

# Operating Procedure for Supply-Chain Management At Distillery



# Department of Excise Government of U.P.

#### 1. Introduction

Department of Excise, GoUP is in the process of implementing a complete ERP to make the complete process Effective, Efficient and transparent. Department has launched a webportal which provides a common platform to all the stake holders of the Excise Eco-System, which includes the Department, Sugar Mills, Distilleries, Breweries, Bonds and District warehouses.

The supply-chain management of liquor is a part of the complete ERP, which starts from Production Planning at the Distillery/Brewery end to the Dispatches from the District Warehouses.

The prime objective to implement this system is to provide online reconciliation of the Stock, Reconciliation of Revenue and tracking the individual produce right from the production house to sale to retail. This document describes this part of the operation on portal for the Distilleries/ Breweries.

#### 2. Target Audience

The Work force of Distillery/Brewery involved in registering the Production Plan, Bottling and Dispatches

### 3. Pre-requisite for Working on Portal

For Operating Track and Trace part of the ERP, the Distillery/ Brewery should ensure the followings.

- 1. The Distillery/ Brewery should be Registered on to the Webportal <a href="www.upexciseonline.in">www.upexciseonline.in</a> as Distillery/Brewery operating within the State of Uttar Pradesh.
- 2. The Distillery should have registered their concerned licences like PD2/PD1, FL3/FL3A, FL1/FL1A. In case of Brewery B1/B2, FL3/FL3A and FL1/FL1A should be defined.
- 3. Distillery must be using the portal and updating the Production of Spirit part.

### 4. Concept of ETIN

For each product registered on the portal of U.P. Excise, a 13 digit code is generated called as ETIN ( Excise Trade Item Number ). The ETIN is formed as per the following rules :

Digit 1	District Code ( District code and name attached )
Digit 2	
Digit 3	License Type ( 01 for FL3 , 02 for FL3A, 03 for FL2D, 04 for BWFL2A,
Digit 4	05 for BWFL2B, 06 for BWFL2C, 07 BWFL2D, 08 for PD1/2
Digit 5	Unit Code ( As per Registration on Portal )
Digit 6	Different for Distillery, Brewery, BWFL, FL2D
Digit 7	
Digit 8	Brand – Size Code as per approved list of Excise Department
Digit 9	
Digit 10	
Digit 11	
Digit 12	Package Type (e.g. 1 for Glass Bottle, 2 for CAN, 3 for PET, 4 for
	Tetra Pack 5 for Ceg )
Digit 13	Check Digit ( Modulo 10 )

#### 5. Processes at Distillery End

At the Distillery, before using this part of ERP process, the Spirit Production from molasses or any other source has been done and all the storage VATS of Spirit has the updated stock.

- a. First of All The Distillery should Define all the Brands Registered at Department of Excise for the Sale in U.P. At the time of registering the Brands, whether it is CL, FL or LAB, the details of Packing and duties are to be registered.
- b. Distillery should also register the Brands to be used for Export to other states, although the registration of these brands are not done at Department of Excise and only the Label Registration is done. In case the same brand is being dispatched in U.P. and out side U.P., it has to be registered again with export option
- c. Distillery shall also register the Brands separately for supply to CSD with duties applicable for CSD.
- d. Now The Distillery User has to start the operation from Blending for CL and FL by transferring spirit from different VATs and putting blending material to prepare a Blend.
- e. Distillery should submit the Bottling Plan for any day. This plan may be submitted on the same day or a day in advance. For a Single day multiple Bottling plans may be taken. It may be for different ETIN or for the same ETIN.
- f. After Blending, the blend is to be transferred to Bottling VAT, from where the Bottling for FL or Packaging for CL is to be done.
- g. For each Plan, the bottling has to be done and closed, where it is defined that from which bottling VAT how much material has been used and how many bottles have been produced.
- h. Before moving the Bottles to FL3/FL3A or PD2 warehouse, the Boxing should be defined and Box 1D barcodes should be scanned and uploaded. This part should be done Production Planwise and should be done on daily basis. The remaining barcodes issued under the plan shall be marked as rejected, if not uploaded on the planning date.
- i. After Boxing the complete plan shall be visible at FL3/FL3A or PD2 stock for dispatch
- j. In case of CL, Distillery has to generate PD25A gate pass to move the material to CL2 license holder and again upload the gatepass wise scanning of boxes.
- k. In case of FL FLB11 has to be generated to move the material to FL1/ FL1A. IN case of export or movement to FL2A ( CSD ) also FLB11 gatepass is to be used. Here again pass wise scanning of boxes has to be uploaded.
- I. If the material has been dispatched to FL1/ FL1A Wholesale license, for dispatch to FL2 or FL2B in case of LAB, FL36 gatepass is to be generated and the scanned file for the gatepass is to be uploaded.
- m. In normal course, the mapped data shall be made available against the Bottling plan submitted and in this case portal has the record of the bottles, which should be present in a particular case. Please make sure that the bottles packed inside a case should be same as it was provided in mapped data Excel.
- n. If user wishes to get un-mapped data for one or more Brand/(s), it shall be get marked and then onwards only unmapped data shall be made available. No Excel Download shall be provided for those brands. For integration of web services, please refer to the web service manual.
- o. In case of un-mapped data, the bottle bar codes shall be provided through web service. After box preparation, the Case Code shall be generated and the case code and bottle code mapping should be returned back using the web service.

#### 6. Distillery Activities for FL

## 6.1 Preparation of Blend For FL



Using a Distillery Login, distillery user may select the SPIRIT->Transfer To FL Blending VAT menu option to get the above screen. Here User has to select the Blending VAT in which the blend is to be prepared. If a new blending VAT is to be taken, which is still not defined onto the portal, user may click the Add button provided to add a new Blending VAT. Just below the selection of Blending VAT, a table is provided with Add row option. In this please add as many rows as number of VATs from where the spirit is to be transferred and define the quantity to be transferred from each VAT. The system shall show the total spirit, which is transferred and then define the quantity of water/ blending material added to produce the required BL of Blended material.

#### 6.2 Transfer Blend to Bottling VAT for FL



Once the blend is ready, the blend is transferred to the Bottling VAT. The above screen is used to record the transfer of blend to the bottling VAT from where the material shall be taken for bottling. In this screen the Blending and Bottling VATs are selected and the transferred quantity is recorded. Also after the transfer the final stock of the Blending VAT is to be recorded for the purpose of calculating the wastage.

#### 6.3 Submission of Bottling Plan for FL



Using this screen, the user may submit the bottling plan for a day. More than one plan may be submitted for the same brand on a day. First user has to select the Date for which the bottling plan is being submitted. This date may be of Today or Tomorrow only. Select the Liquor Type as FL or LAB, the system shall ask for the License Type. Select FL3 or FL3A as the case may be. Then select the License Number. Just below this, a table is provided with add row option. Here multiple rows may be added for various Brands and sizes and provide the number of cases planned to be bottled on the selected date. In case large number of Bottles are planned to be produced, it is advised to submit a limited number initially and once that plan is executed another plan may be taken for the same Brand/Size. Currently for single Brand/Size restriction is imposed for 5 Lacs bottles in a single plan.

Once the Plan is saved, the data shall be displayed in a Data Grid provided below the Save button. After ensuring that the data displayed is correct, user may press the Finalise Button provided in the data grid. After finalization of Plan, a link shall appear to download the Excel file if the Brand is registered for Mapped Data.

In case the Brand is tagged for un-mapped data, the Finalise link shall not provide the Excel link, rather user shall be authorized to get the un-mapped data consuming the web services.



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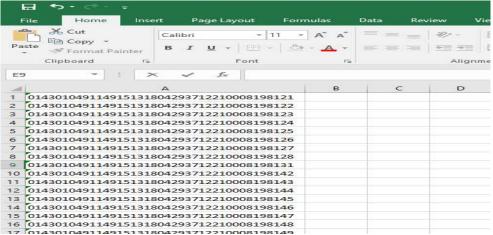
Next step for the Distillery Users is to record the Bottling done against the Plan using the above screen. Here user has to select the Date ( for which the Bottling Plan is taken ), Type of Liquor, License Type and number and then the Bottling Plan Id. The Bottling plan Id may be viewed from the datagrid provided in Bottling Plan option.

After selection of the above data, a table with add row option is provided. In this add row, User has to select the Bottling VAT, from which the Bottling is to be done and then select the Brand. Here only those Brands shall be displayed for which the Bottling Plan is submitted in selected Bottling Plan of the selected date. Using this screen, the consumption of Blend from Bottling VAT and Production in the terms of Bottles shall be recorded.

# 6.4 Boxing



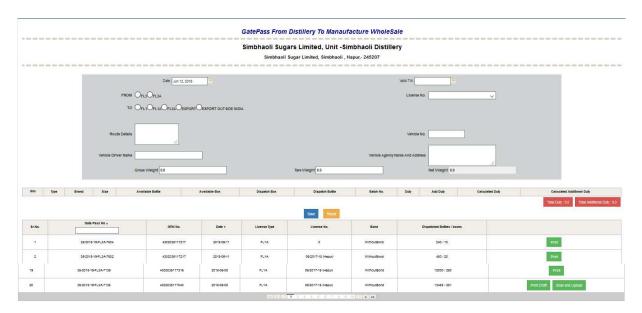
Now the produced bottles has to be converted in Cases and the Case Codes has to be recorded. Using the above screen select the date, licence plan etc., then the Brands/ Sizes for those, which was included in the Plan and bottling has been done shall be displayed. Select number of cases which is to be placed in FL3/ FL3A stock. Please be sure that once you select number of cases for one ETIN for boxing, the same number of barcodes shall required to be uploaded. Hence select the number of cases , which has been scanned and then Save. After saving the same shall be displayed in the data grid available on screen and you will be required to upload an Excel File containing the Case 1D Barcodes. The format of Excel shall be



It should contain only one column and number of rows should be equivalent to the number of cases given in the boxing record. Also ensure that Sheet1 of the Excel should not be renamed.

It is expected that the boxing should be done on daily basis and then the stock should be moved to FL3/FL3A Godown. Boxing shall not be allowed for the Production plan of one day before the current date.

#### 6.5 FLB11 Gatepass



This Dispatch screen is given to move the material from FL3/3A to FL1/FL1A or FL2A or for export. In this screen, user has to select the FL3/3A licence type and number. After that user has to select a radio button from FL1, FL1A, FL2A, Export (within India), Export out of India. Accordingly, the License number and/or the details of the Consignee has to be entered. Now in the table the stock at FL3/3A shall be displayed. If the consignee is a FL2A, a dropdown for selecting the CSD License shall appear. User has to select the Licence number alongwith Permit number and Permit date. In case of Export the Export License number, Name of Authority, State of Consignee and mode of transport has to be entered alongwith Bond Value. If the Export is for out of India, instead of State user has to select the Country of the consignee.

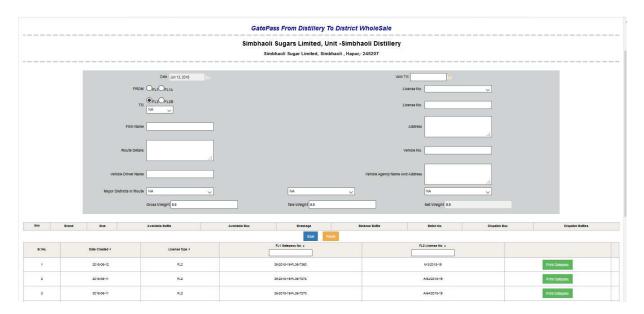
Apart from above, other details like route detail, vehicle details are to be entered for all cases. On screen below the above details a table is shown for the stocks present at select FL3/FL3A licence. User has to enter number of cases from the brands/package shown in the table, which shall be dispatched with the current FLB11 pass and then save. As soon the record is saved, a row in the data grid below SAVE button shall appear containing the current FLB11 gatepass.

On the Right corner of the Data grid row, a Button for Printing a Draft copy of challan. This can be generated and checked properly for the data contents. Please note that this is not a valid gatepass and the material should not be moved with this printout. In case you find any error / mistake this draft, you may delete this pass using the Delete button. If you find all the data correct, scan the bar codes of all the cases, which are being moved with this gatepass and prepare an Excel File. This file should contain one column, for which the first row should contain the Gatepass number of FLB11 and subsequent rows should

contain the barcodes of the cases. It means if 100 cases is to be dispatched with a FLB11, the Excel should contain 101 rows and one column. Please note again that the Sheet1 of Excel should not be renamed.

After uploading and finalizing the data, option for Final Print shall appear and user can take printout of the FLB11 Gatepass. Once the scanned data is uploaded and finalized the pass can not be cancelled.

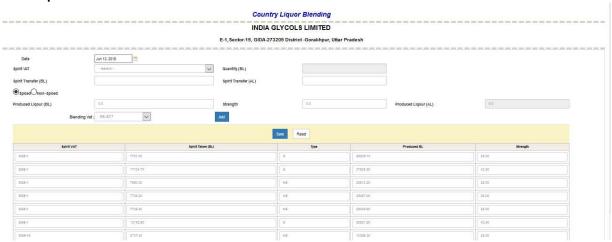
# 6.5 FL36 Gatepass



If the FLB11 pass is generated for FL1/FL1A licence, the complete stock depicted in FLB11 shall be shown in corresponding FL1/F1A Godown. From here the material may be sent to FL2 or FL2B (Incase of LAB) using this option. Here the details of the consignee shall be added alongwith the material details and the Gatepass can be saved. Rest all process of generating the Draft Pass, uploading and finalizing the Gatepass shall remain same as in case of FLB11.

# 7. Distillery Activities for CL

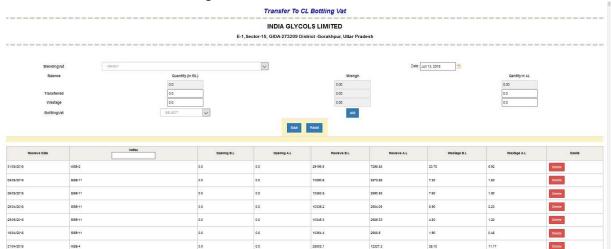
#### 7.1 Preparation of Blend For CL



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Using this screen, user may define the transfer of spirit to Blending VAT and prepare the CL blend. In the above screen user shall define the quantity of spirit taken from spirit storage VAT and the Total blend produced alongwith the strength and type as spiced/non-spiced. The total produced liquor shall be transferred to the Blending VAT.





Using this screen, the blend available in a CL blending VAT is transferred to the Bottling VAT and record the wastage during transfer process.

#### 7.3 Submission of Bottling Plan for CL



Using this screen, the user may submit the bottling plan for a day. More than one plan may be submitted for the same brand on a day. First user has to select the Date for which the bottling plan is being submitted. This date may be of Today or Tomorrow only. Select the Liquor Type as CL, the system shall ask for the License Type. Only CL shall be availablehere. Then select the License Number of PD2. Just below this, a table is provided with add row option. Here multiple rows may be added for various Brands and sizes and provide the number of cases planned to be bottled on the selected date. In case large number of Bottles are planned to be produced, it is advised to submit a limited number initially and once that plan is executed another plan may be taken for the same Brand/Size. Currently for single Brand/Size restriction is imposed for 5 Lacs bottles in a single plan.

Once the Plan is saved, the data shall be displayed in a Data Grid provided below the Save button. After ensuring that the data displayed is correct, user may press the Finalise Button provided in the data grid. After finalization of Plan, a link shall appear to download the Excel file if the Brand is registered for Mapped Data.

In case the Brand is tagged for un-mapped data, the Finalise link shall not provide the Excel link, rather user shall be authorized to get the un-mapped data consuming the web services.

#### 7.4 Bottling of CL



Next step for the Distillery Users is to record the Bottling done against the Plan using the above screen. Here user has to select the Date ( for which the Bottling Plan is taken ), Type of Liquor, License Type and number and then the Bottling Plan Id. The Bottling plan Id may be viewed from the datagrid provided in Bottling Plan option.

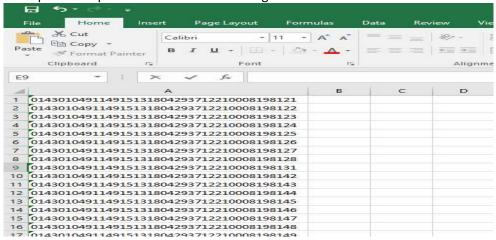
After selection of the above data, a table with add row option is provided. In this add row, User has to select the Bottling VAT, from which the Bottling is to be done and then select the Brand. Here only those Brands shall be displayed for which the Bottling Plan is submitted in selected Bottling Plan of the selected date. Using this screen, the consumption of Blend from Bottling VAT and Production in the terms of Bottles shall be recorded.

#### 7.5 Boxing



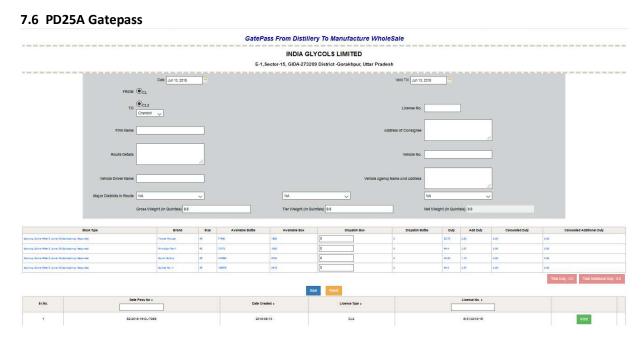
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Now the produced bottles has to be converted in Cases and the Case Codes has to be recorded. Using the above screen select the date, licence plan etc., then the Brands/ Sizes for those, which was included in the Plan and bottling has been done shall be displayed. Select number of cases which is to be placed in PD2 stock. Please be sure that once you select number of cases for one ETIN for boxing, the same number of barcodes shall required to be uploaded. Hence select the number of cases, which has been scanned and then Save. After saving the same shall be displayed in the data grid available on screen and you will be required to upload an Excel File containing the Case 1D Barcodes. The format of Excel shall be



It should contain only one column and number of rows should be equivalent to the number of cases given in the boxing record. Also ensure that Sheet1 of the Excel should not be renamed.

It is expected that the boxing should be done on daily basis and then the stock should be moved to PD2 Godown. Boxing shall not be allowed for the Production plan of one day before the current date.



Once the stock is updated at PD2 Godown, the material may be dispatched to CL2 license holders using this screen. Here the Details of CL2, route and vehicle details are entered, the system shall show the

complete stock available at PD2 Godown. User has to define the number of cases to be dispatched and save the date. After saving the Draft Gatepass is generated, which has to be checked thoroughly. If found incomplete/ incorrect the same may be deleted, otherwise the scanned case numbers in Excel format should be uploaded and finalized. Once the Case barcodes are loaded, the system shall allow to print the Final Gatepass.