delhi.gov.in

TATA CONSULTANCY SERVICES

Department of Excise, Entertainment and Luxury Tax

USER MANUAL

ESCIMS

Excise Supply Chain Information Management System

USER MANUAL
Supply Chain Management
Volume - I

ESCIMS
Excise Supply Chain Information Management System

Department of Excise, Entertainment and Luxury Tax

Notice
This is a controlled document. Unauthorised access, copying, replication or usage for a purpose other than for which it is intended, are prohibited. All trademarks that appear in the document have been used for identification purposes only and belong to their respective companies. Copyright: Department of Excise, Entertainment and Luxury Tax,2012

About This Manual

Purpose

This manual helps you understand and use the ESCIMS-SCM applicationmodule. It presents the functional capabilities and operational details of the Supply Chain Management (SCM) module and details the procedures for performing your business tasks with the application.

The tasks for database maintenance have not been covered in this manual.

Intended Audience

This manual is primarily intended for users at theDistillery, BWh, Hotel, Club and Restaurants.

Prerequisites for Use

The prerequisites for understanding this manual are as follows:

- **Functional –** Basic understanding of operation of liquor manufacturing and distribution process
- **Technical -** Basic understanding of computers and the Hand Held Terminal (HHT) device is required. You must also be familiar with the data entry operations.

Organisation of the Manual

The information in this manual is organised as follows:

Chapter	Description
Introduction	It provides an overview of the ESCIMS application. It also details the hardware and software requirements, and its interfaces with other systems.
Getting Started	It takes you on a quick tour of ESCIMS application. It gives a brief introduction about the general working features of the application that you should keep in mind while working.
Section of FAQs	It helps to provide ready answers to the most common questions
Dispatch & Receive Supplies Against Import Permit	It provides the description of steps followed in the supply chain for the consignments dispatched from Distillery and received at BWh against an Import permit.
Handle Breakage	It provides the description of the steps to be taken to handle the breakage done in transit and at BWh
Dispatch Against Transport Permit at BWh	It provides the description of the steps taken at BWh for the dispatch of consignment from the BWh for the pint of sale against Transport permit
Other Processes in Supply Chain	It provides the description of the steps taken against the other processes of supply chain
Receive Details and Upload Sales Details at HCR	It provides the detailed description of steps taken at HCR to receive the consignment and to issue the consignment from store to the counter
Operating Environment	This section gives details of the operating environment used in ESCIMS
Feedback and Suggestion	This section gives the details of the contact details for feedback and suggestion

Contents

1 INTRODUCTION TO ESCIMS 1

1.1 About ESCIMS - SCM 2

1.2 Activities of ESCIMS-SCM 2

1.3 User Roles 2

2 GETTING STARTED 4

2.1 Log In to the Application 4

2.2 Log In to HHT 5

2.3 Menus 5

3 DISPATCH & RECEIVE SUPPLIES AGAINST IMPORT PERMIT 8

3.1 Generate Barcode Sequence No (Distillery) 8

3.2 Provide Barcode Details (Distillery) 13

3.3 Dispatch Supplies against Import Permit (Distillery) 14

3.4 In-bonding at BWh 16

3.5 Receive Supplies at BWh 21

4 HANDLE BREAKAGE 29

4.1 Handle Breakage In-transit 29

4.2 Handle Breakage at BWh 36

4.3 Pay Breakage Duty (BWh) 44

5 DISPATCH AGAINST TRANSPORT PERMIT AT BWH 50

5.1 Identify TPs (BWh) 50

5.2 Scan case barcodes through HHT (BWh) 52

5.3 Upload barcode file (BWh) 53

5.4 Verify out-bond from BWh (EI) 55

6 OTHER PROCESSES IN SUPPLY CHAIN 58

6.1 Stock Ageing Analysis at BWh (EI) 58

6.2 Track through GPRS (EI) 61

6.3 Track and Trace from ESCIMS (AC/Superintendent/GM Excise/DC/Commissioner) 62

7 RECEIVE DETAILS AND UPLOAD SALES DATA AT HCR.....65

7.1 Receive Details against Transport Permit at HCR.....65

7.2 Upload Sales Details at HCR 69

APPENDIX A: OPERATING ENVIRONMENT 71

APPENDIX B: FEEDBACK AND SUGGESTIONS 72

Total number of pages in the manual, including the cover page: **85**

List of Figures

FIGURE 1: OVERVIEW OF DISPATCH & RECEIVE SUPPLIES AGAINST IMPORT PERMIT 8
FIGURE 2: GENERATE BARCODE NUMBERS SCREEN 1 9
FIGURE 3: GENERATE BARCODE NUMBERS SCREEN 2 9
FIGURE 4: GENERATE BARCODE SEQUENCE NUMBERS- FOREIGN LIQUOR SCREEN 1 11
FIGURE 5: GENERATE BARCODE SEQUENCE NUMBERS- FOREIGN LIQUOR SCREEN 2 11
FIGURE 6: GENERATE BARCODE SEQUENCE NUMBERS- FOREIGN LIQUOR SCREEN 3 12
FIGURE 7: GENERATE BARCODE SEQUENCE NUMBERS- FOREIGN LIQUOR SCREEN 4 12
FIGURE 8: PROVIDE BARCODE DETAILS 13
FIGURE 9: DISPATCH SUPPLIES AGAINST IMPORT PERMIT SCREEN 1 14
FIGURE 10: DISPATCH SUPPLIES AGAINST IMPORT PERMIT SCREEN 2 15
FIGURE 11: REQUEST FOR IN-BONDING SCREEN 16
FIGURE 12: EXCISE INSPECTOR WORKLIST SCREEN 17
FIGURE 13: APPROVE IN BONDING SCREEN 17
FIGURE 14: SUPERINTENDENT WORK-ITEM SCREEN 18
FIGURE 15: REQUEST FOR IN BONDING – SUPERINTENDENT SCREEN 18
FIGURE 16: AC/GM EXCISE WORK-ITEM SCREEN 19
FIGURE 17: REQUEST FOR IN BONDING – AC/GM EXCISE SCREEN 19
FIGURE 18: WORK LIST DC EXCISE SCREEN 20
FIGURE 19: REQUEST FOR IN-BONDING - DC SCREEN 20
FIGURE 20: IMPOSE PENALTY SCREEN 21
FIGURE 21: HHT-RECEIVE SUPPLIES SCREEN 22
FIGURE 22: BWH WORK LIST SCREEN 24
FIGURE 23: RECEIVE SUPPLIES AGAINST IMPORT PERMIT SCREEN 24
FIGURE 24: BWH WORK LIST SCREEN 25
FIGURE 25: RECEIVE SUPPLIES AGAINST IMPORT PERMIT SCREEN 26
FIGURE 26: RECEIVE SUPPLIES (CASE DETAILS) SCREEN 26
FIGURE 27: HANDLE BREAKAGE IN TRANSIT SCREEN 1 29
FIGURE 28: HANDLE BREAKAGE IN TRANSIT SCREEN 2 29
FIGURE 29: HANDLE BREAKAGE IN TRANSIT SCREEN 3 30
FIGURE 30: HANDLE BREAKAGE IN TRANSIT SCREEN 3 32
FIGURE 31: HANDLE BREAKAGE IN TRANSIT SCREEN 4 33
FIGURE 32: HANDLE BREAKAGE IN TRANSIT SCREEN 5 33
FIGURE 33: HANDLE BREAKAGE IN TRANSIT SCREEN 6 33
FIGURE 34: HANDLE BREAKAGE IN TRANSIT SCREEN 7 34
FIGURE 35: APPROVE IN TRANSIT BREAKAGE SCREEN 1 34
FIGURE 36: HANDLE BREAKAGE IN TRANSIT SCREEN 9 35
FIGURE 37: HANDLE BREAKAGE IN TRANSIT SCREEN 10 35
FIGURE 38: HANDLE BREAKAGE AT BWH SCREEN 1 37
FIGURE 39: HANDLE BREAKAGE AT BWH SCREEN 2 37
FIGURE 40: HANDLE BREAKAGE AT BWH SCREEN 3 37
FIGURE 41: HANDLE BREAKAGE AT BWH SCREEN 4 38
FIGURE 42: HANDLE BREAKAGE AT BWH SCREEN 5 38
FIGURE 43: HANDLE BREAKAGE AT BWH SCREEN 6 39
FIGURE 44: SCAN REPACKAGED CASES AND IN-TACT BOTTLES – HHT 40
FIGURE 45: HANDLE BREAKAGE AT BWH SCREEN 7 41
FIGURE 46: HANDLE BREAKAGE AT BWH SCREEN 8 42
FIGURE 47: HANDLE BREAKAGE AT BWH SCREEN 9 42
FIGURE 48: HANDLE BREAKAGE AT BWH SCREEN 10 42
FIGURE 49: HANDLE BREAKAGE AT BWH SCREEN 11 43
FIGURE 50: HANDLE BREAKAGE AT BWH SCREEN 12 43

FIGURE 51: HANDLE BREAKAGE AT BWH SCREEN 13 44
FIGURE 52: PAY BREAKAGE DUTY SCREEN 1 44
FIGURE 53: PAY BREAKAGE DUTY SCREEN 2 45
FIGURE 54: PAY BREAKAGE DUTY SCREEN 3 45
FIGURE 55: PAY BREAKAGE DUTY SCREEN 4 45
FIGURE 56: PAY BREAKAGE DUTY SCREEN 5 46
FIGURE 57: PAY BREAKAGE DUTY SCREEN 6 46
FIGURE 58: PAY BREAKAGE DUTY SCREEN 7 47
FIGURE 59: PAY BREAKAGE DUTY SCREEN 8 47
FIGURE 60: PAY BREAKAGE DUTY SCREEN 9 47
FIGURE 61: PAY BREAKAGE DUTY SCREEN 10 48
FIGURE 62: PREPARE FOR DISPATCH AGAINST TP 50
FIGURE 63: ACTIVE TPS SCREEN 51
FIGURE 64: PREPARE FOR DISPATCH SCREEN2 51
FIGURE 65: DISPATCH SUPPLIES THROUGH HHT SCREEN 52
FIGURE 66: PREPARE FOR DISPATCH SCREEN2 53
FIGURE 67: FILE SUCCESSFUL UPLOAD SCREEN 54
FIGURE 68: DELETE UPLOADED FILE SCREEN 54
FIGURE 69: VERIFY TP SCREEN 55
FIGURE 70: DISPATCH SUPPLIES WORK-ITEM DETAIL SCREEN 56
FIGURE 71: STOCK AGEING ANALYSIS SCREEN 1 58
FIGURE 72: STOCK AGEING ANALYSIS SCREEN 2 59
FIGURE 73: STOCK AGEING ANALYSIS SCREEN 3 59
FIGURE 74: TRACK THROUGH GPRS SCREEN 61
FIGURE 75: GPRS OUTPUT SCREEN 62
FIGURE 76: TRACK & TRACE THROUGH ESCIMS SCREEN 1 62
FIGURE 77: TRACK & TRACE THROUGH ESCIMS SCREEN 2 63
FIGURE 78: TRACK & TRACE THROUGH ESCIMS SCREEN 3 63
FIGURE 79: SCAN FILE AT HCR 65
FIGURE 80: RECEIVE SUPPLIES AT HCR WORK-LIST SCREEN 66
FIGURE 81: RECEIVE SUPPLIES AT HCR SCREEN 66
FIGURE 82: RECEIVE UNSCANNED SUPPLIES AT HCR SCREEN 67
FIGURE 83: RECEIVE SUPPLIES AT HCR WORK-LIST SCREEN 67
FIGURE 84: RECEIVE SUPPLIES AT HCR SCREEN 68
FIGURE 85: RECEIVE SUPPLIES MANUALLY AT HCR SCREEN 68
FIGURE 86: SALES DETAILS AT HCR SCREEN 69
FIGURE 87: SALES DETAILS AT HCR SCREEN 70

List of Abbreviations

Abbreviation/ Acronym	Expansion
1D Barcode	One Dimensional Barcode
2D Barcode	Two Dimensional Barcode
BWh	Bonded Ware House
CPU	Central Processing Unit
ESCIMS	Excise Supply Chain Information Management System
GPRS	General Packet Radio Service
HHT	Hand Held Terminal
IP	Import Permit
LCD	Liquid Crystal Display
POS	Point of Sale
SCM	Supply Chain Management
SKU	Stock Keeping Unit
SSCC	Serial Shipment Container Code
TP	Transport Permit
USB	Universal Serial Bus

FAQs

1. **What is the HHT?**

   The HHT is the Hand Held Terminal used to scan cases and bottles and then transfer the data to the computer.

2. **How to use the HHT?**

   HHT is a battery operated device. You can start using the HHT by switching on the power button and then use the application for scanning and data transfer.

3. **How do I login to the HHT?**

   You need to create a user ID first, and then login to the HHT by entering your user ID and password.

4. **How do I transfer the data from the HHT to the computer?**

   Data can be transferred to the computer by using **Submit,** when the HHT prompts you to do so.

5. **What if the data is not being transferred from the HHT to the computer?**

   Check your Wi-Fi connection. Ensure you arewithin the range of an enabled Wi-Fi to transfer the data. If the HHT is connected to a computer via a cable, ensure that the cables are well connected to the PoS terminal.

6. **How do I log in to my computer?**

   You can login to the computer using a valid username and password, provided to you by the vend in-charge.

7. **How do I cancel/undo a task?**

   You can cancel a task on the HHT using the **F2** key. Please note that all data will be erased from the HHT once you cancel a task.

8. **Can I leave an incomplete task on the HHT?**

   No you should not leave the HHT without completing the entire task. Only data transfer can happen later, if required.

9. **Will my data be saved in the HHT if I quit a task before completing it?**

   No, the data will not be saved.

10. **My HHT battery has gone out while before completing a task. Will the data be saved?**

No, the data will not be saved.

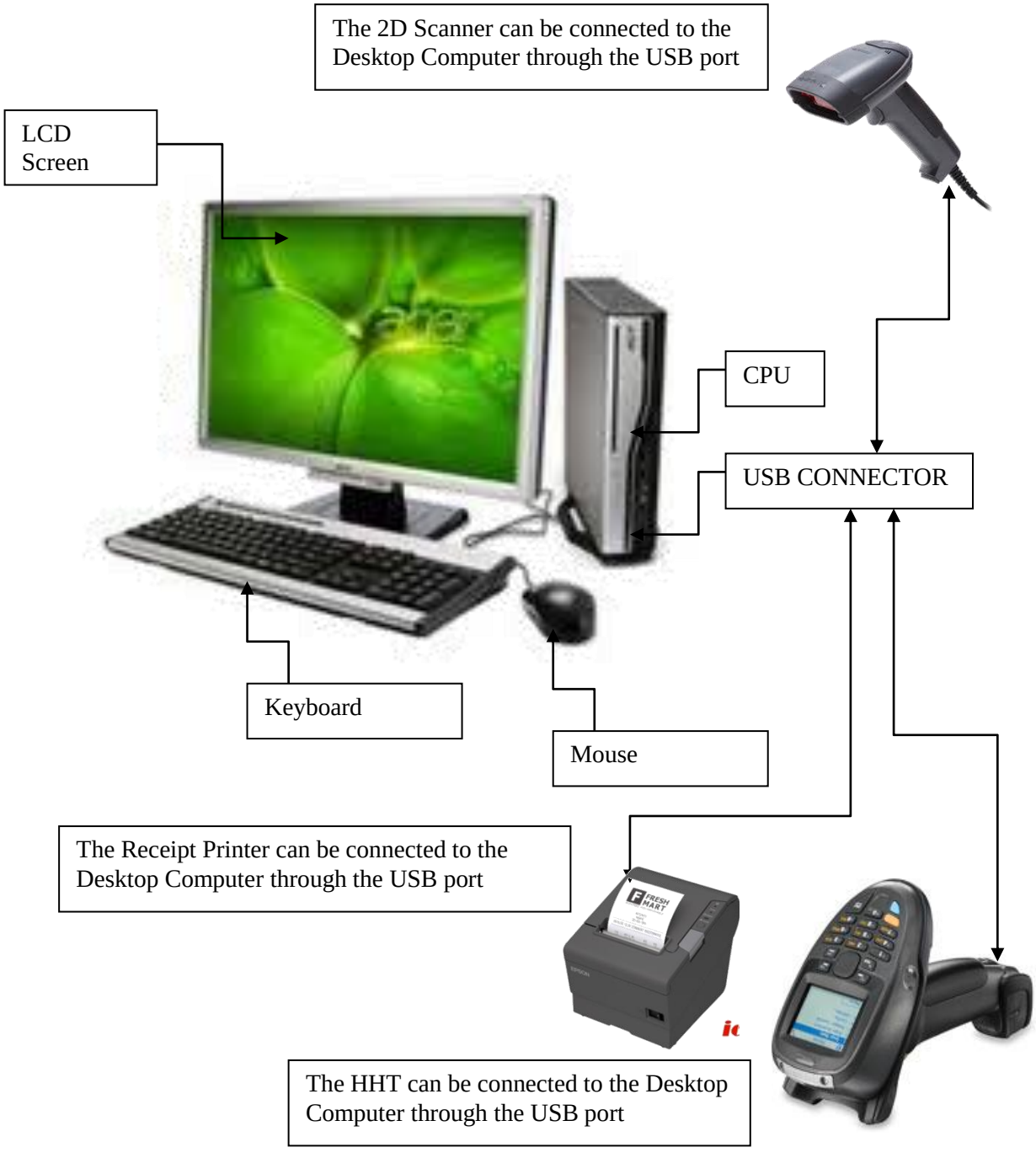
Know Your Hand Held Terminal

The HHT is a barcode scanning device used at Vends, BWh at other place

Product	**MOTOROLA MT 2090**
Service Contact No.	99999999999
Customer Care No.	99999999999

Know Your Desktop Computer

The desktop is used as a medium to connect to the ESCIMS application and the HHT.



Product	ACER Desktop
Service Contact No.	99999999999
Customer Care No.	99999999999

INTRODUCTION

1 Introduction to ESCIMS

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

Figure 1 and figure 2 illustrate the Department's ecosystem; and the high level data flow process, respectively

Figure 1:ESCIMS Ecosystem

The information will flow to and fro from ESCIMS server to the local desktop, and then to the HHT. The following is a graphical representation:

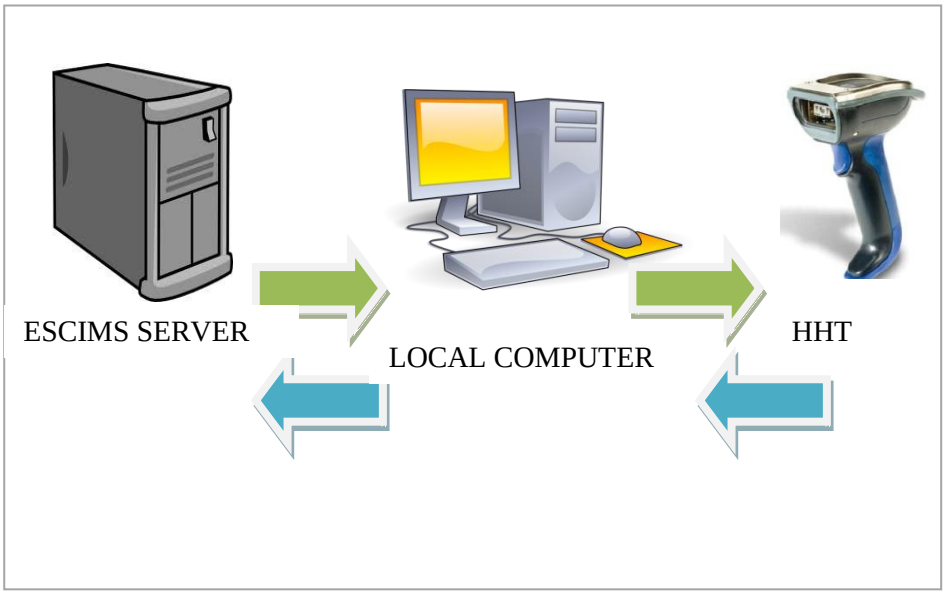


Figure 2: Information Flow at ESCIMS

The application has been developed as a part of the Department's ecosystem to automate the supply distribution, ease out operations, ensure transparency and control the supply chain management of liquor distribution. The application allows real time monitoring of the distribution of liquoriseminimising adulteration and preventingthe sale of illicit liquor.

1.1About ESCIMS - SCM

The ESCIMS-Supply Chain Management (SCM) Module covers the functions performed by the external stakeholders of Delhi Excise. This includes the dispatchingliquor from the Distillery to the BWh, handling in-transit and BWhbreakage, and dispatching liquor from BWh to theHotel / Club/ Restaurants.

1.2Activities of ESCIMS-SCM

The supply chain activities are available as the following options in the application:

- **Receive stock and Issue to the Counter**
    - **Generate Barcode Sequence Numbers**
    - **Dispatch Supplies against Import Permit**
    - **Receive Supplies at BWh**
- **Handle Breakage**
    - **Handle Breakage In-transit**
    - **Handle Breakage at BWh**
    - **Pay Breakage Duty (BWh)**
- **Dispatch against Transport Permit at BWh**
- **Receive Details and Upload Sales Data at HCR**
- **Other Processes in Supply Chain**
    - **Stock Ageing Analysis at BWh**
    - **Track through GPRS**
    - **Track and Trace through ESCIMS**
    - **View Inventory**
    - **View Registers**

1.3 User Roles

The User Roles of SCM Moduleare as follows:

- Distillery User
- BWh User
- Excise Inspector
- Hotel / Club / Restaurant User
- Superintendent - ILFL
- Assistant Commissioner – Permits
- Deputy Commissioner Excise

GETTING STARTED

Logging in to ESCIMS/HHT

2 Getting Started

This chapter deals withlogging in to the application and accessing the basic functionality of the HHT.

2.1 Log In to the Application

This chapter deals withlogging in to the application and accessing the basic functionality of the HHT.

Access to the ESCIMS application is limited to authorised users. Hence, you must log in to ESCIMS-using your user ID and password.

2.1.1 Create a User ID

The user ID is created by the administrator of the ESCIMS application. The user ID and default password are provided to you. You need to change the password after you log in for the first time.

2.1.2 Change Password

To change the password:

1. Click **Password Managemnet** on the **Login** screen. The **Change Password** screen apperas

2. Enter the old and the new passwords.
3. Click **Change Password**. The password is changed.

	The pasword should be at least 8 characters long, should have capital letters and special characters.

Figure 3: Change Password–ESCIMS

2.2 Log In to HHT

The following services should be running for HHT to work correctly:

IIS Web Admin and World Wide Web Publishing - These can be accessed from Control Panel →Administrative Tools → Services
Windows mobile

The HHT should be connected to the desktop through Wi-Fi or a cradle, for the exchange of data with the desktop.

To log in to the HHT:

1. Enter the Login ID and Password on the **LOGIN** screen.
2. Click **OK**. Alternatively, click **Sleep** to exit the screen.

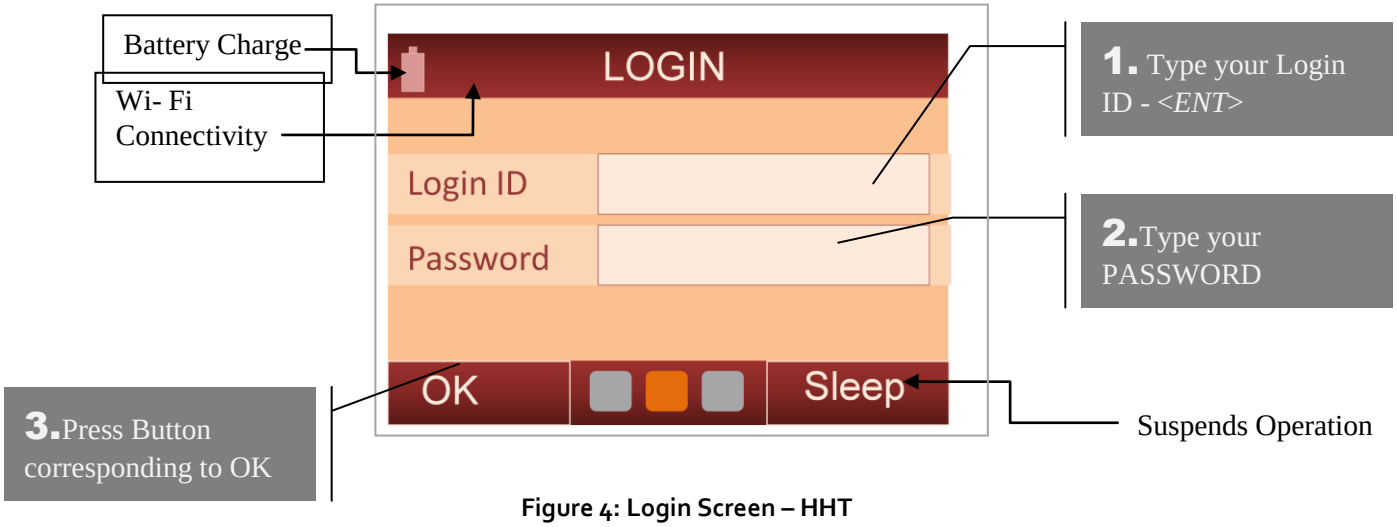


Figure 4: Login Screen – HHT

2.3 Menus

The ESCIMS – SCM Module consists of the following menus:

Table 1: Menus in the application

S. No.	Menu name	Description
1.	**SCM**	Consists of the optionsrelated to distiller operations. The following optionsare available in the menu: a. Generate Barcode Sequence b. Provide Barcode Details c. View Barcode Sequence Consists of the optionsrelated to BWh operations. The following

		optionsare available in the menu: a. View Inventory b. Work list Consists of the options related to EI operations. The following options are available in the menu: a. View Inventory b. Work list c. Stock Ageing Analysis d. Allow TP Dispatch Consists of the optionsrelated to HCRoperations. The following optionsare available in the menu: a. Receive Supplies b. Sales Details at HCR c. View Inventory
2.	**Import Permit**	The following option is available in the menu for the distiller: a. Dispatch against IP
3.	**Transport Permit**	The following optionsare available in the menu for the BWh: a. Prepare for dispatch b. View Draft Dispatches
4.	**Warehouse Functions**	The following optionsare available in the menu for the BWh: a. Handle Breakage b. Pay Breakage Duty

DISPATCH & RECEIVE SUPPLIES AGAINST IMPORT PERMIT

HHT
Manual Entry

3 Dispatch & Receive Supplies Against Import Permit

- The following ESCIMS processes are employed during the dispatch and receipt of liquor supplies from the Distillery to their respective Bonded Warehouses situated in Delhi:Generate Barcode Sequence Numbers
- Provide Barcode Details
- Dispatch Supplies against Import Permit
- Request for In-bonding
- Receive Supplies at BWh

The following diagram provideses an overview of the various activities performed during the dispatch and receipt of liquor.

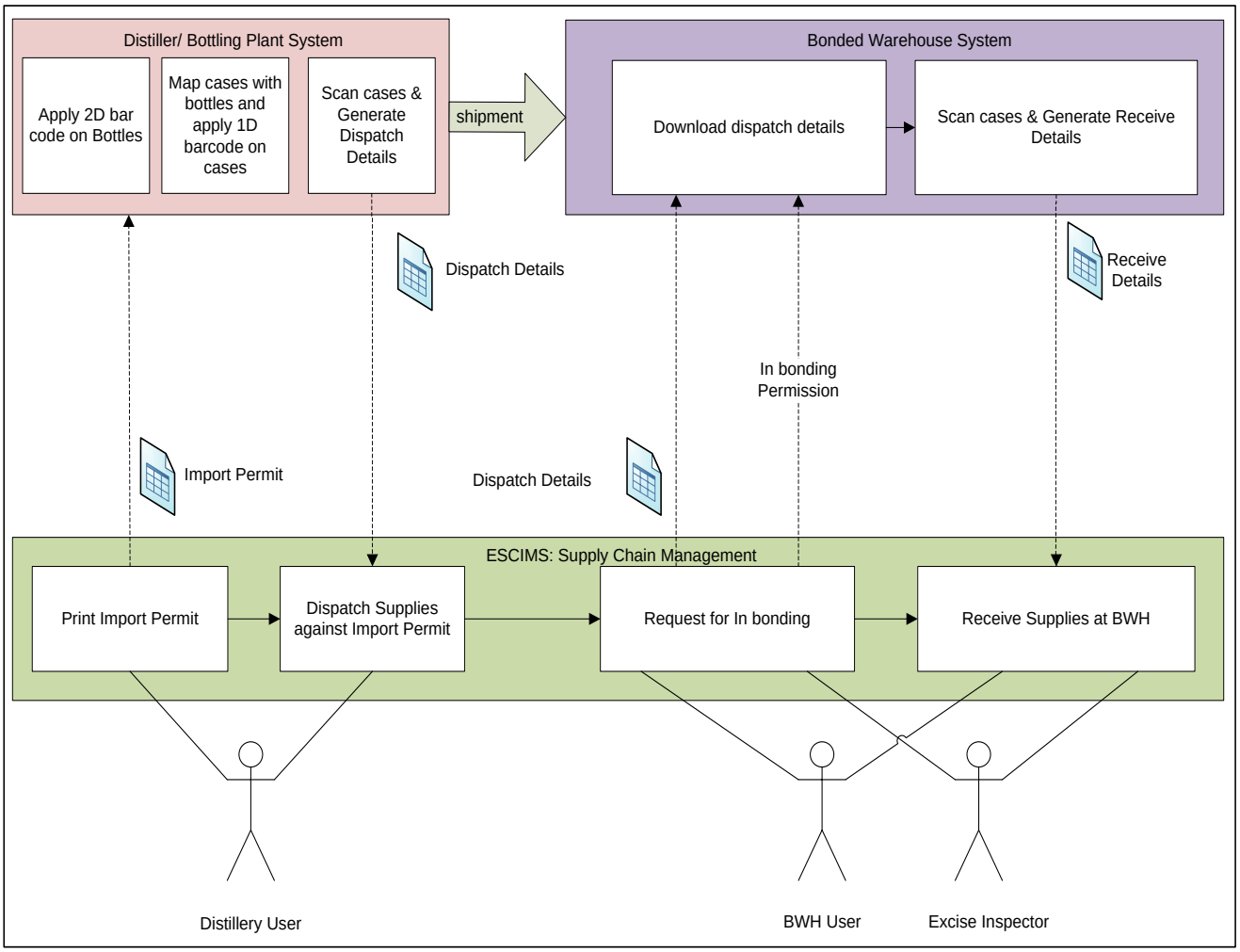


Figure 1: Overview of Dispatch & Receive Supplies against Import Permit

3.1 Generate Barcode Sequence No (Distillery)

Thisactivity deals with generating the barcode sequence numbers at the distillery, downloading and printing the barcodes, and pasting the barcodes on the cases and bottles.

3.1.1 Generate Barcode Sequence No (IMFL Distillery)

This section shows the steps to generate bar code sequence nos. This task is performed by IMFL Distillery user.

To generate Bar Code Sequence Nos:

1. Click on **SCM-> Generate Barcode Sequence No.**Link

Figure 2: Generate barcode numbers Screen 1

2. On the **Generate Barcode Sequence** Numbers screen, select**Brand Name.** Values in **Size (in ml)** areupdated.
3. Select **Size (in ml)**. **Pack Size** is updated according to the selected **Brand Name** and **Size (in ml)**.
4. Enter **Quantity (in Cases)**
5. Click **Submit.** The downloadable file for the barcode is displayed.

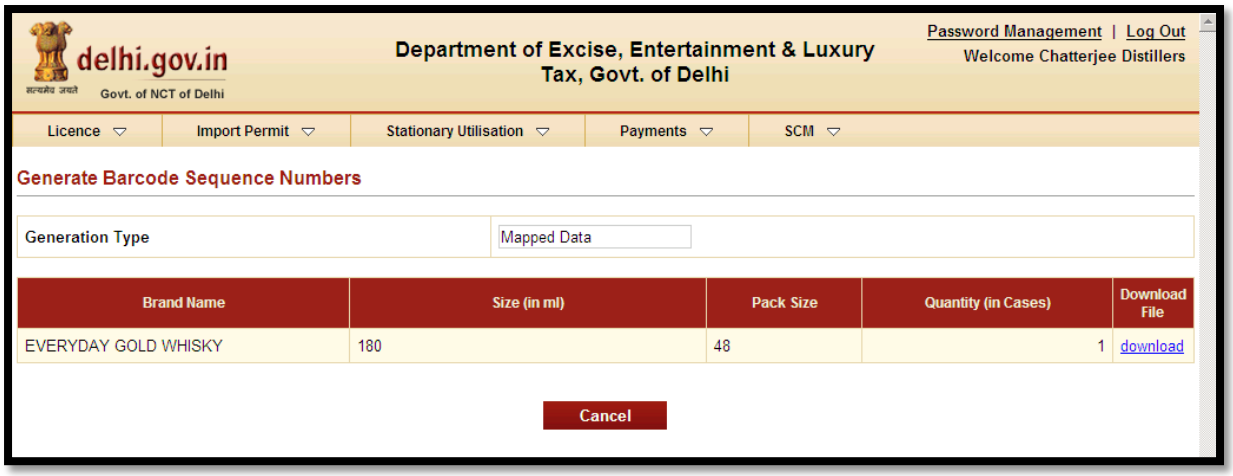


Figure 3: Generate barcode numbers Screen 2

6. Click the**download** link to download the file with the generated barcodes.

- Click the**Password Management** link **,** to change the EQMS login password.
- Click **Cancel,** to navigate to the home page**,**
- The product of **Quantity** and **Pack Size** must be less than 50000.
- You can download barcodes on the basis of mapped or unmapped data in the **Generation Type,** as registered at the time of licensing.

3.1.2 Generate Barcode Sequence No (IFL BWh)

This section deals with the steps to generate the bar code sequence nos. for Imported Foreign Liquor (IFL BWh). This task is meant for the BWh users.

To generate Bar Code Sequence Nos (IFL)

1. Click on **SCM-> Generate Barcode Sequence No.**Link

The **Generate Barcode sequence numbers- Foreign Liquor Screen 1**is displayed.

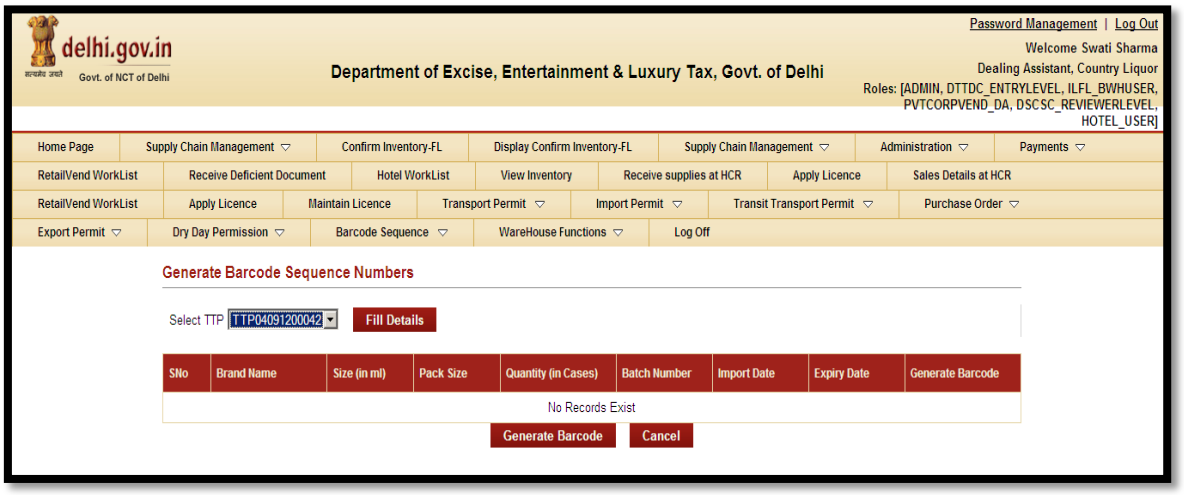


Figure 4: Generate Barcode sequence numbers- Foreign Liquor Screen 1

2. Select a TTP number

3. Click **Fill Details**. The TTP details are displayed.

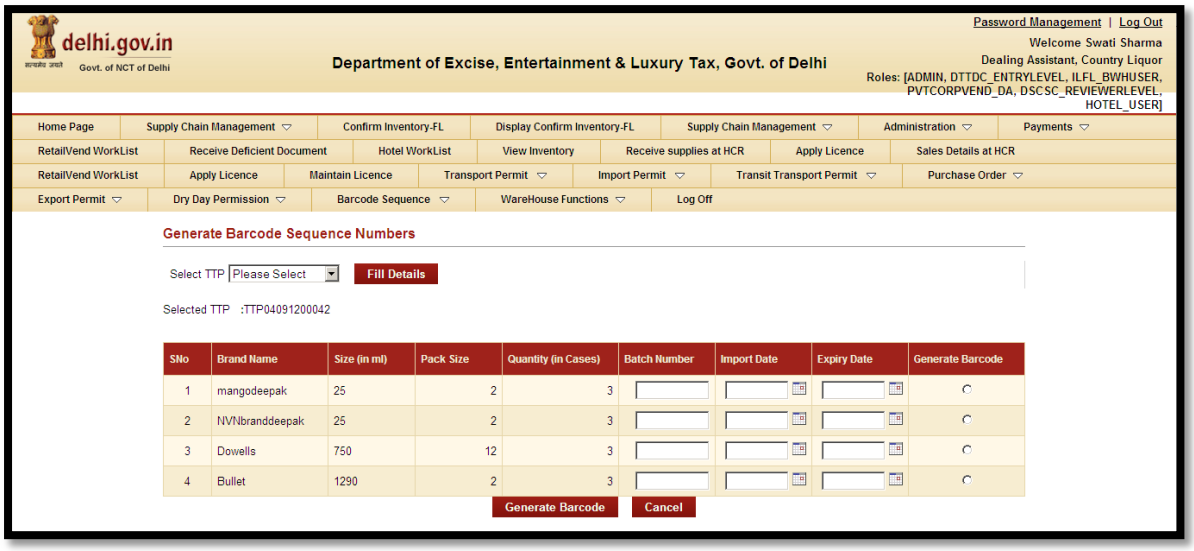


Figure 5: Generate Barcode sequence numbers- Foreign Liquor Screen 2

4. Depending on the type of liquor for which you want to generate the barcode, do one of the following:
    a. For beer, enter **Batch Number, Import Date, ExpiryDate.**
    b. For other forms of liquor, enter **Import Date**.

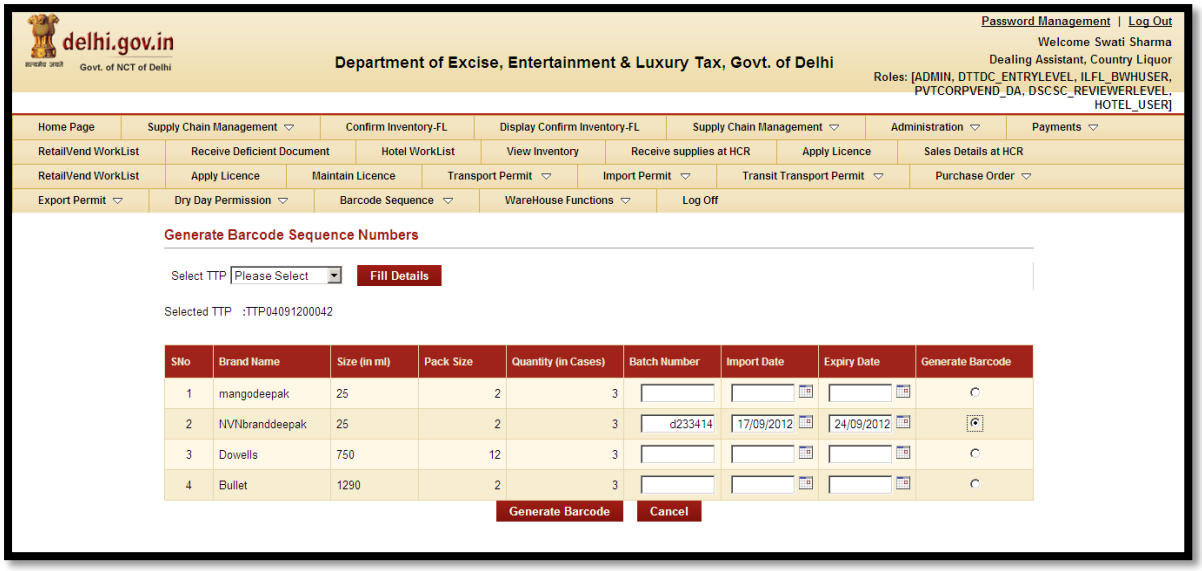


Figure 6: Generate Barcode sequence numbers- Foreign Liquor Screen 3

5. Select the **Generate Barcode** for the brand for which you want to generate the barcode
6. Click **Generate Barcode**. The **download** link appears.

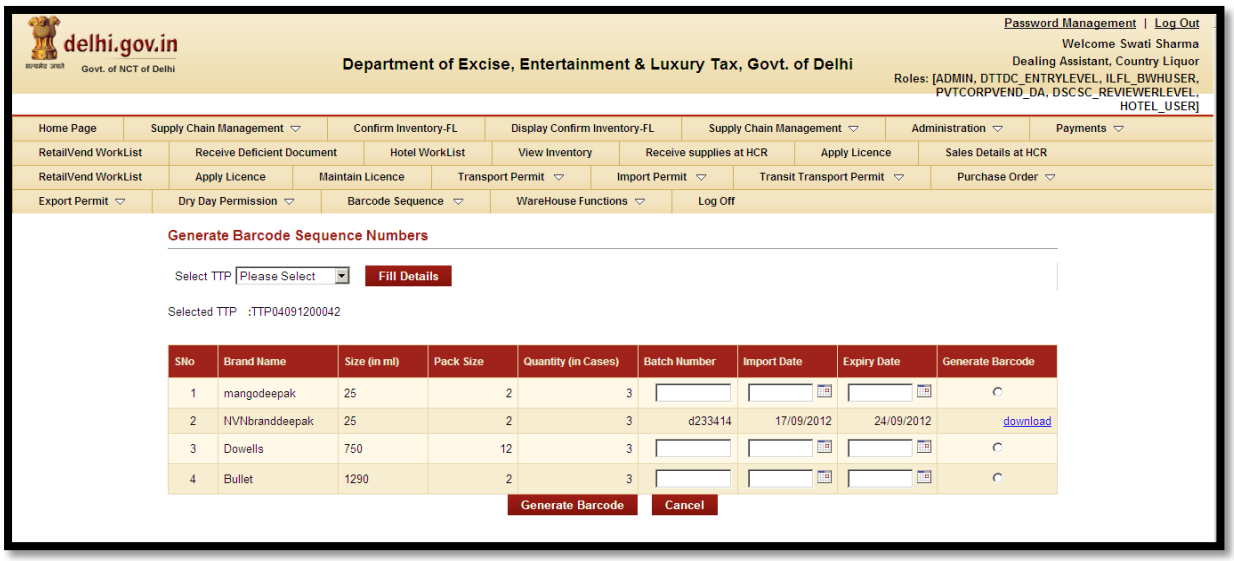


Figure 7: Generate Barcode sequence numbers- Foreign Liquor Screen 4

7. Click the download link to download the barcode file in Microsoft Excel format. You can print the generated barcodes and paste them as required.

- Click **Cancel**to navigate to home page.

3.2 Provide Barcode Details (Distillery)

This topic deals with providing barcode details in the system for the distillery by distillery user.
To provide the barcode Details for Distillery

1. Click on **SCM->Provide Barcode Details**link
2. Click **Browse** to select the barcode file. The bar code file (in Excel format) should contain the bottle barcode, batch number, and expiry date, manufacturing date, case SSCC and case GTIN.
3. Click **Upload** to upload the file. One of the following happens:
    a. If the file is uploaded successfully, **No. of mapped cases uploaded** is updated and a success message appears. Also, the **Upload** is disabled.
    b. If the file is not uploaded successfully, **No. of mapped cases uploaded** is not updated and a failure message appears. Also, a link to view the error details is displayed.

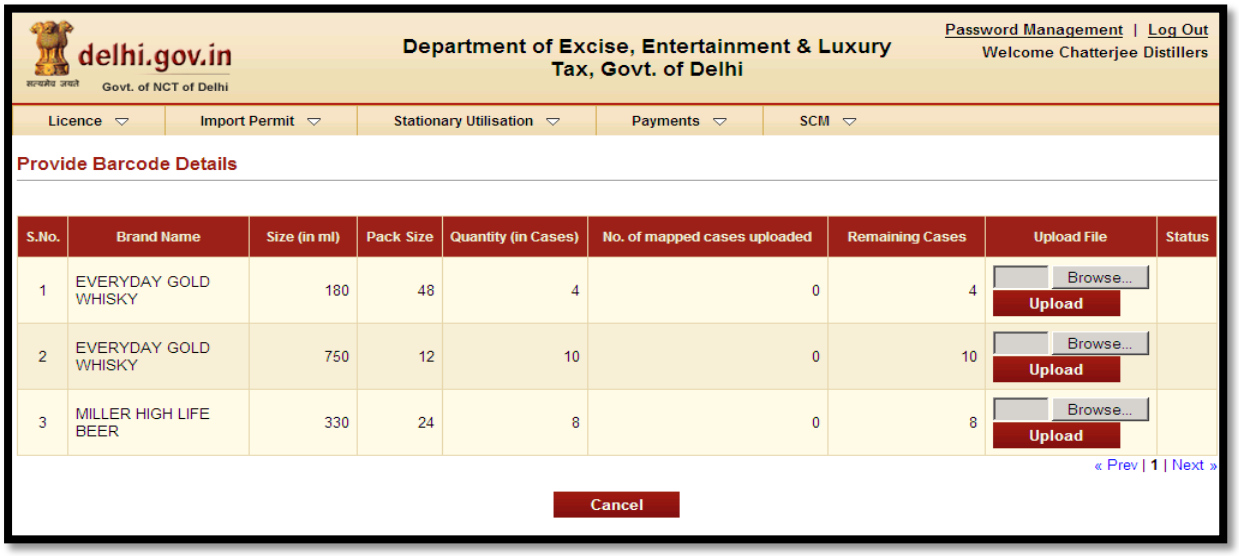


Figure 8: Provide Barcode Details

- Click **Cancel**, to navigate to the home page

3.3 Dispatch Supplies against Import Permit (Distillery)

This topic deals with dispatching supplies against Import Permit, from the distillery.

To Dispatch Supplies against Import Permit,

1. Click **Import Permit>Dispatch against IP.**

   The **Dispatch against Import Permit** screen appears.

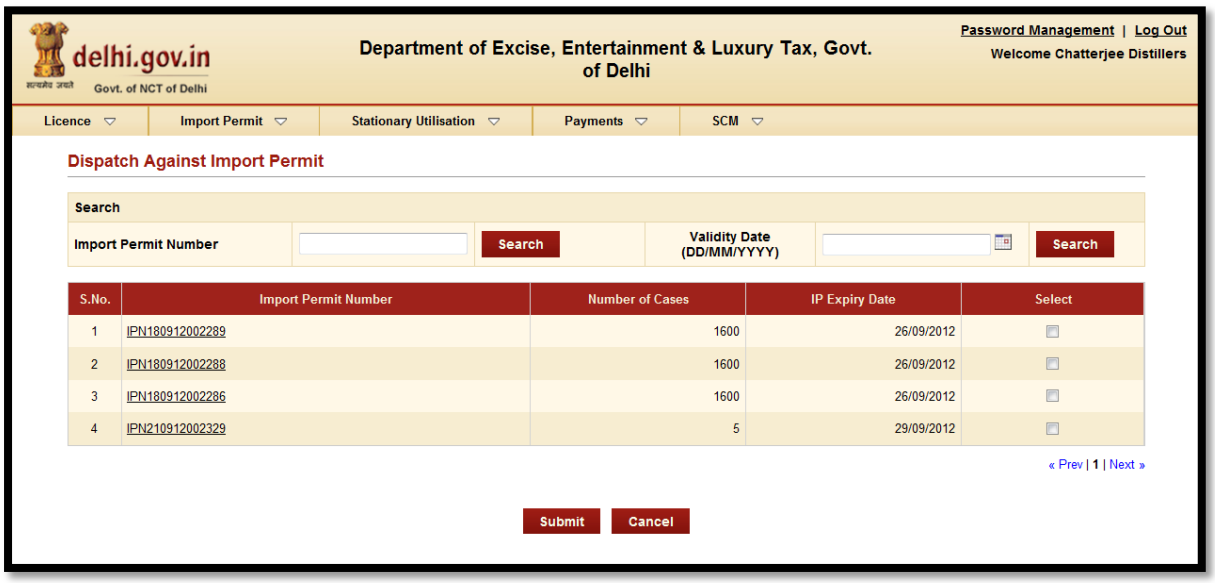


Figure 9: Dispatch supplies against import permit Screen 1

2. Enter **Import Permit Number** or **Validity Date**and click Search.

   The list of import permits is displayed.

3. Select the check boxes for the import permits you want to dispatch.

4. Click **Submit**.

   The **Dispatch supplies against import permit Screen 2** appears.

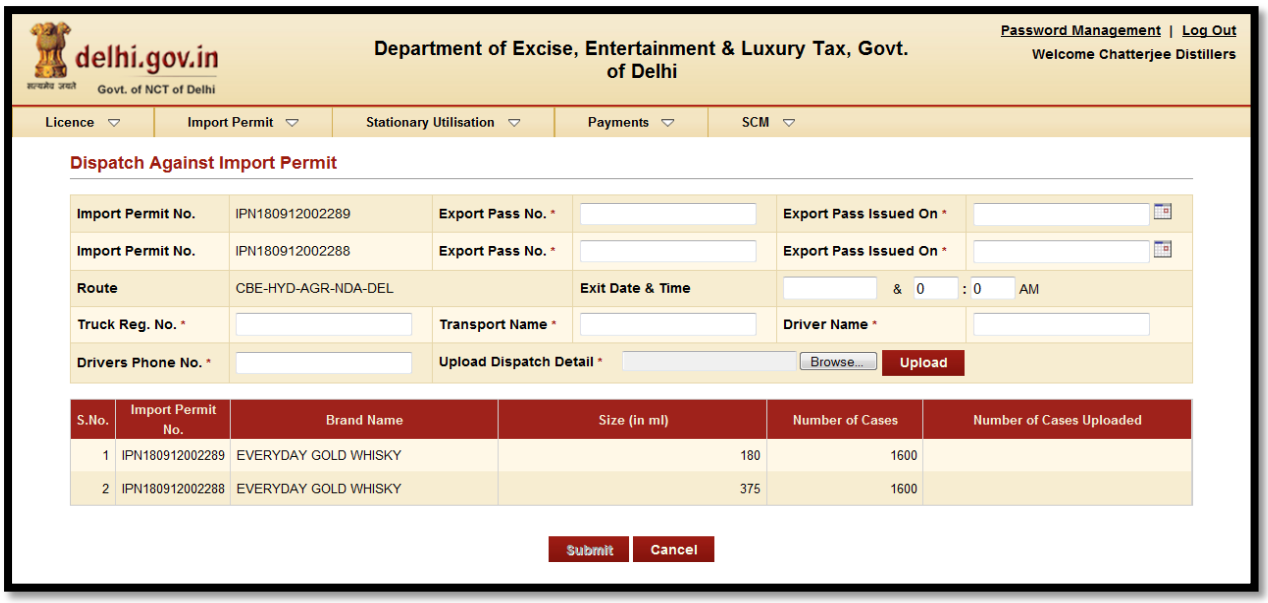


Figure 10: Dispatch supplies against import permit Screen 2

5. Enter the mandatory fields on the screen.
6. Click **Browse**to select the file (.xml or .xls) containing the details of the selected IP and case SSCC numbers.
7. Click **Upload** to upload the file.One of the following happens:
   - If the file is uploaded successfully,**Number of Cases** is updated and a success message appears. Also, the **Submit** is enabled.
   - If the file is not uploaded successfully, then system displays failure message and number of cases uploaded and an option to view mismatch details.
   - If the file is uploaded successfully but the number of cases uploaded is less than number of cases mentioned in the IP, then reason for short supply text area appears
8. Click **Submit** to dispatch the import permit.

- Click **Cancel**to navigate to home page, .
- You have to select at least 1 and maximum 2 import permits for dispatch.Specifications of the Uploaded File:
  - File format should be .xls
  - The heading of the XL Sheet is case sensitive,
    - IPNO
    - CASENO
  - IPNO: This should have the IP No. in each row
  - CASENO: This should have the second barcode of the case, i.e. SSCC (Serial Shipment Container Code) No.

3.4 In-bonding at BWh

The vehicle dispatched from distillery is in-bonded at the BWh. The BWh user requests for the in-bonding permission from Excise posted at the BWh.

3.4.1 Request for In-bonding (BWh)

This section shows the steps to request for in bonding by BWh User. This task is performed by BWh user.

To Request for in bondingBWh

1. Click on **SCM ->Request for Inbonding**link

   Request for in bonding Screen is displayed.

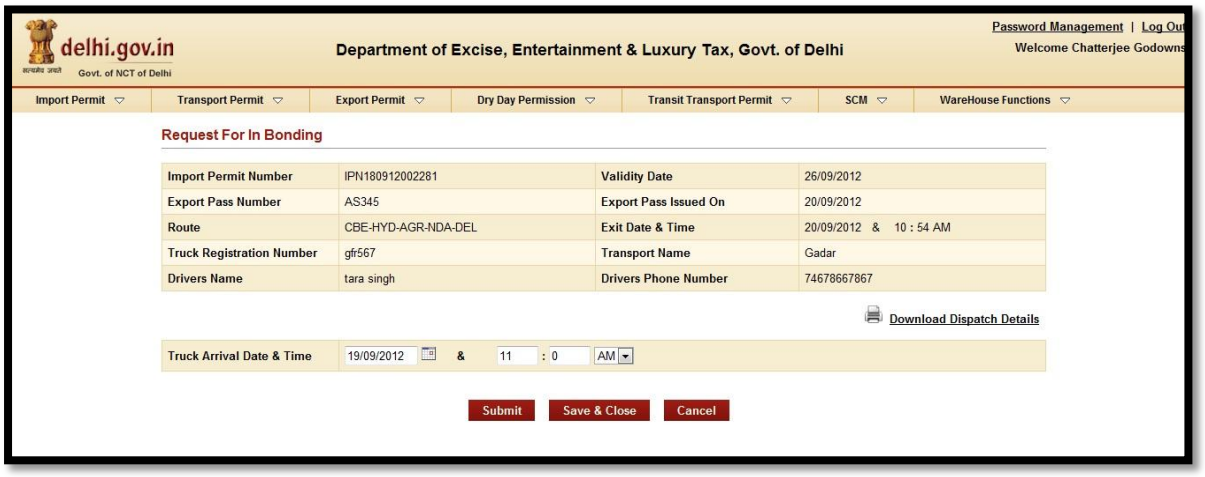
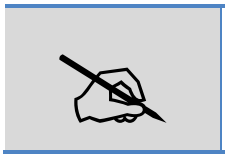


Figure 11: Request For In-bonding Screen

2. Click on **Download Dispatch Details**linkand save the file at location D:/ESCIMS
3. Enter truck arrival date and time
4. Click **Submit**



- Click **Save & Close,** to save the current data and exit the screen.
- Click **Cancel,** to go back to the previous screen

3.4.2 Approve In-bonding Request (Excise Inspector)

This section shows the steps to approve in-bonding request by Excise Inspector.

To Approve In-bonding Request by Excise Inspector

1. Click on **SCM ->Worklist**link

   The **Excise Inspector Worklist** is displayed.

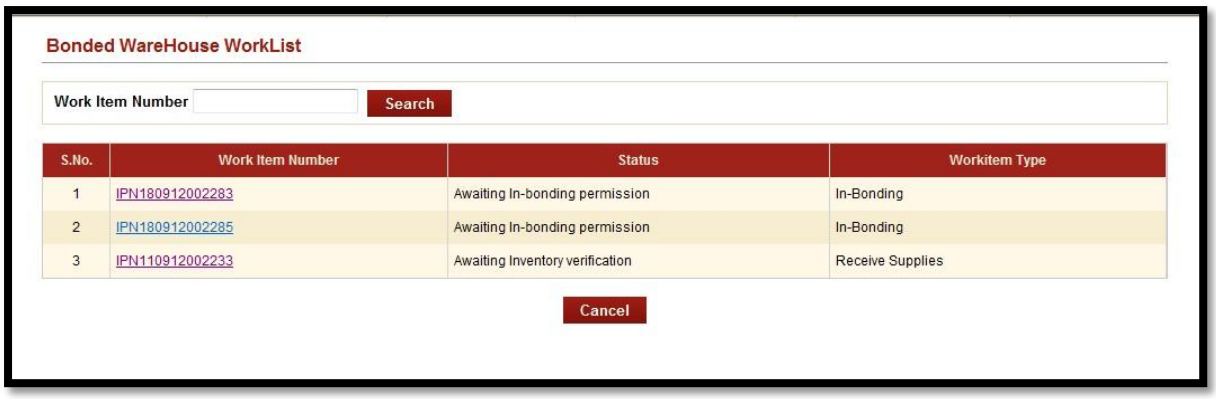


Figure 12: Excise Inspector Worklist Screen

2. Click on **Workitem No.** link

The **Approve In bonding Screen** is displayed.

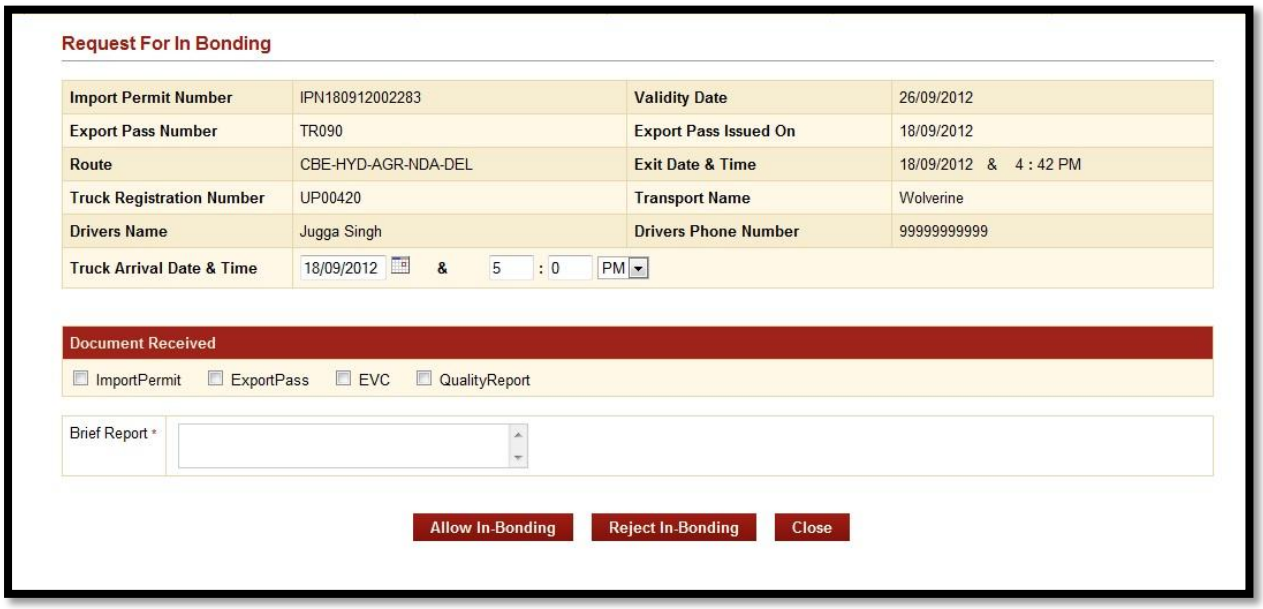


Figure 13: Approve In bonding Screen

3. Update the **Truck Arrival Date and Time**, mark the checkboxes of the **DocumentsReceived** and enter **Brief Report**

4. Click on **Allow In Bonding**link, if you want to allow the truck to be in-bonded in BWh

- Click**Reject In bonding,**to do not allow the in bonding of the vehicle. The request will be forwarded to Delhi excise department for further action
- Click**Close,** to close the current screen
- Update the vehicle no, and enter the reason for update, if the vehicle is changed

3.4.3 Approve In- Bonding Request (Superintendent)

This section provides the steps to approve in-bonding Request by superintendent,

To approve in-bonding Request:

1. Click on **SCM** ->**Worklist**link.

The**Superintendent Worklist**is displa**yed.**

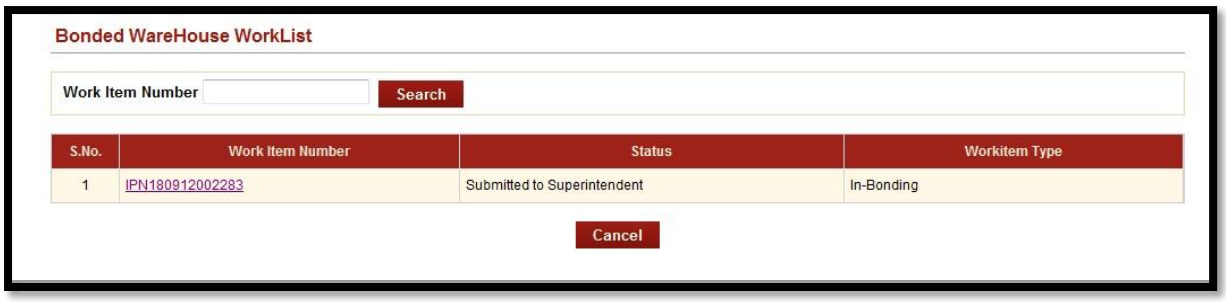


Figure 14: Superintendent Work-item Screen

2. Click on **Work item no.**Link.

The**Request For In bonding – Superintendent** Screen is displayed.

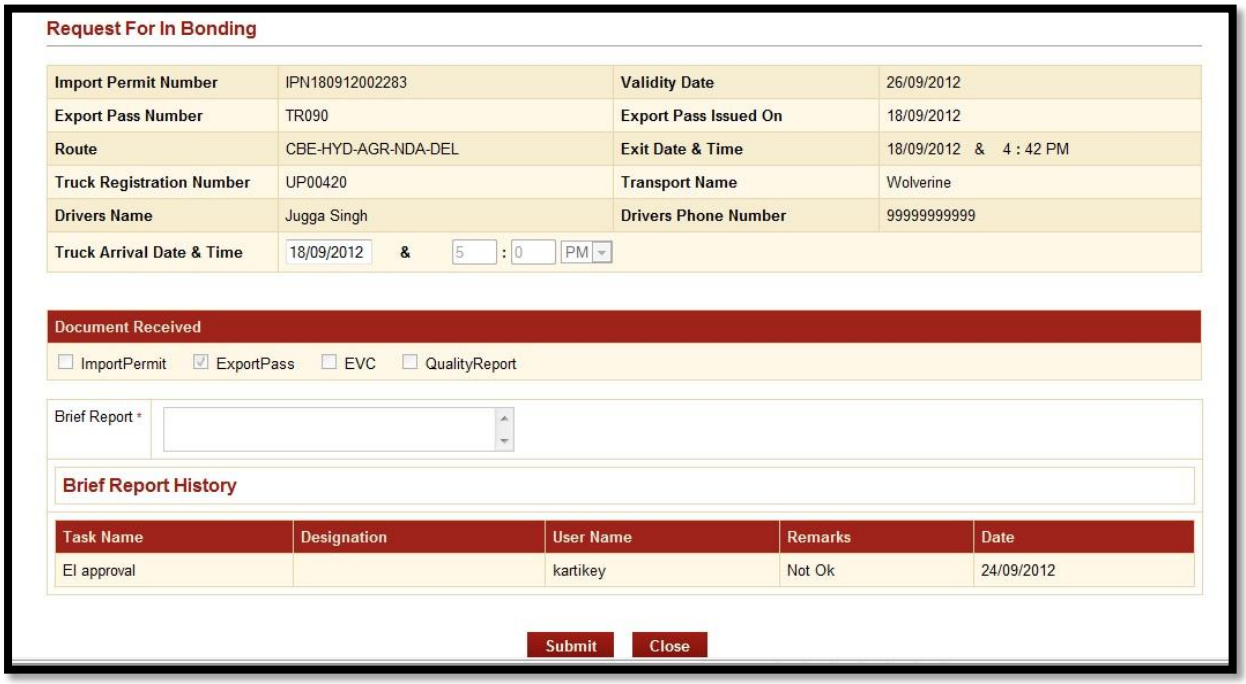


Figure 15: Request For In bonding – Superintendent Screen

3. Mark the received documents, and enter the brief report
4. Click **Submit**

3.4.4 Approve In-bonding Request (AC/GM Excise)

This section provides the steps to approve in-bonding Request by AC or GM Excise,

To approve in-bonding Request,

1. Click on **SCM** ->**Worklist**link

   The**AC/GM Excise Worklist** is displayed.

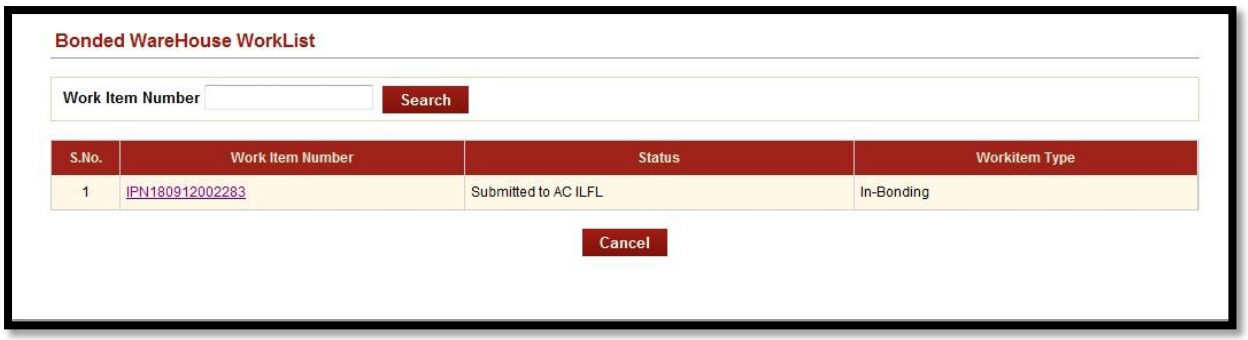


Figure 16: AC/GM Excise Work-item Screen

2. Click on **Work item no.**link

   The **Request For In bonding – AC/GM Excise** Screen is displayed.

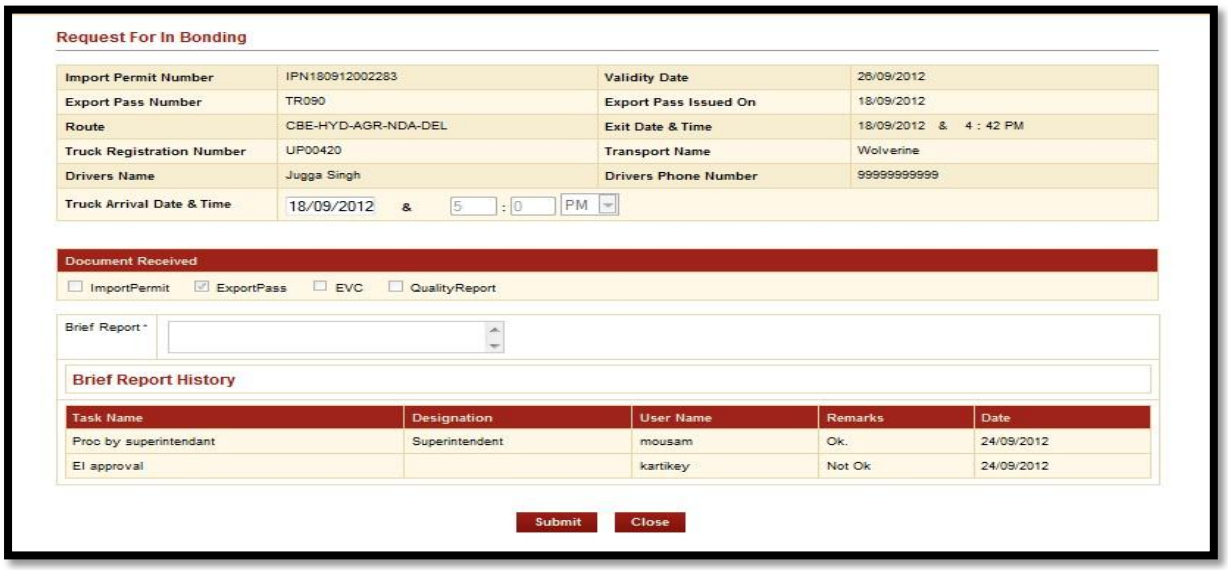


Figure 17: Request For In bonding – AC/GM Excise Screen

3. Mark the received documents, and enter the brief report
4. Click **Submit**

3.4.5 Approve In-bonding Request (DC Excise)

This section provides the steps to approve in-bonding Request by DC Excise:

To approve in-bonding Request,

1. Click on **SCM** ->**Worklist**link

   The **Worklist DC Excise** screen is displayed.

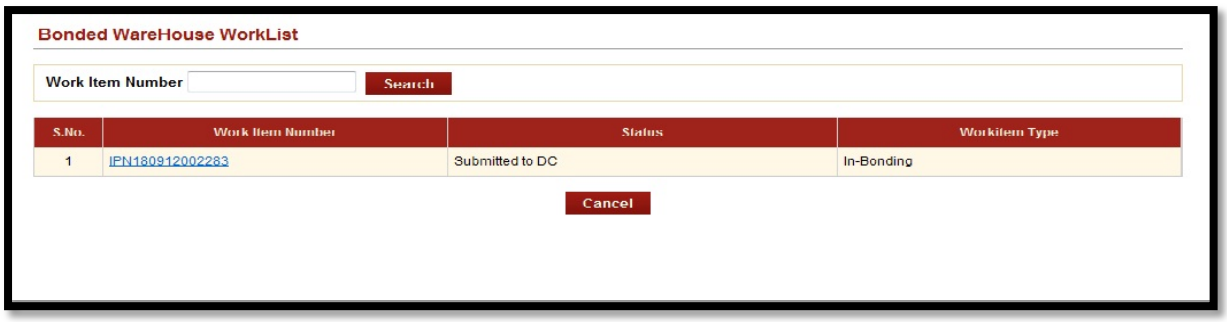


Figure 18: Worklist DC Excise Screen

2. Click on the work item with status "Submitted to DC" and work item type as "In-Bonding"

   Request for In-bonding Screen is displayed.

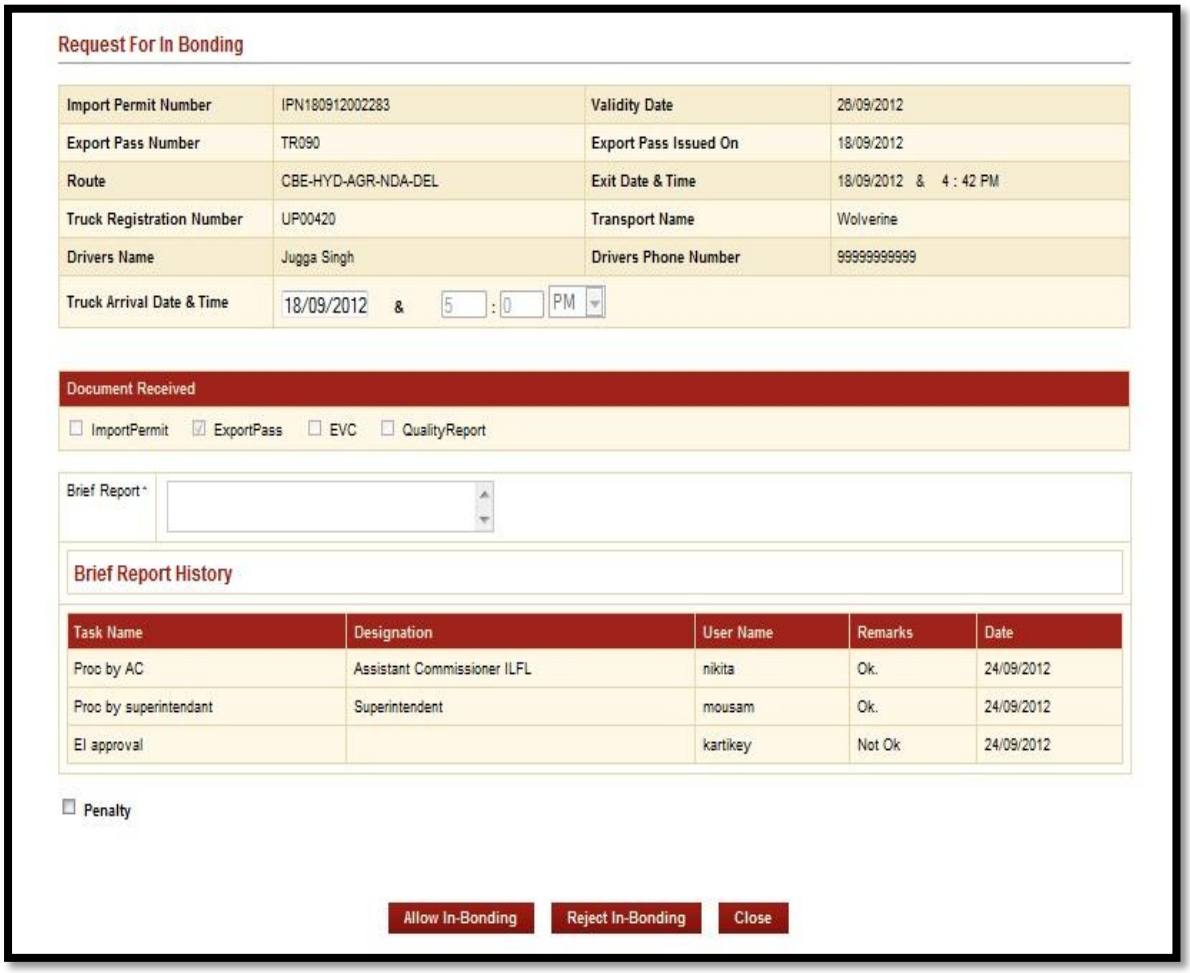


Figure 19: Request for In-bonding - DC Screen

3. Enter the brief Report.
4. Select Penalty,

   The **Impose Penalty** Screen is displayed.

Figure 20: Impose Penalty Screen

5. Enter Penalty Amount, and Reason for Penalty

6. Click on A**llow In bonding**link

	• You may also proceed without imposing penalty • Click **Reject In –Bonding,** to reject the in-bonding request • Click**Close,** to close the screen

3.5 Receive Supplies at BWh

The 'Receive Supplies at BWh' process helps the BWh user to receive the supplies which were shipped against an Import Permit. The process is as follows:

1. The BWh user uploads the details of the supplies received at the BWh and forwards the details to the excise inspector for verification.
2. Post verification from the excise inspector, the received supplies get updated in the ESCIMS system against the inventory of the BWh and the information becomes available to Permits branch of the excise department.
3. The users from the permits branch can then view the inventory available at the BWh and can process the transport permits against which the supplies can further be dispatched to the retail vends.

As a standard operating guideline, the BWh user shall only prepare the receive details of completely intact cases using the HHT application and shall keep all the damaged cases aside, which shall be dealt through 'Handle Breakage In-transit' process.

3.5.1 Receive Supplies through HHT

The supplies dispatched from BWh will be received by scanning the barcodes of the intact cases from the HHT device.

3.5.1.1. Scanning of Barcodes through HHT (BWh)

This section provides the steps to scan barcodes of intact cases received against IP. This task is performed by BWh user.

To scan barcodes of intact cases received against IP:

Figure 21: HHT-Receive Supplies Screen

1. Select **Receive Supplies** and press **Ok**
2. Enter No. of Ips to be scanned and press Ok

	▪ Press**Clear,** to clear the screen

3. Scan IP Barcode
4. Scan Intact cases Barcode No.
5. Press **Ok** after all scans of intact cases are done
6. Press **Ok,** if you want to finish the receiving process

	▪ Press**Back,** to go back to the receiving screen ▪ You can also enter the barcode, if you are not able to scan

7. Press **Ok,** if you want to remove any scanned case

	▪ Press No**,**In order to, not to remove any scanned case

8. Scan the cases to be removed
9. Press **Ok** when all the scans are done
10. Press **No**to not to start the scanning

	▪ Press Ok, to start scanning of the intact cases

11. Press **Ok** to submit the information

	▪ The device should be connected to desktop while submitting the information ▪ On submitting the information, the file is created and saved in the desktop at location

3.5.1.2. Uploading scanned files (BWh)

This section provides the steps to upload scanned files at BWh by BWh user:

To upload scanned files at BWh,

1. Click on **SCM->Worklist**link

The**BWhWorklist**screen is displayed.

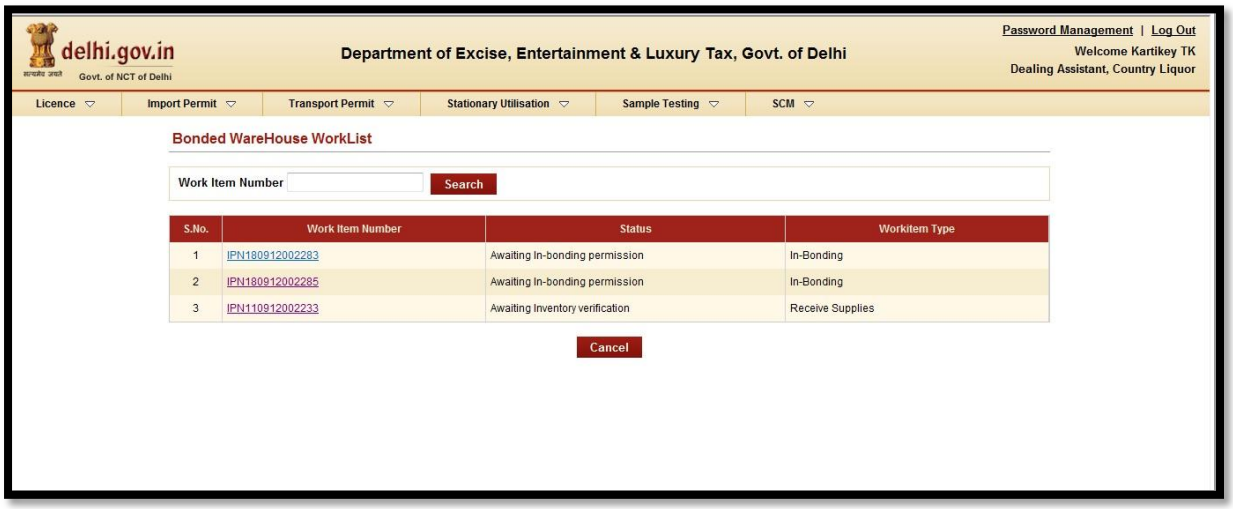


Figure 22: BWhWorklist Screen

2. Click on work list IDlink, with status Receive supplies

The**Receive Supplies Against Import Permit Screen** is displayed

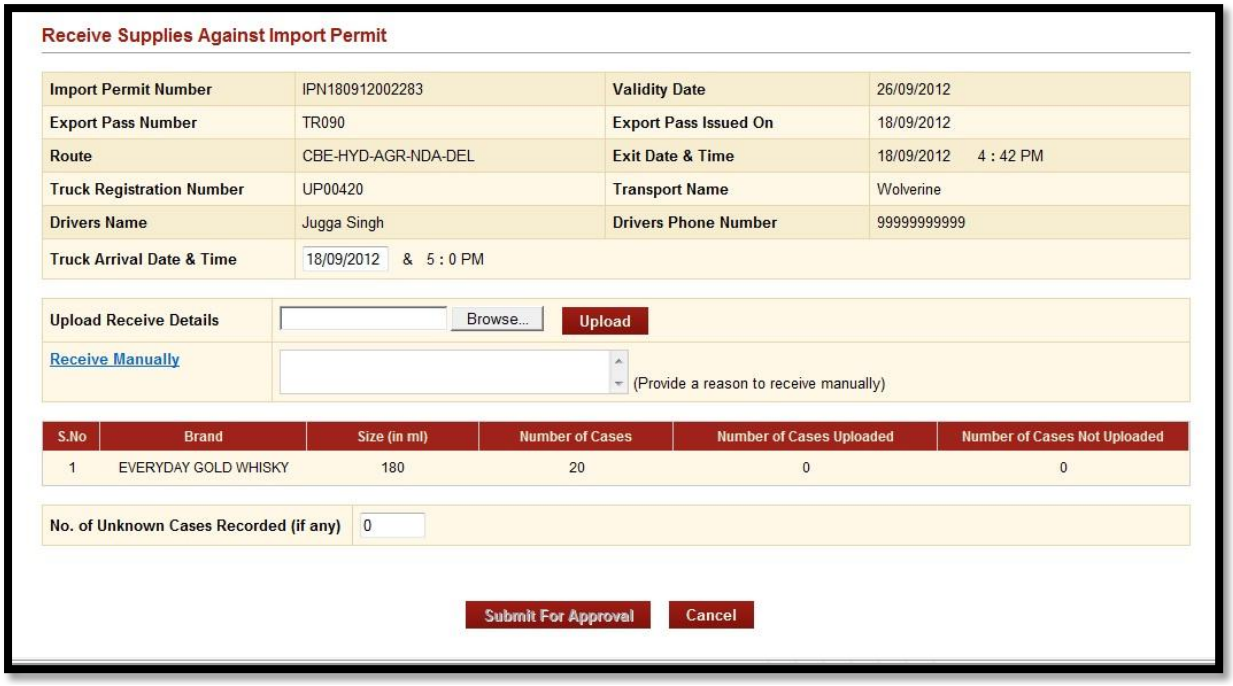


Figure 23: Receive Supplies against Import Permit Screen

3. **Browse** and upload the Receive Details file
4. Enter the No. of Unknown Cases (if any)
5. Click **Submit for Approval**

- Click Cancel, to exit this process without saving

3.5.2 Receive Supplies Manually (BWh)

This section provides the steps to receive supplies manually, by BWh user.

To receive supplies manually,

1. Click on **SCM->Worklist**link

The**BWhWorklist**screen is displayed.

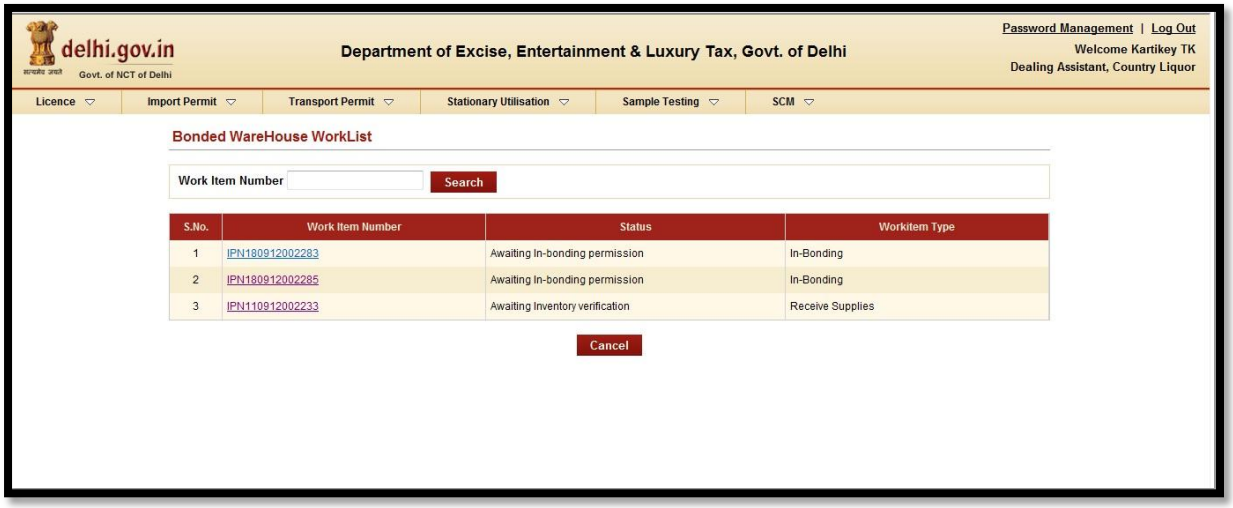


Figure 24: BWh Worklist Screen

2. Click on **work list ID**link, with status Receive supplies

The **Receive Supplies Against Import Permit Screen** is displayed

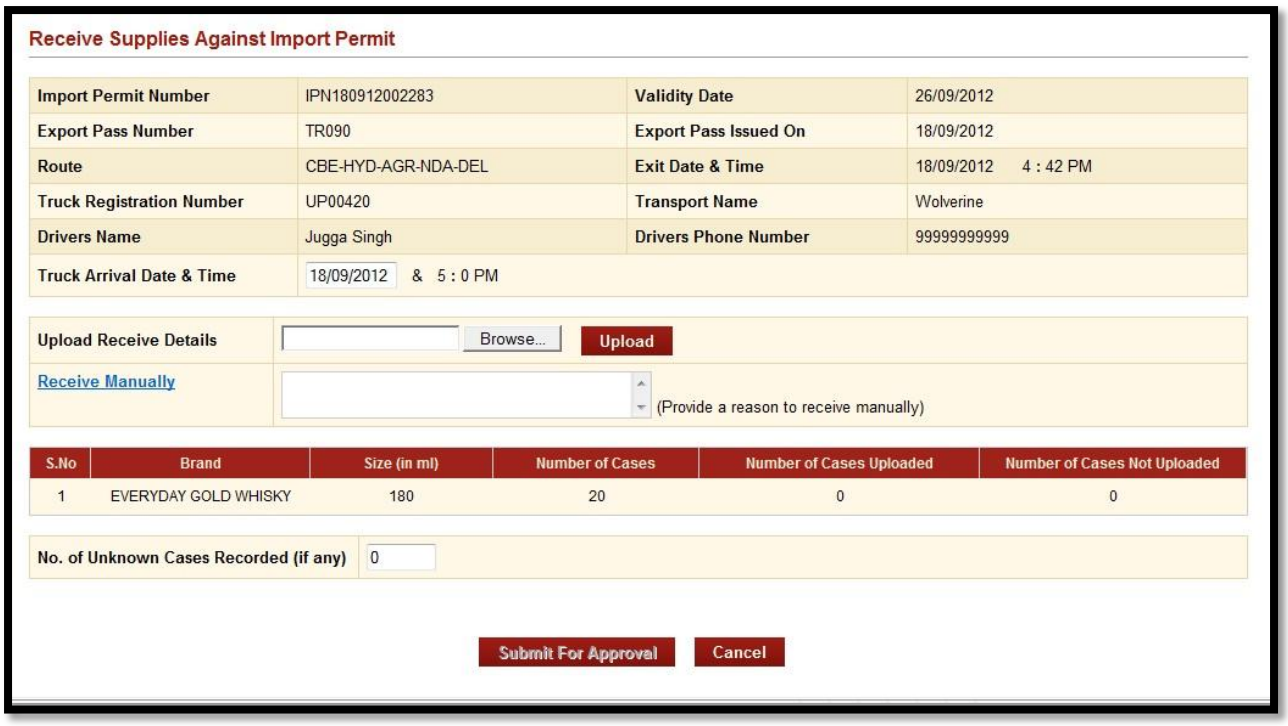


Figure 25: Receive Supplies Against Import Permit Screen

3. Click **Receive Manually**checkbox**,** and enter the reason to receive manually

The **Receive Supplies (Case Details) Screen** is displayed.

Figure 26: Receive Supplies (Case Details) Screen

4. Select the barcodes of intact cases
5. Click **Return**
6. Enter the No. of Unknown Cases (if any)
7. Click **Submit for Approval**

- Click**Cancel,** to exit this process without saving

HANDLE BREAKAGE

With HHT

4 Handle Breakage

To minimise the losses incurred to the licensee due to breakage, the excise department allows the licensee to repack the left over bottles of a particular SKU from the damaged cases into new cases, by putting a new barcode on the cases and uploading the details to the ESCIMS system.

Hence, the handling of breakage is categorised as follows:

- **Handle Breakage In-transit**
- **Handle Breakage at BWh**

4.1 Handle Breakage In-transit

The repackaging of bottles (of a particular SKU), into new cases is allowed for the bottles of the same batch and shipment (i.e. Import Permit) only. The bottles which cannot be repacked into complete cases are moved into a separate inventory in the BWh, so that such bottles can be repacked while handling breakage at BWh..

4.1.1 Download Damaged details file (BWh)

This section provides the steps to download damaged details file by BWh user:

To download damaged details file

1. Click on **Warehouse Functions -> Handle Breakage** link

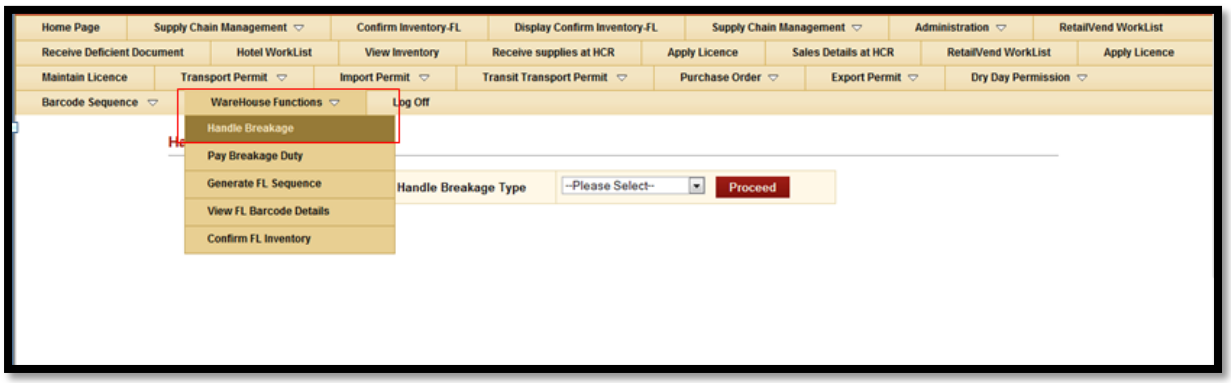


Figure 27: Handle Breakage in Transit Screen 1

2. Select **In Transit** option from the drop-down of Handle breakage Type and click on **Proceed** to handle the breakage In Transit.

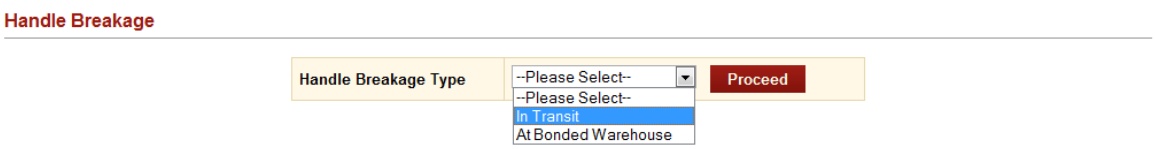


Figure 28: Handle Breakage in Transit Screen 2

List of import permit number for handling breakage in transit will be displayed.

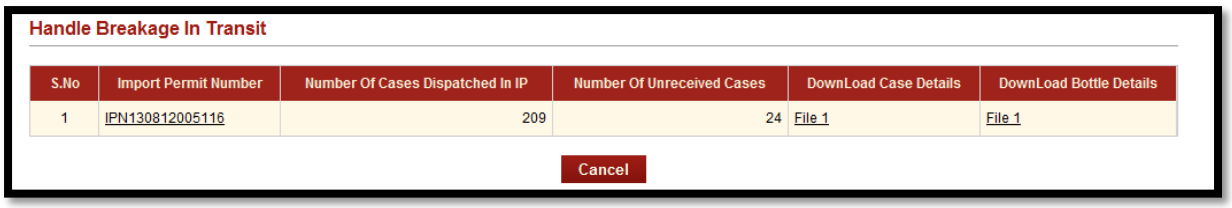


Figure 29: Handle Breakage in Transit Screen 3

3. **File 1** of **Download Case Details** can be downloaded for re-printing of case barcodes for further repackaging of cases.

4. **File 1** of **Download Bottle Details** will download an encrypted XML file which will consists of cases and bottle details corresponding to the cases not received. Upload the file on HHT device for re-packaging.

4.1.2 Scan Repackaged case & bottle barcodes through HHT (BWh)

This section provides the steps to scan repackaged cases and bottles corresponding to the in transit breakage:This task is performed by BWh user.

To scan repackaged cases and bottles,

1. Select **Handle Breakage in Transit** and press **Ok**

2. Scan IP Barcode and press Ok

	▪ Click**Clear** to clear the screen

3. Scan Repacked Case barcode
4. Scan bottles barcodes of the corresponding repacked case
5. Press **No,** if all the repacked cases are scanned

	▪ Click**O,** to scan next repacked case ▪ You can also enter the barcode, if you are not able to scan

6. Press **Ok,** to scan any loose bottle

	▪ Click**No,** if all the bottles are repackaged and there is no loose bottle left

7. Scan the barcode of loose bottles
8. Press **Ok** when all the scans are done
9. Press **Ok** to submit the information

	▪ The device should be connected to desktop while submitting the information ▪ On submitting the information, the file is created and saved in the desktop at location

4.1.3 Upload repackaged details file (BWh)

This task is performed by BWh user. This section provides the steps to upload repackaged details file:

To upload repackaged details file,

1. Click **Warehouse Functions -> Handle Breakage** link

   The **Handle Breakage in Transit Screen 3**is displayed.

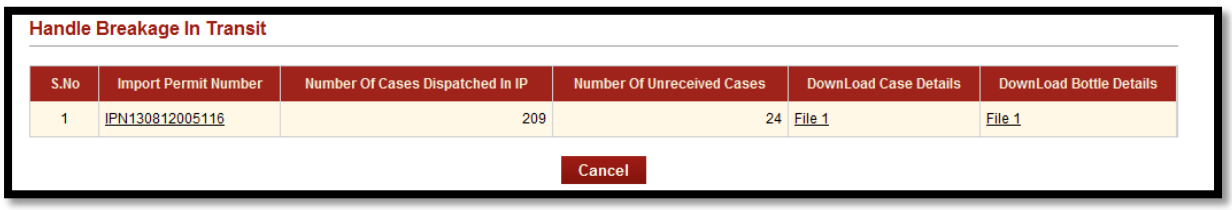


Figure 30: Handle Breakage in Transit Screen 3

2. Click the **Import Permit No.**link

The**Handle Breakage in Transit Screen 4**is displayed**.**

Figure 31: Handle Breakage in Transit Screen 4

3. Click**Browse**to locate the file in the system and select the file and click **upload**.

The **Handle Breakage in-transit screen 5** is displayed.

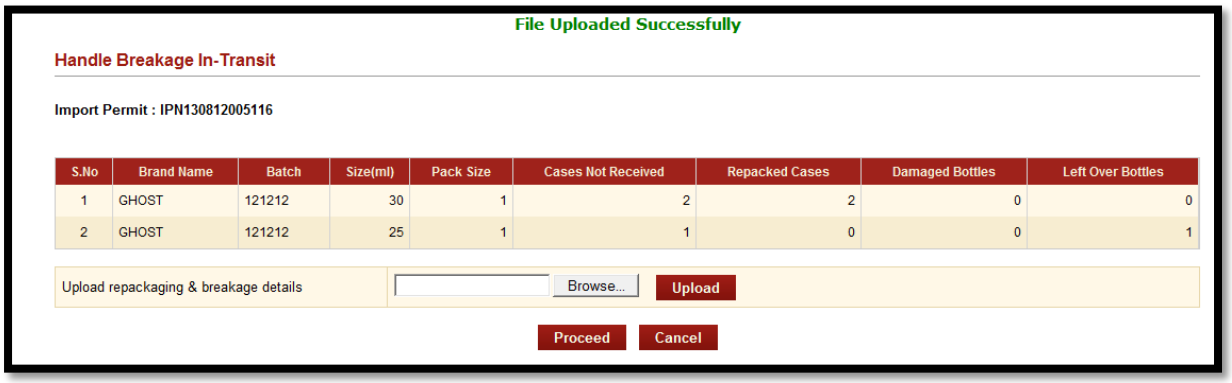


Figure 32: Handle Breakage in Transit Screen 5

4. Click on **Proceed.**

The **Handle Breakage in Transit Screen 6** is displayed.

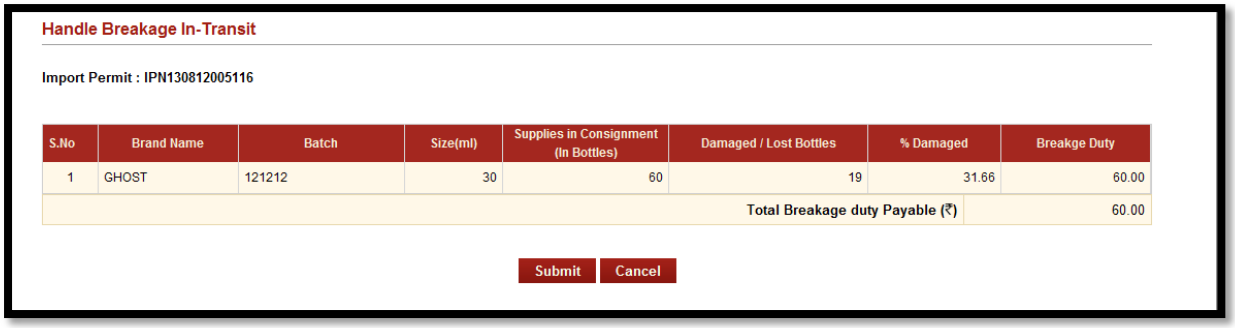


Figure 33: Handle Breakage in Transit Screen 6

5. Click on**Submit**.

Figure 34: Handle Breakage in Transit Screen 7

6. On successful submission, a message is displayed with the generated request id..

4.1.4 Approve In-transit Breakage (EI)

This section provides the steps to approve in-transit Breakage by EI:

To approve in-transit Breakage

1. Click on **SCM->Worklist** link

   The **Approve in Transit Breakage Screen 1** is displayed.

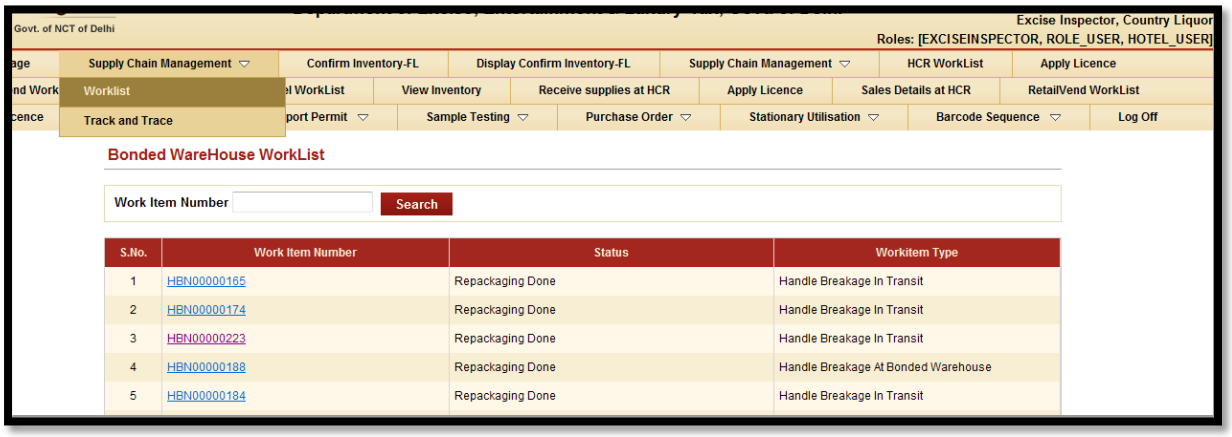
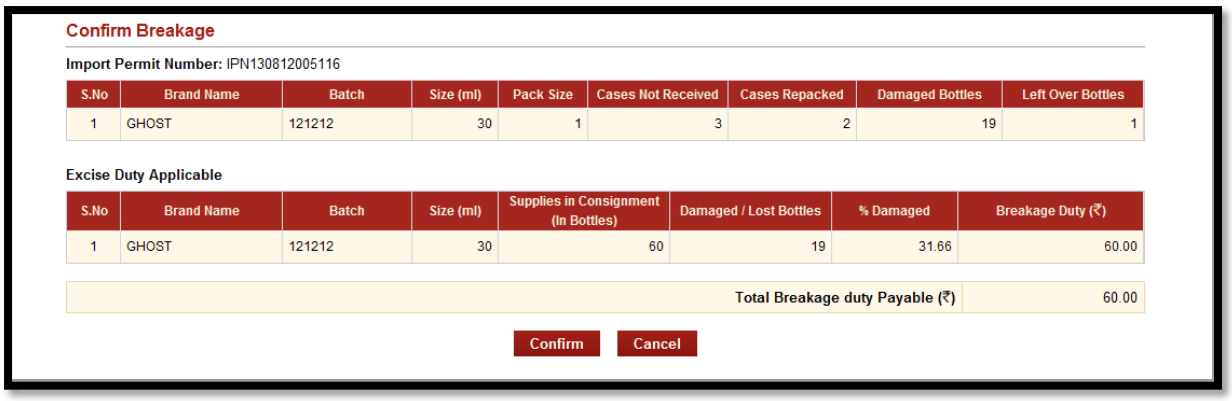


Figure 35: Approve in Transit Breakage Screen 1

2. Click on the **work item no.** link.

   The**Handle Breakage in Transit Screen 9** is displayed.



Confirm Breakage

Import Permit Number: IPN130812005116

S.No	Brand Name	Batch	Size (ml)	Pack Size	Cases Not Received	Cases Repacked	Damaged Bottles	Left Over Bottles
1	GHOST	121212	30	1	3	2	19	1

Excise Duty Applicable

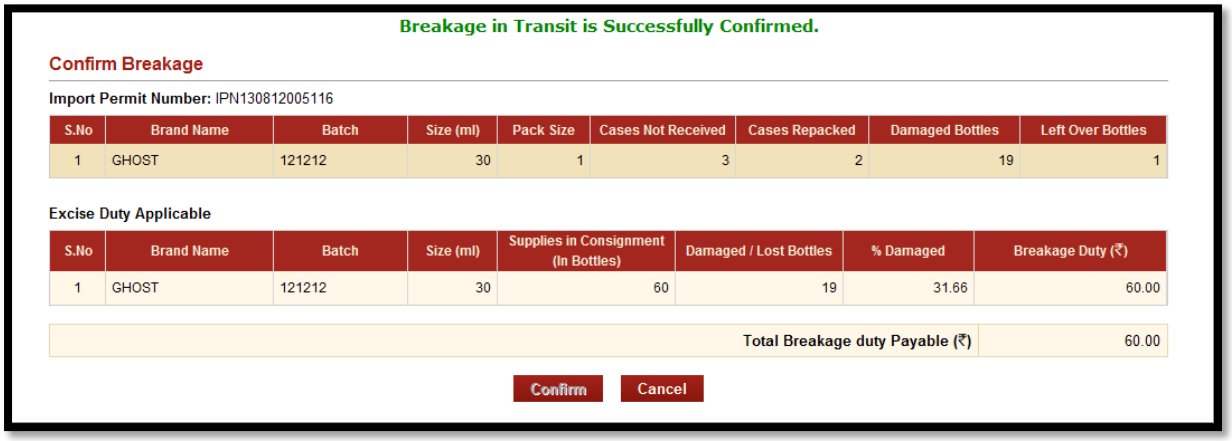
S.No	Brand Name	Batch	Size (ml)	Supplies in Consignment (In Bottles)	Damaged / Lost Bottles	% Damaged	Breakage Duty (₹)
1	GHOST	121212	30	60	19	31.66	60.00

Total Breakage duty Payable (₹)	60.00

Confirm Cancel

Figure 36: Handle Breakage in Transit Screen 9

3. Click**Confirm**to confirm the breakage in transit and forward it to the BWh user for payment of breakage duty.



Breakage in Transit is Successfully Confirmed.

Confirm Breakage

Import Permit Number: IPN130812005116

S.No	Brand Name	Batch	Size (ml)	Pack Size	Cases Not Received	Cases Repacked	Damaged Bottles	Left Over Bottles
1	GHOST	121212	30	1	3	2	19	1

Excise Duty Applicable

S.No	Brand Name	Batch	Size (ml)	Supplies in Consignment (In Bottles)	Damaged / Lost Bottles	% Damaged	Breakage Duty (₹)
1	GHOST	121212	30	60	19	31.66	60.00

Total Breakage duty Payable (₹)	60.00

Confirm Cancel

Figure 37: Handle Breakage in Transit Screen 10

- Click **Cancel** , to navigate to home page,
- The user also has the option to search the Work Item Number

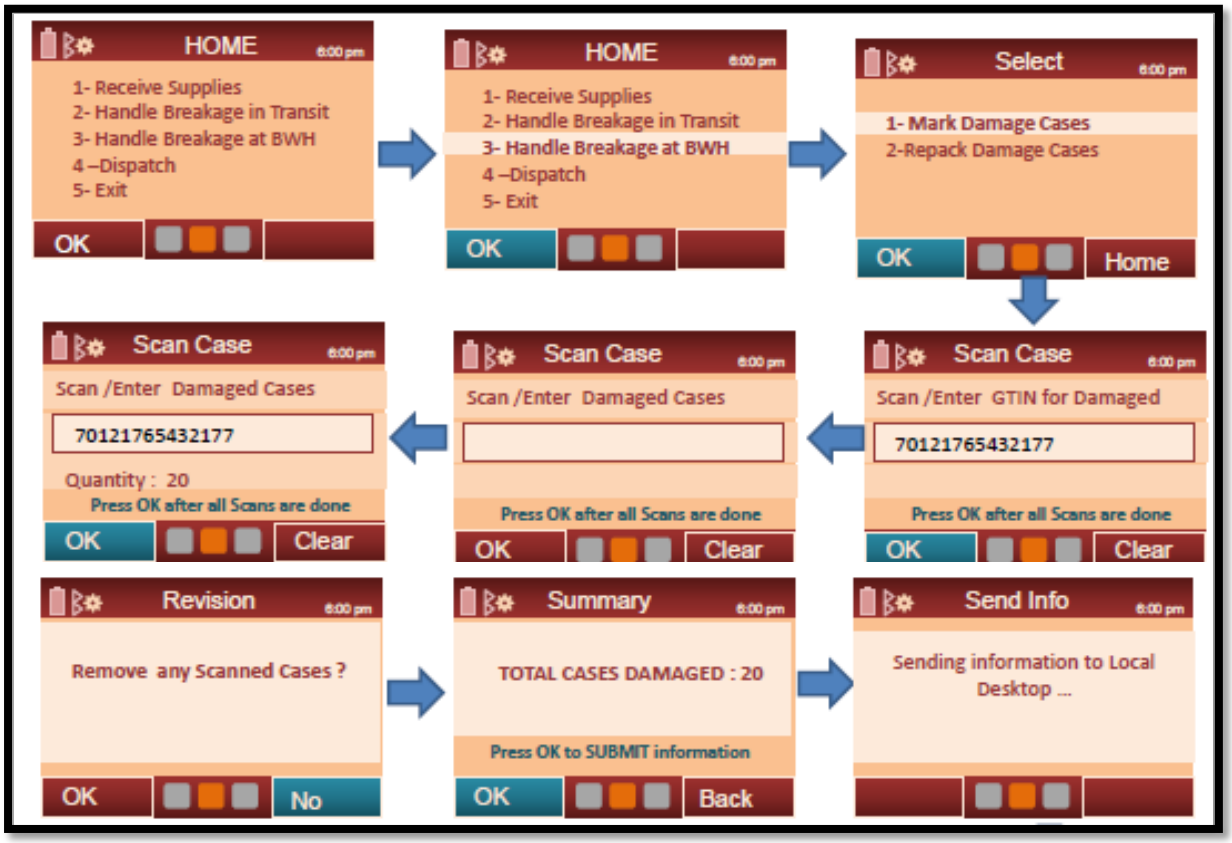
4.2 Handle Breakage at BWh

The repackaging of bottles (of a particular SKU) into new cases is allowed irrespective of the batch and shipment the bottles belong to.

4.2.1 Scan Damaged Case Barcodes through HHT (BWh)

This section provides the steps to scan damaged case barcode by BWh user.

To scan damaged case barcode



1. Select **Handle Breakage at BWh**and press **Ok**
2. Select**Mark Damaged Cases** and press **Ok**
3. Scan GTIN (first 1D barcode of case) barcode

	▪ Press**Clear,**to clear the screen

4. Scan Damaged Case barcode
5. Press **Ok,** after all scans are done
6. Press **No,** if scanned cases is not to be removed

	▪ Press**Ok,** to remove any scanned case ▪ You can also enter the barcode, if you are not able to scan

7. Press **Ok,** to submit the information

4.2.2 Upload damaged case barcodes (BWh)

This section provides the details to upload the damaged case barcode by the BWh user.

To upload damaged case barcode,

1. Click on **Handle Breakage -> Warehouse Function**

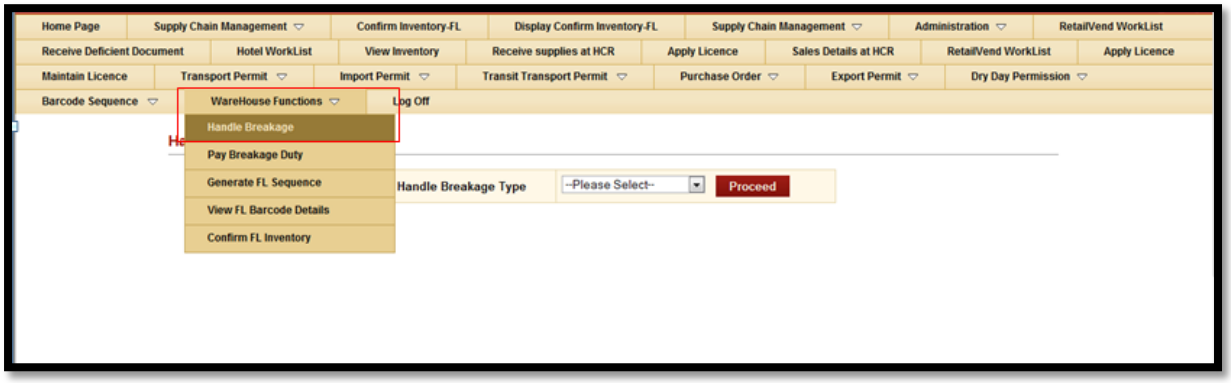


Figure **38: Handle Brea**kage at BWh Screen 1

2. Click **Proceed** after selecting the **At BWh** Option from Handle Breakage Type.

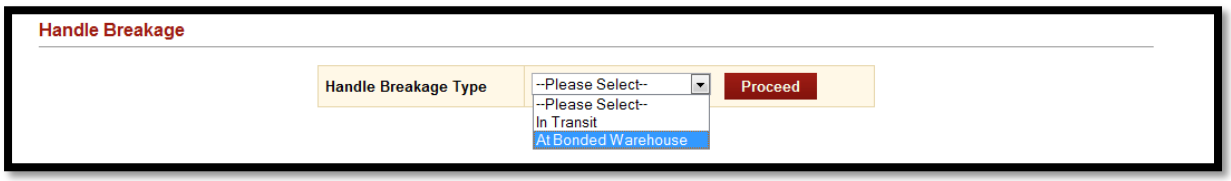


Figure 39: Handle Breakage at BWh Screen 2

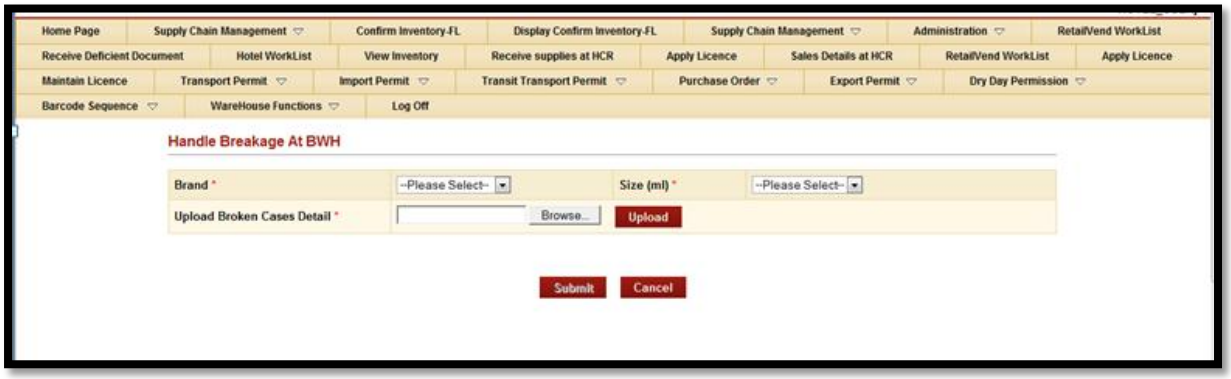


Figure 40: Handle Breakage at BWh Screen 3

3. Select **Brand** and respective **Size** available at BWh for handling breakage.

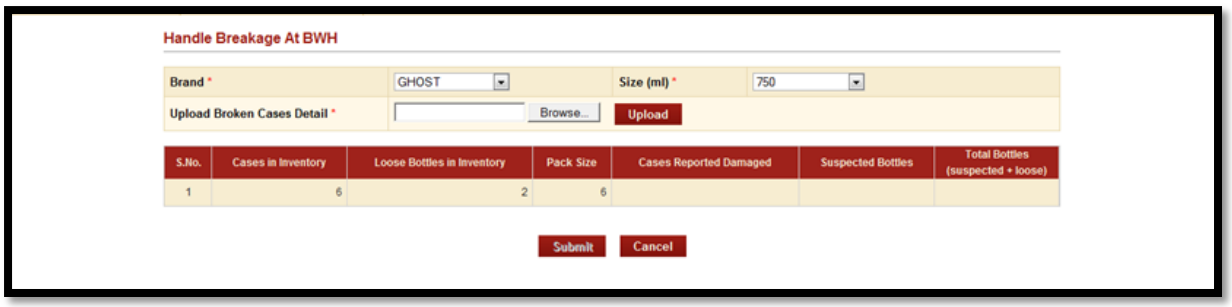


Figure 41: Handle Breakage at BWh Screen 4

Once user selects the options, grid will get displayed with the cases, loose bottles, and pack size of cases present in the inventory.

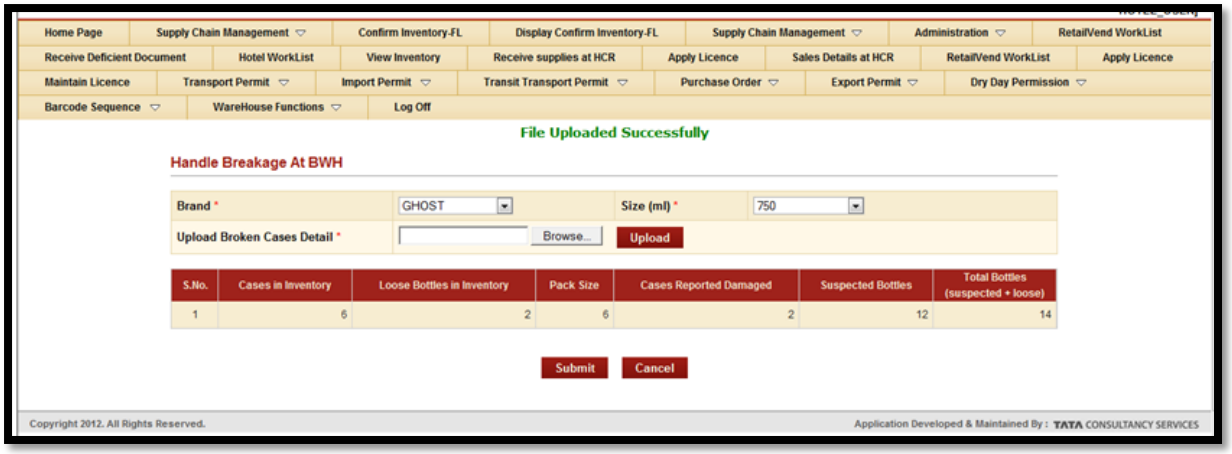


Figure 42: Handle Breakage at BWh Screen 5

4. Click**Browse** to locatein the desktopthe breakage details file (xml format) created using the HHT device. Select the file and click **upload** .System will display cases reported damaged, suspected bottle, total bottle details with the help of xml uploaded by the user.

5. **Click Submit**to generate the work item number. You can use this number for repackaging.

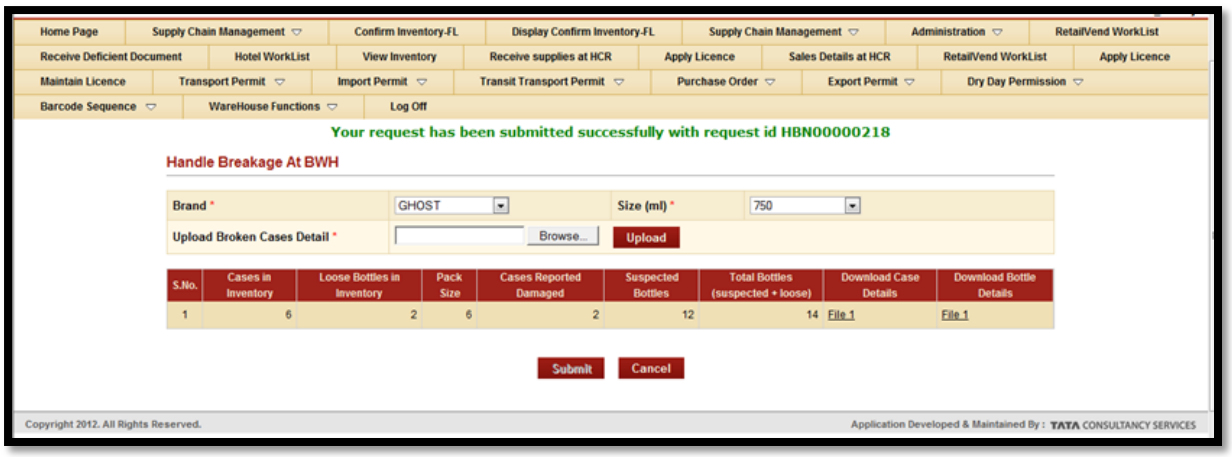


Figure 43: Handle Breakage at BWh Screen 6

	Click**File 1**link of **Download Case Details** to download the barcode details for printing of case barcodes of repackaged cases. Click **File 1** link of **Download Bottle Details**to download an XML file and upload on HHT for repackaging

4.2.3 Scan Repackaged case & bottle barcodes through HHT (BWh)

This section provides the steps to scan repackaged case and bottle barcodes by BWh User:

To scan repackaged case and bottle barcodes,

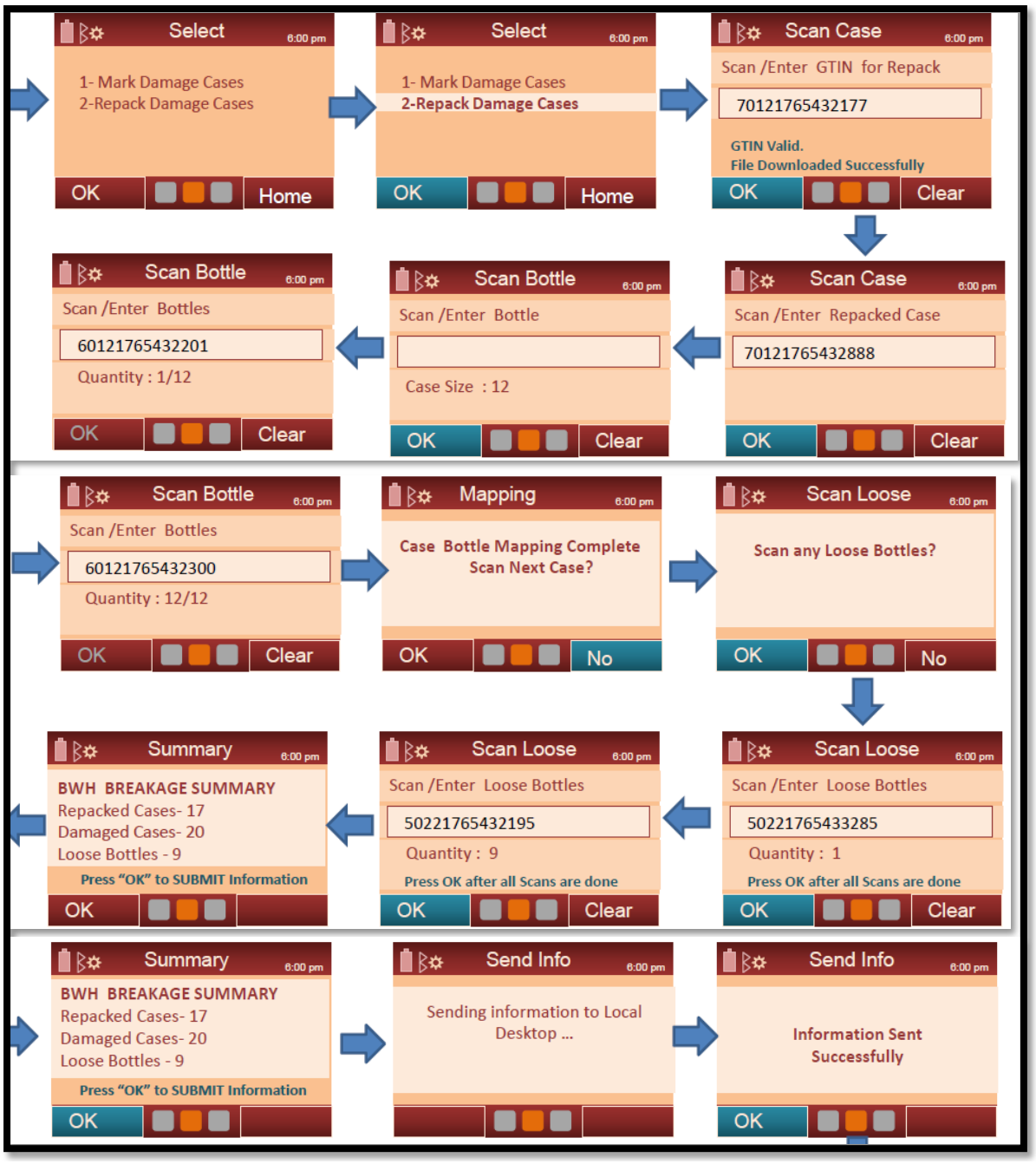


Figure 44: Scan Repackaged Cases and In-tact Bottles – HHT

1. Select **Handle Breakage at BWh**and press **Ok**
2. Select**Repack Damaged Cases** and press **Ok**
3. Scan GTIN (first 1D barcode of case) barcode

	▪ Press**Clear**, to clear the screen

4. Scan Repacked Case barcode and press **Ok**
5. Scan bottle barcode of the scanned case

6. Press **No,** if all the repacked cases are mapped and scanned

	▪ Press**Ok,** to scan next case ▪ You can also enter the barcode, if you are not able to scan

7. Press **Ok,** to scan any loose bottle

	▪ Press**No,** not to scan any loose bottle

8. Scan the barcode of loose bottle
9. Press **Ok** after scanning the barcode of all the loose bottle
10. Press **Ok** to submit the information

4.2.4 Upload repackaged details file (BWh)

This section deals with the steps to upload a repackaged file at BWh by a BWhuser.

To upload a repackaged file,

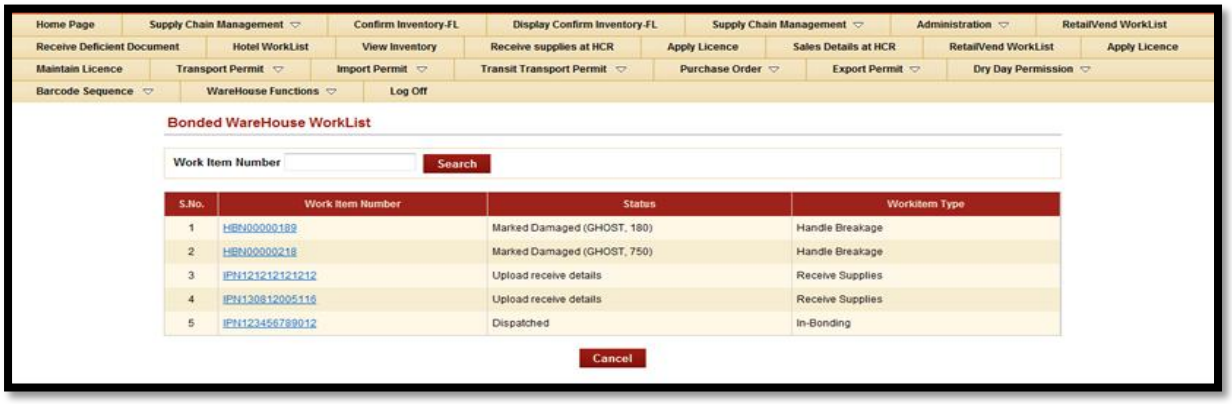


Figure 45: Handle Breakage at BWh Screen 7

1. Click on **Warehouse Functions-> Handle Breakage**

   Navigates to work list screen. Select the work item number for which repackaging has been done.

2. Click on **Work Item Number**link and navigate to BWh screen.

Figure 46: Handle Breakage at BWh Screen 8

3. **Browse** and **Upload** the repacked case details. Once the file is uploaded systems calculates the breakage duty for the damaged bottles in the SKU.The cases repacked, loose bottles left over, loose bottles left over, new inventory in cases and the breakage duty are displayed.

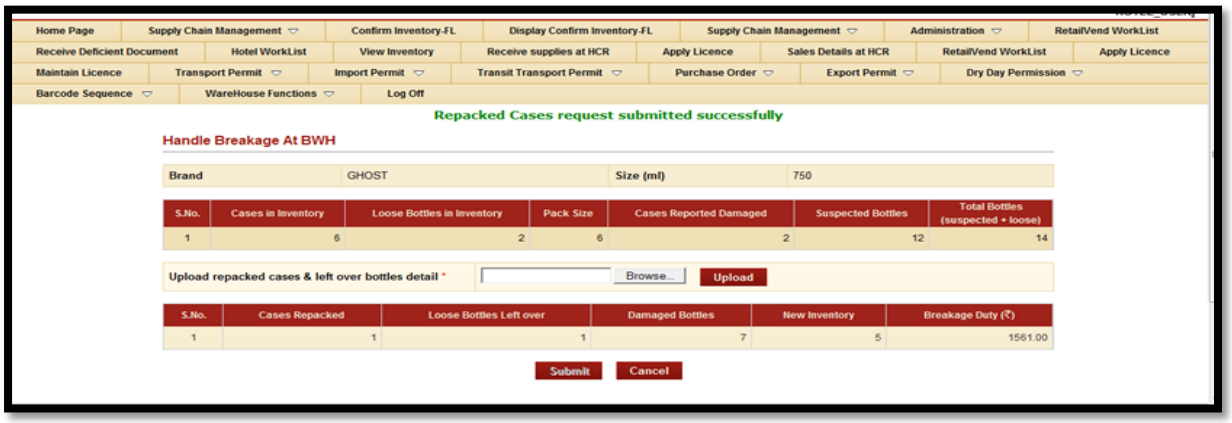


Figure 47: Handle Breakage at BWh Screen 9

4. Click **Submit**to forward the details of the work item to the excise inspector for confirmation..

4.2.5 Approve BWh Breakage (EI)

This section provides the steps for the Excise Inspector to approve BWh Breakage

To approve BWh Breakage,

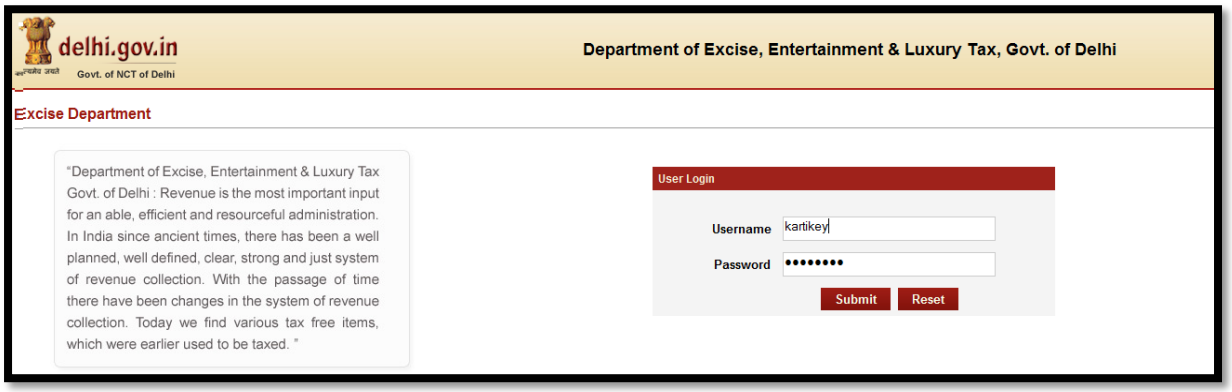


Figure 48: Handle Breakage at BWh Screen 10

1. Click on **SCM->Worklist** link
2. The list of **Work Item Numbers** requiring approval is displayed.

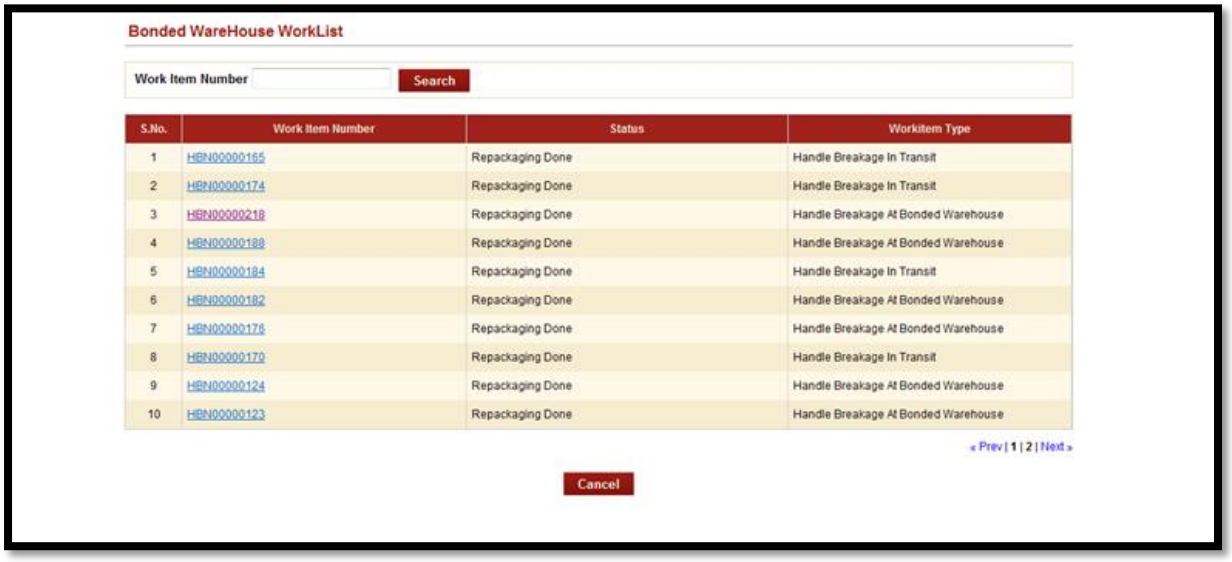


Figure 49: Handle Breakage at BWh Screen 11

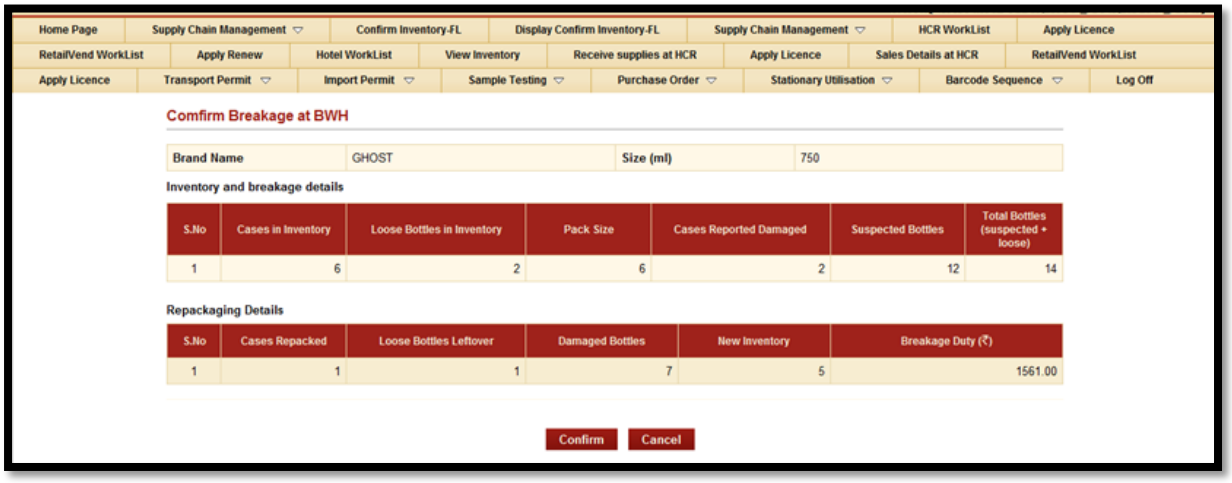


Figure 50: Handle Breakage at BWh Screen 12

3. Click the work item number link for which you want to verify the details. The details are displayed.

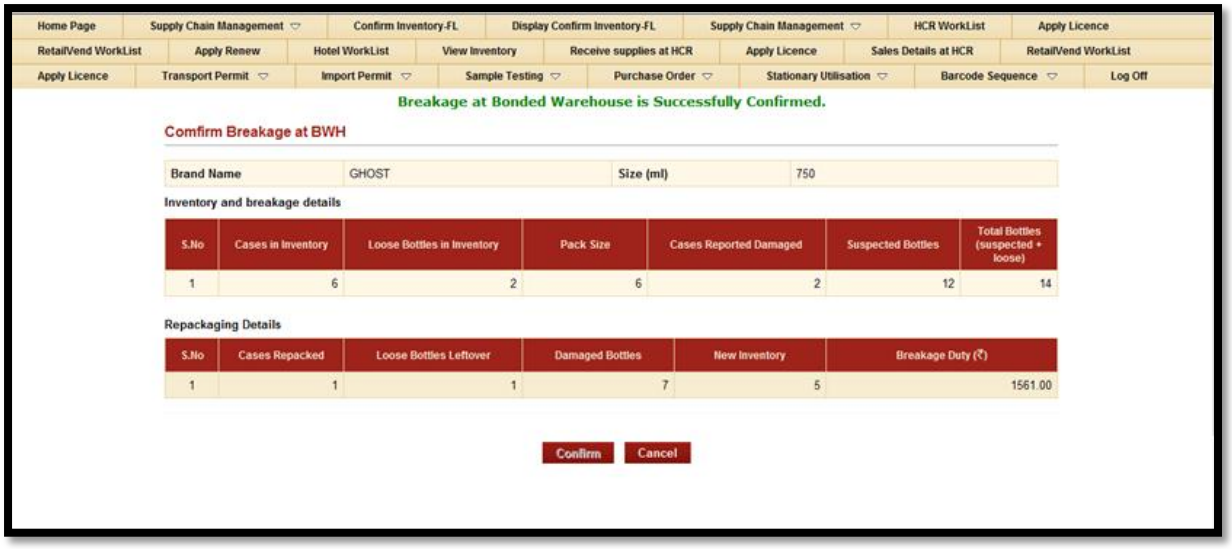


Figure 51: Handle Breakage at BWh Screen 13

4. Verify the details and click**Confirm**. The work item is forwarded to the BWh user.

- Click **Cancel,** to navigate to the home page,
- Enter the **Work Item Number** , click **Search, t**o search for the wrok item number

4.3 Pay Breakage Duty (BWh)

This section provides the steps for the BWh user to pay the breakage duty at BWh.

To pay the breakage duty:

1. Click **Warehouse Function -> Pay Breakage Duty**.

   The applicable breakage duty is displayed.

Figure 52: Pay Breakage Duty Screen 1

2. Select the breakage type for which you want to pay the duty.

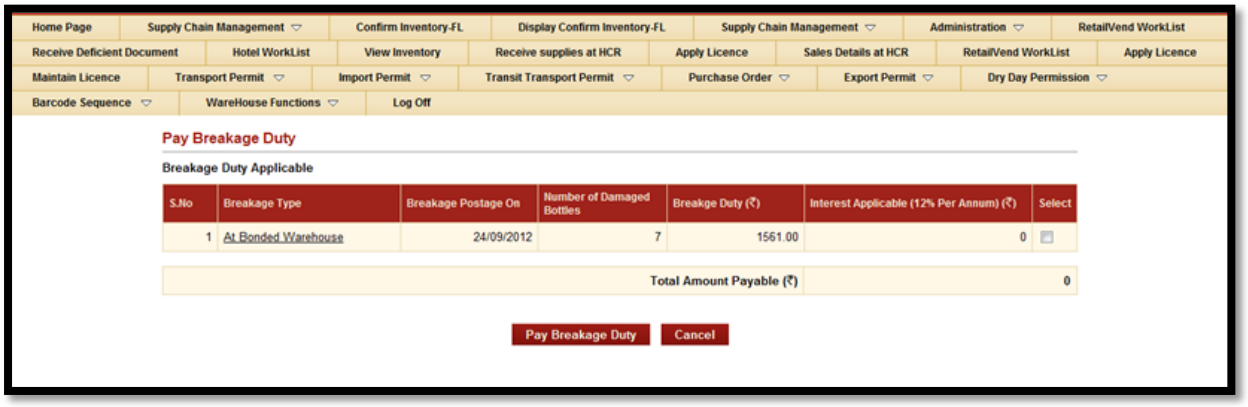


Figure 53: Pay Breakage Duty Screen 2

Figure 54: Pay Breakage Duty Screen 3

3. Click the**Breakage Type** link. The details for the breakage are displayed.

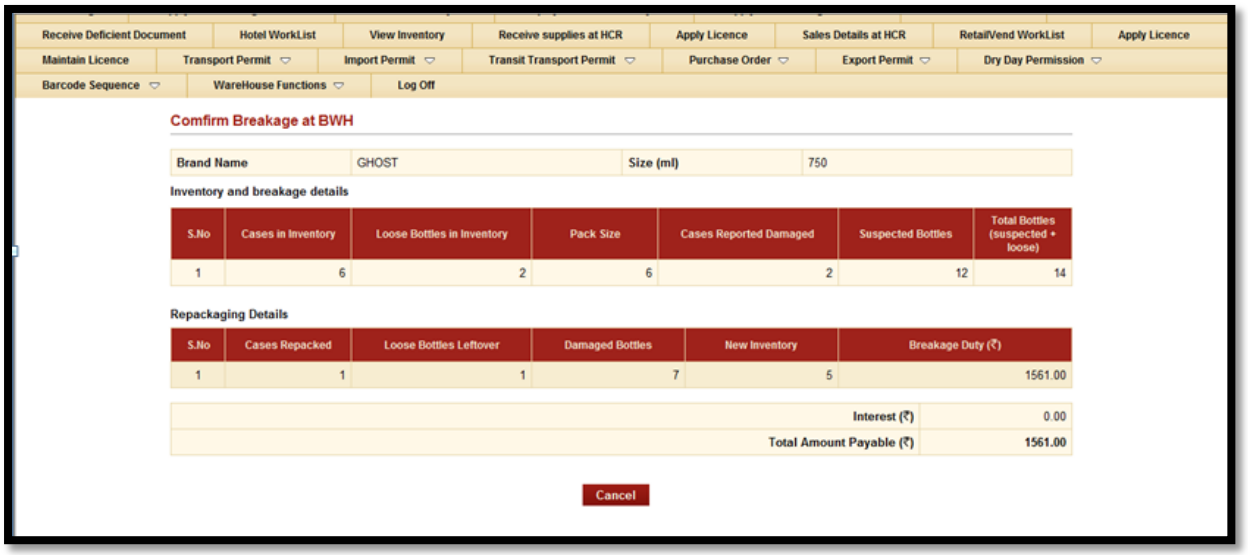
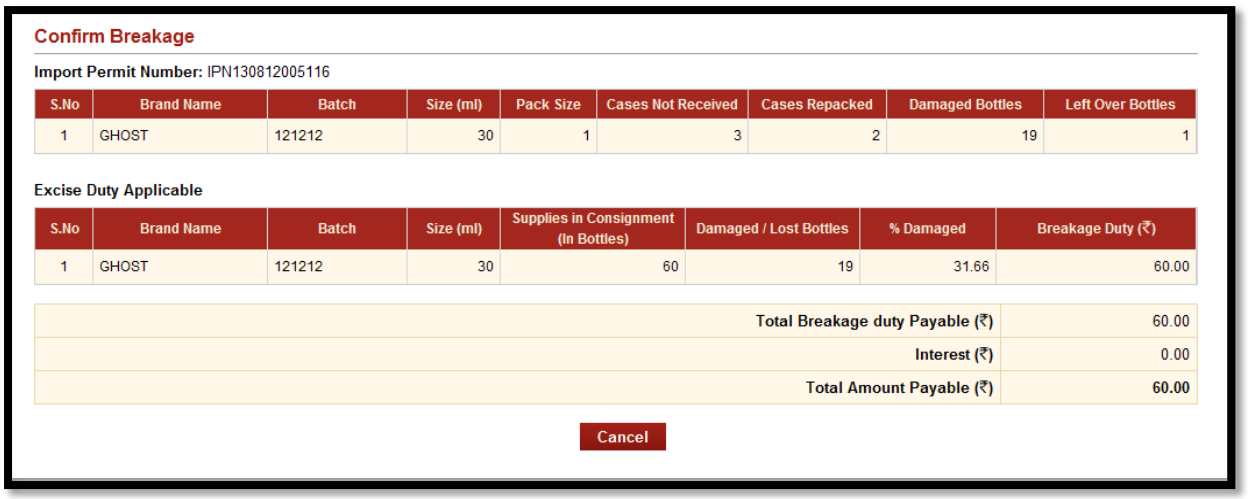


Figure 55: Pay Breakage Duty Screen 4



Confirm Breakage

Import Permit Number: IPN130812005116

S.No	Brand Name	Batch	Size (ml)	Pack Size	Cases Not Received	Cases Repacked	Damaged Bottles	Left Over Bottles
1	GHOST	121212	30	1	3	2	19	1

Excise Duty Applicable

S.No	Brand Name	Batch	Size (ml)	Supplies in Consignment (In Bottles)	Damaged / Lost Bottles	% Damaged	Breakage Duty (₹)
1	GHOST	121212	30	60	19	31.66	60.00

Total Breakage duty Payable (₹)	60.00
Interest (₹)	0.00
Total Amount Payable (₹)	**60.00**

Cancel

Figure 56: Pay Breakage Duty Screen 5

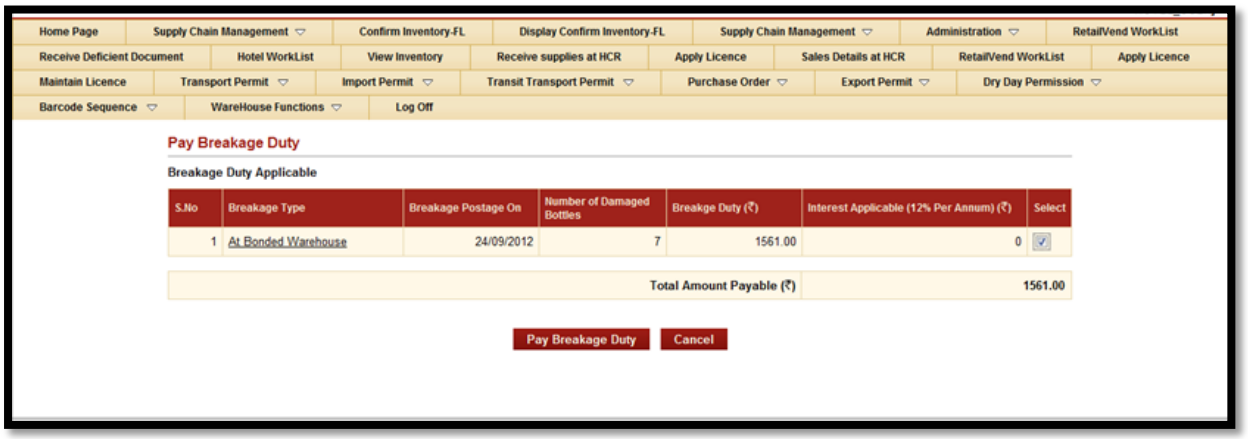


Figure 57: Pay Breakage Duty Screen 6

4. Select the records for which the breakage duty is to be paid. The **Total Amount Payable** is displayed.
5. Click **Pay Breakage Duty**.Aconfirmation screen is displayed and you are redirected to the payment gateway.

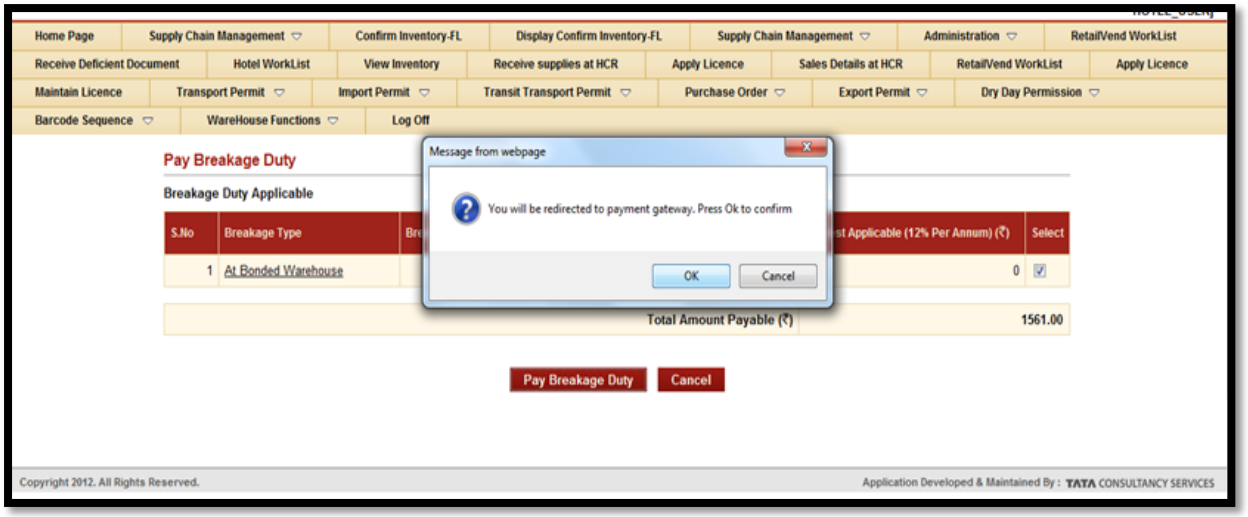


Figure 58: Pay Breakage Duty Screen 7

6. Click**OK** to confirm.

7. Select the **Mode of Payment** and click **confirm**. The payment status is displayed.

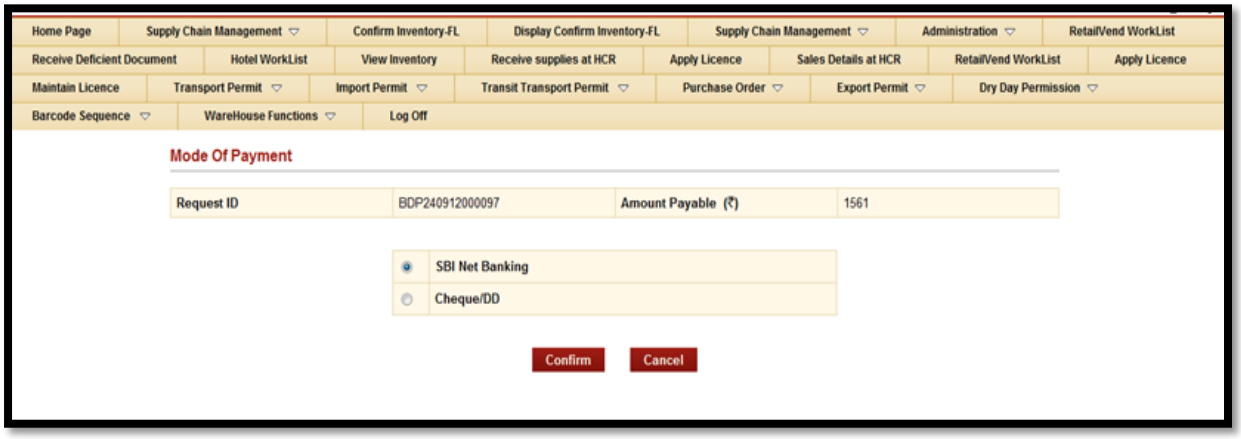


Figure 59: Pay Breakage Duty Screen 8

8. Click **Generate Acknowledgment**linkto generate the **Acknowledgement Slip** for the payment

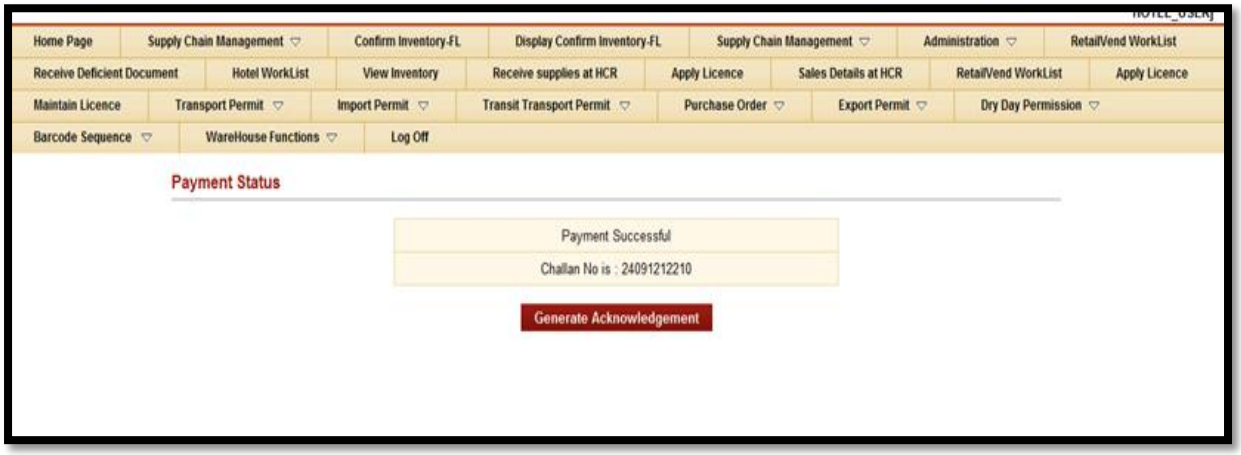
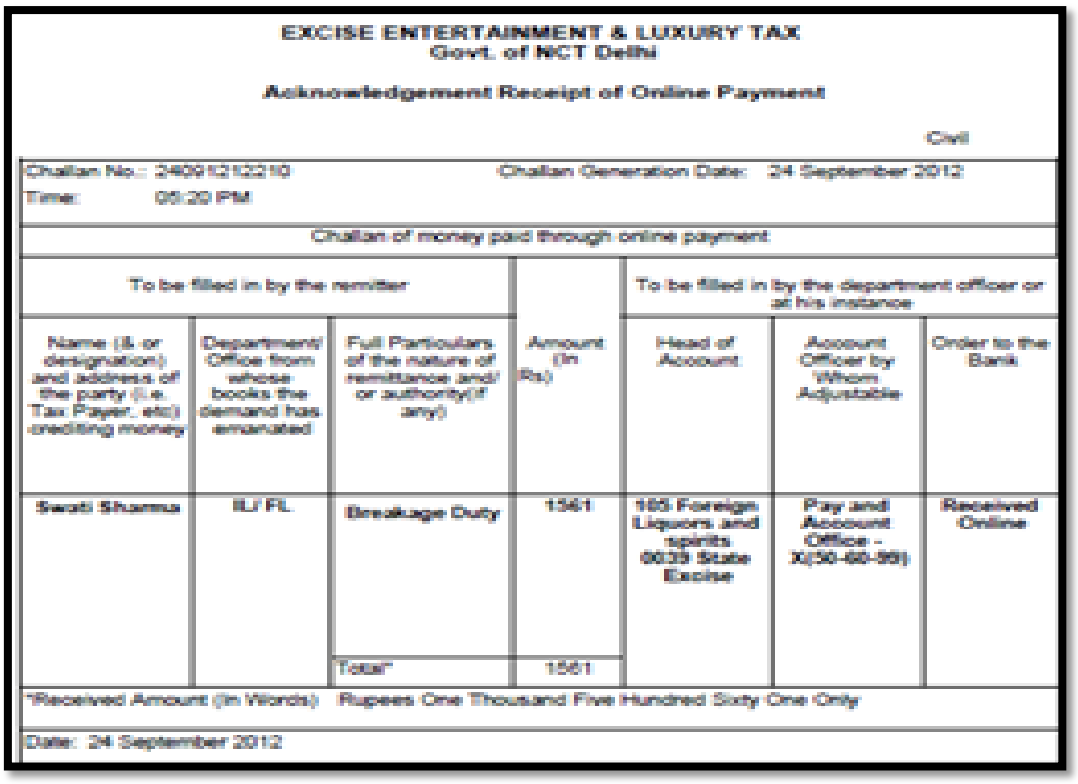


Figure 60: Pay Breakage Duty Screen 9



EXCISE ENTERTAINMENT & LUXURY TAX
Govt. of NCT Delhi

Acknowledgement Receipt of Online Payment

Civil

Challan No.: 2409121222I0 Challan Generation Date: 24 September 2012
Time: 05:20 PM

Challan of money paid through online payment

To be filled in by the remitter				To be filled in by the department officer or at his instance		
Name (& or designation) and address of the party (i.e. Tax Payer, etc) crediting money	Department/ Office from whose books the demand has emanated	Full Particulars of the nature of remittance and/ or authority(if any)	Amount (In Rs)	Head of Account	Account Officer by Whom Adjustable	Order to the Bank
Swati Sharma	ELI FL	Breakage Duty	1561	103 Foreign Liquors and spirits 0039 State Excise	Pay and Account Office - X(30-60-99)	Received Online
		Total"	1561			

"Received Amount (In Words) Rupees One Thousand Five Hundred Sixty One Only

Date: 24 September 2012

Figure 61: Pay Breakage Duty Screen 10

- Click **Cancel,** to navigate to the home page,.
- You can pay the breakage duty for multiple records in a single transaction.

DISPATCH AGAINST TRANSPORT PERMIT

5 Dispatch against Transport Permit at BWh

The supplies are dispatched from BWh against the Transport Permits (TP). While dispatching against TP, cases are scanned by the HHT and the scanned file is uploaded to ESCIMS..

5.1 Identify TPs (BWh)

This section provides the steps to identify TP to be dispatched in a single truck by BWh User:

To identify TP,

1. Click on **Transport Permit -> Prepare For Dispatch** link

   The**Prepare for Dispatch against TP Screen** is displayed

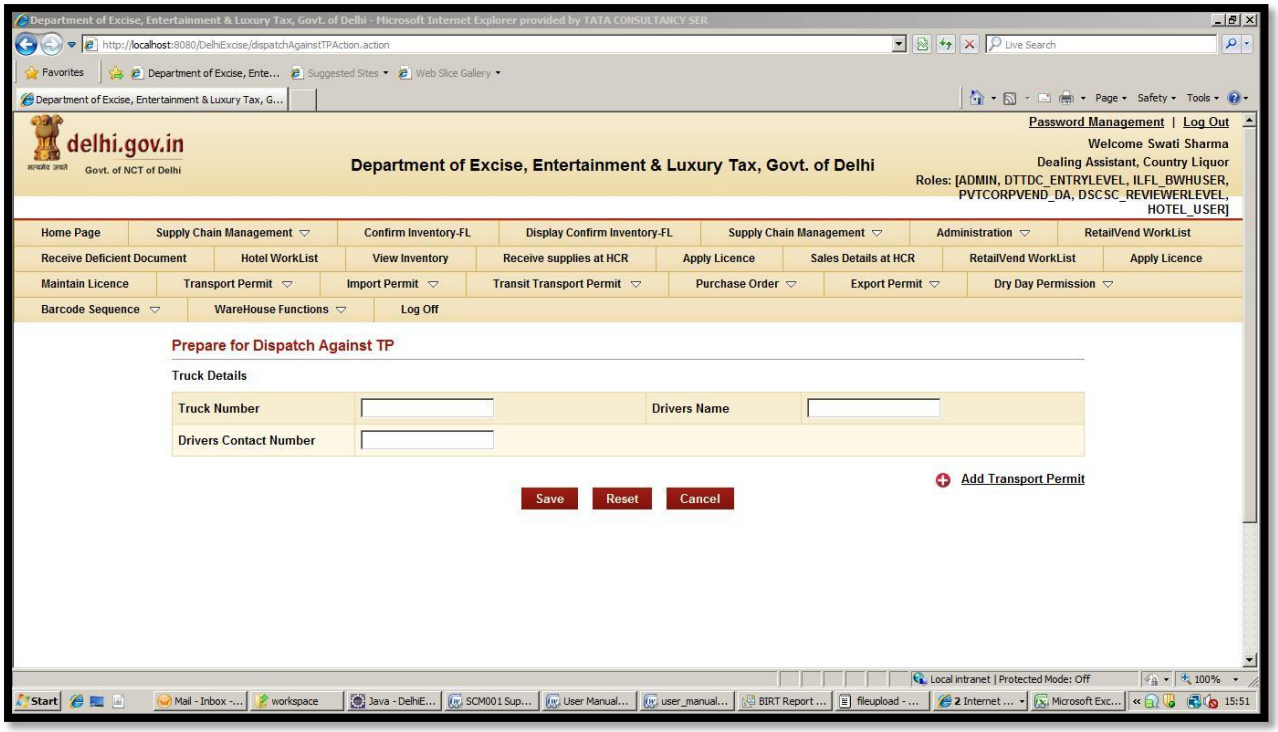


Figure 62: Prepare for Dispatch against TP

2. Enter the truck no., driver name and driver contact no. and click **Save**
3. Click on ***Add Transport Permit*** Link

   The**Active TP Screen** is displayed

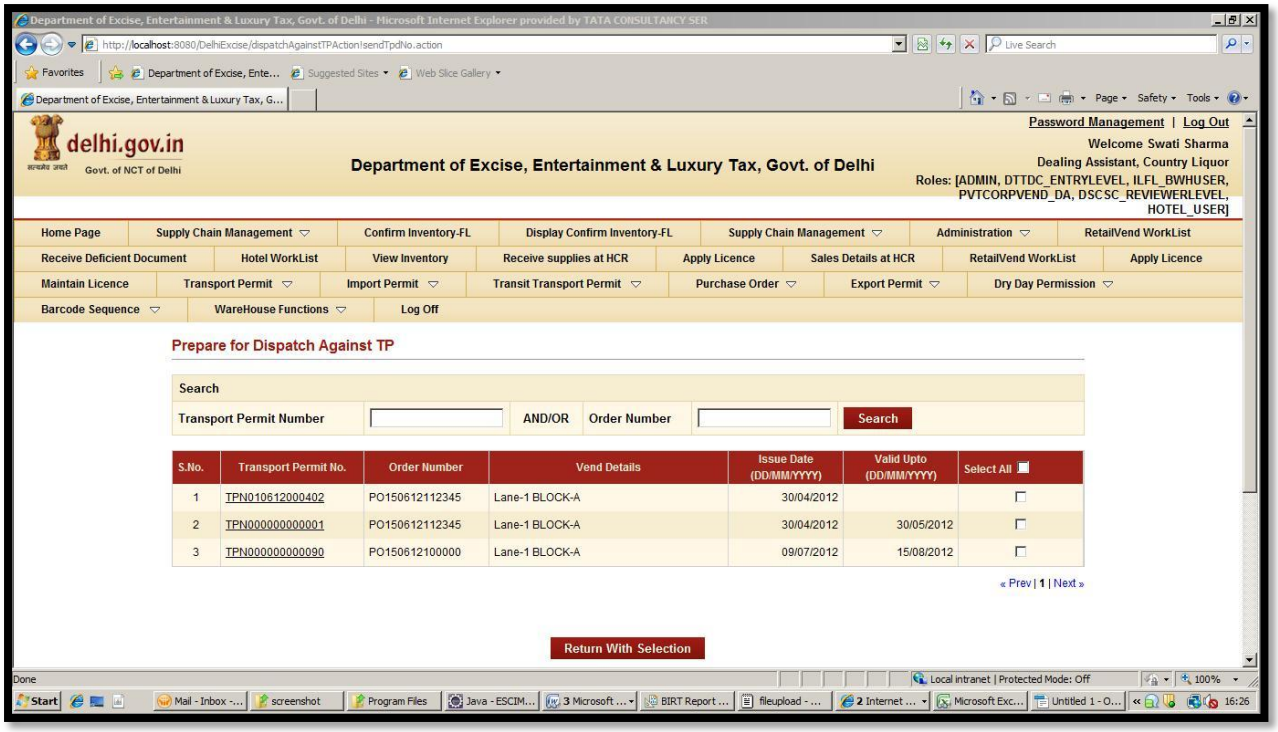


Figure 63: Active TPs Screen

4. Select the TPs to be dispatched in that truck and click **Return with Selection**

   The**Prepare for Dispatch Screen 2** is displayed

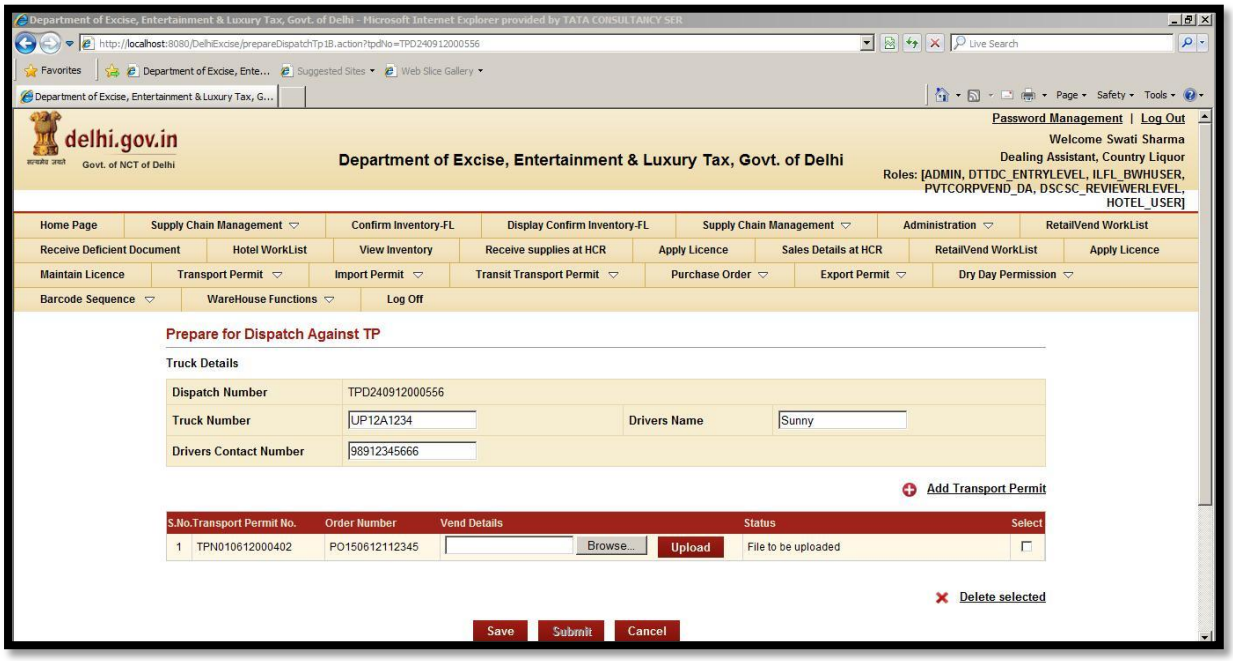


Figure 64: Prepare for Dispatch Screen2

- Click on **Transport Permit No.**link to view the TP details
- Click**Search,**to search the TP by Transport Permit No. and/or Order No.

5. Click **Save**and **Close** the screen

5.2 Scan case barcodes through HHT (BWh)

This secyion provides the steps to scan case barcodes from HHT by BWh user:

To scan case barcodes,

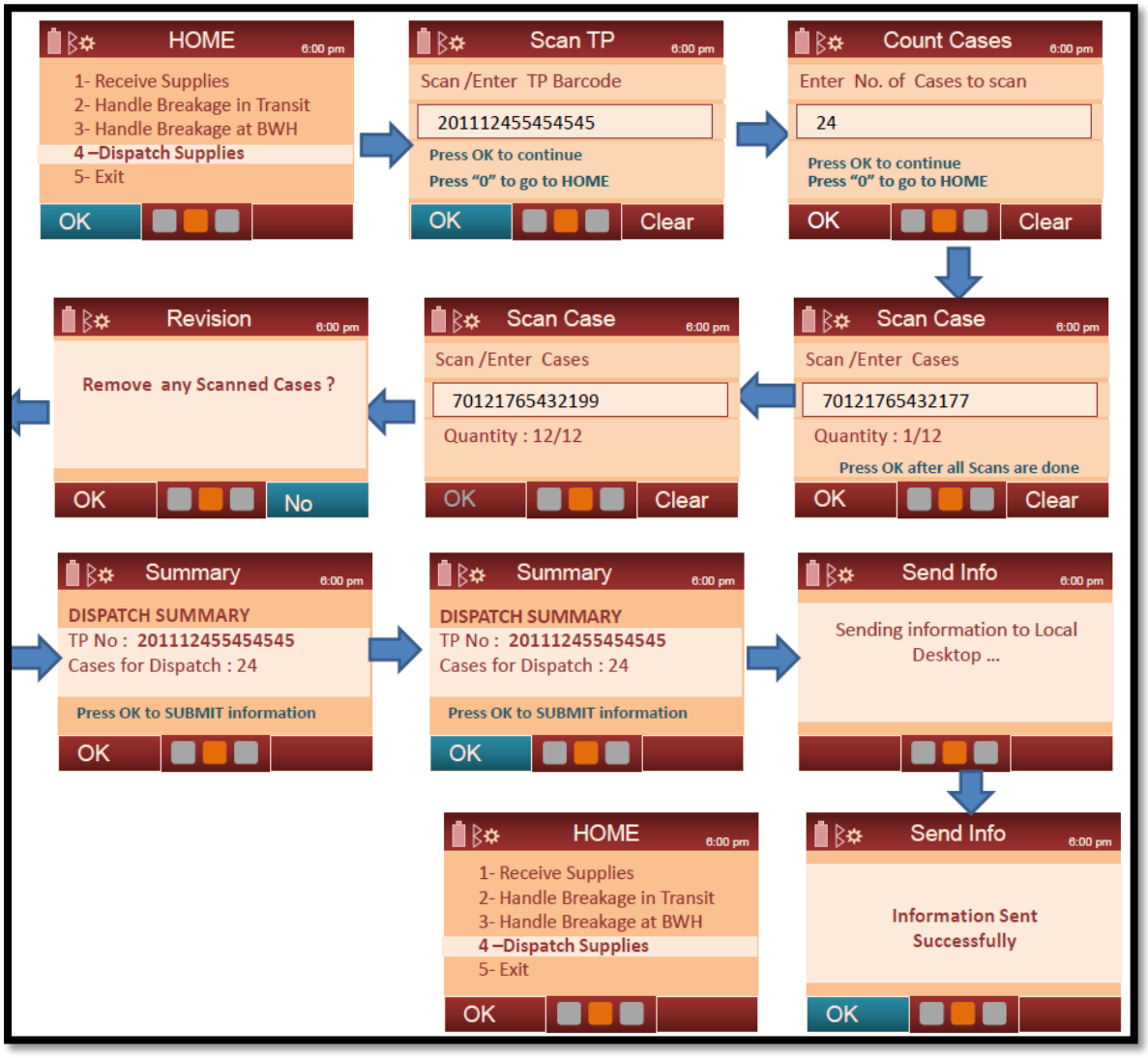


Figure 65: Dispatch Supplies through HHT Screen

1. Select **Dispatch Supplies** and press **Ok**
2. Scan TP Barcodes and press **Ok**
3. Enter No. of Cases to scan and press **Ok**

	▪ Click**Clear,** to clear the screen

4. Scan case barcodes to be dispatched
5. **P**ress **Ok** after all scans are done
6. Press **No,** if all the correct cases are scanned

	▪ Click**Ok,**to remove any scanned case ▪ You can also enter the barcode, if you are not able to scan

7. Press **Ok** to submit the information

5.3 Upload barcode file (BWh)

This section provides the steps to upload barcode file by BWh user:

To upload barcode file,

1. Click SCM->Prepare for Dispatch-> Savedlink
2. Select the work-itemlink

The**Prepare for Dispatch against TP Screen 2** is displayed

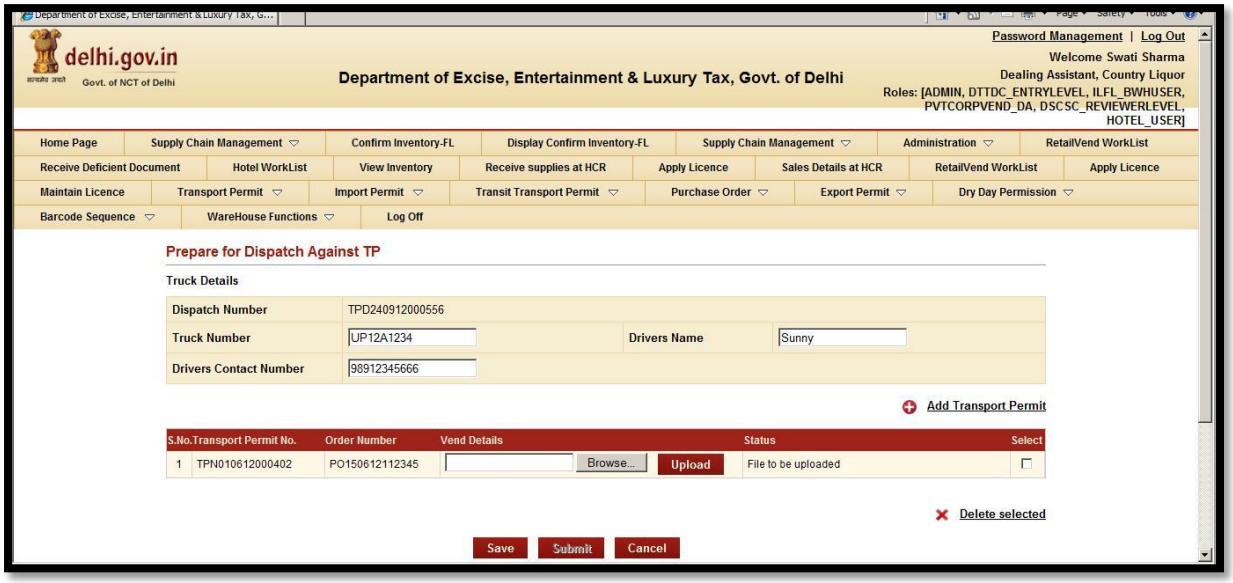


Figure 66: Prepare for Dispatch Screen2

3. Click on **Browse** and upload the file.

The**File Successful Upload Screen** is displayed.

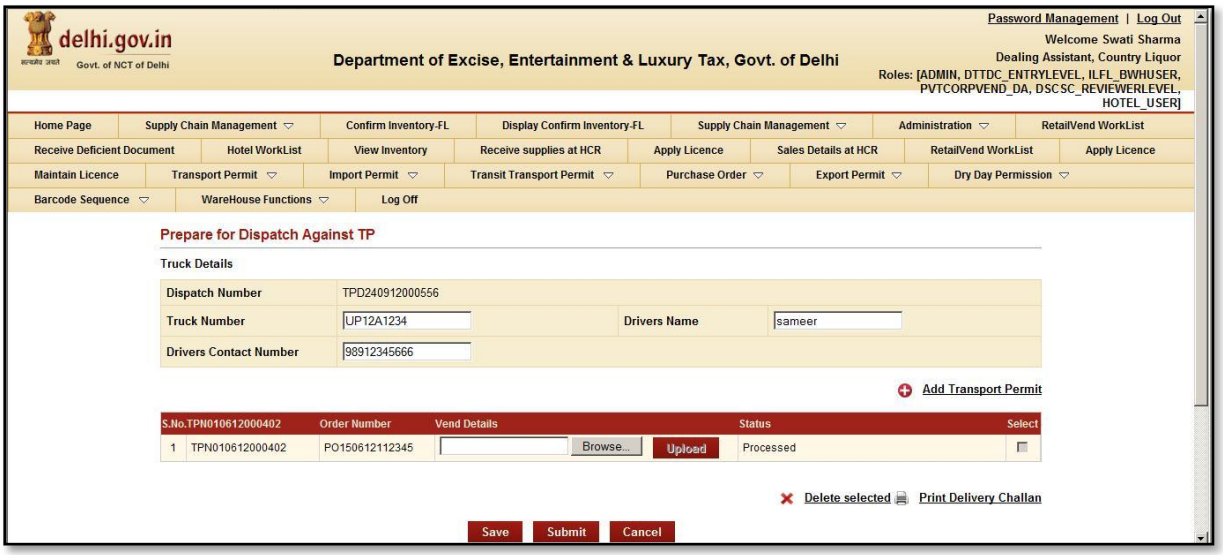


Figure 67: File Successful Upload Screen

- Click**Add Transport Permit No,** to add any other active transport permit
- Click**Delete Selected,** to delete the added transport permit
- Click**Print Delivery Challan,** to print the delivery challan
- If there is any error in the uploaded file, file is to be either re-uploaded or deleted by **Delete Selected**

4. Click **Submit**

The **Delete Uploaded File Screen** is displayed

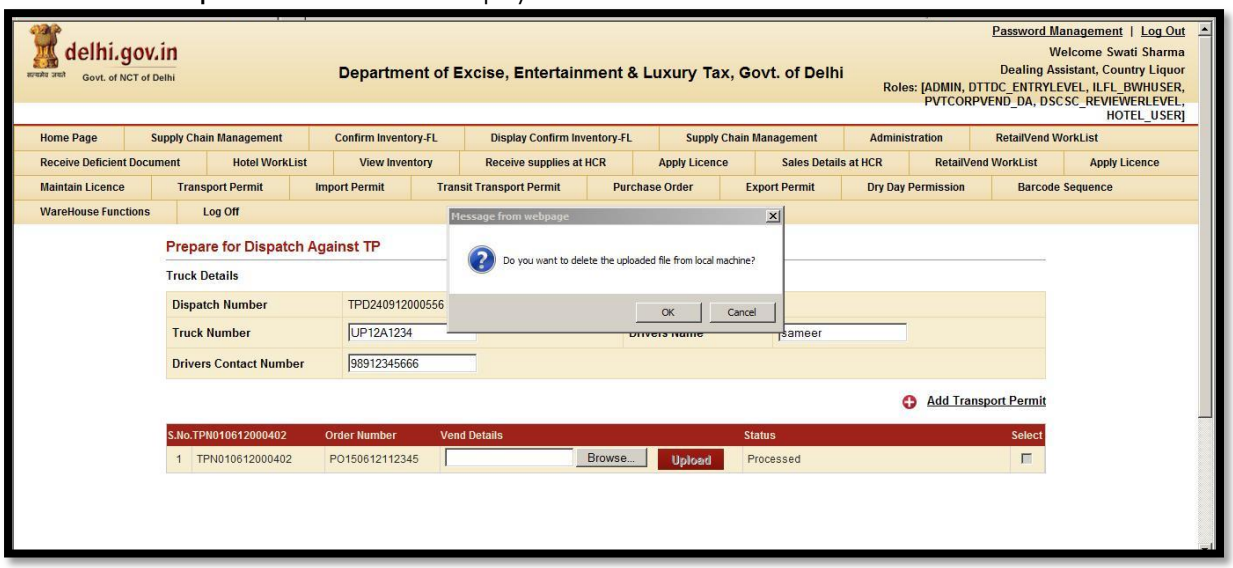


Figure 68: Delete Uploaded File Screen

5. Click **Ok**

- **F**ile is sent to Excise Inspector for approval

5.4 Verify out-bond from BWh (EI)

This task is performed by EI. This section provides the steps to Verify Out-bond from BWh:

To Verify Out-bond from BWh,

1. Click on **SCM->Allow TP Dispatch**link
2. Click Work-item linkwith status **TP Approval**

The**Verify TP Screen** is displayed

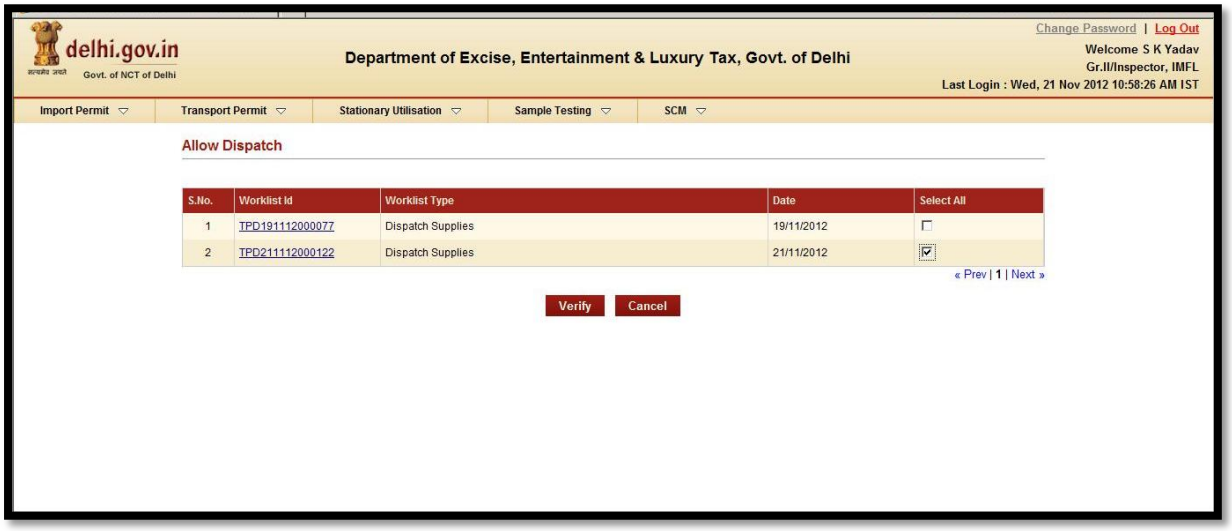


Figure 69: Verify TP Screen

3. Click **Worklist ID**link

The **Dispatch Supplies Work-item Detail Screen** is displayed

- **Select All:** To verify multiple work items at one time.Enter **Remarks,** and click **Verify**
- **Cancel:** To close the current screen without saving any details

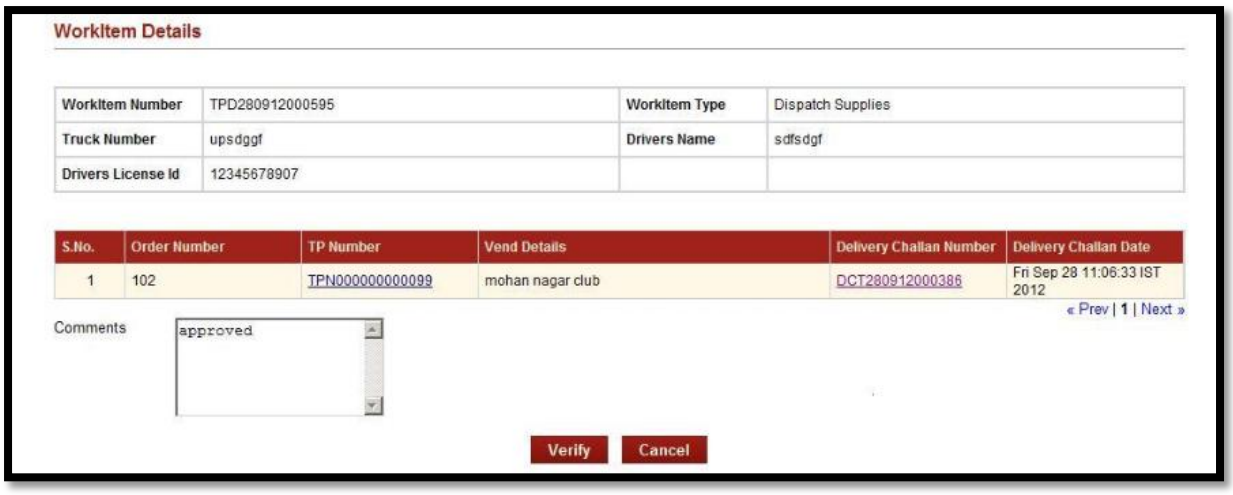


Figure 70: Dispatch Supplies Work-item Detail Screen

4. Enter **Comments**
5. Click **Verify**

- Click**TP Number**link**,** to view the **TP Details**
- Click**Delivery Challan No.**link**,**to view the delivery challan details

OTHER PROCESSES IN SUPPLY CHAIN

6 Other Processes in Supply Chain

The other processes in supply chain are as follows:

- Stock Ageing Analysis at BWh
- Track from GPRS
- Track and Trace from ESCIMS

6.1 Stock Ageing Analysis at BWh(EI)

This task is performed by EI. This section provides the steps to analyse Stock Ageing at BWh:

To analyse Stock Ageing at BWh,

1. Click on **SCM-> Stock Ageing Analysis** link
2. Select a stock ageing work item from the list by clicking on the **Work List ID**link.

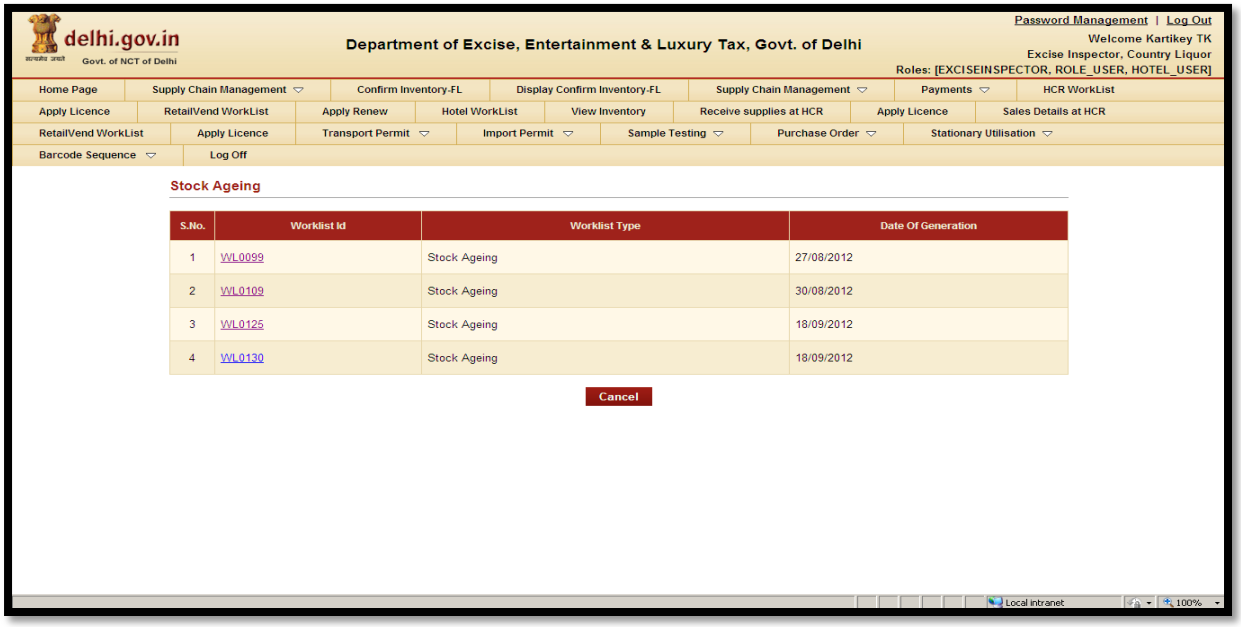


Figure 71: Stock Ageing Analysis Screen 1

3. Details of selected work item will display, displaying the **SKU Name, Packaging Type and Suspected Inventory**.

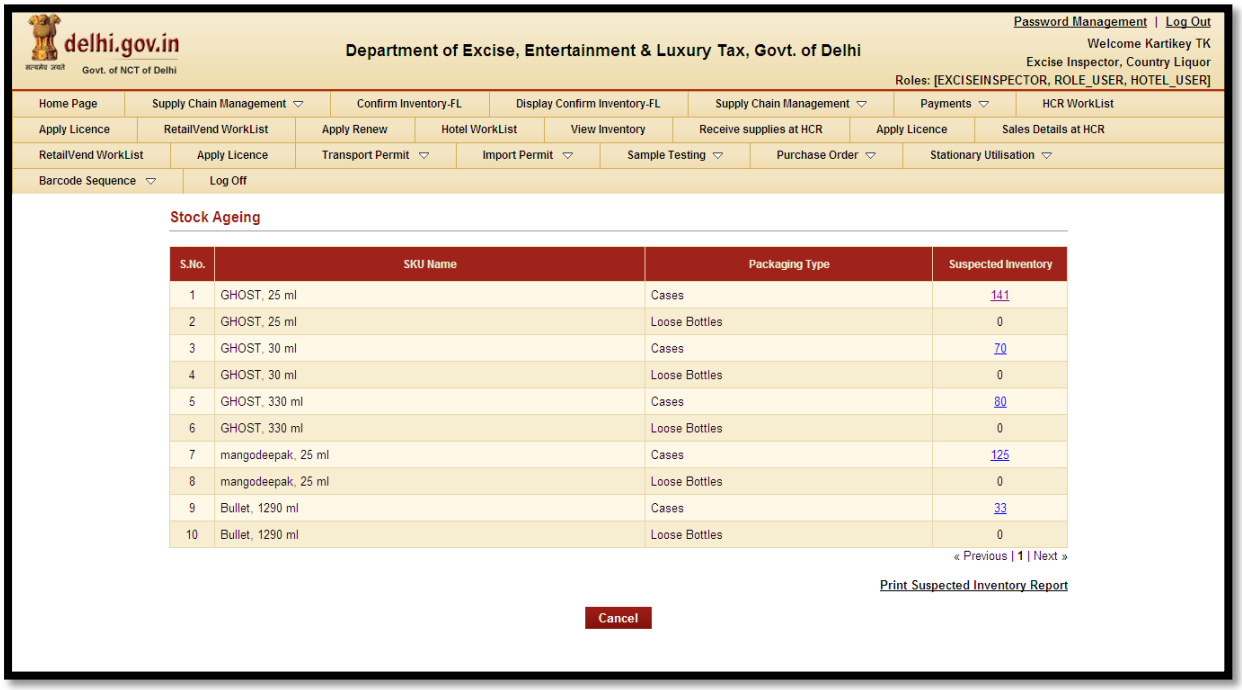


Figure 72: Stock Ageing Analysis Screen 2

4. Select the **Suspected Inventory**link and system will display the corresponding SKU details for status update.

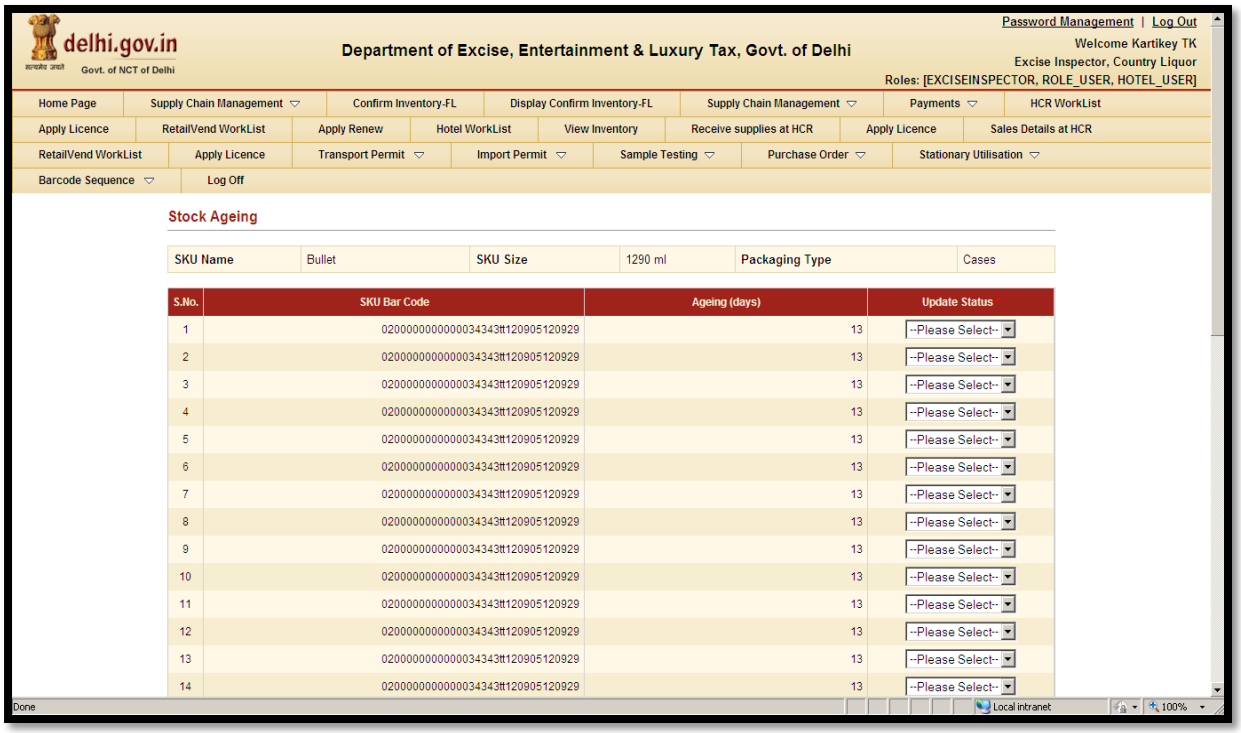


Figure 73: Stock Ageing Analysis Screen 3

5. **Select** and update the status from the dropdown of the inventory.

6. Click **Save** . The status of the inventory will update and count of BWh inventory will update.

	• Click **Cancel. t**o navigate to the home page,

6.2 Track through GPRS (EI)

This section provides the steps to Track through GPRS by EI

To Track through GPRS,

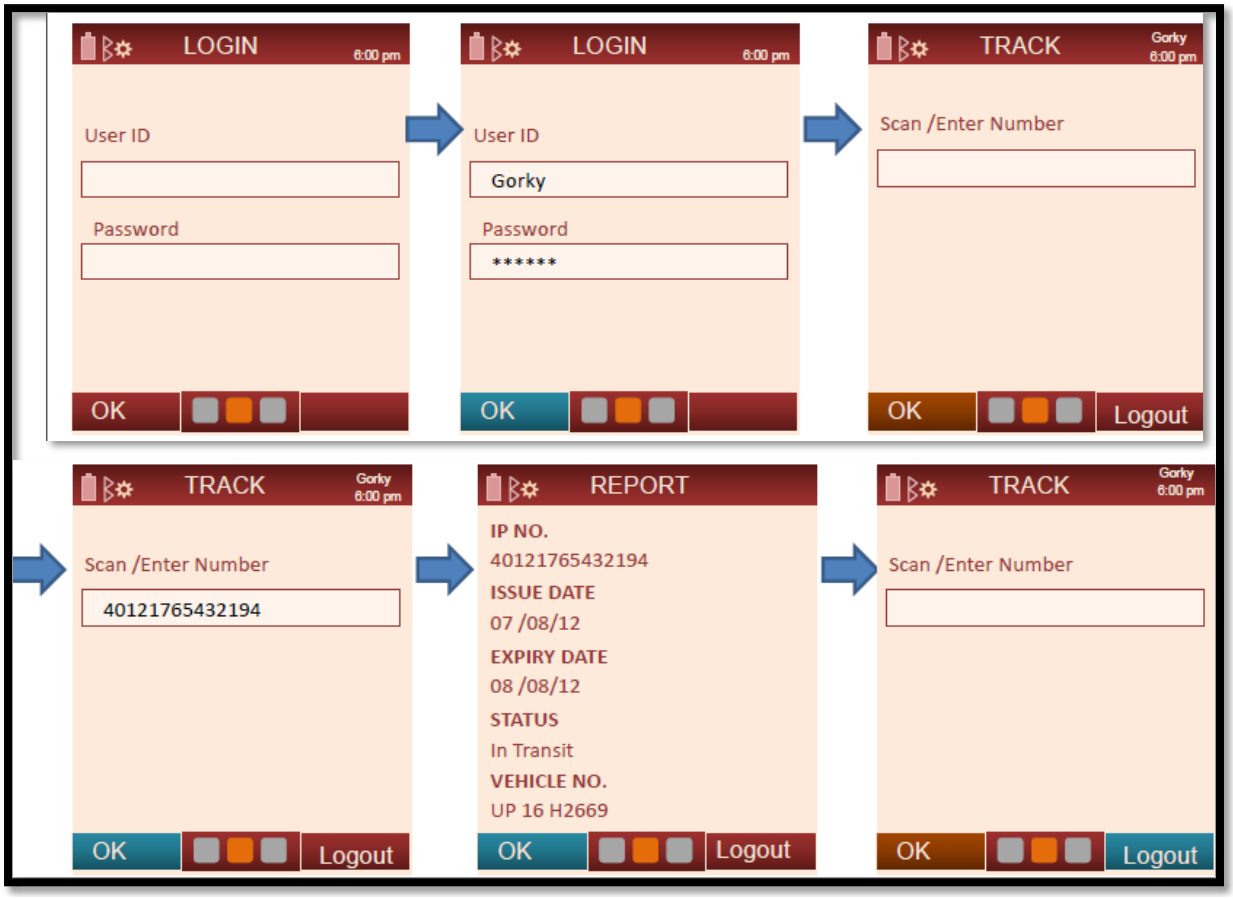


Figure 74: Track through GPRS Screen

1. Enter **User Id** and **Password,** and press **Ok**
2. **Scan Barcode and press Ok**

   The **GPRS output screen** is displayed.

- The following barcodes can be scanned :
  - Case Barcode
  - Bottle Barcode
  - Transport Permit No.
  - Import permit no.
- **Truck No. :** You can also enter vehicle no. to track the consignment

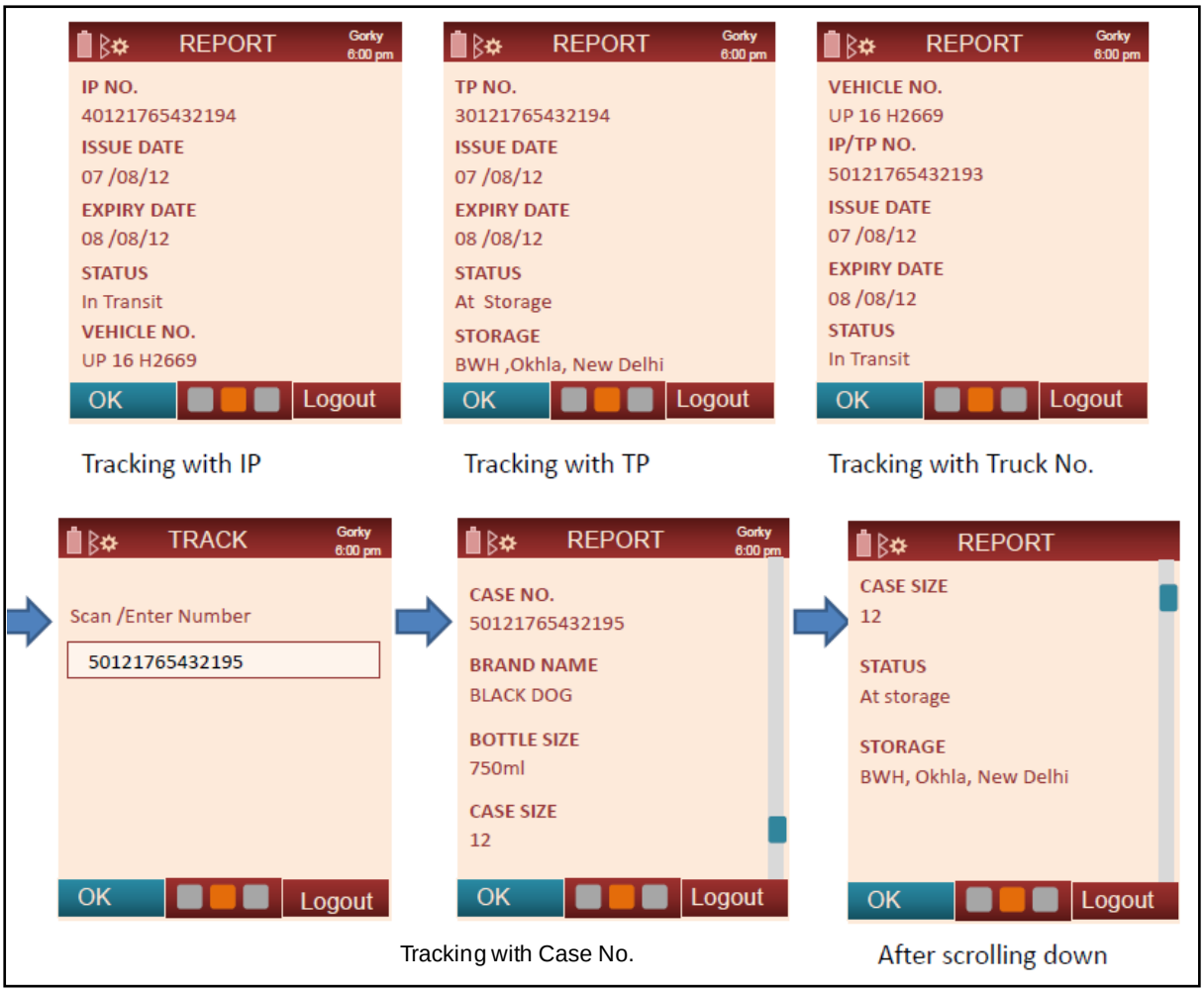


Figure 75: GPRS Output Screen

6.3 Track and Trace from ESCIMS (AC/Superintendent/GM Excise/DC/Commissioner)

This task is performed by AC/Superintendent/GM Excise/DC/Commissioner. This section provides the steps of Track and trace from ESCIMS:

To track and trace from ESCIMS:

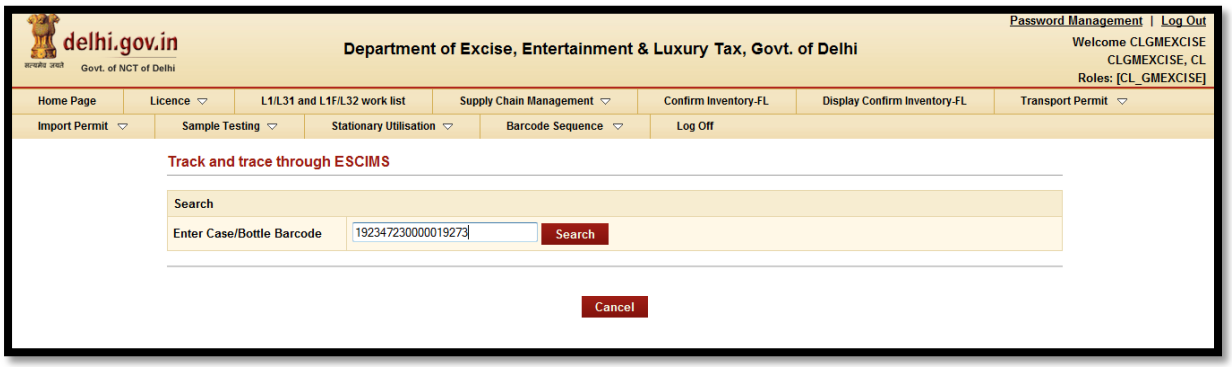


Figure 76: Track & Trace through ESCIMS Screen 1

1. Click on **SCM-> Track and Trace** link
2. Enter the **Case/ Bottle Barcode** to be tracked and traced, click on **Search** to find the current status of case/bottle.

Figure 77: Track & Trace through ESCIMS Screen 2

3. Click on **View History**link, to trace the case/ bottle.

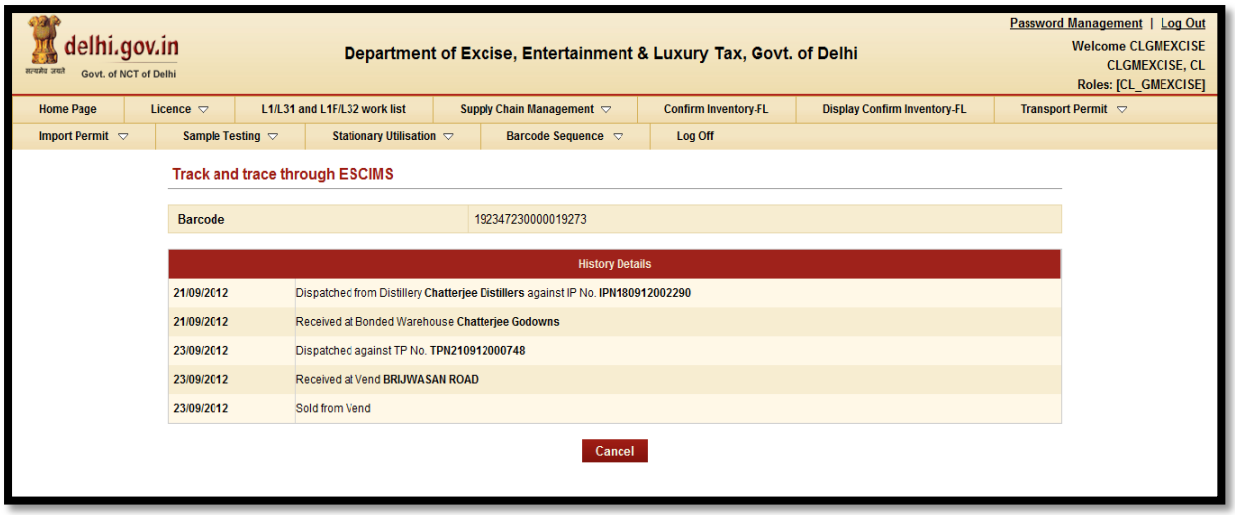


Figure 78: Track & Trace through ESCIMS Screen 3

4. The system displays the date wise track and trace of the selected barcode of the bottle/ case.

	Click **Cancel,** to navigate to home page

HCR PROCESSES

7 Receive Details and Upload Sales Data at HCR

At HCR, the following activities are performed in ESCIMS:

- Receive Supplies
- Issue Stock for Sale

7.1 Receive Details against Transport Permit at HCR

The Hotel, Club, Restaurant receive the consignment which is dispatched from the BWh against a TP.This consignment is scanned and received with the HHT device. This section provides the details of receiving the consignment through HHT device.

7.1.1 Scan file through HHT (HCR)

This task is performed by HCR user. This section provides the steps to scan file from HHT at HCR:

To scan file from HHT,

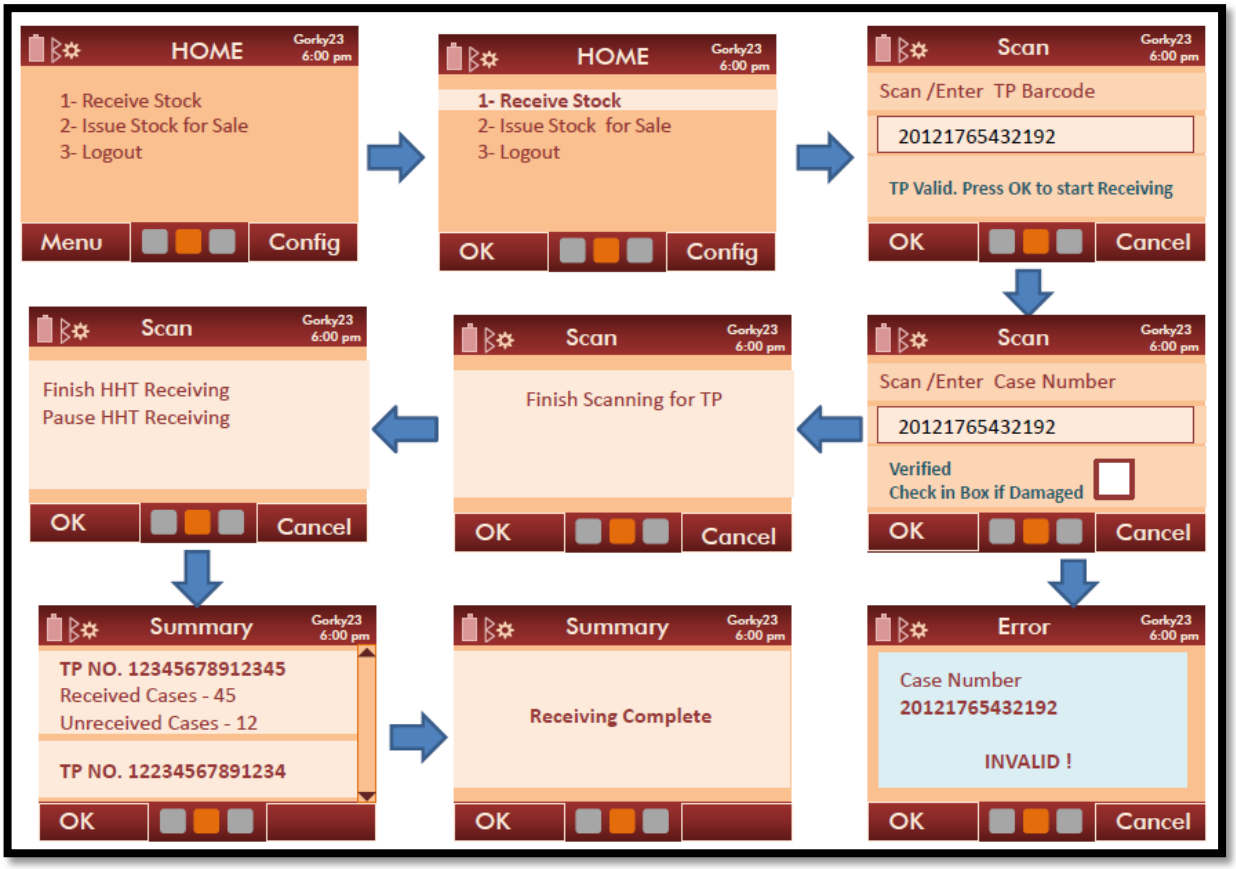


Figure 79: Scan File at HCR

1. Select **Receive Stock** and press **Ok**
2. Scan the TP Barcode
3. Scan the case barcode of intact cases

4. On completing the scanning of intact cases, press **Ok**.

5. Press **Ok** to submit the information.

7.1.2 Upload scanned file (HCR)

This task is performed by HCR user. This section provides the steps to upload scanned file at HCR:

To upload scanned file,

1. Click**SCM**->**Receive Supplies at HCR**link

The **Receive Supplies at HCR WorklistScreen** is displayed

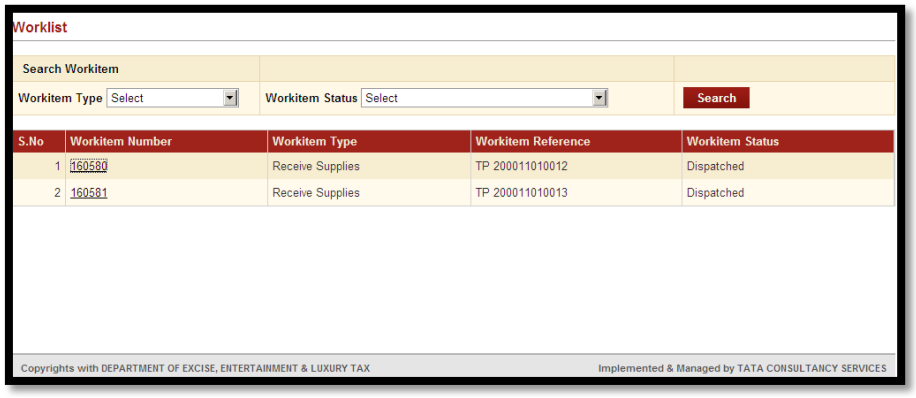


Figure 80: Receive Supplies at HCR Work-list Screen

2. Click the **Workitem No.** link

The**Receive Supplies at HCR Screen** is displayed.

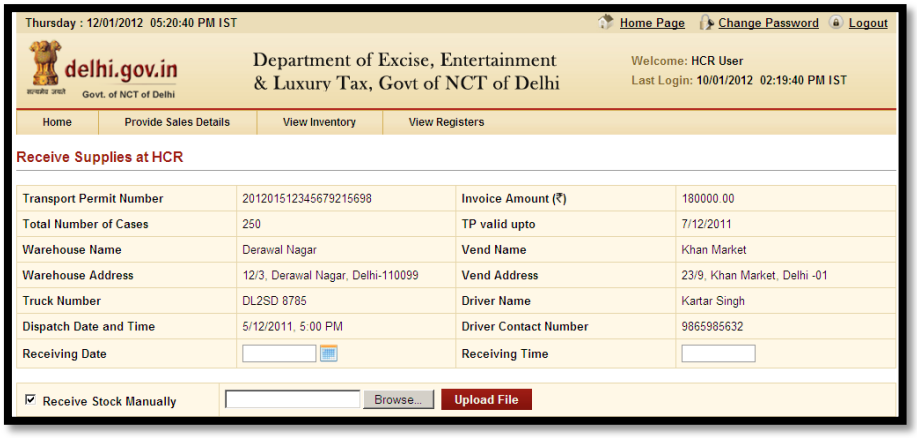


Figure 81: Receive Supplies at HCR Screen

Select from the drop down the **work-item type**link and **work-item status** and click **Search**

3. **Browse** and click **Upload File**

The **Receive Unscanned Supplies Screen** is displayed.

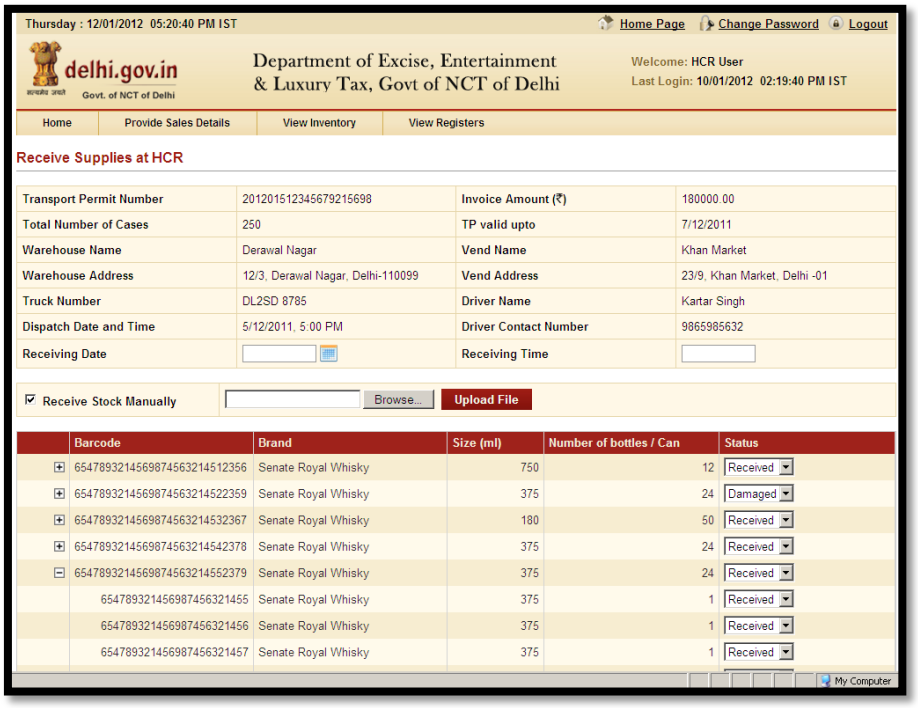


Figure 82: Receive Unscanned Supplies at HCR Screen

4. SelectReceived or damaged value from the drop down, and **Submit**

7.1.3 Receive manually without HHT (HCR)

This task is performed by HCR user. This section provides the steps to receive supplies manually i.e. without HHT,

To receive supplies manually,

1. Click on **SCM->Receive Supplies at HCR**link

The **Receive Supplies at HCR WorklistScreen** is displayed

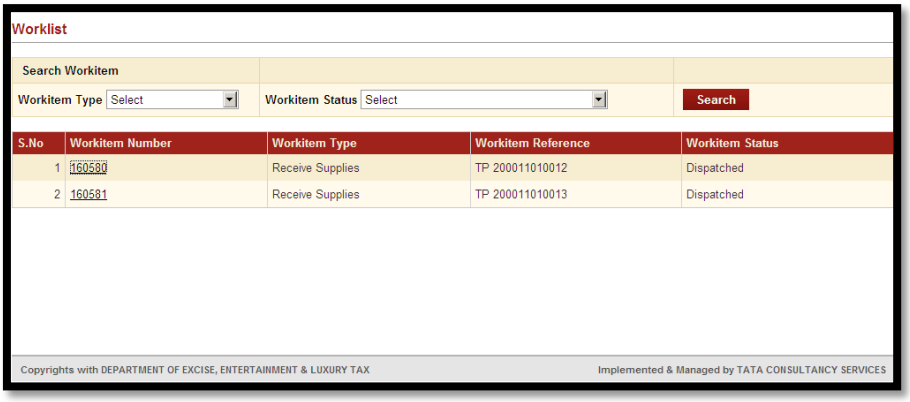


Figure 83: Receive Supplies at HCR Work-list Screen

2. Click the **Workitem No.** link

The **Receive Supplies at HCR Screen** is displayed

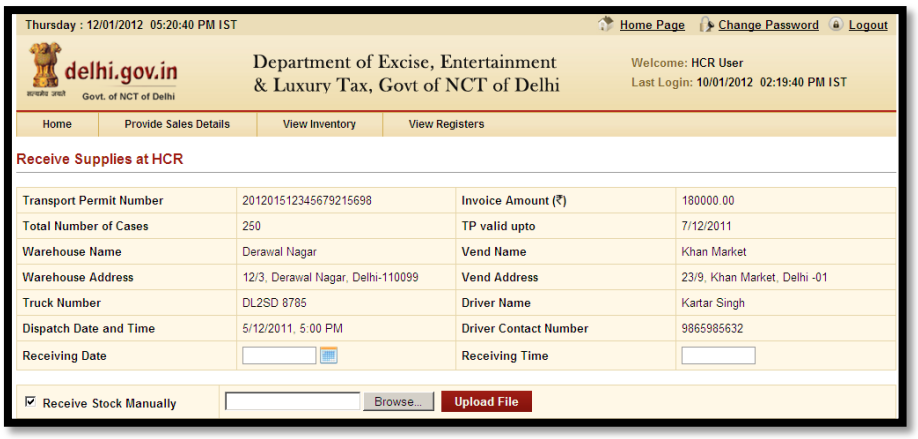


Figure 84: Receive Supplies at HCR Screen

Select from the drop down the **work-item type** and **work-item status** and click **Search**

3. Select the checkbox **Receive Stock Manually**

The **Receive SuppliesManually Screen**is displayed.

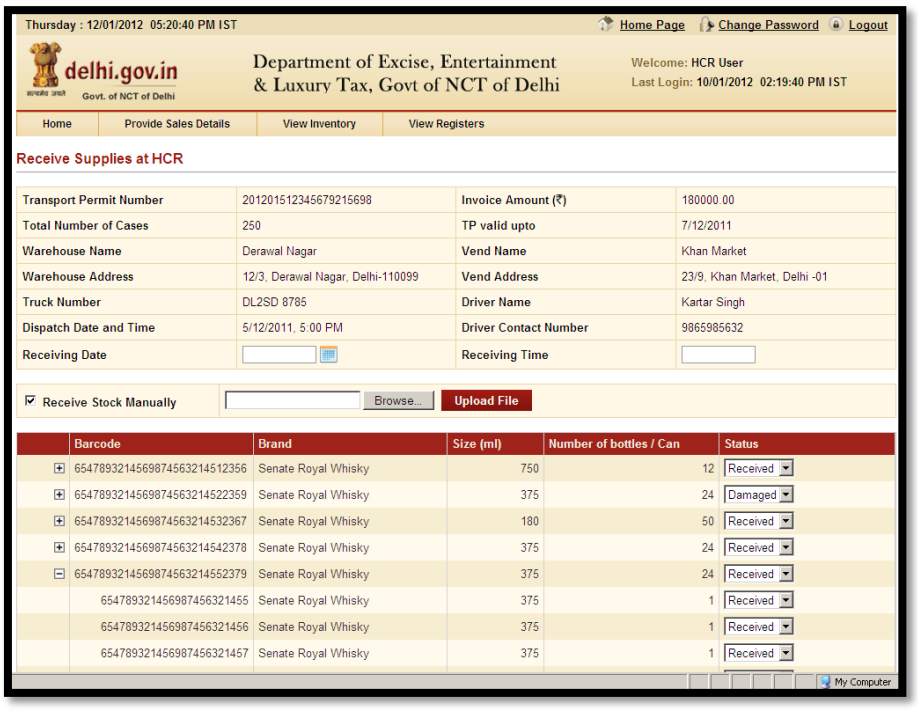


Figure 85: Receive Supplies Manually at HCR Screen

4. SelectReceived or damaged value from the drop down, and **Submit**

7.2 Upload Sales Details at HCR

At HCR the stock is moved from the store to the sale counter. From there the stock is sold to the consumer.

You can either scan while issuing the stock to counter for sale or upload the file of sold cases/bottles.

7.2.1 Issue Stock for Sale (HCR)

The stock is scanned with the HHT and uploaded to ESCIMS, when being issued to the counter. This section deals with the steps to scan the cases/bottles with the HHT and upload the scanned files.

7.2.1.1. Scan file through HHT (HCR)

This task is performed by HCR user. The followingare the steps to scan a file with theHHT at HCR:

To scan a file withthe HHT,

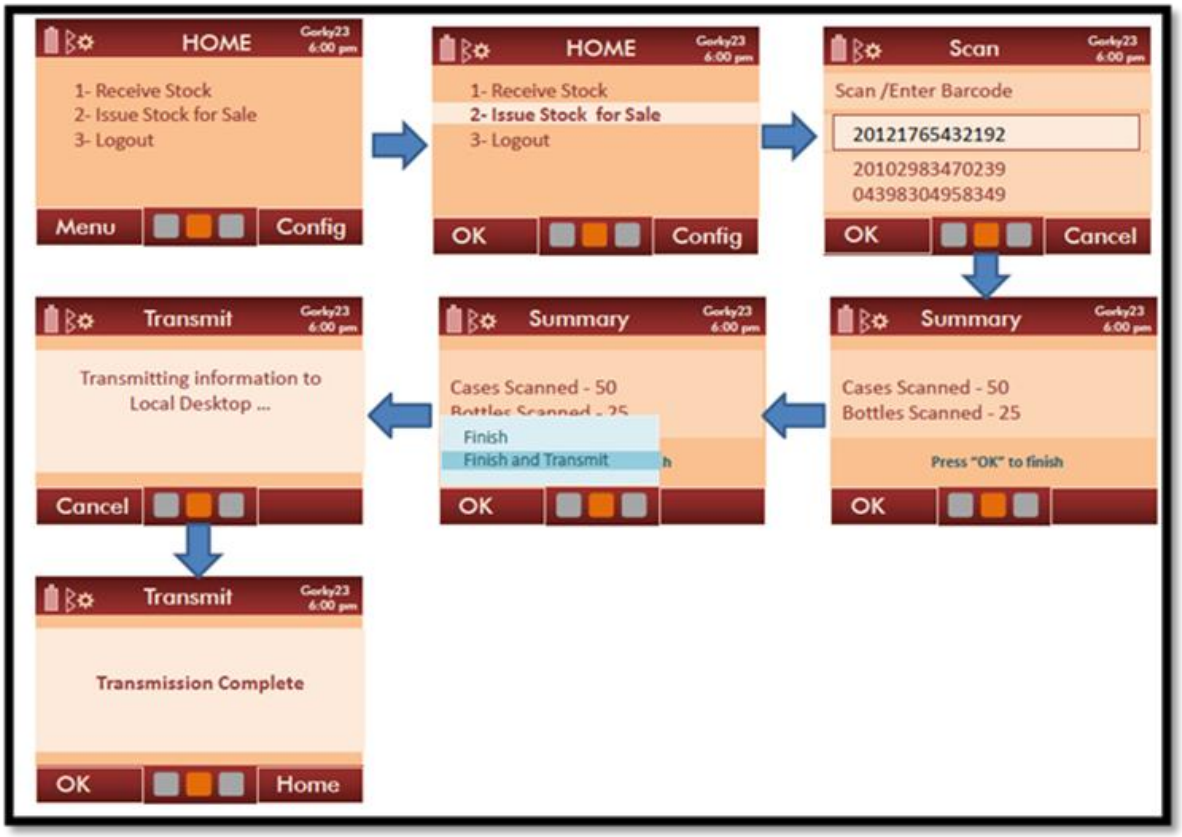


Figure 86: Sales Details at HCR Screen

1. Select **Issue Stock for Sale,** and press **Ok**
2. Scan bottle and case barcodes
3. Press **Ok,** after all scan are done
4. Press **Ok** to submit the information
5. Press **Ok**complete the transmission

7.2.1.2. Upload Scanned file (HCR)

Below are the steps to upload the scanned file at HCR:

To upload the scanned file,

1. Click **SCM->Sales Details**link

   The **Sales Details at HCR** Screen is displayed.

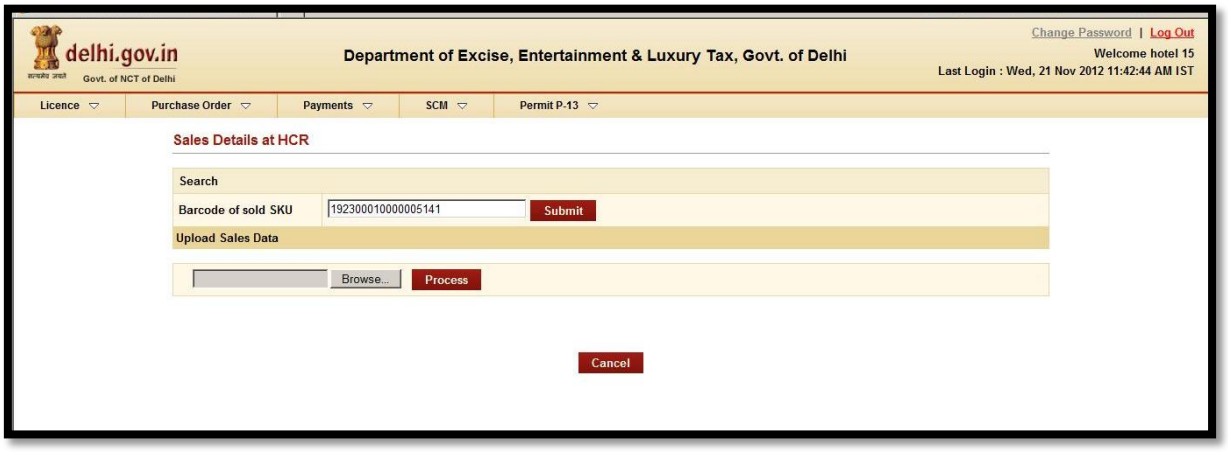


Figure 87: Sales Details at HCR Screen

2. Browse and upload the Sales Details File and click **Process**

	Enter the **Barcode of Sold SKU and Submit,** to issue the stock without using HHT

Appendix A: Operating Environment

This section provides the details of the software and hardware environment used in ESCIMS.

Software Environment

Table 2: Software Environment

Operating System	Windows 7 with IIS
Database	SQL Express 2008
Other Software	Windows Mobile synchronization software MQ Client 7.1 .NET Framework 3.5 MQ Explorer Eclipse Wi-Fi Receipt Printer Driver

Hardware Environment

Table 3: Hardware Environment

Network Infrastructure	Router Built in switch connected to desktops
Communication Infrastructure	2MPLS link connected with the router
Other Hardware	UPS Hand Held Terminal 2D scanner Receipt printer Desktop machine PS2/Optical Mouse 104Key Mechanical Keyboard

Appendix B: Feedback and Suggestions

You can provide your feedback and suggestions through any of the following:
Home: www.escims.com
Support: www.escims.com/support.htm
Email: delhi.excise@tcs.com
Toll free no: +91-9999999999