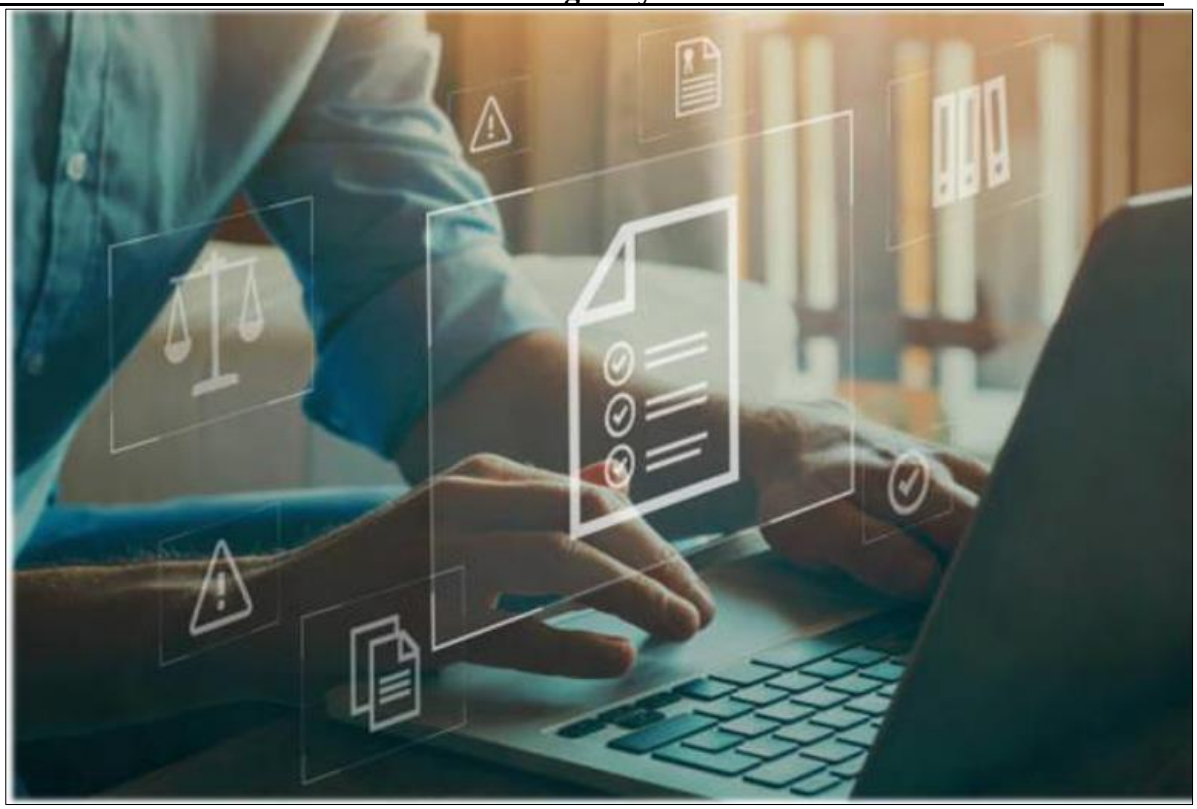
Import Control & Regulation User Reference Manual

Excise Department
Government of Meghalaya



C-TEL INFOSYSTEMS PVT. LTD
Hyderabad, Telangana

C-TEL INFOSYSTEMS

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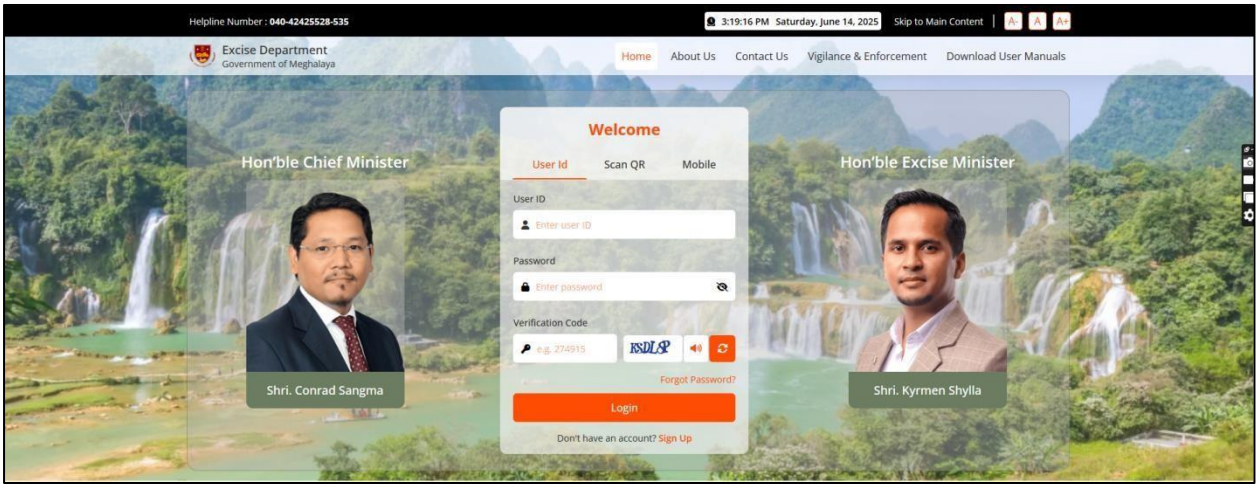
1. Overview

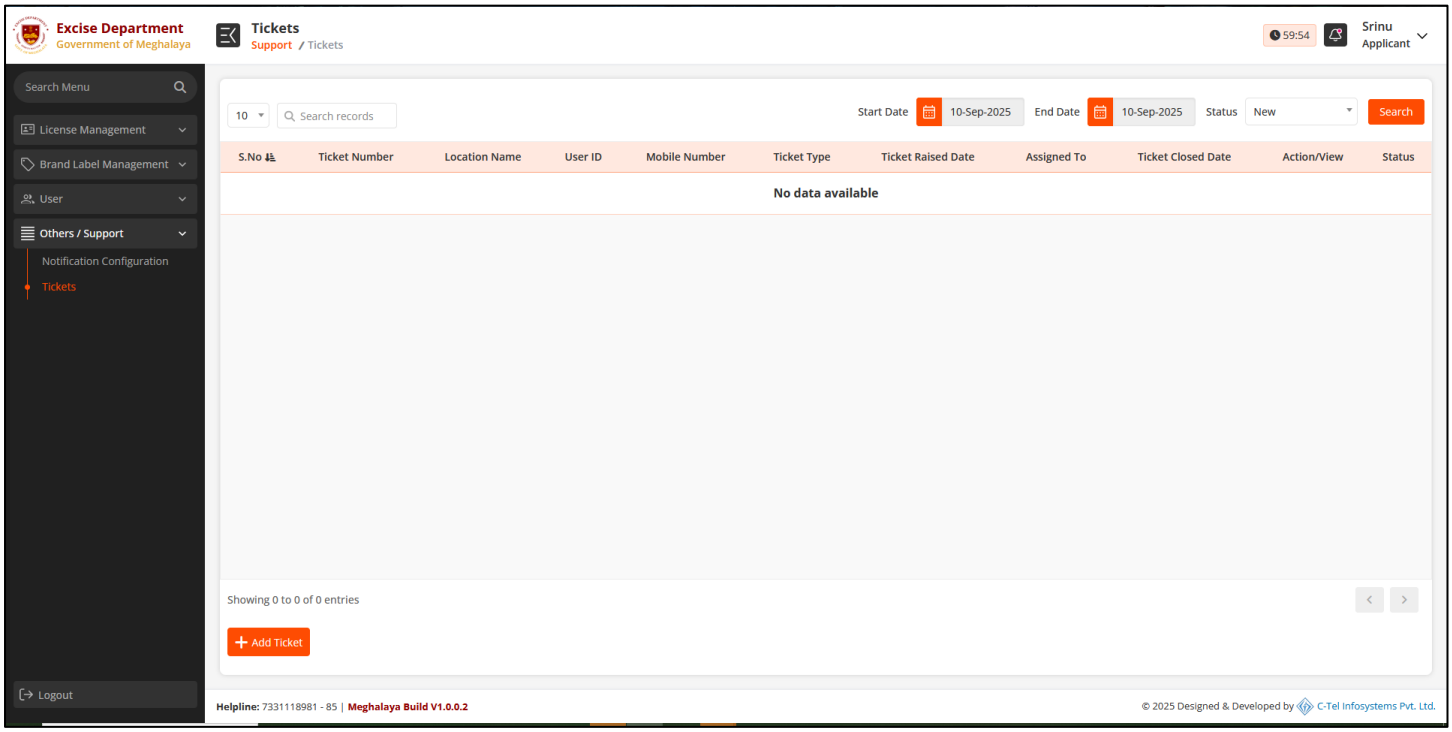
The Importer module in IEMS manages the hologram procurement, production, and dispatch of alcoholic beverages.
It covers brand registration, hologram procurement, bottle & case packing, and parent–child mapping.
The module enables secure dispatch to CBW and Paramilitary units through Import Shipment 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

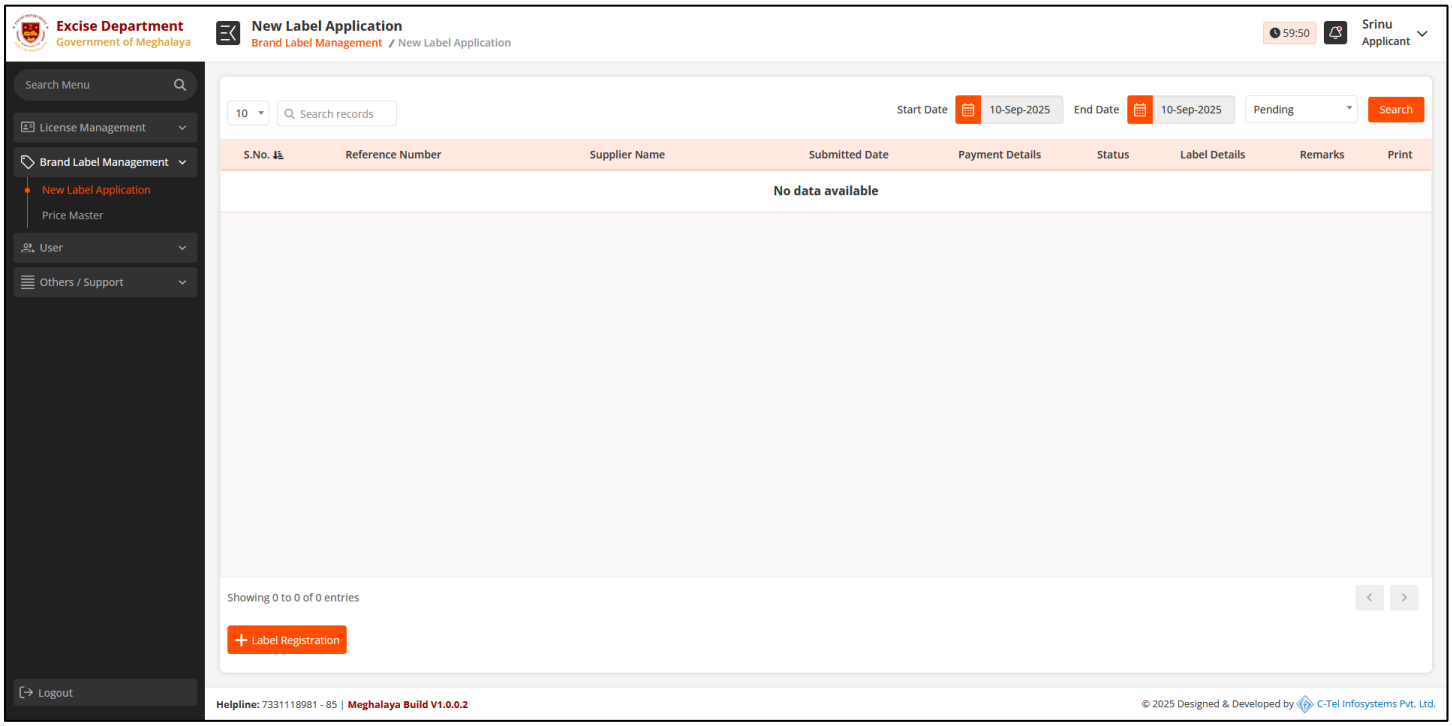
- Enter the login credentials of Applicant Username and Password along with verification code and click on Login to get login to the application. login button to access the application dashboard.



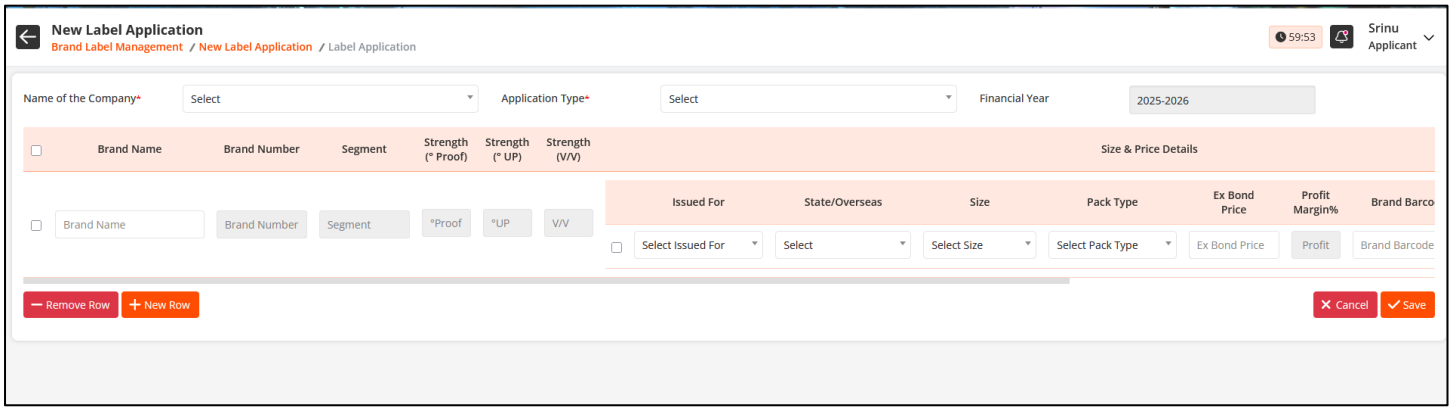
- Upon successful login to the application, the screen will display the following tabs.



- The user clicks on the Brand Label Management tab.



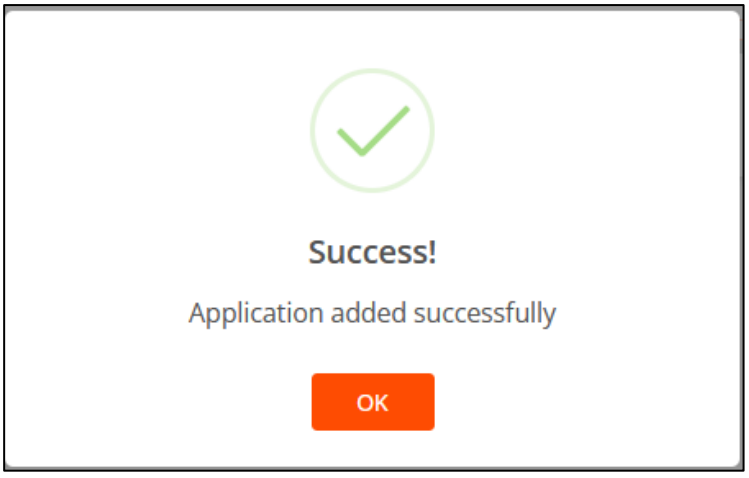
- Then, the user clicks on the + Label Registration.



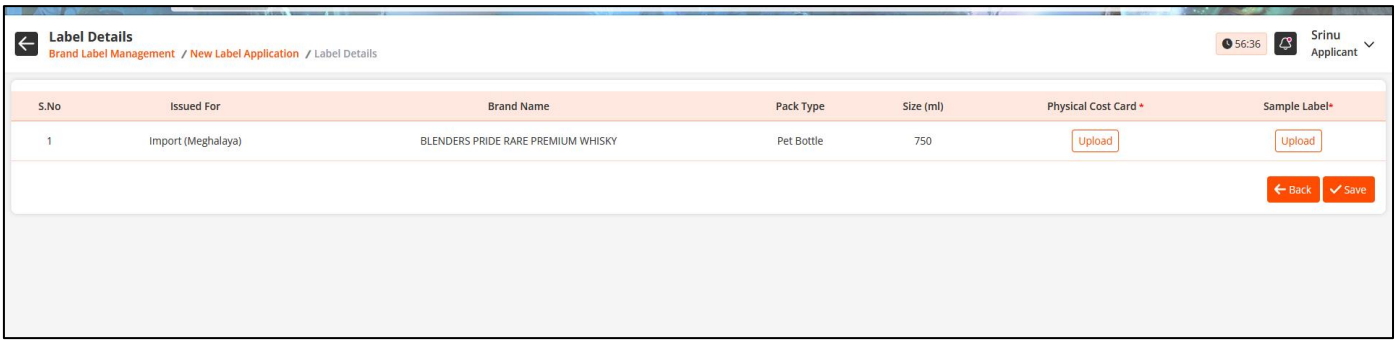
- The user chooses the Name of the Company from the available options.
- The user chooses the Application Type from the available options.
- If the user wants to add multiple Brands, click the '+ New Row' button. To remove unnecessary rows, select the row then click on '– Remove Row' button
- Next, the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

- 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

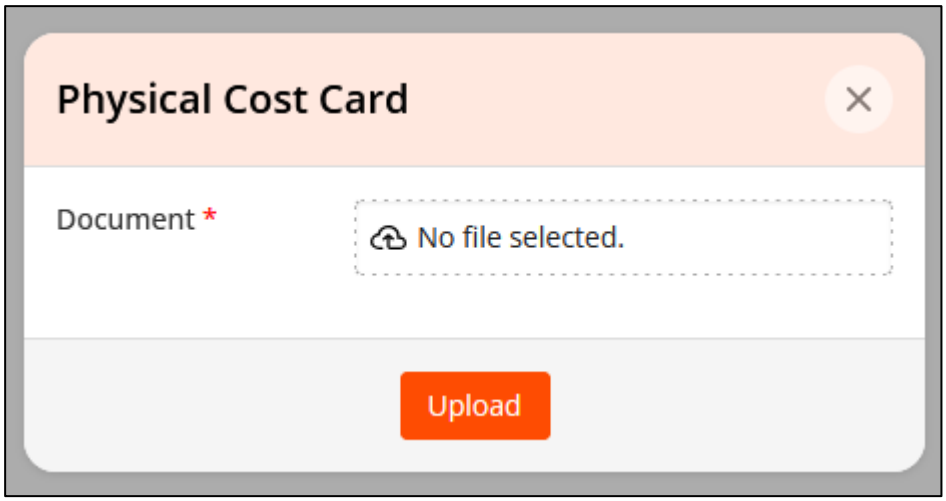
- After filling in all the mandatory fields, click the 'Save' button.
- If the user clicks the 'Cancel' button, they will be directed to the New Label Application page without saving the details.
- After click on Save button.
- If the indent is saved successfully, a confirmation pop-up message will be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



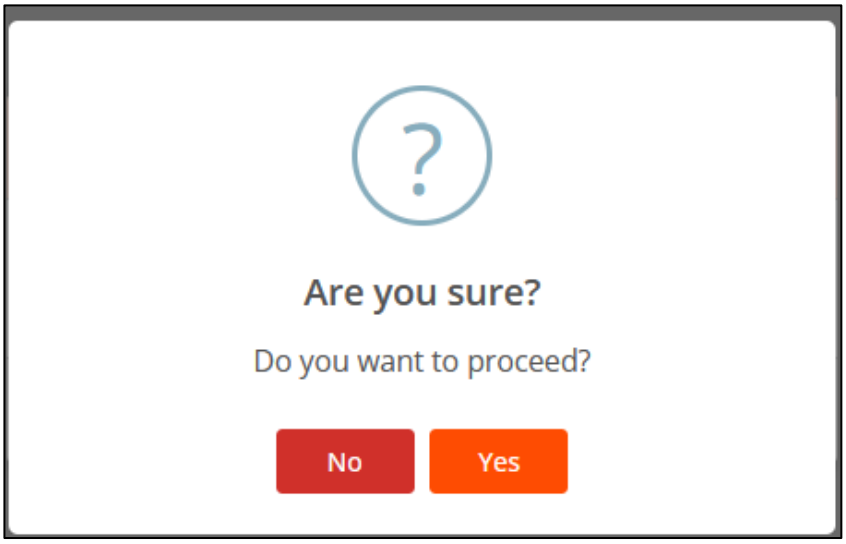
- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Label Details page, where all previously created indents can be viewed.



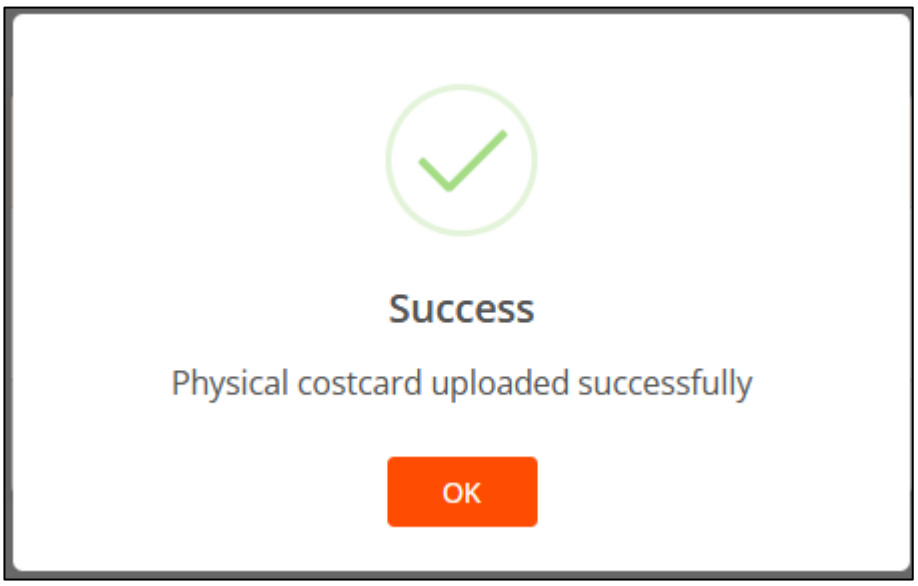
- Next, the user clicks on 'Physical Cost Card' upload hyper link tab.



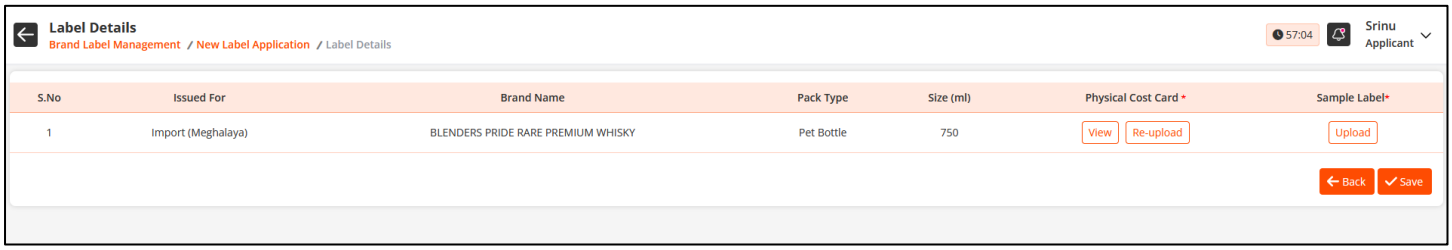
- Next, the user needs to upload the document, and after upload it, click on the 'Upload' button. a confirmation pop-up message will be displayed on the screen.



- 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.



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

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 : 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 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**

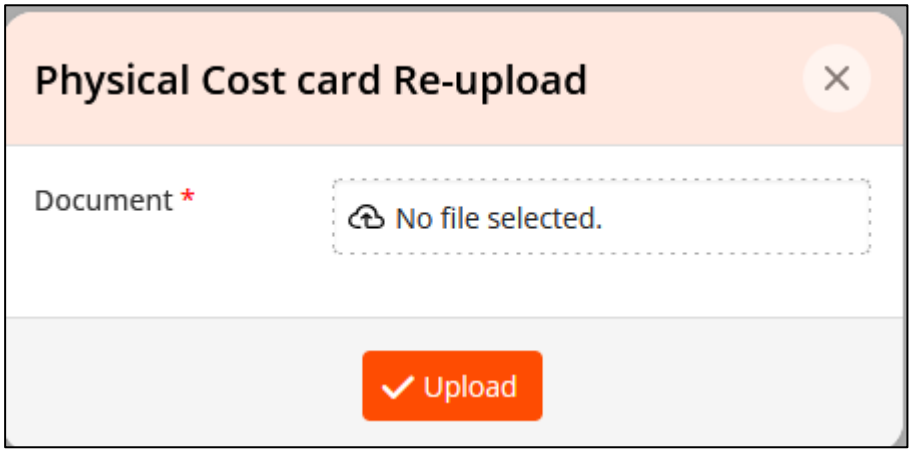
4) List of Documents enclosed :

(a) 2 sets of labels of every size duly authenticated by the applicant with his dated signature in full.

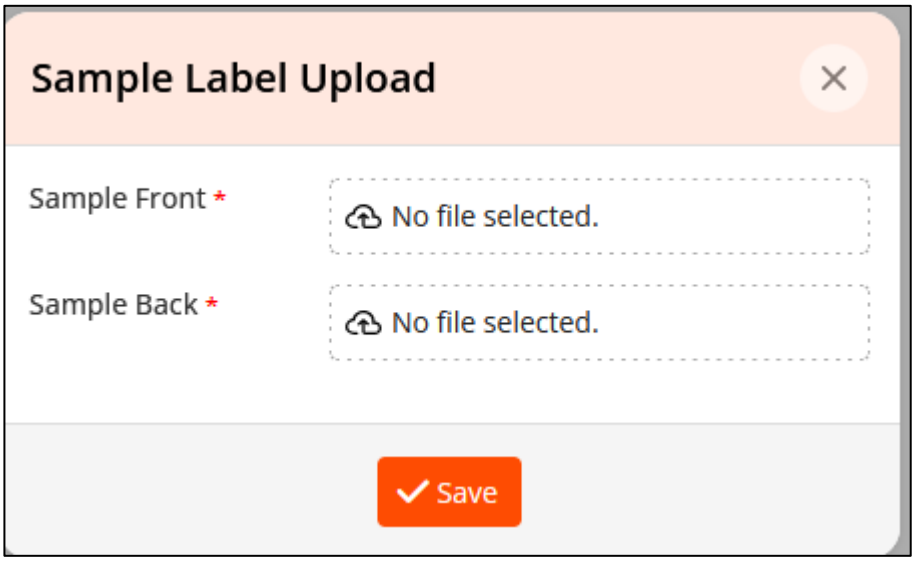
(b) Cost card of the indented brands.

Srinu
Applicant

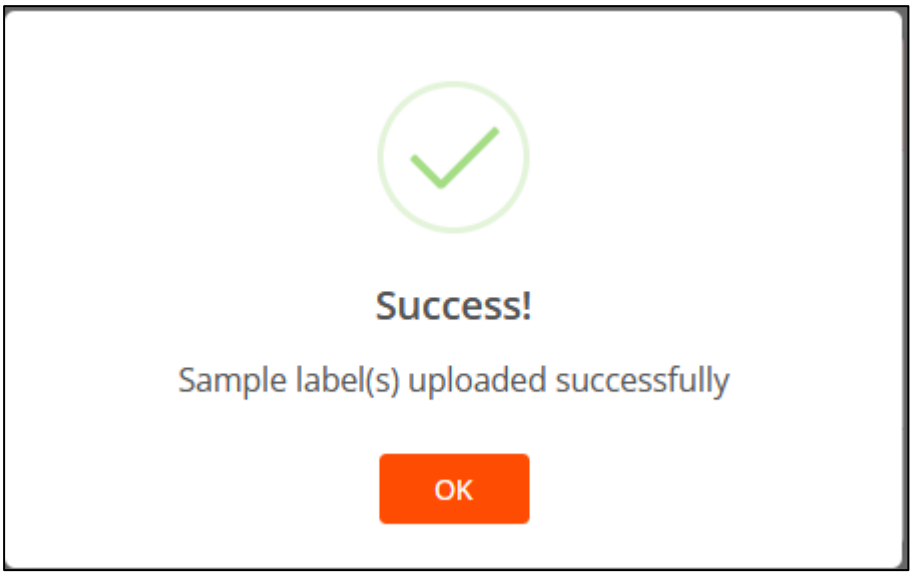
- If the user clicks the 'Re-upload' hyperlink button, the system opens the upload file page where the user can select a new document and then click the 'Upload' button



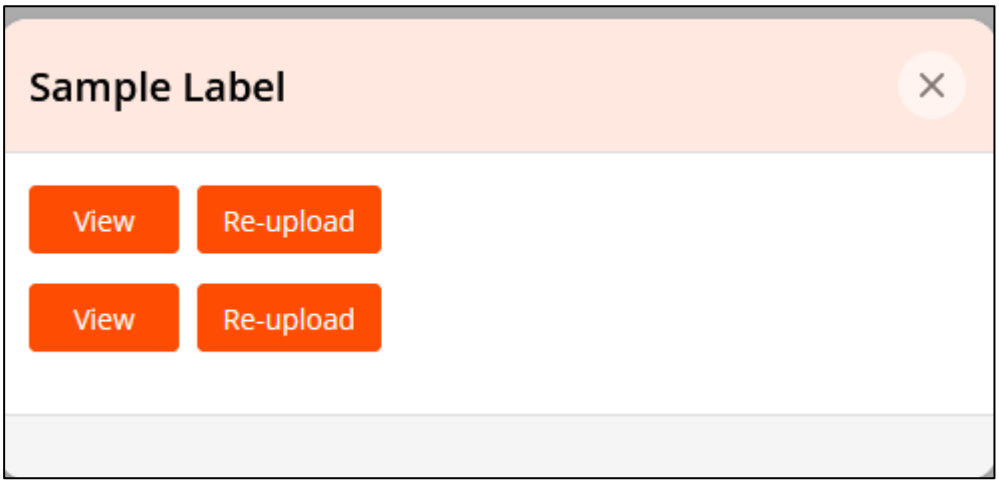
- Next, the user clicks on 'Sample Label' upload hyper link tab.



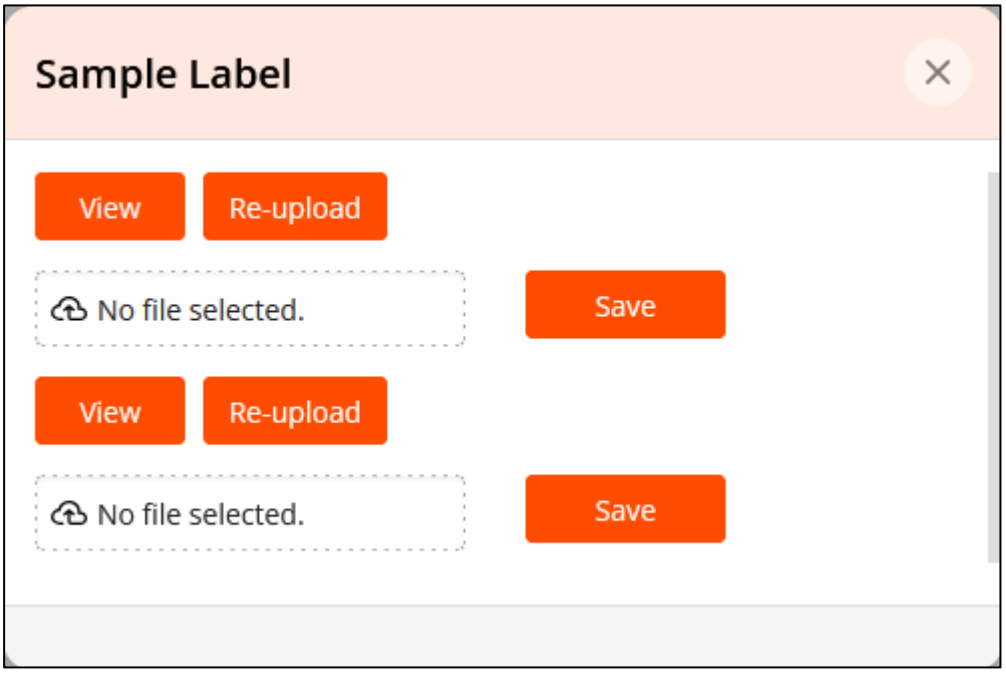
- Next, the user needs to upload the 'Sample Back' and 'Sample Front' documents, and after uploading them, click on the 'Save' button.
- After clicking the 'Save' button, a confirmation pop-up is displayed.



- 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



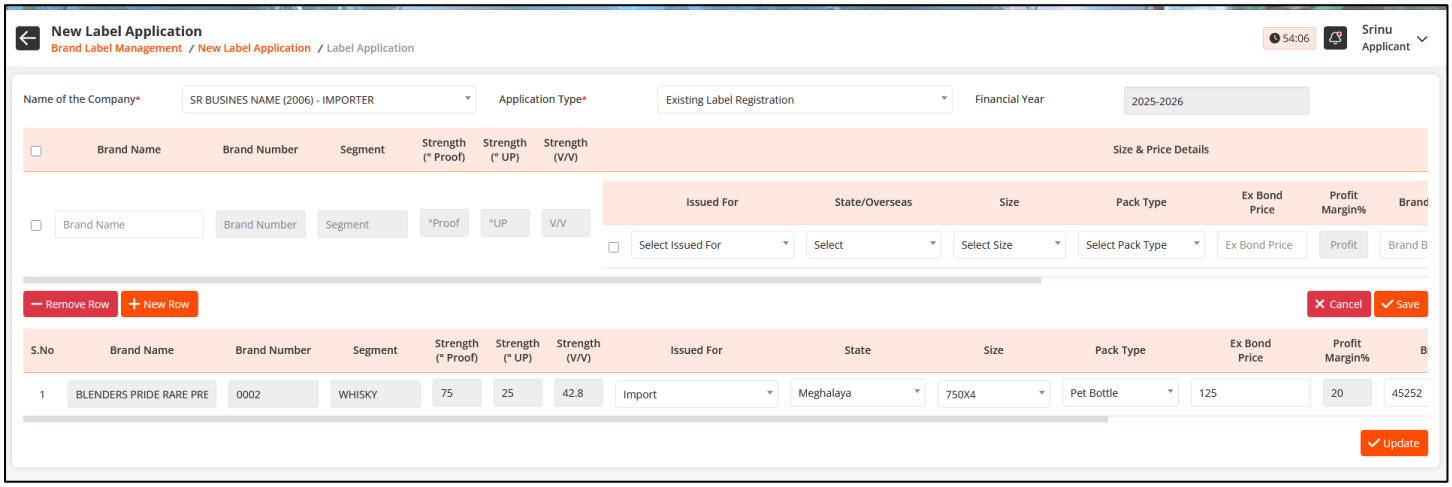
- If the user clicks the Sample Label 'view' hyperlink tabs. User can view the upload the documents.
- If the user clicks the 'Re-upload' hyperlink buttons, the system opens the upload file fields where the user can select a new document and then click the 'save' button.



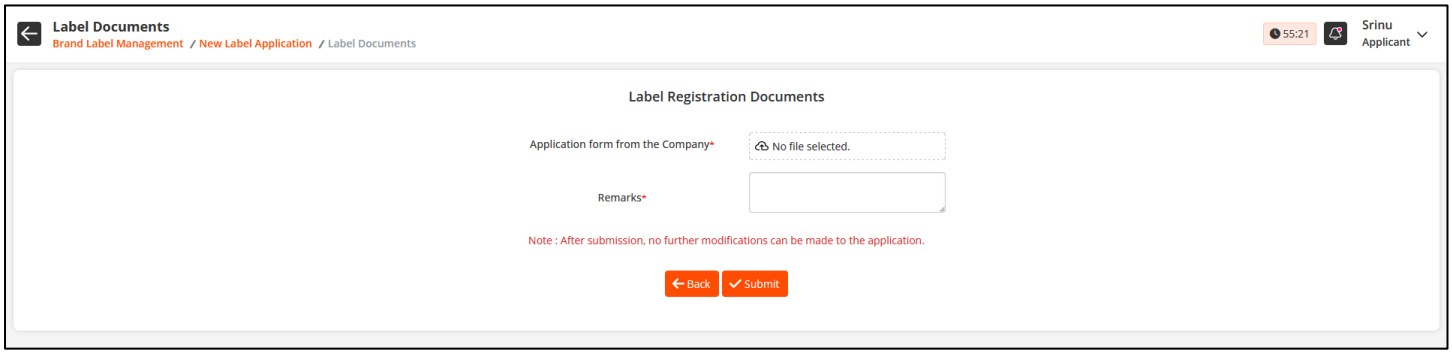
- After click on the 'save' button confirmation pop-up is showing. click on the "OK" button in the confirmation pop-up.

- The system will automatically redirect the user to the Label Details page, where all previously created indents can be viewed.

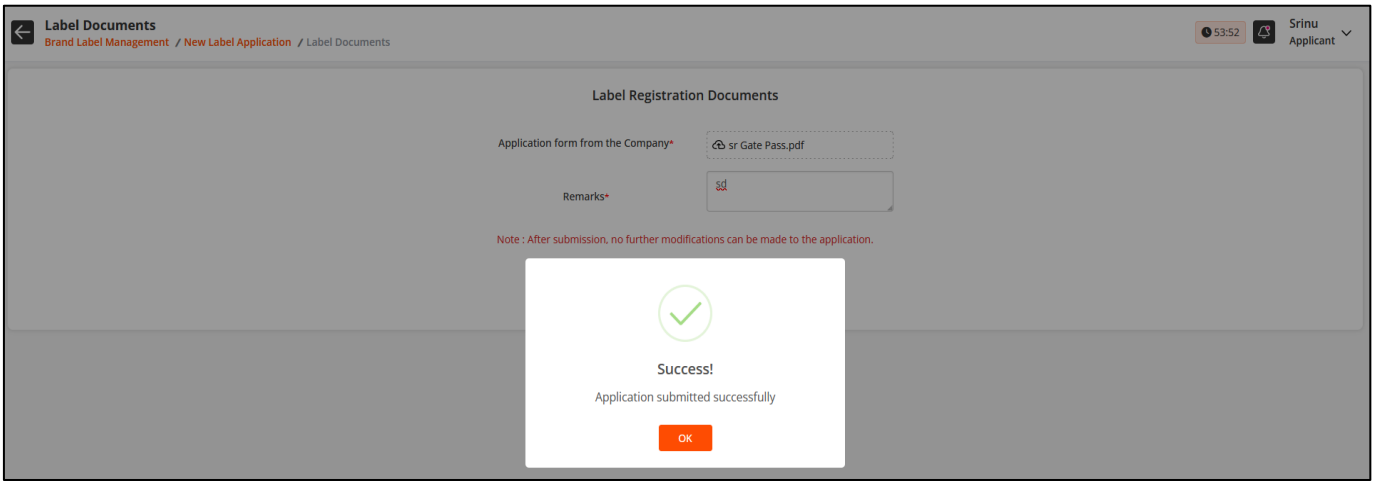
- If user want click on ‘Back’ button. page will navigate the previous page.



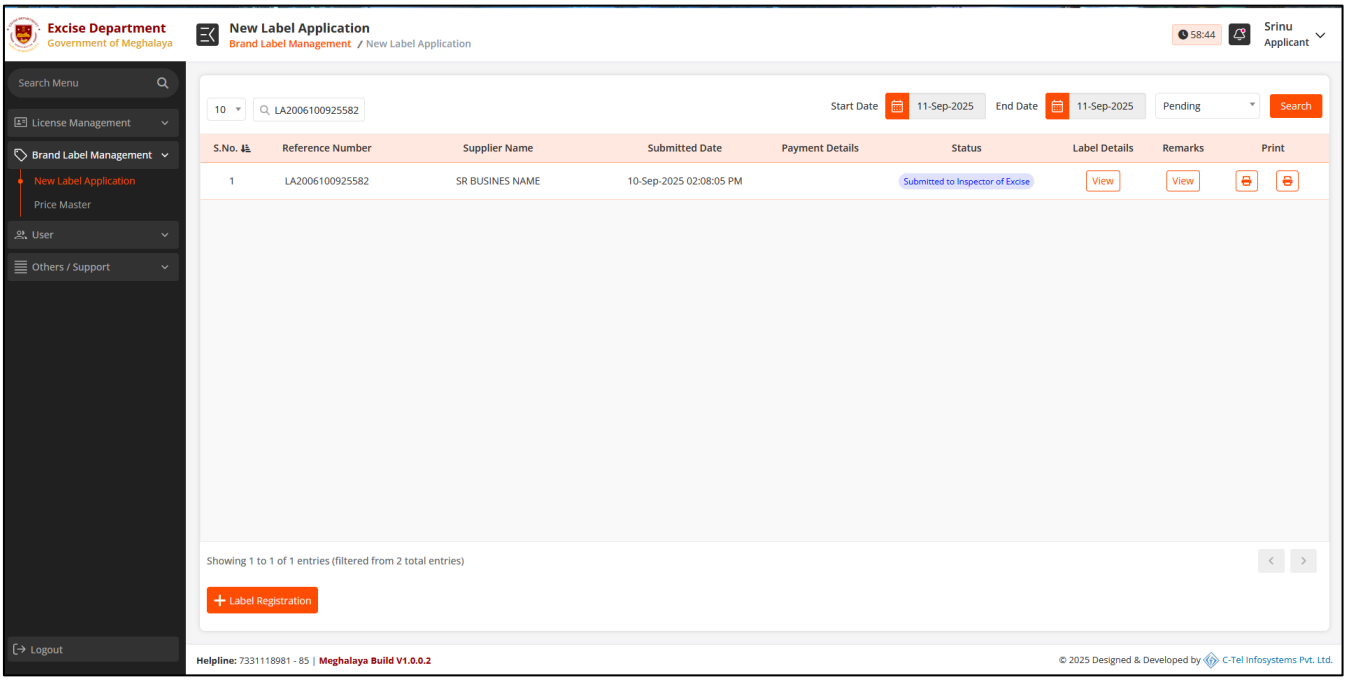
- After clicking the Save button, navigate to the ‘Label Documents’ page. User need to click on the “No file selected” and providing remarks in the text field , and then click the Submit button.



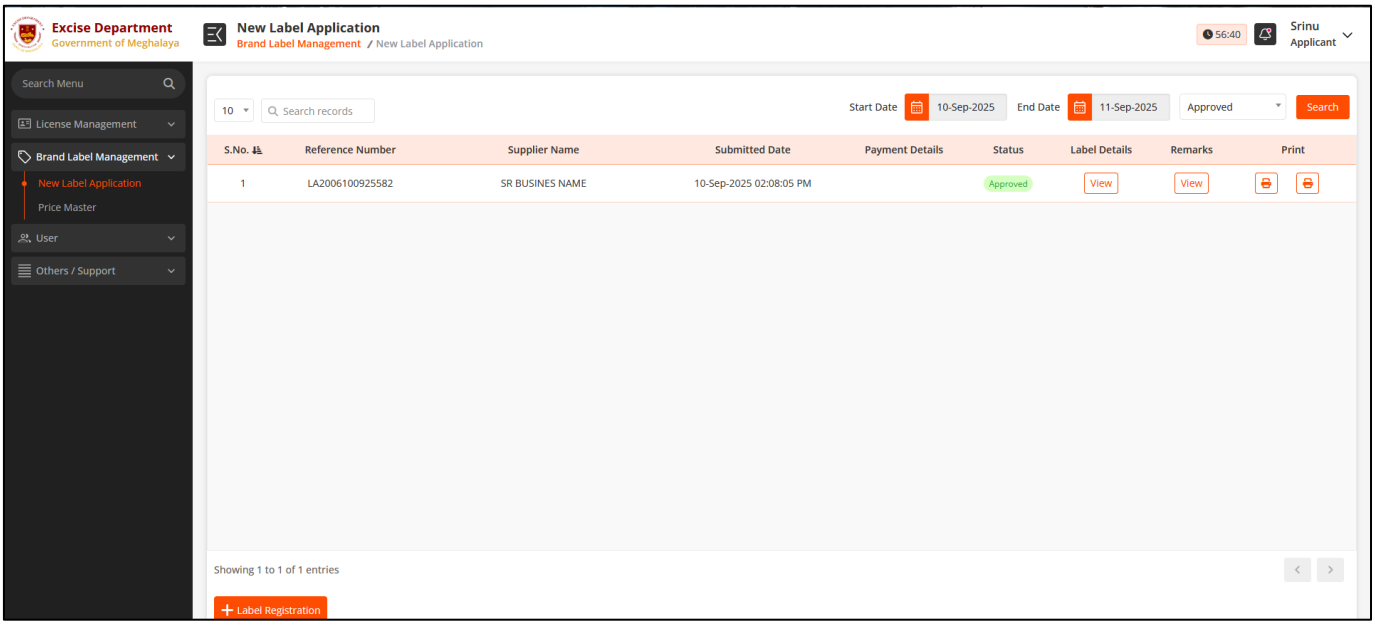
- After click on the 'Submit' button, the next screen will appear



- 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



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



- To preview the final label print.

- 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 : **India**

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

- Local Cost card

[This is print generated individual cost card]

Cost Card Print

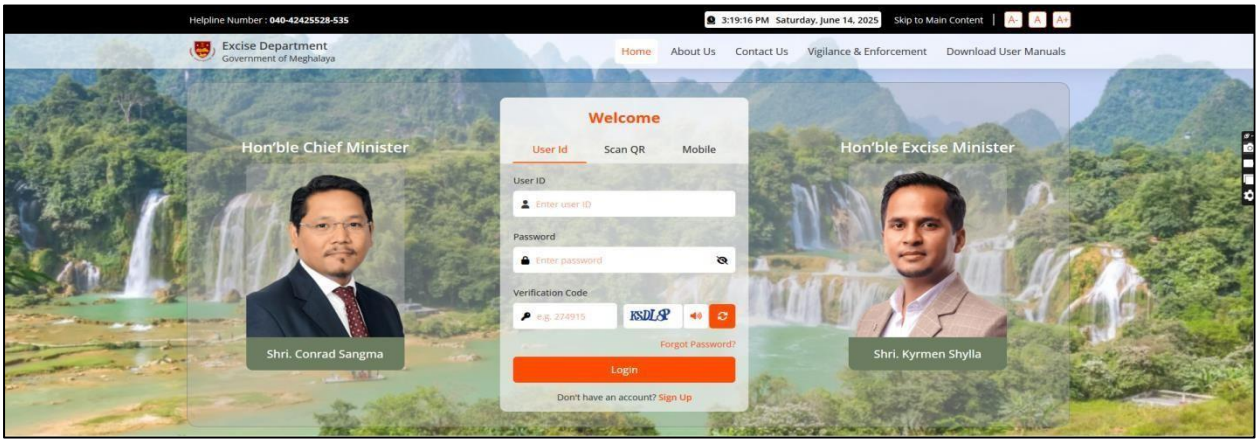
Import Cost Card

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 BUSINES 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

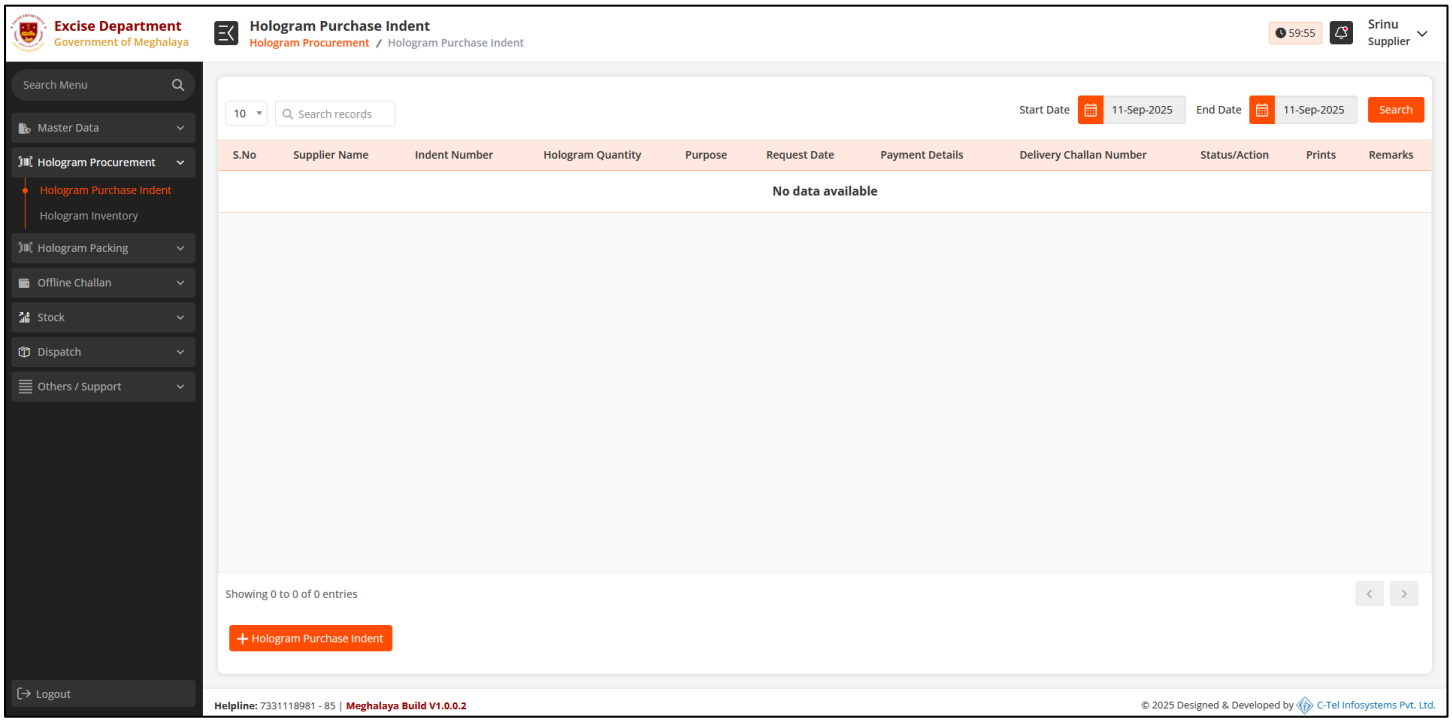
This report is generated by Srinu (Applicant) on 11-Sep-2025 at 11:29:46 AM

3. Hologram Procurement Process

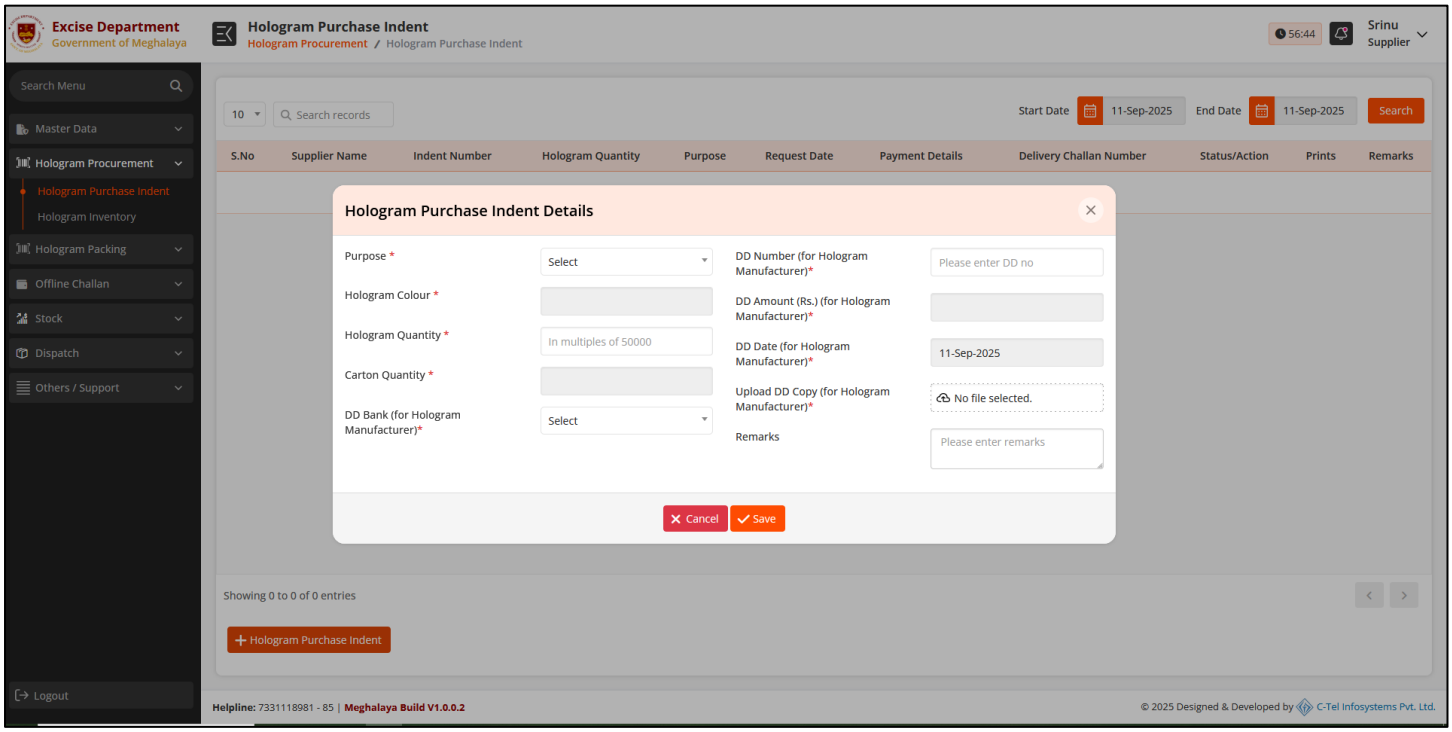
- The Supplier must enter their User ID and Password in the respective fields.
- Enter the valid captcha in the respective fields.
- Click the login button to access the application dashboard.



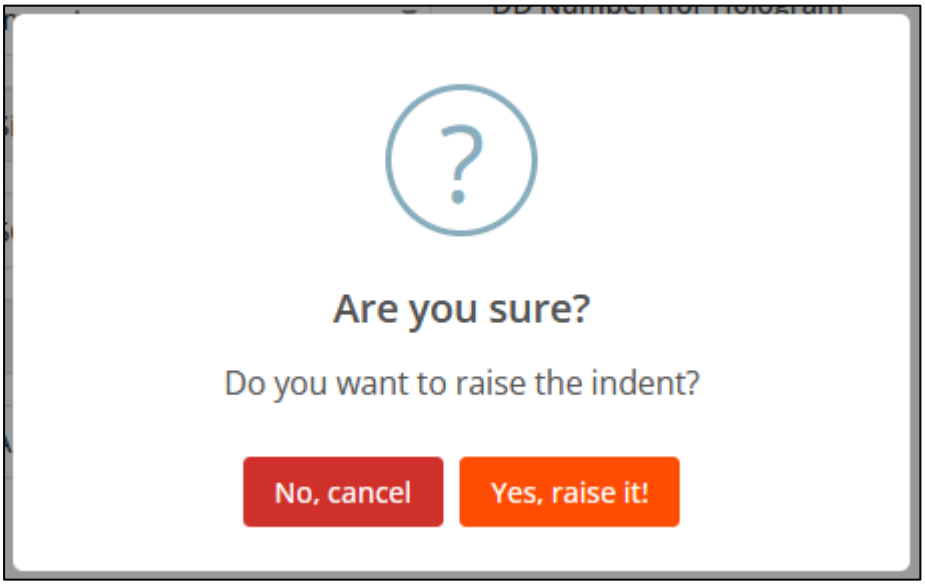
- Then user need to select "Hologram Procurement" tab. After selecting the "Hologram Procurement" tab user can able to view the below screen.



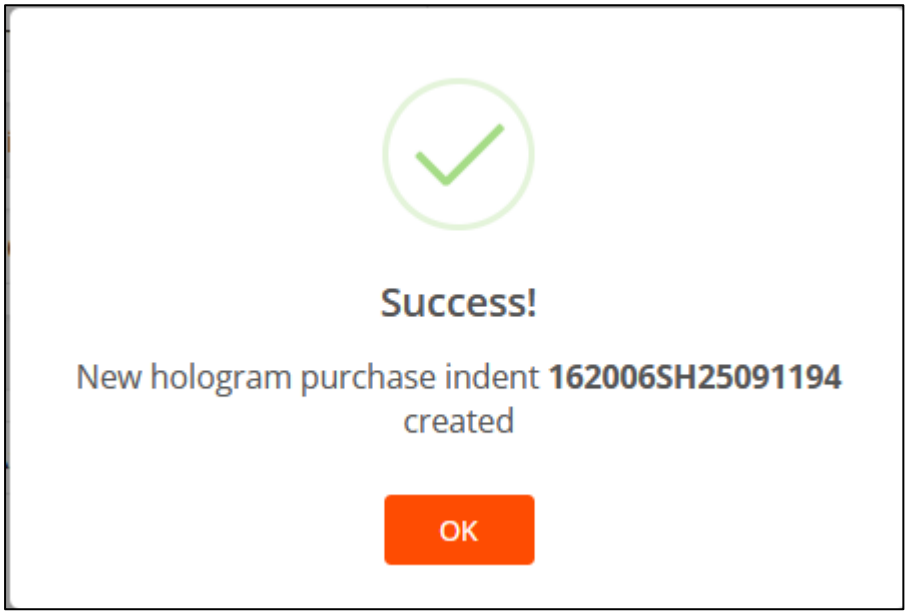
- After reaching to the above screen user need to select the “Hologram Purchase Indent” tab under “Hologram Procurement” tab. After selecting the “Hologram Purchase Indent” tab user can able to view the below screen.
- After reaching to the above screen user need to click on (+Hologram Purchase Indent).



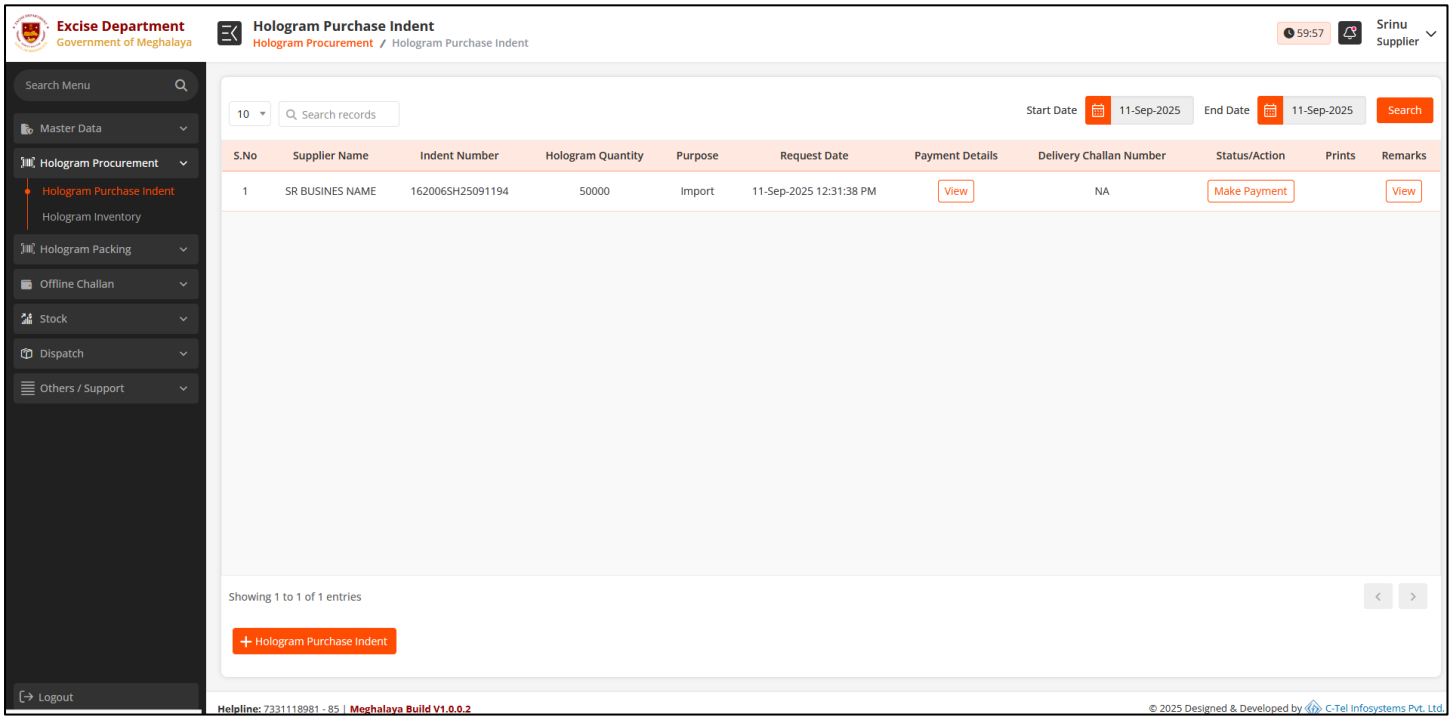
- After clicking on (+Hologram Purchase Indent) option then below screen will be displayed.
- After reaching to the above screen user need to fill all the necessary details and then need to click on "SAVE" option. After clicking on "SAVE" option below screen will be displayed.



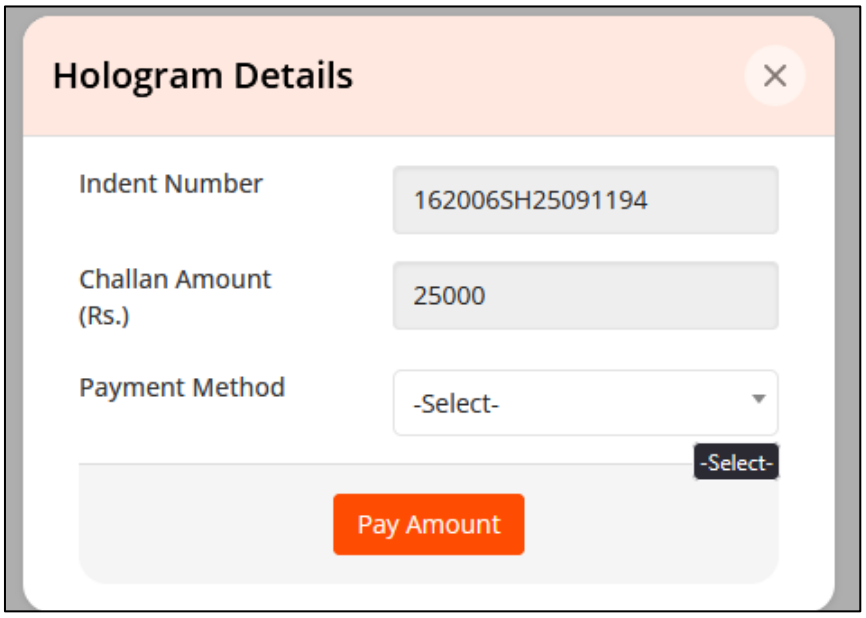
- After reaching to the above screen user need to click on "Yes raise it" in the above displayed pop-up. After clicking on "Yes raise it" below screen will be displayed.



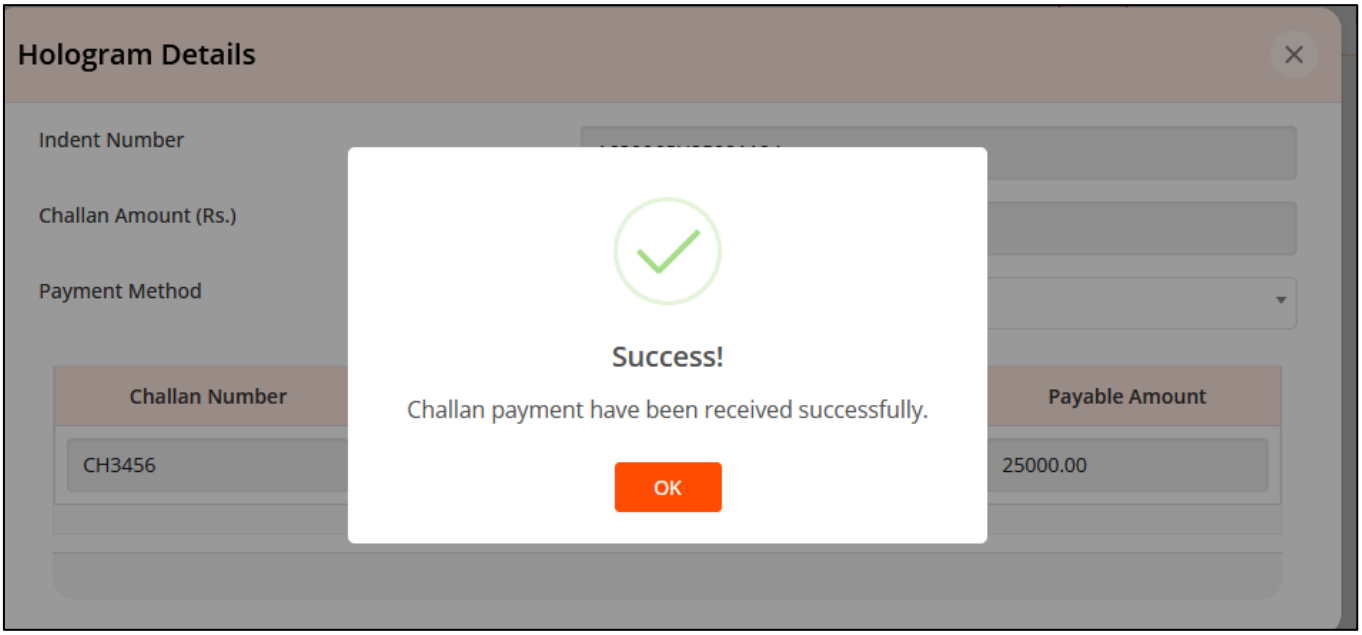
- After reaching to the above screen user need to click on “OK” in the above displayed pop-up. After clicking on “OK” in the pop up request will be created successfully and request will be displayed in list view as below screen.



- 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

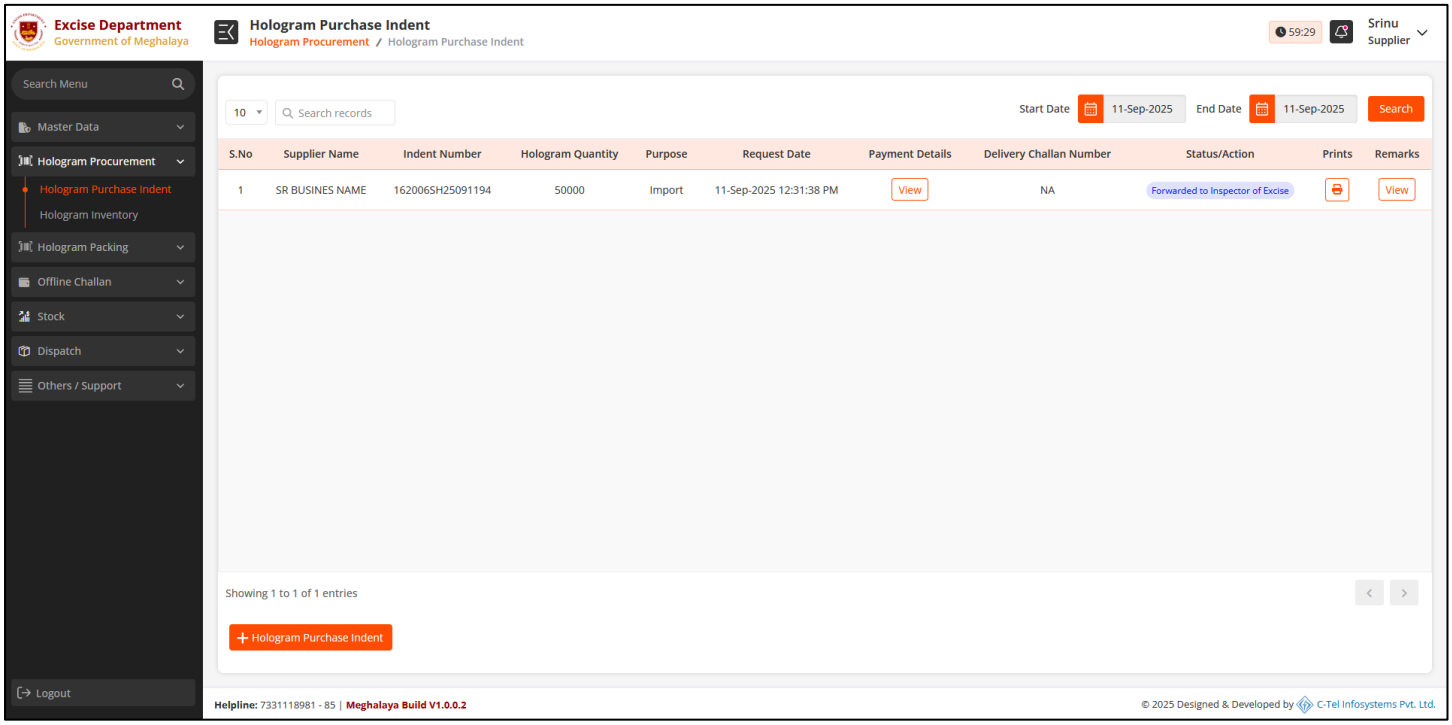


- Here user can choose the payment method like Online/Offline. User has to choose one payment method and need to click on “Make Payment” option. After successful payment below screen will be displayed.

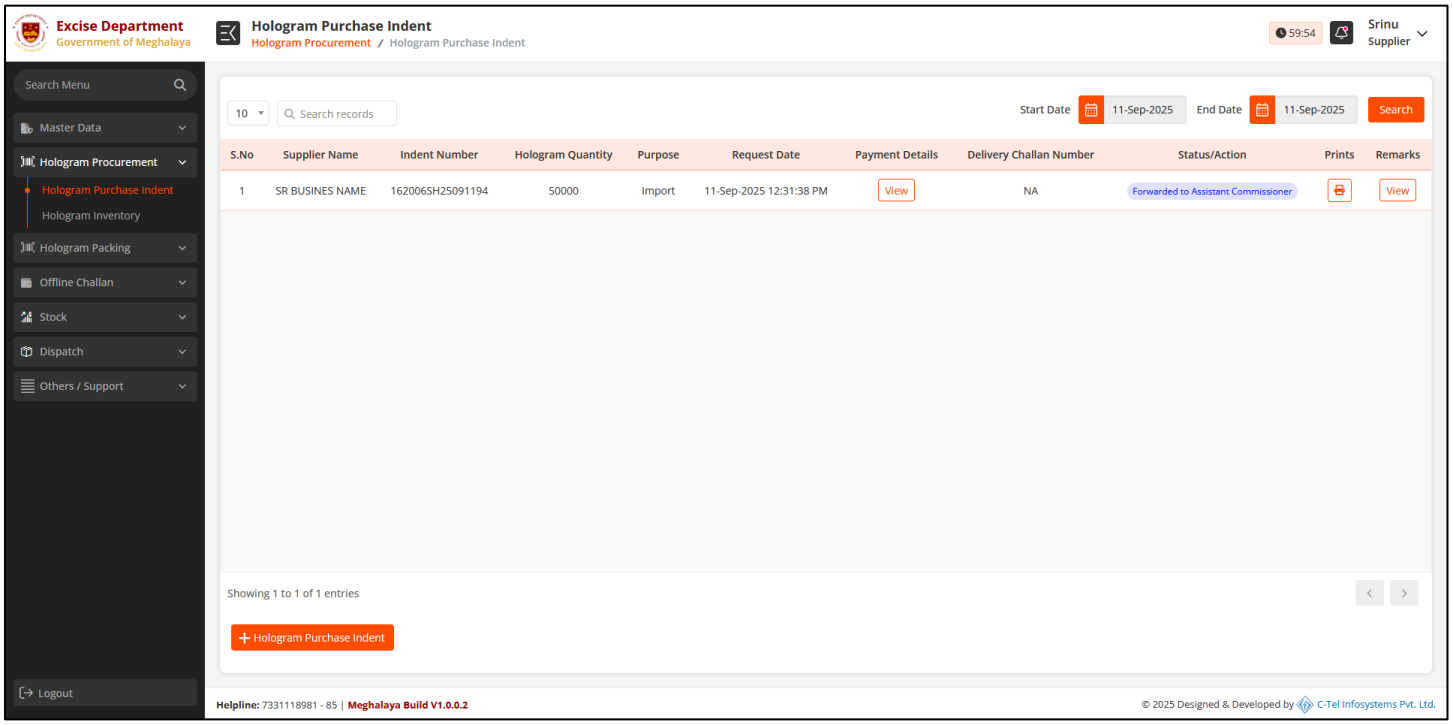


- After reaching to the above screen user need to click on “OK” button in the above mentioned pop up. After clicking on “OK” pop up and after successful payment request

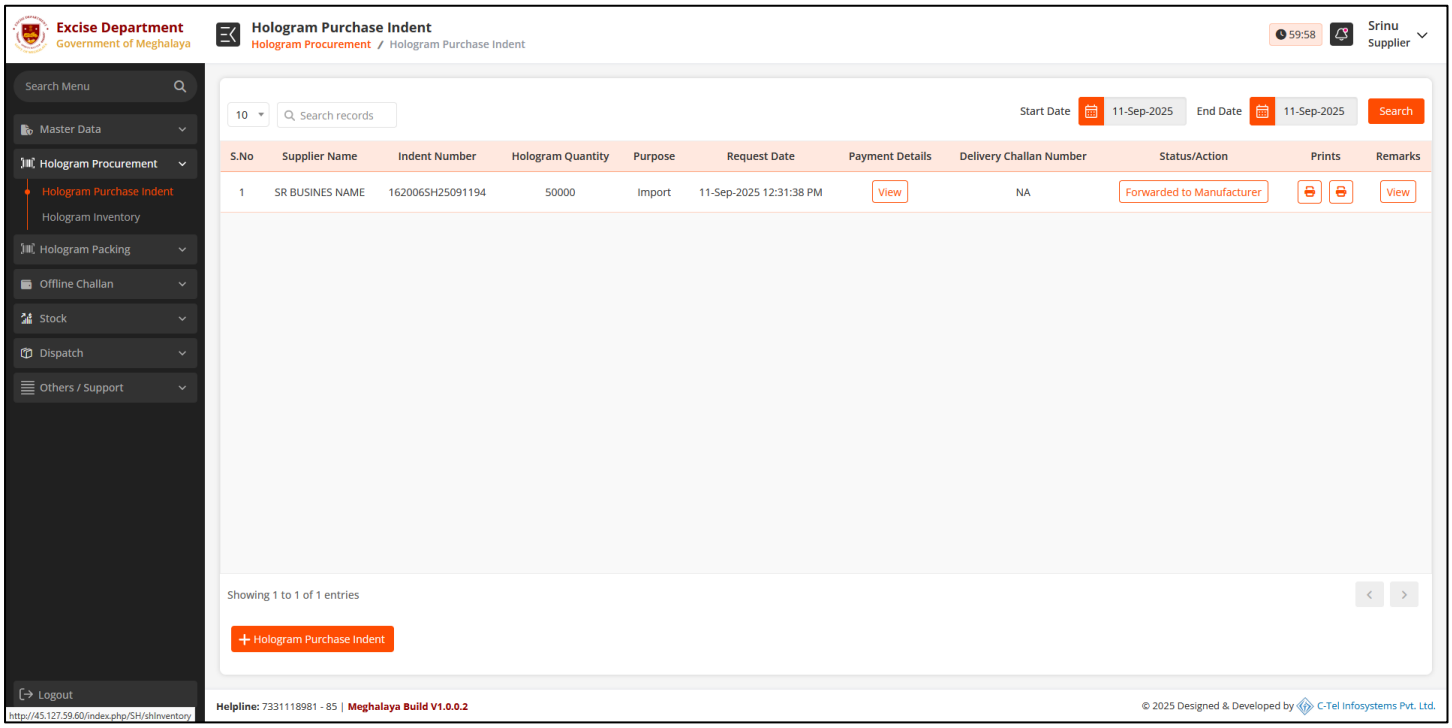
will be forwarded to Forwarded to Inspector of Excise. In list view request will be displayed as below.



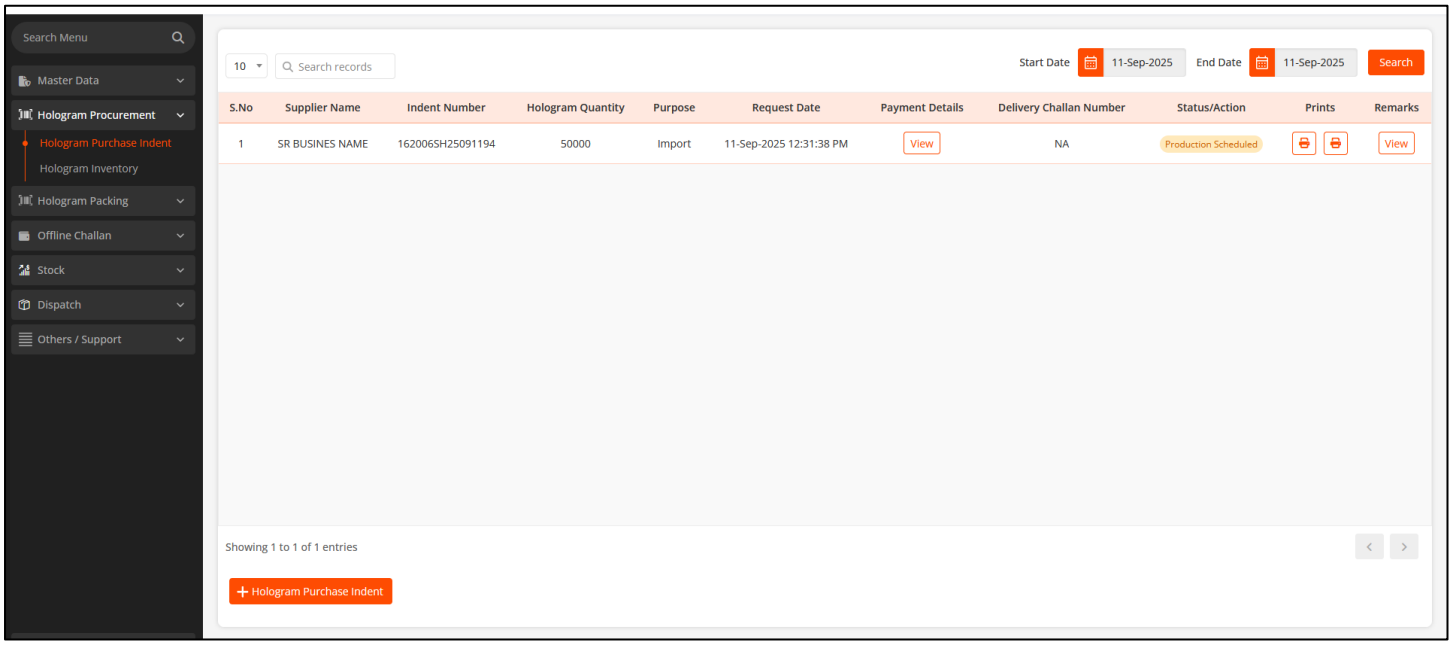
- Once the IOE verifies and forwards the indent, it will appear in the Assistant Commissioner's login. The status will be displayed as shown in the screen below.



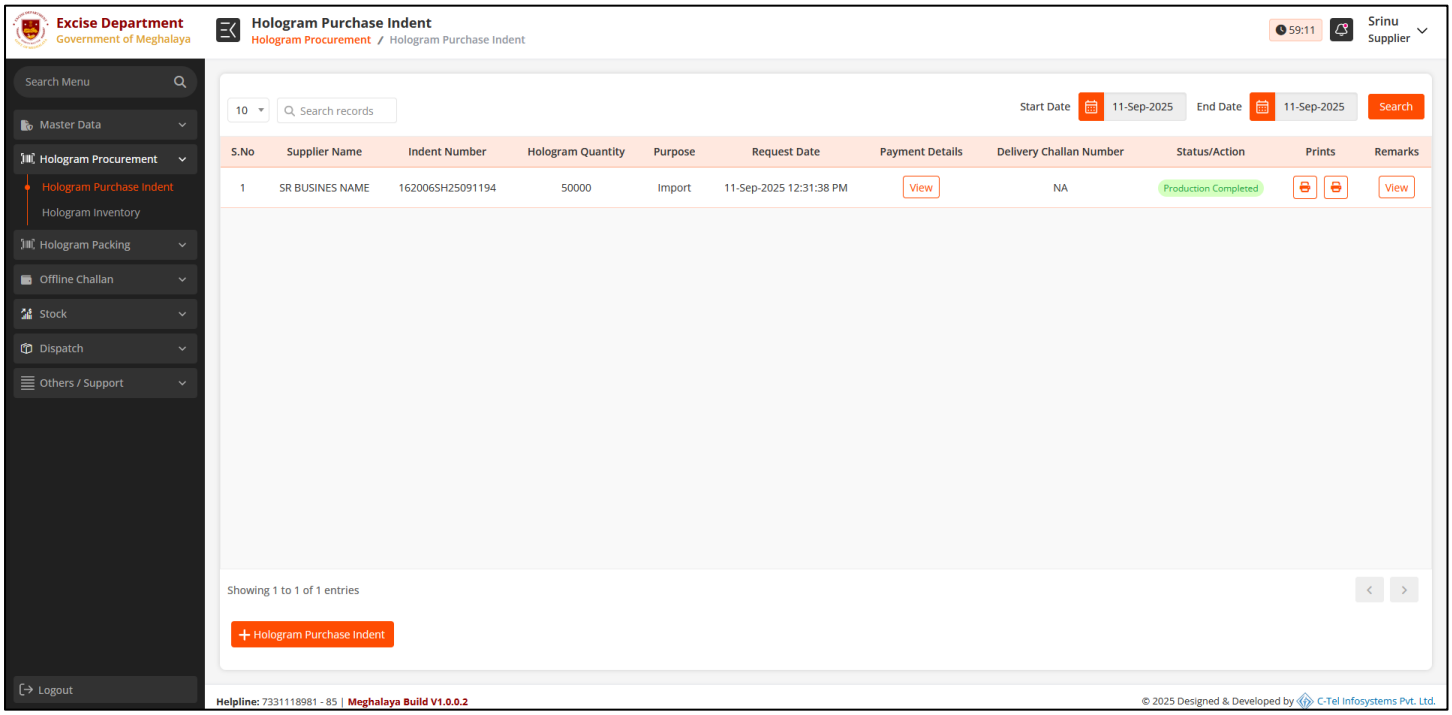
- Once the Assistant Commissioner verifies and forwards the indent, it will appear in the manufacturer's login. The status will be displayed as shown in the screen below.



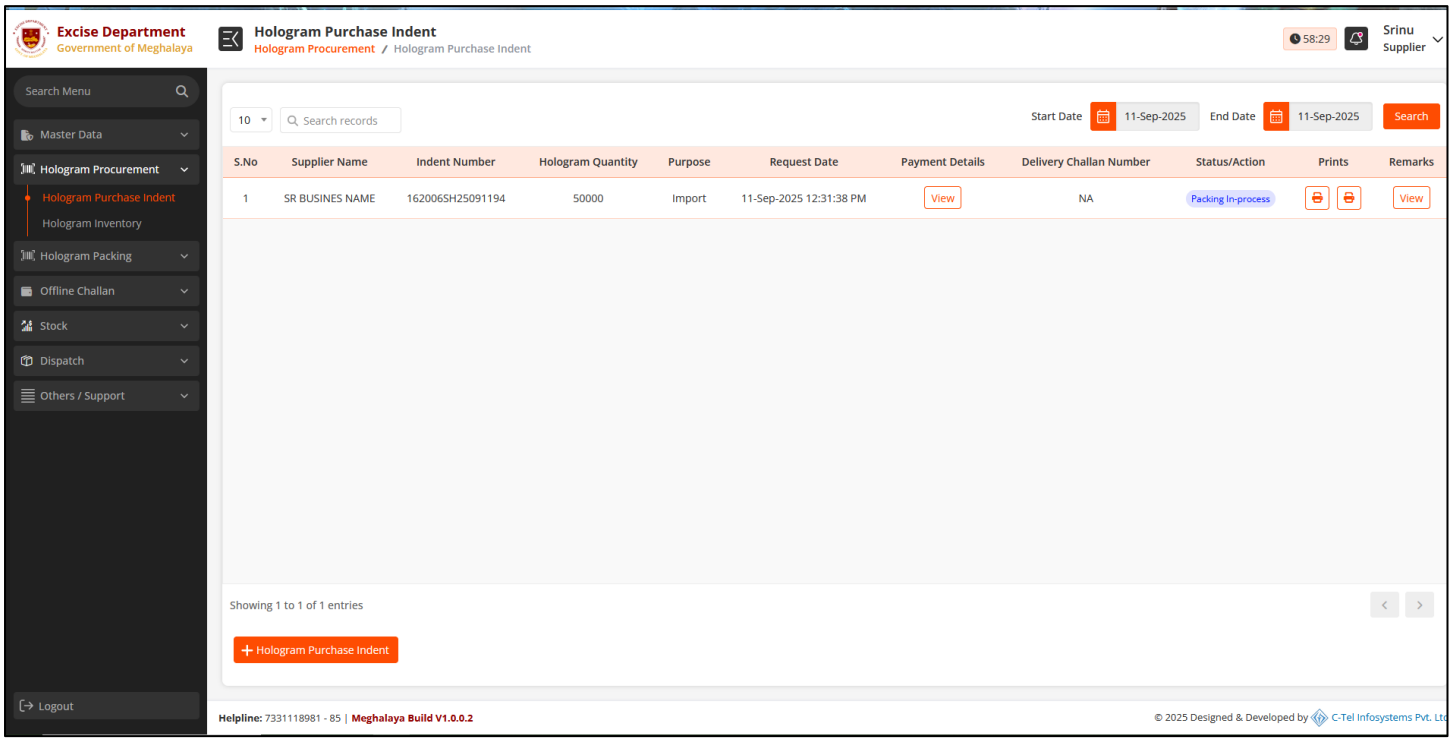
- Once the manufacturer schedules the production, the status will be displayed as shown in the screen below.



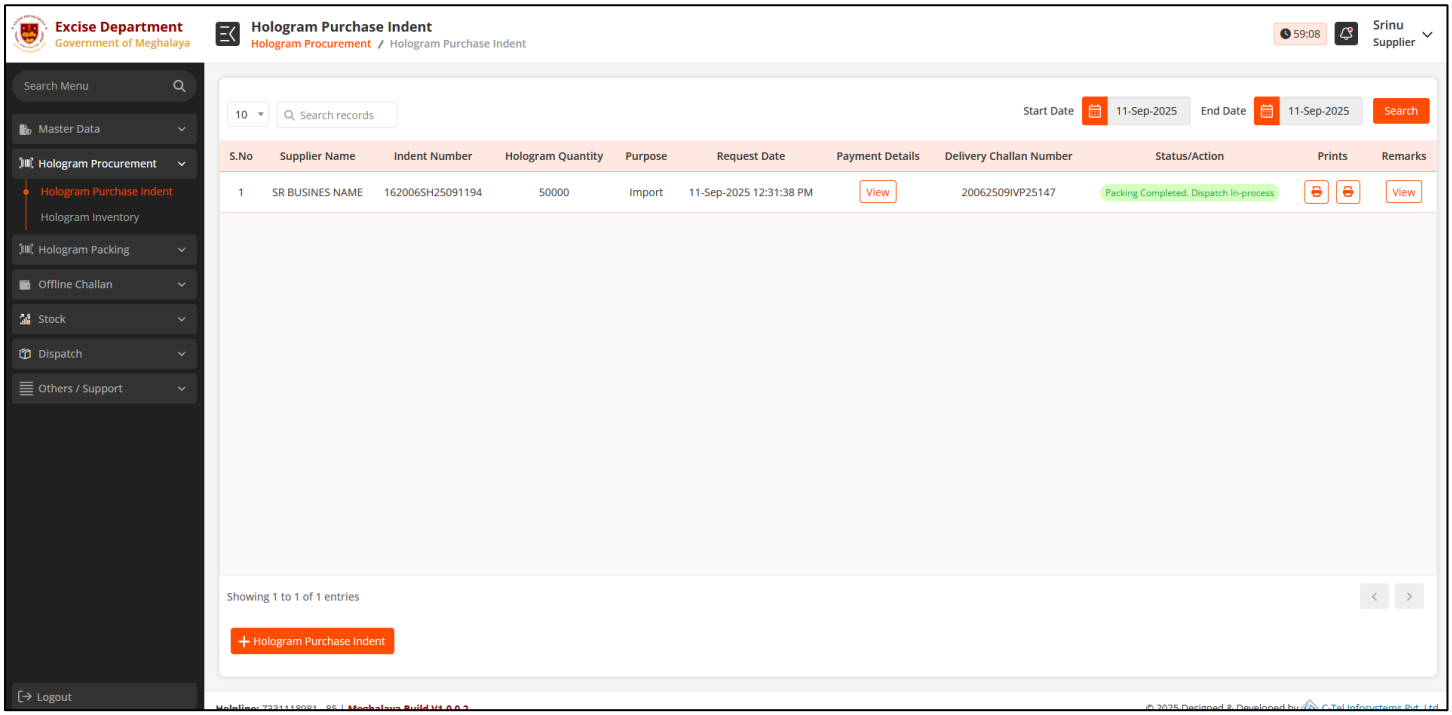
- After the production is completed, the status will be shown as 'Production Completed’.



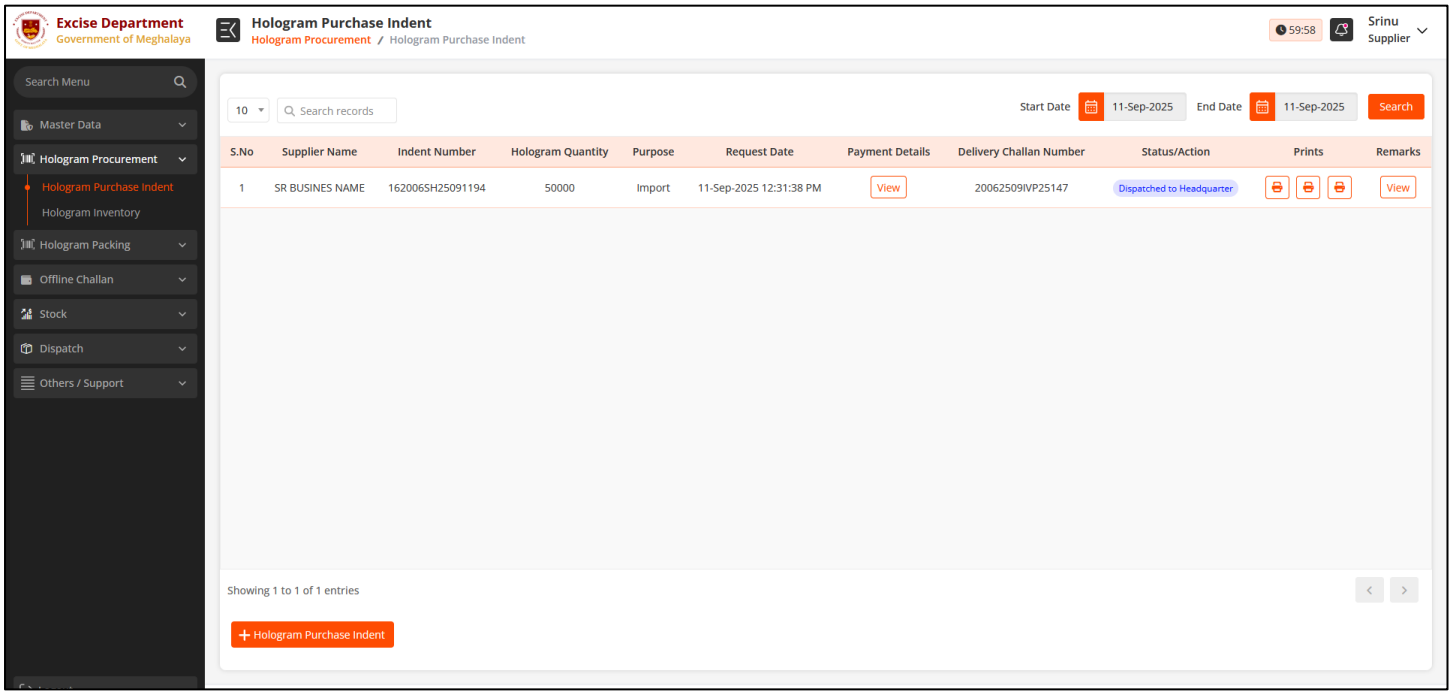
- While starting spool packing, the status will be shown as 'Packing In-Process'



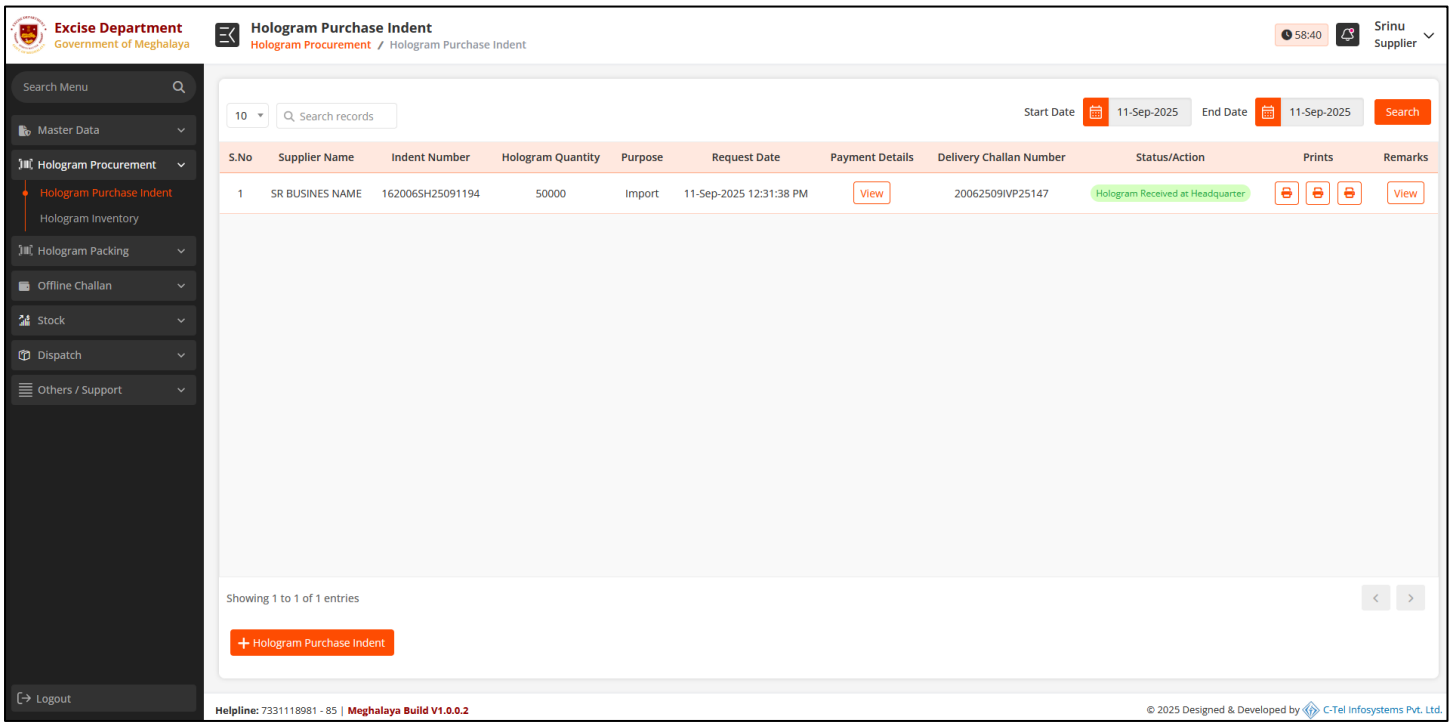
- After packing is completed, the status is updated to 'Packing Completed Dispatch In-Process'.



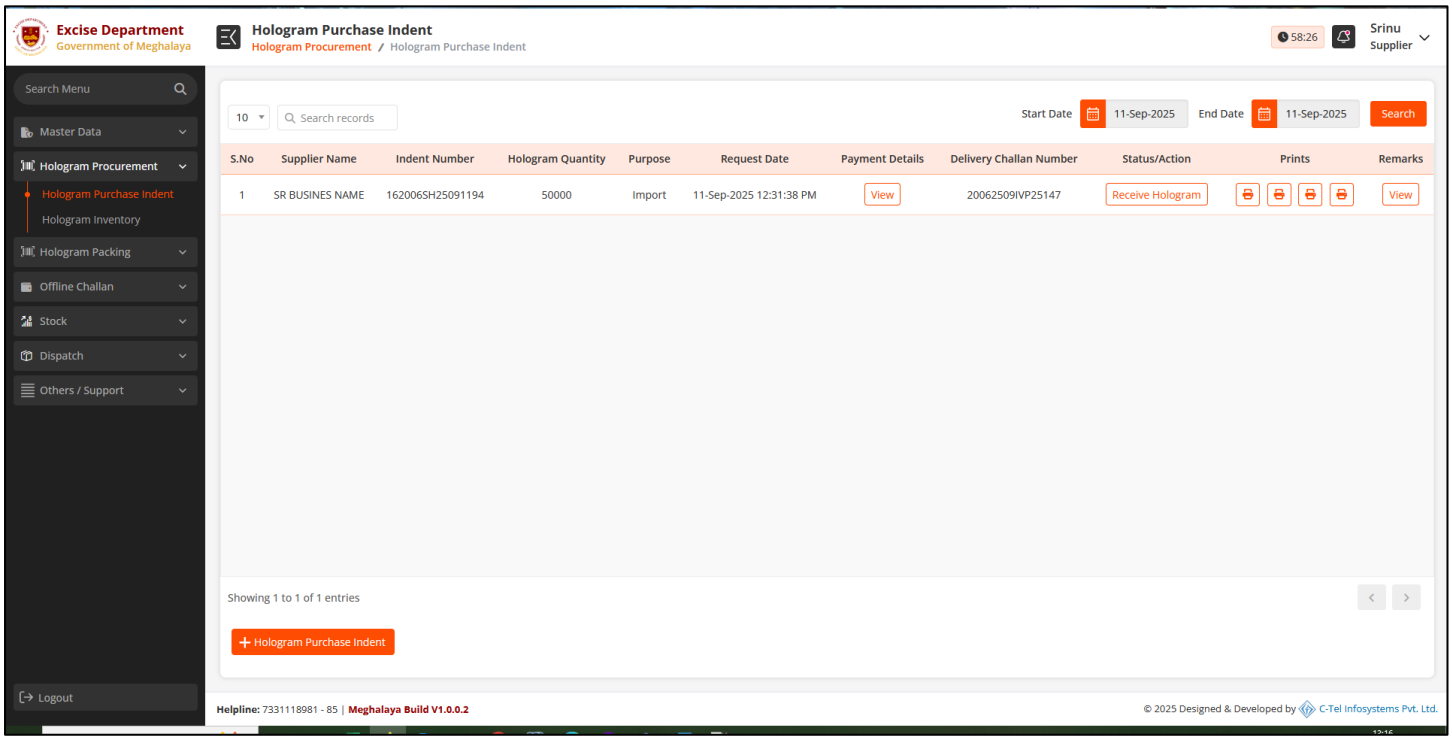
- After the manufacturer dispatches the holograms, the status is updated to 'Dispatched to Headquarter'



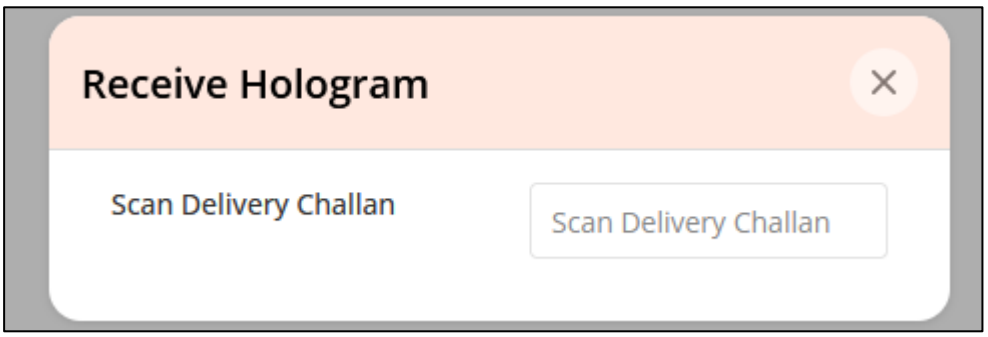
- After being received at the headquarters, the status will be shown as 'Hologram Received at Headquarters



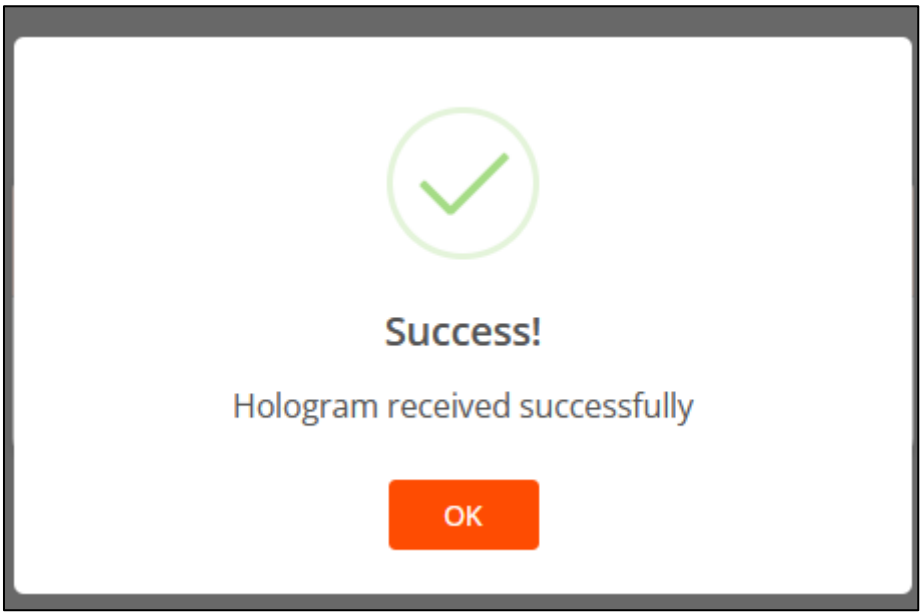
- After the holograms are dispatched from the headquarters, the application displays the 'Receiving' tab, as shown below



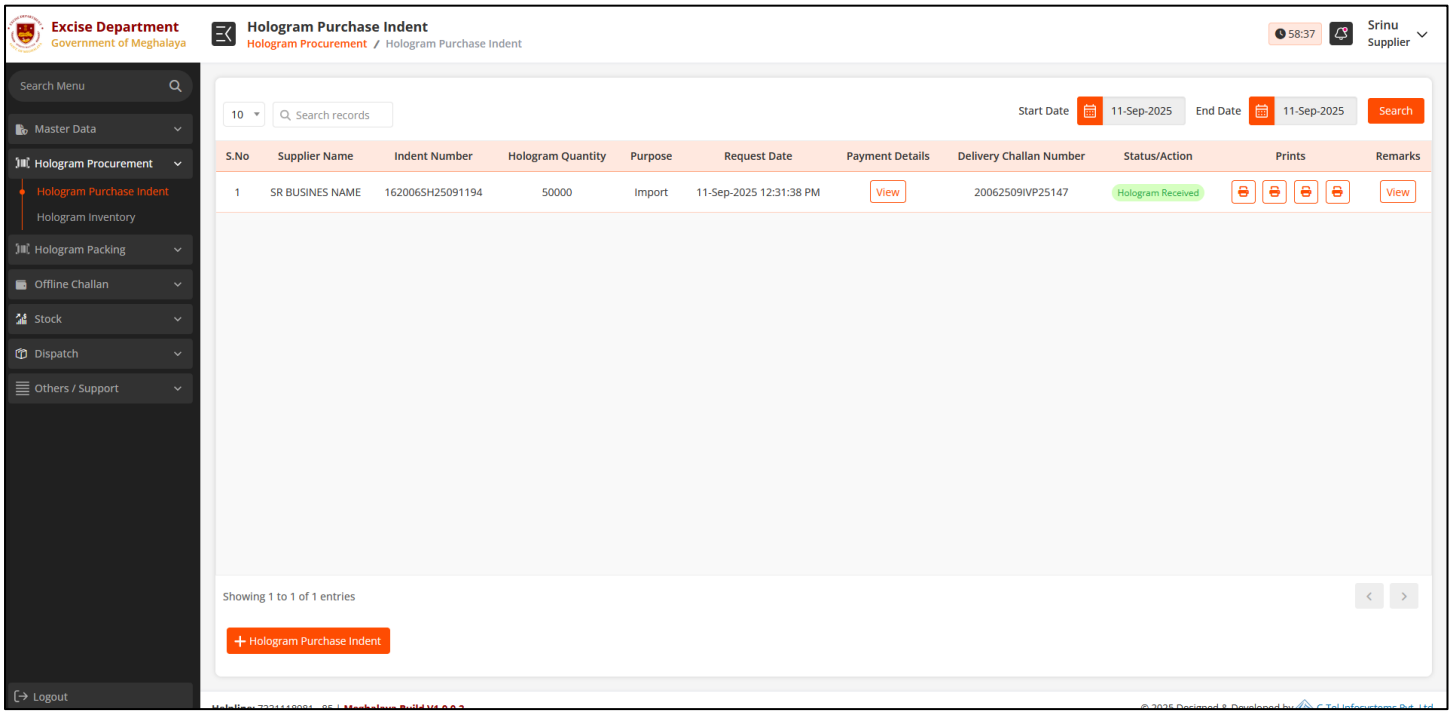
- After clicking on the 'Receive' tab, the 'Receive Hologram' page is displayed, as shown below.



- 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'.



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

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):

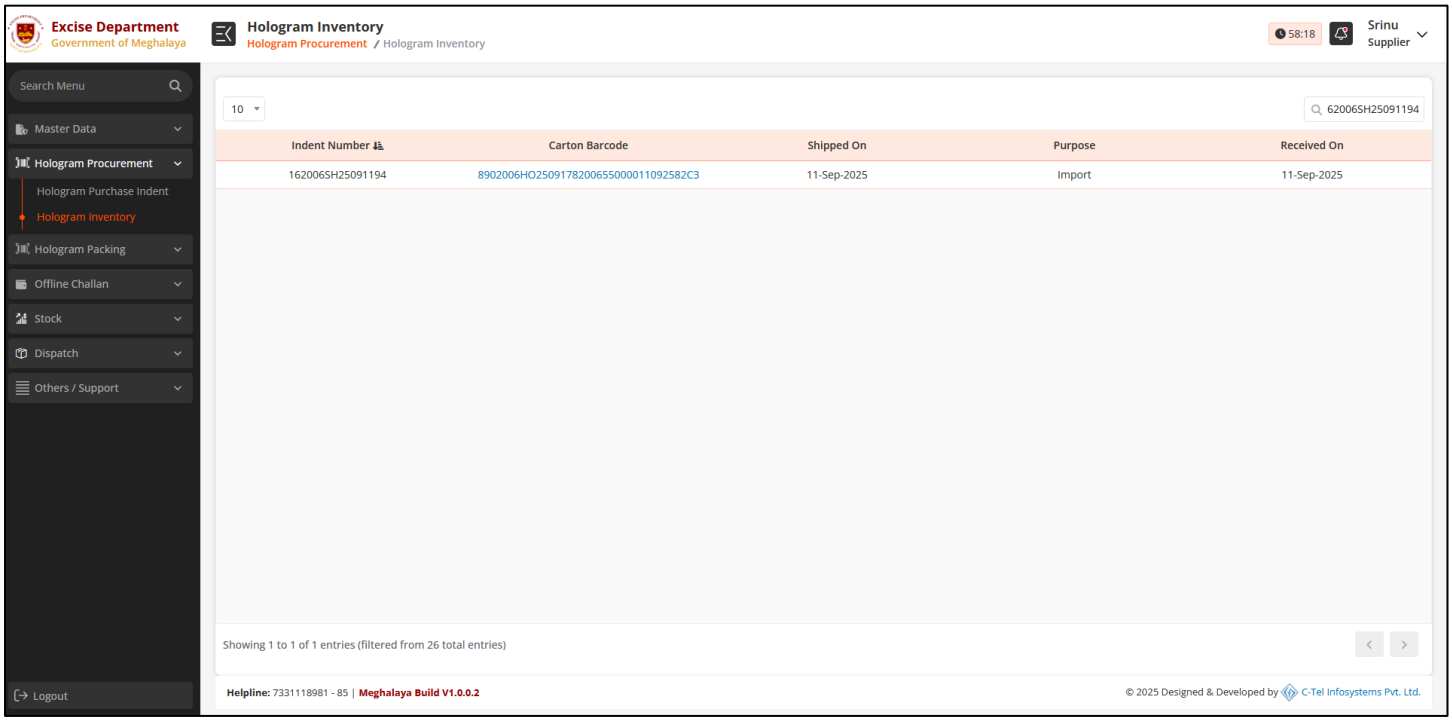
S.No	Bank Name	DD Number	DD Date	DD Amount (Rs.)
1	Axis Bank	45634532	11-Sep-2025	75000.00

Challan Details (for Excise Department):

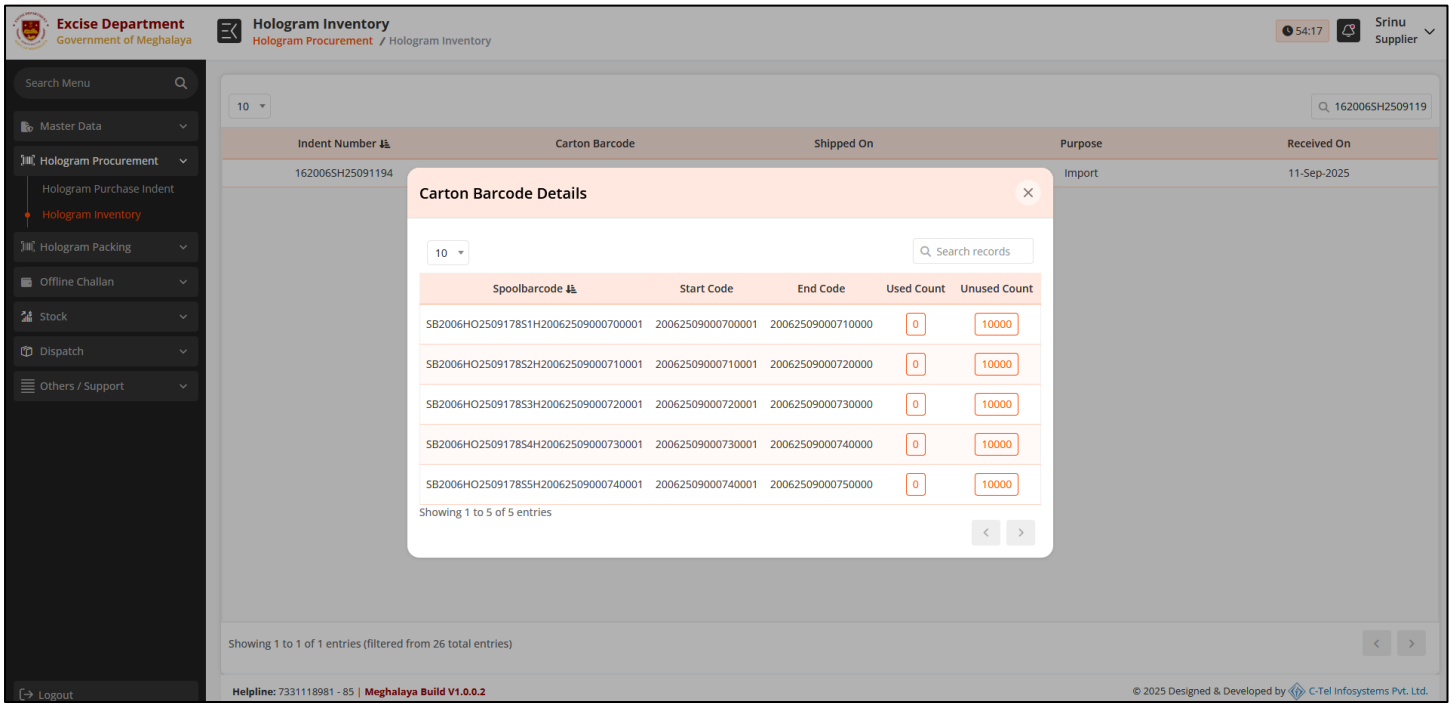
S.No	Bank Name	Challan Number	Challan Date	Challan Amount (Rs.)
1	Axis Bank	CH3456	09-Sep-2025	25000.00

Yours Faithfully,
Srinu
Supplier

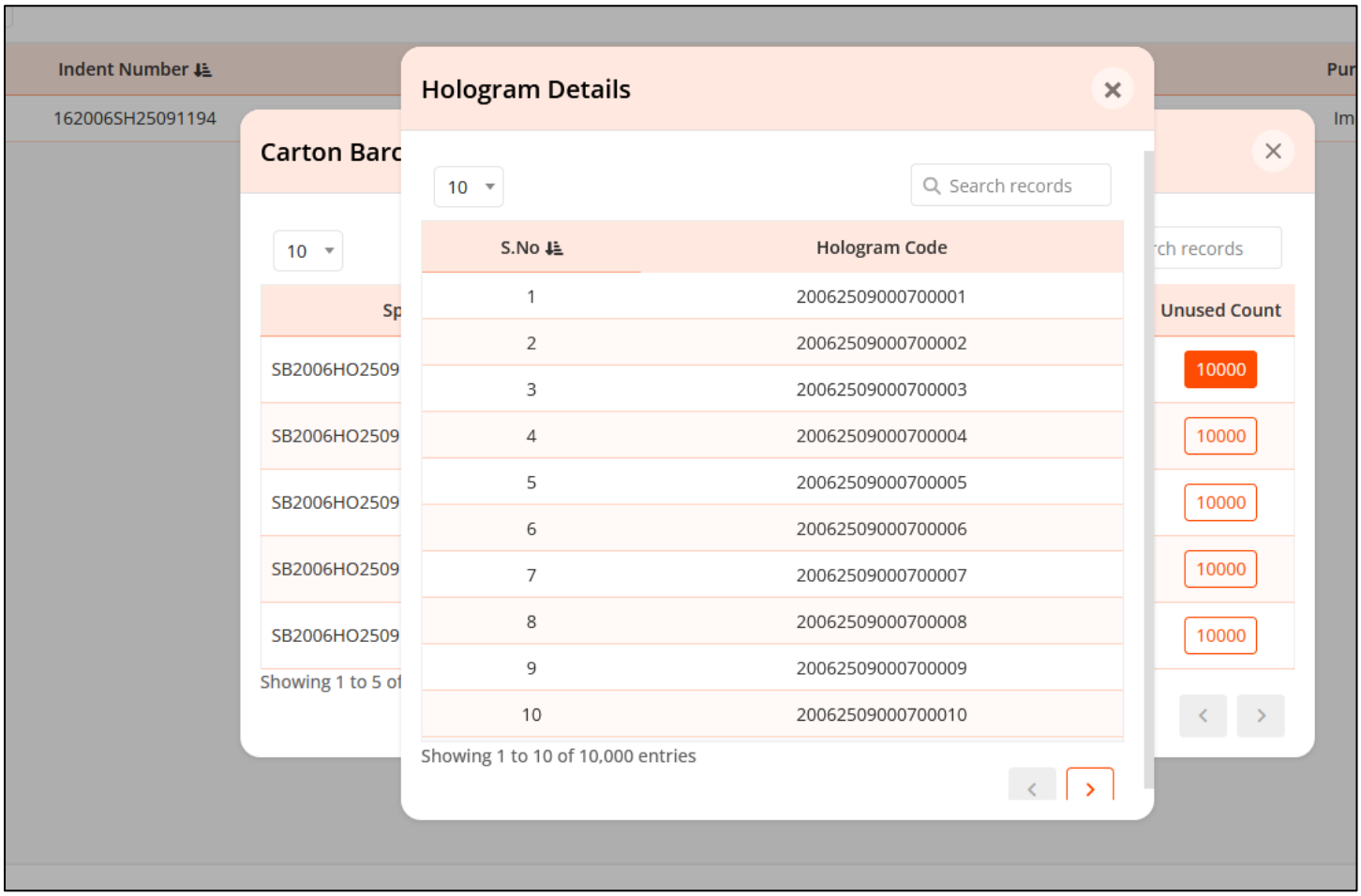
- After receiving the holograms, they are displayed in the Hologram Inventory, as shown below.



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

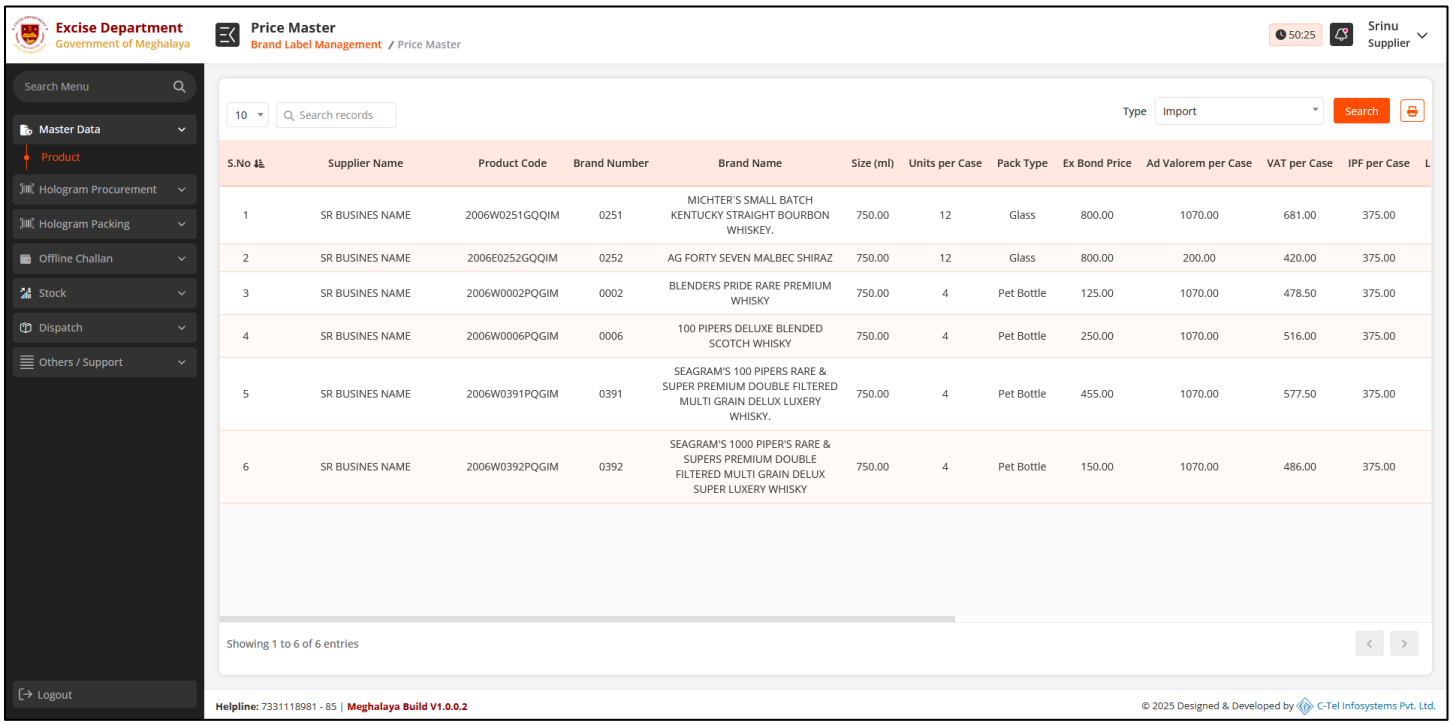


- If the user wants to view the holograms, they can click on the 'Unused Count' hyperlink, and the Hologram Details page will be displayed, as shown below.



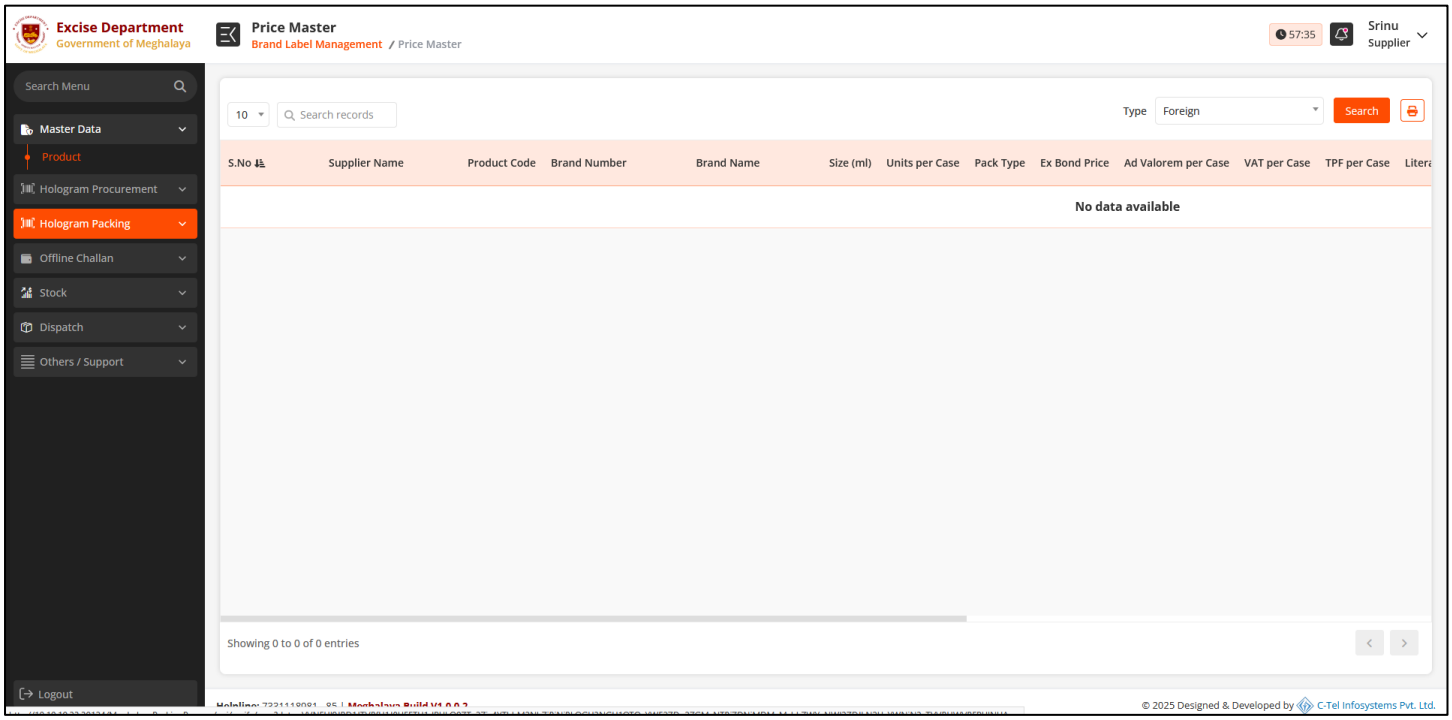
4. Production

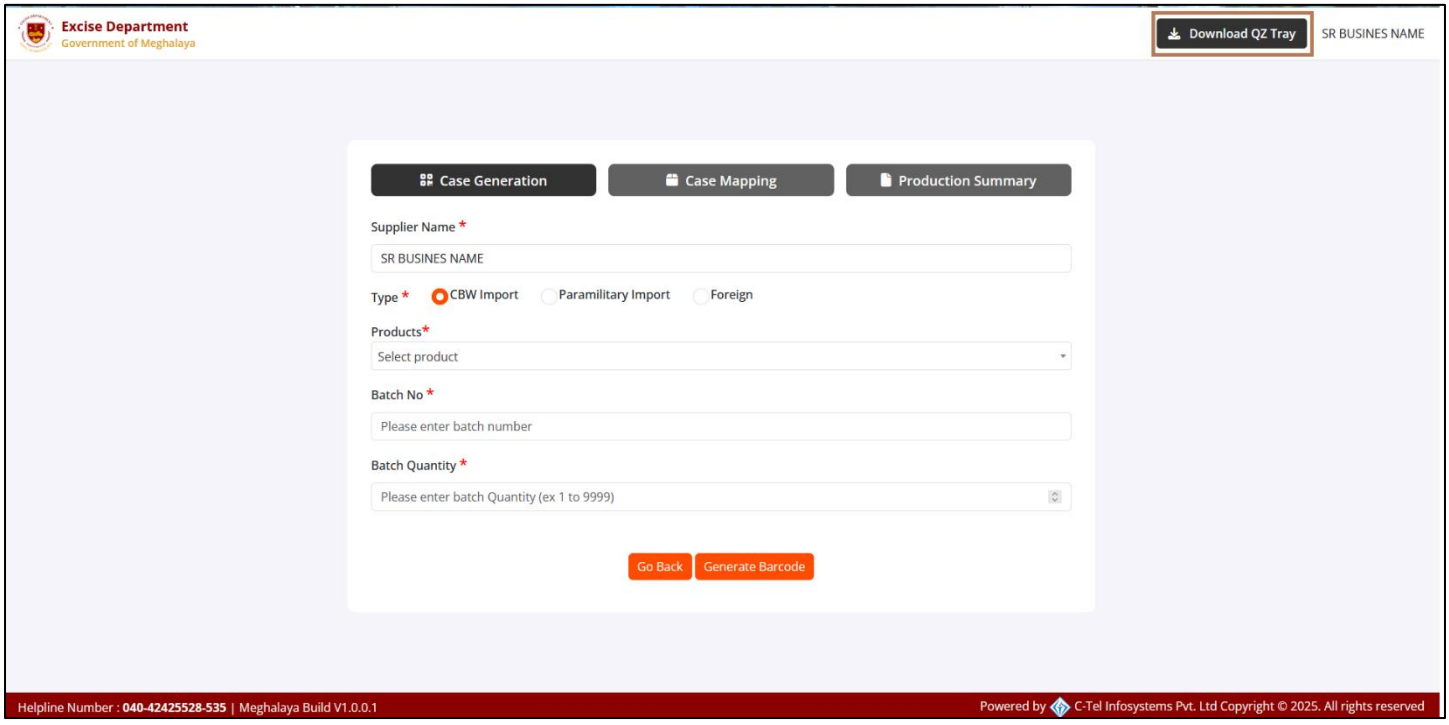
- The user needs to click on the master data under 'Product' tab. In this tab, all registered brands are displayed, and the user can perform production only for those registered brands.



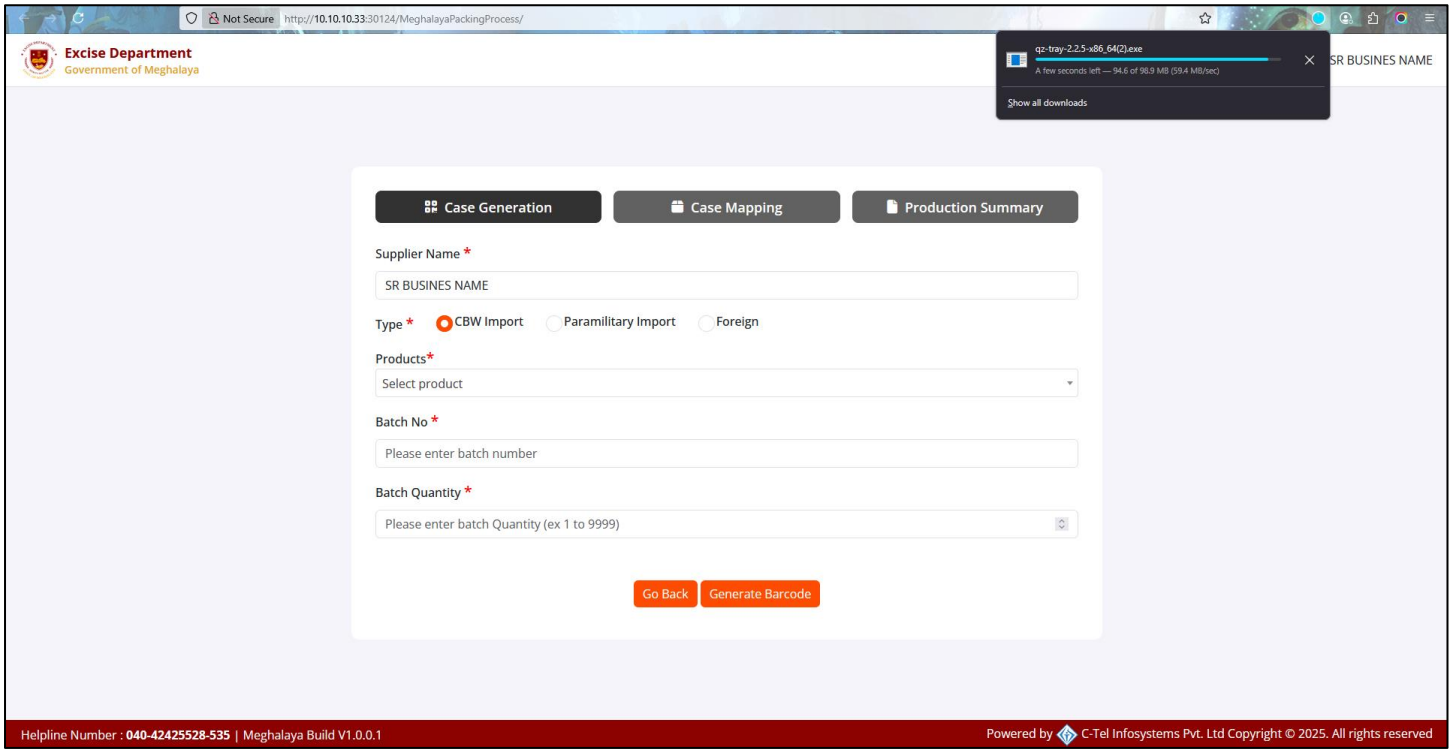
- Next, the user needs to click on the 'Hologram Packing' tab, and the page will navigate to the Packing page, as shown below.

- **Note**: - In the user's system: Before starting production, the user needs to install and run the related printer services.

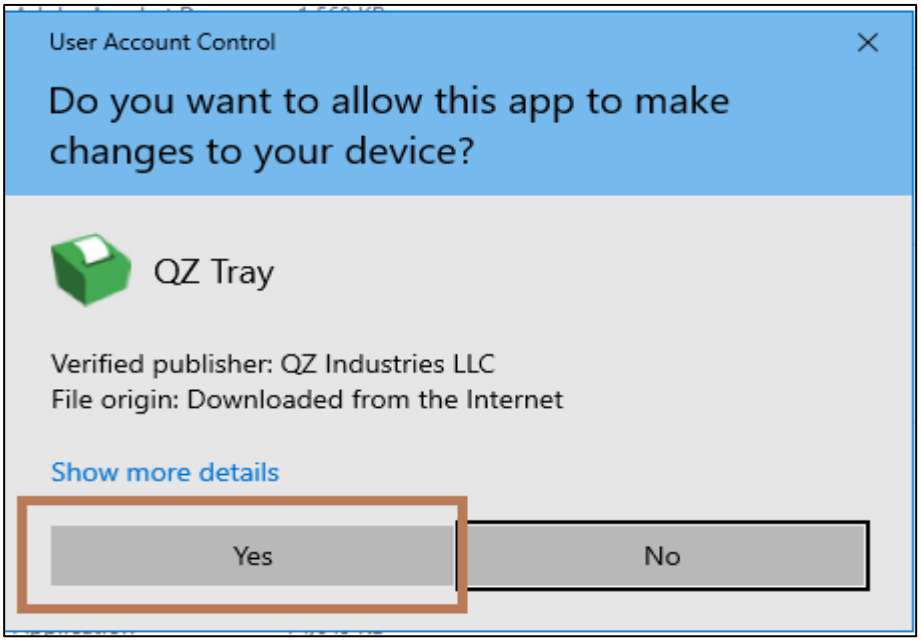




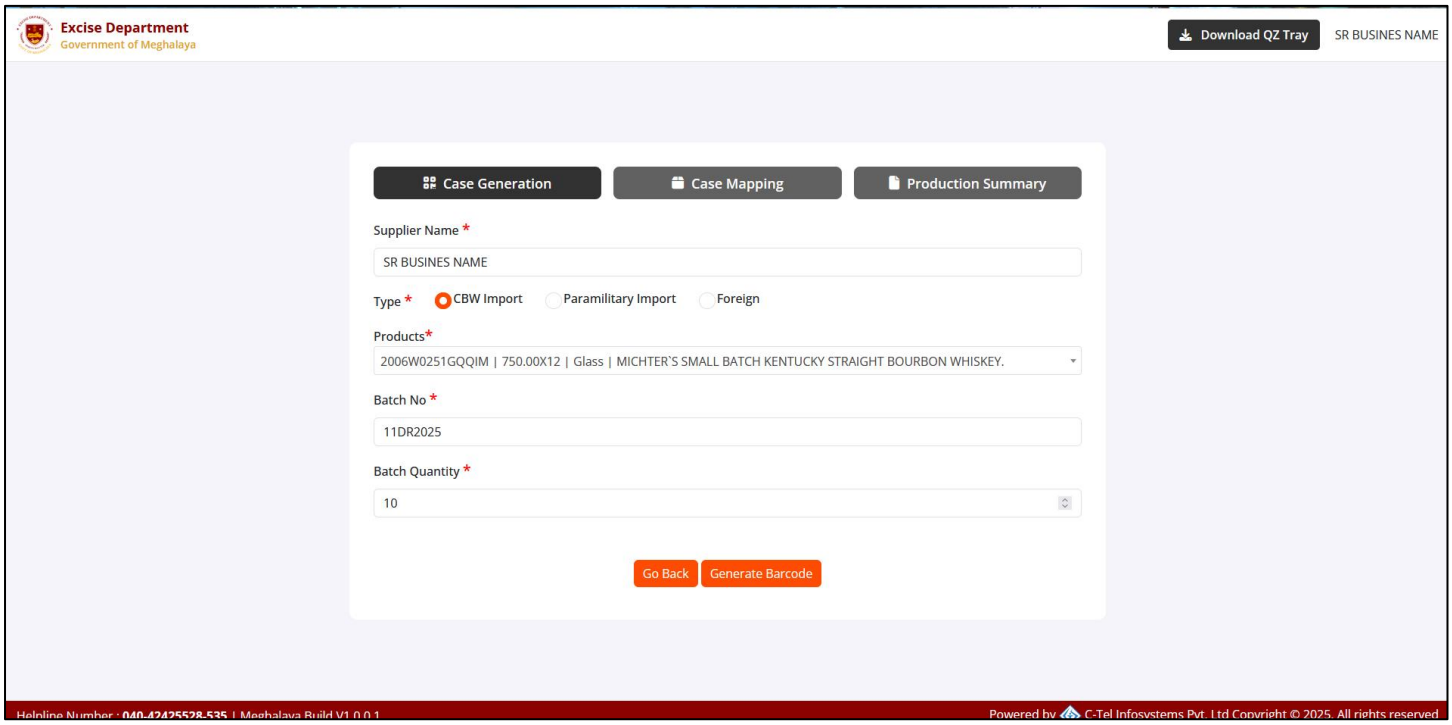
- After click on Download QZ Tray, as shown below.



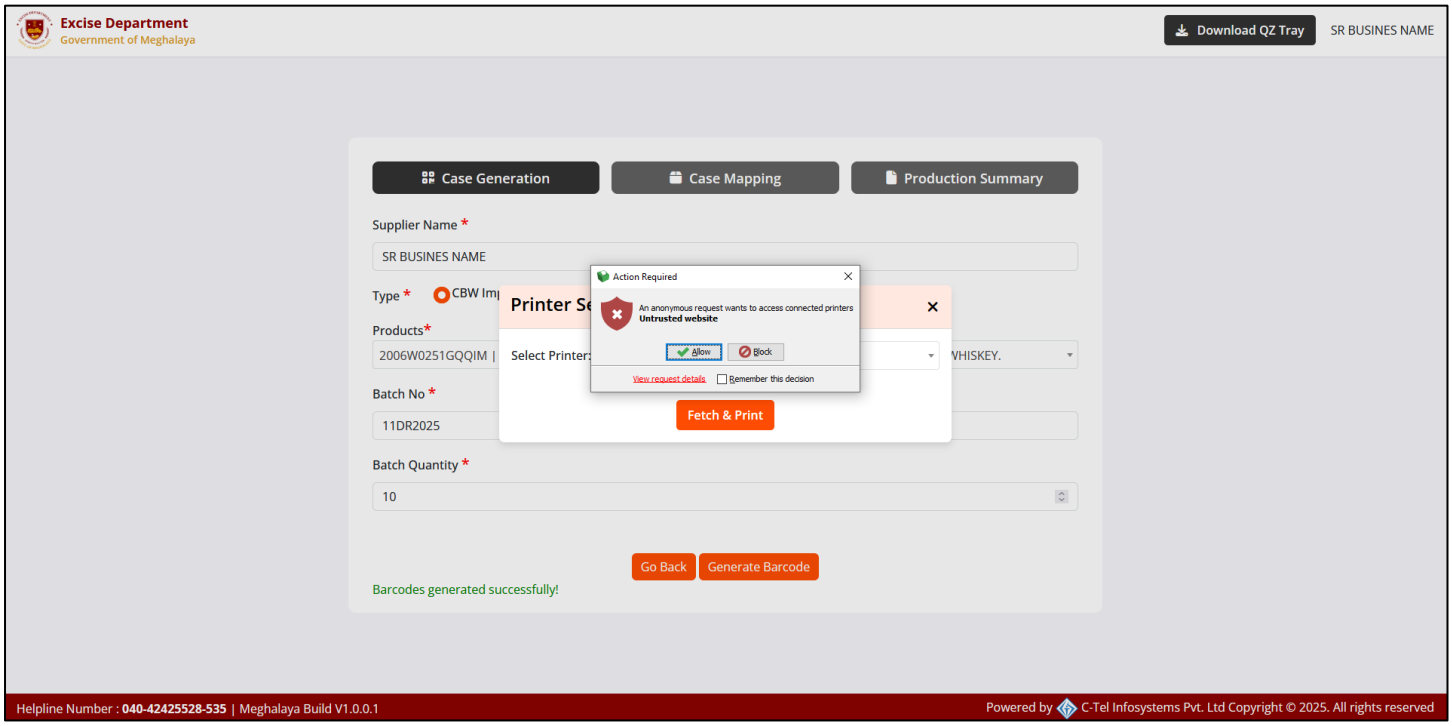
- After installing the software, the user needs to grant all necessary permissions.

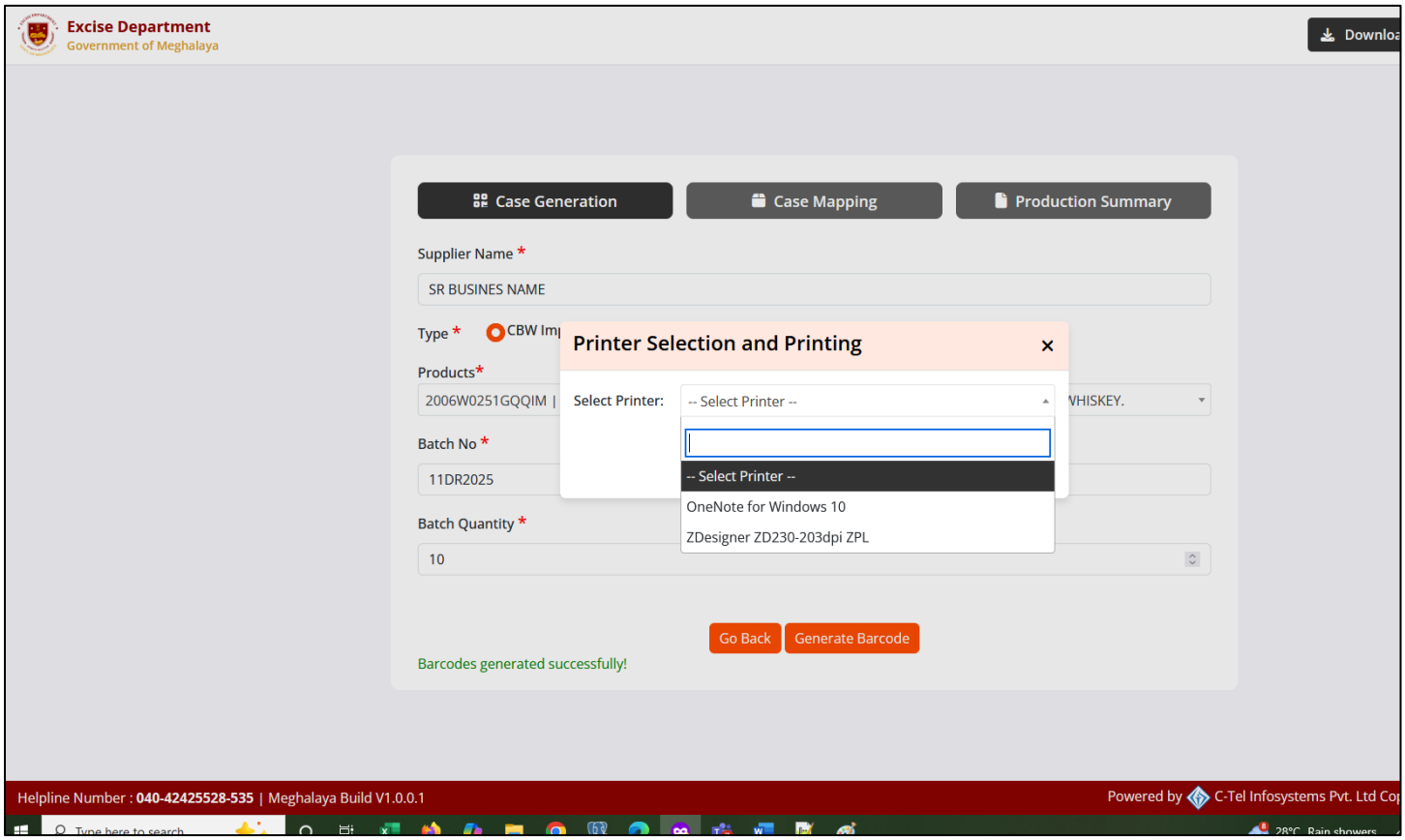


- If the user wants to work with CBW Import brands, select the 'CBW Import' radio button.
- If the user wants to work with Paramilitary brands, select the 'Paramilitary Import' radio button.
- If the user wants to work with Foreign brands, select the 'Foreign' radio button.
- Next, the user selects the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

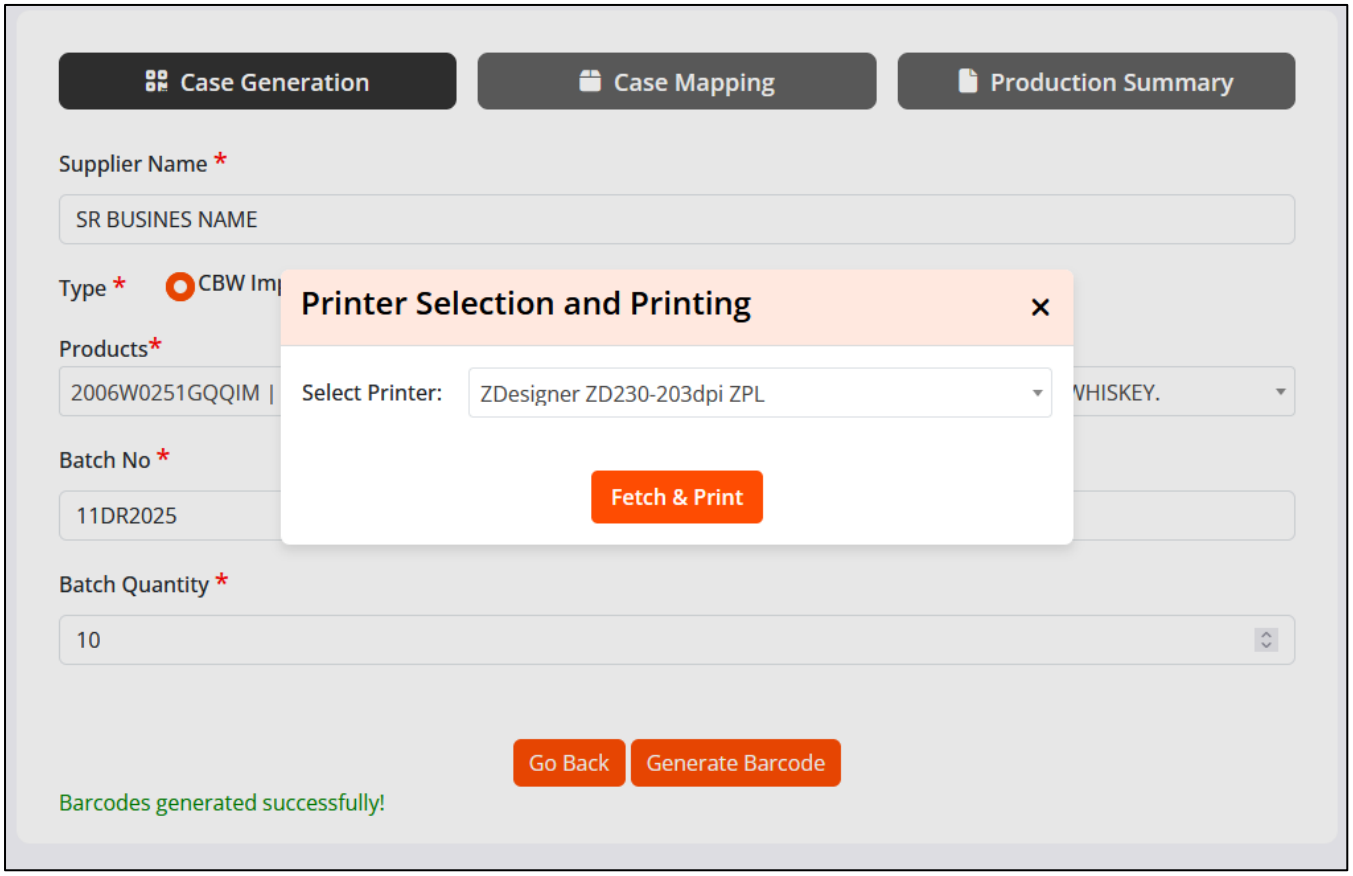


- After clicking the 'Generate Barcode' button, a message 'Barcodes generated successfully!' is displayed, and the 'Printer Selection and Printing' page appears.
  Note: If a printer permission pop-up appears, the user should click 'Allow'.

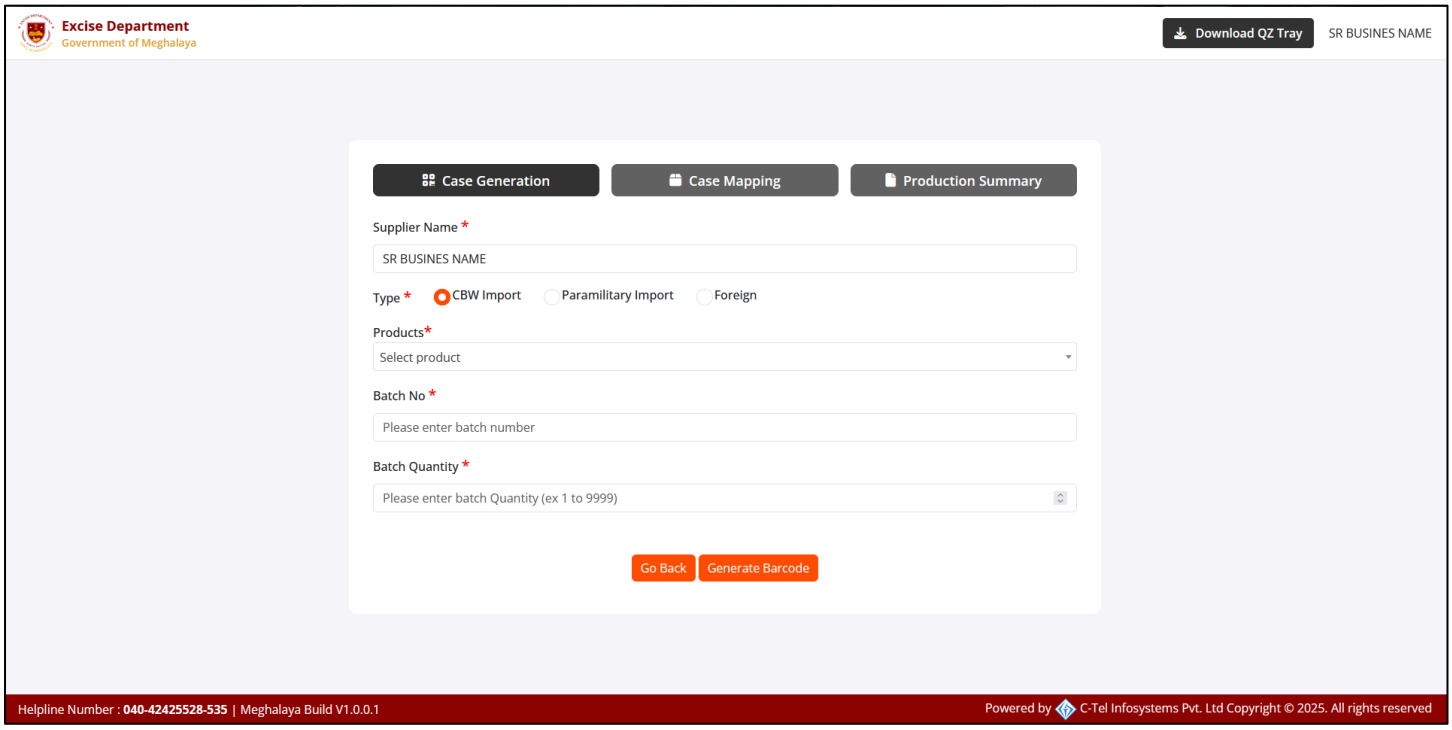

Excise Department
Government of Meghalaya
Download QZ Tray
SR BUSINES NAME
Case Generation
Case Mapping
Production Summary
Supplier Name *
SR BUSINES NAME
Type *
Products*
Batch No *
11DR2025
Batch Quantity *
10
Action Required
An anonymous request wants to access connected printers
Untrusted website
Allow
Block
View request details
Remember this decision
Fetch & Print
Go Back
Generate Barcode
Barcodes generated successfully!
Helpline Number : 040-42425528-535 | Meghalaya Build V1.0.0.1
Powered by C-Tel Infosystems Pvt. Ltd Copyright © 2025. All rights reserved


Excise Department
Government of Meghalaya
Case Generation
Case Mapping
Production Summary
Supplier Name *
SR BUSINES NAME
Type *
Printer Selection and Printing
Products*
Select Printer:
-- Select Printer --
OneNote for Windows 10
ZDesigner ZD230-203dpi ZPL
Batch No *
11DR2025
Batch Quantity *
10
Go Back
Generate Barcode
Barcodes generated successfully!
Helpline Number : 040-42425528-535 | Meghalaya Build V1.0.0.1
Powered by C-Tel Infosystems Pvt. Ltd

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

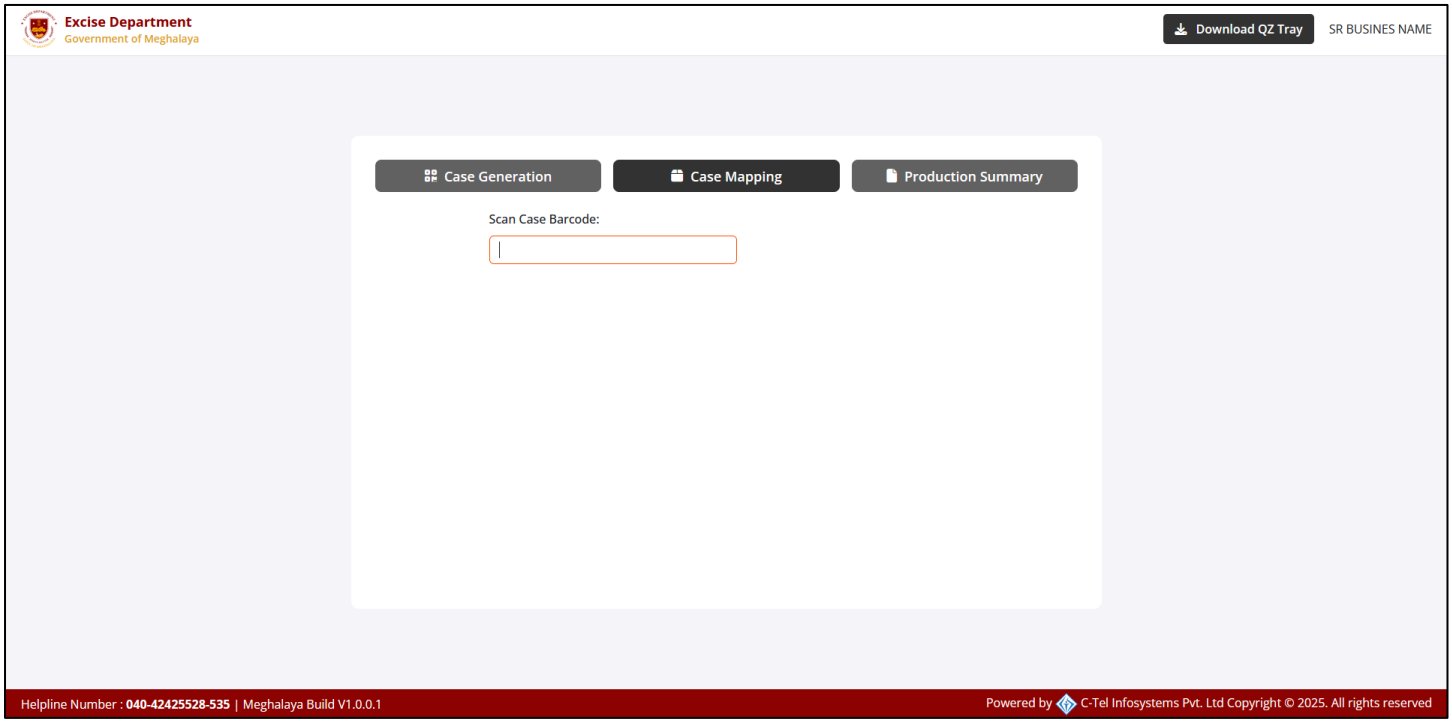


- Then, click the 'Fetch & Print' button. The printer prints the case barcode, and the page clears all details, as shown below.

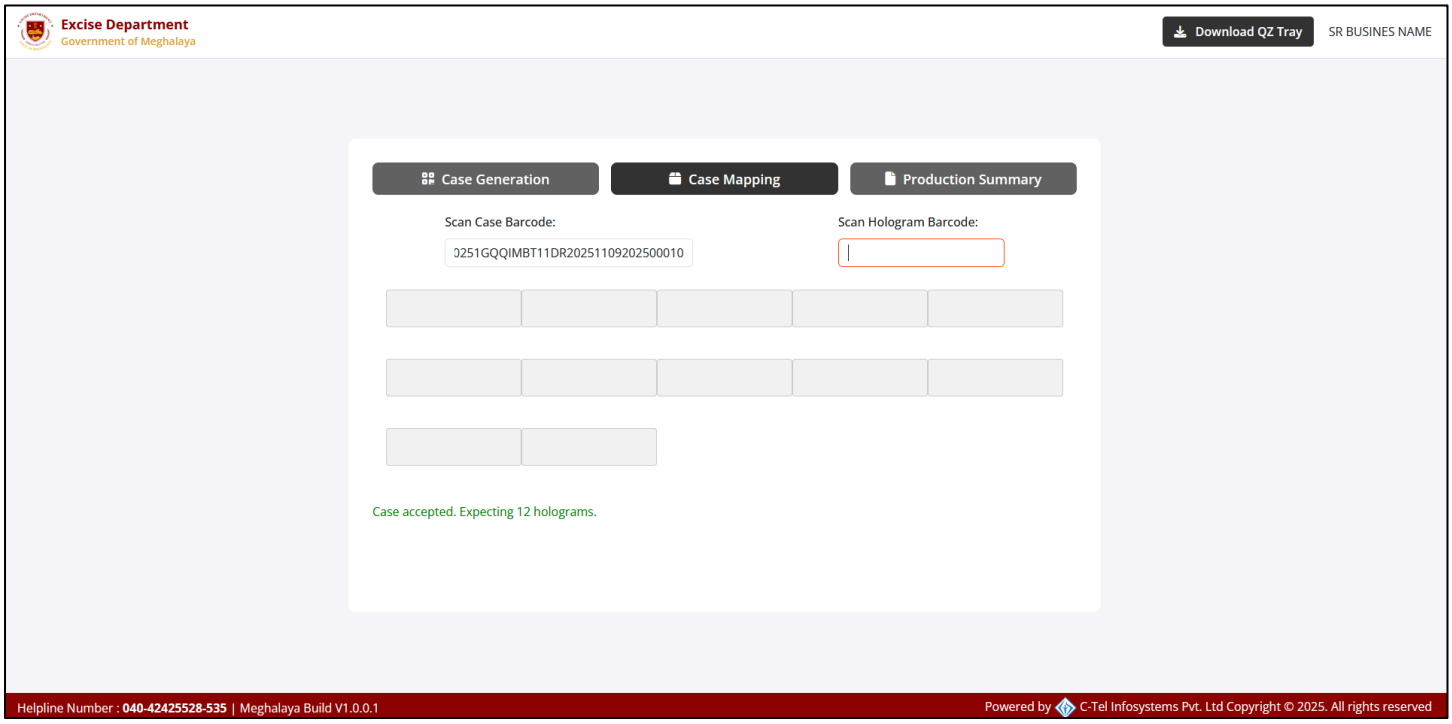


- After case generation, the user needs to perform Parent–Child Mapping:

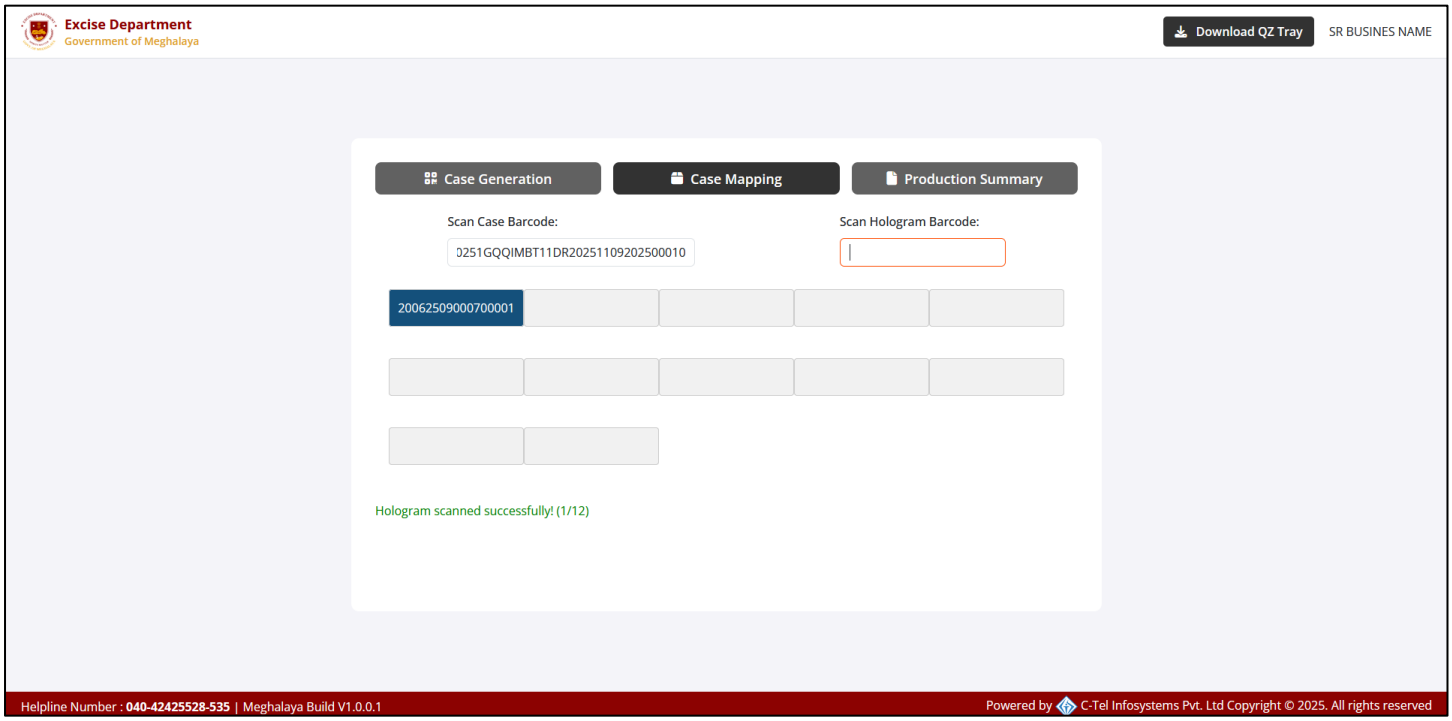
1. Scan the Carton Case QR code and the associated bottle holograms.
2. Establish the parent (case QR) and child (bottle hologram) mapping.
   The user should click on the 'Case Mapping' tab to perform this action. After the user clicks the 'Case Mapping' tab, the screen is displayed as shown below.



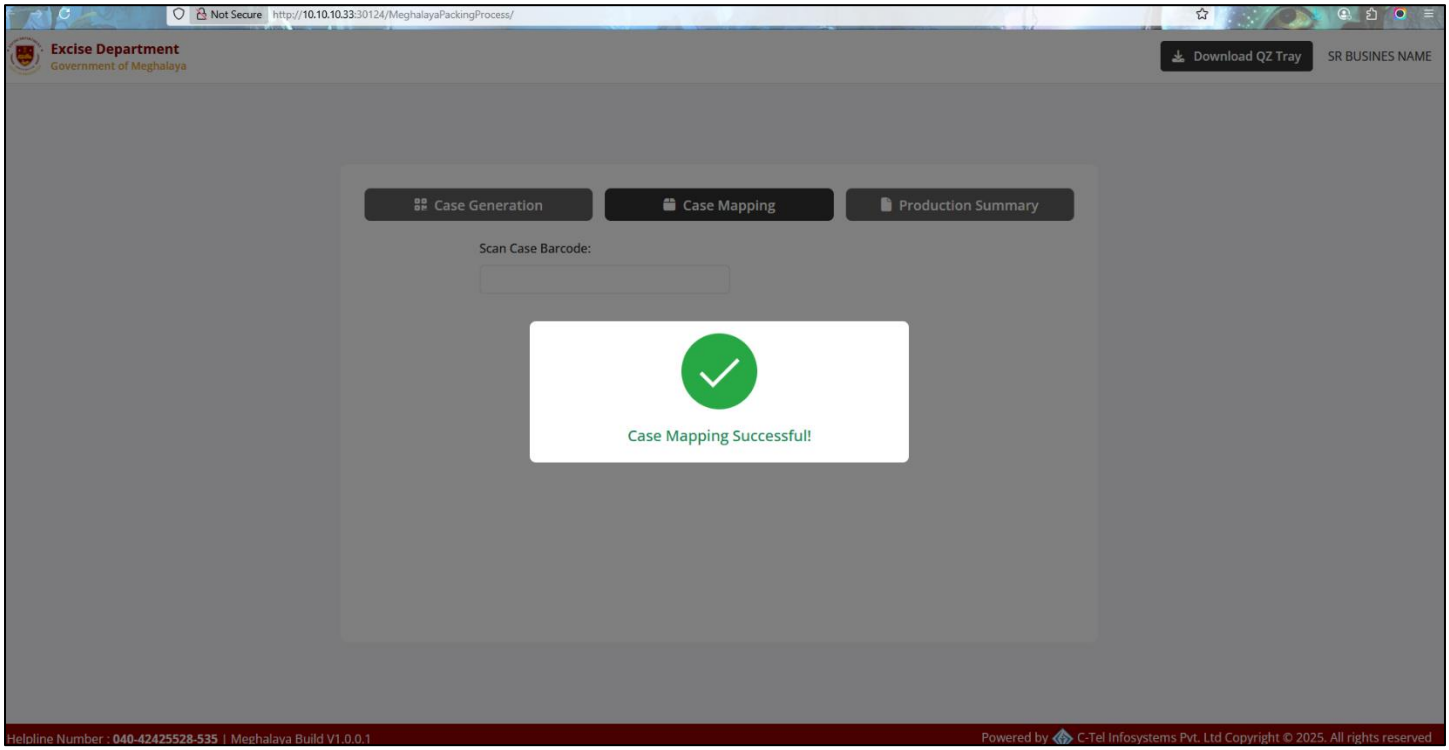
- Next, user needs to scan case barcode. After scan the scan case barcode. the screen is displayed as shown below.



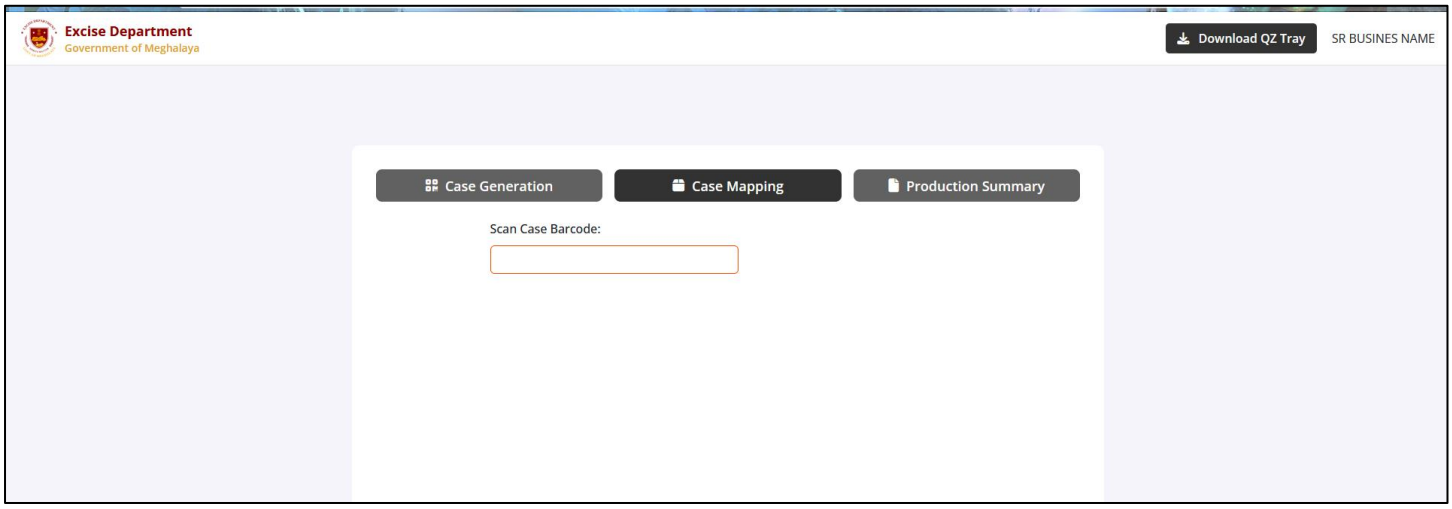
- Based on the product code and units per case, the same number of hologram fields will be displayed. And message also showing as “Case accepted. Expecting 12 holograms.”. for example, if the unit per case is 4, then 4 hologram fields will be shown.
- The user then needs to scan the bottle hologram. 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)'.



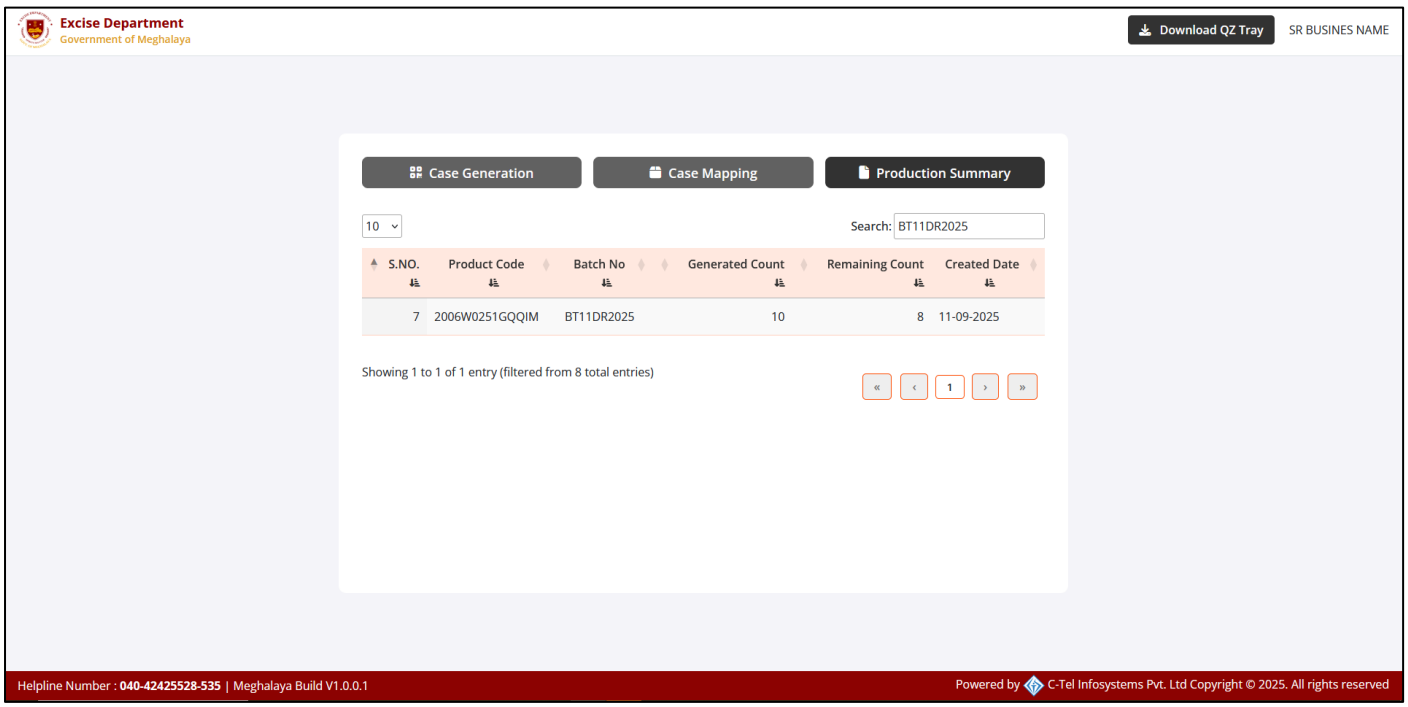
- After scanning all 12 holograms, the application displays a success pop-up message, such as 'Case Mapping Successful!



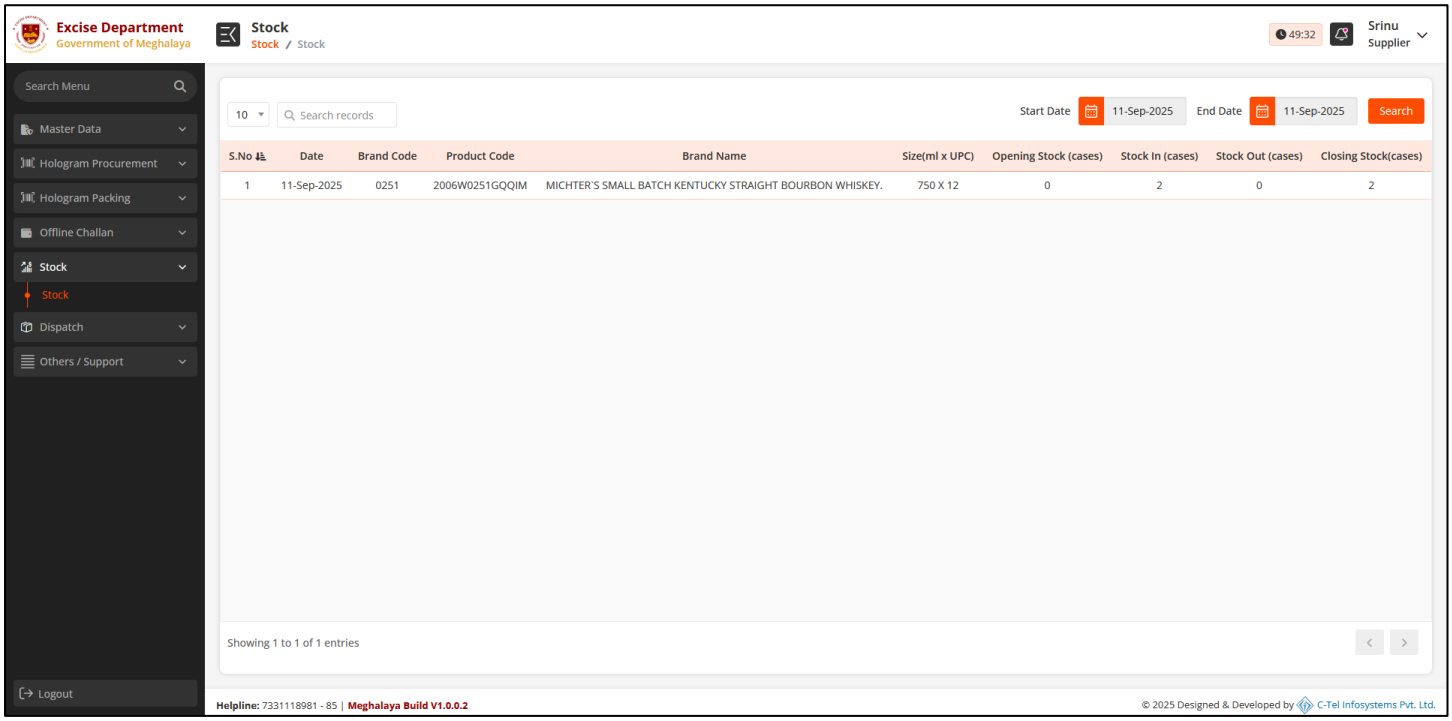
- After case generation, the page is displaying an empty Case Barcode page. the screen is displayed as shown below. Then user scan another case barcode.



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



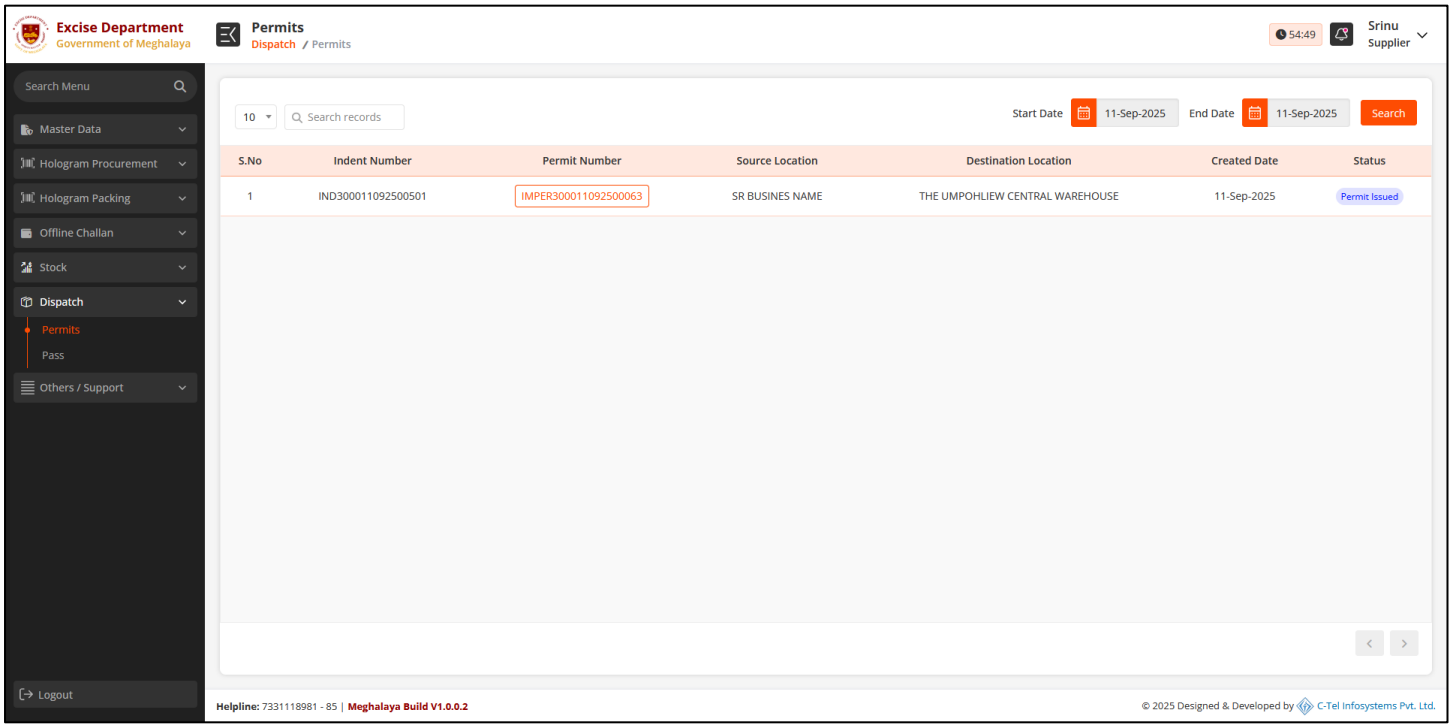
- After completing production, the user clicks on the 'Stock' tab in the dashboard. The Stock Inventory is displayed, showing production count, stock-in, and stock-out details. as shown below



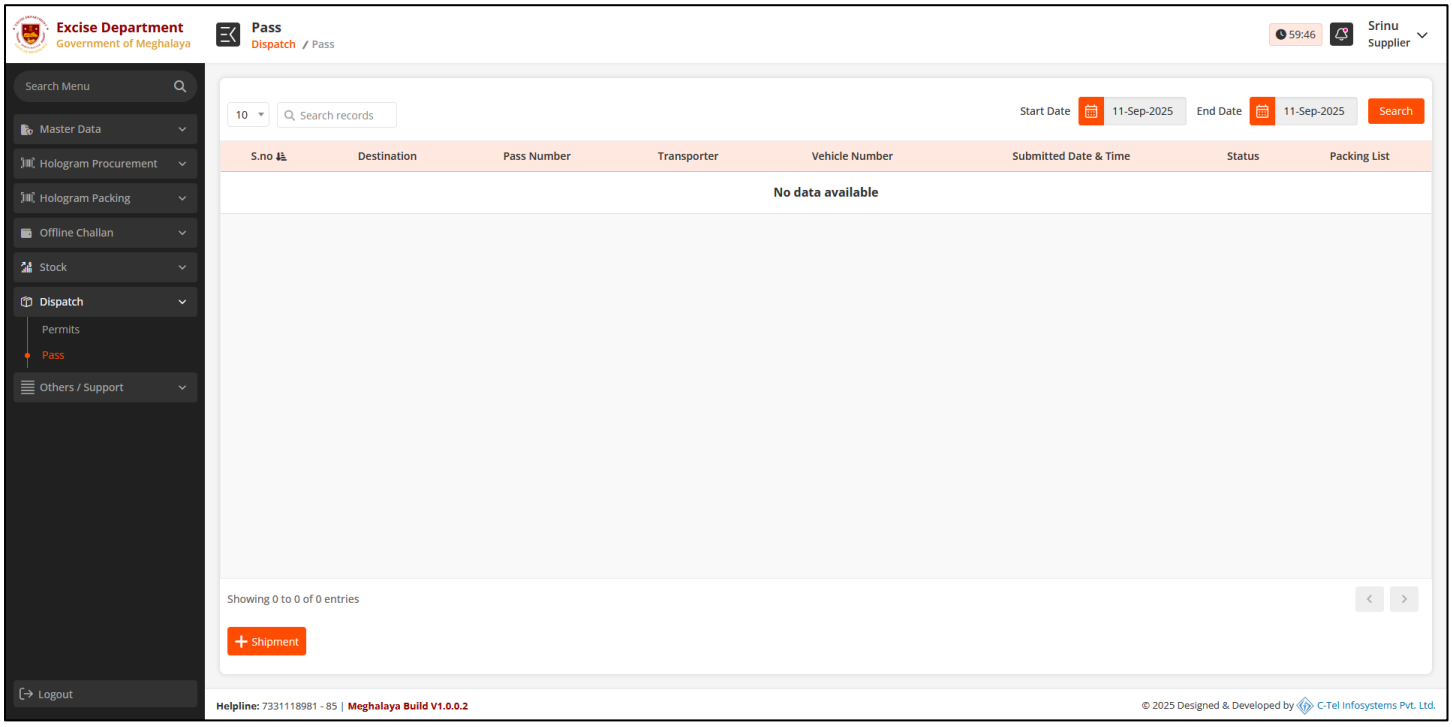
5. Stock Dispatch Process (Paramilitary/CBW)

Track & Trace: - Yes

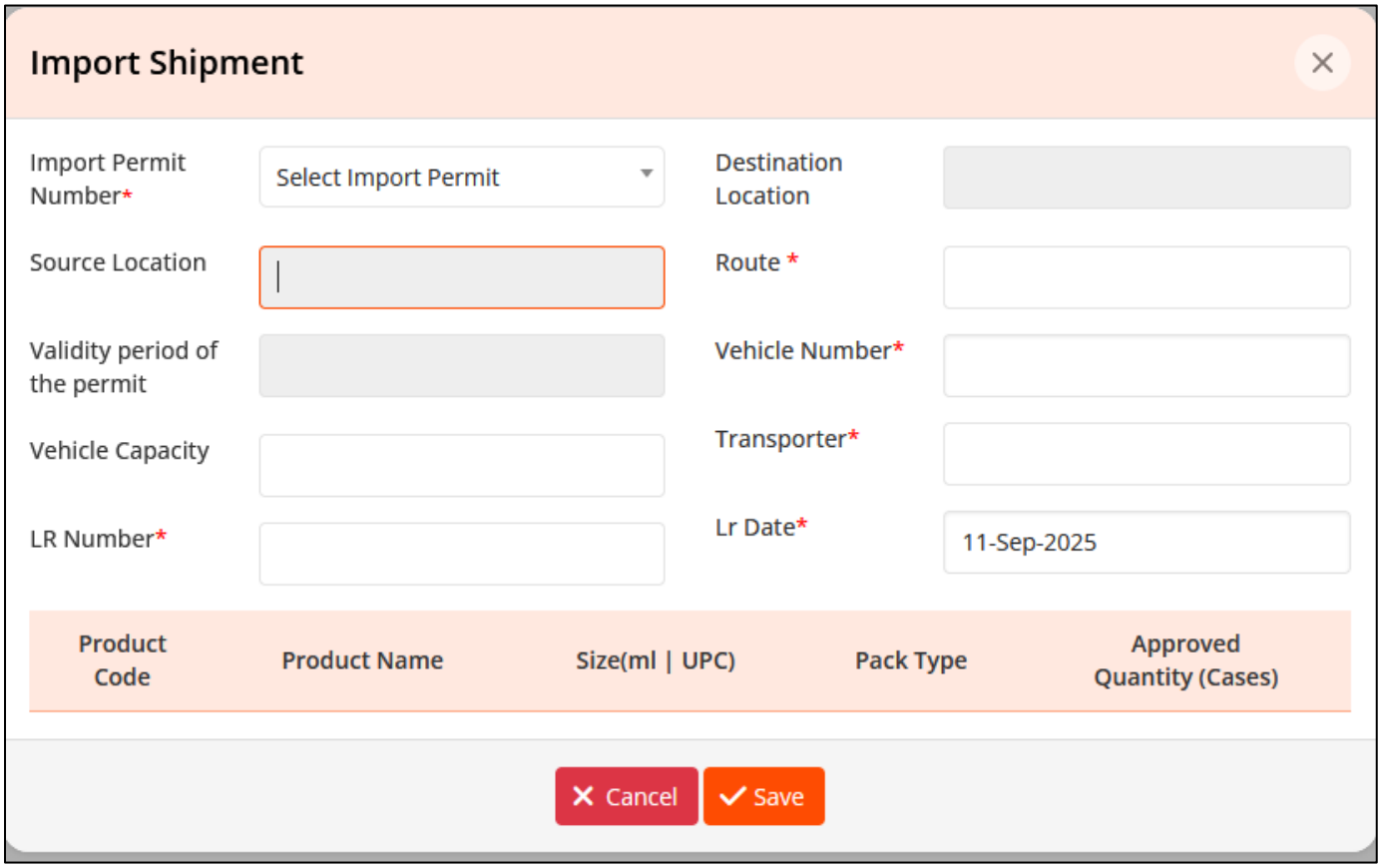
- In the user dashboard, click on the 'Dispatch' tab under the 'Permit' section. In this tab, both Paramilitary and CBW permits are displayed. the screen is displayed as shown below.



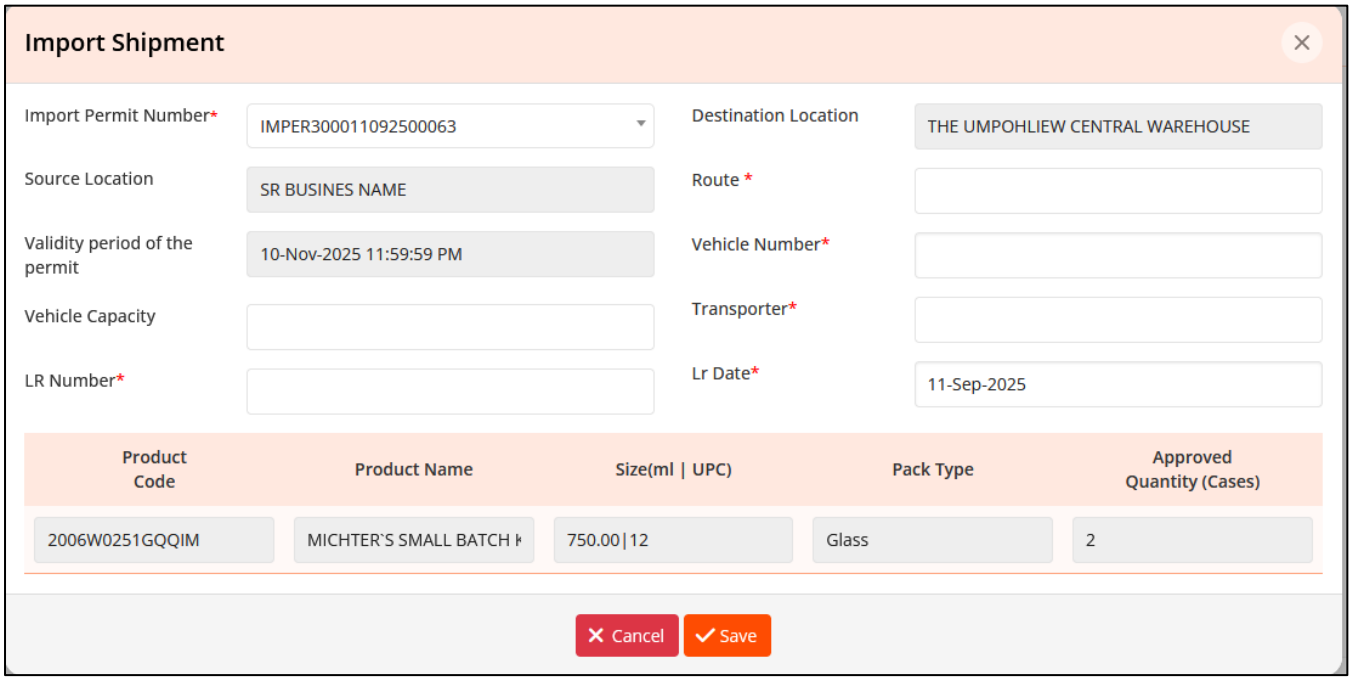
- Next user needs to click on Pass tab. the screen is displayed as shown below.



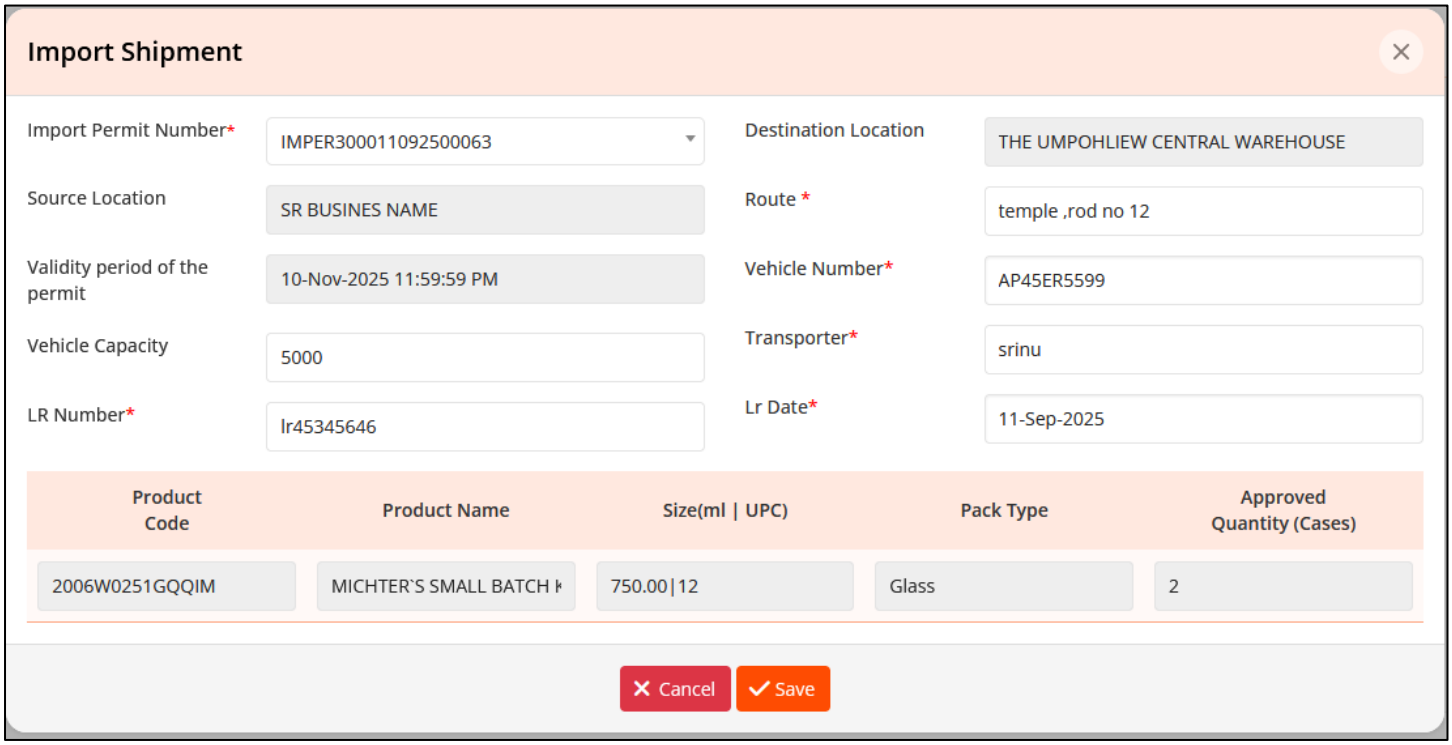
- Next, user click on +shipment tab. After click on shipment tab. the screen is displayed as shown below.

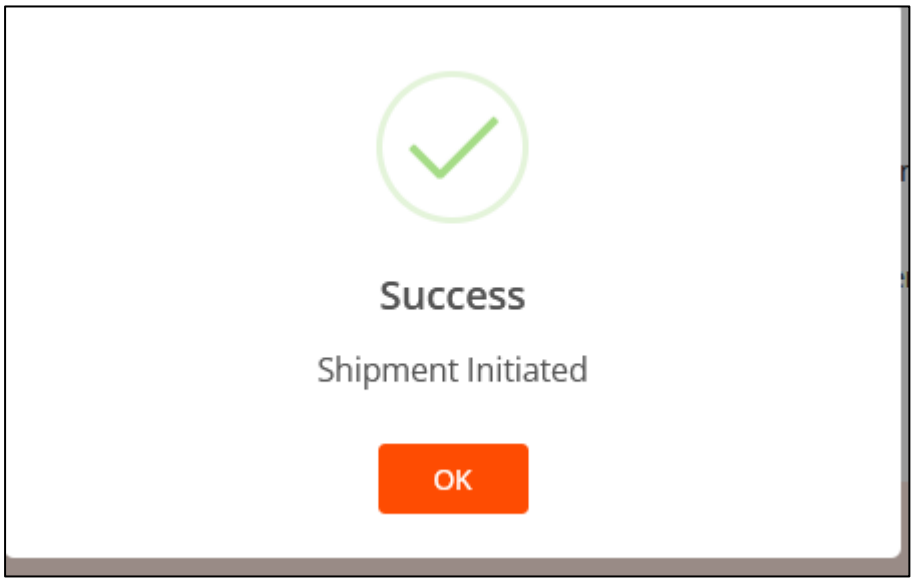


- Next, the user needs to select the permit number from the 'Import Permit Number' dropdown
- After select the permit number source location permit validity period and destination location, product details are showing automatically.

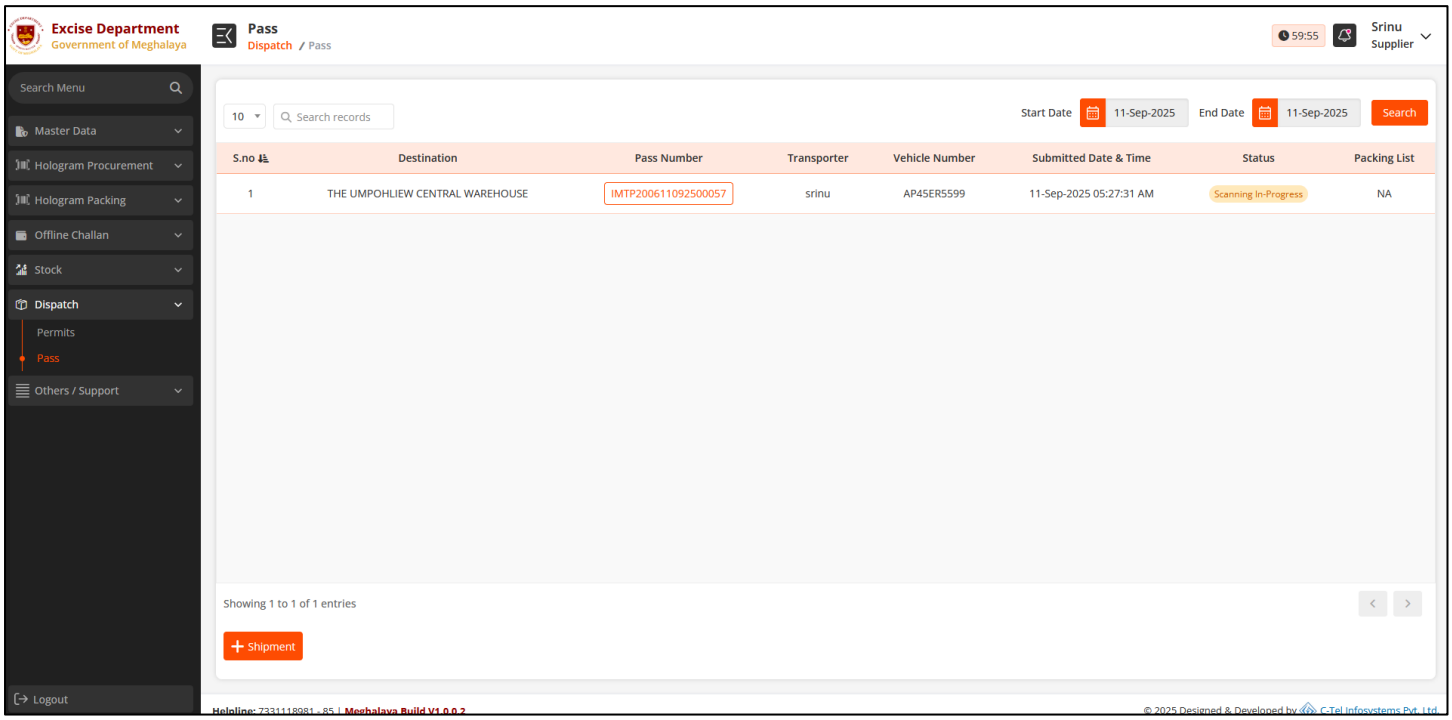


- After filling in all mandatory fields, the user clicks on the 'Save' button.



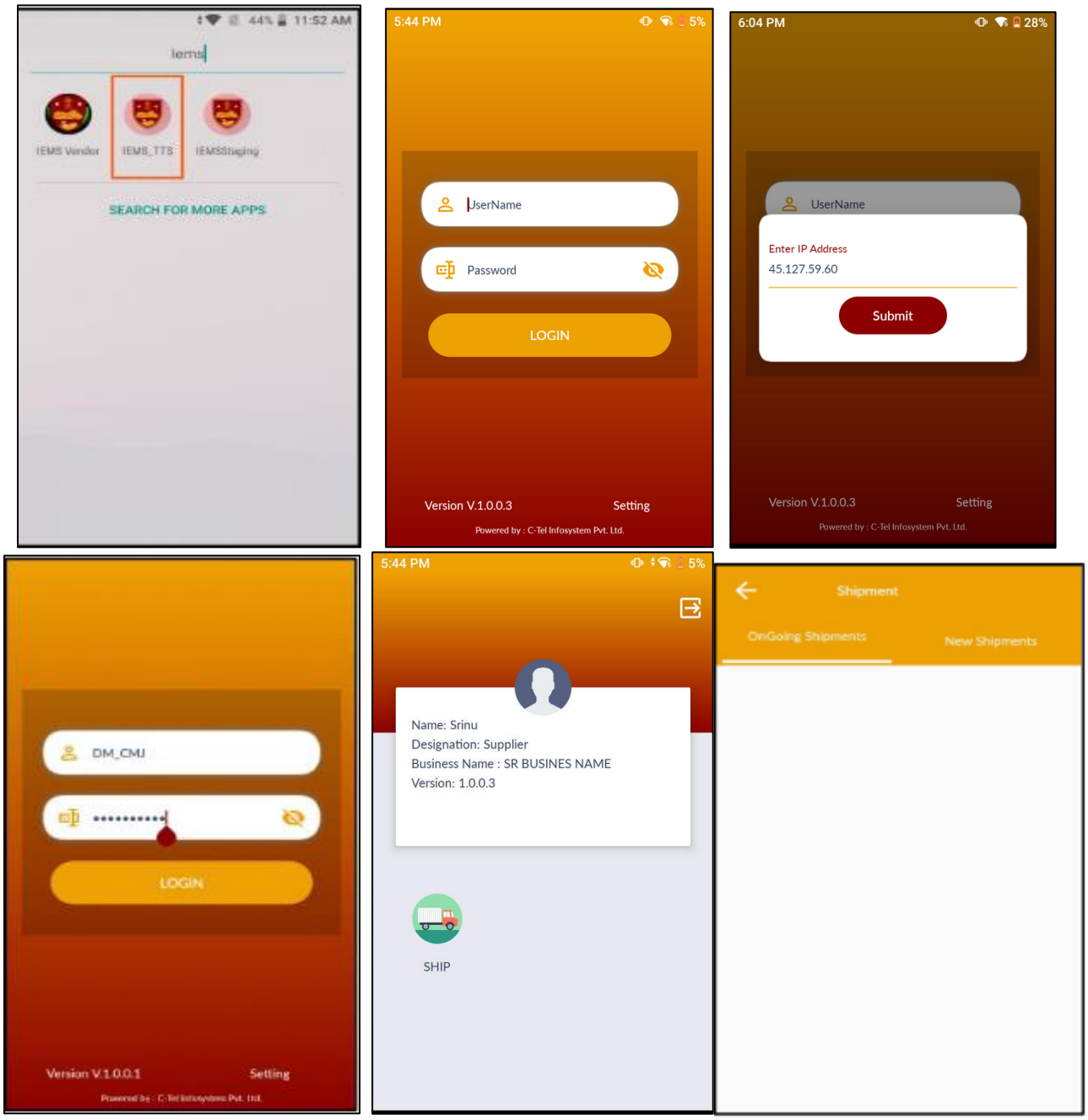


- After clicking the 'Save' button, the application displays a success confirmation pop-up message. Next click on OK button. Page will navigate to Pass page.

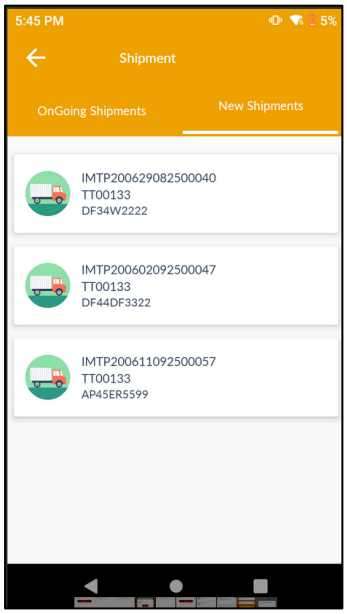


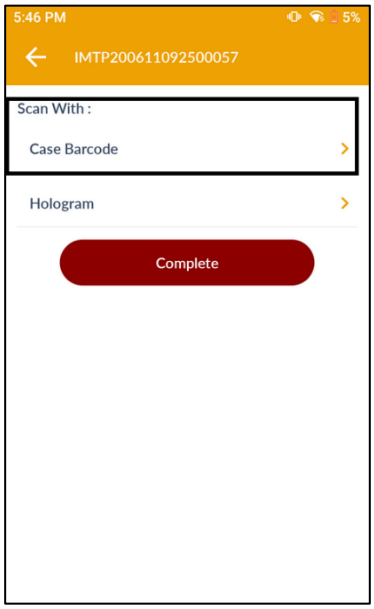
- The pass number is generated, and the status is displayed as 'Scanning In-Progress', as shown above screen. Then user need to login handheld.

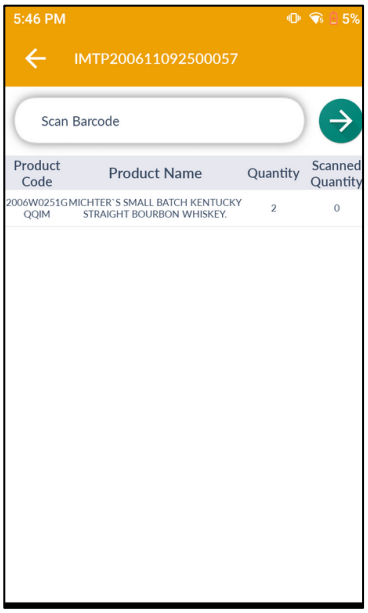
Handheld Process:

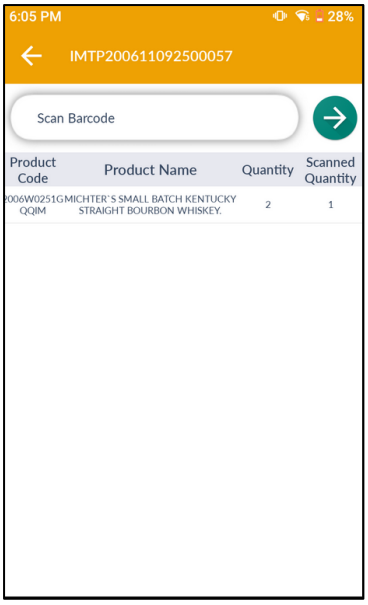


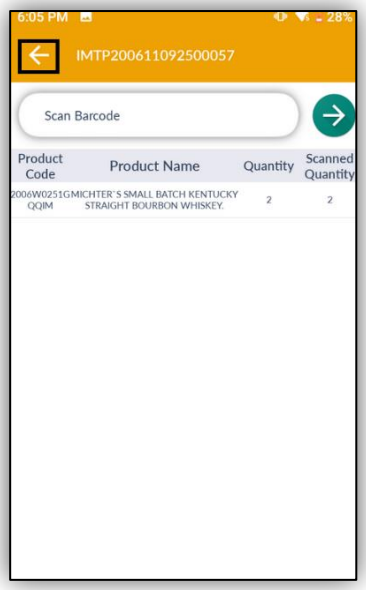
C-TEL INFOSYSTEMS

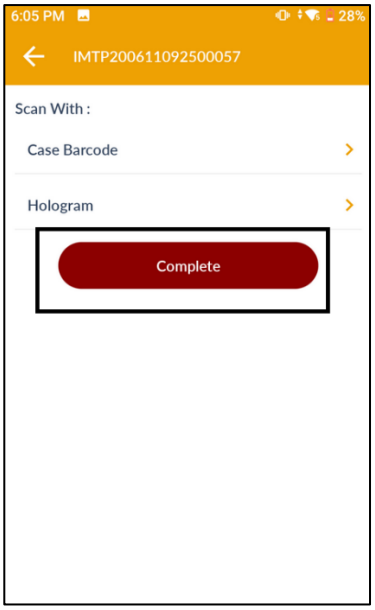

5:45 PM
5%
Shipment
OnGoing Shipments
New Shipments
IMTP200629082500040
TT00133
DF34W2222
IMTP200602092500047
TT00133
DF44DF3322
IMTP200611092500057
TT00133
AP45ER5599


5:46 PM
5%
IMTP200611092500057
Scan With :
Case Barcode
Hologram
Complete

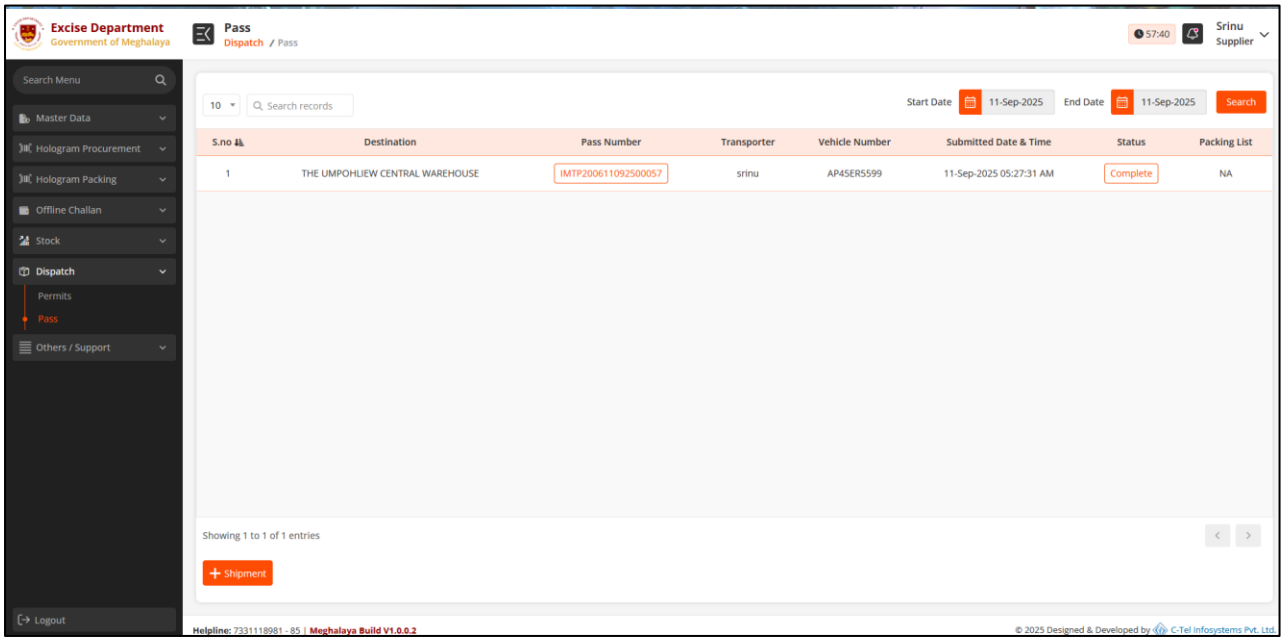

5:46 PM
5%
IMTP200611092500057
Scan Barcode
Product Code
Product Name
Quantity
Scanned Quantity
2006W0251G QQIM
MICHTER'S SMALL BATCH KENTUCKY STRAIGHT BOURBON WHISKEY.
2
0


6:05 PM
28%
IMTP200611092500057
Scan Barcode
Product Code
Product Name
Quantity
Scanned Quantity
2006W0251G QQIM
MICHTER'S SMALL BATCH KENTUCKY STRAIGHT BOURBON WHISKEY.
2
1

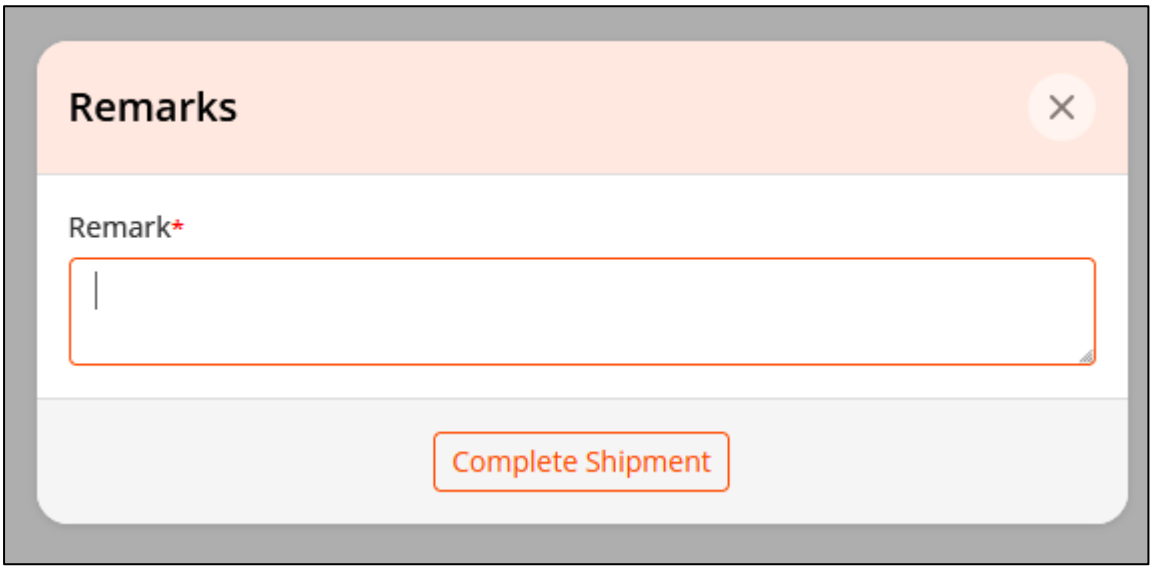

6:05 PM
28%
IMTP200611092500057
Scan Barcode
Product Code
Product Name
Quantity
Scanned Quantity
2006W0251G QQIM
MICHTER'S SMALL BATCH KENTUCKY STRAIGHT BOURBON WHISKEY.
2
2


6:05 PM
28%
IMTP200611092500057
Scan With :
Case Barcode
Hologram
Complete

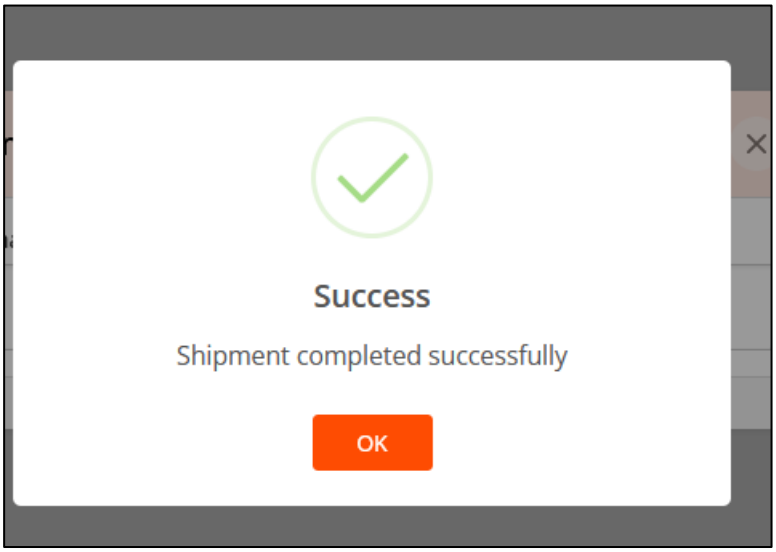
- In the web application, the shipment status is displayed under the 'Complete' tab, as shown below



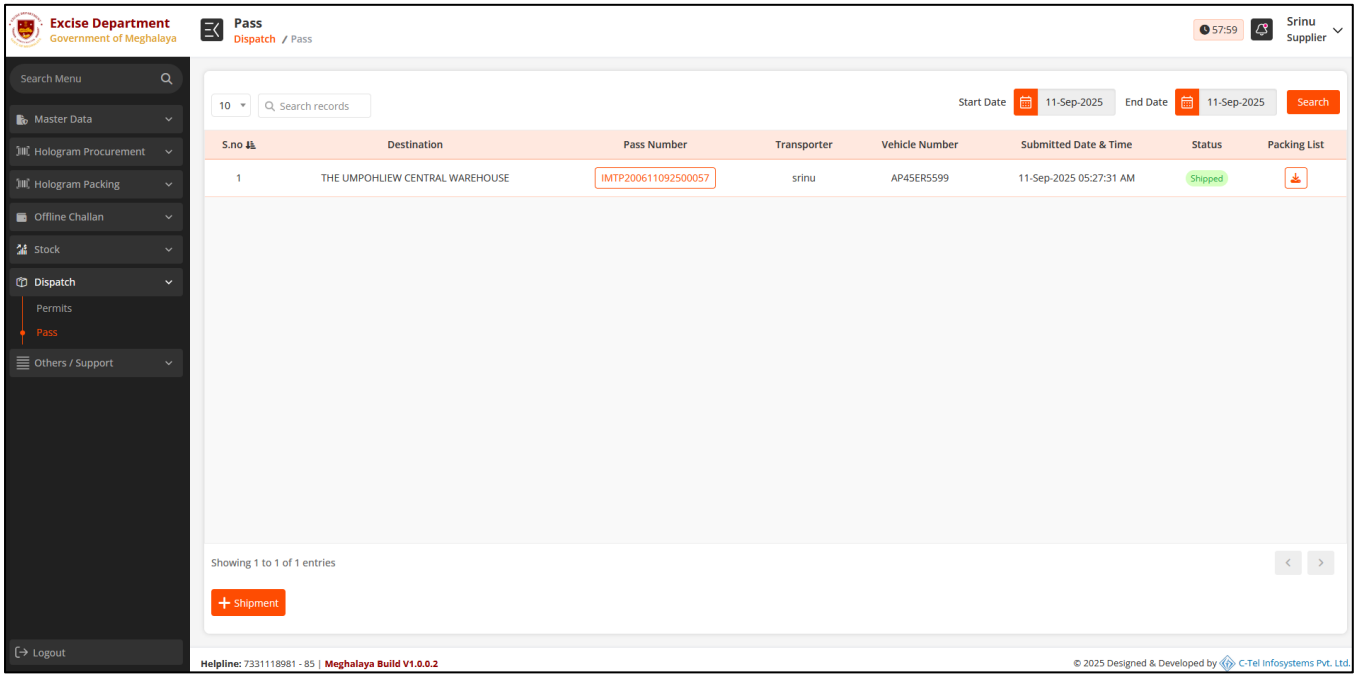
- Next, when the user clicks on the 'Complete' button, the Remarks page opens whit complete shipment button.



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

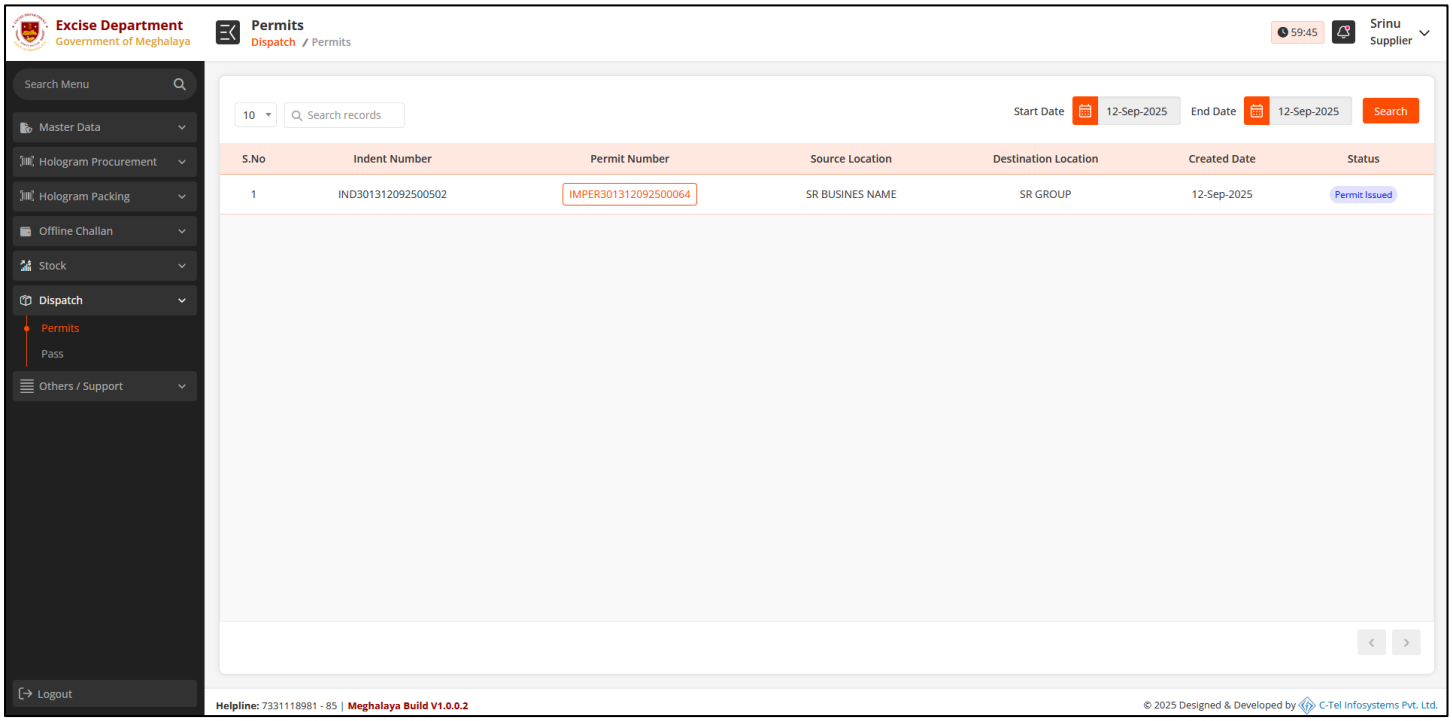


- After clicking the 'OK' button, the page navigates back to the previous page. The shipment status is displayed as 'Shipped.

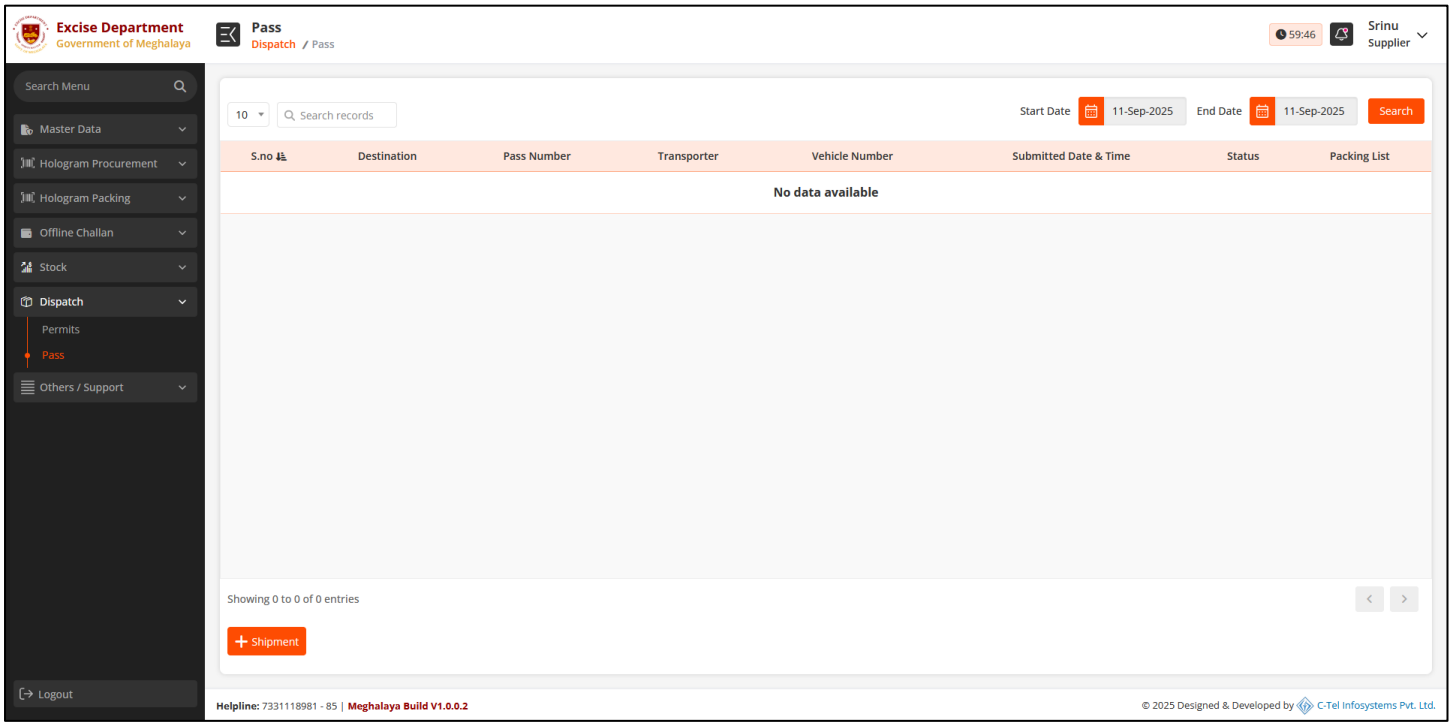


Track & Trace: - No

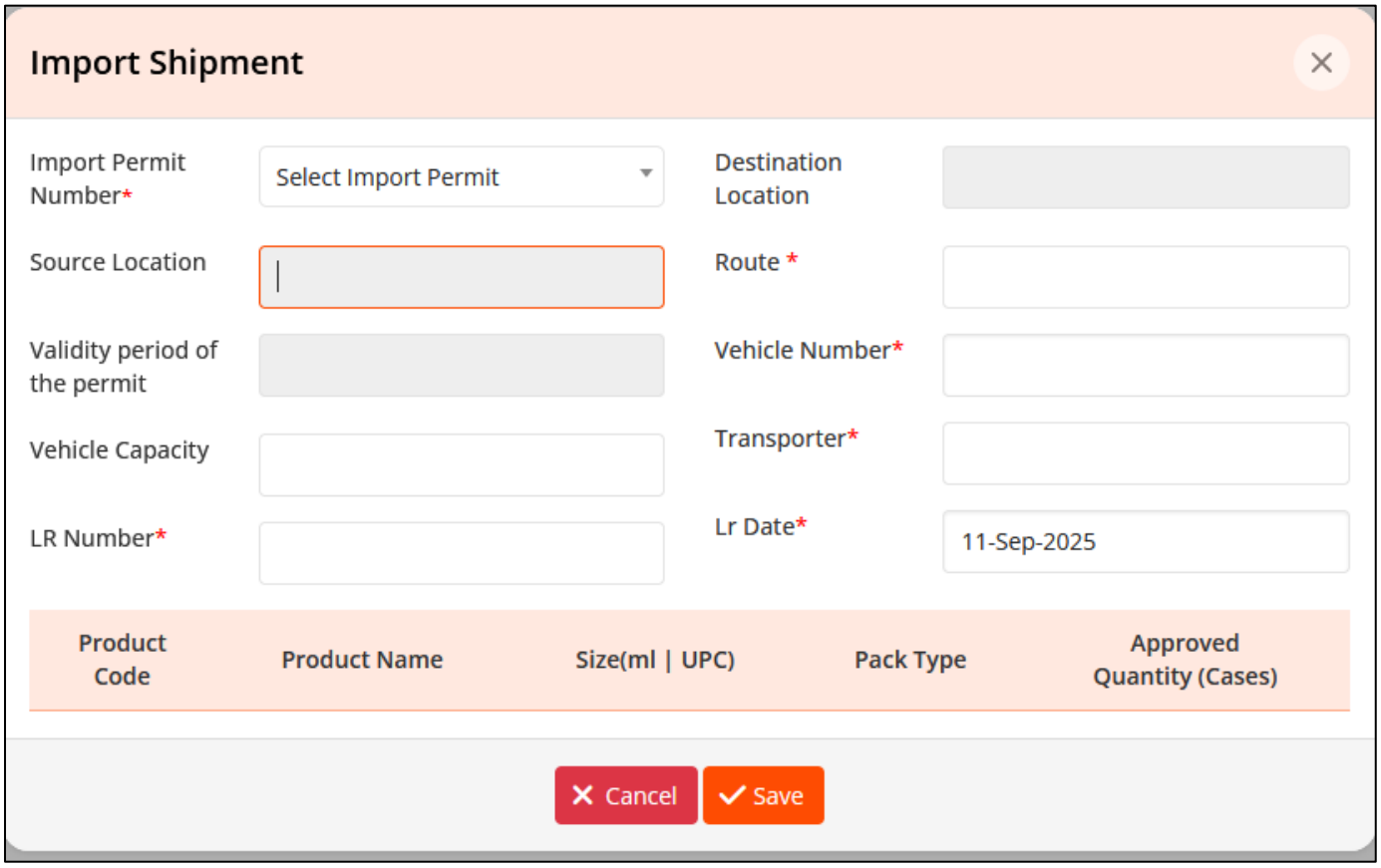
- In the user dashboard, click on the 'Dispatch' tab under the 'Permit' section. In this tab, both Paramilitary and CBW permits are displayed. the screen is displayed as shown below.



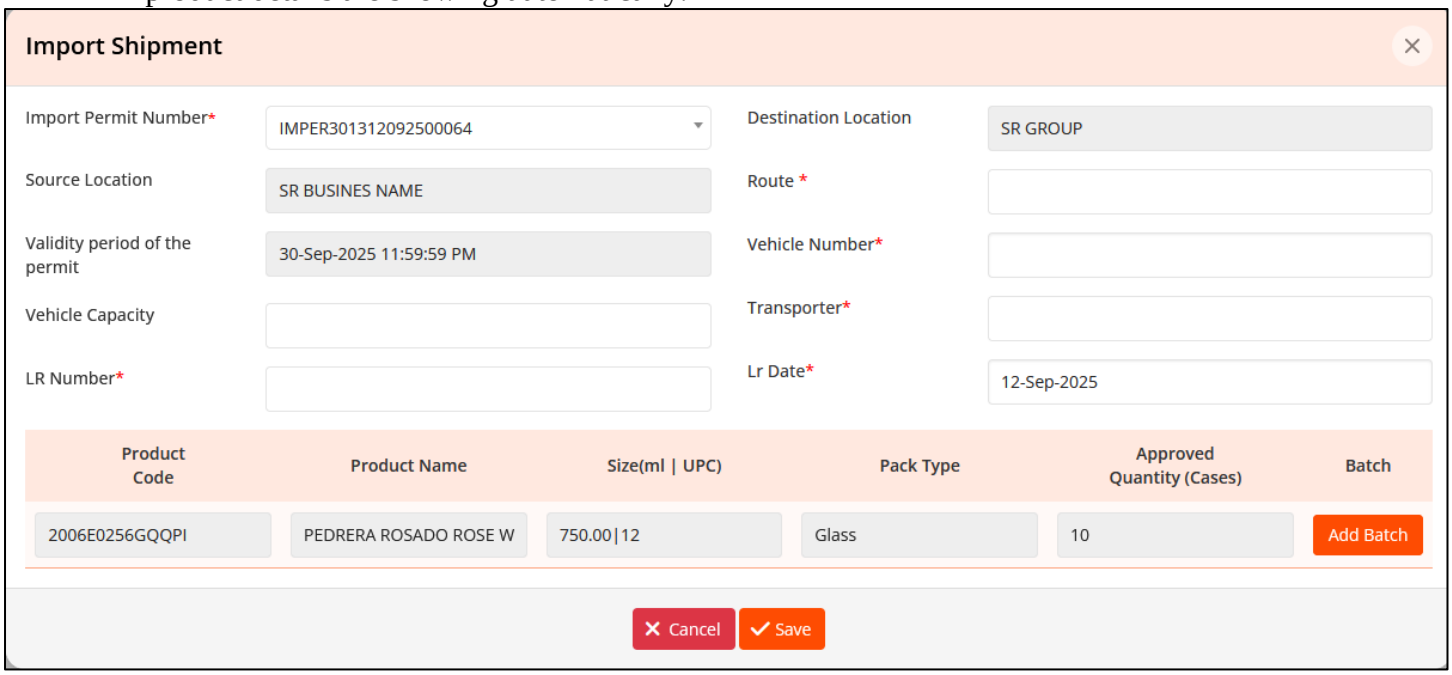
- Next user needs to click on Pass tab. the screen is displayed as shown below



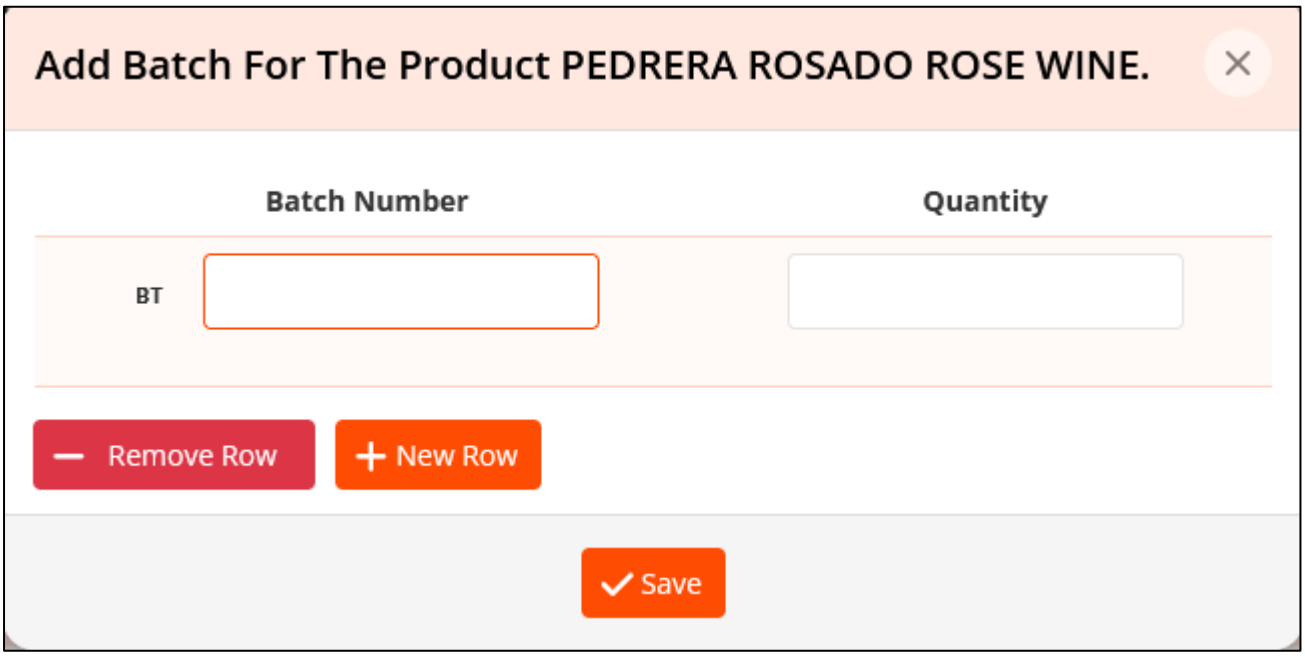
- Next, user click on +shipment tab. After click on shipment tab. the screen is displayed as shown below.



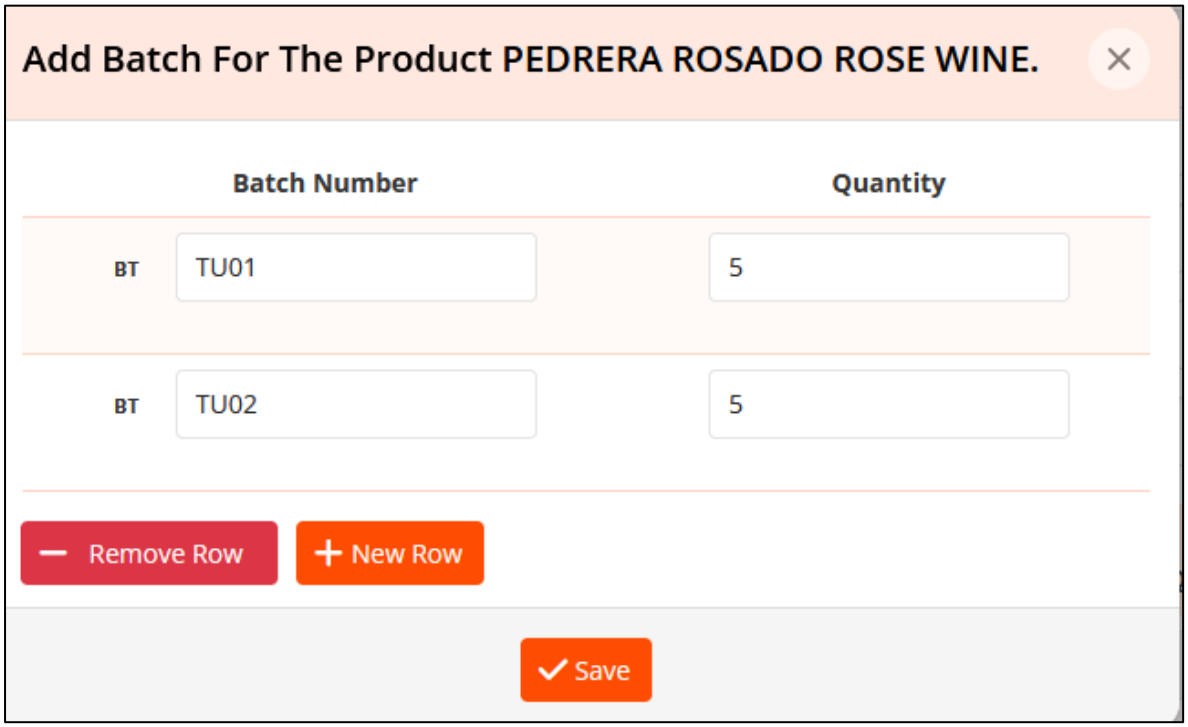
- Next, the user needs to select the permit number from the 'Import Permit Number' dropdown
- After select the permit number source location permit validity period and destination location, product details are showing automatically.



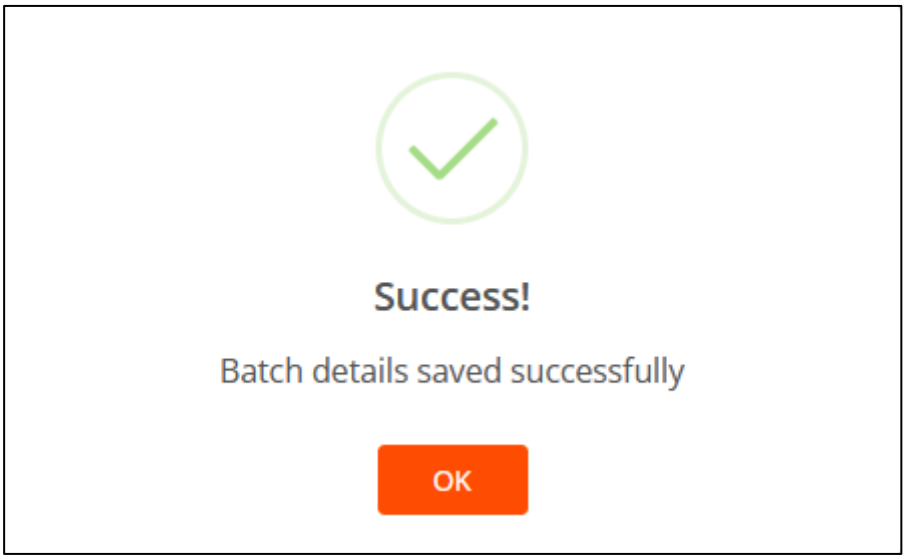
- After filling in all mandatory fields, the user clicks on the ‘Add Batch’ button.



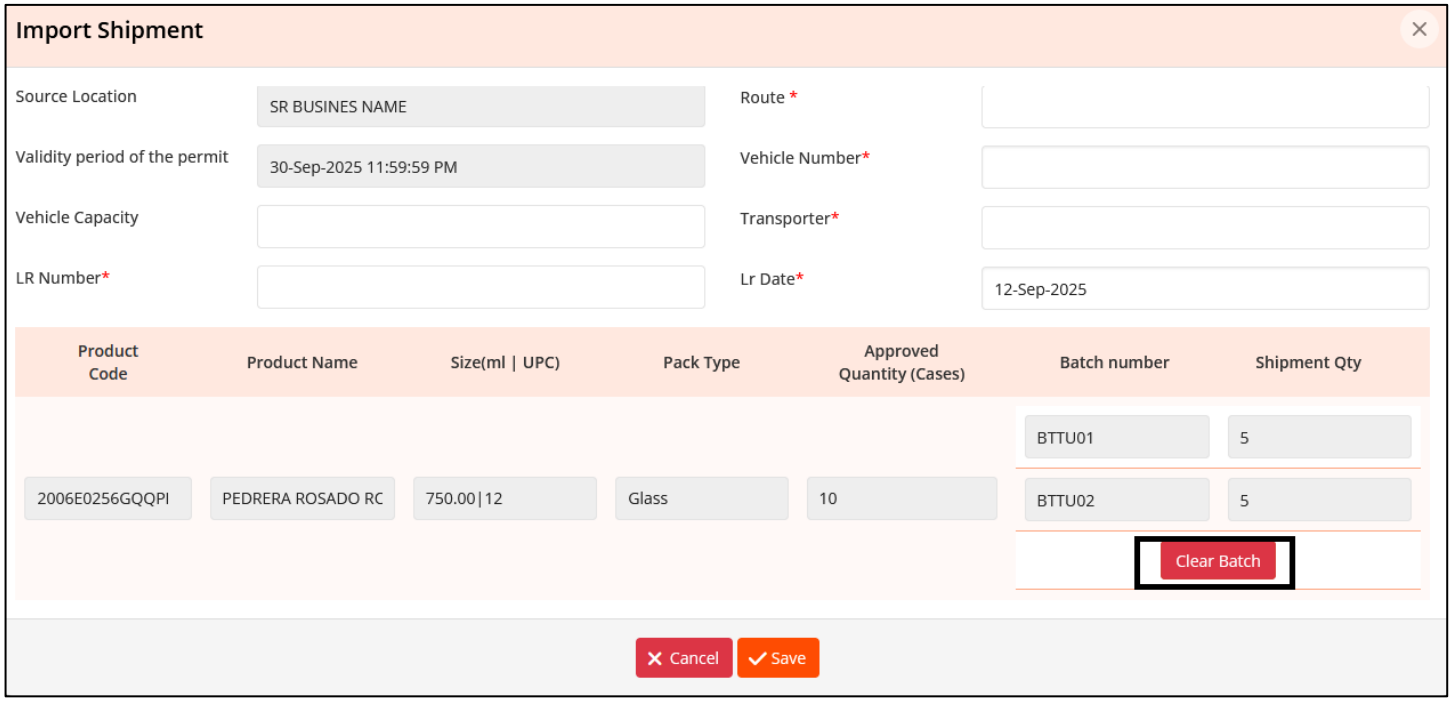
- The 'Add Batch Number' page opens, as shown below. The user can manually enter the batch number and quantity
- To add multiple batches, click the '+ New Row' button.
  To remove unnecessary rows, select the row and click the '– Remove Row' button. After filling in all mandatory fields then click on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



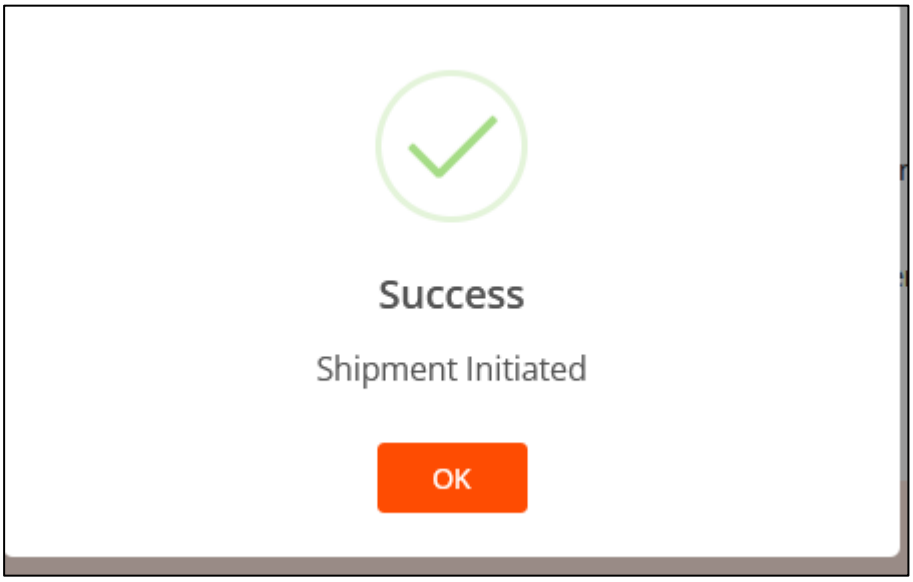
- After click on the 'save' button confirmation pop-up is showing. click on the "OK" button in the confirmation pop-up.



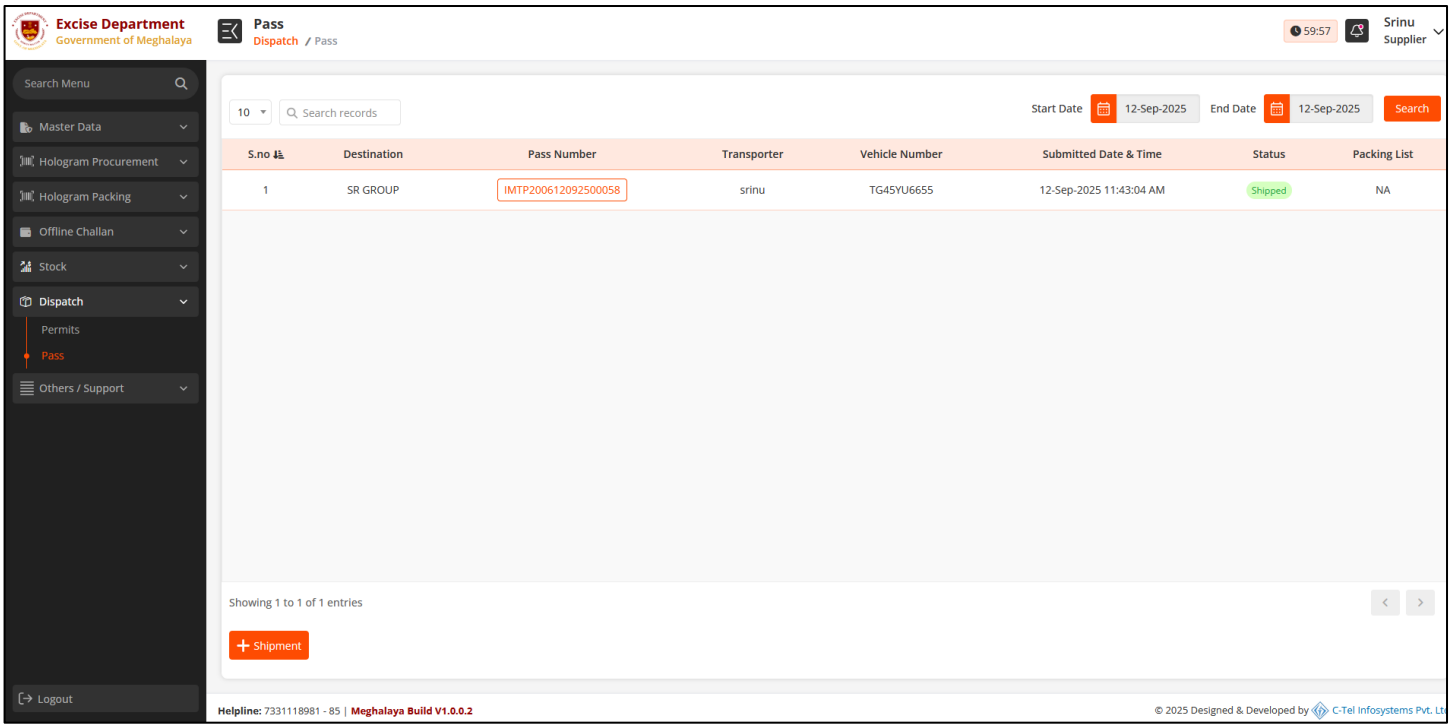
- If the user clicks the 'OK' button, they will be directed to the Import Shipment page. To clear the previous batch details, the user can click on the 'Clear Batch' button and then add new batch details



- 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



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



Thank You