**Sales Contract Process:**

1. Buyer sends Sales contract as a Confirmation of the Export Orders
2. Commercial officer receive that Sales Contract
3. Export PO get tagged with the Sales Contract
4. Buyer Gives Master/Export LC before shipment to replace Sales Contract
5. Sales Contract get converted to Export/master LC
6. Sales Contract gets eliminate then
7. It contains the regular Export LC process

**Master LC Process:**

1. Buyer gives Master/Export LC
2. Commercial Officer lien the Master/Export LC
3. Export PO get tagged with the Sales Contract
4. Sales Contract may get converted to Master/Export LC
5. Commercial Officer create Export Commercial Invoice against master/Export LC
6. Commercial Officer can Submit Export Commercial Invoice for Submission or Negotiation
7. Finance Officer distribute the Negotiate amount and charges for Invoice Submission for Negotiation
8. Finance Officer distribute the realized amount to the respective accounts
9. Finance Officer deduct the changes (If any) from the realized amount
10. Finance Officer can pay LC related charges from other respective accounts

**TT Process for Export:**

1. Buyer pay advance payment as advance through TT
2. Finance Officer receive the TT payment from Bank
3. Commercial Officer create the Export Invoice
4. After shipment Buyer pay the adjusted amount
5. Buyer can pay the full payment through TT after shipment

**Import LC Process**

1. Purchase authority issue Purchase Order for Import
2. Purchase authority receives Proforma Invoice from the Supplier against the given Purchase Order
3. Finance Officer arrange Insurance Cover Note for Proforma Invoice
4. Commercial Officer apply to Bank for open Import
5. Commercial Officer receive Import Commercial Invoice from Supplier
6. Commercial Officer gives acceptance for the Import Commercial Invoice
7. Finance Officer pay the Import bill against the Import Commercial invoice

**BBLC Process**

1. Commercial Officer receive Master/Export LC from Buyer
2. Purchase authority issue Purchase Order for Import raw materials
3. Purchase authority receives Proforma Invoice from the Supplier against the given Purchase Order
4. Finance Officer arrange Insurance Cover Note for Proforma Invoice
5. Commercial Officer apply to Bank for open BBLC against the related Master/Export LC
6. Commercial Officer receive Import Commercial Invoice from Supplier
7. Commercial Officer gives acceptance for the Import Commercial Invoice
8. Finance officer receive the payment of Master/Export LC
9. Bank pay the Import bill against the Import Commercial invoice from the realized amount from Export

**TT Process for Import:**

1. Supplier are getting paid as advance through TT by the Finance Officer for respective Order
2. Commercial Officer receive the import Invoice
3. After shipment adjusted amount will be paid to supplier through TT
4. Supplier can be paid full payment through TT after shipment

**Functional features of Commercial module are given below**

* Receive Sales Contract
* Receive Master/Export LC
* Convert Sales Contract to Master/Export LC
* Create Export Commercial Invoice
* Submit Export Commercial Invoice for Realization
* Submit Export Commercial Invoice for Negotiation
* Realize Export Commercial Invoice
* Receive Advance TT from Buyer
* Receive adjustment TT from Buyer
* Receive Full Payment through TT from Buyer
* Receive Proforma Invoice from Supplier
* Apply for Import LC
* Apply for BBLC
* Open Import LC
* Open BBLC
* Receive Import Commercial Invoice
* Import Invoice bill payment
* BBLC Invoice bill payment
* Advance bill payment to Supplier through TT
* Adjusted bill payment to Supplier through TT
* Full bill payment to Supplier through TT

**User Class**

|  |  |  |
| --- | --- | --- |
| User Class/ Actor | Characteristics | Responsibilities |
| Commercial Officer | * Lien Master/Export LC * Create Export Commercial Invoice * Submit Export Invoice * Open Import LC * Open BBLC * Provide acceptance * Receive Import Commercial Invoice | * Add/modify |
| Procurement Officer | * Receive Proforma Invoice from Supplier | * Add/modify |
| Storekeeper | * Receive goods against import Commercial Invoice | * Add/modify |
| Finance Officer | * Submit Export invoice for Negotiation * Realize Export Invoice * Import LC Bill Payment * BBLC Bill payment * Receive TT Payment from Buyer * TT Payment to Supplier | * Add/modify |