

**Traders' Returns**  
**User Guide**  
**For**  
**Exporter of Unmanufactured Tobacco**



*User Guide Developed by:*



**Version: 1.0**

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# 1. INTRODUCTION

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

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

## TRADERS RETURN E-FILING MODULE – OVERVIEW

### Before you begin:

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

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

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



## 2. PRE-REQUISITES

The Trader must have the following:

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



**Figure 1**

- 2.3. In the software application, traders will be identified with a unique ID. The traders will be required to register in the trader registration module to obtain their unique Id, which is a pre-requisite for participation in the portal activities.
- 2.4. The portal is compatible with all browsers, however **Mozilla Firefox** is preferred.
- 2.5. A valid e-mail account with enough space to receive mails. If you are a regular trader to the Tobacco Board we recommend a dedicated email account and an alternate e-mail account in case the preferred e-mail service has some problem of receiving and sending

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

Gmail	:	<a href="http://www.gmail.com">http://www.gmail.com</a>
Hotmail	:	<a href="http://www.hotmail.com">http://www.hotmail.com</a>
SIFY	:	<a href="http://www.sify.com">http://www.sify.com</a>
Rediff	:	<a href="http://www.rediffmail.com">http://www.rediffmail.com</a>
Yahoo	:	<a href="http://www.yahoo.com">http://www.yahoo.com</a> (or) <a href="http://www.yahoo.co.in">http://www.yahoo.co.in</a>

### **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 Unmanufactured 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


**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)

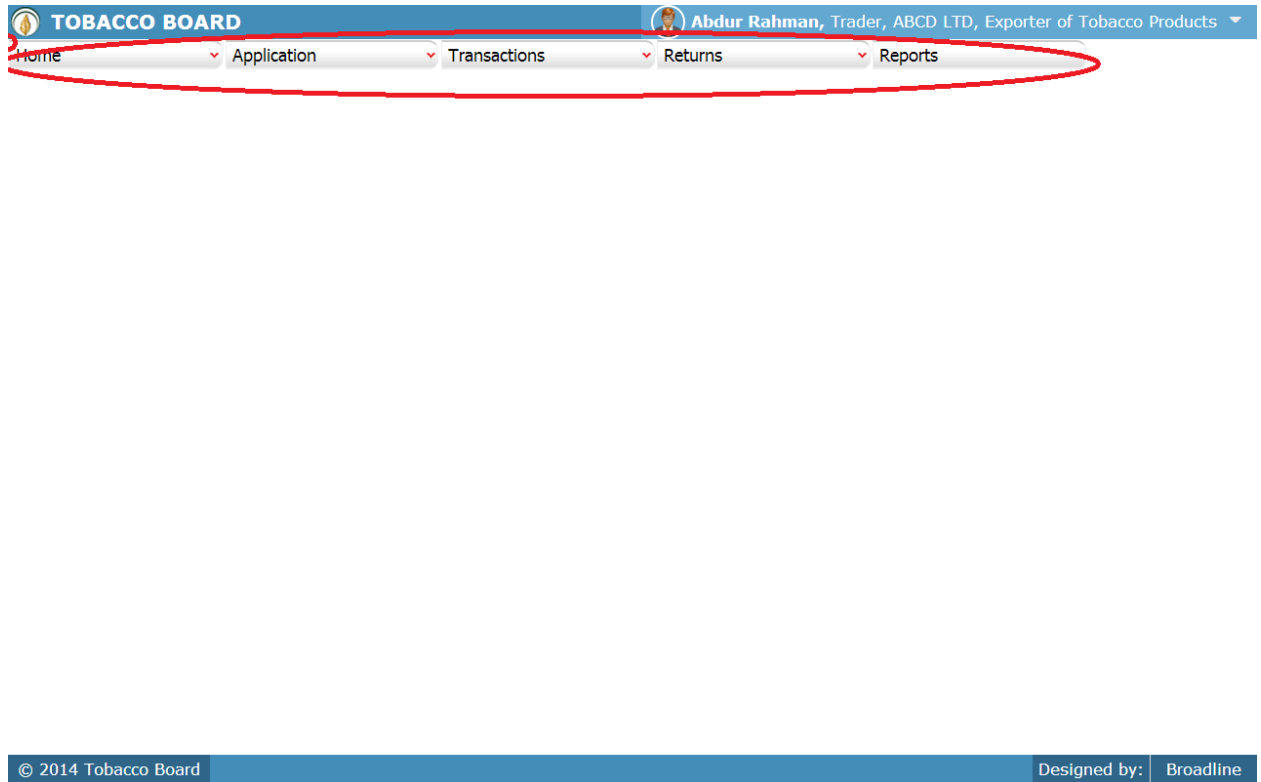
Once Exporter of Unmanufactured Tobacco clicks on ***“Registered”*** under the particular category they can find dashboard associated to that category.

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 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”**)

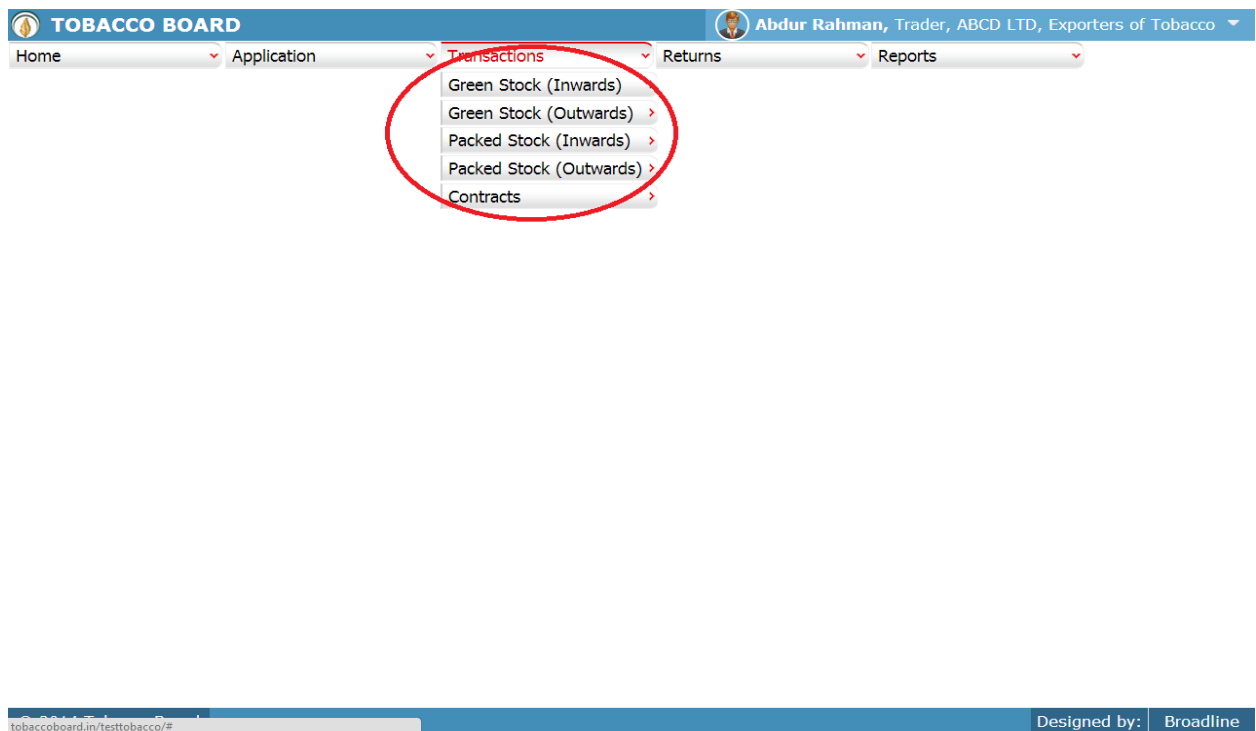


Figure 5

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, Threshing, Exports etc.
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, Exports, Transfer etc.
5. **Contracts:** This menu is provided to make entries of all the exports contracts made by the Exporter of Unmanufactured Tobacco in detail to export Green and Packed stocks of tobacco out of India.

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”)

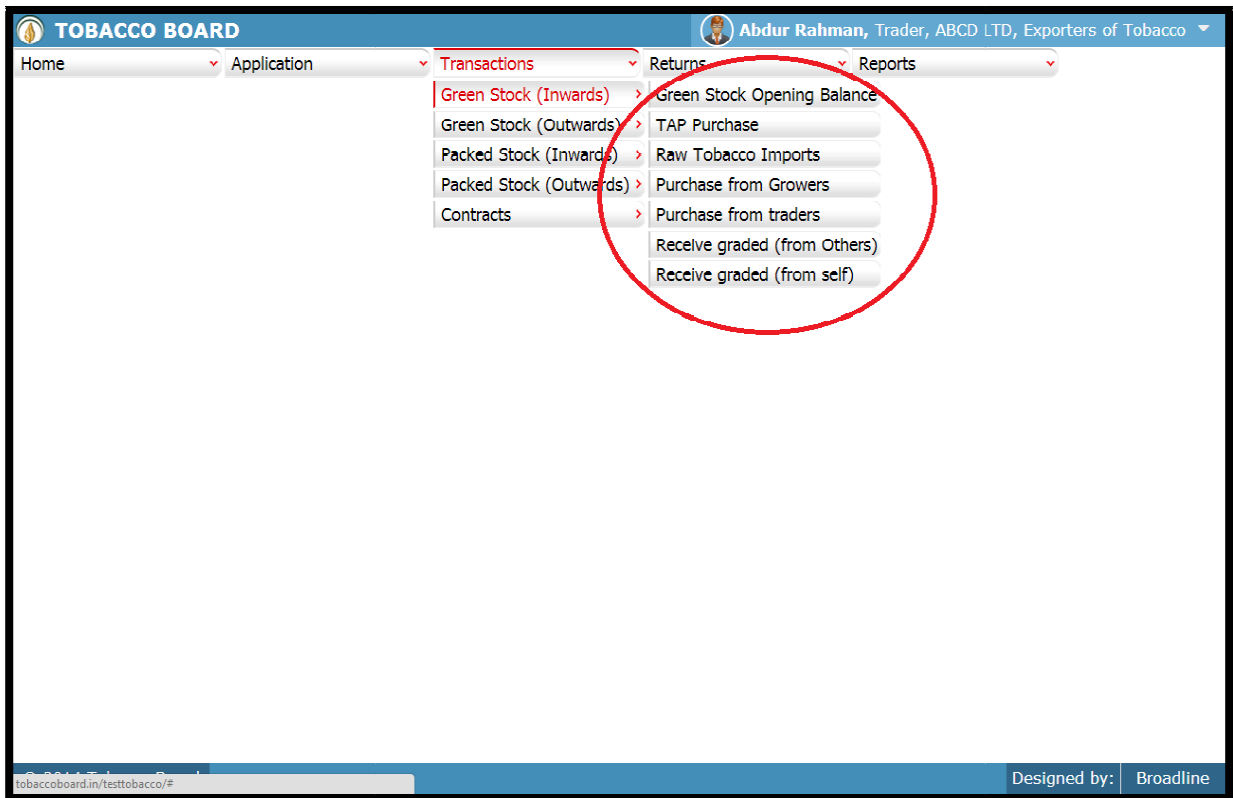


Figure 6

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 Exporter of Unmanufactured 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.

The screenshot displays the 'TOBACCO BOARD' interface. At the top, a navigation bar includes 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The 'Application' menu is selected, showing 'Green Stock Opening Balance' as a sub-option, which is circled in red. Below this, a form allows selecting the 'Transaction Year' (set to 2014) and 'Month' (set to July), with a red box around these fields. A table below the form has columns: 'Sl.', 'Crop Information', 'Opening Balance(in Kgs)', 'Remarks', and 'Actions'. The footer contains '© 2014 Tobacco Board' and 'Designed by: Broadline'.

**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 Exporter of Unmanufactured 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?**

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 green stocks available with the Exporter of Unmanufactured 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.

**TOBACCO BOARD**

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

### Green Stock Opening Balance

Green Stock Opening Balance

Transaction Period: July, 2014

<b>Crop Information</b>	
Tobacco Detail	Select tobacco
Year	
Grade	
Quantity kgs	
Remarks	
Save	Cancel

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Designed by: Broadline

**Figure 8**

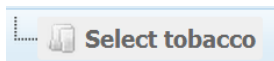
Trader may observe that as per the selection of transaction year made in previous screen the Transaction period is shown here (“Highlighted in red Circle”).

### 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



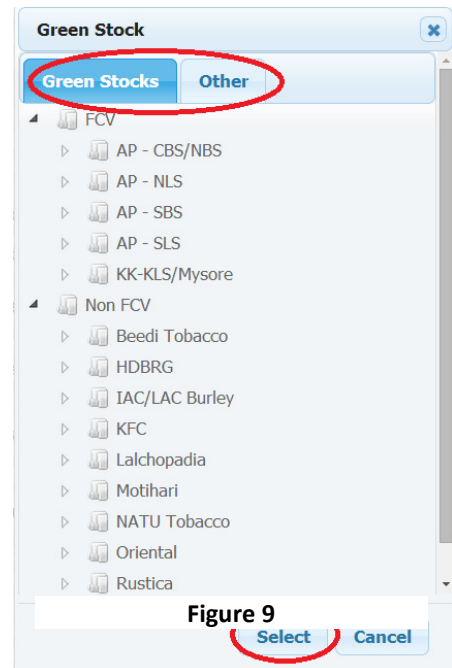
button .

**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.

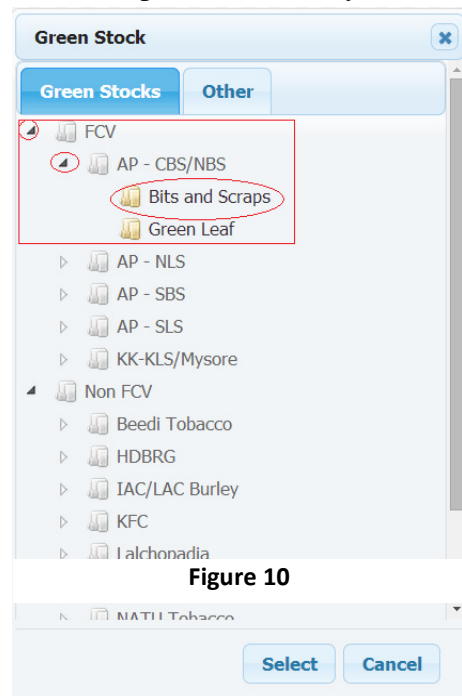
Trader Can click on each node to explore the below levels of the particular variety.

**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.

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



**Figure 10**

**TOBACCO BOARD** | **Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco**

Home | Application | Transactions | Returns | Reports

**Green Stock Opening Balance**

Transaction Period: July, 2014

<b>Crop Information</b>	
<b>Tobacco Detail</b>	<div> <div>FCV</div> <div>AP - CBS/NBS</div> <div>Bits and Scraps</div> </div>
<b>Year</b>	2005
<b>Grade</b>	MEDIUM
<b>Quantity kgs</b>	100000
<b>Remarks</b>	OPTIONAL
<div>Save</div> <div>Cancel</div>	

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**Figure 11**

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

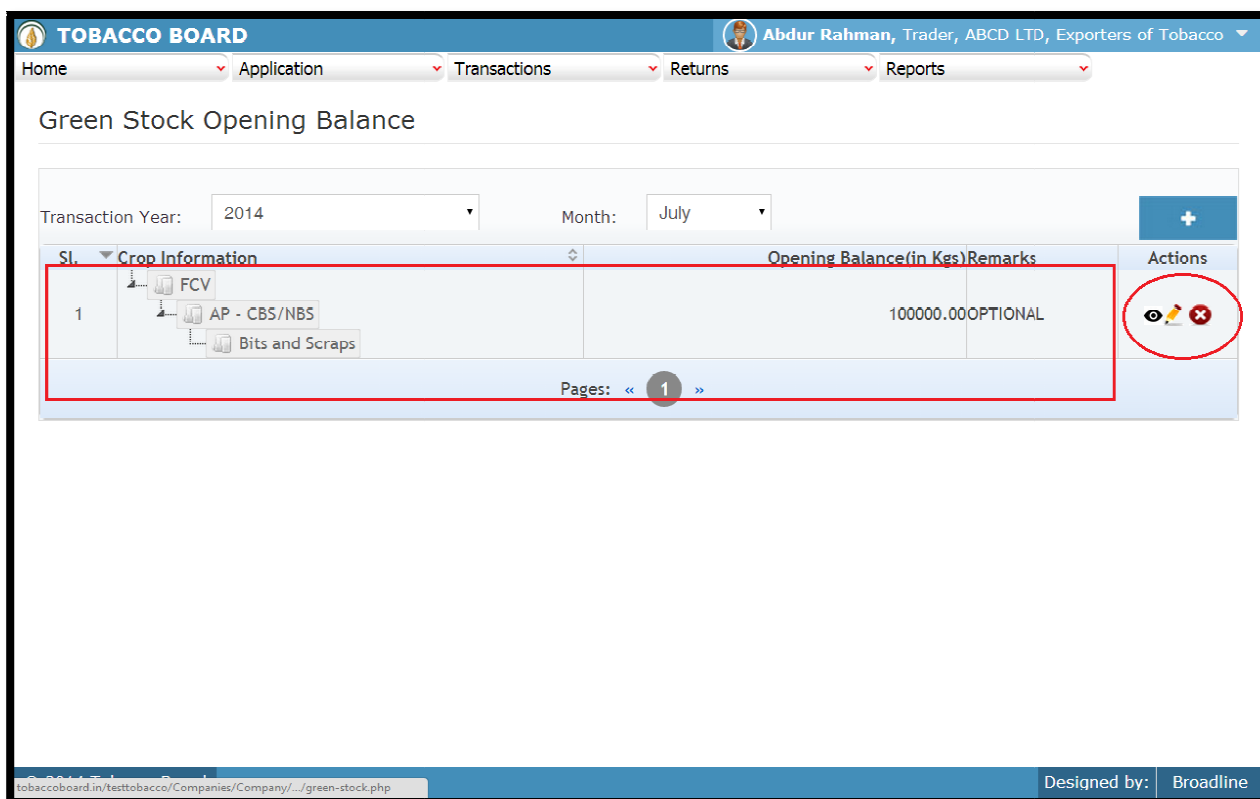
- b) Year** : This is the crop year of the Tobacco chosen by the trader. Trader can click on the drop down and select the crop year.
- c) Grade** : Grade of the tobacco needs to chosen from the drop down.
- d) Quantity** : Trader has to fill in the quantity of tobacco mention (in Kgs).
- e) Remarks** : 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

**TOBACCO BOARD** | Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home | Application | Transactions | Returns | Reports

**TAP purchase** | Transaction Period: July, 2014

Crop Information	
<b>Tobacco Detail</b>	<div> <div>FCV</div> <div>AP - SBS</div> <div>Bits and Scraps</div> </div>
<b>Year</b>	2007
<b>Grade</b>	MEDIUM
<b>Name of TAP</b>	Kaligiri, Nellore, Andrapradesh
<b>Quantity kgs</b>	200000
<b>Remarks</b>	OPTIONAL
<div>Save</div> <div>Cancel</div>	

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**Figure 14**

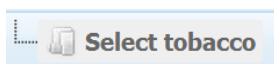
Trader may observe that as per the selection of transaction year made in previous screen the Transaction period is shown here

### **Crop Information:**

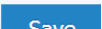
Trader needs to provide following details of the crop purchased at auction platform

#### **a) Tobacco Details:**

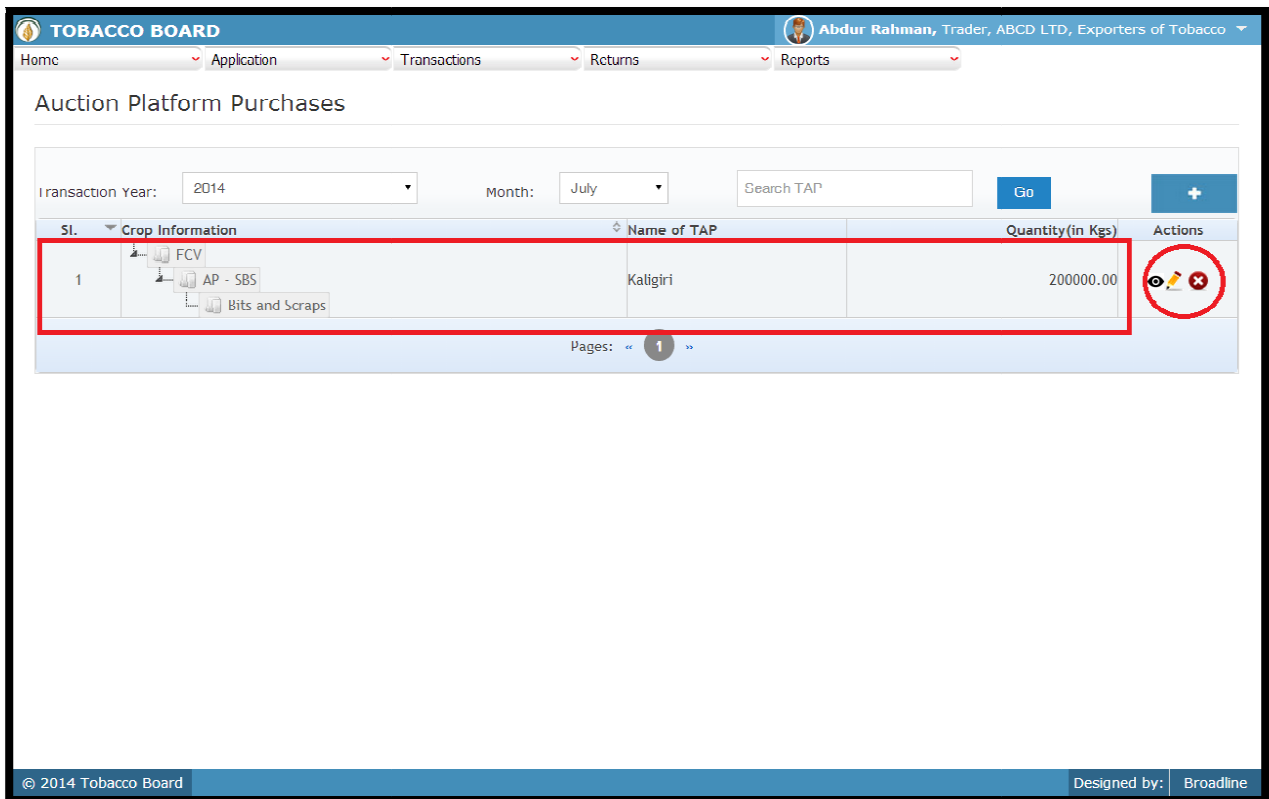
This selection has to be made in various screens by the trader as seen in above screenshot you may find button



- 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 be 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 mentioned (in Kgs).
- f) Remarks** : This is 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”)

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Raw Tobacco Purchase from Imports

Transaction Year: 2014 Month: July Search IMP Go +

Sl.	Crop Information	Imported from	Quantity (in Kgs)	Values (in Lakhs)	Actions
-----	------------------	---------------	-------------------	-------------------	---------

Pages:

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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

**TOBACCO BOARD**

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

**Import Tobacco**

Transaction Period: July, 2014

**Crop Information**

Tobacco Detail Select tobacco

Year 2002

Grade BRIGHT

**Imported From**

Name Walter Tobacco Company

Country Australia

Quantity (in Kgs) 300000

Value (in Lakhs) 20

Remarks NONE

Save Cancel

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**Figure 17**

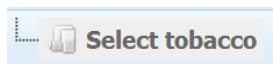
Trader may observe that as per the selection of transaction year made in previous screen the Transaction period is shown here.

### **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 be chosen from the drop down.

### **Imported From:**

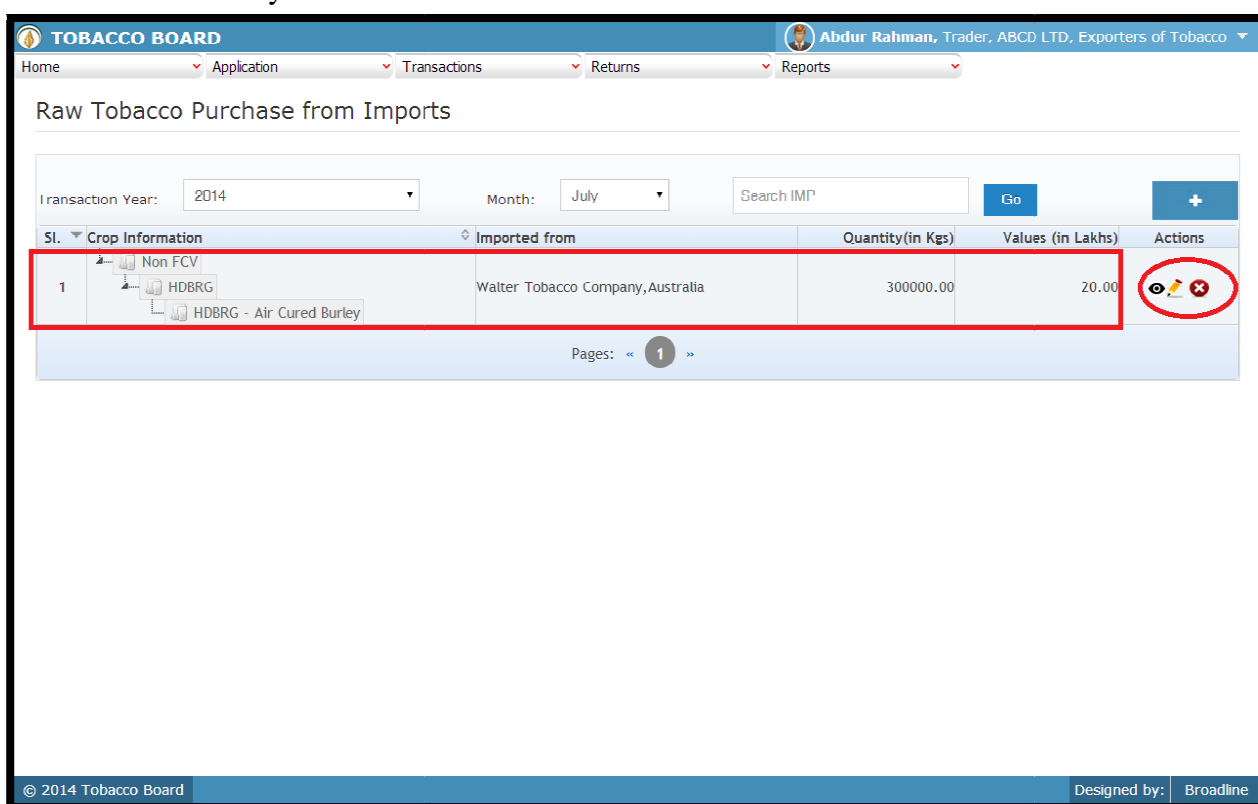
Trader needs to provide following details of the Company from whom the tobacco is imported (“Highlighted in Red rectangular box”)

**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.






TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Raw Tobacco Purchase from Imports

Transaction Year: 2014 Month: July Search IMP Go +

Sl.	Crop Information	Imported from	Quantity(in Kgs)	Values (in Lakhs)	Actions
1	Non FCV HDBRG HDBRG - Air Cured Burley	Walter Tobacco Company, Australia	300000.00	20.00	  

Pages: << 1 >>




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**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”)

Sl.	Crop Information	Name of Grower	TBGR Regn No	Quantity(in Kgs)	Values (in Lakhs)	Actions
Pages:						

**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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Raw Tobacco Purchase from Growers

Growers Tobacco

Transaction Period: July, 2014

Crop Information

Tobacco Detail

Non FCV

Lalchopadia

Lalchopadia

Year: 2003

Grade: LOW

Growers Name: Srinivas Rao

Quantity (in Kgs): 300000

Value (in Lakhs): 0.1

Remarks

Save Cancel

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**Figure 20**

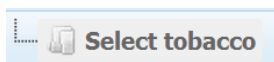
Trader may observe that as per the selection of transaction year made in previous screen the Transaction period is shown here

### 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 be 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 mentioned (in Kgs).
- f) **Remarks** : This is 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”)

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports


### Raw Tobacco Purchase from Traders

Transaction Year: 2014 Month: July Search Trader Name Go +

Sl.	Crop Information	Name of Trader	TB Regn No	Quantity(in Kgs)	Values (in Lakhs)	Actions
Pages:						

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**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**

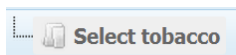
Trader may observe that as per the selection of transaction year made in previous screen the Transaction period is shown here

### **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

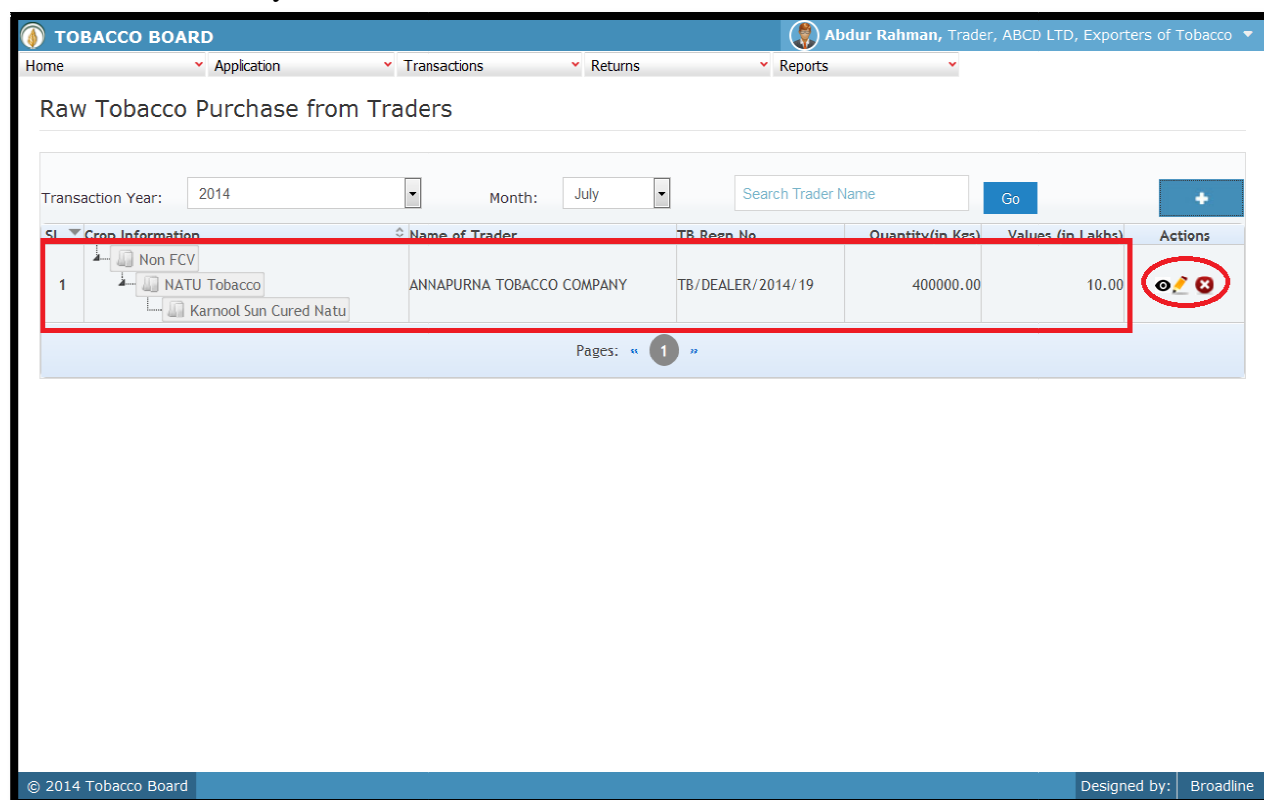


- b) Year** : This is the crop year of the Tobacco chosen by the trader. Trader can click on the drop down and select the crop year.
- c) Grade** : Grade of the tobacco needs to be chosen from the drop down.
- d) TB Regn no** : Trader needs to fill in the Tobacco Board registration number of the trader 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 mentioned (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”)

The screenshot shows the 'TOBACCO BOARD' application interface. At the top, there's a navigation bar with 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The user is logged in as 'Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco'. The main heading is 'Grading(Returned) from Others'. Below this, there are two dropdown menus: 'Transaction Year' set to '2014' and 'Month' set to 'July'. These two dropdowns are circled in red. To the right of these dropdowns is a blue button with a white '+' sign. Below the dropdowns is a table with the following columns: 'Sl.', 'Crop Information', 'Graded Quantity(in Kgs)', 'Process Loss(in Kgs)', 'Ungraded Quantity(in Kgs)', and 'Actions'. The table is currently empty. At the bottom of the page, there's a footer with '© 2014 Tobacco Board' and 'Designed by: Broadline'.

**Figure 25**

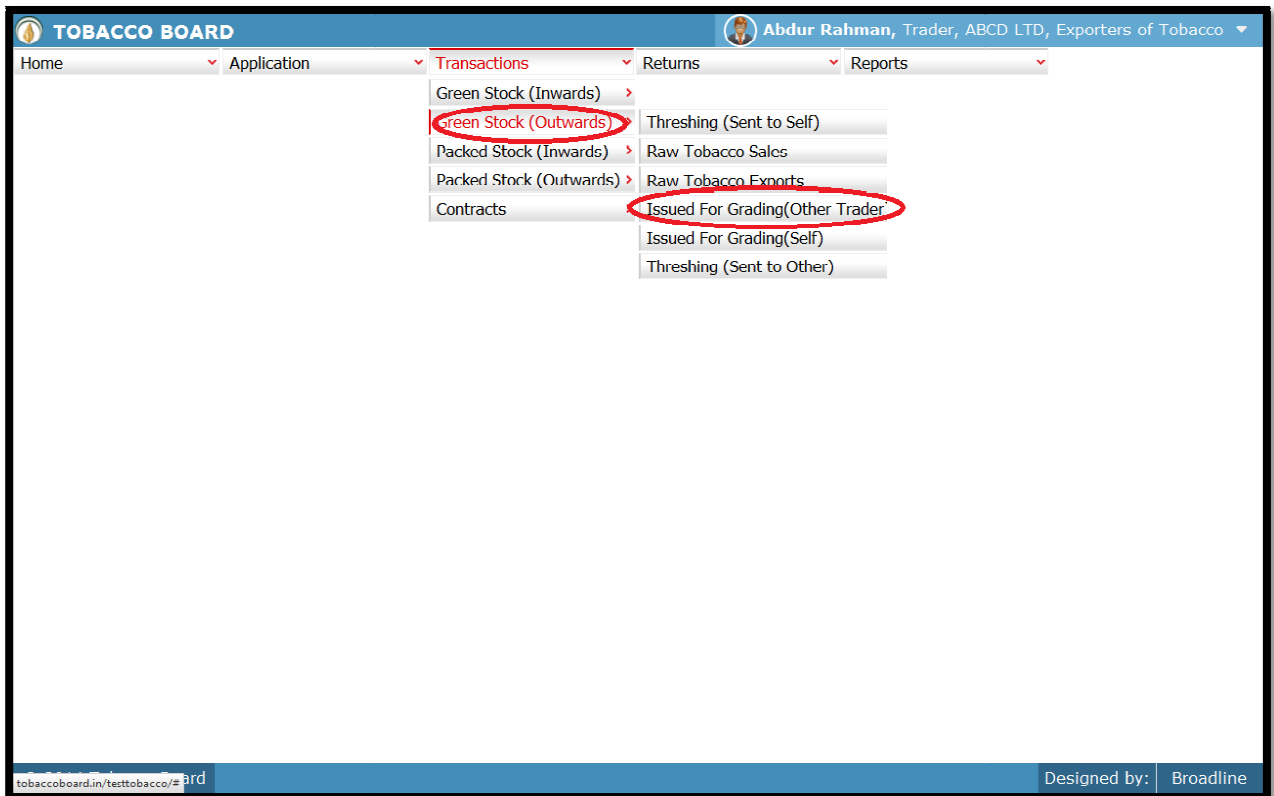
**Note:** This screen is linked to the Green stock (Outwards) – Issued for Grading (other Traders) with the logic following that unless there is an issues by the trader to commercial grader, there cannot be any receipts made. Therefore, trader can only choose and receive any tobacco back from grader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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Issued For Grading(Other Trader)

Transaction Year: 2014 Month: July

+

Sl.	TB.Regno	Trader Name	Actions
Pages:			

© 2014 Tobacco Board

Designed by: Broadline

**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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Issued For Grading(Other Trader)

TB.Regno : TB/CG/2014/2 Trader Name : JAKKAMPUDI KRISHNA KUMAR Remarks : Save

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks
-----	----------------	-----------	------------	-------------------------	---------

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**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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Issued For Grading(Other Trader)

Transaction Period: July, 2014

TB.Regno : TB/CG/2014/24 Trader Name : JAKKAMPUDI KRISHNA KUMAR Remarks : +

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks	Actions
-----	----------------	-----------	------------	-------------------------	---------	---------

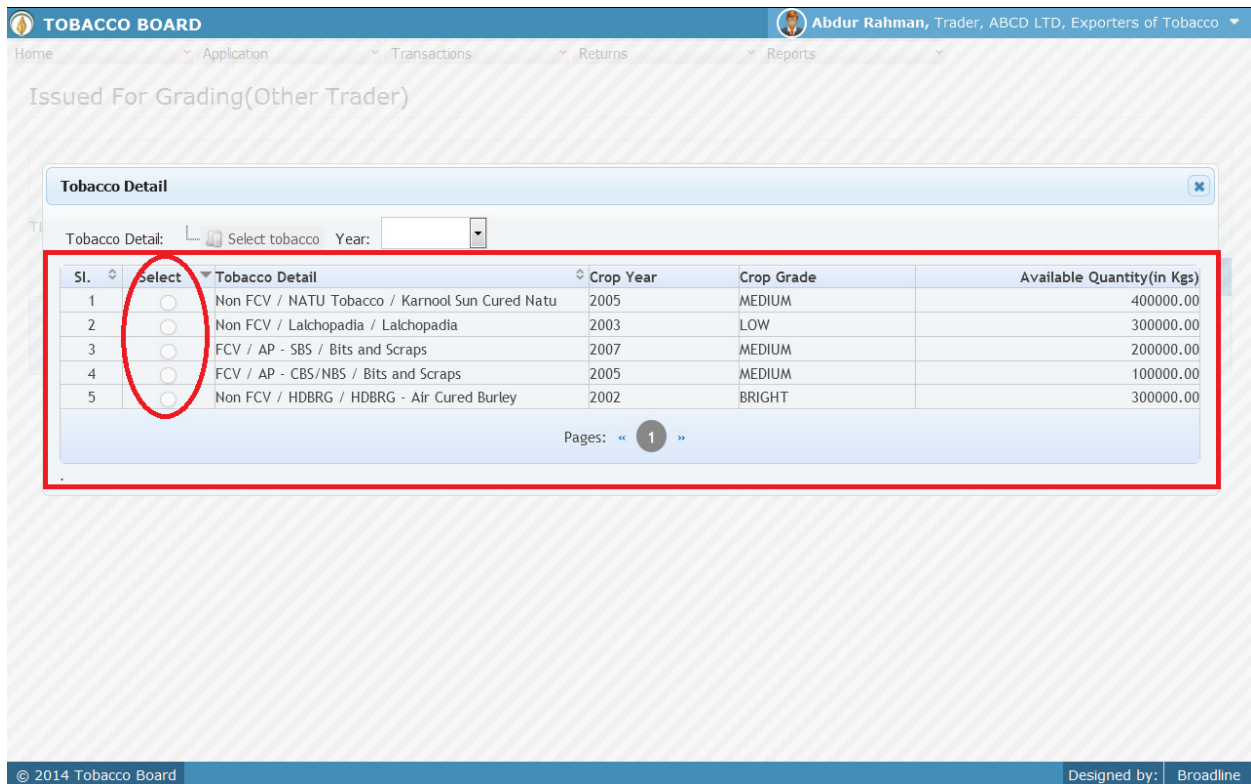
Pages:

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**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



Sl.	Select	Tobacco Detail	Crop Year	Crop Grade	Available Quantity(in Kgs)
1	<input type="radio"/>	Non FCV / NATU Tobacco / Karnool Sun Cured Natu	2005	MEDIUM	400000.00
2	<input type="radio"/>	Non FCV / Lalchopadia / Lalchopadia	2003	LOW	300000.00
3	<input type="radio"/>	FCV / AP - SBS / Bits and Scraps	2007	MEDIUM	200000.00
4	<input type="radio"/>	FCV / AP - CBS/NBS / Bits and Scraps	2005	MEDIUM	100000.00
5	<input type="radio"/>	Non FCV / HDBRG / HDBRG - Air Cured Burley	2002	BRIGHT	300000.00

Pages: « 1 »

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**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**

The screenshot shows the 'Issued For Grading (Other Trader)' form within the Tobacco Board software. The form is titled 'Issued For Grading (Other Trader)' and has a close button (X) in the top right corner. The form contains the following fields:

Tobacco Detail	FCV / AP - SBS / Bits and Scraps	(Change)
Year	2007	
Grade	MEDIUM	
Available Quantity	200000.00	
Issued Quantity	<input type="text" value="100000"/>	
Remarks	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

The 'Available Quantity' field is highlighted with a red rectangular box, and the 'Change' button next to the Tobacco Detail field is highlighted with a red circle.

**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.

**TOBACCO BOARD**

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home
Application
Transactions
Returns
Reports

### Issued For Grading(Other Trader)

Transaction Period: July, 2014

TB.Regno :TB/CG/2014/205
Trader Name :JAKKAMPUDI KRISHNA KUMAR
Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks	Actions
1	FCV / AP - SBS / Bits and Scraps	2007	MEDIUM	100000.00		

Pages: 1

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Designed by: Broadline

**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.

- This image can be clicked to view the complete details of the entry.
- 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 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.

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports


Grading(Returned) from Others

Transaction Year: 2014 Month: July

Sl.	Crop Information	Graded Quantity(in Kgs)	Process Loss(in Kgs)	Ungraded Quantity(in Kgs)	Actions
Pages: << 1 >>					

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**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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Grading(Returned) from Others

Transaction Year: 2014 Month: July

Tobacco Detail

Tobacco Detail: Select tobacco Year:

Transaction Period: July, 2014

Sl.	Select	Tobacco Detail	Tobacco Reg.No	Crop Year	Crop Grade	Available Quantity(in Kgs)
1	<input checked="" type="radio"/>	FCV / AP - SBS / Bits and Scraps	TB/CG/2014/205	2007	MEDIUM	100000.00

Pages: « 1 »

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**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**



**TOBACCO BOARD** | **Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco**

Grading(Returned from Others)


Tobacco Detail	FCV / AP - SBS / Bits and Scraps ( Change )
Year	2007
Grade	MEDIUM
New Grade	MEDIUM
Issued for grading (Kgs)	100000.00
Received Graded Quantity (Kgs)	50000
Processing Loss	1000
Remarks	
Save	Cancel

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**Figure 35**

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

- New Grade:** Trader needs to specify which grade the tobacco is received back.
- Received Quantity:** Trader needs to mention quantity of tobacco received after grading (In Kgs)
- 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.

Sl.	Crop Information	Graded Quantity(in Kgs)	Process Loss(in Kgs)	Ungraded Quantity(in Kgs)	Actions
1	FCV / AP - SBS / Bits and Scraps	50000.00	1000.00	0.00	

**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, Exports, 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”)

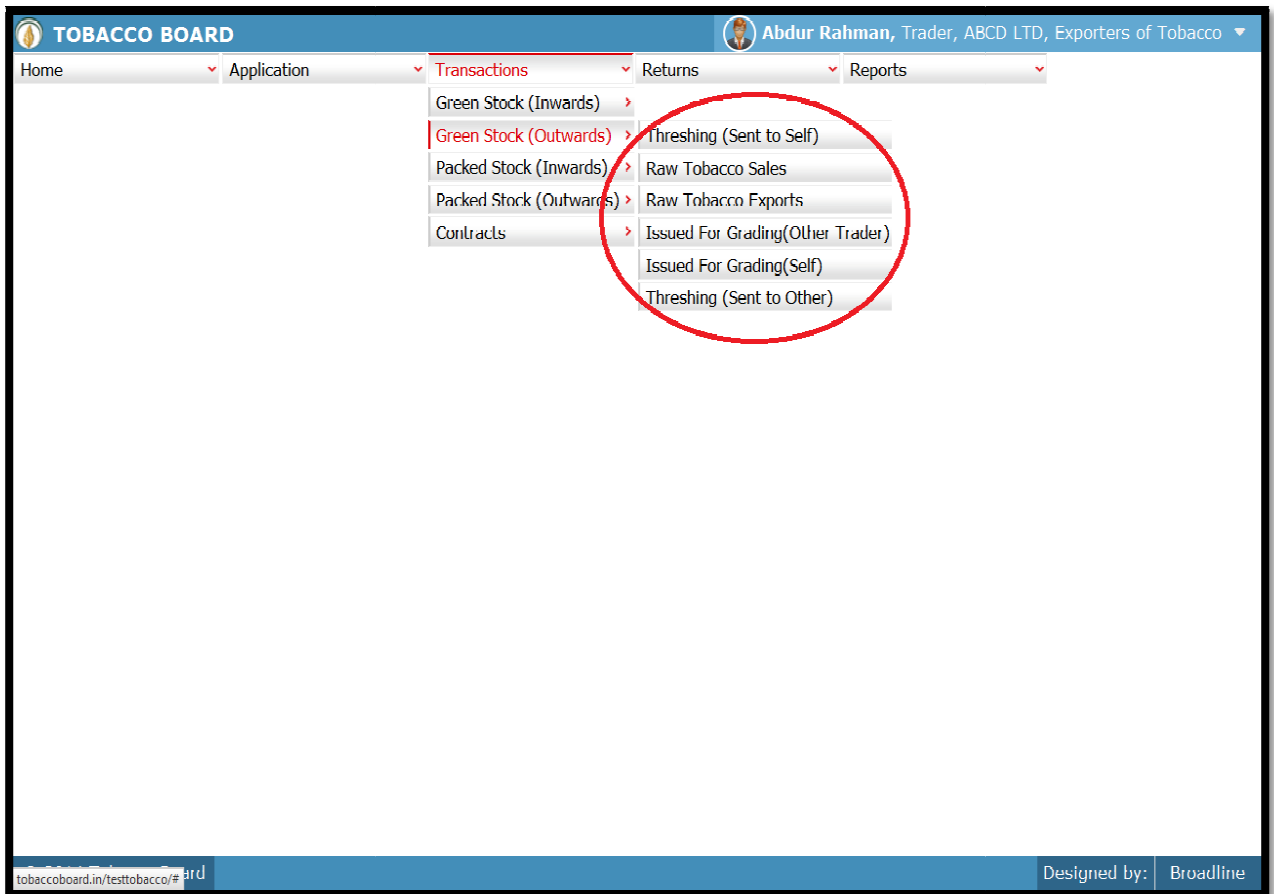


Figure 37

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**

Sl.	To Regs	Trader Name	Actions
Pages:			

**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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Sales to other Traders

TB.Regno : TB/EXP.TOB/2014/101 Trader Name : SRINIWAS TRADING COMPANY Remarks : Save

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks
-----	----------------	-----------	------------	-------------------------	---------

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**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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Sales to other Traders

Transaction Period: July, 2014

TB.Regno : TB/EXP.TOB/2014/110 Trader Name : SRINIWAS TRADING COMPANY Remarks : +

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks	Actions
-----	----------------	-----------	------------	-------------------------	---------	---------

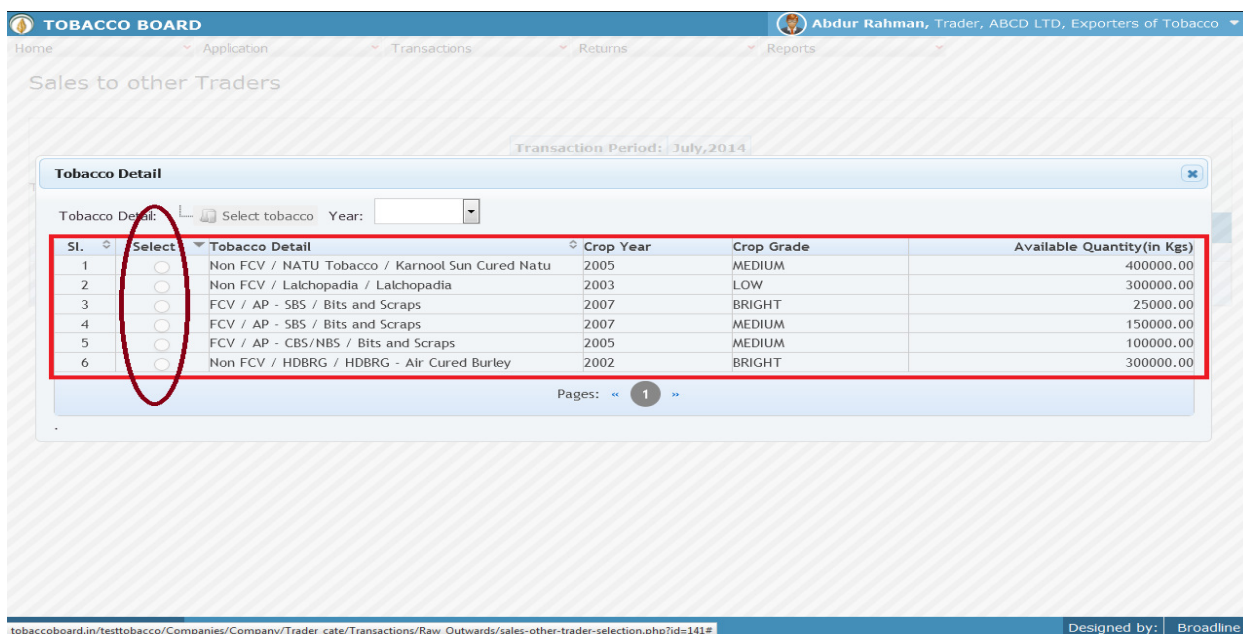
Pages:

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**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**

**TOBACCO BOARD** Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

**Sales to other traders**

Tobacco Detail	Non FCV / HDBRG / HDBRG - Air Cured Burley	(Change)
Year	2002	
Grade	BRIGHT	
Available Quantity	300000.00	
Sold Quantity	200000	(Kgs)
Sale Value	30000	(Lakhs)
Remarks		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

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**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



**TOBACCO BOARD**

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home
Application
Transactions
Returns
Reports

### Sales to other Traders

Transaction Period: July, 2014

TB.Regno : TB/DEALER/2014/3908    Trader Name : LAKSHMI GAYATHRI TRADERS    Remarks :

Sl	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kes)	Remarks	Actions
1	Non FCV / HDBRG / HDBRG - Air Cured Burley	2002	BRIGHT	200000.00		

Pages: << 1 >>

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**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. Raw Tobacco Exports

Traders can make entries of all the Raw Tobacco 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 Raw Tobacco exports screen will be opened as shown in below screen shot  
**Figure 44**

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Raw Tobacco Exports


Transaction Year: 2014 Month: July

SI Contract Detail Actions

Pages:

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**Figure 44**

Trader can make entries for any Raw Tobacco exports during the transaction period by clicking on the Add button ( ) as  shown in **Figure 44**.

The Raw Tobacco 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 **Figure44**

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

**Figure 45**

Trader exporting tobacco outside the country should first enter the Contractor name to whom tobacco is sold as shown in **Figure 45** (“Highlighted in red color”) and save it.

**Note:** Trader needs to choose the Contractor name 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 4.5.1 page X)

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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Raw Tobacco Exports

Transaction Period: July, 2014

Contractor Details: Contract/HDBRG/2014-15-Bruna Tobacco-United Arab Emirates Remarks :

Tobacco Detail

Tobacco Detail: Select tobacco Year:

Sl.	Select	Tobacco Detail	Crop Year	Crop Grade	Available Quantity (in Kgs)
1	<input type="radio"/>	Non FCV / Lalchopadia / Lalchopadia	2003	LOW	300000.00
2	<input type="radio"/>	FCV / AP - SBS / Bits and Scraps	2007	BRIGHT	25000.00
3	<input type="radio"/>	FCV / AP - SBS / Bits and Scraps	2007	MEDIUM	150000.00

Pages: « 1 »

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**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 exported by clicking the radio button under select column in **Figure 47** (“highlighted in red Color Circle”)

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

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**

TOBACCO BOARD		Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco	
Home Application Transactions Returns Reports			
Raw Tobacco Exports			
Raw Tobacco Exports			
Tobacco Detail	Non FCV / Lalchopadia / Lalchopadia (Change)		
Year	2003		
Grade	LOW		
Quantity able to Export in Kgs	200000.00		
Available Quantity in Kgs	300000.00		
Issued Quantity	100000.00	in Kgs	
Value	20000.00	in Lakhs	
Port Of Lading	MUMBAI		
Port Of Destination	UNITED ARAB EMIRATES		
Expected Date Of Fulfillment	06/08/2014		
Remarks			
		Save	Cancel

tobaccoboard.in/testtobacco/Companies/Company/Trader\_cate/Transactions/Raw\_Outwards/raw-exports-selection.php?id=146#

Designed by: Broadline

Figure 48

### 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 **Green Stock (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(in Kgs)

### Note:

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

$$\text{Issued quantity} \leq \text{Quantity able to Export}$$

- 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 quantity exported
- c) **Port of Ladding:** Trader may choose from the drop down the port
- d) **Port of Destination:** Trader may choose from the drop down the destination
- e) **Expected date of fulfillment:** Trader needs to provide the date when the shipment is expected to be fulfilled.

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

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

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(In Kes)	Remarks	Actions
1	Non FCV / Lalchopadia / Lalchopadia	2003	LOW	100000.00		

**Figure 49**

Trader may observe that record is successfully saved in the Raw Tobacco 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 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 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 exported 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 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 50**

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Threshing (Sent to Other)

Transaction Year: 2014 Month: July

+

Sl.	TB.Regno	Trader Name	Actions
Pages:			

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**Figure 50**

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 50**

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 50**

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



**TOBACCO BOARD**

Home Application Transactions Returns Reports **Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco**

Threshing (Sent to Other)

TB.Regno :  Trader Name :  Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks
-----	----------------	-----------	------------	-------------------------	---------

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**Figure 51**

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 51** (“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

**TOBACCO BOARD**

Home Application Transactions Returns Reports **Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco**

Threshing (Sent to Other)

Transaction Period: July, 2014

TB.Regno : TB/PACKER/2014/620 Trader Name : BUSINESS COMBINES Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks	Actions
-----	----------------	-----------	------------	-------------------------	---------	---------

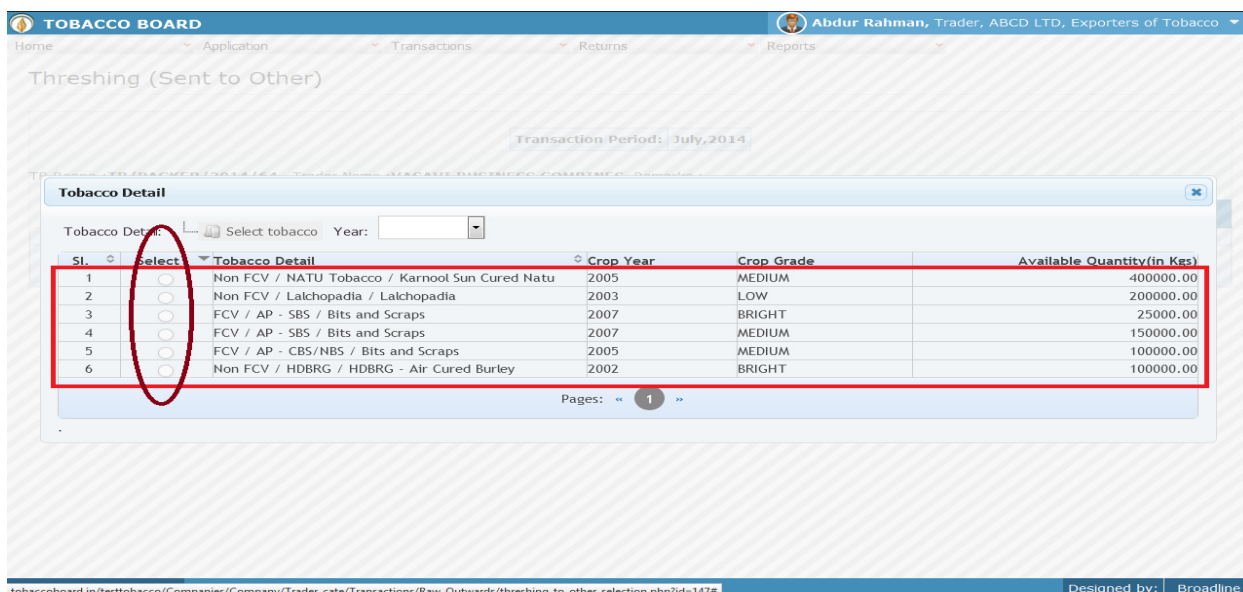
Pages:

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**Figure 52**

Entries can be made by clicking on the Add Button (  ) on extreme right hand side of the table as shown in **Figure 52**

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



**Figure 53**

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 53** 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 53** (“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 54**

**Threshing (Sent to Other)**

Tobacco Detail	Non FCV / HDBRG / HDBRG - Air Cured Burley	(Change)
Year	2002	
Grade	BRIGHT	
Available Quantity	100000.00	
Issue Quantity (Kgs)	<input type="text"/>	
Remarks	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

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**Figure 54**

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 54**

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.

**Threshing (Sent to Other)**

Transaction Period: July, 2014

TB.Regno : TB/PACKER/2014/64 Trader Name : VASAVI BUSINESS COMBINES Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity (in Kgs)	Remarks	Actions
1	Non FCV / HDBRG / HDBRG - Air Cured Burley	2002	BRIGHT	50000.00		<input type="button" value="Add"/>

Pages: 1




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**Figure 55**

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 55**. 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.

#### **4.3.4. 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”)

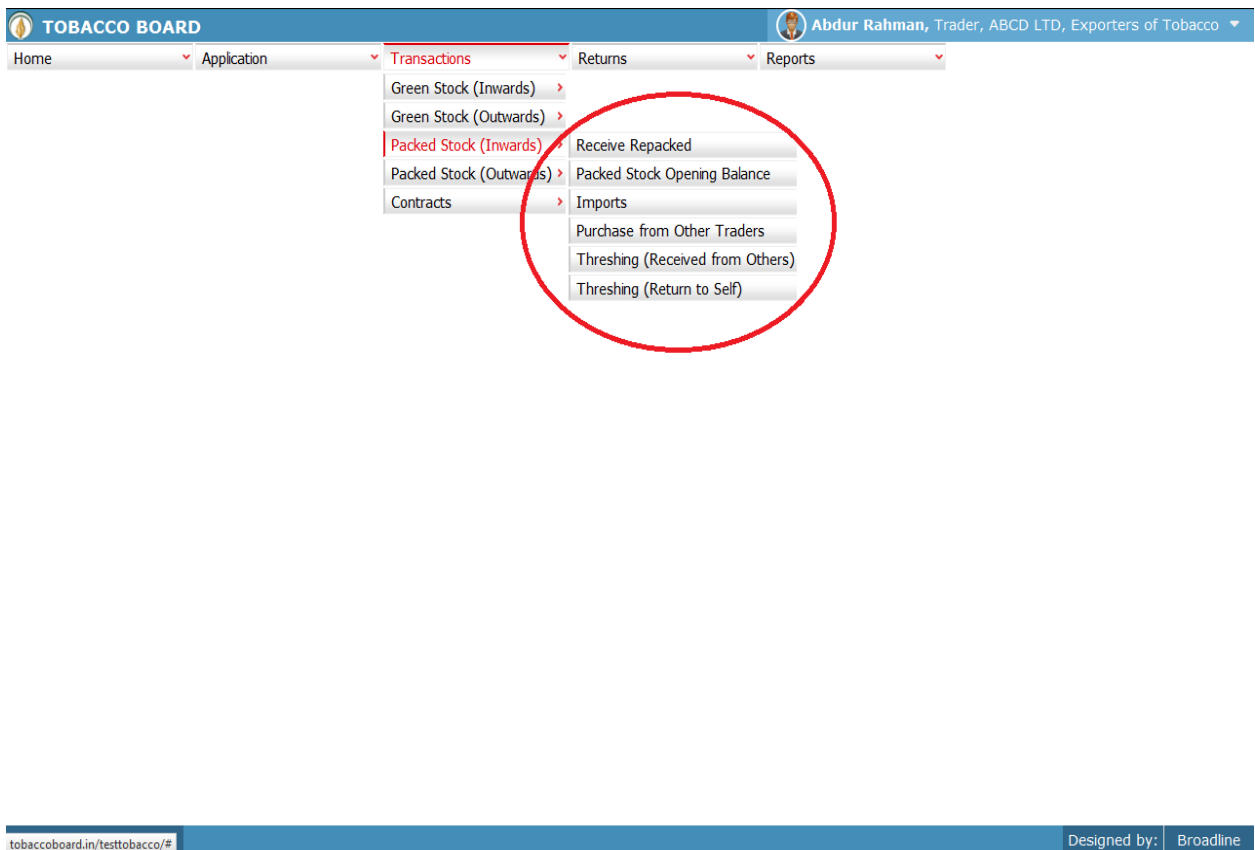


Figure 56

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.

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Packed Stock Opening Balance

Transaction Year: 2014 Month: July

Sl. Packed Stock Information Opening Balance(in Kgs) Actions

Pages:

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**Figure 57**

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.

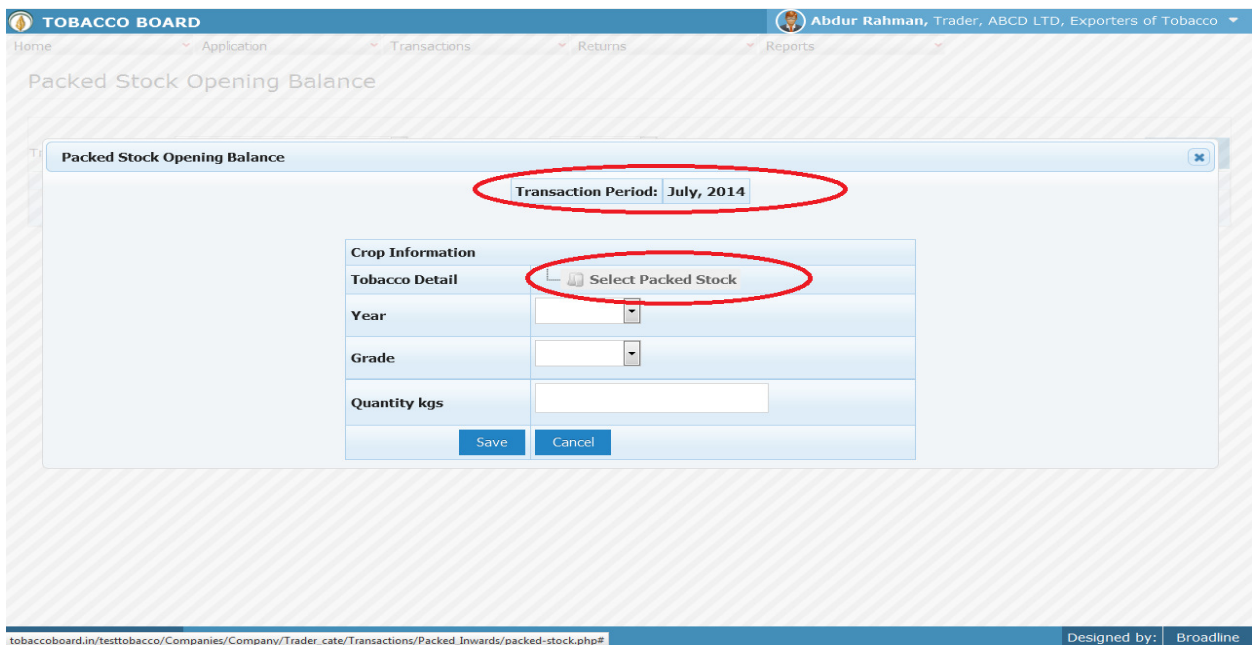
Once a single online return is submitted this screen shall not be in the list under the Packed Stock (Inwards) menu and the opening balance for the subsequent month will be auto calculated by the application.

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

Entries can be made by clicking on the Add Button ( ) on  extreme right hand side of the table as shown in **Figure 57**

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

The following dialog box is opened



The screenshot displays the 'Packed Stock Opening Balance' dialog box within the Tobacco Board application. The dialog box is titled 'Packed Stock Opening Balance' and features a 'Transaction Period' field set to 'July, 2014', which is circled in red. Below this is a 'Crop Information' section with a 'Tobacco Detail' field set to 'Select Packed Stock', also circled in red. Other fields include 'Year', 'Grade', and 'Quantity kgs'. At the bottom are 'Save' and 'Cancel' buttons. The background shows the application's navigation menu and user profile.

**Figure 58**

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:**

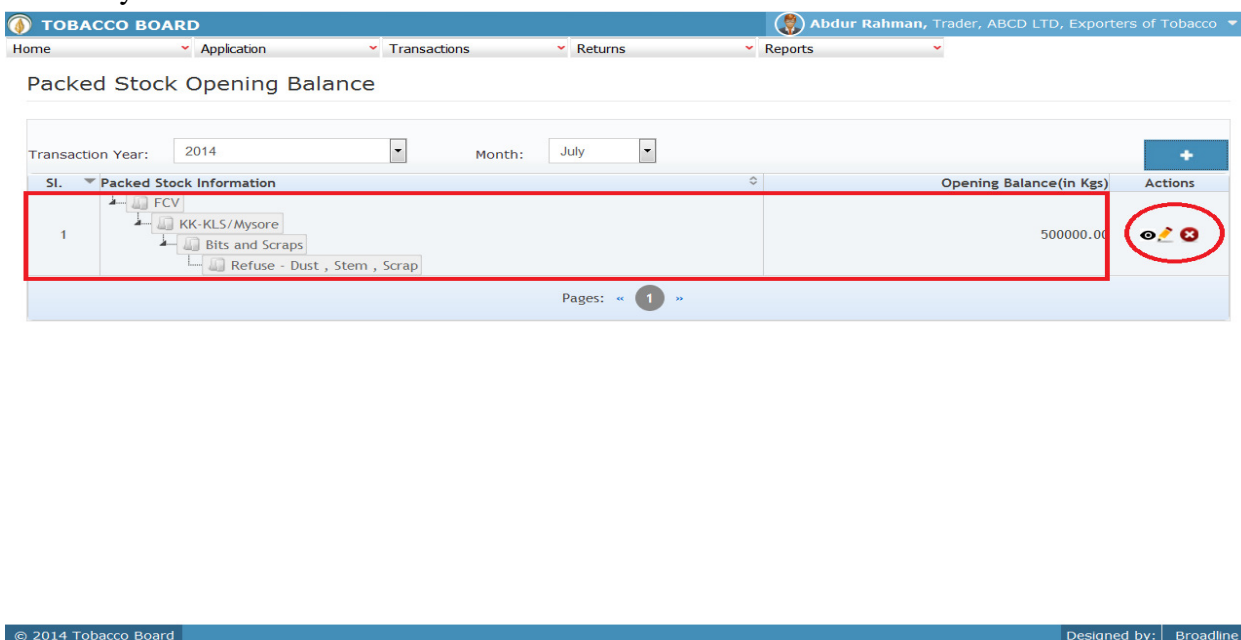
This selection has to be made in various screens by the trader as seen in above screenshot you may find button.



- 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 be chosen from the drop down.
- d) **Quantity** : Trader has to fill in the quantity of tobacco mentioned (in Kgs).

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below  as shown in **figure 58**.

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






**Figure 59**

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”)

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Imports


Transaction Year: 2014 Month: July

S.No Importer Name Country Action

Pages:


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**Figure 60**

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 60**.

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 60**

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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Imports

Import Name : MT Tobacco Ltd Country : France Remarks : Save

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**Figure 61**

Trader importing the packed tobacco should first enter the Importer name and country from whom tobacco is purchased as shown in **Figure 61** (“Highlighted in red color”) and save it.

Once saved trader may observe following screen is shown

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Imports

Transaction Period: July, 2014

Importer Name: MT Tobacco Ltd, France Remarks :

Sl.	Packed Stock	Crop Year	Crop Grade	Quantity (in Kgs)	Action
Pages: 1					

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**Figure 62**

Entries can be made by clicking on the Add Button ( ) on  extreme right hand side of the table as shown in **Figure 62**

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

**Imports**

Importer Name: MT Tobacco Ltd, F  
Remarks :

St. Packed Stock

**Packed Stock Detail**

- Non FCV
  - VAC/VSC
    - Sun Cured Virginia (VSC)
      - RTL/MS - Redried Threshed Lamina/ Machine Strips

Crop Year: 2003

Crop Grade: BRIGHT

Import Quantity (In Kgs): 600000

Import Value (in Lakhs): 100000

Save Cancel

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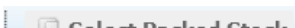
**Figure 63**

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 be chosen from the drop down.
- d) Quantity** : Trader has to fill in the quantity of tobacco mentioned (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 63**

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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Imports

Transaction Period: July, 2014

Importer Name: MT Tobacco Ltd, France  
Remarks :

Sl.	Packed Stock	Crop Year	Crop Grade	Quantity (in Kgs)	Action
1	<ul style="list-style-type: none"> <li>Non FCV</li> <li>VAC/VSC</li> <li>Sun Cured Virginia (VSC)</li> <li>RTL/MS - Redried Threshed Lamina/ Machine Strips</li> </ul>	2003	BRIGHT	600000.00	

Pages: 1

tobaccoboard.in/testtobacco/Companies/Company/Trader\_cate/Transactions/Packed\_Inwards/imports\_select.php?id=208#

Designed by: Broadline

**Figure 64**

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 64**. 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”)

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Purchase From others


Transaction Year: 2014 Month: July

Sl. Tb. Regno Trader Name Actions

Pages:

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Figure 65

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 65**.

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 65**

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

**TOBACCO BOARD** | **Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco**

Home | Application | Transactions | Returns | Reports

**Purchase From others**

TB.Regno :  Trader Name :  Remarks :

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**Figure 66**

Trader should first enter the Tobacco Board Registration number of other registered Traders from whom tobacco is purchased as shown in **Figure 66** (“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

**TOBACCO BOARD** | **Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco**

Home | Application | Transactions | Returns | Reports

**Purchase From others**

Transaction Period:

TB.Regno :  Trader Name :  Remarks :

Sl.	Packed Stock	Crop Year	Crop Grade	Quantity (in Kgs)	Action
Pages: 1					

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**Figure 67**

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

table as shown in **Figure 67**

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

**Figure 68**

### 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 be chosen from the drop down.
- d) Quantity** : Trader has to fill in the quantity of tobacco mentioned (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 23**.

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





#### 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”)

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Receive Repacked

Transaction Year: 2014 Month: July

Sl. TB.Regno Trader Name Actions

Pages:

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**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 4.5.3 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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Receive Repacked

TB,Regno : TB/PKR/2014/007 Trader Name : test1 Unit Details : PK-1 Remarks : Save

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

**TOBACCO BOARD** Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

### Receive Repacked

Transaction Period: August,2014

Trader Detail: **test1, Packers(TB/PKR/2014/007)**

Unit Detail : **PK-1,GNT AP** Remarks :

Sl.	Packed Stock	Crop Year	Crop Grade	Received Quantity	Repacked Quantity	Processing Loss	Action
Pages: << 1 >>							

tobaccoboard.in/testtobacco/Companies/Company/Trader\_cate/Transactions/Packed\_Inwards/receive-repacked-selection.php?id=217#

Designed by: Broadline

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

**TOBACCO BOARD** Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

### Receive Repacked

Transaction Period: August,2014

**Tobacco Detail**

Tobacco Detail: All Year: All Months

Sl.	Select	Tobacco Detail	Crop Year	Crop Grade	Available Quantity(in Kgs)
1	<input type="radio"/>	FCV / KK-KLS/Mysore / Bits and Scraps / Scrap - Bits, Size: > 1/4"	2010	BRIGHT	100000.00

Pages: << 1 >>

tobaccoboard.in/testtobacco/Companies/Company/Trader\_cate/Transactions/Packed\_Inwards/receive-repacked-selection.php?id=217#

Designed by: Broadline

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

The screenshot shows the 'Receive Repacked' form within the Tobacco Board interface. The form is titled 'Receive Repacked' and includes a close button (X). The tobacco details are as follows:

Tobacco Detail	FCV / KK-KLS/Mysore / Bits and Scraps / Scrap - Bits, Size: > 1/4"
Year	2010
Grade	BRIGHT
Available Quantity	100000.00
Received Quantity (Incl Loss)	50000
Processing Loss	5000
RePacked Quantity	45000

Below the table are 'Save' and 'Cancel' buttons. A red rectangular box highlights the 'Available Quantity', 'Received Quantity (Incl Loss)', 'Processing Loss', and 'RePacked Quantity' fields. The background shows a 'Tobacco Detail' table with a 'Select' column containing a radio button.

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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home

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### Receive Repacked

Transaction Period: August, 2014

Trader Detail: test1, Packers(TB/PKR/2014/007)  
Unit Detail : PK-1,GNT AP    Remarks :

Sl.	Packed Stock	Crop Year	Crop Grade	Quantity (in Kgs)	Action
1	<div>FCV</div> <div>KK-KLS/Mysore</div> <div>Bits and Scraps</div> <div>Scrap - Bits, Size: &gt; 1/4"</div>	2010	BRIGHT	45000.00	<div></div>

Pages: 1

tobaccoboard.in/testtobacco/Companies/Company/Trader\_cate/Transactions/Packed\_Inwards/receive-repacked-selection.php?id=217#

Designed by: Broadline

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.

-  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”)

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Threshing (Received from Other)

Transaction Year: 2014 Month: July

Sl.	TB.Regno	Trader Name	Actions
Pages:			

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Figure 70

**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 4.3.3 )*

- 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 71**

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Threshing (Received from Other)

Transaction Period: July, 2014

TB.Regno : TB/PACKER/2014/620 Trader Name : BUSINESS COMBINES Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Packed Stock (in Kgs)	Action
1					

Pages: 1

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**Figure 71**

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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Threshing (Received from Other)

Transaction Period: July, 2014

TB.Regno : TB/PACKER/2014/64 Trader Name : VASAVI BUSINESS COMBINES Remarks :

Sl.	Select	Tobacco Detail	Crop Year	Crop Grade	Available Quantity (in Kgs)
1	Select	Non FCV / HDBRG / HDBRG - Air Cured Burley	2002	BRIGHT	50000.00

Pages: 1

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**Figure 72**

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 72** (“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 73**

Tobacco Detail		Non FCV / HDBRG / HDBRG - Air Cured Burley ( Change )	
Year	2002		
Grade	BRIGHT		
Available Quantity	50000.00		
Received Quantity	25000		<b>Calculate</b>
Packed Stock		Default %Quantity (in Kgs)	
RLL - Redried Loose Leaf :		0	
RTL/MS - Redried Threshed Lamina/ Machine Strips :		0	
RSL - Redried Straight Laid Leaf :		0	
Scrap - Bits, Size: > 1/4" :		0	
Scrap - LLS, Size: 1/8" to 1/4" :		0	
Scrap - SLS, Size: 1/16" to 1/8" :		0	
Scrap - Rawal, Size: < 1/16" :		0	
Scrap - Fermoish (Dust) :		0	
RHS - Redried Hand Strips :		0	
Prosses Loss :			

Save Cancel

**Figure 73**

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

- 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”)
- 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

Save

shown in **Figure 73**.

**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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home

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Threshing (Received from Other)

Transaction Period: July, 2014

TB.Regno :TB/PACKER/2014/64    Trader Name :VASAVI BUSINESS COMBINES    Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Packed Stock (in Kgs)	Action
1	HDBRG - Air Cured Burley	2002	BRIGHT	RLL - Redried Loose Leaf	1000.00
				RTL/MS - Redried Threshed Lamina/ Machine Strips	1000.00
				RSL - Redried Straight Laid Leaf	12.00
				Scrap - Bits, Size: > 1/4"	10000.00
				Scrap - LLS, Size: 1/8" to 1/4"	10000.00
				Scrap - SLS, Size: 1/16" to 1/8"	1000.00
				Scrap - Rawal, Size: < 1/16"	1000.00
				Scrap - Fermoish (Dust)	1000.00
				RHS - Redried Hand Strips	10000.00
				Process Loss	1000.00

Pages: 1

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**Figure 74**

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 74**. 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, Exports, 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”)

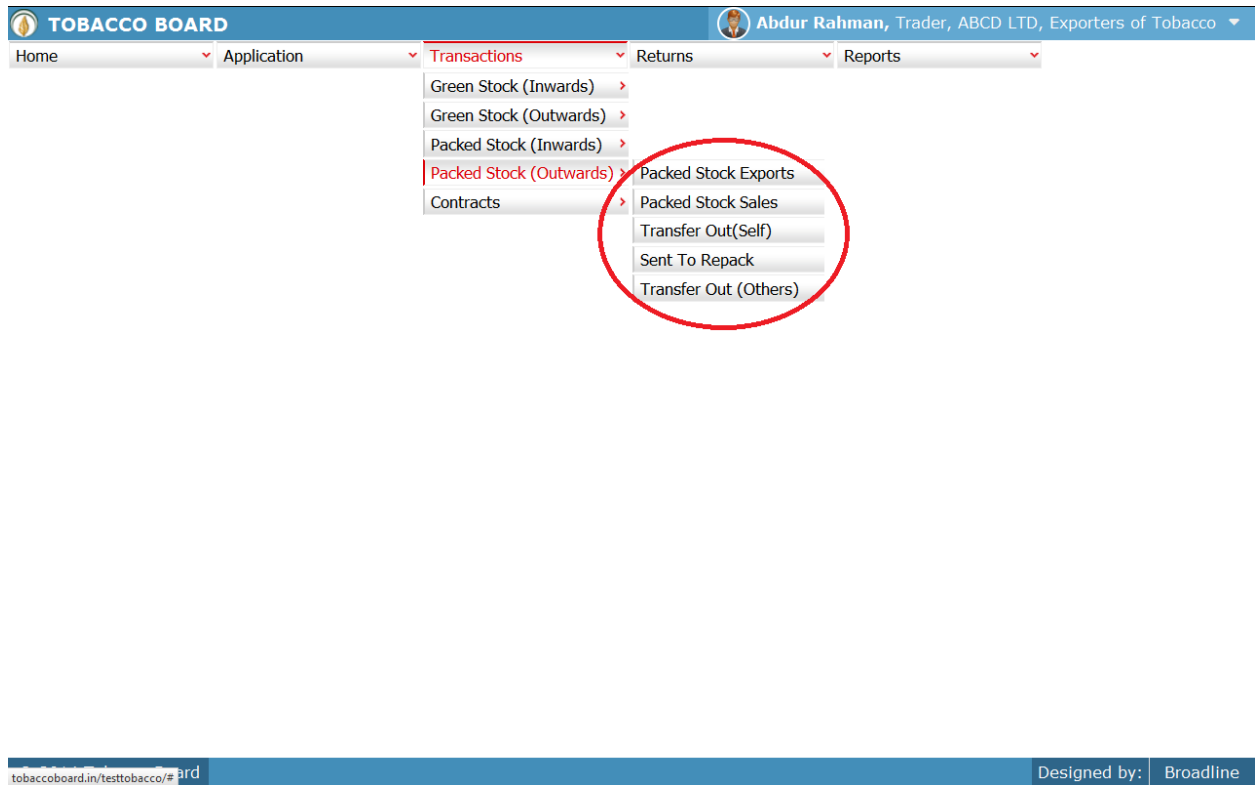


Figure 75

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 76**

Sl.	TB.Regno	Trader Name	Actions
Pages:			

**Figure 76**

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 76**.

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 76**.

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

**TOBACCO BOARD** | Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home | Application | Transactions | Returns | Reports

### Packed Stock - Sales to other Traders

TB.Regno :  Trader Name :  Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks
-----	----------------	-----------	------------	-------------------------	---------

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**Figure 77**

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 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 trader. Trader cannot fill the name of the trader.

Once saved trader may observe following screen is shown

**TOBACCO BOARD** | Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home | Application | Transactions | Returns | Reports

### Packed Stock - Sales to other Traders

Transaction Period: July, 2014

TB.Regno :  Trader Name :  Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks	Actions
-----	----------------	-----------	------------	-------------------------	---------	---------

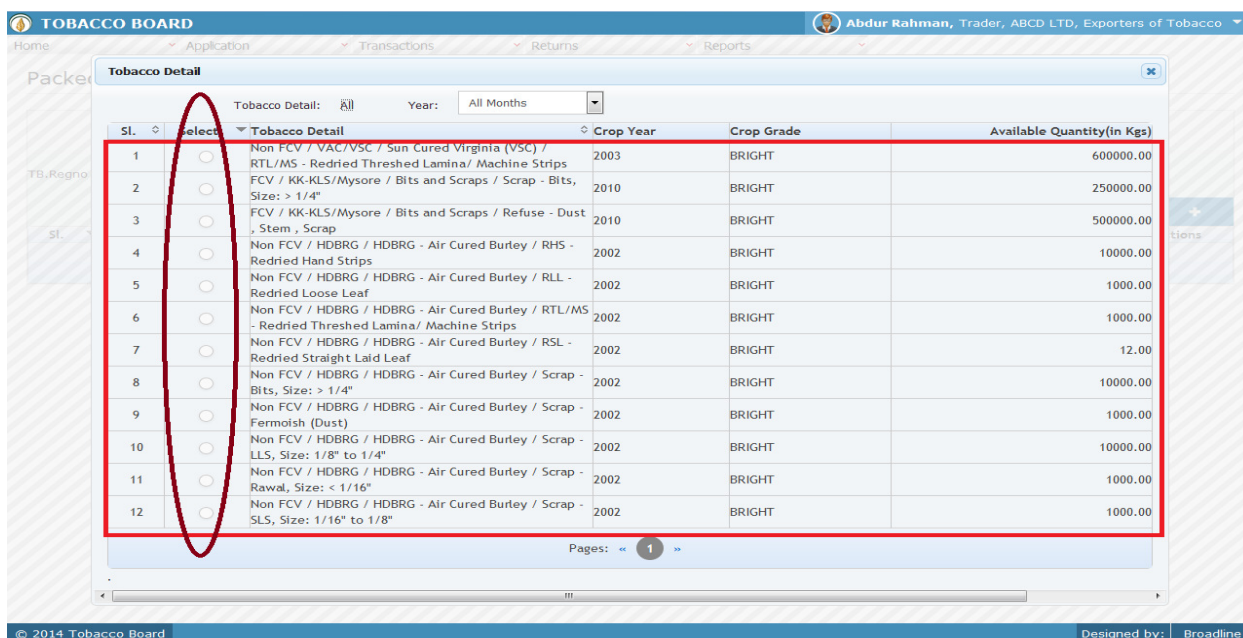
Pages: 1

tobaccoboard.in/testtobacco/Companies/Company/Trader\_cate/Transactions/Packed\_Outwards/sales-other-trader-selection.php?id=149# | Designed by: Broadline

**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



**Tobacco Board** | Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home | Application | Transactions | Returns | Reports

**Tobacco Detail**

Tobacco Detail:  Year: All Months

Sl.	select	Tobacco Detail	Crop Year	Crop Grade	Available Quantity(in Kgs)
1	<input type="radio"/>	Non FCV / VAC/VSC / Sun Cured Virginia (VSC) /	2003	BRIGHT	600000.00
2	<input type="radio"/>	RTL/MS - Redried Threshed Lamina/ Machine Strips	2010	BRIGHT	250000.00
3	<input type="radio"/>	FCV / KK-KLS/Mysore / Bits and Scraps / Scrap - Bits, Size: > 1/4"	2010	BRIGHT	500000.00
4	<input type="radio"/>	FCV / KK-KLS/Mysore / Bits and Scraps / Refuse - Dust , Stem , Scrap	2002	BRIGHT	10000.00
5	<input type="radio"/>	Non FCV / HDBRG / HDBRG - Air Cured Burley / RHS - Redried Hand Strips	2002	BRIGHT	1000.00
6	<input type="radio"/>	Non FCV / HDBRG / HDBRG - Air Cured Burley / RLL - Redried Loose Leaf	2002	BRIGHT	1000.00
7	<input type="radio"/>	Non FCV / HDBRG / HDBRG - Air Cured Burley / RTL/MS - Redried Threshed Lamina/ Machine Strips	2002	BRIGHT	12.00
8	<input type="radio"/>	Non FCV / HDBRG / HDBRG - Air Cured Burley / RSL - Redried Straight Laid Leaf	2002	BRIGHT	10000.00
9	<input type="radio"/>	Non FCV / HDBRG / HDBRG - Air Cured Burley / Scrap - Bits, Size: > 1/4"	2002	BRIGHT	1000.00
10	<input type="radio"/>	Non FCV / HDBRG / HDBRG - Air Cured Burley / Scrap - Fermoish (Dust)	2002	BRIGHT	10000.00
11	<input type="radio"/>	Non FCV / HDBRG / HDBRG - Air Cured Burley / Scrap - LLS, Size: 1/8" to 1/4"	2002	BRIGHT	1000.00
12	<input type="radio"/>	Non FCV / HDBRG / HDBRG - Air Cured Burley / Scrap - Rawal, Size: < 1/16"	2002	BRIGHT	1000.00
		SLS, Size: 1/16" to 1/8"	2002	BRIGHT	1000.00

Pages: « 1 »

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**Figure 79**

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 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 sold to the registered traders by clicking the radio button under select column in **Figure 79** (“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 80**



**TOBACCO BOARD** | **Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco**

Tobacco Detail: All Year: All Months

Sl.	Select	Tobacco Detail	Crop Year	Crop Grade	Available Quantity(in Kgs)
1		Non FCV / VAC/VSC / Sun Cured Virginia (VSC) / RTL/MS - Redried Threshed Lamina/ Machine Strips	2003	BRIGHT	600000.00

**Sales to other traders**

Tobacco Detail	Non FCV / HDBRG / HDBRG - Air Cured Burley / RHS - Redried Hand Strips ( Change )
Year	2002
Grade	BRIGHT
Available Quantity	10000.00
Sales Quantity in Kgs	5000
Sales value in Lakhs	10
Remarks	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

12 Non FCV / HDBRG / HDBRG - Air Cured Burley / Scrap - 2002 BRIGHT 1000.00  
SLS, Sizes: 1/16" to 1/8"

Pages: 1

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**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 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 80**

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




**TOBACCO BOARD** Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Packed Stock - Sales to other Traders

Transaction Period: July, 2014

TB.Regno :TB/DEALER/2014/3946 Trader Name :SRINIVASA TOBACCO SUPPLIERS Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kes)	Remarks	Actions
1	Non FCV / HDBRG / HDBRG - Air Cured Burley / RHS - Redried Hand Strips	2002	BRIGHT	5000.00		  

Pages: « 1 »




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**Figure 81**

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 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 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.Packed Tobacco Exports

Traders can make entries of all the Packed Tobacco 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 Packed Tobacco exports screen will be opened as shown in below screen shot **Figure 82**

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Packed Exports

Transaction Year: 2014 Month: July

Sl. Contractor Details Actions

Pages:

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**Figure 82**

Trader can make entries for any Packed Tobacco exports during the transaction period by clicking on the Add button ( ) as shown in **Figure 82**.

The Packed Tobacco 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 **Figure 82**

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

Trader exporting tobacco outside the country should first enter the Contractor name to whom tobacco is sold and save it.

**Note:** Trader needs to choose the Contractor name 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 4.6.1)

Once saved trader may observe following screen is shown

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Packed Exports

Transaction Period: July, 2014

TB.Regno : Contractor Detail :234/143/EDF - ABC Contracts - Australia Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Port of Destination	Remarks	Actions
Pages:							

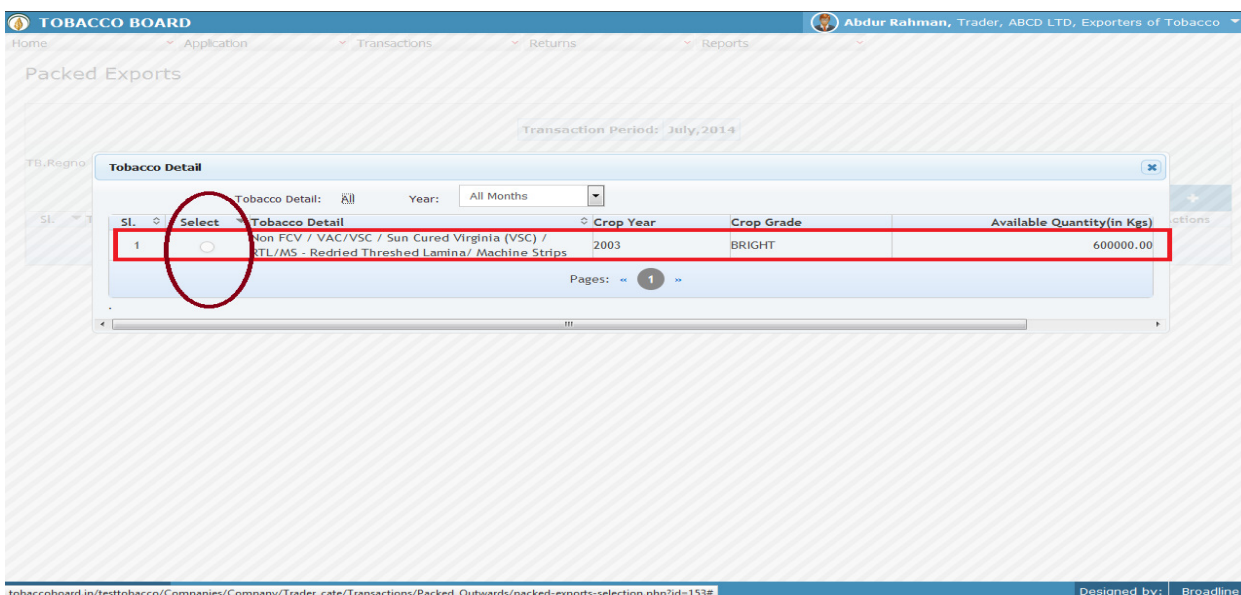
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**Figure 83**

Entries can be made by clicking on the Add Button (  ) on extreme right hand side of the table as shown in **Figure 83**

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



**Figure 84**

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 84** 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 exported by clicking the radio button under select column in **Figure 84** (“highlighted in red Color Circle”)

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

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 85**

**TOBACCO BOARD** | Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

**Packed Exports**

Tobacco Detail	Non FCV / VAC/VSC / Sun Cured Virginia (VSC) / RTL/MS - Redried Threshed Lamina/ Machine Strips	
Year	2003	
Grade	BRIGHT	
Quantity able to Export	400000.00 Kgs	
Available Quantity	600000.00 Kgs	
Port of Destination	--Select--	
Issued Quantity	<input type="text"/> Kgs	
Value	<input type="text"/> Lakhs	
Remarks	<input type="text"/>	

Save Cancel

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**Figure 85**

### 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 **Packed Stock (Inwards)**

Trader needs to provide following details:

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

### Note:

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

### Issued quantity =< Quantity able to Export

- iv. 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 quantity exported

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

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

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

The screenshot displays the 'TOBACCO BOARD' interface. At the top, a navigation bar includes 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The user is identified as 'Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco'. The main section is titled 'Packed Exports'. A 'Transaction Period: July, 2014' is selected and highlighted with a red oval. Below this, the 'TB.Regno : Contractor Detail : avcdc - sasas - Australia' is shown. A table with the following columns is displayed: 'Sl.', 'Tobacco Detail', 'Crop Year', 'Crop Grade', 'Issued Quantity(in Kgs)', 'Port of Destination', 'Remarks', and 'Actions'. The first row is highlighted with a red rectangle and contains the following data: '1', 'Non FCV / VAC/VSC / Sun Cured Virginia (VSC) / RTL/MS - Redried Threshed Lamina/ Machine Strips', '2003', 'BRIGHT', '300000.00', 'AUSTRALIA - MELBOURNE, Victoria', and an 'Actions' button (also highlighted with a red oval). The footer shows '© 2014 Tobacco Board' and 'Designed by: Broadline'.




Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Port of Destination	Remarks	Actions
1	Non FCV / VAC/VSC / Sun Cured Virginia (VSC) / RTL/MS - Redried Threshed Lamina/ Machine Strips	2003	BRIGHT	300000.00	AUSTRALIA - MELBOURNE, Victoria		[Action]

Figure 86

Trader may observe that record is successfully saved in the Packed Tobacco 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 86**. 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 exported 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. 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 87**

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Sent To Repack

Transaction Year: 2014 Month: July

Sl.	TR Regno	Trader Name	Actions
-----	----------	-------------	---------

Pages:

tobaccoboard.in/testtobacco/Companies/Company/Trader...ate/Transactions/Packed\_Outwards/sent-to-repack.php

Designed by: Broadline

**Figure 87**

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 87**

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 **Figure 87** extreme right hand side of the table as shown in

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

**TOBACCO BOARD** | Home | Application | Transactions | Returns | Reports | **Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco**

**Sent To Repack**

TB.Regno : **TB/PACKER/2014/7** | Trader Name : THRESHERS PRIVATE LIM | Unit Details : TANGUTUR | Remarks : | **Save**

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks
-----	----------------	-----------	------------	-------------------------	---------

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**Figure 88**

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 88** (“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

**TOBACCO BOARD** | Home | Application | Transactions | Returns | Reports | **Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco**

**Sent To Repack**

Transaction Period: July 2014

TB.Regno : **TB/PACKER/2014/70** | Trader Name : **B.K.THRESHERS PRIVATE LIMITED** | Unit Details : **TANGUTUR,13-133 KONDEPI ROAD TANGUTUR-523274 PRAKASAM (DT.)** | Remarks : | **+**

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks	Actions
-----	----------------	-----------	------------	-------------------------	---------	---------

Pages:

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**Figure 89**

Entries can be made by clicking on the Add Button (  ) on extreme right hand side of the table as shown in **Figure 89**

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

Sl. No.	Select	Tobacco Detail	Crop Year	Crop Grade	Available Quantity (in Kes)
1	<input type="radio"/>	Non FCV / VAC/VSC / Sun Cured Virginia (VSC) /	2003	BRIGHT	300000.00
2	<input type="radio"/>	RTL/MS - Redried Threshed Lamina/ Machine Strips	2010	BRIGHT	250000.00
3	<input type="radio"/>	FCV / KK-KLS/Mysore / Bits and Scraps / Scrap -	2010	BRIGHT	500000.00
4	<input type="radio"/>	Bits, Size: > 1/4"	2002	BRIGHT	5000.00
5	<input type="radio"/>	FCV / KK-KLS/Mysore / Bits and Scraps / Refuse -	2002	BRIGHT	1000.00
6	<input type="radio"/>	Dust, Stem, Scrap	2002	BRIGHT	1000.00
7	<input type="radio"/>	Non FCV / HDBRG / HDBRG - Air Cured Burley / RLS	2002	BRIGHT	12.00
8	<input type="radio"/>	Redried Loose Leaf	2002	BRIGHT	10000.00
9	<input type="radio"/>	Non FCV / HDBRG / HDBRG - Air Cured Burley / RLL	2002	BRIGHT	1000.00
10	<input type="radio"/>	RTL/MS - Redried Threshed Lamina/ Machine Strips	2002	BRIGHT	10000.00
11	<input type="radio"/>	Non FCV / HDBRG / HDBRG - Air Cured Burley / RSL	2002	BRIGHT	1000.00
12	<input type="radio"/>	Redried Straight Laid Leaf	2002	BRIGHT	1000.00

**Figure 90**

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 90** 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 90** ("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 91**

**Tobacco Board** | **Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco**

**Sent To Repack**

Tobacco Detail	Year	Grade	Available Quantity	Issued Quantity	Remarks
Non FCV / HDBRG / HDBRG - Air Cured Burley / RTL/MS - Redried Threshed Lamina/ Machine Strips	2002	BRIGHT	1000.00	500	

Buttons: **Save** **Cancel**

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**Figure 91**

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 91**

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.

**Tobacco Board - Mozilla Firefox**

Home | Application | Transactions | Returns | Reports

**Sent To Repack**

Transaction Period: July, 2014

TB.Regno : TB/PACKER/2014/70 | Trader Name : B.K.THREASHERS PRIVATE LIMITED | Unit Details : TANGUTUR, 13-133 KONDEPI ROAD TANGUTUR- 523274 PRAKASAM

(DT.) Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks	Actions
1	select tobacco	2002	BRIGHT	500.00		

Buttons: **Save** **Cancel**




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**Figure 92**

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 92**. 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.

#### 4.5.4. 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 87**

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports


Packed Stock Transfer to Others

Transaction Year: 2014 Month: July

Sl.	TB.Regno	Trader Name	Actions
Pages:			

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**Figure 93**

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 93**

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 93**

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

**TOBACCO BOARD** | Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home | Application | Transactions | Returns | Reports

### Packed Stock - Transfer to Others

To Company : TEST TOBACCO COMPANY 2 | Registration Detail: TB/PRC/696/2014

To Trader Unit: GUNTUR-1 | Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks
-----	----------------	-----------	------------	-------------------------	---------

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Figure 94

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 94** (“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

**TOBACCO BOARD** | Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home | Application | Transactions | Returns | Reports

### Packed Stock - Transfer to Others

Transaction Period: July, 2014

Trader Detail: TEST TOBACCO COMPANY 2 (TB/PRC/696/2014)

TO Unit : GUNTUR-1, GUNTUR-1 | Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks	Actions
-----	----------------	-----------	------------	-------------------------	---------	---------

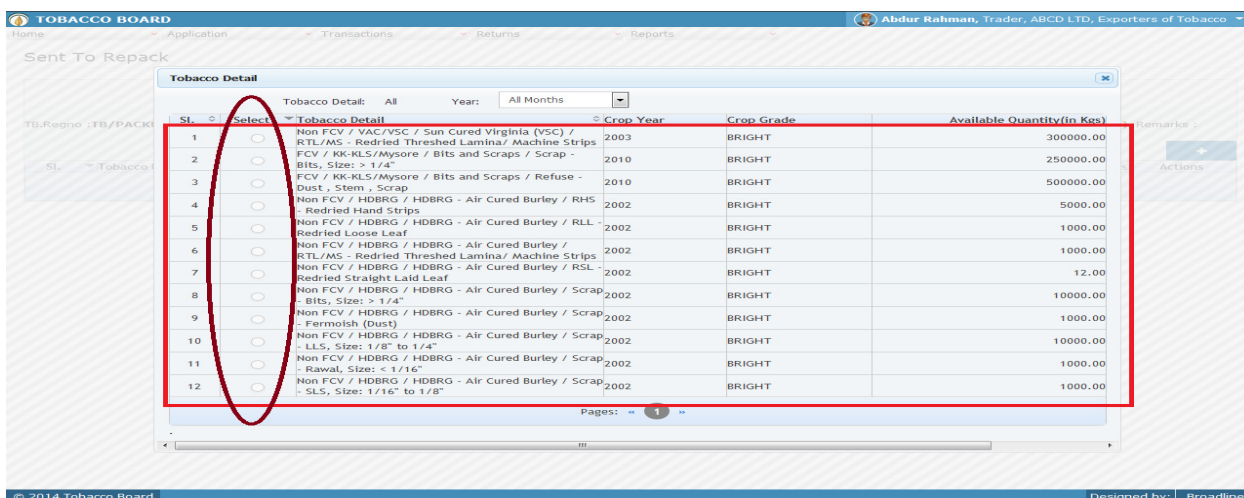
Pages:

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Figure 95

Entries can be made by clicking on the Add Button (  ) on extreme right hand side of the table as shown in **Figure 95**

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



Sl.	Select	Tobacco Detail	Crop Year	Crop Grade	Available Quantity(In Kes)	Remarks
1	<input type="radio"/>	Non FCV / VAC/VSC / Sun Cured Virginia (VSC) /	2003	BRIGHT	300000.00	
2	<input type="radio"/>	RTL/MS - Redried Threshed Lamina/ Machine Strips	2010	BRIGHT	250000.00	
3	<input type="radio"/>	FCV / KK-KLS/Mysore / Bits and Scraps / Refuse -	2010	BRIGHT	500000.00	
4	<input type="radio"/>	Dust, Stem, Scrap	2002	BRIGHT	5000.00	
5	<input type="radio"/>	Non FCV / HDBRG / HDBRG - Air Cured Burley / RHS	2002	BRIGHT	1000.00	
6	<input type="radio"/>	Redried Hand Strips	2002	BRIGHT	1000.00	
7	<input type="radio"/>	Non FCV / HDBRG / HDBRG - Air Cured Burley / RLL	2002	BRIGHT	1000.00	
8	<input type="radio"/>	Redried Loose Leaf	2002	BRIGHT	1000.00	
9	<input type="radio"/>	Non FCV / HDBRG / HDBRG - Air Cured Burley / RSL	2002	BRIGHT	12.00	
10	<input type="radio"/>	Redried Straight Laid Leaf	2002	BRIGHT	10000.00	
11	<input type="radio"/>	Non FCV / HDBRG / HDBRG - Air Cured Burley / Scrap	2002	BRIGHT	1000.00	
12	<input type="radio"/>	Bits, Size: > 1/4"	2002	BRIGHT	1000.00	

Figure 96

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 96** 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 96** (“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 97**

The screenshot shows the 'TOBACCO BOARD' application interface. At the top, it displays the user 'Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco'. The main window is titled 'Sent To Repack' and contains a 'Tobacco Detail' section. This section includes a dropdown menu for 'Tobacco Detail' (currently showing 'Non FCV / HDBRG / HDBRG - Air Cured Burley / RTL/MS - Redried Threshed Lamina/ Machine Strips'), a 'Year' field (2002), and a 'Grade' field (BRIGHT). Below these fields is a table with 'Available Quantity' (1000.00) and 'Issued Quantity' (500). The 'Issued Quantity' field is highlighted with a red rectangular box. A 'Remarks' field is also present. At the bottom of the dialog box are 'Save' and 'Cancel' buttons. The background shows a list of tobacco items with columns for item number, description, year, grade, and quantity.

Item No.	Description	Year	Grade	Quantity (in Kgs)
8	Non FCV / HDBRG / HDBRG - Air Cured Burley / Scrap - Bits, Size: > 1/4"	2002	BRIGHT	10000.00
9	Non FCV / HDBRG / HDBRG - Air Cured Burley / Scrap - Fennelish (Dust)	2002	BRIGHT	1000.00
10	Non FCV / HDBRG / HDBRG - Air Cured Burley / Scrap - LLS, Size: 1/8" to 1/4"	2002	BRIGHT	10000.00
11	Non FCV / HDBRG / HDBRG - Air Cured Burley / Scrap - Rawal, Size: < 1/16"	2002	BRIGHT	1000.00
12	Non FCV / HDBRG / HDBRG - Air Cured Burley / Scrap - SL5, Size: 1/16" to 1/8"	2002	BRIGHT	1000.00

**Figure 97**

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 **Figure 97**

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.

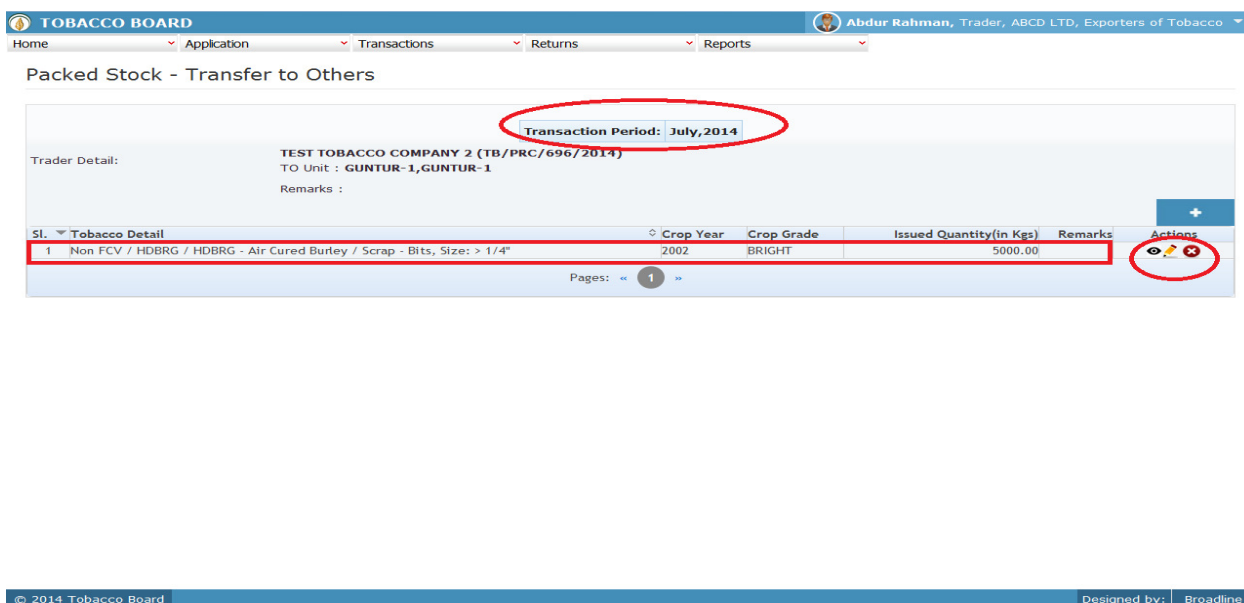





Figure 98

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 98**. 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.

#### **4.5.5. 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)*

#### 4.6. Contracts:

Details of all the contracts made by Exporter of Unmanufactured tobacco under green stock or packed stock 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”)

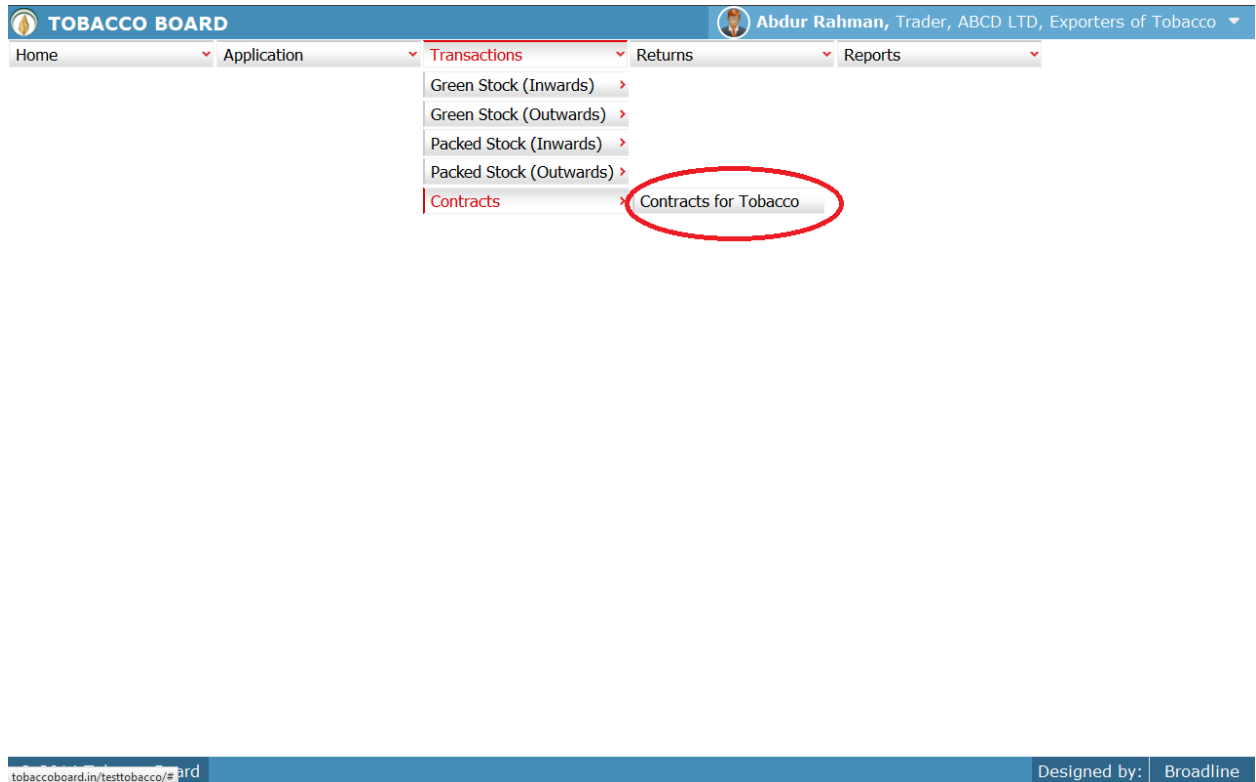


Figure 99

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

#### 4.6.1. Contracts of Tobacco

Exporter of Unmanufactured Tobacco 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 - Mozilla Firefox

HomeApplicationTransactionsReturnsReports

Contracts For Unmanufactured Tobacco


S.No	Contract No	Contract Date	Contrator Name	Country & Destination	Contract Period		Status
					From	To	
1	234/143/EDF	07/07/2014	ABC Contracts	Australia Melbourne	07 - 2014	10 - 2014	complete
2	avcdc	08/07/2014	sasas	Australia melbourne	07 - 2014	10 - 2014	complete
3	Contrac/HDBRG/2014-15	01/07/2014	Bruna Tobacco	United Arab Emirates Dubai	07 - 2014	09 - 2014	complete

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**Figure 100**

Trader may observe in above screen shot **Figure 100** that “3 entries” have 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 to be exported under the contract and save it by changing status to complete they cannot make exports for that contract under menu
  - i. Green Stock (Outward) –Raw Tobacco Exports &
  - ii. Packed Stock (Outwards) – Packed stock Exports.

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

The screenshot displays the 'Contract Details' form within the Tobacco Board application. The form is titled 'Contract Details' and is used for entering contract information for unmanufactured tobacco. The fields are as follows:

Contract No	ABC/EXP/TOBACCO/2014	Contract Date	13/08/2014
Contract With	ABCD COMPANY	Remarks	
Country Name	Indonesia	Destination Place	JAKARTA
Contract Period From	Month: August Year: 2014	Contract Period To	Month: October Year: 2014

At the bottom of the form are 'Save' and 'Cancel' buttons. The page footer indicates '© 2014 Tobacco Board' and 'Designed by: Broadline'.

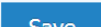
Figure 101

### Contract Details:

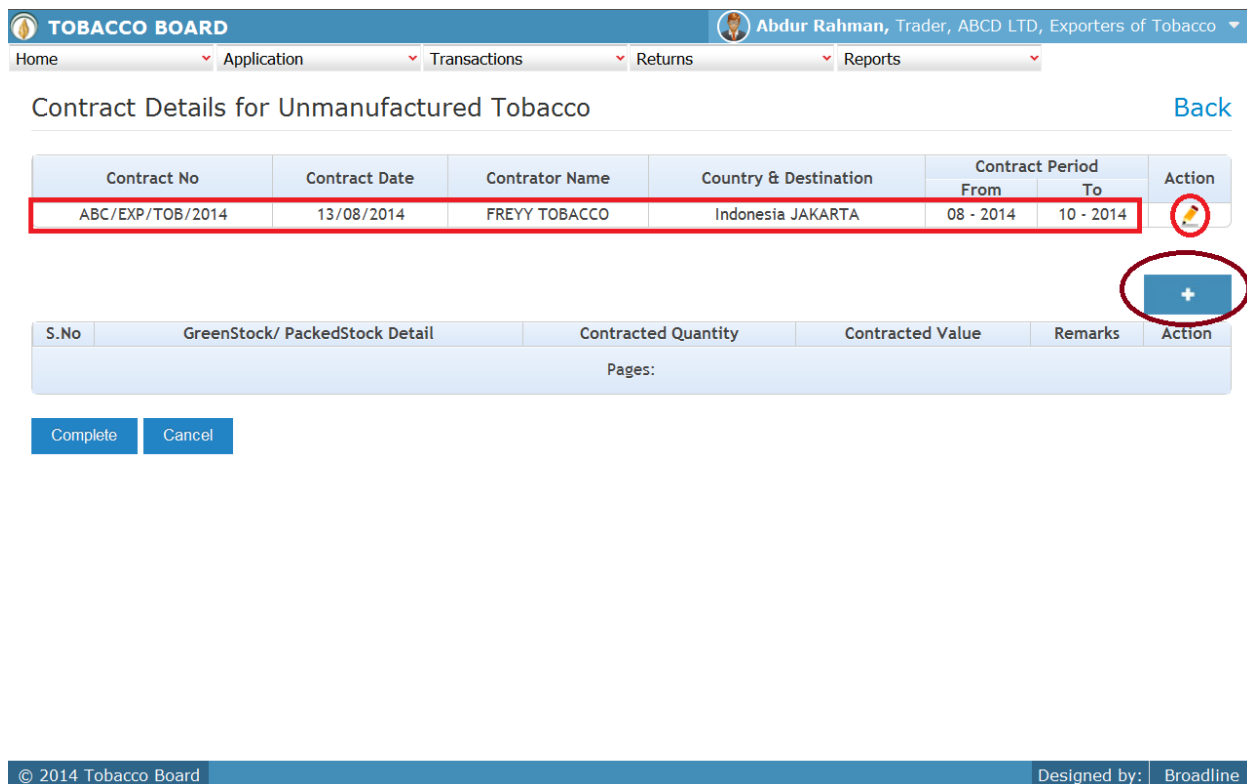
Trader needs to provide following details of the contracts made

- 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 101**.


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




**TOBACCO BOARD** Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Contract Details for Unmanufactured Tobacco [Back](#)

Contract No	Contract Date	Contrator Name	Country & Destination	Contract Period		Action
				From	To	
ABC/EXP/TOB/2014	13/08/2014	FREYY TOBACCO	Indonesia JAKARTA	08 - 2014	10 - 2014	



S.No	GreenStock/ PackedStock Detail	Contracted Quantity	Contracted Value	Remarks	Action
Pages:					

[Complete](#) [Cancel](#)


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**Figure 102**

Trader may observe that record is successfully saved in the Contract detail for unmanufactured tobacco 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 icons 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 (green and Packed) 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 102**

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

The screenshot displays the Tobacco Board web application interface. At the top, the user is logged in as 'Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco'. The main heading is 'Contract Details for Unmanufactured Tobacco'. Below this, there is a table with columns for Contract No, Contract Date, Contrator Name, Country & Destination, Contract Period, and Action. A modal window titled 'Raw Tobacco Details' is open, showing a tree view for 'GreenStock/ PackedStock Detail' with options for 'FCV', 'AP - SLS', and 'Bits and Scraps'. The 'Contracted Quantity(in Kgs)' field is set to 10000 and the 'Contracted Value(in Lakhs)' field is set to 100000. The 'Remarks' field is empty. The 'Save' and 'Cancel' buttons are at the bottom of the modal. The 'Select Packed Stock' and 'Refresh' buttons are circled in red.

**Figure 103**

### Tobacco Details:

Trader needs to choose the tobacco to be entered either raw stock or packed stock can be entered in one entry.

- Green Stock/Packed Stock Detail:** Exporter may choose either of the stock from the tree.
- Contracted Quantity:** Trader needs mention the quantity of that particular tobacco under the contract.
- Contracted Value:** Trader needs to mention the contracted value of the tobacco entry made.

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as shown in **Figure 103**.

Save



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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Contract Details for Unmanufactured Tobacco [Back](#)

Contract No	Contract Date	Contrator Name	Country & Destination	Contract Period		Action
				From	To	
ABC/EXP/TOB/2014	13/08/2014	FREYY TOBACCO	Indonesia JAKARTA	08 - 2014	10 - 2014	

[+](#)

S.No	GreenStock/ PackedStock Detail	Contracted Quantity	Contracted Value	Remarks	Action
1	FCV / AP - SLS / Bits and Scraps	10000.00	100000.00		

Pages: « 1 »

[Complete](#) [Cancel](#)

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Figure 104

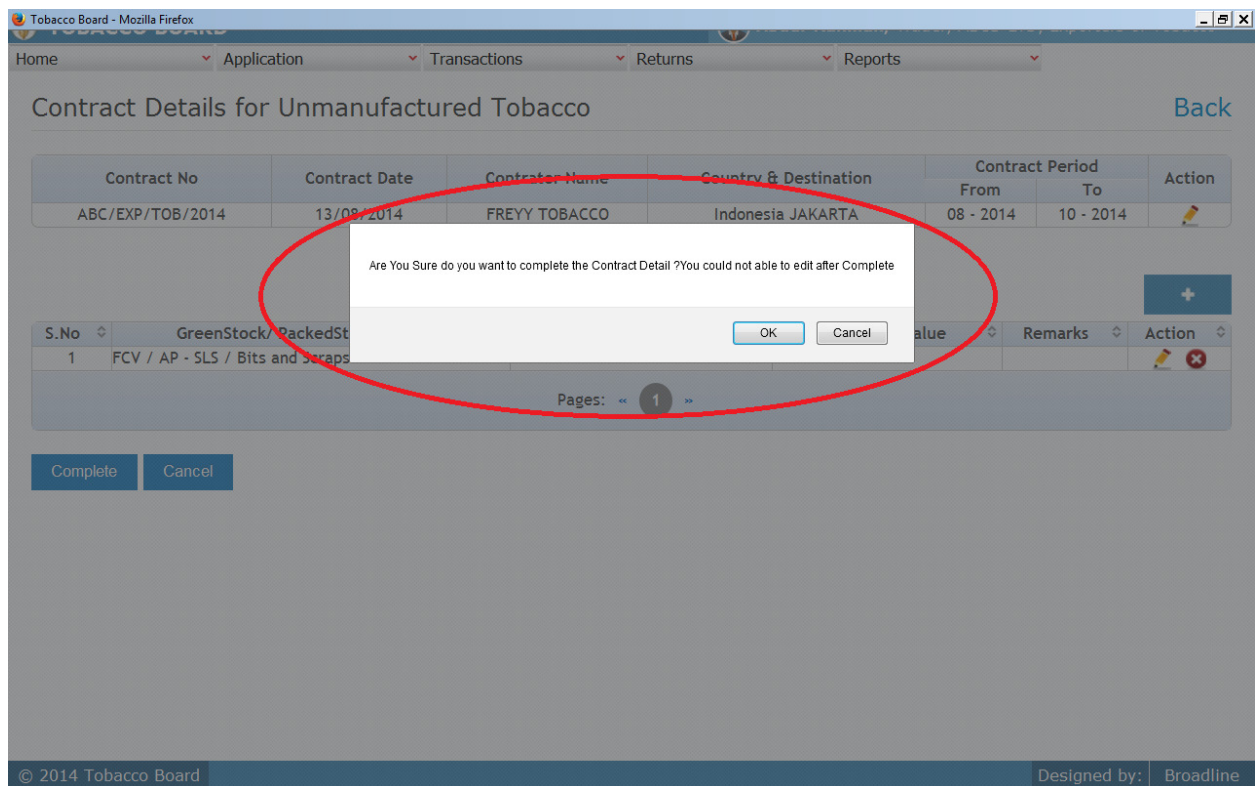
**Note:** After making an entry you can find an updated table as above screen shot **Figure 104**. You may observe the extreme right hand column of the table with column name as “**Action**”. This column will be present throughout the portal at various stages.

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 105**

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(Raw and Packed Exports)


**TOBACCO BOARD**


**Abdur Rahman**, Trader, ABCD LTD, Exporters of Tobacco

Home
Application
Transactions
Returns
Reports

## Contracts For Unmanufactured Tobacco

+

S.No	Contract No	Contract Date	Contrator Name	Country & Destination	Contract Period		Status
					From	To	
1	23	07/08/2014	asd	Albania asd	10 - 2013	12 - 2015	Incomplete
2	234/143/EDF	07/07/2014	ABC Contracts	Australia Melbourne	07 - 2014	10 - 2014	complete
3	ABC/EXP/TOB/2014	13/08/2014	FREYY TOBACCO	Indonesia JAKARTA	08 - 2014	10 - 2014	complete
4	avcdc	08/07/2014	sasas	Australia melbourne	07 - 2014	10 - 2014	complete
5	Contrac/HDBRG/2014-15	01/07/2014	Bruna Tobacco	United Arab Emirates Dubai	07 - 2014	09 - 2014	complete

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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.

## **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. FORM 31(32) Submission:

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

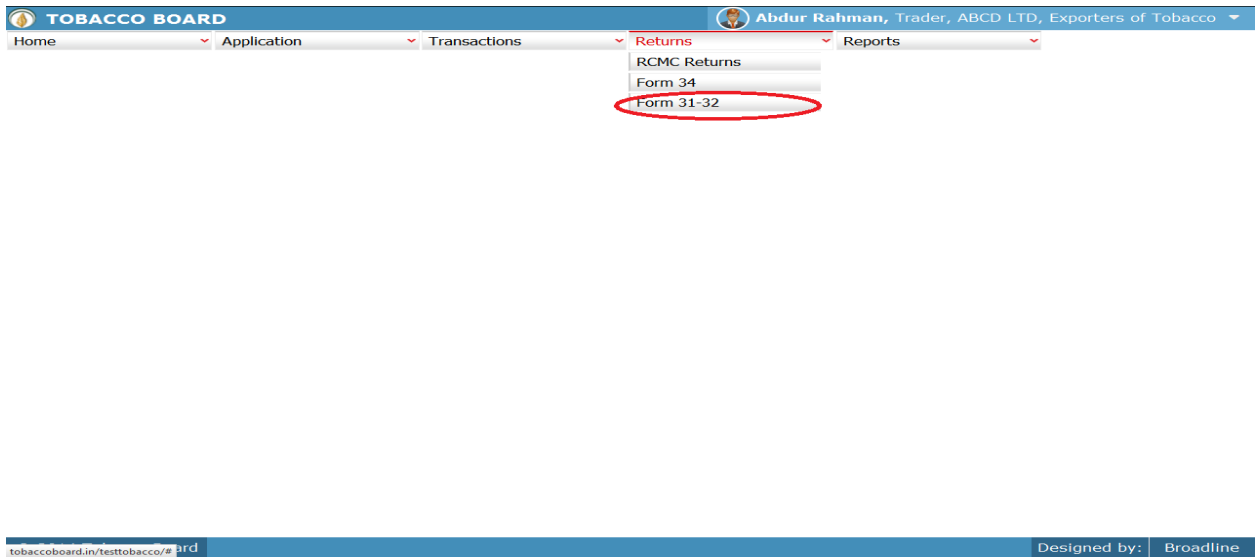


Figure 107

Trader may observe the List of months and the status of the returns as shown below Figure 108

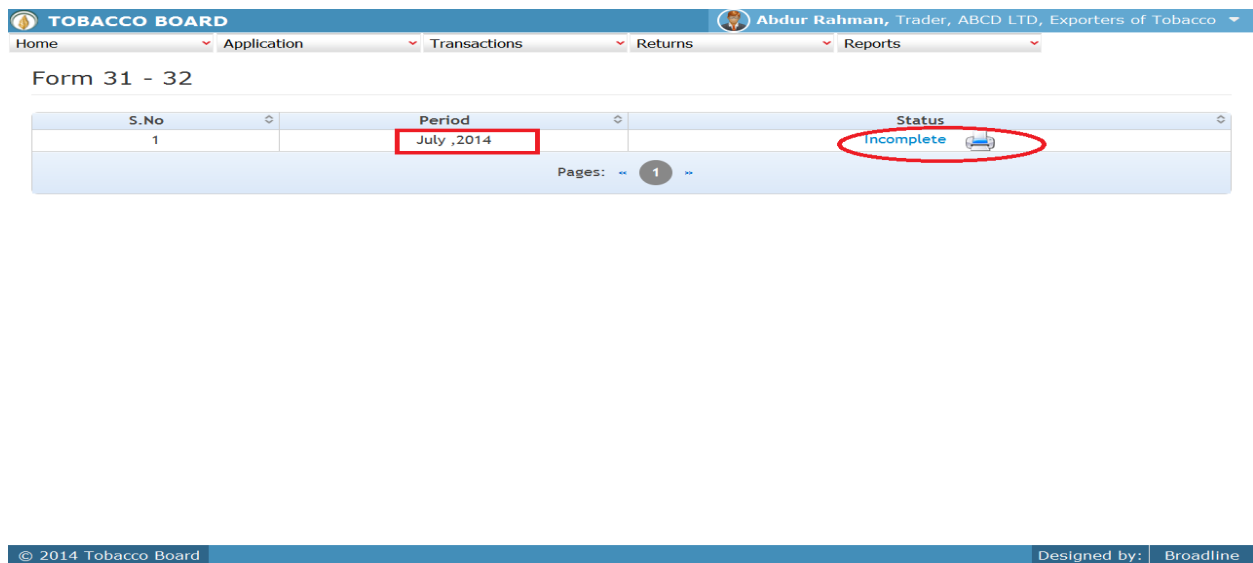


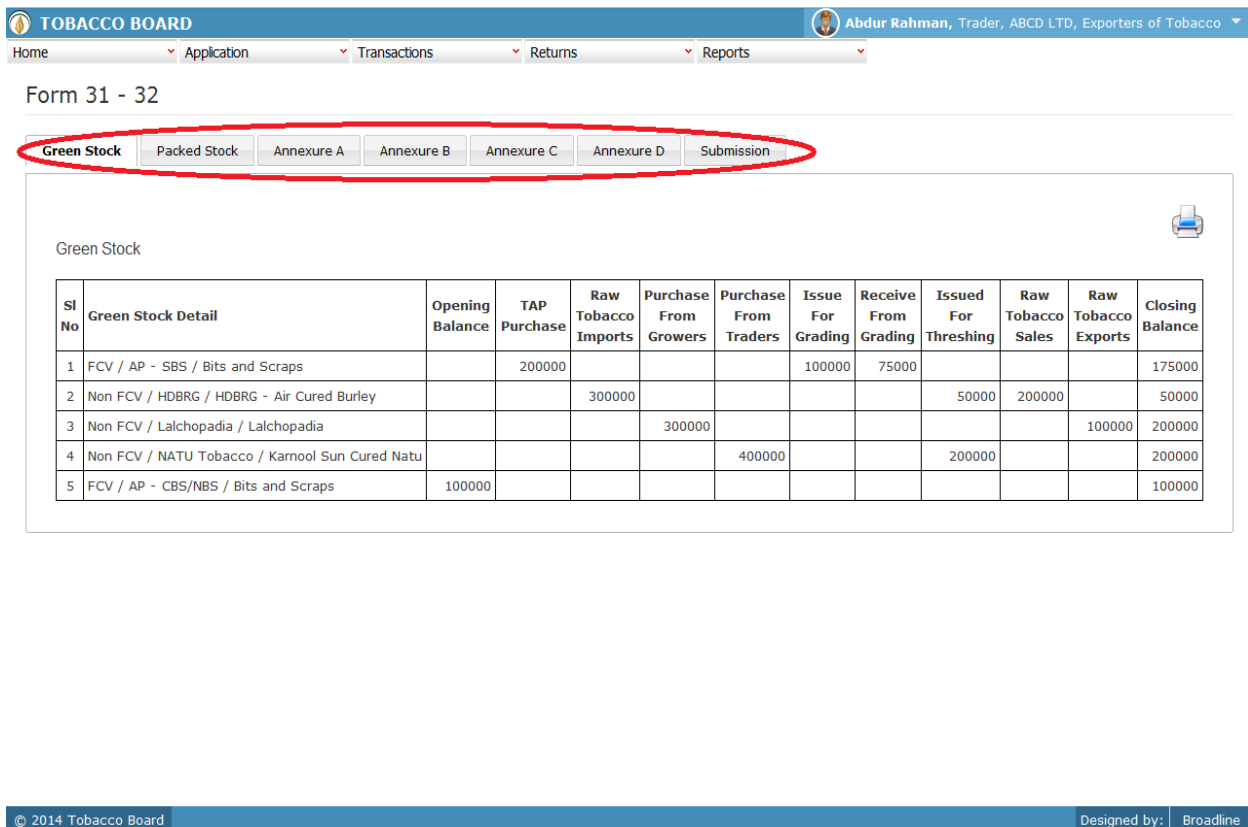
Figure 108

**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 108**.

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



TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Exporters of Tobacco

Home Application Transactions Returns Reports

Form 31 - 32

Green Stock Packed Stock Annexure A Annexure B Annexure C Annexure D Submission

Green Stock

SI 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

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**Figure 109**

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 109** (Highlighted in red circle above).

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

Tobacco Board - Mozilla Firefox

Home Application Transactions Returns Reports

Form 31 - 32

Green Stock Packed Stock Annexure A Annexure B Annexure C Annexure D **Submission**

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

[Proceed to Pay](#)

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

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Figure 110

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 110**.

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)

**5.2. FORM 34 Submissions:**

*(Procedure for return submission of FORM 34 is similar to FORM 31(2) procedure. Kindly refer 5.1)*