

REGISTRATION PROCESS (SUGAR MILLS)

This document depicts the steps to be followed for Registration of a Sugar Mill 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 Sugar Mills the button tag is “चीनी मिल”. Click this button and you will get a page, where list of all registered mills shall be displayed.
4. To ensure that your mill is not in the list, you may type first few characters of thee Sugar Mill name in the box provided just below the Heading “Sugar Mill Name” and press Tab. If your mill is present, it will filter out your Sugar Mill in the List below.
5. If you are sure that you have not registered your mill before, Click over the Link “Register Now” at the bottom of the List.
6. Please make sure that you are not registering your Sugar Mill 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. Mobile No (User Id) has to be filled and it should be unique through out the system. It is recommended that you should provide the mobile no given as mobile number of your unit office. All Sugar Mill unit Offices of the Group should have different mobile numbers on which the communication shall be done.
 - b. You should select District of your Unit Office (Not of your Head Office) from the dropdown. Wrong selection of District will create problem
 - c. Please Select Sugar Mill 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. Give Full Details (that has been asked for) for Head Office, Unit Office and Occupier Details. Please do not write “NA’ or “Not Applicable” etc. Providing such content shall restrict the approval of your Sugar Mill.
 - f. While providing Molasses Tank Details, please make sure that Tank 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 User Id (Mobile Number), 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.