# **USER MANUAL** Of Order for Supply (OFS) & Excise Permit System For **SUPPLIERS/DISTILLERIES Karnataka State Beverages Corporation Ltd.,**

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# 1. INTRODUCTION

#### **Project Background**

KSBCL is the regulator for supply (by manufacturers) and distribution (to retail outlets) of liquor in the state of Karnataka. Manufacturers supply their brands of liquor to various depots located through out Karnataka managed by KSBCL. This delivered liquor is held as "stock held for sale" in KSBCL's depots. The buyers (retailers) buy liquor from these depots.

Manufacturers currently request the "Order For Supplies (OFS)" by applying manually through the prescribed form in Annexure-XI (a) & (b) of KSBCL's Handbook on Policies 2006-2007.

The details with figures from this form are scrutinized by KSBCL's OFS section. Sometimes, the Manufacturers/suppliers are asked by OFS section to increase/decrease the quantity mentioned to maintain optimum stock position of various brands at each depot as per the current stock position and popularity/demand of brands. The finalized figures are keyed into the already computerized system. Then the OFS is printed and issued to the Manufactures/suppliers.

KSBCL has already computerized the other activities such as delivery acceptance, sale of liquor to retailers by the depots etc., Closing stock position of all brands of liquor at various depots are available through this system.

Transport Permit for the consignment is issued by the Distillery Excise Officer of the State Excise Department manually (hand written or typed) in a set of pre-printed form.

# **Project Scope**

The proposed system envisages a web based application which can be accessed by all the Manufacturers/Suppliers with login and password.

They will Indent for OFS in the prescribed form (Annexure-XI (a) & (b) of KSBCL's Handbook on Policies 2006-2007). This module will display closing stock of various brands at the depot to enable the Supplier to decide the quantity to be indented. The depot wise closing stock of various brands should be made available by KSBCL from the already computerized system via user access for synchronization to the proposed module.

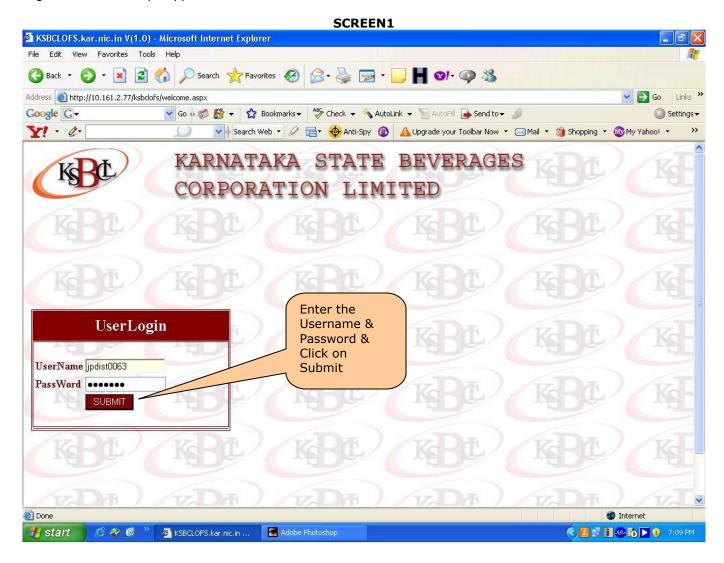
OFS Approving Authorities of KSBCL will login to the proposed web based system and approve OFS online. Approved OFS will be Digitally Signed by the KSBCL's Approving authority. Approved & Digitally Signed OFS can be downloaded and printed by the Suppliers.

Excise department officials also can login to the system and view the Digitally Signed OFS details. Based on the Digitally Signed OFS, the Excise Department official can generate Transport Permit in the system.

All the approved OFS data will be made available by the proposed System's Administrator via user access provided by the existing computerized system for outward synchronization for further processing/printing etc.,

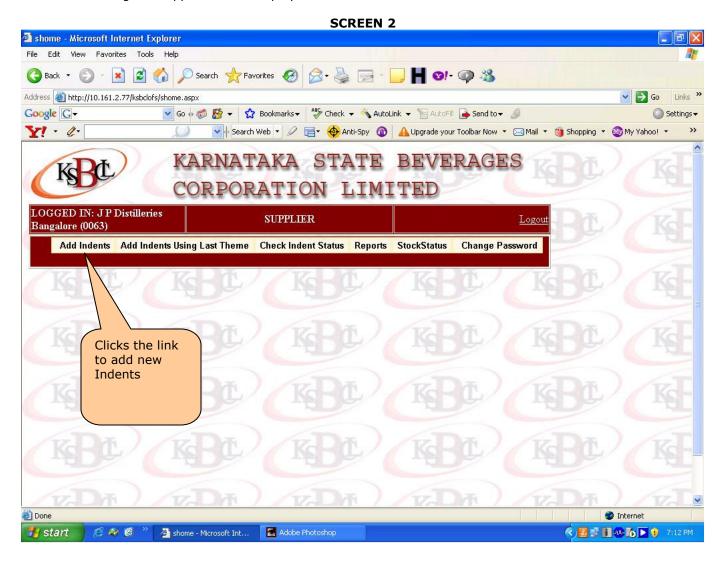
# 2.1 LOGIN

Login in to the site by Supplier.



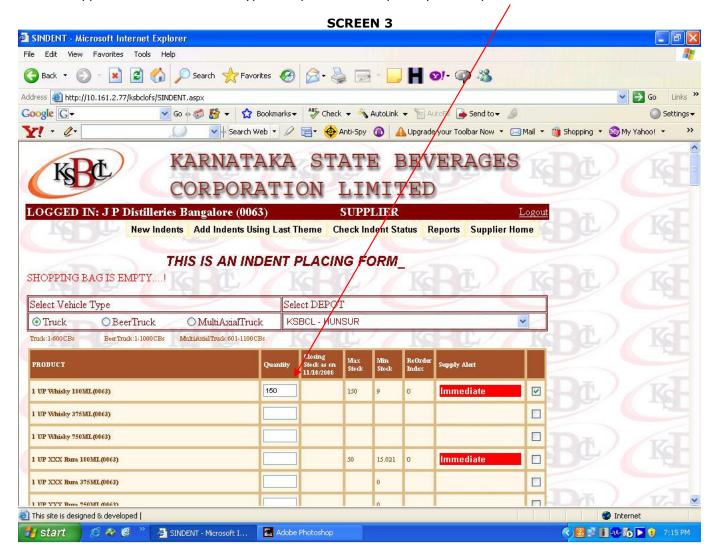
# 2.2 Home Page

Home Page of Supplier will be displayed as shown below

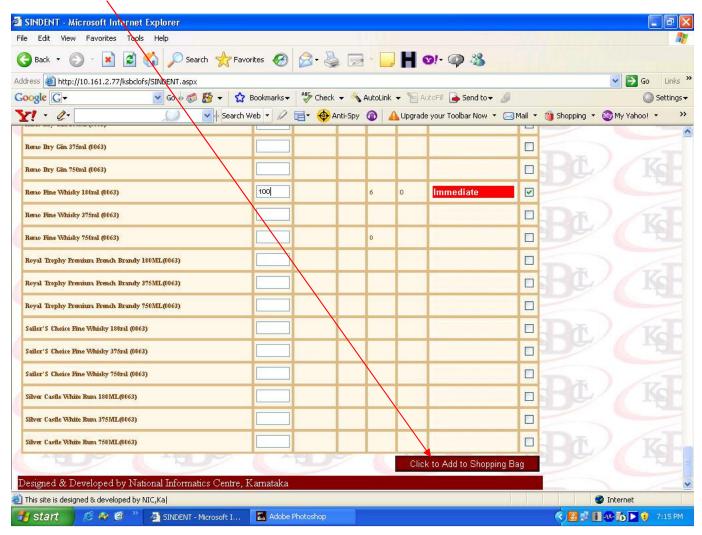


# 2.2 Add New Indents

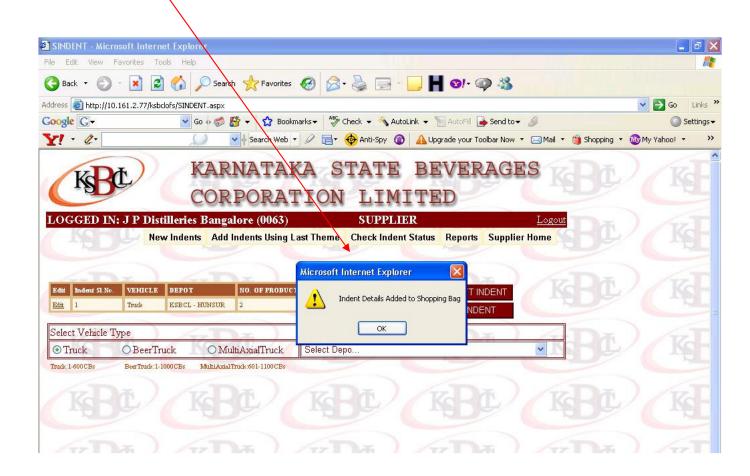
Supplier Selects the Vehicle Type & Depot to fill the quantity for the products.



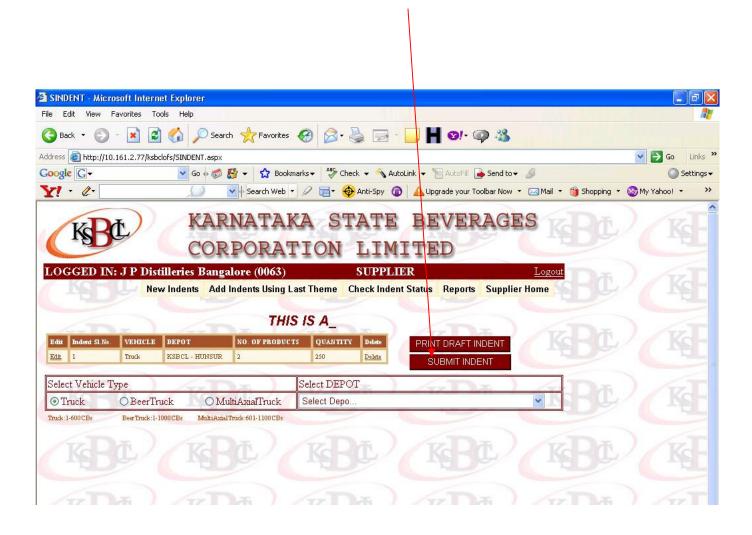
Clicks on the **button** to add to shopping bag.



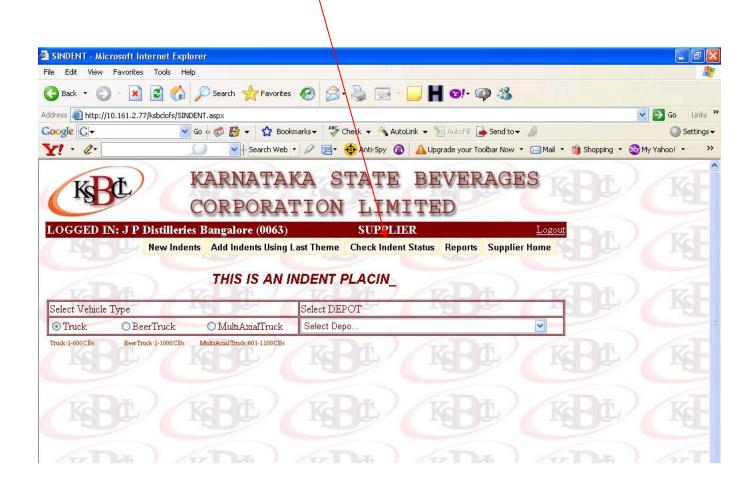
The  ${\bf popup}$   ${\bf message}$  of adding to Shopping bag after adding first indent details is as shown below



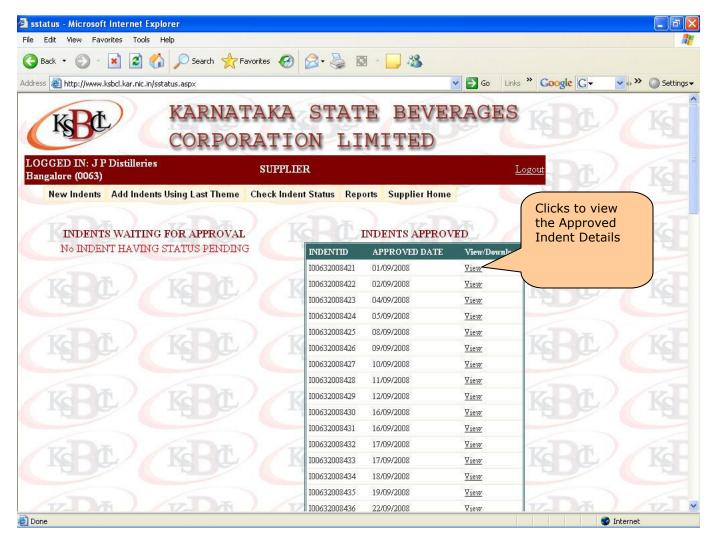
Finally after adding all indent details, supplier clicks on Submit Indent Button to confirm for Submission.



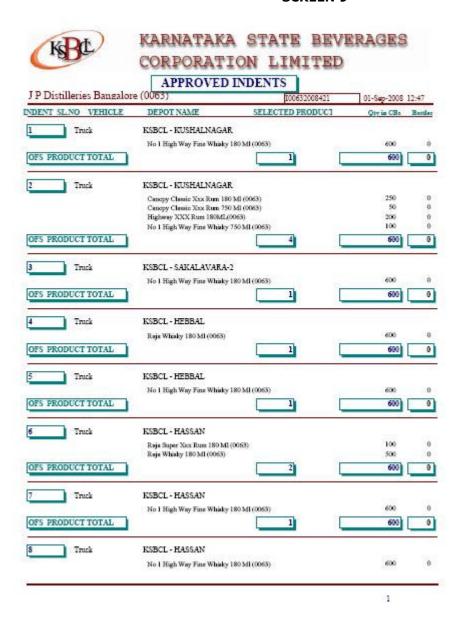
Once supplier clicks on Submit Indent Button it will take to the page for fresh indent submission & Click on Check Indent Status link to see the Indent Status.



Once supplier clicks on above link it will display the following screen with the pending & approved Indents.

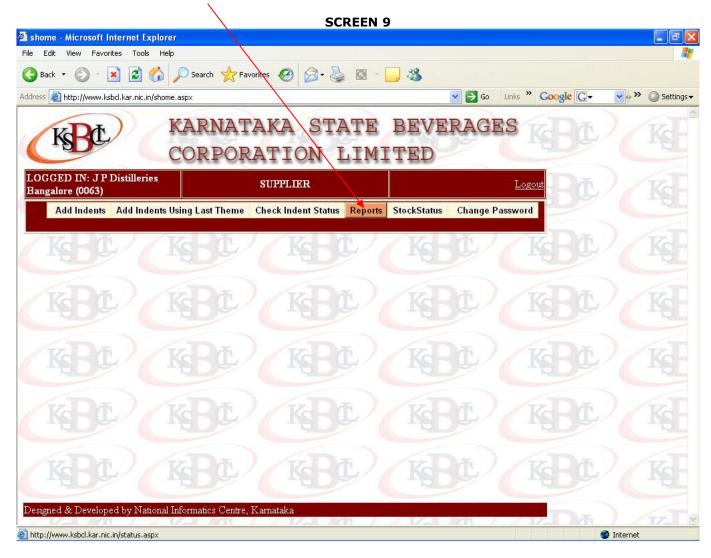


The approved Indents Report is as shown below.

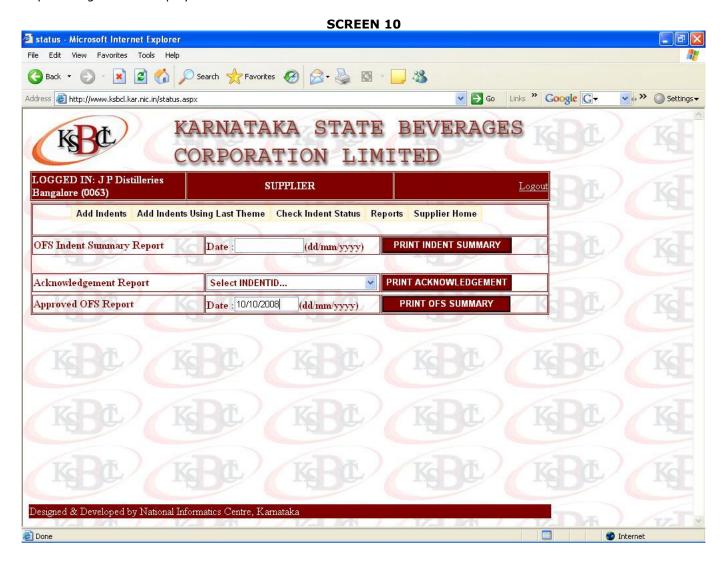


# 3. Reports

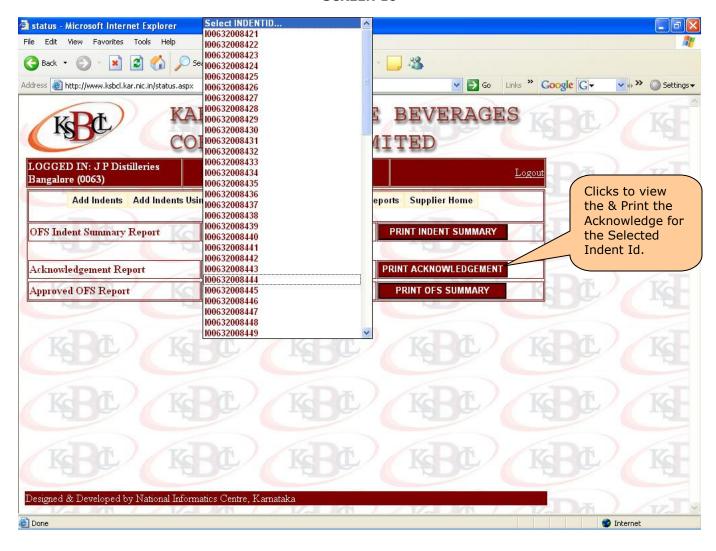
Supplier Click on the link to go to the Report Page



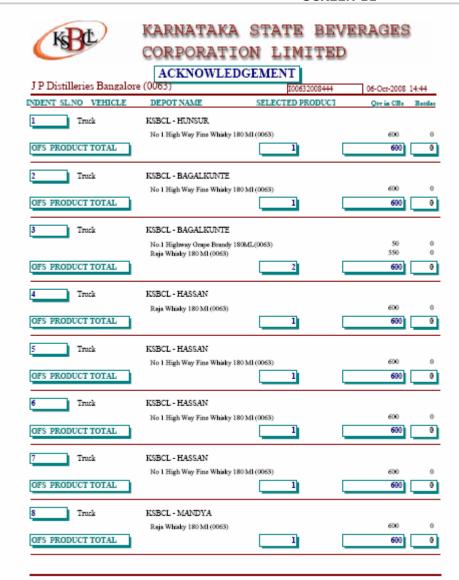
Reports Page will be displayed as shown below



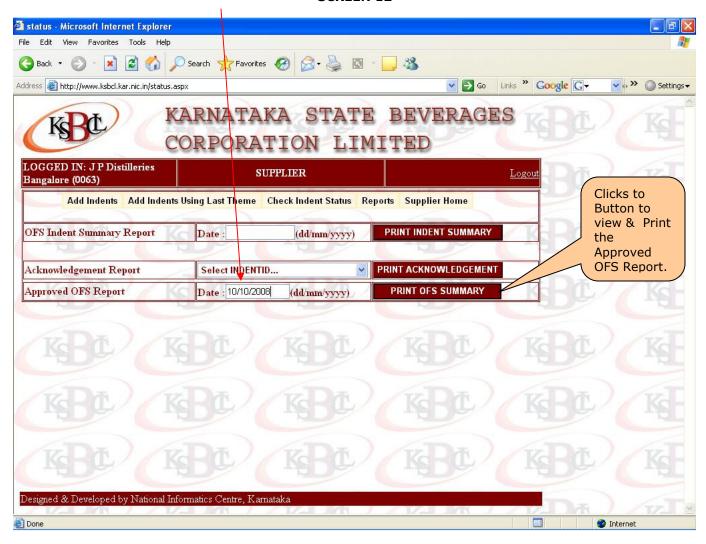
Supplier Selects the Indent ID to view the Acknowledgement Report for the Submitted Indent



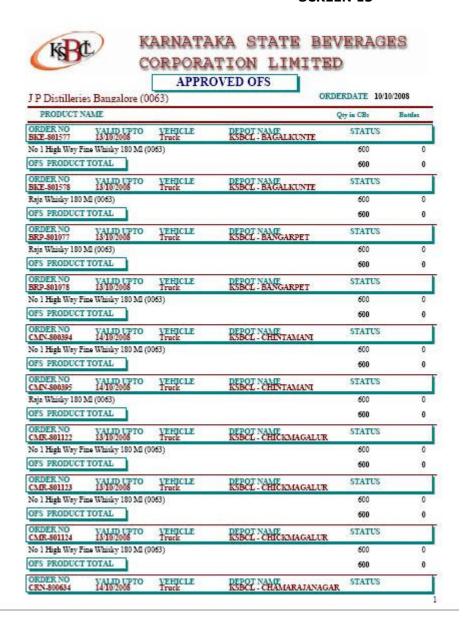
The Acknowledgement Report is shown in popup window as below



Supplier enters the date of OFS is shown as below to get the Approved OFS Report.

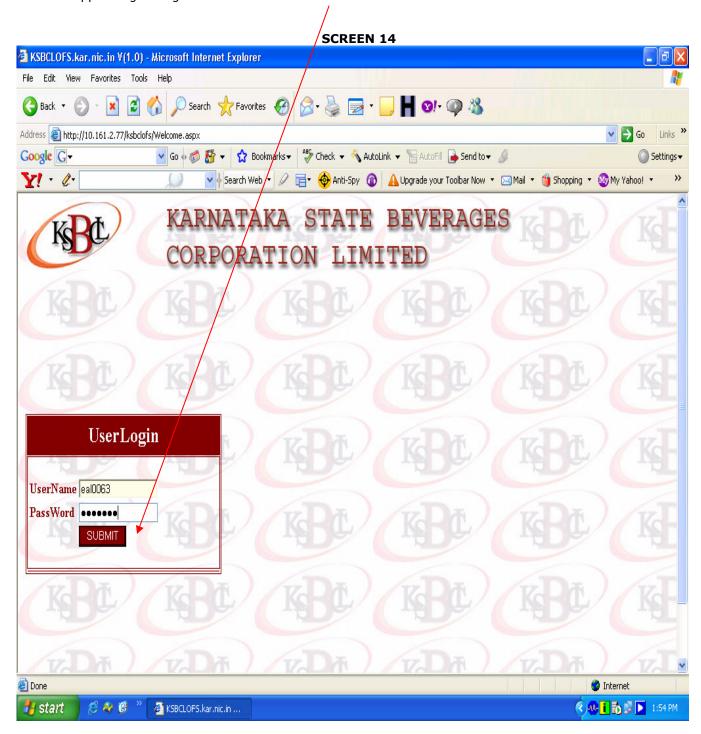


The Approved OFS Report is shown below.

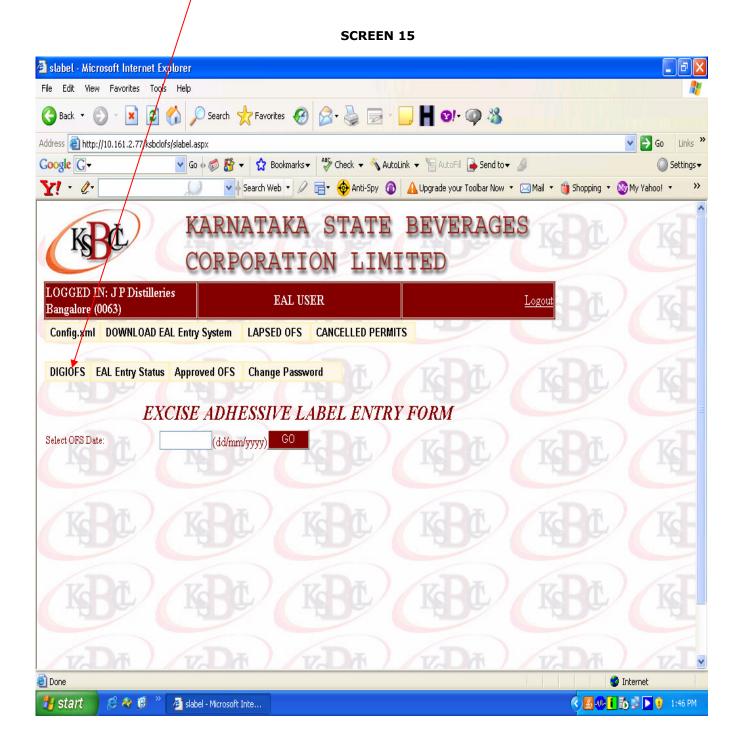


# 4.1 EAL Home Page

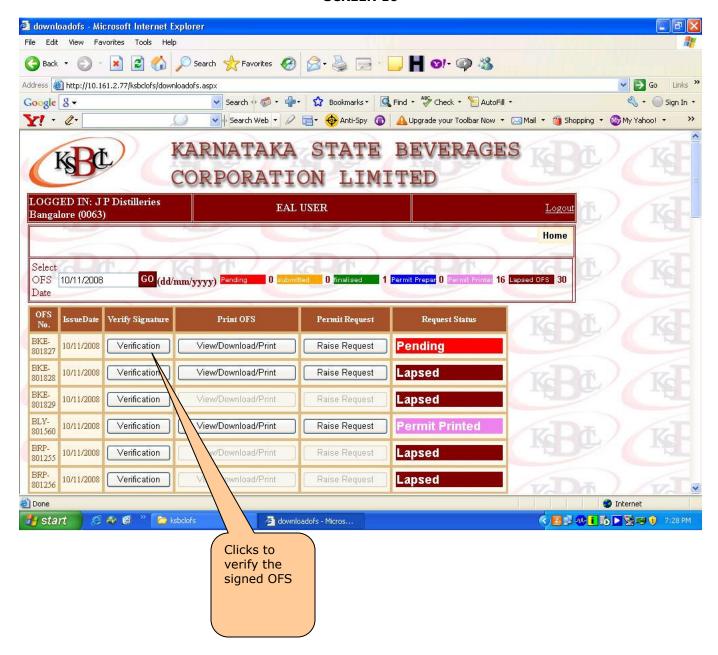
Supplier logs using his ealUserName & Password & clicks on Submit.



Supplier Clicks on **DIGIOFS link** to download & apply for Transport Permit Request.



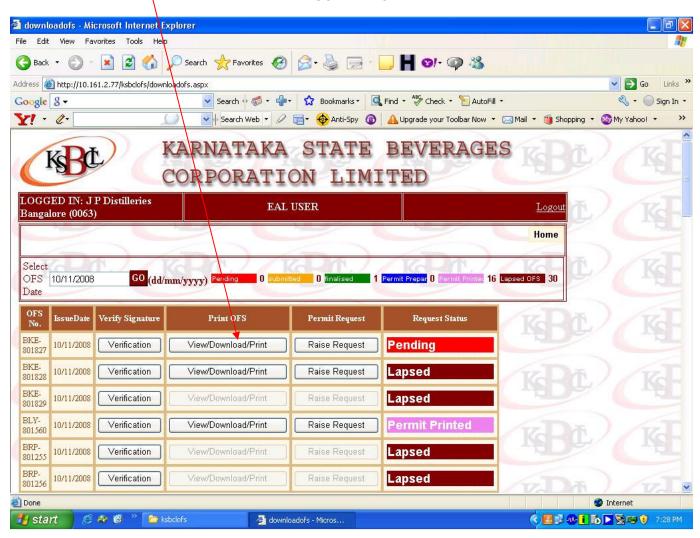
DIGIOFS page is displayed as shown below



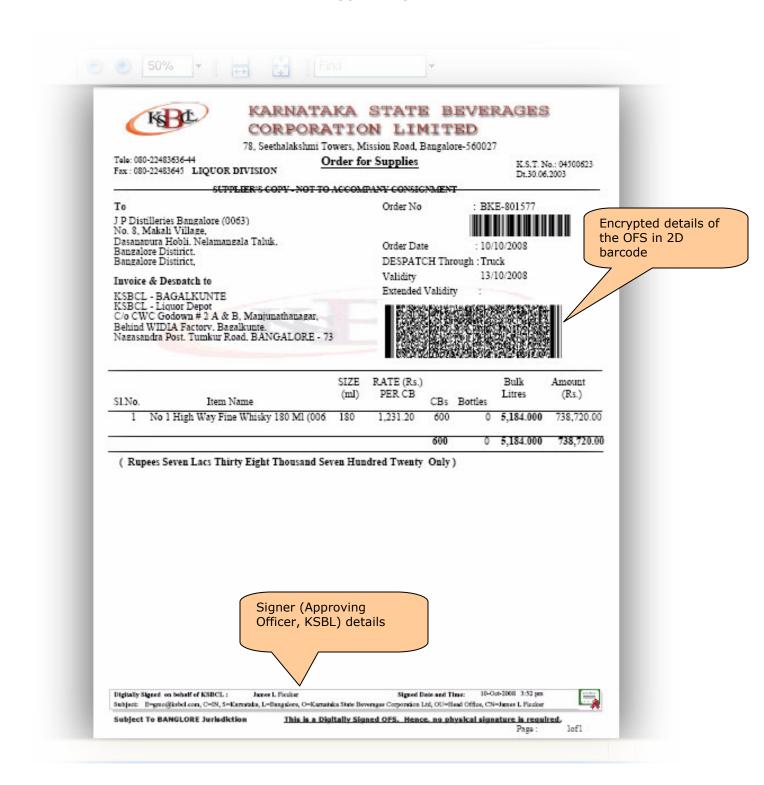
The following popup message will be displayed as shown below after successful verification



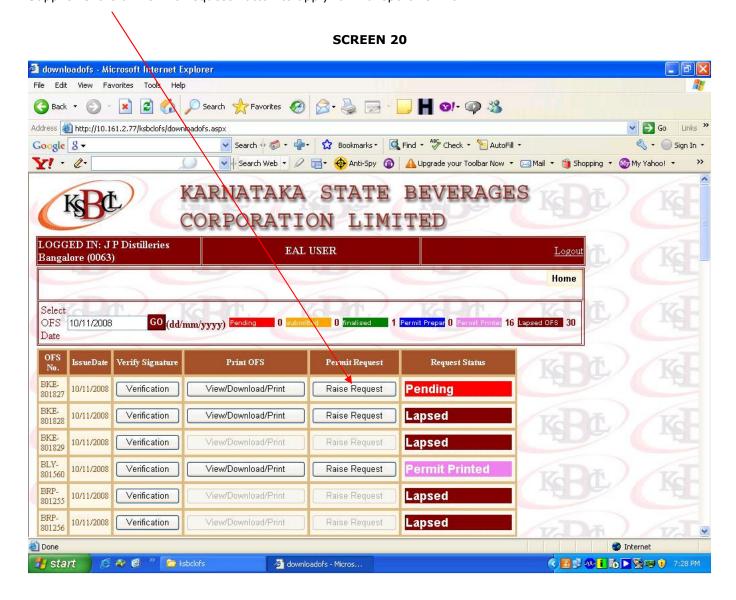
Supplier Clicks on **Button** to download & Print Digitally Signed OFS.



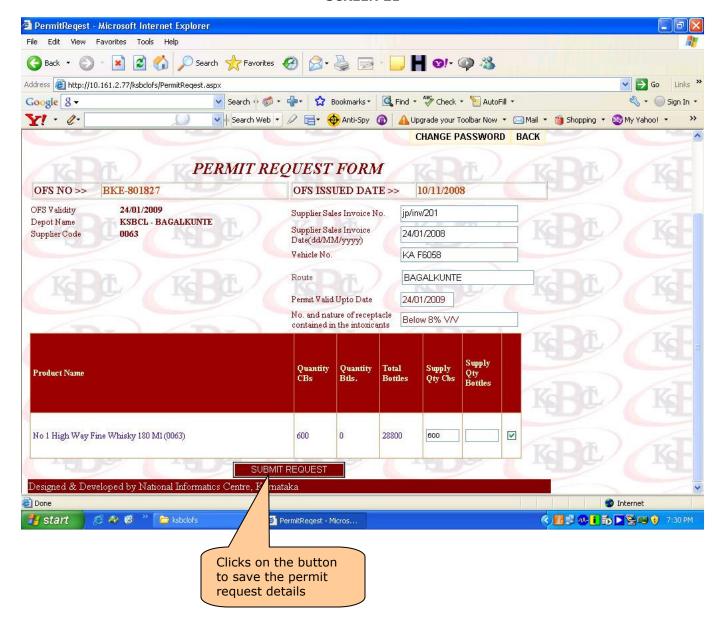
The Digitally Signed OFS will be displayed as below in popup window.



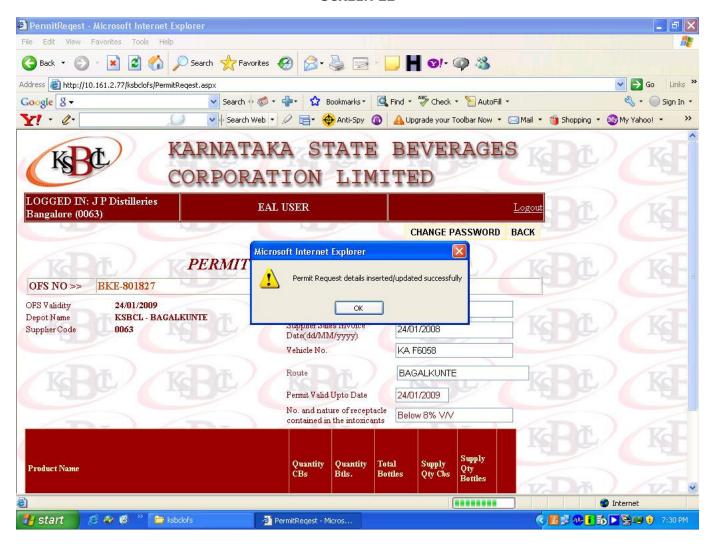
Supplier Clicks on Permit Request Button to apply for Transport Permit.



Once the Supplier click on the above button a screen to fills the Permit Request details as displayed in the page



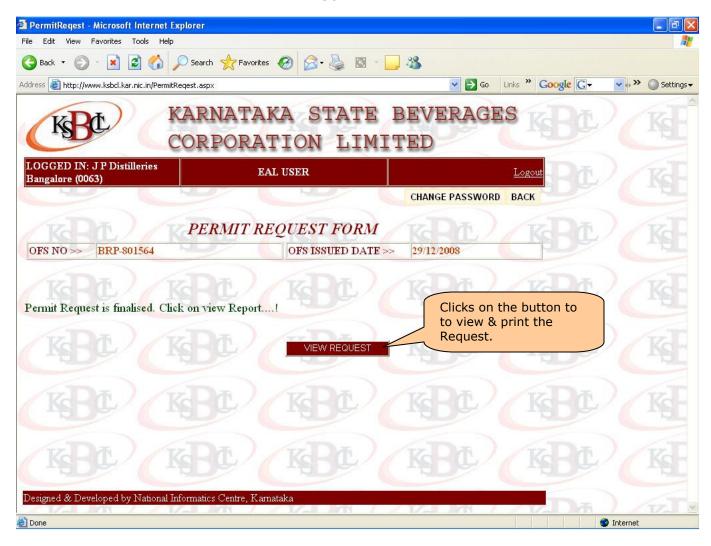
Once the Supplier click on the above button a screen with successful popup message is shown as below



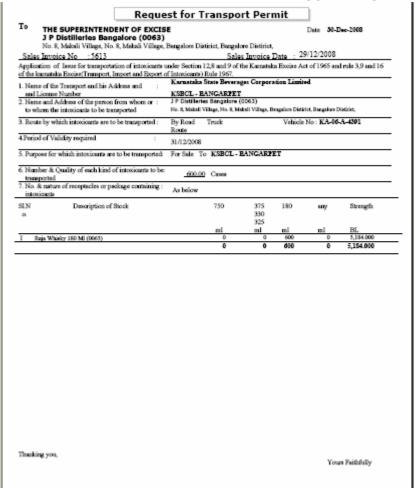
After Finalize the Request the following Page is shown with the Finalize Status.



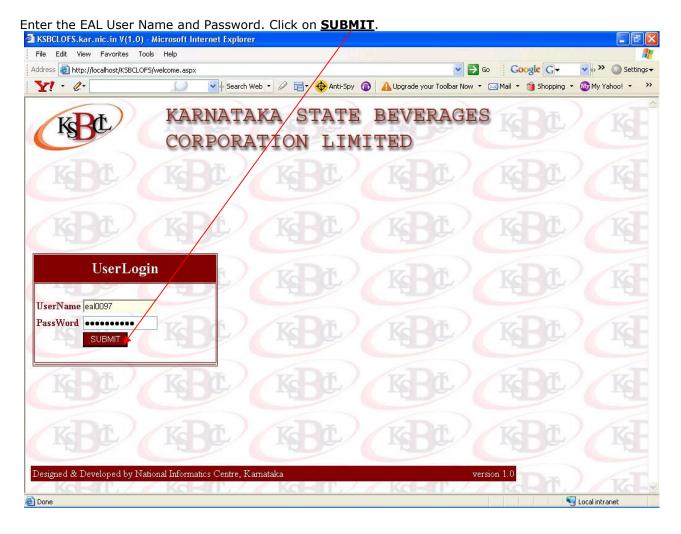
If Permit is Finalised the the following Page is shown with the View Request Button.



The Transport Permit Request Button is as shown below.

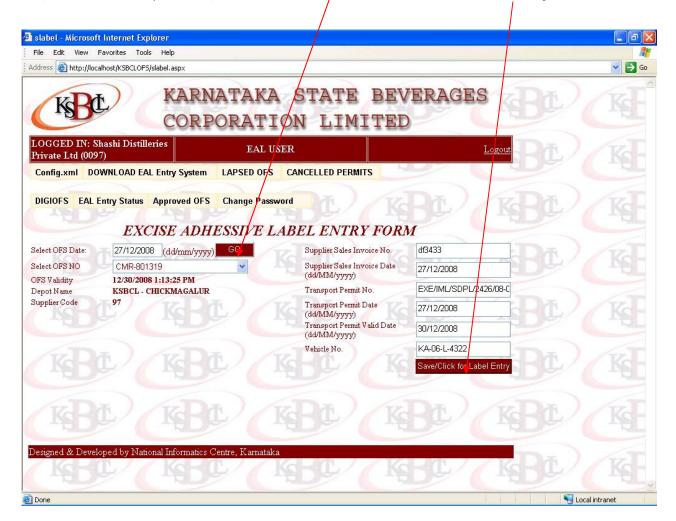


# 5.1 **HOW TO LOGIN**



On successful Login, Enter the OFS Date and Click **Go**.

Select the OFS number; User can View/Edit the devails regarding Sales Invoice No. & Date, Transport Permit No., Date and Valid Up-to Date, Vehicle number. Click on <u>Save/Click for Label Entry</u> to continue.



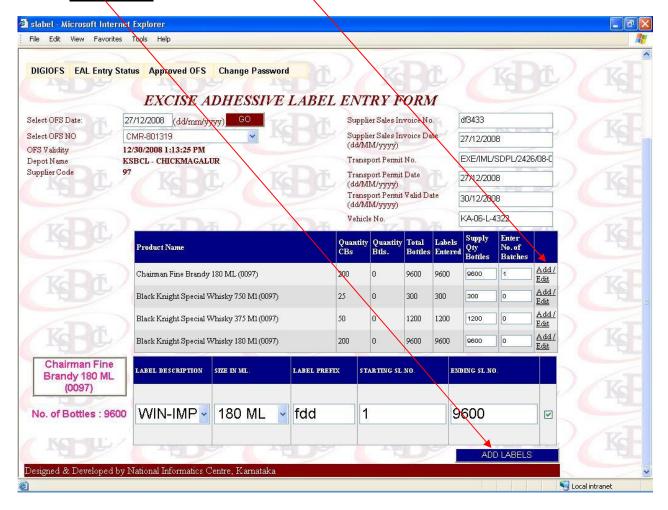
Note: To Log Out from the System click on Logout Link.

User can View the products of OFS with the Bottles details.

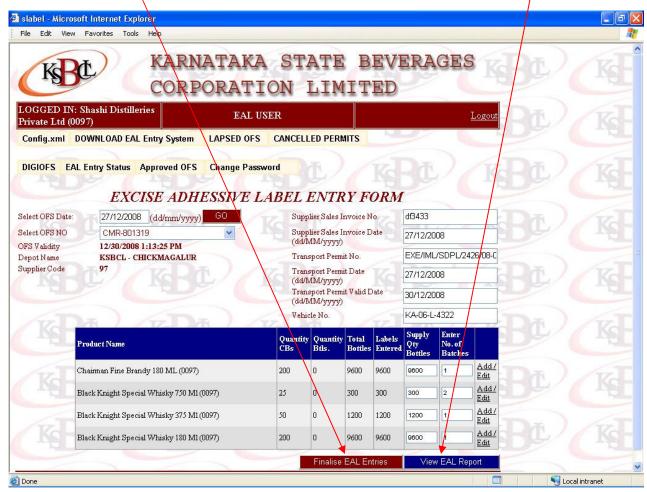
Enter No. of Batches and Click on Add/Edit link for EAL Entry.

Enter the Label Description, stock in ml, Label Prefix, Starting Sl. No. and Ending Sl. No. for the number of Batches and check the Checkbox/s.

Click on **ADD LABELS** to save data in Database



After completion of the all the EAL Entry from the User, You need to click on **View EAL Report**. To Print the Excise Permit, you need to finalize the EAL entry. Click on **Finalize EAL Entries** 



The EAL Report is as shown below

