



JCI (The Jute Corporation of India)

A Government of India Enterprise

SALES (PHASE - 2)

Contract Generation (MSP, Free Sales, Commercial)

INDEX

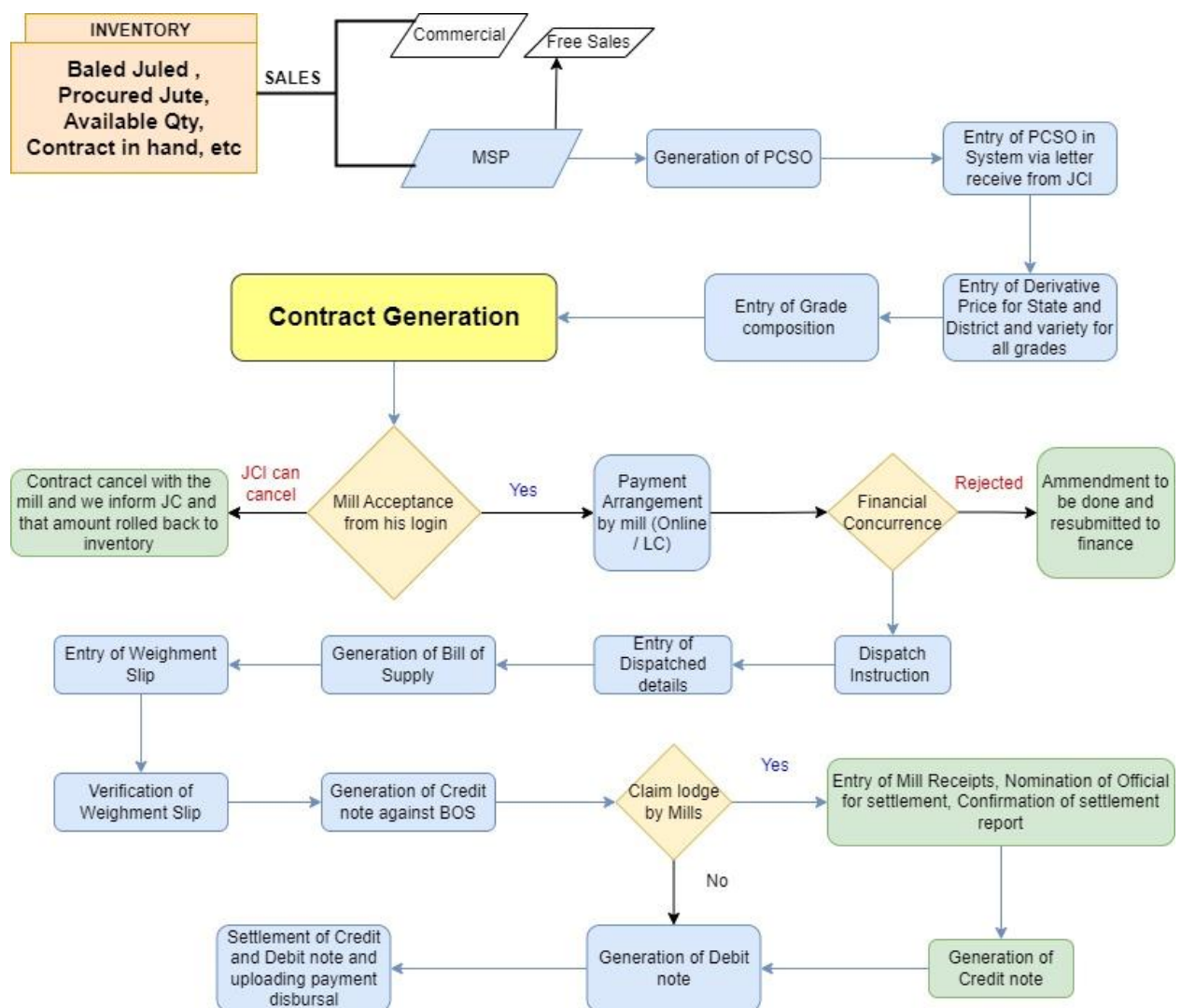
Table of Contents

1. MSP SALES	4
1.1 Flow Diagram.....	4
1.2 Inventory Position	5
1.3 Generation of PCSO Request Letter	6
1.4 Entry of PCSO (Production Control cum Supply Order)	8
1.5 Entry of Derivative Price	10
1.6 Entry of Grade Composition.....	12
1.7 Contract Generation.....	15
1.8 Mill Acceptance	18
1.9 Payment Arrangement.....	19
1.10 Financial Concurrence	22
1.11 Dispatch Instruction (HO).....	24
1.12 Dispatch Instruction (RO).....	27
1.13 Entry of Dispatch Details (Mobile).....	30
1.14 Generation of Bill of Supply	34
1.15 Entry of Weighment Slips (Mobile)	37
1.16 Verification of Weighment Slips (Mobile).....	39
1.17 Generation of Credit Notes	41
1.18 Entry of Mill Receipts	43
1.19 Nomination of Officials for Claim Settlement.....	46
1.20 Entry & Confirmation of Claim Settlement Report	49
1.21 Generation of Credit Note	52
1.22 Generation of Demand Note against Carrying Cost.....	55
1.23 Entry of TDS U/s 194Q Declaration.....	57
1.24 Generation of Cash against Dispatch Document	59
1.25 Generation of Documents against LCs.....	60
1.26 Settlement of Credit and Debit Notes	61
1.27 Uploading of Payment Realization / Disbursal Details	62
2. FREE SALES.....	64
2.1 FLOW: -	64

2.2 Entry of Transportation & Operation Cost	64
2.3 Finalization of lot sizes and Reserve Sale Price	67
2.4 Creation of Bid Offering	70
2.5 Submission of Quote	72
2.6 Selection of H1 Bidder.....	73
2.7 Contract Generation.....	75
2.8 Financial concurrence for Issuance of Contract	78
2.9 Administrative Approval for Issuance of contract	79
3. COMMERCIAL SALES.....	81
3.1 Flow: -	81
3.2 Entry of Transportation & Operation Cost	82
3.3 Entry of Factors involved in Commercial Price.....	82
3.4 Finalization of lot sizes and Reserve Sale Price	83
3.5 Creation of Bid Offering	86
3.6 Submission of quote.....	86
3.7 Selection of “H-1” bidder	87
3.8 Contract Generation.....	87

1. MSP SALES

1.1 Flow Diagram: -





1.2 Inventory Position

Filter

Crop Year Drop Down

Basis of Operation [Drop down] (MSP / Commercial)

To be displayed [Drop down] (in Bales / in Qtls.) * - only applicable on Baled Jute

1st Level View (CY-wise summary of available inventory is to be shown on landing page)

		Loose	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Total
(i)	Procured / Baled								
(ii)	Available								
(iii)	Contract in-hand	N/A							
(iv)	Contract Un-covered								

2nd Level View (only applicable on “Procured/Baled” and “Available” Options)

		Loose	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Total
(i)	Region								

2nd Level View (only applicable on “Contract in-hand” Option)

		Loose	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Total
(i)	Contracted	N/A							
(ii)	Despatched	N/A							
(iii)	Payment not received	N/A							
(iv)	DI in-hand	N/A							

2nd Level View (only applicable on “Contract Un-covered” Options)

		Loose	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Total
(i)	Jute Variety								

3rd Level View (only applicable on “Region” Option)

		Loose	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Total
(i)	DPC / Co-Operative								

3rd Level View (only applicable on “Payment not received” Option)

		Loose	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Total
(i)	FY/Contract No.	N/A							

4th Level View (only applicable on “FY/Contract No.” Option)

		Loose	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Total
(i)	Mill Code – Mill Name	N/A							

1.3 Generation of PCSO Request Letter

A. Description

Based upon the available “Contract Un-covered” quantity comprised of both loose and baled jute procured / processed under MSP Operation, concerned official will send request letter to Office of the Jute Commissioner to request issuance of Production Control cum Supply Order (PCSO).

B. Execution

- Sales Manager will login to portal.
- He will click Generation of PCSO menu.
- Form will be opened with only 1 pre-filled value i.e Available Qty.
- SM will fill rest of the data and submit the form.
- Upon Submission Request letter will be generated with user provided quantity rather than system available qty.
- List of all request letter will be opened ordered by recent ones on the top.
- In listing page there should be 2 Buttons, Download & Acknowledge.
- SM can download the Request Letter and it should be exported on Letter Head of JCI as per the given format.
- Letter will be circulated internally for signature of officials and then will be sent manually to Jute Commissioner.

- Once the Approval will be received from JC, SM will Acknowledge on respective letter and Thanking mail will be triggered to JC and Flag will be changed to Acknowledged so that button gets disabled and further no mail can be triggered.

C. Roles Involved

Sales Manager (Fill + View)
HO (View)

D. Form Data

Label	Type	Validation
JCI Ref. No.	Text – Alphanumeric	Shouldn't be empty
System available Qty.	Double – Read Only	Empty check
Requested Qty.	Double	Empty check & not greater than system qty
Date	DD/MM/YY – Read only	Server Date

E. Documents



Letterhead
Format.docx



Request for
providing B-Twill linka

F. Database Schema

DB name – XMWJCI
Table name – jcipco_gen

Column Name	Type	Constraint
pcso_gen_id	BigInt	PK
Jci_ref_no	Varchar(50)	Not null
system_qty	Double	0.0
req_qty	Double	0.0
Creation_date	TimeStamp	Current Date and Time
Letter_path	Varchar(250)	Not null

G. Notes

- Concerned officials, are to be notified upon accumulation of “Contract Un-covered” quantity on every 20th of each month. This limit will be driven by user defined and DB driven “BUSINESS RULES”.
- Based on the input and date, reference no and date of the request letter is finalized.

- Requested quantity may vary from the system calculated available quantity.
- Request letter will be issued with user provided quantity only.
- Stock identification, against which request letter is issued; may be kept for reference and audit trail.

1.4 Entry of PCSO (Production Control cum Supply Order)

A. Description

Upon receiving a request letter from JCI, Office of the JC issues PCSO mentioning mill-wise allocation of JCI's raw jute procured under MSP. This data is considered as the lynch pin of B. Twill Linkage Contracts issued by JCI.

B. Execution

- SM will click Entry of PCSO menu, then a form will be opened.
- He will manually enter Qty. allocated for the mills using the letter received from JC
- Upon Submit a next screen will be opened with the entered mill Qty. and total allocated Qty. only
- There will be 2 buttons at the bottom, submit and reset.
- On submit data will be saved in the table and on reset it will go to initial page to be filled again.
- For each mill a single row will be generated in the table along with ref no and other details.
- A listing page should be there in the menu on which entered PCSO can be listed, ordered by entry date.
- Edit provision should be there upon reference num. click from listing page, to correct wrong entry of qty.

C. Roles Involved

Sales Manager (Entry + View + Edit)

HO (View)

D. Form Data

Label	Type	Validation	View/Edit
JCI Ref. No.	Text – Alphanumeric	Shouldn't be empty	V
Reference Date	Date – DD/MM/YY	Empty check	V
JCI letter Ref.	Dropdown – to be fetched from pcso generation table	Mandatory selection	V

PCSO Date	DD/MM/YY – Read only fetched upon letter selection	Empty check	V
JCI Jute Ratio	Text - double	Empty check	
PCSO Qty. (M.T)	Text – Double – Read Only – Fetched from letter selection	Empty check	V
Delivery Period	Date	Empty check	V
PCSO letter	Link – on click download	Letter download	
Mill name	Read – Only text – Fetched from Mills masters	Empty check	
Mill-Wise Allocation (M.T)	Text- Double – to be entered by user and should be in tabular form with corresponding to mill name	Empty and Double number check	E

E. Documents



F. Database Schema

DB name – XMWJCI

Table name – jcientryofpcso

Column Name	Type	Constraint
pcso_refid	BigInt	PK,AG
Reference_no	Varchar(50)	NN
reference_date	Varchar(50)	Not null
letter_ref	Varchar(50)	0.0
pcso_date	Varchar(50)	0.0
Jute_ratio	Varchar(50)	NN
pcso_qty	double	0.0
Delivery_period	Varchar(45)	NN
Letter_path	Varchar(150)	NN

Mill_name	Varchar(50)	NN
Mill_code	int	NN
Allocated_qty	double	NN
Pcso_qty	double	NN
Created_date	Time Stamp	Time stamp
Pcso_contract_flag	Int (0 – Available 1- Contracted)	0

G. Notes

- Allocation against any mill to be shown as '0' by default.
- These data can be stored in parent-child table concept.

1.5 Entry of Derivative Price

A. Description

Derivative Price is set by the Office of the Jute Commissioner for every crop year. This price is used for selling jute to jute mills under B. Twill Linkage Contracts.

There are two different delivery types for which derivative prices are fixed – i) Ex-godown delivery, when mills arrange their own transport and ii) Mill delivery, when transport are arranged by JCI.

The derivative price also varies from district to district in major jute growing states like West Bengal and Assam.

B. Execution

- Entry of Derivative Price menu will be there under main head of Contract Generation MSP
- Upon click, a form will be open with several fields to be entered.
- Crop year should be auto populated based on crop year calculation from server date
- Multiple district can be selected
- On submit data will be stored in the table for single district as a 1 row for 1 grade. i.e for 1 district n numbers of row will be created where n is the jute grade.
- Those district whose derivative price is already submitted for the crop year and delivery type will not appear in the list next time.

C. Roles Involved

IT-HO (Entry+View+Edit)

SM (View)

D. Form Data

Label	Type	Validation	View/Edit
Crop Year	Dropdown – Based on Server date Calculation	Mandatory selection	V
Delivery Type	Dropdown (Ex-Godown & Mill Delivery)	Mandatory selection	V
State	Dropdown – to be fetched from State master	Mandatory selection	V
District	Multiple select based on state selection – By default all will be selected	Mandatory selection	V
Jute Variety	All jute variety of msp will be fetched in tabular form with their grades which will be filled by user	Auto Fetched	V
Jute Grade Price	Text- Double	Empty and double check	V + E

E. Documents

NA

F. Database Schema

DB name – XMWJCI

Table name – jcientry_derivative_price

Column Name	Type	Constraint
der_id	BigInt	PK,AG
Crop_year	Varchar(50)	NN
Delivery_type	Varchar(50)	Not null
State_id	int	NN

State_name	varchar	NN
District_id	int	0.0
District_name	varchar	NN
Created_by	int	NN
Jute_variety	varchar	NN
Grade1	double	NN
Grade2	double	NN
Grade3	double	NN
Grade4	double	NN
Grade5	double	NN
Grade6	double	NN
Created_date	Time Stamp	Time stamp

G. Notes

- Prices are fixed once a crop year.
- Jute varieties against which MSP are fixed, derivative prices are set for those varieties only.
- “All” option is to be there in addition to list of districts populated against a particular State.
- Crop Year for which derivative prices are entered, is to be calculated from the server date.
No other options in the crop year field are to be shown.

1.6 Entry of Grade Composition

A. Description

Grade composition is important factor to decide the Qty. of each Jute variety to be contracted / dispatched to mill.

Actual will come from inventory but sales manager can propose new composition.

B. Execution

- Sales manager will open inventory and will click on Contract Un-covered.
- Next tab will display the percentage of all grades.
- In the adjacent tab SM can propose new percentage/composition
- He will also enter label name so that he could determine/choose composition during contract

Available Qty. (qtls)	Crop Year	Label
1000	2023-2024	Lab2324_1

Variety	System Composition	Proposed Composition
TDN - 1 / WN - 1 / M -1 / B-1	10	0
TDN - 2 / WN - 2 / M -2 / B-2	20	20
TDN - 3 / WN - 3 / M -3 / B-3	30	20
TDN - 4 / WN - 4 / M -4 / B-4	20	30
TDN - 5 / WN - 5 / M -5 / B-5	10	30
M -6 / B-6	10	0

Submit

- On Submit data will be saved.
- This can be done multiple times for a crop year but label name should be mandatorily unique.

C. Roles Involved

Sales Manager (Entry + View + Edit)

D. Form Data

Label	Type	Validation	View/Edit
Crop Year	Dropdown – Based on Server date Calculation	Mandatory selection	V
Available Qty	Text – Read Only – System calculated	Auto Fetched	V
Label Name	Text – to be entered by user	Mandatory field	V
Jute Combination	Static but can be edited and edited value will be saved in db	Empty Check	V+E
System calculated composition	Double - Read Only	Auto Fetched	V

Proposed composition	Text- Double	Empty and double check	V + E
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E. Documents

F. Database Schema

DB name – XMWJCI

Table name – jcigrade_composition

Column Name	Type	Constraint
grade_id	BigInt	PK,AG
Crop_year	Varchar(50)	NN
Available_qty	Double	Not null
Label_name	varchar	Unique
Jute_combination	Varchar(250)	NN
System_composition	double	NN
Proposed_composition	double	NN
Created_by	int	NN
Created_date	Time Stamp	Time stamp

G. Notes

- Variety-grade wise segregation of a B.Twill Linkage contracts are not any particular variety and grade. It is rather segregated among options of different varieties and grade, i.e. “TDN-1/WN-1/B- 1/M-1” and so on.

1.7 Contract Generation

A. Description

Upon selecting non-contracted PCSOs by their date(s), a summary page of Mill-wise Allocations (in Qtls.) against each PCSO shall be displayed.

Next serial no. of B. Twill Linkage will be entered for a particular financial year (Contract Identification No.).

Upon submission, Contract No. (JCI/3-digit Mill Code/9-digit FY/Contract Identification No.) will be generated. For future reference, this contract no. will always be referred. Delivery type against each Contract No. is also to be selected.

B. Execution

- SM will click Contract generation menu and a form will be open.
- He will select PCSO date from dropdown and based on date selection, mill code, name and its allocation will be fetched dynamically and draw in tabular form at bottom.
- Multiple PCSO date can be selected and mill data will be gathered at bottom dynamically based on selection.
- If mill A has 120 qtls. in PCSO date 12/02/2023 and 200 qtls in PCSO date 13/05/2023 then total data shown in front of mill A will be 320 and single row will be generated.
- After PCSO date he will enter contract identification number which should be unique.
- Delivery type will be selected from drop down
- Contract quantity will be auto fetched based on PCSO selection.
- Contract date will be server date and auto fetched
- Now he will select Grade composition from drop down which will fetched from table submitted in previous step.
- Same grade composition will be applicable to all mills.
- All listed mills which came from PCSO date selection will be the participants of that contract.
- Upon submission, Contract value will be generated which should be different for each mills and naming convention will be like '**JCI/3-digit Mill Code/9-digit FY/Contract Identification No.'**
- Single row will be generated for each mill.
- Mail will be triggered to Finance, sales & mills.
- Each mill will receive mail for their own mill code and contract no. as per the defined format attached below in doc section.
- Contracted value will be decided based on Highest derivative price for the crop year
- 2 contracted value will be their based on payment mode 1. 105% of Highest derivative price for Bank Transfer mode 2. 110% of HDP for LC (Letter of Credit) mode.
- Payment due date will be calculated in backend which should be 10 working days from server date.

C. Roles

Sales Manager (Entry + View)

D. Form Data

Label	Type	Validation	View/Edit
PCSO Date	Dropdown – Based on entry of pcso	Mandatory selection	V
Contract Identification No.	Text – Alphanumeric + Special Char	Mandatory	V
Contract Date	Auto Fetch- Read Only	Mandatory field	V
Delivery Type	Dropdown – Ex Godown & Mill Delivery	Mandatory	V
Contract Qty	Auto Fetch basis on PCSO selection	Shouldn't be zero	V
Contract Value	Auto Calculated	Shouldn't be zero	V
Grade Composition	Drop-Down – Fetched from Grade composition table	Mandatory & Not empty	View Upon drill down to Contract Identification no.
Mill Code – Mill Name – Allocated Qty.	Dynamic table will be drawn based on selection of PCSO	NN	View Upon drill down to Contract Identification no.
Total Mills - Total Qty	Dynamic- Below Mill name and Qty	NN	View Upon drill down to Contract Identification no.

E. Documents



Contract_BT_3.pdf

F. Database Schema

DB name – XMWJCI

Table name – jcicontract

Column Name	Type	Constraint
contract_id	BigInt	PK,AG
Pcso_date	Varchar(250)- separated by comma	NN
Contract_identification_no	varchar	unique
Contract_no	varchar	unique
Contract_date	Varchar dd/mm/yy	NN
Contract_qty	double	NN
Contract_value	double	NN
Mill_code	int	NN
Mill_name	varchar	NN
Mill_qty	double	NN
Delivery_type	varchar	NN
Grade_composition_id	bigint	NN
Payment_duedate	Varchar	NN
Contract_cancellation_flag	int	0 – by default 1- cancelled
Contract_cancel_date	Varchar – dd/mm/yy	Null by default
Contract_acceptance_flag	Int	0- Not accepted (by default) 1- Accepted
Contract_acceptance_date	Varchar – dd/mm/yy	Null by default
Contract_acceptance_doc	Varchar(250)	Null by default
Intial_Payment_date	varchar	Null by default
Intial_Payment_flag	Int	0 by default 1 post payment
Contract_status	Varchar	'Mill Acceptance Pending'
Created_date	Time Stamp	Time stamp
Created_by	int	NN

G. Notes

- Contract Identification No. and crop year can be tagged with individual PCSO for identification.
- While deriving contract value, highest derivative price for a particular crop year and particular delivery type is to be selected.

1.8 Mill Acceptance

A. Description

Mills upon receiving the contract agreement, are supposed to send acceptance to JCI within a certain period. However, in the case of B. Twill Linkage Contracts mills usually do not communicate acceptance on the contract agreement. Their payment arrangements are considered as acceptance on the contract.

Each mill user will have their login credentials and will be limited to 2-3 menus only.

JCI have authority to cancel the contract after 30 days of no response and same will be initiated to JC and amount will be rolled back to inventory.

B. Execution

- Mill will login with his Id.
- Their will Contract tab in which he will find the list of awarded contract.
- There will be Accept button, on click contract will be accepted by mill and contract acceptance flag status will changed in **jcicontract** table with date and time.
- Supportive Document upload provision will also be there but not mandatory.

C. Roles

Mill User (View + Accept)

HO (Doc Upload)

D. View Data Sample

Contract No	Contract Date	Quantity	Contract Value Online	Contract Value LC	Payment Due date	Upload Signed Doc	Action
1298/bub/278	22-08-2023	1002	1000000	120000	02-09-2023	File	Accept

E. Documents

NA

F. Database

DB name – XMWJCI
Table name – jcicontract

Upon Acceptance below 2 fields will be updated in the table above table...

Contract_acceptance_flag
Contract_acceptance_date
Acceptance_doc_path
Contract_status = Mill Accepted

G. Notes

- JCI can cancel the contract after 30 days of no response without any intimation to mill.
- Mill will have to arrange payment within 10 days after contract.
- If a contract acceptance copy is not received separately and instead payment arrangement is made within the due date, the contract will be considered as accepted.
- Whenever acceptance to contract is communicated physically, the document will be uploaded to application from HO

1.9 Payment Arrangement

A. Description

As per the terms of the contract, mills are to send a copy of the arrangement of payments against contract value to JCI within the stipulated period.

Accepted instrument types – Letter of Credit, RTGS, Demand draft / Cheque

B. Execution

- Mill will have Payment Arrangement menu.
- On click below form will be opened, where he will enter the payment details which he made against awarded contract value.
- On Submit, entry will be made to table and initial_payment_flag , initial_payment_date.contract_status will be updated in jcicontract table
- Listing page will be there where all payment arrangement data will be shown and also edit / Amendment provision would be there based on flag which will be updated by jci financial officials in next step.
- If fc_status is 0 – then no action is req. if 1 then Approved by Finance if 2 then Rejected by finance and Amendment Button will be enabled with remarks in adjacent column.

C. Roles

Mill user (Entry + View + Edit)

D. Form Data

Label	Type	Validation	View/Edit
Contract No.	Dropdown – Based on awarded contract	Mandatory	V
Instrument No	Text- UTR no to be entered in case of RTGS	Mandatory field	V + E
Instrument Date	Date	Mandatory	V
IFSC	Text	Mandatory	V
Bank	Auto Fetched based on IFSC	Mandatory	V
Branch	Auto Fetched based on IFSC	Mandatory	V
Payment Type	Dropdown – RTGS/NEFT/Cheque & LC	Mandatory	V
Instrument Value	Double	Mandatory	V + E
Expiry Date	Date – in case of LC only	Mandatory for LC	E
Last Shipment Date	Date – In case of LC	Mandatory – for LC	E
Auto Revolving Amount	Double – In case of LC only	Not Mandatory	
Qty. Allowed	Double	Mandatory	
Supporting Document	File	Mandatory	V

E. Documents



Letter Of Credit
-Payment Arrangement

F. Database

DB name – XMWJCI

Table name – jcipayment_arrangement

Also, updation will be made to jcicontract table

initial_payment_flag =1 and

initial_payment_date = server date

contract_status = Payment Done

Column	Type	Constraint
Payment_id	Big Int	PK,AG
Contract_No.	varchar	NN
Instrument_No	varchar	unique
Instrument_Date	Date	NN
ifsc	varchar	NN
bank	varchar	NN
branch	varchar	NN
Payment_type	varchar	NN
Instrument_value	Double	NN
Expiry_date	varchar	null
Last_shipment_date	varchar	null
Auto_revolving_amount	double	null
Qty_allowed	Double	NN
Supporting_document	Varchar(250)	NN
Fc_status	Int	0- By default 1- FC issued 2- Rejected
Fc_remarks	Varchar	null
Fc_action_date	Date	null
Created_date	Time Stamp	Current Time stamp

G. Notes

- If payment is made in advance i.e., through RTGS or DD or Cheque, a 5% rebate on contract value is given (105% of jute value).

- The allowed quantity will be calculated on a pro-rata basis initially if less payment is made. However, this figure may be changed by the official who will issue financial concurrence in the next step.
- Multiple payments can be made against a particular contract.
- Payment to multiple contracts may be made with a single payment instrument.
- In case of, no receipt of contract acceptance; receipt of payment is considered as acceptance of Contract.

1.10 Financial Concurrence

A. Description

Concerned Official of F&A Department at HO issues Financial Concurrence (FC) upon verifying payment arrangement to issue Despatch Instruction (DI) to ROs. He/She must give certain input before issuing FC.

B. Execution

- FC will have 'Issue financial concurrence' menu, in which all submitted payment from mill users will be shown here along with **Issue FC** and **Reject** button at end of each row.
- When Issue Fc button is clicked a form will open in which FC ref no will be auto generated by system, contract no will be fetched from previous page and issue date will be also auto fetched.
- FC will enter Allowed Qty.
- He will have checkbox for Carrying cost, if enabled then text box will be enabled and auto calculation will be made and populated in the field.
- This carrying cost can be further edited by fc.
- CC calculation is mentioned in the Notes Section.
- Upon Submission, data will be stored in table and payment table flag will be updated along with jcicontract status.
- After Issue cases will be disappear from the list and status will be also changed for mill users.
- Cases may arise if FC found some issues in payment then they can Reject also.
- On Reject click, a popup will open on listing page itself for taking remarks and submitted.
- After reject it will disappear from the list and enabled to be edit for mill users.
- On submit, Fc_status , Fc_ramarks and fc_action_date columns will be updated in jcipayment_arrangement and also contract_status column of jcicontract table will be updated with 'Payment Reject by FC'.
- After submit issued FC will can be viewed in FC Listing page.

C. Roles

FA officials (Entry + View)

D. Form Data

Label	Type	Validation	View/Edit
Contract No.	Auto-Populated from listing page – Read Only	Mandatory	V
FC Ref No.	Auto Generated	Mandatory field	V
FC Issue Date	Date	Mandatory	V
Contracted Qty.	Auto fetched from list Read Only	Mandatory	V
Qty. Allowed	Text - double	Mandatory and should be <= Contracted Qty	V
Carrying Cost	Radio Button – On enable below field will be enable else disabled	Not Mandatory	V
Carrying Cost Charged	Text – Auto Calculated but can be edited	Mandatory if radio button checked.	V

E. Documents



FINANCIAL_CONCURRENCE LETTER.pdf

F. Database Schema

DB name – XMWJCI

Table name – jcifinancial_concurrence

Also, updation will be made to jcicontract table and jcipayement_arrangement table

Fc_status =1 for Approval and 2 for rejection

Fc_remarks = in case of rejection

Fc_action_date = server date

contract_status = 'Approved by Finance' / 'Rejected by Finance'

Column	Type	Constraints
Fc_id	Big Int	PK,AI
Contract_no.	Varchar	NN

FC_ref_no.	Varchar	Unique
FC_issue_date	Date	Mandatory
Contracted_qty.	Double	Mandatory
Qty_allowed	Double	Mandatory
Carrying_cost	Int	0 by default 1 on checked
Carrying_cost_charged	Double	null
Creation_date	TimeStamp	Current Time Stamp

G. Notes

- The quantity allowed to issue DI can be altered by the concerned official before issuing FC.
- FC reference no. is to be system generated.
- A checkbox is to be given for calculating Carrying Cost, in case of delayed payment. Upon clicking, the system will calculate the amount to be charged as Carrying Cost, which will be editable by the concerned official.
- In case of BT Contracts, If the payment is made within 10th - 30th day of Contract Date, Carrying Cost is charged.
- However, in other types of contracts it will be within 5-10th Day of Contract Date. These days' numbers are to be DB driven.
- Carrying Cost charges is **(Rs70/qtls/day)**
- FC can be issued against a particular contract for a particular mill, when balance number of earlier contracts is lying with JCI.
- **Sum of "Qty. to be allowed" against a particular contract, should be less or equal to the Contracted Quantity.**

1.11 Dispatch Instruction (HO)

A. Description

After receiving Financial Concurrence (FC) from F&A Department, concerned official of O&M Department at HO issues Despatch Instruction (DI) to different Regional Offices. Selection of Regional Offices lies with the official, only in the case of B. Twill Linkage Contract. However, in the case of other types of contract's selection of Regional Offices does not arise as lot comprising of multiple DPC/Regions are already fixed.

B. Execution

- HO Marketing officer will have menu 'Issue DI' in which he will issue Dispatch order to RO for MSP
- He can issue multiple DI for different regions for a single contract.
- For other type of contract DI will be issued to DPC directly.
- Once he will click Issue DI, a form will be opened.
- 1st Field will be contract no dropdown, where all contract no will be populating whose financial approval has been given in previous step.
- Upon selecting contract no several fields get auto populated by fetching the data from financial and payment table.
- Now he will select Regional Office from RO dropdown.
- In case of MSP contract, DPC dropdown will be disabled but for other contract type it will be enabled based on selected region above and HO can select DPC.
- On submit, data will be stored in the table
- Listing page will be there where all DI can be list out.

C. Roles

HO (Form +View)

D. Form Data

Label	Type	Validation	View/Edit
Contract No.	DropDown – From FC table	Mandatory	V
Contract Date	Auto Populated – From contract table	Read Only	
Crop year	Auto Populated – from contract table	Read Only	
FC Ref No.	Auto Populated – from financial table	Read Only	
Contracted Qty.	Auto fetched from contract table	Read Only	
Allowed Qty.	Auto fetch from financial table	Read Only	V
Regional Office	Drop down from Regional master	Mandatory	V
DPC	Dropdown based on Region - Will be enable for Commercial contract	Mandatory for Commercial/Free sales contract	
Last date of Shipment	Date - must be validated against Last date of shipment / expiry date mentioned in LC, in other cases 'Immediately'	Shouldn't exceed LC Expiry date or contract shipment date	V

DI No	Alphanumeric and unique will be generated in backend	2022-2023/05001 crop yr/Region code+001	V
DI Date	Server date	Read only	V
Jute Variety	Drop down for MSP basis	Mandatory	V
Remarks	Text	Mandatory	
Grade Wise Allocation	Tabular form where actual allocation can be filled in qtls	Mandatory and total should be equal to allowed Qty.	V

E. Documents



Despatch.pdf

F. Database

DB name – XMWJCI

Table name – jciDI_ho

Also, updation will be made to jcicontract table
contract_status = 'DI Issued by HO'

Column	Type	Constraint
DI_HO_ID	Big Int	PK, AI
DI_no	Varchar	Unique
DI_Date	Date	NN
Contract_No.	Varchar	NN
Contract_Date	Date	NN
Crop_year	Varchar	NN
FC_Ref_No.	Varchar	NN
Contracted_Qty	Double	NN
Allowed_qty	Double	NN
Regional_office	varchar	NN
DPC	Varchar	null

Last_date_of_Shipment	Date	Null
Jute_variety	Varchar	NN
Remarks	Varchar	NN
Gr1_qty	Double	0.0
Gr2_qty	Double	0.0
Gr3_qty	Double	0.0
Gr4_qty	Double	0.0
Gr5_qty	Double	0.0
Gr6_qty	Double	0.0
Gr7_qty	Double	0.0
Gr8_qty	Double	0.0
Created_by	Varchar	NN
Creation_date	Timestamp	CurrentTime stamp

G. Notes

- Dispatch Instruction is issued by JCI HO Marketing Department as per the availability of the raw jute, variety, and grades.
- As the name suggests this is the document giving instructions to the Regional Office for dispatch of raw jute to the mills.
- Serial no. will be counted region-wise against a financial year.
- Multiple Dis to different ROs can be issued against a single contract.
- Sum of DI Quantity should be equal to “Allowed Quantity” against a FC Ref. No and subsequently less or equal to the Contracted Qty. against a particular Contract.

1.12 Dispatch Instruction (RO)

A. Description

Upon receiving Dispatch Instruction (DI) from HO, Regional Offices further issue Dispatch Instructions (RO DI) to their respective DPCs and cooperatives as per their discretion, unless being specifically mentioned. The DIs which have a clear mention of the DPCs.

B. Execution

- Regional officer will have menu 'Issue RO DI' in which he will issue Dispatch order to DPC for MSP Contract
- He can issue multiple DI for different DPC against HO DI.
- For other type of contract DI will be issued to DPC directly.
- Once RO will click Issue RO DI, a form will be opened.
- 1st Field will be HO DI dropdown, where all HO DI no will be populating from di financial approval has been given in previous step.
- Upon selecting HO DI no several fields get auto populated by fetching the data from di_ho table.
- Now he will select DPC from DPC dropdown.
- On submit, data will be stored in the table
- Listing page will be there where all DI can be list out.

C. Roles

Regional Officers (Entry +View)

D. Form Data

Label	Type	Validation	View/Edit
HO DI No.	DropDown – From di_ho table	Mandatory	
HO DI Date	Server date	Read Only	
Contract No	Fetches from table di_ho	Read Only	V
Contract Date	Fetches from table di_ho	Read Only	
Crop year	Auto Populated – from contract table	Read Only	
Grade Wise Allocated	Tabular form where actual allocated qty from Ho will be displayed	Read Only	
DPC	Dropdown based on logged in Region	Mandatory	
Last date of Shipment	Date - must be validated against Last date of shipment / expiry date mentioned in LC, in other cases 'Immediately'	Shouldn't exceed LC Expiry date or contract shipment date	V
RO DI No	Alphanumeric and unique will be generated in backend	HO DI No / Serial No – 2022-2023/05001/01	V
RO DI Date	Server date	Read only	V

Jute Variety	Drop down for MSP basis	Mandatory	V
Remarks	Text	Mandatory	
Grade Wise Allocation	Tabular form where actual allocation can be filled in qtls	Mandatory and total should be equal to allowed Qty.	V

E. Documents



F. Database

DB name – XMWJCI

Table name – jcidi_ro

Also, updation will be made to jcicontract table
contract_status = 'DI Issued by RO'

Column	Type	Constraints
DI_RO_ID	Big int	PK, AI
RO DI No	Varchar	Unique
RO DI Date	Server date	NN
HO DI No.	Varchar	NN
HO DI Date	Date	NN
Contract No	Varchar	NN
Contract Date	Date	NN
Crop year	Varchar	NN
DPC	Dropdown based on logged in Region	Mandatory
Ro_id	Varchar	NN
Last date of Shipment	Date	NN
Jute Variety	Varchar	NN
Remarks	Varchar	NN
Gr1_qty	Double	0.0
Gr2_qty	Double	0.0
Gr3_qty	Double	0.0

Gr4_qty	Double	0.0
Gr5_qty	Double	0.0
Gr6_qty	Double	0.0
Gr7_qty	Double	0.0
Gr8_qty	Double	0.0
Creation_date	Timestamp	CurrentTime stamp

G. Notes

- When the Regional Office gets DI from Head Office, it will further issue RO DI, and allocate different DPCs / cooperatives under them according to the availability of the stock.
- There may be multiple RO-DIs against a single HO-DI.
- However, for future reference, HO DI Nos. are only referred.

1.13 Entry of Dispatch Details (Mobile)

A. Description

Upon receiving Dispatch Instruction from its concerned Regional Offices, DPCs / Co-operatives initiate shipment of baled jute. In case “Mill Delivery” only, trucks are arranged by JCI.

B. Execution

- DPC will login into mobile app where he will find a menu ‘Issued DI’.
- On click all issued DI will be listed with limited field – HO DI no, Date, Quantity, Shipment date.
- On click on any card from list, new page with prefilled data will be open.
- Few fields need to be filled there.
- On Submit data will be stored into table
- Listing page will be also there to view all entered details which have colour code basis on status.

- If di_status = 0 then pending for Generation of BOS, if 1 then Rejected and then it will be enabled for Edit/Modification , if 2 then Generated.
- It will generate DPC 10 form, Challan and BILL OF SUPPLY

C. Roles

DPC (Entry + View + Edit)

DPCM (View)

D. Form Data

Label	Type	Validation	View / Edit
DI No.	Auto Populated (DI Ref. No. issued from HO)	Mandatory	V
DI Date	Auto Populated	Read Only	V
Regional Office	Auto Populated	Read Only	
Place of Shipment	Auto Populated (System identified, from login credentials)	Read Only	V
Contract No.	Auto Populated	Read Only	
Contract Date	Auto Populated	Read Only	
Mill Name	Auto Populated	Read Only	
Consignment Note	Text	Mandatory	
Challan No.	System Generated – 4digit center code+4 digit center wise serial no.	Backend	V
Date of Shipment	Server date	Read Only	V
Mode of Shipment	[Drop down] (Road/Rail/Water)	Mandatory	V
Vehicle No.	[Text Field]	Mandatory	
Driver Name	Text Field	Optional	E
License No.	[Text Field]	Optional	E
Driver Contact	[Text Field]	Mandatory	E
Bale Mark	[Drop down] - ??	Mandatory	E
Crop Year	[Drop down] current + Previous	Mandatory	E
BIN No.	[Text Field]	Mandatory	E
Jute Variety	[Drop down]	Mandatory	
Jute Grade	[Drop down]	Mandatory	
No. of Bales	[Text Field] [Integer]	Mandatory	
Nominal Wt.	Double - Will be fetched from table based on state in kg	Read Only	
Nominal Qty.	Double - Will be fetched from table based on state in qtls	Read Only	V
Rate per Qtls.	Double Will be fetched from table based on derivative price for state	Read Only	

Jute Value	Double - Calculated	Read Only	V
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E. Documents

F. Database

DB name – XMWJCI

Table name – jcidispatch_details

Also, updation will be made to jcicontract table
contract_status = 'Dispatch Details Entered'

Label	Type	Validation
Dientry_id	Bigint	PK,AI
DI_No.	Varchar	NN
DI_Date	Date	NN
Regional_Office	[Varchar]	NN

Place_of_Shipment	[Varchar]	NN
Contract_No.	[Varchar]	NN
Contract_date	[Date]	NN
Mill_name	[Varchar]	NN
Consignment_note	[Varchar]	NN
Challan_no.	[Varchar]	UNique
Date_of_shipment	[Date]	NN
Mode_of_shipment	[Varchar]	NN
Vehicle_no.	[Varchar]	NN
Driver_name	[Varchar]	Null
License_no.	[Varchar]	Null
Driver_contact	[Varchar]	NN
Bale_mark	[Varchar]	NN
Crop_year	[Varchar]	NN
BIN_no.	[Integer]	NN
Jute_variety	[Varchar]	NN
Jute_grade	[Varchar]	NN
No_of_bales	[Integer]	NN
Nominal_wt.	Double	0.0
Nominal_qty.	Double	0.0
Rate	[Double]	Read Only
Jute_value	[Double]	Read Only
Di_status	Int	0 – BOS pending, 1- Rejected for modification, 2 – Generated.
Creation_date	Time Stamp	Current Date and Time

G. Notes

- Based on DI Ref. No., Contract details are to be fetched.
- Though a particular DPC carries only one Bale Mark. Whenever transfer of stock happens one DPC can hold stock of multiple DPCs and can only be identified with Bale Mark.
- It is permissible that shipment quantity may vary $\pm 5\%$ from DI Quantity.
- **System generated Challan Document will be sent concerning DPC Manager's email along with a reference of the copy available for download on the web portal.**
- Challan No format 01250001. 4-digit centre code + 4-digit centre wise serial no.
- Invoicing will be done on Nominal wt. i.e. 150, 130 Orissa and AP and 60 for Tripura.
- Invoicing will be done on the basis of dispatched centres rate (centre rate * p (qty)
- **Check TCS 0.1% factor for mill for a financial yr.**

1.14 Generation of Bill of Supply

A. Description

As DPCs / Co-operatives have already entered the shipment details, generation of Bill of Supply (Tax Invoice) will be done from concerned Regional Offices. While generating Bill of Supply, the system will take care of tax applicability and TCS / TDS deductions.

B. Execution

- RM Will login to portal, there he will find menu 'Dispatch Details list'
- On click all Dispatch entry detail list will be opened basis on logged in region and ordered by recent ones on top
- Each row has a button 'Generate BOS' at the end.
- On click a prefilled form will be opened whose data will be fetched from di details table on the basis on challan no.
- At the bottom of form 2 button will be there 'Generate' and 'Cancel'.
- On cancel, Remarks pop up will be open and submitted.
- That challan will be enable to be edited by DPC and status will be updated in previous table along with jcicontract table.
- DPC will correct it and resubmit it.
- On submit data will be stored and BOS will be generated and mail will be triggered to mill and status will be updated in previous table along with jcicontract table.
- Listing page will be there from one can download the bill as a pdf.
- JCI will provide format of Bill.

C. Roles

Regional Manager (Entry + View)

D. Form Data

Label	Type	Validation	View/Edit
Challan No	Pre Filled	Read Only	V
Challan Date	Pre Filled	Read Only	
Shipment Details	Pre Filled	Read Only	
Shipment Value	Pre Filled – from BOS	Read Only	

SGST Amt	At what % calculated??	Read Only	
CGST Amt	At what % calculated??	Read Only	
IGST Amt	At what % calculated??	Read Only	
TCS Amt	0.1 % if mill transaction is above 50 lac for FY	Read Only	
TDS Amt	At what % calculated??	Read Only	
Invoice Value	Sum of all above- fields	Read Only	V
Bill of Supply No	Backend calculated	Read Only	V
BOS Date	Server date	Read Only	V
Supplier Name	Auto Fetched - from where?	Read Only	
Supplier GSTN	Auto Fetched - from where?	Read Only	
Supplier Address	Auto Fetched - from where?	Read Only	
Recipient Name	Auto Fetched - from mill masters	Read Only	V
Recipient GSTN	Auto Fetched - from mill masters	Read Only	
Recipient Address	Auto Fetched - from mill masters	Read Only	
Consignee Name	Auto Fetched - from where?	Read Only	
Consignee GSTN	Auto Fetched - from where?	Read Only	
Consignee Address	Auto Fetched - from where?	Read Only	

E. Documents

JCI to attach any supporting document.

F. Database

DB name – XMWJCI

Table name – jcibos_generation

Also, updation will be made to jcicontract table

contract_status = 'Bill of Supply Generated / Rejected'

jcdispatch_details table will be also updated
di_status = 1 on Rejection and 2 for Generation

Column	Type	Constraints
Bos_id	Big Int	PK,AI
Challan_No	Varchar	Unique
Challan_date	Varchar	NN
Shipment_details	Varchar	NN
Shipment_value	Varchar	NN
SGST_amt	Varchar	NN
CGST_amt	Varchar	NN
IGST_amt	Varchar	NN
TCS_amt	Varchar	NN
TDS_amt	Varchar	NN
Invoice_value	Varchar	NN
Bill_of_supply_no	Varchar	Unique
BOS_date	Varchar	NN
Supplier_name	Varchar	NN
Supplier_gSTN	Varchar	NN
Supplier_address	Varchar	NN
Recipient_name	Varchar	NN
Recipient_gSTN	Varchar	NN
Recipient_address	Varchar	NN
Consignee_name	Varchar	NN
Consignee_gSTN	Varchar	NN
Consignee_address	Varchar	NN
Bos_file_path	Varchar	NN

Ro_id	Varchar	NN
Creation_date	Time stamp	Current date and time

G. Notes

- Upon entry of despatch details a pop-up / notification will be generated to the concerned official at the Regional Office. He / She will click the **Generate Bill of Supply** button after verifying the despatch details entered by DPC / Cooperative.
- This Bill of Supply and the Challan will be emailed to the DPC / the Co- Operative's mail id. And the same Bill of Supply will be populated in the Head Office, Regional Office and concerned Mill's dashboard.
- **Bill of Supply No format B240015461900137. B for Bill of Supply, 24 – Last year of FY, 001546 – 6 digit all India serial no, 19 – State GST code, 00137 – 5-digit serial no. against a particular state.**
- If there is any need for modifications and alterations in the generated Bill of Supply & Challan, then that Bill of Supply & the Challan may be cancelled first. And the user will have to follow the whole process over again.

1.15 Entry of Weighment Slips (Mobile)

A. Description

Bill of Supply is generated based on nominal weights, as provision of measuring actual weight is not present in DPC premises. However, after despatch transporters are asked to have two more weighments – i) near to DPC and ii) near to mill prior to unloading. These weighment slips were deposited to concerned DPC/Co-operative by the transporter upon completion of delivery along with proof delivery. Both the weighment data will be entered in the system.

B. Execution

- DPC will login to mobile app, he will click menu 'Weighment Slip Entry'.
- Form will be open; he will select Bill of Supply no from drop down.
- Bill of Supply no came from previous table according to logged in DPC id.
- Few data will auto populate on selecting no.
- Then he will enter DPC end weight, mill end weight and upload supporting document and submit the form.

- On submit data will be stored in table and status of contract will be updated to contract table.
- Listing page will be there to view entered slip ordered by entry date and card will turn light green after verification by RO.

C. Roles

DPC (Entry + View)

DPCM (Edit + View)

D. Form Data

Label	Type	Validation	View/Edit
Bill of Supply no.	Dropdown – From bill of supply table segregated by DPC id	Mandatory	V
Bill of Supply date	Auto Filled	Read Only	V
Nominal Weight	Auto Filled	Read Only	V
DPC End Actual Weight (Qtls)	Text - Double	Mandatory	V+E
Mill End Actual Weight (Qtls)	Text - Double	Mandatory	V+E
DPC Wt Document	File	Mandatory	V
Mill Wt Document	File	Mandatory	V
Mill Receipt Document	File	Mandatory	V

E. Documents



MILL_RECEIPT.pdf



MR 894 JCI.pdf



MR 895 JCI.pdf



MR 896 JCI.pdf

JCI Can attach here slips images from both end

F. Database

DB name – XMWJCI

Table name – jciweighment_entry

Also, updation will be made to jcontract table
contract_status = 'Entry of Weighment Slip done'

Column	Type	Constraints
Weighment_id	Big Int	PK,AI
Bos_no.	varchar	NN Unique
Bos_date	date	NN
Nominal_wt	double	NN
Dpc_actual_wt	Double	NN
Mill_actual_wt	Double	NN
Dpc_wt_doc	Varchar (250)	NN
mill_wt_doc	Varchar (250)	NN
mill_bos_copy	Varchar (250)	NN
Verification_status	Int	0- Not verified & by default , 1- Verified
Verification_date	Date	null
Ro_id	Varchar	NN
Creation_date	Time stamp	Current Timestamp

G. Note

- After the consignment leaves the DPC, the consignment is weighed near the DPC, and the weight will be entered as actual weight (DPC End Weight).
- The consignment is again weighed when it reaches the Mill, this weight will be entered as the actual weight (Mill End Weight) in the app along with its supporting document.
- The mill-received copy of Bill of Supply will be uploaded in the app

1.16 Verification of Weighment Slips (Mobile)

A. Description

The entered weighment slips are further verified from concerned Regional Offices / Head Office by redundant data entry by viewing the weighment slips.

B. Execution

- Ro will have menu 'Verification of weighment Slip'.
- On click, form will be open where he will select BOS no from dropdown.
- Few fields get auto populated and Images of all uploaded doc will be displayed with link to download on image click.
- Then he will enter DPC End Truck gross wt, Tare wt and Net wt will be auto calculated.
- Dpc end Actual wt and calculated DPC net wt must match to submit the data, else submit button will be disabled.
- If wt matches button will be enabled and form can be submitted.
- On submit data will be updated in previous table and also in contract table.
- Now weighment list in DPC will get green after verification for intimation to DPC.

C. Roles

RO (Entry + View)

D. Form Data

Label	Type	Validation	View/Edit
Bill of Supply no.	Dropdown – From bill of supply table segregated by DPC id	Mandatory	V
Bill of Supply date	Auto Filled	Read Only	V
Nominal Weight	Auto Filled	Read Only	V
DPC End Actual Weight (Qtls)	Auto Filled	Read only	V
Mill End Actual Weight (Qtls)	Auto Filled	Read Only	V
DPC End Truck Gross Weight	Text - Double	Mandatory	V
DPC End Truck Tare Weight	Text - Double	Mandatory	V
DPC End Truck Net Weight	T- Double	Mandatory	V

E. Documents

NA

F. Database

DB name – XMWJCI

Table name – jciweighment_entry

Verification_status = 1

Verification_date = server date

Also, updation will be made to jcicontract table

contract_status = 'Verification of Weighment Slip done'

G. Notes

- DPC-end Truck Net Weight must be matched with the DPC-end Actual Weight entered by the DPC officials to get the data submitted.

1.17 Generation of Credit Notes

A. Description

As Bill of Supply are generated on nominal quantity and nominal weight tends to be higher than the actual weight of the bales; therefore, short quantities are reported against all the shipments. Hence Credit note are to be generated against all Bill of Supplies. Credit notes against short weight out of the difference between nominal quantity and actual quantity are generated from inputs received in earlier processes from ROs/HO. ROs shall be responsible for generating Credit Notes pertaining to DPCs/Co-Operatives under its supervision. Whereas, HO will have the access of all the DPCs / Co-Operatives.

B. Execution

- Ro will have Menu 'Generate Credit Notes'.
- On click, all verified weighment data will be listed row wise with join of BOS table data.
- On click on any BOS, prepopulated and auto calculated form will be opened.
- There will be 'Generate Credit Note' button will be there at bottom.
- On click Credit note will be generated and status will be set as 0 by default.
- This credit note will start populating to HO, Concerned RO F&A Official and Concerned Mills under menu Credit Note.
- For any modification to credit note it need to be cancelled first with status flag 1. And then whole process will be followed.
- Listing of all generated CN will be also there to view or cancel.

C. Roles

RO(Entry + View+ Cancel)

HO (View + Cancel)

Mill (View)

D. Form Data

Label	Type	Validation	View/Edit
Credit Note	Server Date	Mandatory	V
Credit Note No	Backend Generated	Read Only	V
Shipment Details	Text	Read Only	V
BOS Qty.	Text - double	Read only	V
Actual Qty.	Text - double	Read Only	V
Short Qty.	Text – Auto calculated	Read Only	V
Credit Note Amount	Text – Auto Calculated	Read Only	V

E. Document

JCI can attach any supporting document here.

F. Database

DB name – XMWJCI

Table name – jcicredit_note

Also, updation will be made to jcicontract table

contract_status = 'Credit Note Generated'

Column	Type	Constraints
Crn_id	Big Int	PK, AI
Credit_note_date	Date	NN
Credit_note_no	Varchar	NN, Unique
Shipment_details	Varchar(250)	NN
BOS_qty.	Double	NN
Actual_qty.	Double	NN
Short_qty.	Double	NN

Credit_note_amount	Double	NN
Ro_id	Varchar	NN
Crn_status	Int	0 – by default, generated, 1 - Cancelled
Created_by	Varchar	NN
Creation_date	Time Stamp	Current Date and Time

G. Notes

- This shall be a button specific action with provision of checking the supporting documents wrest with O&M Officials at RO and HO. Upon initiation, credit notes will be populated on HO / Concerned RO F&A Officials' & concerned Mill's Dashboards.
- Credit Note No format C240016401900143. C for Credit Note, 24 – Last year of FY, 001640 – 6 digit all India serial no, 19 – State GST code, 00143 – 5-digit serial no. against a particular state.
- If there is any need for modifications and alterations in the generated Credit Note, then that Credit Note may be cancelled first. And the user will have to follow the whole process over again.

1.18 Entry of Mill Receipts

A. Description

After receiving the shipment, mills issue a document called Mill Receipt. Other than shipment details, this document also has mention of quality acceptance remarks made by mills. If the bales are not identified as “Pass”, these are treated as claims lodged by mill end. Claims can be of the following categories – Quality (Grade-down and Dust/NCV), Moisture and Short weight. Upon receiving claims, a joint inspection team comprising of both mills’ and JCI representatives jointly inspect the goods and settle the claim. Nomination of JCI’s Officials to be part of JCI’s team, comprising of at least one O&M Official and one F&A Official are done by functional HoDs. Upon completion of inspection, joint inspections reports are submitted to F&A Department at HO for issuance of credit note and disbursal of payment.

B. Execution

- Mill will have menu 'Entry of Mill Receipt'.
- On click, form will open in which he will select HO DI no from drop down pertaining to his mill. (drop down data will be segregated based on mill id)
- Most of the fields will be auto populated and few fields need to be entered
- On Submit data will be stored in table and list will populate on HO and Mills dashboard.

C. Roles

Mill (Entry + View)

HO (View)

D. Form data

Label	Type	Validation	View/Edit
HO DI & Date	DropDown	Mandatory	V
Challan No.	Auto Fill	Read Only	V
Date of Shipment	Auto Fill	Read Only	V
Vehicle No.	Auto Fill	Read only	V
Challan Qty.	Auto Fill	Read Only	V
Actual Qty.	Auto Fill	Read Only	V
Bale Mark	Auto Fill	Read Only	V
Jute Variety Grade wise	Auto Fill	Read Only	
Crop Year	Auto Fill	Read Only	
Quality Claim	Check box – if checked then Drop down	Optional	
Moisture Content	Drop down – range 8-40	Optional	
NCV Percentage	Drop down – range 0-10	Otional	
NCV Qty.	Text - Double	Optional	
MR No	Text	Mandatory	V
MR Date	Text - Date	Mandatory	V
Mill Reciept Qty.	Text - Double	Mandatory	V
Short Qty	Auto Calculated	Mandatory	V

E. Documents



MR 894 JCI.pdf

F. Database

DB name – XMWJCI

Table name – jcimill_receipt

Also, updation will be made to jcicontract table

contract_status = 'Mill Raised Claim'

Column	Type	Validation
Mr_id	Big in t	PK, AI
HO_di	DropDown	Mandatory
Ho_date	Date	NN
Challan_no.	Varchar	NN
Date_shipment	Varchar	NN
Vehicle_no.	Varchar	NN
Challan_qty.	Double	NN
Actual_qty.	Double	NN
Bale_mark	Varchar	NN
Crop_year	Varchar	NN
Quality_claim	Varchar	null
MoistureContent	Double	null
NCV_percentage	Double	null
NCV_qty.	Double	null
MR_no	Varchar	NN
MR_date	Date	NN
MR_qty.	Double	NN
Short_qty	Double	NN
Mill_id	Varchar	nN

Claim_status	Int	0 – by default 1- nomination of official done , 2 – claim settled
Created_by	Varchar	NN
Created_on	TimeStamp	Current Date & Time

G. Notes

- Upon entering / selecting HO DI No., a list of all the challans will be displayed along with other details mentioned in the data fields. This list will also show MR received status against each of the challan. If MR is not received against any challan; entry provision of MR can be given through it. Otherwise, MR can be entered by entering HO DI No & Challan upon validation.
- Claims can be made in the following types – Quality, Quantity, Moisture Gain & Dust / NCV.
 - a. Quality Claim – When the received baled jute is found to be of inferior grade by the mill, then the quality mentioned in the dispatch document by JCI. E.g. – if MR is showing “40% down” against TDN-4; it means 40% of the quantity supplied as TDN-4, is of TDN-5.
 - b. Moisture Gain – When the received baled jute contains more than the allowed moisture percentage. However, at the time of entry actual moisture content is to be entered. Difference of actual and permissible moisture content is considered as claim.
 - c. Quantity – Difference of received quantity and billed quantity.
 - d. Dust/NCV – Sometimes, in the lowest grade of baled jute, some percentages of the jute are of “no commercial value”. Equivalent quantity of the claimed percentage of Dust/NCV are reported by the mills.
- Received good details in MR are to be entered in tabular format, against supplied variety-grade details.
- Claim amount against each MR is to be system calculated and stored.

1.19 Nomination of Officials for Claim Settlement

A. Description

Upon mill claims received, mill-wise & contract-wise, a list of claims will be populated at HOD's Dashboards both from O&M and F&A. HOD's will select MRs and nominate one official each from their concerned department to form a Claim Settlement Team. Date of Settlement will be set by O&M HOD.

B. Execution

- Once claim is raised, it will populate in O&M and F&A HOD dashboard.
- HOD will have menu 'Mill Claims' under which raised claims will be listed, ordered by entry date.
- HOD will have menu 'Official Nomination', on click form will be open.
- There he will select mill from drop down and others fields get auto populated.
- Data in mill drop down will come from previous step upon claim raised.
- He will then select O&M & F&A official from drop down and select date of inspection and submit.
- On submit data will be stored in table
- Also claim_status in previous table will be updated to 1 and mail will be triggered to O&M, F&A and Mills.

C. Roles

HO(Entry +View)

O&M (View)

F&A (View)

D. Form Data

Label	Type	Validation	View/Edit
Mill	Drop Down	Mandatory	V
Contract No.	Drop Down	mandatory	V
Challan No	Auto Filled	Read Only	V
MR No	Auto Filled	Read Only	V
Bale Mark	Auto Fill	Read Only	
Jute Variety Grade wise	Auto Fill	Read Only	
Crop Year	Auto Fill	Read Only	
Quality Claim	Auto Filled	Read Only	
Moisture Content	Auto Filled	Read Only	
NCV Percentage	Auto Filled	Read Only	

Claim Amount	Auto Filled	Read Only	V
O&M Official	Drop Down	Mandatory	V
F&A Official	Drop down	Mandatory	V
Date of Inspection	Date	Mandatory	V
Settlement Id	Text Backend Generated	backend	

E. Document

JCI to attach settlement format

F. Database

DB name – XMWJCI

Table name – jcicclaim_nomination

Jcimill_receipt - claim_status = 1

Also, updation will be made to jcicontract table

contract_status = 'Official Nomination done'

Column	Type	Constraints
Settlement_id	Big int	PK, AI
Mill	Varchar	NN
Contract No.	Varchar	NN
Challan No	Varchar	NN
Claim Amount	Double	NN
O&M Official	Varchar	NN
F&A Official	Varchar	NN
Date of Inspection	Date	NN
Quality_settlement	Double	null
Moisture_settlement	Double	null
Ncv_settlement	Double	null
Settlement_amt	Double	null
Inspection_by	Varchar	null
Supporting_doc	Varchar	null
Inspection_date	Date	null

Dispute_flag	Int	0- By default , 1 – dispute arise, 2 - settled
Created_by	Varchar	NN
Created_on	Timestamp	Current Date and Time

G. Notes

- Upon submission of complete data, a mail confirmation will be sent to concerned Mill.
- Mails will be sent to concerned O&M and F&A Officials containing Claim Settlement Format.
- System generated claim settlement id is to be generated against clubbing of contract-wise MRs.
- Updates will be shown on Mill's dashboard.

1.20 Entry & Confirmation of Claim Settlement Report

A. Description

After joint inspection, claim settlement reports will be entered into the application. The settlement report will be entered initially by the concerned O&M Official, which will subsequently be verified by the concerned F&A Official and a copy of the signed inspection report will be uploaded. Provision shall also be made for entry of claim settlement data by concerned mill, against which the verification process will be same.

B. Execution

- O&M official will have have 'Claim Settlement' Menu.
- On click, form will be opened, he will select Settlement Id from drop down.
- After that most of the fields get auto populated.
- Then he will select Quality settlement if claimed.
- If selected, then it should be less than equal to claim percentage.

- Then same for moisture and NCV settlement.
- he will enter inspection by and upload supporting document and submit.
- Similar steps will be followed by mill also. He will submit claim settlement form.
- Once both form will be submitted it will be verified by F&A official side by side.
- If any dispute arises F&A can raise dispute and it will go to higher official for verification.
- If claim settlement submitted by O&M it will update previous table but if submitted by Mill it will store in new table.
- Also in both cases after verification pass it will cancel any previous generated Credit note by making status crn_status = 1.

C. Roles

O&M (Entry)
F&A (Verification)
Mill (Entry)

D. Form Data

Label	Type	Validation	View/Edit
Settlement Id	Drop Down	Mandatory	V
Date of inspection	Date		
Contract No.	Drop Down	mandatory	V
Challan No	Auto Filled	Read Only	V
MR No	Auto Filled	Read Only	V
Bale Mark	Auto Fill	Read Only	
Jute Variety Grade wise	Auto Fill	Read Only	
Crop Year	Auto Fill	Read Only	
Quality Claim	Auto Filled	Read Only	
Moisture Content	Auto Filled	Read Only	
NCV Percentage	Auto Filled	Read Only	
Quality Settlement	Drop down (Less than equal to claim percentage)	Mandatory of checked	V
Moisture Settlement	Drop down (Less than equal to claim percentage)	Mandatory of checked	V
NCV Settlement	Drop down (Less than equal to claim percentage)	Mandatory of checked	V
Claim Amount	Auto Filled	Read Only	V
Settlement Amount	Auto filled – System calculated	Read only	V

Inspection by	Text – name	Mandatory	V
Supporting document	File	Mandatory	V

E. Document

F. Database

DB name – XMWJCI

Table name – jcicclaim_report_mill

jcicclaim_nomination - updation of quality moisture, ncv settlement, inspection by , supporting doc, settlement amt, inspection date will be updated if form is submitted by O&M else not

jciccredit_note - crn_status = 1

new entry will be made only if form is submitted by mill.

Column	Type	Constraints
Settlement_id	Big int	PK, AI
Mill	Varchar	NN
Contract No.	Varchar	NN
Challan No	Varchar	NN
Claim Amount	Double	NN
O&M Official	Varchar	NN
F&A Official	Varchar	NN
Date of Inspection	Date	NN
Quality_settlement	Double	null
Moisture_settlement	Double	null
Ncv_settlement	Double	null
Settlement_amt	Double	null
Inspection_by	Varchar	null
Supporting_doc	Varchar	null
Inspection_date	Date	null

Dispute_flag	Int	0- By default , 1 – dispute arise, 2 - settled
Created_by	Varchar	NN
Created_on	Timestamp	Current Date and Time

G. Notes

- If dispute arises during joint inspection, it will be referred to higher officials.
- In case, no claim is to be recorded during joint inspection; it is mentioned as “Pass”. Necessary checkbox is required for the same.
- Mill will have the provision to raise repeated settlement requests through application against MRs.
- Necessary notification is to be viewed by concerned officials.

1.21 Generation of Credit Note

A. Description

After settlement data is entered, intimation will be made to F&A Officials at HO for generation of Credit Note against each Contract. Upon clicking credit note data will be stored in the system.

B. Execution

- Ro will have Menu ‘Generate Settled Credit Notes’.
- On click, all verified settled data will be listed row wise with join of BOS table data.
- On click on any BOS, prepopulated and auto calculated form will be opened.
- There will be ‘Generate Credit Note’ button will be there at bottom.
- On click Credit note will be generated and status will be set as 0 by default.

- This credit note will start populating to HO, Concerned RO F&A Official and Concerned Mills under menu Credit Note.
- For any modification to credit note it need to be cancelled first with status flag 1. And then whole process will be followed.
- Listing of all generated CN will be also there to view or cancel.

C. Roles

RO(Entry + View+ Cancel)

HO (View + Cancel)

Mill (View)

D. Form Data

Label	Type	Validation	View/Edit
Credit Note	Server Date	Mandatory	V
Credit Note No	Backend Generated	Read Only	V
Shipment Details	Text - (Contract, DI, Challan, Variety-grade, Bales)	Read Only	V
MR no	Text	Read only	V
MR Date	Text	Read Only	V
Settlement Details	Text- Claim type, Settlement Percentage, Amount)	Read Only	V
Credit Note Amount	Text – Auto Calculated	Read Only	V

E. Document

JCI can attach any supporting document here.

F. Database

DB name – XMWJCI

Table name – jcicredit_note_settled

Also, updation will be made to jcicontract table

contract_status = 'Credit Note Generated'

Column	Type	Constraints
Crn_id	Big Int	PK,AI
Credit_note_date	Date	NN

Credit_note_no	Varchar	NN,Unique
Contract_no	Varchar(250)	NN
HO_di	varchar	NN
Challan_no	varchar	NN
bales	int	NN
Variety_grade	double	NN
Mr_no	varchar	NN
Mr_date	Date	NN
Claim_type	varchar	NN
Settlement_percentage	double	NN
Settlement_amount	double	NN
Credit_note_amount	Double	NN
Ro_id	Varchar	NN
Crn_status	Int	0 – by default, generated, 1 - Cancelled
Created_by	Varchar	NN
Creation_date	Time Stamp	Current Date and Time

G. Notes

- This shall be a button specific action with provision of checking the supporting documents wrest with O&M Officials at RO and HO. Upon initiation, credit notes will be populated on HO / Concerned RO F&A Officials' & concerned Mill's Dashboards.
- Credit Note No format C240016401900143. C for Credit Note, 24 – Last year of FY, 001640 – 6 digit all India serial no, 19 – State GST code, 00143 – 5-digit serial no. against a particular state.
- If there is any need for modifications and alterations in the generated Credit Note, then that Credit Note may be cancelled first. And the user will have to follow the whole process over again.

1.22 Generation of Demand Note against Carrying Cost

A. Description

If the payment is not arranged by the mills within the due date or contract is canceled and no waiver request is approved by JCI against a particular Contract, Demand Note in form of Debit Note is generated by the F&A Officials at HO against defaulter mills.

B. Execution

- F&A official will have menu 'Generate Demand Note'
- On click form will be open, he will select contract no from drop down.
- Most of the field will be auto populated based on contract selection.
- He will enter unit charge and carrying cost will be auto calculated.
- He will have option to check waiver flag, if checked then waiver approved by selection will be mandatory.
- On form submit Demand note will be generated and populated to HO F&A officials and mills dashboard under menu 'Demand Note'.

C. Roles

HO F&A (Entry + View)

Mill (View)

D. Form Data

Label	Type	Validation	View/Edit
Contract No	DropDown	Mandatory	V
Contract Date	Auto Filled	Read Only	V
Payment Due Date	Auto Filled	Read Only	V
Payment / Cancellation Date	Auto Filled	Read only	V
Delay period	Auto Filled (System Calculated)	Read Only	V
Payment Ref	Auto Filled	Read Only	V
Contracted Qty	Auto Filled	Read Only	
Unit Charge	Text – (Per day per Qtls Rate)	Mandatory	

Carrying Cost	Auto Filled	Read Only	
Waiver Flag	Check box	Optional	
Remarks	Text	Mandatory	
Waiver Approved By	Drop Down	Mandatory - If checkbox checked	
Demand note no	System Generated	System Generated	V
Demand note date	Date	Server date	V

E. Documents

F. Database

DB name – XMWJCI

Table name – jcidemand_note

Also, updation will be made to jcicontract table

contract_status = 'Demand Note Generated'

Column	Type	Constraints
Dn_id	Big int	PK,AI
Demand_note_no	varchar	Unique
Demand_note_date	Date	NN
Contract_no	varchar	NN
Contract_date	Date	NN
Payment_due_date	date	NN
Payment_date	date	NN
Delay_period	varchar	NN
Payment_ref	varchar	NN
Contracted_qty	double	NN
Unit_charge	double	NN
Carrying_cost	double	NN

Waiver_flag	Int	0 – not checked 1- checked
Remarks	varchar	NN
Waiver_approved_by	varchar	null
Dn_status	Int	0 – by default 1- cancelled
Created_by	varchar	NN
Created_on	Time stamp	Server date

G. Notes

- Upon initiation, demand notes will be populated on HO F&A Officials' & concerned Mill's Dashboards. O&M Officials of HO can view the same against Mill ledger.
- Demand Note No format D24001640. D for Demand Note, 24 – Last year of FY, 001640 – 6 digit all India serial no.
- If there is any need for modifications and alterations in the generated Demand Note, then that Demand Note may be cancelled first. And the user will have to follow the whole process over again.

1.23 Entry of TDS U/s 194Q Declaration

A. Description

After shipment, Bill of Supplies are to be sent to Advising Bank for realization of payment against Letter of Credit (LC).

In case of non-LC payment, an intimation is required to be sent to the concerned mill. Mill wise ledger shall have the reference of the Document references.

If a mill submit declaration against TDS U/s 194Q for a particular Financial Year, TCS will not be deducted from Bill of Supplies against that mill for that Financial Year after the date of submission of the declaration.

This will be entered by concerned F&A Official at HO.

B. Execution

- F&A official have menu 'TDS Declaration'.
- On click form will be open and he/she will select mill from drop down.
- Then financial yr will auto populated.
- He will upload supporting document and submit the form
- View page will be also there.

C. Roles

F&A (Entry + View)

D. Form

Label	Type	Validation
Mill	Dropdown	Read Only
Financial year	Text – Auto filled	Read Only
Date of Intimation	Date - System	Read only
Supporting Document	File	Mandatory

E. Document

F. Database

DB name – XMWJCI

Table name – jcitds_entry

Column	Type	Constraints
Declaration_id	Big int	PK,AI
Mill	varchar	NN
Financial_year	varchar	NN
Date_of_Intimation	Date	NN
Supporting_document	Varchar	NN

G. Notes

1.24 Generation of Cash against Dispatch Document

A. Description

When payment instrument is non-LC against a particular Contract, system generated CAD (Cash against Document) will be generated upon generation of Bill of Supply and populated on concerned Mill's Dashboard. The same shall also be populated on concerned F&A and O&M Officials' Dashboards also at HO.

B. Execution

- It will be auto generated with BOS generation if payment is non lc against contract

C. Role

Mill (View)
F&A (View)
O&M (View)

D. Database

DB name – XMWJCI
Table name – jcicash_document

Column	Type	Constraints
CAD Doc No	Varchar	PK, Unique
CAD Date	date	NN
BOS No.	Varchar	NN
BOS Date	date	NN

E. Notes

1.25 Generation of Documents against LCs

A. Description

When payment instrument is Letter of Credit (LC), upon generation of Bill of Supply, Mill-wise Contract-wise list will be populated on Dashboard of concerned F&A Official. This list will have the option to download supporting documents against individual shipment. Upon selection of the shipment and submitting, following documents will have to be generated – Top Sheet, Bill of Exchange (BoE), and Bank Draft. Once downloaded, re-downloading shall only wrest with F&A Manager and HoD at HO.

B. Execution

C. Roles

D. Document

E. Database

DB name – XMWJCI

Table name – jciboe

Column	Type	Constraints
Boe_no	Varchar	PK, Unique
Boe_Date	date	NN
BOS_details	Varchar	NN
Lc_details	varchar	NN
Jci_bank_advising	varchar	NN
Boe_amt	double	NN

F. Notes

- Notification is to be given if expiry date of LC is nearing.
- Notification is to be given to higher officials of both O&M and F&A Officials if BoE is not generated for more than one day against a particular shipment upon receiving of documents.

1.26 Settlement of Credit and Debit Notes

A. Description

A dashboard is to be there where mill-wise Credit and Debit Notes will be populated. F&A Official at HO will select the relevant documents from the list and initiate payment to the concerned mill. In case, there is only Debit Note pending against a mill, payment details against the Debit Note(s) will have to be inserted. Based on the payment initiation amount, approval is to be sought O&M Manager or HOD. Upon approval F&A Manager or HOD can generate NEFT Advice Sheet. System generated NEFT Advice sheet is to be sent to all the relevant officials' email ids.

B. Execution

- F&A official will go to menu 'Settlement of Credit & Debit note'.
- There he will find list of mills whose CN or DN is generated.
- On Mill click, form will be open.
- Where credit and debit note will be populated and Initiation amount will be populated.
- On Submit data will be stored and mail will be triggered.

C. Roles

F&A (Generation + View)

D. Form Data

Column	Type	Validation
Initiation Ref no.	System Generated	Read Only
Initiation date	System date	Read Only
Credit Note Details – Half side	Fetches from table	Read only
Debit Note Details – Half Side	Fetches from table	Read Only
Initiation Amt	Double	Read Only

E. Document

F. Database

DB name – XMWJCI

Table name – jcisettlement_cndn

Column	Type	Validation
Initiation_ref_no.	Varchar	PK, Unique
Initiation_date	Date	NN
Credit_note_no	Varchar	NN
Debit_note_no	Varchar	NN
Initiation_amt	Double	NN

G. Notes

- Status against Credit Note will be updated against the action.
- Notifications to concerned officials are to be triggered against delay in initiation.

1.27 Uploading of Payment Realization / Disbursal Details

A. Description

Payment realisation details are to be updated against each Bill of Exchange. Confirmation received from Bank against NEFT Advice Sheet is also to be uploaded against each initiation ref no. All the payment details are to be maintained in Ledger created against Mills. Provision of generating “No Due” Certificate against a particular mill is also to be kept upon having ZERO ledger balance.

B. Execution

- Once payment is done the NEFT advice sheet will be uploaded against Initiation Ref no.

C. Role

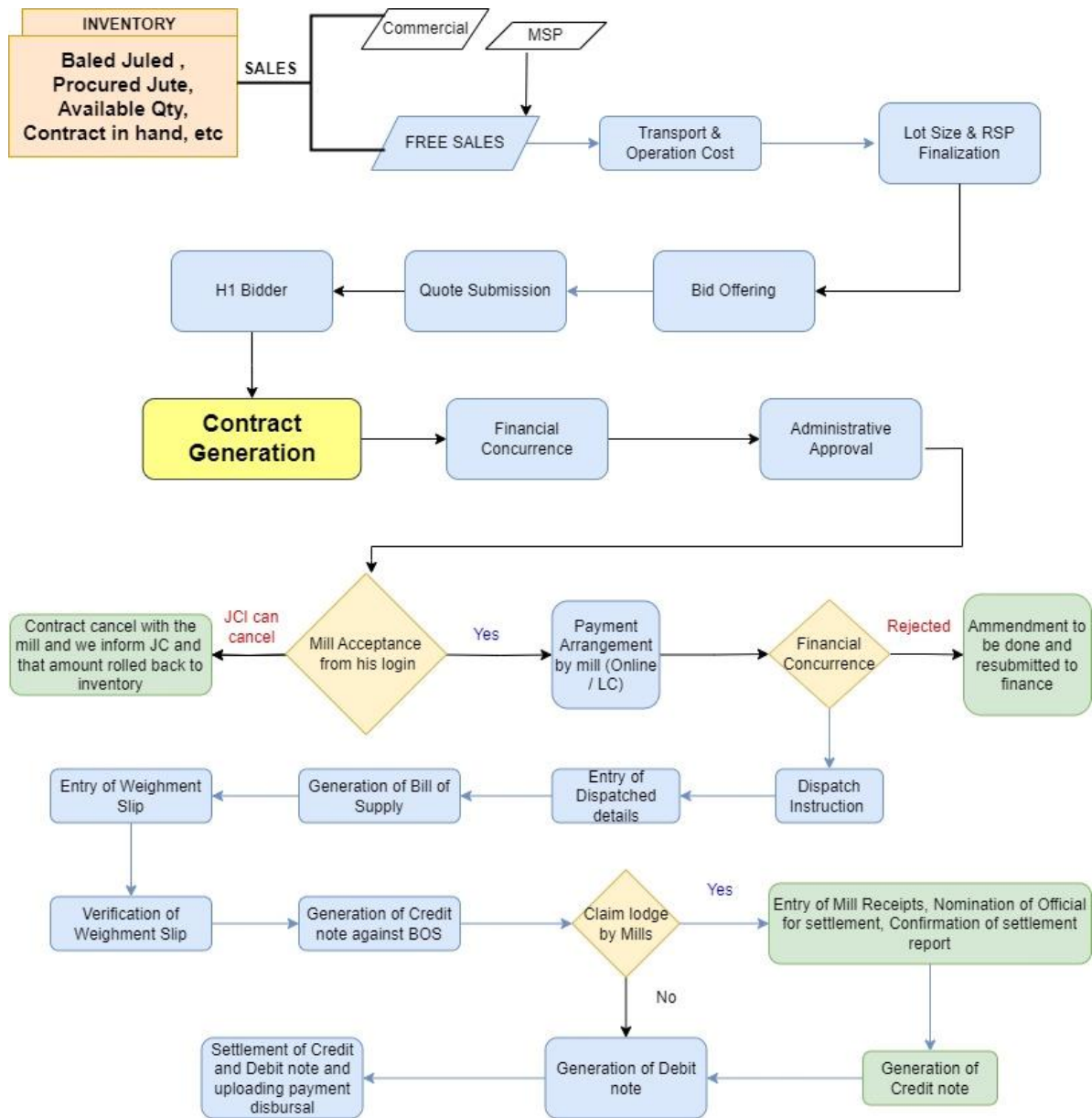
F&A (Upload)

D. Document

JCI to attach excel sheet.

2. FREE SALES

2.1 FLOW: -



2.2 Entry of Transportation & Operation Cost

A. Description

DPC-wise Operation costs are fixed for a particular period. This may be yearly / half-yearly / quarterly. **Transport costs are however fixed for all over the region.** While factoring the RSP for a particular lot under a Region, maximum value among the DPCs is selected.

B. Execution

- DEO will open menu 'Entry of Transport & Operation Cost'
- Form will open, he will select region from drop down.
- Upon region selection all dpc will be selected by default, cancellation provision will be there to remove selected dpc.
- Then he will select operation cost head from drop down, master data is attached and separate table has to be created.
- Then rate will be entered and unit will be selected.
- Flag for identification will be No except from transport cost.
- Valid till also be selected, however this costs will be fixed for crop year.
- On submit data will be stored in table and listing page also be made.

C. Roles

Data entry operator (Entry + View)

D. Form Data

Label	Type	Validation	View / Edit
Crop Year	Auto calculated	Read Only	
Region	Drop Down	Mandatory	V
DPC	Drop down	Mandatory	V
Operation Cost Head	Drop down	Mandatory	V
Rate	Text- double	Mandatory	V
Unit	Drop down – (per Qtls , per Bale)	Mandatory	V
Is Transport	Check box	Mandatory	
Valid Till	date	Mandatory	V

E. Document



Operation Cost Drop
Down Master Data.xls

F. Database

DB name – XMWJCI

Table name – jcioperation_cost

Column	Type	Constraints
Oc_id	Big int	PK,AI
Crop Year	Varchar	NN
Region	Varchar	NN
DPC	Varchar	NN
Operation Cost Head	varchar	NN
Rate	double	NN
Unit	Varchar	NN
Is Transport	int	0 – yes, 1 - No
Valid Till	date	NN
Created_by	Varchar	NN
Created_on	Time stamp	Current date and time

G. Note

- Operation cost (Rs./Qtls.) for a DPC is summation of rates of all the operation cost heads.
- If any unit is selected as Rs./Bale for a particular head, its conversion to Rs./Qtls. Is to be done by the system.
- While identifying Operation and Transport Cost for a particular region, maximum operation and transport cost among the DPCs within that particular region will be selected.
- Transport Cost is not an operational cost head. For identifying this type of Cost Heads, “Flag for identification” field must be kept.

2.3 Finalization of lot sizes and Reserve Sale Price

A. Description

Upon fetching region wise available inventory with purchase base price and grade-differentials. Factors are added to the purchase price to get the Reserve Sale Price against region wise inventory. The concerned official may even change grade-differential amount as per his/her discretion. Lot is created against inventory of single region or combining multiple regions or combining of different regions.

B. Execution

- SM will have menu 'Lot finalization and RSP' under Free Sales.
- On click, form will be open, he will select crop year (previous and current option)
- Then he will select Region from drop down.
- On region selection jute variety and its grade wise tabular form will be populated.
- Then he will enter lot identification.
- Next from drop down he will select sale type, either commercial / msp,
- If msp is selected then Region's derivative price will be RSP deciding factor
- If commercial is selected then Factor will be enabled and added to price.
- SM will have right to change sell grade differentials.
- On submit data will be store in table

C. Roles

Sales Manager (Entry + View)

D. Form Data

Label	Type	Validation	View / Edit
Crop Year	Drop down – previous & current	Mandatory	V
Region	Drop Down, multiselect	Mandatory	V
Jute variety – Grade differential tabular form	Tabular form	Read Only	
Lot Identification	Text	Mandatory	V
Lot Size	Auto calculated	Read only	V
Purchase Base Price	Auto calculated	Read only	
Purchase Grade Differential	Auto populated	Read only	
Sell Type	Drop down – MSP /Commercial	Mandatory	V

Factor Head wise rate	Auto calculated	Optional	V
Delivery Type	Drop down – ex-godown / Mill delivery	Mandatory	
Reserved Sale Price	Double – Auto calculated also editable	Mandatory	V
Sell Grade Differential	Tabular form – text	Mandatory	

E. Document



F. Database

DB name – XMWJCI

Table name – jcifreesales_rsp

Label	Type	Constraints
Rsp_id	bigInt	PK, AI
Crop_year	Varchar	NN
Region	Varchar	NN
Lot Identification	Varchar	NN, UNique
Lot Size	Varchar	NN
Purchase Base Price	Varchar	NN
Pur_grd1_diff	double	0.0
Pur_grd2_diff	double	0.0
Pur_grd3_diff	double	0.0
Pur_grd4_diff	double	0.0
Pur_grd5_diff	double	0.0
Pur_grd6_diff	double	0.0
Sell Type	Varchar	NN
Factor Head wise rate	Double	0.0
Delivery Type	Varchar	NN

Reserved Sale Price	Double	0.0
Sell_gr1_diff	double	0.0
Sell_gr2_diff	double	0.0
Sell_gr3_diff	double	0.0
Sell_gr4_diff	double	0.0
Sell_gr5_diff	double	0.0
Sell_gr6_diff	double	0.0
Created_by	Varchar	nN
Creation_date	Time stamp	Current date and time

DB name – XMWJCI

Table name – jcifreesales_grades

Label	Type	Constraints
grd_id	bigInt	PK,AI
Crop_year	Varchar	NN
Region	Varchar	NN
Lot Identification	Varchar	NN, UNique
Jute Variety	Varchar	NN
Gr1	double	0.0
Gr2	double	0.0
Gr3	double	0.0
Gr4	double	0.0
Gr5	double	0.0
Gr6	double	0.0
Created_by	Varchar	nN
Creation_date	Time stamp	Current date and time

G. Notes

- Parent child table design may be followed.
- Both systems calculated Reserved Sale price and user entered value are to be saved
- Inventories are to be demarcated, until and unless payment is received and/or Bid offering doesn't materialize.

2.4 Creation of Bid Offering

A. Description

Upon finalization of lot sizes and reserve sale prices against each lot, bid offerings are created mentioning some mandatory entries.

B. Execution

- After Lot finalization Bid will be created.
- There will be menu 'Create Bid' under free sale.
- On click form will open, and some mandatory fields will be entered and form is submitted.
- There will be listing and edit provision for certain fields.

C. Roles

Sales Manager (entry + View + Edit)

D. Form Data

Label	Type	Validation	View / Edit
Bid Reference No	Text	Mandatory	V
Bid Date	Date – server date	Mandatory	V
Bid Closing Date	Date	mandatory	V+E
Security Deposit Amount	Text double	Mandatory	V
Days to Accept	Integer – (contract acceptance days)	Mandatory	V
Days to deposit Amount	Integer	Mandatory	V
Delivery Period	Integer	Mandatory	V
Provision of Claim	Check box	Mandatory	V

Bid Roll Out	Checkbox	Mandatory – by default no	V+E
Lot Identification	Drop down	Manatory	V

E. Documents

F. Database

DB name – XMWJCI

Table name – jcibid_creation

Label	Type	Constraints
Bid_id	Big Int	PK,AI
Bid Reference No	Varchar	NN
Bid Date	Date	NN
Bid Closing Date	Date	NN
Security Deposit Amount	Double	NN
Days to Accept	Int	NN
Days to deposit Amount	Integer	NN
Delivery Period	Integer	NN
Provision of Claim	Int	0 – checked 1 not checked
Lot Identification	Varchar	NN
Contract_type	Varchar – COMM/FREE	NN
Bid_roll_out	Int	0 – by default 1 to be rolled out
Created_by	Varchar	NN
Creation_date	Time Stamp	Current Date & Time

G. Notes

- After the bid closing date, concerned officials may extend bidding period to attract more participations.

- Lot Identification are to be tagged against bid reference no.
- Provision to email intimation along with bid document as an attachment to JCI's website administrator and probable bidders are to be kept.
- Based on inputs received during bid creation, Business Rules on remaining processes against this contract will be administered.

2.5 Submission of Quote

A. Description

Mills after login to the portal, submit their quote against each of the lot under a particular bid. Mills will be allowed submit a single quote against any lot within a specific time.

B. Execution

- If bid roll out flag changed to 1 it will start visible to all mills under menu 'Tender'
- Mill will open this page where he will find the list of all bids.
- This bid list will be visible until closing date of bid.
- If quote is not submitted against any particular bid then 'Submit Quote' button will be there at the end of each row, else list will disappear from tab.
- Each mill can submit quote for a single time only.
- Mill will enter its price and upload supporting document and submit the form.
- On submit data will be stored in table.
- Listing page will be also there to view submitted quote.

C. Roles

Mill (entry + View)

D. Form data

Label	Type	Validation	View / Edit
Bid Reference No	Auto Populated	Mandatory	V
Mill name	Logged in mill name	Mandatory	V
Lot Identification	Auto populated	Manatory	V

Quoted Base Price	Text	Mandatory and can't be smaller than sell price	V
Bid Quote Document	File	Mandatory	V

E. Documents

F. Database

DB name – XMWJCI

Table name – jcibid_subission

Column	Type	Constraints
Submission_id	Big int	PK,AI
Bid Reference No	Varchar	NN
Mill_code	Varchar	NN
Mill name	Varchar	NN
Lot Identification	Varchar	NN
Quoted Base Price	Double	NN
Bid Quote Document	Varchar	NN
Created_by	Varchar	NN
Creation_date	Time Stamp	Current date and time
Bid_rank	Varchar	null

G. Notes

2.6 Selection of H1 Bidder

A. Description

After quote submission, selection of H1 bidder is calculated by system on closing date.

B. Execution

- On closing date SM will be notified with the mail.
- There will be menu 'Bid Result'
- He will click and select Bid reference no from drop down.
- If bid closing date is equal or smaller than system date then Publish result button will be enabled else it will show alert.
- If closing date condition ok then he will click publish and system will calculate H1,H2,H3,H4 and so on depends on number of submission.
- Result declaration will be based on Quoted base price. Highest will be H1
- Result will be updated to previous table and mail be triggered to H1 mill.
- Every mill can see the bid result in their login under menu 'Bid Result'
- SM will have another menu 'Contract Swap'
- After result declaration H1 mill have to pay 3% of bid value by next working day by 5pm.
- If he fails, then SM can declare H2 as H1 on H1 price.
- He will click menu Contract swap where he will select bid ref no and click cancel H1,
- System will edit H1 flag to cancelled and H2 to H1 with H1 price and respective mill be notified by mail.

C. Roles

Sales Manager (Publish + Swap)

Mill (view)

D. Form data

Label	Type	Validation	View / Edit
Bid Reference No	Drop down	Mandatory	V
Result will be listed below in tabular form	Tabular	Mandatory	V

E. Document

F. Database

Updation to previous tables will be done

G. Notes

- If no bids are received within the closing date and time. Concerned officials will have the option to extend the bid and issue corrigendum, as per bid creation process.
- The Financial Bids received are to be uploaded for reference.

- Both “Lot Value” and “H1 Flag” will system calculated and identified. However, initial segregation in the event of multiple H-1 Bidders are to be system calculated with provision of alteration.
- Unsold inventories are to be released to inventory pool for further actions.

2.7 Contract Generation

A. Description

Upon identification of “H-1” bidder(s), next serial no. of Free-Sale Contract will be entered/shown for a particular financial year (Contract Identification No.). The concerned user will not have the option to alter the variety-grade wise quantities.

Upon submission, Contract No. (JCI/3-digit Mill Code/9-digit FY/Contract Identification No.) will be generated. For future reference, this contract no. will always be referred. Delivery type against each Contract No. is also to be selected.

B. Execution

- SM will have menu ‘Contract generation’ under free sales.
- He will select Bid ref no from drop down.
- Most of the fields will be auto populated and few needs to be entered.
- On submit contract will be generated and will go for financial concurrence.

C. Roles

Sales Manager (Entry + View + Edit)

D. Form data

Label	Type	Validation	View / Edit
Bid Reference No	Drop down	Mandatory	V
Contract IdentificationNo	Text	Mandatory	V
Contract No	System Generated	Read only	V
Contract Date	Date server	Read Only	V
Mill Name	Auto Fill	Read Only	V

Delivery Type	Auto Fill	Read Only	V
Contract Qty	Auto Fill	Read Only	V
Contract Value	Auto Fill	Read Only	V
Security Deposit Amount	Auto Fill	Read Only	V
Lot Identification	Auto Fill	Read Only	V
Variety Grade wise rate	Auto Fill – Tabular form	Read Only	
Variety Grade wise Allocation	Text – Tabular form	Mandatory	V
Days to accept	Text - int	Mandatory	V
Days to deposit Amount	Text - int	Mandatory	V
Delivery Period	Text – int	Mandatory	V

E. Documents

F. Database

DB name – XMWJCI

Table name – jcifreesales_contract

Column	Type	Constraints
Fc_id	Big int	PK,AI
Bid Reference No	Varchar	Mandatory
Contract IdentificationNo	Varchar	Mandatory
Contract No	Varchar	Read only
Contract Date	Date	Read Only
Mill Name	Varchar	Read Only
Delivery Type	Varchar	Read Only
Contract Qty	double	Read Only
Contract Value	double	Read Only
Security Deposit Amount	double	Read Only

Lot Identification	Varchar	Read Only
Gr1_allocation	double	Mandatory
Gr2_allocation	double	
Gr3_allocation	double	
Gr4_allocation	double	
Gr5_allocation	double	
Gr6_allocation	double	
Days to accept	int	Mandatory
Days to deposit Amount	int	Mandatory
Delivery Period	int	Mandatory
Fc_status	Int	0 – by default 1 – fc approved 2 - rejected
Fc_date	Date	null
Fc_remarks	Varchar	Null
Fc_given_by	Varchar	null
Adm_status	Int	0 – by default, 1 – admin approved 2- rejected
Adm_date	Date	Null
Ad_remarks	Varchar	Null
Adm_given_by	Varchar	null
Contract_status	Varchar	Generated by default
Created_by	Varchar	NN
Creation_date	Time Stamp	Current date and time

G. Notes

The inputs will be used to administer **business rules** against this particular contract.

2.8 Financial concurrence for Issuance of Contract

A. Description

After contracts are generated, based on their valuation, financial concurrence of the particular contract is to be given. If concurrence cannot be given, it will be returned to the concerned official with comments with necessary modifications in its values.

B. Execution

- Once contract generated it will start listing on F&A official's dashboard.
- he will have menu 'Commercial Contract Issuance'
- Where he can see app pending approvals list based on fc_status.
- On click all details will be opened he will verify and enter his comment and submit.
- On submit data will be updated in previous table

C. Roles

F&A Manager (Verify below 4cr contract)

F&A HO (Verify above 4cr contract)

D. Form data

Label	Type	Validation	View / Edit
Contract No	Auto Fill	Read Only	V
Contract Details	Tabular form	Read only	V
Comments	Text	Mandatory	V
Approve	Button	optional	
Reject	Button	optional	

E. Document

F. Database

Only updation will be made to previous table.

DB name – XMWJCI

Table name – jcifreesales_contract

fc_status = 1 if approved 2 if rejected

fc_remarks = as entered

fc_date = server date

fc_given_by = login id.

G. Notes

- If the contract value is more than Rs. 4 crores, it is done by HoD(F&A) at HO. Otherwise, F&A Manager is giving concurrence. This amount can vary, hence should be DB driven.
- Contract Value is considered as 110% of the jute value, without considering the applicable taxes.

2.9 Administrative Approval for Issuance of contract

A. Description

After receiving concurrence, the contracts are forwarded to concerned officials for necessary signing and forwarding / downloading. The contracts are to be digitally signed by the concerned official.

B. Execution

- After Financial Concurrence those list will now appear in HOD dashboard under menu 'Contract Issuance'
- Upon clicking contract no a form will be opened where comments need to be entered and button will be there to digitally signed.
- Once digital sign will be clicked then contract status will be updated and contract will be digitally signed and listed in Approved contract menu where he can download contract.

C. Roles

HOD (Approval)

D. Form data

Label	Type	Validation	View / Edit
Contract No	Auto Fill	Read Only	V
Contract Details	Tabular form	Read only	V
Comments	Text	Mandatory	V
Sign Digitally	Button		

E. Document

F. Database

Only updation will be made to previous table.

DB name – XMWJCI

Table name – jcifreesales_contract

adm_status = 1 if approved

adm_remarks = as entered

adm_date = server date

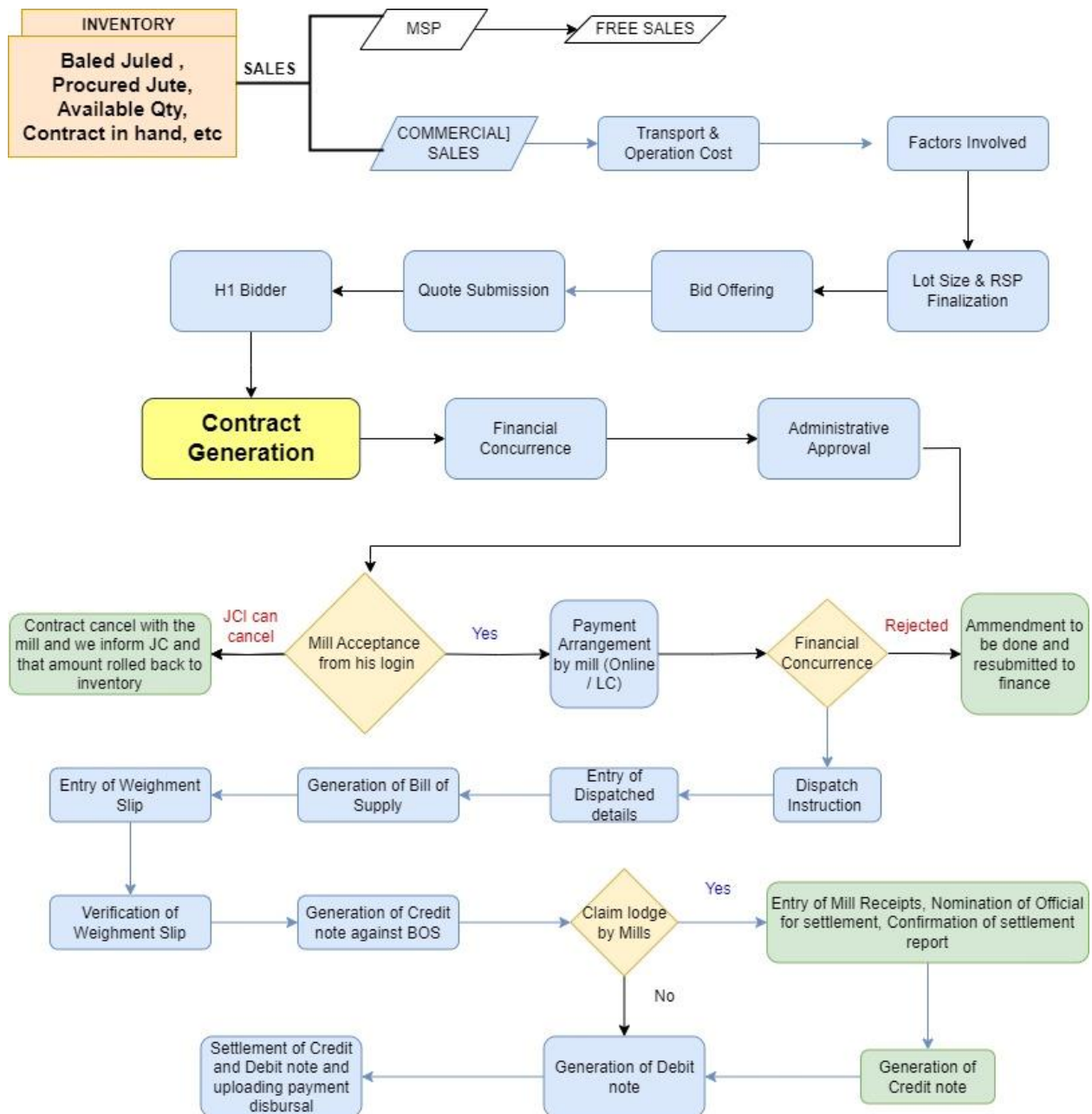
adm_given_by = login id.

G. Notes

****REST ALL FLOW WILL BE SAME AS MSP CONTRACT****

3. COMMERCIAL SALES

3.1 Flow: -



3.2 Entry of Transportation & Operation Cost

Same as of 2.1

3.3 Entry of Factors involved in Commercial Price

A. Description

While arriving at the Reserve Sale Price (RSP) set for Free-Sale / Commercial / Daily-Quote Offering, multiple factors are considered in addition to the purchase price, viz. Operation Cost, Freight, Insurance, Market Levy, Claim Provision, Weight Loss Provision, Margin, Opportunity Cost etc.

B. Execution

- DEO will have menu 'Entry of factors in Commercial'
- He will enter a unique tag for identification
- Then he will enter factor head, unit, applicability and status
- If further entry has to be made under same tag then he will click add more and same row will be populated.
- On submit all data will be saved row wise for each factor head under same tag.

C. Roles

Data entry operator (Entry + View)

D. Form Data

Label	Type	Validation	View / Edit
Identification No	Text	Mandatory and unique	V
Factor head	Text	Mandatory	V
UNit	Drop down – (%/Per qtls / pr bale)	Mandatory	V
Applicability	Check box (Purchase price, Operation cost, Transport Cost)	Mandatory	V

Status	Check box – yes no	Mandatory	V
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E. Document

F. Database

Label	Type	Constraints
Factor_id	Big int	PK,AI
Identification No	varchar	NN , UNique
Factor head	varchar	NN
UNit	varchar	N
Applicability	varchar	NN
Status	Int	0 – yes , 1 no
Created_by	Varchar	NN
Created_on	Time stamp	Current date and time

G. Notes

3.4 Finalization of lot sizes and Reserve Sale Price

A. Description

Upon fetching BIN-wise (finalized) inventory against a particular DPC with purchase base price and grade differentials. Factors are added to the purchase price to get the Reserve Sale Price against region / DPC wise inventory. The concerned official may even change grade-differential amount as per his/her discretion. Lot is created against inventory of single region or combining multiple regions or combining DPCs of different regions.

B. Execution

- SM will have menu 'Lot finalization and RSP' under Commercial Sales.
- On click, form will be open, he will select crop year (previous and current option)
- Then he will select Region from drop down based on region , dpc will be selected.
- After dpc selection, bin data will be fetched in its dropdown.
- On multiple Bin selection jute variety and its grade wise tabular form will be populated.
- Then he will enter lot identification.
- Then he will select factor wise rate and other fields
- SM will have right to change sell grade differentials.
- On submit data will be store in table

C. Roles

Sales Manager (Entry + View)

D. Form Data

Label	Type	Validation	View / Edit
Crop Year	Drop down – previous & current	Mandatory	V
Region	Drop Down	Mandatory	V
DPC	Drop Down	Mandatory	V
BIN	Drop Down	Mandatory	V
Jute variety – Grade differential tabular form	Tabular form	Read Only	
Lot Identification	Text	Mandatory	V
Lot Size	Auto calculated	Read only	V
Purchase Base Price	Auto calculated	Read only	
Purchase Grade Differential	Auto populated	Read only	
Factor Head wise rate	Auto calculated	Optional	V
Delivery Type	Drop down – ex-godown / Mill delivery	Mandatory	
Reserved Sale Price	Double – Auto calculated also editable	Mandatory	V
Sell Grade Differential	Tabular form – text	Mandatory	

E. Document

SALES
DATA_FORMAT.xls

F. Database

DB name – XMWJCI

Table name – jcicommercialsales_rsp

Label	Type	Constraints
Rsp_id	bigInt	PK, AI
Crop_year	Varchar	NN
Region	Varchar	NN
Dpc	Varchar	NN
Bin	Varchar	NN
Lot Identification	Varchar	NN, UNique
Lot Size	Varchar	NN
Purchase Base Price	Varchar	NN
Pur_grd1_diff	double	0.0
Pur_grd2_diff	double	0.0
Pur_grd3_diff	double	0.0
Pur_grd4_diff	double	0.0
Pur_grd5_diff	double	0.0
Pur_grd6_diff	double	0.0
Factor Head wise rate	Double	0.0
Delivery Type	Varchar	NN
Reserved Sale Price	Double	0.0
Sell_gr1_diff	double	0.0
Sell_gr2_diff	double	0.0
Sell_gr3_diff	double	0.0
Sell_gr4_diff	double	0.0
Sell_gr5_diff	double	0.0
Sell_gr6_diff	double	0.0
Created_by	Varchar	nN
Creation_date	Time stamp	Current date and time

DB name – XMWJCI

Table name – jcicommercialsales_grades

Label	Type	Constraints
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grd_id	bigInt	PK, AI
Crop_year	Varchar	NN
Region	Varchar	NN
dpc	Varchar	nn
Lot Identification	Varchar	NN, UNique
Jute Variety	Varchar	NN
Gr1	double	0.0
Gr2	double	0.0
Gr3	double	0.0
Gr4	double	0.0
Gr5	double	0.0
Gr6	double	0.0
Created_by	Varchar	nN
Creation_date	Time stamp	Current date and time

G. Notes

- - Parent child table design may be followed.
 - Both systems calculated Reserved Sale price and user entered value are to be saved
 - Inventories are to be demarcated, until and unless payment is received and/or Bid offering doesn't materialize.

3.5 Creation of Bid Offering

Same as Free sales

3.6 Submission of quote

Same as Free sales

3.7 Selection of “H-1” bidder

Same as free sales

3.8 Contract Generation

Same as free sales

****REST ALL FLOW WILL BE SAME AS MSP CONTRACT****