

# Security Tape Requisition System

For

West Bengal State Beverage  
Corporation Ltd. Manual

Saraswaty Press Limited

# SECURITY TAPE REQUISITION SYSTEM

## Contents

| SI No | Title                                        | Page No |
|-------|----------------------------------------------|---------|
| 1     | Security Tape Requisition Submission Process | 3-6     |

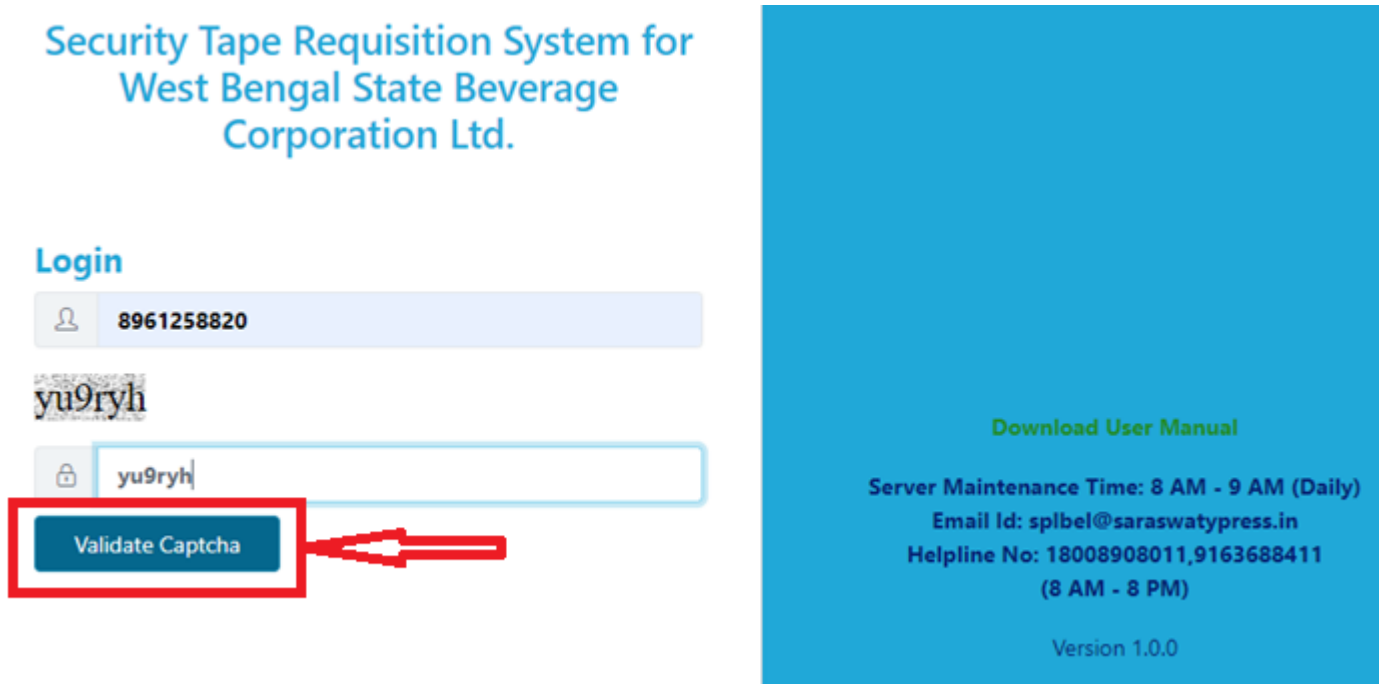
# SECURITY TAPE REQUISITION SYSTEM

## Security Tape Requisition Submission Process

### STEP-1

→ First of all, open **Security Tape Requisition System** online portal <http://www.splsecuritylabels.in/>

→ Put your **Username** and **Enter Captcha** and then click on **Validate Captcha**.



Security Tape Requisition System for  
West Bengal State Beverage  
Corporation Ltd.

Login

8961258820

yu9ryh

yu9ryh

Validate Captcha

Download User Manual

Server Maintenance Time: 8 AM - 9 AM (Daily)  
Email Id: splbel@saraswatypress.in  
Helpline No: 18008908011,9163688411  
(8 AM - 8 PM)

Version 1.0.0

→ Now click on **Send OTP**.



Security Tape Requisition System for  
West Bengal State Beverage  
Corporation Ltd.

Login

8961258820

yu9ryh

yu9ryh

Send OTP

→ **Enter OTP** for Login.

# SECURITY TAPE REQUISITION SYSTEM

## STEP-2

→ Go to profile section and check all the details before submitting requisition and update, if any change is required.

[Profile](#)[Deposit Amount](#)[Manage Requisition](#)

Welcome, Abrarul Haque (8961258820)SPL

**Profile**

Customer Code

ECC00005

Organisation Name

SPL

Mobile No Primary

8961258820

GST No

Contact Person\*

Abrarul Haque

Alternate Mobile No

8961258820

Email Id\*

erpplb@gmail.com

Delivery Address

Belghoria

Submit

Reset

## STEP-3

→ Now go to **Deposit Amount** section, **do payment** and after payment click on “**Add Bank Receipt**” to add the payment details.

[Deposit Amount](#)[Manage Requisition](#)

Deposit List

Bank Name- HDFC Bank Ltd, Dunlop Branch

Bank Address- 91, B.T Road Kolkata- 700090

Account No- 57500000165124

IFSC Code- HDFC0001130

After deposit, deposit amount with receipt details will be entered in "Deposit Amount" menu. It will take 24hrs for confirmation from Saraswaty Press.

Add Bank Receipt

| Payment Mode | Payment Date | Reference No | Deposit Amount by Customer (Rs.) | Confirm Status                    | Approved Amount (Rs.) | Reason for Rejection |
|--------------|--------------|--------------|----------------------------------|-----------------------------------|-----------------------|----------------------|
| RTGS         | 28-11-2023   | 1234567890   | 5000.00                          | Pending for confirmation from SPL | 0                     |                      |

## STEP-4

→ Enter the payment details give below: -

- Select Payment Mode i.e. NEFT, RTGS or Cheque.
- Select Payment Date.
- Enter the Reference No.
- Enter the Amount (in Rs.)

## SECURITY TAPE REQUISITION SYSTEM

→ Finally, click on **Save**.

**Deposit Amount** \* Marks are mandatory information

Payment Mode \*

NEFT

Payment Date \*

28-Nov-2023

Reference No \*

0123456789

Amount (Rs.) \*

10000

Save

Back

→ After adding payment details, you will be able to see the status of your payment under “**Confirm Status**”.

### STEP-5

→ For submitting requisition, click on **Manage Requisition** and then **New Requisition**.

Profile

Deposit Amount

**Manage Requisition**

Welcome,

Requisition List

**New Requisition**

Current Balance (Rs.) : 0

| Status | Requisition No |
|--------|----------------|
|--------|----------------|

### STEP-6

→ Put the quantity in place of “**No. of Carton**”.

→ After that, click on **Save**.

## SECURITY TAPE REQUISITION SYSTEM

Current Balance (Rs.) : 0

| Item Name                                                                                           | No. of Cartoon | Rate Per Item (Rs.) | Total GST (Rs.) | Total Amount (Rs.) |
|-----------------------------------------------------------------------------------------------------|----------------|---------------------|-----------------|--------------------|
| Tamper Proof Red Color Security Tape of 60mm width- 15 spools (50 meters per spool) in each cartoon | 10             | 5250                | 9450            | 61950              |

Bank Name- HDFC Bank Ltd, Dunlop Branch  
 Bank Address- 91, B.T Road Kolkata- 700090  
 Account No- 57500000165124  
 IFSC Code- HDFC0001130

After deposit, deposit amount with receipt details will be entered in "Deposit Amount" menu. It will take 24hrs for confirmation from Saraswaty Press.

→ To confirm requisition, **Select the requisition** and click on option **"Confirm Requisition"**.

Current Balance (Rs.) : 10900.00

| Status  | Requisition No | Requisition Date | Requisition Amount (Rs.) |
|---------|----------------|------------------|--------------------------|
| Confirm | EXREQ23-001    | 11-12-2023       | 6195.00                  |

→ For your information, the submitted requisition **will never be confirmed** until the Current Balance (Rs.) meets its requirement (i.e. If Current balance is **Zero** or **Less than the required total amount**).

Current Balance (Rs.) : 4705.00

| Status               | Requisition No | Requisition Date | Requisition Amount (Rs.) |
|----------------------|----------------|------------------|--------------------------|
| Pending for Delivery | EXREQ23-001    | 11-12-2023       | 6195.00                  |

You can check your requisition status from requisition list.