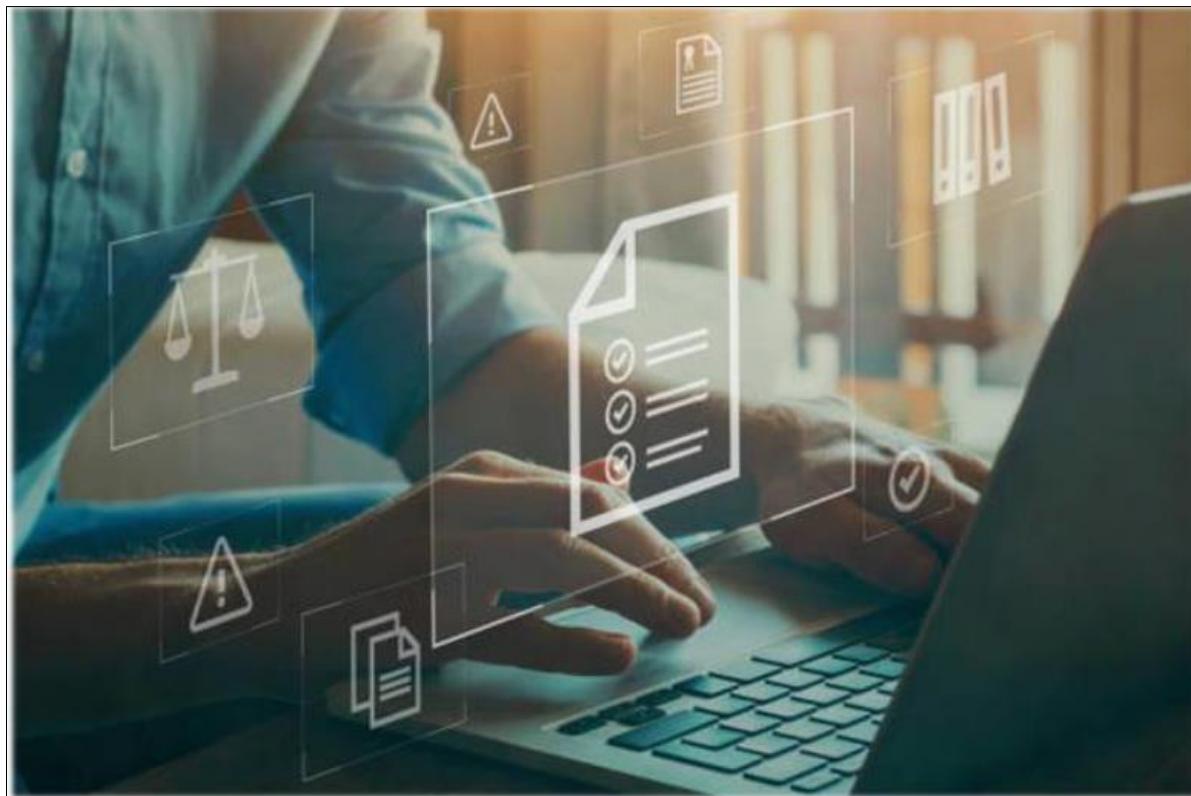


# Hologram Manufacturer User Reference Manual



**Excise Department**  
**Government of Meghalaya**

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**C-TEL INFOSYSTEMS PVT. LTD**

**Hyderabad, Telangana**

# Hologram Manufacturer User Reference Manual

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# Hologram Manufacturer User Reference Manual

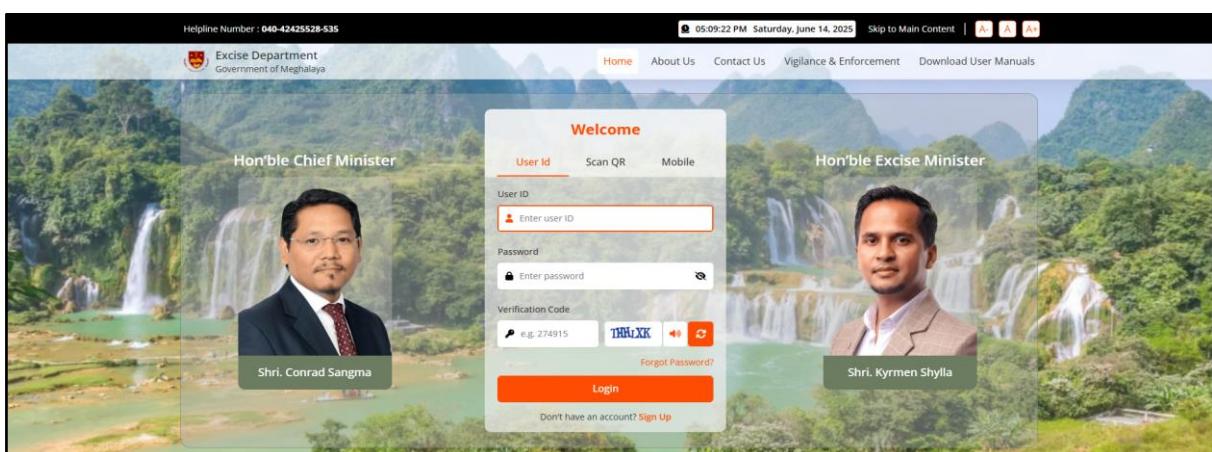
## 1. Overview

Control and regulation process in the bottling unit. This process includes spirit procurement, hologram procurement, permit generation, and stock dispatch. Spirit is procured and inwarded 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.

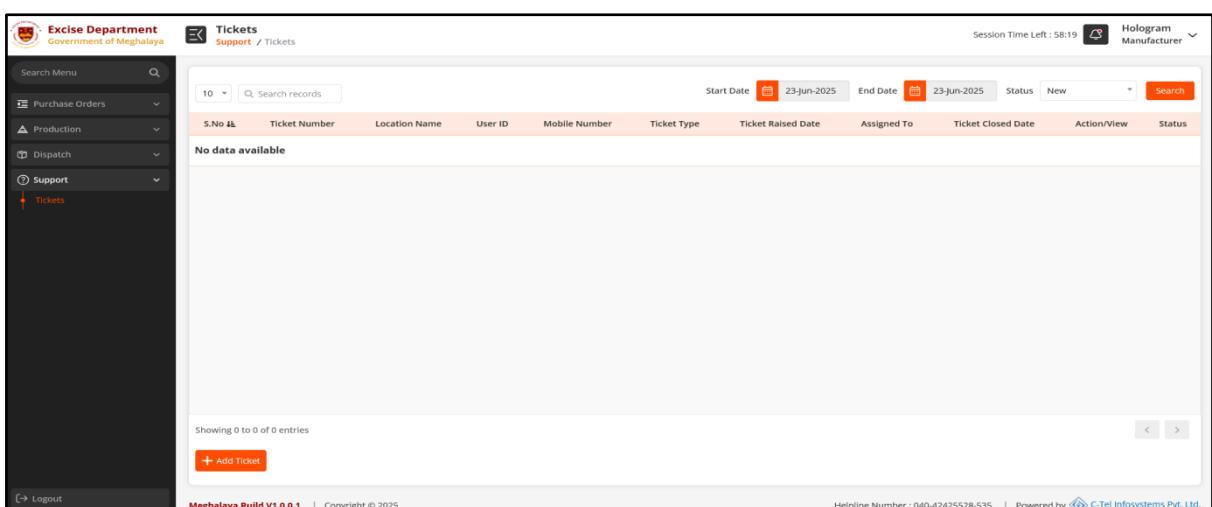
## 2. Hologram Process

### 2.1 Hologram Shipment (Manufacturer):

- ❖ **Hologram Manufacturer Login :**
- ◆ Login to the below application by providing the valid username and password.

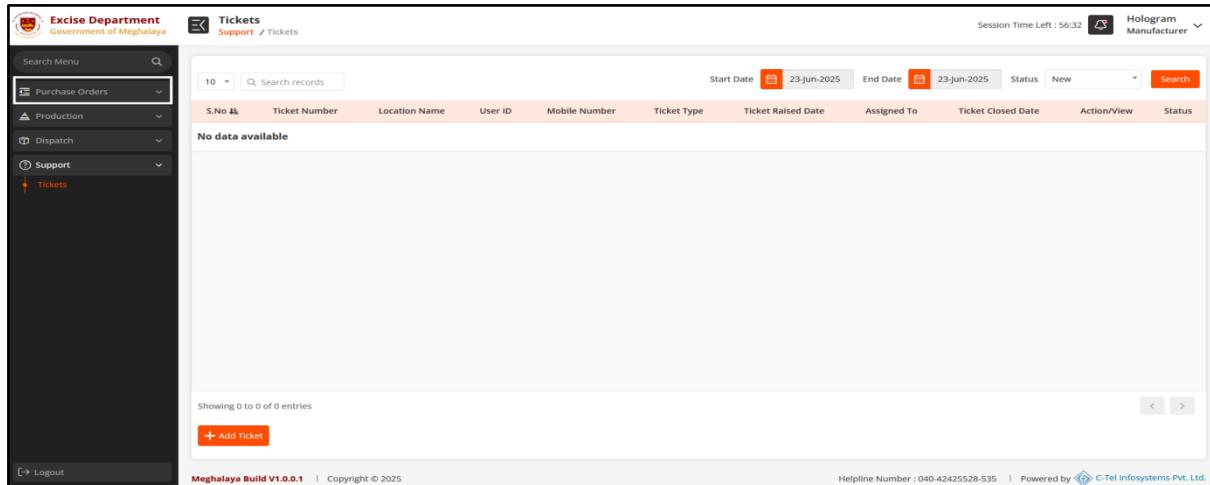


- ◆ After login, Officer can able to view the below screen.

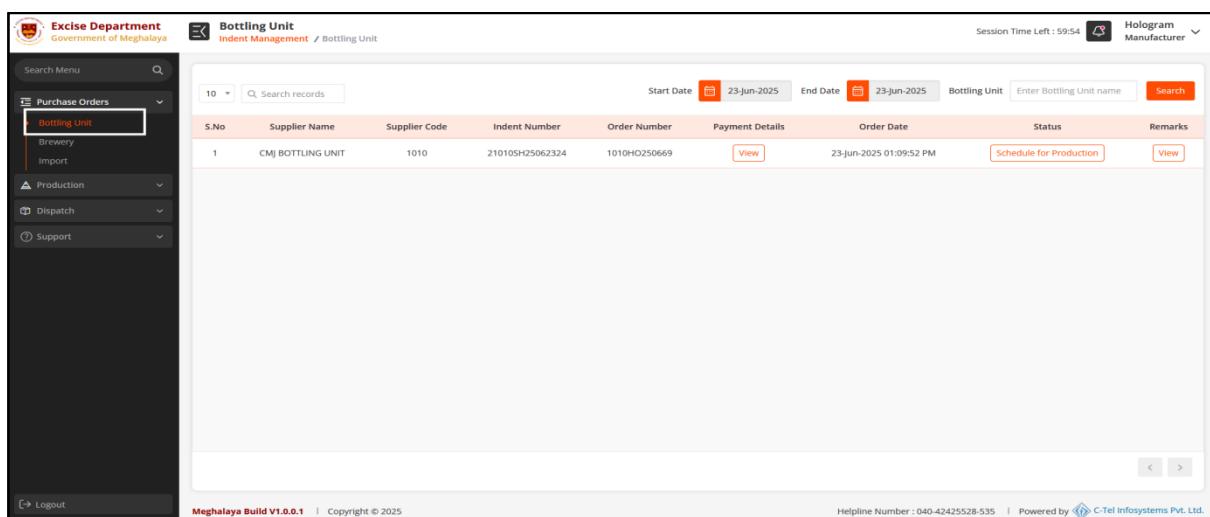


- ◆ Then user need to select “Purchase Orders” tab.

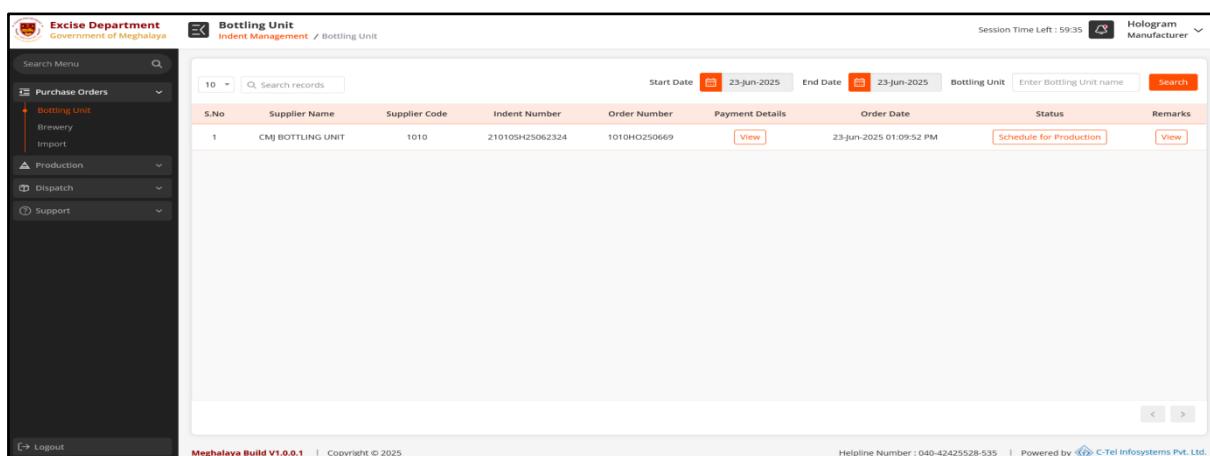
# Hologram Manufacturer User Reference Manual



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

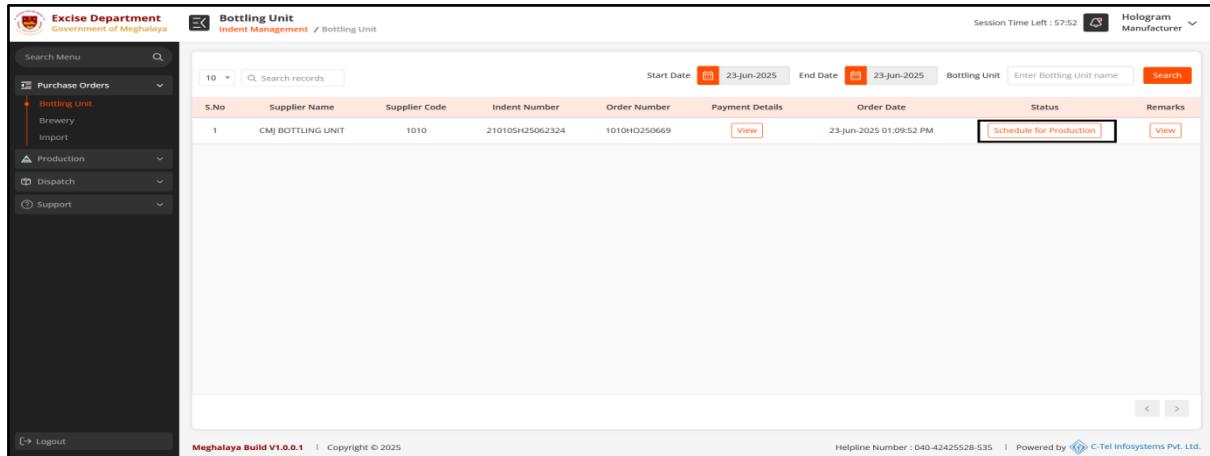


- ◆ After reaching to the above screen user need to select the “Bottling Unit” tab under “Purchase Orders” tab. After selecting the “Bottling Unit” tab user can able to view the below screen.

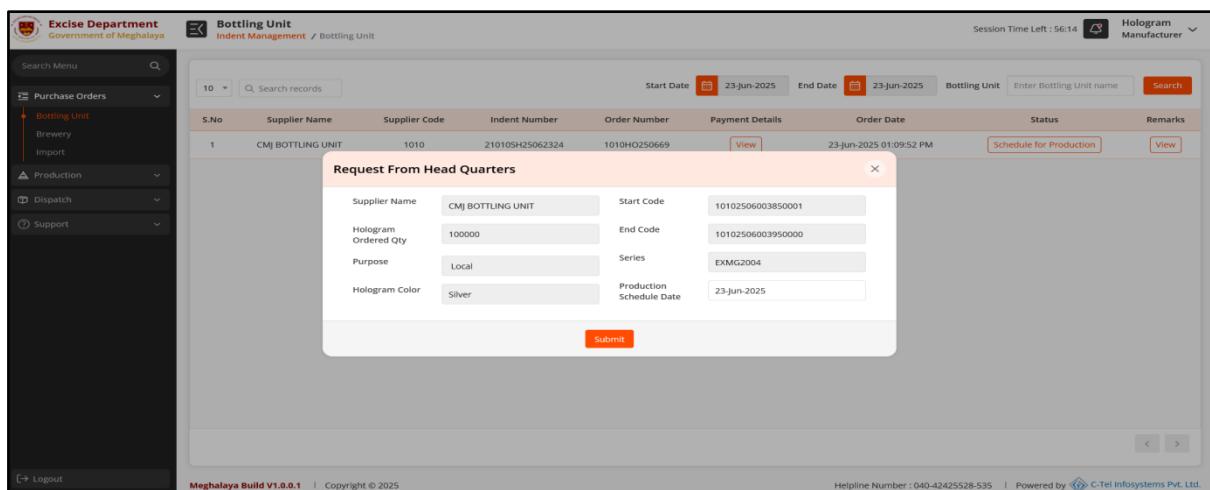


- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “Schedule for Production” option as shown in below screen.

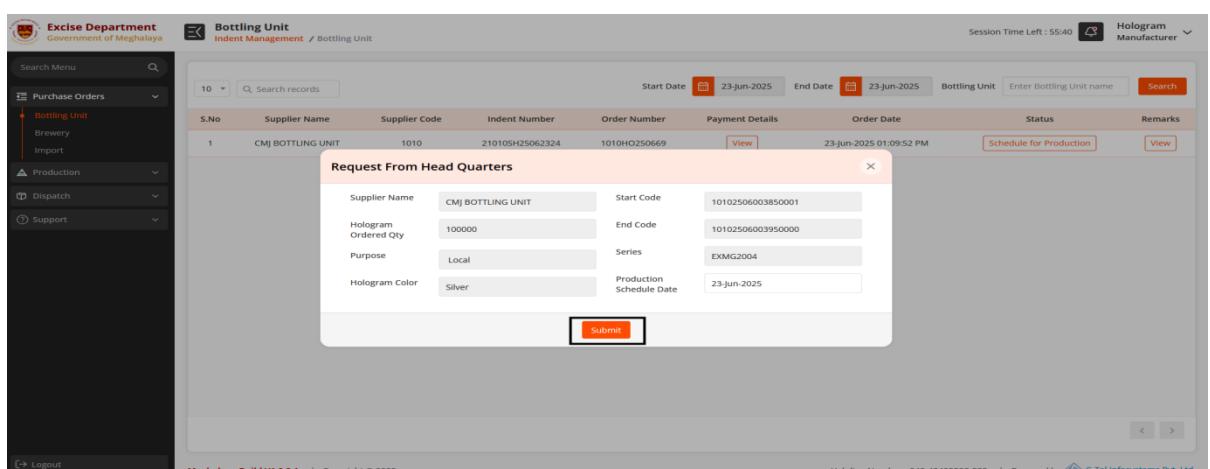
# Hologram Manufacturer User Reference Manual



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

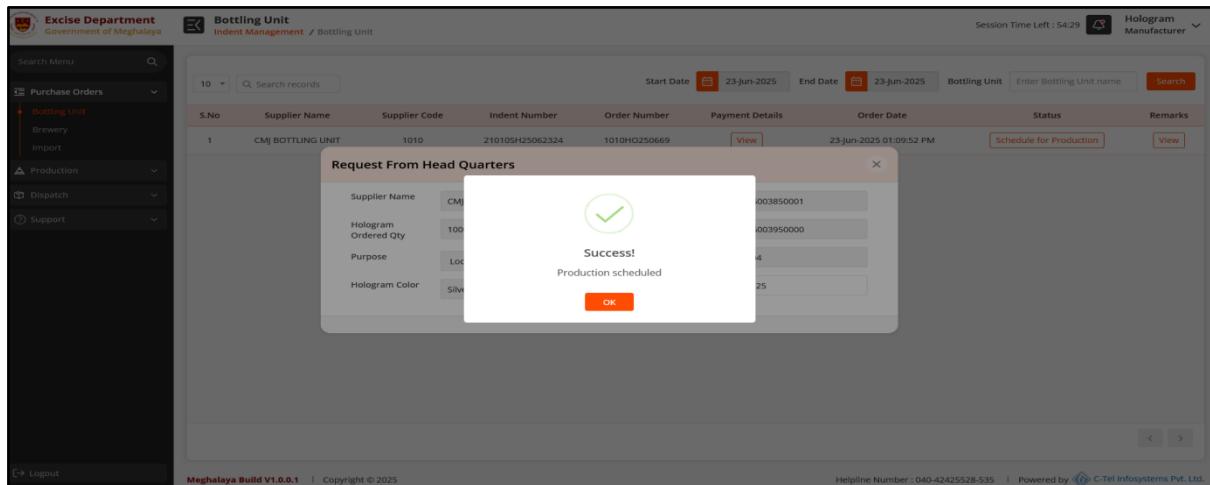


- ◆ After reaching to the above screen officer need to click on “Submit” option as shown in below screen.

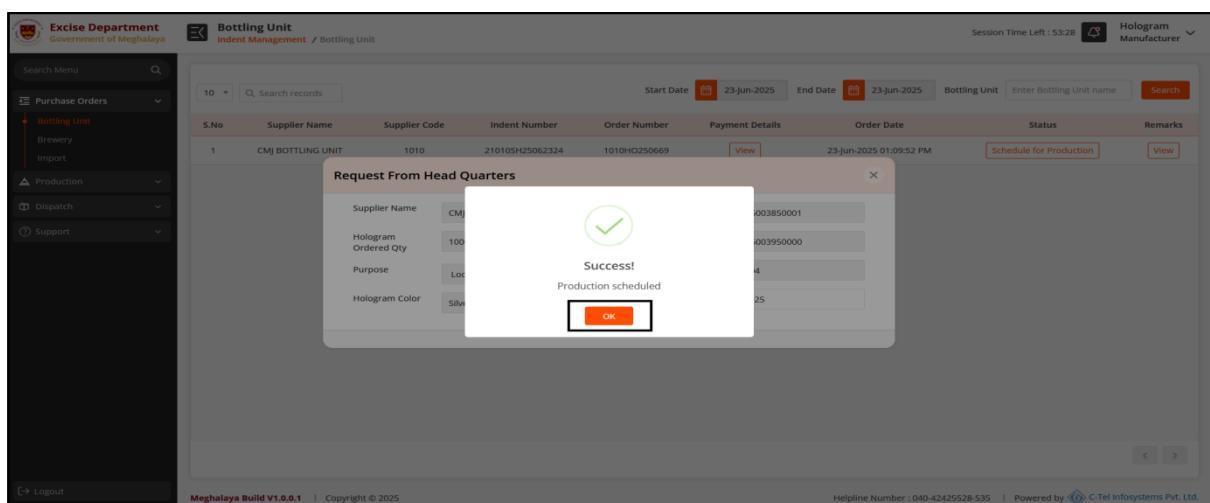


- ◆ After clicking on “Submit” option an alert pop up will be displayed as shown in below screen.

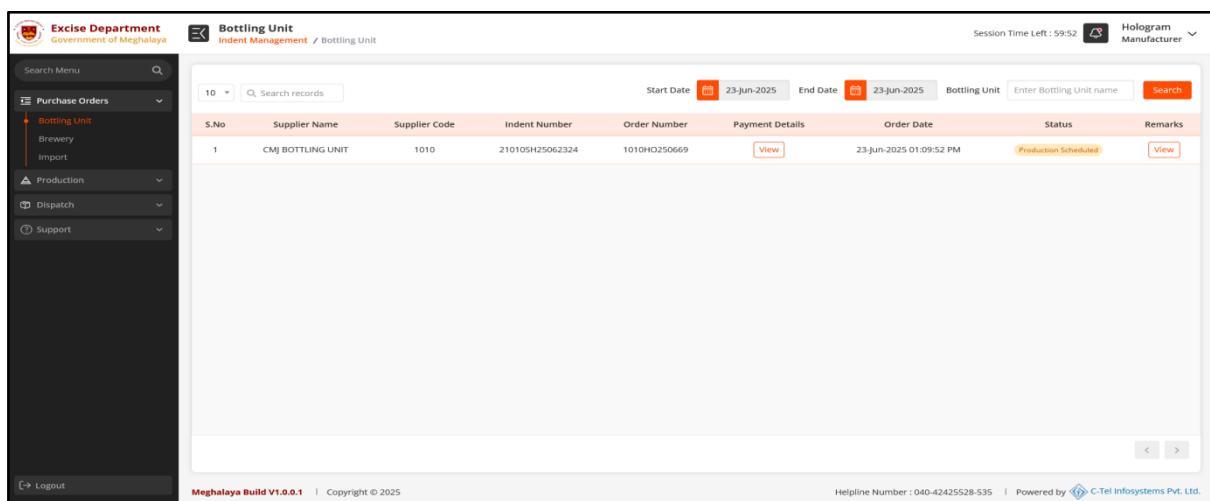
# Hologram Manufacturer User Reference Manual



- ◆ 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.

# Hologram Manufacturer User Reference Manual

Excise Department  
Government of Meghalaya

Bottling Unit  
Indent Management / Bottling Unit

Session Time Left : 59:03

Search Menu

Purchase Orders

Bottling Unit  
Brewery  
Import

Production

Dispatch

Support

Logout

Search records

Start Date: 23-Jun-2025 End Date: 23-Jun-2025 Bottling Unit: Enter Bottling Unit name Search

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Payment Details	Order Date	Status	Remarks
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HO250669	<a href="#">View</a>	23-Jun-2025 01:09:52 PM	Production Scheduled	<a href="#">View</a>

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

Excise Department  
Government of Meghalaya

Production  
Production / Production

Session Time Left : 59:56

Search Menu

Purchase Orders

Production

Packing

Dispatch

Support

Logout

Search records

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

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Production Scheduled Date	Purpose	Status
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HO250669	23-Jun-2025	Local	<a href="#">Complete Production</a>

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

Excise Department  
Government of Meghalaya

Production  
Production / Production

Session Time Left : 57:43

Search Menu

Purchase Orders

Production

Packing

Dispatch

Support

Logout

Search records

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

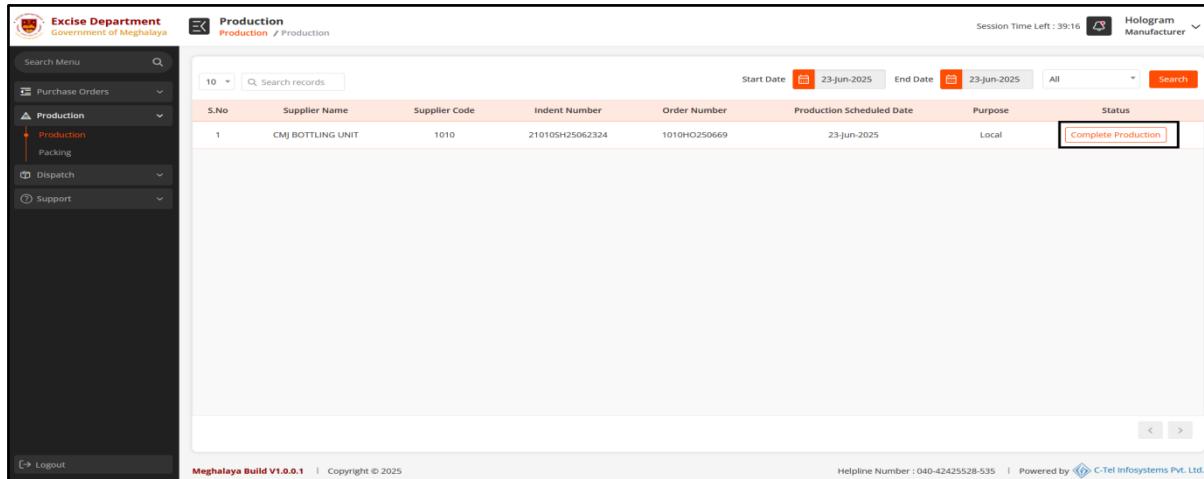
S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Production Scheduled Date	Purpose	Status
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HO250669	23-Jun-2025	Local	<a href="#">Complete Production</a>

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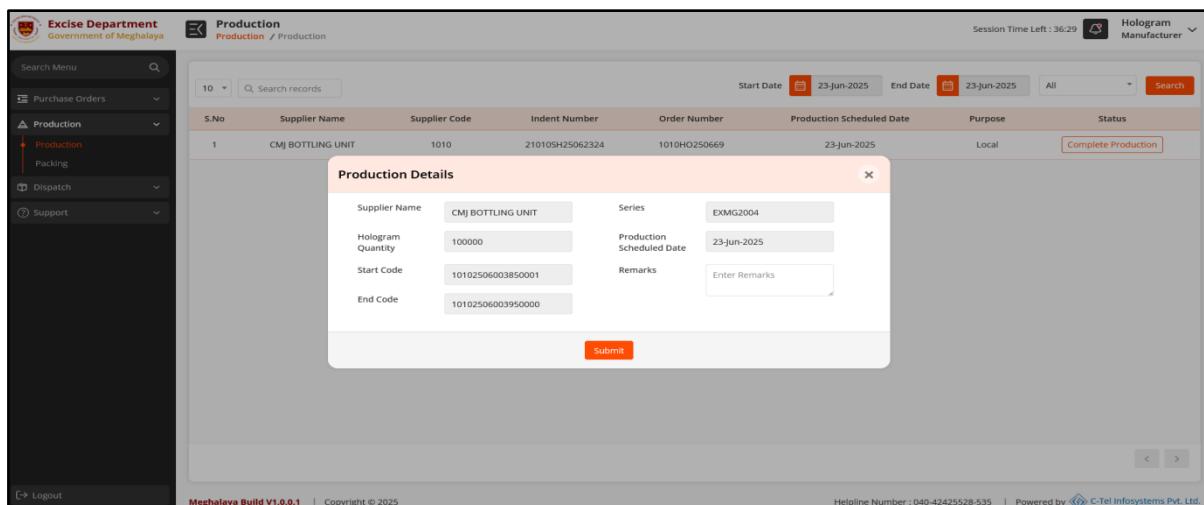
Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

- ◆ 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.

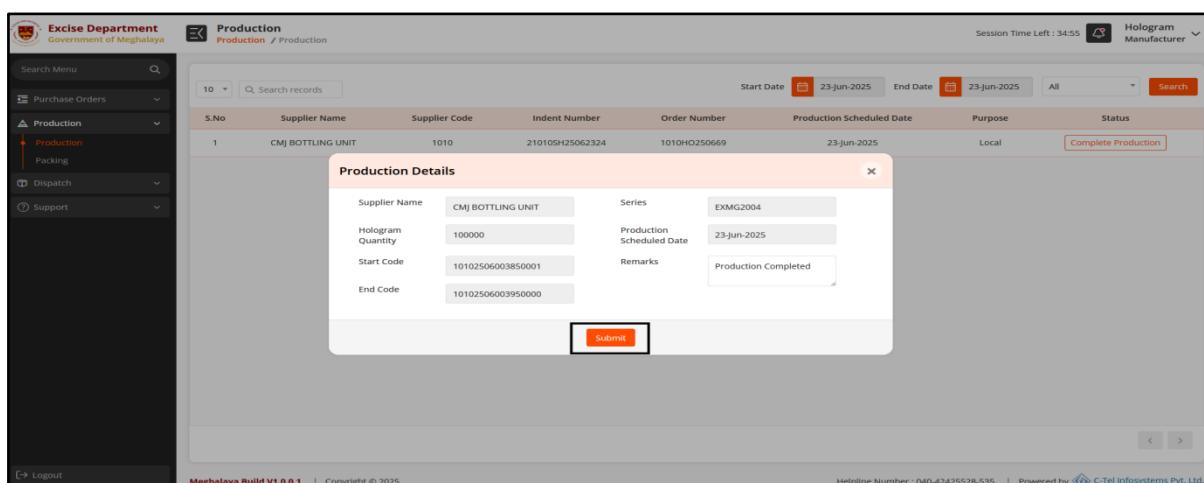
# Hologram Manufacturer User Reference Manual



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

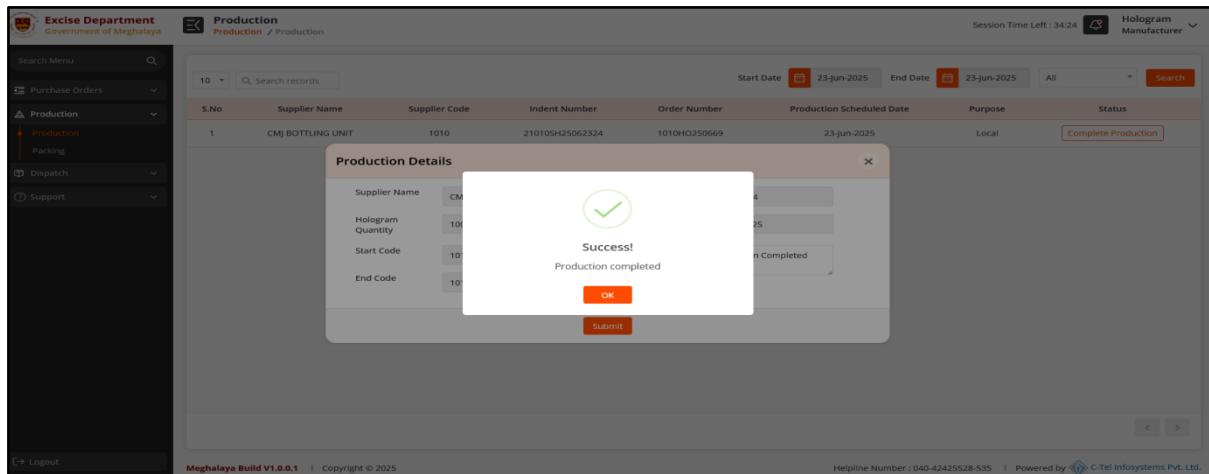


- ◆ After reaching to the above screen officer need enter the remarks and need to click on “Submit” option as shown in below screen.

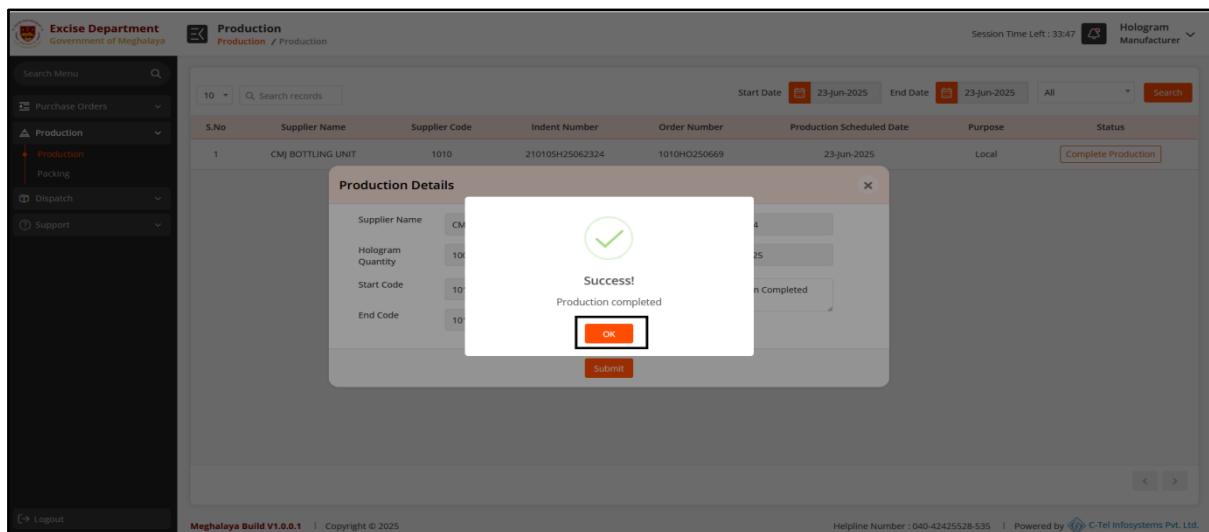


- ◆ After clicking on “Submit” option an alert pop up will be displayed as shown in below screen.

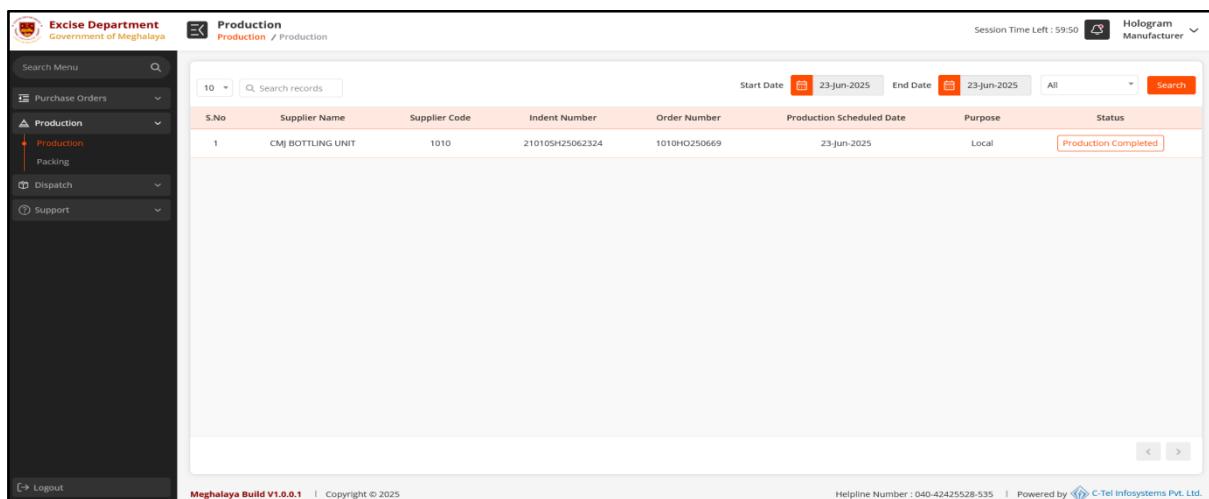
# Hologram Manufacturer User Reference Manual



- ◆ 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.

# Hologram Manufacturer User Reference Manual

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Production Scheduled Date	Purpose	Status
1	CMJ BOTTLING UNIT	1010	210105H25062324	1010HO250669	23-Jun-2025	Local	Production Completed

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

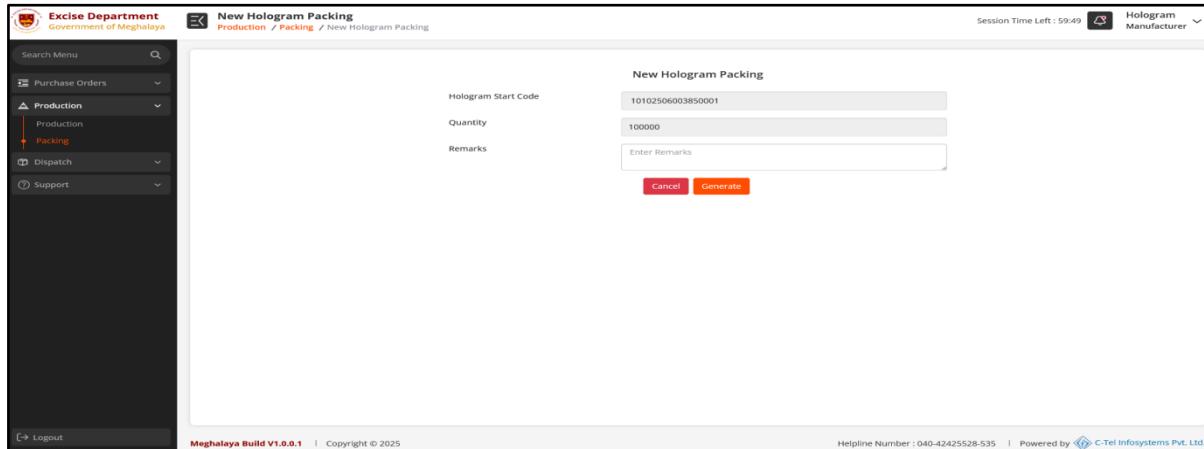
S.No	Supplier Name	Supplier Code	Order Number	Hologram Quantity	Purpose	Production Completed On	Production Details	Status	Action	Remarks
1	CMJ BOTTLING UNIT	1010	1010HO250669	100000	Local	23-Jun-2025	Start Hologram Packing	Pending		

- ◆ 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.

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	Start Hologram Packing	Pending		

# Hologram Manufacturer User Reference Manual

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



New Hologram Packing

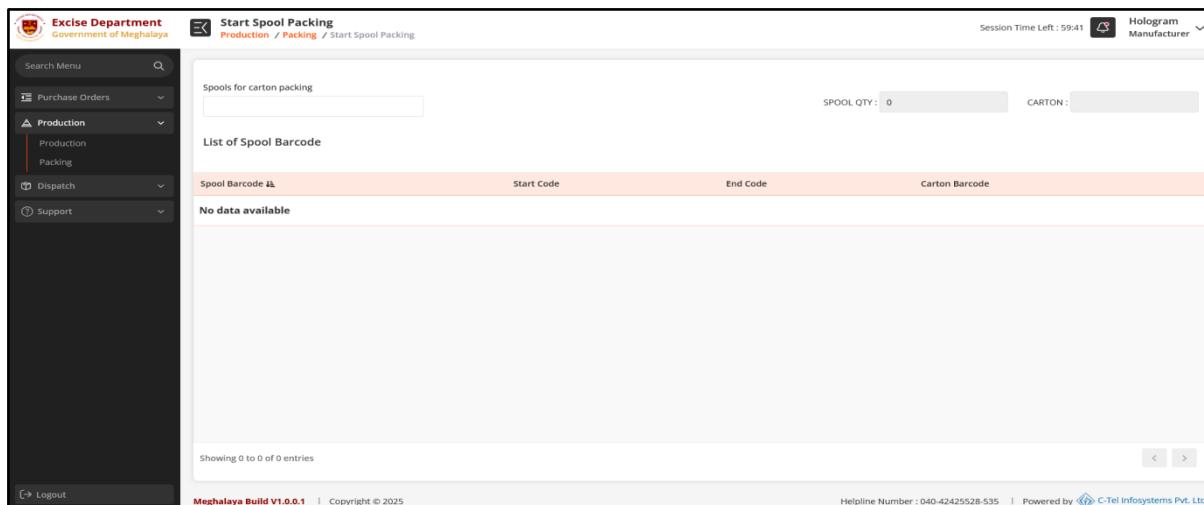
Hologram Start Code: 10102506003850001

Quantity: 100000

Remarks: Enter Remarks

Cancel Generate

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



Start Spool Packing

Spools for carton packing: [input field]

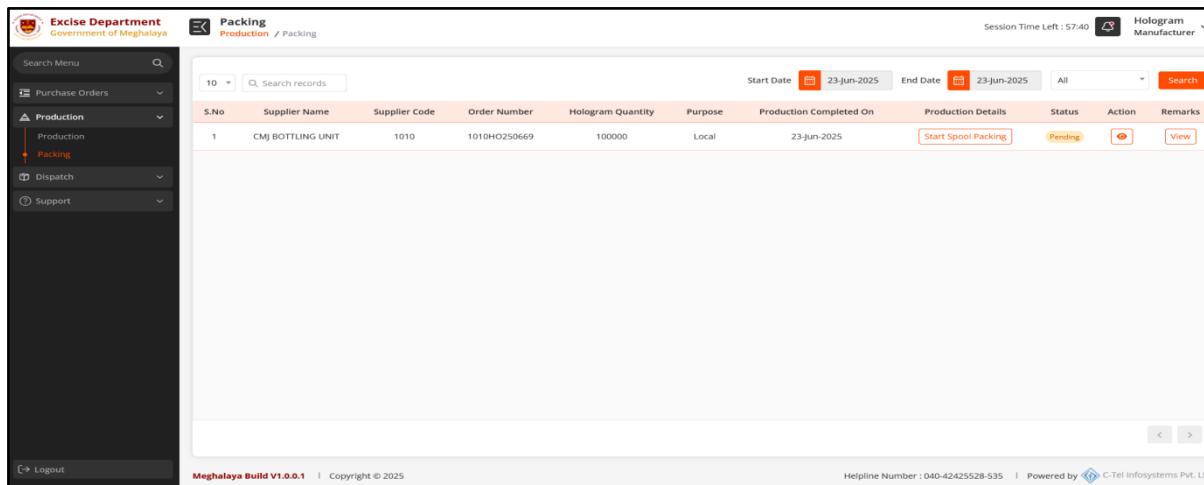
SPOOL QTY: 0 CARTON: [input field]

List of Spool Barcode

Spool Barcode	Start Code	End Code	Carton Barcode
No data available			

Showing 0 to 0 of 0 entries

- ◆ 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.



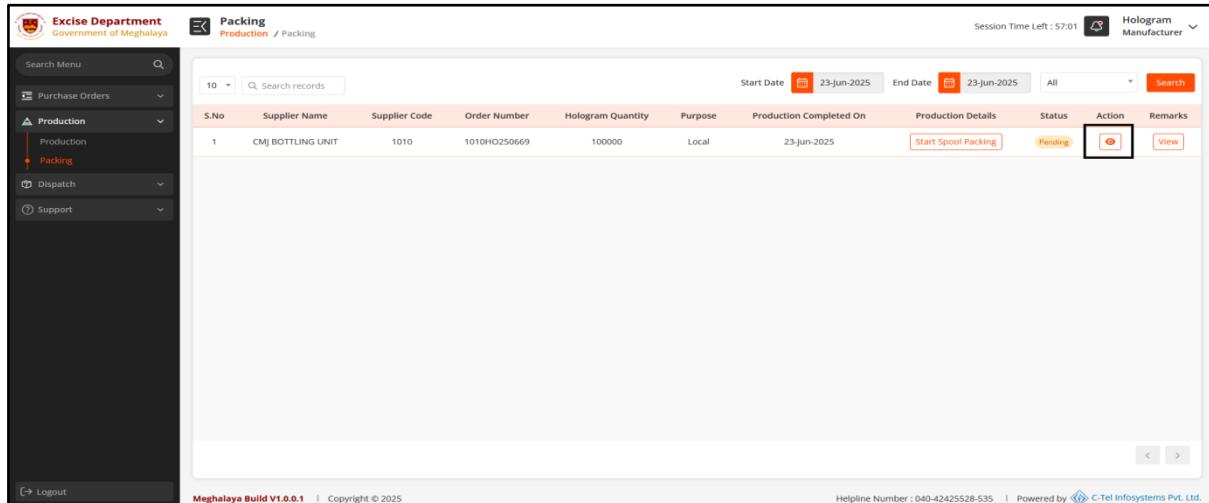
Packing

Search records: [input field]

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		Pending		

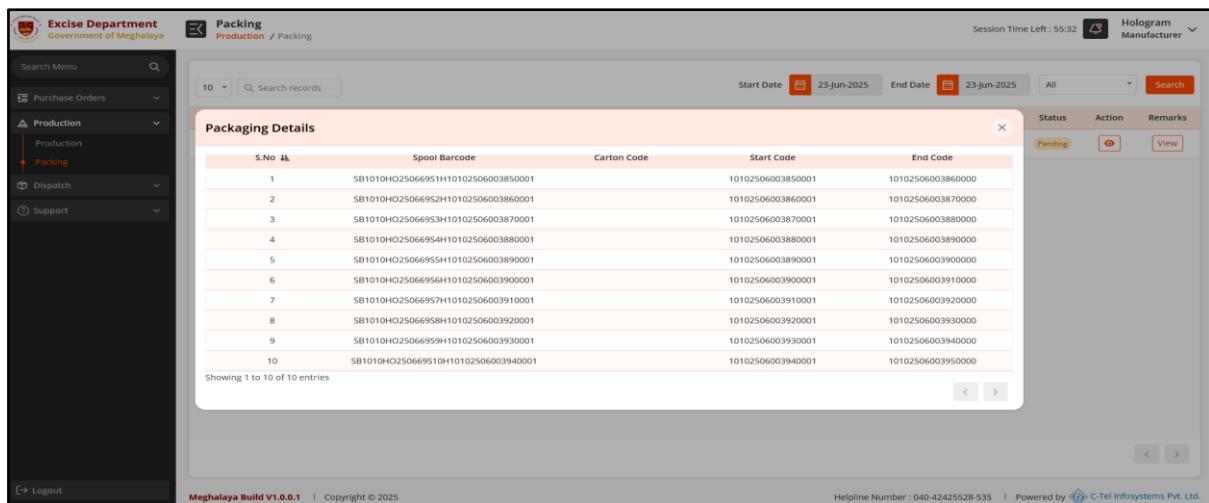
# Hologram Manufacturer User Reference Manual

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



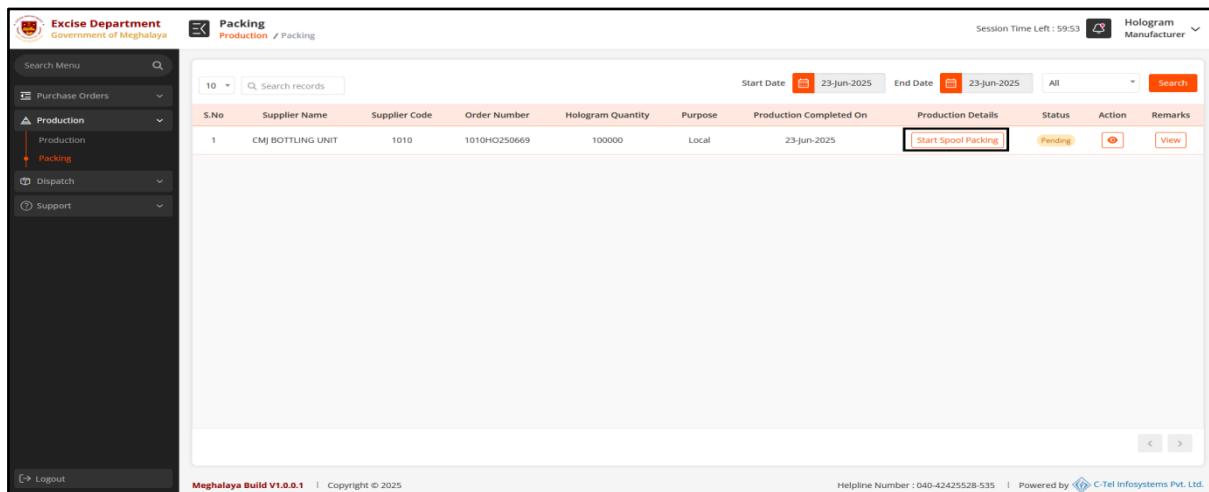
S.No	Supplier Name	Supplier Code	Order Number	Hologram Quantity	Purpose	Production Completed On	Production Details	Status	Action	Remarks
1	CMJ BOTTLING UNIT	1010	1010HO250669	100000	Local	23-Jun-2025		Start Spool Packing	Pending	<span style="border: 1px solid red; padding: 2px;">View</span>

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



S.No	Spool Barcode	Carton Code	Start Code	End Code
1	SB1010HO25066951H10102506003850001		10102506003850001	10102506003860000
2	SB1010HO25066952H10102506003860001		10102506003860001	10102506003870000
3	SB1010HO25066953H10102506003870001		10102506003870001	10102506003880000
4	SB1010HO25066954H10102506003880001		10102506003880001	10102506003890000
5	SB1010HO25066955H10102506003890001		10102506003890001	10102506003900000
6	SB1010HO25066956H10102506003900001		10102506003900001	10102506003910000
7	SB1010HO25066957H10102506003910001		10102506003910001	10102506003920000
8	SB1010HO25066958H10102506003920001		10102506003920001	10102506003930000
9	SB1010HO25066959H10102506003930001		10102506003930001	10102506003940000
10	SB1010HO25066951H10102506003940001		10102506003940001	10102506003950000

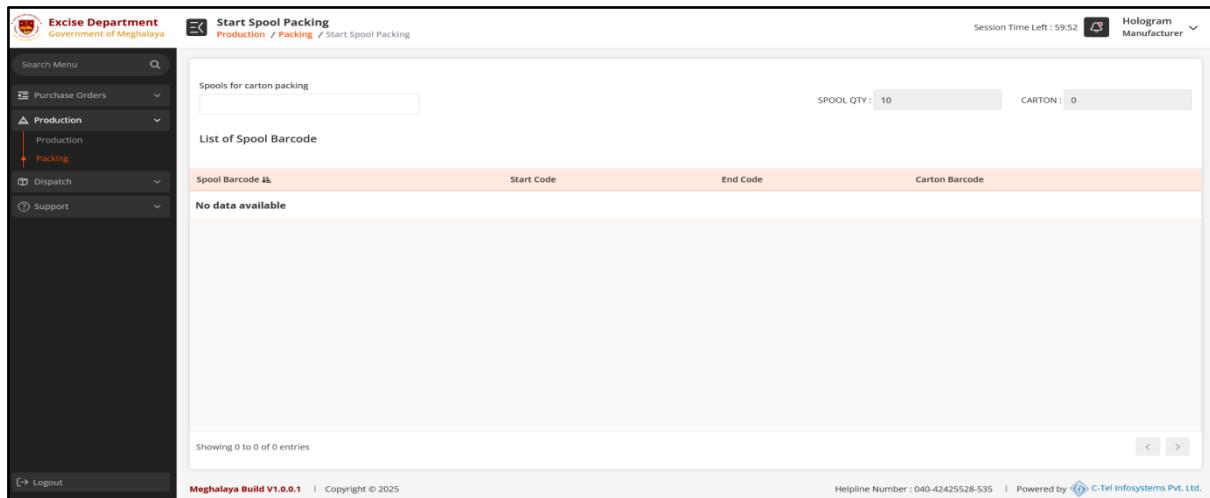
- ◆ After reaching to the above screen user once again navigate to the packing tab and need to click on “Start Spool Packing” option as shown in below screen.



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		Start Spool Packing	Pending	<span style="border: 1px solid red; padding: 2px;">View</span>

# Hologram Manufacturer User Reference Manual

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



Session Time Left : 59:52 Hologram Manufacturer

Spools for carton packing

SPOOL QTY : 10 CARTON : 0

List of Spool Barcode

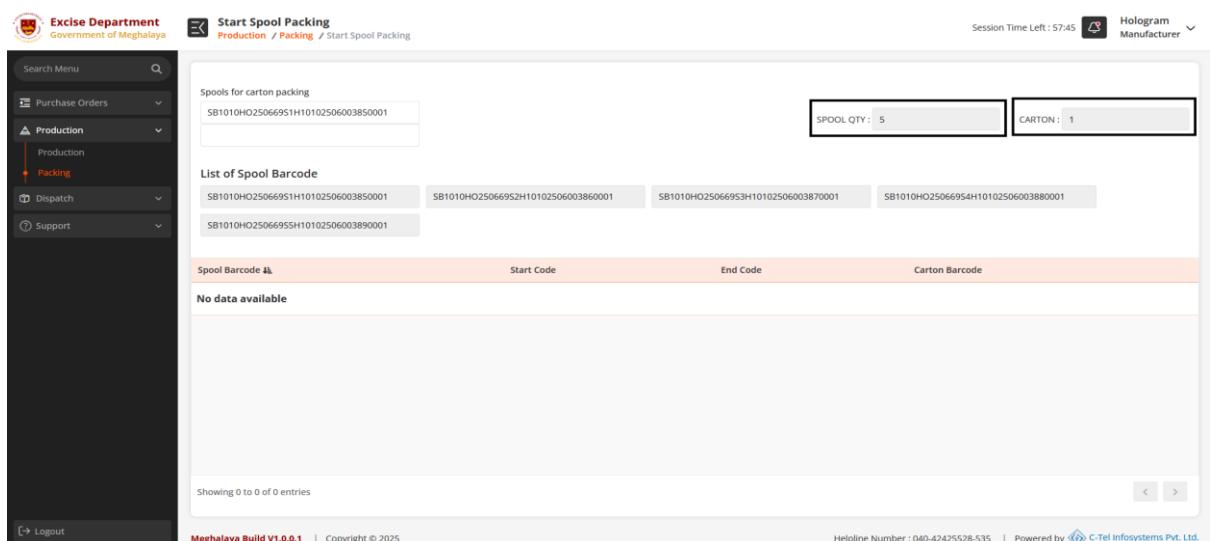
Spool Barcode	Start Code	End Code	Carton Barcode
No data available			

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 .



Session Time Left : 57:45 Hologram Manufacturer

Spools for carton packing

SPOOL QTY : 5 CARTON : 1

List of Spool Barcode

Spool Barcode	Start Code	End Code	Carton Barcode
SB1010HO25066951H10102506003850001	SB1010HO25066952H10102506003860001	SB1010HO25066953H10102506003870001	SB1010HO25066954H10102506003880001
SB1010HO25066955H10102506003890001			

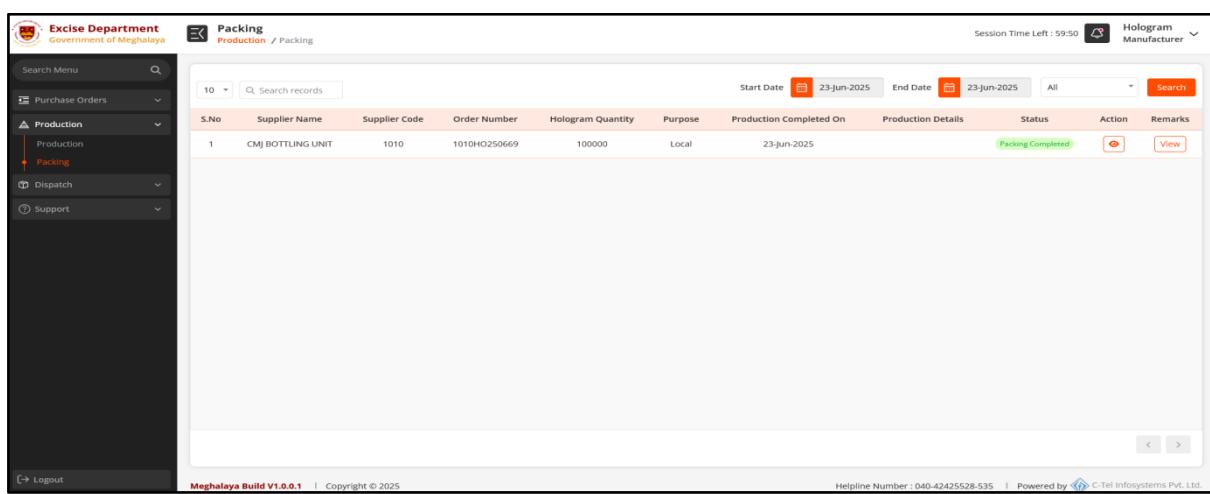
No data available

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”.



Session Time Left : 59:50 Hologram Manufacturer

Search Menu

Packing Production / Packing

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		

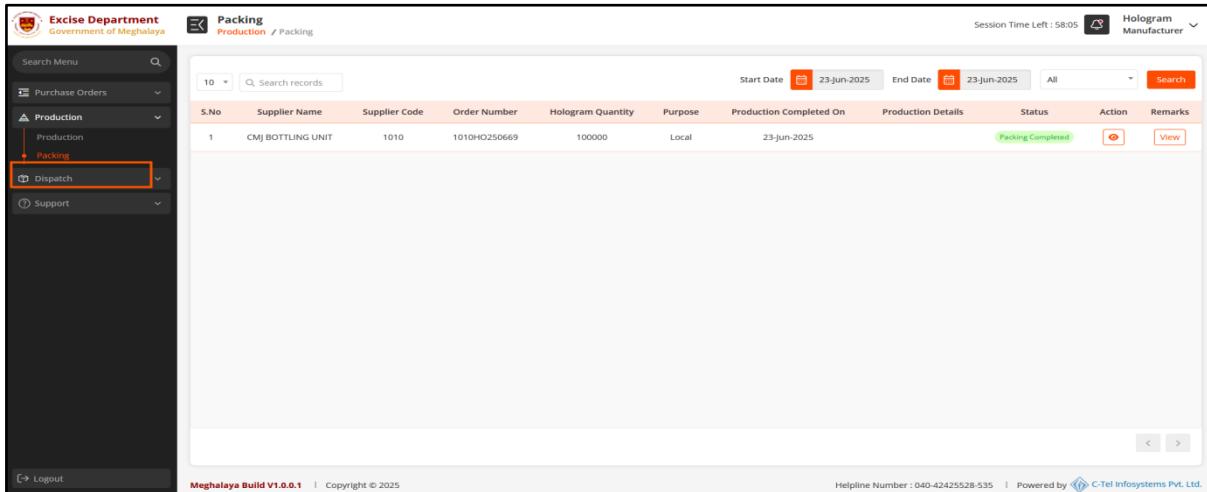
Showing 0 to 0 of 0 entries

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

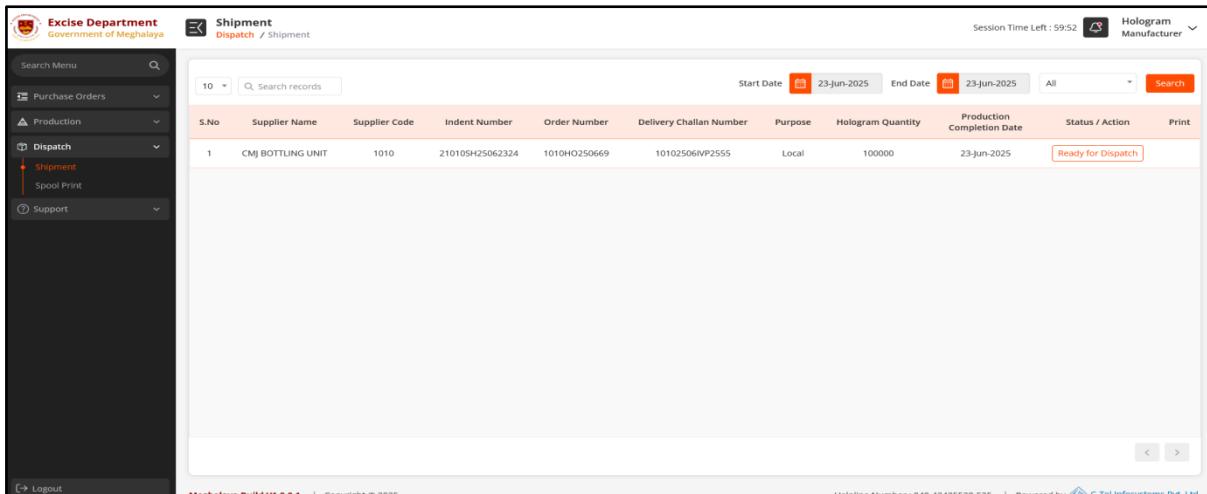
# Hologram Manufacturer User Reference Manual

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



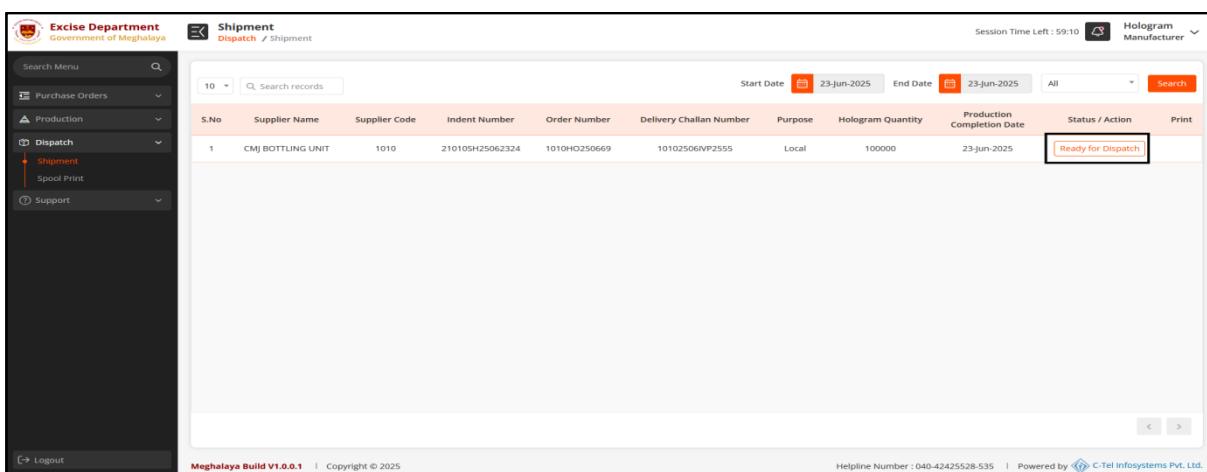
This screenshot shows the 'Packing' screen of the Hologram Manufacturer application. The left sidebar has a 'Production' section with 'Packing' and 'Dispatch' options, where 'Dispatch' is highlighted with a red box. The main content area displays a table with one row of data. The table columns are: S.No, Supplier Name, Supplier Code, Order Number, Hologram Quantity, Purpose, Production Completed On, Production Details, Status, Action, and Remarks. The data row is for CMJ BOTTLING UNIT, Order Number 1010HO250669, Hologram Quantity 100000, Purpose Local, Production Completed On 23-Jun-2025, and Status Packing Completed. The 'Action' column contains a green button labeled 'Packing Completed' and a red 'Edit' button. The bottom of the screen shows the footer with 'Meghalaya Build V1.0.0.1' and 'Powered by C-Tel Infosystems Pvt. Ltd.'

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



This screenshot shows the 'Shipment' screen of the Hologram Manufacturer application. The left sidebar has a 'Production' section with 'Shipment' and 'Spool Print' options, where 'Shipment' is highlighted with a red box. The main content area displays a table with one row of data. The table columns are: S.No, Supplier Name, Supplier Code, Indent Number, Order Number, Delivery Challan Number, Purpose, Hologram Quantity, Production Completion Date, Status / Action, and Print. The data row is for CMJ BOTTLING UNIT, Order Number 1010HO250669, Delivery Challan Number 10102506VP2555, Purpose Local, Hologram Quantity 100000, Production Completion Date 23-Jun-2025, and Status / Action Ready for Dispatch. The 'Print' button is also visible. The bottom of the screen shows the footer with 'Meghalaya Build V1.0.0.1' and 'Powered by C-Tel Infosystems Pvt. Ltd.'

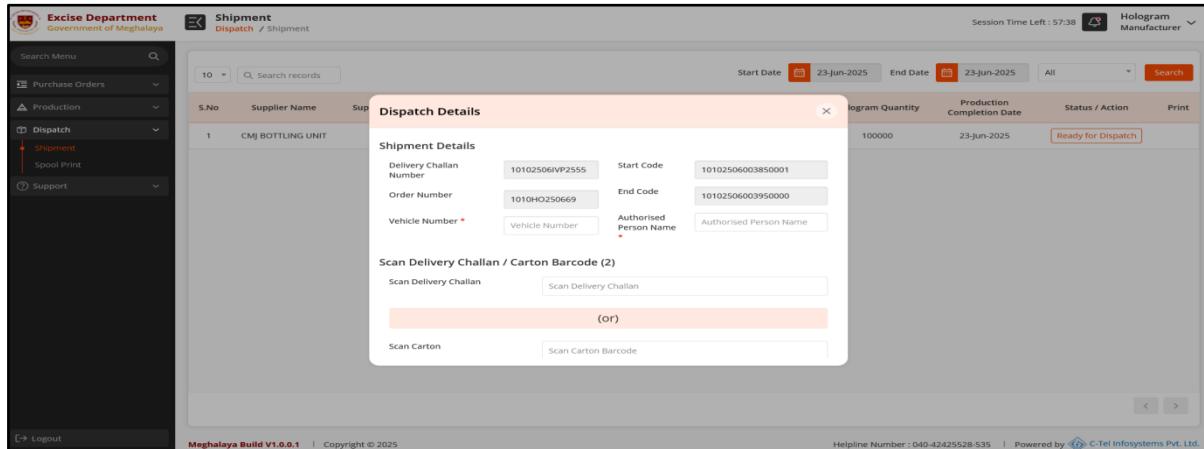
- ◆ After reaching to the above screen user need to click on “**Ready for Dispatch**” tab as shown in below screen.



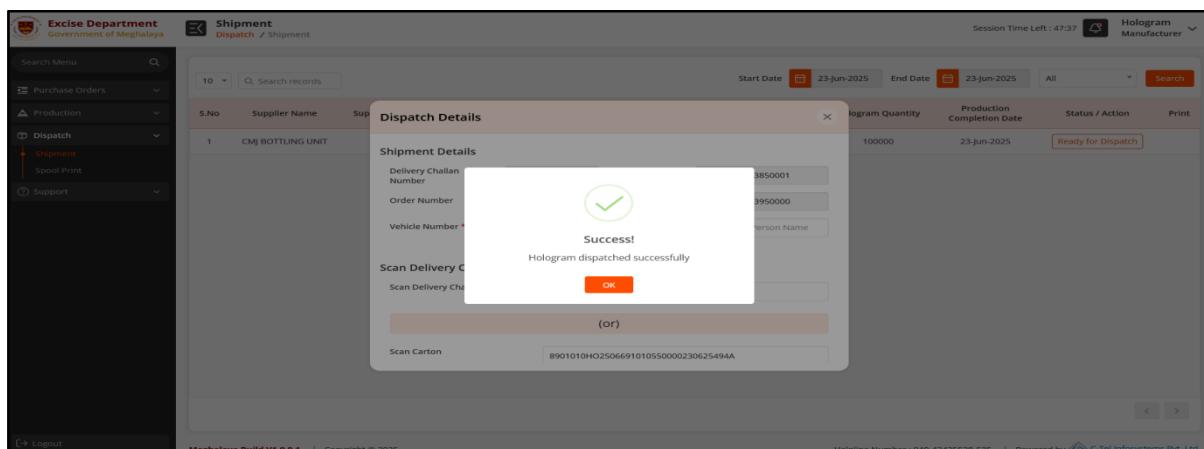
This screenshot shows the 'Shipment' screen of the Hologram Manufacturer application. The left sidebar has a 'Production' section with 'Shipment' and 'Spool Print' options, where 'Shipment' is highlighted with a red box. The main content area displays a table with one row of data. The table columns are: S.No, Supplier Name, Supplier Code, Indent Number, Order Number, Delivery Challan Number, Purpose, Hologram Quantity, Production Completion Date, Status / Action, and Print. The data row is for CMJ BOTTLING UNIT, Order Number 1010HO250669, Delivery Challan Number 10102506VP2555, Purpose Local, Hologram Quantity 100000, Production Completion Date 23-Jun-2025, and Status / Action Ready for Dispatch. The 'Print' button is also visible. The bottom of the screen shows the footer with 'Meghalaya Build V1.0.0.1' and 'Powered by C-Tel Infosystems Pvt. Ltd.'

# Hologram Manufacturer User Reference Manual

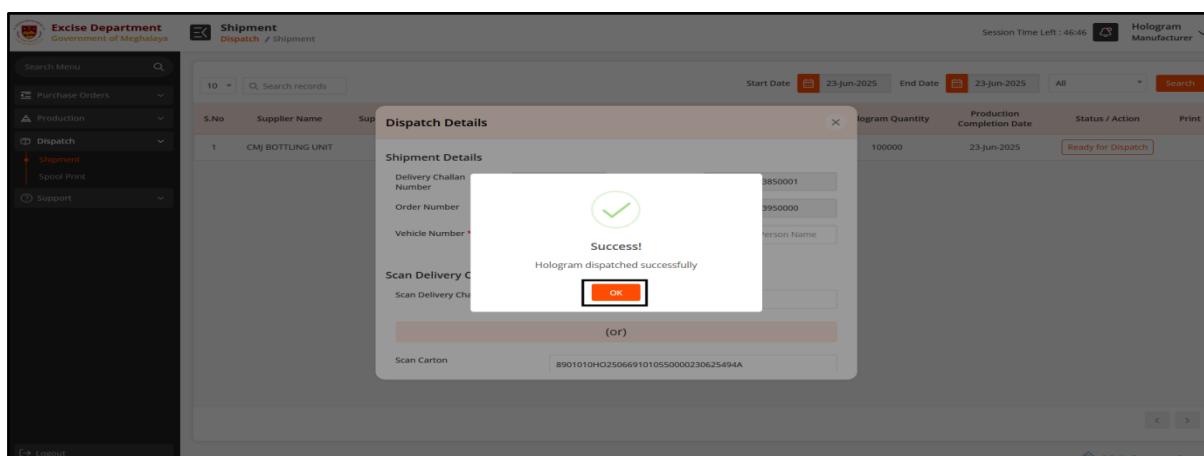
- ◆ After click on “Ready for Dispatch” tab a pop up will be open as shown in below screen.



- ◆ 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)

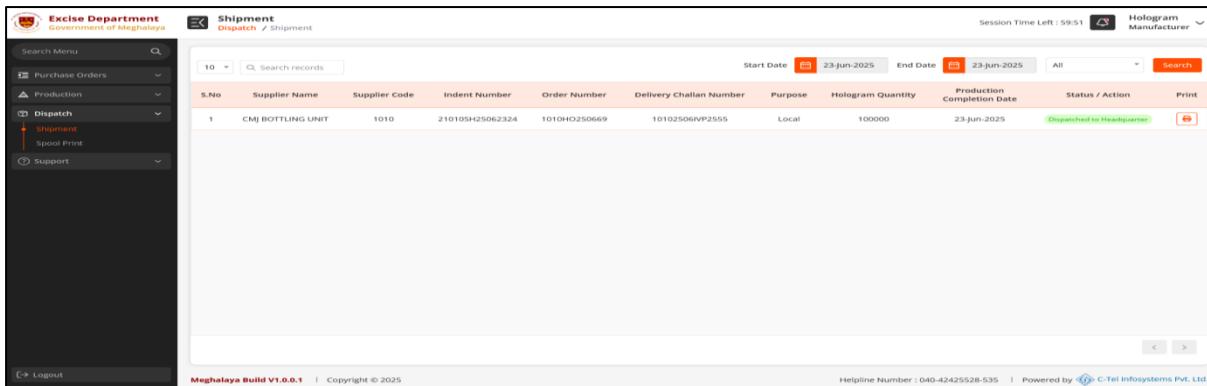


- ◆ After reaching to the above screen user need to click on “OK” tab as shown in below screen.

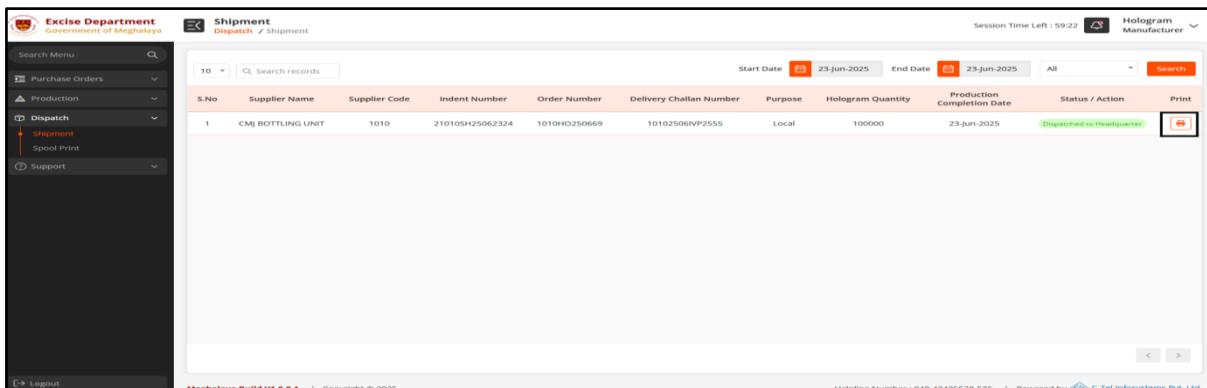


- ◆ After click on “OK” status will be changed to “ shown in below screen.

# Hologram Manufacturer User Reference Manual



- ◆ 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

SL.No.	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 ----