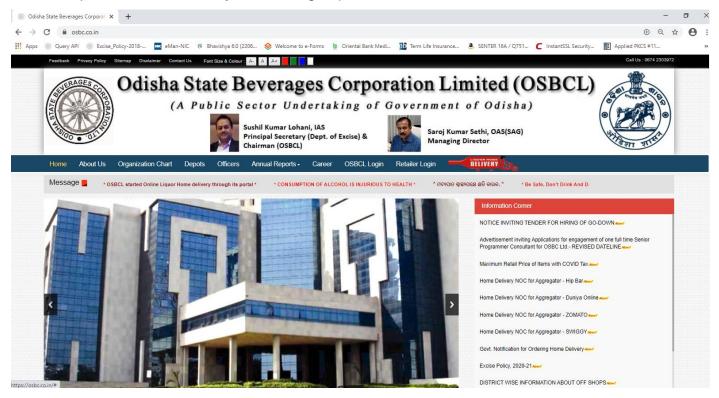
Retailer Manual for Online Order of Liquor in OSBCL Portal

(Delivery through Retailer)

Allow items to be shown to Consumers for Online Sale

- Open Internet browser (like Google Chrome etc.)
- Open OSBCL Portal by mentioning https://osbc.co.in in the URL



Click Retailer button and Login in OSBCL Portal with the credentials given



 Enter / Update contact Number and WhatsApp Number details to be shared for online customers by clicking MY PROFILE tab and Edit Contact Details tab



Odisha State Beverages Corporation Limited (OSBCL)

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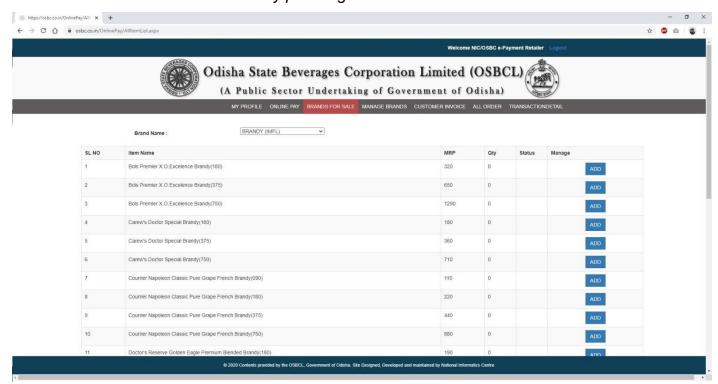
TSIGO - OLTE	(A Public Sector Undertaki	ng of Government of Odisha)
	MY PROFILE ONLINE PAY	ALL ITEM MANAGE ITEM CUSTOMER INVOICE ALL ORDER TRANSACTIONDETAIL
Profile Edit Conta	act Details	
Depot Name	KHORDHA DEPOT	
Retailer Name	NIC/OSBC e-Payment Retailer	
Retailer Code	9999	
Shop Name	NIC-OSBC	
Shop Address	BBSR	
	© 2020 Contents provided by the OSBCL, Government of Odisha. Si	te Designed, Developed and maintained by National Informatics Centre
		Welcome NIC/OSBC e-Payment Retailer Logout
DAGES		Welcome NIC/OSDC e-rayment retailer Logott
C	Odisha State Beverages Con (A Public Sector Undertakin	rporation Limited (OSBCL)
	MY PROFILE ONLINE PAY ALL	ITEM MANAGE ITEM CUSTOMER INVOICE ALL ORDER TRANSACTIONDETAIL
Profile Edit Contac	t Details	
Contact Person Name	Contact Person Name	
Mobile Number	Mobile Number	
Whatsapp Number	Whatsapp Number	
Email Address	Email Address	
Shop Location	Details Address of Shop Location	
Pincode	Pincode	
	Update Changes	
	© 2020 Contents provided by the OSBCL, Government of Odisha. Site D	esigned, Developed and maintained by National Informatics Centre
		Welcome NIC/OSBC e-Payment Retailer Logout
O	Odisha State Beverages Con	rporation Limited (OSBCL)
	MY PROFILE ONLINE PAY ALL	ITEM MANAGE ITEM CUSTOMER INVOICE ALL ORDER TRANSACTIONDETAIL
Profile Edit Contact	Details	
Contact Person Name	Debendra Kumar Sahoo	
Mobile Number	8249761028	
Whatsapp Number	8249761028	
Email Address	mail4debendra@gmail.com	
Shop Location	68 Budha Nagar, Hotel Puspak, Kalpana square.	
Pincode	751001	

Update Changes

Select BRANDS FOR SALE tab and the Brand to be allowed for online sale.



• Select the items of that Brand by pressing **ADD** button.



Enter Quantity of Items for Online Sale



Press Update button and enter other brand items which will be allowed for online sale.

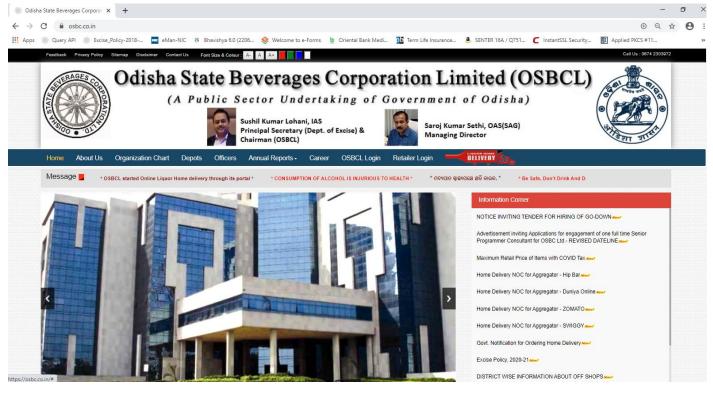


After addition of all items for online sale, Retailers can press **Manage** Tab and make Active / Deactive of the item which will be allowed / not allowed to consumers accordingly for online sale.



Retailer Manual to Verify Online Orders received and Delivery to the Consumers

- Open Internet browser (like **Google Chrome** etc.)
- Open OSBCL Portal by mentioning https://osbc.co.in in the URL



Click Retailer button and Login in OSBCL Portal with the credentials given

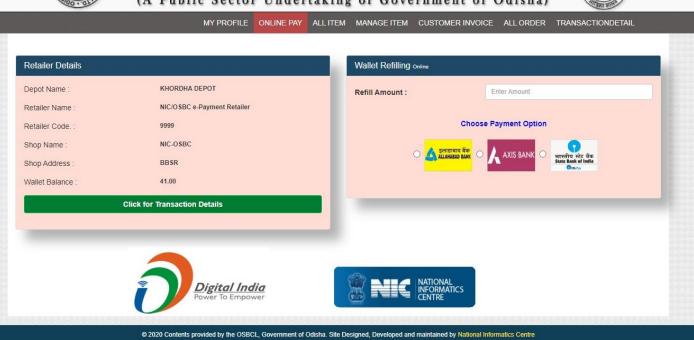


• Following Retailer Dashboard will be displayed.



Odisha State Beverages Corporation Limited (OSBCL)

(A Public Sector Undertaking of Government of Odisha)

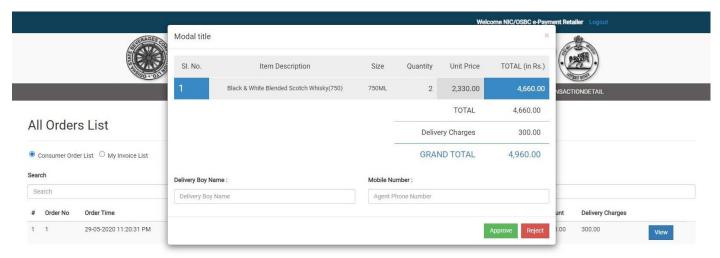


and the same was in a distribution that ALL ORDER tale

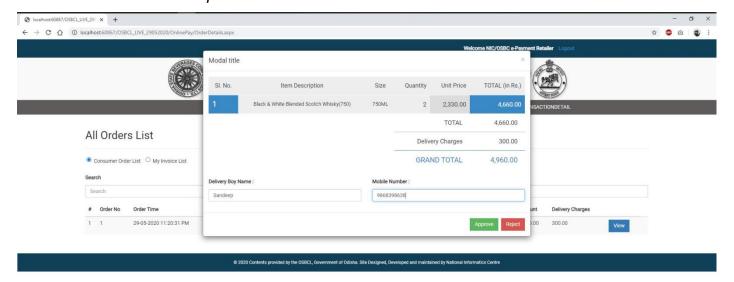


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Press View to see the items of the order to be delivered.



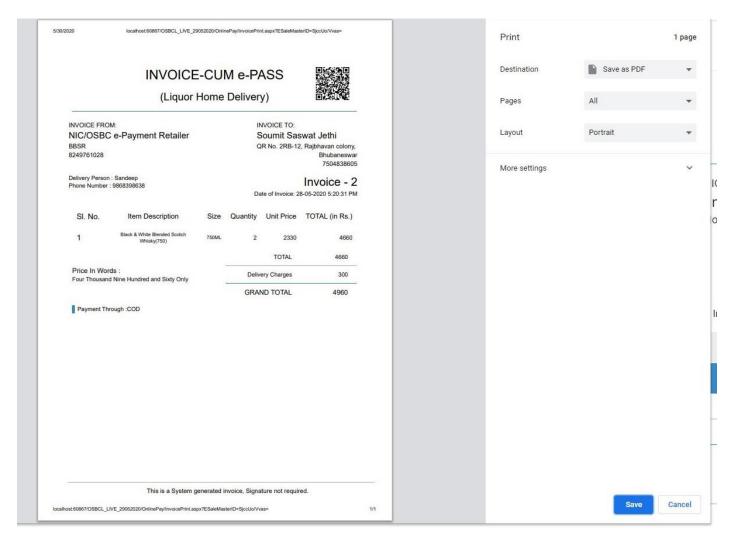
 Enter Delivery Boy details with contact number and press Approve button. If retailers do not wish to deliver press cancel button.



- Contact the Consumer and inform to pay the amount
- Consumer can pay through POD / UPI / Wallet as agreed by the Retailer.
- After receipt of payment, Retailer will generate the QR Coded Invoice-cum-ePass from OSBCL Online system.



• Print the Invoice (if required)



• Delivery Boy will deliver the items and handover the Invoice-cum-ePass to the Consumer after receipt of the amount if POD selected.