



AgriMin Software User Manual

Version 1.0

Created Date – 07-01-2020

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Created By – Prashant Joshi

About AgriMin Software

The AgriMin Web Application is now live! This software has been specially developed by the ACI (India) team whilst keeping in mind the global nature of the AgriMin Control International team at large. It has been designed to be a seamless end to end project management tool which can handle all your requirements. From creating a file to invoicing – the ACI software is set up to cater to all aspects of operations.

The software is entirely web based which means it requires no installation and is globally accessible. It has also been designed to be 100% responsive which means a user can operate the software on a PC, Mac, laptop or mobile device with equal ease.

We will continue to add features to the software and consequently update this User Manual. Certain aspects of the product are still in the developmental stage – we thank you for your patience and look forward to your feedback!

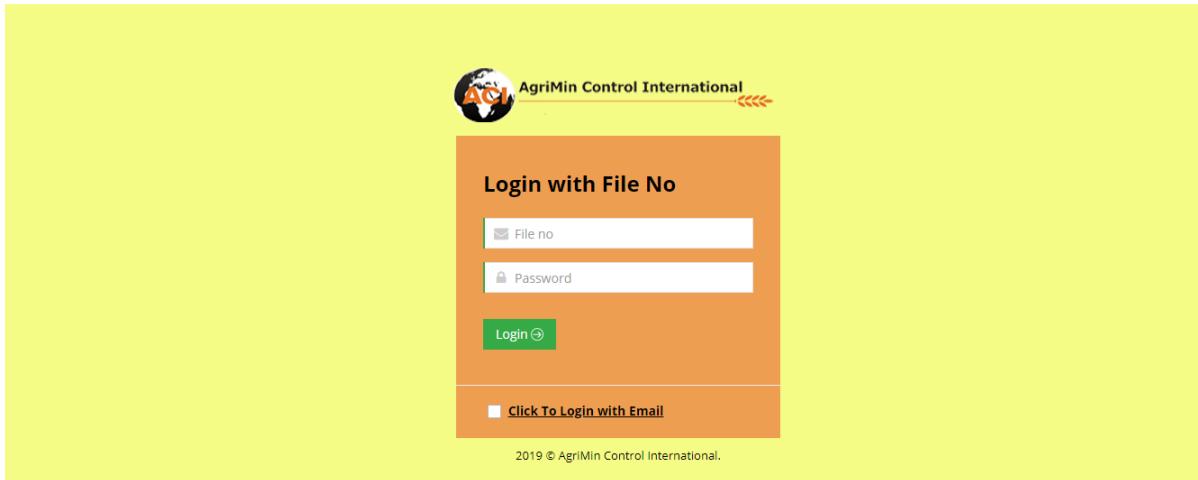
Login

AgriMin Access

- 1) To access AgriMin application copy & paste the below mentioned URL

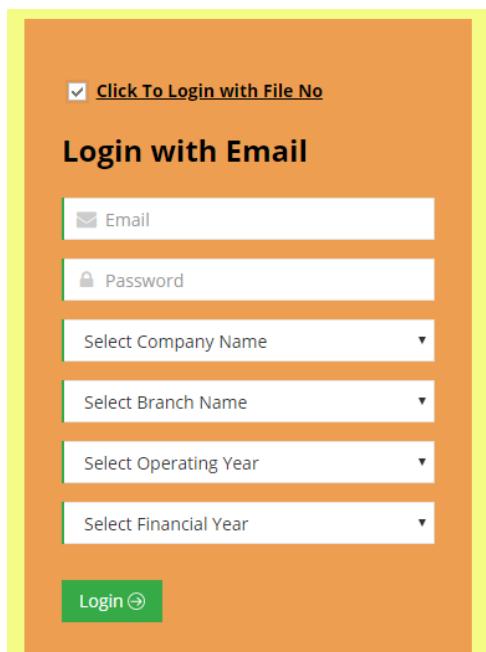
<http://agrimincontrol.com/agrimin/>

- 2) Once you access the above link it will open a below login screen.



The screenshot shows a login page titled "Login with File No". It features two input fields: "File no" and "Password", both with their respective icons. Below these is a green "Login" button with a circular arrow icon. At the bottom of the form is a link "Click To Login with Email". The background of the page is orange, and the overall design is clean and modern.

- 3) There are 2 ways to login into the system, one with the provided file number and a password which will be given to the contractor by the AgriMin branch to access only a particular file and update his activity.
- 4) Another way is for the office users who has the login email and password.
- 5) To login with the office email and password select “Click to login with email” it will open a below screen.



The screenshot shows a login page titled "Login with Email". At the top left, there is a checked checkbox labeled "Click To Login with File No". The main title "Login with Email" is centered above several input fields. These fields include "Email" (with an envelope icon), "Password" (with a lock icon), and dropdown menus for "Select Company Name", "Select Branch Name", "Select Operating Year", and "Select Financial Year". Each dropdown menu has a small downward arrow icon. A green "Login" button with a circular arrow icon is located at the bottom of the form.

- 6) Enter the username and password
- 7) Select the required company
- 8) Select the required branch
- 9) Select the operating year
- 10) Select the financial period.

[Click To Login with File No](#)

Login with Email

 robert.danvers@agrimincontrol.com



AgriMin Control SA ▾

Switzerland ▾

2020 ▾

Jan - Dec ▾

Login 

- 11) Once logged it will take you to the dashboard as below.

Screenshot of the AgriMin Control International dashboard for Switzerland. The top navigation bar includes links for File, Invoices, Sales, Reports, and Utility. A dropdown menu shows "Switzerland" selected. The main content area displays a message: "You now logged in to **Switzerland** Branch. Please continue...". The bottom footer contains the copyright notice "2019 © AgriMin Control International." and a small navigation icon.

Now the users having multiple branch access can switch between the branches using

A screenshot showing a dropdown menu for switching branches. The menu items are: Singapore, Singapore, India, Switzerland (which is highlighted in blue), Brazil, Ukraine, Argentina, and Indonesia. To the left of the menu, there is a button labeled "Singapore ▾" which has a yellow border, indicating it is the current selected branch. To the right of the menu, the text "it will redirect you to the dashboard from there you can continue." is displayed.

Dashboard

Parts of the Dashboard

Menu Bar

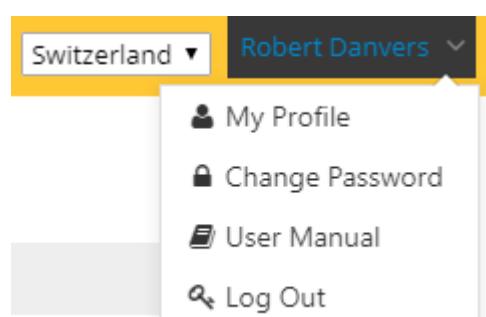
It contains all the required menu options; these menu options are based on the rights given to the user by the Administrator. So some users might see few or more menu options.



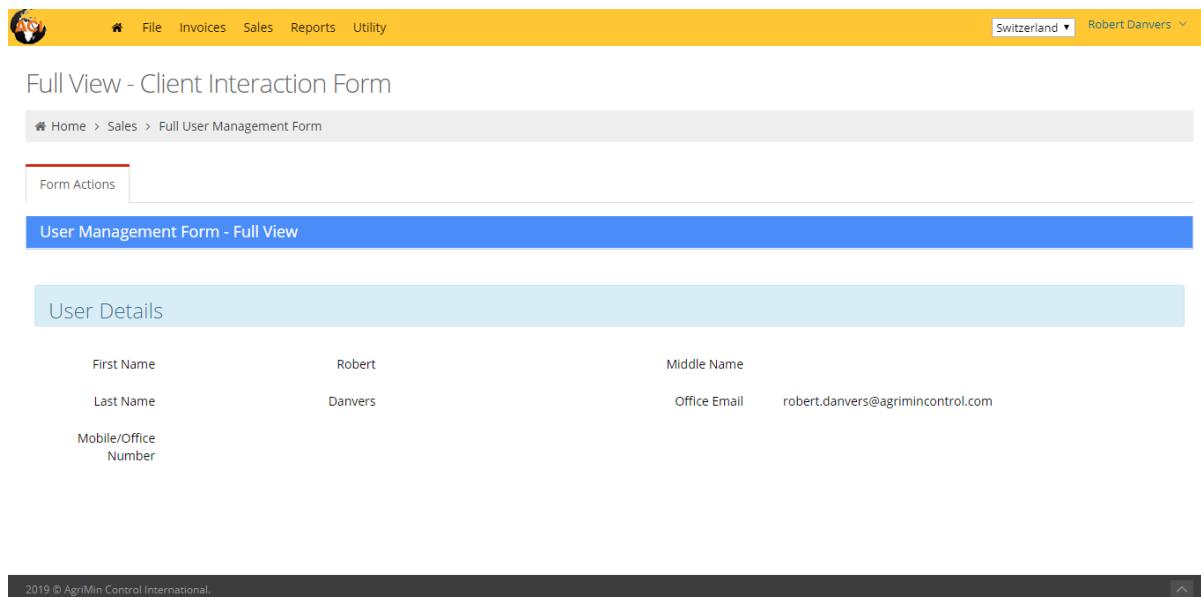
Switzerland ▾ this shows the logged in country.

At the right side in the menu bar, it shows the logged in user name, when you hover the mouse on it will display a short menu as below.

Note: - To access menu you need to hover your mouse cursor on it.



1) My Profile – will show your details which is not editable.



Full View - Client Interaction Form

Home > Sales > Full User Management Form

Form Actions

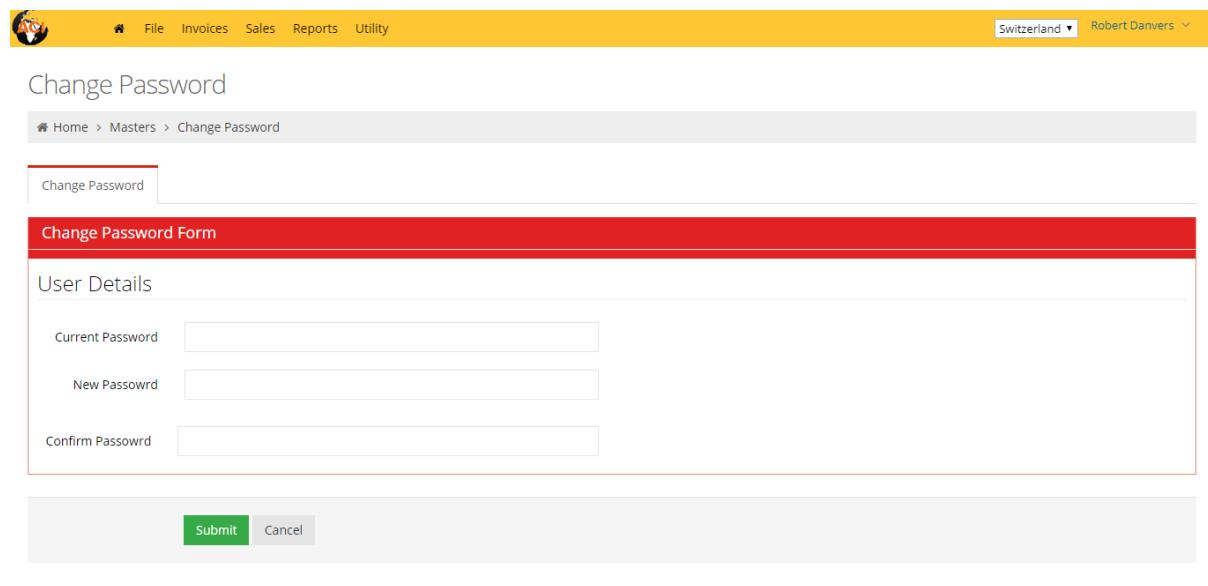
User Management Form - Full View

User Details

| First Name | Robert | Middle Name |
|----------------------|---------|-----------------------------------|
| Last Name | Danvers | Office Email |
| Mobile/Office Number | | robert.danvers@agrimincontrol.com |

2019 © AgriMin Control International.

- 2) Change Password – This option is used to change the user password.



The screenshot shows a software application window titled "Change Password". At the top, there is a navigation bar with links for File, Invoices, Sales, Reports, and Utility. On the right side of the top bar, there are dropdown menus for "Switzerland" and "Robert Danvers". Below the navigation bar, the title "Change Password" is displayed above a breadcrumb trail: Home > Masters > Change Password. The main content area is a red-bordered "Change Password Form" containing a section titled "User Details". It includes three input fields: "Current Password", "New Password", and "Confirm Password". At the bottom of the form are two buttons: a green "Submit" button and a grey "Cancel" button. The footer of the application displays the copyright notice "2019 © AgriMin Control International." and a small upward arrow icon.

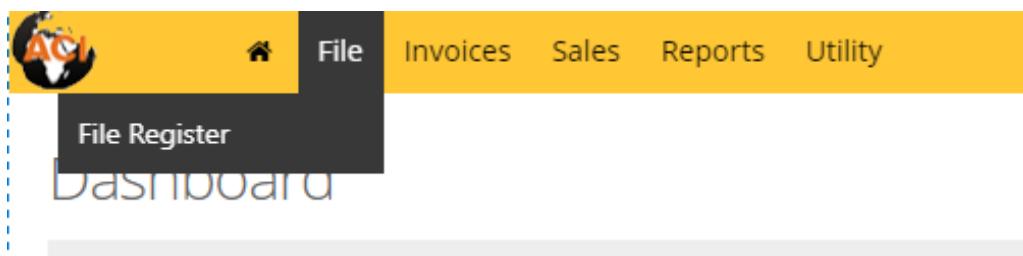
- 3) User Manual – This option will open the updated user manual i.e. this document. By clicking on it will open in a new screen.

File Menu

File Register

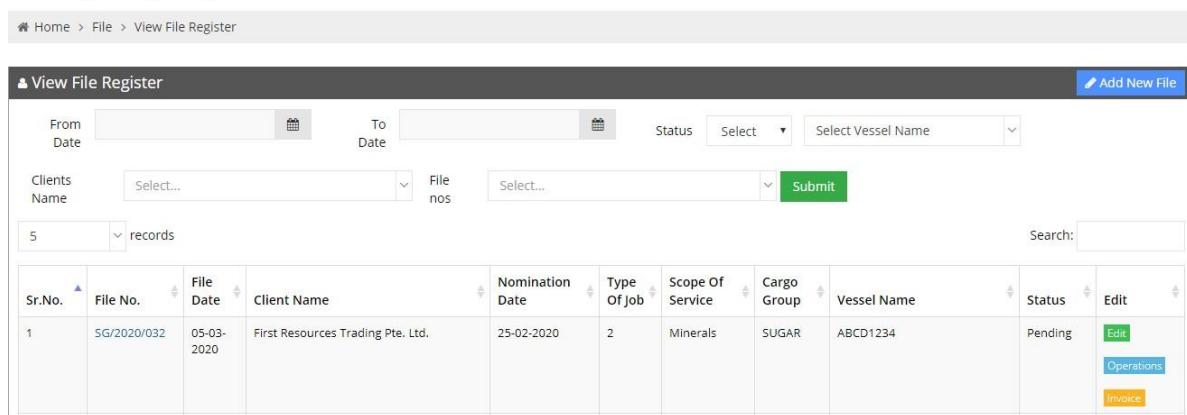
This option is used to generate the file, view the generated file, file operations part and from here one can generate the invoice.

- 1) Click on file menu
- 2) Select file register option



- 3) It will open a below screen which shows the list of files which you had created already.

File Register (View)

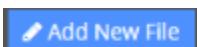


| Sr.No. | File No. | File Date | Client Name | Nomination Date | Type Of Job | Scope Of Service | Cargo Group | Vessel Name | Status | Edit |
|--------|-------------|------------|-----------------------------------|-----------------|-------------|------------------|-------------|-------------|---------|----------------------|
| 1 | SG/2020/032 | 05-03-2020 | First Resources Trading Pte. Ltd. | 25-02-2020 | 2 | Minerals | SUGAR | ABCD1234 | Pending | Edit |

Here we had provided a filter to search the files based on the date, status, client Name and file number, Vessel name. Enter or select the required data to filter and click on the submit button.

To remove filter, click on the select option of the dropdown or clear the textbox and click on the submit button

Also you can list out the Cancelled files.



- This button is used to create a new file, click on this button and you will see a below screen.

The file register has 3 sections i.e File Details, Other Details and Upload documents.

File Register (New)

 Home > File > New File Register

File Register

New File Register

 View All Files

File Details

* Marked fields are Mandatory

File Type*

File options*

*File Options Are Required. Please select before submitting File.

- Custody Transfer Services**
- Shore tank Inspection for Cleanliness and suitability
- Verify Reference height and validity of calibration
- Sampling of cargo prior and post transfer and sample retention
- Gauging of shore tank prior to transfer
- Gauging of shore tanks post transfer
- Shore pipeline inspection post transfer
- Sealing of manifolds and Valves prior and post operation

Assigned To User

File Creation Date*

Company/Client Name*

File Ref No

Scope of Services*

Tax Options*

Nomination Date* 

Type Of Job*

Other Details

Vessel Name

Voyage No

File Instructions*

Status*

Invoiced By*  

Cargo Details

***Instructions : 1. Please check the Cargo entries before File Submissions.
2. Select Cargo Group and then Add No of Cargo Products As Required...

Cargo Group*

Add Cargo

| Cargo | Packing | Quantity | Unit | Origin | Load Port | Discharge Port | Place Of Attendance |
|--------|---------|----------|--------|--------|-----------|----------------|---------------------|
| Select | Select | | Select | | | | |

Upload Documents

Nomination*

 No file chosen
*Only pdf,doc,xls accepted

Rate Confirmation*

 No file chosen
*Only pdf,doc,xls accepted

Additional Document

 No file chosen
*Only pdf,doc,xls accepted

Submit

Cancel

Steps to generate the file.

File Details

- 1) File Type – Select the required file type.
- 2) File options – Select the required file options. The file options changes as per your selection in File Type. Here you can select the red color heading and it will automatically select the sub options under that, you can even select the sub options directly if required
- 3) Assigned to user – Here you can select whom all you want to give the access to this file.
- 4) File creation date will set automatically based on the current date.
- 5) Company/Client Name – This option lists all the client
- 6) File Ref No – Here you can enter the reference if any.
- 7) Scope of Services – Here you can select the required scope.
- 8) Tax Options – Here you can select the tax option i.e. Vat or NA.
- 9) Nomination Date – Select the desired nomination date.
- 10) Import/Export – Select import or export.

Other Details

- 11) Vessel Name – Here you can add a vessel name if available.
- 12) Voyage No – Here you can add the voyage number if available.
- 13) File Instructions – Select the required file instructions.
- 14) Status – By default when a file is created it shows as pending, once the user starts adding the reports the status changes to operating, Once the Invoice is raised the status of the file changes to Invoiced, and once the full payment of the invoice is received the status will be completed.
- 15) Invoiced By – Here by default it will show you the current country/branch based on your login.

Cargo Details

Here you can add multiple cargo

- 1) Select the cargo group
- 2) By default you can add single cargo
- 3) Click on the Add Cargo button to add more cargo
- 4) Select the required cargo in the cargo dropdown, enter the required details

Cargo Details

*****Instructions :** 1. Please check the Cargo entries before File Submissions.
2. Select Cargo Group and then Add No of Cargo Products As Required...

| | | | | | | | |
|------------------|---------|----------|--------|--------|-----------|----------------|---------------------|
| Cargo Group* | Select | | | | | | |
| Add Cargo | | | | | | | |
| Cargo | Packing | Quantity | Unit | Origin | Load Port | Discharge Port | Place Of Attendance |
| Select | Select | | Select | | | | |

Upload Documents

Upload Documents

| | | | |
|---------------------|---|--------------------|---|
| Nomination* | <input type="file"/> No file chosen *Only pdf,doc,xls accepted | Rate Confirmation* | <input type="file"/> No file chosen *Only pdf,doc,xls accepted |
| Additional Document | <input type="file"/> No file chosen *Only pdf,doc,xls accepted | | |

Submit **Cancel**

In last section you have to upload Nomination, Rate Confirmation, Additional document (if any) in pdf, doc, xls and xlsx format.

Once you fill in all the details it will generate a file and you will redirected to the view screen of the file where you can see the latest created file at the top. Also it will send a confirmation mail.

File Register (View)

Home > File > View File Register

Data Saved Successfully!!!

View File Register

| File Register | | | | | | | | | | Add New File | |
|---|-------------|------------|--------------------------------------|-----------------|---------------|------------------|-------------|------------|-------------|--------------|-------------|
| From Date | File No. | File Date | Client Name | Nomination Date | Import/Export | Scope Of Service | Cargo | Approx Qty | Approx Unit | Status | Edit |
| Select... | CH/2020/001 | 07-01-2020 | ADM MEDSOFTS // MEDSOFTS COMPANY LTD | 07-01-2020 | Import | Dry Cargo | CASTOR MEAL | 1200 | MT | Pending | Edit |
| Operations Delete | | | | | | | | | | | |

Showing 1 to 1 of 1 entries

Full View

To see the full details of the file, click on the file number it will open a below screen.

File Register - Full View

 Home > File > Full View Register

File Register

View File Register

 [View All Files](#)

 [View Operations](#)

| | |
|----------------------|---|
| File No | SG/2020/032 |
| File Creation Date | 05-03-2020 |
| File Password | MoBnSqz2 |
| Company/Clients Name | First Resources Trading Pte. Ltd. |
| File ref no | 123456 |
| Scope of Services | Minerals |
| Tax Options | VAT |
| Nomination Date | 25-02-2020 |
| Type Of Job | Discharge |
| File Type | Fertilizers |
| File options | <input checked="" type="checkbox"/> Loading / Discharge Supervision <input checked="" type="checkbox"/> Initial and Final Draft survey <input checked="" type="checkbox"/> Hold Inspection for cleanliness <input checked="" type="checkbox"/> Hose test for intactness of hatches <input checked="" type="checkbox"/> Break Bulk Supervision <input checked="" type="checkbox"/> Loading Supervision <input checked="" type="checkbox"/> Sampling during loading <input checked="" type="checkbox"/> Verify weighbridge accuracy and validity <input checked="" type="checkbox"/> Supervise Gross and Tare weight of trucks <input checked="" type="checkbox"/> Conveyor cleanliness run and load cells zero check <input checked="" type="checkbox"/> Analysis of shipment sample <input checked="" type="checkbox"/> Temperature and humidity records <input checked="" type="checkbox"/> Retention of lotwise Samples <input checked="" type="checkbox"/> Documentation |

Other Details

▼ ▶

| | |
|-------------------|------------------------|
| Vessel Name | ABCD1234 |
| Voyage No | 456123 |
| Cargo Group | SUGAR |
| Invoice By | Singapore |
| File Instructions | Third Party Inspection |
| Status | Pending |

Cargo Details

▼ ▶

| Cargo | Packing | Quantity | Unit | Origin | Load Port | Discharge Port | Place Of Attendance |
|-------------|---------|----------|------|--------|----------------|----------------|---------------------|
| WHITE SUGAR | BAGS | 1234 | MMT | 3333 | test Load Port | Discharge POB | Place of attendance |
| RAW SUGAR | PALLETS | 1000 | MT | mumbai | mumbai | singapore | singapore |

Upload Documents

▼ ▶

| | |
|---|----------------------|
| View Nomination Attachment | GST_CERTIFICATE1.PDF |
| View Rate Attachment | invoice-D1099651.pdf |
| View Additional Document Attachment | |

File Generated By :

▼ ▶

| | |
|----------------------------------|----------------------------------|
| Created By : Aarti Poddar | Created Date: 05-03-2020 |
| Modified By : | Modified Date: 05-03-2020 |

Edit File Register

Click on the  button this will open a screen as shown below.

 File Invoices Sales Reports Masters Singapore Singapore agriminadmin

File Register (Edit)

Home > File > Edit File Register

Edit File Register  

File Details

* Marked fields are Mandatory

| | | | |
|-----------------------|--|---|------------------|
| File No* | SG/2020/066 | File Creation Date* | 29-04-2020 |
| Assigned To User | Select... | File Password | m7XAp3qK |
| Company/Clients Name* | ASIA OILS PTE LTD | | |
| File ref no | test | Scope of Services* | Stock Management |
| Tax Options* | VAT | Type Of Job* | Discharge |
| Nomination Date* | 16-04-2020  | File options* | |
| File Type* | Bulk Cargo | <input type="checkbox"/> Delivery Supervision <input checked="" type="checkbox"/> Check DO issued for the delivery <input checked="" type="checkbox"/> Daily delivery report on 24 hrly basis <input checked="" type="checkbox"/> Loading supervision in wagons <input checked="" type="checkbox"/> Maintain book stock of cargo <input checked="" type="checkbox"/> Weightment supervision of truck <input type="checkbox"/> Onboard Attendance <input type="checkbox"/> Barge Inspection | |

Other Details

| | | | |
|-------------------|------------------|-----------|---------|
| Vessel Name | MT ATHLOS | Voyage No | test |
| File Instructions | Stock Management | Status | Pending |
| Invoice By | Singapore | | |

Cargo Details Note : Please check the Cargo entries before File Submissions.

| Cargo Group* | FEED | | | | | | | |
|------------------|---------|----------|------|-----------|--------------|----------------|---------------------|---|
| Add Cargo | | | | | | | | |
| Cargo | Packing | Quantity | Unit | Origin | Load Port | Discharge Port | Place Of Attendance | Remove |
| YELLOW CC | PALLETS | 120 | MT | INDONESIA | DUMAI & LUBL | YEMEN | DUMAI,INDON |  |
| SUNFLOWE | BAGS | 1202 | NOS | INDONESIA | DUMAI & LUBL | YEMEN | DUMAI,INDON |  |

Upload Documents

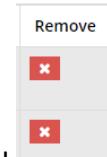
| | |
|-------------------------------|---|
| Nomination | <input type="button" value="Choose File"/> No file chosen *Only pdf,doc,xls accepted |
| View Nomination File | LabTestCertificate10.pdf |
| Additional Document | <input type="button" value="Choose File"/> No file chosen *Only pdf,doc,xls accepted |
| View Additional Document File | |

File Generated By :

| | | | |
|---------------|--------------|-------------------|------------|
| Created By : | agriminadmin | Created On Date: | 29-04-2020 |
| Modified By : | agriminadmin | Modified On Date: | 21-05-2020 |

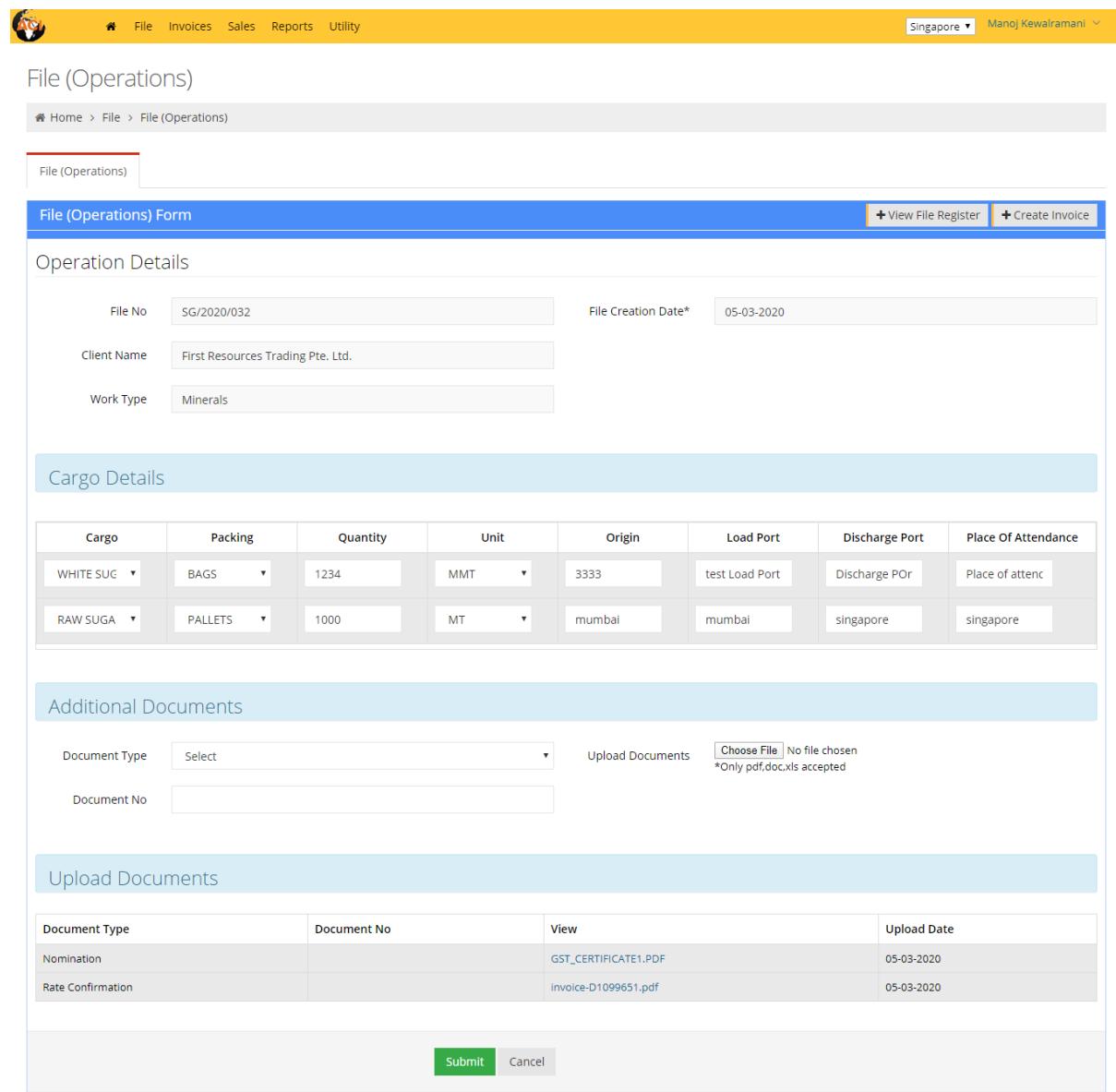
- You can edit all the details except File No, File Date, File Password.
- Using the Add Cargo button you can add more cargo based on the cargo group selected.
- You can also change the cargo group



- Also you can remove the unwanted cargo from the list using the required **Remove** button from the list
- To cancel the file select the cancel option from status and click on the submit button. It will cancel the file and further process is locked. Remark is mandatory to mention.

Operations

This option is used to upload the activity reports as required, to open this screen click on the **Operations** button it will open the below screen.



The screenshot shows the 'File (Operations)' form interface. At the top, there is a navigation bar with links for File, Invoices, Sales, Reports, and Utility. On the right, there are dropdowns for 'Singapore' and 'Manoj Kewalramani'. Below the navigation bar, the page title is 'File (Operations)' with a breadcrumb trail: Home > File > File (Operations). The main form area has a blue header 'File (Operations) Form' with buttons for '+ View File Register' and '+ Create Invoice'. The form is divided into three main sections: 'Operation Details', 'Cargo Details', and 'Additional Documents'.

Operation Details:

| | | | |
|-------------|-----------------------------------|---------------------|------------|
| File No | SG/2020/032 | File Creation Date* | 05-03-2020 |
| Client Name | First Resources Trading Pte. Ltd. | | |
| Work Type | Minerals | | |

Cargo Details:

| Cargo | Packing | Quantity | Unit | Origin | Load Port | Discharge Port | Place Of Attendance |
|-------------|---------|----------|------|--------|----------------|----------------|---------------------|
| WHITE SUGAR | BAGS | 1234 | MMT | 3333 | test Load Port | Discharge POOr | Place of attendc |
| RAW SUGAR | PALLETS | 1000 | MT | mumbai | mumbai | singapore | singapore |

Additional Documents:

Document Type: Select

Upload Documents: Choose File (No file chosen)
*Only pdf,doc,xls accepted

Document No: [empty input field]

Upload Documents:

| Document Type | Document No | View | Upload Date |
|-------------------|-------------|----------------------|-------------|
| Nomination | | GST_CERTIFICATE1.PDF | 05-03-2020 |
| Rate Confirmation | | invoice-D1099651.pdf | 05-03-2020 |

submit **Cancel**

The screen is divided in 3 parts namely Operation Details, Additional Documents and Uploaded Documents

- 1) Operation Details – It will show File No, File Creation Date, Client Name, Work Type, and Commodity.

File (Operations)

File (Operations) Form

+ View File Register + Create Invoice

Operation Details

| | | | |
|-------------|--------------------------------------|---------------------|-------------|
| File No | CH/2020/001 | File Creation Date* | 07-01-2020 |
| Client Name | ADM MEDSOFTS // MEDSOFTS COMPANY LTD | | |
| Work Type | Dry Cargo | Commodity | CASTOR MEAL |

- 2) **Cargo Details** – It will show you the single/multiple cargo as selected while file creation.
- 3) **Additional Documents** – Here you can select the required document which you are uploading.

Additional Documents

| | | | |
|---------------|--------|------------------|---|
| Document Type | Select | Upload Documents | <input type="button" value="Choose File"/> No file chosen *Only pdf,doc,xls accepted |
| Document No | | | |

- a) **Document Type** – You can select the document type as required and select the file.
- b) **Document No** – Enter the document number if any. It is recommended to enter the document number which is printed on it.
- 4) **Uploaded Documents** – It will show you the list of the documents which you had uploaded.

Upload Documents

| Document Type | Document No | View | Upload Date |
|-------------------|-------------|---|-------------|
| Nomination | | AGRIMIN_Work_Flow_Ver_1.pdf | 07-01-2020 |
| Rate Confirmation | | Vessel_Reports_Format_-_Liquid_Cargo_-_Import.pdf | 07-01-2020 |

Submit **Cancel**

- 5) Click on the submit button to upload the file.

Additional Documents

Document Type Upload Documents AGRIMIN_Wor..._Ver_1.pdf
*Only pdf,doc,xls accepted

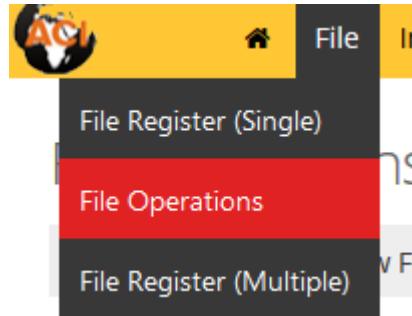
Document No

Upload Documents

| Document Type | Document No | View | Upload Date |
|-------------------|---------------------|---|-------------|
| Nomination | | AGRIMIN_Work_Flow_Ver_1.pdf | 07-01-2020 |
| Rate Confirmation | | Vessel_Reports_Format_-_Liquid_Cargo_-_Import.pdf | 07-01-2020 |
| Bill of Lading | Bill of Ladding 123 | AGRIMIN_Work_Flow_Ver_1.pdf | 08-01-2020 |

File Operations

This menu option is used to view the uploaded files during the operations. To open the file operation, click on the File menu and select the File operation option.



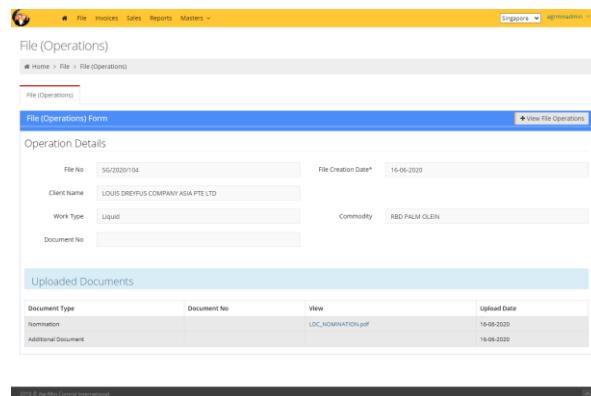
This will open a screen as shown below.

File Operations (View)

 Home > File > View File Operations

| View File Operations | | | | | | |
|----------------------|-------------|------------|------------------------------------|-----------------|---------------------------------|--|
| Sr.No. | File No. | File Date | Client Name | Nomination Date | View Operations | |
| 1 | SG/2020/104 | 16-06-2020 | LOUIS DREYFUS COMPANY ASIA PTE LTD | 16-06-2020 | View Operations | |
| 2 | SG/2020/103 | 11-06-2020 | STA62 TRADING PTE LTD | 11-06-2020 | View Operations | |
| 3 | SG/2020/102 | 11-06-2020 | AGROCOPR INTERNATIONAL PTE LTD. | 11-06-2020 | View Operations | |
| 4 | SG/2020/101 | 10-06-2020 | INDO INTERNATIONAL TRADING FZCO. | 10-06-2020 | View Operations | |
| 5 | SG/2020/100 | 09-06-2020 | RIYA INTERNATIONAL PTE LTD | 09-06-2020 | View Operations | |
| 6 | SG/2020/099 | 09-06-2020 | SHANHI FEEDS PRIVATE LIMITED | 08-06-2020 | View Operations | |

Click on **View Operations** button to view all the uploaded files which will look like below.

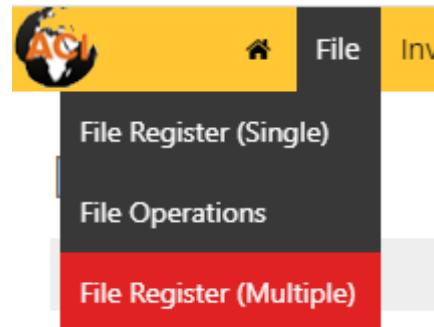


The screenshot shows the 'File (Operations)' form. In the 'Operation Details' section, there are fields for File No (SG/2020/104), Client Name (LOUIS DREYFUS COMPANY ASIA PTE LTD), Work Type (Liquid), Commodity (RED PALM OLEIN), and Document No. In the 'Uploaded Documents' section, there is a table with one row showing a nomination document named 'LOC_NOMINATION.pdf' uploaded on 16-06-2020.

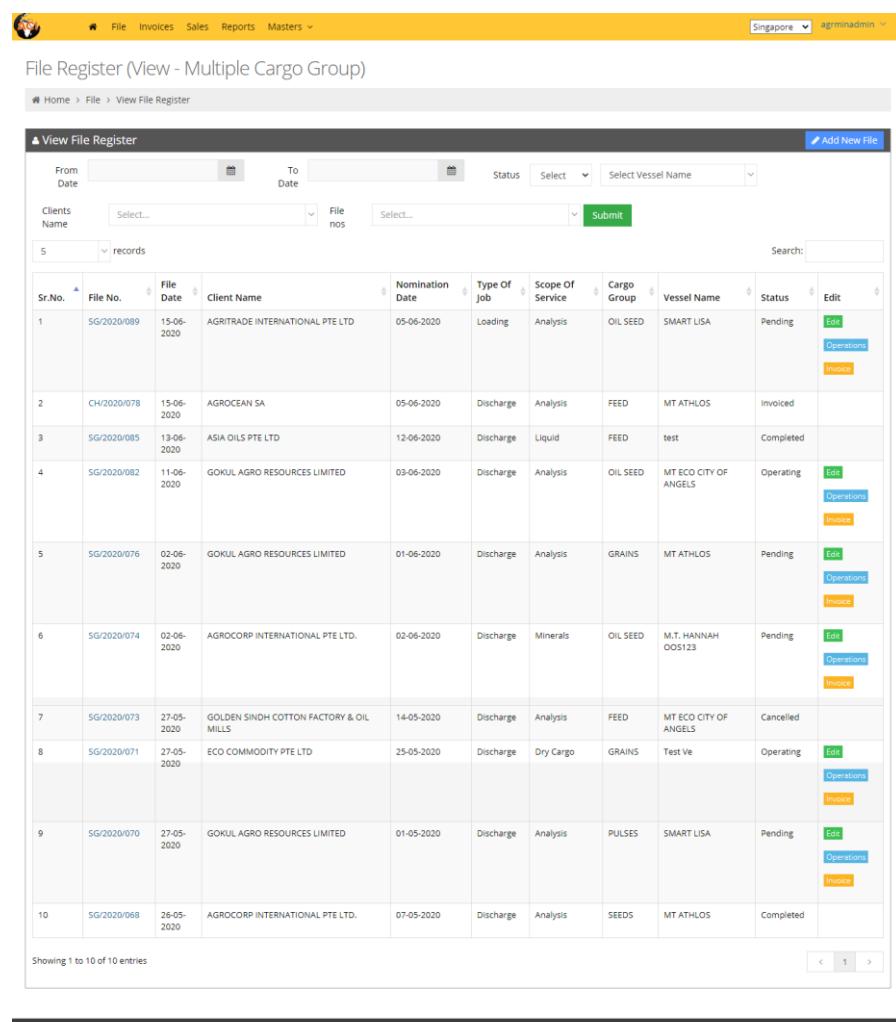
In the above screen you can only view what all file has been uploaded in a particular project.

File Register(Multiple)

This option is used to create a file where there is a multiple cargo is being loaded/unloaded from the same ship/truck/container/wagon etc. To open click on the file menu and select File Register(Multiple) option.



It will open the below screen as shown below.



| Sr.No. | File No. | Date | Client Name | Nomination Date | Type Of Job | Scope Of Service | Cargo Group | Vessel Name | Status | Edit |
|--------|-------------|------------|---|-----------------|-------------|------------------|-------------|-----------------------|-----------|---|
| 1 | SG/2020/089 | 15-06-2020 | AGRITRADE INTERNATIONAL PTE LTD | 05-06-2020 | Loading | Analysis | OIL SEED | SMART LISA | Pending | Edit Operations Invoice |
| 2 | CH/2020/078 | 15-06-2020 | AGROCEAN SA | 05-06-2020 | Discharge | Analysis | FEED | MT ATHLOS | Invoiced | |
| 3 | SG/2020/085 | 13-06-2020 | ASIA OILS PTE LTD | 12-06-2020 | Discharge | Liquid | FEED | test | Completed | |
| 4 | SG/2020/082 | 11-06-2020 | GOKUL AGRO RESOURCES LIMITED | 03-06-2020 | Discharge | Analysis | OIL SEED | MT ECO CITY OF ANGELS | Operating | Edit Operations Invoice |
| 5 | SG/2020/076 | 02-06-2020 | GOKUL AGRO RESOURCES LIMITED | 01-06-2020 | Discharge | Analysis | GRAINS | MT ATHLOS | Pending | Edit Operations Invoice |
| 6 | SG/2020/074 | 02-06-2020 | AGROCOP INTERNATIONAL PTE LTD. | 02-06-2020 | Discharge | Minerals | OIL SEED | M.T. HANNAH OOS123 | Pending | Edit Operations Invoice |
| 7 | SG/2020/073 | 27-05-2020 | GOLDEN SINDH COTTON FACTORY & OIL MILLS | 14-05-2020 | Discharge | Analysis | FEED | MT ECO CITY OF ANGELS | Cancelled | |
| 8 | SG/2020/071 | 27-05-2020 | ECO COMMODITY PTE LTD | 25-05-2020 | Discharge | Dry Cargo | GRAINS | Test Ve | Operating | Edit Operations Invoice |
| 9 | SG/2020/070 | 27-05-2020 | GOKUL AGRO RESOURCES LIMITED | 01-05-2020 | Discharge | Analysis | PULSES | SMART LISA | Pending | Edit Operations Invoice |
| 10 | SG/2020/068 | 26-05-2020 | AGROCOP INTERNATIONAL PTE LTD. | 07-05-2020 | Discharge | Analysis | SEEDS | MT ATHLOS | Completed | |

It will list all the files created using this screen. To add a new entry click on **Add New File** button it will open a screen as shown below.

File Register (New - Multiple Cargo Group)

Home > File > New File Register

File Register

New File Register

View All Files

File Details

* Marked fields are Mandatory

File Type*

File options*

*File Options Are Required. Please select before submitting File.

- Delivery Supervision**
- Check D/o issued for the delivery
- Daily delivery report on 24 hrly basis
- Loading supervision in wagons
- Maintain book stock of cargo
- Supervise item wise loading of truck + tally if bagged & general cargo
- Weighment supervision of truck
- Onboard Attendance**

Assigned To User

File Creation Date*

Company/Client Name*

File Ref No

Scope of Services*

Tax Options*

Nomination Date*

Type Of Job*

Other Details

Vessel Name

Voyage No

File Instructions*

Status*

Invoiced By*

Cargo Details

***Instructions : 1. Please check the Cargo entries before File Submissions.
2. Select Cargo Group and then Add No of Cargo Products As Required...

| Cargo Group | Cargo | Packing | Quantity | Unit | Origin | Load Port | Discharge Port | Place Of Attendance | Remove |
|-------------|--------|---------|----------|--------|--------|-----------|----------------|---------------------|--------|
| Select | Select | Select | | Select | | | | | |

Upload Documents

Nomination* Choose File No file chosen
*Only pdf,doc,xls accepted

Additional Document Choose File No file chosen
*Only pdf,doc,xls accepted

Submit Cancel

The screen is similar to the File Register(Single) the only difference here is you can select Multiple cargo Group as well, like as shown below.

[Add Cargo](#)

| Cargo Group | Cargo | Packing | Quantity | Unit | Origin | Load Port | Discharge Port | Place Of Attendance | Remove |
|-------------|-----------|---------|----------|------|-------------|-----------|----------------|---------------------|--------|
| GRAINS | PADDY | BAGS | 1200 | MT | Test Origin | Test Load | Test Disch | Test Origin | |
| FEED | CASTOR MI | BAGS | 1000 | MT | Test Origin | Test Load | Test Disch | Test Origin | |

Upload Documents

| | |
|---------------------|---|
| Nomination* | <input type="button" value="Choose File"/> No file chosen *Only pdf,doc,xls accepted |
| Additional Document | <input type="button" value="Choose File"/> No file chosen *Only pdf,doc,xls accepted |

When you click on Add Cargo button it will add a new row, you can add as much row as you want.



Click on button this will remove that particular entry.

The invoice section will look as below when clicked on the invoice button it will open a below screen,

The screenshot shows the 'Tax Invoice' screen with the following details:

- Invoice Details:**
 - Ref No.: SUGAR0001
 - File Created Date: 21/05/2020
 - Owner: ECO COMMODITY PTE LTD
 - Address: 108 PEAK GARDEN STREET, #01-14
 - Postal Code: 079000
 - Country: Singapore
 - CMP: Singapore
 - Port of Discharge: Singapore
 - Port of Loading: Singapore
 - Inspection Date: 16/05/2020
 - Bill of Lading Date: 16/05/2020
 - Bill of Lading No.: 1234567890
- File Parameters:**
 - Parametric: Yes
 - Parametric Value: SG202001
 - Header Name: Test
 - Header No: 01000
 - Charge Sheet: GENERAL SUGAR CHARGE
 - Commodity: BROWN RICE, CASTOR SEED, RAW SUGAR
 - Quantity: 10000
 - Inspection Port: Port of Discharge Port
 - Discharge Port: Port of Discharge Port
 - Inspection Date: 17/05/2020
 - Remarks:
- Invoice Details:**
 - Sr. No. 1 - Cargo Details for BROWN RICE - Cargo Group: GRAINS
 - Mode Item: BROWN RICE
 - QTY: 10000
 - Rate per Day: 100
 - Amount: 1000000
- Sr. No. 2 - Cargo Details for CASTOR SEED - Cargo Group: OIL SEED**
 - Mode Item: CASTOR SEED
 - QTY: 5000
 - Rate per Day: 100
 - Amount: 500000
- Sr. No. 3 - Cargo Details for RAW SUGAR - Cargo Group: SUGAR**
 - Mode Item: RAW SUGAR
 - QTY: 50000
 - Rate per Day: 100
 - Amount: 5000000
- Other Details:**
 - Mode Item:
 - QTY:
 - Rate per Day:
 - Amount:
- Invoice Amount:**
 - Current: SGD 1000000
 - Rate: SGD 100
 - Exchange Rate: 1
 - Total Tax Amount: SGD 0
 - Total Invoice Amount: SGD 1000000

Here it will create separate sections for each and every Cargo with the blue color background on it, allowing you to add more details/additional charges incurred against that cargo, you can add more rows using the

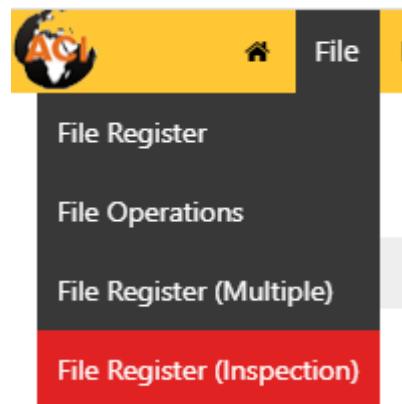
Add Cargo Particulars

button. You can add additional charges like testing charges, courier charges etc.

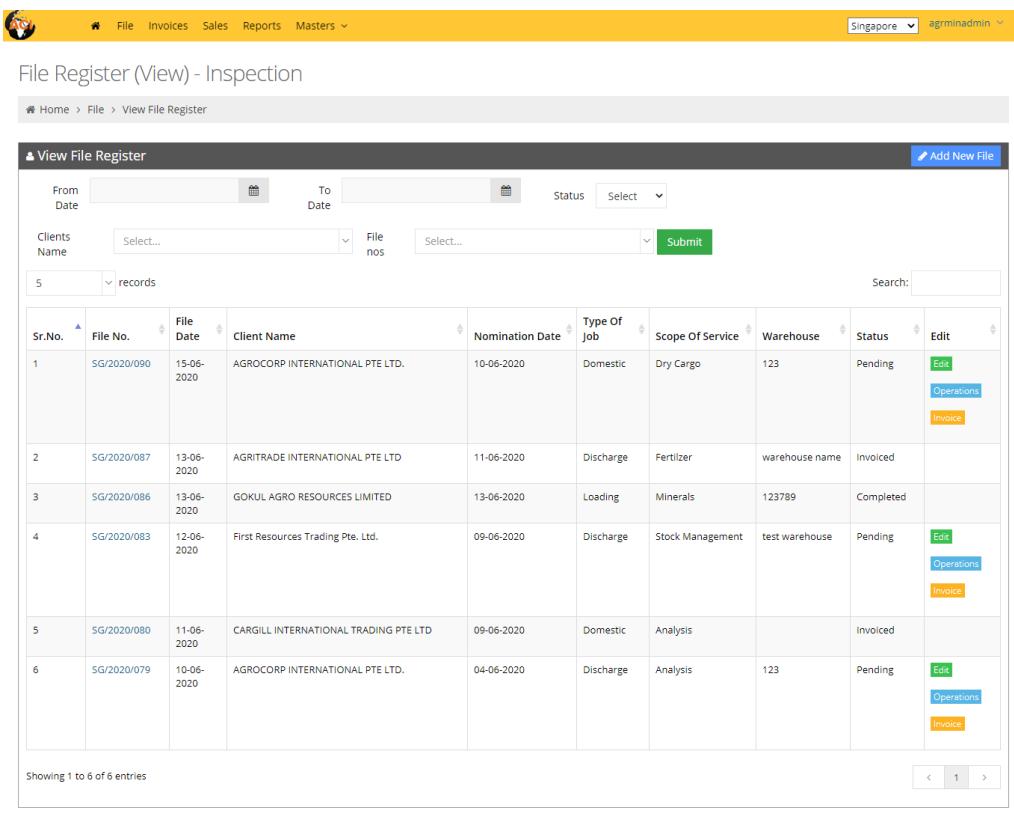
Note:- All the other options are same as File Register(Single) so that is not mentioned in this section.

File register(Inspection)

This option is used if there is only inspection where the Cargo is not involved, this option can be used for Container inspection and Warehouse inspection. To open this, you can click on File menu, select File Register(Inspection).



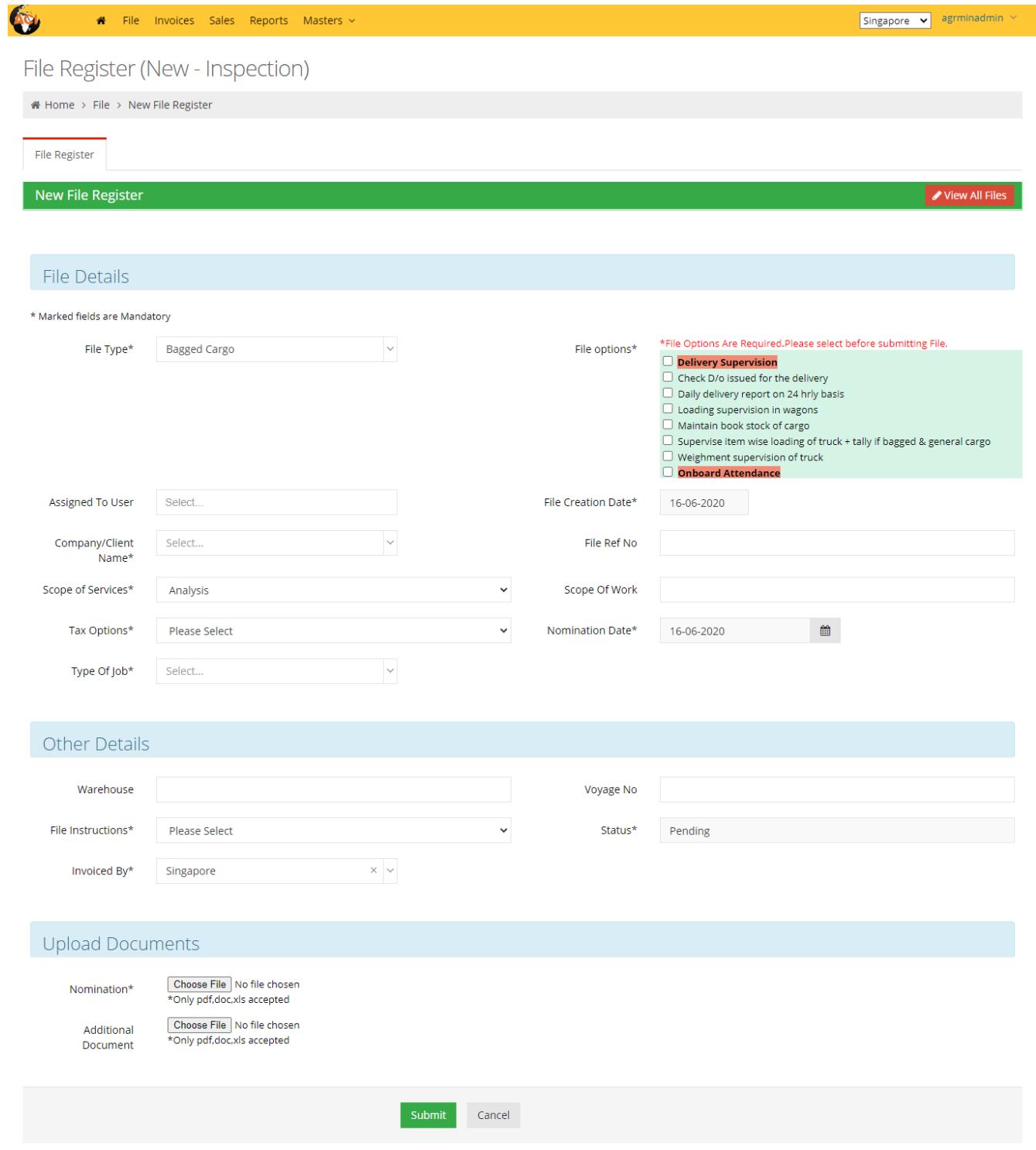
It will open a screen as shown below.



| Sr.No. | File No. | File Date | Client Name | Nomination Date | Type Of Job | Scope Of Service | Warehouse | Status | Edit | Operations | Invoice |
|--------|-------------|------------|---------------------------------------|-----------------|-------------|------------------|----------------|-----------|----------------------|----------------------------|-------------------------|
| 1 | SG/2020/090 | 15-06-2020 | AGROCOP INTERNATIONAL PTE LTD. | 10-06-2020 | Domestic | Dry Cargo | 123 | Pending | Edit | Operations | Invoice |
| 2 | SG/2020/087 | 13-06-2020 | AGRITRADE INTERNATIONAL PTE LTD | 11-06-2020 | Discharge | Fertilizer | warehouse name | Invoiced | | | |
| 3 | SG/2020/086 | 13-06-2020 | GOKUL AGRO RESOURCES LIMITED | 13-06-2020 | Loading | Minerals | 123789 | Completed | | | |
| 4 | SG/2020/083 | 12-06-2020 | First Resources Trading Pte. Ltd. | 09-06-2020 | Discharge | Stock Management | test warehouse | Pending | Edit | Operations | Invoice |
| 5 | SG/2020/080 | 11-06-2020 | CARGILL INTERNATIONAL TRADING PTE LTD | 09-06-2020 | Domestic | Analysis | | Invoiced | | | |
| 6 | SG/2020/079 | 10-06-2020 | AGROCOP INTERNATIONAL PTE LTD. | 04-06-2020 | Discharge | Analysis | 123 | Pending | Edit | Operations | Invoice |

Showing 1 to 6 of 6 entries

To add a new entry in this screen click on **Add New File** button it will open a screen as shown.



File Register (New - Inspection)

New File Register

File Details

* Marked fields are Mandatory

| | | | | |
|----------------------|---------------|---|---|--|
| File Type* | Bagged Cargo | File options* | *File Options Are Required. Please select before submitting File. | |
| | | <input type="checkbox"/> Delivery Supervision <input type="checkbox"/> Check D/o issued for the delivery <input type="checkbox"/> Daily delivery report on 24 hrly basis <input type="checkbox"/> Loading supervision in wagons <input type="checkbox"/> Maintain book stock of cargo <input type="checkbox"/> Supervise item wise loading of truck + tally if bagged & general cargo <input type="checkbox"/> Weightment supervision of truck <input type="checkbox"/> Onboard Attendance | | |
| Assigned To User | Select... | File Creation Date* | 16-06-2020 | |
| Company/Client Name* | Select... | File Ref No | | |
| Scope of Services* | Analysis | Scope Of Work | | |
| Tax Options* | Please Select | Nomination Date* | 16-06-2020 | |
| Type Of Job* | Select... | Voyage No | | |
| Status* | Pending | | | |
| Invoiced By* | Singapore | | | |

Other Details

| | | | | |
|--------------------|---------------|-----------|---------|--|
| Warehouse | | Voyage No | | |
| File Instructions* | Please Select | Status* | Pending | |
| Invoiced By* | Singapore | | | |

Upload Documents

| | |
|---------------------|---|
| Nomination* | <input type="button" value="Choose File"/> No file chosen *Only pdf,doc,xls accepted |
| Additional Document | <input type="button" value="Choose File"/> No file chosen *Only pdf,doc,xls accepted |

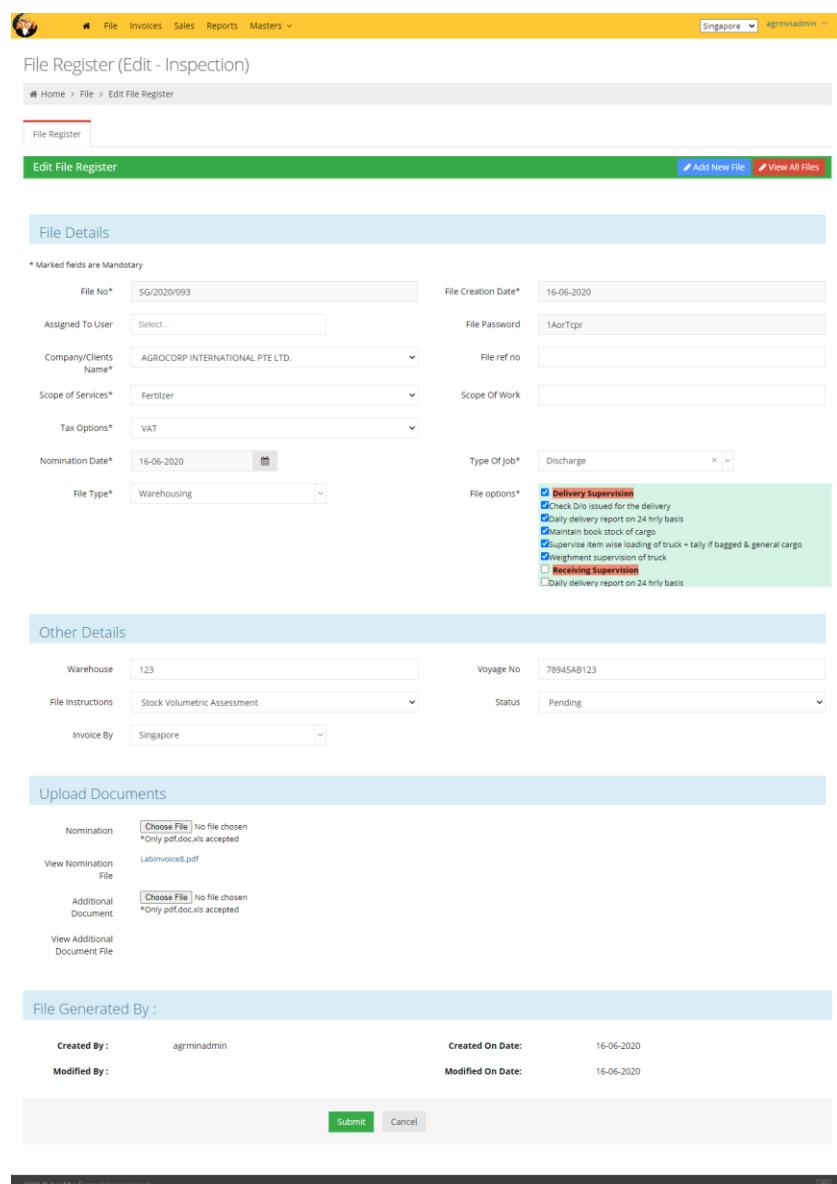
Submit **Cancel**

- 1) In file details section you can select the required file type i.e Container, Analysis or Warehousing whichever is applicable.
- 2) The file options will populate as per the selected file type.
- 3) Select required assigned to user for whom you want to assign this file.
- 4) File creation date is automatically generated with the system date.
- 5) Select the required company client name

- 6) Enter file reference no if applicable.
- 7) Select scope of services OR enter scope of work if it is not there.
- 8) Select the required tax option if it is applicable.
- 9) Select the required nomination date.
- 10) In Other details section you can Warehouse/Container name/number.
- 11) Enter the required Voyage number
- 12) Select file instructions.
- 13) Select the required invoice by if this will be invoiced by some other branch.
- 14) Upload the required document for Nomination and Additional document.
- 15) Click on submit button.

Editing the file

To edit the file click on the edit button and will open a screen as shown below.



The screenshot displays the 'Edit File Register' interface. Key visible elements include:

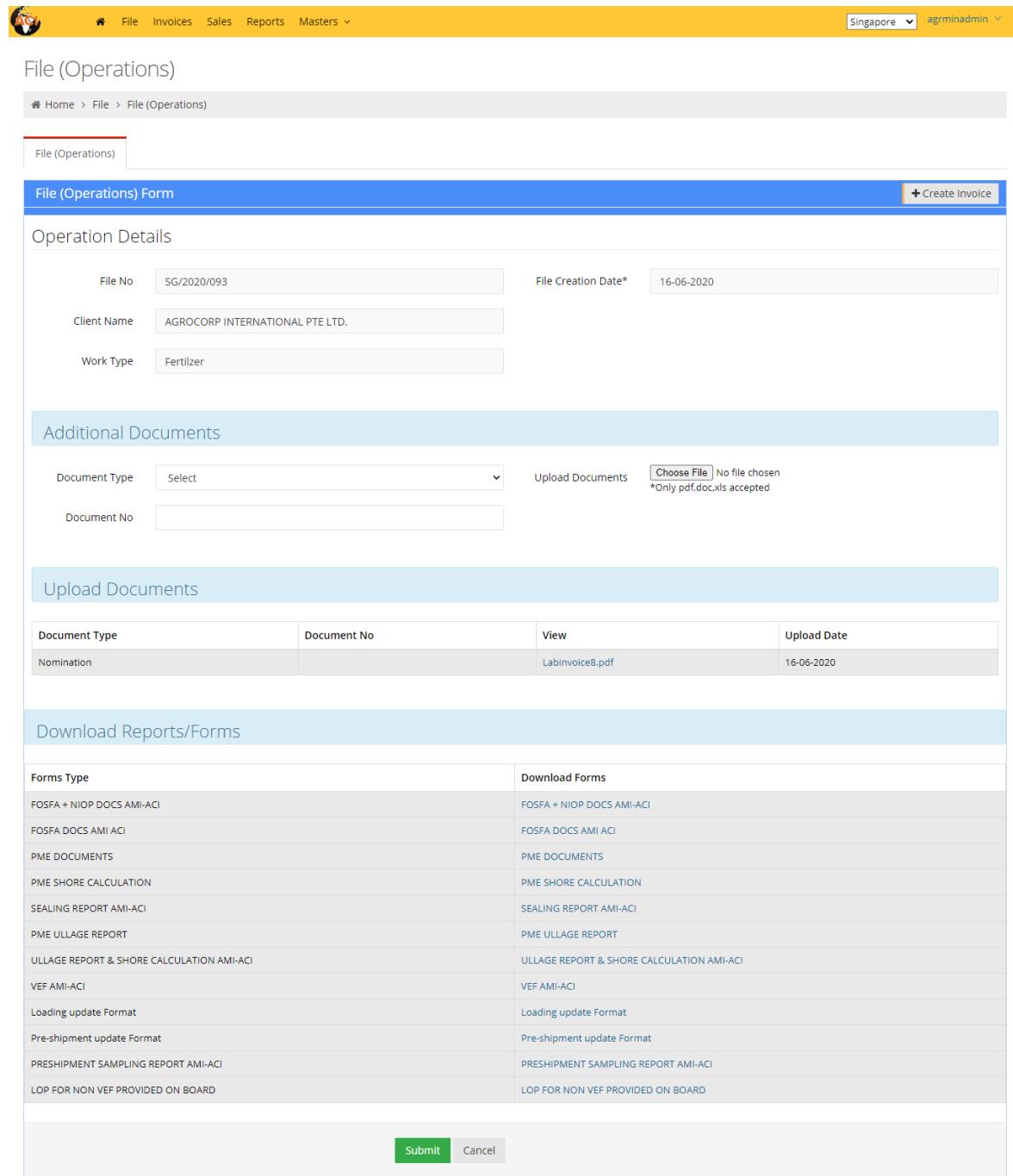
- File Details:** Fields for File No. (SG/2020/093), File Creation Date (16-06-2020), File Password (1AorTcr), File ref no., Scope Of Work, Nomination Date (16-06-2020), File Type (Warehousing), and Type Of job (Discharge).
- File Options:** A group of checkboxes under a green highlight, including **Delivery Supervision** (selected), **Receiving Supervision** (unchecked), and several other options like 'Daily delivery report on 24 hrly basis' and 'Maintain book stock of cargo'.
- Other Details:** Fields for Warehouse (123), Voyage No. (78945AB123), File Instructions (Stock Volumetric Assessment), Status (Pending), and Invoice By (Singapore).
- Upload Documents:** Sections for Nomination (Choose File - LabInvoice8.pdf), View Nomination File, Additional Document (Choose File - LabInvoice8.pdf), and View Additional Document File.
- File Generated By:** Summary table showing Created By (agrimadmin), Created On Date (16-06-2020), Modified By (agrimadmin), and Modified On Date (16-06-2020).
- Buttons:** Submit and Cancel.

Here you can edit the required details and click on the submit button.

Click on **View All Files** button it will show the list of files.

Operations

The **Operations** will allow you to upload the required reports related to the inspection like FOSFA report you can also download the format from the system and edit, upload it.



The screenshot shows the 'File (Operations)' page. At the top, there's a navigation bar with links for File, Invoices, Sales, Reports, Masters, and a dropdown for Singapore and agriminadmin. Below the navigation is a breadcrumb trail: Home > File > File (Operations). The main content area has a title 'File (Operations) Form' with a '+ Create Invoice' button. The 'Operation Details' section contains fields for File No (SG/2020/093), File Creation Date (16-06-2020), Client Name (AGROCOP INTERNATIONAL PTE LTD.), and Work Type (Fertilizer). Below this is an 'Additional Documents' section with fields for Document Type (Select), Upload Documents (Choose File, No file chosen, *Only pdf,doc,xls accepted), and Document No. An 'Upload Documents' section shows a table with columns for Document Type, Document No, View, and Upload Date. The table entries include Nomination (LabInvoice8.pdf, 16-06-2020). The final section is 'Download Reports/Forms' which lists various document types and their corresponding download links. At the bottom are 'Submit' and 'Cancel' buttons.

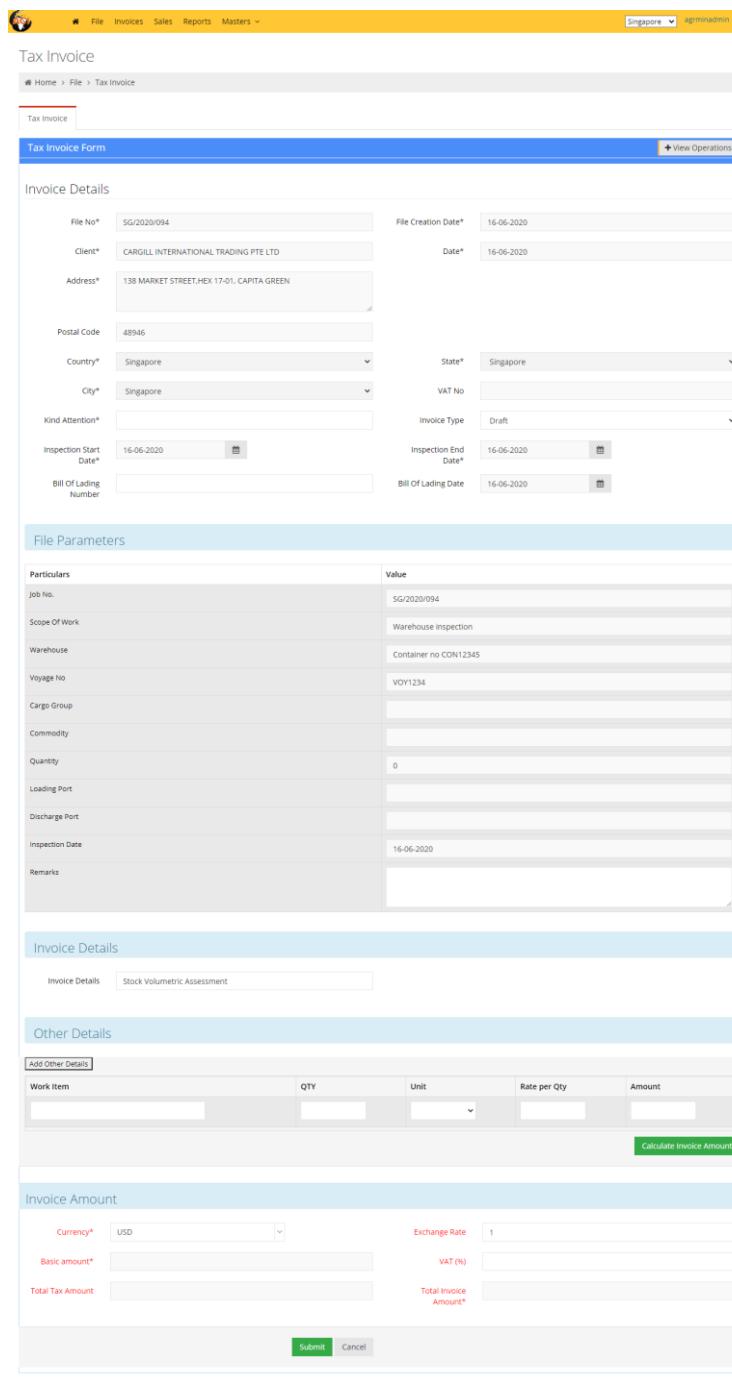
Here you can upload the required file by selecting the document type, document no is optional. Browse the file which can be either PDF,Doc or XLS/XLSX.

Invoice

Creating invoice is easy you can click on **+ Create Invoice** button OR

| Sr.No. | File No. | File Date | Client Name | Nomination Date | Type Of Job | Scope Of Service | Warehouse | Status | Edit |
|--------|-------------|------------|---------------------------------|-----------------|-------------|------------------|-----------|---------|--|
| 1 | SG/2020/093 | 16-06-2020 | AGROCORP INTERNATIONAL PTE LTD. | 16-06-2020 | Discharge | Fertilizer | 123 | Pending | Edit Operations Invoice |
| 2 | SG/2020/092 | 16-06-2020 | AGRITRADE INTERNATIONAL PTE LTD | 10-06-2020 | Loading | Dry Cargo | 123 | Pending | Edit Operations Invoice |

Click on the invoice button. It will open the invoice screen as shown below.



The screenshot shows the 'Tax Invoice' screen with the following details:

- Tax Invoice** (Section header)
- Tax Invoice Form** (Section header)
- Invoice Details** (Section header)
 - File No*: SG/2020/094
 - File Creation Date*: 16-06-2020
 - Client*: CARGILL INTERNATIONAL TRADING PTE LTD
 - Date*: 16-06-2020
 - Address*: 138 MARKET STREET,HEX 17-01, CAPITA GREEN
 - Postal Code: 48946
 - Country*: Singapore
 - State*: Singapore
 - City*: Singapore
 - VAT No:
 - Kind Attention*:
 - Invoice Type: Draft
 - Inspection Start Date*: 16-06-2020
 - Inspection End Date*: 16-06-2020
 - Bill Of Lading Number:
- File Parameters** (Section header)

| Particulars | Value |
|-----------------|-----------------------|
| Job No. | SG/2020/094 |
| Scope Of Work | Warehouse Inspection |
| Warehouse | Container no CON12345 |
| Voyage No | VOY1234 |
| Cargo Group | |
| Commodity | |
| Quantity | 0 |
| Loading Port | |
| Discharge Port | |
| Inspection Date | 16-06-2020 |
| Remarks | |
- Invoice Details** (Section header)
 - Invoice Details: Stock Volumetric Assessment
- Other Details** (Section header)

| Add Other Details | Work Item | QTY | Unit | Rate per Qty | Amount |
|-------------------|-----------|-----|------|--------------|--------|
| | | | | | |
- Invoice Amount** (Section header)

| Currency* | USD | Exchange Rate | 1 |
|------------------|-----|-----------------------|---|
| Basic amount* | | VAT (%) | |
| Total Tax Amount | | Total Invoice Amount* | |

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All options are same as our File Register(Single) option here also when the invoice is created it is in the draft mode. To make the invoice as final click on the edit button in the invoices screen.

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View Invoices

Home > Invoices > View Invoices

View Invoices

| Sr.No. | File No | Invoice No | Invoice Date | Invoice Type | Invoice Currency | Invoice Amount | Status | Edit / Cancel |
|--------|-------------|---------------------|--------------|--------------|------------------|----------------|--------|---|
| 1 | SG/2020/094 | | | Draft | USD | 9520.00 | Open | Edit / Cancel |
| 2 | SG/2020/093 | | | Draft | USD | 6848.00 | Open | Edit / Cancel |
| 3 | SG/2020/092 | | | Draft | USD | 6848.00 | Open | Edit / Cancel |
| 4 | CH/2020/078 | ACI/CH/2020/078/058 | 15-06-2020 | Final | USD | 3200.00 | Open | |
| 5 | SG/2020/086 | ACI/SG/2020/086/056 | 15-06-2020 | Final | USD | 1.01 | Closed | |
| 6 | SG/2020/085 | ACI/SG/2020/085/057 | 15-06-2020 | Final | USD | 415412.79 | Closed | |
| 7 | SG/2020/084 | ACI/SG/2020/084/055 | 15-06-2020 | Final | USD | 32203.79 | Closed | |
| 8 | SG/2020/082 | | | Draft | USD | 794771.50 | Open | Edit / Cancel |
| 9 | SG/2020/079 | | | Draft | USD | 25.68 | Open | Edit / Cancel |

It will open a screen as shown below.

The form includes fields for Address (150 MARKET STREET, AREA 1/2/3, CAPITA GREEN), Postal Code (48946), Country (Singapore), State (Singapore), City (Singapore), VAT No, Kind Attention (Mr.Doe), and Invoice Type (Draft). A note at the bottom right states: "Note : If Final selected, Invoice will be non editable and non cancellable." An arrow points from the "Draft" dropdown to this note.

Change invoice type from Draft to Final, once the invoice is made final it will create a invoice number and also the invoice is locked for further editing, This option is applicable for all the three file types I,e for File Register(Single), File Register(Multiple) and File Register(Inspection).

Note – Once the invoice is made final it is locked for editing and also not cancellable.

Invoice Menu

This option is used to create invoice, for the file, it will automatically pick up all the details of the file. To go to the invoice screen there are two ways either you can go from the File Register View

| Approx Qty | Approx Unit | Status | Edit |
|------------|-------------|-----------|---|
| 1200 | MT | Operating | Edit Operations Invoice ← |

OR

Directly from the operations view.



The screenshot shows a software interface for managing operations. At the top, there's a navigation bar with tabs: 'File (Operations)' (highlighted in red), 'File (Operations) Form' (highlighted in blue), and 'Operation Details'. Below the tabs, there are two buttons: '+ View File Register' and '+ Create Invoice'. A blue arrow points to the '+ Create Invoice' button.

- 1) When you click on the invoice or Create Invoice button it will open the below screen.

Tax Invoice

Home > File > Tax Invoice

Tax Invoice Form

Invoice Details

| | | | |
|------------------------|------------------------|----------------------|------------|
| File No* | CH/2020/039 | File Creation Date* | 25-04-2020 |
| Client* | ADM INTERNATIONAL SARL | Date* | 25-05-2020 |
| Address* | ZA La Piece 3 1180 | | |
| Postal Code | | | |
| Country* | Switzerland | State* | Vaud |
| City* | Select City | VAT No | |
| Kind Attention* | | Invoice Type | Draft |
| Inspection Start Date* | 25-05-2020 | Inspection End Date* | 25-05-2020 |
| Bill Of Lading Number | | Bill Of Lading Date | 25-05-2020 |

File Parameters

| | |
|-----------------|--------------------------------|
| Particulars | Value |
| Job No. | CH/2020/039 |
| Vessel Name | test |
| Voyage No | test voyage no |
| Cargo Group | FEED |
| Commodity | COPRA EXPELLERS MEAL |
| Quantity | 1352 |
| Loading Port | DUMAI & LUBUK GAUNG, INDONESIA |
| Discharge Port | IND(Aaa) |
| Inspection Date | 25-04-2020 |
| Remarks | |

Invoice Details

Invoice Details Collateral Management Services

Sr.No. 1 - Cargo Details for COPRA EXPELLERS MEAL

Add Cargo Particulars

| Work Item | QTY | Unit | Rate per Qty | Amount |
|----------------------|------|------|--------------|--------|
| COPRA EXPELLERS MEAL | 1352 | KG | | |

Other Details

Add Other Details

| Work Item | QTY | Unit | Rate per Qty | Amount |
|-----------|-----|------|--------------|--------|
| | | | | |

Calculate Invoice Amount

Invoice Amount

| | | | |
|------------------|-----|-----------------------|---|
| Currency* | USD | Exchange Rate | 1 |
| Basic amount* | | VAT (%) | |
| Total Tax Amount | | Total Invoice Amount* | |

Submit **Cancel**

The screen is divided in 4 parts namely Invoice Details, File Parameters, Invoice Parameters and Invoice Amount. By default, when the invoice is created it will be Draft mode.

Tax Invoice Form

Invoice Details

| | | | |
|------------------------|--|----------------------|------------|
| File No* | SG/2020/072 | File Creation Date* | 27-05-2020 |
| Client* | GOKUL AGRO RESOURCES LIMITED | Date* | 27-05-2020 |
| Address* | 89 MEGHPAR - BORICHI NR SHARMA RESORT, GALPADAR ROAD, TALUKA ANJAR, GANDHIDHAM KUCH 370110, GUJARAT, INDIA | | |
| Postal Code | | | |
| Country* | India | State* | Gujarat |
| City* | Gandhidham | VAT No | |
| Kind Attention* | | | |
| Inspection Start Date* | 27-05-2020 | Inspection End Date* | 27-05-2020 |
| Bill Of Lading Number | Bill Of Lading Date 27-05-2020 | | |

- 1) **Invoice Details** – Here the client information, inspection start and end date will populate from the File register and master, You can enter bill of lading number and Bill of lading date.

File Parameters

| | |
|---------------------|---|
| Particulars | Value |
| Vessel Name | Test 1234 |
| Voyage No | VOY 1234 |
| Cargo Group | FEED |
| Cargo | CASTOR MEAL |
| Packing | SILO |
| Packing Desc | Plastic coated, cotton bags |
| Quantity/Uom | 1200 MT |
| File Instructions | Onboard Loading/Unloading, cargo receipt/delivery/sampling/weightment/supervision |
| Place of Attendance | Point to Point |
| Origin | Factory ware house at Singapore Area ? |
| Load Port | Singapore port |
| Discharge Port | JNPT or Mumbai India |
| Remarks | |

- 2) **File parameters** - Here you will see all the file related data which you had selected during the file creation. You can add the remarks if any to the invoice.

Invoice Details

| | |
|-----------------|--|
| Invoice Details | Inspection and Volumetric Measurement of Stock |
|-----------------|--|

Sr.No. 1 - Cargo Details for WHITE SUGAR - Cargo Group : SUGAR

| Add Cargo Particulars | | | | |
|-----------------------|------|------|--------------|--------|
| Work Item | QTY | Unit | Rate per Qty | Amount |
| WHITE SUGAR | 1230 | NOS | | |

- 3) **Invoice Details** – This shows the invoice details.
- 4) Next section shows the cargo name highlighted with the Blue background, for each and every cargo you can add additional information related to that cargo by

clicking on the

Add Cargo Particulars

This will create a new row with blank

textboxes. You can enter additional charges like Courier Charges, Service Charges etc.

Other Details

Add Other Details

| Work Item | QTY | Unit | Rate per Qty | Amount |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |

Calculate Invoice Amount

5) Other Details – This section will contain over all additional charges incurred towards that entire

Calculate Invoice Amount

Project. Once entered all the details you can click on the **Calculate Invoice Amount** button to calculate the amount.

Invoice Amount

Currency*

USD

Exchange Rate

1

Basic amount*

VAT (%)

Total Tax Amount

Total Invoice
Amount*

Submit **Cancel**

6) Invoice Amount – Here you can select the currency, enter exchange rate, Vat percent if applicable and click on the submit button can add more information in the work item at the below textboxes. Once you enter all the information then click on the calculate button.

7) All the calculation will reflect in Invoice Amount section.

Invoice Amount

Currency*

\$

Exchange Rate

1

Basic amount*

14600

VAT (%)

Total Tax Amount

Total Invoice
Amount*

14600

Submit **Cancel**

8) Select the required currency and enter the exchange rate if applicable.

Currency*

Basic amount*

Total Tax Amount

Invoice Amount

Submit **Cancel**

\$

\$

R\$

₹

Rp

S\$

CHF

5) Enter the exchange rate if any

Invoice Amount

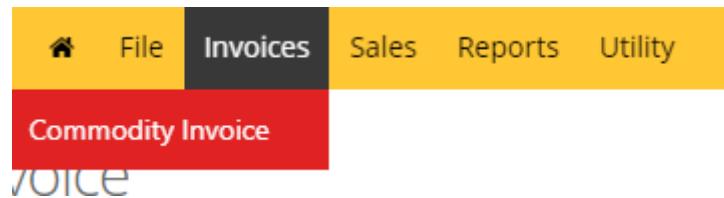
| | | | |
|------------------|------------------------------------|-----------------------|------------------------------------|
| Currency* | <input type="text" value="\$"/> | Exchange Rate | <input type="text" value="1.03"/> |
| Basic amount* | <input type="text" value="15038"/> | VAT (%) | <input type="text" value=""/> |
| Total Tax Amount | <input type="text" value=""/> | Total invoice Amount* | <input type="text" value="15038"/> |

Submit **Cancel**

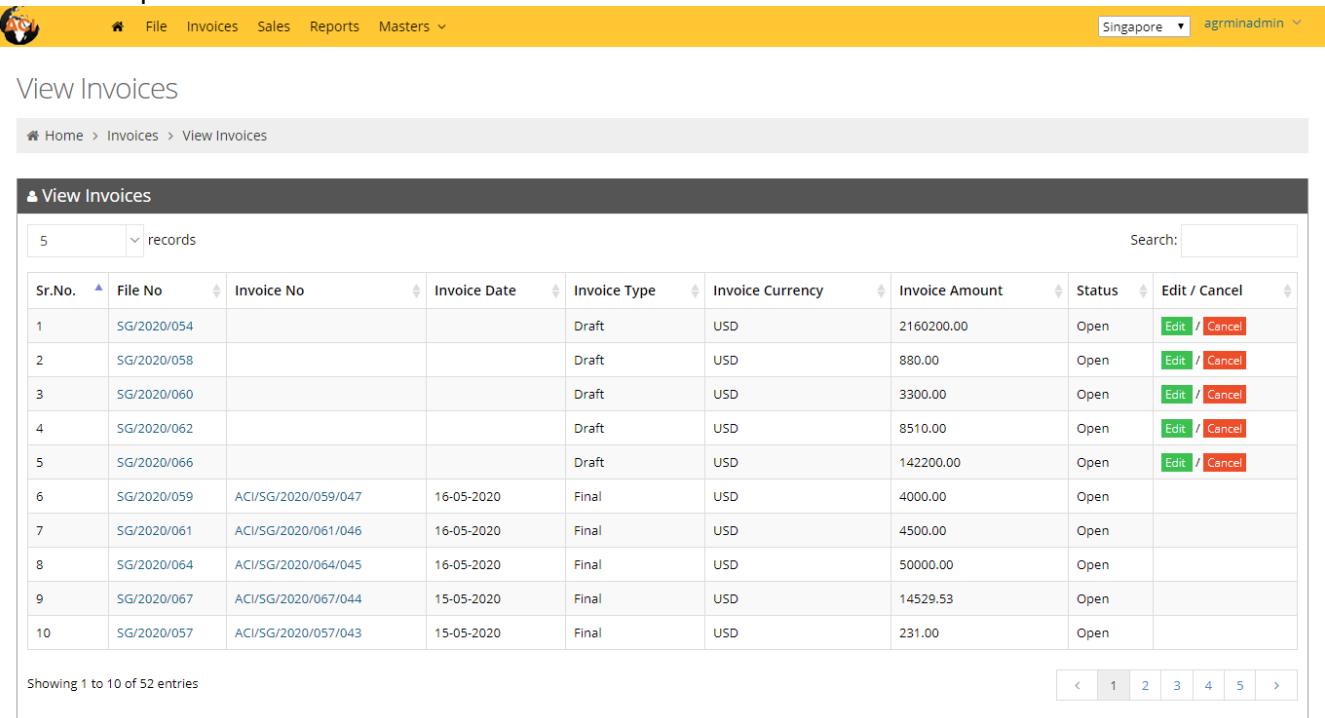
- 6) The Vat will be applicable based on the file generation option you selected, if you Vat while generating the file for a particular client it will allow you to enter the Vat percentage, based on it will calculate the total tax amount. Click on the submit button once done. By default, when the invoice is created it is in Draft mode.

Invoices Menu

Commodity Invoice



This will open the same invoice list screen as shown below.



| Sr.No. | File No. | Invoice No. | Invoice Date | Invoice Type | Invoice Currency | Invoice Amount | Status | Edit / Cancel |
|--------|-------------|---------------------|--------------|--------------|------------------|----------------|--------|---|
| 1 | SG/2020/054 | | | Draft | USD | 2160200.00 | Open | Edit / Cancel |
| 2 | SG/2020/058 | | | Draft | USD | 880.00 | Open | Edit / Cancel |
| 3 | SG/2020/060 | | | Draft | USD | 3300.00 | Open | Edit / Cancel |
| 4 | SG/2020/062 | | | Draft | USD | 8510.00 | Open | Edit / Cancel |
| 5 | SG/2020/066 | | | Draft | USD | 142200.00 | Open | Edit / Cancel |
| 6 | SG/2020/059 | ACI/SG/2020/059/047 | 16-05-2020 | Final | USD | 4000.00 | Open | |
| 7 | SG/2020/061 | ACI/SG/2020/061/046 | 16-05-2020 | Final | USD | 4500.00 | Open | |
| 8 | SG/2020/064 | ACI/SG/2020/064/045 | 16-05-2020 | Final | USD | 50000.00 | Open | |
| 9 | SG/2020/067 | ACI/SG/2020/067/044 | 15-05-2020 | Final | USD | 14529.53 | Open | |
| 10 | SG/2020/057 | ACI/SG/2020/057/043 | 15-05-2020 | Final | USD | 231.00 | Open | |

Showing 1 to 10 of 52 entries

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Editing Invoice

- Click on the **Edit** button it will open the below screen to edit the invoice.

Tax Invoice

Home > File > Tax invoice

Tax Invoice Form

+ View File Register | + View Operations | + View Draft Invoice

Invoice Details

| | | | |
|---------------------------------|---|---------------------|------------|
| File No* | SG/2020/040 | File Creation Date* | 20-03-2020 |
| Client* | CARGILL INTERNATIONAL TRADING PTE LTD | Date* | 28-05-2020 |
| Address* | 138 MARKET STREET,HEX 17-01, CAPITA GREEN | | |
| Postal Code | 48946 | State* | Singapore |
| Country* | Singapore | VAT No | |
| City* | Singapore | Invoice Type | Draft |
| Kind Attention: test kind atten | | | |

Note : If Final selected, Invoice will be non editable and non cancellable.

File Parameters

* Items below are coming from File Register Entry

| Particulars | Value |
|-----------------------|-------------------------------|
| Vessel Name | M.T. MEGA1 |
| Voyage No | 03/20 |
| Cargo Group | OILS AND FATS |
| Commodity | CRUDE PALM OIL,CRUDE PALM OIL |
| Quantity/Unit | 28000 MT |
| Load Port | Dumai,Batam |
| Discharge Port | Deendayal Port,Deendayal Port |
| Inspection Start Date | 27-05-2020 |
| Inspection End Date | 27-05-2020 |
| Bill of Lading Number | |
| Bill of Lading Date | 27-05-2020 |
| Remarks | |

Invoice Details

Invoice Details Weight and Quality Supervision

Sr.No. 1 - Cargo Details for CRUDE PALM OIL - Cargo Group : OILS AND FATS

Add Cargo Particulars

| Work Item | QTY | Unit | Rate per Qty | Amount | Remove |
|----------------|-------|------|--------------|----------|--------|
| CRUDE PALM OIL | 22500 | MT | 0.5 | 11250.00 | X |

Sr.No. 2 - Cargo Details for CRUDE PALM OIL - Cargo Group : OILS AND FATS

Add Cargo Particulars

| Work Item | QTY | Unit | Rate per Qty | Amount | Remove |
|----------------|------|------|--------------|---------|--------|
| CRUDE PALM OIL | 5500 | MT | 0.5 | 2750.00 | X |

Calculate Invoice Amount

Invoice Amount

| | | | |
|-------------------|----------|----------------------|----------|
| Currency* USD | USD | Exchange Rate* | 1 |
| Basic amount* | 14000.00 | VAT (%)* | |
| Total Tax Amount* | | Total Invoice Amount | 14000.00 |

File Generated By :

| | |
|-------------------------|------------------------------|
| Created By : agminadmin | Created On Date: 27-05-2020 |
| Modified By : | Modified On Date: 27-05-2020 |

Submit Cancel

The screen is same as entry screen, here you can edit Kind Attention, change invoice type from draft to final, the file parameter section is read only except bill of lading number, bill of lading date and remarks. Using the

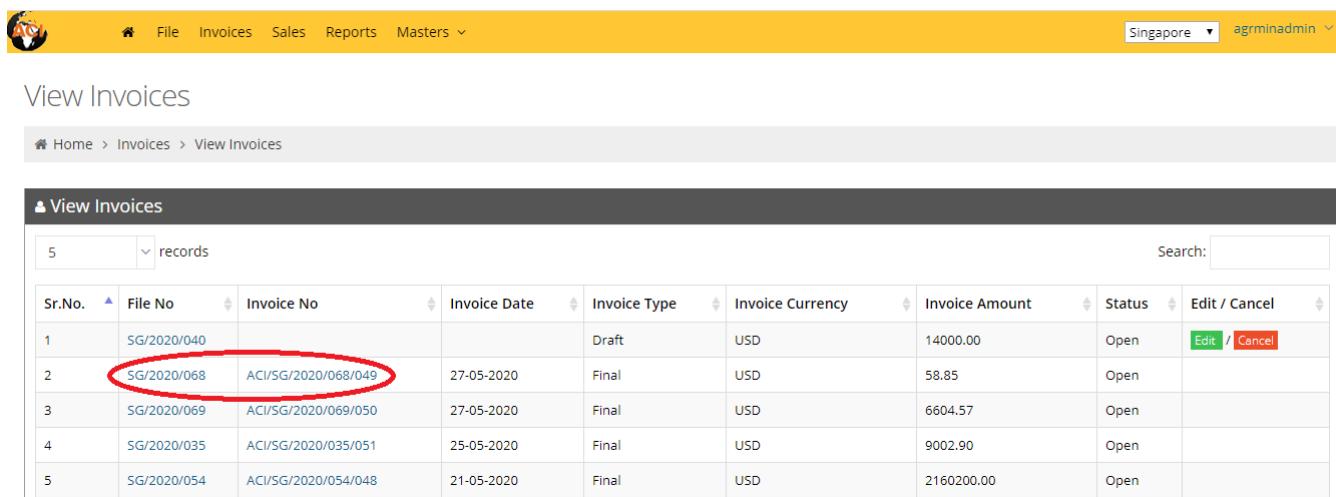
Add Cargo Particulars

you can add missing details if any, also remove the unwanted entry by clicking on the  button.

Note:- Once you make the invoice from Draft to Final, it will be locked for editing.

Full View

To view all the details of the invoice click on the File No or Invoice No from the list view



| Sr.No. | File No. | Invoice No. | Invoice Date | Invoice Type | Invoice Currency | Invoice Amount | Status | Edit / Cancel |
|--------|-------------|---------------------|--------------|--------------|------------------|----------------|--------|---|
| 1 | SG/2020/040 | | | Draft | USD | 14000.00 | Open | Edit / Cancel |
| 2 | SG/2020/068 | ACI/SG/2020/068/049 | 27-05-2020 | Final | USD | 58.85 | Open | |
| 3 | SG/2020/069 | ACI/SG/2020/069/050 | 27-05-2020 | Final | USD | 6604.57 | Open | |
| 4 | SG/2020/035 | ACI/SG/2020/035/051 | 25-05-2020 | Final | USD | 9002.90 | Open | |
| 5 | SG/2020/054 | ACI/SG/2020/054/048 | 21-05-2020 | Final | USD | 2160200.00 | Open | |

It will open the below screen showing the complete details.

Singapore ▾ agriminadmin ▾
 File Invoices Sales Reports Masters ▾
 Home > Reports > Invoice Report - Full View

Invoice Report

Invoice Report - Full View
 View Invoices
 View Draft Invoice
 Final Invoice Report

| | |
|--------------------|---|
| Invoice No | ACI/SG/2020/068/049 |
| File No | SG/2020/068 |
| File Creation Date | 26-05-2020 |
| Client | AGROCORP INTERNATIONAL PTE LTD. |
| Date | 28-05-2020 |
| Address | 10 ANSON ROAD, #32-03 INTERNATIONAL PLAZA |
| Postal Code | |

File Parameters
▼

| | |
|-----------------------|--------------------------------|
| Vessel Name | MT ATHLOS |
| Voyage No | test voyage no |
| Cargo Group | SEEDS,PULSES |
| Commodity | SOYABEAN SEED,RED KIDNEY BEANS |
| Quantity | 110 MT |
| Loading Port | load port,SANTOS, BRAZIL |
| Discharge Port | test discharge port,MUMBAI1234 |
| Inspection Date | 27-05-2020 To 27-05-2020 |
| Bill of Lading Number | |
| Bill of Lading Date | 27-05-2020 |
| Remarks | |

Invoice Details

| | |
|-----------------|--------------------------------|
| Invoice Details | Collateral Management Services |
|-----------------|--------------------------------|

Invoice Parameters

| Work Item | Approx QTY | Approx Unit | Rate | Amount |
|------------------|------------|-------------|------|--------|
| SOYABEAN SEED | 10 | MT | 0.5 | 5.00 |
| RED KIDNEY BEANS | 100 | MT | 0.5 | 50.00 |

Invoice Amount

| | |
|----------------------|-------|
| Currency | USD |
| Exchange Rate | 1 |
| Basic amount | 55.00 |
| VAT (%) | 7 |
| Total Tax Amount | 3.85 |
| Total Invoice Amount | 58.85 |

Invoice Generated By :

| | |
|-------------------|------------|
| Created By : | agrinadmin |
| Created On Date: | 27-05-2020 |
| Modified By : | agrinadmin |
| Modified On Date: | 27-05-2020 |

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Controls in full view

-  View Invoices - This button will take to the list view of the invoices showing all the list of the invoices.

+ **View Draft Invoice**

2. - This button will open the draft invoice in a printable PDF format.

Invoice_ACI/SG/2020/068/049 1 / 1

AgriMin Control International

AGROCORP INTERNATIONAL PTE LTD.
10 ANSON ROAD, #32-03 INTERNATIONAL PLAZA
Singapore,Singapore
Email : priyadharshini.N@agrocorp.com.sg
Phone : 65 65344878
Kind Attention : Priyadharshini

Draft Invoice

| Particulars | |
|--------------------|--------------------------------|
| Job No | SG/2020/068 |
| Vessel | MT ATHLOS |
| Commodity | SOYABEAN SEED,RED KIDNEY BEANS |
| Quantity / Unit | 110 MT |
| Load Port | load port,SANTOS, BRAZIL |
| Discharge Port | test discharge port,MUMBAI1234 |
| File Instructions | Collateral Management Services |
| Inspection Date | 27-05-2020 To 27-05-2020 |

| Invoice Details | | | | |
|------------------------|------------------|----------|--------------|----------------|
| Cargo Group | Invoice Details | Quantity | Rate (US \$) | Amount (US \$) |
| SEEDS | SOYABEAN SEED | 10 MT | 0.5 | 5.00 |
| PULSES | RED KIDNEY BEANS | 100 MT | 0.5 | 50.00 |
| Basic Amount (US \$): | | | | 55.00 |

+ **Final Invoice Report**

- This button is enabled only when the invoice type is made as Final, when clicked on it will open invoice in a printer friendly PDF format.

Invoice No : ACI/SG/2020/068/049 Invoice Date : 27-05-2020

AgriMin Control International

AGROCORP INTERNATIONAL PTE LTD.
10 ANSON ROAD, #32-03 INTERNATIONAL PLAZA
Singapore,Singapore
Email : priyadharshini.N@agrocorp.com.sg
Phone : 65 65344878
Kind Attention : Priyadharshini

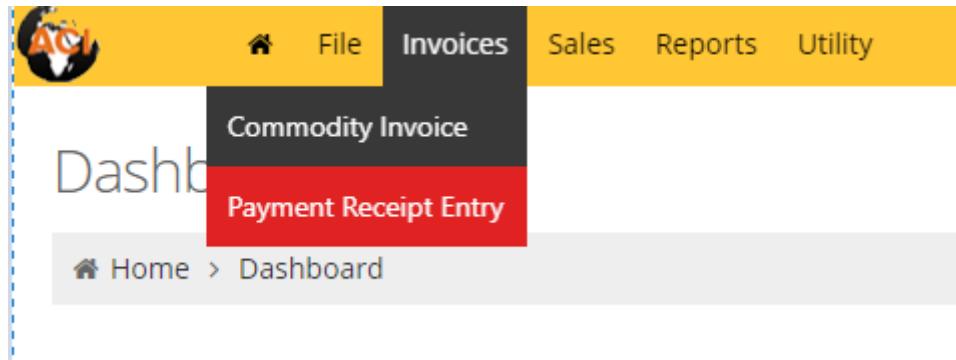
Tax Invoice

| Particulars | |
|--------------------|--------------------------------|
| Job No | SG/2020/068 |
| Vessel | MT ATHLOS |
| Commodity | SOYABEAN SEED,RED KIDNEY BEANS |
| Quantity / Unit | 110 MT |
| Load Port | load port,SANTOS, BRAZIL |
| Discharge Port | test discharge port,MUMBAI1234 |
| File Instructions | Collateral Management Services |
| Inspection Date | 27-05-2020 To 27-05-2020 |

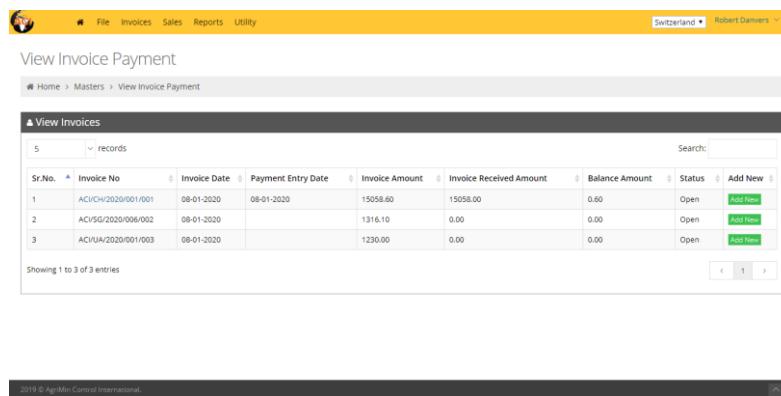
| Invoice Details | | | | |
|------------------------|------------------|----------|--------------|----------------|
| Cargo Group | Invoice Details | Quantity | Rate (US \$) | Amount (US \$) |
| SEEDS | SOYABEAN SEED | 10 MT | 0.5 | 5.00 |
| PULSES | RED KIDNEY BEANS | 100 MT | 0.5 | 50.00 |
| Basic Amount (US \$): | | | | 55.00 |

Payment Receipt Entry

- 1) Hover your mouse on Invoices and select Payment Receipt Entry



- 2) It will open a screen as shown below.



| Sr.No. | Invoice No. | Invoice Date | Payment Entry Date | Invoice Amount | Invoice Received Amount | Balance Amount | Status | Add New |
|--------|---------------------|--------------|--------------------|----------------|-------------------------|----------------|--------|---|
| 1 | ACI/CH/2020/001/001 | 08-01-2020 | 08-01-2020 | 15058.60 | 15058.00 | 0.60 | Open | Add New |
| 2 | ACI/SG/2020/006/002 | 08-01-2020 | | 1316.10 | 0.00 | 1316.10 | Open | Add New |
| 3 | ACI/UA/2020/001/003 | 08-01-2020 | | 1230.00 | 0.00 | 1230.00 | Open | Add New |

- 3) The screen will automatically display all the generated invoice. By default the invoice status will be Open till the full amount is received. There is provision to enter the part payment as well, the status will change to closed once the system receives the full amount.
- 4) Once the payment receipt is entered then the invoice number will be enable to view the payment details. Click on the invoice no it will open the screen with the payment receipt details.

Process to enter the payment receipt

- 1) Click on the Add New button it will open a screen as shown below.

File Invoices Sales Reports Masters ▾ Singapore ▾ agrminadmin ▾

Payment Receipt Entry

Home > File > Payment Receipt

Payment Receipt

Payment Receipt Form + View Payment Receipt

Invoice Details

| | | | |
|--------------------------|-----------------------|-------------------|----------------------------------|
| Invoice No* | ACI/SG/2020/005/001 | Payment Date* | 28-05-2020 |
| Client Name* | ECO COMMODITY PTE LTD | Pay Mode* | Please Select |
| Cheque/Draft No | | Cheque/Draft Date | 28-05-2020 Calendar |
| Invoice Amount | 1175.64 | Basic Amt* | 1175.64 |
| Invoice Received Amount* | | Balance Amt* | |
| Vat Percentage | | Vat Amount | 0.00 |
| Remarks | | | |

Submit Cancel

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- 2) In this screen you can select pay mode, invoice received amount and remarks. All other fields are read only mode. Once you enter the invoice received amount, it will automatically show the balance amount.
- 3) Click on the submit button to save the entry.

+ View Payment Receipt

clicking on this button will take you to the view invoice payment as shown below.

File Invoices Sales Reports Utility Switzerland ▾ Robert Danvers ▾

View Invoice Payment

Home > Masters > View Invoice Payment

View Invoices

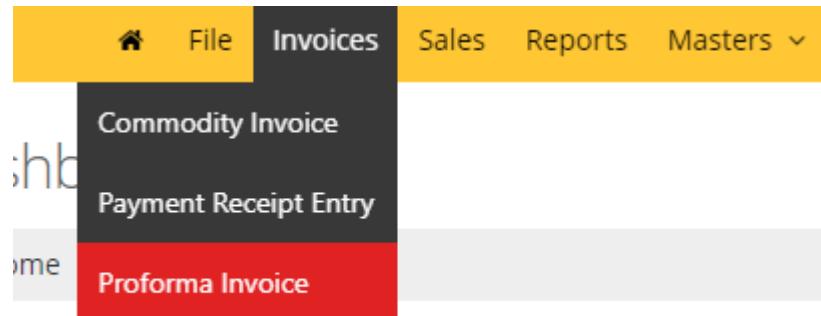
| Sr.No. | Invoice No | Invoice Date | Payment Entry Date | Invoice Amount | Invoice Received Amount | Balance Amount | Status | Add New |
|--------|----------------------|--------------|--------------------|----------------|-------------------------|----------------|--------|----------------------|
| 1 | ACI/CH/2020/001/001 | 08-01-2020 | 09-01-2020 | 15058.60 | 0.40 | 0.00 | Closed | |
| 2 | ACI/CH/2020/001/001 | 08-01-2020 | 09-01-2020 | 15058.60 | 0.20 | 0.40 | Closed | |
| 3 | ACI/SG/2020/006/002 | 08-01-2020 | 09-01-2020 | 1316.10 | 1316.10 | 0.00 | Closed | |
| 4 | ACI/CH/2020/001/001 | 08-01-2020 | 08-01-2020 | 15058.60 | 15058.00 | 0.60 | Closed | |
| 5 | ACI/U/A/2020/001/003 | 08-01-2020 | | 1230.00 | 0.00 | 0.00 | Open | Add New |

Showing 1 to 5 of 5 entries

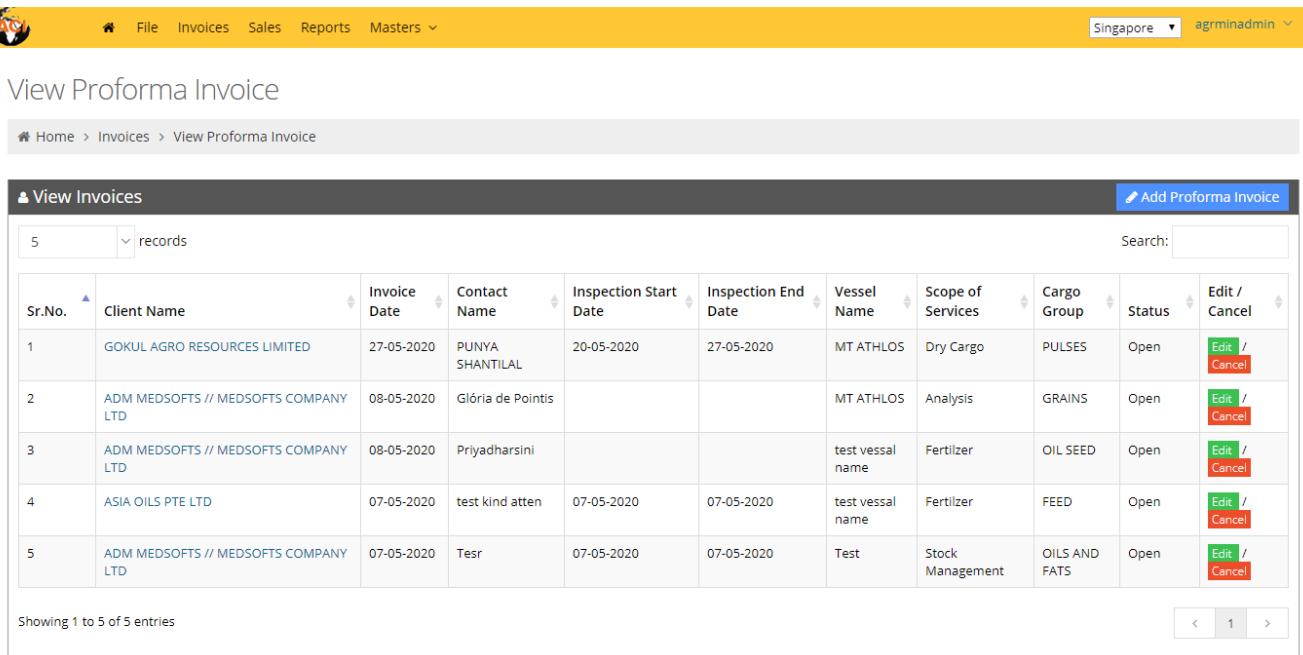
Pro-forma Invoice

This option is used to create the pro-forma invoice

- 1) Click on the invoices menu and select pro-forma invoice option.



- 2) It will open a screen as below.



| Sr.No. | Client Name | Invoice Date | Contact Name | Inspection Start Date | Inspection End Date | Vessel Name | Scope of Services | Cargo Group | Status | Edit / Cancel |
|--------|--------------------------------------|--------------|-------------------|-----------------------|---------------------|------------------|-------------------|---------------|--------|-------------------------------|
| 1 | GOKUL AGRO RESOURCES LIMITED | 27-05-2020 | PUNYA SHANTILAL | 20-05-2020 | 27-05-2020 | MT ATHLOS | Dry Cargo | PULSES | Open | Edit / Cancel |
| 2 | ADM MEDSOFTS // MEDSOFTS COMPANY LTD | 08-05-2020 | Glória de Pointis | | | MT ATHLOS | Analysis | GRAINS | Open | Edit / Cancel |
| 3 | ADM MEDSOFTS // MEDSOFTS COMPANY LTD | 08-05-2020 | Priyadharsini | | | test vessel name | Fertilizer | OIL SEED | Open | Edit / Cancel |
| 4 | ASIA OILS PTE LTD | 07-05-2020 | test kind atten | 07-05-2020 | 07-05-2020 | test vessel name | Fertilizer | FEED | Open | Edit / Cancel |
| 5 | ADM MEDSOFTS // MEDSOFTS COMPANY LTD | 07-05-2020 | Tesr | 07-05-2020 | 07-05-2020 | Test | Stock Management | OILS AND FATS | Open | Edit / Cancel |

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To create a new pro-forma invoice.

1. Click on **Add Proforma Invoice** button it will show the below screen

Proforma Invoice

Home > Invoice > Proforma Invoice

Proforma Invoice Form [View Proforma Invoices](#)

Invoice Details

| | | | |
|-----------------------|---|---------------------|----------------------|
| Client* | ADM INTERNATIONAL SARL | Invoice Date* | 26-05-2020 |
| Address* | | | |
| Country* | | | |
| City* | | | |
| Kind Attention* | | | |
| Inspection Start Date | <input type="text"/> | Inspection End Date | <input type="text"/> |
| Bill Of Lading Number | Bill Of Lading Date <input type="text"/> 26-05-2020 <input type="button" value=""/> | | |

File Parameters

| | | | |
|-------------------|----------------------|-------------------|--------------------------------|
| Vessel Name | <input type="text"/> | Voyage No | <input type="text"/> |
| Scope of Services | Analysis | File Instructions | Collateral Management Services |
| Remarks | <input type="text"/> | | |

Cargo Details

***Instructions : 1.Please check the Cargo entries before File Submissions.
2.Select Cargo Group and then Add No of Cargo Products As Required...

| | | | | | | | | | |
|---------------------------|---------|----------------------|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Cargo Group* | Select | | | | | | | | |
| Add Cargo | | | | | | | | | |
| Cargo | Packing | Quantity | Unit | Origin | Load Port | Discharge Port | Place Of Attendance | Rate per Qty | Amount |
| Select | Select | <input type="text"/> | Select | <input type="text"/> |

Other Details

| | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|----------------------------------|
| Add Other Details | | | | | |
| Work Item | QTY | Unit | Rate per Qty | Amount | Remove |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="X"/> |
| Calculate Invoice Amount | | | | | |

Invoice Amount

| | | | |
|---|----------------------|-----------------------|----------------------|
| Currency* | USD | Exchange Rate | 1 |
| Basic amount* | <input type="text"/> | VAT (%) | <input type="text"/> |
| Total Tax Amount | <input type="text"/> | Total Invoice Amount* | <input type="text"/> |
| Submit Cancel | | | |

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Enter the required details and click on the Submit button.

[View Proforma Invoices](#)

this button will take to the list of the pro-forma invoices.

Full View



View Proforma Invoice

[Home](#) > [Invoices](#) > [View Proforma Invoice](#)

| View Invoices | | | | | | | | | | | Add Proforma Invoice |
|---------------|--------------------------------------|--------------|-------------------|-----------------------|---------------------|-------------|-------------------|-------------|--------|-------------------------------|--------------------------------------|
| | | | | | | | | | | | Search: |
| Sr.No. | Client Name | Invoice Date | Contact Name | Inspection Start Date | Inspection End Date | Vessel Name | Scope of Services | Cargo Group | Status | Edit / Cancel | |
| 1 | GOKUL AGRO RESOURCES LIMITED | 27-05-2020 | PUNYA SHANTILAL | 20-05-2020 | 27-05-2020 | MT ATHLOS | Dry Cargo | PULSES | Open | Edit / Cancel | |
| 2 | ADM MEDSOFTS // MEDSOFTS COMPANY LTD | 08-05-2020 | Glória de Pointis | | | MT ATHLOS | Analysis | GRAINS | Open | Edit / Cancel | |

- Click on the Client Name it will open a screen as shown below.



| Proforma Invoice - Full View | | | | | | | | | |
|------------------------------|--|----------|--------------|-------------|------------------|-----------------------|---------------------|--------------|--------|
| Client | GOKUL AGRO RESOURCES LIMITED | | | | | | | | |
| Invoice Date | 27-05-2020 | | | | | | | | |
| Address | 29 MIGHAR - DUNCHI NR SHARMA RESORT, GALPATAR ROAD, TALUKANAS, GANDHINAN KUCHI, 370112, GUJARAT, INDIA | | | | | | | | |
| Postal Code | | | | | | | | | |
| Country | India | | | | | | | | |
| State | Guarat | | | | | | | | |
| City | Gandhinam | | | | | | | | |
| VAT No | | | | | | | | | |
| Kind Attention | PUNYA SHANTILAL | | | | | | | | |
| Inspection Start Date | 20-05-2020 | | | | | | | | |
| Inspection End Date | 27-05-2020 | | | | | | | | |
| Bill Of Lading Number | | | | | | | | | |
| Bill Of Lading Date | 27-05-2020 | | | | | | | | |
| File Parameters | | | | | | | | | |
| Vessel Name | MT ATHLOS | | | | | | | | |
| Voyage No | test | | | | | | | | |
| Scope of Services | Dry Cargo | | | | | | | | |
| File Instructions | Container Stuffing / Destruffing and Sealing Supervision | | | | | | | | |
| Remarks | test | | | | | | | | |
| Cargo Details | | | | | | | | | |
| Cargo Details | | | | | | | | | |
| PULSES | | | | | | | | | |
| Cargo Parameters | | | | | | | | | |
| Cargo | Packing | Quantity | Unit | Origin | Load Port | Discharge Port | Place Of Attendance | Rate per Qty | Amount |
| BLACK EYED BEANS | OVC | 123 | KG | test origin | test load port 1 | test discharge port 1 | Seaview | 1 | 123.00 |
| Other Details | | | | | | | | | |
| Work Item | Quantity | Unit | Rate per Qty | Amount | | | | | |
| Invoice Amount | | | | | | | | | |
| Currency | USD | | | | | | | | |
| Exchange Rate | 1 | | | | | | | | |
| Basic amount | 123.00 | | | | | | | | |
| VAT (%) | | | | | | | | | |
| Total Tax Amount | | | | | | | | | |
| Total Invoice Amount | 123.00 | | | | | | | | |
| Invoice Generated By: | | | | | | | | | |
| Created By: | agrminadmin | | | | | | | | |
| Created On Date: | 27-05-2020 | | | | | | | | |
| Modified By: | | | | | | | | | |
| Modified On Date: | 27-05-2020 | | | | | | | | |

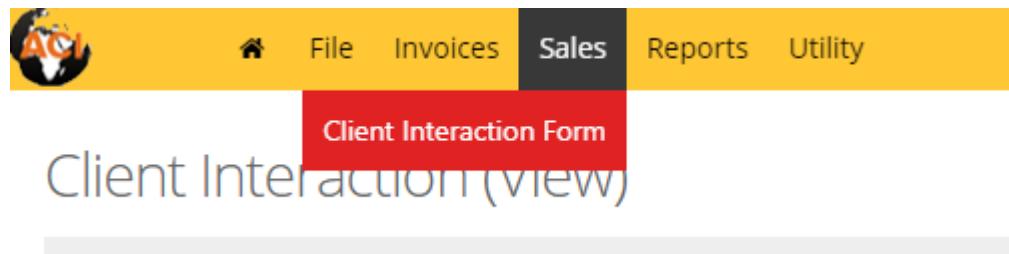
 **Proforma Invoice Report**

- This button will open the pro-forma invoice in a printable PDF format shown as below.

|  AgriMin Control International | | AgriMin Control International Pte Ltd, 18 ROBINSON ROAD #15-01 SINGAPORE 048547 Phone : +65 69557712, Email : manoj.kewalramani@agrimincontrol.com Registration No. 201928399Z | |
|---|---|---|-----------------|
| Pro-Forma Invoice | | | |
| GOKUL AGRO RESOURCES LIMITED 89 MECHABY - BORICHHIN SEASIDE RESORT, GALTAPADAR ROAD, TALUKA-ANJAM, SARDHIKHAM KUCH 370110, GUJARAT, INDIA Gandhidham,Gujarat,India | | | |
| Kind Attention : PUNYA SHANTILAL | | | |
| Particulars | | | |
| Vessel | MT ATHLOS | | |
| Commodity | BLACK EYED BEANS | | |
| Quantity / Unit | 123 KG | | |
| Load Port | test load port 1 | | |
| Discharge Port | test discharge port 1 | | |
| Inspection Date | 20-05-2020 To 27-05-2020 | | |
| Scope of Services | Dry Cargo | | |
| File Instructions | Container Stuffing / Destuffing and Sealing Supervision | | |
| Cargo Group | PULSES | | |
| Invoice Details | | | |
| Work Item | Quantity | Rate (USD/ PKG) | Amount (in USD) |
| BLACK EYED BEANS | 123 KG | 1 | 123.00 |

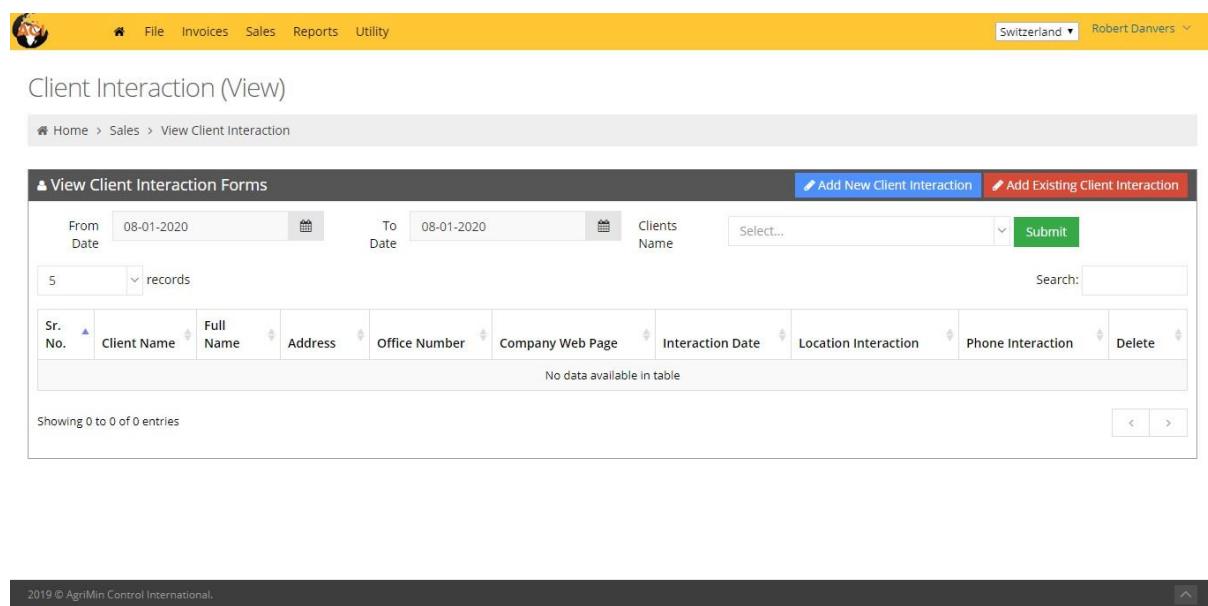
Sales Menu

Client Interaction Form



This option is used to enter the client interaction, this form is created for the Business Development team, where we can add the client visit details for business promotions.

When clicked on the client interaction form option it will display the below screen.



The screenshot shows a search interface with fields for "From Date" (08-01-2020), "To Date" (08-01-2020), and "Clients Name". It includes a dropdown for "Select..." and a "Submit" button. Below this is a table header with columns: Sr. No., Client Name, Full Name, Address, Office Number, Company Web Page, Interaction Date, Location Interaction, Phone Interaction, and Delete. The table body is empty, displaying "No data available in table". At the bottom, it says "Showing 0 to 0 of 0 entries".

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Add New Client Interaction

this button will allow you to enter the new client details.

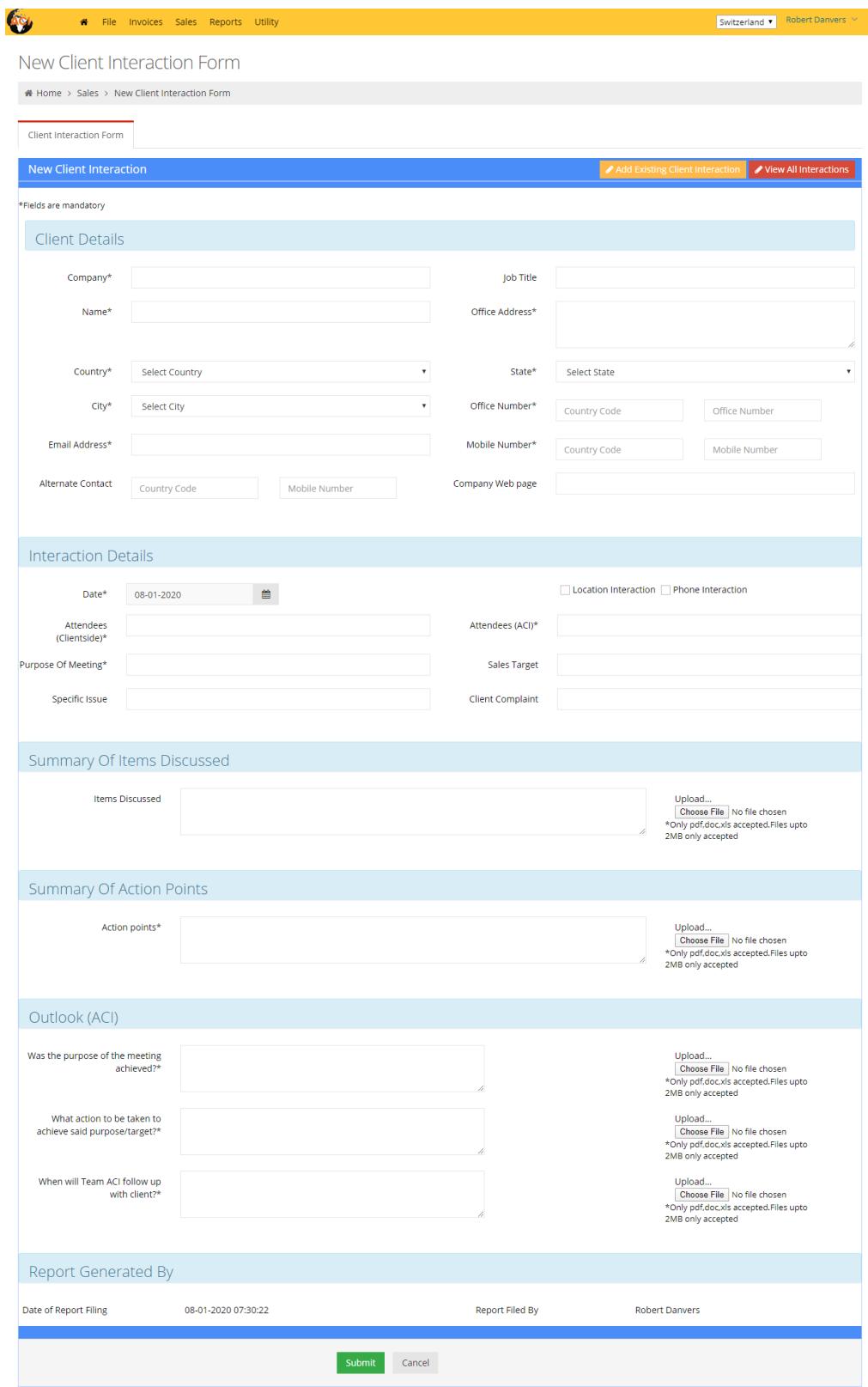
Add Existing Client Interaction

this button allows you to add the interaction details for the existing clients. Means if you visit an existing client to promote new services of the company, using this button you can enter the details for the same.

This is the list screen where all the clients are listed (prospective and actual).

- 1) Search filter is provided, you can search the records based on the date range, and also by selecting a particular client
- 2) Select the required date range and client and click on the submit button.

Click on the **Add New Client Interaction** button it will open the below screen.



New Client Interaction Form

Client Interaction Form

New Client Interaction

*Fields are mandatory

Client Details

| | | | |
|-------------------|---------------------------------|---------------------------------|---------------------------------|
| Company* | Job Title | | |
| Name* | Office Address* | | |
| Country* | Select Country | State* | Select State |
| City* | Select City | Office Number* | Country Code Mobile Number |
| Email Address* | Mobile Number* | Country Code Mobile Number | |
| Alternate Contact | Country Code Mobile Number | Company Web page | |

Interaction Details

| | | | |
|-------------------------|------------------|---------------------------------|--|
| Date* | 08-01-2020 | <input type="button" value=""/> | <input type="checkbox"/> Location Interaction <input type="checkbox"/> Phone Interaction |
| Attendees (Clientside)* | Attendees (ACI)* | | |
| Purpose Of Meeting* | Sales Target | | |
| Specific Issue | Client Complaint | | |

Summary Of Items Discussed

| | |
|-----------------|--|
| Items Discussed | <input type="button" value=""/> Upload... Choose File No file chosen *Only pdf,doc,xls accepted.Files upto 2MB only accepted |
|-----------------|--|

Summary Of Action Points

| | |
|----------------|--|
| Action points* | <input type="button" value=""/> Upload... Choose File No file chosen *Only pdf,doc,xls accepted.Files upto 2MB only accepted |
|----------------|--|

Outlook (ACI)

| | |
|--|--|
| Was the purpose of the meeting achieved?* | <input type="button" value=""/> Upload... Choose File No file chosen *Only pdf,doc,xls accepted.Files upto 2MB only accepted |
| What action to be taken to achieve said purpose/target?* | <input type="button" value=""/> Upload... Choose File No file chosen *Only pdf,doc,xls accepted.Files upto 2MB only accepted |
| When will Team ACI follow up with client?* | <input type="button" value=""/> Upload... Choose File No file chosen *Only pdf,doc,xls accepted.Files upto 2MB only accepted |

Report Generated By

| | | | |
|---|---------------------|-----------------|----------------|
| Date of Report Filing | 08-01-2020 07:30:22 | Report Filed By | Robert Danvers |
| <input type="button" value="Submit"/> <input type="button" value="Cancel"/> | | | |

The screen is divided in 6 sections namely Client Details, Interaction Details, Summary of items discussed, Summary of action points, Outlook (ACI).

1) Client Details – Enter the client details.

*Fields are mandatory

| Client Details | | | |
|-------------------|---|------------------------------------|--|
| Company* | <input type="text"/> | Job Title | <input type="text"/> |
| Name* | <input type="text"/> | Office Address* | <input type="text"/> |
| Country* | Select Country <input type="button" value="▼"/> | State* | Select State <input type="button" value="▼"/> |
| City* | Select City <input type="button" value="▼"/> | Office Number* | Country Code <input type="text"/> Office Number <input type="text"/> |
| Email Address* | <input type="text"/> | Mobile Number* | Country Code <input type="text"/> Mobile Number <input type="text"/> |
| Alternate Contact | Country Code <input type="text"/> | Mobile Number <input type="text"/> | Company Web page <input type="text"/> |

2) Interaction details

- Date – Select the required date, you can select upto 5 previous days.
- Location interaction/Phone interaction – Select this option if you had done the phone interaction or the discussion at the client place.
- Enter the other details as required.

| Interaction Details | | | |
|-------------------------|---|---|--|
| Date* | <input type="text" value="08-01-2020"/> <input type="button" value="Calendar"/> | <input type="checkbox"/> Location Interaction | <input type="checkbox"/> Phone Interaction |
| Attendees (Clientside)* | <input type="text"/> | Attendees (ACI)* | <input type="text"/> |
| Purpose Of Meeting* | <input type="text"/> | Sales Target | <input type="text"/> |
| Specific Issue | <input type="text"/> | Client Complaint | <input type="text"/> |

3) Summary of items and Summary of action points – Enter the required details and upload the related document if any.

| Summary Of Items Discussed | | |
|----------------------------|----------------------|---|
| Items Discussed | <input type="text"/> | <input type="button" value="Upload..."/> <input type="button" value="Choose File"/> No file chosen <small>*Only pdf,doc,xls accepted.Files upto 2MB only accepted</small> |
| Summary Of Action Points | | |
| Action points* | <input type="text"/> | <input type="button" value="Upload..."/> <input type="button" value="Choose File"/> No file chosen <small>*Only pdf,doc,xls accepted.Files upto 2MB only accepted</small> |

4) Outlook – Enter the required data and click on the submit button.

Outlook (ACI)

| | |
|--|--|
| Was the purpose of the meeting achieved?* <input type="text"/> | Upload... <input type="button" value="Choose File"/> No file chosen <small>*Only pdf,doc,xls accepted.Files upto 2MB only accepted</small> |
| What action to be taken to achieve said purpose/target?* <input type="text"/> | Upload... <input type="button" value="Choose File"/> No file chosen <small>*Only pdf,doc,xls accepted.Files upto 2MB only accepted</small> |
| When will Team ACI follow up with client?* <input type="text"/> | Upload... <input type="button" value="Choose File"/> No file chosen <small>*Only pdf,doc,xls accepted.Files upto 2MB only accepted</small> |

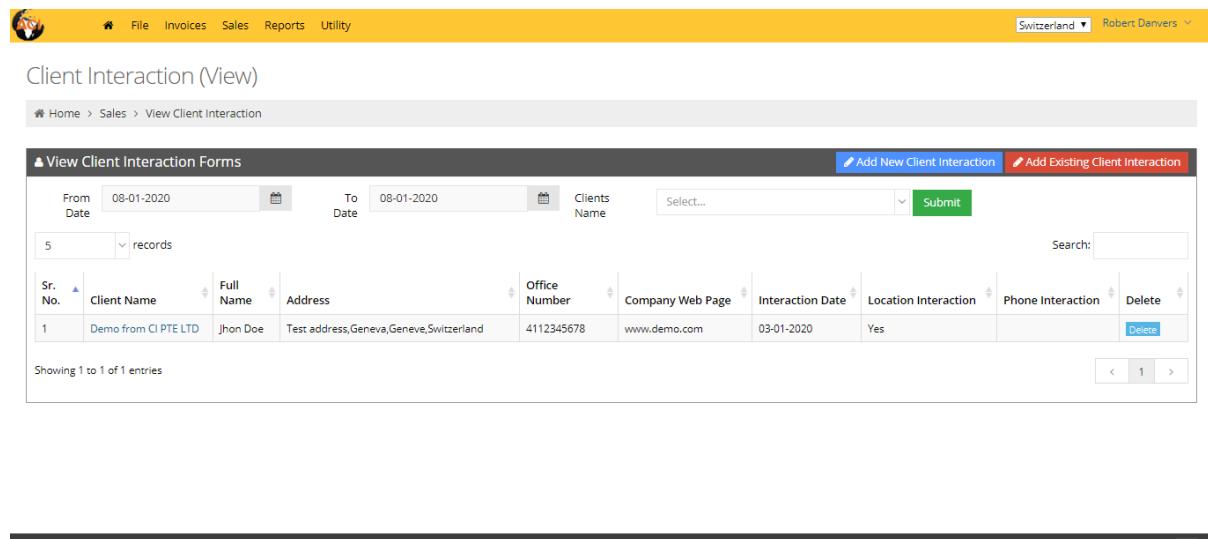
Report Generated By

| | | | |
|-----------------------|---------------------|-----------------|----------------|
| Date of Report Filing | 08-01-2020 07:30:22 | Report Filed By | Robert Danvers |
|-----------------------|---------------------|-----------------|----------------|

It will show as “Data saved successfully”.

 **View All Interactions**

You can view the entered data by clicking on this button it will show the below screen.



Client Interaction (View)

 Home > Sales > View Client Interaction

View Client Interaction Forms

| From Date | | To Date | | Clients Name | Select... | Submit | Add New Client Interaction | Add Existing Client Interaction | |
|-----------|----------------------|-----------|---|---------------|------------------|------------------|----------------------------|---------------------------------|---|
| 5 | records | | | | | | | | |
| Sr. No. | Client Name | Full Name | Address | Office Number | Company Web Page | Interaction Date | Location Interaction | Phone Interaction | Delete |
| 1 | Demo from CI PTE LTD | Jhon Doe | Test address, Geneva, Geneve, Switzerland | 4112345678 | www.demo.com | 03-01-2020 | Yes | |  |

Showing 1 to 1 of 1 entries

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Adding interaction for existing client.

 **Add Existing Client Interaction**

1) Click on  button it will open a screen as below.

Switzerland ▾ Robert Danvers ▾
Home ▾ Sales ▾ Existing Client Interaction Form

Client Interaction Form For Existing Clients

[Client Interaction Form](#)

Existing Clients
[Add New Client Interaction](#) [View All Interactions](#)

*Fields are mandatory

Client Details

* Marked fields are Mandatory

| | | | |
|---------------------------------------|--|------------------------------------|--|
| Clients Name* | <input type="text" value="Select..."/> | | |
| Name* | <input type="text"/> | | |
| Office Address* | <input type="text"/> | | |
| State* | <input type="text"/> | | |
| Office No* | <input type="text"/> Country Code | <input type="text"/> Office Number | <input type="text"/> Email Address* |
| Mobile No* | <input type="text"/> Country Code | <input type="text"/> Mobile Number | <input type="text"/> Alternate Contact <input type="text"/> Country Code <input type="text"/> Alternate Number |
| Company Web page <input type="text"/> | | | |

Interaction Details

| | | |
|-------------------------|---|--|
| Date* | <input type="text" value="08-01-2020"/> <input type="button" value="Calendar"/> | <input type="checkbox"/> Location Interaction <input type="checkbox"/> Phone Interaction |
| Attendees (Clientside)* | <input type="text"/> | Attendees (ACI)* <input type="text"/> |
| Purpose Of Meeting* | <input type="text"/> | Sales Target <input type="text"/> |
| Specific Issue | <input type="text"/> | Client Complaint <input type="text"/> |

Summary Of Items Discussed

| | |
|-----------------|--|
| Items Discussed | <input type="text"/> <div style="margin-top: 5px;"> <input type="button" value="Upload..."/> <input type="button" value="Choose File"/> No file chosen *Only pdf,doc,xls accepted.Files upto 2MB only accepted </div> |
|-----------------|--|

Summary Of Action Points

| | |
|----------------|--|
| Action points* | <input type="text"/> <div style="margin-top: 5px;"> <input type="button" value="Upload..."/> <input type="button" value="Choose File"/> No file chosen *Only pdf,doc,xls accepted.Files upto 2MB only accepted </div> |
|----------------|--|

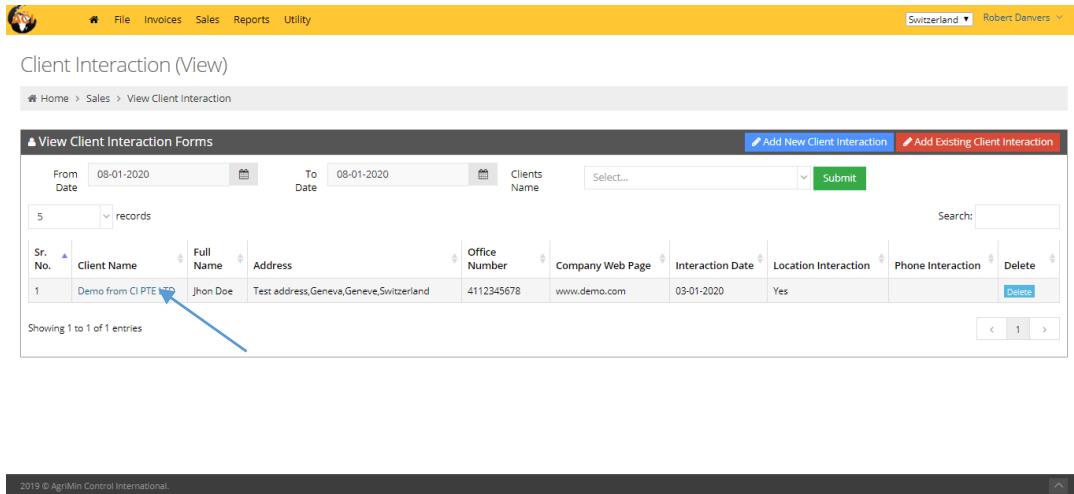
Outlook (ACI)

| | |
|--|--|
| Was the purpose of the meeting achieved?* | <input type="text"/> <div style="margin-top: 5px;"> <input type="button" value="Upload..."/> <input type="button" value="Choose File"/> No file chosen *Only pdf,doc,xls accepted.Files upto 2MB only accepted </div> |
| What action to be taken to achieve said purpose/target?* | <input type="text"/> <div style="margin-top: 5px;"><input type="button" value="Upload..."/> <input type="button" value="Choose File"/> No file chosen *Only pdf,doc,xls accepted.Files upto 2MB only accepted</div> |
| When will Team ACI follow up with client?* | <input type="text"/> <div style="margin-top: 5px;"><input type="button" value="Upload..."/> <input type="button" value="Choose File"/> No file chosen *Only pdf,doc,xls accepted.Files upto 2MB only accepted</div> |

Report Generated By

| | | | |
|-----------------------|---------------------|-----------------|----------------|
| Date of Report Filing | 08-01-2020 09:00:45 | Report Filed By | Robert Danvers |
|-----------------------|---------------------|-----------------|----------------|

- 2) It is the same screen as mentioned earlier, the only difference here is the you need to select the existing client from the drop down.
- 3) Once you select the client, his basic contact details like address, telephone numbers, and email address will populate from the master.
- 4) Click on the Client name to check for the detailed view.



The screenshot shows the 'Client Interaction (View)' page. At the top, there is a navigation bar with links for Home, Sales, Reports, and Utility. A dropdown menu shows 'Switzerland' and 'Robert Danvers'. Below the navigation, the title 'Client Interaction (View)' is displayed, along with a breadcrumb trail: Home > Sales > View Client Interaction.

The main content area is titled 'View Client Interaction Forms' and contains a search bar with 'From Date' (08-01-2020), 'To Date' (08-01-2020), a 'Clients Name' dropdown, and a 'Submit' button. There is also a 'Select...' dropdown and a 'Search:' input field. A message indicates 'Showing 1 to 1 of 1 entries'.

A table lists one interaction record:

| Sr. No. | Client Name | Full Name | Address | Office Number | Company Web Page | Interaction Date | Location Interaction | Phone Interaction | Delete |
|---------|----------------------|-----------|-----------------------------------|---------------|------------------|------------------|----------------------|-------------------|------------------------|
| 1 | Demo from CI PTE LTD | Jhon Doe | Test address, Geneva, Switzerland | 4112345678 | www.demo.com | 03-01-2020 | Yes | | Delete |

A blue arrow points to the 'Client Name' column of the first row in the table.

- 5) It will open the screen as shown.

Client Interaction Details

 Home > Sales > Client Interaction Form

Client Interaction

Client Details

 View All Client Interactions

| | |
|-------------------|---|
| Full Name | Jhon Doe |
| Job Title | Manager |
| Company | Demo from CI PTE LTD |
| Office Address | Test address, Geneva, Geneve, Switzerland |
| Office Number | 41 12345678 |
| Mobile Number | 41 9876543210 |
| Email Address | jhondoe@demo.com |
| Alternate Contact | 41 9876543210 |
| Company Web page | www.demo.com |

Interaction Details

| | |
|------------------------|--------------------------|
| Date | 03-01-2020 |
| Location Interaction | Yes |
| Phone Interaction | |
| Attendees (Clientside) | Jhon Doe, Rob |
| Attendees (ACI) | Robert Danvers, Prashant |
| Purpose Meeting | Business Development |
| Sales Target | N.A |
| Specific Issue | N.A |
| Client Complaint | N.A |

Summary Of Items Discussed

| | |
|------------|-----------------------------|
| Demo Items | AGRIMIN_Work_Flow_Ver_1.pdf |
|------------|-----------------------------|

Summary Of Action Points

| | |
|--------------|---|
| Demo Actions | Vessel_Reports_Format_-_Liquid_Cargo_-_Import.pdf |
|--------------|---|

Outlook (ACI)

| | |
|---|-------------------------|
| Was the purpose of the meeting achieved? | Yes |
| What action to be taken to achieve said purpose/target? | Some actions |
| When will Team ACI follow up with client? | Last week of this month |

Report Generated By :

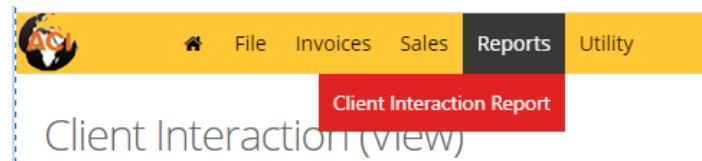
 

| | |
|---|----------------------------------|
| Date of Report Filing : 08-01-2020 08:51:31 | Report Filed By : Robert Danvers |
|---|----------------------------------|

Reports Menu

This menu lists all the reports.

1) Client Interaction Report



2) When clicked on it will show the below screen.

| Client Interaction Reports | | | | | | | |
|----------------------------|----------------------|-----------|--|------------------|----------------------|-------------------|-----------------------------|
| From Date | 08-01-2020 | To Date | 08-01-2020 | Clients Name | Select... | Submit | Search: |
| 5 records | | | | | | | |
| Sr. No. | Client Name | Full Name | Address | Interaction Date | Location Interaction | Phone Interaction | View |
| 1 | Demo from CI PTE LTD | Jhon Doe | Test address.Geneva,Geneve,Switzerland | 03-01-2020 | Yes | | View Report |

Showing 1 to 1 of 1 entries

< 1 >

3) Click on [View Report](#) to open the report in full view.

Client Interaction Form Report

Home > Reports > Client Interaction Form Report - Full View

Client Details - Full View

| | |
|-------------------|---|
| Full Name | Jhon Doe |
| Job Title | Manager |
| Company | Demo from CI PTE LTD |
| Office Address | Test address, Geneva, Geneve, Switzerland |
| Office Number | 41 12345678 |
| Mobile Number | 41 9876543210 |
| Email Address | jhondoe@demo.com |
| Alternate Contact | 41 9876543210 |
| Company Web page | www.demo.com |

Interaction Details

| | |
|------------------------|--------------------------|
| Date | 03-01-2020 |
| Location Interaction | Yes |
| Phone Interaction | No |
| Attendees (Clientside) | Jhon Doe, Rob |
| Attendees (ACI) | Robert Denvers, Prashant |
| Purpose Meeting | Buisness Development |
| Sales Target | N.A |
| Specific Issue | N.A |
| Client Complaint | N.A |

Summary Of Items Discussed

| | |
|------------|-----------------------------|
| Demo Items | AGRIMIN_Work_Flow_Ver_1.pdf |
|------------|-----------------------------|

Summary Of Action Points

| | |
|--------------|---|
| Demo Actions | Vessel_Reports_Format_-_Liquid_Cargo_-_Import.pdf |
|--------------|---|

Outlook (ACI)

| | |
|---|-------------------------|
| Was the purpose of the meeting achieved? | Yes |
| What action to be taken to achieve said purpose/target? | Some actions |
| When will Team ACI follow up with client? | Last week of this month |

Report Generated By :

| | |
|---|----------------------------------|
| Date of Report Filing : 08-01-2020 08:51:31 | Report Filed By : Robert Danvers |
|---|----------------------------------|

4) Converting a report into PDF format.

View PDF Reports

this button allows you on convert the report in a pdf format it will open a new tab in the browser as shown in below screen.

Export HTML Table data to PDF using TCPDF in PHP

1 / 2



The screenshot shows a PDF document titled "Client Interaction Report". At the top left is the AgriMin Control International logo, which includes a stylized globe icon and the company name. Below the title is a table with the following data:

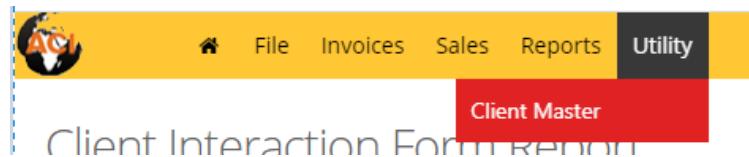
| | |
|-------------------|---|
| Full Name | Jhon Doe |
| Job Title | Manager |
| Company | Demo from CI PTE LTD |
| Office Address | Test address, Geneva, Geneve, Switzerland |
| Office Number | 41 12345678 |
| Mobile Number | 41 9876543210 |
| Email Address | jhondoe@demo.com |
| Alternate Contact | 41 9876543210 |
| Company Web page | www.demo.com |

Below the table is a section titled "Interaction Details" containing a single row with the date "03-01-2020". On the right side of the PDF viewer, there are three small circular buttons with icons: a double arrow, a plus sign, and a minus sign.

Utility Menu

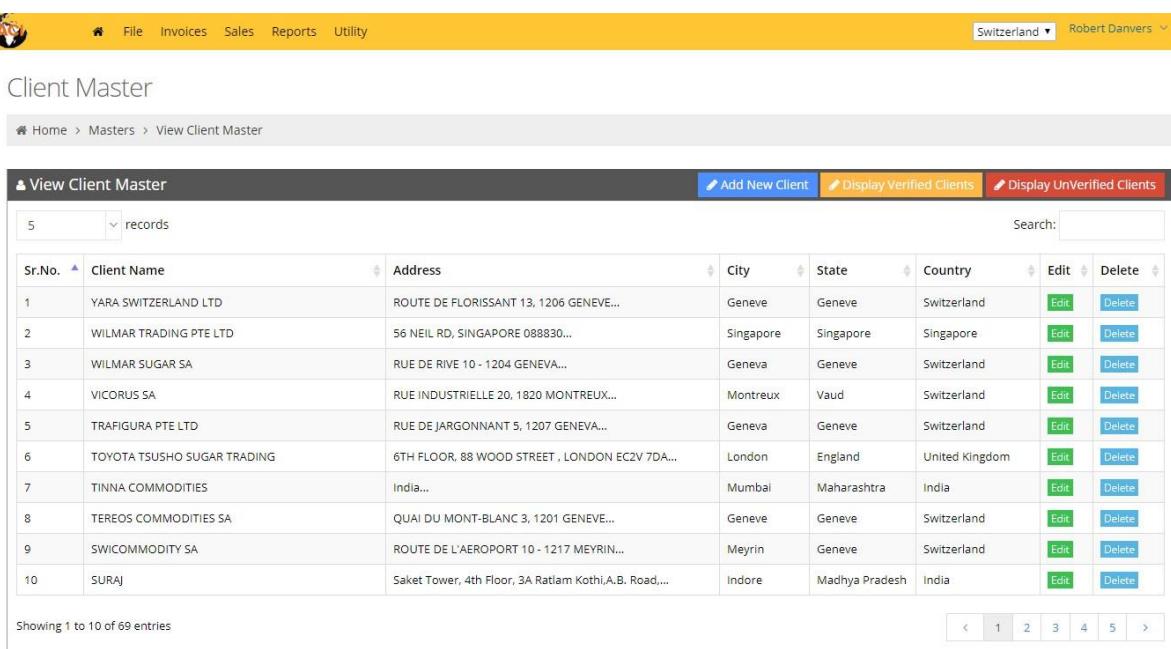
This menu will have some utility options

1) Client Master



- When you select client master it will open a screen as below which shows the list of all verified clients.

Note – Client details entered through client master screen will be added as verified clients whereas client details entered through the client interaction screen will be stored as a unverified client.



| Sr.No. | Client Name | Address | City | State | Country | Edit | Delete |
|--------|-----------------------------|---|-----------|----------------|----------------|----------------------|------------------------|
| 1 | YARA SWITZERLAND LTD | ROUTE DE FLORISSANT 13, 1206 GENEVE... | Geneve | Geneve | Switzerland | Edit | Delete |
| 2 | WILMAR TRADING PTE LTD | 56 NEIL RD, SINGAPORE 088830... | Singapore | Singapore | Singapore | Edit | Delete |
| 3 | WILMAR SUGAR SA | RUE DE RIVE 10 - 1204 GENEVA... | Geneva | Geneve | Switzerland | Edit | Delete |
| 4 | VICORUS SA | RUE INDUSTRIELLE 20, 1820 MONTREUX... | Montreux | Vaud | Switzerland | Edit | Delete |
| 5 | TRAFIGURA PTE LTD | RUE DE JARGONNANT 5, 1207 GENEVA... | Geneva | Geneve | Switzerland | Edit | Delete |
| 6 | TOYOTA TSUSHO SUGAR TRADING | 6TH FLOOR, 88 WOOD STREET , LONDON EC2V 7DA... | London | England | United Kingdom | Edit | Delete |
| 7 | TINNA COMMODITIES | India... | Mumbai | Maharashtra | India | Edit | Delete |
| 8 | TEREOS COMMODITIES SA | QUAI DU MONT-BLANC 3, 1201 GENEVE... | Geneve | Geneve | Switzerland | Edit | Delete |
| 9 | SWICOMMODITY SA | ROUTE DE L'AEROPORT 10 - 1217 MEYRIN... | Meyrin | Geneve | Switzerland | Edit | Delete |
| 10 | SURAJ | Saket Tower, 4th Floor, 3A Ratlam Kothi,A.B. Road,... | Indore | Madhya Pradesh | India | Edit | Delete |

Showing 1 to 10 of 69 entries

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Add New Client

This button is used to enter the new client details.

Display Verified Clients

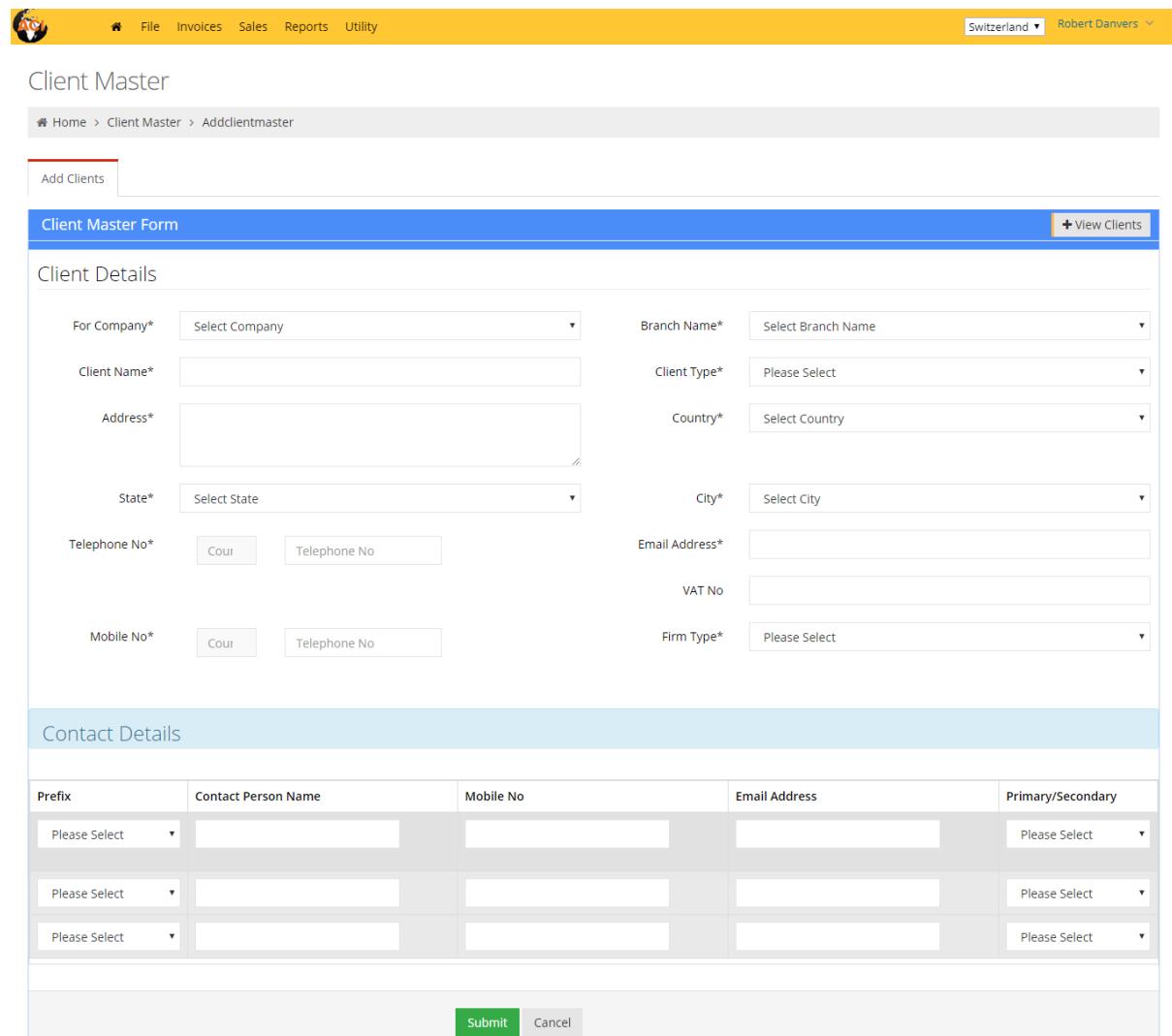
This button will display all the verified clients if you are in the list of unverified clients.

Display UnVerified Clients

This button displays all unverified clients which you had entered using client interaction screen.

Add New Client

Lets add a new client, to do so click on the  button it will open a screen as below.



The screenshot shows the 'Client Master' form. At the top, there's a navigation bar with icons for Home, File, Invoices, Sales, Reports, Utility, and dropdowns for Switzerland and Robert Danvers. Below the navigation is a breadcrumb trail: Home > Client Master > Addclientmaster. A 'Client Master Form' header includes a 'View Clients' button. The main area is divided into two sections:

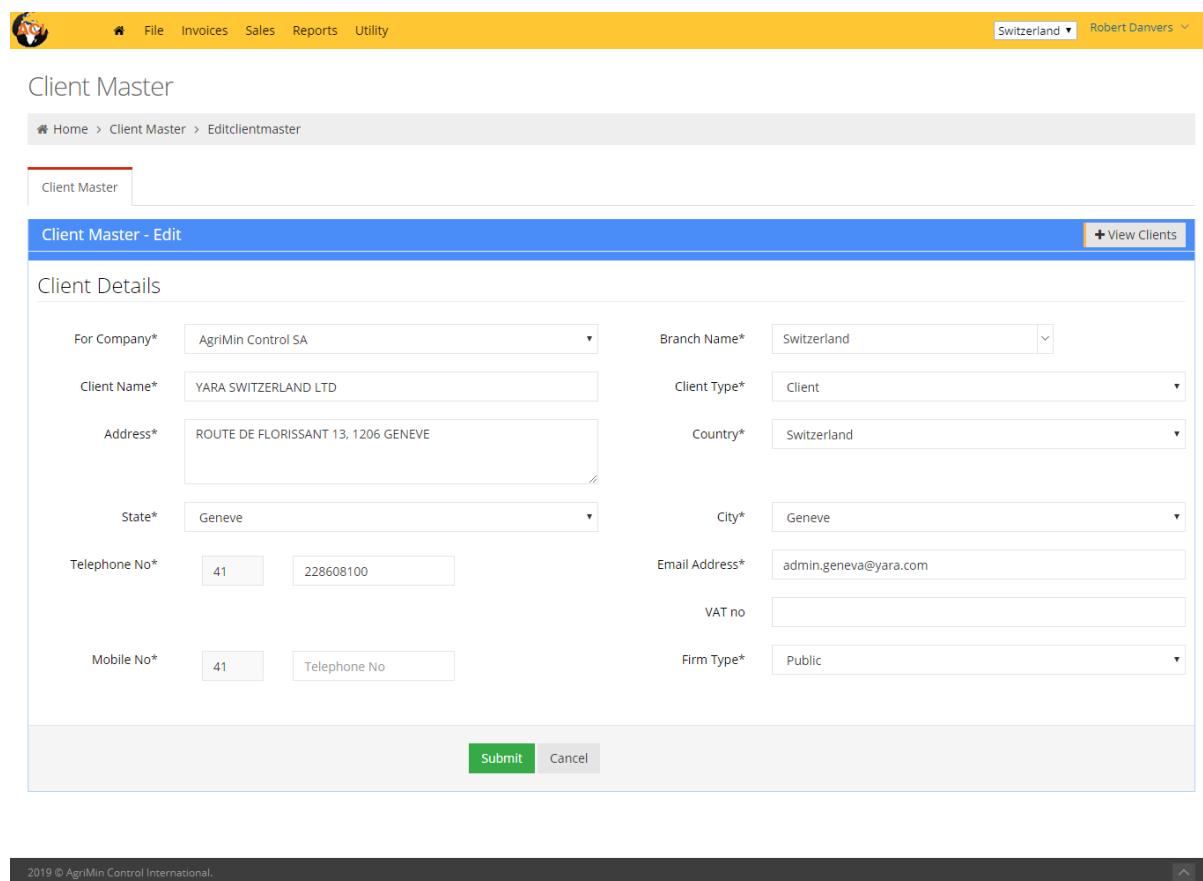
- Client Details:** Contains fields for Company Name (dropdown), Branch Name (dropdown), Client Name (text input), Client Type (dropdown), Address (text input), Country (dropdown), State (dropdown), City (dropdown), Telephone No (dropdown with sub-fields for Country and Number), Email Address (text input), VAT No (text input), Mobile No (dropdown with sub-fields for Country and Number), and Firm Type (dropdown).
- Contact Details:** A table with columns for Prefix (dropdown), Contact Person Name (text input), Mobile No (text input), Email Address (text input), and Primary/Secondary (dropdown). Three rows are provided for contact information.

At the bottom are 'Submit' and 'Cancel' buttons.

The screen is divided in 2 sections namely

- 1) Client Details – Here you select for company under which the client is assigned and enter all other details.
- 2) Contact Details - Here you can add multiple contact for the same client

To edit the client details, click on the  button it will open a screen as shown below.



The screenshot shows the 'Client Master - Edit' screen. At the top, there's a navigation bar with 'File', 'Invoices', 'Sales', 'Reports', 'Utility', 'Switzerland' (dropdown), and 'Robert Danvers' (dropdown). Below the navigation is the 'Client Master' title and a breadcrumb trail: 'Home > Client Master > Editclientmaster'. The main form is titled 'Client Details' and contains the following fields:

| | | | |
|---------------|-------------------------------------|----------------|-----------------------|
| For Company* | AgriMin Control SA | Branch Name* | Switzerland |
| Client Name* | YARA SWITZERLAND LTD | Client Type* | Client |
| Address* | ROUTE DE FLORISSANT 13, 1206 GENEVE | Country* | Switzerland |
| State* | Geneve | City* | Geneve |
| Telephone No* | 41 228608100 | Email Address* | admin.geneva@yara.com |
| Mobile No* | 41 Telephone No | VAT no | |
| Firm Type* | Public | | |

At the bottom of the form are 'Submit' and 'Cancel' buttons.

2019 © AgriMin Control International.

Make the required changes and submit the button.

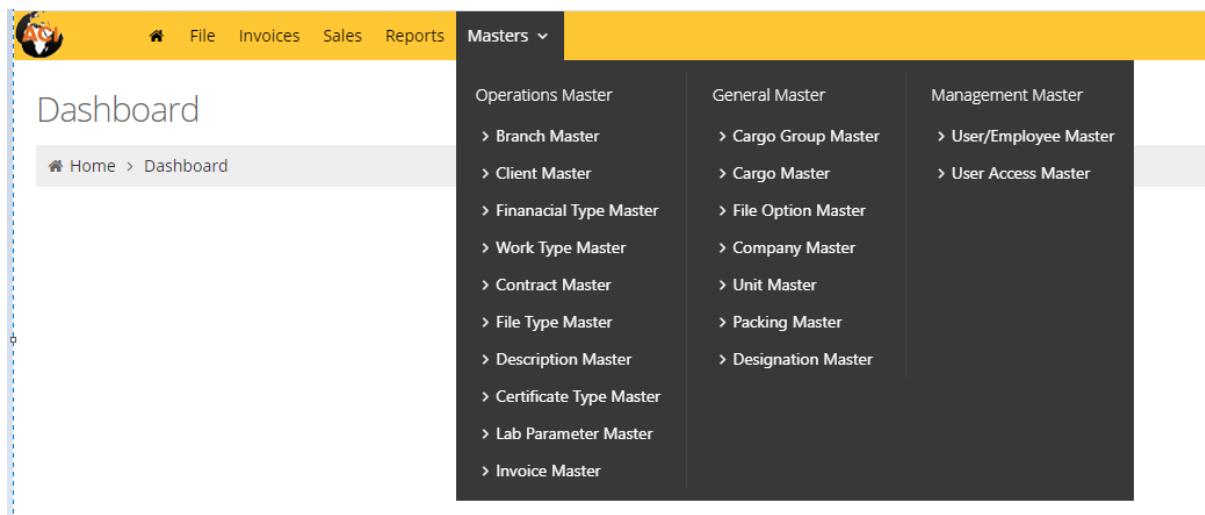
Process to convert an unverified client to a verified client.

- 1) Edit the client in Unverified list
- 2) Click on the save button to make the client as the verified client.

Masters

The masters menu is the backbone of the application, any change in the master data will effect on the entire application. The rights of the master menu is restricted only to the Users with the Admin role.

Note: - Since the application is under development, some of the master menu screens are not developed, if you click on those menus it will redirect you to the dashboard.

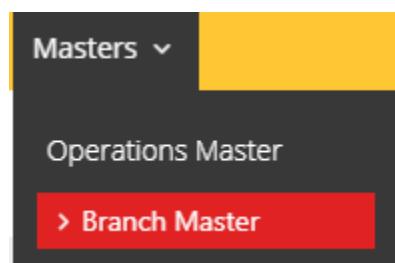


The master menu is divided in 3 groups.

- 1) **Operations Master** – This contains all operation related masters.
- 2) **General Master** – It contains all the generic master menu.
- 3) **Management Master** – This master will have masters which will manage the application.

First lets look at the Operations Master.

- 1) Branch Master – This master is used to maintain the details of the branches.



Once clicked on the menu it will open a screen as below.

Branch Master

 Home > Masters > View Branch Master

View Branch Master

| Sr.No. | Branch Name | Email | Address | Bank Name | Bank Branch Name | Edit | Delete |
|--------|-------------|--------------------------------------|--|---|-----------------------|---|---|
| 1 | Ukraine | sergiy.bats@agrimincontrol.com | Ukraine | test test | test test |  |  |
| 2 | Indonesia | test@test.com | test test | test test | test test |  |  |
| 3 | Argentina | test@test.com | test test | test test | test test |  |  |
| 4 | Brazil | test@test.com | test test | test test | test test |  |  |
| 5 | India | vikram.amin@agrimincontrol.com | Mumbai | hDFC | India |  |  |
| 6 | Switzerland | test@test.com | test test | test test | test test |  |  |
| 7 | Singapore | manoj.kewalramani@agrimincontrol.com | 18 ROBINSON ROAD #15-01 SINGAPORE 048547 | OVERSEA CHINESE BANKING CORPORATION LIMITED SINGAPORE | OCBC BANK CODE : 7339 |  |  |

 Add New

This will open list view, to add a new entry click on the **Add New** button, it will open a below screen.

 File Invoices Sales Reports Masters  Singapore 

Branch Master

 Home > Form Stuff > Form Layouts

Branch Master Form

Branch Details

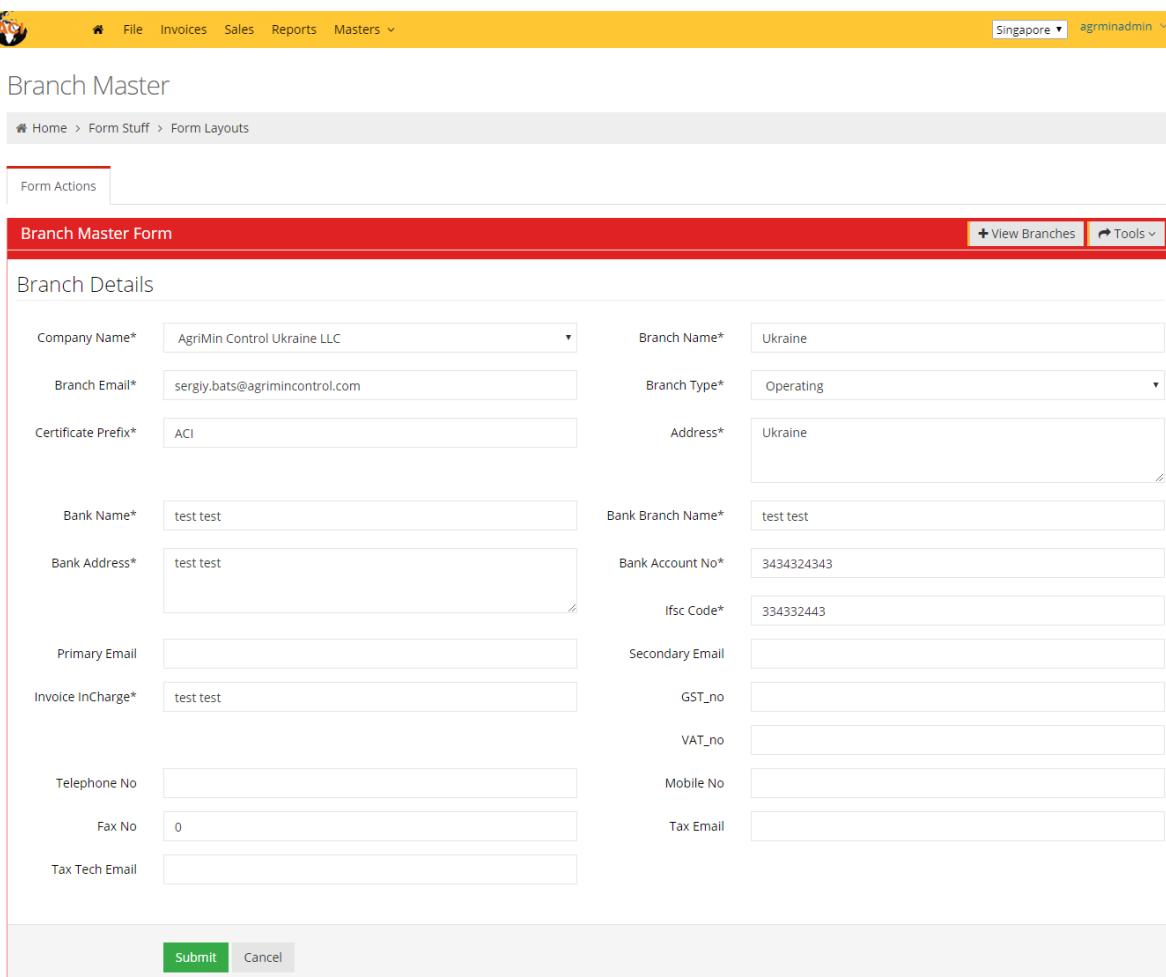
| | | | |
|---------------------|----------------|-------------------|---------------|
| Company Name* | Select Company | Branch Name* | |
| Branch Email* | | Branch Type* | Please Select |
| Certificate Prefix* | | Address* | |
| Bank Name* | | Bank Branch Name* | |
| Bank Address* | | Bank Account No* | |
| Primary Email | | Secondary Email | |
| Invoice InCharge* | | GST_no | |
| Telephone No | | VAT_no | |
| Fax No | | Mobile No | |
| Tax Tech Email | | Tax Email | |

Form Actions

 Submit  Cancel

- a) Select the required company for which you want to add a branch.
- b) Enter all other details as mentioned in the screen.
- c) Click on the submit button to save the data.
- d) Clicking on the cancel button will take you to the list view.

To edit the entry click on the **Edit** button It will open a below screen



Branch Master Form

Branch Details

| | | | |
|---------------------|--------------------------------|-------------------|------------|
| Company Name* | AgriMin Control Ukraine LLC | Branch Name* | Ukraine |
| Branch Email* | sergiy.bats@agrimincontrol.com | Branch Type* | Operating |
| Certificate Prefix* | ACI | Address* | Ukraine |
| Bank Name* | test test | Bank Branch Name* | test test |
| Bank Address* | test test | Bank Account No* | 3434324343 |
| | | Ifsc Code* | 334332443 |
| Primary Email | | Secondary Email | |
| Invoice InCharge* | test test | GST_no | |
| | | VAT_no | |
| Telephone No | | Mobile No | |
| Fax No | 0 | Tax Email | |
| Tax Tech Email | | | |

Form Actions

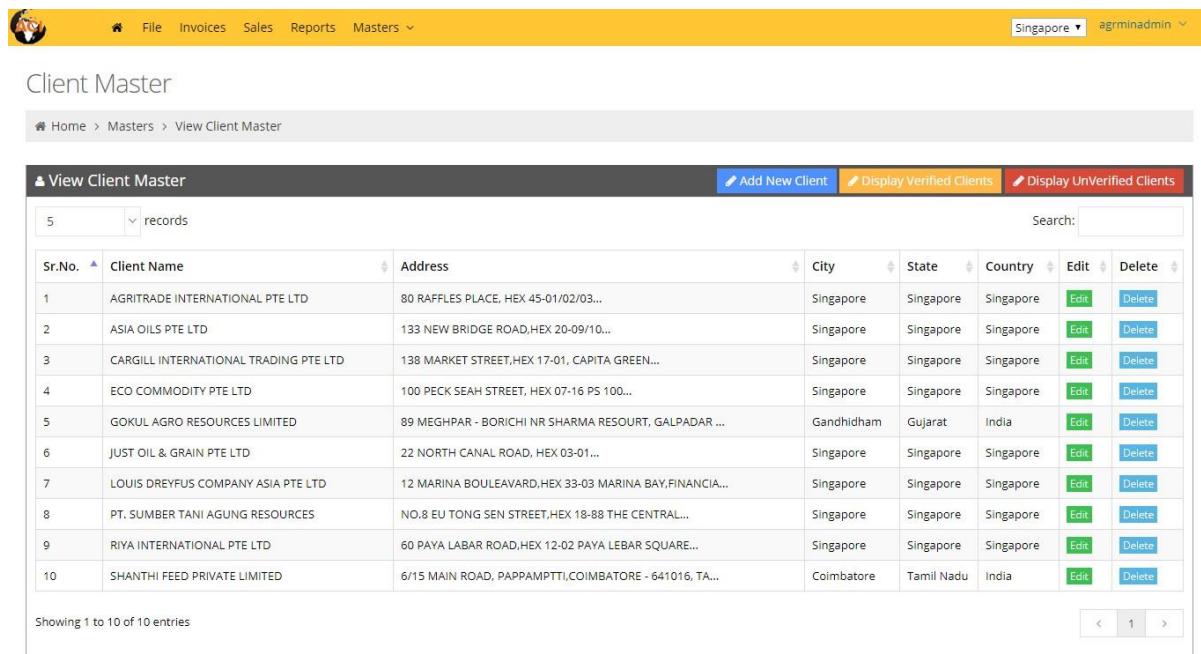
Branch Master Form + View Branches Tools

Submit **Cancel**

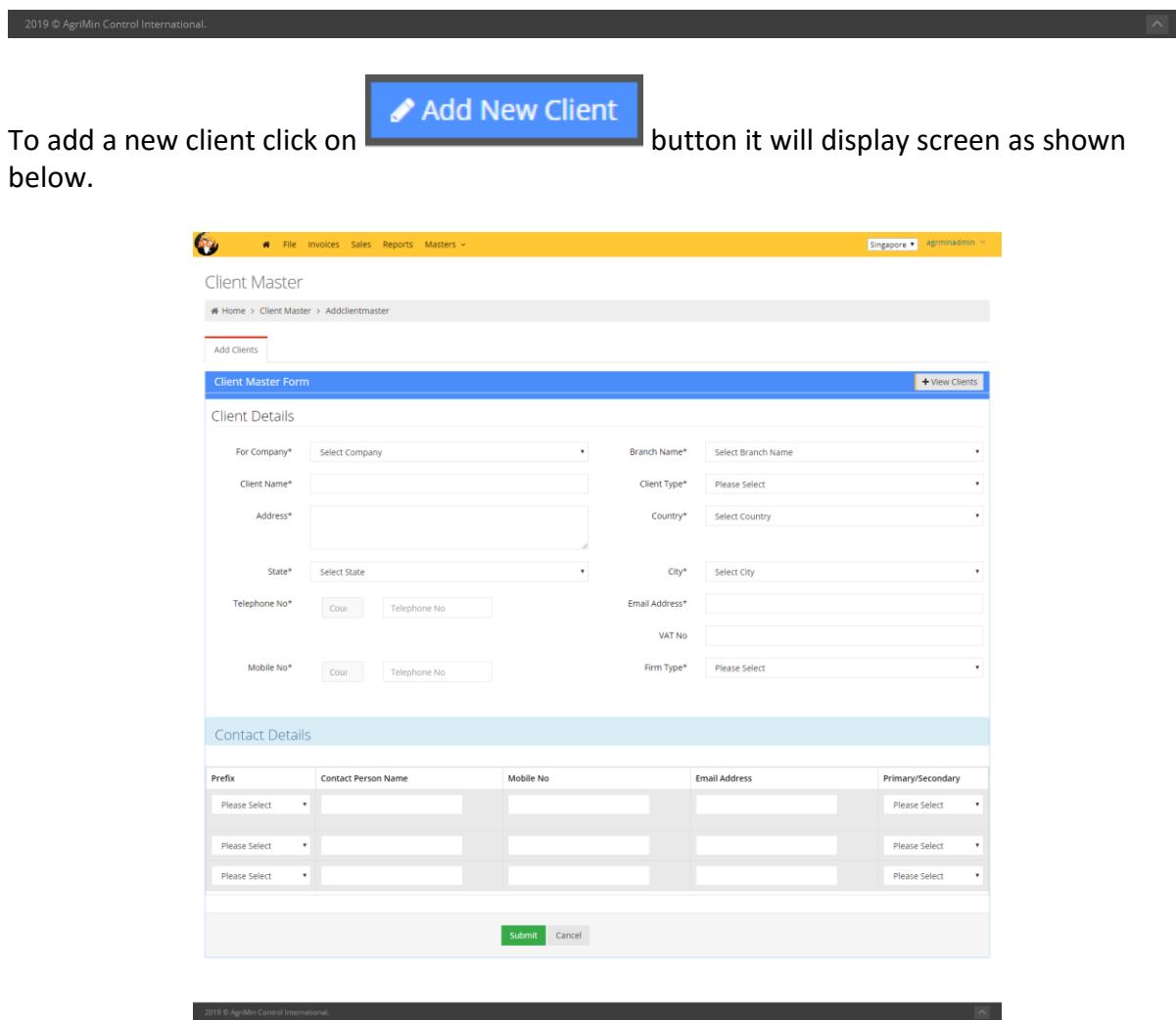
To delete any entry click on **Delete** button, it will delete the entry.

Note:- Delete rights are restricted to the Admin only, although we can provide this rights to a specific branch heads if required.

- 2) Client Master – This option is used to manage the client details.



The screenshot shows the 'Client Master' view. At the top, there's a navigation bar with links for File, Invoices, Sales, Reports, Masters, and a dropdown for Singapore and agriminadmin. Below the navigation is a breadcrumb trail: Home > Masters > View Client Master. The main area has a title 'View Client Master' with three buttons: 'Add New Client', 'Display Verified Clients', and 'Display Unverified Clients'. A search bar is also present. The data is presented in a grid table with columns: Sr.No., Client Name, Address, City, State, Country, Edit, and Delete. The table contains 10 entries from 1 to 10, showing various company names and addresses across different countries like Singapore, India, and Malaysia.

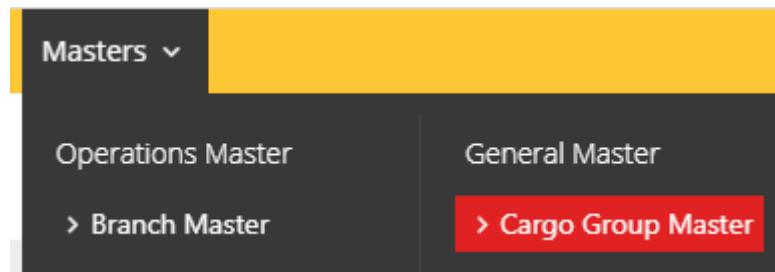


The screenshot shows the 'Add New Client' form. At the top, there's a navigation bar with links for File, Invoices, Sales, Reports, Masters, and a dropdown for Singapore and agriminadmin. Below the navigation is a breadcrumb trail: Home > Client Master > Addclientmaster. The main area has a title 'Client Master Form' with a 'View Clients' button. The form is divided into two sections: 'Client Details' and 'Contact Details'. The 'Client Details' section contains fields for For Company (dropdown), Client Name (text input), Address (text area), State (dropdown), Telephone No (two text inputs), Mobile No (two text inputs), Branch Name (dropdown), Client Type (dropdown), Country (dropdown), City (dropdown), Email Address (text input), VAT No (text input), and Firm Type (dropdown). The 'Contact Details' section contains a table with columns: Prefix, Contact Person Name, Mobile No, Email Address, and Primary/Secondary. There are three rows in the table, each with dropdowns for Prefix, Contact Person Name, Mobile No, Email Address, and Primary/Secondary. At the bottom of the form are 'Submit' and 'Cancel' buttons.

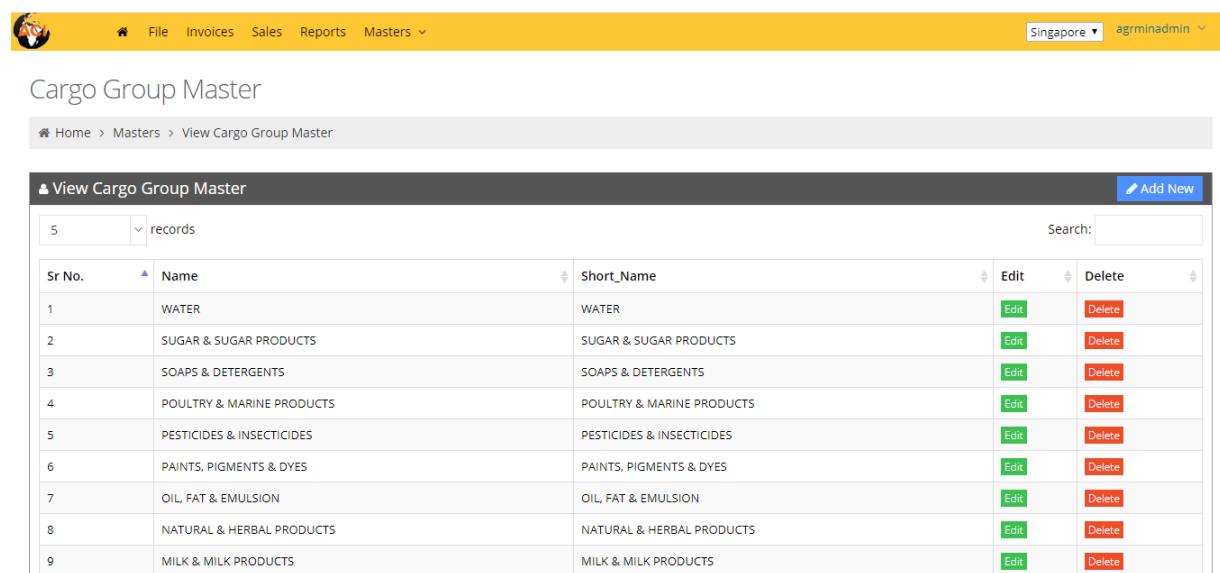
- a) Here you enter all the details and click on the submit button.

Cargo Group Master:-

- 1) Click on the master menu
- 2) Select cargo group master under the general group.



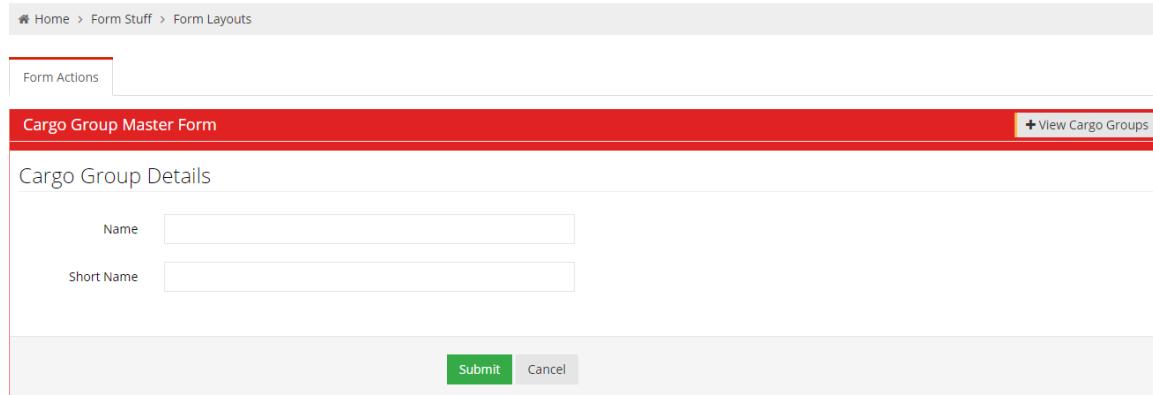
- 3) It will open a list view as shown below.



| Sr No. | Name | Short_Name | Edit | Delete |
|--------|---------------------------|---------------------------|----------------------|------------------------|
| 1 | WATER | WATER | Edit | Delete |
| 2 | SUGAR & SUGAR PRODUCTS | SUGAR & SUGAR PRODUCTS | Edit | Delete |
| 3 | SOAPS & DETERGENTS | SOAPS & DETERGENTS | Edit | Delete |
| 4 | POULTRY & MARINE PRODUCTS | POULTRY & MARINE PRODUCTS | Edit | Delete |
| 5 | PESTICIDES & INSECTICIDES | PESTICIDES & INSECTICIDES | Edit | Delete |
| 6 | PAINTS, PIGMENTS & DYES | PAINTS, PIGMENTS & DYES | Edit | Delete |
| 7 | OIL, FAT & EMULSION | OIL, FAT & EMULSION | Edit | Delete |
| 8 | NATURAL & HERBAL PRODUCTS | NATURAL & HERBAL PRODUCTS | Edit | Delete |
| 9 | MILK & MILK PRODUCTS | MILK & MILK PRODUCTS | Edit | Delete |

To add a new record click on the **Add New** button it will open a screen as shown below.

Cargo Group Master



Cargo Group Details

Name:

Short Name:

Form Actions

Cargo Group Master Form

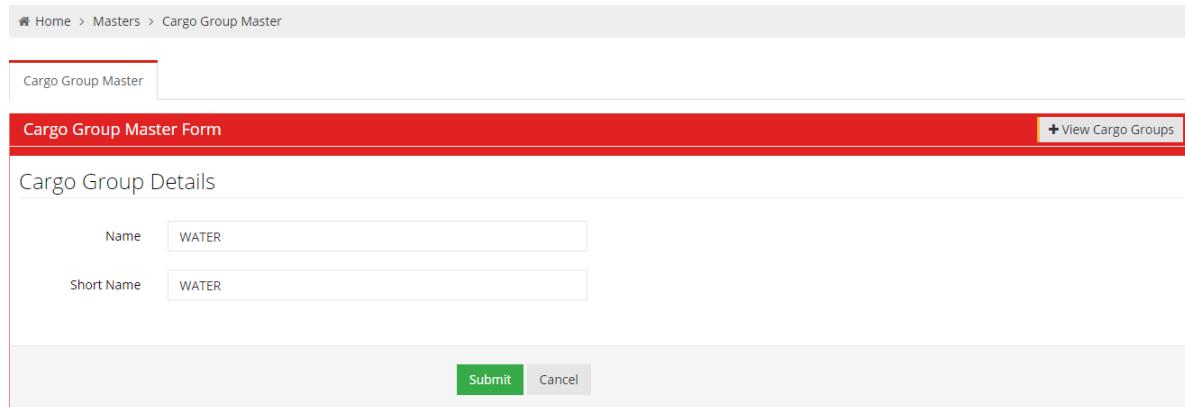
[View Cargo Groups](#)

Submit **Cancel**

- 4) Here you enter all the required details and click on the submit button to save the entry.
- 5) Clicking on the cancel button will take you to the list view screen.

To edit any entry click on the  button it will open a screen as shown.

Cargo Group Master



The screenshot shows a web-based application interface for managing cargo groups. At the top, there's a navigation bar with links to Home, Masters, and Cargo Group Master. Below this is a breadcrumb trail: Home > Masters > Cargo Group Master. The main content area has a red header bar labeled "Cargo Group Master Form" and a "View Cargo Groups" link. Underneath is a section titled "Cargo Group Details" containing two input fields: "Name" (set to "WATER") and "Short Name" (also set to "WATER"). At the bottom of the form are two buttons: a green "Submit" button and a grey "Cancel" button.

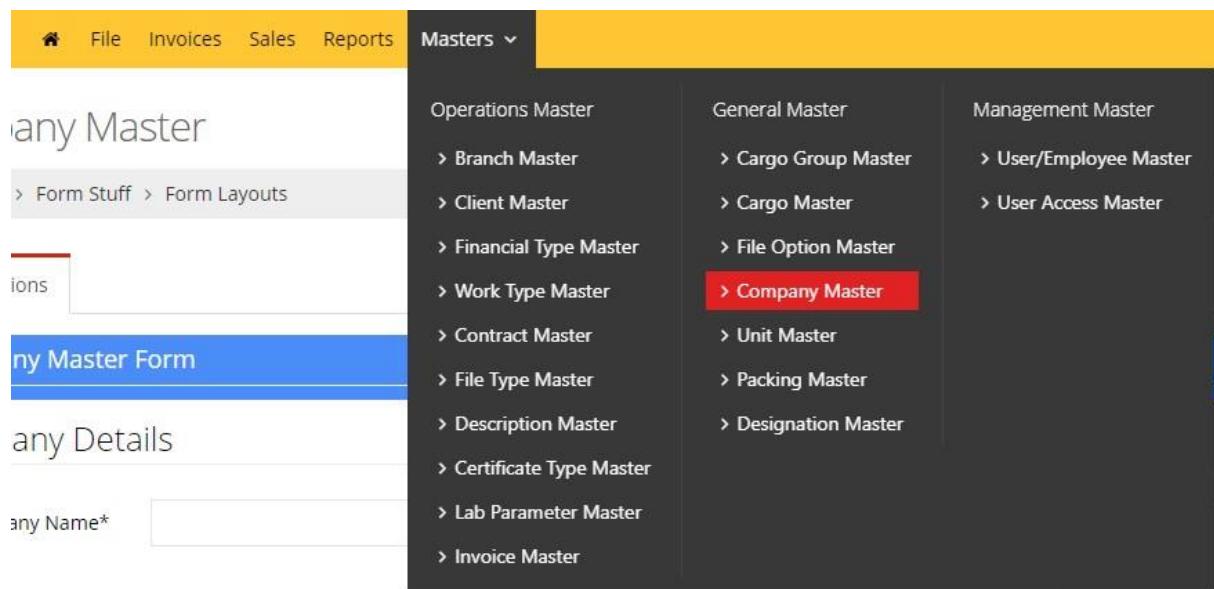
- 6) Edit the details as required and click on the submit button.

To delete any particular entry click on the  button.

Note: - Delete is conditional means if there is any transaction linked to it the system will not allow you to delete.

Company Master

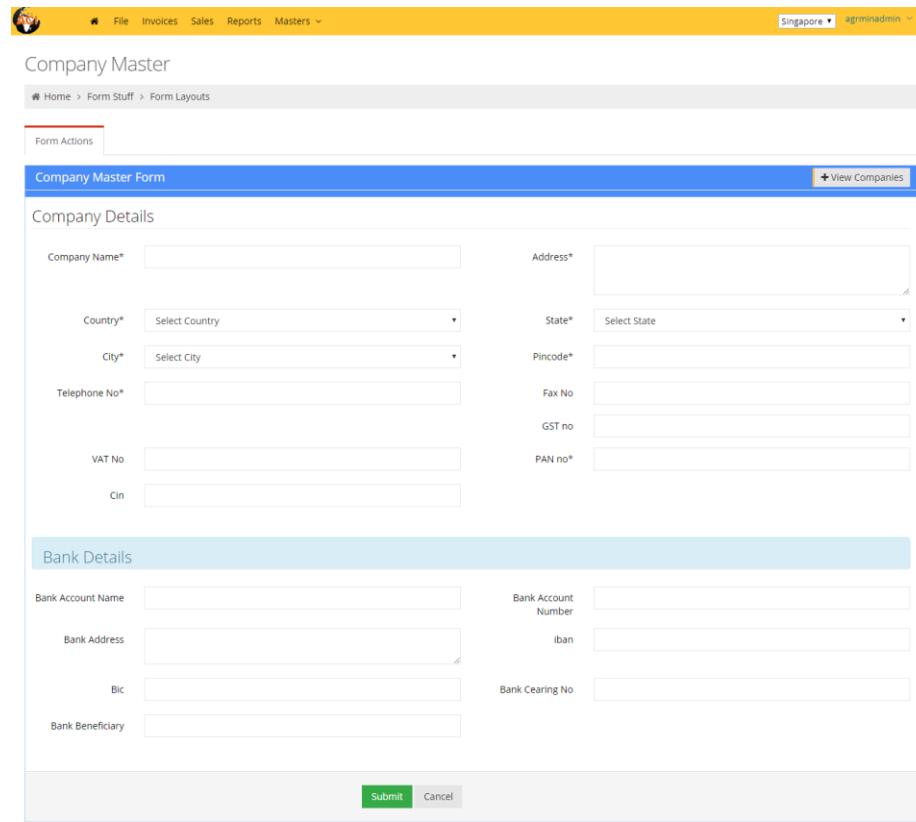
- 1) Click on the company master
- 2) Select company master option



The screenshot shows the software's navigation bar at the top with links for Home, File, Invoices, Sales, Reports, and Masters. The 'Masters' dropdown is open, displaying a list of master categories. The 'Company Master' option is highlighted with a red box.

- Operations Master
- > Branch Master
- > Client Master
- > Financial Type Master
- > Work Type Master
- > Contract Master
- > File Type Master
- > Description Master
- > Certificate Type Master
- > Lab Parameter Master
- > Invoice Master
- General Master
- > Cargo Group Master
- > Cargo Master
- > File Option Master
- > Company Master**
- Management Master
- > User/Employee Master
- > User Access Master
- > Unit Master
- > Packing Master
- > Designation Master

- 3) It will open a below screen.



Company Details

| | | | |
|---------------|----------------|----------|--------------|
| Company Name* | Address* | | |
| Country* | Select Country | State* | Select State |
| City* | Select City | Pincode* | |
| Telephone No* | | Fax No | |
| VAT No | | GST no | |
| Cin | | PAN no* | |

Bank Details

| | |
|-------------------|---------------------|
| Bank Account Name | Bank Account Number |
| Bank Address | Iban |
| Bic | Bank Clearing No |
| Bank Beneficiary | |

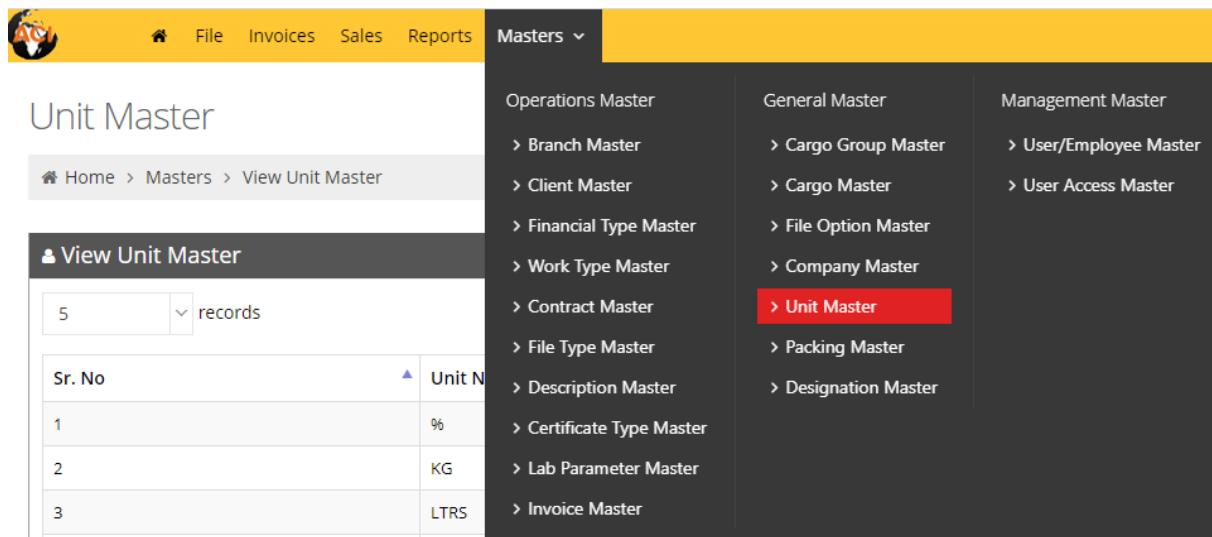
Submit **Cancel**

- 4) Enter the required details and click on the submit button.

Unit Master

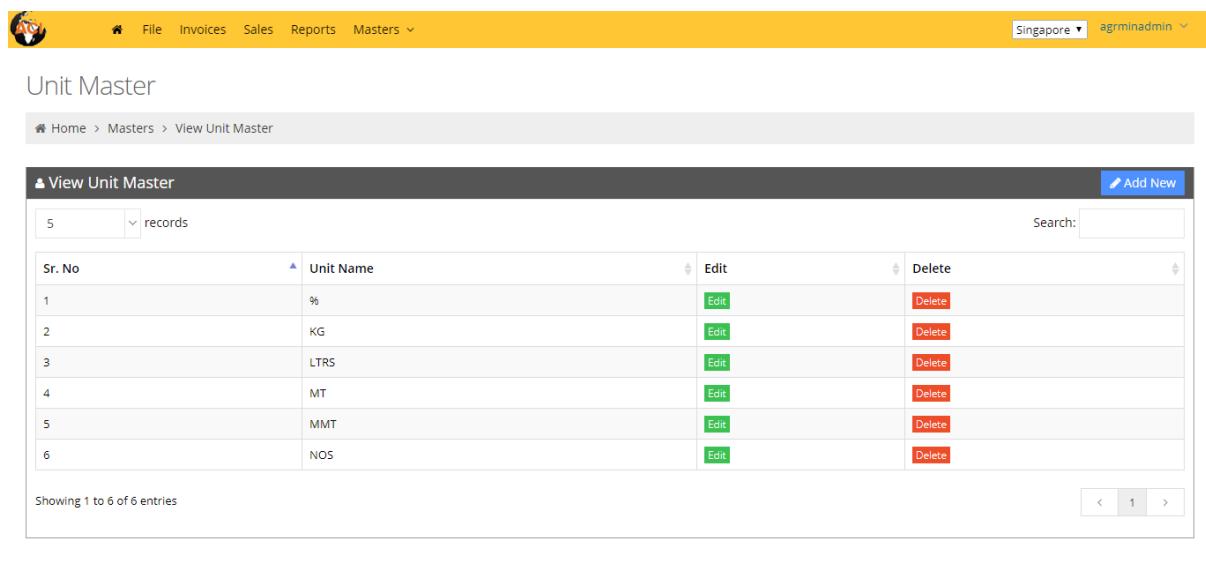
This option will allow you to enter the units which will reflect in whole application.

- 1) Click on the master menu
- 2) Select Unit Master option



The screenshot shows the software's main menu bar with options: File, Invoices, Sales, Reports, Masters (with a dropdown arrow), and a yellow header bar. The 'Masters' dropdown is open, showing a list of master categories: Operations Master, General Master, Management Master, Branch Master, Client Master, Financial Type Master, Work Type Master, Contract Master, File Type Master, Description Master, Certificate Type Master, Lab Parameter Master, Invoice Master, Cargo Group Master, Cargo Master, File Option Master, Company Master, Packing Master, and Designation Master. The 'Unit Master' option is highlighted with a red rectangle.

- 3) It will open a screen as shown below, which will display the list of added entries.



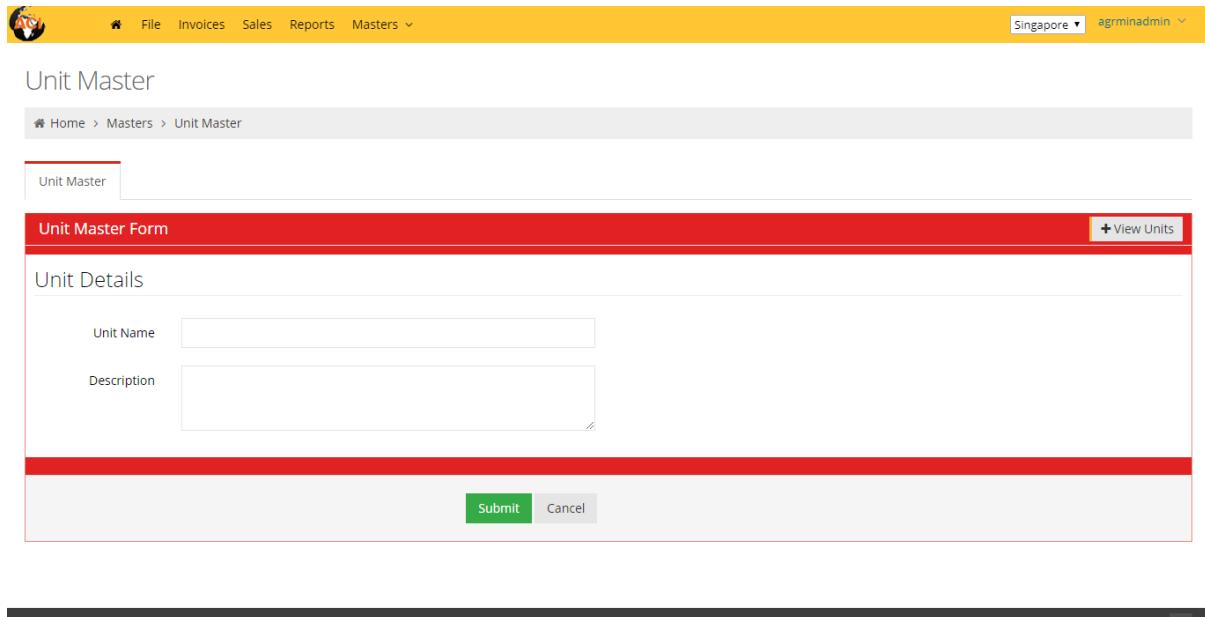
The screenshot shows the 'View Unit Master' screen. The top navigation bar includes the AgriMin logo, File, Invoices, Sales, Reports, Masters, and a user dropdown for 'Singapore' and 'agriminadmin'. The main title is 'Unit Master' with a 'View Unit Master' subtitle. Below is a table with 5 records:

| Sr. No | Unit Name | Edit | Delete |
|--------|-----------|----------------------|------------------------|
| 1 | % | Edit | Delete |
| 2 | KG | Edit | Delete |
| 3 | LTRS | Edit | Delete |
| 4 | MT | Edit | Delete |
| 5 | MMT | Edit | Delete |
| 6 | NOS | Edit | Delete |

Showing 1 to 6 of 6 entries

To add a new entry

- 1) Click on **Add New** button It will open a screen as shown below.

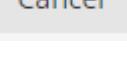


The screenshot shows the 'Unit Master' form within the software. At the top, there's a navigation bar with links for File, Invoices, Sales, Reports, Masters, and a dropdown for Singapore and user agrminadmin. Below the navigation is a breadcrumb trail: Home > Masters > Unit Master. The main area has a title 'Unit Master' and a sub-section 'Unit Master Form'. A red header bar contains the title 'Unit Details'. The form itself has two input fields: 'Unit Name' and 'Description', both with placeholder text. At the bottom right are 'Submit' and 'Cancel' buttons.

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2) Enter the required details and click on submit button.

Cancel

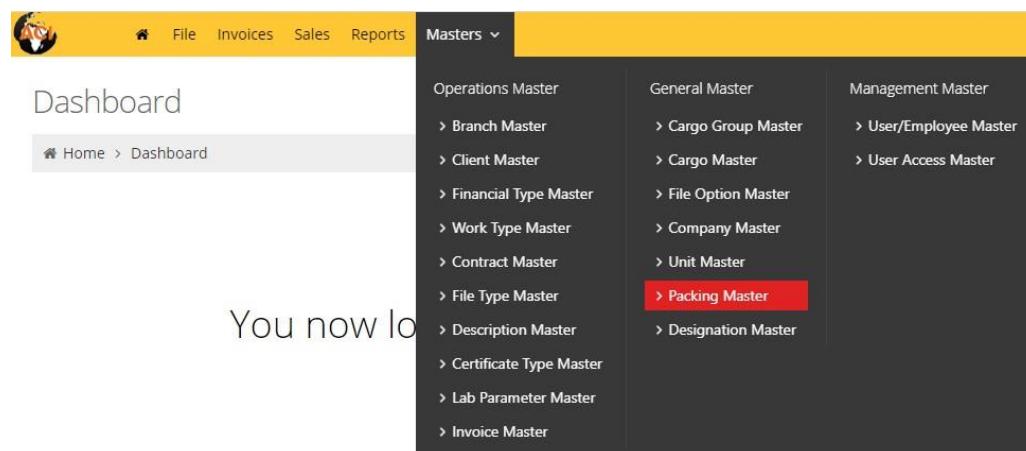
3) To cancel the entry click on  button it will redirect you to the list view.

To go back to the list view from add screen click on the  button.

Packing Master

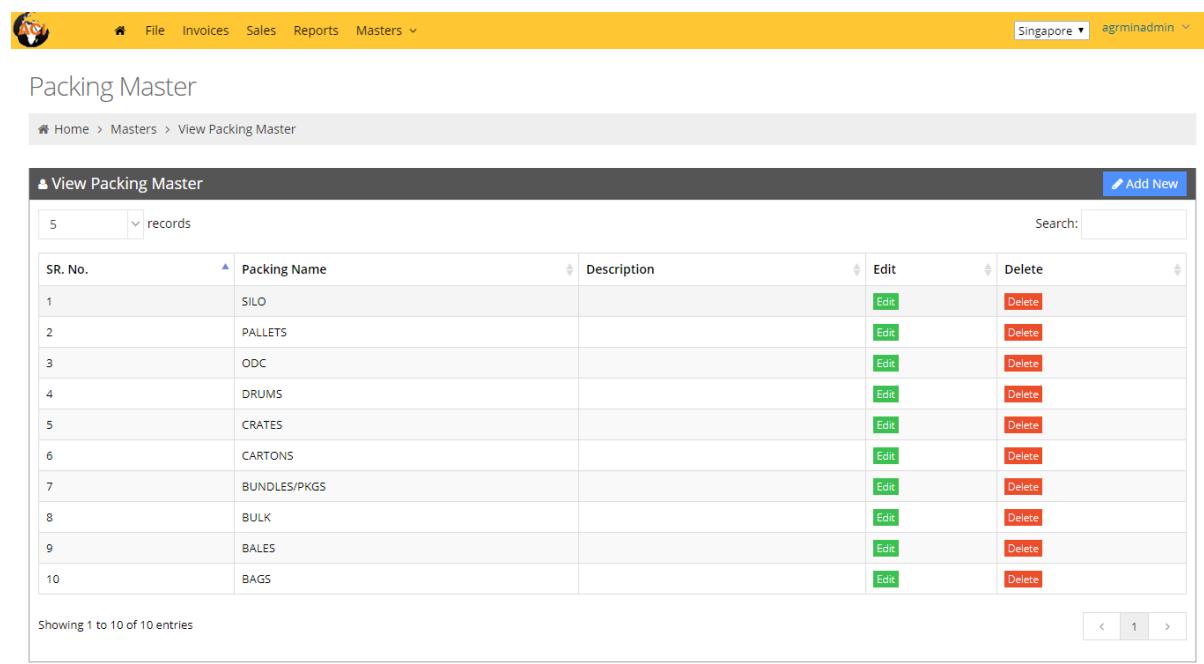
This option is used to manage the data of the packing master, the entry made here will be effected across the application.

To access the packing master



The screenshot shows the application's navigation bar with links for File, Invoices, Sales, Reports, and Masters. The Masters dropdown menu is open, displaying various master categories: Operations Master, General Master, Management Master, Branch Master, Client Master, Financial Type Master, Work Type Master, Contract Master, File Type Master, Description Master, Certificate Type Master, Lab Parameter Master, Invoice Master, Cargo Group Master, Cargo Master, File Option Master, Company Master, Unit Master, and Designation Master. The 'Packing Master' option is highlighted with a red box.

- 1) Click on the masters menu
- 2) Select packing master option, it will open a list view as shown below displaying all the existing entries.



The screenshot shows the 'View Packing Master' page with a table displaying 10 records. The columns are: SR. No., Packing Name, Description, Edit, and Delete. The 'Edit' button for each row is highlighted with a green box. The records listed are: 1. SILO, 2. PALLETS, 3. ODC, 4. DRUMS, 5. CRATES, 6. CARTONS, 7. BUNDLES/PKGS, 8. BULK, 9. BALES, and 10. BAGS.

| SR. No. | Packing Name | Description | Edit | Delete |
|---------|--------------|-------------|--|---|
| 1 | SILO | | Edit | Delete |
| 2 | PALLETS | | Edit | Delete |
| 3 | ODC | | Edit | Delete |
| 4 | DRUMS | | Edit | Delete |
| 5 | CRATES | | Edit | Delete |
| 6 | CARTONS | | Edit | Delete |
| 7 | BUNDLES/PKGS | | Edit | Delete |
| 8 | BULK | | Edit | Delete |
| 9 | BALES | | Edit | Delete |
| 10 | BAGS | | Edit | Delete |

Showing 1 to 10 of 10 entries

Process to edit existing entry.

- 1) Click on the Edit button of which you want to edit.
- 2) It will open a screen as shown below.

Packing Master

Home > Masters > Packing Master

Packing Master

Packing Master Form

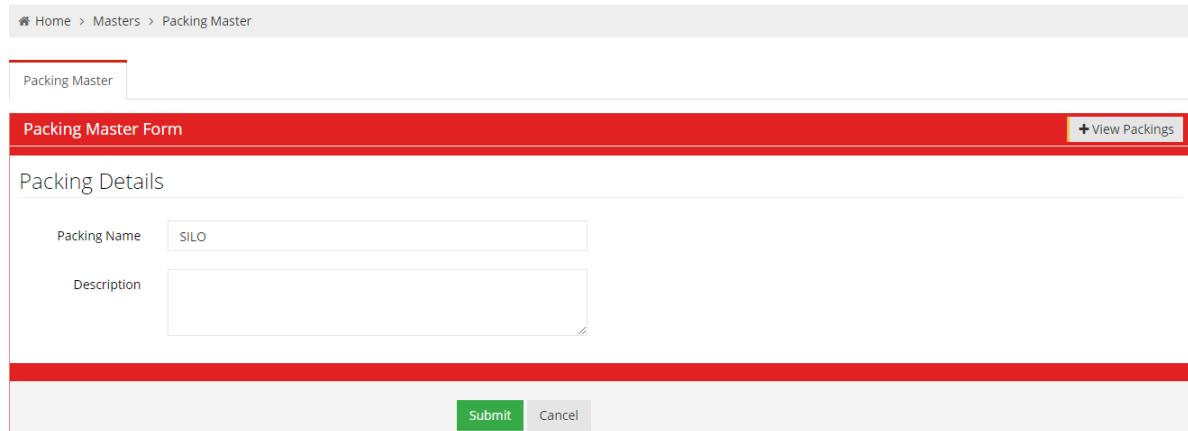
+ View Packings

Packing Details

Packing Name: SILO

Description:

Submit Cancel



Process to delete any entry.

- 1) Click on the **Delete** button this will delete the entry.

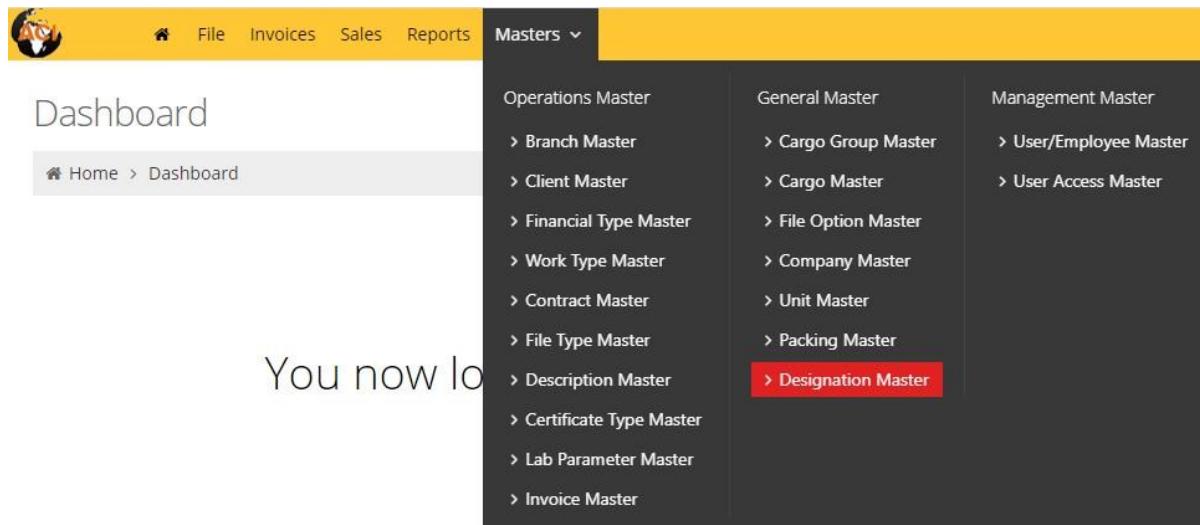
Note: - Delete is conditional means if there is any transaction linked to it the system will not allow you to delete.

Process to add a new entry.

- 1) Click on the **Add New** button it will open a screen as shown below.

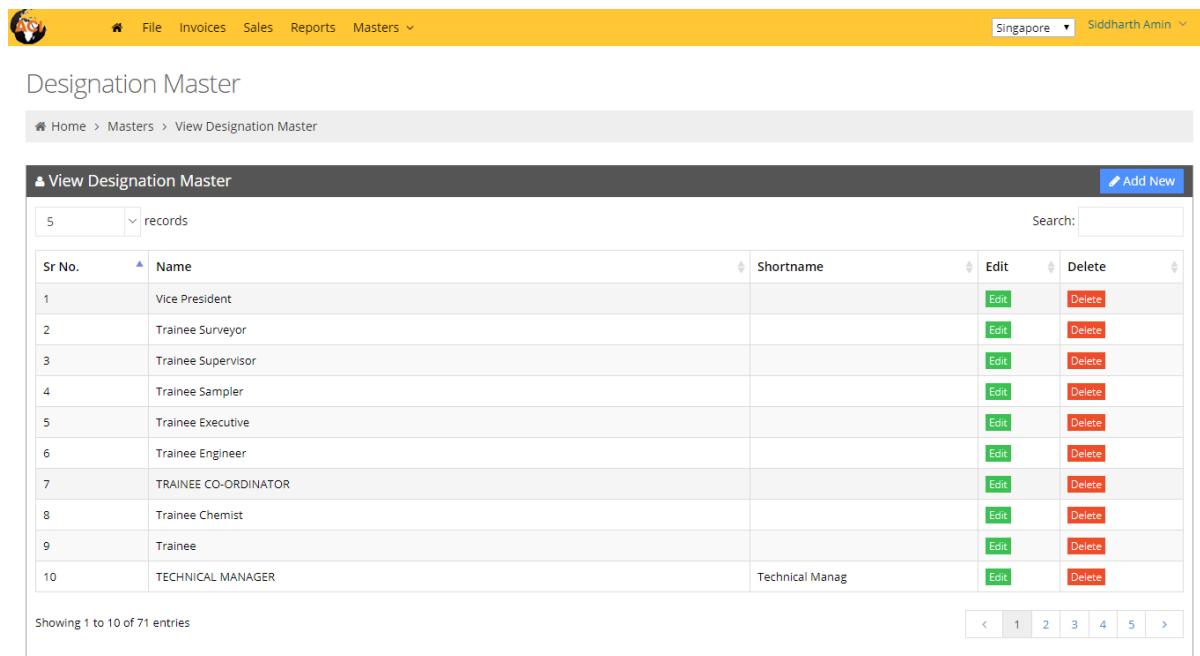
Designation Master

Designation master is used to manage the designation data, changes made here will reflect in entire application.



The screenshot shows the application's navigation bar with links for File, Invoices, Sales, Reports, and Masters. The Masters menu is open, displaying a list of master categories: Operations Master, General Master, Management Master, Branch Master, Client Master, Financial Type Master, Work Type Master, Contract Master, File Type Master, Description Master, Certificate Type Master, Lab Parameter Master, Invoice Master, Cargo Group Master, Cargo Master, File Option Master, Company Master, Unit Master, Packing Master, and Designation Master. The 'Designation Master' option is highlighted with a red box.

- 1) Click on the master menu
- 2) Select Designation master it will open a list view displaying all the existing entries.



The screenshot shows the 'View Designation Master' page. At the top, there is a search bar and a 'Search:' input field. Below is a table with 10 records:

| Sr No. | Name | Shortname | Edit | Delete |
|--------|----------------------|-----------------|------|--------|
| 1 | Vice President | | Edit | Delete |
| 2 | Trainee Surveyor | | Edit | Delete |
| 3 | Trainee Supervisor | | Edit | Delete |
| 4 | Trainee Sampler | | Edit | Delete |
| 5 | Trainee Executive | | Edit | Delete |
| 6 | Trainee Engineer | | Edit | Delete |
| 7 | TRAINEE CO-ORDINATOR | | Edit | Delete |
| 8 | Trainee Chemist | | Edit | Delete |
| 9 | Trainee | Technical Manag | Edit | Delete |
| 10 | TECHNICAL MANAGER | | Edit | Delete |

Showing 1 to 10 of 71 entries

Process to edit the existing the entry

- 1) Click on the **Edit** button it will open a screen as shown below.

Designation Master

Home > Masters > Designation Master

Designation Master

Designation Master Form

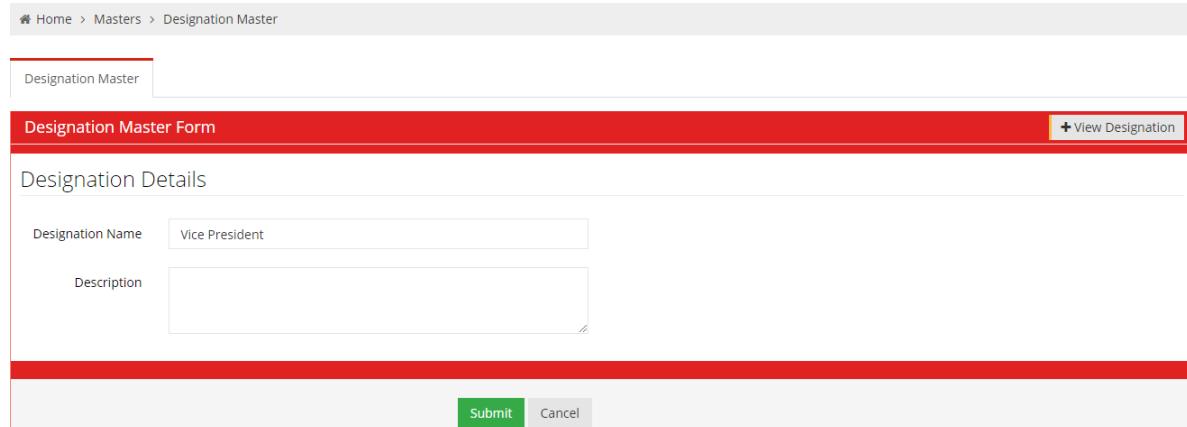
+ View Designation

Designation Details

Designation Name: Vice President

Description:

Submit Cancel



Process to delete an entry

- 1) Click on **Delete** button it will delete the required entry.

Note: - Delete is conditional means if there is any transaction linked to it the system will not allow you to delete.

Process to add a new entry

 Add New

- 1) Click on the **Add New** button it will open a screen as shown below.

Unit Master

Home > Masters > Unit Master

Unit Master

Unit Master Form

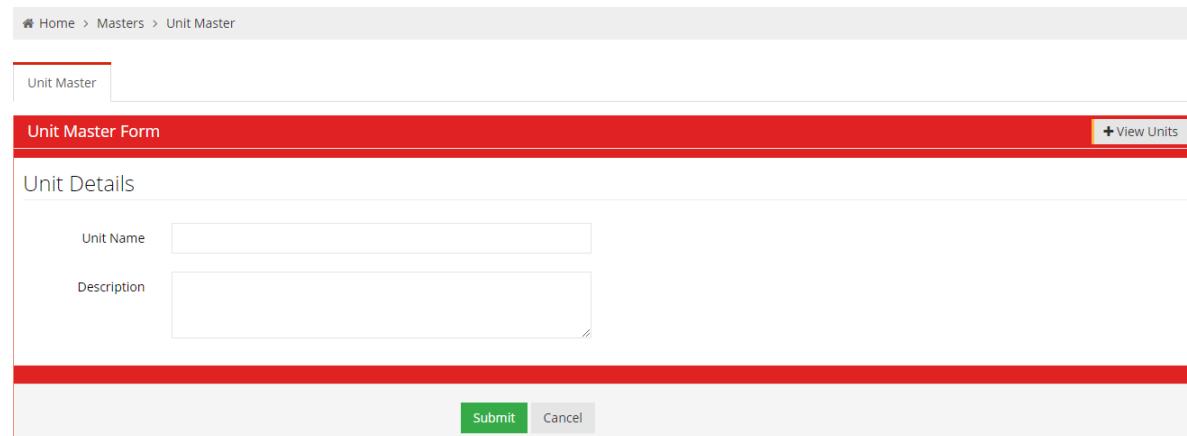
+ View Units

Unit Details

Unit Name:

Description:

Submit Cancel



Packing Master

Home > Masters > Packing Master

Packing Master

Packing Master Form

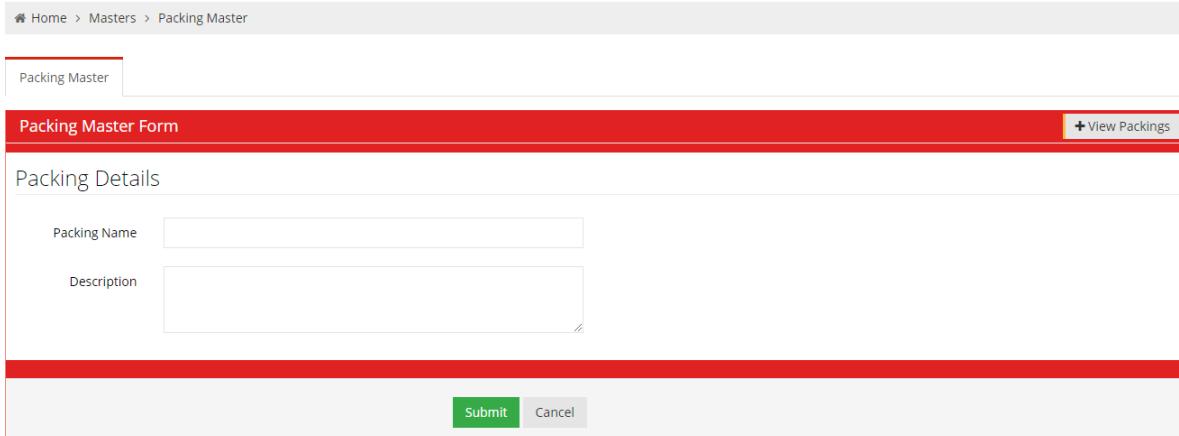
+ View Packings

Packing Details

Packing Name

Description

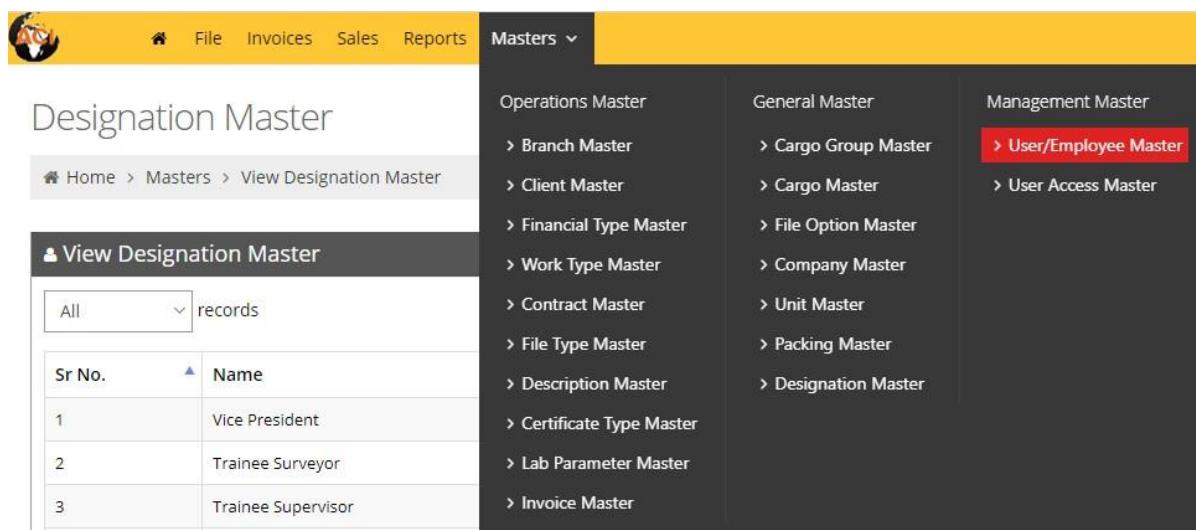
Submit **Cancel**



- 2) Enter the required details
 - 3) Click on the submit button.
- 4) Clicking on **Cancel** will redirect you to the list view.

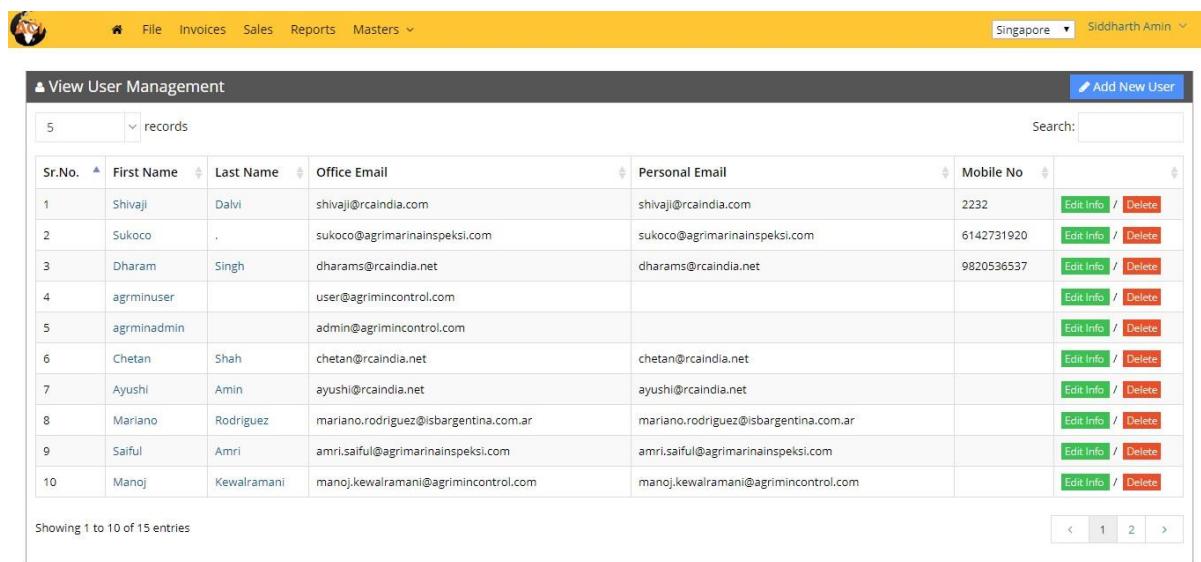
User Employee Master

This option is used to manage users, here you can create users.



The screenshot shows the software's main navigation bar at the top with options: Home, File, Invoices, Sales, Reports, and Masters. The 'Masters' menu is open, displaying a list of master categories. The 'User/Employee Master' option is highlighted with a red box. Below the menu, the 'Designation Master' screen is visible, showing a list of designation names: Vice President, Trainee Surveyor, and Trainee Supervisor.

- 1) Click on Masters menu
- 2) Select User/Employee Master it will open a screen.

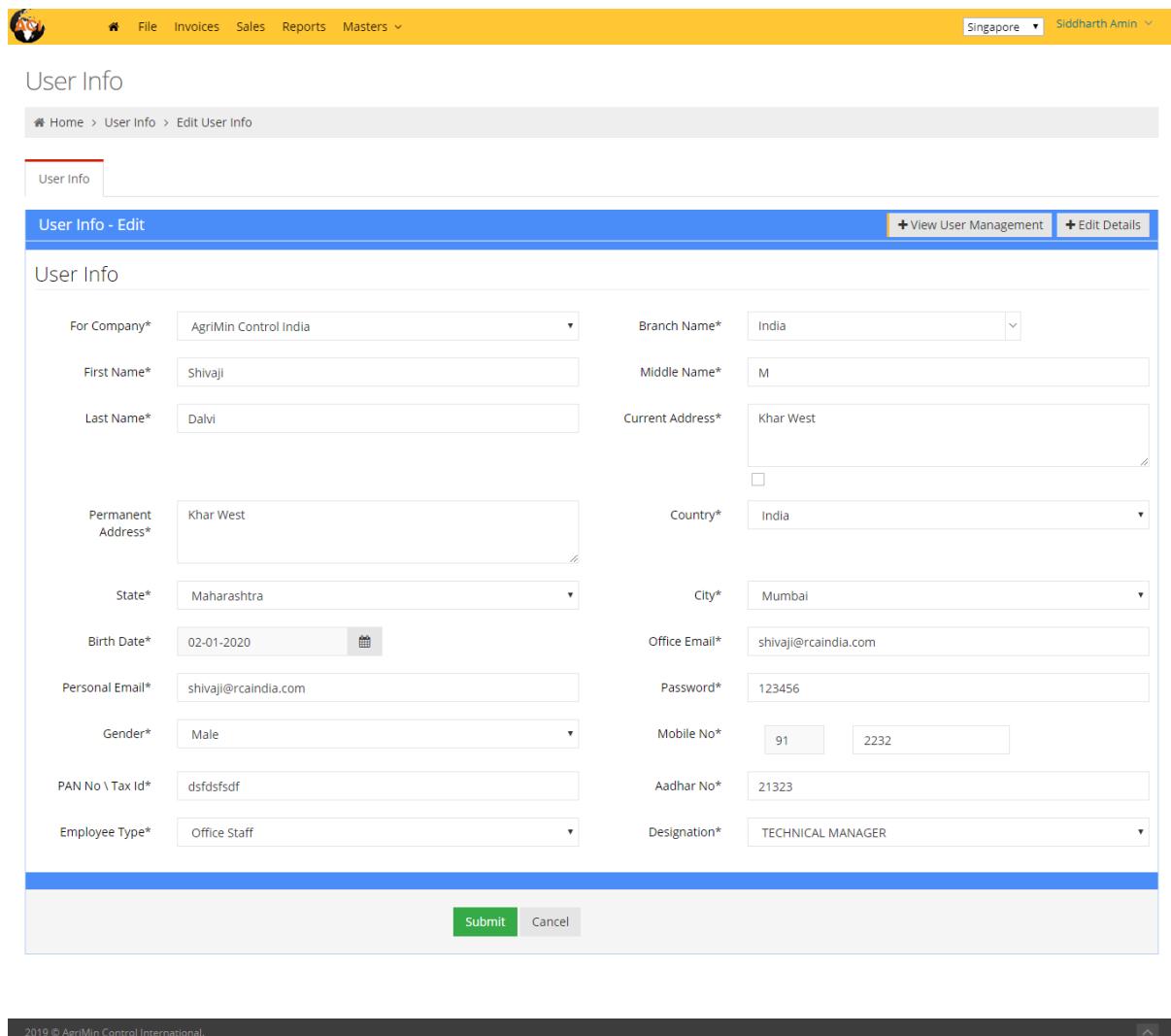


The screenshot shows the 'View User Management' screen. It displays a table of 15 user entries. The columns are: Sr.No., First Name, Last Name, Office Email, Personal Email, Mobile No., and Actions (Edit Info / Delete). The entries include various names like Shivaji, Sukoco, Dharam, Chetan, Ayushi, Mariano, Saiful, Manoj, etc., along with their respective emails and mobile numbers.

| Sr.No. | First Name | Last Name | Office Email | Personal Email | Mobile No. | Action |
|--------|-------------|-------------|---------------------------------------|---------------------------------------|------------|--------------------|
| 1 | Shivaji | Dalvi | shivaji@rcaindia.com | shivaji@rcaindia.com | 2232 | Edit Info / Delete |
| 2 | Sukoco | . | sukoco@agrimarinainspeksi.com | sukoco@agrimarinainspeksi.com | 6142731920 | Edit Info / Delete |
| 3 | Dharam | Singh | dharams@rcaindia.net | dharams@rcaindia.net | 9820536537 | Edit Info / Delete |
| 4 | agrminuser | | user@agrmincontrol.com | | | Edit Info / Delete |
| 5 | agrminadmin | | admin@agrmincontrol.com | | | Edit Info / Delete |
| 6 | Chetan | Shah | chetan@rcaindia.net | chetan@rcaindia.net | | Edit Info / Delete |
| 7 | Ayushi | Amin | ayushi@rcaindia.net | ayushi@rcaindia.net | | Edit Info / Delete |
| 8 | Mariano | Rodriguez | mariano.rodriguez@lsbargentina.com.ar | mariano.rodriguez@lsbargentina.com.ar | | Edit Info / Delete |
| 9 | Saiful | Amri | amri.saiful@agrimarinainspeksi.com | amri.saiful@agrimarinainspeksi.com | | Edit Info / Delete |
| 10 | Manoj | Kewalramani | manoj.kewalramani@agrmincontrol.com | manoj.kewalramani@agrmincontrol.com | | Edit Info / Delete |

To edit any entry

- 1) Click on the **Edit Info** button it will open a below screen.



User Info

Home > User Info > Edit User Info

User Info - Edit

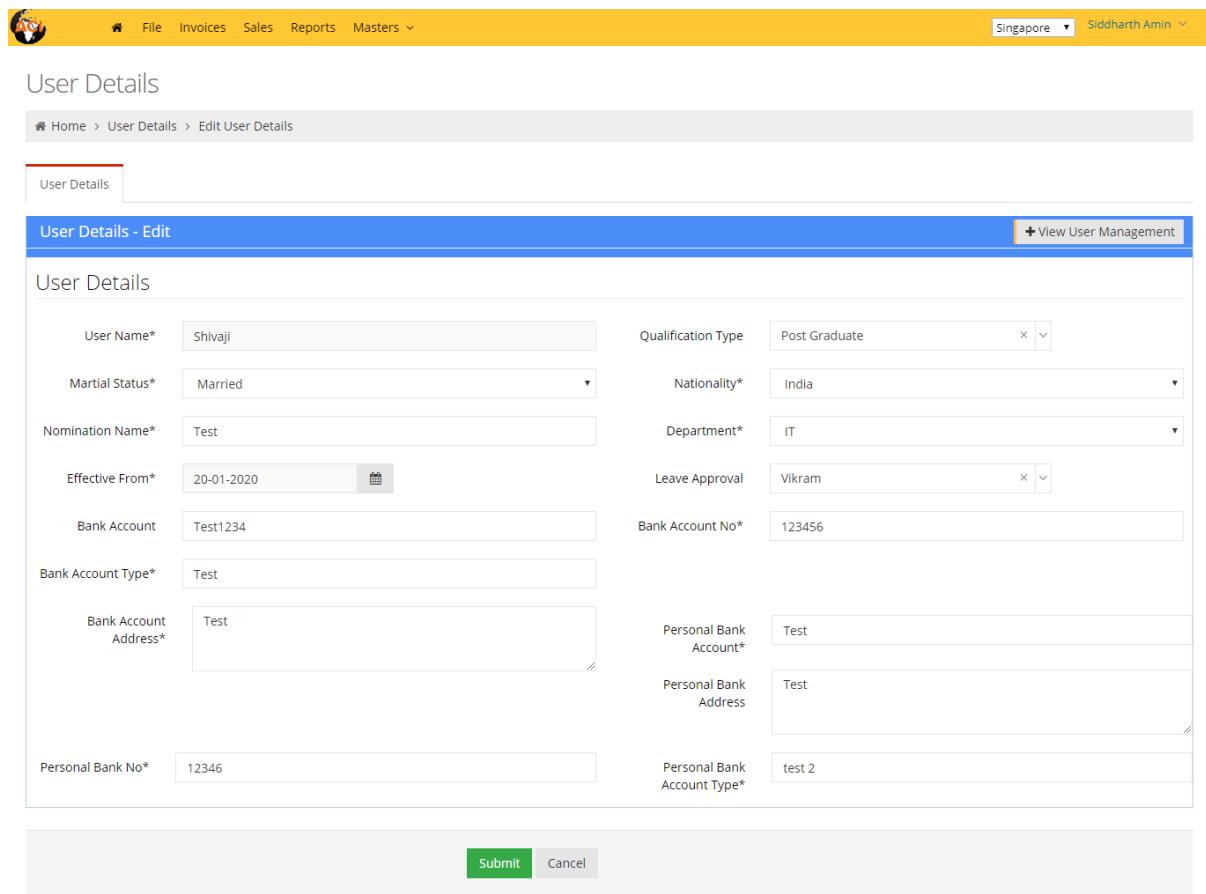
User Info

| | | | |
|--------------------|-----------------------|------------------|----------------------|
| For Company* | AgriMin Control India | Branch Name* | India |
| First Name* | Shivaji | Middle Name* | M |
| Last Name* | Dalvi | Current Address* | Khar West |
| Permanent Address* | Khar West | Country* | India |
| State* | Maharashtra | City* | Mumbai |
| Birth Date* | 02-01-2020 | Office Email* | shivaji@rcaindia.com |
| Personal Email* | shivaji@rcaindia.com | Password* | 123456 |
| Gender* | Male | Mobile No* | 91 2232 |
| PAN No \ Tax Id* | dsfdsfsdf | Aadhar No* | 21323 |
| Employee Type* | Office Staff | Designation* | TECHNICAL MANAGER |

Submit **Cancel**

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- 2) Edit the required field and click on submit button.
- 3) This **+ View User Management** button will allow you to back to the list view.
- 4) **+ Edit Details** button will allow you to edit the detail part of the employee it will take you to the screen as below.



The screenshot shows the 'User Details - Edit' page. At the top right, there are dropdowns for 'Singapore' and 'Siddharth Armin'. Below the header, the breadcrumb navigation shows 'Home > User Details > Edit User Details'. The main form contains the following fields:

| | | | |
|-----------------------|------------|-----------------------------|---------------|
| User Name* | Shivaji | Qualification Type | Post Graduate |
| Martial Status* | Married | Nationality* | India |
| Nomination Name* | Test | Department* | IT |
| Effective From* | 20-01-2020 | Leave Approval | Vikram |
| Bank Account | Test1234 | Bank Account No* | 123456 |
| Bank Account Type* | Test | Personal Bank Account* | Test |
| Bank Account Address* | Test | Personal Bank Address | Test |
| Personal Bank No* | 12346 | Personal Bank Account Type* | test 2 |

At the bottom of the form are 'Submit' and 'Cancel' buttons.

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5) Edit the required field and click on submit button.

6) **Delete** button will delete the required entry.

Note: - Delete is conditional means if there is any transaction linked to it the system will not allow you to delete.

To add a new user

1) Click on **Add New User** button it will open a screen as shown below.

Add User

[View User Management](#)

Company Name

Branch Name

First Name

Middle Name

Last Name

Current Address

Permanent Address

Select Country

Select State

Select City

Birth Date
 

Office Email

Personal Email

Password

*Password should be 6 characters

Gender

Mobile No

PAN No \ Tax Id

Aadhar No

Employee Type

Designation

Submit **Cancel**

Add User Details

Select User

Qualification Type

Martial Status

Nationality

Nomination Name

Department

Effective From
22-01-2020 

Leave Approval

Bank Account

Bank Account No

Bank Account Type

Bank Account Address

Personal Bank Account

Personal Bank Address

Personal Bank No

Personal Bank Account Type

Submit **Cancel**

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The screen is divided in 2 parts.

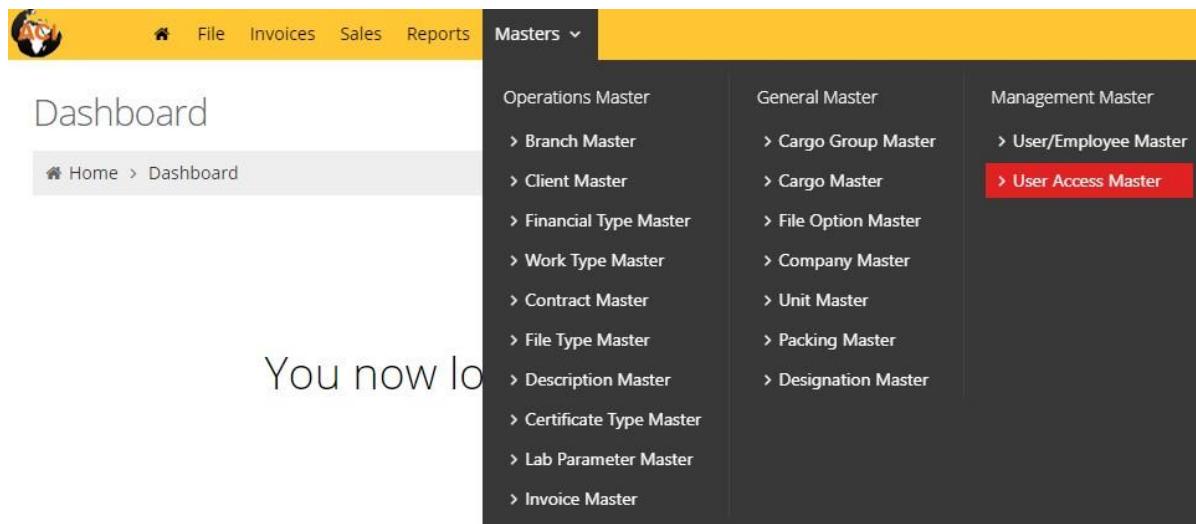
- 1) Add User – This screen is used to create the new user, it is mandatory to use this screen to add the user

- a. Enter the required details and click on the submit button.
- 2) Add User Details – Once you add the user in the first screen you will see that name in the select user dropdown here you can add his additional details like Qualification type, department etc. Enter the details and click on submit button.

User Access Master

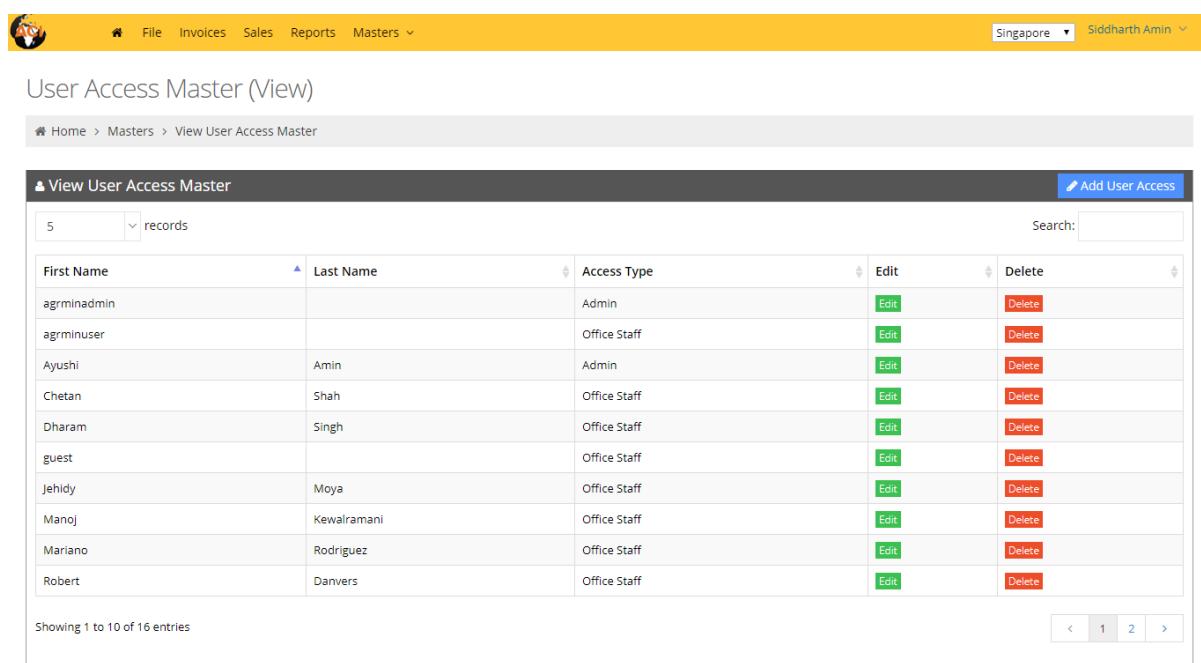
This option is used to give access rights to the user, you can give view,add,edit and delete rights menu wise to the user

- 1) Click on the Masters menu
- 2) Select User Access Master



The screenshot shows the software's main menu bar with options: File, Invoices, Sales, Reports, and Masters. The 'Masters' menu is open, displaying a list of master categories: Operations Master, General Master, Management Master, Branch Master, Client Master, Financial Type Master, Work Type Master, Contract Master, File Type Master, Description Master, Certificate Type Master, Lab Parameter Master, Invoice Master, Cargo Group Master, Cargo Master, File Option Master, Company Master, Unit Master, Packing Master, and Designation Master. The 'User Access Master' option is highlighted with a red box.

- 3) It will display a list view screen.



The screenshot shows the 'View User Access Master' list view screen. At the top, there is a header with the title 'User Access Master (View)', the location 'Singapore', and the user 'Siddharth Amin'. Below the header is a breadcrumb navigation: Home > Masters > View User Access Master. The main area contains a table with columns: First Name, Last Name, Access Type, Edit, and Delete. The table lists 16 entries. The 'Edit' and 'Delete' buttons for each row are color-coded: green for most users and red for the 'Admin' user. At the bottom of the table, it says 'Showing 1 to 10 of 16 entries'.

| First Name | Last Name | Access Type | Edit | Delete |
|-------------|-------------|--------------|--|--|
| agrminadmin | | Admin | Edit | Delete |
| agrminuser | | Office Staff | Edit | Delete |
| Ayushi | Amin | Admin | Edit | Delete |
| Chetan | Shah | Office Staff | Edit | Delete |
| Dharam | Singh | Office Staff | Edit | Delete |
| guest | | Office Staff | Edit | Delete |
| Jehidy | Moya | Office Staff | Edit | Delete |
| Manoj | Kewalramani | Office Staff | Edit | Delete |
| Mariano | Rodriguez | Office Staff | Edit | Delete |
| Robert | Danvers | Office Staff | Edit | Delete |

To edit the rights

- 1) Click on the **Edit** button it will open a screen

User Access Details

| | |
|-------------------|-------------|
| User Access Type* | Admin |
| User Name* | agrminadmin |
| Main Menus* | Invoices |

Select Submenus

| Submenu Name | View | Add | Edit | Delete |
|-----------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Commodity Invoice | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Payment Receipt Entry | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Submit **Cancel**

- 2) Select the menu option of which you want to edit the rights and click on submit button.

- 3) **+ View User Access Master** this button will redirect you to the list view.
- 4) **Delete** this button will allow you to delete the particular rights of the particular user.

Process to add a user

You can create a

