Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Supplier Distribution and Control License for Foreign Liquor License

(Excise Department)

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1. Overview

The Single Window Portal is envisioned as a unified digital platform that facilitates investors, entrepreneurs, and businesses in accessing various industrial services and approvals through a simplified, transparent, and time-bound process.

Purpose: This document serves as a step-by-step guideline for industrial users and departmental officers navigating the Supplier Distribution and Control License for Foreign Liquor License (F.L.10) process within the Department of Commerce and Industries, Chhattisgarh, through the Single Window Portal.

2. How to Get Started

Enter the application URL (https://oneclick.cgstate.gov.in) in the browser and the page navigates to the Home page of the SWS application.

3. How to Login

The user to login with the credentials into the application in the home and login page as a **Figure 3.1 & 3.2**.

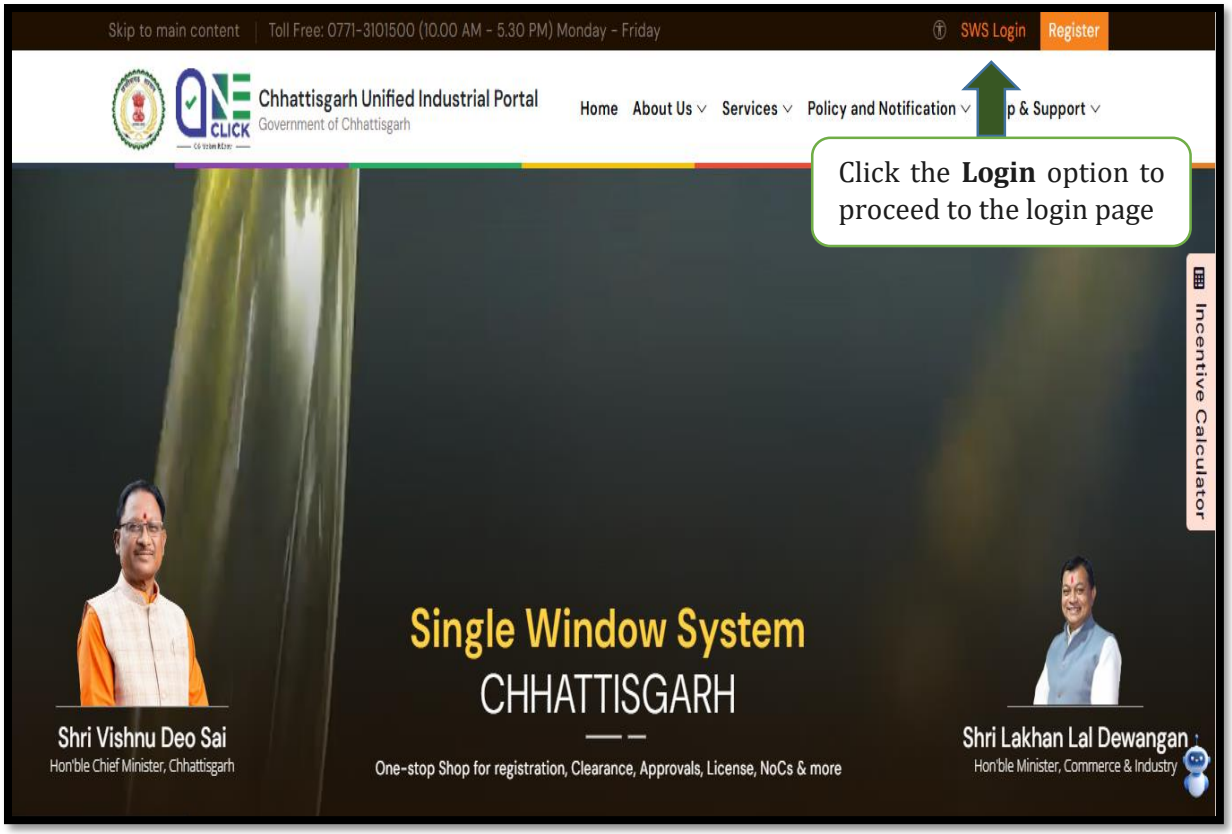


Figure 3.1: Homepage Screen

Figure 3.2: Login Screen (A)

The Login page (as shown in **Fig. 3.3**) offers two login methods: **Login with Password** or **Login with OTP**. Choose your preferred option, then enter either your password or the OTP number to proceed.

Figure 3.3: Login Screen (B)

4. Dashboard

After a successful login, the page navigates to the Investor Dashboard (refer to **Fig. 4.1**), which includes step-by-step instructions for applying services.

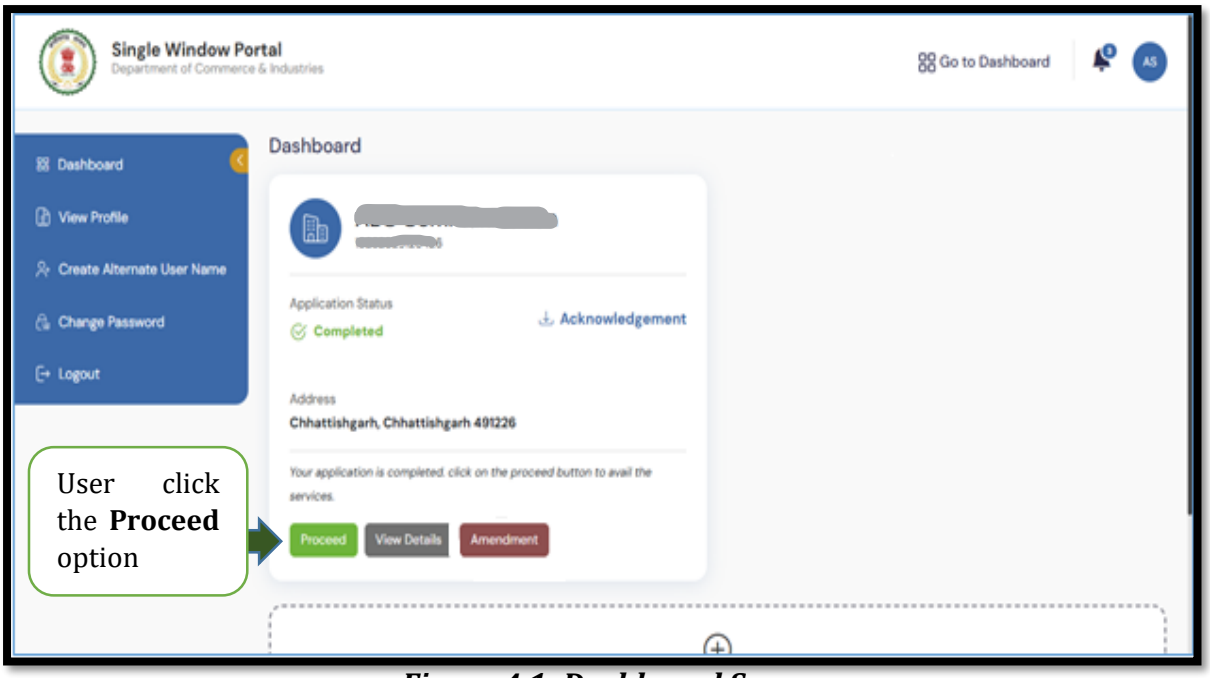


Figure 4.1: Dashboard Screen

In the services page, refer to **Fig. 4.2** and the Department or Services options in the Services section.

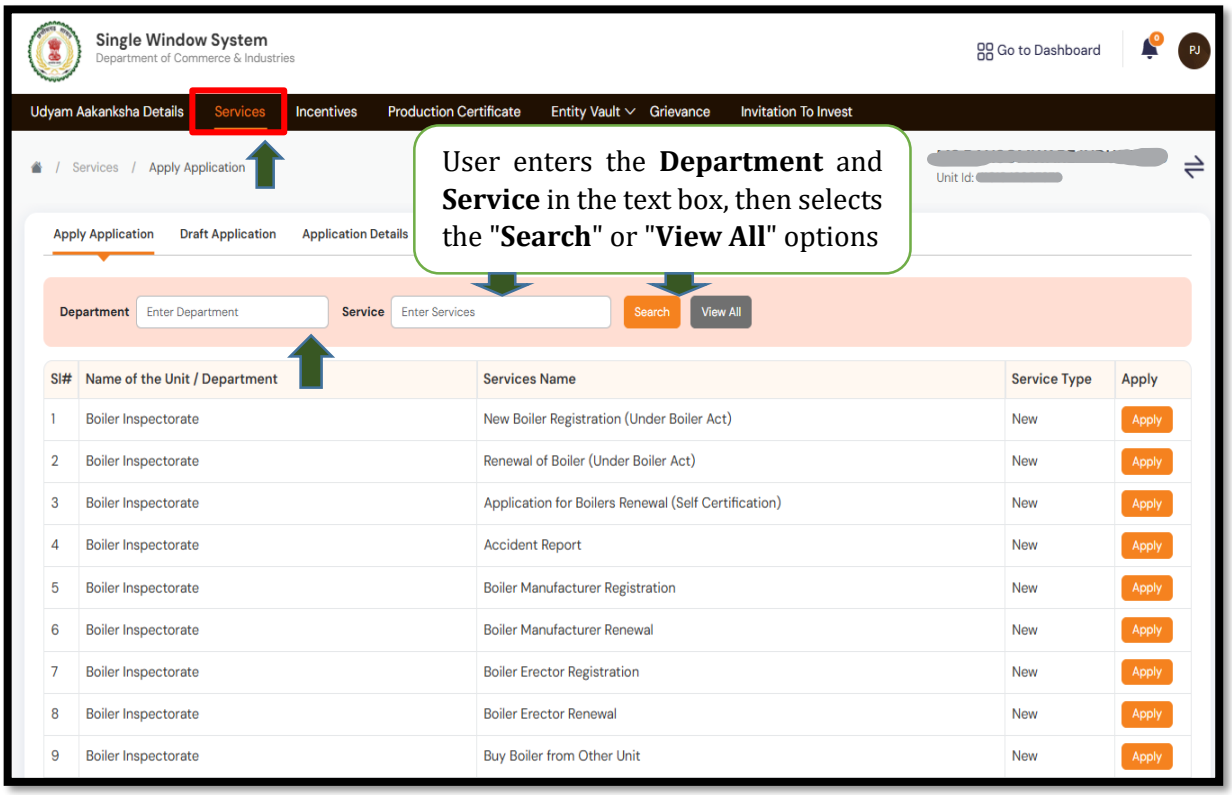


Figure 4.2: Services Screen

After clicking the search or view all options, all Excise services are displayed, as shown in **Figure 4.3.**

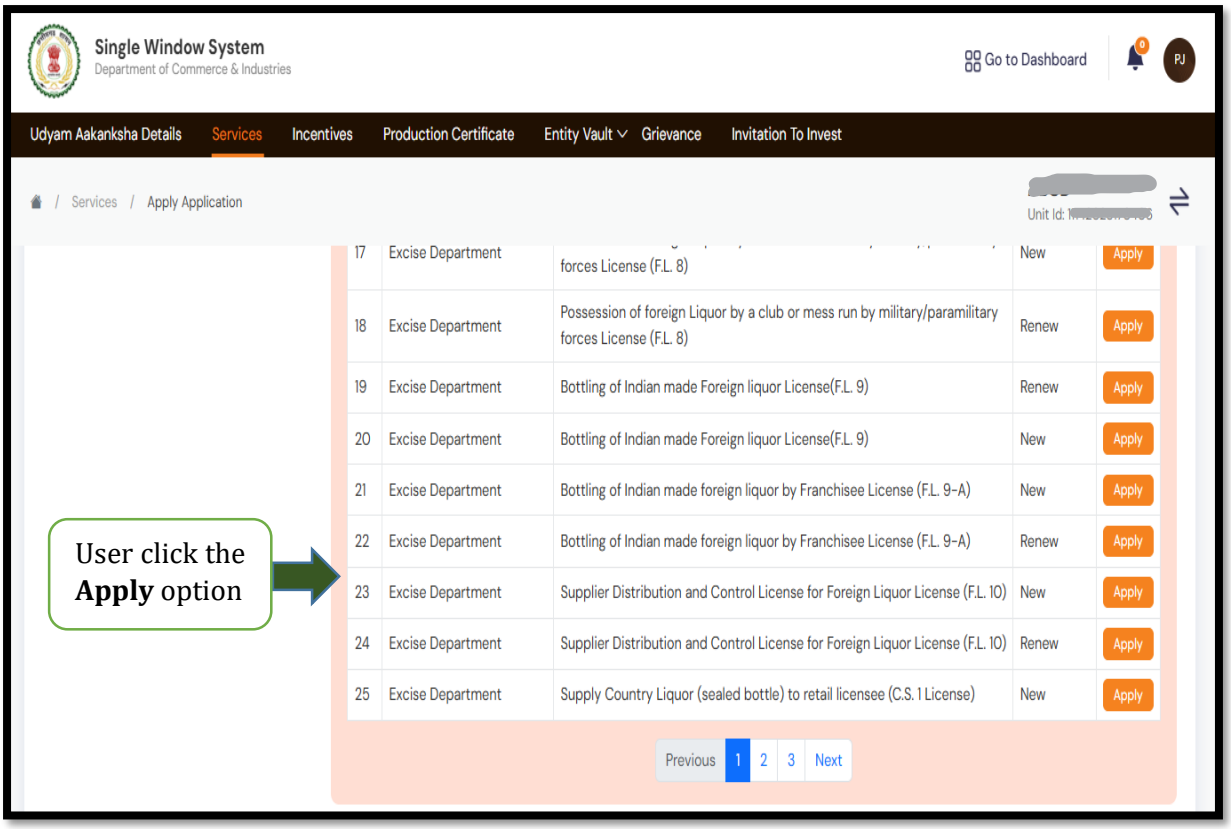


Figure 4.3: Excise Services Screen

4.1. Supplier Distribution and Control License for Foreign Liquor License (F.L. 10)

After clicking the "**Apply**" option, the screen will redirect to the **Excise Department** website. User the select License Type, Enter Unit Name, Udyam No. and other details as shown in the **Figure 4.4 & 4.5.**

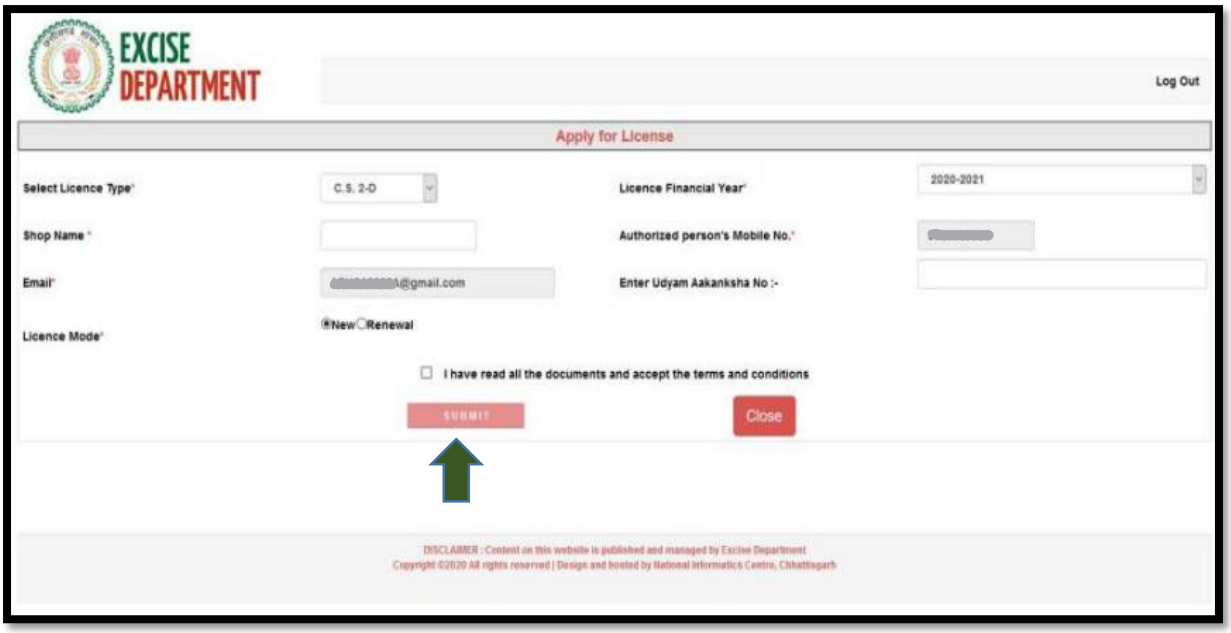


Figure 4.4: License Form Screen (For new Application)

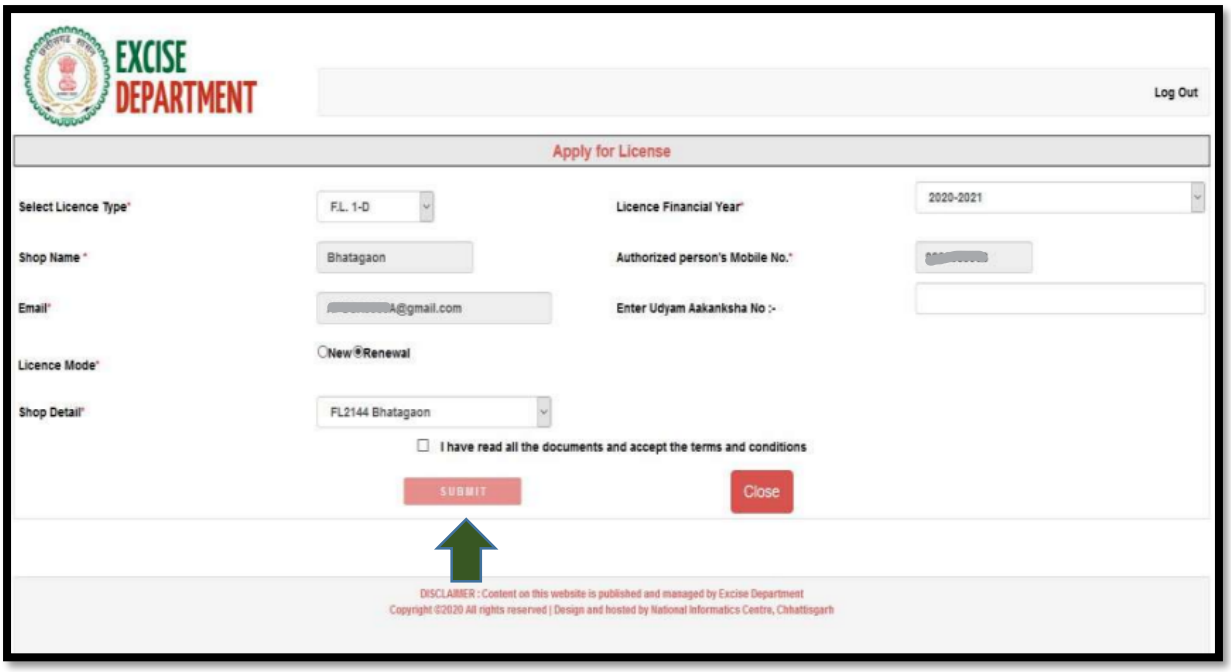


Figure 4.5: License Form Screen (For Renewal - Select Already registered shop)

4.1.1. User Registration for the Application

After clicking Submit option, the screen will redirect to the Dashboard as shown Figure 4.6.

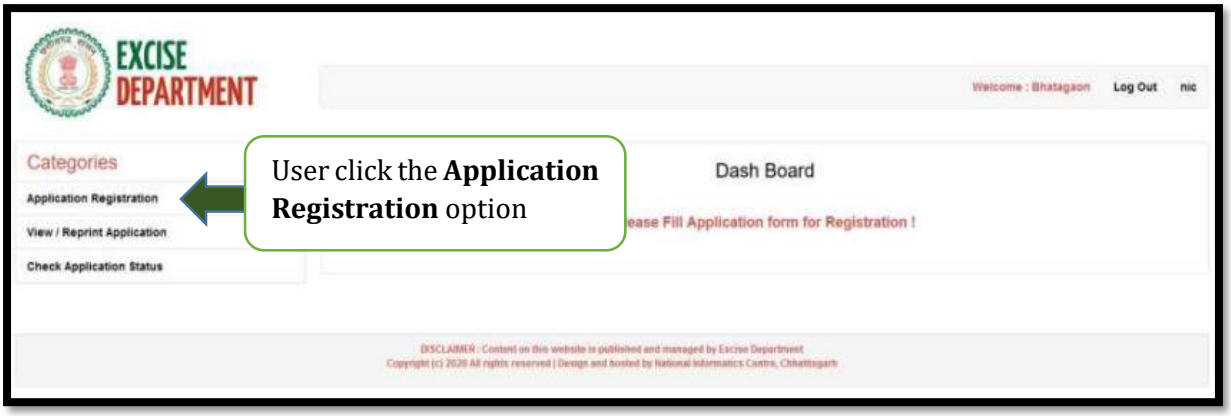


Figure 4.6: Dash Board Screen

4.1.2. User enter the Application Form

The user enters details into the Licensee Application Master, including Applicant Details, Contact Details, Unit Details, and other relevant information, and then clicks the '**Save**' option, as shown in Figure 4.7.

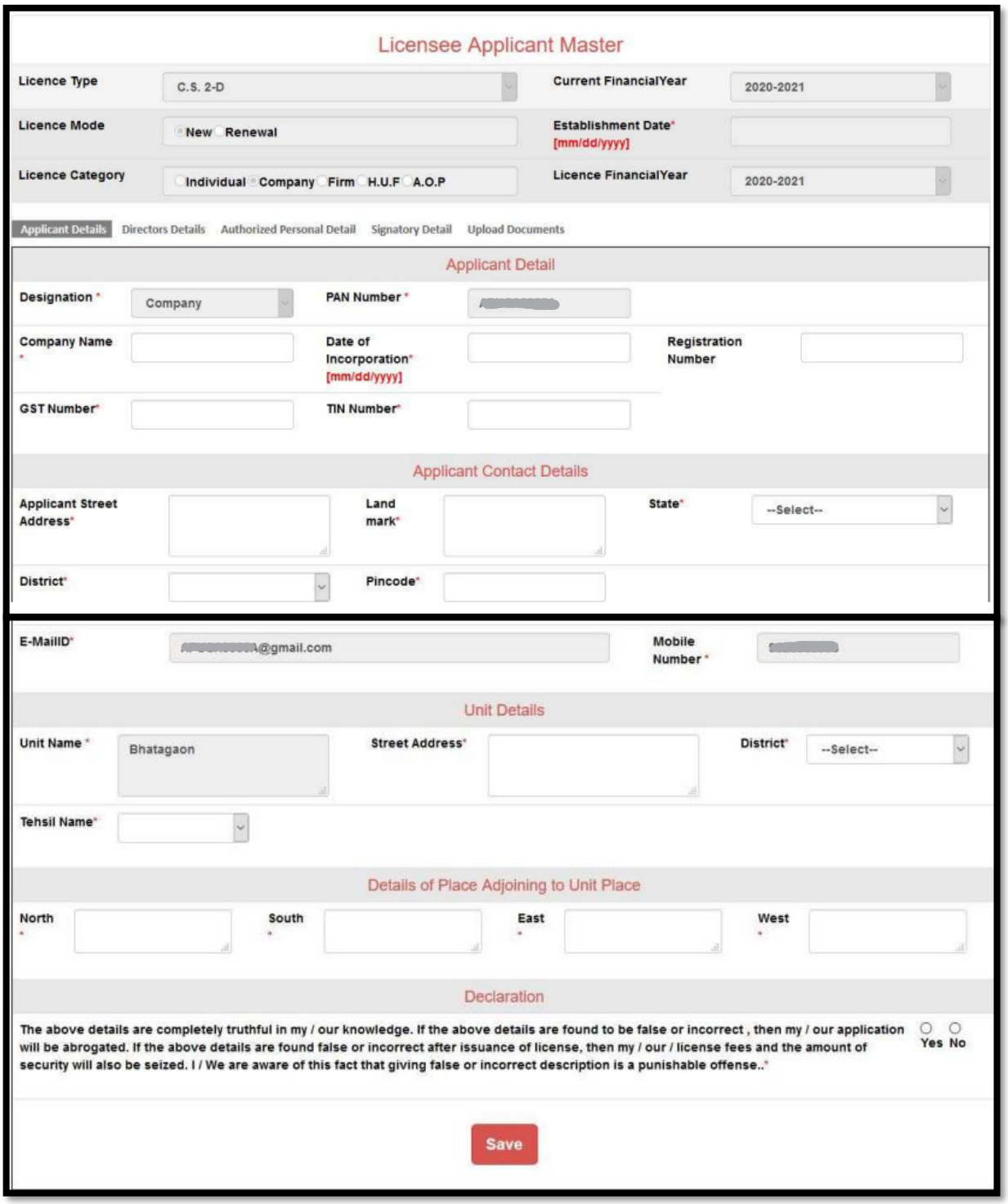


Figure 4.7: Application Form

4.1.3. User enter the Directors Details

The user enters details into the Directors Details including Owner Personal Details, Present Contact Details and other relevant information, as shown in Figure 4.8.

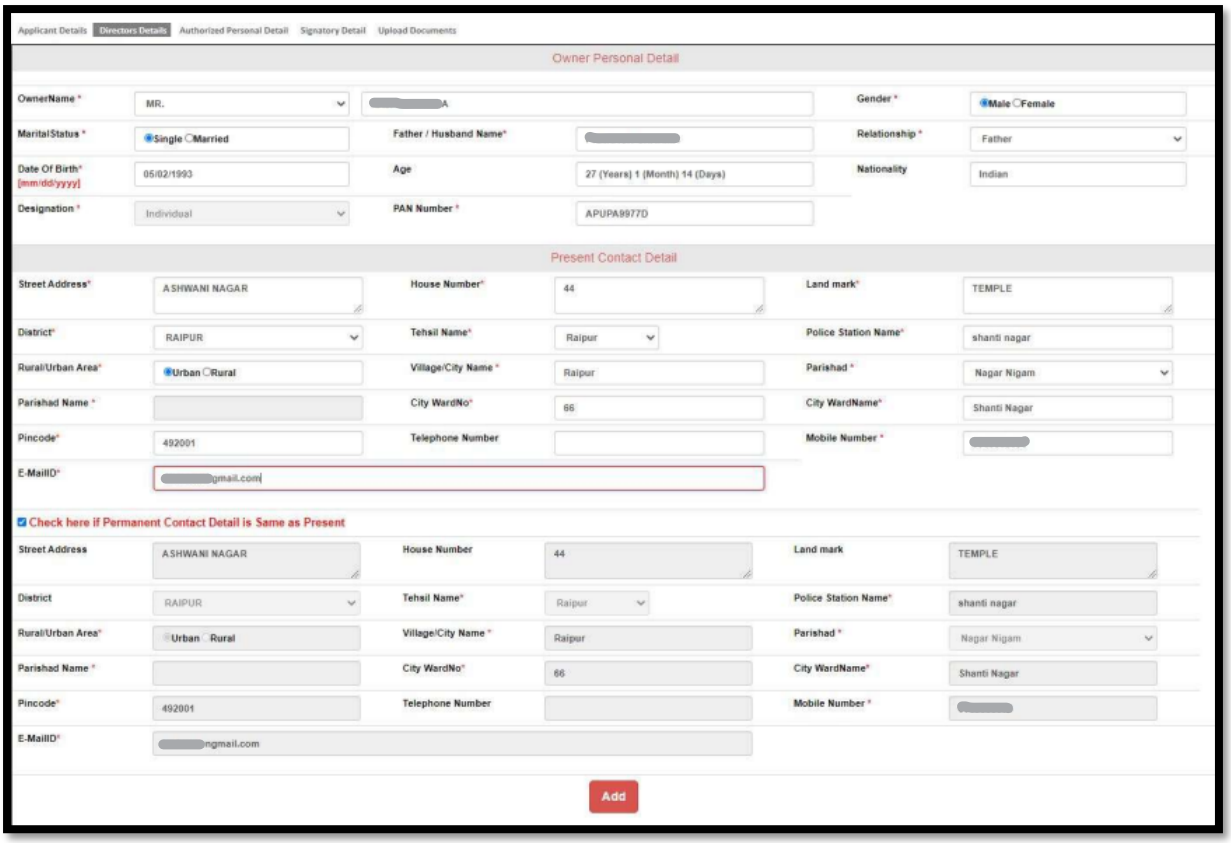


Figure 4.8: Directors Form

4.1.4. User enter the Authorized Person Details

The user enters details into the Authorized Person Details including Contact Detail and other relevant information, and then click the **Save & Proceed** option as shown in Figure 4.9.

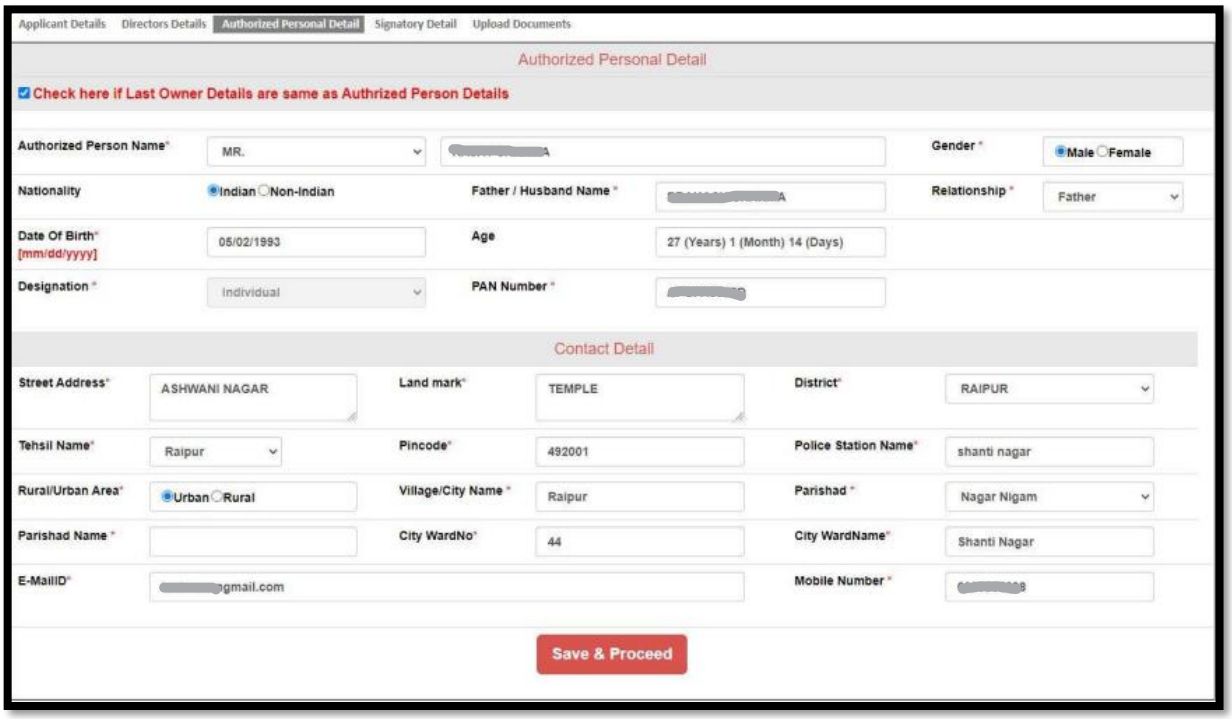


Figure 4.9: Authorized Person Form

4.1.5. User enter the Signatory Details

The user enters details into the Signatory Details including Contact Detail and other relevant information, and then click the **Save & Proceed** option as shown in Figure 4.10.

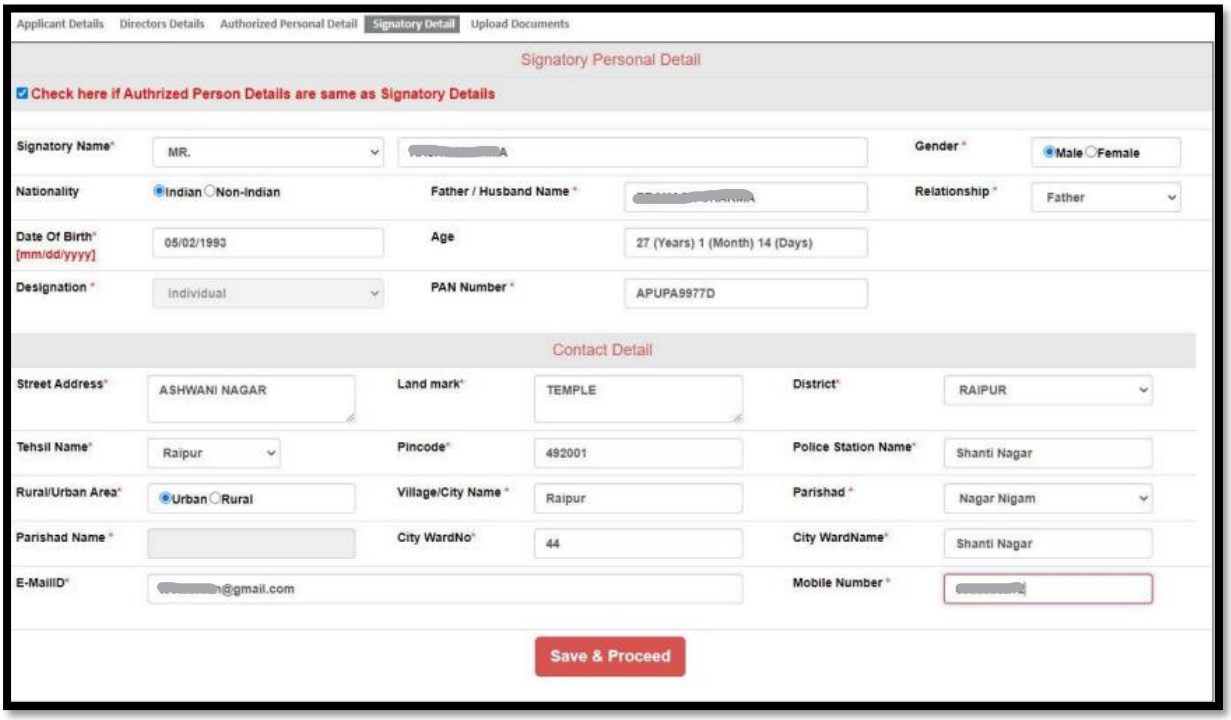
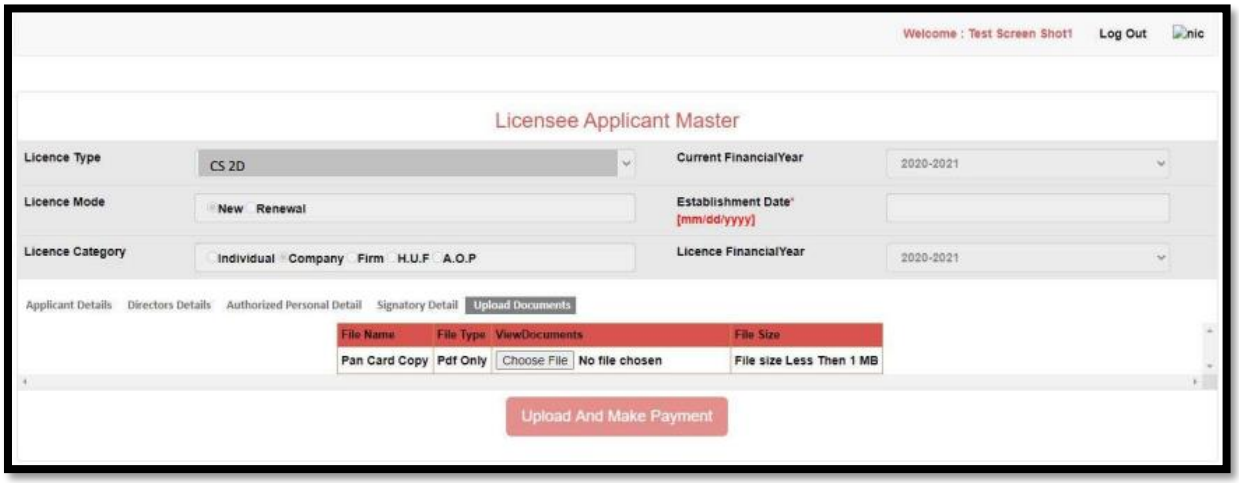
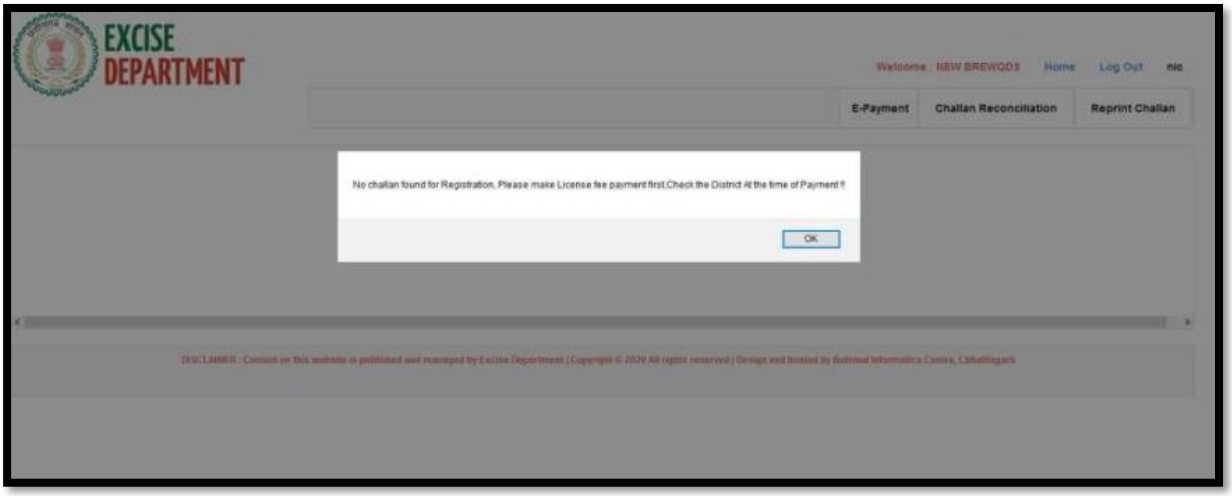


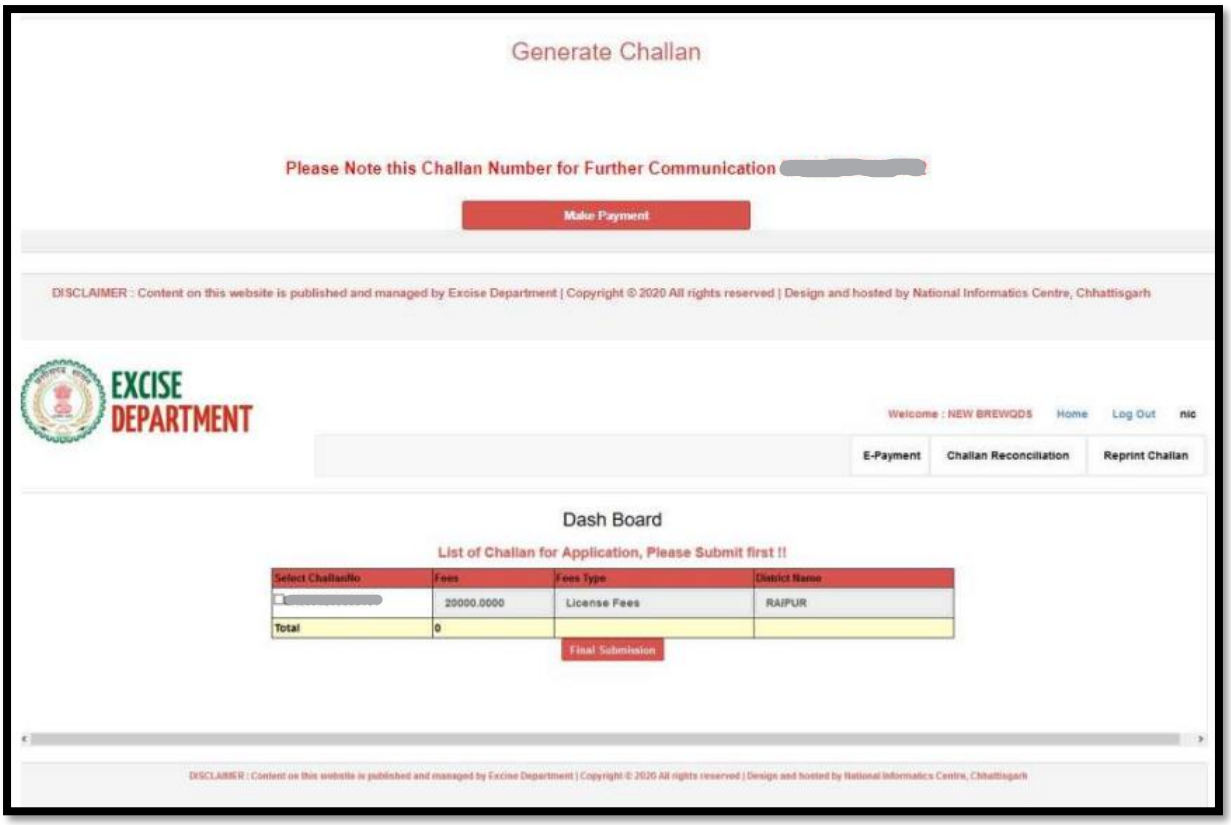
Figure 4.10: Signatory Form

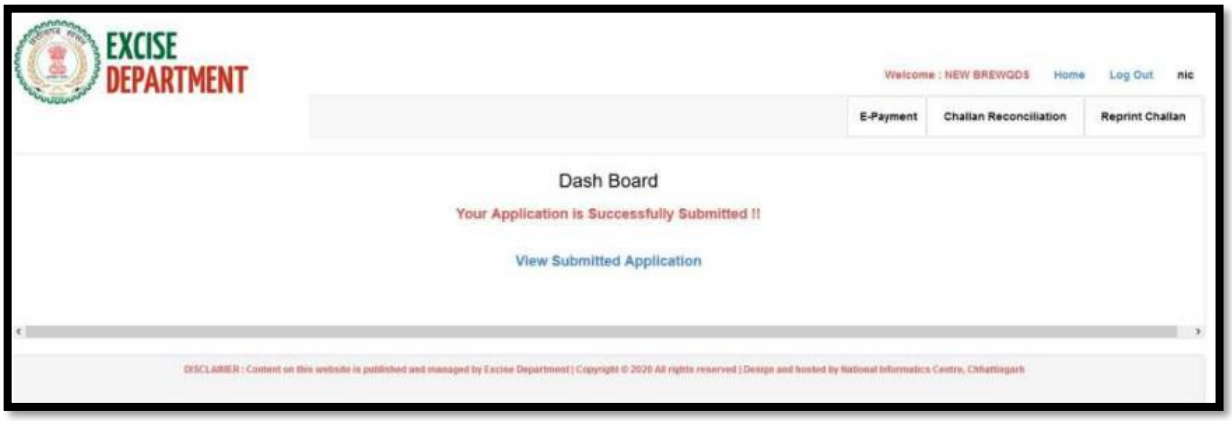
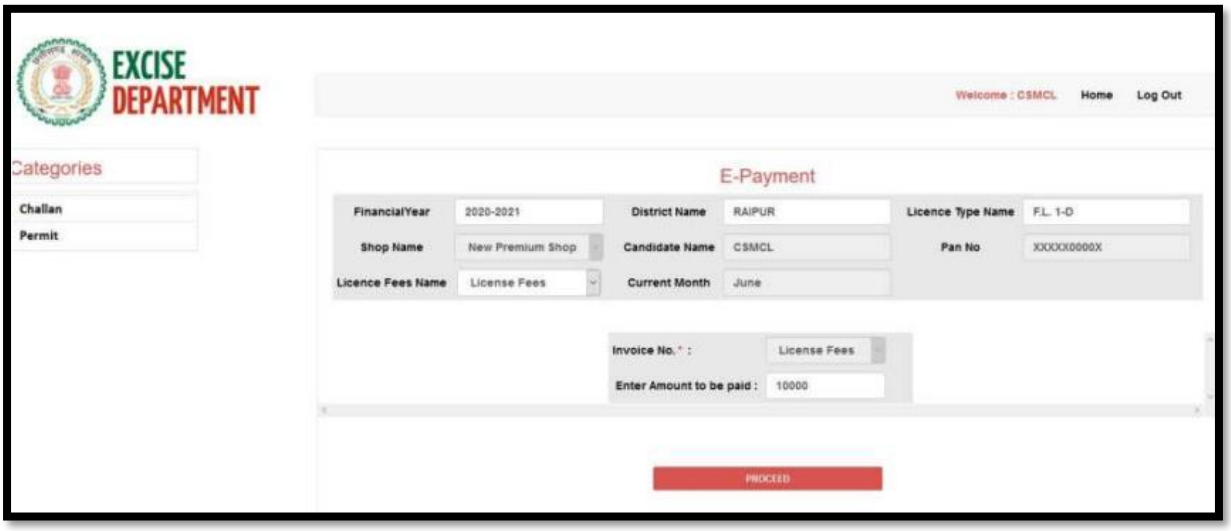
4.1.6. User Upload Document Details



4.1.7. For Composite Shop (License Fees Payment)







- For existing foreign liquor and country liquor shops (License Fees Payment).