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| User Manual  Samuda Commercial |
| REFERENCE: GW/ERP/USER MANUAL |
|  |
| **Genweb2 Ltd.** |
| **11-Apr-18** |



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# Document Information

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# 

# 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.

# 2. Import LC (local)

## 2.1 Create import LC (local) by Commercial user/Manager

Import LC (local) will be created/Edit by Commercial user

Commercial user can create Import LC (local) using the menu **Commercial ‣ Letter of Credit** and click **Create.**

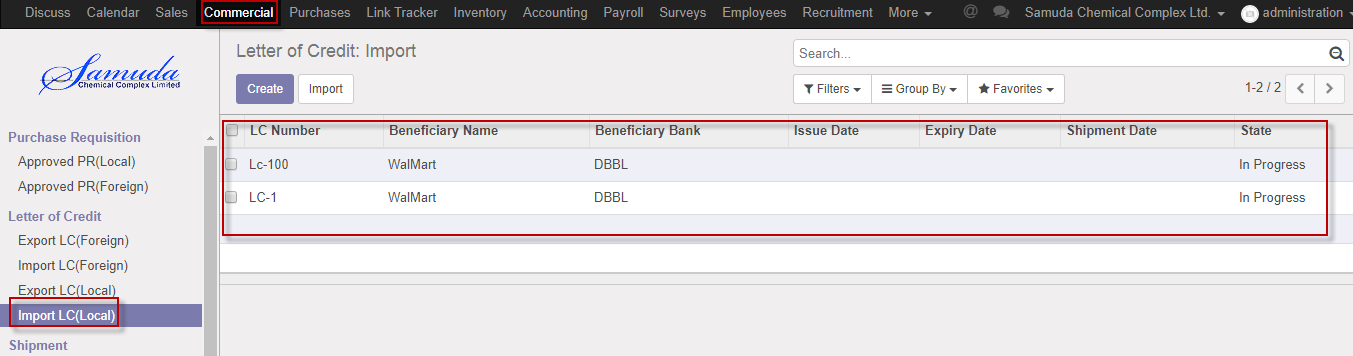


Figure: Import LC(local) List view

We need to set the following:-

**Purchase order**: Select purchase order.

**Description:** Enter description.

**Applicant candidate:** Select applicant candidate.

**Applicant bank:** Select applicant bank.

**Beneficiary candidate:** Select beneficiary candidate.

**Beneficiary Bank:** Select beneficiary bank**.**

**LC value:** Enter LC value**.**

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

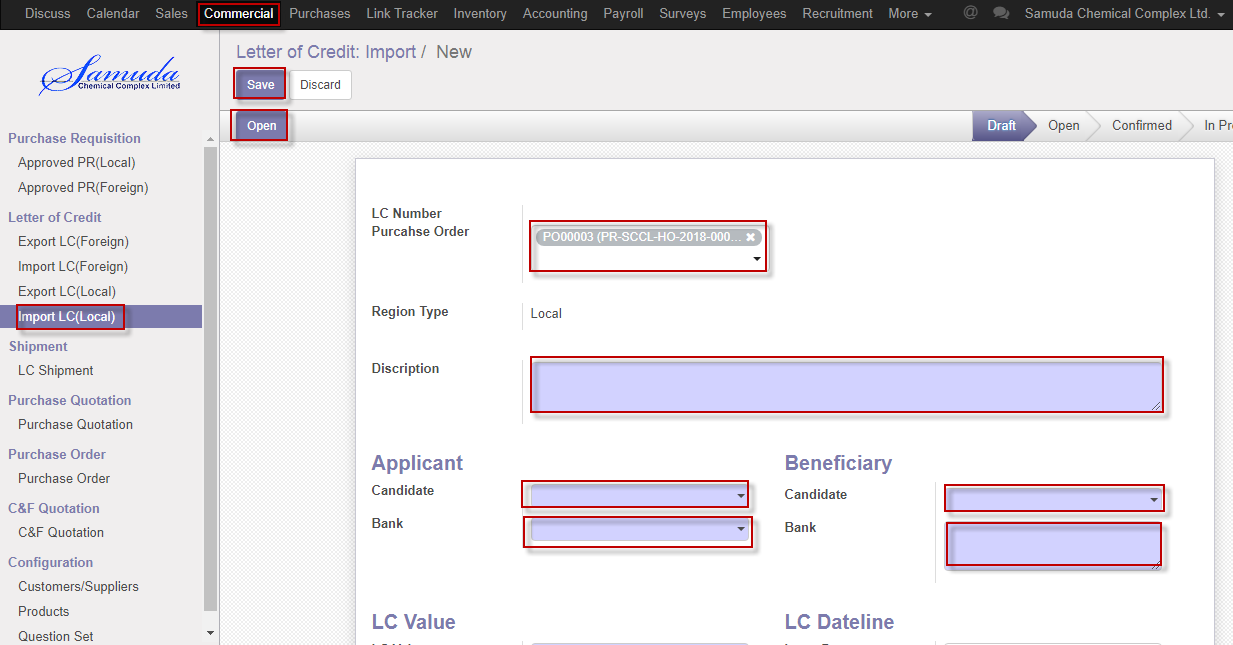


Figure: Create Import LC (local)

## 2.2 Confirm import LC (local) by Commercial user/Manager

Import LC (local) will be Confirm by Commercial user or Manager Click **Confirm** button

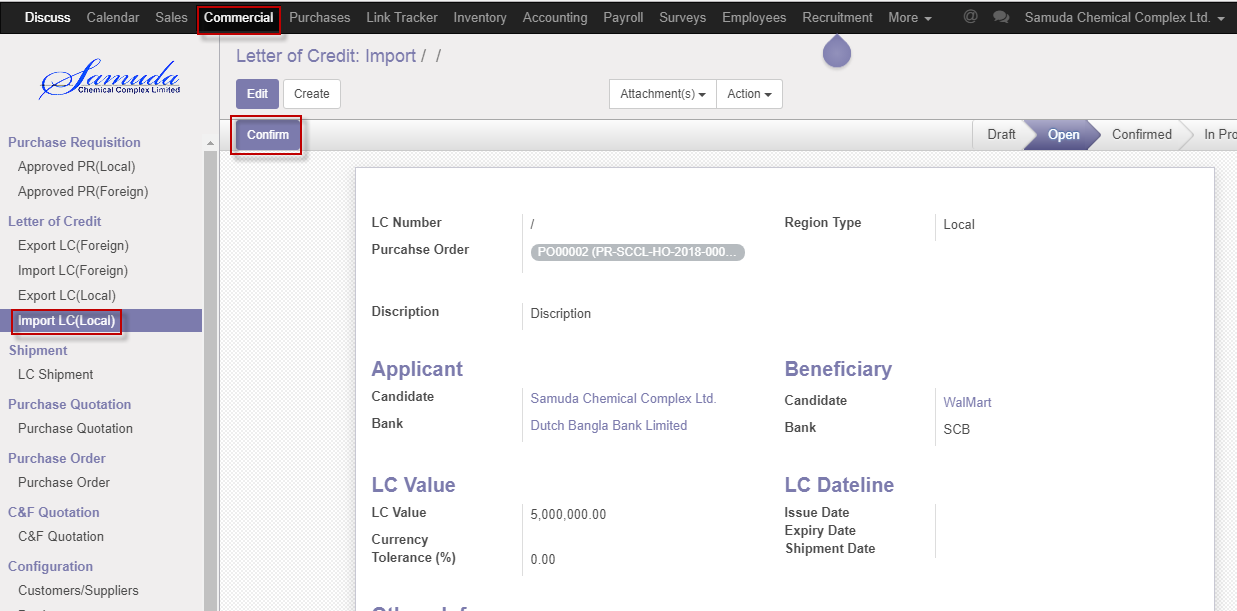


Figure: Import LC (local) Confirm

After click confirm button below window will open & will enter LC number then **Save**

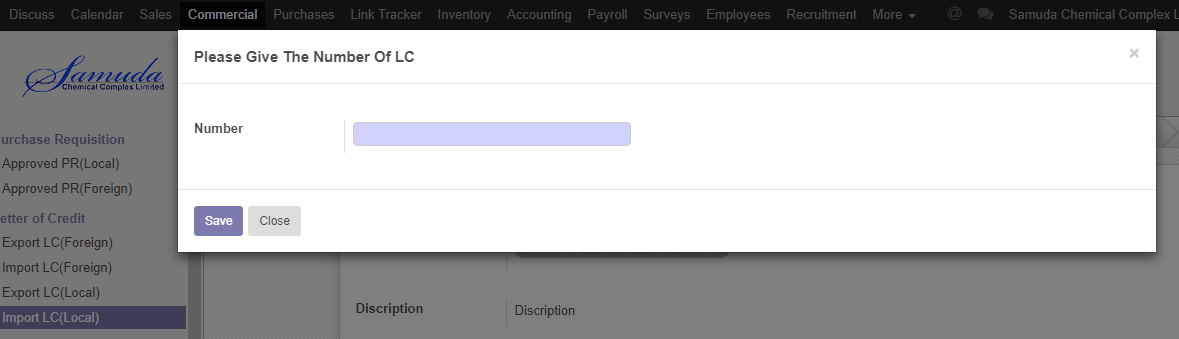


Figure: LC number window

## 2.3 Create Shipment by Commercial User/Manager

Shipment will be Confirm by Commercial user/Manager click **Shipment** button

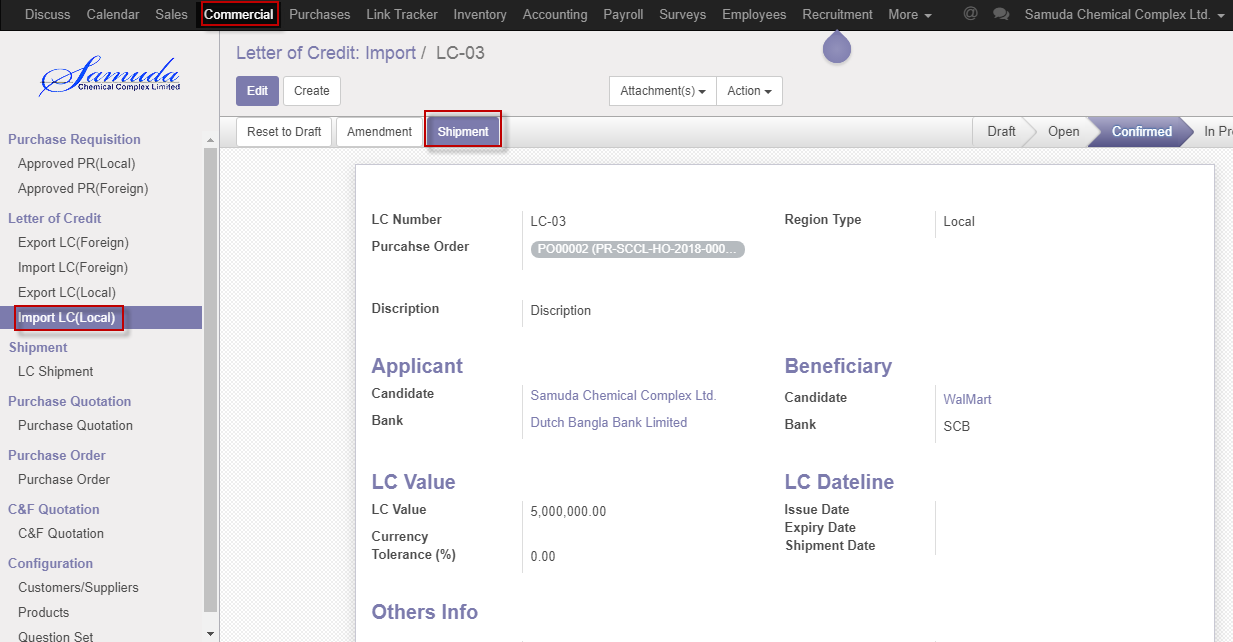


Figure: Create shipment

## 2.4 Create On board by Commercial User/Manager

On board will be Confirm by Commercial user/Manger click **On board** button

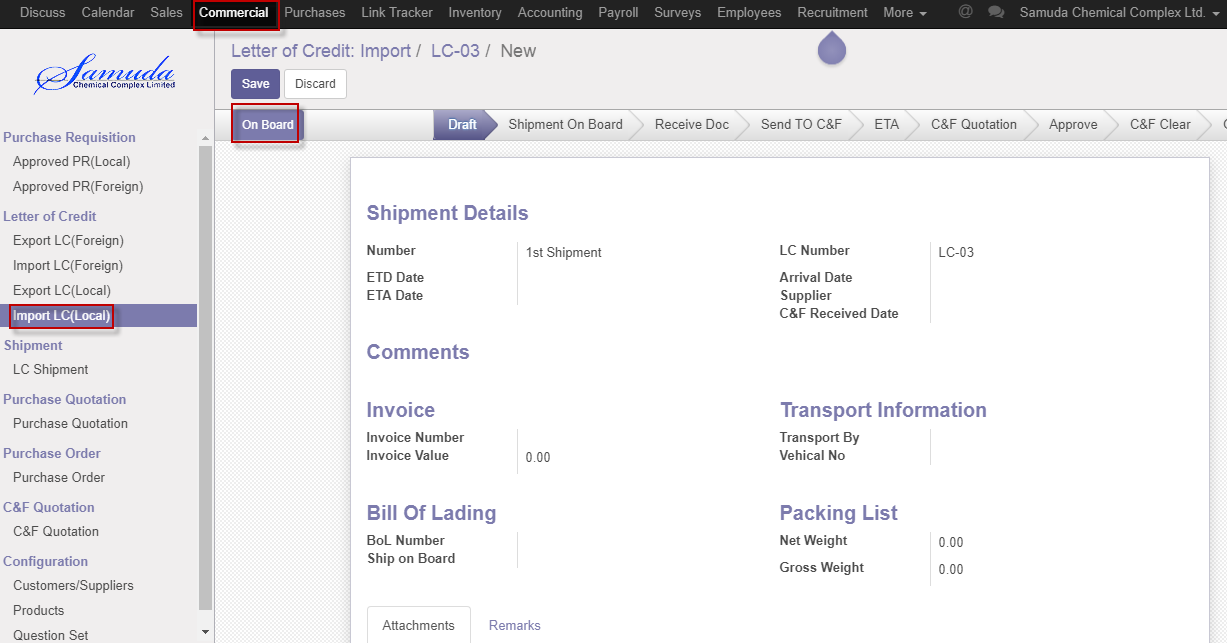


Figure: Create On board

After click On board button below window will open & will enter ETD date then **Save**

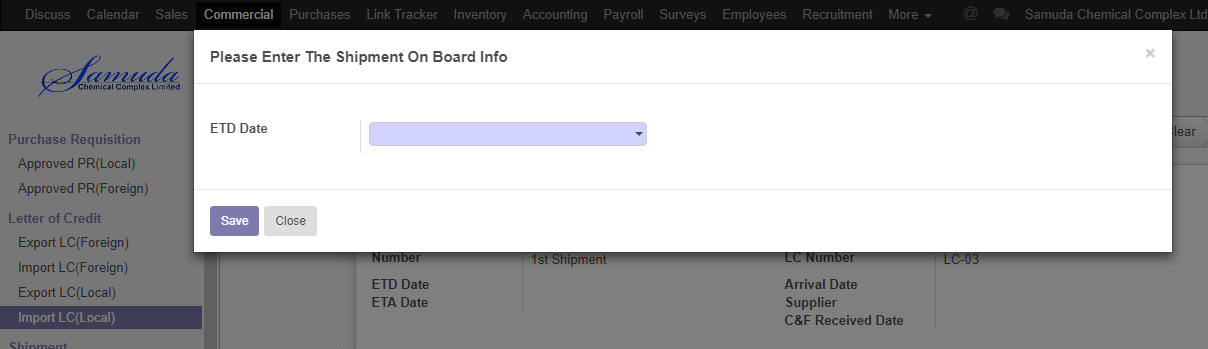


Figure: ETD date window

## 2.5 Create Receive doc by Commercial user/Manager

Receive doc will be created by Commercial user/Manager click **Receive doc** button

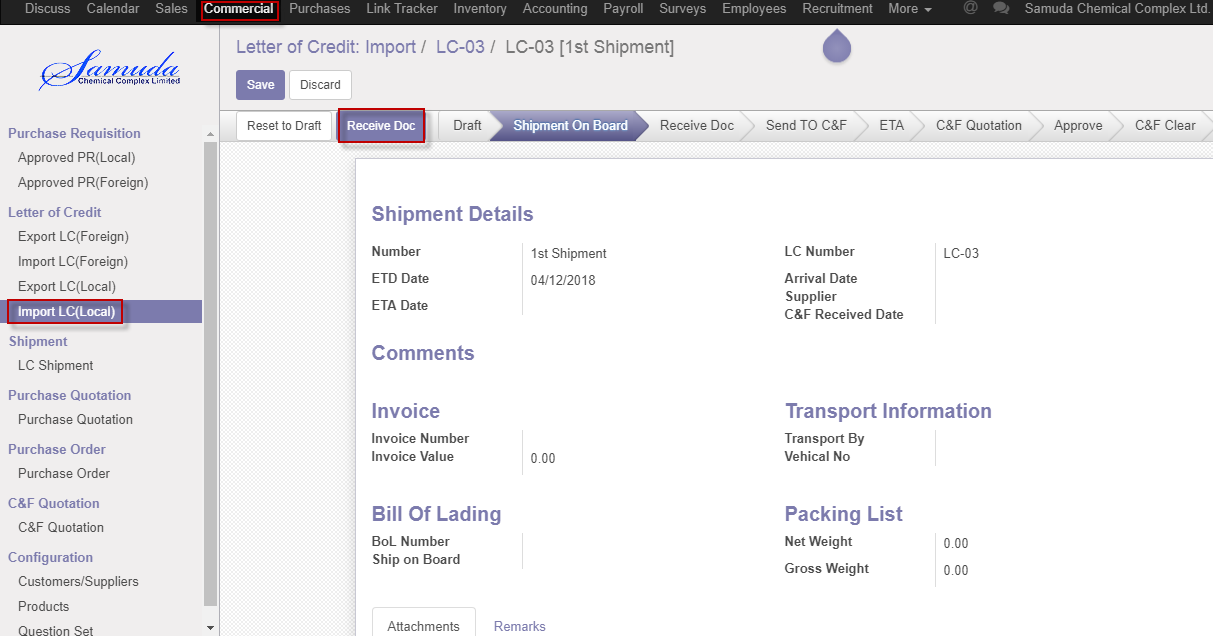


Figure: Create Receive doc

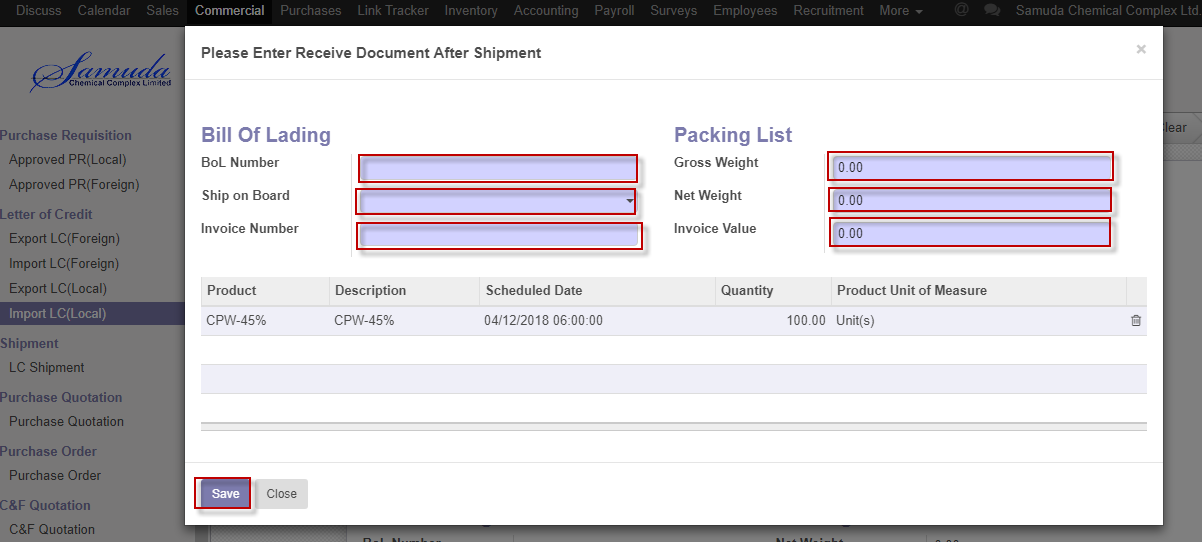
After click Receive doc button below window will open 

Figure: Receive doc after window

We need to set the following:-

**BoL number**: Enter BoL number.

**Ship on board**: Select ship on board.

**Invoice number**: Enter invoice number.

**Gross weight**: Enter gross weight.

**Net weight:** Enter net weight.

**Invoice value**: Enter invoice value.

After entering all information click **Save**.

## 2.6 Confirm Send To & CF by Commercial User/Manager

Send TO & CF will be created by Commercial User/Manager click **Send To & CF** button

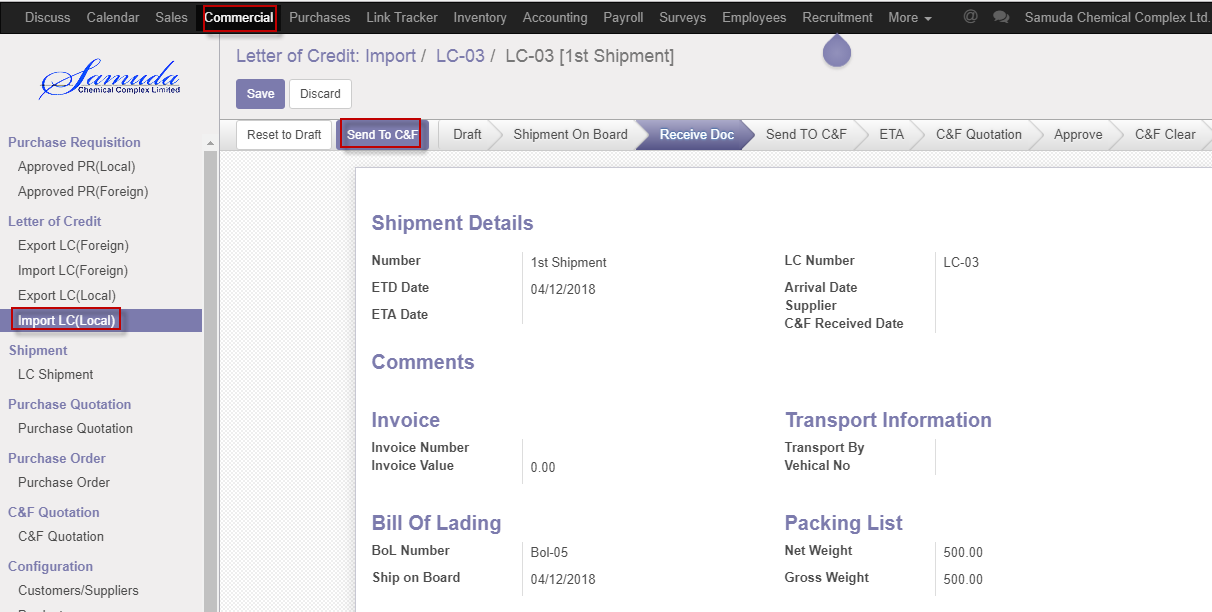


Figure: Confirm Send To & CF

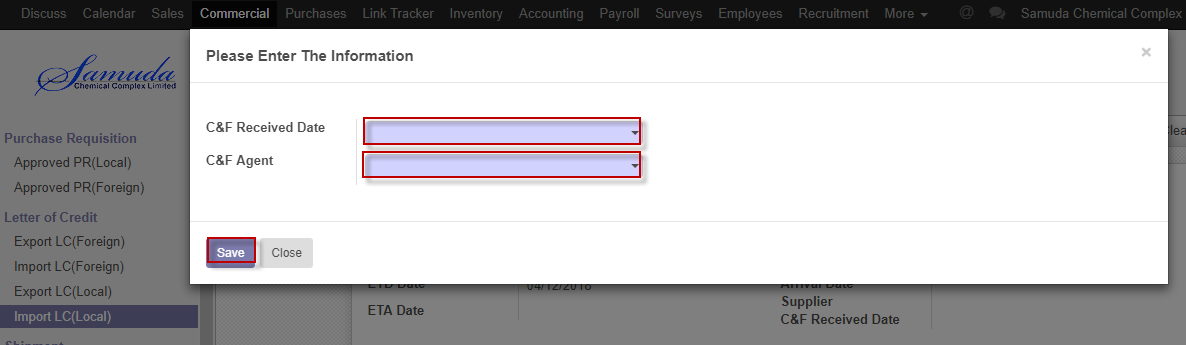
After click Send To & CF button below window will open 

Figure: Send To & CF after window

We need to set the following:-

**C&F Received date**: Select C&F received date.

**C&F agent**: Select C&F agent

After entering all information click **Save**.

## 2.7 Confirm ETA by Commercial user/Manager

Send TO & CF will be created by Commercial user/Manager click **Send To & CF** button

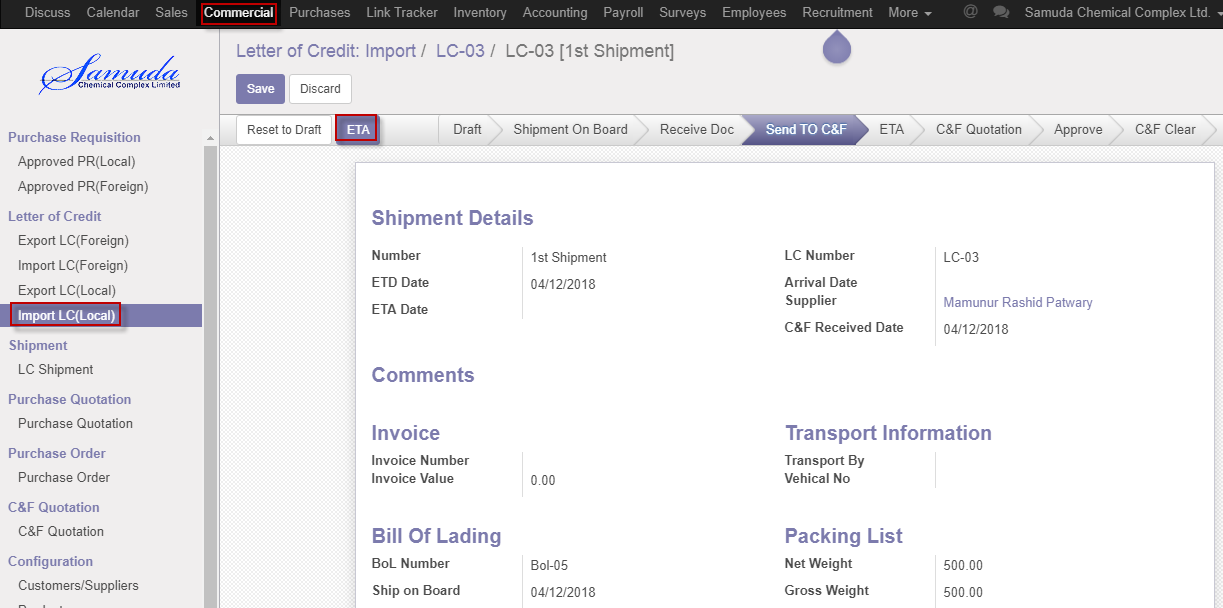


Figure: Confirm ETA

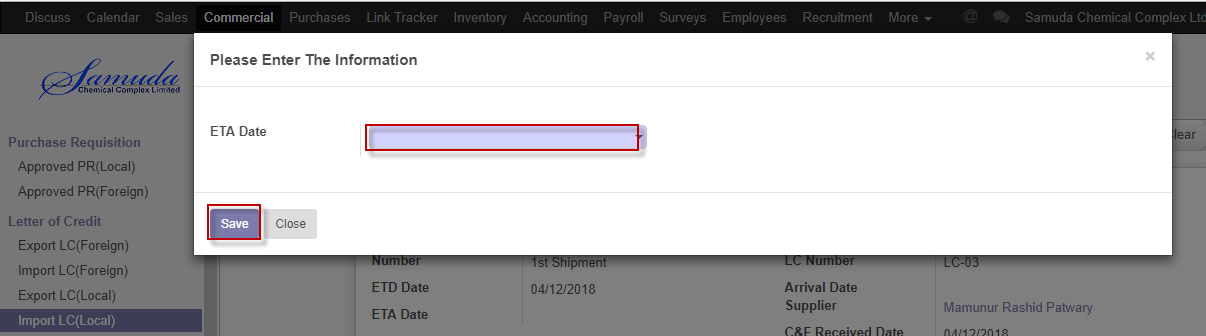
After click ETA button below window will open 

Figure: ETA after window

We need to set the following:-

**ETA date**: Select ETA date.

After entering all information click **Save**

## 2.8 Confirm C&F quotation by Commercial user/Manager

C&F quotation will be created by Commercial user/Manager by click **C&F quotation** button

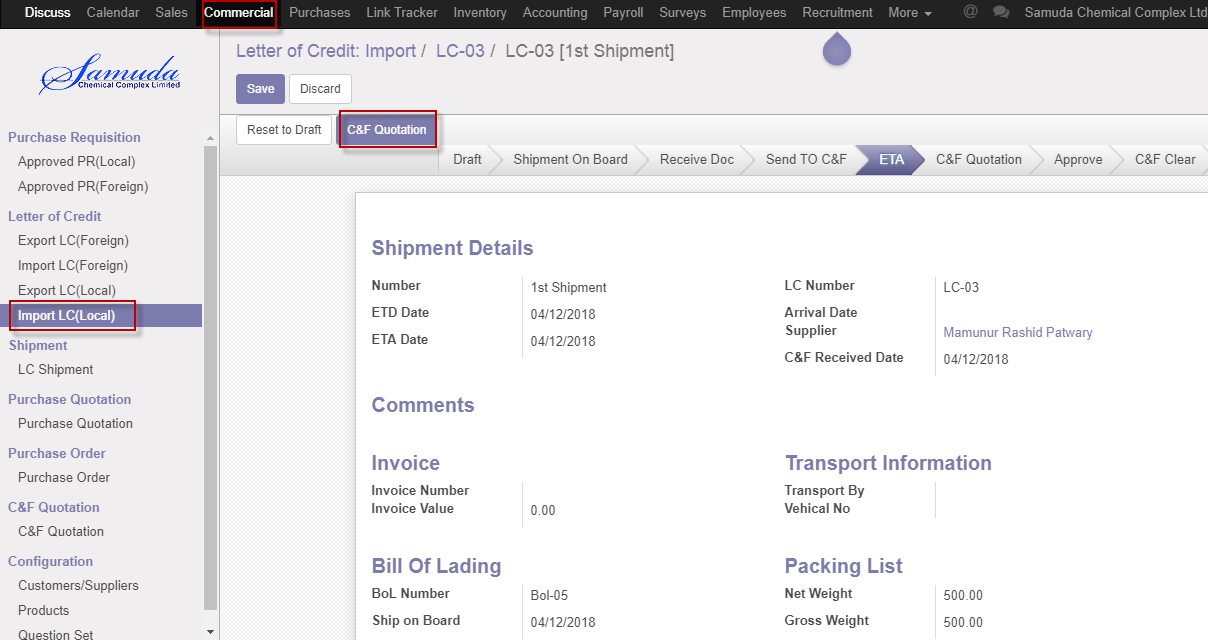


Figure: Confirm C&F quotation

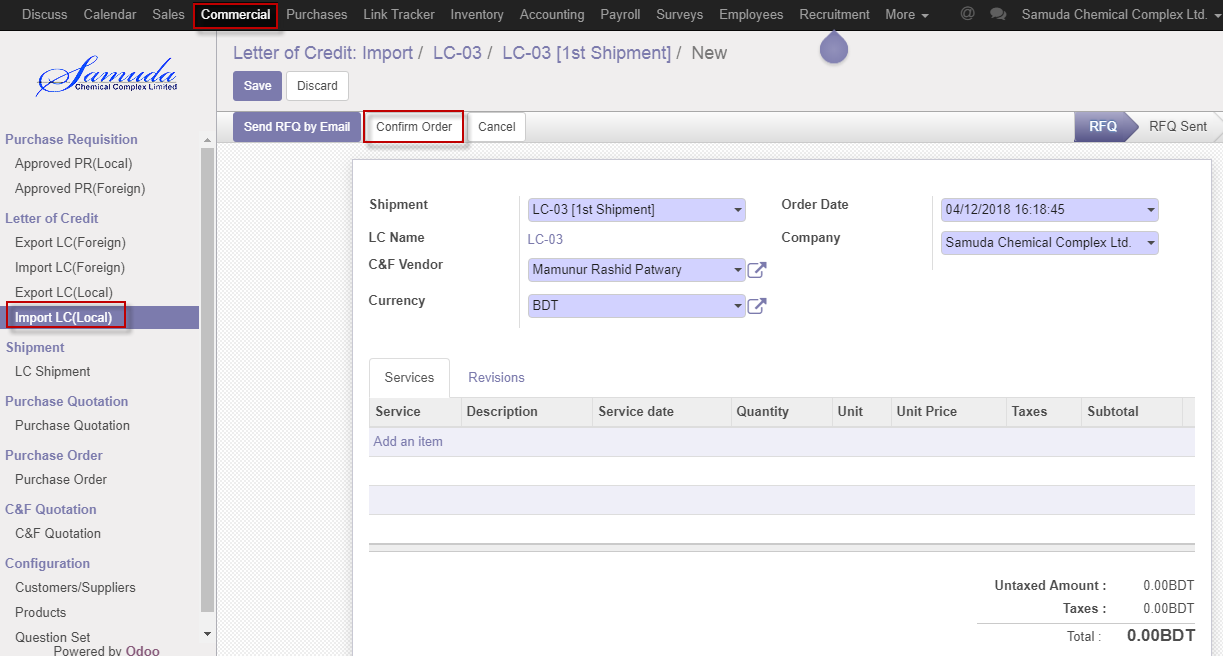
After click C&F quotation button below window will open then confirm order

Figure: Confirm order

## 2.9 Confirm C&F clear by Commercial Manager

C&F clear will be created by Commercial Manager click **C&F** button

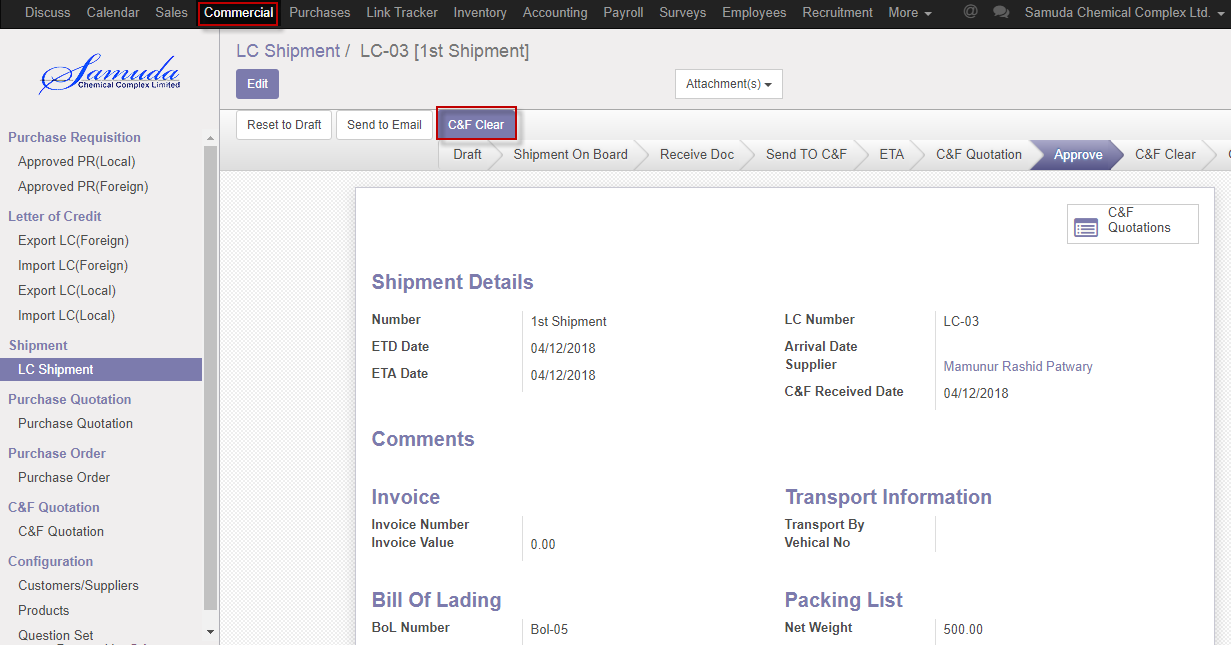


Figure: Confirm C&F clear

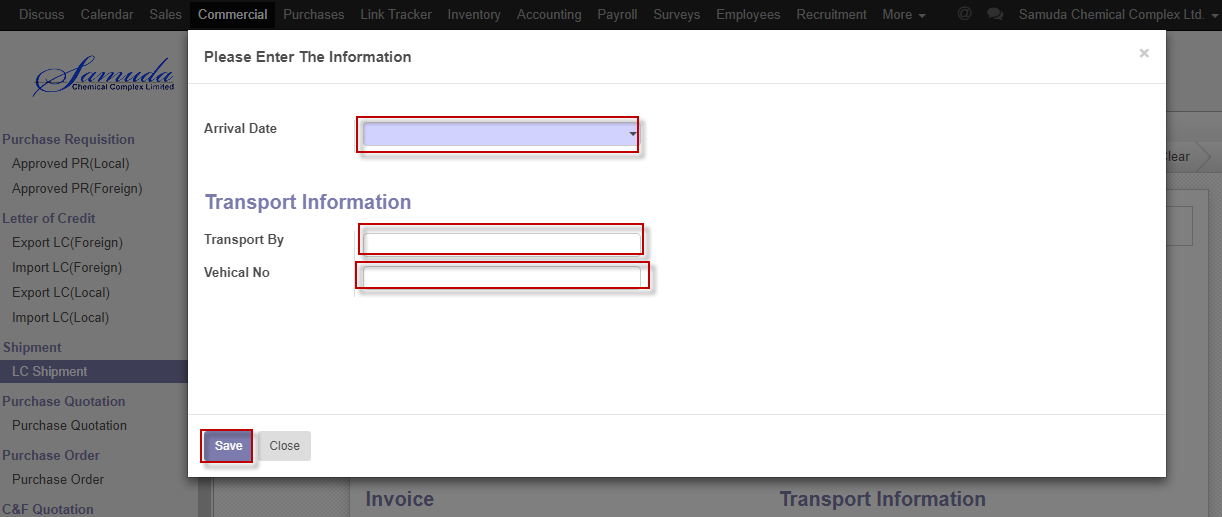
After click C&F clear button below window will open 

Figure: C&F clear after window

We need to set the following:-

**Arrival date**: Select arrival date.

**Transferred By**: Enter transferred by

**Vehicle No**: Enter vehicle no

After entering all information click **Save**