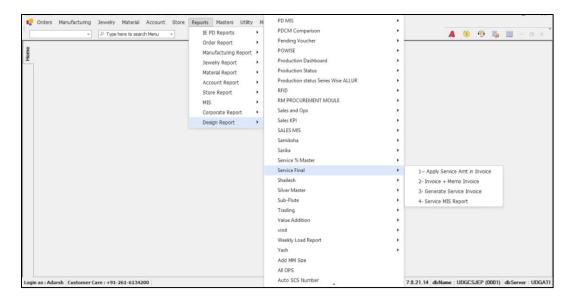
Standard Operating Procedure (SOP)

Report path: Reports – Design Report

System: SJE PLUS (GATI)



Objective:

To guide users on how to access and generate service-related invoices and reports through the *Design Report* menu in the SJE PLUS(GATI) system under the

Reports > Design Report > Service Final section.

Step-by-Step Instructions:

Step 1: Login

- Open the SJE PLUS application.
- - Login using your punching credentials in Uni.
- Confirm successful login by checking the bottom status bar which should show:
 Login as:

Step 2: Open the Reports Menu

• - On the top menu bar, click on Reports.

Step 3: Navigate to Design Report

• - In the dropdown under Reports, hover over Design Report (last option).

Step 4: Navigate to Service Final

• - A side menu will open. (If not visible, request access from the IT department.)

Scroll down and hover over the Service Final section.

1) Title: Accessing "Apply Service Amt in Invoice" from SJE PLUS

Step-by-Step Instructions:

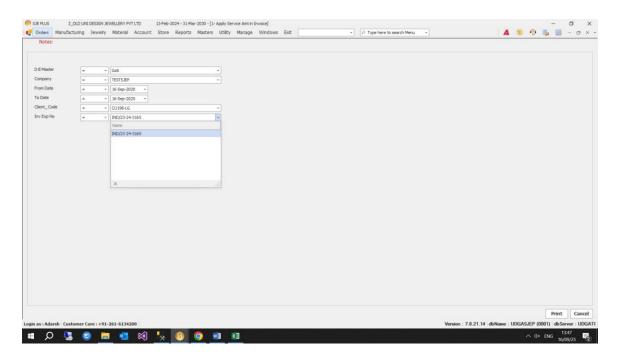


Figure: Apply Service Amt in Invoice screen interface

Step-by-Step Instructions (Continued):

Step 1: Select D B Master

• - Choose the 'Emr' Or 'Gati' from the Dropdown.

Step 2: Select Company

• - Use the dropdown to select the appropriate company based on the database (EMR or GATI) for which the data needs to be updated.

Step 3: Select Date Range

• - Choose the 'From Date' and 'To Date' using the calendar picker to define the invoice period.

Step 4: Select Client Code

 - Select a specific client only applicable client codes are displayed based on the chosen database (EMR or GATI).

Step 5: Select Inv Exp No

• - Select a specific client invoice (Only invoices with applicable client codes are shown here, and only if custom matching is pending.)

Step 6: Generate the Report

• - Click the "Print" button at the bottom right of the screen to generate the Apply Service Amt in Invoice Report.

Output:

		LLERY PRIVATE LIMITED	Memo Invoice	e No.	Date	Ex	porter's Ref	
	Unit No 001, Multistorie	ed Building,	Memo IND/23	3-24-3165	28-12-2023	IE	C CODE: 0310	008875
	Seepz - SEZ,Andheri (E),		Buyer's Order	No		Date		
			Other Referen	nce(s)				
			PAN:					
Ship:	Mejuri Inc.		Payer:	Mejuri Inc.				
	TO HQ, 18C Mowat Ave	nue, Toronto ON, M6K3E8		TO HQ, 18C	Mowat Avenue	e, Toronto	o ON, M6K3E8	
Pre-Carria	nge By :	Place of Receipt by Pre-Carrier	Country of Ori	gin of Goods		Country o	of Destination	
Vessel/Fli	ght No.	Port of Loading	Port of Discha	rge		Final Dest	tination	
Our Bank:	Kotak Mahindra Bank Plot No. C - 27, Block - 9; Bandra Kurla Complex, Br AD CODE: 0181219-2910 AC No: 7945131660	MUMBAI endra (E):Mumbai - 400051 009	New York			UNITED S	IAIES	
Terms of	Delivery and Payment :	60 DAYS	Due Date :					
Whether Code for S	the Supply is Service: No the tax is payable reverse Supply Type: EXPWOP Document Type: INV	charges basis : No	(i) The state of (ii) District of (f Origin of go Origin of good	ods : 27 Mahar ds : Mumbai Su	shtra burban		
Mari	ks & No./				Q	uantity	Rate	Amount
Cont	ainer No :					4.0	88.50	USD 354.00
Insurance B	y FUTURE GENERAL	I DDIA DSURANCE CO. LTD					FOB USD	366.00
Instrance B	by FUTURE GENERAL	LI DIDIA DISURANCE CO. LTD				50	FOS USD	
Insurance B		J DIDIA DISURANCE CO. LTD	I SIXTY SIX ONLY C	ENT	Total	5.0	FOB USD	366.00
(In Words Please rem (Swift Code UID 40226 Disdaimer TEST INDO send us Pay Not Liable to (OUR ACCO Declaratic We declar	i) TOTAL NET REALIS it the proceeds of this invoice No. INEXINIBECPC] with their OF KTOSA MARINERS PRIVATE IN IEWELL FEWELLERY PRIVATE IN OTHER PROPRIETS OF COMPANY. UNIT SHOULD BE CREDITED F. OR:	ATION US DOLLAR THREE HUNDRED by teles to: Klotal Mahindra Bank Ltd. Flor correspondent banker: Bank of NewYork Ack New Sooth Teles for the credit to India Ack New Sooth Teles Sooth Tele	t No. C-27, Block — 9, , No. 1, Wall Street, N OJEWEL JEWELLERY I or Liability for any Fr r Kind of Nature, Whe	Bandra Kurla C lew York, N.Y.10 PRIVATE LIMITE audulent Email ether Direct, Inc	omplex, Bandra (1015 (Swift Code D Account with ti or Verbal Commu- cidental or Conse	(East), Mun IRVTUS3No hem quotin unication fo quential in	nbai - 400051 A/c 000) by FED ABA 0 ng our Invoice or any Payment In	366.00 No. 7945131660 221000018 CHIPS struction. Please the Payment is
(In Words Please rem (Swift Code UID 40226 Disdaimer TEST INDO send us Pay Not Liable to (OUR ACCO Declaratic We declar	it the process of this invoice No. NISKINBECPC) with their of or fotost hafmines Bank tall it is a per Payment instruction to the Company. Unit 3 HOULD BE CREDITED F. On:	ATION US DOLLAR THREE HUNDRED by teles to: Klotal Mahindra Bank Ltd. Flor correspondent banker: Bank of NewYork Ack New Sooth Teles for the credit to India Ack New Sooth Teles Sooth Tele	t No. C-27, Block — 9, , No. 1, Wall Street, N OJEWEL JEWELLERY I or Liability for any Fr r Kind of Nature, Whe	Bandra Kurla C lew York, N.Y.10 PRIVATE LIMITE audulent Email ether Direct, Inc	omplex, Bandra (3015 (Swift Code of D Account with the Code of D Account Williams (301) TEST TEST TEST TEST TEST TEST TEST TES	(East), Mun IRVTUS3ND hem quotin unication fo quential in	nbsi - 400051 A/c 00X) by FED ABA O or gour Invoice or enry Payment In Connection with	366.00 No. 7943131660 221000018 CHIPS struction. Please the Payment is LERY PRIVATI LIMITED

2) Title: Accessing "Invoice + Memo Invoice" from SJE PLUS

Step-by-Step Instructions:

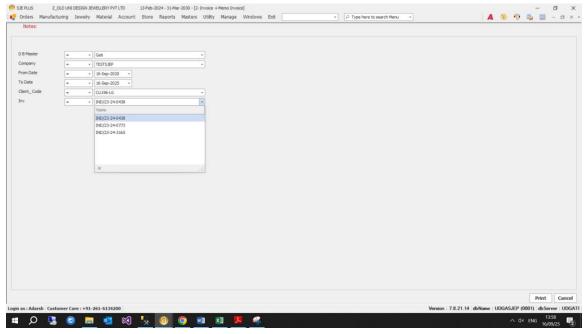


Figure: Invoice + Memo Invoice screen interface

Step-by-Step Instructions (Continued):

Step 1: Select D B Master

• - Choose the 'Emr' Or 'Gati' from the Dropdown.

Step 2: Select Company

• - Use the dropdown to select company for which data is to be Shown.

Step 3: Select Date Range

• - Choose the 'From Date' and 'To Date' using the calendar picker to define the invoice period.

Step 4: Select Client Code

 Select a specific client only applicable client codes are displayed based on the chosen database (EMR or GATI).

Step 5: Select Inv

• - Select a specific client invoice (Only invoices with applicable client codes are shown here, and only if custom matching is Done.)

Step 6: Generate the Report

• - Click the "Print" button at the bottom right of the screen to generate the Invoice + Memo Invoice Report.

Output: (Invoice Report)

Seller:	TEST INDOJEWELJEWE	LLERY PRIVATE LIMITED		Invoice No.		Date	E	porter's Ref	
	Unit No 001, Multistorie	ed Building,		IND/23-24-07	73	13-10-20	23 IE	C CODE: 0310	008875
	Seepz - SEZ, Andheri (E),			Buyer's Order	No		Date		
	Mumbai:400096,India Ph: 022-69121000								
	Fax:			Other Referen	ice(s)				
	GST No: 27AABCI6414L	1ZG		PAN: AAABO	16414L				
Ship:		nue, Toronto ON, M6K3E8 nue, Toronto ON, M6K3E8		Payer:					
Pre-Carrie	ige By :	Place of Receipt by Pre-Carrier	r	Country of Ori	gin of Goods :		Country of CANADA	of Destination	
Vessel/Fli	ght No.	Port of Loading		Port of Dischar	rge		Final Des	tination	
NA Our	Kotak Mahindra Bank	MUMBAI		CANADA	•		CANADA		
Whether Whether Code for	AD CODE: 01812/9-2910 Bank Acc: 7943131660Al Delivery and Payment: the Supply is Service: No the tax is payable reverse Supply Type: EXPWOP Document Type: INV	Code: 60 DAYS			12-12-2023 f Origin of goods Origin of goods				
State Cod	le : 27								
	ks & No./ No & Kind niner No:	of Pkgs	Descr	iption of Good	s Gro	ss Wt	Quantity	Rate	Amount
					(Gms)			INR
Bracelet							1.0	2254.34	2,254.3

Seller: TE Un		e Basis		1	INVOICE						
Un S-	ST INDOJEV	VEL JEWELLEP	RY PRIVATE LIN	NITED	Invo	ice No.	Date	E	xporter's Ref		
Unit No 001, Multistoried Building, Seepz - SEZ, Andheri (E),					IND/	23-24-0773	13-10-				
	epz - SEZ,An	ndheri (E),				er's Order No		Date			
	umbai:4000				buy	a z oraci no					
Pi Fa	: 022-6912	1000			Other Reference(s)						
		BCI6414L1ZG									
						: AAABCI641					
Marks & Container		lo & Kind of P	'kgs		Description	of Goods	Gross Wt (Gms)	Quantity	Rate	Amount	
		ONE	TIN BOX				(OIII)				
	14	IKT GOLD JEWELI	LERY STUDDED W	ITH LAB GROWN I	DIAMOND.						
RM KT Gold 14KT	Loss % 5.00	28.592	Pure Met Wt	1.430	Pure Loss Wt 0.838	Tot Wt 30.022	Pure Tot Wt				
Total :	3.00	28.592	16.761	1.430	0.838	30.022					
nsurance By :	FUTURE		DIA INSURAN		0.050	30.022	Pai	2.00	FOR INR	4 408 61	
NOTE: SF	HIPMENT TH	IKOUGH FEDE	EX								
NOTE: SH	HIPMENT TH	IROUGH FEDE	<u> </u>			Tot	ol	4.0	CIFVelue	4,408.61	
(In Words) EQ.Rs: [USDId,Rm USD @: [Eq] Flease remit the [Swift Code No. In) IND 002260 of 18 RECYCLED GOLD RECYCLED GOLD USD - The suppli USD - The suppli Co name] Exp Instructions Spe	TOTAL N 10.00] proceeds of t KRBINIBECPC TOTAL Mahind "The seller w high is from it er warrants th ressily Disclaim	ET REALISATIO this invoice by the j with their corn is Bank tot A/c in the rearrants that the internal streams in the diamond into any Obligation into any Obligation age of Whatsoen	DN US DOLLAR elex to: Kotak Me respondent bank no. 8900317794 for which compl to therein invoice on or Libbility for	ahindra Bank Ltd. er: Bank of New for the credit to finished or semi- ete traceability is d are laboratory any Fraudulent 8 re, Whether Dire	Plot No. C-27, York, No. 1, Wi INDOJEWEL If finished jewell s maintained* created based Email or Verbal sct, Incidental of	UNDRED EIGH Block - 9, Benn all Street, New Y WELLERY PRIVA on written assu Communication or Consequentia	T AND SIXTY ONE of the state of	ndra (East). Mu Code (RYTUS3) with them quotiold sourced din by the supplier.	mbai - 400051. A/c log our Invoice ectly from the sup s of these invoices send us Payment	. No. 7945131660 21.000018 CHIPS pliers, or from	

Memo Invoice

			INVOICE					
Seller:	TEST INDOJEWEL JEWE		Memo Invoice		Date		sporter's Ref	
	Unit No 001, Multistorie Seepz - SEZ, Andheri (E),	ed Building,	Memo IND/23 Buver's Order		13-10-2023	Date	EC CODE: 0	10008875
	Mumbai:400096,India Ph: 022-69121000		12,2.7.5146					
	Fax:		Other Referen	nce(s)				
	GST No: 27AABCI6414L	12G	PAN: AAABO	16414L				
Ship:	TO HQ, 18C Mowat Ave	nue, Toronto ON, M6K3E8	Payer:					
		nue, Toronto ON, M6K3E8	1					
	Canada Tel : 4163068001		1					
Pre-Carrie NA		Place of Receipt by Pre-Carrier NA	Country of Ori			CANADA	of Destinatio	n
Vessel/Fli	ight No.	Port of Loading	Port of Discha	rge		Final Des	tination	
NA Our	Kotak Mahindra Bank	MUMBAI	CANADA			CANADA		
Bank:	Plot No. C - 27, Block - 9;							
	Bandra Kuria Complex, Ba	andra (E);Mumbai - 400051						
	AD CODE: 0181219-2910 Bank Acc: 7945131660A0							
Terms of	Delivery and Payment :	60 DAYS	Due Date :	12-12-2023	3			
	the Supply is Service : No				ods : 27 Maha	rshtra		
Whether	the tax is payable reverse	charges basis : No	(ii) District of (Origin of good	ds : Mumbai Si	uburban		
Code for Code for	Supply Type : EXPWOP Document Type : INV		1					
State Coo	ie: 27							
	ks & No./ niner No:				0	luantity	Rate	Amount
							-	USD
Bracele Earning	t					2.0	149.00 42.50	298.00
					-		FOB US	383.00
					Total	4.0		383.00
(In Word:	s) TOTAL NET REALIS	ATION US DOLLAR FOUR THOUSAND	FOUR HUNDRED	EIGHT AND S	IXTY ONE CEN	FONLY		
(Swift Code UID 40226	e No. KKBKINBBCPC) with thei 80 of Kotak Mahindra Bank Ltd	by telex to: Kotak Mahindra Bank Ltd., Plor r correspondent banker: Bank of NewYork, A/c No. 8900517794 for the credit to IND	, No. 1, Wall Street, N	lew York, N.Y.10	0013 (Swift Code	IRVTUS3N	100X) by FED AI	BA 021000018 CHIPS
Disdaimer			CHARGES PAID BY C	USTOMER ON	LY)			
	OUNT SHOULD BE CREDITED F	OR FULL INVOICE AMOUNT, ALL THE BANK						
(OUR ACCO Declaration We declarate	on:	the actual price of the goods			For, TE	ST INDO	DJEWEL JEV	VELLERY PRIVATE LIMITED
(OUR ACCO Declaration We declarate	on : re that this invoice shows t	the actual price of the goods			For, TE			
Declaration We declar described	on : re that this invoice shows t and that all particulars an	the actual price of the goods			For,			LIMITE

3) Title: Accessing "Generate Service Invoice" from SJE PLUS

Step-by-Step Instructions:

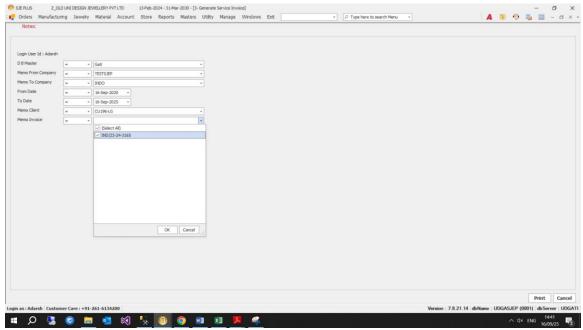


Figure: Generate Service Invoice screen interface

Step-by-Step Instructions (Continued):

Step 1: Select D B Master

• - Choose the 'Emr' Or 'Gati' from the Dropdown.

Step 2: Select Memo From Company

• - Select Source Company of memo Invoice

Step 3: Select Memo to Company

• - Select the company issuing receiving the memo.

Step 4: Select Date Range

• - Choose the 'From Date' and 'To Date' using the calendar picker to define the invoice period.

Step 5: Select Memo Client

Choose specific client for whom memo is being issued.

Step 6: Select Memo Invoice

• - Enter a specific invoice number.

Step 7: Generate the Report

• - Click the "Print" button at the bottom right of the screen to generate the Generate Service Invoice Report.

Output:

Seller:	TEST INDOJEWELJEWE		INVOICE Service Invoice No. Date			
June .		ed Building, Seepz - SEZ,Andheri (E),	TESTSJEPINDOSU-01/24-25 16.0			
	Onit No OO1, Multistone	ed building, seepz - SEZ,Andnen (E),	Buyer's Order No	9.2023		
			buyer's order no			
			Other Reference(s)			
			PAN:			
Ship:	Adina Design, Inc.		Payer: Adina Design, Inc.			
onip.	-	te 209 Sherman Oaks, CA 91423 USA	14140 Ventura Blvo	Cuita 200 Charm	an Oaka CA 01	A28 LICA
	14140 Ventura bivo, Sui	te 209 Sherman Oaks, CA 91425 OSA	14140 Ventura bivo	, suite 209 snerm	an Oaks, CA 91	1425 USA
Pre-Carrie NA	ige By :	Place of Receipt by Pre-Carrier NA	Country of Origin of Goods :	Country of USA	Destination	
Vessel/Fli	-table	Port of Loading	Port of Discharge	Final Destin		
Vessel/Fii AIR	gric red.	MUMBAI	LOS ANGELES	USA Uestin	ieuon	
Our	Kotak Mahindra Bank			1000		
Bank:	Plot No. C - 27, Block - 9;					
	Bandra Kuria Complex, Ba	indra (E);Mumbai - 400051				
	AD CODE: 0181219-2910	009				
	AC No: 7945131660					
Terms -f	Delivery and Payment :					
	the Supply is Service : No		(i) The state of Origin of a control 23	Mahamahan		
	the Supply is Service : No the tax is payable reverse	charges basis : No	(i) The state of Origin of goods : 27 (ii) District of Origin of goods : Mu	mbai Surburban		
Code for !	Supply Type : EXPWOP	-				
	Document Type : INV					
State Cod	Descriptions		1			Amount
JK.NO	Descriptions					
						USD
1	DESIGNING AND OTHE	R SERVICES CHARGES FOR THE MONTH (OCTOSER-24			500.00
1	DESIGNING AND OTHE	R SERVICES CHARGES FOR THE MONTH (OCTOBER-24			
•	DESIGNING AND OTHE	R SERVICES CHARGES FOR THE MONTH (OCTOBER-24		US\$	500.00
1	DESIGNING AND OTHE	R SERVICES CHARGES FOR THE MONTH (OCTOBER-24			500.00
					US\$ TOTAL US\$	500.00
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(In Words	c) TOTAL NET REALIS it the processor of this limbics SLAS (James Octo No. 1808MINS)	ATION US DOLLAR FIVE HUNDRED ON by teste to including Beach Lot, 3 bill Circle 1000 with their components bearier.	IIIV CENT No. C43, 5 Block, Bandre Kurls Complex, Seek ILA, No. 1, New York, USA (SWYS CO	de CITIUS33XXX) by R	TOTAL US\$	500.00 500.00 500.00
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(in Words) Please rem 201033-84 of inouting Disdaimer TEST INDO Pond ALOPE (OUR ACCC) OPERATOR (OUR ACCC)	c) TOTAL NET REALIS If the processor of this implice Self-General Control (1988) Self-General Control Self	ATION US DOLLAR FIVE HUNDRED ON bytes to including Beau Ltd. 33 late float looks of the state of	ILV CENT No. C-12, G Blood, Bandre Kurts Complex, Seas N.A., No. 1, New York, USE (Jain't Co TO Account with them puring our money Libbility, for any Fraudulent Email or Nota ind of Nature, Whether Direct, incidental CHARGES PALO BY CUSTOMER ONLY)	de CITIUS33XXX) by F e No.ADCode :- 6380 Il Communication for or Consequential in C	TOTAL US\$ iei – 400051 Indi FED ABA ROUTIN 343-2910009 any Payment Inconnection with 1	500.00 500.00 500.00 s A/c. No. or own ozioooosa struction. Please the Payment is

4) Title: Accessing "Service MIS Report" from SJE PLUS

Step-by-Step Instructions:

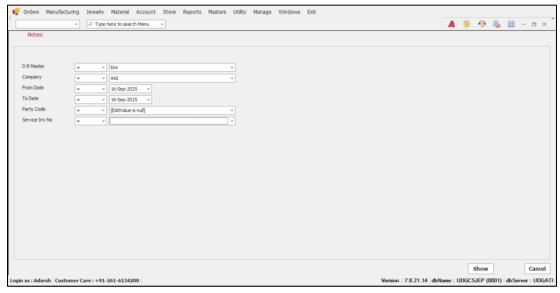


Figure: Service MIS Report screen interface

Step-by-Step Instructions (Continued):

Step 1: Select D B Master

• - Choose the 'Emr' Or 'Gati' from the Dropdown.

Step 2: Select Company

• - Select the company.

Step 3: Select Date Range

 - Choose the 'From Date' and 'To Date' using the calendar picker to define the invoice period.

Step 4: Select Party Code

• - Choose the party/client if looking for a specific one.

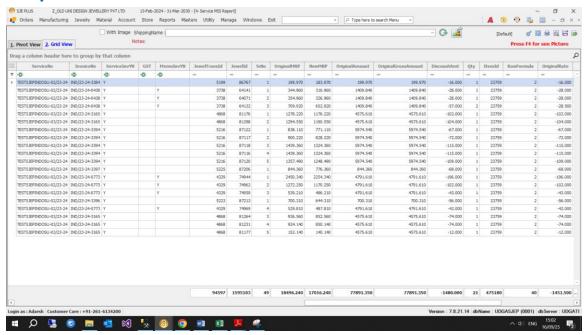
Step 5: Select Service InvNo

• - Enter a specific invoice number.

Step 6: Generate the Report

 Click the "Show" button at the bottom right of the screen to generate the Service MIS Report.

Output:



Thank You

Adarsh Yadav / Prince Verma

IT TEAM....