Traders' Returns

User Guide

For

Dealers of Tobacco

User Guide Developed by:

Version: 1.0

Table of Contents

1. INTRODUCTION 4

2. PRE-REQUISITES 5

3. PROCEDURE INTRODUCTION: 7

3.1. FILLING OF ALL TOBACCO TRANSACTION MADE BY THE TRADER THROUGHOUT THE YEAR 7

3.2. SUBMISSION OF ONLINE RETURN 7

3.3. PAYMENTS OF LATE RETURN FEES (IF ANY) 8

4. ONLINE RETURNS SUBMISSION: 8

4.1. RETURNS SUBMISSION PROCEDURE: 12

4.2. GREEN STOCK (INWARDS) 13

4.2.1. GREEN STOCK OPENING BALANCE: 15

4.2.2. TAP PURCHASES: 20

4.2.3. RAW TOBACCO IMPORTS: 25

4.2.4. PURCHASES FROM GROWERS: 29

4.2.5. PURCHASES FROM TRADERS: 31

4.2.6. RECEIVE GRADED (FROM OTHERS): 36

4.2.7. RECEIVE GRADED (FROM SELF): 46

4.3. GREEN STOCK (OUTWARDS) 48

4.3.1. RAW TOBACCO SALES 49

4.3.2. THRESHING (SENT TO OTHERS) 53

4.3.3. THRESHING (SENT TO SELF) 58

4.4. PACKED STOCK (INWARDS) 59

4.4.1. PACKED STOCK OPENING BALANCE: 60

4.4.2. PACKED STOCK IMPORTS: 64

4.4.3. PURCHASE FROM OTHER TRADERS: 68

4.4.4. RECEIVE REPACKED: 72

4.4.5. THRESHING (RECEIVED FROM OTHERS): 78

4.4.6. THRESHING (RETURN TO SELF): 82

4.5. PACKED STOCK (OUTWARDS) 83

4.5.1. PACKED STOCK SALES 84

4.5.2. SENT TO REPACK 89

4.5.3. PACKED STOCK - TRANSFER OUT (OTHERS): 94

4.5.4. PACKED STOCK - TRANSFER OUT (SELF): 99

5. FILING OF RETURNS PROCEDURE: 100

5.1. FORM 31(32) SUBMISSION: 101

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 his 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 been 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 made under transactions 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.

The traders can verify, edit and print his 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 his 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:

Dealers of Tobacco can submit online returns once its registration for the particular 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

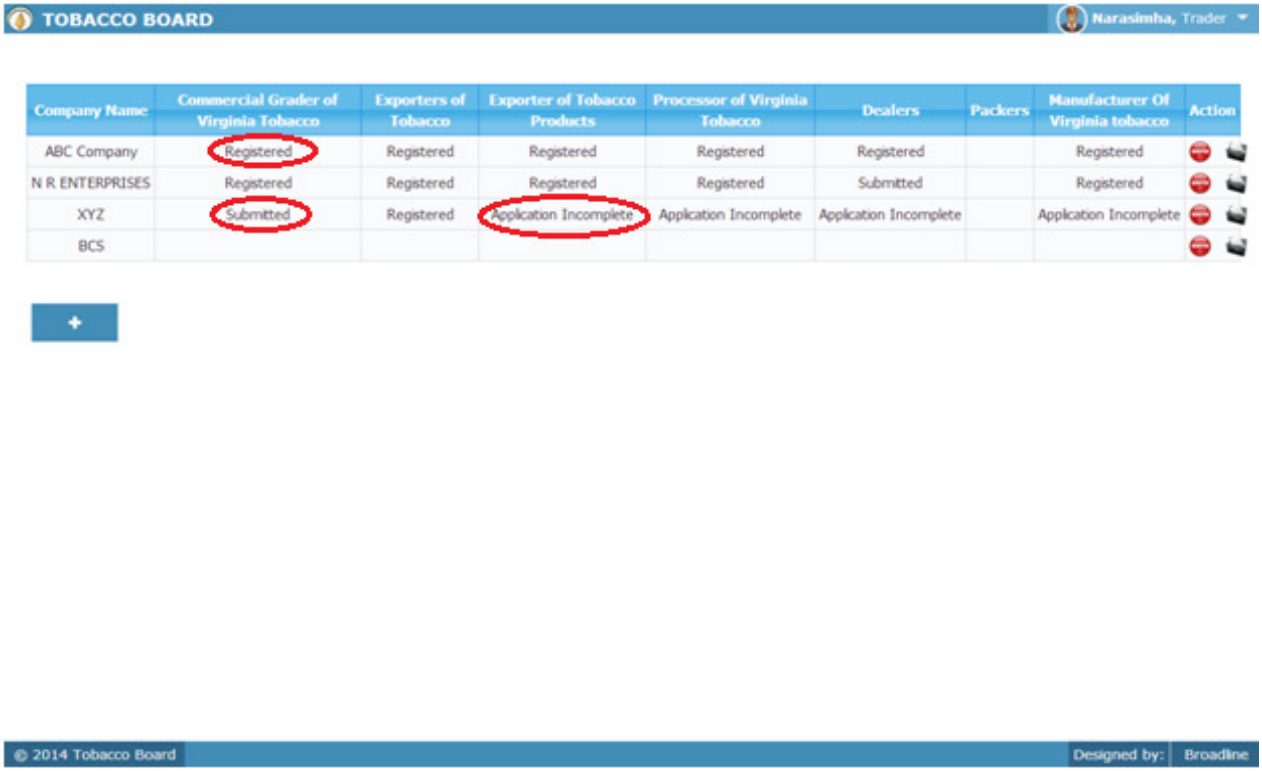


Figure 2

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 Dealers of Tobacco clicks on ***"Registered"*** under the particular category they can find dashboard associated to that category.

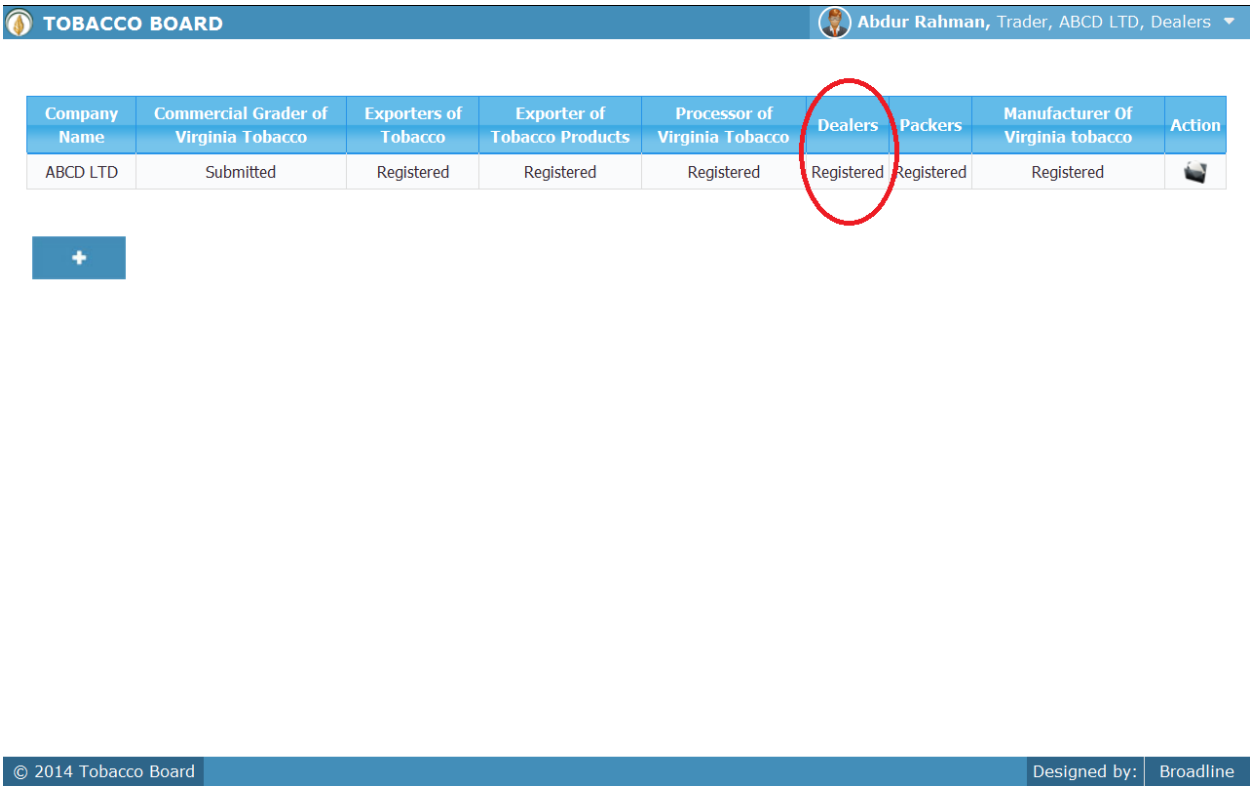


Figure 3

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

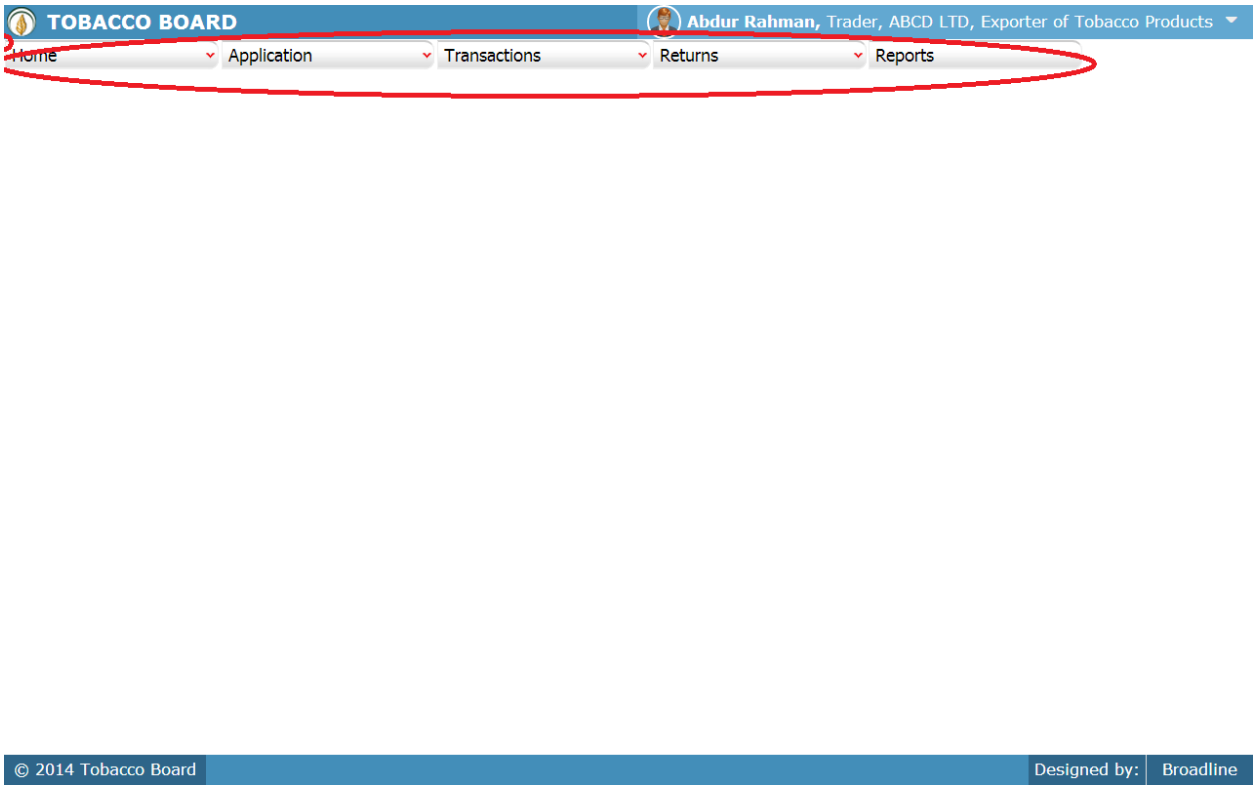


Figure 4

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 is having available under the particular category.

4.1. Returns Submission Procedure:

The application has been designed by re-engineering the regular return 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.

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

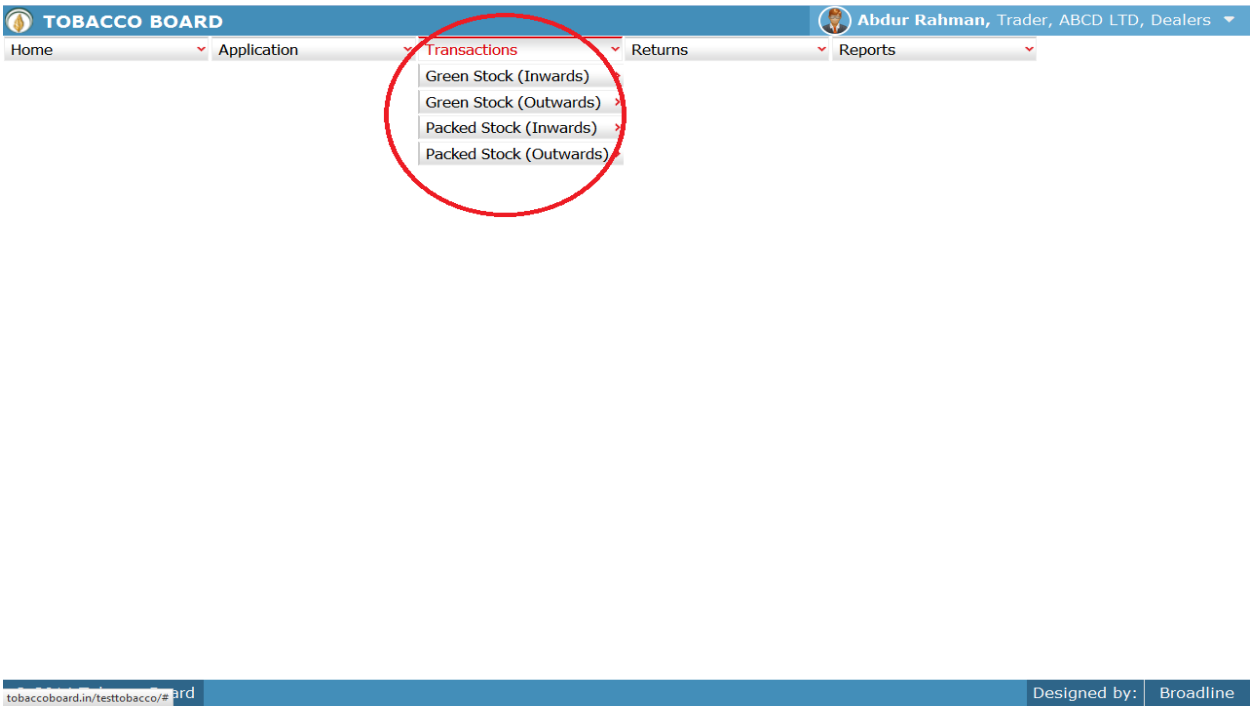


Figure 5

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 Exporter of Unmanufactured Tobacco will be performing like purchase from Auction Platforms, Growers, Imports etc.

2. **Green Stock (Outwards):** The term “Green Stock Outwards” menu is to club all the transactions of green/raw tobacco that Exporter of Unmanufactured Tobacco has made for various purposes like Sales, Threshingetc.

3. **Packed Stock (Inwards):** The term “Packed Stock Inwards” menu is to club all the transactions of packed tobacco that Exporter of Unmanufactured Tobacco has made for various purposes like Purchases from other traders, Imports , Receipt from threshing/Redrying etc.

4. **Packed Stock (Outwards):** The term “Packed Stock Outwards” menu is to club all the transactions of Packed tobacco that Exporter of Unmanufactured Tobacco has made for various purposes like Sales, Transfers etc.

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 purchase they cannot make entries under Green Stock(Outwards) like sales or Threshing 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 buying or procuring tobacco from various sources by the trader has been categorically classified under this menu

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

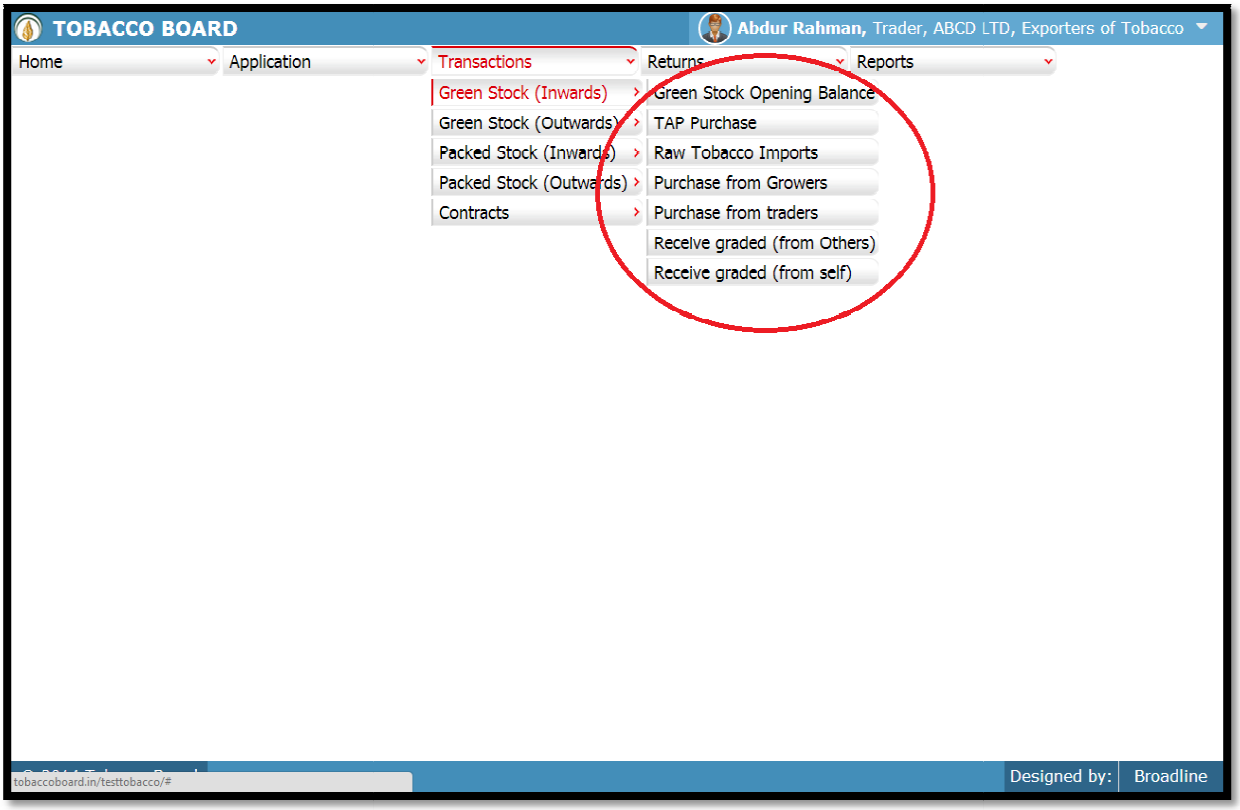

TOBACCO BOARD
Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco
Home
Application
Transactions
Returns
Reports
Green Stock (Inwards)
Green Stock (Outwards)
Packed Stock (Inwards)
Packed Stock (Outwards)
Contracts
Green Stock Opening Balance
TAP Purchase
Raw Tobacco Imports
Purchase from Growers
Purchase from traders
Receive graded (from Others)
Receive graded (from self)
tobaccoboard.in/testtobacco/#
Designed by:
Broadline

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 Dealer of Tobacco 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.

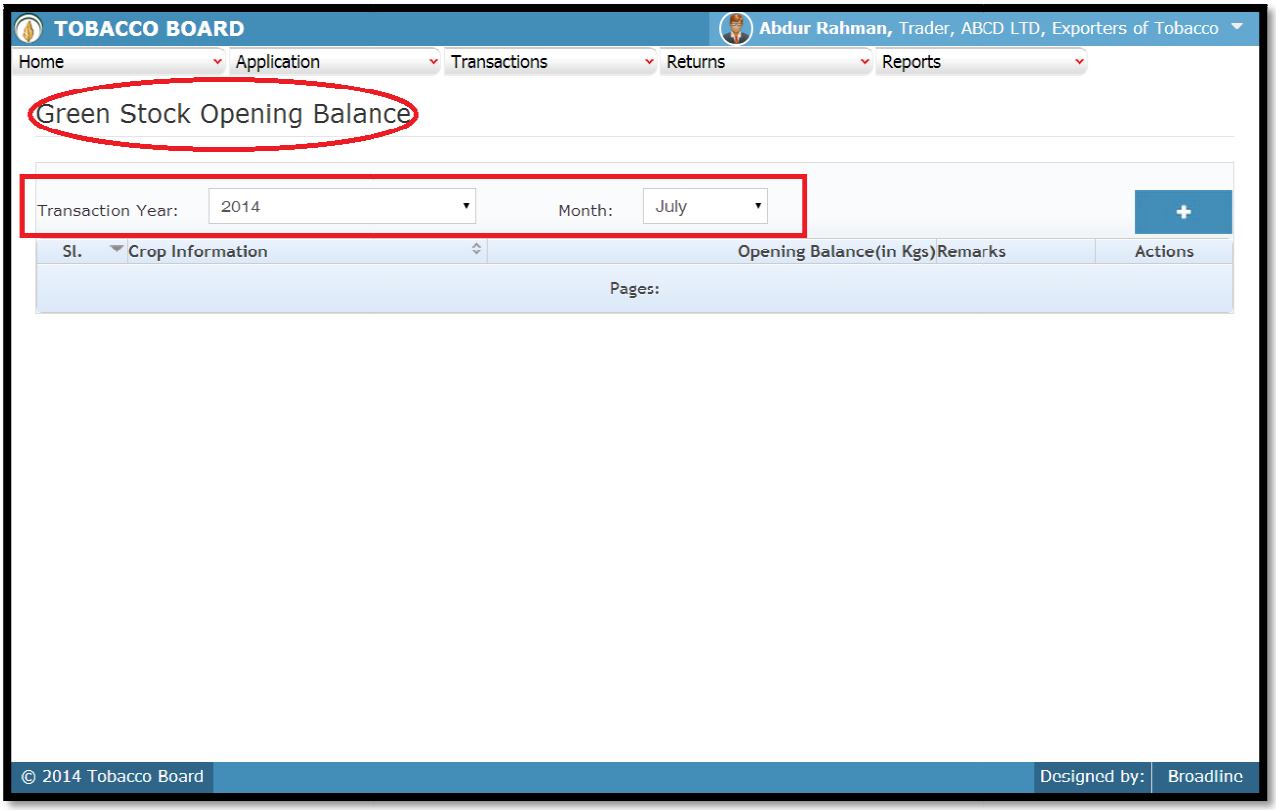


Figure 7

Trader can see in above screenshot the Green Stock Opening Balance screen ("Highlighted in red Circle"). This is the main screen for the Green Stocks 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 Dealer of Tobacco 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?**

  Dealer of Tobacco 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 Dealer of tobacco.

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.

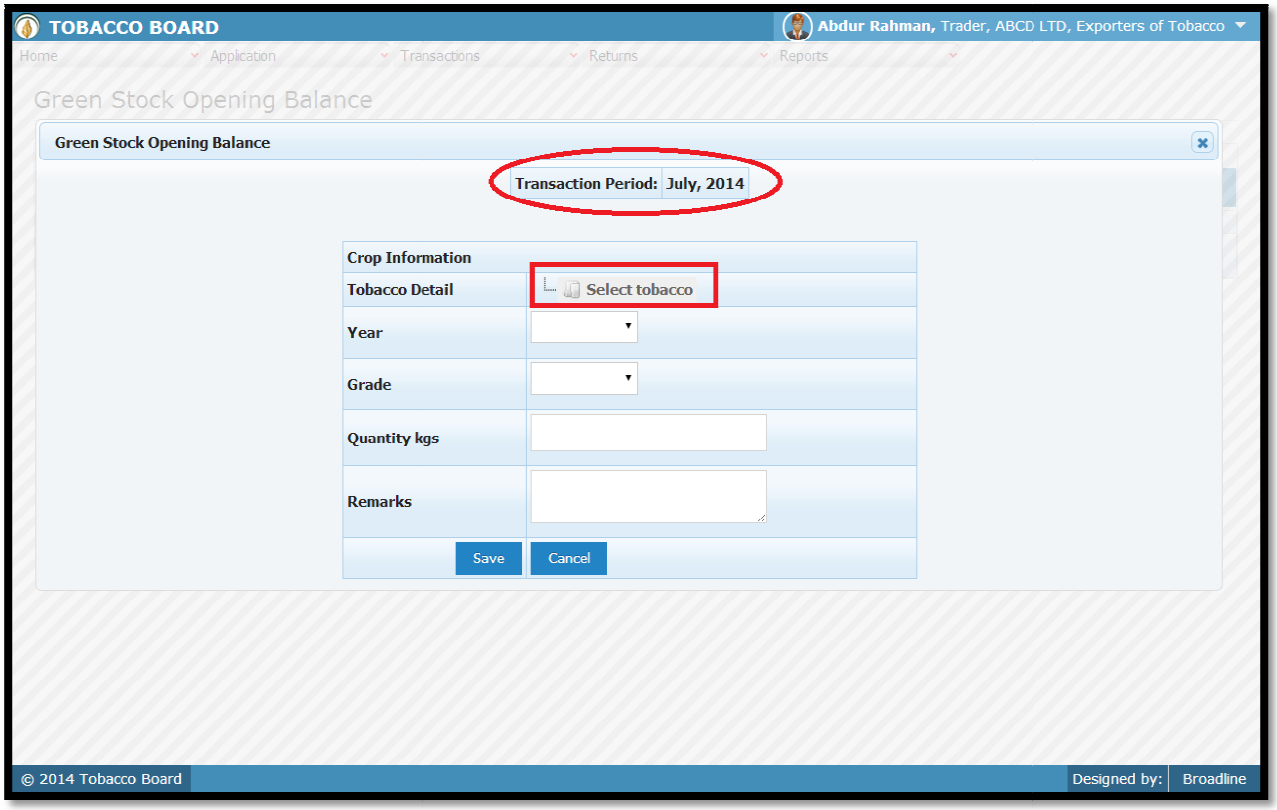


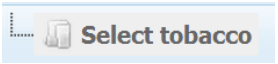
Figure 8

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

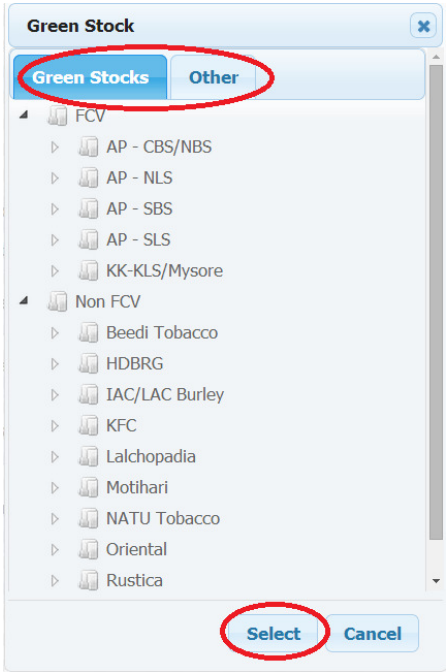
a) **Tobacco Details:**
This selection has to be made in various screens by the trader as seen in above screenshot you may find button.



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

II. 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.

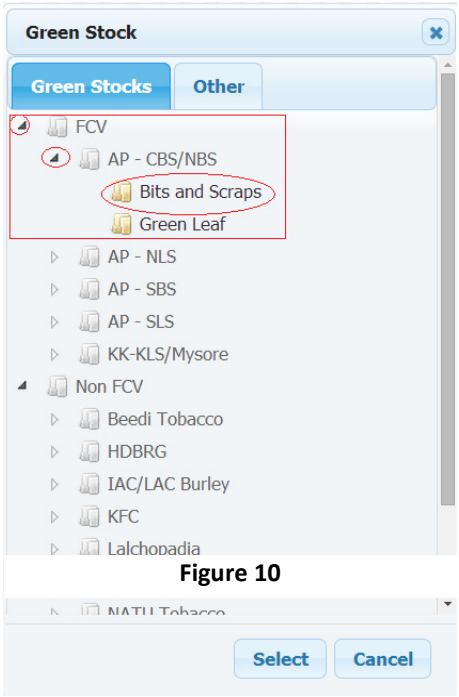


Figure 10

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

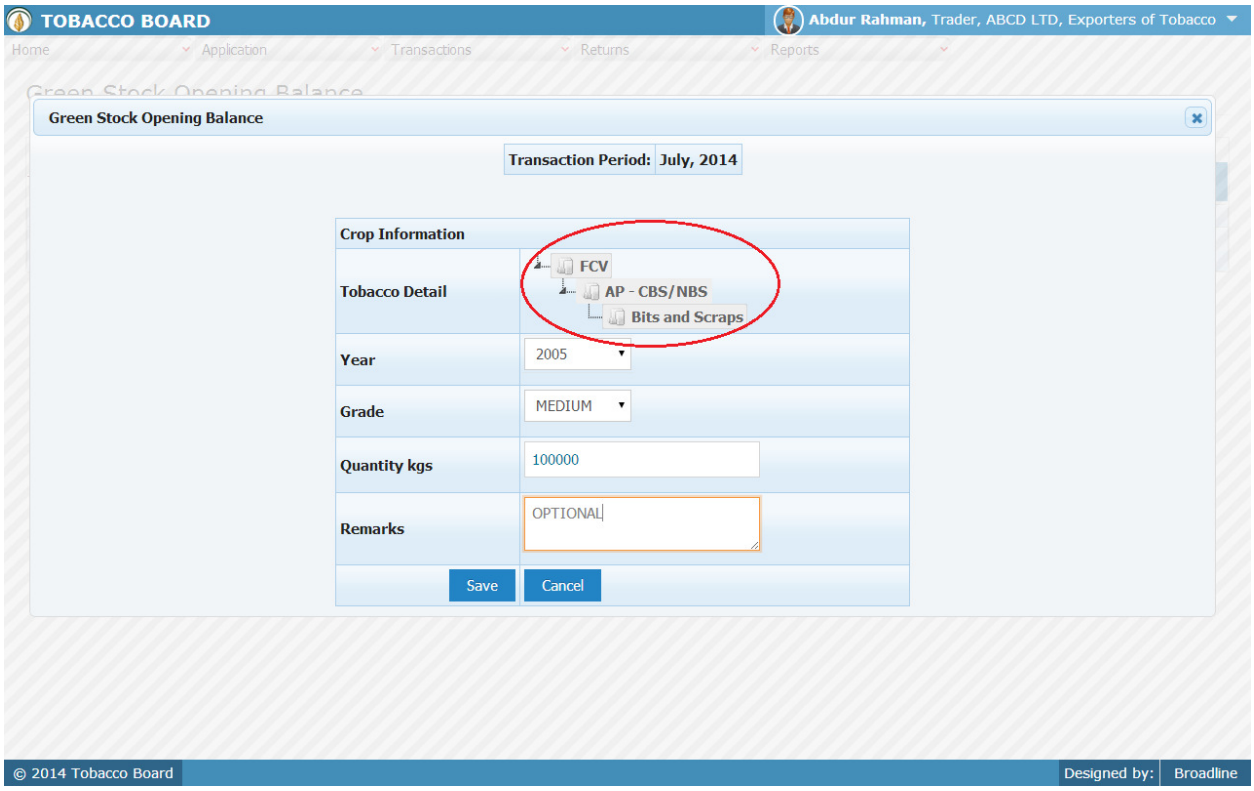


Figure 11

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.

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) Grade : Grade of the tobacco needs to chosen from the drop down.

d) Quantity : Trader has to fill in the quantity of tobacco mention (in Kgs).

e) 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.

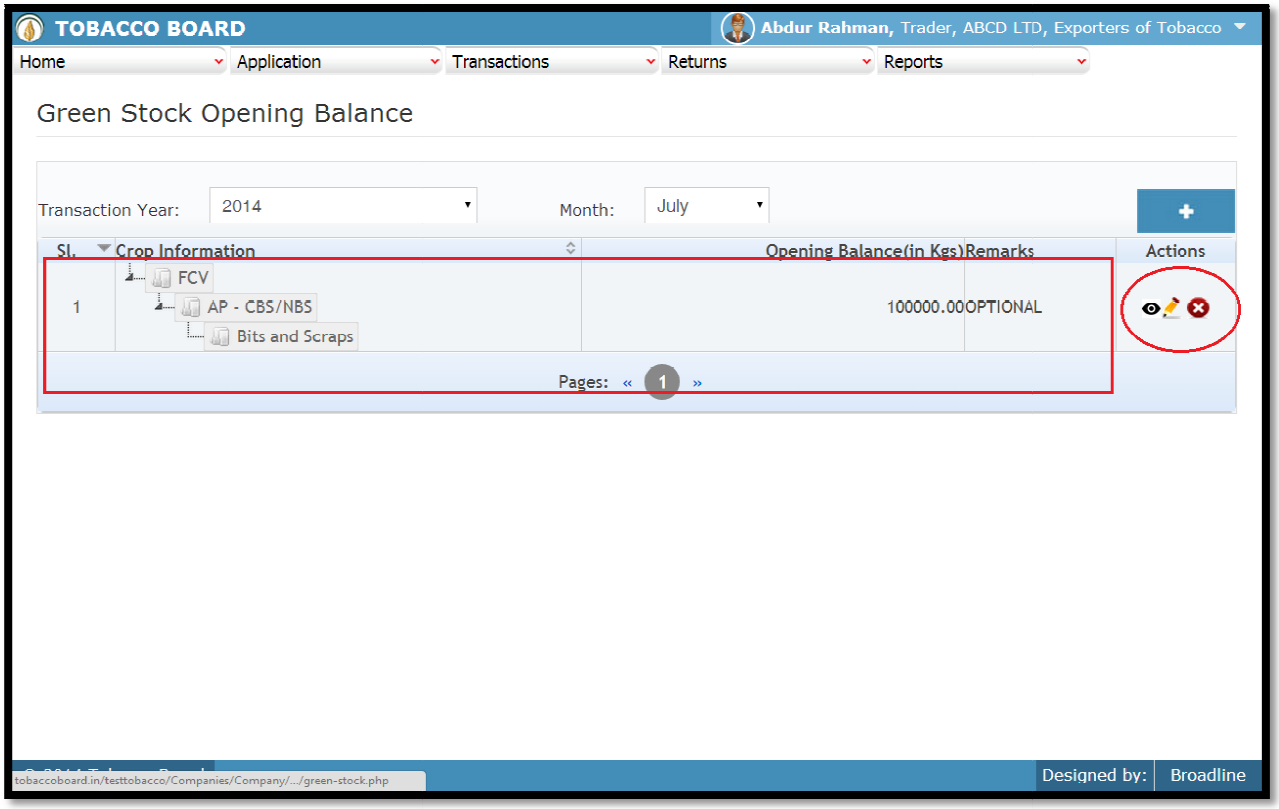


Figure 12

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. TAP Purchases:

Traders can make entries of all the Auction platform purchases 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")

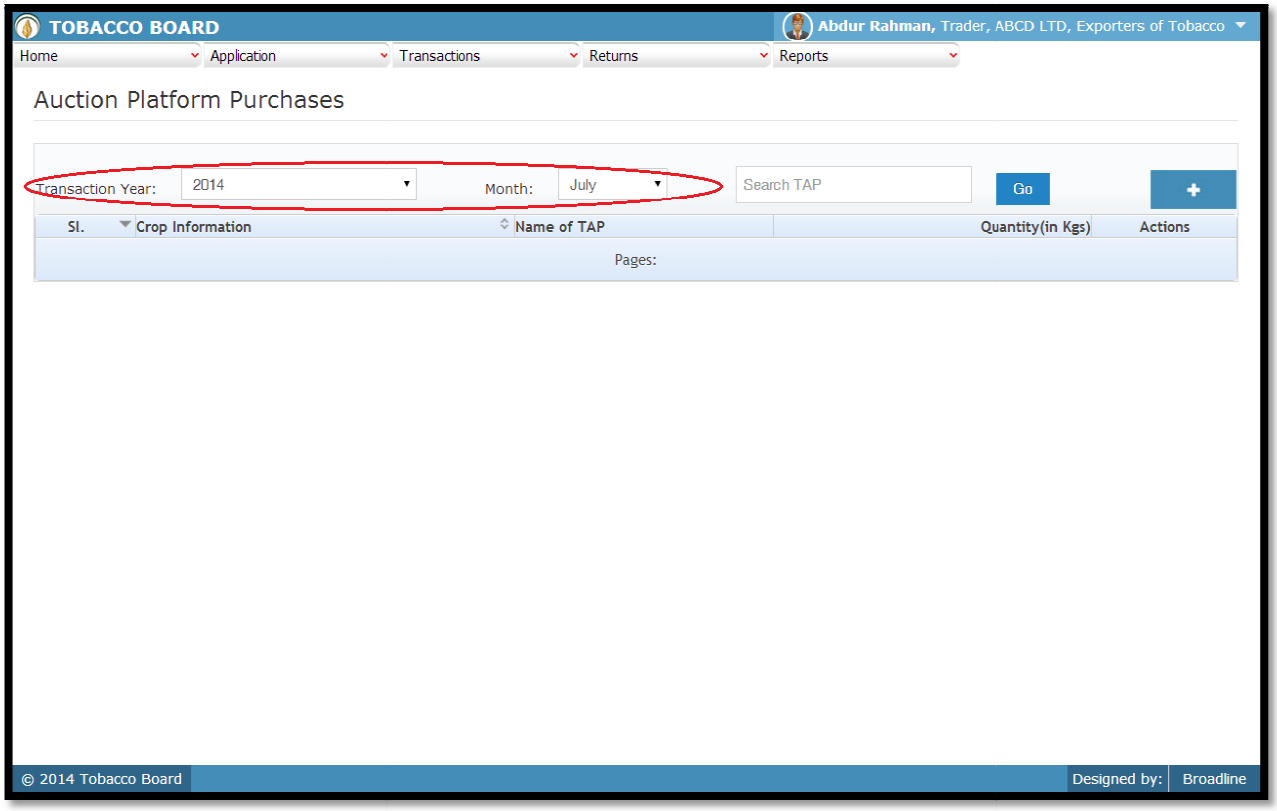


Figure 13

Trader can make entries for any Auction platform purchases made during the transaction period by clicking on the Add button ( ) as shown in **Figure 13**.

The Auction Platform purchase 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 Auction purchases 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

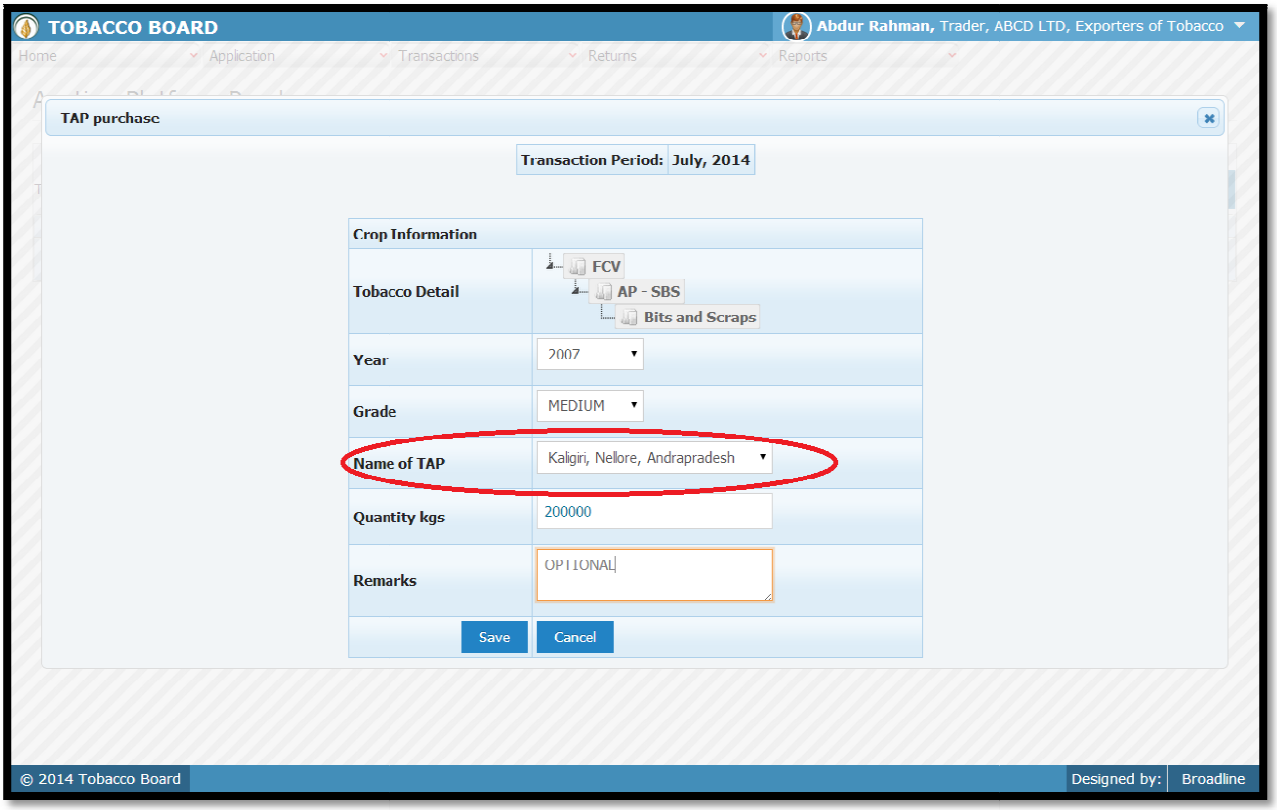


Figure 14

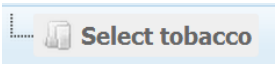
Trader may observe that as per the selection of transaction year made in previous screen the Transaction period is shown here

Crop Information:

Trader needs to provide following details of the crop purchased at auction platform

a) **Tobacco Details:**

This selection has to be made in various screens by the trader as seen in above screenshot you may find 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) **Grade** : Grade of the tobacco needs to chosen from the drop down.

d) **Name of TAP:** Trader may choose from the drop down the auction platform from where the tobacco is purchased("Highlighted in red color")

e) **Quantity** : Trader has to fill in the quantity of tobacco mention (in Kgs).

f) **Remarks** : This an optional 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 14**.

The Auction Platform purchase screen (we may call as summary sheet) will as below screenshot once entry is made.

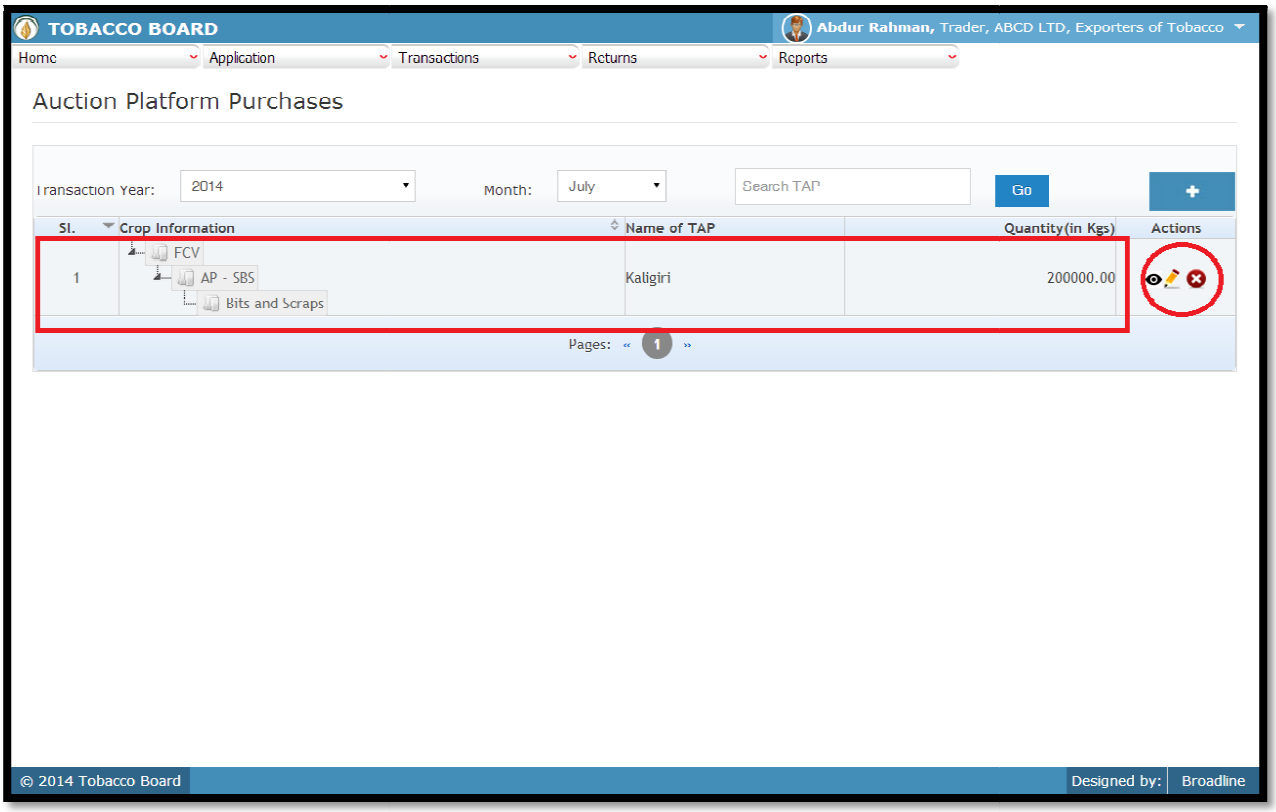


Figure 15

Trader may observe that record is successfully saved in the Auction Platform Purchases 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. Raw Tobacco Imports:

Traders can make entries of all the Raw Tobacco Purchase from Imports 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")

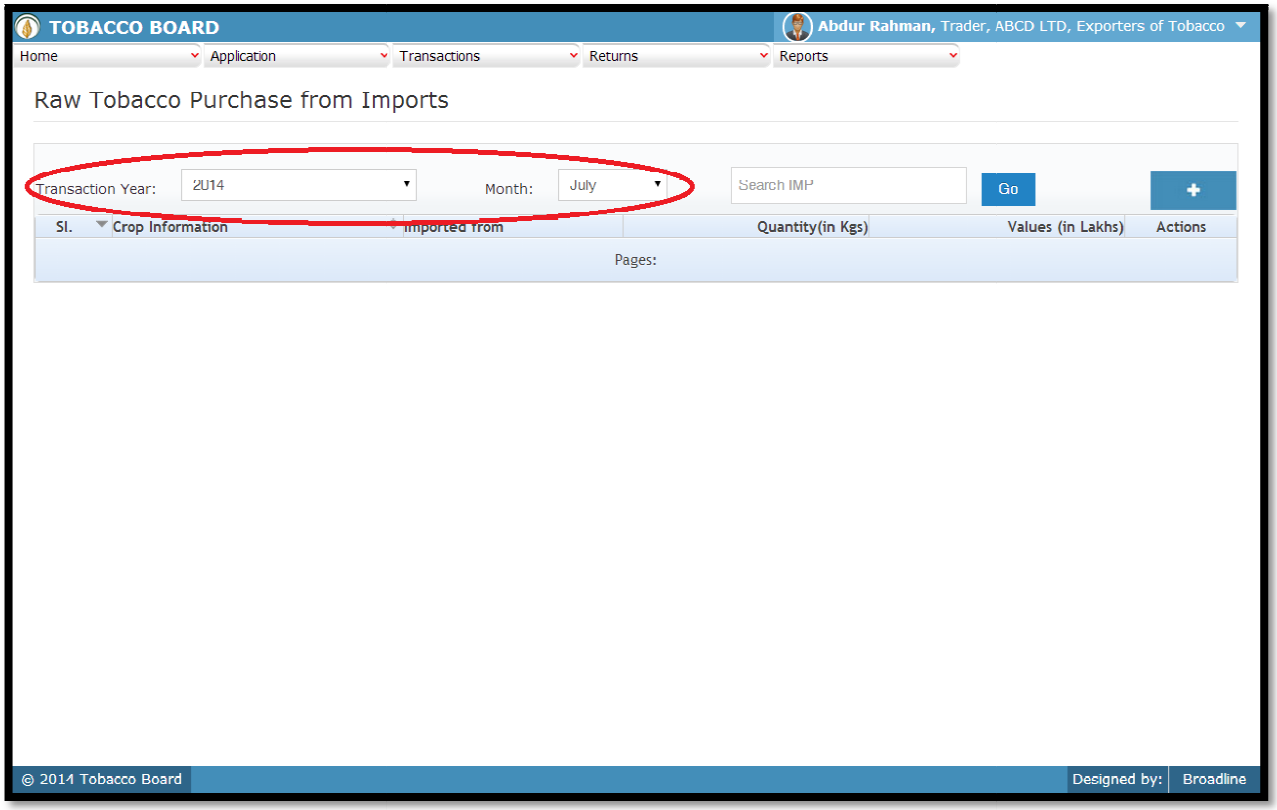


Figure 16

Trader can make entries for any Imports of Raw Tobacco made during the transaction period by clicking on the Add button ( ) as shown in **Figure 16**.

The Raw Tobacco Purchase from Imports 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 Import purchases 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

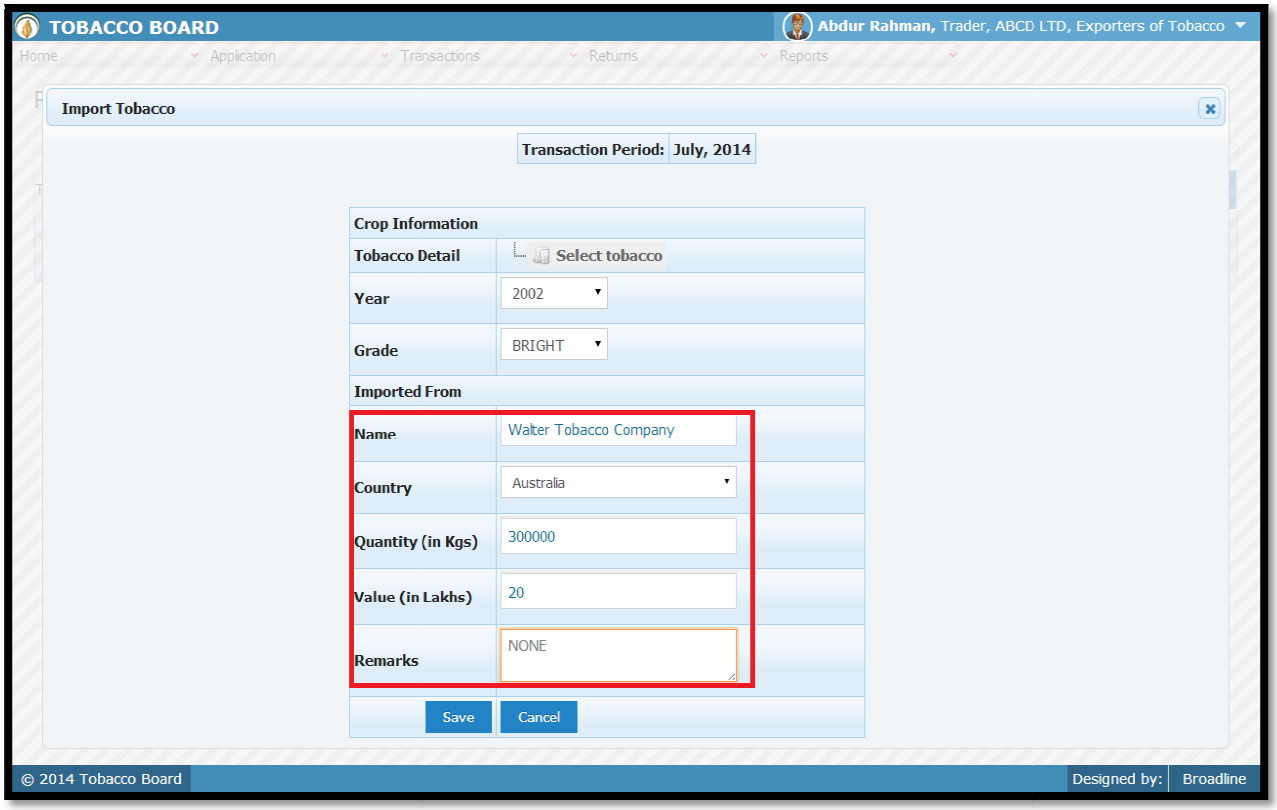


Figure 17

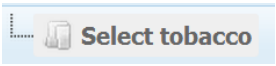
Trader may observe that as per the selection of transaction year made in previous screen the Transaction period is shown here.

Crop Information:

Trader needs to provide following details of the crop

a) **Tobacco Details:**

This selection has to be made in various screens by the trader as seen in above screenshot you may find 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) **Grade** : Grade of the tobacco needs to chosen from the drop down.

Imported From:

Trader needs to provide following details of the Company from whom the tobacco is imported ("Highlighted in Red rectangular box")

a) **Name** :Trader needs to fill in the name of the company from whom tobacco is imported

b) **Country** :Trader needs to choose the country from where tobacco is imported.

c) **Quantity** :Trader has to fill in the quantity of tobacco mention (in Kgs)

d) **Value** :Trader needs to provide the value for which the tobacco is purchased (in Lakhs).

g) **Remarks** :This an optional 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 17**.

The Raw Tobacco Purchase from Imports screen (we may call as summary sheet) will as below screenshot once entry is made.

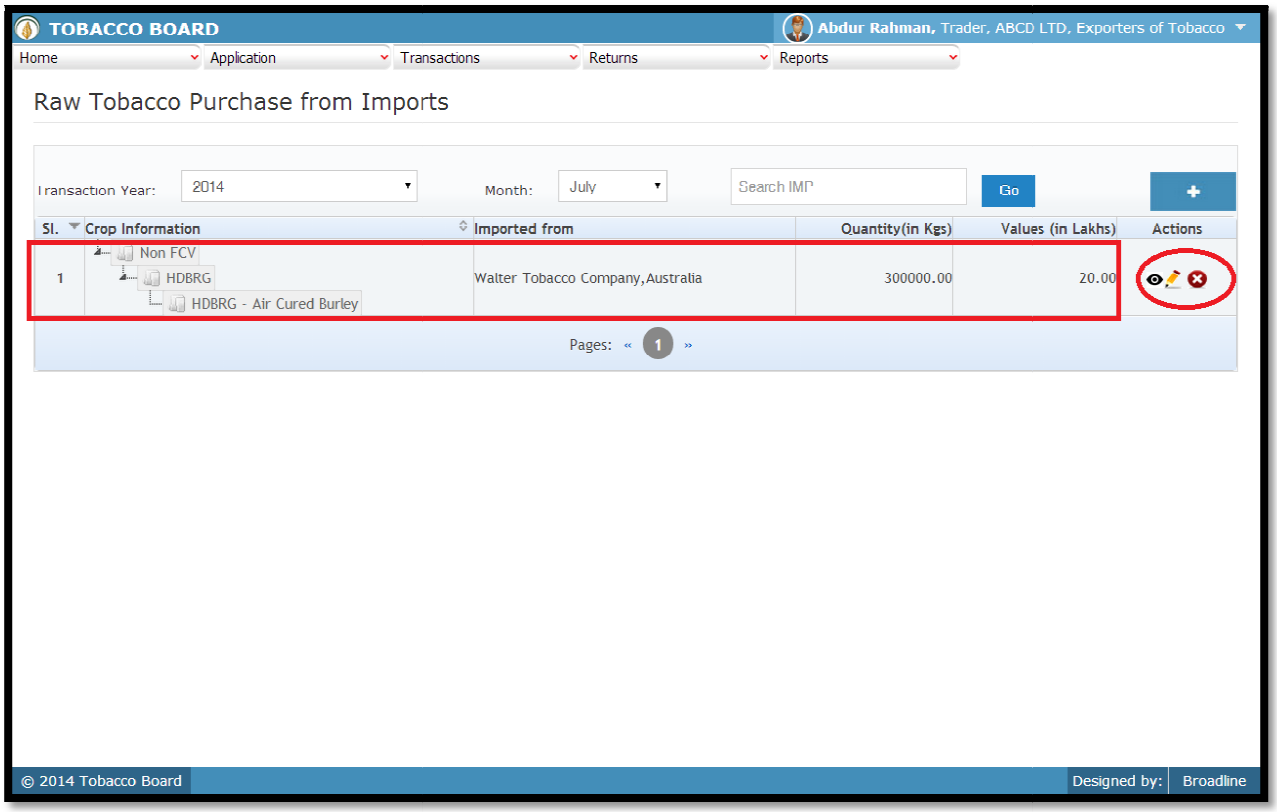


Figure 18

Trader may observe that record is successfully saved in the Raw Tobacco Purchase from Imports 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. Purchases from Growers:

Traders can make entries of all the Raw Tobacco Purchase 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")

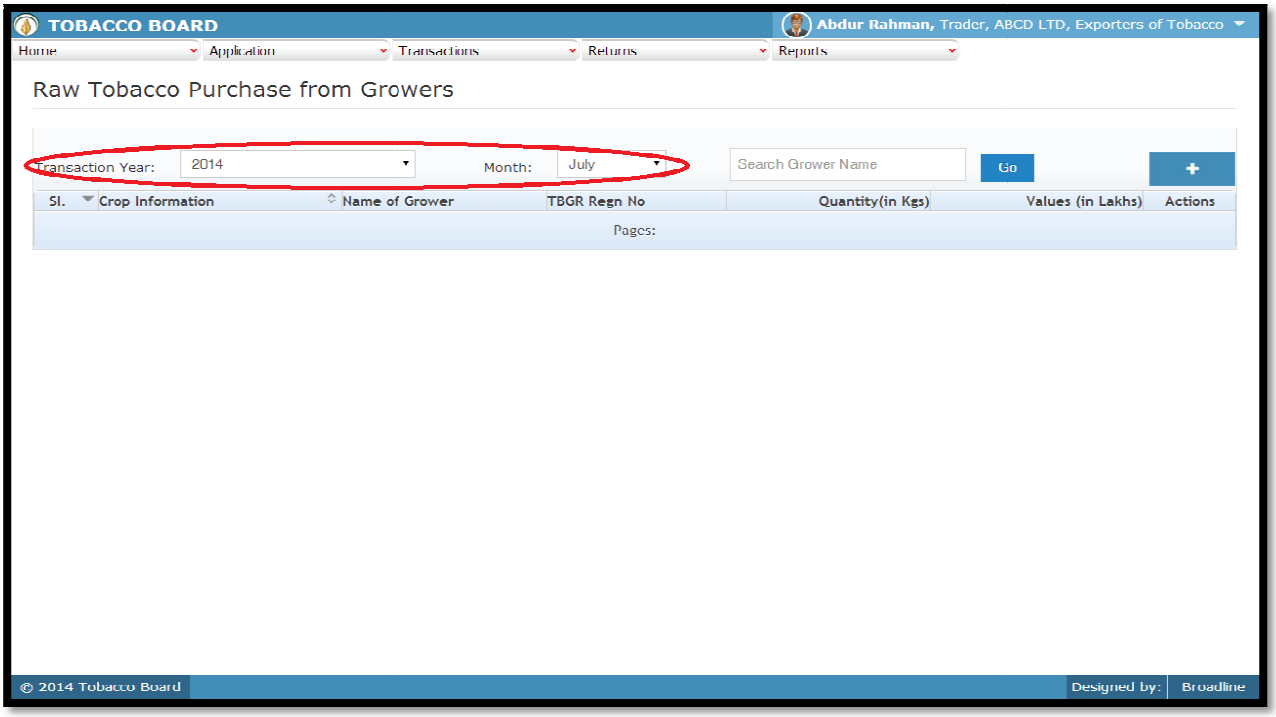


Figure 19

Trader can make entries for any Raw Tobacco Purchase from Growers made during the transaction period by clicking on the Add button ( ) as shown in **Figure 19**.

The Raw Tobacco Purchase from 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 purchases from growers 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 19.**

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

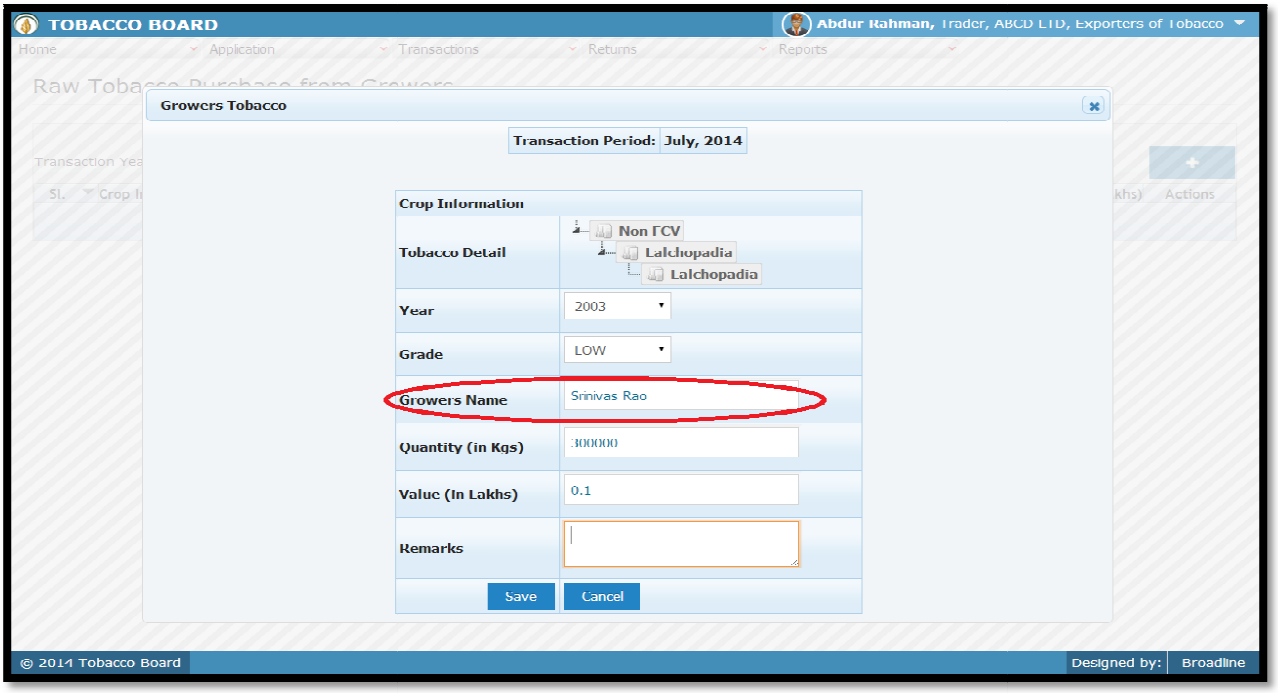


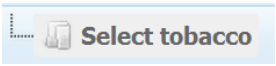
Figure 20

Trader may observe that as per the selection of transaction year made in previous screen the Transaction period is shown here

Crop Information:

Trader needs to provide following details of the crop purchased from Growers

a) **Tobacco Details:**

This selection has to be made in various screens by the trader as seen in above screenshot you may find 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) **Grade** : Grade of the tobacco needs to chosen from the drop down.

d) **Grower name:** Trader needs to fill in the name of growers from whom tobacco is purchased ("Highlighted in red color")

e) **Quantity** : Trader has to fill in the quantity of tobacco mention (in Kgs).

f) **Remarks** : This an optional field for the trader to mention any remarks

Once filling in the entire details trader may save the entry by clicking on "SAVE" button below as

shown in **Figure 20**.

The Raw Tobacco Purchase from Growers screen (we may call as summary sheet) will as below screenshot once entry is made.

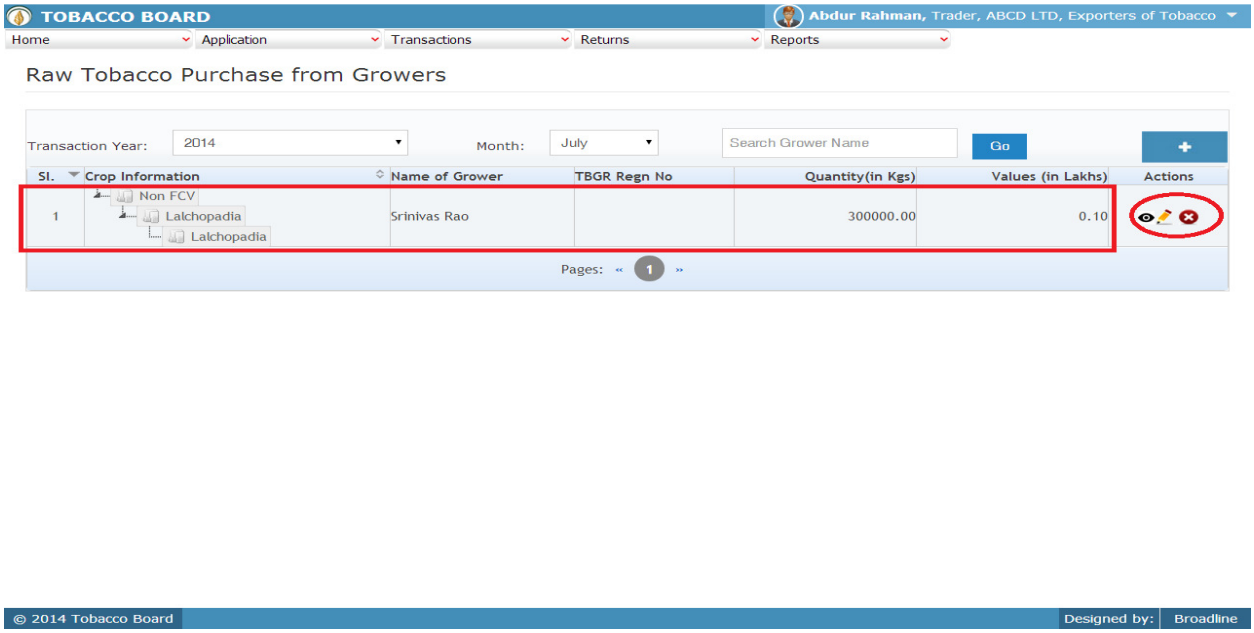


Figure 21

Trader may observe that record is successfully saved in the Raw Tobacco Purchase from Growers 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 21**. 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

4.2.5. Purchases from Traders:

Traders can make entries of all the Raw Tobacco Purchase from 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")

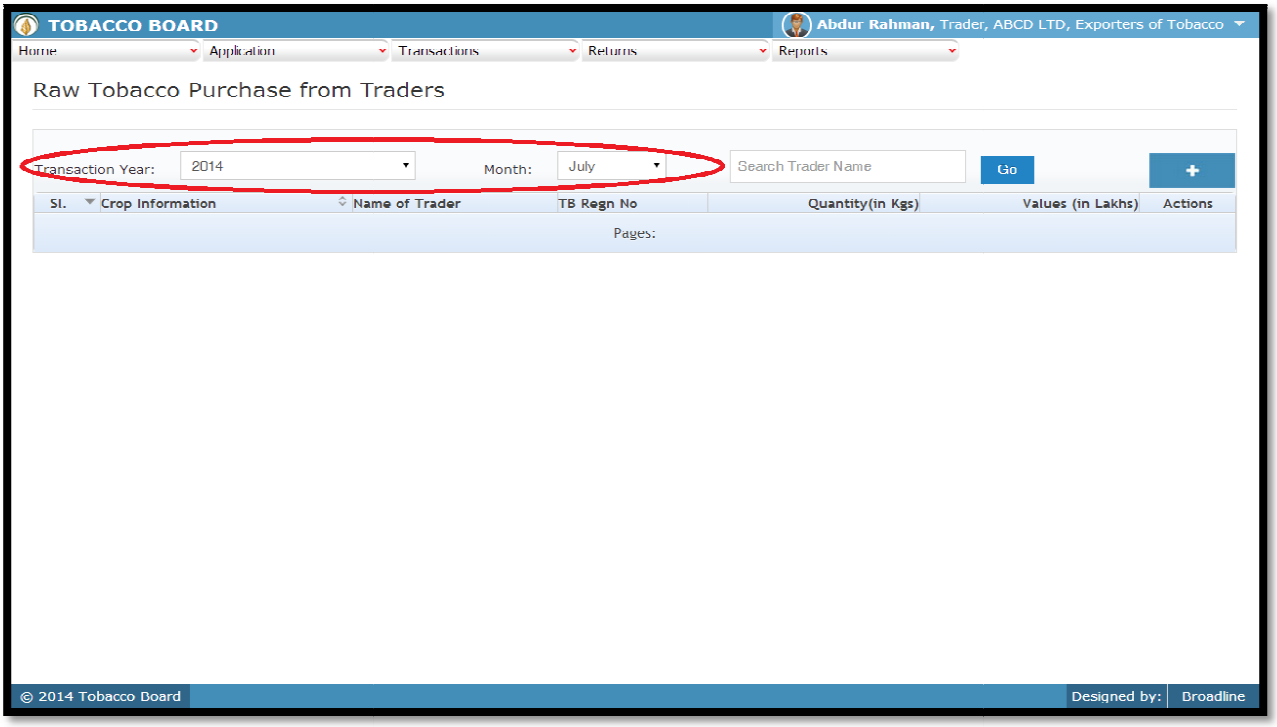


Figure 22

Trader can make entries for any Raw Tobacco Purchase from Traders made during the transaction period by clicking on the Add button ( ) as shown in **Figure 22**.

The Raw Tobacco Purchase from 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 purchases from Traders 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 22**

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

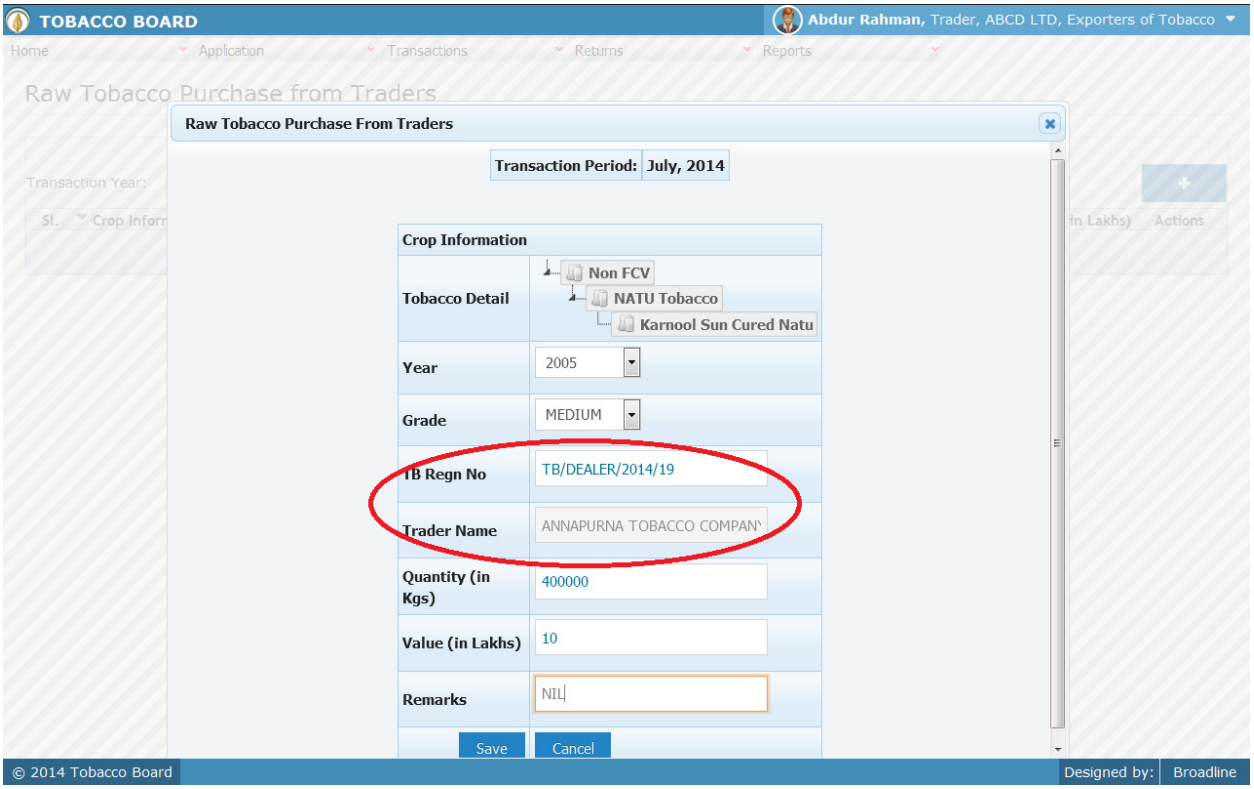


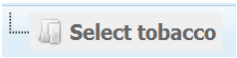
Figure 23

Trader may observe that as per the selection of transaction year made in previous screen the Transaction period is shown here

Crop Information:

Trader needs to provide following details of the crop purchased from Traders

a) **Tobacco Details:**

This selection has to be made in various screens by the trader as seen in above screenshot you may find 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) **Grade** : Grade of the tobacco needs to chosen from the drop down.

d) **TB Regn no** : Trader needs to fill in the Tobacco Board registration number of the trader from whom tobacco is purchased ("Highlighted in red color")

e) **Trader Name:** This field will be auto filled by the software based on the registration number filled in by the trader.

f) **Quantity** : Trader has to fill in the quantity of tobacco mention (in Kgs).

g) **Remarks** : This an optional field for the trader to mention any remarks (if any)

Once filling in the entire details trader may save the entry by clicking on "SAVE" button below as

shown in **Figure 23**.

The Raw Tobacco Purchase from Traders screen (we may call as summary sheet) will as below screenshot once entry is made.

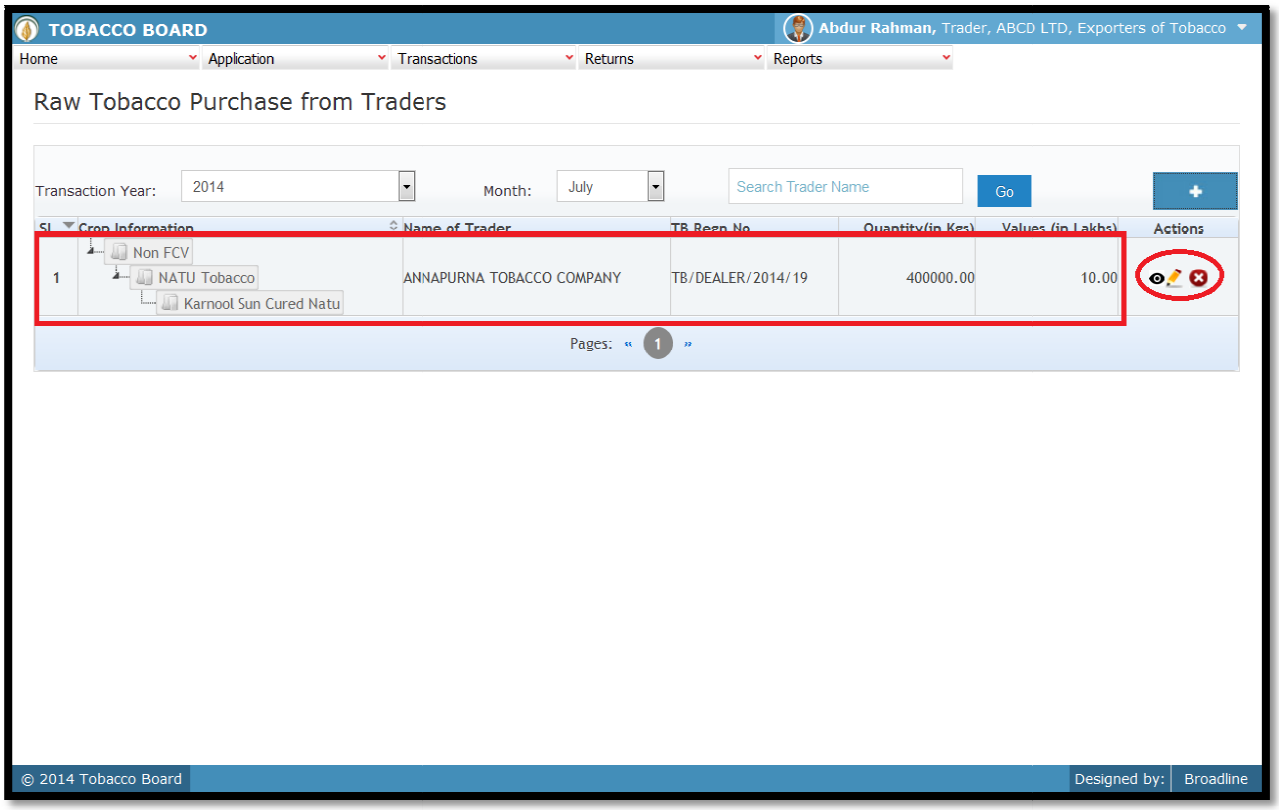


Figure 24

Trader may observe that record is successfully saved in the Raw Tobacco Purchase from Traders 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 24**. 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

4.2.6. Receive Graded (From Others):

Traders can make entries of all the Raw Tobacco Received from Commercial graders **NOT** belonging to **same company** 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")

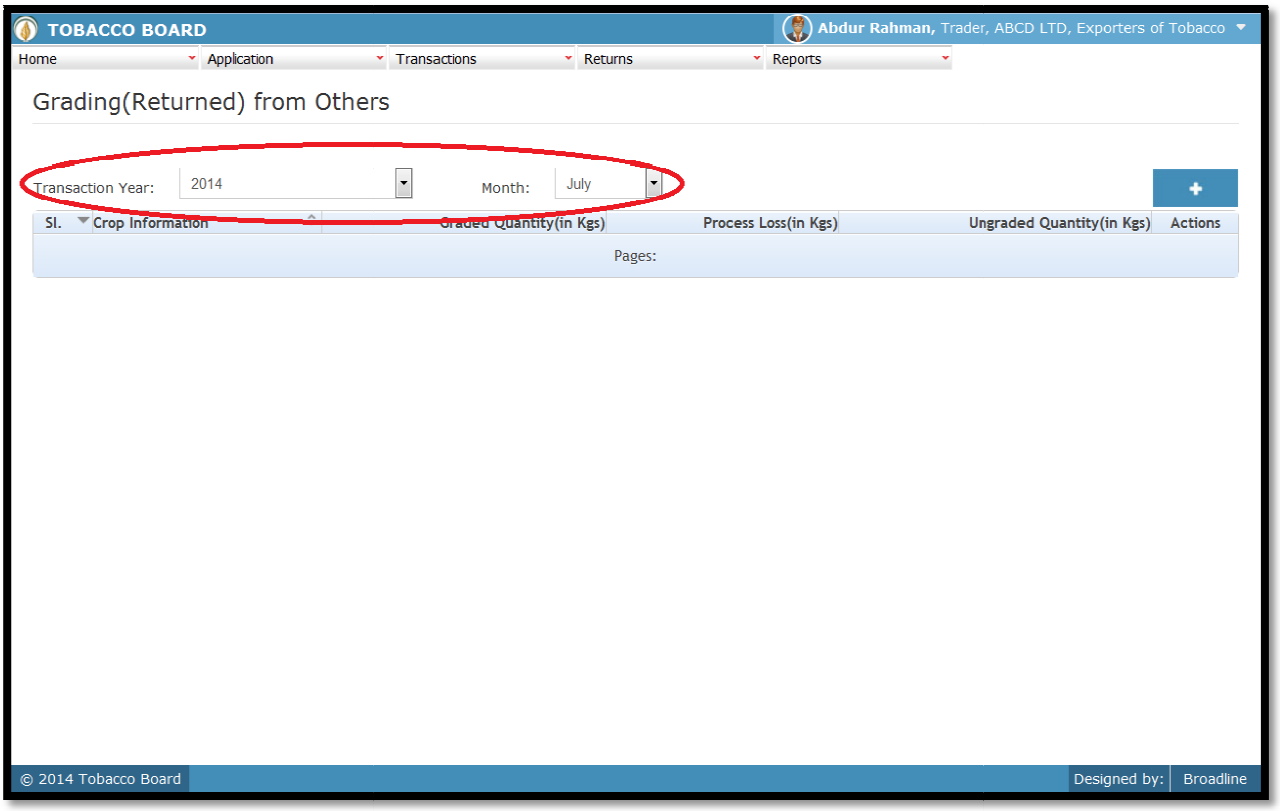


Figure 25

Note: This screen is linked to the Green stock (Outwards) – Issued for Grading (other Traders) with the logic following that unless there is an issues by the trader to commercial grader, there cannot be any receipts made. Therefore, trader can only choose and receive any tobacco back from grader if they have made an entry under the **"Green stock (Outwards) – Issued for grading (other Traders)"**

To operate this screen trader needs to make prior entry under **Issued for grading** (other Traders) under Green Stock (outwards) menu.

For ex. If the trader has issued some quantity of tobacco to commercial grader for the purpose of grading, they need to go to the Issued for Grading (others) screen and make entries

Below screen Shot Provides the screen shot of the menu list ("Highlighted in red Color")

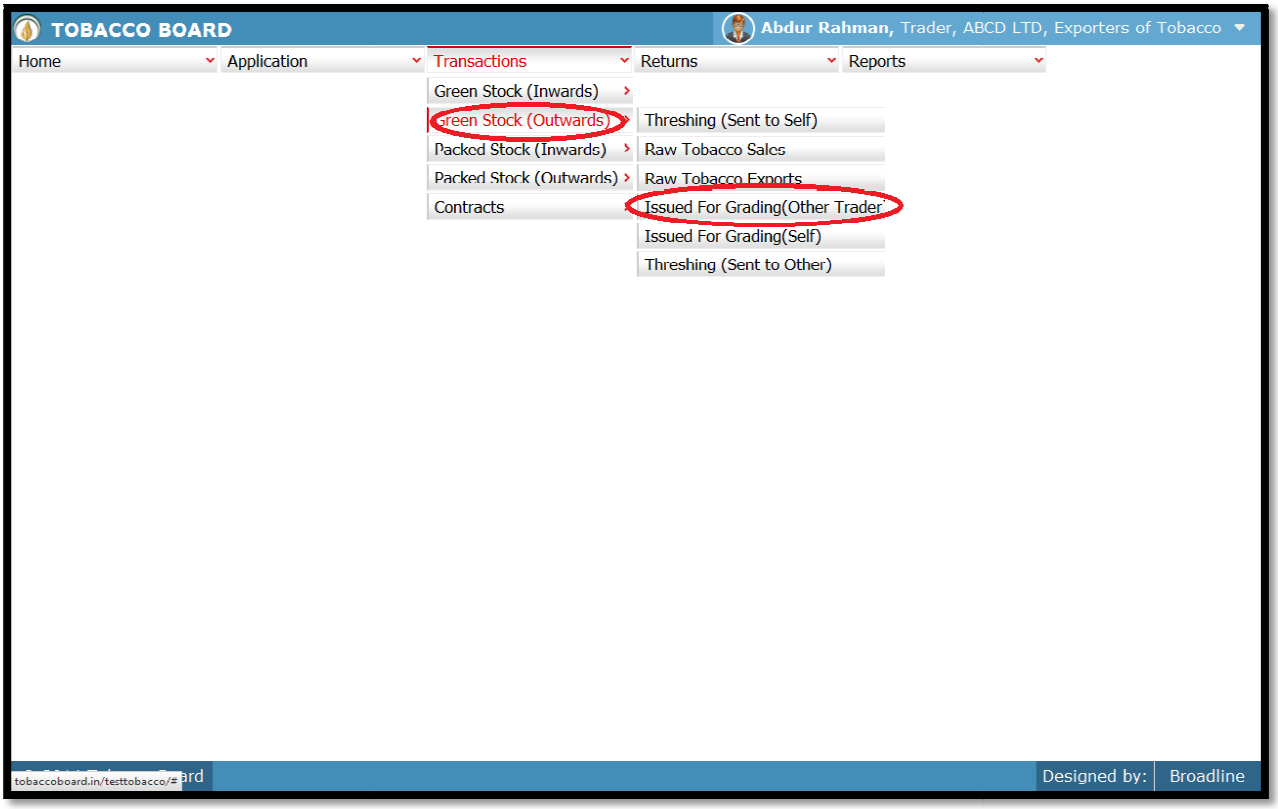


Figure 26

The trader may choose the option from the list ("highlighted in red color") from **Figure 26**

On clicking Issued for grading (other Traders) screen will be opened as shown in below screen shot **Figure 27**

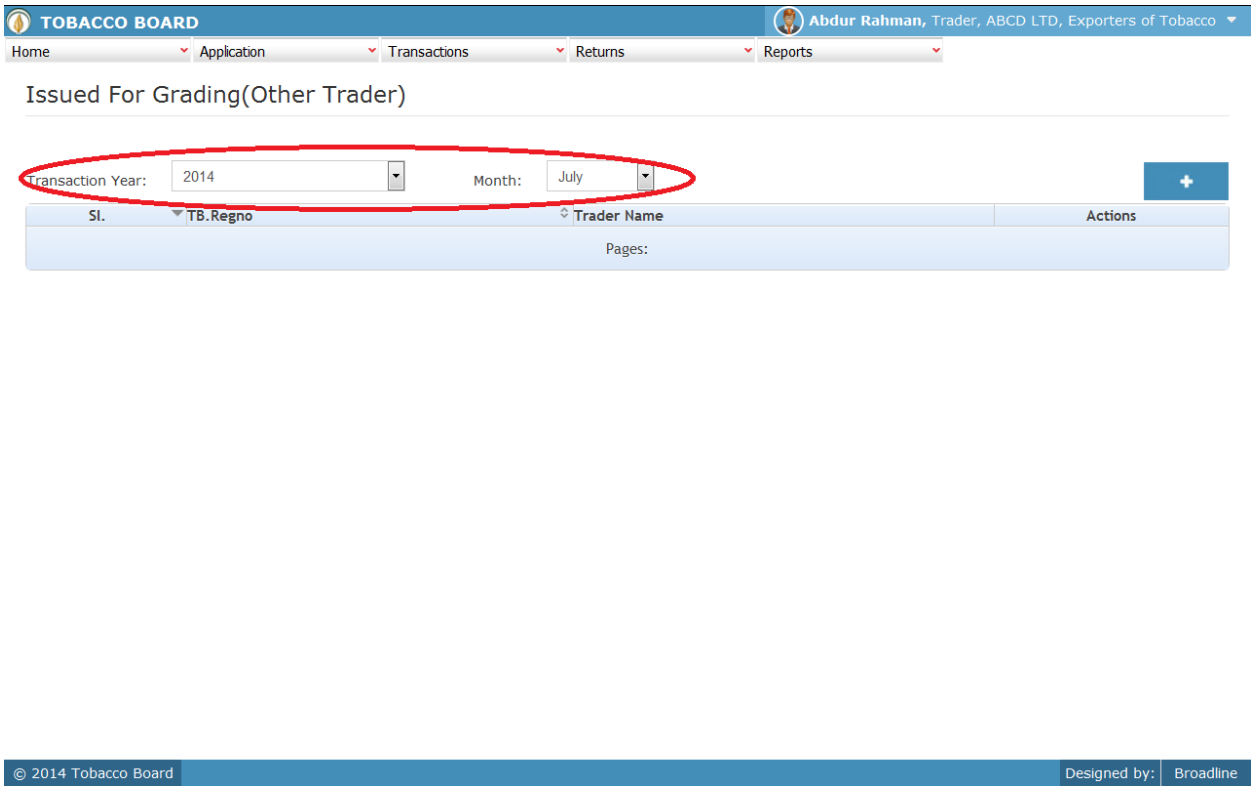


Figure 27

Trader can make entries for any Raw Tobacco issued for grading to graders other than own company during the transaction period by clicking on the Add button ( ) as shown in **Figure 27**.

The Issued for grading (Other 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 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 27**

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

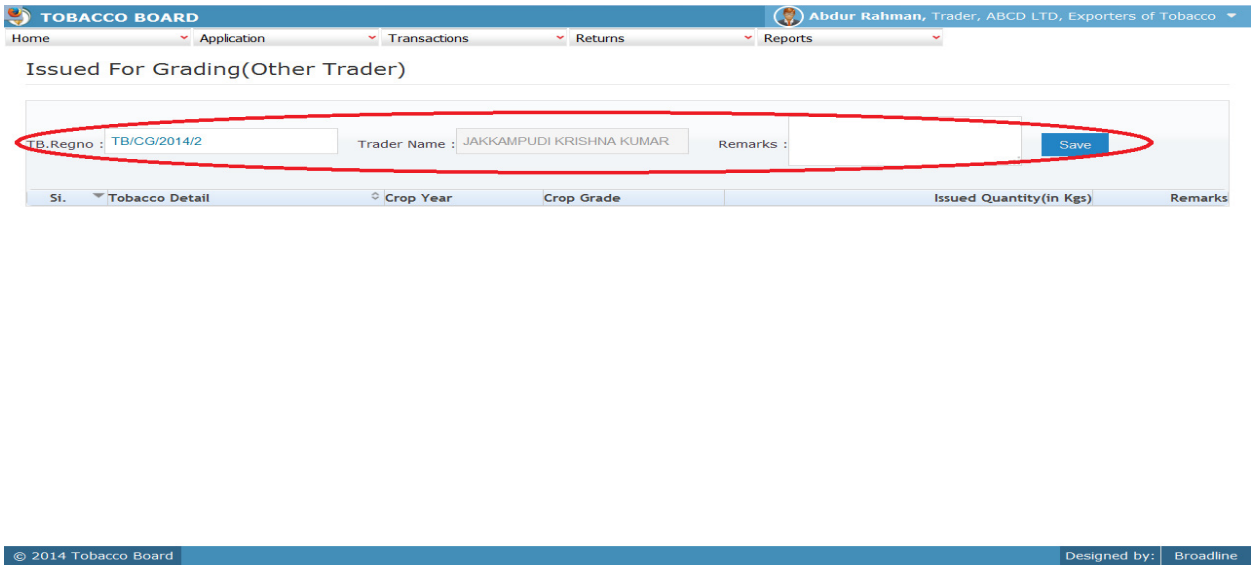


Figure 28

Trader issuing the tobacco for grading should first enter the Tobacco Board Registration number of the Commercial grader to whom tobacco is issued for grading as shown in **Figure 28** ("Highlighted in red color") and save it.

Note: Trader needs to enter only the TB registration number and the software will auto fill the name of the commercial grader. Trader cannot fill the name of the grader.

Once saved trader may observe following screen is shown

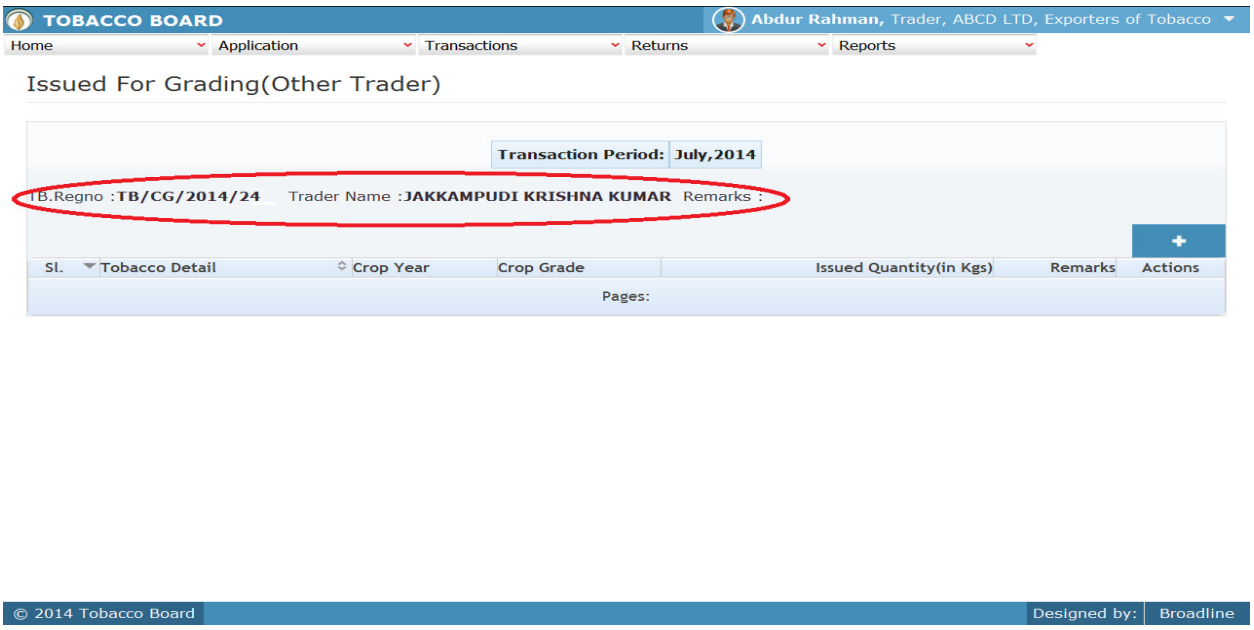


Figure 29

Entries can be made by clicking on the Add Button ( ) on + extreme right hand side of the table as shown in **Figure 29**

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

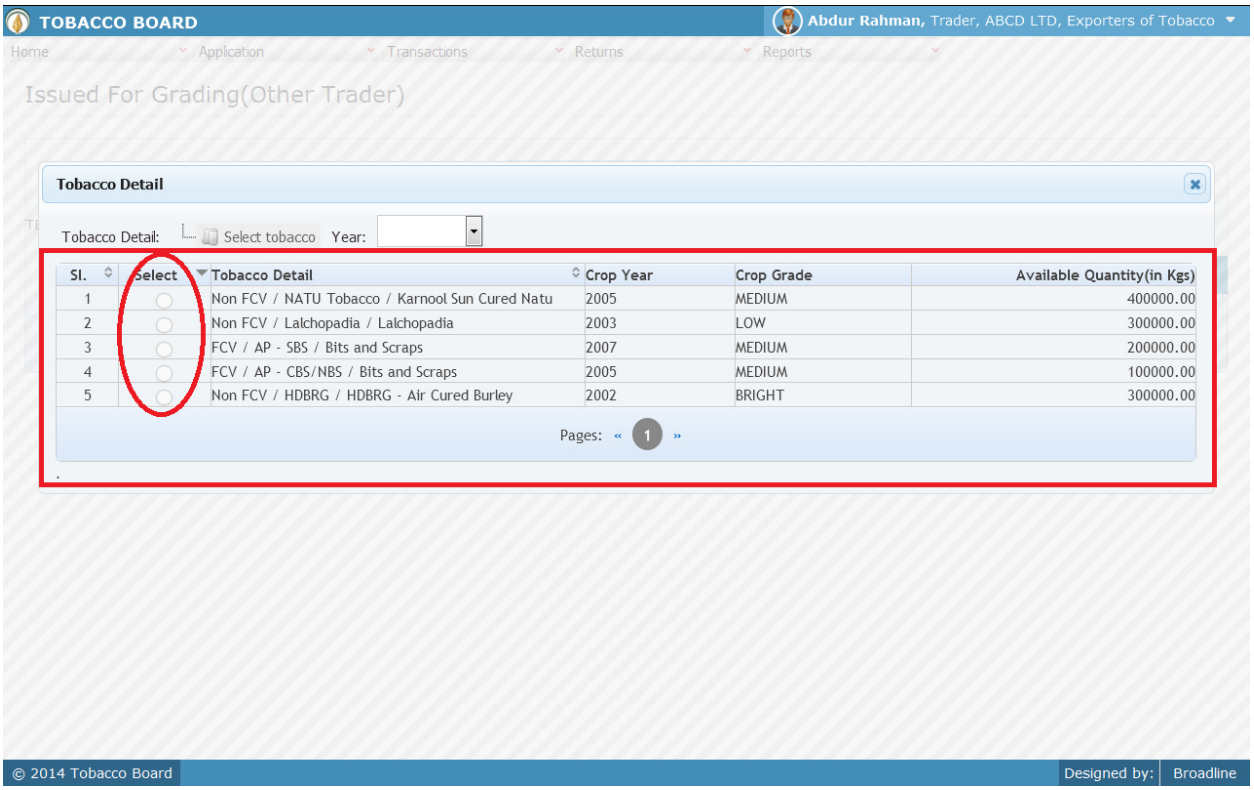


Figure 30

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. TAP Purchases
3. Raw Tobacco Imports
4. Purchase from Growers
5. Purchase from Traders

The list shown in above screenshot **Figure 30** comprises of all the tobacco the trader has in stock by clubbing all the raw tobacco stocks enter in above **list of screens.**
Trader may choose from the list tobacco quantity that is been issued to the commercial grader by click the radio button under select column in **Figure 30** (“highlighted in red Color Circle”)

On selection of anyone of the tobacco by clicking on the radio button before it following screen is opened as shown in below screenshot **Figure 31**

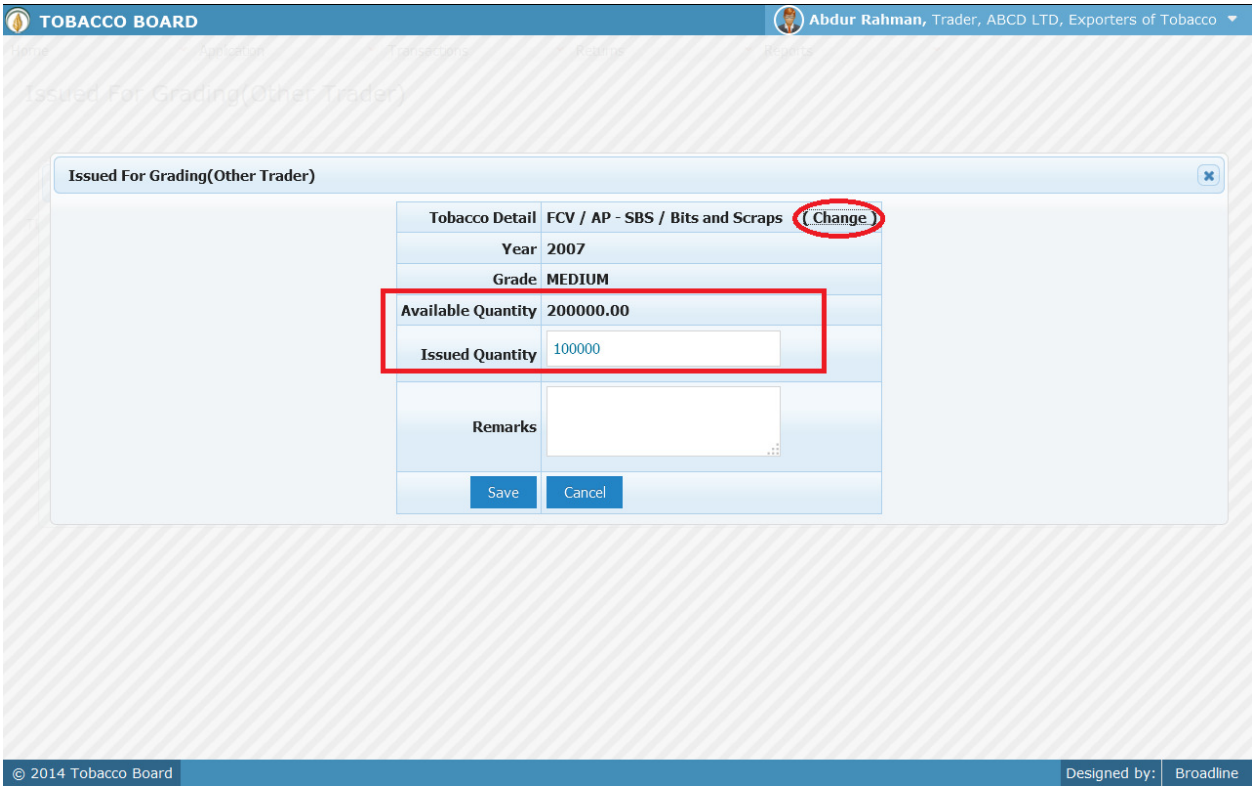


Figure 31

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 issued to the commercial grader from the available quantity ("Highlighted in Red Rectangular box").

If the trader needs to choose any tobacco he may click on the "Change" button ("Highlighted in red circle") in **Figure 31**

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

Note: Issued quantity can be equal or less to available quantity only.

Once saved the following screen will be updated as shown in below screenshot.

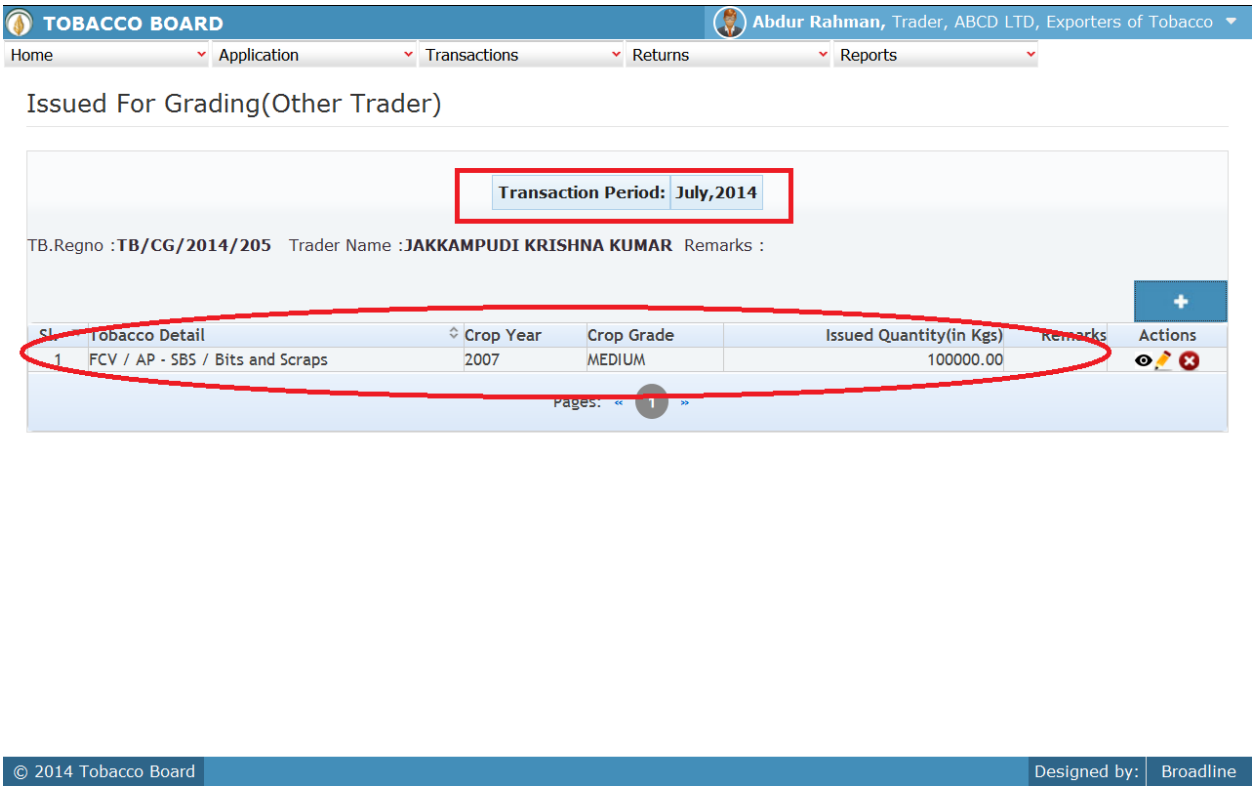


Figure 32

Trader may observe that record is successfully saved in the Issued for Grading (Other 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 32**. 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

Similarly a Trader can make number of entries of Commercial graders to whom tobacco is issued for grading and subsequently make number of entries for each commercial grader.

Note: If a particular tobacco is issued by the trader under the menu "Green Stock (Outwards)" the same tobacco cannot be edited under the "Green Stock (Inwards)" –List of screens wherever it has been entered.

- Since an entry is made under Issue for Grading (Other Traders) we can now go ahead and make a Receipt of the same. To do so trader may navigate to Green Stock(Inwards) – **Receive graded (from others)**
- On navigating to the screen trader may open the screen as shown in below screen shot.

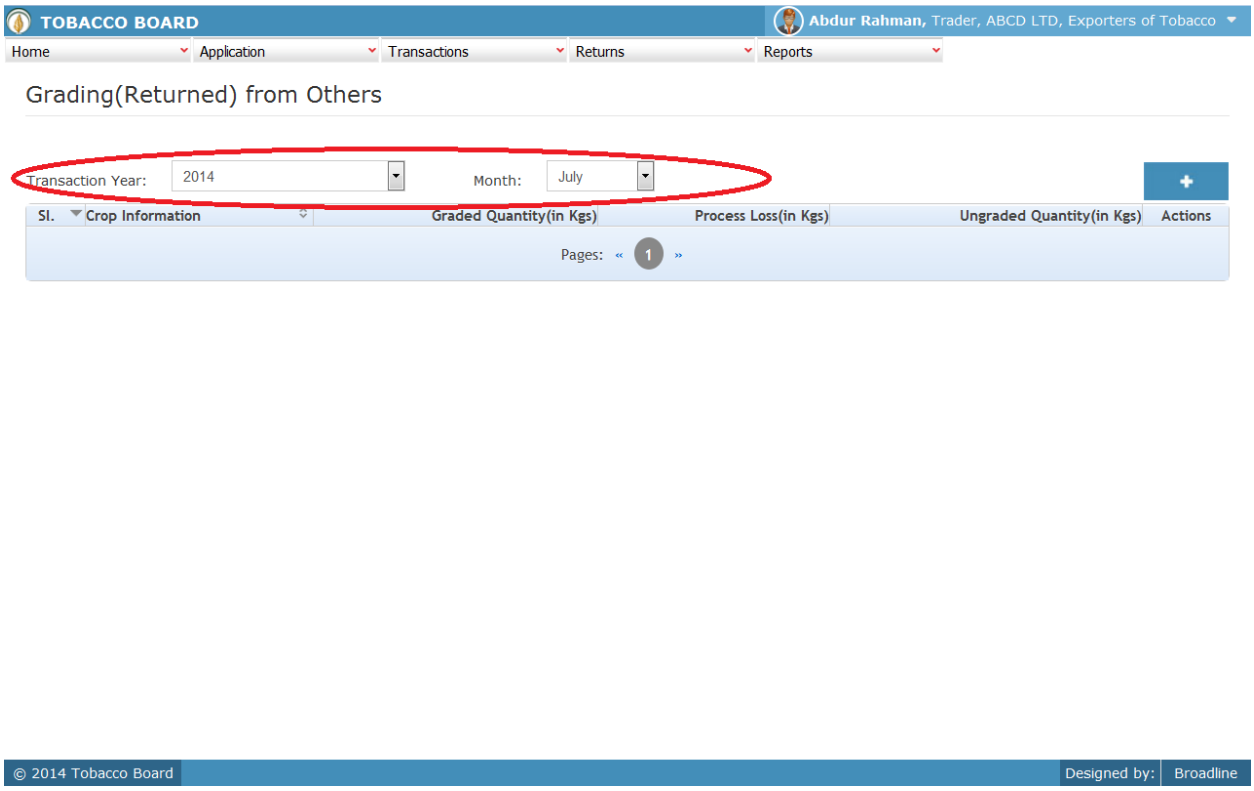


Figure 33

Trader can make entries for any Raw Tobacco received from graders other than own company during the transaction period by clicking on the Add button ( ) as shown in **Figure 33**

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

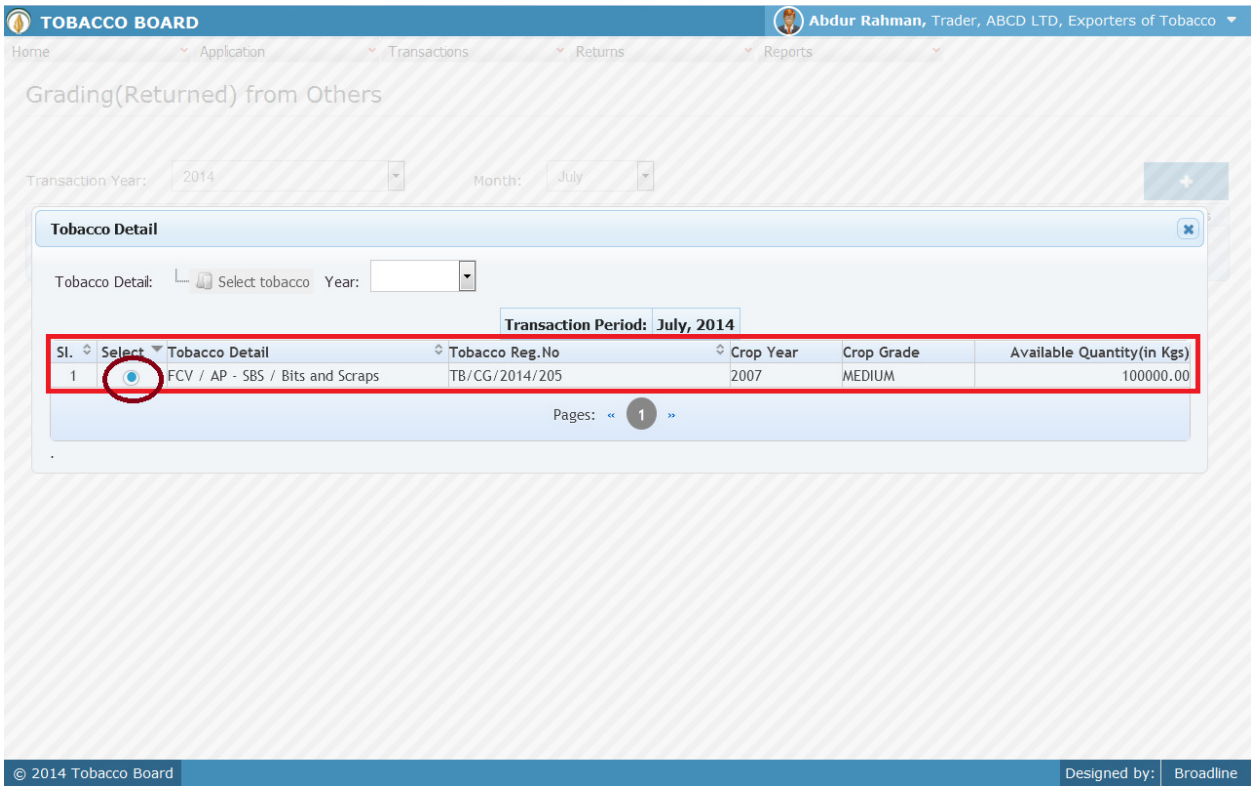


Figure 34

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

1. Issued for grading(other Trader)

Trader may choose from the list tobacco quantity that is been received back from the commercial grader by clicking the radio button under select column in **Figure 34** ("highlighted in Circle")

Note: Trader cannot make any entry of new tobacco received in the existing list unless it has been issued under the Issued for grading screen.

On clicking the radio button the trader will be opening the following screen as shown in below screenshot **Figure 35**

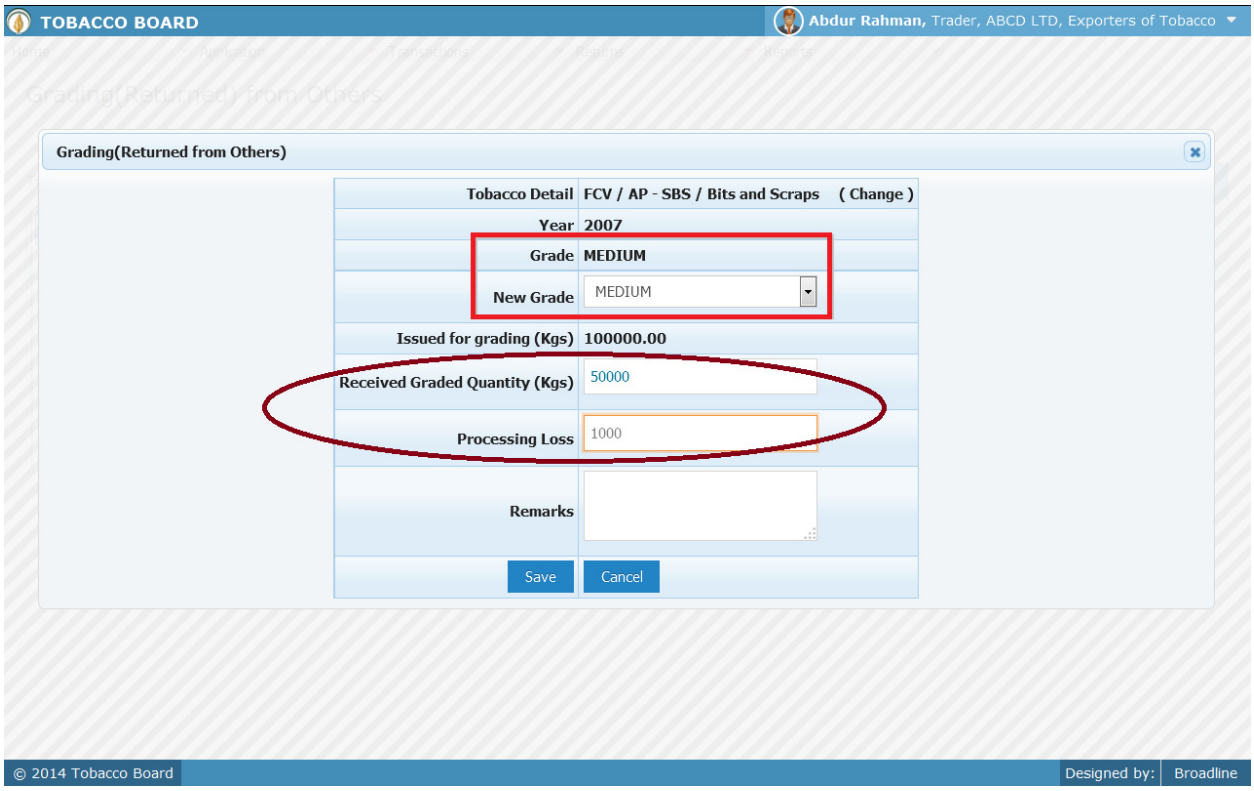


Figure 35

Following entries needs to be made while receiving the quantity back from grader.

a) **New Grade:** Trader needs to specify which grade the tobacco is received back.
b) **Received Quantity:** Trader needs to mention quantity of tobacco received after grading (In Kgs)
c) **Processing Loss:** Trader needs to mention the quantity of processing loss incurred while getting the tobacco graded.

Once filling in the entire details trader may save the entry by clicking on "SAVE" button below as

shown in **Figure 35**.

Note: Quantity received after grading can be equal or less than quantity issued for grading.

The Grading (Returned) from others screen (we may call as summary sheet) will as below screenshot once entry is made.

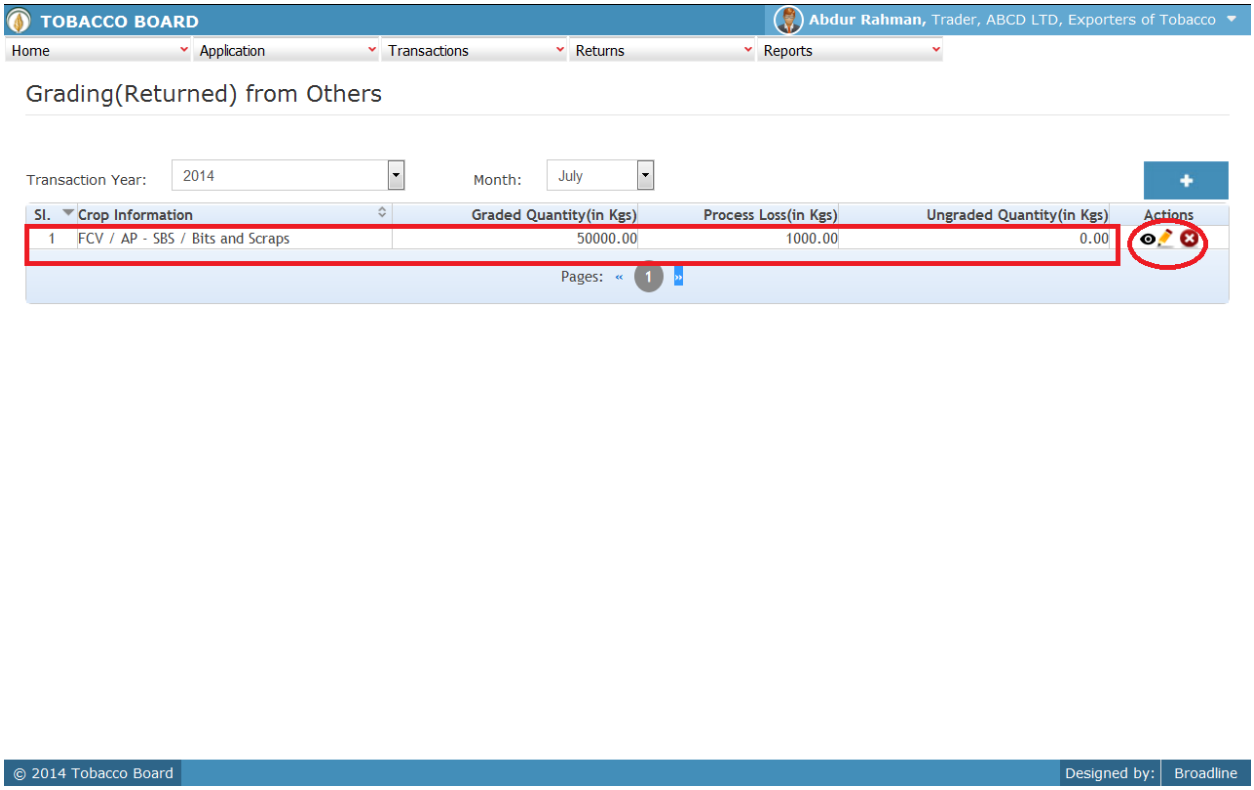


Figure 36

Trader may observe that record is successfully saved in the Grading (Returned) from others 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 36**. 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

4.2.7. Receive Graded (from Self):

Traders can make entries of all the Raw Tobacco Received from Commercial graders belonging **to same** company made during a particular transaction period. By choosing the Transaction year and Month for which the entry is made.

Note: The procedure for making entries is same as Received Grader (from others) and the screen is connected to Green Stock (Outwards) - Issued for grading (Self)

(***Procedure for making entries of transaction made for issues and receipt of Tobacco to Own/Self Commercial grader is similar to issues and receipt of Tobacco (others) kindly refer 4.2.6***)

4.3. Green Stock (Outwards)

All the tobacco transactions concerning to raw tobacco moving out of the traders stock via. Sales, for threshing/redrying, for grading trader has been categorically classified under this menu

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

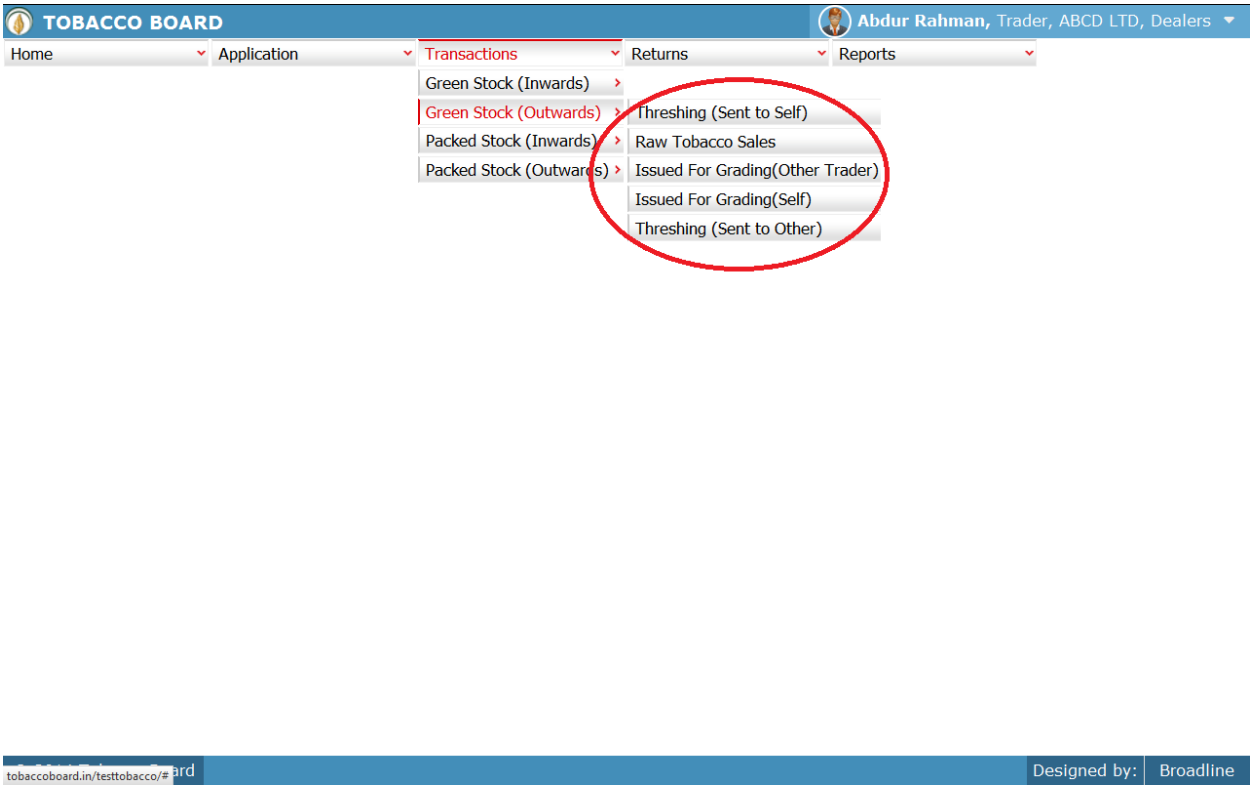


Figure 37

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

4.3.1. Raw Tobacco Sales

Traders can make entries of all the Raw Tobacco sales made to registered Dealers/Exporters of Unmanufactured Tobacco 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")

On clicking Sales to other Traders screen will be opened as shown in below screen shot **Figure 38**

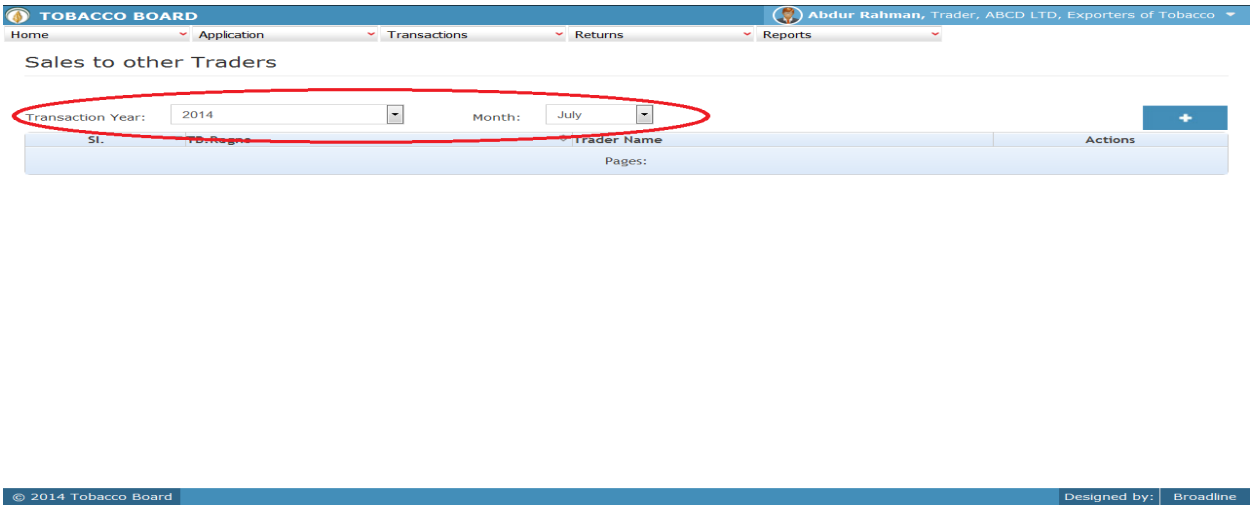


Figure 38

Trader can make entries for any Raw Tobacco sold to other registered traders during the transaction period by clicking on the Add button ( ) as shown in **Figure 38**.

The Sales to other 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 sales 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 38**

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

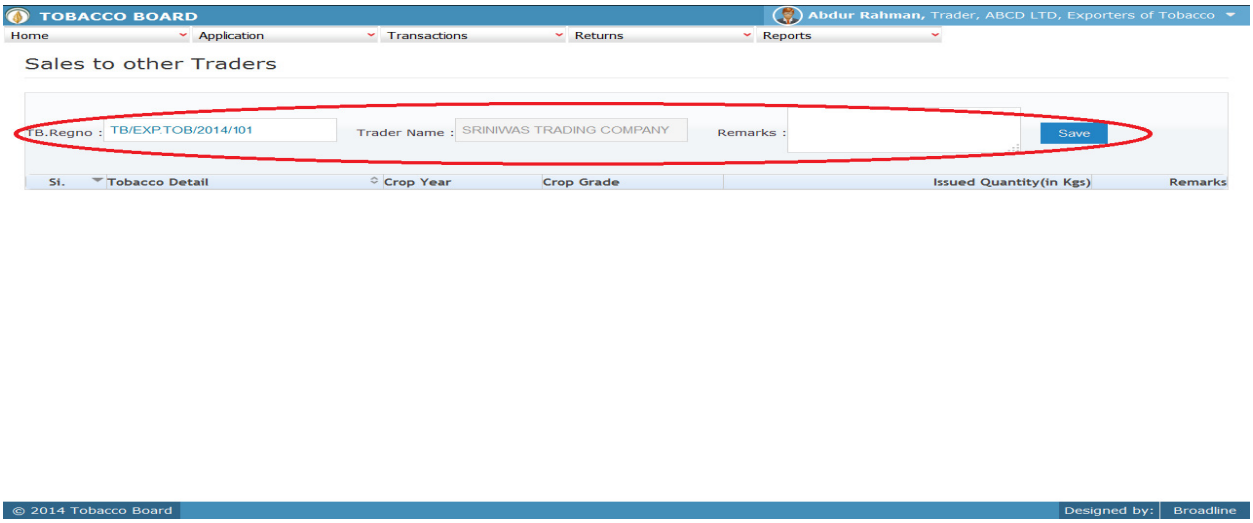


Figure 39

Trader selling tobacco to other registered traders should first enter the Tobacco Board Registration number of the trader to whom tobacco is sold as shown in **Figure 39** ("Highlighted in red color") and save it.

Note: Trader needs to enter only the TB registration number and the software will auto fill the name of the trader. Trader cannot fill the name of the trader.

Once saved trader may observe following screen is shown

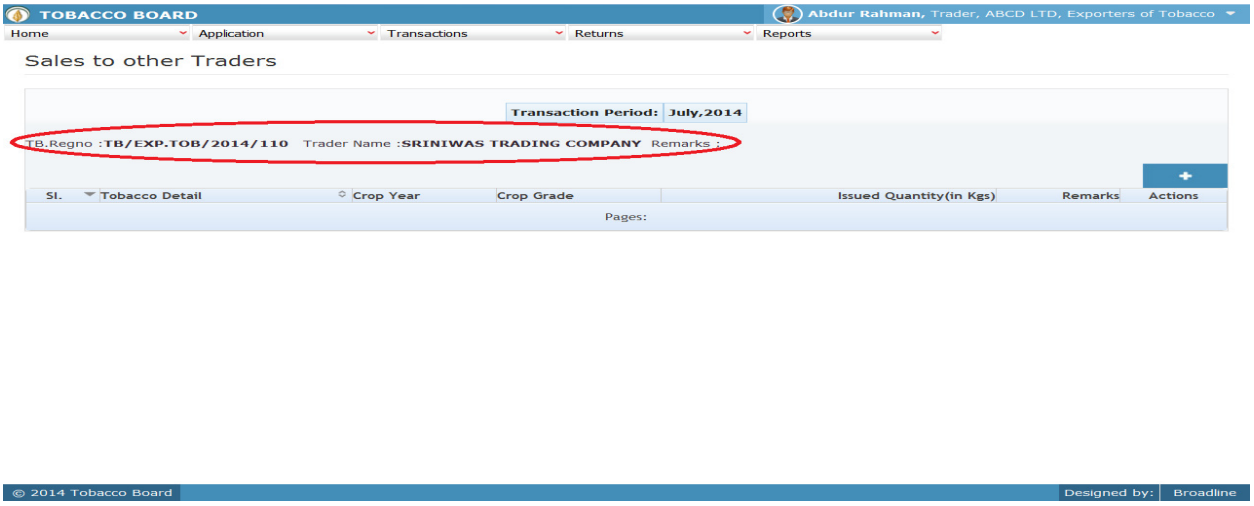


Figure 40

Entries can be made by clicking on the Add Button ( ) on extreme right hand side of the table as shown in **Figure 40**

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

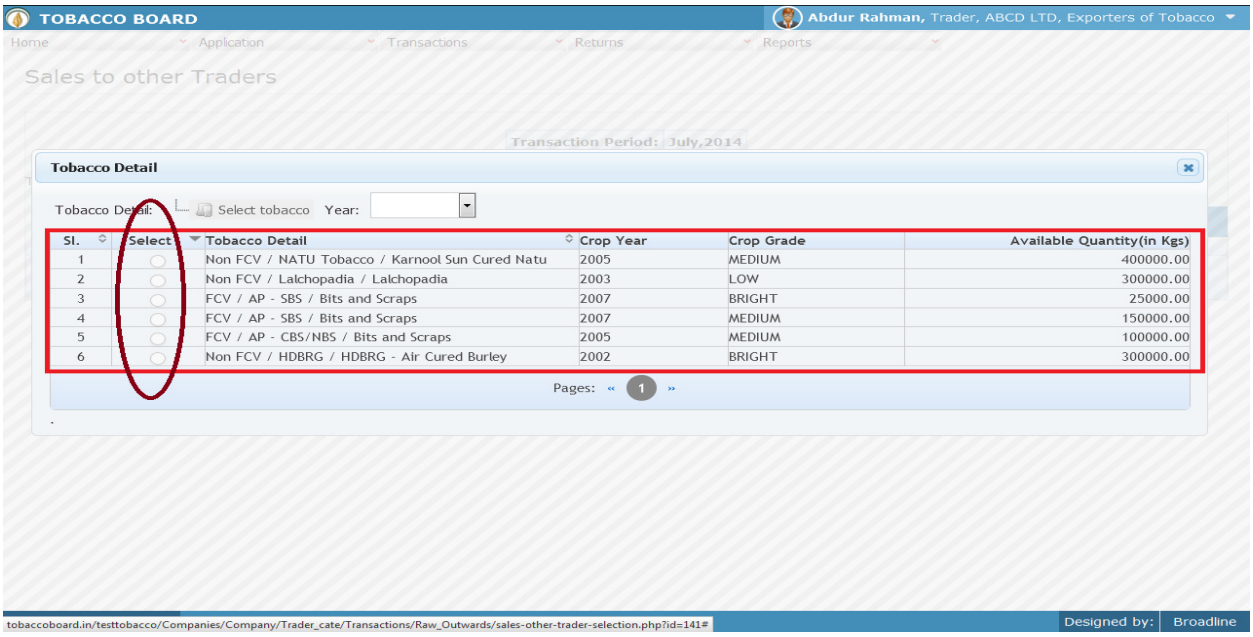


Figure 41

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. TAP Purchases
3. Raw Tobacco Imports
4. Purchase from Growers
5. Purchase from Traders

The list shown in above screenshot **Figure 41** comprises of all the tobacco the trader has in stock by clubbing all the raw tobacco stocks enter in above **list of screens.**

Trader may choose from the list tobacco quantity that is been sold to the registered traders by clicking the radio button under select column in **Figure 41** ("highlighted in red Color Circle")

On selection of anyone of the tobacco by clicking on the radio button before it following screen is opened as shown in below screenshot **Figure 42**

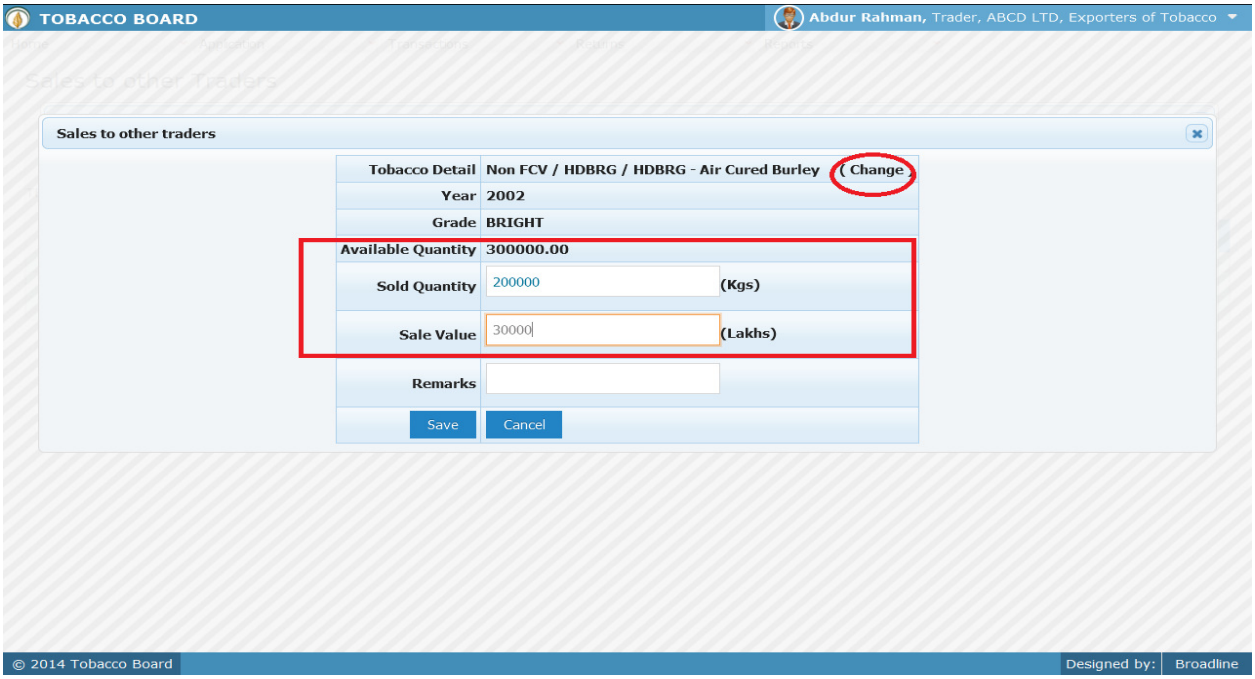


Figure 42

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 sold to the registered traders 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 ("Highlighted in red circle") in **Figure 42**

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

Note: Sold quantity can be equal or less to available quantity only

Once saved the following screen will be updated as shown in below screenshot

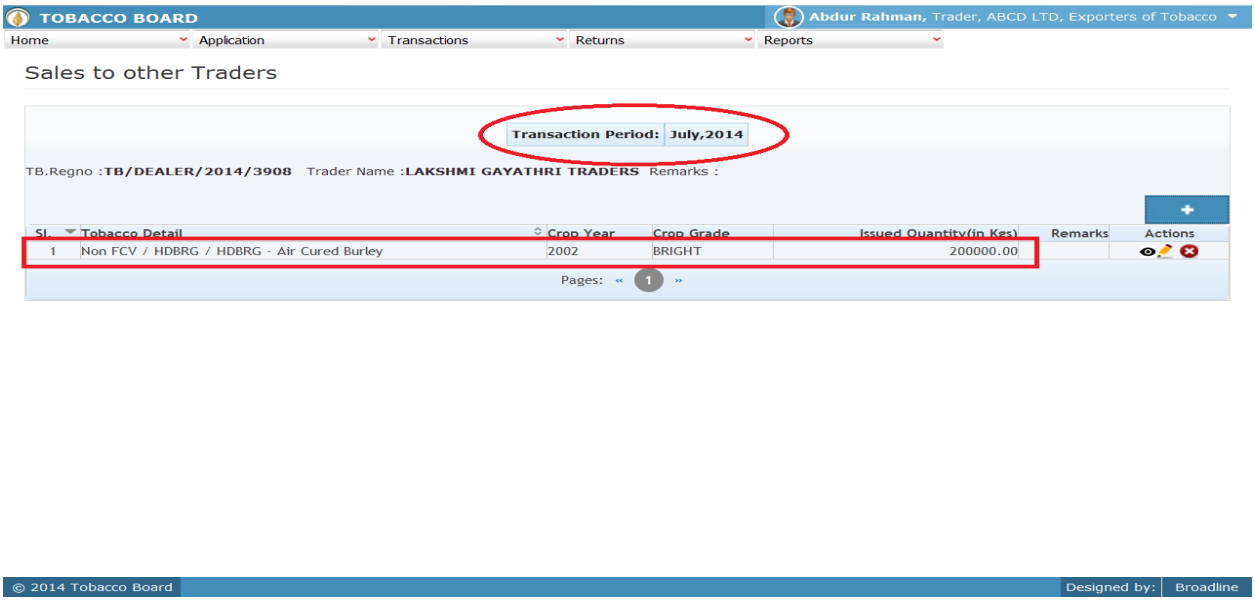


Figure 43

Trader may observe that record is successfully saved in the sold to other Traders 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 43**. 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.

4. This image can be clicked to view the complete details of the entry.
5. This image can be clicked on to edit any information in the list
6. 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 sold in a particular transaction period and subsequently make number of entries for each trader individually.

Note: If a particular tobacco is sold by the trader under the menu "Green Stock (Outwards)" the same tobacco cannot be edited under the "Green Stock (Inwards)" –List of screens wherever it has been entered.

4.3.2. Threshing (Sent to Others)

Traders can make entries of all the Raw Tobacco sent for threshing/redrying to packers other than own company 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")

On clicking Threshing(sent to Others) screen will be opened as shown in below screen shot **Figure 44**

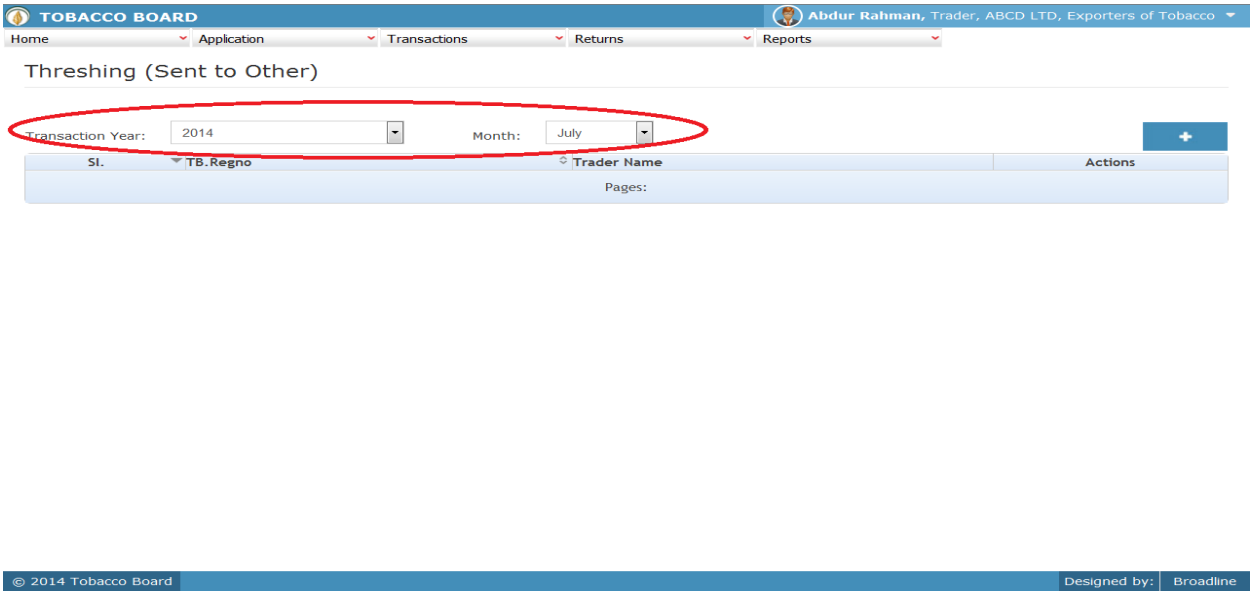


Figure 44

Trader can make entries for any Raw Tobacco issued for threshing/redrying to packers other than own company during the transaction period by clicking on the Add button ( ) as shown in **Figure 44**

The Threshing (Sent to Others) 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 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 44**

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

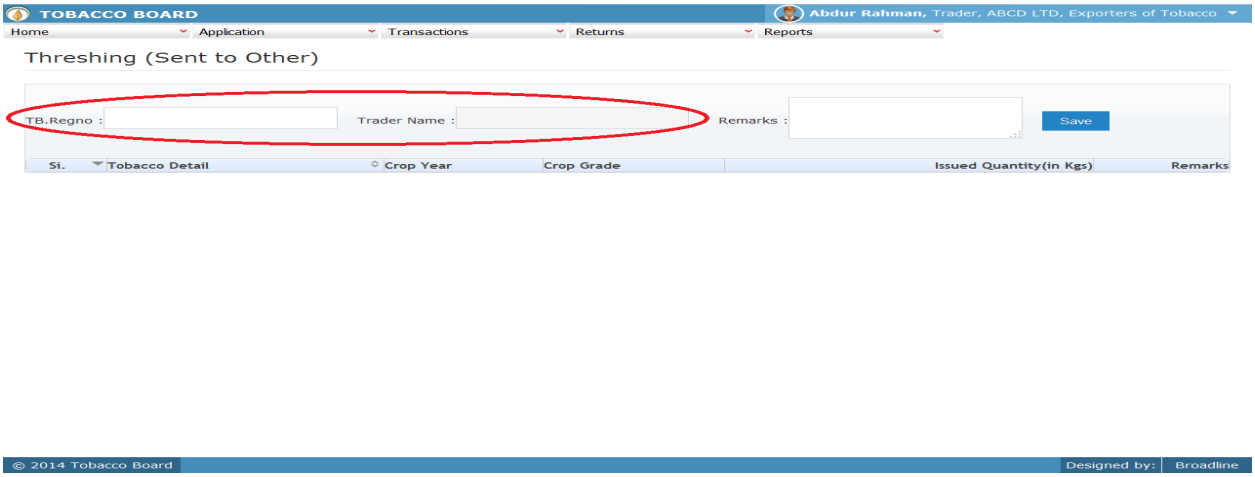


Figure 45

Trader issuing the tobacco for threshing or redrying should first enter the Tobacco Board Registration number of the Packer to whom tobacco is issued for packing as shown in **Figure 45** ("Highlighted in red color") and save it.

Note: Trader needs to enter only the TB registration number and the software will auto fill the name of the packer. Trader cannot fill the name of the Packer.

Once saved trader may observe following screen is shown

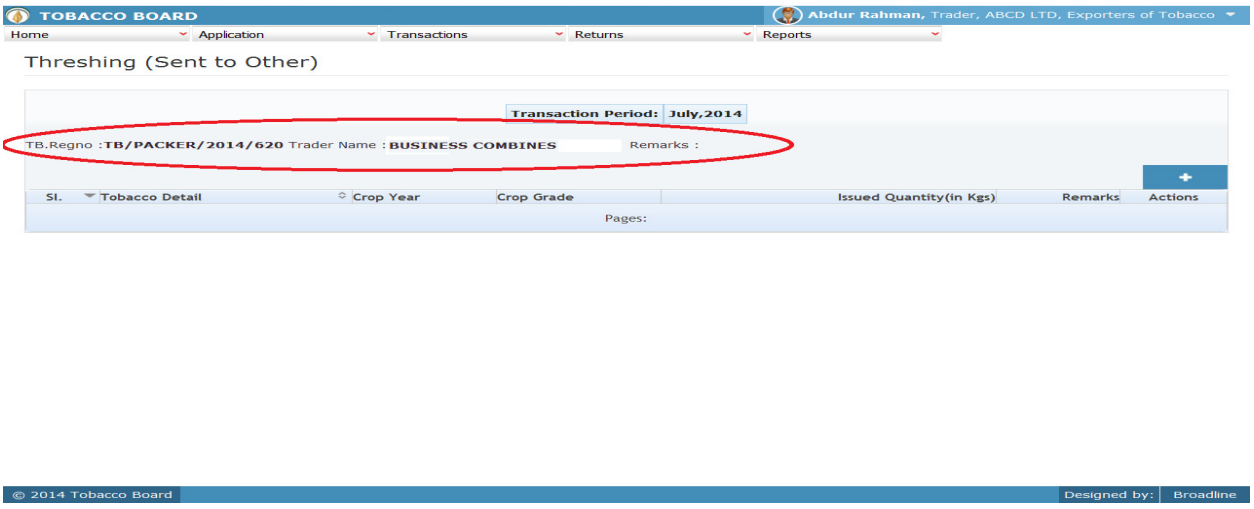


Figure 46

Entries can be made by clicking on the Add Button ( ) on extreme right hand side of the table as shown in **Figure 46**

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

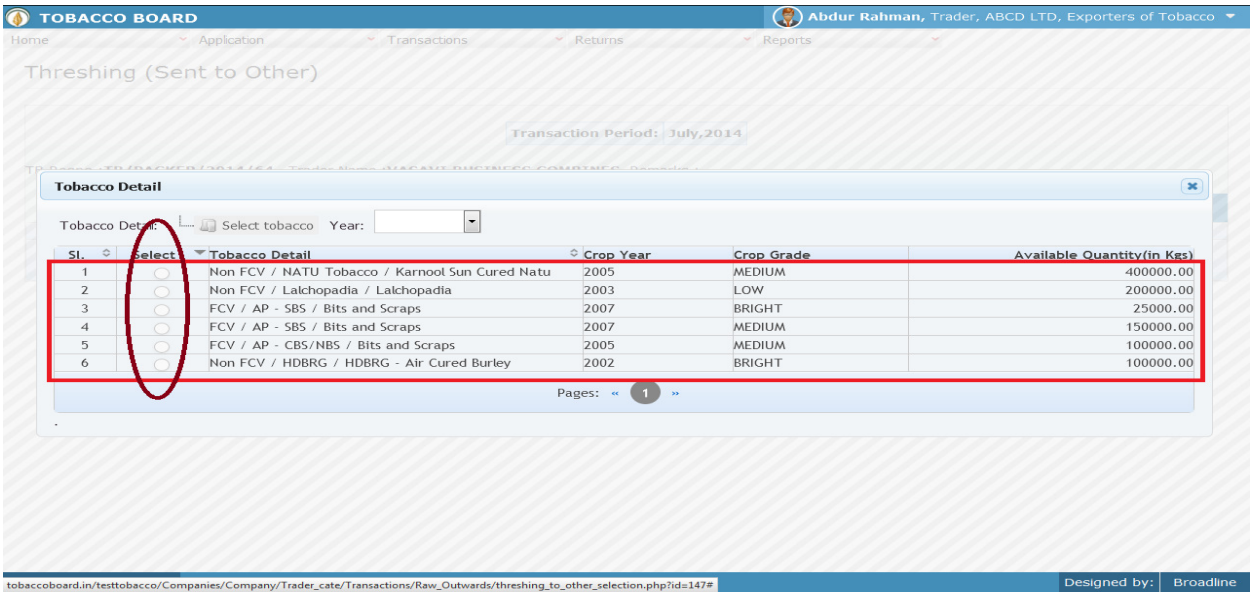


Figure 47

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. TAP Purchases
3. Raw Tobacco Imports
4. Purchase from Growers
5. Purchase from Traders

The list shown in above screenshot **Figure 47** comprises of all the tobacco the trader has in stock by clubbing all the raw tobacco stocks enter in above **list of screens.**
Trader may choose from the list tobacco quantity that is been issued to the packer by click the radio button under select column in **Figure 47** ("highlighted in red Color Circle")

On selection of anyone of the tobacco by clicking on the radio button before it following screen is opened as shown in below screenshot **Figure 48**

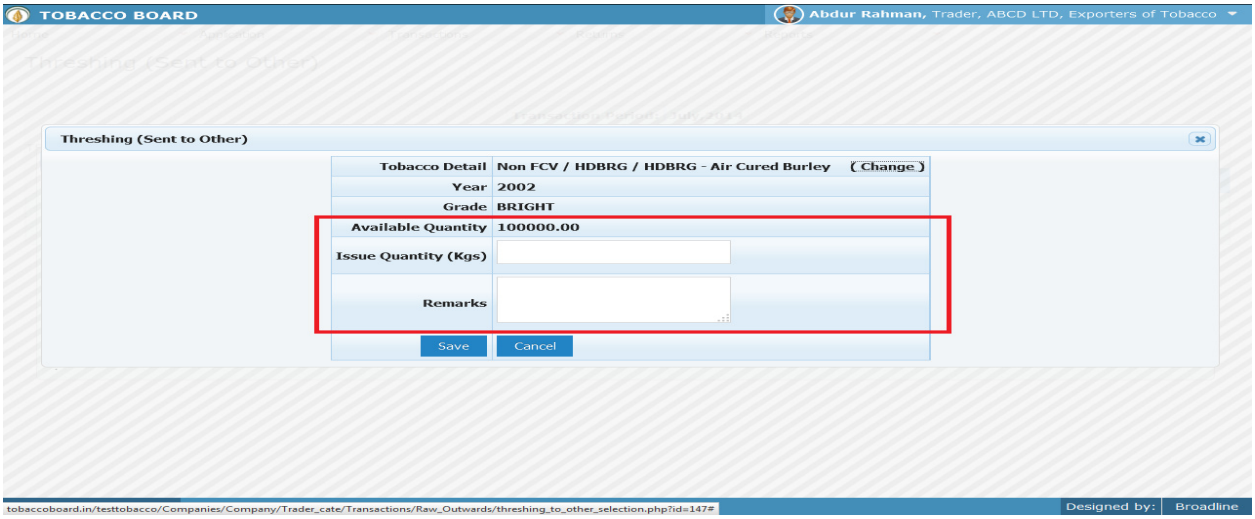


Figure 48

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 issued to the packer 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 ("Highlighted in red circle") in **Figure 48**

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

Note: Issued quantity can be equal or less to available quantity only.

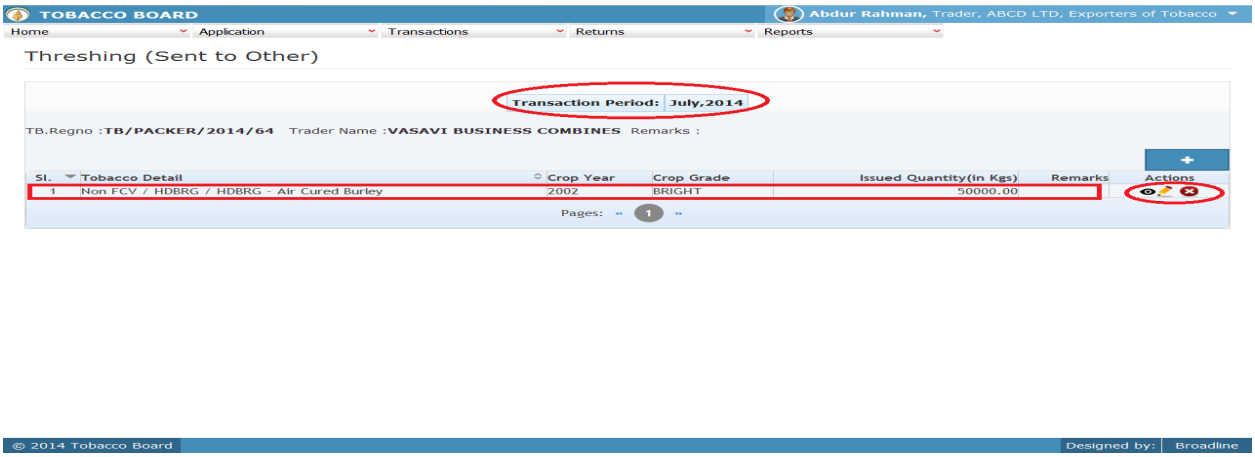


Figure 49

Trader may observe that record is successfully saved in the Threshing (Sent to Others) 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 49**. 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

Similarly a Trader can make number of entries of packers to whom tobacco is issued for threshing / redrying and subsequently make number of entries for each Packer.

Note: If a particular tobacco is issued by the trader under the menu "Green Stock (Outwards)" the same tobacco cannot be edited under the "Green Stock (Inwards)" –List of screens wherever it has been entered.

4.3.3. Threshing (Sent to Self)

Traders can make entries of all the Raw Tobacco sent for threshing/redrying belonging **to same** company made during a particular transaction period. By choosing the Transaction year and Month for which the entry is made

Note: The procedure for making entries is same as Threshing (Sent to Others)

(Procedure for making entries of transaction made for issues of Tobacco to Own/Self packers is similar to issues of Raw Tobacco (other packers) kindly refer 4.3.3)

4.4. Packed Stock (Inwards)

All the packed or prized tobacco transactions concerning to buying or procuring tobacco from various sources by the trader has been categorically classified under this menu

Below Screenshot shows the list of sub menus under Packed stock (Inwards) (“Highlighted below in red circle”)

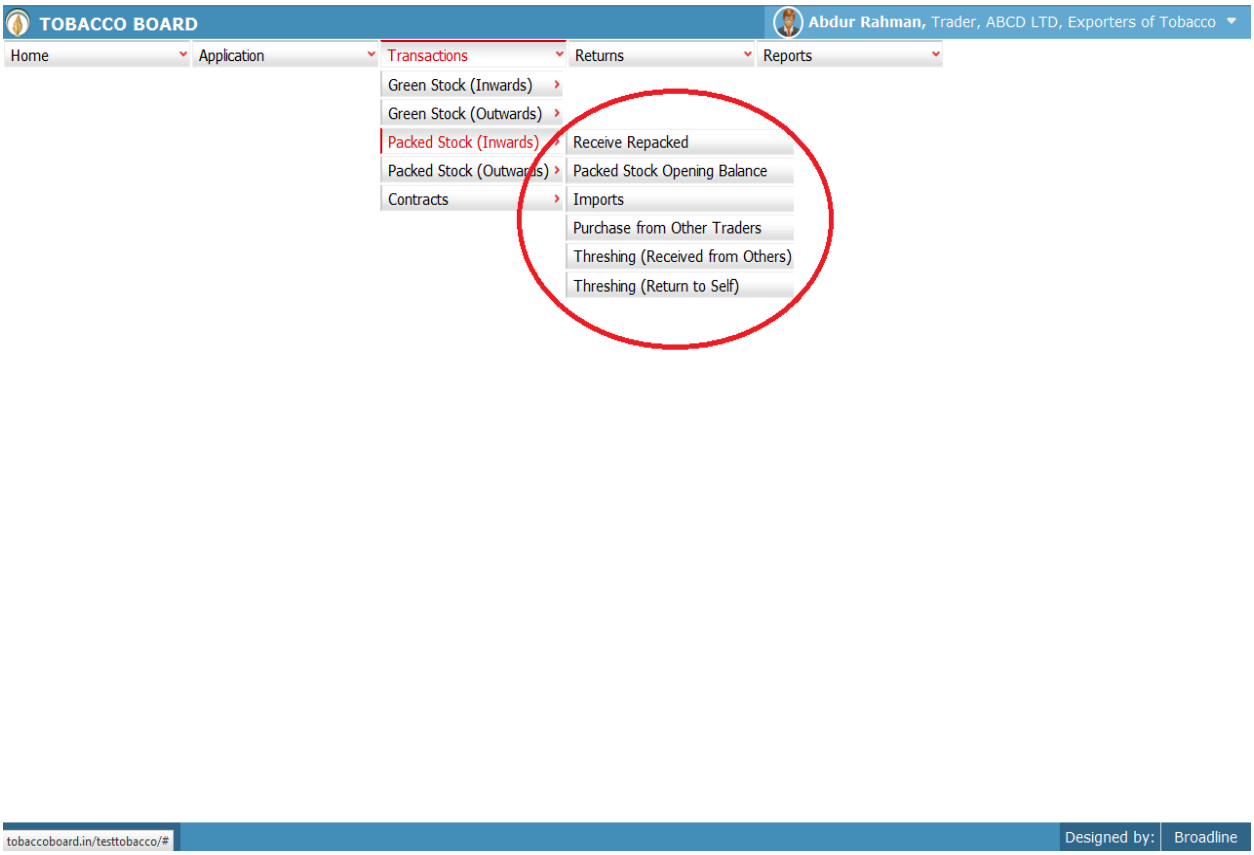


Figure 50

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

4.4.1. Packed Stock Opening Balance:

This is only a one time screen that the trader 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 will be viewing the below screenshot.

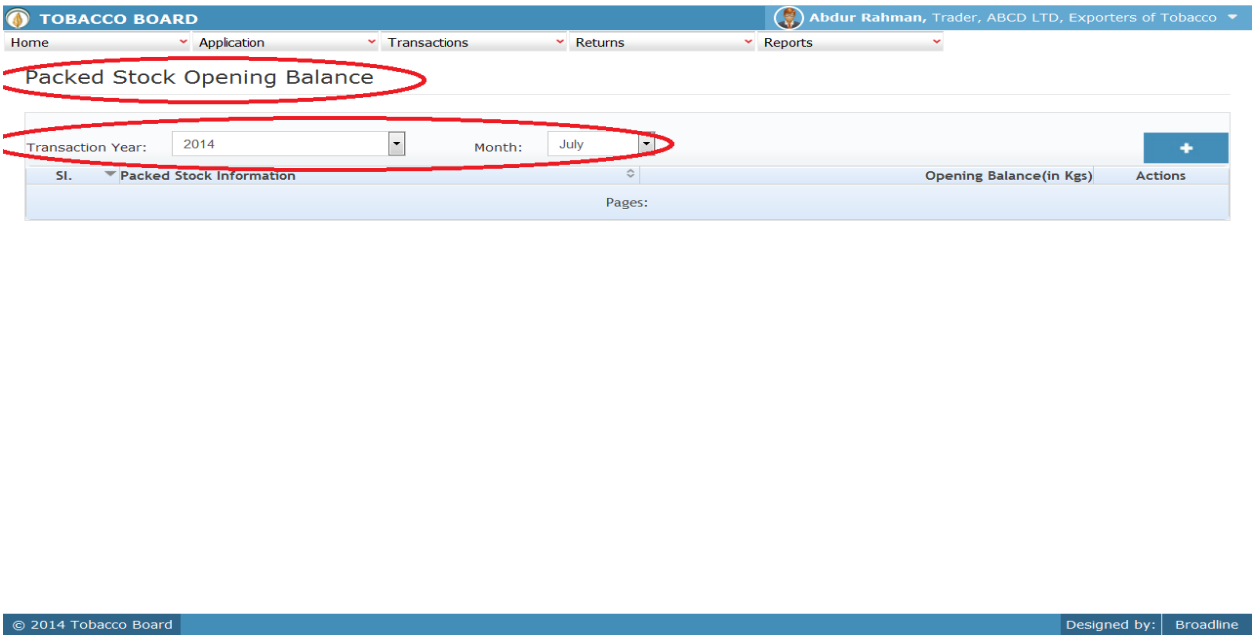


Figure 51

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

Once the trader navigates to this screen they can enter the details of all the packed Stocks available with the trader 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 of packed stock 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 Packed Stock (Inwards) menu and the opening balance for the subsequent month will be auto calculated by the application.

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

Entries can be made by clicking on the Add Button ( ) on + extreme right hand side of the table as shown in **Figure 51**

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

The following dialog box is opened

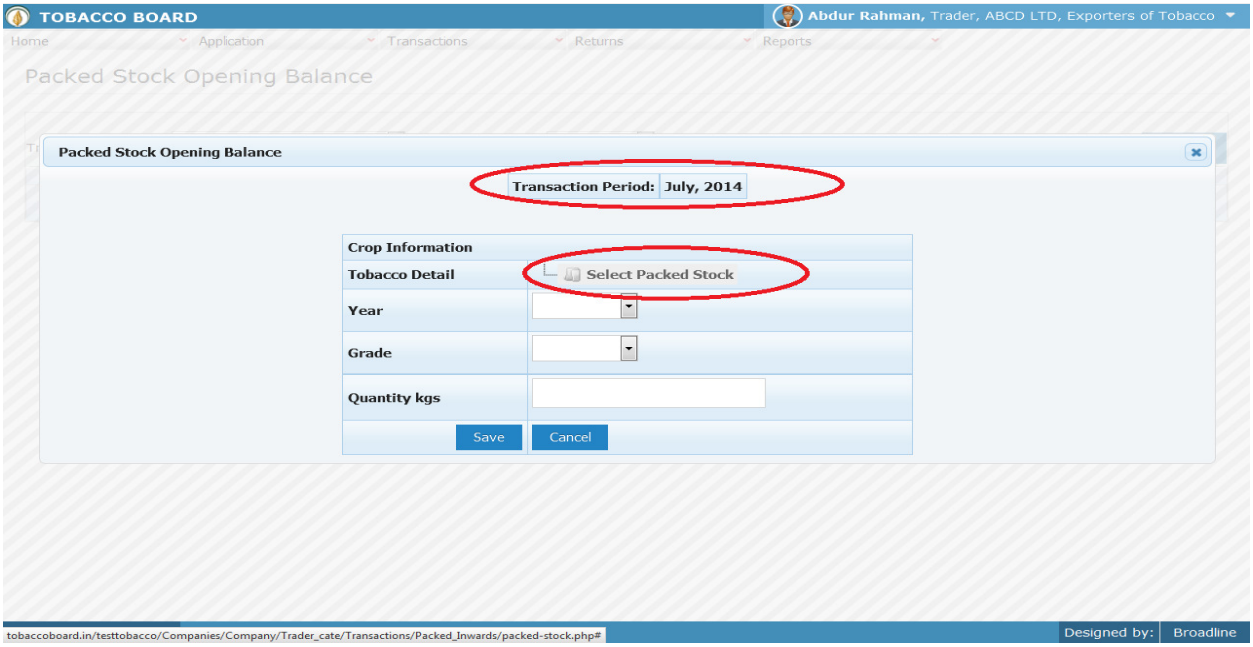


Figure 52

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.

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) **Grade** : Grade of the tobacco needs to chosen from the drop down.

d) **Quantity** : Trader has to fill in the quantity of tobacco mention (in Kgs).

Once filling in the entire details trader may save the entry by clicking on "SAVE" button below

as shown in **figure 52**.

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

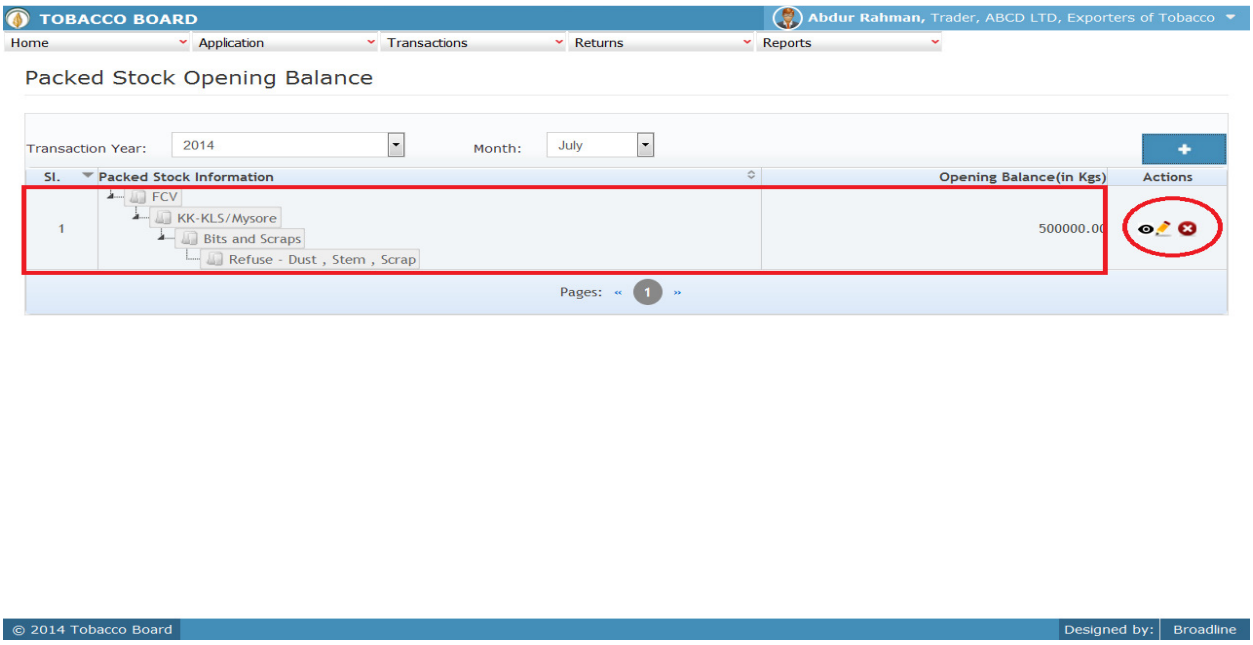


Figure 53

Trader may observe that record is successfully saved in the packed 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

4.4.2. Packed Stock Imports:

Traders can make entries of all the Packed Tobacco Purchase from Imports 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")

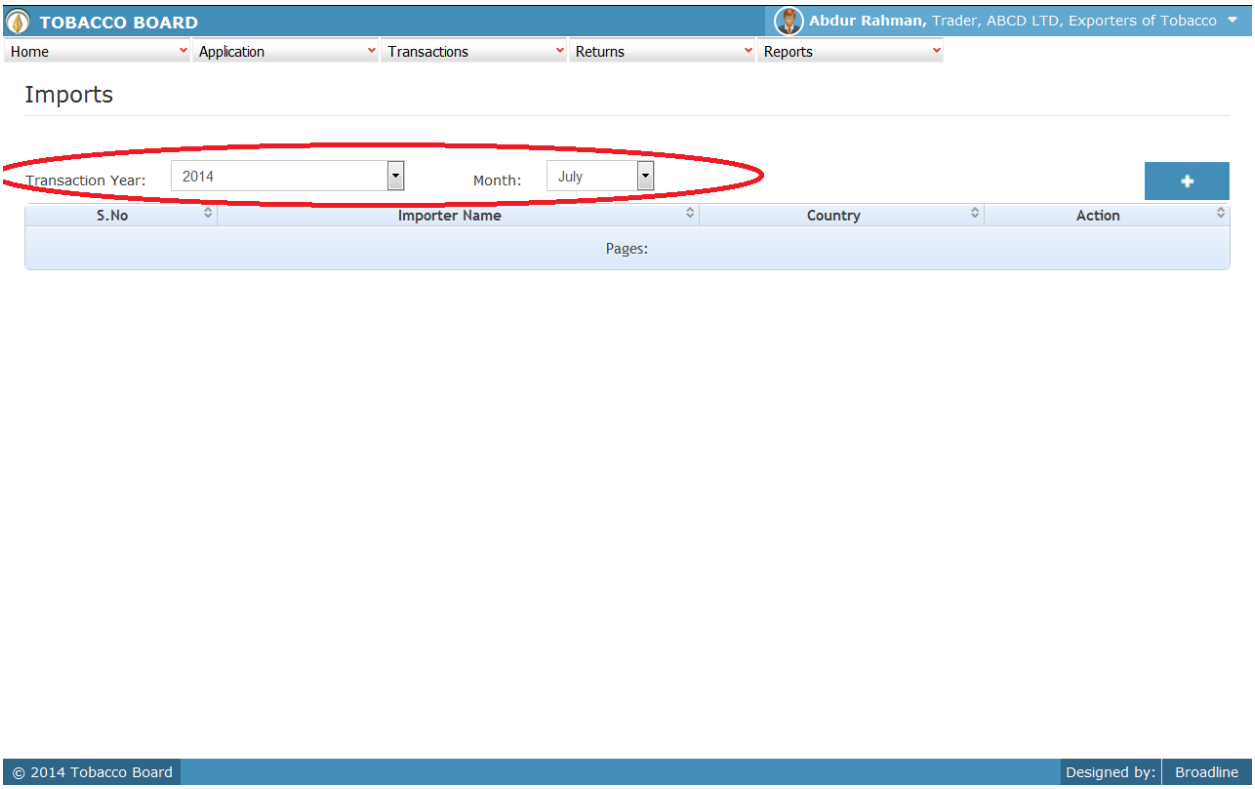


Figure 54

Trader can make entries for any Imports of Packed Tobacco made during the transaction period by clicking on the Add button ( ) as shown in **Figure 54**.

The Packed Tobacco Purchase from Imports 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 Import purchases 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 54**

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

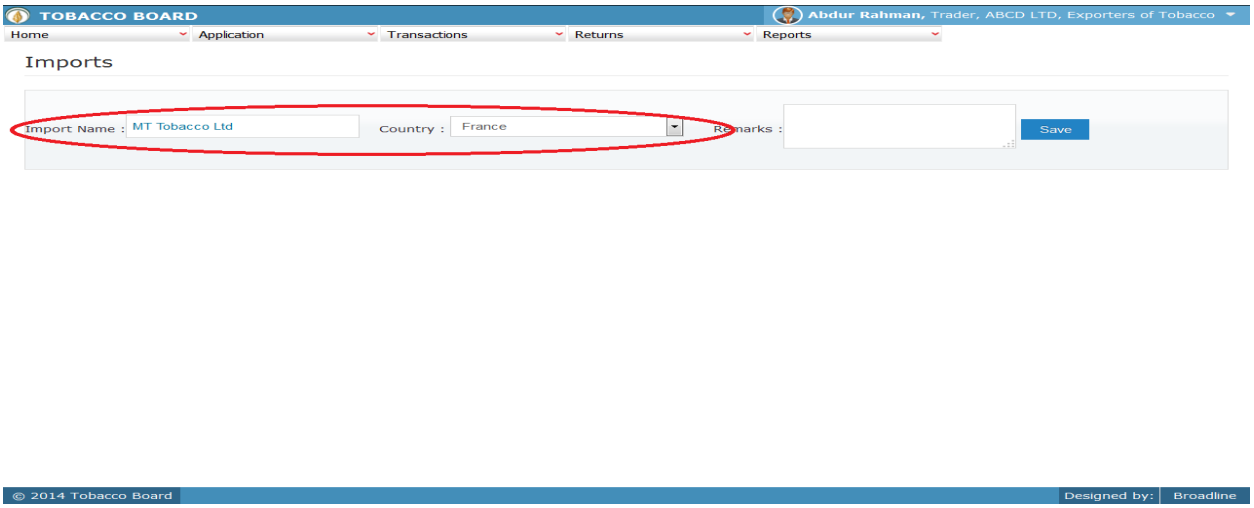


Figure 55

Trader importing the packed tobacco should first enter the Importer name and country from whom tobacco is purchased as shown in **Figure 55** ("Highlighted in red color") and save it.

Once saved trader may observe following screen is shown

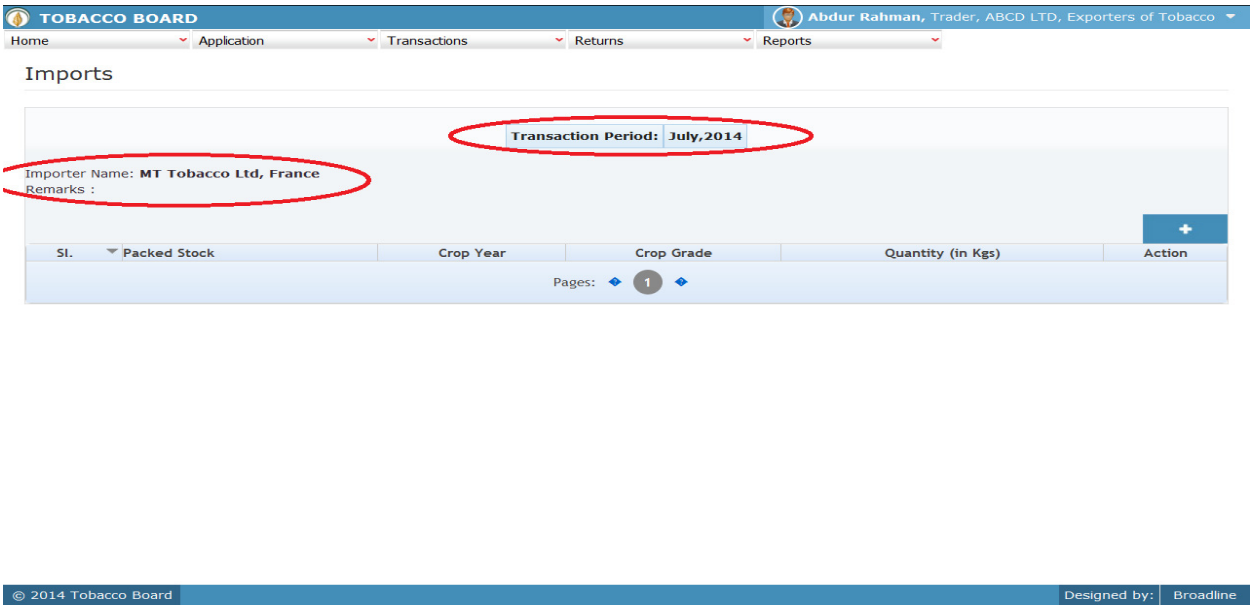


Figure 56

Entries can be made by clicking on the Add Button ( ) on extreme right hand side of the table as shown in **Figure 56**

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

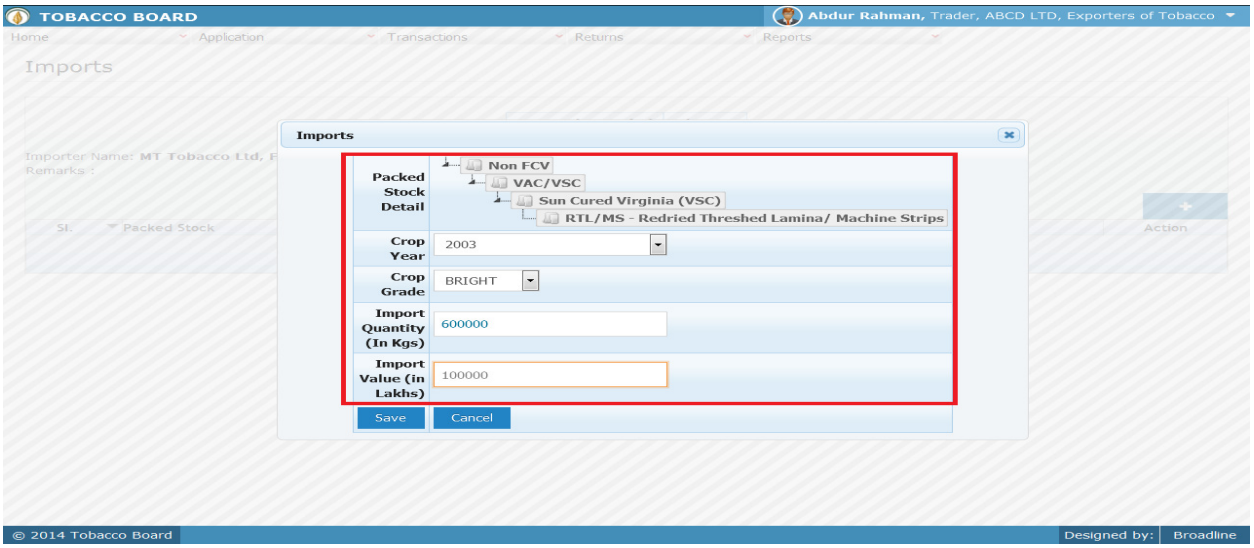


Figure 57

Trader may observe that as per the selection of transaction year made in previous screen the Transaction period is shown here.

Crop Information:

Trader needs to provide following details of the crop

a) **Tobacco Details:**

This selection has to be made in various screens by the trader as seen in above screenshot you may find

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) **Grade** : Grade of the tobacco needs to chosen from the drop down.

d) **Quantity** :Trader has to fill in the quantity of tobacco mention (in Kgs)

e) **Value** :Trader needs to provide the value for which the tobacco is purchased through import (in Lakhs).

Once filling in the entire details trader may save the entry by clicking on "SAVE" button below as shown in **Figure 57**

The Packed Tobacco Purchase from Imports screen (we may call as summary sheet) will as below screenshot once entry is made.

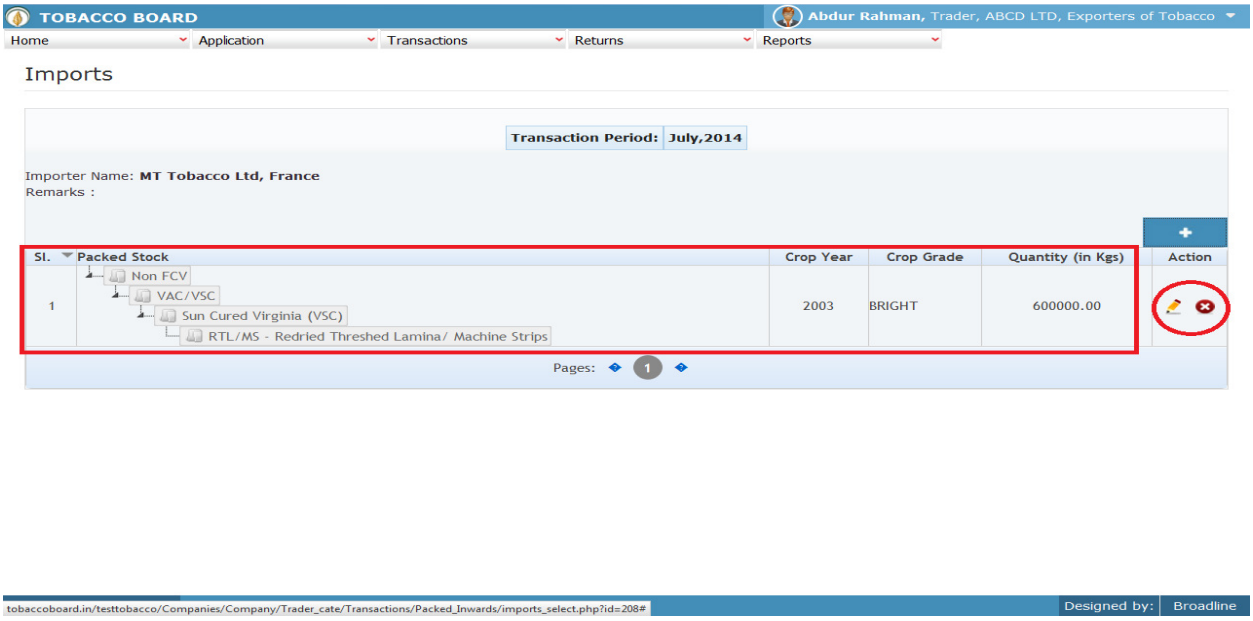


Figure 58

Trader may observe that record is successfully saved in the Packed Stock Import 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 screenshot **Figure 58**. 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

Similarly a Trader can make number of entries of Imports from various Importers made during a particular transaction period.

4.4.3. Purchase from Other Traders:

Traders can make entries of all the Packed Stock Purchase from 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")

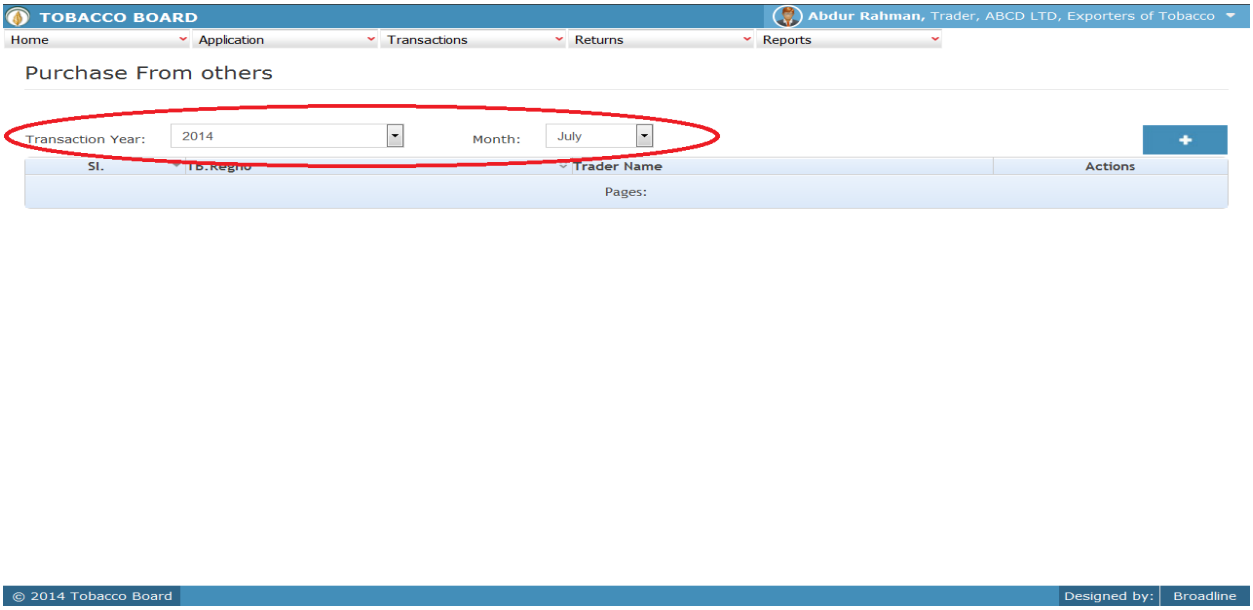


Figure 59

Trader can make entries for any Packed Stock Purchase from Traders made during the transaction period by clicking on the Add button ( ) as shown in **Figure 59**.

The packed Tobacco Purchase from others 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 purchases from other Traders 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 59**

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

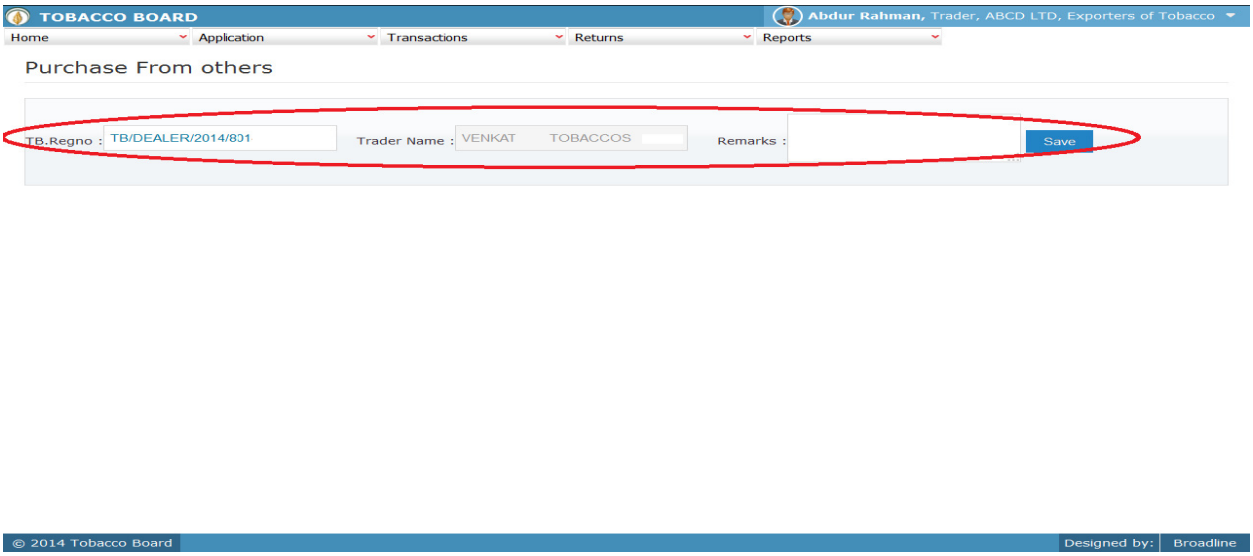


Figure 60

Trader should first enter the Tobacco Board Registration number of other registered Traders from whom tobacco is purchased as shown in **Figure 60** ("Highlighted in red color") and save it.

Note: Trader needs to enter only the TB registration number and the software will auto fill the name of the trader. Trader cannot fill the name of the other trader.

Once saved trader may observe following screen is shown

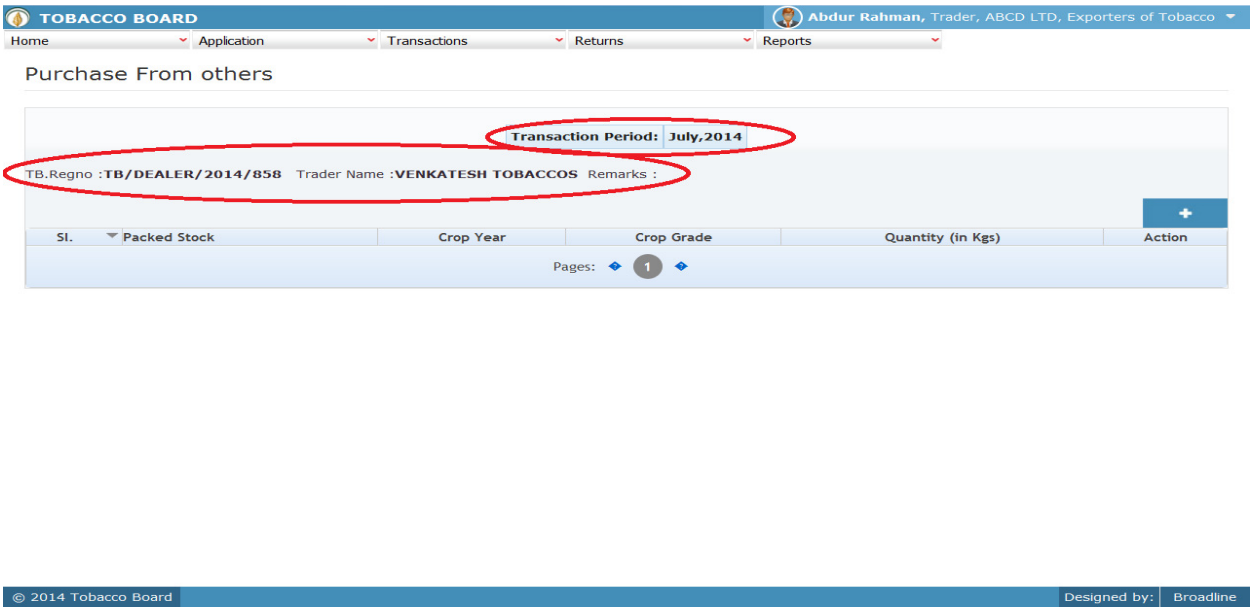


Figure 61

Entries can be made by clicking on the Add Button ( ) on + extreme right hand side of the

table as shown in **Figure 61**

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

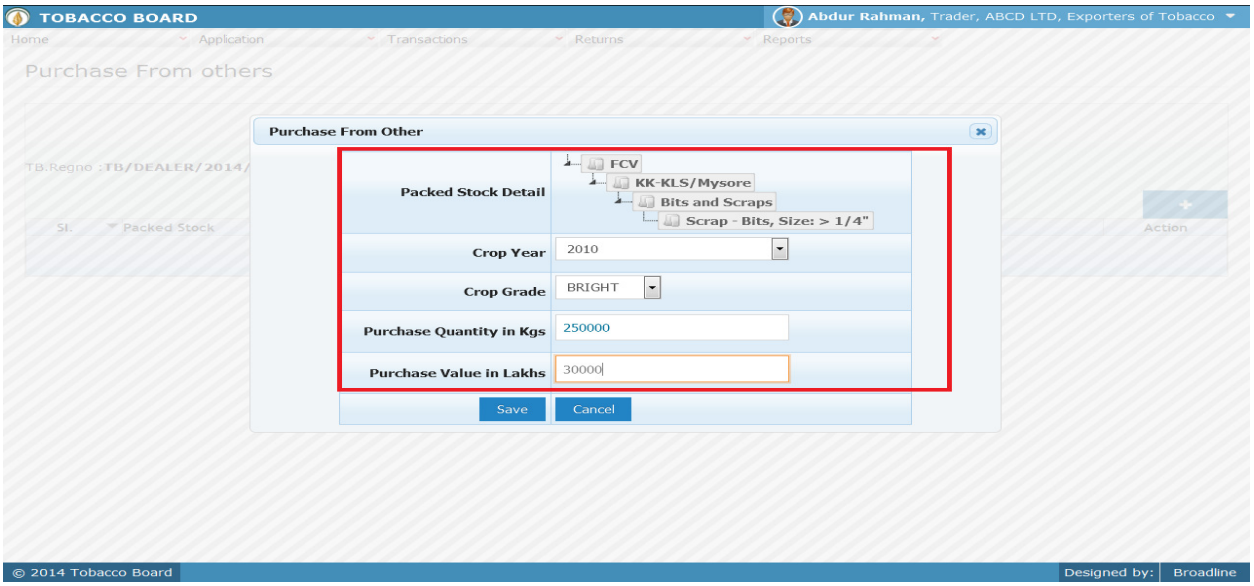


Figure 62

Crop Information:

Trader needs to provide following details of the crop purchased from Traders

a) Tobacco Details:

This selection has to be made in various screens by the trader as seen in above screenshot you may find 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) Grade **:** Grade of the tobacco needs to chosen from the drop down.

d) Quantity **:** Trader has to fill in the quantity of tobacco mention (in Kgs).

e) Value **:** Trader should provide the value of packed stock (in Lakhs)

Once filling in the entire details trader may save the entry by clicking on "SAVE" button below as

shown in **Figure 62**.

The Packed Stock Purchase from Traders screen will be as below screenshot once entry is made.

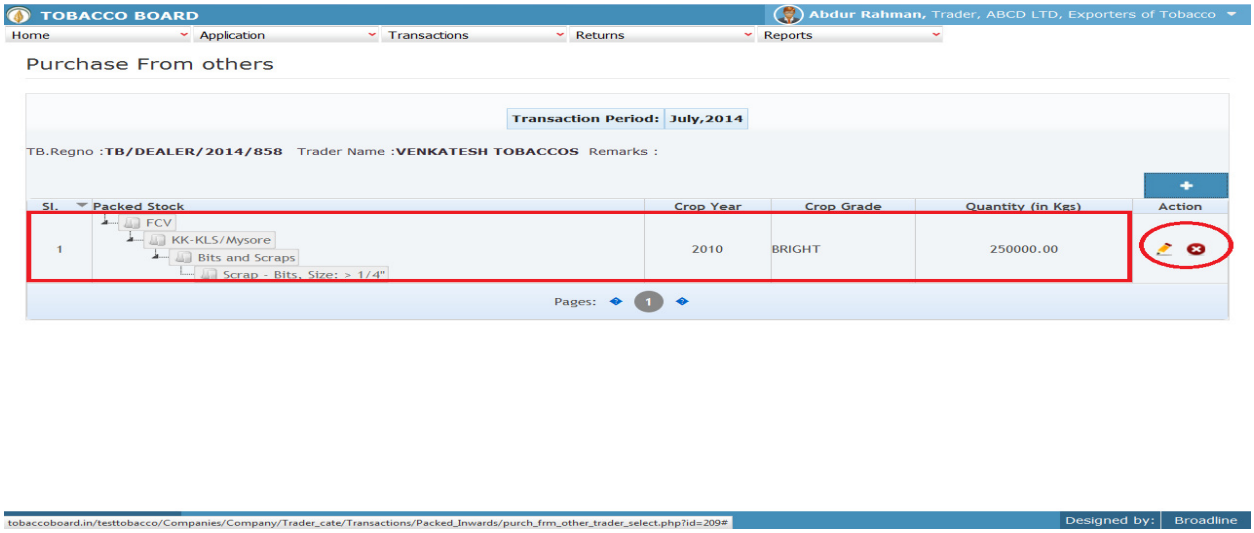


Figure 63

Trader may observe that record is successfully saved in the Packed Stock purchase 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 screenshot **Figure 63**. 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.

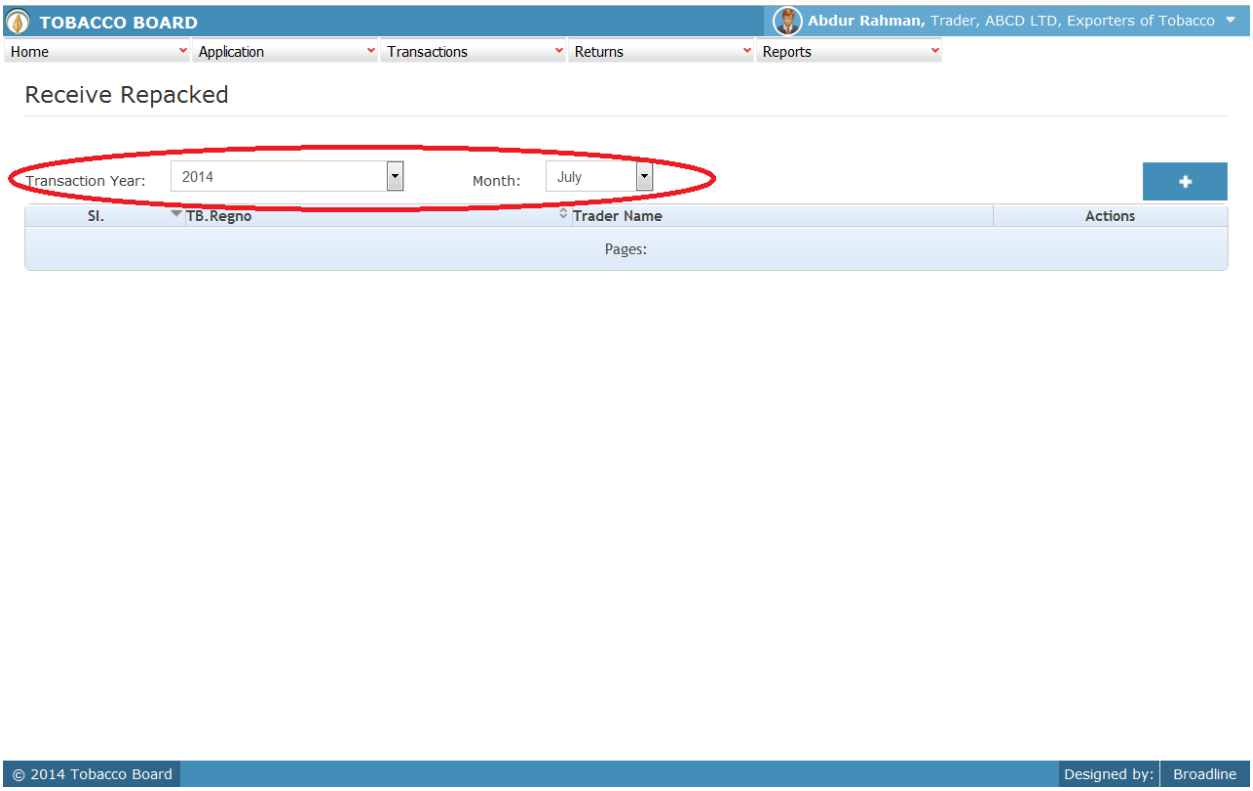
You may observe from above screenshot 3 images under Action column. All of these 3 icons have different functions.

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

Similarly a Trader can make number of entries of purchases of packed stock from various registered traders (Dealers/Exporter of Unmanufactured Tobacco) made during a particular transaction period.

4.4.4. Receive Repacked:

Traders can make entries of all the Packed Tobacco received from packers after getting repacked 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")



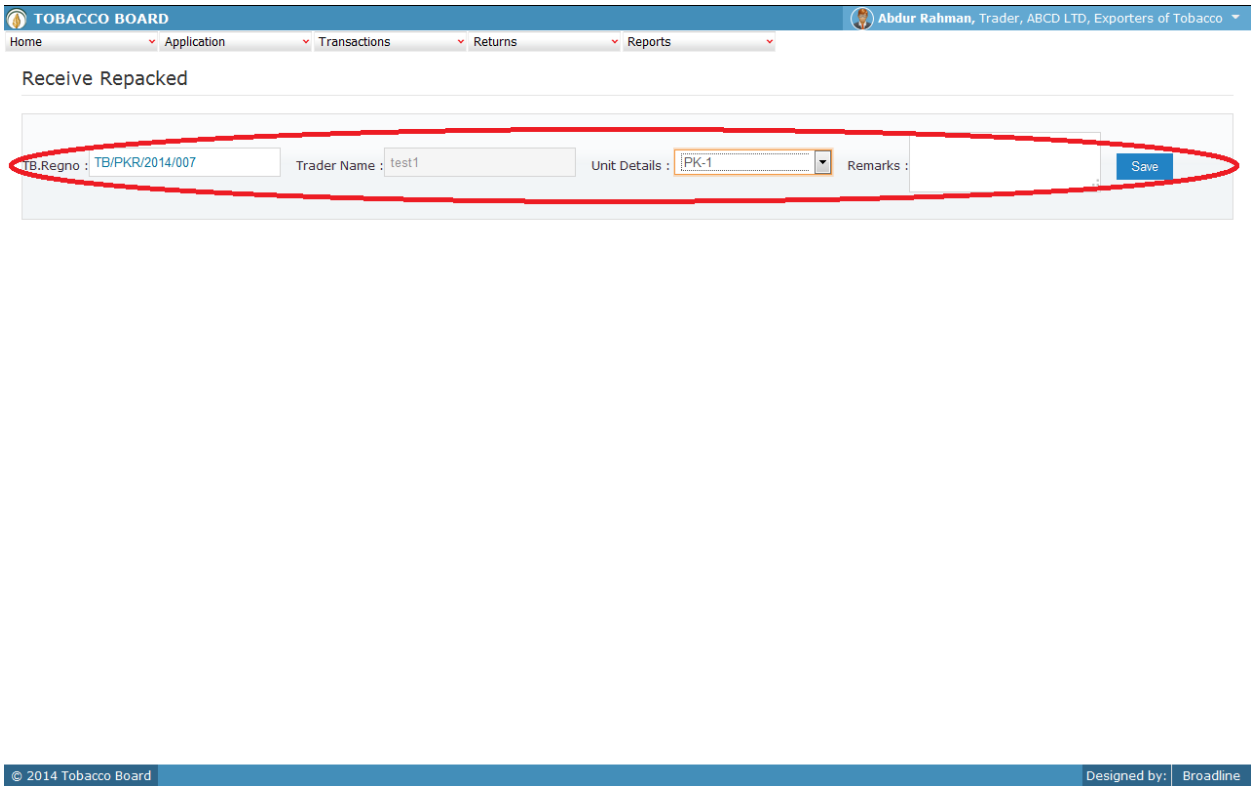
Note: This screen is linked to the Packed Stock (Outwards) – Sent for repack with the logic following that unless there is an issue by the trader to packer for repacking, there cannot be any receipts made. Therefore, trader can only choose and receive any tobacco back from packer if they have made an entry under the **"Packed stock (Outwards) – Sent for Repack"**

To operate this screen trader needs to make prior entry under **Sent for Repack** under Packed Stock (outwards) menu.

(Please refer section 4.5.2 to make entries under issues made for repacking)

- Once an entry is made under Sent for Repack we can now go ahead and make a Receipt of the same. To do so trader may navigate to Packed Stock(Inwards) – **Receive Repacked**

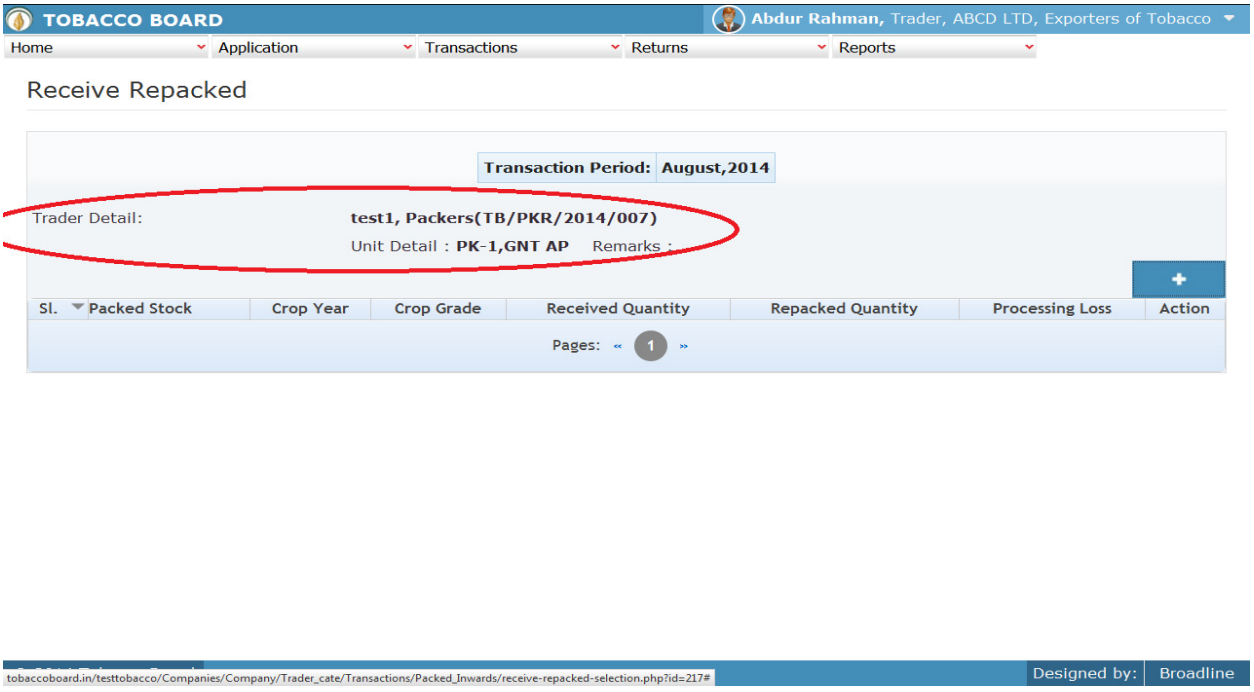
On clicking the add button the following screen is opened as shown in below screenshot



Trader receiving tobacco back from other registered packers after repacking should first enter the Tobacco Board Registration number of the trader to whom tobacco was issued as shown in above screenshot("Highlighted in red color") and save it.

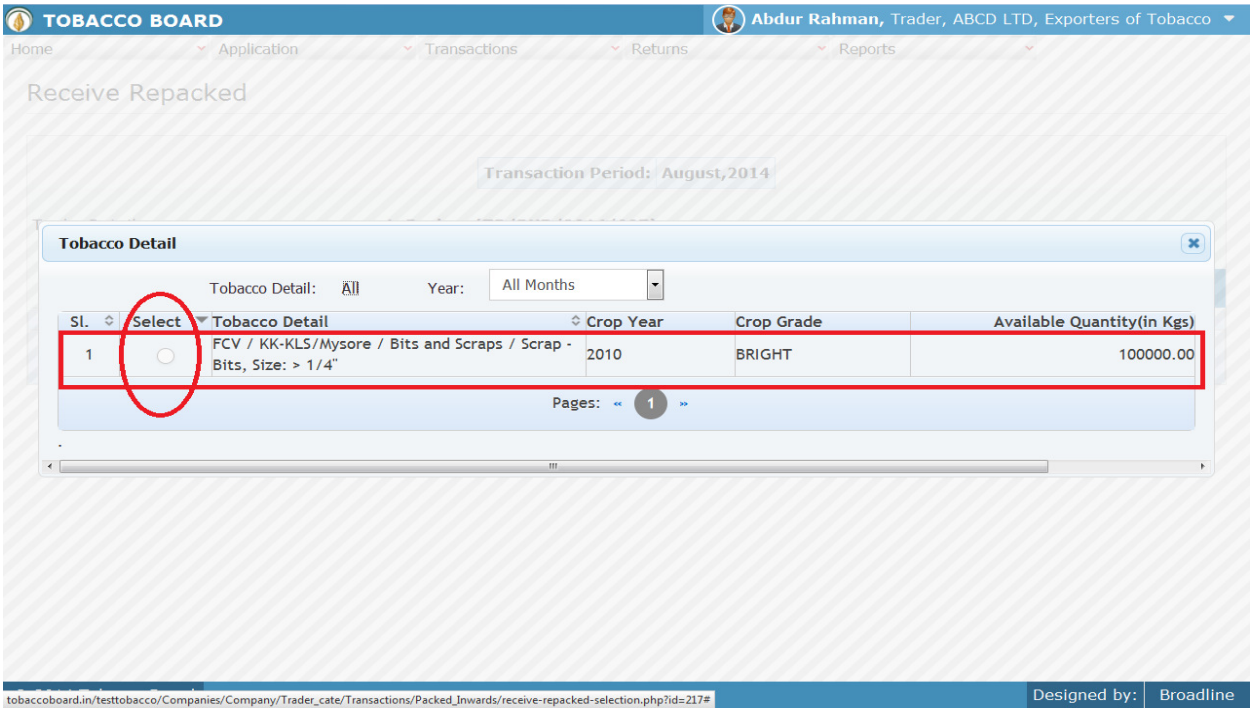
Note: Trader needs to enter only the TB registration number and the software will auto fill the name of the trader. Trader cannot fill the name of the trader.

Once saved trader may observe following screen is shown



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

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



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

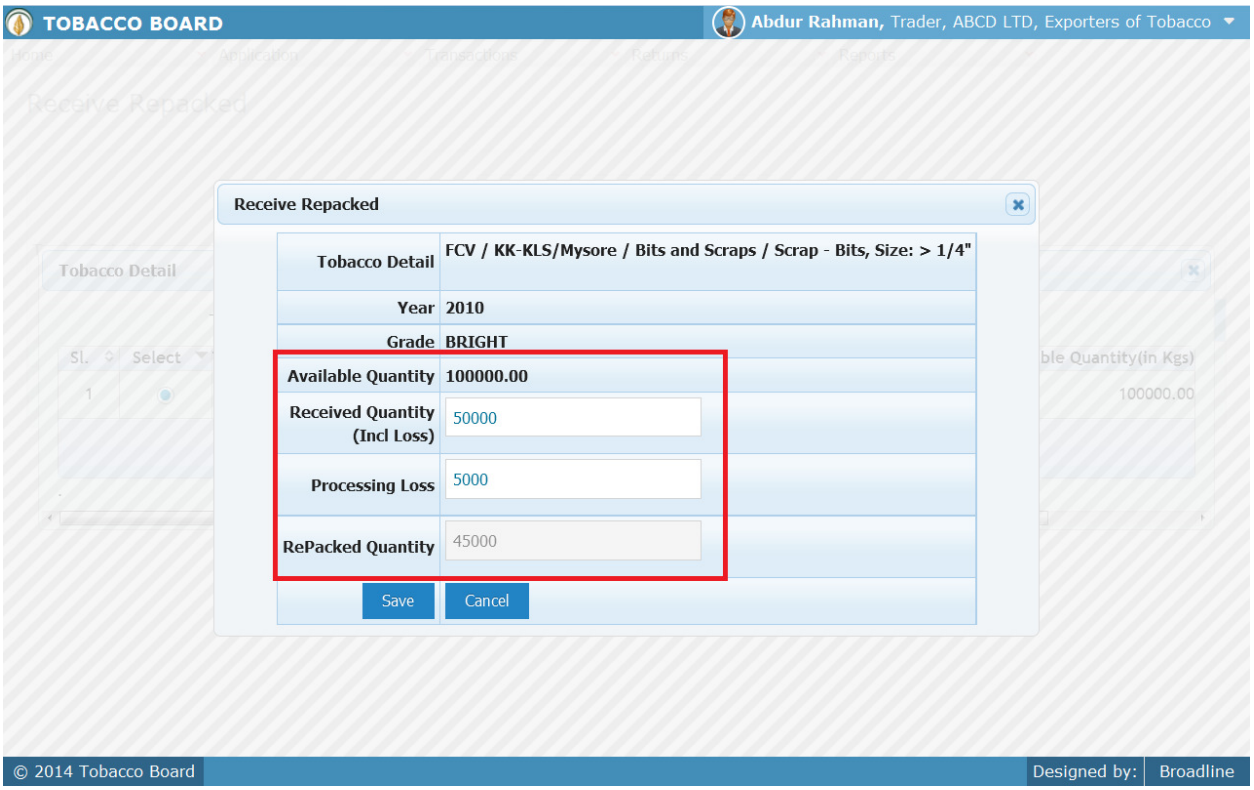
List of Screens

1.Sent for Repack

The list shown in above screenshot comprises of all the tobacco the trader has issued to that particular packer for the purpose of repacking enter in above **list of screens.**

Trader may choose from the list tobacco quantity that is been received back from the registered traders by clicking the radio button under select column in above screenshot ("highlighted in red Color Circle")

On selection of anyone of the tobacco by clicking on the radio button before it following screen is opened as shown in below screenshot



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 received back after repacking from packers from the available quantity ("Highlighted in Red Rectangular box").

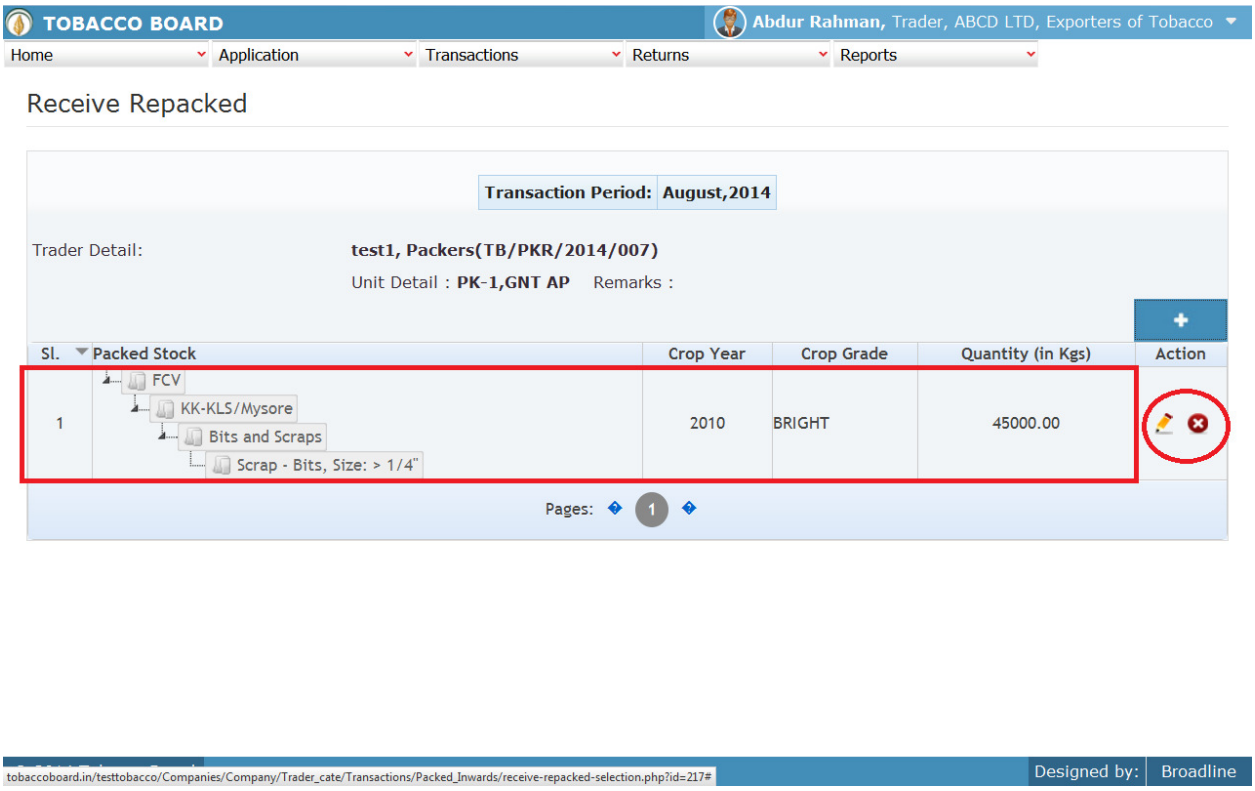
1. **Received Quantity:** Trader needs to fill in the quantity received from the packer from the available quantity
2. **Processing Loss:** Trader needs to specify the processing loss (Qty)
3. **Re-Packed Quantity:** This field will be auto calculated by the software depending on entries made in above two fields.

(Re-Packed Quantity = Received Qty – Processing Loss)

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

Note: Received quantity can be equal or less to available quantity only

Once saved the following screen will be updated as shown in below screenshot



Trader may observe that record is successfully saved in the Receive repacked 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 2 images under Action column. Both 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 from whom tobacco is received back after repacking during a particular transaction period and subsequently make number of entries for each trader individually.

4.4.5. Threshing (Received from Others):

Traders can make entries of all the Packed Stock Received after threshing/redrying from packers **NOT** belonging to **same company** 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")

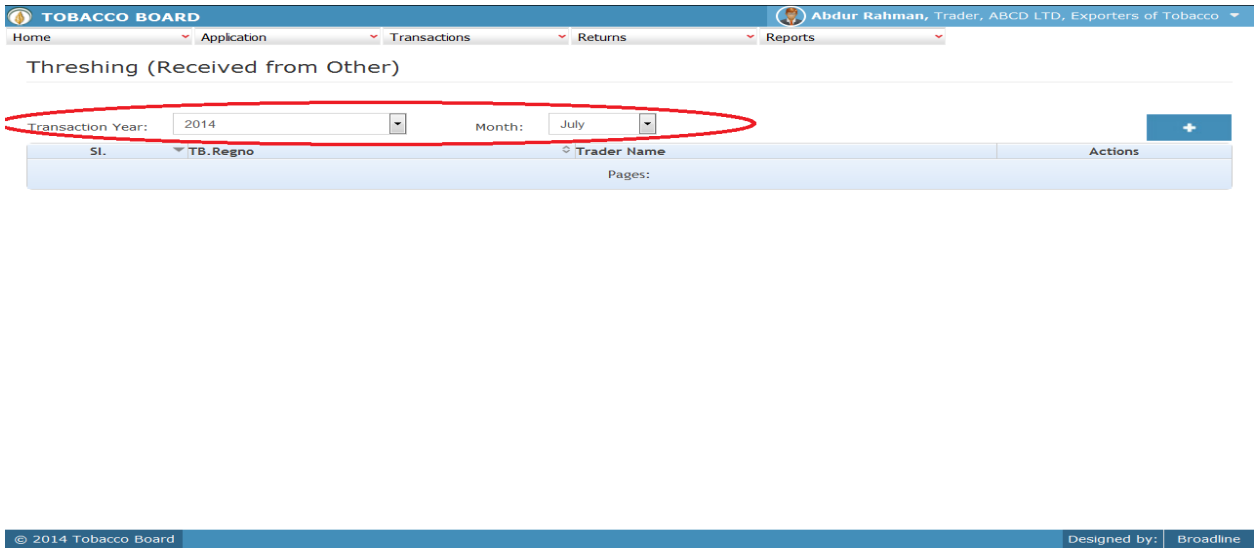


Figure 64

Note: This screen is linked to the Green stock (Outwards) – Threshing (Sent to Others) with the logic following that unless there is an issues by the trader to packers, there cannot be any receipts made. Therefore, trader can only choose and receive any tobacco back from packer if they have made an entry under the **"Green stock (Outwards) – Threshing (Sent to others)"**

To operate this screen trader needs to make prior entry **Threshing (Sent to Others)** under Green Stock (outwards) menu.

For ex. If the trader has issued some quantity of tobacco to packers for the purpose of threshing/redrying or both, they need to go to the Threshing (Sent to Others) screen and make entries

(For procedure to enter the details under threshing (sent to others) please refer to 4.3.2)

- Since an entry is made under **Threshing (Sent to Others)** we can now go ahead and make a Receipt of the same.

Trader can make entries for any packed stock received from packers after threshing/redrying **other than own company** during the transaction period by clicking on the Add button ( ) as shown in **Figure 65**

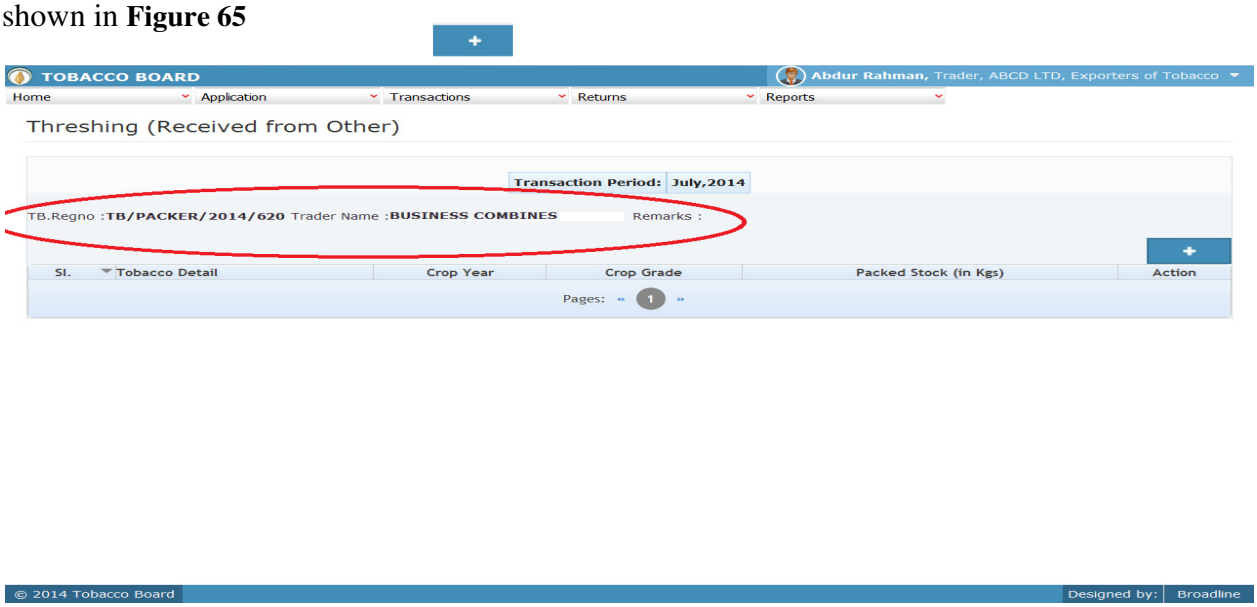


Figure 65

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

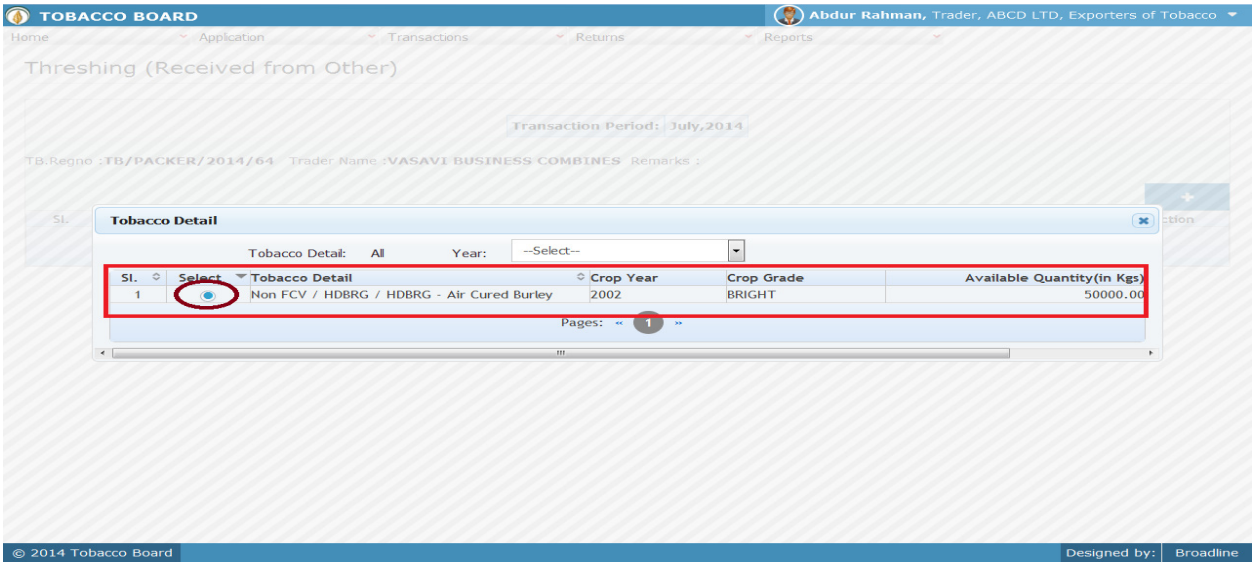


Figure 66

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

1. Threshing (Sent to Others)

Trader may choose from the list tobacco quantity that is been received back from the packers **NOT** belonging to same company by clicking the radio button under select column in **Figure 66** ("highlighted in Circle")

Note: Trader cannot make any entry of new tobacco received in the existing list unless it has been issued under the Threshing (Sent to Others) screen.

On clicking the radio button the trader will be opening the following screen as shown in below screenshot **Figure 67**

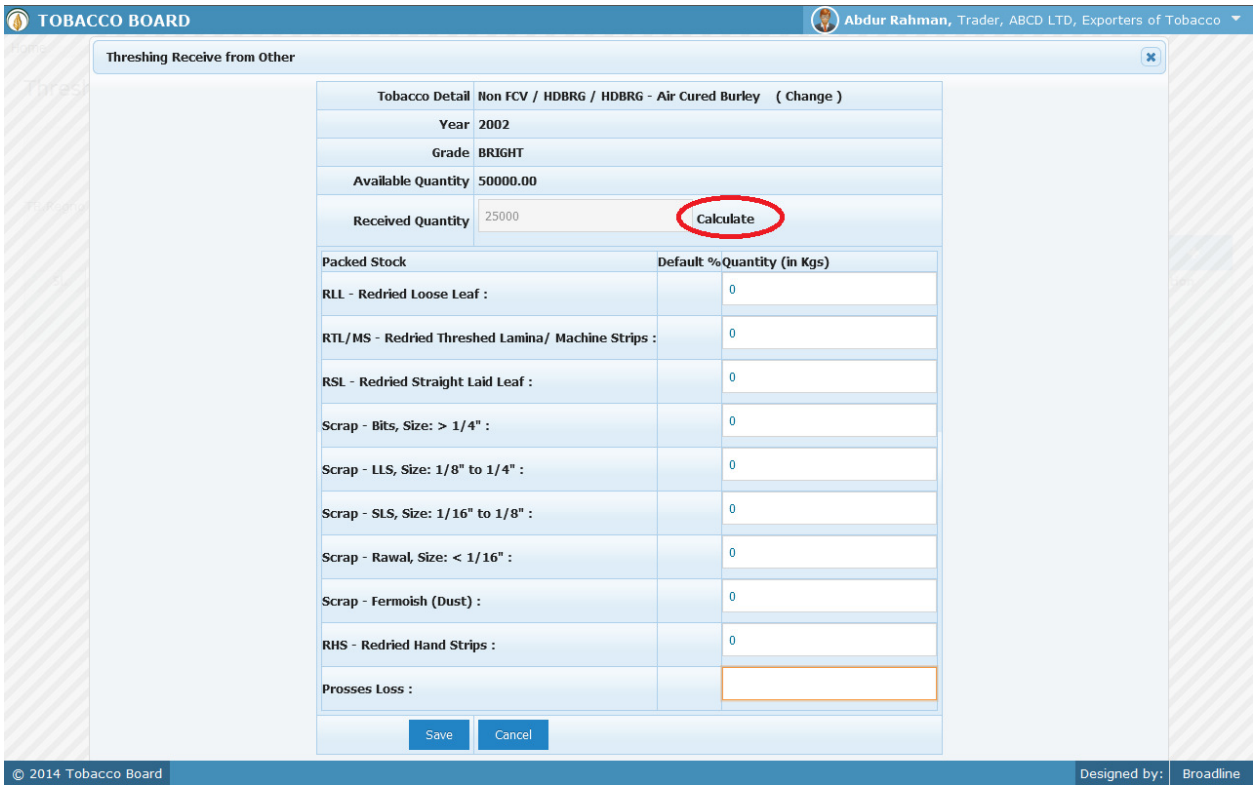


Figure 67

Following entries needs to be made while receiving the quantity back from other packer

a) **Received Quantity:** Trader needs to mention quantity of tobacco received after grading (In Kgs) break up of all the packed stock under that raw tobacco needs to be given. Click on calculate ("Highlighted in red Circle")
b) **Processing Loss:** Trader needs to mention the quantity of processing loss incurred while getting the tobacco threshed/redried.

Once filling in the entire details trader may save the entry by clicking on "SAVE" button below as shown in **Figure 67**.

Note: Quantity received after threshing/redrying can be equal or less than quantity issued for threshing/redrying.

Once saved the screen shall be updated as shown below screenshot Figure 74

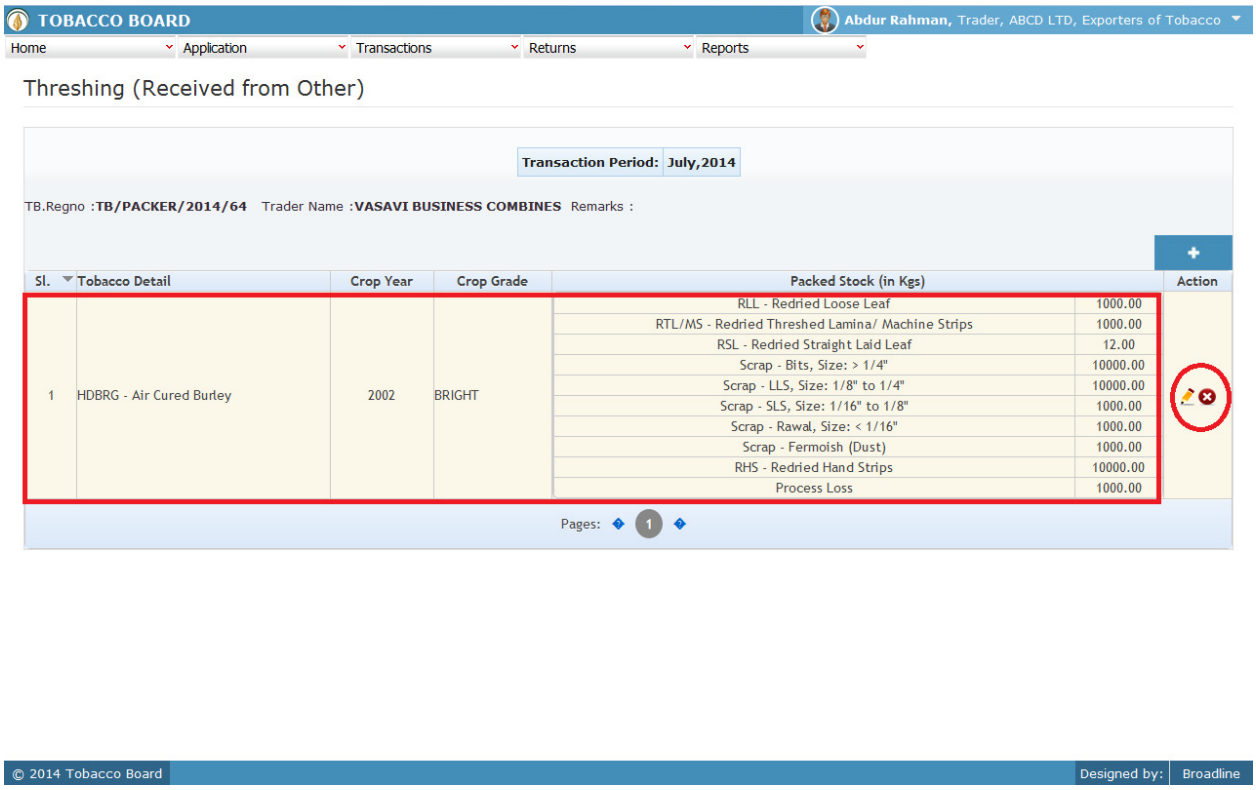


Figure 68

Trader may observe that record is successfully saved in the Threshing(Received from others) 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 68**. 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. These 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

4.4.6. Threshing (Return to self):

Traders can make entries of all the Packed stock received from packers belonging **to same** company made during a particular transaction period. By choosing the Transaction year and Month for which the entry is made

Note: The procedure for making entries is same as Threshing(Receive from others) and the screen is connected to Green Stock (Outwards) – Threshing (Sent to self)

(***Procedure for making entries of transaction made for issues and receipt of Tobacco to Own/Self packers is similar to issues and receipt of packed stock Tobacco (others) kindly refer 4.4.5***)

4.5. Packed Stock (Outwards)

All the tobacco transactions concerning to packed stock tobacco moving out of the traders stock via. Sales, for repacking, transfer to manufactures/processors has been categorically classified under this menu

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

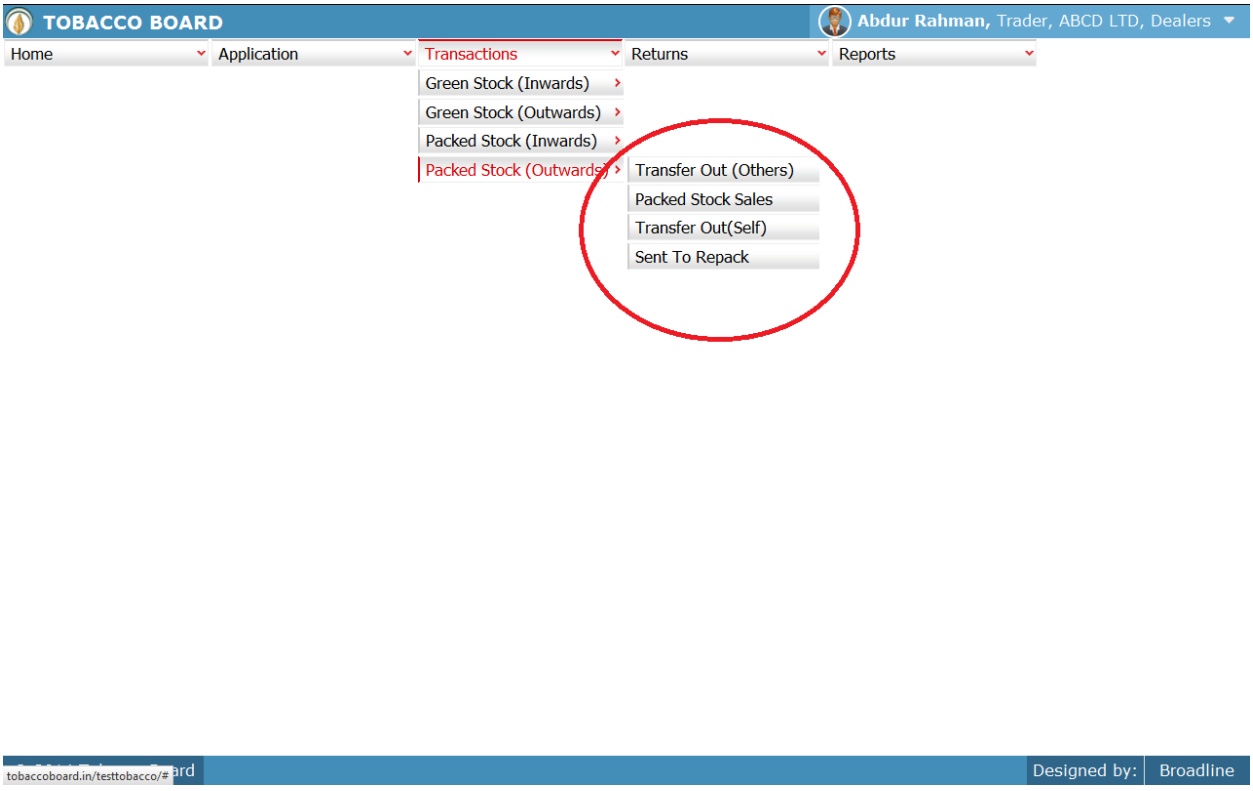


Figure 69

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

4.5.1. Packed Stock Sales

Traders can make entries of all the packed stock sales made to register Dealers/Exporters of Unmanufactured Tobacco 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")

On clicking Sales to other Traders screen will be opened as shown in below screen shot **Figure 70**

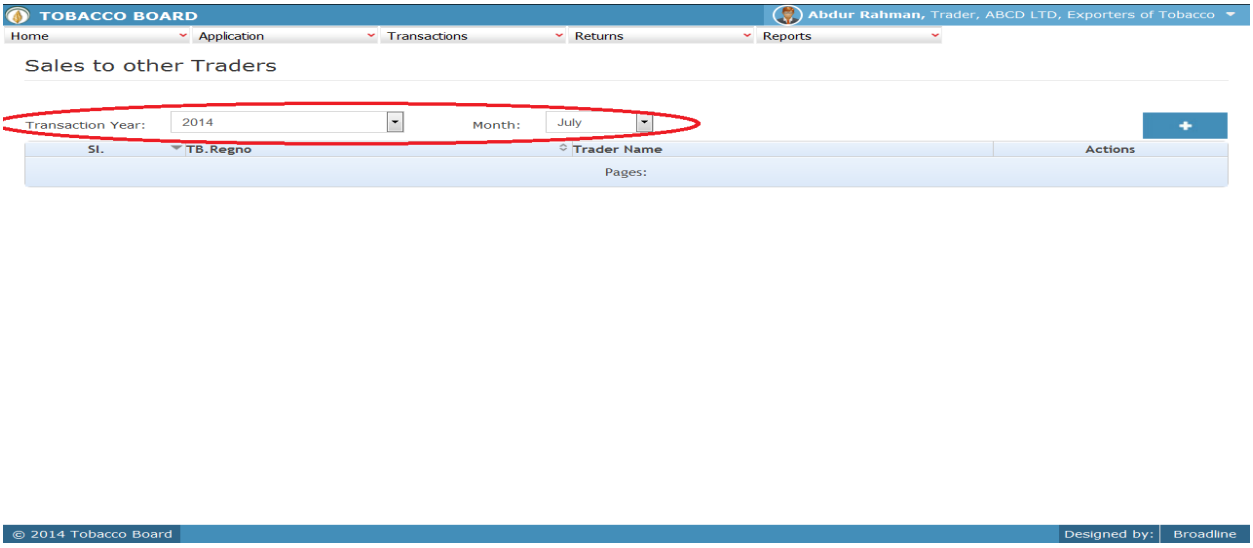


Figure 70

Trader can make entries for any packed Tobacco sold to other registered traders during the transaction period by clicking on the Add button ( ) as shown in **Figure 70**.

The Sales to other 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 sales 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 70**.

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

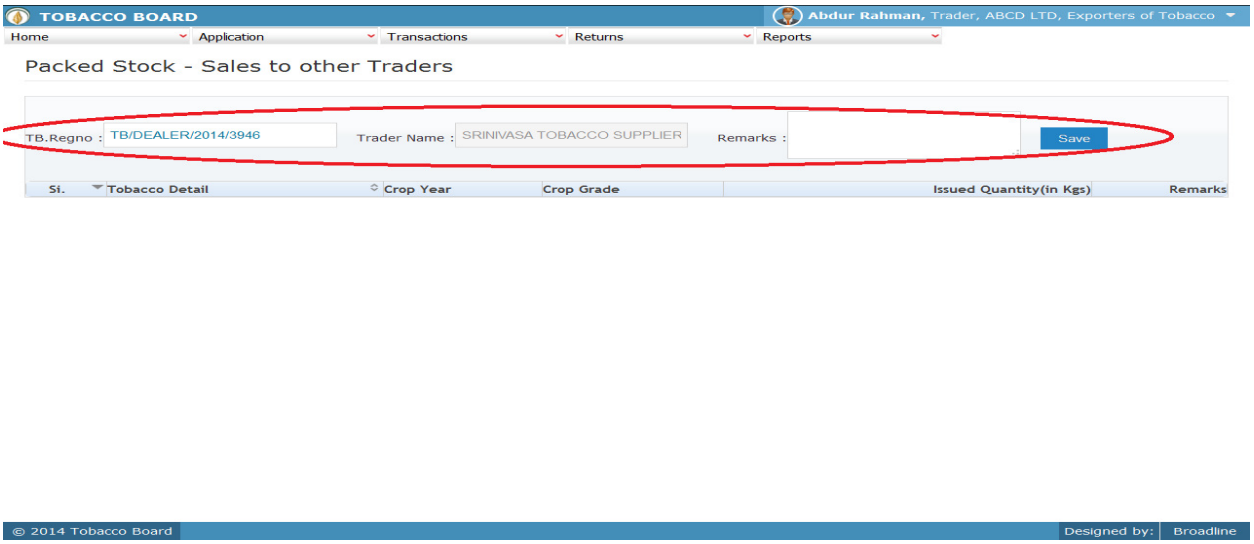


Figure 71

Trader selling tobacco to other registered traders should first enter the Tobacco Board Registration number of the trader to whom tobacco is sold as shown in **Figure 71**("Highlighted in red color") and save it.

Note: Trader needs to enter only the TB registration number and the software will auto fill the name of the trader. Trader cannot fill the name of the trader.

Once saved trader may observe following screen is shown

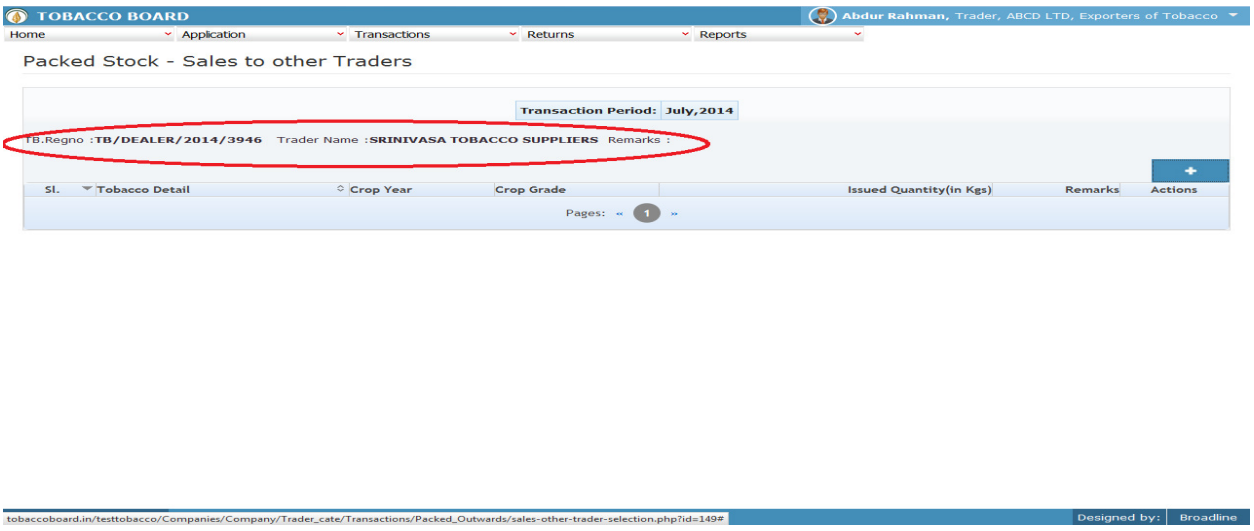


Figure 72

Entries can be made by clicking on the Add Button ( ) on extreme right hand side of the table as shown in **Figure 72**

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

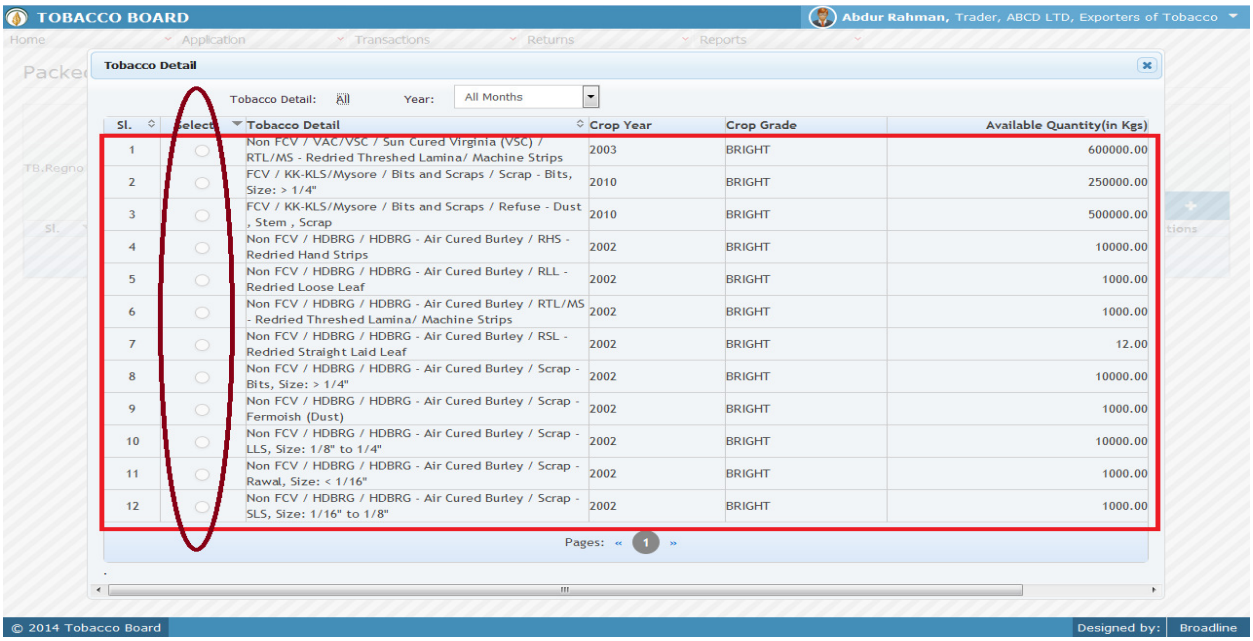


Figure 73

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. Packed Stock Opening Balance
2. Threshing(Receive from Other)
3. Threshing(Return to self)
4. Packed Tobacco Imports
5. Purchase from Traders

The list shown in above screenshot **Figure 73** comprises of all the tobacco the trader has in stock by clubbing all the packed tobacco stocks enter in above **list of screens.**

Trader may choose from the list tobacco quantity that is been sold to the registered traders by clicking the radio button under select column in **Figure 73** ("highlighted in red Color Circle")

On selection of anyone of the tobacco by clicking on the radio button before it following screen is opened as shown in below screenshot **Figure 74**

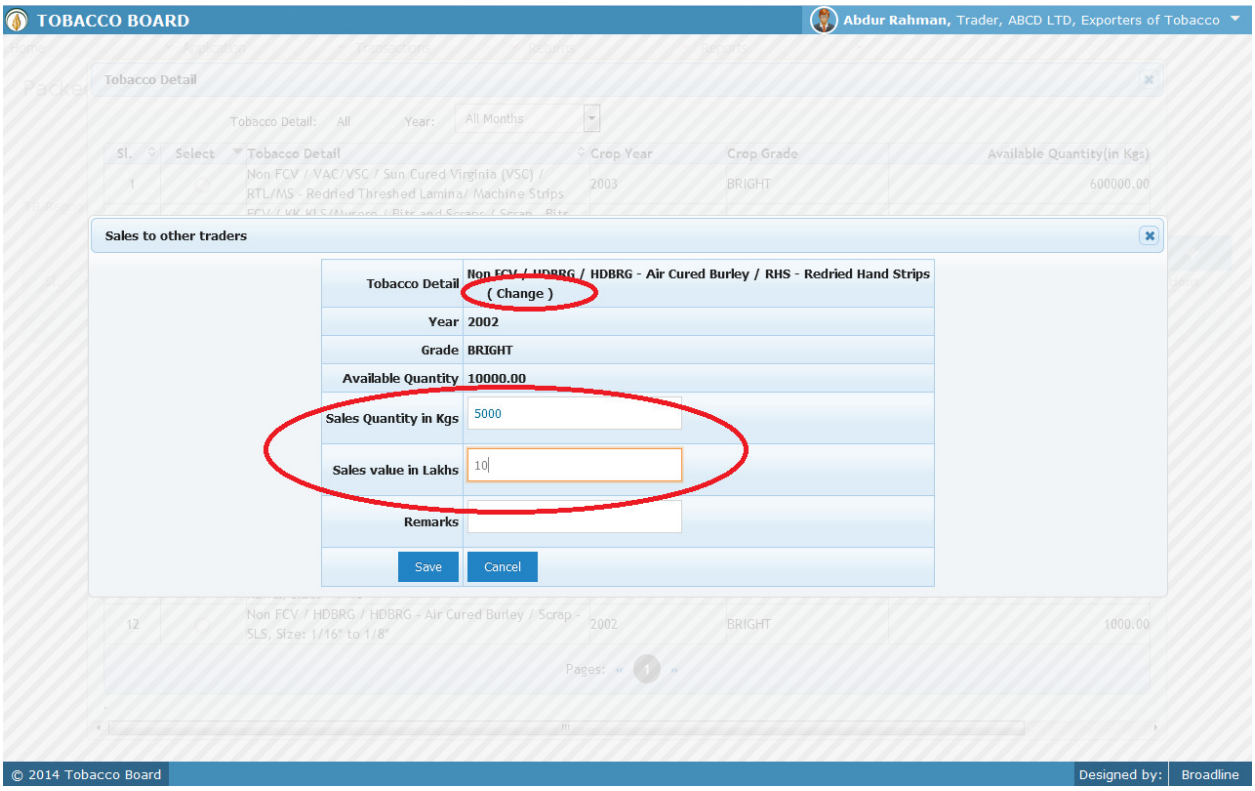


Figure 74

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 sold to the registered traders 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 ("Highlighted in red circle") in **Figure 74**

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

Note: Sold quantity can be equal or less to available quantity only

Once saved the following screen will be updated as shown in below screenshot

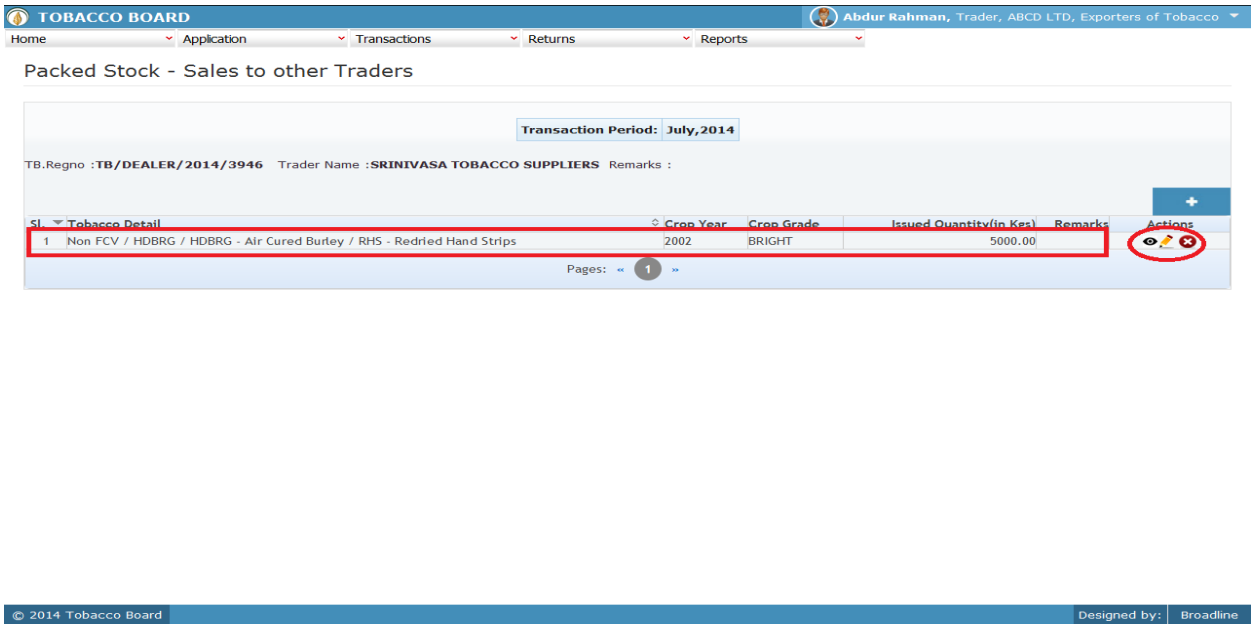


Figure 75

Trader may observe that record is successfully saved in the sold to other Traders 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 75**. 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

Similarly a Trader can make number of entries of traders to whom tobacco is sold in a particular transaction period and subsequently make number of entries for each trader individually.

Note: If a particular tobacco is sold by the trader under the menu "packed Stock (Outwards)" the same tobacco cannot be edited under the "packed Stock (Inwards)" –List of screens wherever it has been entered.

4.5.2. Sent to Repack

Traders can make entries of all the packed stock sent for repacking to packers 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")

On clicking Sent to repack screen will be opened as shown in below screen shot **Figure 76**

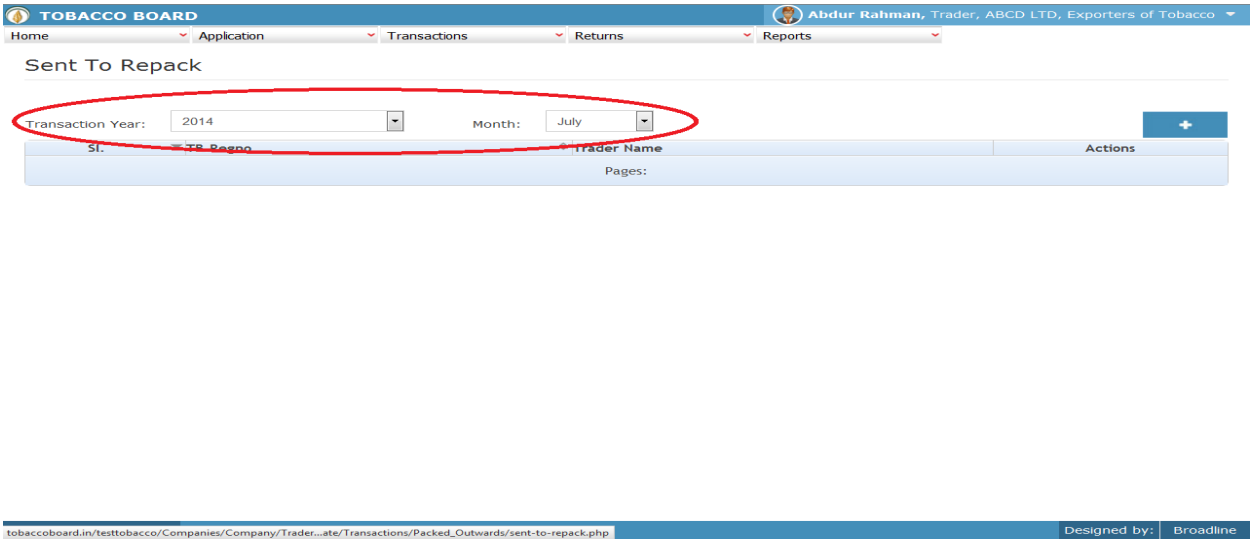


Figure 76

Trader can make entries for any Packed Stock Tobacco issued for repacking to packers during the transaction period by clicking on the Add button ( ) as shown in **Figure 76**

The Sent to Repack 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 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 76**

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

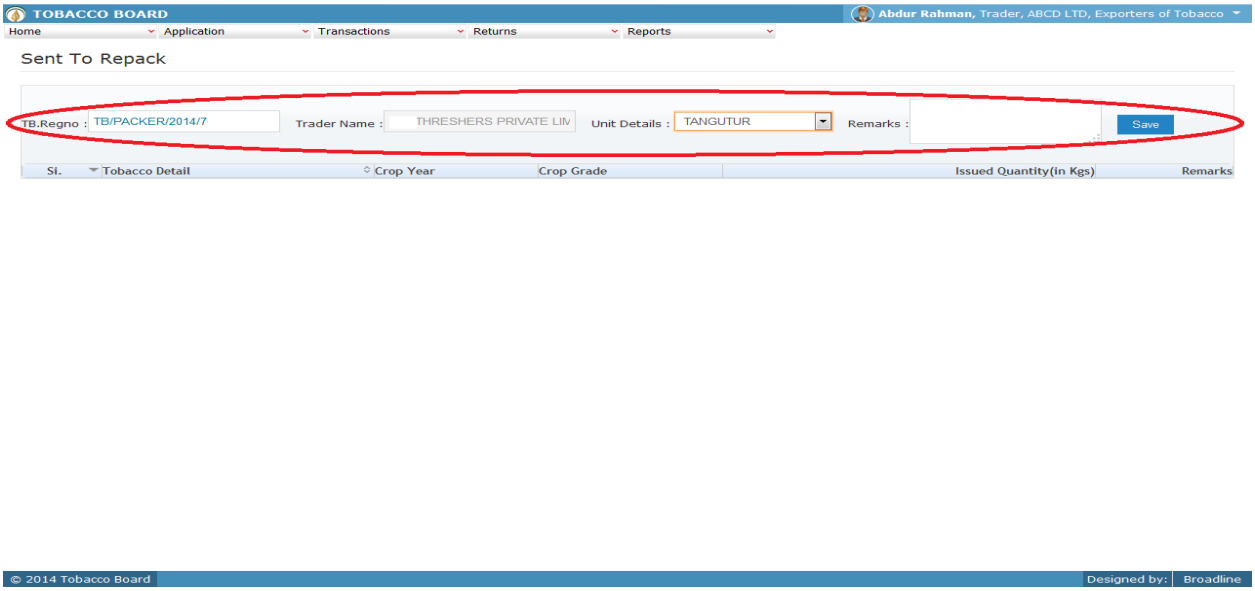


Figure 77

Trader issuing the tobacco for re-packing should first enter the Tobacco Board Registration number of the Packer to whom tobacco is issued for repacking as shown in **Figure 77** ("Highlighted in red color") and save it.

Note: Trader needs to enter only the TB registration number and the software will auto fill the name of the commercial grader. Trader cannot fill the name of the Packer.

Once saved trader may observe following screen is shown

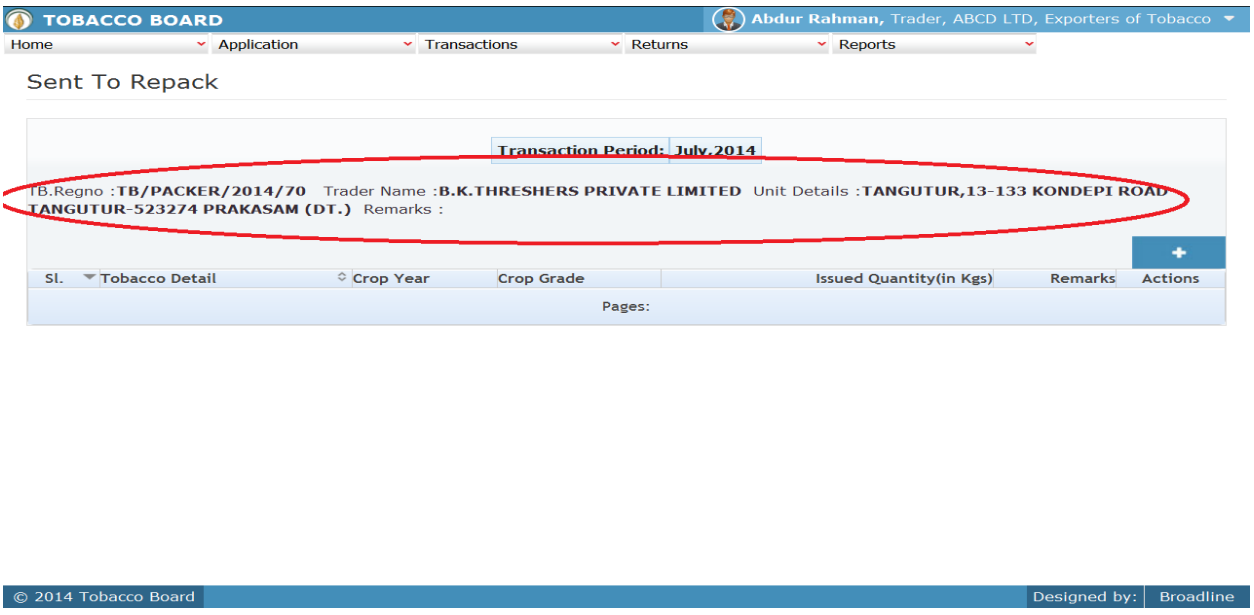


Figure 78

Entries can be made by clicking on the Add Button ( ) on extreme right hand side of the table as shown in **Figure 78**

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

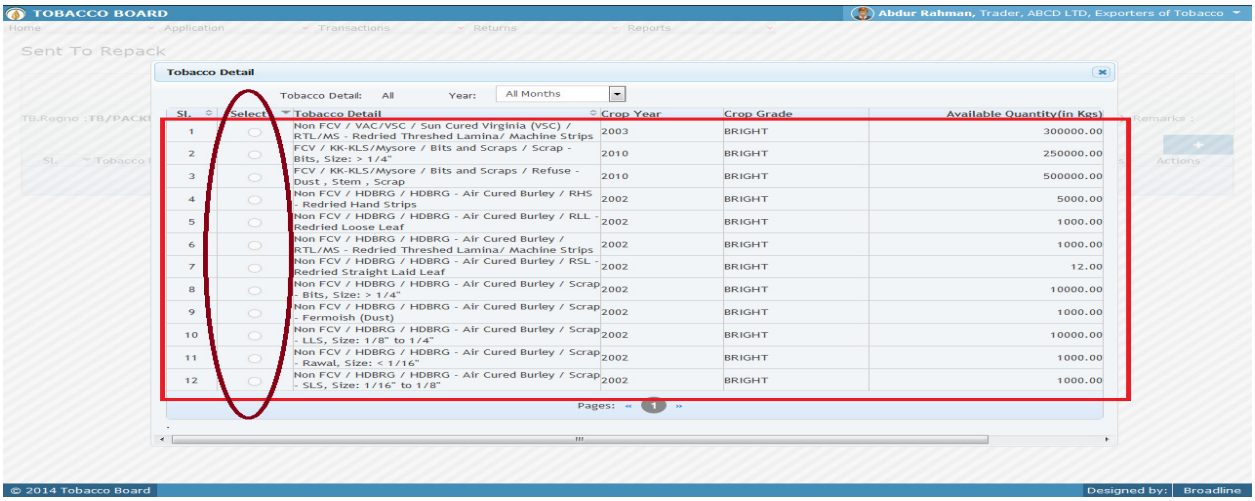


Figure 79

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

List of Screens (All tobacco clubbed together)

1. Packed Stock Opening Balance
2. Threshing(Receive from Other)
3. Threshing(Return to self)
4. Packed Tobacco Imports
5. Purchase from Traders

The list shown in above screenshot **Figure 79** comprises of all the tobacco the trader has in stock by clubbing all the packed tobacco stocks enter in above **list of screens.**

Trader may choose from the list tobacco quantity that is been issued to the registered traders by clicking the radio button under select column in **Figure 79** ("highlighted in red Color Circle")

Note: Trader cannot make any entry of new pscked stock issued 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 80**

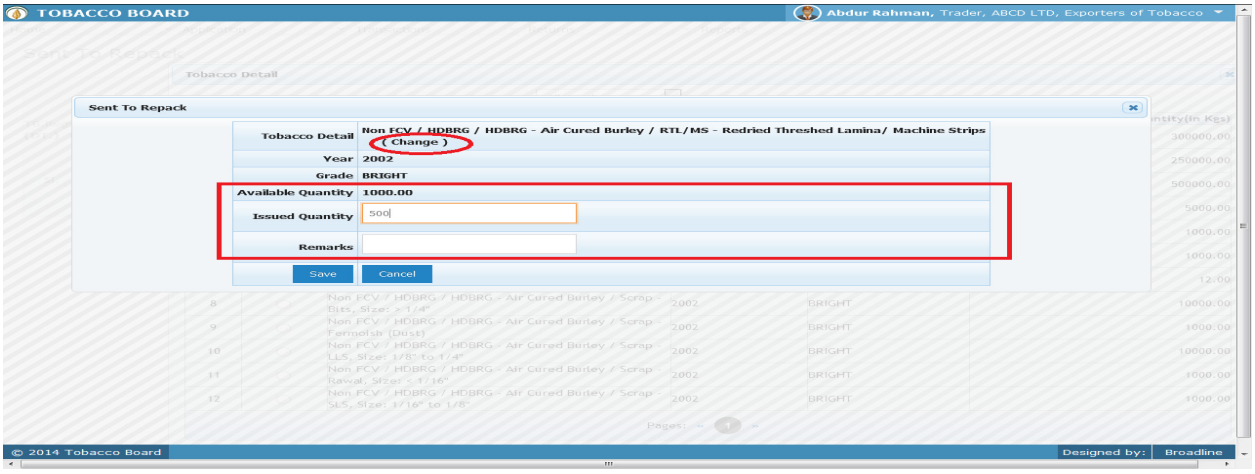


Figure 80

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 issued to the packer 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 ("Highlighted in red circle") in **Figure 80**

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

Note: Issued quantity can be equal or less to available quantity only.

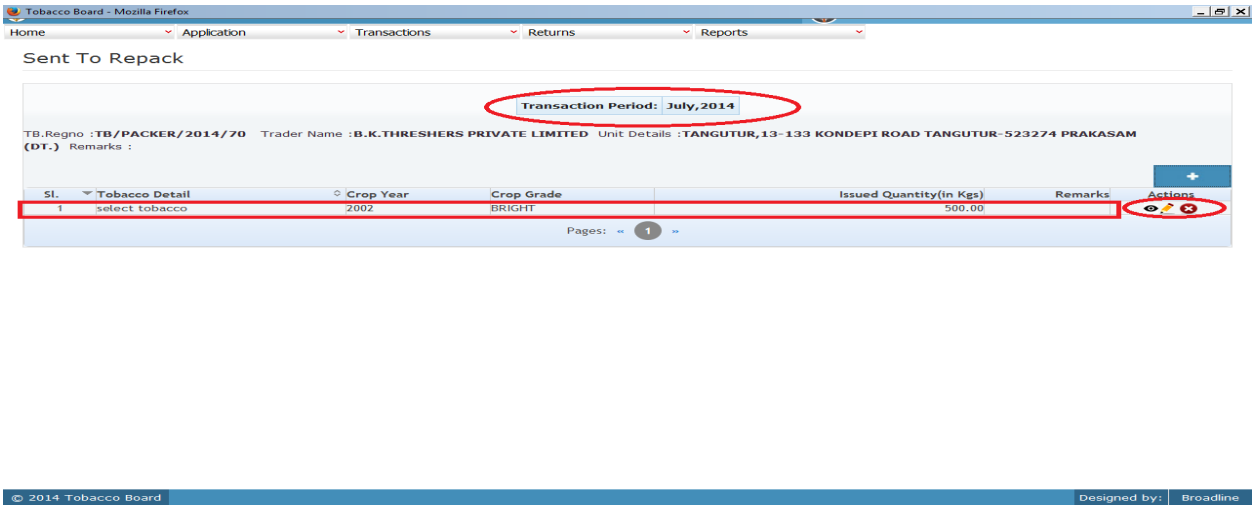


Figure 81

Trader may observe that record is successfully saved in the Sent to repack 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 81**. 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

Similarly a Trader can make number of entries of packers to whom tobacco is issued for repacking and subsequently make number of entries for each Packer.

Note: If a particular tobacco is issued by the trader under the menu "Packed Stock (Outwards)" the same tobacco cannot be edited under the "Packed Stock (Inwards)" –**List of screens** wherever it has been entered.

4.5.3. Packed Stock - Transfer Out (Others):

Traders can make entries of all the packed stock transferred out to other traders (Manufacturer/processor) on a **Job- Work basis** 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")

On clicking Transfer Out (Others) screen will be opened as shown in below screen shot **Figure 82**

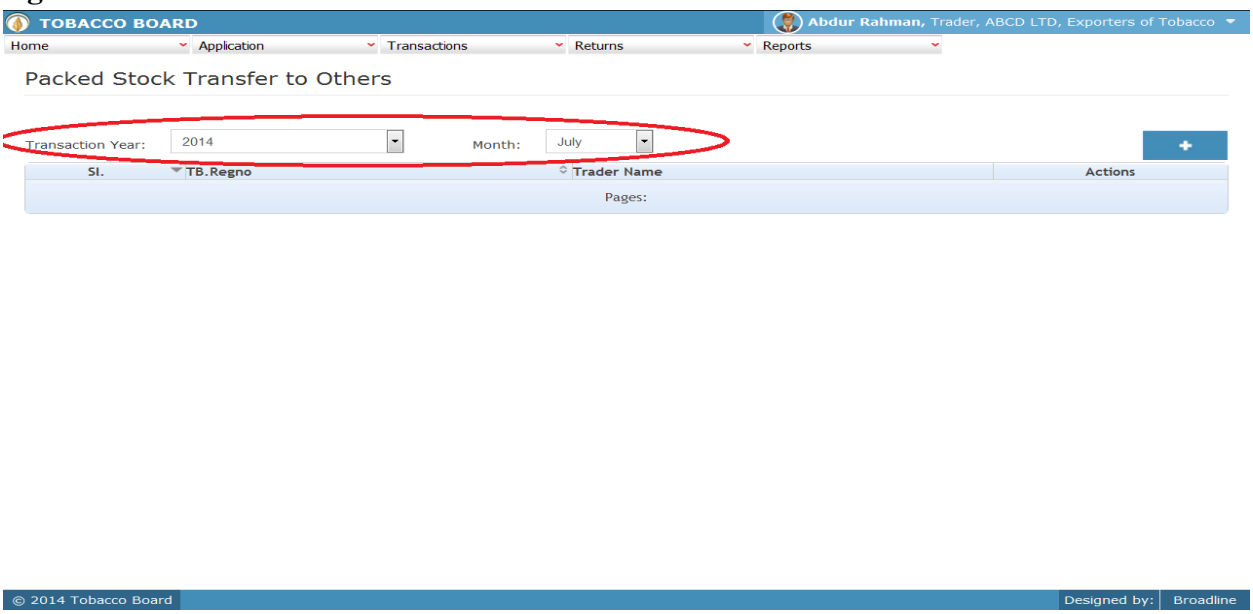


Figure 82

Trader can make entries for any packed stock Tobacco transferred job work basis to traders (Manufacturer/Processor) other than own company during the transaction period by clicking on the Add button ( ) as shown in **Figure 82**

The Packed Stock Transfer to other 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 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 82**

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

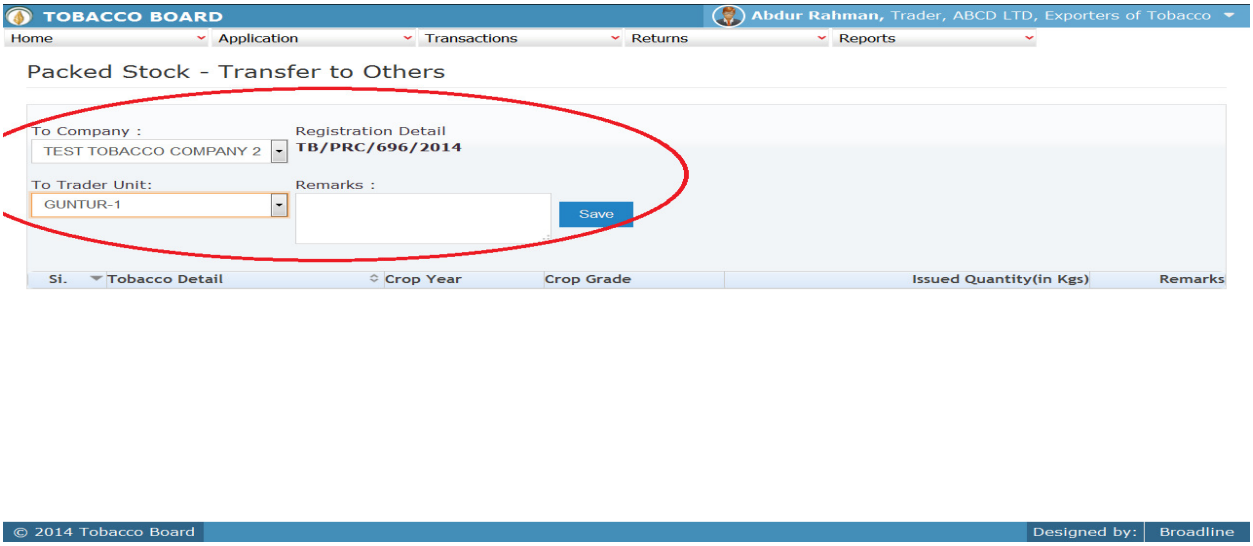


Figure 83

Trader transferring the tobacco on job-work basis should first choose the Company to whom transfer is made and then choose the unit of that company to which the tobacco is transferred as shown in **Figure 83** ("Highlighted in red color") and save it.

Note: Trader needs to choose only the company name from the drop down and the software will auto fill the registration number.

Once saved trader may observe following screen is shown

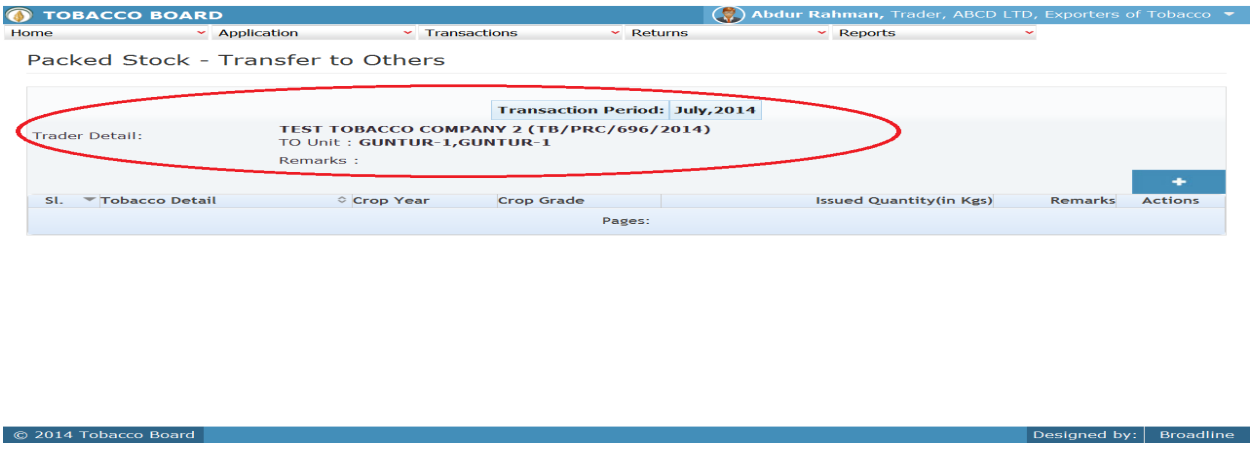


Figure 84

Entries can be made by clicking on the Add Button ( ) on + extreme right hand side of the table as shown in **Figure 84**

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

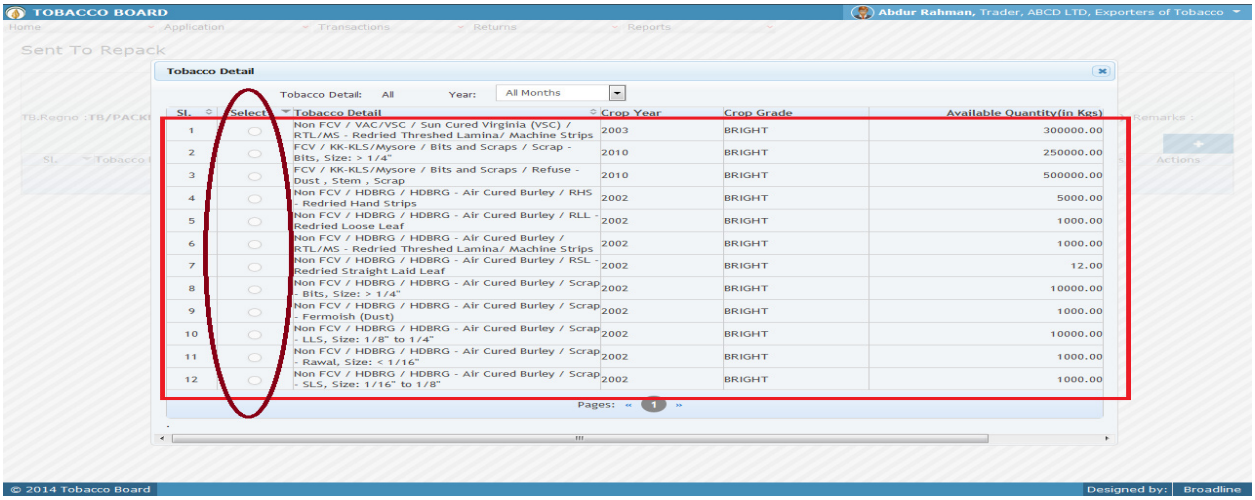


Figure 85

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

List of Screens (All tobacco clubbed together)

1. Packed Stock Opening Balance
2. Threshing(Receive from Other)
3. Threshing(Return to self)
4. Packed Tobacco Imports
5. Purchase from Traders

The list shown in above screenshot **Figure 85** comprises of all the tobacco the trader has in stock by clubbing all the packed tobacco stocks enter in above **list of screens.**

Trader may choose from the list tobacco quantity that is been transferred to the registered traders by clicking the radio button under select column in **Figure 85** ("highlighted in red Color Circle")

Note: Trader cannot make any entry of new packed stock issued 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 86**

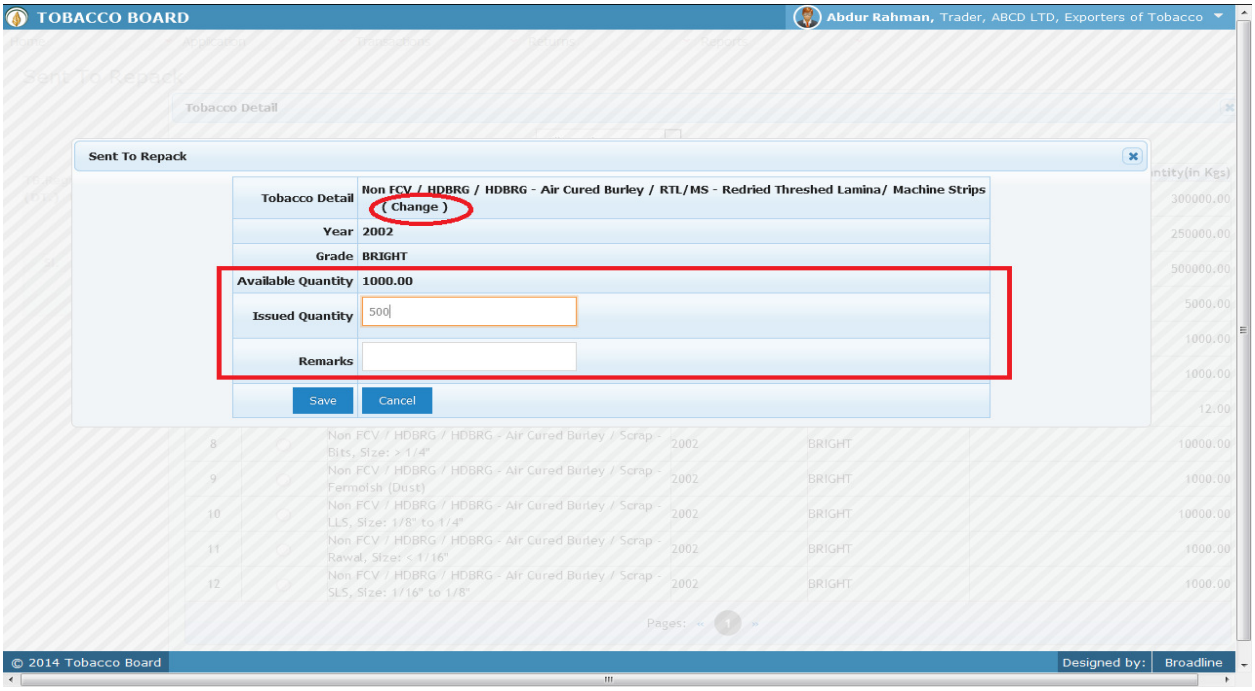


Figure 86

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 transferred to the other traders(Manufacturer/processor) 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 ("Highlighted in red circle") in **Figure86**

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

Note: Transferred quantity can be equal or less to available quantity only.

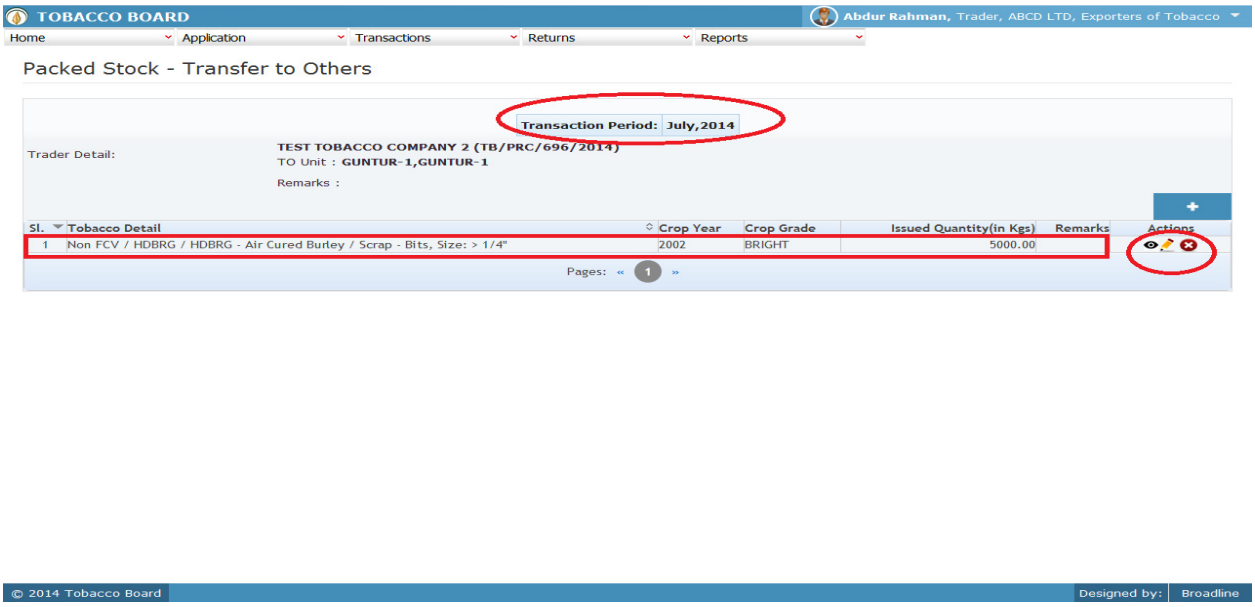


Figure 87

Trader may observe that record is successfully saved in the Packed Stock –Transfer to Others 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 87**. 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

Similarly a Trader can make number of entries of traders to whom tobacco is transferred on job work basis for producing tobacco products and subsequently make number of entries for each trader.

Note: If a particular tobacco is transferred by the trader under the menu "Packed Stock (Outwards)" the same tobacco cannot be edited under the "Packed Stock (Inwards)" **–List of screens** wherever it has been entered.

4.5.4. Packed Stock - Transfer Out (Self):

Traders can make entries of all the packed stock transferred out to own Manufacturer/processor during a particular transaction period. By choosing the Transaction year and Month for which the entry is made.

Note: The procedure for making entries is same as Packed Stock - Transfer Out (others)

(Procedure for making entries of transaction made for transfer of Tobacco to Own/Self manufacturing or processing unit is similar to transfer of Packed Tobacco (others) kindly refer 4.5.4)

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 31(32) Submission:

Trader can navigate to Returns Menu and click on FORM 32(32) as shown in below screen shot.

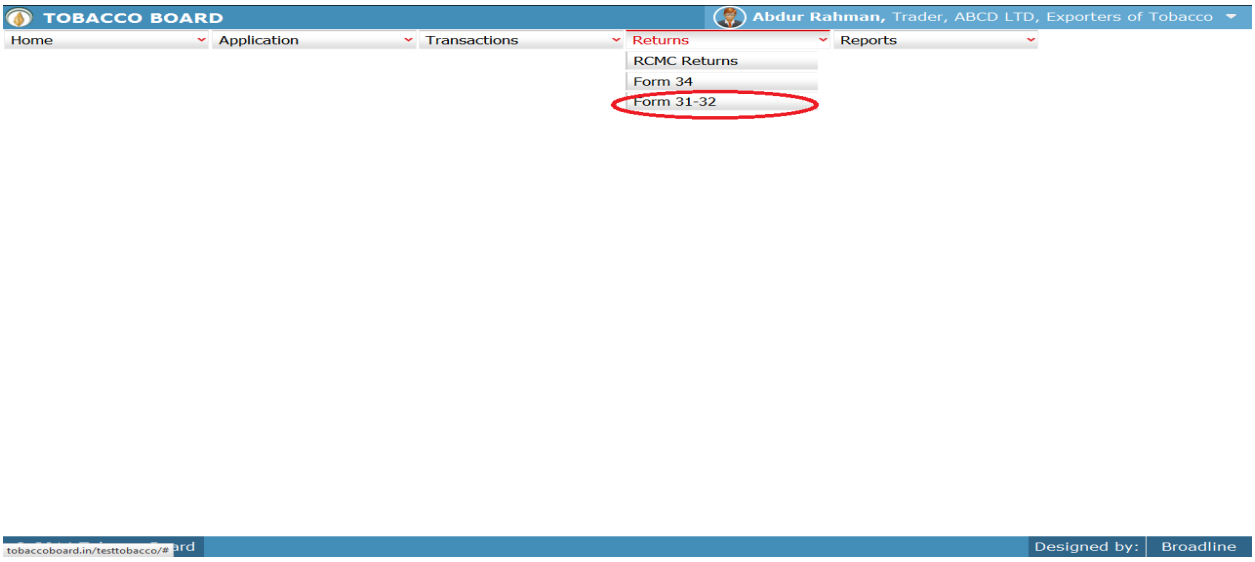


Figure 88

Trader may observe the List of months and the status of the returns as shown below Figure 88

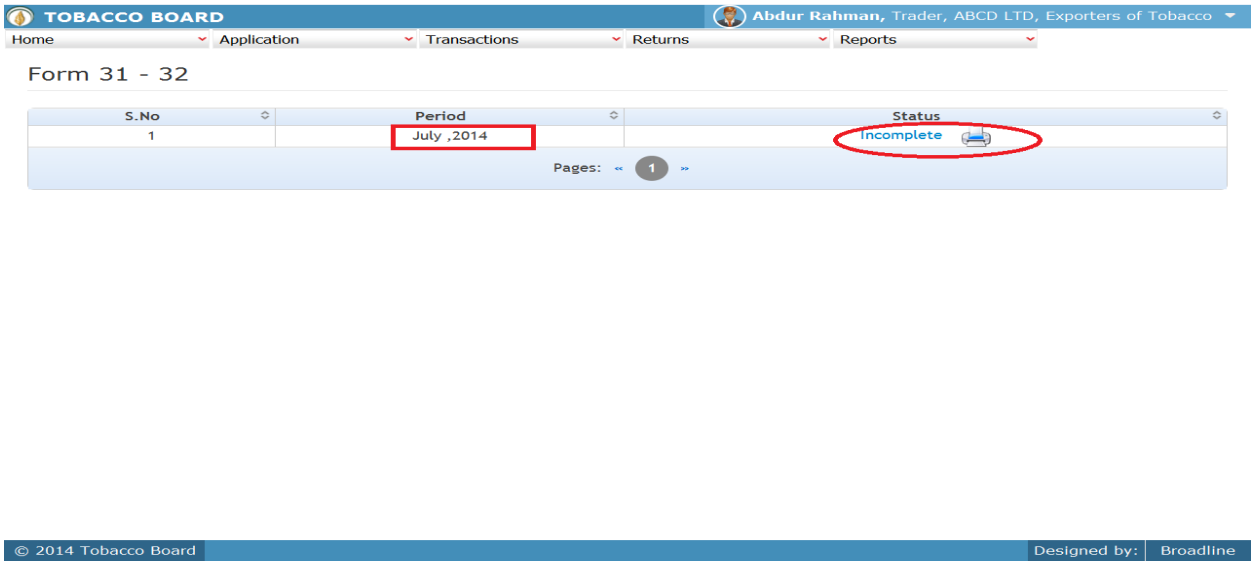


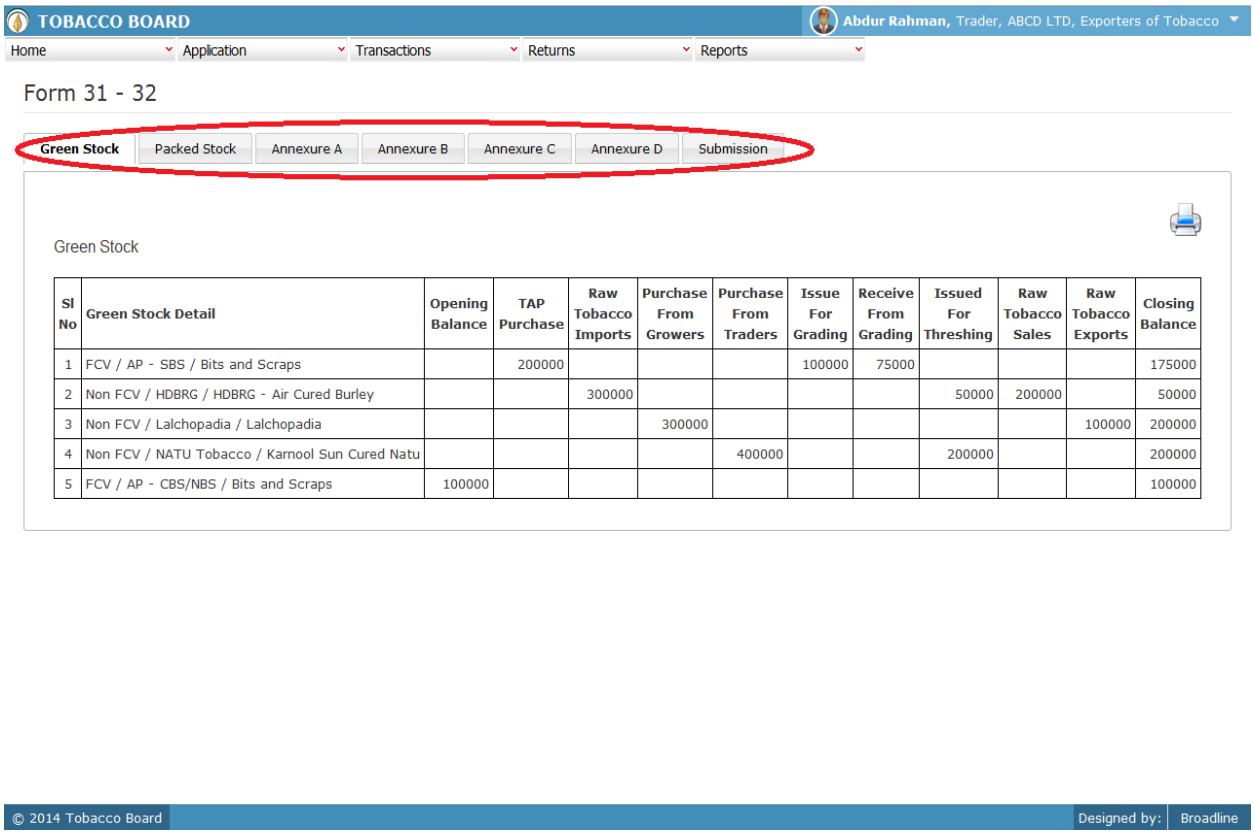
Figure 89

Period: Specifies the period for submission of returns

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 89.**

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



Sl No	Green Stock Detail	Opening Balance	TAP Purchase	Raw Tobacco Imports	Purchase From Growers	Purchase From Traders	Issue For Grading	Receive From Grading	Issued For Threshing	Raw Tobacco Sales	Raw Tobacco Exports	Closing Balance
1	FCV / AP - SBS / Bits and Scraps		200000				100000	75000				175000
2	Non FCV / HDBRG / HDBRG - Air Cured Burley			300000					50000	200000		50000
3	Non FCV / Lalchopadia / Lalchopadia				300000						100000	200000
4	Non FCV / NATU Tobacco / Karnool Sun Cured Natu					400000			200000			200000
5	FCV / AP - CBS/NBS / Bits and Scraps	100000										100000

Figure 90

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 90** (Highlighted in red circle above).

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

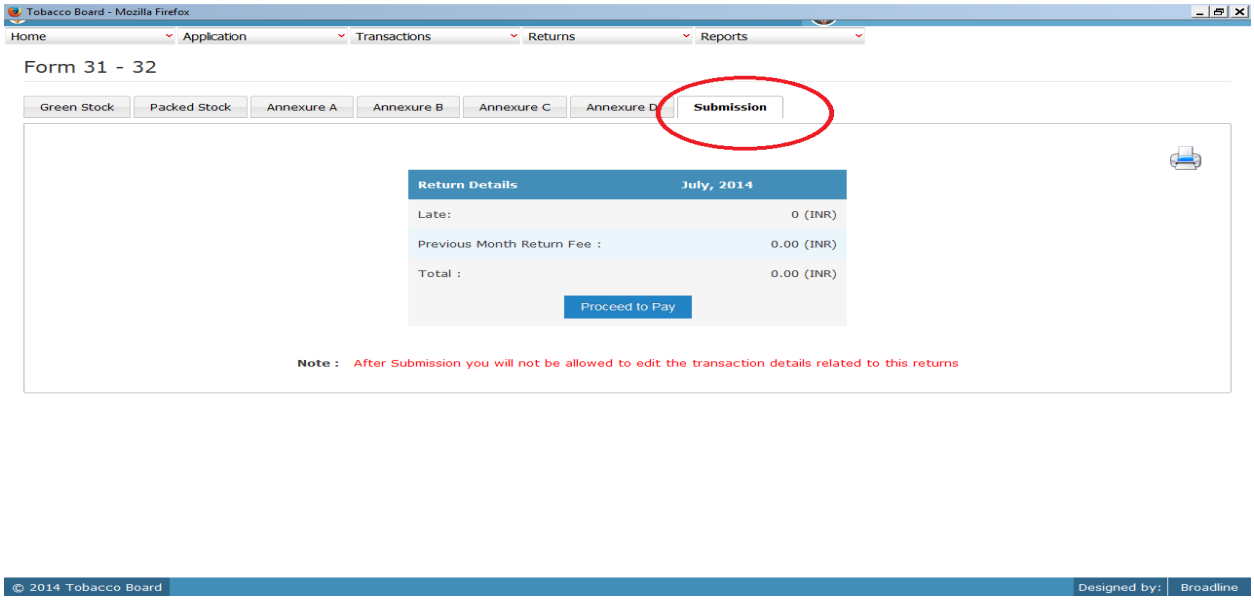


Figure 91

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 below in **Figure 91.**

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)