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Department of Excise, Entertainment and Luxury Tax

USER MANUAL

ESCIMS

Excise Supply Chain Information Management System

USER MANUAL
Country Liquor Branch
Version -I

ESCIMS
Excise Supply Chain Information Management System

Department of Excise, Entertainment and Luxury Tax

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About This Manual

Purpose

This manual is written to help you understand and use the Excise Supply Chain Information Management System (ESCIMS)-Country Liquor application. It presents the functional capabilities and operational details of the ESCIMS-Country Liquor and contains the procedures that you should know for performing your business tasks using the application.

The Database Maintenance tasks have not been covered in this manual.

Intended Audience

This manual is primarily intended for users of the Corporations, Delhi Excise Department, Wholesale Vends and Bonded Warehouse (BWH).

Prerequisites for Use

Following are the prerequisites for understanding this manual:

Functional – Basic understanding of operation of liquor manufacturing and distribution process

Technical - Basic understanding of working of computers and Hand Held Terminal (HHT)device is required. You must be familiar with data-entry operations.

Organisation of the Manual

This manual is organised as follows:

Introduction provides an overview of the ESCIMS-Country Liquor application. It also details the hardware and software requirements, and its interfaces with other systems.

Getting Startedprovides you anoverview of the ESCIMS-Country Liquor application. It gives a brief introduction about the general working features of the application that you should keep in mind while working.

Contents

Total number of pages in the manual, including the cover page: **96**

List of Figures

List of Abbreviations

Abbreviation/ Acronym	Expansion
ARN	Application Reference Number
BWH	Bonded Ware House
CL	Country Liquor
DC	Deputy Commissioner
FDR	Fixed Deposit Receipt
GM	General Manager
HHT	Hand Held Terminal
IP	Import Permit
TP	Transport Permit

INTRODUCTION

1 Introduction to ESCIMS

Figure 1: ESCIMS ECOSYSTEM

The Excise Supply Chain Information Management System (ESCIMS) is a simple internet-based application between the Department of Excise, Entertainment and Luxury Tax and its stakeholders including Distilleries, Bonded Ware Houses, Corporation and Private Vends, Canteen Store Depots, Hotels, Clubs and Restaurants.

ESCIMS SERVER   HHT

LOCAL COMPUTER
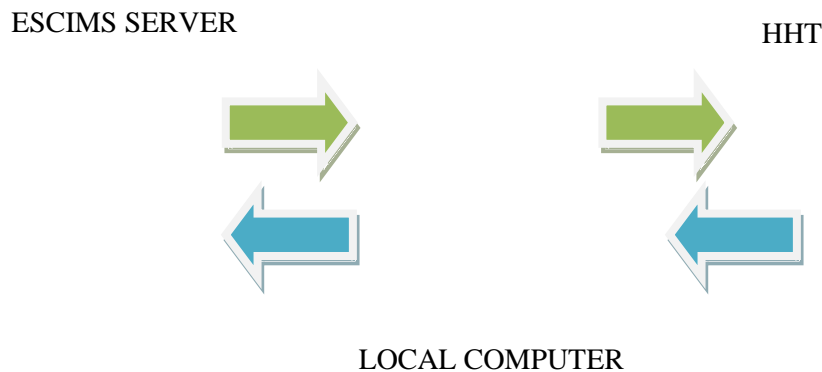
Figure 2: Information Flow at ESCIMS

The applica   listribution,
ease out operations, bring in transparency and have better control over the supply chain management
of liquor distribution. The application allows for a real time monitoring of the distribution of
liquor,minimise adulteration and prevent sale of illicit liquor.

1.1 About ESCIMS-Country Liquor Branch

The Country Liquor branch issues various types of licences andpermits such as L-3/L-33, L-8, L-
14, Import Permit (IP), Transport Permit (TP)and so on for the importing of liquor and movement of
liquor inside the state of Delhi.

1.2   Features of

ESCIMS-Country Liquor Branch

The Country Liquor business system covers the following functionalities:-

- **Issuance of L-3 andL-33 Licence**

  o   Add and Verify Tender Details by Dealing Assistant (CL)

  o   Initiate Tender Scrutiny by Dealing Assistant (CL)

  o   Process Tender Scrutiny by Superintendent (CL)

  o   Process Tender Scrutiny by GM Excise

  o   Process Tender Scrutiny by DC Excise

- o Approve Tender Scrutiny by Excise Commissioner
- o Initiate Offer Letter by Dealing Assistant (CL)
- o Process Offer Letter by Superintendent (CL)
- o Process Offer Letter by GM Excise
- o Process Offer Letter by DC Excise
- o Approve Offer Letter by Excise Commissioner
- o Notify and Issue Offer Letter by Dealing Assistant (CL)
- o Pay Licence Fee by Wholesale Vend
- o Issue Licence Letter by Dealing Assistant (CL)

- **Monthly Allocation, Risk Purchase OrderandImport Permit**
    - o Generate Monthly Allocation by Dealing Assistant (CL)
    - o Generate Risk Purchase Order by Dealing Assistant (CL)
    - o Send Allocation Letters of Monthly Allocation by Dealing Assistant (CL)
    - o Sign Import Permits by GM Excise

- **Sample Testing**
    - o Dispatch Country Liquor Sample by Excise Inspector
    - o Issue Lab Test Report by Chemist
    - o Release Order Letter by Dealing Assistant (CL)
    - o Update bonded ware house(BWH) Inventory by Excise Inspector
    - o View Sample Test Report by Excise Inspector

- **Purchase Order and Transport Permit**
    - o Place Purchase Order by Corporation Clerk (CL)
    - o Process Purchase Order by Dealing Assistant (CL)
    - o Approve Purchase Order andGenerate Transport Permit by GM Excise

1.3 User Rolesand Access Rights

The user roles are limited to input the data and send the same to ESCIMS. The login ID is to confirm the identity of the user to prevent manhandling of the device. There are no separate Admin/User roles.

The user is allowed access to certain necessary functions of the device required to operate the same efficiently.

5

GETTING STARTED

Logging in ESCIMS

2 Getting Started

The chapter deals in **How to Log in to the Application** and access the basic required functionality of the device.

2.1 Logging In

Access to the ESCIMS application is limited to authorised users. To access the application, you must first log on to ESCIMS using your user ID and password.

2.1.1 Creating a User ID

The login ID is created at the ESCIMS core application. The vendin chargeis given the User ID and Password. The Vend In charge can create five User IDs in turn for the vend users

2.1.2 Setting a Password

The ESCIMS application sets the password for all the IDs of vend users.

Figure 3: Login Screen

ISSUANCE OF
L-3 & L-33 LICENCE

Through ESCIMS

3 Issuance of L-3 and L-33 Licence

This chapter deals in issuance of L-3 and L-33 licence for wholesale vend of Country Liquor (CL).

3.1 Add and Verify Tender Details by Dealing Assistant (CL)

This section lists the steps to be followed toAdd and Verify Tender Details by Dealing Assistant (CL).

To Add and Verify Tender Details by Dealing Assistant (CL)

1. Log on to the ESCIMS system.

Figure 4: Licence Menus for Dealing Assistant (CL)

2. Select**Add Tender Details** functionality under the Licence menu.

Figure 5: Enter Wholesale Vend Details

Figure 6: Confirmation Message after Successfully Saving the Wholesale Vend Details

3. Enter the Wholesale Vend Details and Click **Save**. The system saves the details and displays Application Reference Number (ARN) for future reference.

- Click **Edit**, to edit the details entered.
- Click **Next**, to go to the next page.
- Click **Cancel**, to go back to the previous screen.

Figure 7: Enter Warehouse Details

Figure 8: Enter Authorised Person Details

Figure 9: Enter Brand Declaration Details

Figure 10: Enter Style of Company Details

4. Enter the required details and click **Submit**.

	• Click **Edit**, to edit the details entered.
	• Click **Next**, to go to the next page.
	• Click **Print Report**for printing the details of wholesale vend.
	• Click **Cancel**, to go back to the previous screen.

Figure 11: Licence Menus for Dealing Assistant (CL)

5.   Select**CL Worklist** functionality under the Licence menu.

Figure 12: Work-list for Dealing Assistant (CL)

6.   Click the **ARN**.

	• You may also **Search** for the Work-item on the basis of **ARN.**
	• Click **Cancel**, to go back to the previous screen.

Figure 13: Verify the Tender Details

7. System displays the details as entered by the Dealing Assistant (CL). Navigate to the screen "**Style of Company",** select the checkbox and click **Submit**.

	• To add more line items, click **Add Row**. A blank row is displayed to enter more line item.
	• To delete line items, select the line item to delete and click **Delete Row**. The selected row is deleted.
	• Click **Edit**, to edit the details entered.
	• Click **Next**, to go to the next page.
	• Click **Print Report**for printing the details of wholesale vend.
	• Click **Cancel**, to go back to the previous screen.

3.2 Initiate Tender Scrutiny by Dealing Assistant (CL)

This section lists the steps to be performedtoInitiate Tender Scrutiny by Dealing Assistant (CL).

To Initiate Tender Scrutiny by Dealing Assistant (CL):

1. Log on to the ESCIMS system.

Figure 14: Licence Menus for Dealing Assistant (CL)

2. Select**CL Worklist** functionality under the Licence menu.

Figure 15: Work-list for Dealing Assistant (CL)

3. Click the **ARN**.

	• You may also **Search** for the Work-item on the basis of **ARN.** • Click **Cancel**, to go back to the previous screen.

Figure 16: Initiate Tender Scrutiny by Dealing Assistant (CL)

4. System displays the details of the application against the corresponding ARN.

5. Enter **Comments** and click **Initiate Tender Scrutiny**.

	• Click **Cancel**, to go back to the previous screen.

Figure 17: System Displays Confirmation Message

6.   System displays the confirmation message.

	• You may also **Search** for the Work-item on the basis of **ARN.** • Click **Cancel**, to go back to the previous screen.

3.3 Process Tender Scrutiny bySuperintendent (CL)

This section lists the steps to be performedtoProcess Tender Scrutiny by Superintendent (CL).

To Process Tender Scrutiny by Superintendent (CL):

1. Log on to the ESCIMS system.
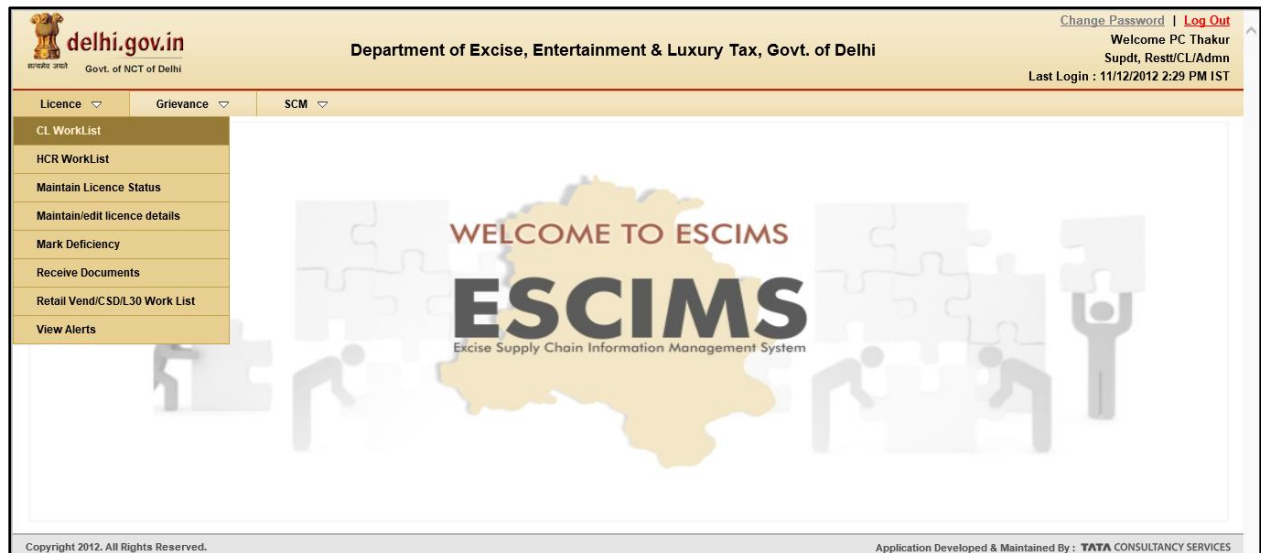
Figure 18: Licence Menus for Superintendent (CL)

2. Select**CL Worklist** functionality under the Licence menu.

Figure 19: Work-list for SuperintendentCL)

3. Click the **ARN**.

	• You may also **Search** for the Work-item on the basis of **ARN.** • Click **Cancel**, to go back to the previous screen.

Figure 20: Process Tender Scrutiny bySuperintendent (CL)

4. System displays the details of the application against the corresponding ARN.

5. Enter **Comments** and click **Send For Next Approval**.

	• Click **Return Workitem**, to send the work-item back to the Dealing Assistant (CL). • Click **Cancel**, to go back to the previous screen.

3.4 Process Tender Scrutiny byGM Excise

This section lists the steps to be performedtoProcess Tender Scrutiny by General Manager (GM) Excise.

To Process Tender Scrutiny by GM Excise:

1. Log on to the ESCIMS system.

Figure 21: Licence Menus for GM Excise

2. Select**CL Worklist** functionality under the Licence menu.

Figure 22: Work-list for GM Excise

3.   Click the **ARN**.

	• You may also **Search** for the Work-item on the basis of **ARN.**
	• Click **Cancel**, to go back to the previous screen.

Figure 23: Process Tender Scrutiny byGM Excise

4.   System displays the details of the application against the corresponding ARN.

5.   Enter **Comments** and click **Send For Next Approval**.

	• Click **Return Work item**, to send the work-item back to the Dealing Assistant (CL).
	• Click **Cancel**, to go back to the previous screen.

3.5 Process Tender Scrutiny byDC Excise

This section lists the steps to be performedtoProcess Tender Scrutiny by Deputy Commissioner (DC) Excise.

To Process Tender Scrutiny by DC Excise:

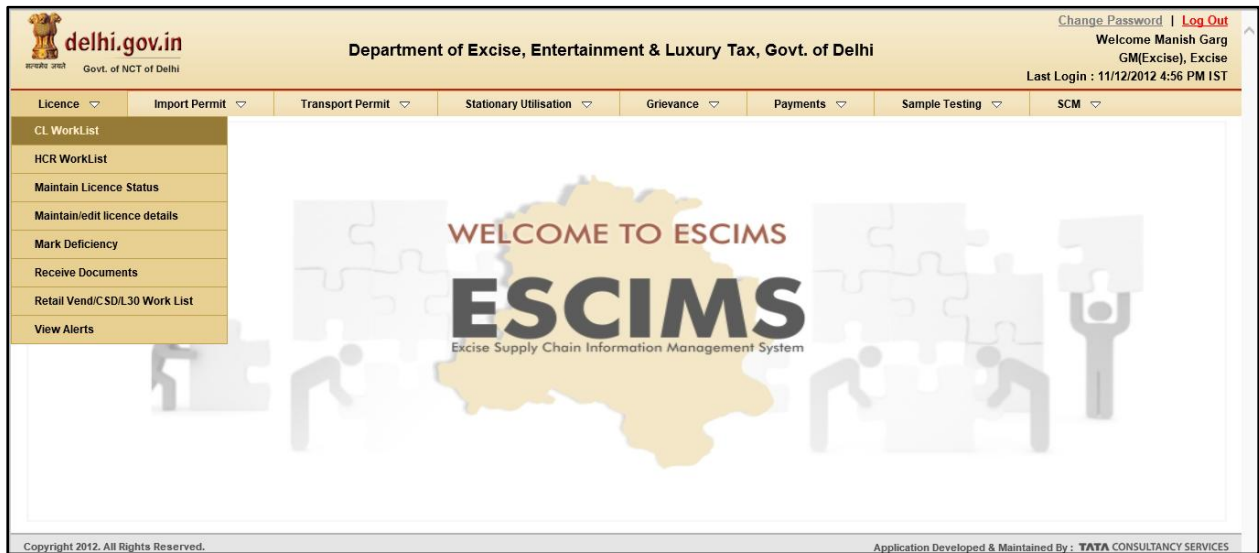1. Log on to the ESCIMS system.

Figure 24: Licence Menus for DC Excise

2. Select**CL Worklist** functionality under the Licence menu.

Figure 25: Work-list for DC Excise

3. Click the **ARN**.

- You may also **Search** for the Work-item on the basis of **ARN.**
- Click **Cancel**, to go back to the previous screen.

Figure 26: Process Tender Scrutiny byDC Excise

4. System displays the details of the application against the corresponding ARN.

5. Enter **Comments** and click **Send For Next Approval**.

	• Click **Return Work item**, to send the work-item back to the Dealing Assistant (CL).
	• Click **Cancel**, to go back to the previous screen.

3.6 Approve Tender Scrutiny byExcise Commissioner

This section lists the steps to be performedtoApprove Tender Scrutiny by Excise Commissioner.

To Approve Tender Scrutiny by Excise Commissioner:

1. Log on to the ESCIMS system.
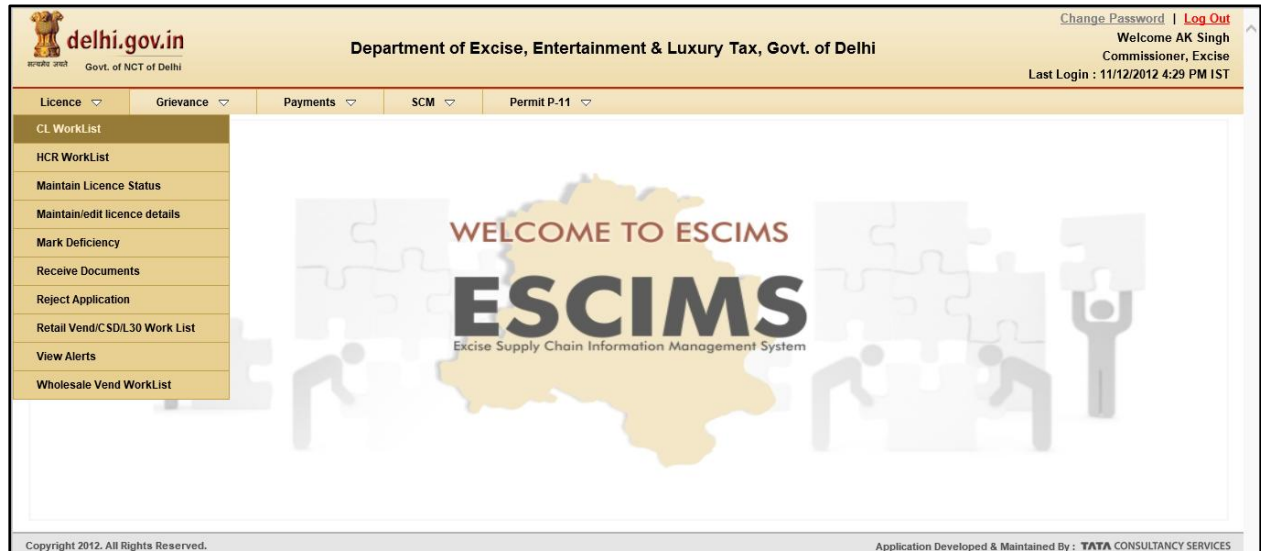
Figure 27: Licence Menus for Excise Commissioner

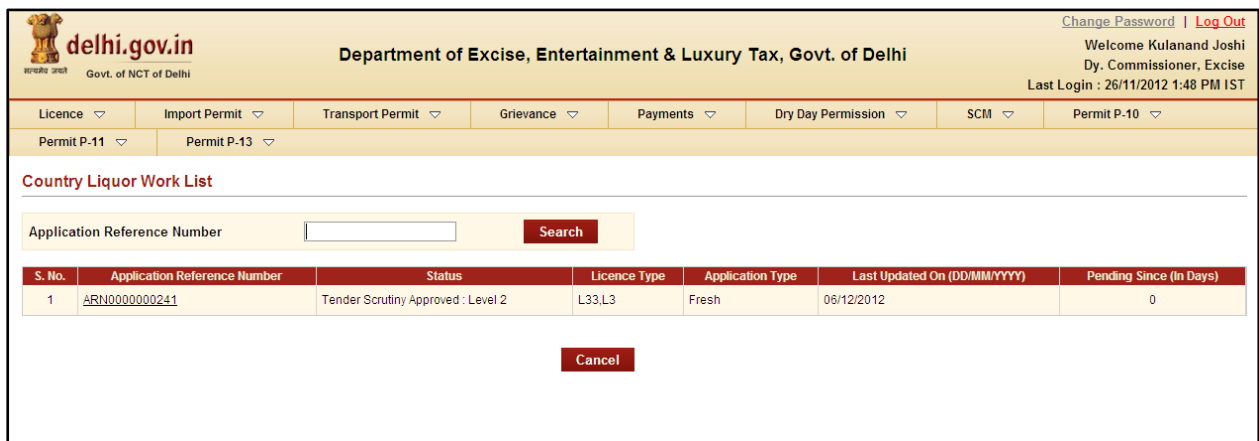2. Select**CL Worklist** functionality under the Licence menu.

Figure 28: Work-list for Excise Commissioner

3. Click the **ARN**.

	• You may also **Search** for the Work-item on the basis of **ARN.** • Click **Cancel**, to go back to the previous screen.

Figure 29: Approve Tender Scrutiny byExcise Commissioner

4. System displays the details of the application against the corresponding ARN.

5. Enter **Comments** and click **Approve Tender**.

	• Click **Return Work item**, to send the work-item back to the Dealing Assistant (CL). • Click **Reject Application**, to reject the application. • Click **Cancel**, to go back to the previous screen.

3.7 Initiate Offer Letter by Dealing Assistant (CL)

This section lists the steps to be performedtoInitiate Offer Letterby Dealing Assistant (CL).

To Initiate Offer Letterby Dealing Assistant (CL)

1. Log on to the ESCIMS system.

Figure 30: Licence Menus for Dealing Assistant (CL)

2. Select**CL Worklist** functionality under the Licence menu.

Figure 31: Work-list for Dealing Assistant (CL)

3. Click the **ARN**.

	• You may also **Search** for the Work-item on the basis of **ARN.**
	• Click **Cancel**, to go back to the previous screen.

Figure 32: Initiate Offer Letter by Dealing Assistant (CL)

4. System displays the details of the application against the corresponding ARN.

5. Enter **Comments** and click **Save And Initiate Offer Letter**.

	• Click **Cancel**, to go back to the previous screen.

3.8 Process Offer Letter bySuperintendent (CL)

This section lists the steps to be performedtoProcessOffer Letterby Superintendent (CL).

To ProcessOffer Letterby Superintendent (CL)

1. Log on to the ESCIMS system.

Figure 33: Licence Menus for Superintendent (CL)

2. Select**CL Worklist** functionality under the Licence menu.

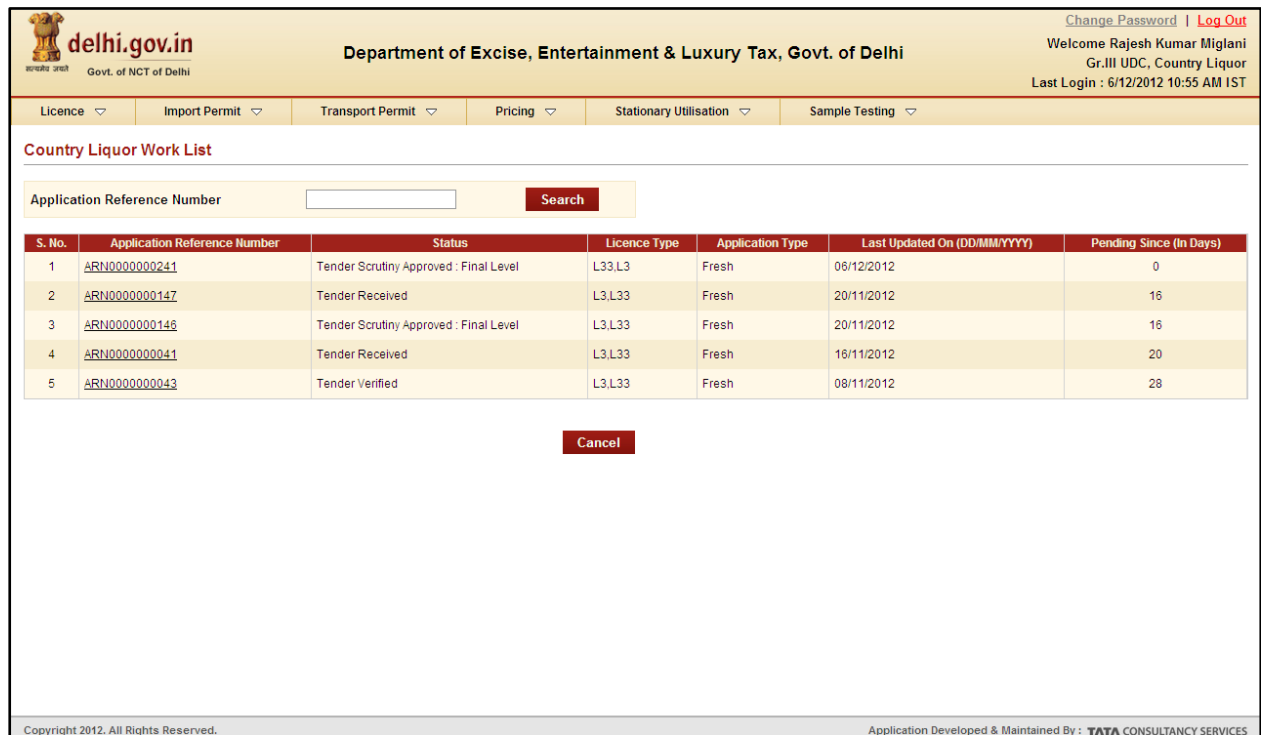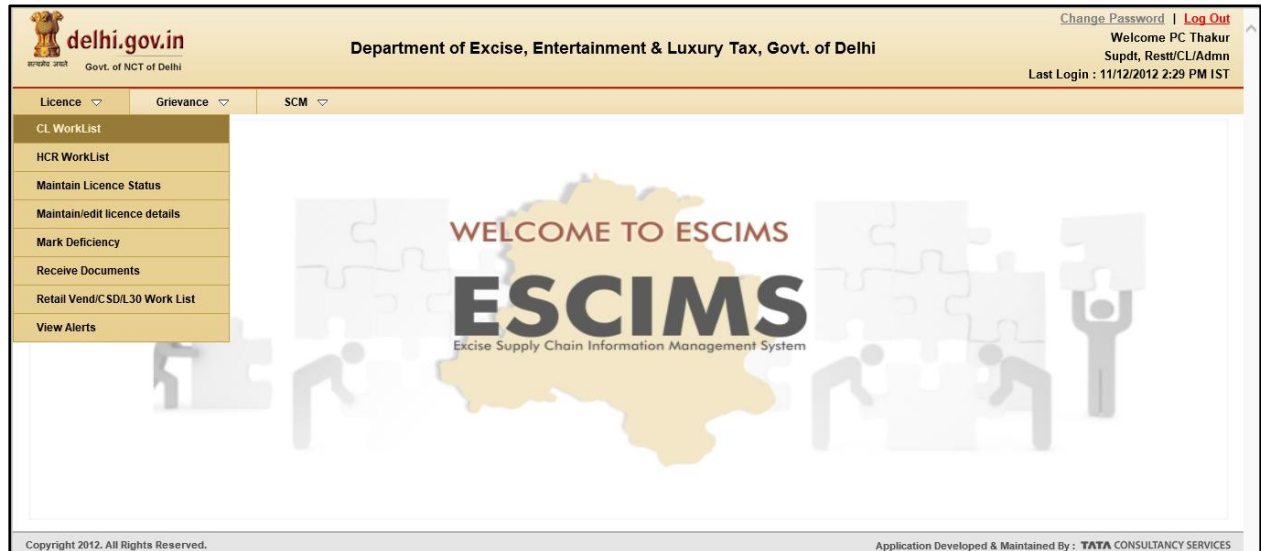**Figure 34: Work-list for Superintendent CL)**

3. Click the **ARN**.

- You may also **Search** for the Work-item on the basis of **ARN.**
- Click **Cancel**, to go back to the previous screen.

Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI		
Application Received On	06/12/2012	Status	Offer Letter Initiated
All Documents are As Per Check List	Complete Document Received	Complete Documents Received On	06/12/2012

L-3 Fees(₹)	500000.00	Allocation Percentage	14.00 %
L-33 Fees(₹)	75000.00	Performance Security Amount(₹)	1110667
Total Payable Fee(₹)	575000.00	Payee Code	
Pay by Date(₹)	15/12/2012		

Brand Details

S.No	Brand Name	Size	Case GTIN	Bottle GTIN
1	Bangla	750B12	16567567464564	06567567464564
2	Bangla	375B24	16543434634534	06543434634534
3	Bangla	180B50	18895645663636	08895645663636

Comments History

Task Name	User Name	Designation	Comments	Date
initiateOfferLetter	Rajesh Kumar Miglani	Dealing Assistant	Initiating offer letter	06/12/2012
approveScrutinyFinal	AK Singh	Excise Commissioner	Approving tender by Excise EC	06/12/2012
approveScrutinylevel3	Kulanand Joshi	Deputy Commissioner Excise	Scrutiny approved by excise dc	06/12/2012
approveScrutinyLevel2	Manish Garg	GM Excise	Scrutiny approved by gm excise	06/12/2012
approveScrutinyLevel1	PC Thakur	Superintendent	Tender Scrutiny approved by cl supdt	06/12/2012

« Prev | 1 | 2 | Next »

Comments* : Offer letter approved by cl supdt

Send For Next Approval **Return WorkItem** **Cancel**

Figure 35: Process Offer Letter bySuperintendent (CL)

4. System displays the details of the application against the corresponding ARN.

5. Enter details and click **Send For Next Approval**.

- Click **Return Work item**, to send the work-item back to the Dealing Assistant (CL).
- Click **Cancel**, to go back to the previous screen.

3.9 Process Offer Letter byGM Excise

This section lists the steps to be performedtoProcessOffer Letterby GM Excise.

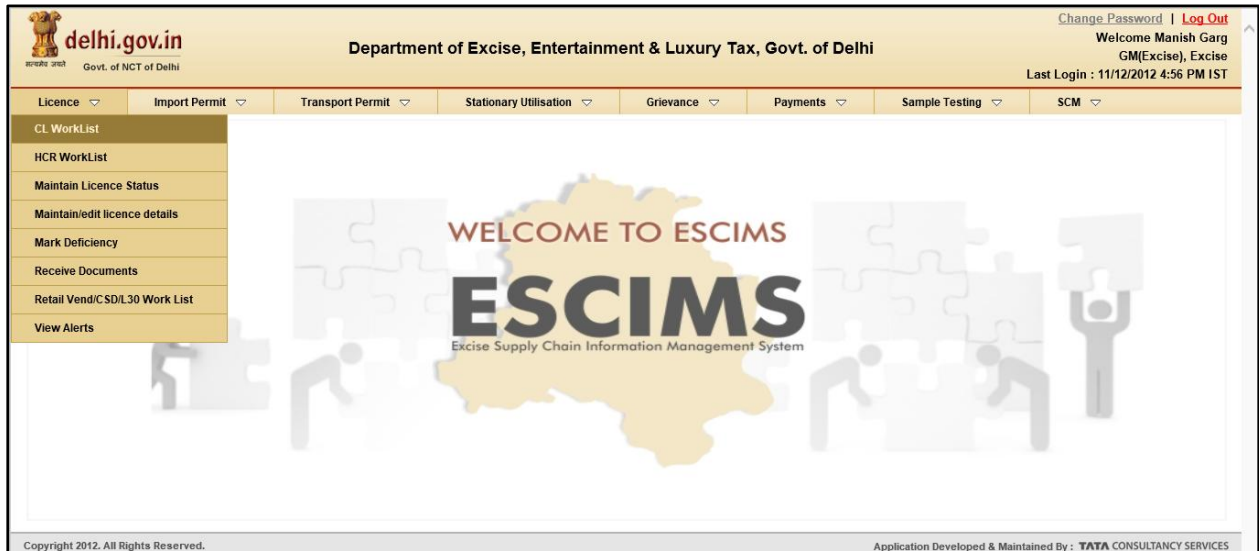**To ProcessOffer Letterby GM Excise**

1. Log on to the ESCIMS system.

Figure 36: Licence Menus for GM Excise

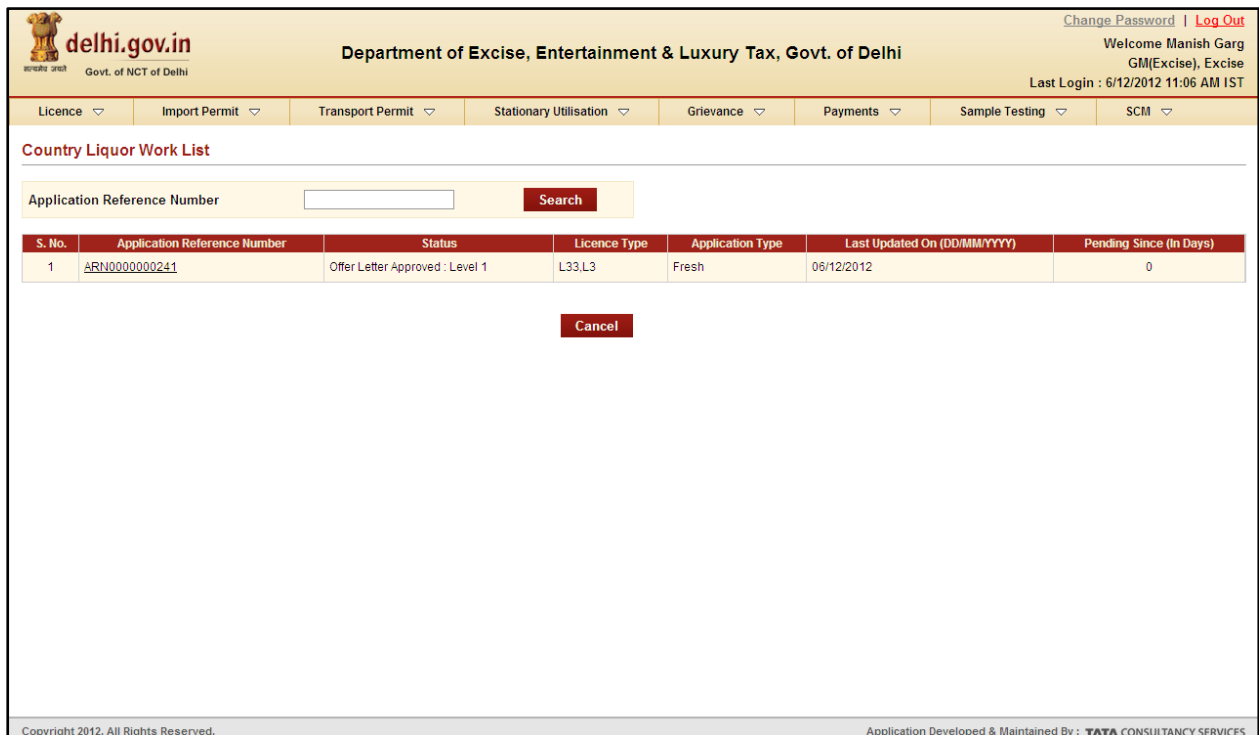2. Select**CL Worklist** functionality under the Licence menu.

Figure 37: Work-list for GM Excise

3.   Click the **ARN**.

	• You may also **Search** for the Work-item on the basis of **ARN.**
	• Click **Cancel**, to go back to the previous screen.

Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI		
Application Received On	06/12/2012	Status	Offer Letter Approved : Level 1
All Documents are As Per Check List	Complete Document Received	Complete Documents Received On	06/12/2012

L-3 Fees(₹)	500000.00	Allocation Percentage	14.00 %
L-33 Fees(₹)	75000.00	Performance Security Amount(₹)	1110667
Total Payable Fee(₹)	575000.00	Payee Code	
Pay by Date(₹)	15/12/2012		

Brand Details

S.No	Brand Name	Size	Case GTIN	Bottle GTIN
1	Bangla	750B12	16567567464564	06567567464564
2	Bangla	375B24	16543434634534	06543434634534
3	Bangla	180B50	18895645663636	08895645663636

Comments History

Task Name	User Name	Designation	Comments	Date
approveOfferLetterLevel1	PC Thakur	Superintendent	Offer letter approved by cl supdt	06/12/2012
initiateOfferLetter	Rajesh Kumar Miglani	Dealing Assistant	Initiating offer letter	06/12/2012
approveScrutinyFinal	AK Singh	Excise Commissioner	Approving tender by Excise EC	06/12/2012
approveScrutinylevel3	Kulanand Joshi	Deputy Commissioner Excise	Scrutiny approved by excise dc	06/12/2012
approveScrutinyLevel2	Manish Garg	GM Excise	Scrutiny approved by gm excise	06/12/2012

« Prev | 1 | 2 | Next »

Comments *	offer letter approved by gm

Send For Next Approval   **Return WorkItem**   **Cancel**

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Figure 38: Process Offer Letter byGM Excise

4.   System displays the details of the application against the corresponding ARN.

5.   Enter details and click **Send For Next Approval**.

	• Click **Return Work item**, to send the work-item back to the Dealing Assistant (CL).
	• Click **Cancel**, to go back to the previous screen.

3.10 Process Offer Letter by DC Excise

This section lists the steps to be performed to Process Offer Letter by DC Excise.

To Process Offer Letter by DC Excise:

1. Log on to the ESCIMS system.

Figure 39: Licence Menus for DC Excise

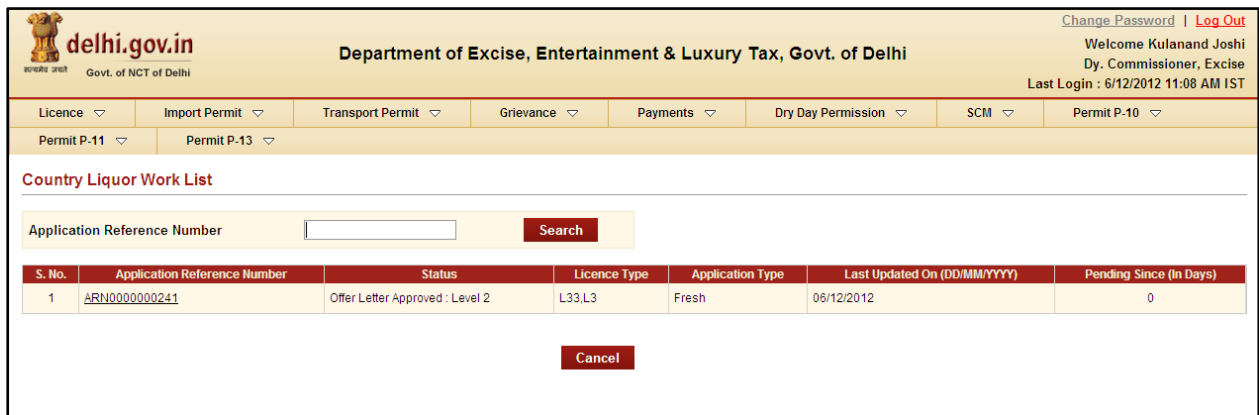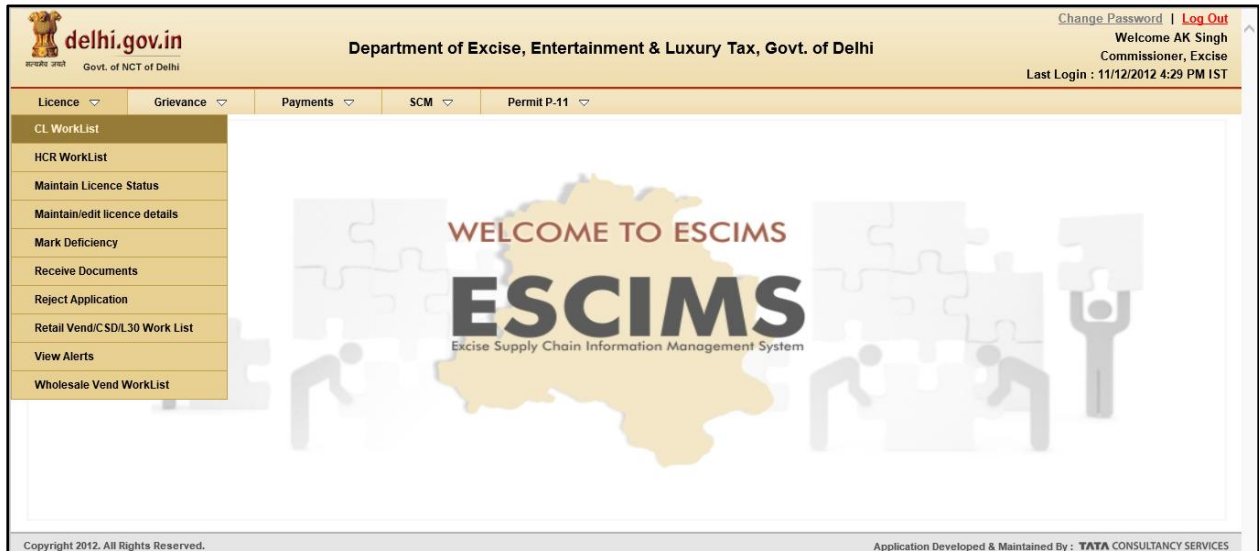2. Select **CL Work List** functionality under Licence menu.

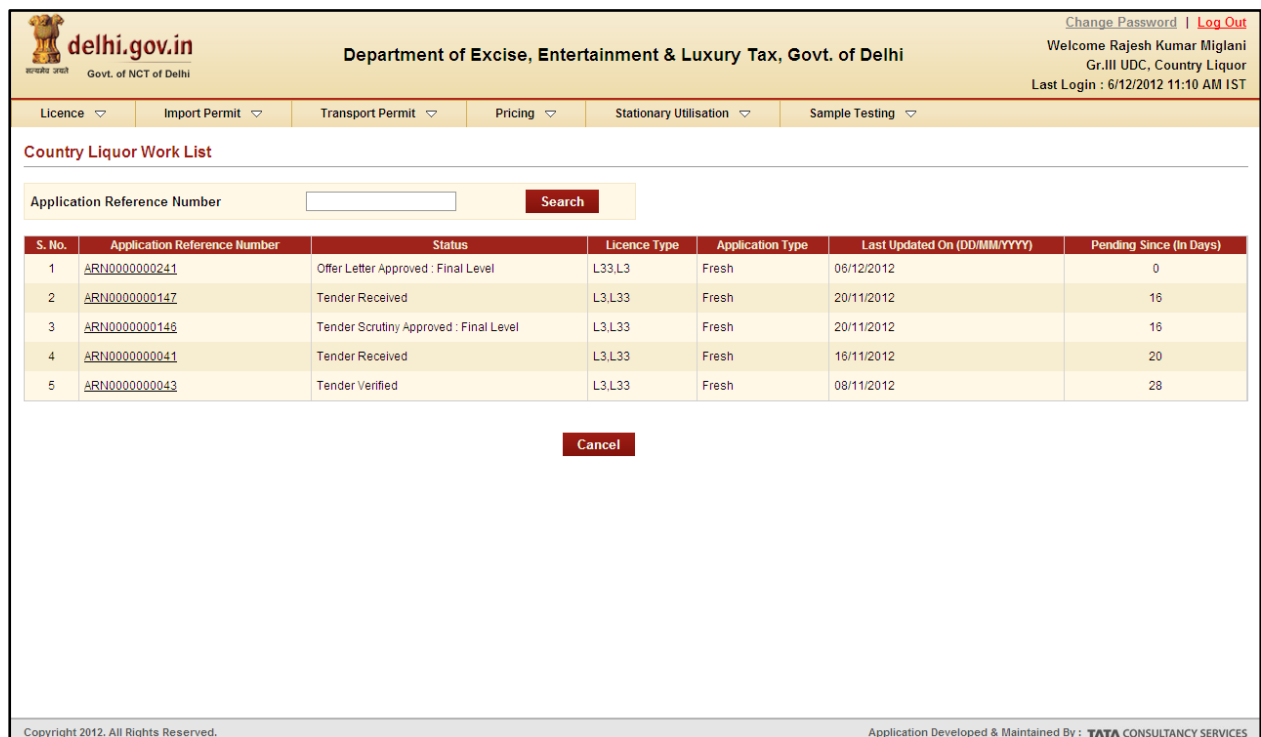**Figure 40: Work List for DC Excise**

3. Click the **ARN**.

[pencil icon]	• You may also **Search** for the Work-item on the basis of **ARN.** • Click **Cancel**, to go back to the previous screen.

Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI		
Application Received On	06/12/2012	Status	Offer Letter Approved : Level 2
All Documents are As Per Check List	Complete Document Received	Complete Documents Received On	06/12/2012

L-3 Fees(₹)		500000.00	Allocation Percentage	14.00 %
L-33 Fees(₹)		75000.00	Performance Security Amount(₹)	1110667
Total Payable Fee(₹)		575000.00	Payee Code	
Pay by Date(₹)	15/12/2012			

Brand Details

S.No	Brand Name	Size	Case GTIN	Bottle GTIN
1	Bangla	750B12	16567567464564	06567567464564
2	Bangla	375B24	16543434634534	06543434634534
3	Bangla	180B50	18895645663636	08895645663636

Comments History

Task Name	User Name	Designation	Comments	Date
approveOfferLetterLevel2	Manish Garg	GM Excise	offer letter approved by gm excise	06/12/2012
approveOfferLetterLevel1	PC Thakur	Superintendent	Offer letter approved by cl supdt	06/12/2012
initiateOfferLetter	Rajesh Kumar Miglani	Dealing Assistant	Initiating offer letter	06/12/2012
approveScrutinyFinal	AK Singh	Excise Commissioner	Approving tender by Excise EC	06/12/2012
approveScrutinylevel3	Kulanand Joshi	Deputy Commissioner Excise	Scrutiny approved by excise dc	06/12/2012

« Prev | 1 | 2 | Next »

Comments*

Offer letter approved by dc

Send For Next Approval **Return WorkItem** **Cancel**

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Figure 41: Process Offer Letter byDC Excise

4. System displays the details of the application against the corresponding ARN.

5. Enter details and click **Send For Next Approval**.

	• Click **Return Work item**, to send the work-item back to the Dealing Assistant (CL). • Click **Cancel**, to go back to the previous screen.

3.11Approve Offer Letter byExcise Commissioner

This section lists the steps to be performedtoApproveOffer Letterby Excise Commissioner.

To ApproveOffer Letterby Excise Commissioner:

1. Log on to the ESCIMS system.

Figure 42: Licence Menus for Excise Commissioner

2. Select**CL Worklist** functionality under the Licence menu.
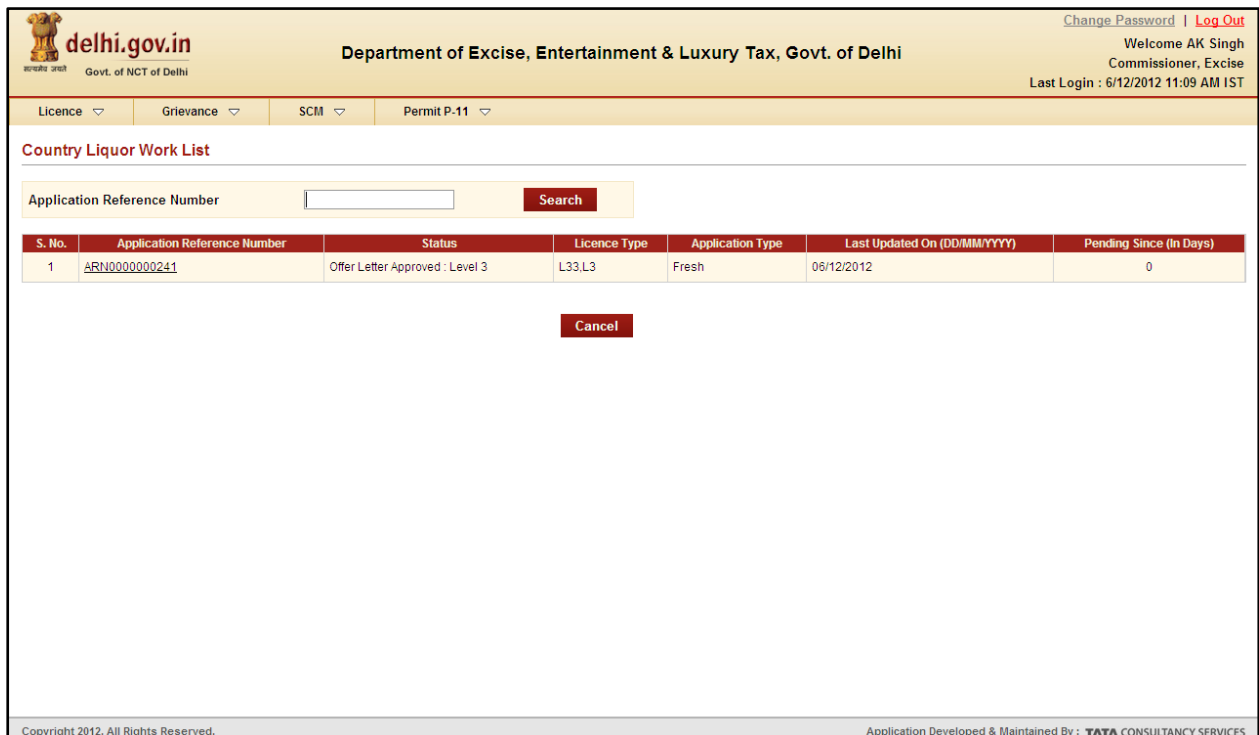
Figure 43: Work-list for Excise Commissioner

3. Click the **ARN**.

	• You may also **Search** for the Work-item on the basis of **ARN.** • Click **Cancel**, to go back to the previous screen.

Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI			
Application Received On	06/12/2012		Status	Offer Letter Approved : Level 3
All Documents are As Per Check List	Complete Document Received		Complete Documents Received On	06/12/2012

L-3 Fees(₹)	500000.00	Allocation Percentage	14.00 %
L-33 Fees(₹)	75000.00	Performance Security Amount(₹)	1110667
Total Payable Fee(₹)	575000.00	Payee Code	
Pay by Date(₹)	15/12/2012		

Brand Details

S.No	Brand Name	Size	Case GTIN	Bottle GTIN
1	Bangla	750B12	16567567464564	06567567464564
2	Bangla	375B24	16543434634534	06543434634534
3	Bangla	180B50	18895645663636	08895645663636

Comments History

Task Name	User Name	Designation	Comments	Date
approveOfferLetterLevel3	Kulanand Joshi	Deputy Commissioner Excise	Offer letter approved by dc	06/12/2012
approveOfferLetterLevel2	Manish Garg	GM Excise	offer letter approved by gm excise	06/12/2012
approveOfferLetterLevel1	PC Thakur	Superintendent	Offer letter approved by cl supdt	06/12/2012
initiateOfferLetter	Rajesh Kumar Miglani	Dealing Assistant	Initiating offer letter	06/12/2012
approveScrutinyFinal	AK Singh	Excise Commissioner	Approving tender by Excise EC	06/12/2012

« Prev | 1 | 2 | Next »

Comments *   approving offer letter

Approve Offer Letter   Return WorkItem   Reject Application   Cancel

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Figure 44: Approve Offer Letter byExcise Commissioner

4. System displays the details of the application against the corresponding ARN.

5. Enter details and click **Approve Offer Letter**.

	• Click **Return Work item**, to send the work-item back to the Dealing Assistant (CL). • Click **Reject Application**, to reject the application. • Click **Cancel**, to go back to the previous screen.

3.12Notify and Issue Offer Letter by Dealing Assistant (CL)

This section lists the steps to be performedtoNotify and IssueOffer Letterby Dealing Assistant (CL).

To Notify and IssueOffer Letterby Dealing Assistant (CL):

1. Log on to the ESCIMS system.
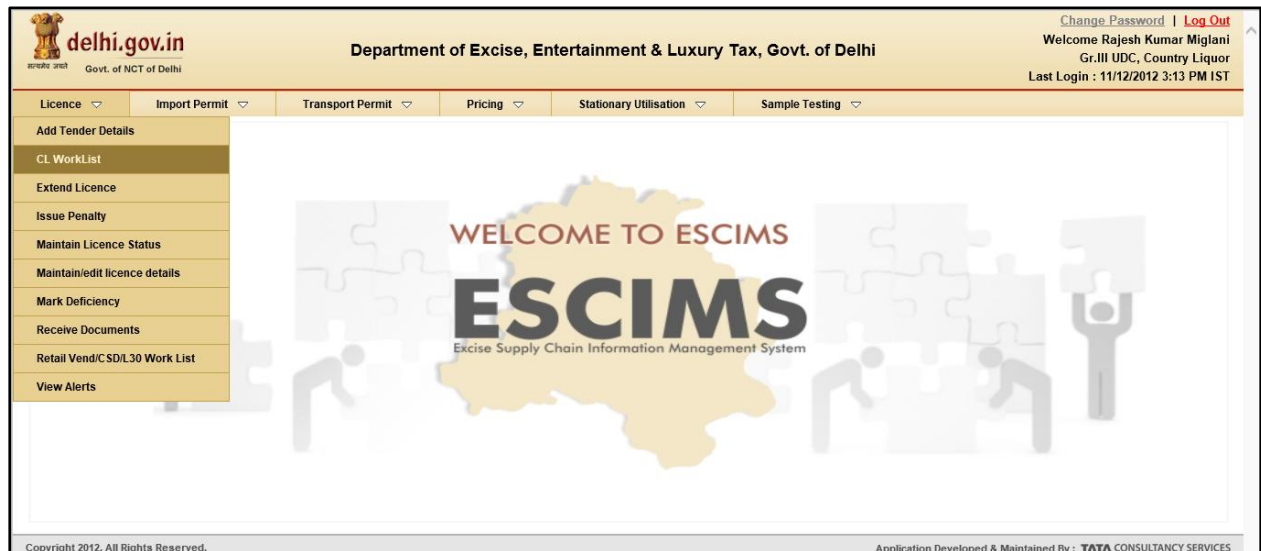
Figure 45: Licence Menus for Dealing Assistant (CL)

2. SelectCL Worklist functionality under theLicence menu.

Figure 46: Work List for Dealing Assistant (CL)

3. Click the **ARN.**.

	• You may also **Search** for the Work-item on the basis of **ARN.** • Click **Cancel**, to go back to the previous screen.

Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI			
Application Received On	06/12/2012		Status	Offer Letter Approved : Final Level
All Documents are As Per Check List	Complete Document Received		Complete Documents Received On	06/12/2012

L-3 Fees(₹)	500000.00	Allocation Percentage	14.00 %
L-33 Fees(₹)	75000.00	Performance Security Amount(₹)	1110667
Total Payable Fee(₹)	575000.00	Payee Code	WV00217
Pay by Date(₹)	15/12/2012		

Brand Details

S.No	Brand Name	Size	Case GTIN	Bottle GTIN
1	Bangla	750B12	16567567464564	06567567464564
2	Bangla	375B24	16543434634534	06543434634534
3	Bangla	180B50	18895645663636	08895645663636

Comments History

Task Name	User Name	Designation	Comments	Date
approveOfferLetterFinal	AK Singh	Excise Commissioner	approving offer letter	06/12/2012
approveOfferLetterLevel3	Kulanand Joshi	Deputy Commissioner Excise	Offer letter approved by dc	06/12/2012
approveOfferLetterLevel2	Manish Garg	GM Excise	offer letter approved by gm excise	06/12/2012
approveOfferLetterLevel1	PC Thakur	Superintendent	Offer letter approved by cl supdt	06/12/2012
initiateOfferLetter	Rajesh Kumar Miglani	Dealing Assistant	Initiating offer letter	06/12/2012

« Prev | **1** | 2 | Next »

Comments * — Issuing offer letter

Notify And Issue Offer Letter **View/Print Offer Letter** **Cancel**

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Figure 47: Notify and Issue Offer Letter by Dealing Assistant (CL)

4. System displays the details of the application against the corresponding ARN.

5. Enter **Comments** and click **Notify And Issue Offer Letter**.

	• Click **View/Print Offer Letter**, to view/print the offer letter. • Click **Cancel**, to go back to the previous screen.

3.13Pay Licence Fee by Wholesale Vend

This section lists the steps to be performedtoPay Licence Fee by Wholesale Vend.

To Pay Licence Fee by Wholesale Vend

1. Log on to the ESCIMS system

Figure 48: Licence Menus for Wholesale Vend

2. SelectCL Worklist functionality under theLicence menu.

Figure 49: Work-list for Wholesale Vend

3. Click the **ARN**.

<table>
<tr><td></td><td>

You may also Search for the Work-item on the basis of ARN.
Click Cancel, to go back to the previous screen.

</td></tr>
</table>

Figure 50: Pay Licence Fee by Wholesale Vend

4. System displays the details of the application against the corresponding ARN.

5. Click **Make Payment** for making the payment.

<table>
<tr><td></td><td>

Click Add New FDR, to enter the Fixed Deposit Receipt (FDR) details.
Click Cancel, to go back to the previous screen.

</td></tr>
</table>

Figure 51: Confirmation after Making Successful Payment

6.   System displays confirmation message after successful payment.

3.14 Issue Licence Letter by Dealing Assistant (CL)

This section lists the steps to be performedtoIssue Licence Letterby Dealing Assistant (CL).

To Issue Licence Letterby Dealing Assistant (CL):

1. Log on to the ESCIMS system.

Figure 52: Licence Menus for Dealing Assistant (CL)

2. Select**CL Worklist** functionality under the Licence menu.

Figure 53: Work-list for Dealing Assistant (CL)

3. Click the **ARN**.

	• You may also **Search** for the Work-item on the basis of **ARN.** • Click **Cancel**, to go back to the previous screen.

Figure 54: Issue Licence Letter by Dealing Assistant (CL)

4. System displays the details of the application against the corresponding ARN.

5. Enter **Distance from Wholesale Vend to Warehouse, Condition (If Any), Comments** and click **Issue Licence**.

	• To add more line items, click **Add Row**. A blank row is displayed to enter more line item. • To delete line items, select the line item to delete and click **Delete Row**. The selected row is deleted. • Click **Cancel**, to go back to the previous screen.

Figure 55: Confirmation After Issuing Licence

6. System displays confirmation message after issuing licence.

Figure 56: Confirmation After Issuing Licence

7. Click **Generate L-3 Licence Letter** or **Generate L-33 Licence Letter** for generating licence letter.

	• Click **Cancel**, to go back to the previous screen.

MONTHLY ALLOCATION, RISK PURCHASE ORDER & IMPORT PERMIT

Through ESCIMS

4 Monthly Allocation, Risk Purchase Order& Import Permit

This chapter deals in placing of monthly allocation, risk purchase order andgeneration of importpermit.

4.1 Generate Monthly Allocation by Dealing Assistant (CL)

This section lists the steps to be performed for generating Monthly Allocation by Dealing Assistant (CL).

To Generate Monthly Allocation by Dealing Assistant (CL):

1. Log on to the ESCIMS system.

Figure 57: Import Permit Menus for Dealing Assistant (CL)

2. Select**Generate Allocation** functionality under the Import Permit menu.

Figure 58: Select Order Type as Monthly Allocation

3. Select **Allocation Month, Year and Order Type** as **Monthly Allocation**.

4. Click**Go**.

	• Click **Cancel**, to go back to the previous screen.

Figure 59: Enter Monthly Allocation Details

5. Enter Monthly Allocation details.

6. Click **Save Allocation.**

	• Click **Print Allocation Note**, to print the allocation note. • Click **Cancel**, to go back to the previous screen

Govt. of NCT of Delhi					Roles: [CL_DA]
Home Page	Licence ▽	Retailvend Worklist	Transport Permit ▽	Import Permit ▽	Sample Testing ▽
Pricing ▽	Stationary Utilisation ▽	Barcode Sequence ▽	Log Off		

Allocation set for the Month November

Monthly Allocation

Order Generation Date	15/10/2012
Order Type	Monthly Allocation
Average Daily Sale in Previous Month (cases) *	0
Expected Requirement for Remaining * 16 Days of October @ 200 Cases Per Day	3200
Expected Requirement for * 30 Days of November @ 500 Cases Per Day	15000
Required Buffer Stock (cases) *	1800
Closing Balance of Stock at Warehouse (cases)	0
Consignment Yet to be Received/In Bonded (cases)	0
Net Additional Requirement (cases) *	20000
Round Off Net Additional Requirement (cases) *	20000
Approved Net Additional Requirement (cases) *	20000
Comments *	ok

[Save Allocation] [Print Allocation Note] [Generate Import Permits] [Cancel]

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Figure 60: Confirmation Message for Successful Setting of Monthly Allocation

7. Click **Generate Import Permits**.

8. System displays the success message.

	• Click **Cancel**, to go back to the previous screen

4.2 Generate Risk Purchase Order by Dealing Assistant (CL)

This section lists the steps to be performed for generating Risk Purchase Order by Dealing Assistant (CL).

To Generate Risk Purchase Order by Dealing Assistant (CL):

1. Log on to the ESCIMS system.
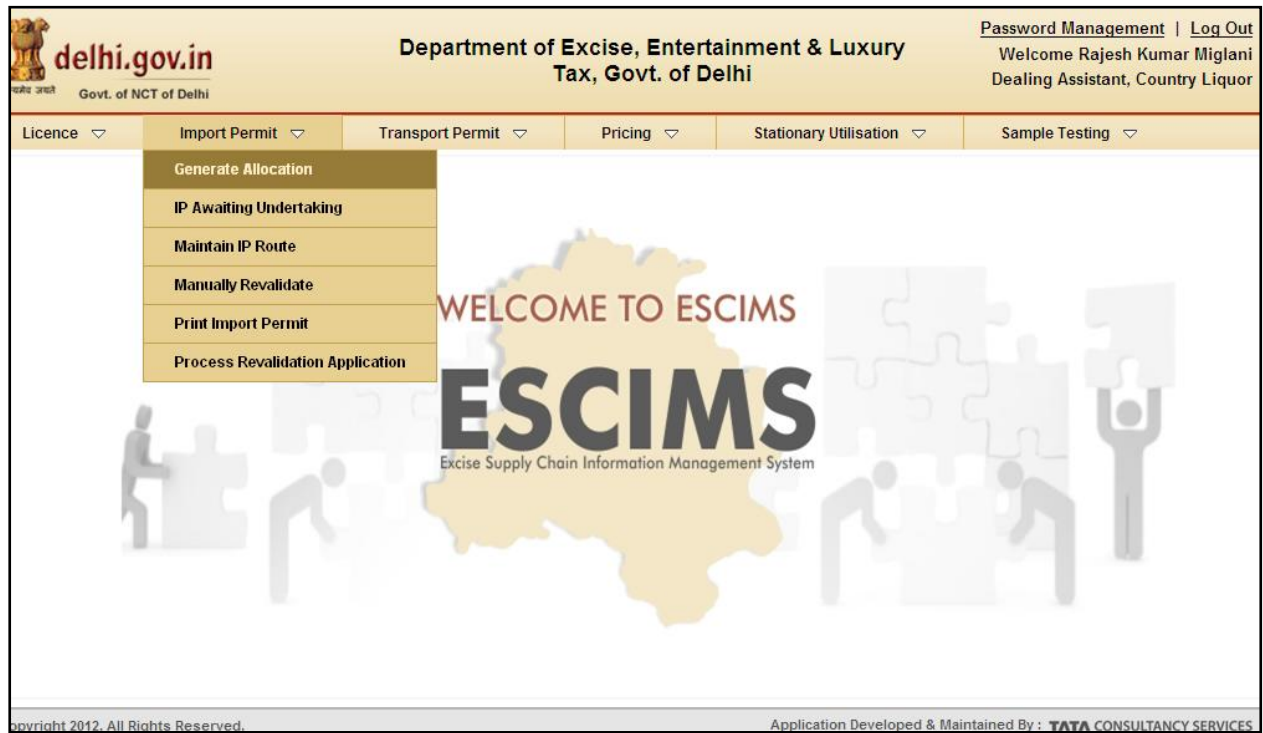
Figure 61: Import Permit Menus for Dealing Assistant (CL)

2. Select **Generate Allocation** functionality under the Import Permit menu.

Figure 62: Select Order Type as Risk Purchase Order

3.   Select **Allocation Month, Year and Order Type** as **Risk Purchase Order**.

4.   Click **Go**.

	• Click **Cancel**, to go back to the previous screen.

Z

Figure 63: Enter Risk Purchase Order Details

5. Enter **Risk Purchase Order** details.

6. Enter **Comments** and Click **Save.**

	• Click **Cancel**, to go back to the previous screen

Figure 64: Confirmation Message for Successful Setting of Risk Purchase Order

7. Click **Send Allocation Letter.**

Figure 65: Confirmation Message for Successfully Sending Risk Purchase Order Allocation Letters

8. System displays the success message.

	• Click **Cancel**, to go back to the previous screen

Figure 66: Receive Undertaking and Send for Approval

9. Select the checkbox for receiving the undertaking.

10. Click **Send.** System sends the Import Permits of the selected wholesale vend for further processing.

	• Click **Cancel**, to go back to the previous screen

Figure 67: Confirmation Message after sending Risk Purchase Order for Signing of IP

11. System displays the confirmation message.

	• Click **Cancel**, to go back to the previous screen.

4.3 Send Allocation Lettersof Monthly Allocation by Dealing Assistant (CL)

This section lists the steps to be performed for sending Allocation Letters of Monthly Allocation by Dealing Assistant (CL).

To Send Allocation Letters of Monthly Allocation by Dealing Assistant (CL)

1. Log on to the ESCIMS system.

Figure 68: Import Permit Menus for Dealing Assistant (CL)

2. Select**IP Awaiting Undertaking** functionality under the Import Permit menu.

Figure 69: Select Allocation Month and Year

3. Select **Allocation Month and Year**.

4. Click **Go**.

Figure 70: Enter Monthly Allocation Details

5. System displays the list of wholesale vends for whom Import Permits are generated.

6. Enter **Comments** and click **Send Allocation Letter.**

	• Click **Save**, to save the allocation letters. The saved allocation letters can be accessed later. • Click **Cancel**, to go back to the previous screen

Figure 71: Confirmation Message for Successfully Sending Monthly Allocation Letters

7. System displays the success message.

	• Click **Cancel**, to go back to the previous screen.

Figure 72: Receive Undertaking and Send for Approval

8. Select the checkbox for receiving the undertaking.

9. Click **Send Allocation Letter.** System sends the Import Permits of the selected wholesale vend for further processing.

	• Click **Cancel**, to go back to the previous screen

Figure 73: Confirmation Message after sending Monthly Allocation for Signing of IP

10. System displays the confirmation message.

- Click **Cancel**, to go back to the previous screen.

4.4 Sign Import Permits by GM Excise

This section lists the steps to be performed for Signing Import Permits by GM Excise.

To Sign Import Permits by GM Excise:

1. Log on to the ESCIMS system.

Figure 74: Import Permit Menus for GM Excise

2. Access **Sign Import Permits** functionality under the Import Permit menu.

Figure 75: Work-list Screen

3. Work-list screen is displayed.

4. To sign the Import Permits, enter comments, select the Distiller Name and click **Sign IP**. Import Permits for the selected Distillers are approved.

	• Click the **Distiller Name** for more details. • Click **Cancel**, to go back to the previous screen.

Figure 76: Sign IP Details

5. To sign the Import Permits, enter comments and click **Sign IP**. Import Permits for the Distiller are approved.

	• Click **Cancel**, to go back to the previous screen.

SAMPLE TESTING

Through ESCIMS

5 Sample Testing

This chapter deals in Sample Testing of Country Liquor.

5.1 Dispatch Country Liquor Sample by Excise Inspector

This section lists the steps to be performed for dispatching Country Liquor Sample by Excise Inspector.

To Dispatch Country Liquor Sample by Excise Inspector

1. Log on to the ESCIMS system
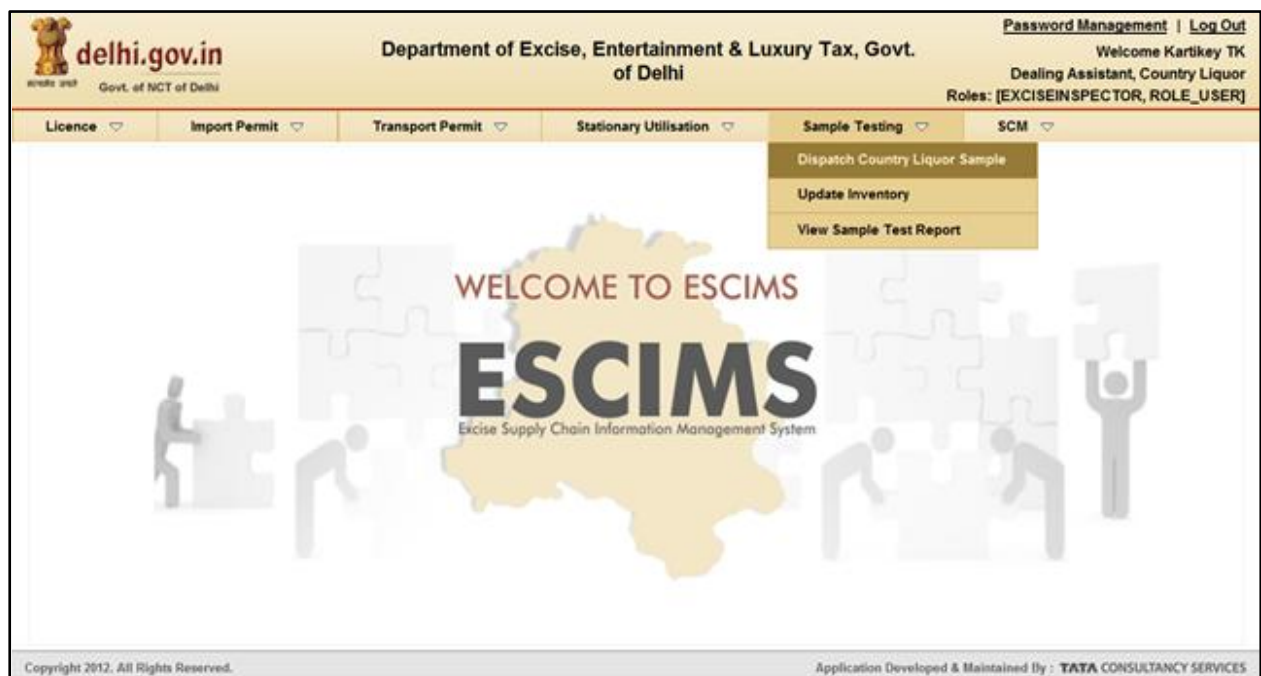
Figure 77: Sample Testing Menus for Excise Inspector

2. Select **Dispatch Country Liquor Sample** functionality under Sample Testing menu.

Figure 78: Enter Sample Details

3. Select **Distiller Name, Testing Type** and **Sample Size** from the drop-down list.

4. Enter the **Sample 1 Barcode, Sample 2 Barcode,Sample 3 Barcode** and **Seal Impression**.

5. Click **Submit.**

Figure 79: Confirmation Message after submitting the Details

6. Confirmation message is displayed by the system.

	• Click **Print Dispatch Letter** for printing the dispatch letter.

5.2 Issue Lab Test Report by Chemist

This section lists the steps to be performed for issuing Lab Test Report by Chemist.

To Issue Lab Test Report by Chemist:

1. Log on to the ESCIMS system.
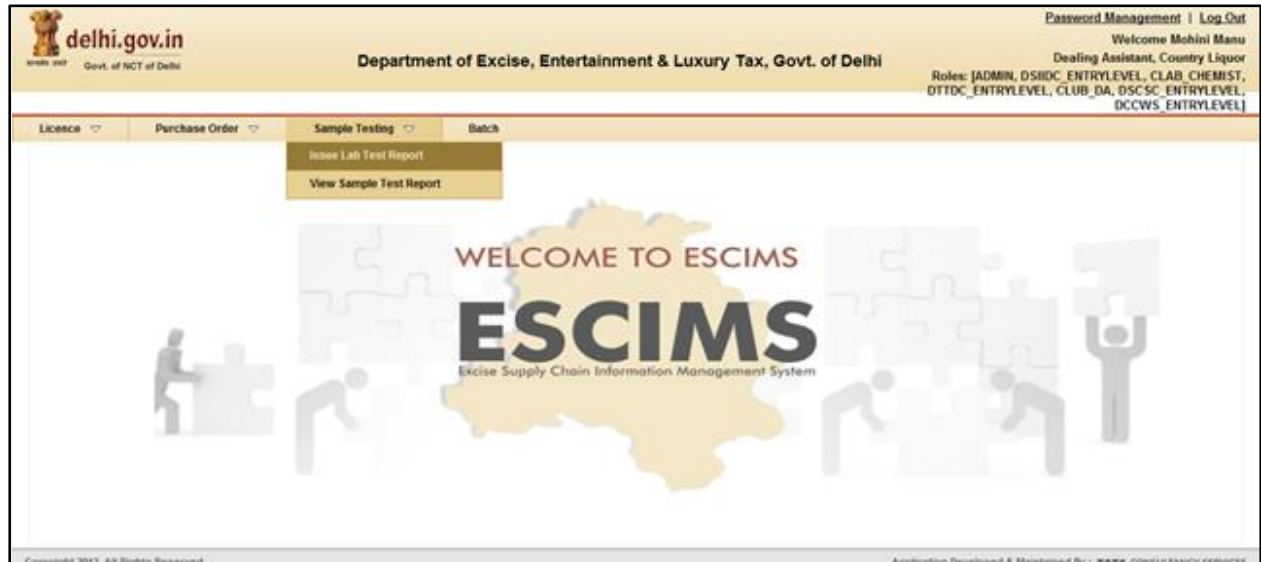
Figure 80: Sample Testing Menus for Chemist

2. Select **Issue Lab Test Report** functionality under Sample Testing menu.

Figure 81: Work-list Screen

3. Click **Work Item Number** for more details.

| | • You may also **Search** for the Work-item on the basis of **Work-item Number.**
• Click **Cancel**, to go back to the previous screen |
|---|---|

Figure 82: Enter Essential Test Report Details

Figure 83: Enter Detailed Test Report Details

4. Enter the Test Report Details and click **Submit**.

	• You may also click**Save** for saving the Workitem for future reference. • Click **Print Report**for printing the test report. • Click **Cancel**, to go back to the previous screen

5.3 Release Order Letter by Dealing Assistant (CL)

This section lists the steps to be performed for releasing Order Letter by Dealing Assistant (CL).

To Release Order Letter by Dealing Assistant (CL):

1. Log on to the ESCIMS system.

Figure 84: Sample Testing Menus for Dealing Assistant (CL)

2. Select **Release Order Letter** functionality under Sample Testing menu.
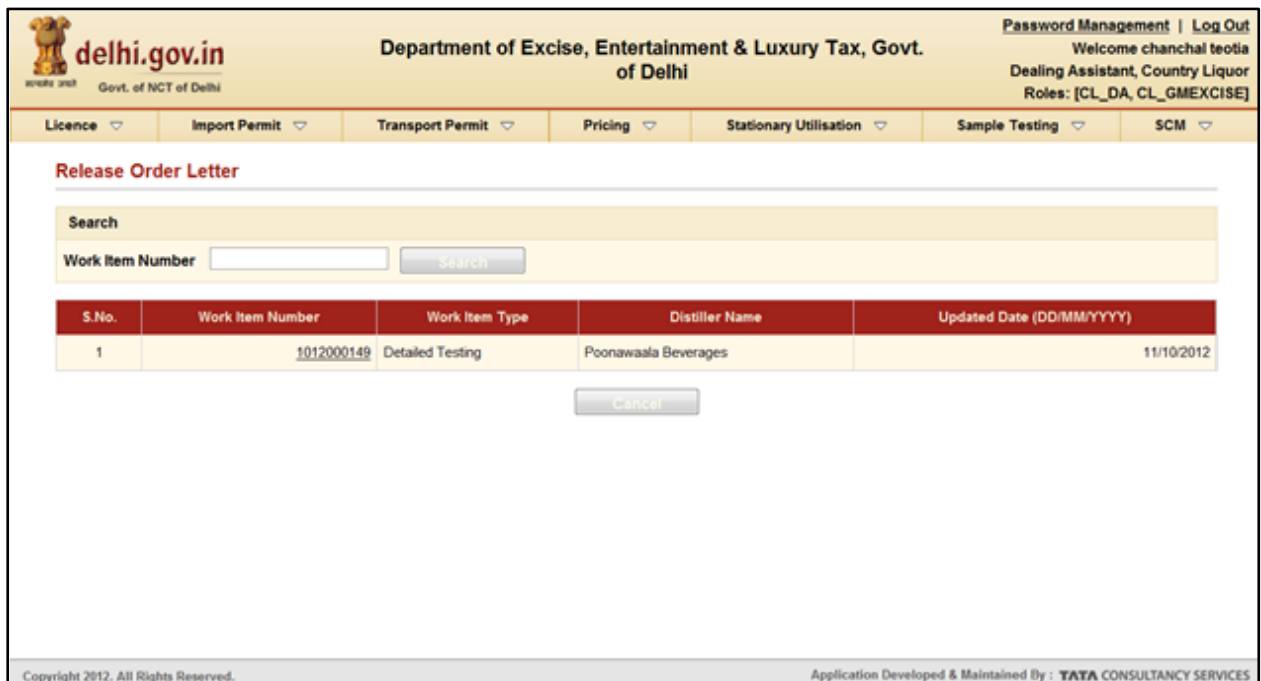
Figure 85: Work-list Screen

3. Click the **Work Item Number** for more details.

Figure 86: Enter Release Order Details

4. Enter the Release Order Details and click **Save**.

5. Click **Submit** for submitting the release order details.

- Click **Generate Test Note** for printing the test note.
- Click **Generate Order Letter** for printing the order letter.
- Click **Cancel**, to go back to the previous screen

Figure 87: Confirmation Message after Submitting Details

6. System displays confirmation message after submitting the details.

	• Click **Cancel**, to go back to the previous screen

5.4 Update BWH Inventory by Excise Inspector

This section lists the steps to be performed for updating BWH Inventory by Excise Inspector.

To Update BWH Inventory by Excise Inspector:

1. Log on to the ESCIMS system.
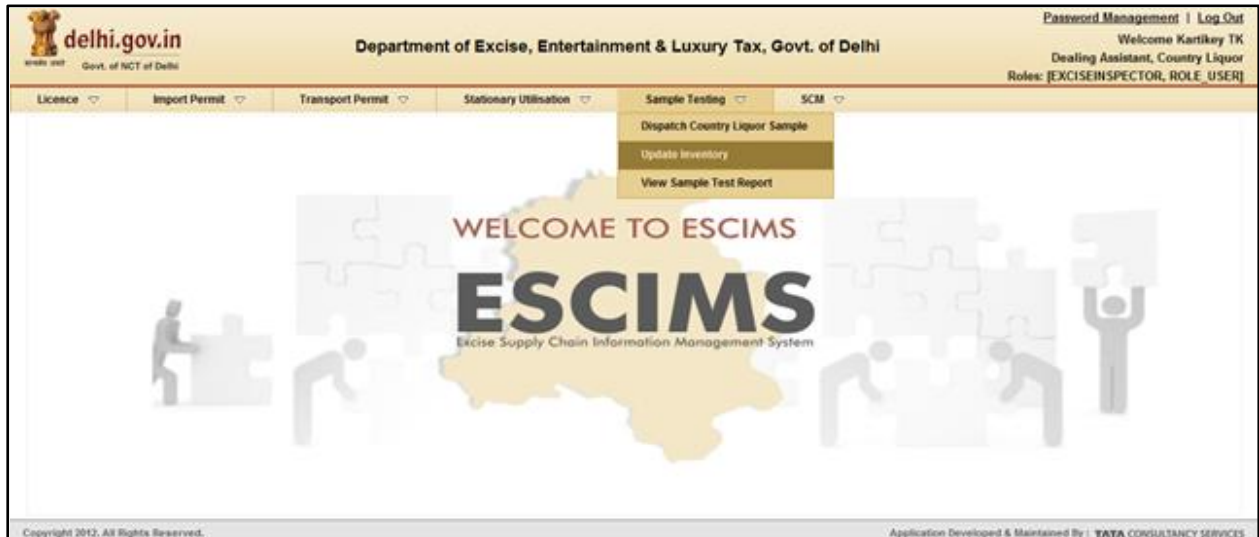
Figure 88: Sample Testing Menus for Excise Inspector

2. Select**Update Inventory** functionality under the Sample Testing menu.
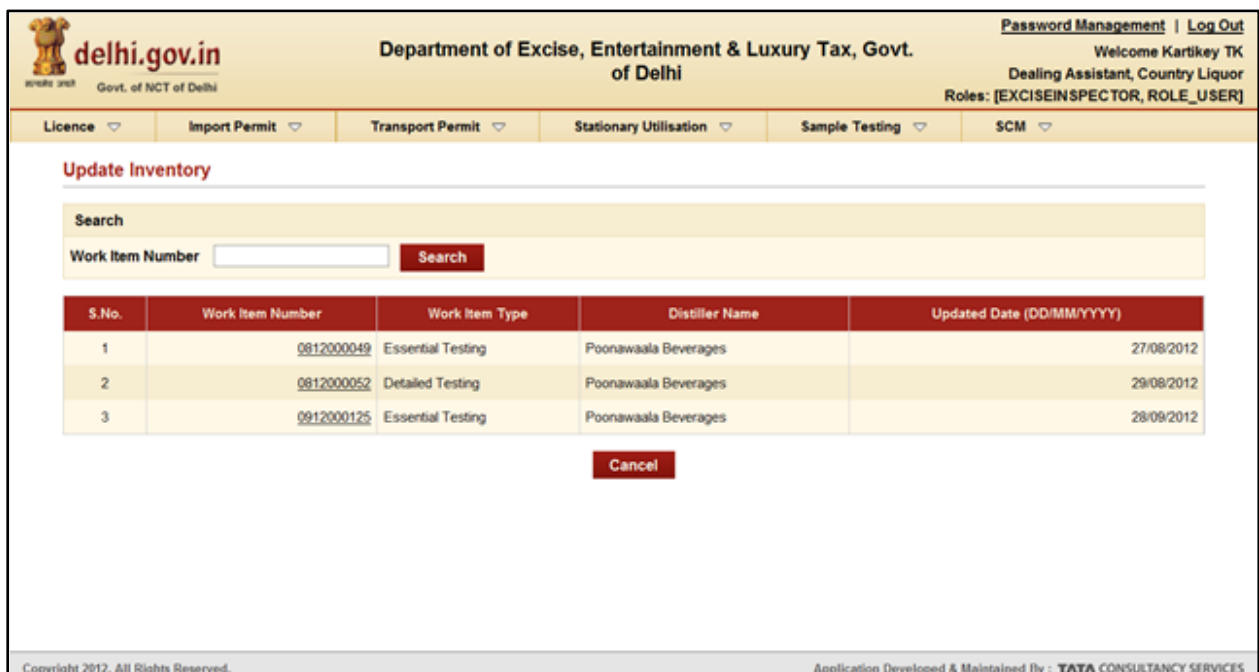
Figure 89: Work-list Screen

3. Click **Work Item Number** for more details.

	• You may also **Search** for the Work-item on the basis of **Work Item Number.**
	• Click **Cancel**, to go back to the previous screen

Figure 90: Enter Essential Test Report Details for Updating Inventory

Figure 91: Enter Detailed Test Report Details for Updating Inventory

4. Enter the Test Report Details and click **Update Inventory**.

	• Click **Cancel**, to go back to the previous screen

Figure 92: Confirmation Message after Updating Inventory

5. System displays confirmation message after updating the inventory.

	• Click **Cancel**, to go back to the previous screen

5.5 View Sample Test Report by Excise Inspector

This section lists the steps to be performedfor viewing Sample Test report by Excise Inspector.

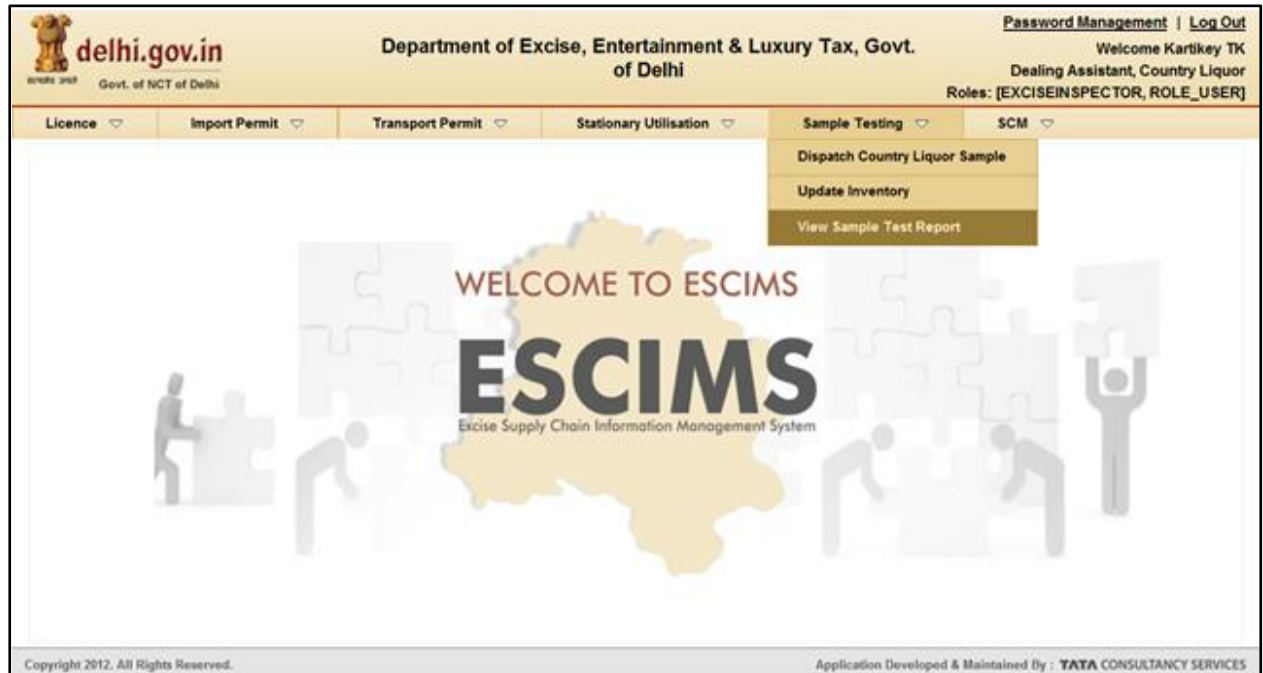**To View Sample Test Report by Excise Inspector:**

1. Log on to the ESCIMS system.

Figure 93: Sample Testing Menus for Excise Inspector

2. Select**View Sample Test Report** functionality under the Sample Testing menu.

Figure 94: View Sample Test Report Screen

3. Click **Dispatch Report Number** for more details.

> - You may also **Search** for the sample test report on the basis of **Start Date, End Date, Brand and Type of Testing.**
> - Click **Print**for printing the sample test report.
> - Click **Cancel**, to go back to the previous screen

Figure 95: View Details of Sample Test Report

4. Click **Print Test Report**for printing the sample test report.

	• Click **Cancel**, to go back to the previous screen

PURCHASE ORDER & TRANSPORT PERMIT

Through ESCIMS

6 Purchase Order &Transport Permit

This chapter deals in Placing of Purchase Order andGeneration of Transport Permit.

6.1 Place Purchase Order by CorporationClerk (CL)

This section lists the steps to be performed for placing the Purchase Order by Corporation Clerk (CL).

To Place Purchase Order by Corporation Clerk (CL):
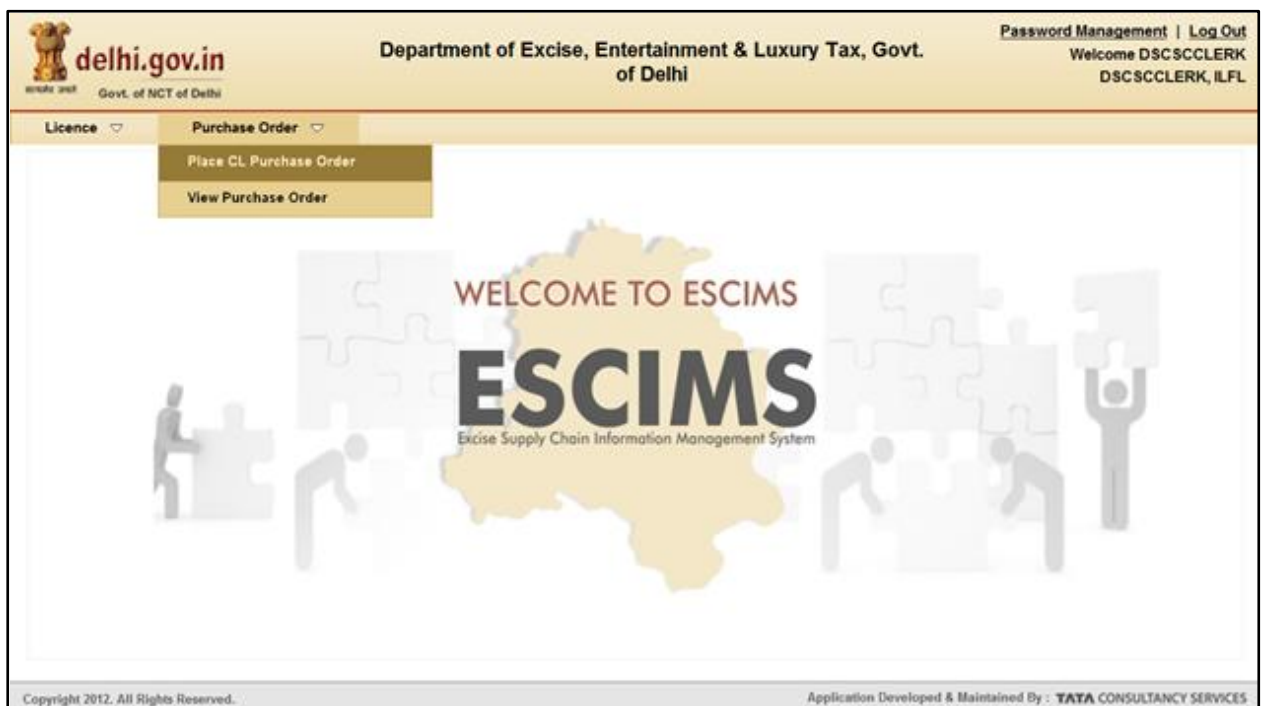
1. Log on to the ESCIMS system.

Figure 96: PurchaseOrder Menus for CorporationClerk (CL)

2. Select **Place CL Purchase Order** functionality under the Purchase Order menu.

Figure 97: Enter Purchase Order Details

3. Select **Vend Name, Liquor Brand and Size** from the drop-down list.

4. Enter the **Order Quantity**.

	• To add more line items, click **Add Row**. A blank row is displayed to enter more line item.
	• To delete line items, select the line item to delete and click **Delete Row**. The selected row is deleted.
	• Click **Save** to save the purchase order. The saved purchase order can be accessed later.
	• Click **Cancel**, to go back to the previous screen.

Figure 98: Submit the Purchase Order

5. Click **Submit** to submit the purchase order. The Purchase Order reference number is displayed at the top of the screen for future reference.

	• Click**Cancel Purchase Order** to cancel the submitted purchase order. • Click**Cancel**, to go back to the previous screen.

6.2 Process Purchase Order by Dealing Assistant (CL)

This section lists the steps to be performed for processing of the Purchase Order by DA (CL).

To Process Purchase Order by DA (CL):

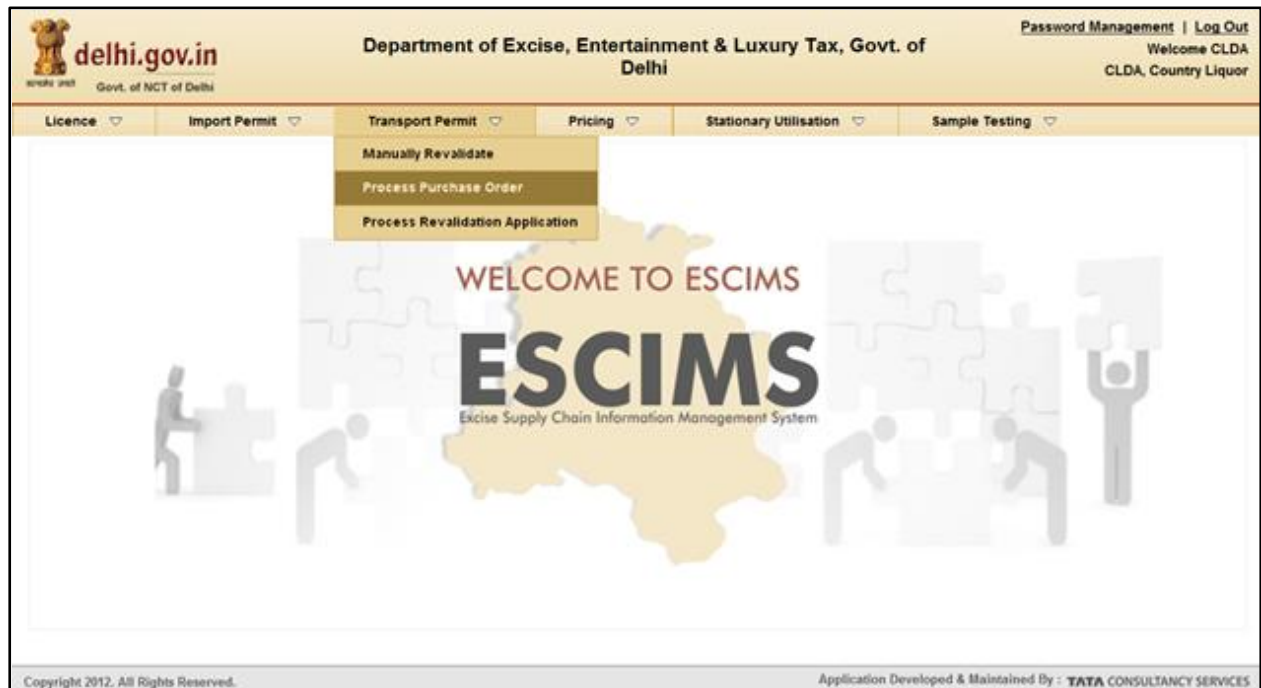1. Log on to the ESCIMS system.

Figure 99: Transport Permit Menus for Dealing Assistant (CL)

2. Select **Process Purchase Order** functionality under theTransport Permit menu
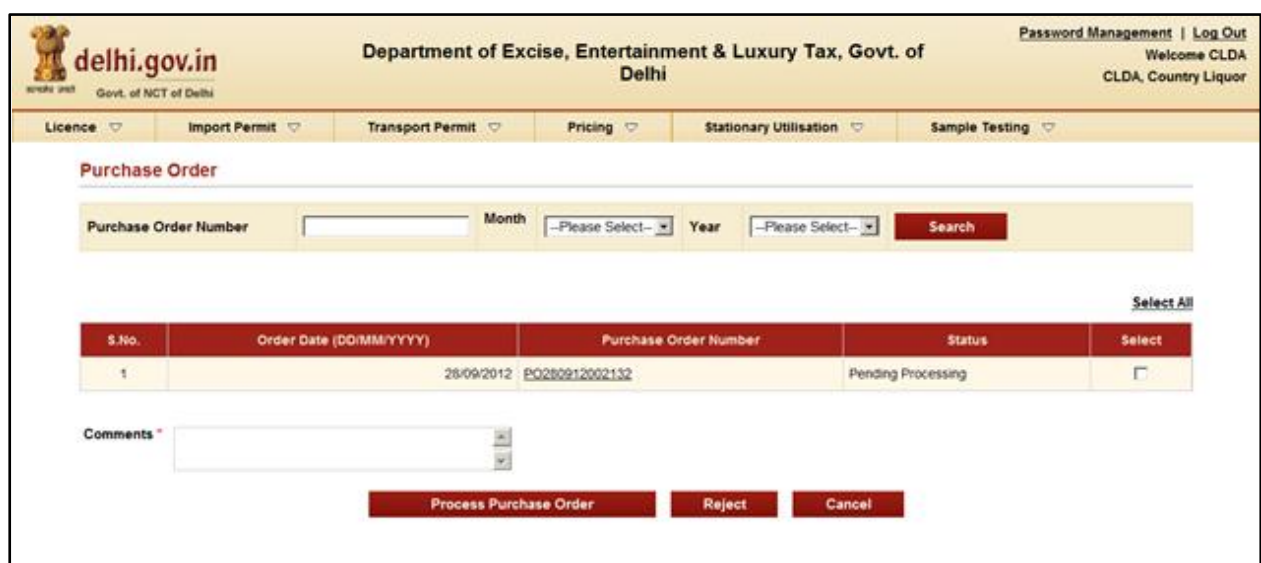

Figure 100: Work-list Screen

3. Work-list screen is displayed.

4. To process the Purchase Order, enter comments, select the Purchase Order Numberand click **Process Purchase Order**. The selected Purchase Order is processed.

	• To reject the Purchase Order, enter comments, select the Purchase Order and click **Reject**. The selected Purchase Order is rejected.
	• Else click the Purchase **Order Number** for more details.
	• Click**Cancel**, to go back to the previous screen.

Figure 101: Process Purchase Order Details

5. To process the Purchase Order, enter comments and click **Process Purchase Order**. The Purchase Order is processed.

	• You may change the **Liquor Brand, Size and Order Quantity** for the particular Vend.
	• To add more line items, click **Add Row**. A blank row is displayed to enter more line item.
	• To delete line items, select the line item to delete and click **Delete Row**. The selected row is deleted.
	• To reject the Purchase Order, enter comments and click **Reject**. The Purchase Order is rejected.
	• Click**Cancel**, to go back to the previous screen.

6.3 Approve Purchase Order and Generate Transport Permit by GM Excise

This section lists the steps to be performedfor Approving Purchase Order andGeneration of Transport Permit by GM Excise.

To Approve Purchase Order and Generate Transport Permit by GM Excise:

1. Log on to the ESCIMS system:

Figure 102: Transport Permit Menus for GM Excise

2. Select**ApprovePO and Generate TP** functionality under Transport Permit menu.
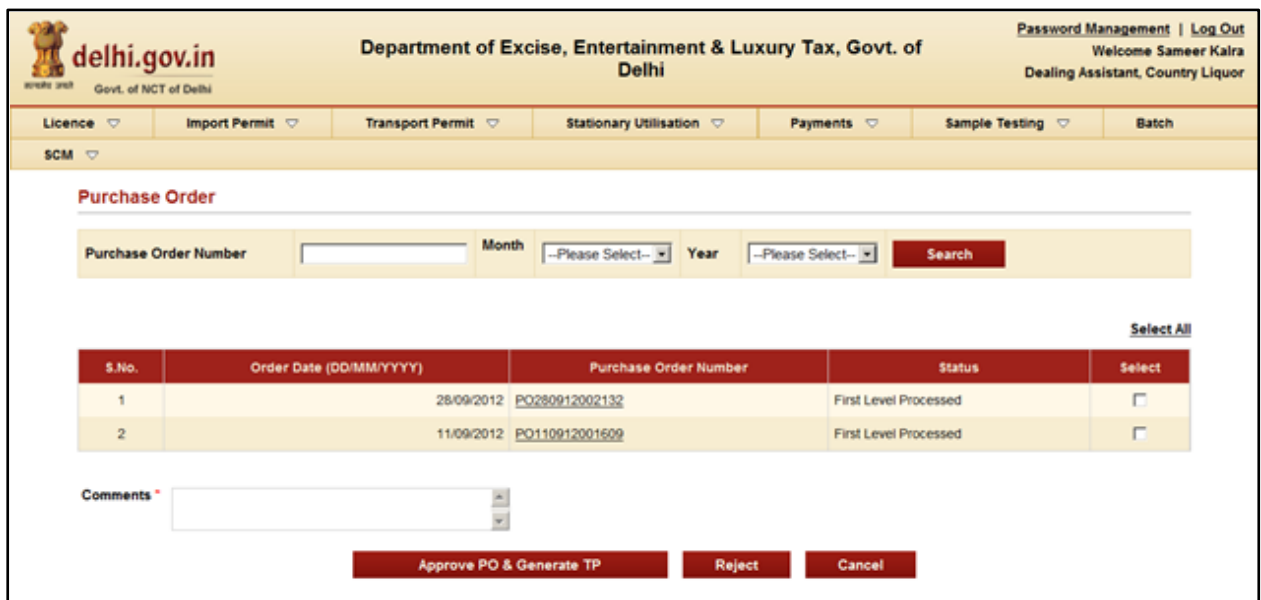

Figure 103: Work-list Screen

3. Worklist screen is displayed.

4. To approve the Purchase Order, enter comments, select the Purchase Order Number and click **Approve PO & Generate TP**. The selected Purchase Order is approved & TP is generated.

	• To reject the Purchase Order, enter comments, select the Purchase Order and click on **Reject**. The selected Purchase Order is rejected.
	• Else click on the Purchase **Order Number** for more details.
	• Click**Cancel**, to go back to the previous screen.

Figure 104: Approve Purchase Order Details

5. To approve the Purchase Order, enter comments and click **Approve PO & Generate TP**. The Purchase Order is approved & TP is generated.

	• You may change the **Liquor Brand, Size and Order Quantity** for the particular Vend.
	• To add more line items, click **Add Row**. A blank row is displayed to enter more line item.
	• To delete line items, select the line item to delete and click **Delete Row**. The selected row is deleted.
	• To reject the Purchase Order, enter comments, select the Purchase Order and click **Reject**. The selected Purchase Order is rejected.
	• Click**Cancel**, to go back to the previous screen.