Easy Steps to use ESCIMS

At Distillery

PROCESS CHANGE FOR DISTILLERIES

SCHEDULE A BATCH

REQUEST SEQUENCE NUMBERS

DOWNLOAD SEQUENCE NUMBERS

Get the Bottle Serial Number and Serial Shipment Container Code from ESCIMS

PRINT AND PASTE

GENERATE BARCODE USING SEQUENCE NUMBERS

PRINT AND PASTE BARCODES

MAP BOTTLES WITH CASES

DISPATCH

SCAN CASES TO BE DISPATCHED

UPLOAD THE DISPATCH DETAILS AGAINST IMPORT PERMIT

DOWNLOAD AND PRINT DELIVERY CHALLAN

#	Distillery Processes
1	Log In
2	Apply Licence
3	Add Additional Supplier
4	Generate Barcode Sequence Number
5	Provide Barcode Details
6	Print Import Permit
7	Dispatch Against IP
8	Deposit Fund

1. LOG IN

ESCIMS Application	
1.	Enter the User ID provided to you in 'User Name' Field.	
2.	Enter the corresponding password in 'Password' field and click 'Submit'	

User Login

User name: Sujit Kumar

Password: ••••••••

Submit   Cancel

2. Apply Licence

ESCIMS Application	
1.	Select 'Apply Licence' option from the Licence Menu.	Govt. of NCT of Delhi — Licence ▽ Export Permit ▽ — **Apply Licence** — Apply Renew
2.	Select 'Branch', 'Licence Type' and click 'Submit'	**Apply Licence** — Excise Year: 2012-2013 — Branch: IL/ FL — Licence Type: L1&L31 — Licence Description: Licence for a Wholesale vend of Indian Liquor / Licence for a warehouse for storage of Indian Liquor. — Submit Cancel
3.	Fill in the online application form, click 'Save' and then click 'Next'.	02359682365 Email ID* — stated above are correct to the best of my knowledge and any non-material fac — Save Edit Next Cancel
4.	Check the filled form for errors on the preview screen and click 'Submit' if the details are correct. If some mistake is detected click 'Back' and repeat step 3 & 4.	00 (Rupees Five Lakh). — Signature/Thump Impres (Name of the applic Seal of the Firm/Comp — Submit Cancel Back
5.	After submitting, select the 'Mode of Payment' and click 'Confirm' to make payment for the processing fee. If mode of payment is 'SBI Net Banking' you will be redirected to SBI payment gateway. If mode of payment is 'Cheque/ DD' take the printout of challan generated through the system and make payment in SBI's branch at Delhi Excise office.	**Mode Of Payment** — Request ID: ARN0000000514 Amount Payable (₹): 500 — ◉ SBI Net Banking — ○ Cheque/DD — Confirm Cancel
6.	On successful payment, click 'Generate Acknowledgement' to take the printout of the acknowledgement receipt. Click 'Click to print Application and Check-list' link.	**Payment Status** — Payment Successful — Challan No is : 05101210108 — Generate Acknowledgement — Click to print Application & Check-list

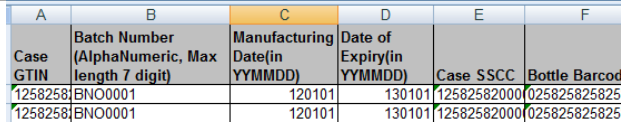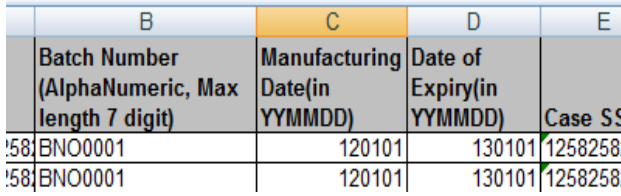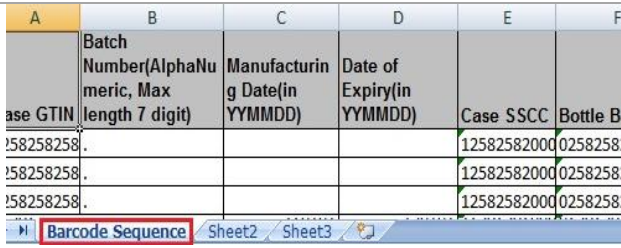|		
7.	Note down your Application Reference Number, and click 'Print Application Form and Checklist' to take the printout of the filled application form. Take the printout of the application, attach the documents, as per checklist, with the application and submit it to the Department.	**Application is Successfully Submitted** **Application Reference No. : ARN0000000314** A Copy of Application Form has been sent to the registered email ID tion and submit it along with the supporting documents to Excise Department wi ation will be reckoned from the date of submission of the complete documents in **Print Application Form and Checklist**
8.	Department will scrutinize the application, enter the brand details and issue an offer letter after the approval. The offer letter will be sent via email.	OFFICE OF THE COMMISSIONER OF EXCISE GOVT OF NCT OF DELHI L-BLOCK VIKAS BHAWAN,IP ESTATE,NEW DELHI Application Reference Number:-ARN0000000514 Date:-16/10/2012 To, PAUL MANNIL 1238, MARGAY, PALA,IDUKKI,Kerala Sub: Grant of L1 licence for the year 2012-2013
9.	On receiving the offer letter, go to ESCIMS application and select 'Wholesale Vend Worklist' option.	**Licence** ▽ **Export Permit** ▽ **Permit P-10** ▽ **Apply Licence** **Apply Renew** **HCR WorkList** **Retail Vend/CSD/L30 Work List** **Track Licence Application** **Wholesale Vend WorkList**
10.	Click the hyperlink on "Application Reference Number" for the application with status 'Offer Letter Issued and Payment Awaited'	...ist ation Reference Number ARN0000000514 Application Reference Number | Status | Licence Type ARN0000000514 | Offer Letter Issued and Payment Awaited | L1,L31 **Cancel**
11.	Enter FDR details if sufficient FDR amount is not available with the department. Click 'Make Payment' option to pay the required licence fee.	**FDR Details** ired FDR Amount (₹) 200000.00 **Bank Name** | **Bank Code** | **Branch Name** | **FDR Amount** SBI | 3497593 | CP, NEW DELHI | 200000 **Make Payment Cancel**
12.	Select the 'Mode of Payment' and click 'Confirm'. If mode of payment is 'SBI Net Banking' you will be redirected to SBI payment gateway. If mode of payment is 'Cheque/ DD' take the printout of challan generated through the system and make payment in SBI's branch at Delhi Excise office.	**Mode Of Payment** **Request ID** ARN0000000314 **Amount Payable** (₹) 300000 ◉ SBI Net Banking ○ Cheque/DD **Confirm Cancel**
13.	On successful payment, click 'Generate Acknowledgement' to take the printout of the acknowledgement receipt.	**Payment Status** Payment Successful Challan No is : 12101210313 **Generate Acknowledgement**
14.	The department updates the warehouse details, the price structure for each brand and issues the licence. After the licence is granted, an email will be sent. Collect the hard copy of Wholesale Vend Letter and Warehouse Letter from the department.	GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI. OFFICE OF THE EXCISE COMMISSIONER L & N BLOCK: VIKAS BHAWAN: I.P ESTATE: NEW DELHI-110002 Licence L1 'Licence : L1 ,Licence for a Wholesale vend of Indian Liquor : L1/2012/00306 tyle of company/firm : Mannil Industries and Co, Public Limited Company

3. Add Additional Supplier
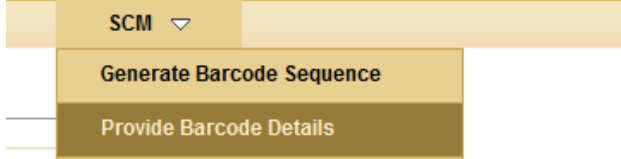
	ESCIMS Application	
1.	Select 'Add Additional Supplier' option from the Licence Menu.	
2.	Enter your licence ID and click 'Search'.	
3.	ESCIMS displays the details of existing additional suppliers against the licence ID, to add another supplier, click 'Add Additional Supplier'.	
4.	Fill in the additional supplier details and click 'Submit'	
5.	Note down your Application Reference Number, and click 'Print Application Form and Checklist' to take the printout of the filled application form. Take the printout of the application, attach the documents, as per checklist, with the application and submit it to the Department.	
6.	Department will scrutinize the application and issue an offer letter after the approval. The offer letter will be sent via email.	
9.	On receiving the offer letter, go to ESCIMS application and select 'Wholesale Vend Worklist' option from licence menu.	
10.	Click the hyperlink on "Application Reference Number" for the application with status 'Offer Letter Issued and Payment Awaited'	
11.	Click 'Make Payment' option to pay the required Additional Supplier fee.	

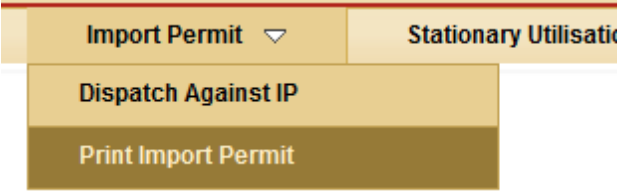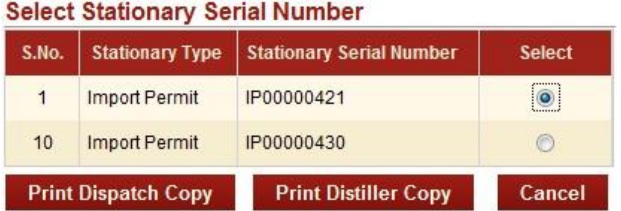|		
12.	Select the 'Mode of Payment' and click 'Confirm'. If mode of payment is 'SBI Net Banking' it will redirect to SBI payment gateway. If mode of payment is 'Cheque/ DD' take the printout of challan generated through the system and make payment in SBI's branch at Delhi Excise office.	**Mode Of Payment** Request ID ARN0000000314 Amount Payable (₹) 300000 ⦿ SBI Net Banking ○ Cheque/DD Confirm Cancel
13.	On successful payment, click 'Generate Acknowledgement' to take the printout of the acknowledgement receipt.	**Payment Status** Payment Successful Challan No is : 12101210313 Generate Acknowledgement

14.	The department approves the additional supplier information and issues an Approval Letter. An intimation of approval will be sent on email. Collect the hard copy of Approval Letter from the department.	**OFFICE OF THE COMMISSIONER OF EXCISE**
		GOVT OF NCT OF DELHI
		L & N- BLOCK, VIKAS BHAWAN, IP ESTATE, NEW DELHI
		Licence Id: L1/2012/00486 Date: Oct 29, 2012 12:30 PM
		TO
		    AJANTA DISTILLERS
		    23432,DJDFG,
		
		    UDGFUSDHGFDF
		    DFKGHKDFHGJKDF
		    Uttar Pradesh
		    Sub:- Approval Of Additional Supplier of AJANTA DISTILLERS

4. Generate Barcode Sequence Number

ESCIMS Application		
1.	Select 'Generate Barcode Sequence' option from the SCM Menu.	SCM ▽ Generate Barcode Sequence Provide Barcode Details
2.	System displays the predefined data type ('Mapped' or 'Unmapped'). Select the brand name, brand size, enter the quantity for which barcode numbers should be generated and click 'Submit'.	e Barcode Sequence Numbers on Type Mapped 	rand Name	Size (in ml)	Pack Size	Quantity (in
abel IL1 ▾	750 ▾	12		 Submit Cancel
3.	ESCIMS displays the range of case and bottle barcodes generated. Click 'Download' to download the sequence number file in .xls format.		antity (in Cases)	Case Range	Bottle Range	Download
100	0000106681-0000107671	0000038185-0000039384	Download	 Cancel
4.	An excel file with case GTIN, Case SSCC and Bottle Barcodes is saved in your local system. (The preview screen is of mapped data)		D	E	F
Expiry(in YYMMDD)	Case SSCC	Bottle Barcode
	125825820000106681	025825825825820000381
	125825820000106681	025825825825820000381
	125825820000106681	025825825825820000381
	125825820000106681	025825825825820000381
	125825820000106681	025825825825820000381
	125825820000106681	025825825825820000381	

5. Provide Barcode Details

	ESCIMS Application	
1.	Prepare an excel (.xls) file with a worksheet named 'Barcode Sequence' containing Case GTIN, Batch Number, Manufacturing Date, Expiry Date, Case SSCC and Bottle Barcode Number in one of the following ways:	
-	In case mapped data was downloaded through 'Generate Barcode Sequence' functionality and the stock manufactured can use the full range of sequence numbers present in a particular Excel file – Enter the Batch Number, Manufacturing Date and Expiry Date(enter 000000 if no expiry date) corresponding to each row in that file and save the data.	
-	In case of mapped data and the stock manufactured can use only partial list of a particular excel file – Select the rows that are to be used, copy and paste these rows in a new excel file, enter the batch number, manufacturing date, expiry date corresponding to each row, change the name of the worksheet to 'Barcode Sequence' and save the data. The sequence of columns must be same as in the original file.	
-	In case unmapped data was downloaded through 'Generate Barcode Sequence' functionality – the downloaded file will contain Case GTIN and Case SSCC in a worksheet named 'Case Sequence' and the Bottle Barcode Number in another worksheet named 'Bottle Barcode'. Use these details to pack the material. Prepare a new excel file with a worksheet named 'Barcode Sequence' containing mapped data with following headings and in the same sequence – Case GTIN (Cell A1), Batch Number, Manufacturing Date, Date of Expiry, Case SSCC, Bottle Barcode. Each row must have a unique bottle barcode corresponding to the Case SSCC in which the bottle is packed.	
2.	Select 'Provide Barcode Details' option from the SCM Menu.	
3.	To provide the barcode details of a particular SKU click 'Browse' corresponding to the SKU, select the excel file prepared in step 1 corresponding to the SKU and click 'Upload'. System will display the appropriate status in the 'Status' Column. The status message will be 'Success' when the file is uploaded successfully.	

6. Print Import Permit

	ESCIMS Application	
1.	Select 'Print Import Permit' option from Import Permit Menu.	
2.	Click the hyperlink on 'Stationary Serial Number' corresponding to IP that needs to be printed to select the stationary serial number on which it will be printed.	
3.	Select the radio button corresponding to Stationary Serial Number that you are using and click 'Print Dispatch Copy'. Select another Stationary Serial Number and click 'Print Distiller Copy' to print another copy of IP	

7. Dispatch against IP

	ESCIMS Application	
1.	Prepare an excel file containing dispatch data in the format – Cell A1 'IPNO', Cell B1 'CASENO' and corresponding data underneath each column.	 **A** — **B** 1 IPNO — CASENO 2 IPN031112000778 — 189010200000000211 3 IPN031112000778 — 189010200000000229
2.	Select 'Dispatch Against IP' option from Import Permit Menu.	**Import Permit** ▽ **Stationary Utili** **Dispatch Against IP** **Print Import Permit**
3.	Select the checkbox corresponding to the IP you want to dispatch material against and click 'Submit'. At the most 2 IPs can be selected against a single dispatch.	**Dispatch Against Import Permit** **Search** **Import Permit Number** [ ] **Search** S.No. / Import Permit Number / Number of Cases / IP Expiry Date / Select 1 / IPN121012000104 / 250 / 31/12/2012 / ☐ 2 / IPN291012000481 / 33 / 08/11/2012 / ☑ **Submit** **Cancel**
4.	Enter the export pass details, truck details, click 'Browse' to select the excel file prepared for dispatch, click 'Upload' and after successful upload click 'Submit'. In case the quantity as per IP does not match with the quantity dispatched, enter the reason for short supply and then click 'Submit'.	Transport Name * [ ] Driver Name * [ ] Upload Dispatch Detail * [ ] [Browse...] [Upload] Size (in ml) / Number of Cases / Numbe 750 / 250 / **Submit** **Cancel**
5.	After data is successfully submitted, click 'Print Delivery Challan Details' to take the printout of Delivery Challan.	ml) / Number of Cases / Number of Cases Uploaded 750 / 8 / 8 🖶 Print Delivery Challan Details

8. Deposit Fund

	ESCIMS Application
1.	Select 'Deposit Funds' option from 'Payments' Menu.
2.	Enter the amount you want to deposit in a particular head, select the checkbox corresponding to that head and click 'Confirm Payment'
3.	Select the 'Mode of Payment' and click 'Confirm'. If mode of payment is 'SBI Net Banking' it will redirect to SBI payment gateway. If mode of payment is 'Cheque/ DD' take the printout of challan generated through the system and make payment in SBI's branch at Delhi Excise office.
4.	On successful payment, click 'Generate Acknowledgement' to take the printout of the acknowledgement receipt.

ESCIMS

ESCIMS