

# Easy Steps to use ESCIMS At Imported Foreign Liquor Bonded Warehouse

## PROCESS CHANGE FOR IMPORTED FOREIGN LIQUOR



### UPDATE INVENTORY IN ESCIMS

Request for Transit Transport Permit

Issuance of TTP

Request for Barcode Sequence Number

Print and Paste Barcode

Update Inventory Details

### MATERIAL DISPATCH

Print Transport Permit

Scan Cases against TP

Upload Dispatch Details

Print Delivery Challan

#	IFL Bonded Warehouse Processes
1	Log In
2	Apply Licence
3	Apply for Transit Transport Permit
4	Generate Barcode Sequence
5	Confirm Inventory
6	Dispatch against Transport Permit

## 1. LOG IN

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

## 2. Apply Licence

ESCIMS Application	
1. Select 'Apply Licence' option from the Licence Menu.	
2. Select 'Branch', 'Licence Type' and click 'Submit'	
3. Fill in the online application form, click 'Save' and then click 'Next'.	
4. Enter the details of all the brands that are to be registered in Delhi, click 'Save' and then click 'Next'.	
5. Check the filled form for errors on the preview screen and click 'Submit' if the details are correct. If some mistake is detected click 'Back' and repeat step 3 & 4.	

<p>6. After submitting, select the 'Mode of Payment' and click 'Confirm' to make payment for the processing fee. If mode of payment is 'SBI Net Banking' you will be redirected to SBI payment gateway. If mode of payment is 'Cheque/ DD' take the printout of challan generated through the system and make payment in SBI's branch at Delhi Excise office.</p>	<p><b>Mode Of Payment</b></p> <table border="1"> <tr> <td>Request ID</td> <td>ARN0000000514</td> <td>Amount Payable (₹)</td> <td>500</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td colspan="3">SBI Net Banking</td> </tr> <tr> <td><input type="radio"/></td> <td colspan="3">Cheque/DD</td> </tr> <tr> <td colspan="2"></td> <td><b>Confirm</b></td> <td><b>Cancel</b></td> </tr> </table>	Request ID	ARN0000000514	Amount Payable (₹)	500	<input checked="" type="radio"/>	SBI Net Banking			<input type="radio"/>	Cheque/DD					<b>Confirm</b>	<b>Cancel</b>					
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<p>7. On successful payment, click 'Generate Acknowledgement' to take the printout of the acknowledgement receipt. Click 'Click to print Application and Check-list' link to proceed.</p>	<p><b>Payment Status</b></p> <table border="1"> <tr> <td>Payment Successful</td> </tr> <tr> <td>Challan No is : 05101210108</td> </tr> <tr> <td><b>Generate Acknowledgement</b></td> </tr> <tr> <td><a href="#">Click to print Application &amp; Check-list</a></td> </tr> </table>	Payment Successful	Challan No is : 05101210108	<b>Generate Acknowledgement</b>	<a href="#">Click to print Application &amp; Check-list</a>																	
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<p>8. Note down your Application Reference Number, and click 'Print Application Form and Checklist' to take the printout of the filled application form.  Take the printout of the application, attach the documents, as per checklist, with the application and submit it to the Department.</p>	<p><b>Application is Successfully Submitted</b></p> <table border="1"> <tr> <td>Application Reference No. : ARN0000000314</td> </tr> <tr> <td>A Copy of Application Form has been sent to the registered email ID</td> </tr> </table> <p>tion and submit it along with the supporting documents to Excise Department wi ation will be reckoned from the date of submission of the complete documents in</p> <p><b>Print Application Form and Checklist</b></p>	Application Reference No. : ARN0000000314	A Copy of Application Form has been sent to the registered email ID																			
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<p>9. Department will scrutinize the application, enter the brand details and issue an offer letter after the approval. The offer letter will be sent via email.</p>	<p>OFFICE OF THE COMMISSIONER OF EXCISE GOVT OF NCT OF DELHI L-BLOCK VIKAS BHAWAN,IP ESTATE,NEW DELHI</p> <p>Application Reference Number:-ARN0000000514      Date:-16/10/2012</p> <p>To, PAUL MANNIL 1238, MARGAY, PALA, IDUKKI, Kerala</p> <p>Sub:                      Grant of L1 licence for the year 2012-2013</p>																					
<p>10. On receiving the offer letter, go to ESCIMS application and select 'Wholesale Vend Worklist' option from licence menu.</p>	<table border="1"> <tr> <td>Licence ▾</td> <td>Export Permit ▾</td> <td>Permit P-10 ▾</td> </tr> <tr> <td>Apply Licence</td> <td></td> <td></td> </tr> <tr> <td>Apply Renew</td> <td></td> <td></td> </tr> <tr> <td>HCR WorkList</td> <td></td> <td></td> </tr> <tr> <td>Retail Vend/CSD/L30 Work List</td> <td></td> <td></td> </tr> <tr> <td>Track Licence Application</td> <td></td> <td></td> </tr> <tr> <td>Wholesale Vend WorkList</td> <td></td> <td></td> </tr> </table>	Licence ▾	Export Permit ▾	Permit P-10 ▾	Apply Licence			Apply Renew			HCR WorkList			Retail Vend/CSD/L30 Work List			Track Licence Application			Wholesale Vend WorkList		
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<p>12. Click 'Make Payment' option to pay the required licence fee.</p>	<table border="1"> <tr> <td>nd Address</td> <td colspan="2">DISTILLER ADDR,CITY,DISTRICT,Andhra Pradesh</td> </tr> <tr> <td>nd Registered</td> <td>1</td> <td>Label Registr</td> </tr> <tr> <td>₹)</td> <td>600000</td> <td>Bonded Ware</td> </tr> <tr> <td>t Amount(₹)</td> <td>630000.00</td> <td></td> </tr> <tr> <td colspan="2"></td> <td><b>Make Payment</b>   <b>Cancel</b></td> </tr> </table>	nd Address	DISTILLER ADDR,CITY,DISTRICT,Andhra Pradesh		nd Registered	1	Label Registr	₹)	600000	Bonded Ware	t Amount(₹)	630000.00				<b>Make Payment</b> <b>Cancel</b>						
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<p>13. Select the 'Mode of Payment' and click 'Confirm'. If mode of payment is 'SBI Net Banking' you will be redirected to SBI payment gateway. If mode of payment is 'Cheque/ DD' take the printout of challan generated through the system and make payment in SBI's branch at Delhi Excise office.</p>	<p><b>Mode Of Payment</b></p> <table border="1"> <tr> <td>Request ID</td> <td>ARN0000000314</td> <td>Amount Payable (₹)</td> <td>300000</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td colspan="3">SBI Net Banking</td> </tr> <tr> <td><input type="radio"/></td> <td colspan="3">Cheque/DD</td> </tr> <tr> <td colspan="2"></td> <td><b>Confirm</b></td> <td><b>Cancel</b></td> </tr> </table>	Request ID	ARN0000000314	Amount Payable (₹)	300000	<input checked="" type="radio"/>	SBI Net Banking			<input type="radio"/>	Cheque/DD					<b>Confirm</b>	<b>Cancel</b>					
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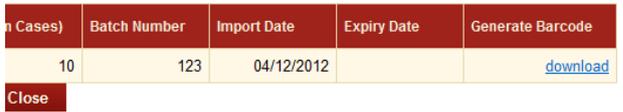
14.	On successful payment, click 'Generate Acknowledgement' to take the printout of the acknowledgement receipt.	<p><b>Payment Status</b></p> <p>Payment Successful</p> <p>Challan No is : 12101210313</p> <p><b>Generate Acknowledgement</b></p>
15.	The department updates the warehouse details, the price structure for each brand and issues the licence. After the licence is granted, an email will be sent. Collect the hard copy of Wholesale Vend Letter and Warehouse Letter from the department.	<p>GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI. OFFICE OF THE EXCISE COMMISSIONER L &amp; N BLOCK: VIKAS BHAWAN; I.P. ESTATE: NEW DELHI-110002</p> <p><b>Licence L1</b></p> <p>Licence : L1 ,Licence for a Wholesale vend of Indian Liquor : L1/2012/00306</p> <p>type of company/firm : Mannil Industries and Co, Public Limited Company</p>

### 3. Apply for Transit Transport Permit

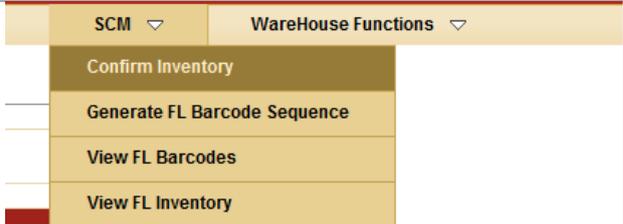
ESCIMS Application												
1.	Login using L1F licence ID. Select 'Apply TTP' option from Transit Transport Permit menu.	<p>Transit Transport Permit ▾ SCM ▾</p> <p>Apply For TTP</p> <p>View TTP Application</p>										
2.	Enter the details of Green Bill(s) against which the TTP is requested, upload the scanned copy of green bill (in case of multiple green bills, zip them together), enter the details of the brands (SKUs) and click 'Submit'. The application is submitted to excise department for approval. A notification is sent to applicant on approval.	<p>Green Bill Date</p> <p>Bill *</p> <p>es- zip, pdf, 7z, rar, zipx, Maximum File Size- 2.0 MB )</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Brand Name</th> <th>Brand Size</th> <th>Pack Size</th> <th>Current Inventory</th> </tr> </thead> <tbody> <tr> <td>Select-- ▾</td> <td>--Please Select-- ▾</td> <td>--Please Select-- ▾</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Total Quantity in bottles 0</p> <p>Submit Cancel</p>	Category	Brand Name	Brand Size	Pack Size	Current Inventory	Select-- ▾	--Please Select-- ▾	--Please Select-- ▾	0	0
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### 4. Generate Barcode Sequence

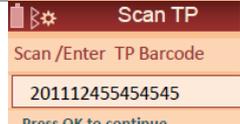
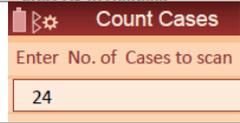
ESCIMS Application		
1.	Login using L32 licence ID. Select 'Generate FL Barcode Sequence' option from SCM menu.	<p>SCM ▾ WareHouse Functions ▾</p> <p>Confirm Inventory</p> <p>Generate FL Barcode Sequence</p> <p>View FL Barcodes</p> <p>View FL Inventory</p> <p>View Inventory</p>
2.	Select the transit transport permit for which the material is to be transferred from Custom BWH to Excise BWH from 'Select TTP' drop down and click 'Fill Details'	<p>Transport Permit ▾ Export Permit ▾ Grievan</p> <p><b>Generate Barcode Sequence Numbers</b></p> <p>Select TTP Please Select ▾ <b>Fill Details</b></p> <p>Selected TTP TTP13121200050</p>

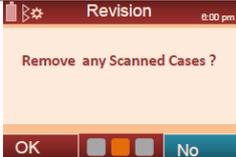
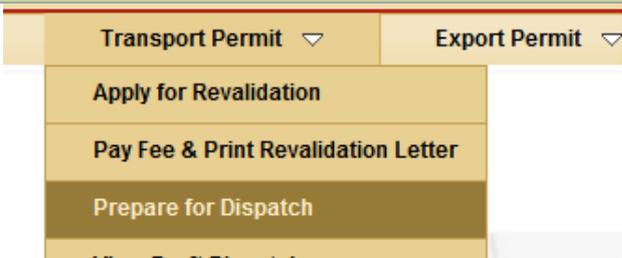
<p>3. Enter 'Batch Number', 'Import Date' and 'Expiry Date' (expiry date is enabled only in case of beer) for each of the SKU in the TTP. Select the radio button corresponding to the SKU(s) for which the barcodes are to be downloaded and click 'Generate Barcode'.</p>	 <p>The screenshot shows a form with columns: Quantity (in Cases), Batch Number, Import Date, Expiry Date, and Generate Barcode. The first row has values: 1, 10, 123, 12/12/2012. There are 'Generate Barcode' and 'Cancel' buttons at the bottom.</p>
<p>4. Click 'Download' link corresponding to each SKU to download the excel file containing, bottle barcode and case barcode (in case of beer only).</p>	 <p>The screenshot shows a form with columns: Quantity (in Cases), Batch Number, Import Date, Expiry Date, and Generate Barcode. The first row has values: 10, 123, 04/12/2012. There is a 'download' link and a 'Close' button at the bottom.</p>

## 5. Confirm Inventory

ESCIMS Application	
<p>1. Login using L32 licence ID. Select 'Confirm Inventory' option from the SCM Menu.</p>	 <p>The screenshot shows the SCM menu with 'WareHouse Functions' expanded, listing 'Confirm Inventory', 'Generate FL Barcode Sequence', 'View FL Barcodes', and 'View FL Inventory'.</p>
<p>2. Select the TTP against which the material is bar coded from 'Select TTP' drop down and click 'Show Inventory'</p>	 <p>The screenshot shows the 'Confirm FL Inventory' form with 'Select TTP' set to 'TTP13121200050' and a 'Show Inventory' button.</p>
<p>3. Enter the quantity (no. of Bottles in case of hard liquor and no. of Cases in case of beer) which is bar coded and ready for dispatch and click 'Confirm'. The inventory gets updated at BWH for dispatch.</p>	 <p>The screenshot shows the 'Confirm FL Inventory' table with columns: S.No., Brand Name, Size (in ml), Pack Size, Total Quantity, and Confirm Quantity. The first row has values: 1, VODKAFL1TESTUSER345, 750, 1, 10. There are 'Confirm' and 'Cancel' buttons at the bottom.</p>

## 6. Dispatch against Transport Permit

HHT	
<p>1. After Excise Inspector has taken the printout of the TP, select 'Dispatch Supplies' option and press 'Enter' button on HHT.</p>	 <p>The screenshot shows the HHT HOME screen with a list of options: 1- Receive Supplies, 2- Handle Breakage in Transit, 3- Handle Breakage at BWH, 4- Dispatch Supplies.</p>
<p>2. Scan (or type in) the TP barcode and press 'OK' button.</p>	 <p>The screenshot shows the HHT Scan TP screen with a 'Scan /Enter TP Barcode' field containing '201112455454545' and a 'Press OK to continue' prompt.</p>
<p>3. Enter the total number of cases that are to be dispatched against the TP and press 'OK' button.</p>	 <p>The screenshot shows the HHT Count Cases screen with an 'Enter No. of Cases to scan' field containing '24'.</p>
<p>4. Scan the cases that are being loaded in a truck for dispatch against the TP. After all the Cases are scanned press 'OK' button.</p>	 <p>The screenshot shows the HHT Scan Case screen with a 'Scan /Enter Cases' field containing '70121765432177' and a 'Quantity: 1/12' indicator.</p>

5.	<p>Press 'No' button on Revision screen to complete the scanning process.          If a Case is mistakenly scanned, press 'OK' button and scan the case that is to be deleted from the list. After all the undesired Cases are deleted press 'OK' button. Scan the correct cases so that the quantity entered in step 3 is satisfied.</p>	
6.	<p>Press 'OK' button on summary screen to transfer the data of scanned cases against a TP to a predefined folder on local desktop (HHT must be connected to local desktop at this time)</p>	
<b>ESCIMS Application</b>		
7.	<p>Login using L32 licence ID.          Select 'Prepare for Dispatch' option from Transport Permit menu.</p>	
8.	<p>Enter truck details and click 'Save'.          Click 'Add Transport Permit' to add a TP that will be shipped in the declared truck.</p>	
9.	<p>Select the checkbox corresponding to the TP which is to be shipped in the declared truck and click 'Return with Selection' (Multiple TPs can be selected for a single truck)</p>	
10.	<p>Click 'Browse', select the file prepared through HHT and click 'Upload'.          Click 'Submit' after successful upload.</p>	
11.	<p>Click 'Print Delivery Challan' link to take the printout of the delivery challan.          The work item is forwarded to EI, ask the inspector to 'Allow TP Dispatch'. The dispatch process is completed only after his approval.</p>	

# ESCIMS