Retailer Indenting Process User Reference Manual

Excise Department
Government of Meghalaya

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Hyderabad || Telangana

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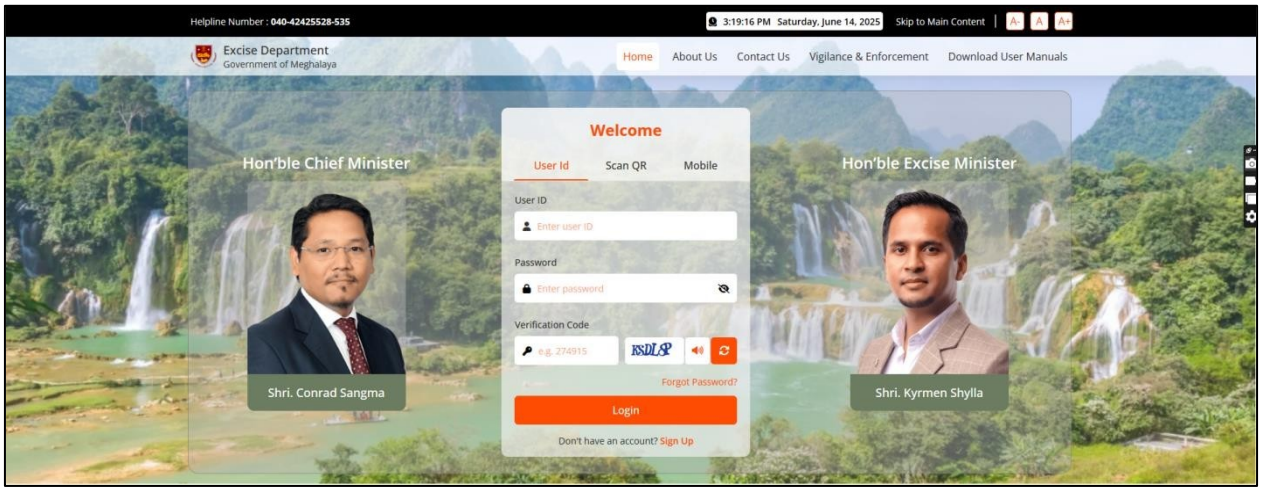
Retailer Indenting Process User Reference Manual

1. Introduction

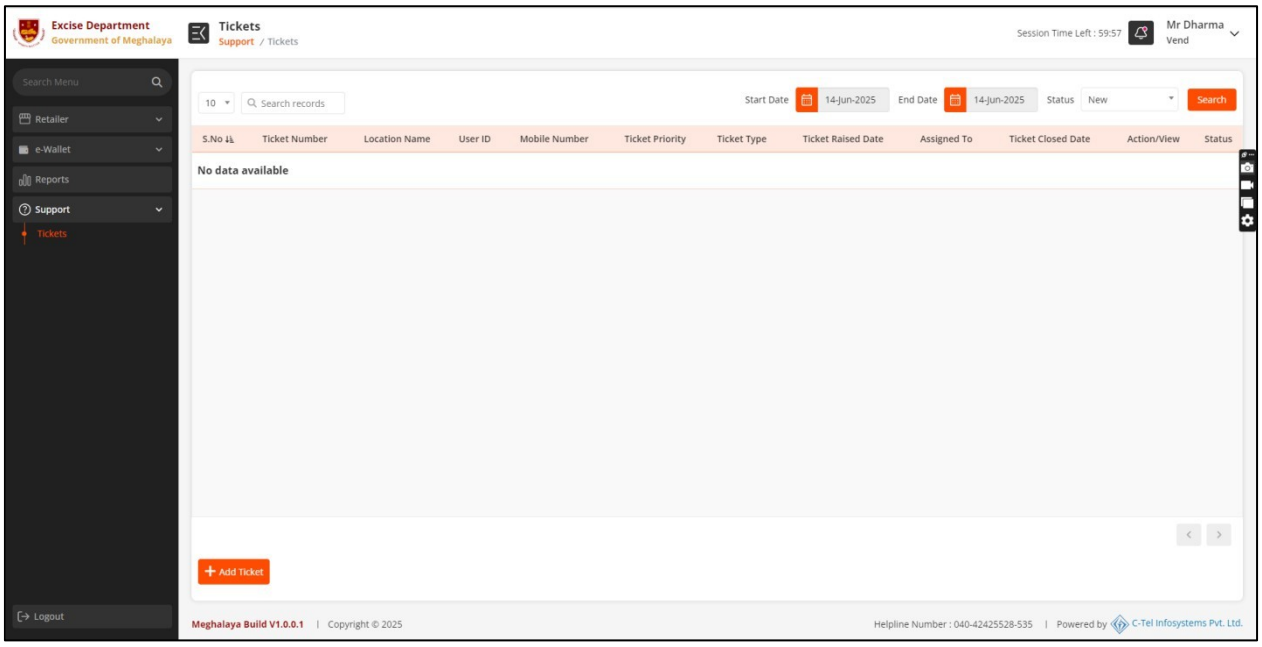
Product Name: IEMS
Module: Retailer
Version: 1.0
Release Date:14-06-2025
Prepared By: Dharmadev Khatua
Overview: The Retailer module in IEMS is designed to manage and streamline the operations of alcohol retailers operating under a Wine Shop license. This module allows licensed retailers to manage daily 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

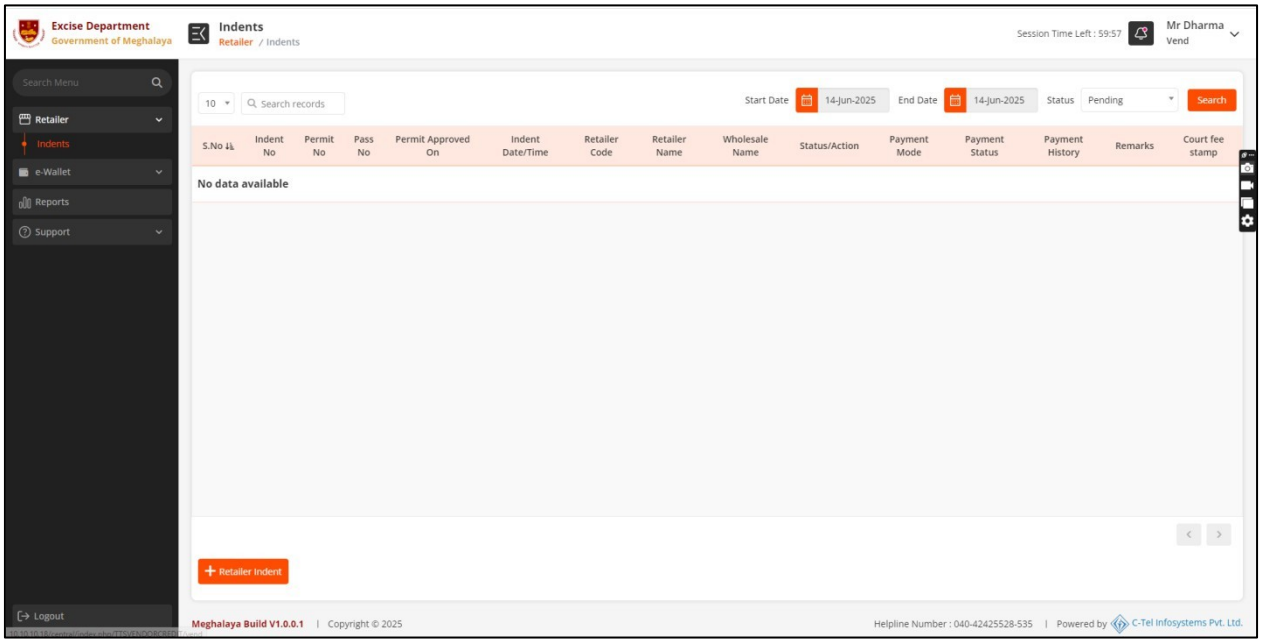
- Enter your User ID and Password in the respective fields.
- Enter valid captcha in the respective fields.
- Click the login button to access the application dashboard.



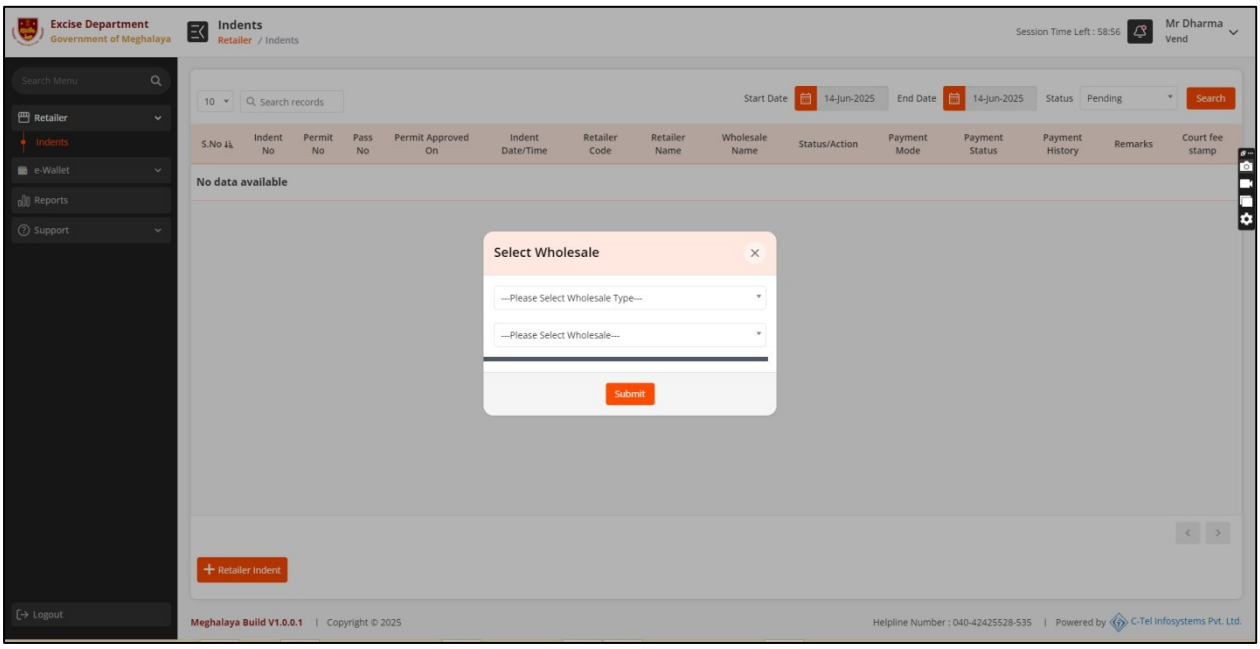
- Upon successful login to the application, the screen will display the following tabs.



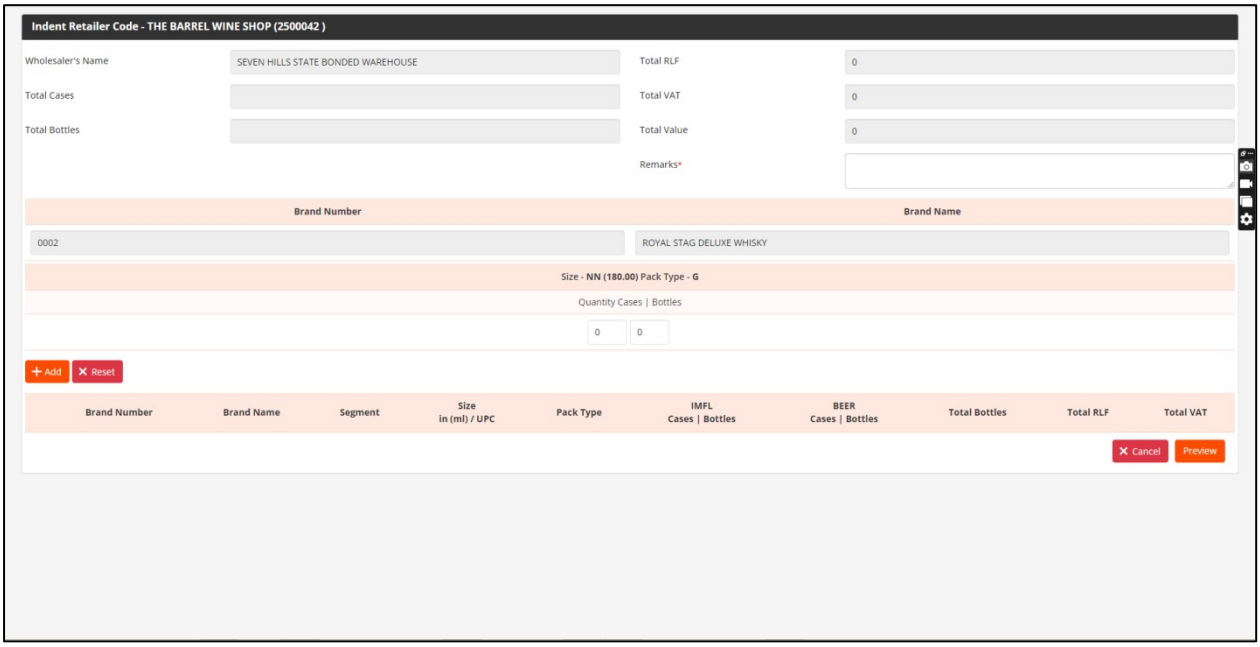
- The user clicks on the Retailer tab.
- Then, the user clicks on the +Retailer Indent tab.



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



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

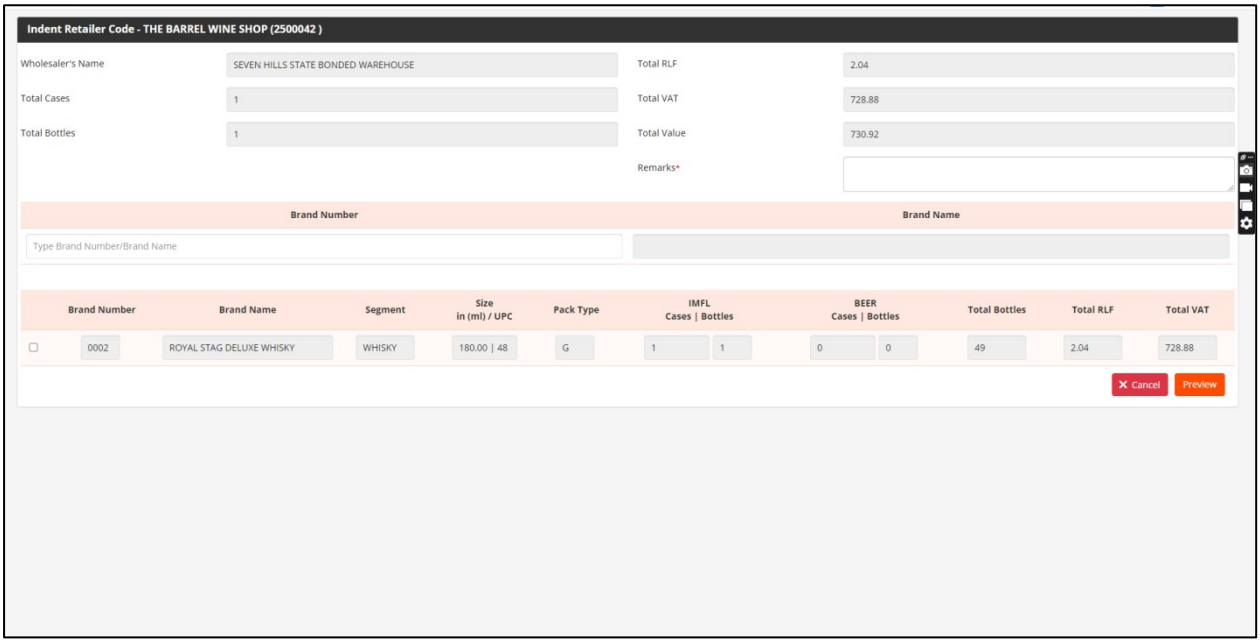


- Enter the brand number in the designated text field.
- Choose the desired brand from the list that appears after entering the brand number.
- Enter Quantity Details:

  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.

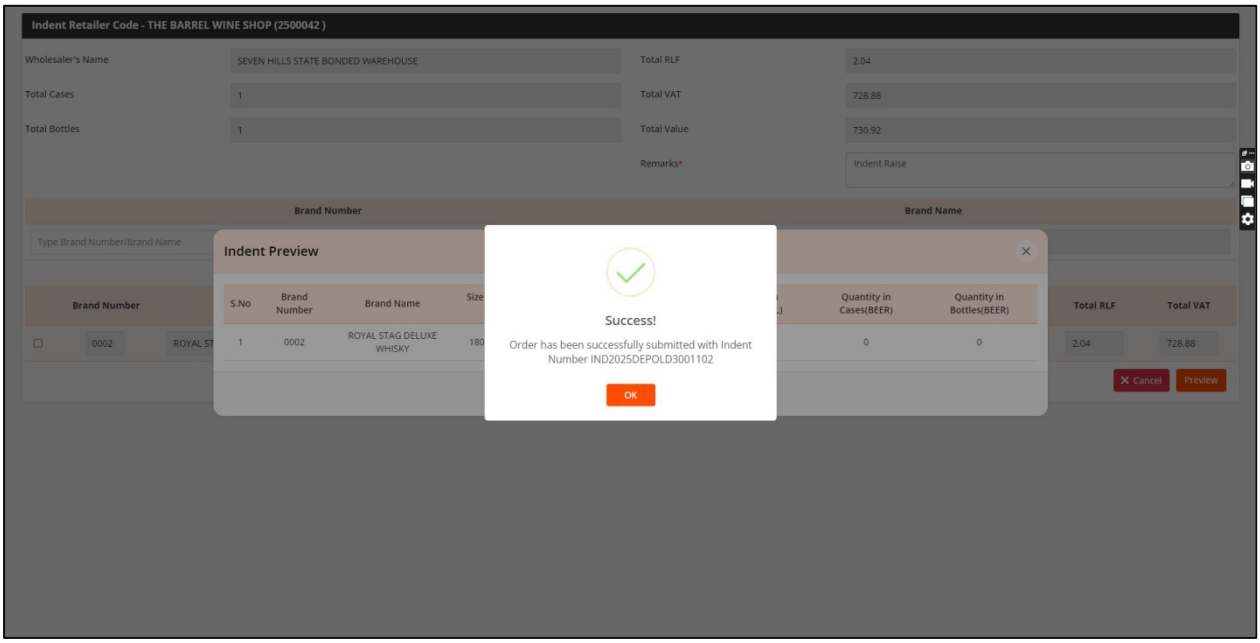
  Note: You can enter values in both fields — cases and bottles — simultaneously. The system will handle the combined quantity accordingly.

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

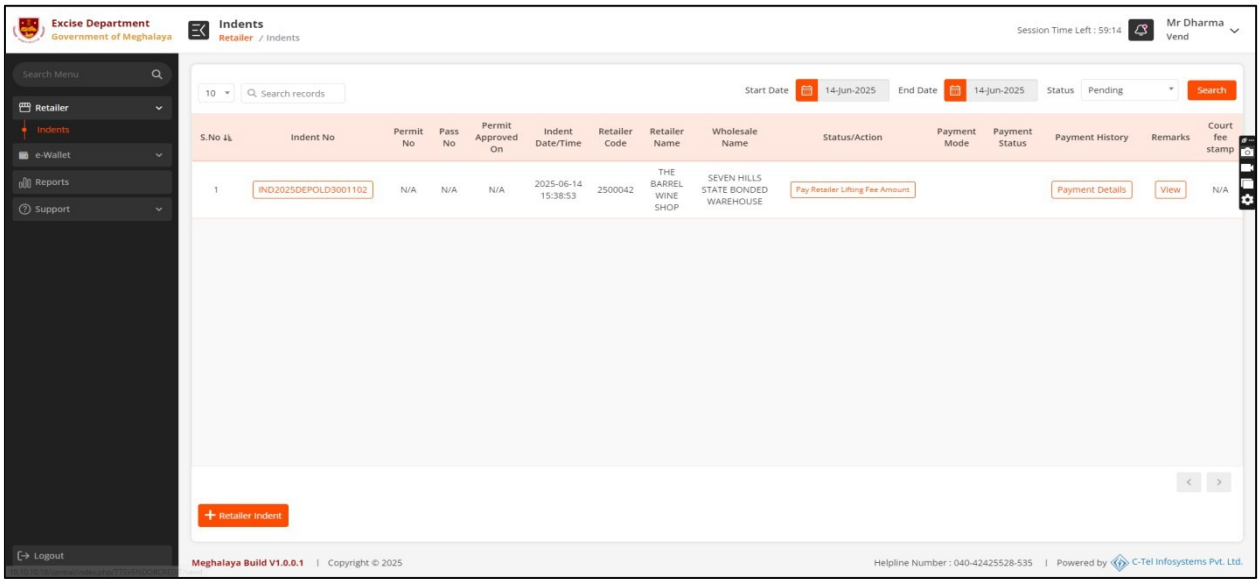


- The system will display all relevant brand details automatically on the screen.
- Click on the preview button.

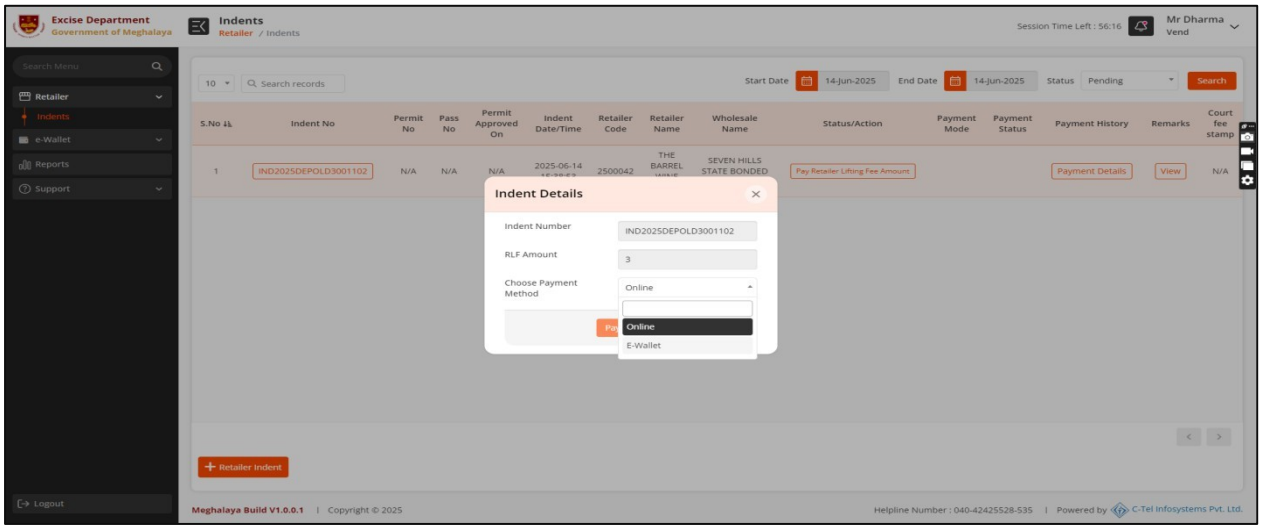
- After clicking the "Save" button
  - If the indent is saved successfully, a confirmation pop-up message will be displayed on the screen.
- Click on the OK button.



- 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.

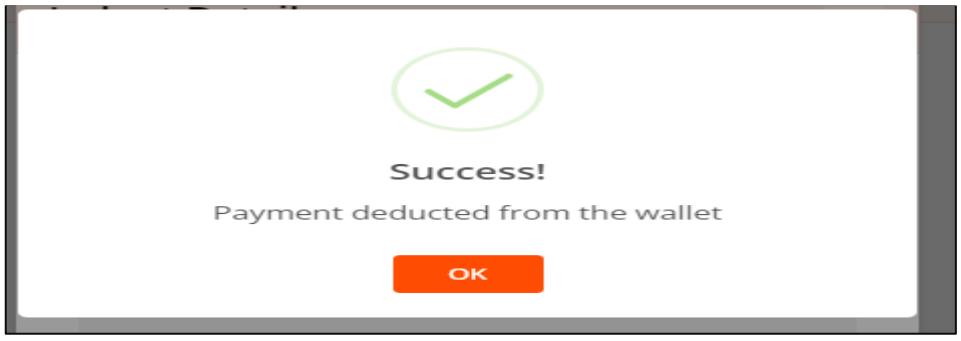


- Click on the “Pay Retailer Lifting Fee Amount” button
- Select the Payment Method :
  Choose either “Online” or “e-Wallet” as your preferred mode of payment from the available options.

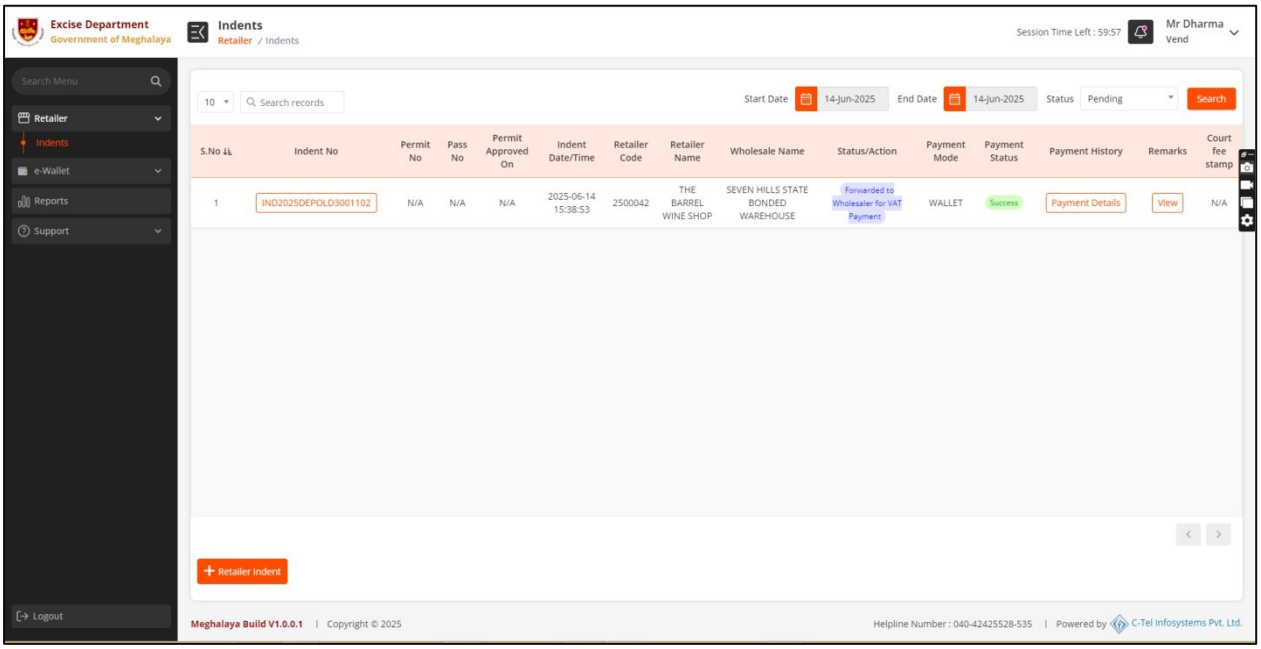


- If “Online” is selected as the payment method:
  1. Click on the “Pay Amount” button.
  2. The system will redirect you to the bank's payment gateway page, where you can complete the transaction using internet banking, debit card, credit card.

- 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.



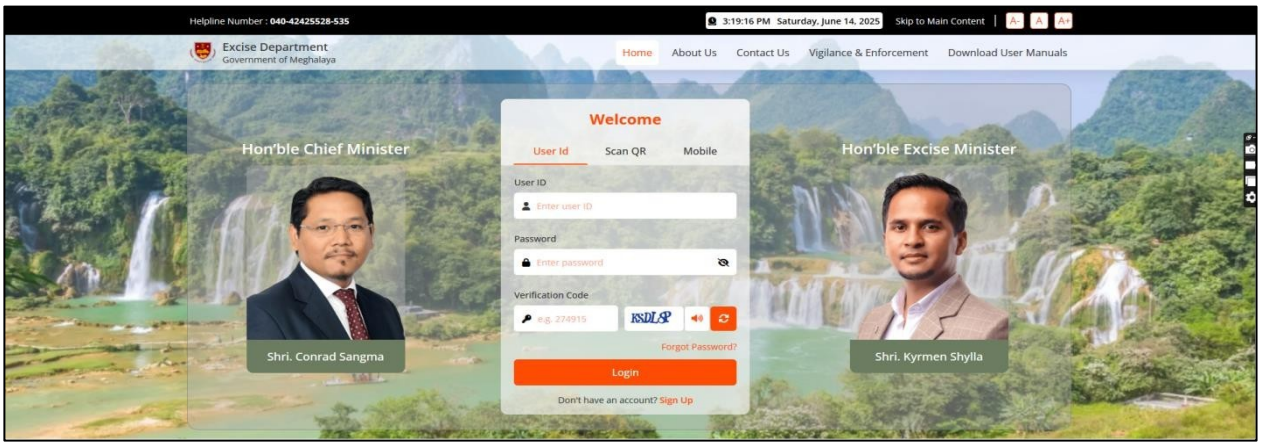
- Click on the "OK" button in the confirmation pop-up
  1.The system will automatically redirect the user to the Retailer View page, where all previously created indents can be viewed and managed.
- After successful RLF payment



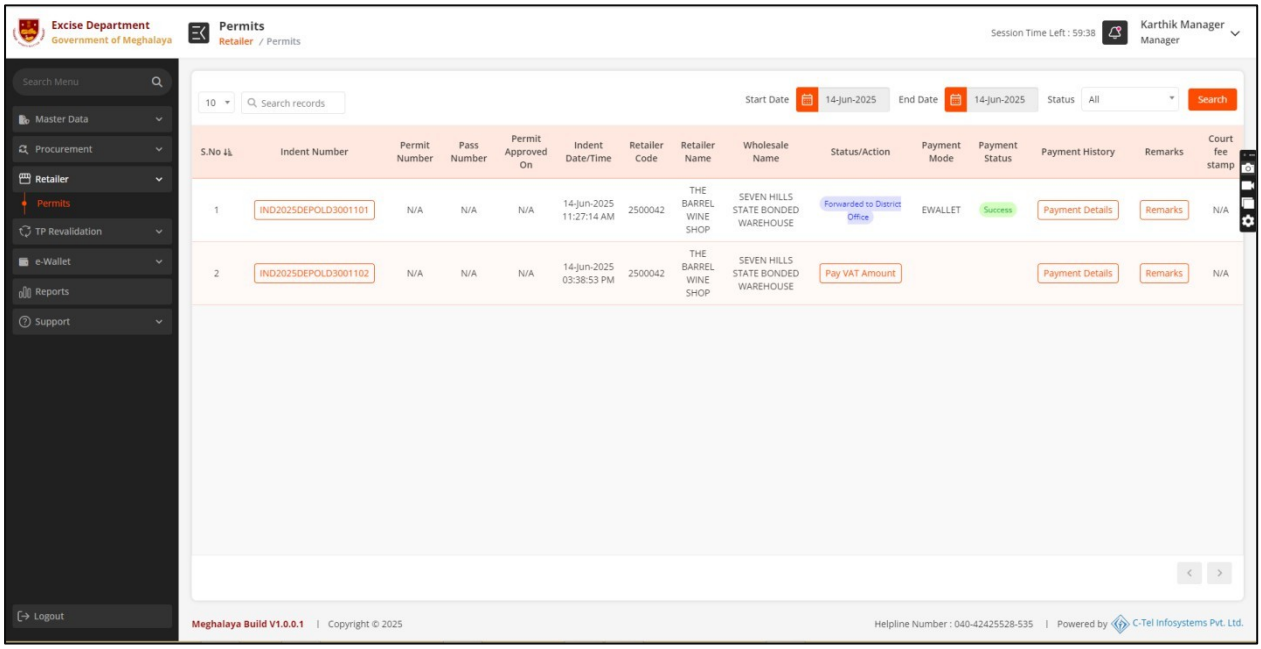
2.The indent will be automatically forwarded to the SBW (State Bonded Warehouse) for further processing.

3.SBW (State Bonded Warehouse)

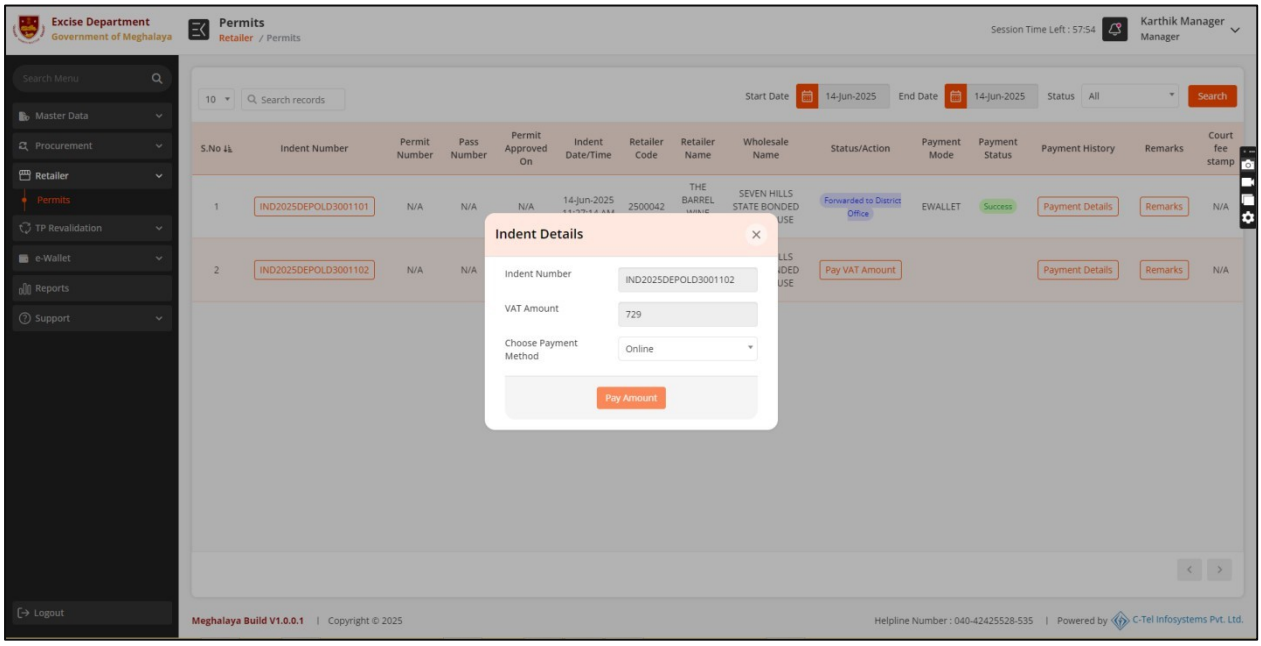
- The SBW Manager must enter their User ID and Password in the respective fields.
- Enter the valid captcha in the respective fields.
- Click the login button to access the application dashboard.



- 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.



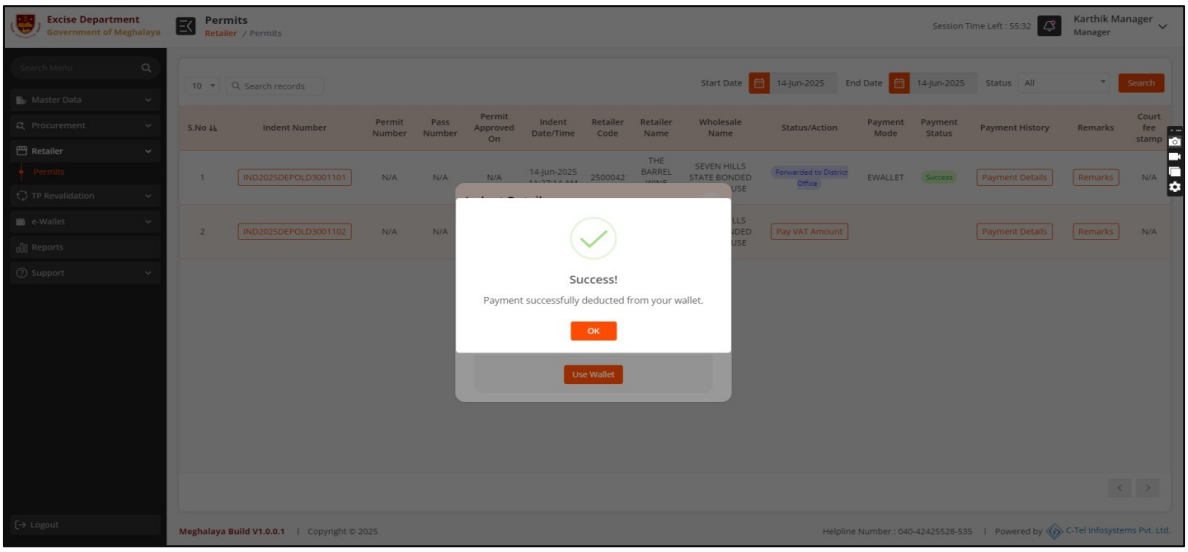
- Click on the "Pay VAT Amount" button.



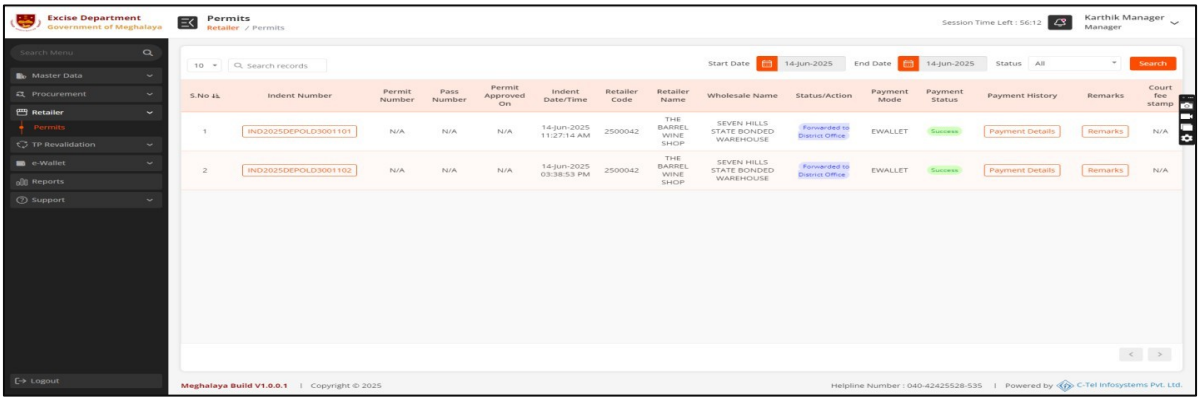
- If “Online” is selected as the payment method:
- Click on the “Pay Amount” button.

  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.

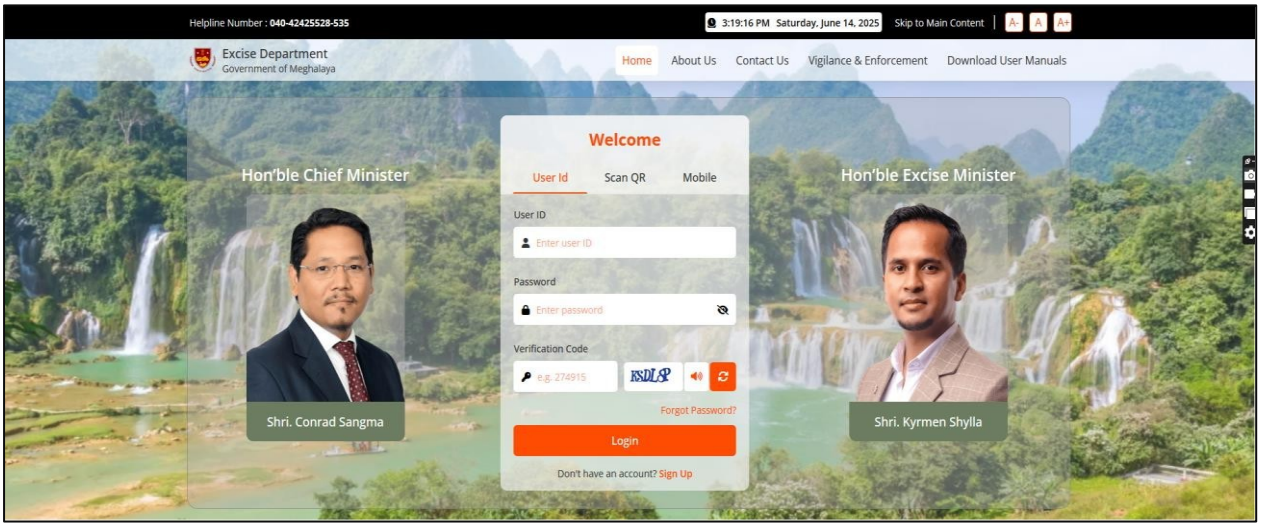


- After clicking OK button ,the SBW manager will be redirected to the indent view page.
- The indent will be automatically forwarded to the District Office.

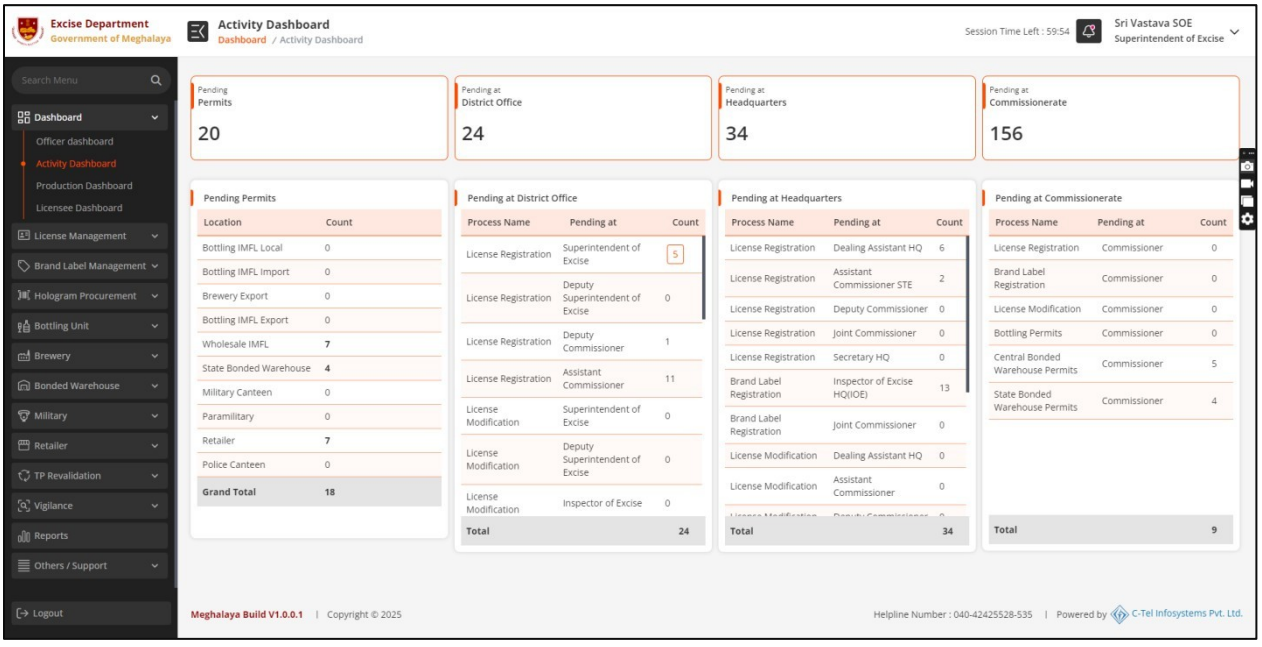


4. District Office

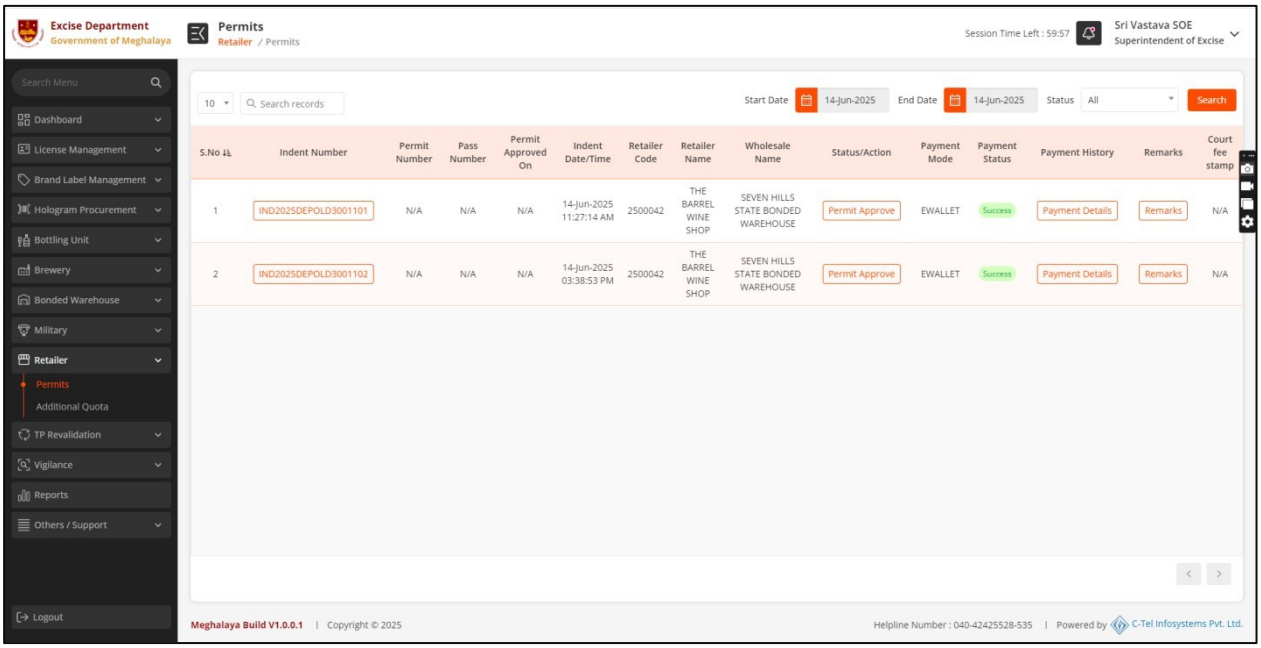
- The District Officer must enter their User ID and Password in the respective login fields on the login screen.
- Enter the valid captcha in the respective fields.
- Click the login button to access the application dashboard.



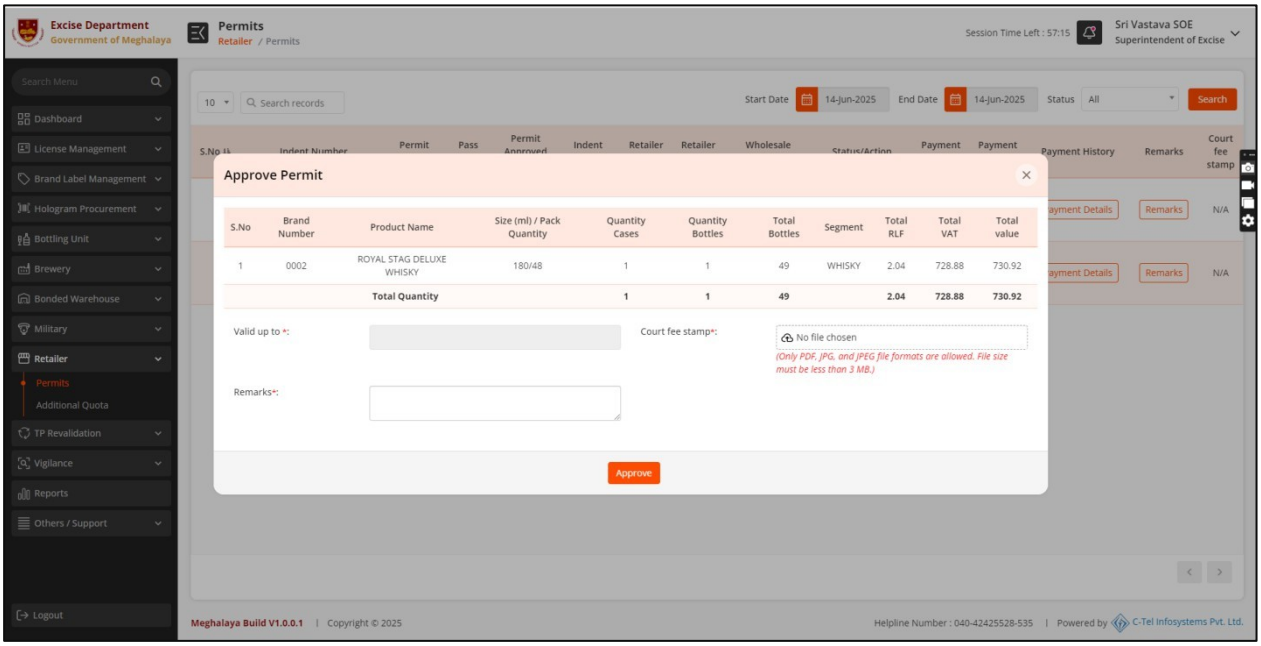
- Upon successful login to the application, the screen will display the following tabs.



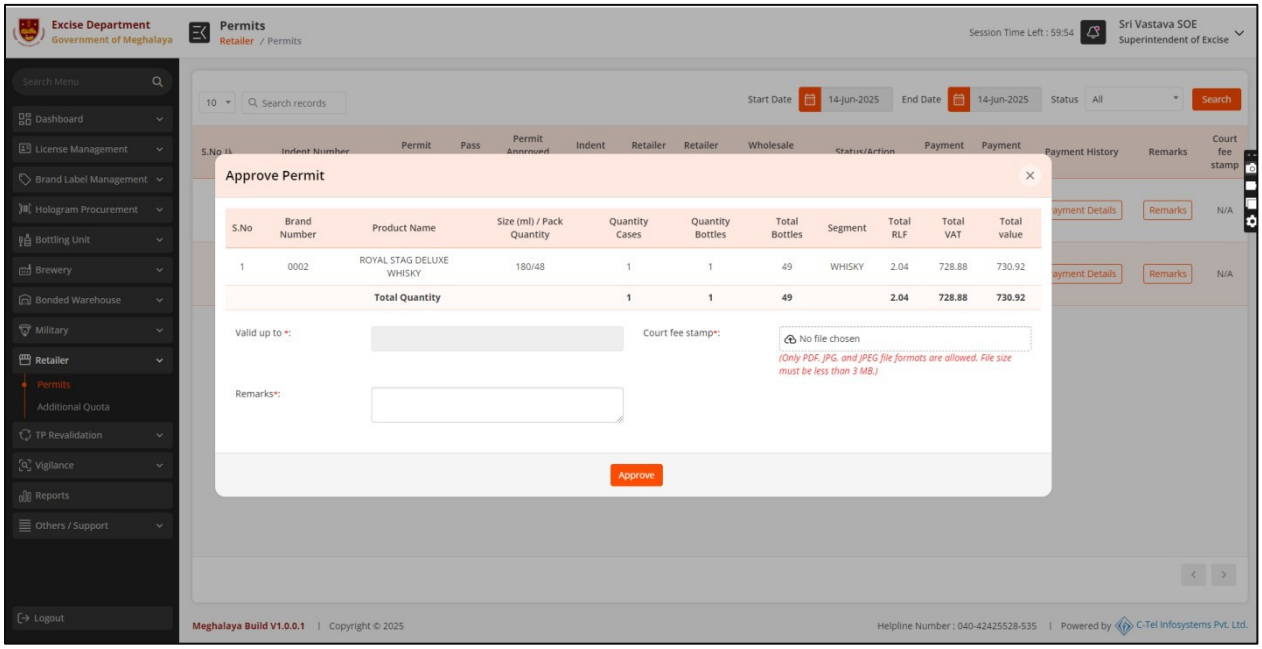
- Click on the retailer tab.
- Click on the permits tab.
- After clicking, the District Officer will be redirected to the Indent View page.
- Here, all received indents from retailers will be listed.



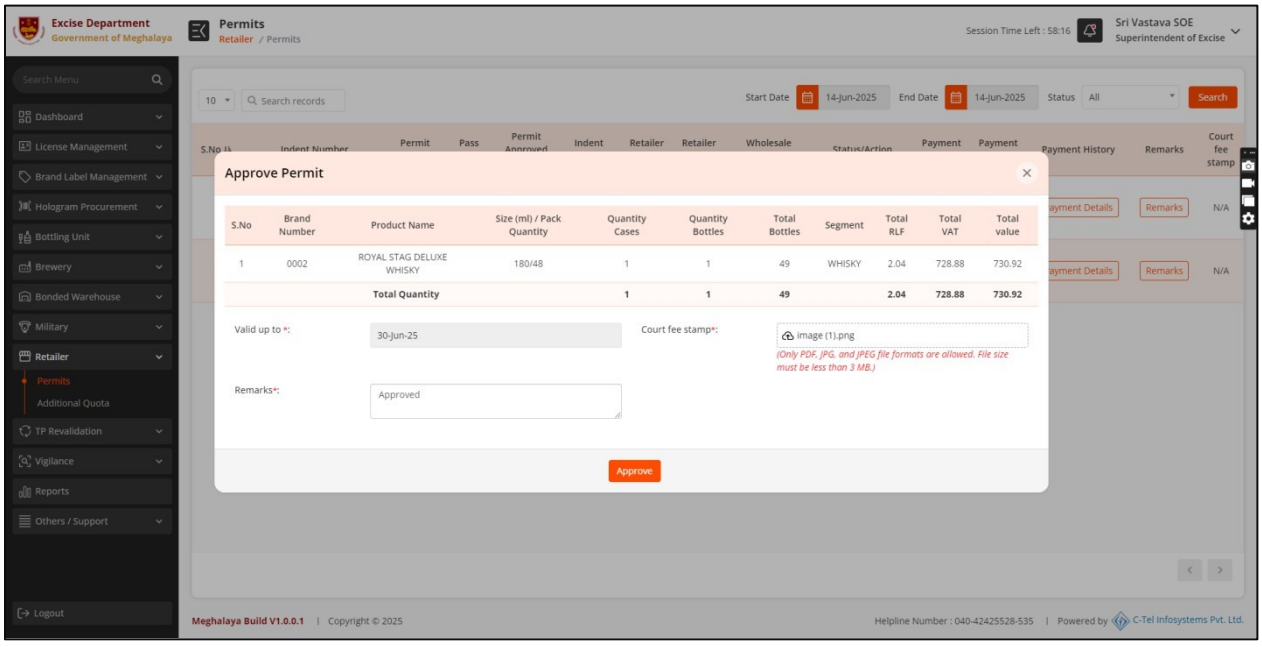
- Click the "Permit Approve" button to initiate the approval process.
- Once clicked, the system navigates the District Officer to the Approve Permit view page, displaying the permit details for review and further action.



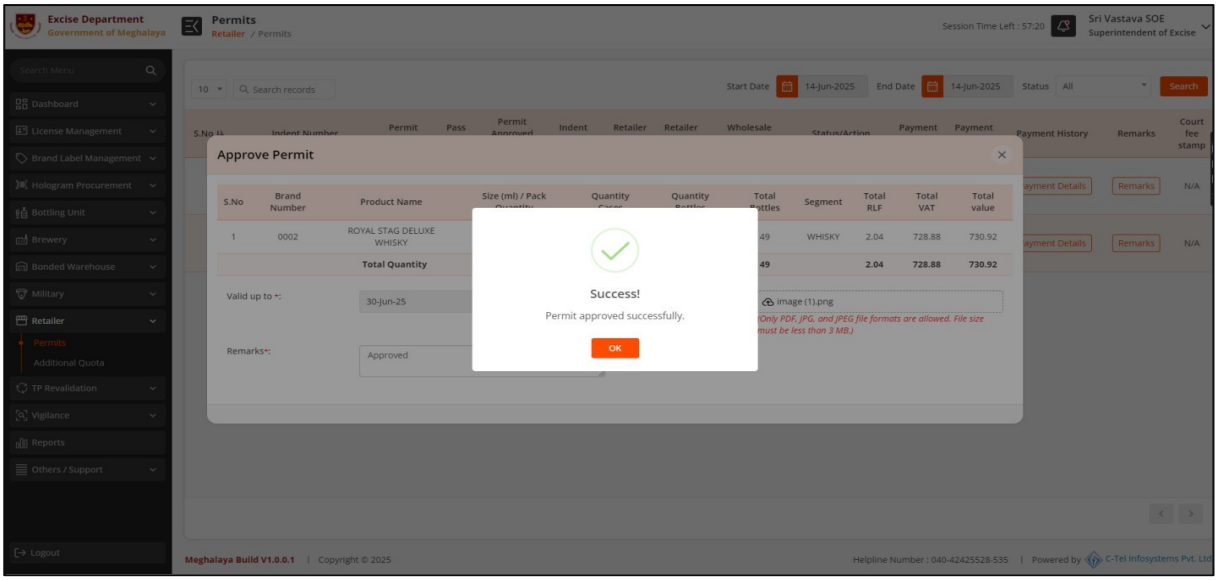
- Select valid up to date.
- Enter the remarks.
- Upload Court fee stamp.



- Click on the approve button.



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

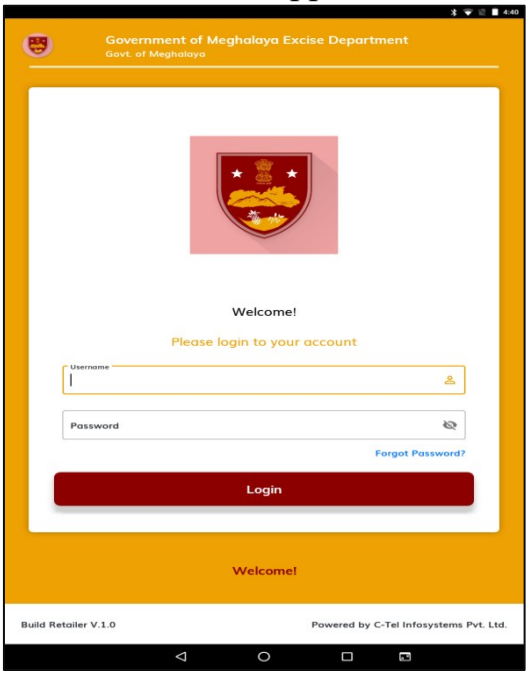


- Once the permit is issued, the application is automatically forwarded to the SBW (State Bonded Warehouse) for shipment processing.

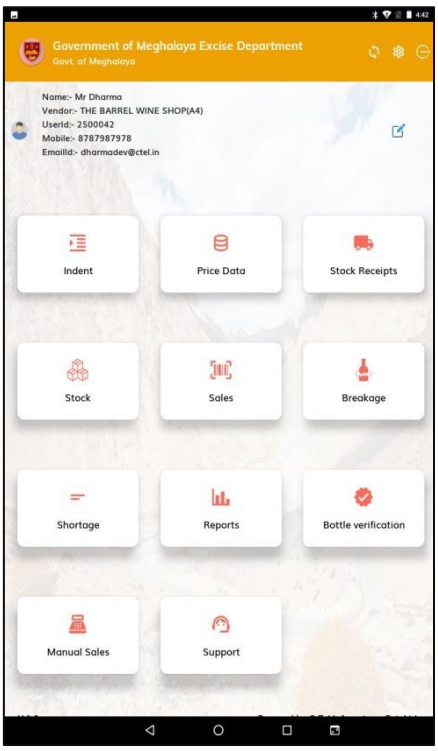
5.Receiving Workflow in the Tabletop Interface:

Login Page:

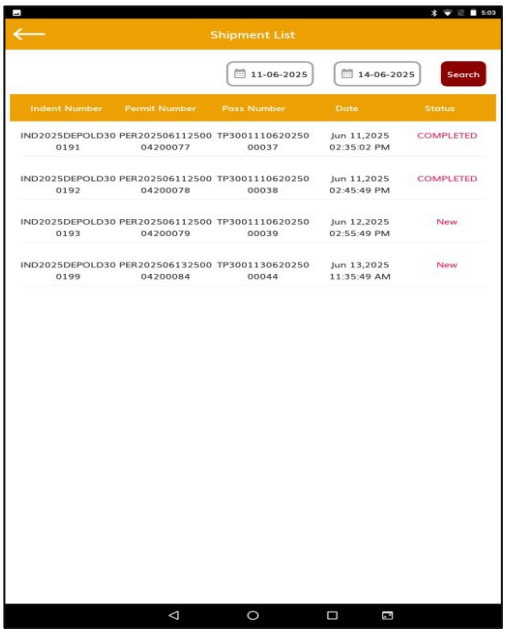
- The retailer enters their User ID and Password in the designated login fields.
- Click the login button to access the application dashboard.



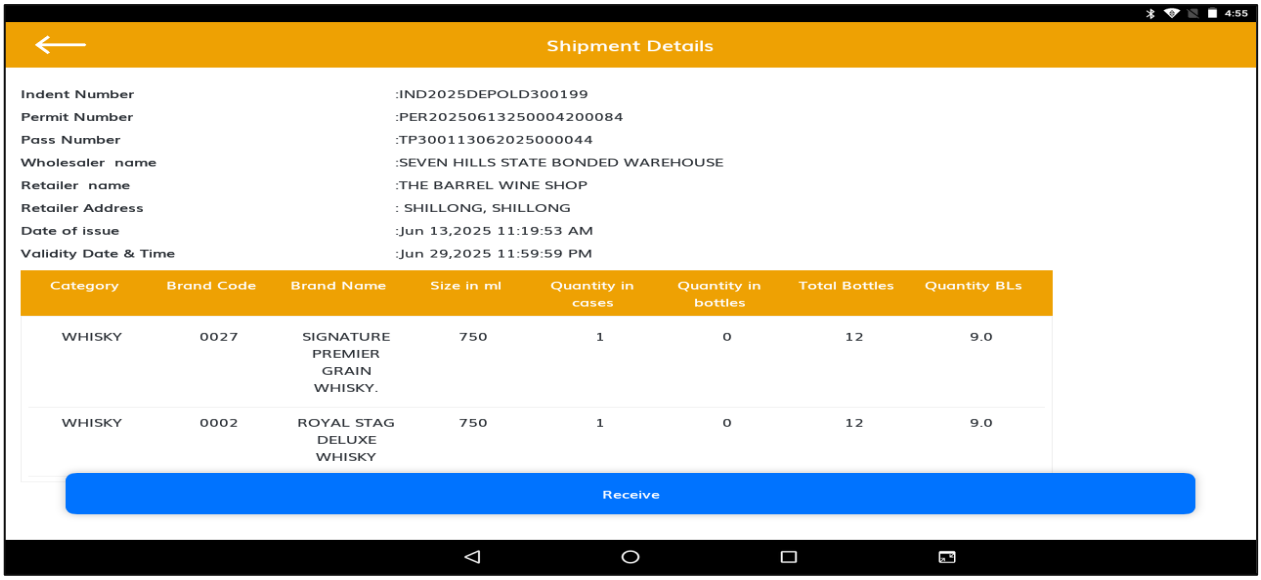
- Upon successful login to the application the screen will display the following tabs.



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

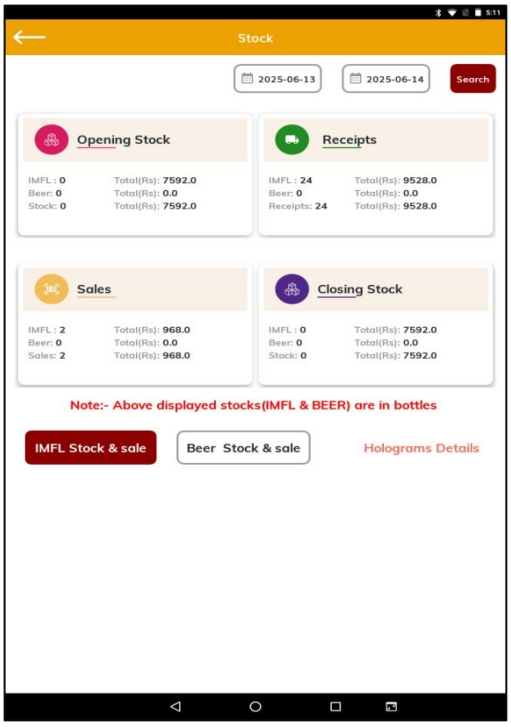


- After clicking on the new link, the user can view shipment details view page.
- Click on the Receive button.

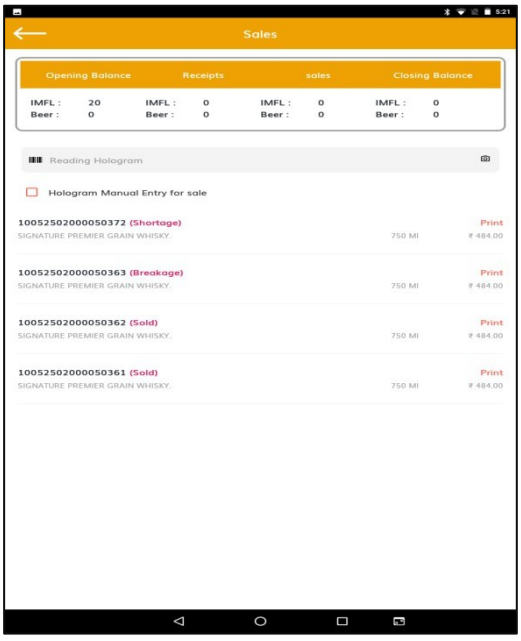


- After the stock is received, the status will update to **"Completed"**.

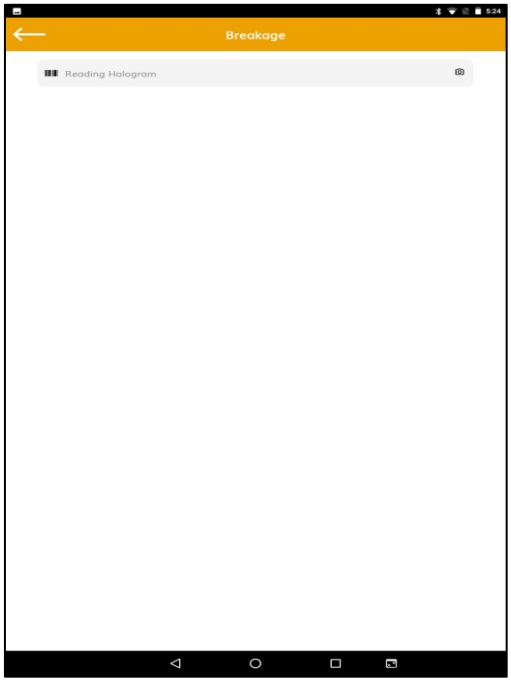
- Click on the stock button.
- Retailer can view Opening Stock,Closing Stock,Receipts and Sales.



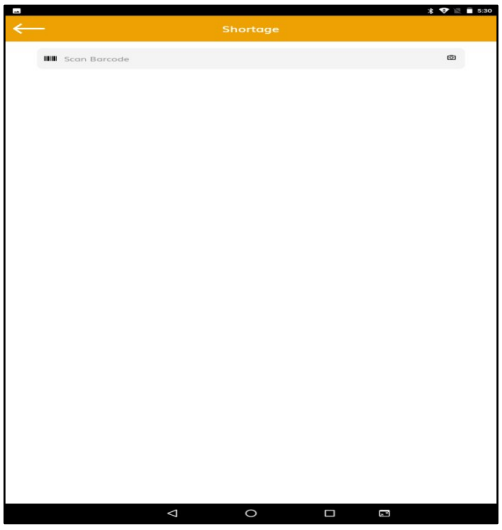
- Click on the sales tab.
- Under the **Sales** tab, the user can sell bottles by scanning or entering the **hologram code**.



- 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.

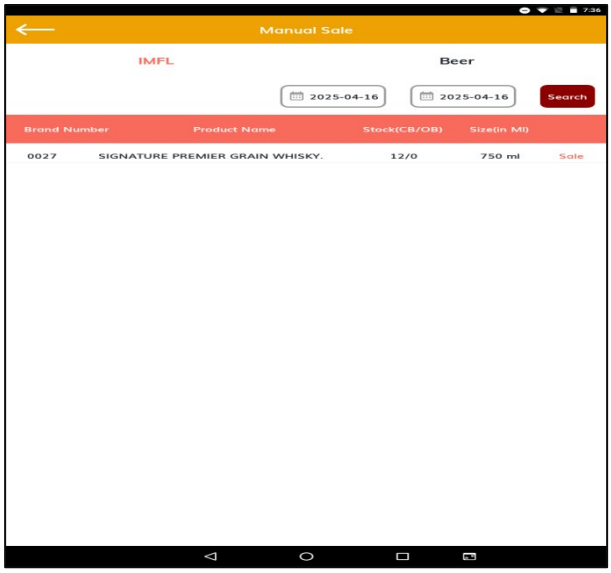


- In case of a bottle shortage, the user must scan the specific **case barcode** under the **Shortage** section and mark the corresponding **hologram codes** for the missing bottles.
- Click on the shortage.

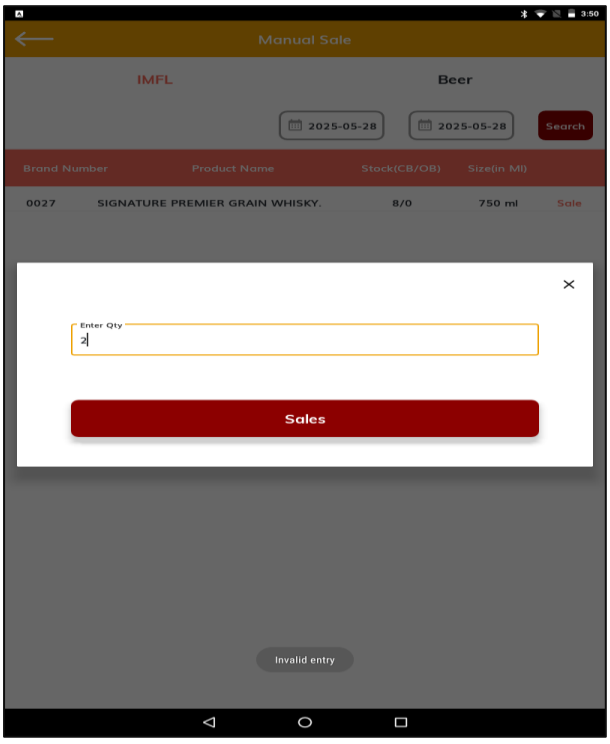


- In case the retailer receive any stock through brand barcode ,retailer can sale under manual sales tab.
- Enter the quantity.
- Click on the sales button.

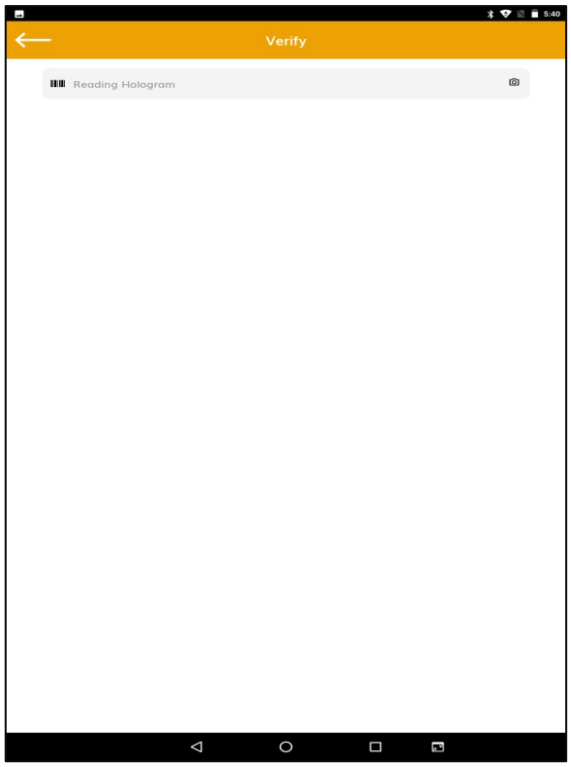
Pic-1



Pic-2

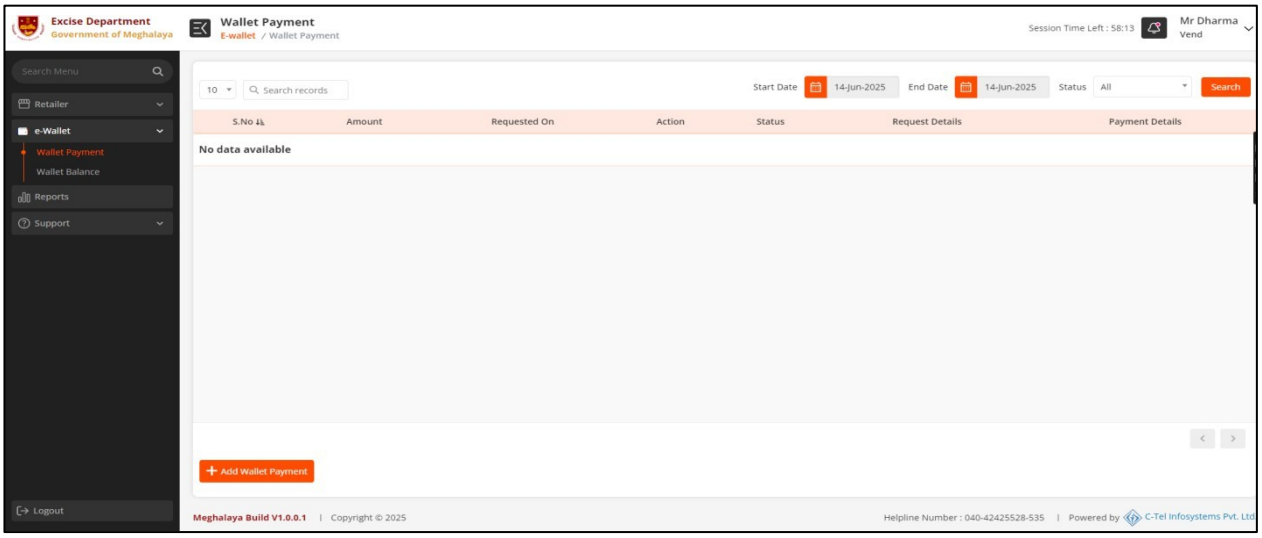


- Click the **Bottle Verification** button.
- If the user wants to verify the status of a bottle (e.g., **Sold**, **Unsold**, **Breakage**, or **Shortage**), proceed to scan the specific **hologram code**.

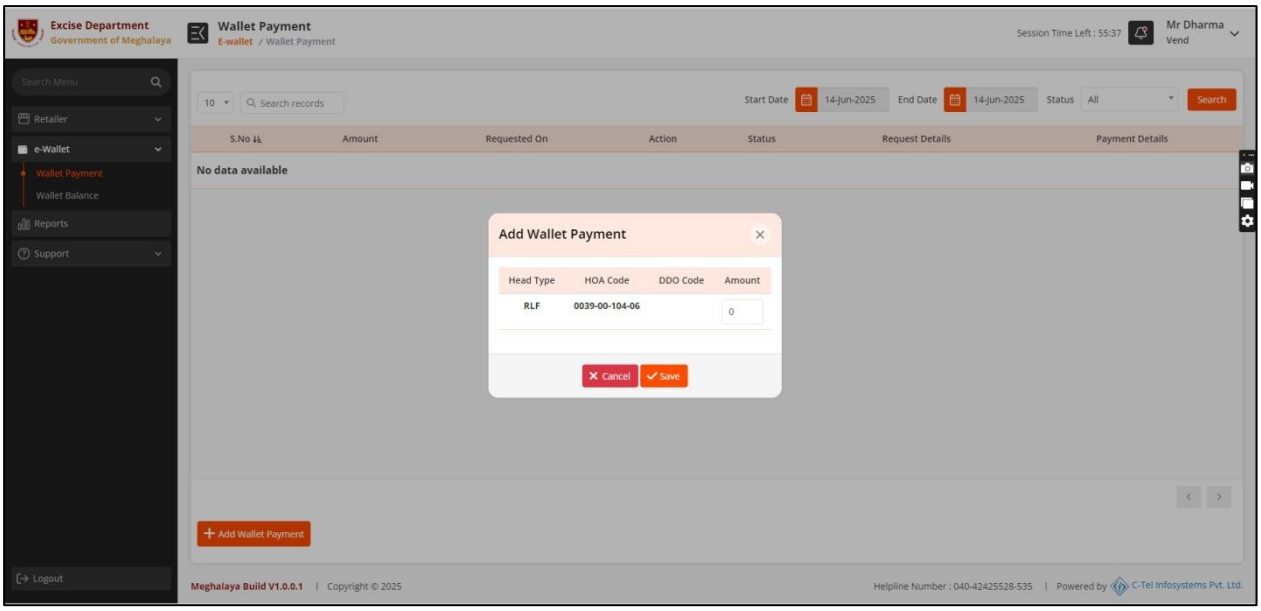


6.e-Wallet Process

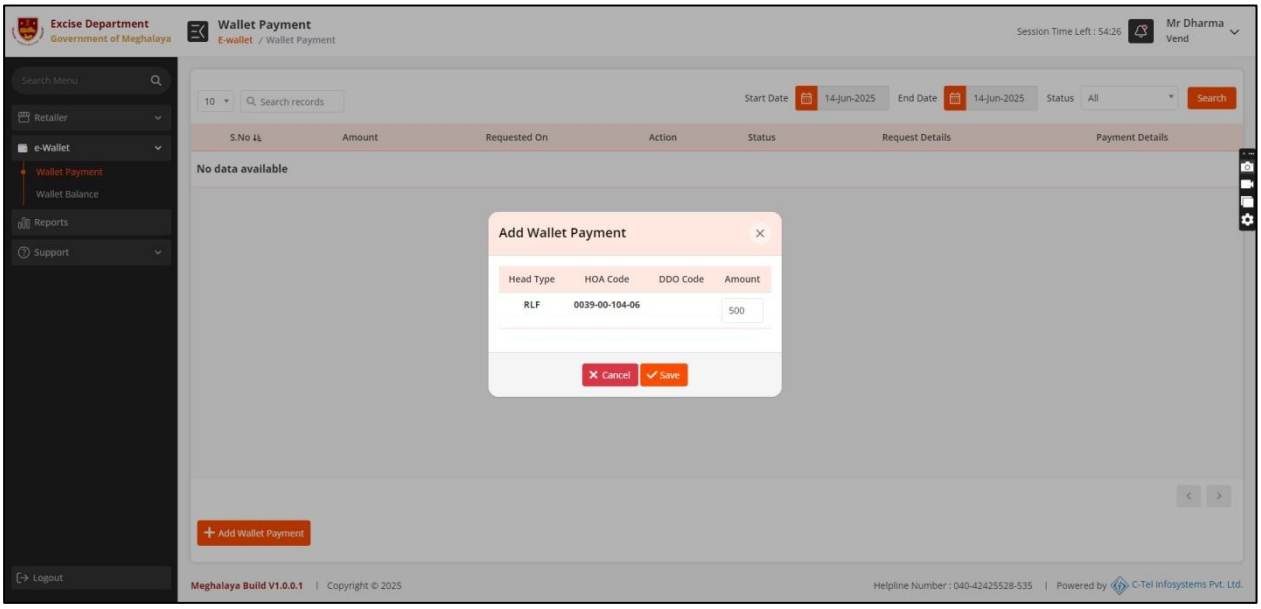
- Click on the e-Wallet button.
- Click on the Wallet Payment button.



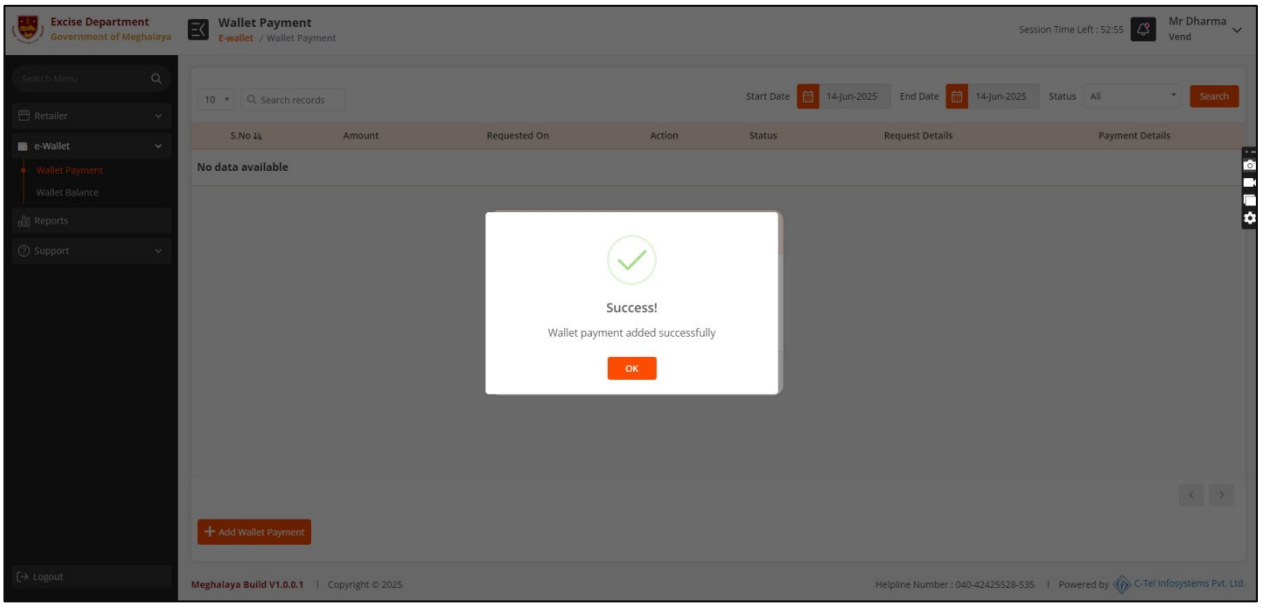
- Click on the +Add wallet payment.
- After clicking, a pop-up window titled **Add Wallet Payment** will appear, allowing the user to enter payment details.



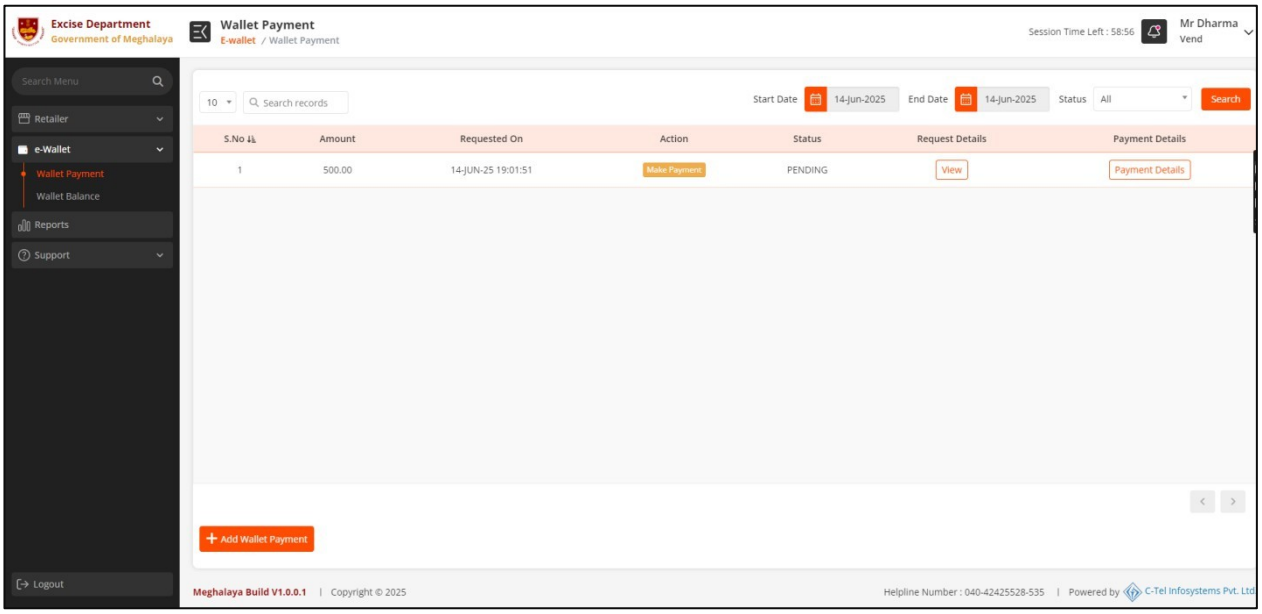
- User enter amount.
- Click on the save button.



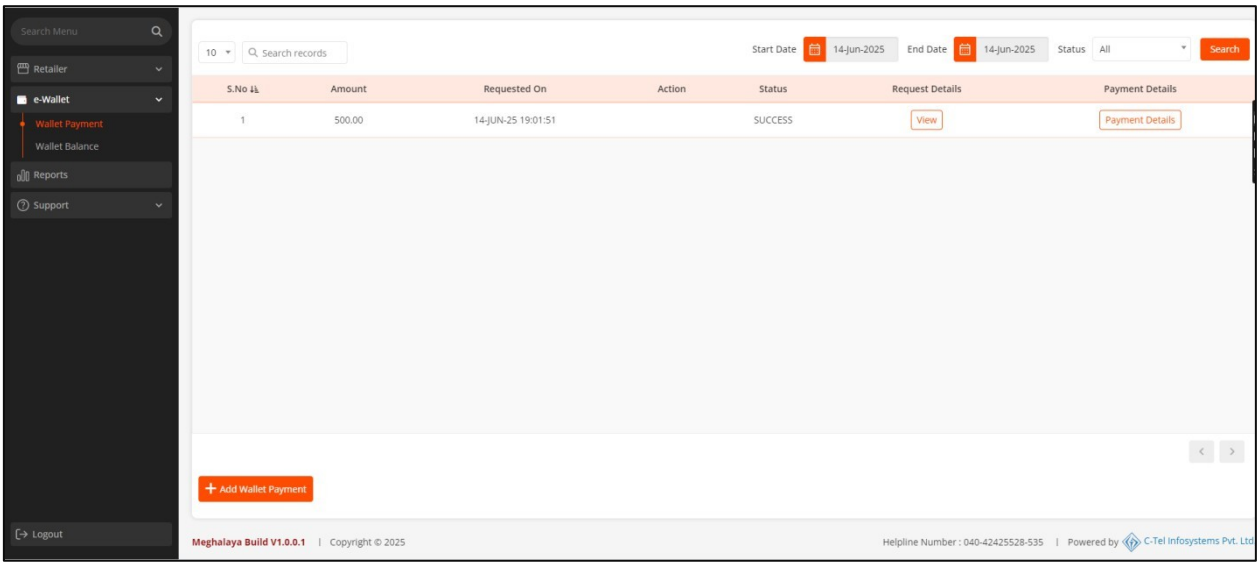
- A confirmation popup will appear once the save is successful.



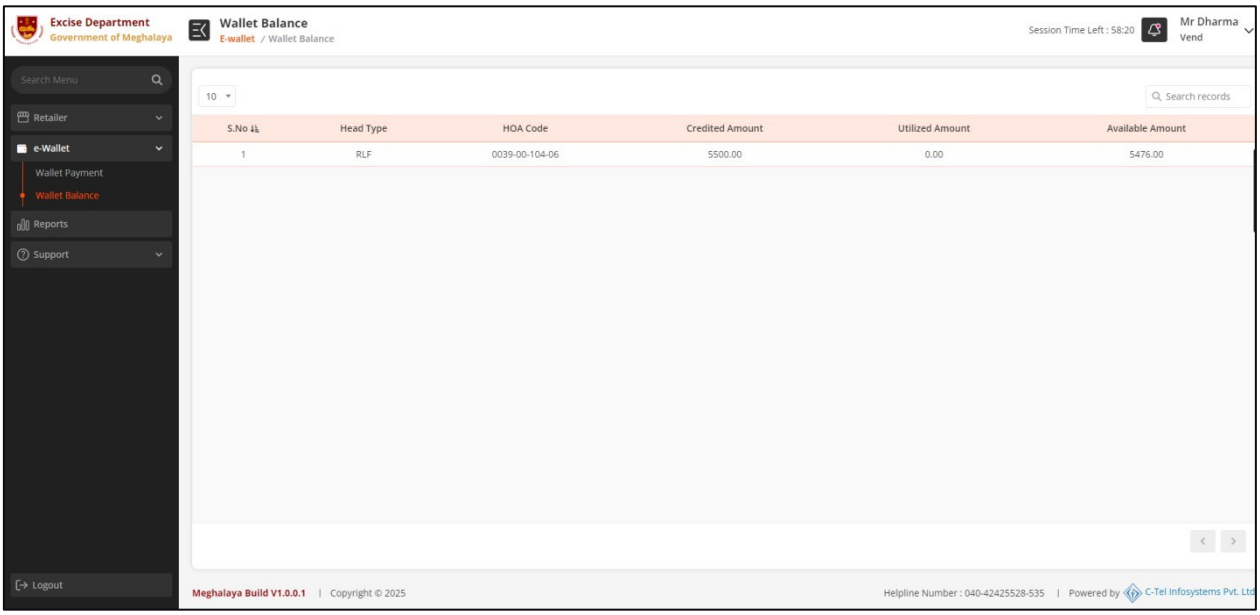
- Once the OK button is clicked, the user will be redirected to the wallet payment view page.



- 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".

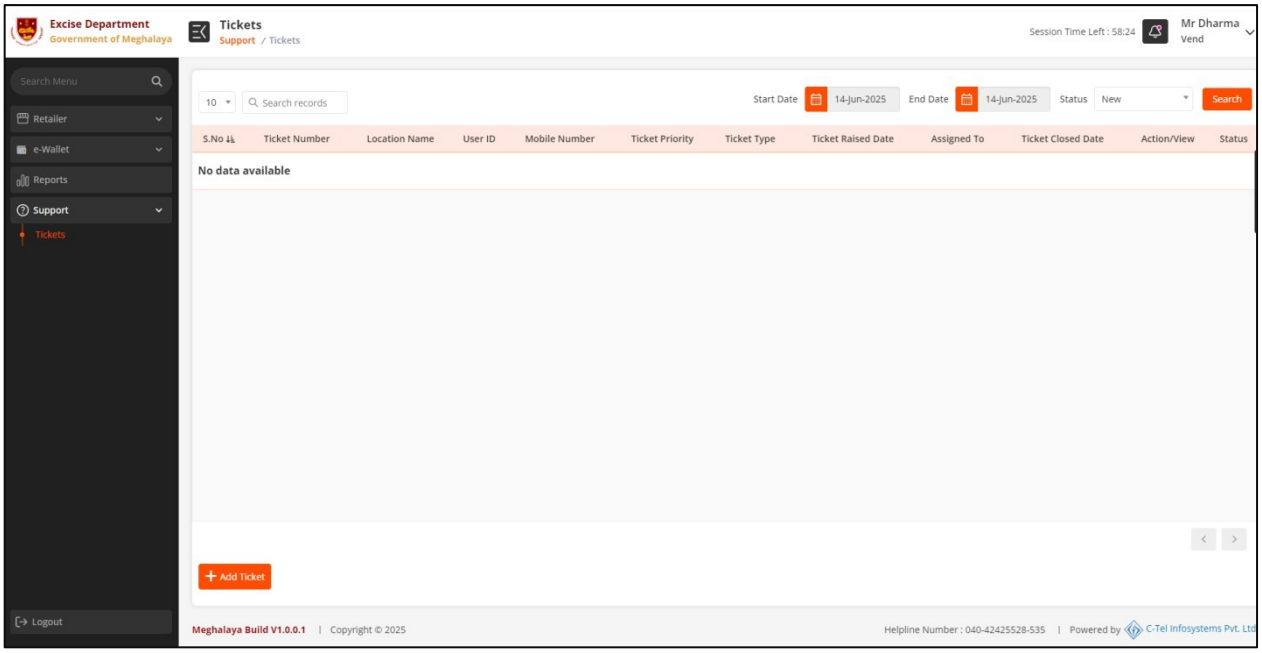


- Click on the Wallet Balance button.
- The user will be able to view the amount they intend to add to their wallet.

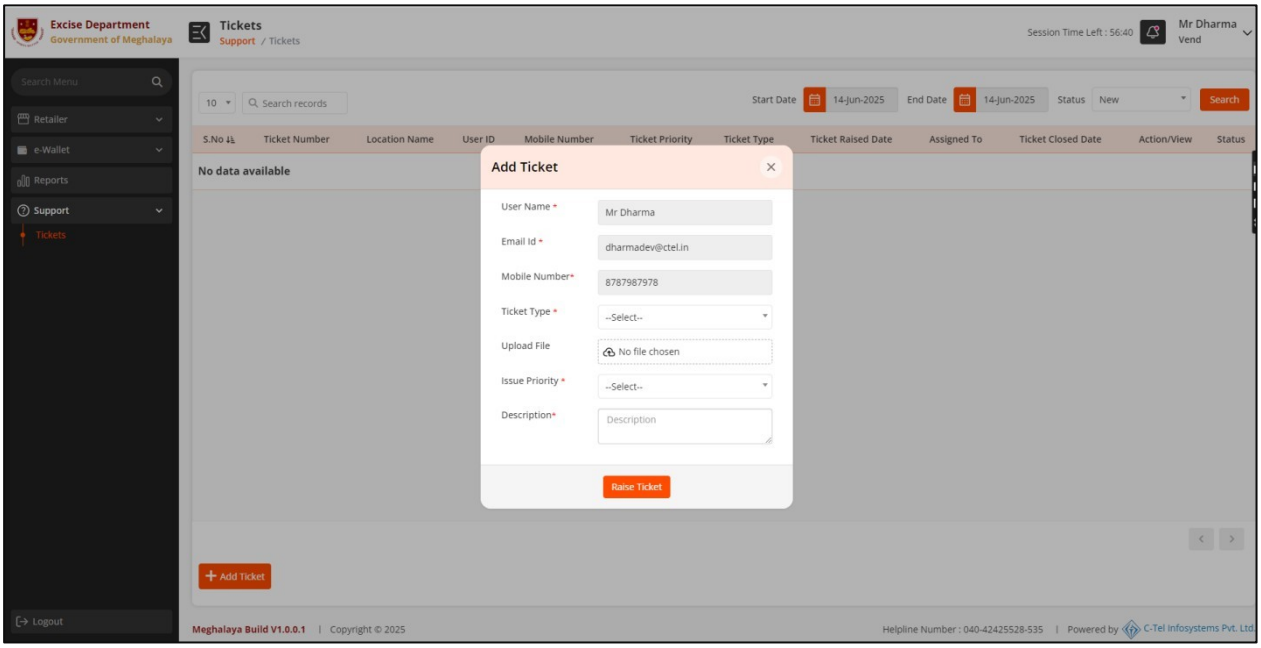


7. Support Process

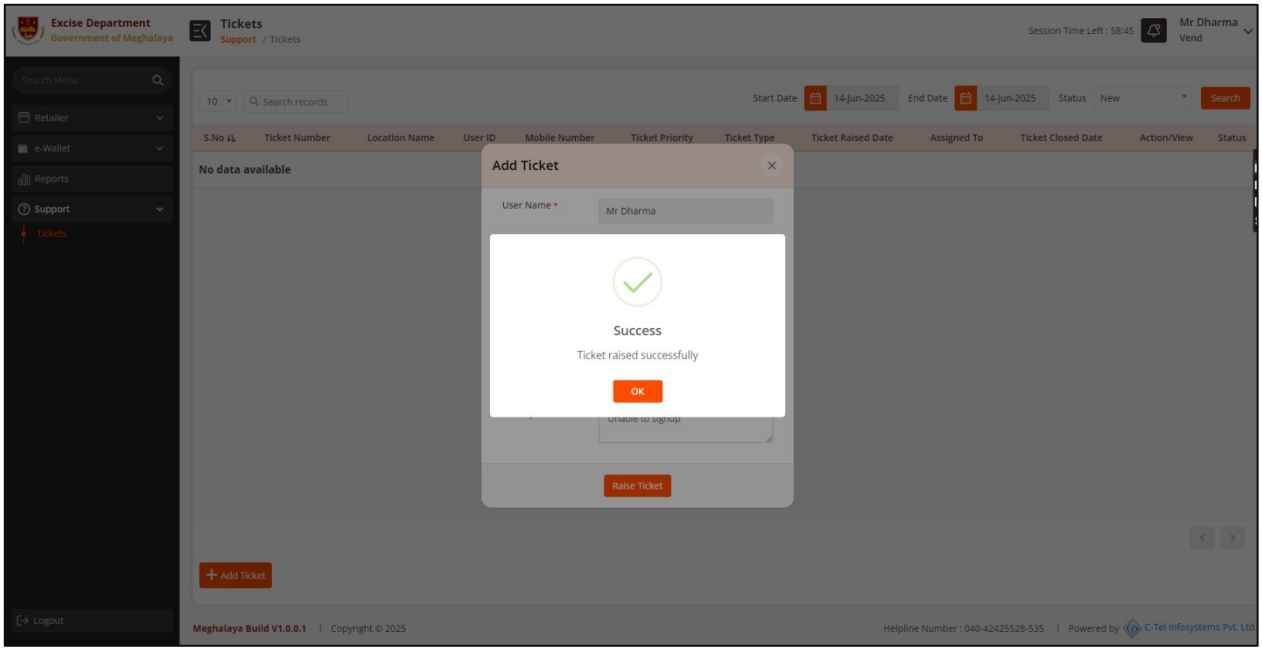
- Click on the support tab.
- Click on the Tickets tab.



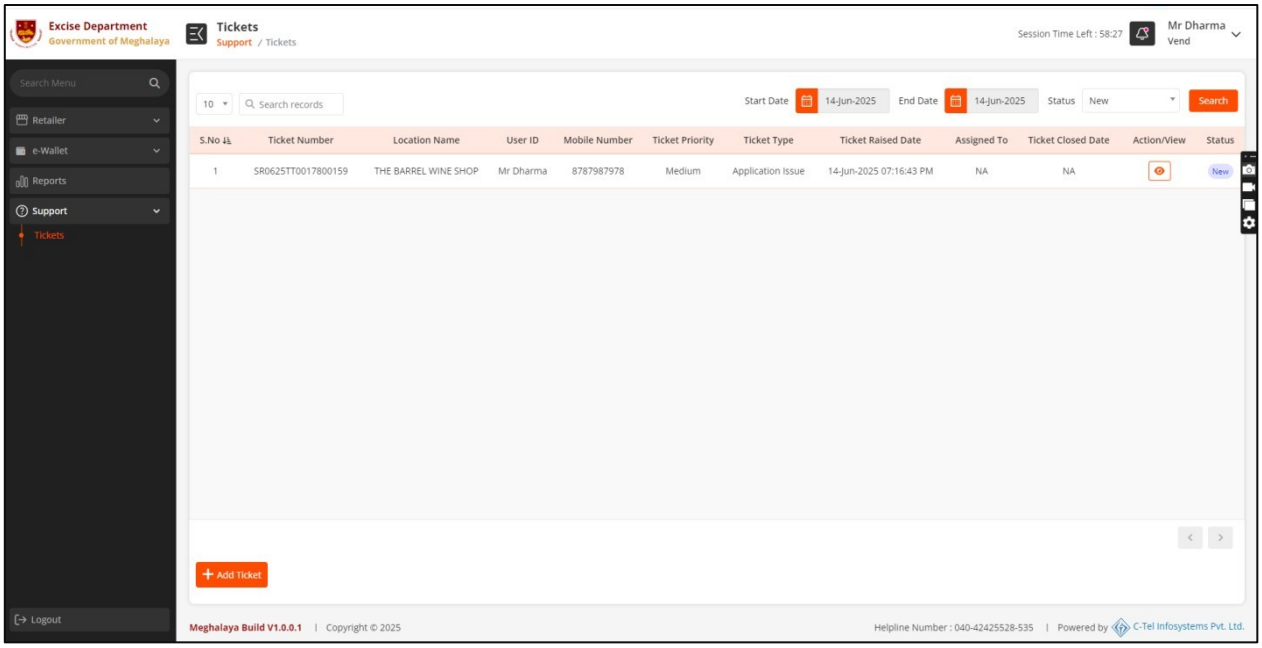
- Click on the +Add Ticket tab.
- After adding, the user can view the ticket details.



- 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