

Traders' Returns
User Guide
For
Exporter of Tobacco Products



User Guide Developed by:



Version: 1.0

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1. INTRODUCTION

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

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

TRADERS RETURN E-FILING MODULE – OVERVIEW

Before you begin:

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

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

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

2. PRE-REQUISITES

The Trader must have the following:

- 2.1.A **broadband Internet connection**, it is suggested to have minimum 512kbps line. This is required for ensuring faster response while accessing information, processing and uploading of files. Some of the common broadband service (and other High-speed Internet service) providers are BSNL, Airtel, Sify, Reliance and Tata VSNL and more
- 2.2. You need to go to **PORTAL** using the URL <http://www.tobaccoboard.in> to enter the Information Page as indicated in the following screen shot.



The screenshot shows the login interface for the Tobacco Board portal. At the top, there is a logo of a golden leaf inside a green circle, followed by the text 'TOBACCO BOARD' in large blue letters, and 'Ministry of Commerce & Industry, Government of India' in smaller grey text. Below this is a 'Login' section. It contains two input fields: 'Login ID' with a person icon and 'Password' with a lock icon. A blue 'Sign in' button is located below the fields. Underneath the button are two links: 'Forgot password?' and 'Sign up as new user'.

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:

Exporter of Tobacco Products 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

TOBACCO BOARD								Narasimha, Trader	
Company Name	Commercial Grader of Virginia Tobacco	Exporters of Tobacco	Exporter of Tobacco Products	Processor of Virginia Tobacco	Dealers	Packers	Manufacturer Of Virginia tobacco	Action	
ABC Company	Registered	Registered	Registered	Registered	Registered		Registered		
N R ENTERPRISES	Registered	Registered	Registered	Registered	Submitted		Registered		
XYZ	Submitted	Registered	Application Incomplete	Application Incomplete	Application Incomplete		Application Incomplete		
BCS									

+

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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 Exporter of Tobacco Products clicks on **“Registered”** under the particular category they can find dashboard associated to that category.


Company Name	Commercial Grader of Virginia Tobacco	Exporters of Tobacco	Exporter of Tobacco Products	Processor of Virginia Tobacco	Dealers	Packers	Manufacturer Of Virginia tobacco	Action
ABCD LTD	Submitted	Registered	Registered	Registered	Registered	Registered	Registered	



Figure 3

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

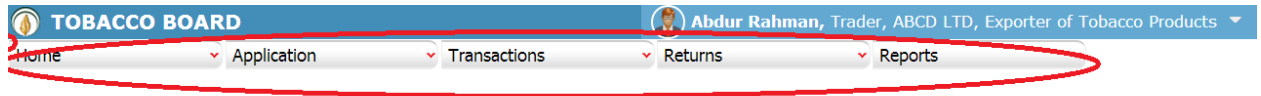


Figure 4

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 process 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 Tobacco Products can click on the **“Transactions”** menu to make entries of their tobacco transactions they have performed. (**“Highlighted below in red circle”**)

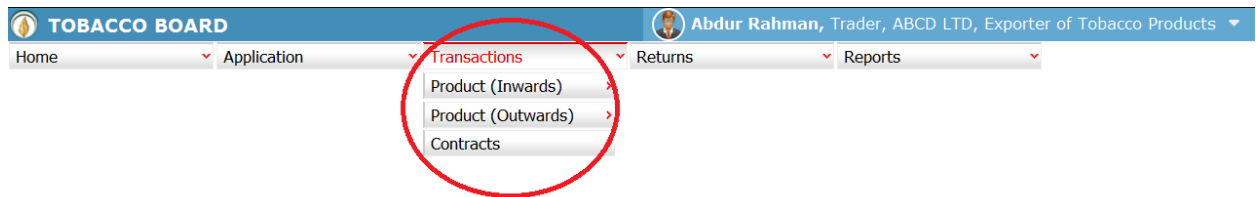


Figure 5

Trader can find under the **“Transaction”** menus which are

1. **Product (Inwards):** The term “Product Inwards” menu is to club all the transactions of tobacco products that the Exporter of Tobacco Products will be performing like purchase from Other traders, transfer from own company, transfer as job work etc.
2. **Product (Outwards):** The term “Green Stock Outwards” menu is to feed in all the exports transactions of tobacco products that Exporter of Tobacco Products has made.
3. **Contracts:** This menu is provided to make entries of all the exports contracts made by the Exporter of Tobacco Products in detail to export tobacco products out of the country.

Each menu has been categorized clearly to ease the trader to make their 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. Products (Inwards)

All the tobacco products 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”)

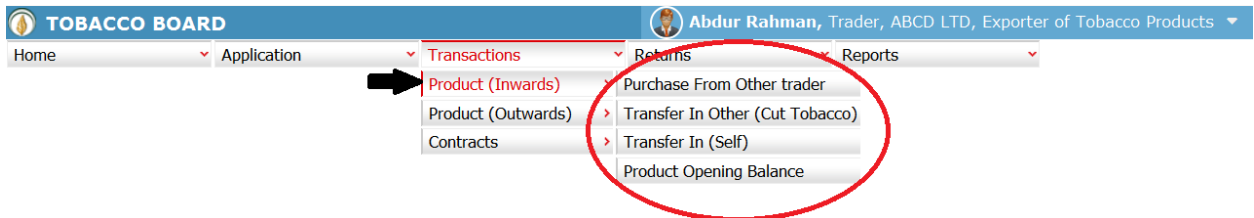


Figure 6

Trader can find under the “Product (Inwards)” sub menus which are

4.2.1. Product Opening Balance:

This is only a one time screen that the Exporter of Tobacco Products 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.

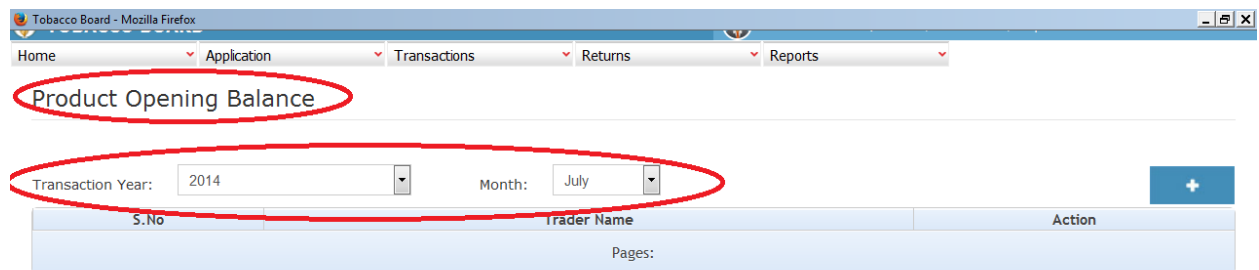


Figure 7

Trader can see in above screenshot the Product 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 Product Stocks available with the Exporter of Tobacco Products 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 listed under the Product (Inwards) menu and the opening balance for the subsequent month will be auto calculated by the application.

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

Exporter of Unmanufactured 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 product stocks available with the Exporter of tobacco products.

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.

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporter of Tobacco Products

Home Application Transactions Returns Reports

Product Opening Balance

Self Job Work

Remarks :

Save

Figure 8


Trader may observe that once the selection of transaction year made in previous screen and add button is clicked following screen is opened as shown in **Figure 8** (“Highlighted in red Circle”).

Trader needs to choose the mode for which tobacco Products entry made is (“Highlighted in red color”)

a) **Self:** Trader can make entries of tobacco products that they have in stock which has been purchased by the trader or transferred from own traders (Manufacture/Processors).

b) **Job-Work:** Trader can make entries of all the tobacco that they have in stock which has been received under job work from the same company registered under (Dealers/Exporter of Tobacco)

Trader may click on the radio button as per the entry made and click the save button.

On clicking the “SAVE” button  the following screen is opened as shown in below screenshot.

a) **Self:** On clicking the “**SELF**” radio button

The following screen is opened.

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporter of Tobacco Products

Home Application Transactions Returns Reports

Product Opening Balance

Transaction Period: July, 2014

Trader Detail: ABCD LTD
Remarks :

S.No	Product	Brand/VARIANT	Purchase Quantity(in Mpcs)	Quantity(in Kgs)	Value in (Lakhs)	Action
Pages:						

+

Figure 9

Trader may observe that the “Trader Detail” is auto filled by the software and transaction period will be as per the selection made by the trader in first screen as shown in above screenshot **Figure 9** (“Highlighted in red circle above”).

Entries can be made by clicking on the Add Button () on  extreme right hand side of the table as shown in **Figure 9**

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

The screenshot displays the 'TOBACCO BOARD' application interface. At the top, the user is identified as 'Abdur Rahman, Trader, ABCD LTD, Exporter of Tobacco Products'. The main heading is 'Product Opening Balance'. A 'Product Details' dialog box is centered on the screen, containing the following information:

Product Detail	Cigarette - Filter
Brand Name	WILLS
Quantity	1000000.00 in MPCs
	1000.00 in Kgs
Value	1000000.00 in Lakhs

At the bottom of the dialog are 'Save' and 'Cancel' buttons. The background shows a table with columns 'S.No' and 'Product', and a row with '1' and 'Cigarette - Filter'. The footer includes '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 10

Product Details:

Trader needs to provide the following details for the self stocks available during opening of the month.

- Product Details:** Trader needs to choose from the drop down the product for which they are entering the details, if not available in list trader may choose “Others” option from the list and give the details
- Brand Name** : Trader needs to mention the name of the brand for the product.
- Quantity** : Trader needs to specify the quantity of stock for that particular product
- Value** : Trader needs to fill in value of the product mentioned.

Note: Quantity for cigarettes need to be given in million pieces(Mpcs) mandatorily.

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as shown in **Figure 10**

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

Transaction Period: July, 2014

Trader Detail: **ABCD LTD**
Remarks :

S.No	Product	Brand/VARIANT	Purchase Quantity(in Mpcs)	Quantity(in Kgs)	Value in (Lakhs))	Action
1	Cigarette - Filter	WILLS	100000.00	1000.00	1000000.00	

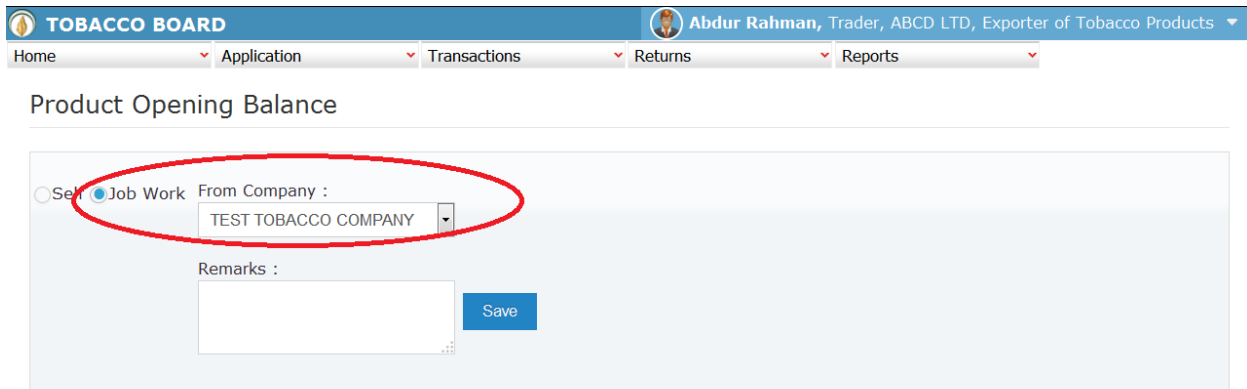
Pages:

Figure 11

Trader may observe that record is successfully saved in the Product 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.

b) **Job-Work:** On clicking the “**JOB WORK**” radio button

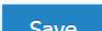
The following screen is opened.



The screenshot displays the 'TOBACCO BOARD' interface. At the top, there is a navigation bar with the user's name 'Abdur Rahman, Trader, ABCD LTD, Exporter of Tobacco Products' and a dropdown menu. Below this, there are several menu items: 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The main content area is titled 'Product Opening Balance'. It features two radio buttons: 'Self' (unselected) and 'Job Work' (selected). To the right of the 'Job Work' radio button is a dropdown menu labeled 'From Company :', which is currently set to 'TEST TOBACCO COMPANY'. Below this is a text area for 'Remarks :'. A blue 'Save' button is located to the right of the 'Remarks' field. A red circle highlights the 'Job Work' radio button and the 'From Company' dropdown menu.

Figure 12

Trader may observe that once the “Job Work” is selected a drop down option “From Company” is shown, trader needs to choose from the list company from which they have received cut tobacco on a job work as shown in above screenshot **Figure 12** (“Highlighted in red circle above”).

Once choosing from company details trader may save the entry by clicking on “SAVE” button as shown  in **Figure 12**.

Note: Quantity received from job work will be only applicable for cut tobacco wherein Exporter of Tobacco who **is also** registered under Dealer/Exporter of Unmanufactured Tobacco category under same company had initially issued packed stock to processor to produce cut tobacco under job work basis and receiving back under Exporter of Tobacco Category.

Once saved trader may observe following screen is shown

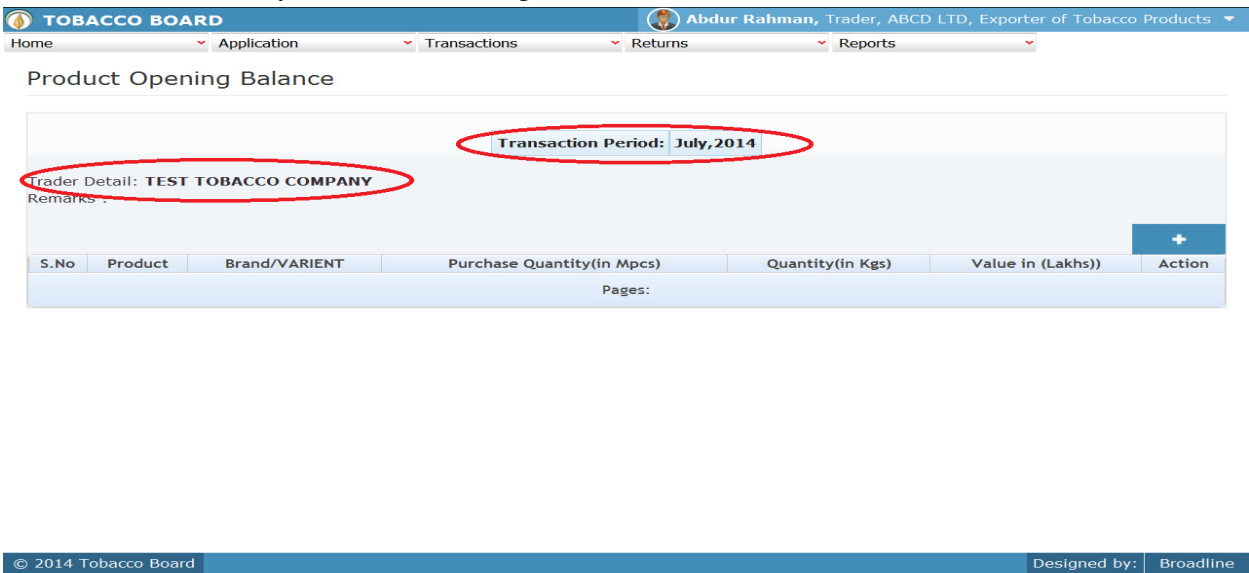


Figure 13

Trader may observe that the “Trader Detail” is filled by the software and transaction period will be as per the selection made by the trader in first screen as shown in above screenshot **Figure 13** (“Highlighted in red circle above”).

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

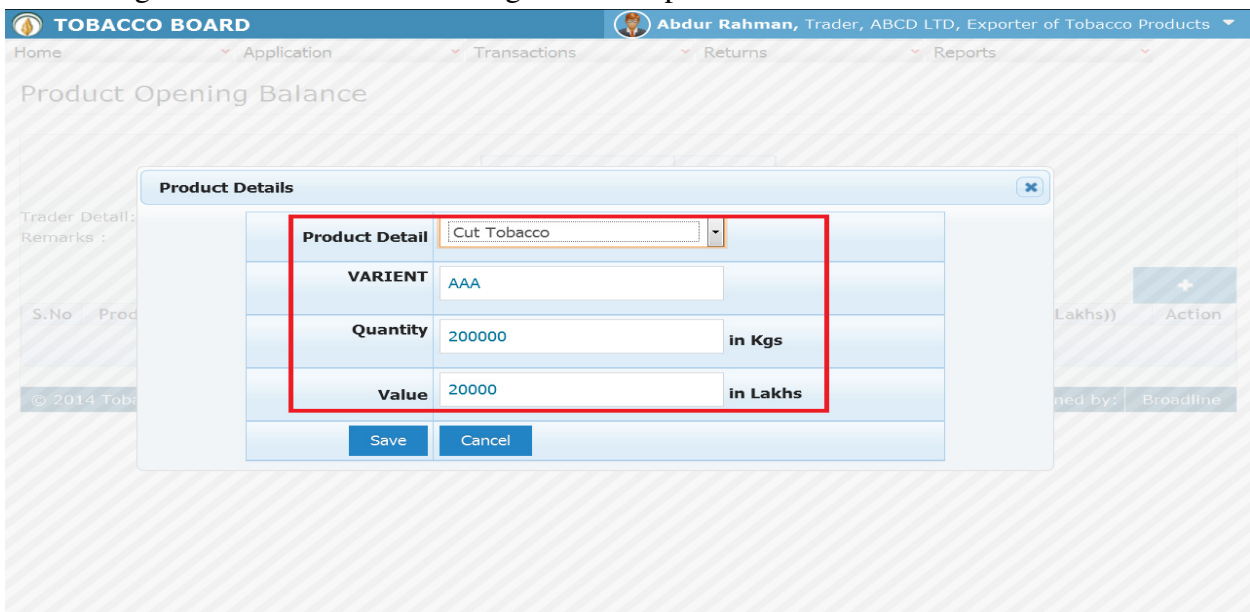


Figure 14

Product Details:

Trader needs to provide the following details for the stocks received through job work available during opening of the month.

- a) **Product Details:** Trader needs to choose from the drop down the product for which they are entering the details.
- b) **Quantity** : Trader needs to specify the quantity of stock for that particular product
- c) **Value** : Trader needs to fill in value of the product mentioned.

Note: Product details has only cut tobacco option, as trader is only allowed to get cut tobacco on job work basis from a processor all the other products can be done on job work basis only if the trader is also registered under manufacture category..

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as shown in **Figure 14**

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



TOBACCO BOARD | Abdur Rahman, Trader, ABCD LTD, Exporter of Tobacco Products

Home Application Transactions Returns Reports

Product Opening Balance

Transaction Period: July,2014

Trader Detail: TEST TOBACCO COMPANY
Remarks :

S.No	Product	Brand/VARIANT	Purchase Quantity(in Mpcs)	Quantity(in Kgs)	Value in (Lakhs)	Action
1	Cut Tobacco	AAA		200000.00	20000.00	 



Pages: << 1 >>

Figure 15

Trader may observe that record is successfully saved in the Product 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 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

4.2.2. Purchase from Other Traders:

Traders can make entries of the entire product Purchases from Traders (Processors/manufacture) 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”)


Purchase From others(Product Inwards)

Transaction Year: 2014 Month: July

S.No	TB.Regno	Trader Name	Action
Pages:			

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Figure 16

Trader can make entries for any product Purchases from Traders made during the transaction period by clicking on the Add button () as shown in  **Figure 16**.

The Product 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 16**

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

The screenshot shows the TOBACCO BOARD application interface. At the top, there is a navigation bar with the TOBACCO BOARD logo and the user's name, Abdur Rahman, Trader, ABCD LTD, Exporter of Tobacco Products. Below the navigation bar, there are dropdown menus for Home, Application, Transactions, Returns, and Reports. The main content area is titled "Purchase From others(Product Inwards)". The form contains the following fields:

- Company : demo3
- Category : Manufacturer Of Virginia tobac
- Registration No : TB/MANUFACTURER/2014/2345
- Other Trader Unit: ONGOLE-2
- Remarks : (empty text area)
- Save button


Figure 17

Trader purchasing the tobacco from other traders (processor/manufacture) should

- Choose the company from the list.
- Once company is chosen choose the category from where purchase is made whether processor or manufacture
- Choose the unit from where purchase is made.

As shown in **Figure 17** (“Highlighted in red color”) and save it.

Note: Trader needs to choose company name and the software will auto fill the registration number of the Trader.

Once choosing from company details trader may save the entry by clicking on “SAVE” button as shown  in **Figure 17**.

Once saved trader may observe following screen is shown

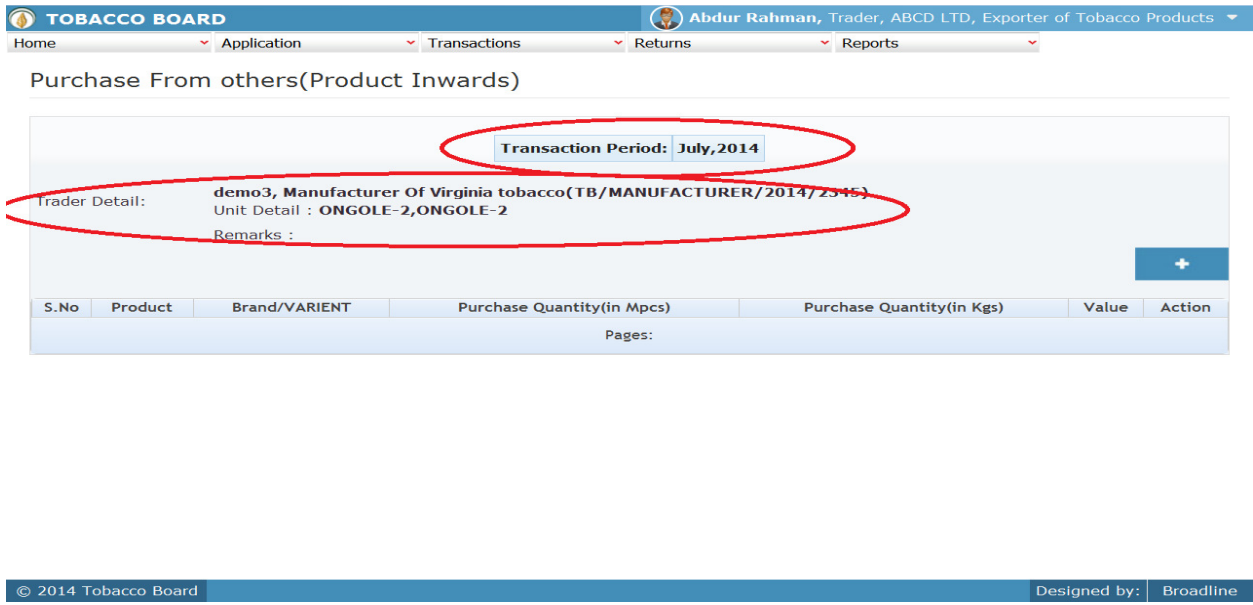


Figure 18

Entries can be made by clicking on the Add Button (+) on extreme right hand side of the table as shown in **Figure 18**

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

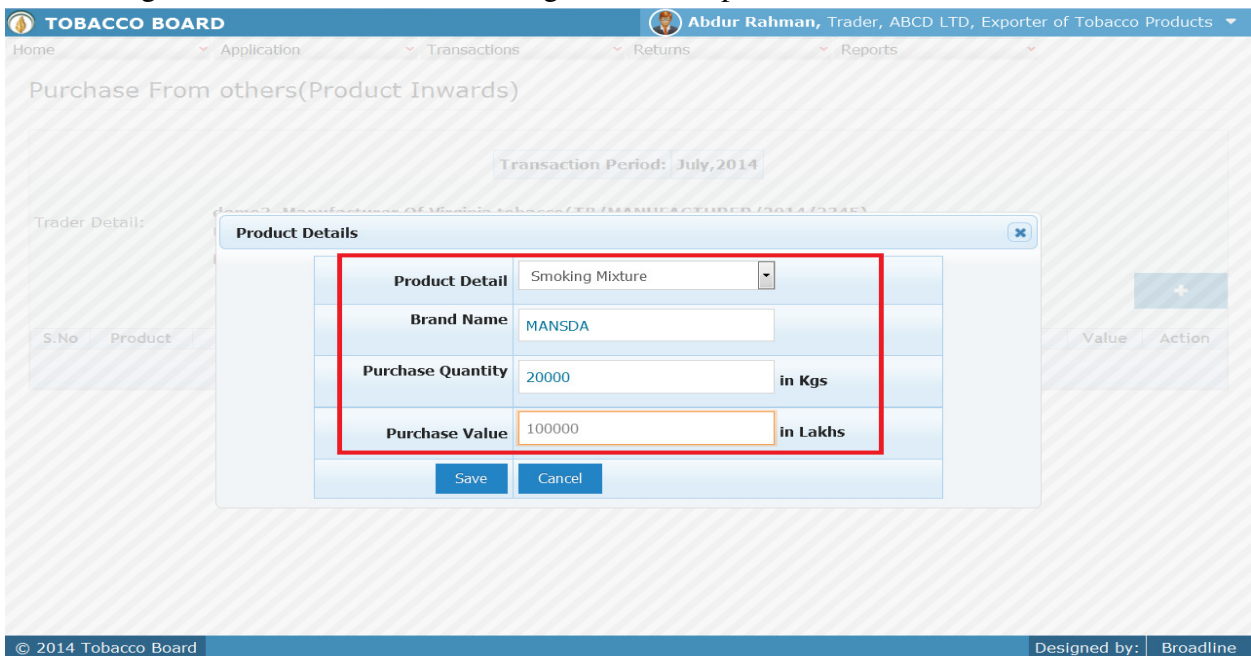


Figure 19

Product Details:



Trader needs to provide the following details for the stocks purchased during the transaction period.

- a) **Product Details:** Trader needs to choose from the drop down the product for which they are entering the details.
- b) **Quantity** : Trader needs to specify the quantity of stock for that particular product
- c) **Value** : Trader needs to fill in value of the product mentioned.

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as shown in **Figure 19**

The Product purchases screen (we may call as summary sheet) will as below screenshot once entry is made.

The screenshot shows the 'Purchase From others(Product Inwards)' screen. The transaction period is set to July 2014. The trader details are 'demo3, Manufacturer Of Virginia tobacco(TB/MANUFACTURER/2014/2345)' with unit 'ONGOLE-2,ONGOLE-2'. A table lists the purchase entry:



S.No	Product	Brand/VARIANT	Purchase Quantity(in Mpcs)	Purchase Quantity(in Kes)	Value	Action
1	Smoking Mixture	MANSDA		20000.00	100000.00	 

The table is highlighted with a red border. The 'Action' column contains two icons: a pencil for editing and a red 'X' for deletion. The page number is 1.

Trader may observe that record is successfully saved in the Product 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 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

4.2.3. Transfer-In Others (Cut Tobacco):

(This screen is applicable to Exporter of Tobacco products who are registered under SAME COMPANY in Dealer / Exporter of Unmanufactured Tobacco category also)

Traders can make entries of all the cut tobacco transferred-in/received from other traders which were issued under **Job-work** by Dealers/Exporters of unmanufactured Tobacco of 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”)

The screenshot displays a web application interface for the Tobacco Board. The title bar indicates 'Tobacco Board - Mozilla Firefox'. The navigation menu includes 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The main heading is 'Product Inwards - Transfer In Others (Cut Tobacco)'. Below this, there are two dropdown menus: 'Transaction Year' (set to 2014) and 'Month' (set to July). A blue button with a white '+' sign is located to the right of these dropdowns. Below the form is a table with the following columns: 'S.No', 'T.B.Regno', 'Trader Name', and 'Action'. The footer of the page contains the text '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 20

Trader can make entries for any cut tobacco transferred-in from other traders (processor) not registered under same company made during the transaction period by clicking on the Add button () as shown in **Figure 20**.



The cut tobacco transfer-In 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 receipts through transfers 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 20**

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

TOBACCO BOARD | Abdur Rahman, Trader, ABCD LTD, Exporter of Tobacco Products

Home | Application | Transactions | Returns | Reports

Product Inwards - Transfer In Others (Cut Tobacco)

Company : TEST TOBACCO COMPANY | Category : Processor of Virginia Tobacco | Registration No : test/PROC/2333/2014

Remarks :

Save

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Figure 21

Trader should first choose the company from whom the cut tobacco is transferred-in/received after processing given on job-work basis as shown in **Figure 21** (“Highlighted in red color”) and save it.

Note: Trader needs to choose the company from list and the software will auto fill the registration number. Trader cannot fill the registration number.

Once saved trader may observe following screen is shown

TOBACCO BOARD | Abdur Rahman, Trader, ABCD LTD, Exporter of Tobacco Products

Home | Application | Transactions | Returns | Reports

Product Inwards - Transfer In Others (Cut Tobacco)

Transaction Period: July, 2014

Trader Detail: TEST TOBACCO COMPANY, Processor of Virginia Tobacco(test/PROC/2333/2014)

Remarks :

S.No	Product	Brand/VARIANT	Quantity in Mpcs	Quantity in kgs	Value	Action
------	---------	---------------	------------------	-----------------	-------	--------

Pages:

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Figure 22

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

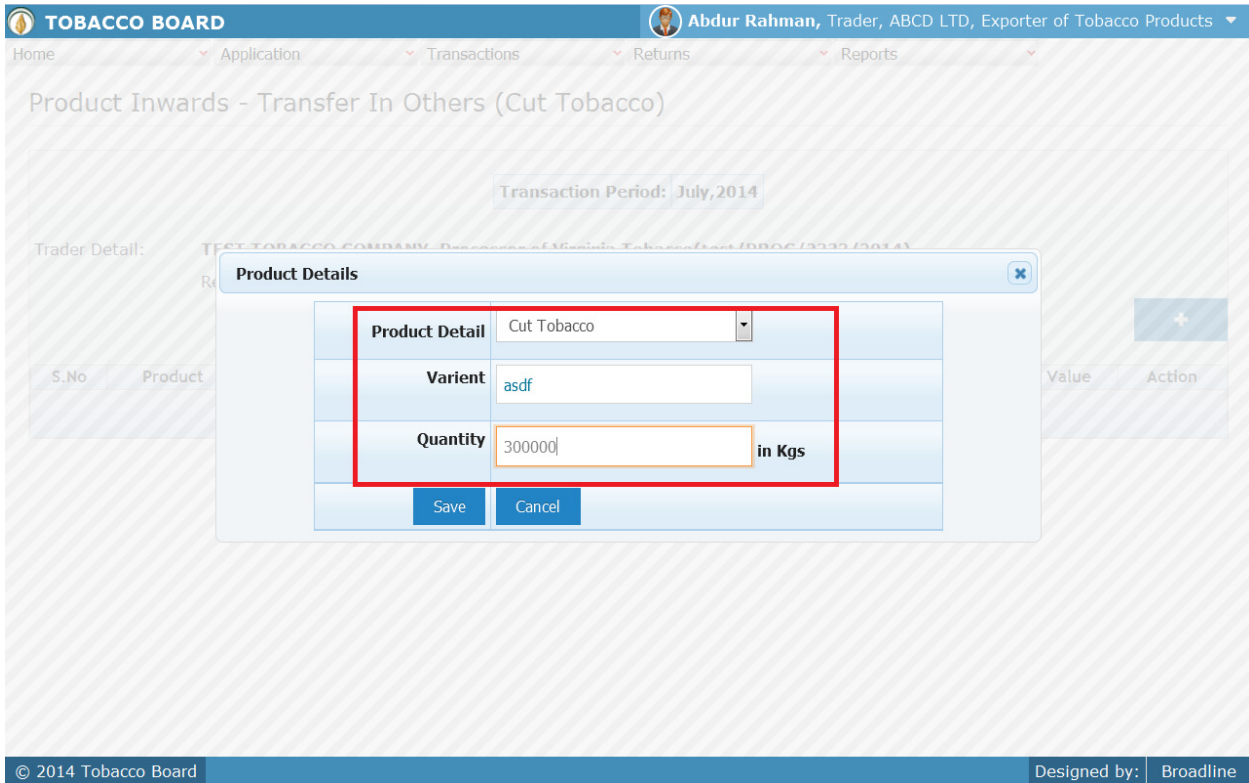
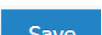


Figure 23

Product Details:

Trader needs to provide following details of the cut tobacco transferred-in/received after job-work from other processors

- a) **Product Details:** Only cut tobacco option will be available to choose.
- b) **Variant:** Exporter needs to specify the variant of the tobacco
- c) **Quantity;** Transferred quantity (in Kgs)

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as  shown in **Figure 23**.

The Cut tobacco Transfer-in (others)screen (we may call as summary sheet) will as below screenshot once entry is made.



TOBACCO BOARD Abdur Rahman, Trader, ABCD LTD, Exporter of Tobacco Products

Home Application Transactions Returns Reports

Product Inwards - Transfer In Others (Cut Tobacco)

Transaction Period: July,2014

Trader Detail: **TEST TOBACCO COMPANY, Processor of Virginia Tobacco(test/PROC/2333/2014)**
Remarks :

S.No	Product	Brand/VARIANT	Quantity in Mocs	Quantity in kes	Value	Action
1	Cut Tobacco	asdf		300000.00		 



Pages: << 1 >>

Figure 24

Trader may observe that record is successfully saved in the Cut tobacco Transfer-in (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 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 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

4.2.4. Transfer- In (Self):

(This screen is applicable to Exporter of products who are registered under SAME COMPANY in Manufacturer / Processor category also)

Traders can make entries of all the products transferred-in/received from traders (Manufacture/Processor) registered under 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”)

The screenshot shows a web browser window titled 'Tobacco Board - Mozilla Firefox'. The navigation menu includes 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The main heading is 'Product Inwards Transfer In (Self)'. The form contains the following fields:

- Category : Manufacturer Of Virginia tobacc
- Unit Name: UNIT-1-CHENNAI,CHENNAI
- Registration No : TB/MANUFACTURER/2014/5555
- Remarks : (empty text area)

A blue 'Save' button is located to the right of the Remarks field. A red circle highlights the Category and Unit Name fields.

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Figure 25

Trader transfer-in/receiving tobacco products from own traders (processor / manufacture) should

- a) Choose the category from the list.
- b) Once category is chosen whether processor or manufacture, choose the unit from where transfer/receipt is made

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

Note: Trader needs to choose category and the software will auto fill the registration number of the Trader.

Once choosing from category & units details trader may save the entry by clicking on

Save

“SAVE” button as shown in **Figure 25**.

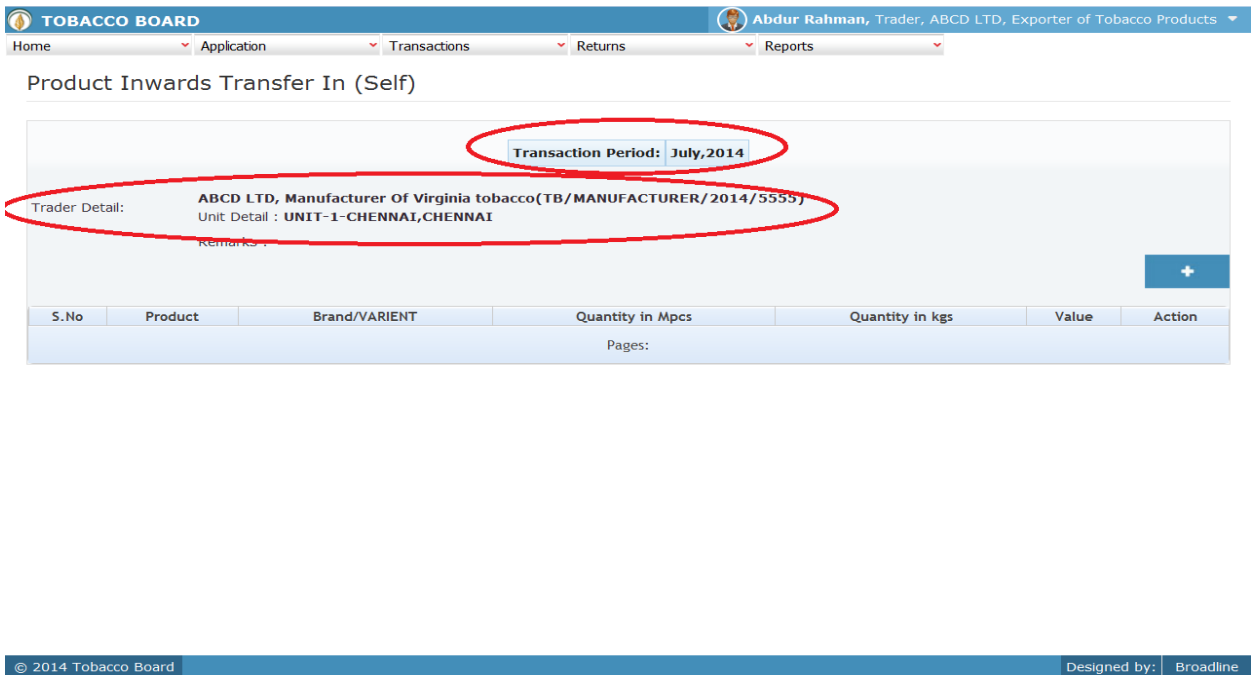


Figure 26

Entries can be made by clicking on the Add Button (+) on the extreme right hand side of the table as shown in **Figure 26**

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

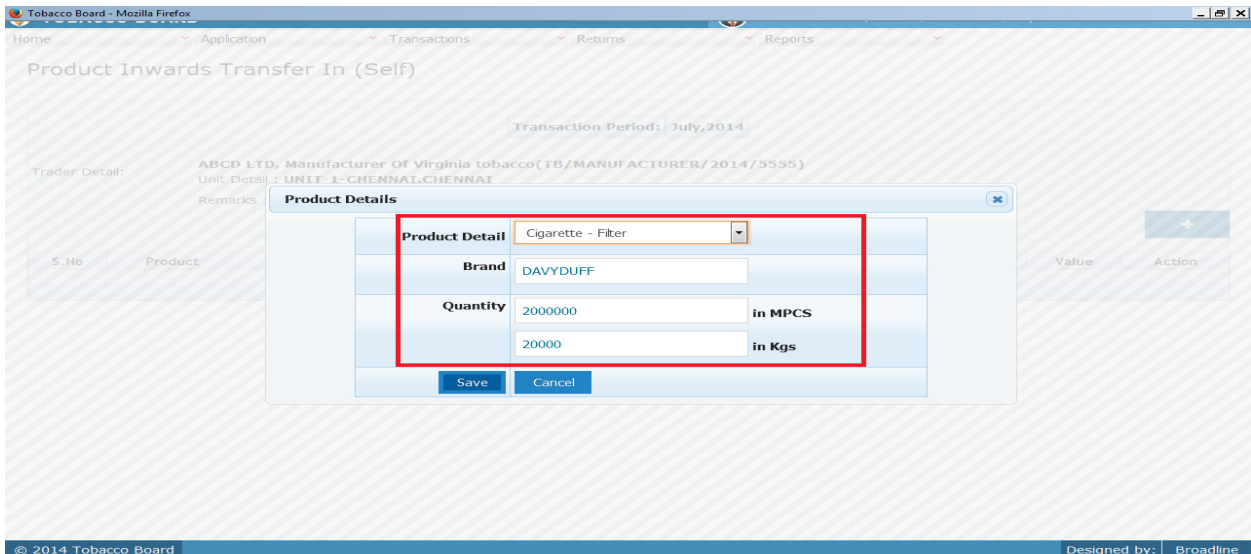


Figure 27

Product Details:

Trader needs to provide the following details for the stocks transferred/received from own manufacture/processor during the transaction period.

- a) **Product Details:** Trader needs to choose from the drop down the product for which they are entering the details.
- b) **Quantity** : Trader needs to specify the quantity of stock for that particular product
- c) **Value** : Trader needs to fill in value of the product mentioned.

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as shown in **Figure 27**

The Product Transfer-In screen (we may call as summary sheet) will as below screenshot once entry is made.

TOBACCO BOARD | Abdur Rahman, Trader, ABCD LTD, Exporter of Tobacco Products

Home | Application | Transactions | Returns | Reports

Product Inwards Transfer In (Self)

Transaction Period: July, 2014

Trader Detail: ABCD LTD, Manufacturer Of Virginia tobacco(TB/MANUFACTURER/2014/5555)
Unit Detail : UNIT-1-CHENNAI,CHENNAI
Remarks :

S.No	Product	Brand/VARIANT	Quantity in Mpcs	Quantity in kes	Value	Action
1	Cigarette - Filter	DAVYDUFF	2000000.00	20000.00		

Pages: << 1 >>



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Figure 28

Trader may observe that record is successfully saved in the Cut tobacco Transfer-in (Self) 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 28**. 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

4.3. Product (Outwards)

All the tobacco transactions concerning to product tobacco moving out of the traders stock via. Exports trader has been categorically classified under this menu

Below Screenshot shows the list of sub menus under Product (Outwards) (“Highlighted below in red circle”)

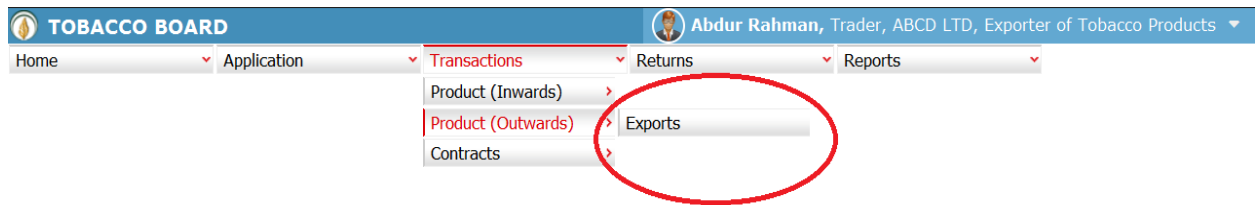


Figure 29

Trader can find under the “**Product (Outwards)**” sub menus which are

4.3.1. Product Exports

Traders can make entries of all the products exports made outside the country 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 product exports screen will be opened as shown in below screen shot **Figure 30**

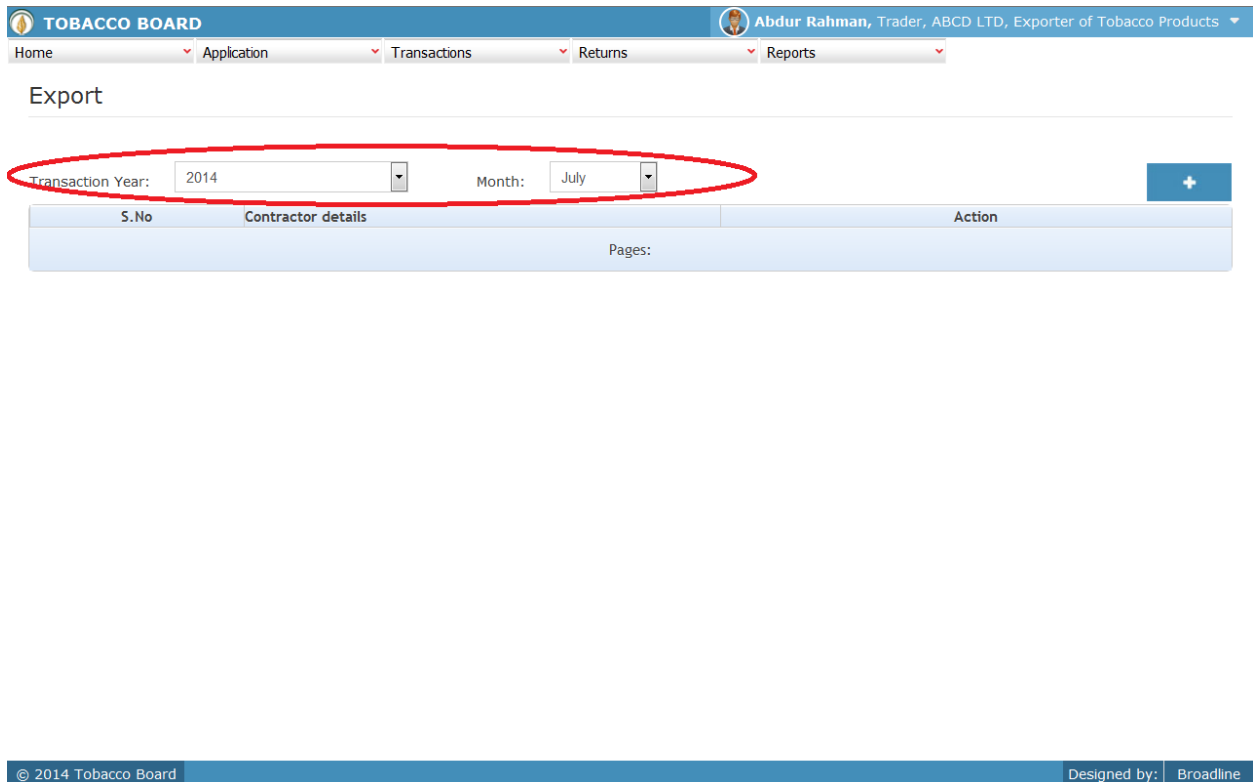


Figure 30

Trader can make entries for any products exports during the transaction period by clicking on the Add button () as shown in  **Figure 30**.

The Products exports 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 exports 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 **Figure30**

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

The screenshot shows the TOBACCO BOARD application interface. At the top, there is a blue header with the TOBACCO BOARD logo and the user's name, Abdur Rahman, Trader, ABCD LTD, Exporter of Tobacco Products. Below the header, there are navigation tabs: Home, Application, Transactions, Returns, and Reports. The main section is titled "Export". Below this, there is a form with a "Contractor Detail" dropdown menu showing "1234/Products/2014 - XYZ Ltd", a "Remarks" text area, and a "Save" button. A red oval highlights the Contractor Detail dropdown menu.

Figure 31

Trader exporting tobacco product outside the country should first choose the Contractor detail to whom tobacco is exported as shown in **Figure 31** (“Highlighted in red color”) and save it.

Note: Trader needs to choose the Contractor details from the drop down list. This list is updated only when trader fills in the details of contract under “Contract” Menu under transactions (Please refer 4.4.1)

Once saved trader may observe following screen is shown

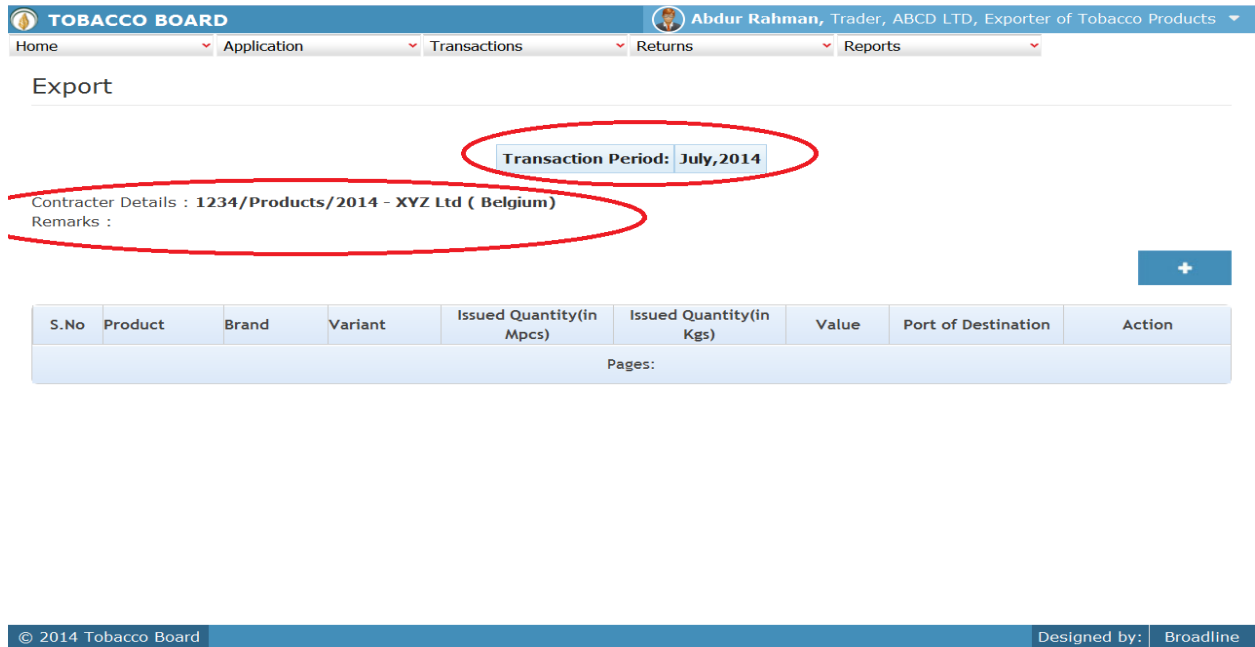


Figure 32

Entries can be made by clicking on the Add Button () on  extreme right hand side of the table as shown in **Figure 32**

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

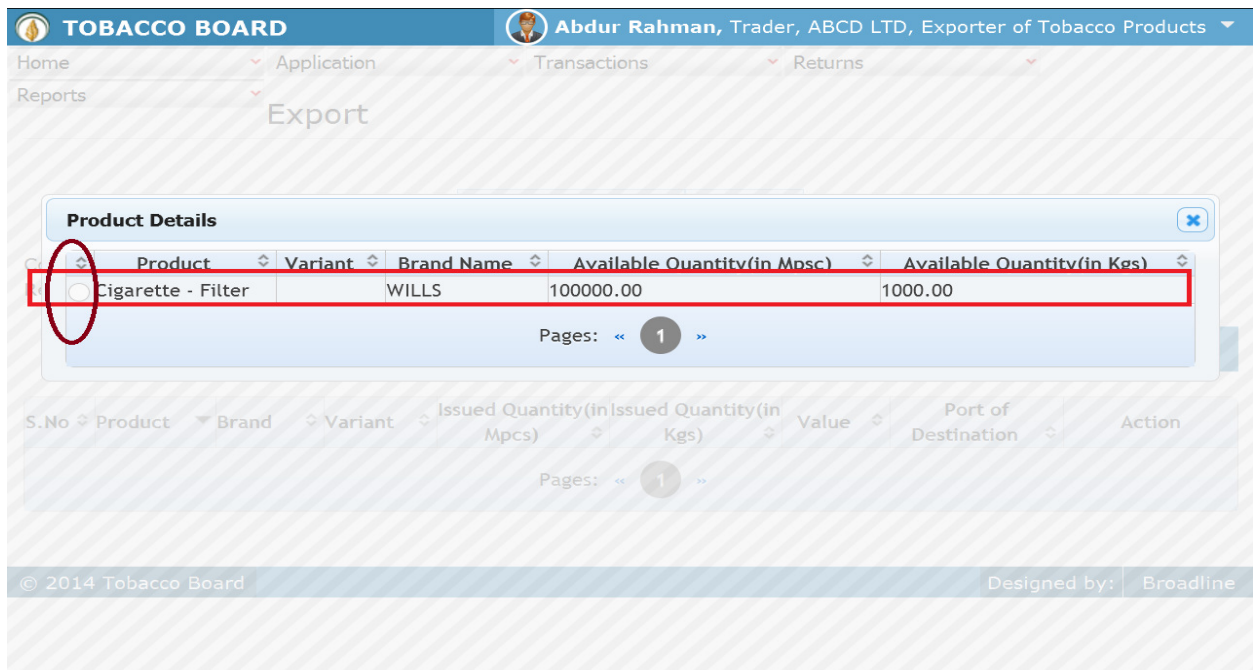


Figure 33

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

List of Screens (All tobacco clubbed together)

1. Product Opening Balance
2. Purchases from other traders
3. Transfer-In from (other Traders)
4. Transfer-In (Self)

The list shown in above screenshot **Figure 33** comprises of all the tobacco the trader has in stock by clubbing all the tobacco product stocks enter in above **list of screens**.

Trader may choose from the list tobacco quantity that is been exported by clicking the radio button under select column in **Figure 47** (“highlighted in red Color Circle”)

Note: Exporter of tobacco product will only get the list containing stock of that tobacco product which he had mentioned under that particular contract.

On selection of anyone of the tobacco product by clicking on the radio button before it following screen is opened as shown in below screenshot **Figure 34**

Product Detail		Cigarette - Filter
Brand Name	WILLS	
Quantity able to Export in Kgs	22000.00	
Available Quantity to Export in Kgs	1000.00	
Quantity able to Export in Mpcs	20000.00	
Available Qunatity in Mpcs	100000.00	
Port of Destination	BELGIUM - BRUSSELS	
Quantity	15000	in MPCS
		in Kgs
Value	100000	in Lakhs

Figure 34

Quantity able to Export:

Trader may observe that the software will update the quantity of tobacco that is permissible to exported under the contract that trader has made and trader cannot change the value as he has saved this details under “**contracts**” Menu.

Available quantity:

Trader may observe that the software will update the total availability of that particular tobacco in stock as per the records entered in **Product (Inwards)**

Trader needs to provide following details:

- a) **Issued Quantity:** Trader needs to fill in the quantity that has been issued from the available quantity

Note:

- i. Trader will not be allowed to enter quantity greater than permissible quantity

Issued quantity =< Quantity able to Export

- ii. Trader will not be able issue greater than available in stock

Issued quantity =< Available quantity

- b) **Value:** Trader needs to fill in the value of the tobacco product exported

- c) **Port of Destination:** Trader may choose from the drop down the destination

Once trader makes the entry of exported quantity they can save it by clicking on to the “save” button below in **Figure34**.

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



TOBACCO BOARD Abdur Rahman, Trader, ABCD LTD, Exporter of Tobacco Products

Home Application Transactions Returns Reports

Export

Transaction Period: July,2014

Contracter Details : 1234/Products/2014 - XYZ Ltd (Belgium)
Remarks :

S.No	Product	Brand	Variant	Issued Quantity(in Mpcs)	Issued Quantity(in Kgs)	Value	Port of Destination	Action
1	Cigarette - Filter WILLS			15000.00	800.00	100000.00	BELGIUM - BRUSSELS	 

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Figure 35

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

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

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

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

Similarly a Trader can make number of entries of products exported under various contracts during a particular transaction period and subsequently make number of entries for each contract individually.

Note: If a particular tobacco product is exported by the trader under the menu “Product (Outwards) - Export” the same tobacco product cannot be edited under the “Product (Inwards)” – List of screens wherever it has been entered

4.4. Contracts:

Details of all the contracts made by Exporter of Tobacco Products can be entered into the software by using this menu option.

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

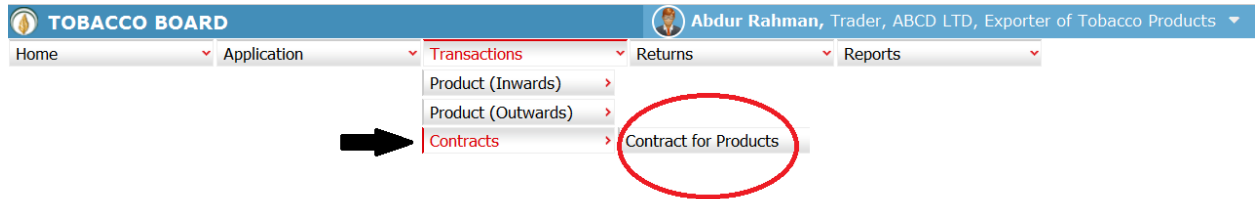


Figure 36

Trader can find under the “Contracts” sub menus which are

4.4.1. Contracts of Tobacco Products

Exporter of Tobacco Products can make entries of all the contracts made by them with all the details of the contracts as shown in below screenshot (“Highlighted in Red Circle”)

TOBACCO BOARD | Abdur Rahman, Trader, ABCD LTD, Exporter of Tobacco Products

Home Application Transactions Returns Reports

Contracts For Product

S.No	Contract No	Contract Date	Contractor Name	Country & Destination	Contract Period		Status
					From	To	
1	1234/Products/2014	04/08/2014	XYZ Ltd	Belgium Belgium	08 - 2014	11 - 2014	complete

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Figure 37

Trader may observe in above screen shot **Figure 37** that “1 entry” has been made of contracts made with the contractor outside the country (“Highlighted in red rectangular box”)

New contract details can be added by clicking on the add button (+) on the extreme right hand side of the table shown in **Figure100**.

Trader may observe that column “Status” on the right end of the table (“Highlighted in red circle). This shows that whether trader has completed making all entries he has committed under the contract and freezes the contract details.

Note:

- a) Status once “Completed” trader can make no more entries under that contract.

b) Unless the trader complete the entry of tobacco products to be exported under the contract and save it by changing status to complete they cannot make exports for that contract under menu

i. Product (Outward) –Exports

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

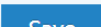
Contract Details			
Contract No	ARGD/Cigaratte/2015	Contract Date	19/08/2014
Contract With	FUJI Ltd	Remarks	
Country Name	Brazil	Destination Place	Rio de Jeanrio
Contract Period From	Month: August Year: 2014	Contract Period To	Month: December Year: 2014

Figure 38

Contract Details:

Trader needs to provide following details of the contracts made

- a) **Contact no** : Trader needs to enter the contract number.
- b) **Contract Date** : Date of contract needs to provide
- c) **Contract With** : Name of the contractor for whom tobacco is exported
- d) **Country** : Name of the country to which contract is made
- e) **Destination Place** : Name of the place where the export is to be made
- f) **Contract Period From** : Start period of the contract
- g) **Contract Period To** : End Period of contract
- h) **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 38**.

The Contract Details screen (we may call as summary sheet) will as below screenshot once entry is made.



Contracts For Product Details Back

Contract No	Contract Date	Contrator Name	Country & Destination	Contract Period		Action
				From	To	
ARGD/Cigaratte/2015	19/08/2014	FUJI Ltd	Brazil Rio de Jeanrio	08 - 2014	12 - 2014	



S.No	Product	Brand	Grade	Contracted Quantity(in Mpcs)	Contracted Quantity(in Kgs)	Value	Action
Pages:							


Complete Cancel

Figure 39

Trader may observe that record is successfully saved in the Contract detail for tobacco product screen (“Highlighted in red color rectangle Box”).

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 1image under Action column. This icon have following function.

-  This image can be clicked on to edit any information in the list

The trader can make multiple entries of various tobacco product made under this contract to this screen by clicking on the add button at the right hand side of the table (Highlighted in red circle) in **Figure 39**

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

The screenshot shows the 'TOBACCO BOARD' application interface. At the top, there is a navigation bar with 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The user is identified as 'Abdur Rahman, Trader, ABCD LTD, Exporter of Tobacco Products'. The main heading is 'Contracts For Product Details'. A table lists contracts with columns for Contract No, Contract Date, Contrator Name, Country & Destination, Contract Period (From/To), and Action. A 'Product Details' modal form is open, containing the following fields:

Product Detail	Smoking Mixture
Brand Name	ABC
Quantity	300000 in kgs
Value	100000 in Lakhs
Remarks	optional

Buttons for 'Save' and 'Cancel' are located at the bottom of the form. The footer of the application shows '© 2014 Tobacco Board' and 'Designed by: Broadline'.

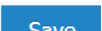
Figure 40

Product Details:

Trader needs to provide the following details for the self stocks available during opening of the month.

- Product Details:** Trader needs to choose from the drop down the product for which they are entering the details, if not available in list trader may choose “Others” option from the list and give the details
- Brand Name** : Trader needs to mention the name of the brand for the product.
- Quantity** : Trader needs to specify the quantity of stock for that particular product
- Value** : Trader needs to fill in value of the product mentioned.

Note: Quantity for cigarettes need to be given in million pieces (Mpcs) mandatorily.


Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as  shown in **Figure 40**.



The Contract detail for tobacco product screen (we may call as summary sheet) will as below screenshot once entry is made.

TOBACCO BOARD Abdur Rahman, Trader, ABCD LTD, Exporter of Tobacco Products

Home Application Transactions Returns Reports

Contracts For Product Details Back

Contract No	Contract Date	Contrator Name	Country & Destination	Contract Period		Action
				From	To	
ARGD/Cigarrette/2015	19/08/2014	FUJI Ltd	Brazil Rio de Jeanrio	08 - 2014	12 - 2014	

S.No	Product	Brand	Grade	Contracted Quantity(in Mpcs)	Contracted Quantity(in Kgs)	Value	Action
1	Smoking Mixture	ABC			300000.00	100000.00	 



Pages: << 1 >>

Complete Cancel

Figure 41

Note: After making an entry you can find an updated table as above screen shot **Figure 41**. 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 2images under Action column. Both icons have different functions.

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

Once trader finishes making all the entries under the particular contract and is ensured that he has made all the correct entries under the contract he may freeze the contract by clicking on the **“COMPLETE”** icon below.

Note: Trader must be completely satisfied before clicking the complete button as they cannot edit or change any entry under the contract once it is **“completed”**. (As shown in below screenshot)

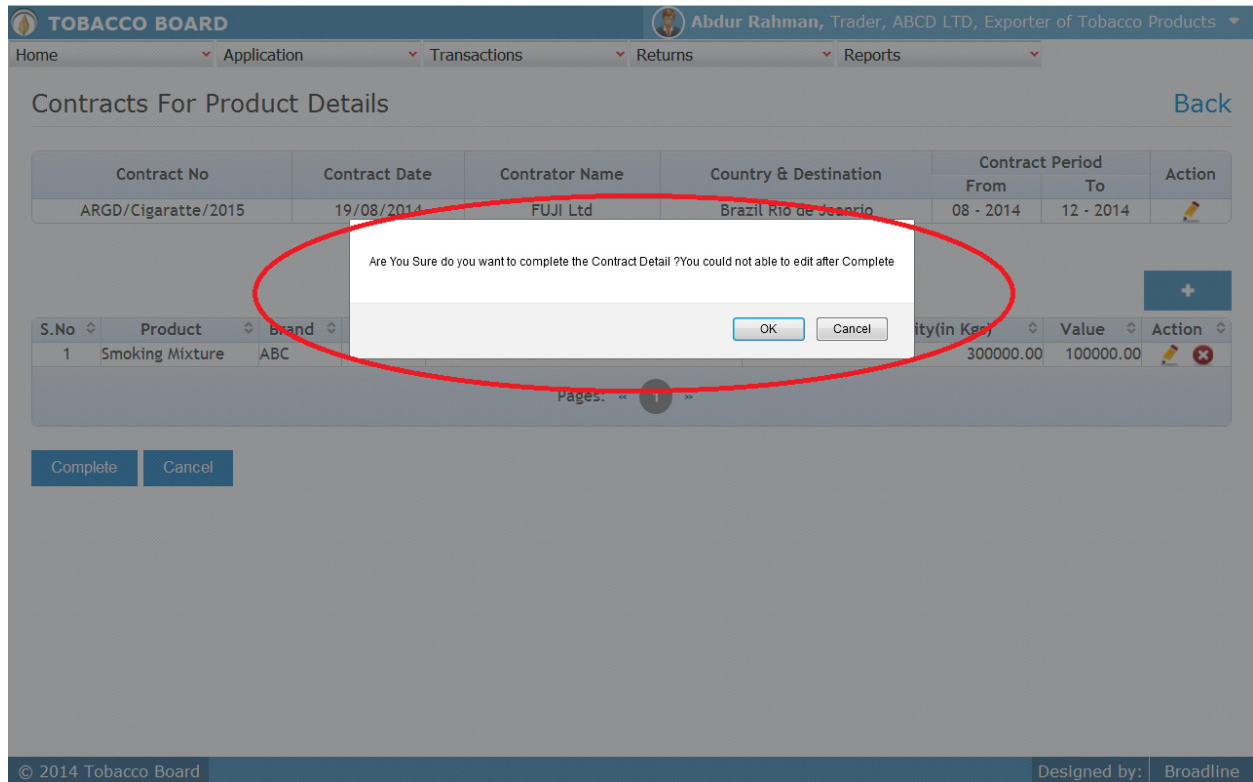


Figure 42

Once the trader completes the entries for the contract they may make exports under the particular contract until then there the contract will not be listed under the Exports Screen under Product (Outwards) menu.

On Clicking and confirming the completion of the contract details the following screen shall be updated.

The screenshot displays the TOBACCO BOARD interface. At the top, there is a navigation bar with the user's name 'Abdur Rahman, Trader, ABCD LTD, Exporter of Tobacco Products' and a dropdown menu with options: Home, Application, Transactions, Returns, and Reports. Below this, the page title is 'Contracts For Product'. A table lists contract details. The table has columns: S.No, Contract No, Contract Date, Contrator Name, Country & Destination, Contract Period (From, To), and Status. Two rows are shown, both with a status of 'complete'. A red box highlights the entire table area, and a red circle highlights the 'complete' status in the second row.

S.No	Contract No	Contract Date	Contrator Name	Country & Destination	Contract Period		Status
					From	To	
1	1334/Products/2014	04/08/2014	XYZ Ltd	Belgium Belgium	08 - 2014	11 - 2014	complete
2	ARGD/Cigaratte/2015	19/08/2014	FUJI Ltd	Brazil Rio de Jeanrio	08 - 2014	12 - 2014	complete

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Figure 43

Trader may observe that record is successfully saved in contracts 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.

Trader may observe that status of the entry made is “Completed” (Highlighted in red circle)

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 unless 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 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 are made.

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.

5.1.1. FORM 18 Submission:

Trader can navigate to Returns Menu and click on FORM 18 as shown in below screen shot.

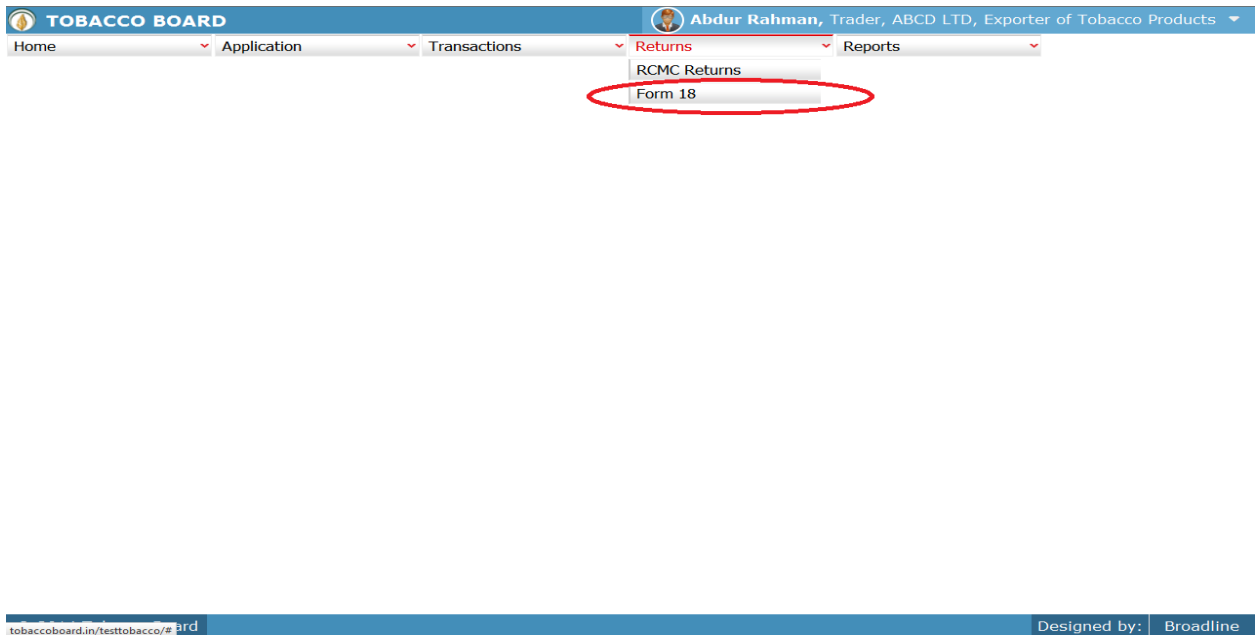


Figure 44

Trader may observe the List of months and the status of the returns as shown below **Figure44**

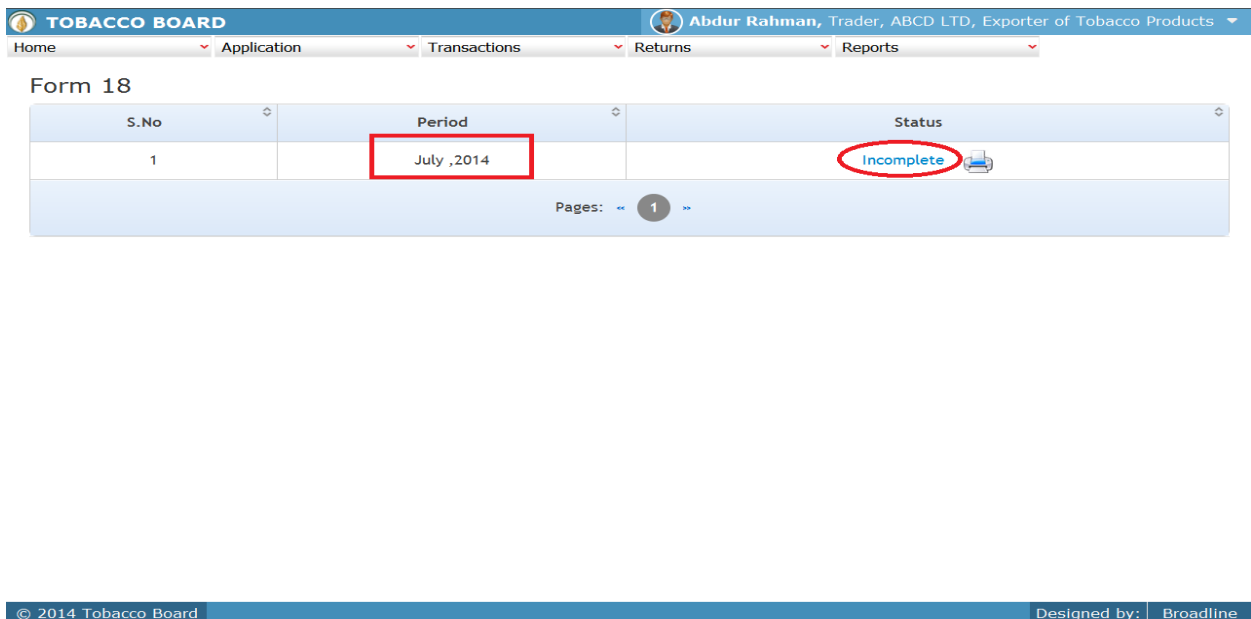


Figure 45

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 45**.

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

Form 18

Products Submission

Sl No	Contract No. and date/firm order and date with the name of the country entered for export of tobacco products during the month under report*				Contracted			Export against the contract made during the month			Export against the contract made during previous months if any			Balance			Port of destination
	Contract No	Date of Contract	Country	Product	Qty		Value	Qty		Value	Qty		Value	Qty		Value	
					(in Mpcs)	(in Kgs)	(Lakhs)	(in Mpcs)	(in Kgs)	(Lakhs)	(in Mpcs)	(in Kgs)	(Lakhs)	(in Mpcs)	(in Kgs)	(Lakhs)	
1	DRGT/SNUFF/3456	02/07/2014	Bangladesh	Smoking Mixture		20000.00	10000.00	0.00	15000.00	75000.00	0.00	0.00	0.00		5000.00	-65000.00	DHAKA

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Figure 46

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 46** (Highlighted in red circle above).

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

Form 18

Products **Submission**

Return Details	July, 2014
Late:	0 (INR)
Previous Month Return Fee :	0.00 (INR)
Total :	0.00 (INR)

[Proceed to Submit](#)

Note : After Submission you will not be allowed to edit the transaction details related to this returns

Figure 47

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 47**.

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)

For ex: If trader wants to submit returns for the month of November, they must submit returns of all previous months.