ESCIMS

Easy Steps to use ESCIMS

At Hotel, Club and Restaurant

October 2012

Use ESCIMS...

To Raise Purchase Order
To Receive Material
To Issue Stock to Point of Sale

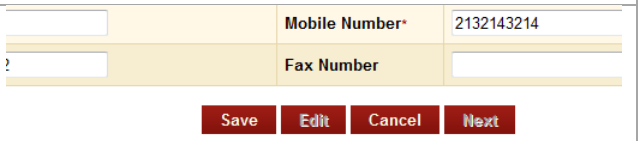
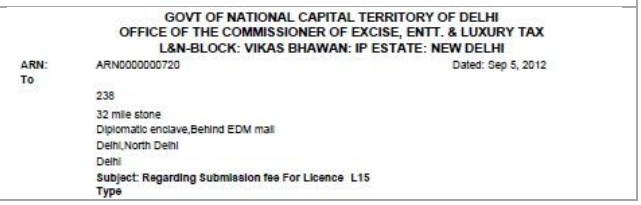
HCR Process List

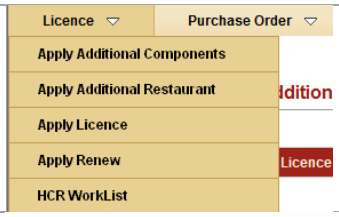
#	**HCR Processes**
1	Log-In
2	Apply Licence
3	Renew Licence
4	Raise Purchase Order
5	Receive Supplies
6	Upload Sales Details at HCR
7	Apply for Additional Components
8	Apply for Additional Restaurants

1. LOG IN

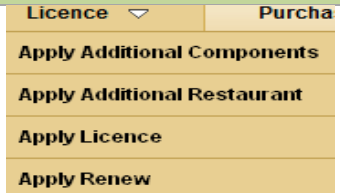
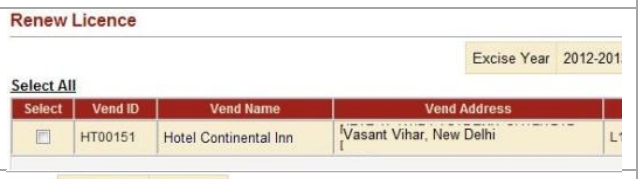
POS Terminal		
1.	Enter your Licence ID in ‘User Name’ Field.	
2.	Enter the corresponding password in ‘Password’ field and click ‘Submit’	

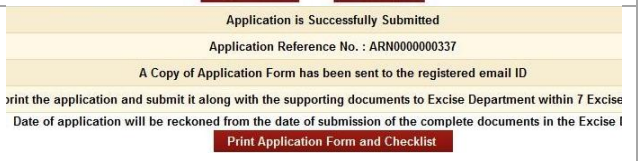
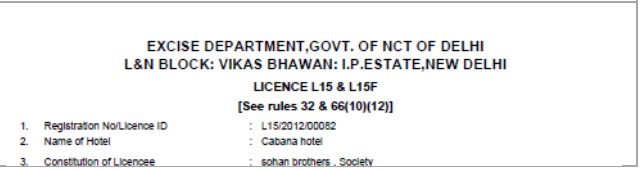
2. Apply Licence

ESCIMS Application		
1.	Select ‘Apply Licence’ option from the Licence Menu.	
2.	Select ‘Branch’, ‘Type of Licence’ and click ‘Submit’	
3.	Fill in the first page of application form. After filling the required fields, click Save’ and then click ‘Next’.	
4.	Fill the second page of application form 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 to you via email.	

7.	On receiving the offer letter, go to ESCIMS application and select 'HCR Worklist' option.	
8.	Click the hyperlink on "Application Reference Number" for the application with status 'Offer Letter Issued and Payment Awaited'	
9.	Click 'Make Payment' option to pay the required licence fee.	
10.	Select the 'Mode of Payment' and click 'Confirm'.	
11.	On successful payment, click 'Generate Acknowledgement' to take the printout of the acknowledgement receipt.	
12.	After the department approves the application, the hard copy of Licence Certificate will be provided to you.	

3. Renewal of Licence

ESCIMS Application		
1.	Select 'Apply Renew' option from 'Licence' menu.	
2.	Select the licence you want to renew.	
3.	Click 'Make Payment' option to proceed for payment of the associated fee.	

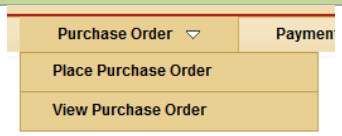
4.	Select the mode of payment and click ‘Confirm’	
5.	On successful payment, note down your ARN and click ‘Print Application Form and Checklist’ to take the printout of the filled application form. Take the printout of the application, attach the documents, as per checklist, with the application and submit it to the Department.	
6.	After the department approves the application, the hard copy of Licence Certificate will be provided to you.	

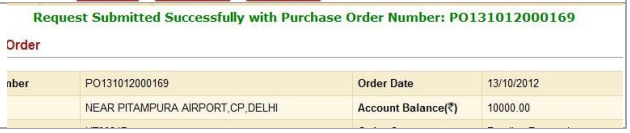
4. Raise Purchase Order

4.1. Deposit Fund

ESCIMS Application		
1.	Select ‘Deposit Funds’ option from ‘Payment Menu’	
2.	Enter the amount you want to deposit in favor of Excise Duty or P-13 Fee and click ‘Confirm Payment’	
3.	Select the ‘Mode of Payment’ and click ‘Confirm’.	
4.	On successful payment, click ‘Generate Acknowledgement’ to take the printout of the acknowledgement receipt.	

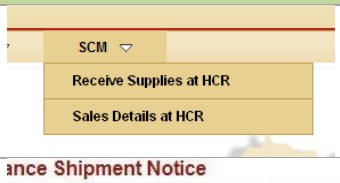
4.2. Raise Purchase Order

ESCIMS Application		
1.	Select ‘Place Purchase Order’ option from ‘Purchase Order’ menu.	

2.	Select the required liquor type and click ‘Submit’.	
3.	Enter the details of the material required and click ‘Submit’.	
4.	The request is submitted to the department for approval, after the approval TPs are generated and can be printed at the respective warehouses.	

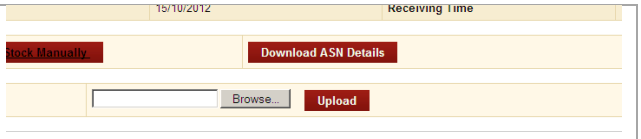
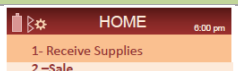
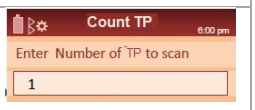
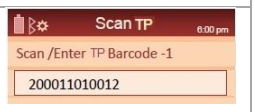
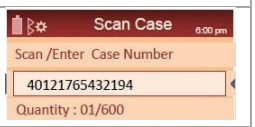
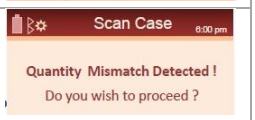
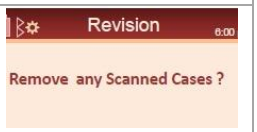
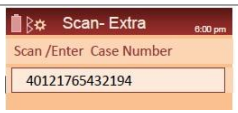
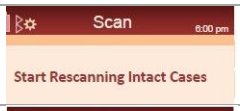
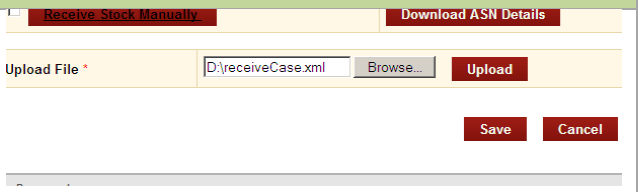
5. Receive Supplies

5.1. Using ESCIMS Application

ESCIMS Application		
1.	Select ‘Receive Supplies at HCR’ from ‘SCM’ menu.	
2.	Click the hyperlink on ‘Transport Permit Number’	
3.	Select Checkbox against ‘Receive Stock Manually’. The list of material dispatched from BWH against the TP will appear in a list	
4.	Select the status of each Case from the dropdown under ‘Status’ and click ‘Save’. Also in case a Case is damaged, mark the status of individual bottles in that Case.	

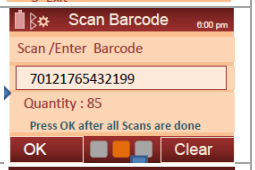
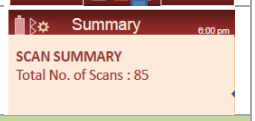
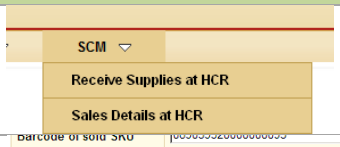
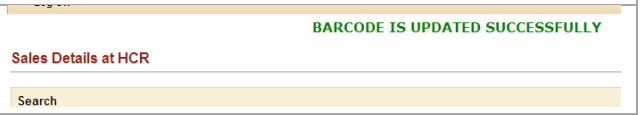
5.2. Using ESCIMS Application

ESCIMS Application		
1.	Select ‘Receive Supplies at HCR’ from ‘SCM’ menu.	
2.	Click the hyperlink on ‘Transport Permit Number’	

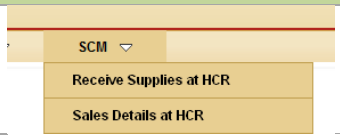
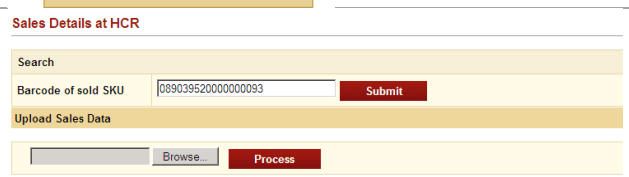
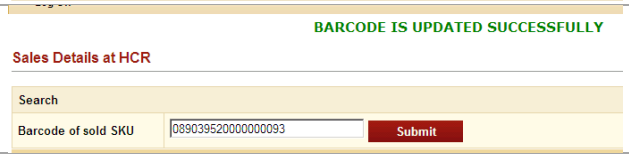
3.	Click ‘Download ASN Details’ button and save the XML file in the predefined folder	
HHT		
4.	On the HHT, select ‘Receive Supplies’ option and press ‘Enter’ button.	
5.	Enter the number of TPs for which the material is to be received and press ‘OK’ button.	
6.	Scan all the TPs for which material is to be received and press ‘OK’ button.	
7.	Scan all the intact Cases that are received corresponding to the selected TPs. After all the intact Cases are scanned press ‘OK’ button.	
8.	Press ‘OK’ button on the confirmation screen. (in case quantity of material received does not match with quantity as per TP)	
9.	If any damaged Case is mistakenly scanned, press ‘OK’ on ‘Remove any Scanned Cases’ screen If the correct material is scanned press ‘No’ button and jump to step 12.	
10.	To remove any extra Case, scan it again and press ‘OK’ button. After all the required Cases are deleted again press ‘OK’ button when ‘Scan/ Enter Case Number’ field is blank.	
11.	Press ‘No’ button on ‘Start Rescanning Intact Cases’ screen if no further intact Cases are left	
12.	Press ‘OK’ button on summary screen to transfer the information to a predefined folder in the desktop.	
ESCIMS Application		
13.	On the ‘Receive Supplies at HCR’ screen (Repeat steps 1-2 to reach to this screen) corresponding to received TP click ‘Browse’, select the file corresponding to the selected TP from the predefined folder and click ‘Upload’	
14.	In case there is a mismatch in the quantity received and quantity as per TP, update the status of remaining Cases (that were not scanned through HHT) by selecting the right option from ‘Status’ dropdown	
15.	Click ‘Save’ button to complete the receiving process.	

6. Upload Sales Details at HCR

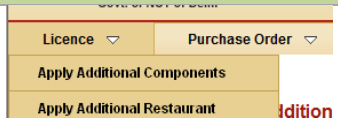
6.1. Using HHT

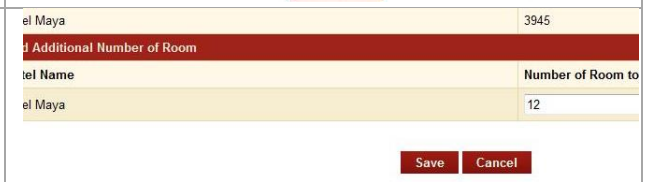
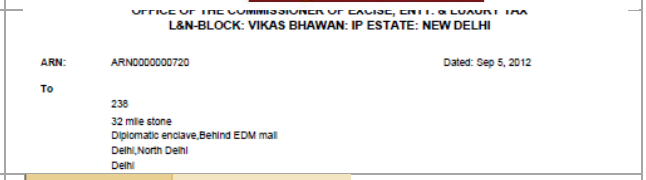
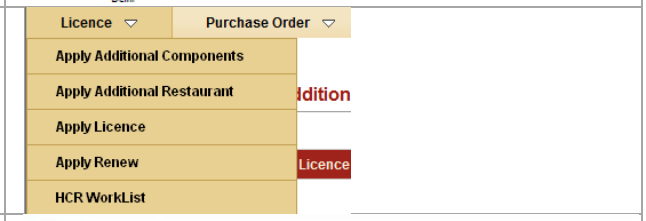
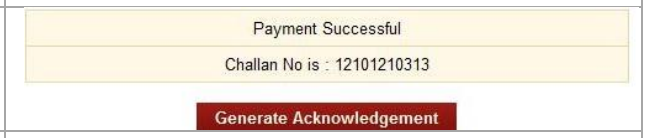
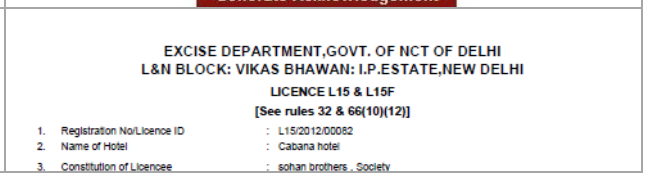
HHT		
1.	On the HHT, select ‘Sale’ option and press ‘Enter’ button.	
2.	Scan all the Cases/ bottles that you want to issue to the sale point and press ‘OK’ Button.	
3.	Connect the device to desktop and press ‘OK’ button to send the information to the desktop.	
ESCIMS Application		
4.	Select ‘Sales Details at HCR’ from ‘SCM’ menu.	
5.	Click ‘Browse’, select the file, that is to be uploaded (prepared using HHT), from the predefined folder and click ‘Process’.	
6.	The material gets issued to the sales area.	

6.2. Using ESCIMS Application

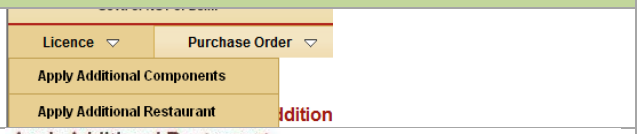
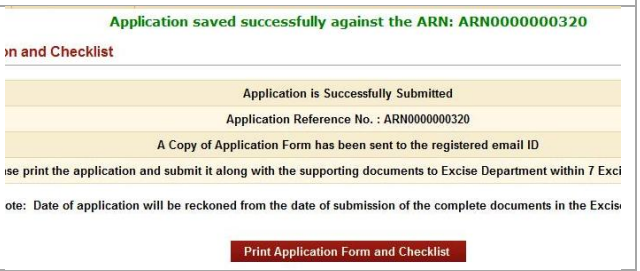
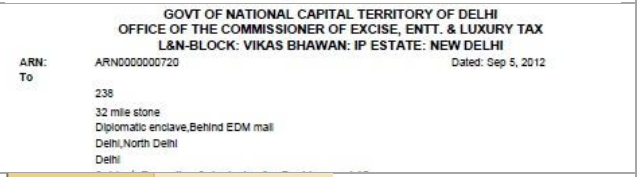
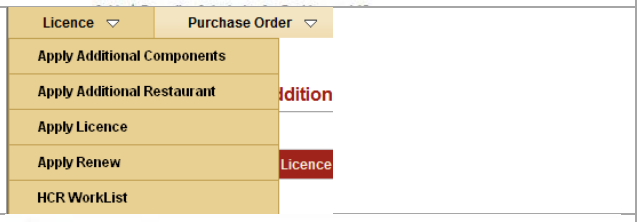
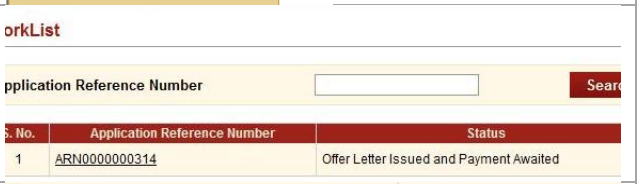
ESCIMS Application		
1.	Select ‘Sales Details at HCR’ from ‘SCM’ menu.	
2.	Enter the barcode number of the Cases/ bottles that need to be issued to the selling area in ‘Barcode of Sold SKU’ and click ‘Submit’	
3.	The material gets issued to the sales area.	

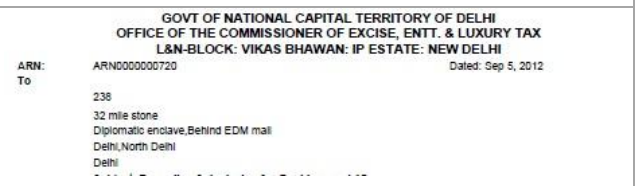
7. Apply for Additional Components

ESCIMS Application		
1.	Select ‘Apply Additional Components’ option from ‘Licence’ menu.	

2.	Click the hyperlink on 'Licence ID' to open the relevant options as per licence type (Number of Room for L15, Number of Seat Covers for L16 or Number of members for L28).	
3.	Fill in the required fields as displayed and click 'Save'	
4.	Note down your ARN 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.	
5.	If no additional fee is to be paid, the department approves the application and approval letter is sent to you via email	
6.	If some additional fee needs to be paid, department issues the offer letter to make the payment of the dues. The payment is made by selecting 'HCR Worklist' from licence menu.	
7.	Click the hyperlink on "Application Reference Number" for the application with status 'Offer Letter Issued and Payment Awaited'	
8.	Click 'Make Payment' option to pay the required fee.	
9.	Select the 'Mode of Payment' and click 'Confirm'.	
10.	On successful payment, click 'Generate Acknowledgement' to take the printout of the acknowledgement receipt.	
11.	After the department approves the application, the approval letter is sent via email	

8. Add Additional Restaurant

ESCIMS Application		
1.	Select 'Apply Additional Restaurant' option from 'Licence' menu.	
2.	Click the hyperlink on 'Licence ID' to enter the new restaurant details.	
3.	Enter the details of the additional place, click 'Save' and then 'Next'.	
4.	Enter the required details and click 'Submit'.	
5.	Note down your ARN 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 to you via email.	
7.	On receiving the offer letter, go to ESCIMS application and select 'HCR Worklist' option.	
8.	Click the hyperlink on 'Application Reference Number' for the application type 'Additional Restaurant' with status 'Offer Letter Issued and Payment Awaited'	
9.	Click 'Make Payment' option to pay the required licence fee.	

10.	Select the ‘Mode of Payment’ and click ‘Confirm’.	
11.	On successful payment, click ‘Generate Acknowledgement’ to take the printout of the acknowledgement receipt.	
12.	After the department approves the application, the approval letter will be given to you.	

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For Queries and Suggestions contact us at: escimsexcise.delhi@nic.in