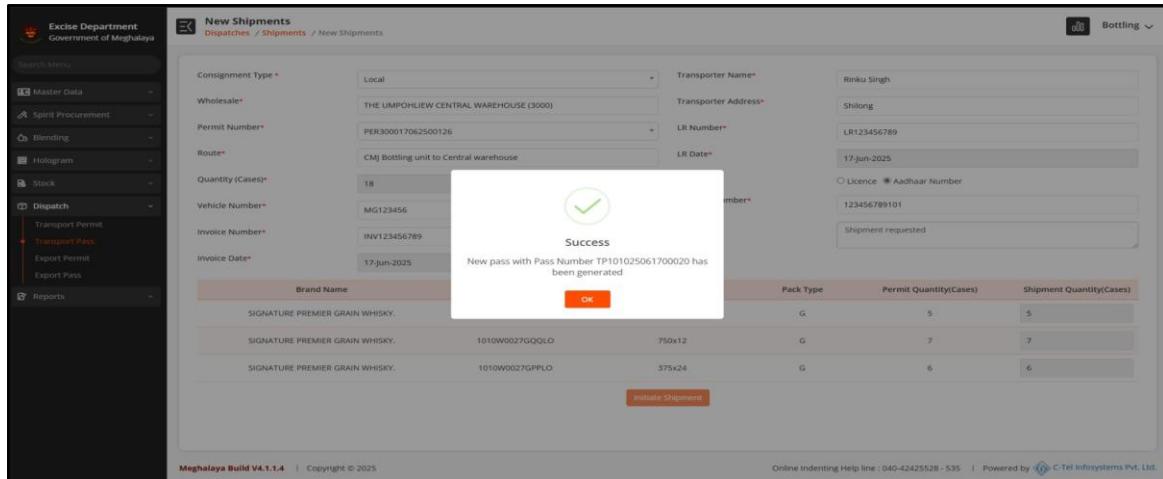
- ◆ After reaching the above screen user needs to fill all the necessary details and click on “Initiate Shipment” option.



The screenshot shows the 'New Shipments' page with all fields filled. The 'Initiate Shipment' button is visible at the bottom.

- ◆ After clicking on “Initiate Shipment” option a success pop up will get as shown in below screen

## Bottling Unit Control & Regulation User Reference Manual

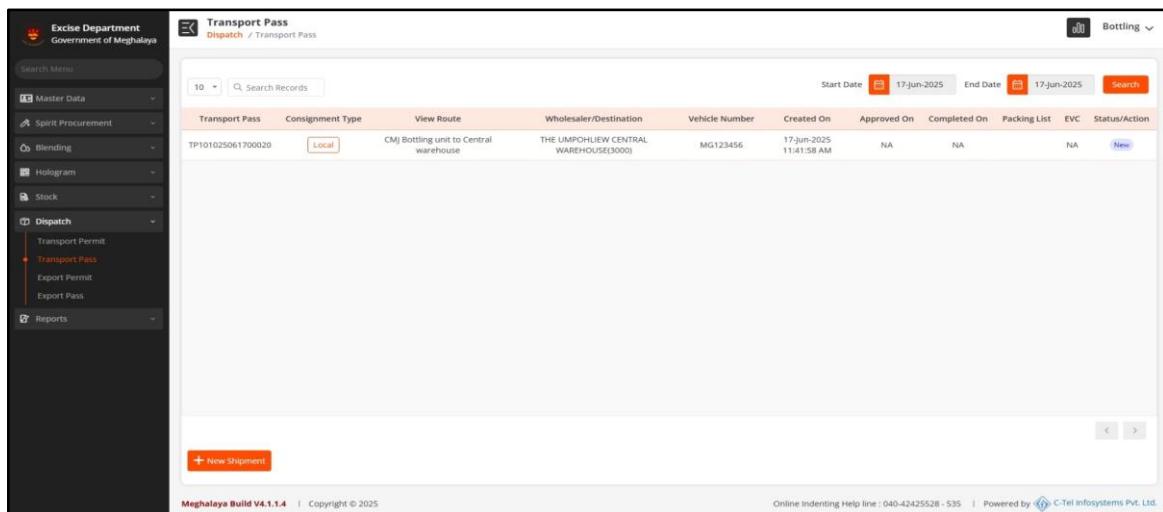


The screenshot shows the 'New Shipments' page in the Excise Department Government of Meghalaya system. The page includes fields for Consignment Type (Local), Transporter Name (Rinku Singh), Transporter Address (Shillong), Permit Number (PER300017062500126), LR Number (LR123456789), LR Date (17-Jun-2025), Quantity (18), Vehicle Number (MG123456), Invoice Number (INV123456789), and Invoice Date (17-Jun-2025). A central modal window displays a green checkmark and the message 'Success' followed by 'New pass with Pass Number TP101025061700020 has been generated.' Below the modal is a table of shipping details:

Brand Name	Pack Type	Permit Quantity(Cases)	Shipment Quantity(Cases)
SIGNATURE PREMIER GRAIN WHISKY.	G	5	5
SIGNATURE PREMIER GRAIN WHISKY.	G	7	7
SIGNATURE PREMIER GRAIN WHISKY.	G	6	6

At the bottom, there is a 'Shipment requested' field and a 'Initiate Shipment' button. The footer includes the text 'Meghalaya Build V4.1.1.4 | Copyright © 2025' and 'Online Indenting Help line : 040-42425528 - 535 | Powered by C-Tel Infosystems Pvt. Ltd.'

- ◆ After reaching the above screen user needs to click on “OK” option.

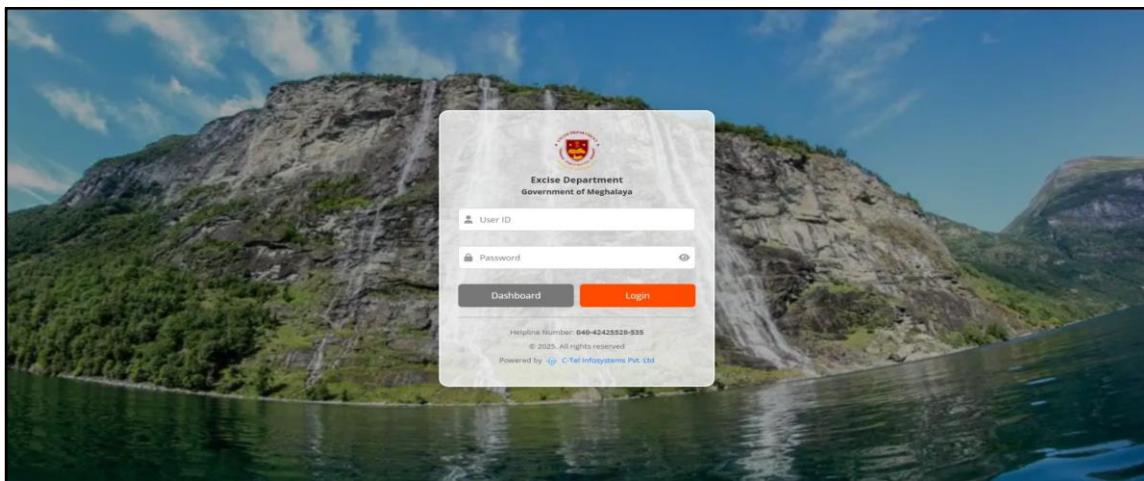


The screenshot shows the 'Transport Pass' page in the system. The table lists a single transport pass entry:

Transport Pass	Consignment Type	View Route	Wholesaler/Destination	Vehicle Number	Created On	Approved On	Completed On	Packing List	EVG	Status/Action
TP101025061700020	Local	CMJ Bottling unit to Central warehouse	THE UMPOLIEW CENTRAL WAREHOUSE(3000)	MG123456	17-Jun-2025 11:41:58 AM	NA	NA	NA	NA	<a href="#">New</a>

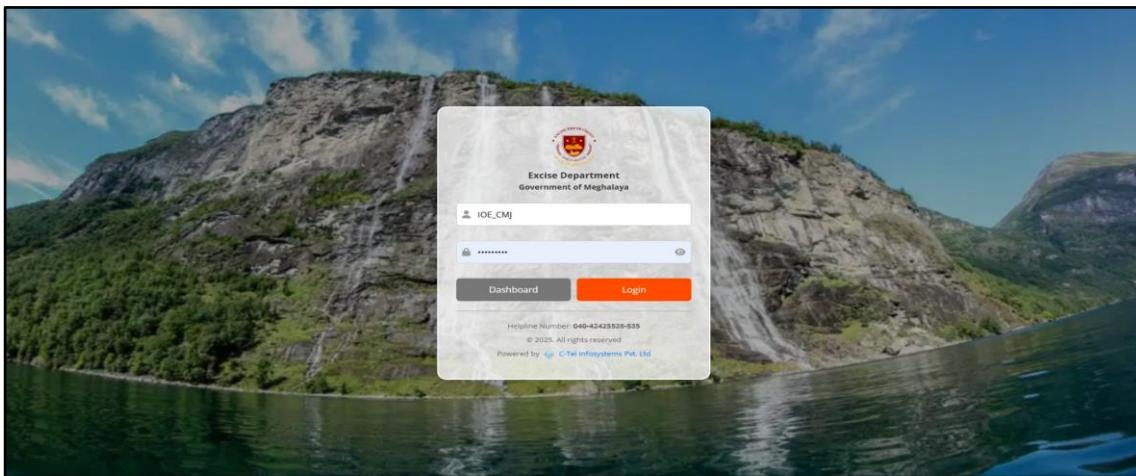
At the bottom, there is a 'New Shipment' button. The footer includes the text 'Meghalaya Build V4.1.1.4 | Copyright © 2025' and 'Online Indenting Help line : 040-42425528 - 535 | Powered by C-Tel Infosystems Pvt. Ltd.'

- ◆ After initiating shipment in manager login list view will be shown as above.
- ❖ **Bottling Unit IOE Login ( Approve Pass):**
- ◆ Bottling unit application.

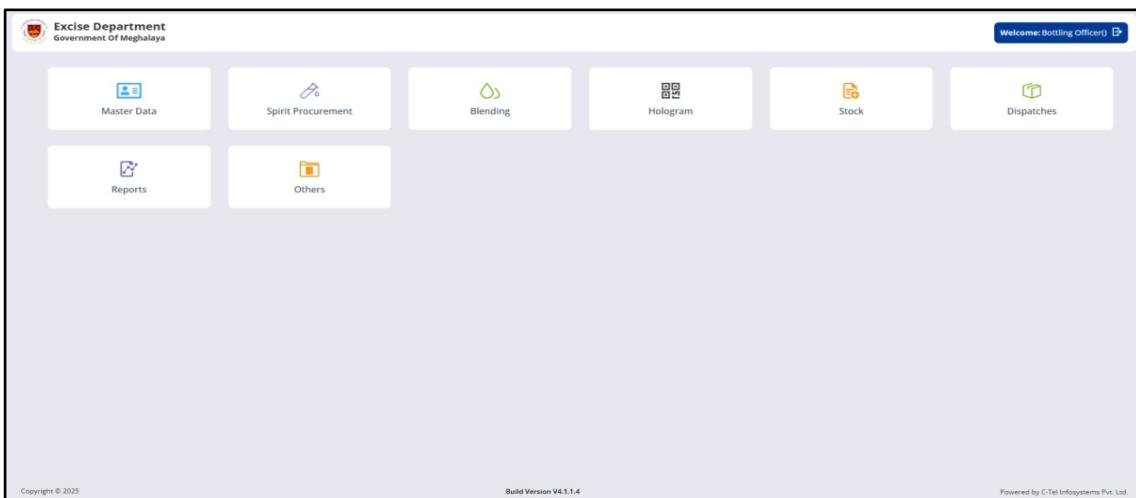


## Bottling Unit Control & Regulation User Reference Manual

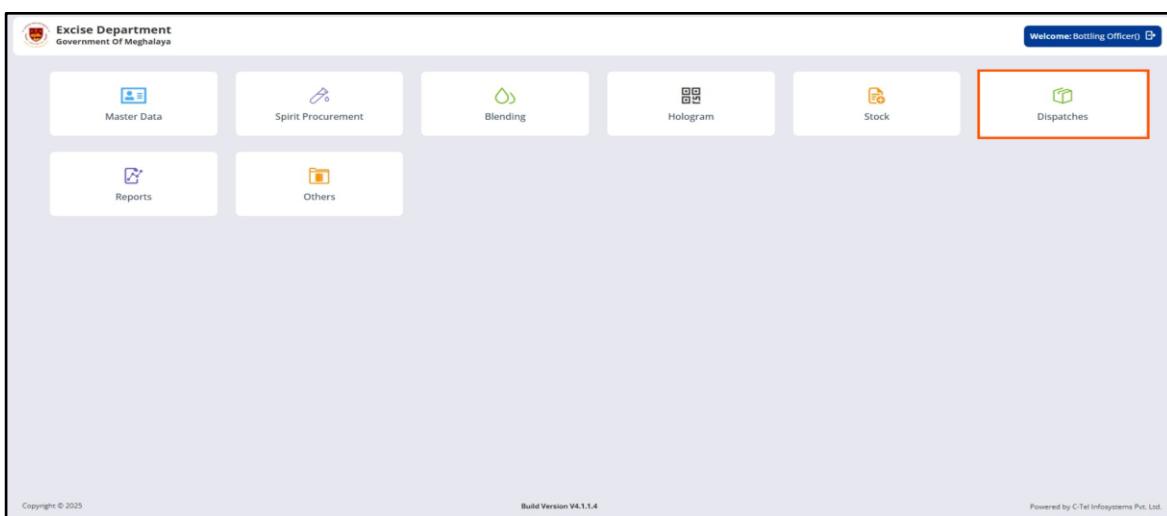
- ◆ Login to the below application by providing the valid username and password.



- ◆ After login, the officer will be able to view the below screen.

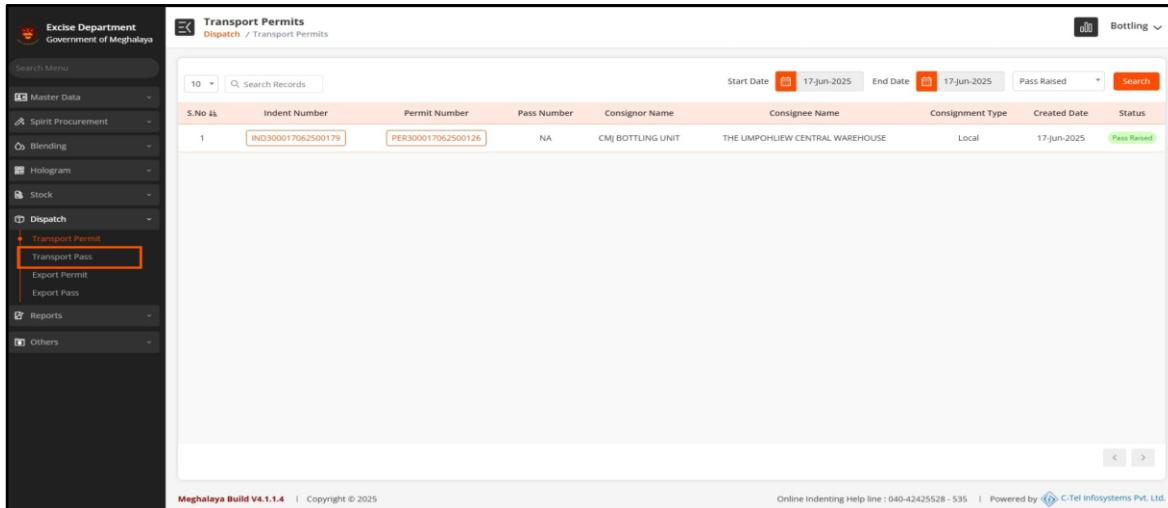


- ◆ Then officer needs to select “Dispatches” tab.

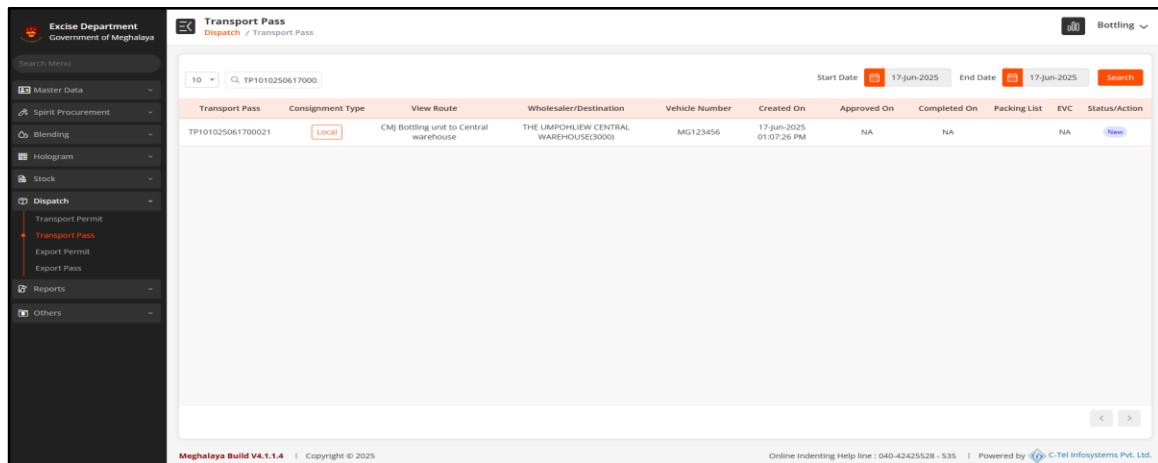


- ◆ After selecting the “Dispatches” tab officer will be able to view the below screen.

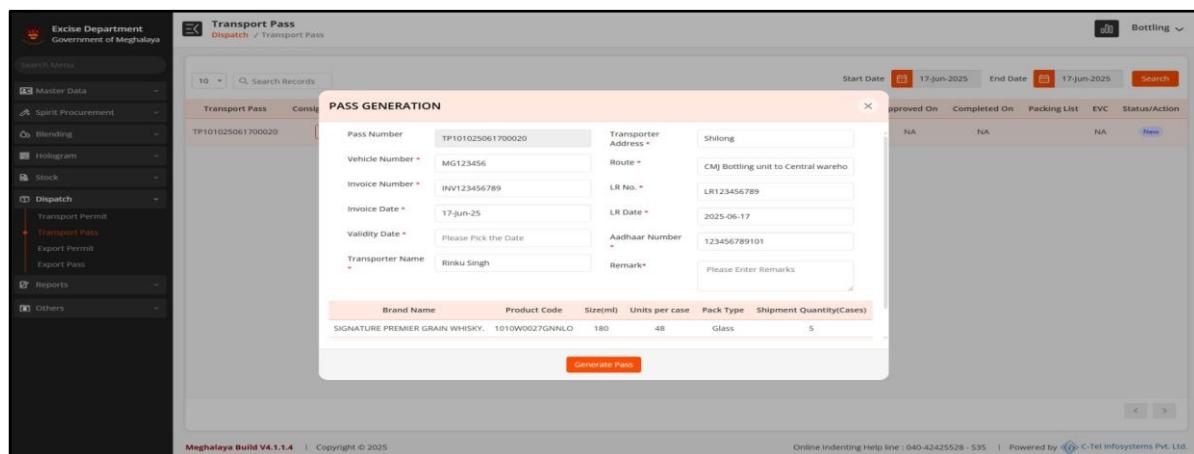
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After reaching the above screen officer will be able to view all the permits which are requested from Central bonded warehouse. Then officer needs to click on “Transport Pass”.



- ◆ Once you click on for Local shipment (“Transport Pass”) and for Export shipment(Export pass). Below screen will be displayed.
- ◆ Here officer needs to click on new action. Once you click on new action below screen will be displayed.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ Here officer needs to select the pass approval date.

Transport Pass

PASS GENERATION

Pass Number: TP101025061700020

Vehicle Number: MG123456

Invoice Number: INV123456789

Invoice Date: 17-Jun-25

Validity Date: 18-Jun-2025

Transporter Name: Rinku Singh

Transporter Address: Shilong

Route: CMJ Bottling unit to Central warehouse

LR No.: LR123456789

LR Date: 2025-06-17

Aadhaar Number: 123456789101

Remark: Please Enter Remarks

Brand Name: SIGNATURE PREMIER GRAIN WHISKY.

Product Code: 1010W0027GNL0

Size(ml): 180

Units per case: 48

Pack Type: Glass

Shipment Quantity(Cases): 5

Generate Pass

- ◆ Here officer needs to enter the remarks and click on “Generate Pass” option.

Transport Pass

PASS GENERATION

Pass Number: TP101025061700020

Vehicle Number: MG123456

Invoice Number: INV123456789

Invoice Date: 17-Jun-25

Validity Date: 18-Jun-2025

Transporter Name: Rinku Singh

Transporter Address: Shilong

Route: CMJ Bottling unit to Central warehouse

LR No.: LR123456789

LR Date: 2025-06-17

Aadhaar Number: 123456789101

Remark: Pass Approved

Brand Name: SIGNATURE PREMIER GRAIN WHISKY.

Product Code: 1010W0027GNL0

Size(ml): 180

Units per case: 48

Pack Type: Glass

Shipment Quantity(Cases): 5

Generate Pass

- ◆ Once you click on “Generate Pass” option a pop up will be opened as shown in below screen.

Transport Pass

PASS GENERATION

Pass Number: TP101025061700020

Vehicle Number: MG123456

Invoice Number: INV123456789

Invoice Date: 17-Jun-25

Validity Date: 18-Jun-2025

Transporter Name: Rinku Singh

Transporter Address: Shilong

Route: CMJ Bottling unit to Central warehouse

LR No.: LR123456789

LR Date: 2025-06-17

Aadhaar Number: 123456789101

Remark: Pass Approved

Brand Name: SIGNATURE PREMIER GRAIN WHISKY.

Product Code: 1010W0027GNL0

Size(ml): 180

Units per case: 48

Pack Type: Glass

Shipment Quantity(Cases): 5

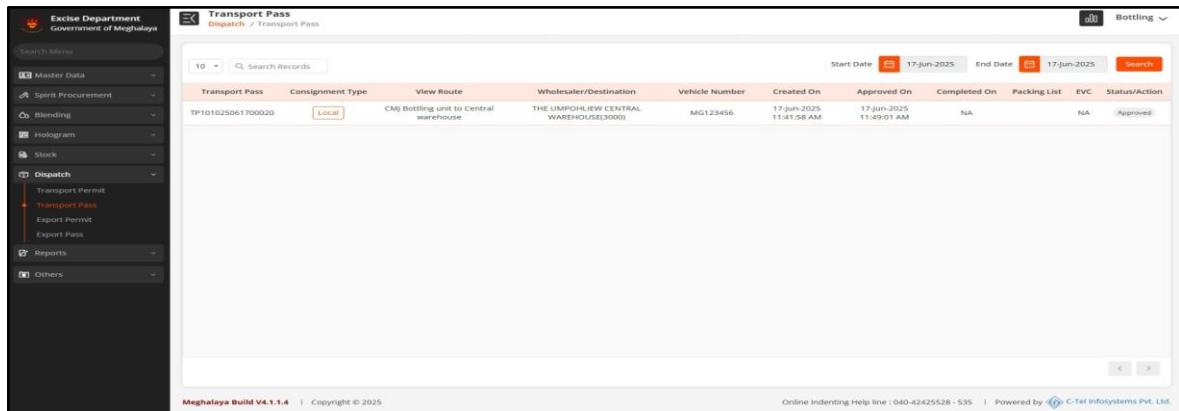
Generate Pass

Success! Pass approved successfully!

OK

- ◆ Once you click on “OK” option a pop up will be opened as shown in below screen.

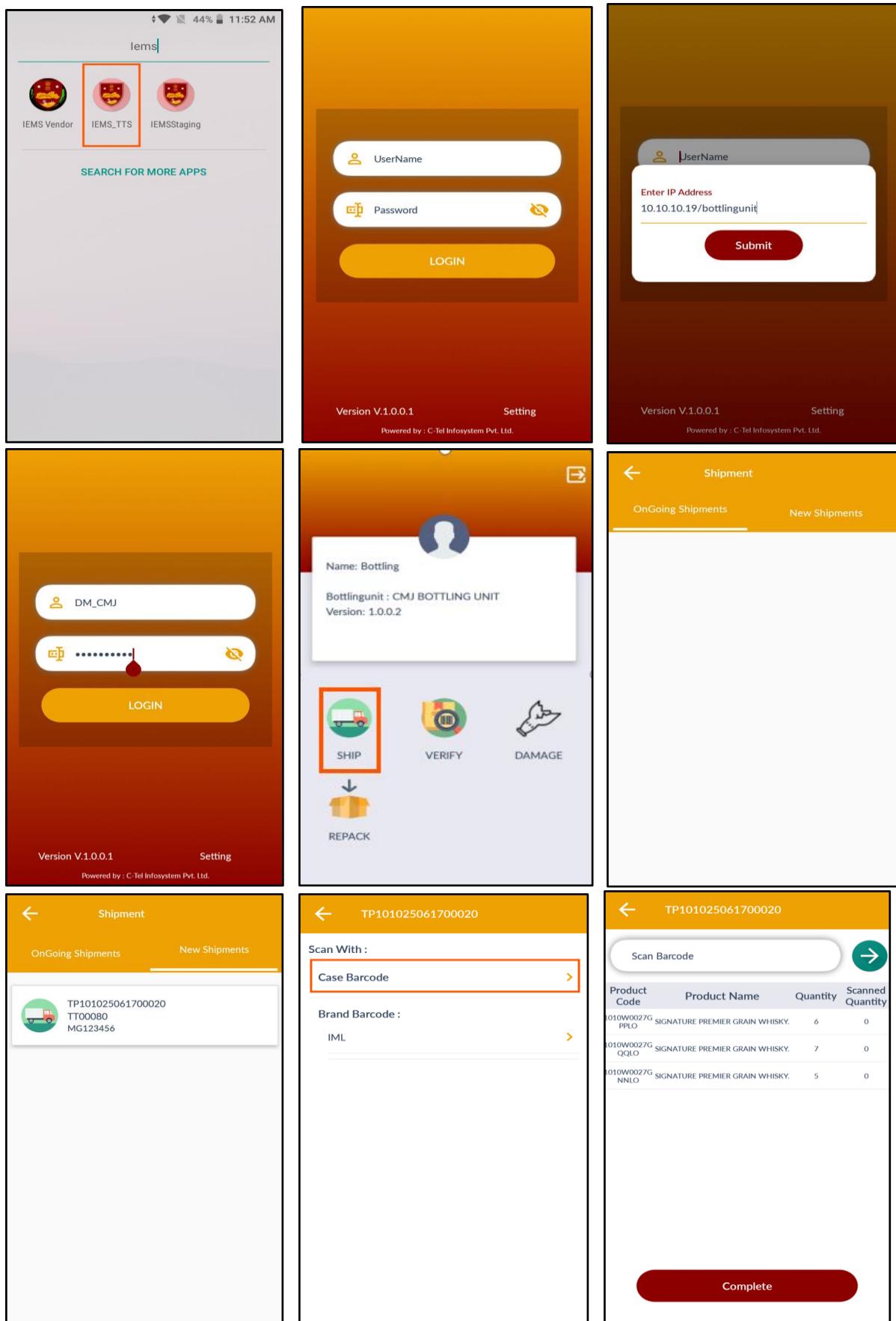
## Bottling Unit Control & Regulation User Reference Manual



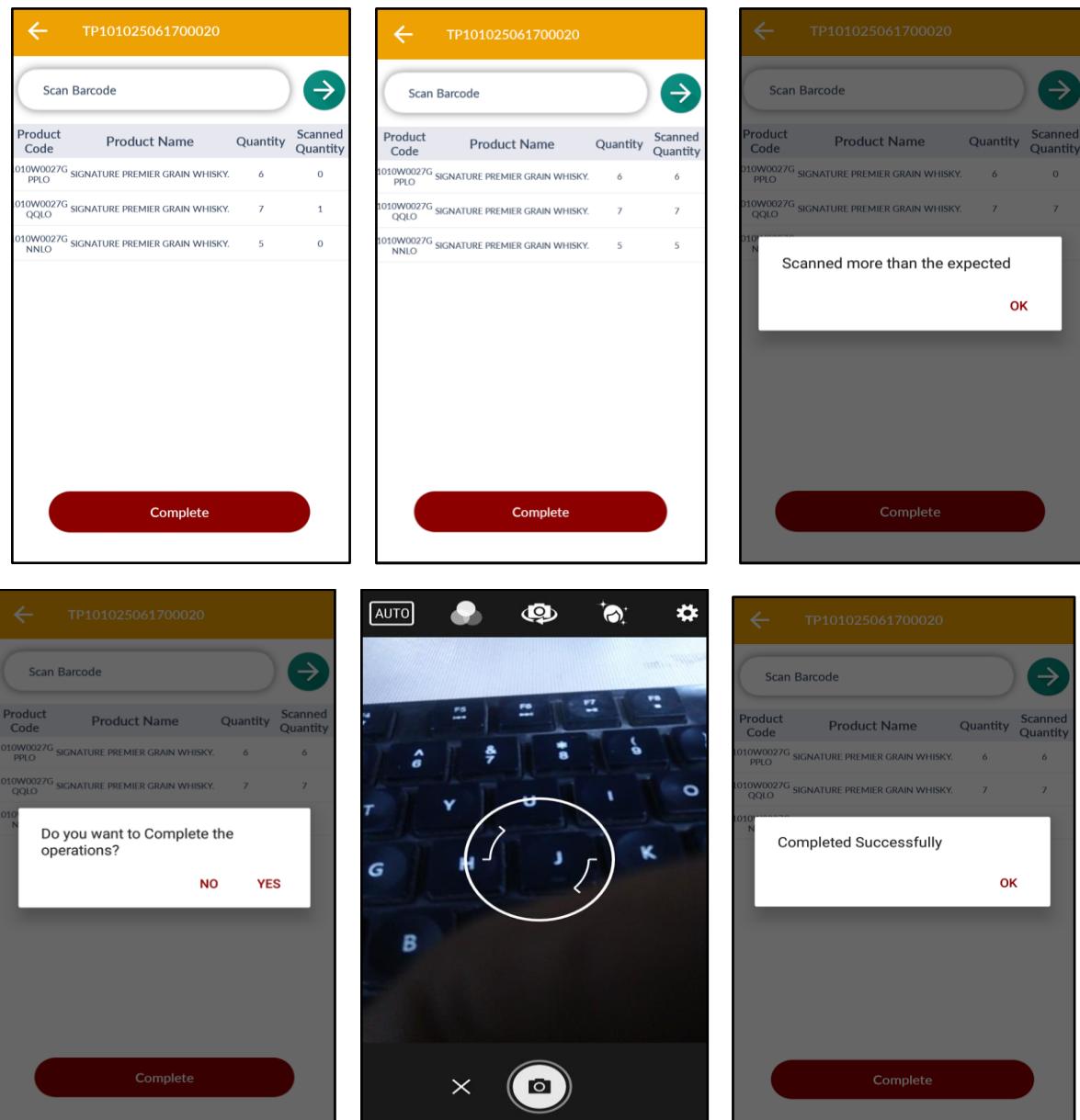
- ◆ After the shipment is approved successfully, the pass list view will be displayed as shown above..After approval of pass officer needs to login to the “Handheld” application.

### ❖ Handheld Process :

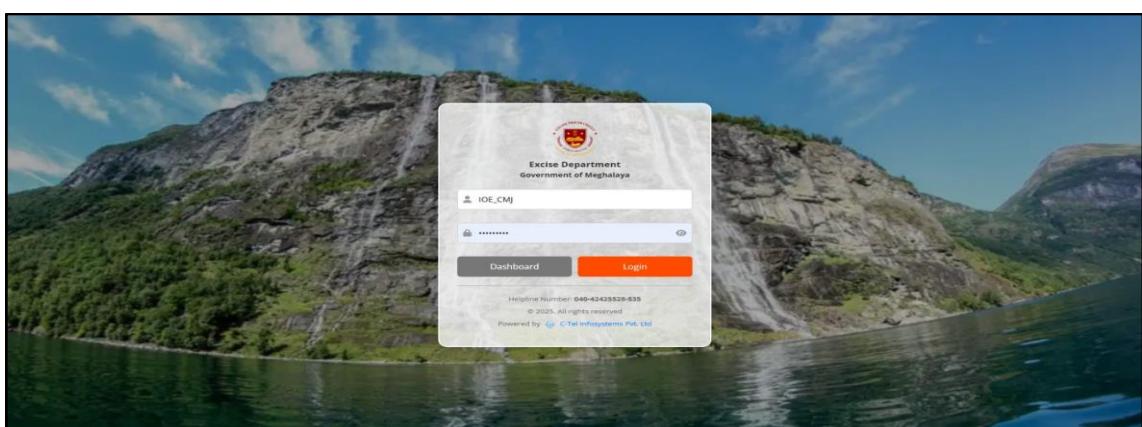
# Bottling Unit Control & Regulation User Reference Manual



## Bottling Unit Control & Regulation User Reference Manual

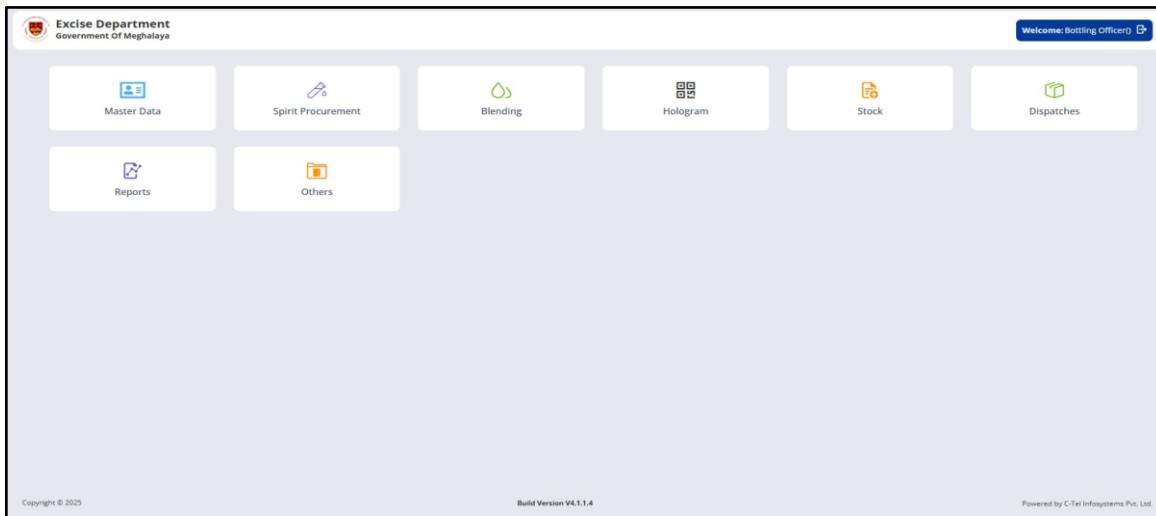


- ◆ Process completed in Handheld.
- ❖ **Bottling Unit IOE Login ( Complete Shipment ):**
- ◆ Login to the below application by providing the valid username and password.

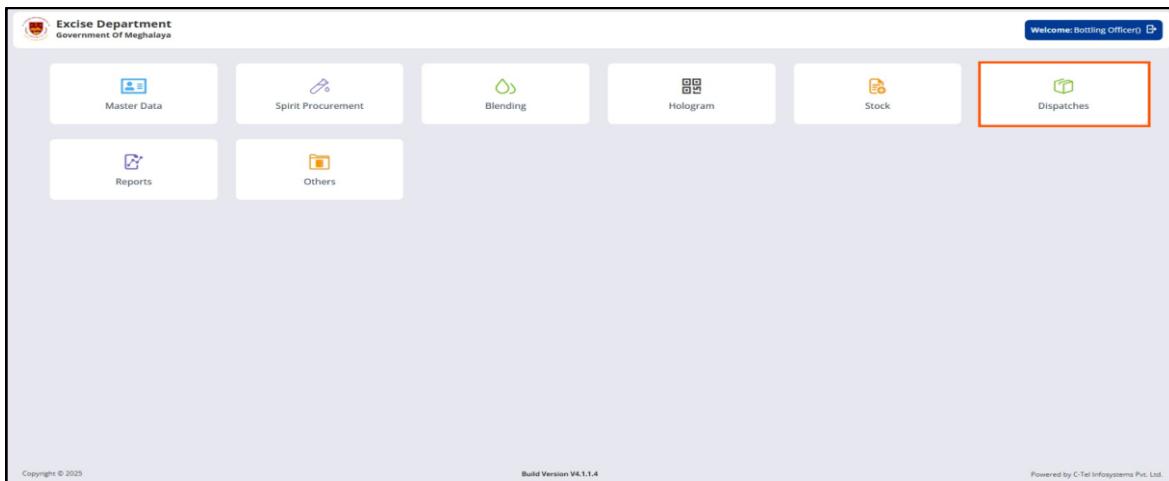


## Bottling Unit Control & Regulation User Reference Manual

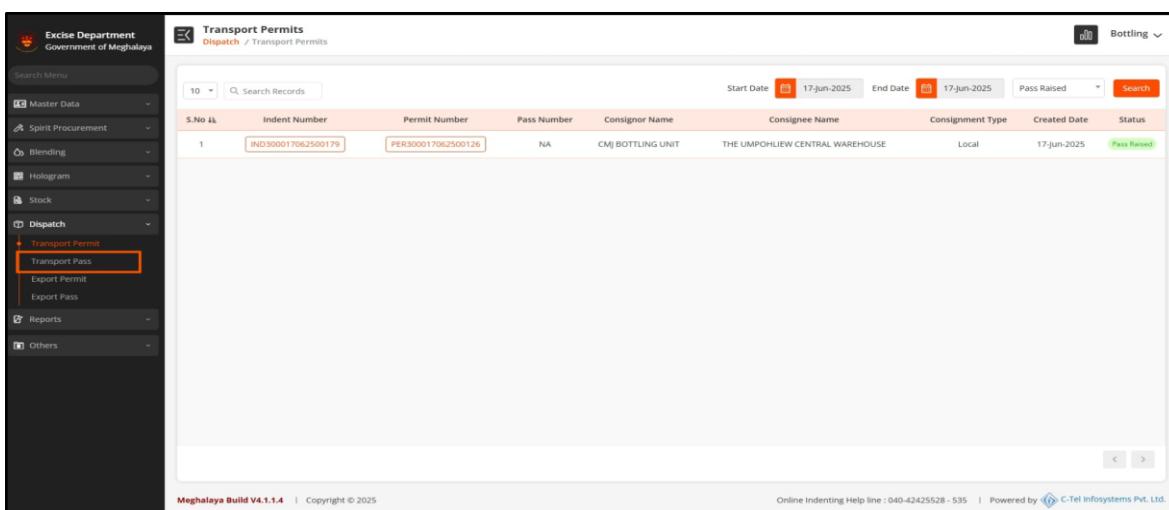
- ◆ After login, the officer will be able to view the below screen.



- ◆ Then officer needs to select “Dispatches” tab.



- ◆ After selecting the “Dispatches” tab officer will be able to view the below screen.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching the above screen officer will be able to view all the permits which are requested from Central bonded warehouse. Then officer needs to click on “Transport Pass”.

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- ◆ Officer need to click on “Complete” option .

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- ◆ Officer need to enter the Remarks and GPS Device ID and click on “Save” option.

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- ◆ Once you click on “Save” button request will be displayed as below in list view.

## Bottling Unit Control & Regulation User Reference Manual

The screenshot shows the 'Transport Pass' search interface. The search results table has one row with the following data:

Transport Pass	Consignment Type	View Route	Wholesaler/Destination	Vehicle Number	Created On	Approved On	Completed On	Packing List	EVC	Status/Action
TP101025061700020	Local	CMJ Bottling unit to Central warehouse	THE UMPOLIEW CENTRAL WAREHOUSE(3000)	MG123456	17-Jun-2025 11:41:58 AM	17-Jun-2025 12:00:00 AM	NA	Generate Packinglist	NA	IN TRANSIT

Below the table, there are search and filter buttons, and a status bar indicating 'Meghalaya Build V4.1.1.4 | Copyright © 2025' and 'Online Indenting Help line : 040-42425528 - 535 | Powered by C-Tel Infosystems Pvt. Ltd.'

- ◆ To view the pass and gate pass need to click on “IN TRANSIT” status a pop up will be opened as shown in below screen.

The screenshot shows the 'Transport Pass' search interface with the 'IN TRANSIT' status highlighted. A modal window titled 'Transport Pass Details' is open, showing the following information:

Pass		GatePass	
Transport Pass No	TP101025061700020	Validity Date	18-Jun-2025
Vehicle No	MG123456	Transporter	Rinku Singh
Invoice Number	INV123456789	Transporter Address	Shillong
Invoice Date	17-Jun-2025	LIR No	LIR123456789
LIR Date	17-Jun-2025	Aadhar / Licence	123456789101
Permit No		Brand name	SIGNATURE PREMIER
Product code		Permit Quantity	

Below the modal, the search results table shows the same record with the 'Status/Action' column showing 'IN TRANSIT'. The status bar at the bottom indicates 'Meghalaya Build V4.1.1.4 | Copyright © 2025' and 'Online Indenting Help line : 040-42425528 - 535 | Powered by C-Tel Infosystems Pvt. Ltd.'

## Pass Print

The printed version of the Transport Pass document includes the following details:

**EXCISE DEPARTMENT  
GOVERNMENT OF MEGHALAYA**  
Form L-34  
Pass for the Transport or Export of All Kind of Liquor from Licensed Premises

**Indent Number:** IND300017062500129  
**Permit Number:** PER300017062500126  
**Date & Time of Issue:** 17-Jun-2025 11:30:27 AM  
**Date & Time of Validity:** 27-Jul-2025 11:59:59 PM  
**Pass Number:** TP101025061700020  
**Date & Time of Issue:** 17-Jun-2025 12:08:55 PM  
**Date & Time of Validity:** 18-Jun-2025 11:59:59 PM  
**Vehicle Number:** MG123456  
**Route:** CMJ Bottling unit to Central warehouse

Name and Address of the Importer (Consignee)	Name and Address of the Exporter (Consignor)
License Number: 2300038825(Wholesale)	License Number: 39101038325(Manufacturing Unit)
License Type: CBW	License Type: FL1
Firm Name: THE UMPOLIEW CENTRAL WAREHOUSE	Firm Name: CMJ BOTTLING UNIT
Address: 240, Raghavai, Postam, Shillong, West Garo Hills, Meghalaya - 500018	Address: PLOT NO.60, LOWER BALIAN, BYRNIHAT, Ri Bhoi, Meghalaya - 721022

**Description of Brands**

S.No.	Product Code	Product Name	Segment	Category	Size (ml) / UPC	Pack Type	Issued For	Quantity in Cases	
1	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY	WHISKY	Semi Premium Brand	180 X 48	Glass	Local	5	
2	1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY	WHISKY	Semi Premium Brand	750 X 12	Glass	Local	7	
3	1010W0027GPPLO	SIGNATURE PREMIER GRAIN WHISKY	WHISKY	Semi Premium Brand	375 X 24	Glass	Local	6	
								<b>Total</b>	<b>18</b>

**Officer**

## Bottling Unit Control & Regulation User Reference Manual

# Bottling Unit Control & Regulation User Reference Manual

## Gate Pass Print

<b>CMJ BOTTLING UNIT</b> <b>(PLOT NO.60, LOWER BALIAN, BYRNTHIAT, Ri Bhoi, Meghalaya - 721022)</b> <b>Gate Pass</b>			
<b>SLNo</b>	GPTP101025061700020		
<b>TP No.</b>	TP101025061700020		
<b>To Wholesale</b>	THE UMPOLHIEW CENTRAL WAREHOUSE		
<b>Transporter</b>	Rinku Singh		
<b>Shipment Date</b>	17-Jun-2025 12:08:55 PM		
<b>Vehicle No</b>	MG123456		
<b>S.No</b>	<b>Name of the Brand</b>		<b>Size In ML</b>
1	SIGNATURE PREMIER GRAIN WHISKY.		180
2	SIGNATURE PREMIER GRAIN WHISKY.		750
3	SIGNATURE PREMIER GRAIN WHISKY.		375
		<b>Total</b>	<b>18</b>
 <span style="float: right;">Ø No signature available</span>			

## Invoice Print

<b>EXCISE DEPARTMENT</b> <b>GOVERNMENT OF MEGHALAYA</b>																	
<b>Pass Number</b>	TP101025061700020																
<b>Name &amp; Address of the Consignor</b>	THE UMPOLHIEW CENTRAL WAREHOUSE C/O 240																
<b>Name &amp; Address of the Consignee</b>	CMJ BOTTLING UNIT C/O PLOT NO.60																
<b>S.No.</b>	<b>Product Code</b>	<b>Brand Name</b>	<b>Size</b>	<b>Category</b>	<b>Strength</b>	<b>MRP(Rs)</b>	<b>Indent Quantity (Cases)</b>	<b>Batch Details</b>		<b>Shipment Quantity (Cases)</b>	<b>In Cases</b>	<b>In Bottles</b>	<b>Bulk Liters</b>	<b>Total MRP(Rs)</b>			
1	1010W0027GPPLO	SIGNATURE PREMIER GRAIN WHISKY.	375 X 24	Semi Premium Brand	75.00	209.00	6	<table border="1"> <tr> <td><b>Batch Number</b></td> <td><b>Scanned Quantity</b></td> </tr> <tr> <td>BT13</td> <td>6</td> </tr> </table>	<b>Batch Number</b>	<b>Scanned Quantity</b>	BT13	6	6	6	144	54	30096
<b>Batch Number</b>	<b>Scanned Quantity</b>																
BT13	6																
2	1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	750 X 12	Semi Premium Brand	75.00	419.00	7	<table border="1"> <tr> <td><b>Batch Number</b></td> <td><b>Scanned Quantity</b></td> </tr> <tr> <td>BT1</td> <td>7</td> </tr> </table>	<b>Batch Number</b>	<b>Scanned Quantity</b>	BT1	7	7	7	84	63	35196
<b>Batch Number</b>	<b>Scanned Quantity</b>																
BT1	7																
3	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	180 X 48	Semi Premium Brand	75.00	105.00	5	<table border="1"> <tr> <td><b>Batch Number</b></td> <td><b>Scanned Quantity</b></td> </tr> <tr> <td>BT13</td> <td>5</td> </tr> </table>	<b>Batch Number</b>	<b>Scanned Quantity</b>	BT13	5	5	5	240	43.2	25200
<b>Batch Number</b>	<b>Scanned Quantity</b>																
BT13	5																
								<b>Total</b>	<b>18</b>	<b>18</b>	<b>468</b>		<b>90492</b>				

## Packinglist

														
	A	B	C	D										
#					case_barcode	PRODUCT_NAME	size	heals						
1					8901010W0027GNNLOBT131106251100001	SIGNATURE PREMIER GRAIN WHISKY.	NN	10102506000300177,10102506000300178,10102506000300179,10102506000300180,10102506000300181,10102506000300182,10102506000300183,10102506000300185,10102506000300186,						
2					8901010W0027GNNLOBT131106251100002	SIGNATURE PREMIER GRAIN WHISKY.	NN	10102506000300225,10102506000300226,10102506000300227,10102506000300228,10102506000300229,10102506000300230,10102506000300231,10102506000300233,10102506000300234,						
3					8901010W0027GNNLOBT131106251100003	SIGNATURE PREMIER GRAIN WHISKY.	NN	10102506000300273,10102506000300274,10102506000300275,10102506000300276,10102506000300278,10102506000300279,10102506000300280,10102506000300281,10102506000300282,						
4					8901010W0027GNNLOBT131106251100004	SIGNATURE PREMIER GRAIN WHISKY.	NN	10102506000300321,10102506000300322,10102506000300323,10102506000300324,10102506000300325,10102506000300326,10102506000300327,10102506000300328,10102506000300329,10102506000300330,						
5					8901010W0027GNNLOBT131106251100005	SIGNATURE PREMIER GRAIN WHISKY.	NN	10102506000300369,10102506000300370,10102506000300371,10102506000300372,10102506000300373,10102506000300374,10102506000300375,10102506000300376,10102506000300377,10102506000300378,						
6					8901010W0027GPPLOBT131106251100001	SIGNATURE PREMIER GRAIN WHISKY.	PP	10102506000303379,10102506000303380,10102506000303381,10102506000303382,10102506000303383,10102506000303384,10102506000303385,10102506000303386,10102506000303387,10102506000303388,						
7					8901010W0027GPPLOBT131106251100002	SIGNATURE PREMIER GRAIN WHISKY.	PP	10102506000303403,10102506000303404,10102506000303405,10102506000303406,10102506000303407,10102506000303408,10102506000303409,10102506000303411,10102506000303412,						
8					8901010W0027GPPLOBT131106251100003	SIGNATURE PREMIER GRAIN WHISKY.	PP	10102506000303427,10102506000303428,10102506000303429,10102506000303430,10102506000303431,10102506000303432,10102506000303433,10102506000303434,10102506000303435,10102506000303436,						
9					8901010W0027GPPLOBT131106251100004	SIGNATURE PREMIER GRAIN WHISKY.	PP	10102506000303451,10102506000303452,10102506000303453,10102506000303454,10102506000303455,10102506000303456,10102506000303457,10102506000303458,10102506000303459,10102506000303460,						
10					8901010W0027GPPLOBT131106251100005	SIGNATURE PREMIER GRAIN WHISKY.	PP	10102506000303475,10102506000303476,10102506000303477,10102506000303478,10102506000303479,10102506000303481,10102506000303483,10102506000303484,10102506000303485,						
11					8901010W0027GPPLOBT131106251100006	SIGNATURE PREMIER GRAIN WHISKY.	PP	10102506000303493,10102506000303500,10102506000303501,10102506000303502,10102506000303503,10102506000303504,10102506000303505,10102506000303506,10102506000303507,						

----- THANK YOU -----