

Traders' Returns
User Guide
For
Processor of Virginia Tobacco



User Guide Developed by:



Version: 1.0

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1. INTRODUCTION

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

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

TRADERS RETURN E-FILING MODULE – OVERVIEW

Before you begin:

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

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

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

2. PRE-REQUISITES

The Trader must have the following:

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



Figure 1

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

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

Gmail : <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:

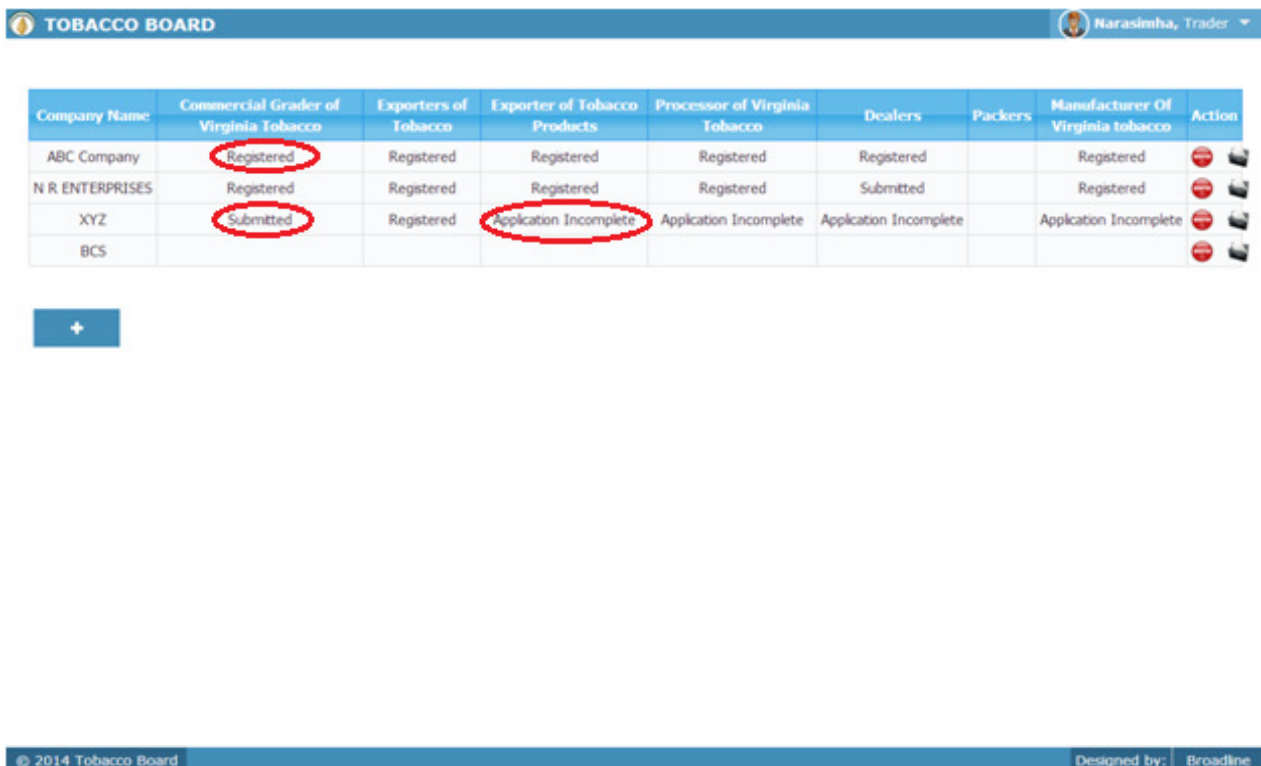
1. Payment made through offline mode, where trader needs to furnish the details of Demand Draft and upload a scan copy of the same and send the original to the Tobacco Board H.O, Guntur.
2. Offline payment approvals are subject to receipt & verification of details to the physical copy of DD sent by the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









4. ONLINE RETURNS SUBMISSION:


Processor can submit online returns once its registration for the particular year 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 Processor 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, there is a header with the TOBACCO BOARD logo and the user name 'Abdur Rahman, Trader'. Below the header is a table with the following columns: Company Name, Commercial Grader of Virginia Tobacco, Exporters of Tobacco, Exporter of Tobacco Products, Processor of Virginia Tobacco, Dealers, Packers, Manufacturer Of Virginia tobacco, and Action. The row for 'ABCD LTD' shows 'Submitted' for Commercial Grader, 'Registered' for Exporters, 'Registered' for Exporter, and 'Registered' for Processor. The 'Registered' status in the Processor column is circled in red. Below the table is a blue button with a white plus sign. At the bottom of the page, there is a footer with '© 2014 Tobacco Board' and 'Designed by: Broadline'.

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

Figure 3

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

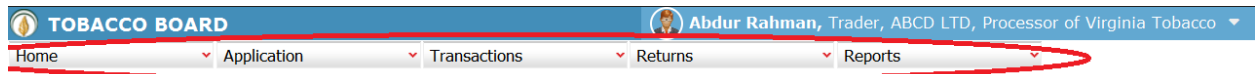


Figure 4

Above screenshot shows the 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 software 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.

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

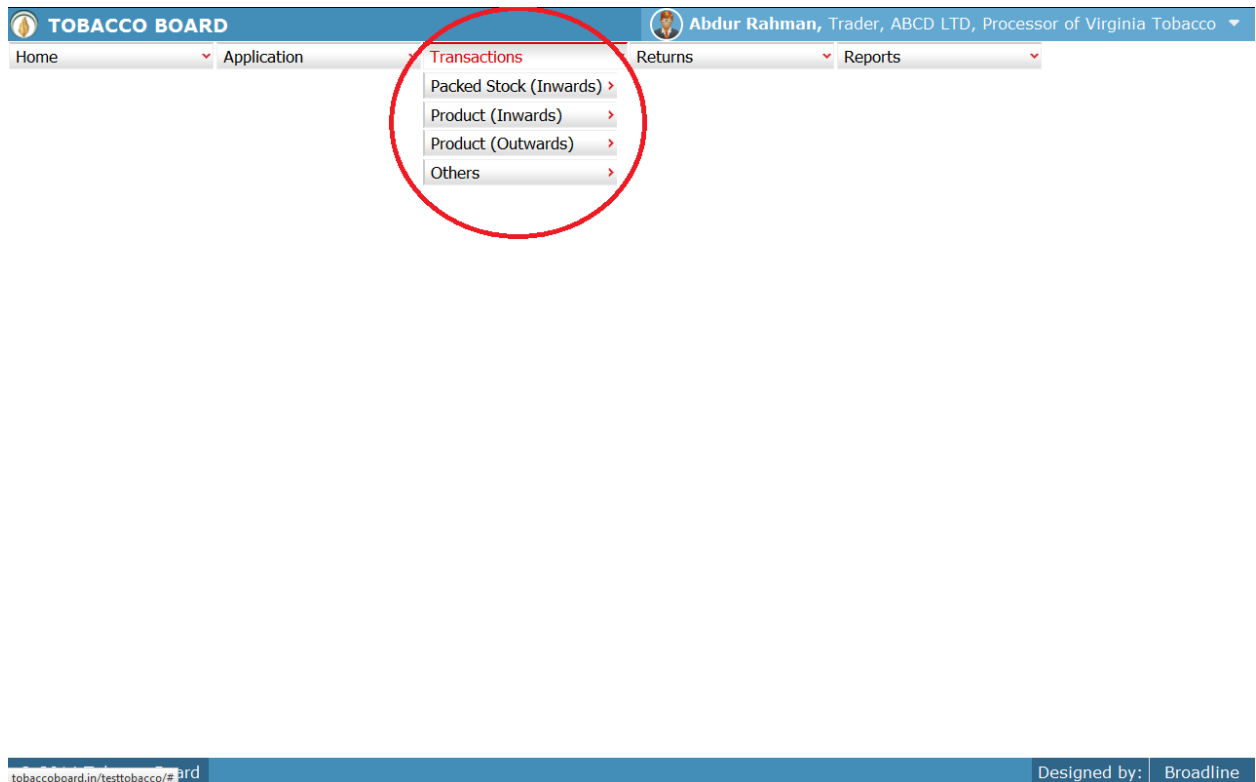


Figure 5

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 Processor has made for various purposes like Transfers from own or other Dealers/Exporters of Tobacco etc.
2. **Product (Inwards):** The term “Product Inwards” menu is to club all the transactions of tobacco products that the Processor of Tobacco will be performing like Opening balance (Cut tobacco) at the beginning of the month.
3. **Product (Outwards):** The term “Product Outwards” menu is to club all the transactions of cut tobacco that Processor of Tobacco has made for various purposes like Sales to other traders, transfer to own, Job work returns etc.
4. **Others:** This menu is provided to make entries of all the miscellaneous activities made by the Processor 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 opening balance 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 receiving of 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”)

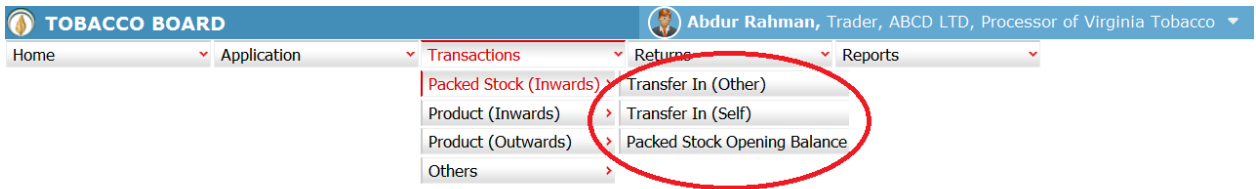


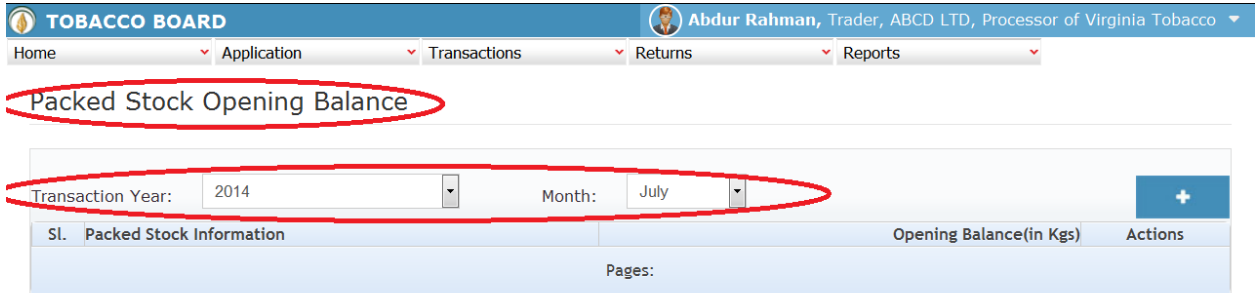
Figure 6

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.



Waiting for tobacboard.in...

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?**

Processor 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 Processor.

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

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

The following dialog box is opened

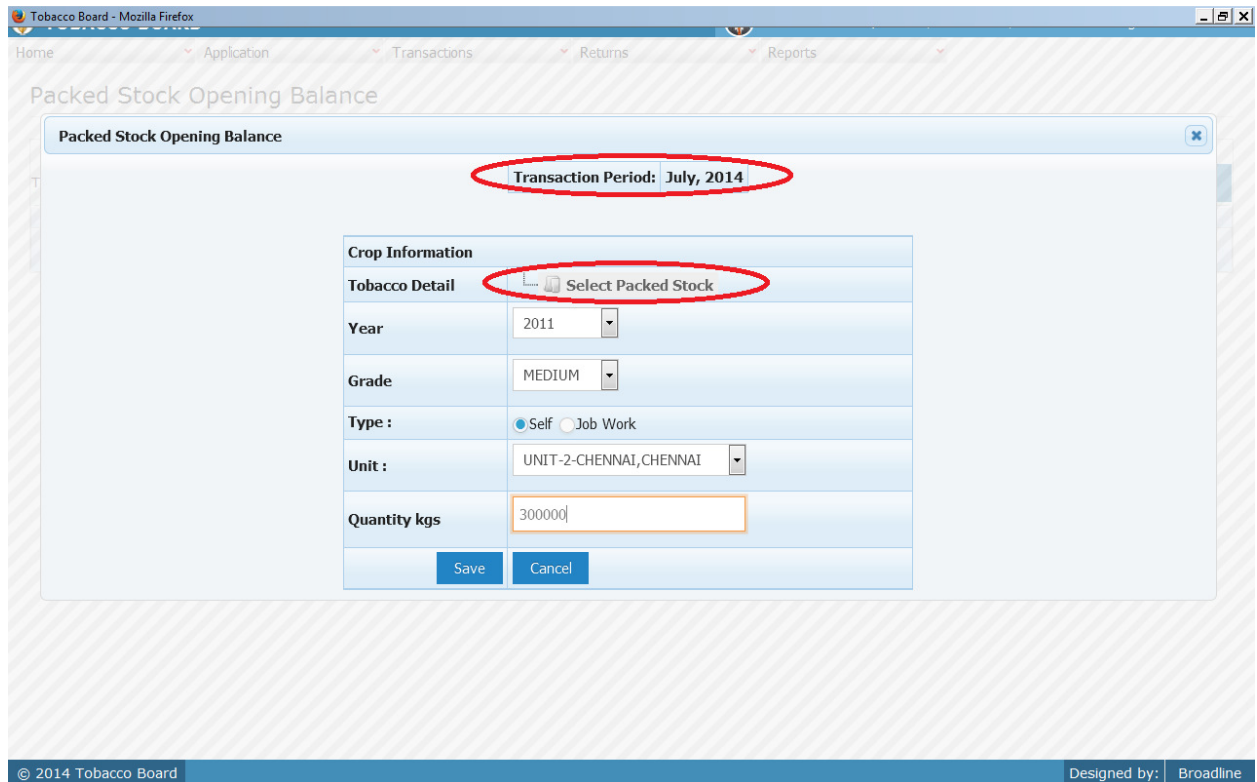


Figure 8

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

Crop Information:

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

a) Tobacco Details:

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



Select Tobacco Button: As this is a repetitive process trader should understand to use the button.

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

Following is the list of tobacco varieties that is opened when the “Select 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

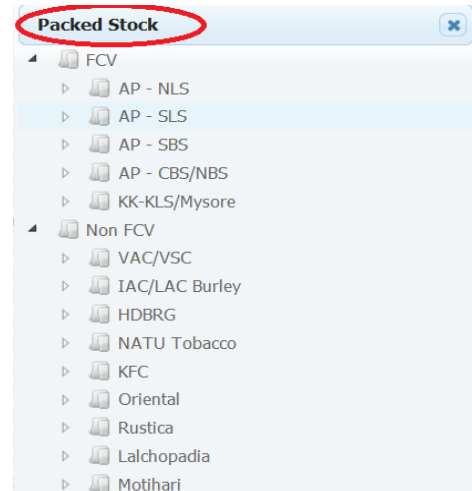


Figure 9

- 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.

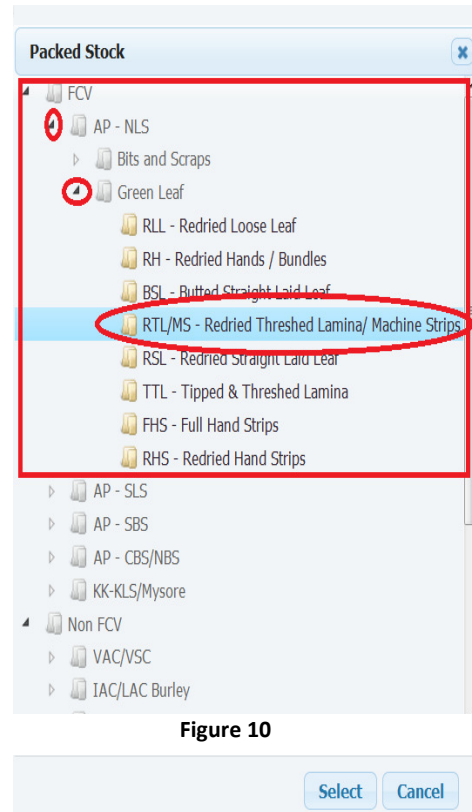


Figure 10

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

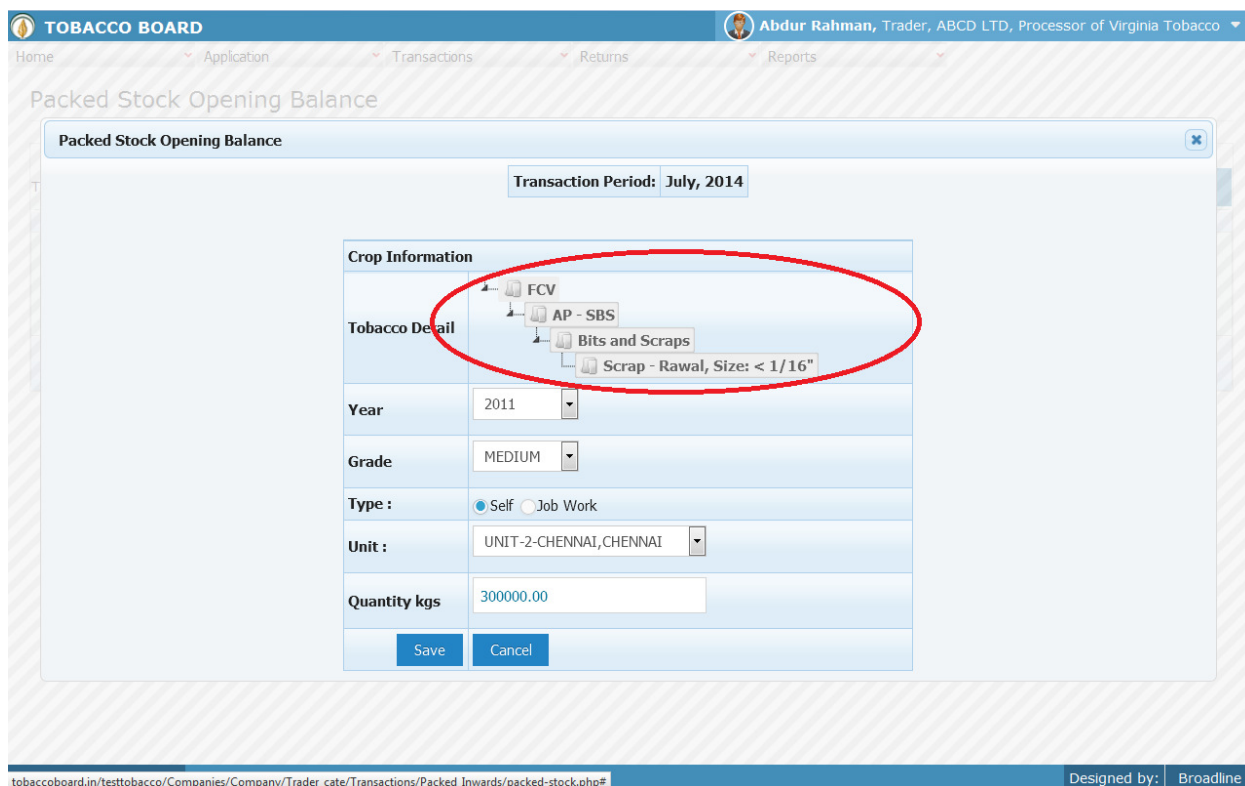
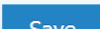


Figure 11

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 be 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 **from Dealers/Exporters of Unmanufactured Tobacco** and “Job-Work” if the packed stock was received from **other Dealers/Exporters of Unmanufactured Tobacco** for any job work.
- e) **Unit** : Trader needs to mention unit name at which the packed Stock is stored / handled.
- f) **Quantity** : Trader has to fill in the quantity of tobacco mentioned (in Kgs).

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

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

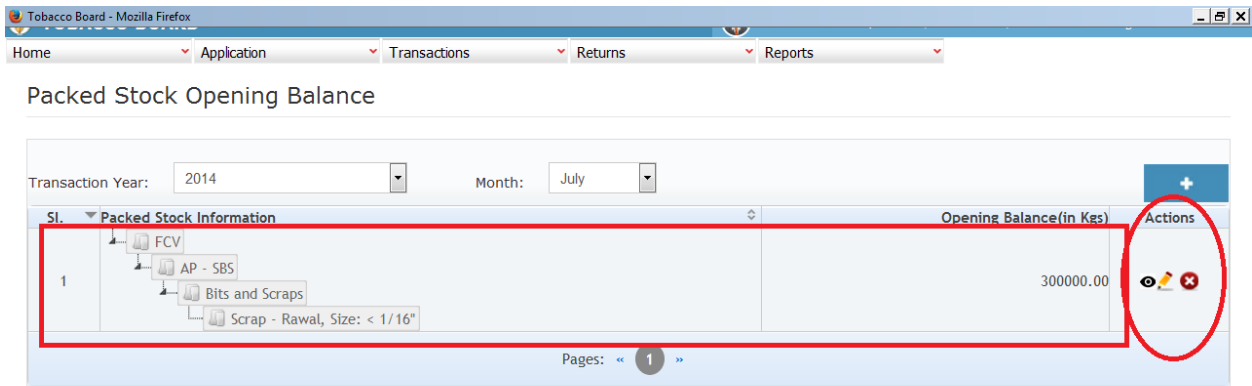





Figure 12

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. Transfer-In (Others)

Traders can make entries of all the Packed Stock transferred/received from other traders (Only Dealers/Exporter of Unmanufactured Tobacco) 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”)

The screenshot displays the 'Packed Stock Transfer In (Others)' 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, Processor of Virginia Tobacco'. Below the navigation, the page title is 'Packed Stock Transfer In (Others)'. A form contains 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 form is a table with the following columns: 'Sl.', 'TB.Regno', 'Trader Name', and 'Actions'. The table is currently empty. At the bottom of the page, there is a footer with '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 13

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 13**.

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 13**

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

TOBACCO BOARD Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco

Home Application Transactions Returns Reports

Packed Stock - Transfer In (Others)

Our Unit : Company : Category : Registration No :

Remarks :

Figure 14

Trader should first choose the following as shown in **Figure 14** (“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.

Once saved trader may observe following screen is shown

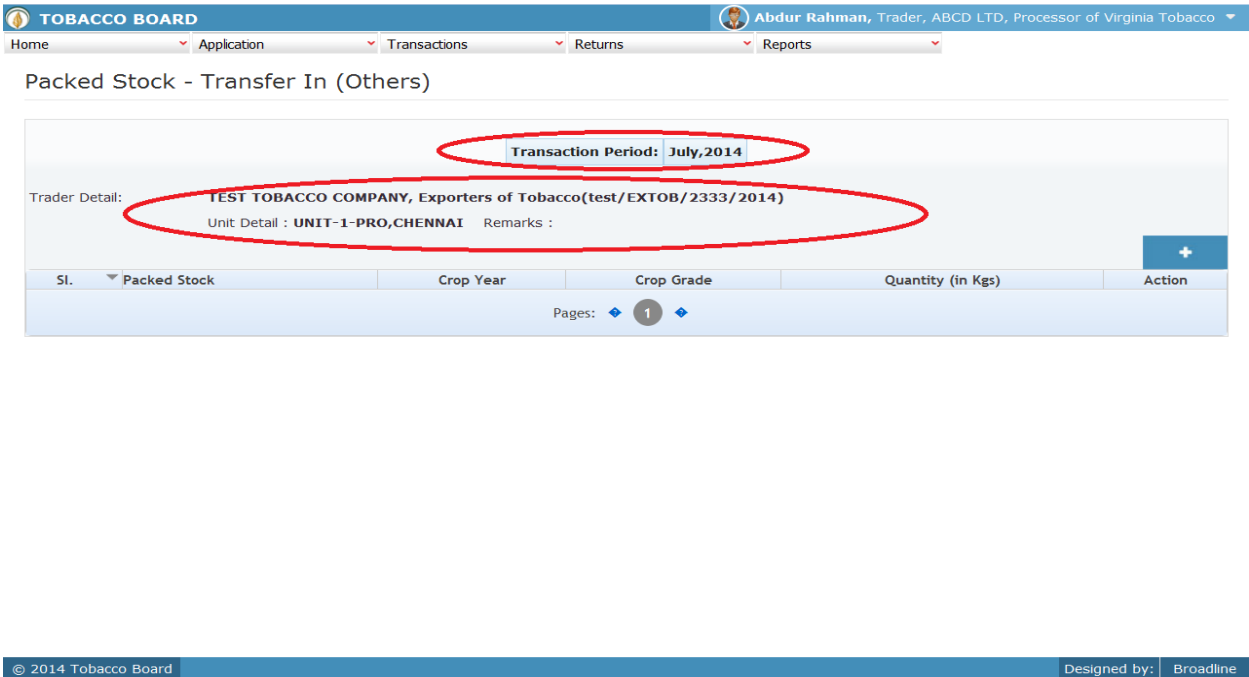


Figure 15

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

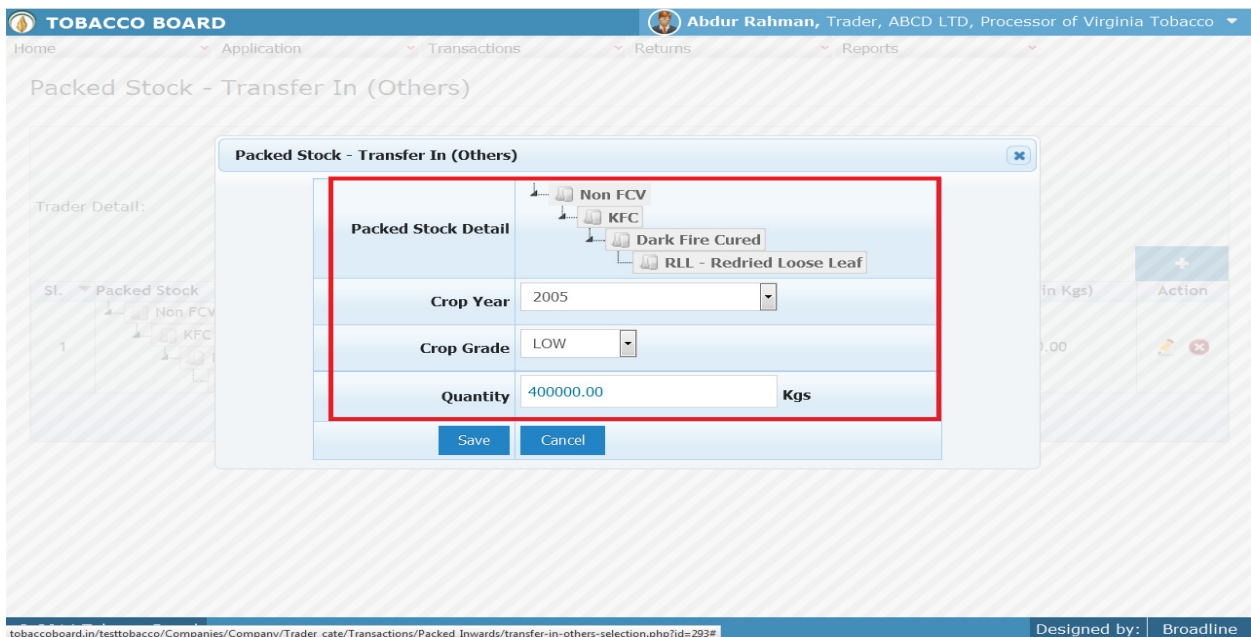
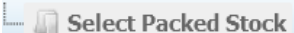


Figure 16

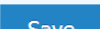
Crop Information:

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

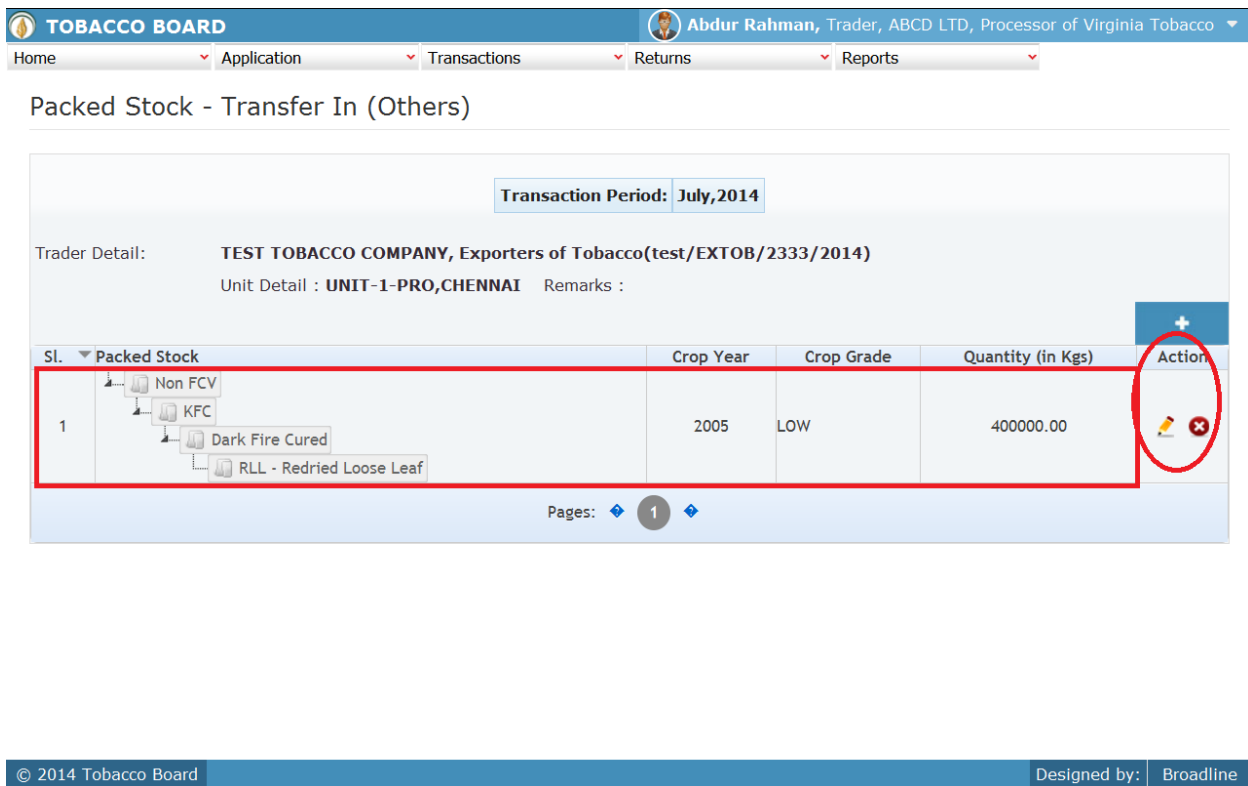
a) Packed Stock Details:

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 16**.

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



TOBACCO BOARD | Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco

Home Application Transactions Returns Reports

Packed Stock - Transfer In (Others)

Transaction Period: July, 2014

Trader Detail: TEST TOBACCO COMPANY, Exporters of Tobacco(test/EXTOB/2333/2014)
Unit Detail : UNIT-1-PRO,CHENNAI Remarks :

Sl.	Packed Stock	Crop Year	Crop Grade	Quantity (in Kgs)	Action
1	Non FCV KFC Dark Fire Cured RLL - Redried Loose Leaf	2005	LOW	400000.00	

Pages: 1



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Figure 17

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 17**. 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 transfers of packed stock from various registered traders (Manufacturer) on Job-Work basis can be made during a particular transaction period.

4.2.3. 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 4.2.2)

4.3. Product (Inwards)

All the cut tobacco at the opening of the first online transaction month by the trader has been categorically classified under this menu under opening balance

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



Figure 18

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

4.3.1. Product Opening Balance: (Only Cut tobacco)

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.

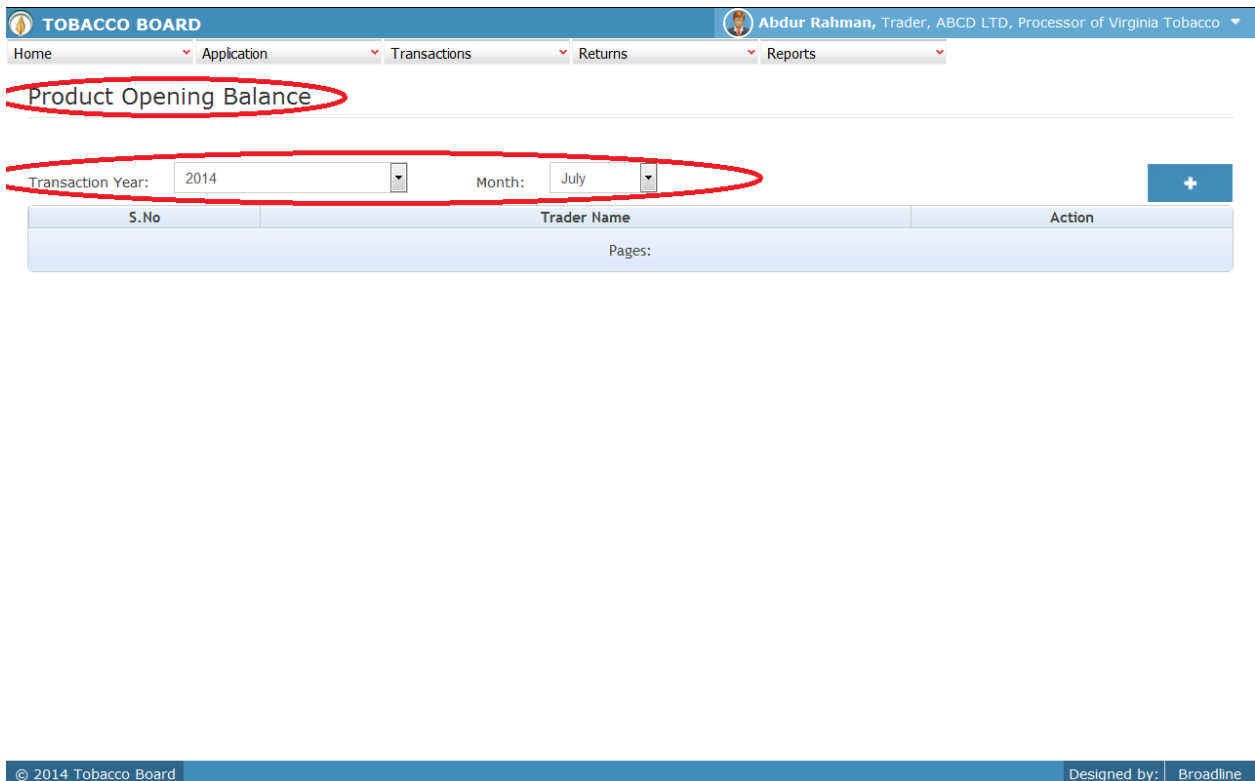


Figure 19

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.

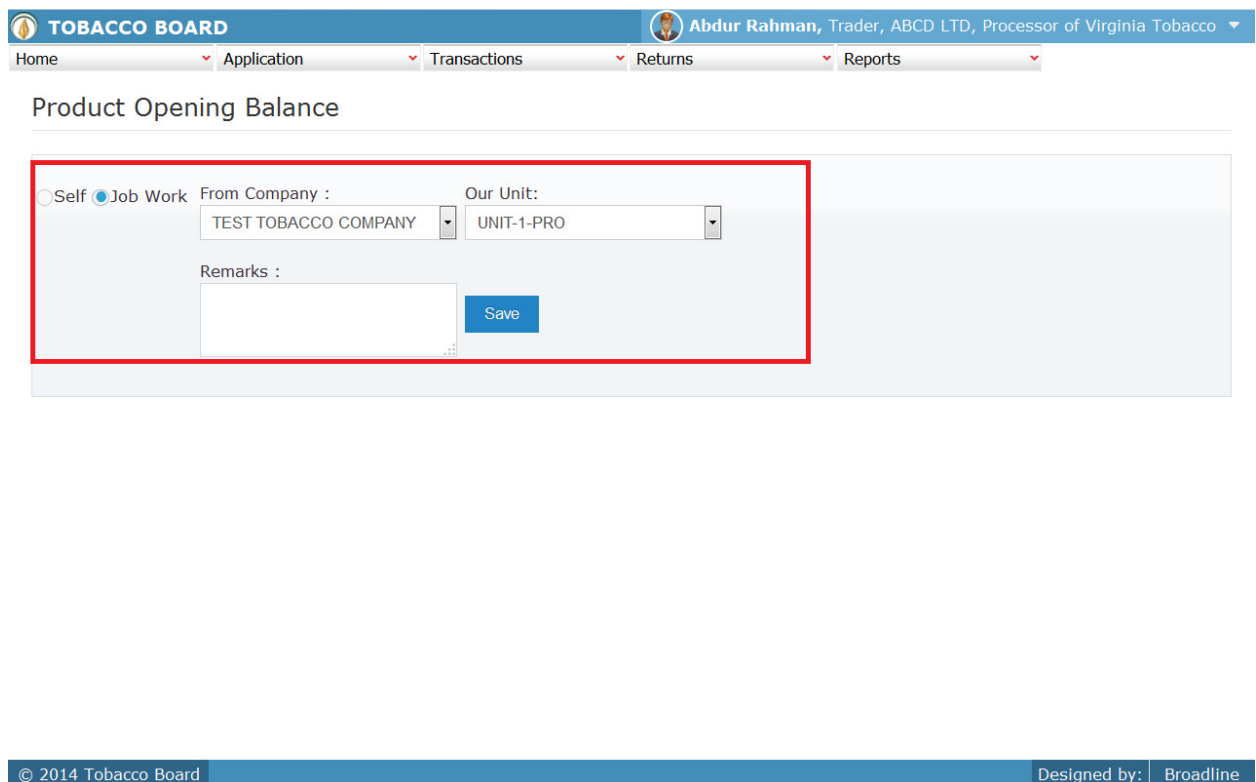
Once a single online return is submitted this screen shall not be in the list under the Product (Inwards) menu and the opening balance for the subsequent month will be auto calculated by the application.

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

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

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

The following dialog box is opened



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Figure 20

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 Dealer/Exporter of Unmanufactured Tobacco who is **also registered** under Exporter of Products to receive back the cut tobacco(in case of Job-Work).

1) Self:

Once choosing the “Self” option for entering the stocks of cut tobacco belonging to trader, processor needs 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

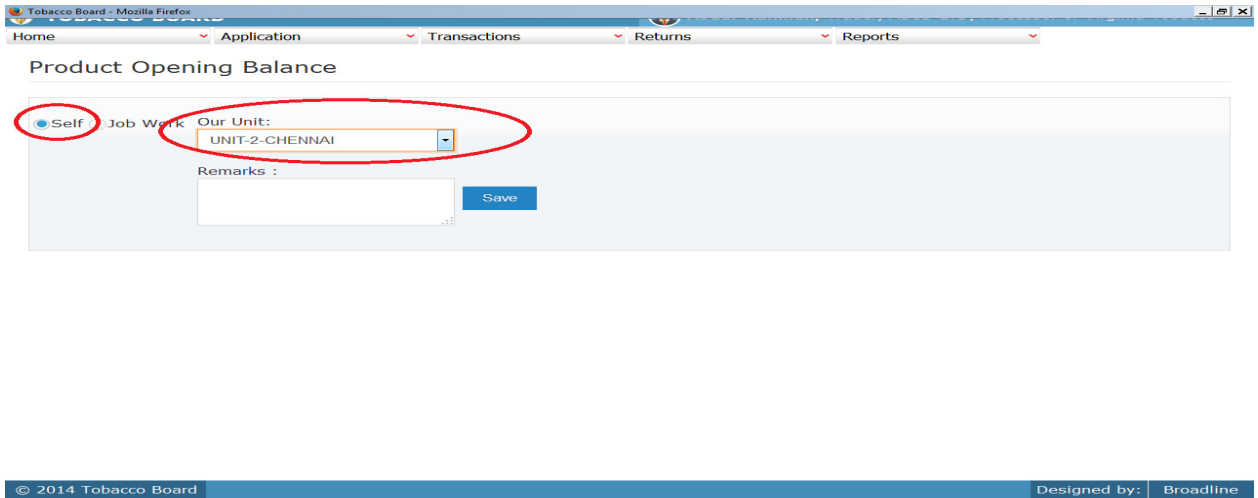


Figure 21

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

Once saved trader may observe following screen is shown

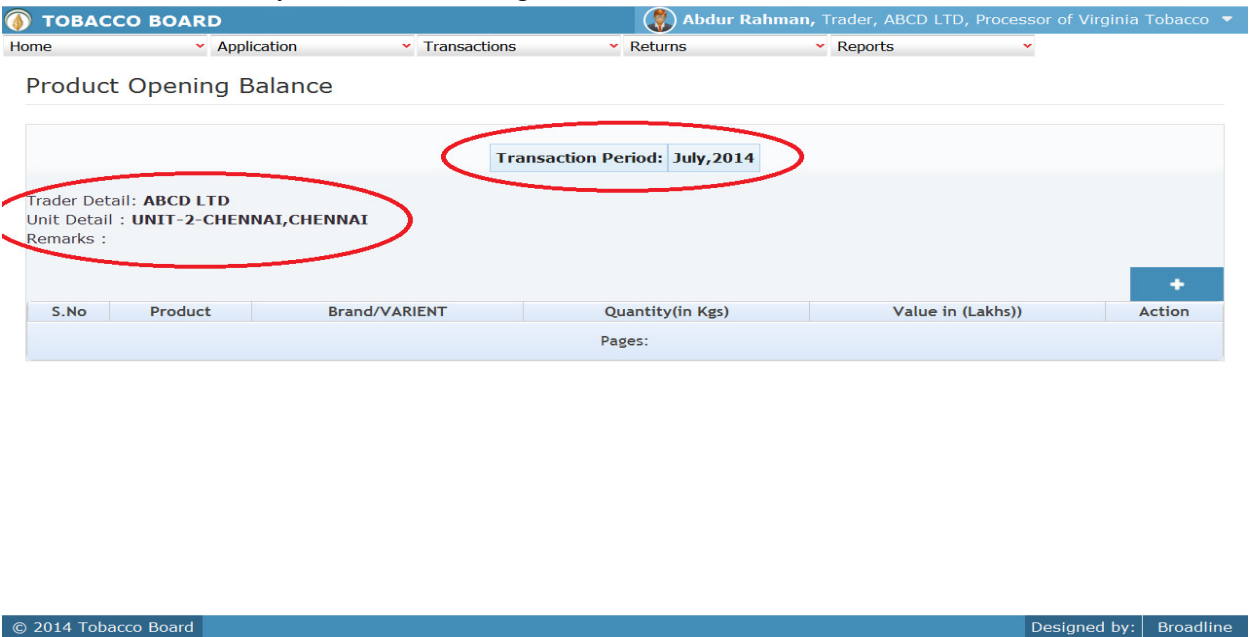
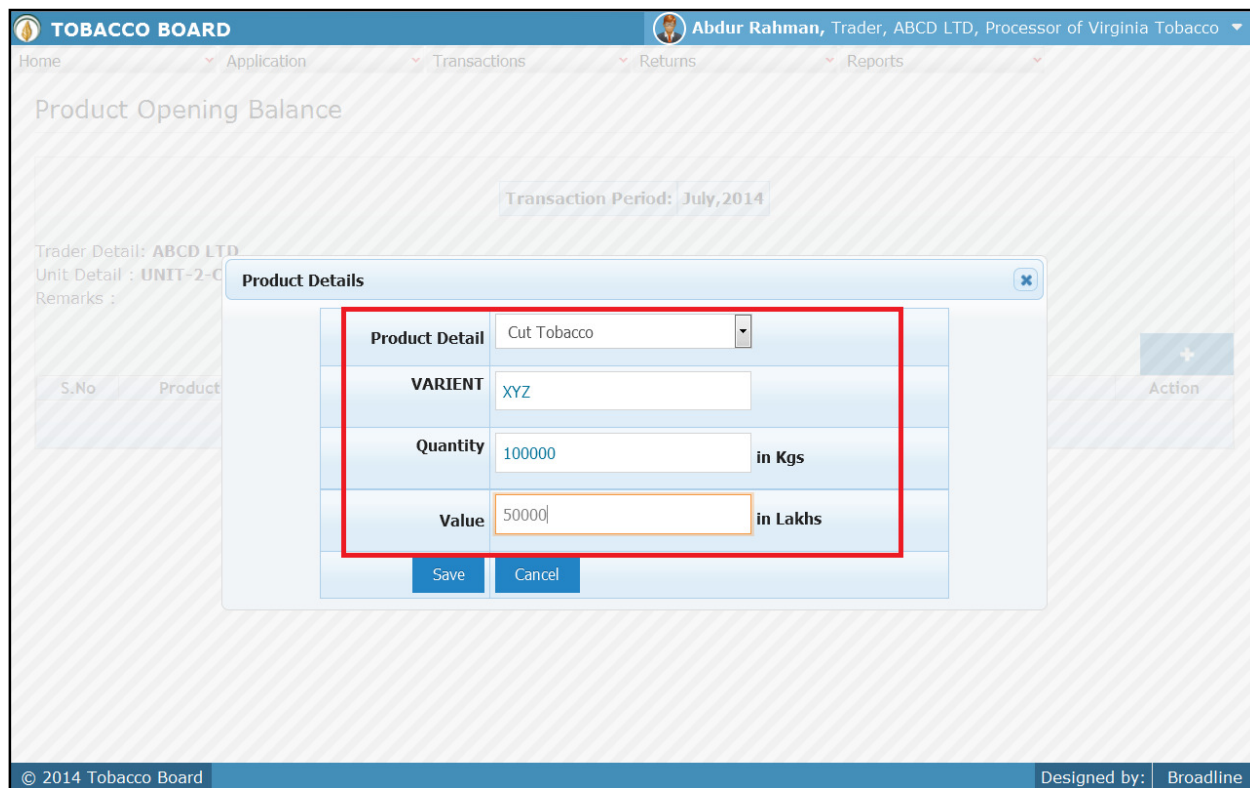


Figure 22

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



The screenshot displays the TOBACCO BOARD application interface. At the top, the user is identified as Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco. The main screen shows the 'Product Opening Balance' section for the transaction period of July, 2014. A 'Product Details' dialog box is open, containing the following fields:

Product Detail	Cut Tobacco
VARIANT	XYZ
Quantity	100000 in Kgs
Value	50000 in Lakhs

At the bottom of the dialog box, there are 'Save' and 'Cancel' buttons. The background shows a table with columns for 'S.No' and 'Product', and an 'Action' button with a plus sign.

Figure 23

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 at the opening of the month (In Kgs)
- Value:** Trader needs to specify the value of the cut tobacco selected (in Lakhs)

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

The 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-2-CHENNAI,CHENNAI
 Remarks :

S.No	Product	Brand/VARIANT	Quantity(in Kgs)	Value in (Lakhs)	Action
1	Cut Tobacco	XYZ	100000.00	50000.00	 

Pages: << 1 >>

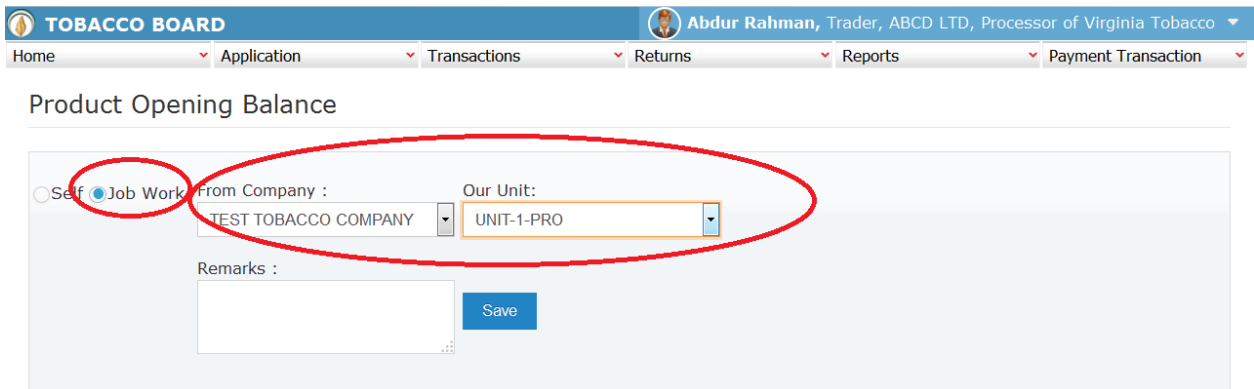
Figure 24

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 cut tobacco belonging to **other trader** (only Dealers/Exporter of Unmanufactured Tobacco) who are also registered under Exporter of Products Category under same company name to receive the cut tobacco which they have given under job work basis, processor 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 with processor as per records during registration.

As shown in below screenshot.



The screenshot displays the 'TOBACCO BOARD' software interface. At the top, there is a navigation menu with options: Home, Application, Transactions, Returns, Reports, and Payment Transaction. The user profile is identified as 'Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco'. 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 circled in red. 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-1-PRO'). Below these dropdowns is a 'Remarks' text area and a blue 'Save' button.

Figure 25

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

Once saved trader may observe following screen is shown

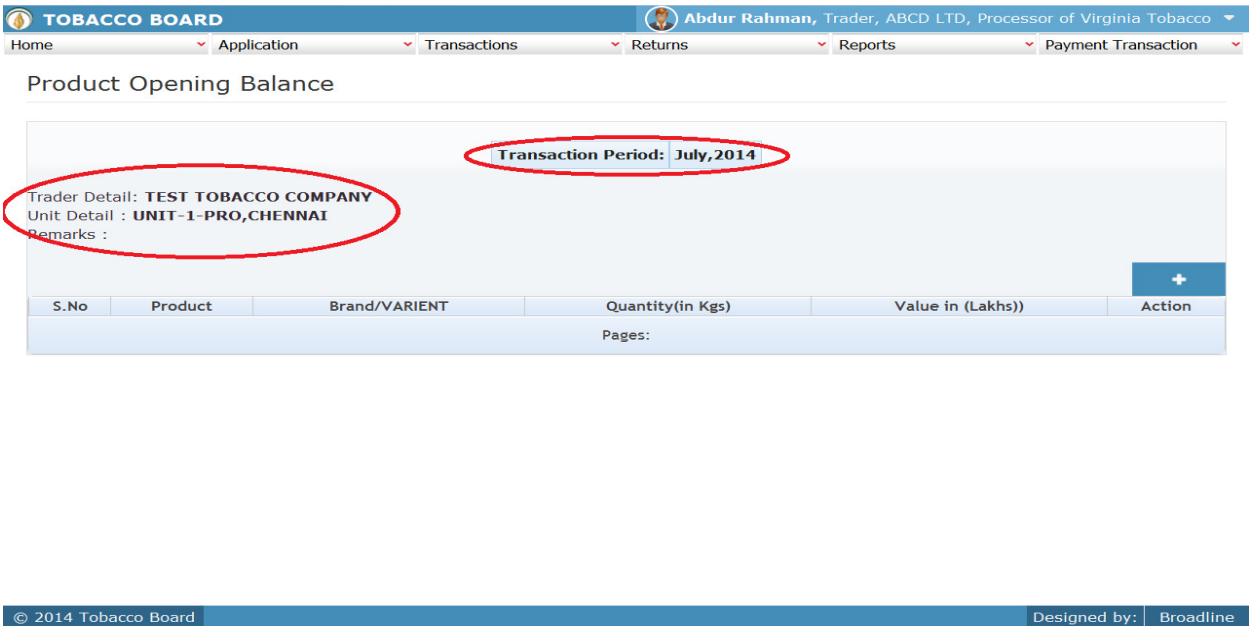


Figure 26

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

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

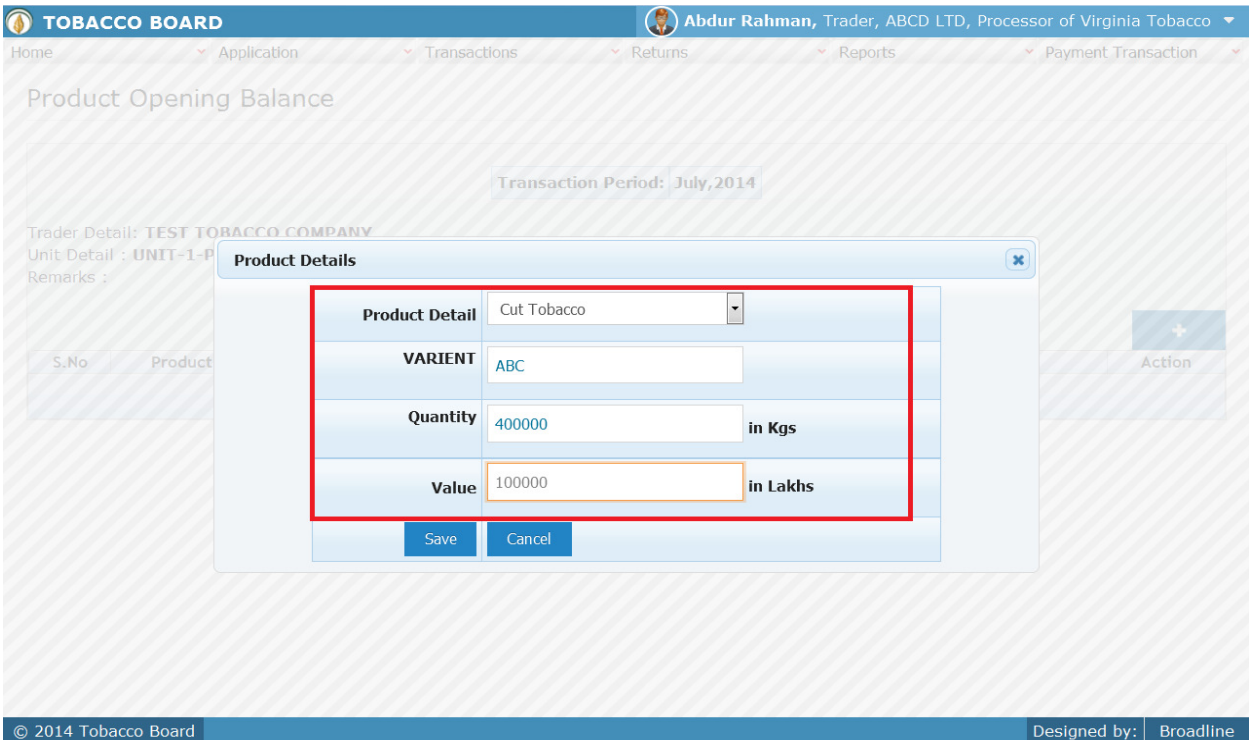


Figure 27

Product Details:

Trader needs to provide following details of the product

- a) **Product Detail:** Trader may choose the product from list of tobacco products (*Only Cut tobacco*)
- 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 cut tobacco available at the opening of the month (In Kgs)
- d) **Value:** Trader needs to specify the value of the cut tobacco selected (in Lakhs)

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

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, Processor of Virginia Tobacco

Home Application Transactions Returns Reports Payment Transaction

Product Opening Balance

Transaction Period: July, 2014

Trader Detail: TEST TOBACCO COMPANY
Unit Detail : UNIT-1-PRO, CHENNAI
Remarks :

S.No	Product	Brand/VARIANT	Quantity(in Kgs)	Value in (Lakhs)	Action
1	Cut Tobacco	ABC	400000.00	100000.00	

Pages: << 1 >>

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Figure 28

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 28**. You may observe the extreme right hand column of the table with column name as “**Action**”. This column will be present throughout the portal at various stages.

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

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

4.4. Product (Outwards):

All the tobacco transactions concerning to 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”)

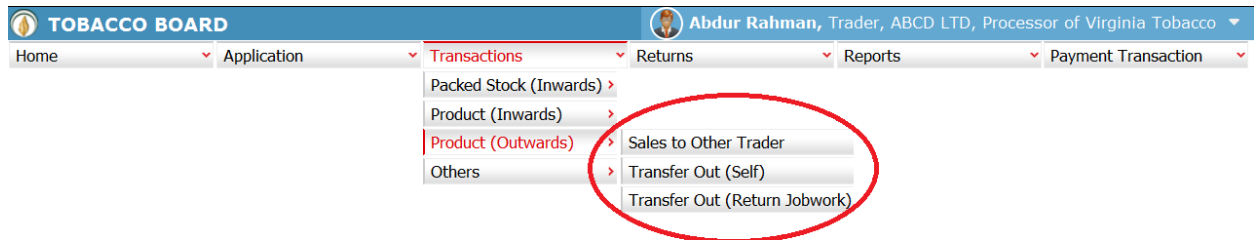


Figure 29

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

4.4.1. Sale to Other Trader:

Traders can make entries of all the **Cut tobacco sales** from stock available under “**Self only**” made to any other **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”)

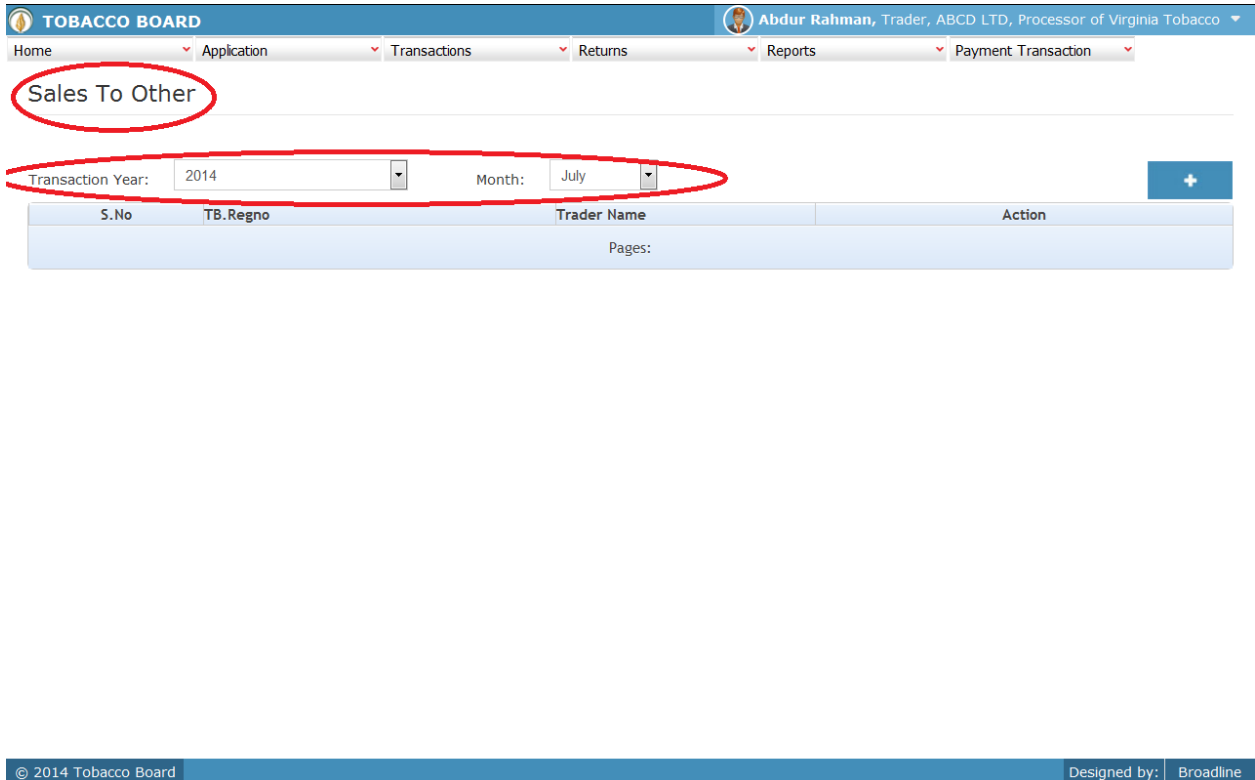



Figure 30

Trader can make entries for any cut tobacco sales to **registered traders** made during the transaction period by clicking on the Add button () as shown in **Figure 30**.

The Cut tobacco 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 **Figure30**

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

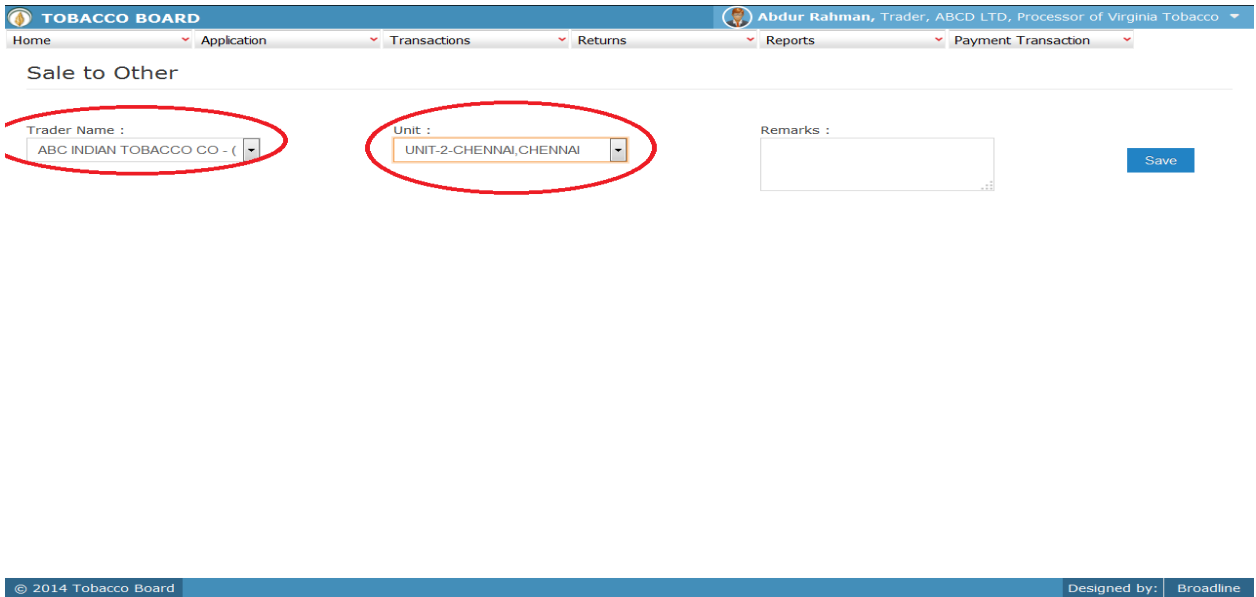


Figure 31

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

1. **Trader Name:** Trader needs to choose the name of company to whom cut tobacco is sold from the list.
2. **Unit:** Details of the own unit of processor from where the cut tobacco is sold.

as shown in **Figure31** (“Highlighted in red color”) and save it.

Once saved trader may observe following screen is shown

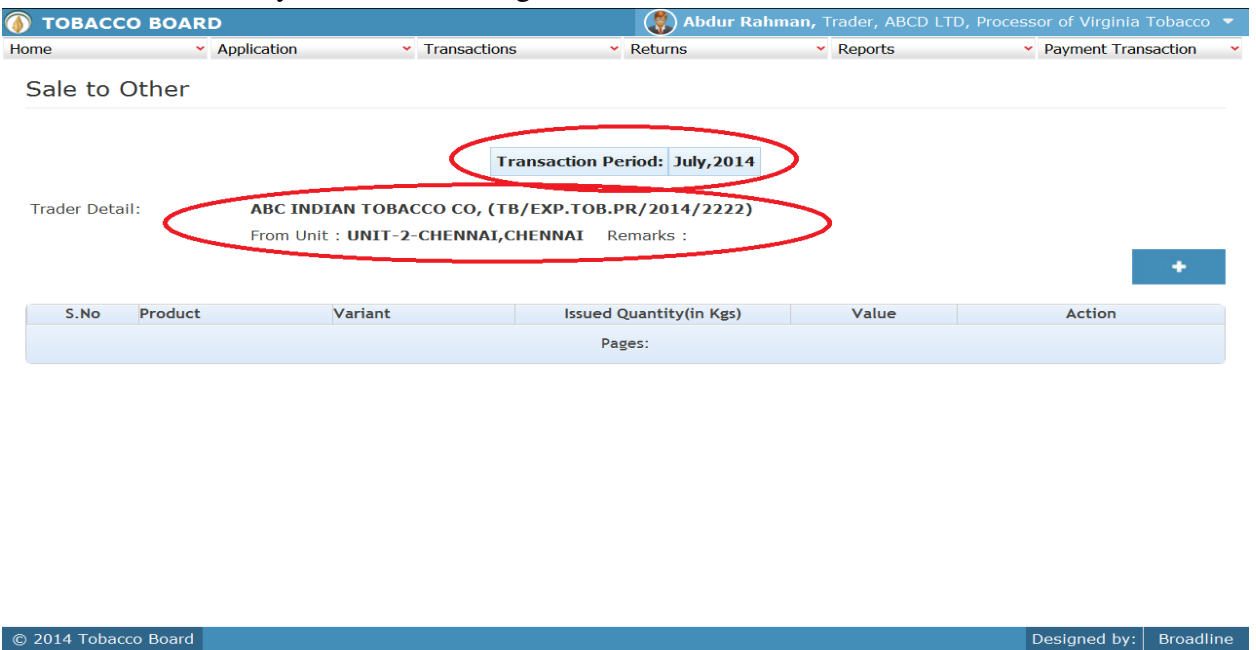


Figure 32

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

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

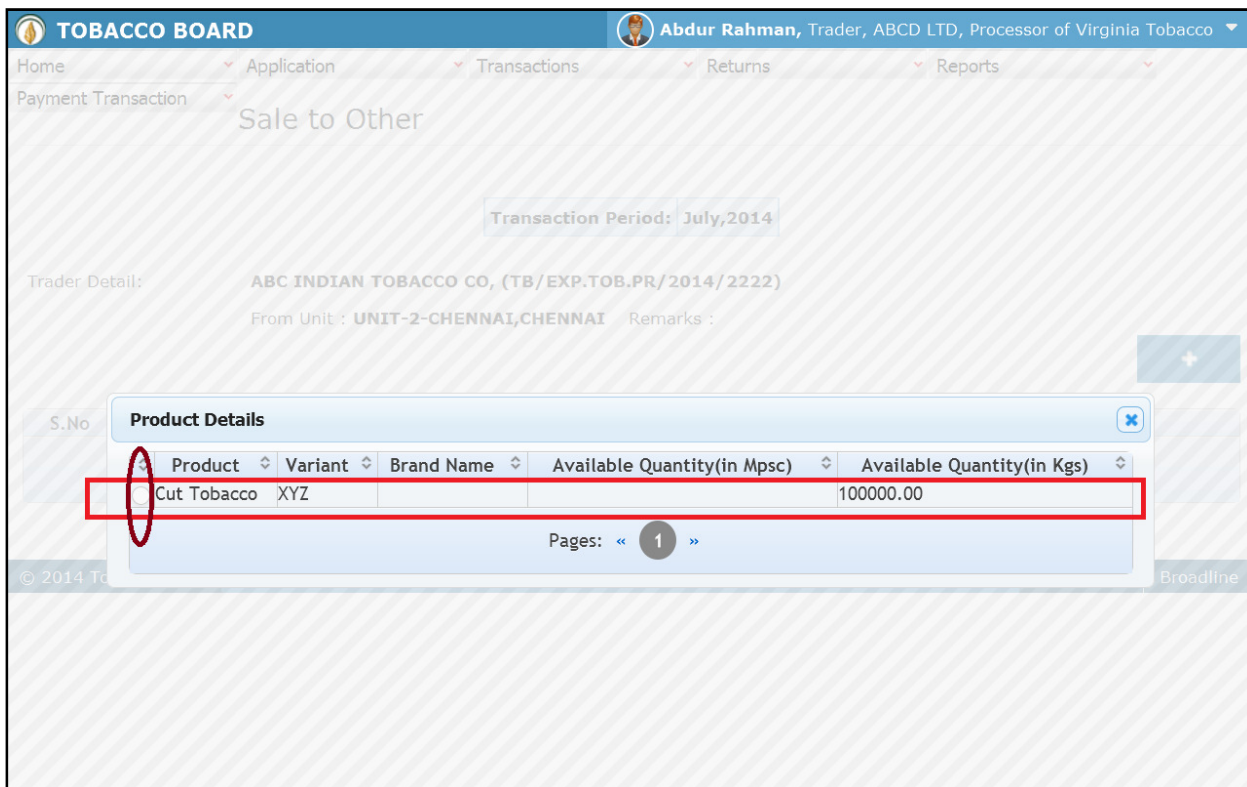


Figure 33

Trader may find a list of cut tobacco 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 (only “Self” Entries)

b) Others

2. Produce Cut tobacco (only “Self” Entries)

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

Trader may choose from the list cut tobacco quantity that is been sold to other traders by clicking the radio button under select column in **Figure 33**(“highlighted in red Color Circle”)

Note: Trader cannot make any entry of new cut tobacco 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 34**

The screenshot shows the TOBACCO BOARD software interface. The user is logged in as 'Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco'. The main menu includes Home, Application, Transactions, Returns, and Reports. The current screen is 'Sale to Other'. A 'Product Details' dialog box is open, showing the following information:

Product Detail	Cut Tobacco
variant	XYZ
Available Qunatity in Kgs	100000.00
Quantity	75000 in Kgs
Value	30000 in Lakhs

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

Figure 34

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 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 34**

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

The screenshot shows the TOBACCO BOARD application interface. At the top, there is a navigation menu with options: Home, Application, Transactions, Returns, Reports, and Payment Transaction. The user is logged in as 'Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco'. The main heading is 'Sale to Other'. Below this, there is a 'Transaction Period: July, 2014' filter. The 'Trader Detail' section shows 'ABC INDIAN TOBACCO CO, (TB/EXP.TOB.PR/2014/2222)' and 'From Unit : UNIT-2-CHENNAI,CHENNAI'. A table displays the transaction record, which is highlighted with a red box. The table has the following data:

S.No	Product	Variant	Issued Quantity(in Kgs)	Value	Action
1	Cut Tobacco	XYZ	75000.00	30000.00	 



At the bottom of the table, there is a 'Pages: << 1 >>' indicator. The footer of the application shows '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 35

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

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

You may observe from above screenshot 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 other trader to whom cut 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 cut tobacco is sold by the trader under the menu “product (Outwards)” the same cut tobacco cannot be edited under the “product (Inwards)” & “Others”– List of screens wherever it has been entered

4.4.2. Transfer-Out (Self):

Traders can make entries of all the cut tobacco stock transferred out to traders (**only Manufacturer/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 36**

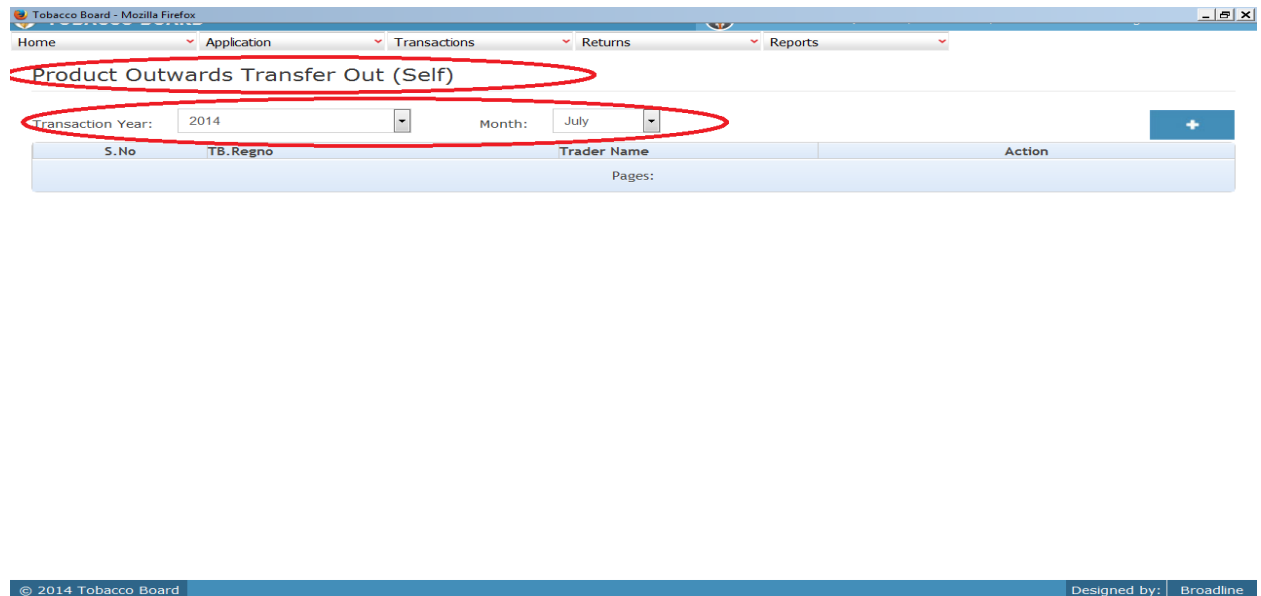


Figure 36

Trader can make entries for any cut tobacco transferred to own categories (**Manufacturer/Exporter of Products**) registered under same company during the transaction period by clicking on the Add button as shown in **Figure 36**

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 Manufacturer/Exporter of products made by the processor 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 36**

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, there is a navigation bar with the user's name 'Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco' and a dropdown menu. Below this is a secondary navigation bar with options: Home, Application, Transactions, Returns, Reports, and Payment Transaction. The main heading is 'Product Outwards Transfer Out (Self)'. The form contains the following fields:

- Unit Details :** A dropdown menu showing 'UNIT-1-PRO,CHENNAI'.
- Category :** A dropdown menu showing 'Exporter of Tobacco Products'.
- Regn No:** A text field containing 'TB/EXP.TOB.PR/2014/5555'.
- Remarks :** An empty text area.
- Save:** A blue button to submit the form.

A red oval highlights the 'Unit Details' and 'Category' dropdown menus.

Figure 37

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

1. **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.
2. **Category:** Trader needs to choose the Category to whom tobacco product is transferred (to self registered manufacturer/Exporters of Products)
3. **To Unit (applicable to Manufacturer only):** Unit details of the manufacturer where the cut tobacco is received.

Once saved trader may observe following screen is shown=

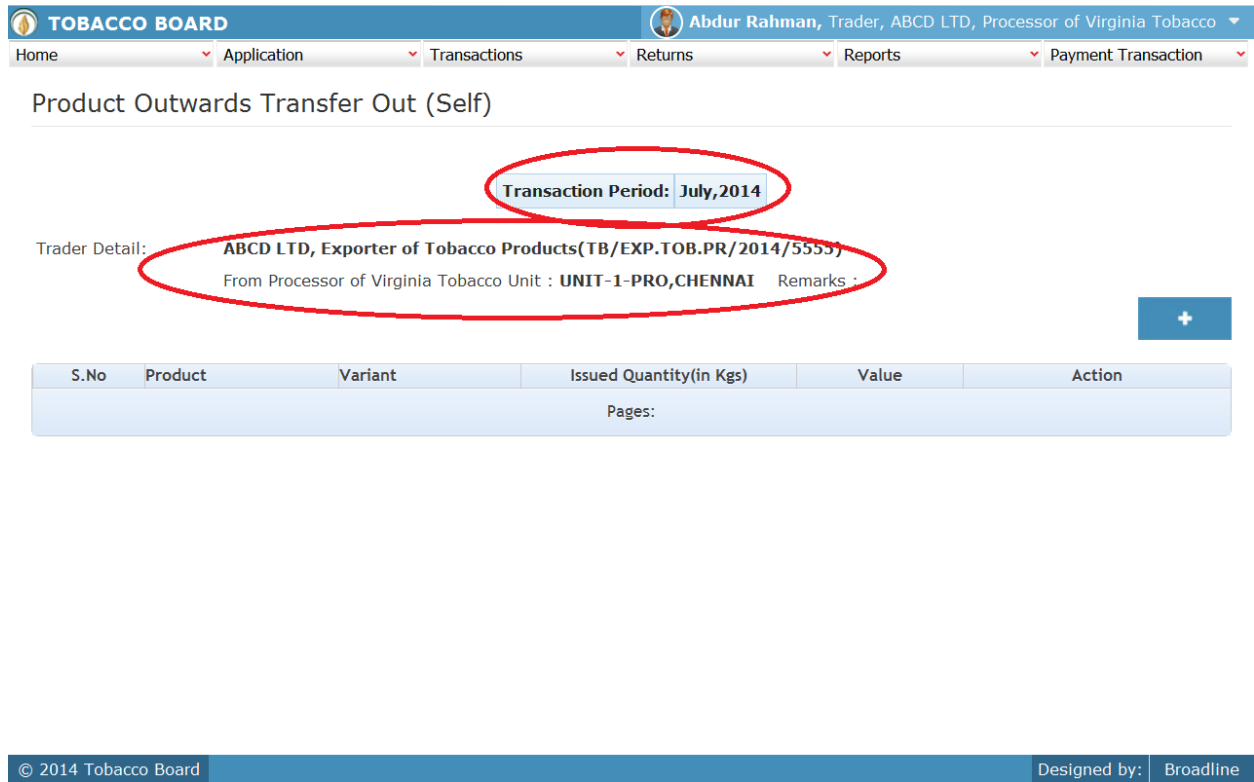


Figure 38

Unit entries can be made by clicking on the Add Button () on extreme right hand side of the table as shown in **Figure 38**

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

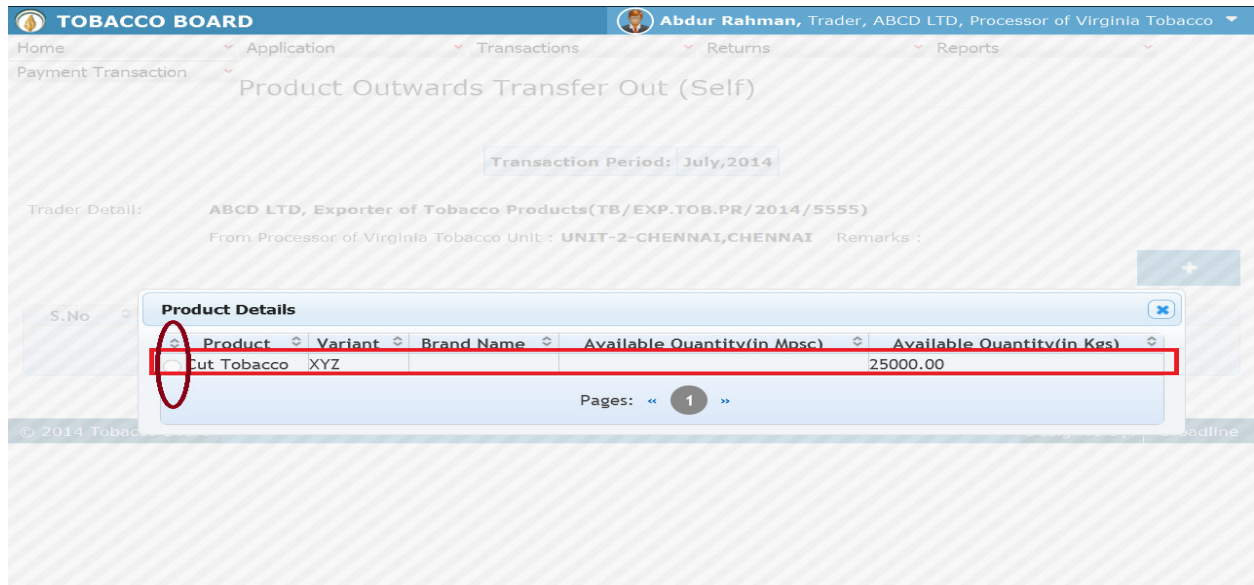


Figure 39

Trader may find a list of Cut tobacco 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 (only “Self” Entries)

b) Others

2. Produce Cut tobacco (only “Self” Entries)

The list shown in above screenshot **Figure 39** comprises of all the cut tobacco the trader has in stock by clubbing all the tobacco stocks enter in above **list of screens**.

Trader may choose from the list cut tobacco quantity that is been transferred to own manufacturer/exporter of products by clicking the radio button under select column in **Figure 39**(“highlighted in red Color Circle”)

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 selection of anyone of the tobacco by clicking on the radio button before it following screen is opened as shown in below screenshot **Figure 40**

The screenshot shows the 'TOBACCO BOARD' interface. The user is logged in as 'Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco'. The main screen is titled 'Product Outwards Transfer Out (Self)' with a transaction period of 'July, 2014'. A 'Product Details' dialog box is open, containing the following table:

Product Detail	Cut Tobacco
variant	XYZ
Available Qunatity in Kgs	25000.00
Quantity	10000 in Kgs

The 'Quantity' field is highlighted with a red circle. Below the table are 'Save' and 'Cancel' buttons.

Figure 40

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 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 40**

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 displays the TOBACCO BOARD interface. At the top, the user is identified as 'Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco'. The navigation menu includes Home, Application, Transactions, Returns, Reports, and Payment Transaction. The current screen is titled 'Product Outwards Transfer Out (Self)'. A 'Transaction Period' filter is set to 'July, 2014'. The trader details are 'ABCD LTD, Exporter of Tobacco Products(TB/EXP.TOB.PR/2014/5555)' from 'UNIT-2-CHENNAI, CHENNAI'. Below this is a table with the following data:

S.No	Product	Variant	Issued Quantity(in Kgs)	Value	Action
1	Cut Tobacco	XYZ	10000.00		[Edit] [Delete]



The first row of the table is highlighted with a red border. The 'Action' column header and its corresponding icons are circled in red. The footer of the page shows '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 41

Trader may observe that record is successfully saved in the transfer to own/Self (**Only manufacturer/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 41**. You may observe the extreme right hand column of the table with column name as “**Action**”. This column will be present throughout the portal at various stages.

You may observe from above screenshot 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 where cut tobacco is transferred in a particular transaction period and subsequently make number of entries for each unit individually.

Note: If a particular cut tobacco 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

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


[All Job work produce cut tobacco returned to trader owning the tobacco]

Traders can make entries of all the transfers/returns of cut tobacco produced under job work basis on behalf of other trader (**only Exporters of Products**) from whom packed stock/ cut tobacco was received earlier during a particular transaction period as Dealer/Exporter of Unmanufactured Tobacco. 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 42**

The screenshot displays the 'TOBACCO BOARD' interface. At the top, there is a navigation bar with 'Home', 'Application', 'Transactions', 'Returns', 'Reports', and 'Payment Transaction'. The user is identified as 'Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco'. The main heading is 'Product Outwards Transfer Out (Others Return 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 filters is a blue button with a white '+' sign. Below the filters is a table with the following columns: 'S.No', 'Trader Detail', 'From Unit', and 'Action'. The table is currently empty. At the bottom of the page, there is a footer with '© 2014 Tobacco Board' on the left and 'Designed by: Broadline' on the right.

Figure 42

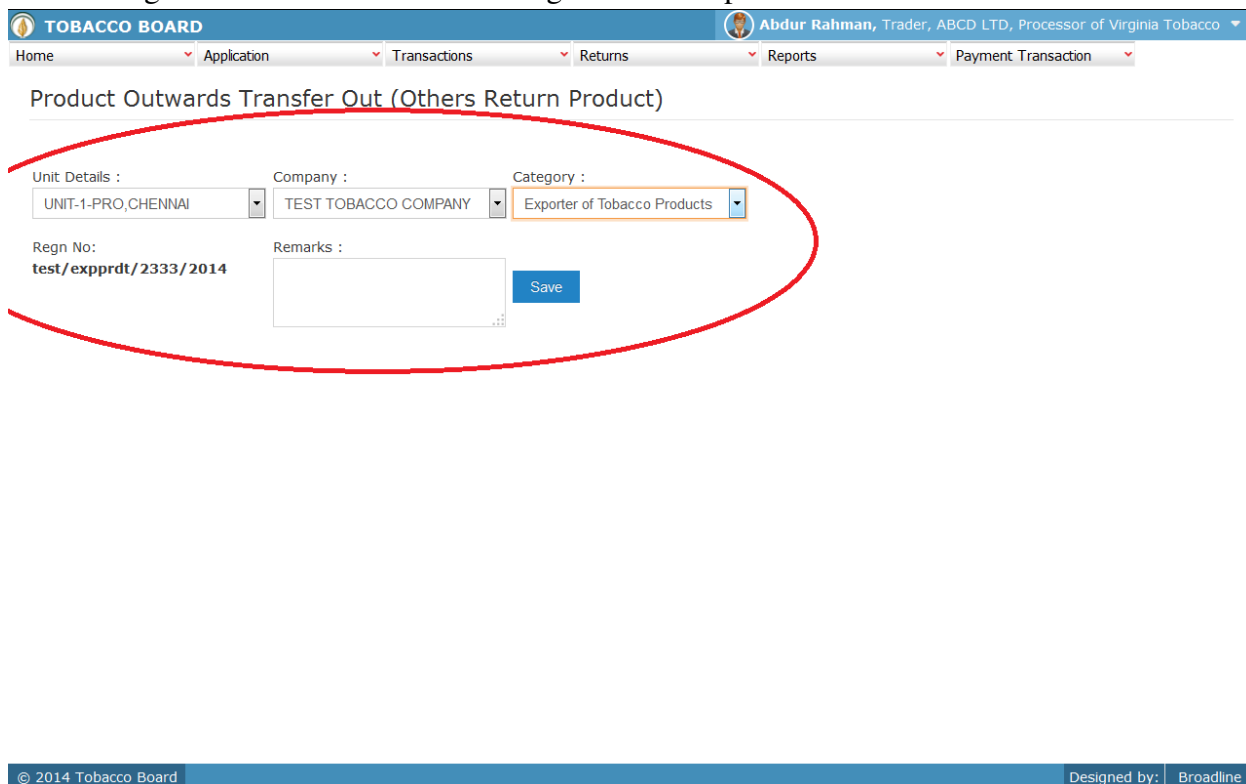
Trader can make entries for any cut tobacco returned back after production on job work basis to other traders (**only as Exporter of Tobacco Products category**) on behalf of Dealer/Exporter of Unmanufactured categories from whom they received packed stock during the transaction period by clicking on the Add button () as shown in **Figure 42**

The cut tobacco Stock Transfer- Out (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 cut tobacco returned 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 43**

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



The screenshot shows the 'Product Outwards Transfer Out (Others Return Product)' form. The form is titled 'Product Outwards Transfer Out (Others Return Product)'. It contains the following fields and controls:

- Unit Details :** A dropdown menu with the selected value 'UNIT-1-PRO,CHENNAI'.
- Company :** A dropdown menu with the selected value 'TEST TOBACCO COMPANY'.
- Category :** A dropdown menu with the selected value 'Exporter of Tobacco Products'.
- Regn No:** A text field containing 'test/expprd/2333/2014'.
- Remarks :** A text area for entering remarks.
- Save:** A blue button to save the entry.

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

Figure 43

Trader transferring the cut tobacco produced on job-work basis should first choose the own unit from where the cut tobacco is returned and then choose the company to whom transfer is made as shown in **Figure 43** (“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 from other company under Dealer/Exporter of unmanufactured category and used that stocks under menu “**Others – Produce**”. Please refer [4.5.2](#) for making production entries*

Or

Have existing stock of cut tobacco produced for chosen company from previous transaction period/month carried forward.

Once saved trader may observe following screen is shown

The screenshot displays the TOBACCO BOARD interface. At the top, the user is identified as 'Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco'. The navigation menu includes Home, Application, Transactions, Returns, Reports, and Payment Transaction. The main heading is 'Product Outwards Transfer Out (Others Return Product)'. A 'Transaction Period' dropdown is set to 'July,2014'. The 'Trader Detail' section shows 'TEST TOBACCO COMPANY, Exporter of Tobacco Products(test/exprdt/2333/2014)' and 'From Processor of Virginia Tobacco Unit : UNIT-1-PRO,CHENNAI'. A blue '+' button is located on the right side of the trader details. Below this is a table with columns: S.No, Product, Variant, Issued Quantity(in Kgs), Value, and Action. The table is currently empty, and a 'Pages:' label is visible below the table.

Figure 44

Entries can be made by clicking on the Add Button () on extreme right hand side of the table as shown in **Figure44**

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

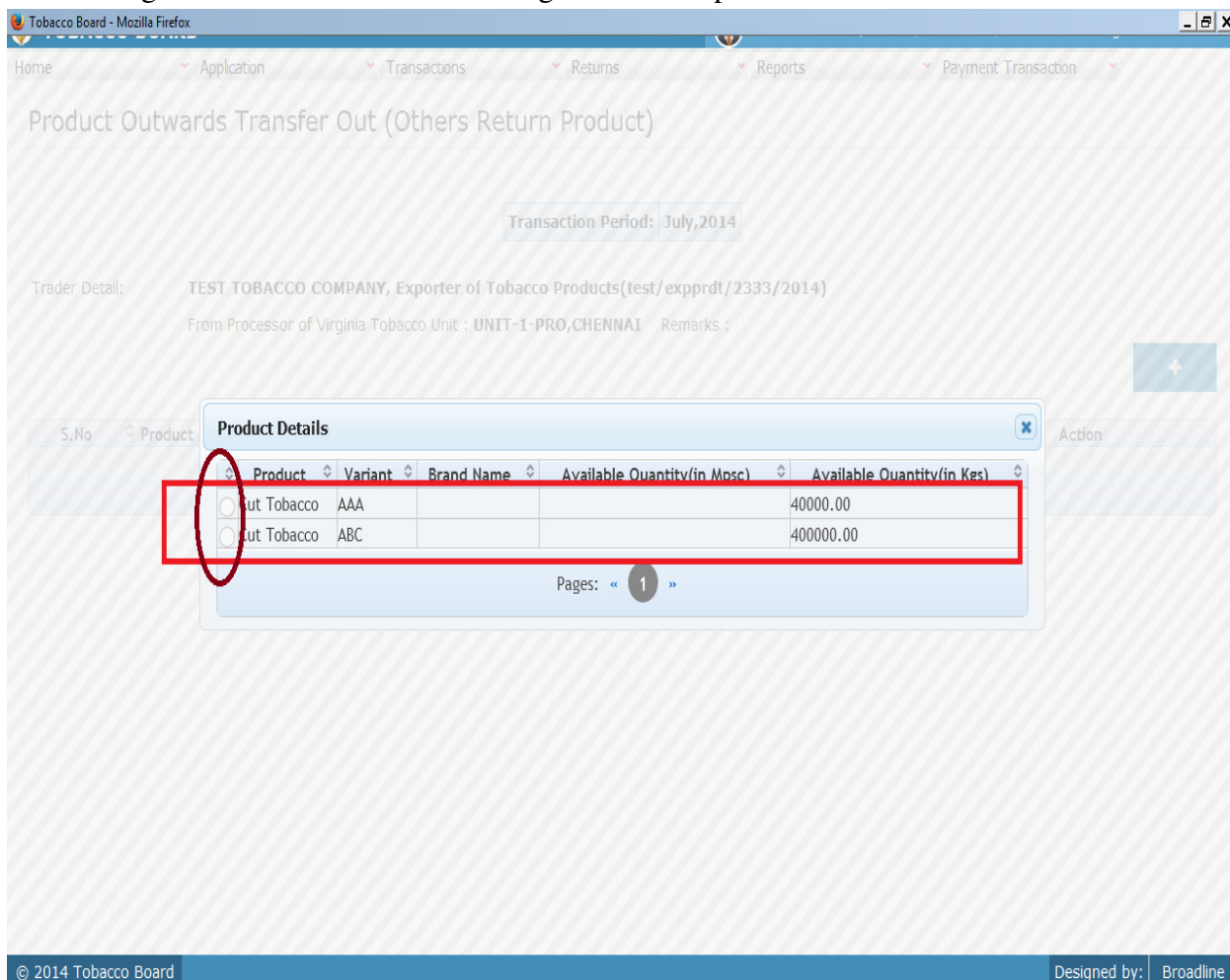
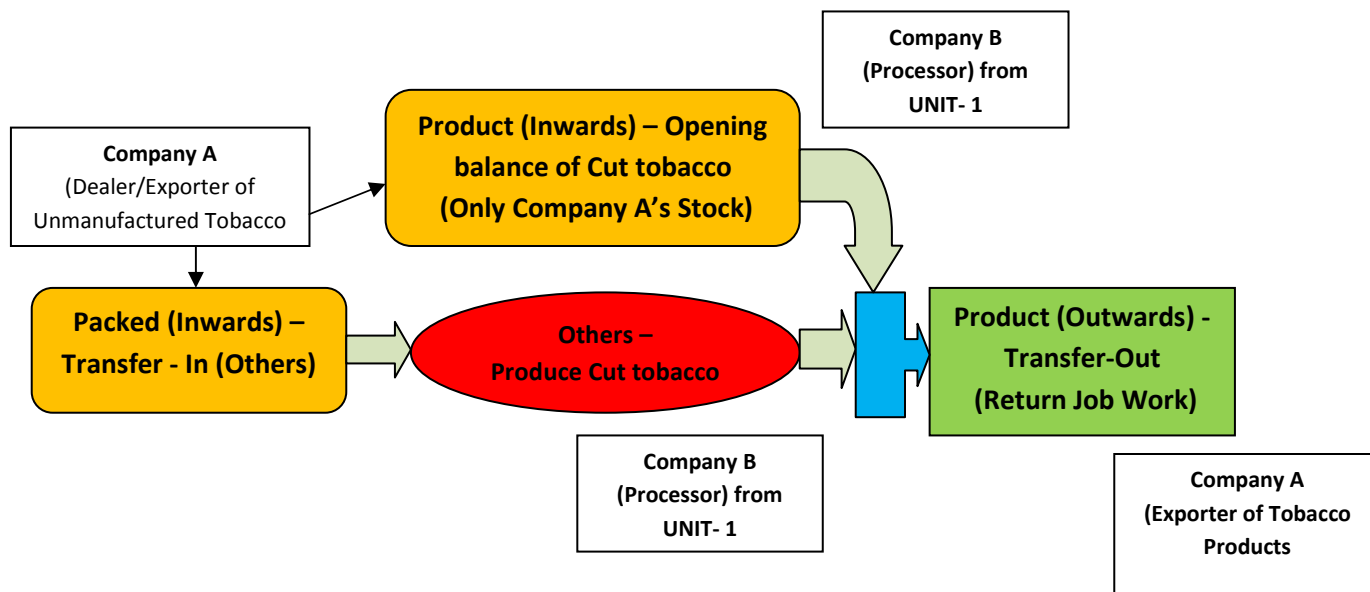


Figure 45

Note: Processor who is returning the produced cut tobacco 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) used and the cut tobacco produced out of them. *(Please refer 4.5.2)*
2. Processor has to note that unless there is an inward entry under job work of packed stock and same is used under “produce cut tobacco”, the following screen of returning job work production **will not list the cut tobacco** produced by the processor on job work basis .
3. Therefore, the flow of the tobacco from inwards under packed stock and then production of cut tobacco using this stock and issuing of the cut tobacco produced back to the company owing the tobacco under Exporter of Tobacco Product category is completed.

4. **JOB WORK** entries per unit flow:



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

List of Screens (All tobacco products produced clubbed together)

a) Product (Inwards)

1. Product Opening Balance (only “Job work” Entries)

b) Others

2. Produce Cut tobacco (only “Job work” Entries)

The list shown in above screenshot **Figure 45** comprises of all the tobacco products 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 returned back to company owing the tobacco as a Exporter of Tobacco Products 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 cut tobacco 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 46**

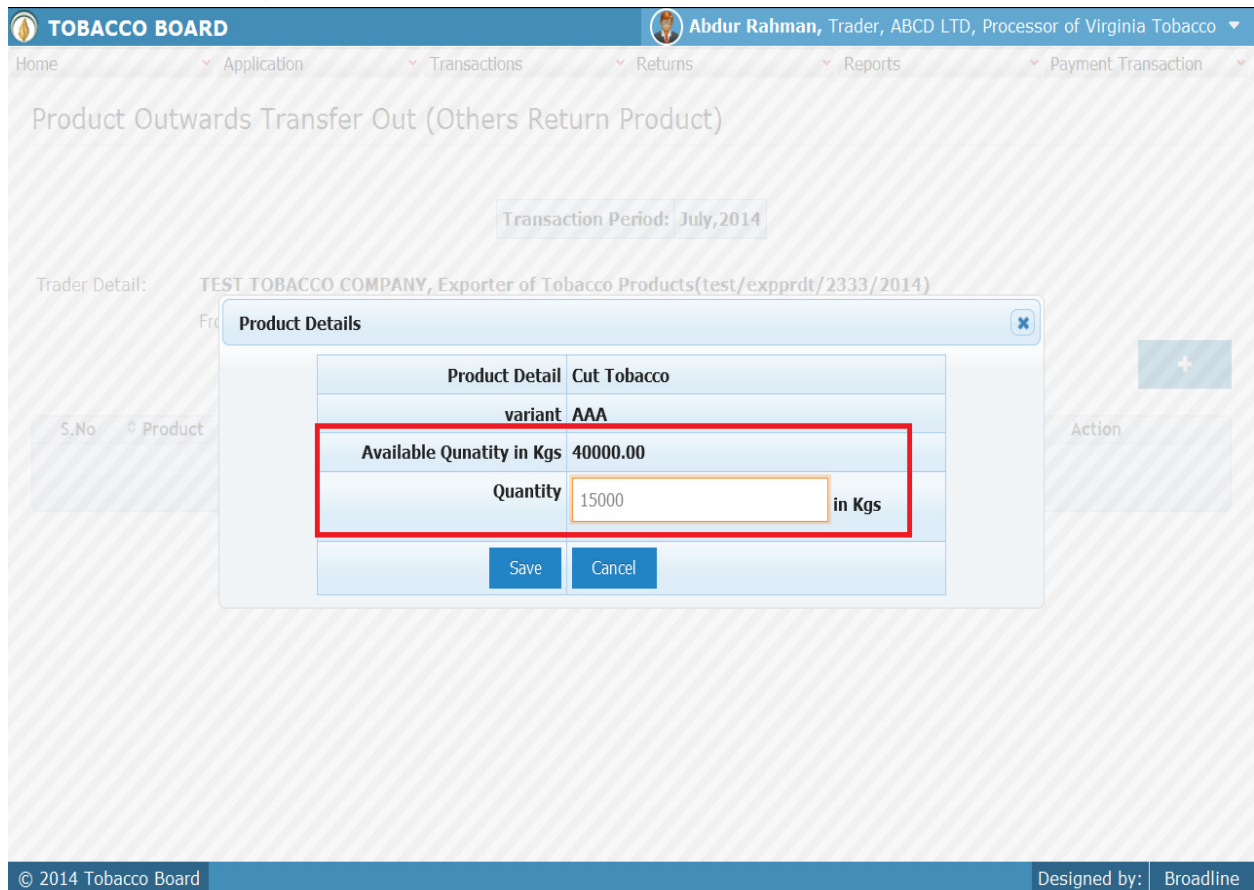


Figure 46

Trader may observe that software will be showing the current available quantity of that particular cut tobacco under for that processor under that unit and trader may fill in how much quantity is transferred/returned back to the other trader 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 46**

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, Processor of Virginia Tobacco

Home | Application | Transactions | Returns | Reports | Payment Transaction

Product Outwards Transfer Out (Others Return Product)

Transaction Period: July,2014

Trader Detail: **TEST TOBACCO COMPANY, Exporter of Tobacco Products(test/expprdt/2333/2014)**
 From Processor of Virginia Tobacco Unit : **UNIT-1-PRO,CHENNAI** Remarks :

S.No	Product	Variant	Issued Quantity(in Kgs)	Value	Action
1	Cut Tobacco	AAA	15000.00		 

Pages: << 1 >>



Designed by: Broadline

Figure 47

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.

4.5. Others

All the tobacco transactions concerning to tobacco inter unit packed stock moving between various processing units of the manufacturer and productions of cut tobacco 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”)

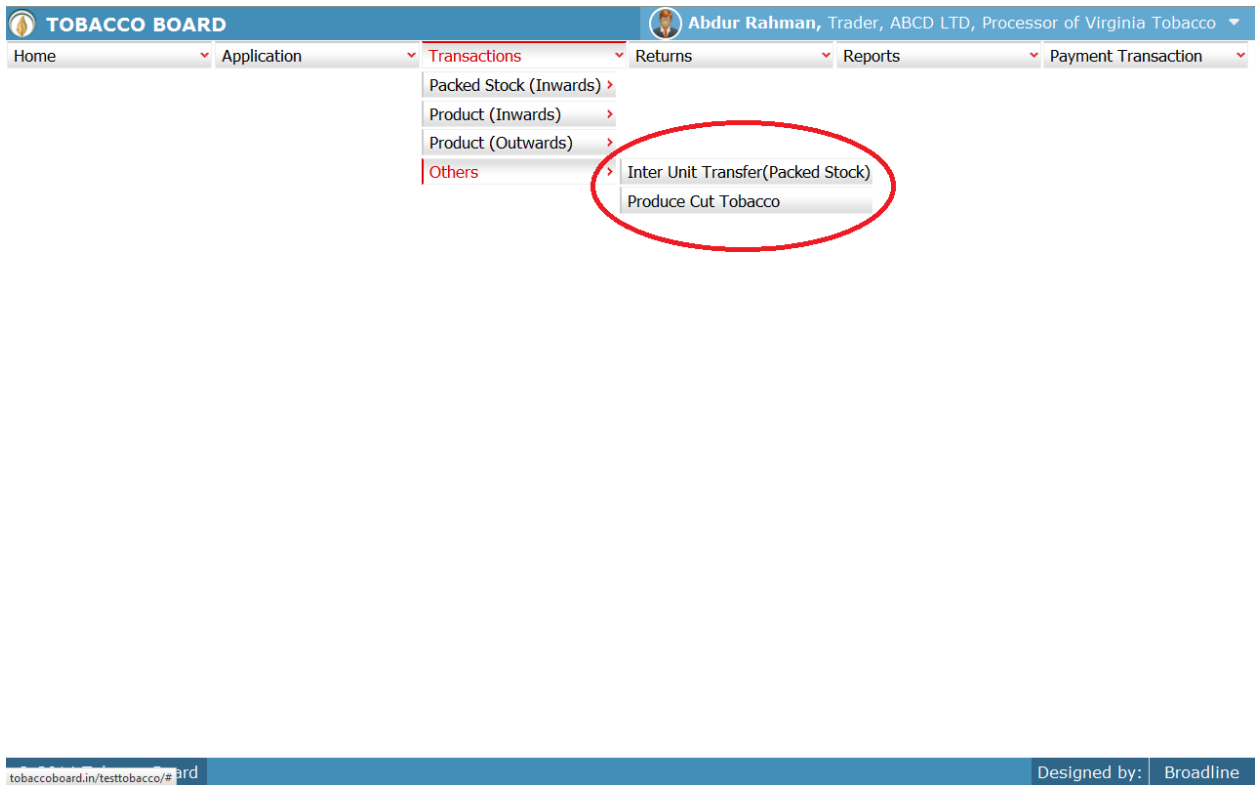


Figure 48

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


4.5.1. 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**

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

Figure 49

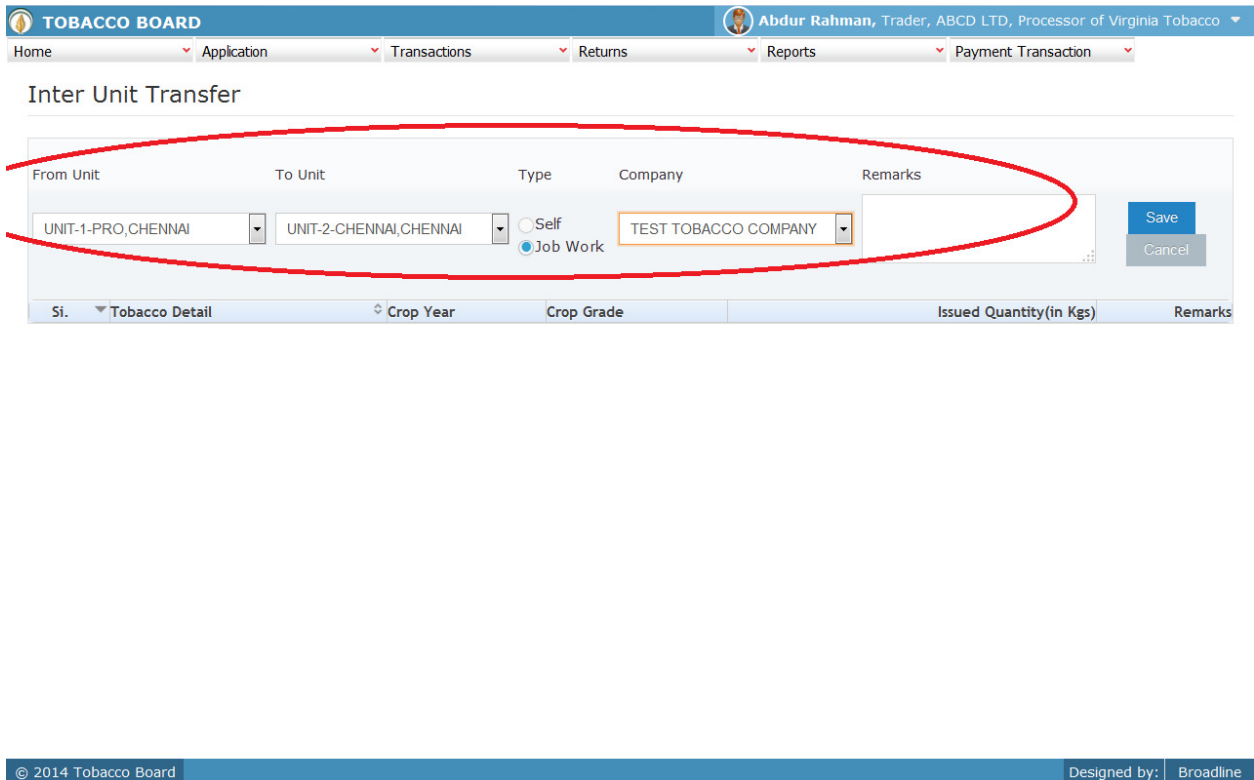
Trader can make entries for any packed stock transferred between units during the transaction period by clicking on the Add button () as shown in **Figure49**.

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 49**

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



TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco

Home Application Transactions Returns Reports Payment Transaction

Inter Unit Transfer

From Unit	To Unit	Type	Company	Remarks
UNIT-1-PRO,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 50

Trader transferring packed stocks 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 company under “**Job Work**”

as shown in **Figure 50**(“Highlighted in red color”) and save it.

Once saved trader may observe following screen is shown

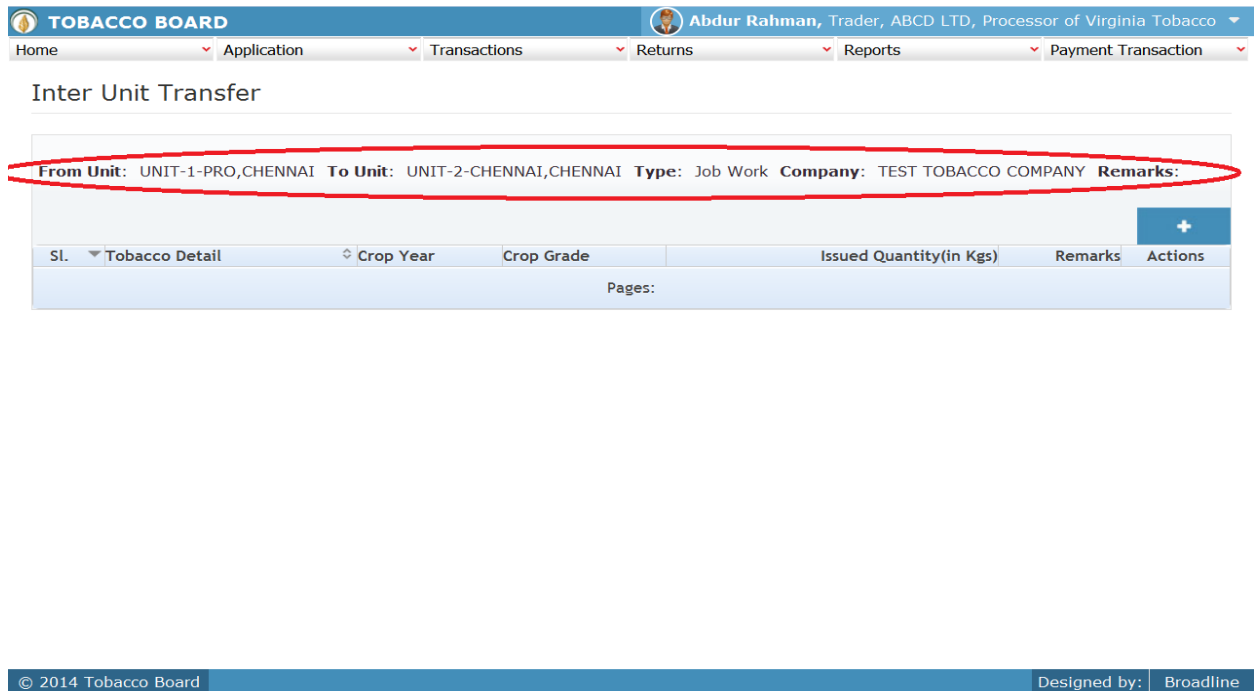


Figure 51

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

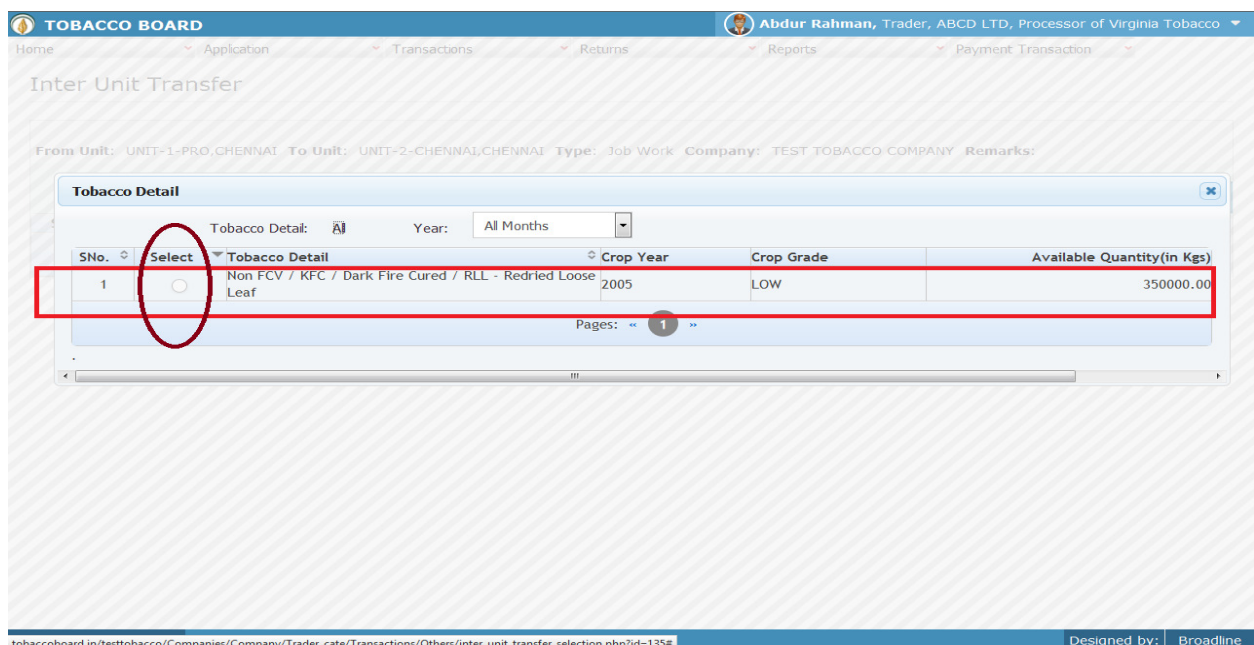


Figure 52

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)

For self (packed stock)

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

For Job-work (packed stock)

3. Transfer-In (Other)

The list shown in above screenshot **Figure 52** 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 **Figure 52** (“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 53**

The screenshot shows the 'Inter Unit Transfer' form with the following data:

Tobacco Detail	Non FCV / KFC / Dark Fire Cured / RLL - Redried Loose Leaf (Change)
Year	2005
Grade	LOW
Available Quantity	350000.00 Kgs
Issued Quantity	200000 Kgs
Remarks	nil

Buttons: Save, Cancel

Figure 53

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 53**

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.

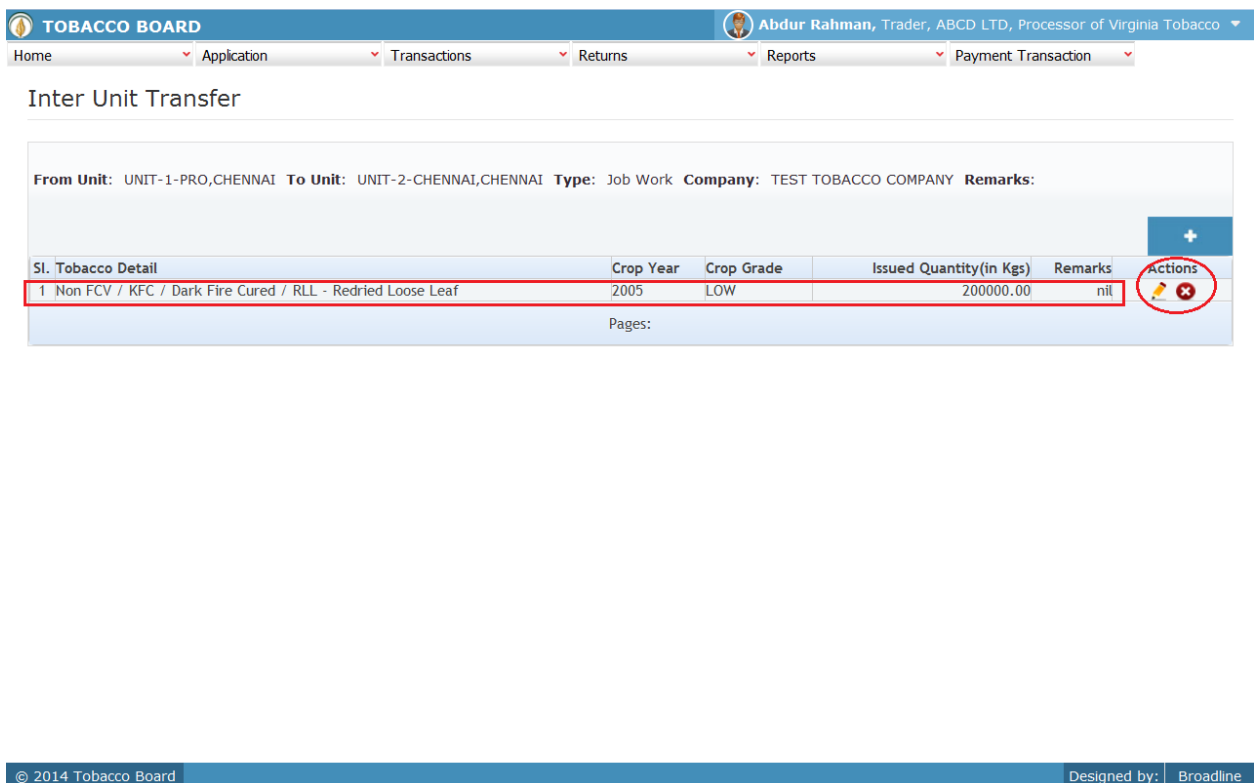




Figure 54

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 54**. 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.

4.5.2. Produce Cut Tobacco:

(Entries of all the production of cut tobacco 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**

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco

Home Application Transactions Returns Reports Payment Transaction

Produce Cut Tobacco

Transaction Year: 2014 Month: July


Sl.	Company	Batch No.	Packed Stock Cleared	Cut Tobacco Produced	Job Type	Actions
-----	---------	-----------	----------------------	----------------------	----------	---------

Pages:

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Figure 55

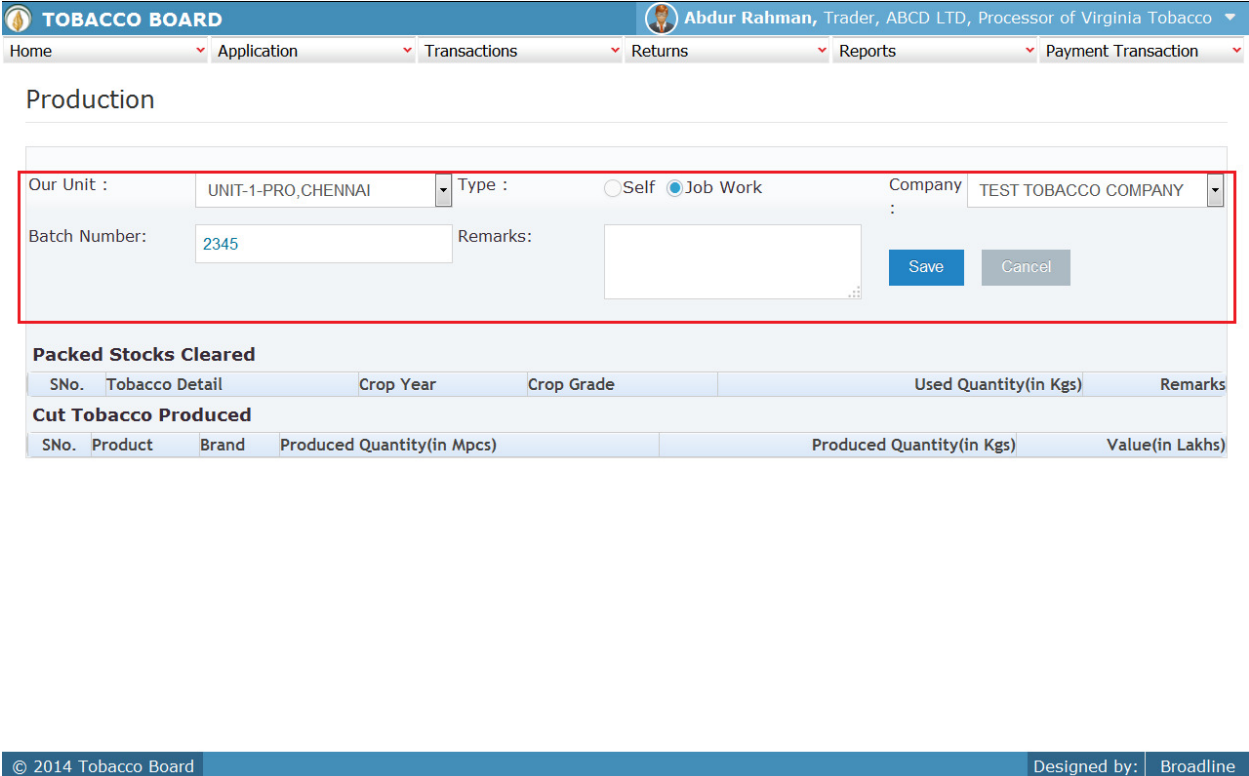
Trader can make entries for all cut tobacco productions done at any of their units (both for self & under Job Work) during the transaction period by clicking on the Add button () as shown in **Figure 55**.

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 55**

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



TOBACCO BOARD | Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco

Home | Application | Transactions | Returns | Reports | Payment Transaction

Production

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

Batch Number: 2345 | Remarks:

Packed Stocks Cleared					
SNo.	Tobacco Detail	Crop Year	Crop Grade	Used Quantity(in Kgs)	Remarks
Cut Tobacco Produced					
SNo.	Product	Brand	Produced Quantity(in Mpcs)	Produced Quantity(in Kgs)	Value(in Lakhs)

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Figure 56

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 cut tobacco is produced.
2. **Job Type:** Trader should choose the production belong to “**Self**” or is from other company under “**Job Work**” (if job work then choose the company name from the list)
3. **Batch Number:** This number can be **any value** processor may provide for doing the production of the particular lot of cut tobacco produced and the quantity of packed stock used for the production of cut tobacco.

as shown in **Figure 56**(“Highlighted in red color”) and save it.

Once saved trader may observe following screen is shown

The screenshot displays the TOBACCO BOARD application interface. At the top, the user is identified as 'Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco'. The navigation menu includes Home, Application, Transactions, Returns, Reports, and Payment Transaction. The main section is titled 'Production' and features a 'Transaction Period: July, 2014' dropdown menu. Below this, the 'Unit Detail' is shown as 'UNIT-1-PRO, CHENNAI', with 'Type: Job Work', 'Company: TEST TOBACCO COMPANY', and 'Batch Number: 2345'. There are two tables: 'Packed Stocks Cleared' and 'Cut Tobacco Produced'. Both tables have an 'Add' button (+) on the right side. The footer shows '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 57


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 Manufactured

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

1. Packed Stock Cleared:

Processor can make entries can be made by clicking on the Add Button on  extreme right hand side of the table as shown in **Figure 57**

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

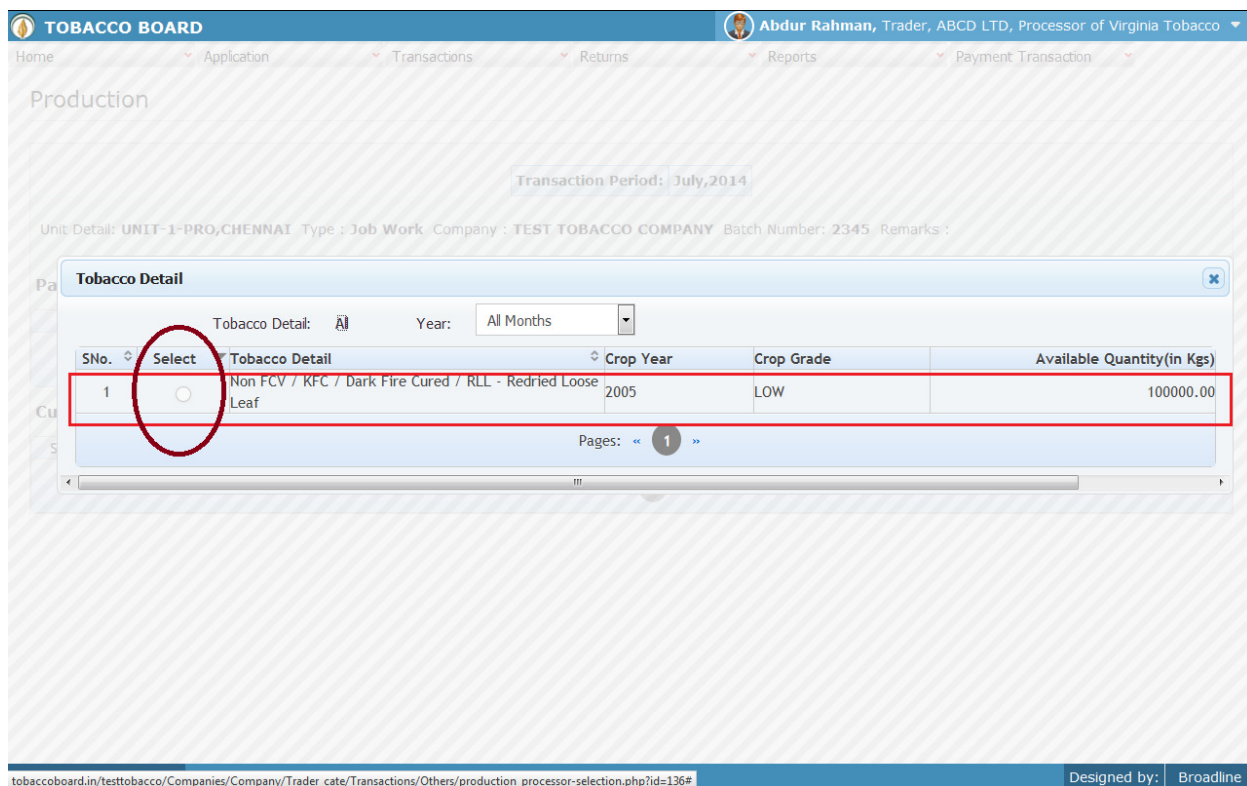


Figure 58

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)

For self (packed stock)

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

For Job-work (packed stock)

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

The list shown in above screenshot **Figure 58** 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 **Figure58** (“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 59**

The screenshot shows the 'TOBACCO BOARD' interface. At the top, there is a header with the logo and the name 'Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco'. Below the header, there are navigation tabs for 'Production', 'Packed Stock', 'Packed Stock Details', 'Production', 'Remarks', and 'Packed Stock Details'. The 'Production' tab is selected. Below the tabs, there is a 'Production' dialog box. The dialog box has a title bar with 'Production' and a close button. Inside the dialog box, there is a table with the following data:

Packed Stock Detail	Non FCV / KFC / Dark Fire Cured / RLL - Redried Loose Leaf (Change)
Year	2005
Grade	LOW
Available Quantity	100000.00
Cleared Quantity	<input type="text" value="50000"/> Kgs
Remarks	<input type="text"/>

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

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Figure 59

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 59**

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, Processor of Virginia Tobacco

Home Application Transactions Returns Reports Payment Transaction

Production

Transaction Period: July, 2014

Unit Detail: UNIT-1-PRO,CHENNAI Type : Job Work Company : TEST TOBACCO COMPANY Batch Number: 2345 Remarks :

Packed Stocks Cleared +

S.No.	Tobacco Detail	Crop Year	Crop Grade	Used Quantity(in Kgs)	Remarks	Actions
1	Non FCV / KFC / Dark Fire Cured / RLL - Redried Loose Leaf	2005	LOW	50000.00		

Pages: « 1 »

Cut Tobacco Produced +

S.No	Product	Variet	Quantity(in Kgs)	Excise duty in (Lakhs)	Value in (Lakhs)	Action
Pages: « 1 »						

Figure 60

Processor may observe that record is successfully saved in the produce cut tobacco 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 Produced:

Processor can make entries can be made by clicking on the Add Button on extreme right hand side of the table as shown in **Figure 61**

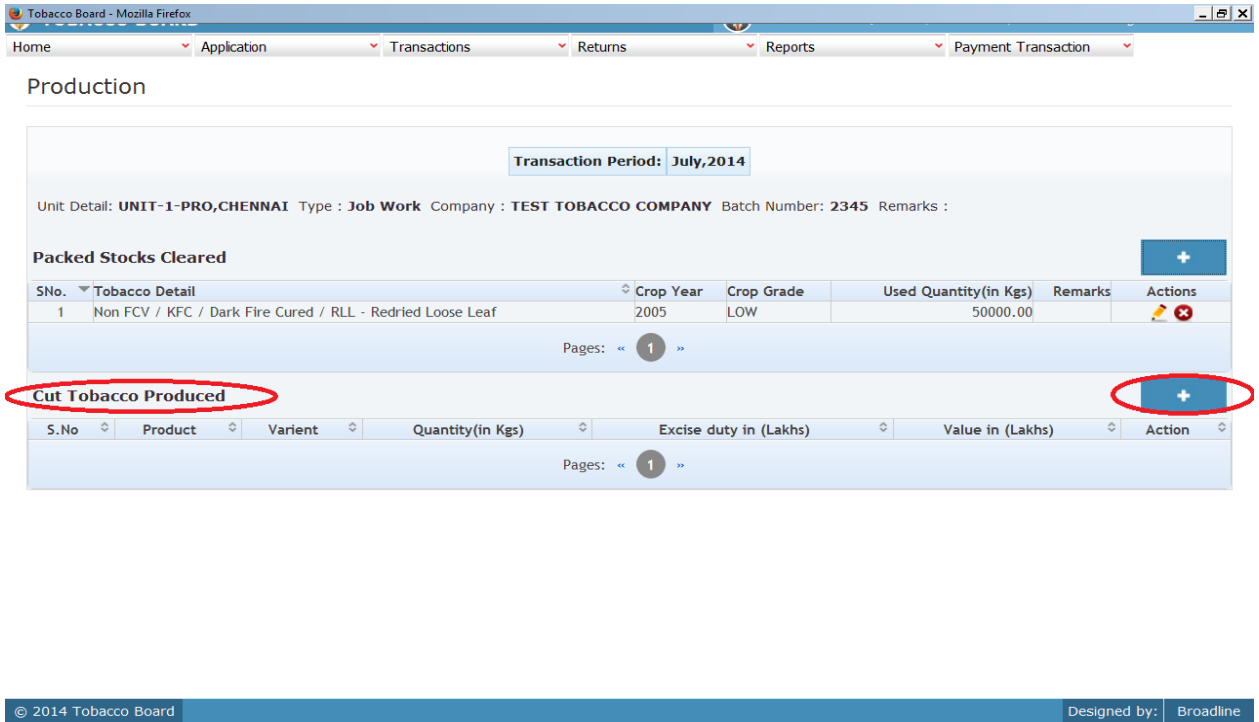


Figure 61

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

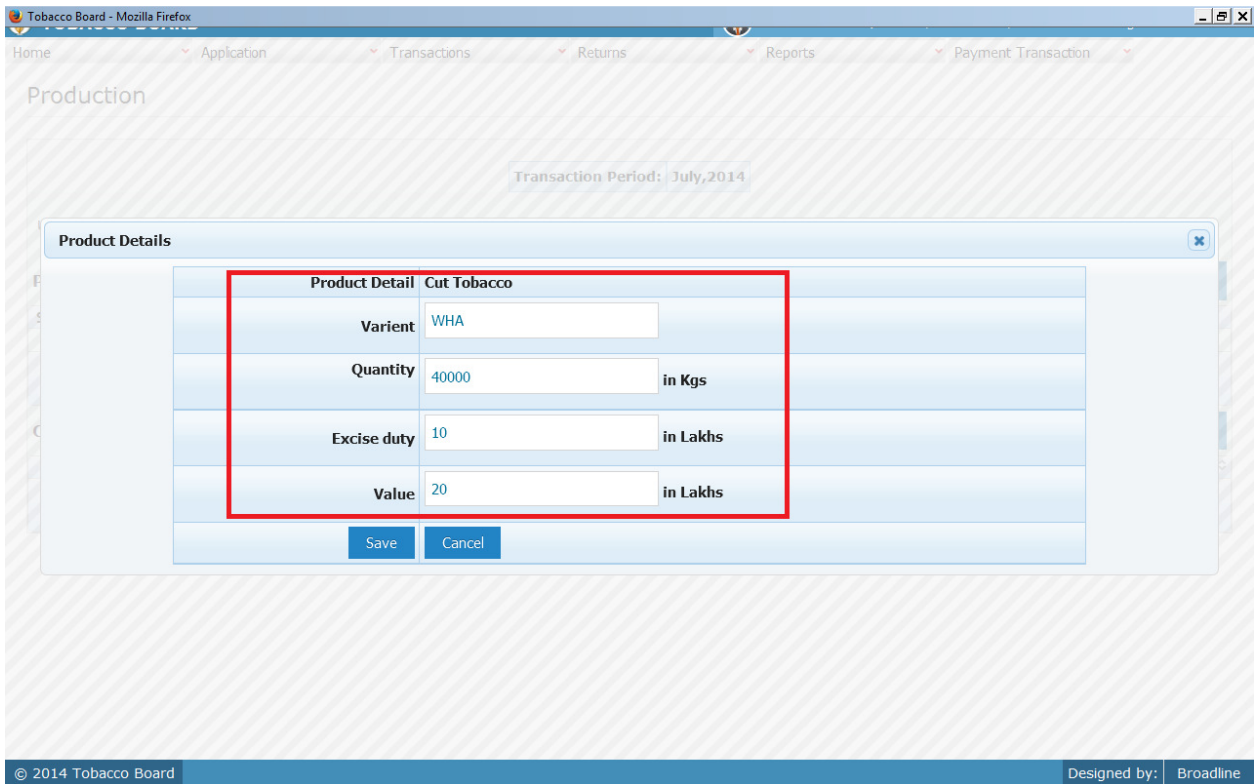


Figure 62

Product Details:

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

- Brand/Variant:** Trader needs to specify the brand name of the product (Optional)
- Production Quantity:** Trader needs to specify quantity produced (in Kgs)
- 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 62**.

Save

TOBACCO BOARD | Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco

Home Application Transactions Returns Reports Payment Transaction

Production

Transaction Period: July, 2014

Unit Detail: UNIT-1-PRO, CHENNAI Type : Job Work Company : TEST TOBACCO COMPANY Batch Number: 2345 Remarks :

Packed Stocks Cleared

S.No.	Tobacco Detail	Crop Year	Crop Grade	Used Quantity(in Kgs)	Remarks	Actions
1	Non FCV / KFC / Dark Fire Cured / RLL - Redried Loose Leaf	2005	LOW	50000.00		

Cut Tobacco Produced

S.No	Product	Variant	Quantity(in Kgs)	Excise duty in (Lakhs)	Value in (Lakhs)	Action
1	Cut Tobacco	WHA	40000.00	10.00	20.00	

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Figure 63

Processor may observe that record is successfully saved in the produce cut tobacco screen under Cut Tobacco Produced 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.

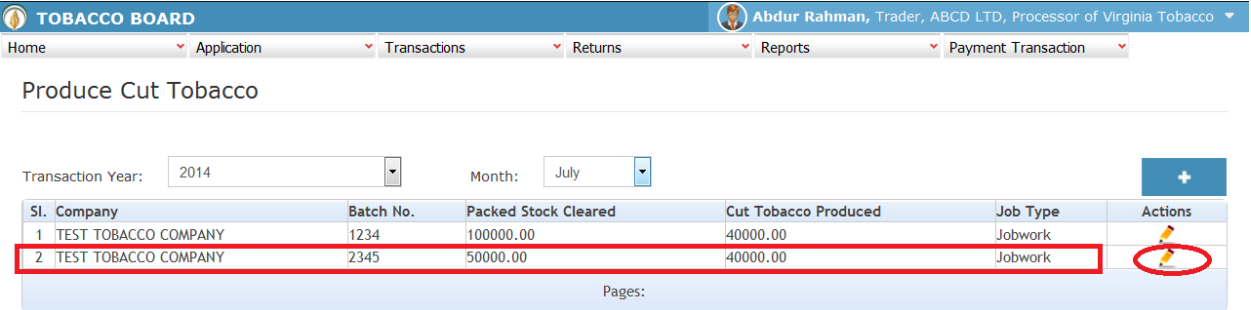
You may observe from production screenshot 2 images under Action column. Both icons have different functions.

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

2.  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, Processor of Virginia Tobacco

Home Application Transactions Returns Reports Payment Transaction


Produce Cut Tobacco

Transaction Year: 2014 Month: July

Sl. No.	Company	Batch No.	Packed Stock Cleared	Cut Tobacco Produced	Job Type	Actions
1	TEST TOBACCO COMPANY	1234	100000.00	40000.00	Jobwork	
2	TEST TOBACCO COMPANY	2345	50000.00	40000.00	Jobwork	

Pages:

Figure 64

Trader can click on edit button  under “Action” **Figure 64** 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.

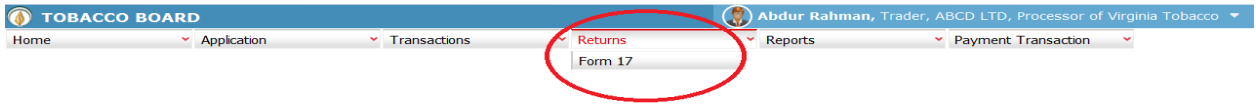


Figure 65

Trader may observe the List of months and the status of the returns as shown below Figure 65

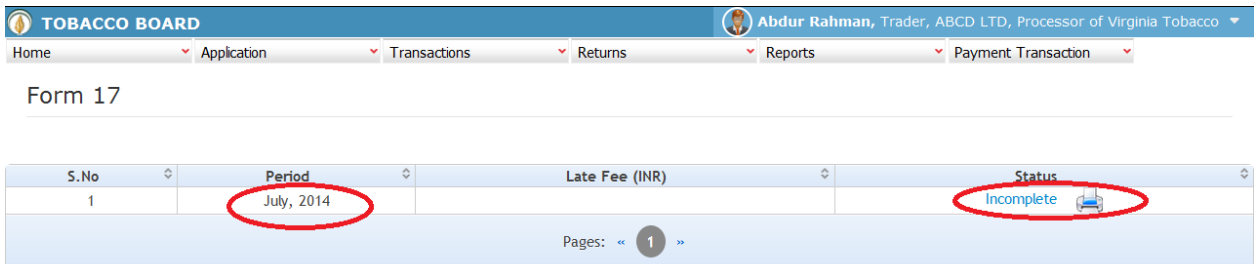


Figure 66

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 66**.

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

Form 17

Packed Stock | Cut Tobacco | Annexure A | Annexure B | Submission

SI 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.	Val.	Qty.	Qty.	Qty.	Qty.		
1	Non FCV / KFC / Dark Fire Cured/RLL - Redried Loose Leaf	2005	LOW	0	0	0	0	400000	0	150000	250000	
2	FCV / AP - SBS / Bits and Scraps/Scrap - Rawal, Size: < 1/16"	2011	MEDIUM	300000	0	0	0	0	0	0	300000	

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Figure 67

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 67** (Highlighted in red circle above).

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

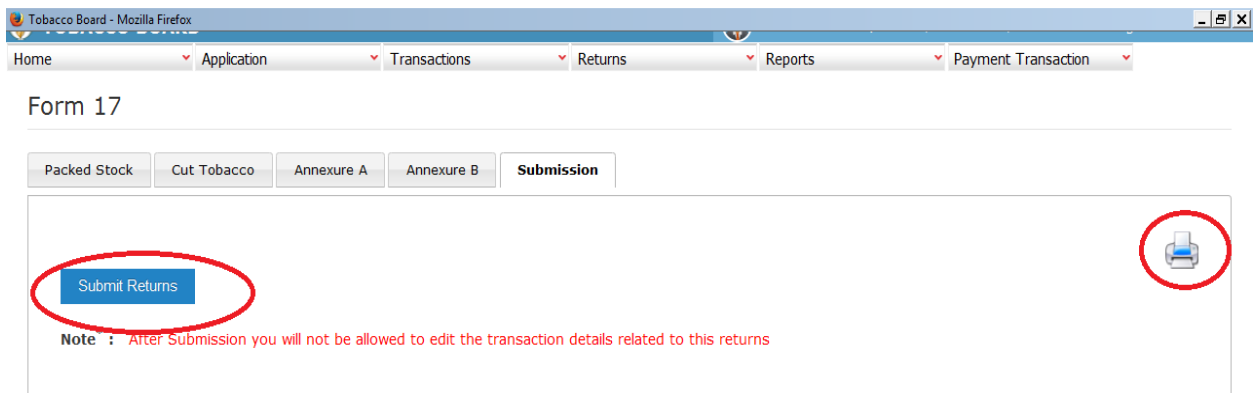



Figure 68

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

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

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

On submission the trader may find the below screenshot

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Processor of Virginia Tobacco

Home Application Transactions Returns Reports Payment Transaction

Form 17

Packed Stock Cut Tobacco Annexure A Annexure B **Submission**

Returns Submitted Successfully for the Month of **July, 2014**

Late Returns Fee for the Month of **July, 2014** : INR 1000.00

Pay Now Pay Later

Note : Find Details of Return Dues(if any) under "Payment Transaction"

Figure 69

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

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

Form 17

S.No	Period	Late Fee (INR)	Status
1	July, 2014	1000.00	Submitted
2	August, 2014		Incomplete

Pages: « 1 »

Figure 70

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)