



# **USER'S MANUAL**

## **Import Portal**

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**Revision Sheet**

Release No.	Date	Revision Description

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## **User's Manual Authorization Memorandum**

I have carefully assessed the User's Manual for the **(Import Portal)**. This document has been completed in accordance with the Import Portal System.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

\_\_\_\_\_ The document is accepted.

\_\_\_\_\_ The document is accepted pending the changes noted.

\_\_\_\_\_ The document is not accepted.

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We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

\_\_\_\_\_  
NAME & SIGNATURE  
Manager-IBD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME & SIGNATURE  
IBD Officer

\_\_\_\_\_  
DATE

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# USER'S MANUAL

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## 1.0 GENERAL INFORMATION

The User's Manual provides the information necessary for the user to effectively use the automated import portal.

### System Overview

Import portal (<http://10.1.1.132/import>) is a system developed to automate purchase order and margin facility related data management in our international banking department. It allows IBD officers, which from this point are referred as users, to register purchase order, cash against document, margin facility, L/C issuances & outstanding advances against import bills as well as generate several reports based on these registered data. Moreover, it sends 13 types of notification email to users regarding the registered purchase order and margin facility data.

This system has two main sub systems called **Purchase Order** and **Margin facility**. Under purchase order, users can manage purchase order and cash against document data. Under margin facility, users can manage margin facility, L/C issuances and outstanding advances data.

There is also a Report section from which users can generate several types of reports based on several filter criteria from the registered purchase order and margin facility data.

This system is a secured system that requires users to have authorized credentials in order to manipulate or view data.

There are three types of accounts to use this system.

- **MasterMaker** : Is an IBD account with privilege to register, view, edit and delete margin facility related data. This account can also view purchase order related data. Moreover, this account can authorize or discard new users.
- **Maker** : Is an IBD account with privilege to register, view, edit and delete purchase order related data. This account can also register and view margin facility related data.
- **Viewer** : Is a credit account with only view privilege.

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## Project References

Requirement Analysis Document of IBD Import Portal  
Import portal system ([10.1.1.132/import](#))

## Authorized Use Permission

This software is developed for Zemen Bank S.c and cannot be used by any other entity without permission of the bank.

## Points of Contact

Tenaye Abera (ext. 133)  
Mahlet Asrat (ext 133)  
Abdi Adugna (ext 133)  
Yoftahie Suleiman (ext 165)

## Organization of the Manual

This document has three main sections.

- **GETTING STARTED**  
This section covers creating account, logging on, changing/resetting password and properly exiting from the system. Moreover it gives description about the main menus displayed.
- **USING THE SYSTEM**  
This section covers the functionalities provided by the system.
- **REPORTING**  
This section focuses on generating and exporting several types of reports.

## Acronyms and Abbreviations

- **CAD** – Cash against document
- **IBD** – International banking department

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## 2.0 GETTING STARTED

This section provides a general walkthrough of the system from initiation through exit. The logical arrangement of the information provided here is intended to enable the users to understand the sequence and flow of the system.

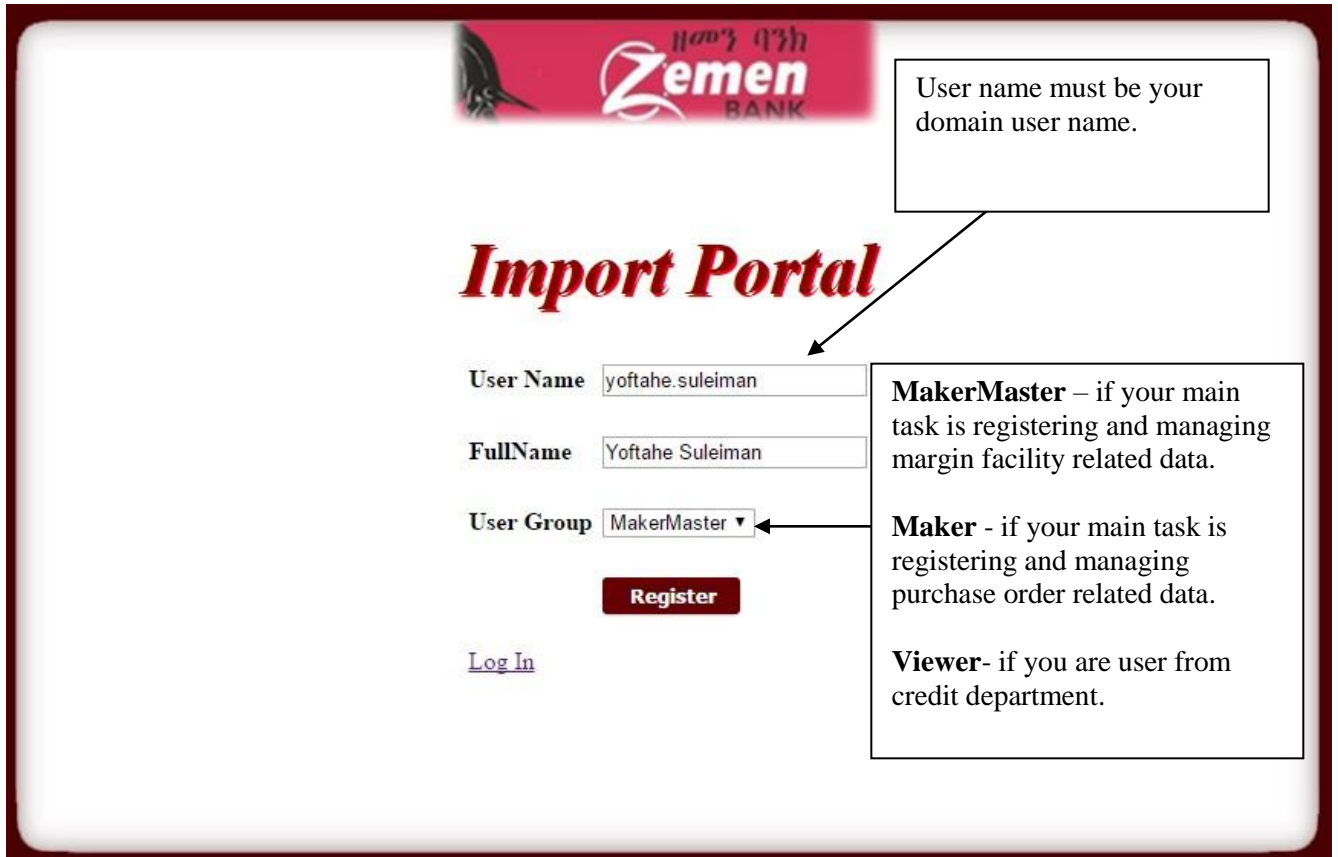
### Logging On

In order to use the system you must have an authorized user account.

A. Open web browser (chrome, fire fox, internet explorer...) and type  
[10.1.1.132/import](http://10.1.1.132/import)

The screenshot shows a web browser window with a dark red border. At the top center is the Zemen Bank logo, which includes a stylized bird icon and the text 'Zemen BANK' in English and Amharic. Below the logo, the title 'Import Portal' is displayed in a large, bold, red serif font. Underneath the title are two input fields: 'User Name' and 'Password', each followed by a text box. Below these fields is a dark red rectangular button with the word 'Login' in white. At the bottom of the login area, there are two links: 'New user?' and 'Forgot password?', both in a small, blue, underlined font.

B. Click on 'New User' and fill the form.



The screenshot shows the Zemen Bank logo at the top. Below it is the title "Import Portal" in a large, bold, red font. The registration form contains the following fields and elements:

- User Name:** A text box containing "yoftahe.suleiman". A callout box points to this field with the text: "User name must be your domain user name."
- FullName:** A text box containing "Yoftahe Suleiman".
- User Group:** A dropdown menu with "MakerMaster" selected. A callout box points to this dropdown with the text: "MakerMaster – if your main task is registering and managing margin facility related data. Maker - if your main task is registering and managing purchase order related data. Viewer- if you are user from credit department."
- Register:** A red button.
- Log In:** A blue link.

C. Click on 'Register' button.



The screenshot shows the Zemen Bank logo at the top. Below it is the title "Import Portal" in a large, bold, red font. The registration process is complete, and a message is displayed:

Account for Yoftahe Suleiman has been created. Please communicate Tewahido Tafesse, Abdi Adugna, Senait Workagegn or Tigist Alem to authorize your account.

Below the message are two empty text boxes for "User Name" and "Password". A red "Login" button is positioned below the password field. A callout box points to the message with the text: "These are masetermakers that can authorize your account." At the bottom, there is a blue link that says "Forgot password?".



D. When one of the mastermaker logs in, he/she will see the list of unauthorized accounts on top.

The screenshot shows the Zemen Bank Import Portal interface. On the left is a sidebar with 'Home' and 'Purchase Order & CAD'. The main header is 'Import Portal'. Below the header, a section titled 'Notifications & their format' displays a list of notifications. The first notification states: 'There are 1 unauthorized accounts. Please authorize or discard them.' Below this, several other notifications are listed, including 'Advance On Litigation (0 Unread)', 'Expiry Reminder1 (0 Unread)', 'Expiry Reminder2 (0 Unread)', 'First Reminder (0 Unread)', and 'Maturity Reminder1 (0 Unread)'. An arrow points from the text in step D to the first notification.

E. The master maker then Authorize/Discard the newly created user.

The screenshot shows the Zemen Bank Import Portal interface. On the left is a sidebar with 'Home' and 'Purchase Order & CAD'. The main header is 'Import Portal'. Below the header, there are buttons for 'Copy', 'CSV', 'Excel', and 'Print'. Below these buttons is a table with the following data:

Yoftahe Suleiman	yoftahe.suleiman	MakerMaster	<a href="#">Authorize</a>	<a href="#">Discard</a>
------------------	------------------	-------------	---------------------------	-------------------------

An arrow points from the text in step E to the 'Authorize' button in the table.

F. If your account is authorized you will get an email notification

The screenshot shows an email inbox on the left and the content of an email on the right. The inbox shows an email from 'yoftahe.suleiman@zemenbank.com' with the subject 'Account Authorized' received at 9:59 AM. The email content on the right is as follows:

**Account Authorized**  
yoftahe.suleiman@zemenbank.com  
Sent: Wed 6/7/2017 9:59 AM  
To: Yoftahe Suleiman

Dear Yoftahe Suleiman,

You recently registered to our import portal. This is to inform you that you are authorized to use the system.  
your credentials  
User Name : yoftahe.suleiman Password : 123 Please read the manual before you start using the system. [Click here](#) to login

G. Log in to the system with your authorized account and change your password

# Import Portal

Yoftahe Suleiman ▾

Notifications & their format

It is time to put to advance on litigation with Name Of Client: X

days remain to expire for Margin Facility with Name Of Client: X

Margin Facility has expired with Name Of Client: X

reminder serve time for outstanding advance with Name Of Client: X

5 days remain to mature for Purchase Order with Name Of Importer: X and PO Number: Y

Purchase Order has matured with Name Of Importer: X and PO Number: Y

ead) 8 days remain to mature for Single Entry with Name Of Importer: X and IBC Number: Y

ead) Single Entry has matured with Name Of Importer: X and IBC Number: Y

ead) It has been 10 days since maturity of Single Entry with Name Of Importer: X and IBC Number: Y

ead) It has been x days since maturity of Single Entry with Name Of Importer: X and IBC Number: Y

Authorize Account

Change Password

Log Out

Old Password

New Password

Confirm Password

Change

[Return to Home](#)

## Import Portal

Password has been successfully changed. Please login with your new password.

User Name

Password

Login

If you forgot your password:

A. Click on '**Forgot password?**'



B. Fill your user name and click on '**Reset**' button.

## Import Portal

User name

**Reset**

[Log In](#)

## Import Portal

A link has been sent to your email to reset your password.

User Name

Password

**Login**



### Password reset for Import Portal

yoftahe.suleiman@zemenbank.com

Sent: Fri 6/9/2017 10:51 AM

To: Yoftahe Suleiman

Dear Yoftahe Suleiman,

you recently requested to reset your password for import portal.please [Click here](#) to confirm.

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## Exit System

Proper way to exit the system is to click on the **logout** link on the top-right corner of the window.



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## 3.0 USING THE SYSTEM

### System Menu

There are four main menus on the left side of the screen. **Home**, **Purchase Order & CAD**, **Margin & Outstanding** and **Reports**. Each Main menu and its sub menus are described below.

#### Home

This is a screen that appears when user logs in or clicks on the Home menu item. It has 6 sub systems.

**Notifications & their format**

Advance On Litigation (0 Unread)	It is time to put to advance on litigation with Name Of Client: X
Expiry Reminder1 (0 Unread)	5 days remain to expire for Margin Facility with Name Of Client: X
Expiry Reminder2 (0 Unread)	Margin Facility has expired with Name Of Client: X
First Reminder (0 Unread)	First reminder serve time for outstanding advance with Name Of Client: X
Maturity Reminder1 (1 Unread)	5 days remain to mature for Purchase Order with Name Of Importer: X and PO Number: Y
Maturity Reminder2 (0 Unread)	Purchase Order has matured with Name Of Importer: X and PO Number: Y
SC SingleEntry Reminder1 (0 Unread)	8 days remain to mature for Single Entry with Name Of Importer: X and IBC Number: Y
SC SingleEntry Reminder2 (0 Unread)	Single Entry has matured with Name Of Importer: X and IBC Number: Y
SC SingleEntry Reminder3 (0 Unread)	It has been 10 days since maturity of Single Entry with Name Of Importer: X and IBC Number: Y
SC SingleEntry Reminder4 (0 Unread)	It has been x days since maturity of Single Entry with Name Of Importer: X and IBC Number: Y
Second Reminder (0 Unread)	Second reminder serve time for outstanding advance with Name Of Client: X
Single Entry Reminder1 (0 Unread)	Single Entry has elapsed 45 days without settlement with Name Of Importer: X and IBC Number: Y
Single Entry Reminder2 (0 Unread)	Single Entry has elapsed 60 days without settlement with Name Of Importer: X and IBC Number: Y

Blinking because there is notification

**Margin facilities**

1 Outstanding
0 Expired

**L/C Issuances**

1 Outstanding
0 Expired

**Outstanding Advances**

0 Outstanding
0 Settled
0 On Litigation

**Purchase Orders**

7 Local
5 Non-Resident
5 Supplier's Credit

**Cash Against Documents**

7 Local
4 Non-Resident
6 Supplier's Credit

Activ  
Go to S

#### A. Notifications & their format

This sub-system contains 13 types of notification and their format. If there is a notification it will appear **blinking** so that the user can easily observe it.

### B. Margin Facilities

This sub-system displays available margin facilities categorizing them based on their status.

### C. L/C Issuances

This sub-system displays available L/C issuances categorizing them based on their status.

### D. Outstanding Advances

This sub-system displays available outstanding advances categorizing them based on their status.

### E. Purchase Orders

This sub-system displays available purchase orders categorizing them based on their type.

### F. Cash against Documents

This sub-system displays available cash against documents categorizing them based on their purchase order type.

## Purchase Orders

*Displays list of registered purchase orders in the system.*

The screenshot shows the 'Purchase Orders' interface. On the left is a dark red sidebar with a menu. The main area displays a table of purchase orders. Annotations with arrows point to various UI elements:

- Copy, CSV, Print buttons:** Use these buttons to export or print displayed results.
- Search box:** Use this box to filter result displayed on the table.
- Sort arrows:** Use these arrows to sort result displayed on the table.
- Expand icons (+):** Use these buttons to view additional fields of a row.
- Edit, Details, Delete buttons:** Use these buttons to edit, view details or delete a row.

**Table Data:**

Date Of Approval	Name Of Importer	Currency	FLY Amount	Exchange Rate	Amount In Birr	PO Number	PO Type	Outstanding	Margin
02/10/2017	ZIWAY ROSES PLC	USD	9,660	0	0	ZB/0091/2017	Supplier	9,660	0.0
02/17/2017	BERNARD TELAHUN	USD	17,716.42	22.5958	400,318.68	ZB/0110/2017			
02/21/2017	SONAFRIC INDUSTRIES	USD	66,560	23					
03/20/2017				23			Local	12,576,999.5239	296,092,753.59

**Status:** Status1, Status2: Valid, Refund Amount: 0

**Buttons:** Edit, Details, Delete



## New Purchase Order

*Use this to register new purchase order*

[Home](#)

Purchase Order & CAD

Purchase Order

Purchase Orders

New Purchase Order

CAD

Margin & Outstanding

Reports

Create Purchase Order

Purchase Order Number

Date Of Approval

Name Of Importer

Currency

Approved Amount

Exchange Rate

Purchase Order Type

Refund Amount

Create

Back to List

## CADs

*Displays list of registered cash against documents in the system.*

[Home](#)

Purchase Order & CAD

Purchase Order

CAD

CADs

New CAD

Margin & Outstanding

Reports

CADs

Copy CSV Print

Search:

Date Received	Date Presented	Date Settled	IBC Reference	PO No.	Permit No	Customer Name	Correspondant Bank	Currency	FCY Amt.
01/09/2017	06/06/2017	01/17/2017	ZBIBC126/2017	ZB/1533/2016	ZEB/ZBH/01-00090/17	MOHAMMED NUR	CITI BANK NA NEW YORK	USD	4,991
04/09/2017	04/17/2017		ZBIBC111/2017	PO/ZB/456	ZEB/ZBH/01-0	Alcom Trading	CITI BANK NA NEW YORK	USD	120,000.4761
04/11/2017	04/17/2017		ZBIBC113/2017	PO/ZB/456	ZEB/ZBH/01-0321/ALC/17	Alcom Trading	CITI BANK NA NEW YORK	USD	300,000
04/14/2017	04/17/2017		ZBIBC112/2017	PO/ZB/457	ZEB/ZBH/01-0	Abebe Kebede	COOMERZBANK AG FF	GBP	250,000.2311
04/19/2017	05/31/2017	05/24/2017	ZBIBC122/2017	ZB/0296/17	ZEB/ZBH/01-00994/2017	AQ ROSES PLC	CITI BANK NA NEW YORK	USD	35,910
04/27/2017	05/31/2017	05/10/2017	ZBIBC120/2017	ZB/0110/2017	ZEB/ZBH/01-	BERNARD	CITI BANK NA	USD	7,627.33

## New CAD

Use this to register cash against documents for a registered purchase order.

Home

Purchase Order & CAD

Purchase Order

CAD

CADs

New CAD

Margin & Outstanding

Reports

Name Of Importer

IBC Number ZBIBC128/2017

Permit Number

Correspondent Bank

FCY Amount

Exchange Rate

Remark

Description Of Goods

Create

Port Of Discharge

Port Of Loading

Shipment Type

Bill Number

NBE 0

Approved Days

Status

Shipment Date

Date Received MM/DD/YYYY

Date Settled MM/DD/YYYY

This is an auto generated field

## Margin Facilities

Displays list of registered margin facilities in the system.

Home

Purchase Order & CAD

Margin & Outstanding

Margin Facility

Margin Facilities

New Margin Facility

L/C Issuance

Outstanding Advance

Margin facilities

Copy CSV Print

Search:

Name Of Client	Date Approved	Limit Approved	Percentage	Amount Utilized	Utilization Reduced By Settlement	Balance Limit Remained	Expiry Date	Status	
MINAYE PLC	11/17/2017	10,000,000	30	2,100,000.00	210,000	8,110,000	11/17/2017	Outstanding	<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

Previous 1 N



## New Margin Facility

*Use this to register margin facility*

Home

Purchase Order & CAD

Margin & Outstanding

Margin Facility

Margin Facilities

New Margin Facility

L/C Issuance

Outstanding Advance

Reports

Create Margin Facility

ClientName

ApprovedDate

ApprovedLimit

Percentage

ExpiryDate

Create

Back to List

## L/C Issuances

*Displays list of L/C issuances in the system.*

Home

Purchase Order & CAD

Margin & Outstanding

Margin Facility

L/C Issuance

L/C Issuances

New L/C Issuance

Outstanding Advance

Reports

L/C Issuances

Copy CSV Print

Search:

Name Of Client	Amount Utilized	Utilization Reduced By Settlement	Maker	
MINAYE PLC	2,100,000	210,000	Tewahido Tafesse	<div>EditDelete</div>

Showing 1 to 1 of 1 entries

Previous 1

## New L/C Issuances

Use this to register an L/C issuance for a margin facility.

Home

Purchase Order & CAD

Margin & Outstanding

Margin Facility

L/C Issuance

L/C Issuances

New L/C Issuance

Outstanding Advance

Reports

Create L/C issuance

Name Of Client

L/C Amount

UtilizationReduced

Create

Back to List

## Outstanding Advances

Displays list of outstanding advances in the system.

Home

Purchase Order & CAD

Margin & Outstanding

Margin Facility

L/C Issuance

Outstanding Advance

Outstandings

New Outstanding

Reports

Outstanding Advances

Copy CSV Print

Search:

LC NO.	Name Of Borrower	Facility		Currency	Amount	Advance on import bills		Status	
		Approved limit	Margin			Date Advanced	Advanced Amount		
LC123	MINAYE PLC	10,000,000	30	USD	2,000	06/04/2017	1,233	Outstanding	<div>EditDelete</div>

Showing 1 to 1 of 1 entries

Previous1Next

---

## New Outstanding Advance

*Use this to register an outstanding advance of a margin facility.*

Home

Purchase Order & CAD

Margin & Outstanding

Margin Facility

L/C Issuance

Outstanding Advance

Outstandings

New Outstanding

Reports

Create Outstanding Advance

LCNumber

Currency

FCYAmount

AdvancedDate

MM/DD/YYYY

AdvancedAmount

Name Of Borrower

Status

Settled

Create

Back to List

**Note:** when you register any of the above forms, you are required to fill appropriated data for the fields. For example, a date format is MM/DD/YYYY. If you try to fill an inappropriate data, the system will ask you to input correct data format.

## 4.0 REPORTING

This is where you prepare all the reports you need from the system. You can generate four types of reports using several filter criteria as a sample Purchase Order Report is described below.

### Purchase Order

- Select filter criteria. For example, PO Type and Status1
- Select Po Type
- Select Status1
- Press '**Generate**' button. Result will be displayed below.
- Sort using the arrow and export to excel or print the result.

Purchase Order Report

Filter Criteria: Date Approved Range

Customer Name: Abebe Kebede Status1: Outstanding Status2: Valid PO Type: Local Currency: USD

Date received between: MM/DD/YYYY - MM/DD/YYYY Generate

Copy	CSV	Print	Date Of Approval	Name	Import	Exchange Rate	LCY Amount	PO Number	PO Type	Outstanding	Utilization Amount
			02/10/2017	ZIWA ROS	11 12 13 14 15 16 17	0		ZB/0091/2017	Supplier Credit	9,660	
			02/17/2017	BERTEL	18 19 20 21 22 23 24	22.5958	400,316.68	ZB/0110/2017	Non-Resident	0.0	17,716.39
			02/21/2017	SONAFRIC INDUSTRIES PLC	25 26 27 28 29 30 1	23.0583	1,534,760.45	ZB/0132/2017	Local	0.0	65,688.32
			03/20/2017	Alcom Trading	2 3 4 5 6 7 8	23.5424	306,051,200	PO/ZB/456	Local	12,576,999.5239	423,000.4761
			03/29/2017	Abebe Kebede		35.7351	1,179,258,300	PO/ZB/457	Supplier Credit	32,746,777.7689	253,222.2311