CommTrex Marketplace Portal

PHASE-1
(Commodity Listing and Marketplace)

Types of Users on our Portal

1. Client (Buyer/Seller/Importer/Exporter)
2. Admin (Team TEPL)

Basic Client Activities

1. Client will log in into our portal using email, Gmail, or phone number OTP.
2. Client Registration (Buyer/Seller/Importer/Exporter)
3. Client KYC
4. If Client is a seller, he will add commodities stock available with him
5. If Client is a buyer, he can browse through all the listed products according to his filter
6. Both Clients can update their respective warehouses

Basic Buying Process

1. Buyer will find the right commodity from the listed product.
2. He will make a request to buy the respective commodity and share all the details
3. TEPL admin will receive the buy order and create a contract
4. Contract will be share to buyer and seller and after approval will be updated on the exchange.
5. Buyer will then make payment to TEPL.
6. Once the payment is done, seller will dispatch the goods to buyer's warehouse.
7. When goods arrive at buyer's ware house, buyer will check the goods and ask TELP to release payment if the goods are ok.
8. TEPL then releases the payment after deducting the commission.
9. If the goods are not ok, buyer will either ask seller to replace the goods or cancel the deal.

Basic Admin Process

1. Admin can create, edit or remove TEPL Users (basically employees)
2. Admin can create, edit or remove Clients
3. Admin will check and approve KYC, through manual means (For Phase-1)
4. Admin can add or remove commodities type
5. Once any order arrives, the admin will create a contract and update it then to buyer/seller and Exchange.
6. Admin will check accounts once the payment is done.
7. Once the transit is complete, admin will release the payment.
8. If order is canceled, admin will reverse the payment.

Client Step Process

1. Client Registration
   a. Type
   b. Contact person name
   c. Contact person number
   d. Company Name
   e. Company Address
   f. Commodities dealt in
   g. Approx. qty availability (optional)
   h. ROC
   i. GST
   j. Warehouse areas/cities

2. Seller lists the commodities

3. Seller Forms Contract with TEPL

4. Contract is updated in Exchange

5. Buyer searches for commodity

6. Buyer confirms commodities from the list

7. Buyer forms Contract with TEPL

8. Contract is updated in Exchange

9. Seller will ship the commodity to the Buyer

10. Buyer will verify the quality of commodity as per his requirements

a. Buyer will accept the Shipment
   i. Buyer Pays for the Commodity to TEPL on Portal, Cash, Cheque or NEFT.
b. Buyer will Reject the Shipment
   i. Commodity will be returned
   ii. Seller will replace the commodity
   iii. Process will again run from Point 9 to Point 10_a.

A. Admin
- User Name
- Password
- Email id
- Contact no.
- Employee Code
- Admin Role
  - i. Super Admin
  - ii. Admin
  - iii. Accounts
  - iv. Contract approver
- Action
  - i. Active
  - ii. Suspend
  - iii. Delete

B. Client
- Type
  - i. Broker
  - ii. Buyer
  - iii. Seller
- Company Name
  - i. Name
  - ii. Password
  - iii. Address
  - iv. Pan Card
  - v. Account Details
  - vi. Account Number
  - vii. Bank Name
  - viii. IFSC Code
  - ix. Bank Branch
  - x. Upload Canceled Cheque
- GST Details
  - i. GST Number
  - ii. Upload GST Certificate
  - iii. ROC
  - iv. Commodities
- Warehouses
  - i. No. (Auto applied)

ii. Capacity

iii. Current Stock

iv. Traded Stock

v. Update Stock

vi. Commodity Name

vii. Quantity

viii. Date Updated

ix. Available Stock

x. State

xi. City

xii. Area

C. **Commodity**
- Commodity Name
- GST
- Packing (in MTs i.e. 10MT, 50MT, 100MT etc.)
- Default Qty
- Default Futures Qty
- Default Options Qty

D. **Lab Quality Report**
- Commodity Name
- Upload Report (PDF)
- Date

E. **Create Future/options**
- Symbol
- Qty
- Type
  - i. Future
  - ii. CE
  - iii. PE

F. **Create Contract**
- Date
- Commodity
- Contract Mode
- Broker
- Select
  - i. Buyer
  - ii. Seller
    1. Select Name
- Contract Condition

    i. NCDEX
      1. Symbol
      2. Exchange Rate
    ii. Non-NCDEX
      1. Physical Rate

- Quantity
- Contract Mode
    i. Buy
    ii. Sell
    iii. Square Off
- Total Rate
- Expiry
- Delivery Location
 i.   List of Warehouses (Drop-down List)
- Delivery Condition (Auto Fill Drop-down List)
- Packing
- Brokerage
- Payment Days
- Again CIS
- Payment Condition (Auto Fill Drop-down List)
- Discount/Kapat (%)
- Contract Terms (Editable Comment Box)
- Internal Comment (Editable Comment Box)

G. ADD New STOCK

- Commodity Name
- Commodity Type
    i. NCDEX
    ii. Non-NCDEX
    iii. Demate
- Deposit date
- Depositor Company (Seller)
- Quantity
- Warehouse Name
- Warehouse Location
- CDD no.
- CMSE Lot ID
- Discount
- FED (Date)

H. Dispatch STOCK

- Commodity Name
- Commodity Type
    - i. NCDEX
    - ii. Non-NCDEX
    - iii. Demate
- Dispatch date
- Buyer Company
- Quantity
- WareHouse Name
- WareHouse Location
- CDD no.
- CMSE Lot ID
- Discount

I. Invoice/Credit Note

- Invoice Number
- Date
- Client Name
- Type of Invoice
- Contract Name
- Commodity Name (Auto get from Contract name)
- HSN Code
- Value for Lot size
- Qty
- Total Value
- GST
- Other Tax
- Discount
- Rounding (Yes/No)
- Edit Invoice
    - i. Add Commodity
    - ii. Value for Lot size
    - iii. Qty
    - iv. GST
    - v. Other Tax
    - vi. Discount

J. Payment
- Add new Payment
    i. Client name
    ii. Credit / Debit
    iii. Mode of Payment
        1. Online (Auto add from Payment Gateway + Option of Manual addition)
        2. Cash
        3. Cheque
            a. Cheque No.
            b. Bank Name
            c. Amount
            d. Image Upload
        4. Combined Payment
    iv. Against Invoice no.

K. Reports
- Client List
    i. Name
    ii. Contact number
    iii. Company Name
    iv. Type of Client
    v. Commodities trading (Comma separated)
    vi. Available Stock
    vii. No. Of Warehouses
    viii. Buy Commodities (Qty)
    ix. Sell Commodities (Qty)
    x. Last Traded

- Stock
    i. Commodity Name
    ii. Available Qty
    iii. Buy qty till date
    iv. Sell qty till date
    v. Unbilled till date
    vi. Total Qty

- Contract report Commodity wise
    i. Commodity name
    ii. Contract type
    iii. Total Contracts
    iv. Contract Qty
    v. Deposited Qty

- vi.   Dispatched Qty
- vii.   Pending Qty

- ● Contract List
  - i.   Contract no.
  - ii.   Contract name
  - iii.   Commodity Name
  - iv.   Trade Qty
  - v.   Contract Type
  - vi.   Status (Button to approve the contract from the list)
    1. Pending Approval
    2. Approved
  - vii.   Buyer Name
  - viii.   Seller Name

- ● Invoice
  - i.   Invoice Number
  - ii.   Date
  - iii.   Client Name
  - iv.   Contract Name
  - v.   Commodity Name (Auto get from Contract name)
  - vi.   Total Value
  - vii.   Edit Invoice
    1. Add Commodity
    2. Value for Lot size
    3. Qty
    4. GST
    5. Other Tax
    6. Discount

Following are One time creations for Admin

- Admin will add Commodities
- Admin will create Contract Condition
- Admin will create Futures / Options for Exchange
- Admin will Create Contract Mode

Following will be regular creations

- Admin will Create Client
    i. Client can be anyone of Buyer, Seller or Broker
- Admin will activate the client
- Admin will get Notification of Buying or Selling Requirements
- Admin will Create Contract
- Admin will get the Contract approved
- Admin will then send the contract to Exchange
- Contract will be created in 2 ways
    i. Buying Contract between Portal and Seller
    ii. Selling Contract between Portal & Buyer
- After the Seller contract has been created and the commodity has been received by us, Admin will create & Update new Stock when Buying Commodity from a seller
- After Buyer Contract has been created, Admin will Update the Stock when Dispatched to Buyer
- Admin will Verify the commodity is dispatched
- Admin will verify that Commodity is Reached the Destination

Admin Menu

- Master
  - Client
  - Commodity
  - Stock
  - Warehouse
  - Future/Options
  - Acc Yr
  - Invoice
- Contract
  - Create
  - List
- Stock
  - Deposit
  - Dispatch
  - Commodity List
  - Warehouse List
- Accounts
  - Invoice
  - Ledger
  - Payment List
  - Credit note List
- Reports

Client Menu

- Manage Profile
- Lab Report
- Warehouse
- Request to buy
- Request to Sell
- Transactions
- Stock
- Dispatch Commodity
  - E-way bill
  - Lab report upload
- Receive Commodity
  - Receipt Upload
  - Gate pass
- Payment
  - Make Payment
    - Cash
    - Cheque
    - Bank NEFT (Show our Bank Details)
      1. UTR number (Transaction Number)
      2. Amount

3. Client Bank Name
4. Upload Transaction Receipt (Not Compulsory)

Request Payment
- Full or Pending
- Amount
- Against Invoice

Block Payment
- Request us to stop payment of seller
  1. Reason for stopping
  2. Amount to be blocked