

# Import Control & Regulation User Reference Manual



**Excise Department  
Government of Meghalaya**



**C-TEL INFOSYSTEMS PVT. LTD**  
**Hyderabad, Telangana**

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## Import Control & Regulation User Reference Manual

### 1. Overview

The Importer module in IEMS manages the hologram procurement, production, and dispatch of alcoholic beverages.

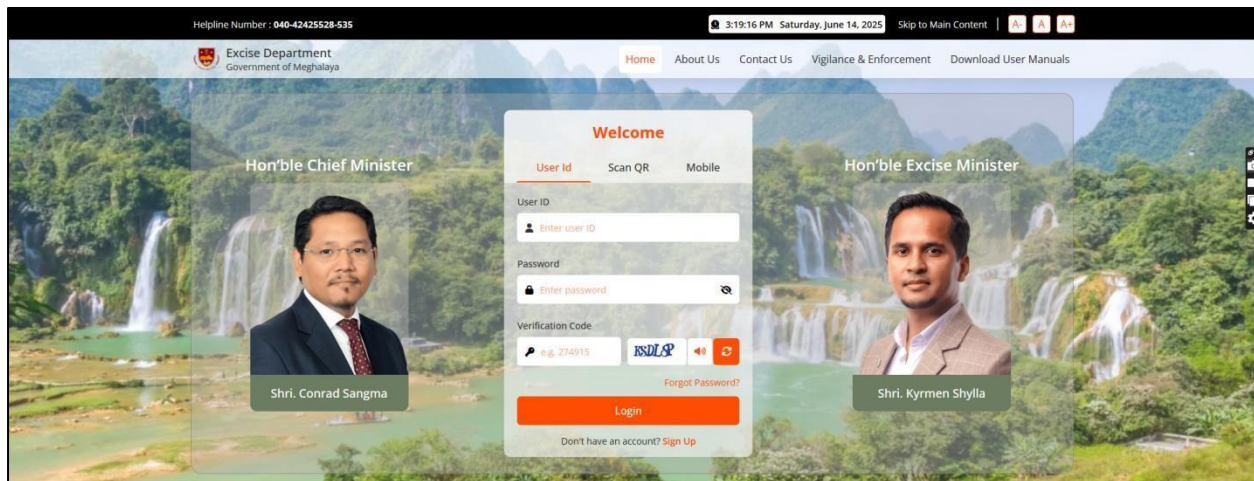
It covers brand registration, hologram procurement, bottle & case packing, and parent-child mapping. The module enables secure dispatch to CBW and Paramilitary units through Import Shipment Pass generation.

Handheld devices are used for scanning and validating case QR codes during dispatch.

This ensures regulatory compliance, traceability, and efficient stock movement.


### 2. Brand Registration

- Enter the login credentials of Applicant Username and Password along with verification code and click on Login to get login to the application. login button to access the application dashboard.



- Upon successful login to the application, the screen will display the following tabs.

# Import Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

Search Menu

License Management

Brand Label Management

User

Others / Support

Notification Configuration

Tickets

Logout

Tickets

Support / Tickets

59:54

Srinu Applicant

10

Search records

Start Date10-Sep-2025

End Date10-Sep-2025

StatusNew

Search

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

Showing 0 to 0 of 0 entries

+ Add Ticket

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- The user clicks on the Brand Label Management tab.

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**Excise Department**  
Government of Meghalaya

**New Label Application**  
Brand Label Management / New Label Application

59:50 Srinu Applicant

Search Menu

License Management

Brand Label Management

New Label Application

Price Master

User

Others / Support

Logout

10 Search records

Start Date 10-Sep-2025 End Date 10-Sep-2025 Pending Search

S.No.	Reference Number	Supplier Name	Submitted Date	Payment Details	Status	Label Details	Remarks	Print
No data available								

Showing 0 to 0 of 0 entries

+ Label Registration

Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2

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- Then, the user clicks on the + Label Registration.

**New Label Application**  
Brand Label Management / New Label Application / Label Application

59:53 Srinu Applicant

Name of the Company\* Select Application Type\* Select Financial Year 2025-2026

Brand Name	Brand Number	Segment	Strength (* Proof)	Strength (* UP)	Strength (V/V)	Size & Price Details
Brand Name	Brand Number	Segment	*Proof	*UP	V/V	Issued For State/Overseas Size Pack Type Ex Bond Price Profit Margin% Brand Barco

Remove Row New Row

Cancel Save

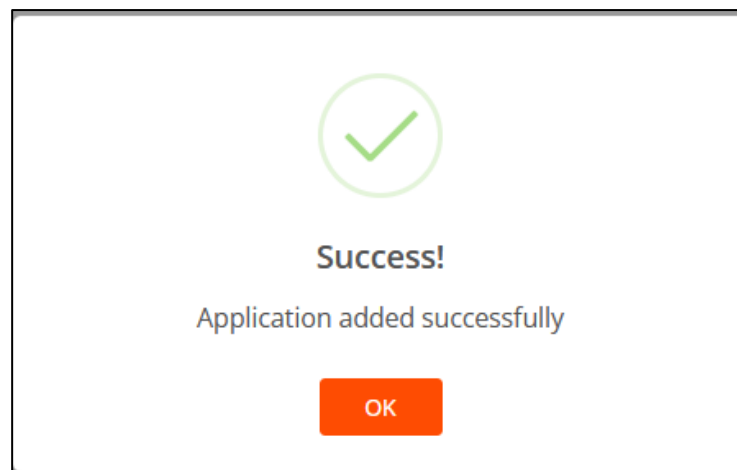
- The user chooses the Name of the Company from the available options.
- The user chooses the Application Type from the available options.
- If the user wants to add multiple Brands, click the '+ New Row' button. To remove unnecessary rows, select the row then click on '- Remove Row' button
- Next, the user enters the brand codes. The system will display all relevant brand details automatically on the screen. Select from the available options.
- Next, the user selects 'Issued For' from the available options, 'State/Overseas' is automatically filled.

## Import Control & Regulation User Reference Manual

- Next, the user selects 'Size' and 'Pack Type' from the available options.
- Next, the user enters the 'Ex-Bond Price', and the 'Profit Margin%' is automatically filled.
- Next, the user enters the 'Brand Barcode'.
- If the user wants to add multiples, click the '+ New Row' button. To remove unnecessary rows, select the row then click on '- Remove Row' button.
- After clicking the [ Cost Card ] button , a Pop-up window will be displayed
- After clicking the [ Cost Card ] Icon. it will re-directed another window

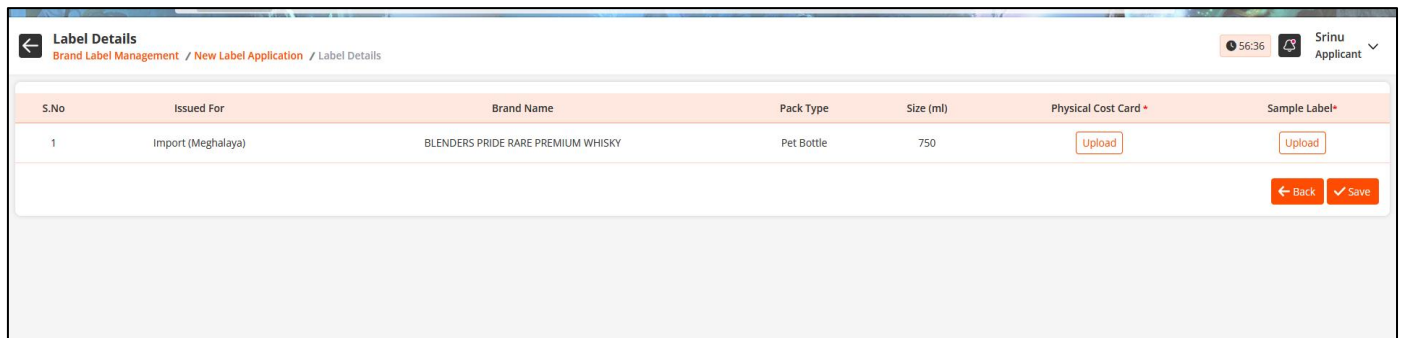
The screenshot shows the 'New Label Application' form. At the top, there are dropdowns for 'Name of the Company' (SR BUSINESS NAME (2006) - IMPORTER), 'Application Type' (Existing Label Registration), and 'Financial Year' (2025-2026). Below these is a table with columns: Brand Name, Brand Number, Segment, Strength ("Proof"), Strength ("UP"), Strength ("V/V"), and Size & Price Details. The 'Size & Price Details' section includes fields for 'Issued For' (Import), 'State/Overseas' (Meghalaya), 'Size' (750 X 1), 'Pack Type' (Glass), 'Ex Bond Price' (\$2200), 'Profit Margin%' (20), 'Brand Barcode' (354354), 'Category' (Super Premium Brand), and 'Cost Card'. There are '+ New Row' and '- Remove Row' buttons at the bottom of the table.

- After filling in all the mandatory fields, click the 'Save' button.
- If the user clicks the 'Cancel' button, they will be directed to the New Label Application page without saving the details.
- After click on Save button.
- If the indent is saved successfully, a confirmation pop-up message will be displayed on the screen.



- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Label Details page, where all previously created indents can be viewed.

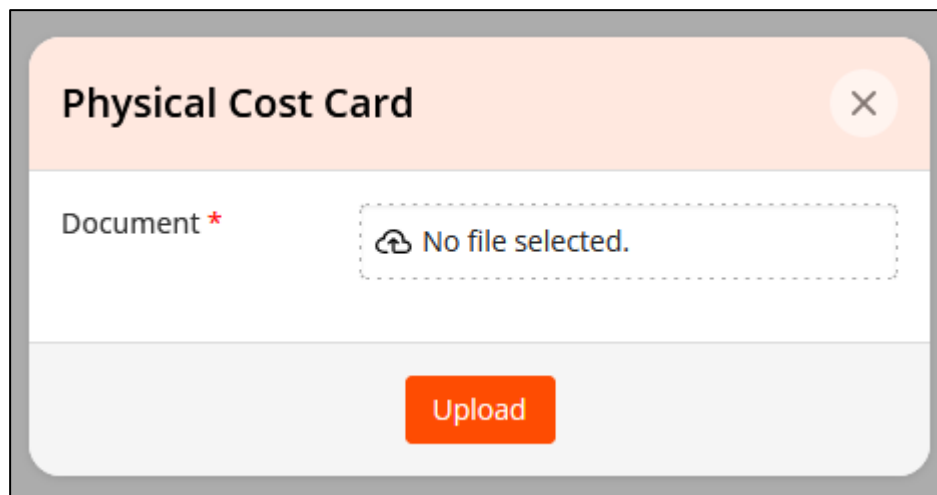
## Import Control & Regulation User Reference Manual




S.No	Issued For	Brand Name	Pack Type	Size (ml)	Physical Cost Card *	Sample Label*
1	Import (Meghalaya)	BLENDERS PRIDE RARE PREMIUM WHISKY	Pet Bottle	750	<a href="#">Upload</a>	<a href="#">Upload</a>

[← Back](#) [✓ Save](#)

- Next, the user clicks on 'Physical Cost Card' upload hyper link tab.

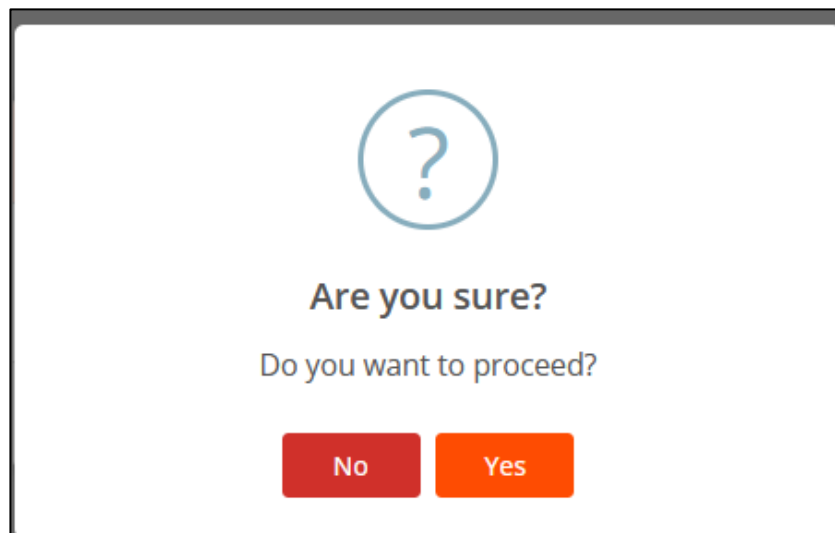



**Physical Cost Card** [X]

Document \*  No file selected.

[Upload](#)

- Next, the user needs to upload the document, and after upload it, click on the 'Upload' button. a confirmation pop-up message will be displayed on the screen.





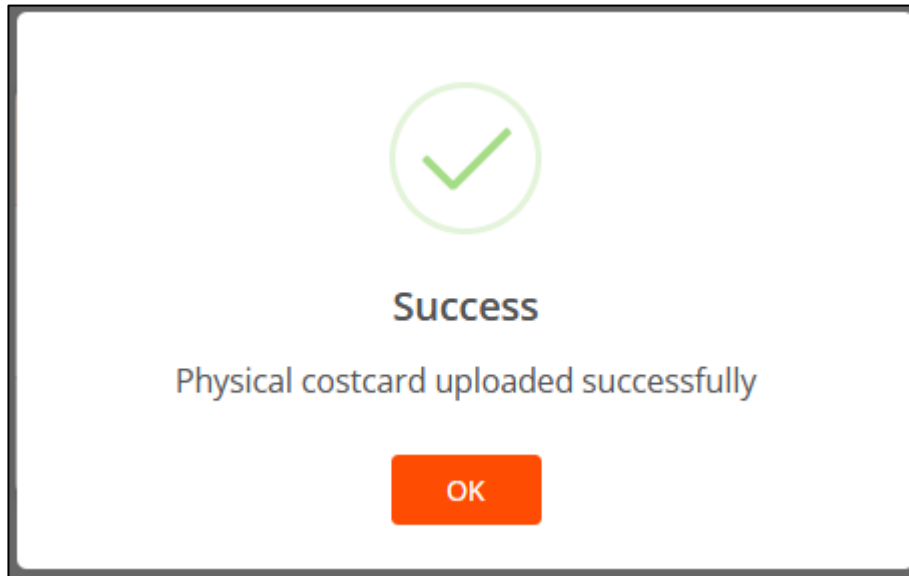
**Are you sure?**

Do you want to proceed?

[No](#) [Yes](#)

## Import Control & Regulation User Reference Manual

- If the user clicks the 'No' button, they will be directed to the file upload page without saving the details.
- Click on the "Yes" button in the confirmation pop-up.



- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Label Details page, where all previously Details can be viewed with View and Re-upload hyperlink buttons.

Label Details

Brand Label Management / New Label Application / Label Details

57:04

Srinu

Applicant

S.No	Issued For	Brand Name	Pack Type	Size (ml)	Physical Cost Card *		Sample Label*
1	Import (Meghalaya)	BLENDERS PRIDE RARE PREMIUM WHISKY	Pet Bottle	750	<div>View</div>	<div>Re-upload</div>	<div>Upload</div>


← Back

✓ Save

- If the user clicks the 'View' button, user can view the upload file.



## Import Control & Regulation User Reference Manual

SR BUSINESS NAME (8-25 hyd, KHAMMAM, KALLURU, Eastern West Khasi Hills, Meghalaya - 502454) FORM A (See Rule 366)												
Application for Registration of Brand Name and Label to the Commissioner of Excise, Meghalaya, Shillong												
Application Number : LA2006270525156										Date & Time : 27-May-2025 02:49:06 PM		
1)												
S.No.	Name of Brand	Country of Origin	Issued For	State	Strength (° Proof)	Strength (° UP)	Strength (V/V)	Size	No. of Bottles (per case)	Bulk Litre (per case)	London Proof Litre (per case)	Name & Address of Bottling Plant/Brewery/Winery
1	LUIS FELIPE EDWARDS CARMENERE 2023.	Germany	Foreign (BIO)	Meghalaya	25	1	2	750	12	9	N/A	SR BUSINESS NAME 8-25 hyd, KHAMMAM, KALLURU, Eastern West Khasi Hills, Meghalaya - 502454
2	LUIS FELIPE EDWARDS SAUVIGNON BLANC 2023.	Portugal	Foreign (BIO)	Meghalaya	25	1	2	750	12	9	N/A	SR BUSINESS NAME 8-25 hyd, KHAMMAM, KALLURU, Eastern West Khasi Hills, Meghalaya - 502454
2) The Country of Origin of the Liquor : <b>Germany, Portugal</b>												
3) Name and Address of the Firm : <b>SR BUSINESS NAME 8-25 hyd, KHAMMAM, KALLURU, Eastern West Khasi Hills, Meghalaya - 502454</b>												
4) List of Documents enclosed :												
(a) 2 sets of labels of every size duly authenticated by the applicant with his dated signature in full.												
(b) Cost card of the indented brands.												
 <div style="text-align: right;">Srinu Applicant</div>												

- If the user clicks the 'Re-upload' hyperlink button, the system opens the upload file page where the user can select a new document and then click the 'Upload' button

**Physical Cost card Re-upload**
✕

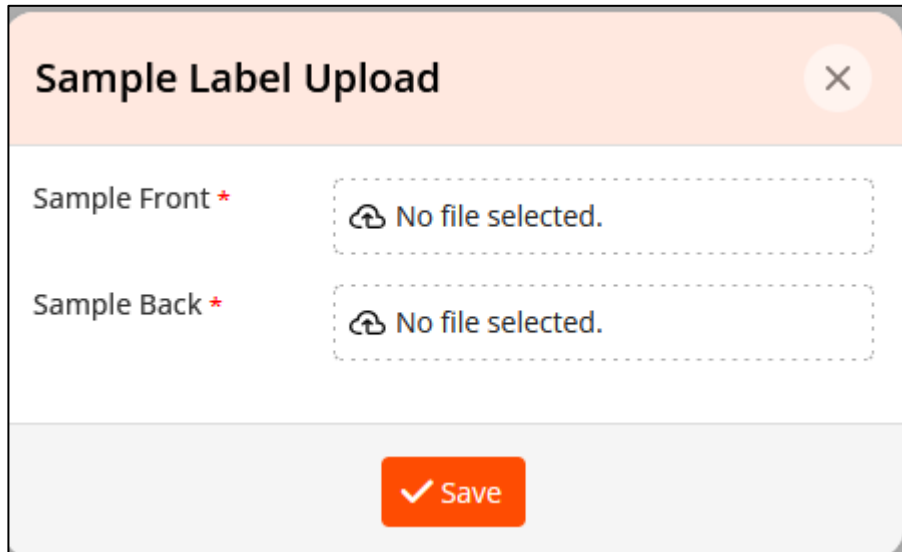
Document \*

📁
No file selected.

✓ Upload

## Import Control & Regulation User Reference Manual

- Next, the user clicks on 'Sample Label' upload hyper link tab.

A screenshot of a web form titled "Sample Label Upload" with a close button (X) in the top right corner. The form has two input fields: "Sample Front" and "Sample Back", both marked with a red asterisk. Each field has a dashed border and contains a cloud icon and the text "No file selected.". At the bottom of the form is an orange button with a white checkmark and the text "Save".

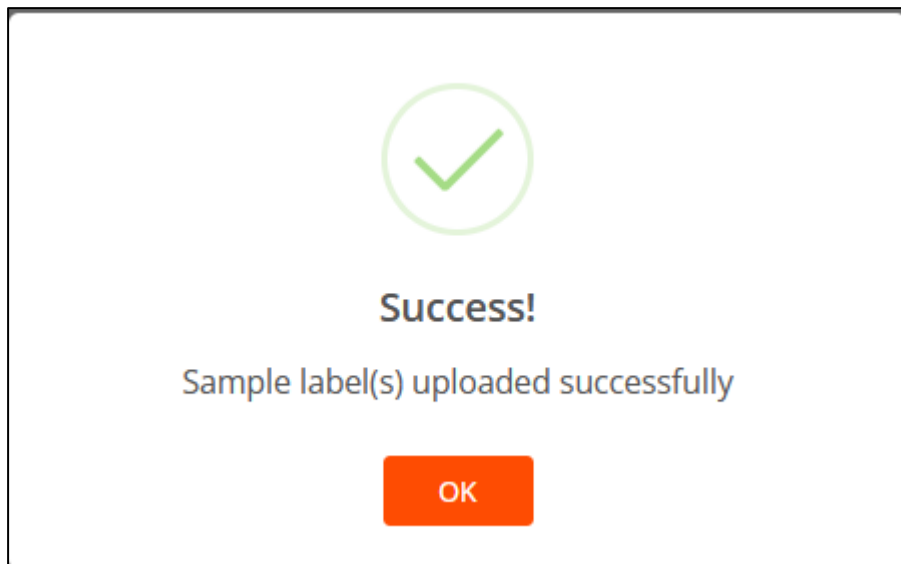
**Sample Label Upload** [X]

Sample Front \* [No file selected.]

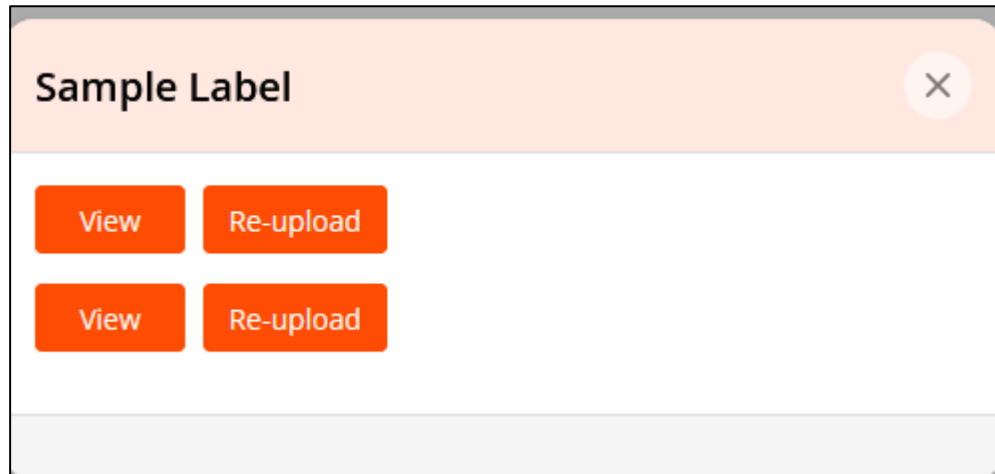
Sample Back \* [No file selected.]

[Save]

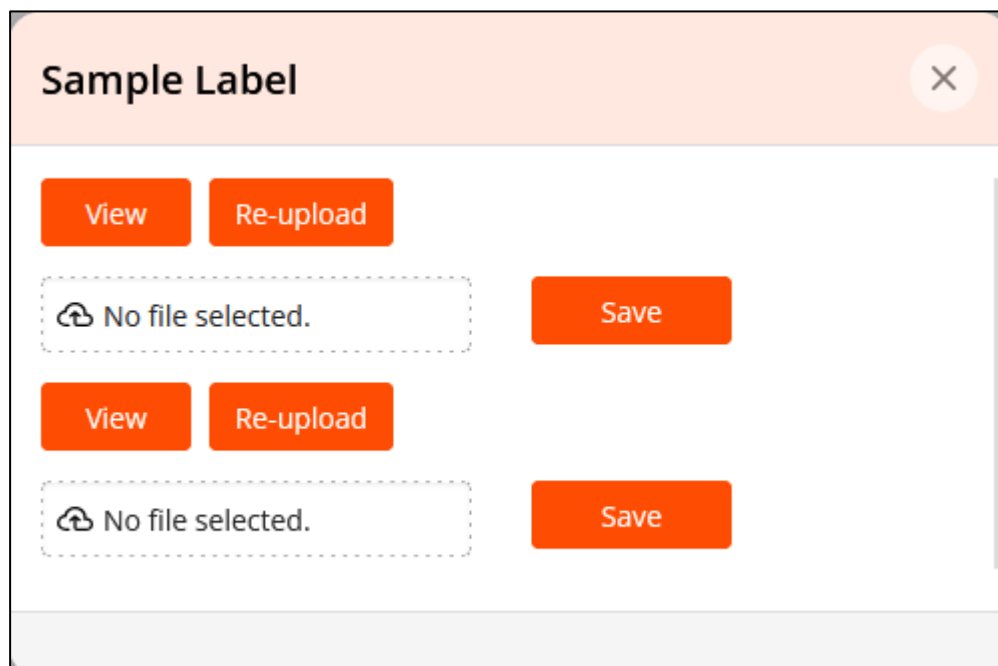
- Next, the user needs to upload the 'Sample Back' and 'Sample Front' documents, and after uploading them, click on the 'Save' button.
- After clicking the 'Save' button, a confirmation pop-up is displayed.



- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Label Details page, where all previously created details can be viewed. If the user clicks the Sample Label 'view' hyper link tab



- If the user clicks the Sample Label 'view' hyperlink tabs. User can view the upload the documents.
- If the user clicks the 'Re-upload' hyperlink buttons, the system opens the upload file fields where the user can select a new document and then click the 'save' button.



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- After click on the 'save' button confirmation pop-up is showing. click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Label Details page, where all previously created indents can be viewed.

**Label Details**  
Brand Label Management / New Label Application / Label Details

58:30 Srinu Applicant

S.No	Issued For	Brand Name	Pack Type	Size (ml)	Physical Cost Card *	Sample Label*
1	Import (Meghalaya)	BLENDERS PRIDE RARE PREMIUM WHISKY	Pet Bottle	750	View Re-upload	View

Back Save

- If user want click on 'Back' button. page will navigate the previous page.

**New Label Application**  
Brand Label Management / New Label Application / Label Application

54:06 Srinu Applicant

Name of the Company\* SR BUSINES NAME (2006) - IMPORTER Application Type\* Existing Label Registration Financial Year 2025-2026

Brand Name Brand Number Segment Strength (\* Proof) Strength (\* UP) Strength (V/V) Size & Price Details

Brand Name Brand Number Segment \*Proof \*UP V/V Issued For State/Overseas Size Pack Type Ex Bond Price Profit Margin% Brand

Select Issued For Select Select Size Select Pack Type Ex Bond Price Profit Brand B

Remove Row New Row Cancel Save

S.No	Brand Name	Brand Number	Segment	Strength (* Proof)	Strength (* UP)	Strength (V/V)	Issued For	State	Size	Pack Type	Ex Bond Price	Profit Margin%	B
1	BLENDERS PRIDE RARE PRE	0002	WHISKY	75	25	42.8	Import	Meghalaya	750X4	Pet Bottle	125	20	45252

Update

- After clicking the Save button, navigate to the 'Label Documents' page. User need to click on the "No file selected" and providing remarks in the text field , and then click the Submit button.

## Import Control & Regulation User Reference Manual

Label Documents  
Brand Label Management / New Label Application / Label Documents

55:21 Srinu Applicant

Label Registration Documents

Application form from the Company\*

Remarks\*

Note : After submission, no further modifications can be made to the application.

[Back](#) [Submit](#)

- After click on the 'Submit' button, the next screen will appear

Label Documents  
Brand Label Management / New Label Application / Label Documents

53:52 Srinu Applicant

Label Registration Documents

Application form from the Company\*

Remarks\*


Note : After submission, no further modifications can be made to the application.


**Success!**  
Application submitted successfully


[OK](#)

- After click on the 'OK' button, the new brand details will be shown on the next screen.
- Note : Application is submitted than it will forwarded to Inspector of Excise

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**Excise Department**  
Government of Meghalaya

**New Label Application**  
Brand Label Management / New Label Application

58:44  Srinu Applicant

Search Menu

License Management

Brand Label Management

New Label Application

Price Master

User

Others / Support

Logout

10 LA2006100925582

Start Date 11-Sep-2025 End Date 11-Sep-2025 Pending Search


S.No.	Reference Number	Supplier Name	Submitted Date	Payment Details	Status	Label Details	Remarks	Print
1	LA2006100925582	SR BUSINES NAME	10-Sep-2025 02:08:05 PM		Submitted to Inspector of Excise	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Print</a>


Showing 1 to 1 of 1 entries (filtered from 2 total entries)


[+ Label Registration](#)

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- The indent after approve Inspector of Excise the following screen will be displayed.

**Excise Department**  
Government of Meghalaya

**New Label Application**  
Brand Label Management / New Label Application

56:40  Srinu Applicant

Search Menu

License Management

Brand Label Management

New Label Application

Price Master

User

Others / Support

Logout

10 Search records

Start Date 10-Sep-2025 End Date 11-Sep-2025 Approved Search

S.No.	Reference Number	Supplier Name	Submitted Date	Payment Details	Status	Label Details	Remarks	Print
1	LA2006100925582	SR BUSINES NAME	10-Sep-2025 02:08:05 PM		Approved	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Print</a>


Showing 1 to 1 of 1 entries

[+ Label Registration](#)

- To preview the final label print.

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- Label Application Print  
[ This print is generated after application is submit]

SR BUSINES NAME (8-25 hyd, KHAMMAM, KALLURU, Eastern West Khasi Hills, Meghalaya - 502454) FORM A (See Rule 366)												
Application for Registration of Brand Name and Label to the Commissioner of Excise, Meghalaya, Shillong												
Application Number : LA2006100925582										Date & Time : 10-Sep-2025 02:08:05 PM		
1)												
S.No.	Name of Brand	Country of Origin	Issued For	State	Strength (° Proof)	Strength (° UP)	Strength (V/V)	Size	No. of Bottles (per case)	Bulk Litre (per case)	London Proof Litre (per case)	Name & Address of Bottling Plant/ Brewery/Winery
1	BLENDERS PRIDE RARE PREMIUM WHISKY	India	Import	Meghalaya	75	25	42.8	750	4	3	2.25	SR BUSINES NAME 8-25 hyd, KHAMMAM, KALLURU, Eastern West Khasi Hills, Meghalaya - 502454
2) The Country of Origin of the Liquor : <b>India</b>												
3) Name and Address of the Firm : <b>SR BUSINES NAME 8-25 hyd, KHAMMAM, KALLURU, Eastern West Khasi Hills, Meghalaya - 502454</b>												
4) List of Documents enclosed :												
(a) 2 sets of labels of every size duly authenticated by the applicant with his dated signature in full.												
(b) Cost card of the indented brands.												
												
Srinu Applicant												

- Local Cost card  
[ This is print generated individual cost card ]

## Import Control & Regulation User Reference Manual

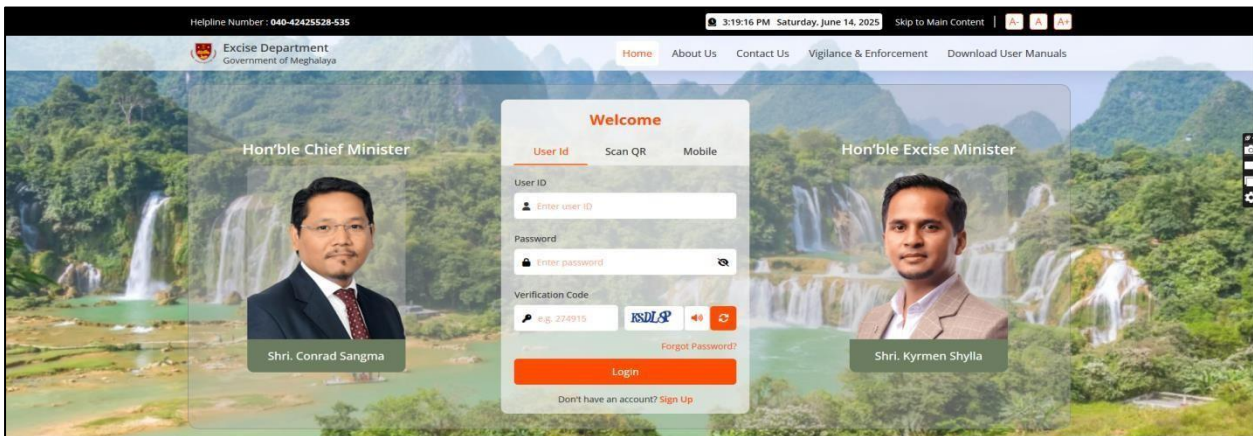
Cost Card Print

Import Cost Card																			
S.No	Name of Supplier	Brand Name	Brand Number	Pack Type	Segment	Bottle Capacity(ml)	Units Per Case	Ex-Bond Price	TPF/IPF (Per Case)	Literage Fee (Per Case)	Total TPF/IPF (Per Case)	Advalorem (Per Case)	VAI (Per Case)	Total (Per Case)	Profit Margin (Per Case)	Retailer Lifting Fee (Per Case)	MRP (Per Case)	MRP	Category
1	SR BUSINESS NAME	BLENDERS PRIDE RARE PREMIUM WHISKY	0002	Pet Bottle	WHISKY	750	4	125.00	375.00	25.00	400	1070.00	478.50	2073.5	414.70	2.00	2492	623	Deluxe Prestige Brand

This report is generated by Srinu (Applicant) on 11-Sep-2025 at 11:29:46 AM

### 3. Hologram Procurement Process

- The Supplier must enter their User ID and Password in the respective fields.
- Enter the valid captcha in the respective fields.
- Click the login button to access the application dashboard.



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



## Import Control & Regulation User Reference Manual

The screenshot displays the 'Hologram Purchase Indent' application interface. At the top, the header includes the 'Excise Department Government of Meghalaya' logo, the title 'Hologram Purchase Indent', and a user profile for 'Srinu Supplier'. The left sidebar contains a 'Search Menu' and a list of navigation items: 'Master Data', 'Hologram Procurement' (selected), 'Hologram Purchase Indent' (active), 'Hologram Inventory', 'Hologram Packing', 'Offline Challan', 'Stock', 'Dispatch', and 'Others / Support'. The main content area features a search bar with '10' and 'Search records', date filters for 'Start Date' and 'End Date' (both set to '11-Sep-2025'), and a 'Search' button. Below this is a table with columns: 'S.No', 'Supplier Name', 'Indent Number', 'Hologram Quantity', 'Purpose', 'Request Date', 'Payment Details', 'Delivery Challan Number', 'Status/Action', 'Prints', and 'Remarks'. The table is currently empty, displaying 'No data available'. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' and includes a '+ Hologram Purchase Indent' button. The footer contains the helpline number '7331118981 - 85', the version 'Meghalaya Build V1.0.0.2', and the copyright notice '© 2025 Designed & Developed by C-Tel Infosystems Pvt. Ltd.'.

- 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).

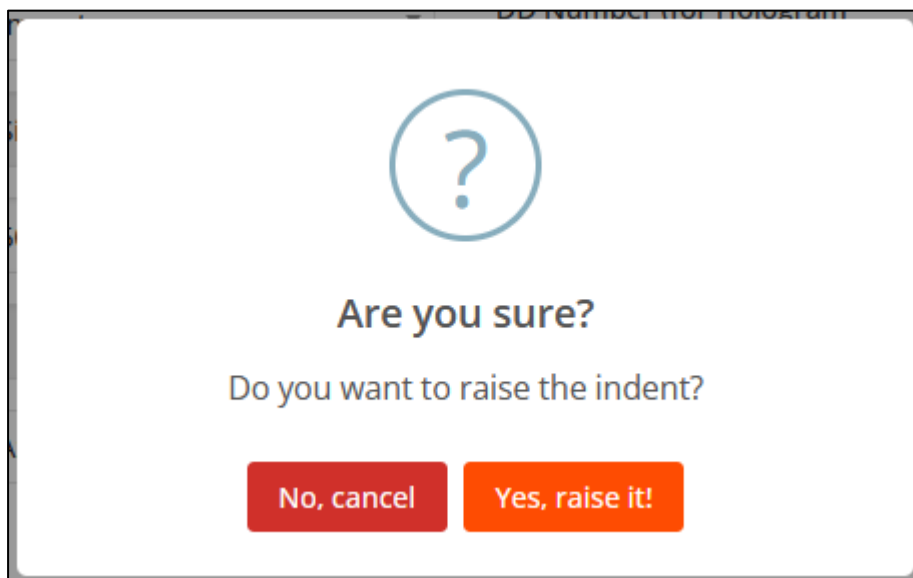
## Import Control & Regulation User Reference Manual

The screenshot shows the 'Hologram Purchase Indent' form within the 'Excise Department' portal. The form is titled 'Hologram Purchase Indent Details' and contains the following fields:

- Purpose \* (Dropdown menu)
- Hologram Colour \* (Text input)
- Hologram Quantity \* (Text input, with a note 'In multiples of 50000')
- Carton Quantity \* (Text input)
- DD Bank (for Hologram Manufacturer)\* (Dropdown menu)
- DD Number (for Hologram Manufacturer)\* (Text input, placeholder: 'Please enter DD no')
- DD Amount (Rs.) (for Hologram Manufacturer)\* (Text input)
- DD Date (for Hologram Manufacturer)\* (Text input, value: '11-Sep-2025')
- Upload DD Copy (for Hologram Manufacturer)\* (File upload button, placeholder: 'No file selected')
- Remarks (Text input, placeholder: 'Please enter remarks')

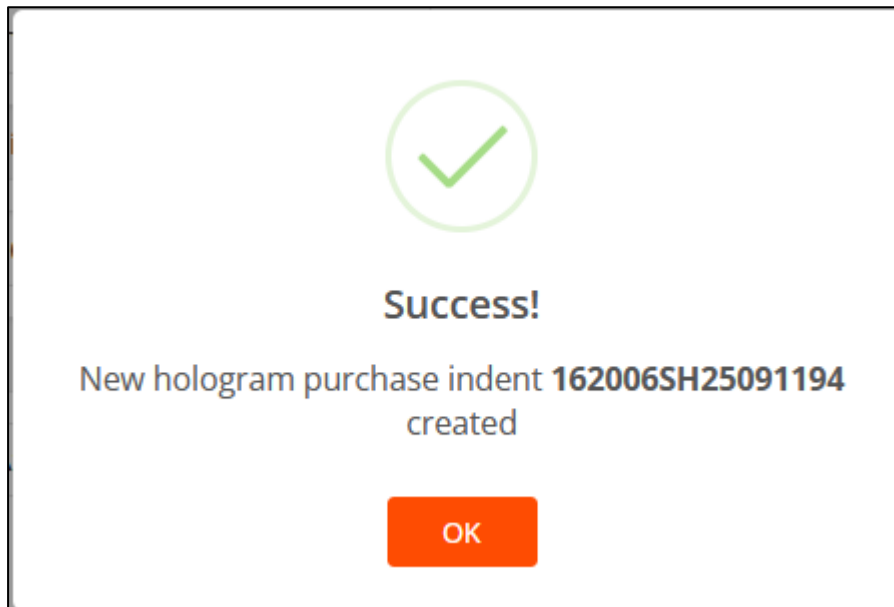
At the bottom of the form are 'Cancel' and 'Save' buttons. The background shows a table with columns: S.No, Supplier Name, Indent Number, Hologram Quantity, Purpose, Request Date, Payment Details, Delivery Challan Number, Status/Action, Prints, and Remarks. The footer includes the helpdesk number 7331118981, the version Meghalaya Build V1.0.0.2, and the copyright notice for C-Tel Infosystems Pvt. Ltd.

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

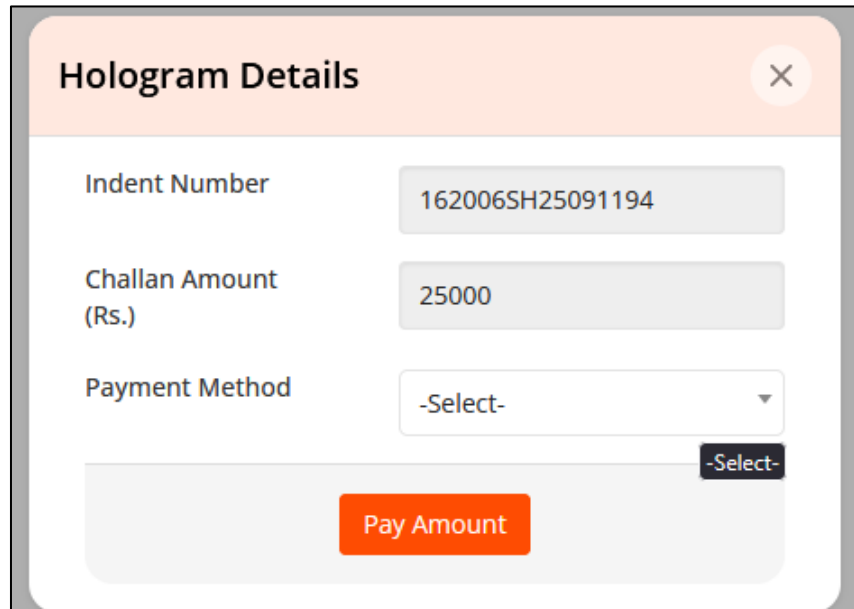
## Import Control & Regulation User Reference Manual



- 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.

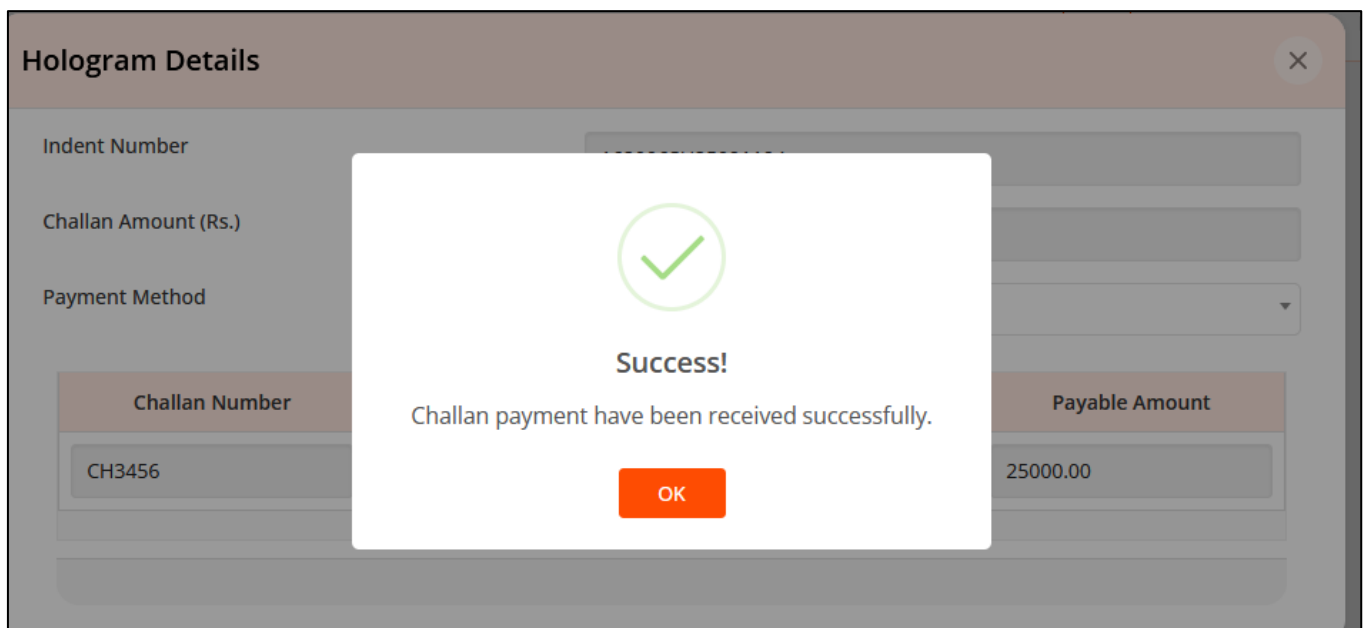
The screenshot shows the 'Hologram Purchase Indent' application interface. On the left is a dark sidebar with a search menu and a list of navigation items: Master Data, Hologram Procurement (selected), Hologram Inventory, Hologram Packing, Offline Challan, Stock, Dispatch, and Others / Support. The main area has a header with the Excise Department logo, the title 'Hologram Purchase Indent', and a breadcrumb 'Hologram Procurement / Hologram Purchase Indent'. It also shows a clock at 59:57 and a user profile for 'Srinu Supplier'. Below the header is a search bar with '10' records and filters for 'Start Date' (11-Sep-2025) and 'End Date' (11-Sep-2025). A table displays one record with columns: S.No, Supplier Name, Indent Number, Hologram Quantity, Purpose, Request Date, Payment Details, Delivery Challan Number, Status/Action, Prints, and Remarks. The record shows 'SR BUSINES NAME' as the supplier, '162006SH25091194' as the indent number, '50000' as the quantity, 'Import' as the purpose, and '11-Sep-2025 12:31:38 PM' as the request date. Action buttons 'View', 'Make Payment', and 'View' are present in the Status/Action, Payment Details, and Remarks columns respectively. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has a '+ Hologram Purchase Indent' button. The footer includes a login link, a helpline number, the version 'Meghalaya Build V1.0.0.2', and a copyright notice for C-Tel Infosystems Pvt. Ltd.

- 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



The screenshot shows a modal window titled "Hologram Details" with a close button (X) in the top right corner. The form contains three input fields: "Indent Number" with the value "162006SH25091194", "Challan Amount (Rs.)" with the value "25000", and "Payment Method" with a dropdown menu showing "-Select-". Below the dropdown menu is a button labeled "Pay Amount".

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



The screenshot shows the "Hologram Details" form with a success message overlay. The message is a white box with a green checkmark icon, the text "Success!", and "Challan payment have been received successfully." Below the message is an "OK" button. The background form is dimmed, showing the "Challan Number" as "CH3456" and the "Payable Amount" as "25000.00".

- 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

## Import Control & Regulation User Reference Manual


will be forwarded to Forwarded to Inspector of Excise. In list view request will be displayed as below.


The screenshot displays the 'Hologram Purchase Indent' application interface. The top header includes the 'Excise Department Government of Meghalaya' logo, the application title 'Hologram Purchase Indent', and the user 'Srinu Supplier'. A sidebar on the left contains a 'Search Menu' and a list of navigation items: 'Master Data', 'Hologram Procurement' (selected), 'Hologram Inventory', 'Hologram Packing', 'Offline Challan', 'Stock', 'Dispatch', and 'Others / Support'. The main content area shows a table of indents with columns: S.No, Supplier Name, Indent Number, Hologram Quantity, Purpose, Request Date, Payment Details, Delivery Challan Number, Status/Action, Prints, and Remarks. A single entry is visible with S.No 1, Supplier Name SR BUSINESS NAME, Indent Number 1620065H25091194, Hologram Quantity 50000, Purpose Import, Request Date 11-Sep-2025 12:31:38 PM, and Status/Action Forwarded to Inspector of Excise. The bottom of the interface shows a footer with 'Showing 1 to 1 of 1 entries', a '+ Hologram Purchase Indent' button, and copyright information: '© 2025 Designed & Developed by C-Tel Infosystems Pvt. Ltd.'.

S.No	Supplier Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	SR BUSINESS NAME	1620065H25091194	50000	Import	11-Sep-2025 12:31:38 PM	<a href="#">View</a>	NA	Forwarded to Inspector of Excise	<a href="#">Print</a>	<a href="#">View</a>

- Once the IOE verifies and forwards the indent, it will appear in the Assistant Commissioner's login. The status will be displayed as shown in the screen below.

## Import Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

**Hologram Purchase Indent**  
Hologram Procurement / Hologram Purchase Indent

59:54  
Srinu Supplier

Search Menu

Master Data

Hologram Procurement

- Hologram Purchase Indent
- Hologram Inventory

Hologram Packing

Offline Challan

Stock

Dispatch

Others / Support

Logout

10 Search records

Start Date 11-Sep-2025 End Date 11-Sep-2025 Search

S.No	Supplier Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	SR BUSINES NAME	162006SH25091194	50000	Import	11-Sep-2025 12:31:38 PM	<a href="#">View</a>	NA	Forwarded to Assistant Commissioner		<a href="#">View</a>


Showing 1 to 1 of 1 entries


+ Hologram Purchase Indent

Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2

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- Once the Assistant Commissioner verifies and forwards the indent, it will appear in the manufacturer's login. The status will be displayed as shown in the screen below.

**Excise Department**  
Government of Meghalaya

**Hologram Purchase Indent**  
Hologram Procurement / Hologram Purchase Indent

59:58  
Srinu Supplier

Search Menu

Master Data

Hologram Procurement

- Hologram Purchase Indent
- Hologram Inventory

Hologram Packing

Offline Challan

Stock

Dispatch

Others / Support

Logout

10 Search records

Start Date 11-Sep-2025 End Date 11-Sep-2025 Search

S.No	Supplier Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	SR BUSINES NAME	162006SH25091194	50000	Import	11-Sep-2025 12:31:38 PM	<a href="#">View</a>	NA	Forwarded to Manufacturer		<a href="#">View</a>

Showing 1 to 1 of 1 entries

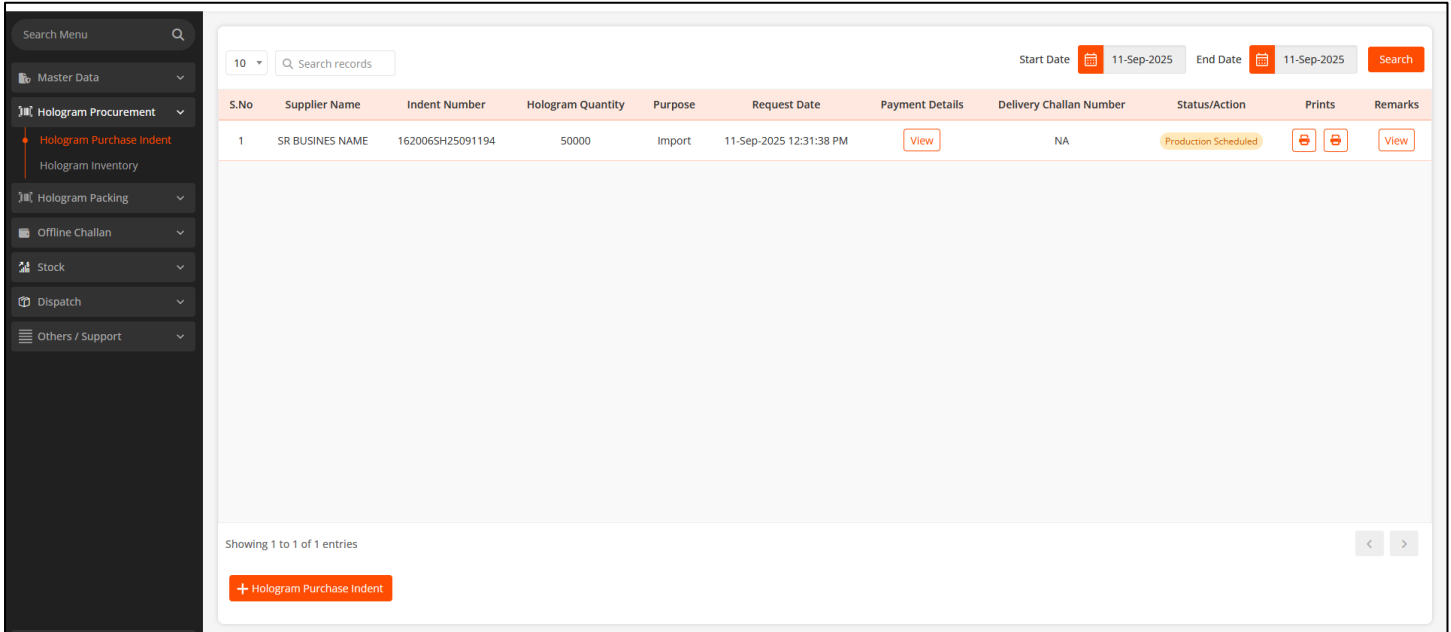
+ Hologram Purchase Indent

Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2

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## Import Control & Regulation User Reference Manual

- Once the manufacturer schedules the production, the status will be displayed as shown in the screen below.





The screenshot displays a web application interface for managing Hologram Purchase Indents. On the left is a dark sidebar with a 'Search Menu' and a list of navigation items: Master Data, Hologram Procurement (selected), Hologram Purchase Indent (active), Hologram Inventory, Hologram Packing, Offline Challan, Stock, Dispatch, and Others / Support. The main content area features a search bar with '10' and 'Search records', date filters for 'Start Date' and 'End Date' both set to '11-Sep-2025', and a 'Search' button. Below this is a table with columns: S.No, Supplier Name, Indent Number, Hologram Quantity, Purpose, Request Date, Payment Details, Delivery Challan Number, Status/Action, Prints, and Remarks. A single entry is shown with S.No 1, Supplier Name SR BUSINES NAME, Indent Number 162006SH25091194, Hologram Quantity 50000, Purpose Import, Request Date 11-Sep-2025 12:31:38 PM, a 'View' button in the Payment Details column, Delivery Challan Number NA, and Status/Action 'Production Scheduled'. The Status/Action column also contains two printer icons and a 'View' button in the Remarks column. At the bottom left of the table area, it says 'Showing 1 to 1 of 1 entries'. At the bottom center is a '+ Hologram Purchase Indent' button. At the bottom right are navigation arrows.

S.No	Supplier Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	SR BUSINES NAME	162006SH25091194	50000	Import	11-Sep-2025 12:31:38 PM	<a href="#">View</a>	NA	Production Scheduled		<a href="#">View</a>

- After the production is completed, the status will be shown as 'Production Completed'.

## Import Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

**Hologram Purchase Indent**  
Hologram Procurement / Hologram Purchase Indent

59:11  
Srinu Supplier

Search Menu

Master Data

Hologram Procurement

- Hologram Purchase Indent
- Hologram Inventory

Hologram Packing

Offline Challan

Stock



Dispatch

Others / Support

Logout

10 Search records

Start Date 11-Sep-2025 End Date 11-Sep-2025 Search


S.No	Supplier Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	SR BUSINES NAME	162006SH25091194	50000	Import	11-Sep-2025 12:31:38 PM	<a href="#">View</a>	NA	Production Completed	 	<a href="#">View</a>


Showing 1 to 1 of 1 entries

[+ Hologram Purchase Indent](#)

Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2 © 2025 Designed & Developed by C-Tel Infosystems Pvt. Ltd.

- While starting spool packing, the status will be shown as 'Packing In-Process'

**Excise Department**  
Government of Meghalaya

**Hologram Purchase Indent**  
Hologram Procurement / Hologram Purchase Indent

58:29  
Srinu Supplier

Search Menu

Master Data

Hologram Procurement

- Hologram Purchase Indent
- Hologram Inventory

Hologram Packing

Offline Challan

Stock



Dispatch

Others / Support

Logout

10 Search records

Start Date 11-Sep-2025 End Date 11-Sep-2025 Search

S.No	Supplier Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	SR BUSINES NAME	162006SH25091194	50000	Import	11-Sep-2025 12:31:38 PM	<a href="#">View</a>	NA	Packing In-process	 	<a href="#">View</a>

Showing 1 to 1 of 1 entries


[+ Hologram Purchase Indent](#)


Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2 © 2025 Designed & Developed by C-Tel Infosystems Pvt. Ltd.


- After packing is completed, the status is updated to 'Packing Completed Dispatch In-Process'.



## Import Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

 **Hologram Purchase Indent**  
Hologram Procurement / Hologram Purchase Indent

59:08  Srinu  
Supplier

Search Menu

Master Data

Hologram Procurement

- Hologram Purchase Indent
- Hologram Inventory

Hologram Packing

Offline Challan

Stock



Dispatch

Others / Support

Logout

10 Search records

Start Date 11-Sep-2025 End Date 11-Sep-2025 Search

S.No	Supplier Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	SR BUSINES NAME	162006SH25091194	50000	Import	11-Sep-2025 12:31:38 PM	<a href="#">View</a>	20062509IVP25147	Packing Completed, Dispatch In-process	 	<a href="#">View</a>

Showing 1 to 1 of 1 entries


[+ Hologram Purchase Indent](#)


MegaProc-7231418061 - SR - Meghalaya Build V4.0.0.3


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- After the manufacturer dispatches the holograms, the status is updated to 'Dispatched to Headquarter'

# Import Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

**Hologram Purchase Indent**  
Hologram Procurement / Hologram Purchase Indent

59:58  Srinu Supplier

Search Menu

Master Data

Hologram Procurement

- Hologram Purchase Indent
- Hologram Inventory

Hologram Packing

Offline Challan




Stock

Dispatch

Others / Support

10 Search records


Start Date 11-Sep-2025 End Date 11-Sep-2025 Search


S.No	Supplier Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	SR BUSINES NAME	162006SH25091194	50000	Import	11-Sep-2025 12:31:38 PM	<a href="#">View</a>	20062509IVP25147	Dispatched to Headquarter	  	<a href="#">View</a>


Showing 1 to 1 of 1 entries

[+ Hologram Purchase Indent](#)

- After being received at the headquarters, the status will be shown as 'Hologram Received at Headquarters'

**Excise Department**  
Government of Meghalaya

**Hologram Purchase Indent**  
Hologram Procurement / Hologram Purchase Indent

58:40  Srinu Supplier

Search Menu

Master Data

Hologram Procurement

- Hologram Purchase Indent
- Hologram Inventory

Hologram Packing

Offline Challan




Stock

Dispatch

Others / Support

10 Search records

Start Date 11-Sep-2025 End Date 11-Sep-2025 Search

S.No	Supplier Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	SR BUSINES NAME	162006SH25091194	50000	Import	11-Sep-2025 12:31:38 PM	<a href="#">View</a>	20062509IVP25147	Hologram Received at Headquarter	  	<a href="#">View</a>

Showing 1 to 1 of 1 entries

[+ Hologram Purchase Indent](#)

Logout

Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2

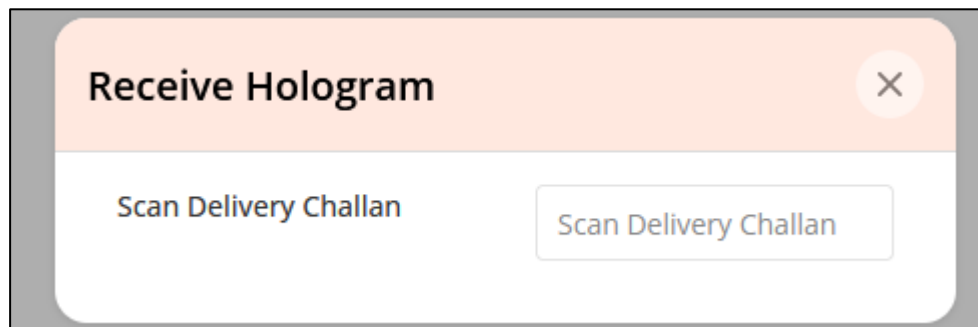
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## Import Control & Regulation User Reference Manual

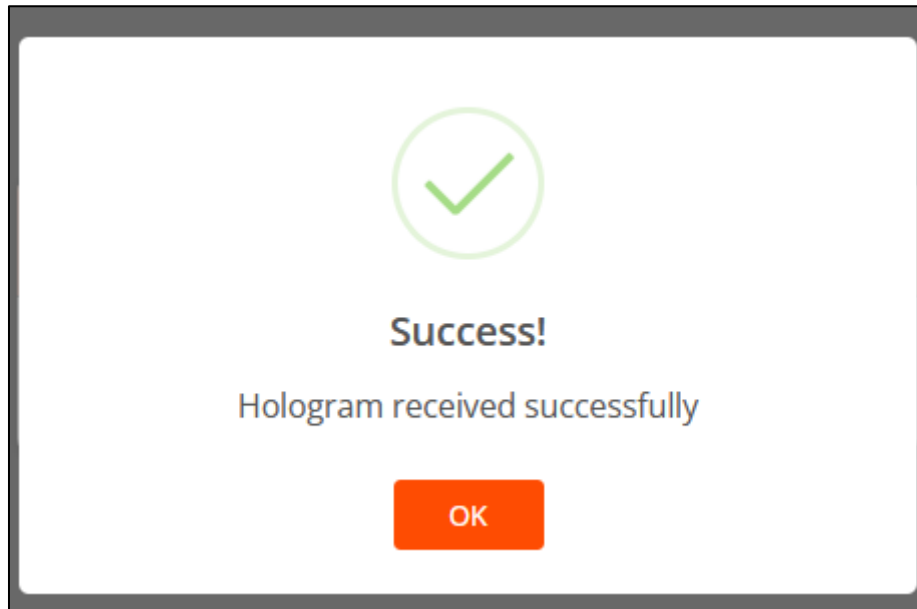
- After the holograms are dispatched from the headquarters, the application displays the 'Receiving' tab, as shown below

The screenshot shows the 'Hologram Purchase Indent' application interface. The top header includes the 'Excise Department Government of Meghalaya' logo, the application title 'Hologram Purchase Indent', and user information 'Srinu Supplier'. A sidebar on the left contains a 'Search Menu' and a list of navigation items: 'Master Data', 'Hologram Procurement' (selected), 'Hologram Inventory', 'Hologram Packing', 'Offline Challan', 'Stock', 'Dispatch', and 'Others / Support'. The main content area displays a table with columns: S.No, Supplier Name, Indent Number, Hologram Quantity, Purpose, Request Date, Payment Details, Delivery Challan Number, Status/Action, Prints, and Remarks. A single record is shown for 'SR BUSINES NAME' with an indent number '1620065H25091194' and a quantity of '50000'. The 'Status/Action' column shows 'Receive Hologram' with a 'View' button. Below the table, it says 'Showing 1 to 1 of 1 entries' and includes a '+ Hologram Purchase Indent' button. The footer contains a helpline number, version information 'Meghalaya Build V1.0.0.2', and copyright information for 'C-Tel Infosystems Pvt. Ltd.'.

- After clicking on the 'Receive' tab, the 'Receive Hologram' page is displayed, as shown below.





- After scanning the delivery challan, the user receives a success confirmation pop-up message.




- After clicking the 'OK' button on the confirmation pop-up message, the status is updated to 'Hologram Received'.

## Import Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

**Hologram Purchase Indent**  
Hologram Procurement / Hologram Purchase Indent

58:37  Srinu Supplier

Search Menu

Master Data

Hologram Procurement

- Hologram Purchase Indent
- Hologram Inventory

Hologram Packing

Offline Challan





Stock

Dispatch

Others / Support

10 Search records

Start Date 11-Sep-2025 End Date 11-Sep-2025 Search

S.No	Supplier Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	SR BUSINES NAME	162006SH25091194	50000	Import	11-Sep-2025 12:31:38 PM	<a href="#">View</a>	200625091VP25147	Hologram Received	   	<a href="#">View</a>

Showing 1 to 1 of 1 entries

[+ Hologram Purchase Indent](#)

- If the user wants to view the prints, they can click on the 'Print' icon, and the application will display the prints

## Import Control & Regulation User Reference Manual

**SR BUSINESS NAME**  
**(8-25 hyd, KHAMMAM, KALLURU, Eastern West Khasi Hills, Meghalaya - 502454)**  
**Hologram Requisition Letter**

**Indent Number :** 162006SH25091194

**Date :** 11-Sep-2025 12:31:38 PM

To,  
Assistant Commissioner,  
1st Floor, Goods & Service Tax Secretariat Hills  
Shillong, East Khasi Hills, Meghalaya - 793001

**Sub :** Request for Issue of Holograms

Sir,  
The subject letter requests the issuance of a reference for **SR BUSINESS NAME 8-25 hyd, KHAMMAM, KALLURU, Eastern West Khasi Hills, Meghalaya - 502454** to obtain holograms for affixing on bottles, as detailed below.

**Total Hologram Quantity:** 50000

For this, we have enclosed the below DD & Challan details:

**DD Details (for Hologram Manufacturer):**

S.No	Bank Name	DD Number	DD Date	DD Amount (Rs.)
1	Axis Bank	45634532	11-Sep-2025	75000.00

**Challan Details (for Excise Department):**


S.No	Bank Name	Challan Number	Challan Date	Challan Amount (Rs.)
1	Axis Bank	CH3456	09-Sep-2025	25000.00





Yours Faithfully,  
**Srinu**  
Supplier


- After receiving the holograms, they are displayed in the Hologram Inventory, as shown below.

# Import Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

**Hologram Inventory**  
Hologram Procurement / Hologram Inventory

58:18  Srinu  
Supplier

Search Menu 

Master Data

Hologram Procurement

- Hologram Purchase Indent
- Hologram Inventory**
- Hologram Packing


Offline Challan

Stock

Dispatch

Others / Support

Logout

10  62006SH25091194


Indent Number	Carton Barcode	Shipped On	Purpose	Received On
162006SH25091194	8902006HO2509178200655000011092582C3	11-Sep-2025	Import	11-Sep-2025


Showing 1 to 1 of 1 entries (filtered from 26 total entries)


Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2


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- After clicking on the carton barcode hyperlink, the application displays the spool barcode details

**Excise Department**  
Government of Meghalaya

**Hologram Inventory**  
Hologram Procurement / Hologram Inventory

54:17  Srinu  
Supplier

Search Menu 

Master Data

Hologram Procurement

- Hologram Purchase Indent
- Hologram Inventory**
- Hologram Packing


Offline Challan

Stock

Dispatch

Others / Support

Logout

10  162006SH25091194


Indent Number	Carton Barcode	Shipped On	Purpose	Received On
162006SH25091194			Import	11-Sep-2025

Showing 1 to 1 of 1 entries (filtered from 26 total entries)

Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2

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Carton Barcode Details

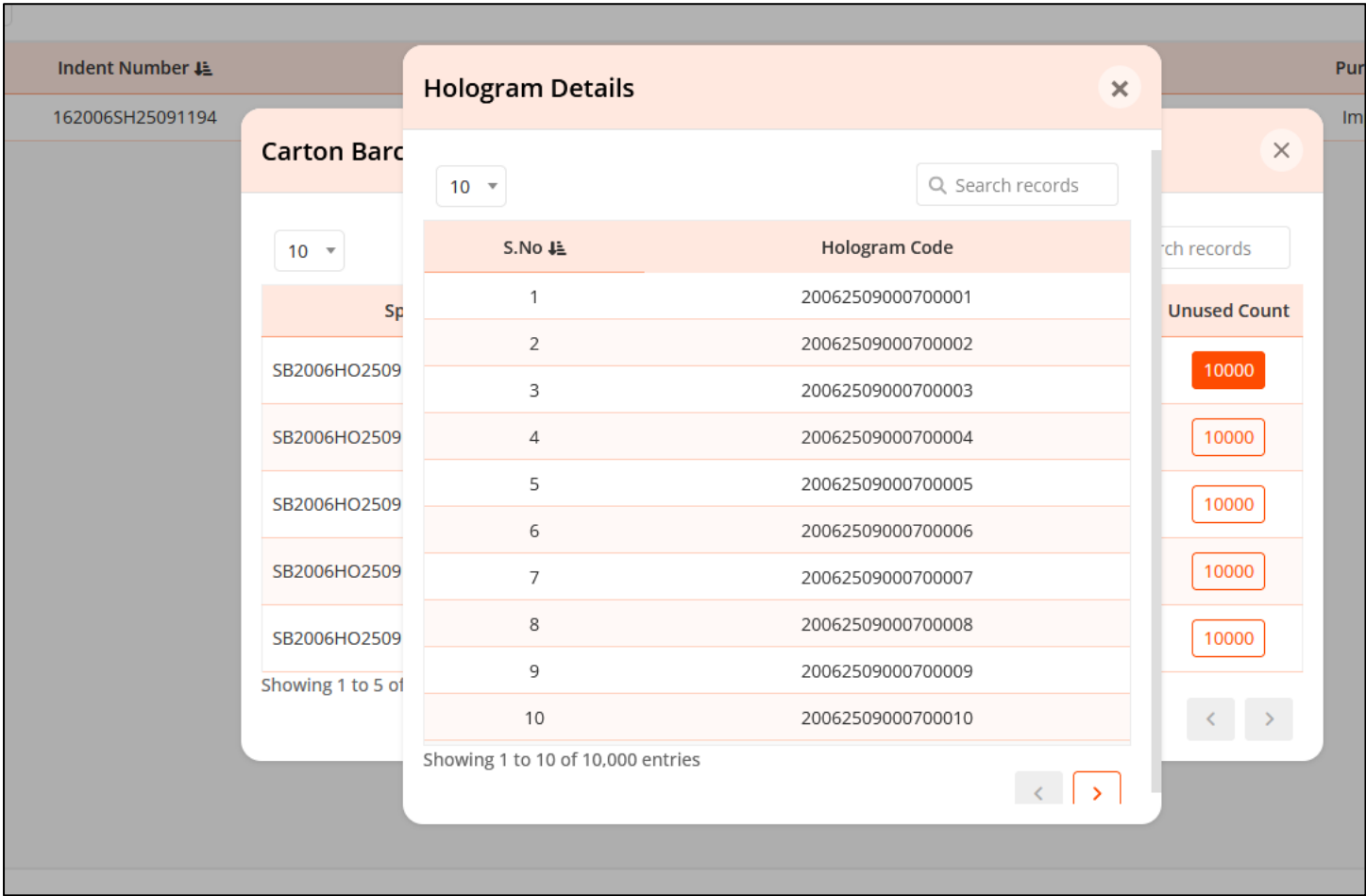
10  Search records

Spoolbarcode	Start Code	End Code	Used Count	Unused Count
SB2006HO250917851H20062509000700001	20062509000700001	20062509000710000	0	10000
SB2006HO250917852H20062509000710001	20062509000710001	20062509000720000	0	10000
SB2006HO250917853H20062509000720001	20062509000720001	20062509000730000	0	10000
SB2006HO250917854H20062509000730001	20062509000730001	20062509000740000	0	10000
SB2006HO250917855H20062509000740001	20062509000740001	20062509000750000	0	10000

Showing 1 to 5 of 5 entries

Import Control & Regulation User Reference Manual

- If the user wants to view the holograms, they can click on the 'Unused Count' hyperlink, and the Hologram Details page will be displayed, as shown below.

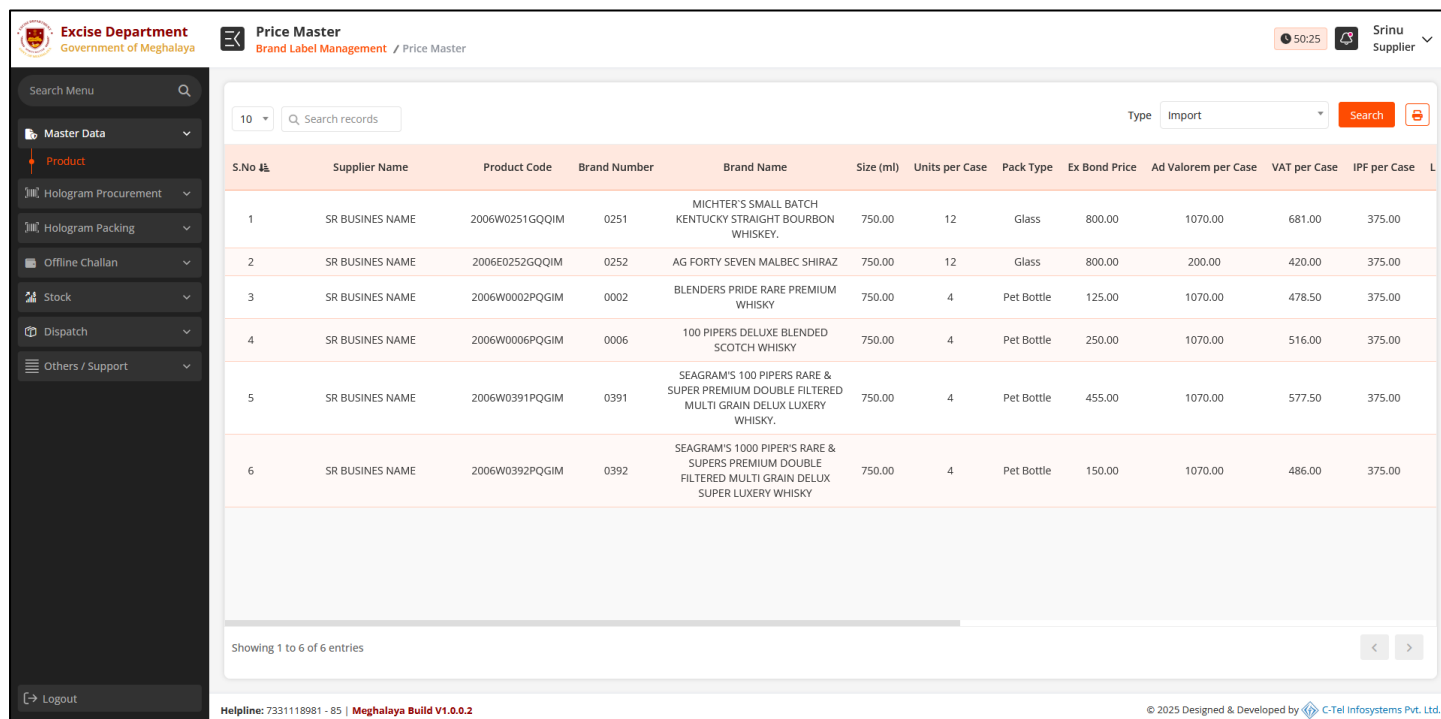




## Import Control & Regulation User Reference Manual

### 4. Production

- The user needs to click on the master data under 'Product' tab. In this tab, all registered brands are displayed, and the user can perform production only for those registered brands.





The screenshot displays the 'Price Master' application interface. The top header includes the 'Excise Department Government of Meghalaya' logo, the 'Price Master' title, and a user profile for 'Srinu Supplier'. A left sidebar contains navigation options: 'Master Data', 'Product' (selected), 'Hologram Procurement', 'Hologram Packing', 'Offline Challan', 'Stock', 'Dispatch', and 'Others / Support'. The main area shows a table of products with columns: S.No, Supplier Name, Product Code, Brand Number, Brand Name, Size (ml), Units per Case, Pack Type, Ex Bond Price, Ad Valorem per Case, VAT per Case, and IPF per Case. The table lists six entries for various whiskey brands. At the bottom, there is a footer with contact information and a copyright notice.


S.No	Supplier Name	Product Code	Brand Number	Brand Name	Size (ml)	Units per Case	Pack Type	Ex Bond Price	Ad Valorem per Case	VAT per Case	IPF per Case
1	SR BUSINES NAME	2006W0251GQQIM	0251	MICHTER'S SMALL BATCH KENTUCKY STRAIGHT BOURBON WHISKEY.	750.00	12	Glass	800.00	1070.00	681.00	375.00
2	SR BUSINES NAME	2006E0252GQQIM	0252	AG FORTY SEVEN MALBEC SHIRAZ	750.00	12	Glass	800.00	200.00	420.00	375.00
3	SR BUSINES NAME	2006W0002PQGIM	0002	BLENDERS PRIDE RARE PREMIUM WHISKY	750.00	4	Pet Bottle	125.00	1070.00	478.50	375.00
4	SR BUSINES NAME	2006W0006PQGIM	0006	100 PIPERS DELUXE BLENDED SCOTCH WHISKY	750.00	4	Pet Bottle	250.00	1070.00	516.00	375.00
5	SR BUSINES NAME	2006W0391PQGIM	0391	SEAGRAM'S 100 PIPERS RARE & SUPER PREMIUM DOUBLE FILTERED MULTI GRAIN DELUX LUXURY WHISKY.	750.00	4	Pet Bottle	455.00	1070.00	577.50	375.00
6	SR BUSINES NAME	2006W0392PQGIM	0392	SEAGRAM'S 1000 PIPERS RARE & SUPERS PREMIUM DOUBLE FILTERED MULTI GRAIN DELUX SUPER LUXERY WHISKY	750.00	4	Pet Bottle	150.00	1070.00	486.00	375.00


- Next, the user needs to click on the 'Hologram Packing' tab, and the page will navigate to the Packing page, as shown below.
- Note:** - In the user's system: Before starting production, the user needs to install and run the related printer services.


## Import Control & Regulation User Reference Manual


**Excise Department**  
Government of Meghalaya


**Price Master**  
Brand Label Management / Price Master


57:35  Srinu  
Supplier


Search Menu 


Master Data 


Product 


Hologram Procurement 


**Hologram Packing** 

Offline Challan 




Stock 

Dispatch 



Others / Support 


Logout 


10


Type Foreign   

S.No	Supplier Name	Product Code	Brand Number	Brand Name	Size (ml)	Units per Case	Pack Type	Ex Bond Price	Ad Valorem per Case	VAT per Case	TPF per Case	Liter
No data available												

Showing 0 to 0 of 0 entries  

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**Excise Department**  
Government of Meghalaya

 Download QZ Tray

SR BUSINES NAME

Case Generation

Case Mapping

Production Summary

Supplier Name \*

SR BUSINES NAME

Type \* ☒ CBW Import ☐ Paramilitary Import ☐ Foreign

Products \*

Select product

Batch No \*

Please enter batch number


Batch Quantity \*

Please enter batch Quantity (ex 1 to 9999)

Go Back

Generate Barcode

Helpline Number : 040-42425528-535 | Meghalaya Build V1.0.0.1

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- After click on Download QZ Tray, as shown below.

## Import Control & Regulation User Reference Manual

The screenshot shows a web browser window with the URL <http://10.10.10.33:30124/MeghalayaPackingProcess/>. The page header includes the Excise Department logo and the text "Excise Department Government of Meghalaya". A download bar at the top right shows a file named "qt-tray-2.2.5-x86\_64(2).exe" with a progress bar and the text "A few seconds left — 94.6 of 98.9 MB (99.4 MB/sec)".

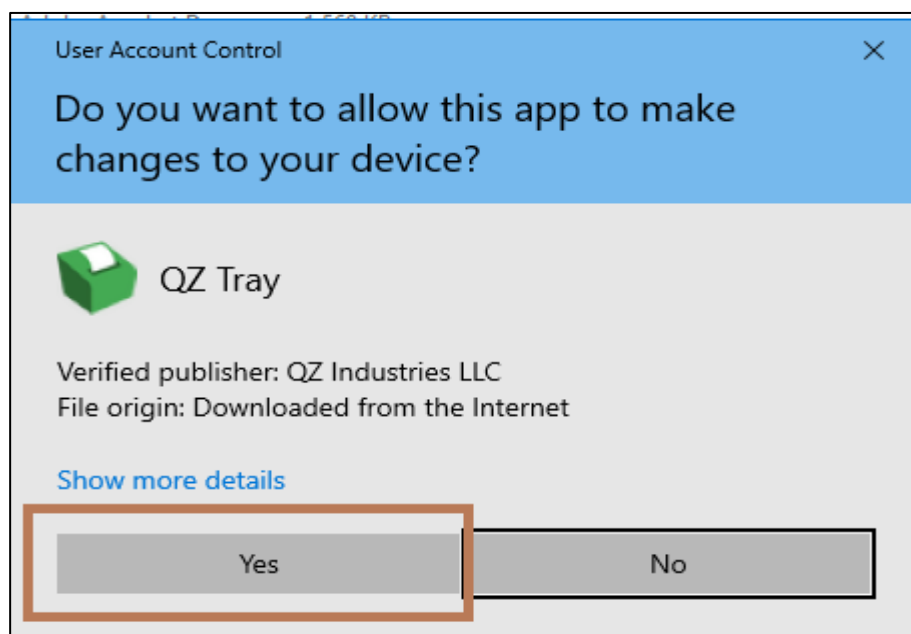
The main content area features three tabs: "Case Generation", "Case Mapping", and "Production Summary". The "Case Generation" tab is active, displaying a form with the following fields:

- Supplier Name \***: A text input field containing "SR BUSINESS NAME".
- Type \***: Three radio buttons labeled "CBW Import" (selected), "Paramilitary Import", and "Foreign".
- Products \***: A dropdown menu with the text "Select product".
- Batch No \***: A text input field with the placeholder text "Please enter batch number".
- Batch Quantity \***: A text input field with the placeholder text "Please enter batch Quantity (ex 1 to 9999)".

At the bottom of the form are two buttons: "Go Back" and "Generate Barcode".

The footer of the page contains the text: "Helpline Number : 040-42425528-535 | Meghalaya Build V1.0.0.1" and "Powered by C-Tel Infosystems Pvt. Ltd Copyright © 2025. All rights reserved".

- After installing the software, the user needs to grant all necessary permissions.



## Import Control & Regulation User Reference Manual

- If the user wants to work with CBW Import brands, select the 'CBW Import' radio button.
- If the user wants to work with Paramilitary brands, select the 'Paramilitary Import' radio button.
- If the user wants to work with Foreign brands, select the 'Foreign' radio button.
- Next, the user selects the product code from the dropdown, enters the batch number, then enters the batch quantity, and finally clicks on the 'Generate Barcode' button.


The screenshot displays the 'Excise Department Government of Meghalaya' web application. At the top right, there is a 'Download QZ Tray' button and a label 'SR BUSINESS NAME'. The main content area features a 'Case Generation' form with three tabs: 'Case Generation', 'Case Mapping', and 'Production Summary'. The form includes the following fields and controls:

- Supplier Name \***: A text input field containing 'SR BUSINESS NAME'.
- Type \***: Three radio buttons labeled 'CBW Import' (selected), 'Paramilitary Import', and 'Foreign'.
- Products \***: A dropdown menu showing '2006W0251GQQIM | 750.00X12 | Glass | MICHTER'S SMALL BATCH KENTUCKY STRAIGHT BOURBON WHISKEY.'.
- Batch No \***: A text input field containing '11DR2025'.
- Batch Quantity \***: A text input field containing '10'.
- Buttons**: 'Go Back' and 'Generate Barcode' buttons at the bottom of the form.

The footer of the application shows the Helpline Number '040-42425528-535', Meghalaya Build V1.0.0.1, and is powered by C-Tel Infosystems Pvt. Ltd. Copyright © 2025. All rights reserved.

- After clicking the 'Generate Barcode' button, a message 'Barcodes generated successfully!' is displayed, and the 'Printer Selection and Printing' page appears.  
Note: If a printer permission pop-up appears, the user should click 'Allow'.

## Import Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

Download QZ TraySR BUSINESS NAME

Case GenerationCase MappingProduction Summary

Supplier Name \*

SR BUSINESS NAME

Type \*

CBW Imj

Products\*

2006W0251GQQIM |

Batch No \*

11DR2025

Batch Quantity \*

10

Go BackGenerate Barcode

Barcodes generated successfully!

Action Required

An anonymous request wants to access connected printers

Untrusted website

AllowBlock


View request details

Remember this decision

Fetch & Print

Helpline Number : 040-42425528-535 | Meghalaya Build V1.0.0.1

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**Excise Department**  
Government of Meghalaya

Download

Case GenerationCase MappingProduction Summary

Supplier Name \*

SR BUSINESS NAME

Type \*

CBW Imj

Products\*

2006W0251GQQIM |

Batch No \*

11DR2025

Batch Quantity \*

10

Go BackGenerate Barcode

Barcodes generated successfully!

Printer Selection and Printing

Select Printer:

-- Select Printer --

-- Select Printer --

OneNote for Windows 10

ZDesigner ZD230-203dpi ZPL

Helpline Number : 040-42425528-535 | Meghalaya Build V1.0.0.1

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## Import Control & Regulation User Reference Manual

- User need to select connected printer. Then click Fetch & Print button.

The screenshot shows the 'Case Generation' tab of a web application. The form contains the following fields and controls:

- Supplier Name \***: Text input with value 'SR BUSINES NAME'.
- Type \***: Radio button group with 'CBW Imp' selected.
- Products \***: Text input with value '2006W0251GQQIM |' and a dropdown menu showing 'WHISKEY.'.
- Batch No \***: Text input with value '11DR2025'.
- Batch Quantity \***: Text input with value '10'.
- Buttons**: 'Go Back' and 'Generate Barcode' at the bottom.


A modal titled 'Printer Selection and Printing' is open in the center. It contains:

- Select Printer:** A dropdown menu showing 'ZDesigner ZD230-203dpi ZPL'.
- Fetch & Print**: An orange button.

A green message at the bottom left states: 'Barcodes generated successfully!'.

- Then, click the 'Fetch & Print' button. The printer prints the case barcode, and the page clears all details, as shown below.

## Import Control & Regulation User Reference Manual



Download QZ TraySR BUSINESS NAME

Case GenerationCase MappingProduction Summary

Supplier Name \*  
SR BUSINESS NAME

Type \*  
☒ CBW Import ☐ Paramilitary Import ☐ Foreign

Products\*  
Select product

Batch No \*  
Please enter batch number

Batch Quantity \*  
Please enter batch Quantity (ex 1 to 9999)


Go BackGenerate Barcode

Helpline Number : 040-42425528-535 | Meghalaya Build V1.0.0.1Powered by C-Tel Infosystems Pvt. Ltd Copyright © 2025. All rights reserved

- After case generation, the user needs to perform Parent–Child Mapping:

- Scan the Carton Case QR code and the associated bottle holograms.
- Establish the parent (case QR) and child (bottle hologram) mapping.

The user should click on the 'Case Mapping' tab to perform this action. After the user clicks the 'Case Mapping' tab, the screen is displayed as shown below.



Download QZ TraySR BUSINESS NAME

Case GenerationCase MappingProduction Summary

Scan Case Barcode:

Helpline Number : 040-42425528-535 | Meghalaya Build V1.0.0.1Powered by C-Tel Infosystems Pvt. Ltd Copyright © 2025. All rights reserved

## Import Control & Regulation User Reference Manual

- Next, user needs to scan case barcode. After scan the scan case barcode. the screen is displayed as shown below.

Excise Department  
Government of Meghalaya

Download QZ Tray SR BUSINESS NAME

Case Generation Case Mapping Production Summary

Scan Case Barcode: 0251GQQIMBT11DR20251109202500010

Scan Hologram Barcode:

Case accepted. Expecting 12 holograms.


Helpline Number : 040-42425528-535 | Meghalaya Build V1.0.0.1

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- Based on the product code and units per case, the same number of hologram fields will be displayed. And message also showing as “Case accepted. Expecting 12 holograms.”. for example, if the unit per case is 4, then 4 hologram fields will be shown.
- The user then needs to scan the bottle hologram. After scanning one bottle hologram, the screen is displayed as shown below. The scanned quantity increases, and a message is shown: 'Hologram scanned successfully! (1/12)'.



## Import Control & Regulation User Reference Manual



Download QZ TraySR BUSINESS NAME

Case GenerationCase MappingProduction Summary


Scan Case Barcode:0251GQQIMBT11DR20251109202500010Scan Hologram Barcode:

20062509000700001

Hologram scanned successfully! (1/12)

Helpline Number : 040-42425528-535 | Meghalaya Build V1.0.0.1Powered by C-Tel Infosystems Pvt. Ltd Copyright © 2025. All rights reserved

- After scanning all 12 holograms, the application displays a success pop-up message, such as 'Case Mapping Successful!'



Download QZ TraySR BUSINESS NAME

Case GenerationCase MappingProduction Summary

Scan Case Barcode:

✓

Case Mapping Successful!

Helpline Number : 040-42425528-535 | Meghalaya Build V1.0.0.1Powered by C-Tel Infosystems Pvt. Ltd Copyright © 2025. All rights reserved

## Import Control & Regulation User Reference Manual

- After case generation, the page is displaying an empty Case Barcode page. the screen is displayed as shown below. Then user scan another case barcode.

The screenshot shows the 'Excise Department' interface for the Government of Meghalaya. At the top right, there is a 'Download QZ Tray' button and a label 'SR BUSINESS NAME'. The main content area features three tabs: 'Case Generation', 'Case Mapping', and 'Production Summary'. Below these tabs, there is a label 'Scan Case Barcode:' followed by an empty text input field.

- Next, the user clicks on the 'Production Summary' tab. The case barcode generated count and remaining count are displayed, as shown below

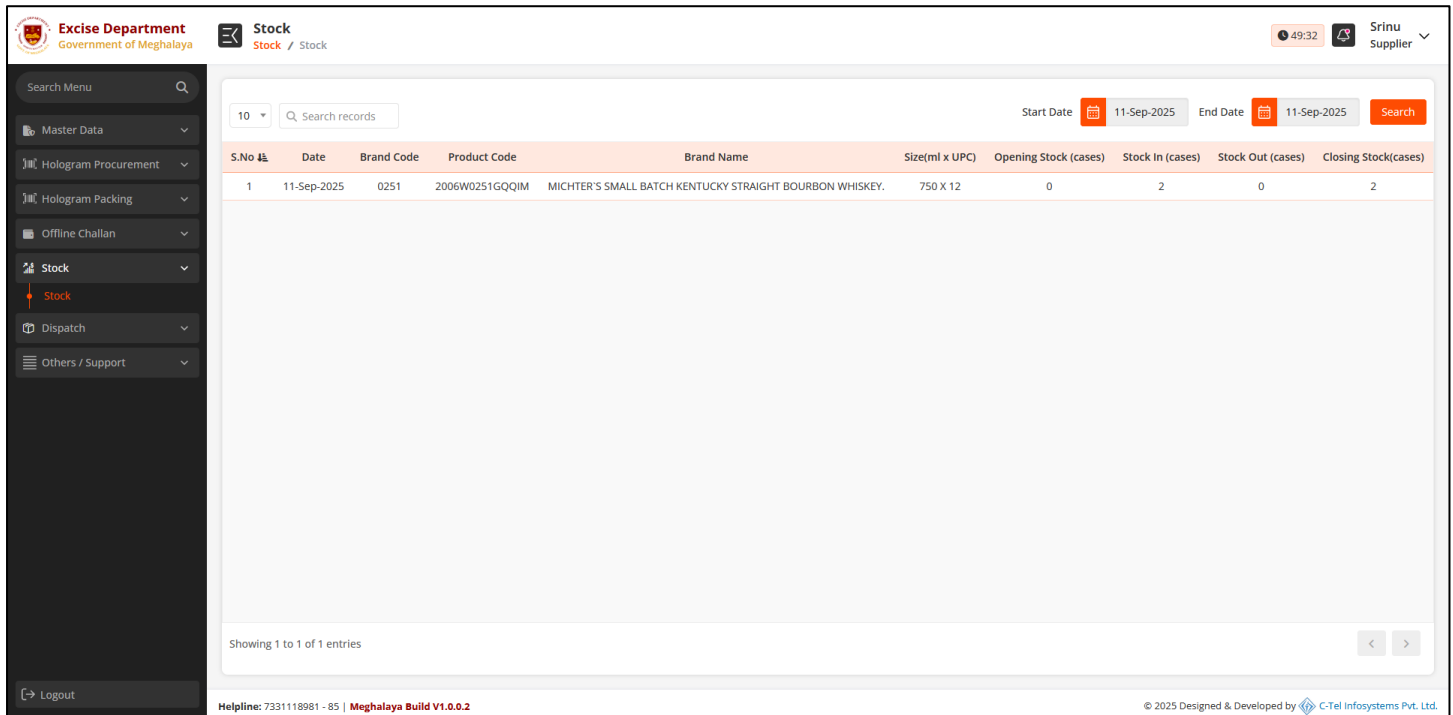
The screenshot shows the 'Excise Department' interface for the Government of Meghalaya. At the top right, there is a 'Download QZ Tray' button and a label 'SR BUSINESS NAME'. The main content area features three tabs: 'Case Generation', 'Case Mapping', and 'Production Summary'. Below these tabs, there is a search bar with the text 'Search: BT11DR2025' and a dropdown menu showing '10'. Below the search bar, there is a table with the following data:

S.NO.	Product Code	Batch No	Generated Count	Remaining Count	Created Date
7	2006W0251GQQIM	BT11DR2025	10	8	11-09-2025

Below the table, there is a message 'Showing 1 to 1 of 1 entry (filtered from 8 total entries)' and a pagination control showing '1' of 1 page.

## Import Control & Regulation User Reference Manual

- After completing production, the user clicks on the 'Stock' tab in the dashboard. The Stock Inventory is displayed, showing production count, stock-in, and stock-out details. as shown below



The screenshot displays the 'Stock' tab in the Excise Department's user interface. The sidebar on the left contains a 'Search Menu' and a list of navigation options: Master Data, Hologram Procurement, Hologram Packing, Offline Challan, Stock (highlighted), Dispatch, and Others / Support. The main content area shows a table with the following data:

S.No	Date	Brand Code	Product Code	Brand Name	Size(ml x UPC)	Opening Stock (cases)	Stock In (cases)	Stock Out (cases)	Closing Stock(cases)
1	11-Sep-2025	0251	2006W0251GQQIM	MITCHER'S SMALL BATCH KENTUCKY STRAIGHT BOURBON WHISKEY.	750 X 12	0	2	0	2


Below the table, it indicates 'Showing 1 to 1 of 1 entries'. The footer of the dashboard includes a helpline number (7331118981 - 85), the version (Meghalaya Build V1.0.0.2), and the copyright notice (© 2025 Designed & Developed by C-Tel Infosystems Pvt. Ltd.).


### 5. Stock Dispatch Process (Paramilitary/CBW)

#### Track & Trace: - Yes


- In the user dashboard, click on the 'Dispatch' tab under the 'Permit' section. In this tab, both Paramilitary and CBW permits are displayed. the screen is displayed as shown below.

# Import Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

**Permits**  
Dispatch / Permits

54:49

 Srinu  
Supplier

Search Menu

Master Data

Hologram Procurement

Hologram Packing

Offline Challan

Stock

Dispatch

Permits

Pass

Others / Support

Logout

10

Search records


Start Date11-Sep-2025End Date11-Sep-2025Search


S.No	Indent Number	Permit Number	Source Location	Destination Location	Created Date	Status
1	IND300011092500501	IMPER300011092500063	SR BUSINES NAME	THE UMPOHLEW CENTRAL WAREHOUSE	11-Sep-2025	Permit Issued

Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2


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- Next user needs to click on Pass tab. the screen is displayed as shown below.

**Excise Department**  
Government of Meghalaya

**Pass**  
Dispatch / Pass

59:46

 Srinu  
Supplier

Search Menu

Master Data

Hologram Procurement

Hologram Packing

Offline Challan

Stock

Dispatch

Permits

Pass

Others / Support

Logout

10

Search records

Start Date11-Sep-2025End Date11-Sep-2025Search

S.no	Destination	Pass Number	Transporter	Vehicle Number	Submitted Date & Time	Status	Packing List
No data available							

Showing 0 to 0 of 0 entries

+ Shipment

Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2

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## Import Control & Regulation User Reference Manual

- Next, user click on +shipment tab. After click on shipment tab. the screen is displayed as shown below.

### Import Shipment

Import Permit Number\*

Select Import Permit

Destination Location

Source Location

Route \*

Validity period of the permit

Vehicle Number\*

Vehicle Capacity

Transporter\*

LR Number\*

Lr Date\*

11-Sep-2025

Product Code	Product Name	Size(ml   UPC)	Pack Type	Approved Quantity (Cases)
--------------	--------------	----------------	-----------	---------------------------

Cancel

Save

- Next, the user needs to select the permit number from the 'Import Permit Number' dropdown
- After select the permit number source location permit validity period and destination location, product details are showing automatically.

## Import Control & Regulation User Reference Manual

### Import Shipment

Import Permit Number\*

IMPER300011092500063

Destination Location

THE UMPOHLIEW CENTRAL WAREHOUSE

Source Location

SR BUSINES NAME

Route \*

Validity period of the permit

10-Nov-2025 11:59:59 PM

Vehicle Number\*

Vehicle Capacity

Transporter\*

LR Number\*

Lr Date\*

11-Sep-2025

Product Code	Product Name	Size(ml   UPC)	Pack Type	Approved Quantity (Cases)
2006W0251GQQIM	MICHTER'S SMALL BATCH P	750.00   12	Glass	2

Cancel

Save

- After filling in all mandatory fields, the user clicks on the 'Save' button.

### Import Shipment

Import Permit Number\*

IMPER300011092500063

Destination Location

THE UMPOHLIEW CENTRAL WAREHOUSE

Source Location

SR BUSINES NAME

Route \*

temple ,rod no 12

Validity period of the permit

10-Nov-2025 11:59:59 PM

Vehicle Number\*

AP45ER5599

Vehicle Capacity

5000

Transporter\*

srinu

LR Number\*

lr45345646

Lr Date\*

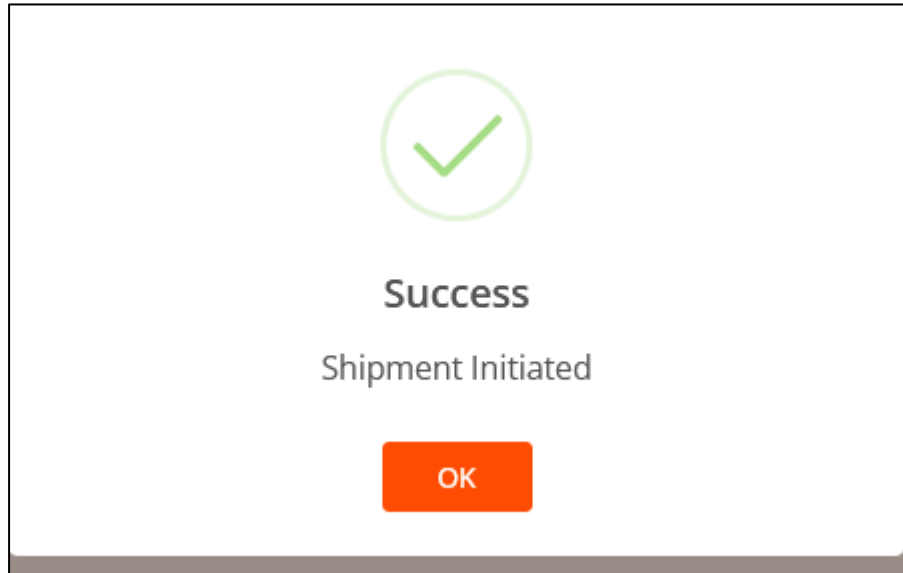
11-Sep-2025

Product Code	Product Name	Size(ml   UPC)	Pack Type	Approved Quantity (Cases)
2006W0251GQQIM	MICHTER'S SMALL BATCH P	750.00   12	Glass	2


Cancel


Save


## Import Control & Regulation User Reference Manual




- After clicking the 'Save' button, the application displays a success confirmation pop-up message. Next click on OK button. Page will navigate to Pass page.

 **Excise Department**  
Government of Meghalaya

 **Pass**  
Dispatch / Pass

59:55  Srinu  
Supplier

Search Menu 

Master Data

Hologram Procurement

Hologram Packing

Offline Challan

Stock

Dispatch




Permits

Pass



Others / Support


Logout

10

Start Date  11-Sep-2025 End Date  11-Sep-2025 

S.no	Destination	Pass Number	Transporter	Vehicle Number	Submitted Date & Time	Status	Packing List
1	THE UMPOHLEW CENTRAL WAREHOUSE	IMTP200611092500057	srinu	AP45ER5599	11-Sep-2025 05:27:31 AM	Scanning In-Progress	NA

Showing 1 to 1 of 1 entries  

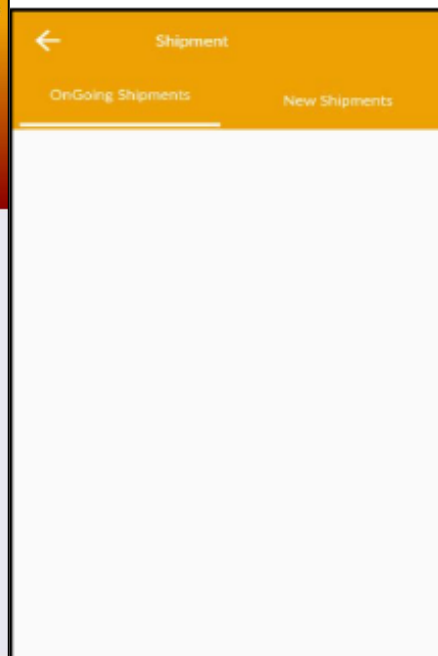
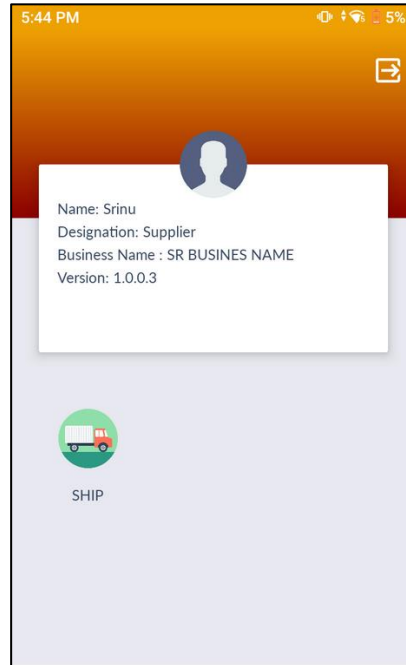
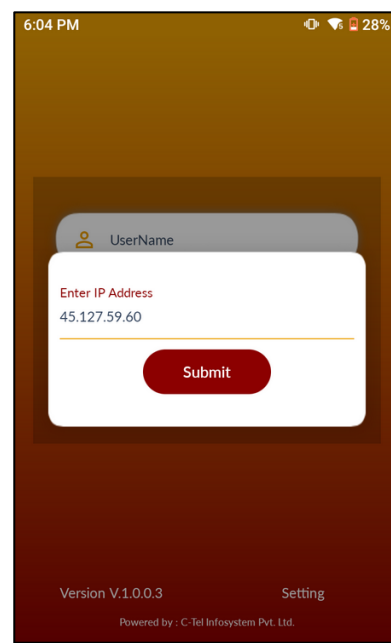
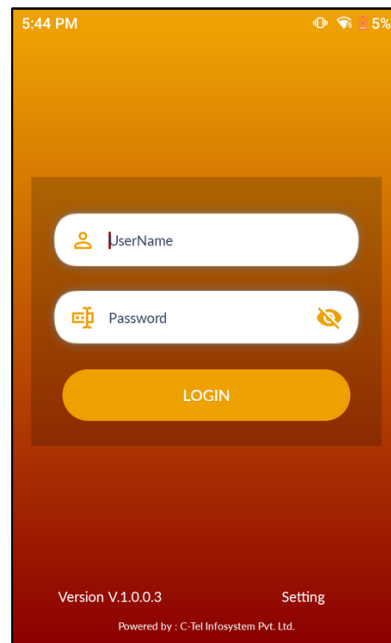
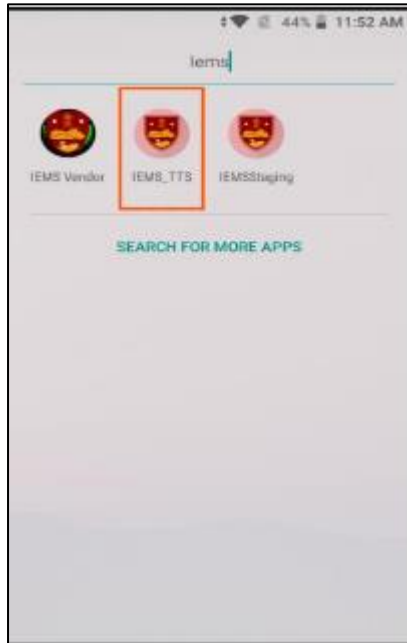
 Shipment

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## Import Control & Regulation User Reference Manual

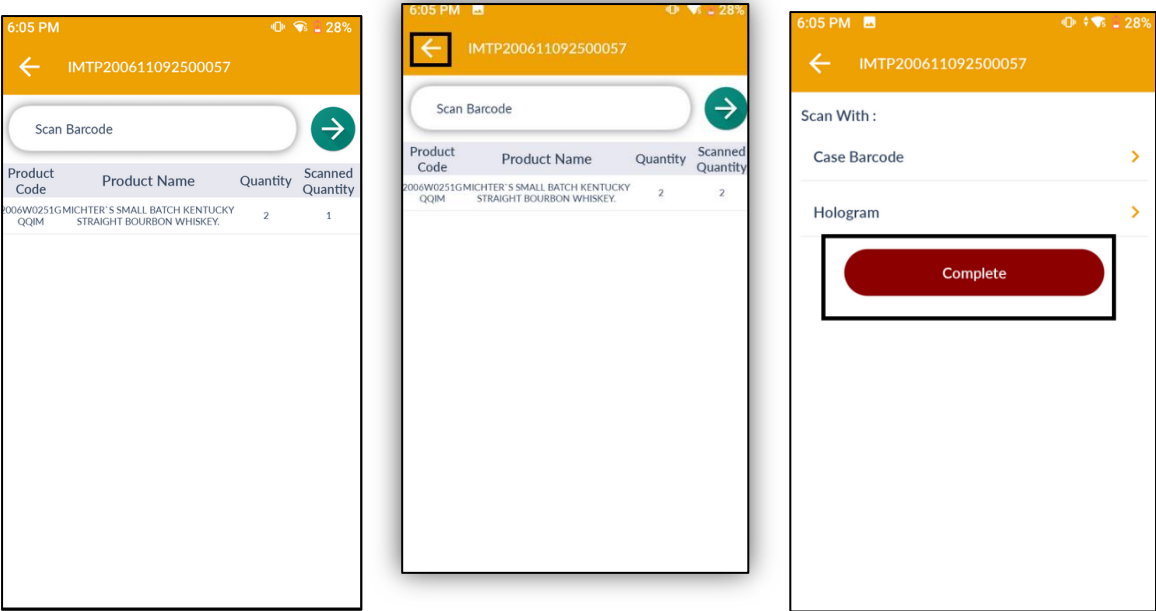
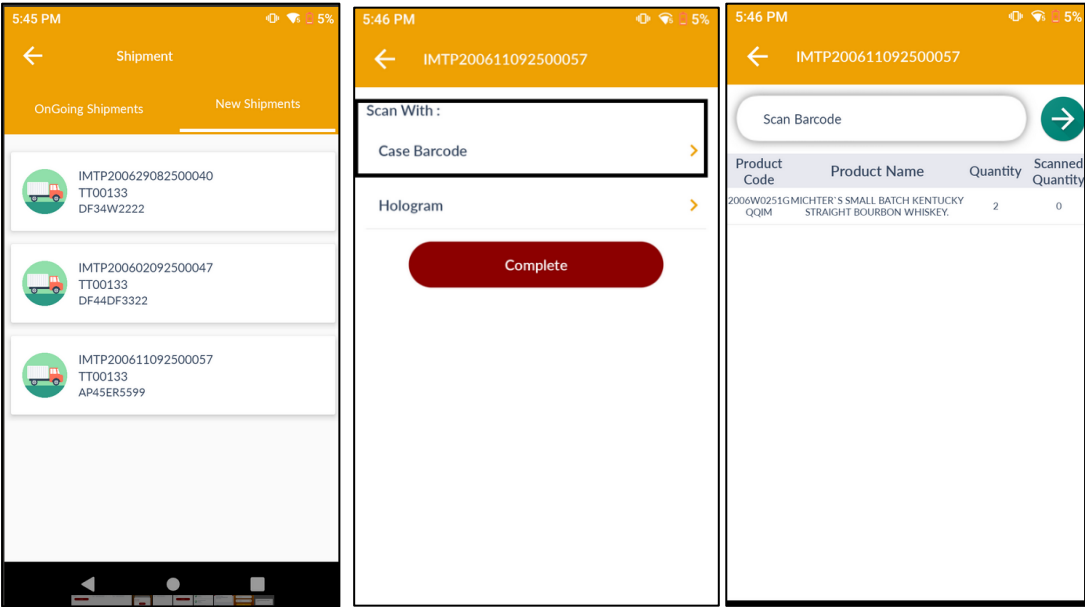
- The pass number is generated, and the status is displayed as 'Scanning In-Progress', as shown above screen. Then user need to login handheld.

### Handheld Process:





Import Control & Regulation User Reference Manual



## Import Control & Regulation User Reference Manual

- In the web application, the shipment status is displayed under the 'Complete' tab, as shown below

The screenshot displays the 'Excise Department' web application interface. The top navigation bar includes the department logo, a 'Pass' dropdown menu, and a user profile for 'Srinu Supplier'. A sidebar on the left contains a 'Search Menu' and a list of navigation items: Master Data, Hologram Procurement, Hologram Packing, Offline Challan, Stock, Dispatch, Permits, Pass (highlighted), and Others / Support. The main content area shows a table of shipment records. The table has columns for S.no, Destination, Pass Number, Transporter, Vehicle Number, Submitted Date & Time, Status, and Packing List. A single record is visible with S.no 1, Destination 'THE UMPOHUEW CENTRAL WAREHOUSE', Pass Number 'IMTP200611092500057', Transporter 'srinu', Vehicle Number 'AP45ER5599', Submitted Date & Time '11-Sep-2025 05:27:31 AM', Status 'Complete', and Packing List 'NA'. Below the table, it says 'Showing 1 to 1 of 1 entries' and there is a '+ Shipment' button. The footer includes a helpline number, version information, and copyright details.

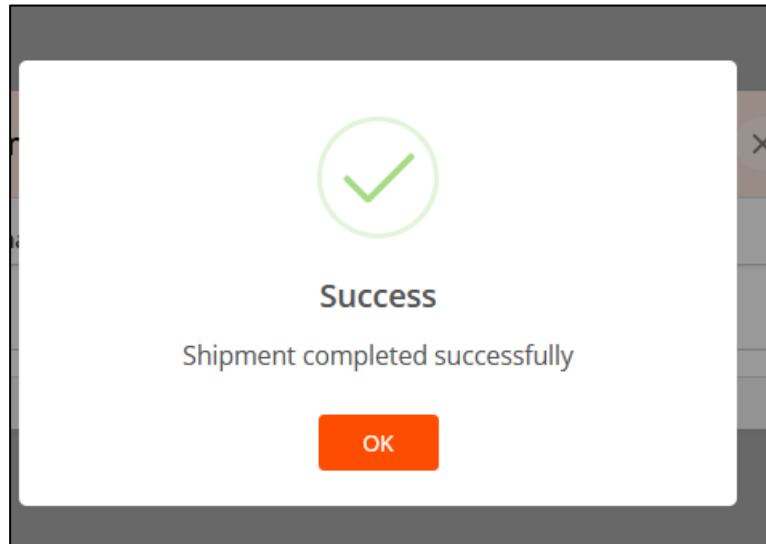
S.no	Destination	Pass Number	Transporter	Vehicle Number	Submitted Date & Time	Status	Packing List
1	THE UMPOHUEW CENTRAL WAREHOUSE	IMTP200611092500057	srinu	AP45ER5599	11-Sep-2025 05:27:31 AM	Complete	NA

- Next, when the user clicks on the 'Complete' button, the Remarks page opens with complete shipment button.

The screenshot shows a 'Remarks' dialog box with a title bar containing the word 'Remarks' and a close button. The main area has a label 'Remark\*' followed by a large text input field. At the bottom of the dialog is a button labeled 'Complete Shipment'.

## Import Control & Regulation User Reference Manual

- After entering the remarks, the user clicks on the 'Complete Shipment' button. A confirmation pop-up message is displayed



- After clicking the 'OK' button, the page navigates back to the previous page. The shipment status is displayed as 'Shipped'.

Excise Department  
Government of Meghalaya

Pass  
Dispatch / Pass

57:59 Srinu  
Supplier

Search Menu

Master Data

Hologram Procurement

Hologram Packing

Offline Challan

Stock

Dispatch

Permits

Pass

Others / Support

Logout

Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2

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10 Search records

Start Date 11-Sep-2025 End Date 11-Sep-2025 Search

S.no	Destination	Pass Number	Transporter	Vehicle Number	Submitted Date & Time	Status	Packing List
1	THE UMPOHLEW CENTRAL WAREHOUSE	IMTP200611092500057	srinu	AP45ER5599	11-Sep-2025 05:27:31 AM	Shipped	

Showing 1 to 1 of 1 entries

+ Shipment

## Import Control & Regulation User Reference Manual

### Track & Trace: - No

- In the user dashboard, click on the 'Dispatch' tab under the 'Permit' section. In this tab, both Paramilitary and CBW permits are displayed. the screen is displayed as shown below.

**Excise Department**  
Government of Meghalaya

**Permits**  
Dispatch / Permits

59:45 Srinu Supplier

Search Menu

Master Data  
Hologram Procurement  
Hologram Packing  
Offline Challan  
Stock  
Dispatch  
Permits  
Pass  
Others / Support

10 Search records

Start Date 12-Sep-2025 End Date 12-Sep-2025 Search

S.No	Indent Number	Permit Number	Source Location	Destination Location	Created Date	Status
1	IND301312092500502	IMPER301312092500064	SR BUSINESS NAME	SR GROUP	12-Sep-2025	Permit Issued

Logout

Helpline: 7331118981-85 | Meghalaya Build V1.0.0.2

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- Next user needs to click on Pass tab. the screen is displayed as shown below

## Import Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

**Pass**  
Dispatch / Pass

59:46 Srinu Supplier

Search Menu

Master Data

Hologram Procurement

Hologram Packing

Offline Challan

Stock

Dispatch

Permits

Pass

Others / Support

Logout

10 Search records

Start Date 11-Sep-2025 End Date 11-Sep-2025 Search

S.no	Destination	Pass Number	Transporter	Vehicle Number	Submitted Date & Time	Status	Packing List
No data available							

Showing 0 to 0 of 0 entries

+ shipment

Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2

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- Next, user click on +shipment tab. After click on shipment tab. the screen is displayed as shown below.

## Import Control & Regulation User Reference Manual

Import Shipment

Import Permit Number\*

Select Import Permit

Destination Location

Source Location

Route \*

Validity period of the permit

Vehicle Number\*

Vehicle Capacity

Transporter\*

LR Number\*

Lr Date\*

11-Sep-2025

Product Code	Product Name	Size(ml   UPC)	Pack Type	Approved Quantity (Cases)
--------------	--------------	----------------	-----------	---------------------------

Cancel

Save

- Next, the user needs to select the permit number from the 'Import Permit Number' dropdown
- After select the permit number source location permit validity period and destination location, product details are showing automatically.

Import Shipment

Import Permit Number\*

IMPER301312092500064

Destination Location

SR GROUP

Source Location

SR BUSINES NAME

Route \*

Validity period of the permit

30-Sep-2025 11:59:59 PM

Vehicle Number\*

Vehicle Capacity

Transporter\*

LR Number\*

Lr Date\*

12-Sep-2025

Product Code	Product Name	Size(ml   UPC)	Pack Type	Approved Quantity (Cases)	Batch
2006E0256GQQPI	PEDRERA ROSADO ROSE W	750.00 12	Glass	10	Add Batch

Cancel

Save

- After filling in all mandatory fields, the user clicks on the 'Add Batch' button.

Add Batch For The Product PEDRERA ROSADO ROSE WINE. ×

Batch Number	Quantity
BT <input type="text"/>	<input type="text"/>

– Remove Row + New Row

✓ Save

- The 'Add Batch Number' page opens, as shown below. The user can manually enter the batch number and quantity
- To add multiple batches, click the '+ New Row' button.  
To remove unnecessary rows, select the row and click the '– Remove Row' button. After filling in all mandatory fields then click on Save button.

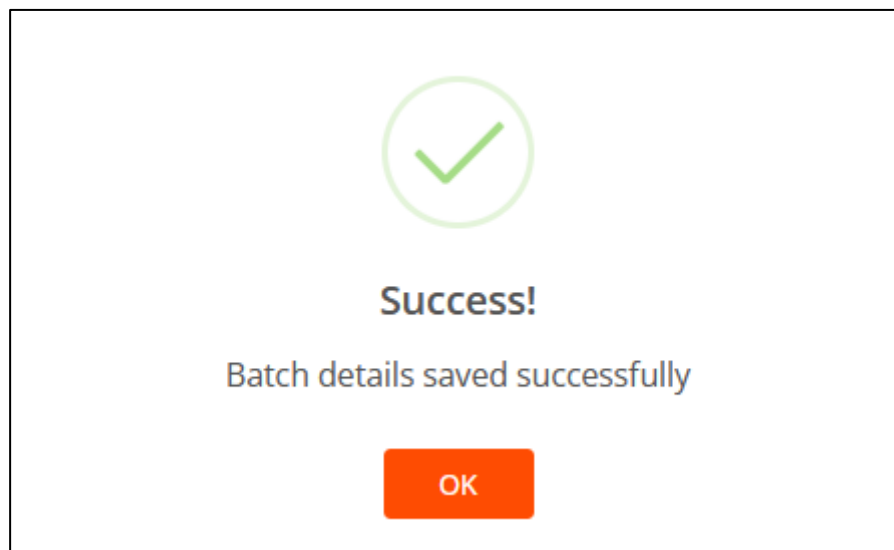
**Add Batch For The Product PEDRERA ROSADO ROSE WINE.** ×

	Batch Number	Quantity
BT	<input type="text" value="TU01"/>	<input type="text" value="5"/>
BT	<input type="text" value="TU02"/>	<input type="text" value="5"/>

— Remove Row + New Row

✓ Save

- After click on the 'save' button confirmation pop-up is showing. click on the "OK" button in the confirmation pop-up.





## Import Control & Regulation User Reference Manual

- If the user clicks the 'OK' button, they will be directed to the Import Shipment page. To clear the previous batch details, the user can click on the 'Clear Batch' button and then add new batch details

Import Shipment

Source Location

SR BUSINES NAME

Route \*

Validity period of the permit

30-Sep-2025 11:59:59 PM

Vehicle Number\*

Vehicle Capacity

Transporter\*

LR Number\*

Lr Date\*

12-Sep-2025

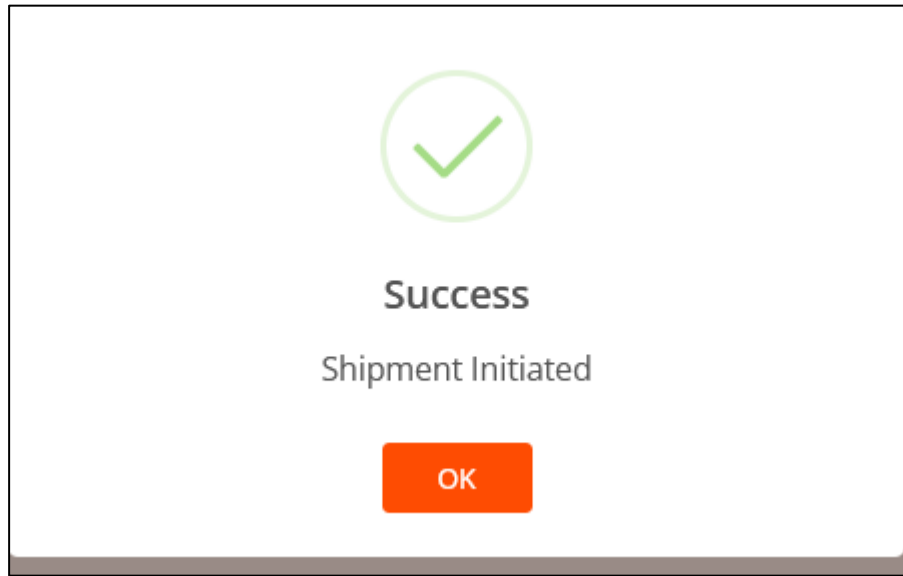
Product Code	Product Name	Size(ml   UPC)	Pack Type	Approved Quantity (Cases)	Batch number	Shipment Qty
					BTTU01	5
2006E0256GQQPI	PEDRERA ROSADO RC	750.00   12	Glass	10	BTTU02	5
					<div>Clear Batch</div>	

Cancel


Save


- After filling in all mandatory fields, the user clicks on the 'Save' button.
- After clicking the 'Save' button, the application displays a success confirmation pop-up message. Next click on OK button. Page will navigate to Pass page


## Import Control & Regulation User Reference Manual




- The pass number is generated, and the status is displayed as 'Scanning In-Progress', as shown above screen.

 **Excise Department**  
Government of Meghalaya

 **Pass**  
Dispatch / Pass

59:57  Srinu Supplier

Search Menu 

Master Data

Hologram Procurement

Hologram Packing

Offline Challan

Stock

Dispatch




Permits

Pass

Others / Support


Logout

10

Start Date  12-Sep-2025 End Date  12-Sep-2025 

S.no	Destination	Pass Number	Transporter	Vehicle Number	Submitted Date & Time	Status	Packing List
1	SR GROUP	IMTP200612092500058	srinu	TG45YU6655	12-Sep-2025 11:43:04 AM	Shipped	NA

Showing 1 to 1 of 1 entries

 Shipment

Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2

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