

Traders' Returns
User Guide
For
Manufacturer of 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.



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

Figure 1

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

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

Gmail : <http://www.gmail.com>

Hotmail : <http://www.hotmail.com>

SIFY : <http://www.sify.com>

Rediff : <http://www.rediffmail.com>

Yahoo : <http://www.yahoo.com> (or) <http://www.yahoo.co.in>

3. PROCEDURE INTRODUCTION:

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

Trader returns module has been divided into 3 parts.

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

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

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

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

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

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

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

3.2. Submission of Online Return

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

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

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

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

3.3. Payments of Late Return Fees (if any)

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

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

Online Payment: Debit Card, Net Banking, Credit Cards

Offline Payment: Demand Draft

Note:

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

4. ONLINE RETURNS SUBMISSION:

Manufacturer 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

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

The screenshot shows the TOBACCO BOARD interface. At the top, the user is identified as Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco. Below this is a table with the following data:

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	

Below the table is a blue button with a white plus sign (+). At the bottom of the interface, there is a footer with the text "© 2014 Tobacco Board" on the left and "Designed by: Broadline" on the right.

Figure 3

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

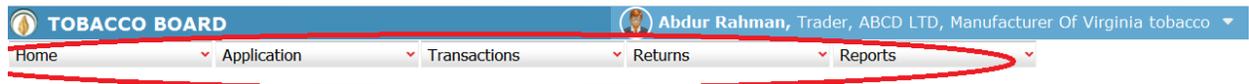


Figure 4

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 of tobacco they do under that particular category
- **Returns:** This menu will associate with all the returns the trader will do under the category and also view all the returns submitted previously by the trader.
- **Reports:** This menu displays all the information related to the stocks particular trader are having available under the particular category.

4.1. Returns Submission Procedure:

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

Manufacturer of 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. **Packed Stock (Inwards):** The term “Packed Stock Inwards” menu is to club all the transactions of packed tobacco that Manufacturer has made for various purposes like Transfers from own Dealers/Exporters of Tobacco, Imports etc.
2. **Packed Stock (Outwards):** The term “Packed Stock Outwards” menu is to club all the transactions of Packed tobacco that Manufacturer of Tobacco has made for purpose like Transfer for (Job Work) etc.
3. **Product (Inwards):** The term “Product Inwards” menu is to club all the transactions of tobacco products that the Manufacturer of Tobacco will be performing like Transfers from own processors, Transfer from others, Imports etc.
4. **Product (Outwards):** The term “Product Outwards” menu is to club all the transactions of green/raw tobacco that Manufacturer of Tobacco has made for various purposes like Sales to traders, Domestic sales, Issuance for Job work etc.
5. **Others:** This menu is provided to make entries of all the miscellaneous activities made by the Manufacturer of Tobacco in detail like inter-units transfers of tobacco, Details of Productions etc.

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

For ex: Trader unless makes entries under Packed stock (Inwards) like purchase they cannot make entries under Product Stock(Outwards) like sales/Transfers 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. 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”)

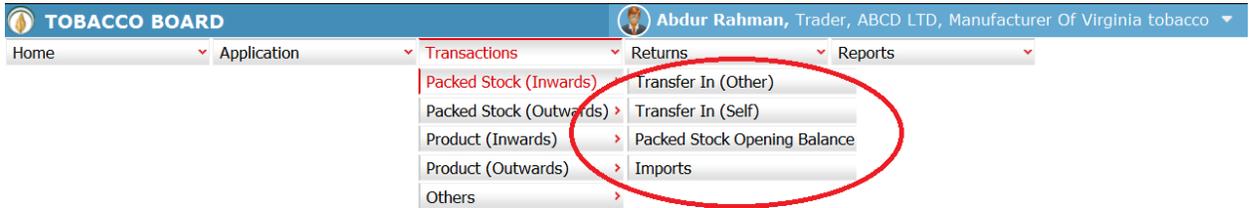


Figure 6

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

4.2.1. Packed Stock Opening Balance:

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

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

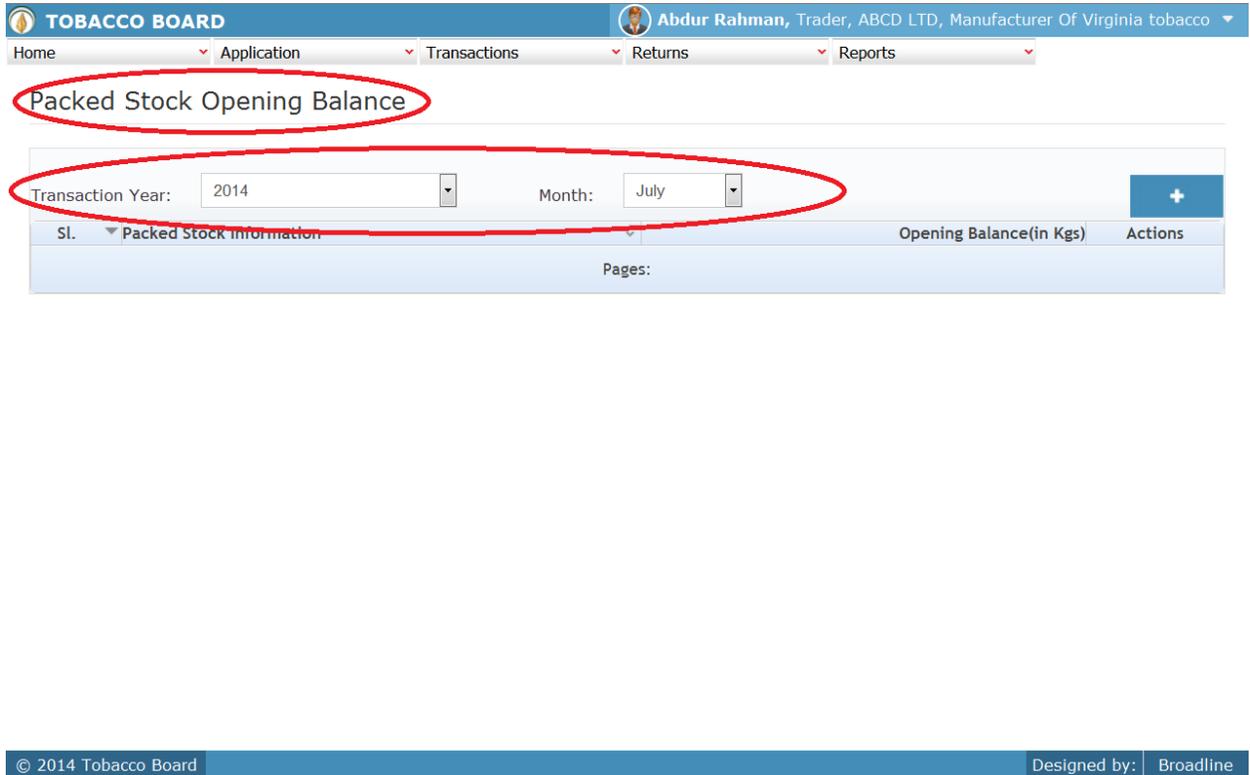


Figure 7

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 they 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.

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

Manufacturer 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 packed stocks available with the Manufacturer.

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, Manufacturer Of Virginia tobacco

Home Application Transactions Returns Reports

Packed Stock Opening Balance

Packed Stock Opening Balance

Transaction Period: July, 2014

Crop Information

Tobacco Detail Select Packed Stock

Year 2005

Grade MEDIUM

Type: Self Job Work

Unit: UNIT-1-CHENNAI, CHENNAI

Quantity kgs 500000

Save Cancel

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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 Packed Stock” 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 “Packed Stocks” (“Highlighted in red Circle”) in **Figure 9**. If the trader needs to make entry of any packed stock tobacco they may choose by going to the sublevel and Click on the “Select” button below

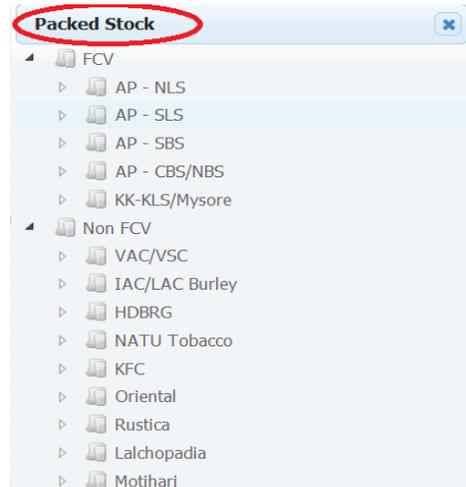


Figure 9

- II. Trader can choose any stock in the list by clicking on the node and choosing the packed stock 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 packed stock RTL/MS that is FCV and from soil region AP – NLS as shown in Figure 10. He need to click on node points (“highlighted in Red Circles) and choose the end level and click the “Select” button below as shown or click on “Cancel” button to cancel the selection made.

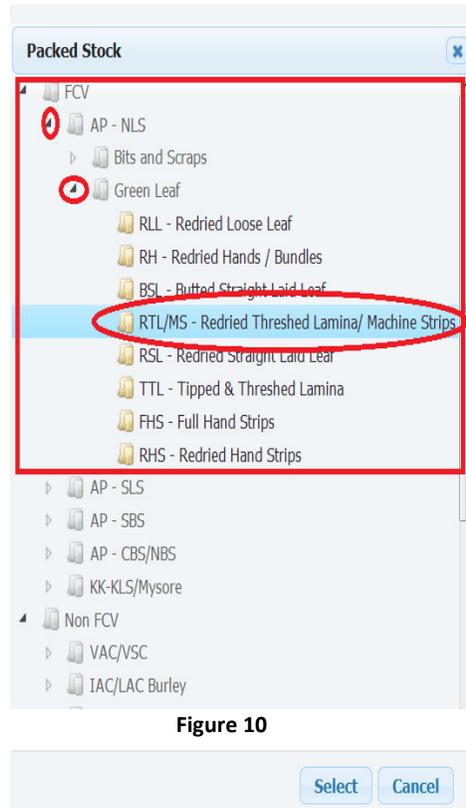


Figure 10

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

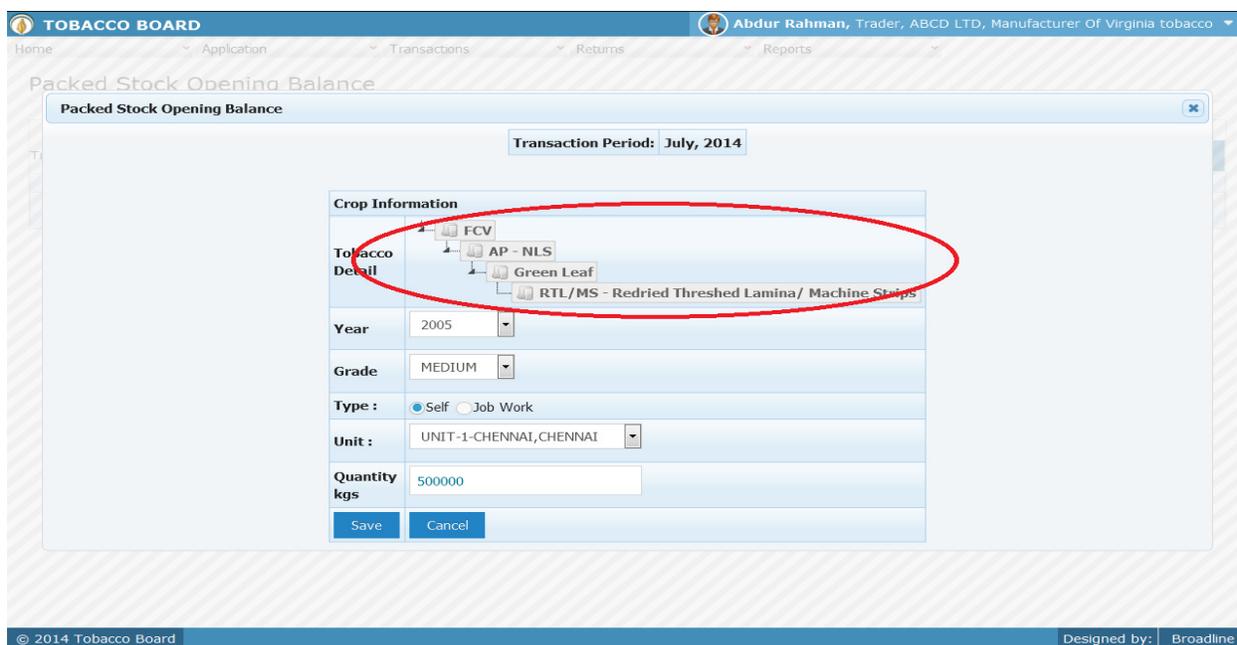


Figure 11

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

- 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) **Type** : Trader needs to choose whether the entry of packed stock made is for “Self” if the packed stock is from own purchases/transfers and “Job-Work” if the packed stock was received from **other manufacturer** for any job work.
- e) **Unit** : Trader needs to mention which unit name at which the packed Stock is stored/handled.
- f) **Quantity** : Trader has to fill in the quantity of tobacco mention (in Kgs).

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

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

TOBACCO BOARD		Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco	
Home	Application	Transactions	Returns
Packed Stock Opening Balance		Reports	
Transaction Year: 2014		Month: July	
Sl.	Packed Stock Information	Opening Balance (in Kes)	Actions
1	<ul style="list-style-type: none"> FCV <ul style="list-style-type: none"> AP - NLS <ul style="list-style-type: none"> Green Leaf <ul style="list-style-type: none"> RTL/MS - Redried Threshed Lamina/ Machine Strips 	500000.00	  
Pages: << 1 >>			

Figure 12

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

4.2.2. 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”)

The screenshot displays the 'Imports' section of the 'TOBACCO BOARD' application. At the top, there is a navigation bar with the user's name 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco'. Below this, a menu contains 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The main heading is 'Imports'. A form below the heading allows filtering by 'Transaction Year' (set to 2014) and 'Month' (set to July). A blue '+' button is located to the right of the form. Below the form is a table with columns: 'S.No', 'Importer Name', 'Country', and 'Action'. The footer shows '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 13

Trader can make entries for any Imports of Packed Tobacco made during the transaction period by clicking on the Add button () as shown in **Figure13**.

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 13**

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

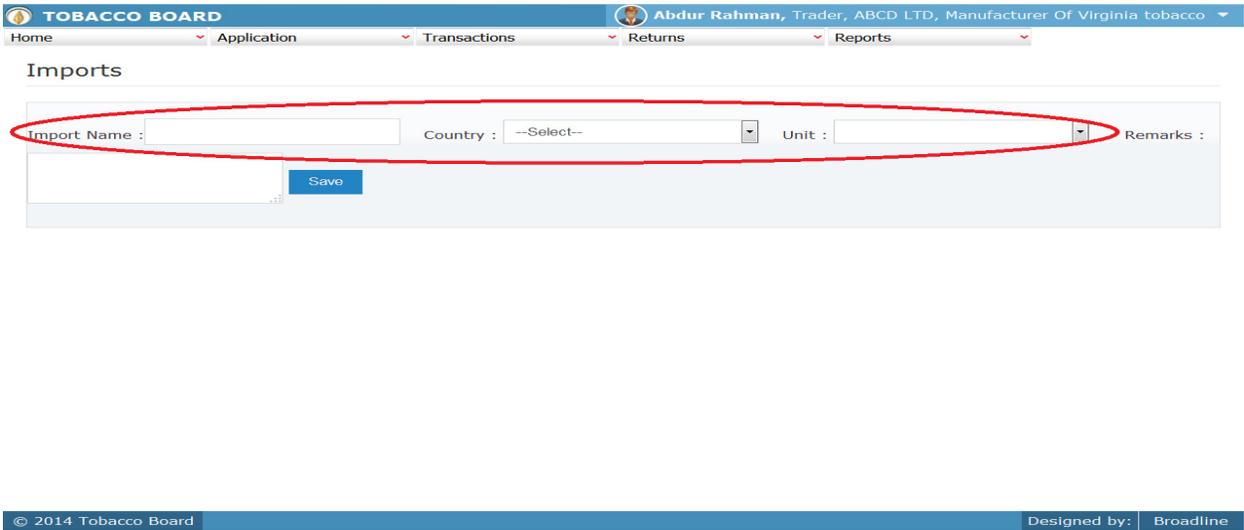


Figure 14

Trader importing the packed tobacco should first enter the Importer name and country from whom tobacco is purchased as shown in **Figure 14** (“Highlighted in red color”) and save it. Trader additionally needs to mention at which unit the imported packed stock is kept.

Once saved trader may observe following screen is shown

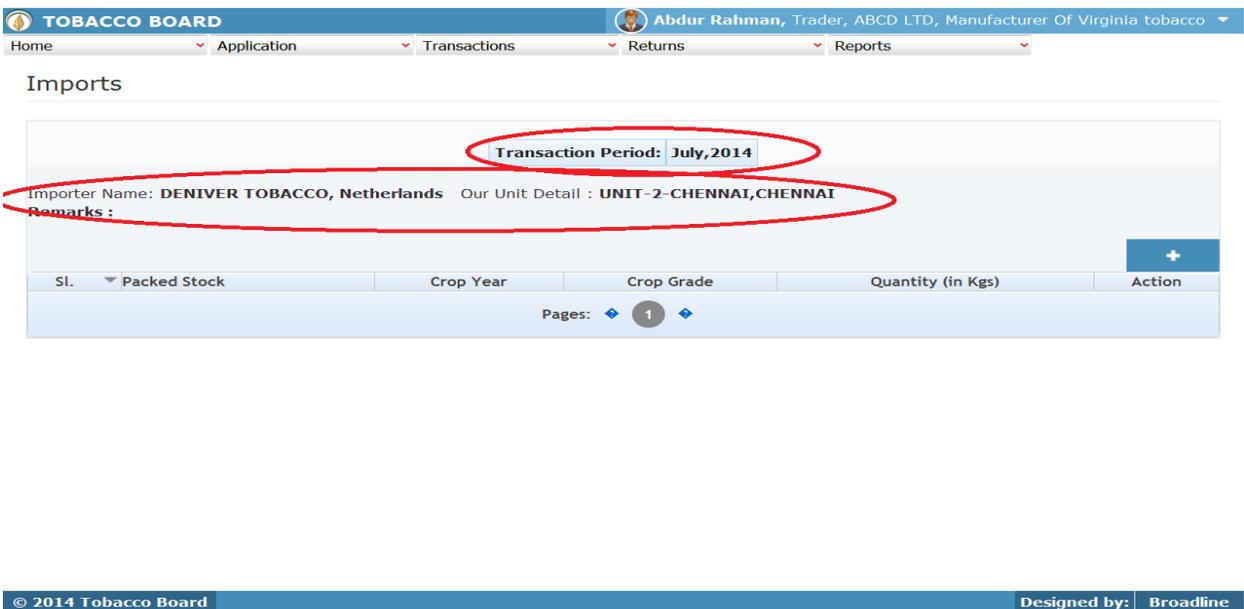


Figure 15

Entries can be made by clicking on the Add Button () on extreme right hand side of the table as shown in **Figure 15**

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

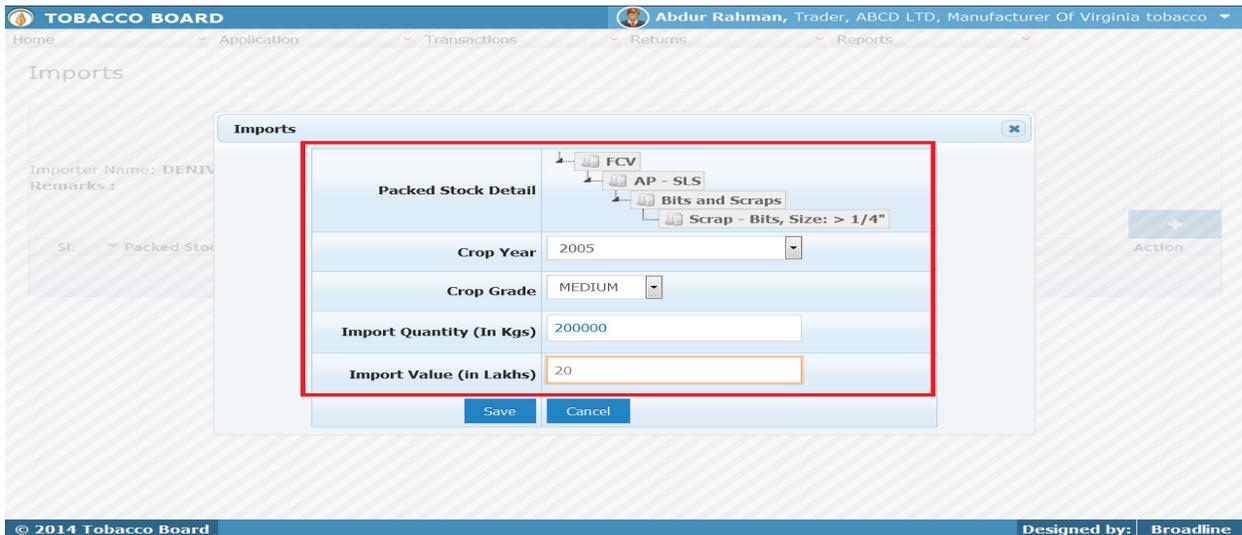


Figure 16

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

Crop Information:

Trader needs to provide following details of the crop

a) Tobacco Details:

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

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

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as shown in **Figure 16**

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

Figure 17

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.

4.2.3. Transfer-In (Others)

Traders can make entries of all the Packed Stock transferred/received from other traders (Only Manufacturer) on “**Job-Work**” basis 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”)

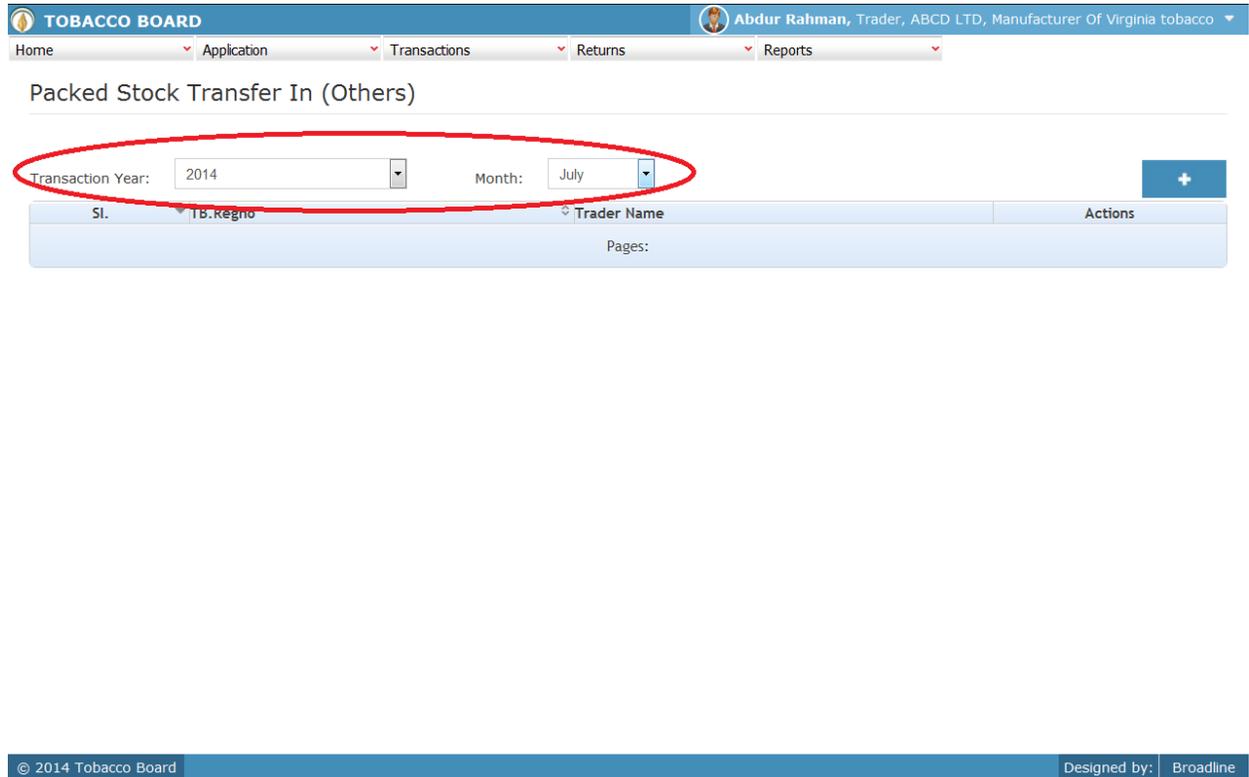


Figure 18

Trader can make entries for any Packed Stock transferred/received from other Traders during the transaction period by clicking on the Add button () as shown in **Figure 18**.

The packed Tobacco transfer-in (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 transfers 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 18**

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

The screenshot shows the TOBACCO BOARD interface. At the top, there is a navigation bar with the logo and name 'TOBACCO BOARD' on the left, and a user profile 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco' on the right. Below the navigation bar are several menu items: Home, Application, Transactions, Returns, and Reports. The main heading is 'Packed Stock - Transfer In (Others)'. The form area is highlighted with a red border and contains the following fields:

- Our Unit :** A dropdown menu with 'UNIT-1-CHENNAI,CHENNAI' selected.
- Company :** A dropdown menu with 'ABC INDIAN TOBACCO CO' selected.
- Category :** A dropdown menu with 'Manufacturer Of Virginia tobacc' selected.
- Registration No :** A text field containing 'TB/MANUFACTURER/2014/2222'.
- Other Trader Unit:** A dropdown menu with 'Unit-1-MFG' selected.
- Remarks :** An empty text area.
- Save:** A blue button.

Figure 19

Trader should first choose the following as shown in **Figure 19** (“Highlighted in red color”) and save it:

- a) **Our Unit:** Name of the unit where they are receiving the tobacco for job- Work.
- b) **Company:** Name of the company from whom tobacco is received/transferred for job work.
- c) **Category:** Packed stock received from which category of the company selected.
- d) **Other Trader Unit:** Name of the unit of other trader from where packed stock is transferred.

Once saved trader may observe following screen is shown

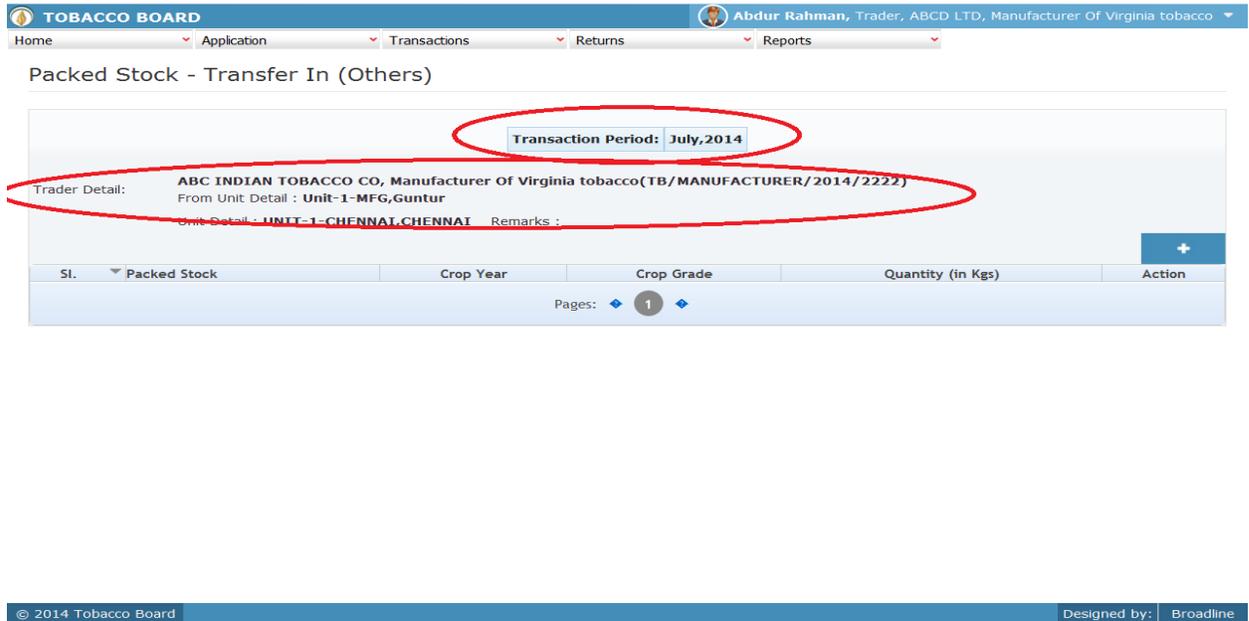


Figure 20

Entries can be made by clicking on the Add Button () on extreme right hand side of the table as shown in **Figure 20**

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

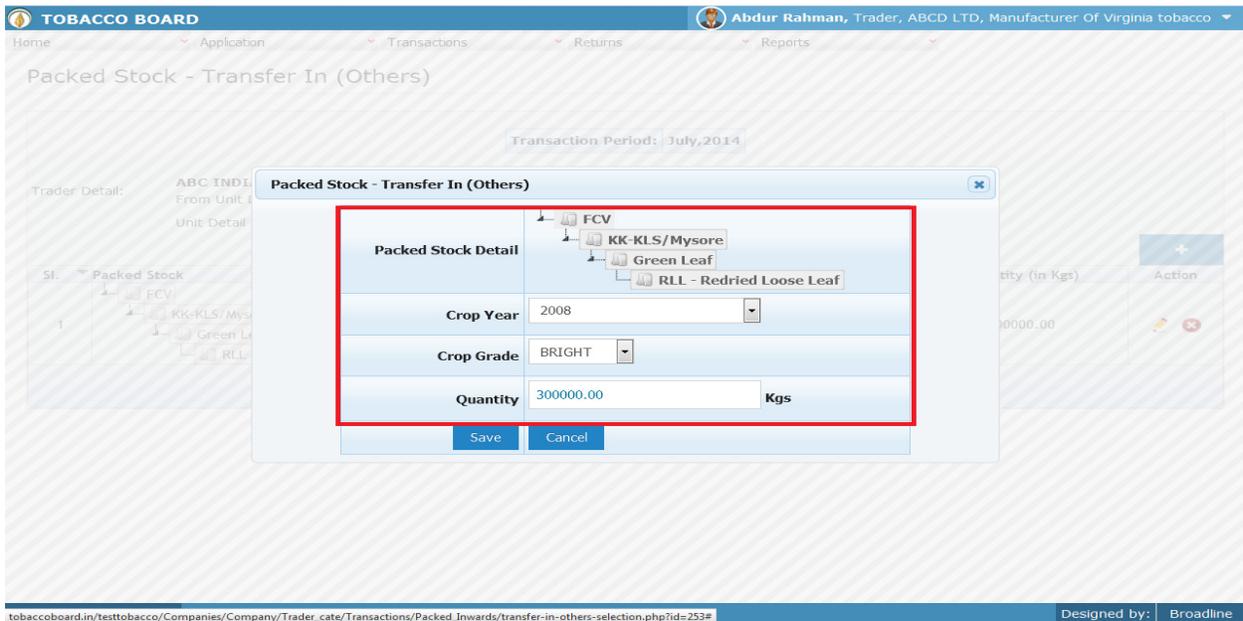


Figure 21

Crop Information:

Trader needs to provide following details of the packed stock transferred from other Traders

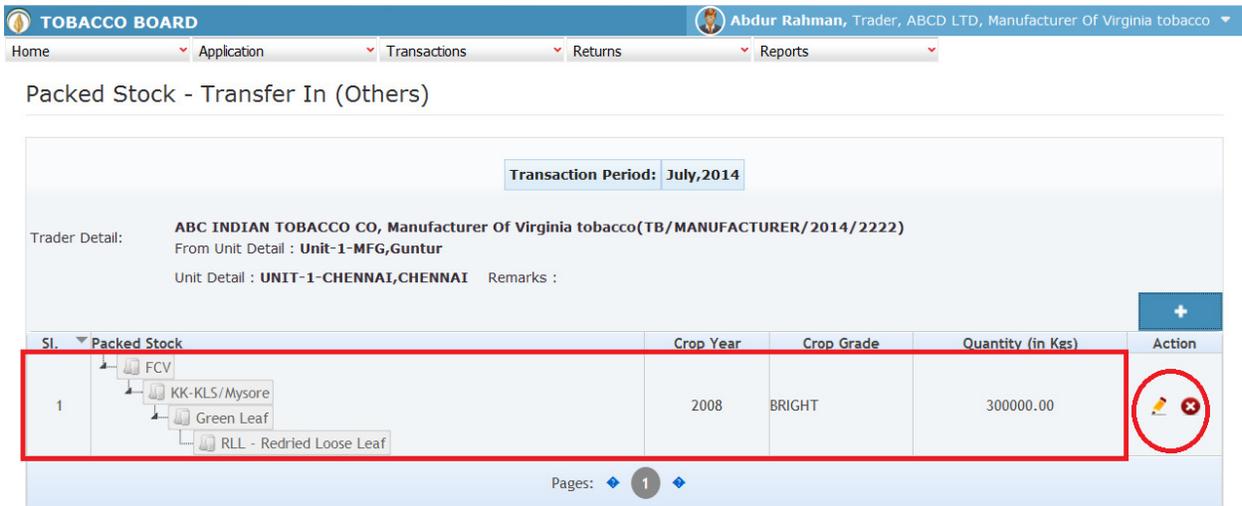
a) Packed Stock Details:

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 packed stock mentioned (in Kgs).

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as  shown in **Figure 21**.

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



Transaction Period: July, 2014

Trader Detail: ABC INDIAN TOBACCO CO, Manufacturer Of Virginia tobacco(TB/MANUFACTURER/2014/2222)
From Unit Detail : Unit-1-MFG,Guntur
Unit Detail : UNIT-1-CHENNAI,CHENNAI Remarks :

Sl.	Packed Stock	Crop Year	Crop Grade	Quantity (in Kgs)	Action
1	FCV KK-KLS/ Mysore Green Leaf RLL - Redried Loose Leaf	2008	BRIGHT	300000.00	

Pages: 1

tobaccoboard.in/teststobacco/Companies/Company/Trader_cate/Transactions/Packed_Inwards/transfer-in-others-selection.php?id=253#

Designed by: Broadline

Figure 22

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

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

You may observe from above screenshot 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 transfers of packed stock from various registered traders (Manufacturer) on Job-Work basis can be made during a particular transaction period.

4.2.4. Packed Stock – Transfer-In (Self):

Traders can make entries of all the packed stock transferred from own company under other category (Dealers/Exporters of Unmanufactured Tobacco) 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-In (others)

(Procedure for making entries of transaction made for transfer/receipts of Tobacco to Own/Self (Dealers/Manufacturer) is similar to transfer-in of Packed Tobacco (others) kindly refer 4.2.3)

4.3. Packed Stock (Outwards)

All the tobacco transactions concerning to packed stock tobacco moving out of the traders stock via. Transfer-Out (others) on job work basis has been categorically classified under this menu

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

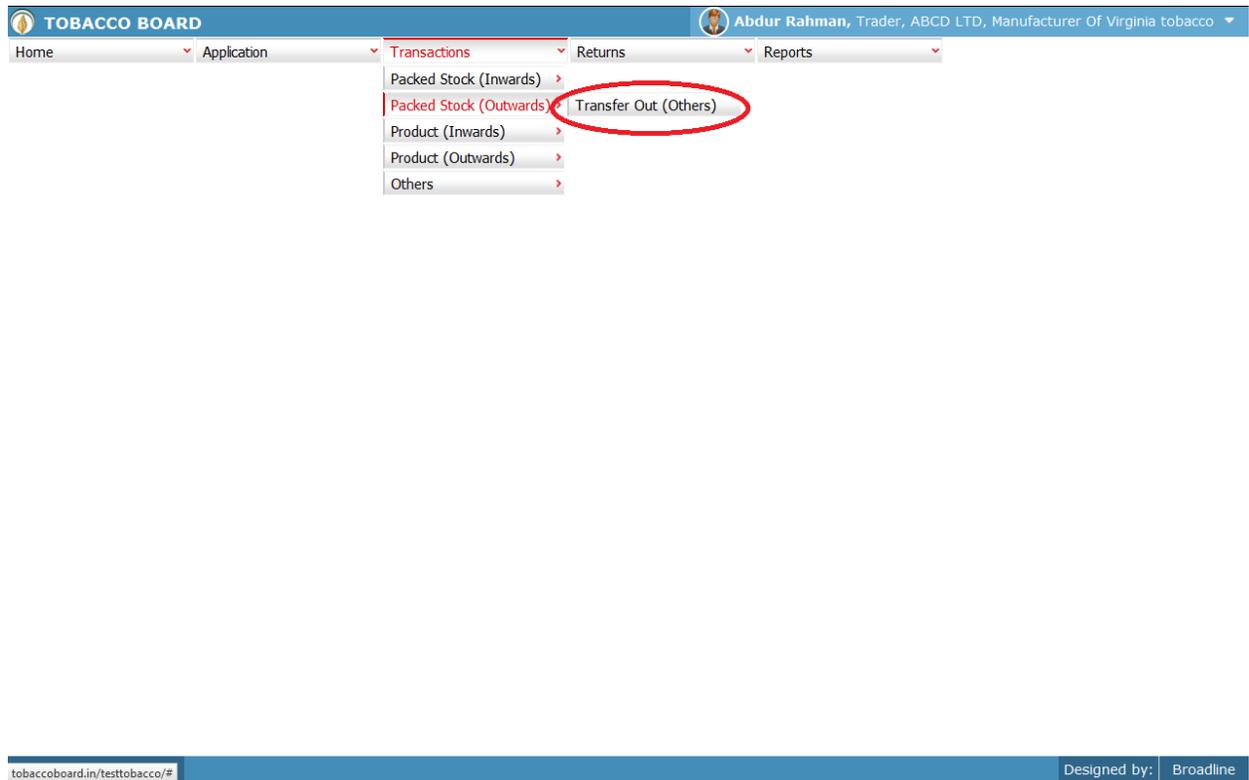


Figure 23

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

4.3.1. Transfer-Out (Others)

Traders can make entries of all the packed stock transferred-out to other registered traders (Only manufacturer) on “**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 Sales to other Traders screen will be opened as shown in below screen shot **Figure 24**

Sl.	TB.Regno	Trader Name	Actions
Pages:			

Figure 24

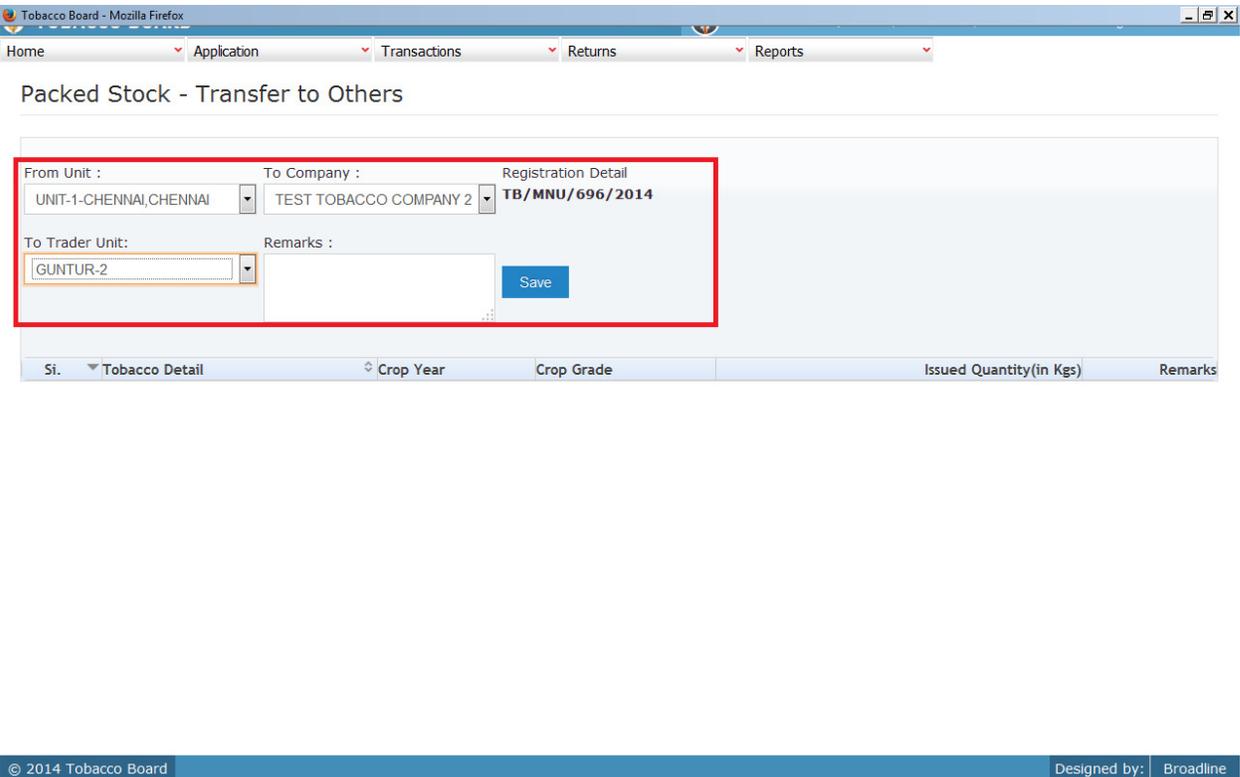
Trader can make entries for any packed Tobacco transferred to other registered on “**Job-Work**” basis traders during the transaction period by clicking on the Add button () as shown in **Figure 24**.

The Transfer-Out (Others) 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 transfers 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 24**.

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



The screenshot shows a web application window titled 'Tobacco Board - Mozilla Firefox'. The navigation menu includes 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The main heading is 'Packed Stock - Transfer to Others'. The form contains the following fields:

- From Unit :** UNIT-1-CHENNAI,CHENNAI (dropdown)
- To Company :** TEST TOBACCO COMPANY 2 (dropdown)
- Registration Detail:** TB/MNU/696/2014
- To Trader Unit:** GUNTUR-2 (dropdown)
- Remarks :** (text area)
- Save** (button)

At the bottom, there is a table header with columns: 'Sl.', 'Tobacco Detail', 'Crop Year', 'Crop Grade', 'Issued Quantity(In Kgs)', and 'Remarks'. The footer contains '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 25

Trader should first choose the following as shown in **Figure 25** (“Highlighted in red color”) and save it:

- a) **From Unit:** Name of the unit where they are issuing the tobacco for job- Work.
- b) **Company:** Name of the company to whom tobacco is issued/transferred for job work.
- c) **To Trader Unit:** Name of the unit of other trader to where packed stock is transferred.

Once saved trader may observe following screen is shown

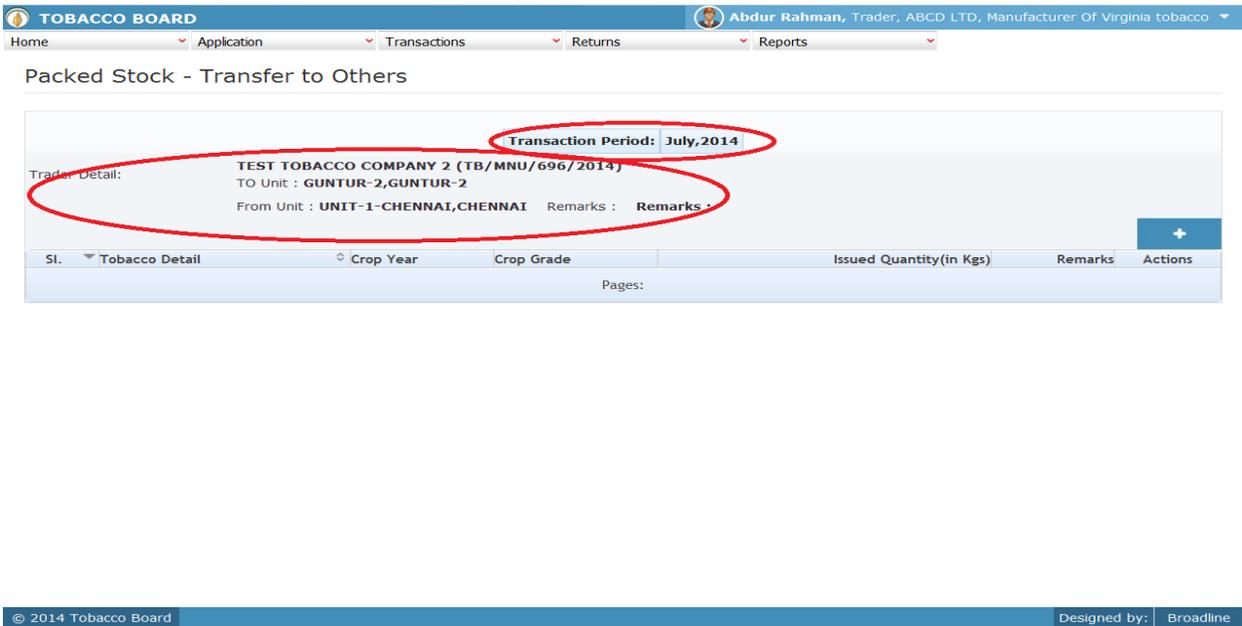


Figure 26

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

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

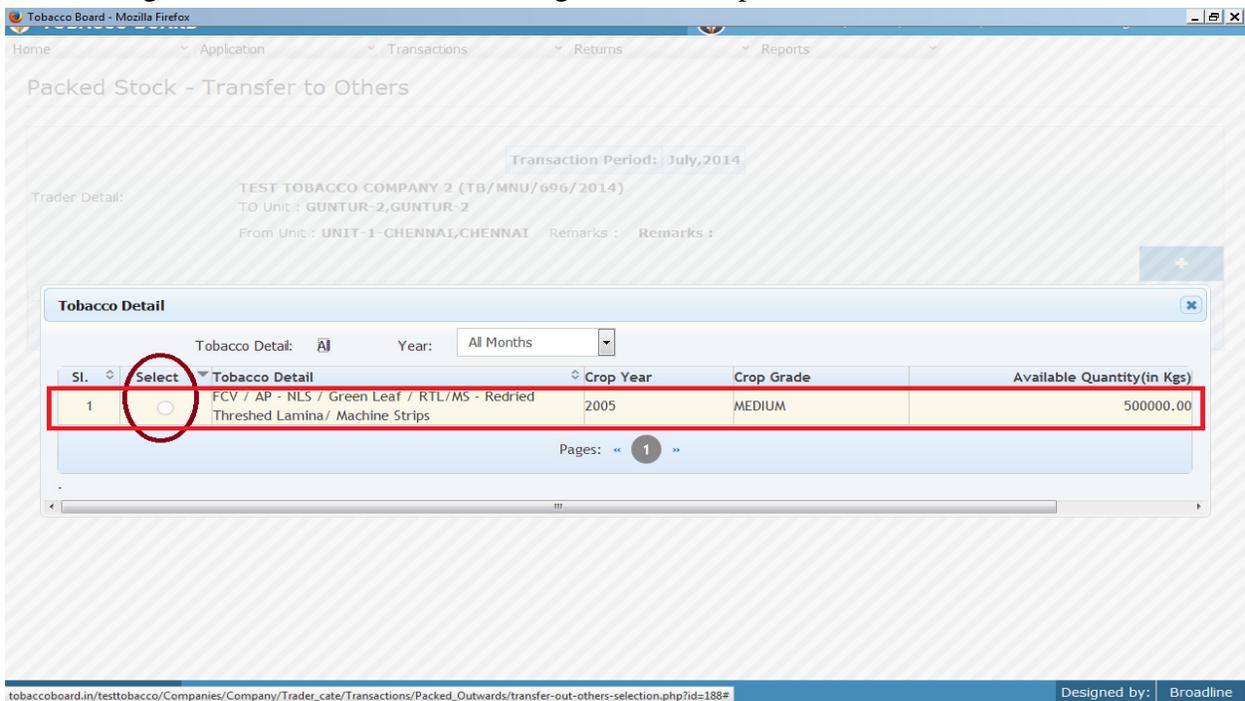


Figure 27

Trader may find a list of Packed Stock 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. Packed Tobacco Imports
3. Transferred- In (Self)

The list shown in above screenshot **Figure 27** 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 other registered traders by clicking the radio button under select column in **Figure 27** (“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 28**

The screenshot shows a web browser window titled 'Tobacco Board - Mozilla Firefox'. The main content area displays a form titled 'Packed Transfer To Others'. The form has a table-like structure with the following fields:

Tobacco Detail	FCV / AP - NLS / Green Leaf / RTL/MS - Redried Threshed Lamina/ Machine Strips (Change)
Year	2005
Grade	MEDIUM
Available Quantity	500000.00
Quantity	<input type="text"/>
Remarks	<input type="text"/>

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The 'Change' link in the Tobacco Detail field and the Quantity input field are circled in red.

At the bottom of the browser window, the URL is 'tobaccoboard.in/testtobacco/Companies/Company/Trader_cate/Transactions/Packed_Outwards/transfer-out-others-selection.php?id=188#' and the footer text is 'Designed by: Broadline'.

Figure 28

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 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 28**

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

Note: transfer-out quantity can be equal or less to available quantity only

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

The screenshot shows the TOBACCO BOARD interface. At the top, there is a navigation bar with 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The user is identified as 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco'. The main heading is 'Packed Stock - Transfer to Others'. Below this, there is a 'Transaction Period: July, 2014' and 'Trader Detail: TEST TOBACCO COMPANY 2 (TB/MNU/696/2014)'. The 'TO Unit' is 'GUNTUR-2,GUNTUR-2' and the 'From Unit' is 'UNIT-1-CHENNAI,CHENNAI'. A table with the following data is shown:

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks	Actions
1	select tobacco	2005	MEDIUM	200000.00		

The table row is highlighted with a red rectangle, and the 'Actions' column header is circled in red. The page number '1' is visible at the bottom of the table.

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Figure 29

Trader may observe that record is successfully saved in the transfer-out (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 29** traders 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 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.

4.4. Product (Inwards)

All the tobacco products transactions concerning to transfers or imports tobacco products including cut tobacco from various sources by the trader has been categorically classified under this menu

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

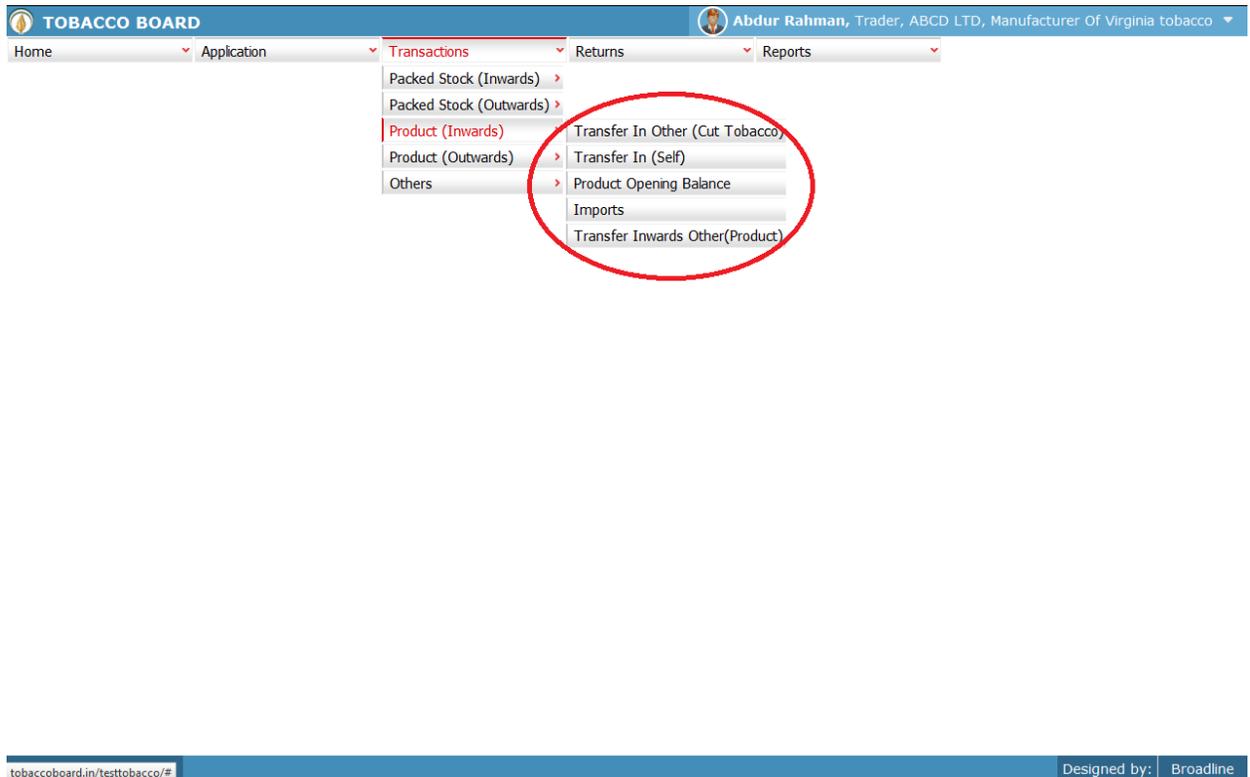


Figure 30

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

4.4.1. Product Opening Balance:

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

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

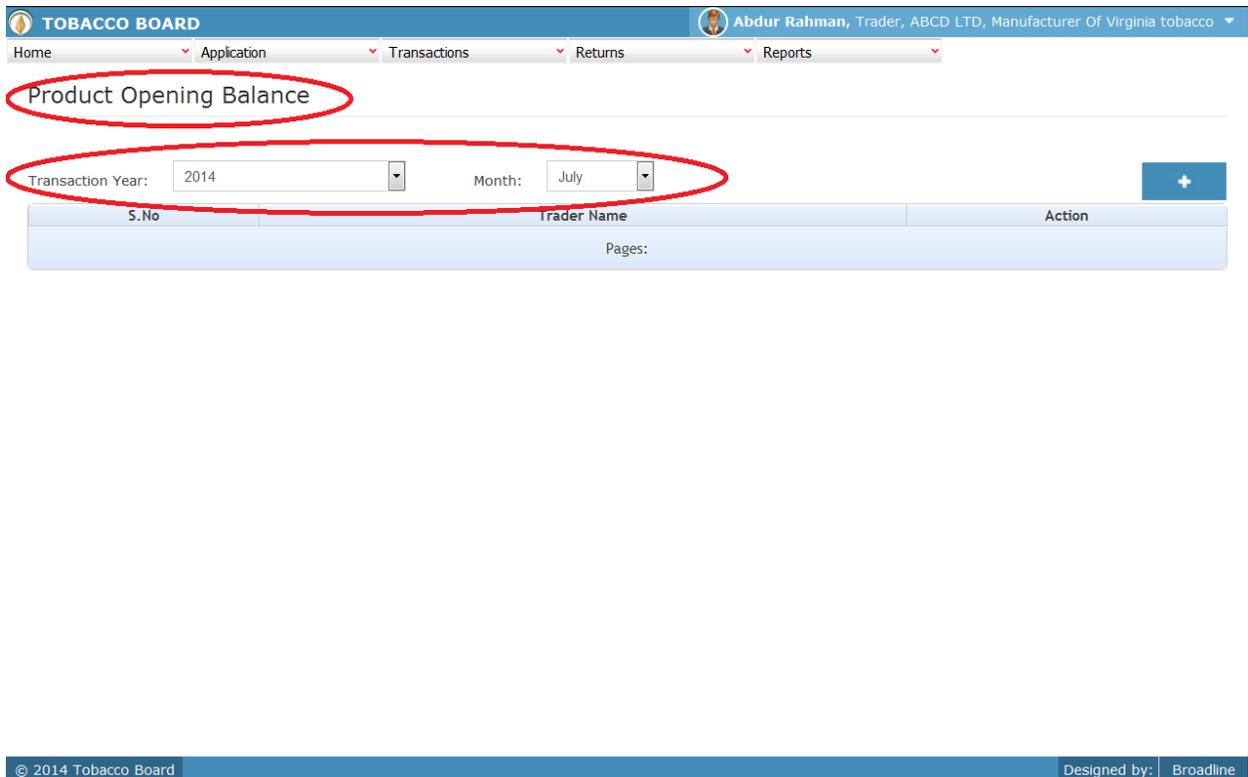


Figure 31

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

Once the trader navigates to this screen they can enter the details of all the Product Stocks available with the 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 product 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 Product (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 Manufacturer.

Entries can be made by clicking on the Add Button () on extreme right hand side of the table as shown in **Figure 31**

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

The following dialog box is opened

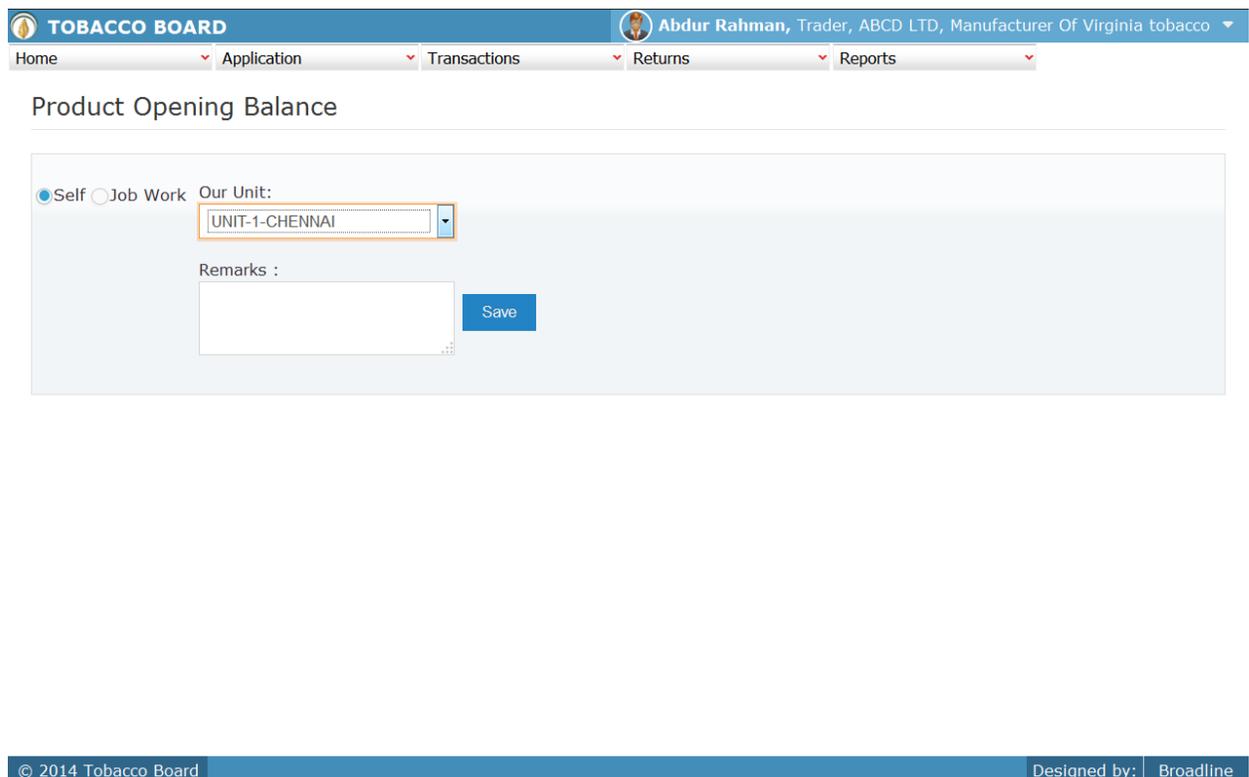


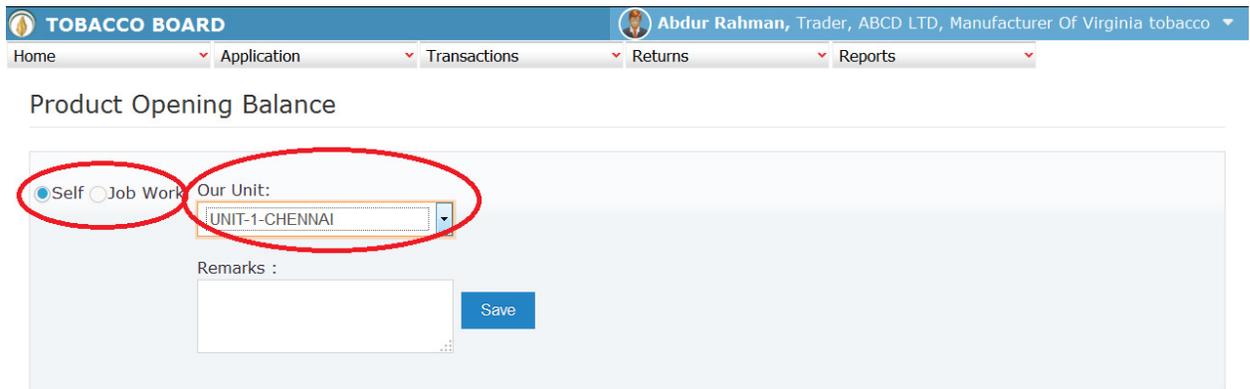
Figure 32

Trader should first mention the product stock available with them for which they are making the entry is their own stock or stock they have from Job-Work which they have done for some other manufacturer.

1) Self:

Once choosing the “Self” option for entering the stocks of products belonging to trader, they need to choose the unit for which they are mentioning the self stocks. Software will list all the units available for the trader as per records during registration.

As shown in below screenshot



The screenshot displays the 'TOBACCO BOARD' interface. At the top, there is a navigation bar with the user profile 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco'. Below this is a menu with options: Home, Application, Transactions, Returns, and Reports. The main content area is titled 'Product Opening Balance'. It features two radio buttons: 'Self' (selected) and 'Job Work'. To the right of these is a dropdown menu labeled 'Our Unit:' with 'UNIT-1-CHENNAI' selected. Below the dropdown is a text area for 'Remarks:' and a blue 'Save' button. Red circles highlight the 'Self' radio button and the 'Our Unit:' dropdown menu.

Figure 33

Trader once choosing the unit for which they are making the entry for own stocks available (“Highlighted in red circle”) and save it.

Once saved trader may observe following screen is shown

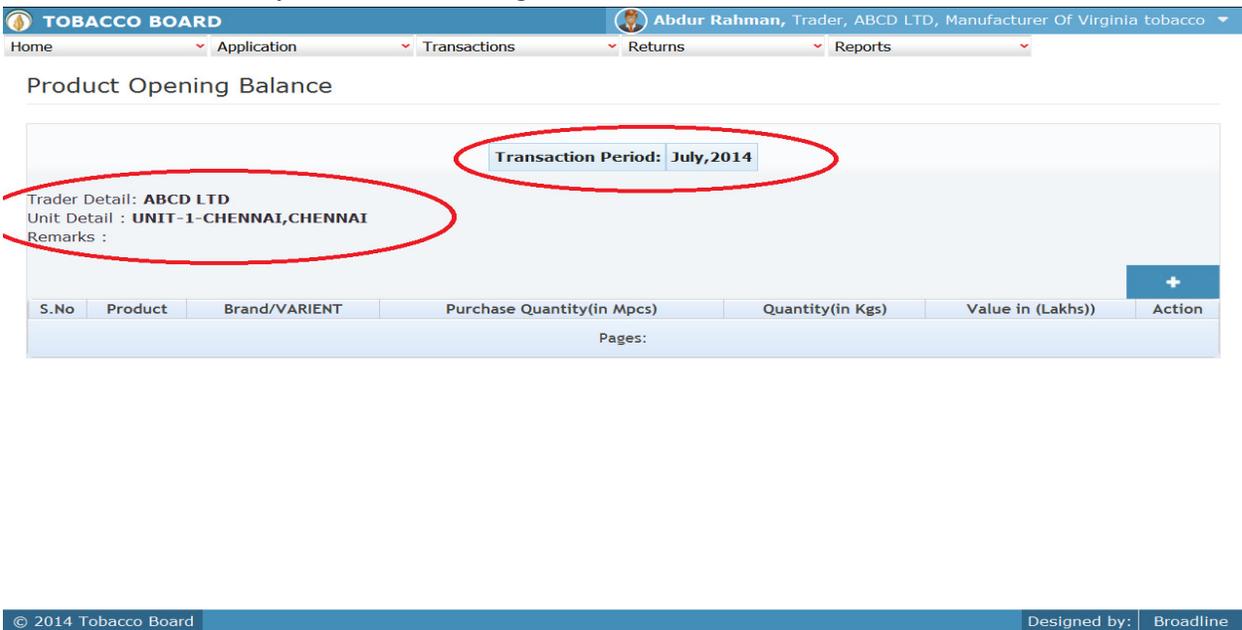


Figure 34

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

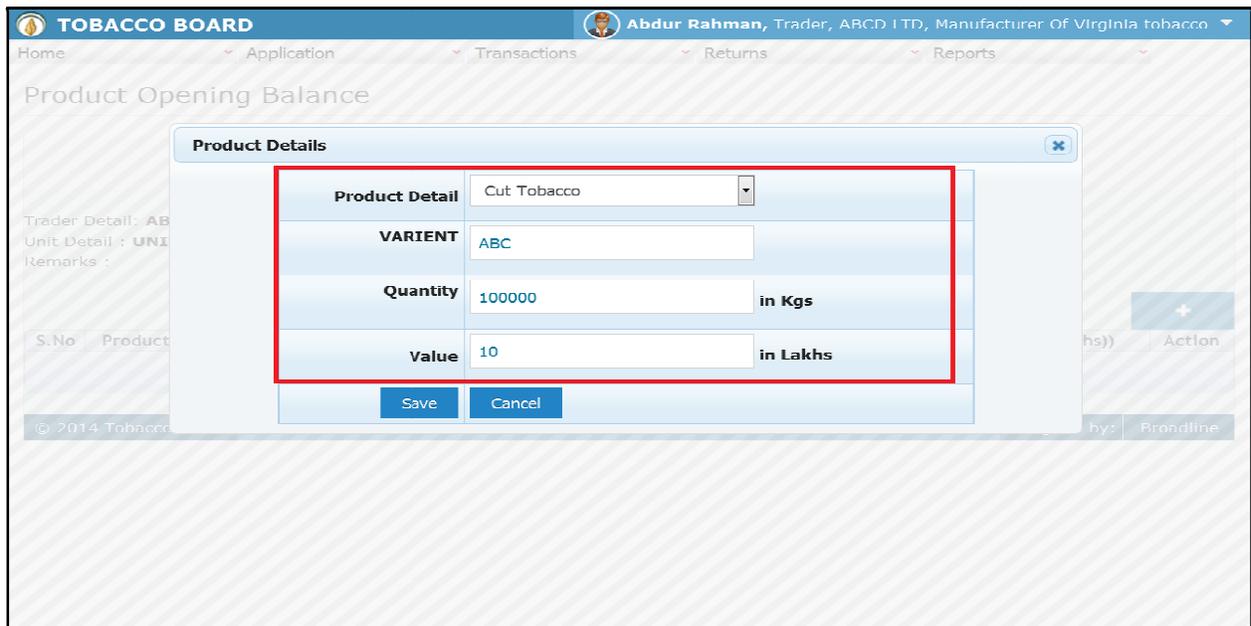


Figure 35

Product Details:

Trader needs to provide following details of the product

- a) **Product Detail:** Trader may choose the product from list of tobacco products
- b) **Variant/Brand:** This is an optional field which can be filled by the traders
- c) **Quantity:** Trader needs to specify the quantity of the product selected available at the opening of the month (In Kgs)
- d) **Value:** Trader needs to specify the value of the product selected (in Lakhs)

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as shown in **Figure 35**

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

Tobacco Board - Mozilla Firefox

Home Application Transactions Returns Reports

Product Opening Balance

Transaction Period: July, 2014

Trader Detail: **ABCD LTD**
Unit Detail : **UNIT-1-CHENNAI, CHENNAI**
Remarks :

S.No	Product	Brand/VARIANT	Purchase Quantity(in Mpcs)	Quantity(in Kgs)	Value in (Lakhs)	Action
1	Cut Tobacco	ABC		100000.00	10.00	 

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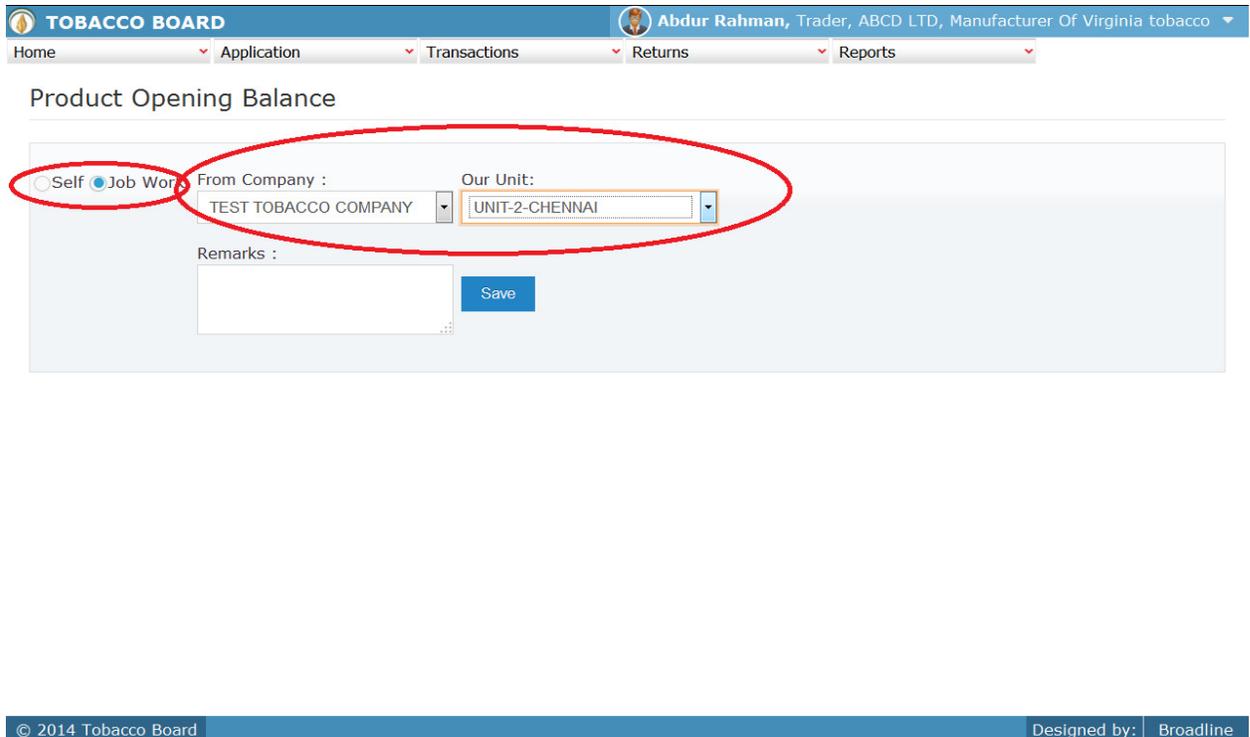
Figure 36

Trader may observe that record is successfully saved in the Product Stock opening balance screen under “Self” for a unit (“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.

2) Job-Work:

Once choosing the “**Job-Work**” option for entering the stocks of products belonging to **other trader** (Only Manufacturer) which they have manufactured under job work basis , they need to choose the company of whom they have the stock and the unit for which they are mentioning the stocks. Software will list all the units available for the trader as per records during registration.

As shown in below screenshot.



The screenshot displays the 'TOBACCO BOARD' software interface. At the top, the user is identified as 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco'. The navigation menu includes 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The main heading is 'Product Opening Balance'. Below this, there are two radio buttons: 'Self' and 'Job Work'. The 'Job Work' option is selected and highlighted with a red circle. To the right of the radio buttons, there are two dropdown menus: 'From Company' (set to 'TEST TOBACCO COMPANY') and 'Our Unit' (set to 'UNIT-2-CHENNAI'). Below these dropdowns is a 'Remarks' text area and a blue 'Save' button. The footer of the page contains the copyright information '© 2014 Tobacco Board' and the designer's name 'Designed by: Broadline'.

Figure 37

Trader once choosing the unit for which they are making the entry for job work stocks available (“Highlighted in red circle”) and save it.

Once saved trader may observe following screen is shown

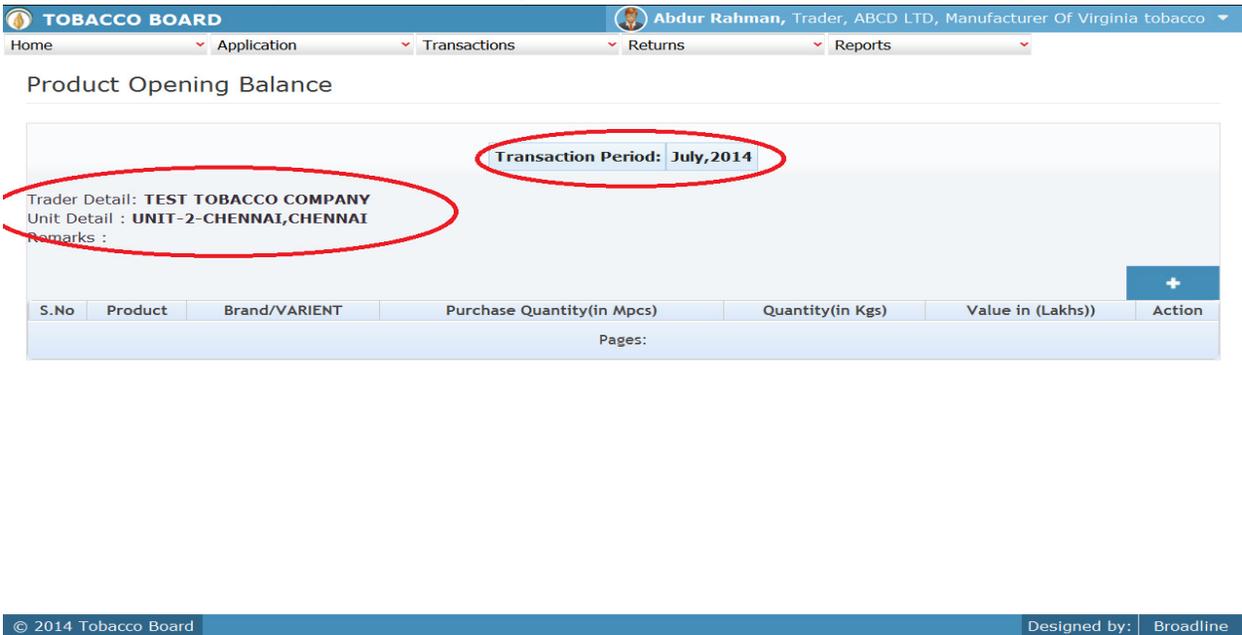


Figure 38

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

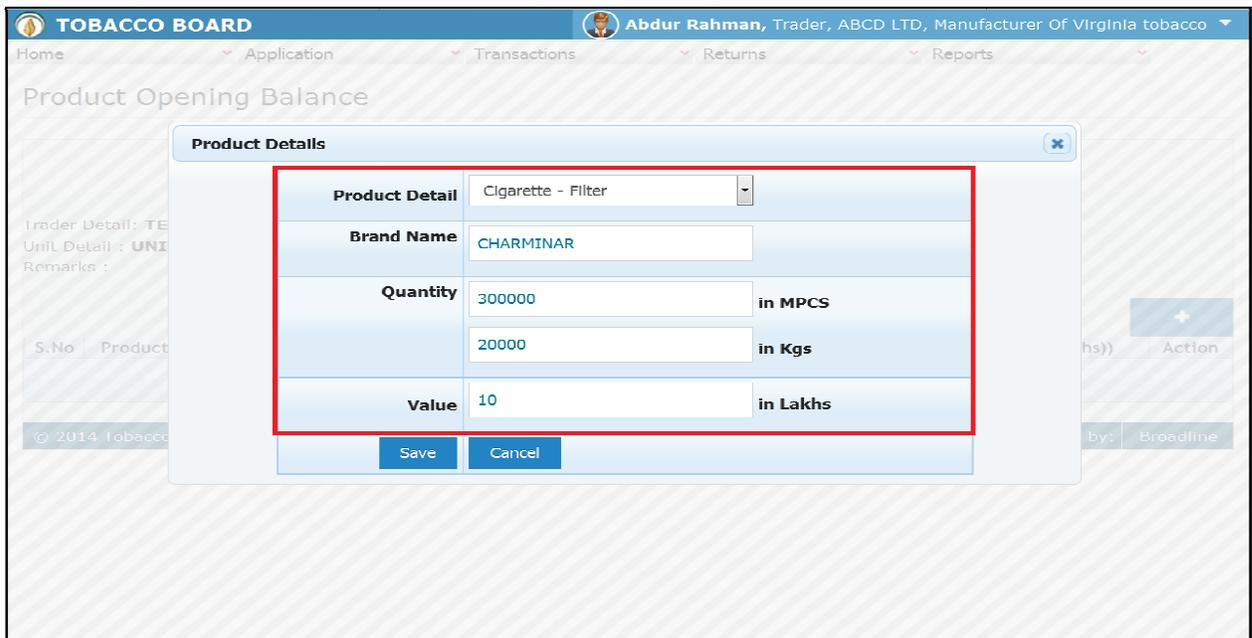


Figure 39

Product Details:

Trader needs to provide following details of the product

- a) **Product Detail:** Trader may choose the product from list of tobacco products
- b) **Variant/Brand:** This is an optional field which can be filled by the traders
- c) **Quantity:** Trader needs to specify the quantity of the product selected available at the opening of the month (In Kgs) [In million pieces(Mpcs) if cigarette products]
- d) **Value:** Trader needs to specify the value of the product selected (in Lakhs)

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as shown in **Figure 39**

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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco

Home Application Transactions Returns Reports

Product Opening Balance

Transaction Period: July, 2014

Trader Detail: TEST TOBACCO COMPANY
Unit Detail : UNIT-2-CHENNAI, CHENNAI
Remarks :

S.No	Product	Brand/VARIANT	Purchase Quantity(in Mpcs)	Quantity(in Kgs)	Value in (Lakhs)	Action
1	Cigarette - Filter	CHARMINAR	300000.00	20000.00	10.00	

Pages: << 1 >>

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Figure 40

Trader may observe that record is successfully saved in the Product Stock opening balance screen under Job-Work” for a unit (“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 40**. 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. Product Imports:

Traders can make entries of all the Products (**CUT TOBACCO ONLY**) 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”)

The screenshot displays the 'Imports' section of the TOBACCO BOARD application. At the top, there is a navigation bar with the TOBACCO BOARD logo on the left and user details for 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco' on the right. Below the navigation bar are tabs for 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The main heading is 'Imports'. Below this heading, there is a form with two dropdown menus: 'Transaction Year' (set to 2014) and 'Month' (set to July). A blue button with a white '+' sign is positioned to the right of these dropdowns. Below the form is a table with the following columns: 'S.No', 'Importer Name', 'Country', and 'Action'. The table is currently empty. At the bottom of the page, there is a footer with the text '© 2014 Tobacco Board' on the left and 'Designed by: Broadline' on the right.

Figure 41

Trader can make entries for any Imports of Products (**CUT TOBACCO ONLY**) made during the transaction period by clicking on the Add button () as shown in **Figure 41**.

The Cut Tobacco 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 41**

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

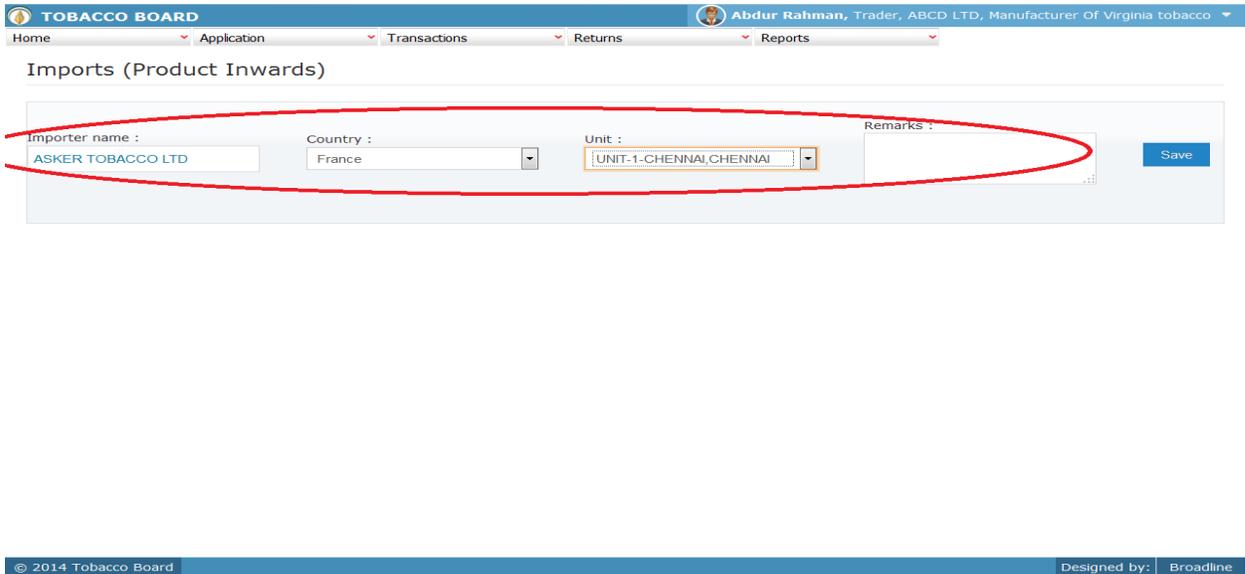


Figure 42

Trader importing the Cut tobacco should first enter the Importer name and country from where tobacco is purchased and at which unit the cut tobacco is stored as shown in **Figure 42** (“Highlighted in red color”) and save it.

Once saved trader may observe following screen is shown

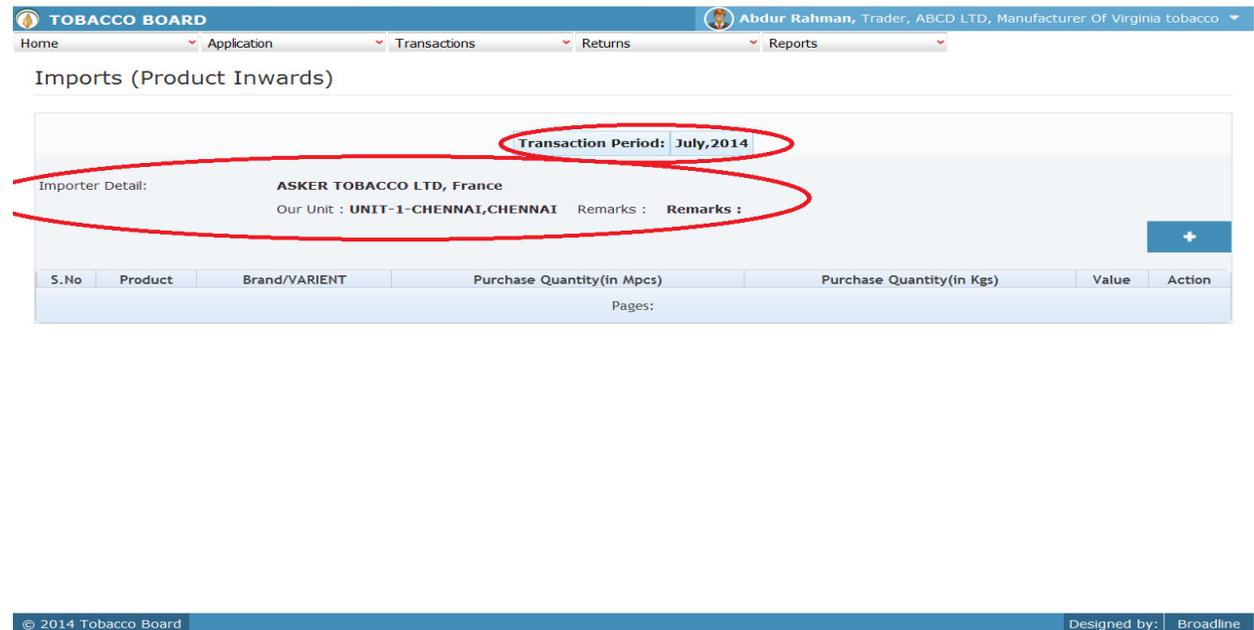


Figure 43

Entries can be made by clicking on the Add Button () on extreme right hand side of the table as shown in **Figure 43**

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

The screenshot shows the 'TOBACCO BOARD' web application interface. The user is logged in as 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco'. The main menu includes 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The current page is 'Imports (Product Inwards)'. A 'Product Details' modal form is open, containing the following fields:

Product Detail	Cut Tobacco
Variant	ABC
Purchase Quantity	500000 in Kgs
Purchase Value	1.5 in Lakhs

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

Figure 44

Product Details:

Trader needs to provide following details of the product

- Product Detail:** Trader may choose the product from list of tobacco products (Only Cut Tobacco)
- Variant/Brand:** This is an optional field which can be filled by the traders
- Quantity:** Trader needs to specify the quantity of the cut tobacco available through imports (In Kgs)
- Value:** Trader needs to specify the value of the cut tobacco imported(in Lakhs)

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as shown in **Figure 44**

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

The Cut 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, Manufacturer Of Virginia tobacco

Home | Application | Transactions | Returns | Reports

Imports (Product Inwards)

Transaction Period: July,2014

Importer Detail: **ASKER TOBACCO LTD, France**
 Our Unit : UNIT-1-CHENNAI,CHENNAI Remarks : Remarks :

S.No	Product	Brand/VARIANT	Purchase Quantity(in Mpcs)	Purchase Quantity(in Kgs)	Value	Action
1	Cut Tobacco	ABC		500000.00	1.50	 

Pages: 1

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Figure 45

Trader may observe that record is successfully saved in the Product 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 45**. You may observe the extreme right hand column of the table with column name as “**Action**”. This column will be present throughout the portal at various stages.

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

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

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

4.4.3. Transfer In Other (Cut Tobacco):

Traders can make entries of all the cut tobacco transferred-in/received from other traders which were issued under **Job-work** by Manufacturer of other company to produce cigarettes made during a particular transaction period. By choosing the Transaction year and Month for which the entry is made, as shown in below screenshot (“Highlighted in Red Circle”)

The screenshot displays the 'TOBACCO BOARD' interface. At the top, the user is identified as 'Abdur Rahman, Trader, ABCD LTD, Manufacturer OF Virginia tobacco'. The main heading is 'Product Inwards - Transfer In Others(Cut Tobacco)'. Below this, there are two dropdown menus: 'Transaction Year' (set to 2014) and 'Month' (set to July). These two dropdowns are circled in red. To the right of these filters is a blue button with a white plus sign. Below the filters is a table with the following columns: 'S.No', 'TB.Regno', 'Trader Name', and 'Action'. The 'Action' column contains the blue plus button. The footer of the page shows '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 46

Trader can make entries for any cut tobacco transferred-in from other traders (manufacturer) not registered under same company made during the transaction period by clicking on the Add button () as shown in **Figure 46**.

The cut tobacco transfer-In other traders screen (we may also call as summary screen) can be used by traders to view all the entries made earlier (if any) by choosing the transaction year and date.

Details of all the receipts through transfers from 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 46**

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

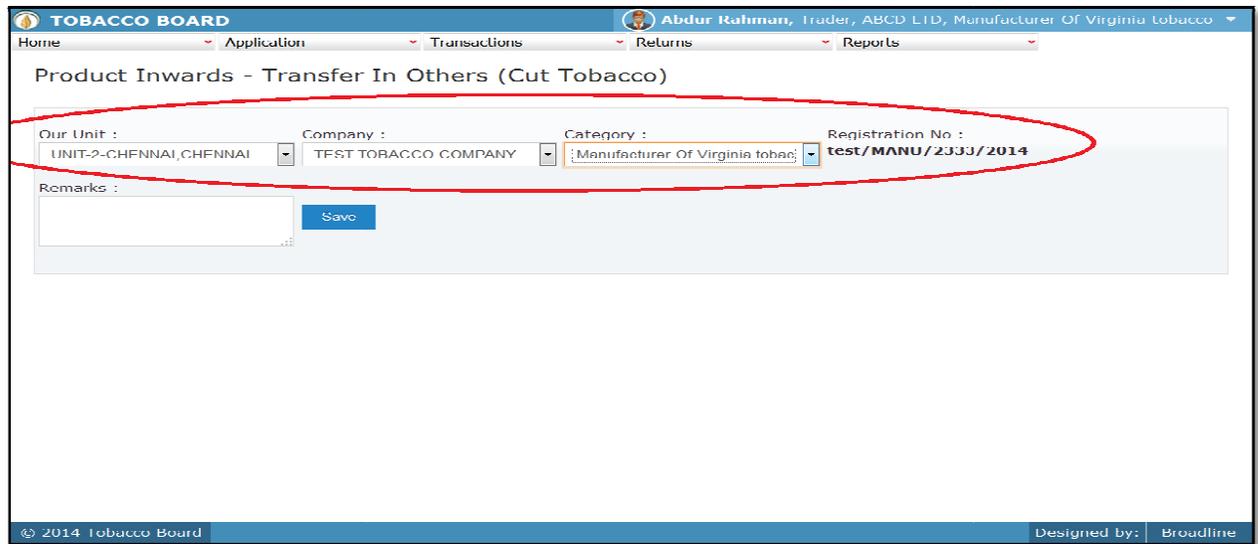


Figure 47

Trader should first choose the company from whom the cut tobacco is transferred-in/received on job-work basis to produce cigarette products and to which unit as shown in **Figure 47** (“Highlighted in red color”) and save it.

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

Once saved trader may observe following screen is shown

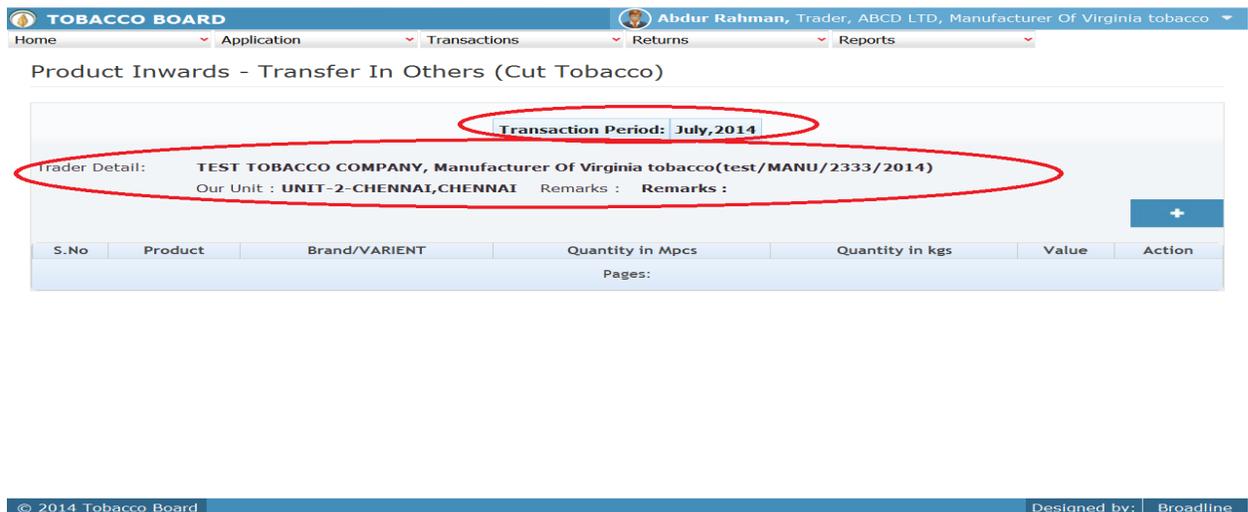


Figure 48

Entries can be made by clicking on the Add Button () on extreme right hand side of the table as shown in **Figure 48**

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

Product Details	
Product Detail	Cut Tobacco
Variet	XYZ
Quantity	400000 in Kgs

Figure 49

Product Details:

Trader needs to provide following details of the cut tobacco transferred-in/received under job-work to produce cigarette products

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

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as  shown in **Figure 49**.

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

TOBACCO BOARD Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco

Home Application Transactions Returns Reports

Product Inwards - Transfer In Others (Cut Tobacco)

Transaction Period: July,2014

Trader Detail: **TEST TOBACCO COMPANY, Manufacturer Of Virginia tobacco(test/MANU/2333/2014)**
 Our Unit : UNIT-2-CHENNAI,CHENNAI Remarks : Remarks :

S.No	Product	Brand/VARIANT	Quantity in Mpcs	Quantity in kgs	Value	Action
1	Cut Tobacco	XYZ		400000.00		 

Pages: << 1 >>

Figure 50

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

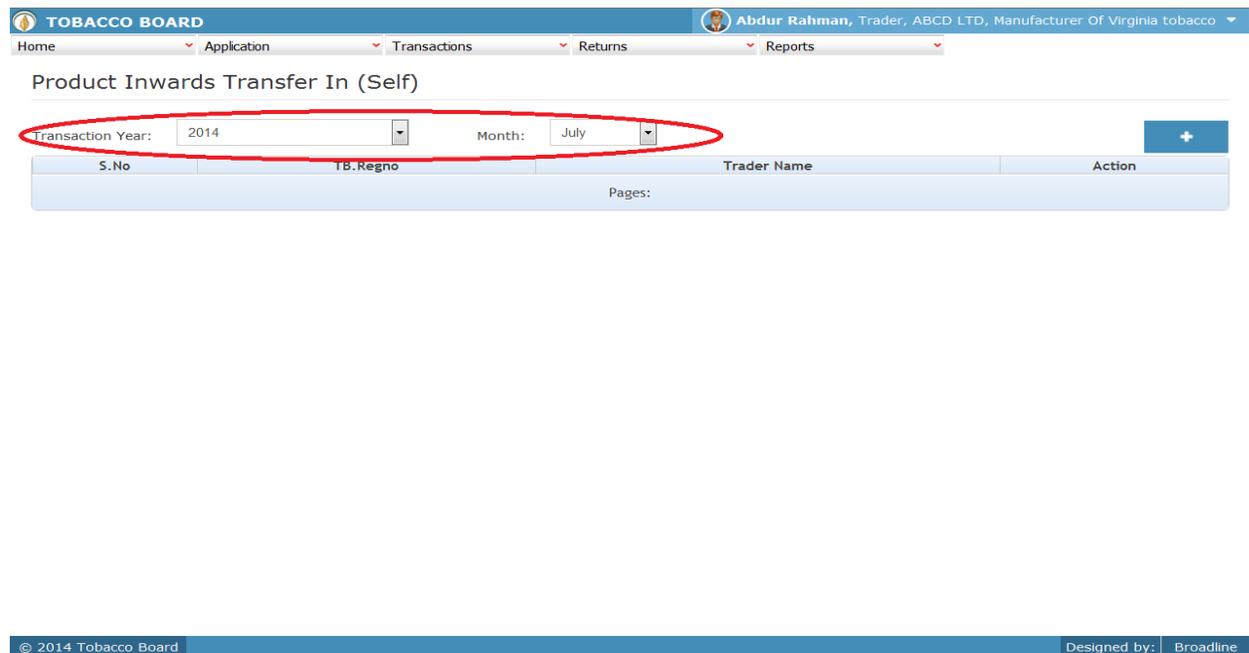
Note: After making an entry you can find an updated table as above screen shot **Figure 50**. You may observe the extreme right hand column of the table with column name as “**Action**”. This column will be present throughout the portal at various stages.

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

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

4.4.4. Transfer In (Self) - Cut Tobacco:

Traders can make entries of all the **cut tobacco** transferred-in/received from traders (Processor) registered under **same company** made during a particular transaction period. By choosing the Transaction year and Month for which the entry is made, as shown in below screenshot (“Highlighted in Red Circle”)



The screenshot displays the 'TOBACCO BOARD' interface. At the top, there is a navigation menu with options: Home, Application, Transactions, Returns, and Reports. The user profile 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco' is visible. The main heading is 'Product Inwards Transfer In (Self)'. Below this, there are two dropdown menus: 'Transaction Year' (set to 2014) and 'Month' (set to July), which are circled in red. To the right of these dropdowns is a blue button with a white plus sign (+). Below the dropdowns is a table with columns: S.No, TB.Regno, Trader Name, and Action. The footer contains the text '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 51

Trader can make entries for any cut tobacco transferred-in from trader (processor) registered under **same company** made during the transaction period by clicking on the Add button as  shown in **Figure 51**.

The cut tobacco transfer-In self screen (we may also call as summary screen) can be used by traders to view all the entries made earlier (if any) by choosing the transaction year and date.

Details of all the receipts through transfers from own 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 51**

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

The screenshot shows the 'TOBACCO BOARD' interface. At the top, there is a navigation bar with 'Home', 'Application', 'Transactions', 'Returns', and 'Reports' dropdown menus. The user profile 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco' is displayed. The main heading is 'Product Inwards Transfer In (Self)'. The form contains the following fields:

- 'Our UNIT:' dropdown menu with 'UNIT-1-CHENNAI, CHENNAI' selected.
- 'Category:' dropdown menu with 'Processor of Virginia Tobacco' selected.
- 'Unit Name:' dropdown menu with 'UNIT-1-PRO, CHENNAI' selected.
- 'Registration No:' text field with 'TB/PROCESSOR/2014/5555' entered.
- 'Remarks:' empty text area.
- 'Save' button.

A red oval highlights the 'Our UNIT:', 'Category:', and 'Unit Name:' dropdown menus.

Figure 52

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

- a) Choose the unit where cut tobacco is received.
- b) Once category is selected, choose the unit from where transfer/receipt is made

As shown in **Figure 52** (“Highlighted in red color”) and save it.

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

Once choosing from category & units details trader may save the entry by clicking on “SAVE”  button as shown in **Figure 52**.

Once saved trader may observe following screen is shown

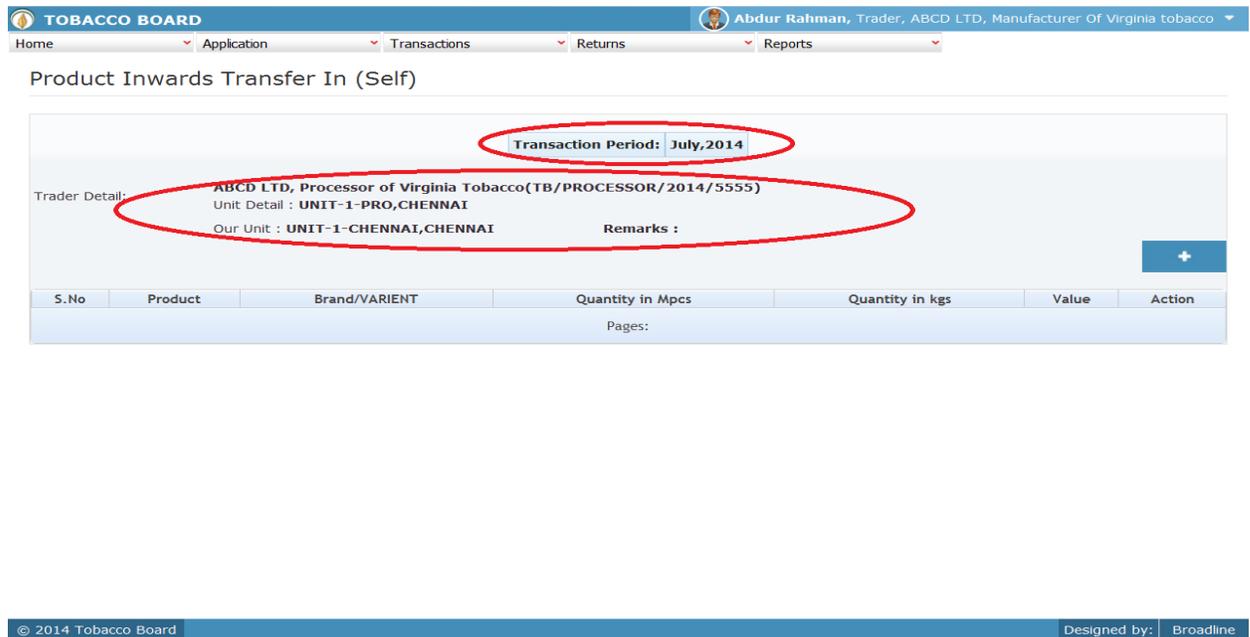


Figure 53

Entries can be made by clicking on the Add Button () on extreme right hand side of the table as shown in **Figure 53**

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

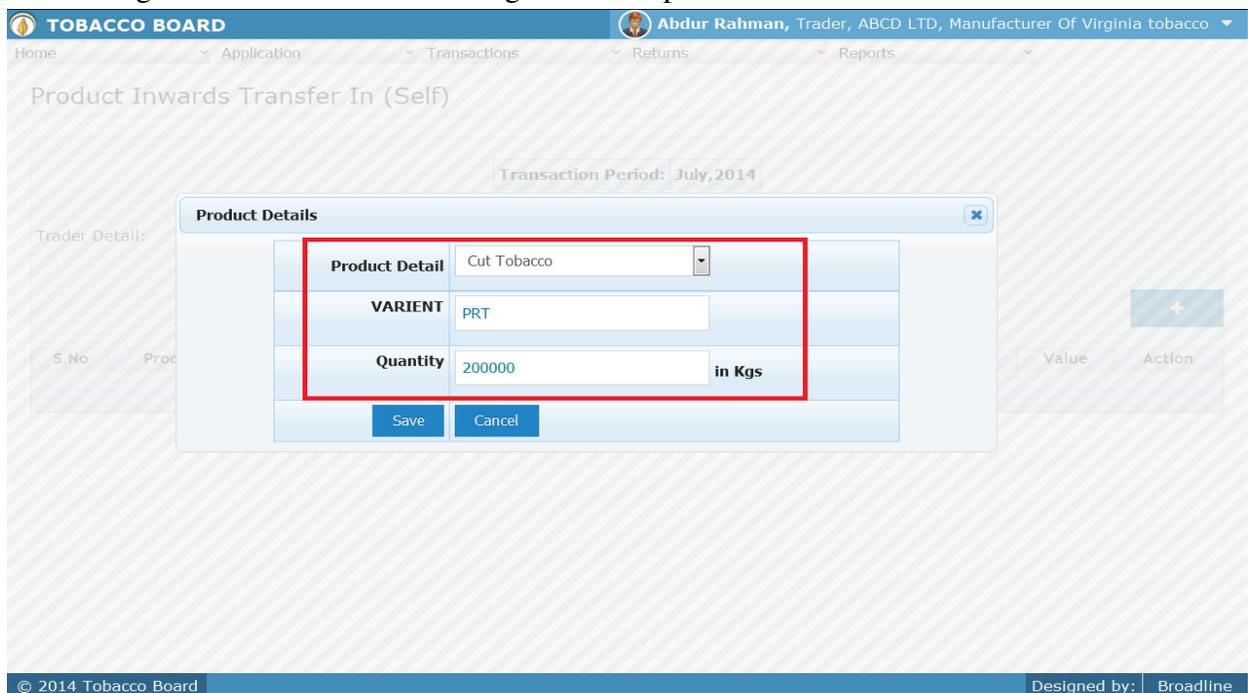


Figure 54

Product Details:

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

- a) **Product Details:** Trader needs to choose from the drop down the cut tobacco
- b) **Variant** : Trader needs to specify the name of variant (Optional)
- c) **Quantity** : Trader needs to specify the quantity of stock for that particular cut tobacco

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as shown in **Figure 54**

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

The screenshot shows the 'TOBACCO BOARD' interface. The user is 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco'. The navigation menu includes Home, Application, Transactions, Returns, and Reports. The page title is 'Product Inwards Transfer In (Self)'. The transaction period is set to 'July, 2014'. The trader details are 'ABCD LTD, Processor of Virginia Tobacco(TB/PROCESSOR/2014/5555)', 'Unit Detail : UNIT-1-PRO,CHENNAI', and 'Our Unit : UNIT-1-CHENNAI,CHENNAI'. A table with the following data is shown:

S.No	Product	Brand/VARIANT	Quantity in Mpcs	Quantity in kgs	Value	Action
1	Cut Tobacco	PRT		200000.00		[Edit/Delete]

The table row is highlighted with a red border. The 'Action' column contains edit and delete icons. The footer shows '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 55

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

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

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

4.4.5. Transfer In Other (Products):

Traders can make entries of all the tobacco products transferred-in/received from other traders (**only manufacturer**) to whom issues were done under **Job-work** to other manufacturer made during a particular transaction period. By choosing the Transaction year and Month for which the entry is made, as shown in below screenshot (“Highlighted in Red Circle”)

The screenshot displays the TOBACCO BOARD interface. At the top, the user is identified as 'Abdur Rahman, Trader, ABCD LTD, Manufacturer OF Virginia tobacco'. The main heading is 'Product Inwards - Transfer In Others (Product)'. 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 plus sign (+). Below the dropdowns is a table with columns: 'S.No', 'Tb.Regno', 'Trader Name', and 'Action'. The table is currently empty. At the bottom of the page, there is a footer with '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 56

Trader can make entries for any products (**except cut tobacco**) transferred-in/ received from other traders (manufacturer) to whom issues were made (packed stock & Cut tobacco) under Job-work basis to produce products made during the transaction period by clicking on the Add button () as shown in **Figure 56**.

The tobacco products (except cut tobacco) transfer-In from other traders screen (we may also call as summary screen) can be used by traders to view all the entries made earlier (if any) by choosing the transaction year and date.

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

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

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

The screenshot shows the 'Product Inwards - Transfer In Others(Product)' form in the Tobacco Board software. The form is titled 'Product Inwards - Transfer In Others(Product)'. It contains four dropdown menus: 'Our Unit' (UNIT-1-CHENNAI, CHENNAI), 'Company' (TEST TOBACCO COMPANY), 'Category' (Manufacturer Of Virginia tobacc), and 'Registration No' (test/MANU/2333/2014). Below these fields is a 'Remarks' text area and a blue 'Save' button. The entire form area is highlighted with a red oval.

Figure 57

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

- a) Choose the unit where product is received.
- b) Choose company from where product received is selected.

As shown in **Figure 57** (“Highlighted in red color”) and save it.

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

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

Save

button as shown in **Figure 57**.

Once saved trader may observe following screen is shown

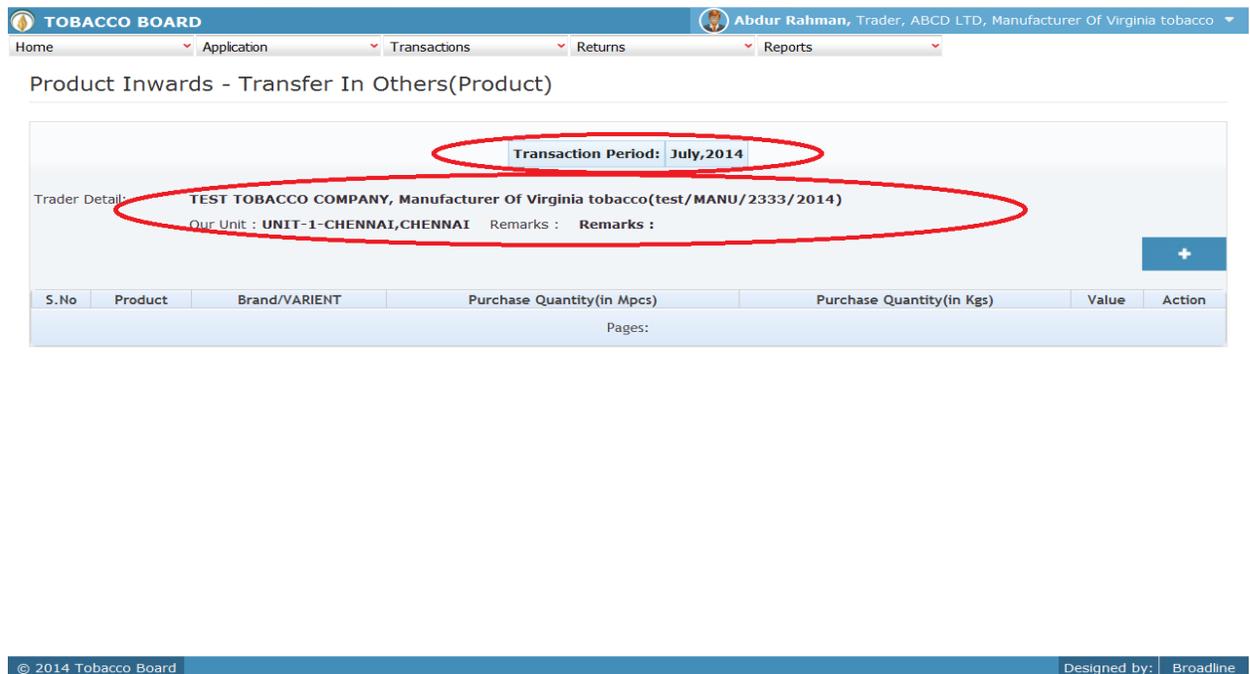


Figure 58

Entries can be made by clicking on the Add Button () on extreme right hand side of the table as shown in **Figure 58**

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

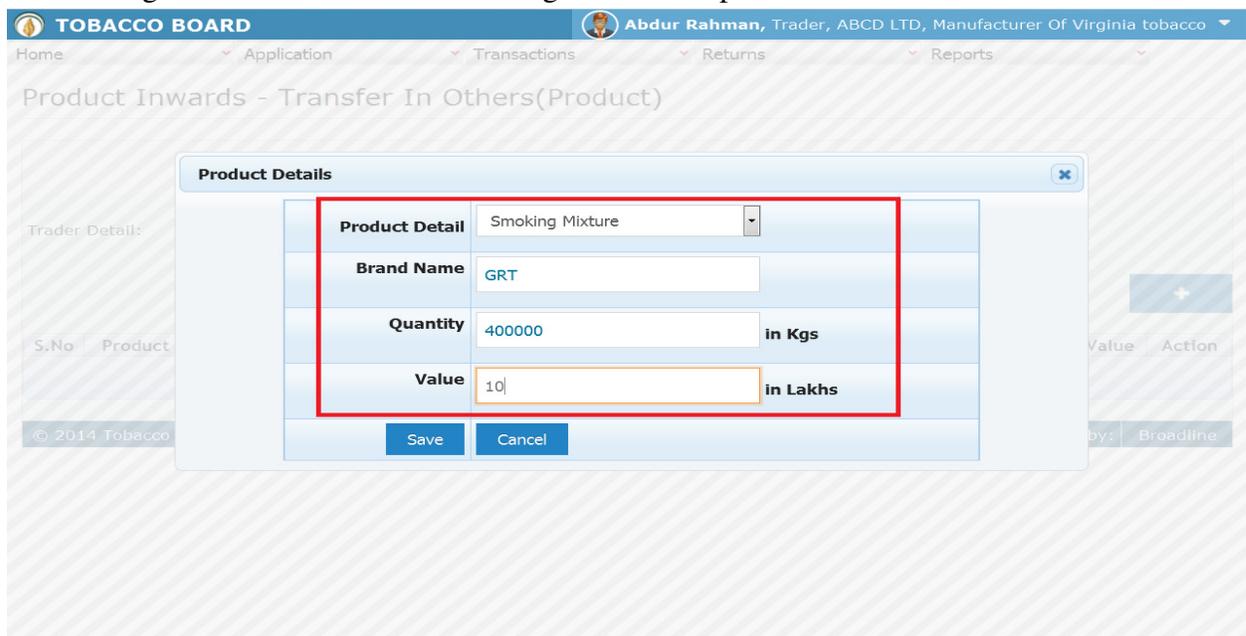


Figure 59

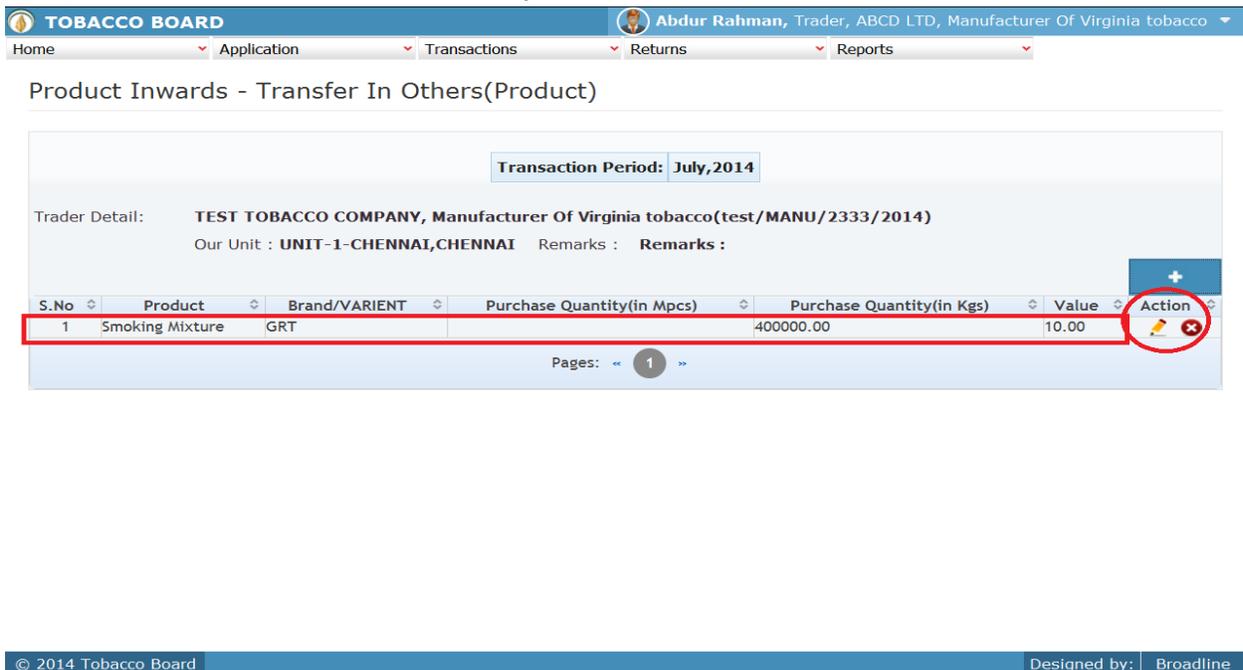
Product Details:

Trader needs to provide following details of the product transferred-in/received after job-work from other manufacturer

- a) **Product Details:** Tobacco products (except cut tobacco) option will be available to choose.
- b) **VARIANT:** Trader needs to specify the brand name of the product (Optional)
- c) **Quantity;** Transferred quantity (in Kgs)
- d) **Value:** Trader needs to specify the value of products mentioned (in Lakhs)

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as  shown in **Figure 59**.

The products (except cut tobacco) Transfer-in others (Products) screen (we may call as summary sheet) will as below screenshot once entry is made



The screenshot displays the 'TOBACCO BOARD' interface. At the top, it shows the user 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco'. Below this is a navigation menu with 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The main heading is 'Product Inwards - Transfer In Others(Product)'. A 'Transaction Period' dropdown is set to 'July, 2014'. The trader details are 'TEST TOBACCO COMPANY, Manufacturer Of Virginia tobacco(test/MANU/2333/2014)' with unit 'UNIT-1-CHENNAI, CHENNAI'. A table with one row is shown, highlighted with a red box. The table has columns: S.No, Product, Brand/VARIANT, Purchase Quantity(in Mpcs), Purchase Quantity(in Kgs), Value, and Action. The row contains: 1, Smoking Mixture, GRT, 400000.00, 10.00. The 'Action' column has a '+' icon and a red circle with a cross. The footer shows '© 2014 Tobacco Board' and 'Designed by: Broadline'.

S.No	Product	Brand/VARIANT	Purchase Quantity(in Mpcs)	Purchase Quantity(in Kgs)	Value	Action
1	Smoking Mixture	GRT	400000.00	10.00		

Figure 60

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

Note: After making an entry you can find an updated table as above screen shot **Figure 60**. You may observe the extreme right hand column of the table with column name as “**Action**”. This column will be present throughout the portal at various stages.

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

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

4.5. Product (Outwards):

All the tobacco transactions concerning to tobacco product (including cut tobacco) moving out of the traders stock via. Sales, job-work issues trader has been categorically classified under this menu

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

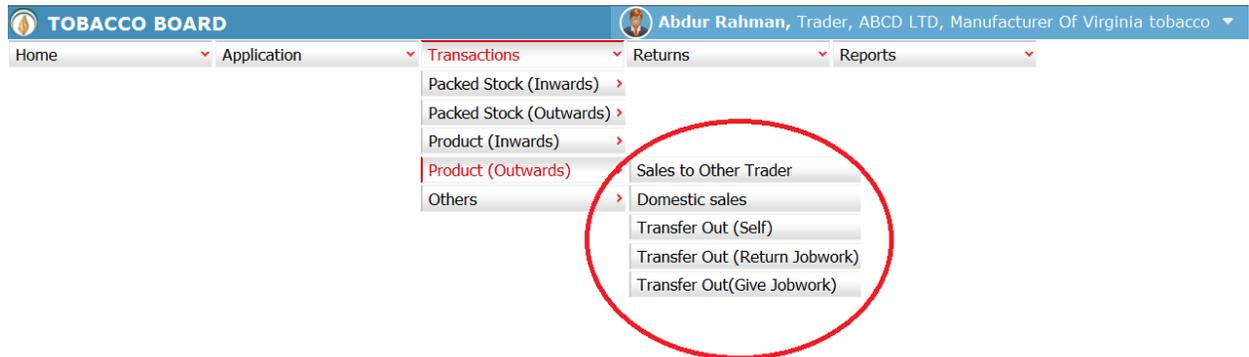


Figure 61

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

4.5.1. Domestic Sales:

Traders can make entries of all the domestic **products sales** made within country to any **unregistered trader** 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”)

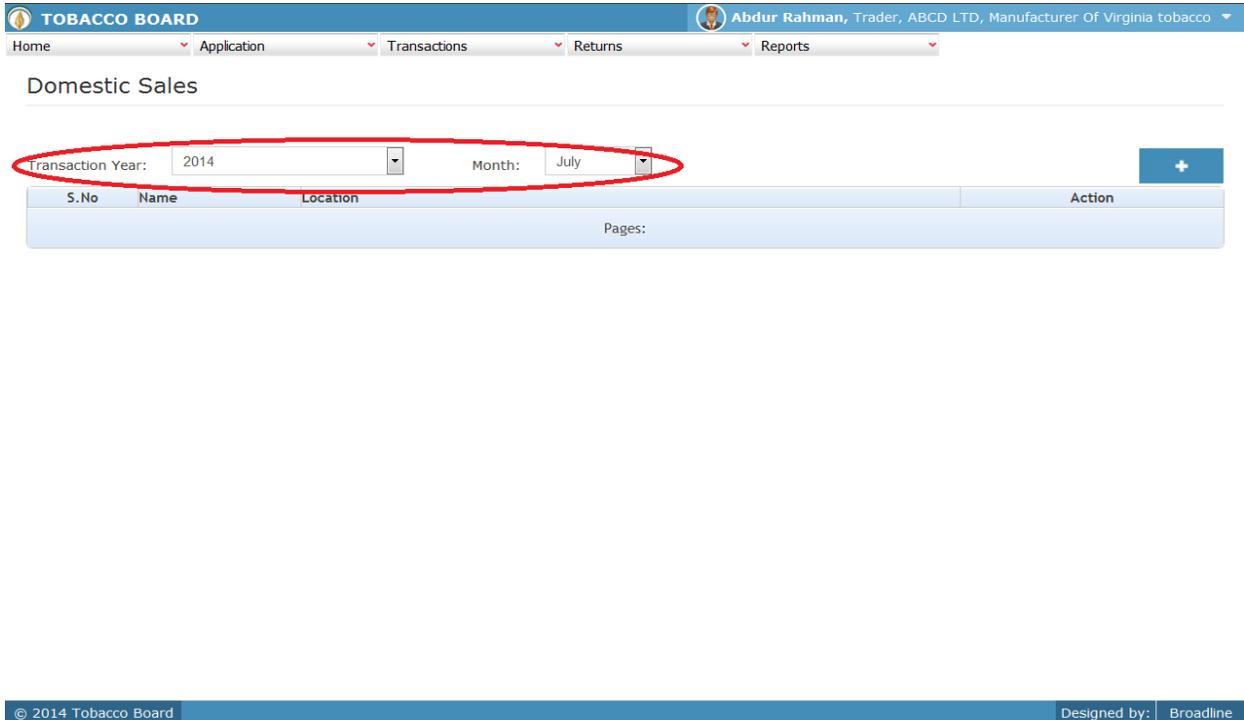


Figure 62

Trader can make entries for any products domestic sales made during the transaction period by clicking on the Add button () as shown in **Figure 62**.

The Products domestic sales 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 domestic 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 **Figure62**

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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco

Home Application Transactions Returns Reports

Domestic Sales

Name of Purchaser : Mann Singh Traders

Address : 44D/T New Zeron Park
Vadodra, Gujarat 321 321

Unit : UNIT-1-CHENNAI, CHENNAI

Remarks :

Save

Figure 63

Trader selling tobacco to other **unregistered traders** should first enter the

1. **Name of Purchaser:** Trader needs to provide the name of purchaser to whom tobacco product is sold
2. **Address:** Trader needs to provide address of purchaser.
3. **Unit:** Details of the unit from where the product is sold.

as shown in **Figure 63** (“Highlighted in red color”) and save it.

Once saved trader may observe following screen is shown

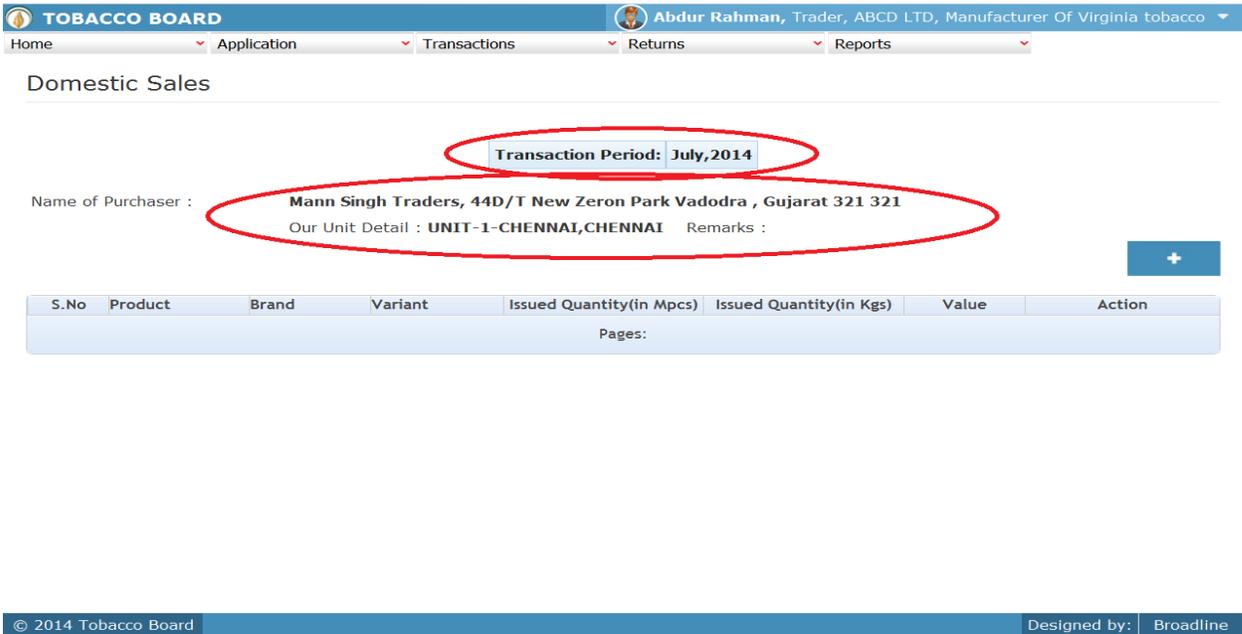


Figure 64

Unit entries can be made by clicking on the Add Button () on extreme right hand side of the table as shown in **Figure 64**

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

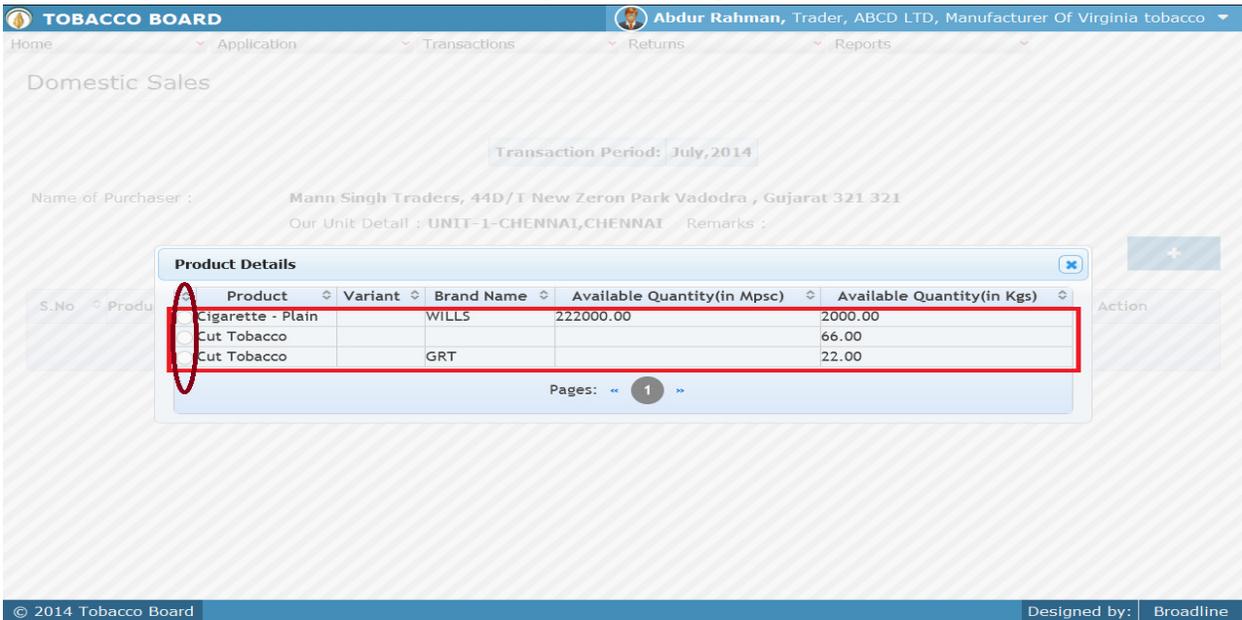


Figure 65

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

List of Screens (All tobacco clubbed together) for that unit

- a) **Product (Inwards)**
 - 1. Product Opening Balance
 - 2. Transfer In (Self)
 - 3. Product Imports
- b) **Others**
 - 4. Production

The list shown in above screenshot **Figure 65** comprises of all the tobacco products the trader has in stock by clubbing all the tobacco product stocks enter in above **list of screens**.

Trader may choose from the list tobacco product quantity that is been sold domestic by clicking the radio button under select column in **Figure 65** (“highlighted in red Color Circle”)

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

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 66**

The screenshot shows a web application window titled 'Tobacco Board - Mozilla Firefox'. The main content area is titled 'Domestic Sales'. A 'Product Details' dialog box is open, displaying the following information:

Product Detail		Cigarette - Plain
Brand Name	WILLS	
Available Qunatity in Mpsc	222000.00	
Available Qunatity in Kgs	2000.00	
Quantity	1110000	in MPCs
	1000	in Kgs
Value	5	in Lakhs

Buttons for 'Save' and 'Cancel' are visible at the bottom of the dialog box. A red oval highlights the Quantity and Value input fields.

Figure 66

Trader may observe that software will be showing the current available quantity of that particular tobacco product and trader may fill in how much quantity is sold from the available quantity (“Highlighted in Red Rectangular box”).

If the trader needs to choose any other tobacco product he may click on the “Cancel” button in **Figure 66**

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

S.No	Product	Brand	Variant	Issued Quantity(in Mpcs)	Issued Quantity(in Kgs)	Value	Action
1	Cigarette - Plain	WILLS		111000.00	1000.00	5.00	 

Figure 67

Trader may observe that record is successfully saved in the Domestic Sales 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 67**. 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.

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

Similarly a Trader can make number of entries from a unit to the purchaser to whom tobacco is sold in a particular transaction period and subsequently make number of entries for each purchaser from each unit individually.

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

4.5.2. Sale to Other Trader:

Traders can make entries of all the **products sales** made within country to any **registered trader** during a particular transaction period. By choosing the Transaction year and Month for which the entry is made, as shown in below screenshot (“Highlighted in Red Circle”)

The screenshot displays the TOBACCO BOARD application interface. At the top, the user is logged in as 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco'. The navigation menu includes 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The 'Sales To Other' option is highlighted with a red circle. Below this, the 'Transaction Year' is set to '2014' and the 'Month' is set to 'July', both also highlighted with a red circle. A blue '+' button is visible on the right side of the form. Below the form is a table with columns: 'S.No', 'TB.Regno', 'Trader Name', and 'Action'. The table is currently empty, with 'Pages:' indicated below it. The footer shows '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 68

Trader can make entries for any products sales to **registered traders** made during the transaction period by clicking on the Add button () as shown in **Figure 68**.

The Products sales 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 product 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 **Figure68**

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

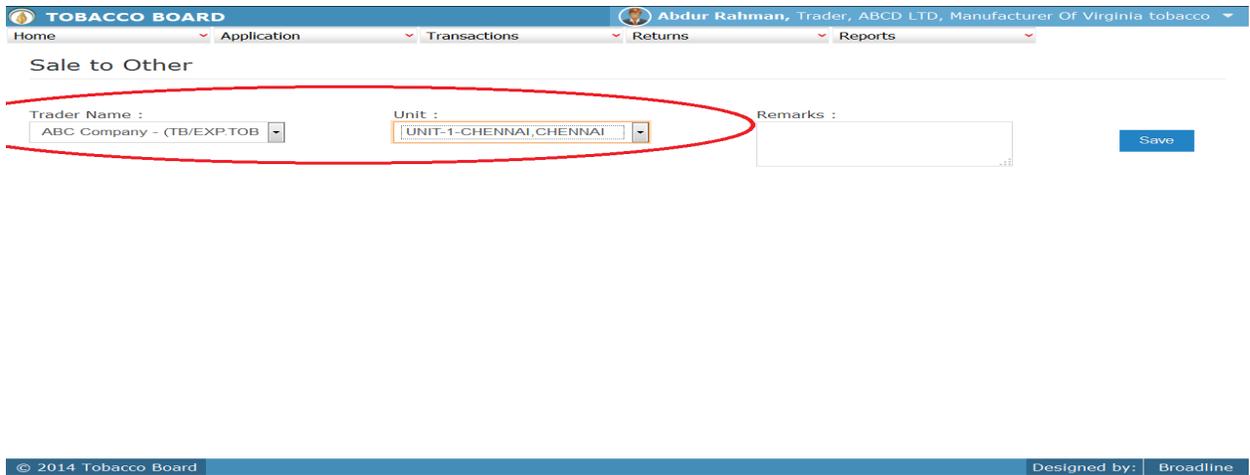


Figure 69

Trader selling tobacco to other **Registered traders (only Exporter of Products)** should first enter the

1. **Trader Name:** Trader needs to choose the name of company to whom tobacco product is sold from the list of all registered Exporters of Products
2. **Unit:** Details of the own unit of trader from where the product is sold.

as shown in **Figure 69** (“Highlighted in red color”) and save it.

Once saved trader may observe following screen is shown

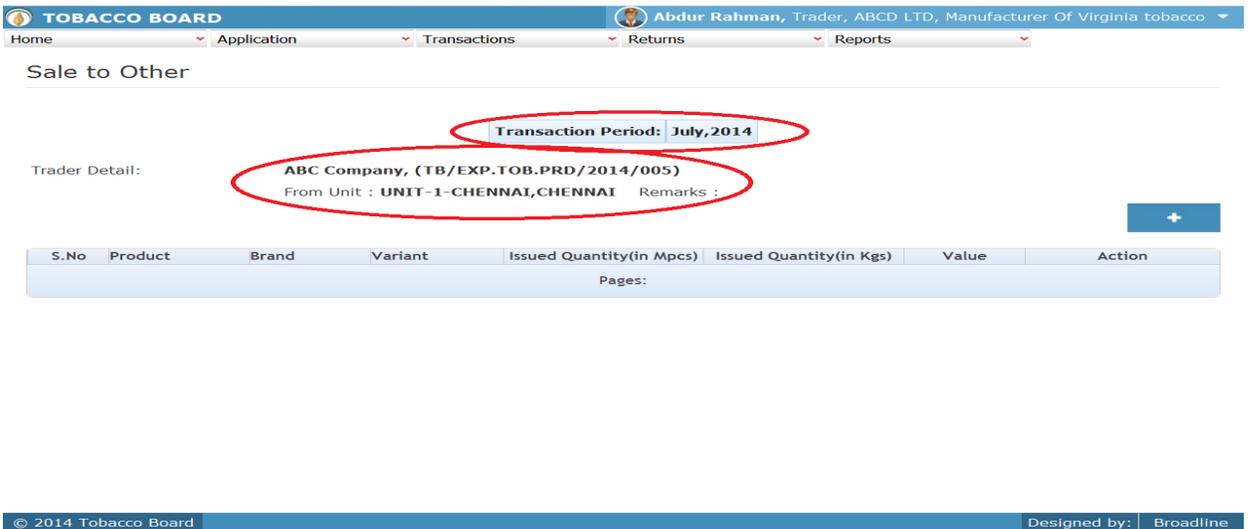


Figure 70

Entries can be made by clicking on the Add Button () on  extreme right hand side of the table as shown in **Figure 70**

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

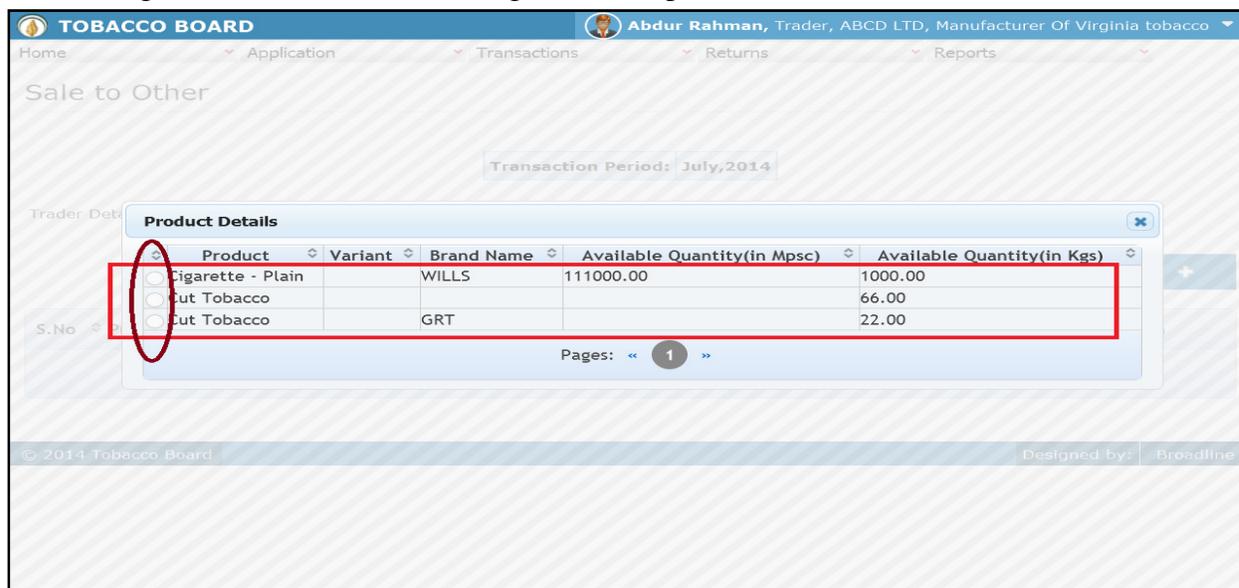


Figure 71

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

List of Screens (All tobacco clubbed together)

- a) **Product (Inwards)**
 - 1. Product Opening Balance
 - 2. Transfer In (Self)
 - 3. Product Imports
- b) **Others**
 - 4. Production

The list shown in above screenshot **Figure 71** comprises of all the tobacco products the trader has in stock by clubbing all the tobacco product stocks enter in above **list of screens**.

Trader may choose from the list tobacco product quantity that is been sold to exporter of products by clicking the radio button under select column in **Figure 71** (“highlighted in red Color Circle”)

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

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 71**

The screenshot shows a web application window titled 'Tobacco Board - Mozilla Firefox'. The main menu includes 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The page title is 'Sale to Other'. A 'Product Details' dialog box is open, displaying the following information:

Product Detail		Cigarette - Plain
Brand Name	WILLS	
Available Qunatity in Mpsc	111000.00	
Available Qunatity in Kgs	1000.00	
Quantity	55000	in MPCs
	500	in Kgs
Value	100000	in Lakhs

At the bottom of the dialog box are 'Save' and 'Cancel' buttons. A red rectangular box highlights the 'Available Qunatity in Mpsc', 'Available Qunatity in Kgs', and 'Quantity' fields.

Figure 72

Trader may observe that software will be showing the current available quantity of that particular tobacco product and trader may fill in how much quantity is sold from the available quantity (“Highlighted in Red Rectangular box”).

If the trader needs to choose any other tobacco product he may click on the “Cancel” button in **Figure 72**

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, Manufacturer Of Virginia tobacco

Home | Application | Transactions | Returns | Reports

Sale to Other

Transaction Period: July,2014

Trader Detail: ABC Company, (TB/EXP.TOB.PRD/2014/005)
From Unit : UNIT-1-CHENNAI,CHENNAI Remarks :

S.No	Product	Brand	Variant	Issued Quantity(in Mpcs)	Issued Quantity(in Kgs)	Value	Action
1	Cigarette - Plain	WILLS		55000.00	500.00	100000.00	

Pages: 1

tobaccoboard.in/testtobacco/Companies/Company/Trader_cate/Transactions/Product_Outwards/sale_to_other_select.php?id=152# | Designed by: Broadline

Figure 73

Trader may observe that record is successfully saved in the Sales to other (**Only Exporter of Products**) 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 73**. 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

Similarly a Trader can make number of entries from a unit to the exporter of products to whom tobacco is sold in a particular transaction period and subsequently make number of entries for each purchaser from each unit individually.

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

4.5.3. Transfer-Out (Self):

Traders can make entries of all the product stock transferred out to traders (**only Exporter of Products**) registered under **same 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 Transfer Out (Self) screen will be opened as shown in below screen shot
Figure 74

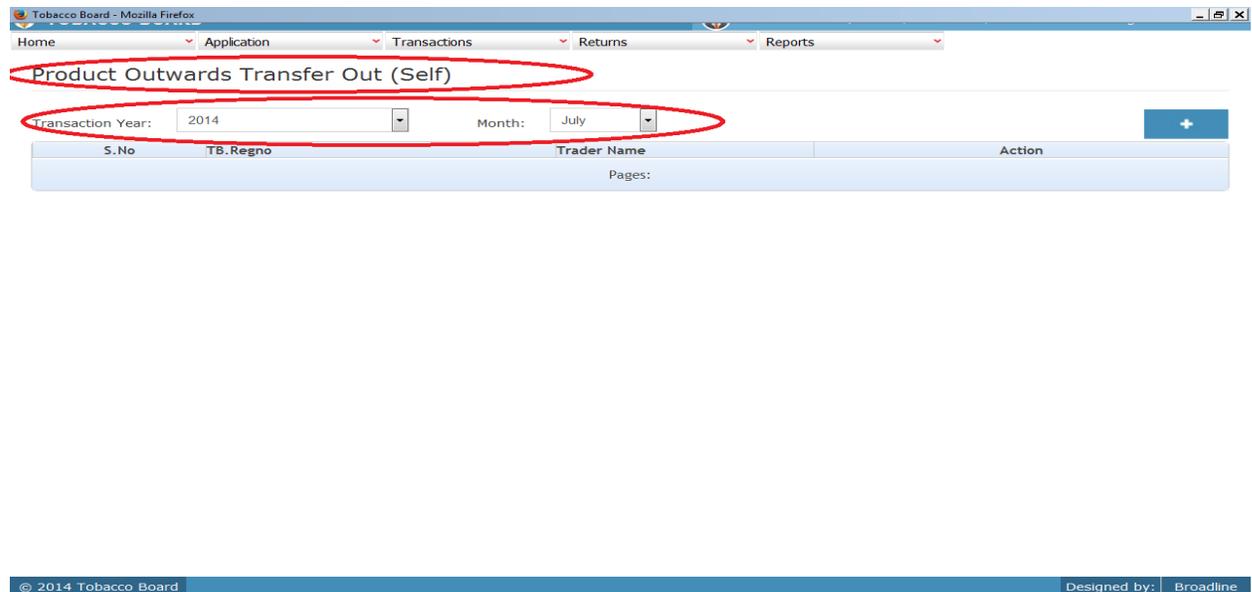


Figure 74

Trader can make entries for any Product transferred to traders (**Exporter of Products**) registered under same company during the transaction period by clicking on the Add button as shown in **Figure 74**

The Product Stock Transfer to (Self) 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/transfers to own category of Exporter of products made by the manufacturer 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 74**

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

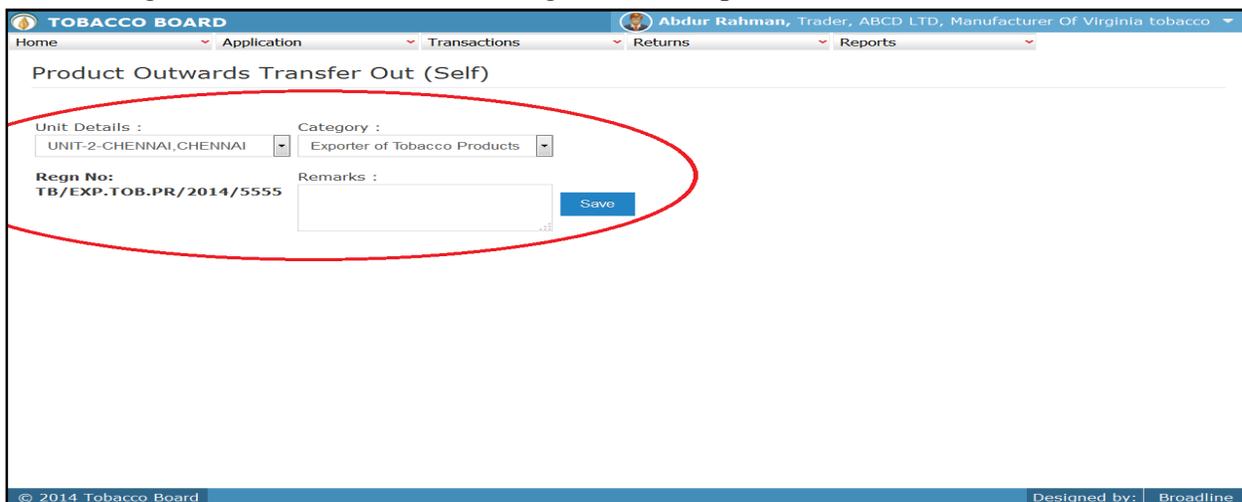


Figure 75

Trader selling tobacco to **Own/Self Registered traders (only Exporter of Products)** should first enter the

1. **Category:** Trader needs to choose the Category to whom tobacco product is transferred (to self registered Exporters of Products)
2. **Unit Details:** Details of the own unit of trader from where the product is transferred as shown in **Figure 75**(“Highlighted in red color”) and save it.

Once saved trader may observe following screen is shown

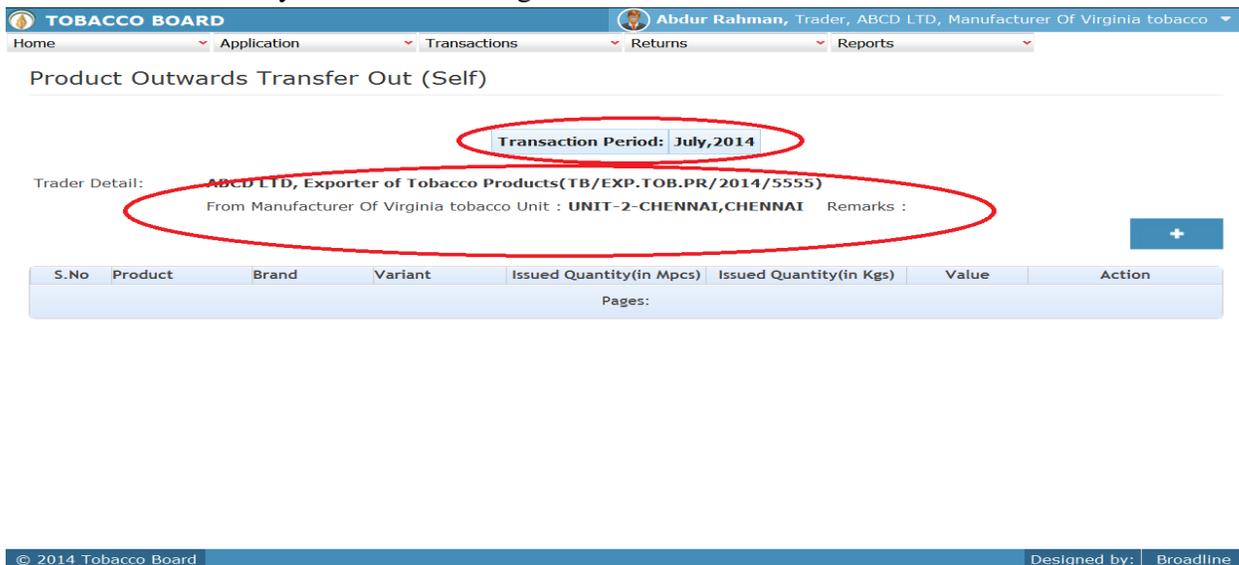


Figure 76

Unit entries can be made by clicking on the Add Button () on extreme right hand side of the table as shown in **Figure 76**

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

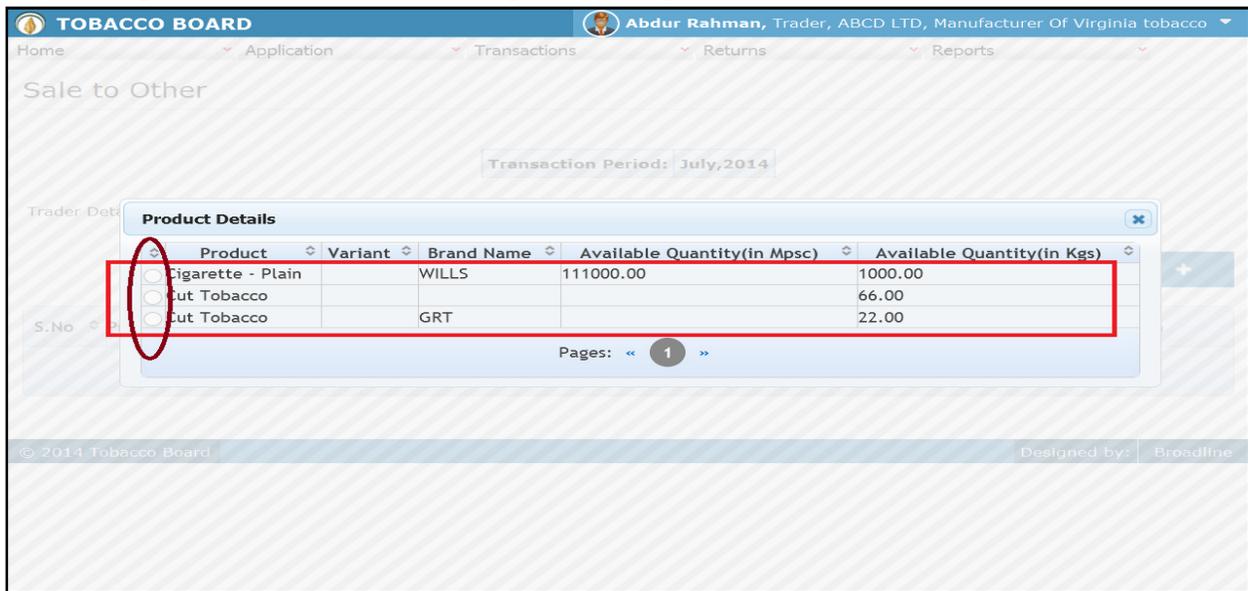


Figure 77

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

List of Screens (All tobacco clubbed together) for that unit

a) Product (Inwards)

1. Product Opening Balance
2. Transfer In (Self)
3. Product Imports

b) Others

4. Inter unit Transfer (Cut tobacco)
5. Inter Unit transfer (Packed Stock)

The list shown in above screenshot **Figure 77** comprises of all the tobacco products the trader has in stock by clubbing all the tobacco product stocks enter in above **list of screens**.

Trader may choose from the list tobacco product quantity that is been transferred to own exporter of products by clicking the radio button under select column in **Figure 77** (“highlighted in red Color Circle”)

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

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 77**

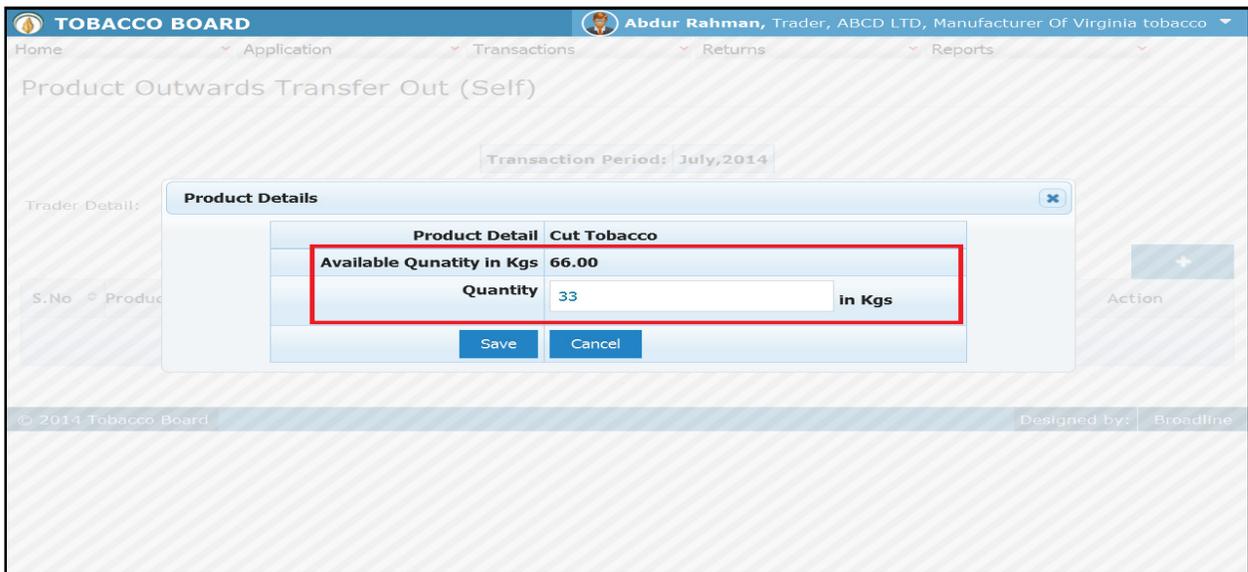


Figure 78

Trader may observe that software will be showing the current available quantity of that particular tobacco product and trader may fill in how much quantity is transferred from the available quantity (“Highlighted in Red Rectangular box”).

If the trader needs to choose any other tobacco product he may click on the “Cancel” button in **Figure 78**

Once trader makes the entry of transferred 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

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

The screenshot shows the TOBACCO BOARD interface. At the top, the user is identified as 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco'. The navigation menu includes Home, Application, Transactions, Returns, and Reports. The current screen is 'Product Outwards Transfer Out (Self)'. The transaction period is set to 'July, 2014'. The trader details are 'ABCD LTD, Exporter of Tobacco Products(TB/EXP.TOB.PR/2014/5555)' from 'UNIT-1-CHENNAI, CHENNAI'. A table with one row is displayed, with columns: S.No, Product, Brand, Variant, Issued Quantity(in Mpcs), Issued Quantity(in Kgs), Value, and Action. The first row contains '1', 'Cut Tobacco', and values '0.00' and '33.00'. The 'Action' column has two icons: a pencil and a red 'X'. The entire table row is highlighted with a red border. A '+' button is visible above the table, and the 'Action' column header is circled in red.

S.No	Product	Brand	Variant	Issued Quantity(in Mpcs)	Issued Quantity(in Kgs)	Value	Action
1	Cut Tobacco			0.00	33.00		 

Figure 79

Trader may observe that record is successfully saved in the Sales to own/Self (**Only Exporter of Products**) 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 79**. You may observe the extreme right hand column of the table with column name as “**Action**”. This column will be present throughout the portal at various stages.

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

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

Similarly a Trader can make number of entries for a unit from tobacco is transferred in a particular transaction period and subsequently make number of entries for each product from each unit individually.

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

4.5.4. Transfer-Out (Give Job-Work):

[All Cut Tobacco transfer for job work cigarette product productions]

(Note - Cigarette products: Cigarette Plain, Cigarette Filter & Smoking Mixture)

Traders can make entries of all the cut tobacco stock transferred out to other traders (**Only Manufacturer**) for production of “Cigarette Products” 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 80

S.No	TB.Regno	Trader Name	Action
------	----------	-------------	--------

Figure 80

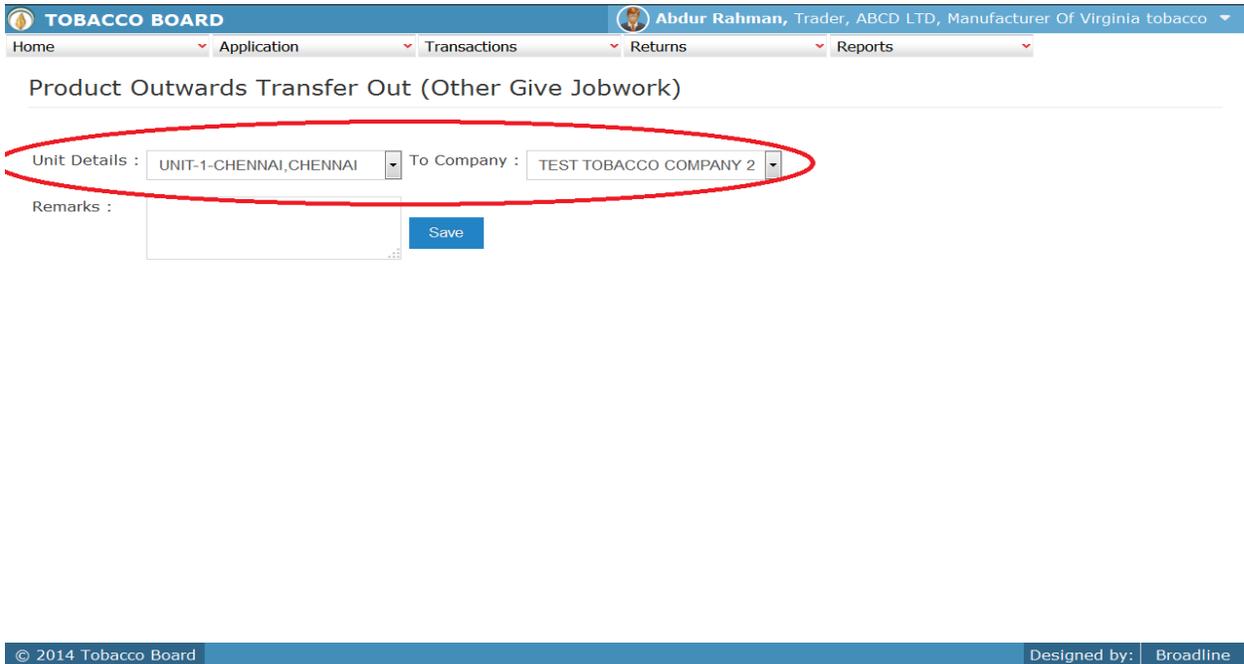
Trader can make entries for any cut tobacco transferred to on job work basis to other traders (**only Manufacturer**) to produce cigarette products on behalf of the trader during the transaction period by clicking on the Add button () as shown in **Figure 80**

The cut tobacco Stock Transfer (Give Job-Work) 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 cut tobacco transfers for job work 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 80**

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



The screenshot displays the 'TOBACCO BOARD' interface. At the top, there is a navigation bar with 'Home', 'Application', 'Transactions', 'Returns', and 'Reports' dropdown menus. The user profile 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco' is visible. The main heading is 'Product Outwards Transfer Out (Other Give Jobwork)'. Below this, there are two dropdown menus: 'Unit Details' (selected: UNIT-1-CHENNAI, CHENNAI) and 'To Company' (selected: TEST TOBACCO COMPANY 2). A 'Remarks' text area and a 'Save' button are also present. A red oval highlights the 'Unit Details' and 'To Company' dropdown menus.

Figure 81

Trader transferring the cut tobacco on job-work basis should first choose the own unit from where the tobacco is transferred and then choose the Company to whom transfer is made as shown in **Figure 81** (“Highlighted in red color”) and save it.

Note: Trader needs to choose only the company name from the drop down list of manufacturer registered with Tobacco Board.

Once saved trader may observe following screen is shown

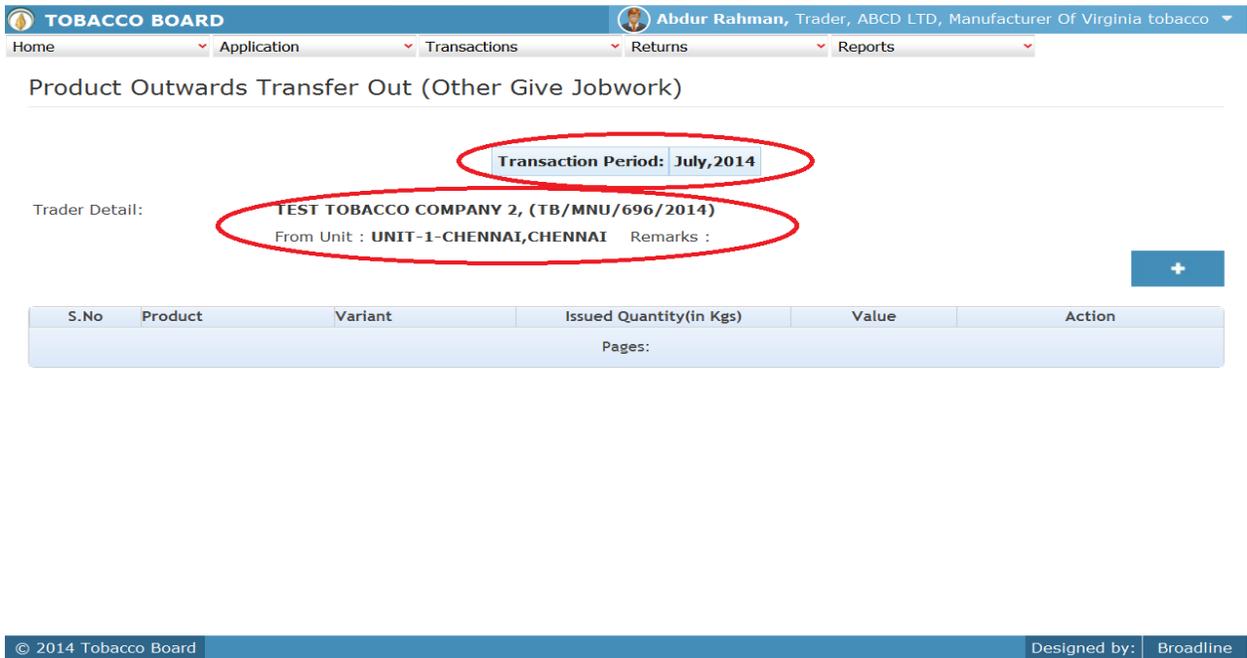


Figure 82

Entries can be made by clicking on the Add Button () on extreme right hand side of the table as shown in **Figure 82**

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

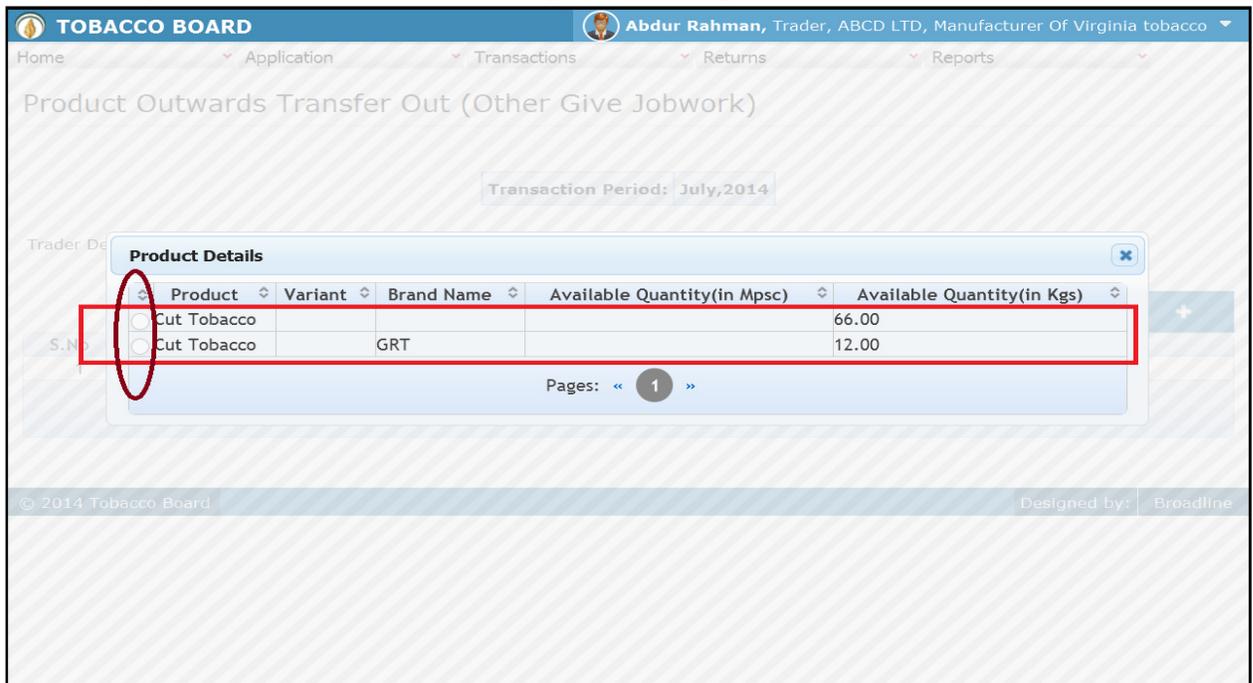


Figure 83

Trader may find a list of cut tobacco transferred for job work cigarette products manufacturing details from all the entries made in the following screens under Product (Inwards) & Others menu

List of Screens (All **cut tobacco** entries clubbed together under) for that unit

a) Product (Inwards)

1. Product Opening Balance
2. Transfer In (Self)
3. Product Imports

b) Others

4. Inter unit Transfer (Cut tobacco)

The list shown in above screenshot **Figure 83** comprises of all the cut tobacco the trader has in stock by clubbing all the cut tobacco stocks enter in above **list of screens**.

Note: Trader cannot make any entry of new cut tobacco stock issued/transferred 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 84**

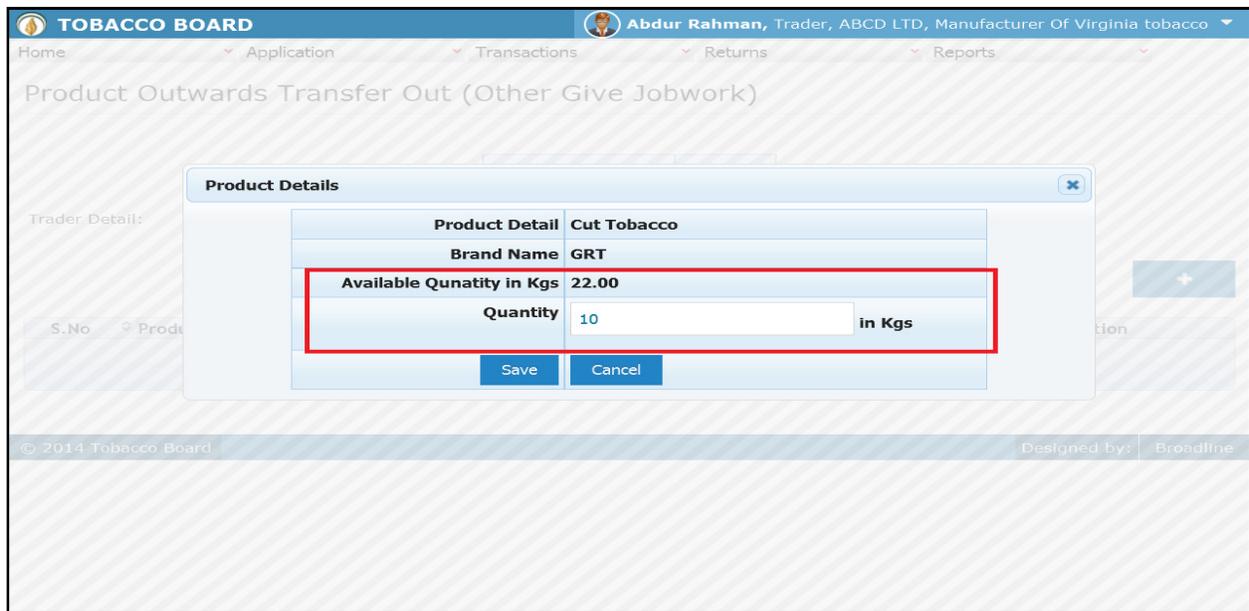


Figure 84

Trader may observe that software will be showing the current available quantity of that particular cut tobacco and trader may fill in how much quantity is transferred to the other traders(Manufacturer) from the available quantity (“Highlighted in Red Rectangular box”).

If the trader needs to choose any other cut tobacco he may click on the “Cancel” button in **Figure 84**

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.

TOBACCO BOARD | Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco

Home Application Transactions Returns Reports

Product Outwards Transfer Out (Other Give Jobwork)

Transaction Period: July,2014

Trader Detail: TEST TOBACCO COMPANY 2, (TB/MNU/696/2014)
From Unit : UNIT-1-CHENNAI,CHENNAI Remarks :

S.No	Product	Variant	Issued Quantity(in Kgs)	Value	Action
1	Cut Tobacco		10.00		

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Figure 85

Trader may observe that record is successfully saved in the transfers to other (Give Job Work) (**Only Manufacturer**) 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 85**. 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.

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

2.  This image can be used for deletion of a complete row entry in the list

Similarly a Trader can make number of entries for a unit from where cut tobacco is transferred in a particular transaction period and subsequently make number of entries for each cut tobacco transfers from each unit individually.

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

4.5.5. Transfer-Out (Return Job-Work):

[All Job work produce returned to manufacturer owning the tobacco]

Traders can make entries of all the transfers/returns of tobacco products produced under job work basis on behalf of other trader (**only Manufacturer**) from whom packed stock/cut tobacco was received earlier 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 86

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco

Home Application Transactions Returns Reports

Product Outwards Transfer Out (Others Return Product)

Transaction Year: 2014 Month: July

S.No Trader Detail From Unit Action

Pages:

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Figure 86

Trader can make entries for any tobacco product returned back after production on job work basis to other traders (**only Manufacturer**) on behalf of that trader during the transaction period by clicking on the Add button () as shown in **Figure 86**

The tobacco product Stock Transfer (Return Job-Work) 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 tobacco products return after job work 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 86**

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

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

- Unit Details : UNIT-2-CHENNAI, CHENNAI
- Company : TEST TOBACCO COMPANY
- Category : Manufacturer Of Virginia tobac
- Regn No: test/MANU/2333/2014
- Remarks : (empty text area)
- Save button

A red oval highlights the Unit Details, Company, and Category fields.

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Figure 87

Trader transferring the tobacco products manufactured job-work basis should first choose the own unit from where the tobacco product is returned and then choose the Company to whom transfer is made as shown in **Figure 87** (“Highlighted in red color”) and save it.

Note: Trader may find blank under company drop down if it has not received either packed stock or cut tobacco from any company at that unit.

*Trader needs to receive packed stock or cut tobacco or both from that manufacturer and used that stocks under menu “Others – Production”. Please refer **4.6.3** for making production entries.*

Once saved trader may observe following screen is shown

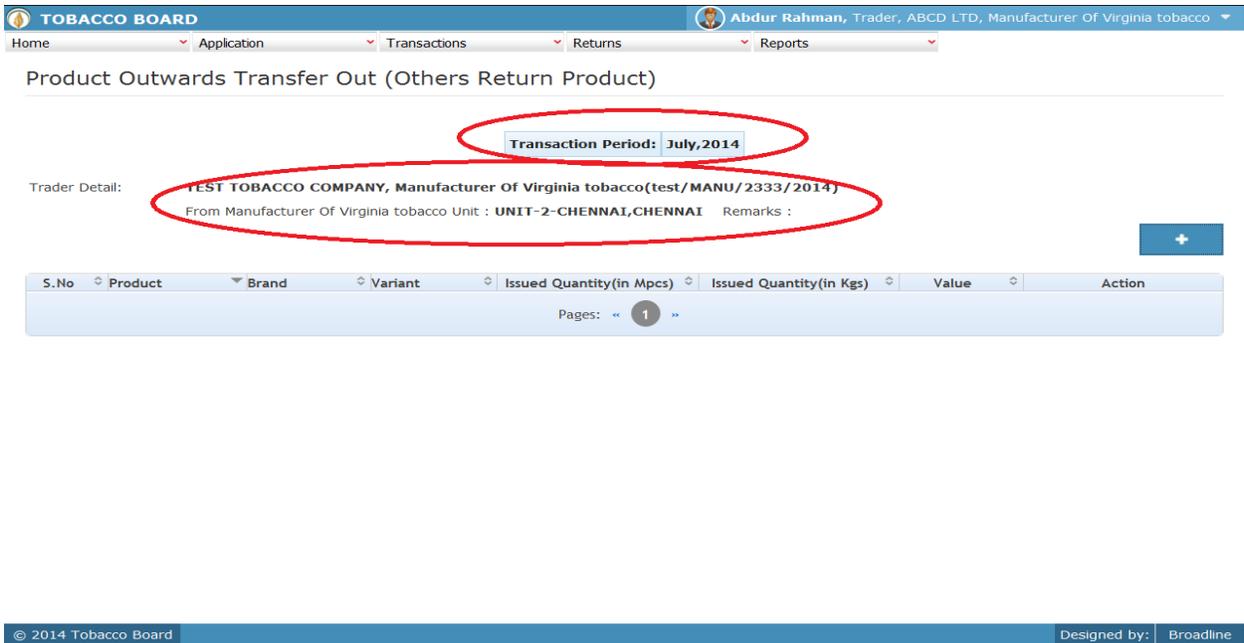


Figure 88

Entries can be made by clicking on the Add Button () on extreme right hand side of the table as shown in **Figure88**

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

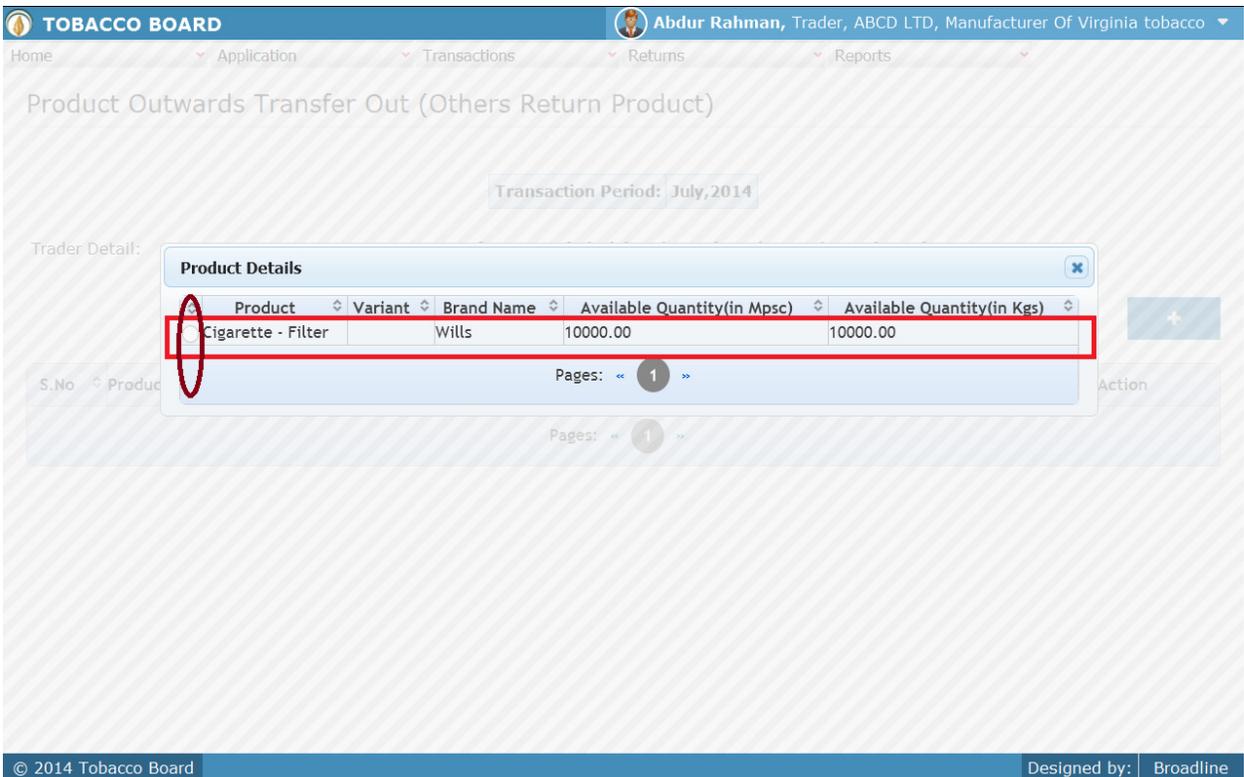
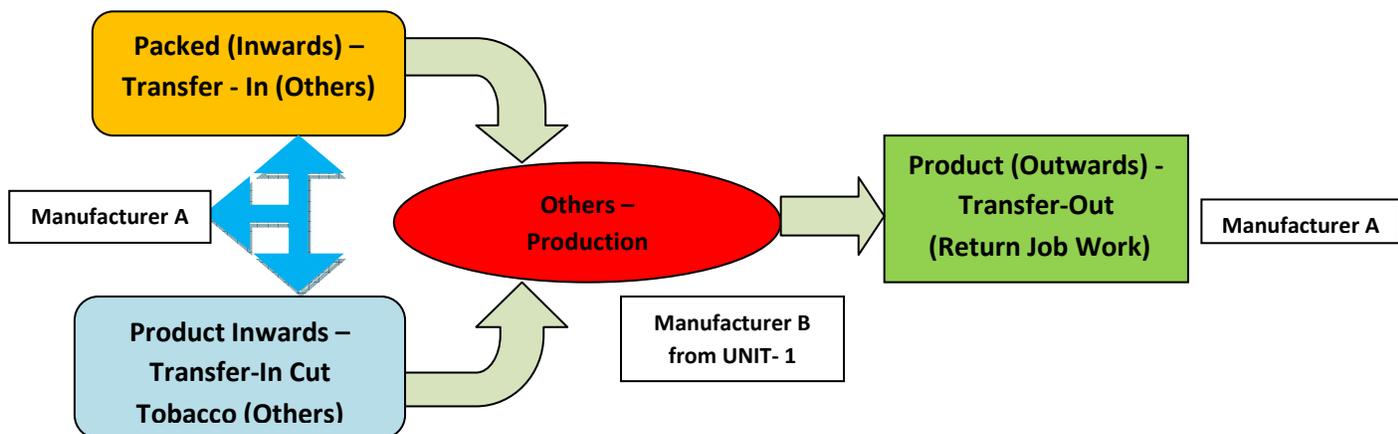


Figure 89

Note: Manufacturer who is returning the produced product should take note of the above list and understand how this list is updated in this screen.

1. Under the menu option “Others” - Production, manufacture has to make entry of the tobacco (packed stock & cut tobacco) used and the product produced out of them. (*Please refer 4.6.3*)
2. Manufacture has to note that unless there is an inward entry under job work of packed stock/cut tobacco or both and same is used under production, the following screen of returning job work production **will not list the product** produced by the manufacturer on job work basis on behalf of other manufacturer.
3. Therefore, the flow of the tobacco from inwards under packed stock & cut tobacco and then production of tobacco products using this stock and issuing of the product produced back to the manufacturer owing the tobacco is completed.
4. **JOB WORK** entries per unit flow:



Trader may find a list of Tobacco Details from all the entries made in the following screens under **Others**

List of Screens (All tobacco products produced clubbed together)

Others

1. Production

The list shown in above screenshot **Figure 89** comprises of all the tobacco products the trader has in stock by clubbing all the tobacco products stocks enter in above **list of screens**.

Trader may choose from the list tobacco product quantity that is been returned back to manufacturer owing the tobacco after producing on his behalf by clicking the radio button under select column in **Figur89** (“highlighted in red Color Circle”)

Note: Trader cannot make any entry of new product stock returned 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 90**

The screenshot displays the 'TOBACCO BOARD' application interface. The user is logged in as 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco'. The main screen shows 'Product Outwards Transfer Out (Others Return Product)' for the transaction period of 'July, 2014'. A 'Product Details' dialog box is open, showing the following information:

Product Detail	
Product Detail	Cigarette - Filter
Brand Name	Wills
Available Qunatity in Mpsc	10000.00
Available Qunatity in Kgs	10000.00
Quantity	<input type="text" value="5000.00"/> in MPCs
	<input type="text" value="5000.00"/> in Kgs

At the bottom of the dialog box, there are 'Save' and 'Cancel' buttons. The background shows a table with columns 'S.No' and 'Product', containing one entry: '1 Cigarette - Fil...'. The footer of the application shows '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 90

Trader may observe that software will be showing the current available quantity of that particular tobacco product under for that manufacturer under that unit and trader may fill in how much quantity is transferred/returned to the other trader (Manufacturer) from the available quantity (“Highlighted in Red Rectangular box”).

If the trader needs to choose any other tobacco he may click on the “Cancel” button in **Figure 90**

Once trader makes the entry of transferred out/returned 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.

TOBACCO BOARD | Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco

Home | Application | Transactions | Returns | Reports

Product Outwards Transfer Out (Others Return Product)

Transaction Period: July,2014

Trader Detail: TEST TOBACCO COMPANY, Manufacturer Of Virginia tobacco(test/MANU/2333/2014)
From Manufacturer Of Virginia tobacco Unit : UNIT-2-CHENNAI,CHENNAI Remarks :

S.No	Product	Brand	Variant	Issued Quantity(in Mpcs)	Issued Quantity(in Kgs)	Value	Action
1	Cigarette - Filter	Wills		5000.00	5000.00		 

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Figure 91

Trader may observe that record is successfully saved in the Product Stock –Transfer out others (Return Product) 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 91**. You may observe the extreme right hand column of the table with column name as “**Action**”. This column will be present throughout the portal at various stages.

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

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

Similarly a Trader can make number of entries of different traders (manufacturers) for whom they are producing tobacco products under job work basis and is transferred/returned back in that particular transaction period 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.

4.6. Others

All the tobacco transactions concerning to tobacco inter unit packed stock & Cut tobacco moving between various manufacturing return of the manufacturer and productions done at each unit by the trader has been categorically classified under this menu

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

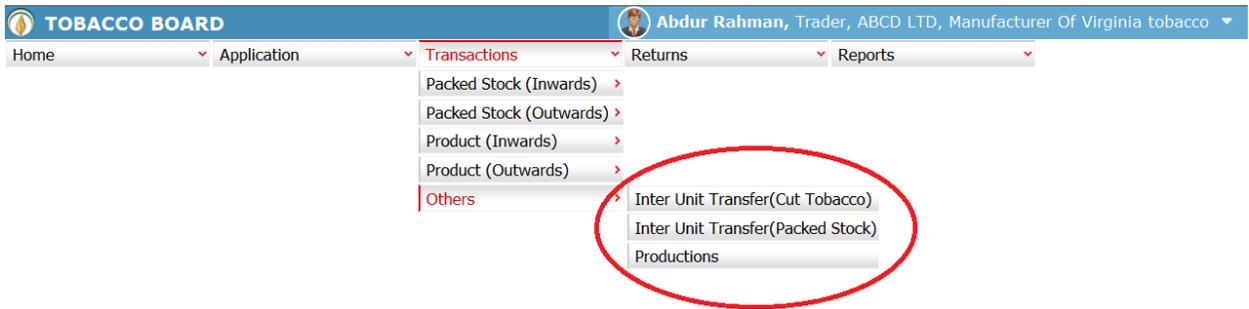


Figure 92

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

4.6.1. Inter-Unit Transfer (Cut Tobacco):

Traders can make entries of all the cut tobacco transfers both (SELF & JOB WORK) between its different units 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 Inter-Unit Transfer (Cut Tobacco) screen will be opened as shown in below screen shot Figure 93

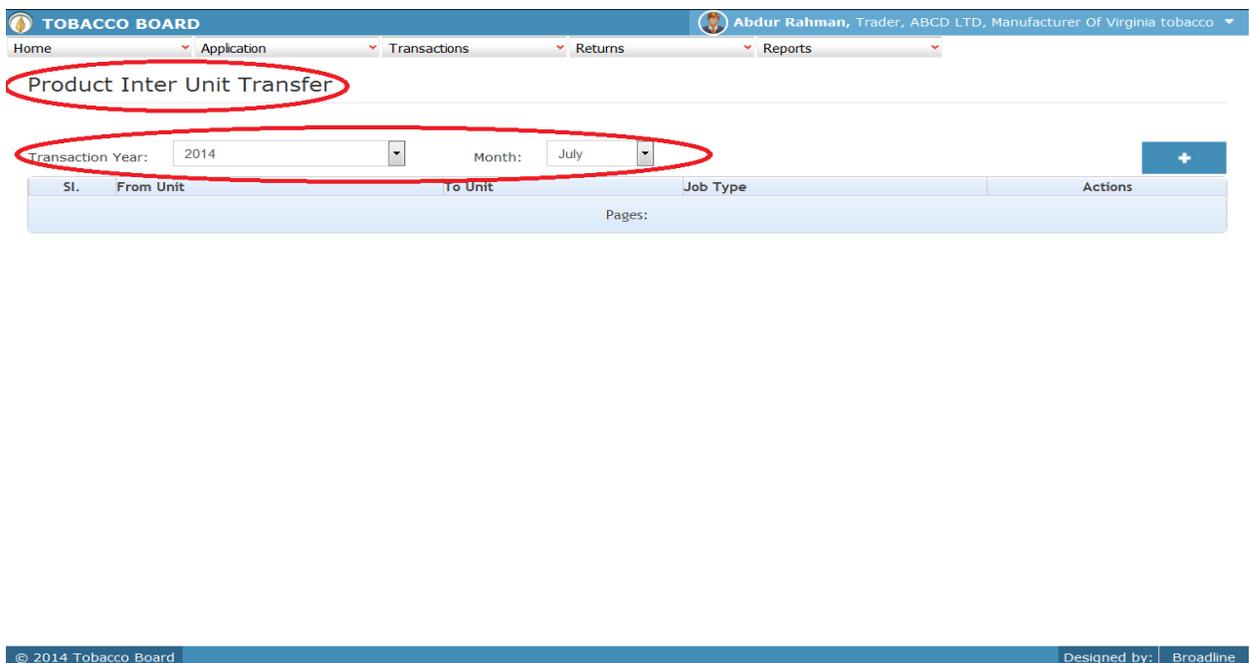


Figure 93

Trader can make entries for any Cut Tobacco transferred between units during the transaction period by clicking on the Add button () as shown in **Figure93**.

The Inter-Unit Transfer (Cut Tobacco) 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 inter unit transfers 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

Product Inter Unit Transfer

From Unit : UNIT-1-CHENNAI, CHENNAI To Unit : UNIT-2-CHENNAI, CHENNAI Job Type : Self Job Work

Remarks .

Save Cancel

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

Figure 94

Trader transferring cut tobacco between its units should first enter the

1. **From Unit Details:** Details of the unit of trader from where the cut tobacco is transferred.
2. **To Unit Details:** Details of the unit of trader to which the cut tobacco is transferred.
3. **Job Type:** Trader should choose the cut tobacco transferred belong to “**Self**” or is from other manufacturer under “**Job Work**”

as shown in **Figure 94**(“Highlighted in red color”) and save it.

Once saved trader may observe following screen is shown

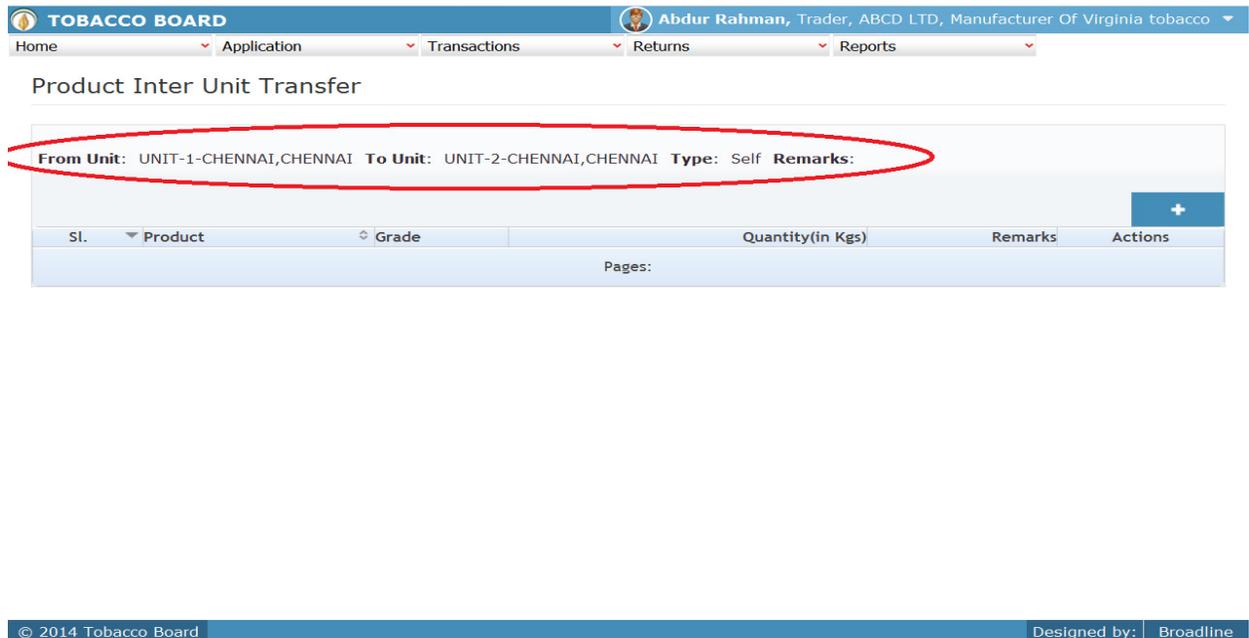


Figure 95

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

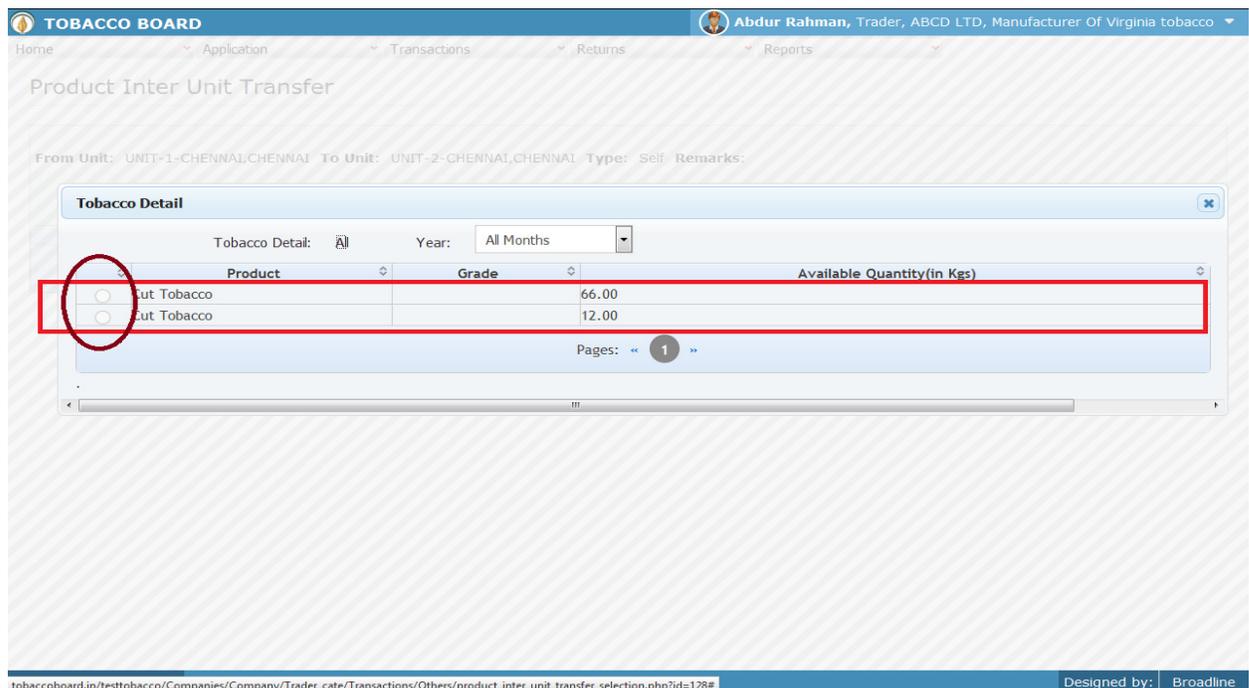


Figure 96

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

List of Screens (All tobacco clubbed together)

For Self (Cut tobacco)

- 1. Product Opening Balance
- 2. Product Imports
- 3. Transfer-In (self)

For Job-work (Cut tobacco)

- 4. Transfer-In Other(Cut Tobacco)

The list shown in above screenshot **Figure 96** comprises of all the cut tobacco the trader has in stock by clubbing all the cut tobacco stocks enter in above **list of screens**.

Trader may choose from the list cut tobacco quantity that is been transferred in between units by clicking the radio button under select column in **Figure 96** (“highlighted in red Color Circle”)

Note: Trader cannot make any entry of new cut tobacco 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**

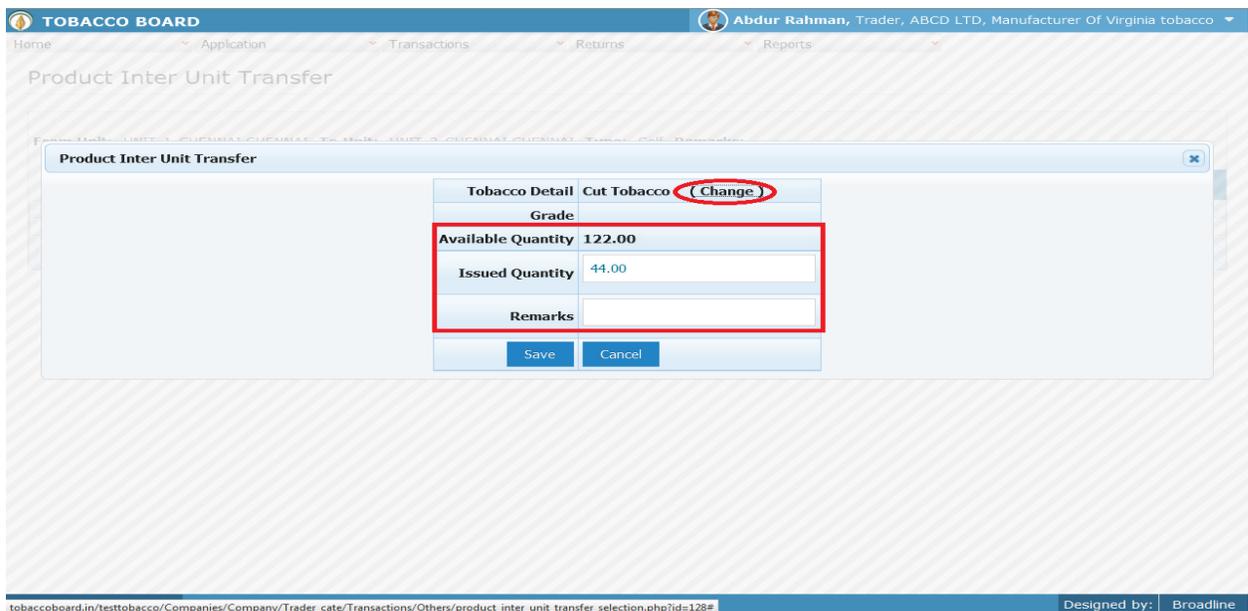


Figure 97

Trader may observe that software will be showing the current available quantity of that particular cut tobacco and trader may fill in how much quantity is transferred to other unit 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 transferred 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

TOBACCO BOARD | Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco

Home Application Transactions Returns Reports

Product Inter Unit Transfer

From Unit: UNIT-1-CHENNAI,CHENNAI To Unit: UNIT-2-CHENNAI,CHENNAI Type: Self Remarks:

Sl.	Product	Grade	Quantity(in Kgs)	Remarks	Actions
1	Cut Tobacco		44.00		 

Pages:

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Figure 98

Trader may observe that record is successfully saved in the Inter unit transfer 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. Both icons have different functions.

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

Similarly a Trader can make number of entries of inter unit transfer of cut tobacco between 2 units and subsequently make number of entries for each unit.

Note: If a particular cut tobacco is exchanged between 2 units by the trader under the menu “Others – Inter unit transfer” the same cut tobacco cannot be edited under the “Product (Inwards)” –**List of screens** wherever it has been entered.

4.6.2. Inter-Unit Transfer (Packed Stock):

Traders can make entries of all the packed stock transfers both (SELF & JOB WORK) between its different units 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 Inter-Unit Transfer (Packed Stock) screen will be opened as shown in below screen shot **Figure 99**

Transaction Year: 2014 Month: July

Sl.	From Unit	To Unit	Job Type	Actions
-----	-----------	---------	----------	---------

Figure 99

Trader can make entries for any packed stock transferred between units during the transaction period by clicking on the Add button () as shown in **Figure99**.

The Inter-Unit Transfer (packed stock) 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 inter unit transfers 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 99**

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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco

Home Application Transactions Returns Reports

Inter Unit Transfer

From Unit	To Unit	Type	Company	Remarks
UNIT-1-CHENNAI, CHENNAI	UNIT-2-CHENNAI, CHENNAI	<input type="radio"/> Self <input checked="" type="radio"/> Job Work	TEST TOBACCO COMPANY	

Save Cancel

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

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Figure 100

Trader transferring cut tobacco between its units should first enter the

1. **From Unit Details:** Details of the unit of trader from where the packed stock is transferred.
2. **To Unit Details:** Details of the unit of trader to which the packed stock is transferred.
3. **Job Type:** Trader should choose the packed stock transferred belong to “Self” or is from other manufacturer under “Job Work”

as shown in **Figure 100**(“Highlighted in red color”) and save it.

Once saved trader may observe following screen is shown

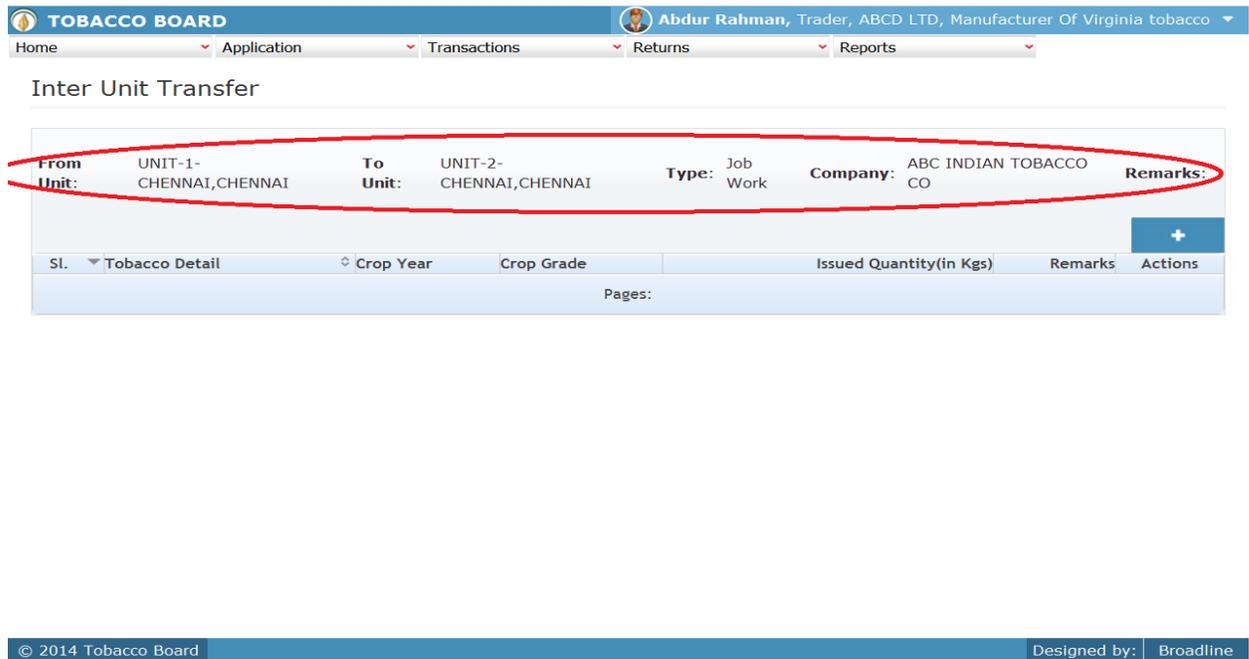


Figure 101

Entries can be made by clicking on the Add Button () on extreme right hand side of the table as shown in **Figure 101**

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

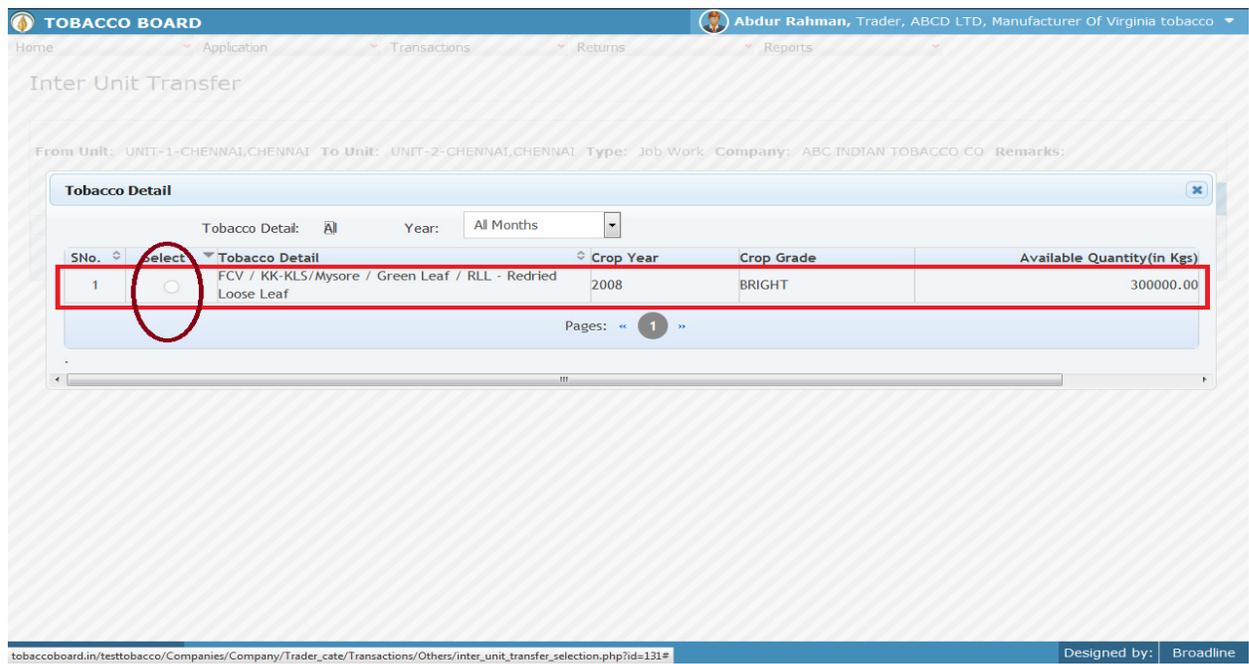


Figure 102

Trader may find a list of packed stock Details from all the entries made in the following screens under **Packed stock (Inwards) & Others**

List of Screens (All tobacco clubbed together)

For self (packed stock)

1. Packed Stock Opening Balance
2. Packed stock Imports
3. Transfer-In (self)

For Job-work (packed stock)

4. Transfer-In (Other)

The list shown in above screenshot **Figure 102** comprises of all the packed stock of tobacco the trader has in stock by clubbing all the stocks enter in above **list of screens**.

Trader may choose from the list packed stock of tobacco quantity that is been transferred in between units by clicking the radio button under select column in **Figure102** (“highlighted in red Color Circle”)

Note: Trader cannot make any entry of new packed tobacco 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 103**

Inter Unit Transfer	
Tobacco Detail	FCV / KK-KLS/Mysore / Green Leaf / RLL - Redried Loose Leaf (Change)
Year	2008
Grade	BRIGHT
Available Quantity	300000.00 Kgs
Issued Quantity	150000 Kgs
Remarks	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 103

Trader may observe that software will be showing the current available quantity of that particular packed stock of tobacco and trader may fill in how much quantity is transferred to other unit 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 transferred 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.

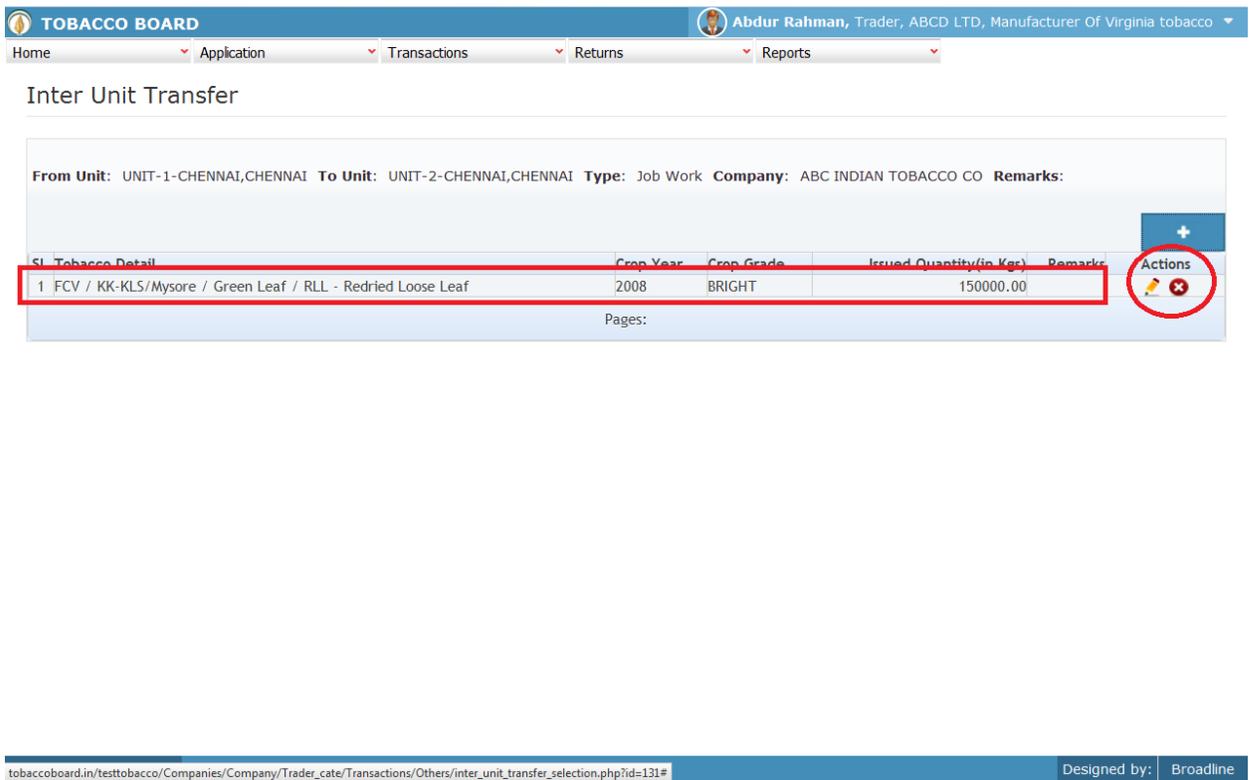


Figure 104

Trader may observe that record is successfully saved in the Inter unit transfer 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 **Figure104**. You may observe the extreme right hand column of the table with column name as “Action”. This column will be present throughout the portal at various stages.

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

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

Similarly a Trader can make number of entries of inter unit transfer of packed stock of tobacco between 2 units and subsequently make number of entries for each unit.

Note: If a particular packed stock tobacco is exchanged between 2 units by the trader under the menu “Others – Inter unit transfer” the same packed stock of tobacco cannot be edited under the “Packed Stock (Inwards)” –**List of screens** wherever it has been entered.

4.6.3. Production:

(Entries of all the production done SELF & JOB WORK)

Traders can make entries of all the productions made both (SELF & JOB WORK) at different units 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 production screen will be opened as shown in below screen shot **Figure 105**

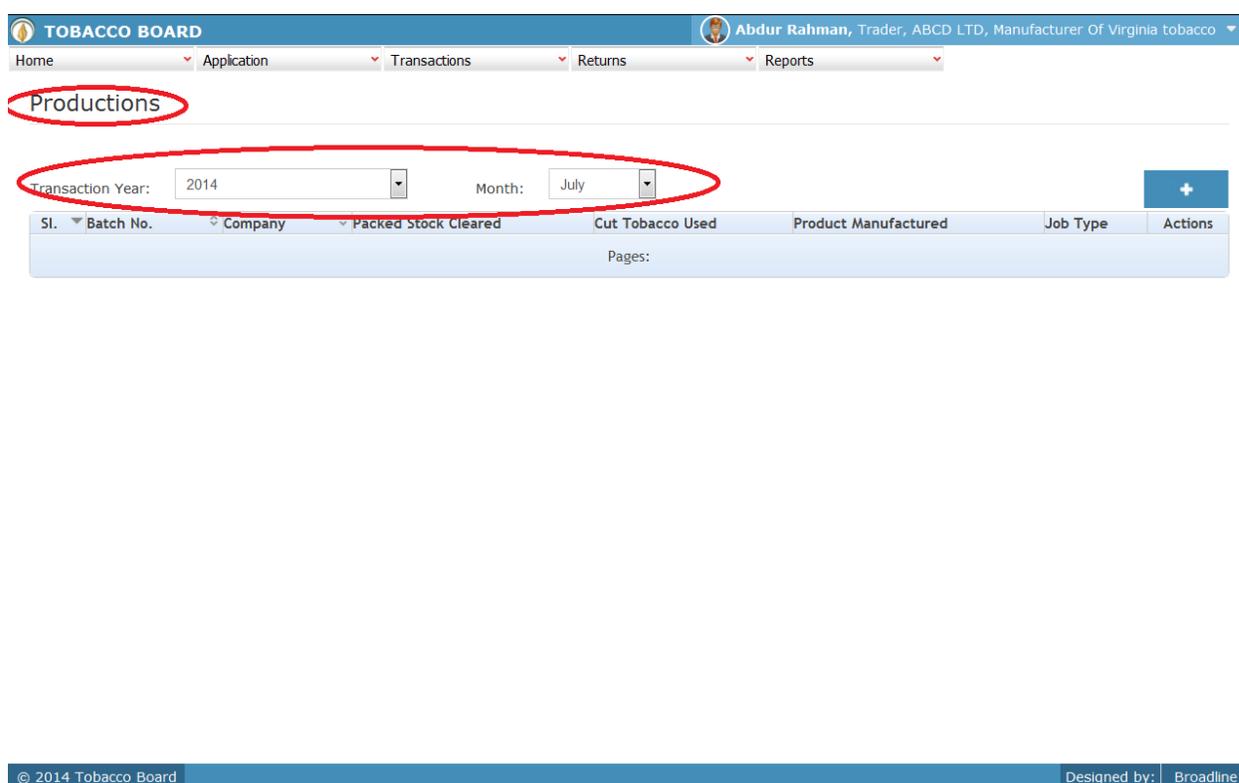


Figure 105

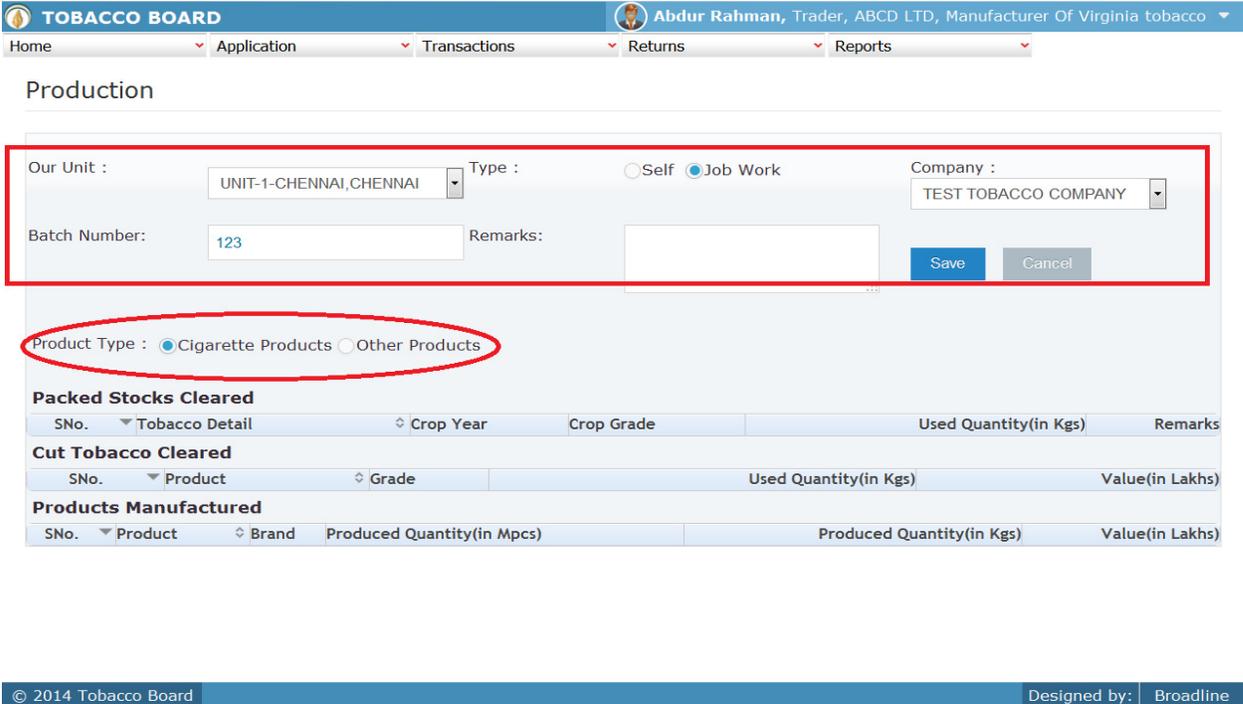
Trader can make entries for any productions done at any of their units (both for self & under Job Work) during the transaction period by clicking on the Add button () as shown in **Figure105**.

The Production 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 productions 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 105**

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



TOBACCO BOARD | **Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco**

Home | Application | Transactions | Returns | Reports

Production

Our Unit : UNIT-1-CHENNAI, CHENNAI | Type : Self Job Work | Company : TEST TOBACCO COMPANY

Batch Number: 123 | Remarks: | Save | Cancel

Product Type : Cigarette Products Other Products

Packed Stocks Cleared					
SNo.	Tobacco Detail	Crop Year	Crop Grade	Used Quantity(in Kgs)	Remarks

Cut Tobacco Cleared				
SNo.	Product	Grade	Used Quantity(in Kgs)	Value(in Lakhs)

Products Manufactured					
SNo.	Product	Brand	Produced Quantity(in Mpcs)	Produced Quantity(in Kgs)	Value(in Lakhs)

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Figure 106

Trader producing products at a particular unit for that particular transaction period should first enter the

1. **Our Unit Details:** Details of the unit of trader where the product is produced.
2. **Job Type:** Trader should choose the production belong to “**Self**” or is from other manufacturer under “**Job Work**” (if job work then choose the company name from the list)
3. **Batch Number:** This number can be **any value** manufacturer may provide for the marking the production of the particular lot of products produced and the quantity of packed stock or cut tobacco used for the production of those products.
4. **Product Type:** Trader may choose what type of product is produced in that batch whether “Cigarette products” or “Other Products”
 - a. **Cigarette Products:** Cigarette-plain, Cigarette-Filter & Smoking mixture only
 - b. **Other Products:** All products except above list

as shown in **Figure 106**(“Highlighted in red color”) and save it.

Once saved trader may observe following screen is shown

The screenshot shows the TOBACCO BOARD application interface. At the top, there is a navigation menu with options: Home, Application, Transactions, Returns, and Reports. The user is identified as Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco. The main content area is titled 'Production' and features a 'Transaction Period: July,2014' filter. Below this, a summary box displays: Unit Detail: UNIT-2-CHENNAI,CHENNAI, Type: Job Work, Company: TEST TOBACCO COMPANY, Product Type: Cigarette Products, Batch Number: 123, Remarks: . Three tables are listed: 'Packed Stocks Cleared', 'Cut Tobacco Cleared', and 'Products Manufactured'. Each table has an 'Add' button on the right side. The footer contains copyright information for 2014 Tobacco Board and is designed by Broadline.

Figure 107

Entries can be made by clicking on the Add Button () on extreme right hand side of the table as shown in **Figure 107**

Trader may find three tables in above screenshot

1. Packed Stock Cleared
2. Cut Tobacco Cleared
3. Products Manufactured

Following entries has to be made by the manufacturer related to the production made and the tobacco used for producing the particular product under the batch.

1. Packed Stock Cleared:

Manufacture can make entries can be made by clicking on the Add Button  on extreme right hand side of the table as shown in **Figure 107**

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

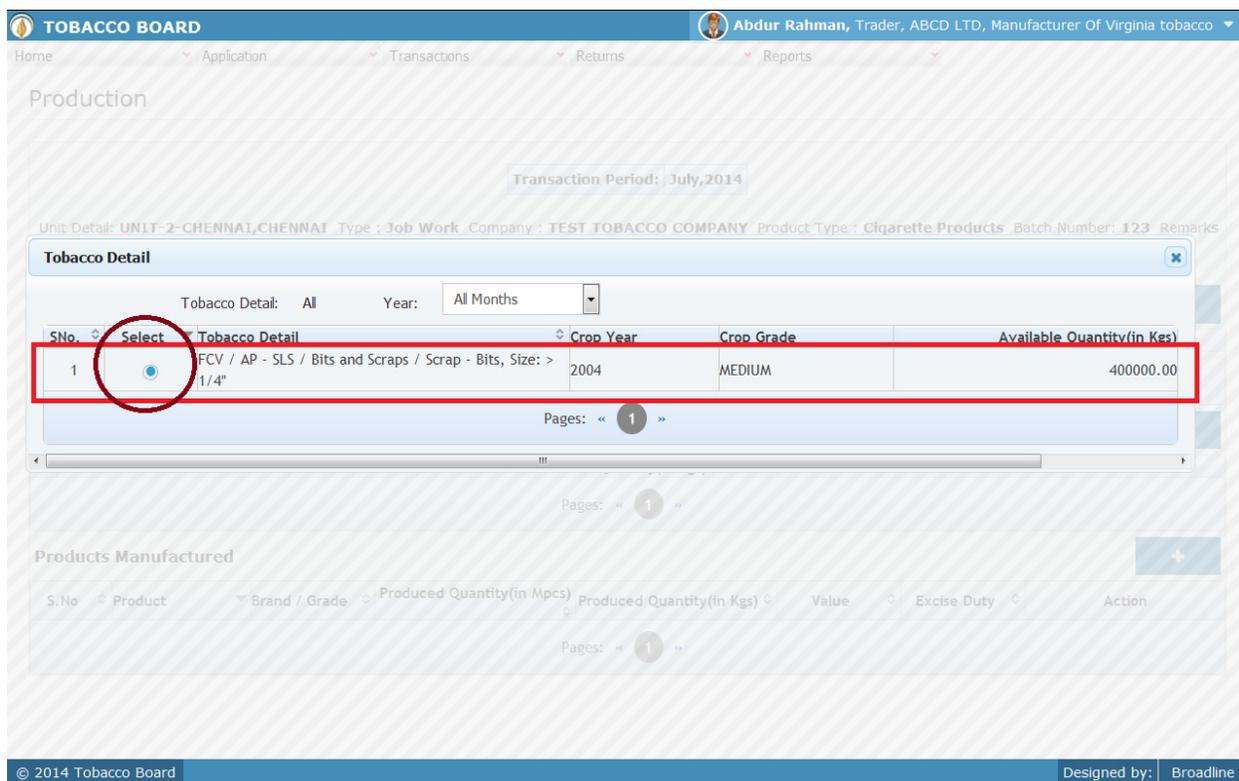


Figure 108

Trader may find a list of packed stock details from all the entries made in the following screens under **Packed stock (Inwards) & Others**

List of Screens (All tobacco clubbed together)

For self (packed stock)

1. Packed Stock Opening Balance
2. Packed stock Imports
3. Transfer-In (self)
4. Inter unit Transfer (own packed stocks)

For Job-work (packed stock)

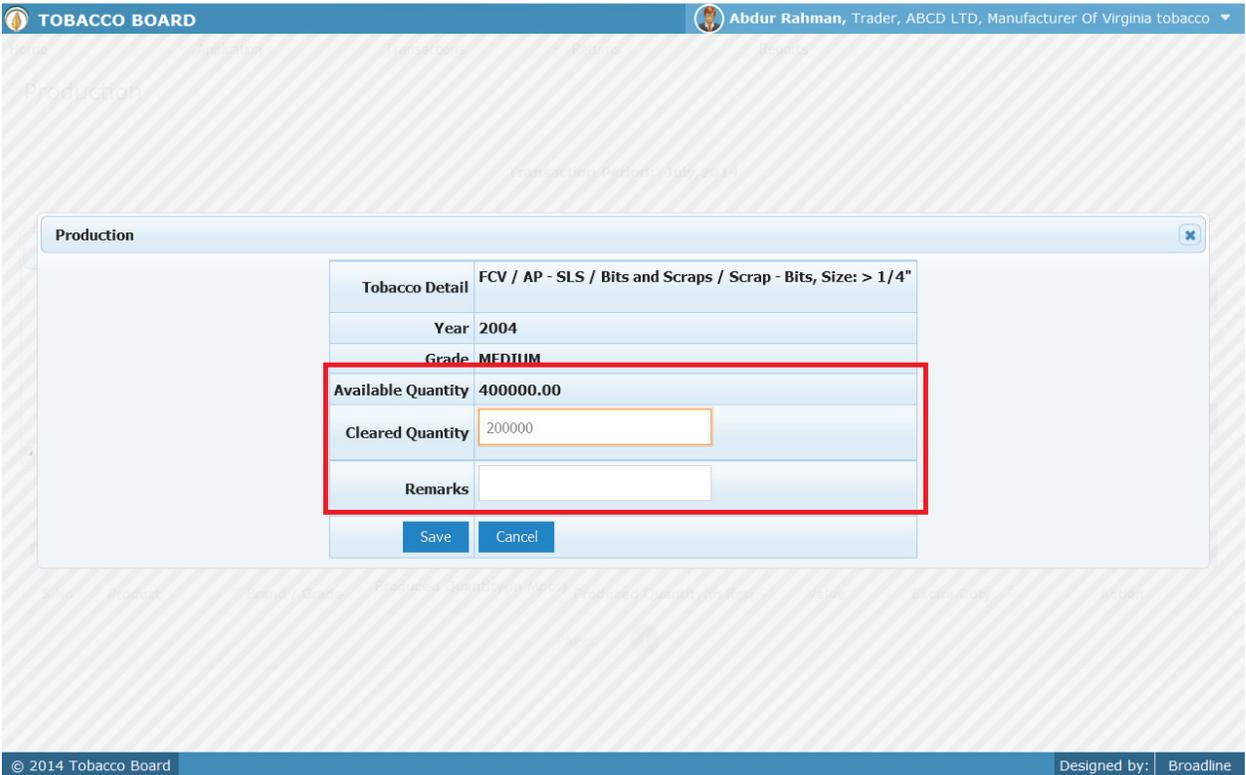
5. Transfer-In (Other)
6. Inter unit transfer(others packed stock)

The list shown in above screenshot **Figure 108** comprises of all the packed stock of tobacco the trader has in stock by clubbing all the stocks enter in above **list of screens**.

Trader may choose from the list packed stock of tobacco quantity that is been used for the particular batch for production by clicking the radio button under select column in **Figure108** (“highlighted in red Color Circle”)

Note: Trader cannot make any entry of new packed tobacco 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 109**



The screenshot displays the 'TOBACCO BOARD' application interface. At the top, the user is identified as 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco'. The main window shows a 'Production' dialog box with the following details:

Tobacco Detail	FCV / AP - SLS / Bits and Scraps / Scrap - Bits, Size: > 1/4"
Year	2004
Grade	MEDIUM
Available Quantity	400000.00
Cleared Quantity	<input type="text" value="200000"/>
Remarks	<input type="text"/>

At the bottom of the dialog box, there are 'Save' and 'Cancel' buttons. The 'Cleared Quantity' field is highlighted with a red rectangular box.

Figure 109

Trader may observe that software will be showing the current available quantity of that particular packed stock of tobacco and trader may fill in how much quantity is cleared for production under that batch for that unit from the available quantity (“Highlighted in Red Rectangular box”).

If the trader needs to choose any other tobacco he may click on the “Cancel” button in **Figure 109**

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

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

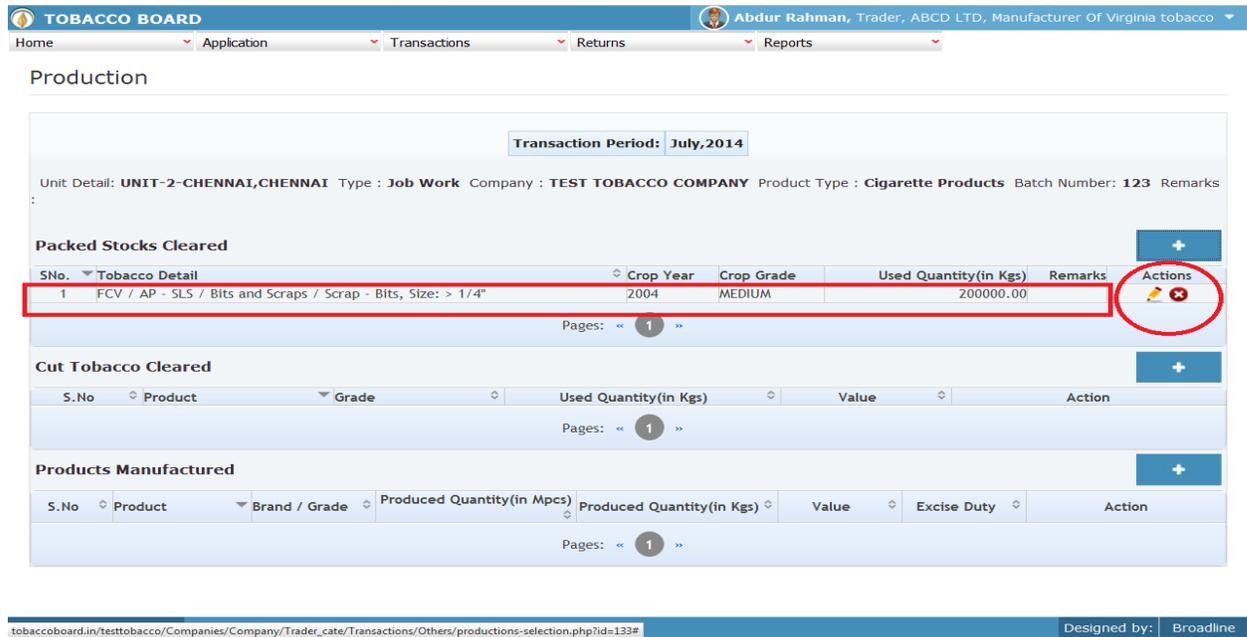


Figure 110

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

2. Cut Tobacco Cleared:

(This table is shown only when cigarette products are produced)

Manufacture can make entries can be made by clicking on the Add Button on extreme right hand side of the table as shown in Figure 111

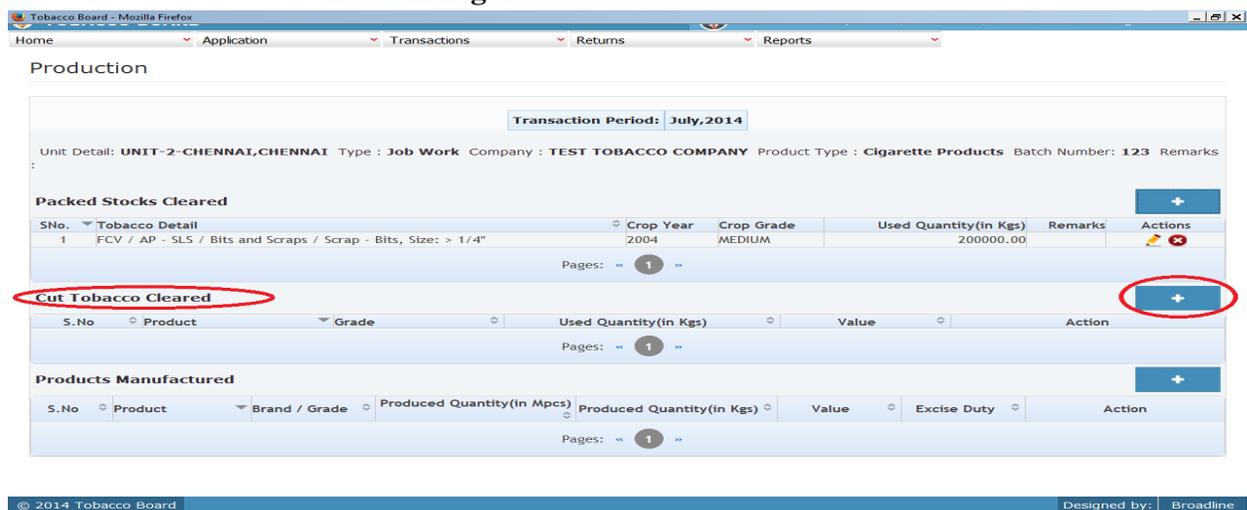


Figure 111

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

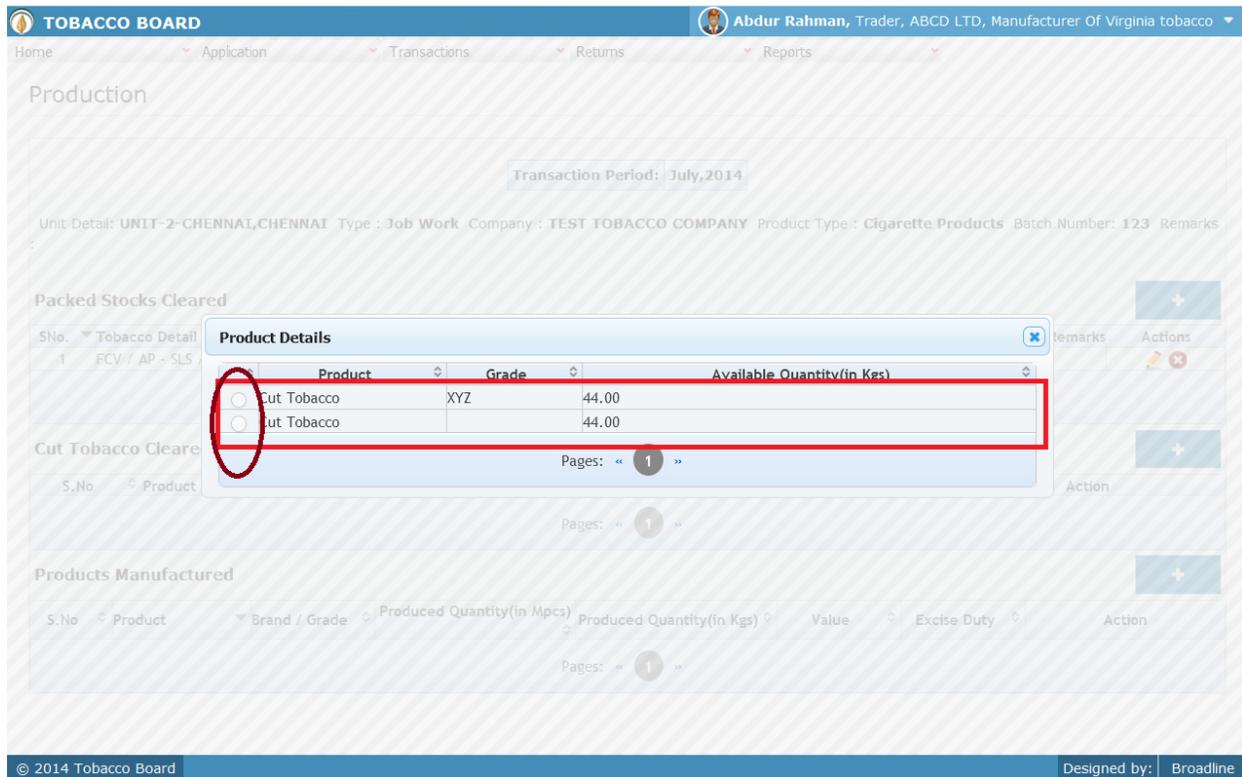


Figure 112

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

List of Screens (All tobacco clubbed together)

For Self (Cut tobacco)

1. Product Opening Balance
2. Product Imports
3. Transfer-In (self)
4. Inter unit transfers (Own cut tobacco)

For Job-work (Cut tobacco)

5. Transfer-In Other(Cut Tobacco)
6. Inter unit transfer (Others cut tobacco)

The list shown in above screenshot **Figure 112** comprises of all the cut tobacco the trader has in stock by clubbing all the cut tobacco stocks enter in above **list of screens**.

Trader may choose from the list stock of cut tobacco quantity that is been used for the particular batch for production by clicking the radio button under select column in **Figure112** (“highlighted in red Color Circle”)

Note: Trader cannot make any entry of new cut tobacco 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 113**

The screenshot displays the 'TOBACCO BOARD' application interface. At the top, the user is identified as 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco'. The main area is titled 'Production' and shows a 'Transaction Period: July, 2014'. Below this, unit details are provided: 'UNIT-2-CHENNAI, CHENNAI', 'Type: Job Work', 'Company: TEST TOBACCO COMPANY', 'Product Type: Cigarette Products', and 'Batch Number: 123'. A 'Product Details' dialog box is open, showing the following information:

Product Detail	Cut Tobacco
Grade	XYZ
Available Quantity in Kgs	44
Cleared Quantity	22 in Kgs

The 'Cleared Quantity' field is highlighted with a red rectangular box. Below the dialog box, there is a table for 'Products Manufactured' with columns for S.No, Product, Brand / Grade, Produced Quantity (in Mpcs), Produced Quantity (in Kgs), Value, Excise Duty, and Action. The footer shows '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 113

Trader may observe that software will be showing the current available quantity of that particular cut tobacco and trader may fill in how much quantity is cleared for production under that batch for that unit from the available quantity (“Highlighted in Red Rectangular box”).

If the trader needs to choose any other cut tobacco he may click on the “Cancel” button in **Figure 113**

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

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

TOBACCO BOARD | **Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco**

Home | Application | Transactions | Returns | Reports

Production

Transaction Period: **July,2014**

Unit Detail: **UNIT-2-CHENNAI,CHENNAI** Type : **Job Work** Company : **TEST TOBACCO COMPANY** Product Type : **Cigarette Products** Batch Number: **123** Remarks :

Packed Stocks Cleared +

S.No.	Tobacco Detail	Crop Year	Crop Grade	Used Quantity(in Kgs)	Remarks	Actions
1	FCV / AP - SLS / Bits and Scraps / Scrap - Bits, Size: > 1/4"	2004	MEDIUM	200000.00		

Pages: << 1 >>

Cut Tobacco Cleared +

S.No	Product	Grade	Used Quantity(in Kgs)	Value	Action
1	Cut Tobacco	XYZ	22.00		

Pages: << 1 >>

Products Manufactured +

S.No	Product	Brand / Grade	Produced Quantity(in Mpcs)	Produced Quantity(in Kgs)	Value	Excise Duty	Action
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Pages: << 1 >>

toaccoboard.in/testtobacco/Companies/Company/Trader_cate/Transactions/Others/productions-selection.php?id=133# | Designed by: Broadline

Figure 114

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

3. Products Manufactured:

Manufacture can make entries can be made by clicking on the Add Button on extreme right hand side of the table as shown in **Figure 115**

Tobacco Board - Mozilla Firefox

Home | Application | Transactions | Returns | Reports

Production

Transaction Period: **July,2014**

Unit Detail: **UNIT-2-CHENNAI,CHENNAI** Type : **Job Work** Company : **TEST TOBACCO COMPANY** Product Type : **Cigarette Products** Batch Number: **123** Remarks :

Packed Stocks Cleared +

S.No.	Tobacco Detail	Crop Year	Crop Grade	Used Quantity(in Kgs)	Remarks	Actions
1	FCV / AP - SLS / Bits and Scraps / Scrap - Bits, Size: > 1/4"	2004	MEDIUM	200000.00		

Pages: << 1 >>

Cut Tobacco Cleared +

S.No	Product	Grade	Used Quantity(in Kgs)	Value	Action
1	Cut Tobacco	XYZ	22.00		

Pages: << 1 >>

Products Manufactured +

S.No	Product	Brand / Grade	Produced Quantity(in Mpcs)	Produced Quantity(in Kgs)	Value	Excise Duty	Action
------	---------	---------------	----------------------------	---------------------------	-------	-------------	--------

Pages: << 1 >>

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Figure 115

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

The screenshot displays the 'TOBACCO BOARD' application interface. At the top, the user is identified as 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco'. The main menu includes 'Home', 'Application', 'Transactions', 'Returns', and 'Reports'. The current screen is 'Production', with a 'Transaction Period' of 'July, 2014'. Below this, the unit details are shown: 'UNIT-2-CHENNAI, CHENNAI', 'Type: Job Work', 'Company: TEST TOBACCO COMPANY', 'Product Type: Cigarette Products', 'Batch Number: 123', and 'Remarks'. The 'Product Details' form is the central focus, containing the following data:

Product Detail	Cigarette - Filter
Brand Name	Malburo
Production Quantity	400000 in MPCS
	40000 in Kgs
Production Value	200000 (Lakhs)
Excise Duty	10000 (Lakhs)

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

Figure 116

Product Details:

Trader needs to provide following details of the product produced for the same batch entry

- Product Details:** Tobacco products (except cut tobacco) option will be available to choose.
- Brand/Variant:** Trader needs to specify the brand name of the product (Optional)
- Production Quantity:** Trader needs to specify quantity produced (in Kgs) and million pieces (Mpcs) for cigarette.
- Value:** Trader needs to specify the value of products mentioned (in Lakhs)
- Excise Duty:** Trader needs to specify any excise duty paid. (in Lakhs)

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as shown in **Figure 116**.



TOBACCO BOARD Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco

Home Application Transactions Returns Reports

Production

Transaction Period: July, 2014

Unit Detail: UNIT-2-CHENNAI, CHENNAI Type: Job Work Company: TEST TOBACCO COMPANY Product Type: Cigarette Products Batch Number: 123 Remarks:

Packed Stocks Cleared

S.No.	Tobacco Detail	Crop Year	Crop Grade	Used Quantity(in Kgs)	Remarks	Actions
1	FCV / AP - SLS / Bits and Scraps / Scrap - Bits, Size: > 1/4"	2004	MEDIUM	200000.00		

Pages: << 1 >>

Cut Tobacco Cleared

S.No.	Product	Grade	Used Quantity(in Kgs)	Value	Action
1	Cut Tobacco	XYZ	22.00		

Pages: << 1 >>

Products Manufactured

S.No.	Product	Brand / Grade	Produced Quantity(in Mops)	Produced Quantity(in Kgs)	Value	Excise Duty	Action
1	Cigarette - Filter	Malburo	400000.00	40000.00	200000.00	10000.00	

Pages: << 1 >>

tobaccoboard.in/testtobacco/Companies/Company/Trader_cate/Transactions/Others/productions-selection.php?id=133#

Designed by: Broadline

Figure 117

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

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

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

Similarly a Trader can make number of entries under each table subject to availability and subsequently make number of entries for each table.

Once completed the trader may view it in main screen under production (Summary sheet) as shown in below screenshot.

TOBACCO BOARD Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco

Home Application Transactions Returns Reports

Productions

Transaction Year: 2014 Month: July

Sl.	Batch No.	Company	Packed Stock Cleared	Cut Tobacco Used	Product Manufactured	Job Type	Actions
1	123	TEST TOBACCO COMPANY	200000.00	22.00	40000.00	Job work	

Pages: << 1 >>

Figure 118

Trader can click on edit button  under “Action” **Figure118** to add/edit any entries for the particular production done.

Note: Add/Edit option will be inactive if the returns are submitted for that particular month by the manufacturer.

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 17 Submission:

Trader can navigate to Returns Menu and click on FORM 17 as shown in below screen shot.



Figure 119

Trader may observe the List of months and the status of the returns as shown below Figure 119

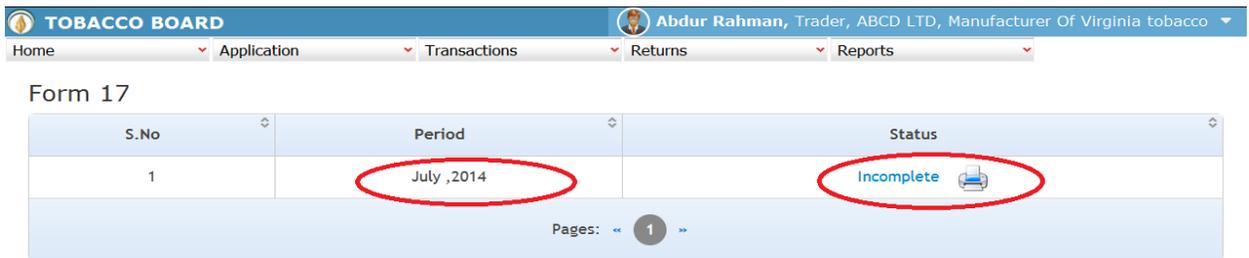


Figure 120

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 120**.

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

The screenshot shows the TOBACCO BOARD interface. At the top, there is a header with the user name 'Abdur Rahman, Trader, ABCD LTD, Manufacturer Of Virginia tobacco'. Below the header is a navigation menu with options: Home, Application, Transactions, Returns, and Reports. The 'Returns' option is selected, leading to 'Form 17'. In the 'Form 17' section, there is a navigation bar with tabs: Packed Stock, Cut Tobacco, Products, Annexure A, Annexure B, Annexure C, and Submission. The 'Packed Stock' tab is highlighted with a red circle. Below the navigation bar is a table with the following data:

Sl No	Variety	Crop year	Grade	Carried over stock	Purchases during the month					Raw tobacco cleared during the month for processing and to manufacturing		Closing Balance of Packed Stock at the end of month
					Imports			Transfer In (Self)	Transfer In (Others)	Transfer Out	Tobacco Cleared	
					Qty.	Qty.	Val.	Qty.	Qty.	Qty.	Qty.	
1	FCV / AP - SLS / Bits and Scraps/Scrap - Bits, Size: > 1/4"	2004	MEDIUM	0	0	0	0	400000	0	200000	200000	
2	FCV / AP - SLS / Bits and Scraps/Scrap - Bits, Size: > 1/4"	2005	MEDIUM	0	200000	20	0	0	0	0	200000	
3	FCV / KK-KLS/Mysore / Green Leaf/RLL - Redried Loose Leaf	2008	BRIGHT	0	0	0	0	300000	0	0	300000	
4	Non FCV / IAC/LAC Burley / yeleswaram LAC Burley/Scrap - Rawal, Size: < 1/16"	2003	BRIGHT	0	0	0	0	20000000000	0	0	20000000000	
5	FCV / AP - NLS / Green Leaf/RTU/MS - Redried Threshed Lamina/ Machine Strips	2005	MEDIUM	500000	0	0	0	0	200000	0	300000	

Figure 121

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 121** (Highlighted in red circle above).

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

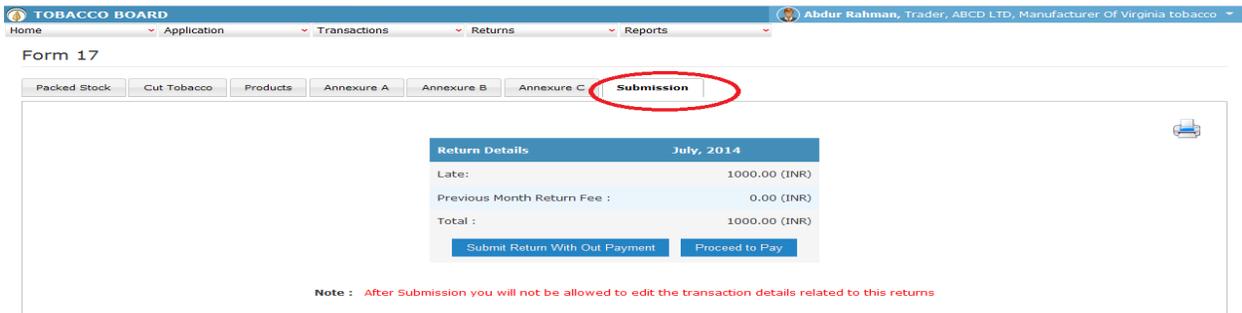
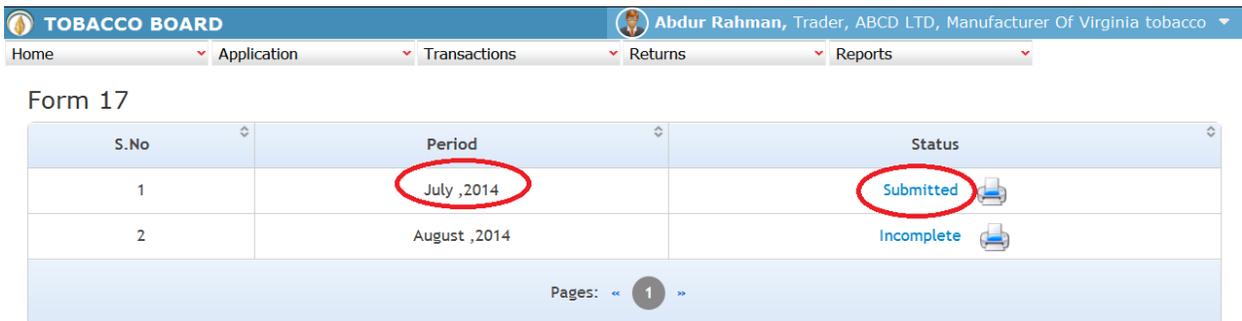


Figure 122

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

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



Note:

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