

Traders' Fresh Registration
User Guide
For
Exporter of Tobacco Products



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 **Fresh 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 REGISTRATION 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 activities of the portal

Only the traders having active registration with the tobacco board can participate in online return filling, applying for RCMC & GSP Certificate 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

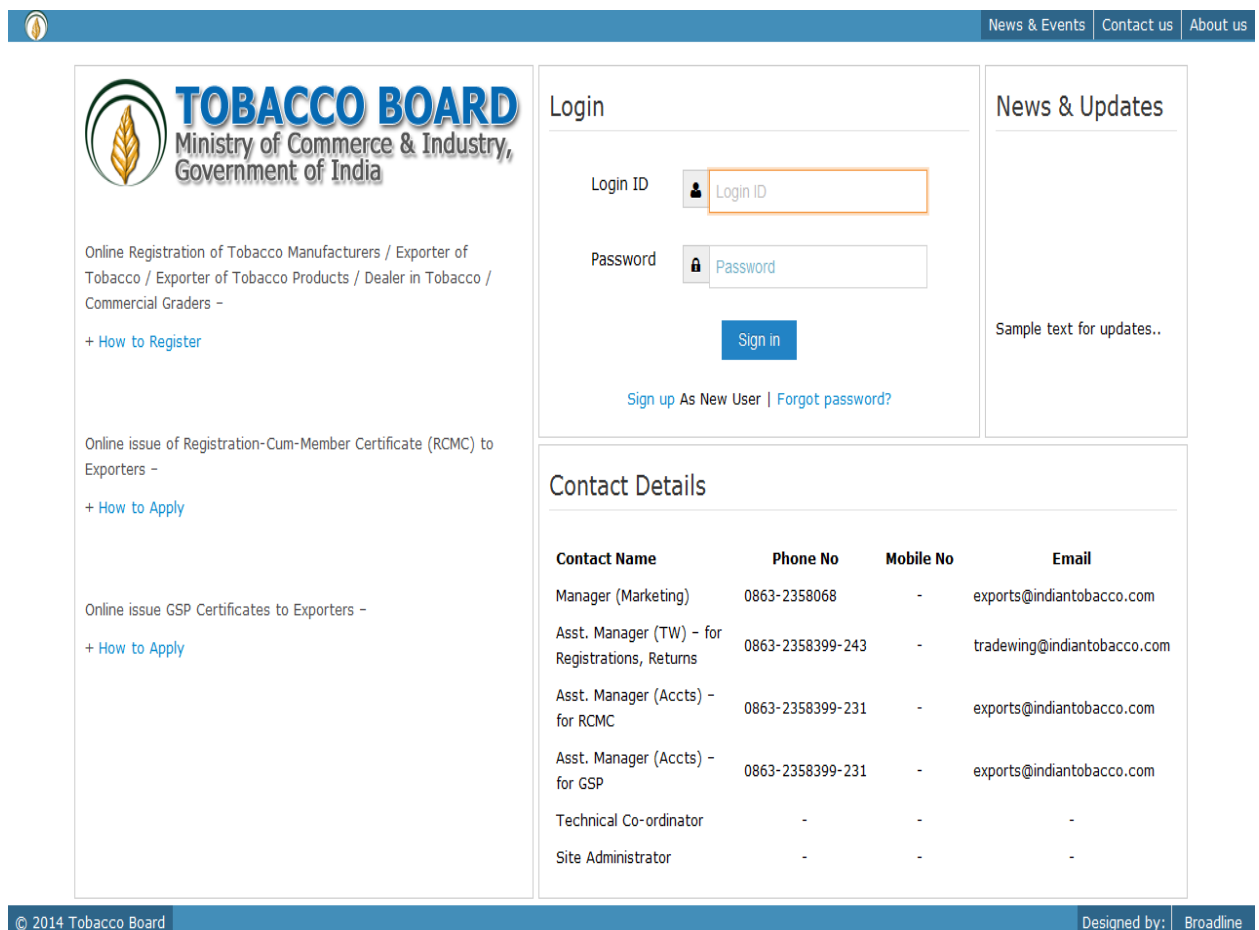
The Trader must have the following:

2.1. Connectivity:

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. Webpage Link:

You need to go to PORTAL using the URL: <http://www.tobaccoboard.in> to enter the Information Page as indicated in the following screen shot.



The screenshot displays the Tobacco Board website interface. At the top, there is a navigation bar with links for 'News & Events', 'Contact us', and 'About us'. The main content area is divided into several sections:

- TOBACCO BOARD** logo and text: 'Ministry of Commerce & Industry, Government of India'. Below this, there are three service links: 'Online Registration of Tobacco Manufacturers / Exporter of Tobacco / Exporter of Tobacco Products / Dealer in Tobacco / Commercial Graders - + How to Register', 'Online issue of Registration-Cum-Member Certificate (RCMC) to Exporters - + How to Apply', and 'Online issue GSP Certificates to Exporters - + How to Apply'.
- Login** section: Contains input fields for 'Login ID' and 'Password', a 'Sign in' button, and links for 'Sign up As New User' and 'Forgot password?'.
- News & Updates** section: A placeholder for news content, currently showing 'Sample text for updates..'.
- Contact Details** section: A table listing contact information for various roles.

Contact Name	Phone No	Mobile No	Email
Manager (Marketing)	0863-2358068	-	exports@indiantobacco.com
Asst. Manager (TW) - for Registrations, Returns	0863-2358399-243	-	tradewing@indiantobacco.com
Asst. Manager (Accts) - for RCMC	0863-2358399-231	-	exports@indiantobacco.com
Asst. Manager (Accts) - for GSP	0863-2358399-231	-	exports@indiantobacco.com
Technical Co-ordinator	-	-	-
Site Administrator	-	-	-

At the bottom, there is a footer with '© 2014 Tobacco Board' on the left and 'Designed by: Broadline' on the right.

Figure 1

2.3. Login

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. Web Browser:

The portal is compatible with all browsers, however **Mozilla Firefox** is preferred.

2.5. Email:

A valid e-mail account with enough space to receive mails. If you are a regular trader to the Tobacco Board we recommend a dedicated email account and an alternate e-mail account in case the preferred e-mail service has some problem of receiving and sending mails. There are many free mail services available on the internet today like Hotmail, Gmail, Yahoo mail, Rediffmail, Sify mail etc. There are many paid services available if you prefer. Following are the links to some of these e-mail service providers.

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

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

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

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

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

2.6. Trader Access:

The traders registered in the trader registration module

- Can file & submit returns
- Obtain RCMC Certificate
- Obtain GSP Certificate

On the Portal, all fields marked with a red asterisk (*) indicate compulsory information. You cannot proceed with registration without filling those details.

Save the scanned copy of all documents required for registration. The Person authorized to register should hold Power of Attorney. Download the Format from portal.

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 registration module has been divided into 3 parts.

- Submission of application for registration on portal
- Approval of application for registration on the portal
- Yearly renewal of approved application

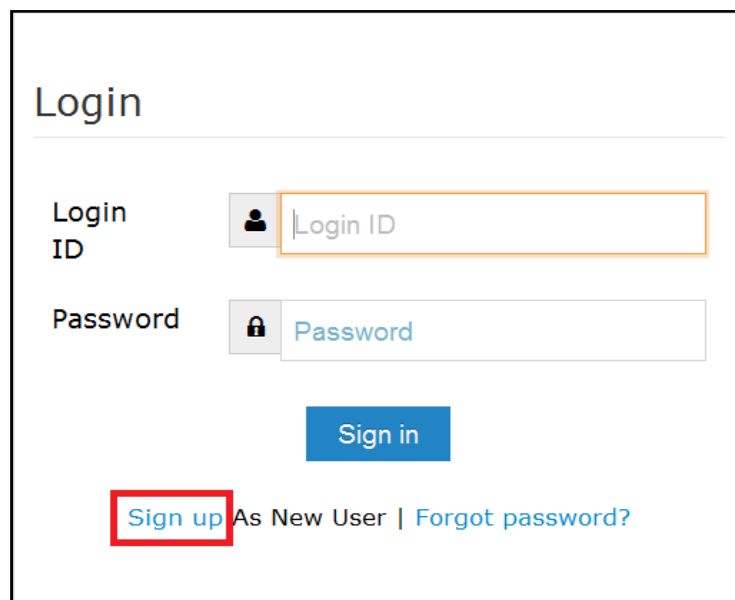
Once you submit your application for registration you may see the status of your application on the PORTAL. You will be intimated when your application is approved.

4. TRADER REGISTRATION PROCEDURE:

To be able to register as a trader on the Portal you have to access the Portal Services using the URL: <http://www.tobaccoboard.in>

4.1. Sign Up:

Click Sign up link (Notice the item inside red rectangle) to start Registration Process



The screenshot shows a login form titled "Login". It contains two input fields: "Login ID" and "Password". Below the "Password" field is a blue "Sign in" button. At the bottom of the form, there is a link "Sign up" highlighted with a red rectangle, followed by the text "As New User | Forgot password?".

Figure 2

Once sign up you can come back to this page to login and manage your information

TOBACCO BOARD Home About Contact News & Events

Sign Up »

Personal Information

Name :

Father Name :

Gender : Male Female

Date of Birth:

E-mail ID / Login ID:

EmailID Valid

Retype E-mail ID:

Mobile No :

Phone No :

Figure 3

4.2. Personal information page

Personal information page is displayed. Enter the following information.

- **Name:** This will be the name of the person who would be representing the on behalf of his company and using the portal for all processes
- **Father's Name:** Name of his/her father.
- **Gender :** choose the relevant option (Whether male or female)
- **Preferred E-mail Id:** Your regular e-mail id. This is very important information. You receive all important communications from Portal services like your User ID, Password etc. to your e-mail Id. Please do not use fictitious e-mail Id.
- **Retype E-Mail ID:** Re-enter your email id to confirm it. Ensure you enter the same Email id.
- **Mobile number:** Your regular active mobile number for making all important communications
- **Telephone number:** Entered as STD Code followed by the telephone number as illustrated in the screen.

On completion trader may click on the **"Register"** button

4.3. Sign Up:

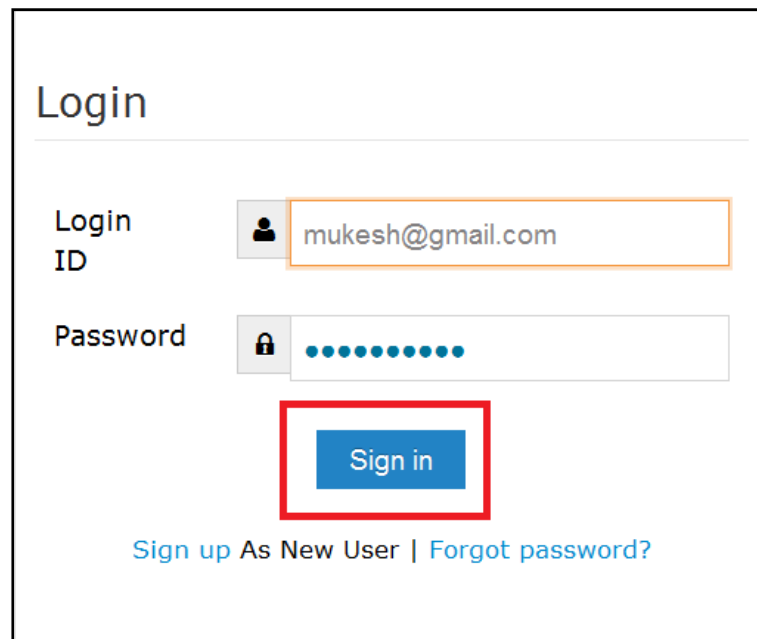
Once **Sign up** is completed, message will be displayed

“ Registration has been SAVED successfully, Please check your mail for confirmation”

Login details are sent to the registered email address with the credentials of that particular user. Trader can check his inbox and obtain their login details.

The trader can then open the portal and entering login information in the login page.

Login ID and Password. Once the details are filled trader can click the sign-in button. Click on **Sign in** (notice red rectangle in the screen shot).



The screenshot shows a login interface with the following elements:

- Title: Login
- Input field for Login ID: mukesh@gmail.com (highlighted with an orange border)
- Input field for Password: masked with blue dots
- Sign in button: blue button with white text, highlighted with a red border
- Links: Sign up As New User | Forgot password?

Figure 4

You will be prompted to type your Login ID and password in this screen. Type your password correctly and click on “**Sign In**”. If your password is validated then you should see the screen that indicates that your login has been successfully validated.

On providing correct details and clicking on the sign in button, trader will be taken to his homepage for additional information.

Forgot Password:

Incase trader has forgotten the password they may click on forgot password link as shown in **Figure 4** and get new password sent to their registered email ID.

If validated you will see the screen as shown below.

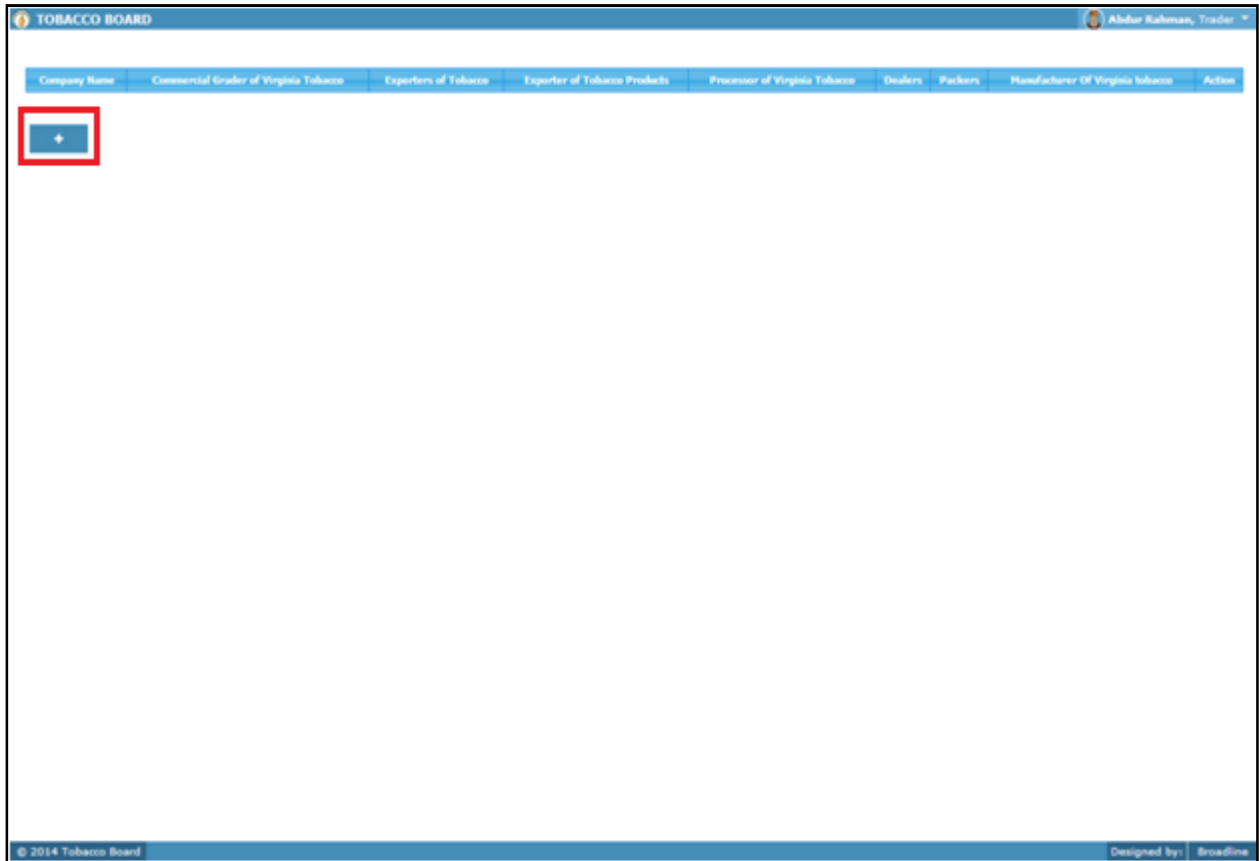


Figure 5

This will be your homepage when you log in for the very first time.

4.4. Homepage Screen

Once homepage is opened you may go ahead and start with the registration procedure. For which you will first need to provide your company details.

On clicking the button (notice red rectangle in the screen shot above) this will open your application form for registration of your company's basic information.

Once redirected you will be shown the screen as below.

The screenshot shows a web browser window titled 'Tobacco Board - Mozilla Firefox'. The page content is under a 'Company Details' tab and is titled 'Company Profile'. The form contains the following fields and options:

- 'Name of the Company M/S': Text input field containing 'Tobacco Traders'.
- 'Firm Type': Dropdown menu with 'Partnership' selected.
- 'Whether associate with any firm': Radio buttons for 'Yes' and 'No', with 'No' selected.
- 'Whether a member of any recognised trade body?': Radio buttons for 'Yes' and 'No', with 'Yes' selected.
- 'Save': A blue button circled in red.

At the bottom of the page, there is a footer with '© 2014 Tobacco Board' on the left and 'Designed by: Broadline' on the right.

Figure 6

Company Profile screen is displayed.

- **Name of the Company:** Provide the exact name of the your company
- **Firm Type:** Click to select the appropriate option from the drop down list to indicate whether you are registering as a **Company**, an Individual (**Sole Proprietor**) or a **Partnership Firm** or a **Private Limited** or a **Public Limited** or a **Cooperative society** or a **Foreign Majority** or a **Multinational concern** or a **HUF**.
- **Whether associate with any firm:** Choose either Yes or No whichever is relevance for your company
- **Whether member of any recognized trade body:** Choose either Yes or No whichever is relevance for your company

Once you have finished filing the entire fields in above screen, click on save button (Highlighted in red circle).

Once saved following screen will be shown to the trader.

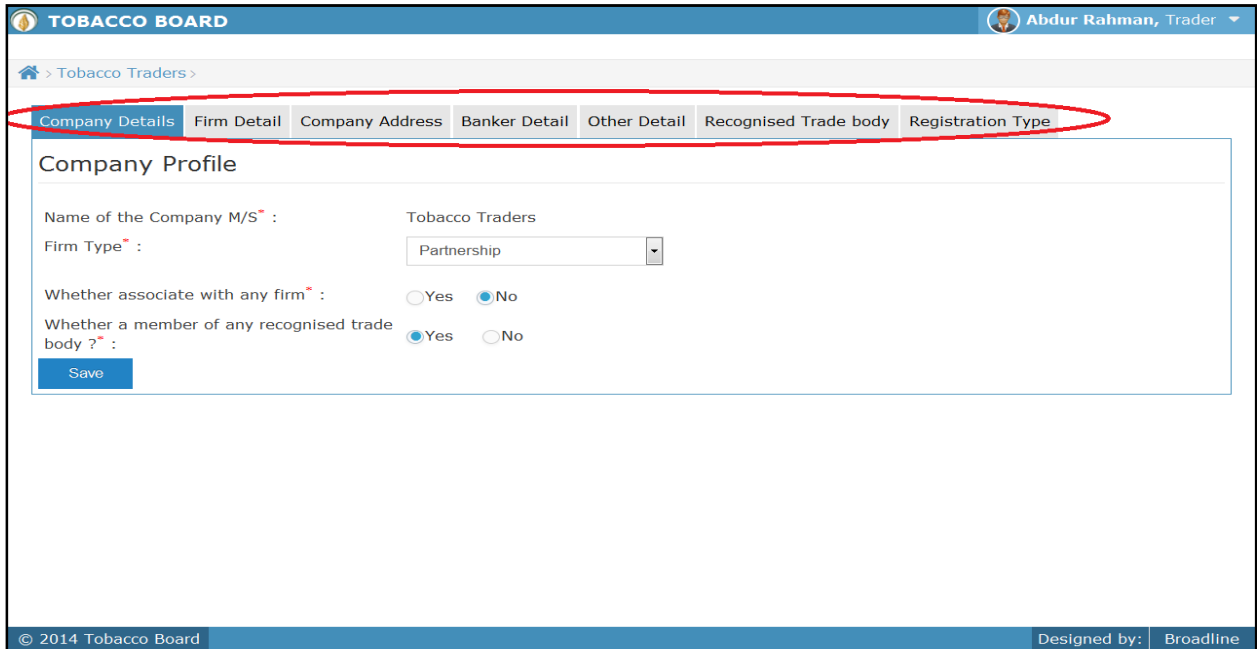


Figure 7

Trader may observe once Company details are saved following tab is opened as shown in **Figure 7** (Highlighted in red circle).

On clicking the "FIRM DETAILS" Tab the following screen will be shown as in below screenshot.

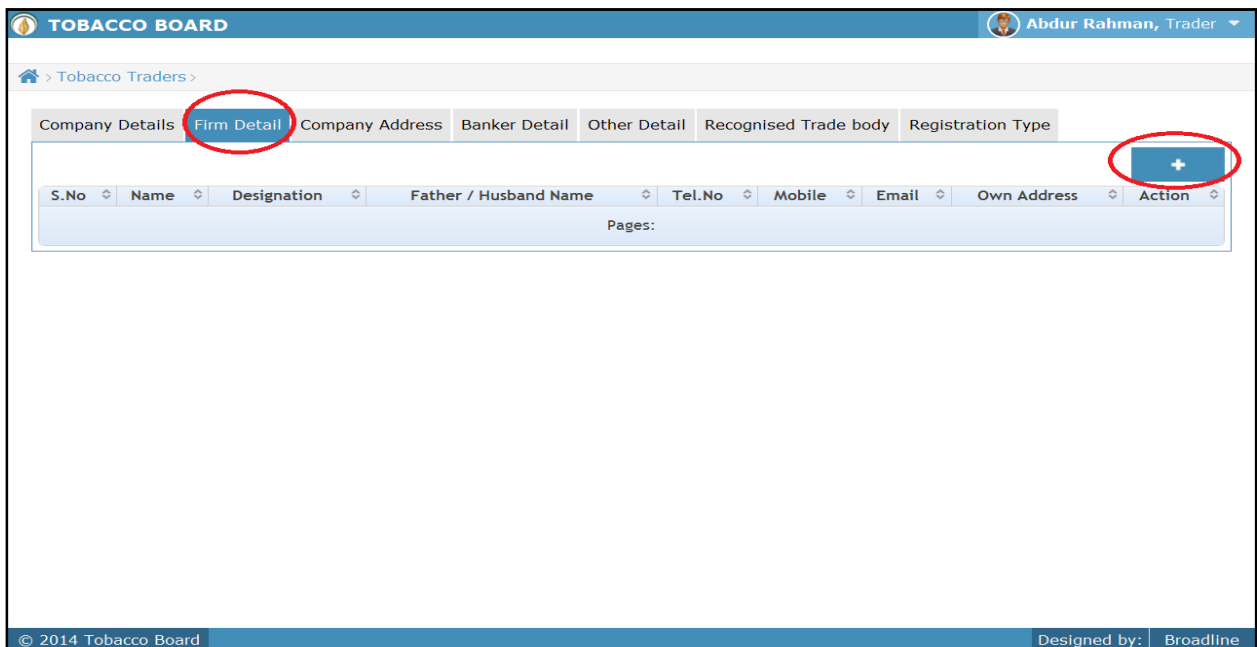


Figure 8

You may see above screenshot, Firm Details tab is active and you can fill in the details by adding name(s) of the persons owing the company as sole proprietor, Partners, Directors etc. (See the red rectangle box above")

On clicking the add button, following pop up box is opened (for partnership firm) as chosen during "Company Details" tab

The screenshot displays the 'TOBACCO BOARD' interface. At the top right, the user is identified as 'Abdur Rahman, Trader'. The main content area shows a 'Firm Type Detail' pop-up window. The form fields are as follows:

Name*	RAJESH KUMAR
Designation*	MANAGING DIRECTOR
Father / Husband Name*	MUKESH KUMAR
Mobile No.	9876500002
Telephone No.	05412-435894
Email	rajesh@gmail.com
Own Address*	678, JANTA J. S Colony, TARAI PUR

The 'Save' button at the bottom left of the pop-up is circled in red. The footer of the page includes '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 9



Once you fill in the details, Click on the save button as shown above **Figure 9**.

Once saved your screen will be updated with the filled in details and look as below

TOBACCO BOARD Abdur Rahman, Trader

> Tobacco Traders >

Company Details **Firm Detail** Company Address Banker Detail Other Detail Recognised Trade body Registration Type

S.No	Name	Designation	Father / Husband Name	Tel.No	Mobile	Email	Own Address	Action
1	RAJESH KUMAR	MANAGING DIRECTOR	MUKESH KUMAR	05412-435894	9876500002	rajesh@gmail.com	678, JANTA J. S Colony, JABALPUR	 

Pages: << 1 >>



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Figure 10

In case of private/public limited companies additional details about list of directors can be added by clicking on the add button, as shown above.

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 two images under Action column. Both of these images 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

After updating the list of with concerned associates, you may click on the **“Company Address”** Tab next to Firm Details

Following screen will be opened as shown below

Tobacco Board - Mozilla Firefox

> Tobacco Traders >

Company Details Firm Detail **Company Address** Banker Detail Other Detail Recognised Trade body Registration Type

Registered Office **Head Office** **Branch / Regional Offices**

Address: #103, TKO ROAD, OKLA BUILDING

District: Mumbai-City

Pincode: 435345

State: Maharashtra

Telephone No: 022 5323242

Contact Name: RAVI KUMAR

Designation: MANAGER

Email: rajesh@gmail.com

Mobile No: +91 9874321673

Next

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Figure 11

Once clicked you may find the above screenshot in your screen and fill the address of your office under Registered Office tab.

- **Address:** Your company's registered office address as per the records
- **District:** Your registered office District
- **State:** Your registered office State
- **Pin code:** PIN address of your registered office
- **Telephone No:** Entered as Country Code followed by STD Code followed by the telephone number as illustrated in the screen
- **Contact Name:** Name of the contact person at your registered office
- **Designation:** Trader needs to mention the designation of the contact person
- **Mobile no:** Regular active mobile number of your contact person
- **Email:** Contact person email address to be provided

Once all the details are entered into the above screen you can click the "Next" (blue colored") button at the bottom of the screen and move to the next screen.

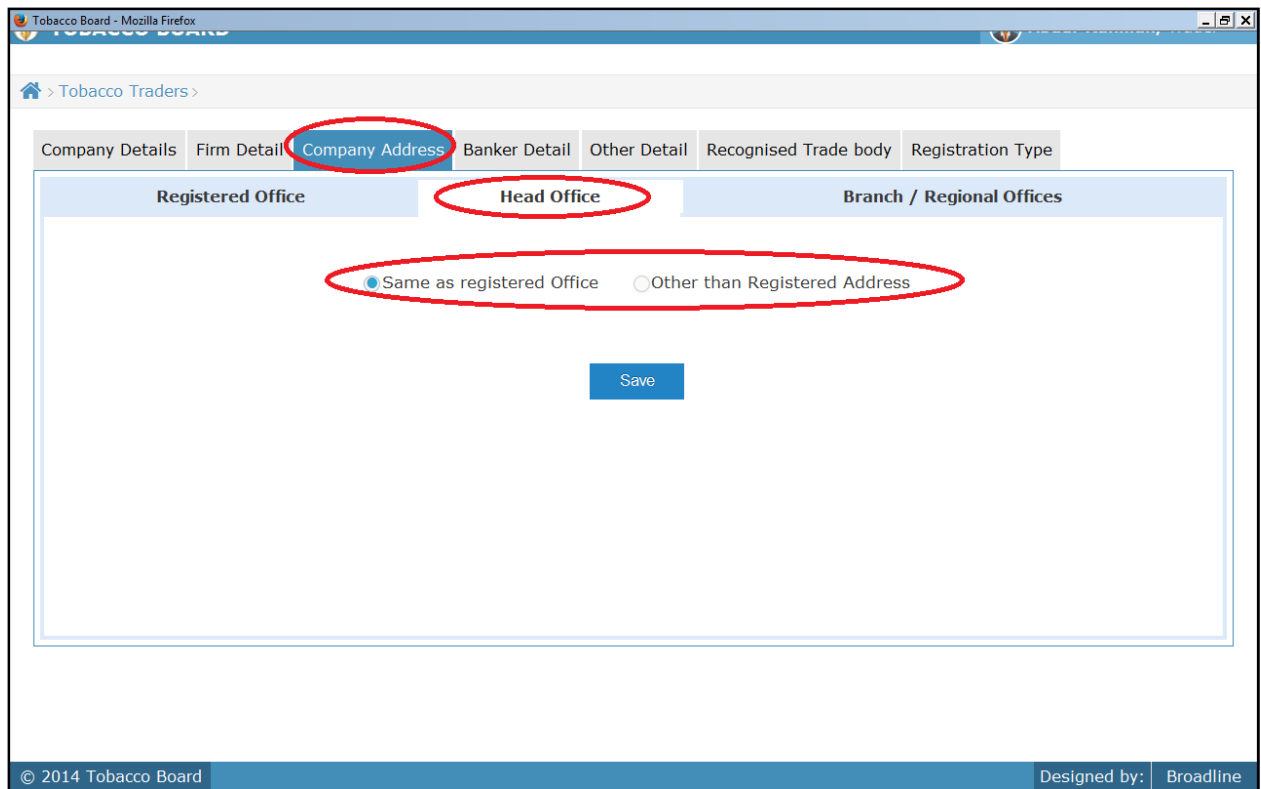


Figure 12

Under Head office tab you may find two options (See the red rectangular box in above screenshot)

- a) Same as registered office or
- b) Other than Registered address

If your Head office address is same as your Registered Office you may click on the radio button before the option else if your Head office is located at an address other than your registered office you can click on radio button before the option.

If you choose the second option (b) then following screen shall be opened

TOBACCO BOARD Abdur Rahman, Trader

> Tobacco Traders >

Company Details | Firm Detail | **Company Address** | Banker Detail | Other Detail | Recognised Trade body | Registration Type

Registered Office | **Head Office** | Branch / Regional Offices

Same as registered Office Other than Registered Address

Address	<input type="text" value="SF, RAHEL TOWERS
HAMAN ROAD"/>	District	<input type="text" value="Mumbai-City"/>
		State	<input type="text" value="Maharashtra"/>
Pincode	<input type="text" value="876553"/>	Telephone No	<input type="text" value="022"/> <input type="text" value="16281721"/>
Contact Name	<input type="text" value="RAHUL KUMAR"/>	Designation	<input type="text" value="MANAGER"/>
Email	<input type="text" value="rahul@gmail.com"/>	Mobile No	+91 <input type="text" value="8789896543"/>

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Figure 13

You can fill in all the relevant information similar to the previous tab and click the save Button.

Branch/Regional Offices: Once finished saving the Head office screen you may click on the Branch/Head office tab next to it to feed in all your branch details. As shown below you may add a new branch information by clicking in the add Button (Highlighted with Red rectangular box)

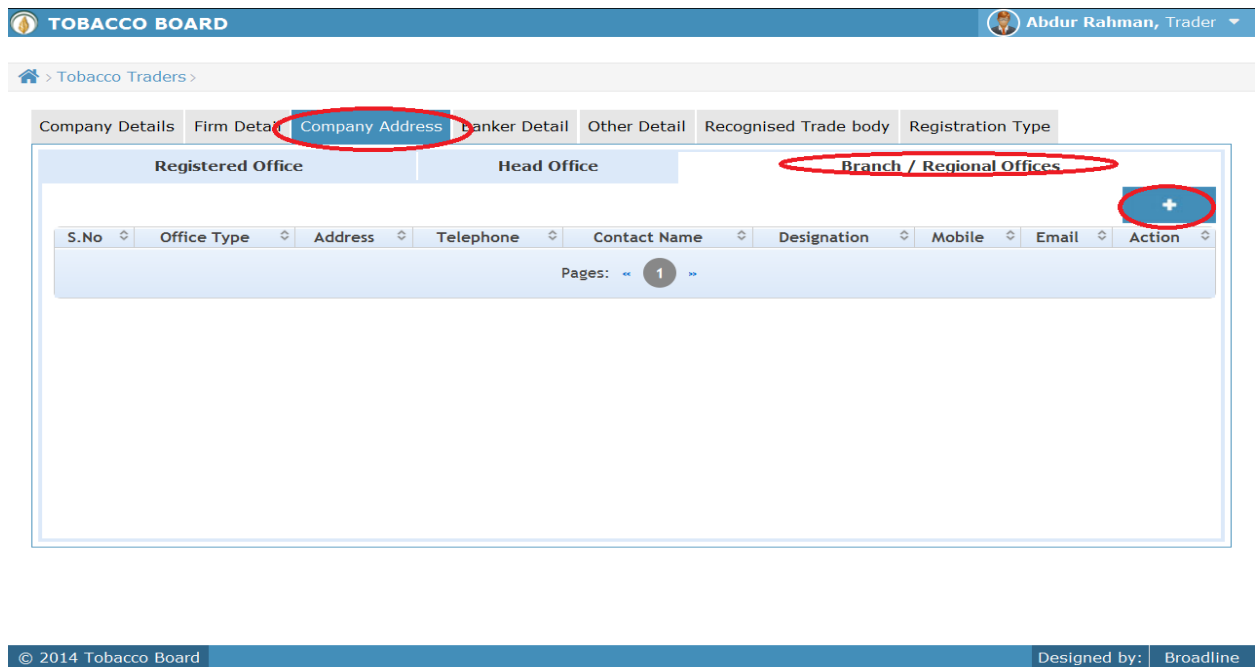


Figure 14

On clicking the add button following dialogue box is opened as shown below

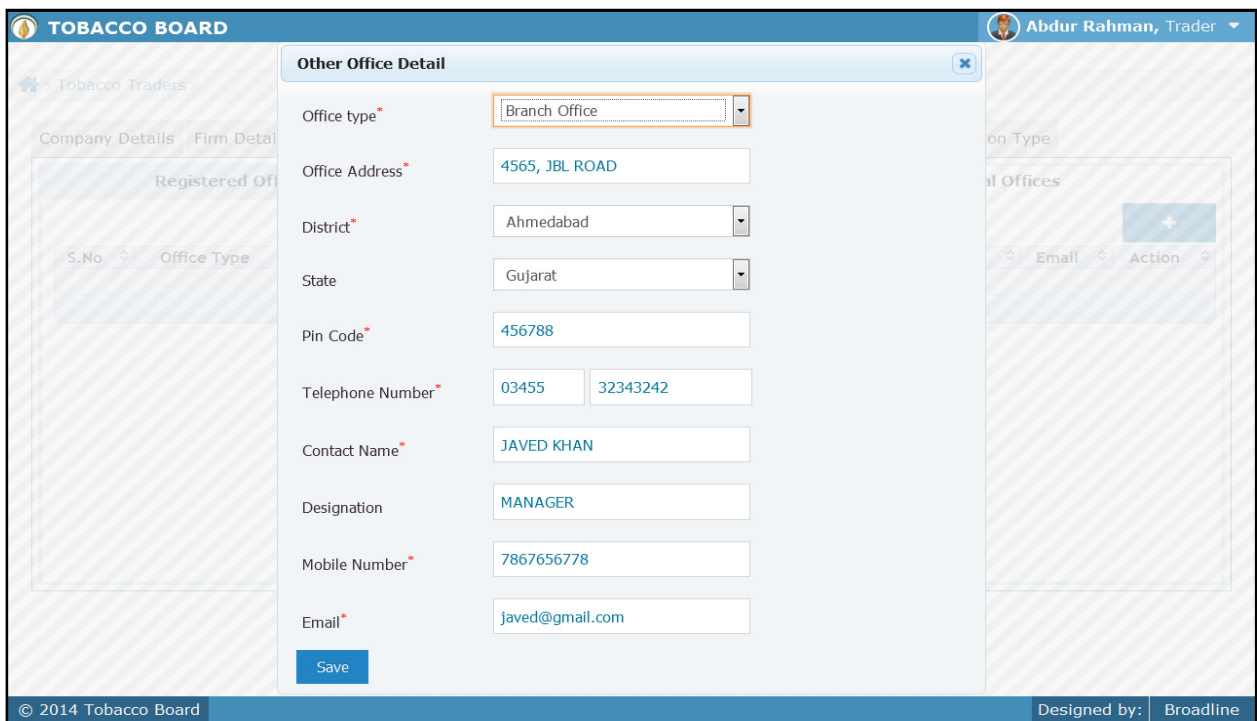


Figure 15

- **Office Type:** Choose from option whether its regional or branch office
- **Address:** Branch/Regional office address as per the records
- **District:** District of the particular office

- **State:** State of the particular office
- **Pincode:** PIN address of the particular office
- **Telephone No:** Entered as Country Code followed by STD Code followed by the telephone number as illustrated in the screen
- **Contact Name:** Name of the contact person at the office
- **Mobile no:** Regular active mobile number of the contact person
- **Email:** Contact person email address to be provided

Once all details are filled in click on "save" button to add the particular branch information to list

As shown in below screenshot the details are updated into the list and you may edit or delete the information by choosing the appropriate button under the actions column.

You add multiple branch / regional offices addresses by clicking on the add button ("Highlighted by red rectangular box) as shown below.

The screenshot shows the TOBACCO BOARD interface. At the top, there is a navigation bar with the TOBACCO BOARD logo and the user name 'Abdur Rahman, Trader'. Below the navigation bar, there is a breadcrumb trail: 'Home > Tobacco Traders >'. The main content area has several tabs: 'Company Details', 'Firm Detail', 'Company Address', 'Banker Detail', 'Other Detail', 'Recognised Trade body', and 'Registration Type'. The 'Company Address' tab is selected. Below the tabs, there is a table with three main sections: 'Registered Office', 'Head Office', and 'Branch / Regional Offices'. The 'Branch / Regional Offices' section contains a table with the following data:

S.No	Office Type	Address	Telephone	Contact Name	Designation	Mobile	Email	Action
1	Branch Office	4565, JBL ROAD DIST: Ahmedabad PIN :456788 STATE :Gujarat	03455 - 32343242	JAVED KHAN	MANAGER	7867656778	javed@gmail.com	[Add] [Edit] [Delete]

At the bottom of the table, there is a pagination control: 'Pages: << 1 >>'. The footer of the page contains the copyright information: '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 16

Click on add button multiple branch details are to added

Note:

- a) It is not a mandatory screen and trader can skip this screen, if there are no branch/regional offices under his company
- b) Trader if not having any branches can directly move on to the Banker Details tab and continue his registration.
- c) Trader needs to cautiously navigate and not skip the branch details if your company is having any branches.

Bankers Details.

The screenshot shows the 'TOBACCO BOARD' interface for user 'Abdur Rahman, Trader'. The breadcrumb trail is '> ABCD LTD >'. The 'Banker Detail' tab is active. A table with columns 'S.No', 'Banker Name', 'Banker Address', 'Bank Business Date', 'Bank Account No', and 'Action' is displayed. A red box highlights a '+' button in the 'Action' column. Below the table, it says 'Pages: 1'.

Figure 17

Click on the add button to make entries about your bank details

The screenshot shows the 'TOBACCO BOARD' interface for user 'Abdur Rahman, Trader'. The breadcrumb trail is '> ABCD LTD >'. The 'Banker Detail' tab is active. A modal form titled 'Banker Details' is open, containing the following fields: 'Banker Name' (State Bank Of India), 'Banker Address' (Street, Mumbai 203456, Maharashtra), 'Bank Business Date (Commencement of business)' (07/03/2011), and 'Bank Account No' (34567243536783221). A red box highlights the 'Save' button at the bottom of the form. The footer shows '© 2014 Tobacco Board | Designed by: Broadline'.

Figure 18

Provide the following information in relevant fields

- **Banker Name:** Name of your banker with whom your business is associated
- **Banker Address:** Provide the complete Address of your Banker i.e. Building number, Street Name, Area/Location, City, District, Pin code and State.
- **Bank Business Date:** Provide the date of commencement of business transaction with your bank
- **Bank A/c number:** Fill in your Correct and complete Bank account number.

Similarly trader can add multiple entries under the Banker Details by clicking on the add button as shown in below screen shot. Also, trader may edit or delete his entries by choosing relevant options under the Actions column

TOBACCO BOARD

Abdur Rahman, Trader

ABCD LTD

Company Details Firm Detail Company Address **Banker Detail** Other Detail Turn Over Details Registration Type

S.No	Banker Name	Banker Address	Bank Business Date	Bank Account No	Action
1	State Bank Of India	#7, Nutan Building, Varsova Street, Mumbai 203456, Maharashtra	07/03/2011	34567243536783221	

Pages: 1

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Figure 19

Once complete, trader can click on the "Other Details" tab

Other Details:

The screenshot shows the 'Other Details' tab selected in a web application. The header includes 'TOBACCO BOARD' and a user profile 'Abdur Rahman, Trader'. The breadcrumb trail is '> ABCD LTD >'. The navigation menu contains 'Company Details', 'Firm Detail', 'Company Address', 'Banker Detail', 'Other Detail' (selected), 'Turn Over Details', and 'Registration Type'. The 'Other Details' form contains the following fields:

- Date of Establishment :
- Pan card No* :
- Aadhaar card No :
- Income-tax Verification No : DT
- Furnish Year-wise break up of dues payable to the farmers or dealers from whom tobacco is purchased :
- Supply and Disposal rate :
- Whether enlisted with the directorate General of Technical Development or State Directorate of industries :
- Details of any overseas market surveys conducted / Efforts made :
- Whether the Firm is already dealing in some other Commodity, if so , specify:
- Whether member of any recognized trade body : Yes No

A 'Save' button is located at the bottom left of the form area.

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Figure 20

Fill in the following information under the "Other Details" tab

- Date of Establishment: Provide the establishment date of your company
- PAN Card no.: Provide the PAN number of your company (Note: This is a mandatory Field and you need to provide the information mandatorily)
- Aadhaar Card No: For individuals having Aadhaar card provide your number (Note: Not applicable for companies other than proprietor)
- Income tax Verification No.: Provide the IT verification Number
- Supply and Disposal rate
- Whether enlisted with the directorate General of Technical Development or State Directorate of industries
- Details of any overseas market surveys conducted / Efforts made
- Whether the Firm is already dealing in some other Commodity, if so , specify
- Whether member of any recognized trade body :If yes then specify

Click on "Save" button below.

Once complete, trader can click on the "Recognized Trade body" tab

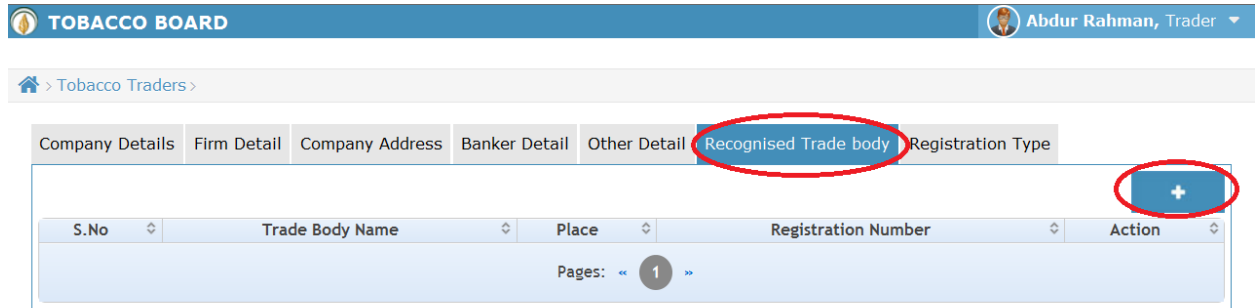


Figure 21

Click on the add button to make entries

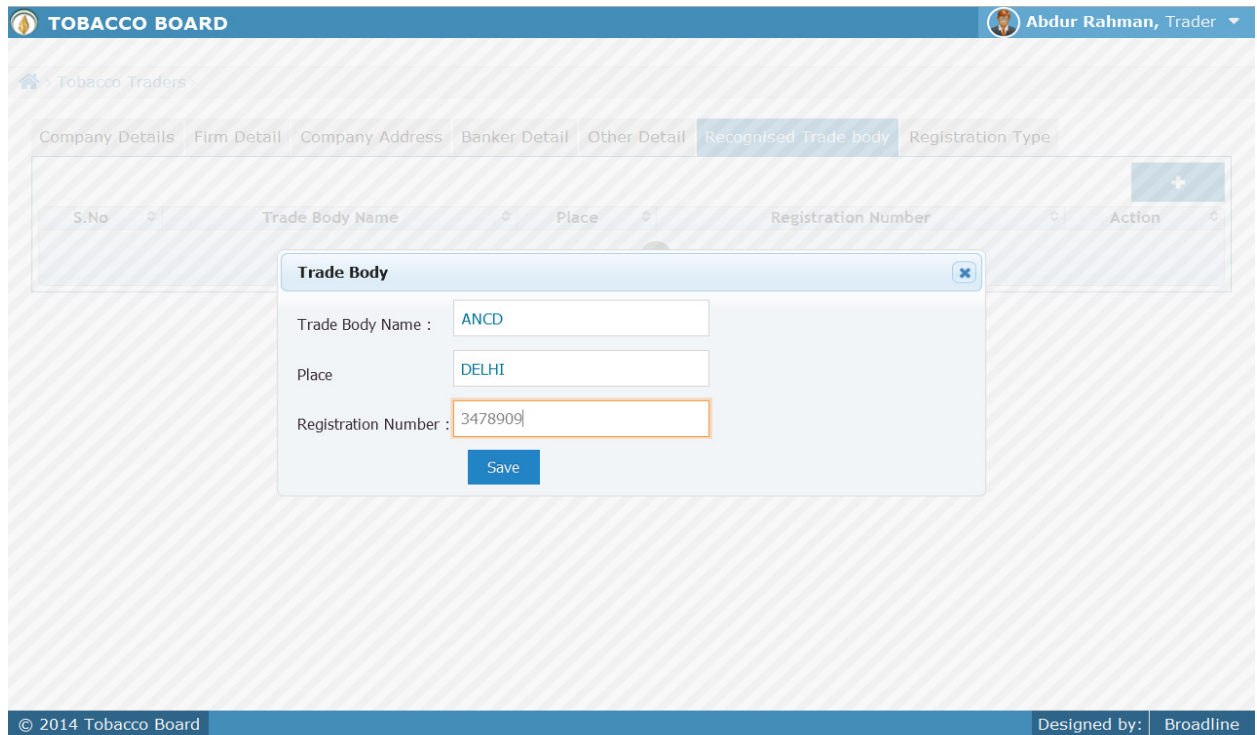




Figure 22

TOBACCO BOARD Abdur Rahman, Trader

> Tobacco Traders >

Company Details Firm Detail Company Address Banker Detail Other Detail **Recognised Trade body** Registration Type

S.No	Trade Body Name	Place	Registration Number	Action
1	ANCD	DELHI	3478909	 

Pages:

Figure 23

Similarly trader can add multiple entries under the tab by clicking on the add button as shown in screen shot **Figure 23**. Also, trader may edit or delete his entries by choosing relevant options under the Actions column

Registration Type tab:

Once recognized trader body tab details are entered the trader can click on "Registration Type" tab as highlighted below in red rectangular box and then click on the add button to make entries into the list ("highlighted in red")

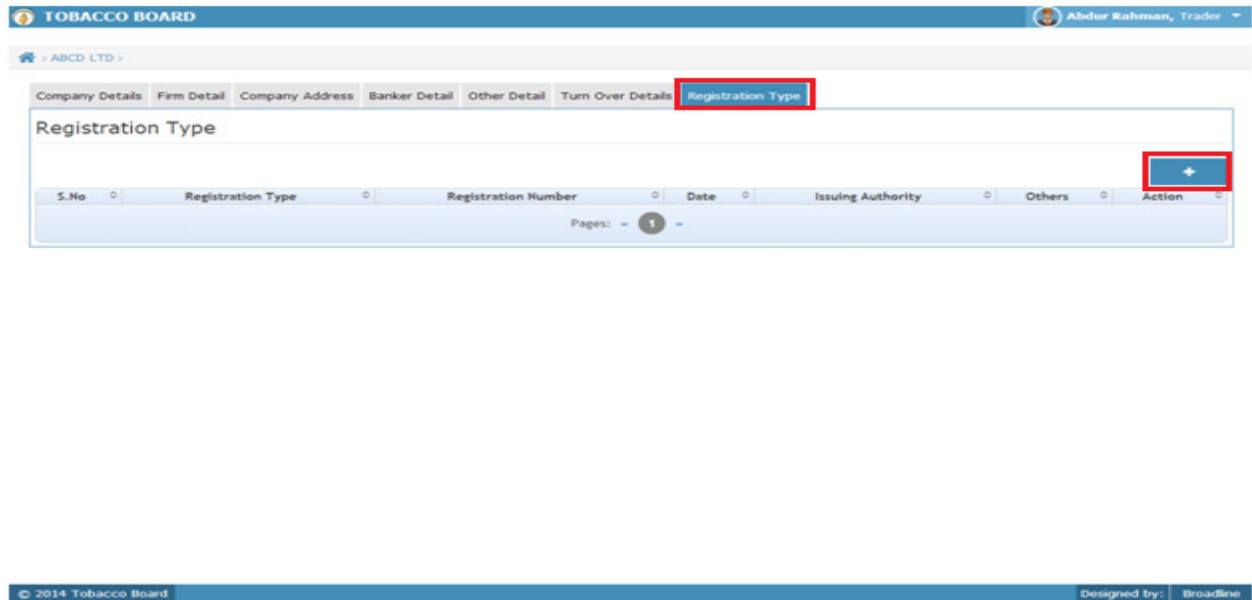


Figure 24

On clicking the add button following screen will be displayed to the trader to make entries as shown in below screenshot. Trader can fill in choosing relevant options and save it by clicking on "Save" button below

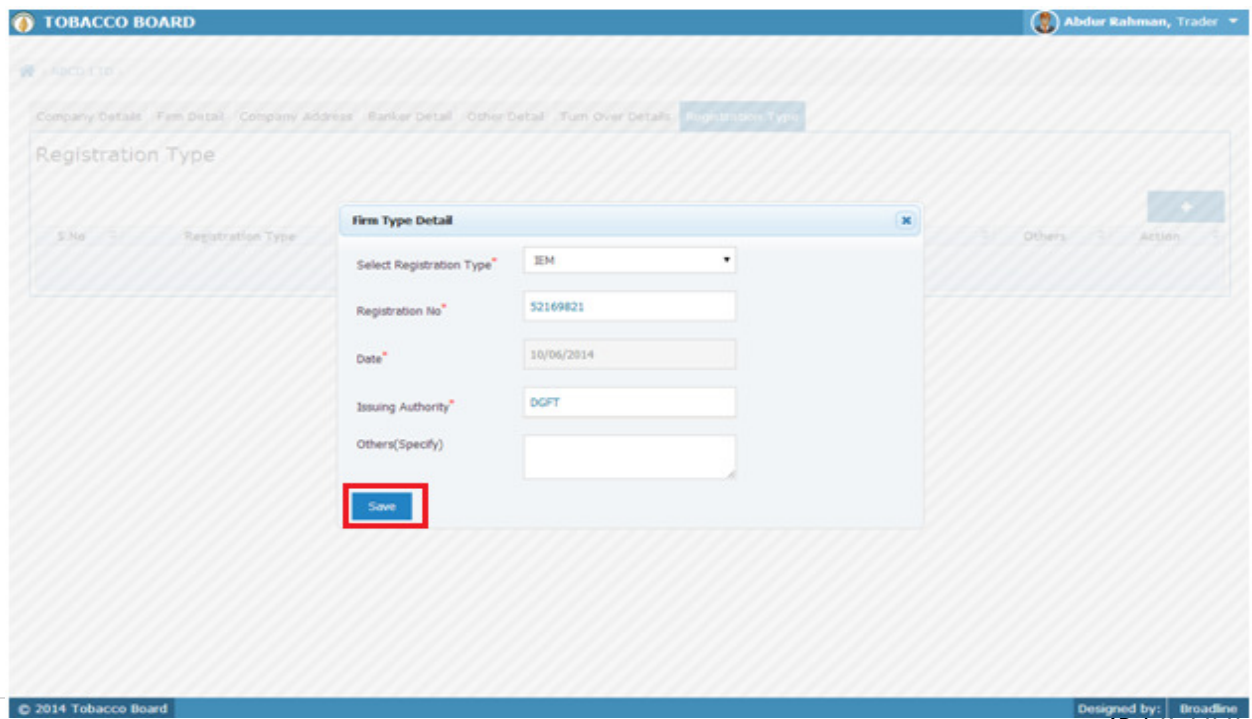


Figure 25

Once saved the list will be updated and shown as below in the screen shots

TOBACCO BOARD

Abdur Rahman, Trader

> ABCD LTD >

Company Details Firm Detail Company Address Banker Detail Other Detail Turn Over Details **Registration Type**

Registration Type

S.No	Registration Type	Registration Number	Date	Issuing Authority	Others	Action
1	IEM	52169821	10/06/2014	DGFT		

Pages: - 1 -

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Figure 26

Similarly trader can add multiple entries under the Registration type Details by clicking on the add button as shown in abovescreen shot. Also, trader may edit or delete his entries by choosing relevant options under the Actions column

Completion of Filling Company's Information

This will be the completion of filling the general information about your company and saving it. Trader can go ahead and start registering him under various categories viz. Dealer, Exporter of Unmanufactured Tobacco, Processor of Virginia Tobacco, Packer, Commercial Grader, Manufacturer and Exporter of Tobacco Products.

Once the general company information is filled, trader can navigate back to his home screen by clicking on the home button at upper left of his screen (“highlighted in red box below”)

The screenshot shows the TOBACCO BOARD interface. At the top, there is a blue header with the logo and the text "TOBACCO BOARD" on the left, and a user profile "Abdur Rahman, Trader" on the right. Below the header is a breadcrumb navigation bar with a home icon and the text "> Tobacco Traders >". A red circle highlights the home icon. Below the breadcrumb is a tabbed interface with tabs for "Company Details", "Firm Detail", "Company Address", "Banker Detail", "Other Detail", "Recognised Trade body", and "Registration Type". The "Registration Type" tab is active. Below the tabs is a table titled "Registration Type" with a blue "+" button in the top right corner. The table has columns for "S.No", "Registration Type", "Registration Number", "Date", "Issuing Authority", and "Action". There is one row of data: S.No: 1, Registration Type: SSI, Registration Number: 532532, Date: 03/02/2014, Issuing Authority: DFGTEER, and Action: (edit and delete icons). Below the table is a pagination control showing "Pages: << 1 >>".

Figure 27

On Clicking the Home Button (“Highlighted red box in above screenshot”) the home page of the trader will be shown as below with Name of the company under and all the categories . Currently all the categories are empty since trader has not applied under any category.


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
Tobacco Traders								 





Figure 28


As seen in below screen shot for the Company “Tobacco Trader” has not applied under any category yet. Also trader may add another company to the list by clicking on the add button below (“Highlighted in red box”) **Figure 28**

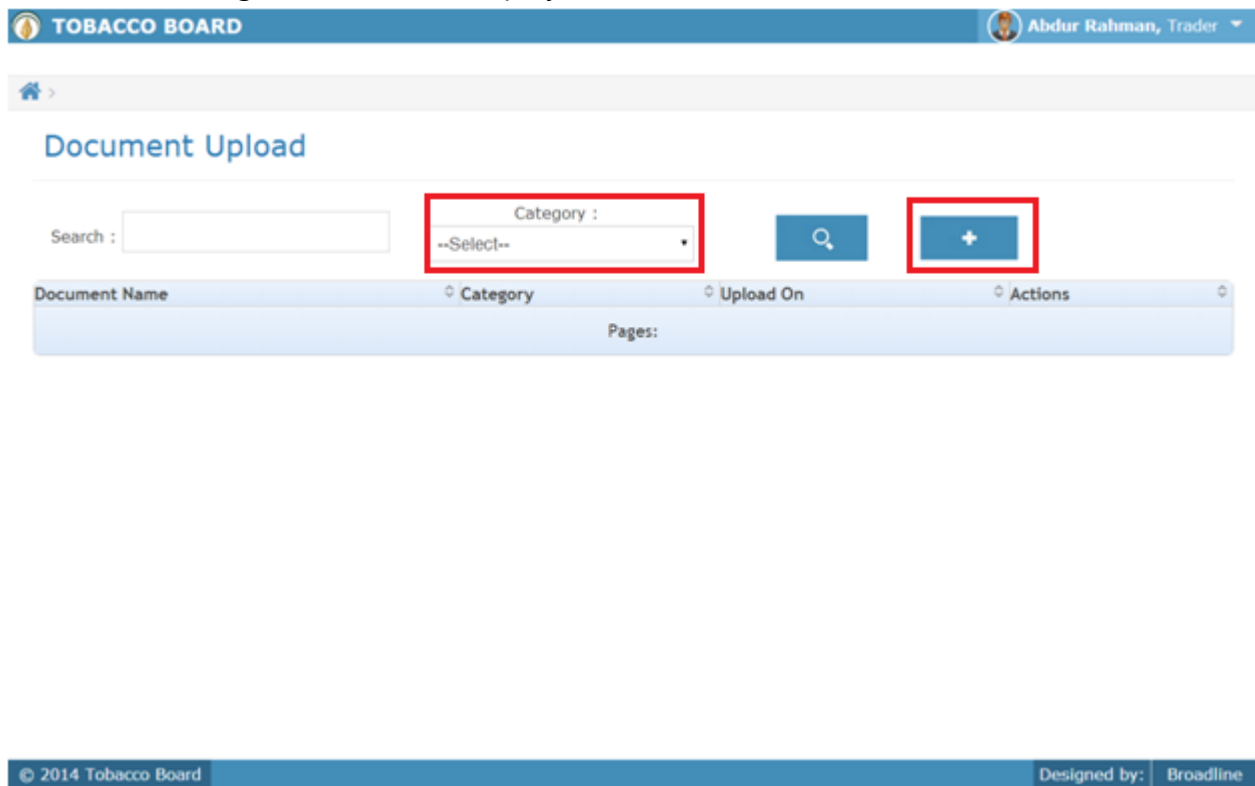
Now, trader may proceed ahead by applying for any specific category for registration.

For applying you may find Action Column right hand side of the table with icons under it.

- Register icon:**  This icon can used to register under a specific category for that particular company.
- Upload Document:**  This icon is used to have a repository of all the essential scanned documents required by the trader while registering, for better access and registering of application from anywhere.

Document Upload:

The trader may click on icon  to upload the document into the portal. On clicking the icon following screen will be displayed as shown below.



The screenshot shows the 'Document Upload' page of the Tobacco Board portal. At the top, there is a blue header with 'TOBACCO BOARD' on the left and 'Abdur Rahman, Trader' on the right. Below the header is a navigation bar with a home icon and a right-pointing arrow. The main heading 'Document Upload' is displayed in blue. Below the heading, there is a search bar with the text 'Search :'. To the right of the search bar is a dropdown menu labeled 'Category :' with the text '--Select--'. To the right of the dropdown menu is a blue button with a magnifying glass icon. To the right of the magnifying glass button is another blue button with a plus sign icon. Below these elements is a table with the following columns: 'Document Name', 'Category', 'Upload On', and 'Actions'. Below the table, there is a 'Pages:' label. At the bottom of the page, there is a blue footer with '© 2014 Tobacco Board' on the left and 'Designed by: Broadline' on the right. Red boxes highlight the 'Category :' dropdown menu and the plus sign button.

Figure 29

The trader can choose the category for which he wants to upload the document and then click on the add button as shown in the above screen shot.

Following screen will displayed as below.

The screenshot shows a web application interface for document upload. At the top, there is a blue header bar with the 'TOBACCO BOARD' logo on the left and the user profile 'Abdur Rahman, Trader' on the right. Below the header is a navigation bar with a home icon and a right-pointing arrow. The main content area is titled 'Document Upload' in blue text. Below this title is a form titled 'M/S ABCD LTD'. The form contains three input fields: 'Document Name' with a text input box, 'Category Type' with a dropdown menu showing '--- Select ---', and 'Document' with a 'Choose File' button and the text 'No file chosen'. At the bottom of the form are three buttons: 'Upload', 'Reset', and 'Back'. The footer of the page contains the copyright information '© 2014 Tobacco Board' and the design credit 'Designed by: Broadline'.

Figure 30

- **Document Name:** Trader can name the document accordingly as per the file type(Ex PAN Card, IEC Certificate Etc)
- **Category Type:** Trader can then choose the category to which the document is associated with (ex. IEC Certificate for Exporter of Tobacco Products)
- **Document:** The trader may then click on the icon as shown in the above screen and browse the document for the desktop and upload the document.

Similarly trader can upload multiple documents under various categories and use it at further processes during application submission

REGISTRATION STAGES:

The screenshot displays the 'TOBACCO BOARD' interface. At the top right, a user profile for 'Abdur Rahman, Trader' is visible. Below the header, a breadcrumb trail shows '> ABCD LTD >'. A horizontal navigation bar contains four stages: '1. Application Details', '2. Document', '3. Payment', and '4. Form Submission'. The first stage is highlighted with a red oval. Below this, a 'Registration For' section contains two dropdown menus: 'Year * : --Select--' and 'Category * : --Select--', followed by a 'Save' button. The footer includes '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 31

The Category-wise registration is divided into four stages as shown in above screenshot

- a) **Application Details:** This stage captures the complete details of the traders as per the category chosen by the trader. Wherein complete information is filled by the trader and saved.
- b) **Document:** After trader complete his application filling and saves it, he will be automatically taken to this stage. Here you can upload all the documents relevant to your category.
- c) **Payment:** Once the trader uploads all the document and saves the information, trader is moved to this stage where the payment information is shown to the trader for the application along with other charges(if any)

Trader can choose either online payment or offline payment mode as per his convenience and make the payment. Once payment is made and saved the trader will be moved to last and final stage.


- d) **Form Submission:** Once trader has finished all the stages completely and navigated to this screen, the final submission of the Form is made at this stage by the trader.


Note:

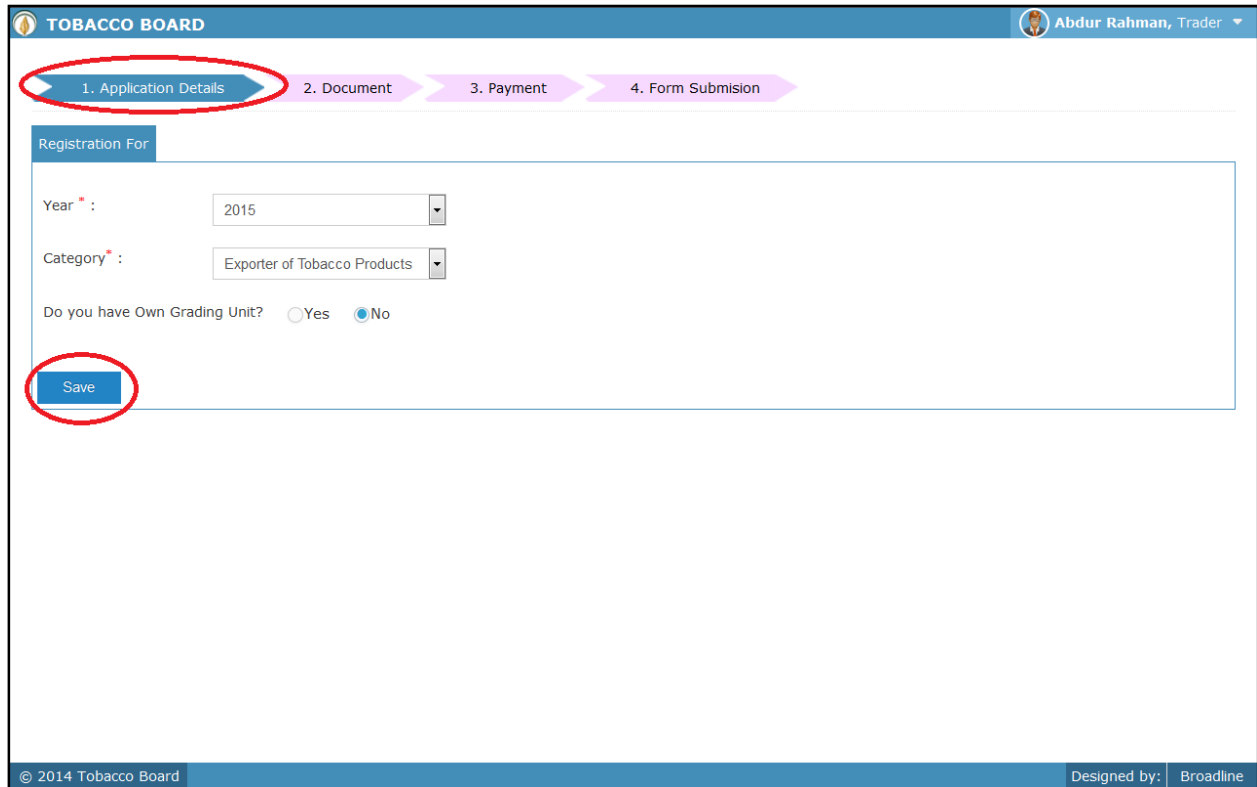
- Each stage once completed and saved cannot be navigated back and trader cannot make any changes whatsoever to the details in that particular stage.
- At the end of each stage trader will be asked to confirm his completion and navigation to the next stage.
- Payment made through offline mode, where 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.
- Applications submitted where payment is made through Demand Draft are processed only when the details filled online is cross verified by original physical DD submitted by the trader.
- Unless the final stage of Form Submission is not completed by the trader, his/her application will not be submitted to the board and status of the application would remain incomplete
- Any delays in completion of final stage and mistakes in filling of applications will be solely trader's responsibility and utmost care must be taken at each stage.
- In case of any difficulty while submitting an application trader can contact Tobacco Board for any assistance.

5. APPLICATION DETAILS STAGE:

(Fresh Registration for Exporter of Tobacco Products)

The trader may start applying under various categories by clicking  on the icon under actions column in the home page of the trader.

Following screen will be opened on clicking the  icon



TOBACCO BOARD

Abdur Rahman, Trader

1. Application Details 2. Document 3. Payment 4. Form Submission

Registration For

Year * : 2015

Category * : Exporter of Tobacco Products

Do you have Own Grading Unit? Yes No

Save

© 2014 Tobacco Board

Designed by: Broadline

Figure 32

Trader needs to choose from the option under which category and for which year registration is been made. Once chosen click on the "Save" button as shown in above screen shot.

5.1. Complaints:

Click on the "Complaints" tab and add any details, to do so trader can click on the add button on the right hands side and make the entries

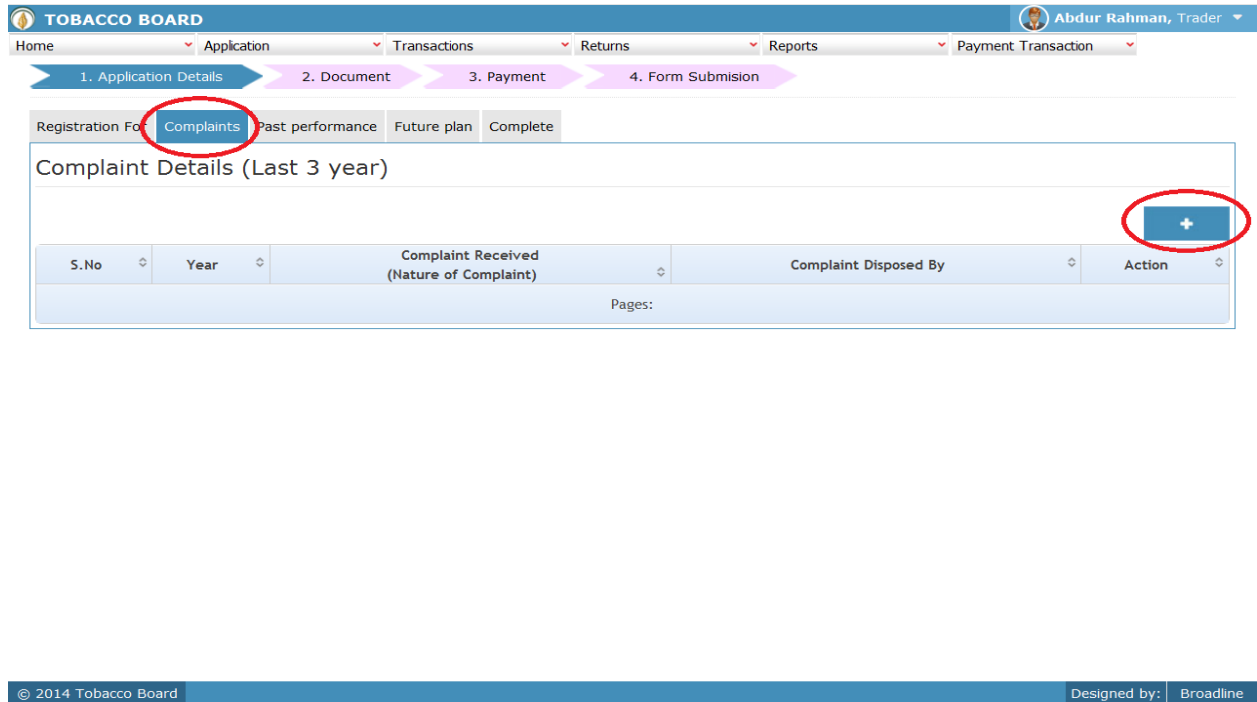


Figure 33

On clicking ADD button following screen will be opened as shown below screenshot

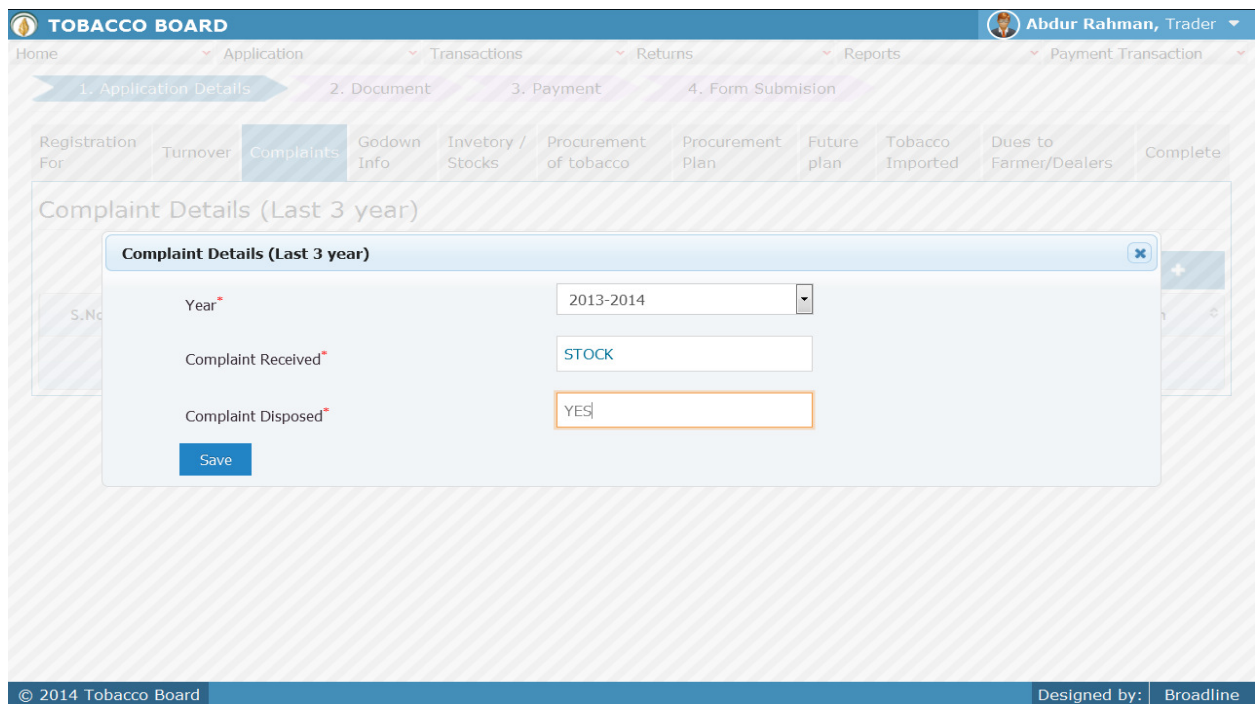




Figure 34

After finishing click on "Save" button to make the entry into the table

Registration Form **Complaints** Past performance Future plan Complete

Complaint Details (Last 3 year)

S.No	Year	Complaint Received (Nature of Complaint)	Complaint Disposed By	Action
1	2013-2014	STOCK	YES	 



Pages: « 1 »

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Figure 35

The trader can make multiple entries to this screen by again clicking on the add button at the right hand side of the table.

Trader may observe from above screenshot 2 images under Action column. Both these 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

5.2. Past Performance:

Click on the "Past Performance" tab and add any details, to do so trader can click on the add button on the right hands side and make the entries

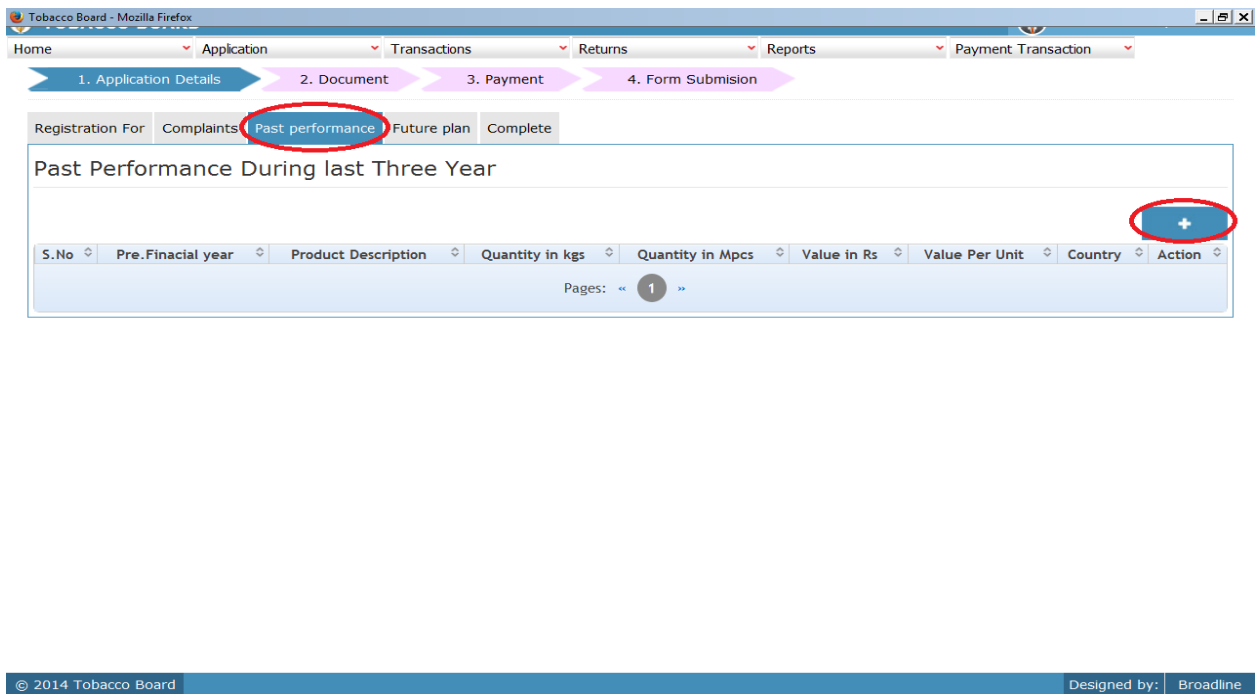


Figure 36

On clicking ADD button following screen will be opened as shown below screenshot

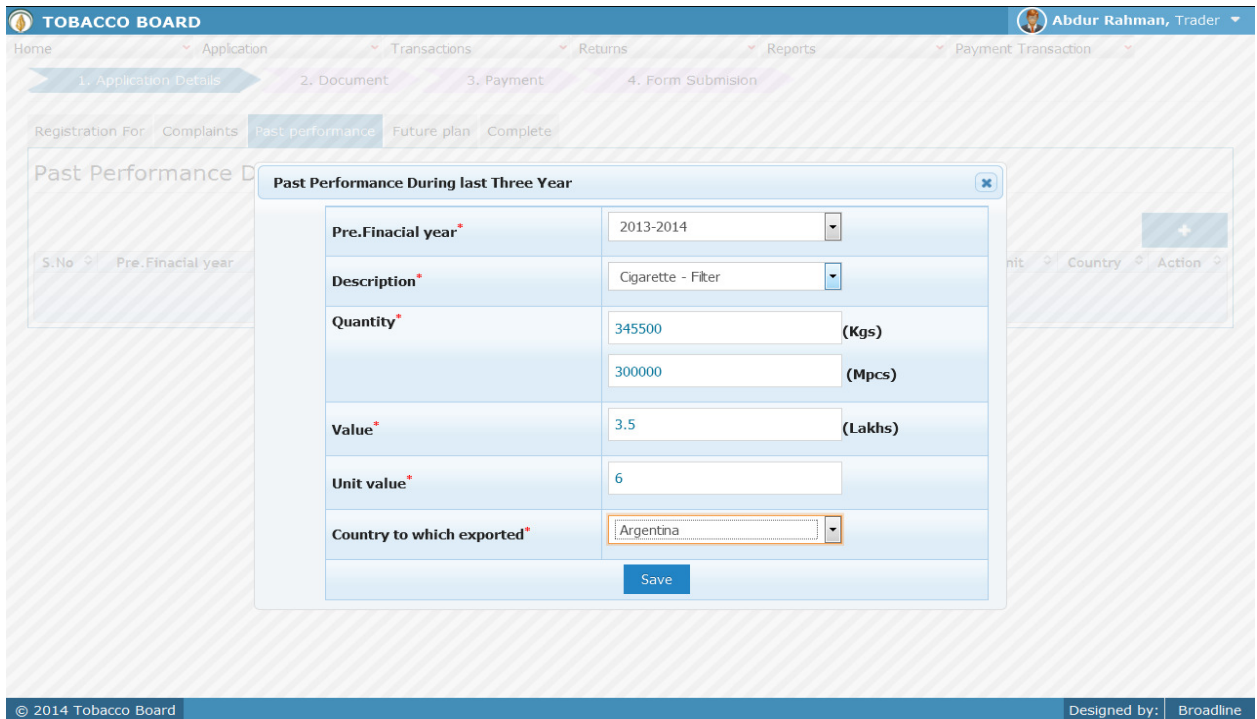


Figure 37



Trader may find the above screenshot and provide the following details:

1. **Pre-Financial Year:** Trader needs to select year
2. **Description:** Trader needs to select the tobacco product form the list
3. **Quantity:** Trader needs to mention the quantity of tobacco stock available (in Kgs) / (in million pieces)
4. **Value:** Trader needs to mention the value of the tobacco (in Lakhs)
5. **Unit Value:** Trader needs to mention value of each unit of the product chosen
6. **Country:** Trader needs to mention the country to which product is exported

After finishing click on "Save" button to make the entry into the table

Registration For: Complaints, **Past performance**, Future plan, Complete

Past Performance During last Three Year

S.No	Pre-Finacial year	Product Description	Quantity in kgs	Quantity in Mpcs	Value in Rs	Value Per Unit	Country	Action
1	2013-2014	Cigarette - Filter	345500.00	300000.00	3.50	6.00	Argentina	 



Pages: << 1 >>

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Figure 38

The trader can make multiple entries to this screen by again clicking on the add button at the right hand side of the table.

Trader may observe from above screenshot 2 images under Action column. Both these 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

5.3. Future Plan:

Click on the "Future Plan" tab and add details, to do so trader can click on the add button on the right hand side and make the entries

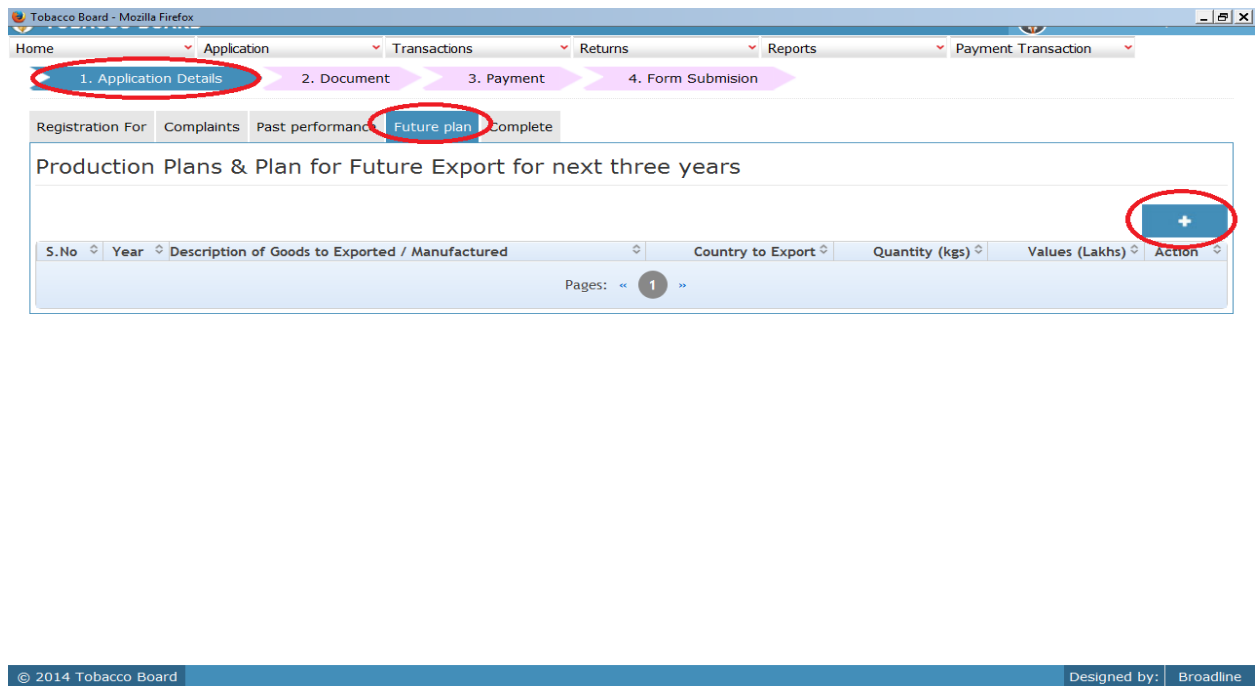


Figure 39

On clicking ADD button following screen will be opened as shown below screenshot

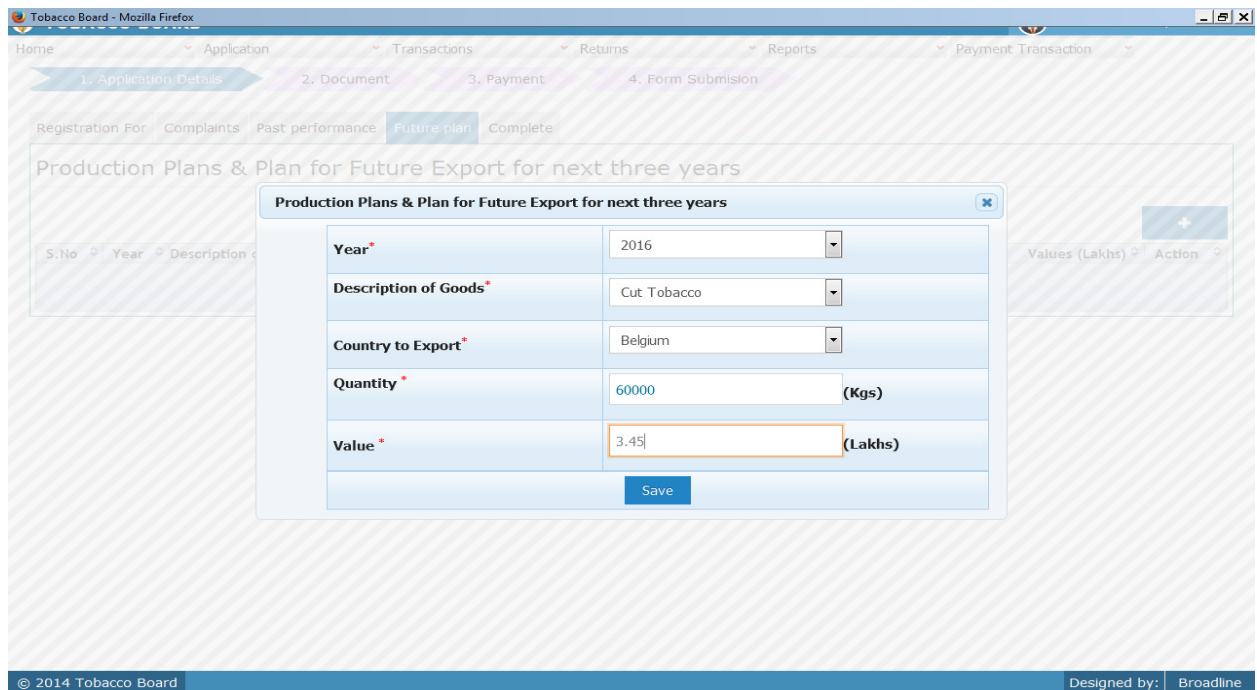


Figure 40

Trader may find the above screenshot and provide the following details:

1. **Year:** Trader needs to mention the year
2. **Description of Goods:** Trader needs to select tobacco product
3. **Country of Export:** Name of the country
4. **Quantity:** Trader needs to mention the quantity they plan to export (in Kgs)
5. **Value:** Trader needs to furnish the value of tobacco mentioned (in Lakhs)

The screenshot shows the 'Tobacco Board - Mozilla Firefox' application. The navigation menu includes Home, Application, Transactions, Returns, Reports, and Payment Transaction. A progress bar indicates steps: 1. Application Details, 2. Document, 3. Payment, and 4. Form Submission. The 'Future plan' tab is selected, showing 'Production Plans & Plan for Future Export for next three years'. A table with one entry is visible, and a blue '+' button is circled in red on the right side of the table.

S.No	Year	Description of Goods to Exported / Manufactured	Country to Export	Quantity (kgs)	Values (Lakhs)	Action
1	2016	Cut Tobacco	Belgium	60000.00	3.45	

Figure 41

The trader can make multiple entries to this screen by again clicking on the add button at the right hand side of the table.

5.4. Complete:

For completion of the application filling trader may choose the "Complete" tab

The screenshot displays the Tobacco Board application interface. At the top, the header includes the Tobacco Board logo and the user name 'Abdur Rahman, Trader'. Below the header, there are navigation tabs: Home, Application, Transactions, Returns, Reports, and Payment Transaction. A progress bar shows four steps: 1. Application Details, 2. Document, 3. Payment, and 4. Form Submission. Underneath, there are sub-tabs: Registration For, Complaints, Past performance, Future plan, and Complete. The 'Complete' tab is highlighted with a red circle. Below this, the 'Application Info' section is visible, containing a table with the following data:

Turn Over Detail	: Furnished
Past Performance	: Furnished
Production plan	: Furnished

A red box highlights the table content, and a blue refresh icon is positioned to its right. Below the table, a blue 'Complete' button is highlighted with a red circle, and a red arrow points to it from the right. At the bottom of the page, the footer contains '© 2014 Tobacco Board' on the left and 'Designed by: Broadline' on the right.

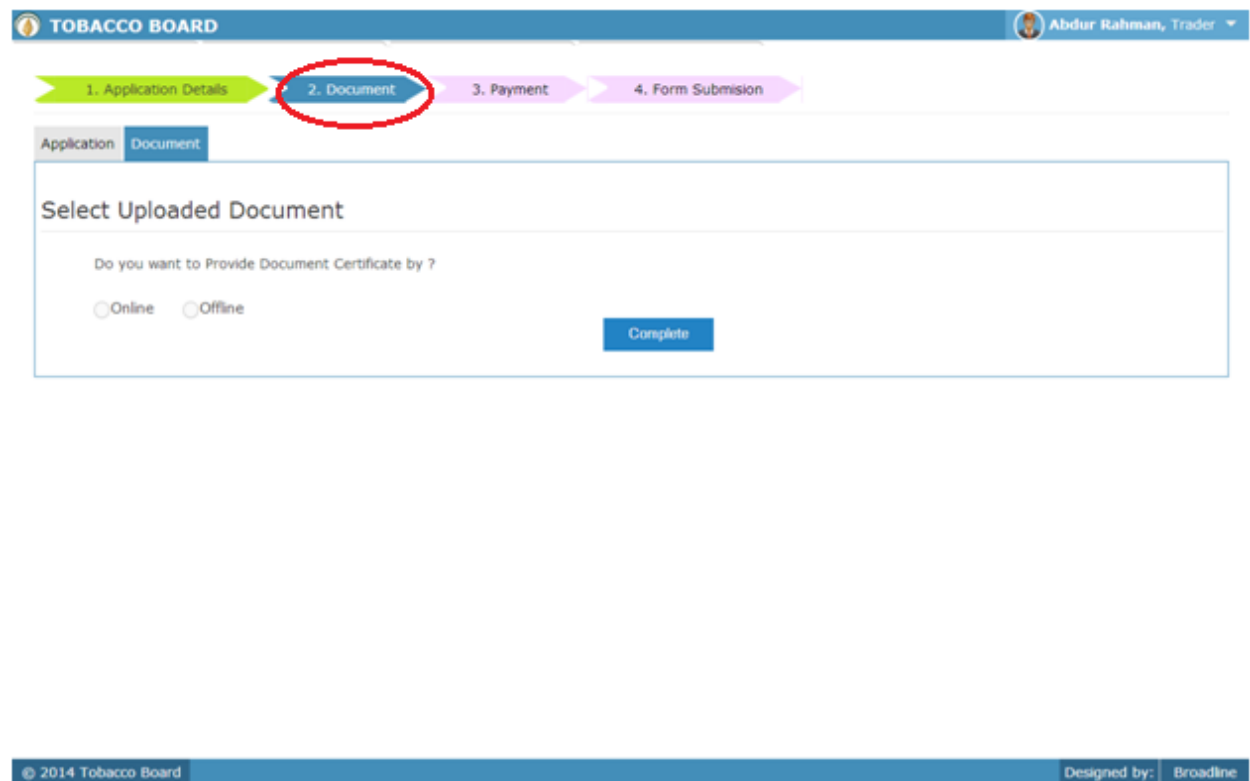
Figure 42

Under Complete tab summary of all the information is shown to the trader to check if any information is furnished or not. Once the trader confirms that he has furnished all the details he may click on the **Complete** (complete) button as shown in the screenshot above ("Highlighted in red circle)

Note: This is a very critical part of Application details stage as once the complete button is clicked and confirmed the trader will not be able to come back and make any correction to the application and the application is moved to next stage.

6. DOCUMENTS STAGE:

On completion of the Application Details stage trader will be redirected to Second stage of Documents as shown below



The screenshot shows the Tobacco Board application interface. At the top, there is a blue header with 'TOBACCO BOARD' on the left and 'Abdur Rahman, Trader' on the right. Below the header is a progress bar with four stages: '1. Application Details' (green), '2. Document' (blue and circled in red), '3. Payment' (purple), and '4. Form Submission' (purple). Below the progress bar, there are two tabs: 'Application' and 'Document'. The main content area is titled 'Select Uploaded Document' and contains the question 'Do you want to Provide Document Certificate by ?' with two radio buttons: 'Online' and 'Offline'. A blue 'Complete' button is located at the bottom right of the form. At the bottom of the page, there is a blue footer with '© 2014 Tobacco Board' on the left and 'Designed by: Broadline' on the right.

Figure 43

Trader can choose the option of online and offline submission of documents by clicking the relevant radio button

- **Offline mode:** when a trader clicks on offline radio button he may proceed to next stage by clicking on complete button below as shown in the screen shot.

Note: Trader will have to send the hard copies of all the documents as per Board's requirement through post to Tobacco Board H.O (By post/courier) , failing to which the application will not be processed.

- **Online mode:** Also, the trader can choose to upload the scanned copies of the documents by clicking on online options and uploading the documents relevant to each.

6.1. ONLINE MODE:

Application Document

Select Uploaded Document

S.No	Documnet Name	File	Action
1	Bank Certificate(As per Proforma) on bank letterhead		/
2	Letter of Undertaking on Company Letter head		/
3	Copy of Partnership Deed / Memorandum of Articles of Association along with full addresses of partners / directors		/
4	Copy of license from Inspector of Factories /Certificate issued by Industries Department		/
5	Self Certified Copy of PAN Card		/
6	Copy of Lease Agreement on Rs.100/- non-judicial stamp paper duly attested by the authorities concern		/
7	Audited Financial sheet for last 3 financial year		/
8	Self Certified Copy of IEC certificate Required		/

Complete

© 2014 Tobacco Board Designed by: Broadline

Figure 44

Traders can upload the entire relevant document by choosing the icons under the Action column on the right hand side of the table.

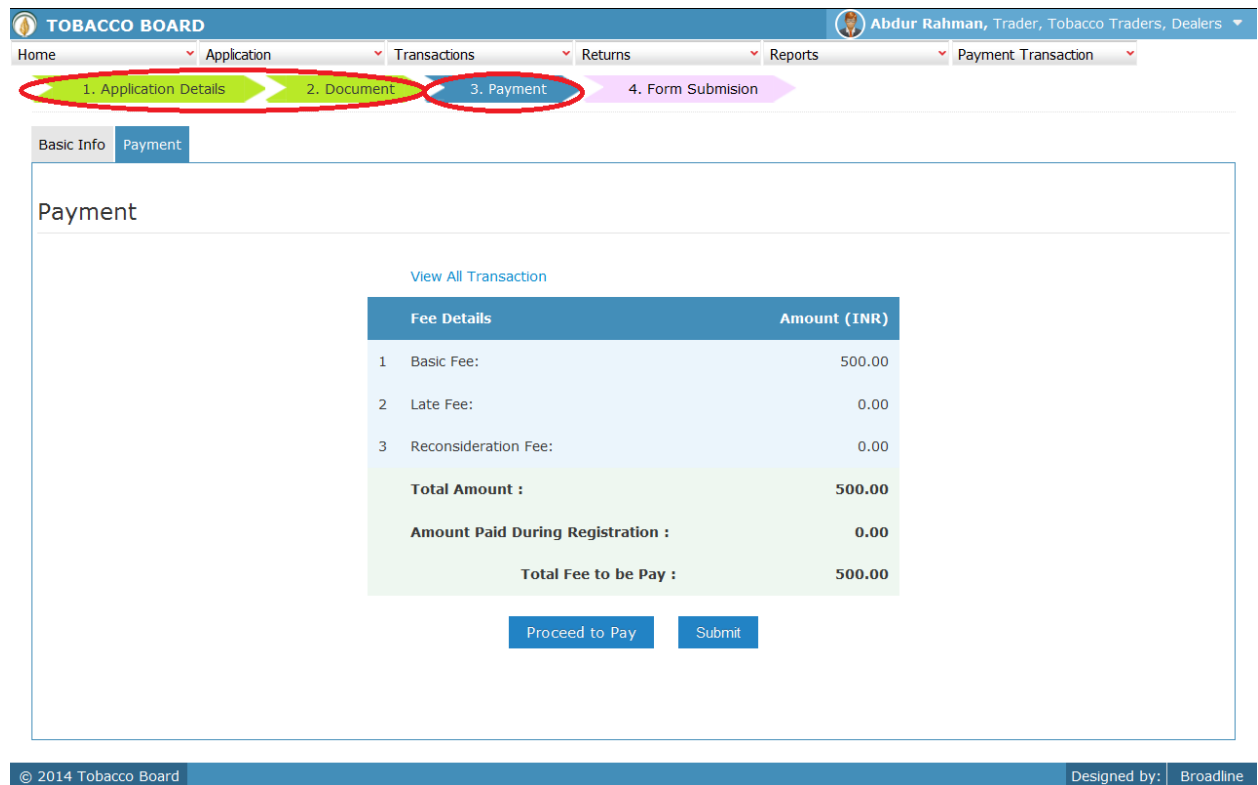
- **Repository Icon:** Trader can click on the icon and choose the document from the repository where he/she had already upload the document initially
- **Add new file:** Trader can also upload any new file by clicking on icon and choosing from the desktop, if the file is not stored in repository.

Once the trader uploads all the documents, click on the (Complete) button below to save the documents and move to the next stage.

Note: This is a very critical part of Document stage as once the complete button is clicked and confirmed the trader will not be able to come back and make any correction to the application and the application is moved to next stage.

7. PAYMENT STAGE:

Once the document stage is completed by the trader he will be automatically navigated to the Payment Stage as shown in below



The screenshot displays the TOBACCO BOARD interface. At the top, the user is identified as 'Abdur Rahman, Trader, Tobacco Traders, Dealers'. The navigation menu includes 'Home', 'Application', 'Transactions', 'Returns', 'Reports', and 'Payment Transaction'. A progress bar below the menu shows four stages: '1. Application Details' (green), '2. Document' (green), '3. Payment' (blue), and '4. Form Submission' (pink). The 'Payment' stage is currently active, showing a 'Payment' section with a 'View All Transaction' link. Below this is a table of fee details:

Fee Details	Amount (INR)
1 Basic Fee:	500.00
2 Late Fee:	0.00
3 Reconsideration Fee:	0.00
Total Amount :	500.00
Amount Paid During Registration :	0.00
Total Fee to be Pay :	500.00

At the bottom of the fee table, there are two buttons: 'Proceed to Pay' and 'Submit'. The footer of the page includes '© 2014 Tobacco Board' and 'Designed by: Broadline'.

Figure 45

You may notice in above stages the stages completed by the trader have changed the color to green (Application Details and Document Stage) as shown above and the active stage is highlighted in blue also the pending and final stage is highlighted in pink.

In the current stage, Payment is calculated and displayed to the trader and trader may proceed to pay to the registration fees.

TOBACCO BOARD

Abdur Rahman, Trader, Tobacco Traders, Dealers

Home Application Transactions Returns Reports Payment Transaction

Payment

Payment Description : Registration Fee

Amount : 500

Online

Offline(Demand Draft to be submitted)

Proceed Pay Back

© 2014 Tobacco Board

Designed by: Broadline

Figure 46

1. **Payment Description:** Details of the payment made.
2. **Amount:** Amount paid by the trader

Trader may choose two modes of payments

- **Online:** Online payment through Credit cards , Net banking and Debit Card
- **Offline:** Offline payments can be made through Demand Drafts only

Trader may choose mode of payment and do the payment. 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.

Once the trader completes the payment, click on the (Proceed to Pay) button below and move to the next stage.

8. FORM SUBMISSION STAGE:

This stage is the final stage of the application submission and once completed your application will be submitted and awaited for approval by Board on satisfying all the requirements

TOBACCO BOARD

Abdur Rahman, Trader

Home Application Transactions Returns Reports Payment Transaction

1. Application Details 2. Document 3. Payment 4. Form Submission

Application Info Submit Application

Application Info

Turn Over Detail	: Furnished
Past Performance	: Furnished
Production plan	: Furnished

Complete Registration

© 2014 Tobacco Board

Designed by: Broadline

Figure 47

As seen in above screenshot trader can confirm submission of application to the board under Form Submission Stage. Trader may click on "Complete Registration" button as highlighted below and a will be prompted to confirm the submission.

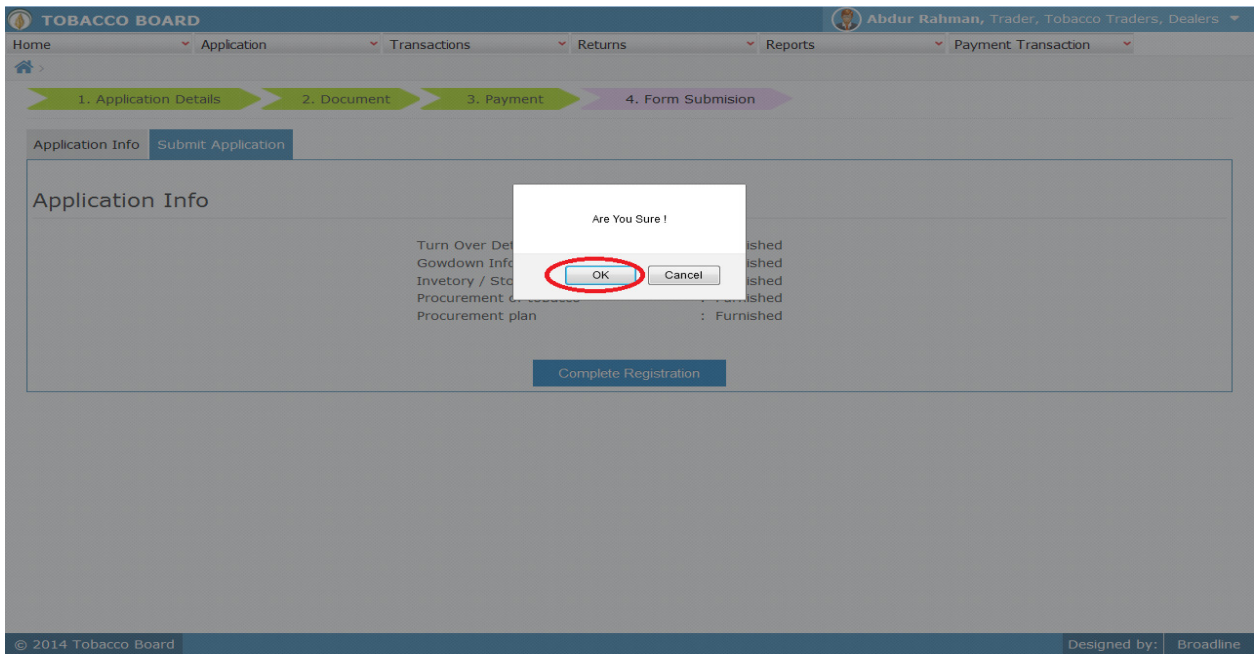


Figure 48

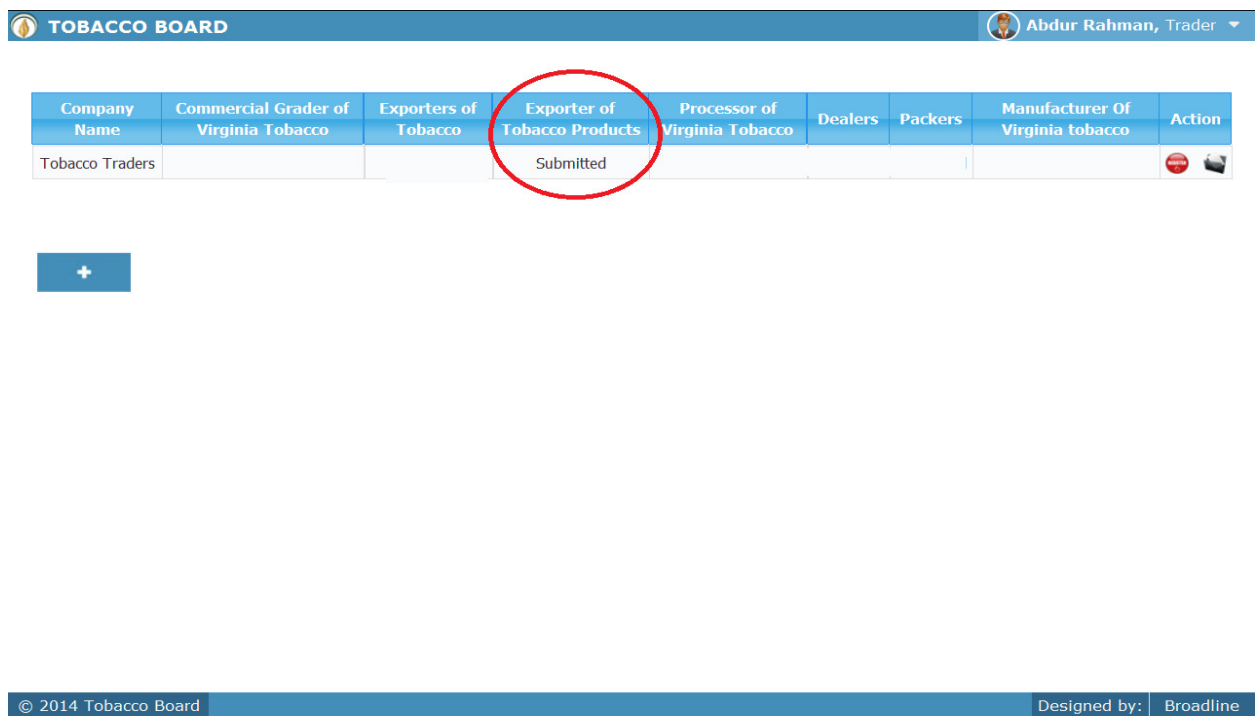



Figure 49

The trader can review the status about the application form the above application as shown in above screenshot (“Highlighted in red circle”)

The Trader can similarly apply under other categories by clicking on the register icon  under the Actions column on the right hand side of the table.