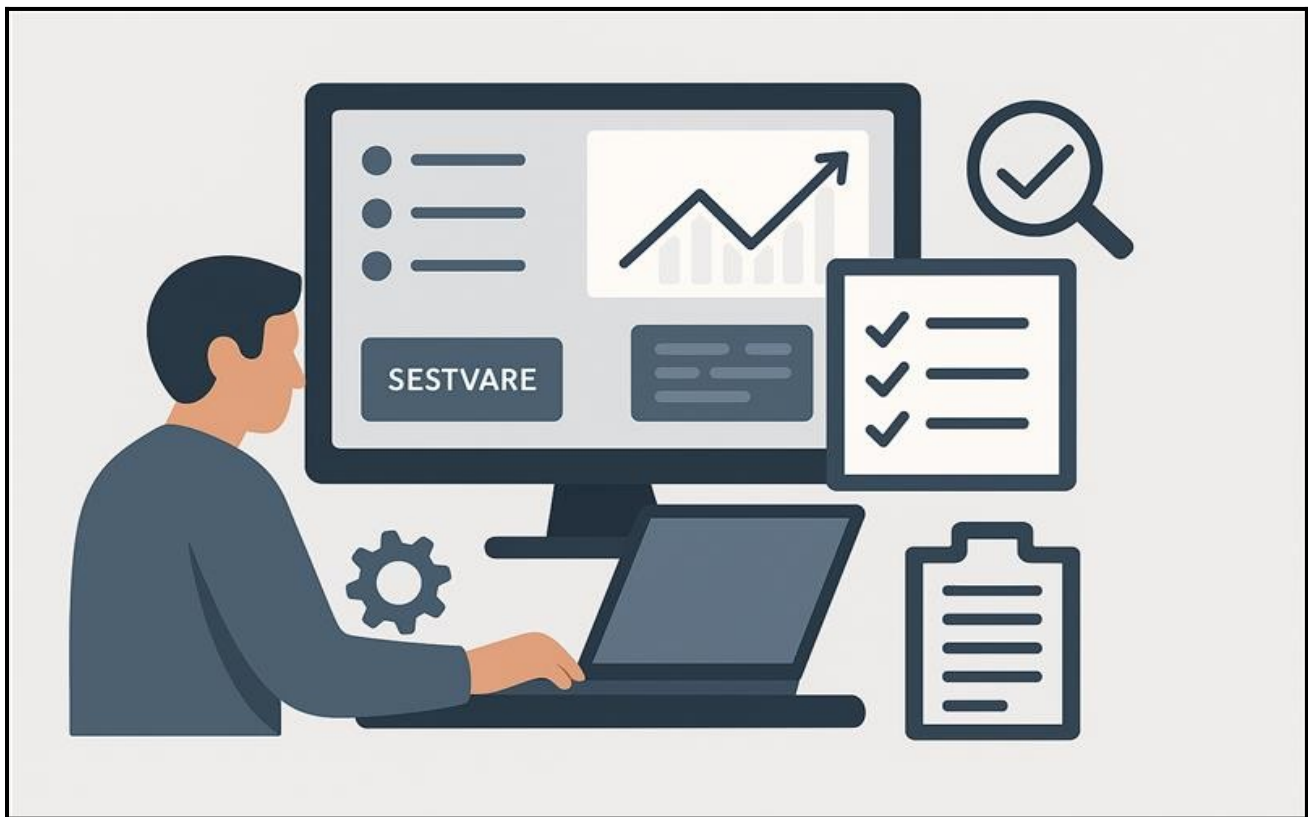


Retailer Indenting Process User Reference Manual



Excise Department Government of Meghalaya



C-TEL INFOSYSTEM PVT.LTD.
Hyderabad || Telangana

Retailer Indenting Process User Reference Manual

Table of content

1. Introduction.....	3
2. Login Page.....	3
3. SBW (State Bonded Warehouse).....	9
4. District Office.....	12
5. Receiving Workflow in the Tabletop Interface:.....	15
6. e-Wallet Process.....	21
7. Support Process.....	25

Retailer Indenting Process User Reference Manual

1. Introduction

Product Name: IEMS

Module: Retailer

Version: 1.0

Release Date: 14-06-2025

Prepared By: Dharmadev Khatua

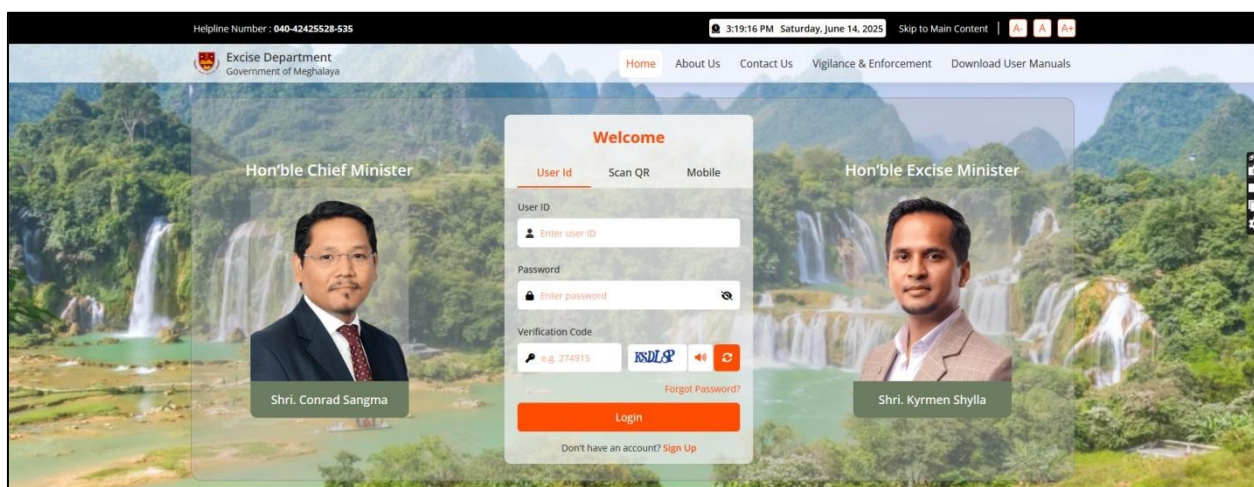
Overview: The Retailer module in IEMS is designed to manage and streamline the operations of alcohol retailers operating under a Wine Shop license. This module allows licensed retailers to manage daily sales, stock movements, license compliance, and reporting activities in accordance with excise department regulations.

The Wine Shop sub-module specifically caters to establishments licensed to sell IMFL & BEER beverages directly to consumers for off-premise consumption.

Audience: End users

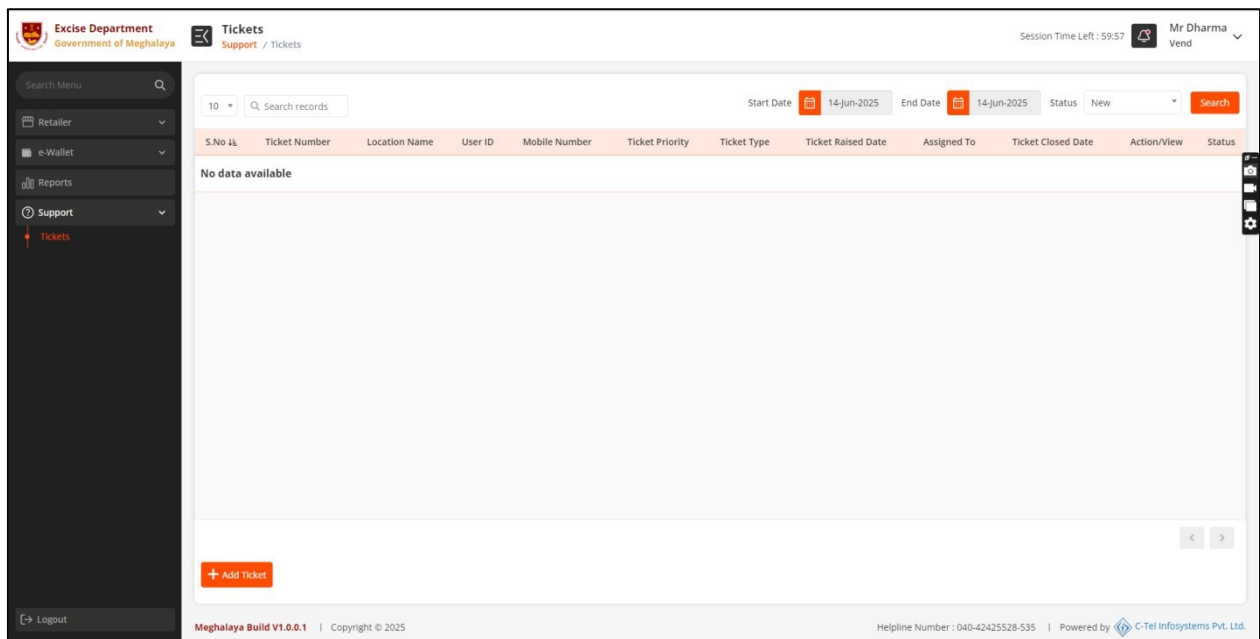
2. Login Page

- 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.

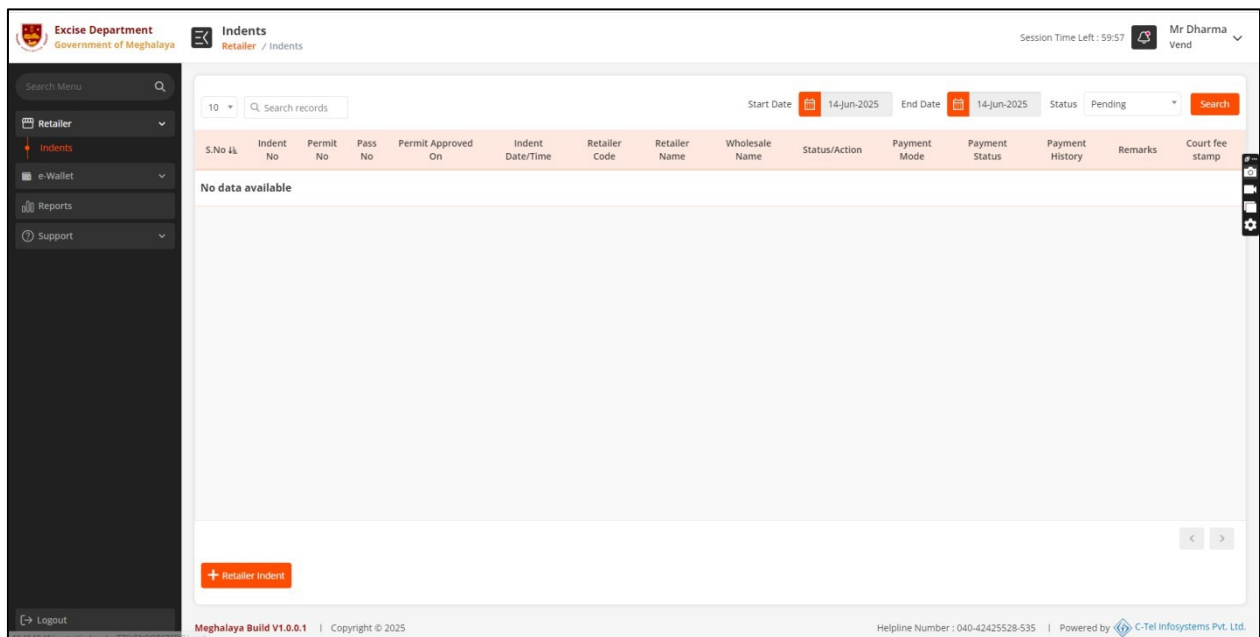


Retailer Indenting Process User Reference Manual

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



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



Retailer Indenting Process User Reference Manual

- The user chooses the Wholesale Type from the available options.
- Next, the user selects the Wholesale category.
- Finally, click the Submit button to proceed.

The screenshot displays the 'Excise Department Government of Meghalaya' Indents interface. A modal titled 'Select Wholesale' is open, featuring two dropdown menus: 'Please Select Wholesale Type' and 'Please Select Wholesale'. A 'Submit' button is located at the bottom of the modal. The background interface includes a sidebar with 'Retailer', 'Indents', 'e-Wallet', 'Reports', and 'Support'. The main area shows a table with columns for S.No, Indent No, Permit No, Pass No, Permit Approved On, Indent Date/Time, Retailer Code, Retailer Name, Wholesale Name, Status/Action, Payment Mode, Payment Status, Payment History, Remarks, and Court fee stamp. The table is currently empty, displaying 'No data available'. The footer includes 'Meghalaya Build V1.0.0.1', 'Copyright © 2025', and 'Powered by C-Tel Infosystems Pvt. Ltd.'.

- After submitting, the user will be directed to the Indenting page.

The screenshot shows the 'Indent Retailer Code - THE BARREL WINE SHOP (2500042)' form. The form includes fields for Wholesaler's Name (SEVEN HILLS STATE BONDED WAREHOUSE), Total Cases, Total Bottles, Total RLF, Total VAT, Total Value, and Remarks. Below these fields, there are sections for Brand Number (0002) and Brand Name (ROYAL STAG DELUXE WHISKY). A section for Size - NN (180.00) Pack Type - G is also present, with Quantity Cases and Bottles fields. At the bottom, there is a table with columns for Brand Number, Brand Name, Segment, Size in (ml) / UPC, Pack Type, IMPL Cases | Bottles, BEER Cases | Bottles, Total Bottles, Total RLF, and Total VAT. The table is currently empty. There are '+ Add' and 'X Reset' buttons on the left, and 'X Cancel' and 'Preview' buttons on the right.

Retailer Indenting Process User Reference Manual

- Enter the brand number in the designated text field.
- Choose the desired brand from the list that appears after entering the brand number.
- Enter Quantity Details:
 1. You may enter quantity in cases, bottles, or both, depending on your requirement.
 2. The system will automatically calculate the total based on the input values.

Note: You can enter values in both fields — cases and bottles — simultaneously. The system will handle the combined quantity accordingly.

 - Enter the remarks.
 - Click on the +Add button.

Indent Retailer Code - THE BARREL WINE SHOP (2500042)

Wholesaler's Name	SEVEN HILLS STATE BONDED WAREHOUSE	Total RLF	2.04
Total Cases	1	Total VAT	728.88
Total Bottles	1	Total Value	730.92
Remarks*			

Brand Number Brand Name

Type Brand Number/Brand Name

Brand Number	Brand Name	Segment	Size in (ml) / UPC	Pack Type	IMFL Cases Bottles	BEER Cases Bottles	Total Bottles	Total RLF	Total VAT
<input type="checkbox"/> 0002	ROYAL STAG DELUXE WHISKY	WHISKY	180.00 48	G	1 1	0 0	49	2.04	728.88

- The system will display all relevant brand details automatically on the screen.
- Click on the preview button.

Indent Preview

S.No	Brand Number	Brand Name	Size in (ml) / UPC	Pack Type	Quantity in Cases(IMFL)	Quantity in Bottles(IMFL)	Quantity in Cases(BEER)	Quantity in Bottles(BEER)
1	0002	ROYAL STAG DELUXE WHISKY	180.00 48	G	1	1	0	0

Retailer Indenting Process User Reference Manual

- After clicking the "Save" button
 - If the indent is saved successfully, a confirmation pop-up message will be displayed on the screen.
- Click on the OK button.

The screenshot shows a confirmation pop-up window titled "Indent Preview" with a green checkmark icon and the text "Success! Order has been successfully submitted with Indent Number IND2025DEPOLD3001102". Below the message is an "OK" button. The background shows a form for "THE BARREL WINE SHOP (2500042)" with fields for Wholesaler's Name, Total Cases, Total Bottles, Total RLF, Total VAT, Total Value, and Remarks. A table lists brands, including "ROYAL STAG DELUXE WHISKY".

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

The screenshot shows the "Indents" page for "THE BARREL WINE SHOP". It features a table with columns: S.No, Indent No, Permit No, Pass No, Permit Approved On, Indent Date/Time, Retailer Code, Retailer Name, Wholesale Name, Status/Action, Payment Mode, Payment Status, Payment History, Remarks, and Court fee stamp. A single indent is listed with Indent No. IND2025DEPOLD3001102. The page includes a sidebar with navigation options like Indents, e-Wallet, Reports, and Support. The footer shows the system version "Meghalaya Build V1.0.0.1" and copyright information.

S.No	Indent No	Permit No	Pass No	Permit Approved On	Indent Date/Time	Retailer Code	Retailer Name	Wholesale Name	Status/Action	Payment Mode	Payment Status	Payment History	Remarks	Court fee stamp
1	IND2025DEPOLD3001102	N/A	N/A	N/A	2025-06-14 15:38:53	2500042	THE BARREL WINE SHOP	SEVEN HILLS STATE BONDED WAREHOUSE	Pay Retailer Lifting Fee Amount			Payment Details	View	N/A

Retailer Indenting Process User Reference Manual

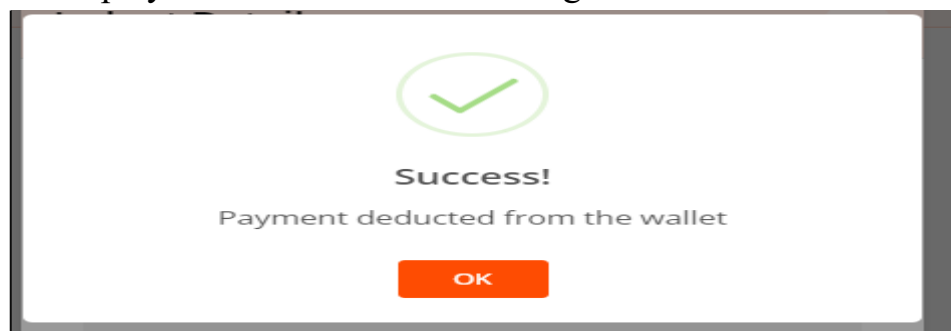
- Click on the “Pay Retailer Lifting Fee Amount” button
- Select the Payment Method :
Choose either “Online” or “e-Wallet” as your preferred mode of payment from the available options.

The screenshot displays the 'Indents Retailer' interface of the Excise Department, Government of Meghalaya. A modal window titled 'Indent Details' is open, showing the following information:

- Indent Number: IND2025DEPOL03001102
- RLF Amount: 3
- Choose Payment Method: Online (selected)

The background table lists indents with columns: S.No, Indent No, Permit No, Pass No, Permit Approved On, Indent Date/Time, Retailer Code, Retailer Name, Wholesale Name, Status/Action, Payment Mode, Payment Status, Payment History, Remarks, and Court fee stamp. The first indent is highlighted with a red border and has a 'Pay Retailer Lifting Fee Amount' button next to it.

- If “Online” is selected as the payment method:
 1. Click on the “Pay Amount” button.
 2. The system will redirect you to the bank's payment gateway page, where you can complete the transaction using internet banking, debit card, credit card.
- If “e-Wallet” is selected as the payment method:
 1. Click on the “Use Wallet” button.
 2. The payment amount will be automatically deducted from the available e-Wallet balance.
 3. Upon successful deduction, a success pop-up message will be displayed on the screen confirming the transaction.



Retailer Indenting Process User Reference Manual

- Click on the "OK" button in the confirmation pop-up
 - The system will automatically redirect the user to the Retailer View page, where all previously created indents can be viewed and managed.
- After successful RLF payment

S.No	Indent No	Permit No	Pass No	Permit Approved On	Indent Date/Time	Retailer Code	Retailer Name	Wholesale Name	Status/Action	Payment Mode	Payment Status	Payment History	Remarks	Court fee stamp
1	IND2025DEPOLD3001102	N/A	N/A	N/A	2025-06-14 15:38:53	2500042	THE BARREL WINE SHOP	SEVEN HILLS STATE BONDED WAREHOUSE	Forwarded to Wholesaler for VAT Payment	WALLET	Success	Payment Details	View	N/A

2.The indent will be automatically forwarded to the SBW (State Bonded Warehouse) for further processing.

3.SBW (State Bonded Warehouse)

- The SBW 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.

Helpline Number : 040-42425528-535

3:19:16 PM Saturday, June 14, 2025

Excise Department Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

Welcome

User ID Scan QR Mobile

User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

Retailer Indenting Process User Reference Manual

- Click on the "Retailer" tab from the main menu/dashboard.
- After clicking, the SBW Manager will be redirected to the Indent View page.
- Here, all received indents from retailers will be listed.

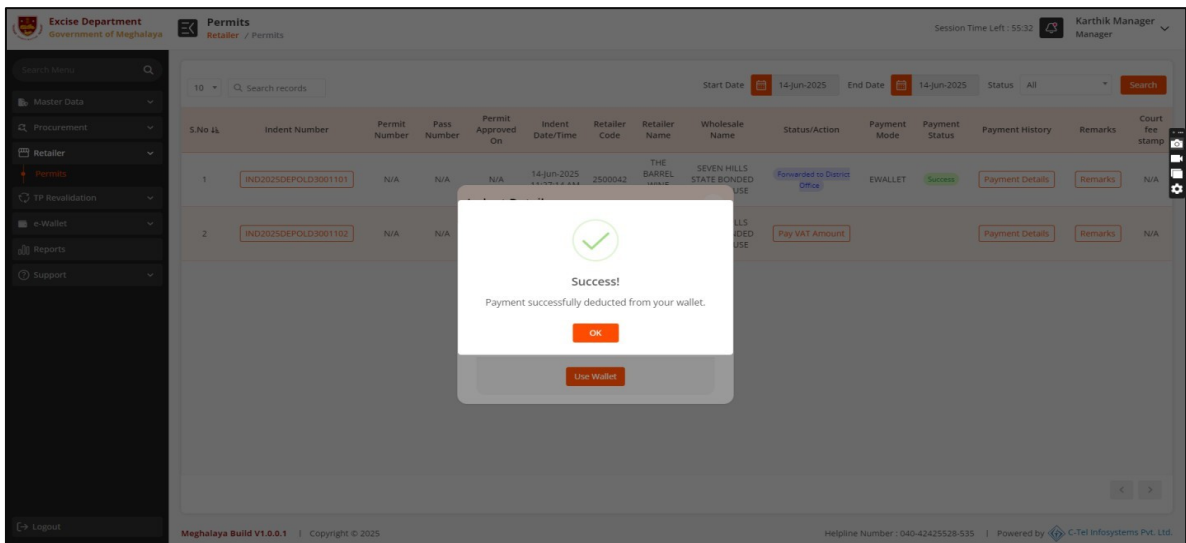
The screenshot displays the 'Permits Retailer / Permits' interface. The top navigation bar includes the Excise Department logo, session time (59:38), and user name (Karthik Manager). The left sidebar contains a search menu and a list of navigation items: Master Data, Procurement, Retailer (selected), TP Revalidation, e-Wallet, Reports, and Support. The main content area shows a table of indents with columns: S.No, Indent Number, Permit Number, Pass Number, Permit Approved On, Indent Date/Time, Retailer Code, Retailer Name, Wholesale Name, Status/Action, Payment Mode, Payment Status, Payment History, Remarks, and Court fee stamp. Two indents are listed, both from 'THE BARREL WINE SHOP' at 'SEVEN HILLS STATE BONDED WAREHOUSE'. The first indent (IND2025DEPOLD3001101) has a status of 'Forwarded to District Office' and a payment status of 'Success'. The second indent (IND2025DEPOLD3001102) has a status of 'Pay VAT Amount' and a payment status of 'Success'. The bottom of the page shows the footer with 'Meghalaya Build V1.0.0.1', copyright information, and contact details.

- Click on the "Pay VAT Amount" button.

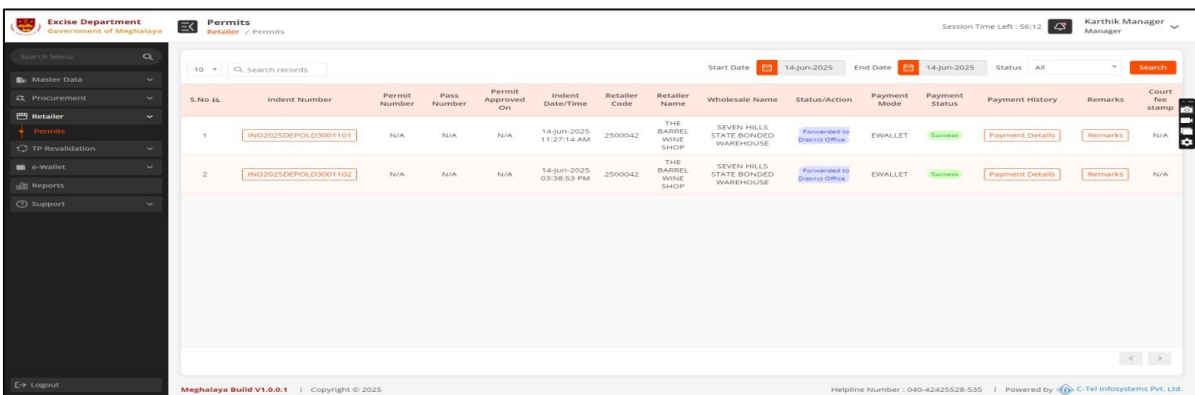
The screenshot shows the same 'Permits Retailer / Permits' interface, but with a modal window titled 'Indent Details' open. The modal contains the following information: Indent Number (IND2025DEPOLD3001102), VAT Amount (729), and a dropdown menu for 'Choose Payment Method' set to 'Online'. A 'Pay Amount' button is located at the bottom of the modal. The background table and navigation elements are visible but slightly dimmed.

Retailer Indenting Process User Reference Manual

- If “Online” is selected as the payment method:
 - Click on the “Pay Amount” button.
 - 1.The system will redirect you to the bank's payment gateway page, where you can complete the transaction using internet banking, debit card, credit card.
- If “e-Wallet” is selected as the payment method:
 - Click on the “Use Wallet” button.
 - 1.The payment amount will be automatically deducted from the available e-Wallet balance.
 - Upon successful deduction, a success pop-up message will be displayed on the screen confirming the transaction.



- After clicking OK button ,the SBW manager will be redirected to the indent view page.
- The indent will be automatically forwarded to the District Office.



Retail Indenting Process User Reference Manual

4. District Office

- The District Officer 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.

Pending Permits	
Location	Count
Bottling IMFL Local	0
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	7
State Bonded Warehouse	4
Military Canteen	0
Paramilitary	0
Retailer	7
Police Canteen	0
Grand Total	18

Pending at District Office		
Process Name	Pending at	Count
License Registration	Superintendent of Excise	5
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
Total		24

Pending at Headquarters		
Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	6
License Registration	Assistant Commissioner STE	2
License Registration	Deputy Commissioner	0
License Registration	Joint Commissioner	0
License Registration	Secretary HQ	0
Brand Label Registration	Inspector of Excise HQ(OE)	13
Brand Label Registration	Joint Commissioner	0
License Modification	Dealing Assistant HQ	0
License Modification	Assistant Commissioner	0
Total		34

Pending at Commissionerate		
Process Name	Pending at	Count
License Registration	Commissioner	0
Brand Label Registration	Commissioner	0
License Modification	Commissioner	0
Bottling Permits	Commissioner	0
Central Bonded Warehouse Permits	Commissioner	5
State Bonded Warehouse Permits	Commissioner	4
Total		9

Retailer Indenting Process User Reference Manual

- Click on the retailer tab.
- Click on the permits tab.
- After clicking, the District Officer will be redirected to the Indent View page.
- Here, all received indents from retailers will be listed.

Excise Department
Government of Meghalaya

Permits
Retailer / Permits

Session Time Left : 59:57 Sri Vastava SOE
Superintendent of Excise

Search Menu

Dashboard
License Management
Brand Label Management
Hologram Procurement
Bottling Unit
Brewery
Bonded Warehouse
Military
Retailer
Permits
Additional Quota
TP Revalidation
Vigilance
Reports
Others / Support

Logout

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S.No	Indent Number	Permit Number	Pass Number	Permit Approved On	Indent Date/Time	Retailer Code	Retailer Name	Wholesale Name	Status/Action	Payment Mode	Payment Status	Payment History	Remarks	Court fee stamp
1	IND2025DEPOLD3001101	N/A	N/A	N/A	14-Jun-2025 11:27:14 AM	2500042	THE BARREL WINE SHOP	SEVEN HILLS STATE BONDED WAREHOUSE	Permit Approve	EWALLET	Success	Payment Details	Remarks	N/A
2	IND2025DEPOLD3001102	N/A	N/A	N/A	14-Jun-2025 03:38:53 PM	2500042	THE BARREL WINE SHOP	SEVEN HILLS STATE BONDED WAREHOUSE	Permit Approve	EWALLET	Success	Payment Details	Remarks	N/A

- Click the "Permit Approve" button to initiate the approval process.
- Once clicked, the system navigates the District Officer to the Approve Permit view page, displaying the permit details for review and further action.

Excise Department
Government of Meghalaya

Permits
Retailer / Permits

Session Time Left : 57:15 Sri Vastava SOE
Superintendent of Excise

Search Menu

Dashboard
License Management
Brand Label Management
Hologram Procurement
Bottling Unit
Brewery
Bonded Warehouse
Military
Retailer
Permits
Additional Quota
TP Revalidation
Vigilance
Reports
Others / Support

Logout

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

S.No	Brand Number	Product Name	Size (ml) / Pack Quantity	Quantity Cases	Quantity Bottles	Total Bottles	Segment	Total RLF	Total VAT	Total value
1	0002	ROYAL STAG DELUXE WHISKY	180/48	1	1	49	WHISKY	2.04	728.88	730.92
Total Quantity				1	1	49		2.04	728.88	730.92

Valid up to : Court fee stamp:

Remarks:

Approve

Retailer Indenting Process User Reference Manual

- Select valid up to date.
- Enter the remarks.
- Upload Court fee stamp.

Excise Department
Government of Meghalaya

Permits
Retailer / Permits

Session Time Left : 59:54 Sri Vastava SOE
Superintendent of Excise

Start Date 14-Jun-2025 End Date 14-Jun-2025 Status All Search

S.No	Brand Number	Product Name	Size (ml) / Pack Quantity	Quantity Cases	Quantity Bottles	Total Bottles	Segment	Total RLF	Total VAT	Total value
1	0002	ROYAL STAG DELUXE WHISKY	180/48	1	1	49	WHISKY	2.04	728.88	730.92
Total Quantity				1	1	49		2.04	728.88	730.92

Valid up to :

Court fee stamp:
(Only PDF, JPG, and JPEG file formats are allowed. File size must be less than 3 MB.)

Remarks:

Approve

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- Click on the approve button.

Excise Department
Government of Meghalaya

Permits
Retailer / Permits

Session Time Left : 58:16 Sri Vastava SOE
Superintendent of Excise

Start Date 14-Jun-2025 End Date 14-Jun-2025 Status All Search

S.No	Brand Number	Product Name	Size (ml) / Pack Quantity	Quantity Cases	Quantity Bottles	Total Bottles	Segment	Total RLF	Total VAT	Total value
1	0002	ROYAL STAG DELUXE WHISKY	180/48	1	1	49	WHISKY	2.04	728.88	730.92
Total Quantity				1	1	49		2.04	728.88	730.92

Valid up to : 30-Jun-25

Court fee stamp: image (1).png
(Only PDF, JPG, and JPEG file formats are allowed. File size must be less than 3 MB.)

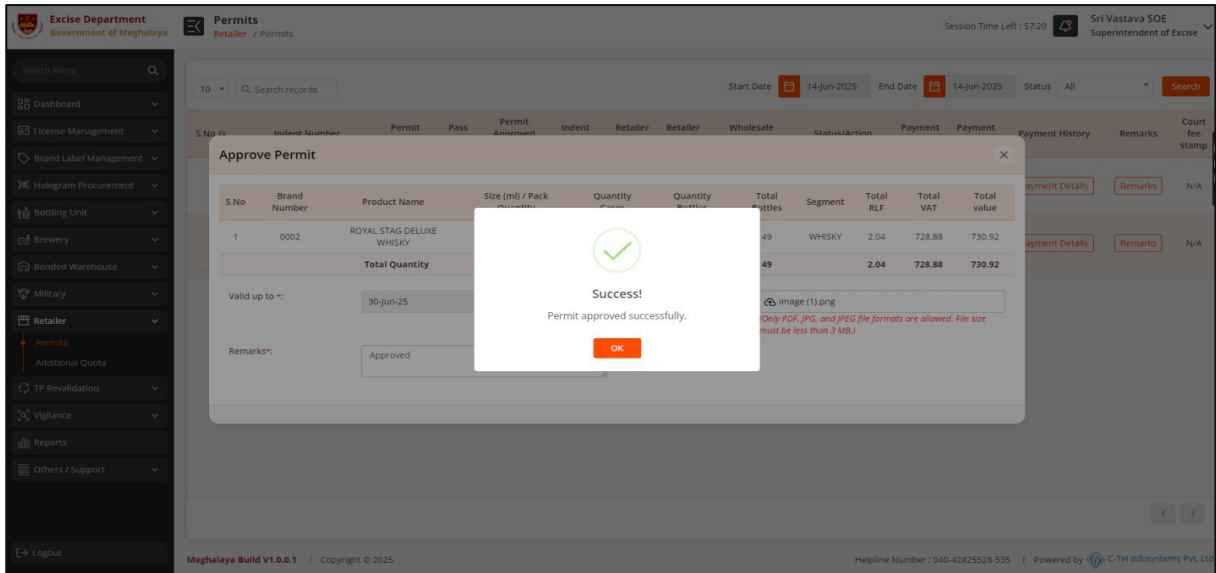
Remarks: Approved

Approve

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Retailer Indenting Process User Reference Manual

- After approving the permit, a success pop-up message will appear.

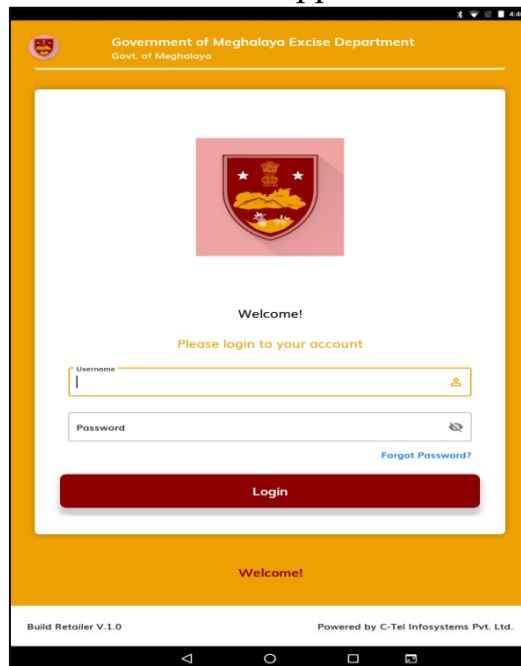


- Once the permit is issued, the application is automatically forwarded to the SBW (State Bonded Warehouse) for shipment processing.

5.Receiving Workflow in the Tabletop Interface:

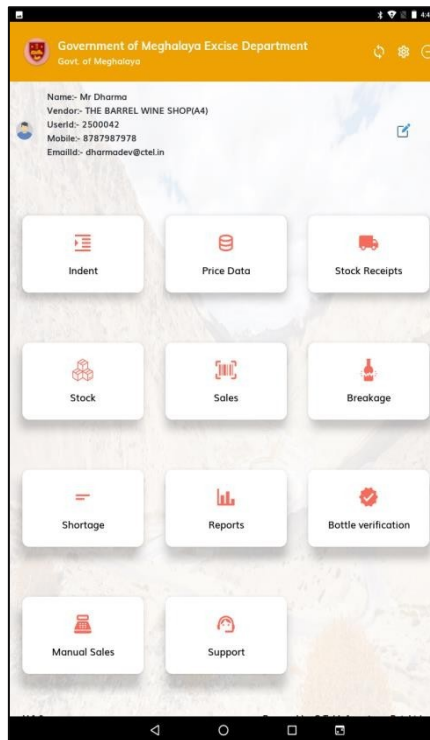
Login Page:

- The retailer enters their User ID and Password in the designated login fields.
- Click the login button to access the application dashboard.



Retailer Indenting Process User Reference Manual

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



- Click on the stock receipts tab.
- After clicking on the Stock Receipts tab, the user can view entries with the status labeled as "New".

Indent Number	Permit Number	Pass Number	Date	Status
IND2025DEPOLD30 0191	PER202506112500 04200077	TP3001110620250 00037	Jun 11,2025 02:35:02 PM	COMPLETED
IND2025DEPOLD30 0192	PER202506112500 04200078	TP3001110620250 00038	Jun 11,2025 02:45:49 PM	COMPLETED
IND2025DEPOLD30 0193	PER202506112500 04200079	TP3001110620250 00039	Jun 12,2025 02:55:49 PM	New
IND2025DEPOLD30 0199	PER202506132500 04200084	TP3001130620250 00044	Jun 13,2025 11:35:49 AM	New

Retailer Indenting Process User Reference Manual

- After clicking on the new link, the user can view shipment details view page.
- Click on the Receive button.

The screenshot shows the 'Shipment Details' screen. At the top, there is a back arrow and the title 'Shipment Details'. Below this, the following information is displayed:

- Indent Number: :IND2025DEPOLD300199
- Permit Number: :PER20250613250004200084
- Pass Number: :TP300113062025000044
- Wholesaler name: :SEVEN HILLS STATE BONDED WAREHOUSE
- Retailer name: :THE BARREL WINE SHOP
- Retailer Address: : SHILLONG, SHILLONG
- Date of issue: :Jun 13,2025 11:19:53 AM
- Validity Date & Time: :Jun 29,2025 11:59:59 PM

Below the text information is a table with the following columns: Category, Brand Code, Brand Name, Size in ml, Quantity in cases, Quantity in bottles, Total Bottles, and Quantity BLs.

Category	Brand Code	Brand Name	Size in ml	Quantity in cases	Quantity in bottles	Total Bottles	Quantity BLs
WHISKY	0027	SIGNATURE PREMIER GRAIN WHISKY.	750	1	0	12	9.0
WHISKY	0002	ROYAL STAG DELUXE WHISKY	750	1	0	12	9.0

At the bottom of the screen, there is a large blue button labeled 'Receive'.

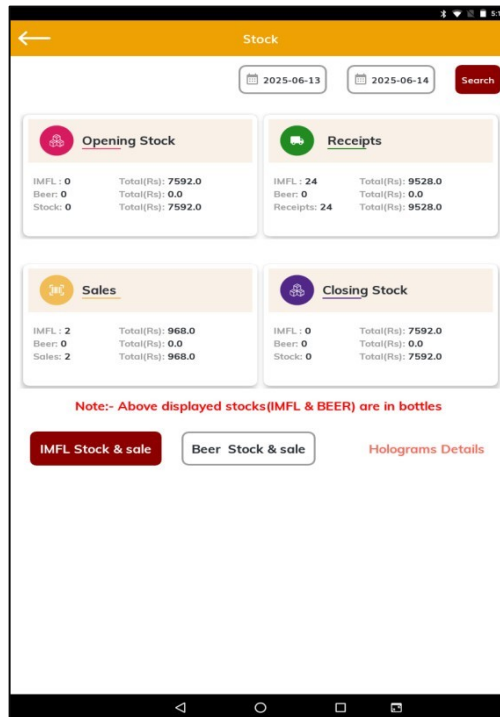
- After the stock is received, the status will update to "Completed".

The screenshot shows the 'Shipment List' screen. At the top, there is a back arrow and the title 'Shipment List'. Below the title, there are two date filters: '11-06-2025' and '14-06-2025', and a 'Search' button. The table below has the following columns: Indent Number, Permit Number, Pass Number, Date, and Status.

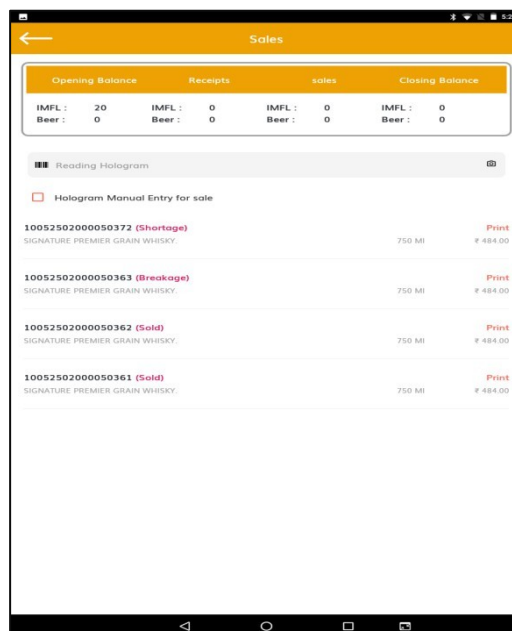
Indent Number	Permit Number	Pass Number	Date	Status
IND2025DEPOLD30 0191	PER202506112500 04200077	TP3001110620250 00037	Jun 11,2025 02:35:02 PM	COMPLETED
IND2025DEPOLD30 0192	PER202506112500 04200078	TP3001110620250 00038	Jun 11,2025 02:45:49 PM	COMPLETED
IND2025DEPOLD30 0193	PER202506112500 04200079	TP3001110620250 00039	Jun 12,2025 02:55:49 PM	New
IND2025DEPOLD30 0199	PER202506132500 04200084	TP3001130620250 00044	Jun 13,2025 11:35:49 AM	New

Retailer Indenting Process User Reference Manual

- Click on the stock button.
- Retailer can view Opening Stock,Closing Stock,Receipts and Sales.

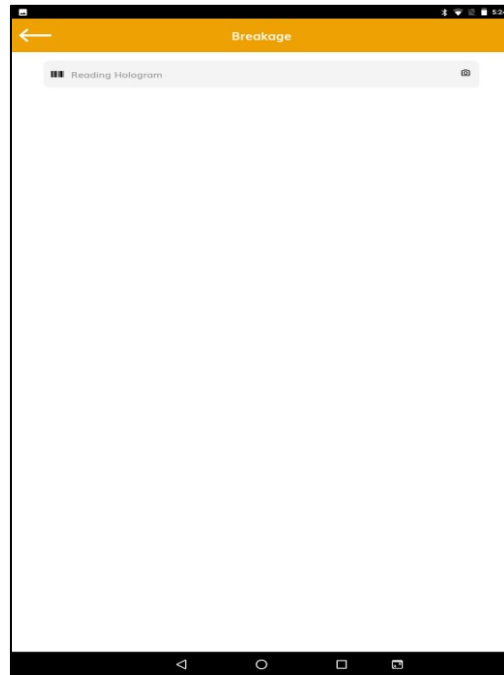


- Click on the sales tab.
- Under the **Sales** tab, the user can sell bottles by scanning or entering the **hologram** code.

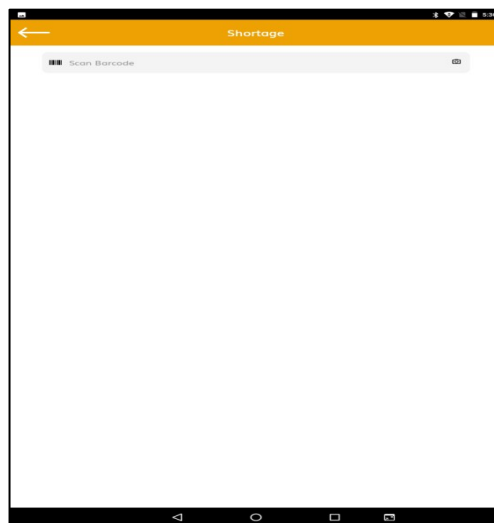


Retailer Indenting Process User Reference Manual

- Click on the breakage button.
- In case of bottle breakage, the user must scan the specific **hologram code** under the **Breakage** section to record the incident.
- Click on the brekage.



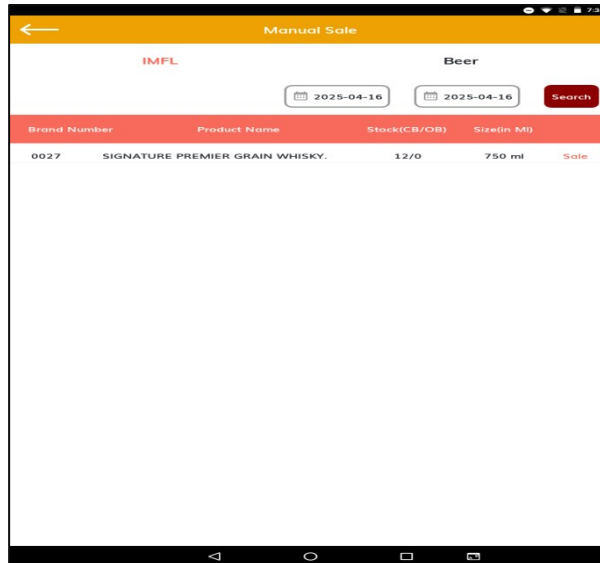
- In case of a bottle shortage, the user must scan the specific **case barcode** under the **Shortage** section and mark the corresponding **hologram codes** for the missing bottles.
- Click on the shortage.



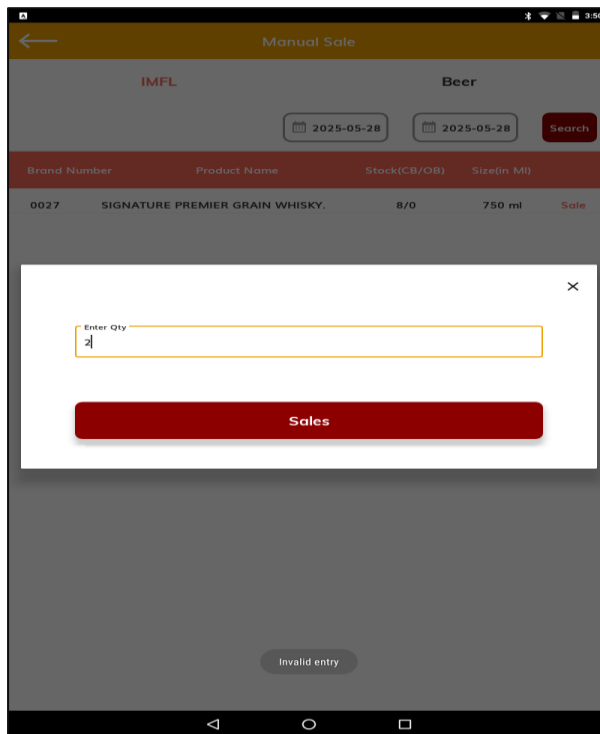
Retailer Indenting Process User Reference Manual

- In case the retailer receive any stock through brand barcode ,retailer can sale under manual sales tab.
- Enter the quantity.
- Click on the sales button.

Pic-1

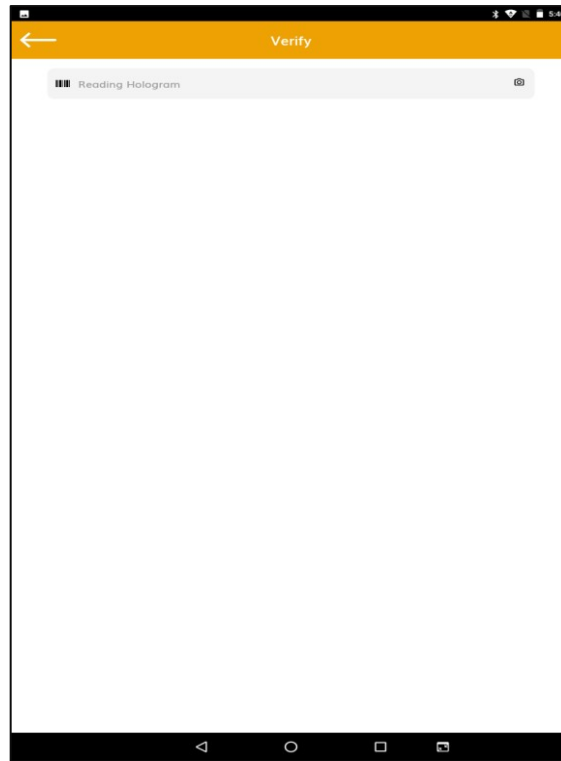


Pic-2



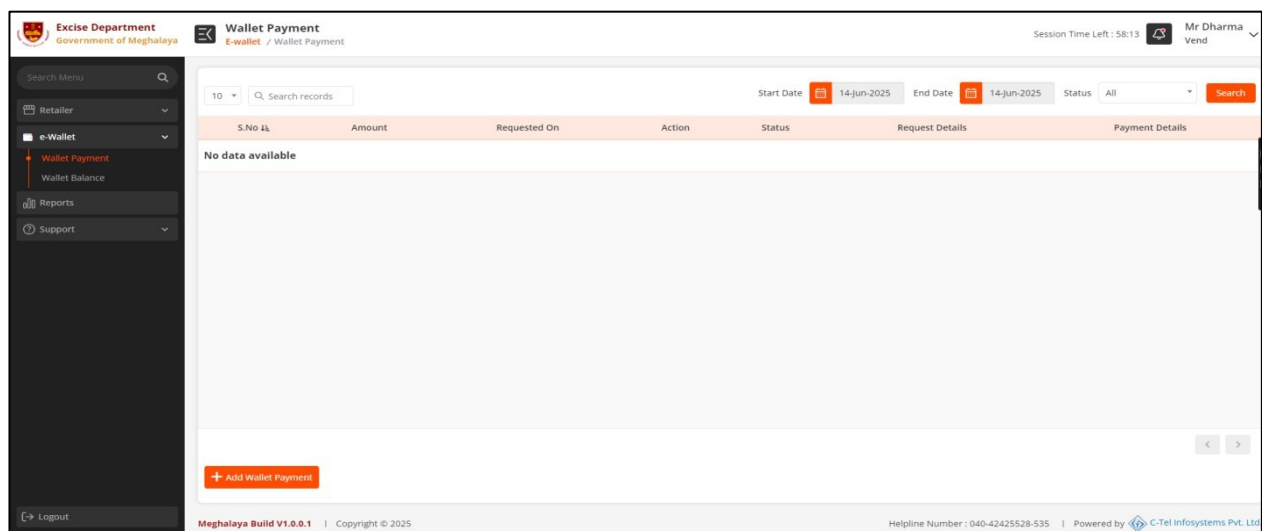
Retailer Indenting Process User Reference Manual

- Click the **Bottle Verification** button.
- If the user wants to verify the status of a bottle (e.g., **Sold, Unsold, Breakage, or Shortage**), proceed to scan the specific **hologram code**.



6.e-Wallet Process

- Click on the e-Wallet button.
- Click on the Wallet Payment button.



Retailer Indenting Process User Reference Manual

- Click on the +Add wallet payment.
- After clicking, a pop-up window titled **Add Wallet Payment** will appear, allowing the user to enter payment details.

The screenshot shows the 'Add Wallet Payment' pop-up window. The window has a title bar with a close button. Inside, there is a table with the following data:

Head Type	HOA Code	DDO Code	Amount
RLF	0039-00-104-06		0

Below the table are two buttons: 'Cancel' and 'Save'.

- User enter amount.
- Click on the save button.

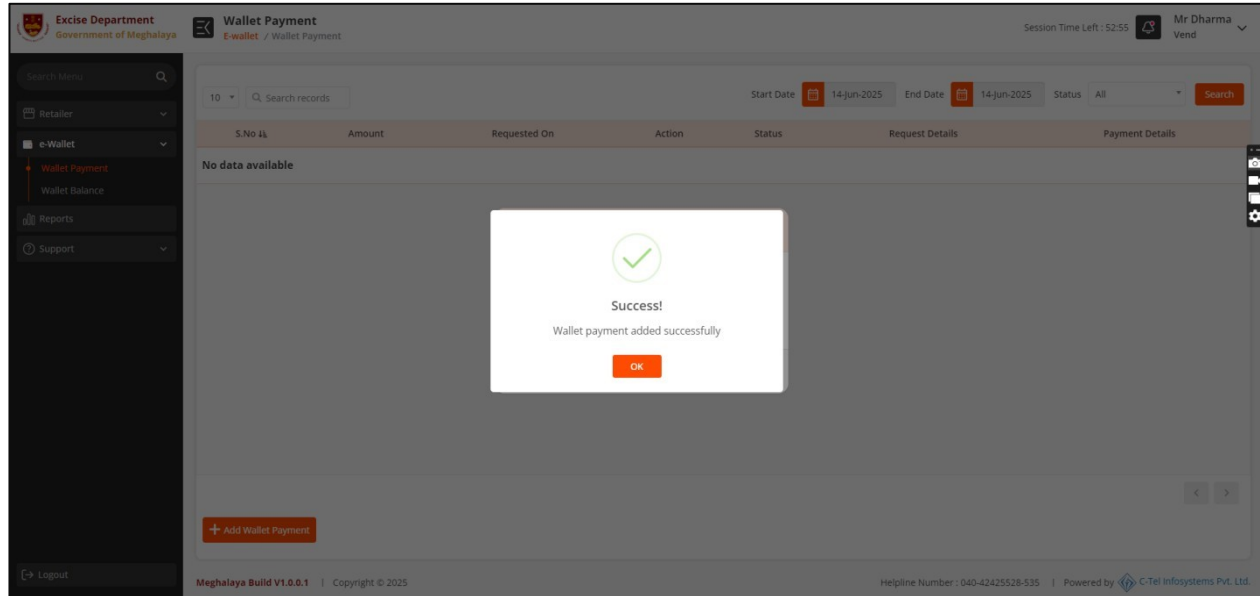
The screenshot shows the 'Add Wallet Payment' pop-up window. The window has a title bar with a close button. Inside, there is a table with the following data:

Head Type	HOA Code	DDO Code	Amount
RLF	0039-00-104-06		500

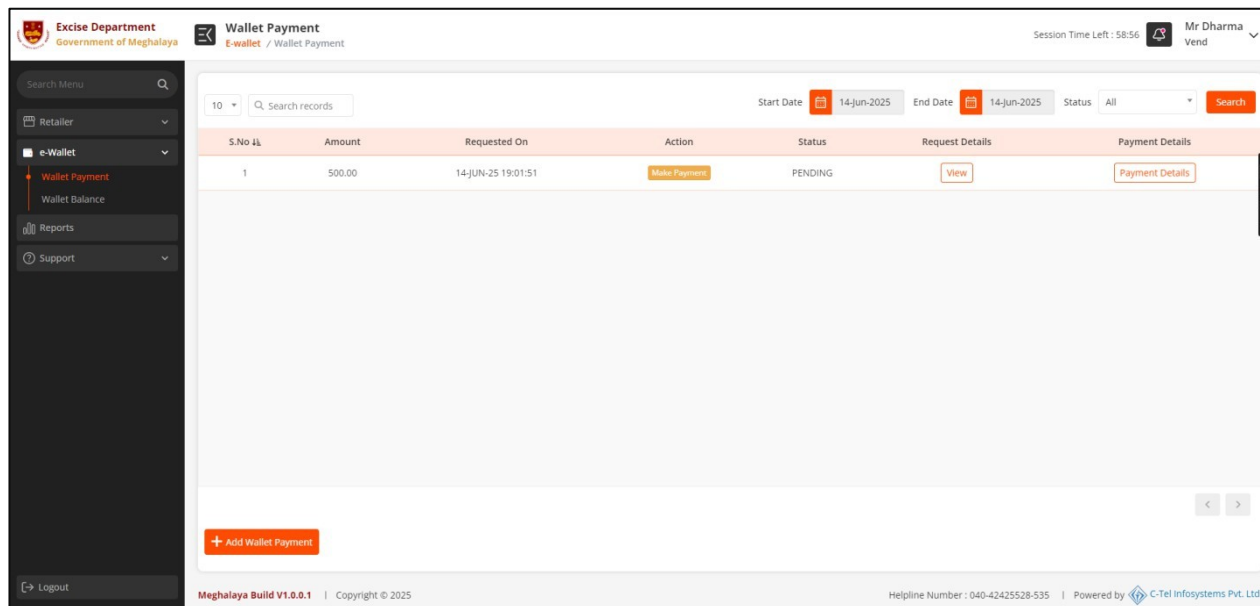
Below the table are two buttons: 'Cancel' and 'Save'.

Retailer Indenting Process User Reference Manual

- A confirmation popup will appear once the save is successful.

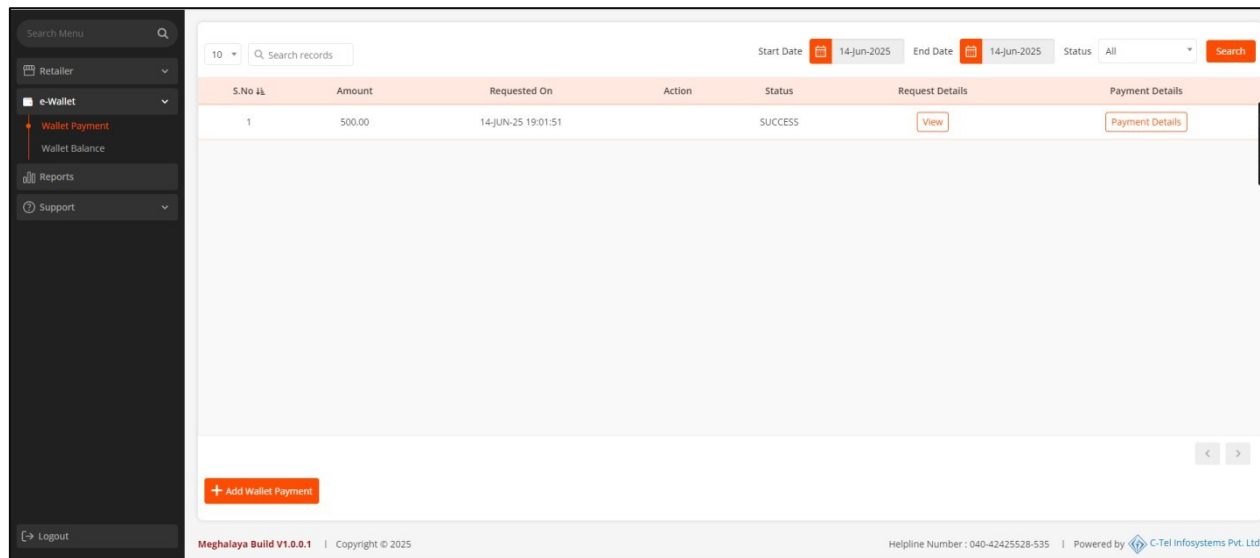


- Once the OK button is clicked, the user will be redirected to the wallet payment view page.

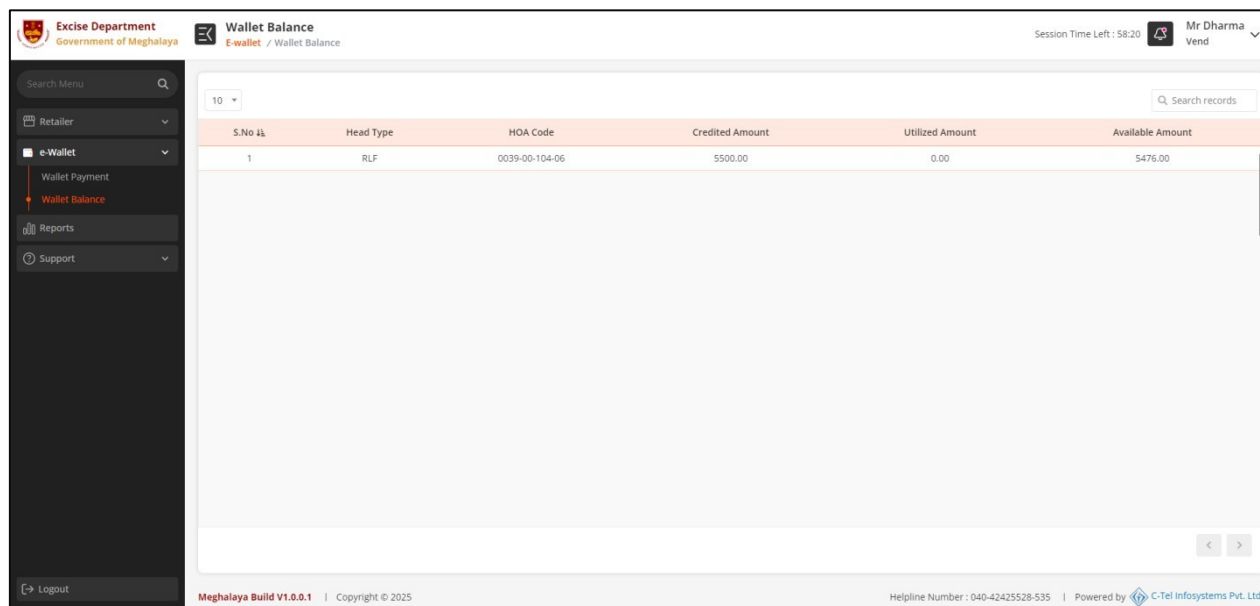


Retailer Indenting Process User Reference Manual

- Click on the make payment link.
- The system will redirect you to the bank's payment gateway page, where you can complete the transaction using internet banking, debit card, credit card.
- After payment success the user can see the status "Success".



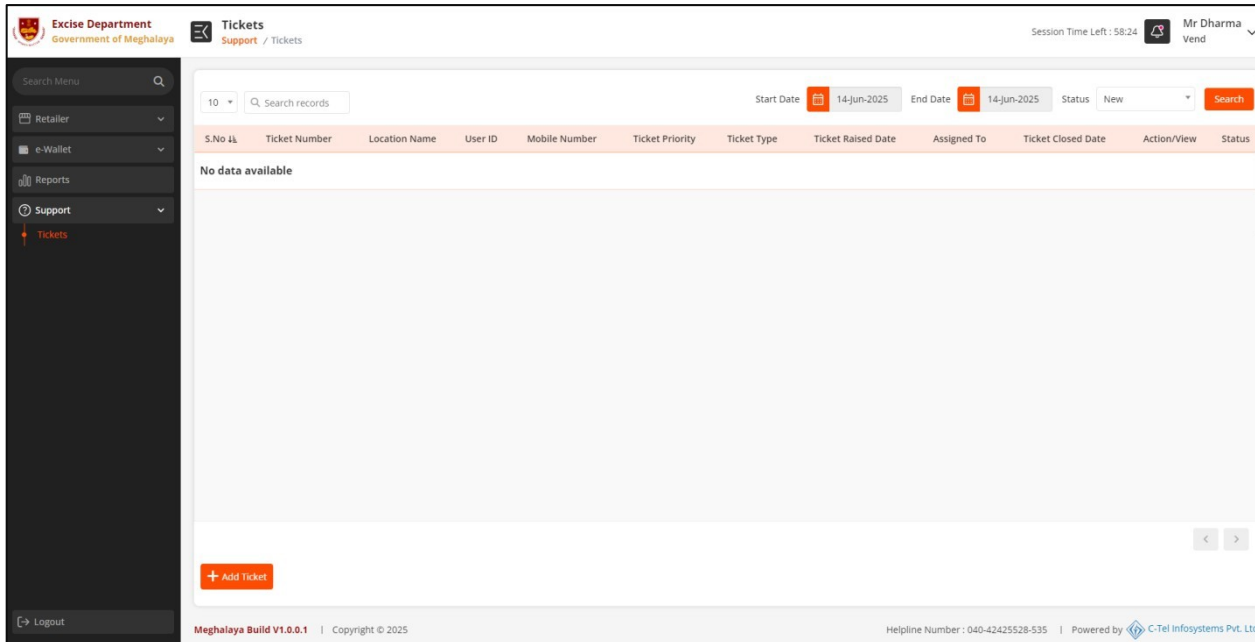
- Click on the Wallet Balance button.
- The user will be able to view the amount they intend to add to their wallet.



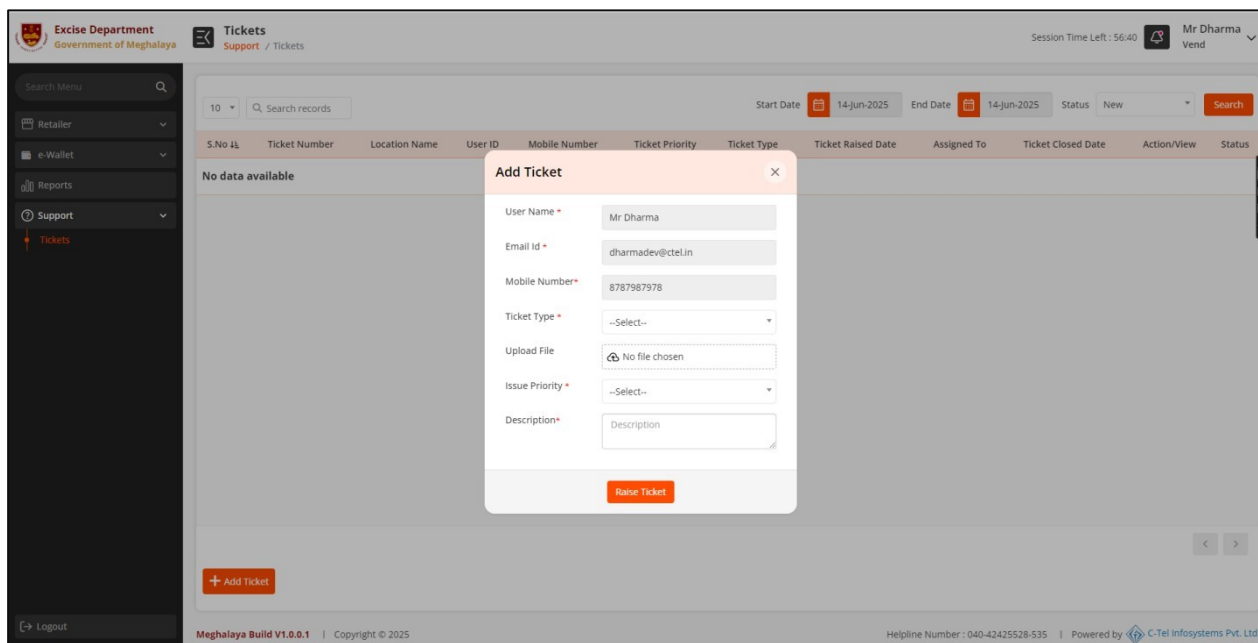
Retailer Indenting Process User Reference Manual

7. Support Process

- Click on the support tab.
- Click on the Tickets tab.

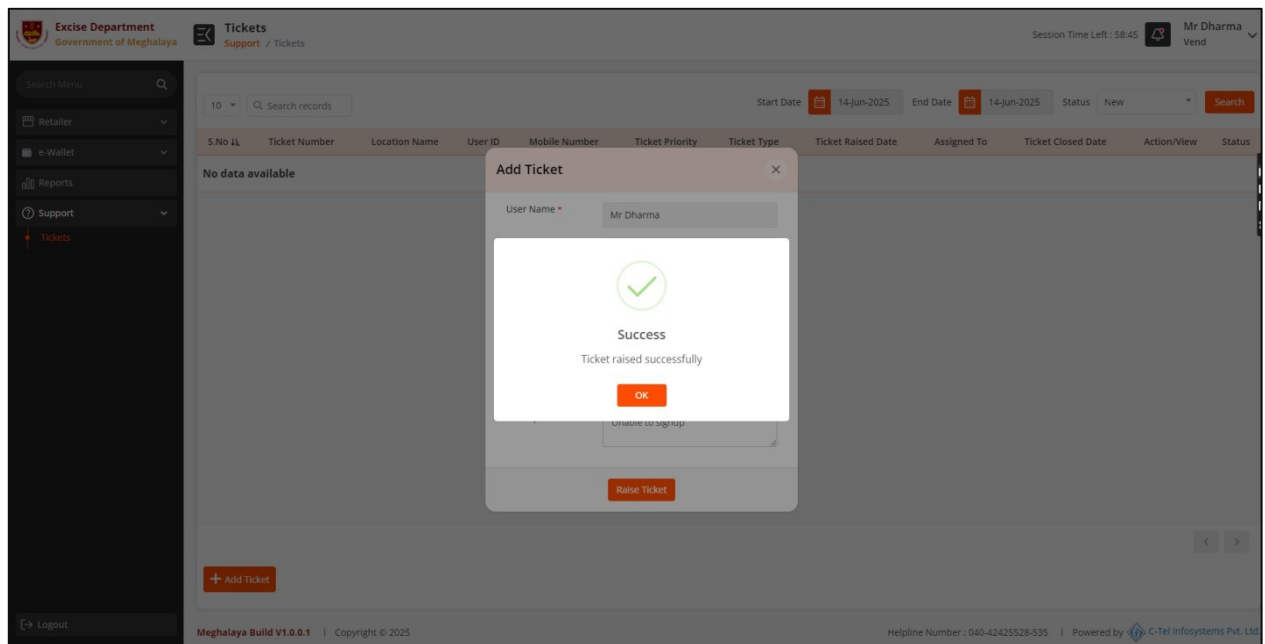


- Click on the +Add Ticket tab.
- After adding, the user can view the ticket details.

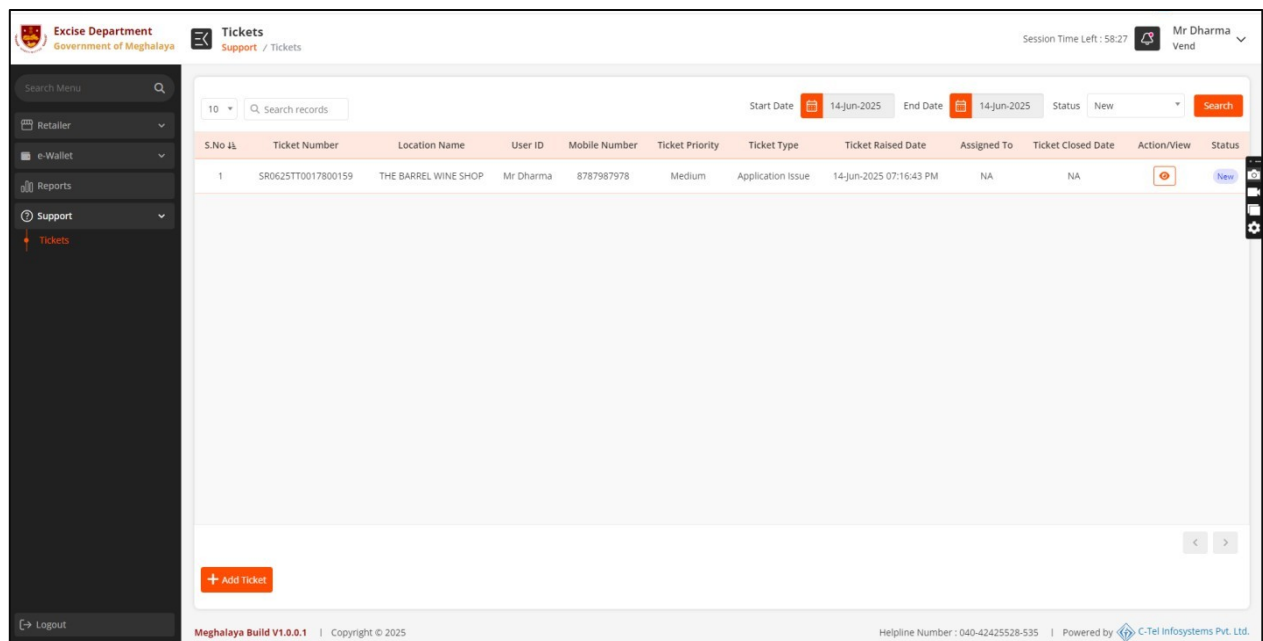


Retailer Indenting Process User Reference Manual

- The user fill all the details and click on the raise ticket button.
- Click on the yes button.
- A confirmation popup will be displayed after the click.



- Once the OK button is clicked, the system navigates the user to the ticket view page.



Thank You