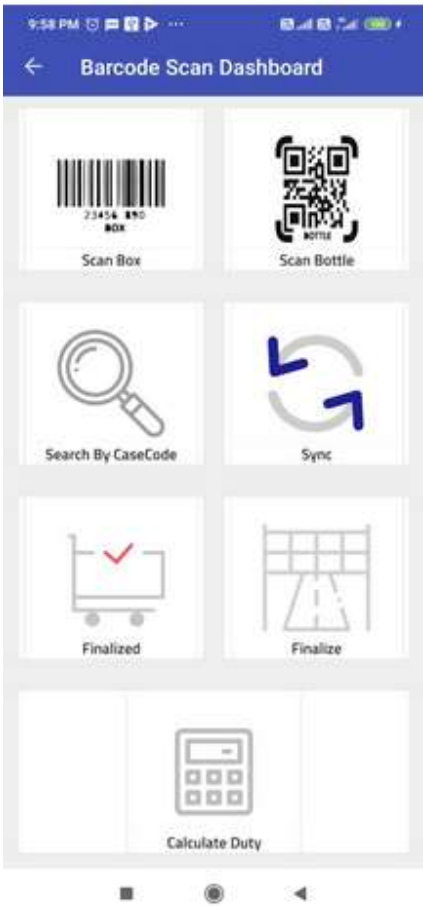**PROCESS FOR INSTALLATION AND USAGE OF MOBILE APP FOR DECLARATION OF ROLL OVER STOCK**

Installation
1. Open google play store on your android mobile.
2. Search for UPExciseStockRollover App
3. Select the App and download the app
4. Start Installation by selecting INSTALL option. When done, choose option for open
5. The App shall first ask you to select the District of your shop
6. The next selection is for Shop Type. It shall show option al CL for Country Liquor Shops, FL for Foreign Liquor Shops, Beer for Beer Shops and MS for Model Shops.
7. After these two selection Press Submit Button
8. Now the App will ask you to enter your shop ID as provided by the Excise Department.
9. Once the Shop Id is entered, it shall validate for correctness of shop id in the selected district and shop type.
10. If it is not correct you may cancel and re-enter the shop id. Else it shall send an OTP to the registered mobile number. This is the mobile number provided by you at the time of filling the Application of Renewal of Shop.
11. In case you are un-aware of the registered mobile number, please contact your DEO to get the same.
12. The OTP sent to the registered mobile number has to be entered , which shall be verified.
13. If the OTP is verified, Mobile App will ask you to setup a password for future use.
14. You are requested to note down the password entered by you as Your shop id shall be the username and the password shall remain same as setup by you at this stage.
15. Once these steps are performs your installation process is complete and the App is ready for the usage

Usage of Mobile App

	1. After installation, when you will open the app, it shall ask for the username and password every time you will use the App. 2. Please note that you may roll over the stock in Cases only, remaining loose stock in terms of Bottles can not be rolled over for 2020-21 sale. If you scan a single loose bottle, the comple box shall be transferred to your stock and Differential duty and roll over fee shall be charged on full Case.

3. The First Option given is for scanning a Box Barcode. When this is scanned, the complete Box shall be assumed to be offered for roll over.
4. The second option is for scanning a Bottle QR Code. This should be used, if the case Barcode is un readable or not available. When you scan a bottled, App will find out the Case Barcode, in which this Bottle has been supplied to you. In this case also the complete Box, in which this botte should have been delivered to you shall be taken for roll over. You should use this option only when the Box is not available or the Barcode printed on Box is not scannable as this method will take longer time to validate the Codes.
5. The option "Search by case code" is provided to view the details of ll scanned Barcodes.
6. Sync option is provided, which shall perform the validation. The case code scanned should be valid case code and should be sold to your shop by the Wholeseller/ Bond. Otherwise the case shall be marked doubtful and will not be considered for roll over.
7. The option of Finalise shall transfer the case code from the Mobile Map Memory to the Excise Server and save all the verified data on Excise Server.
8. The Option of "Get the Finalised Data from Server" is provided to fetch all the data saved on server to your mobile App. This may be required, in case due to any unforeseen reason, the App on your Mobile is re-installed or lost all memory on Mobile.
9. Calculate Duty shall calculate the required Roll Over Fee and Differential Duty to be paid by Licencee for all the Case Codes, which had been finalized.

Once this process is complete, The required Roll over Fee and the Differential Duty must be paid using the online challan deposit facility available on www.upexciseonline.in. These Challan should be submitted at DEO Office. AT DEO Office, all the Finalised data shall be verified and the challans submitted shall be

verified. Once these two are verified, The Stock shall be considered to be transferred to 2020-21 Stock and may be sold.