



Excise Department
Government of Meghalaya

STOCK PROCUREMENT

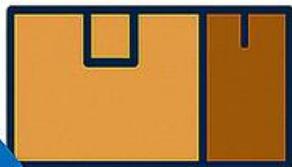


MILITARY
CONTROL &
REGULATION



SHORTAGES

STOCK RECEIVING



BREAKAGES

C-TEL INFOSYSTEMS PVT. LTD
Hyderabad, Telangana

Military Control & Regulation User Reference Manual

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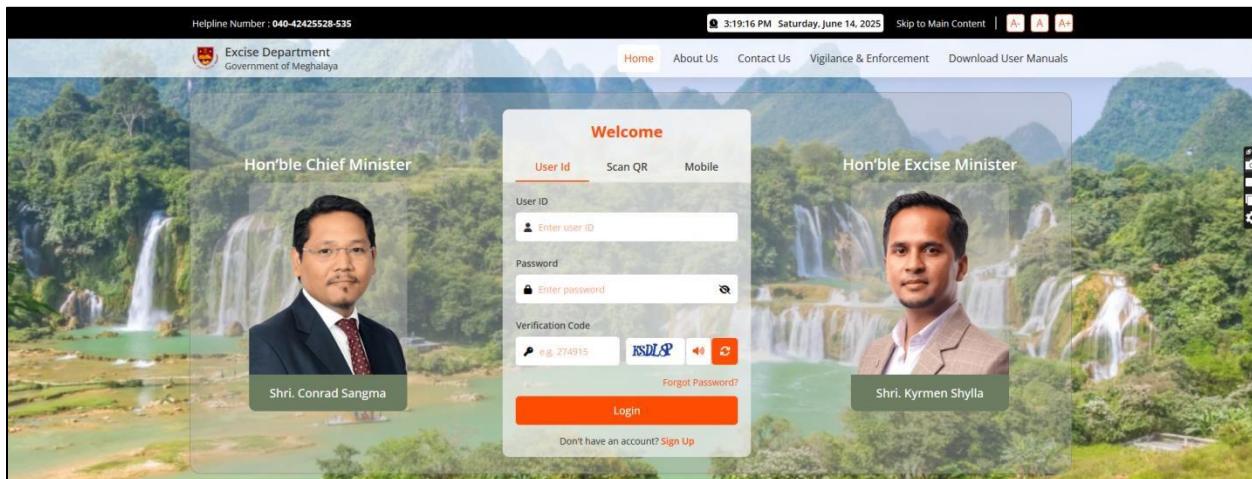
1. Overview

The Military module in IEMS is designed to manage and streamline the supply and distribution of alcoholic beverages to military canteen establishments. This module facilitates the entire workflow from indent raising to stock dispatch and receipt ensuring efficient and compliant operations aligned with excise department regulations.

Audience: End users

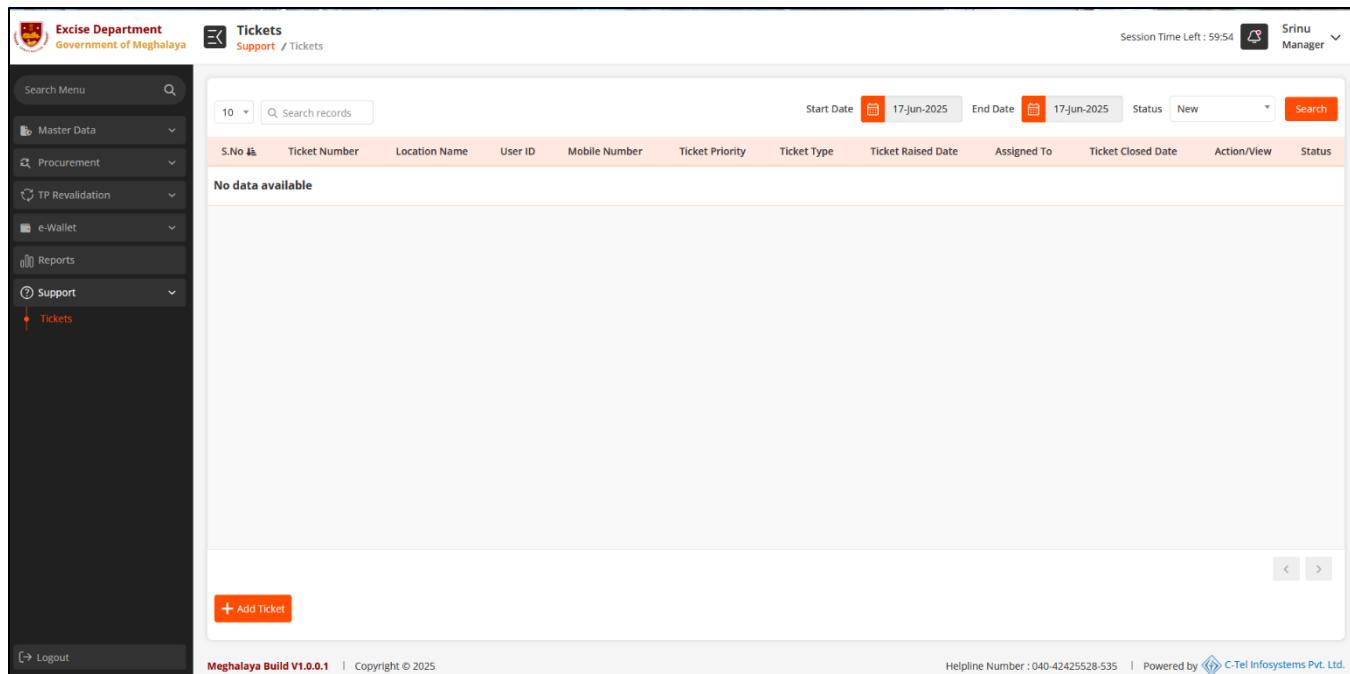
2. Login Page

- Enter your User ID and Password in the respective fields.
- Enter valid captcha in the respective fields.
- Click the login button to access the application dashboard.



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

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Excise Department Government of Meghalaya

Tickets Support / Tickets

Session Time Left : 59:54 Srinu Manager

Search Menu

Master Data

Procurement

TP Revalidation

e-Wallet

Reports

Support

Tickets

Logout

10 Q. Search records

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

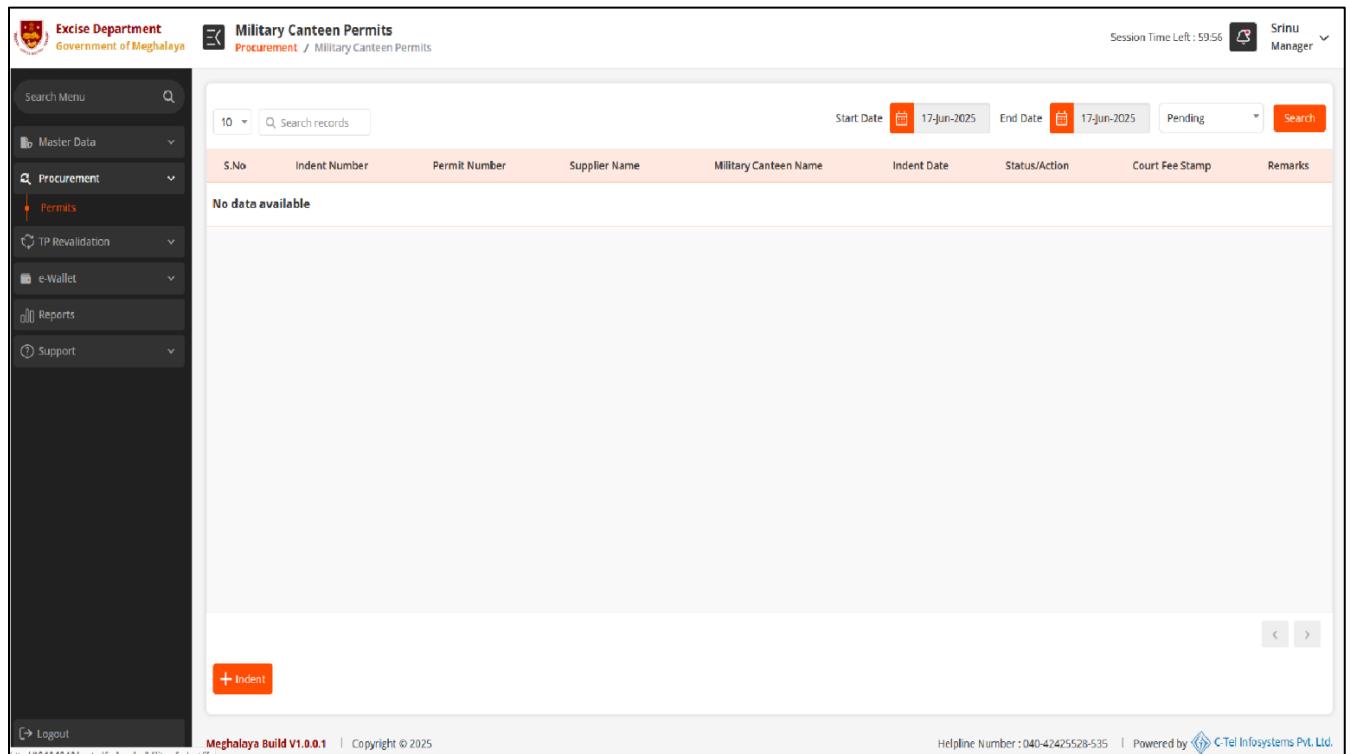
S.No	Ticket Number	Location Name	User ID	Mobile Number	Ticket Priority	Ticket Type	Ticket Raised Date	Assigned To	Ticket Closed Date	Action/View	Status
No data available											

+ Add Ticket

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- The user clicks on the Procurement tab.



Excise Department Government of Meghalaya

Military Canteen Permits Procurement / Military Canteen Permits

Session Time Left : 59:56 Srinu Manager

Search Menu

Master Data

Procurement

Permits

TP Revalidation

e-Wallet

Reports

Support

Logout

10 Q. Search records

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

S.No	Indent Number	Permit Number	Supplier Name	Military Canteen Name	Indent Date	Status/Action	Court Fee Stamp	Remarks
No data available								

+ Indent

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- Then, the user clicks on the + Indent tab.

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The screenshot shows the 'Raise Indent' page under 'Indent For Supply'. The top navigation bar includes the Excise Department logo, 'Raise Indent', 'Procurement / Indent For Supply / Raise Indent', and a session timer 'Session Time Left : 59:50'. The user is identified as 'Srinu Manager'. The left sidebar contains a 'Search Menu' and links to 'Master Data', 'Procurement', 'TP Revalidation', 'e-Wallet', 'Reports', and 'Support'. The main form has fields for 'CSD*' (selected: CTIS PVT LTD), 'Total Quantity', 'Total Ad Valorem', 'Total RLF', and 'Total VAT'. Below these are two rows for product data: 'Product Code' and 'Brand Name', 'Size (in ml)', 'Quantity (in Cases)', 'Ad Valorem Per Case(Rs.)', 'RLF Per Case(Rs.)', and 'VAT Per Case(Rs.)'. Buttons for 'Remove Row' and '+ New Row' are present. A 'Remarks' text area and 'Cancel'/'Save' buttons are at the bottom. The footer includes 'Meghalaya Build V1.0.0.1 | Copyright © 2025', 'Helpline Number : 040-42425528-535', and 'Powered by C-Tel Infosystems Pvt. Ltd.'

- The user chooses the CSD Type from the available options.
- If the user wants to add multiple products, click the '+ New Row' button. To remove unnecessary rows, select the row then click on '– Remove Row' button
- Next, the user enters the product code. The system will display all relevant brand details automatically on the screen.
- Enter Quantity (in Cases) Details:
 1. You may enter quantity in cases depending on your requirement.
 2. The system will automatically calculate the total based on the input values.
 - a. Enter the remarks.

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Excise Department
Government of Meghalaya

Raise Indent
Procurement / Indent For Supply / Raise Indent

Session Time Left : 48:04 Srinu Manager

Search Menu

Master Data

Procurement

TP Revaluation

e-Wallet

Reports

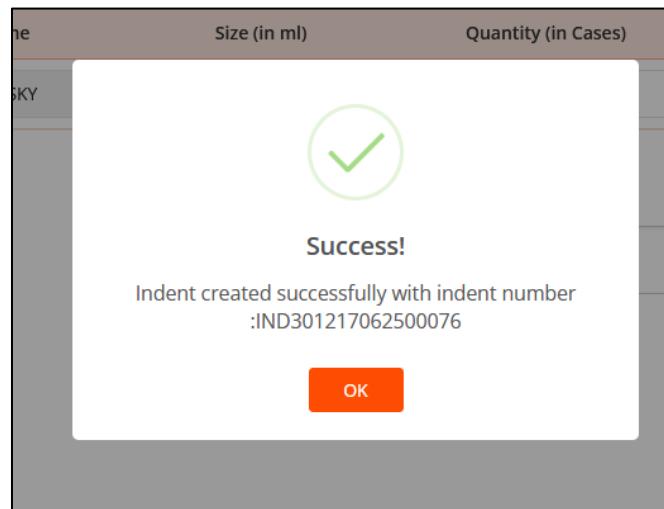
Support

Logout

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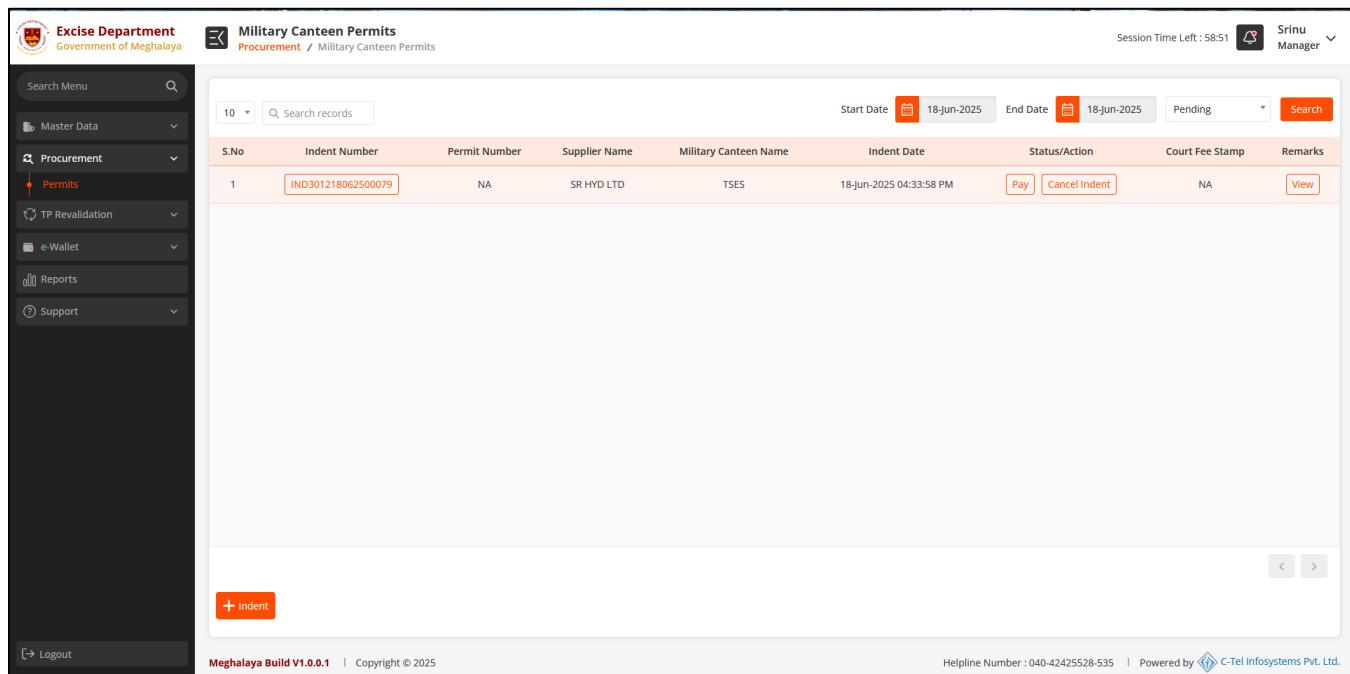
Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

- After filling in all the mandatory fields, click the 'Save' button.
- If the user clicks the 'Cancel' button, they will be directed to the Indenting 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 Indent View page, where all previously created indents can be viewed.

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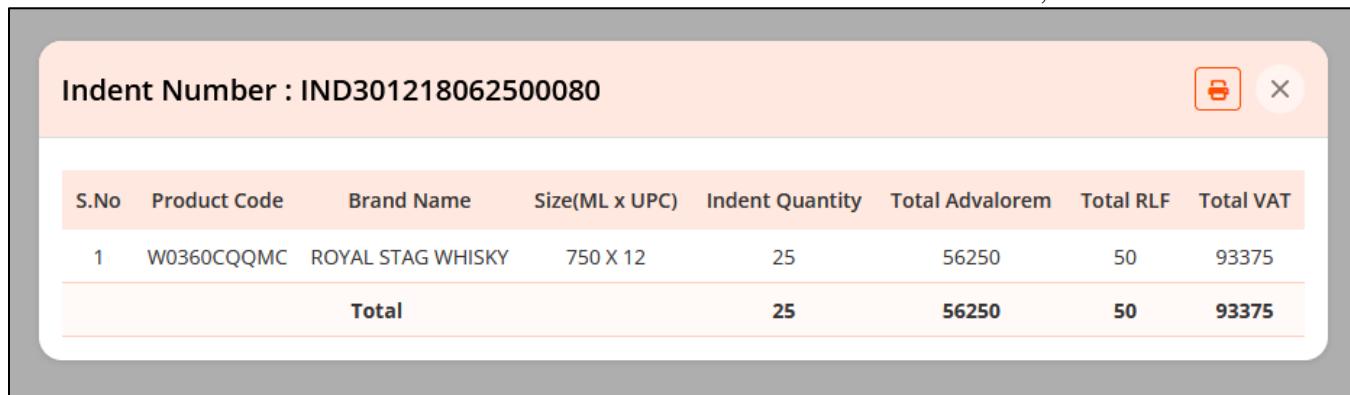


The screenshot shows the 'Military Canteen Permits' module within the Excise Department of Meghalaya. The left sidebar contains a navigation menu with 'Permits' selected. The main area displays a table with one record. The record details are as follows:

S.No	Indent Number	Permit Number	Supplier Name	Military Canteen Name	Indent Date	Status/Action	Court Fee Stamp	Remarks
1	IND301218062500079	NA	SR HYD LTD	TSES	18-Jun-2025 04:33:58 PM	Pay Cancel Indent	NA	View

At the bottom of the page, there is a red button labeled '+ Indent' and the footer includes the text 'Meghalaya Build V1.0.0.1 | Copyright © 2025' and 'Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.'

- Click on the Indent Number button to view the user's indent details, as shown below.



The modal window displays the details for Indent Number IND301218062500080. The table shows the following data:

S.No	Product Code	Brand Name	Size(ML x UPC)	Indent Quantity	Total Advalorem	Total RLF	Total VAT
1	W0360CQQMC	ROYAL STAG WHISKY	750 X 12	25	56250	50	93375
Total				25	56250	50	93375

- User click the print icon to view the indent print out.

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M/S TSES (464ED, DFG, FGB, BV, CVNVBN, VBNVBN, VB,, Eastern West Khasi Hills, Meghalaya - 575675) Indent for Permit												
Indent Number: IND301218062500080 Date : 18-Jun-2025 04:39:49 PM												
Name and Address of the Importer (Consignee)						Name and Address of the Exporter (Consignor)						
License Number: 63301273525(Wholesale)						License Number:						
License Type: MC						License Type: CSD_IMP						
Firm Name: TSES						Firm Name: SR HYD LTD						
Address: 464ED, DFG, FGB, BV, CVNVBN, VBNVBN, VB,, Eastern West Khasi Hills, Meghalaya - 575675						Address:						
Dear Sir/Madam, We kindly request the issuance of the following brands.												
Description of Brands												
S.No.	Product Code	Product Name	Segment	Category	Size (ml) / UPC	Pack Type	Issued For	Quantity in Cases	Total Ad Valorem (Rs.)	Total RLF (Rs.)	Total VAT (Rs.)	Total Value (Rs.)
1	2004W0360CQQMC	ROYAL STAG WHISKY	WHISKY	Super Premium Brand	750 X 12	Can	Military Canteen Import	25	56250	50	93375	149675
Total								25	56250	50	93375	149675
Ad Valorem 56250 has been paid vide Challan Reference No. 451234569, Date: 30-Apr-2025 05:14:29 PM RLF 50 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM VAT 93375 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM												
 Yours Faithfully, Srinu Manager												

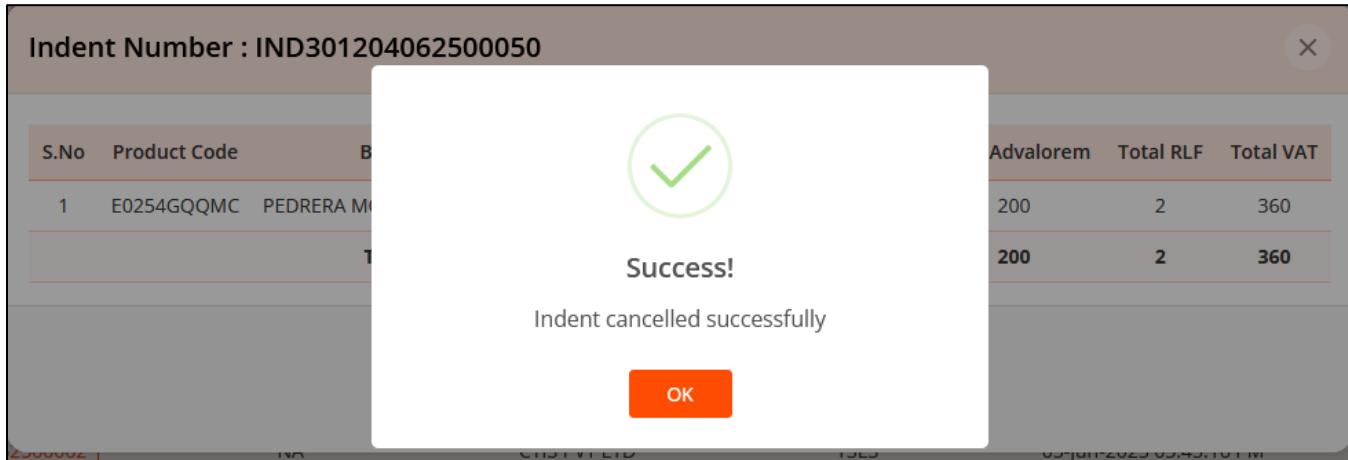
- If user want cancel the indent then click on 'Cancel Indent' button.

Indent Number : IND301204062500050

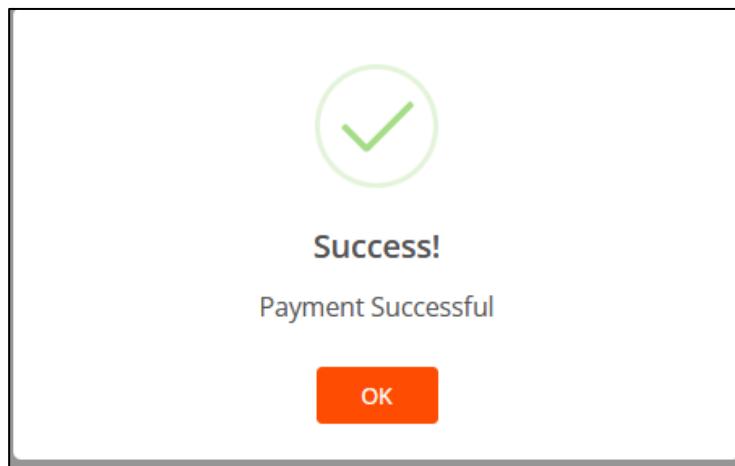
S.No	Product Code	Brand Name	Size(ML x UPC)	Indent Quantity	Total Advalorem	Total RLF	Total VAT	
1	E0254GQQMC	PEDRERA MONASTRELL RED WINE.	750 X 12	1	200	2	360	
Total					1	200	2	360
Remarks *								
<input style="background-color: #ff4500; color: white; border: 1px solid #ff4500; padding: 5px; border-radius: 5px; width: 100px;" type="button" value="Cancel"/>								

- Enter the remarks.
- After filling in all the mandatory fields, click the 'Cancel' button.
- The indent is cancelled successfully, and a confirmation pop-up message will be displayed on the screen.

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- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Indent View page, where previously cancelled indent can be viewed with cancelled status.
- If user want pay the amount then click on the 'Pay' button do the payment.
- After click on the Pay button. Payment done successfully, a confirmation pop-up message will be displayed on the screen.



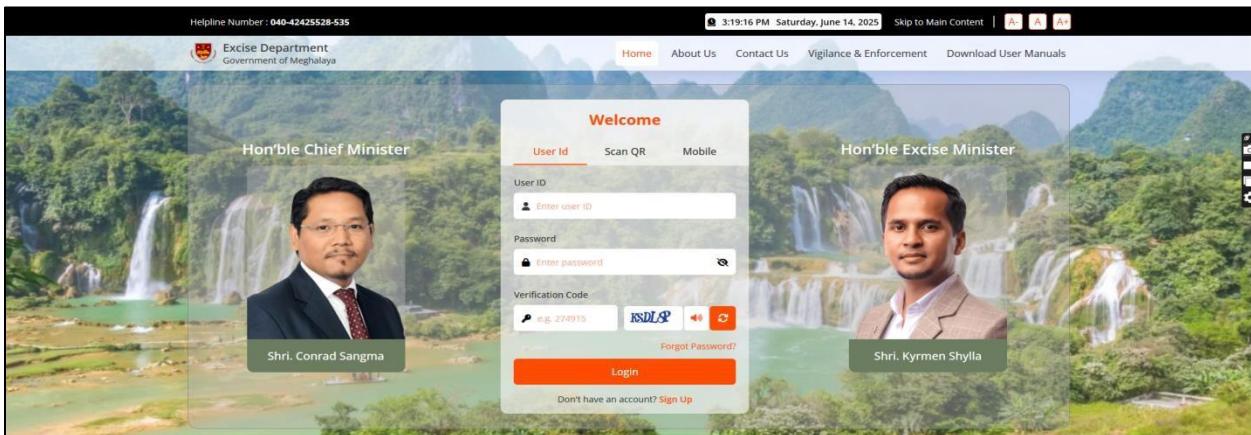
- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Indent View page, indent can be viewed with 'Forwarded to Superintendent' status.
- If the user wants to see the remarks, click on the View icon to view them.

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Remarks				
S.No	User ID	Designation	Remarks	Process Date
1	Srinu H	Manager	Raise Indent	18-Jun-2025 04:39:49 PM

3. Permit Issued

- The SOE Manager 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.



- Click on the "Military" tab and then click on 'Military Canteen Permits' subtab from the main menu/dashboard.
- After clicking, the SOE will be redirected to the Indent View page.

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S.No	Indent Number	Permit Number	Supplier Name	Military Canteen Name	Indent Date	Status/Action	Court Fee Stamp	Remarks
2	IND301218062500080	NA	SR HYD LTD	TSES	18-Jun-2025 04:39:49 PM	Permit Applied	NA	View

- Click the "Permit Applied" button to initiate the permit issued process.
- Once clicked, the system navigates the issue Permit page.

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Indent Number : IND301218062500080 X

S.No	Product Code	Brand Name	Size(ML x UPC)	Indent Quantity	Total Advalorem	Total RLF	Total VAT
1	W0360CQQMC	ROYAL STAG WHISKY	750 X 12	25	56250	50	93375
Total				25	56250	50	93375

Permit Validity Date*: Court Fee Stamp *: No file...lected.

Remarks *:

Issue Permit

- Select permit validity date.
- Upload Court fee stamp.
- Enter the remarks.
- Click on the Issue Permit button. a success pop-up message will appear

Indent Number : IND301218062500080 X

S.No	Product Code	Brand Name	Size(ML x UPC)	Indent Quantity	Total Advalorem	Total RLF	Total VAT
1	W0360CQQMC	ROYAL STAG WHISKY	750 X 12	25	56250	50	93375
Total				25	56250	50	93375

Permit Validity Date*: Court Fee Stamp *: 2mb.pdf

Remarks *:

Success!
Permit issued successfully

OK

Issue Permit

- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Indent View page, indent can be viewed with 'Permit Issued' status and Permit Number and Court Fee Stamp.
- Click on the Permit Number button to view the Permit details, as shown below.

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Permit Number : PER301218062500081							
S.No	Product Code	Brand Name	Size(ML x UPC)	Indent Quantity	Total Advalorem	Total RLF	Total VAT
1	W0360CQQMC	ROYAL STAG WHISKY	750 X 12	25	56250	50	93375
Total				25	56250	50	93375

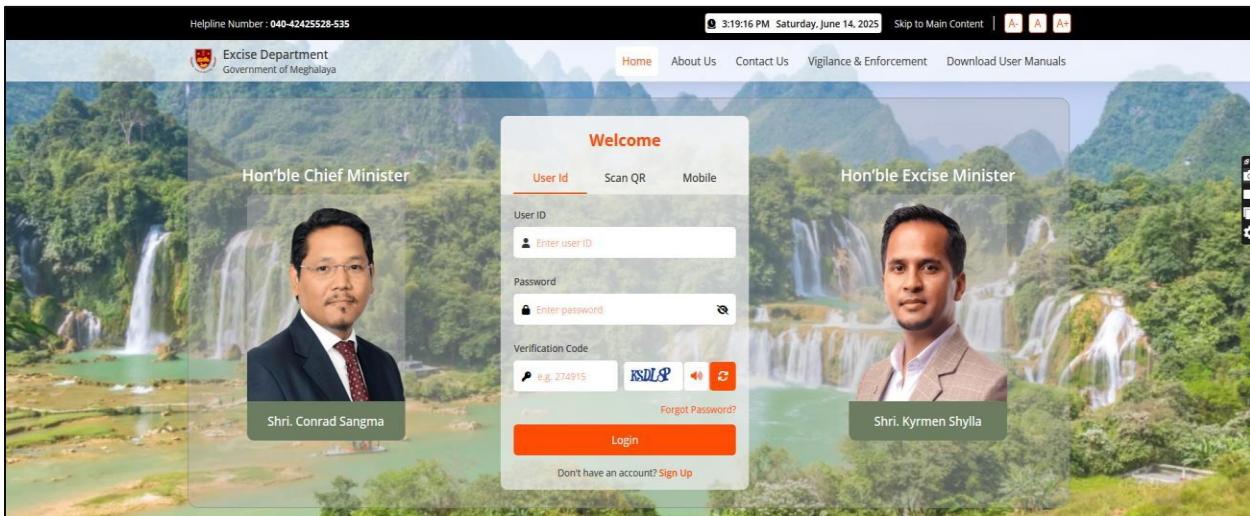
- User click the print icon to view the Permit print out as shown below.

 <p style="text-align: center;">EXCISE DEPARTMENT GOVERNMENT OF MEGHALAYA Transport/Import Permit</p>												
Indent Number: IND301218062500080												
Permit Number: PER301218062500081												
Date & Time of Issue: 18-Jun-2025 06:34:17 PM												
Date & Time of Validity: 30-Jun-2025 11:59:59 PM												
Name and Address of the Importer (Consignee) License Number: 63301273525(Wholesale) License Type: MC Firm Name: TSES Address: 464ED, DFG, FGB, BV, CVNVBN, VBNVBN, VB,, Eastern West Khasi Hills, Meghalaya - 575675						Name and Address of the Exporter (Consignor) License Number: License Type: CSD_IMP Firm Name: SR HYD LTD Address:						
Description of Brands												
S.No.	Product Code	Product Name	Segment	Category	Size (ml) / UPC	Pack Type	Issued For	Quantity in Cases	Total Ad Valorem (Rs.)	Total RLF (Rs.)	Total VAT (Rs.)	Total Value (Rs.)
1	W0360CQQMC	ROYAL STAG WHISKY	WHISKY	Super Premium Brand	750 X 12	Can	Military Canteen Import	25	56250	50	93375	154675
Total								25	56250	50	93375	149675
Ad Valorem 56250 has been paid vide Challan Reference No. 451234569, Date: 30-Apr-2025 05:14:29 PM VAT 50 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM RLF 93375 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM												
 <div style="text-align: right;"> Eastern West Khasi Hills Superintendent of Excise </div>												

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4. Receive Stock

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



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

Excise Department
Government of Meghalaya

Tickets
Support / Tickets

Session Time Left: 59:52 Srinu Manager

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

Showing 0 to 0 of 0 entries

+ Add Ticket

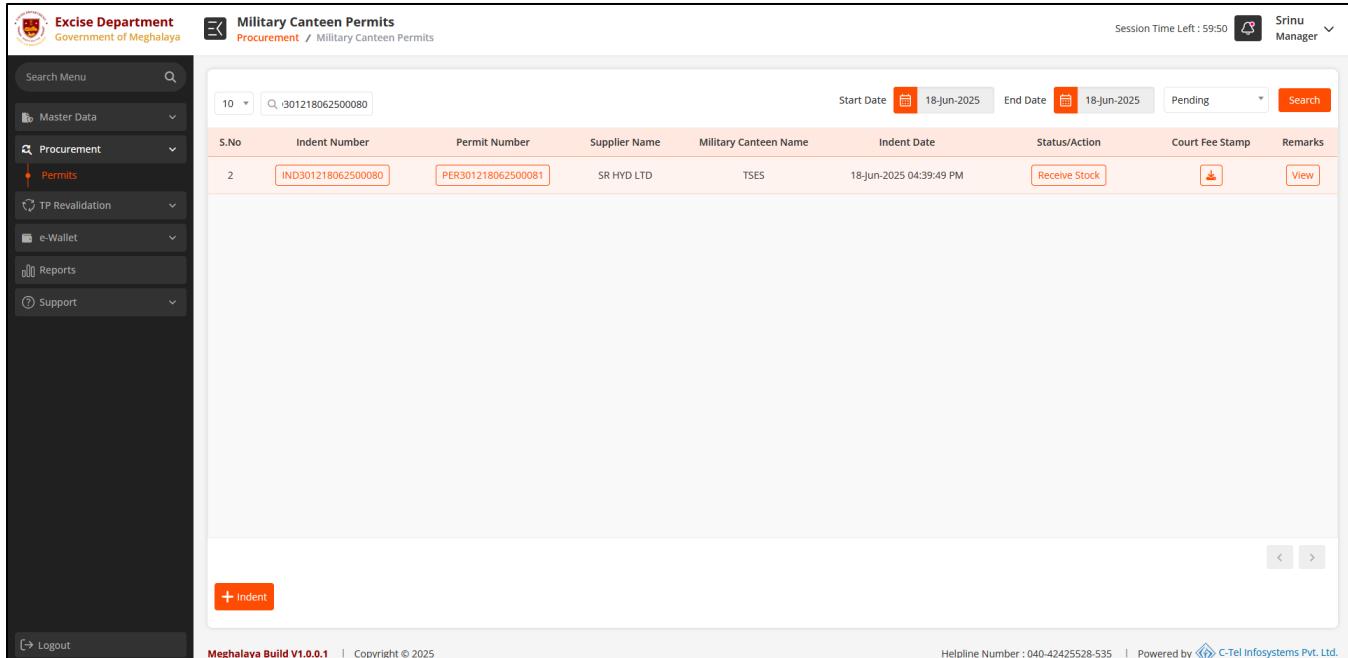
Logout

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- Click on the Procurement tab.
- After clicking the will be redirected to the Indent View page.



Excise Department
Government of Meghalaya

Military Canteen Permits
Procurement / Military Canteen Permits

Session Time Left : 59:50 Srinu Manager

Search Menu

Master Data

Permits

TP Revalidation

e-Wallet

Reports

Support

Logout

10 301218062500080

Start Date 18-Jun-2025 End Date 18-Jun-2025 Pending Search

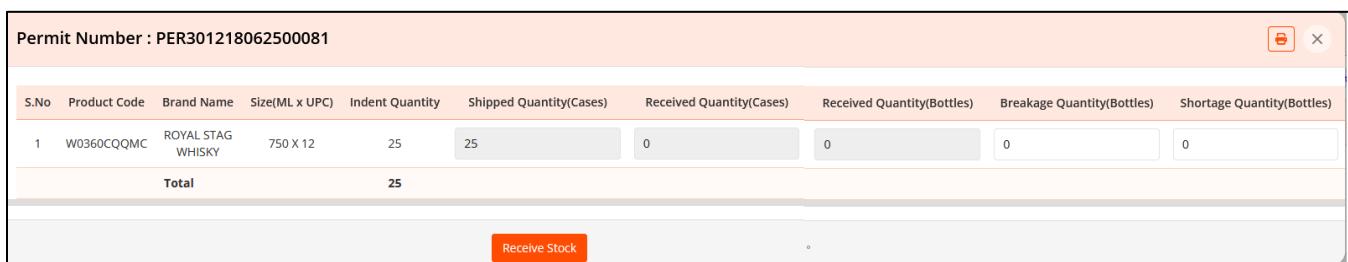
S.No	Indent Number	Permit Number	Supplier Name	Military Canteen Name	Indent Date	Status/Action	Court Fee Stamp	Remarks
2	IND301218062500080	PER301218062500081	SR HYD LTD	TSES	18-Jun-2025 04:39:49 PM	Receive Stock		View

+ Indent

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- Click the "Receive Stock" button to initiate the Receiving process.



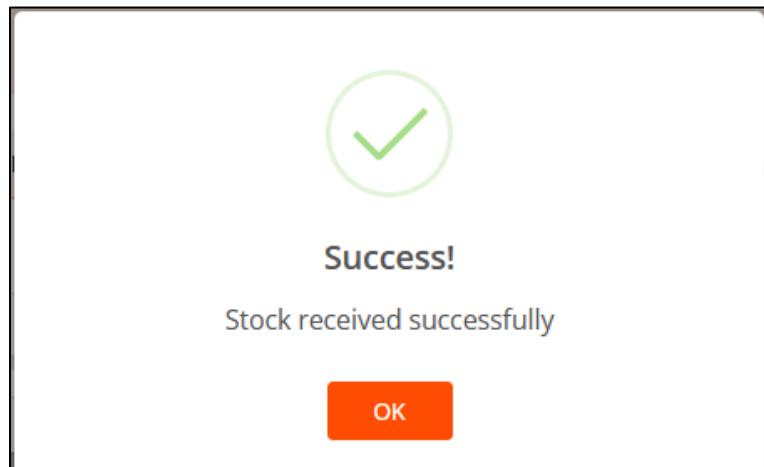
Permit Number : PER301218062500081

S.No	Product Code	Brand Name	Size(ML x UPC)	Indent Quantity	Shipped Quantity(Cases)	Received Quantity(Cases)	Received Quantity(Bottles)	Breakage Quantity(Bottles)	Shortage Quantity(Bottles)
1	W0360CQQMC	ROYAL STAG WHISKY	750 X 12	25	25	0	0	0	0
				Total	25				

Receive Stock

- If any battles are breakage and shortage happened enter the manually in breakage and shortage fields.
- The system will automatically calculate the received quantity in cases and bottles based on the input values.
- After clicked on 'Receive Stock' button. a success pop-up message will appear.

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- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Indent View page, indent can be viewed with 'Completed'.

A screenshot of the "Military Canteen Permits" page. The left sidebar shows navigation options like "Master Data", "Permits", "TP Revalidation", "e-Wallet", "Reports", and "Support". The main content area shows a table of indent records. One record is highlighted with a red border: S.No. 3, Indent Number IND301218062500080, Permit Number PER301218062500081, Supplier Name SR HYD LTD, Military Canteen Name TSES, Indent Date 18-Jun-2025 04:39:49 PM, Status/Action Completed, and a View button. The top right shows session details: Session Time Left: 58:37, Srinu Manager, and a search bar with the query 301218062500080.

Thank You