

SELF - System of Easy Issuance of Fuel Permit and Listed Fuel Supply

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Ltd (Matsyafed)**



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Ministry of Communications & Information Technology
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Steps to Do Fuel Sales

1. Click **Bunk Details->Fuel->Intake Details**

- a. Enter Fuel Intake details in Fuel Intake Details tab.
- b. Enter Oil Intake details in Oil Intake Details tab.
- c. Enter Oil Stock Conversion details if the 'Oil can stock needs to be converted to loose stock' in Oil Stock Conversion tab.

2. Click **Bunk Details->Bunk->Shift Begin Process.**

- a. In Shift Begin Time Tab,
Select Shift Time and click the submit button.
- b. In Dip Reading Tab,
Select Tank No and enter Scale Reading and Quantity and click Submit button.
- c. In Nozzle Reading Tab
Select Tank No, dispensing unit no, nozzle unit and enter Reading and click Submit button.
- d. Click the 'Start Shift' Button to start the shift process.

3. Click **Bunk Details->Fuel->Sales**

- a. Enter Permit No and click proceed button
- b. Enter the kerosene quantity in litres
- c. Select the other item such as 2T Oil and choose radio button Litres or Loose
 - i, If Litres, Select Supplier, Brand and Can types and enter quantity in Nos and click the Add button.
 - ii, If Loose, Select Supplier Brand and enter quantity in Litres and click the Add button
- d, Click the print button to print the bill

4. Click **Bunk Details->Bunk->Shift End Process.**

After all Sales enter the shift end process.

a. In Shift End Time Tab,

Select Shift Time and click the submit button.

b. In Dip Reading Tab,

Select Tank No and enter Scale Reading and Quantity and click Submit button.

c. In Nozzle Reading Tab

Select Tank No, dispensing unit no, nozzle unit and enter Reading and click Submit button.

d. Click the 'Start End Button to end the shift process.

4. Click **Reports-> Reports ->Shift Sales Report.**

a. Select bunk name, Date From, Date To and shift Time and click search button.

b. Click 'View Report 'to view Sales Report.