

Import Control & Regulation User Reference Manual



Excise Department
Government of Meghalaya



C-TEL INFOSYSTEMS PVT. LTD
Hyderabad, Telangana

Import Control & Regulation User Reference Manual

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1. Overview

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

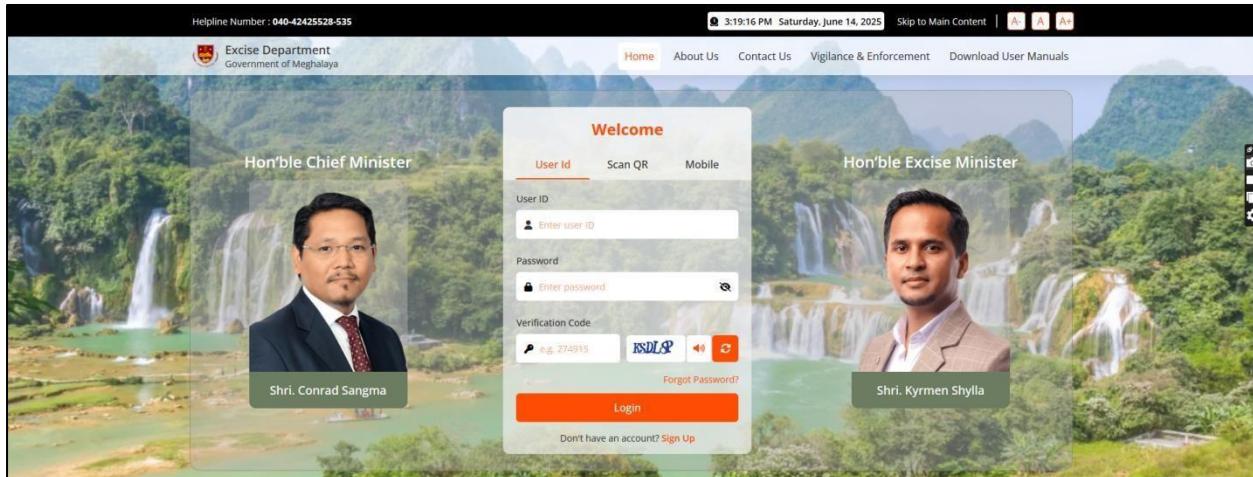
It covers brand registration, hologram procurement, bottle & case packing, and parent-child mapping. The module enables secure dispatch to CBW and Paramilitary units through Import Shipment Pass generation.

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.



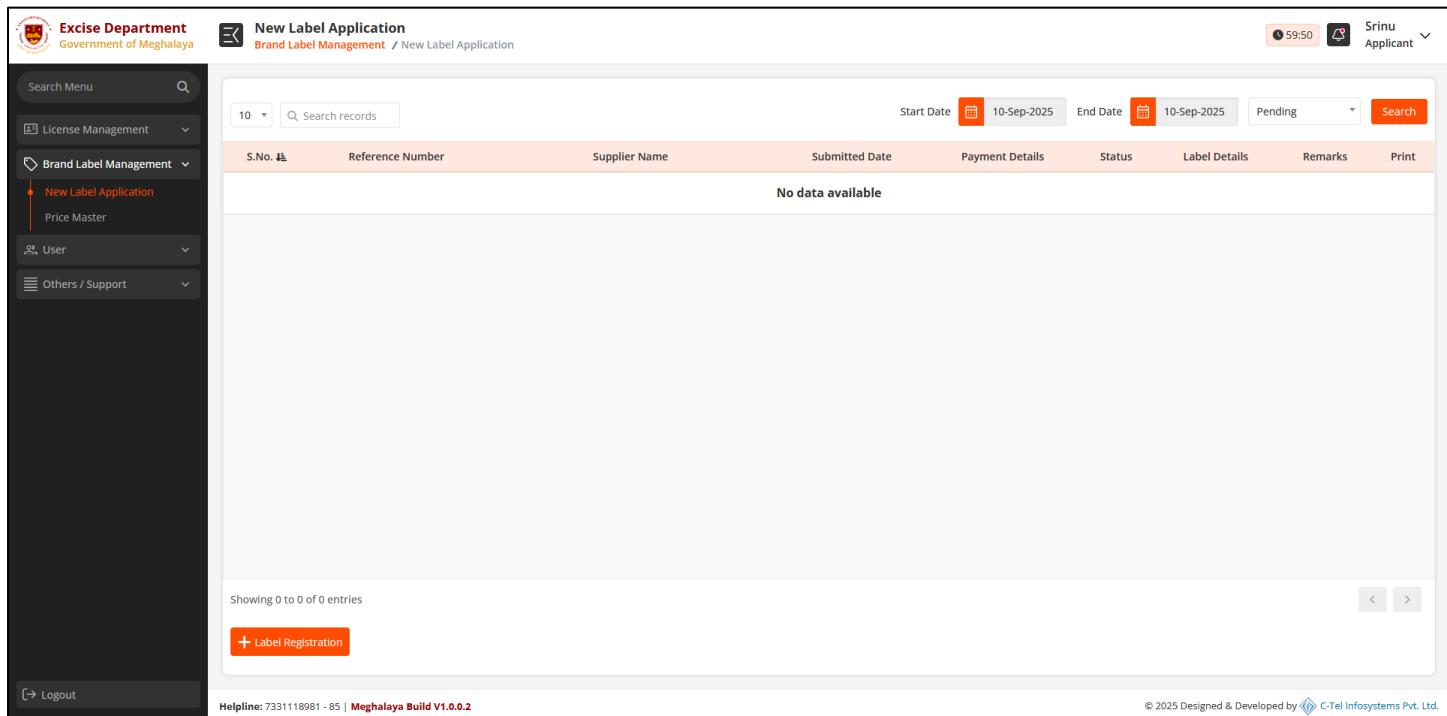
- Upon successful login to the application, the screen will display the following tabs.

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The screenshot shows the 'Tickets' module of the application. The top navigation bar includes the Excise Department logo, the text 'Excise Department Government of Meghalaya', and a user profile for 'Srinu Applicant'. The left sidebar has a 'Search Menu' and several dropdown categories: 'License Management', 'Brand Label Management', 'User', and 'Others / Support' (which is expanded to show 'Notification Configuration' and 'Tickets'). The main content area is titled 'Tickets' and shows a search bar with '10' selected and a 'Search records' button. Below the search bar are filter buttons for 'Start Date' (10-Sep-2025), 'End Date' (10-Sep-2025), 'Status' (New), and a 'Search' button. A table header with columns: S.No, Ticket Number, Location Name, User ID, Mobile Number, Ticket Type, Ticket Raised Date, Assigned To, Ticket Closed Date, Action/View, and Status. A message 'No data available' is displayed. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' and has a 'Logout' button. A red 'Add Ticket' button is located at the bottom left. The footer contains the text 'Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2' and '© 2025 Designed & Developed by C-Tel Infosystems Pvt. Ltd.'

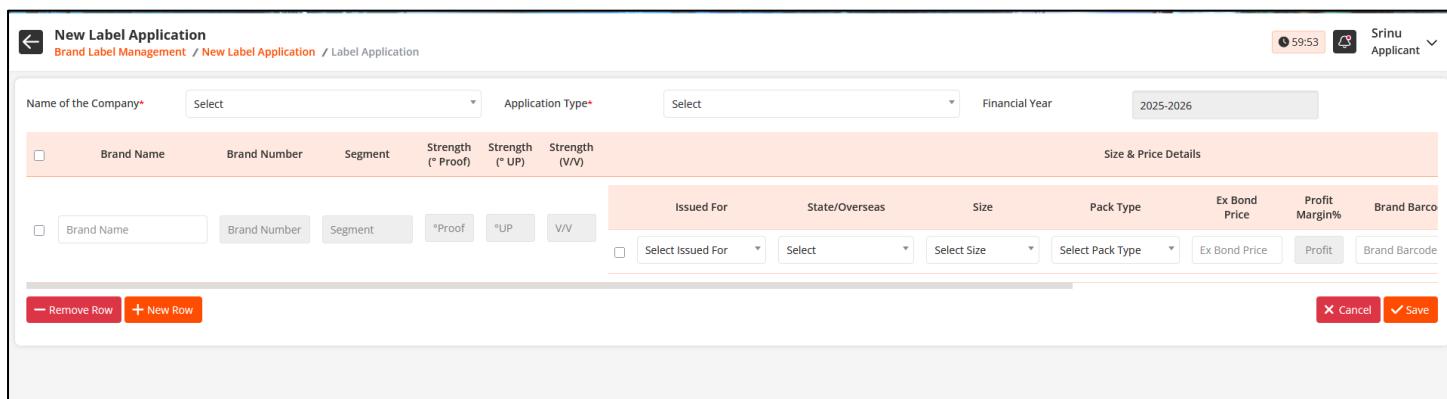
- The user clicks on the Brand Label Management tab.

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The screenshot shows the 'New Label Application' page under 'Brand Label Management'. The left sidebar includes 'Excise Department Government of Meghalaya' logo, 'Search Menu', 'License Management', 'Brand Label Management' (selected), 'New Label Application' (highlighted), 'Price Master', 'User', and 'Others / Support'. The main area has a search bar with '10' and 'Search records' buttons, and filters for 'Start Date' (10-Sep-2025), 'End Date' (10-Sep-2025), 'Status' (Pending), and 'Search' button. A table with columns 'S.No.', 'Reference Number', 'Supplier Name', 'Submitted Date', 'Payment Details', 'Status', 'Label Details', and 'Remarks' shows 'No data available'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has a 'Logout' button. The footer includes 'Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2' and '© 2025 Designed & Developed by C-Tel Infosystems Pvt. Ltd.'

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



The screenshot shows the 'New Label Application' registration form. It includes fields for 'Name of the Company' (dropdown), 'Application Type' (dropdown), 'Financial Year' (2025-2026), and 'Brand Name', 'Brand Number', 'Segment', 'Strength (° Proof)', 'Strength (° UP)', and 'Strength (V/V)' (all dropdowns). Below these are 'Size & Price Details' sections for 'Issued For', 'State/Overseas', 'Size', 'Pack Type', 'Ex Bond Price', 'Profit Margin%', and 'Brand Barcode'. At the bottom are buttons for 'Remove Row', '+ New Row', 'Cancel', and 'Save'.

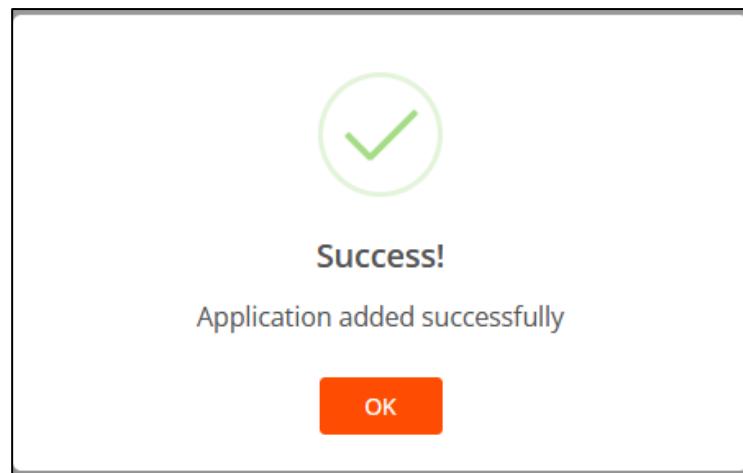
- The user chooses the Name of the Company from the available options.
- The user chooses the Application Type from the available options.
- If the user wants to add multiple Brands, click the '+ New Row' button. To remove unnecessary rows, select the row then click on 'Remove Row' button
- Next, the 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.

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- 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 a web-based application for 'New Label Application'. The top navigation bar includes 'Brand Label Management', 'New Label Application', and 'Label Application'. The main form has sections for 'Name of the Company' (SR BUSINESS NAME (2006) - IMPORTER), 'Application Type' (Existing Label Registration), 'Financial Year' (2025-2026), and 'Size & Price Details'. The 'Size & Price Details' section contains fields for 'Brand Name' (IMPERIAL BLUE SUPERIOR), 'Brand Number' (WHISKY), 'Segment' (75), 'Strength (%) Proof' (25), 'Strength (° UP)' (42.8), 'Issued For' (Import), 'State/OVERSEAS' (Meghalaya), 'Size' (750X1), 'Pack Type' (Glass), 'Ex Bond Price' (\$2200), 'Profit Margin%' (20), 'Brand Barcode' (354254), 'Category' (Super Premium Brand), and 'Cost Card' (Cost Card icon). Action buttons include '+ New Row', '– Remove Row', 'Cancel', and 'Save'.

- 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.

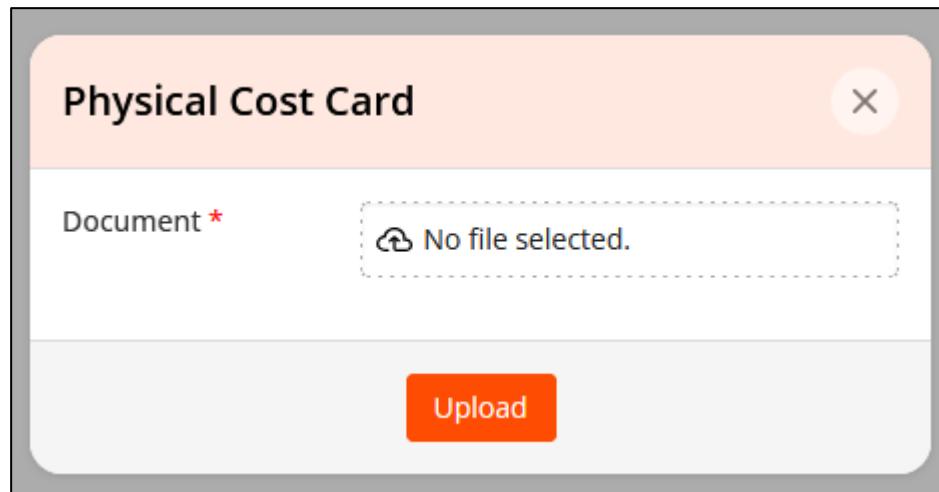


- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Label Details page, where all previously created indents can be viewed.

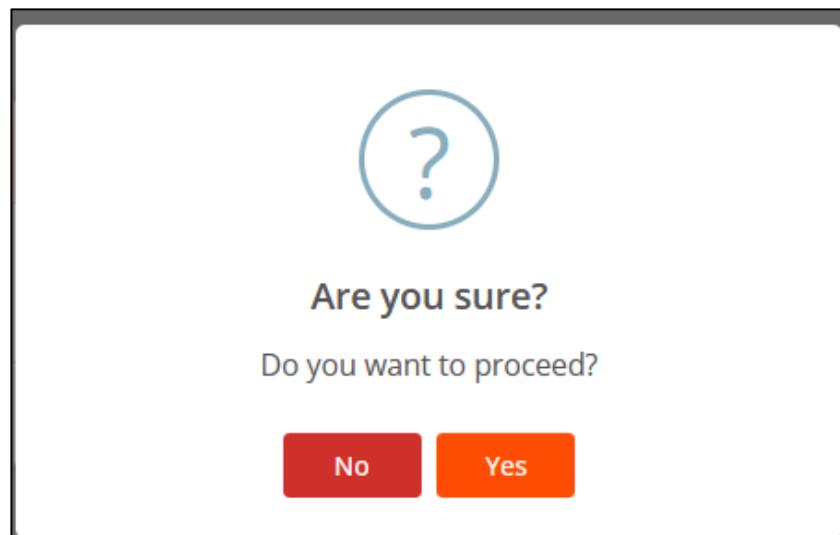
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S.No	Issued For	Brand Name	Pack Type	Size (ml)	Physical Cost Card *	Sample Label*
1	Import (Meghalaya)	BLENDERS PRIDE RARE PREMIUM WHISKY	Pet Bottle	750	Upload	Upload

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

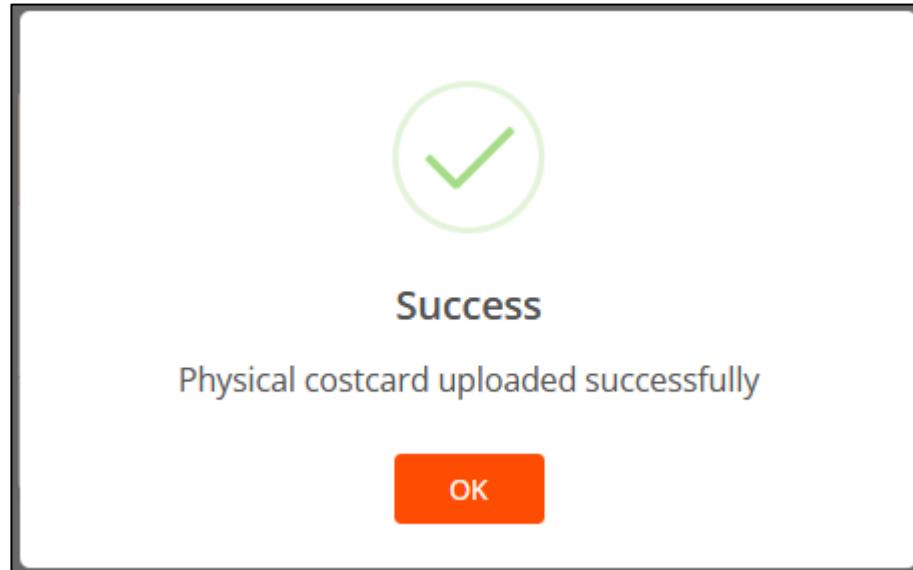


- Next, the user needs to upload the document, and after upload it, click on the 'Upload' button. a confirmation pop-up message will be displayed on the screen.



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- 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.

A screenshot of the "Label Details" page. The page title is "Label Details" with a back arrow. Below it, the URL is "Brand Label Management / New Label Application / Label Details". On the right, there are user details: "57:04", a profile icon, "Srinu", and "Applicant". The main content is a table with the following data:

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

At the bottom are buttons for "Back" and "Save".

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

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<p style="text-align: center;">SR BUSINES NAME (8-25 hyd, KHAMMAM, KALLURU, Eastern West Khasi Hills, Meghalaya - 502454) FORM A (See Rule 366)</p> <p style="text-align: center;">Application for Registration of Brand Name and Label to the Commissioner of Excise, Meghalaya, Shillong</p> <p>Application Number : LA2006270525156 Date & Time : 27-May-2025 02:49:06 PM</p> <p>1)</p>												
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 BUSINES 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 BUSINES NAME 8-25 hyd, KHAMMAM, KALLURU, Eastern West Khasi Hills, Meghalaya - 502454

2) The Country of Origin of the Liquor : Germany, Portugal
 3) Name and Address of the Firm : SR BUSINES NAME 8-25 hyd, KHAMMAM, KALLURU, Eastern West Khasi Hills, Meghalaya - 502454
 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

- 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

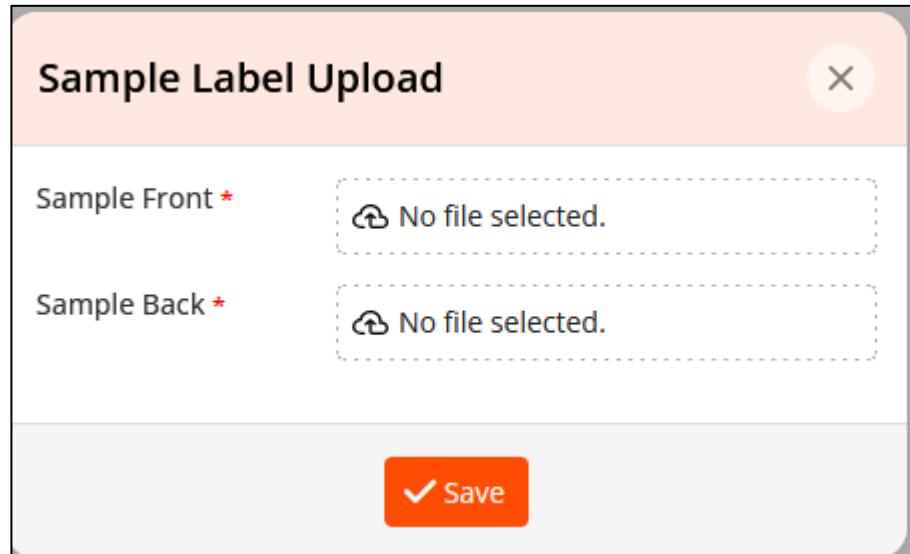
Document *

 No file selected.

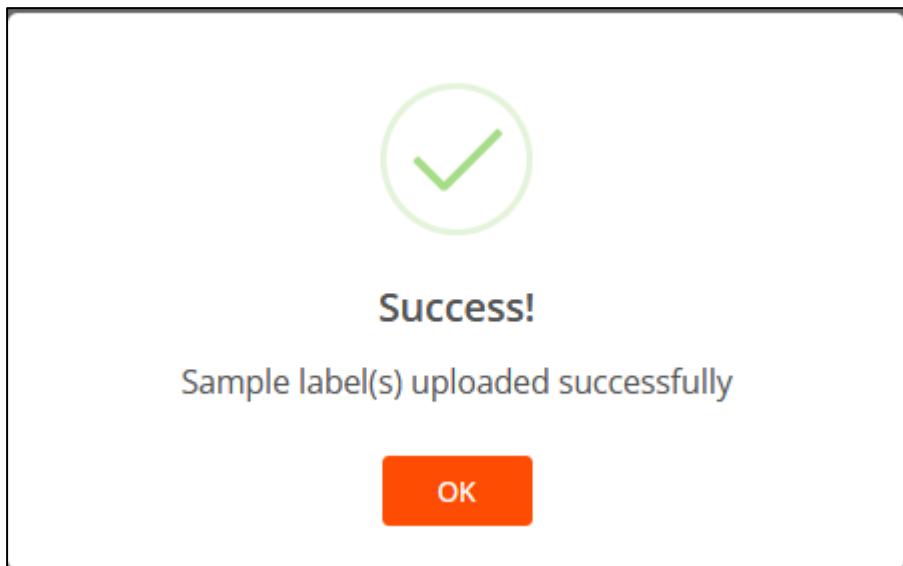
✓ Upload

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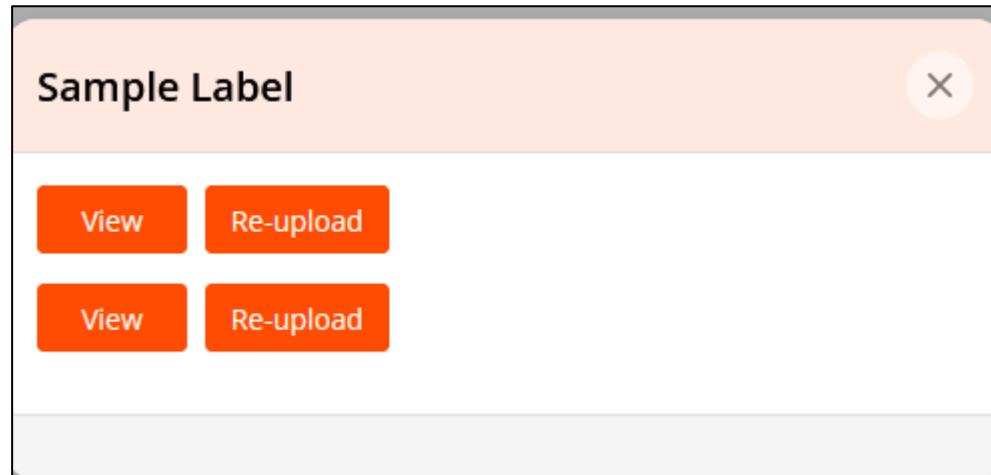
- Next, the user clicks on 'Sample Label' upload hyper link tab.



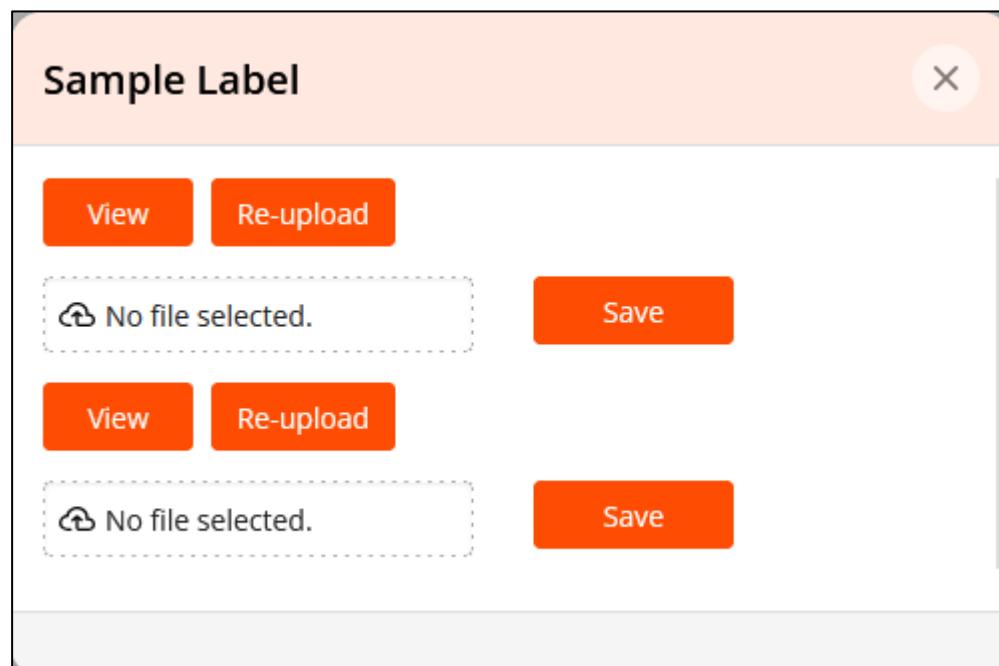
- Next, the user needs to upload the 'Sample Back' and 'Sample Front' documents, and after uploading them, click on the 'Save' button.
- After clicking the 'Save' button, a confirmation pop-up is displayed.



- 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

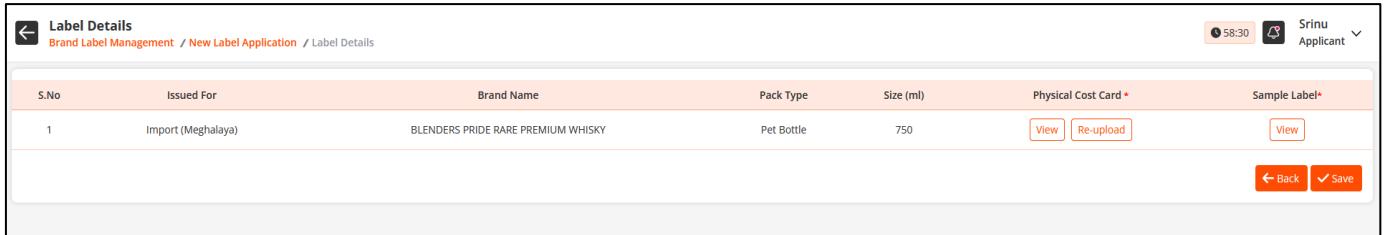


- If the user clicks the Sample Label 'view' hyperlink tabs. User can view the upload the documents.
- If the user clicks the 'Re-upload' hyperlink buttons, the system opens the upload file fields where the user can select a new document and then click the 'save' button.



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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.

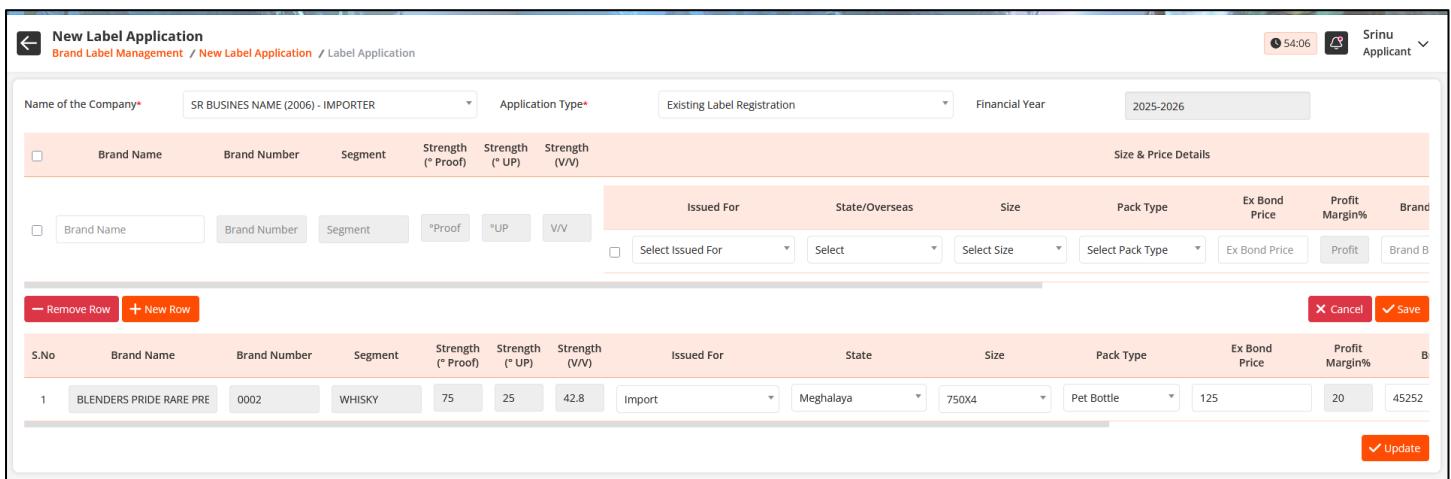


The screenshot shows the 'Label Details' page. At the top, there are navigation links: 'Brand Label Management / New Label Application / Label Details'. On the right, there are user details: '58:30' and 'Srinu Applicant'. The main table has columns: S.No, Issued For, Brand Name, Pack Type, Size (ml), Physical Cost Card*, and Sample Label*. The data in the table is as follows:

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

At the bottom right of the page are buttons: 'Back' and 'Save'.

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



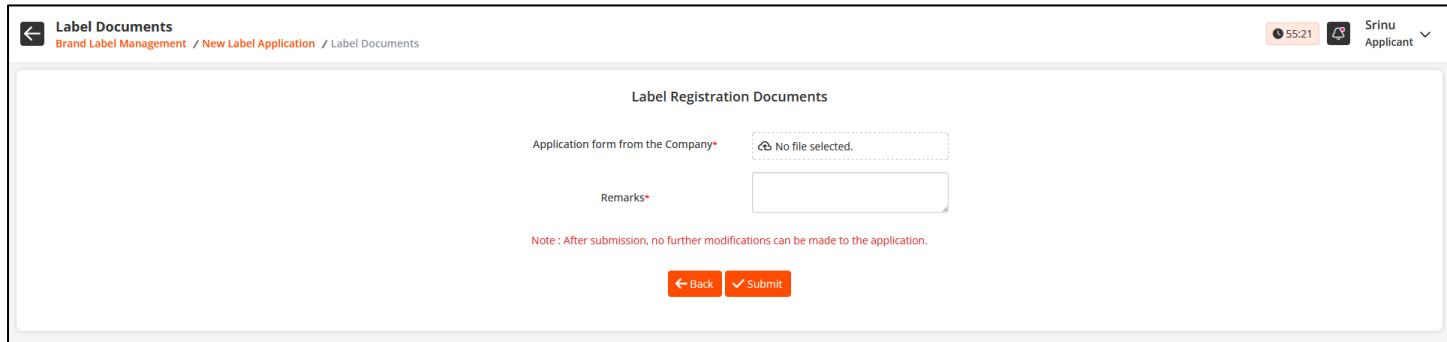
The screenshot shows the 'New Label Application' page. At the top, there are navigation links: 'Brand Label Management / New Label Application / Label Application'. On the right, there are user details: '54:06' and 'Srinu Applicant'. The page features a table for entering label details. The columns include: Brand Name, Brand Number, Segment, Strength (* Proof), Strength (* UP), Strength (V/V), Issued For, State/Overseas, Size, Pack Type, Ex Bond Price, Profit Margin%, and Brand. There are buttons for 'Remove Row' and 'New Row'. The table data is as follows:

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

At the bottom right of the page are buttons: 'Cancel' and 'Save'.

- 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.

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Label Documents

Brand Label Management / New Label Application / Label Documents

55:21 Srinu Applicant

Label Registration Documents

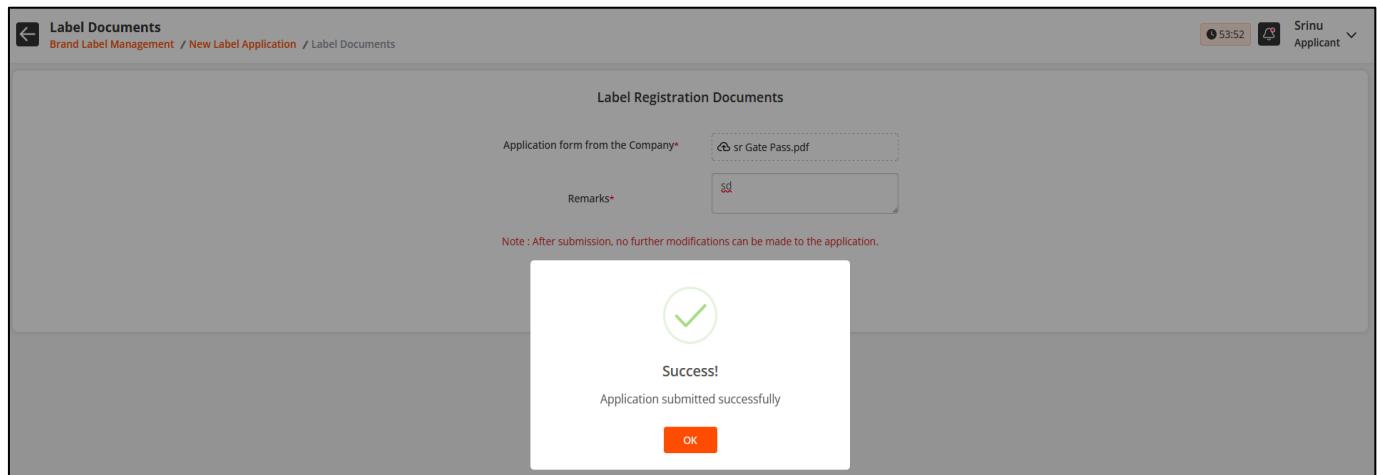
Application form from the Company*

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.

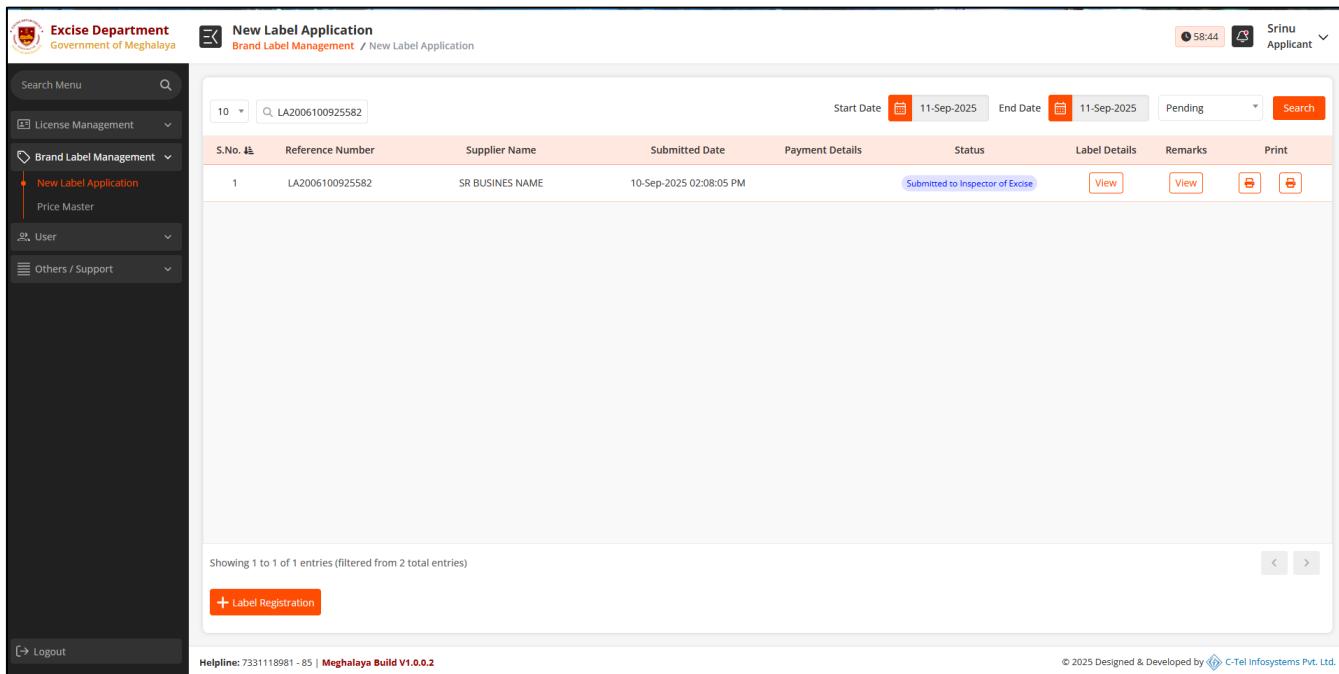
 Success!

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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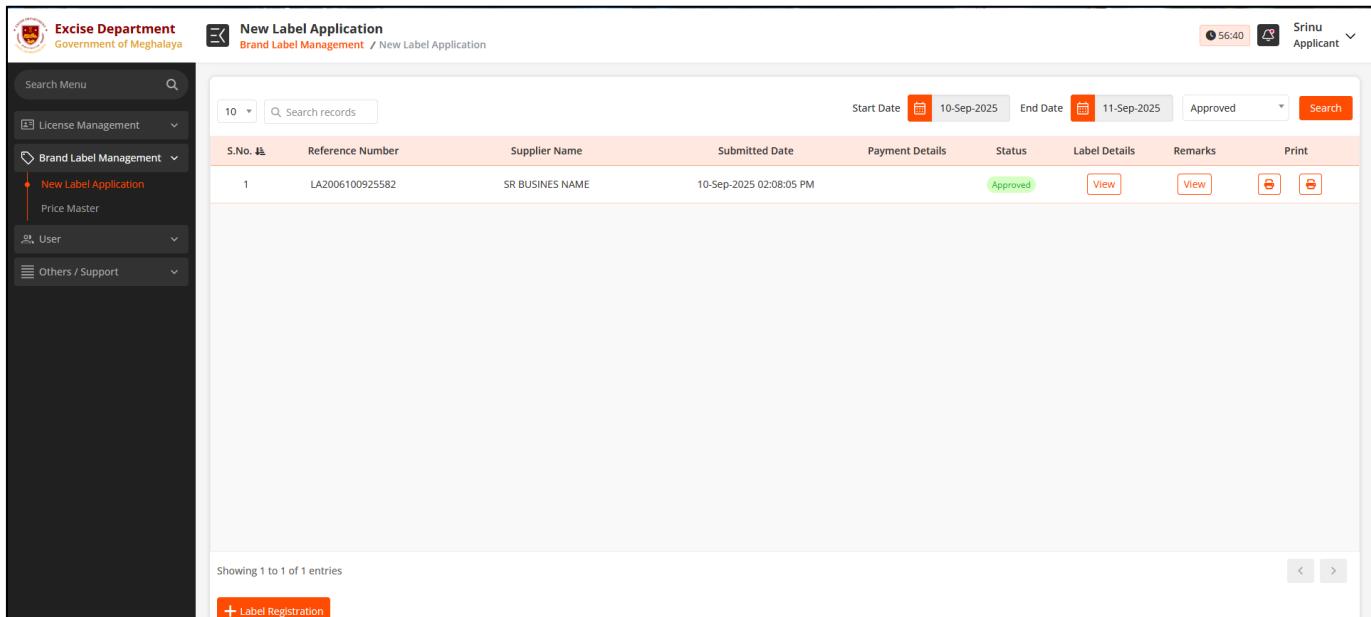


The screenshot shows the 'New Label Application' page of the Excise Department's system. The left sidebar includes 'Excise Department Government of Meghalaya' logo, 'Search Menu', 'License Management', 'Brand Label Management' (selected), 'New Label Application' (highlighted), 'Price Master', 'User', and 'Others / Support'. The main content area has a header 'New Label Application' with 'Brand Label Management / New Label Application'. It shows a table with one entry:

S.No.	Reference Number	Supplier Name	Submitted Date	Payment Details	Status	Label Details	Remarks	Print
1	LA2006100925582	SR BUSINESS NAME	10-Sep-2025 02:08:05 PM		Submitted to Inspector of Excise	View	View	Print

Below the table, a message says 'Showing 1 to 1 of 1 entries (filtered from 2 total entries)'. A red 'Label Registration' button is at the bottom. The top right shows '5844' notifications, 'Srinu Applicant', and a search bar. The bottom right includes a helpline number and copyright information.

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



The screenshot shows the 'New Label Application' page after the entry has been approved. The left sidebar is identical to the previous screenshot. The main content area shows the same table, but the status for the single entry is now 'Approved'.

S.No.	Reference Number	Supplier Name	Submitted Date	Payment Details	Status	Label Details	Remarks	Print
1	LA2006100925582	SR BUSINESS NAME	10-Sep-2025 02:08:05 PM		Approved	View	View	Print

The bottom of the page shows 'Showing 1 to 1 of 1 entries' and a red 'Label Registration' button. The top right shows '5640' notifications, 'Srinu Applicant', and a search bar. The bottom right includes a helpline number and copyright information.

- To preview the final label print.

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

<p style="margin: 0;">SR BUSINES NAME (8-25 hyd, KHAMMAM, KALLURU, Eastern West Khasi Hills, Meghalaya - 502454)</p> <p style="margin: 0;">FORM A (See Rule 366)</p>												
<p style="margin: 0;">Application for Registration of Brand Name and Label to the Commissioner of Excise, Meghalaya, Shillong</p>												
<p>Application Number : LA2006100925582 Date & Time : 10-Sep-2025 02:08:05 PM</p>												
<p>1)</p>												
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

- Local Cost card

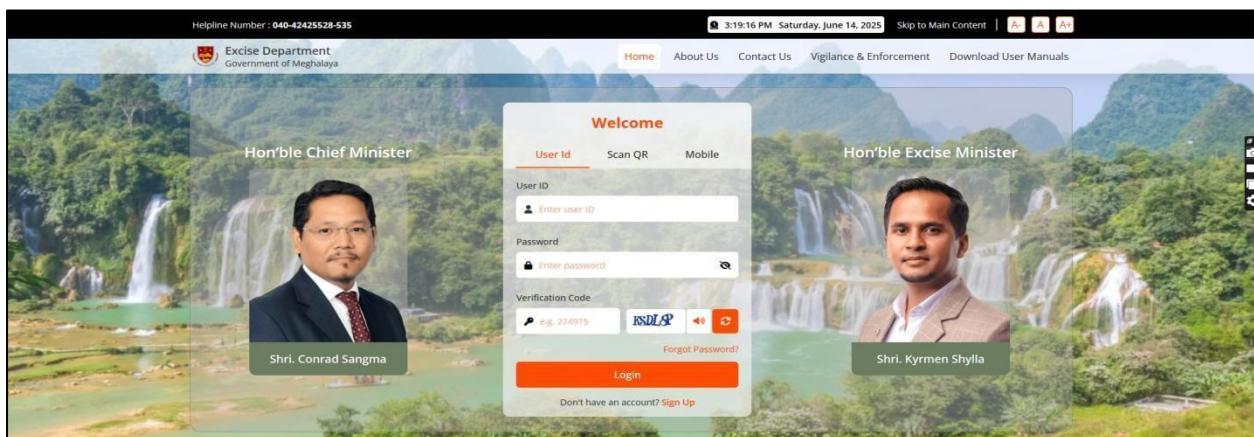
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Cost Card Print																			
Import Cost Card																			
S.No	Name of Supplier	Brand Name	Brand Number	Pack Type	Segment	Bottle Capacity(ml)	Units Per Case	Ex-Bond Price	TPF/IPF (Per Case)	Literage Fee (Per Case)	Total TPF/ IPF (Per Case)	Advalorem (Per Case)	VAT (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.



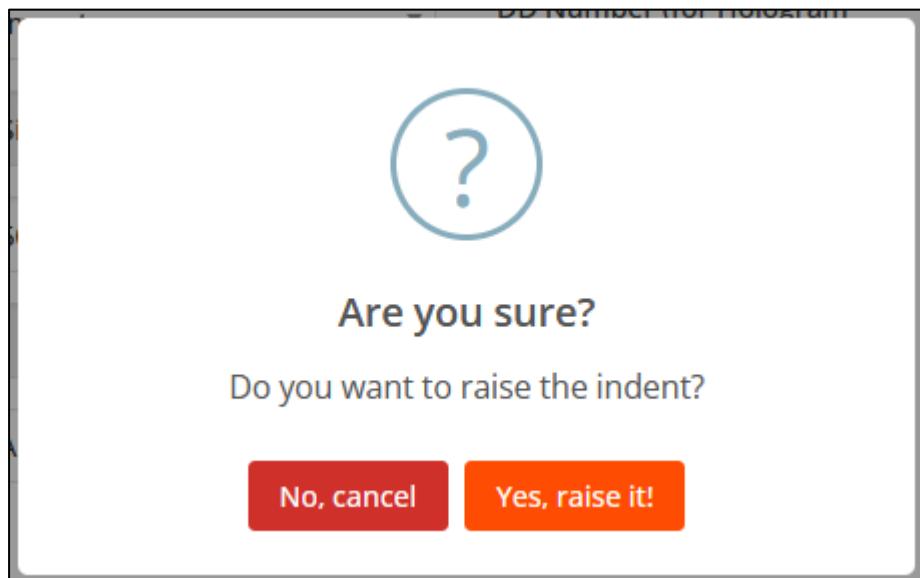
- Then user need to select “Hologram Procurement” tab. After selecting the “Hologram Procurement” tab user can able to view the below screen.

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

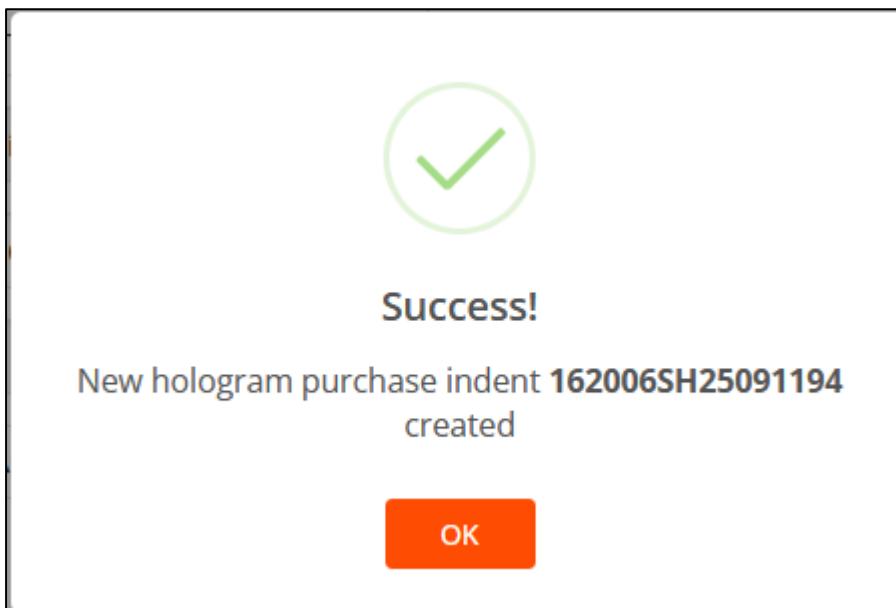
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- After clicking on (+Hologram Purchase Indent) option then below screen will be displayed.
- After reaching to the above screen user need to fill all the necessary details and then need to click on “SAVE” option. After clicking on “SAVE” option below 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.

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- 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.

A screenshot of the "Hologram Purchase Indent" list view. The left sidebar shows "Hologram Procurement" selected. The main table has one entry:

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	View	NA	Make Payment	View	

Showing 1 to 1 of 1 entries

[+ Hologram Purchase indent](#)

- 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

Hologram Details

Indent Number	162006SH25091194
Challan Amount (Rs.)	25000
Payment Method	-Select-

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.

Hologram Details

Indent Number	
Challan Amount (Rs.)	
Payment Method	
Challan Number	CH3456
Payable Amount	25000.00

 Success!

Challan payment have been received successfully.

OK

- 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

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

Excise Department
Government of Meghalaya

Hologram Purchase Indent
Hologram Procurement / Hologram Purchase Indent

10 Start Date End Date 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	<input type="button" value="View"/>	NA	Forwarded to Inspector of Excise	<input type="button" value="Print"/>	<input type="button" value="View"/>

Showing 1 to 1 of 1 entries

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

- 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.

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Excise Department
Government of Meghalaya

Hologram Purchase Indent
Hologram Procurement / Hologram Purchase Indent

Search Menu 10 Search records

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

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	<input type="button" value="View"/>	NA	Forwarded to Assistant Commissioner	<input type="button" value="Print"/> <input type="button" value="View"/>	<input type="button" value="View"/>

Showing 1 to 1 of 1 entries

Logout <http://45.127.59.60/index.php/SH/shInventory>

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

Search Menu 10 Search records

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

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	<input type="button" value="View"/>	NA	Forwarded to Manufacturer	<input type="button" value="Print"/> <input type="button" value="View"/>	<input type="button" value="View"/>

Showing 1 to 1 of 1 entries

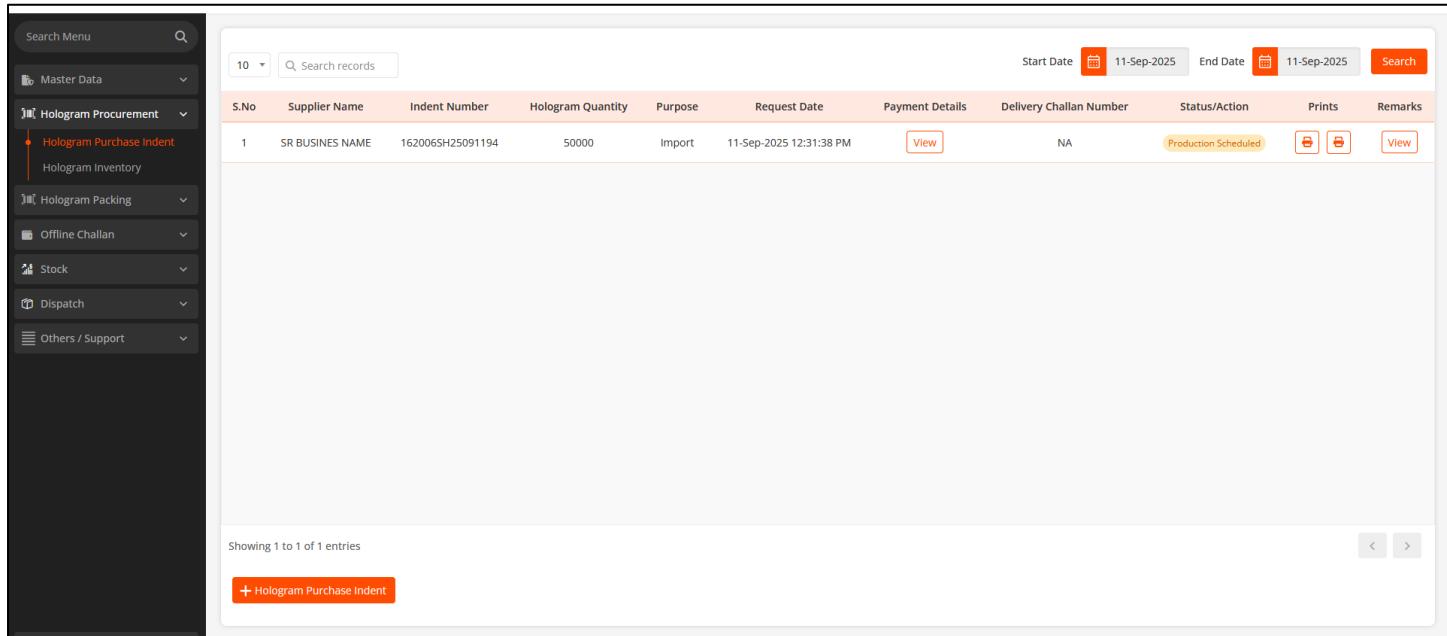
Logout <http://45.127.59.60/index.php/SH/shInventory>

Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2

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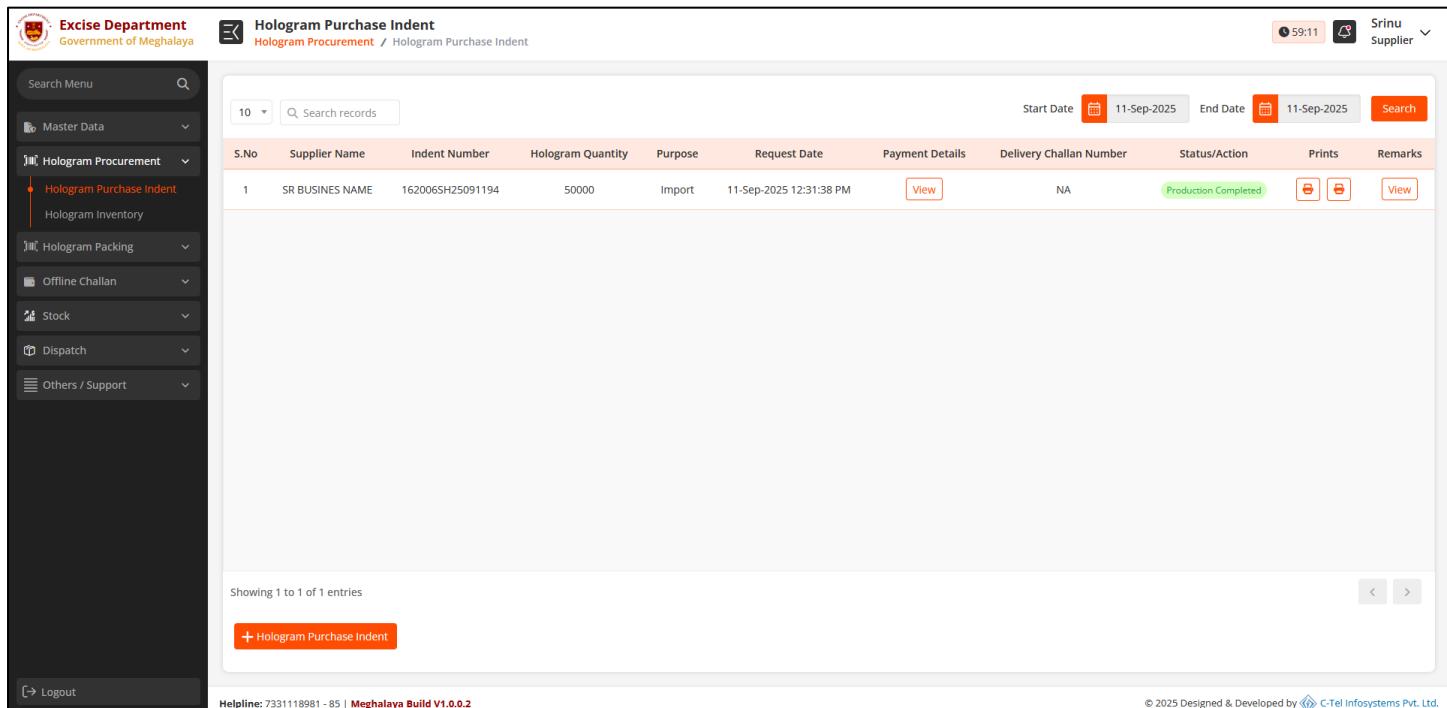
- Once the manufacturer schedules the production, the status will be displayed as shown in the screen below.



The screenshot shows a software interface for managing hologram procurement. The left sidebar contains a 'Search Menu' and a list of modules: Master Data, Hologram Procurement (selected), Hologram Inventory, Hologram Packing, Offline Challan, Stock, Dispatch, and Others / Support. The main area displays a table of 'Hologram Purchase Indent' records. The table has 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 listed: S.No 1, Supplier Name SR BUSINESS NAME, Indent Number 162006SH25091194, Hologram Quantity 50000, Purpose Import, Request Date 11-Sep-2025 12:31:38 PM, Payment Details NA, Status/Action Production Scheduled. The 'Status/Action' cell contains a yellow button labeled 'Production Scheduled'. The table includes standard data entry and search controls at the top, and a footer with a 'Showing 1 to 1 of 1 entries' message and a 'Hologram Purchase Indent' button.

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

Import Control & Regulation User Reference Manual

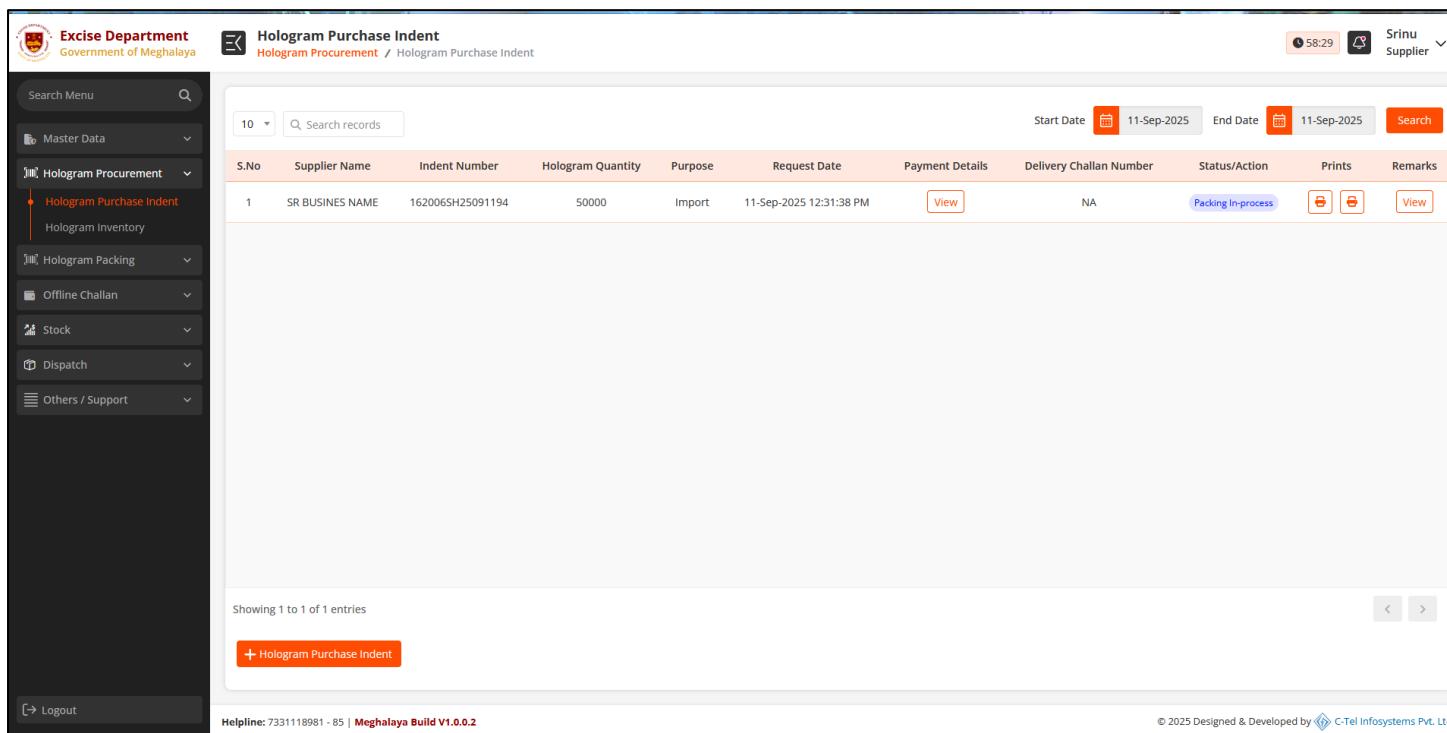


The screenshot shows the 'Hologram Purchase Indent' page. The left sidebar has a 'Hologram Purchase Indent' section selected. The main table has one entry:

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	View	NA	Production Completed	 	View

At the bottom, the status is shown as 'Production Completed' with a green background. The footer shows 'Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2' and '© 2025 Designed & Developed by C-Tel Infosystems Pvt. Ltd.'

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



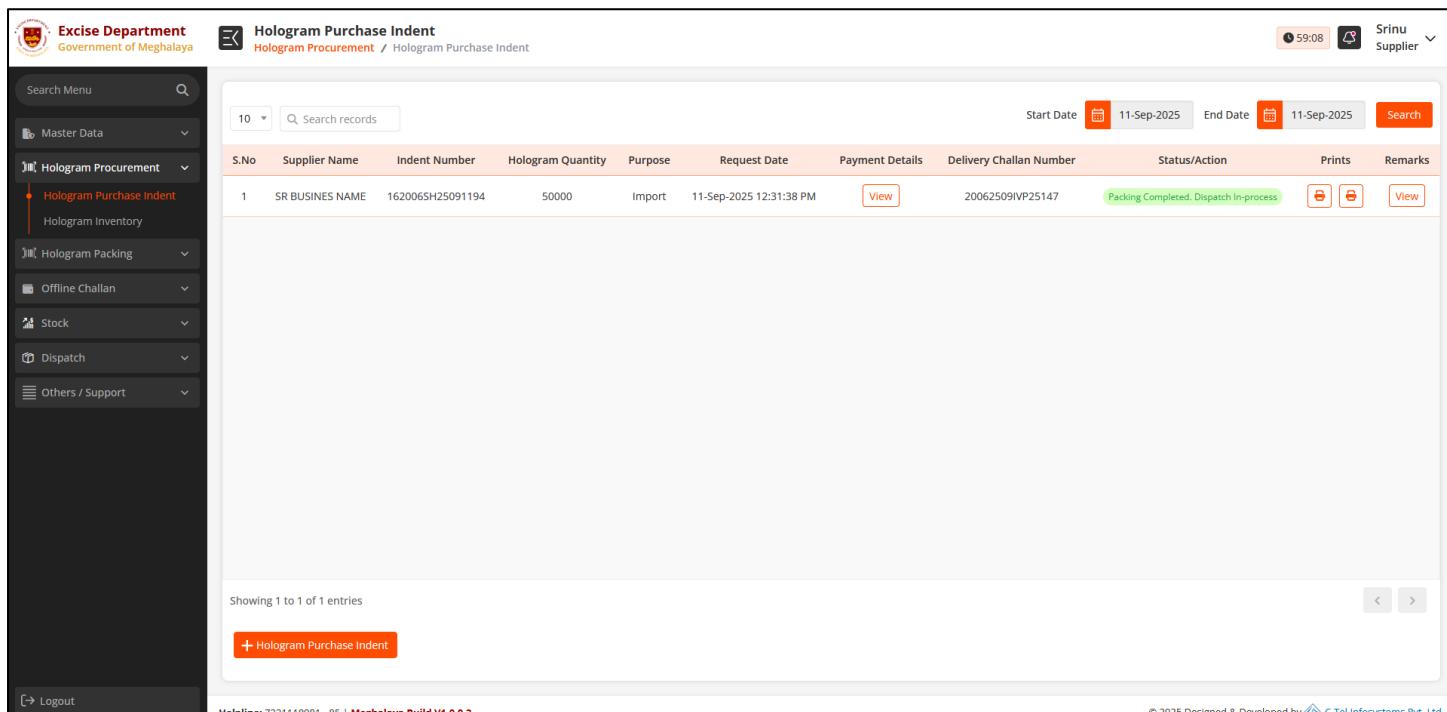
The screenshot shows the 'Hologram Purchase Indent' page. The left sidebar has a 'Hologram Purchase Indent' section selected. The main table has one entry:

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	View	NA	Packing In-process	 	View

At the bottom, the status is shown as 'Packing In-process' with a blue background. The footer shows 'Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2' and '© 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

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	View	200625091VP25147	Packing Completed, Dispatch In-process	 	View

Showing 1 to 1 of 1 entries

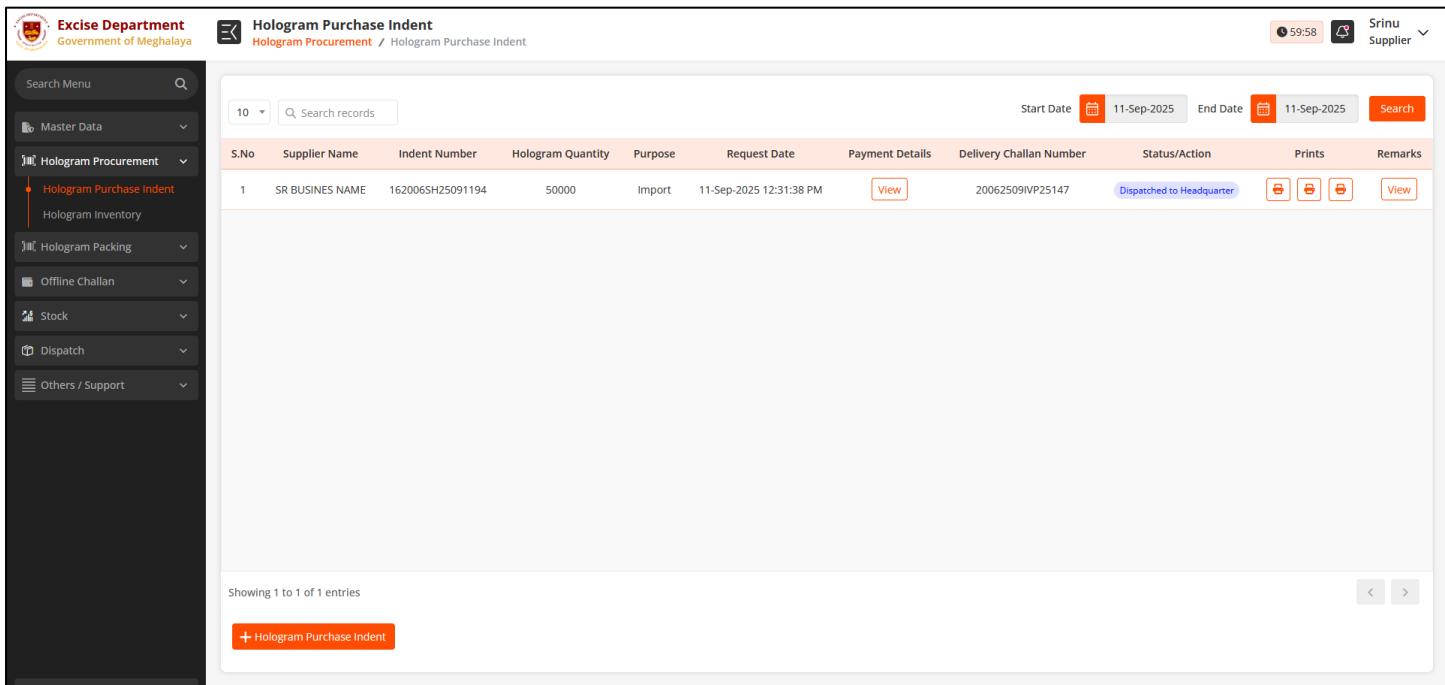
[+ Hologram Purchase Indent](#)

Logout

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

Import Control & Regulation User Reference Manual



Hologram Purchase Indent

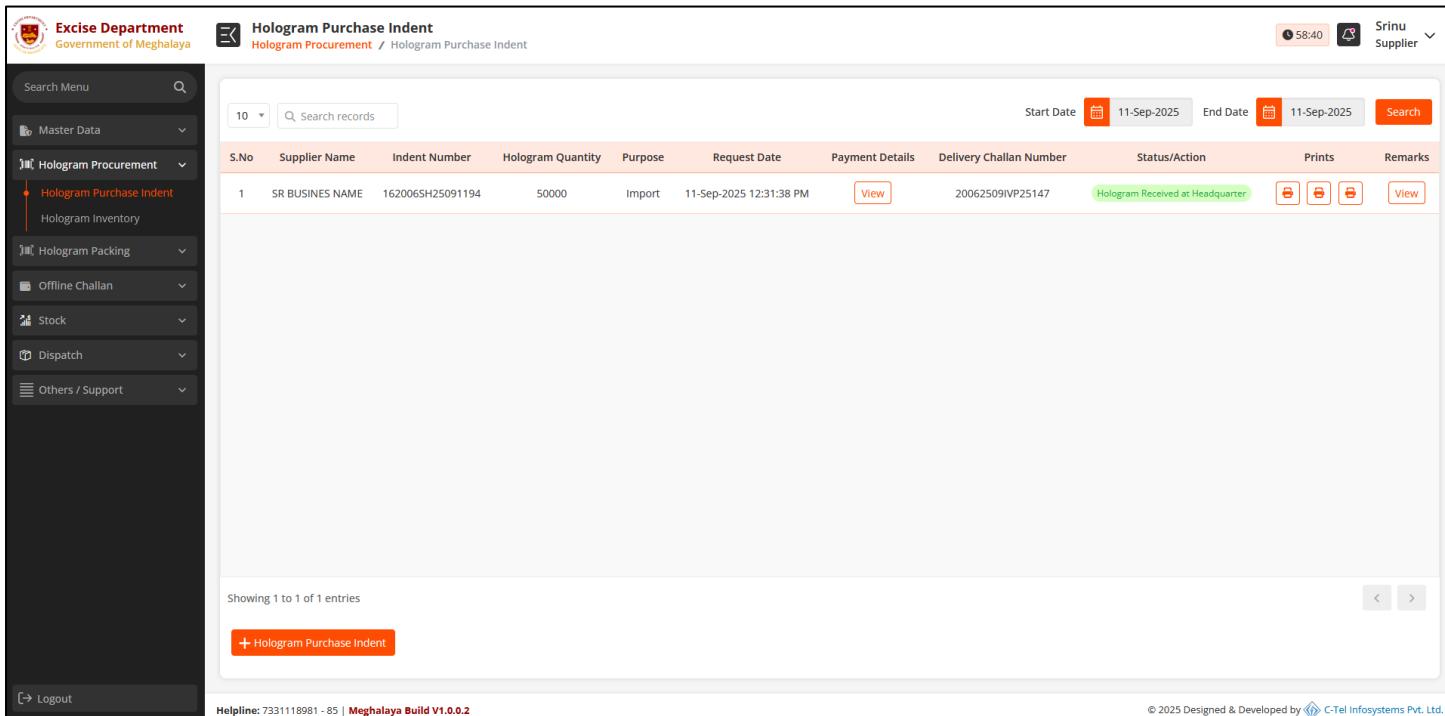
Start Date: 11-Sep-2025 End Date: 11-Sep-2025

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

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'



Hologram Purchase Indent

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

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

Showing 1 to 1 of 1 entries

[+ Hologram Purchase Indent](#)

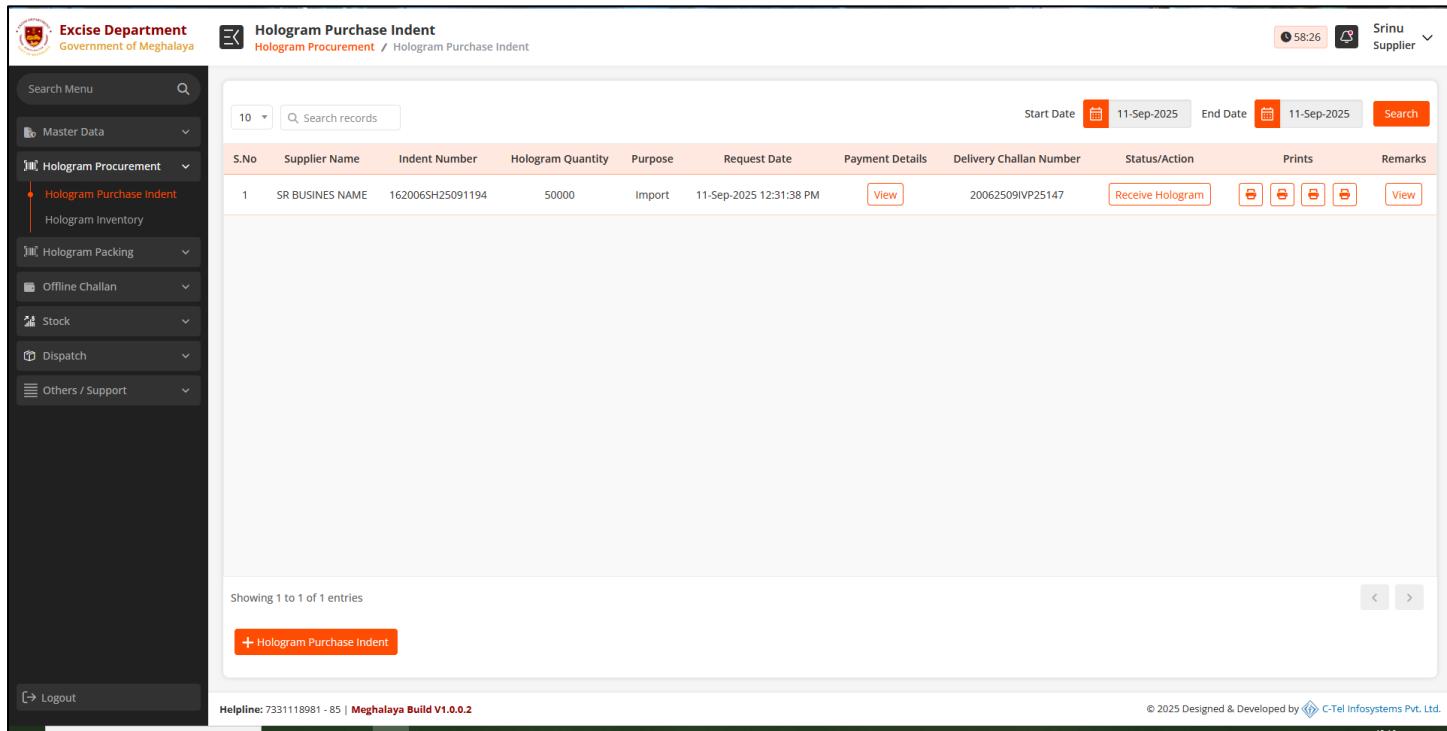
[Logout](#)

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

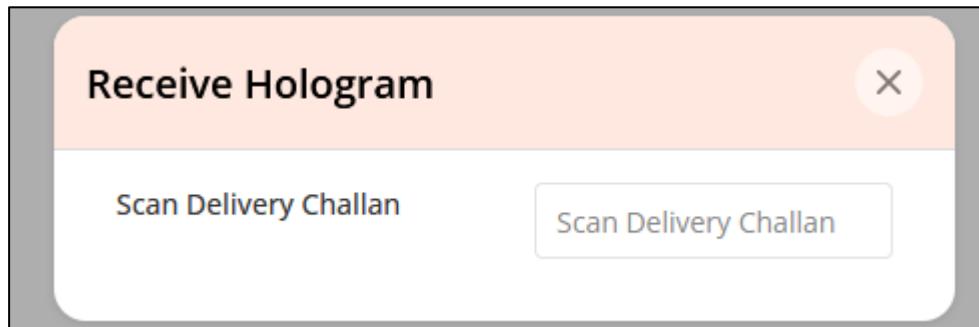


The screenshot shows the 'Hologram Purchase Indent' page. The left sidebar has a 'Hologram Purchase Indent' section selected. The main table shows one entry:

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	View	200625091VP25147	Receive Hologram	 	View

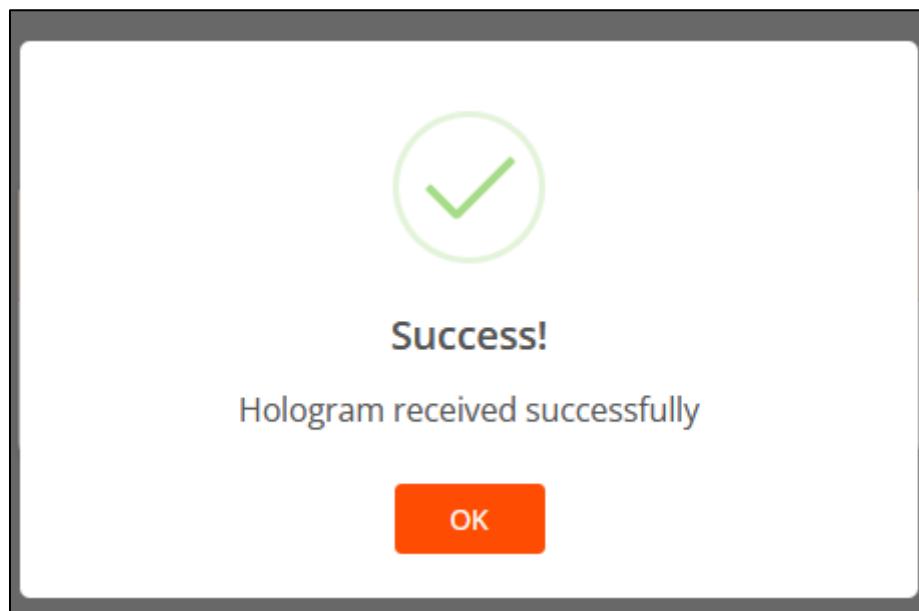
At the bottom of the page, there is a 'Receive Hologram' button.

- 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.

Import Control & Regulation User Reference Manual



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

Import Control & Regulation User Reference Manual

The screenshot shows the 'Hologram Purchase Indent' page within the 'Hologram Procurement' module of the Excise Department application. The page includes a search bar, date filters, and a table with a single row of data. The table columns are: S.No, Supplier Name, Indent Number, Hologram Quantity, Purpose, Request Date, Payment Details, Delivery Challan Number, Status/Action, Prints, and Remarks. The data in the table is as follows:

S.No	Supplier Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	SR BUSINESS NAME	162006SH25091194	50000	Import	11-Sep-2025 12:31:38 PM	View	20062509IVP25147	Hologram Received	 	View

Below the table, there is a message 'Showing 1 to 1 of 1 entries' and a 'Logout' link. The left sidebar contains a navigation menu with links to Master Data, Hologram Procurement (selected), Hologram Inventory, Hologram Packing, Offline Challan, Stock, Dispatch, and Others / Support. The top right corner shows a user profile for 'Srinu Supplier' and a timestamp of '58:37'.

- 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 BUSINES 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 BUSINES 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

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)

Logout

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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

Indent Number

Carton Barcode

Shipped On

Purpose

Received On

162006SH25091194 Import 11-Sep-2025

Carton Barcode Details

Search records

Spoolbarcode	Start Code	End Code	Used Count	Unused Count
SB2006HO250917851H2006250900070001	2006250900070001	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

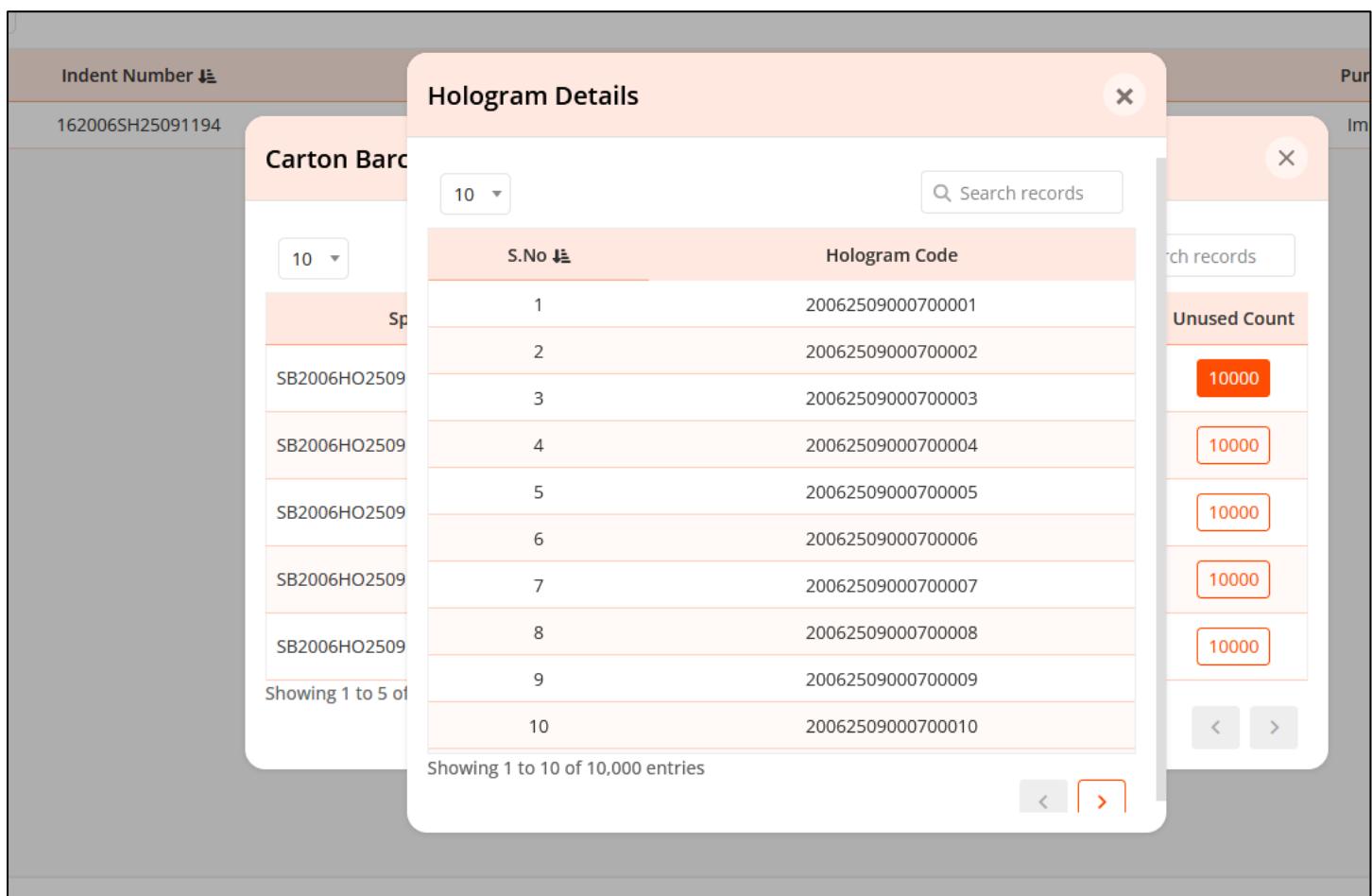
Logout

Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2

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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.



The screenshot shows a modal window titled "Hologram Details" with a list of 10 entries. Each entry contains a serial number (S.No) and a corresponding hologram code. The list is paginated, showing entries 1 through 10 of 10,000. The background of the modal is light orange, and the table has a light orange header row. The "Carton Barcode" dropdown on the left is set to 10. The "Unused Count" section on the right shows a list of 10 entries, each with a value of 10000.

S.No	Hologram Code
1	20062509000700001
2	20062509000700002
3	20062509000700003
4	20062509000700004
5	20062509000700005
6	20062509000700006
7	20062509000700007
8	20062509000700008
9	20062509000700009
10	20062509000700010

Showing 1 to 10 of 10,000 entries

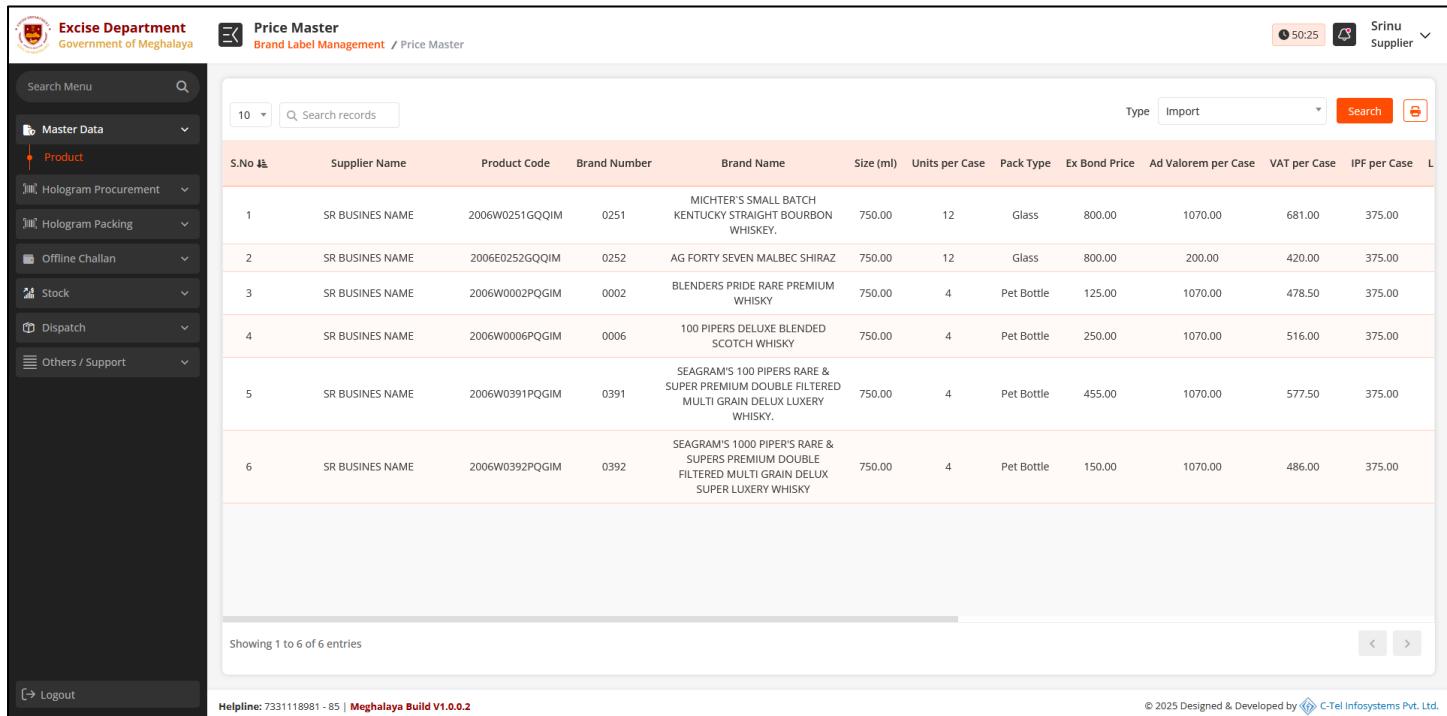
Unused Count

10000
10000
10000
10000
10000
10000
10000
10000

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 shows the 'Price Master - Brand Label Management' interface. The left sidebar has a dark theme with a 'Search Menu' and a 'Master Data' dropdown. Under 'Master Data', 'Product' is selected, which is highlighted in orange. Other options include 'Hologram Procurement', 'Hologram Packing', 'Offline Challan', 'Stock', 'Dispatch', and 'Others / Support'. The main content area is titled 'Price Master' and shows a table of registered brands. The table has 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. There are 6 entries listed:

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 WHISKY.	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 PIPER'S RARE & SUPERS PREMIUM DOUBLE FILTERED MULTI GRAIN DELUX SUPER LUXURY WHISKY	750.00	4	Pet Bottle	150.00	1070.00	486.00	375.00

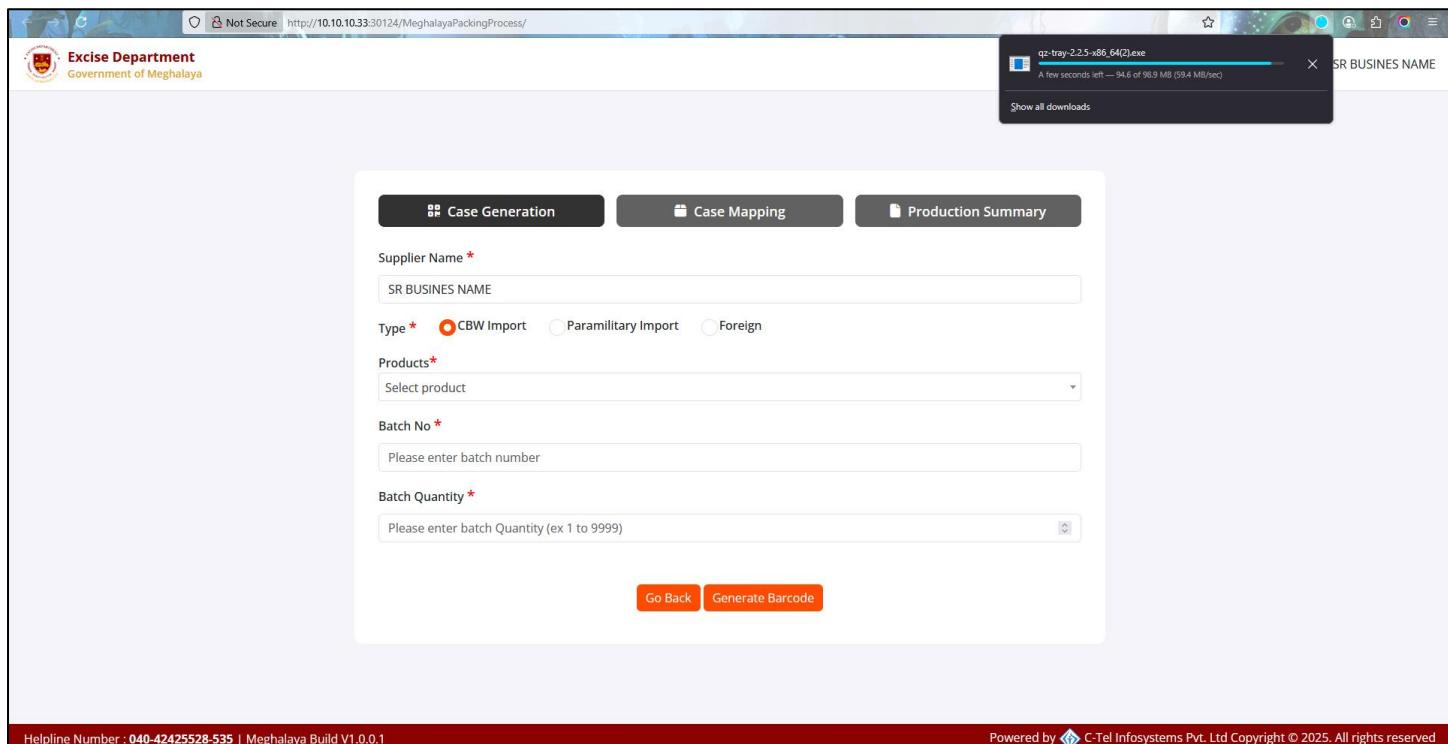
At the bottom, there is a footer with 'Logout', 'Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2', and '© 2025 Designed & Developed by C-Tel Infosystems Pvt. Ltd.'

- 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

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

Import Control & Regulation User Reference Manual



Excise Department
Government of Meghalaya

Not Secure http://10.10.10.33:30124/MeghalayaPackingProcess/

qz-tray-2.2.5-x86_64(2).exe
A few seconds left — 94.6 of 98.9 MB (59.4 MB/sec)

SR BUSINESS NAME

Show all downloads

Case Generation Case Mapping Production Summary

Supplier Name *

SR BUSINESS NAME

Type * CBW Import Paramilitary Import Foreign

Products*
Select product

Batch No *

Please enter batch number

Batch Quantity *

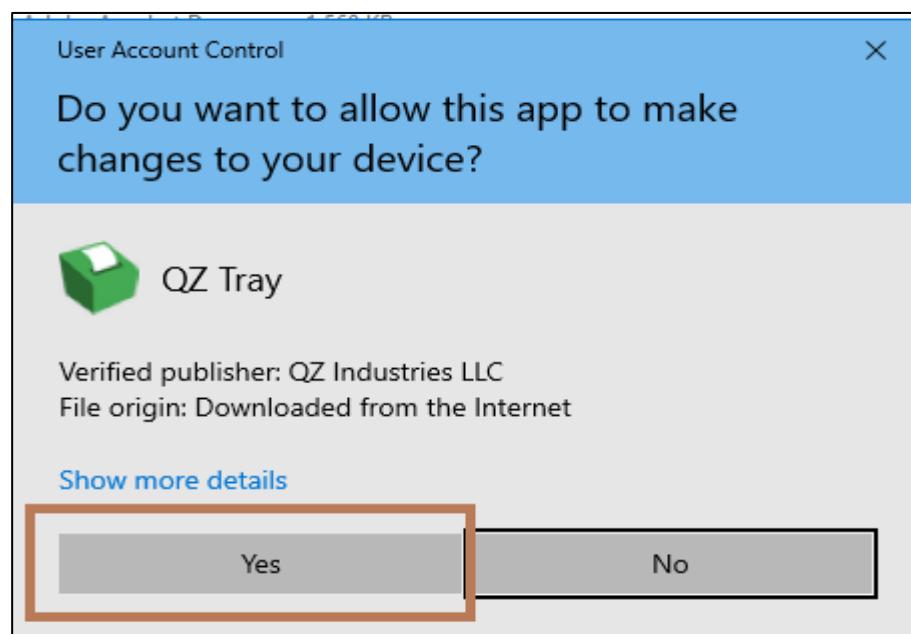
Please enter batch Quantity (ex 1 to 9999)

Go Back Generate Barcode

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

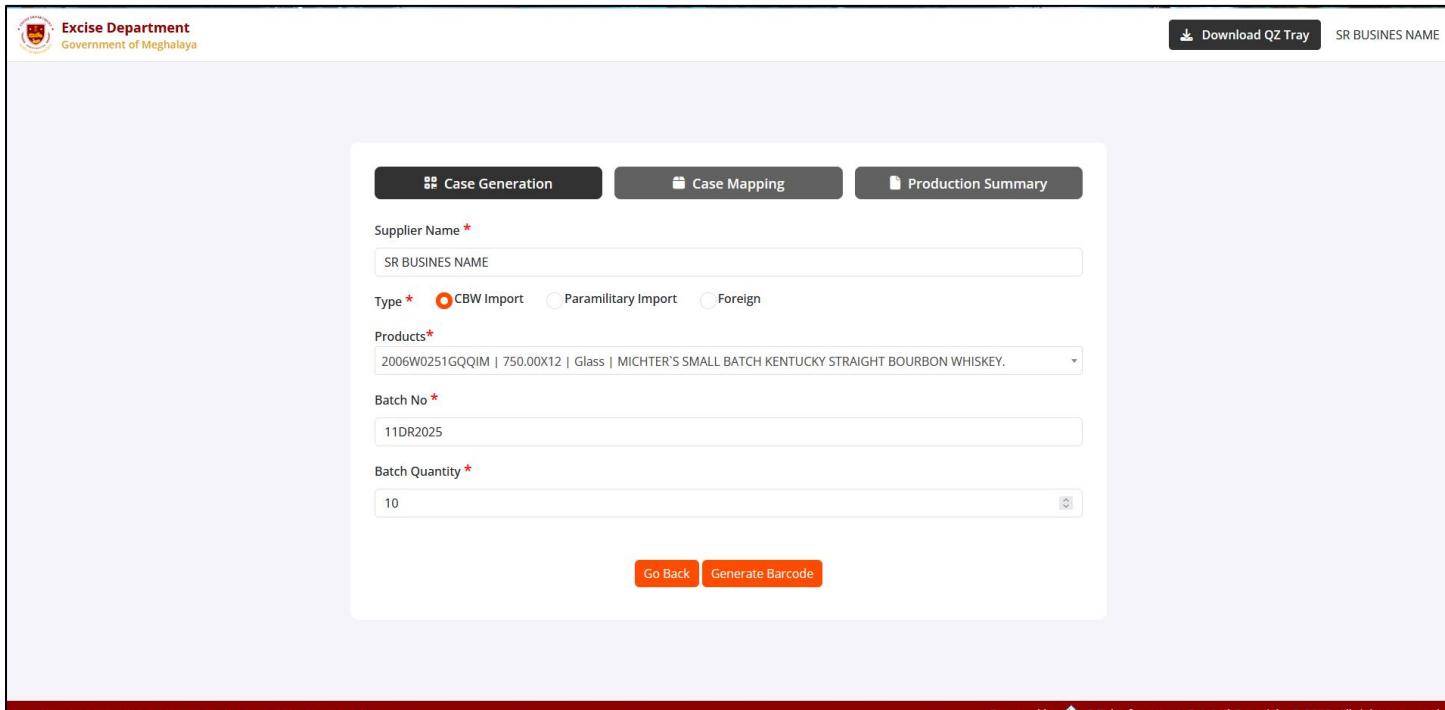
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- After installing the software, the user needs to grant all necessary permissions.



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.



Excise Department
Government of Meghalaya

Download QZ Tray SR BUSINESS NAME

Case Generation Case Mapping Production Summary

Supplier Name *

SR BUSINESS NAME

Type * CBW Import Paramilitary Import Foreign

Products*

2006W0251GQQIM | 750.00X12 | Glass | MICTHER'S SMALL BATCH KENTUCKY STRAIGHT BOURBON WHISKEY.

Batch No *

11DR2025

Batch Quantity *

10

Go Back Generate Barcode

Online Number : 060-42425528-535 | Meghalaya Build V1.0.0.1

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- 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 Tray SR BUSINESS NAME

Case Generation Case Mapping Production Summary

Supplier Name *

Type * CBW Imp

Products* 2006W0251GQQIM |

Batch No * 11DR2025

Batch Quantity * 10

Action Required
An anonymous request wants to access connected printers
Untrusted website
Select Printer:

View request details Remember this decision

Go Back Generate Barcode

Barcodes generated successfully!

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

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Excise Department
Government of Meghalaya

Download

Case Generation Case Mapping Production Summary

Supplier Name *

Type * CBW Imp

Products* 2006W0251GQQIM |

Batch No * 11DR2025

Batch Quantity * 10

Printer Selection and Printing

Select Printer:

-- Select Printer --

OneNote for Windows 10
ZDesigner ZD230-203dpi ZPL

Go Back Generate Barcode

Barcodes generated successfully!

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 a user interface for managing case generation. At the top, there are three buttons: 'Case Generation' (selected), 'Case Mapping', and 'Production Summary'. Below these are input fields for 'Supplier Name' (SR BUSINESS NAME), 'Type' (CBW Imp), 'Products' (2006W0251GQQIM), 'Batch No' (11DR2025), and 'Batch Quantity' (10). A message at the bottom states 'Barcodes generated successfully!'. A central modal dialog box is titled 'Printer Selection and Printing'. It contains a dropdown menu 'Select Printer' set to 'ZDesigner ZD230-203dpi ZPL'. At the bottom of the modal is a large orange button labeled 'Fetch & Print'.

- 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

Excise Department
Government of Meghalaya

Download QZ Tray SR BUSINESS NAME

Case Generation **Case Mapping** **Production Summary**

Supplier Name *****

Type ***** CBW Import Paramilitary Import Foreign

Products *****

Batch No *****

Batch Quantity *****

[Go Back](#) [Generate Barcode](#)

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

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

1. Scan the Carton Case QR code and the associated bottle holograms.
2. 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.

Excise Department
Government of Meghalaya

Download QZ Tray SR BUSINESS NAME

Case Generation **Case Mapping** **Production Summary**

Scan Case Barcode:

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

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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:

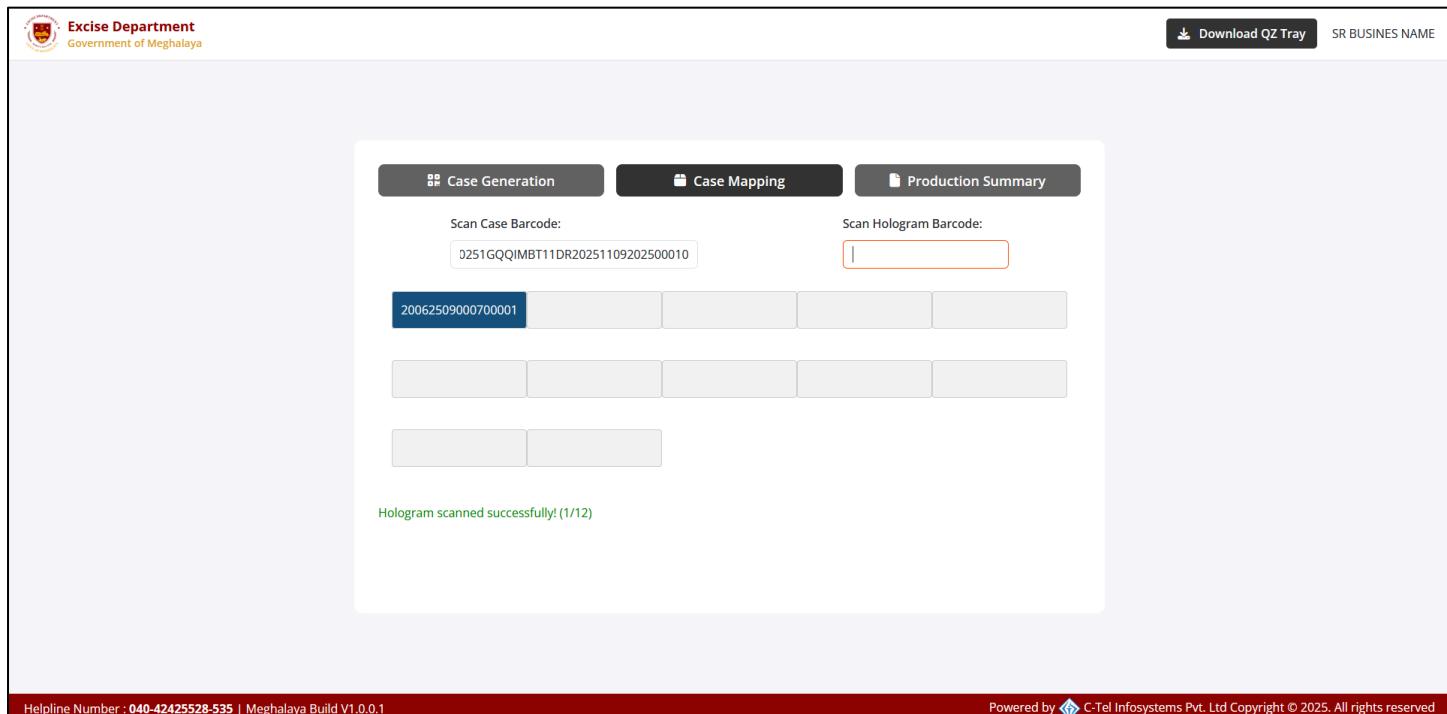
Case accepted. Expecting 12 holograms.

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

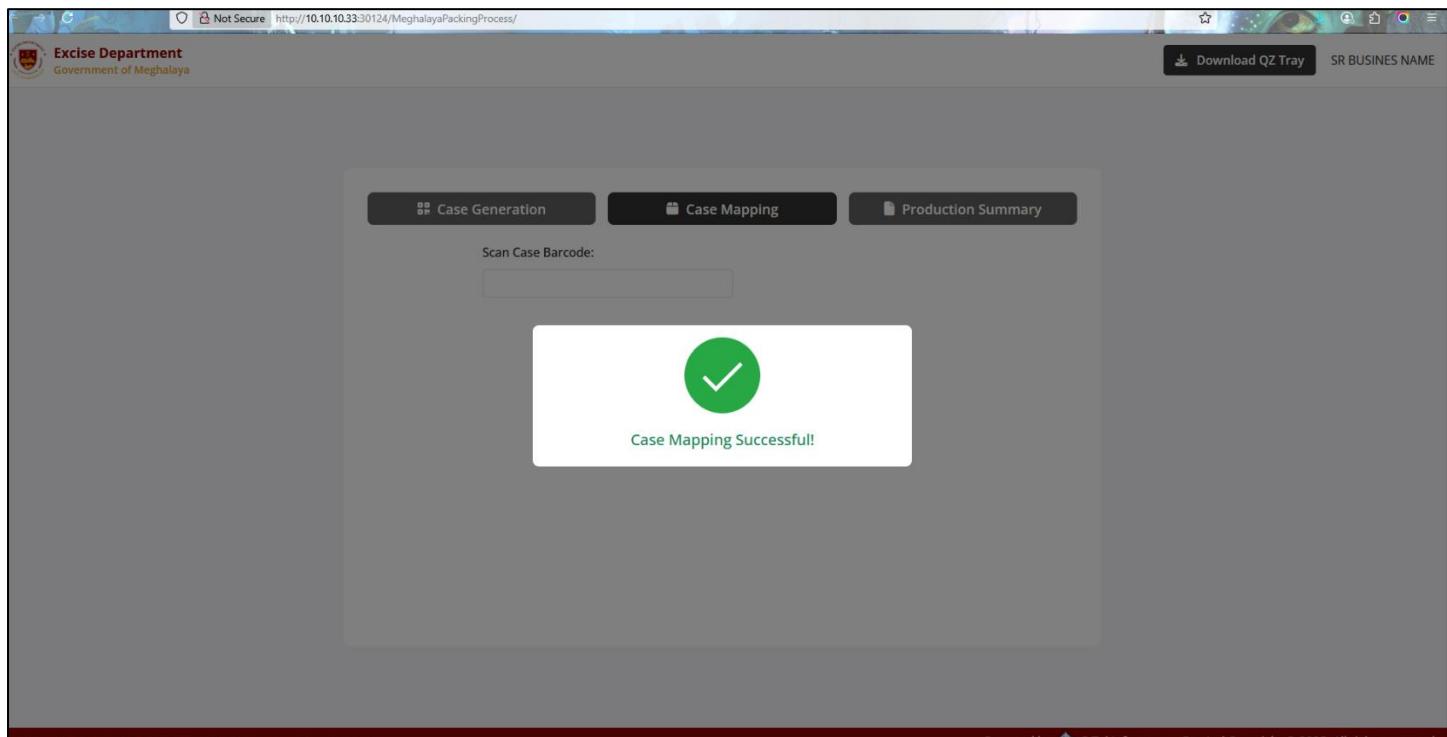


The screenshot shows the 'Case Mapping' tab selected in the top navigation bar. A text input field labeled 'Scan Case Barcode:' contains the value '0251GQQIMBT11DR2025110920250001'. To the right, another input field labeled 'Scan Hologram Barcode:' is empty. Below these fields are three rows of five empty rectangular boxes each, representing a grid for scanning 12 holograms. A green success message at the bottom left of the main panel states 'Hologram scanned successfully! (1/12)'.

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

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



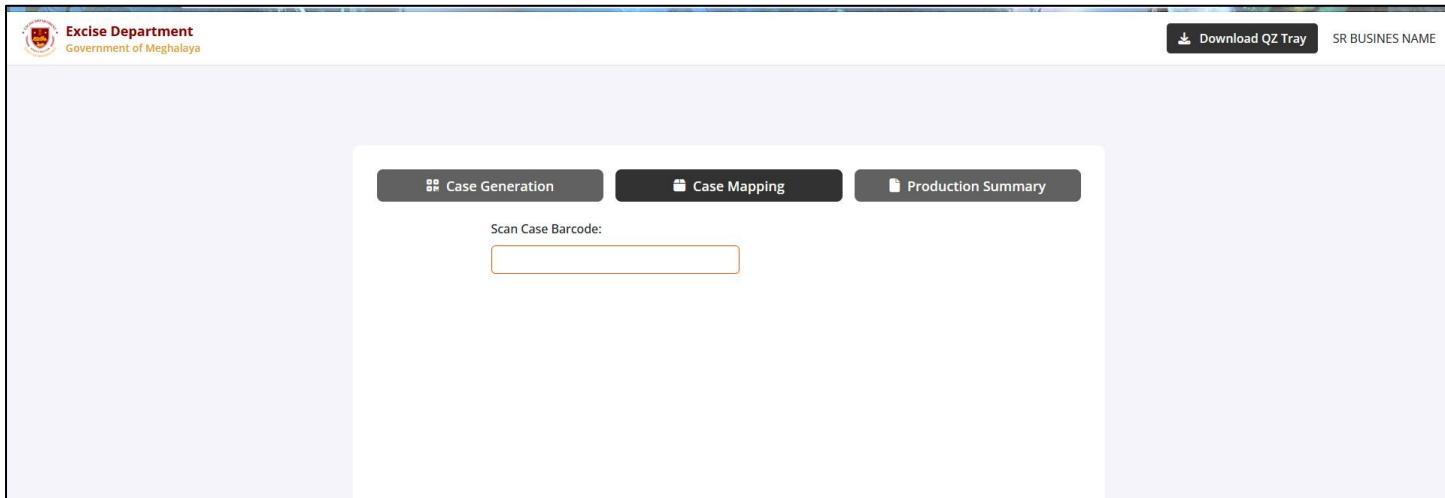
The screenshot shows the 'Case Mapping' tab selected in the top navigation bar. A text input field labeled 'Scan Case Barcode:' is empty. In the center, a large white rectangular box contains a green circular icon with a white checkmark and the text 'Case Mapping Successful!' below it. The background of the main panel is dark gray.

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

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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.



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

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

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

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	MICHTER'S SMALL BATCH KENTUCKY STRAIGHT BOURBON WHISKEY.	750 X 12	0	2	0	2

Showing 1 to 1 of 1 entries

Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2

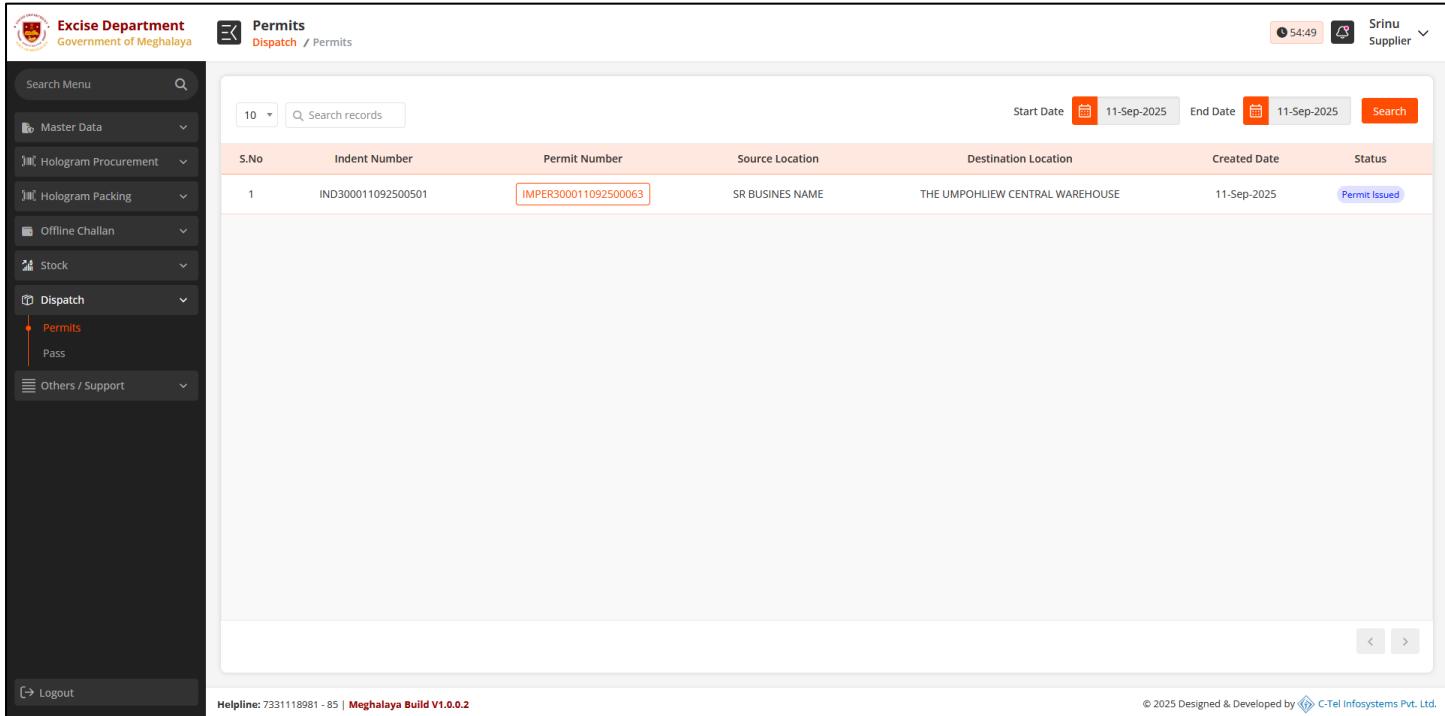
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5. Stock Dispatch Process (Paramilitary/CBW)

Track & Trace: - Yes

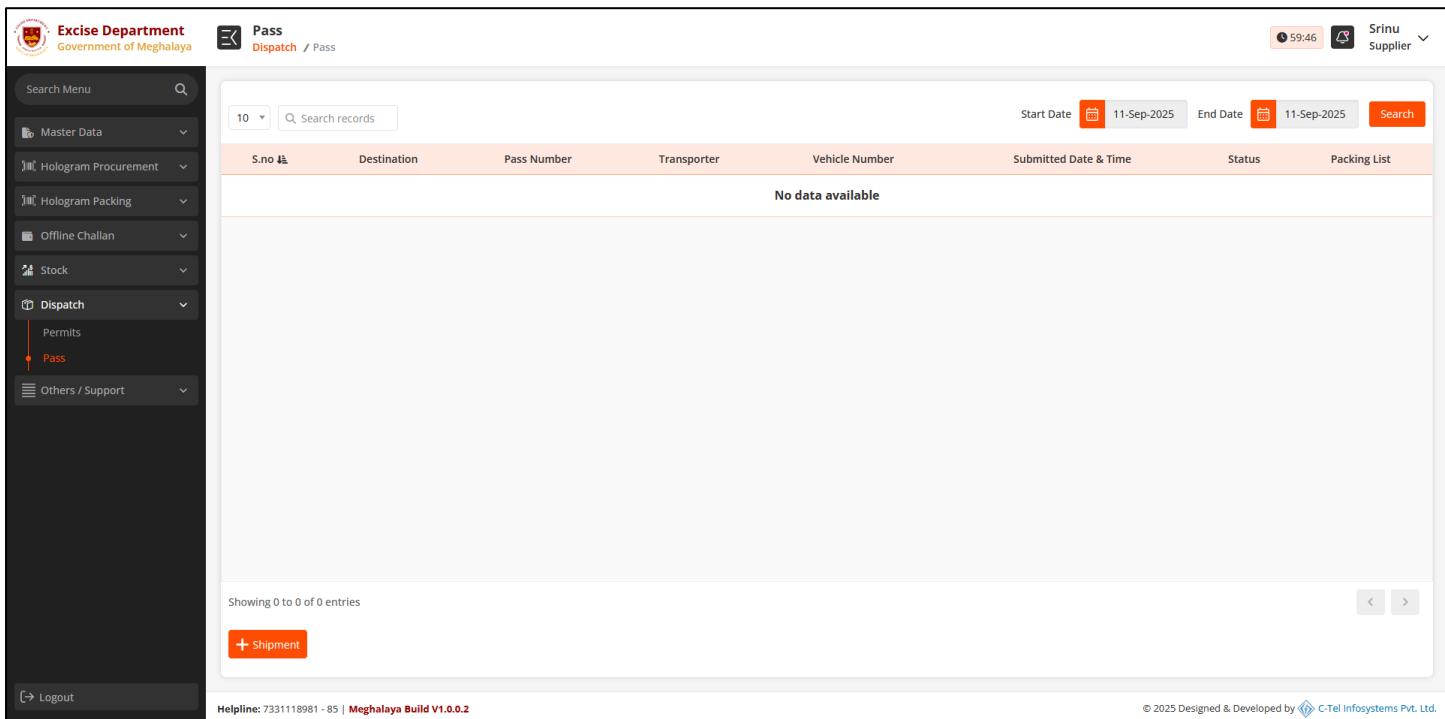
- In the user dashboard, click on the 'Dispatch' tab under the 'Permit' section. In this tab, both Paramilitary and CBW permits are displayed. the screen is displayed as shown below.

Import Control & Regulation User Reference Manual



This screenshot shows the 'Permits' section of the Meghalaya Excise Department software. The left sidebar includes a logo for the Excise Department, Government of Meghalaya, and a search menu with options like Master Data, Hologram Procurement, Hologram Packing, Offline Challan, Stock, Dispatch (Permits, Pass), and Others / Support. The main content area displays a table with a single record. The table columns are S.No, Indent Number, Permit Number, Source Location, Destination Location, Created Date, and Status. The record shows S.No 1, Indent Number IND300011092500501, Permit Number IMPER300011092500063, Source Location SR BUSINESS NAME, Destination Location THE UMPOLIEW CENTRAL WAREHOUSE, Created Date 11-Sep-2025, and Status Permit Issued. The table has a header row with filters for Start Date (11-Sep-2025), End Date (11-Sep-2025), and a Search button. The bottom of the screen shows a helpline number (7331118981-85) and the software version (Meghalaya Build V1.0.0.2). The footer includes a copyright notice for 2025 and a developer credit to C-Tel Infosystems Pvt. Ltd.

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



This screenshot shows the 'Pass' section of the Meghalaya Excise Department software. The left sidebar is identical to the Permits section. The main content area displays a table with a header row and a message 'No data available'. The table columns are S.no, Destination, Pass Number, Transporter, Vehicle Number, Submitted Date & Time, Status, and Packing List. The bottom of the screen shows a helpline number (7331118981-85) and the software version (Meghalaya Build V1.0.0.2). The footer includes a copyright notice for 2025 and a developer credit to C-Tel Infosystems Pvt. Ltd.

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	<input type="text"/>	Route *		
Validity period of the permit	<input type="text"/>	Vehicle Number*		
Vehicle Capacity	<input type="text"/>	Transporter*		
LR Number*	<input type="text"/>	Lr Date* 11-Sep-2025		
Product Code	Product Name	Size(ml UPC)	Pack Type	Approved Quantity (Cases)
<div style="text-align: center;"><input type="button" value="Cancel"/> <input type="button" value="Save"/></div>				

- 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

X

Import Shipment

Import Permit Number*	<input type="text" value="IMPER300011092500063"/>	Destination Location	<input type="text" value="THE UMPOLIEW CENTRAL WAREHOUSE"/>
Source Location	<input type="text" value="SR BUSINES NAME"/>	Route *	<input type="text"/>
Validity period of the permit	<input type="text" value="10-Nov-2025 11:59:59 PM"/>	Vehicle Number*	<input type="text"/>
Vehicle Capacity	<input type="text"/>	Transporter*	<input type="text"/>
LR Number*	<input type="text"/>	Lr Date*	<input type="text" value="11-Sep-2025"/>

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

X Cancel
✓ Save

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

X

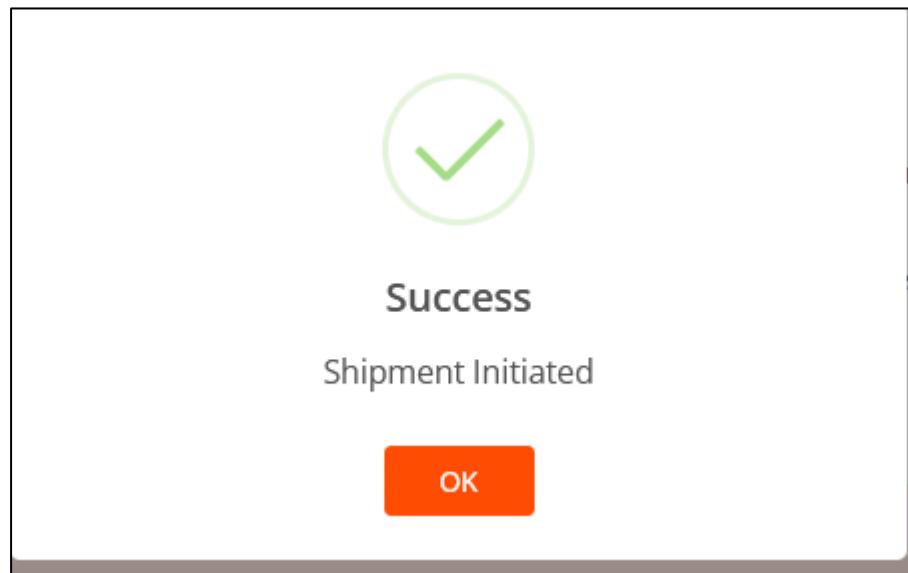
Import Shipment

Import Permit Number*	<input type="text" value="IMPER300011092500063"/>	Destination Location	<input type="text" value="THE UMPOLIEW CENTRAL WAREHOUSE"/>
Source Location	<input type="text" value="SR BUSINES NAME"/>	Route *	<input type="text" value="temple ,rod no 12"/>
Validity period of the permit	<input type="text" value="10-Nov-2025 11:59:59 PM"/>	Vehicle Number*	<input type="text" value="AP45ER5599"/>
Vehicle Capacity	<input type="text" value="5000"/>	Transporter*	<input type="text" value="srinu"/>
LR Number*	<input type="text" value="lr45345646"/>	Lr Date*	<input type="text" value="11-Sep-2025"/>

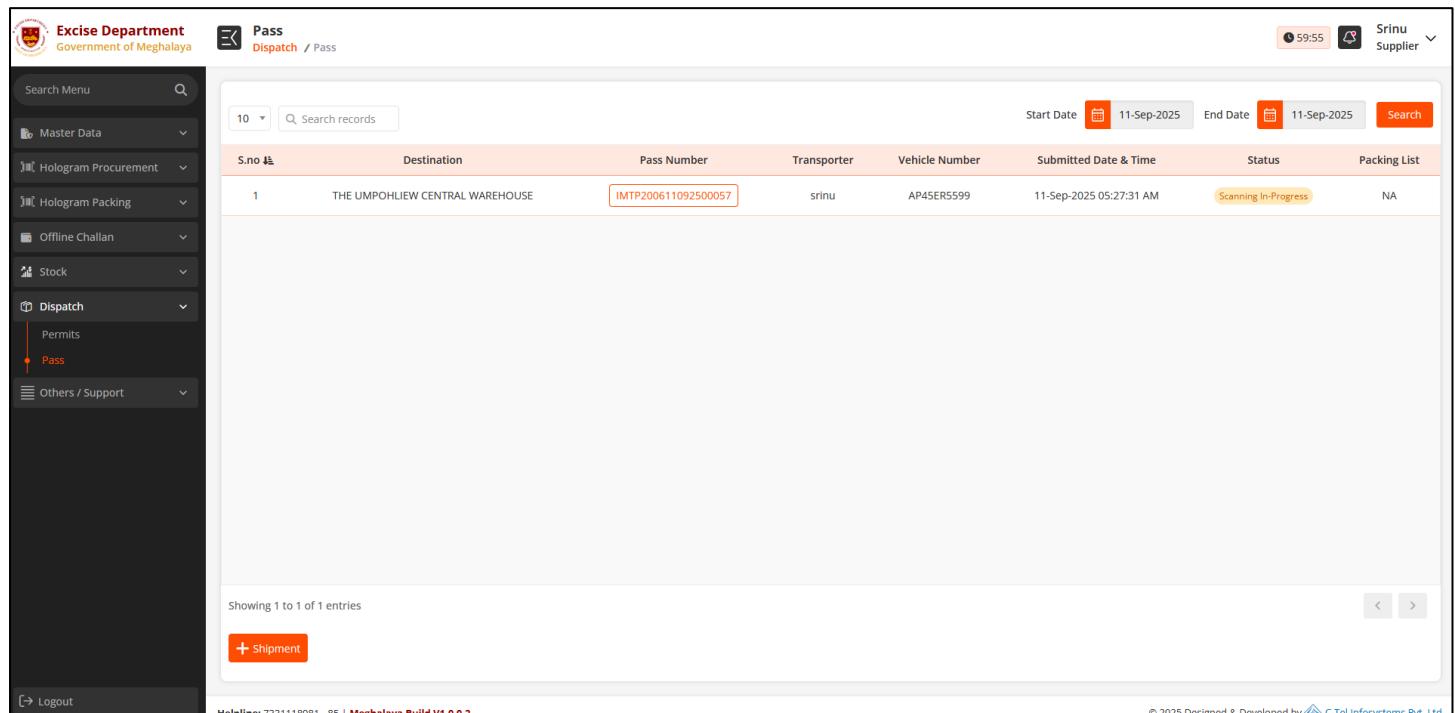
Product Code	Product Name	Size(ml UPC)	Pack Type	Approved Quantity (Cases)
2006W0251GQQIM	MICHTER'S SMALL BATCH	750.00 12	Glass	2

X 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.



A screenshot of the Excise Department Dispatch / Pass page. The left sidebar shows navigation options like Master Data, Hologram Procurement, Hologram Packing, Offline Challan, Stock, Dispatch (Permits, Pass), and Others / Support. The main content area shows a table of a single pass entry:

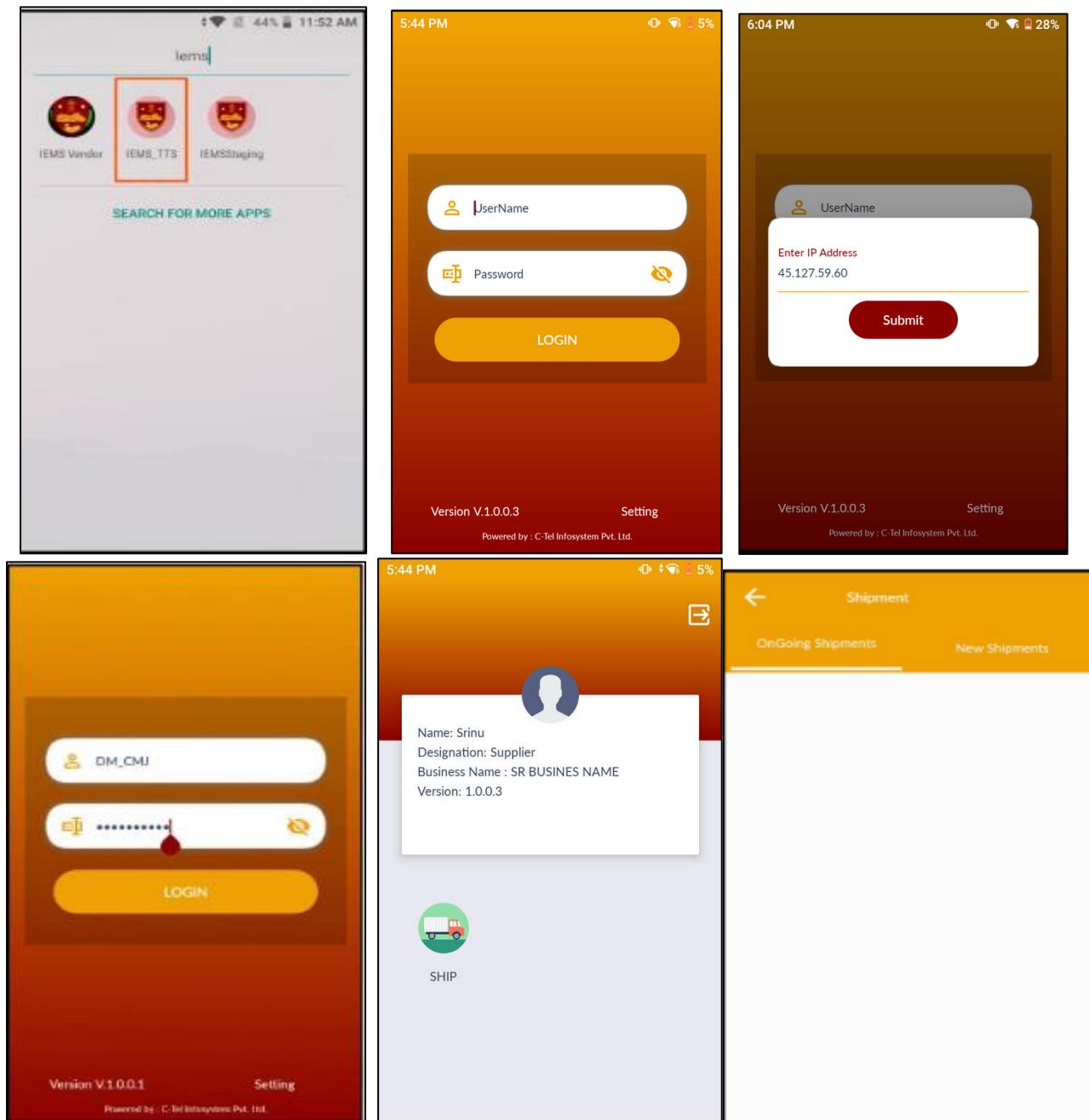
S.no	Destination	Pass Number	Transporter	Vehicle Number	Submitted Date & Time	Status	Packing List
1	THE UMPOLIEW CENTRAL WAREHOUSE	IMTP200611092500057	srinu	AP45ER5599	11-Sep-2025 05:27:31 AM	Scanning In-Progress	NA

At the bottom, there are buttons for "+ Shipment" and a footer with copyright information.

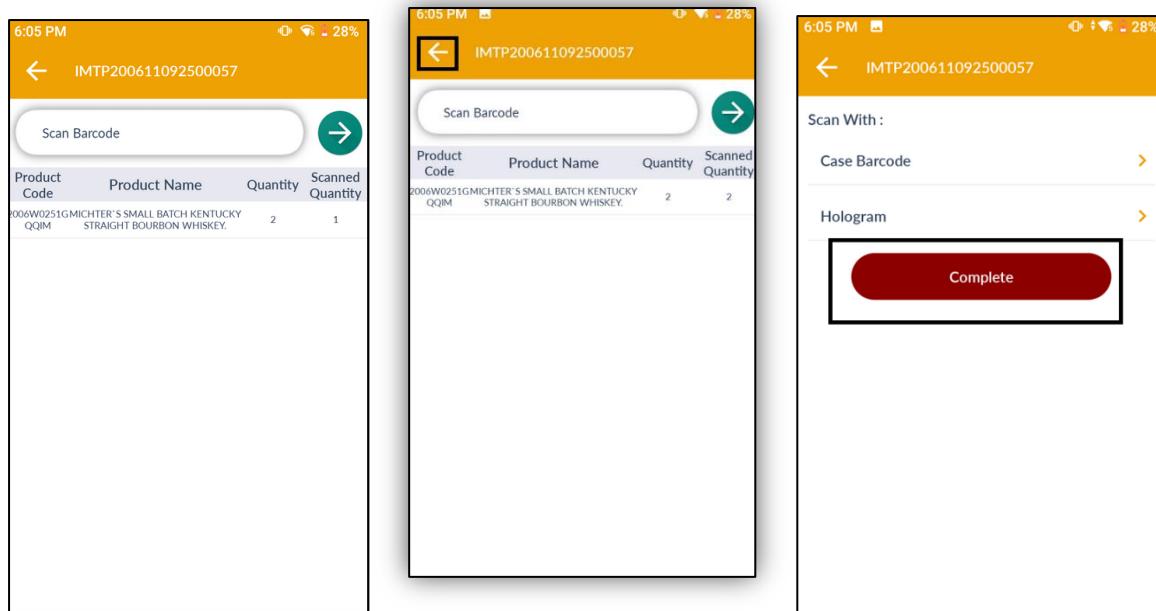
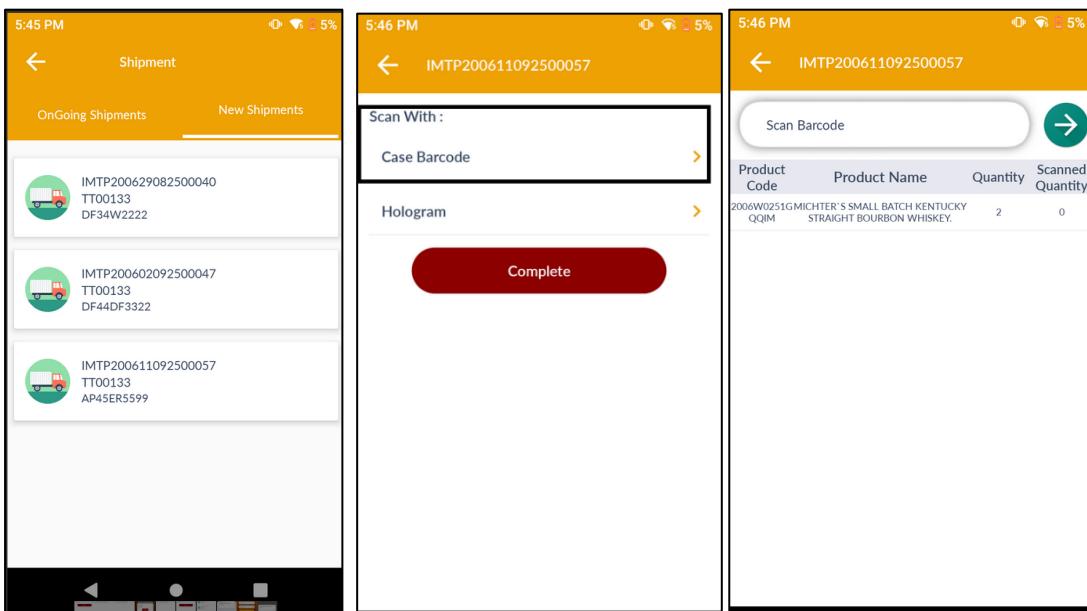
Import Control & Regulation User Reference Manual

- 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:

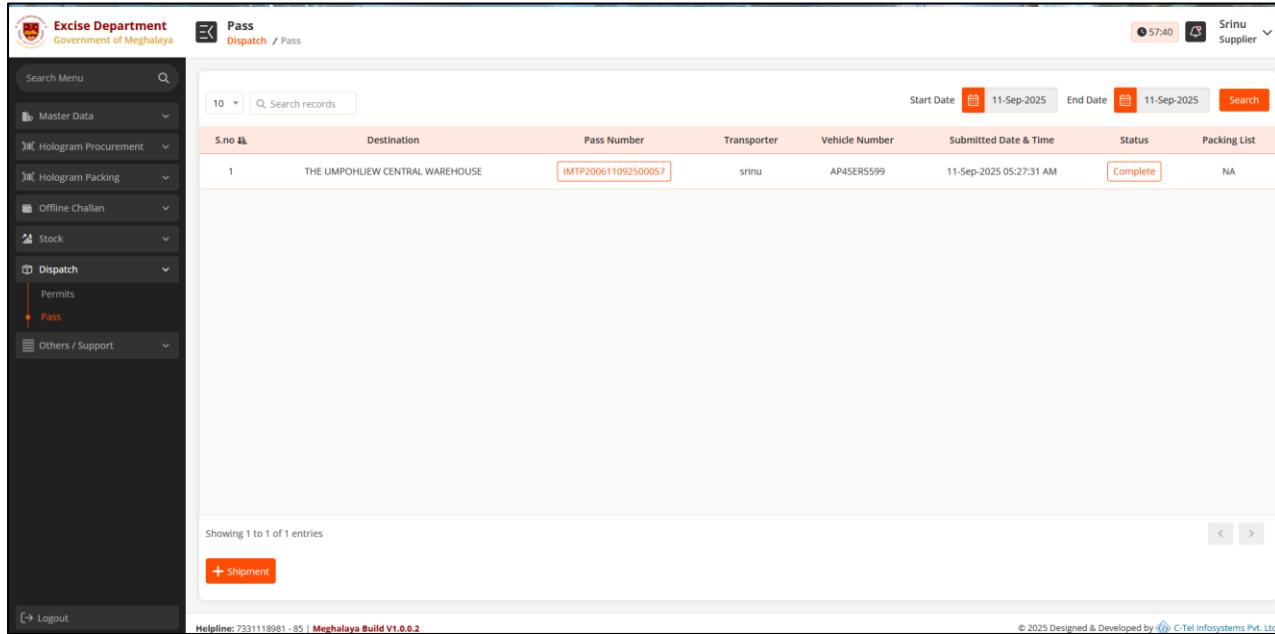


Import Control & Regulation User Reference Manual



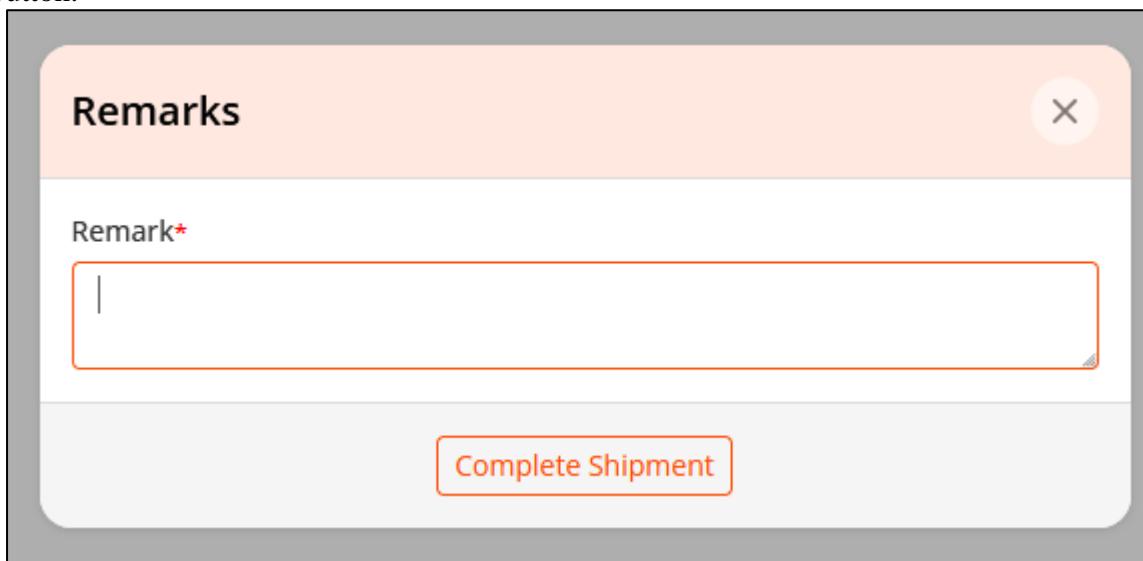
Import Control & Regulation User Reference Manual

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



The screenshot shows a web-based application interface for the Excise Department of Meghalaya. The top navigation bar includes the logo of the Excise Department, the text 'Excise Department Government of Meghalaya', and a user profile for 'Srinu Supplier'. The main menu on the left is titled 'Pass' and includes options like 'Master Data', 'Hologram Procurement', 'Hologram Packing', 'Offline Challan', 'Stock', 'Dispatch' (which is expanded to show 'Permits' and 'Pass'), and 'Others / Support'. The central content area displays a table of shipment records. The table has columns: S.no, Destination, Pass Number, Transporter, Vehicle Number, Submitted Date & Time, Status, and Packing List. One record is listed: S.no 1, Destination: THE UMPOLIEW 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. The table includes filters for 'Start Date' (11-Sep-2025) and 'End Date' (11-Sep-2025), and a 'Search' button. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and has a 'Shipment' button. The footer contains a helpline number (7331118981-85) and a build information (Meghalaya Build V1.0.0.2). The copyright notice at the bottom right is '© 2025 Designed & Developed by C-Tel Infosystems Pvt. Ltd.'

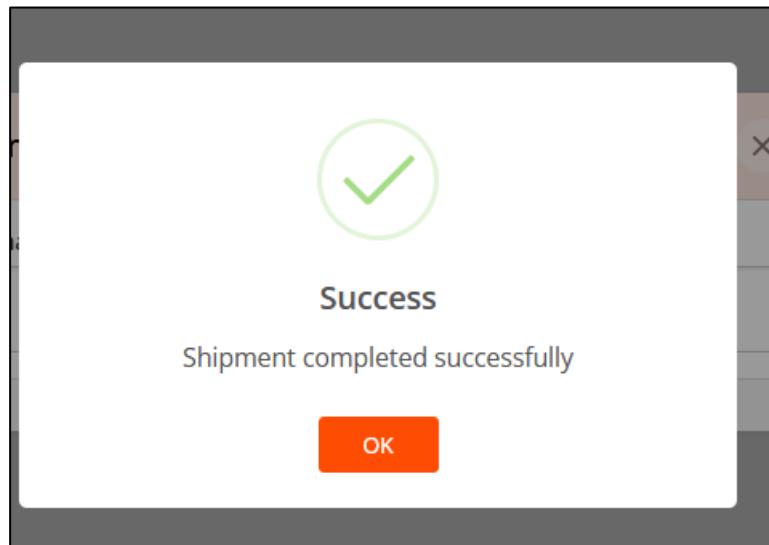
- Next, when the user clicks on the 'Complete' button, the Remarks page opens with complete shipment button.



The screenshot shows a modal dialog box titled 'Remarks'. The title bar has a close button (X). The main content area has a label 'Remark*' followed by a large text input field with a red border. At the bottom of the modal is a red-bordered 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

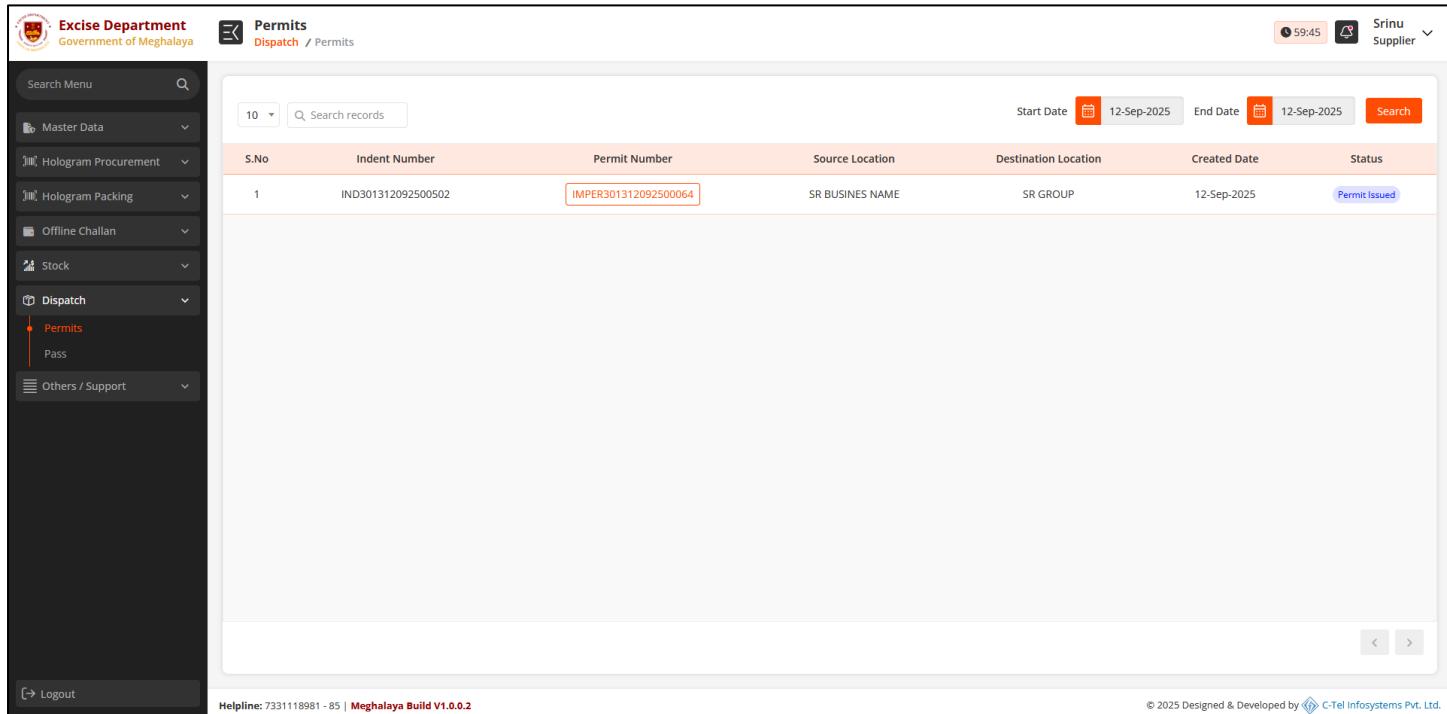


- After clicking the 'OK' button, the page navigates back to the previous page. The shipment status is displayed as 'Shipped'.

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.



The screenshot shows the 'Permits Dispatch' section of the Excise Department Government of Meghalaya system. The left sidebar has a 'Search Menu' with 'Master Data', 'Hologram Procurement', 'Hologram Packing', 'Offline Challan', 'Stock', 'Dispatch' (selected), and 'Pass'. The 'Permits' tab is also listed under Dispatch. The main area shows a table with one record:

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

At the bottom, it says 'Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2' and '© 2025 Designed & Developed by C-Tel Infosystems Pvt. Ltd.'

- 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. X

Batch Number	Quantity
BT	

- 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.

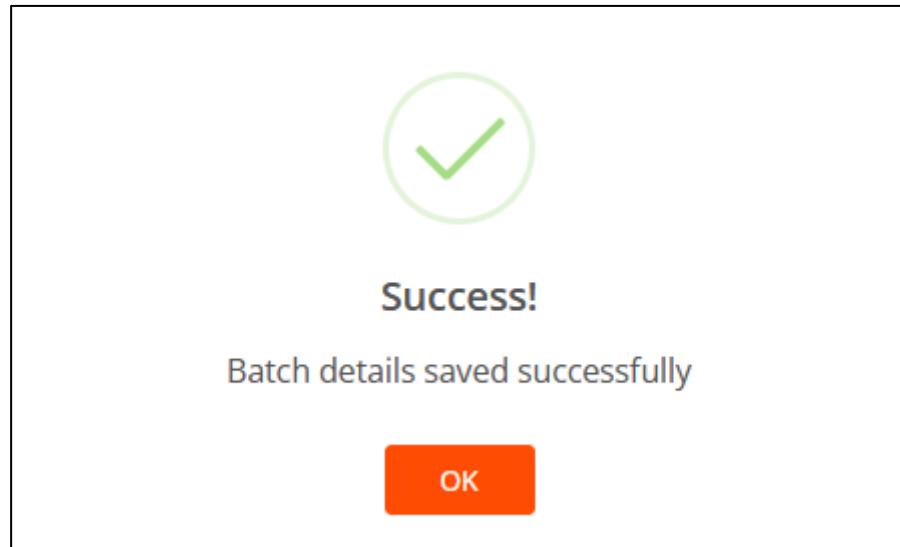
Add Batch For The Product PEDRERA ROSADO ROSE WINE. X

	Batch Number	Quantity
BT	TU01	5
BT	TU02	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

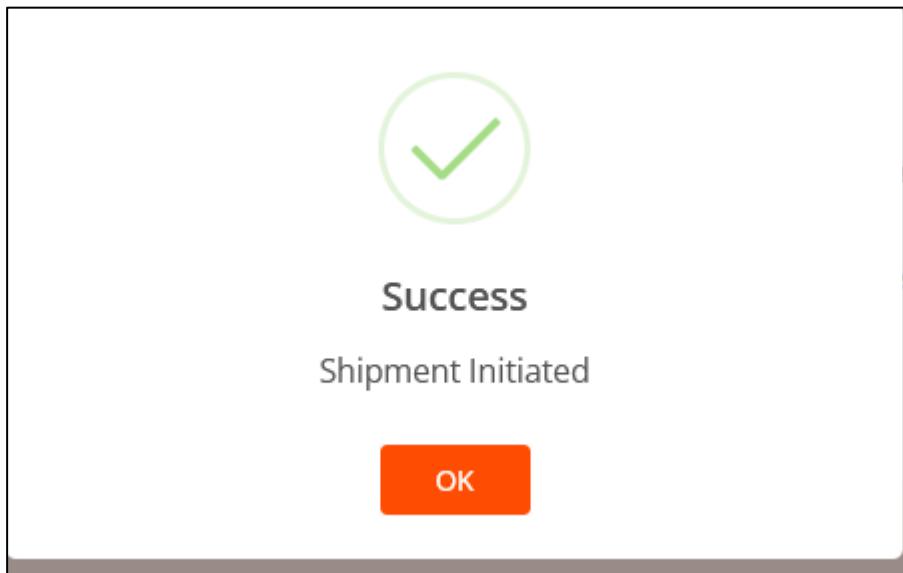
Import Shipment

Source Location	SR BUSINESS 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
2006E0256GQQPI	PEDRERA ROSADO RC	750.00 12	Glass	10	BTTU01	5
					BTTU02	5
					Clear Batch	

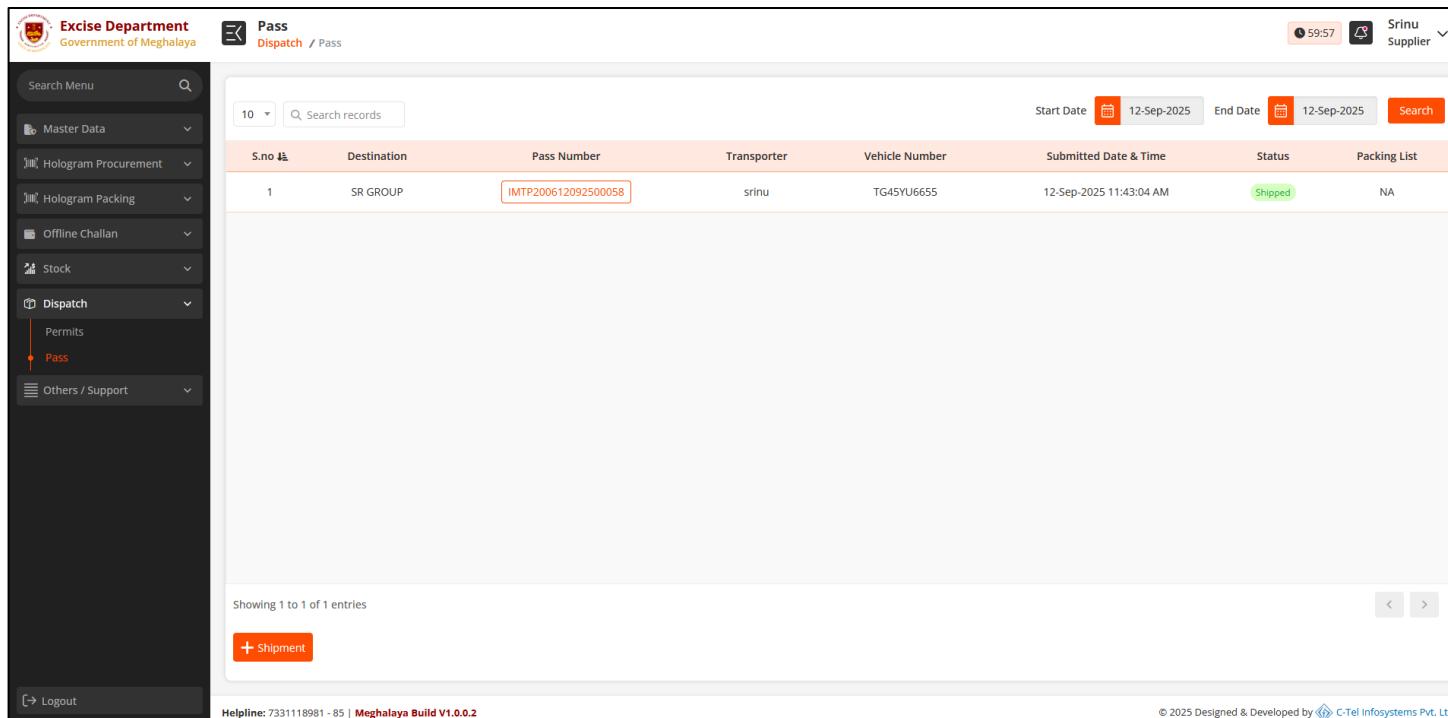
Cancel **Save**

- 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.



A screenshot of a web-based application for the Excise Department of Meghalaya. The top navigation bar includes the Excise Department logo, the text "Excise Department Government of Meghalaya", and a user icon for "Srinu Supplier". The main title is "Pass Dispatch / Pass". On the left, a dark sidebar menu lists "Master Data", "Hologram Procurement", "Hologram Packing", "Offline Challan", "Stock", "Dispatch" (which is expanded to show "Permits" and "Pass"), and "Others / Support". The main content area shows a table of shipment records. The table has columns: S.no, Destination, Pass Number, Transporter, Vehicle Number, Submitted Date & Time, Status, and Packing List. One record is listed: S.no 1, Destination SR GROUP, Pass Number IMTP200612092500058, Transporter srinu, Vehicle Number TG45YU6655, Submitted Date & Time 12-Sep-2025 11:43:04 AM, Status Shipped, and Packing List NA. Below the table, a message says "Showing 1 to 1 of 1 entries". At the bottom of the content area is a red "Shipment" button. The footer contains the text "Helpline: 7331118981 - 85 | Meghalaya Build V1.0.0.2" and "© 2025 Designed & Developed by C-Tel Infosystems Pvt. Ltd".

Thank You