

CBW Control & Regulation User Reference Manual



Excise Department Government of Meghalaya



C-TEL INFOSYSTEMS PVT. LTD
Hyderabad, Telangana

CBW Control & Regulation User Reference Manual

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CBW Control & Regulation User Reference Manual

1. Overview

- The purpose of this document is to provide a detailed description of the CBW control and regulation process, including stock procurement, stock receiving, stock dispatch, breakages, shortages, and repacks.

2. Stock Procurement

2.1 Indent Creation

- Log in to the application by visiting the provided URL and entering the CBW Manager valid credentials.

Manager Login

Excise Department
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

Welcome

User Id Scan QR Mobile

User ID
CBW_M

Password
.....

Verification Code
Q4SR4H

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

- Once user login is successful, you are taken to a user menu page showing the major functions in the system as shown below.

Excise Department
Government of Meghalaya

Tickets
Support / Tickets

Session Time Left : 58:53 Vikram Manager Manager

Search Menu

Master Data

Procurement

TP Revalidation

e-Wallet

Stock

Reports

Support

Tickets

Logout

Start Date 17-Jun-2025 End Date 17-Jun-2025 Status New Search

S.No	Ticket Number	Location Name	User ID	Mobile Number	Ticket Priority	Ticket Type	Ticket Raised Date	Assigned To	Ticket Closed Date	Action/View	Status
No data available											

+ Add Ticket

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- Users need to select the procurement tab and click on + Indent for Permit.

Excise Department
Government of Meghalaya

Permits
Procurement / Permits

Session Time Left : 59:51

Vikram Manager
Manager

Search Menu

Master Data

Procurement

Permits

TP Revalidation

e-Wallet

Stock

Reports

Support

Logout

10

Search records

Start Date17-Jun-2025

End Date17-Jun-2025

Pending

Search

S.No	Indent Number	Permit Number	Pass Number	Source Location	Destination Location	Indent Date	Status/Action	Payment History	Remarks
No data available									

+ Indent for Permit

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- After click on + Indent for Permit user will get a below screen to enter required fields

Excise Department
Government of Meghalaya

Indent For Supply
Procurement / Indent For Supply

Session Time Left : 59:54

Vikram Manager
Manager

Search Menu

Master Data

Procurement

TP Revalidation

e-Wallet

Stock

Reports

Support

Logout

Location Type*

Select Type

Total Ad Valorem (Rs.)

Source Location*

Enter source location

Total TPF/IPF (Rs.)

Total Cases

Total Value (Rs.)

Product Code	Product Name	Size in ml	Issued For	Quantity in Cases	Ad Valorem per Case(Rs.)	TPF/IPF per Case(Rs.)
<input type="checkbox"/>	Enter product Code			Enter case quantity		

Remove Row

New Row

Remarks *

Enter remarks

Cancel

Save

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- Users need to select the location type, source location, product code, and enter the required quantity, as shown in the screen below

Excise Department
Government of Meghalaya

Indent For Supply
Procurement / Indent For Supply

Session Time Left : 58:41 | Vikram Manager Manager

Search Menu

Master Data

Procurement

TP Revalidation

e-Wallet

Stock

Reports

Support

Logout

Location Type* Bottling Unit

Source Location* CMJ BOTTLING UNIT

Total Cases

Total Ad Valorem (Rs.)

Total TPF/IPF (Rs.)

Total Value (Rs.)

Product Code	Product Name	Size in ml	Issued For	Quantity in Cases	Ad Valorem per Case(Rs.)	TPF/IPF per Case(Rs.)
0027				Enter case quantity		

Remove

1010W0027GNNLO | Local | 180.00X48 | SIGNATURE PREMIER GRAIN WHISKY.

1010W0027GPPLO | Local | 375.00X24 | SIGNATURE PREMIER GRAIN WHISKY.

1010W0027GQQLO | Local | 750.00X12 | SIGNATURE PREMIER GRAIN WHISKY.

1010W0027GQQPC | Police Canteen | 750.00X12 | SIGNATURE PREMIER GRAIN WHISKY.

1010W0027GPPPC | Police Canteen | 375.00X24 | SIGNATURE PREMIER GRAIN WHISKY.

1010W0027GNNPC | Police Canteen | 180.00X48 | SIGNATURE PREMIER GRAIN WHISKY.

Remarks

Save

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- Click the Save button to submit the request.

Excise Department
Government of Meghalaya

Indent For Supply
Procurement / Indent For Supply

Session Time Left : 54:14 | Vikram Manager Manager

Search Menu

Master Data

Procurement

TP Revalidation

e-Wallet

Stock

Reports

Support

Logout

Location Type* Bottling Unit

Source Location* CMJ BOTTLING UNIT

Total Cases 18

Total Ad Valorem (Rs.) 28980

Total TPF/IPF (Rs.) 1980

Total Value (Rs.) 30960

Product Code	Product Name	Size in ml	Issued For	Quantity in Cases	Ad Valorem per Case(Rs.)	TPF/IPF per Case(Rs.)
1010W0027GNNLO	SIGNATURE PREMIER GR	180.00	Local	5	1610.00	110.00
1010W0027GPPLO	SIGNATURE PREMIER GR	375.00	Local	6	1610.00	110.00
1010W0027GQQLO	SIGNATURE PREMIER GR	750.00	Local	7	1610.00	110.00

Remove Row + New Row

Remarks *

Indent for Permit

Cancel Save

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- After clicking the Save button, a success pop-up will be displayed, as shown in the screen below.

The screenshot shows the 'Indent For Supply' form in the Excise Department Government of Meghalaya system. A success pop-up is displayed in the center, indicating that the indent was created successfully with the number IND300017062500179. The background form shows details for a Bottling Unit, including Source Location (CMJ BOTTLING UNIT), Total Cases (18), and various financial values (Total Ad Valorem Rs. 28980, Total TPF/IPF Rs. 1980, Total Value Rs. 30960). A table lists products with their codes, quantities, and rates.

Product Code	Product	Quantity in Cases	Ad Valorem per Case (Rs.)	TPF/IPF per Case (Rs.)
1010W0027GNNLO	SIGNATURE	5	1610.00	110.00
1010W0027GPLO	SIGNATURE	6	1610.00	110.00
1010W0027GQLO	SIGNATURE	7	1610.00	110.00

- After a successful transaction, a row will be displayed on the same Permits screen with the status 'Payment Pending.' Click the Pay Amount button to proceed.

The screenshot shows the 'Permits' screen in the Excise Department Government of Meghalaya system. It displays a table with one row of permit data. The status is 'Payment Pending', and a 'Pay Amount' button is highlighted in the 'Payment History' column. The table includes columns for S.No, Indent Number, Permit Number, Pass Number, Source Location, Destination Location, Indent Date, Status/Action, Payment History, and Remarks.

S.No	Indent Number	Permit Number	Pass Number	Source Location	Destination Location	Indent Date	Status/Action	Payment History	Remarks
1	IND300017062500179	NA		CMJ BOTTLING UNIT	THE UMPOHLEW CENTRAL WAREHOUSE	17-Jun-2025 11:22:14 AM	Payment Pending Cancel Indent	Pay Amount	Remarks

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- After clicking the Pay Amount button, a screen will appear as shown below, where the user is required to pay the amount through Online or e-Wallet.

The screenshot shows the 'Excise Department Government of Meghalaya' interface. The 'Permits' section is active, displaying a table of permits. A modal window titled 'Indent Details' is open, showing the following information:

Field	Value
Indent Number	IND300017062500179
Ad Valorem	28980.00
TPF/IPF	1980.00
Requested Amount	30960.000
Choose Payment Method	Online

A 'Pay Online' button is highlighted at the bottom of the modal.

- Once the payment is completed, the request will be forwarded to Headquarters for permit approval.

The screenshot shows the 'Excise Department Government of Meghalaya' interface. The 'Permits' section is active, displaying a table of permits. The 'Status/Action' column for the first row is highlighted with a red box, showing 'Forwarded to Headquarters'.

S.No	Indent Number	Permit Number	Pass Number	Source Location	Destination Location	Indent Date	Status/Action	Payment History	Remarks
1	IND300017062500179	NA		CMJ BOTTLING UNIT	THE UMPOHLEW CENTRAL WAREHOUSE	17-Jun-2025 11:22:14 AM	Forwarded to Headquarters	Payment Details	Remarks

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- The user can print the indent by clicking on the Indent Number link. A pop-up will be displayed, as shown below.

Excise Department
Government of Meghalaya

Permits
Procurement / Permits

Session Time Left : 59:38

Vikram Manager
Manager

Search Menu

Master Data

Procurement

Permits

TP Revalidation

e-Wallet

Stock

Reports

Support

Logout

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Start Date: 17-Jun-2025, End Date: 17-Jun-2025, Pending, Search

S.No Indent Number Permit Number Pass Number Source Location Destination Location Indent Date Status/Action Payment History Remarks

1 IND300017062500179 NA CMJ BOTTLING UNIT THE UMPOHLEW CENTRAL WAREHOUSE 17-Jun-2025 11:22:14 AM Forwarded to Headquarters Payment Details Remarks

Indent Number: IND300017062500179

S.No	Product Code	Product Name	Size (mL)	Quantity in Cases	Total Ad Valorem(Rs.)	Total TPF/IPF(Rs.)	Total Value(Rs.)
1	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	180	5	8050	550	8600
2	1010W0027GPPO	SIGNATURE PREMIER GRAIN WHISKY.	375	6	9660	660	10320
3	1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	750	7	11270	770	12040
Total				18	28980	1980	30960

+ Indent for Permit

- Click on print icon to get the indent print.

M/S THE UMPOHLEW CENTRAL WAREHOUSE
(240, Raghavai, Postam, Shillong, West Garo Hills, Meghalaya - 500018)
Indent for Permit

Indent Number: IND300017062500179
Date : 17-Jun-2025 11:22:14 AM

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 UMPOHLEW 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

Dear Sir/Madam,

We kindly request the issuance of the following brands.

Description of Brands

S.No.	Product Code	Product Name	Segment	Category	Size (ml) / UPC	Pack Type	Issued For	Quantity in Cases	Total Ad Valorem (Rs.)	Total TPF/ IPF (Rs.)	Total Value (Rs.)
1	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	180 X 48	Glass	Local	5	8050	550	8600
2	1010W0027GPPO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	375 X 24	Glass	Local	6	9660	660	10320
3	1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	750 X 12	Glass	Local	7	11270	770	12040
Total								18	28980	1980	30960

Ad Valorem 28980 has been paid vide Challan Reference No. 451234569, Date: 30-Apr-2025 05:14:29 PM
TPF/IPF 1980 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM

Yours Faithfully,
Vikram Manager
Manager

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2.2 Permit Approval

- The user needs to log in with Commissioner or Assistant Commissioner credentials, as shown below.

Commissioner Login

Excise Department
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

Welcome

User Id Scan QR Mobile

User ID
COMMISSIONER

Password
.....

Verification Code
XFYGWG

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

- Once the user has logged in successfully, they are taken to the user menu page displaying the main functions of the system, as shown below. The user needs to select the 'Bonded Warehouse' tab.

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

Session Time Left : 59:42 Pravin Bakshi, IAS
Financial Commissioner

Pending Permits: 48

Pending at District Office: 74

Pending at Headquarters: 69

Pending at Commissionerate: 156

Location	Count
Bottling IMFL Local	3
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	9
State Bonded Warehouse	5
Military Canteen	15
Paramilitary	1
Retailer	12
Police Canteen	0
Grand Total	45

Process Name	Pending at	Count
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
Temporary Bar License Registration	Superintendent of Excise	0
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
License Modification	Deputy Commissioner	0
License Modification	Assistant Commissioner	0
Total		74

Process Name	Pending at	Count
License Modification	Assistant Commissioner	0
License Modification	Deputy Commissioner	0
Bottling Permits	Dealing Assistant HQ	0
Central Bonded Warehouse Permits	Dealing Assistant HQ	1
Central Bonded Warehouse Permits	Assistant Commissioner	7
Central Bonded Warehouse Permits	Deputy Commissioner	1
State Bonded Warehouse Permits	Dealing Assistant HQ	3
State Bonded Warehouse Permits	Assistant Commissioner	5
Total		69

Process Name	Pending at	Count
License Registration	Commissioner	0
License Renewal	Commissioner	0
Brand Label Registration	Commissioner	6
Brand Renewal	Commissioner	0
License Modification	Commissioner	0
Bottling Permits	Commissioner	0
Central Bonded Warehouse Permits	Commissioner	7
State Bonded Warehouse Permits	Commissioner	5
Total		18

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- After selecting the Bonded Warehouse tab, the user needs to click on the CBW Permits tab to view the applied indents, and then click the Approve Permit link.

The screenshot shows the 'CBW Permits' interface. On the left is a sidebar menu with 'CBW Permits' highlighted. The main area displays a table of indents. The first row is selected, and the 'Approve Permit' button in the 'Status/Action' column is highlighted with a red box.

S.No	Indent Number	Permit Number	Pass Number	Source Location	Destination Location	Indent Date	Status/Action	Payment History	Remarks
1	IND300017062500179	NA		CMJ BOTTLING UNIT	THE UMPOHLEW CENTRAL WAREHOUSE	17-Jun-2025 11:22:14 AM	Approve Permit	Payment Details	Remarks

- After clicking the Approve Permit link, the user will see a screen to enter the required details to generate the transport permit, as shown below.

The screenshot shows the 'CBW Permits' interface with a modal form open for entering details to generate a transport permit. The modal title is 'Indent Number: IND300017062500179'. It contains a table of product details and a form for 'Permit Validity Date' and 'Remarks'.

S.No	Product Code	Product Name	Size (mL)	Quantity in Cases	Total Ad Valorem(Rs.)	Total TPF/IPF(Rs.)	Total Value(Rs.)
1	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	180	5	8050	550	8600
2	1010W0027GPLO	SIGNATURE PREMIER GRAIN WHISKY.	375	6	9660	660	10320
3	1010W0027GQLO	SIGNATURE PREMIER GRAIN WHISKY.	750	7	11270	770	12040
Total				18	28980	1980	30960

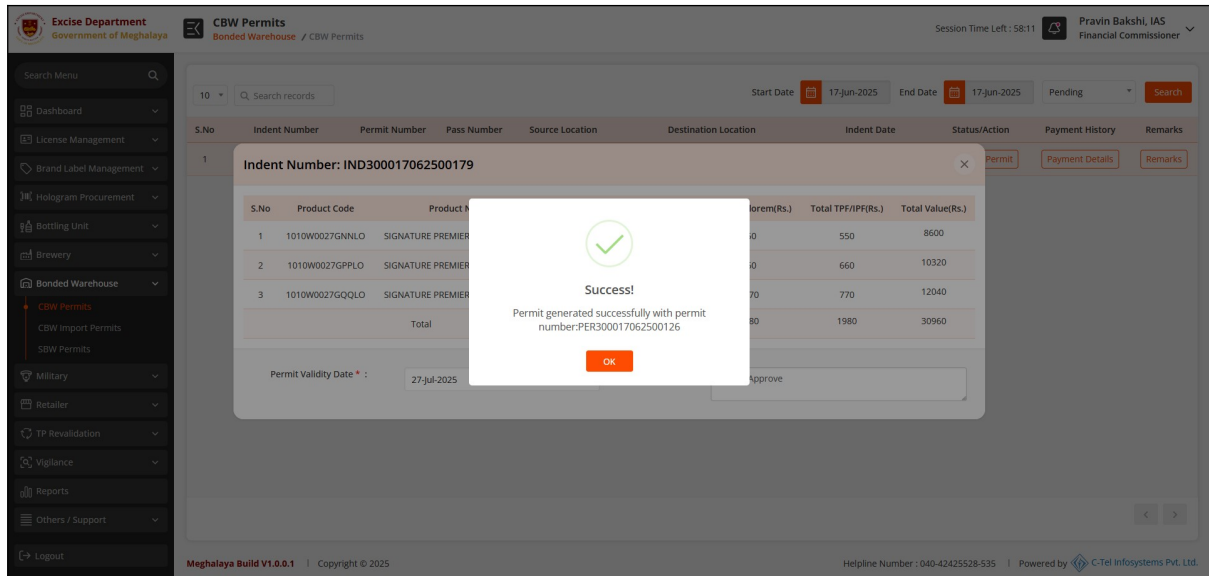
Permit Validity Date * : 27-Jul-2025

Remarks * :

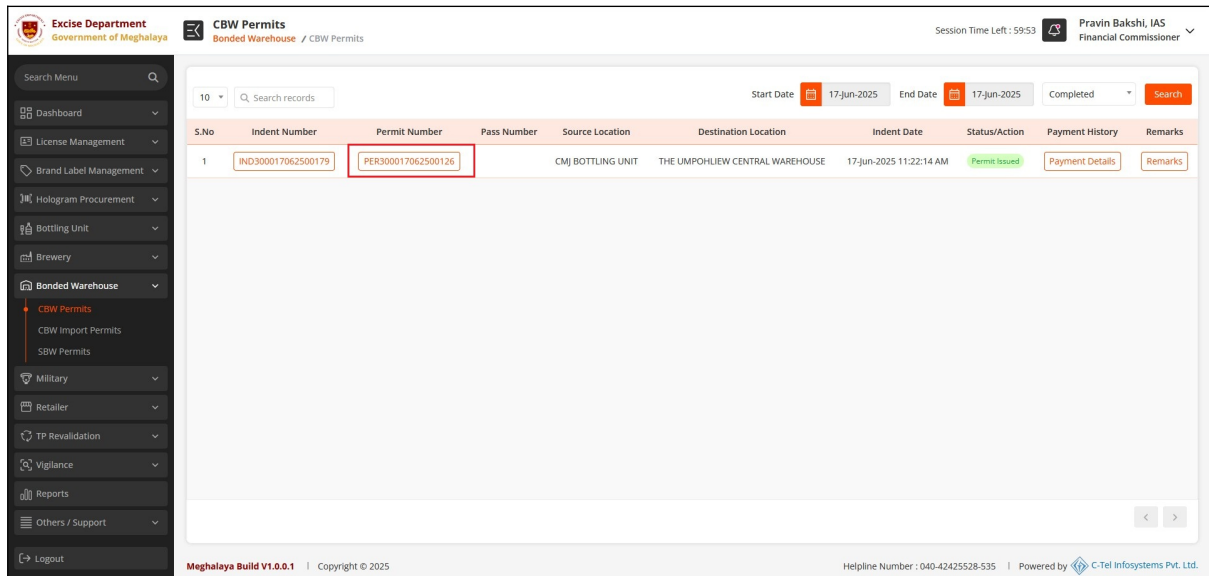
Issue Permit

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- After clicking the Issue Permit button, a success pop-up will be displayed, as shown in the screen below.



- Once the permit is approved, the record will move to the 'Completed' filter, and the status will be updated to 'Permit Issued'.




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- The user can print the Permit by clicking on the Permit Number link. A pop-up will be displayed, as shown below.

Permit Number: PER300017062500126

S.No	Product Code	Product Name	Size (mL)	Quantity in Cases	Total Ad Valorem(Rs.)	Total TPF/IPF(Rs.)	Total Value(Rs.)
1	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	180	5	8050	550	8600
2	1010W0027GPPLD	SIGNATURE PREMIER GRAIN WHISKY.	375	6	9660	660	10320
3	1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	750	7	11270	770	12040
Total				18	28980	1980	30960

- Click on print icon to get the Permit print.



**EXCISE DEPARTMENT
GOVERNMENT OF MEGHALAYA**

Transport/Import Permit


Indent Number: IND300017062500179
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

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 UMPOHLEW 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	Total Ad Valorem (Rs.)	Total TPF/ IPF (Rs.)	Total Value (Rs.)
1	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	180 X 48	Glass	Local	5	8050	550	8600
2	1010W0027GPPLD	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	375 X 24	Glass	Local	6	9660	660	10320
3	1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	750 X 12	Glass	Local	7	11270	770	12040
Total								18	28980	1980	30960

Ad Valorem 28980 has been paid vide Challan Reference No. 451234569, Date: 30-Apr-2025 05:14:29 PM
 TPF/IPF 1980 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM

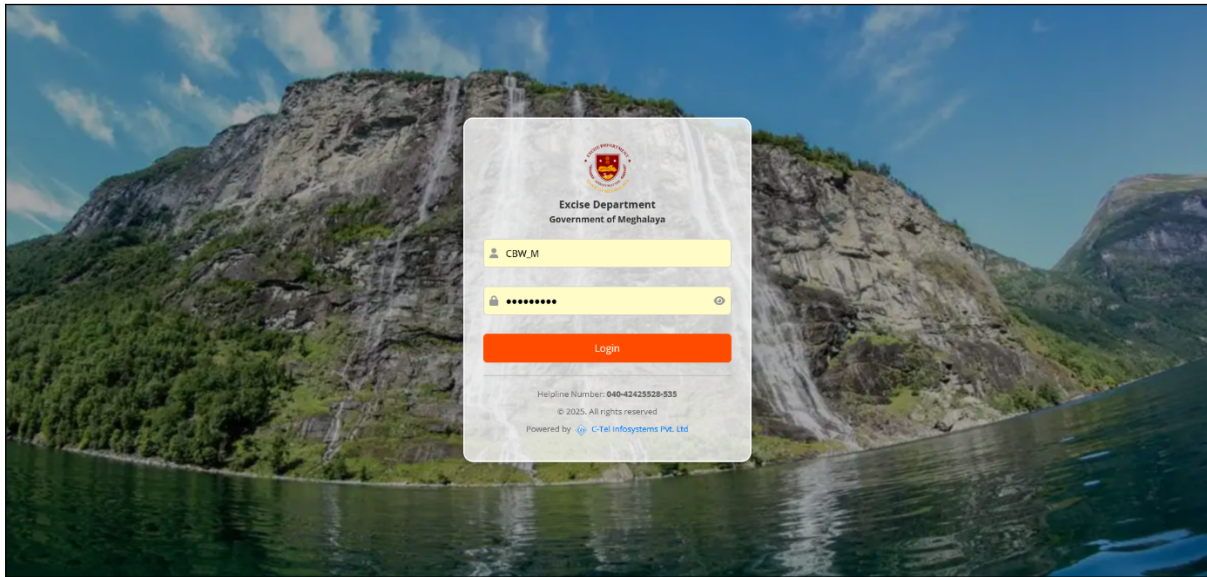


Pravin Bakshi, IAS
Financial Commissioner

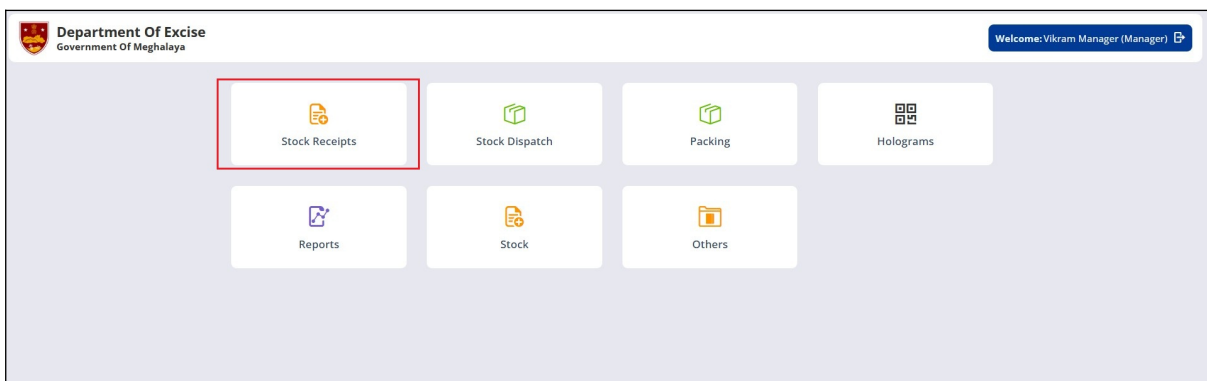
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3. Stock Receiving Process

- The user needs to log in with CBW Manager credentials, as shown below.



- Once the user has logged in successfully, they are taken to the user menu page displaying the main functions of the system, as shown below. The user needs to select the 'Stock Receipts' tab.



CBW Control & Regulation User Reference Manual

- After clicking the Stock Receipts tab, the user will be redirected to the Shipments tab, where they can view all pending shipments along with pass details.

The screenshot displays the 'Shipments' tab in the 'Excise Department Govt. of Meghalaya' system. The interface includes a sidebar with navigation options like 'Stock Receipts', 'Shipments', 'Stock Dispatch', 'Holograms', 'Packing', 'Reports', 'Stock', and 'Others'. The main area shows a table of shipments with the following data:

S.No	Advance Shipment Note	Date	Source Location	Action	Status	Remarks	Case Barcode List
1	ASNTPT101025061700020	17-Jun-2025	CMJ BOTTLING UNIT	Pass	In Transit	Remarks	
2	ASNTPT101025060400011	04-Jun-2025	CMJ BOTTLING UNIT	Pass	In Transit	Remarks	
3	ASNTPT101025060600013	06-Jun-2025	CMJ BOTTLING UNIT	Pass	In Transit	Remarks	
4	ASNIMTP200606062500006	06-Jun-2025	SR BUSINES NAME	Generate Checklist Pass	In Transit	Remarks	NA
5	ASNTPT101025060900014	09-Jun-2025	CMJ BOTTLING UNIT	Pass	In Transit	Remarks	
6	ASNTPT101025060400012	04-Jun-2025	CMJ BOTTLING UNIT	Pass	In Transit	Remarks	
7	ASNTPT101025060200010	02-Jun-2025	CMJ BOTTLING UNIT	Pass	In Transit	Remarks	
8	ASNTPT100525021900004	19-Feb-2025	KDM BOTTLERS	Checklist EVC pending at Officer Gatepass Pass	Unload Complete	Remarks	



- Click on Pass, a pop-up appears with Pass details along with print.

The screenshot shows the same 'Shipments' tab interface, but with a pop-up window displaying the details for the first shipment (S.No 1). The pop-up window contains the following information:

S.No	Pass Number	Vehicle Number	Transporter Name	Issue Date & Time	Validity Date & Time
1	TP101025061700020	MG123456	Rinku Singh	17-Jun-2025 12:08:55 PM	18-Jun-2025 11:59:59 PM

CBW Control & Regulation User Reference Manual

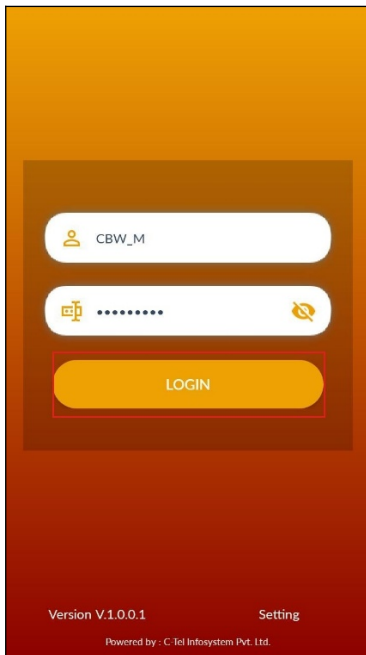
- Click on print to view shipment details in TP.

 EXCISE DEPARTMENT GOVERNMENT OF MEGHALAYA Form L-34 Pass for the Transport or Export of All Kind of Liquor from Licensed Premises								
Indent Number: IND300017062500179 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 UMPOHLIEW 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
Total								18
								
Officer								

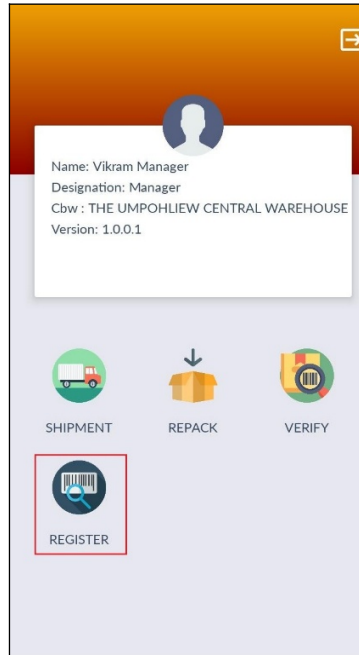
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3.1 Inward Pass

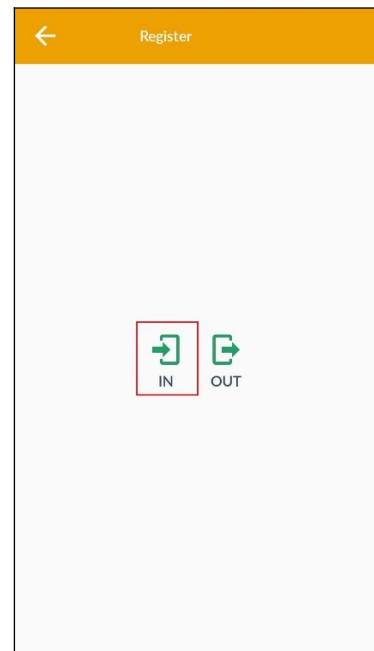
- The user needs to log in with CBW Manager credentials on the HHD device, as shown below.



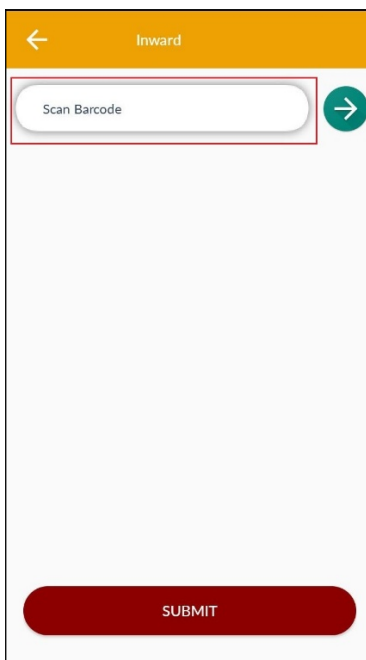
1. Login with Manager



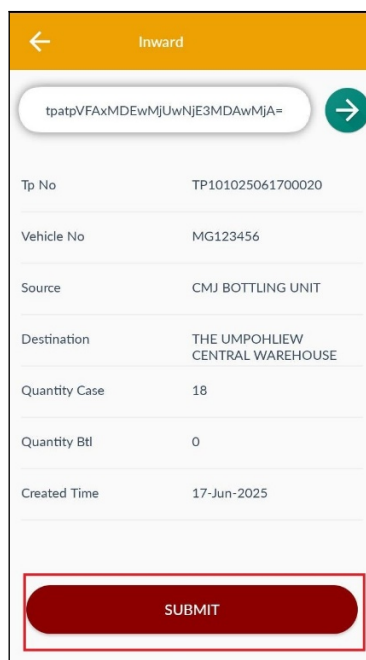
2. Click on Register



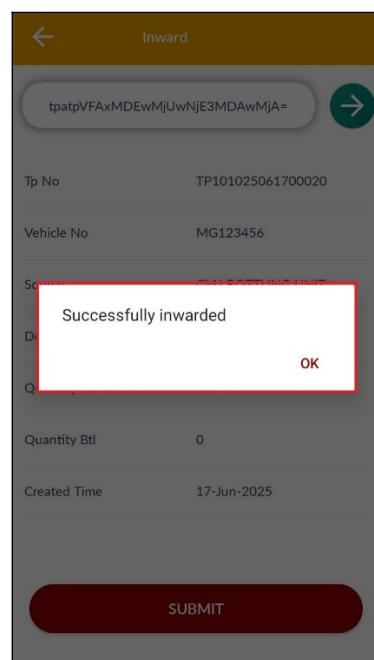
3. Click on IN



4. Scan Pass Barcode



5. Click on Submit button



6. In warded Successfully

CBW Control & Regulation User Reference Manual

Generate Checklist

- After inward registration, log in with manager credentials on the web and select 'Stock Receipts' to generate the checklist.

Excise Department
Govt. of Meghalaya

Shipment
Stock Receipts / Shipment

Vikram Manager
Manager

Start Date 17-jun-2025 End Date 17-jun-2025 Pending Search

10

S.No	Advance Shipment Note	Date	Source Location	Action	Status	Remarks	Case Barcode List
1	ASNTP101025061700020	17-jun-2025	CMJ BOTTLING UNIT	Generate Checklist Pass	In Transit	Remarks	

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- When the user clicks on 'Generate Checklist', a pop-up will be displayed to capture remarks. Upon clicking the 'Submit' button, the checklist will be generated.

Excise Department
Govt. of Meghalaya

Shipment
Stock Receipts / Shipment

Vikram Manager
Manager

Start Date 17-jun-2025 End Date 17-jun-2025 Pending Search

10

S.No	Advance Shipment Note	Date	Source Location	Action	Status	Remarks	Case Barcode List
1	ASNTP101025061700020	17-jun-2025	CMJ BOTTLING UNIT	Generate Checklist Pass	In Transit	Remarks	

Add Remarks

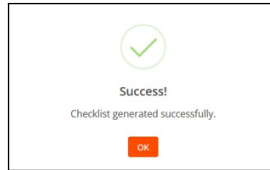
Remarks* Generating Check List

Submit

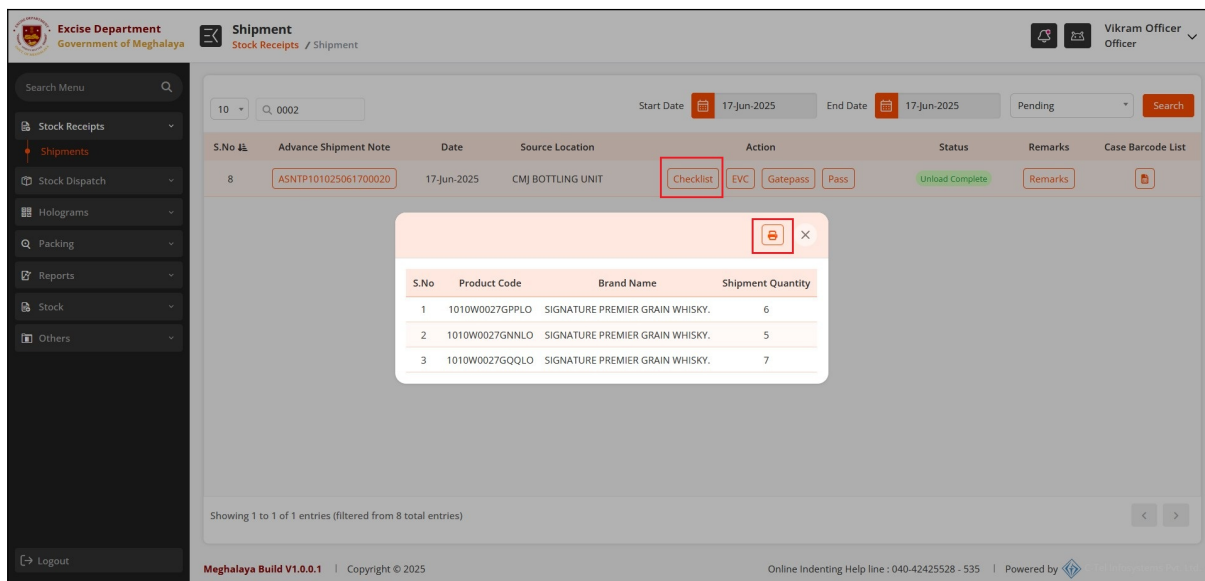
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CBW Control & Regulation User Reference Manual

- After clicking the Submit button, a success pop-up will be displayed, as shown in the screen below.




- When clicking on “Checklist” a pop-up is generated with product details along with print icon.



- Click the Print icon to open the Checklist details.

THE UMPOHLIEW CENTRAL WAREHOUSE (240 , Raghavai,Postam , Shillong, West Garo Hills, Meghalaya - 500018) Check List for Unloading					
Received From: CMJ BOTTLING UNIT					
Checklist Number	CH300017062520	Checklist Date	17-Jun-2025	Pass Number	TP101025061700020
Pass Validity Date	18-Jun-2025	L.R Number	LR123456789	L.R Date	17-Jun-2025
Vehicle Number	MG123456	Arrival Date & Time	17-Jun-2025 01:01:49 PM	Transporter	Rinku Singh
S.No	Product Code	Product Name	Segment	Shipment Quantity Cases	
1	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	5	
2	1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	7	
3	1010W0027GPPL0	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	6	
Total				18	



Manager

CBW Control & Regulation User Reference Manual

Generate Gate Pass

- Click on “Generate Gate pass” after checking the checklist details.

The screenshot shows the 'Shipment' management interface. At the top, there are filters for Start Date (17-Jun-2025), End Date (17-Jun-2025), and Status (Pending). Below the filters is a table with columns: S.No, Advance Shipment Note, Date, Source Location, Action, Status, Remarks, and Case Barcode List. The first row of the table has S.No 8, Advance Shipment Note ASNTP101025061700020, Date 17-Jun-2025, Source Location CMJ BOTTLING UNIT, and Status In Progress. The 'Action' column for this row contains three buttons: Checklist, Generate Gatepass (highlighted with a red box), and Pass. The 'Remarks' column has a 'Remarks' button, and the 'Case Barcode List' column has a barcode icon.

- When user clicks on Generate Gate pass then a pop-up will be displayed to capture the remarks and when user click on submit button then gate pass will be generated.

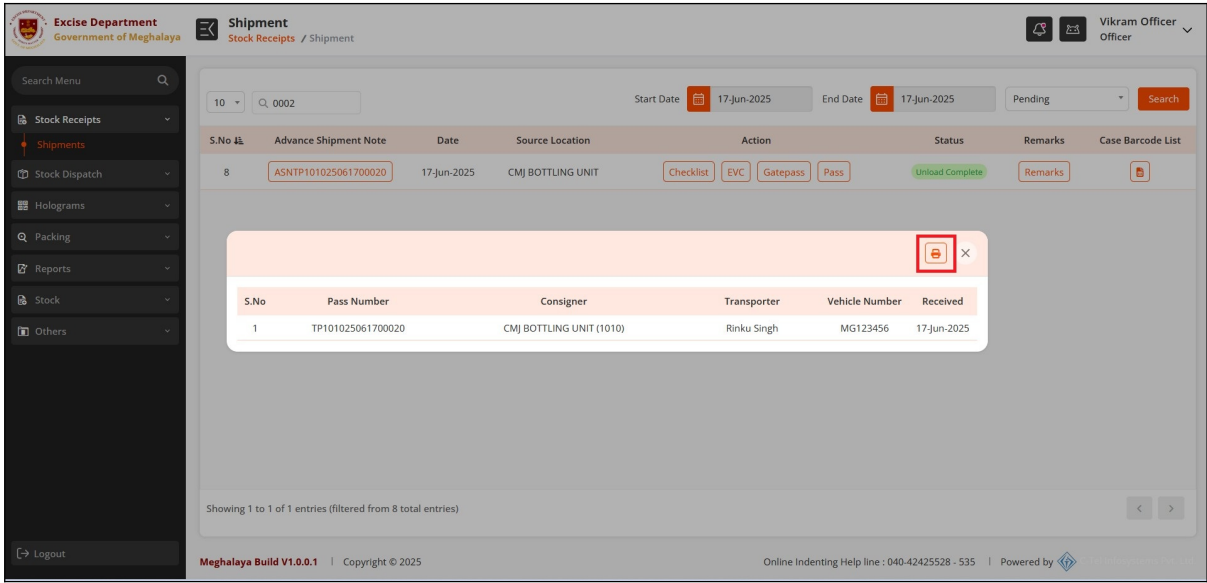
The screenshot shows the 'Add Remarks' pop-up dialog box. It has a title bar 'Add Remarks' with a close button (X). Inside the dialog, there is a text input field labeled 'Remarks*' with the text 'Generating Gate Pass' entered. Below the input field is a 'Submit' button, which is highlighted with a red box.

- After clicking the Submit button, a success pop-up will be displayed, as shown in the screen below.

The screenshot shows a success pop-up dialog box. It has a green checkmark icon at the top. Below the icon, the text reads 'Success!' and 'Gatepass generated successfully.' At the bottom of the dialog is an 'OK' button.

CBW Control & Regulation User Reference Manual

- After generating the gate pass Click on “Gate Pass” link a pop-up is generated along with print.



- Click the Print icon to open the gate pass print and details

THE UMPOHLIEW CENTRAL WAREHOUSE

(240 , Raghavai,Postam , Shillong, West Garo Hills, Meghalaya - 500018)

Gate Pass

S.No

Pass Number

Received From

Transporter

Received On

Vehicle Number

GP1TP10102506170002062


TP101025061700020

CMJ BOTTLING UNIT, PLOT NO.60

Rinku Singh

17-Jun-2025

MG123456



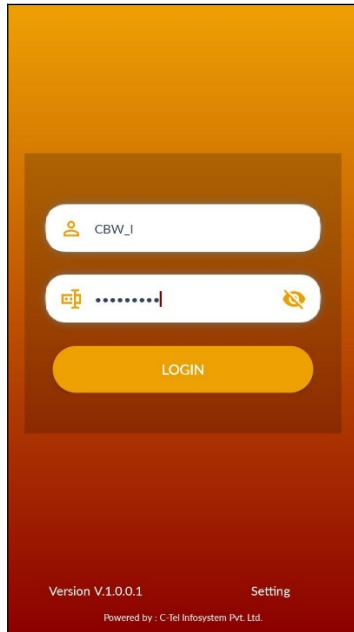
Manager

CBW Control & Regulation User Reference Manual

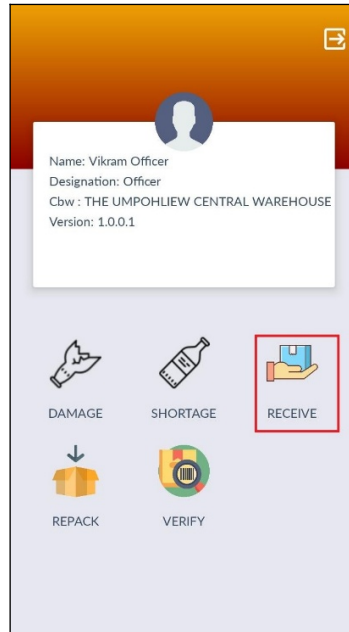
3.2 Receiving the Consignment

- After generating gate pass user receives the consignment by scanning the Transport pass barcode through handheld or by scanning case by case if at all there is any shortage of cases.
- Receiving the consignment by scanning Transport Pass barcode Login with Officer credentials in handheld device. Click on “Receive” button scan the “Transport pass barcode” to receive the order.

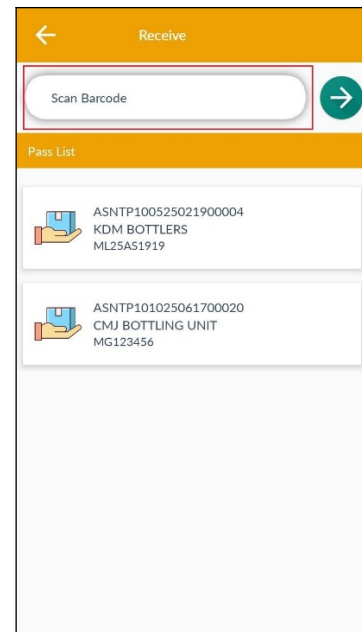
Officer Login



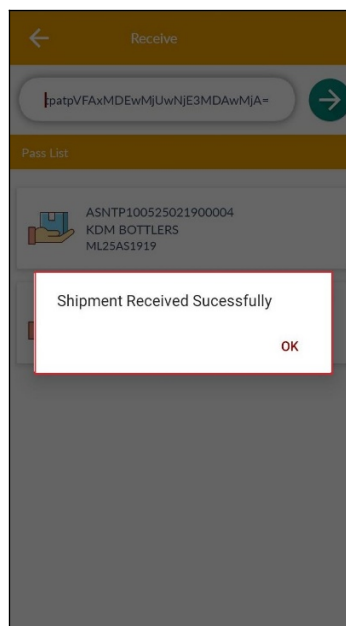
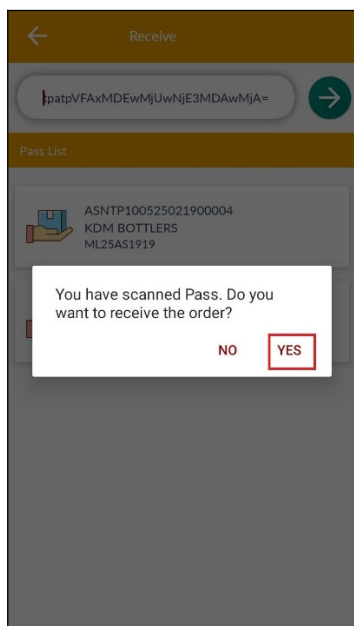
1. Login with officer



2. Click on Receive



3. Scan Pass Barcode

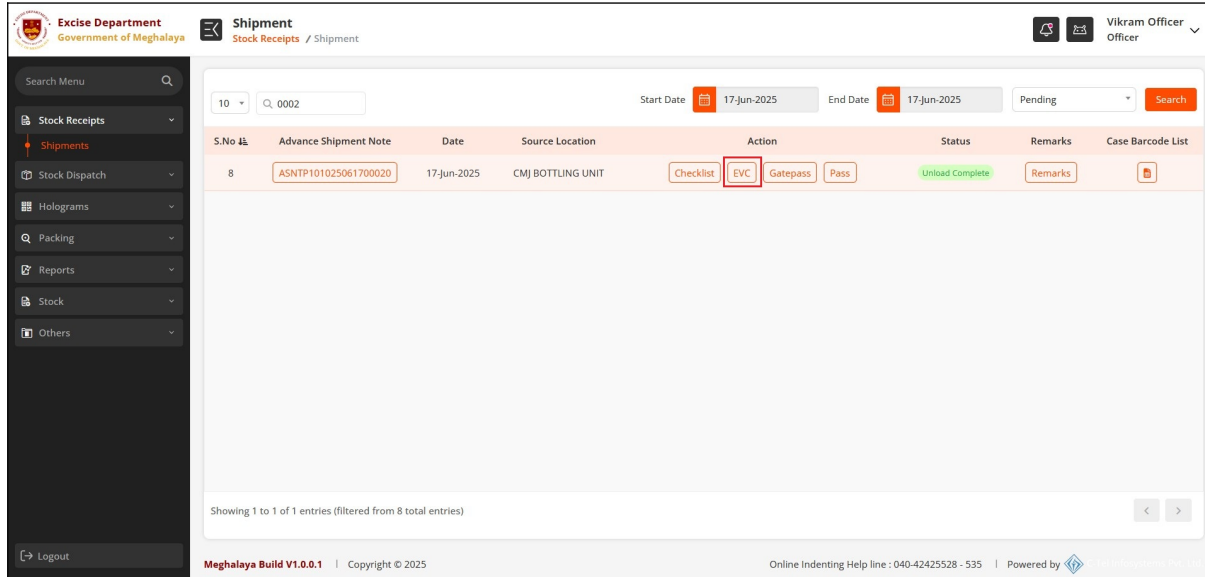


4. Click on “YES” to receive the order successfully and click on “OK”

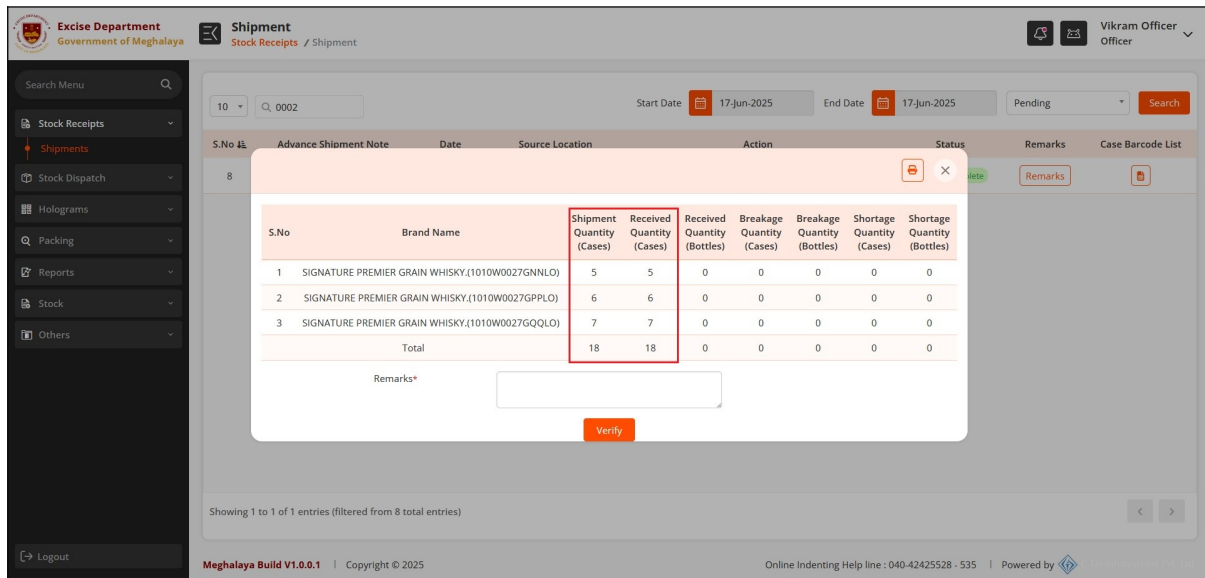
CBW Control & Regulation User Reference Manual

Officer login

- After unloading the truck, log in with CBW Officer credentials on the web application, click on the 'Stock Receipts' tab, and a pop-up 'EVC' will appear, as shown in the screen below.



- Click on "EVC" link, a pop-up is generated with product details along with breakage, shortage, shipped, received qty in cases/bottles.

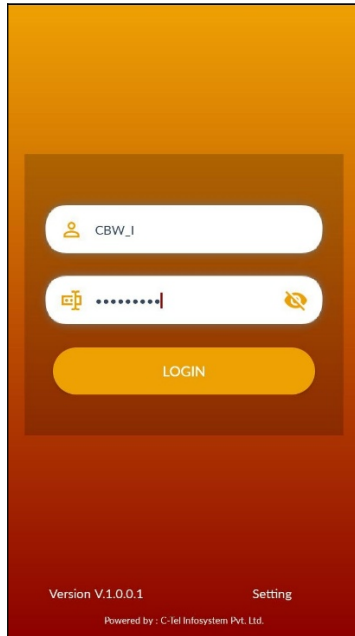


- If no breakages or shortages are found, the officer can verify the EVC. If any are present, the process for recording damages and shortages is outlined below.

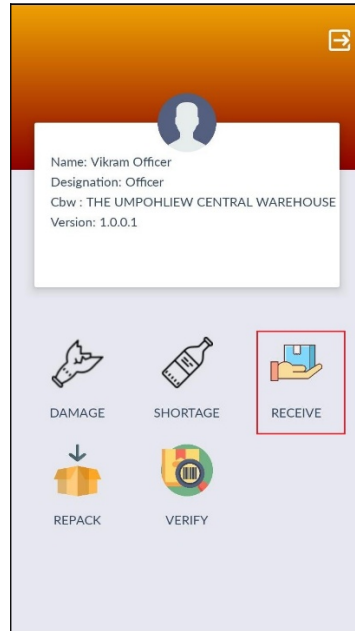
CBW Control & Regulation User Reference Manual

3.3 Transit Breakages

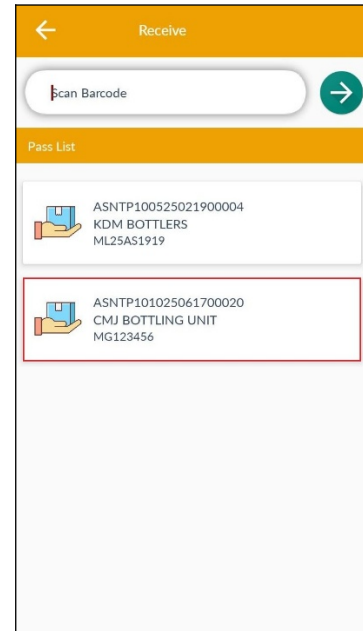
- Damage action is performed through Officer login in Handheld Device (HHD), if there is bottle damage from Plant to wholesale which is called “Transit Damage”. Login in handheld device, Click on “Breakage” module.



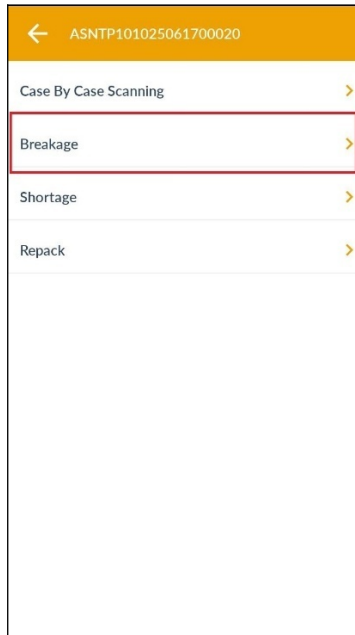
1. Login with Officer



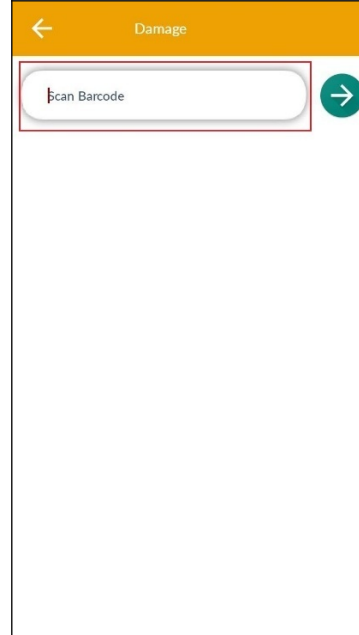
2. Click on Receive



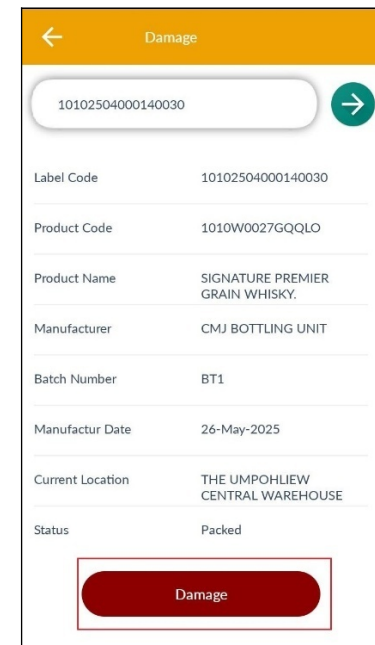
3. Select Shipment



4. Click on Breakage



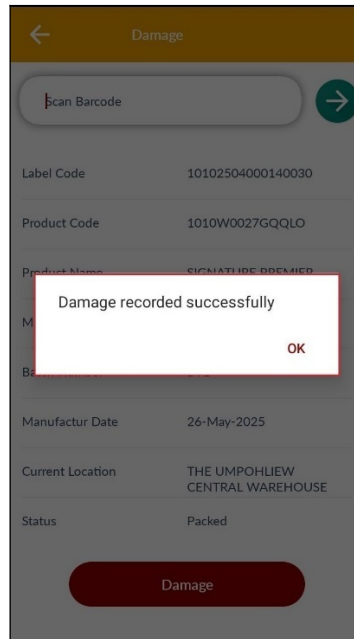
5. Scan Bottle Barcode



6. Click on Damage button.

CBW Control & Regulation User Reference Manual

- After clicking the 'Damage' button, a message will appear stating that the “Damage recorded successfully”.



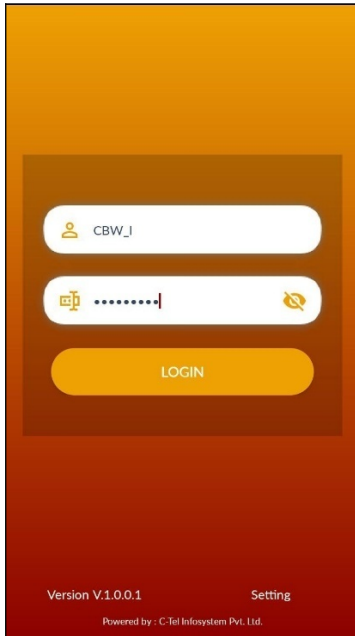
- The EVC is updated accordingly, the received quantity count will decrease, and the damaged bottle quantity column will be updated as shown in the screen below.

S.No	Brand Name	Shipment Quantity (Cases)	Received Quantity (Cases)	Received Quantity (Bottles)	Breakage Quantity (Cases)	Breakage Quantity (Bottles)	Shortage Quantity (Cases)	Shortage Quantity (Bottles)
1	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GNNLO)	5	5	0	0	0	0	0
2	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GPPL0)	6	6	0	0	0	0	0
3	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GQQLO)	7	6	11	0	1	0	0
Total		18	17	11	0	1	0	0

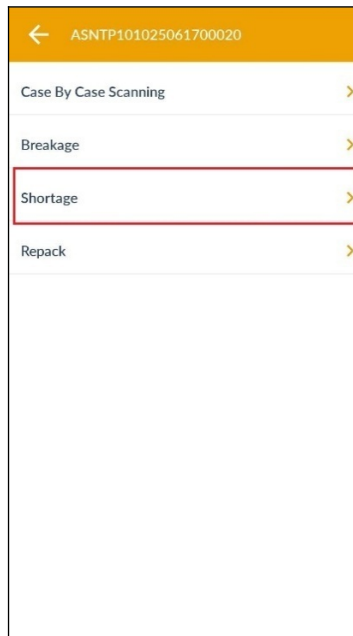
CBW Control & Regulation User Reference Manual

3.4 Transit Shortages

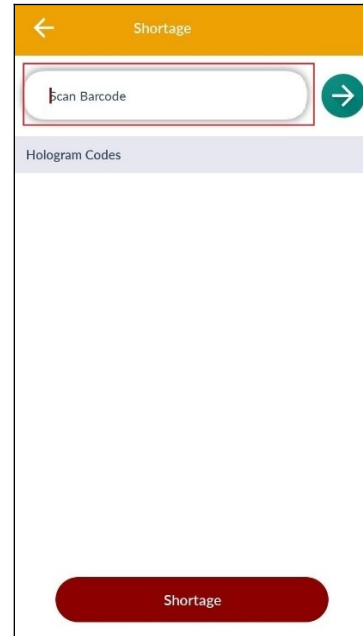
- Shortage action is performed through Officer login in Handheld Device (HHD), if there is bottle shortage from Plant to wholesale which is called “Transit Shortage”. Login in handheld device, Click on “Shortage” module.



1. Login with Officer

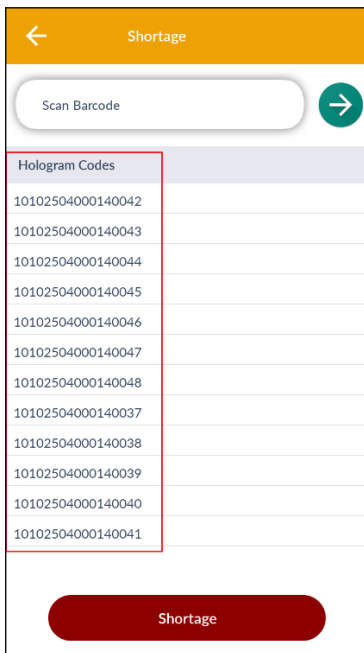


2. Click on Shortage

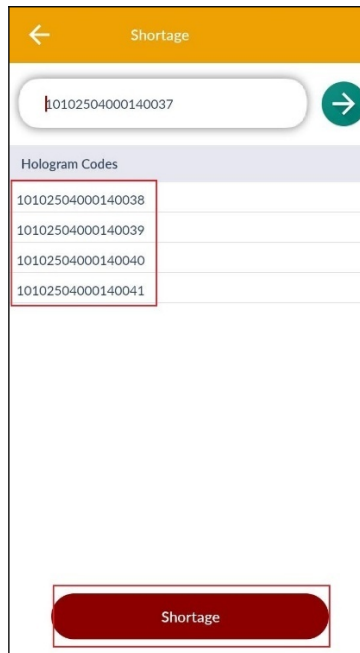


3. Scan Case Barcode

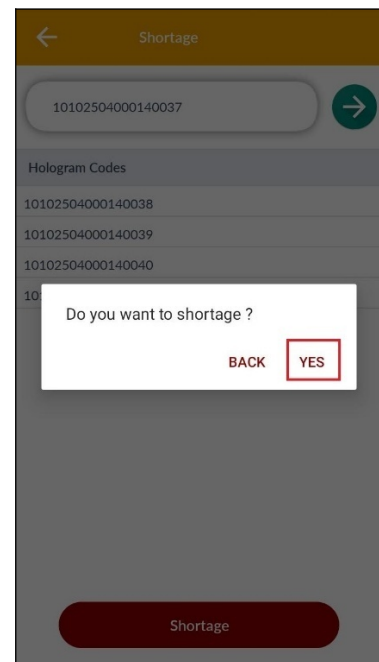
- Then all the good bottles under that case appears, scan the bottles which are available. i.e. scan the items which are not part of shortage.



4. Good bottles
Yes.



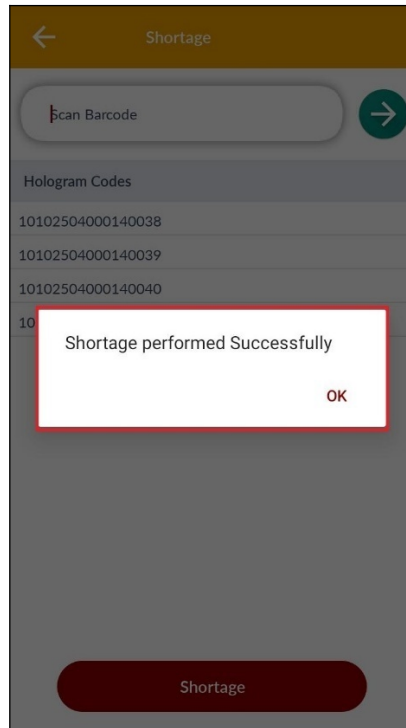
5. Shortage Bottles



6. Click on Shortage and

CBW Control & Regulation User Reference Manual

- After clicking the 'Shortage' button, a message will appear stating that the “Shortage performed successfully” as shown in the screen below.



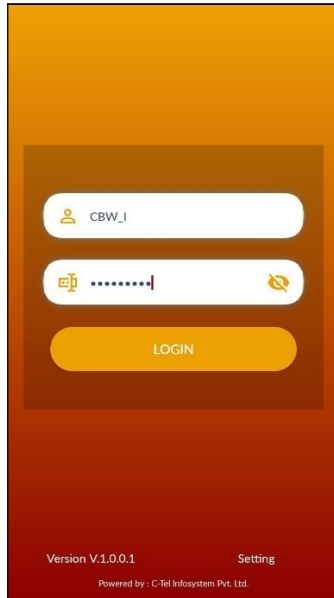
- In EVC received quantity count will decrease, and shortage case/bottle quantity column will be updated as shown in the screen below.

S.No	Brand Name	Shipment Quantity (Cases)	Received Quantity (Cases)	Received Quantity (Bottles)	Breakage Quantity (Cases)	Breakage Quantity (Bottles)	Shortage Quantity (Cases)	Shortage Quantity (Bottles)
1	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GNNLO)	5	5	0	0	0	0	0
2	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GPPLO)	6	6	0	0	0	0	0
3	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GQQLO)	7	5	19	0	1	0	4
Total		18	16	19	0	1	0	4

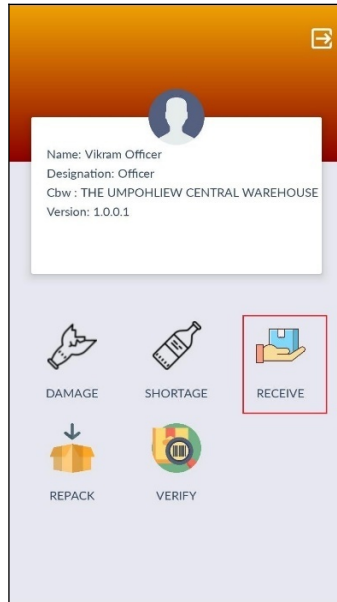
CBW Control & Regulation User Reference Manual

3.5 Transit Repack

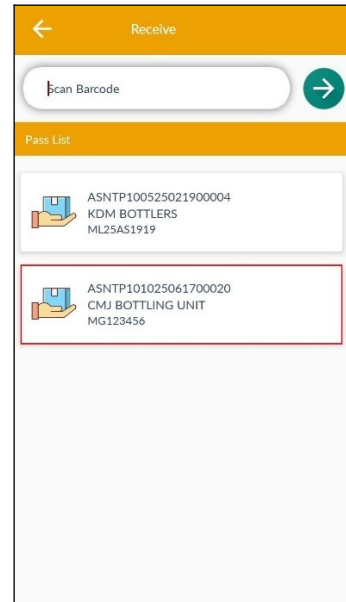
- Repack action is performed through Officer login in Handheld Device (HHD). Making an “Unpack” case into a “packed” case is called “Repacking”.
- If there are part bottles in ‘n’ cases, then we can repack form other part bottles case.



1. Login with Officer

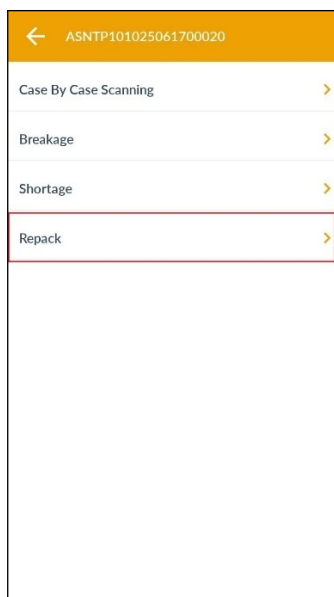


2. Click on Receive

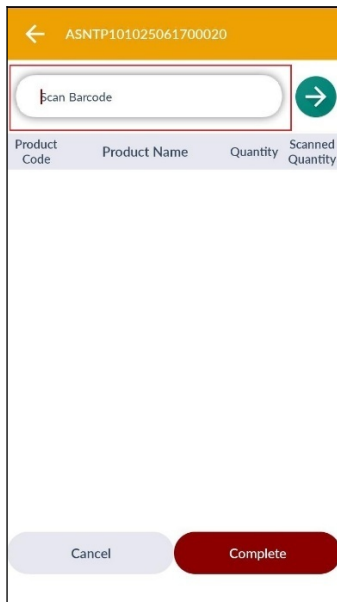


3. Select Shipment

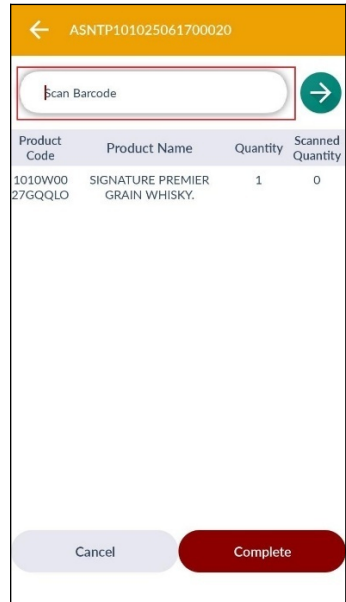
- Scan Case Barcode which we want to repack



4. Click on Repack
appear



5. Scan Case Barcode



6. Repack Count will

CBW Control & Regulation User Reference Manual

- Then scan bottle which we want to keep in repack case. Click on complete.
- After click on complete User will get a confirmation pop-up “Repacked successfully”

ASNTP101025061700020

10102504000140042

Product Code	Product Name	Quantity	Scanned Quantity
1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	1	1

Cancel Complete

ASNTP101025061700020

10102504000140042

Product Code	Product Name	Quantity	Scanned Quantity
1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	1	1

Do you want to Complete the operations?

NO YES

Cancel Complete

ASNTP101025061700020

10102504000140042

Product Code	Product Name	Quantity	Scanned Quantity
1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	1	1

Repacked Successfully

OK

Cancel Complete

7. Scan Bottle barcode. 8. Click on Complete and Yes. 9. Repacked Successfully.

- EVC updates according to the repack cases as shown below.

S.No	Brand Name	Shipment Quantity (Cases)	Received Quantity (Cases)	Received Quantity (Bottles)	Breakage Quantity (Cases)	Breakage Quantity (Bottles)	Shortage Quantity (Cases)	Shortage Quantity (Bottles)
1	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GNNLO)	5	5	0	0	0	0	0
2	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GPPLO)	6	6	0	0	0	0	0
3	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GQQLO)	7	6	7	0	1	0	4
Total		18	17	7	0	1	0	4

CBW Control & Regulation User Reference Manual

3.6 Verification of EVC

- EVC gets update accordingly. Officer checks the EVC and click on Verify option which appears in pop-up with remarks.

Excise Department
Government of Meghalaya

Shipment
Stock Receipts / Shipment

Search Menu

10 | 0002 | Start Date: 17-Jun-2025 | End Date: 17-Jun-2025 | Pending | Search

S.No	Brand Name	Shipment Quantity (Cases)	Received Quantity (Cases)	Received Quantity (Bottles)	Breakage Quantity (Cases)	Breakage Quantity (Bottles)	Shortage Quantity (Cases)	Shortage Quantity (Bottles)
1	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GNNLO)	5	5	0	0	0	0	0
2	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GQQLO)	7	6	7	0	1	0	4
3	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GPPL0)	6	6	0	0	0	0	0
Total		18	17	7	0	1	0	4

Remarks*

Verify EVC

Verify

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- After clicking the 'Verify' button, a pop-up message will appear stating 'EVC verified successfully'.



- On verification of EVC, EVC print is generated and the stock updates in stock register and the record will update in completed drop down and click on EVC link to view.

Completed Shipments
Stock Receipts / Completed Shipments

10 | Search Records | Start Date: 17-Jun-2025 | End Date: 17-Jun-2025 | Completed | Search

S.No	Advance Shipment Note	Date	Verified Date	Source Location	Action	Status	Remarks
1	ASNTPI101025061700020	17-Jun-2025	17-Jun-2025	CMJ BOTTLING UNIT	Checklist EVC Gatepass TP	Shipment Completed	Remarks

CBW Control & Regulation User Reference Manual

- After Click on EVC, a pop-up is generated with Product details along with print.

Excise Department
Government of Meghalaya

Completed Shipments
Stock Receipts / Completed Shipments

Start Date: 17-Jun-2025, End Date: 17-Jun-2025, Status: Completed

S.No	Brand Name	Shipment Quantity (Cases)	Received Quantity (Cases)	Received Quantity (Bottles)	Breakage Quantity (Cases)	Breakage Quantity (Bottles)	Shortage Quantity (Cases)	Shortage Quantity (Bottles)
1	SIGNATURE PREMIER GRAIN WHISKY,(1010W0027GNNLO)	5	5	0	0	0	0	0
2	SIGNATURE PREMIER GRAIN WHISKY,(1010W0027GQQLQLO)	7	6	7	0	1	0	4
3	SIGNATURE PREMIER GRAIN WHISKY,(1010W0027GPPLQLO)	6	6	0	0	0	0	0
Total		18	17	7	0	1	0	4

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- Click print then “EVC” print is viewed as shown screen below.

EXCISE DEPARTMENT
GOVERNMENT OF MEGHALAYA
THE UMPOHLEW CENTRAL WAREHOUSE
(240 , Raghavai,Postam , Shillong, West Garo Hills, Meghalaya - 500018)
Excise Verification Certificate

Received From: CMJ BOTTLING UNIT

Checklist Number:	CH300017062520	L.R Number:	LR123456789	Pass Number:	TP101025061700020
Checklist Date:	17-Jun-2025	L.R Date:	17-Jun-2025	Pass Validity Date:	18-Jun-2025 11:59:59 PM
Vehicle Number:	MG123456	Arrival Date & Time:	17-Jun-2025 01:01:49 PM	Departure Date & Time:	17-Jun-2025 05:20:02 PM
EVC Number:	EVC-3000-250617-18	EVC Date:	17-Jun-2025 05:20:02 PM	Transporter:	Rinku Singh


S.No	Product Code	Product Name	Size (ml)/UPC	Shipment Quantity Cases	Received Quantity Cases	Received Quantity Bottles	Breakage Quantity Cases	Breakage Quantity Bottles	Shortage Quantity Cases	Shortage Quantity Bottles
1	1010W0027GQQLQLO	SIGNATURE PREMIER GRAIN WHISKY.	750.00/12	7	6	7	0	1	0	4
2	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	180.00/48	5	5	0	0	0	0	0
3	1010W0027GPPLQLO	SIGNATURE PREMIER GRAIN WHISKY.	375.00/24	6	6	0	0	0	0	0
Total				18	17	7	0	1	0	4



Officer

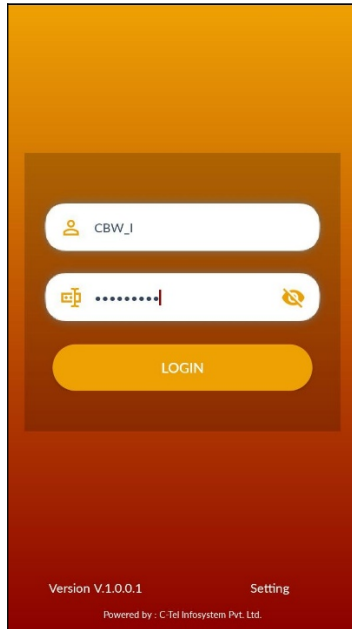
CBW Control & Regulation User Reference Manual

- After verifying the EVC, now stocks will be added to stock register. User can view the Stock Register in reports.

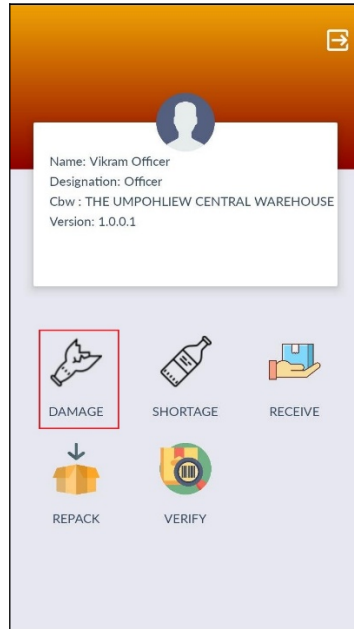
<div style="text-align: center;">  EXCISE DEPARTMENT GOVERNMENT OF MEGHALAYA Stock Register - IMFL </div>																
Reporting From : 17-Jun-2025 To 17-Jun-2025														EXCEL DOWNLOAD		
S.No	Product Code	Product Name	Size (in ml)	Units Per Case	Pack Type	Issued For	Opening Stock (Cases)	Opening Stock (Bottles)	Receipts (Cases)	Receipts (Bottles)	Sales (Cases)	Sales (Bottles)	Storage Shortage (Bottles)	Storage Breakage (Bottles)	Closing Stock (Cases)	Closing Stock (Bottles)
1	1000W0002PNNLO	ROYAL STAG DELUXE WHISKY	180	48	Pet Bottle	Local	100	0	0	0	0	0	0	0	100	0
2	1003W0002GNNLO	ROYAL STAG DELUXE WHISKY	180	48	Glass	Local	90	0	0	0	0	0	0	0	90	0
3	1003W0002GNNPC	ROYAL STAG DELUXE WHISKY	180	48	Glass	Police Canteen	90	0	0	0	0	0	0	0	90	0
4	1003W0002GQQLO	ROYAL STAG DELUXE WHISKY	750	12	Glass	Local	0	0	0	0	0	0	0	0	0	0
5	1005W0024GQQPC	MC. DOWELL'S NO.1 RESERVE WHISKY ORIGINAL.	750	12	Glass	Police Canteen	10	0	0	0	0	0	0	0	10	0
6	1005W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	750	12	Glass	Local	3	0	0	0	0	0	0	0	3	0
7	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	180	48	Glass	Local	10	0	5	0	0	0	0	0	15	0
8	1010W0027GPPL0	SIGNATURE PREMIER GRAIN WHISKY.	375	24	Glass	Local	100	0	6	0	0	0	0	0	106	0
9	1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	750	12	Glass	Local	0	12	6	7	0	0	0	0	6	19
10	1010W0027GQQPC	SIGNATURE PREMIER GRAIN WHISKY.	750	12	Glass	Police Canteen	100	0	0	0	0	0	0	0	100	0
11	1010W0043GQQPC	WHISKY THE SINGLETON SINGLE MALT SCOTCH WHISKY DUFFTOWN 12 YEARS OLD.	750	12	Glass	Police Canteen	5	0	0	0	0	0	0	0	5	0
12	2001W0002GQQIM	ROYAL STAG DELUXE WHISKY	750	12	Glass	Import	0	0	0	0	0	0	0	0	0	0
Total							508	12	17	7	0	0	0	0	525	19
Officer - 17-Jun-2025 / 06:19:09 PM																

4. Storage Breakages

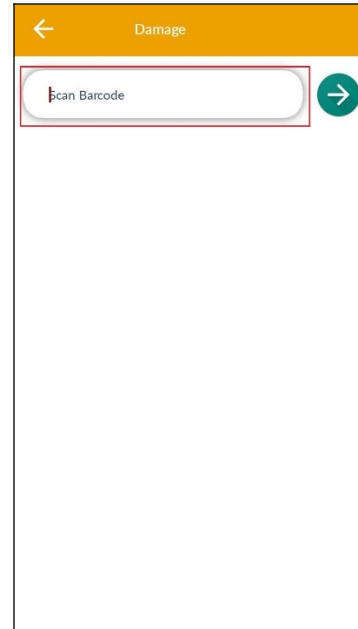
- Storage Damage action is performed through Officer login in Handheld Device (HHD), if there is bottle damage in warehouse which is called “Storage Damage”. Log in handheld device, Click on “Breakage” module.



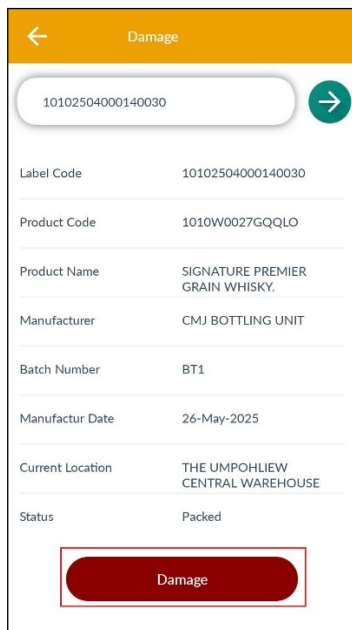
1. Login with Officer



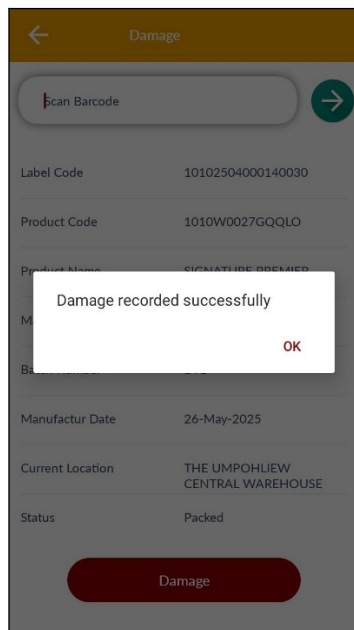
2. Click on Damage



3. Scan Damage Bottle



4. Click on Damage button



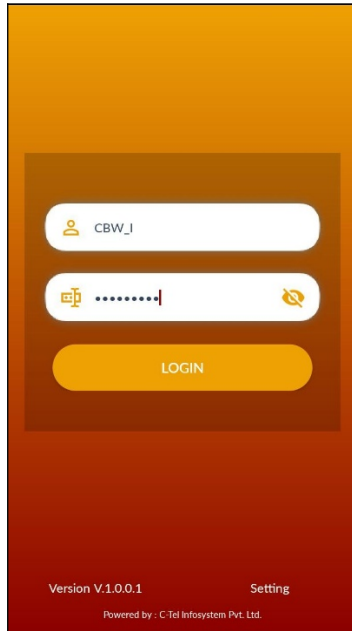
5. Damage Recorded

- After clicking the 'Damage' button, a message will appear stating that the “Damage recorded successfully” as shown screen above.
- The Stock Register will update accordingly.

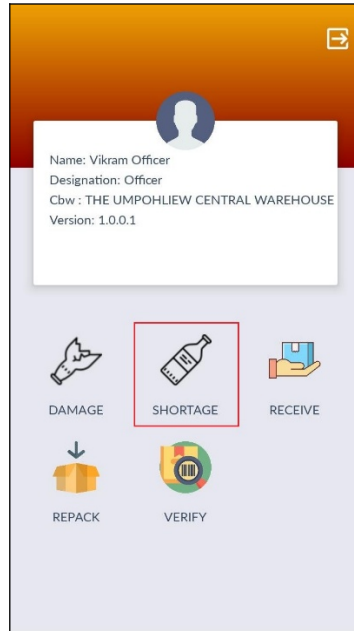
CBW Control & Regulation User Reference Manual

5. Storage Shortages

- Storage Shortage action is performed through Officer login in Handheld Device (HHD), if there is bottle shortage in warehouse which is called “Storage Shortage”. Login in handheld device, Click on “Shortage” module.



1. Login with Officer

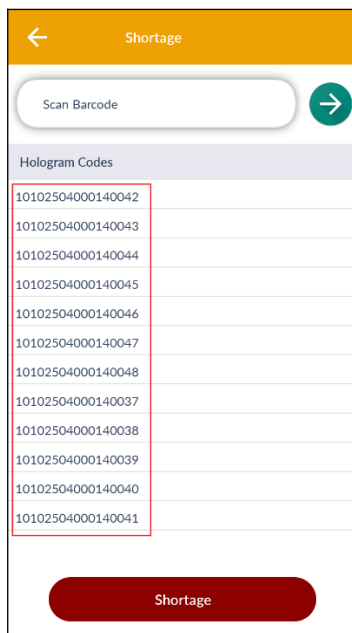


2. Click on Shortage

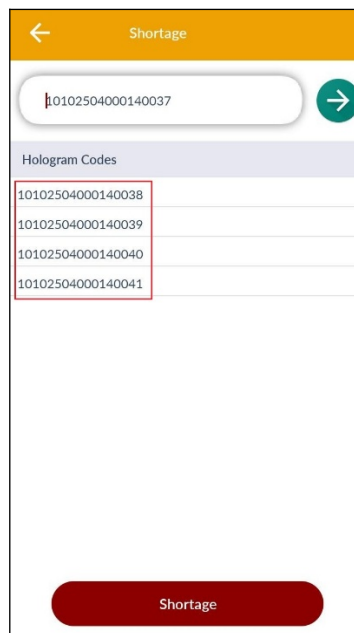


3. Scan Case Barcode

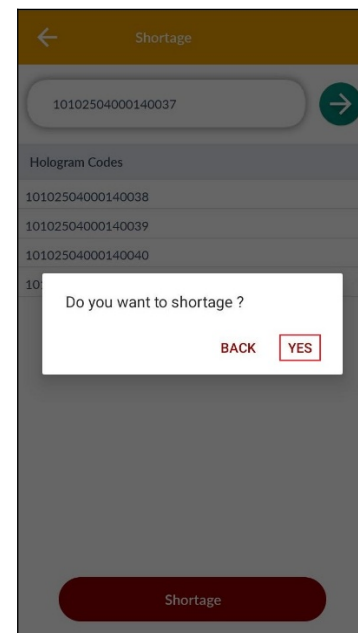
- Then all the good bottles under that case appears, scan the bottles which are available. i.e. scan the bottles which are not part of shortage.



4. Good bottles
Yes.



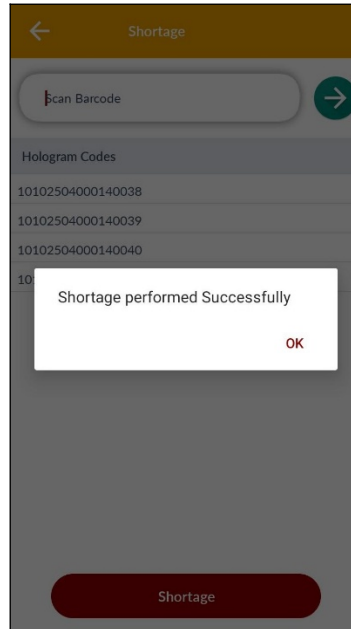
5. Shortage Bottles



6. Click on Shortage and

CBW Control & Regulation User Reference Manual

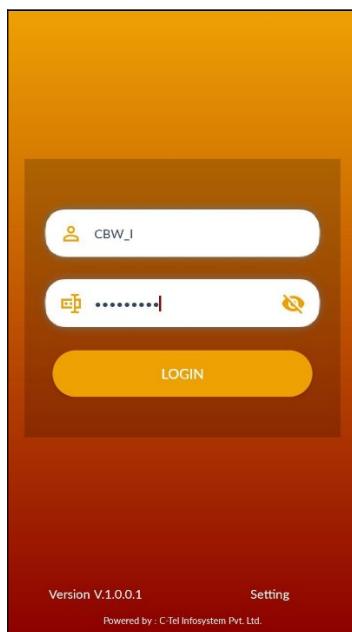
- After clicking the 'Shortage' button, a message will appear stating that the “Shortage performed successfully” as shown in the screen below.



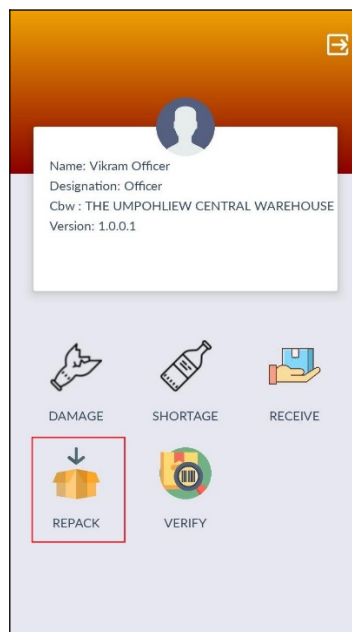
- The Stock Register will update accordingly.

6. Storage Repack

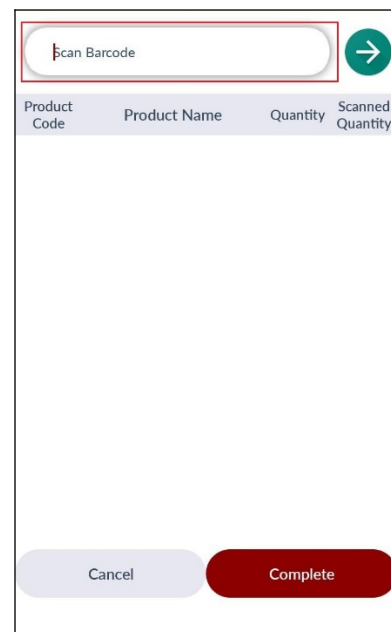
- Storage Repack action is performed through Officer login in Handheld Device (HHD). Making an “Unpack” case into a “packed” case is called “Repacking”.
- If there are part bottles in ‘n’ cases, then we can repack form other part bottles case.



1. Login with Officer



2. Click on Repack



3. Scan Case Barcode

CBW Control & Regulation User Reference Manual

- Scan Case Barcode which we want to repack
- Then scan bottle which we want to keep in repack case. Click on complete.

Scan Barcode

Product Code	Product Name	Quantity	Scanned Quantity
1010W00 27GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	1	0

Cancel Complete

4. Repack count appears

10102504000140042

Product Code	Product Name	Quantity	Scanned Quantity
1010W00 27GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	1	1

Cancel Complete

5. Scan Bottle barcode

Do you want to Complete the operations?

NO YES

Cancel Complete

6. Click on Yes

- After click on Yes, user will get a confirmation pop-up “Repacked successfully”

10102504000140042

Product Code	Product Name	Quantity	Scanned Quantity
1010W00 27GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	1	1

Repacked Successfully

OK

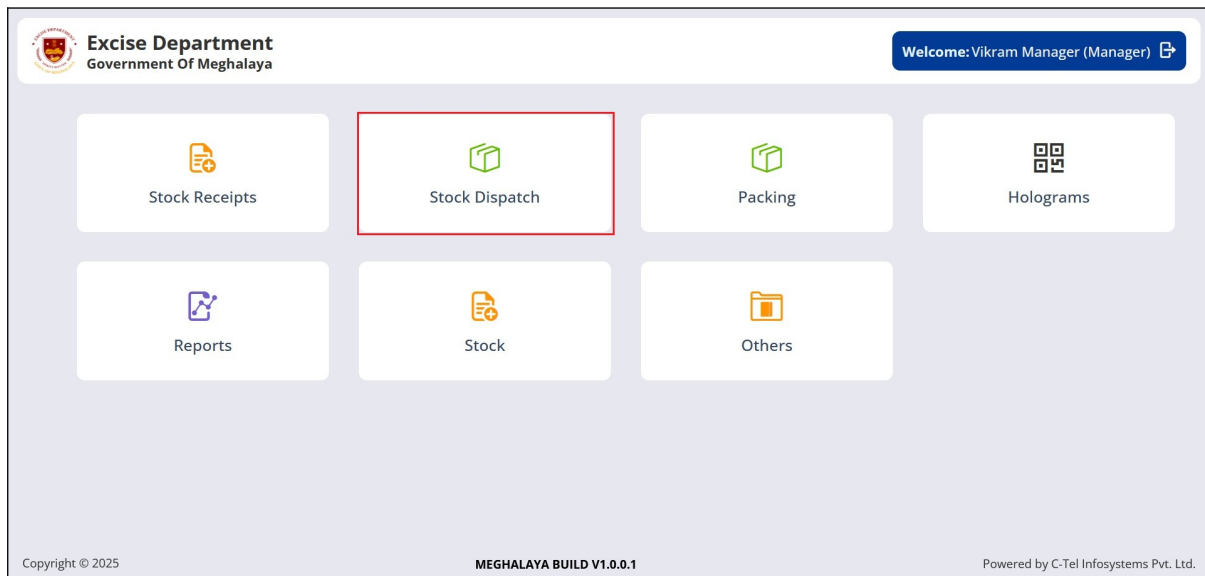
Cancel Complete

- The Stock Register will update accordingly.

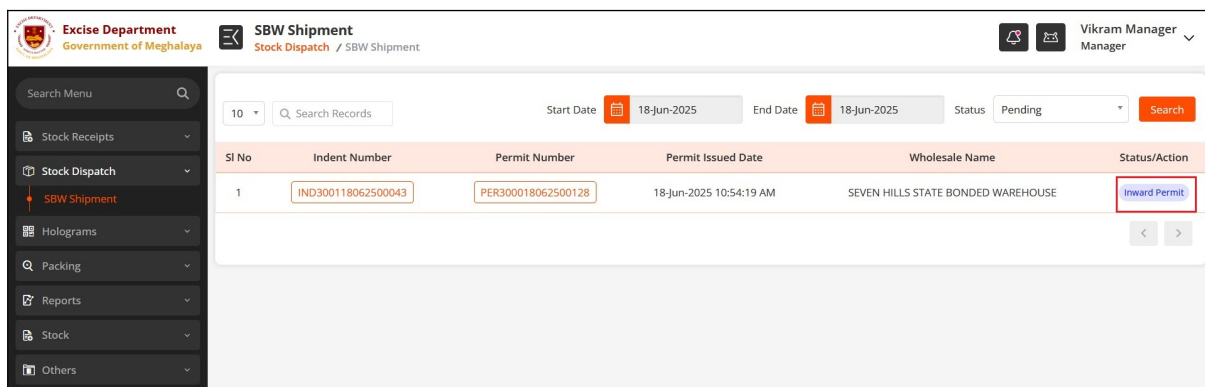
CBW Control & Regulation User Reference Manual

7. Stock Dispatch Process

- SBW will raise an indent for the requisition of liquor.
- The Commissioner or Assistant Commissioner will approve the permit.
- CBW can view the approved permits, and based on these permits, stocks will be dispatched to SBW.
- Log in to the application with CBW manager credentials in web application.
- User needs to click on Stock dispatch tab



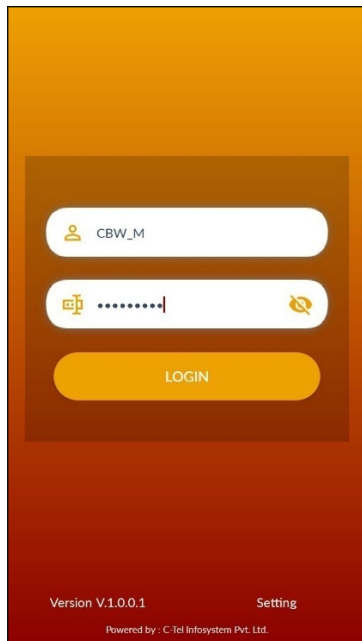
- After Click on Stock dispatch tab user can view the approved Permits with status Inward permit as shown screen below.



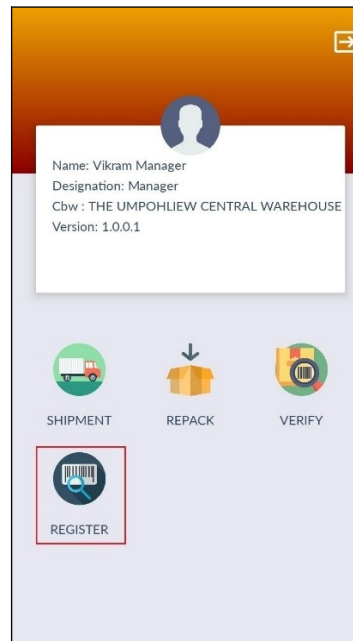
CBW Control & Regulation User Reference Manual

7.1 Inward Permit

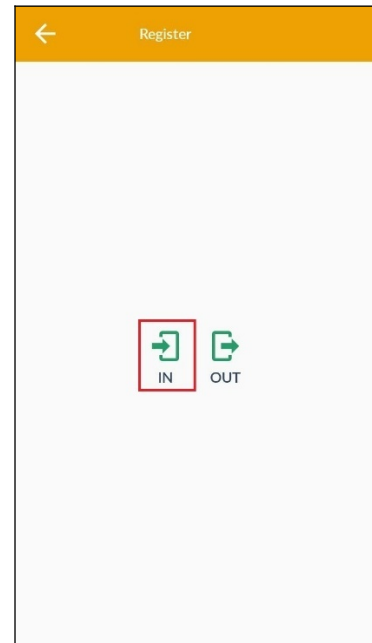
- The user needs to log in with CBW Manager credentials on the HHD device, as shown below.



1. Login with Manager



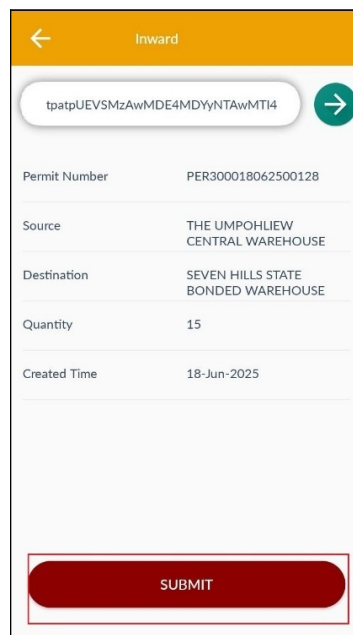
2. Click on Register



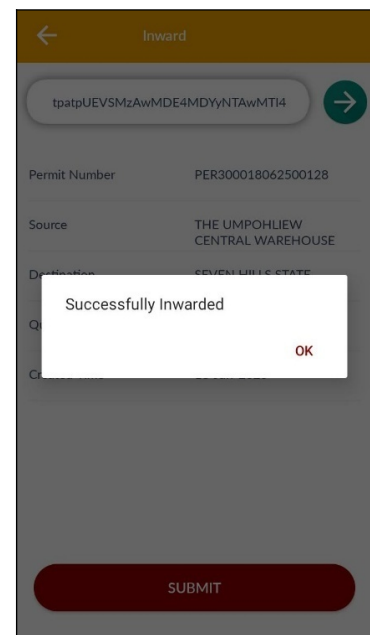
3. Click on IN



4. Scan Permit Barcode



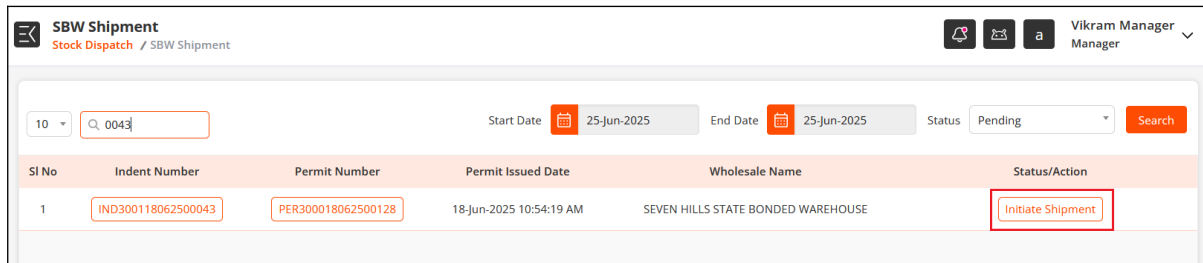
5. Click on Submit button



6. In warded Successfully

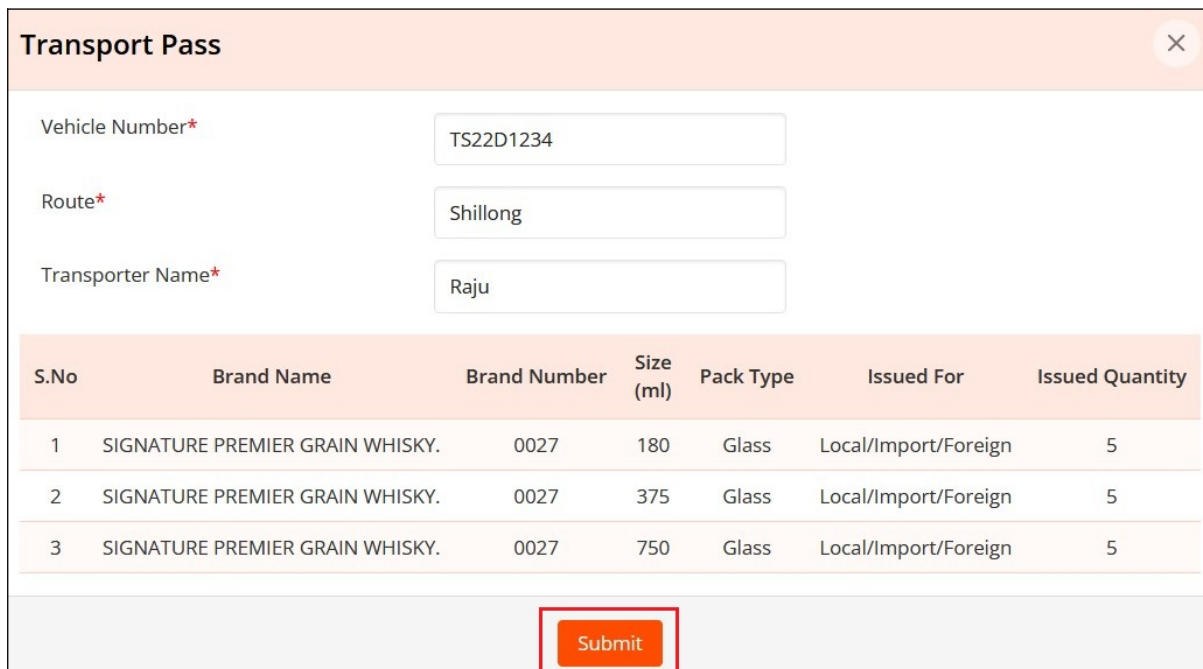
CBW Control & Regulation User Reference Manual

- After inward processing, the user needs to log in with Manager credentials on the web application, click on the 'Stock Dispatch' tab, select the specific permit number, and click 'Initiate Shipment'.



SI No	Indent Number	Permit Number	Permit Issued Date	Wholesale Name	Status/Action
1	IND300118062500043	PER300018062500128	18-Jun-2025 10:54:19 AM	SEVEN HILLS STATE BONDED WAREHOUSE	Initiate Shipment

- After clicking 'Approve', a pop-up will appear prompting the user to enter the vehicle number, route, and transporter name. Click the 'Submit' button to initiate the shipment.



S.No	Brand Name	Brand Number	Size (ml)	Pack Type	Issued For	Issued Quantity
1	SIGNATURE PREMIER GRAIN WHISKY.	0027	180	Glass	Local/Import/Foreign	5
2	SIGNATURE PREMIER GRAIN WHISKY.	0027	375	Glass	Local/Import/Foreign	5
3	SIGNATURE PREMIER GRAIN WHISKY.	0027	750	Glass	Local/Import/Foreign	5

- After click on submit button, a pop-up message will appear stating 'Shipment initiated successfully'.

CBW Control & Regulation User Reference Manual

The screenshot shows a 'Transport Pass' form with fields for Vehicle Number (TS22D1234), Route, and Transporter Name. A success modal is displayed in the center with a green checkmark and the text 'Success! Shipment initiated successfully'. Below the modal is a table with columns S.No, Brand Name, and Issued Quantity. The table contains three rows of data. At the bottom of the form is a 'Submit' button.

S.No	Brand Name	Issued Quantity
1	SIGNATURE PREMIER	5
2	SIGNATURE PREMIER	5
3	SIGNATURE PREMIER GRAIN WHISKY.	5

- Status will display as “Scanning in Progress” till scanning completion. As well as it displays in in Handheld device.

The screenshot shows the 'SBW Shipment Stock Dispatch' interface. It includes a search bar, filters for Start Date (25-Jun-2025) and End Date (25-Jun-2025), and a status dropdown (Pending). A table displays shipment data with columns: SI No, Indent Number, Permit Number, Permit Issued Date, Wholesale Name, and Status/Action. The table contains one row with the status 'Scanning in Progress' and a 'Transfer Pass' button. The footer shows 'Meghalaya Build V1.0.0.1' and 'Copyright © 2025'.

SI No	Indent Number	Permit Number	Permit Issued Date	Wholesale Name	Status/Action
1	IND300118062500043	PER300018062500128	18-Jun-2025 10:54:19 AM	SEVEN HILLS STATE BONDED WAREHOUSE	Scanning in Progress Transfer Pass

7.2 Shipment Scanning

- The user needs to log in with CBW Manager credentials on the HHD device.
- User needs to select Shipment, click on New Shipments and select Permit number.

The screenshot shows the login screen for CBW Manager. It has a login form with fields for Username (CBW_M) and Password (*****). Below the form is a 'LOGIN' button. The footer shows 'Version V.1.0.0.1' and 'Powered by : C-Tel Infosystem Pvt. Ltd.'.

The screenshot shows the main menu of the CBW Manager application. It displays the user's name (Vikram Manager), designation (Manager), and version (1.0.0.1). Below this are five icons: SHIPMENT, REPACK, VERIFY, REGISTER, and a central icon with a downward arrow.

The screenshot shows the 'Shipment' screen with a list of shipments. The list has two tabs: 'OnGoing Shipments' and 'New Shipments'. The 'New Shipments' tab is selected, showing a list of shipments with columns for Permit Number, TT Number, and TS Number. The last shipment in the list is highlighted with a red box.

Permit Number	TT Number	TS Number
PER300007032500016	TT00007	MG85GH5526
PER300017052500046	TT00007	TS22D1234
PER300014042500040	TT00007	TS22D1234
PER300031052500084	TT00007	MG85JK5263
PER300018062500128	TT00007	TS22D1234

CBW Control & Regulation User Reference Manual

1. Login with Manager

2. Select Shipment

3. Select Permit Number

PER300018062500128

Scan With :

Case Barcode

Hologram

Brand Barcode :

IML

Beer

Complete

PER300018062500128

Scan Barcode

Product Code	Product Name	Quantity	Scanned Quantity
0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	5	0
0027GPPLD	SIGNATURE PREMIER GRAIN WHISKY.	5	0
0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	5	0

PER300018062500128

Scan Barcode

Product Code	Product Name	Quantity	Scanned Quantity
0027 (LO)	SIGNATURE PREMIER GRAIN WHISKY.	5	0
0027 (LO)	SIGNATURE PREMIER GRAIN WHISKY.	5	0
0027 (LO)	SIGNATURE PREMIER GRAIN WHISKY.	5	1

4. Select Case Barcode

5. Scan Case Barcode

6. Scanned Quantity updates

PER300018062500128

Scan Barcode

Product Code	Product Name	Quantity	Scanned Quantity
0027 (LO)	SIGNATURE PREMIER GRAIN WHISKY.	5	5
0027 (LO)	SIGNATURE PREMIER GRAIN WHISKY.	5	5
0027 (LO)	SIGNATURE PREMIER GRAIN WHISKY.	5	5

PER300018062500128

Scan With :

Case Barcode

Hologram

Brand Barcode :

IML

Beer

Complete

IND2025DEPOLD3001108

Scan With :

Case Barcode

Hologram

Brand Barcode :

IML

Completed Successfully

OK

7. Scan all cases

8. Click on Complete

9. Completed Successfully

CBW Control & Regulation User Reference Manual

- After complete status will be updated to “Forwarded to Officer” to Generate Pass.

SBW Shipment

Stock Dispatch / SBW Shipment

Vikram Manager

Manager

10

0043

Start Date

25-Jun-2025

End Date

25-Jun-2025

Status

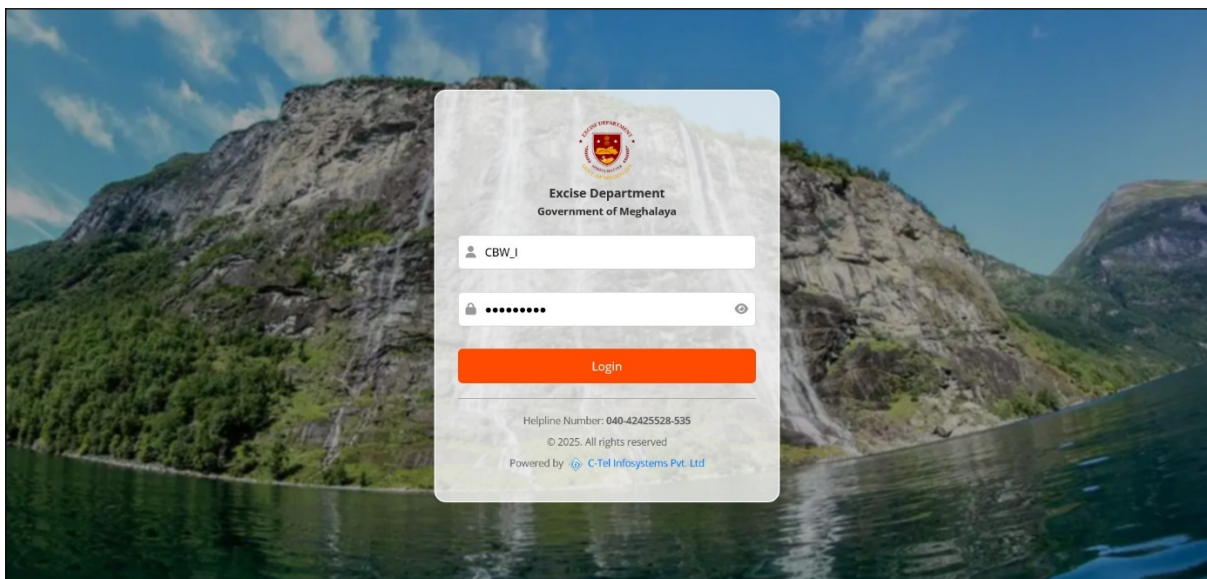
Pending

Search

SI No	Indent Number	Permit Number	Permit Issued Date	Wholesale Name	Status/Action
1	IND300118062500043	PER300018062500128	18-Jun-2025 10:54:19 AM	SEVEN HILLS STATE BONDED WAREHOUSE	Forwarded to Officer

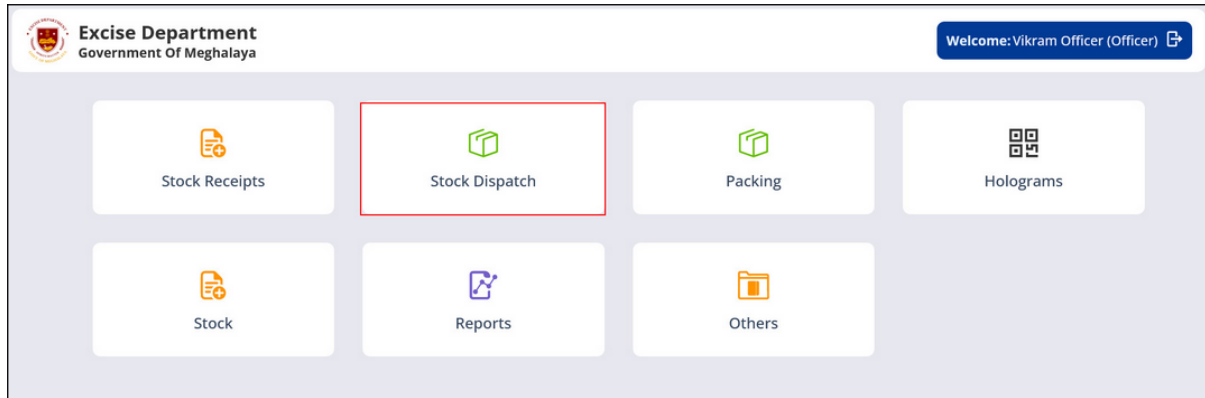
7.3 Generate Pass

- The user needs to log in with CBW Officer credentials on the web application, as shown screen below.

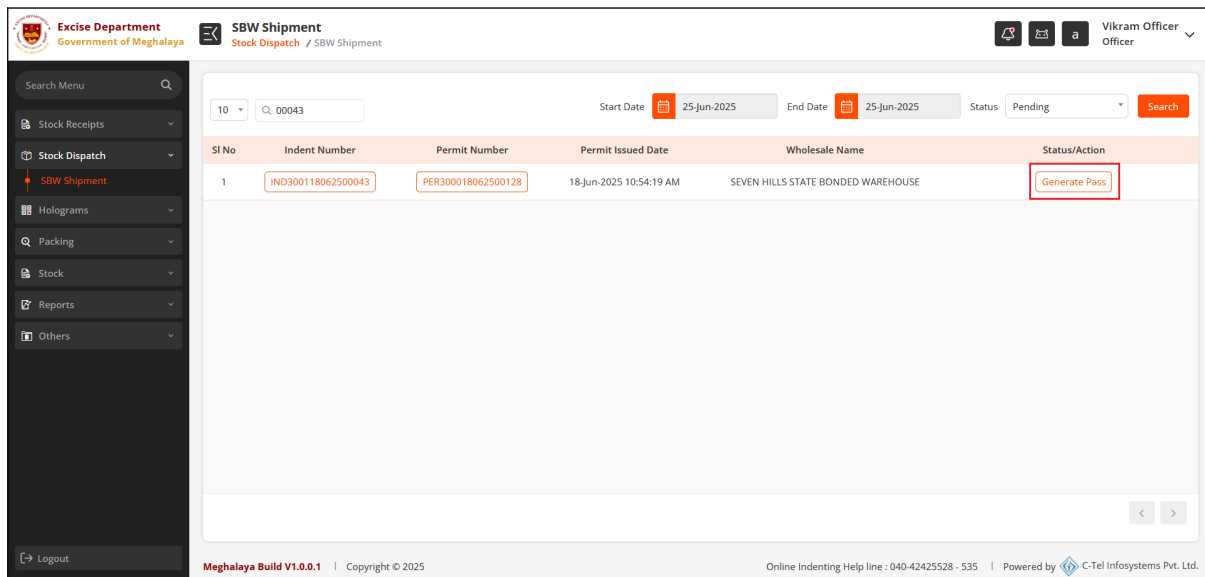


- Once the user has logged in successfully, they are taken to the user menu page displaying the main functions of the system, as shown below. The user needs to select the 'Stock Dispatch' tab.

CBW Control & Regulation User Reference Manual



- After clicking the 'Stock Dispatch' tab, permits with the status 'Generate Pass' will appear. These are the permits for which scanning has been completed, and the user needs to click on the 'Generate Pass' link.



- After click on “Generate Pass” a pop-up will appear prompting the user to verify the vehicle number, route, and transporter name. Click the 'Submit' button to Generate the Pass.

CBW Control & Regulation User Reference Manual

Transport Pass

Vehicle Number*

TS22D1234

Route*

Shillong

Transporter Name*

Raju

Validity date *

30-Jun-2025

S.No	Brand Name	Product Code	Size (ml)	Pack Type	Issued For	Approved Quantity
1	SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GPPL0	375	Glass	Local/Import/Foreign	5
2	SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GNNLO	180	Glass	Local/Import/Foreign	5
3	SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GQQLO	750	Glass	Local/Import/Foreign	5

Submit

- After click on submit button, a pop-up message will appear stating “Pass generated successfully”.

Transport Pass

Vehicle Number*


TS22D1234

Route*

Transporter Name*

Validity date *

S.No	Brand Name	Product Code	Size (ml)	Pack Type	Issued For	Approved Quantity
1	SIGNATURE PREMIER GR				rt/Foreign	5
2	SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GNNLO	180	Glass	Local/Import/Foreign	5
3	SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GQQLO	750	Glass	Local/Import/Foreign	5



Success!

Pass generated successfully

OK

- Select completed filter, now user can see the completed Shipments along with pass numbers.

CBW Control & Regulation User Reference Manual

SBW Shipment

Stock Dispatch / SBW Shipment

Vikram Officer

Officer

10

Search Records

Start Date

18-Jun-2025

End Date

18-Jun-2025


Status

Completed

Search


Sl No	Indent Number	Permit Number	Pass Number	Pass Issued Date	Wholesale Name	EVC	Status/Action
1	IND300118062500043	PER300018062500128	TP300018062500030	18-Jun-2025 03:36:08 PM	SEVEN HILLS STATE BONDED WAREHOUSE		Pass Issued
2	IND300116062500041	PER300016062500124	TP300016062500029	18-Jun-2025 12:40:12 PM	SEVEN HILLS STATE BONDED WAREHOUSE		Pass Issued

- Click on Pass Number link, user can take the print of Pass and Gate pass prints.




Excise Department


Government of Meghalaya



SBW Shipment

Stock Dispatch / SBW Shipment





Vikram Officer

Officer

Search Menu

Stock Receipts

Stock Dispatch

SBW Shipment

Holograms

Packing

Reports

Stock

Others

10

Search Records

Start Date18-Jun-2025

End Date18-Jun-2025

StatusCompleted

Search

Sl No	Indent Number	Permit Number	Pass Number	Permit Issued Date	Pass Issued Date	Pass Validity	EVC	Wholesale Name	Status/Action
				18-Jun-2025	18-Jun-2025			SEVEN HILLS STATE ONDED WAREHOUSE	Pass Issued
								SEVEN HILLS STATE ONDED WAREHOUSE	Pass Issued

Pass Number : TP300018062500030

X

S.No	Brand Number	Brand Name	Size(in ml)	Pack Type	Issued For	Indent Quantity	Scanned Quantity
1	0027	SIGNATURE PREMIER GRAIN WHISKY.	180.00	Glass	Local/Import/Foreign	5	5
2	0027	SIGNATURE PREMIER GRAIN WHISKY.	375.00	Glass	Local/Import/Foreign	5	5
3	0027	SIGNATURE PREMIER GRAIN WHISKY.	750.00	Glass	Local/Import/Foreign	5	5

Pass Print

CBW Control & Regulation User Reference Manual



EXCISE DEPARTMENT
GOVERNMENT OF MEGHALAYA

Form L-34

Pass for the Transport or Export of All Kind of Liquor from Licensed Premises

Indent Number: IND300118062500043
Permit Number: PER300018062500128
Date & Time of Issue: 18-Jun-2025 10:54:19 AM
Date & Time of Validity: 02-Aug-2025 11:59:59 PM
Pass Number: TP300018062500030
Date & Time of Issue: 18-Jun-2025 03:36:08 PM
Date & Time of Validity: 30-Jun-2025 11:59:59 PM
Vehicle Number: TS22D1234.
Route: Shillong

Name and Address of the Importer (Consignee)	Name and Address of the Exporter (Consignor)
License Number: 3300138825(Wholesale)	License Number: 2300038825(Wholesale)
License Type: SBW	License Type: CBW
Firm Name: SEVEN HILLS STATE BONDED WAREHOUSE	Firm Name: THE UMPOHLIEW CENTRAL WAREHOUSE
Address: 112 , Hill Station, Rewari , Shillong, West Garo Hills, Meghalaya - 500018	Address: 240 , Raghavai, Postam , Shillong, West Garo Hills, Meghalaya - 500018

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	5
3	1010W0027GPPLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	375 X 24	Glass	Local	5
Total								15



Vikram Officer
Officer

Gate Pass Print

THE UMPOHLIEW CENTRAL WAREHOUSE
(240 , Raghavai, Postam , Shillong, West Garo Hills, Meghalaya - 500018)
Gate Pass

S.No GPTP300018062500030
Pass Number TP300018062500030
From THE UMPOHLIEW CENTRAL WAREHOUSE, 240
To SEVEN HILLS STATE BONDED WAREHOUSE, 112
Transporter Raju
Shipped On 18-Jun-2025 03:36:08 PM
Vehicle Number TS22D1234



Manager

- Stock will update according to the sale quantity

CBW Control & Regulation User Reference Manual



EXCISE DEPARTMENT GOVERNMENT OF MEGHALAYA

Stock Register - IMFL

Reporting From : 18-Jun-2025 To 18-Jun-2025

[EXCEL DOWNLOAD](#)

S.No	Product Code	Product Name	Size (in ml)	Units Per Case	Pack Type	Issued For	Opening Stock (Cases)	Opening Stock (Bottles)	Receipts (Cases)	Receipts (Bottles)	Sales (Cases)	Sales (Bottles)	Storage Shortage (Bottles)	Storage Breakage (Bottles)	Closing Stock (Cases)	Closing Stock (Bottles)
1	1005W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	750	12	Glass	Local	3	0	0	0	0	0	0	0	3	0
2	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	180	48	Glass	Local	15	0	0	0	5	0	0	0	10	0
3	1010W0027GPPLLO	SIGNATURE PREMIER GRAIN WHISKY.	375	24	Glass	Local	106	0	0	0	5	0	0	0	101	0
4	1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	750	12	Glass	Local	20	19	0	0	5	0	0	0	15	19
5	1010W0027GQQPC	SIGNATURE PREMIER GRAIN WHISKY.	750	12	Glass	Police Canteen	100	0	0	0	1	0	0	0	99	0
Total							244	19	0	0	16	0	0	0	228	19

Officer - 18-Jun-2025 / 04:21:28 PM