Online Excise Portal

User Manual

(For Sugar Mills)

उ०प्र० आबकारी विभाग

इलाहाबाद

Department of Excise, Government of Uttar Pradesh has launched a web portal to make various processes of the Department more effective, transparent and efficient. All the major stake holders of the Department like Sugar Mills, Distilleries, Breweries, Industries etc. shall be authorized to fill up their data and requests online using this portal. This manual shall depict the guidelines for the Sugar Mills to work on this portal. The portal is under implementation stage and more and more features shall be added, hence this manual shall be continuously be updated.

To start working on this portal (**www.upexciseomnline.in**), the Sugar Mill has to be registered on this portal. For the same, you have to fill-up a brief registration form and submit for approval of User Name and password. To reach to this registration form, you have to type www.upexciseonline.in as URL in any of the Internet Browser on your computer. You will see the following Home Page on screen :

In the middle of the Home Page, Icons are provided as "LIST SUGAR MILLS", "LIST DISTILLERIES" etc. You have to click on the "List SugarMills" Icon and you will see the list of Sugar Mills, who have registered themselves onto this portal. If the name of your Sugar Mill is appearing in this List, it means your Mill has already been registered with us. If not, please click "Register Now" link and you will see a Form for the Registration of Sugar Mill. Please fill us the details carefully, as this shall be matched with the records by the Excise Officers before registering your Sugar Mill.

उत्तर प्रदेश आबकारी विभाग

Home

Sugar Mill Registration Form
Back

| Sugar Mill Name* | | District* | --select-- | Year Of Establishment* | | Date of Commencement | | (Optional) |

Group*   --select--   +

Registered Head Office

| Mob. No.* | | Fax No.* | | Email Id* | | Address* | |

Unit Office

| Mob. No.* | | Fax No.* | | Email Id* | | Address* | |

Occupier Detail

| Name* | Mob. No.* | Fax No.* | Email Id* | Designation |

Address

General Manager Detail

| Name | Mob. No. | Fax No. | Email Id | Address |

Sales Manager Detail

| Name | Mob. No. | Fax No. | Email Id | Address |

Sugar and Molasess Recovery Achived During Last Molasses Year

| Molasses* | | Sugar* | |

Registered Crushing Capacity*

| Tons/Day* | | Tons/Season* | |

Quintal/counter(in case pipeline supply on mf4 Gatepass)

☐ Does Sugar Mill have any Captive Distilleries

Molasses Store Detail

Sr.No.	Tank Name	Capacity	Type	Select

Add   Delete

Register   Reset

First of all you have to fill the Name of your Sugar Mill, District of the Unit Office, Year of commencement. You may also provide the date of commencement, if possible.

In the second block, you have to provide the details of the Registered Office and Unit Office.

In the third block, you have to compulsorily provide the details of occupier and it is recommended to provide the details of Unit's GM and SM. All the emails and SMS shall be sent to occupier's emails id and mobile no and alternate mobile no and email id shall be picked from the SM details (if filled)

In the last block, you have to provide the Average Sugar and Molasses recovery during last Molasses Year, registered crushing capacity in terms of per day and for whole season.

You will also have to define, whether the sugar mill has any captive distilleries. In this case just tick the box provided for this.

Now you have to provide details of all tanks, which shall be used to store the molasses in terms of it's identification name, capacity in quintals and type of tank. You will have to use the Add button to add rows in tis Tank Table.

Once you fill us these information, just press Register Button to file your request. Please make sure that you will fill the complete information within 10 minutes, else the system shall not accept your request (for security reason) and you will have to fill it again.

Once these information is matched by the concerned Excise Officer against the records and verified , the user id and password shall be sent via e-mail an SMS to the registered e-mail id and mobile number.

After getting the user id/ password, you can anytime use the portal by logging in with your user id. For login you have to click the Login link provided on the top right corner of the home page and you will get a pop-up to enter your user id and password. This user id and password shall be authenticated by the portal and allow you to use the Sugar Mill dash board, if the provided informed is correct.

The Sugar Mill Dashboard

On the Sugar Mill Dashboard, you will get the following Menu options
- Historical Data
- Molasses
- Financial

Historic Data Entry Screen

After the first time login, you have to provide more details about the Sugar Mill using the Entry option of Historical Data Menu, which shall open up a entry page as

DEPARTMENT OF EXCISE, UTTAR PRADESH

Home   Historical Data   Molasses   Financial

SugarMill Historical Data

Name	Ghosi Sugarmil	Molasses Season	--select--	Current Year Opening Balance	0.0	Molasses Produced	0.0
Total Molasses	0.0	Captive Supply	0.0	Reserved Supply	0.0	UnReserved Supply Within State	0.0
UnReserved Supply Outside State	0.0	Total Supply	0.0	Wastage	0.0	Balance As on Date	0.0

Sr.No.	Tank Name	Capacity	Current Balance	Grade	TRS	Brix
1	Ghosi tank1	300000		--Select--		
2	Ghosi tank2	200000		--Select--		
3	Ghosi tank3	600000		--Select--		

Year	Opening	Production	Captive Supply	Reserved Supply	UnReserved Supply Within State	UnReserved Supply Outside State	Wastage
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Save   Reset

Here the Sugar Mill Name shall be displayed as per the details taken from the user id through which the system is logged in and user will be asked to select the current molasses season from the drop down provided. After selecting the molasses year, the following information has to be fed in for the selected molasses year

1	Current Year Opening Balance	User has to enter the quantity of molasses as opening balance in the beginning of the molasses year
2	Molasses Produced	The quantity of molasses produced in current molasses year till the date of entry
3	Captive Supply	Total quantity of molasses supplied to captive distilleries in current molasses year till date
4	Reserve Supply	Total quantity of molasses supplied under reserve category in current molasses year till date
5	Un-reserve Supply within state	Total quantity of molasses supplied under un-reserve category within the State of U.P. in current molasses year till date
6	Un-reserve Supply outside state	Total quantity of molasses supplied under un-reserve category out side the State of U.P. in current molasses year till date

After the above free form data, a table shall be there containing all the molasses tanks along with their capacities, which has been defined by the Sugar Mill in the basic

information provided during registration and user has to enter the total available quantity of molasses with their current grade, TRS and Brix for all the tanks.

Below this table four rows will be available for entry of the molasses production and supply data for past four molasses years. The information asked are the same, what has been asked for current molasses year in the beginning of the form.

After competing all the entries, user has too press the SAVE button to save the record fed in current form. This information shall be verified by the Excise Officer, responsible for the said Sugar Mill.

Molasses Production : Daily Entry
Every Sugar Mill has to provide information about molasses production on a day to day basis. For this, User has to select the option of Production in the Molasses Menu of the Sugar Mill Dashboard. The form depicted below shall appear on selection of this menu option

The molasses season, Sugar Mill name shall be displayed(which can not be changed), whiles the date shall be displayed as of today (which can be changed to one day before only) and the data about the sugar cane crushed and total molasses produced has to be entered by the user.
Below this, a table shall appear, in which rows can be added by pressing addrow button. This table is provided to define the tankwise distribution of total molasses produced on date. The TRS, Brix etc has to be mentioned for the molasses quality on production date.

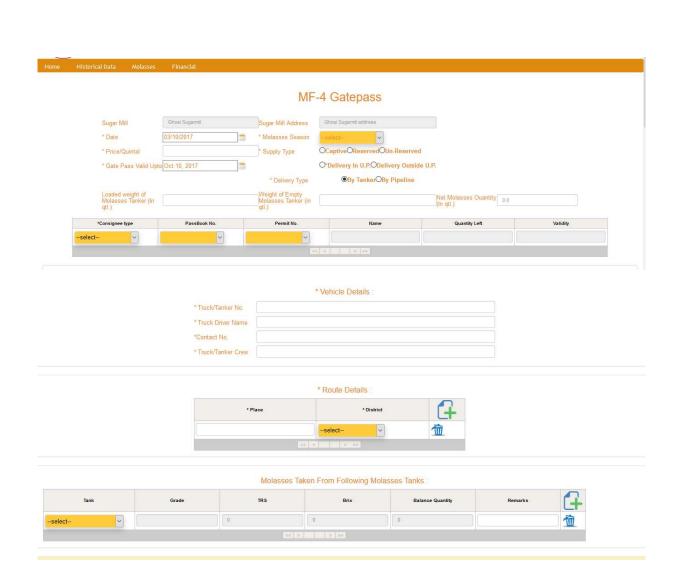*Declaration Form : To be used as and when required*

Based on the daily production and supplies of molasses, the balance molasses for each
tank shall be maintained by the system as on any date. Practically, it may happen that
the quantity in each tank may change and shall differ from the calculated quantity. The
correction of quantity may be done using the declaration form. This may be initiated
using the Declaration option of Molasses Menu

This form may be used in case of self declaration or measurement at the time of
inspection. In both cases, the actual measurement shall be recorded for each tank. In
case of Inspection, the officer details shall also be captured. In case the deviation is
above the tolerable percentage a report shall be sent to concerned officer at HQ. The
Book stock shall be updated as per physical stock after the declaration date (if approved
).

MF4 Gate Pass : To be used as and when required

The facility of generating the MF 4 gatepass is provided, where the dispatch data is fed
in and the gatepass shall be generated, which may be printed. There can be two method
of transportation : one is by Tankers and the other one is through pipelines. In case of
Tankers, the weight of empty tanker and loaded tanker is fed in to calculate the weight
of the molasses, while in case of pipeline, the start and the final reading is taken, which
shall be multiplied by the quintal per counter provided while registering the Sugar Mill.

MF-4 Gatepass

Sugar Mill	Ghosi Sugarmil	Sugar Mill Address	Ghosi Sugarmil address
* Date	03/10/2017	* Molasses Season	--select--
* Price/Quintal		* Supply Type	○Captive ○Reserved ○Un-Reserved
* Gate Pass Valid Upto	Oct 10, 2017		○*Delivery In U.P. ○Delivery Outside U.P.
		* Delivery Type	◉By Tanker ○By Pipeline
Loaded weight of Molasses Tanker (In qtl.)		Weight of Empty Molasses Tanker (in qtl.)	Net Molasses Quantity (In qtl.) 0.0

*Consignee type	PassBook No.	Permit No.	Name	Quantity Left	Validity
--select--					

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* Vehicle Details :

* Truck/Tanker No.	
* Truck Driver Name	
*Contact No.	
* Truck/Tanker Crew	

* Route Details :

* Place	* District	
	--select--	🗎➕ 🗑

| ◄◄ | ◄ | | ► | ►► |

Molasses Taken From Following Molasses Tanks :

Tank	Grade	TRS	Brix	Balance Quantity	Remarks	
--select--		0	0	0		🗎➕ 🗑

| ►► | ◄ | | ► | ►► |

*** THIS MANUAL SHALL ALWAYS BE UPDATED AS AND WHEN A NEW FACILITY IS ADDED IN THE SUGAR MILL DASH BOARD *****