

SBW Control & Regulation User Reference Manual



Excise Department Government of Meghalaya



C-TEL INFOSYSTEMS PVT. LTD
Hyderabad, Telangana

SBW Control & Regulation User Reference Manual

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SBW Control & Regulation User Reference Manual

1. Overview

- The purpose of this document is to provide a detailed description of the SBW control and regulation process, including stock procurement, stock receiving, stock dispatch, breakages, shortages, and repacks.

2. Stock Procurement

2.1 Indent Creation

- Log in to the application by visiting the provided URL and entering the SBW Manager valid credentials.

Manager Login

Excise Department
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

Welcome

User Id Scan QR Mobile

User ID
SBW_M

Password
••••••••

Verification Code
6WNET3

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

- Once user login is successful, you are taken to a user menu page showing the major functions in the system as shown below.

Excise Department
Government of Meghalaya

Tickets Support / Tickets

Session Time Left : 58:38 Karthik Manager Manager

Search Menu

Master Data

Procurement

Retailer

TP Revalidation

e-Wallet

Stock

Reports

Support

Tickets

Logout

Start Date 18-Jun-2025 End Date 18-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											

Showing 0 to 0 of 0 entries

+ Add Ticket

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SBW Control & Regulation User Reference Manual

- Users need to select the procurement tab and click on + Indent for Permit.

The screenshot displays the user interface of the SBW Control & Regulation system. The top header shows the Excise Department logo, the user's name (Karthik Manager), and the session time left (59:51). The left sidebar contains a search menu and a list of navigation items: Master Data, Procurement (highlighted with a red box), Permits, Retailer, TP Revalidation, e-Wallet, Stock, Reports, and Support. The main content area shows a table with columns: S.No, Indent Number, Permit Number, Pass Number, Source Location, Destination Location, Indent Date, Status/Action, and Remarks. The table is currently empty, displaying "No data available". Below the table, there is a red button labeled "+ Indent for Permit". The footer includes the version information (Meghalaya Build V1.0.0.1), copyright (© 2025), and the provider (C-Tel Infosystems Pvt. Ltd.).

- After click on + Indent for Permit user will get a below screen to enter required fields

The screenshot displays the "Indent For Supply" form in the SBW Control & Regulation system. The top header shows the Excise Department logo, the user's name (Karthik Manager), and the session time left (59:48). The left sidebar contains a search menu and a list of navigation items: Master Data, Procurement, Permits, Retailer, TP Revalidation, e-Wallet, Stock, Reports, and Support. The main content area shows a form with the following fields: Location Type* (CBW), Source Location* (Enter Source Location), Brand Code (checkbox), Brand Name (Brand name), Size (mL) / UPC (Size (mL) / UPC), Pack Type (Pack type), Issued For (Issued for), and Quantity in Cases (Indent quantity). Below the form, there are buttons for "Remove Row" and "New Row". A "Remarks" field is also present, with a placeholder text "Please enter remarks". At the bottom of the form, there are "Cancel" and "Save" buttons. The footer includes the version information (Meghalaya Build V1.0.0.1), copyright (© 2025), and the provider (C-Tel Infosystems Pvt. Ltd.).

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- Users need to select the location type, source location, product code, and enter the required quantity, as shown in the screen below.

Excise Department
Government of Meghalaya

Indent For Supply
Procurement / Indent For Supply / Indent For Supply

Session Time Left : 59:06 Karthik Manager Manager

Search Menu

Master Data

Procurement

Retailer

TP Revalidation

e-Wallet

Stock

Reports

Support

Logout

Location Type* CBW

Source Location* THE UMPOHLEW CENTRAL WAREHOUSE

Brand Code	Brand Name	Size (mL) / UPC	Pack Type	Issued For	Quantity in Cases
0027	Brand name	Size (mL) / UPC	Pack type	Issued for	Indent quantity
<div>(0027) SIGNATURE PREMIER GRAIN WHISKY, (180.00ml) (48) (G) (Police Canteen)</div> <div>(0027) SIGNATURE PREMIER GRAIN WHISKY, (375.00ml) (24) (G) (Police Canteen)</div> <div>(0027) SIGNATURE PREMIER GRAIN WHISKY, (750.00ml) (12) (G) (Police Canteen)</div> <div>(0027) SIGNATURE PREMIER GRAIN WHISKY, (180.00ml) (48) (G) (Local/Import/Foreign)</div> <div>(0027) SIGNATURE PREMIER GRAIN WHISKY, (375.00ml) (24) (G) (Local/Import/Foreign)</div> <div>(0027) SIGNATURE PREMIER GRAIN WHISKY, (750.00ml) (12) (G) (Local/Import/Foreign)</div>					

Remarks

Cancel Save

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- Click the Save button to submit the request.

Excise Department
Government of Meghalaya

Indent For Supply
Procurement / Indent For Supply / Indent For Supply

Session Time Left : 57:31 Karthik Manager Manager

Search Menu

Master Data

Procurement

Retailer

TP Revalidation

e-Wallet

Stock

Reports

Support

Logout

Location Type* CBW

Source Location* THE UMPOHLEW CENTRAL WAREHOUSE

Brand Code	Brand Name	Size (mL) / UPC	Pack Type	Issued For	Quantity in Cases
0027	SIGNATURE PREMIER GRAIN W	180.00 X 48	G	Local/Import/Foreign	5
0027	SIGNATURE PREMIER GRAIN W	375.00 X 24	G	Local/Import/Foreign	5
0027	SIGNATURE PREMIER GRAIN W	750.00 X 12	G	Local/Import/Foreign	5

Remove Row New Row

Remarks * : Indent for Permit

Cancel Save

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- After clicking the Save button, a success pop-up will be displayed, as shown in the screen below.

The screenshot shows the 'Indent For Supply' interface. A success pop-up is displayed in the center, indicating that the indent was created successfully with the indent number **IND300118062500043**. The background interface includes a sidebar with navigation options like Master Data, Procurement, Retailer, TP Revalidation, e-Wallet, Stock, Reports, and Support. The main area shows fields for Location Type (CBW), Source Location (THE UMPOHLEW CENTRAL WAREHOUSE), and a table with columns for Brand Code, Brand Name, Size (mL) / UPC, Pack Type, Issued For, and Quantity in Cases. The footer displays 'Meghalaya Build V1.0.0.1', 'Copyright © 2025', and 'Powered by C-Tel Infosystems Pvt. Ltd.'.

- After a successful submission, indent will be displayed on the same Permits screen with the status 'Forwarded to Dealing Assistant'. Click the Pay Amount button to proceed.

The screenshot shows the 'Permits' interface. A table displays the following data:

S.No	Indent Number	Permit Number	Pass Number	Source Location	Destination Location	Indent Date	Status/Action	Remarks
1	IND300118062500043	NA	NA	THE UMPOHLEW CENTRAL WAREHOUSE	SEVEN HILLS STATE BONDED WAREHOUSE	18-Jun-2025 10:28:45 AM	Forwarded to Dealing Assistant	Remarks

The interface also includes a sidebar with navigation options, a search bar, and a 'Pay Amount' button at the bottom. The footer displays 'Meghalaya Build V1.0.0.1', 'Copyright © 2025', and 'Powered by C-Tel Infosystems Pvt. Ltd.'.

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- The user can print the indent by clicking on the Indent Number link. A pop-up will be displayed, as shown below.

- Click on print icon to get the indent print.

M/S SEVEN HILLS STATE BONDED WAREHOUSE (112, Hill Station, Rewari, Shillong, West Garo Hills, Meghalaya - 500018) Indent for Permit																																																								
Indent Number: IND300118062500043																																																								
Date : 18-Jun-2025 10:28:45 AM																																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Name and Address of the Importer (Consignee)</th> <th style="text-align: left;">Name and Address of the Exporter (Consignor)</th> </tr> <tr> <td>License Number: 3300138825(Wholesale)</td> <td>License Number: 2300038825(Wholesale)</td> </tr> <tr> <td>License Type: SBW</td> <td>License Type: CBW</td> </tr> <tr> <td>Firm Name: SEVEN HILLS STATE BONDED WAREHOUSE</td> <td>Firm Name: THE UMPOHLIEW CENTRAL WAREHOUSE</td> </tr> <tr> <td>Address: 112, Hill Station, Rewari, Shillong, West Garo Hills, Meghalaya - 500018</td> <td>Address: 240, Raghavai, Postam, Shillong, West Garo Hills, Meghalaya - 500018</td> </tr> </table>	Name and Address of the Importer (Consignee)	Name and Address of the Exporter (Consignor)	License Number: 3300138825(Wholesale)	License Number: 2300038825(Wholesale)	License Type: SBW	License Type: CBW	Firm Name: SEVEN HILLS STATE BONDED WAREHOUSE	Firm Name: THE UMPOHLIEW CENTRAL WAREHOUSE	Address: 112, Hill Station, Rewari, Shillong, West Garo Hills, Meghalaya - 500018	Address: 240, Raghavai, Postam, Shillong, West Garo Hills, Meghalaya - 500018	<p>Dear Sir/Madam,</p> <p>We kindly request the issuance of the following brands.</p> <p>Description of Brands</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S.No.</th> <th>Brand Number</th> <th>Brand Name</th> <th>Segment</th> <th>Category</th> <th>Size (ml) / UPC</th> <th>Pack Type</th> <th>Issued For</th> <th>Quantity in Cases</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0027</td> <td>SIGNATURE PREMIER GRAIN WHISKY.</td> <td>WHISKY</td> <td>Semi Premium Brand</td> <td>180 X 48</td> <td>Glass</td> <td>Local/Import/Foreign</td> <td>5</td> </tr> <tr> <td>2</td> <td>0027</td> <td>SIGNATURE PREMIER GRAIN WHISKY.</td> <td>WHISKY</td> <td>Semi Premium Brand</td> <td>375 X 24</td> <td>Glass</td> <td>Local/Import/Foreign</td> <td>5</td> </tr> <tr> <td>3</td> <td>0027</td> <td>SIGNATURE PREMIER GRAIN WHISKY.</td> <td>WHISKY</td> <td>Semi Premium Brand</td> <td>750 X 12</td> <td>Glass</td> <td>Local/Import/Foreign</td> <td>5</td> </tr> <tr> <td colspan="8" style="text-align: right;">Total</td> <td>15</td> </tr> </tbody> </table>	S.No.	Brand Number	Brand Name	Segment	Category	Size (ml) / UPC	Pack Type	Issued For	Quantity in Cases	1	0027	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	180 X 48	Glass	Local/Import/Foreign	5	2	0027	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	375 X 24	Glass	Local/Import/Foreign	5	3	0027	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	750 X 12	Glass	Local/Import/Foreign	5	Total								15
Name and Address of the Importer (Consignee)	Name and Address of the Exporter (Consignor)																																																							
License Number: 3300138825(Wholesale)	License Number: 2300038825(Wholesale)																																																							
License Type: SBW	License Type: CBW																																																							
Firm Name: SEVEN HILLS STATE BONDED WAREHOUSE	Firm Name: THE UMPOHLIEW CENTRAL WAREHOUSE																																																							
Address: 112, Hill Station, Rewari, Shillong, West Garo Hills, Meghalaya - 500018	Address: 240, Raghavai, Postam, Shillong, West Garo Hills, Meghalaya - 500018																																																							
S.No.	Brand Number	Brand Name	Segment	Category	Size (ml) / UPC	Pack Type	Issued For	Quantity in Cases																																																
1	0027	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	180 X 48	Glass	Local/Import/Foreign	5																																																
2	0027	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	375 X 24	Glass	Local/Import/Foreign	5																																																
3	0027	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	750 X 12	Glass	Local/Import/Foreign	5																																																
Total								15																																																
	<p>Yours Faithfully, Karthik Manager Manager</p>																																																							

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2.2 Permit Approval

- The user needs to log in with Dealing Assistant credentials, as shown below.

Dealing Assistant Login

Excise Department
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

Welcome

User Id Scan QR Mobile

User ID
DA_HQ

Password
.....

Verification Code
ZP3UDF

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

- Once the user has logged in successfully, they are taken to the user menu page displaying the main functions of the system, as shown below. The user needs to select the 'Bonded Warehouse' tab.

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

Session Time Left : 59:32 Sunil Thakur
Dealing Assistant HQ

Pending Permits: 48

Pending at District Office: 75

Pending at Headquarters: 69

Pending at Commissionerate: 156

Location	Count
Bottling IMFL Local	3
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	8
State Bonded Warehouse	5
Military Canteen	15
Paramilitary	1
Grand Total	44

Process Name	Pending at	Count
License Registration	Superintendent of Excise	33
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
License Registration	Inspector of Excise (IOE)	2
Temporary Bar License Registration	Superintendent of Excise	0
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
License Modification	Deputy Commissioner	0
Total		75

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
CSD Non Local License Registration	Dealing Assistant HQ	3
License Modification	Dealing Assistant HQ	0
Bottling Permits	Dealing Assistant HQ	0
Central Bonded Warehouse Permits	Dealing Assistant HQ	1
State Bonded Warehouse Permits	Dealing Assistant HQ	4
Total		15
License Registration	Assistant Commissioner STE	2
CSD Non Local License	Assistant Commissioner	69
Total		69

SBW Control & Regulation User Reference Manual

- After selecting the Bonded Warehouse tab, the user needs to click on the SBW Permits tab to view the applied indents, and then click the forward link.

The screenshot shows the 'SBW Permits' interface. The sidebar on the left has 'SBW Permits' highlighted. The main area displays a table of indents. The first indent has the number 'IND300118062500043'. The 'Status/Action' column for this indent shows 'Forwarded to Dealing Assistant' with a red box around it, and a 'Cancel Indent' button below it. The 'Remarks' column has a 'Remarks' button. The top of the interface shows the 'Excise Department Government of Meghalaya' logo, 'SBW Permits Bonded Warehouse / SBW Permits' breadcrumb, and session information for 'Sunil Thakur Dealing Assistant HQ'.

S.No	Indent Number	Permit Number	Pass Number	Source Location	Destination Location	Indent Date	Status/Action	Remarks
1	IND300118062500043			THE UMPOHLIEW CENTRAL WAREHOUSE	SEVEN HILLS STATE BONDED WAREHOUSE	18-Jun-2025 10:28:45 AM	Forwarded to Dealing Assistant Cancel Indent	Remarks

- After clicking the forward link, the user will see a screen to enter the required remarks to forward the indent to Headquarters, as shown below.

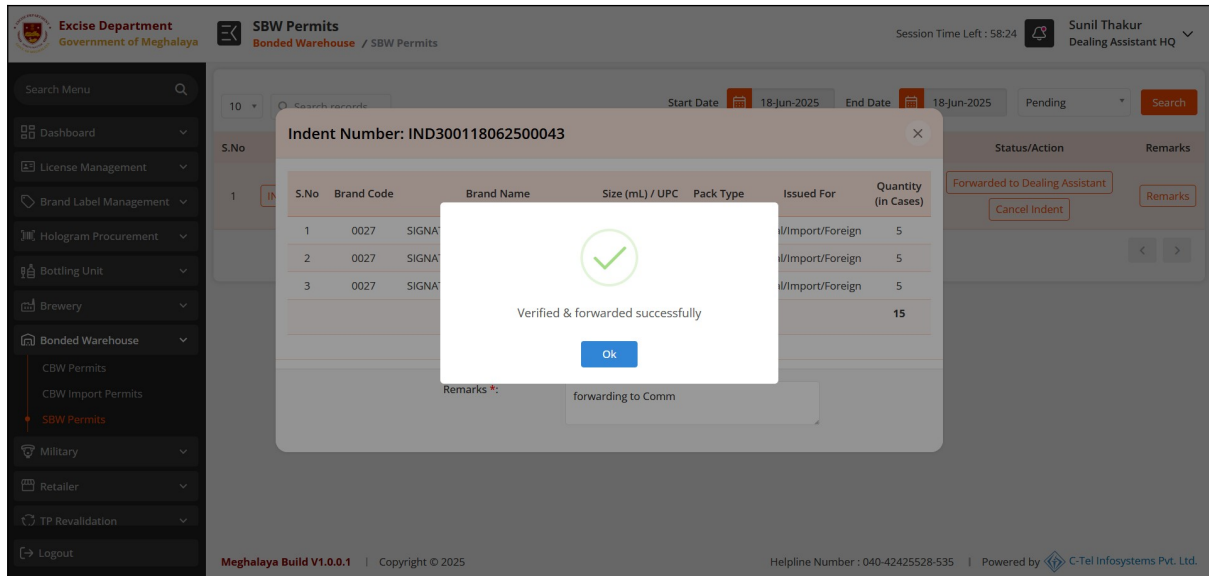
The screenshot shows the 'SBW Permits' interface with a modal window open for forwarding an indent. The modal title is 'Indent Number: IND300118062500043'. It contains a table with the following data:

S.No	Brand Code	Brand Name	Size (mL) / UPC	Pack Type	Issued For	Quantity (in Cases)
1	0027	SIGNATURE PREMIER GRAIN WHISKY.	180 X 48	Glass	Local/Import/Foreign	5
2	0027	SIGNATURE PREMIER GRAIN WHISKY.	375 X 24	Glass	Local/Import/Foreign	5
3	0027	SIGNATURE PREMIER GRAIN WHISKY.	750 X 12	Glass	Local/Import/Foreign	5
Total						15

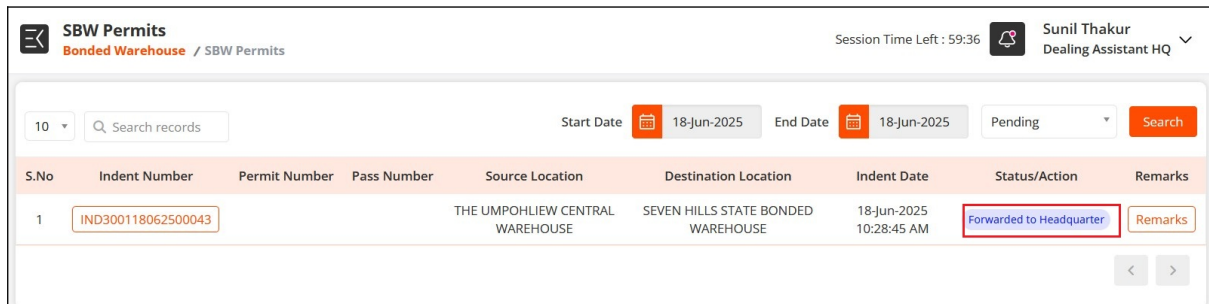
Below the table is a 'Remarks *' field and a 'Verify & forward' button. The background shows the same 'SBW Permits' interface as the previous screenshot, with the 'Forwarded to Dealing Assistant' button highlighted in the background.

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- After clicking the Forward button, a success pop-up will be displayed, as shown in the screen below.



- Once the permit is forwarded, the indent status will be updated to 'Forwarded to Headquarters'.



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Commissioner Login

- The user needs to log in with Commissioner or Assistant Commissioner credentials, as shown below.

Excise Department
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

Welcome

User Id Scan QR Mobile

User ID
COMMISSIONER

Password
••••••••

Verification Code
JJLSZM

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

- Once the user has logged in successfully, they are taken to the user menu page displaying the main functions of the system, as shown below. The user needs to select the 'Bonded Warehouse' tab.

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

Session Time Left : 59:48 Pravin Bakshi, IAS
Financial Commissioner

Pending Permits: 50

Pending at District Office: 77

Pending at Headquarters: 69

Pending at Commissionerate: 156

Pending Permits	
Location	Count
Bottling IMFL Local	3
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	8
State Bonded Warehouse	6
Military Canteen	16
Paramilitary	2
Retailer	12
Police Canteen	0
Grand Total	47

Pending at District Office		
Process Name	Pending at	Count
License Registration	Superintendent of Excise	33
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
License Registration	Inspector of Excise (IOE)	2
Temporary Bar License Registration	Superintendent of Excise	0
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
License Modification	Deputy Commissioner	0
Total		77

Pending at Headquarters		
Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
License Registration	Assistant Commissioner	2
License Registration	Deputy Commissioner	0
License Registration	Joint Commissioner	0
License Registration	Secretary HQ	0
Temporary Bar License Registration	Deputy Commissioner	0
CSD Non Local License Registration	Dealing Assistant HQ	3
CSD Non Local License Registration	Assistant Commissioner	2
Brand Label Registration	Inspector of Excise HQ(IOE)	43
Brand Label Registration	Joint Commissioner	0
Total		69

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- After selecting the Bonded Warehouse tab, the user needs to click on the SBW Permits tab to view the applied indents, and then click the 'Approve Permit' link.

The screenshot shows the 'SBW Permits' interface. On the left is a sidebar menu with 'SBW Permits' highlighted. The main area displays a table of indents. The first indent has the number 'IND300118062500043'. In the 'Status/Action' column, the 'Approve Permit' link is highlighted with a red box. Other links like 'Cancel Indent' and 'Remarks' are also visible.

S.No	Indent Number	Permit Number	Pass Number	Source Location	Destination Location	Indent Date	Status/Action	Remarks
1	IND300118062500043			THE UMPOHLIEW CENTRAL WAREHOUSE	SEVEN HILLS STATE BONDED WAREHOUSE	18-Jun-2025 10:28:45 AM	Approve Permit Cancel Indent	Remarks

- After clicking the Approve Permit link, the user will see a screen to enter the required details to generate the transport permit, as shown below.

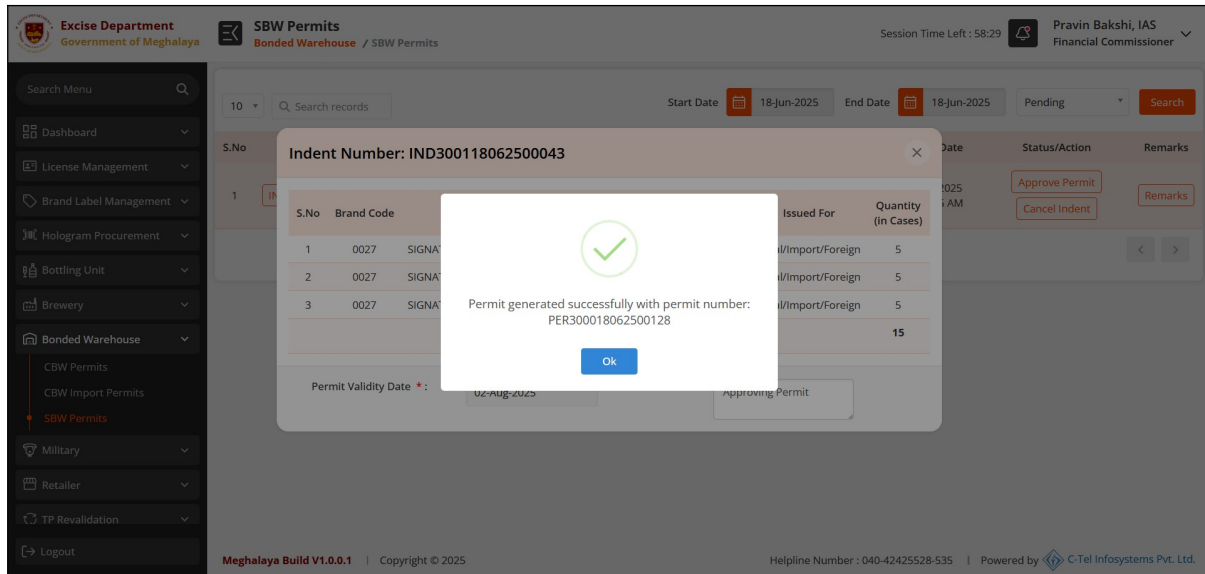
The screenshot shows the 'Approve Permit' modal form. It contains a table of indent details and fields for 'Permit Validity Date' and 'Remarks'. The 'Issue Permit' button is highlighted with a red box.

S.No	Brand Code	Brand Name	Size (mL) / UPC	Pack Type	Issued For	Quantity (in Cases)
1	0027	SIGNATURE PREMIER GRAIN WHISKY.	180 X 48	Glass	Local/Import/Foreign	5
2	0027	SIGNATURE PREMIER GRAIN WHISKY.	375 X 24	Glass	Local/Import/Foreign	5
3	0027	SIGNATURE PREMIER GRAIN WHISKY.	750 X 12	Glass	Local/Import/Foreign	5
Total						15

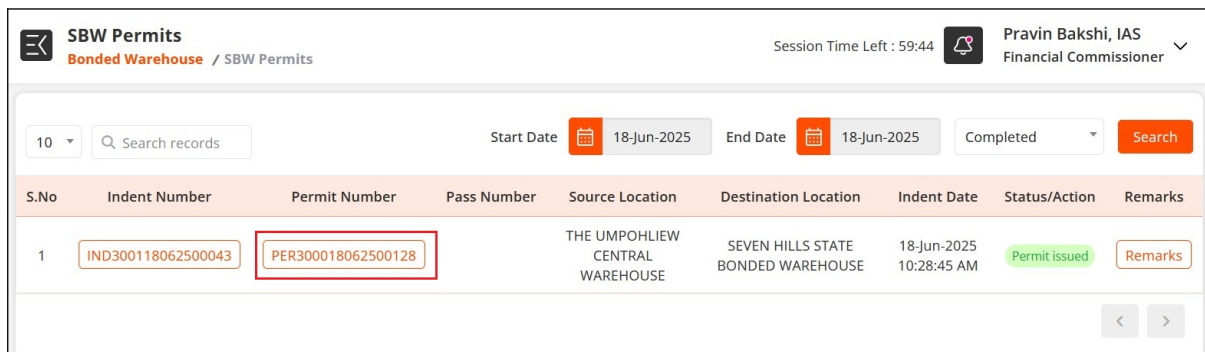
Permit Validity Date *: 02-Aug-2025
Remarks *: Approving Permit
[Issue Permit](#)

SBW Control & Regulation User Reference Manual

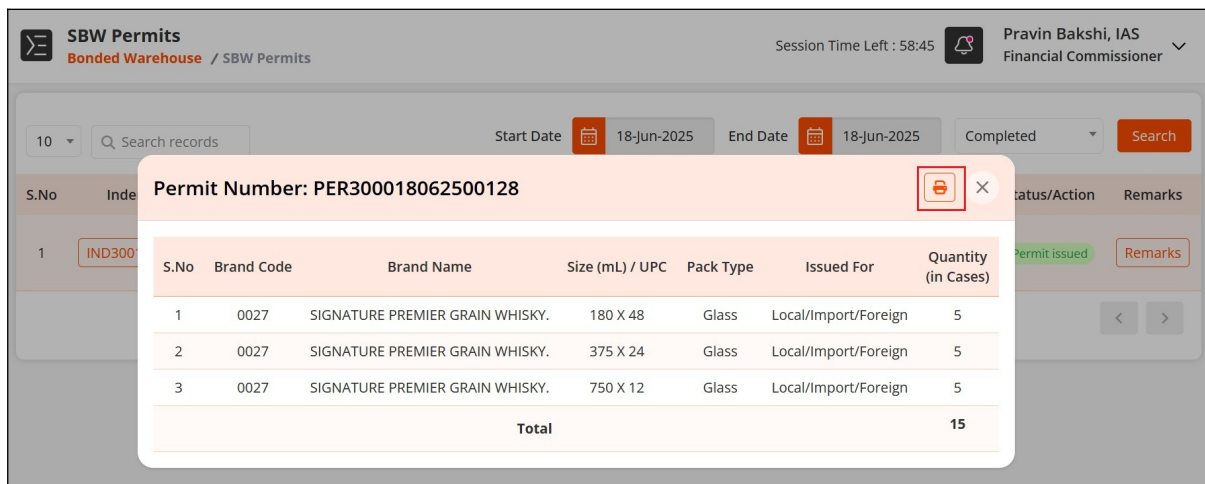
- After clicking the Issue Permit button, a success pop-up will be displayed, as shown in the screen below.



- Once the permit is approved, the record will move to the 'Completed' filter, and the status will be updated to 'Permit Issued'.





- The user can print the Permit by clicking on the Permit Number link. A pop-up will be displayed, as shown below.



- Click on print icon to get the Permit print.

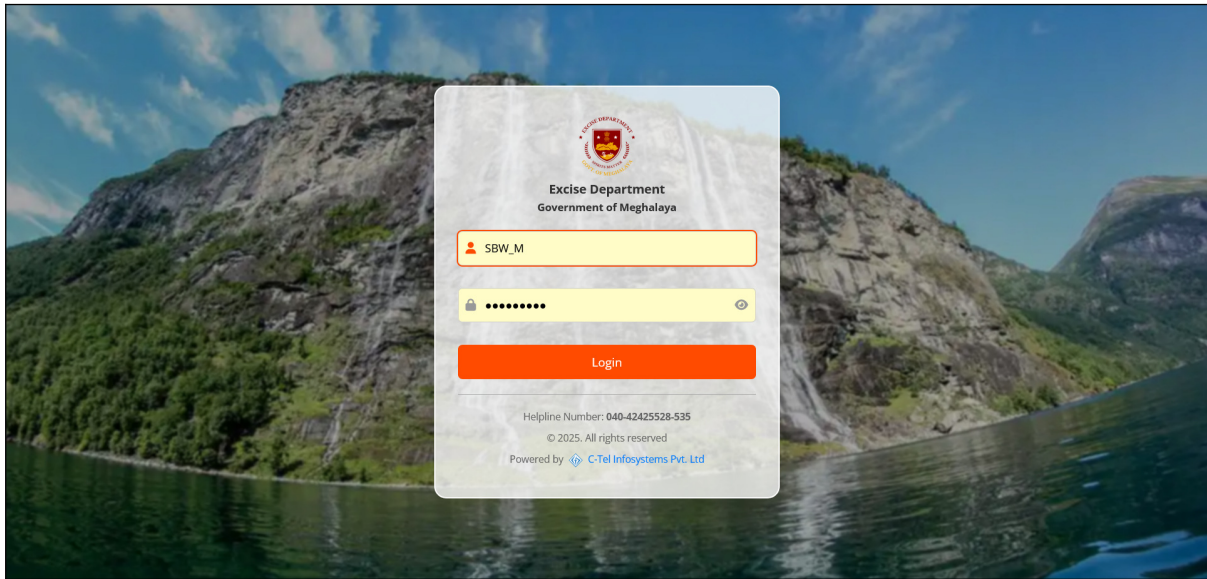
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 EXCISE DEPARTMENT GOVERNMENT OF MEGHALAYA Transport/Import Permit								
Indent Number: IND300118062500043 Permit Number: PER300018062500128 Date & Time of Issue: 18-Jun-2025 10:54:19 AM Date & Time of Validity: 02-Aug-2025 11:59:59 PM								
Name and Address of the Importer (Consignee) License Number: 3300138825(Wholesale) License Type: SBW Firm Name: SEVEN HILLS STATE BONDED WAREHOUSE Address: 112, Hill Station, Rewari, Shillong, West Garo Hills, Meghalaya - 500018	Name and Address of the Exporter (Consignor) License Number: 2300038825(Wholesale) License Type: CBW Firm Name: THE UMPOHLIEW CENTRAL WAREHOUSE Address: 240, Raghavai, Postam, Shillong, West Garo Hills, Meghalaya - 500018							
Description of Brands								
S.No.	Brand Number	Brand Name	Segment	Category	Size (ml) / UPC	Pack Type	Issued For	Quantity in Cases
1	0027	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	180 X 48	Glass	Local/Import/Foreign	5
2	0027	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	375 X 24	Glass	Local/Import/Foreign	5
3	0027	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	750 X 12	Glass	Local/Import/Foreign	5
Total								15
 <div style="text-align: right;"> Pravin Bakshi, IAS Financial Commissioner </div>								

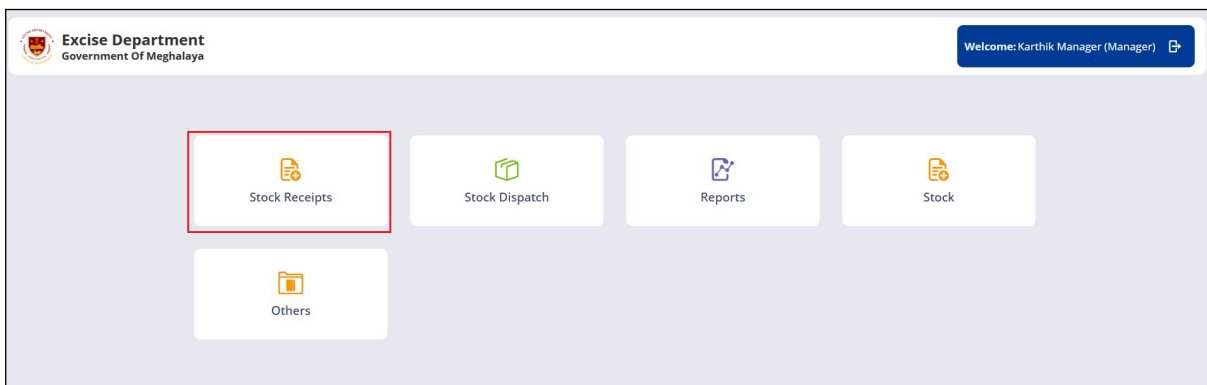
SBW Control & Regulation User Reference Manual

3. Stock Receiving Process

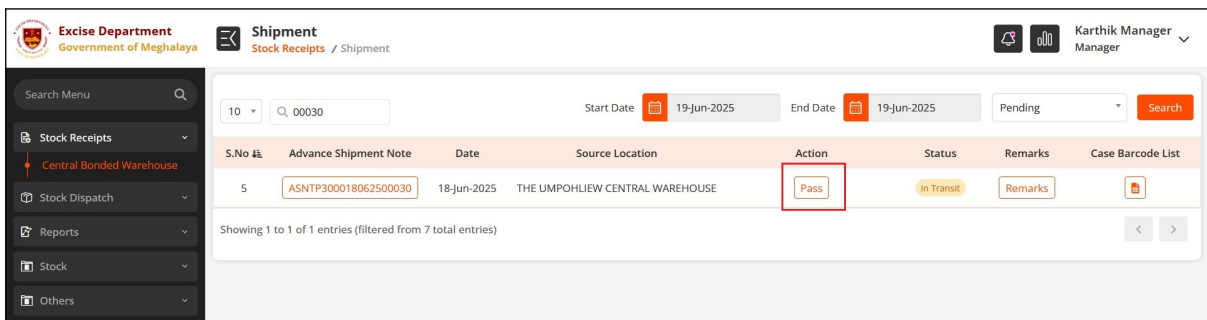
- The user needs to log in with SBW Manager credentials, as shown below.



- Once the user has logged in successfully, they are taken to the user menu page displaying the main functions of the system, as shown below. The user needs to select the 'Stock Receipts' tab.



- After clicking the Stock Receipts tab, the user will be redirected to the Shipments tab, where they can view all pending shipments along with pass details.



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- Click on Pass, a pop-up appears with Pass details along with print.

The screenshot shows the 'Excise Department Government of Meghalaya' web application. The 'Shipment' section is active, displaying a table of shipment entries. The first entry has S.No. 5, Advance Shipment Note ASNTP300018062500030, Date 18-Jun-2025, Source Location THE UMPOHLIEW CENTRAL WAREHOUSE, and Action Pass. A pop-up window titled 'Pass' displays the following details:

S.No	Pass Number	Vehicle Number	Transporter Name	Issue Date & Time	Validity Date & Time
1	TP300018062500030	TS22D1234	Raju	18-Jun-2025 03:36:08 PM	30-Jun-2025 11:59:59 PM

- Click on print to view shipment details in TP.

The printed form is titled 'EXCISE DEPARTMENT GOVERNMENT OF MEGHALAYA Form L-34 Pass for the Transport or Export of All Kind of Liquor from Licensed Premises'. It contains the following information:

Indent Number: IND300118062500043
 Permit Number: PER300018062500128
 Date & Time of Issue: 18-Jun-2025 10:54:19 AM
 Date & Time of Validity: 02-Aug-2025 11:59:59 PM
 Pass Number: TP300018062500030
 Date & Time of Issue: 18-Jun-2025 03:36:08 PM
 Date & Time of Validity: 30-Jun-2025 11:59:59 PM
 Vehicle Number: TS22D1234.
 Route: Shillong

Name and Address of the Importer (Consignee)		Name and Address of the Exporter (Consignor)	
License Number: 3300138825(Wholesale)		License Number: 2300038825(Wholesale)	
License Type: SBW		License Type: CBW	
Firm Name: SEVEN HILLS STATE BONDED WAREHOUSE		Firm Name: THE UMPOHLIEW CENTRAL WAREHOUSE	
Address: 112, Hill Station, Rewari, Shillong, West Garo Hills, Meghalaya - 500018		Address: 240, Raghavai, Postam, Shillong, West Garo Hills, Meghalaya - 500018	

Description of Brands

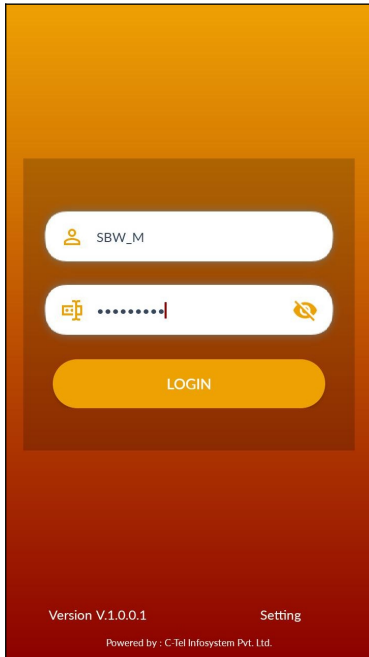
S.No.	Product Code	Product Name	Segment	Category	Size (ml) / UPC	Pack Type	Issued For	Quantity in Cases
1	1010W0027GPLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	375 X 24	Glass	Local	5
2	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	180 X 48	Glass	Local	5
3	1010W0027GQOLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	750 X 12	Glass	Local	5
Total								15

A QR code is located at the bottom left of the form. The signature of the Vikram Officer is at the bottom right.

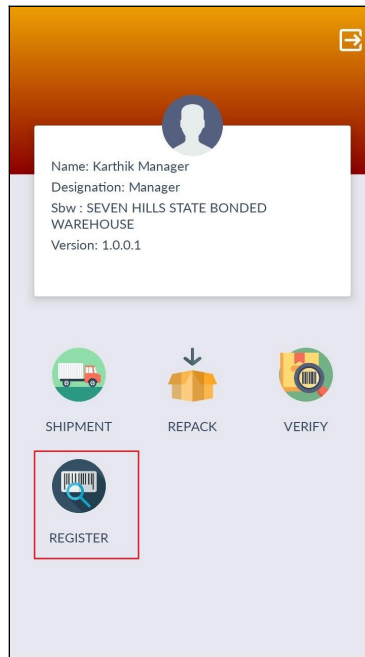
SBW Control & Regulation User Reference Manual

3.1 Inward Pass

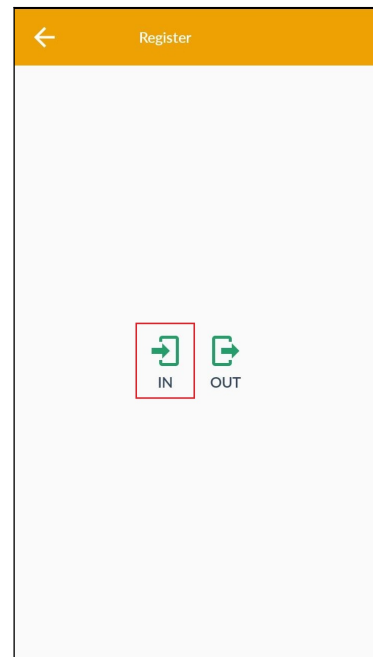
- The user needs to log in with SBW Manager credentials on the HHD device, as shown below.



1. Login with Manager



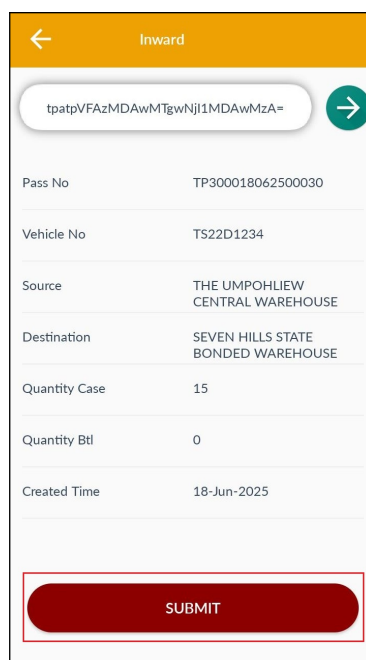
2. Click on Register



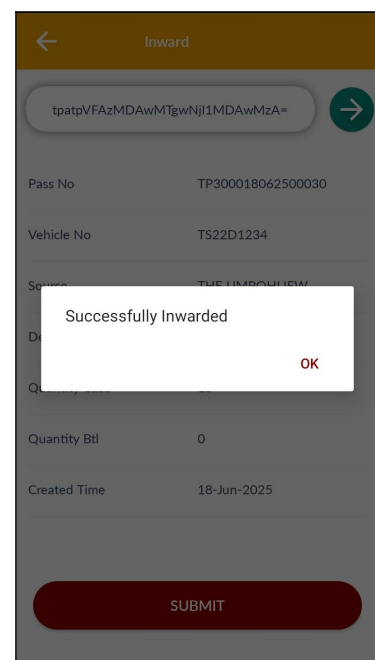
3. Click on IN



4. Scan Pass Barcode



5. Click on Submit button



6. In warded Successfully

SBW Control & Regulation User Reference Manual

Generate Checklist

- After inward registration, log in with manager credentials on the web and select 'Stock Receipts' to generate the checklist.

The screenshot shows the 'Shipment' web application interface. At the top, there's a header with 'Shipment' and 'Stock Receipts / Shipment'. Below the header, there's a search bar with '10' and '00030', and filters for 'Start Date' (19-Jun-2025), 'End Date' (19-Jun-2025), and 'Status' (Pending). A table lists stock receipts with columns: S.No, Advance Shipment Note, Date, Source Location, Action, Status, Remarks, and Case Barcode List. The first entry has S.No 1, Advance Shipment Note ASNTP300018062500030, Date 18-Jun-2025, Source Location THE UMPOHLEW CENTRAL WAREHOUSE, and Action Generate Checklist (highlighted). The Status is Pass, and the Remarks are In Transit. A 'Generate Checklist' button is highlighted in the Action column. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 7 total entries)'.

- When the user clicks on 'Generate Checklist', a pop-up will be displayed to capture remarks. Upon clicking the 'Submit' button, the checklist will be generated.

The screenshot shows the 'Shipment' web application interface with a pop-up dialog box titled 'Add Remarks'. The dialog box has a 'Remarks*' label and a text input field containing 'Check List'. Below the input field is a 'Submit' button (highlighted). The background shows the same table as the previous screenshot, but the 'Generate Checklist' button is no longer highlighted.

- After clicking the Submit button, a success pop-up will be displayed, as shown in the screen below.

The screenshot shows the 'Shipment' web application interface with a success pop-up dialog box. The dialog box has a green checkmark icon, the text 'Success!', and 'Checklist generated successfully.' Below the text is an 'OK' button (highlighted). The background shows the same table as the previous screenshots, but the 'Generate Checklist' button is no longer highlighted.

SBW Control & Regulation User Reference Manual


- When clicking on “Checklist” a pop-up is generated with product details along with print icon.

The screenshot shows the 'Excise Department Government of Meghalaya' interface. The 'Shipment' section is active, displaying a table of shipment entries. The first entry is highlighted, and the 'Checklist' button is visible. A pop-up window displays the following details:

S.No	Product Code	Brand Name	Shipment Quantity
1	1010W0027GPPLO	SIGNATURE PREMIER GRAIN WHISKY.	5
2	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	5
3	1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	5

- Click the Print icon to open the Checklist details.

SEVEN HILLS STATE BONDED WAREHOUSE (112 , Hill Station, Rewari , Shillong, West Garo Hills, Meghalaya - 500018) Check List for Unloading					
Received From: THE UMPOHLIEW CENTRAL WAREHOUSE					
Checklist Number	CH300119062515	Checklist Date	19-Jun-2025	Pass Number	TP300018062500030
Pass Validity Date	30-Jun-2025	L.R Number	NA	L.R Date	NA
Vehicle Number	TS22D1234	Arrival Date & Time	19-Jun-2025 10:10:20 AM	Transporter	Raju
S.No	Product Code	Product Name	Segment	Shipment Quantity Cases	
1	1010W0027GPPLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	5	
2	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	5	
3	1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	5	
Total				15	



Manager

SBW Control & Regulation User Reference Manual

Generate Gate Pass

- Click on “Generate Gate pass” after checking the checklist details.

The screenshot shows the 'Shipment Stock Receipts' interface. At the top, there's a header with 'Shipment Stock Receipts / Shipment' and a user profile 'Karthik Manager'. Below the header, there are filters for '10' items, a search bar with '00030', and date ranges for 'Start Date' and 'End Date' both set to '19-Jun-2025'. A 'Pending' status filter and a 'Search' button are also present. The main table has columns: S.No, Advance Shipment Note, Date, Source Location, Action, Status, Remarks, and Case Barcode List. The first row shows S.No 6, Advance Shipment Note ASNTP300018062500030, Date 18-Jun-2025, Source Location THE UMPOHLEW CENTRAL WAREHOUSE, and Action buttons: Checklist, Generate Gatepass (highlighted with a red box), Pass, In Progress, Remarks, and Case Barcode List. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 7 total entries)'.

- When user clicks on Generate Gate pass then a pop-up will be displayed to capture the remarks and when user click on submit button then gate pass will be generated.

The screenshot shows the 'Shipment Stock Receipts' interface with an 'Add Remarks' pop-up dialog. The dialog has a title 'Add Remarks' and a text input field labeled 'Remarks*' with the value 'Gate Pass'. Below the input field is a 'Submit' button, which is highlighted with a red box. The background interface is dimmed, showing the same table as the previous screenshot.

- After clicking the Submit button, a success pop-up will be displayed, as shown in the screen below.

The screenshot shows the 'Shipment Stock Receipts' interface with a 'Success!' pop-up dialog. The dialog has a green checkmark icon, the text 'Success!', and the message 'Gatepass generated successfully.'. Below the message is an 'OK' button, which is highlighted with a red box. The background interface is dimmed, showing the same table as the previous screenshots.


SBW Control & Regulation User Reference Manual

- After generating the gate pass Click on “Gate Pass” link a pop-up is generated along with print.

The screenshot shows the SBW Control & Regulation web application. The sidebar on the left contains navigation options: Search Menu, Stock Receipts, Central Bonded Warehouse, Stock Dispatch, Reports, Stock, and Others. The main area displays a table of shipment records. A 'Gatepass' button is highlighted in the table. A pop-up window is open, showing details for a specific gate pass, including S.No, Pass Number, Consigner, Transporter, Vehicle Number, and Received date.

S.No	Pass Number	Consigner	Transporter	Vehicle Number	Received
1	TP300018062500030	THE UMPOHLIEW CENTRAL WAREHOUSE (3000)	Raju	TS22D1234	19-Jun-2025

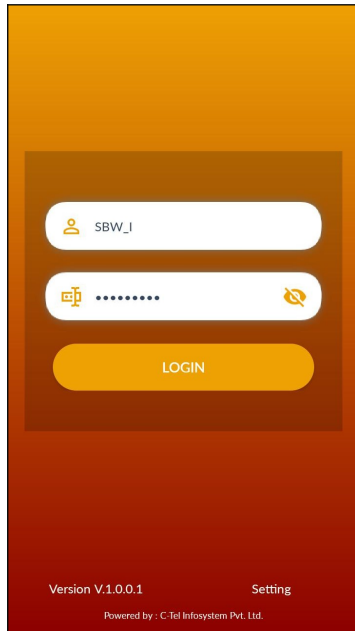
- Click the Print icon to open the gate pass print and details

SEVEN HILLS STATE BONDED WAREHOUSE (112 , Hill Station,Rewari , Shillong, West Garo Hills, Meghalaya - 500018)	
Gate Pass	
S.No	3001-IW25268
Pass Number:	TP300018062500030
Permit Number	PER300018062500128
Received From	THE UMPOHLIEW CENTRAL WAREHOUSE, 240
Transporter	Raju
Received On	19-Jun-2025
Vehicle Number	TS22D1234
	Manager

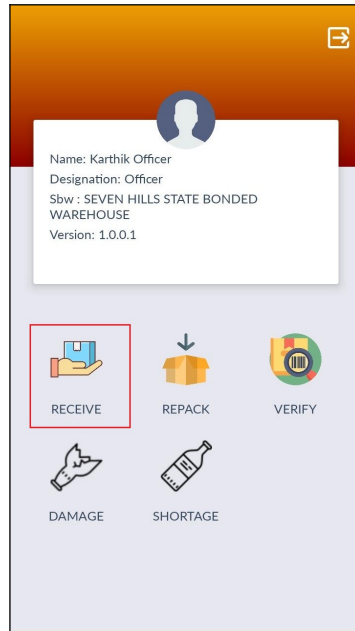
SBW Control & Regulation User Reference Manual

3.2 Receiving the Consignment

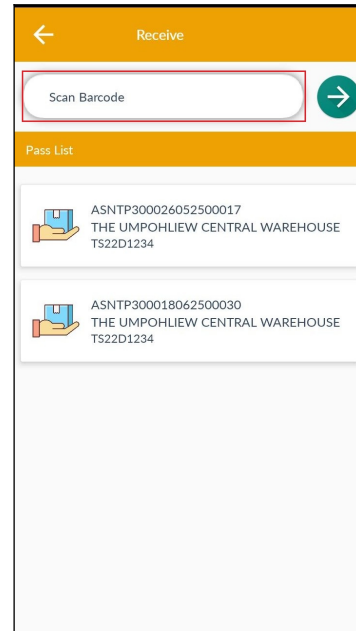
- After generating gate pass user receives the consignment by scanning the Transport pass barcode through handheld or by scanning case by case if at all there is any shortage of cases.
- Receiving the consignment by scanning Transport Pass barcode Login with Officer credentials in handheld device. Click on “Receive” button scan the “Transport pass barcode” to receive the order.



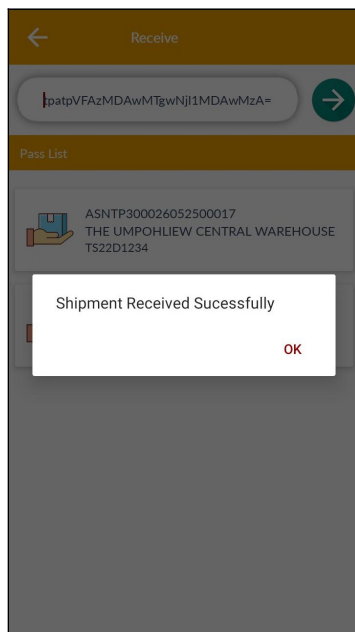
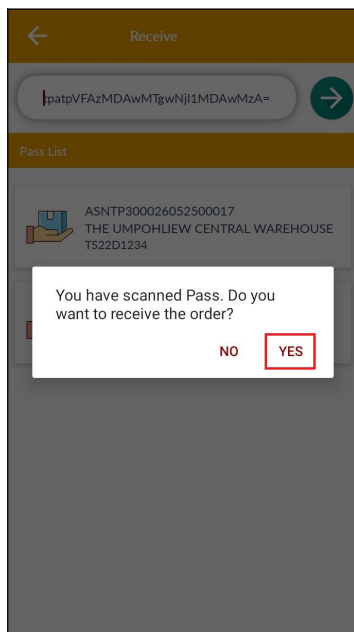
1. Login with officer



2. Click on Receive



3. Scan Pass Barcode



4. Click on “YES” to receive the order successfully and click on “OK”

Officer login

SBW Control & Regulation User Reference Manual

- After unloading the truck, log in with SBW Officer credentials on the web application, click on the 'Stock Receipts' tab, and a pop-up 'EVC' will appear, as shown in the screen below.

The screenshot shows the 'Excise Department Government of Meghalaya' web application. The 'Stock Receipts' tab is active. A table lists shipment records. The first record has S.No 6, Advance Shipment Note ASNP300018062500030, Date 18-Jun-2025, and Source Location THE UMPHOLEW CENTRAL WAREHOUSE. The 'Action' column for this record contains links: Checklist, EVC (highlighted with a red box), Gatepass, and Pass. The 'Status' column shows 'Unload Complete'.

- Click on "EVC" link, a pop-up is generated with product details along with breakage, shortage, shipped, received qty in cases/bottles.

The screenshot shows the 'Excise Department Government of Meghalaya' web application. The 'Stock Receipts' tab is active. A pop-up window titled 'EVC' is displayed. The pop-up contains a table with the following data:

S.No	Brand Name	Shipment Quantity (Cases)	Received Quantity (Cases)	Received Quantity (Bottles)	Breakage Quantity (Cases)	Breakage Quantity (Bottles)	Shortage Quantity (Cases)	Shortage Quantity (Bottles)
1	SIGNATURE PREMIER GRAIN WHISKY,(1010W0027GNNLO)	5	5	0	0	0	0	0
2	SIGNATURE PREMIER GRAIN WHISKY,(1010W0027GPPLQ)	5	5	0	0	0	0	0
3	SIGNATURE PREMIER GRAIN WHISKY,(1010W0027GQQLO)	5	5	0	0	0	0	0
Total		15	15	0	0	0	0	0

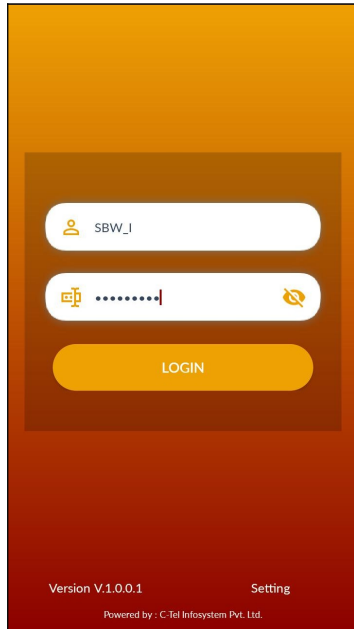
Below the table, there is a 'Remarks*' field and a 'Verify' button.

- If no breakages or shortages are found, the officer can verify the EVC. If any are present, the process for recording damages and shortages is outlined below.

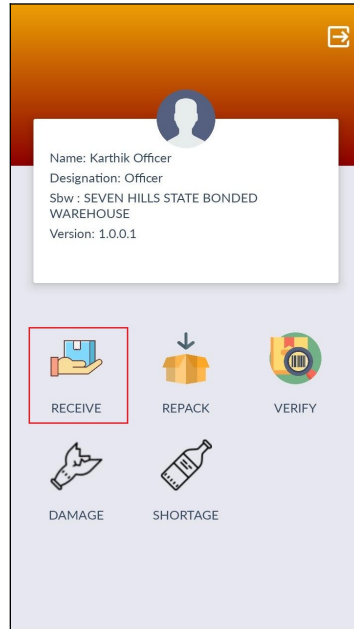
SBW Control & Regulation User Reference Manual

3.3 Transit Breakages

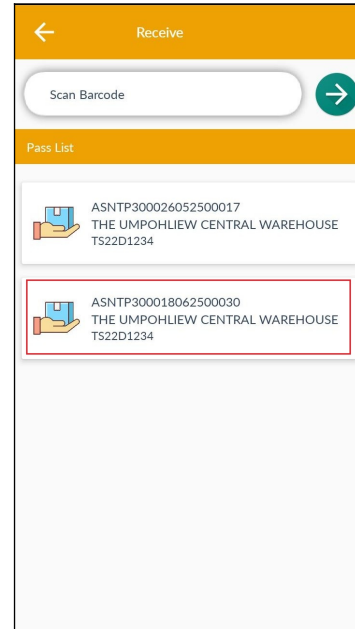
- Damage action is performed through Officer login in Handheld Device (HHD), if there is bottle damage from Plant to wholesale which is called “Transit Damage”. Login in handheld device, Click on “Breakage” module.



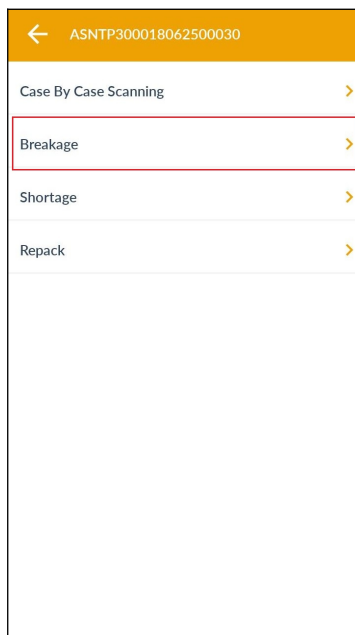
1. Login with Officer



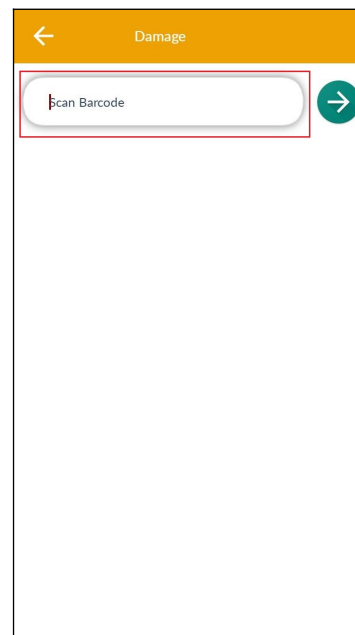
2. Click on Receive



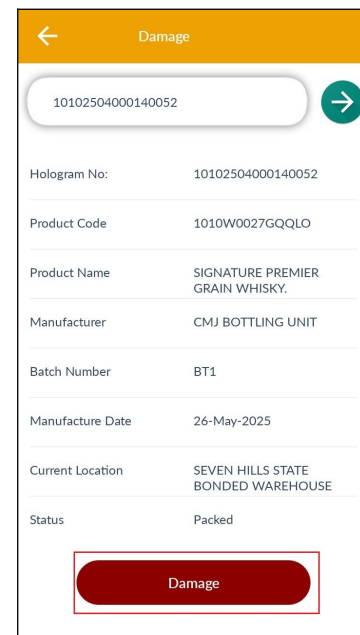
3. Select Shipment



4. Click on Breakage



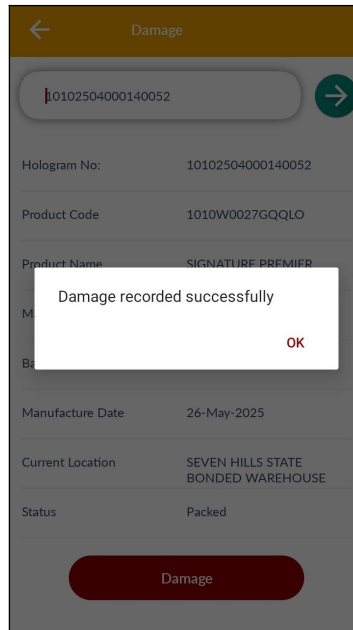
5. Scan Bottle Barcode



6. Click on Damage button.

SBW Control & Regulation User Reference Manual

- After clicking the 'Damage' button, a message will appear stating that the “Damage recorded successfully”.



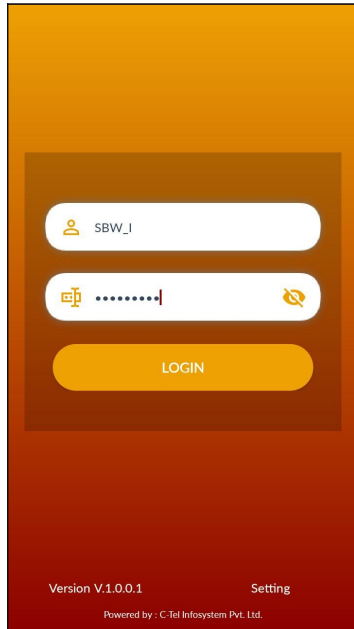
- The EVC is updated accordingly, the received quantity count will decrease, and the damaged bottle quantity column will be updated as shown in the screen below.

S.No	Brand Name	Shipment Quantity (Cases)	Received Quantity (Cases)	Received Quantity (Bottles)	Breakage Quantity (Cases)	Breakage Quantity (Bottles)	Shortage Quantity (Cases)	Shortage Quantity (Bottles)
1	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GNNLO)	5	5	0	0	0	0	0
2	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GPPLO)	5	5	0	0	0	0	0
3	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GQQLO)	5	4	11	0	1	0	0
Total		15	14	11	0	1	0	0
Remarks*		<div></div>						
Verify								

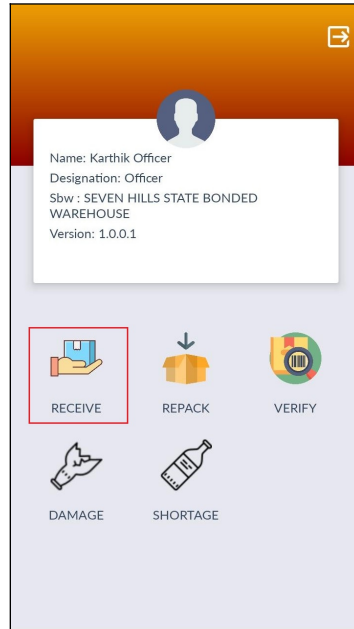
SBW Control & Regulation User Reference Manual

3.4 Transit Shortages

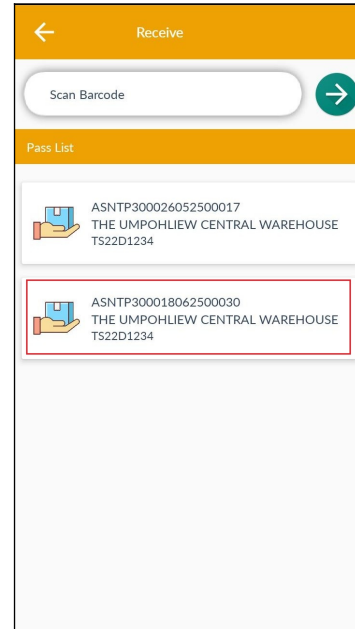
- Shortage action is performed through Officer login in Handheld Device (HHD), if there is bottle shortage from Plant to wholesale which is called “Transit Shortage”. Login in handheld device, Click on “Shortage” module.



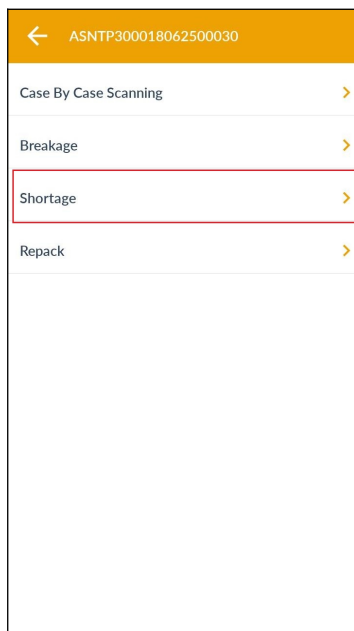
1. Login with Officer



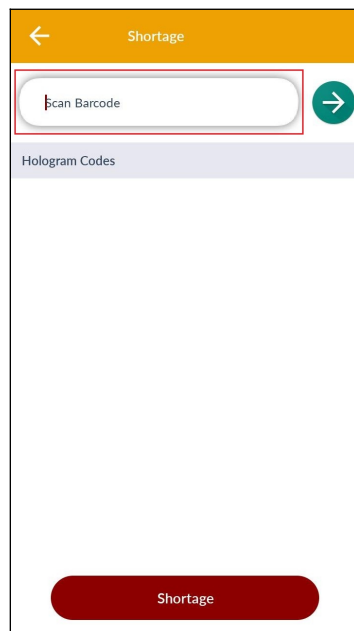
2. Click on Receive



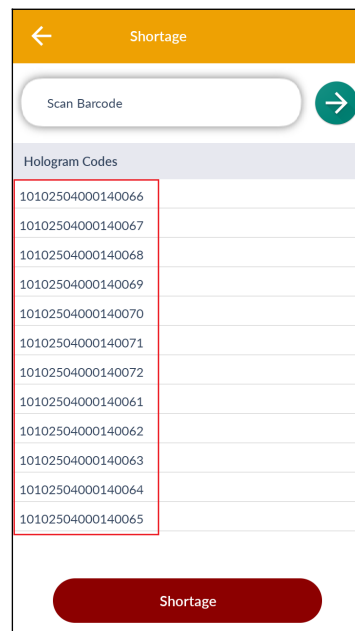
3. Select Shipment



4. Click on Shortage



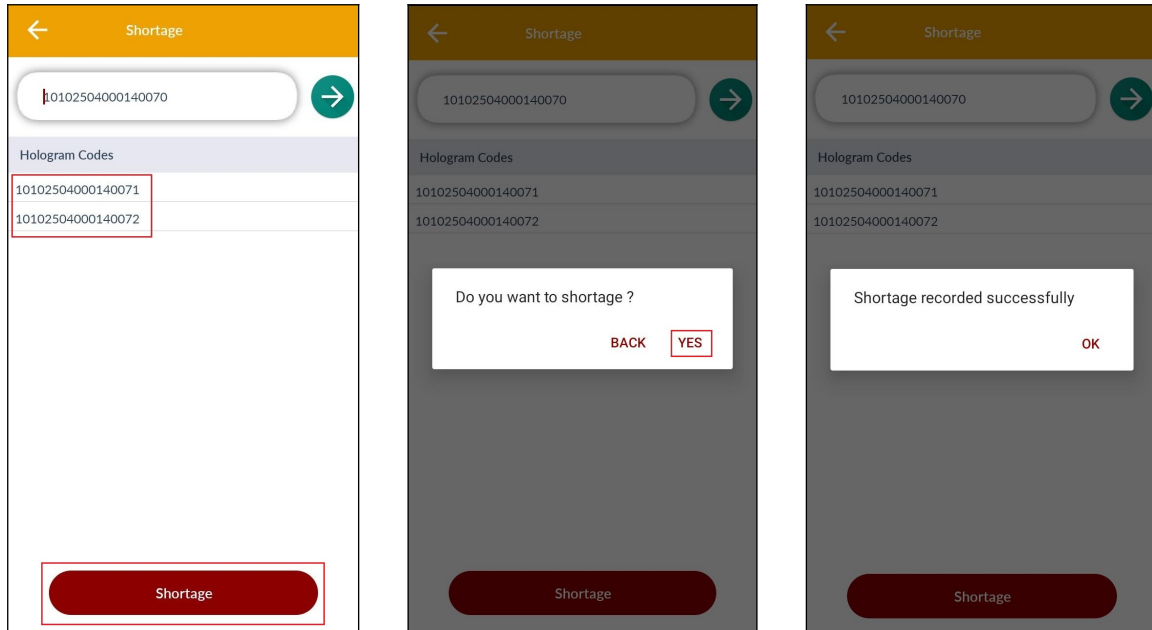
5. Scan Case Barcode



6. Good bottles

- Then all the good bottles under that case appears, scan the bottles which are available. i.e. scan the items which are not part of shortage.

SBW Control & Regulation User Reference Manual



4. Shortage Bottles

5. Click on Shortage and Yes

6. Success message appears.

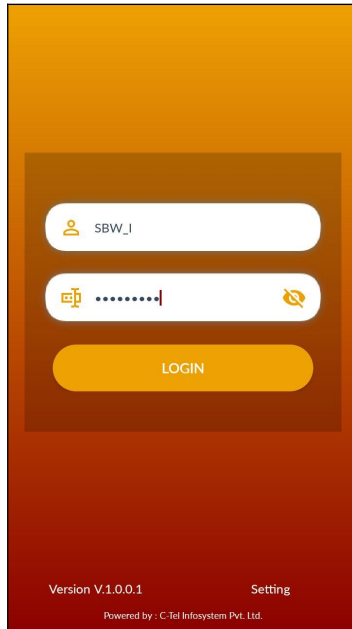
- After clicking the 'Shortage' button, a message will appear stating that the “Shortage performed successfully” as shown in the screen above.
- In EVC received quantity count will decrease, and shortage case/bottle quantity column will be updated as shown in the screen below.

S.No	Brand Name	Shipment Quantity (Cases)	Received Quantity (Cases)	Received Quantity (Bottles)	Breakage Quantity (Cases)	Breakage Quantity (Bottles)	Shortage Quantity (Cases)	Shortage Quantity (Bottles)
1	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GNNLO)	5	5	0	0	0	0	0
2	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GPPLO)	5	5	0	0	0	0	0
3	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GQQLO)	5	3	21	0	1	0	2
Total		15	13	21	0	1	0	2

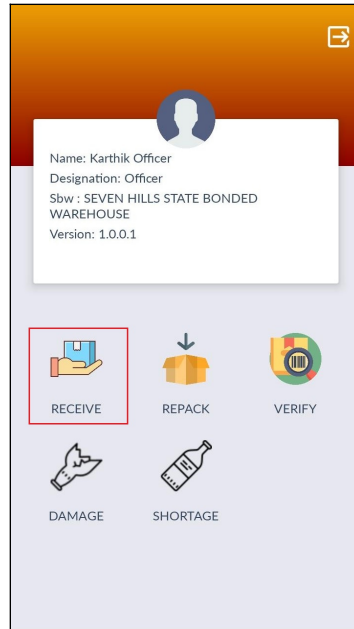
SBW Control & Regulation User Reference Manual

3.5 Transit Repack

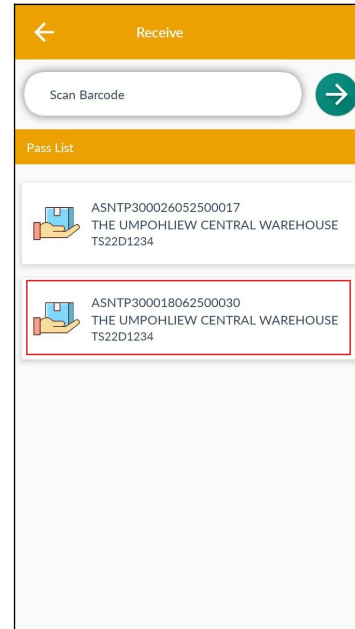
- Repack action is performed through Officer login in Handheld Device (HHD). Making an “Unpack” case into a “packed” case is called “Repacking”.
- If there are part bottles in ‘n’ cases, then we can repack form other part bottles case.



1. Login with Officer

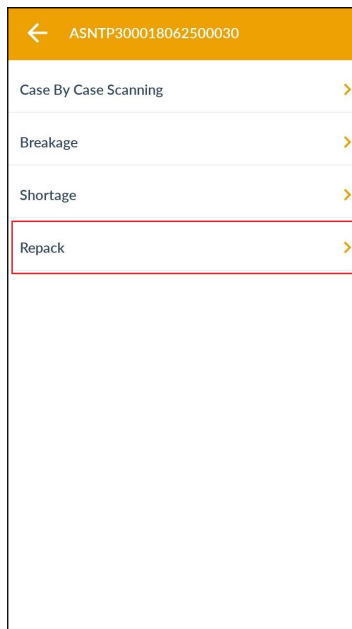


2. Click on Receive



3. Select Shipment

- Scan Case Barcode which we want to repack



4. Click on Repack



5. Scan Case Barcode



6. Repack Count will appear

- Then scan bottle which we want to keep in repack case. Click on complete.

SBW Control & Regulation User Reference Manual

- After click on complete User will get a confirmation pop-up “Repacked successfully”

ASNTP300018062500030

1018901010W0027GQQLOBT1260525L100

Product Code	Product Name	Quantity	Scanned Quantity
1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	1	1

Cancel

Complete

ASNTP300018062500030

018901010W0027GQQL0BT1260525L100

Product Code	Product Name	Quantity	Scanned Quantity
1010W0027GQQL0	SIGNATURE PREMIER GRAIN WHISKY.	1	1

Do you want to Complete the operations?

NO

YES

Cancel

Complete

←

ASNTP300018062500030

1018901010W0027GQQL0BT1260525L10X

➔

Product Code	Product Name	Quantity	Scanned Quantity
1010W0027GQQL0	SIGNATURE PREMIER GRAIN WHISKY.	1	1

Repacked Successfully

OK

Cancel

Complete

7. Scan Bottle barcode.

8. Click on Complete and Yes.

9. Repacked Successfully.

- EVC updates according to the repack cases as shown below.

S.No	Brand Name	Shipment Quantity (Cases)	Received Quantity (Cases)	Received Quantity (Bottles)	Breakage Quantity (Cases)	Breakage Quantity (Bottles)	Shortage Quantity (Cases)	Shortage Quantity (Bottles)
1	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GNNLO)	5	5	0	0	0	0	0
2	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GPPLO)	5	5	0	0	0	0	0
3	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GQQLO)	5	4	9	0	1	0	2
Total		15	14	9	0	1	0	2

SBW Control & Regulation User Reference Manual

3.6 Verification of EVC

- EVC gets update accordingly. Officer checks the EVC and click on Verify option which appears in pop-up with remarks.

S.No	Brand Name	Shipment Quantity (Cases)	Received Quantity (Cases)	Received Quantity (Bottles)	Breakage Quantity (Cases)	Breakage Quantity (Bottles)	Shortage Quantity (Cases)	Shortage Quantity (Bottles)
1	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GNNLO)	5	5	0	0	0	0	0
2	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GPPL0)	5	5	0	0	0	0	0
3	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GQQLO)	5	4	9	0	1	0	2
Total		15	14	9	0	1	0	2

Remarks*

Verify

- After clicking the 'Verify' button, a pop-up message will appear stating 'EVC verified successfully'.

Excise Department
Government of Meghalaya

Shipment
Stock Receipts / Shipment

Search Menu

Stock Receipts

Central Bonded Warehouse

Stock Dispatch

Stock

Reports

Others

Start Date: 20-Jun-2025, End Date: 20-Jun-2025, Pending

S.No, Advance Shipment Note, Date, Source Location, Action, Status, Remarks, Case Barcode List

Success!
EVC verified successfully.

OK

- On verification of EVC, EVC print is generated and the stock updates in stock register and the record will update in completed drop down and click on EVC link to view.

Completed Shipments
Stock Receipts / Completed Shipments

Karthik Officer

10, 0030, Start Date: 19-Jun-2025, End Date: 20-Jun-2025, Completed

S.No, Advance Shipment Note, Date, Verified Date, Source Location, Action, Status, Remarks


1, ASNTP300018062500030, 18-Jun-2025, 20-Jun-2025, THE UMPOHLEW CENTRAL WAREHOUSE, Checklist, EVC, Gatepass, TP, Shipment Completed, Remarks

SBW Control & Regulation User Reference Manual

- After Click on EVC, a pop-up is generated with Product details along with print.

S.No	Brand Name	Shipment Quantity (Cases)	Received Quantity (Cases)	Received Quantity (Bottles)	Breakage Quantity (Cases)	Breakage Quantity (Bottles)	Shortage Quantity (Cases)	Shortage Quantity (Bottles)
1	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GNNLO)	5	5	0	0	0	0	0
2	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GPPL0)	5	5	0	0	0	0	0
3	SIGNATURE PREMIER GRAIN WHISKY.(1010W0027GQQLO)	5	4	9	0	1	0	2
Total		15	14	9	0	1	0	2

- Click print then “EVC” print is viewed as shown screen below.




EXCISE DEPARTMENT
GOVERNMENT OF MEGHALAYA
SEVEN HILLS STATE BONDED WAREHOUSE
 (112 , Hill Station,Rewari , Shillong, West Garo Hills, Meghalaya - 500018)
Excise Verification Certificate

Received From: THE UMPOHLEW CENTRAL WAREHOUSE

Checklist Number:	CH300119062515	L.R Number:	NA	Pass Number:	TP300018062500030
Checklist Date:	19-Jun-2025	L.R Date:	NA	Pass Validity Date:	30-Jun-2025 11:59:59 PM
Vehicle Number:	TS22D1234	Arrival Date & Time:	19-Jun-2025 10:10:20 AM	Departure Date & Time:	20-Jun-2025 01:23:39 PM
EVC Number:	EVC300125061900015	EVC Date:	20-Jun-2025 01:23:39 PM	Transporter:	Raju

S.No	Product Code	Product Name	Size (ml)/UPC	Shipment Quantity Cases	Received Quantity Cases	Received Quantity Bottles	Breakage Quantity Cases	Breakage Quantity Bottles	Shortage Quantity Cases	Shortage Quantity Bottles
1	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	180.00/48	5	5	0	0	0	0	0
2	1010W0027GPPL0	SIGNATURE PREMIER GRAIN WHISKY.	375.00/24	5	5	0	0	0	0	0
3	1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	750.00/12	5	4	9	0	1	0	2
Total				15	14	9	0	1	0	2



Officer

- After verifying the EVC, now stocks will be added to stock register. User can view the Stock Register in reports.

IMFS Stock

Stock / IMFS Stock

Karthik Officer

Officer

10

Q 1010w0027

Start Date

20-jun-2025

End Date

20-jun-2025

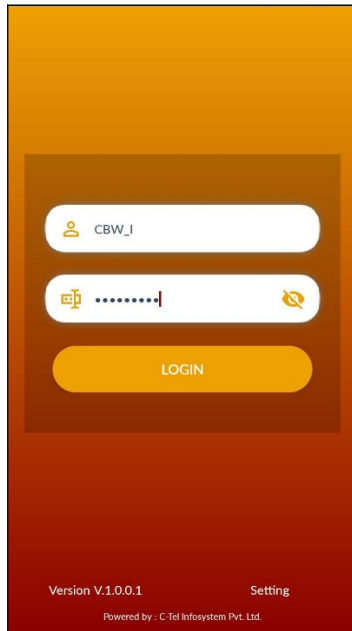
Search

S.No	Product Code	Product Name	Size (in ml)	Units Per Case	Pack Type	Issued For	Opening Stock (Cases)	Opening Stock (Bottles)	Receipts (Cases)	Receipts (Bottles)	Sales (Cases)	Sales (Bottles)	Storage Shortage (Bottles)	Storage Breakage (Bottles)	Closing Stock (Cases)	Closing Stock (Bottles)
11	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	180	48	Glass	Local	2	0	5	0	0	0	0	0	7	0
12	1010W0027GPPL0	SIGNATURE PREMIER GRAIN WHISKY.	375	24	Glass	Local	0	0	5	0	0	0	0	0	5	0
13	1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	750	12	Glass	Local	1	0	4	9	0	0	0	0	5	9

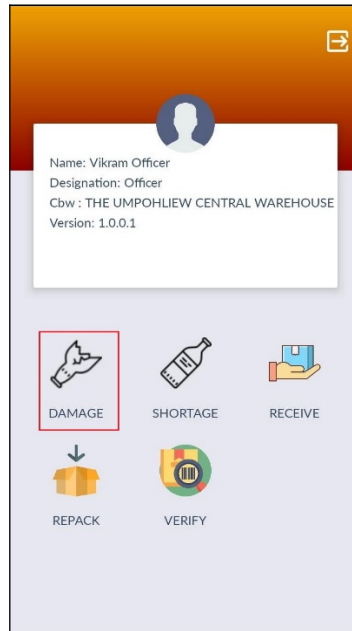
SBW Control & Regulation User Reference Manual

4. Storage Breakages

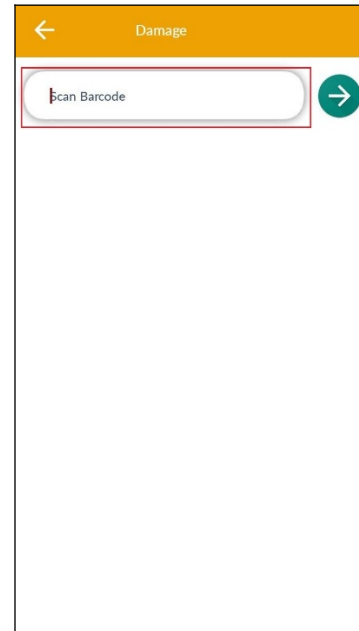
- Storage Damage action is performed through Officer login in Handheld Device (HHD), if there is bottle damage in warehouse which is called “Storage Damage”. Log in handheld device, Click on “Breakage” module.



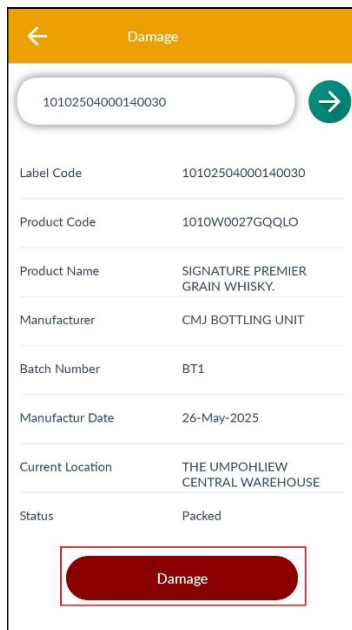
1. Login with Officer



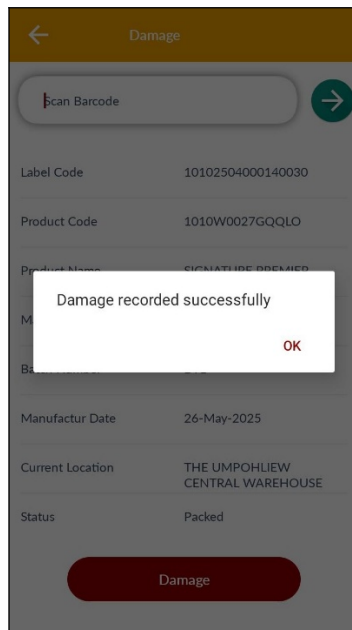
2. Click on Damage



3. Scan Damage Bottle



4. Click on Damage button



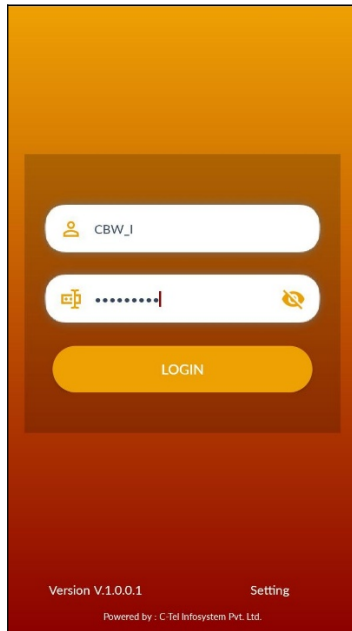
5. Damage Recorded

- After clicking the 'Damage' button, a message will appear stating that the “Damage recorded successfully” as shown screen above.
- The Stock Register will update accordingly.

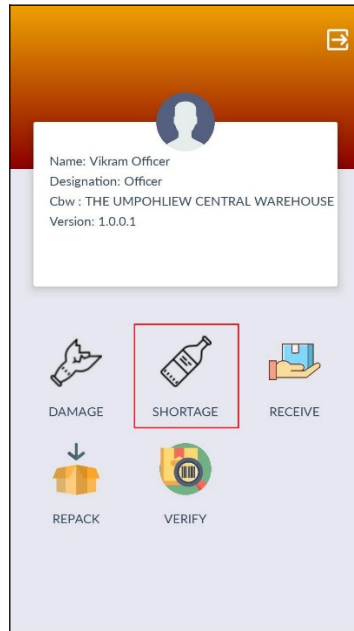
SBW Control & Regulation User Reference Manual

5. Storage Shortages

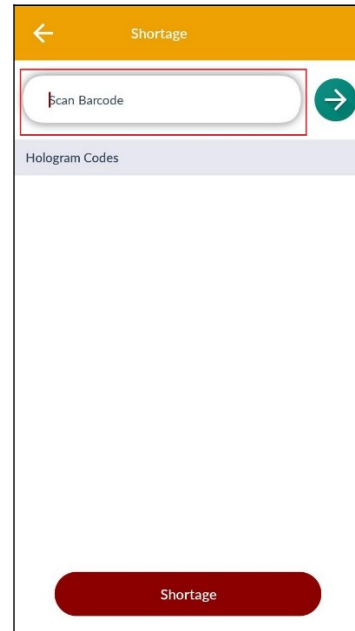
- Storage Shortage action is performed through Officer login in Handheld Device (HHD), if there is bottle shortage in warehouse which is called “Storage Shortage”. Login in handheld device, Click on “Shortage” module.



1. Login with Officer

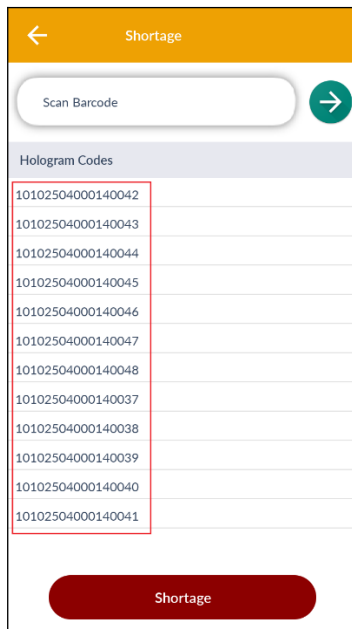


2. Click on Shortage

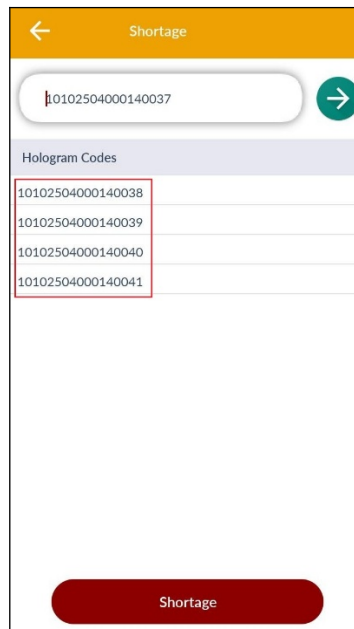


3. Scan Case Barcode

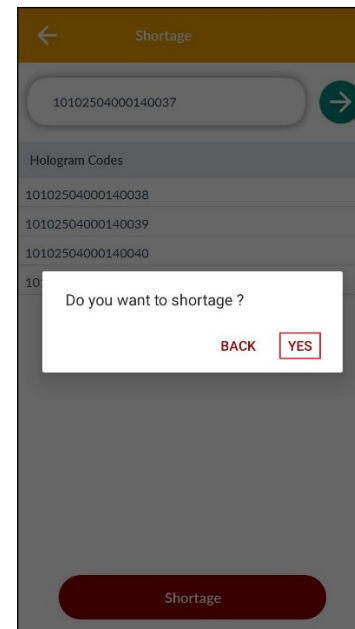
- Then all the good bottles under that case appears, scan the bottles which are available. i.e. scan the bottles which are not part of shortage.



4. Good bottles



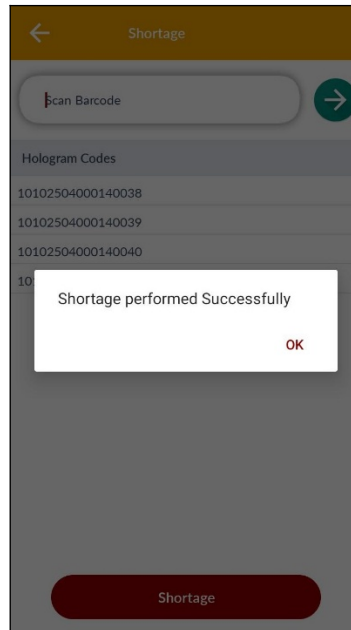
5. Shortage Bottles



6. Click on Shortage and Yes.

SBW Control & Regulation User Reference Manual

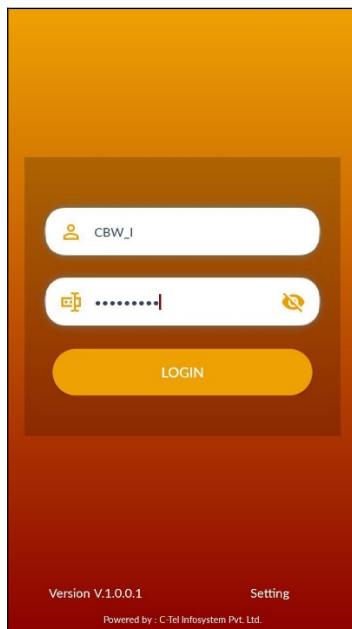
- After clicking the 'Shortage' button, a message will appear stating that the “Shortage performed successfully” as shown in the screen below.



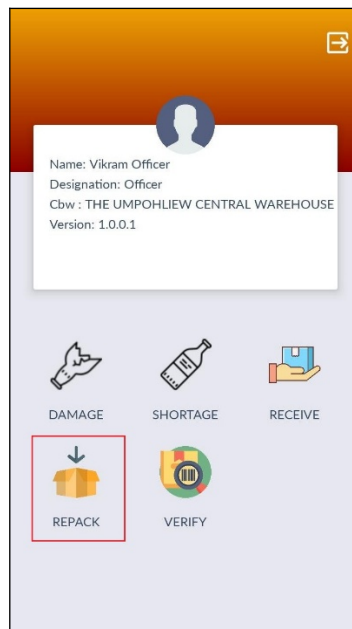
- The Stock Register will update accordingly.

6. Storage Repack

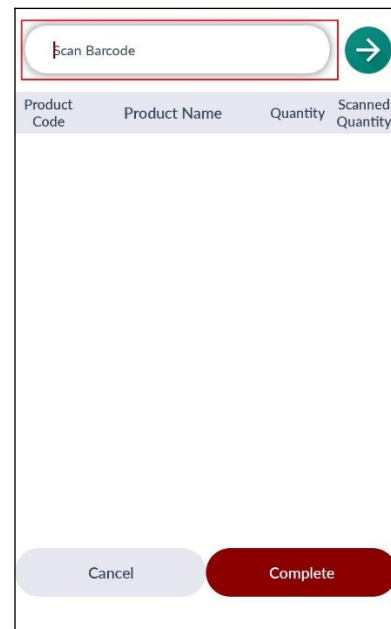
- Storage Repack action is performed through Officer login in Handheld Device (HHD). Making an “Unpack” case into a “packed” case is called “Repacking”.
- If there are part bottles in ‘n’ cases, then we can repack form other part bottles case.



1. Login with Officer



2. Click on Repack



3. Scan Case Barcode

- Scan Case Barcode which we want to repack

SBW Control & Regulation User Reference Manual

- Then scan bottle which we want to keep in repack case. Click on complete.

Product Code	Product Name	Quantity	Scanned Quantity
1010W00 27GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	1	0

Buttons: Cancel, Complete

Product Code	Product Name	Quantity	Scanned Quantity
1010W00 27GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	1	1

Buttons: Cancel, Complete

Do you want to Complete the operations?

NO YES

Buttons: Cancel, Complete

4. Repack count appears

5. Scan Bottle barcode

6. Click on Yes

- After click on Yes, user will get a confirmation pop-up “Repacked successfully”

Repacked Successfully

OK

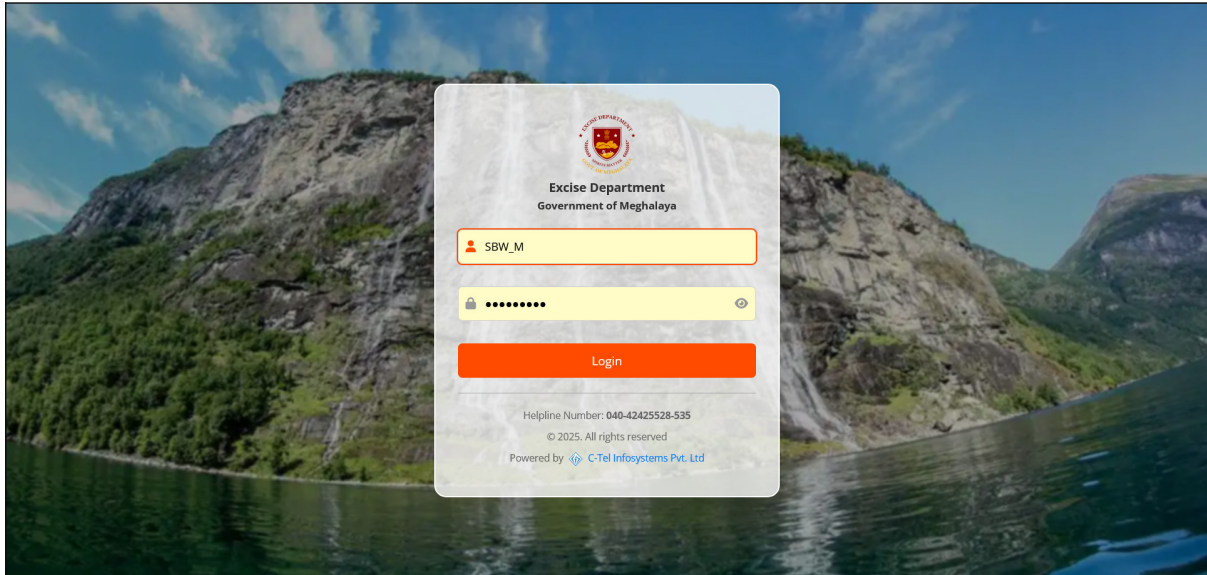
Buttons: Cancel, Complete

- The Stock Register will update accordingly.

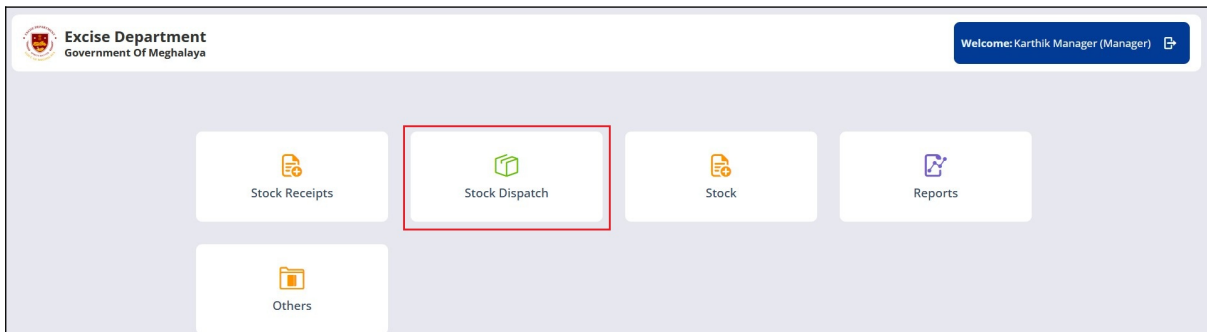
SBW Control & Regulation User Reference Manual

7. Stock Dispatch Process

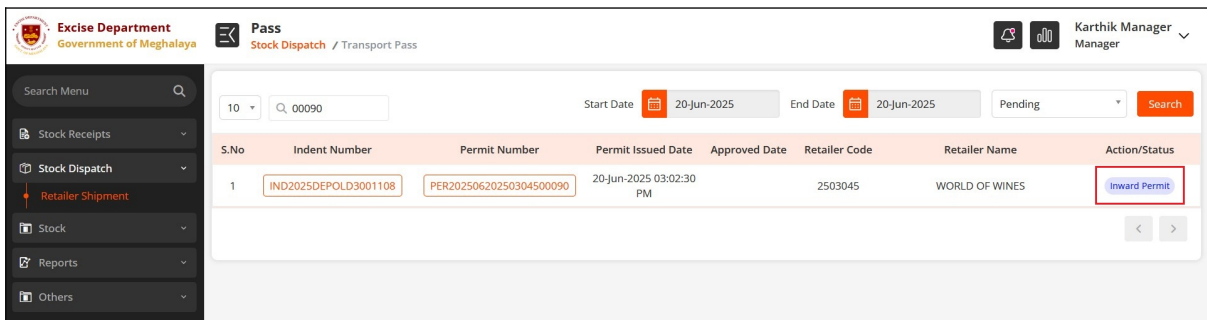
- Retailer will raise an indent for the requisition of liquor.
- SOE/DSOE will approve the permit.
- SBW can view the approved permits, and based on these permits, stocks will be dispatched to Retailer.
- Log in to the application with SBW manager credentials in web application.



- User needs to click on Stock dispatch tab.



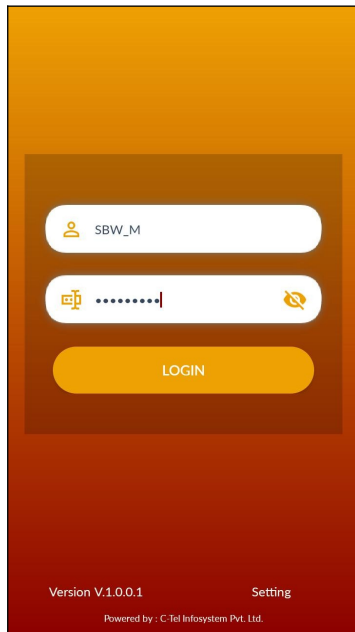
- After Click on Stock dispatch tab user can view the approved Permits with status 'Inward permit' as shown screen below.



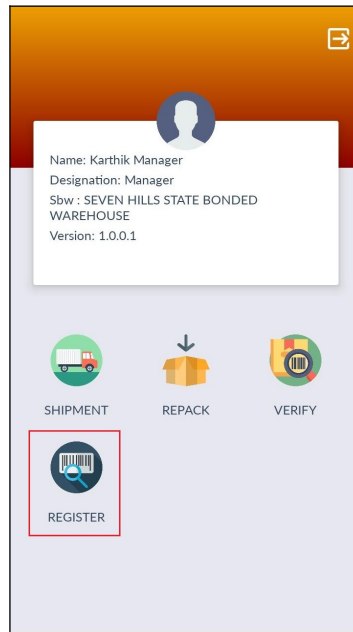
SBW Control & Regulation User Reference Manual

7.1 Inward Permit

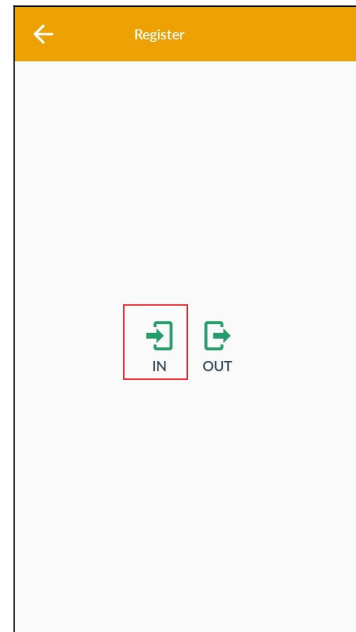
- The user needs to log in with SBW Manager credentials on the HHD device, as shown below.



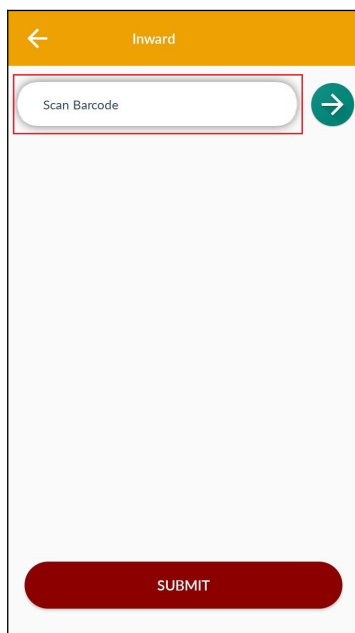
1. Login with Manager



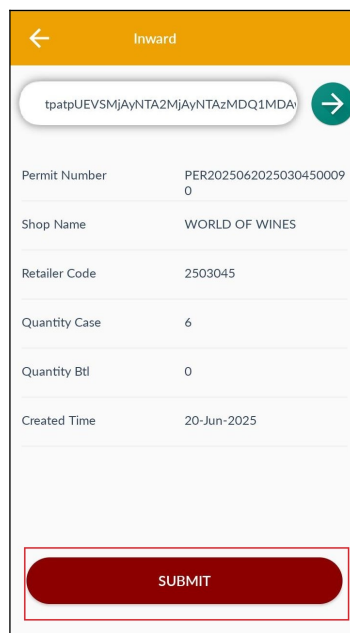
2. Click on Register



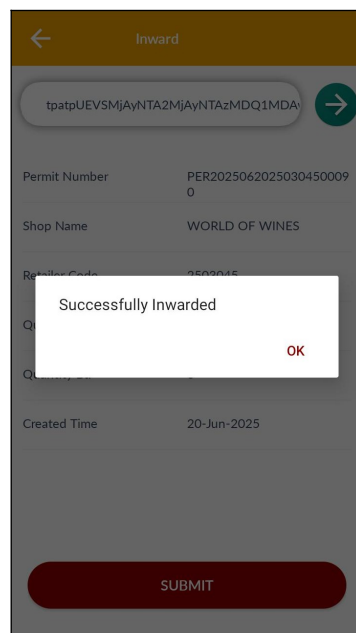
3. Click on IN



4. Scan Permit Barcode



5. Click on Submit button



6. In warded Successfully

SBW Control & Regulation User Reference Manual

- After inward processing, the user needs to log in with Manager credentials on the web application, click on the 'Stock Dispatch' tab, select the specific permit number, and click 'Initiate Shipment'.

S.No	Indent Number	Permit Number	Permit Issued Date	Approved Date	Retailer Code	Retailer Name	Action/Status
1	IND2025DEPOLD3001108	PER20250620250304500090	20-Jun-2025 03:02:30 PM		2503045	WORLD OF WINES	Initiate Shipment

- After clicking 'Approve', a pop-up will appear prompting the user to enter the vehicle number, route, and transporter name. Click the 'Submit' button to initiate the shipment.

S.No	Brand Name	Brand Number	Size (ml)	Pack Type	Issued For	Issued Quantity
1	SIGNATURE PREMIER GRAIN WHISKY.	0027	180	Glass	Local/Import/Foreign	5
2	SIGNATURE PREMIER GRAIN WHISKY.	0027	375	Glass	Local/Import/Foreign	5
3	SIGNATURE PREMIER GRAIN WHISKY.	0027	750	Glass	Local/Import/Foreign	5

- After click on submit button, a pop-up message will appear stating 'Shipment initiated successfully'.

S.No	Indent Number	Permit Number	Permit Issued Date	Approved Date	Retailer Code	Retailer Name	Action/Status
1	IND2025DEPOLD3001108	PER20250620250304500090	20-Jun-2025 03:02:30 PM		2503045	WORLD OF WINES	Initiate Shipment

SBW Control & Regulation User Reference Manual

- Status will display as “Scanning in Progress” till scanning completion. As well as it displays in in Handheld device.

Pass

Stock Dispatch / Transport Pass

Karthik Manager
Manager

10

Search Records

Start Date

20-Jun-2025

End Date

20-Jun-2025

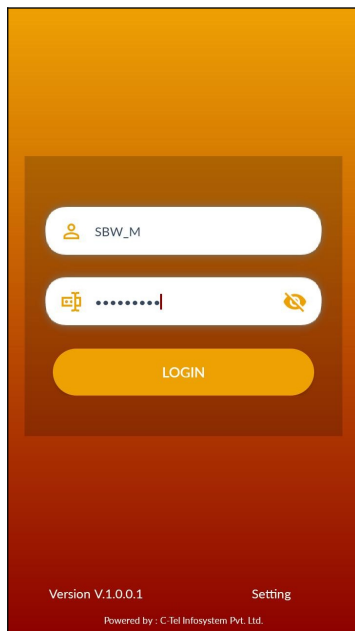
Pending

Search

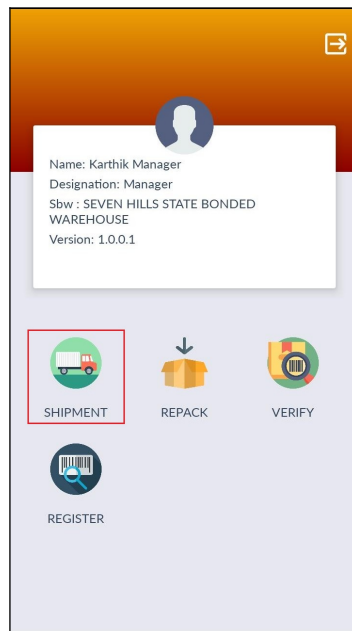
S.No	Indent Number	Permit Number	Permit Issued Date	Approved Date	Retailer Code	Retailer Name	Action/Status
1	IND2025DEPOLD3001108	PER20250620250304500090	20-Jun-2025 03:02:30 PM	20-Jun-2025	2503045	WORLD OF WINES	Scanning in Progress

7.2 Shipment Scanning

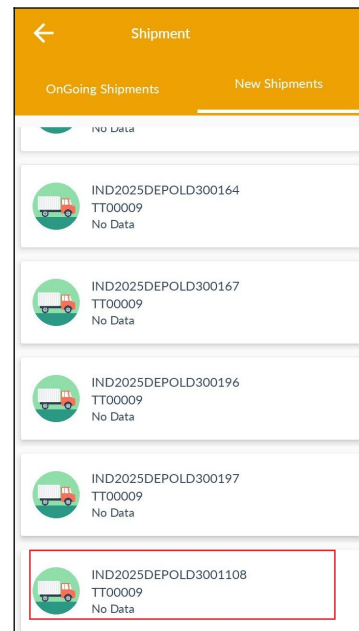
- The user needs to log in with SBW Manager credentials on the HHD device.
- User needs to select Shipment, click on New Shipments and select Indent number.



1. Login with Manager



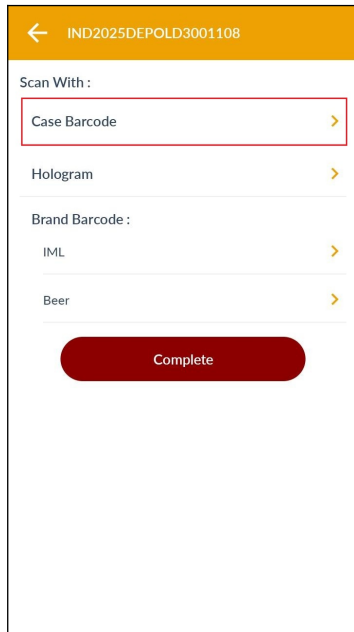
2. Select Shipment



3. Select Indent Number

- Users need to select case barcode and scan all cases as per the quantity

SBW Control & Regulation User Reference Manual



← IND2025DEPOLD3001108

Scan With :

Case Barcode >

Hologram >

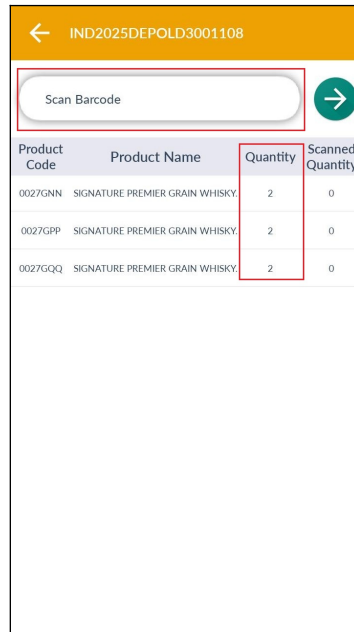
Brand Barcode :

IML >

Beer >

Complete

4. Select Case Barcode

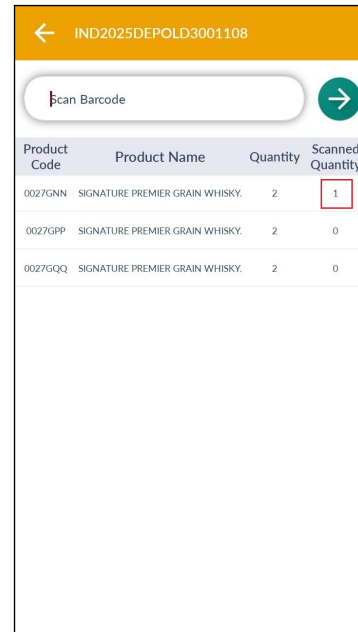


← IND2025DEPOLD3001108

Scan Barcode →

Product Code	Product Name	Quantity	Scanned Quantity
0027GNN	SIGNATURE PREMIER GRAIN WHISKY.	2	0
0027GPP	SIGNATURE PREMIER GRAIN WHISKY.	2	0
0027GQQ	SIGNATURE PREMIER GRAIN WHISKY.	2	0

5. Scan Case Barcode

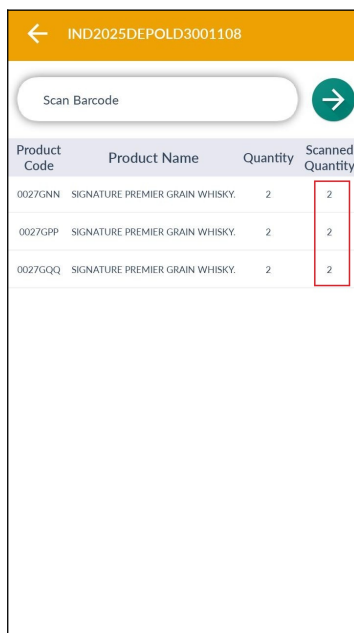


← IND2025DEPOLD3001108

Scan Barcode →

Product Code	Product Name	Quantity	Scanned Quantity
0027GNN	SIGNATURE PREMIER GRAIN WHISKY.	2	1
0027GPP	SIGNATURE PREMIER GRAIN WHISKY.	2	0
0027GQQ	SIGNATURE PREMIER GRAIN WHISKY.	2	0

6. Scanned Quantity updates

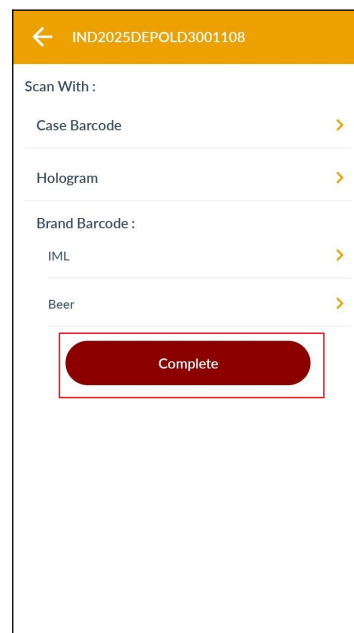


← IND2025DEPOLD3001108

Scan Barcode →

Product Code	Product Name	Quantity	Scanned Quantity
0027GNN	SIGNATURE PREMIER GRAIN WHISKY.	2	2
0027GPP	SIGNATURE PREMIER GRAIN WHISKY.	2	2
0027GQQ	SIGNATURE PREMIER GRAIN WHISKY.	2	2

7. Scan all cases



← IND2025DEPOLD3001108

Scan With :

Case Barcode >

Hologram >

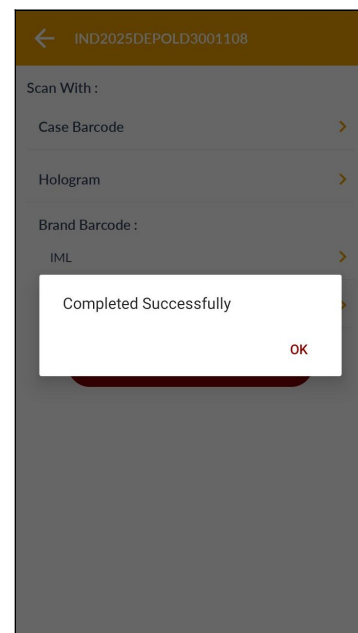
Brand Barcode :

IML >

Beer >

Complete

8. Click on Complete



← IND2025DEPOLD3001108

Scan With :

Case Barcode >

Hologram >

Brand Barcode :

IML >

Completed Successfully

OK

9. Completed Successfully

7.3 Breakage Replacement

- After complete user can replace the bottles which are identified as breakage (if any).

SBW Control & Regulation User Reference Manual

- Click on replace user will get below screen to scan breakage bottle and good bottle form go down stock.

← IND2025DEPOLD3001108

Scan With :

Case Barcode >

Hologram >

Brand Barcode :

IML >

Beer >

Replace >

Complete Breakage Complete

← Replace

Scan Barcode →

Scan Barcode →

Submit

← Replace

10102504000140055 →

Scan Barcode →

Product Code	1010W0027GQQLO
Product Name	SIGNATURE PREMIER GRAIN WHISKY.
Manufacturer	CMJ BOTTLING UNIT
Batch Number	BT1
Manufacture Date	26-May-2025
Current Location	SEVEN HILLS STATE BONDED WAREHOUSE
Status	Packed

Submit

7. Select Replace

8. Screen will appear

9. Scan Breakage bottle

← Replace

10102504000140055 →

10102504000140066 →

Product Code	1010W0027GQQLO
Product Name	SIGNATURE PREMIER GRAIN WHISKY.
Manufacturer	CMJ BOTTLING UNIT
Batch Number	BT1
Manufacture Date	26-May-2025
Current Location	SEVEN HILLS STATE BONDED WAREHOUSE
Status	Packed

Submit

← Replace

Scan Barcode →

Scan Barcode →

Replaced Successfully!!!
OK

Submit

7. Scan good bottle and submit. 8. Bottles replaced successfully.

- After completion of breakage replacement user need to click on “Complete Breakage” button in device as shown screen below.

SBW Control & Regulation User Reference Manual

← IND2025DEPOLD3001108

Scan With :

Case Barcode >

Hologram >

Brand Barcode :

IML >

Beer >

Replace >

Complete Breakage Complete

← IND2025DEPOLD3001108

Scan With :

Case Barcode >

Hologram >

Brand Barcode :

IML >

Beer >

Replace >

Completed Successfully OK

Complete Breakage Complete

- After complete status will be updated to “Forwarded to Officer” to Generate Pass.

Excise Department
Government of Meghalaya

Pass
Stock Dispatch / Transport Pass

Karthik Manager
Manager

Search Menu

10 1101

Start Date 24-Jun-2025 End Date 24-Jun-2025 Pending Search

S.No	Indent Number	Permit Number	Permit Issued Date	Retailer Code	Retailer Name	Action/Status
6	IND2025DEPOLD3001101	PER20250614250004200086	14-Jun-2025 04:26:15 PM	2500042	THE BARREL WINE SHOP	Forwarded to Officer

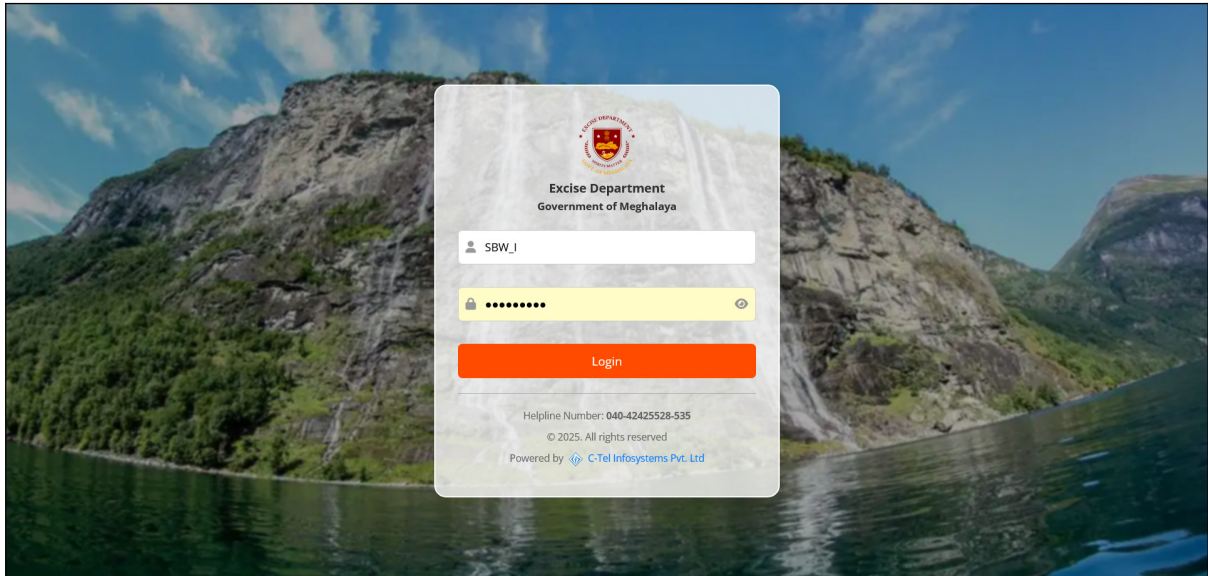
Meghalaya Build V4.1.1.4 | Copyright © 2025

Online Indenting Help line : 040-42425528 - 535 | Powered by C-Tel Infosystems Pvt. Ltd.

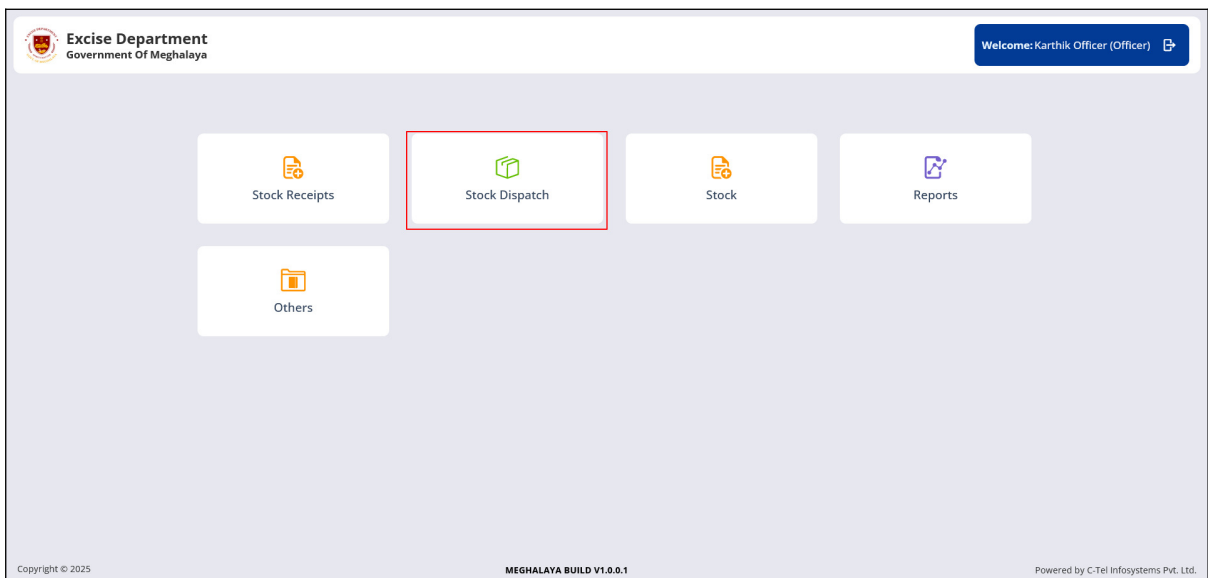
7.4 Generate Pass

- The user needs to log in with SBW Officer credentials on the web application, as shown screen below.

SBW Control & Regulation User Reference Manual






- Once the user has logged in successfully, they are taken to the user menu page displaying the main functions of the system, as shown below. The user needs to select the 'Stock Dispatch' tab.




- After clicking the 'Stock Dispatch' tab, permits with the status 'Generate Pass' will appear. These are the permits for which scanning has been completed, and the user needs to click on the 'Generate Pass' link.


SBW Control & Regulation User Reference Manual


 **Pass**
Stock Dispatch / Transport Pass


  Karthik Officer
Officer


10



Start Date  20-Jun-2025

End Date  20-Jun-2025


Pending 

 Search

S.No	Indent Number	Permit Number	Permit Issued Date	Approved Date	Retailer Code	Retailer Name	Action/Status
1	IND2025DEPOLD3001108	PER20250620250304500090	20-Jun-2025 03:02:30 PM	20-Jun-2025	2503045	WORLD OF WINES	

- After click on “Generate Pass” a pop-up will appear prompting the user to verify the vehicle number, route, and transporter name. Click the 'Submit' button to Generate the Pass.

TP Form 

Vehicle Number*

TS22D1234

Valid Up To*

30-Jun-2025


Transporter Name*

Raju

Route*

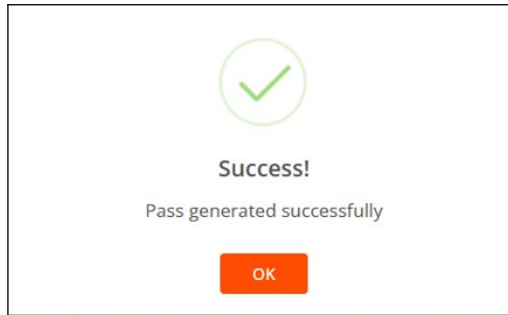
Shillong

Product Name	Brand Number	Size in ml	Quantity in cases:	Quantity in bottles:	Issued Quantity in cases:	Issued Quantity in bottles:
SIGNATURE PREMIER GRAIN WHISKY.	0027	180	2	0	2	0
SIGNATURE PREMIER GRAIN WHISKY.	0027	375	2	0	2	0
SIGNATURE PREMIER GRAIN WHISKY.	0027	750	2	0	2	0



- After click on submit button, a pop-up message will appear stating “Pass generated successfully”.

SBW Control & Regulation User Reference Manual



- Select completed filter, now user can see the completed Shipments along with pass numbers.

Completed Retailer Shipments

Stock Dispatch / Transport Pass / Completed Retailer Shipments

Karthik Officer
Officer

10

Q Search Records

Start Date20-Jun-2025

End Date20-Jun-2025

Completed

Search


S.No	Indent Number	Permit Number	Pass Number	Approved Date	Pass Issued Date	Retailer Code	Retailer Name	Status
1	IND2025DEPOLD3001108	PER20250620250304500090	TP300120062025000048	20-Jun-2025	20-Jun-2025 03:54:17 PM	2503045	WORLD OF WINES	Pass Issued

- Click on Pass Number link, user can take the print of Pass and Gate pass prints.

Pass Number:TP300120062025000048										
S.No	Brand Number	Brand Name	Size in (ml) / UPC	Segment	Quantity in Cases	Quantity in Bottles	Total Bottles	Total RLF (Rs.)	Total VAT (Rs.)	Total Value (Rs.)
1	0027	SIGNATURE PREMIER GRAIN WHISKY.	750/12	WHISKY	2	0	24	4	2232	2236
2	0027	SIGNATURE PREMIER GRAIN WHISKY.	375/24	WHISKY	2	0	48	4	1932	1936
3	0027	SIGNATURE PREMIER GRAIN WHISKY.	180/48	WHISKY	2	0	96	4	1932	1936
Total Quantity					6	0	168	12	6096	6108

Pass Print

SBW Control & Regulation User Reference Manual



EXCISE DEPARTMENT
GOVERNMENT OF MEGHALAYA


Form L-34
Pass for the Transport or Export of All Kind of Liquor from Licensed Premises

Indent Number: IND2025DEPOLD3001108
Permit Number: PER20250620250304500090
Date & Time of Issue: 20-Jun-2025 03:02:30 PM
Date & Time of Validity: 30-Jun-2025 12:00:00 AM
Pass Number: TP300120062025000048
Date & Time of Issue: 20-Jun-2025 03:54:17 PM
Date & Time of Validity: 30-Jun-2025 11:59:59 PM
Vehicle Number: TS22D1234.
Route: Shillong

Name and Address of the Importer (Consignee)	Name and Address of the Exporter (Consignor)
License Number: 1181005138825(Retailer)	License Number: 3300138825(Wholesale)
License Type: RTW	License Type: SBW
Firm Name: WORLD OF WINES	Firm Name: SEVEN HILLS STATE BONDED WAREHOUSE
Address: , Shilong, Shilong , 70 , , West Garo Hills, Meghalaya - 456456	Address: 112 , Hill Station,Rewari , Shillong, West Garo Hills, Meghalaya - 500018

Description of Brands

S.No.	Product Code	Product Name	Segment	Category	Size (ml) / UPC	Pack Type	Issued For	Quantity in Cases	Quantity in Bottles
1	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	180 X 48	Glass	Local	2	0
2	1010W0027GPPL0	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	375 X 24	Glass	Local	2	0
3	1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	750 X 12	Glass	Local	2	0
Total								6	0




Karthik Officer
Officer

Gate Pass Print

SEVEN HILLS STATE BONDED WAREHOUSE
(112 , Hill Station,Rewari , Shillong, West Garo Hills, Meghalaya - 500018)
Gate Pass

S.No	GPTP300120062025000048
Pass Number	TP300120062025000048
From	SEVEN HILLS STATE BONDED WAREHOUSE,112 ,Shillong,500018
To	WORLD OF WINES, , Shilong, Shilong ,70 , ,456456
Shipped On	20-Jun-2025 03:54:17 PM
Vehicle Number	TS22D1234



Manager

- Stock will update according to the sale quantity

SBW Control & Regulation User Reference Manual

IMFS Stock

Stock / IMFS Stock

Karthik Officer

Officer

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Q 1010W0027

Start Date

20-Jun-2025

End Date

20-Jun-2025

Search

S.No	Product Code	Product Name	Size (in ml)	Units Per Case	Pack Type	Issued For	Opening Stock (Cases)	Opening Stock (Bottles)	Receipts (Cases)	Receipts (Bottles)	Sales (Cases)	Sales (Bottles)	Storage Shortage (Bottles)	Storage Breakage (Bottles)	Closing Stock (Cases)	Closing Stock (Bottles)
11	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	180	48	Glass	Local	2	0	5	0	2	0	0	0	5	0
12	1010W0027GPPLO	SIGNATURE PREMIER GRAIN WHISKY.	375	24	Glass	Local	0	0	5	0	2	0	0	0	3	0
13	1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	750	12	Glass	Local	1	0	4	9	2	0	0	0	3	7