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| User Manual  Samuda Commercial (Foreign) |
| REFERENCE: GW/ERP/USER MANUAL |
|  |
| **Genweb2 Ltd.** |
| **16-Aug-20** |



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# Document Information

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Contents

[A. Document Information 2](#_Toc48500416)

[B. Document History 2](#_Toc48500417)

[1. Introduction 4](#_Toc48500418)

[1.1 Purpose of User manual 4](#_Toc48500419)

[1.2 Sales order (Foreign) View by Commercial user/Manager 4](#_Toc48500420)

[1.3 Approved PI (Foreign) View by Commercial user/Manager 5](#_Toc48500421)

[2. Export LC/TT/SC (Foreign) 5](#_Toc48500422)

[2.1 Export LC /TT/SC(Foreign) creation by Commercial user/Manager 5](#_Toc48500423)

[2.2 Confirm Export LC (Foreign) by Commercial user/Manager 8](#_Toc48500424)

[2.3 Amendment creation by Commercial User/Manager 8](#_Toc48500425)

[2.4 Create Shipment by Commercial User/Manager 10](#_Toc48500426)

[2.5 Shipment Cancel by Commercial User/Manager 11](#_Toc48500427)

[2.6 Create Delivery by Commercial User/Manager 12](#_Toc48500428)

[2.7 Add Invoice by Commercial user/Manager 14](#_Toc48500429)

[2.8 TO Seller Bank create by Commercial User/Manager 14](#_Toc48500430)

[2.9 TO Buyer Bank create by Commercial User/Manager 15](#_Toc48500431)

[2.10 TO Maturity create by Commercial User/Manager 16](#_Toc48500432)

[2.11 Shipment done by Commercial Manager 17](#_Toc48500433)

[2.12 Additional info input by Commercial Manager 21](#_Toc48500434)

[2.13 LC done by Commercial Manager 23](#_Toc48500435)

[3. Reports 26](#_Toc48500436)

[3.1 LC status (Foreign) reports view by Commercial Manager 26](#_Toc48500437)

[3.2 Packing list reports view by Commercial Manager 26](#_Toc48500438)

[3.3 Commercial invoice reports view by Commercial Manager 27](#_Toc48500439)

[3.4 Bill of exchange reports view by Commercial Manager 27](#_Toc48500440)

[3.5 Certificate of origin reports view by Commercial Manager 28](#_Toc48500441)

[3.6 Beneficiary certificate reports view by Commercial Manager 28](#_Toc48500442)

# 1. **Introduction**

The purposes of this User manual is to clearly identify the customer requirements and provide a detailed document. The customer will read this document and get a clear view the sales module. It will also help the review team to validate whether the customer requirements have been fulfilled or not.

## Purpose of User manual

This document is the User Manual of Commercial. It is intended to provide all the necessary information to use this software to develop application software running on the workstation.

## 1.2 Sales order (Foreign) View by Commercial user/Manager

Commercial user is able to view all approve SO & he/she is also able to view search using with SO & PI number.

Commercial users can view Approve SO using the menu **Commercial ‣ Sales ‣ Sales orders (Foreign)** and click

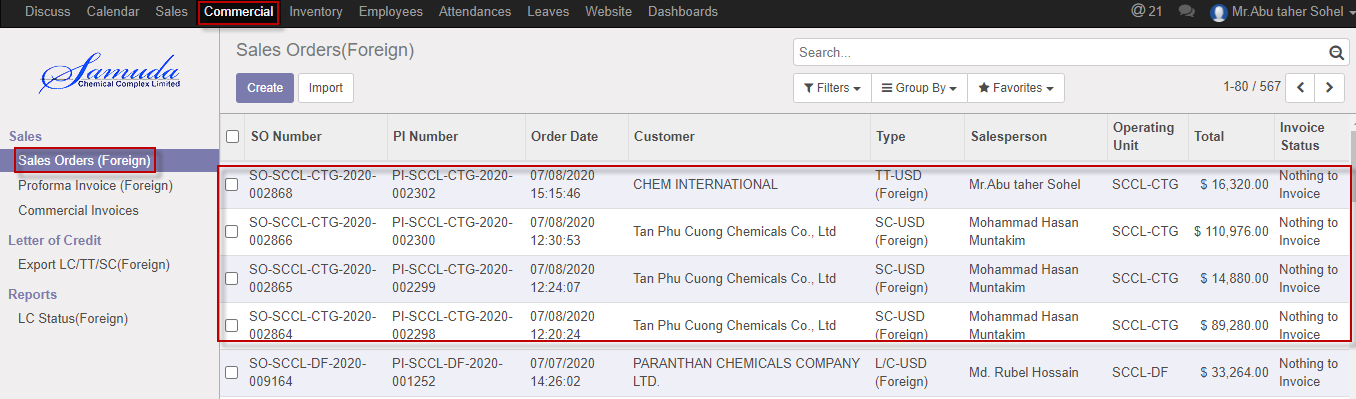


Figure: Approved SO (Foreign) List view

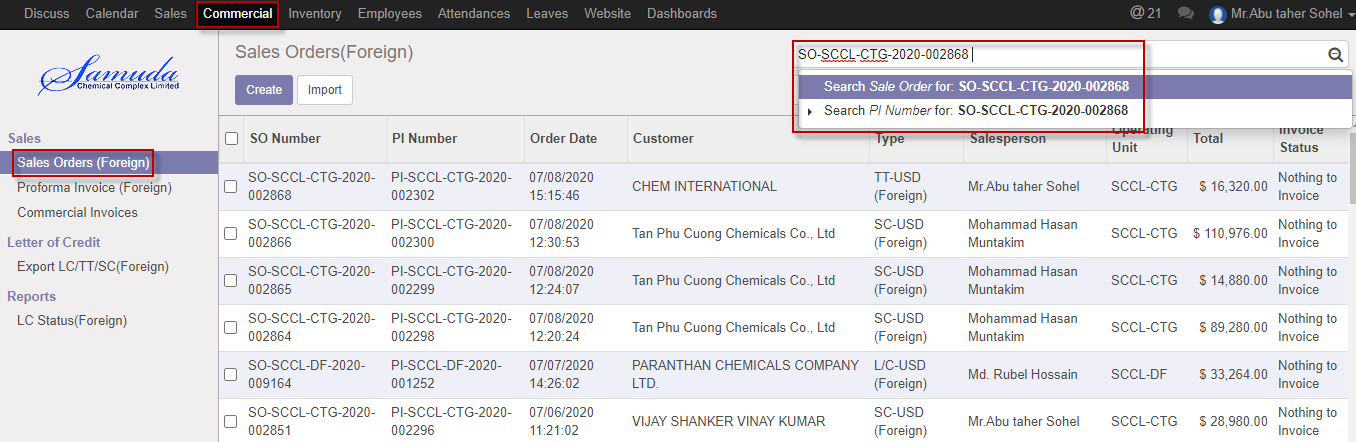


Figure: Sales Orders (Foreign) Search view

## 1.3 Approved PI (Foreign) View by Commercial user/Manager

Approve PI will view by Commercial user.

Commercial users can View Approve PI using the menu **Commercial ‣ Proforma Invoice (Foreign)** and click

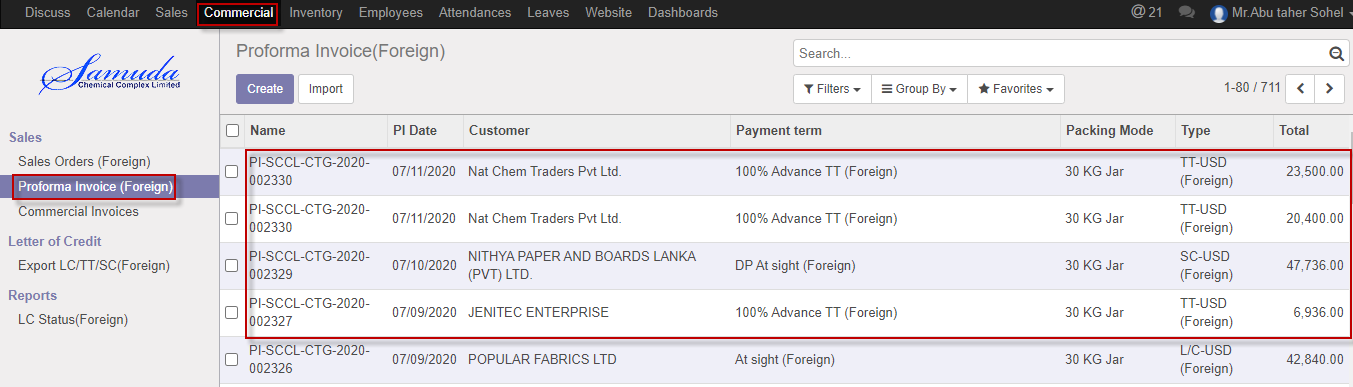


Figure: Approved PI (Foreign) List view

# 2. Export LC/TT/SC (Foreign)

Letter of credit (LC) is two type Local or foreign .Here we will show Export LC Foreign process.

## 2.1 Export LC /TT/SC (Foreign) creation by Commercial user/Manager

Export LC (Foreign) will be created/Edit by Commercial user.

Commercial user can create Export LC (Foreign) using the menu **Commercial ‣ Letter of Credit> Export LC /TT/SC (Foreign)** and click **Create.**

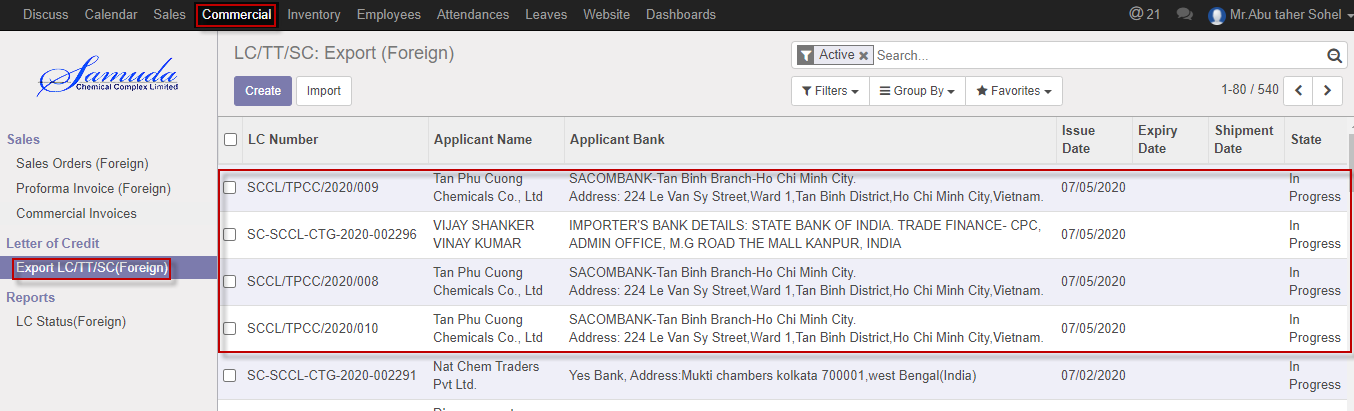


Figure: Export LC (Foreign) List view

We need to set the following:-

**Proforma Invoice**: Select Proforma invoice. Multiple Proforma invoice select will possible here and after select all product list will come in product caption

**LC/TT/SC number:** Enter a LC number.

**Region type:** Region type will come auto after select Proforma invoice.

**Tenure:** Enter Tenure.

**Declaration:** Enter description.

**Beneficiary:** Beneficiary will come auto after select Proforma invoice**.**

**Bank account:** Bank account will come auto after select Proforma invoice.

**Applicant:** Applicant will come auto after select Proforma invoice**.**

**Bank Details:** Enter bank details**.**

**LC value:** LC value will come auto after select proforma invoice**.**

**Currency:** Currency will come auto.

**Tolerance:** Enter tolerance.

**Issue date:** Select issue date.

**Expiry date:** Select Expiry date.

**Shipment date:** Select shipment date.

**Additional info:** Additional info will fill-up if require.

**Product info:** Product info will come auto after select proforma invoice.

**LC Document:** LC Document will list here if needed.

**Attachment:** Attachment will be uploaded here if needed.

**Shipment:** Shipment will be listed shipment tab after shipment creations.

**Amendment:** Amendment will be listed amendment tab after amendment creations.

After entering all information click **Save & Open**.

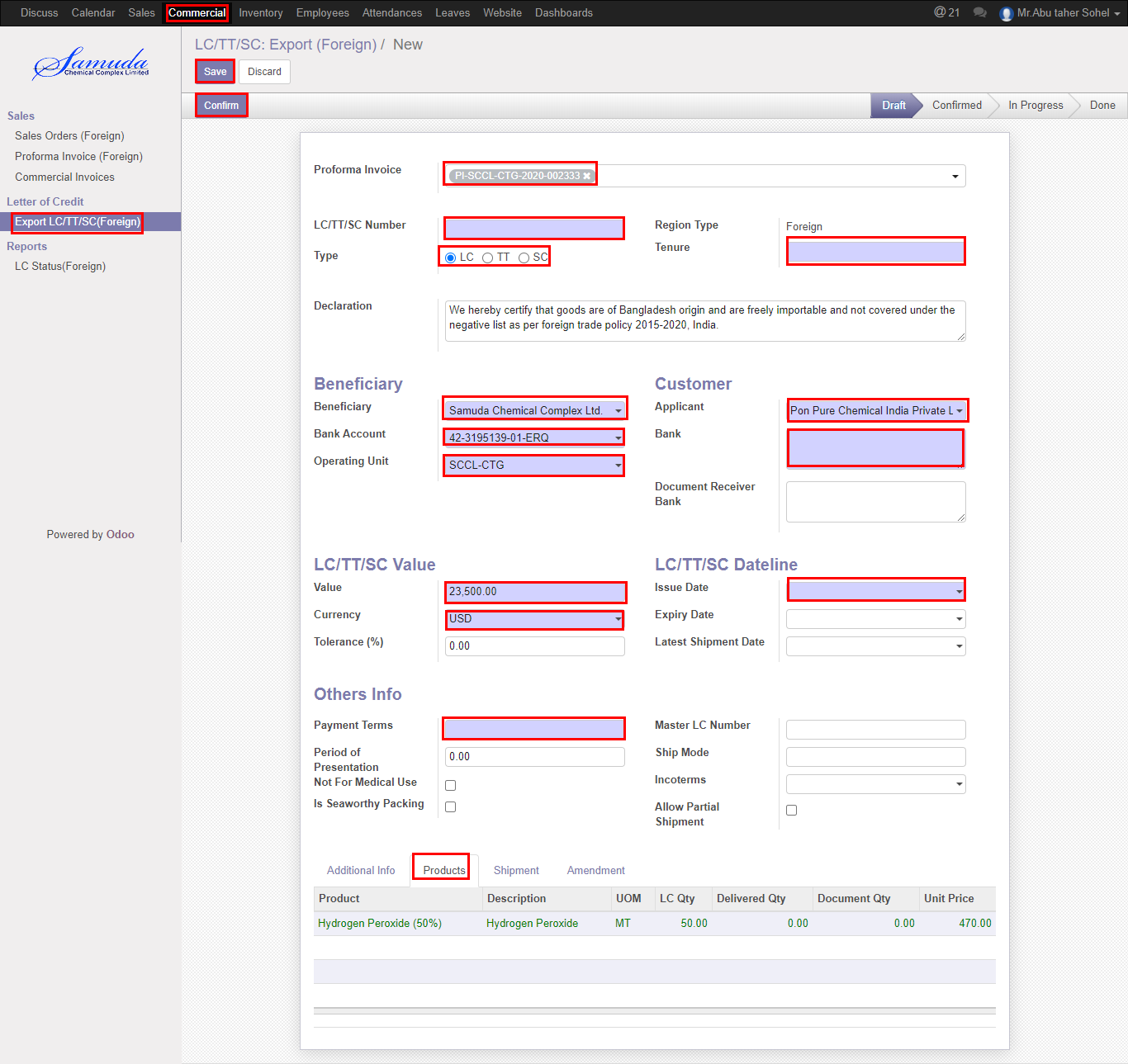


Figure: Export LC (Foreign) creation

## 2.2 Confirm Export LC (Foreign) by Commercial user/Manager

Export LC (Foreign) will be confirmed by Commercial user or Manager Click **Confirm** button

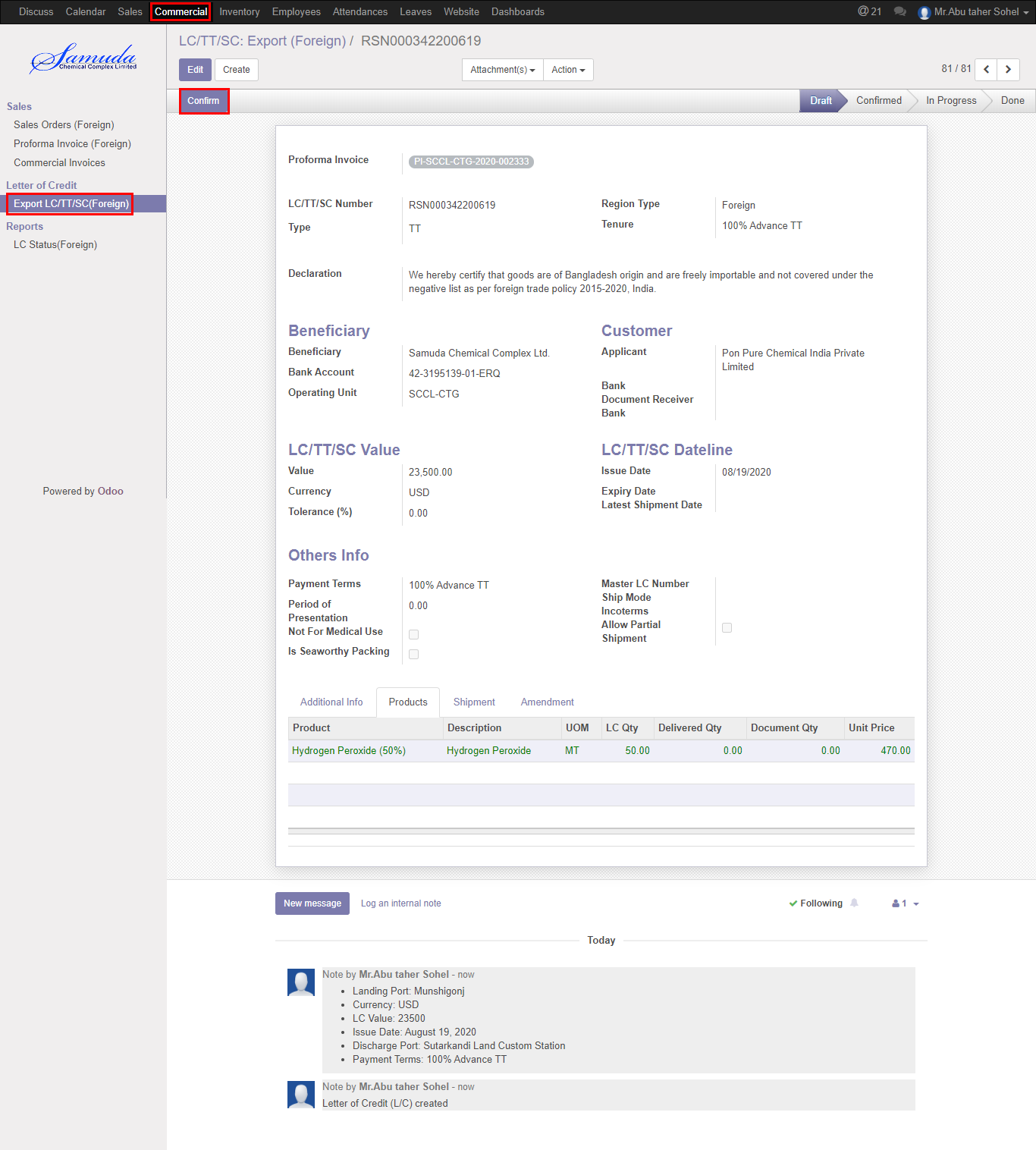


Figure: Export LC (Foreign) Confirm

## 2.3 Amendment creation by Commercial User/Manager

Amendment will be Confirm by Commercial user/Manager click **Amendment** button.

Amendment should be multiple and after save it will load to amendment tab.

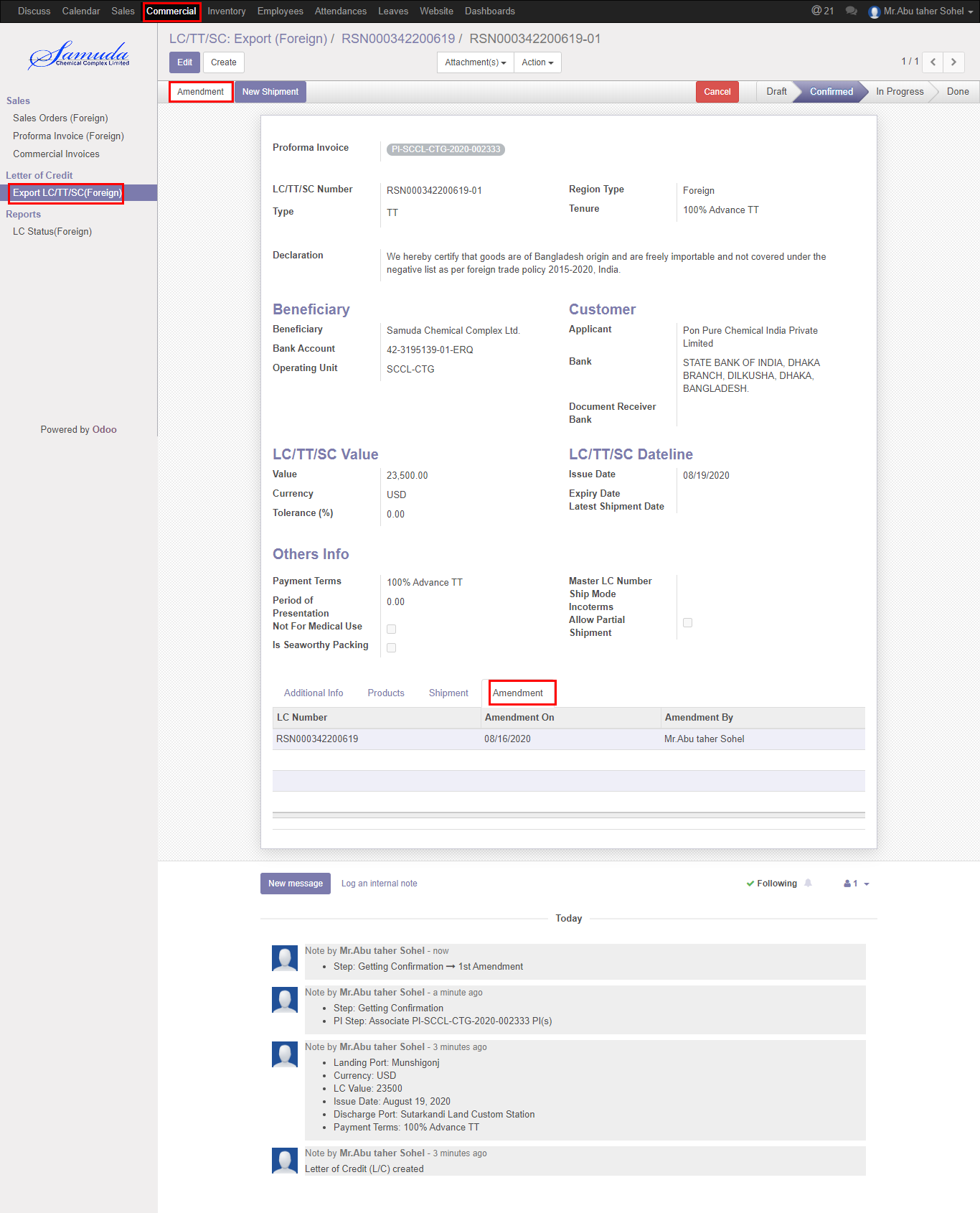


Figure: Amendment creation

## 2.4 Create Shipment by Commercial User/Manager

Shipment will be confirmed by Commercial user/Manager click **New Shipment** button

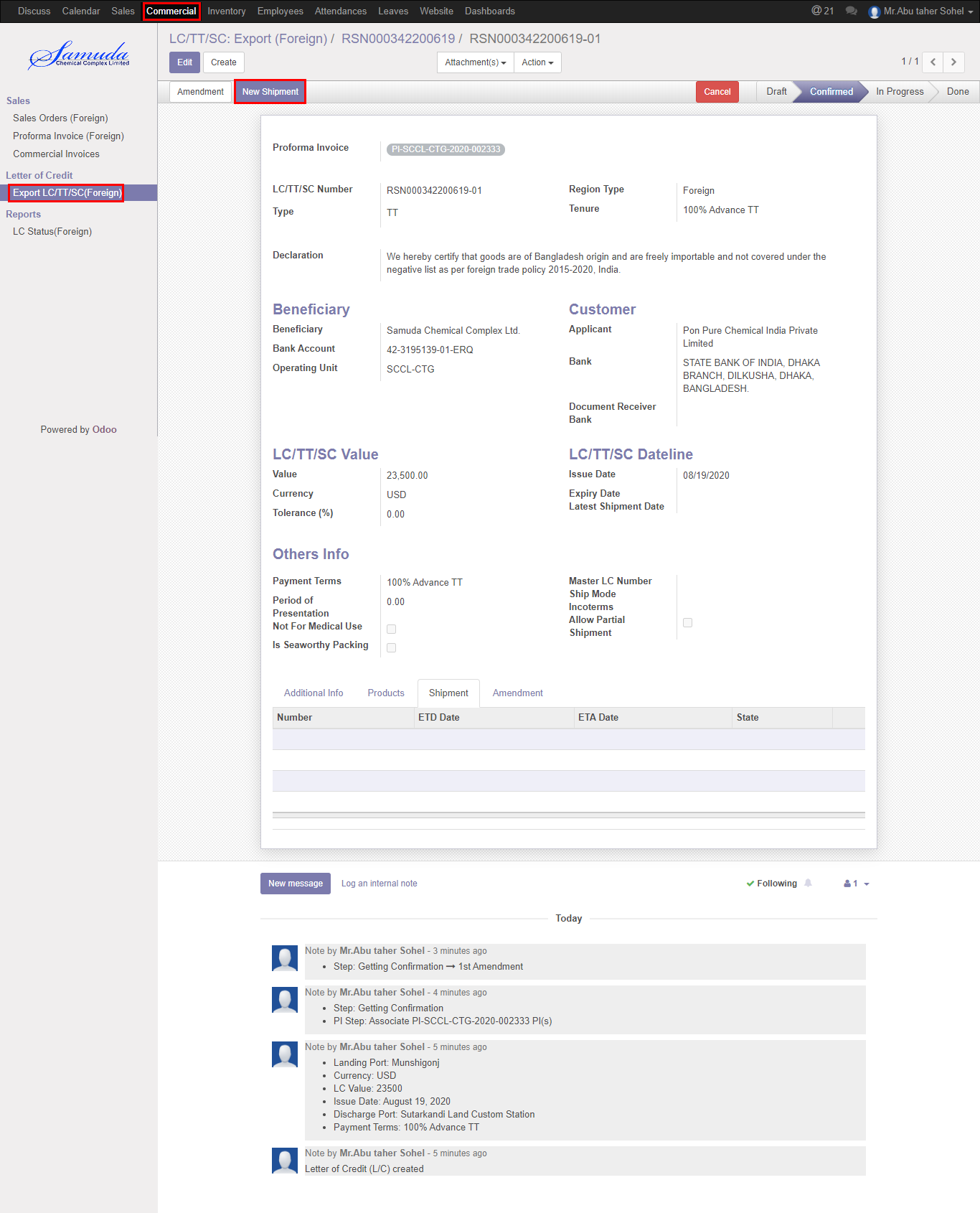


Figure: Create shipment

## 2.5 Shipment Cancel by Commercial User/Manager

Shipment will be canceled by Commercial user/Manager click **Cancel** button

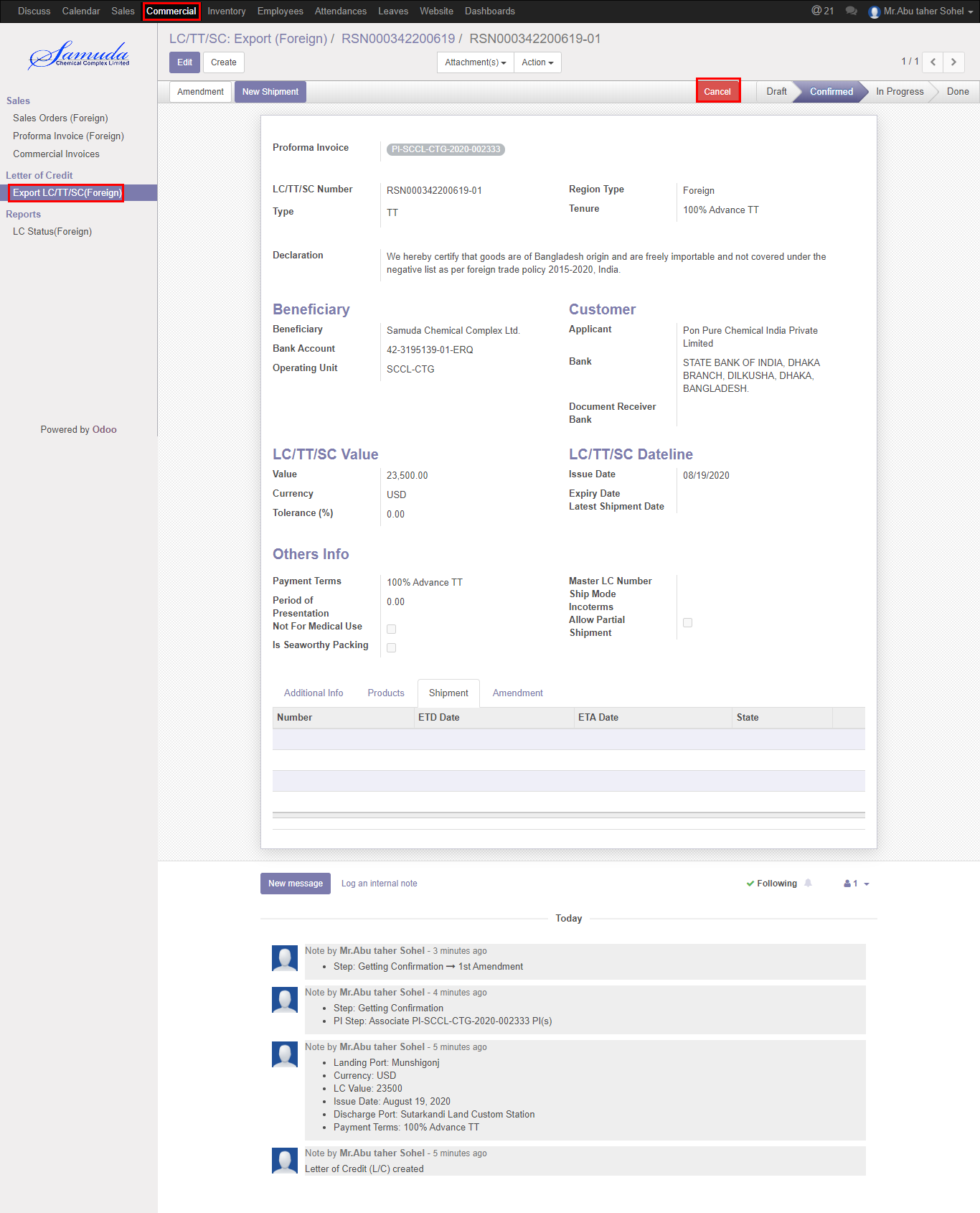


Figure: Cancel Shipment

## 2.6 Create Delivery by Commercial User/Manager

Delivery will be created by Commercial user/Manger click on **Delivery** button

We need to set the following:-

**Number:** Enter a number.

**Invoice Value:** Invoice value will come auto after select invoice from Invoice window.

**Transport By:** Enter Transport By.

**Vehicle No:** Enter Vehicle No.

**Freight:** Enter freight.

**Gross Weight:** Enter gross weight.

**Net Weight:** Enter Net weight.

**Weight Unit:** Select weight unit.

**Total (Jar/Drum/Bag/Balk):** Select Jar/Drum/Bag/Bulk

After entering all information click **Save & Delivery**.

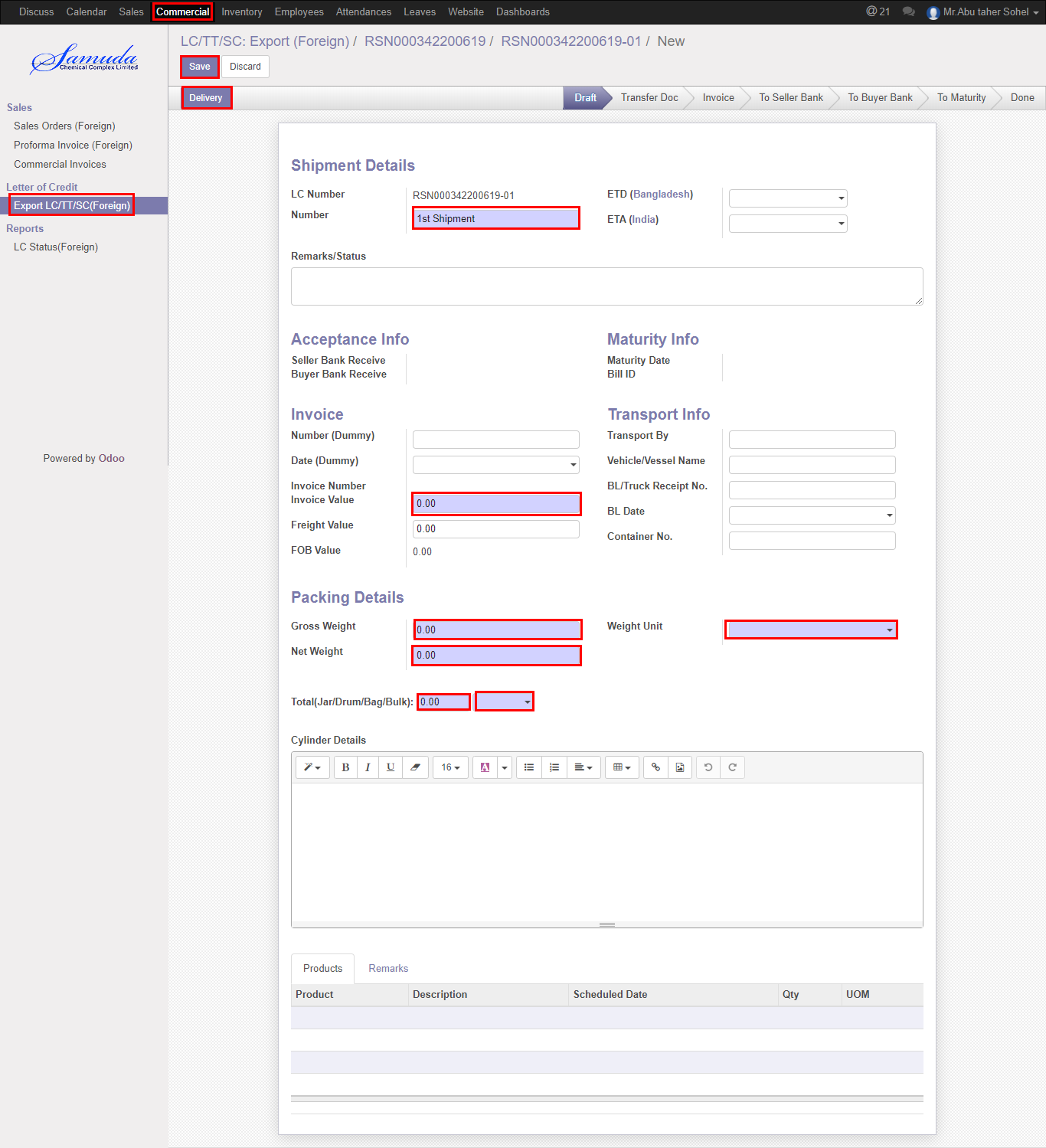


Figure: Create Delivery

A Product Shipment Window will appear after click on Delivery button for given shipment qty. Then enter shipment qty and **Save**

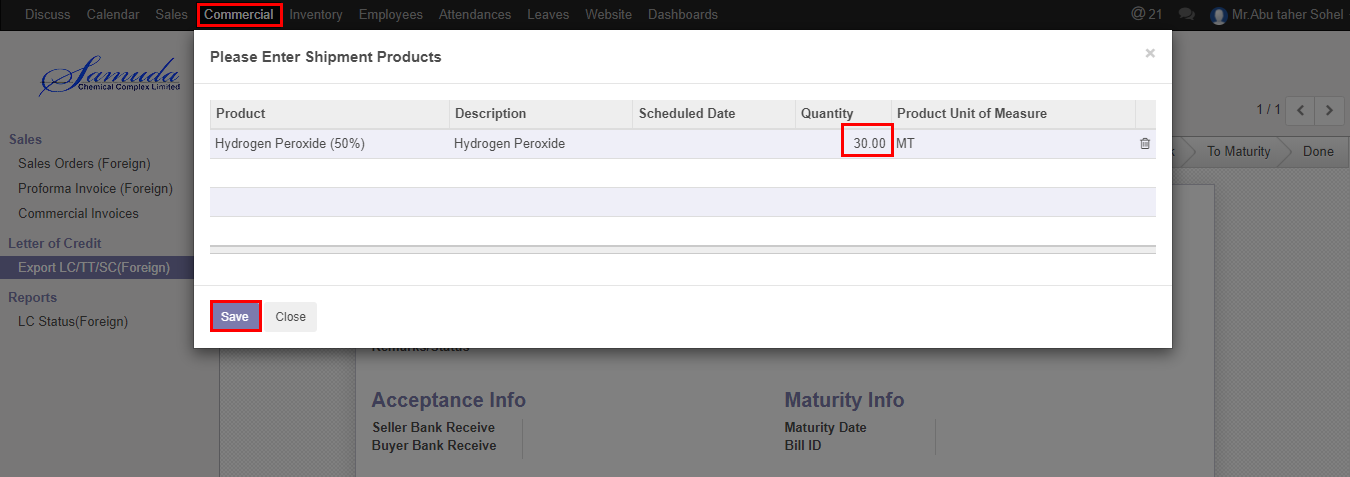


Figure: Shipment Product window

## 2.7 Add Invoice by Commercial user/Manager

Add invoice will be added by Commercial user/Manager click **Add invoice** button

We need to set the following:-

**Invoice Number:** Select Invoice number.

**Invoice Value:** Invoice value will come auto after select invoice number.

**Freight Value:** Enter freight value.

**FOB Value:** FOB value will come auto, Invoice Value minus freight value.

After entering all information click **Save**

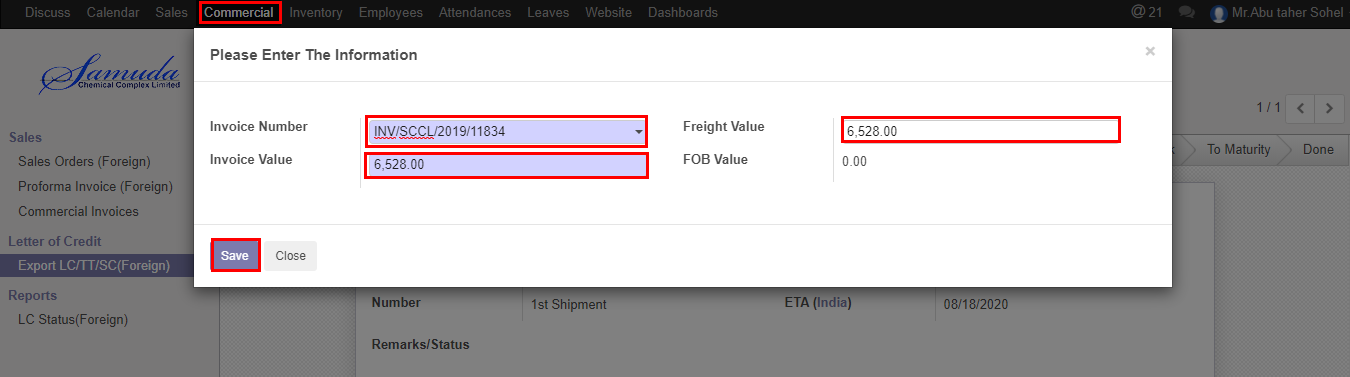


Figure: Create Add invoice

## 2.8 TO Seller Bank create by Commercial User/Manager

To Seller bank will be created by Commercial User/Manager click **To Seller Bank** button

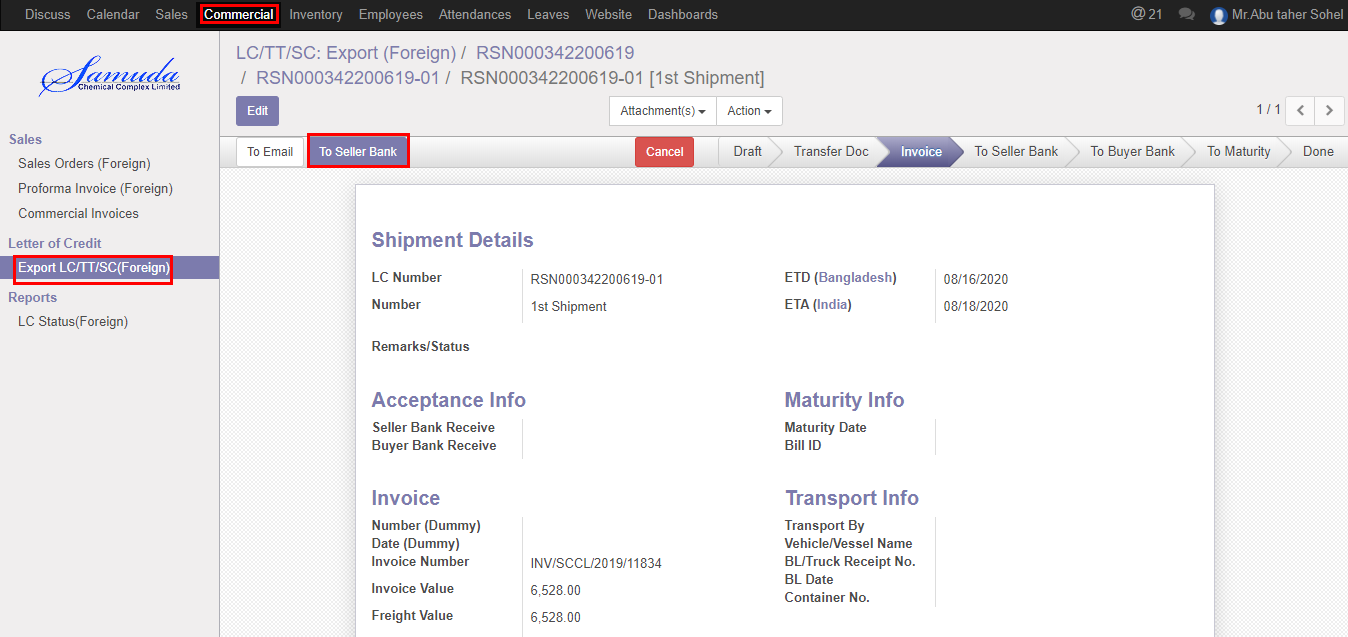


Figure: Created To Seller Bank

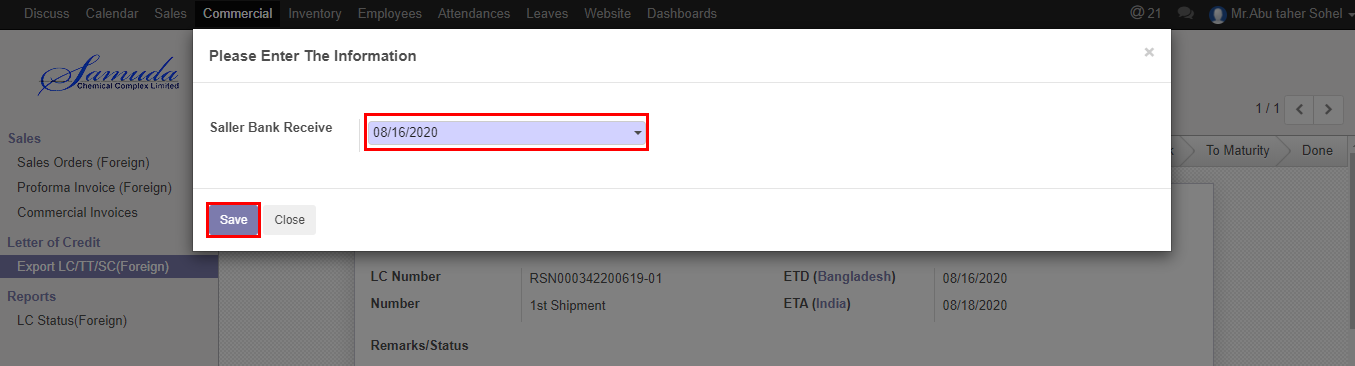
Below window will open after click the To Seller Bank button 

Figure: Seller Bank Receive

We need to set the following:-

**Seller Bank Receive**: Select date.

After entering all information click **Save**.

## 2.9 TO Buyer Bank create by Commercial User/Manager

To Buyer Bank will be created by Commercial User/Manager click **To Buyer Bank** button

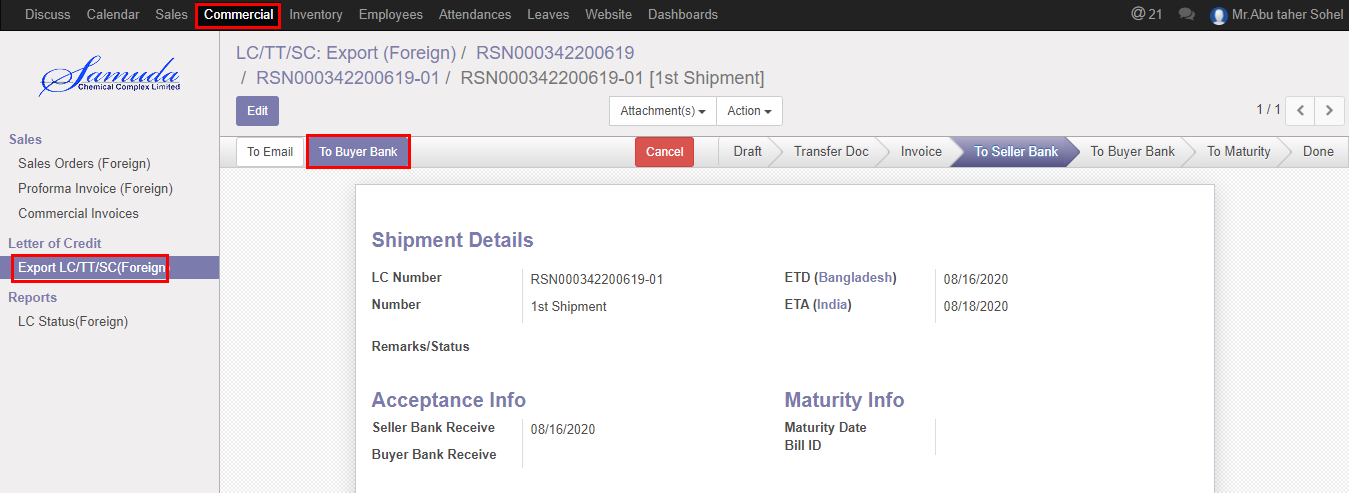


Figure: Created To Buyer Bank

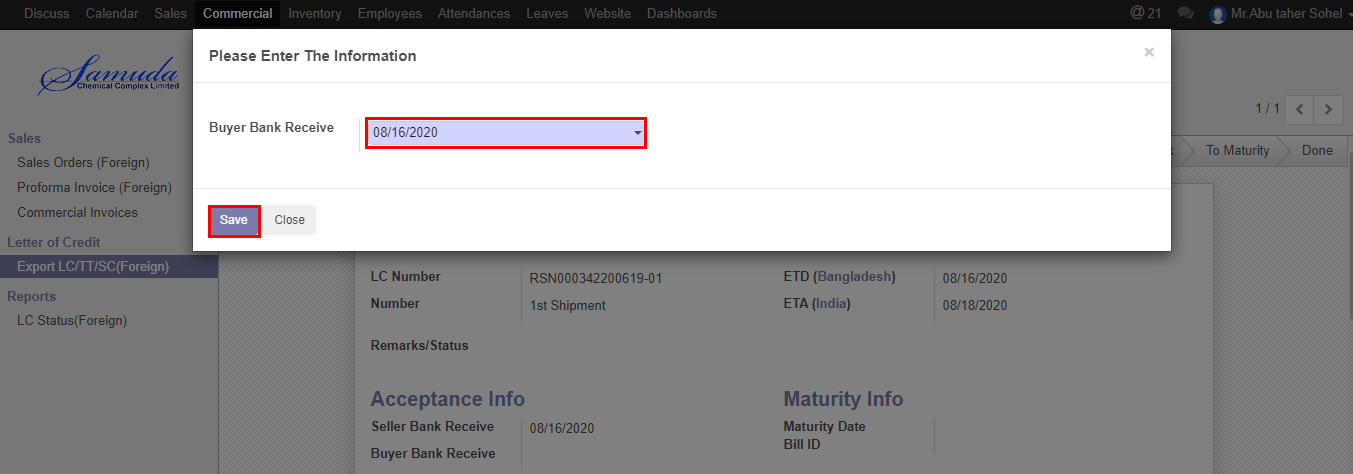
Below window will open after click the To Buyer Bank button 

Figure: To Buyer Bank

We need to set the following:-

**Buyer Bank Receive**: Select date.

After entering all information click **Save**.

## 2.10 TO Maturity create by Commercial User/Manager

To Maturity will be created by Commercial User/Manager click **To Maturity** button

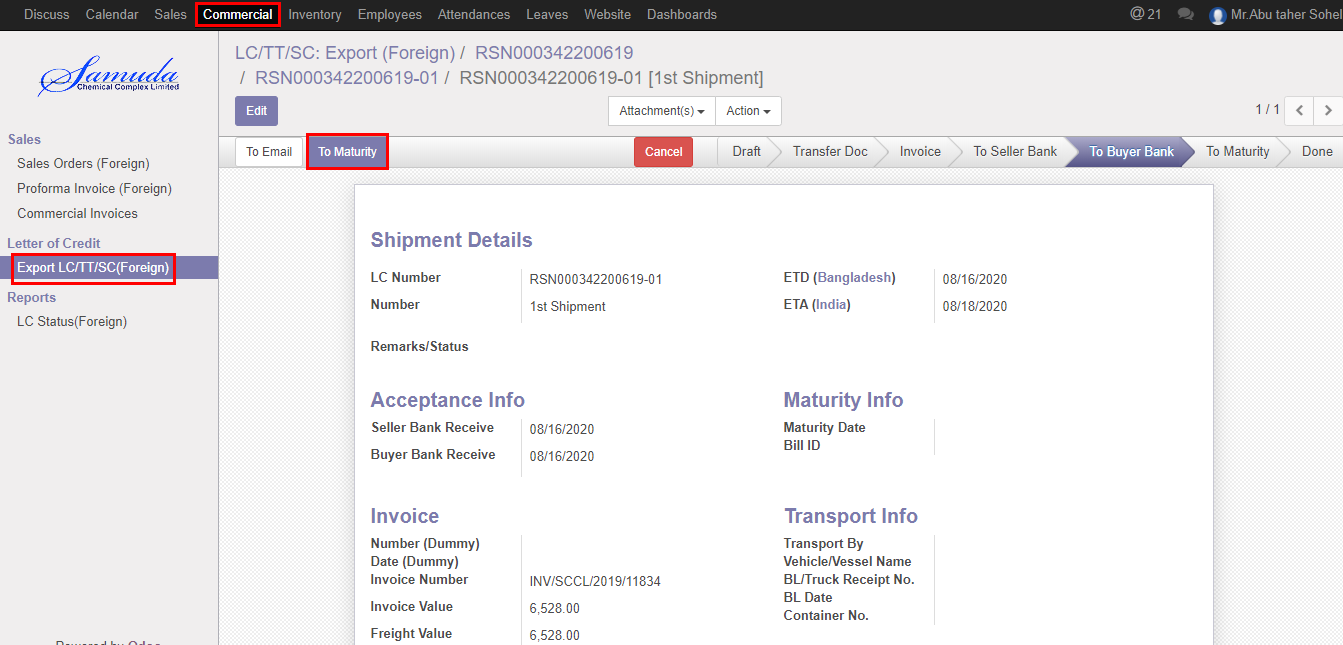


Figure: Created To Maturity

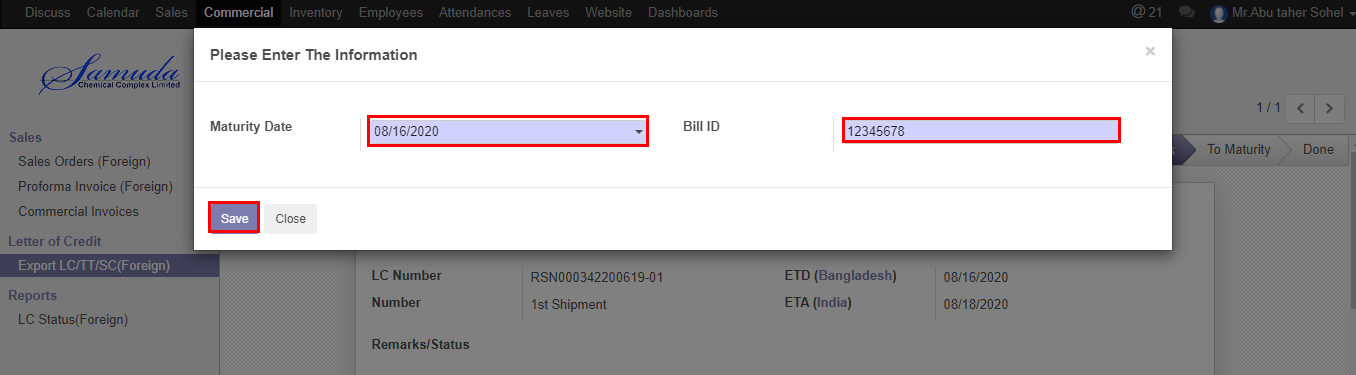
Below window will open after click the To Maturity button 

Figure: To Maturity

We need to set the following:-

**Maturity Date**: Select date.

**Bill ID**: Enter bill ID.

After entering all information click **Save**.

## 2.11 Shipment done by Commercial Manager

Shipment done state will come after To Maturity completed. Commercial Manager Shipment will done by click **done** button

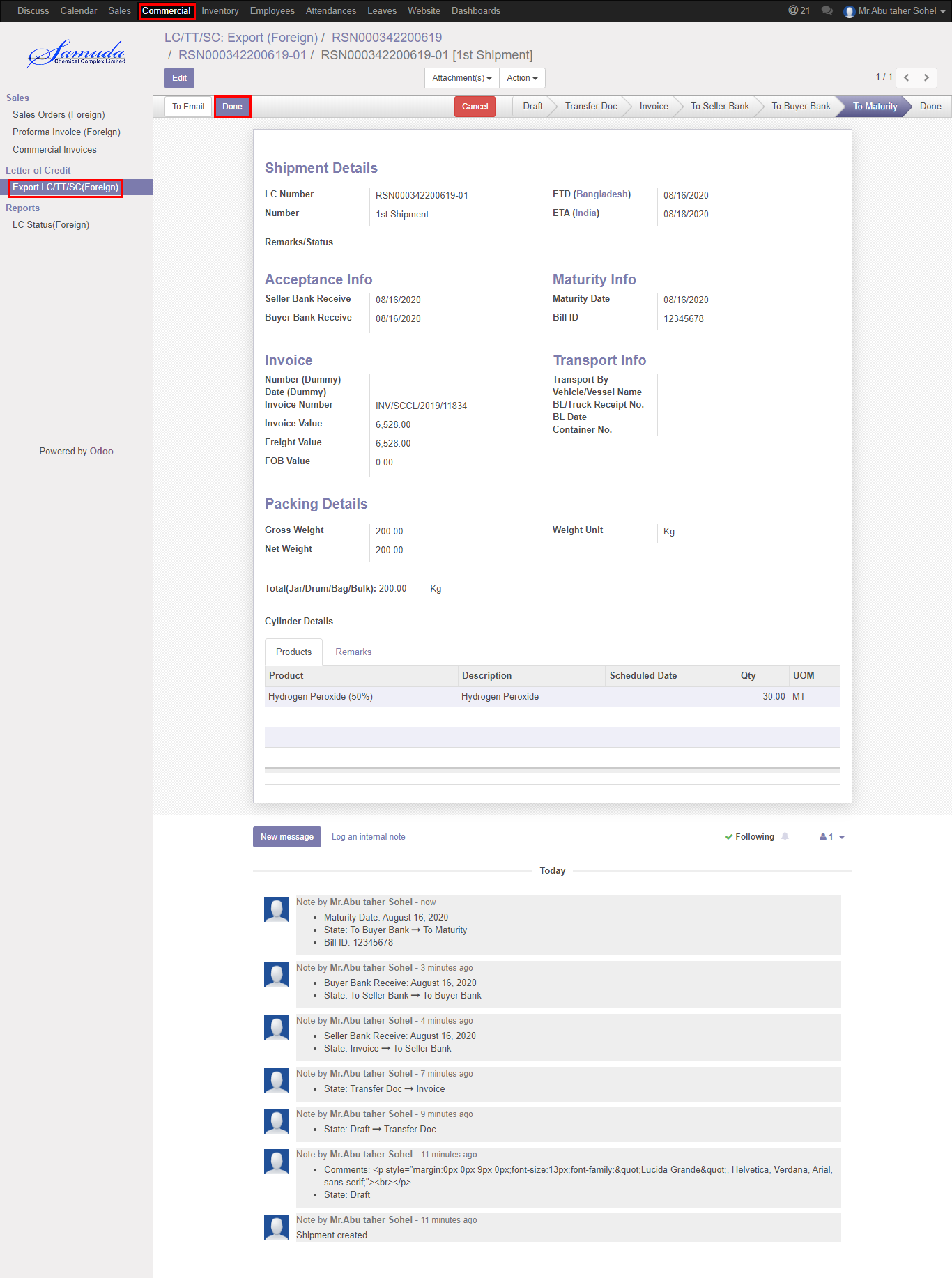


Figure: Done state

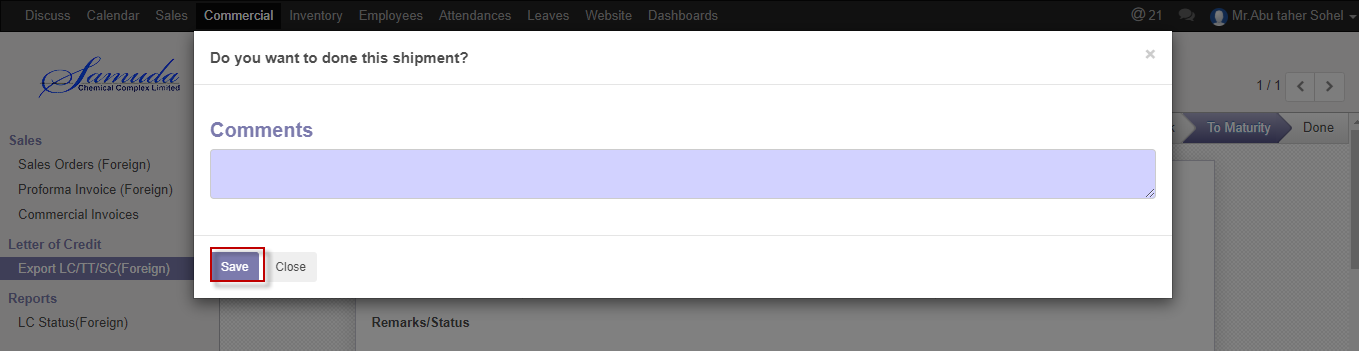
After Done Comments window will open then click **save** button then shipment will go done state. 

Figure: Comments window

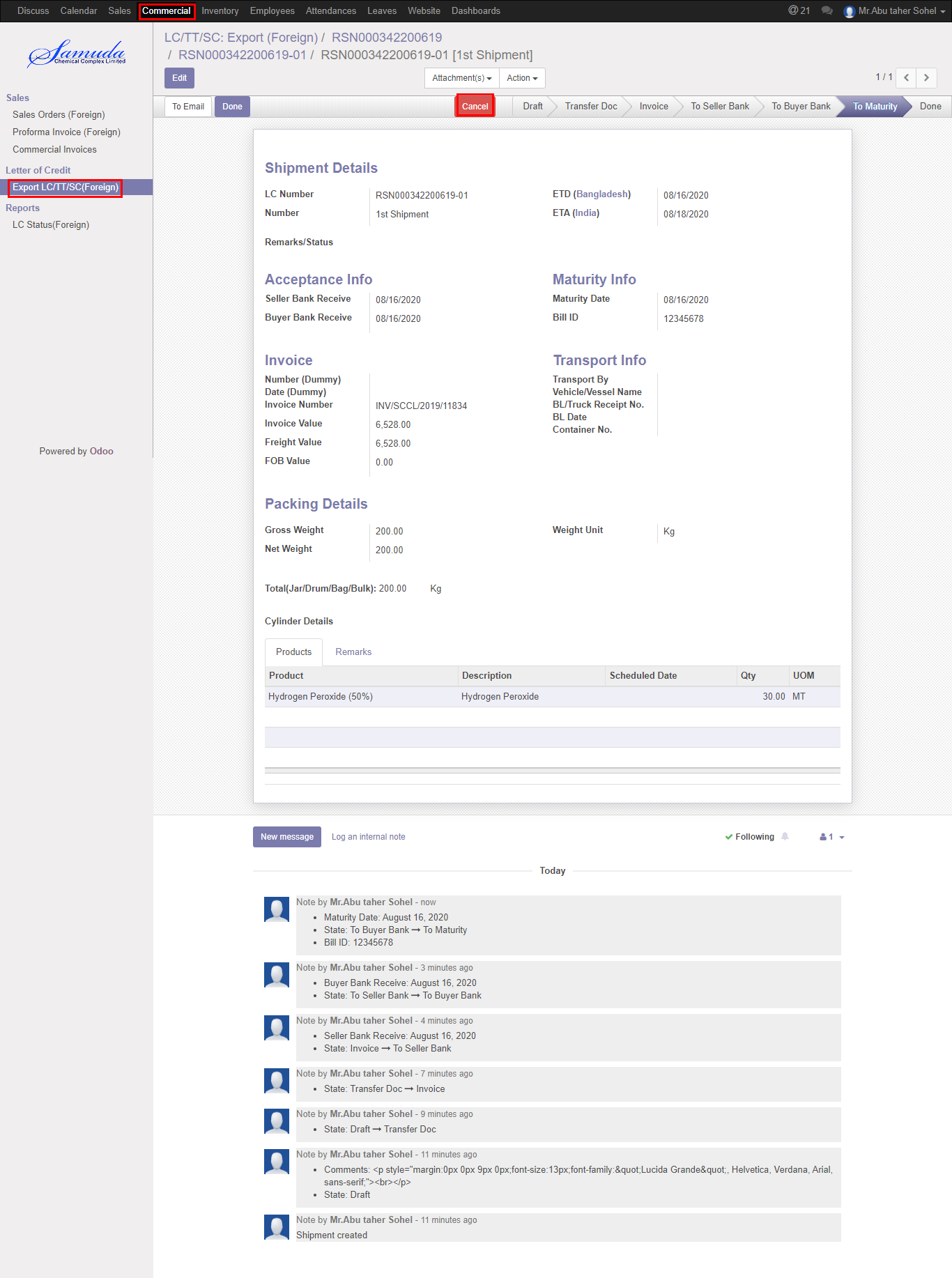
Cancel shipment to click **Cancel** button. 

Figure: Cancel window

## 2.12 Additional info input by Commercial Manager

Addition info will complete commercial manager if required.

We need to set the following:-

**Landing Port:** Enter landing port.

**Discharge Port:** Enter Discharge port.

**C&F Agent:** Enter C&F agent.

**Insurance Company Name:** Enter Insurance Company Name.

**Insurance Number:** Enter Insurance Number.

**Insurance Bill:** Enter Insurance Bill

After entering all information click **Save**.

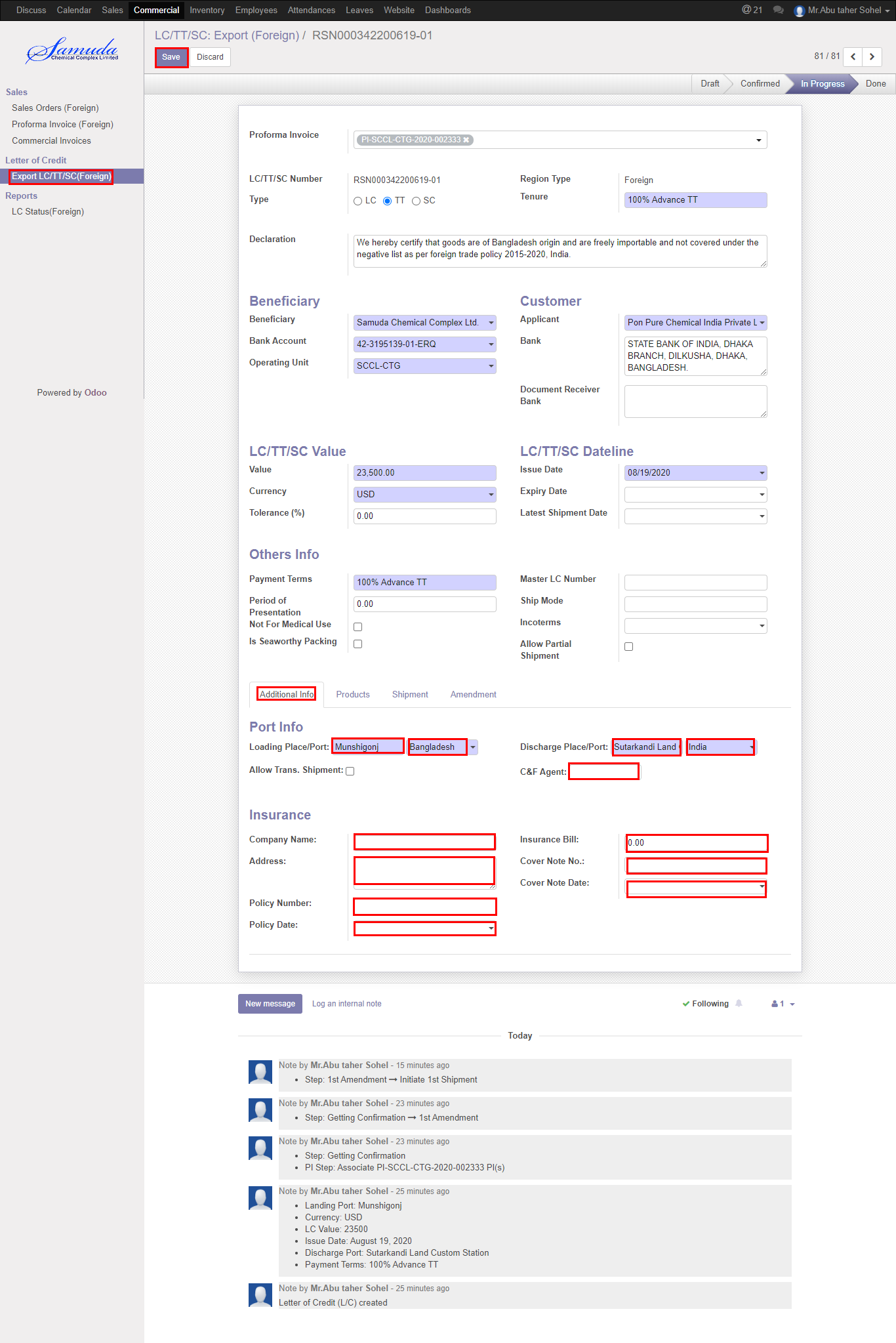


Figure: Additional info

## 2.13 LC done by Commercial Manager

LC done state will complete when LC against all shipment will done .Commercial Manager LC will done by click **done** button .

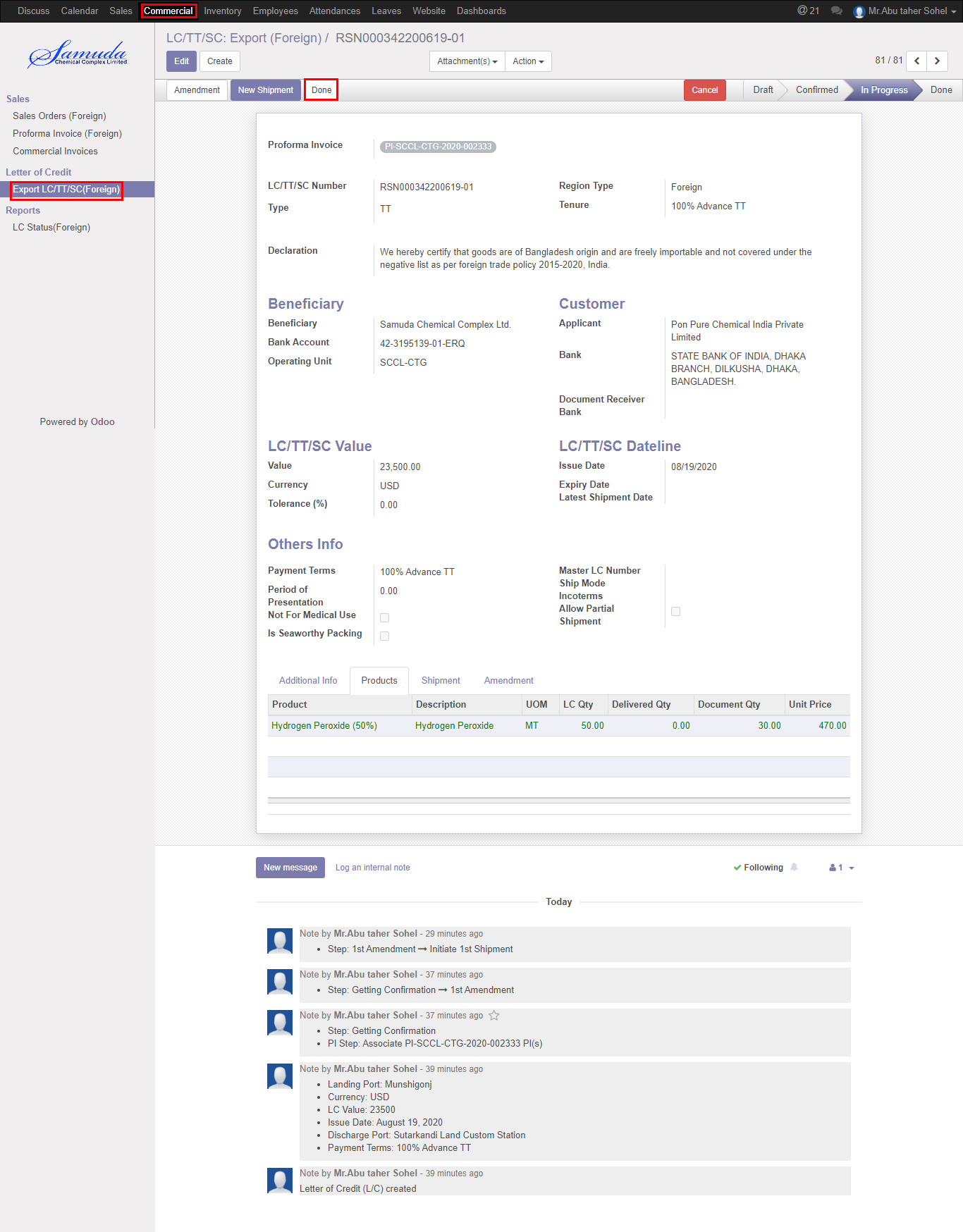


Figure: LC done

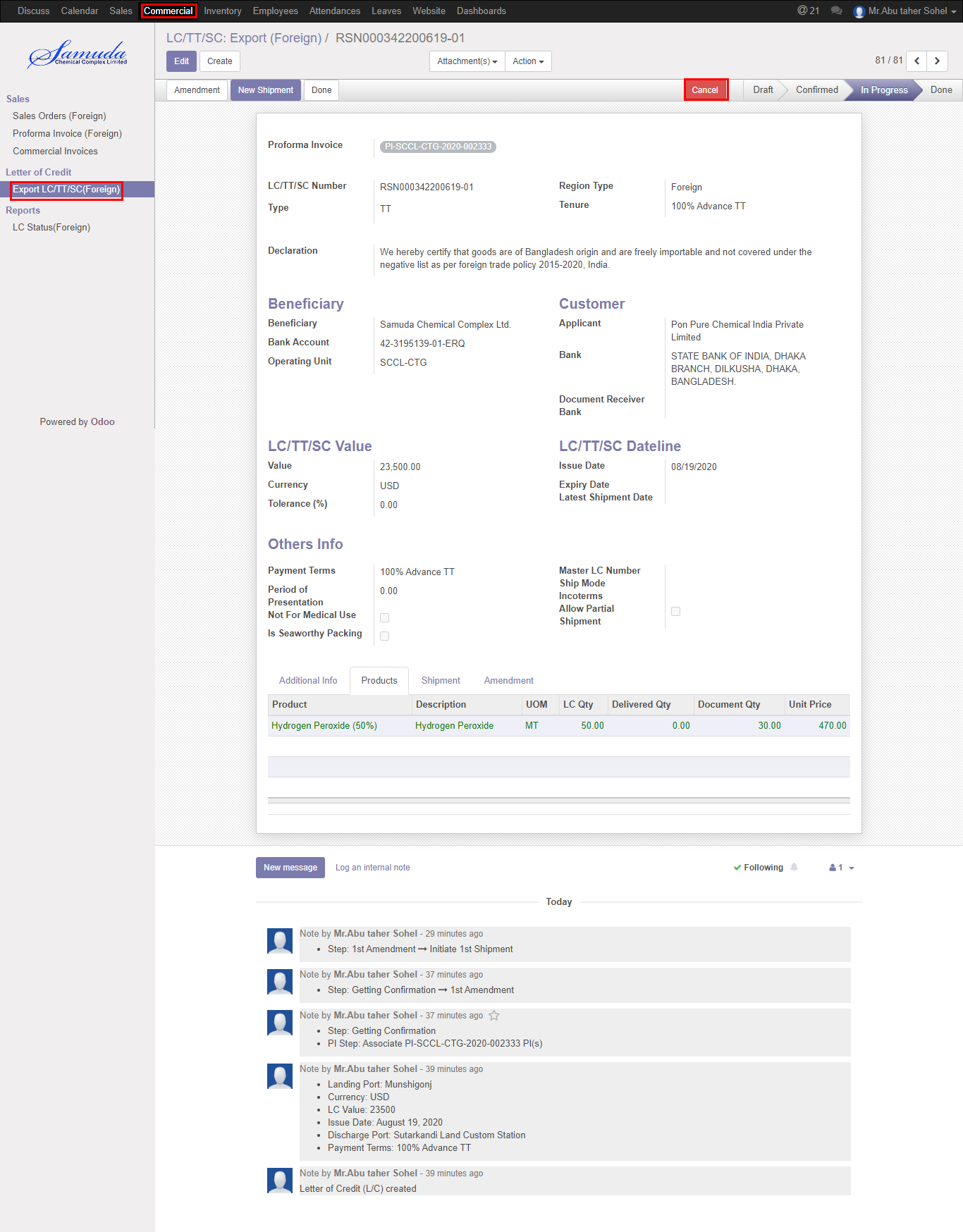
Cancel LC to click **Cancel** button. 

Figure: Cancel window

# 3. Reports

## 3.1 LC status (Foreign) reports view by Commercial Manager

To see the LC status (Foreign) reports use the menu **Commercial ‣Reports>** **LC Status reports**

Select Product thenclick the **Print** button

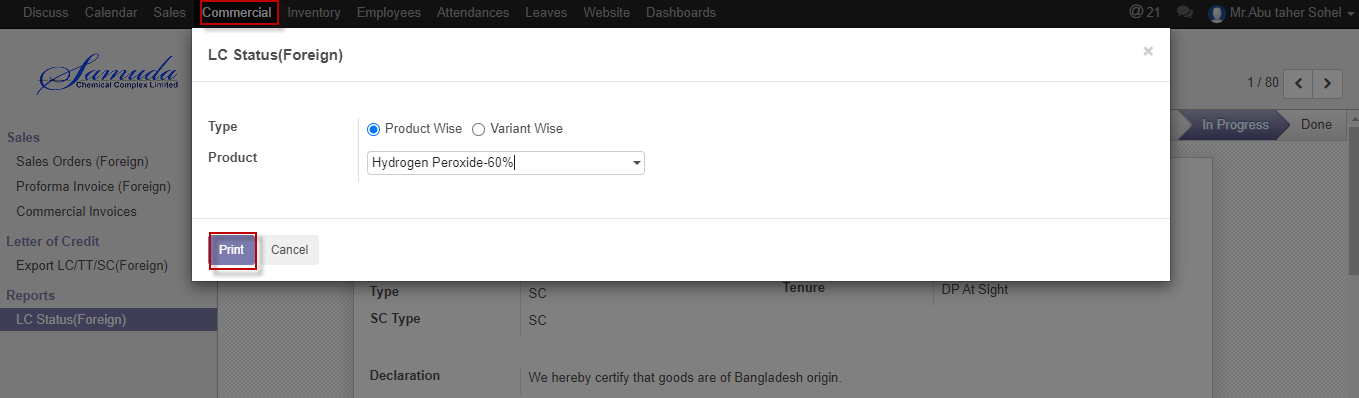


Figure: LC status (Foreign) report print view

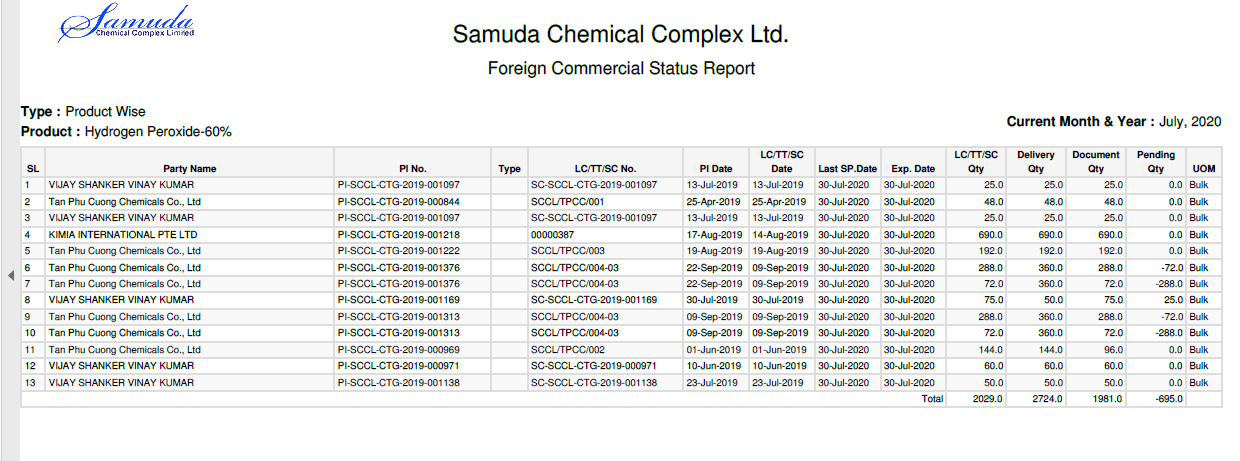


Figure: LC status (Foreign) reports PDF format

## 3.2 Packing list reports view by Commercial Manager

To see the Packing list reports use the menu **Commercial ‣Letter of credit ‣Export LC (Foreign) ‣ Shipment ‣ Action ‣ Print reports ‣ Packing list**

View Print reports thenclick the **Packing list** button

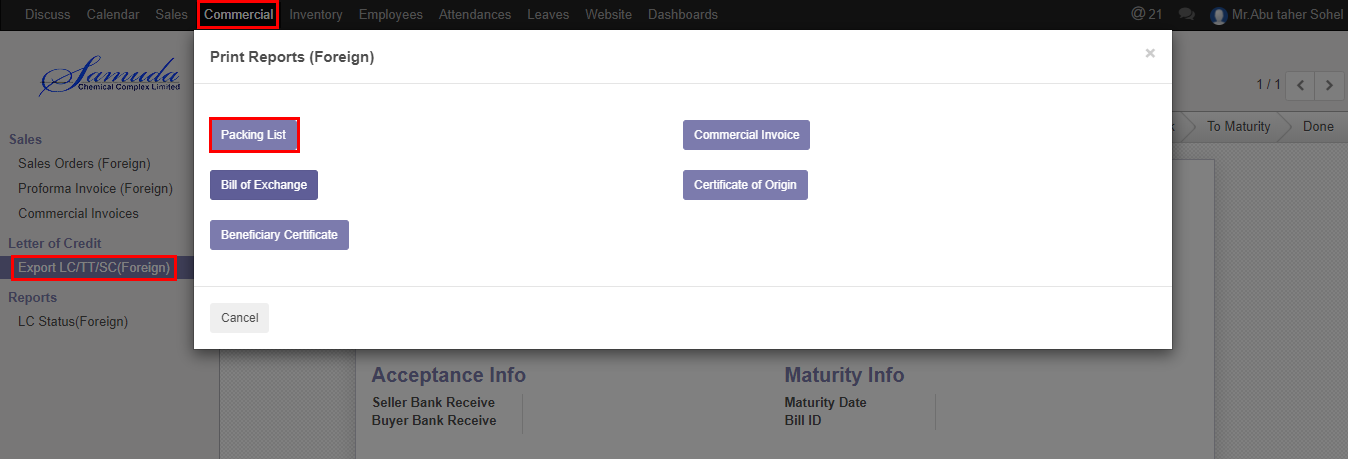


Figure: Packing list reports

## 3.3 Commercial invoice reports view by Commercial Manager

To see the Commercial invoice reports use the menu **Commercial ‣Letter of credit ‣Export LC (Foreign) ‣ Shipment ‣ Action ‣ Print reports ‣ Packing list**

View Print reports thenclick the **Commercial invoice** button

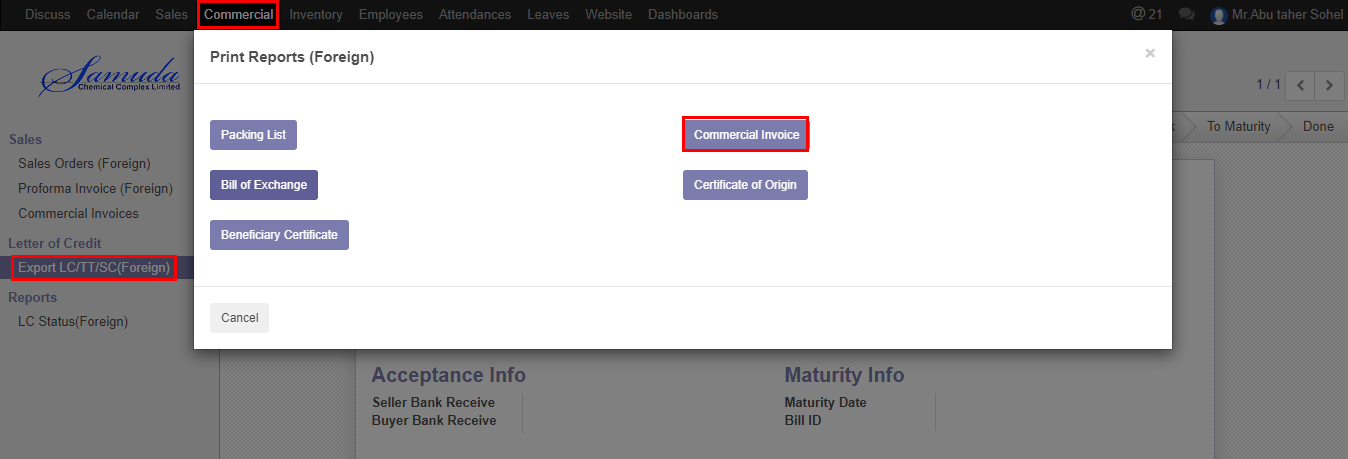


Figure: Commercial invoice reports

## 3.4 Bill of exchange reports view by Commercial Manager

To see the Bill of exchange reports use the menu **Commercial ‣Letter of credit ‣Export LC (Foreign) ‣ Shipment ‣ Action ‣ Print reports ‣ Bill of exchange**

View Print reports thenclick the **bill of exchange** button

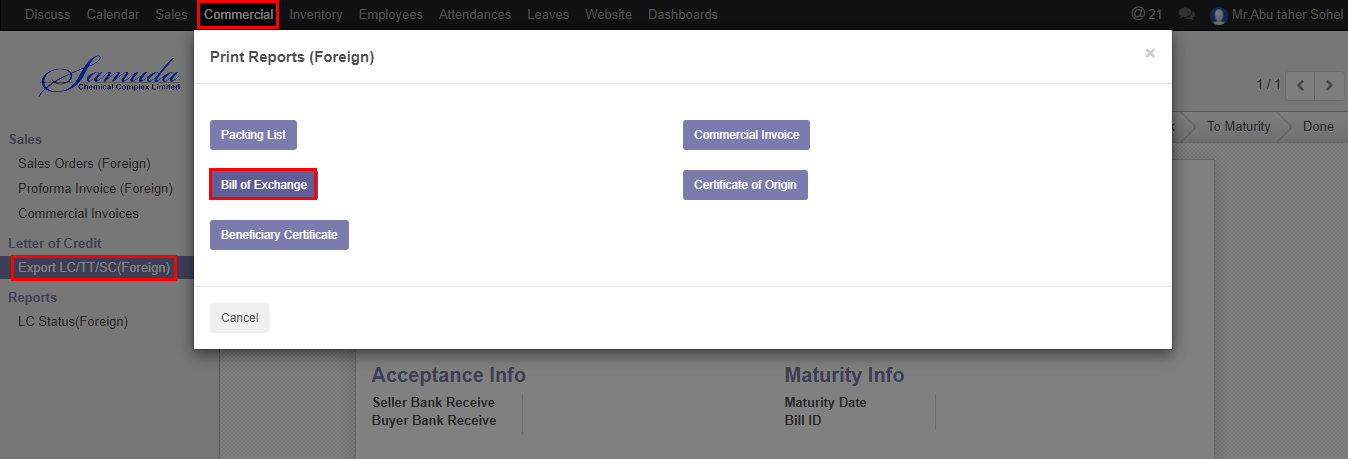


Figure: bill of exchange reports

## 3.5 Certificate of origin reports view by Commercial Manager

To see the Certificate of origin reports use the menu **Commercial ‣Letter of credit ‣Export LC (Foreign) ‣ Shipment ‣ Action ‣ Print reports ‣ Certificate of origin**

View Print reports thenclick the **Certificate of origin** button

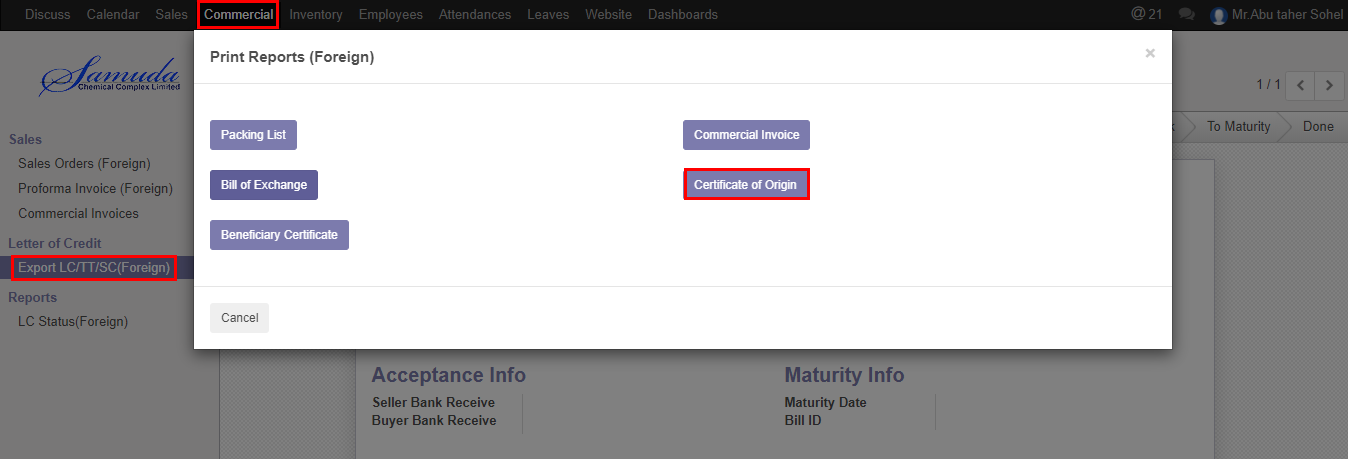


Figure: Certificate of origin reports

## 3.6 Beneficiary certificate reports view by Commercial Manager

To see the Commercial invoice reports use the menu **Commercial ‣Letter of credit ‣Export LC (Foreign) ‣ Shipment ‣ Action ‣ Print reports ‣ Certificate of origin**

View Print reports thenclick the **Certificate of origin** button

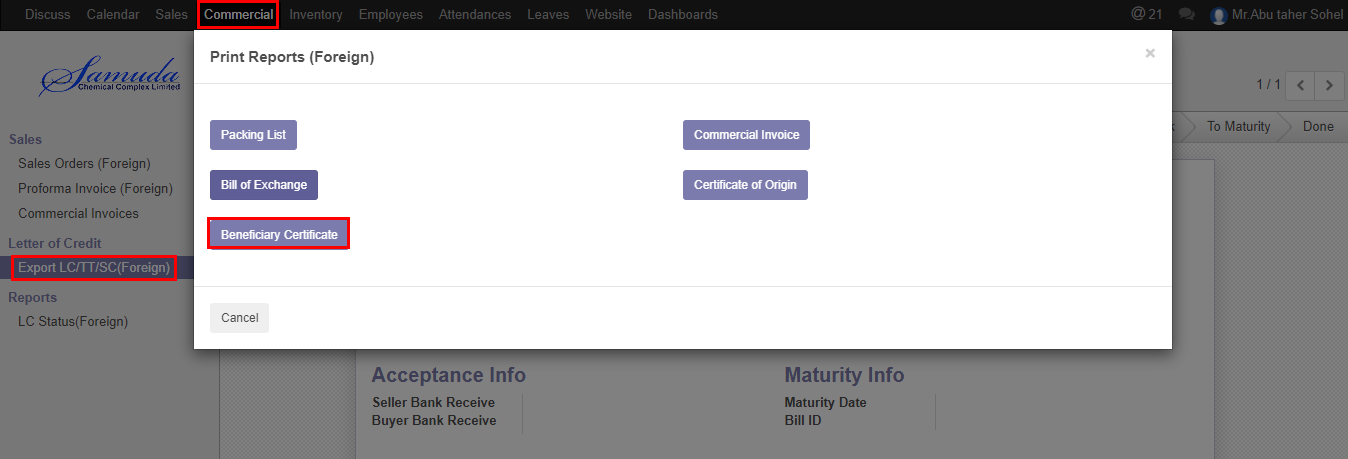


Figure: Beneficiary certificate reports