

SOP on Vehicle Tagging by Empanelled Rice Mills



Ver. 1.0

Date of Release: 25.10.24

A Rice Mill has to place a vehicle to a Purchase Centre to carry the day's purchase to the Rice Mill. Now, this system is automated in <u>https://epaddy.wb.gov.in/</u>. A Rice Mill user in his login will do the following work:

1. The Rice Mill will go to the menu 'Enter Registration no. of Vehicle'. In the given box, he will enter the registration no. of the vehicle at his disposal and click 'Submit' button.

Online Paddy Procurement System	Welcome, HOL19762 (RICEMILLER)!
Dashboard	
Home	
Apply For Empanelment	Vehicle Registration Details
Rice Mill Employee	Enter Registration Number * (eg.: WBIANII)
 Representative tagging to Centre 	
Update Documents	
🔗 Bank Guarantee	
2 Weighing Device Report	
Vehicle Registration Details	
Enter Registration Number of Vehicle	
View Details of Vehicle and Remove Details	
Activities	
	l

2. The details of the vehicle will be fetched from Unified Logistics Interface Platform. If the given vehicle is a goods vehicle, its insurance is up to date and the registration is active, it will be deemed a suitable vehicle. The Rice Mill will click the 'Confirm Details'.

Enter Registration Number * (e.g.:- WBIIAIIII)		
WI 0	Submit	
VEHICLE DETAILS		
REGISTRATION NUMBER	VALIDITY DATE OF REGISTRATION NUMBER	TYPE OF VEHICLE
M ana o	21-Nov-2036	HEAVY GOODS VEHICLE
NAME OF INSURANCE COMPANY	INSURANCE POLICY NUMBER	DATE UPTO WHICH INSURANCE HAS BEEN DONE
HDFC ERGO General Insurance Company Ltd	2315206011881300000	05-Jan-2025
WHETHER REGISTRATION IS ACTIVE OR NOT		
ACTIVE		Confirm Details



Ver. 1.0

3. The vehicle, if suitable, will be added.

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Diagra antor unbiolo	number without new special sharester and specehor	Contraction (
riedse enter vehicle i	number without any special character and spacebar	submit
	VEHICLE DETAILS	
	Vehicle Details has been award successfully	
	venicie betails has been saved successionly.	
	ok 🔚	

4. The Rice Mill at any point of time can view the vehicles added by him. For this he will go to 'View Details of Vehicle and Remove Vehicle' menu. All the vehicles currently tagged will be shown. If he wishes to remove any vehicle, he will click 'De-tag Vehicle' button.

Online Paddy Procurement System			Welcome, H	GL19762 (RICEMILLER)!			
Dashboard							
ne			v	iew Details of ve	hicle and Remove Details	5	
ply For Empanelment	SI No	Vehicle	Registration	Insurance is valid as Nat	Whether Commercial	Status (Antico (Insettico)	Whether to
Mill Employee	1	WB51C4180	Valid	Valid	HEAVY GOODS VEHICLE	ACTIVE	De-Tag Vehicle
				14 44 B	see 1 of 1 in a 10 v	View 1 - 1 of 1	ee as tener
late Documents							
kate Documents Ik Guarantee ghing Device Report Icle Registration							
Update Documents Bank Guarantee Weighing Device Report Vehicle Registration Details							
Update Documents Bank Guarantee Velighing Device Report vehicle Registration etails Finter Registration Number of Vehicle and Remove Details							
Update Documents Bank Guarantee Weighing Device Report Vehicle Registration Details Enter Registration Number of Vehicle View Details of Vehicle and Remove Details Activities							







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5. He will be asked to confirm whether he wants to remove the vehicle.

1	WB51C4180	Valid	Valid	HEAVY GOODS VEHICLE	ACTIVE	De-Tag Vehicle
			14 44 B	age 1 of 1 ++ 10 -+	View 1 - 1 of 1	
	Do you wan	nt to de-tag this vehic	cle? ОК	Cancel		

6. When he clicks 'OK', the vehicle will be removed.

St No Vehicle Number Registration is valid or Not Insurance is valid or Not Whether Commercial or Non-Commercial VEHICLE DETAILS Ure Vehicle De-Tagged successfully. Ok		v	lew Details of ve	enicie ana kemove Detai
VEHICLE DETAILS				
VEHICLE DETAILS			14 14 (P	nge 1 of 0 → ++ 10 ×
VEHICLE DETAILS				
The Vehicle De-Tagged successfully.				
The Vehicle De-Tagged successfully.		VEHIC	LE DETAILS	
Ok		The Vehicle De-	Tagged successfully.	
			Ok	