

Hologram Manufacturer User Reference Manual



Excise Department Government of Meghalaya



C-TEL INFOSYSTEMS PVT. LTD
Hyderabad, Telangana

Hologram Manufacturer User Reference Manual

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1. Overview

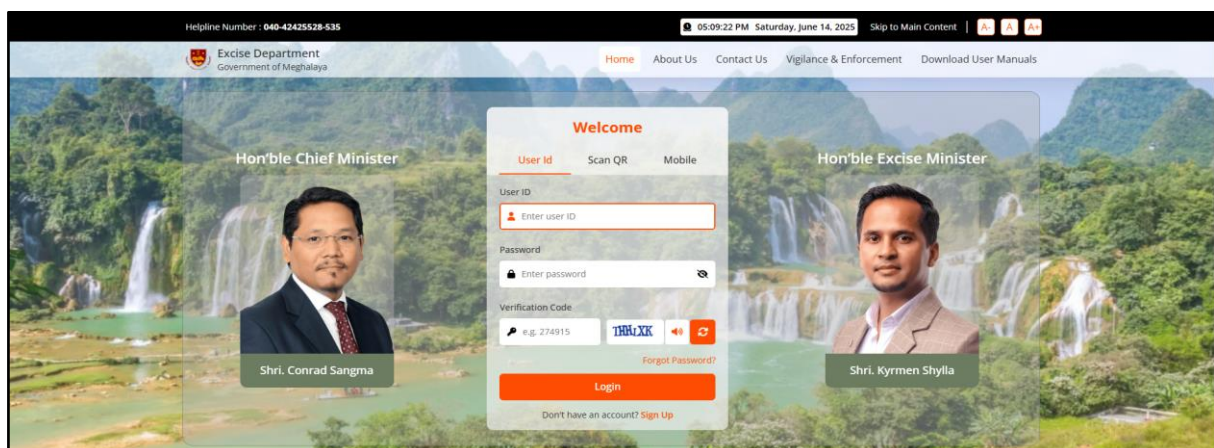
Control and regulation process in the bottling unit. This process includes spirit procurement, hologram procurement, permit generation, and stock dispatch. Spirit is procured and in-warded from approved suppliers, while holograms are received and tracked to ensure secure labeling. Based on stock availability, export permits are generated. Finally, stock is dispatched against valid permits (export and local) with proper documentation and tracking.

2. Hologram Process

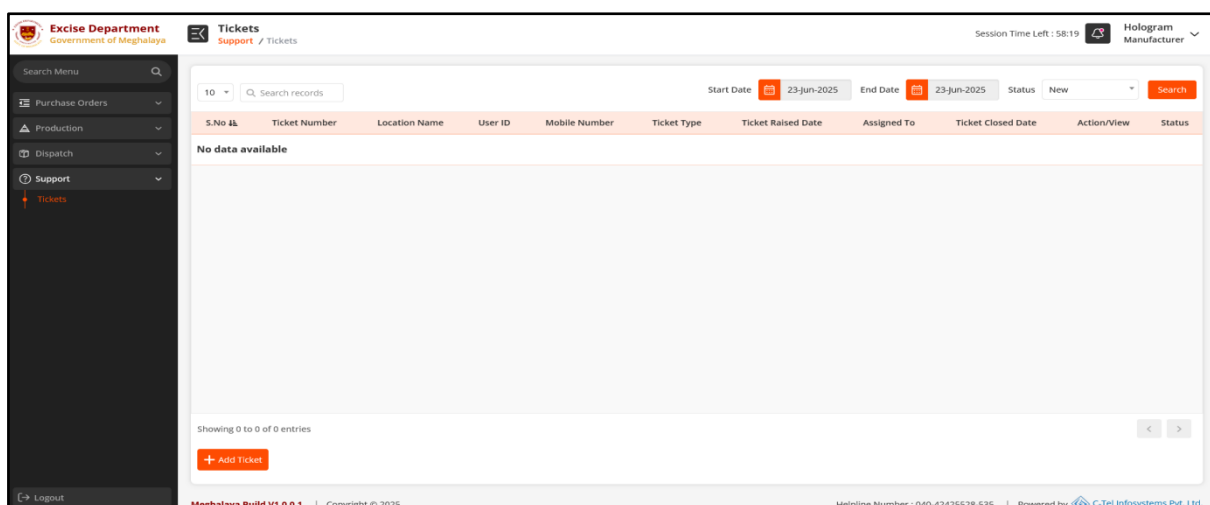
2.1 Hologram Shipment (Manufacturer):

❖ Hologram Manufacturer Login :

- ◆ Login to the below application by providing the valid username and password.

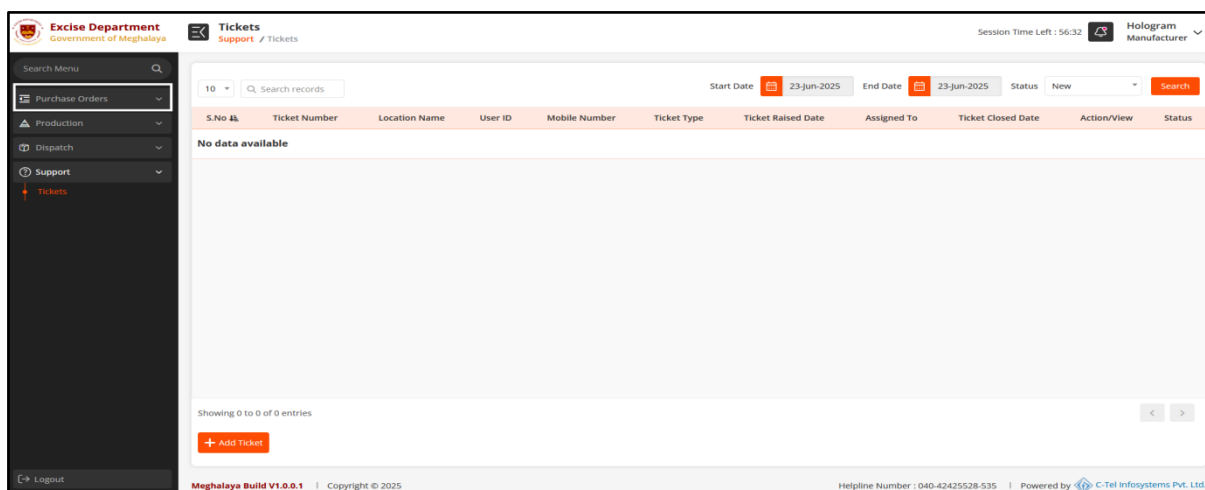


- ◆ After login, Officer can able to view the below screen.

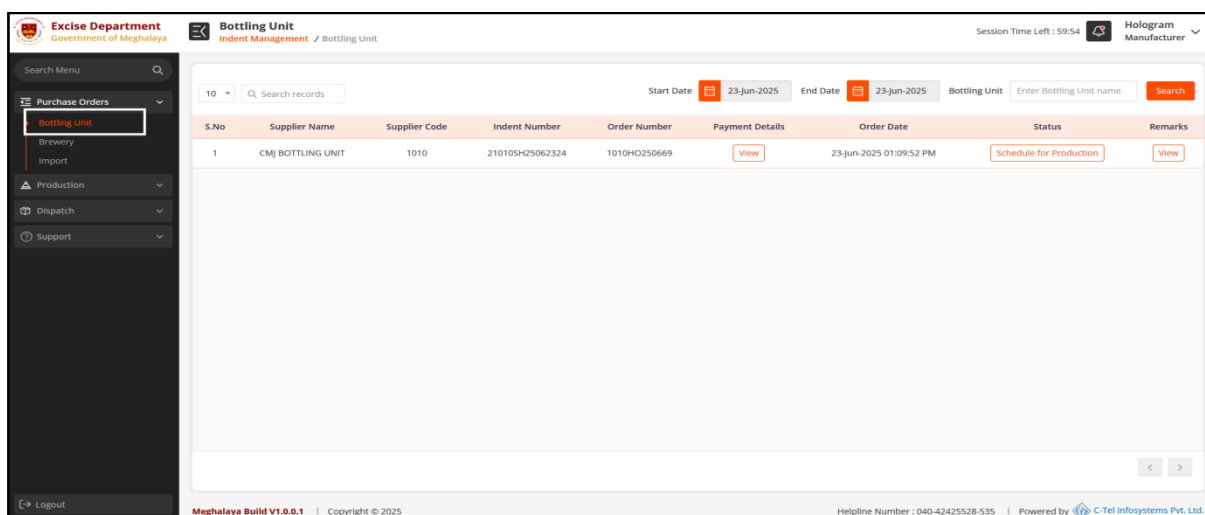


- ◆ Then user need to select “Purchase Orders” tab.

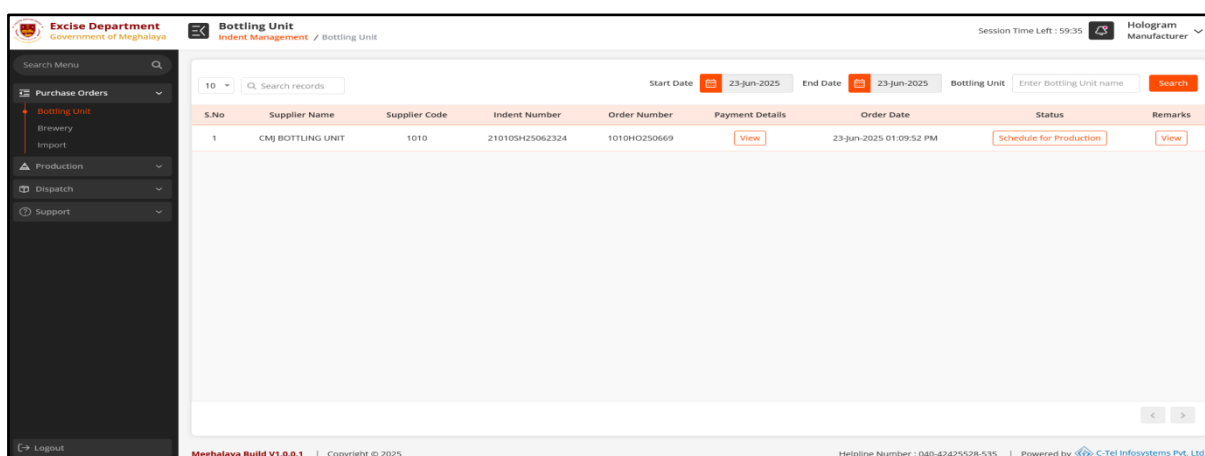
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- ◆ After selecting the **“Purchase Orders”** tab user can able to view the below screen.

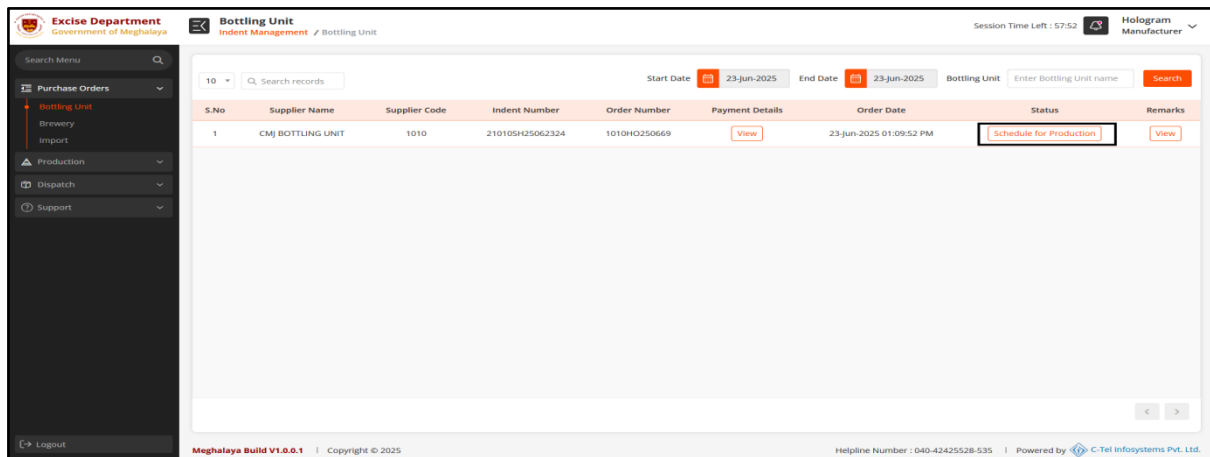


- ◆ After reaching to the above screen user need to select the **“Bottling Unit”** tab under **“Purchase Orders”** tab. After selecting the **“Bottling Unit”** tab user can able to view the below screen.

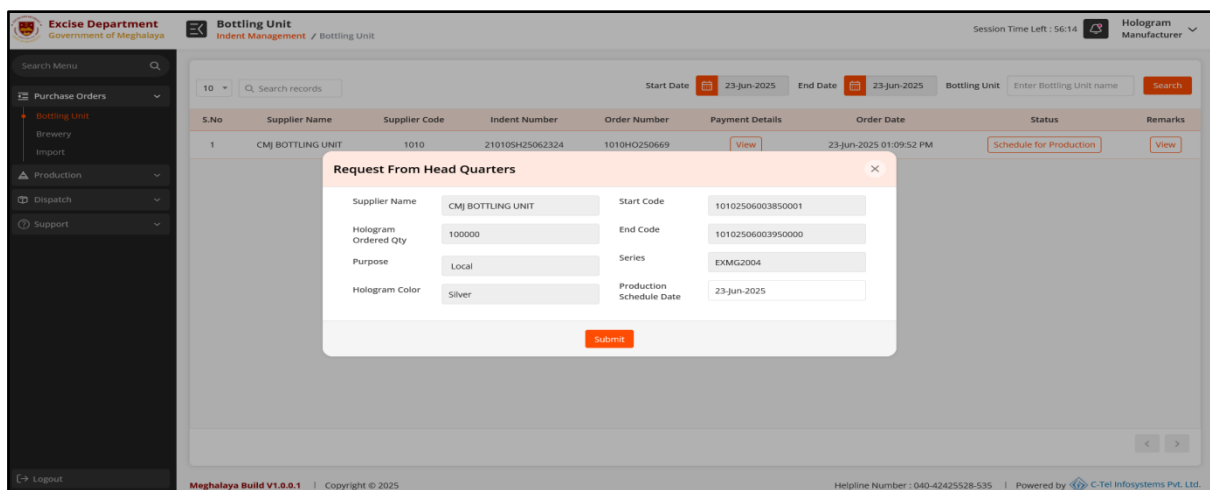


- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on **“Schedule for Production”** option as shown in below screen.

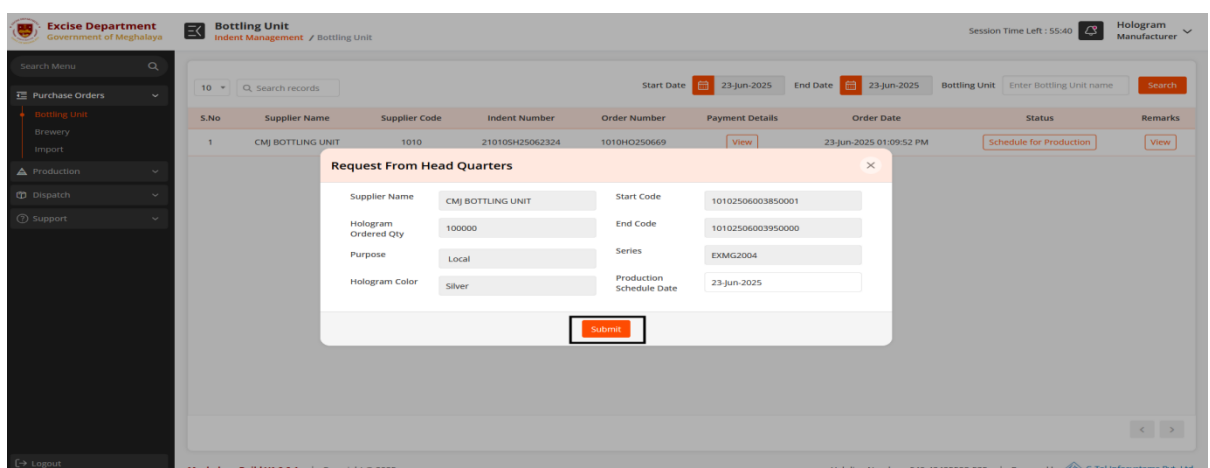
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- ◆ After clicking on **“Schedule for Production”** option a pop up will be opened as shown in below screen.

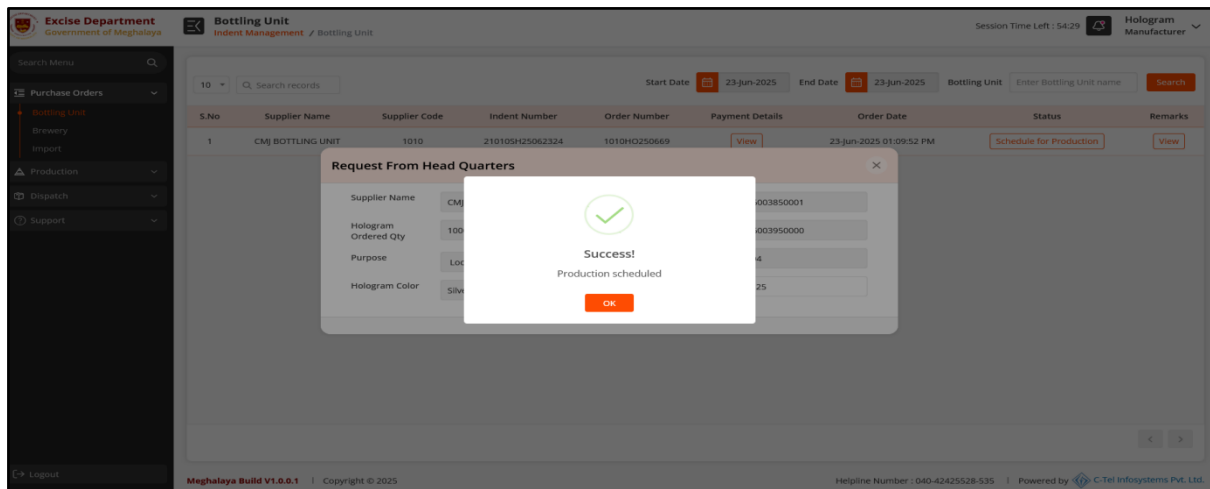


- ◆ After reaching to the above screen officer need to click on **“Submit”** option as shown in below screen.

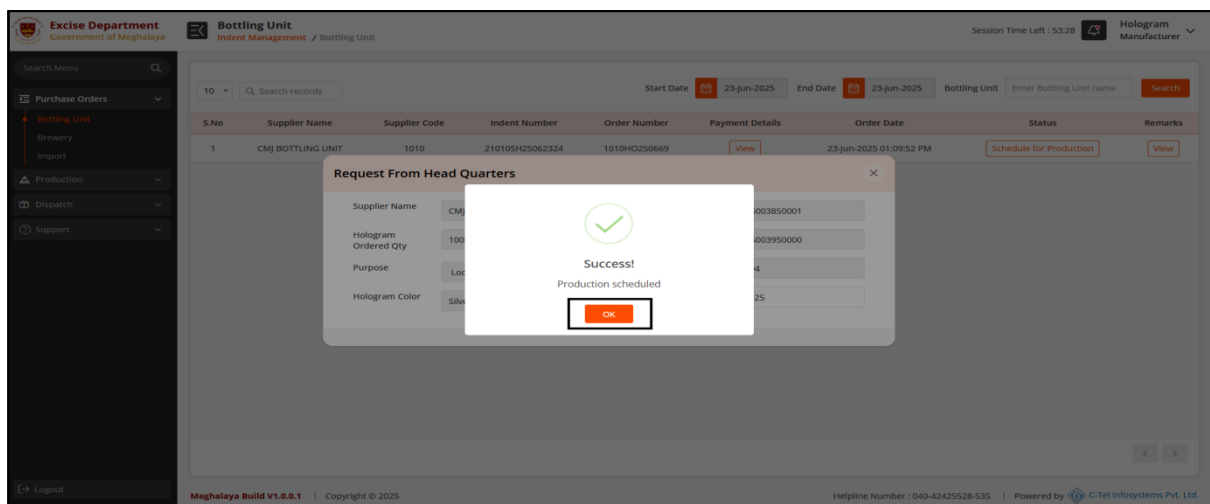


- ◆ After clicking on **“Submit”** option an alert pop up will be displayed as shown in below screen.

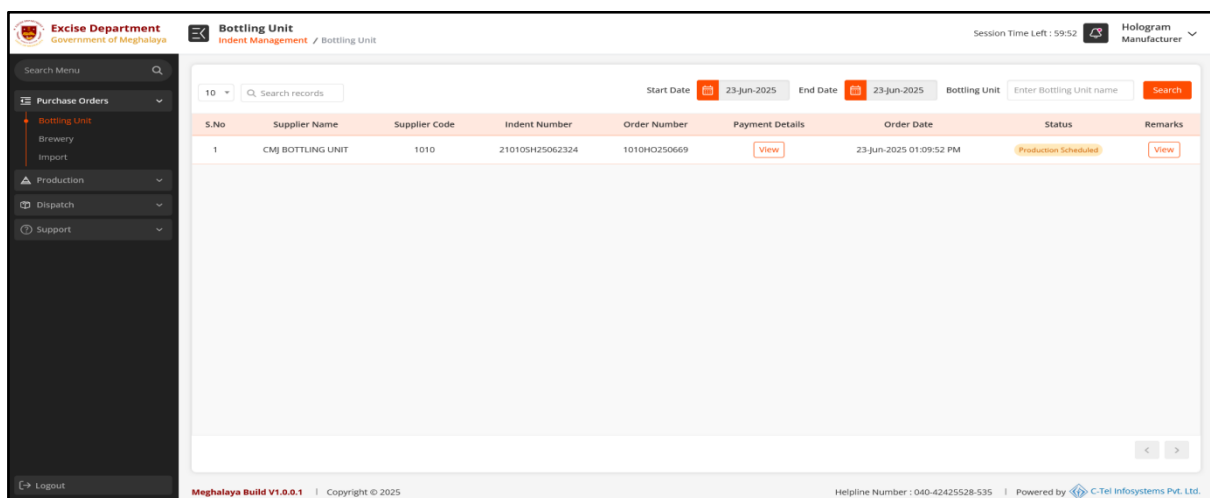
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◆ User need to click on “OK” button as shown in below screen.

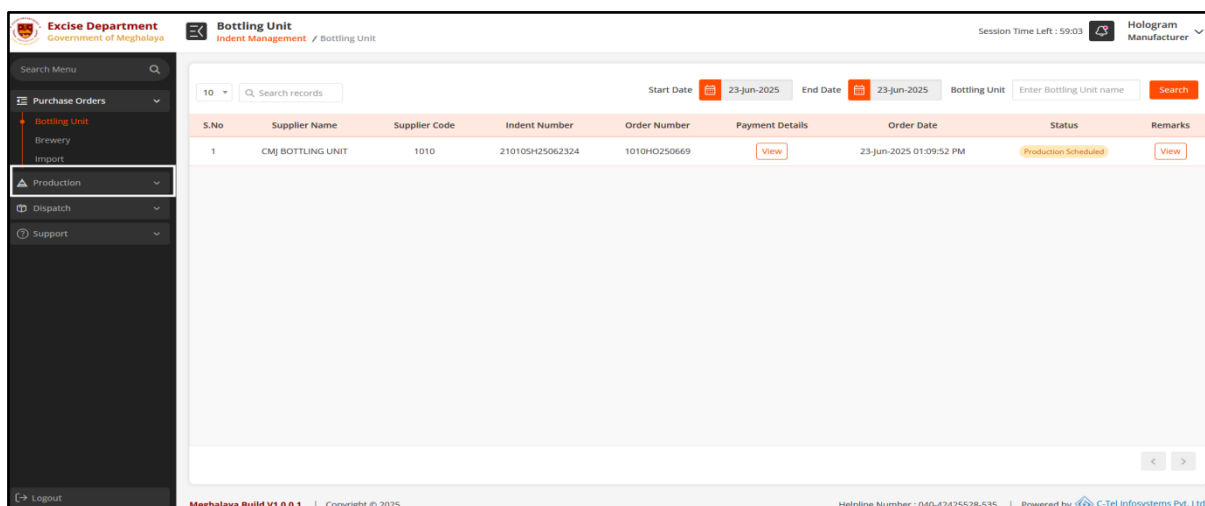


◆ After clicking on “OK” button request “status” will be shown as “**Production Scheduled**” as shown in below screen.

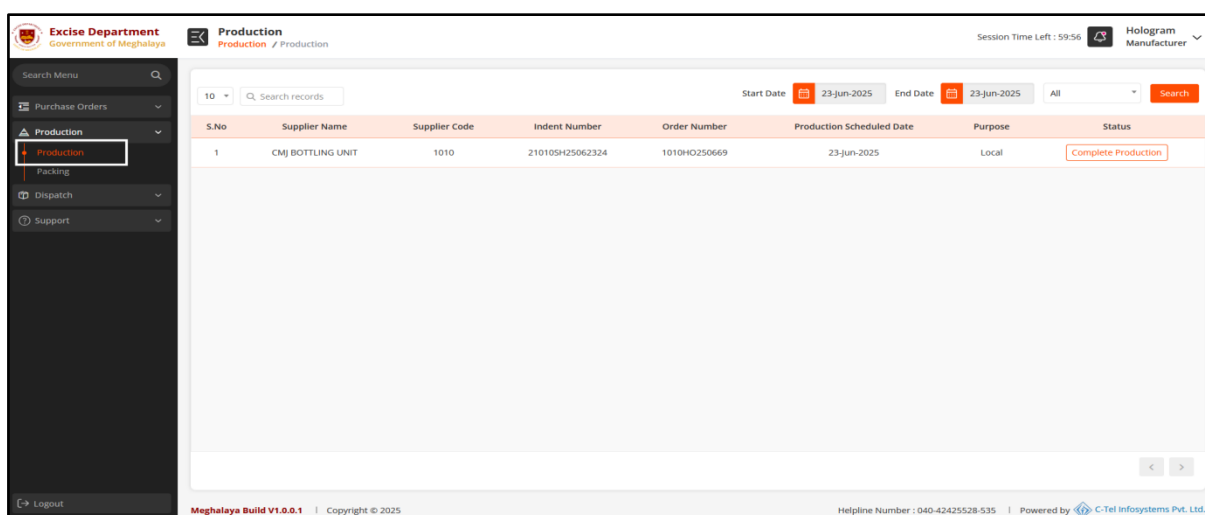


◆ Then user need to select “**Production**” tab as shown in below screen.

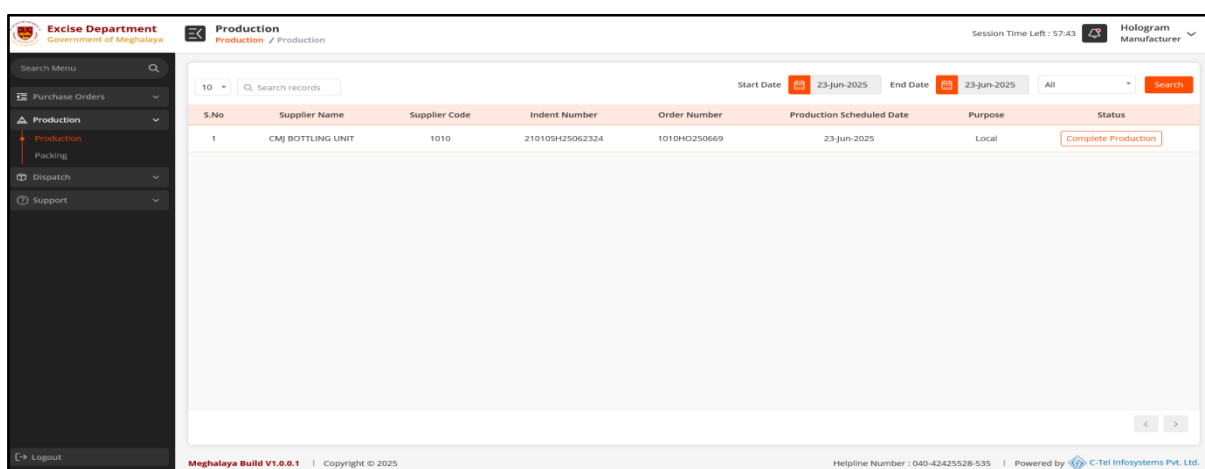
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- ◆ After reaching to the above screen user need to select the **“Production”** tab under **“Production”** tab.

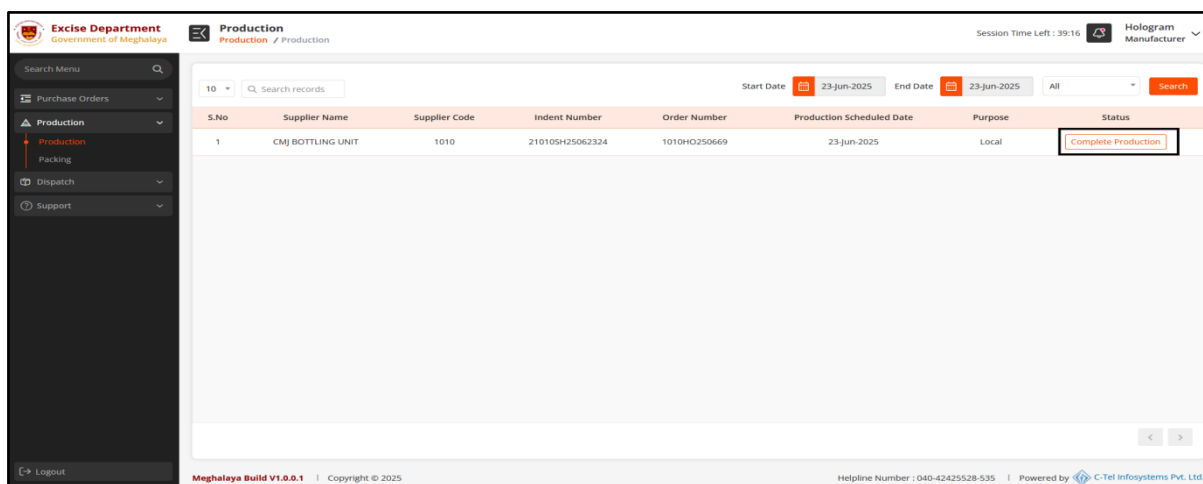


- ◆ After selecting the **“Production”** sub-tab user can able to view the below screen.

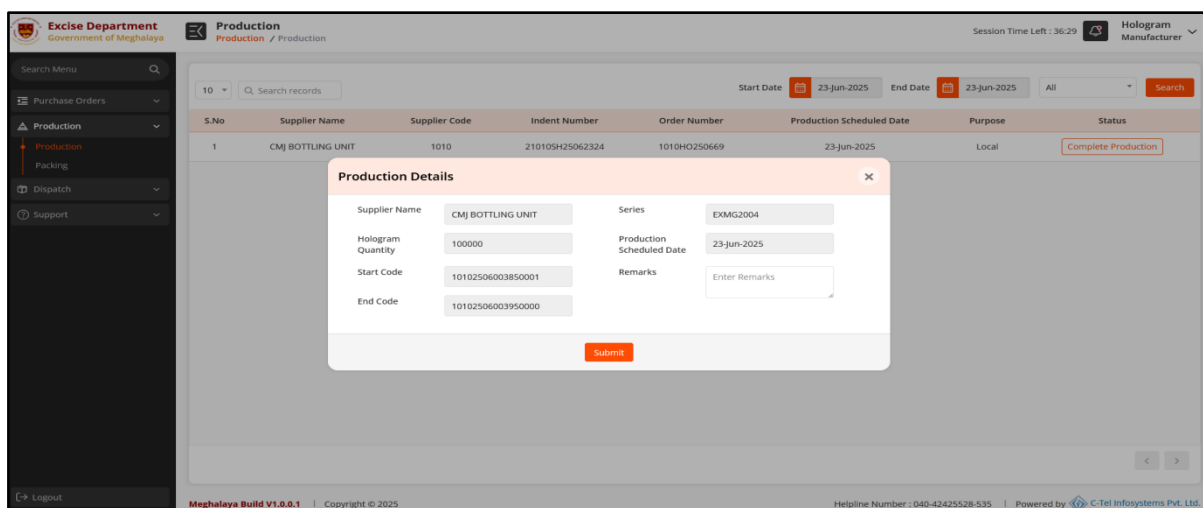


- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on **“Complete Production”** option as shown in below screen.

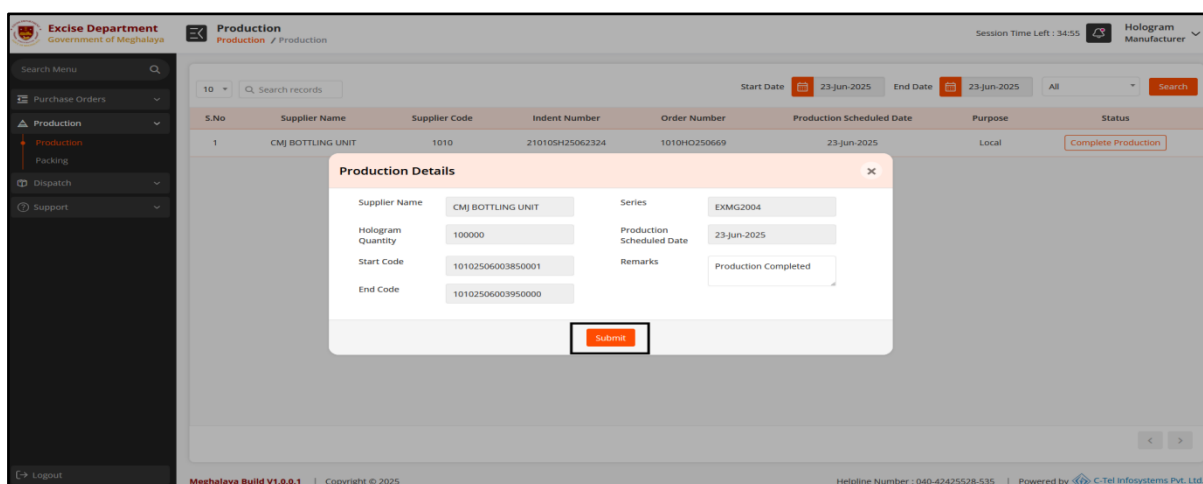
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- ◆ After clicking on **“Complete Production”** option a pop up will be opened as shown in below screen.

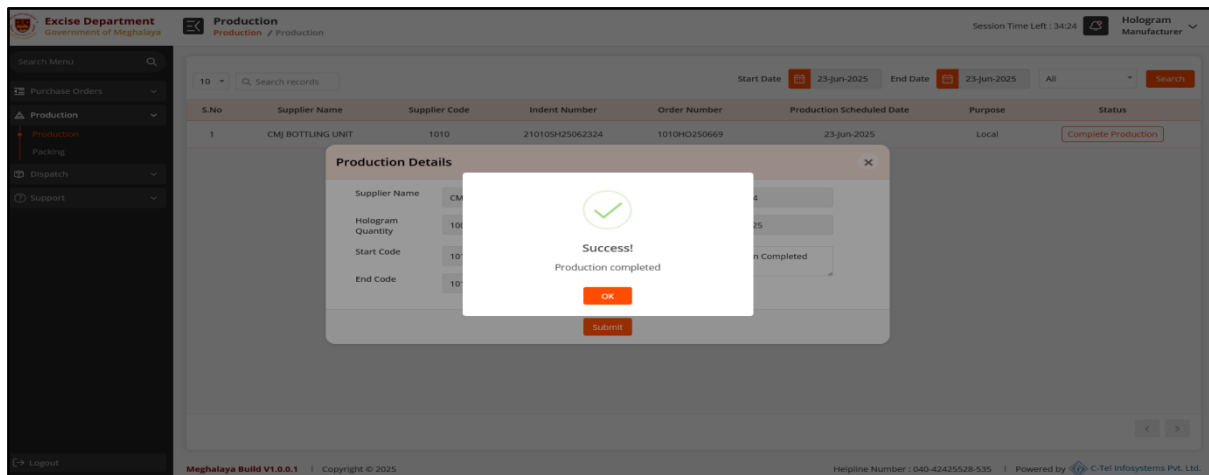


- ◆ After reaching to the above screen officer need enter the remarks and need to click on **“Submit”** option as shown in below screen.

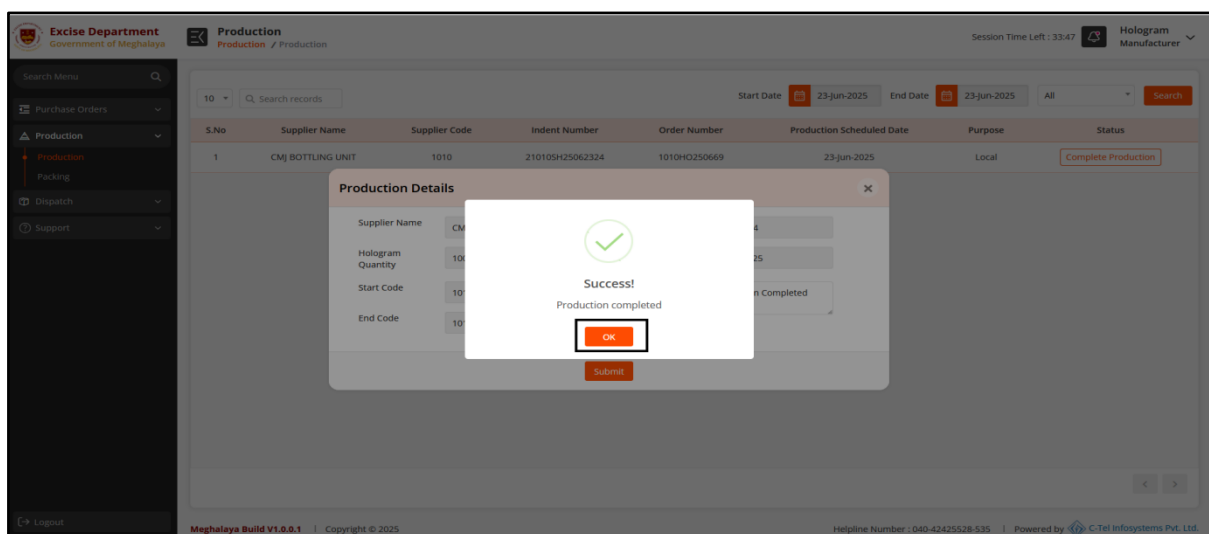


- ◆ After clicking on **“Submit”** option an alert pop up will be displayed as shown in below screen.

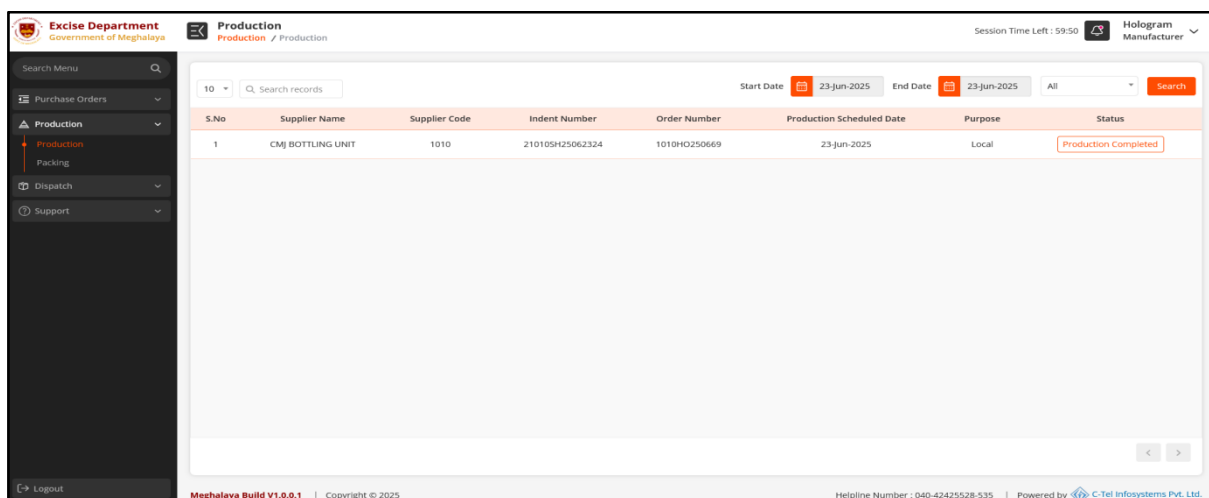
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◆ User need to click on “OK” button as shown in below screen.

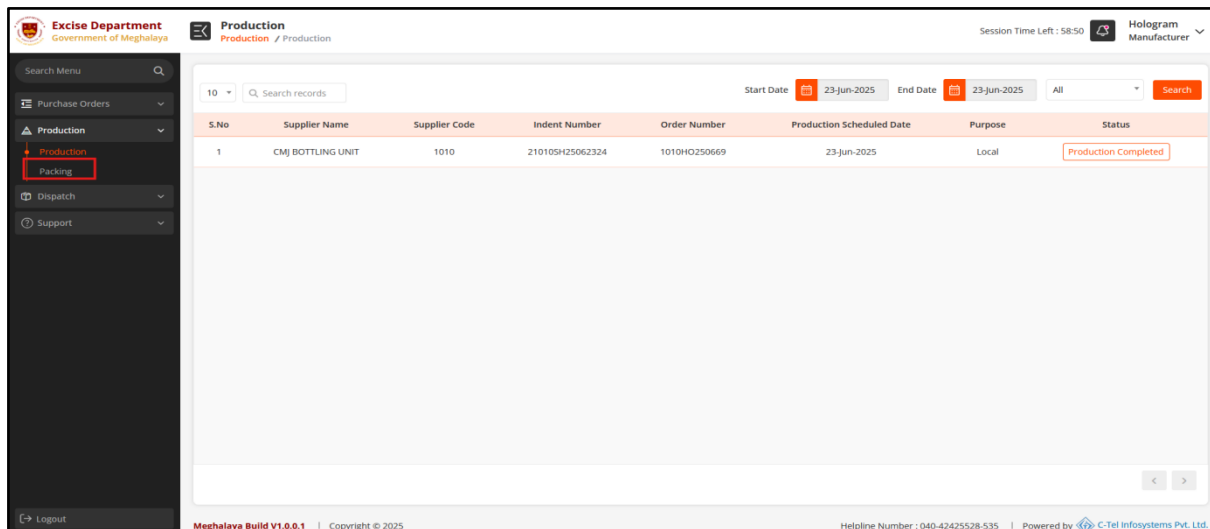


◆ After clicking on “OK” button request “status” will be shown as “**Production Completed**” as shown in below screen.

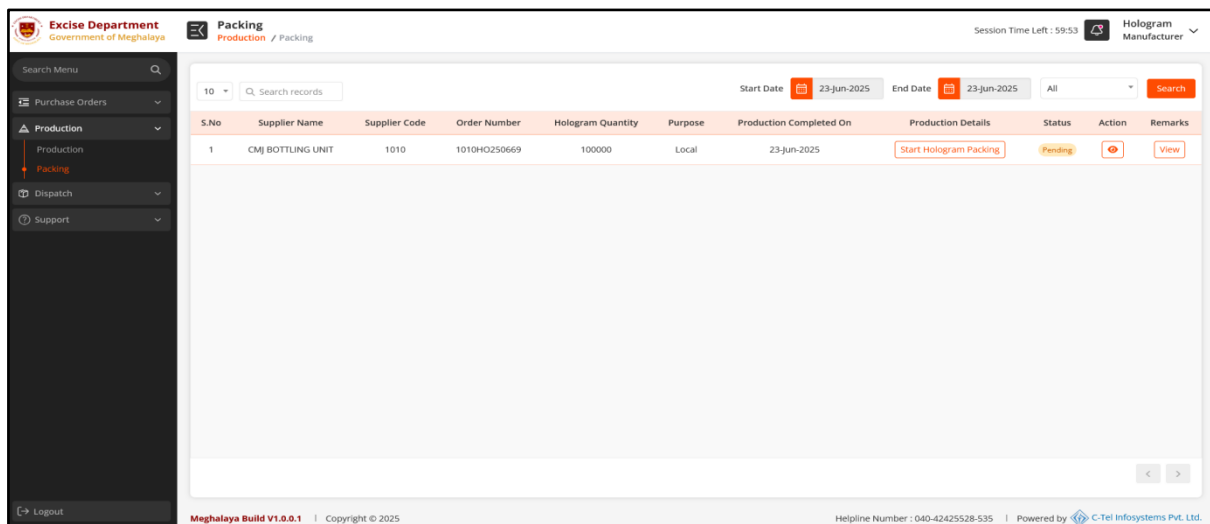


◆ Then user need to select “Packing” tab as shown in below screen.

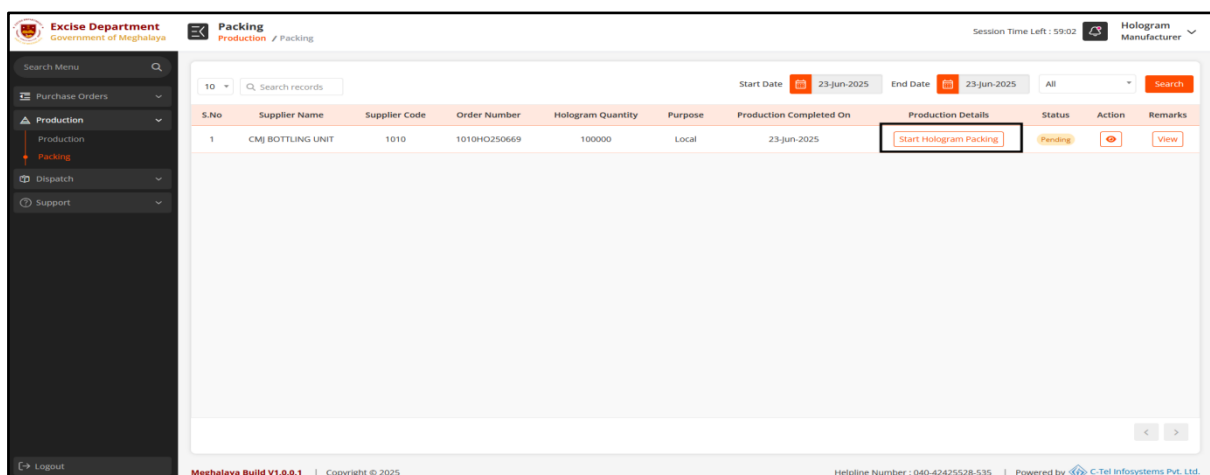
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◆ After selecting the “Packing” sub-tab user can able to view the below screen.



◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “Start Hologram Packing” option as shown in below screen.



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- ◆ After clicking on “**Start Hologram Packing**” option a pop up will be opened as shown in below screen.

The screenshot shows the 'New Hologram Packing' form. The left sidebar contains a 'Search Menu' with options: Purchase Orders, Production (selected), Packing (highlighted), Dispatch, and Support. The main content area has a title bar 'New Hologram Packing' with a breadcrumb 'Production / Packing / New Hologram Packing'. Below the title bar, there are three input fields: 'Hologram Start Code' (pre-filled with '10102506003850001'), 'Quantity' (pre-filled with '100000'), and 'Remarks' (with a placeholder 'Enter Remarks'). At the bottom of the form are two buttons: 'Cancel' and 'Generate'. The footer of the page includes 'Logout', 'Meghalaya Build V1.0.0.1 | Copyright © 2025', 'Helpline Number : 040-42425528-535', and 'Powered by C-Tel Infosystems Pvt. Ltd.'.

- ◆ After reaching to the above screen officer need enter the remarks and need to click on “**Submit**” option as shown in below screen.

The screenshot shows the 'Start Spool Packing' screen. The left sidebar is the same as the previous screen. The main content area has a title bar 'Start Spool Packing' with a breadcrumb 'Production / Packing / Start Spool Packing'. Below the title bar, there is a 'Spools for carton packing' input field. To the right of this field are two input fields: 'SPOOL QTY : 0' and 'CARTON :'. Below these fields is a section titled 'List of Spool Barcode' which contains a table with columns: 'Spool Barcode', 'Start Code', 'End Code', and 'Carton Barcode'. The table is currently empty with the message 'No data available'. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries'. The footer of the page is the same as the previous screen.

- ◆ After reaching to the above screen user need to scan the spool bar-codes which has been generated against that indent. To see the spool bar-codes user should navigate to same packing tab then below screen will be displayed.

The screenshot shows the 'Packing' screen. The left sidebar is the same as the previous screens. The main content area has a title bar 'Packing' with a breadcrumb 'Production / Packing'. Below the title bar, there is a search bar with '10' and a 'Search records' button. To the right of the search bar are filters for 'Start Date' (23-Jun-2025), 'End Date' (23-Jun-2025), and 'All' (dropdown), with a 'Search' button. Below the filters is a table with columns: 'S.No', 'Supplier Name', 'Supplier Code', 'Order Number', 'Hologram Quantity', 'Purpose', 'Production Completed On', 'Production Details', 'Status', 'Action', and 'Remarks'. The table has one row with the following data: S.No: 1, Supplier Name: CMJ BOTTLING UNIT, Supplier Code: 1010, Order Number: 1010HO250669, Hologram Quantity: 100000, Purpose: Local, Production Completed On: 23-Jun-2025, Production Details: Start Spool Packing, Status: Pending, Action: View. The footer of the page is the same as the previous screens.

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- ◆ After reaching to the above screen officer need click on **“Action view”** option as shown in below screen.

The screenshot shows the 'Excise Department' interface with the 'Packing' tab selected. A table lists production records. The 'Action' column for the first record has a button highlighted with a red box.

S.No	Supplier Name	Supplier Code	Order Number	Hologram Quantity	Purpose	Production Completed On	Production Details	Status	Action	Remarks
1	CMJ BOTTLING UNIT	1010	1010HQ250669	100000	Local	23-jun-2025	Start Spool Packing	Pending		View

- ◆ After click on **“Action view”** option all the spool bar-codes will shown in below screen.

The screenshot shows the 'Packaging Details' modal window. It contains a table with spool barcodes and other details.

S.No	Spool Barcode	Carton Code	Start Code	End Code
1	SB1010HQ25066951H10102506003850001		10102506003850001	10102506003860000
2	SB1010HQ25066952H10102506003860001		10102506003860001	10102506003870000
3	SB1010HQ25066953H10102506003870001		10102506003870001	10102506003880000
4	SB1010HQ25066954H10102506003880001		10102506003880001	10102506003890000
5	SB1010HQ25066955H10102506003890001		10102506003890001	10102506003900000
6	SB1010HQ25066956H10102506003900001		10102506003900001	10102506003910000
7	SB1010HQ25066957H10102506003910001		10102506003910001	10102506003920000
8	SB1010HQ25066958H10102506003920001		10102506003920001	10102506003930000
9	SB1010HQ25066959H10102506003930001		10102506003930001	10102506003940000
10	SB1010HQ250669510H10102506003940001		10102506003940001	10102506003950000

- ◆ After reaching to the above screen user once again navigate to the packing tab and need to click on **“Start Spool Packing”** option as shown in below screen.

The screenshot shows the 'Excise Department' interface with the 'Packing' tab selected. The 'Start Spool Packing' button in the 'Production Details' column is highlighted with a red box.

S.No	Supplier Name	Supplier Code	Order Number	Hologram Quantity	Purpose	Production Completed On	Production Details	Status	Action	Remarks
1	CMJ BOTTLING UNIT	1010	1010HQ250669	100000	Local	23-jun-2025	Start Spool Packing	Pending		View

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- ◆ After clicking on “Start Spool Packing” option below screen will be displayed.

Excise Department
Government of Meghalaya

Start Spool Packing
Production / Packing / Start Spool Packing

Session Time Left : 59:52 Hologram Manufacturer

Search Menu

Purchase Orders

Production

Packing

Dispatch

Support

Logout

Spools for carton packing

SPOOL QTY: 10 CARTON: 0

List of Spool Barcode

Spool Barcode	Start Code	End Code	Carton Barcode
No data available			

Showing 0 to 0 of 0 entries

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- ◆ After scanning of every 5 spools a carton will be generated against 5 spools .

Excise Department
Government of Meghalaya

Start Spool Packing
Production / Packing / Start Spool Packing

Session Time Left : 57:45 Hologram Manufacturer

Search Menu

Purchase Orders

Production

Packing

Dispatch

Support

Logout

Spools for carton packing

SPOOL QTY: 5 CARTON: 1

List of Spool Barcode

SB1010HO25066951H10102506003850001	SB1010HO25066952H10102506003860001	SB1010HO25066953H10102506003870001	SB1010HO25066954H10102506003880001
SB1010HO25066955H10102506003890001			

Showing 0 to 0 of 0 entries

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- ◆ After completing of scanning of all spools below screen will be displayed .Status will be shown as “Packing Completed”.

Excise Department
Government of Meghalaya

Packing
Production / Packing

Session Time Left : 59:50 Hologram Manufacturer

Search Menu

Purchase Orders

Production

Packing

Dispatch

Support

Logout

10 Search records

Start Date 23-Jun-2025 End Date 23-Jun-2025 All Search

S.No	Supplier Name	Supplier Code	Order Number	Hologram Quantity	Purpose	Production Completed On	Production Details	Status	Action	Remarks
1	CMJ BOTTLING UNIT	1010	1010HO250669	100000	Local	23-Jun-2025		Packing Completed	View	

Showing 0 to 0 of 0 entries

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- ◆ After reaching to the above screen user need to click on **“Dispatch”** tab as shown in below screen.

The screenshot shows the 'Excise Department' interface with the 'Production' menu expanded. The 'Dispatch' option is highlighted with an orange box. The main content area displays a table with the following data:

S.No	Supplier Name	Supplier Code	Order Number	Hologram Quantity	Purpose	Production Completed On	Production Details	Status	Action	Remarks
1	CMJ BOTTLING UNIT	1010	1010HQ250669	100000	Local	23-jun-2025		Packing Completed		

- ◆ After click on **“Dispatch”** tab as shown in below screen.

The screenshot shows the 'Excise Department' interface with the 'Shipment' menu expanded. The 'Shipment' option is highlighted with an orange box. The main content area displays a table with the following data:

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Delivery Challan Number	Purpose	Hologram Quantity	Production Completion Date	Status / Action	Print
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HQ250669	10102506NP2555	Local	100000	23-jun-2025	Ready for Dispatch	

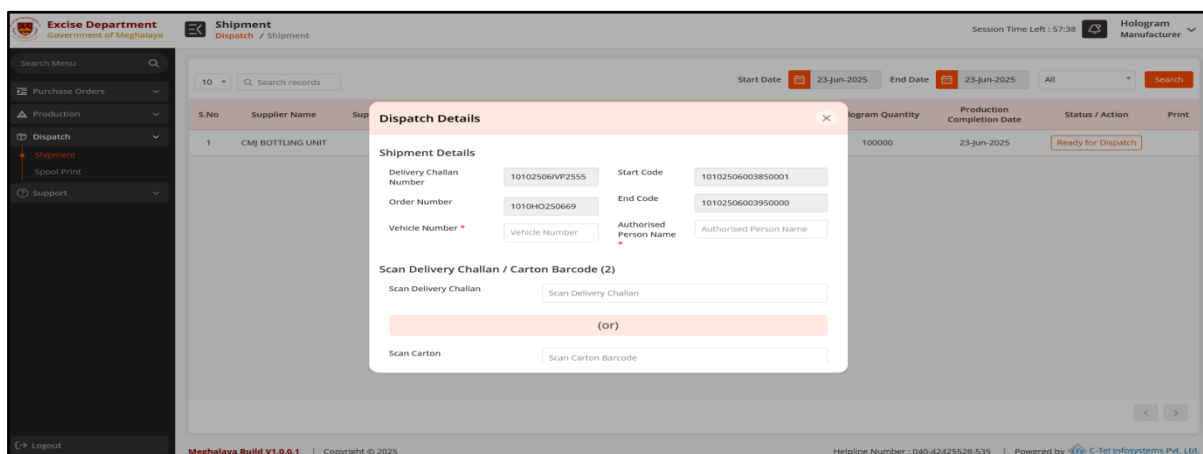
- ◆ After reaching to the above screen user need to click on **“Ready for Dispatch”** tab as shown in below screen.

The screenshot shows the 'Excise Department' interface with the 'Shipment' menu expanded. The 'Ready for Dispatch' option is highlighted with an orange box. The main content area displays a table with the following data:

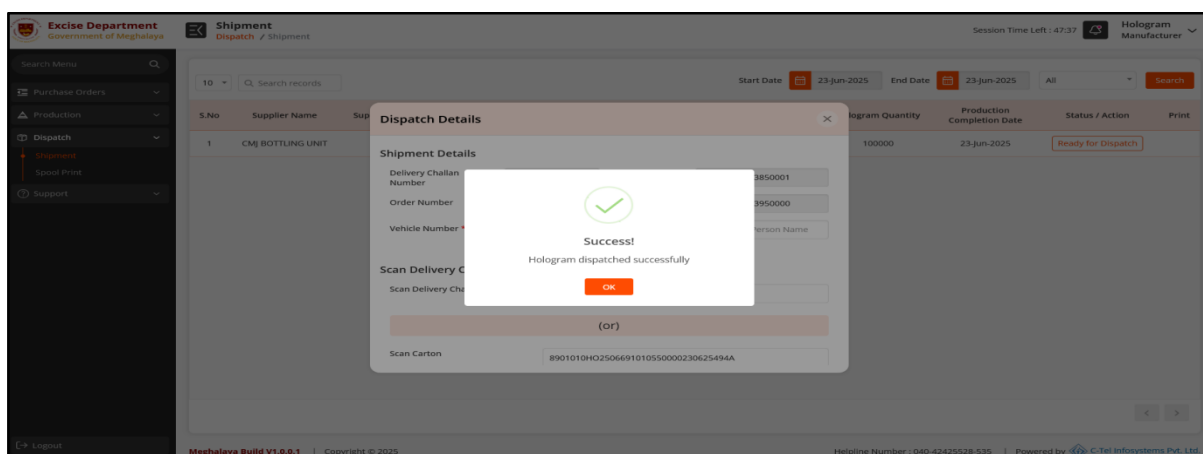
S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Delivery Challan Number	Purpose	Hologram Quantity	Production Completion Date	Status / Action	Print
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HQ250669	10102506NP2555	Local	100000	23-jun-2025	Ready for Dispatch	

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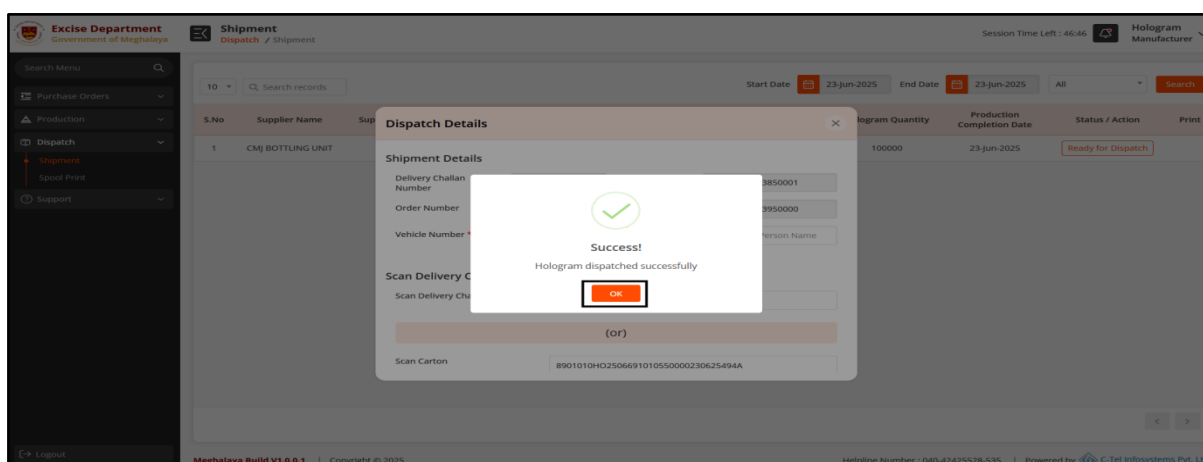
- ◆ After click on “Ready for Dispatch” tab a pop up will be open as shown in below screen.



- ◆ After reaching to the above screen user need to provide the necessary details like (Vehicle Number and Authorised Person Name) tab as shown in below screen and need to scan the (Delivery Challan Number or Carton bar-codes)

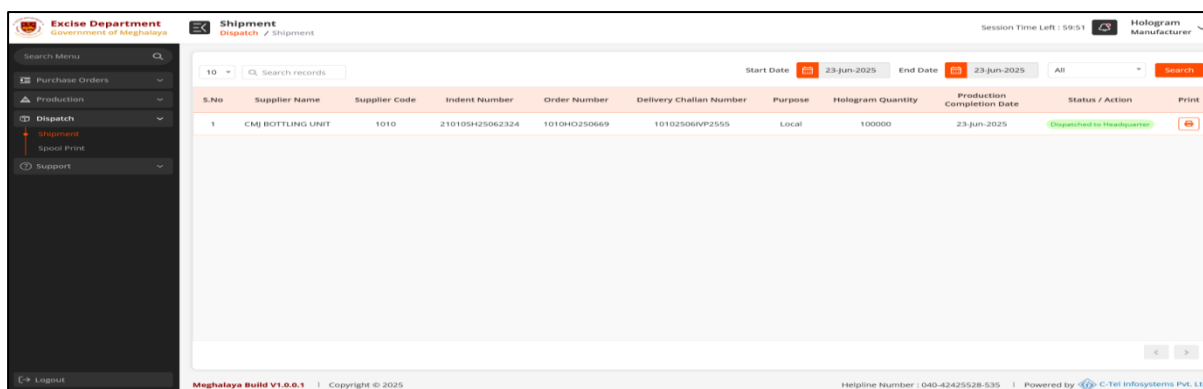


- ◆ After reaching to the above screen user need to click on “OK” tab as shown in below screen.

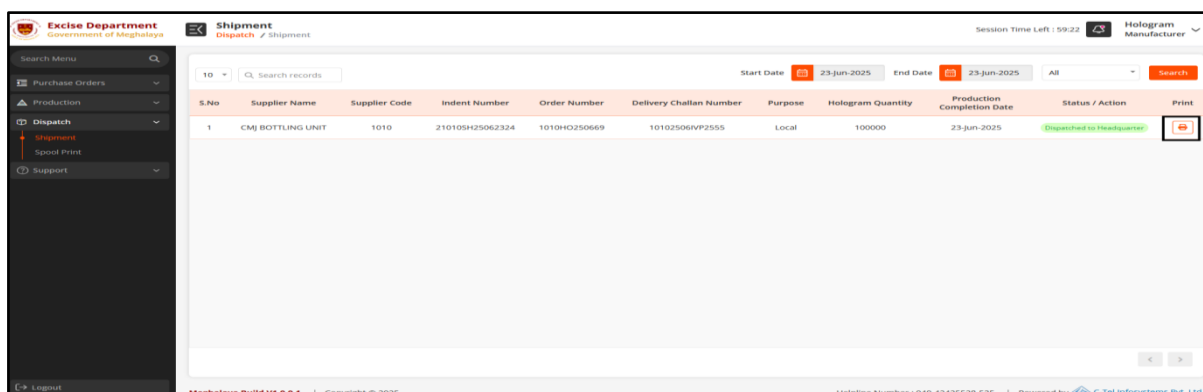


- ◆ After click on “OK” status will be changed to “ ” shown in below screen.

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- ◆ After reaching to the above screen user need to click on “**Print**” option as shown in below screen to see the “**Delivery Challan**”.



Delivery Challan

M/S SKM Manufacturer Pvt. Ltd. Address1, Address2, City, East Khasi Hills, Meghalaya - 502145 Delivery Challan							
To, Dheeraj Gupta Assistant Commissioner 1st Floor, Goods & Service Tax, Secretariat Hills, Shillong, East Khasi Hills, Meghalaya - 793001					Delivery Challan No. : 101025061VP2555 Delivery Challan Date : 23-Jun-2025		
SLNo.	Indent Number	Order Number	Manufacturing Unit Name	Purpose	Start Code	End Code	Quantity
1	21010SH25062324	1010HO250669	CMJ BOTTLING UNIT	Local	10102506003850001	10102506003950000	100000

Important:
1.2D QR code based Hologram with Track and Trace Service.



For,
SKM Manufacturer Pvt. Ltd.
 Authorised signatory

---- THANK YOU ----