

Steps to generate, save and email any Report

Steps to generate and save Report in ACES

(1) Officer may use Report module, REP, to generate the report.

- (A) Go to REP module
- (B) Click on Reporting Index.

PENDING REQUESTS		
SI. No.	Module Name	Number of pending items
1	Claims & Intimations	9
2	Registration	12
3	Refunds	2
4	Returns	29
5	Dispute Resolution	0
6	Audit	0
7	Exports	0
8	Provisional Assesment	3
9	Special Procedures	0

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- (C) Select the type of report as 'Service Tax Assessee Wise Detail Report'.
- (D) Select the Zone, Commissionerate, Division, Range for which report is to be generated.
- (E) Select the format of the report as xls or pdf or html. Use xls for better use of the report.
- (F) Click on submit button.
- (G) Report will be generated.

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(2) Steps to save report in home directory of the officer is as below

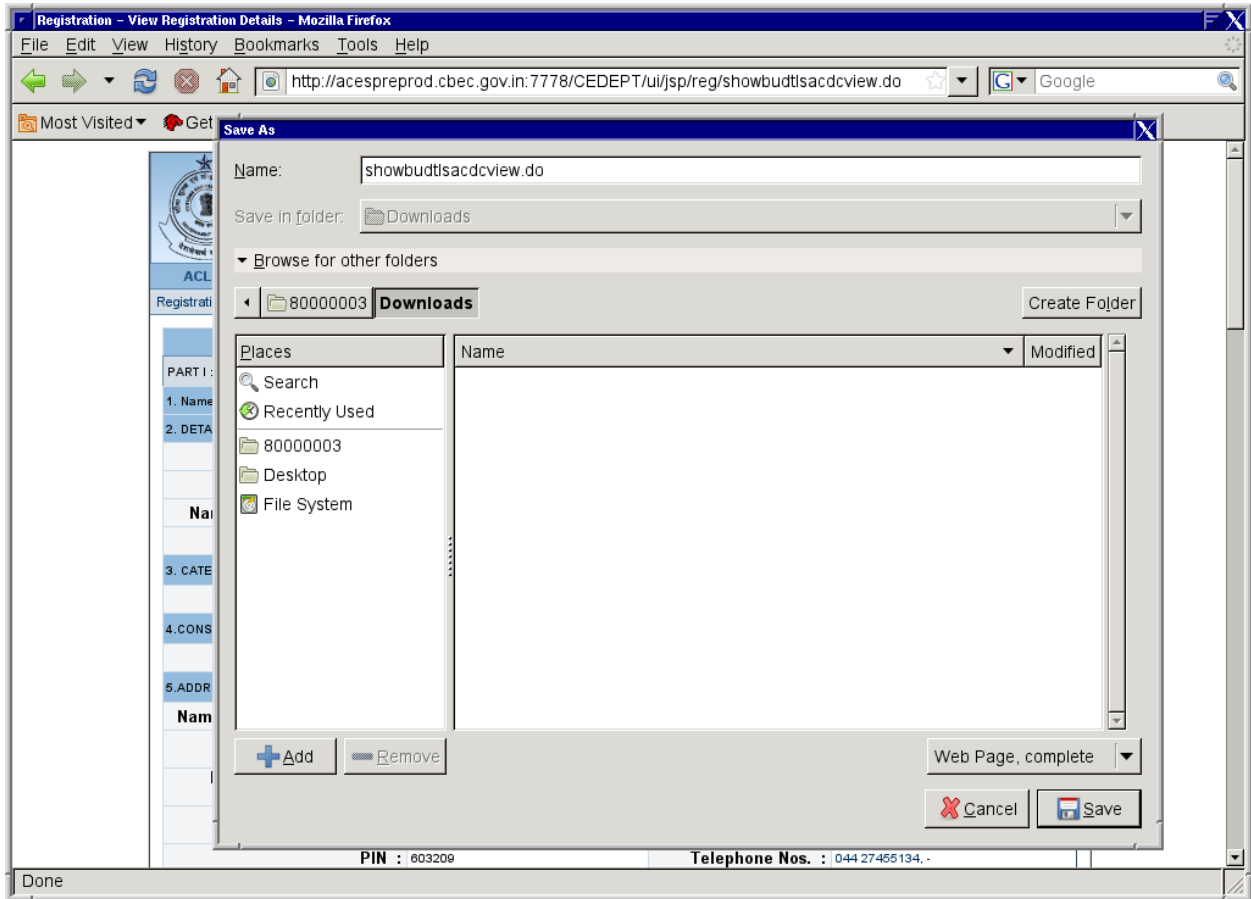
Step 1: First go to **File** (on top left menu bar)→**Save Page As**

The screenshot shows a Mozilla Firefox browser window displaying the 'View Registration Details' page for '3M INDIA LIMITED'. The 'File' menu is open, highlighting 'Save Page As...'. The page content includes the Central Board of Excise and Customs logo and a detailed registration form.

AUD	CLI	DSR	EXP	PRA	REF	REG	RET	REP	HELP
New Form A-1									
Logged in : p. mrr67 Sign Out									
APPLICATION FOR CENTRAL EXCISE REGISTRATION (FORM A-1)									
REGISTRATION OF BUSINESS REQUIRING REGISTRATION									
Registrant : 3M INDIA LIMITED									
2. DETAILS OF PERMANENT ACCOUNT NUMBER (PAN)									
PAN : AAACB5724H									
Name Of The Registrant (As Appearing In PAN) : BIRLA 3M LIMITED									
Name Of The Registrant (Populated from IT Database) : BIRLA 3M LIMITED									
If PAN Is Not Available, Whether Applied For PAN : Allotted									
3. CATEGORY									
Business Category : DEALERS									
4. CONSTITUTION OF BUSINESS									
Constitution : Registered Company									
5. ADDRESS OF BUSINESS PREMISES									
Name of Premises/Building : -					Flat/Door/Block No : HIG 45				
Road/Street/Lane : N.H.1 M.G.R. SALAI					Village/Area/Locality :				
Block/Taluk/Sub-Division/ Town :					Post office : MARAIMALAINAGAR				
City/District : KANCHEEPURAM					State/Union Territory : TAMIL NADU				
PIN : 603209					Telephone Nos. : 044 27455134, -				

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Step 2: Choose the location where you want to save that web page by clicking on “Browse for other folders”.



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Step 3: Choose Save in folder name e.g. Desktop, Downloads etc. and click on **Save** button.

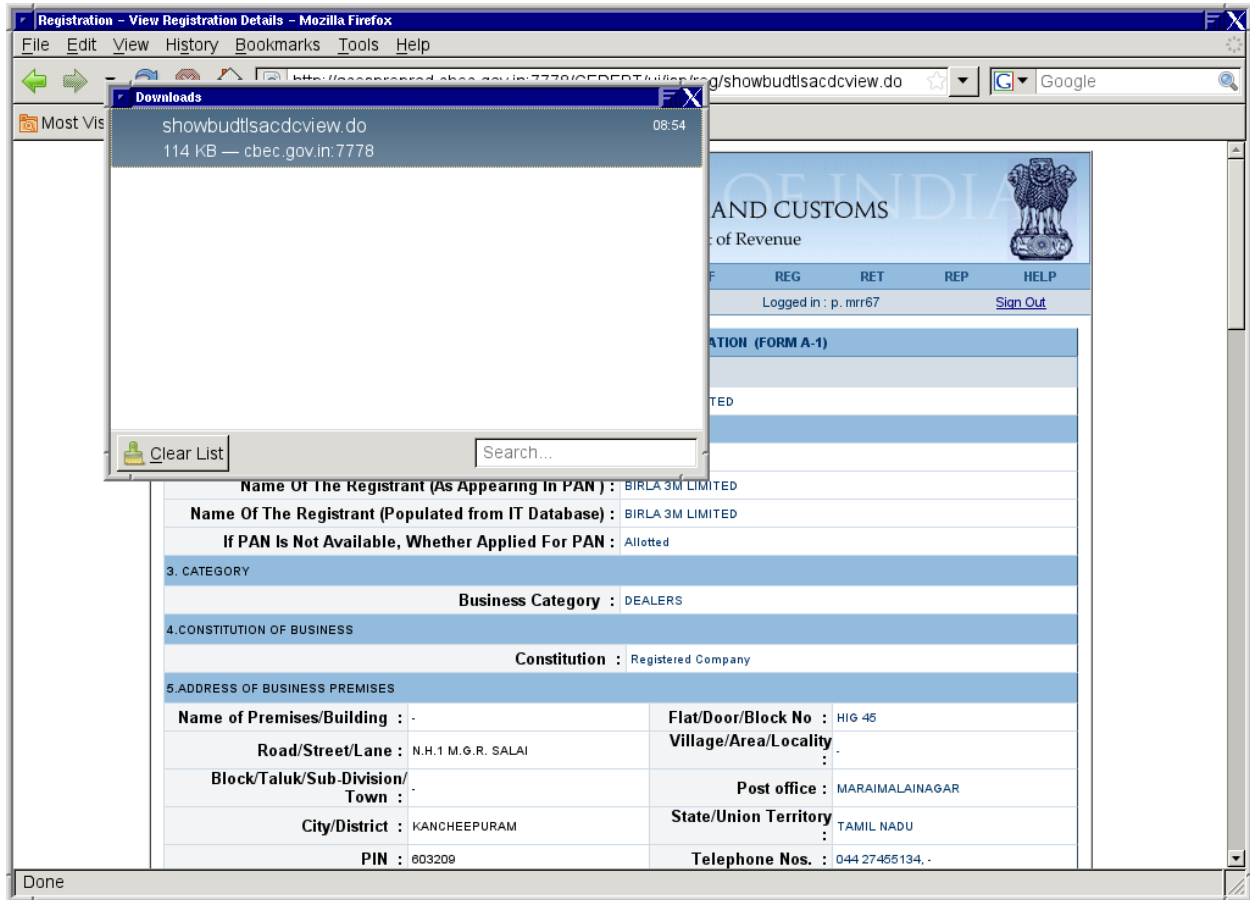
The screenshot shows a Mozilla Firefox browser window with the address bar displaying `http://acespreprod.cbec.gov.in:7778/CEDEPT/ui/jsp/reg/showbudtsacdcview.do`. A 'Save As' dialog box is open, showing the filename `showbudtsacdcview.do` and the save location `Desktop`. The background page is titled 'Registration - View Registration Details' and contains the following information:

PART I : IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION

1. Name Of The Registrant :	3M INDIA LIMITED
2. DETAILS OF PERMANENT ACCOUNT NUMBER (PAN)	
PAN :	AAACB5724H
Name Of The Registrant (As Appearing In PAN) :	BIRLA 3M LIMITED
Name Of The Registrant (Populated from IT Database) :	BIRLA 3M LIMITED
If PAN Is Not Available, Whether Applied For PAN :	Allotted
3. CATEGORY	
Business Category :	DEALERS
4. CONSTITUTION OF BUSINESS	
Constitution :	Registered Company
5. ADDRESS OF BUSINESS PREMISES	
Name of Premises/Building :	Flat/Door/Block No : HIG 45
Road/Street/Lane : N.H.1 M.G.R. SALAI	Village/Area/Locality :
Block/Taluk/Sub-Division/Town :	Post office : MARAIMALAINAGAR
City/District : KANCHEEPURAM	State/Union Territory : TAMIL NADU
PIN : 603209	Telephone Nos. : 044 27465134, -

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Step 4: Then page will be saved on the selected location.

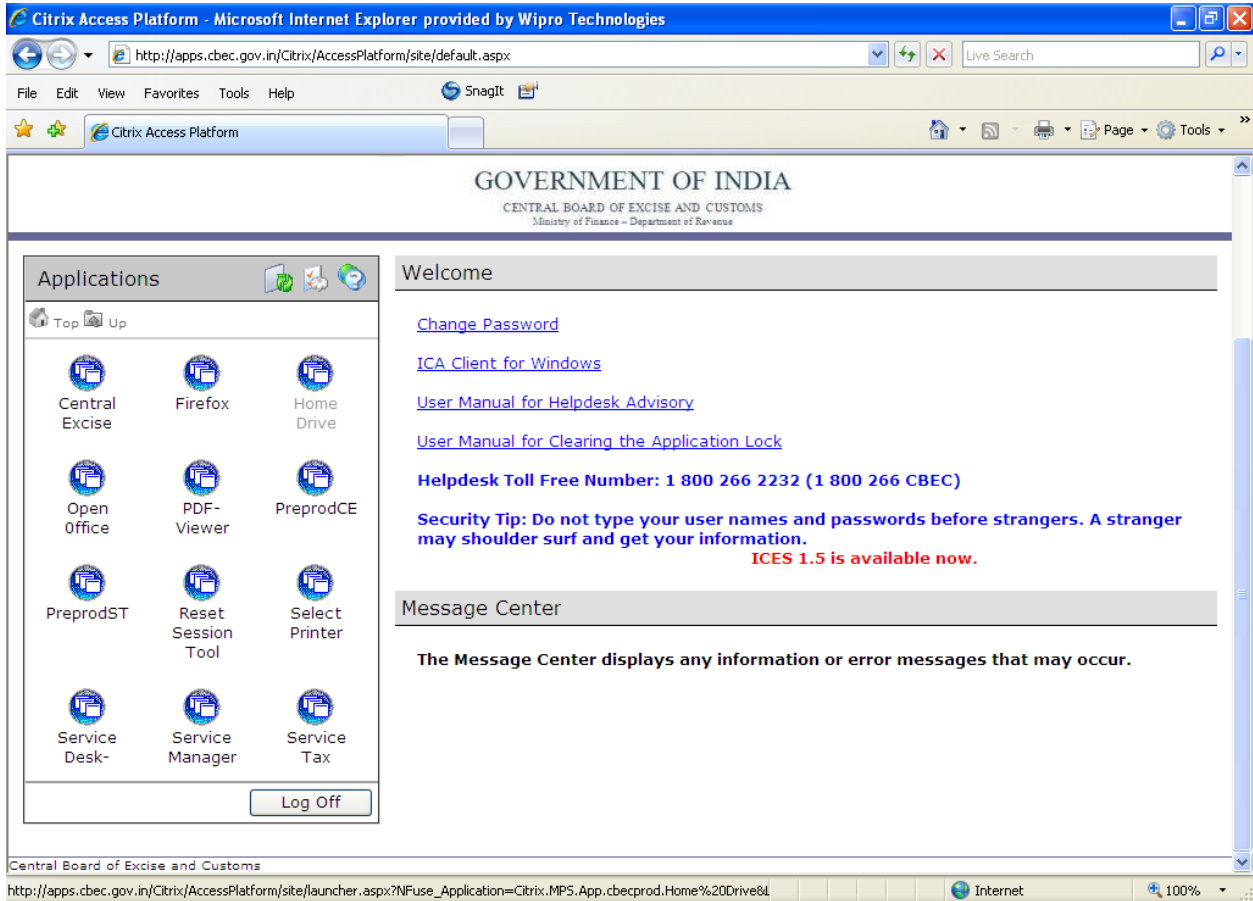


The screenshot shows a Mozilla Firefox browser window with the title "Registration - View Registration Details - Mozilla Firefox". The address bar displays the URL: <http://www.cbec.gov.in:7778/CEBERTA/efp/efp/showbudtisacdview.do>. A download dialog box is open, showing the file "showbudtisacdview.do" (114 KB) being saved to the Downloads folder. The background page is the "View Registration Details" page for BIRLA 3M LIMITED. The page header includes the text "INDIA" and "AND CUSTOMS" and "of Revenue". The page is logged in as "p. mrr67" and has a "Sign Out" link. The registration details are as follows:

Name Of The Registrant (As Appearing In PAN) :	BIRLA 3M LIMITED
Name Of The Registrant (Populated from IT Database) :	BIRLA 3M LIMITED
If PAN Is Not Available, Whether Applied For PAN :	Allotted
3. CATEGORY	
Business Category :	DEALERS
4. CONSTITUTION OF BUSINESS	
Constitution :	Registered Company
5. ADDRESS OF BUSINESS PREMISES	
Name of Premises/Building :	Flat/Door/Block No : HIG 45
Road/Street/Lane : N.H.1 M.G.R. SALAI	Village/Area/Locality :
Block/Taluk/Sub-Division/Town :	Post office : MARAIMALAINAGAR
City/District : KANCHEEPURAM	State/Union Territory : TAMIL NADU
PIN : 603209	Telephone Nos. : 044 27455134, -

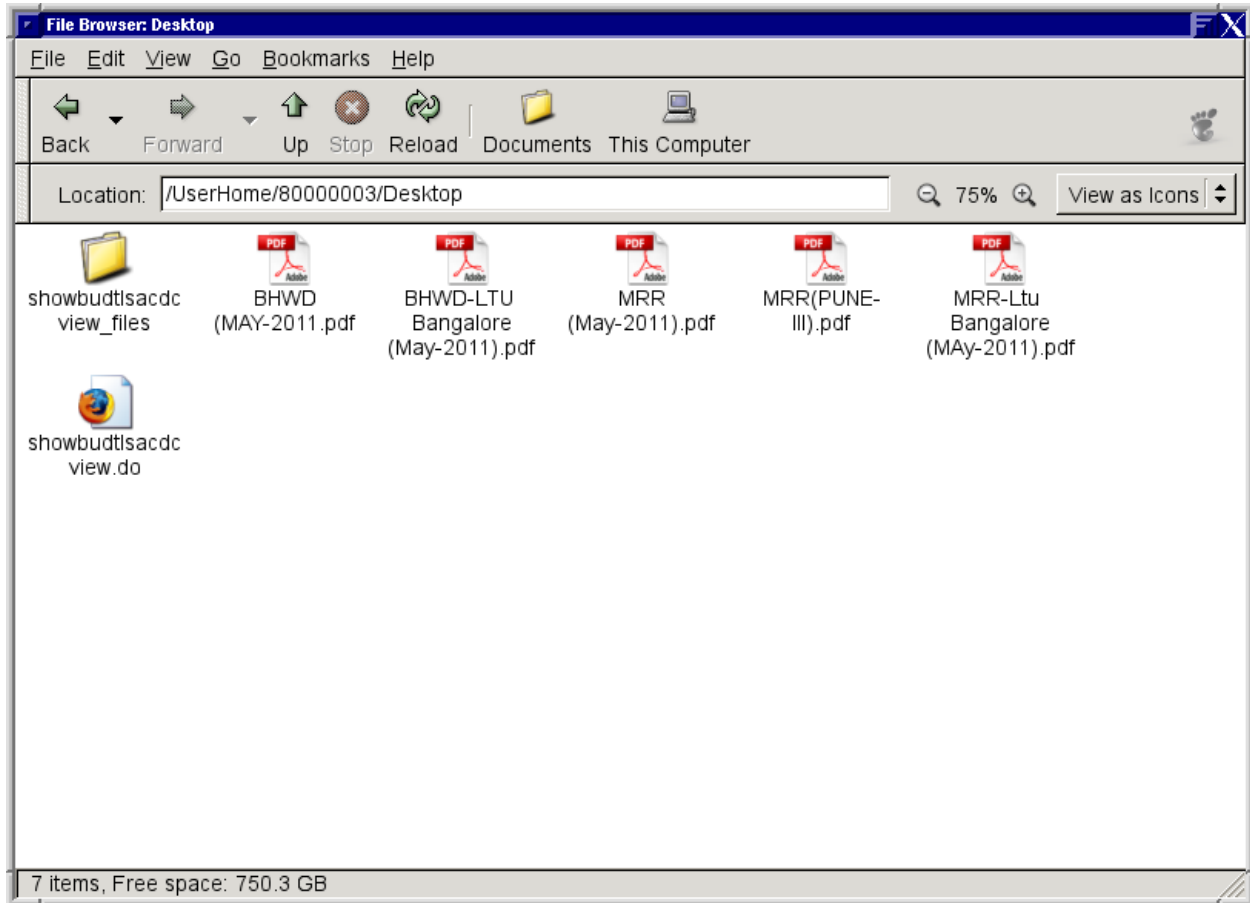
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Step 5: To open your saved page, click on Home Drive in the Citrix log in page.



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Step 6:Go to the specified path where you saved the page (e.g. Desktop)



Steps to generate, save and email any Report

Step 7: Double click on the saved file then saved page will be open.

Registration - View Registration Details - Web Browser

file:///UserHome/80000003/Desktop/showbudtisacdview.do

GOVERNMENT OF INDIA
CENTRAL BOARD OF EXCISE AND CUSTOMS
Ministry of Finance - Department of Revenue

ACL AUD CLI DSR EXP PRA REF REG RET REP HELP
ACL AUD CLI DSR EXP PRA REF REG RET REP HELP

Registration - View Form A-1 Logged in : p. mrr67 [Sign Out](#)

APPLICATION FOR CENTRAL EXCISE REGISTRATION (FORM A-1)

PART I : IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION

1. Name Of The Registrant : 3M INDIA LIMITED

2. DETAILS OF PERMANENT ACCOUNT NUMBER (PAN)

PAN : AAACB5724H

Name Of The Registrant (As Appearing In PAN) : BIRLA 3M LIMITED

Name Of The Registrant (Populated from IT Database) : BIRLA 3M LIMITED

If PAN Is Not Available, Whether Applied For PAN : Allotted

3. CATEGORY

Business Category : DEALERS

4. CONSTITUTION OF BUSINESS

Constitution : Registered Company

5. ADDRESS OF BUSINESS PREMISES

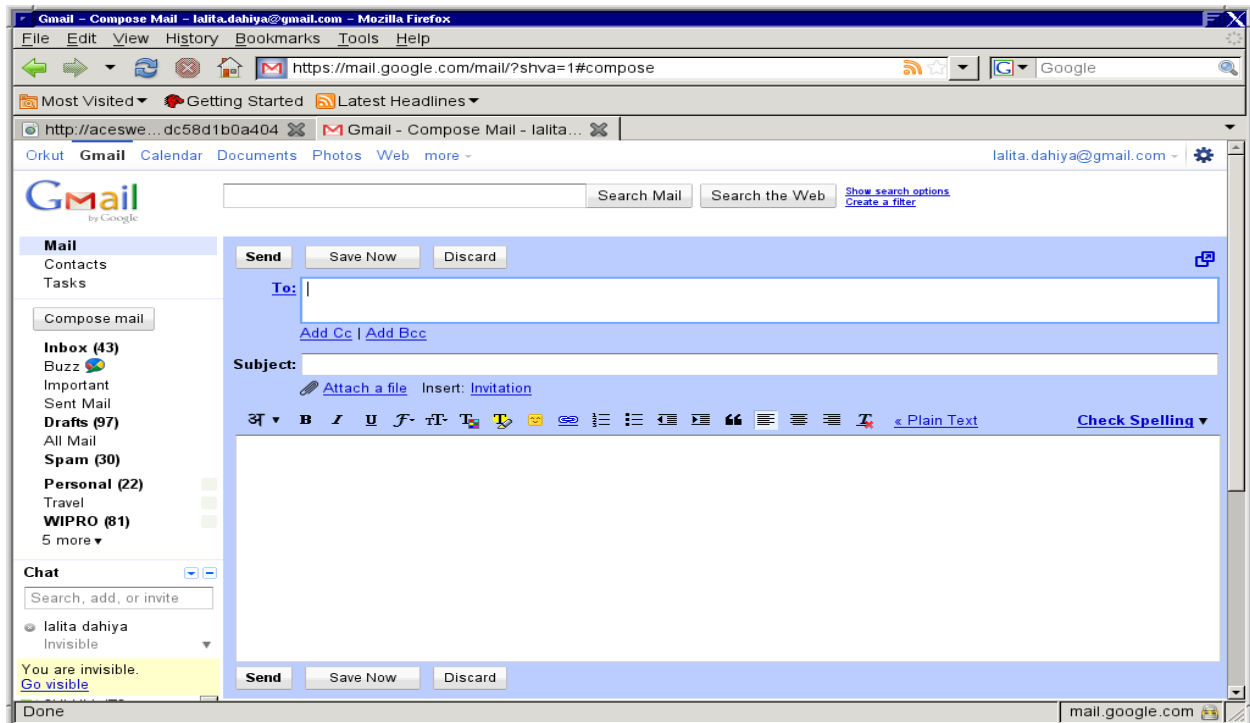
Name of Premises/Building :	Flat/Door/Block No :	HIG 45
Road/Street/Lane : N.H.1 M.G.R. SALAI	Village/Area/Locality :	-
Block/Taluk/Sub-Division/ Town :	Post office :	MARAIMALAINAGAR
City/District : KANCHEEPURAM	State/Union Territory :	TAMIL NADU

Steps to generate, save and email any Report

(3) Steps to attach any saved file with your email ID:

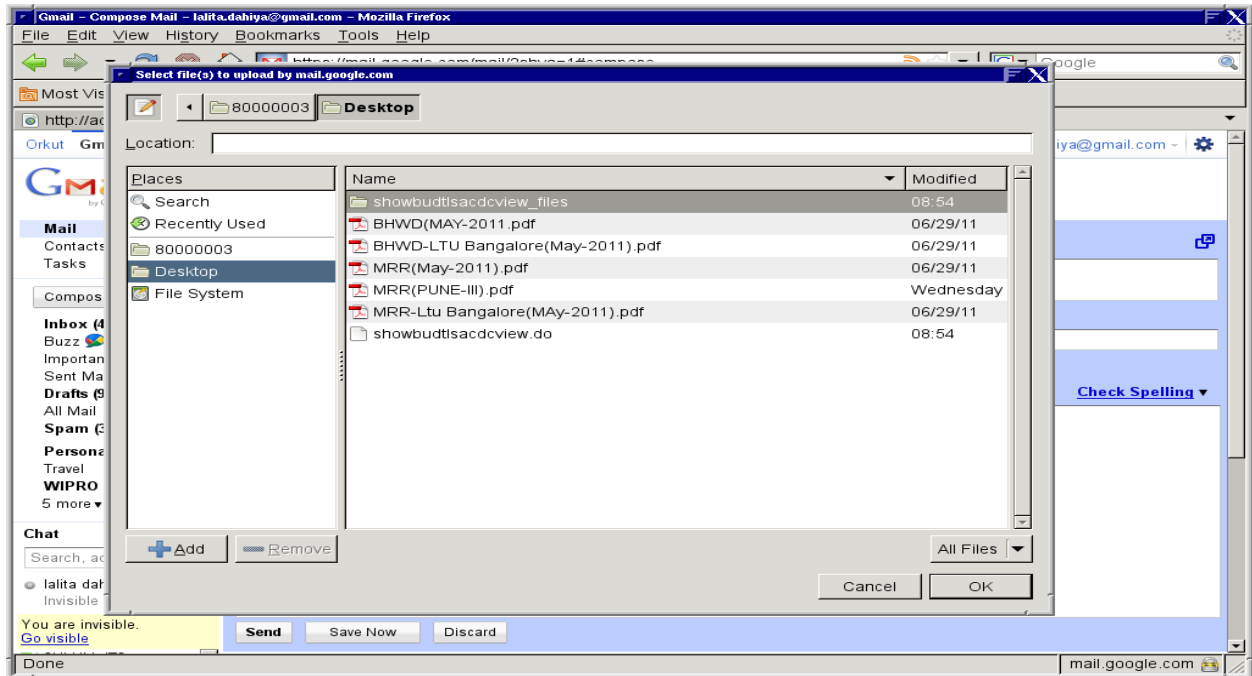
The following screen shots show, how to use Gmail/other E-mail id to mail the report. However officer can use their Icegate email id to send these reports.

Step 1: Click on Firefox in the Citrix Login page. Type URL of Gmail/other webmail address. Log-in with your ID & password. Click on Compose mail. Use either your own or Official E-mail to send.

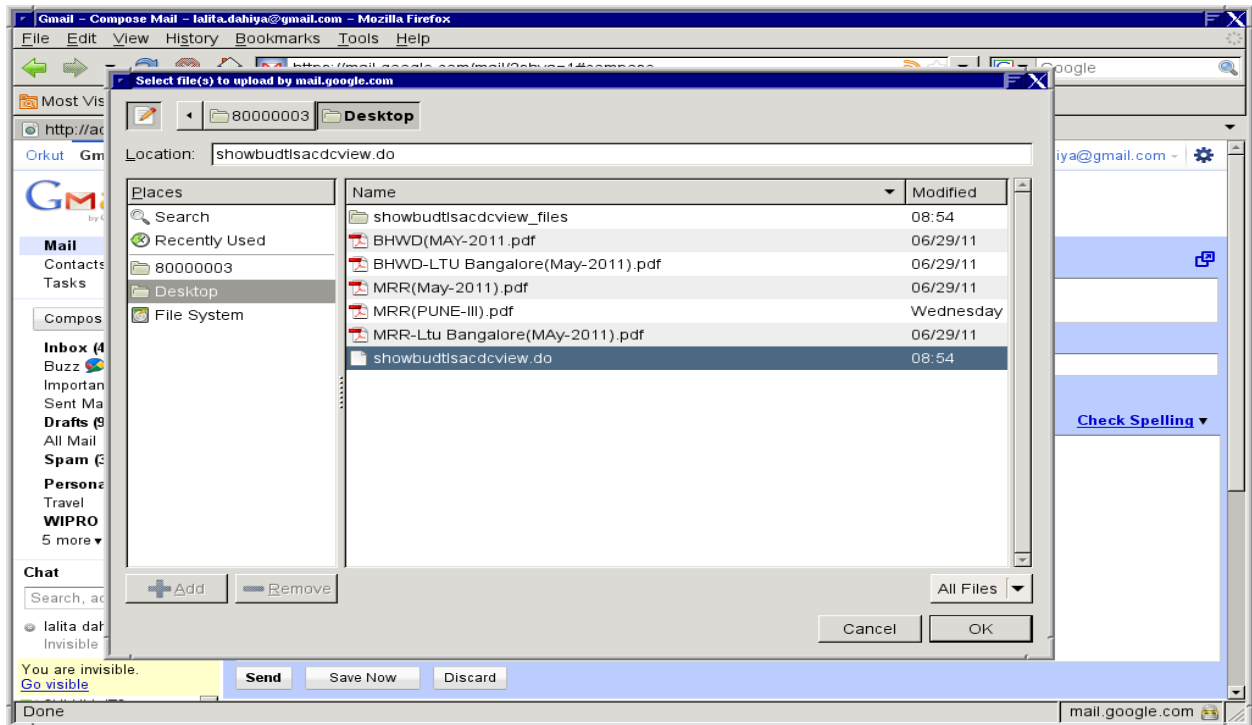


Step 2: Click on Attach a file.

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Step 3: Select your saved file and click on OK button.



Step 4: File will be attached with your email. Send the file using send button.

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Step5: Open your e-mail account from any Desktop PC. Click on Download button and Save the file in the local directory to sort data for analysis and further use.

