

**Traders' Returns**  
**User Guide**  
**For**  
**Packer of Tobacco**



*User Guide Developed by:*



**Version: 1.0**

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# 1. INTRODUCTION

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

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

## TRADERS RETURN E-FILING MODULE – OVERVIEW

### Before you begin:

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

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

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

## 2. PRE-REQUISITES

The Trader must have the following:

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



Figure 1

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

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

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

### **3. PROCEDURE INTRODUCTION:**

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

Trader returns module has been divided into 3 parts.

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

**Note:** Returns once submitted for a particular period by the trader cannot be changed later. Hence, traders shall ensure thorough confirmation before submitting their 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 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 are made under transactions menu 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 menu.

The traders can verify, edit and print their 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 your convenience and make the payment.

**Online Payment:** Debit Card, Net Banking, Credit Cards

**Offline Payment:** Demand Draft

#### **Note:**

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












## 4. ONLINE RETURNS SUBMISSION:

Packers can submit online returns once its registration for the particular category is approved by the board. The trader can Login to application by filling its login details. Once successfully logged in the trader shall be taken to the homepage

Once in homepage the trader can access to the category under which he is registered by clicking on it.

Below screenshots illustrates the various stage of the application by the trader and you may also notice multiple companies and multiple categories as show below

TOBACCO BOARD								Narasimha, Trader	
Company Name	Commercial Grader of Virginia Tobacco	Exporters of Tobacco	Exporter of Tobacco Products	Processor of Virginia Tobacco	Dealers	Packers	Manufacturer Of Virginia tobacco	Action	
ABC Company	Registered	Registered	Registered	Registered	Registered		Registered		
N R ENTERPRISES	Registered	Registered	Registered	Registered	Submitted		Registered		
XYZ	Submitted	Registered	Application Incomplete	Application Incomplete	Application Incomplete		Application Incomplete		
BCS									



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Figure 2

The various stages of Application processing are


- **Application Incomplete:** Trader has filled the application but has not submitted it to the Tobacco Board and trader cannot file any returns till he is approved as a registered trader by the Board.
- **Submitted:** Trader has submitted the application and is awaiting for Board's approval

- **Registered:** Traders post approval by the Board will be updated as Registered Trader

**For ex.** In screenshot above the ABC Company is granted approval under all the categories the status of the categories is **“Registered”**

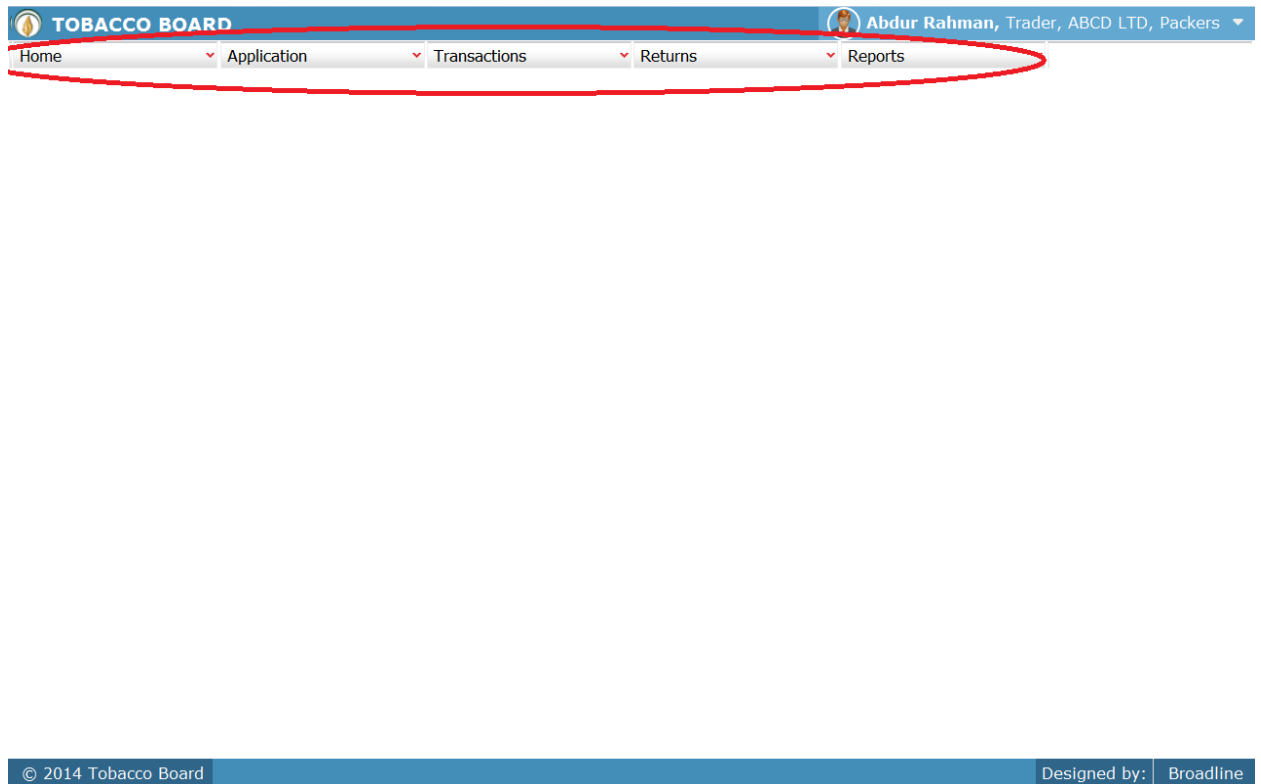
Once traders status is updated as **“Registered”**, trader may click on it and navigate into the dashboard under the particular category and perform all the activities associated with the particular category (ex. Returns Filing, Applying for RCMC and GSP certificate (as applicable to the trader))

Once Packer clicks on **“Registered”** under the particular category they can find dashboard associated to that category.

TOBACCO BOARD								Abdur Rahman, Trader, ABCD LTD, Packers ▾
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	
+								
© 2014 Tobacco Board								Designed by: Broadline

**Figure 3**

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



**Figure 4**

Above screenshot shows the screenshot for the dashboard of a trader under particular category with the following menus.

- **Home:** This menu can be used by the trader to navigate back to his home page
- **Application:** Under this menu trader can select option Application List and view all the applications they have submitted and all the information about it.
- **Transaction:** This menu is the main use for the registered trader as they can make entries of all the transactions or grading as commercial grader of tobacco they do under that particular category
- **Returns:** This menu will associate with all the returns the trader will do under the category and also view all the returns submitted previously by the trader.
- **Reports:** This menu displays all the information related to the stocks particular trader are having available under the particular category.

#### 4.1. Returns Submission Procedure:

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

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

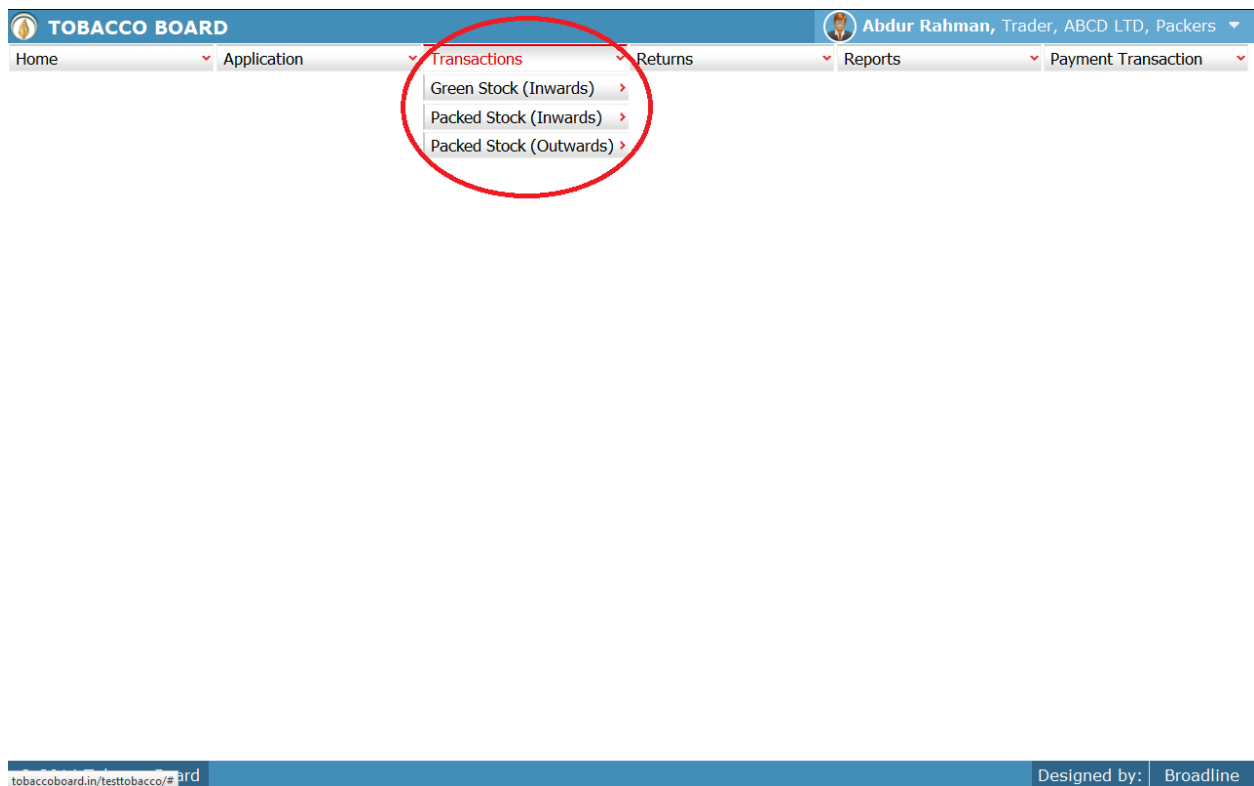


Figure 5

Trader can find under the “**Transaction**” menus which are

1. **Green Stock (Inwards):** The term “Green Stock Inwards” menu is to club all the transactions of green/raw tobacco that the Packer will be performing like Threshing/Redrying receipts, Opening stock etc.
2. **Packed Stock (Inwards):** The term “Packed Stock Inwards” menu is to club all the transactions of packed tobacco that Packer has made for various purposes like Receipts for Repacks, Opening packed stock available etc.
3. **Packed Stock (Outwards):** The term “Packed Stock Outwards” menu is to club all the transactions of packed tobacco that Packer has made for various purposes like Return threshed/redried, Return Repacked etc.

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

For ex: Trader unless makes entries under Green stock (Inwards) like receipts for threshing they cannot make entries under Packed Stock(Outwards) like returned Threshing as all the menu under the transactions are inter linked in a logical manner.

***Unless there is any stock (Inwards) there cannot be any stock (outwards)***

This simple logic is followed throughout the application everywhere.

#### 4.2. Green Stock (Inwards)

All the tobacco transactions concerning to buying or procuring tobacco from various sources by the trader has been categorically classified under this menu

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

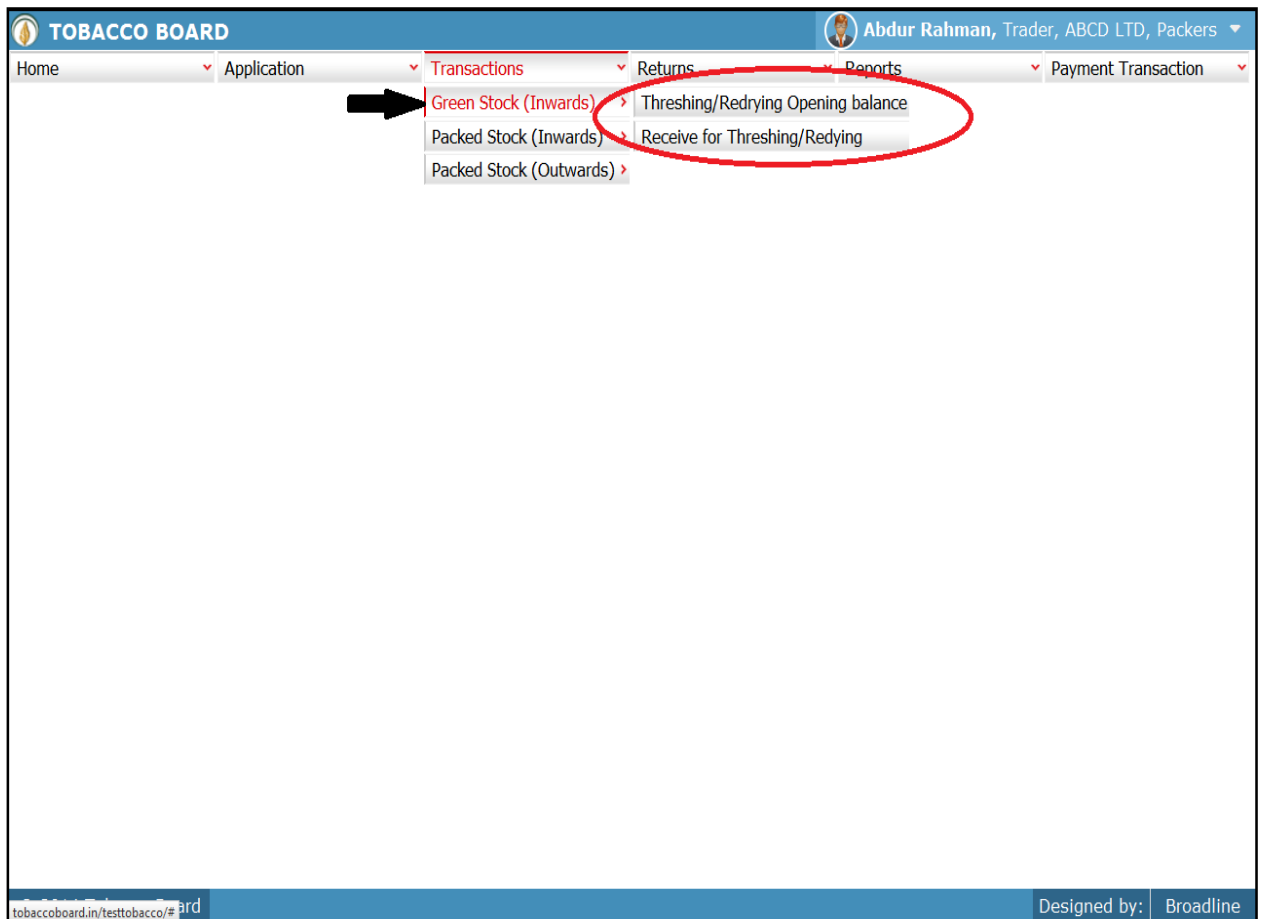


Figure 6

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

#### 4.2.1. Threshing/Redrying Opening Balance:

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

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

The screenshot displays the 'Threshing Opening Balance' screen within the Tobacco Board application. The title 'Threshing Opening Balance' is highlighted with a red circle. Below the title, there are two dropdown menus: 'Transaction Year' set to 2014 and 'Month' set to July, which are also circled in red. The main content area is a table with the following columns: 'Sl.', 'TB.Regno', 'Trader Name', and 'Actions'. The table is currently empty. The footer of the application shows '© 2014 Tobacco Board' and 'Designed by: Broadline'.

**Figure 7**

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

Once the trader navigates to this screen they can enter the details of all the Green Stocks available with the packer for the purpose of threshing at that point of time from where he will start filing returns of any period.

**For ex:** If trader had submitted returns till month of July “Manually” and is filing “Online” returns from month of August, they have to fill the opening balance for the

month of August into the application initially for the first time while using this application.

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

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

Packer has to choose the transaction month and year as shown in Figure 7 above (“Highlighted in red color rectangle box”).

- i. **Transaction Month:** Trader needs to choose the month for which the he want to make entry of the tobacco transaction done.
- ii. **Year:** Trader needs to choose the year along with the transaction month for which the tobacco transaction entry is to be made.

**Note:** Application will always be showing current Transaction month and year as default value, but the trader can change this by choosing other period by clicking on the drop down menus.

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

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

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



The following dialog box is opened.

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Threshing Opening Balance

Threshing :  
☐ Self  
☒ Other

Trader Detail :  
ABC Company(TB/EXP.TOB/2014)

Unit :  
UNIT-1-PKR,CHENNAI

Remarks :

Save

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

© 2014 Tobacco Board

Designed by: Broadline

**Figure 8**

Packer needs to fill in the following details:

- Threshing for :** Packer needs to choose whether the entry made is for green stock belonging to “Self” or “Other”
- Unit:** Packer needs to choose own unit where the stock mentioned is existing and choose the threshing/redrying unit from the list of available units.

**Note:** In case of “Other” , packer needs to select the company from the list of whom tobacco entry they are making.

Once the trader has selected the options they can save the entries by clicking on “SAVE” button as shown in **Figure 8**.

Once saved the following screenshot will be displayed as shown below

Tobacco Board - Mozilla Firefox

Home Application Transactions Returns Reports Payment Transaction

### Threshing Opening Balance

Transaction Period: July, 2014

TB.Regno :TB/DEALER/2014/2222 Trader Name :ABC INDIAN TOBACCO CO Unit :UNIT-1-PKR,CHENNAI Remarks :


+

SI.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks	Actions
Pages:						

© 2014 Tobacco Board Designed by: Broadline

**Figure 9**

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”).

Entries can be made by clicking on the Add Button (  ) on extreme right hand side of the table as shown in **Figure 9**

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 links: Home, Application, Transactions, Returns, Reports, and Payment Transaction. The user profile 'Abdur Rahman, Trader, ABCD LTD, Packers' is visible on the right. The main heading is 'Threshing Opening Balance'. Below this, a form titled 'Threshing (Receive from Other)' is shown. The form contains several fields: 'Crop Information' (a dropdown menu), 'Tobacco Detail' (a button labeled 'Select tobacco' which is circled in red), 'Year' (a dropdown menu), 'Grade' (a dropdown menu), 'Quantity Kgs' (a text input field), 'Value' (a text input field), and 'Remarks' (a text area). At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the application shows '© 2014 Tobacco Board' and 'Designed by: Broadline'.

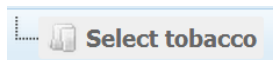
Figure 10

### Crop Information:

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

#### a) Tobacco Details:

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



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

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

Following is the list of tobacco varieties that is opened when the “Select tobacco” button is clicked by the trader the trader may choose the tobacco variety which as per his choice by clicking on the variety.

Trader may see options as “Green Stocks” and “Other” tab (“Highlighted in red Circle”) in **Figure 11** If the trader needs to make entry of any tobacco variety other than the one in existing green stock list, they may click on the other Tab and enter the details of the tobacco variety and Click on the “Select” button below

- II. Trader can choose any variety in the list by clicking on the node and choosing the tobacco at the last node only.

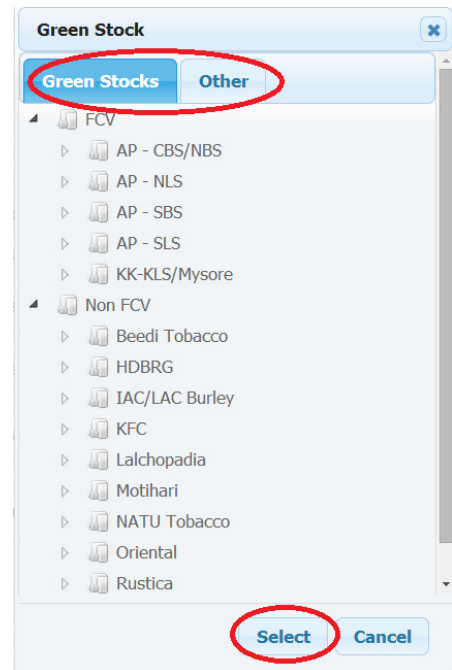
Trader Can click on each node to explore the below levels of the particular variety.

**Note:** Selection can be made only till the end level and a particular variety cannot be chosen if any underlying level is prevailing below that variety.

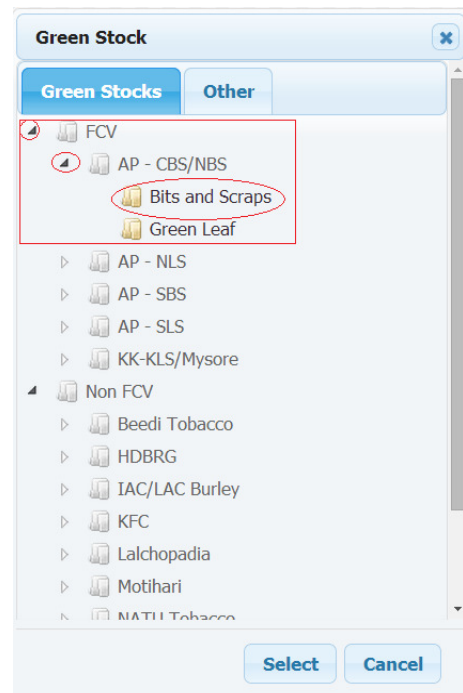
Therefore the trader needs to go to the end level and click on the variety to choose it.

**For ex:** A trader who wants to choose a tobacco that is FCV and from soil region AP – CBS/NBS as shown in Figure 10. He need to click on node points (“highlighted in Red Circles) and choose the end level and click the “Select” button below as shown or click on “Cancel” button to cancel the selection made.

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



**Figure 11**



**Figure 12**

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

Home | Application | Transactions | Returns | Reports

**Green Stock Opening Balance**

Transaction Period: July, 2014


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

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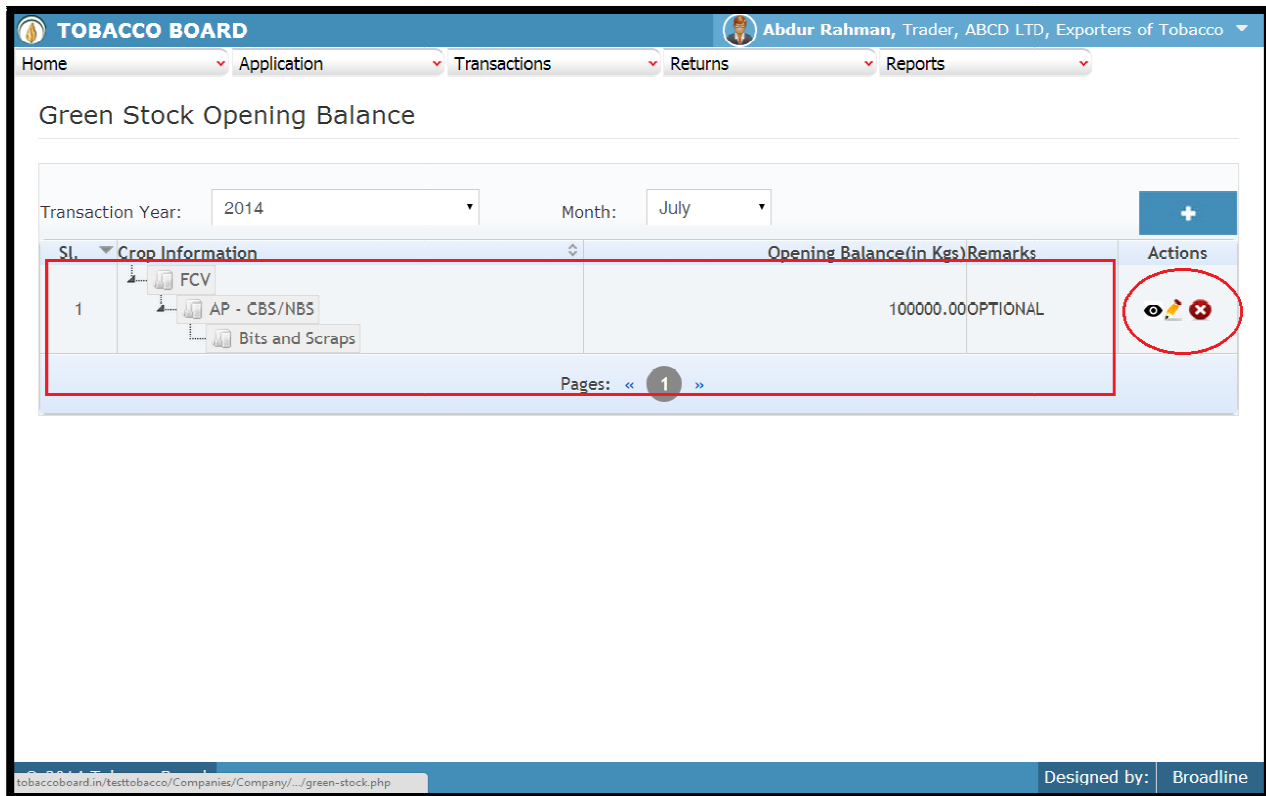
**Figure 13**

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 variety.

- b) Year** : This is the crop year of the Tobacco chosen by the trader. Trader can click on the drop down and select the crop year.
- c) Grade** : Grade of the tobacco needs to be chosen from the drop down.
- d) Quantity** : Trader has to fill in the quantity of tobacco mentioned (in Kgs).
- e) Remarks** : This is an option field for the trader to mention any remarks about the entry made.

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

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






**Figure 14**

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

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

You may observe from above screenshot 3 images under Action column. All of these 3 icons have different functions.

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

#### 4.2.2. Receive for Threshing/Redrying:

Traders can make entries of all the Green Stock Received for threshing/redrying from Dealers/Exporters of Tobacco of “own” or “other” company made during a particular transaction period. By choosing the Transaction year and Month for which the entry is made, as shown in below screenshot (“Highlighted in Red Circle”)

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Threshing (Receive from Other)

Transaction Year: 2014 Month: July


+

Sl.	TB.Regno	Trader Name	Actions
Pages:			

© 2014 Tobacco Board

Designed by: Broadline

Figure 15

Trader can make entries for any Raw Tobacco received for threshing/redrying by packers during the transaction period by clicking on the Add button (  ) as shown in **Figure 15**

The Receive for threshing/Redrying screen (we may also call as summary screen) can be used by traders to view all the entries made earlier (if any) by choosing the transaction year and date.

Details of all the receipts 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 15**

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

**TOBACCO BOARD** Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

### Receive Threshing/Redrying

From : ☐ Self ☒ Other

Trader RegNo : TB/EXP.TOB/2014/020

Trader Name : R R ENTERPRISES

Unit : UNIT-2-CHENNAI, CHENNAI

Remarks :

**Save**

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

© 2014 Tobacco Board Designed by: Broadline

**Figure 16**

Packer needs to fill in the following details:

- Threshing for :** Packer needs to choose whether the entry made is for green stock belonging to “Self” or “Other”
- Unit:** Packer needs to choose own unit where the stock mentioned is existing and choose the threshing/redrying unit from the list of available units.

**Note:** In case of “Other” , packer needs to select the company from the list of whom tobacco entry they are making.

Once the trader has selected the options they can save the entries by clicking on “SAVE” button as shown in **Figure 16**.



Once saved the following screenshot will be displayed as shown below

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Receive Threshing/Redrying

Transaction Period: July, 2014

TB, Regno : TB/EXP.TOB/2014/007 Trader Name : N R ENTERPRISES Unit : UNIT-2-CHENNAI,CHENNAI Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(In Kgs)	Remarks	Actions
Pages:						

© 2014 Tobacco Board

Designed by: Broadline

Figure 17

Entries can be made by clicking on the Add Button (  ) on extreme right hand side of the table as shown in **Figure 17**

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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Receive Threshing/Redrying

Threshing (Receive from Other)

Crop Information

Tobacco Detail

Year: 2004

Grade: BRIGHT

Quantity Kgs: 200000

Value: 20

Remarks:

Save Cancel

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Designed by: Broadline

Figure 18

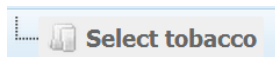
It can be observed that the Tobacco details are filled in (“Highlighted in red circle”). Trader can still change the Tobacco details by clicking on it and choosing other variety.

## Crop Information:

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

### a) Tobacco Details:

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



- b) Year** : This is the crop year of the Tobacco chosen by the trader. Trader can click on the drop down and select the crop year.
- c) Grade** : Grade of the tobacco needs to be chosen from the drop down.
- d) Quantity** : Trader has to fill in the quantity of tobacco mentioned (in Kgs).
- e) Value** : **Trader** needs to mention the value of tobacco entry (in Lakhs)
- f) Remarks** : This is an optional field for the trader to mention any remarks about the entry made

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as shown in **figure 18**.

Save

The Receiving for Threshing/Redrying screen (we may call as summary sheet) will be as below screenshot once entry is made.

**TOBACCO BOARD**

**Abdur Rahman**, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Receive Threshing/Redrying

Transaction Period: July, 2014

TB.Regno : **TB/EXP.TOB/2014/007** Trader Name : **N R ENTERPRISES** Unit : **UNIT-2-CHENNAI,CHENNAI** Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Issued Quantity(in Kgs)	Remarks	Actions
1	Non FCV / IAC/LAC Burley / Raghavapur LAC Burley	2004	BRIGHT	200000.00		




Pages: « 1 »

Figure 19

Trader may observe that record is successfully saved in the Receive for Threshing/Redrying 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 19**. 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

#### 4.3. Packed Stock (Inwards)

All the packed or prized tobacco transactions concerning to repacking of packed stock tobacco from various dealers/exporter of tobacco has been categorically classified under this menu

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

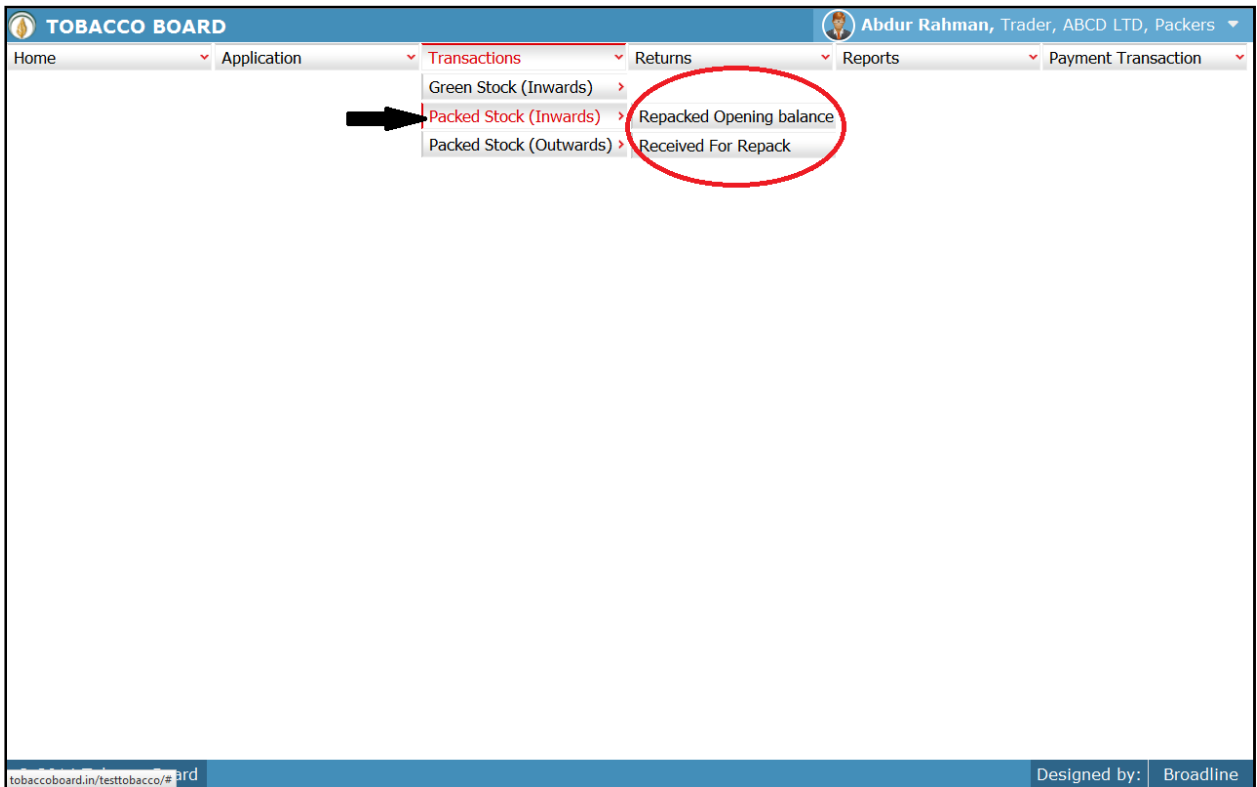


Figure 20

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

#### 4.3.1. Repacked Opening Balance:

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

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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Repacked Opening balance

Transaction Year: 2014 Month: July

Sl.	TB.Regno	Trader Name	Actions
Pages:			

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Designed by: Broadline

**Figure 21**


Trader can see in above screenshot the Re-packed Stock Opening Balance screen (“Highlighted in red Circle”). This is the main screen for the all the packed Stocks available for repacking opening balance details (We may call it summary sheet)

Once the trader navigates to this screen they can enter the details of all the packed Stocks available with the trader at that point of time from where he will start filing returns of any period which is they have received for repacking back.

**For ex:** If trader had submitted returns till month of July “Manually” and is filing “Online” returns from month of August, they have to fill the opening balance of packed stock for the month of August into the application initially for the first time while using this application.

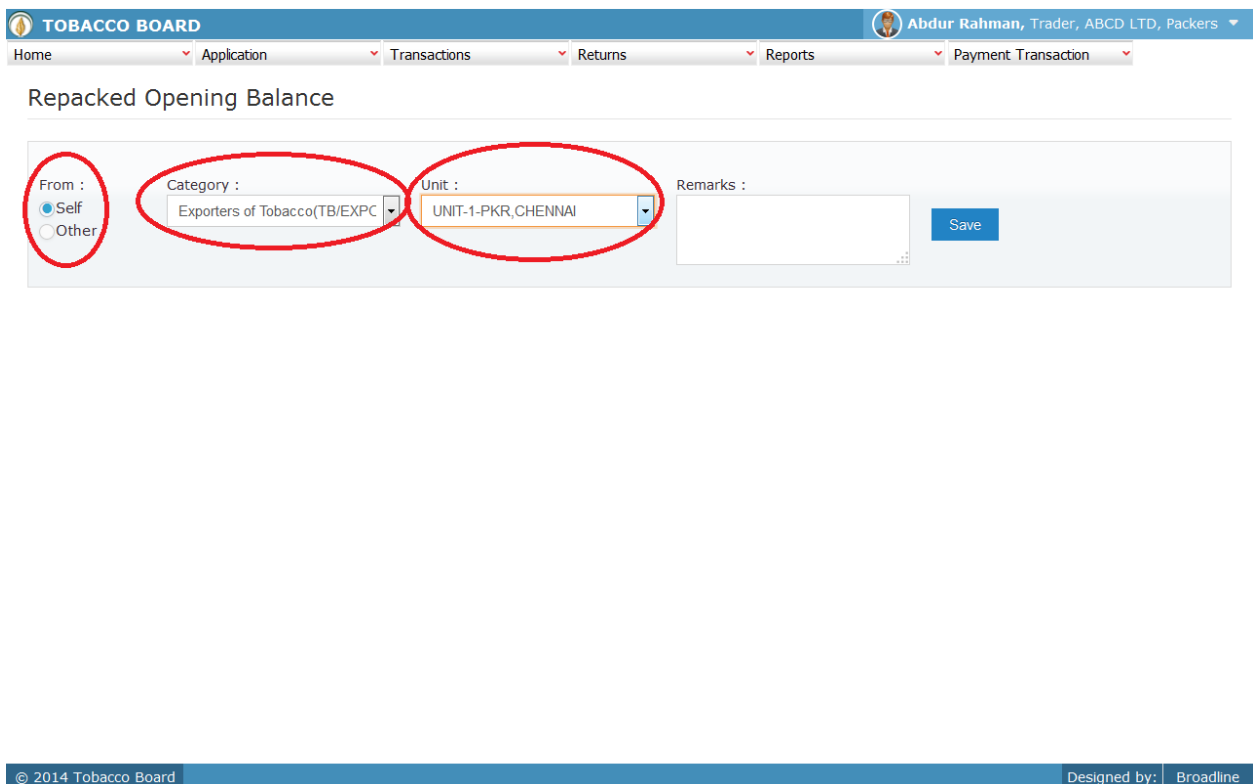
Once a single online return is submitted this screen shall not be in the list under the Packed Stock (Inwards) menu and the opening balance for the subsequent month will be auto calculated by the application.

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

Entries can be made by clicking on the Add Button (  ) on extreme right hand side of the table as shown in **Figure 21**

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

The following dialog box is opened



TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Repacked Opening Balance

From :  
☒ Self  
☐ Other

Category :  
Exporters of Tobacco(TB/EXPC)

Unit :  
UNIT-1-PKR,CHENNAI

Remarks :

Save

© 2014 Tobacco Board

Designed by: Broadline

**Figure 22**

Packer needs to fill in the following details:

- a) **Repacking for :** Packer needs to choose whether the entry made is for packed stock belonging to “Self” or “Other”
- b) **Unit:** Packer needs to choose own unit where the stock mentioned is existing and choose to be repacked from the list of available units.

**Note:** In case of “Other” , packer needs to select the company from the list of whom tobacco entry they are making.

Once the trader has selected the options they can save the entries by clicking on “SAVE” button as shown in **Figure 22**.

Once saved the following screenshot will be displayed as shown below

The screenshot displays the TOBACCO BOARD web application. At the top, there is a navigation bar with the logo and name 'TOBACCO BOARD' on the left, and a user profile 'Abdur Rahman, Trader, ABCD LTD, Packers' on the right. Below the navigation bar is a menu with dropdowns for 'Home', 'Application', 'Transactions', 'Returns', 'Reports', and 'Payment Transaction'. The main heading is 'Received For Repack'. Below this, there is a form area with two red circles highlighting specific fields: 'Transaction Period: July, 2014' and 'Trader Detail: ABCD LTD, Exporters of Tobacco(TB/EXPORTER/2014/5555)'. Below the trader detail, it says 'Unit Detail : UNIT-1-PKR,CHENNAI' and 'Remarks :'. To the right of the remarks is a blue button with a white plus sign. Below the form is a table with columns: 'Sl.', 'Packed Stock', 'Crop Year', 'Crop Grade', 'Quantity (in Kgs)', and 'Action'. At the bottom of the table, there is a pagination control showing 'Pages: 1'. The footer of the page contains '© 2014 Tobacco Board' on the left and 'Designed by: Broadline' on the right.

Sl.	Packed Stock	Crop Year	Crop Grade	Quantity (in Kgs)	Action
-----	--------------	-----------	------------	-------------------	--------

**Figure 23**

Entries can be made by clicking on the Add Button (  ) on extreme right hand side of the table as shown in **Figure 23**

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

Received For Repack

Transaction Period: July, 2014

Trader Detail: ABCD LTD, Exporters of Tobacco(TB/EXPORTER/2014/5555)

Received For Repack

Packed Stock Detail

Select Packed Stock

Crop Year: 2004

Crop Grade: BRIGHT

Quantity: 30000

Save Cancel

tobaccoboard.in/testtobacco/Companies/Company/Trader\_cate/Transactions/Packed\_Inwards/received-for-repack-selection.php?id=297#

Designed by: Broadline

Figure 24

### Crop Information:

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

#### a) Tobacco Details:

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




b) **Year** : This is the crop year of the Tobacco chosen by the trader.

Trader can click on the drop down and select the crop year.

c) **Grade** : Grade of the tobacco needs to be chosen from the drop down.

d) **Quantity** : Trader has to fill in the quantity of tobacco mentioned (in Kgs).

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as  shown in **figure 24**.

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



**TOBACCO BOARD**

Abdur Rahman, Trader, ABCD LTD, Packers

Home
Application
Transactions
Returns
Reports
Payment Transaction

### Received For Repack

Transaction Period: July,2014

Trader Detail: **ABCD LTD, Exporters of Tobacco(TB/EXPORTER/2014/5555)**  
Unit Detail : **UNIT-1-PKR,CHENNAI** Remarks :

Sl.	Packed Stock	Crop Year	Crop Grade	Quantity (in Kes)	Action
1	<div> Non FCV <div> IAC/LAC Burley Vinukonda LAC Burley RTL/MS - Redried Threshed Lamina/ Machine Strips </div> </div>	2004	BRIGHT	30000.00	

Pages: 1

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Designed by: Broadline

**Figure 25**

Trader may observe that record is successfully saved in the Receive for Repack 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 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

### 4.3.2. Received for Repack:

Traders can make entries of all the packed stock received for repacking from trader of “Self” and “Other” companies made during a particular transaction period. By choosing the Transaction year and Month for which the entry is made

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

The screenshot displays the TOBACCO BOARD web application interface. At the top, a navigation bar includes the logo and the text 'TOBACCO BOARD'. To the right of the logo, the user's name and role are shown: 'Abdur Rahman, Trader, ABCD LTD, Packers'. Below the navigation bar, a series of tabs are visible: 'Home', 'Application', 'Transactions', 'Returns', 'Reports', and 'Payment Transaction'. The 'Transactions' tab is currently selected. Below the tabs, the sub-menu 'Received For Repack' is highlighted with a red circle. Below this, there are two dropdown menus for filtering transactions: 'Transaction Year' set to '2014' and 'Month' set to 'August'. These two dropdowns are also circled in red. To the right of these filters is a blue button with a white plus sign (+). Below the filters, a table is visible with columns: 'Sl.', 'IB.Regno', 'Trader Name', and 'Actions'. The table is currently empty. At the bottom of the page, there is a footer with the text '© 2014 Tobacco Board' on the left and 'Designed by: Broadline' on the right.

Figure 26

Once the Transaction period is chosen the packer can go ahead and make entries of all the packed stocks received for repacking from traders.

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

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

The following dialog box is opened

The screenshot shows a web application interface for the Tobacco Board. At the top, there is a navigation bar with tabs: Home, Application, Transactions, Returns, Reports, and Payment Transaction. Below this, the title 'Received For Repack' is displayed. The main form area contains several fields: 'From :' with radio buttons for 'Self' (selected) and 'Other'; 'Category :' with a dropdown menu showing 'Dealers(TB/DEALER/2014/555)'; 'Unit :' with a dropdown menu showing 'UNIT-1-PKR, CHENNAI'; and 'Remarks :' with a text area. A blue 'Save' button is located to the right of the remarks field. The footer of the application shows '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 27

Packer needs to fill in the following details:

- a) **Repacking for :** Packer needs to choose whether the entry made is for packed stock belonging to “Self” or “Other”
- b) **Unit:** Packer needs to choose own unit where the stock mentioned is received and choose to be repacked from the list of available units.

**Note:** In case of “Other” , packer needs to select the company from the list of whom tobacco entry they are making.

Once the trader has selected the options they can save the entries by clicking on “SAVE” button as shown in **Figure 27**.

Once saved the following screenshot will be displayed as shown below

**TOBACCO BOARD** | **Abdur Rahman, Trader, ABCD LTD, Packers**

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

### Received For Repack

Transaction Period: **July, 2014**

Trader Detail: **ABCD LTD, Dealers(TB/DEALER/2014/5555)**

Unit Detail : **UNIT-1-PKR,CHENNAI** Remarks :

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

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**Figure 28**

Entries can be made by clicking on the Add Button (  ) on extreme right hand side of the table as shown in **Figure 28**

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

**TOBACCO BOARD** | **Abdur Rahman, Trader, ABCD LTD, Packers**

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

### Received For Repack

Trader Detail: ABCD LTD, Dealers(TB/DEALER/2014/5555)

Unit Detail : UNIT-1-PKR,CHENNAI

**Received For Repack**

**Packed Stock Detail**

- Non FCV
- KFC
- Dark Fire Cured
- Scrap - Bits, Size: > 1/4"

Crop Year: 2009

Crop Grade: MEDIUM

Quantity: 400000

Save Cancel

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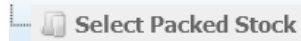
**Figure 29**

## Crop Information:

Trader needs to provide following details of the packed stock received

### a) Tobacco Details:

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



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

Once filling in the entire details trader may save the entry by clicking on “SAVE” button below as shown in **figure 29**.

Save

The Received for Repack stock (we may call as summary sheet) will as below screenshot once entry is made

TOBACCO BOARD



Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Received For Repack

Transaction Period: July,2014

Trader Detail: ABCD LTD, Dealers(TB/DEALER/2014/5555)  
Unit Detail : UNIT-1-PKR,CHENNAI Remarks :

Sl.	Packed Stock	Crop Year	Crop Grade	Quantity (in Kgs)	Action
1	Non FCV KFC Dark Fire Cured Scrap - Bits, Size: > 1/4"	2009	MEDIUM	400000.00	 

Pages: 1

tobaccoboard.in/testtobacco/Companies/Company/Trader\_cate/Transactions/Packed\_Inwards/received-for-repack-selection.php?id=299#



Designed by: Broadline

Figure 30

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

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

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

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

**Note:** Packers can make multiple entries for selected trader and unit for the particular transaction period in the screen shown above. To make entries of different combination trader needs to repeat the process from beginning.

#### 4.4. Packed Stock (Outwards)

All the tobacco transactions concerning to packed stock tobacco moving out of the traders stock via. Return of packed stock after threshing/redrying & Returning repacked stock all such transactions has been categorically classified under this menu

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

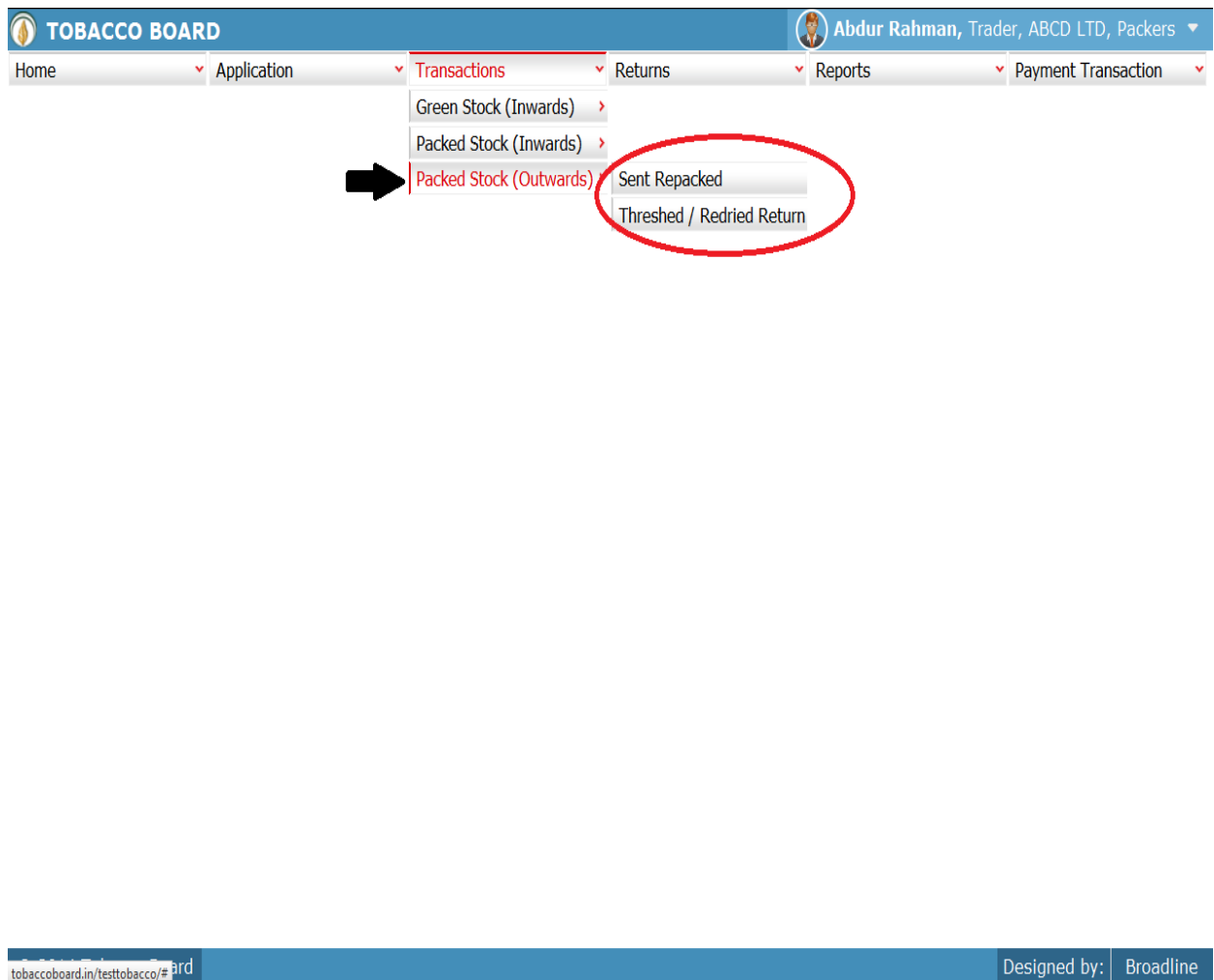


Figure 31

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

#### 4.4.1. Send Repacked

Traders can make entries of all the packed stock returned back after repacking to trader from whom they had received during a particular transaction period. By choosing the Transaction year and Month for which the entry is made, as shown in below screenshot (“Highlighted in Red Circle”)

On clicking Sent to repack screen will be opened as shown in below screen shot **Figure 32**

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Sent Repacked

Transaction Year: 2014 Month: July

+


Sl.	TB.Regno	Trader Name	Actions
-----	----------	-------------	---------

Pages:

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**Figure 32**

Trader can make entries for any Packed Stock Tobacco issued back after repacking to respective traders during the transaction period by clicking on the Add button (  ) as shown in **Figure 32**

The Send Repacked screen (we may also call as summary screen) can be used by traders to view all the entries made earlier (if any) by choosing the transaction year and date.

Details of all the issues made by the trader will be listed in this screen and the trader may view the list and make entries by choosing the transaction period.

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



the table as shown in **Figure 32**

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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Sent Repacked

From : ☐ Self ☒ Other

TB.Regno : TB/DEALER/2014/61

Trader Name : CIGARETTE TOBACCO SUPPLIE

Unit : UNIT-1-PKR,CHENNAI

Remarks :

Save

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**Figure 33**

Trader issuing the tobacco after re-packing should first enter

1. From: Repacked stock issued belongs to “Self” or “Others”
  - a. Tobacco Board Registration number of the trader to whom tobacco is issued after repacking (only for OTHERS repacked stock)
  - b. Category: Repacked tobacco returned to the category to which it belongs (Only for SELF repacked stock)
2. Unit: Choose the unit from where the repacked stock is issued back.

as shown in **Figure 33**(“Highlighted in red color”) and save it.

**Note:**

1. Trader needs to enter only the TB registration number and the software will auto fill the name of the trader.
2. List of traders will only show those traders from whom tobacco was received for repacking

- For “Self” list under category will only furnish the category from whom tobacco was received for repacking

Once saved trader may observe following screen is shown

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Sent Repacked

Transaction Period: July, 2014

TB.Regno :TB/DEALER/2014/61 Trader Name :CIGARETTE TOBACCO SUPPLIERS Unit Details :UNIT-2-CHENNAI,CHENNAI Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Processed Quantity(in Kgs)	Repacked Quantity(in Kgs)	Processing Loss(in Kgs)	Re-Packed Charges	Remarks	Actions
Pages:									

© 2014 Tobacco Board

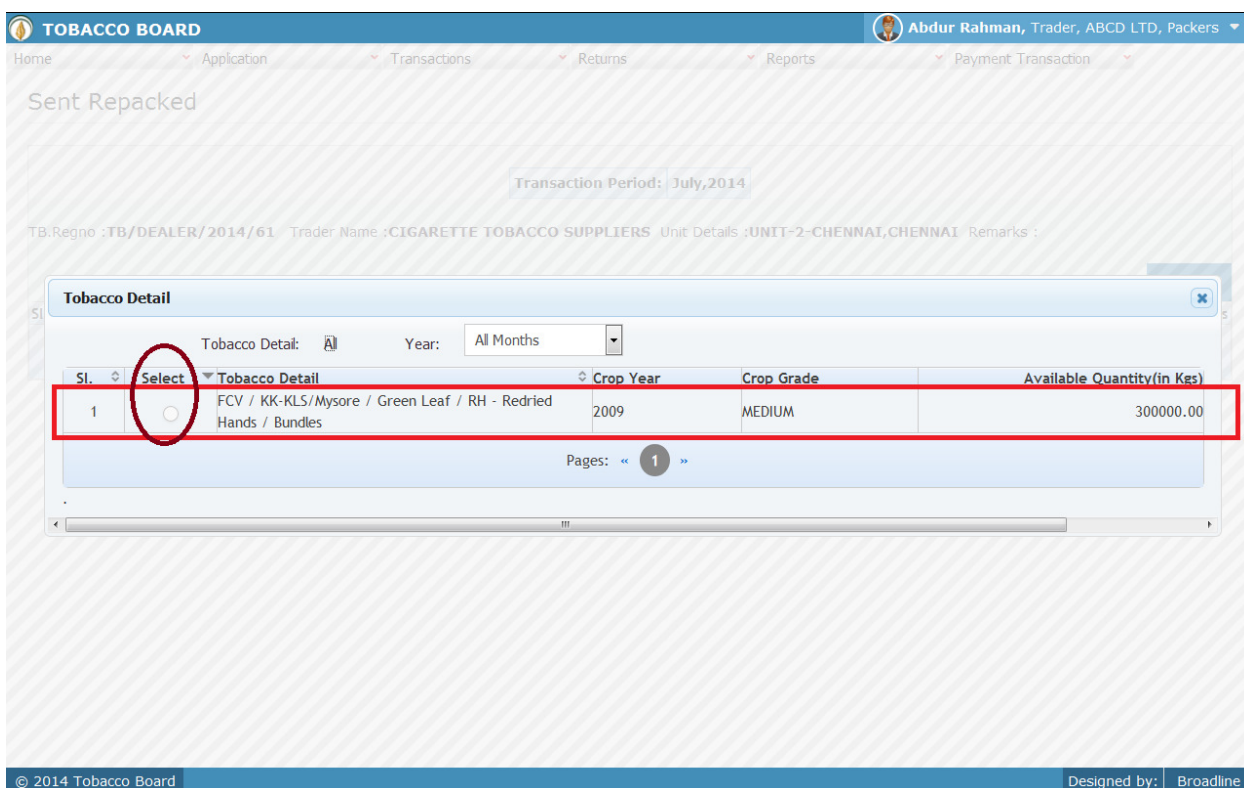
Designed by: Broadline

**Figure 34**

Entries can be made by clicking on the Add Button (  ) on extreme right hand side of the table as shown in **Figure 34**

Trader may find that the entries made in earlier screen has been saved ( “Highlighted in red Circle” )

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



**Figure 35**

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

List of Screens (All tobacco clubbed together)

1. Repacked Stock Opening Balance
2. Received for Repack

The list shown in above screenshot **Figure 35** comprises of all the tobacco the trader has in stock by clubbing all the packed tobacco stocks enter in above **list of screens**.

Trader may choose from the list repacked tobacco quantity that is been issued to the registered traders by clicking the radio button under select column in **Figure 79** (“highlighted in red Color Circle”)

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

On clicking the radio button the trader will be opening the following screen as shown in below screenshot **Figure 36**

Tobacco Board		Abdur Rahman, Trader, ABCD LTD, Packers
Sent Repacked		
Tobacco Detail	FCV / KK-KLS/Mysore / Green Leaf / RH - Redried Hands / Bundles (Change)	
Year	2009	
Grade	MEDIUM	
Available Quantity	300000.00	
Processed Quantity	<input type="text" value="200000"/>	
Processing Loss	<input type="text" value="5000"/>	
Re-Packed Quantity	<input type="text" value="195000"/>	
Re-Packed Changes	<input type="text" value="40000"/>	
Remarks	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		
© 2014 Tobacco Board		
Designed by: Broadline		

**Figure 36**

Trader may observe that software will be showing the current available quantity of that particular tobacco and trader may fill in how much quantity is issued back 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 36**

Trader needs to furnish the following details:

1. **Processed Quantity:** Packer needs to furnish quantity of packed stock processed for repacking from available quantity. (Note: processed quantity should be less or equal to available quantity).
2. **Processing Loss:** Packer needs to provide the processing loss for repacking the above mentioned quantity
3. **Re-Packed Quantity:** System will auto fill this value based on the entries made in above fields
4. **Re-packed Charges:** Packer needs to mention the charges for repacking the mentioned quantity.

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

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

TOBACCO BOARD



Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Sent Repacked

Transaction Period: July, 2014

TB.Regno : TB/DEALER/2014/61 Trader Name : CIGARETTE TOBACCO SUPPLIERS Unit Details : UNIT-2-CHENNAI,CHENNAI Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Processed Quantity(in Kes)	Repacked Quantity(in Kes)	Processing Loss(in Kes)	Re-Packed Charges	Remarks	Actions
1	FCV / KK-KLS/Mysore / Green Leaf / RH - Redried Hands / Bundles	2009	MEDIUM	200000.00	195000.00	5000.00	40000.00		 

Pages: « 1 »



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**Figure 37**

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

**Note:** After making an entry you can find an updated table as above screen shot **Figure 37**. 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 2 icons have different functions.

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

Similarly a Trader can make number of entries of traders to whom tobacco is issued after repacking and subsequently make number of entries.

**Note:** If a particular tobacco is issued by the trader under the menu “Packed Stock (Outwards)” the same tobacco cannot be edited under the “Packed Stock (Inwards)” –**List of screens** wherever it has been entered.

#### 4.4.2. Threshed / Redried Return:

Traders can make entries of all the packed stock returned to trader from whom they had received Green / Raw tobacco during a particular transaction period. By choosing the Transaction year and Month for which the entry is made, as shown in below screenshot (“Highlighted in Red Circle”)

On clicking Threshed / Redried Return screen will be opened as shown in below screen shot  
**Figure 38**

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Threshing/ Redrying (Return)

Transaction Year: 2014 Month: July


+

Sl.	TB.Regno	Trader Name	Actions
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Pages:

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**Figure 38**

Trader can make entries for any Packed Stock Tobacco issued back threshing / redrying to respective traders during the transaction period by clicking on the Add button (  ) as shown in **Figure 38**

The Threshed / Redried Return screen (we may also call as summary screen) can be used by traders to view all the entries made earlier (if any) by choosing the transaction year and date.

Details of all the issues made by the trader will be listed in this screen and the trader may view the list and make entries by choosing the transaction period.

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

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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Threshing/Redrying Return

Return To : ☒ Self ☐ Other

Category : Exporters of Tobacco(TB/EXPC)

Unit : UNIT-1-PKR,CHENNAI

Remarks :

Save

© 2014 Tobacco Board Designed by: Broadline

Figure 39

Trader issuing the tobacco for after threshing / Redrying should first enter

3. Return To: Stock issued belongs to “Self” or “Others”
  - a. Tobacco Board Registration number of the Trader to whom packed stock is issued after threshing / redrying (only for OTHERS repacked stock)
  - b. Category: Packed tobacco returned to the category to which it belongs (Only for SELF repacked stock)
4. Unit: Choose the unit from where the repacked stock is issued back.

as shown in **Figure 39**(“Highlighted in red color”) and save it.

**Note:**

1. Trader needs to enter only the TB registration number and the software will auto fill the name of the trader.
2. List of traders will only show those traders from whom tobacco was received for threshing/redrying
3. For “Self” list under category will only furnish the category from whom tobacco was received for repacking

Once saved trader may observe following screen is shown

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Threshing/Redrying Return

Transaction Period: July, 2014

Trader Detail: ABCD LTD, Exporters of Tobacco(TB/EXPORTER/2014/5555)  
Unit Detail : UNIT-1-PKR,CHENNAI Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Redrying Charges	Packed Stock (in Kgs)	Action
-----	----------------	-----------	------------	------------------	-----------------------	--------

Pages: 1

+

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Figure 40

Entries can be made by clicking on the Add Button ( + ) on extreme right hand side of the table as shown in **Figure40**

Trader may find that the entries made in earlier screen has been saved ( “Highlighted in red Circle” )

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



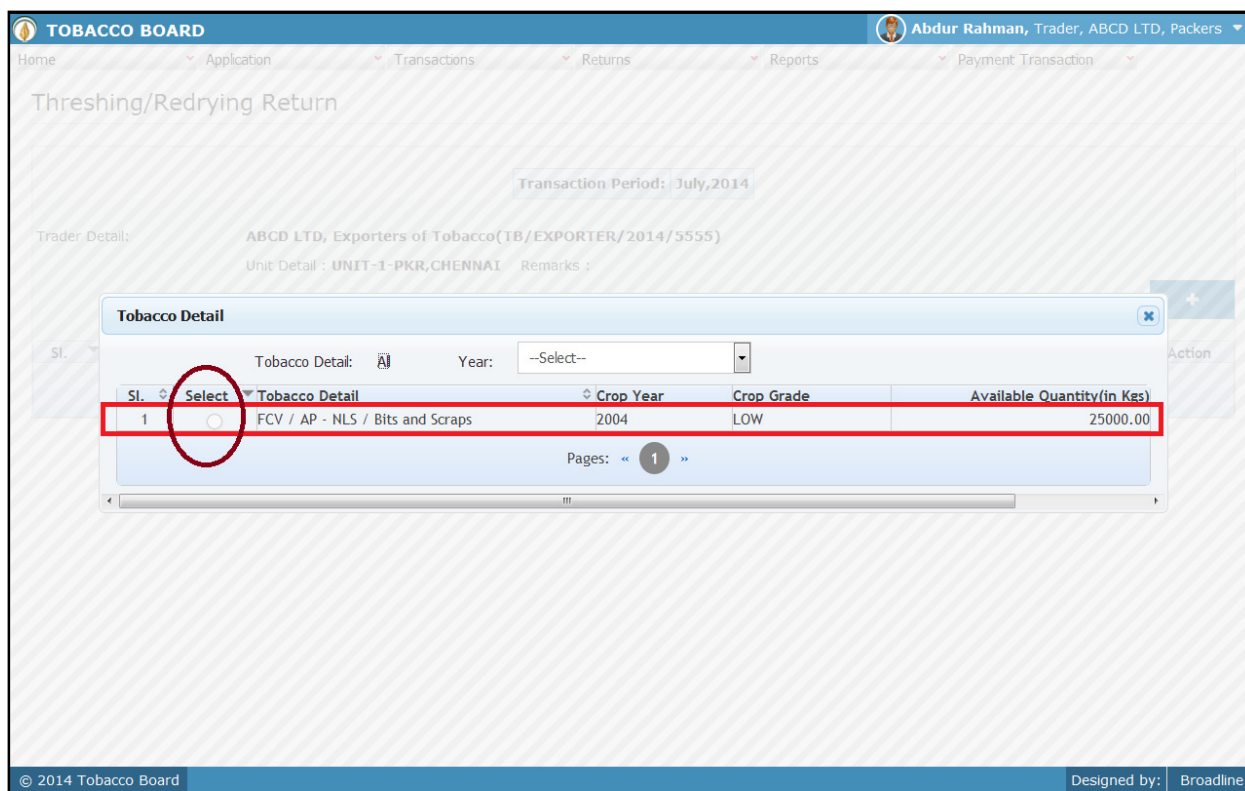


Figure 41

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

List of Screens (All tobacco clubbed together)

1. Threshing / Redrying Opening Balance
2. Received for Threshing / Redrying

The list shown in above screenshot **Figure 41** comprises of all the tobacco the trader has in stock by clubbing all the green stock of tobacco enter in above **list of screens**.

Trader may choose from the list packed tobacco quantity that is been issued to the registered traders by clicking the radio button under select column in **Figure 41** (“highlighted in red Color Circle”)

**Note:** Trader cannot make any entry of new green stock for issuing packed stock 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 42**

**TOBACCO BOARD** Abdur Rahman, Trader, ABCD LTD, Packers

Home / Dashboard / Transactions / Returns / Returns / Threshing/Redrying Return

**Threshing Return to Other**

Tobacco Detail	FCV / AP - SLS / Green Leaf ( Change )
Year	2012
Grade	BRIGHT
Available Quantity	20000.00
Threshing Charges(Rs)	20000
Redrying Charges(Rs)	10000
Returned Quantity	10000

Note\* : Mention all weights are Net Weight

Save Cancel Calculate

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**Figure 42**

Trader may observe that software will be showing the current available quantity of that particular tobacco and trader may fill in how much quantity is issued back 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 in **Figure 42**

Trader needs to furnish the following details:

1. **Returned Quantity:** System will auto fill this value based on the entries made in above fields
2. **Threshing Charges:** Packer needs to mention the charges for threshing the mentioned quantity.
3. **Redrying Charges:** Packer needs to mention the charges for threshing the mentioned quantity

Trader click on the “Calculate” button ( “Highlighted in red” )

Tobacco Detail	FCV / AP - SLS / Green Leaf ( Change )
Year	2012
Grade	BRIGHT
Available Quantity	20000.00
Threshing Charges(Rs)	20000
Redrying Charges(Rs)	10000
Returned Quantity	9000 Calculate
Note* : Mention all weights are Net Weight	
Packed Stock	Default %Quantity (in Kgs)
RLL - Redried Loose Leaf :	2000
RH - Redried Hands / Bundles :	2000
BSL - Butted Straight Laid Leaf :	2000
RTL/MS - Redried Threshed Lamina/ Machine Strips :	2000
RSL - Redried Straight Laid Leaf :	1000
TTL - Tipped & Threshed Lamina :	0
FHS - Full Hand Strips :	0
RHS - Redried Hand Strips :	0
Prosses Loss :	1000
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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Figure 43

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

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Threshing/Redrying Return

Transaction Period: August, 2014

Trader Detail: N R ENTERPRISES, Exporters of Tobacco(TB/EXP.TOB/2014/007)

Unit Detail : UNIT-2-CHENNAI,CHENNAI Remarks :

Sl.	Tobacco Detail	Crop Year	Crop Grade	Redrying Charges	Packed Stock (in Kgs)	Action
1	FCV / AP - SLS / Green Leaf	2012	BRIGHT		RLL - Redried Loose Leaf 2000.00 RH - Redried Hands / Bundles 2000.00 BSL - Butted Straight Laid Leaf 2000.00 RTL/MS - Redried Threshed Lamina/ Machine Strips 2000.00 RSL - Redried Straight Laid Leaf 1000.00 Process Loss 1000.00	<input type="button" value="+"/> <input type="button" value="X"/>

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Figure 44

Trader may observe that record is successfully saved in the Threshing/Redrying return 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 44**. 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 2 icons have different functions.

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

Similarly a Trader can make number of entries of traders to whom tobacco is issued after repacking and subsequently make number of entries.

**Note:** If a particular tobacco is issued by the trader under the menu “Packed Stock (Outwards)” the same tobacco cannot be edited under the “Green Stock (Inwards)” –**List of screens** wherever it has been entered.

## **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 until 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 of entries made by the trader for a particular month unless trader has submitted the returns for that month.

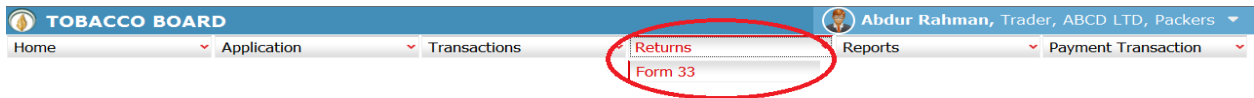
Therefore, unless trader submits the returns (procedure explained below) it is considered that the return is not submitted by them even if the transactions entries are made for that transaction period.

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 33 Submissions:

Trader can navigate to Returns Menu and click on FORM 33 as shown in below screen shot.



tobaccoboard.in/testtobacco/Companies/Company/Trader\_cate/Returns/form33.php Designed by: Broadline

Figure 45

Trader may observe the List of months and the status of the returns as shown below Figure 88

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Form 33

S.No	Period	Late Fee (INR)	Status
1	July, 2014		Incomplete

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Figure 46

**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 46**.

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

Form 33

Green Stock Packed Stock Annexure A Annexure B Submission

Green Stocks

SI No	Green Stock Detail	Crop Year	Crop Grade	Opening Balance	Total Quantity Receive (Kgs)	Total Quantity Processed (Kgs)	Process Loss (Kgs)	Closing Balance	Charges		Charges	Cumulative Qty During the Year (Kgs)
									Threshing	Redrying		
1	FCV / AP - SLS / Green Leaf	2012	BRIGHT	0	20000	0	0	20000			0	0.00
2	FCV / KK-KLS/Mysore / Green Leaf	2007	MEDIUM	0	40000	0	0	40000			0	0.00
3	FCV / AP - NLS / Bits and Scraps	2004	LOW	25000	0	20000	0	5000	0	0	0	20000.00
4	FCV / AP - SBS / Green Leaf	2005	LOW	35000	0	0	0	35000			0	0.00

Total Threshed/Redried Charges: 0

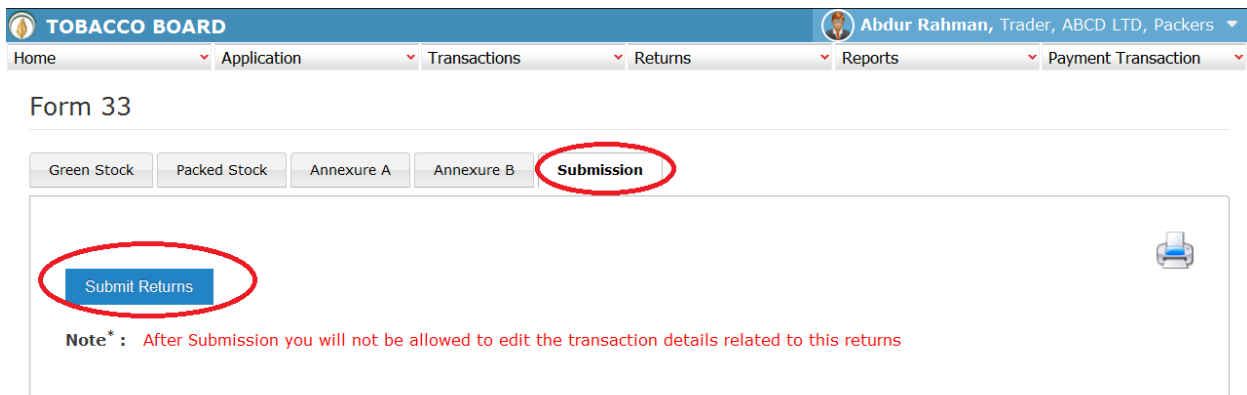
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**Figure 47**

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 47** (Highlighted in red circle above).

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



TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Packers

Home Application Transactions Returns Reports Payment Transaction

Form 33

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


**Submit Returns**

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

Figure 48

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

The screenshot displays the Tobacco Board portal interface. At the top, the header includes the Tobacco Board logo and the user's name, Abdur Rahman, Trader, ABCD LTD, Packers. Below the header is a navigation menu with links: Home, Application, Transactions, Returns, Reports, and Payment Transaction. The main content area is titled "Form 33" and contains a tabbed interface with options: Green Stock, Packed Stock, Annexure A, Annexure B, and Submission. The Submission tab is selected and highlighted with a red circle. The main content area displays the following information:

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

Late Returns Fee for the Month of **July, 2014** : INR 0.00

[Go Back](#)

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

At the bottom of the page, the footer contains the copyright information: © 2014 Tobacco Board and the design credit: Designed by: Broadline.

**Figure 49**

- 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)

TOBACCO BOARD

Abdur Rahman, Trader, ABCD LTD, Packers

Home

Application

Transactions

Returns

Reports

Payment Transaction

Form 33

S.No	Period	Late Fee (INR)	Status
1	July, 2014	0.00	Submitted
2	August, 2014		Incomplete

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**Figure 50**

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

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

**Note:**

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