

REGISTRATION PROCESS (DISTILLERIES)

This document depicts the steps to be followed for Registration of a Distillery onto the U.P. Excise Web Portal :

1. Open the URL www.upexciseonline.in in any of the Web browser on your computer.
2. You may also reach to this portal by clicking the Online Excise Portal link given at bottom right of the website www.upexcise.in as a box.
3. On upper right corner of the web portal, link buttons are given under heading “नया पंजीकरण”. For Distilleries the button tag is “आसवनी”. Click this button and you will get a page, where list of all registered distilleries shall be displayed.
4. To ensure that your distillery is not in the list, you may type first few characters of the distillery name in the box provided just below the Heading “Distillery Name” and press Tab. If your mill is present, it will filter out your distillery in the List below.
5. If you are sure that you have not registered distillery before, Click over the Link “Register Now” at the bottom of the List.
6. Please make sure that you are not registering your distillery multiple times. If so happens by mistake, please call Help Desk and get it removed from the List.
7. On click of the Register Now button, you will get the Registration Page for filling up the data. While filling the data please keep following points in your mind :
 - a. Please give your PD1/PD2 license number for the current year. It should be unique through out the system. If you given any older PD license number, it may conflict with the current number of any other Distillery. This will create problem in your further operations.
 - b. You should provide all the details like validity, installed capacity correctly, else it may effect processing of your indent
 - c. Please Select Distillery Group Name from the Drop Down and If the Group is Not present click + sign to add the Group.
 - d. Please be sure duplicate entries of Your Group is not created, else it will affect in your data verification. Please Note that the Group Name is common for Sugar Mill and Distilleries.
 - e. You should select District specially for your Unit Office correctly from the dropdown. Wrong selection of District will create problem in forwarding your Molasses indent to correct Zonal Office.
 - f. Give Full Details (that has been asked for) for Head Office, Unit Office and Chairman Details. Please do not write “NA’ or “Not Applicable” etc. Providing such content shall restrict the approval of your Sugar Mill.
 - g. While providing Molasses Tank Details or VAT, please make sure that Tank Name / VAT Name is uniquely identified as in all further Entry Forms drop down of these tank name will appear and then you will not be able to identify the tank by it’s name.
8. After completing all the details, Click Save button to save the details.
9. If you think, you have missed some data to be filled, please go to this page again and give your PD1/PD2 License No, the system shall display all the data stored over the portal and you may modify it.
10. Once you are sure, all the required data has been entered and saved, you may Click the Finalise button to get it submitted for approval.
11. Once the Sugar Mill is approved by the Excise Department and SMS shall be sent to the mobile number mentioned for Unit Office and e-mail shall be sent to e-mail id given for Unit Office.

12. Please Make Sure that the Complete Registration Form is filled within 10 Minutes, else it will not be saved as your current session expires. Session validity time is required for data security reasons.
13. Although no document has to be uploaded during registration process but make sure that the data entered is correct and it will be verified by records and this verification can be done any time. If the information filled during registration is found wrong at any point of time, the registration may be cancelled.