Traders' Returns

User Guide

For

Commercial Grader

User Guide Developed by:

Version: 1.0

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1. INTRODUCTION

The Tobacco Board, flagship under the ministry of commerce and industry has decided to implement a country-wide portal to ease and facilitate procedures for traders associated with the Board. The software application will act as an end-to-end system wherein traders can handle their all activities entirely on-line starting from Registration, Renewals, ***Filling of Returns***, RCMC Certificate registration and GSP certificate. The end-to-end portal has the following key modules:

- Traders' Registration
- **Traders' Returns**
- RCMC Certificate
- GSP Certificate

TRADERS RETURN E-FILING MODULE – OVERVIEW

Before you begin:

In the software application, traders will be identified with a unique ID. The traders will be required to register in the trader registration module as a pre-requisite for participation in the online returns filing of the application.

Only the traders having active registration with the tobacco board can participate in online return filling and have authorized entry into the portal. Given the sensitivities, traders will be allowed to register in the portal only after their identity and the veracity of their claims have been verified.

Once registration is approved for the trader and the registration status is "Registered" the trader can file online returns under that particular category. Trader has to ensure that his registration with Tobacco Board is approved before filling his online returns which otherwise can also be tracked by him through the application.

2. PRE-REQUISITES

The Trader must have the following:

2.1. A **broadband Internet connection,** it is suggested to have minimum 512kbps line. This is required for ensuring faster response while accessing information, processing and uploading of files. Some of the common broadband service (and other High-speed Internet service) providers are BSNL, Airtel, Sify, Reliance and Tata VSNL and more

2.2. You need to go to **PORTAL** using the URL http://www.tobaccoboard.in to enter the Information Page as indicated in the following screen shot.

Figure 1

2.3. In the software application, traders will be identified with a unique ID. The traders will be required to register in the trader registration module to obtain their unique Id, which is a pre-requisite for participation in the portal activities.

2.4. The portal is compatible with all browsers, however **Mozilla Firefox** is preferred.

2.5. A valid e-mail account with enough space to receive mails. If you are a regular trader to the Tobacco Board we recommend a dedicated email account and an alternate e-mail account in case the preferred e-mail service has some problem of receiving and sending

mails. There are many free mail services available on the internet today like Hotmail, gmail, Yahoo mail, Rediffmail, Sify mail etc. There are many paid services available if you prefer. Following are the links to some of these e-mail service providers.

Gmail	:	http://www.gmail.com
Hotmail	:	http://www.hotmail.com
SIFY	:	http://www.sify.com
Rediff	:	http://www.rediffmail.com
Yahoo	:	http://www.yahoo.com (or) http://www.yahoo.co.in

3. PROCEDURE INTRODUCTION:

This section details what the documented procedure(s) is and business information about when it should be used. This section also provides information about why a procedure(s) is important and the context in which it should be utilized.

Trader returns module has been divided into 3 parts.

- Filling of all tobacco transaction made by the trader throughout the year.
- Submission of Return Form as per the category
- Payments of Late Return Fees (if any)

Note: Returns once submitted for a particular period by the trader cannot be changed later. Hence, traders shall ensure thorough confirmation before submitting their returns to the board.

Once trader submits the returns, it can be viewed and printed any number of time but cannot be edited or resend.

3.1. Filling of all tobacco transaction made by the trader throughout the year

Traders once registered with the board can make entries of all the tobacco transactions made by them during anytime of the year, without considering the month for filling the returns as the software application is designed to help trader in way to ease the return submission process by auto calculating the traders return as per tobacco board format.

The traders may use the software more as a daily use transaction account and keep making entries on a regular basis to the application as and when trader desire. In case of NO transaction also the software application will calculate the **NIL** return for the traders (This shall be explained in detail in following user guide).

Trader may use this software as tobacco passbook having account of all the tobacco transactions made by them throughout the year facilitating them to have a record and reports.

3.2. Submission of Online Return

For the ease of the traders, Online Return submission is designed as simple as just click of a mouse button wherein software will auto calculate and generate the return as per the boards format, post to all entries are made under **transactions menu** by the trader.

This will make it much simpler for the trader to submit his returns anytime as applicable for that period/month. The trader can make entries under transactions as and when desired and just click the submit button under the returns menu.

The traders can verify, edit and print their returns whenever they want, before submission to the board. Once the return for a particular month is verified and submitted by the trader it **"CANNOT"** be edited/resend. However it can be viewed and printed.

(This shall be explained in detail in the following user guide)

3.3. Payments of Late Return Fees (if any)

Traders submitting their returns for a particular period/month after a permissive duration are liable for Late return fee. The software shall auto calculate and provide details of the Late Return fees (if any) applicable to the trader depending on the date of submitting the returns.

Payments can be made in online and offline mode. Trader can choose either online payment or offline payment mode as per your convenience and make the payment.

Online Payment: Debit Card, Net Banking, Credit Cards

Offline Payment: Demand Draft

Note:

1. Payment made through offline mode, where trader needs to furnish the details of Demand Draft and upload a scan copy of the same and send the original to the Tobacco Board H.O, Guntur
2. Offline payments approvals are subject to receipt & verification of details to the physical copy of DD sent by the trader.

4. ONLINE RETURNS SUBMISSION:

Commercial Graders can submit online returns once its registration for the particular category is approved by the board. The trader can Login to application by filling its login details. Once successfully logged in the trader shall be taken to the homepage

Once in homepage the trader can access to the category under which he is registered by clicking on it.

Below screenshots illustrates the various stage of the application by the trader and you may also notice multiple companies and multiple categories as show below

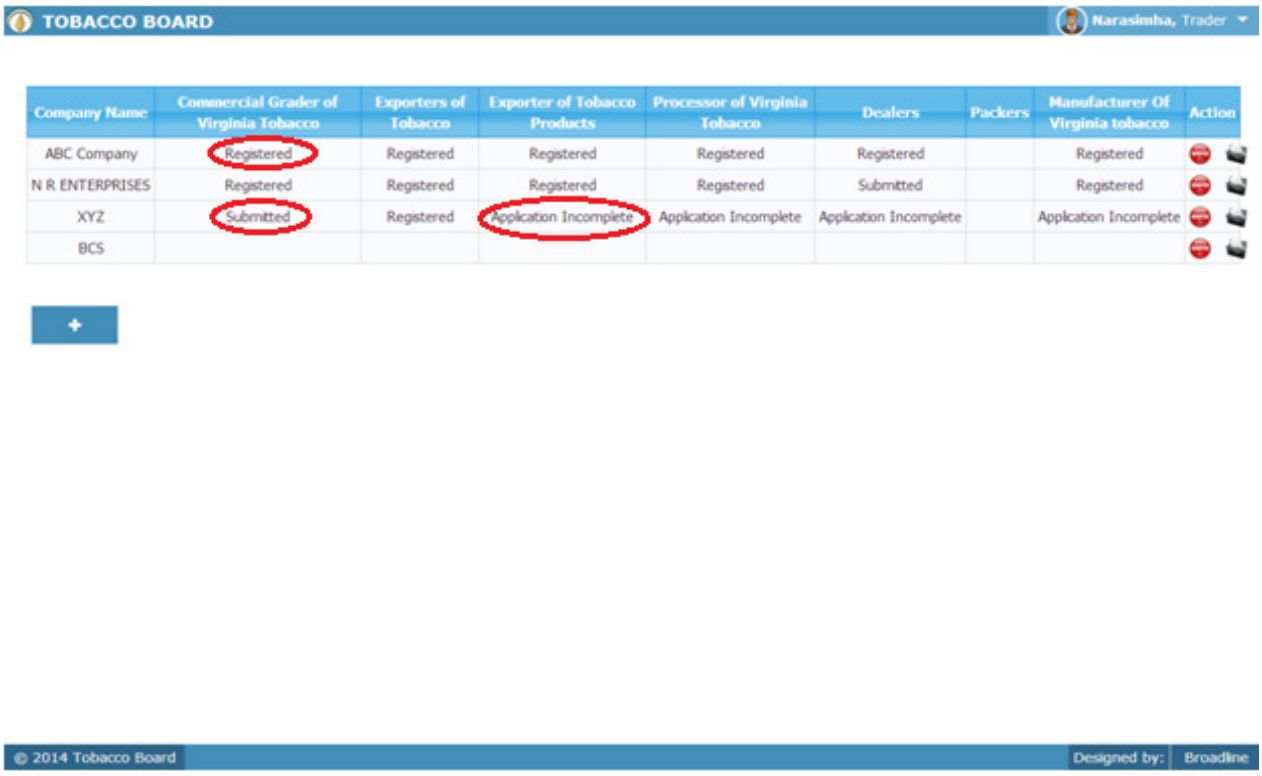


Figure 2

The various stages of Application processing are

- **Application Incomplete:** Trader has filled the application but has not submitted it to the Tobacco Board and trader cannot file any returns till he is approved as a registered trader by the Board.
- **Submitted:** Trader has submitted the application and is awaiting for Board's approval

- **Registered:** Traders post approval by the Board will be updated as Registered Trader

For ex. In screenshot above the ABC Company is granted approval under all the categories the status of the categories is ***"Registered"***

Once traders status is updated as ***"Registered"***, trader may click on it and navigate into the dashboard under the particular category and perform all the activities associated with the particular category (ex. Returns Filing, Applying for RCMC and GSP certificate (as applicable to the trader)

Once Packer clicks on ***"Registered"*** under the particular category they can find dashboard associated to that category.

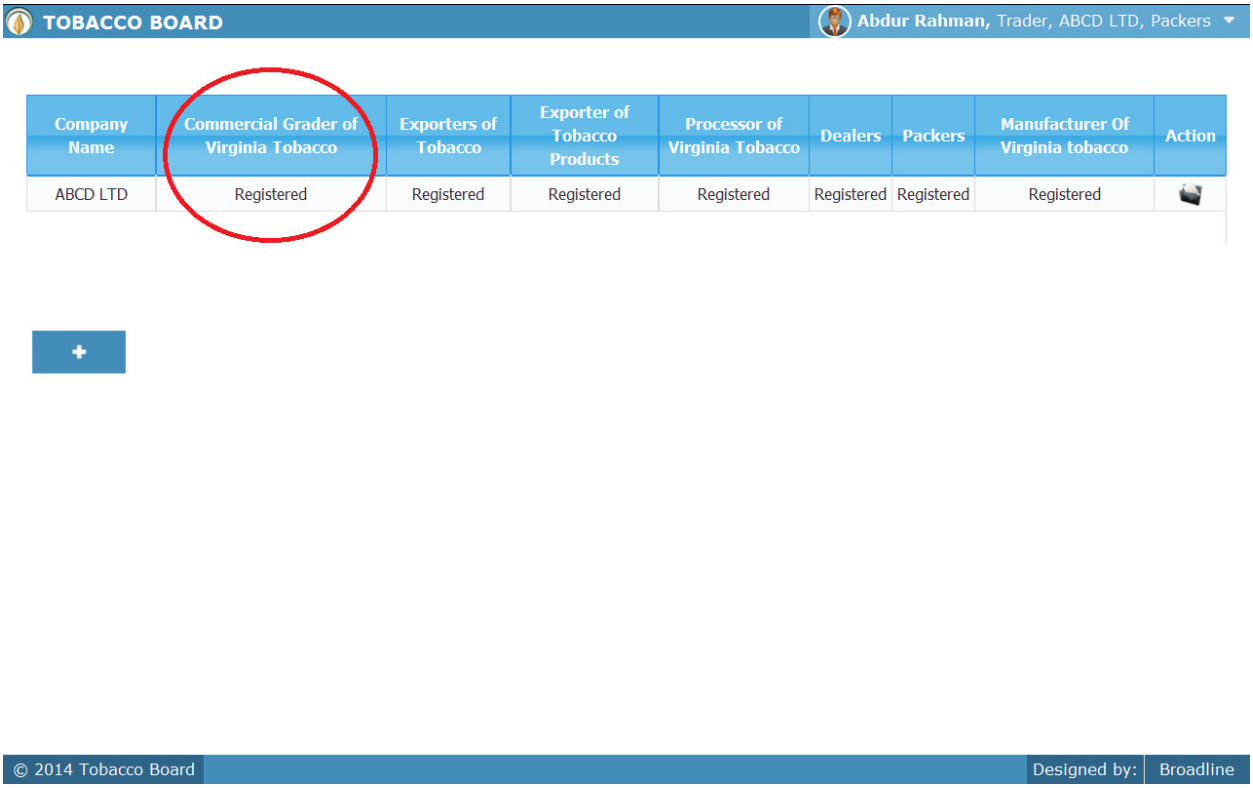


Figure 3

Below you may find the screenshot of trader dashboard for the category

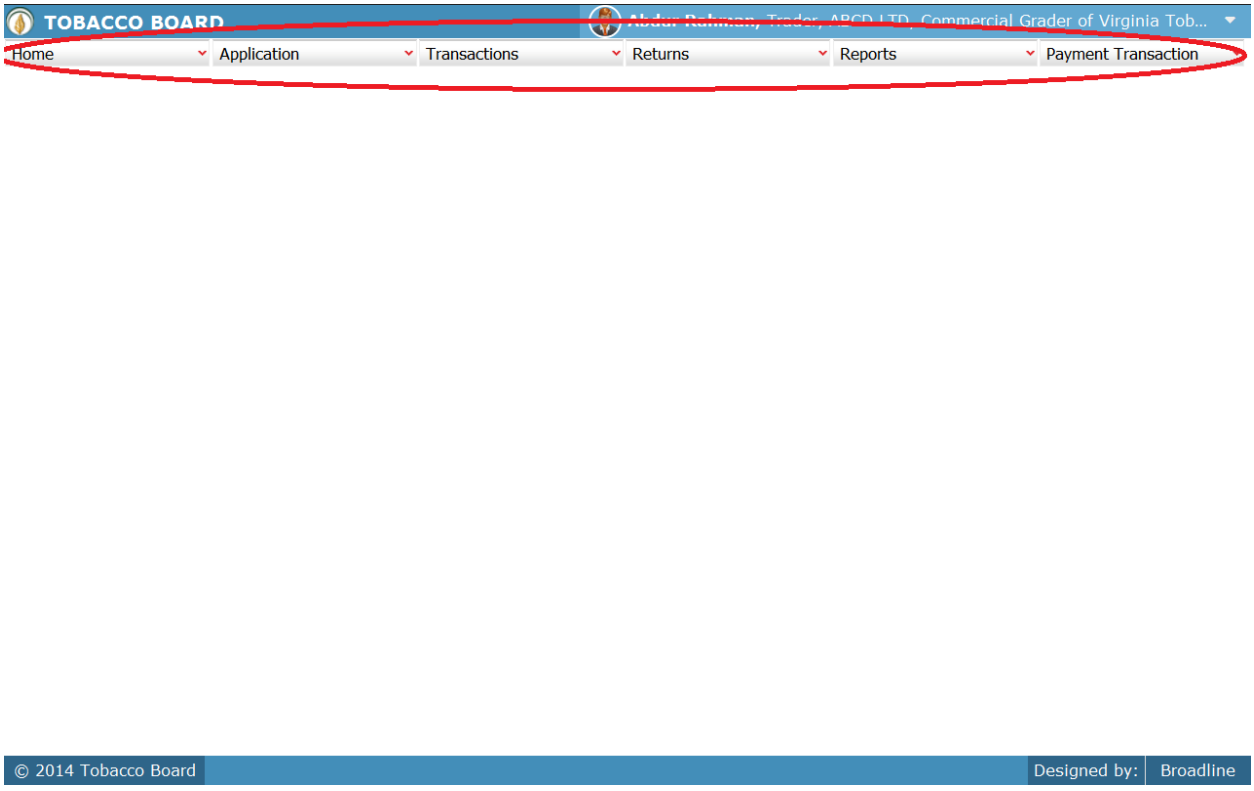


Figure 4

Above screenshot shows the screenshot for the dashboard of a trader under particular category with the following menus.

- **Home:** This menu can be used by the trader to navigate back to his home page
- **Application:** Under this menu trader can select option Application List and view all the applications they have submitted and all the information about it.
- **Transaction:** This menu is the main use for the registered trader as they can make entries of all the transactions or grading as commercial grader of tobacco they do under that particular category
- **Returns:** This menu will associate with all the returns the trader will do under the category and also view all the returns submitted previously by the trader.
- **Reports:** This menu displays all the information related to the stocks particular trader are having available under the particular category.

4.1. Returns Submission Procedure:

The application has been designed by re-engineering the regular returns submission process by the trader and has been made more of a trader friendly processes where the trader can log in and update his day to day transactions under the **"Transaction"** menu whenever he wants i.e. on a regular basis as per his daily transaction or on a single day giving all his monthly transactions at one go.

The process of returns is where the trader under the **"Return"** menu can just select the month. The system will automatically make all the calculations as per the information entered in the **"Transaction"** Menu and generate the Return Form of the particular category as per Board's Format and trader can print ,verify and submit the return when the trader is confirmed that details of the return are correct.

Packer can click on the "Transactions" menu to make entries of their tobacco transactions they have performed. ("Highlighted below in red circle")

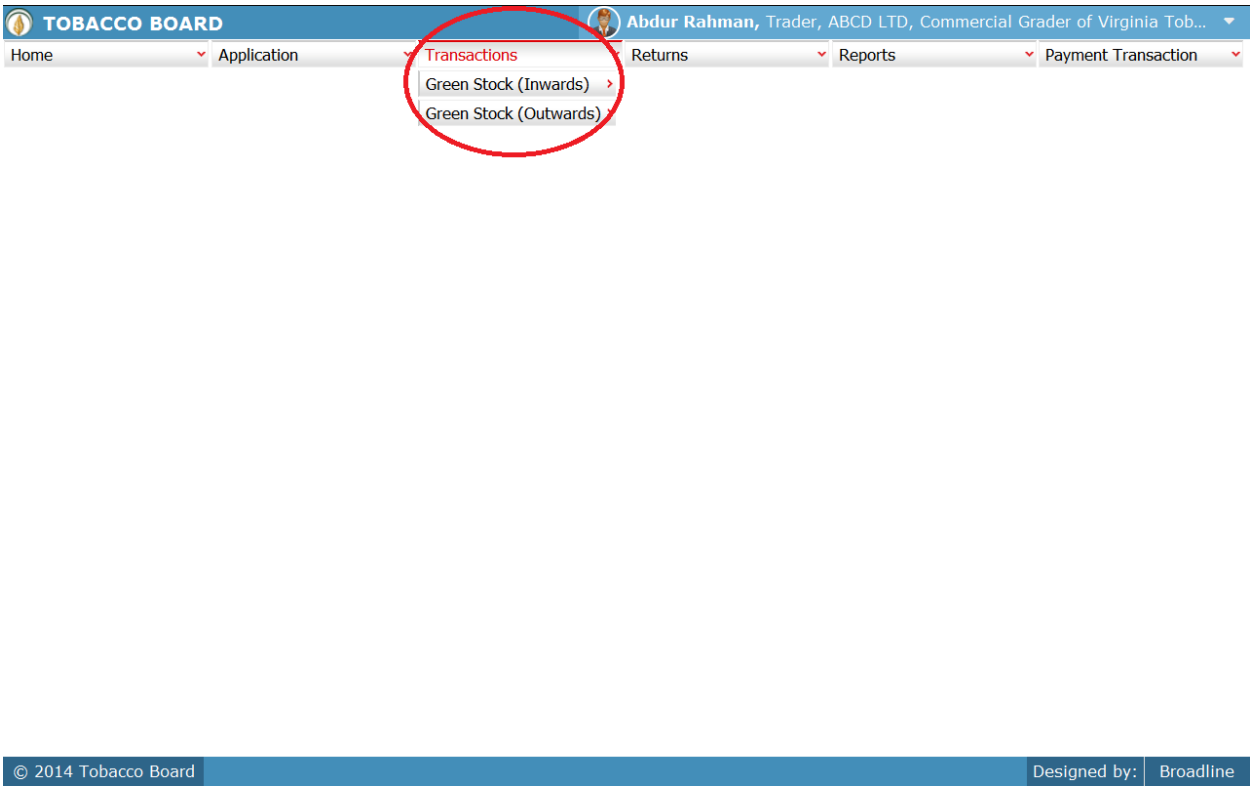


Figure 5

Trader can find under the **"Transaction"** menus which are

1. **Green Stock (Inwards):** The term "Green Stock Inwards" menu is to club all the transactions of green/raw tobacco that the Packer will be performing like Threshing/Redrying receipts, Opening stock etc.

2. **Green Stock (Outwards):** The term "Green Stock Outwards" menu is to club all the transactions of green tobacco that grader has made for various purposes like Return grading.

Each menu has been categorized clearly to ease the trader to make his entries efficiently under each sub menu for each transactions and the menus are inter linked to each other in a sync to help them manage all the tobacco details without doing much data entry.

For ex: Trader unless makes entries under Green stock (Inwards) like receipts for grading they cannot make entries under Green Stock(Outwards) like returned after Grading as all the menu under the transactions are inter linked in a logical manner.

Unless there is any stock (Inwards) there cannot be any stock (outwards)

This simple logic is followed throughout the application everywhere.

4.2. Green Stock (Inwards)

All the tobacco transactions concerning to recieving tobacco from various sources by the grader has been categorically classified under this menu

Below Screenshot shows the list of sub menus under Green stock (Inwards) ("Highlighted below in red circle")

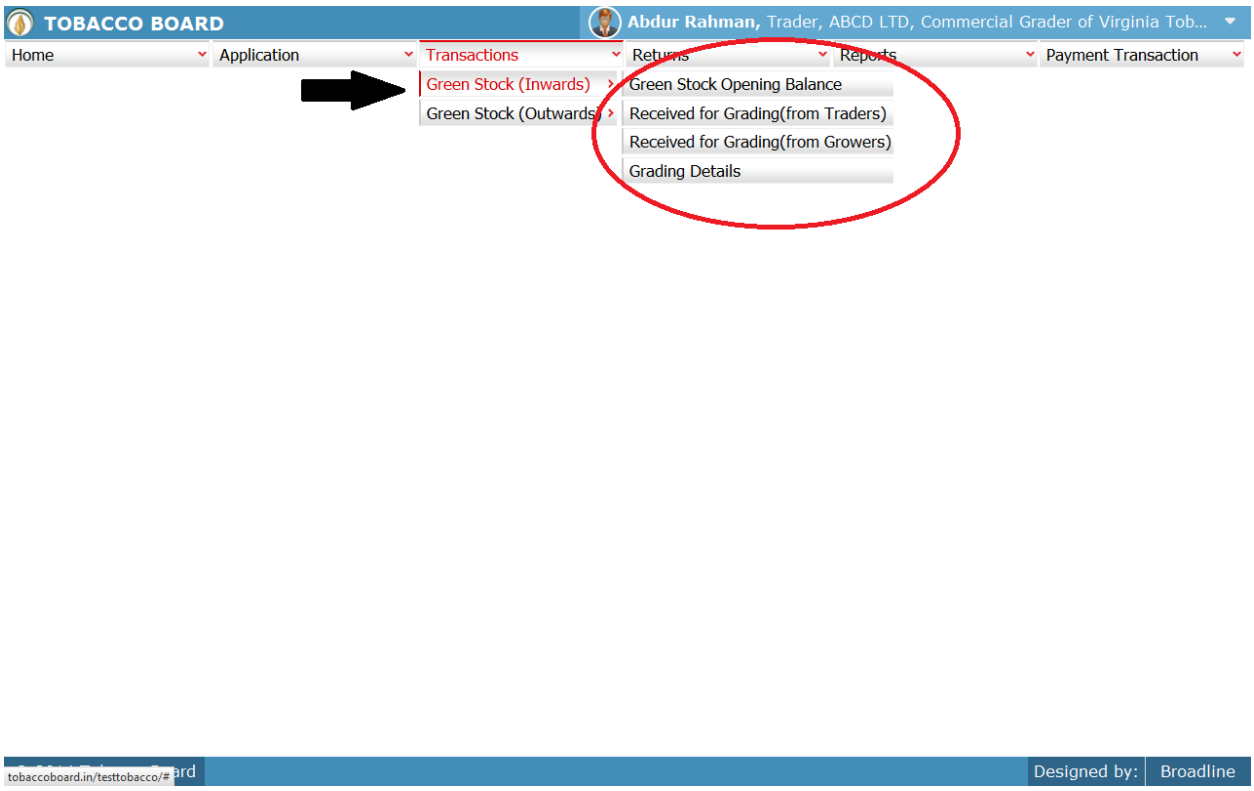


Figure 6

Trader can find under the "**Green Stock (Inwards)**" sub menus which are

4.2.1. Green Stock Opening Balance:

This is only a one time screen that the grader has to fill when he logs into the software application under this category for the first time.

The trader can click on this sub menu and he will be viewing the below screenshot.

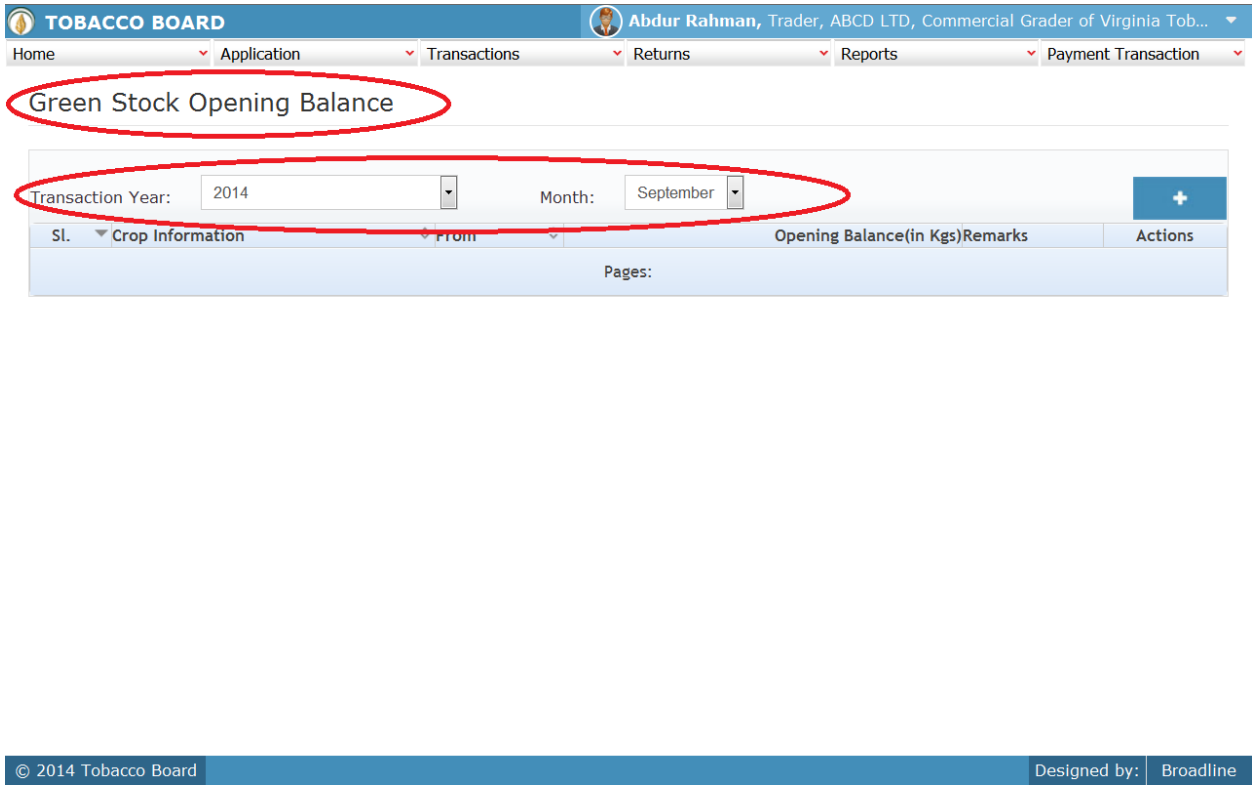


Figure 7

Trader can see in above screenshot the Green Stock Opening Balance screen ("Highlighted in red Circle"). This is the main screen for the Green stock opening balance details (We may call it summary sheet)

Once the trader navigates to this screen they can enter the details of all the Green Stocks available with the grader for the purpose of grading at that point of time from where he will start filing returns of any period.

For ex: If trader had submitted returns till month of July "Manually" and is filing "Online" returns from month of August, they have to fill the opening balance for the month of August into the application initially for the first time while using this application.

Once a single online return is submitted this screen shall not be in the list under the Green Stock (Inwards) menu and the opening balance for the subsequent month will be auto calculated by the application.

- **How to make entry into this screen?**

  Grader has to choose the transaction month and year as shown in Figure 7 above ("Highlighted in red color rectangle box").

  i. **Transaction Month:** Trader needs to choose the month for which the he want to make entry of the tobacco transaction done.

  ii. **Year:** Trader needs to choose the year along with the transaction month for which the tobacco transaction entry is to be made.

  Note: Application will always be showing current Transaction month and year as default value, but the trader can change this by choosing other period by clicking on the drop down menus.

Once the Transaction period is chosen the trader can go ahead and make entries of all the green stocks available with the Packer.

Entries can be made by clicking on the Add Button ( ) on extreme right hand side of the table as shown in **Figure 7**

On clicking the add button the following screen is opened as shown in below screenshot.

The following dialog box is opened.

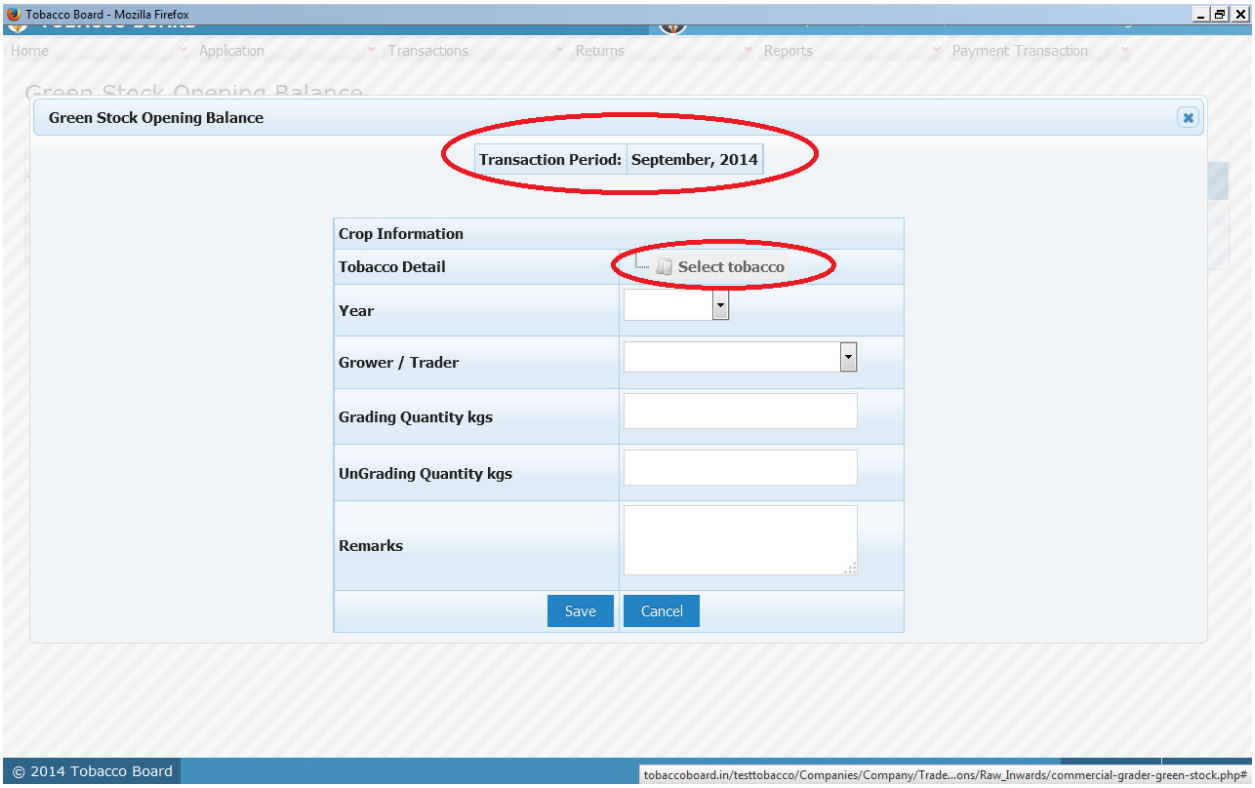


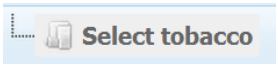
Figure 8

Trader may observe that as per the selection of transaction year made in previous screen the Transaction period is shown here ("Highlighted in red Circle").

Crop Information:

Trader needs to provide following details of the crop available as opening balance

a) **Tobacco Details:**
This selection has to be made in various screens by the trader as seen in above screenshot you may find button.
Select Tobacco Button: As this is a repetitive process trader should understand to use the button.



I. Trader needs to click on the select tobacco button and the list for tobacco varieties will be shown to them as illustrated in below screenshot.

Following is the list of tobacco varieties that is opened when the "Select tobacco" button is clicked by the trader the trader may choose the tobacco variety which as per his choice by clicking on the variety.

Trader may see options as "Green Stocks" and "Other" tab ("Highlighted in red Circle") in **Figure 9**. If the trader needs to make entry of any tobacco variety other than the one in existing green stock list, they may click on the other Tab and enter the details of the tobacco variety and Click on the "Select" button below

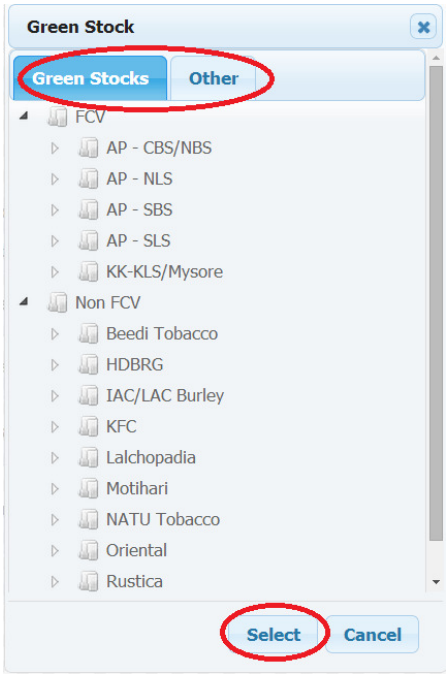


Figure 9

I. Trader can choose any variety in the list by clicking on the node and choosing the tobacco at the last node only.

Trader Can click on each node to explore the below levels of the particular variety.

Note: Selection can be made only till the end level and a particular variety cannot be chosen if any underlying level is prevailing below that variety.

Therefore the trader needs to go to the end level and click on the variety to choose it.

For ex: A trader who wants to choose a tobacco that is FCV and from soil region AP – CBS/NBS as shown in Figure 10. He need to click on node points ("highlighted in Red Circles) and choose the end level and click the "Select" button below as shown or click on "Cancel" button to cancel the selection made.

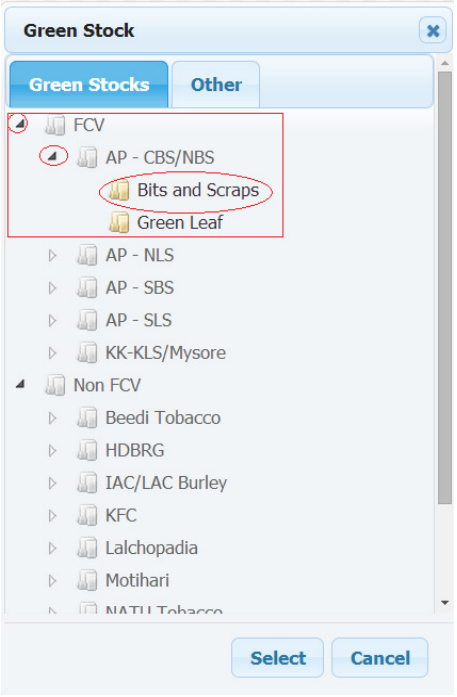


Figure 10

If the trader had made a selection as per above example and click the select button following screenshot is shown.

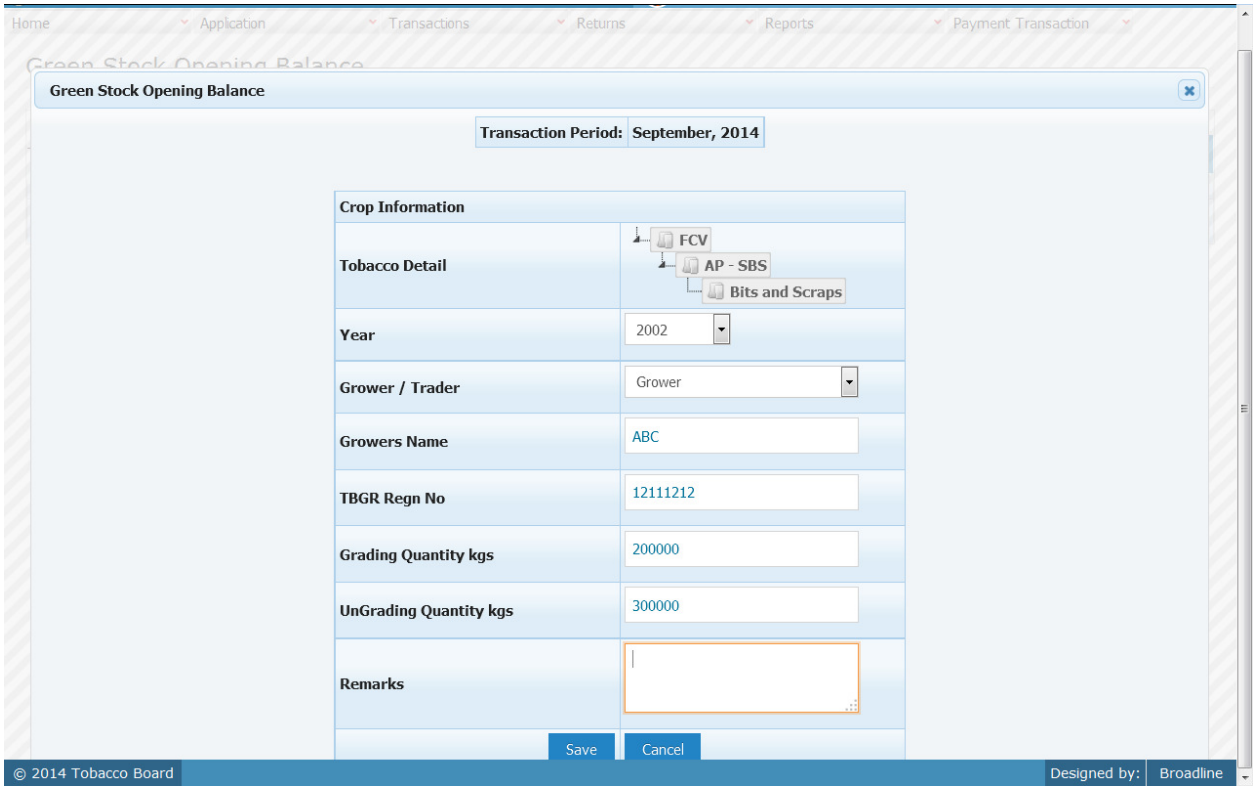


Figure 11

It can be observed that the Tobacco details are filled in ("Highlighted in red circle"). Trader can still change the Tobacco details by clicking on it and choosing other variety.

a) **Year** : This is the crop year of the Tobacco chosen by the trader. Trader can click on the drop down and select the crop year.
b) **Grower / Trader**: Received from Trader / Grower
c) **Name:** Name of the trader/ Grower
d) **Registration Number:** Registration number of trader/Grower
e) **Quantity** : Trader has to fill in the quantity of tobacco mention (in Kgs).
f) **Remarks** : This an option field for the trader to mention any remarks about the entry made

Once filling in the entire details trader may save the entry by clicking on "SAVE" button below as shown in **figure 11**.

The Green stock opening screen (we may call as summary sheet) will as below screenshot once entry is made.

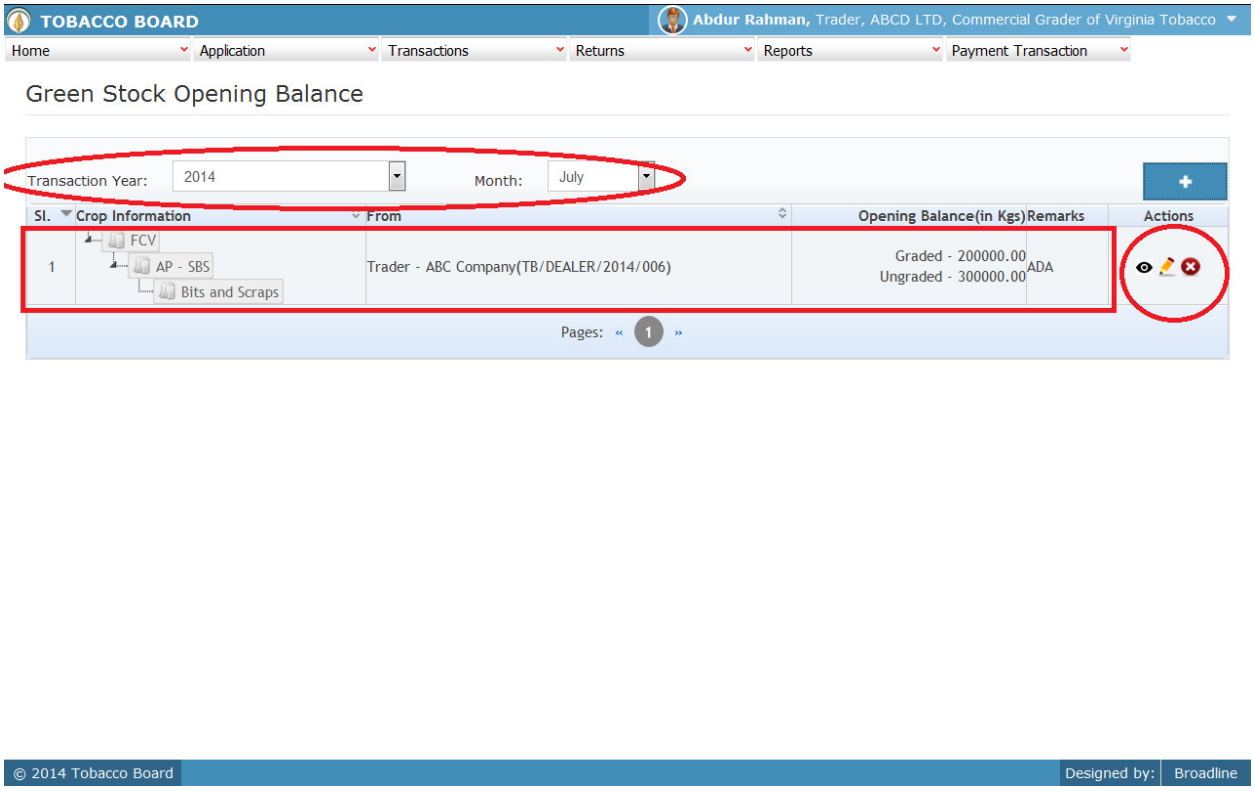


Figure 12

Trader may observe that record is successfully saved in the Green stock opening balance screen ("Highlighted in red color rectangle Box"). The trader can make multiple entries to this screen by again clicking on the add button at the right hand side of the table.

Note: After making an entry you can find an updated table as above screen shot. You may observe the extreme right hand column of the table with column name as **"Action"**. This column will be present throughout the portal at various stages.

You may observe from above screenshot 3 images under Action column. All of these 3 icons have different functions.

1. This image can be clicked to view the complete details of the entry.
2. This image can be clicked on to edit any information in the list
3. This image can be used for deletion of a complete row entry in the list

4.2.2. Receive for Grading (from Traders):

Graders can make entries of all the Green Stock Received for grading from other traders made during a particular transaction period. By choosing the Transaction year and Month for which the entry is made, as shown in below screenshot ("Highlighted in Red Circle")

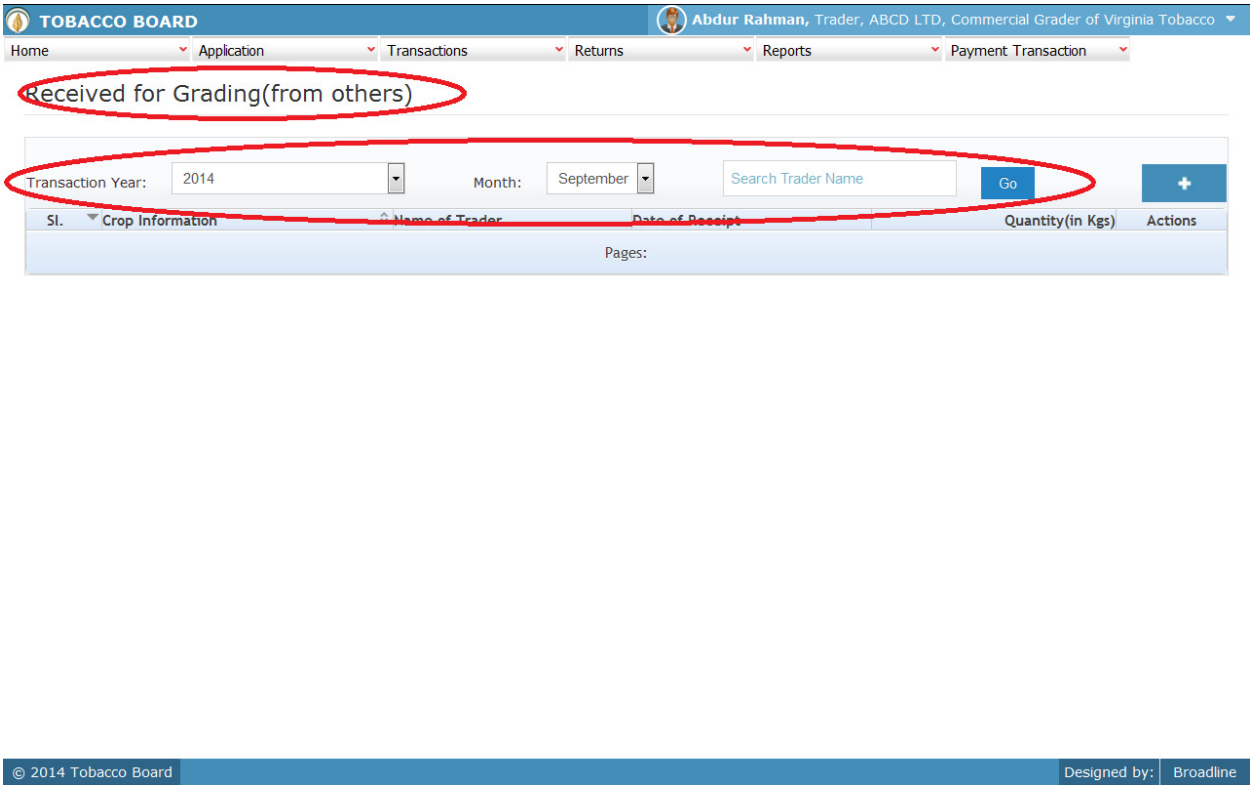


Figure 13

Trader can make entries for any Raw Tobacco received for grading by grader during the transaction period by clicking on the Add button (+) as shown in **Figure 13**

The Receive for Grading (from Trader) screen (we may also call as summary screen) can be used by traders to view all the entries made earlier (if any) by choosing the transaction year and date.

Details of all the receipts made by the trader will be listed in this screen and the trader may view the list and make entries by choosing the transaction period.

Entries can be made by clicking on the Add Button (+) on extreme right hand side of the table as shown in **Figure 13**

On clicking the add button the following screen is opened as shown in below screenshot

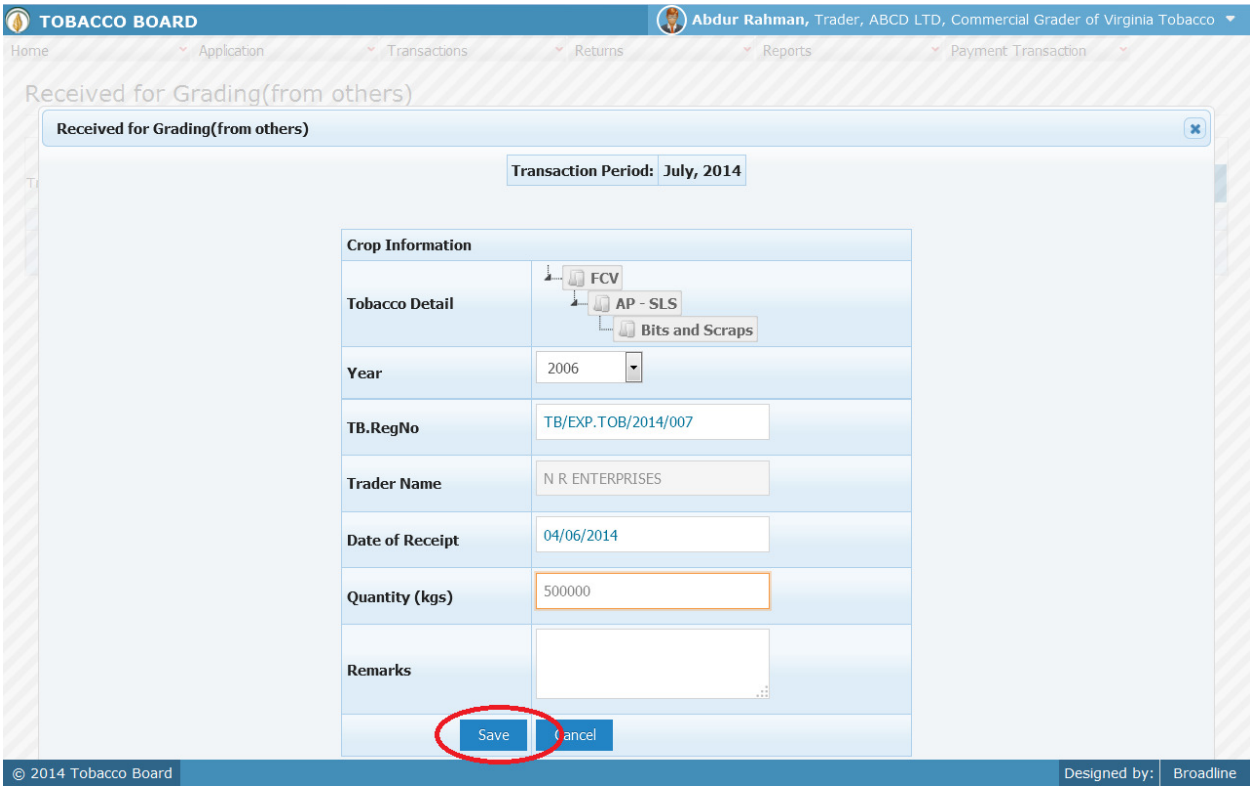
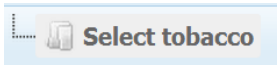


Figure 14

Grader needs to fill in the following details:

a) **Tobacco Details:**
This selection has to be made in various screens by the trader as seen in above screenshot you may find button.
Select Tobacco Button: As this is a repetitive process trader should understand to use the button. 

b) **Year :** This is the crop year of the Tobacco chosen by the trader. Trader can click on the drop down and select the crop year.
c) **Registration Number:** Registration number of trader/Grower
d) **Date of Receipt:** Date when the tobacco was received for grading
e) **Quantity :** Trader has to fill in the quantity of tobacco mention (in Kgs).
f) **Remarks :** This an option field for the trader to mention any remarks about the entry made

Once the trader has selected the options they can save the entries by clicking on "SAVE" button as shown in **Figure 14.**

Once saved the following screenshot will be displayed as shown below

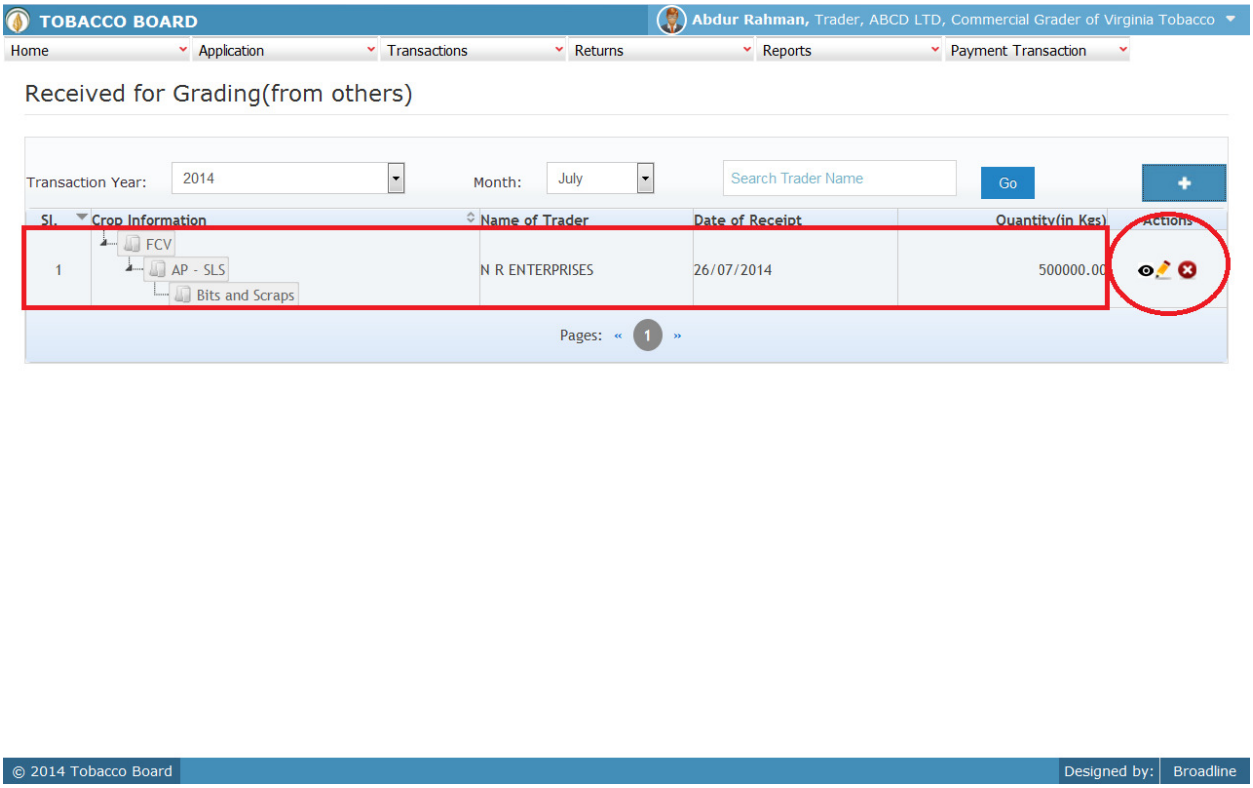


Figure 15

Trader may observe that record is successfully saved in the Receive for grading screen ("Highlighted in red color rectangle Box"). The trader can make multiple entries to this screen by again clicking on the add button at the right hand side of the table.

Note: After making an entry you can find an updated table as above screen shot **Figure 15**. You may observe the extreme right hand column of the table with column name as **"Action"**. This column will be present throughout the portal at various stages.

You may observe from above screenshot 3 images under Action column. All of these 3 icons have different functions.

1. This image can be clicked to view the complete details of the entry.
2. This image can be clicked on to edit any information in the list
3. This image can be used for deletion of a complete row entry in the list

4.2.3. Receive for Grading (from Growers):

Graders can make entries of all the Green Stock Received for grading from growers made during a particular transaction period. By choosing the Transaction year and Month for which the entry is made, as shown in below screenshot ("Highlighted in Red Circle")

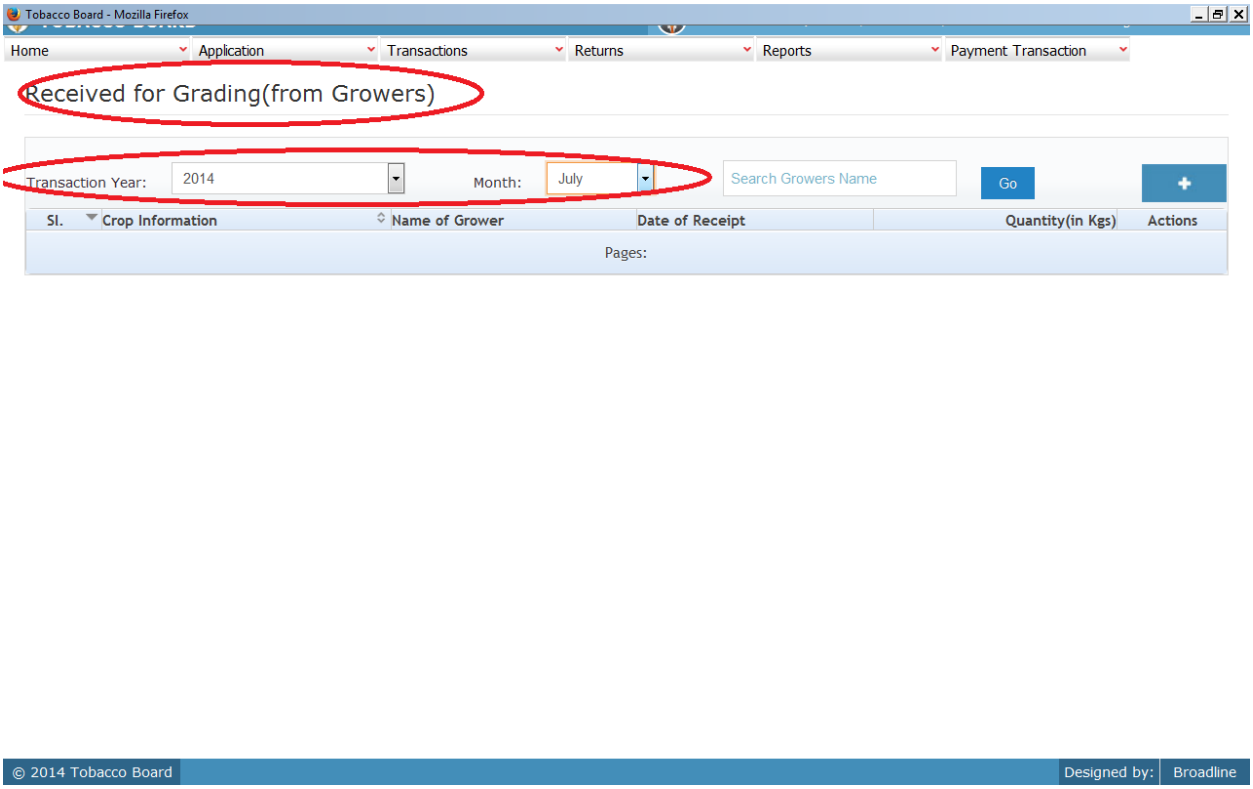


Figure 16

Trader can make entries for any Raw Tobacco received for grading by grader during the transaction period by clicking on the Add button (+) as shown in **Figure 16**

The Receive for Grading (from Grower) screen (we may also call as summary screen) can be used by traders to view all the entries made earlier (if any) by choosing the transaction year and date.

Details of all the receipts made by the trader will be listed in this screen and the trader may view the list and make entries by choosing the transaction period.

Entries can be made by clicking on the Add Button (+) on extreme right hand side of the table as shown in **Figure 16**

On clicking the add button the following screen is opened as shown in below screenshot

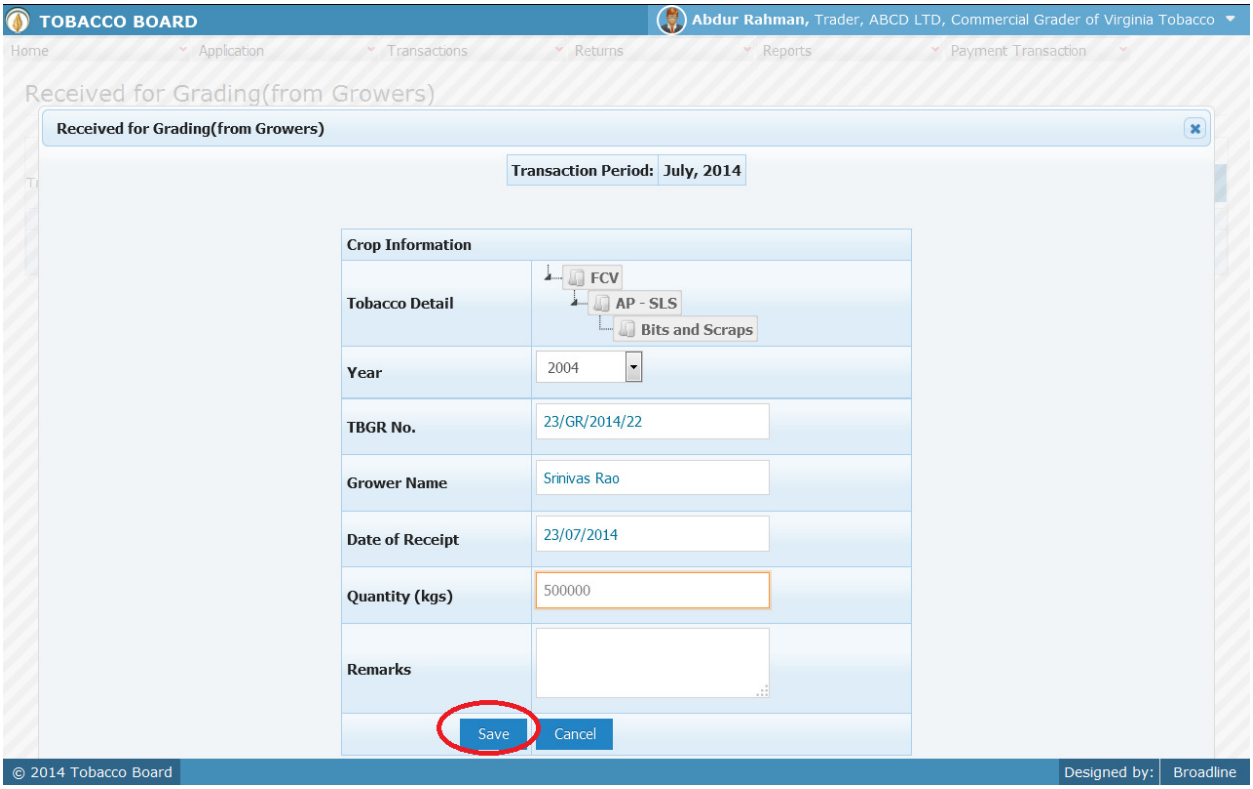
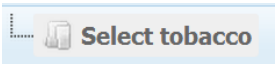


Figure 17

Grader needs to fill in the following details:

b) Tobacco Details:
This selection has to be made in various screens by the trader as seen in above screenshot you may find button.
Select Tobacco Button: As this is a repetitive process trader should understand to use the button.



g) Year : This is the crop year of the Tobacco chosen by the trader. Trader can click on the drop down and select the crop year.
h) Grower Registration Number: Registration number of Grower
i) Date of Receipt: Date when the tobacco was received for grading
j) Quantity : Trader has to fill in the quantity of tobacco mention (in Kgs).
k) Remarks : This an option field for the trader to mention any remarks about the entry made

Once the trader has selected the options they can save the entries by clicking on "SAVE" button as shown in **Figure 17.**

Once saved the following screenshot will be displayed as shown below

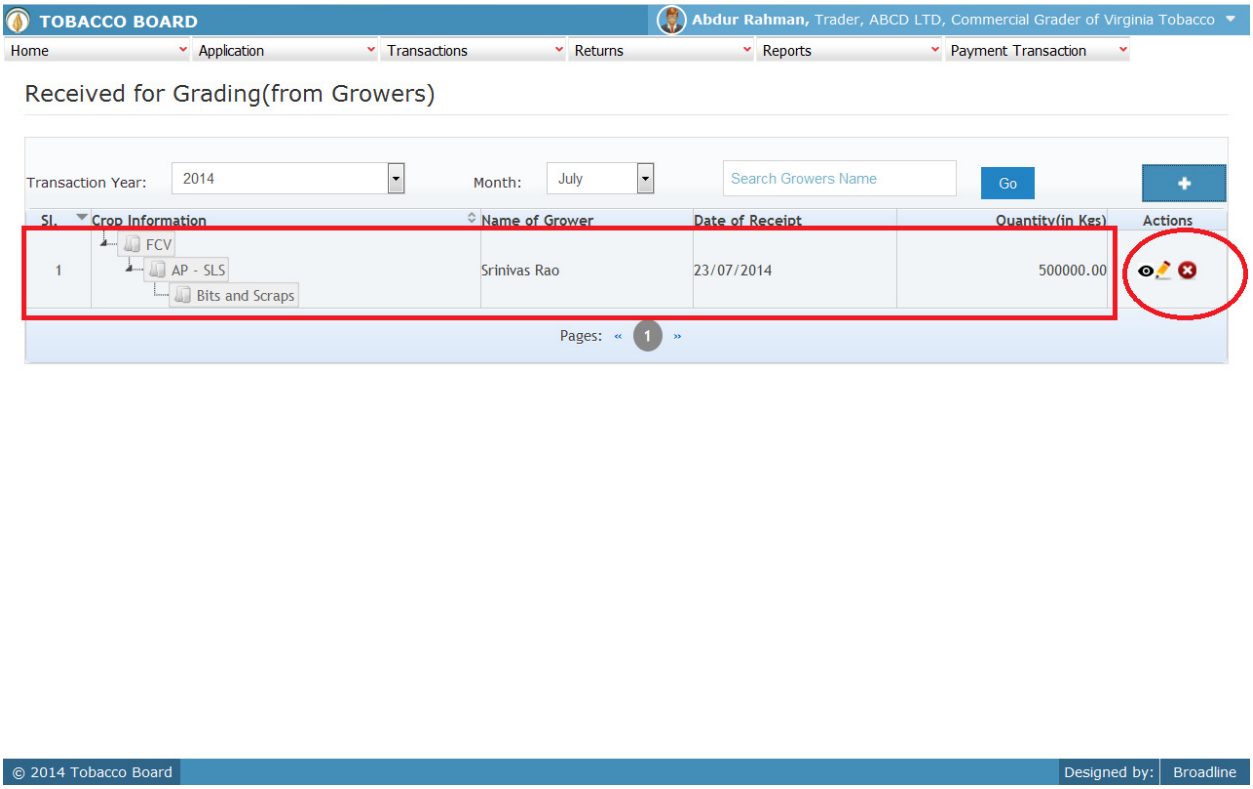


Figure 18

Trader may observe that record is successfully saved in the Receive for grading screen ("Highlighted in red color rectangle Box"). The trader can make multiple entries to this screen by again clicking on the add button at the right hand side of the table.

Note: After making an entry you can find an updated table as above screen shot **Figure 18**. You may observe the extreme right hand column of the table with column name as **"Action"**. This column will be present throughout the portal at various stages.

You may observe from above screenshot 3 images under Action column. All of these 3 icons have different functions.

1. This image can be clicked to view the complete details of the entry.
2. This image can be clicked on to edit any information in the list
3. This image can be used for deletion of a complete row entry in the list

4.2.4. Grading Details:

Graders can make entries of all the grading activities carried out by them on day-to-day basis for green stock received for grading from various traders and growers made during a particular transaction period. By choosing the Transaction date for which the entry is made, as shown in below screenshot ("Highlighted in Red Circle")

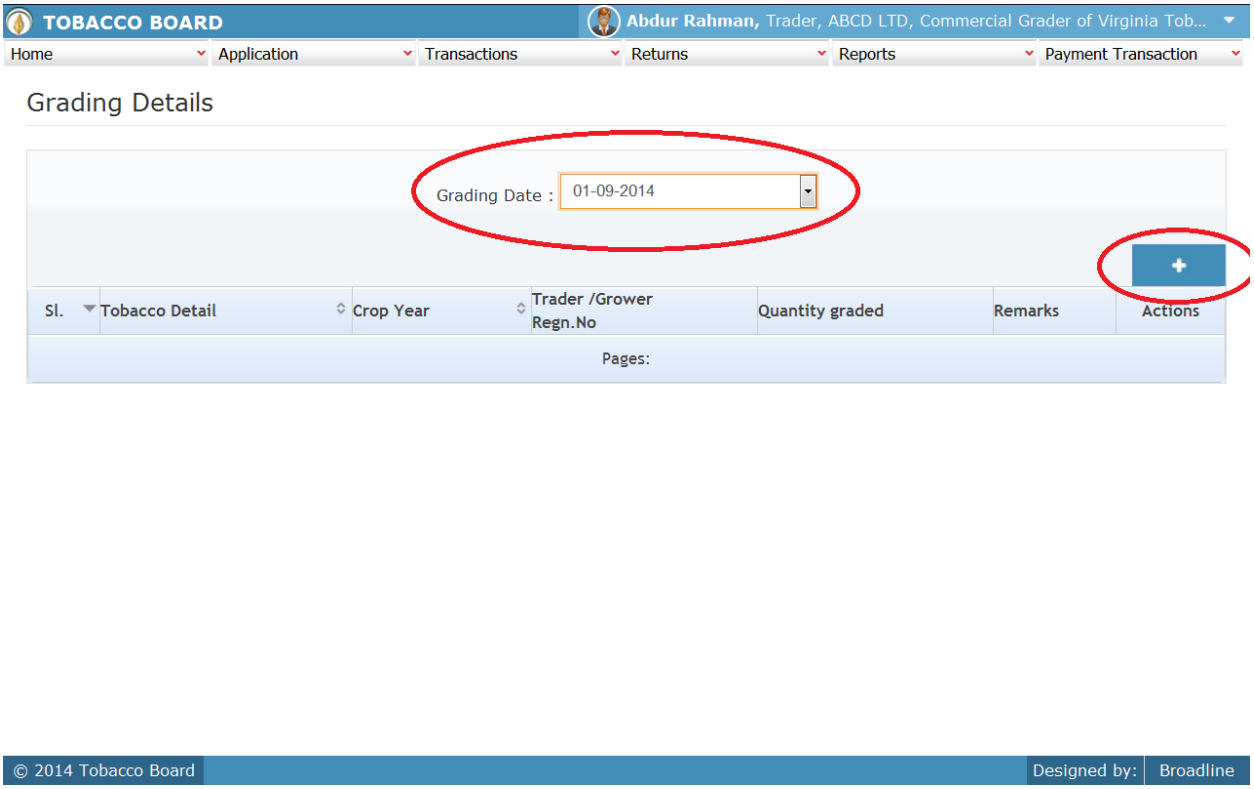


Figure 19

Trader can make entries for any grading done on a particular day by grader during the by first choosing the date of grading & then clicking on the Add button (+) as shown in **Figure 19**

Details of all the grading made by the trader will be listed in this screen and the trader may view the list and make entries by choosing the date.

Entries can be made by clicking on the Add Button (+) on extreme right hand side of the table as shown in **Figure 19**

On clicking the add button the following screen is opened as shown in below screenshot

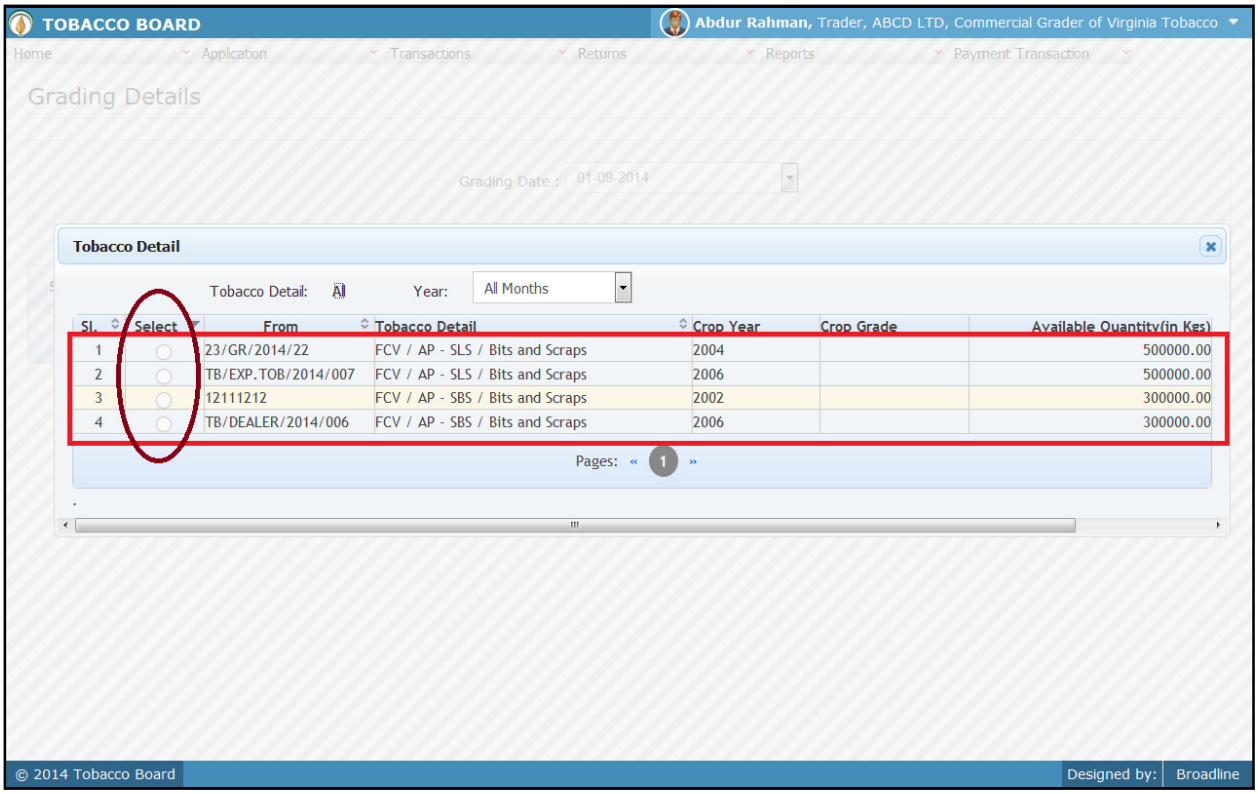


Figure 20

Trader may find a list of Tobacco Details from all the entries made in the following screens under **Green Stock (Inwards)**

List of Screens (All tobacco clubbed together)

1. Green Stock Opening Balance
2. Received for Grading(Traders)
3. Received for Grading(Growers)

The list shown in above screenshot **Figure 20** comprises of all the tobacco the trader has in stock by clubbing all the green stock of tobacco enter in above **list of screens.**

Trader may choose from the list green tobacco quantity that is been graded by them by clicking the radio button under select column in **Figure 20** ("highlighted in red Color Circle")

Note: Trader cannot make any entry of new green stock in the existing list unless it has been entered in any of the above screens mentioned in **List of Screens.**

On clicking the radio button the trader will be opening the following screen as shown in below screenshot **Figure 21**

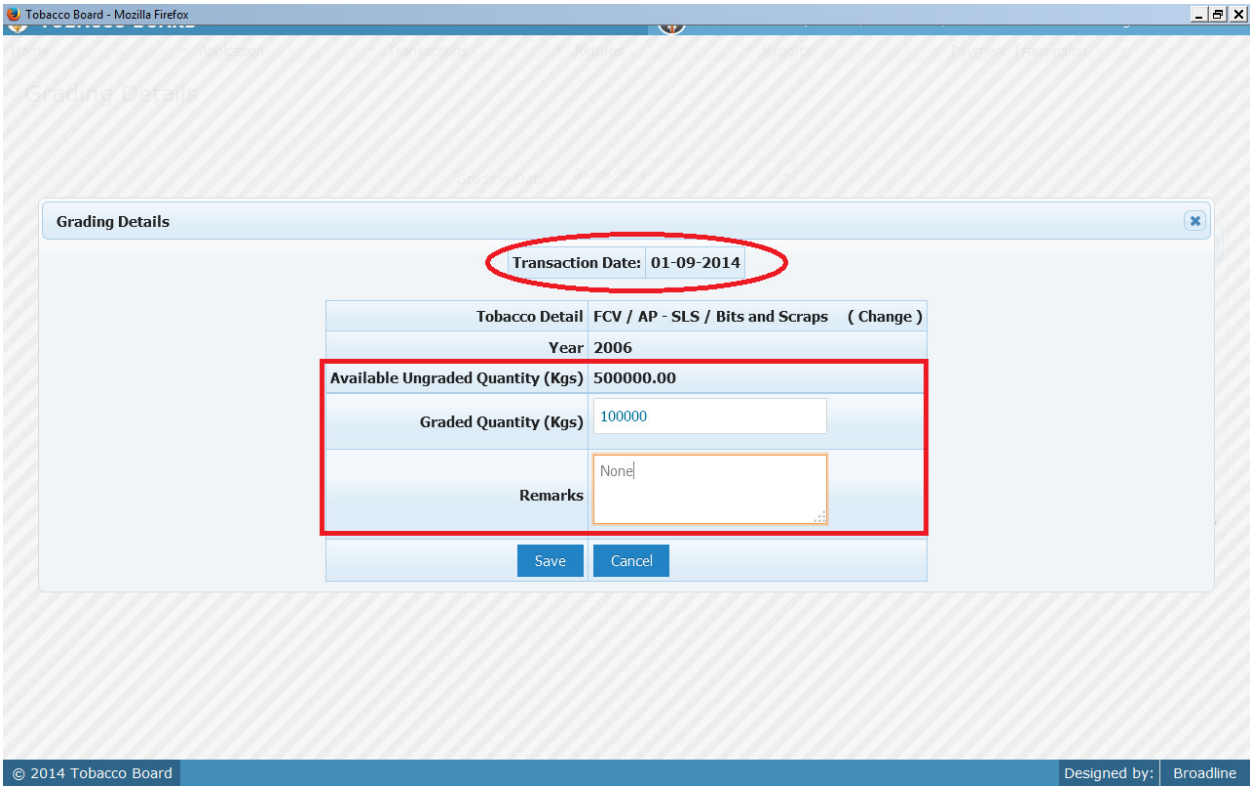


Figure 21

Trader may observe that software will be showing the current available quantity of that particular tobacco and trader may fill in how much quantity is graded on that particular date from the available quantity ("Highlighted in Red Rectangular box").

If the trader needs to choose any other tobacco he may click on the "Change" button in **Figure 21**

Trader needs to furnish the following details:

1. **Graded Quantity:** Quantity of tobacco graded (in Kgs)
2. **Remarks:** Trader may give remarks (if any)

Once trader makes the entry of issued quantity they can save it by clicking on to the "save" button below.

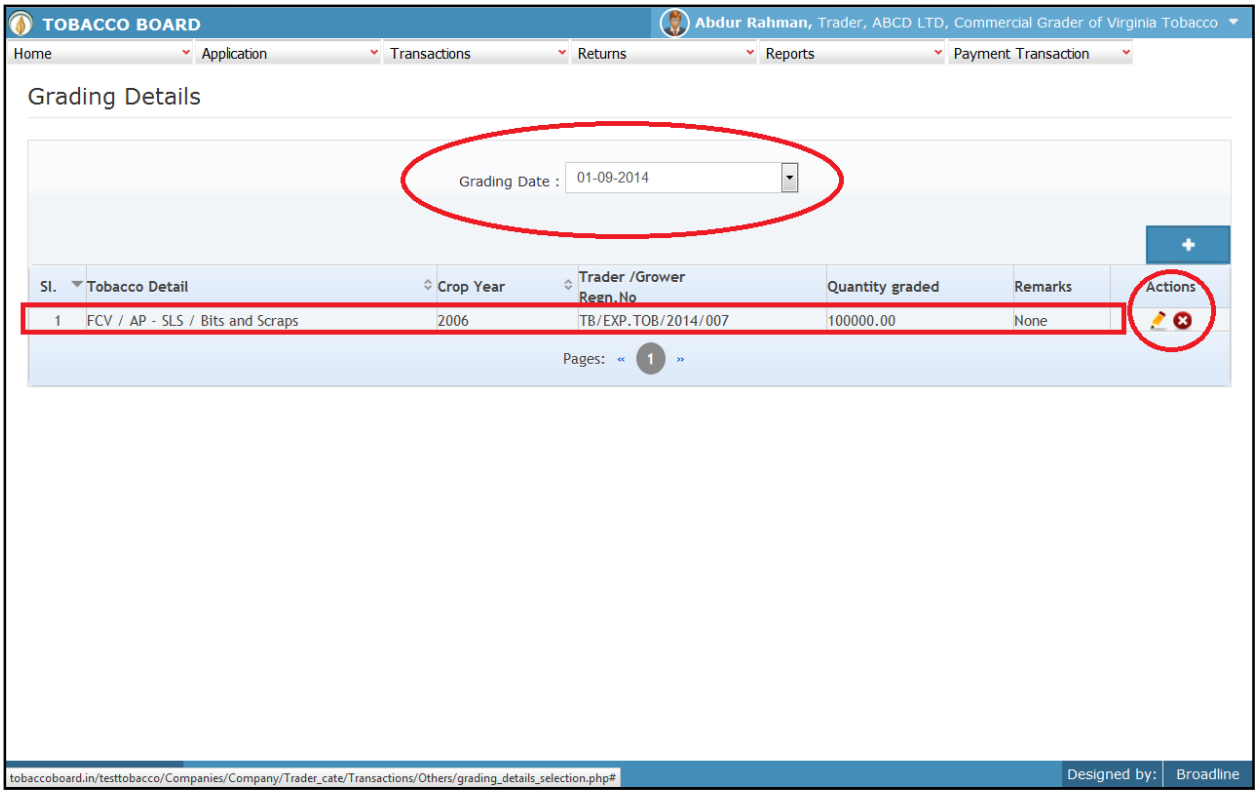


Figure 22

Trader may observe that record is successfully saved in the Grading Details screen ("Highlighted in red color rectangle Box"). The trader can make multiple entries to this screen by again clicking on the add button at the right hand side of the table.

Note: After making an entry you can find an updated table as above screen shot **Figure 22**. You may observe the extreme right hand column of the table with column name as **"Action"**. This column will be present throughout the portal at various stages.

You may observe from above screenshot 2 images under Action column. Both 2 icons have different functions.

1. This image can be clicked on to edit any information in the list
2. This image can be used for deletion of a complete row entry in the list

Note:

1. If a particular tobacco is Graded by the trader under the menu "Grading Details" the same tobacco cannot be edited under the "Green Stock (Inwards)" –List of screens wherever it has been entered.

2. Grader needs to understand that entries are made on day-to-day basis, so if entries for any date is not made and the next dates entries are done, trader cannot select the skipped date to make any entries at later stage. If trader wants to make entries for the skipped date, first they need to delete all the front dated entries and then only they can choose that date and make entries.

   For ex. If Trader had made entries for the date 03rd Sep 2014 and has skipped making any entries for 4th Sep 2014 then moved further and made entries for 5th,6th & 7th Sep but later wants to make entries for 4th Sep2014 . For this trader needs to delete all entries made later dates to 4th Sep 2014 i.e. 5th, 6th & 7th Sep and then only they may make entries for 4th Sep 2014.

4.3. Green Stock (Outwards)

All the tobacco transactions concerning to green stock tobacco moving out of the graders stock via. Return of graded stock after grading & returning ungraded stock all such transactions has been categorically classified under this menu

Below Screenshot shows the list of sub menus under Green stock (Outwards) ("Highlighted below in red circle")

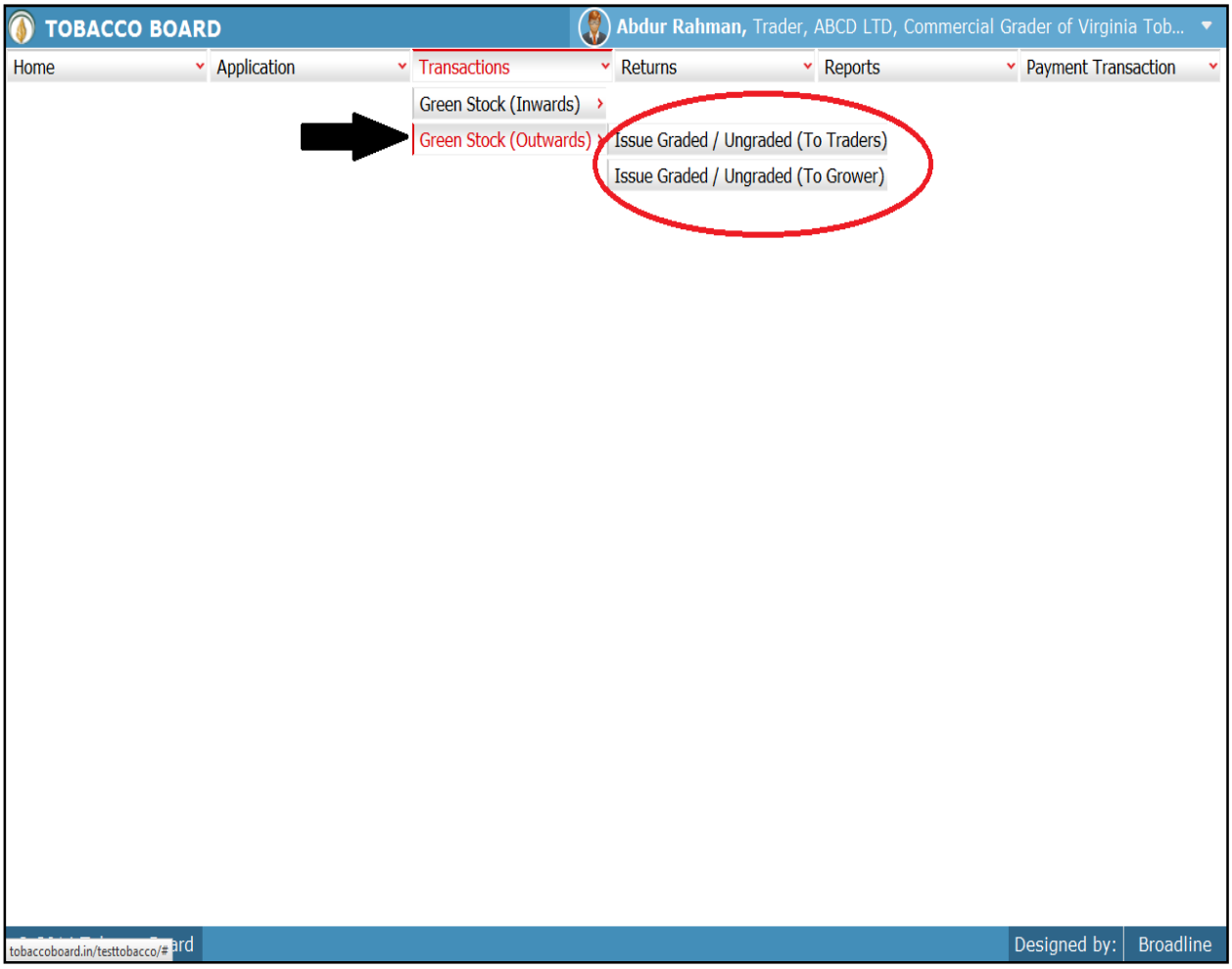


Figure 23

Trader can find under the **"Green Stock (Outwards)"** sub menus which are

4.3.1. Issued Graded/Ungraded (To Traders):

Traders can make entries of all the green stock returned back to trader from whom they had received during a particular transaction period. By choosing the Transaction year and Month for which the entry is made, as shown in below screenshot ("Highlighted in Red Circle")

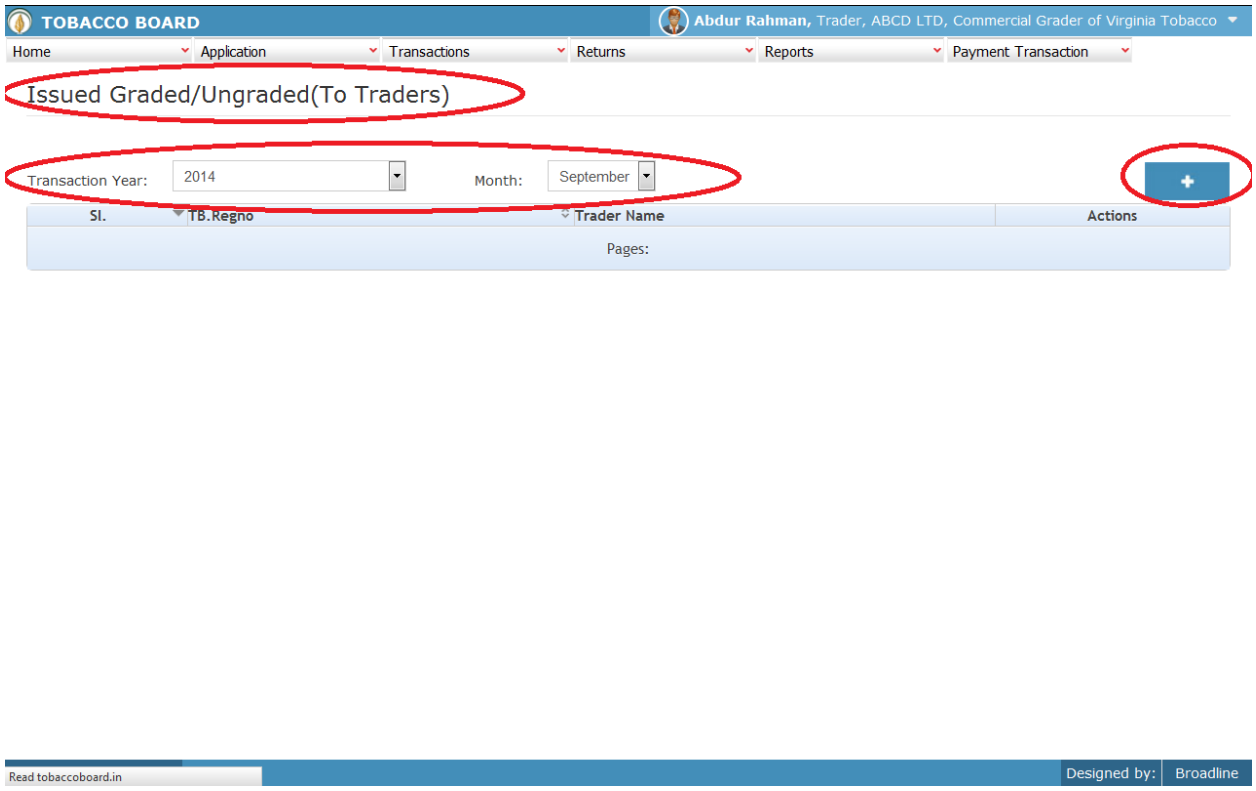


Figure 24

Trader can make entries for any Green Stock Tobacco issued back after grading/ ungraded tobacco to respective traders during the transaction period by clicking on the Add button as shown in **Figure 24**

The Issued Grading/Ungraded (To Traders) screen (we may also call as summary screen) can be used by traders to view all the entries made earlier (if any) by choosing the transaction year and date.

Details of all the issues made by the grader will be listed in this screen and the grader may view the list and make entries by choosing the transaction period.

Entries can be made by clicking on the Add Button ( ) on extreme right hand side of the table as shown in **Figure24**

On clicking the add button the following screen is opened as shown in below screenshot

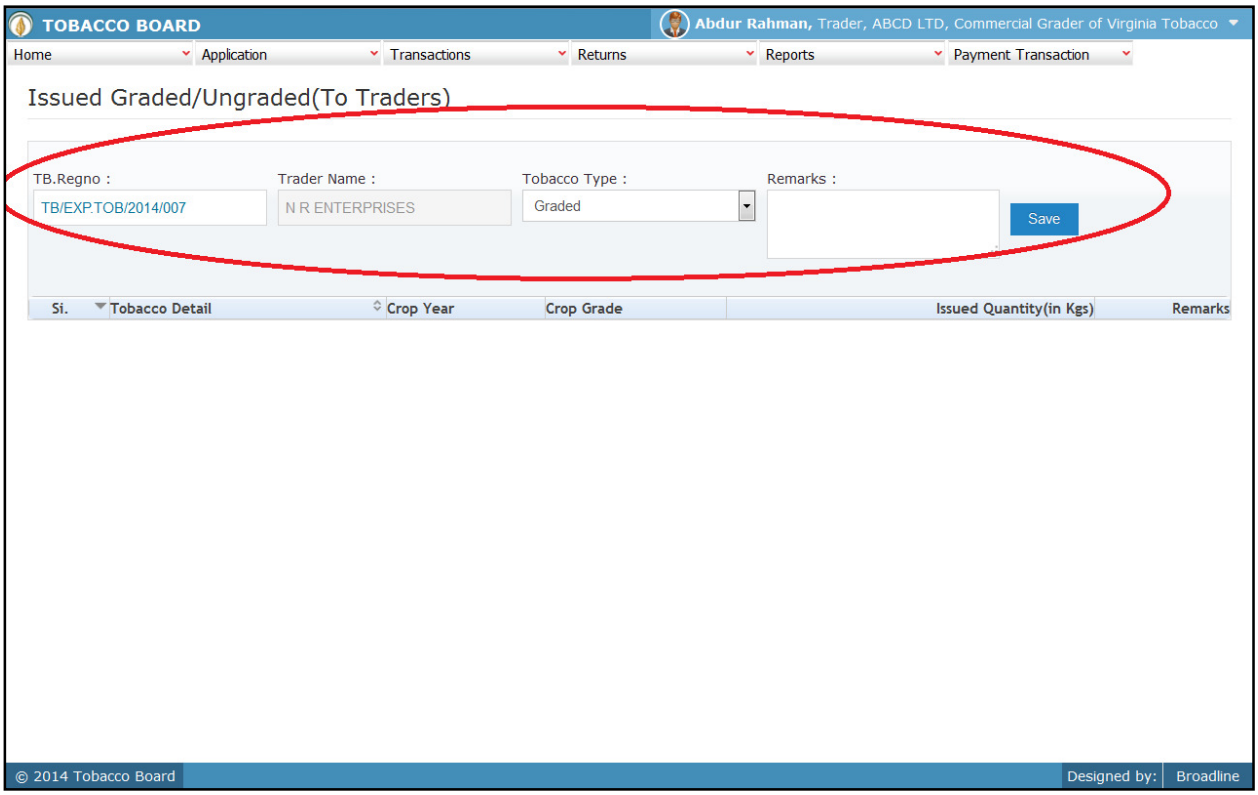


Figure 25

Grader issuing the tobacco back should first enter

1. **TB Registration number:** The trader needs to enter the registration number of the trader the trader may observe the list of trader only from whom they have received greens tock for grading
2. **Tobacco Type:** Choose the type of green stock issued back (graded or ungraded).

as shown in **Figure 25**(“Highlighted in red color”) and save it.

Once saved trader may observe following screen is shown

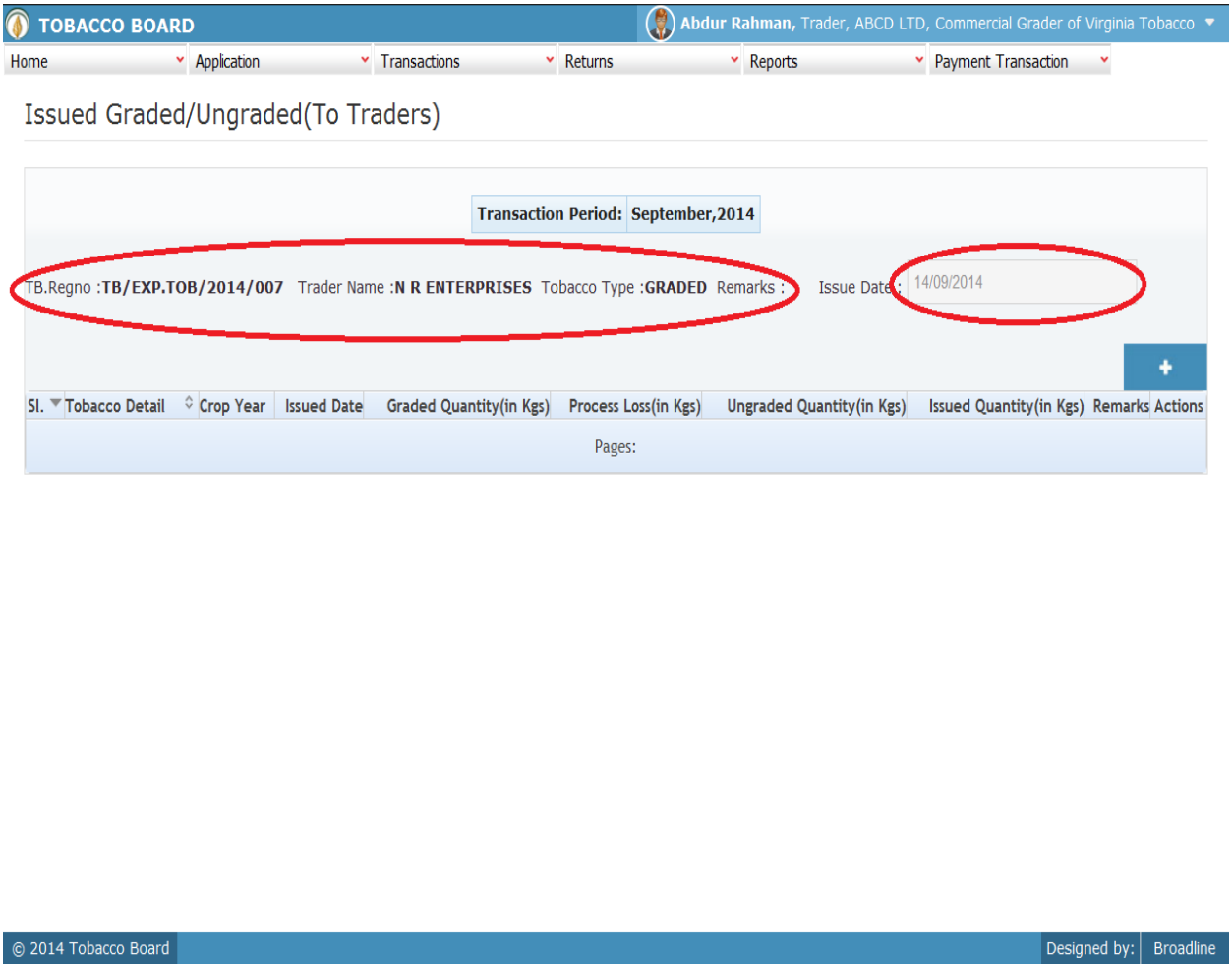


Figure 26

Trader may observe that the details of traders as entered in previous stage has been saved ("highlighted in red Circle") and now grader can choose the ISSUE DATE as in the date when they are issuing green stock back to the traders("Highlighted in red Circle")

Once date is chosen grader can go ahead and make list of entries of tobacco returned back to that particular trader by clicking on ADD button on extreme right hand side of table.

On clicking the Add button the below screenshot will be opened

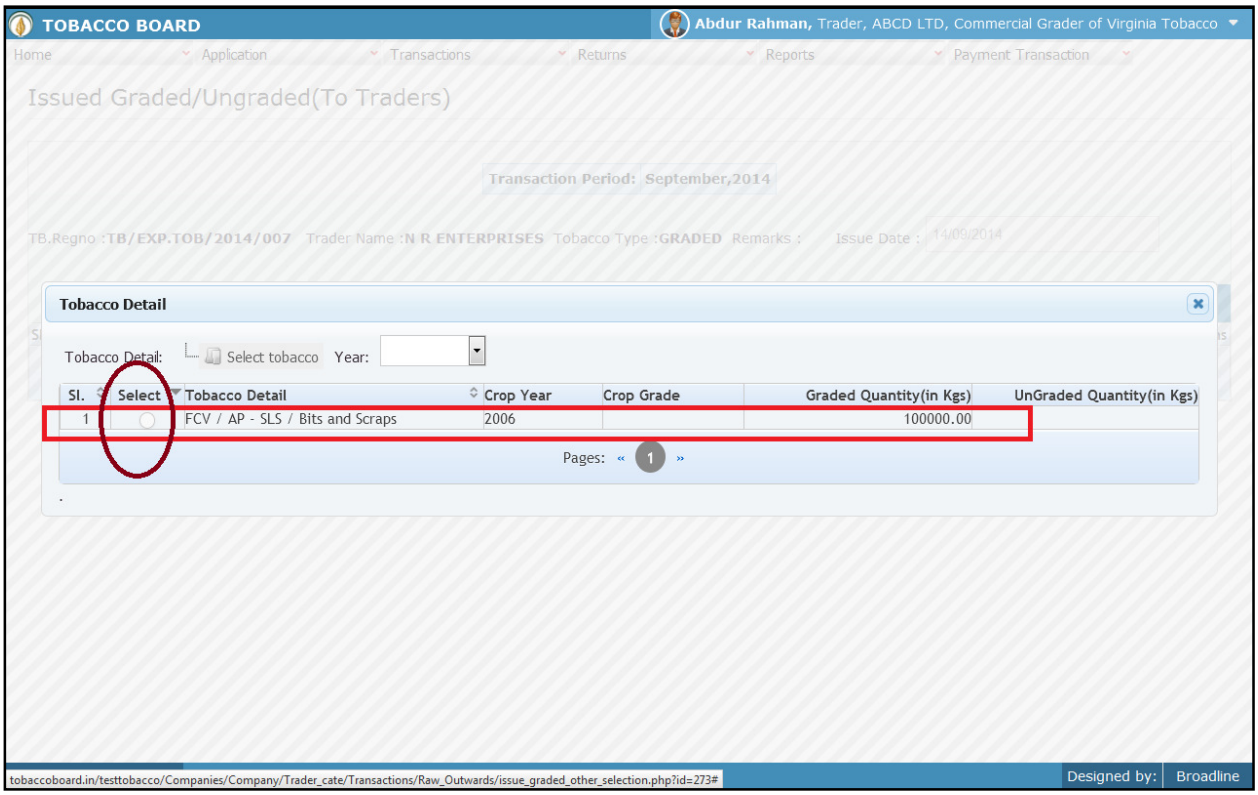


Figure 27

Grader may observe the list of graded tobacco available to be returned to that particular trader. This list is updated based on entries made under "Grading Details" screen. If grader does not find any particular tobacco type graded quantity he had done for the trader then

a) Grader may not have entered the details of grading under Grading Details Screen or
b) Grader may have made entries of grading detail for particular type of tobacco for the trader at any date later than ISSUE DATE grader has chosen in previous screen.

Grader may choose from the list green tobacco quantity that is been graded by them by clicking the radio button under select column in **Figure 27**("highlighted in red Color Circle")

On clicking the radio button the trader will be opening the following screen as shown in below screenshot **Figure 28**

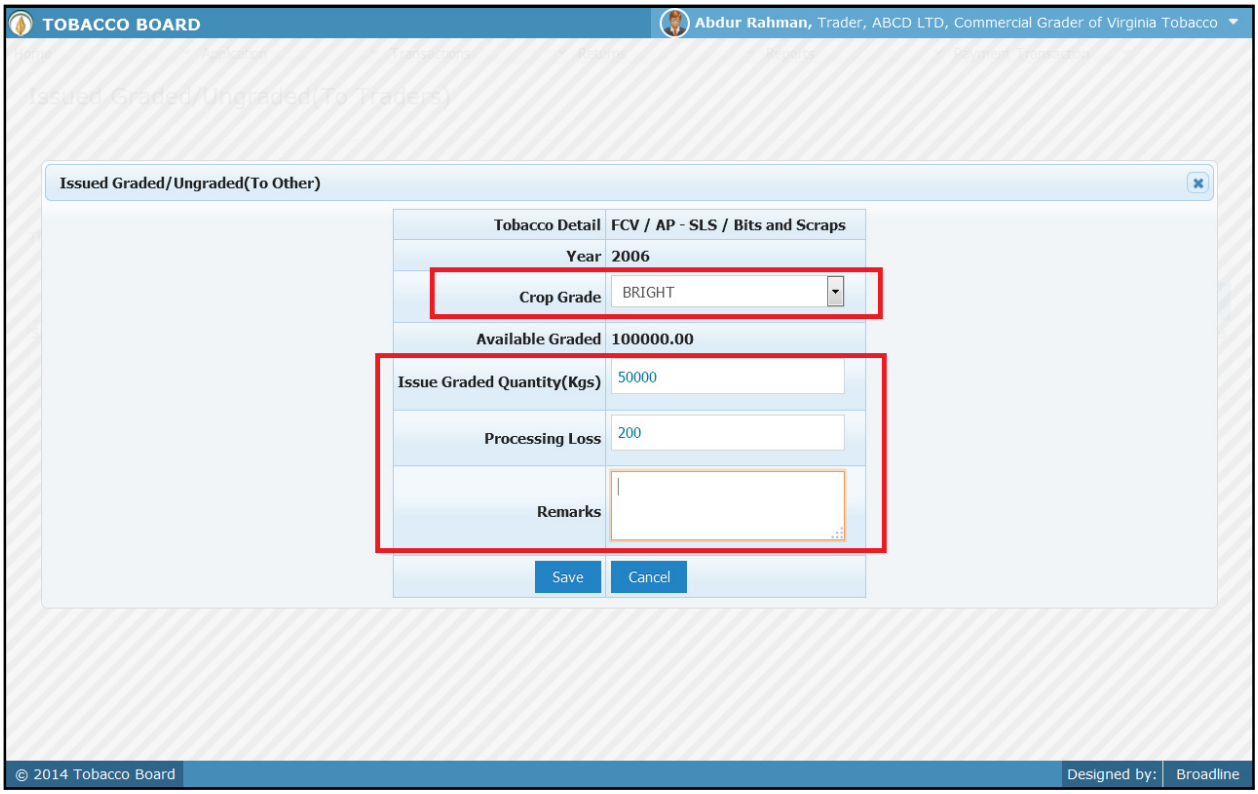


Figure 28

Grader may observe that software will be showing the current available graded quantity of that particular tobacco and trader may fill in how much quantity is issued/returned back on that particular date from the available quantity ("Highlighted in Red Rectangular box").

If the trader needs to choose any other tobacco he may click on the "Change" button in **Figure 28**

Trader needs to furnish the following details:

1. **Issued Graded Quantity:** Quantity of graded tobacco issued back (in Kgs)
2. **Processing loss:** Quantity of processing loss during the particular tobacco grading
3. **Crop Grade:** Grader needs to specify the grade of the tobacco after grading
4. **Remarks:** Trader may give remarks (if any)

Once trader makes the entry of issued quantity they can save it by clicking on to the "save" button below.

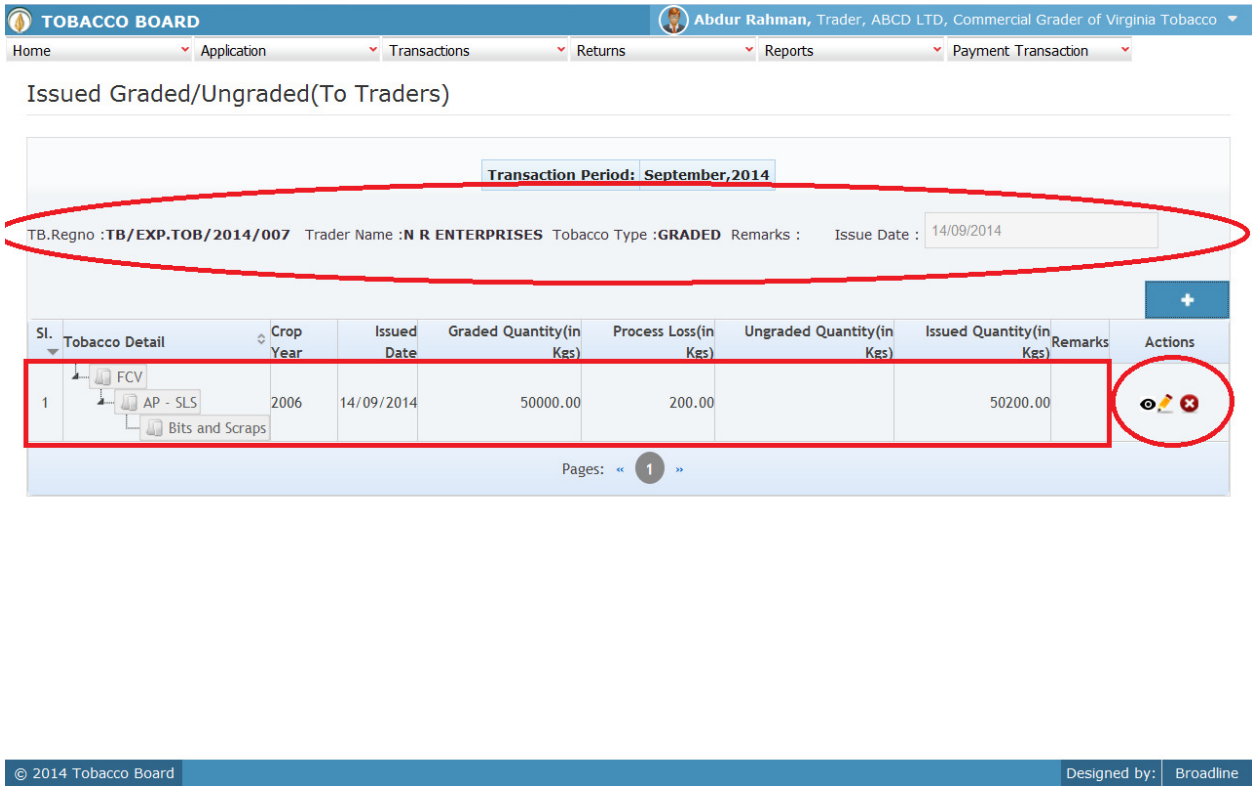


Figure 29

Grader may observe that record is successfully saved in the Issued Graded/Ungraded(To Trader) screen ("Highlighted in red color rectangle Box"). The trader can make multiple entries to this screen by again clicking on the add button at the right hand side of the table.

Note: After making an entry you can find an updated table as above screen shot **Figure 29**. You may observe the extreme right hand column of the table with column name as **"Action"**. This column will be present throughout the portal at various stages.

You may observe from above screenshot 2 images under Action column. Both 2 icons have different functions.

1. This image can be clicked on to edit any information in the list
2. This image can be used for deletion of a complete row entry in the list

Similarly a Trader can make number of entries of traders to whom tobacco is issued graded/ungraded and make multiple entries for each trader depending on grader/ungraded entry.

4.3.2. Issued Graded/Ungraded (To Growers):

Traders can make entries of all the green stock returned back to growers from whom they had received during a particular transaction period. By choosing the Transaction year and Month for which the entry is made, as shown in below screenshot ("Highlighted in Red Circle")

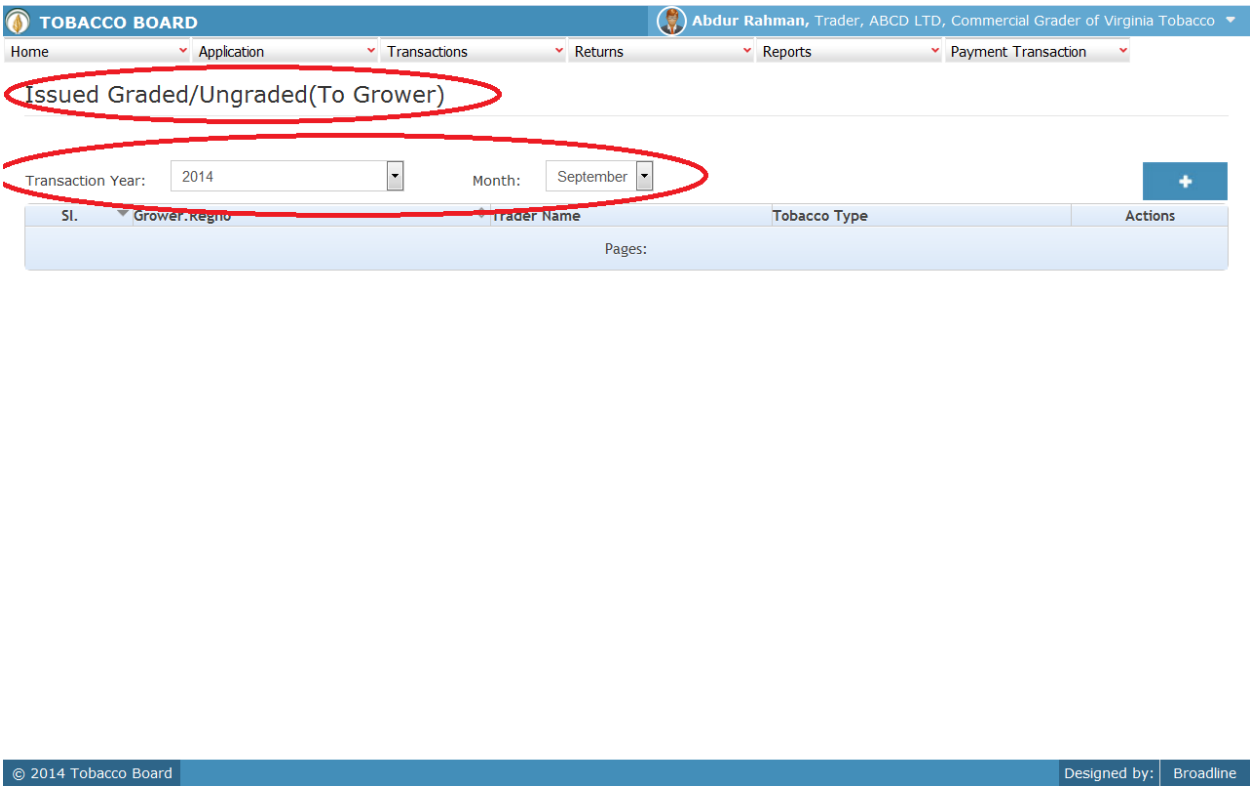


Figure 30

Trader can make entries for any Green Stock Tobacco issued back after grading/ ungraded tobacco to respective growers during the transaction period by clicking on the Add button as shown in **Figure 30**

The Issued Grading/Ungraded (To Growers) screen (we may also call as summary screen) can be used by traders to view all the entries made earlier (if any) by choosing the transaction year and date.

Details of all the issues made by the grader will be listed in this screen and the grader may view the list and make entries by choosing the transaction period.

Entries can be made by clicking on the Add Button ( ) on extreme right hand side of the table as shown in **Figure30**

On clicking the add button the following screen is opened as shown in below screenshot

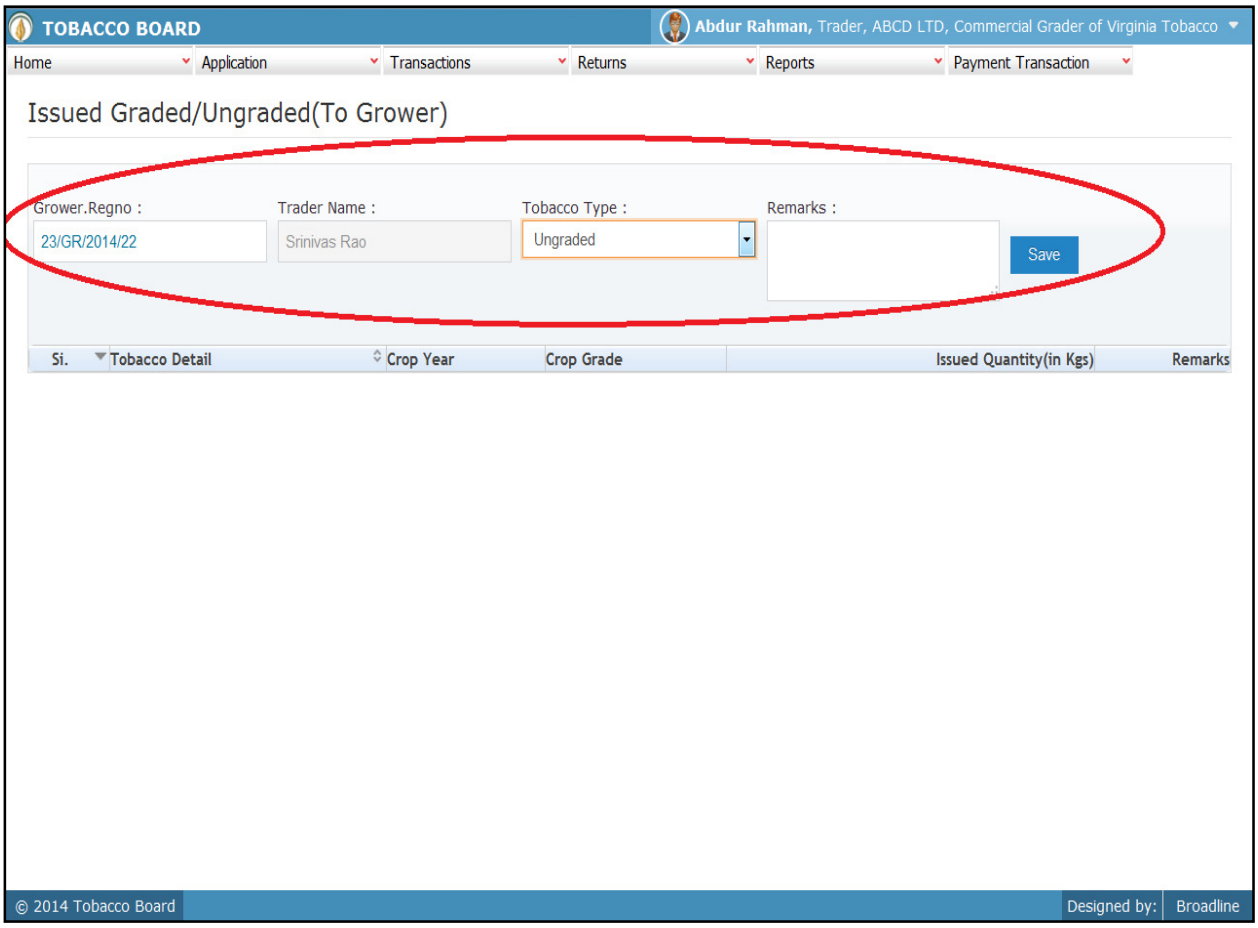


Figure 31

Grader issuing the tobacco back should first enter

1. **Grower Registration number:** The trader needs to enter the registration number of the grower, the grader may observe the list of trader only from whom they have received greens tock for grading
2. **Tobacco Type:** Choose the type of green stock issued back (graded or ungraded).

as shown in **Figure 31**("Highlighted in red color") and save it.

Once saved grader may observe following screen is shown

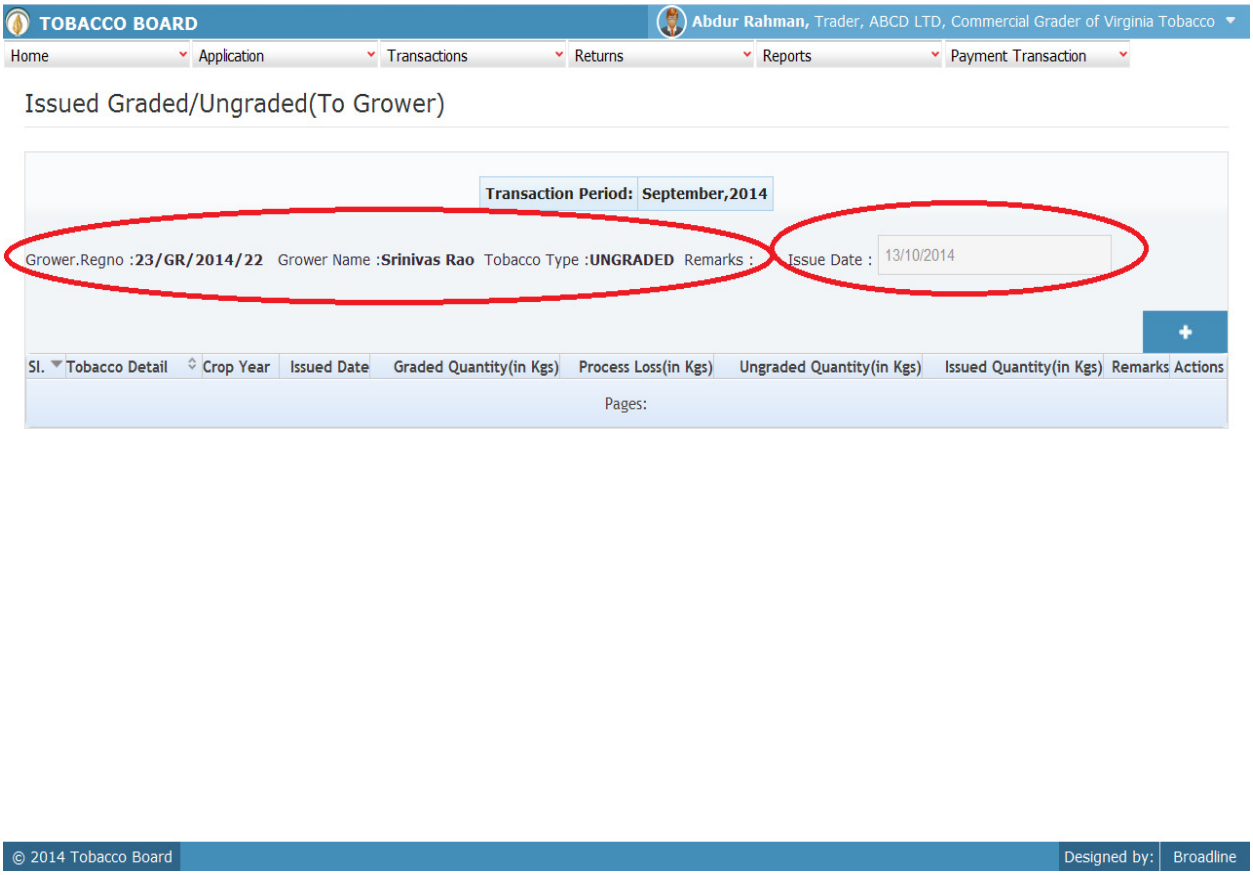


Figure 32

Trader may observe that the details of growers as entered in previous screen has been saved ("highlighted in red Circle") and now grader can choose the ISSUE DATE as in the date when they are issuing green stock back to the growers("Highlighted in red Circle")

Once date is chosen grader can go ahead and make list of entries of tobacco returned back to that particular grower by clicking on ADD button on extreme right hand side of table.

On clicking the Add button the below screenshot will be opened

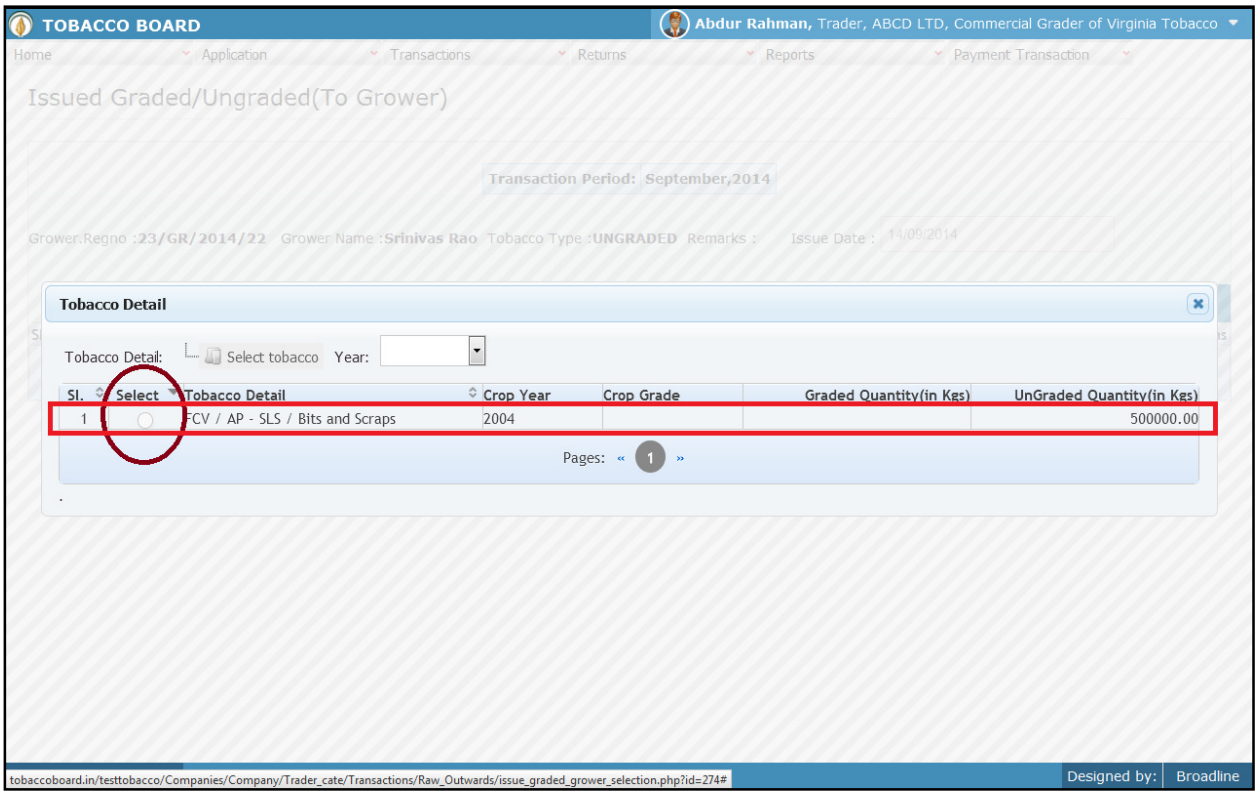


Figure 33

Grader may observe the list of ungraded tobacco available to be returned to that particular grower. This list is updated based on entries made under "Grading Details" screen.

List of screen from where particular growers ungraded stock is updated

1. Green stock opening balance
2. Received for grading (from Growers)
3. Grading details

Grader may choose from the list green tobacco ungraded quantity by clicking the radio button under select column in **Figure 33**("highlighted in red Color Circle")

On clicking the radio button the trader will be opening the following screen as shown in below screenshot **Figure 34**

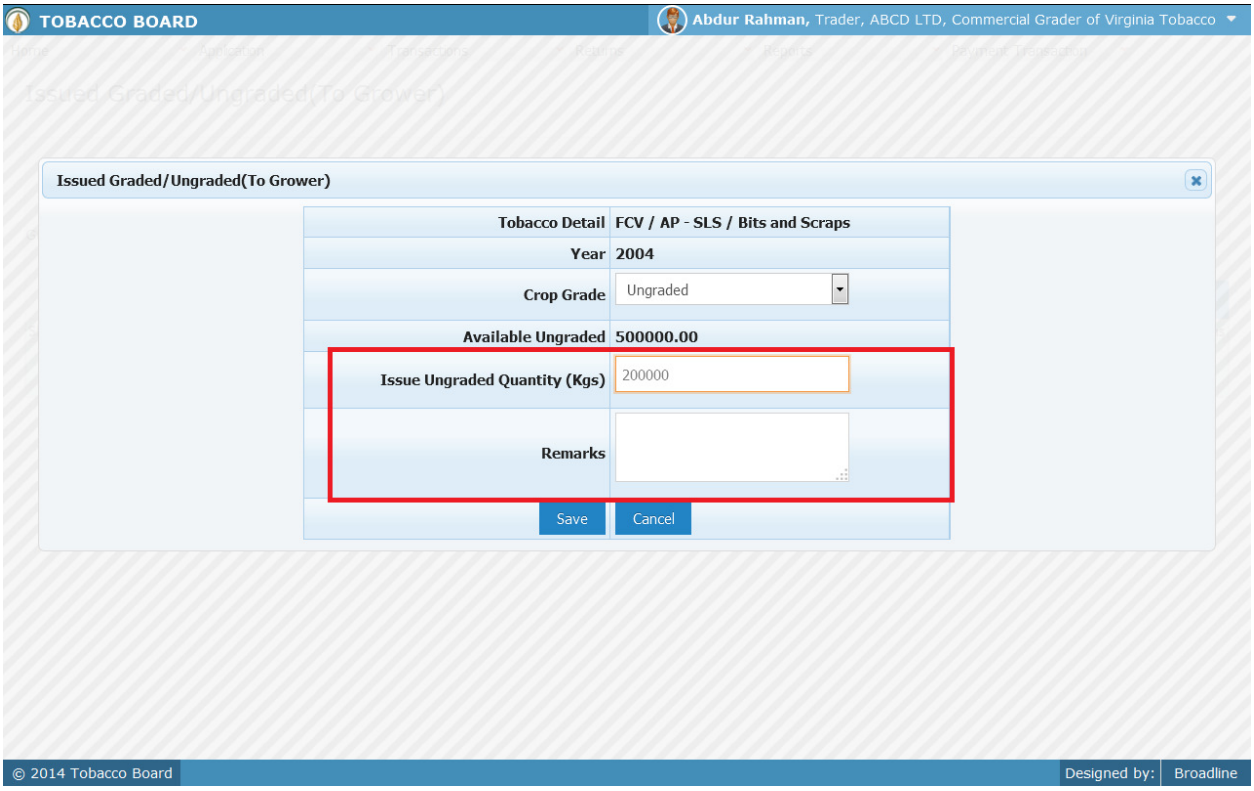


Figure 34

Grader may observe that software will be showing the current available ungraded quantity of that particular tobacco and grader may fill in how much quantity is issued/returned back on that particular date from the available quantity ("Highlighted in Red Rectangular box").

Trader needs to furnish the following details:

1. **Issued Ungraded Quantity:** Quantity of graded tobacco issued back (in Kgs)
2. **Remarks:** Trader may give remarks (if any)

Once trader makes the entry of issued quantity they can save it by clicking on to the "save" button below

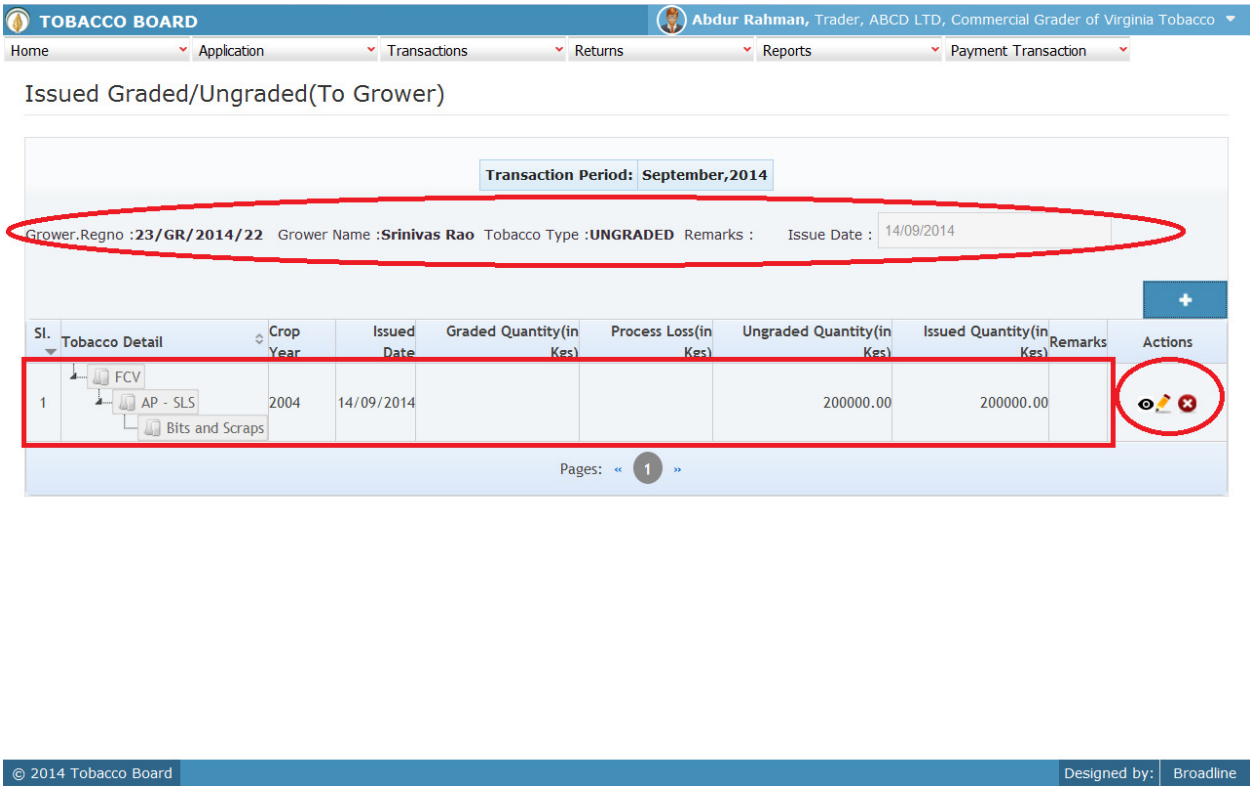


Figure 35

Grader may observe that record is successfully saved in the Issued Graded/Ungraded(To Grower) screen ("Highlighted in red color rectangle Box"). The trader can make multiple entries to this screen by again clicking on the add button at the right hand side of the table.

Note: After making an entry you can find an updated table as above screen shot **Figure 35**. You may observe the extreme right hand column of the table with column name as **"Action"**. This column will be present throughout the portal at various stages.

You may observe from above screenshot 2 images under Action column. Both 2 icons have different functions.

1. This image can be clicked on to edit any information in the list
2. This image can be used for deletion of a complete row entry in the list

Similarly a Trader can make number of entries of growers to whom tobacco is issued graded/ungraded and make multiple entries for each grower depending on grader/ungraded entry.

5. FILING OF RETURNS PROCEDURE:

Once trader has made relevant entries under the transaction menu as explained in detail in previous section they can move to “submission of returns” to the tobacco board. Trader must be clear that until this stage all the entries made by them under transaction menu will only be available with them and tobacco board would not have any details of whatsoever of entries made by the trader for a particular month unless trader has submitted the returns for that month.

Therefore, unless trader submits the returns (procedure explained below) it is considered that the return is not submitted by them even if the transactions entries are made for that transaction period.

However it is mandatory to make the entries under the transaction screens as software shall be auto calculating and generating the returns on behalf of the trader as per Tobacco Board’s format based on the entries made by the trader under the transaction screen.

This feature is to reduce the ambiguity prevailing among trader community regarding the Board’s format for returns and provide traders the ease by giving this software as daily/weekly/monthly tobacco transactions accounting for all the tobacco transactions made by the traders. With this trader has to only verify and click the “Submission” button and the software shall generate the returns as per the transaction entries made by them.

5.1. FORM 22 Submissions:

Trader can navigate to Returns Menu and click on FORM 22 as shown in below screen shot.

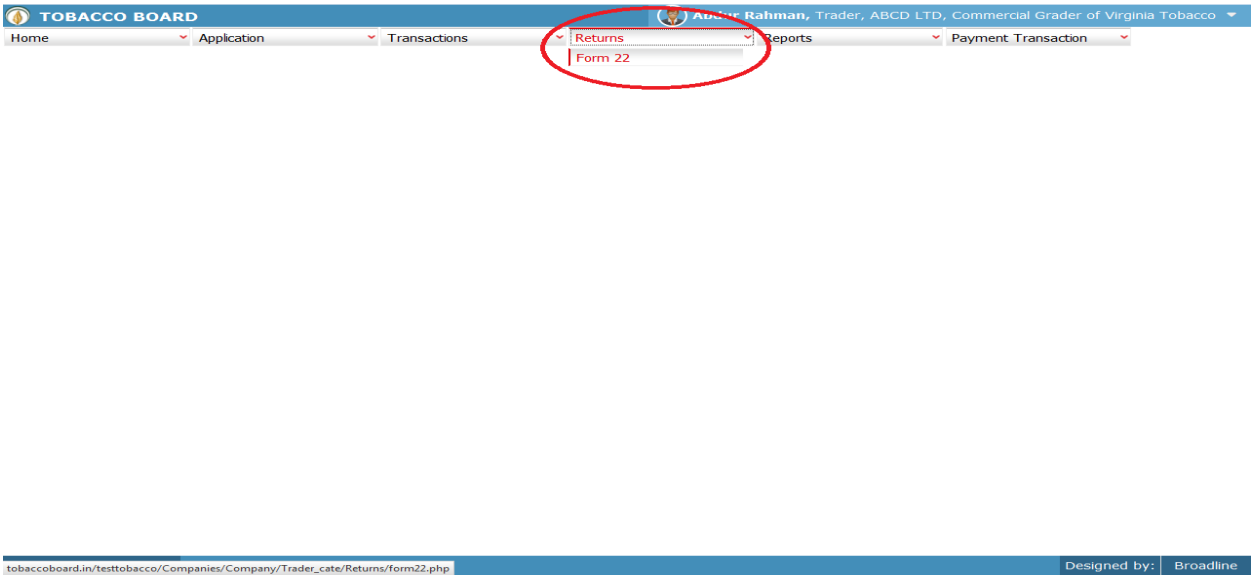


Figure 36

Trader may observe the List of months and the status of the returns as shown below Figure 37

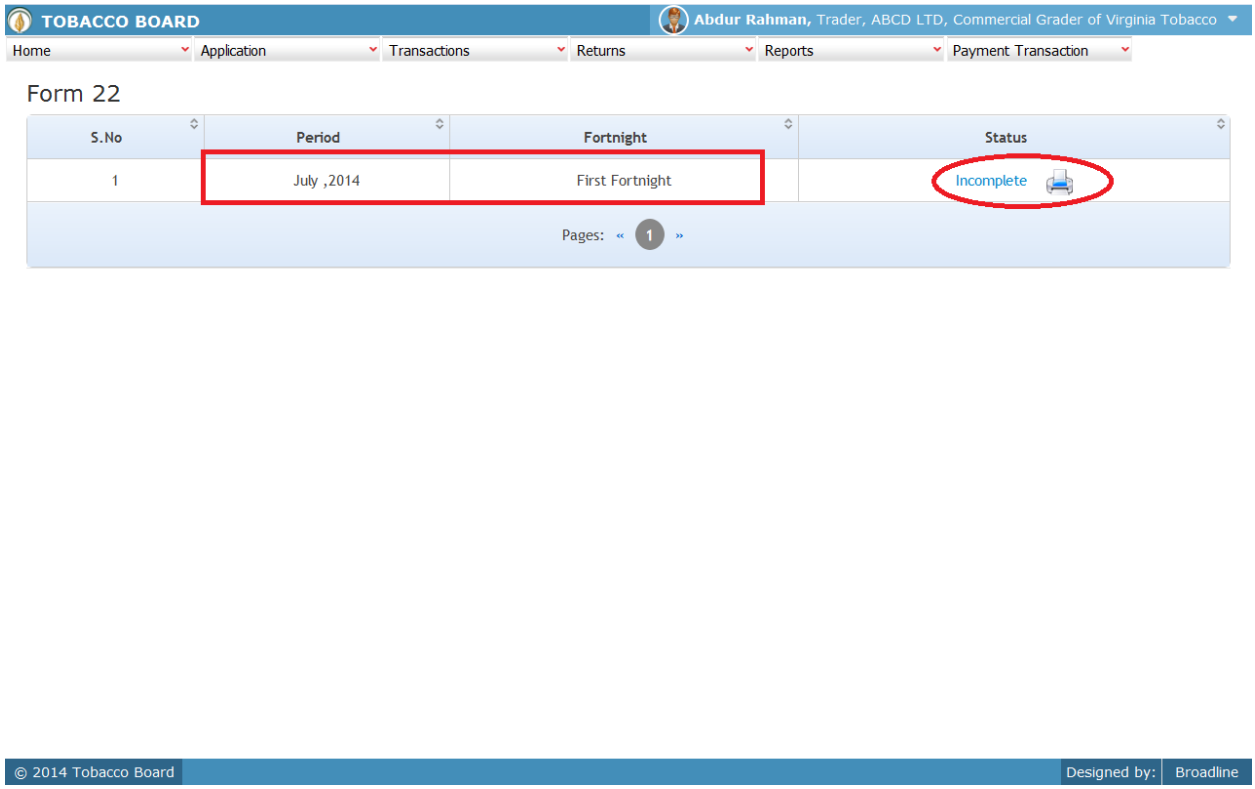


Figure 37

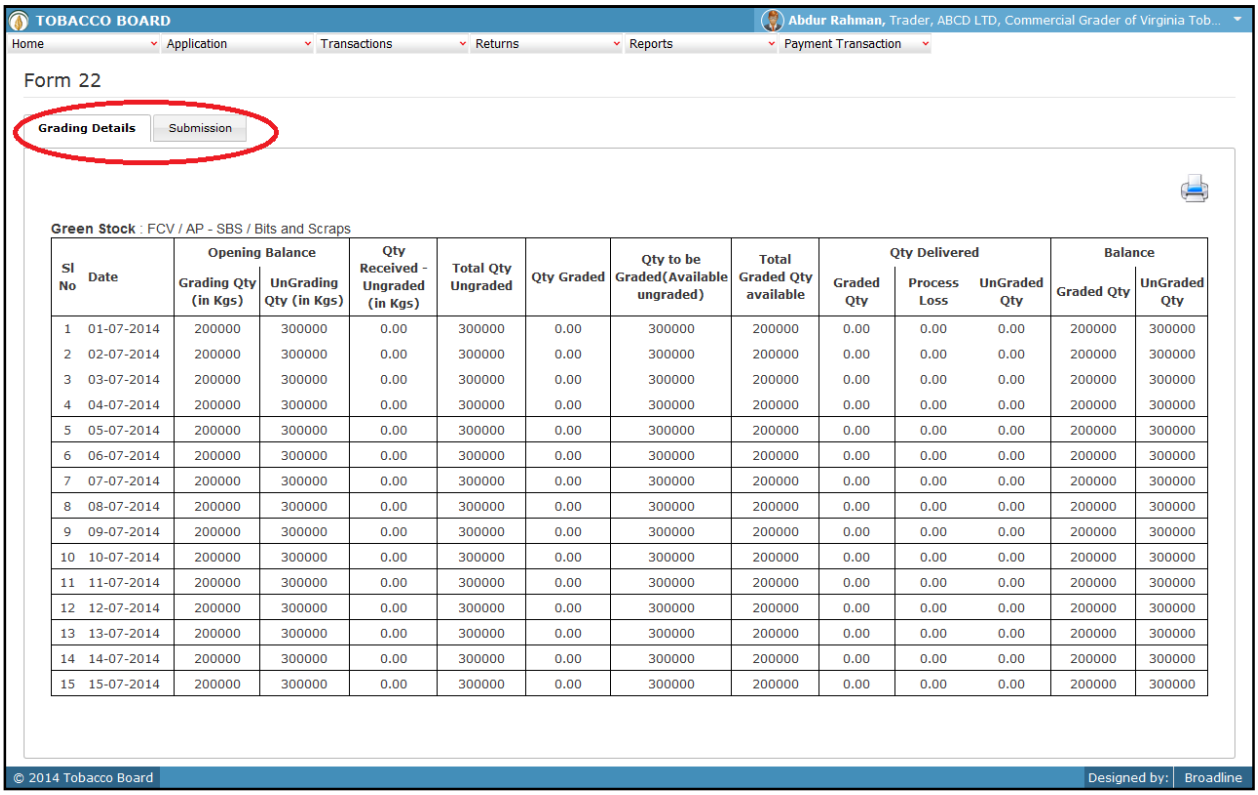
Period: Specifies the period for submission of returns

Fortnight: Specifies the fortnight for return

Status: Specifies the status of the connecting period whether return is submitted or not.

Trader may click on the list under status to view the returns generated for that particular transaction period (Highlighted in red Circle) in **Figure 37.**

On clicking the **"incomplete"** option under Status column following screen will be opened for the particular period.



Sl No	Date	Opening Balance		Qty Received - Ungraded (in Kgs)	Total Qty Ungraded	Qty Graded	Qty to be Graded(Available ungraded)	Total Graded Qty available	Qty Delivered			Balance	
		Grading Qty (in Kgs)	UnGrading Qty (in Kgs)						Graded Qty	Process Loss	UnGraded Qty	Graded Qty	UnGraded Qty
1	01-07-2014	200000	300000	0.00	300000	0.00	300000	200000	0.00	0.00	0.00	200000	300000
2	02-07-2014	200000	300000	0.00	300000	0.00	300000	200000	0.00	0.00	0.00	200000	300000
3	03-07-2014	200000	300000	0.00	300000	0.00	300000	200000	0.00	0.00	0.00	200000	300000
4	04-07-2014	200000	300000	0.00	300000	0.00	300000	200000	0.00	0.00	0.00	200000	300000
5	05-07-2014	200000	300000	0.00	300000	0.00	300000	200000	0.00	0.00	0.00	200000	300000
6	06-07-2014	200000	300000	0.00	300000	0.00	300000	200000	0.00	0.00	0.00	200000	300000
7	07-07-2014	200000	300000	0.00	300000	0.00	300000	200000	0.00	0.00	0.00	200000	300000
8	08-07-2014	200000	300000	0.00	300000	0.00	300000	200000	0.00	0.00	0.00	200000	300000
9	09-07-2014	200000	300000	0.00	300000	0.00	300000	200000	0.00	0.00	0.00	200000	300000
10	10-07-2014	200000	300000	0.00	300000	0.00	300000	200000	0.00	0.00	0.00	200000	300000
11	11-07-2014	200000	300000	0.00	300000	0.00	300000	200000	0.00	0.00	0.00	200000	300000
12	12-07-2014	200000	300000	0.00	300000	0.00	300000	200000	0.00	0.00	0.00	200000	300000
13	13-07-2014	200000	300000	0.00	300000	0.00	300000	200000	0.00	0.00	0.00	200000	300000
14	14-07-2014	200000	300000	0.00	300000	0.00	300000	200000	0.00	0.00	0.00	200000	300000
15	15-07-2014	200000	300000	0.00	300000	0.00	300000	200000	0.00	0.00	0.00	200000	300000

Figure 38

Trader may view and verify all the returns generated as per the transactions entered by them under the specific period.

Trader may click on submission tab at the last of list in **figure 38** (Highlighted in red circle above).

Trader on clicking the "Submission" tab will get the following screen opened.

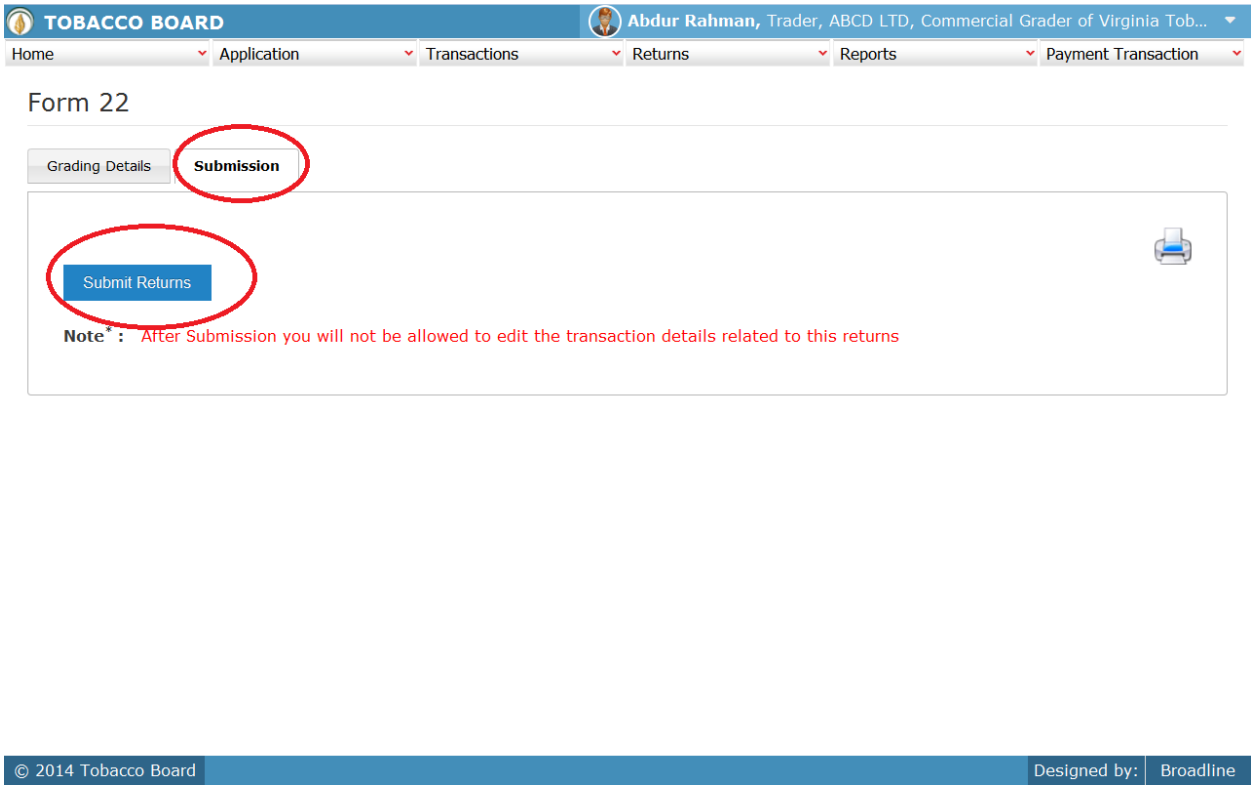


Figure 39

Trader may find the "Submit Returns" button (Highlighted in red circle) and click on it to submit the returns for the particular month to Tobacco Board.

(Please make sure you have entered all correct information as returns once submitted cannot be edited or resubmitted)

Trader can print the returns by click on the print icon (Highlighted in red circle) even before submission and cross verify all the transactions.

On submission the trader may find the below screenshot

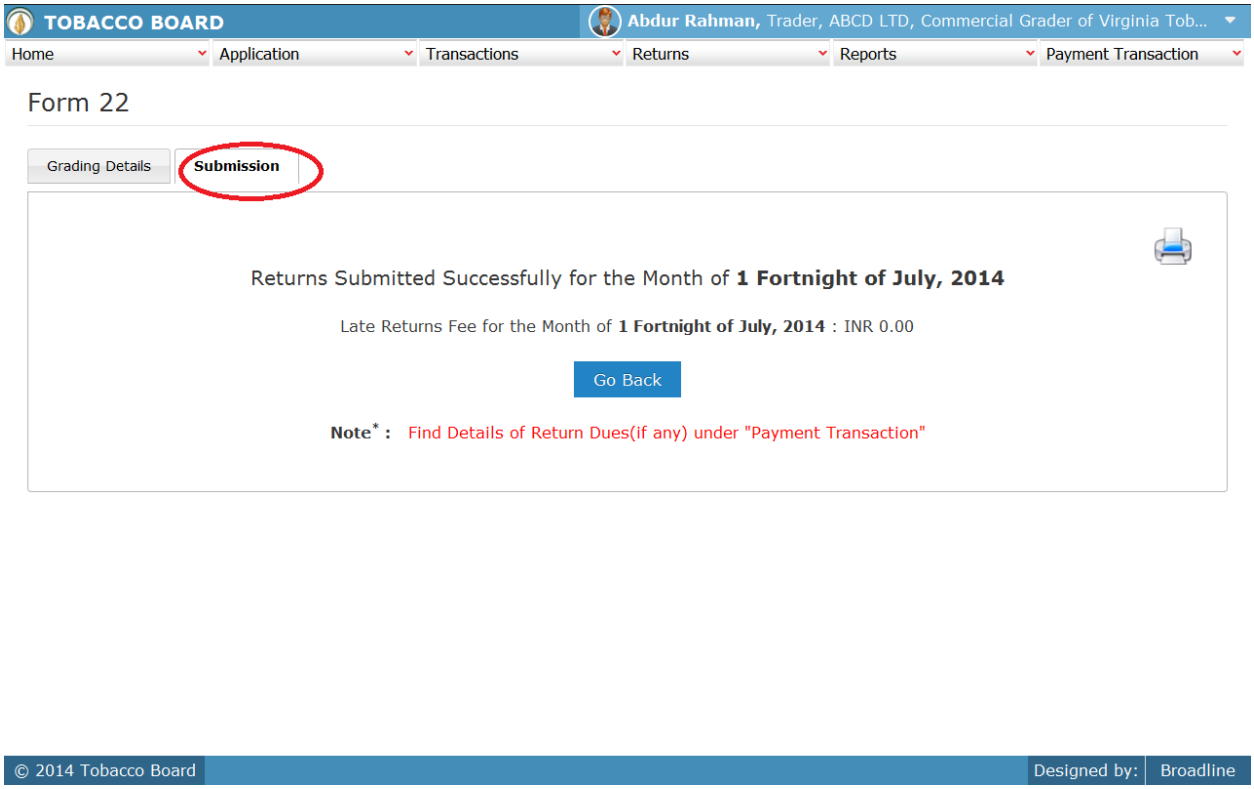


Figure 40

A. Confirmation of successful returns submission will be shown if the return is submitted successfully to the Board.
B. Late Return Fee (if any) will be calculated and displayed for the returns
C. Trader can choose to pay the late returns fee by clicking on "Pay Now" button or choose to pay later by clicking on "Pay Later" button

Trader may observe in below screenshot that the returns for the period is submitted and late Fee for the month is due(if "Pay Later" option was chosen while submission)

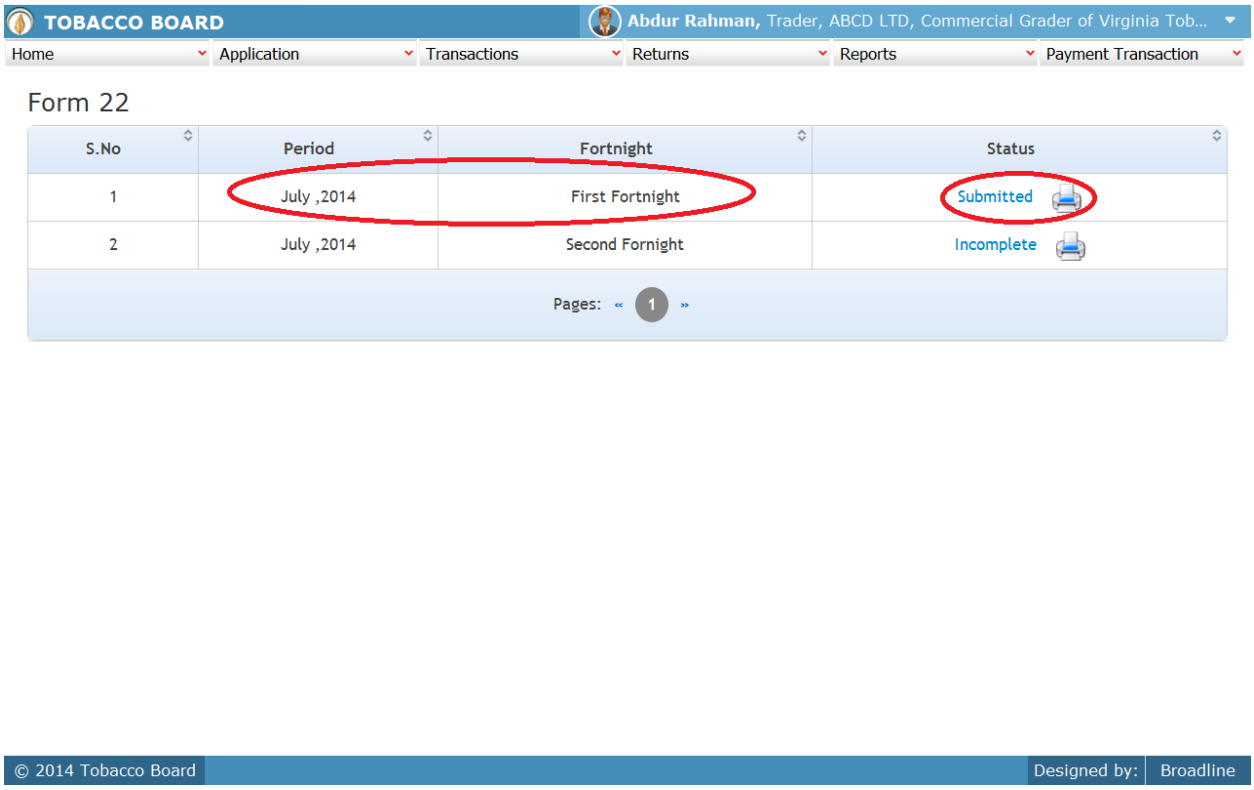


Figure 41

Trader may view the payment (Late Return penalty) if any liable to them and they may choose to pay by clicking "**Proceed to Pay**" Button**.**

On completion the trader may find the below screenshot and observe the status updated to "Submitted".

Note:

1. Returns once submitted for a particular period **"CANNOT"** be resubmitted again
2. Unless the returns of Prior period is submitted trader cannot submit the returns of current month.(Trader has to mandatorily submit all the returns dated before the current period to submit current returns)