



## **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!

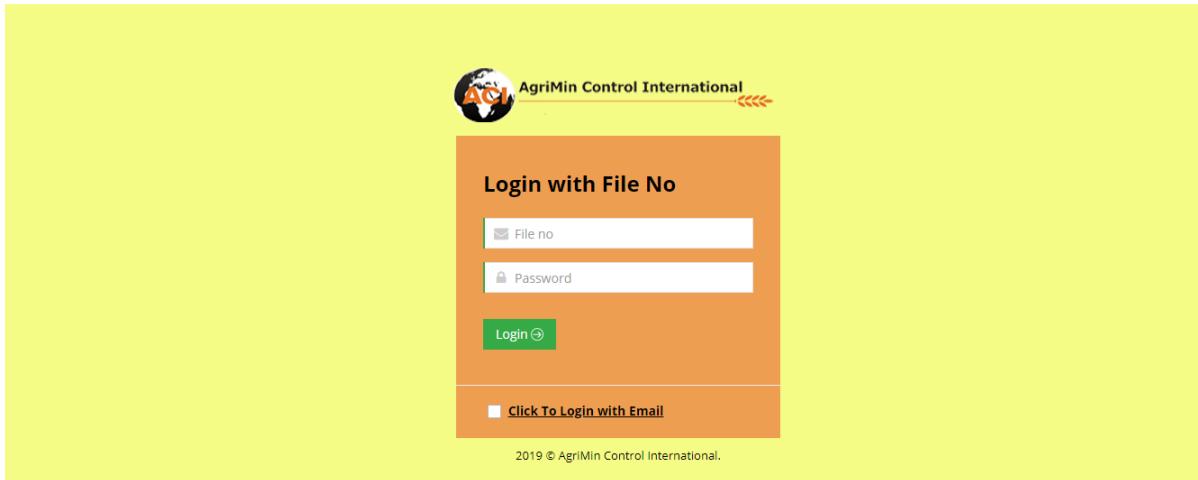
## Login

### AgriMin Access

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

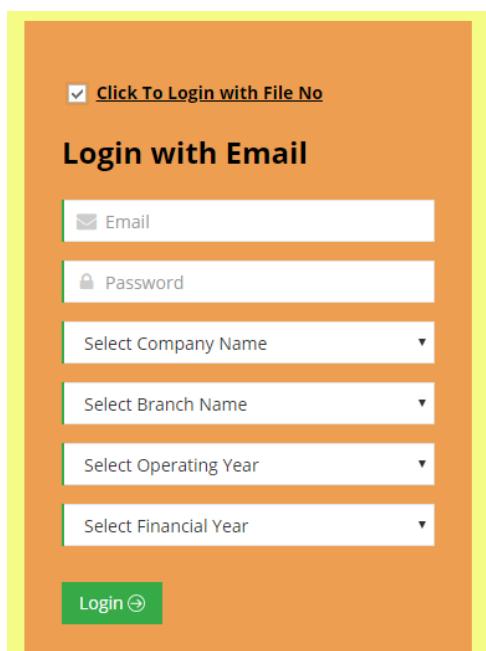
<http://agrimincontrol.com/agrimin/>

- 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". It includes a checked checkbox labeled "Click To Login with File No". Below this is a section titled "Login with Email" containing four input fields: "Email" (with an envelope icon), "Password" (with a lock icon), "Select Company Name" (a dropdown menu), and "Select Branch Name" (a dropdown menu). Further down are "Select Operating Year" and "Select Financial Year" dropdown menus. A green "Login" button with a circular arrow icon is located at the bottom. The page has a white header with the AgriMin logo and a light orange footer.

- 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. The user is identified as Robert Danvers from Switzerland. The main content area displays a message: "You now logged in to **Switzerland** Branch. Please continue...". The bottom footer shows 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 dropdown menu for switching branches is shown. The current selection is "Singapore". When expanded, it reveals a list of branches: Singapore, Singapore, India, Switzerland (which is highlighted in blue), Brazil, Ukraine, Argentina, and Indonesia. The text below the dropdown states: "by clicking on it will expand the dropdown you to the dashboard from there you can continue." To the right, another text block says: "it will redirect".



## Dashboard

### Parts of the Dashboard

#### Menu Bar

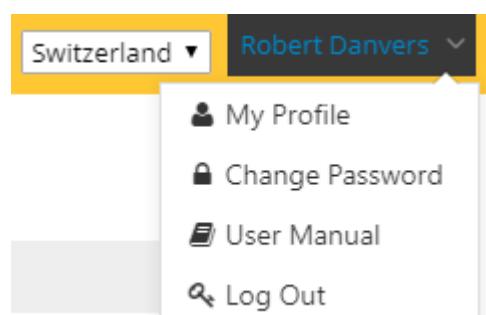
It contains all the required menu options; these menu options are based on the rights given to the user by the Administrator. So some users might see few or more menu options.



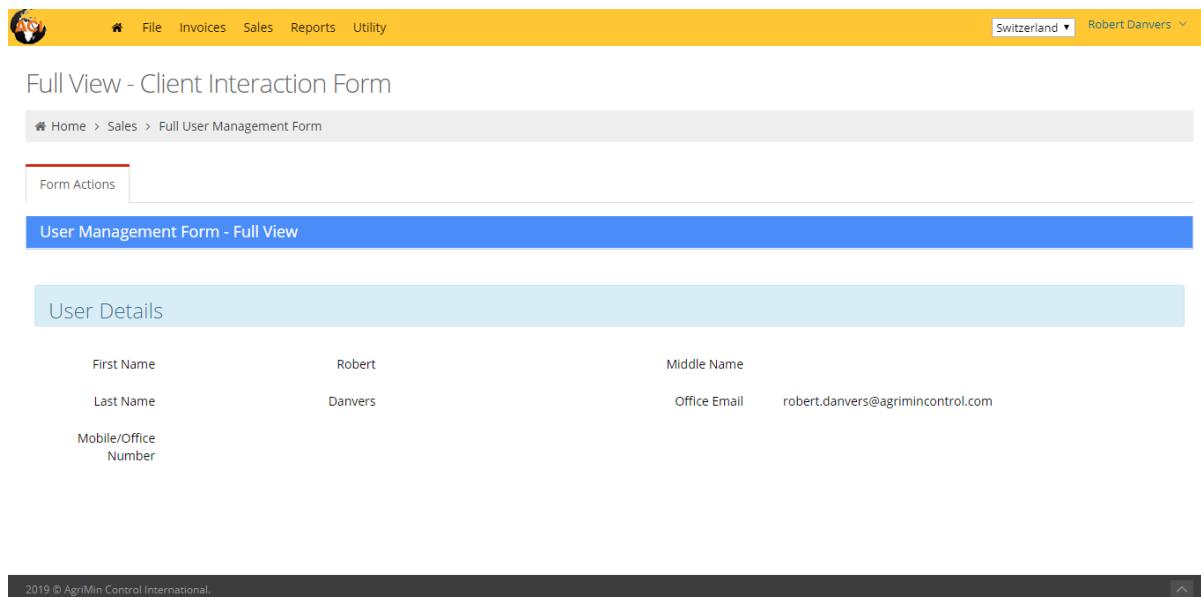
**Switzerland ▾** this shows the logged in country.

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

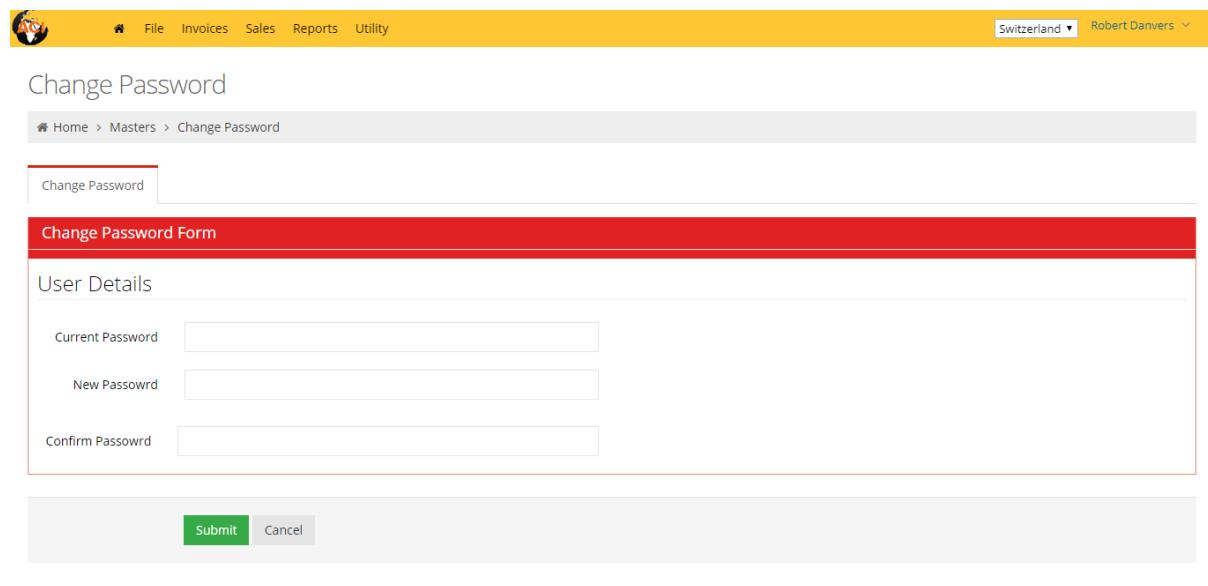
User Management Form - Full View

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.

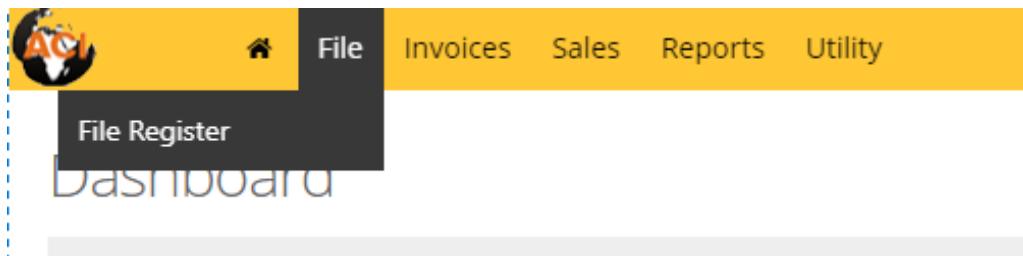
- 3) User Manual – This option will open the updated user manual i.e. this document. By clicking on it will open in a new screen.

## File Menu

### File Register

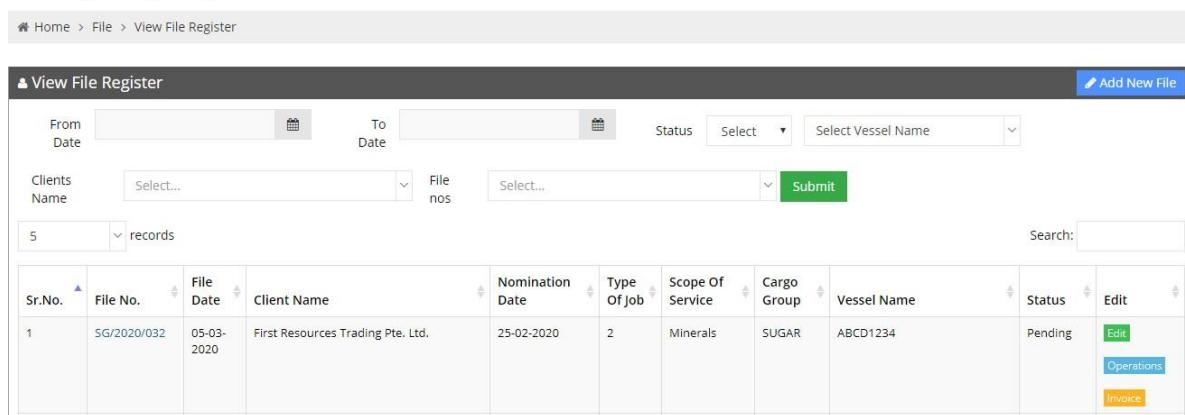
This option is used to generate the file, view the generated file, file operations part and from here one can generate the invoice.

- 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)



The screenshot shows the 'View File Register' page. At the top, there are filters for 'From Date' (with a calendar icon), 'To Date' (with a calendar icon), 'Status' (dropdown), 'Select Vessel Name' (dropdown), 'Clients Name' (dropdown), 'File nos' (dropdown), and a 'Submit' button. Below the filters, it says '5 records'. A search bar is also present. The main area is a table with columns: Sr.No., File No., File Date, Client Name, Nomination Date, Type Of Job, Scope Of Service, Cargo Group, Vessel Name, Status, and Edit/Operations/Invoice buttons. One record is listed:

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

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						
<b>Add Cargo</b>							
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	<b>Edit</b>
<a href="#">Operations</a> <a href="#">Invoices</a>											

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	MoBnSqs2
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"/> <b>Loading / Discharge Supervision</b> <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 POR	Place of attenc
RAW SUGAR	PALLETS	1000	MT	mumbai	mumbai	singapore	singapore

### Upload Documents

<a href="#">View Nomination Attachment</a>	GST_CERTIFICATE1.PDF
<a href="#">View Rate Attachment</a>	invoice-D1099651.pdf
<a href="#">View Additional Document Attachment</a>	

### File Generated By :

<b>Created By :</b> Aarti Poddar	<b>Created Date:</b> 05-03-2020
<b>Modified By :</b>	<b>Modified Date:</b> 05-03-2020

## Edit File Register

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

Edit   [View All Files](#)

**File Register (Edit)**

Home > File > Edit File Register

**Edit File Register**   [Add New File](#)   [View All Files](#)

### 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*	<input type="checkbox"/> <b>Delivery Supervision</b> <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"/> <b>Onboard Attendance</b> <input type="checkbox"/> Barge Inspection
File Type*	Bulk Cargo		

### 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																																		
<a href="#">Add Cargo</a> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Cargo</th> <th>Packing</th> <th>Quantity</th> <th>Unit</th> <th>Origin</th> <th>Load Port</th> <th>Discharge Port</th> <th>Place Of Attendance</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>YELLOW CC</td> <td>PALLETS</td> <td>120</td> <td>MT</td> <td>INDONESIA</td> <td>DUMAI &amp; LUBL</td> <td>YEMEN</td> <td>DUMAI,INDON</td> <td></td> </tr> <tr> <td>SUNFLOWE</td> <td>BAGS</td> <td>1202</td> <td>NOS</td> <td>INDONESIA</td> <td>DUMAI &amp; LUBL</td> <td>YEMEN</td> <td>DUMAI,INDON</td> <td></td> </tr> </tbody> </table>								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		
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

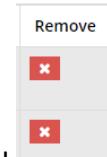
Nomination	<input type="button" value="Choose File"/> No file chosen <small>*Only pdf,doc,xls accepted</small>
View Nomination File	<a href="#">LabTestCertificate10.pdf</a>
Additional Document	<input type="button" value="Choose File"/> No file chosen <small>*Only pdf,doc,xls accepted</small>
View Additional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

### File Generated By :

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

[Submit](#)   [Cancel](#)

- 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



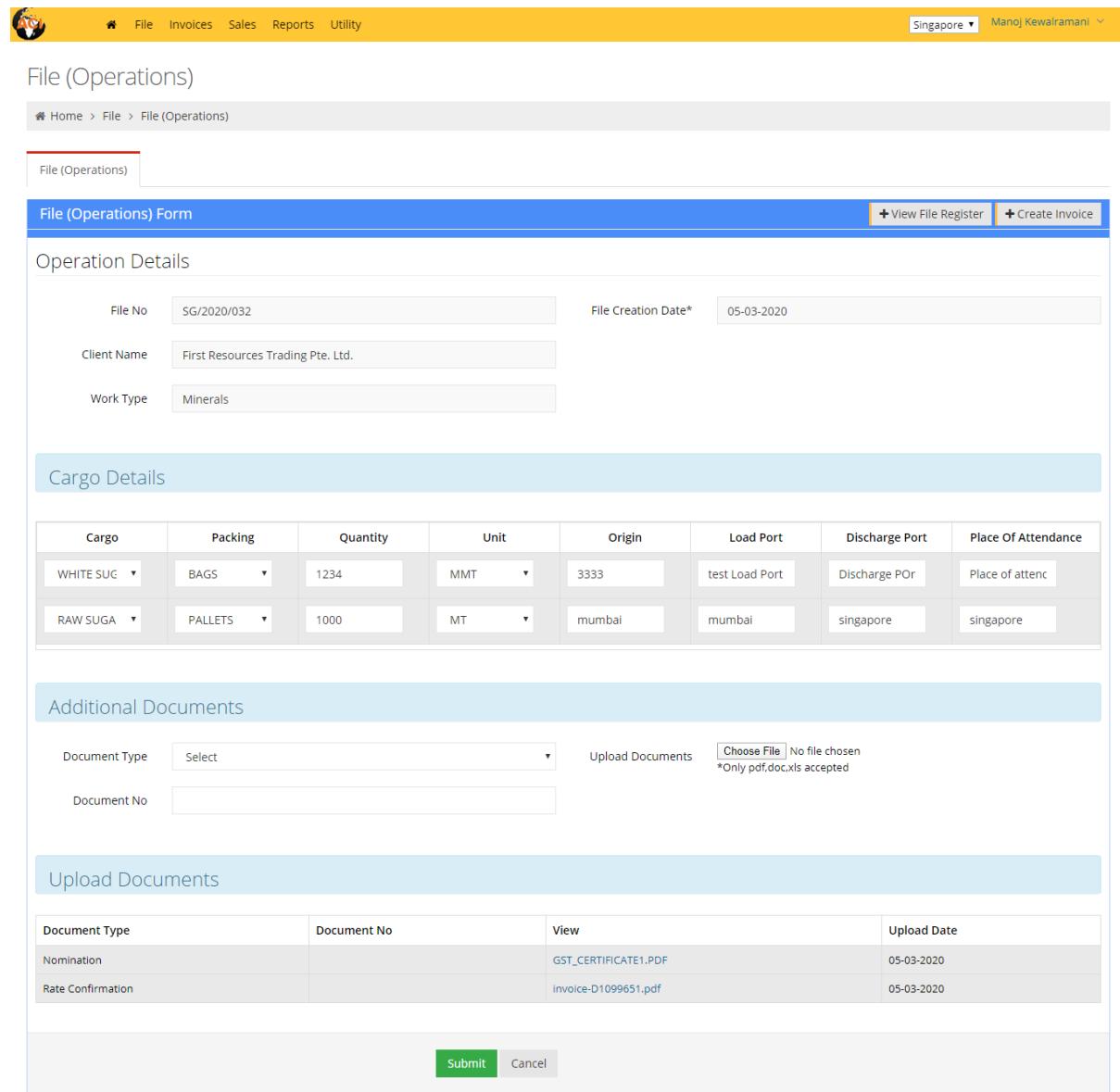
- Also you can remove the unwanted cargo from the list using the required checkboxes from the list
- To cancel the file select the cancel option from status and click on the submit button. It will cancel the file and further process is locked. Remark is mandatory to mention.

## 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's a navigation bar with links for File, Invoices, Sales, Reports, and Utility, along with location and user information ('Singapore' and 'Manoj Kewalramani'). Below the navigation is a breadcrumb trail: Home > File > File (Operations). The main form has tabs for 'File (Operations)' (selected), 'File (Operations) Form' (active), '+ View File Register', and '+ Create Invoice'. The 'Operation Details' section contains fields for File No (SG/2020/032), File Creation Date (05-03-2020), Client Name (First Resources Trading Pte. Ltd.), and Work Type (Minerals). The 'Cargo Details' section displays two rows of commodity information in a table. The 'Additional Documents' section includes fields for Document Type (Select), Document No, and a file upload area ('Choose File', 'No file chosen', '\*Only pdf,doc,xls accepted'). The 'Upload Documents' section shows a table of uploaded files with columns for Document Type, Document No, View, and Upload Date. Buttons for 'submit' and 'Cancel' are at the bottom of this section.

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

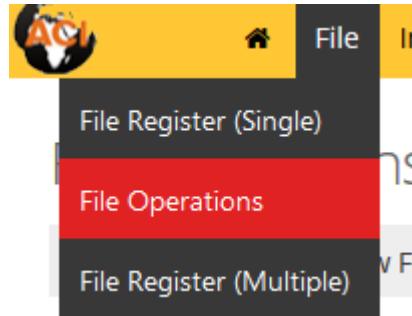
Document No

## 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	<a href="#">View Operations</a>
2	SG/2020/103	11-06-2020	STA62 TRADING PTE LTD	11-06-2020	<a href="#">View Operations</a>
3	SG/2020/102	11-06-2020	AGROCOP INTERNATIONAL PTE LTD.	11-06-2020	<a href="#">View Operations</a>
4	SG/2020/101	10-06-2020	INDO INTERNATIONAL TRADING FZCO.	10-06-2020	<a href="#">View Operations</a>
5	SG/2020/100	09-06-2020	RIYA INTERNATIONAL PTE LTD	09-06-2020	<a href="#">View Operations</a>
6	SG/2020/099	09-06-2020	SHANHI FEEDS PRIVATE LIMITED	08-06-2020	<a href="#">View Operations</a>

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

[Home](#) > [File](#) > [File \(operations\)](#)

**File (Operations)**

[File \(Operations\)](#)

**File (Operations) Form**

**Operation Details**

File No	SG/2020/104	File Creation Date*	16-06-2020
Client Name	LOUIS DREYFUS COMPANY ASIA PTE LTD	Commodity	RED PALM OLEIN
Work Type	Liquid	Document No	

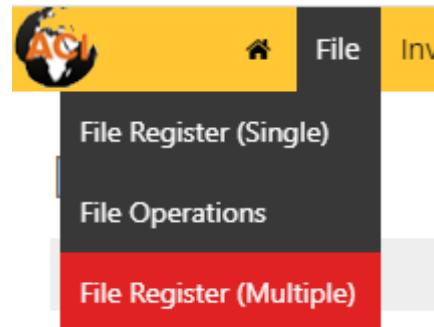
**Uploaded Documents**

Document Type	Document No	View	Upload Date
Nomination	LOC_NOMINATION.pdf		16-06-2020
Additional Document			16-06-2020

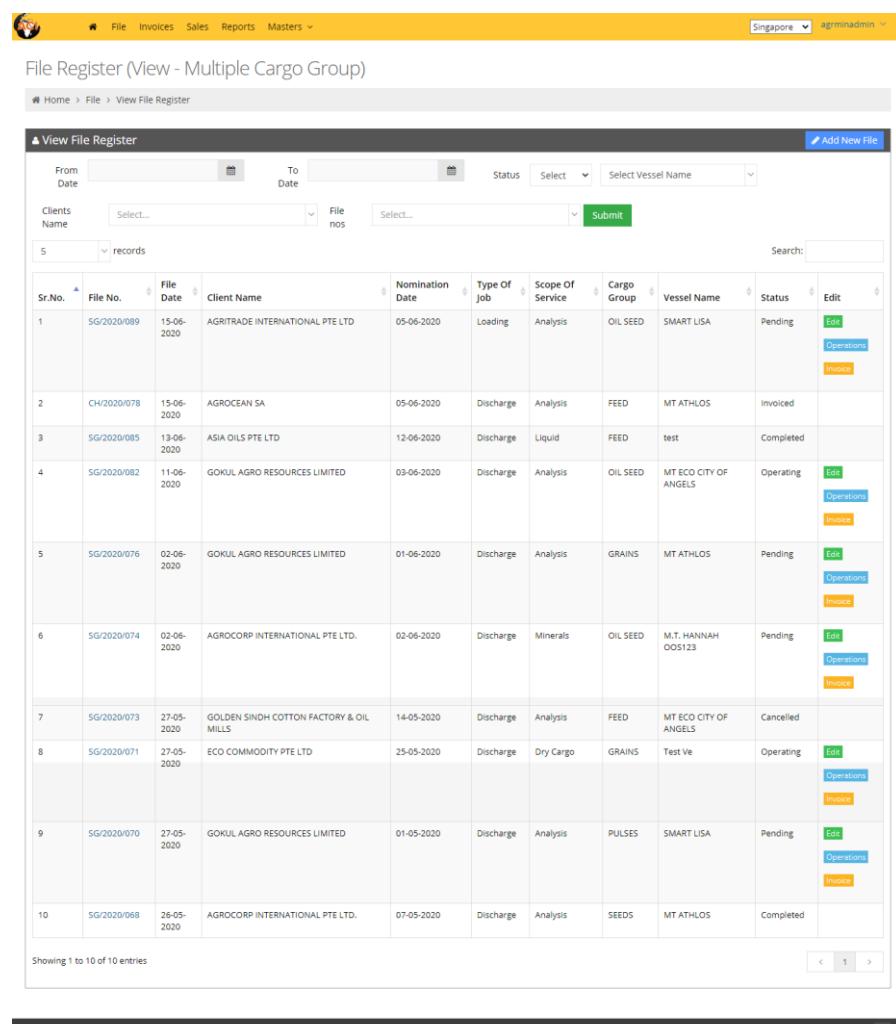
In the above screen you can only view what all file has been uploaded in a particular project.

## 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.	File 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	<a href="#">Edit</a> <a href="#">Operations</a> <a href="#">Invoice</a>
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	<a href="#">Edit</a> <a href="#">Operations</a> <a href="#">Invoice</a>
5	SG/2020/076	02-06-2020	GOKUL AGRO RESOURCES LIMITED	01-06-2020	Discharge	Analysis	GRAINS	MT ATHLOS	Pending	<a href="#">Edit</a> <a href="#">Operations</a> <a href="#">Invoice</a>
6	SG/2020/074	02-06-2020	AGROCOP INTERNATIONAL PTE LTD.	02-06-2020	Discharge	Minerals	OIL SEED	M.T. HANNAH OOS123	Pending	<a href="#">Edit</a> <a href="#">Operations</a> <a href="#">Invoice</a>
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	<a href="#">Edit</a> <a href="#">Operations</a> <a href="#">Invoice</a>
9	SG/2020/070	27-05-2020	GOKUL AGRO RESOURCES LIMITED	01-05-2020	Discharge	Analysis	PULSES	SMART LISA	Pending	<a href="#">Edit</a> <a href="#">Operations</a> <a href="#">Invoice</a>
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\*

16-06-2020

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\*

Pending

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\*  No file chosen

\*Only pdf,doc,xls accepted

Additional Document  No file chosen

\*Only pdf,doc,xls accepted

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
  - Post Code: 079000
  - Country: Singapore
  - CMP: Singapore
  - Port of Discharge: Singapore
  - Port of Loading: Singapore
  - Inspection Date: 21/05/2020
  - Bill of Lading Date: 21/05/2020
  - 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: 21/05/2020
  - 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

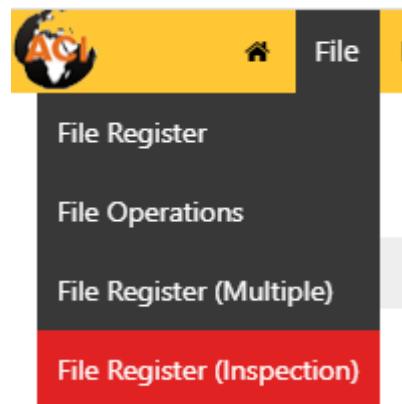
**Add Cargo Particulars**

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

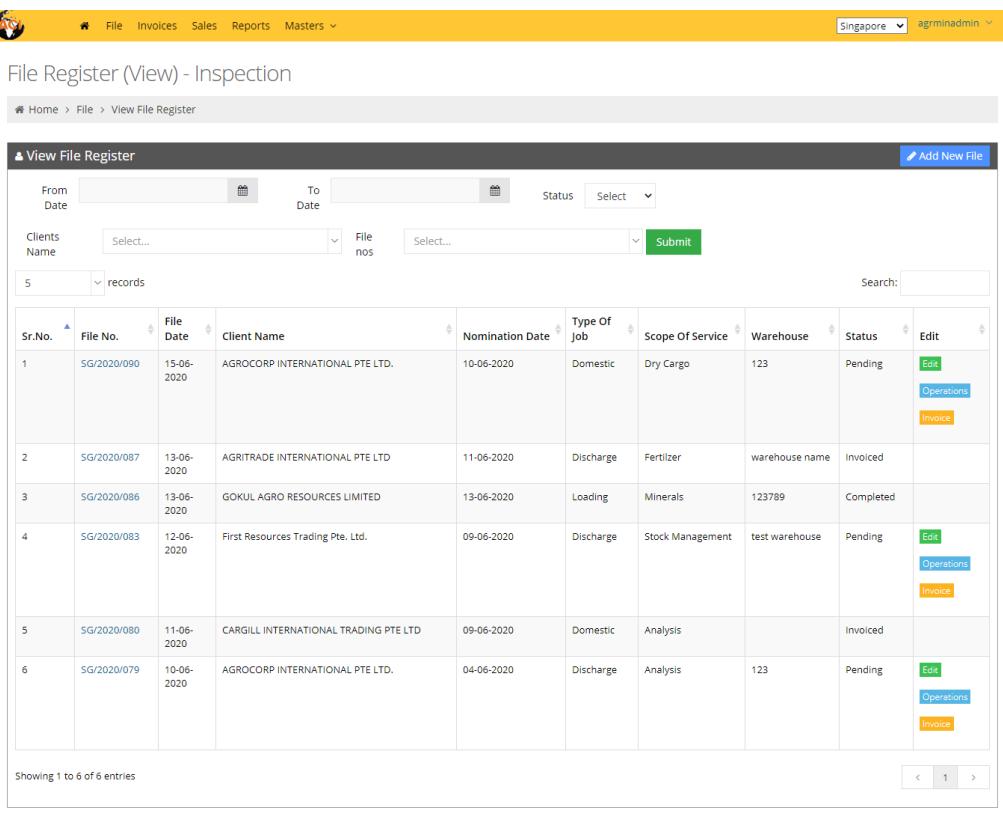
**Note:-** All the other options are same as File Register(Single) so that is not mentioned in this section.

**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).



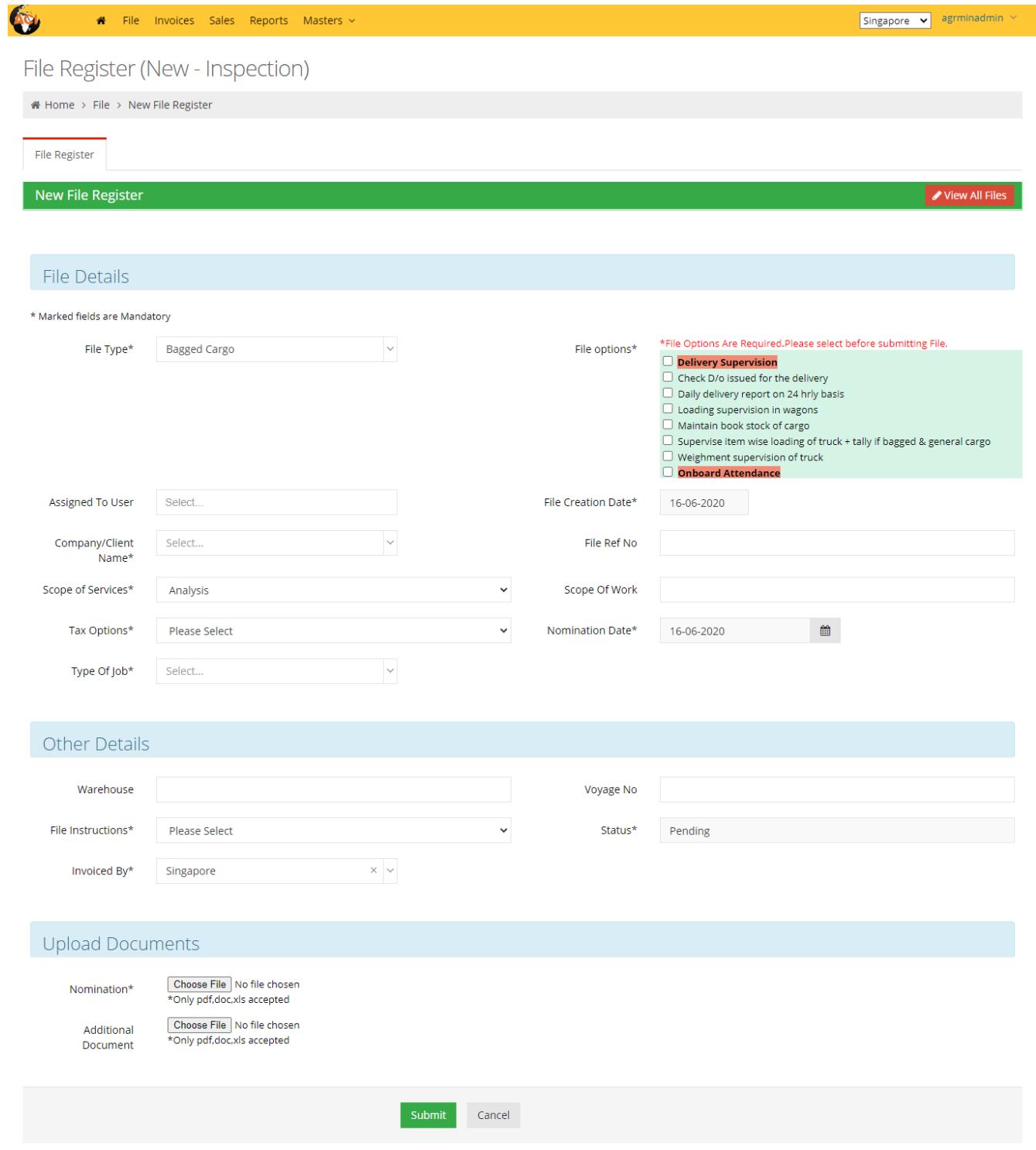
It will open a screen as shown below.



Sr.No.	File No.	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	<a href="#">Edit</a>	<a href="#">Operations</a>	<a href="#">Invoice</a>
2	SG/2020/087	13-06-2020	AGRITRADE INTERNATIONAL PTE LTD	11-06-2020	Discharge	Fertilizer	warehouse name	Invoiced	<a href="#">Edit</a>	<a href="#">Operations</a>	<a href="#">Invoice</a>
3	SG/2020/086	13-06-2020	GOKUL AGRO RESOURCES LIMITED	13-06-2020	Loading	Minerals	123789	Completed	<a href="#">Edit</a>	<a href="#">Operations</a>	<a href="#">Invoice</a>
4	SG/2020/083	12-06-2020	First Resources Trading Pte. Ltd.	09-06-2020	Discharge	Stock Management	test warehouse	Pending	<a href="#">Edit</a>	<a href="#">Operations</a>	<a href="#">Invoice</a>
5	SG/2020/080	11-06-2020	CARGILL INTERNATIONAL TRADING PTE LTD	09-06-2020	Domestic	Analysis		Invoiced	<a href="#">Edit</a>	<a href="#">Operations</a>	<a href="#">Invoice</a>
6	SG/2020/079	10-06-2020	AGROCOP INTERNATIONAL PTE LTD.	04-06-2020	Discharge	Analysis	123	Pending	<a href="#">Edit</a>	<a href="#">Operations</a>	<a href="#">Invoice</a>

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)**

Home > File > New File Register

**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"/> <b>Delivery Supervision</b> <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"/> <b>Onboard Attendance</b>		
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...			

**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

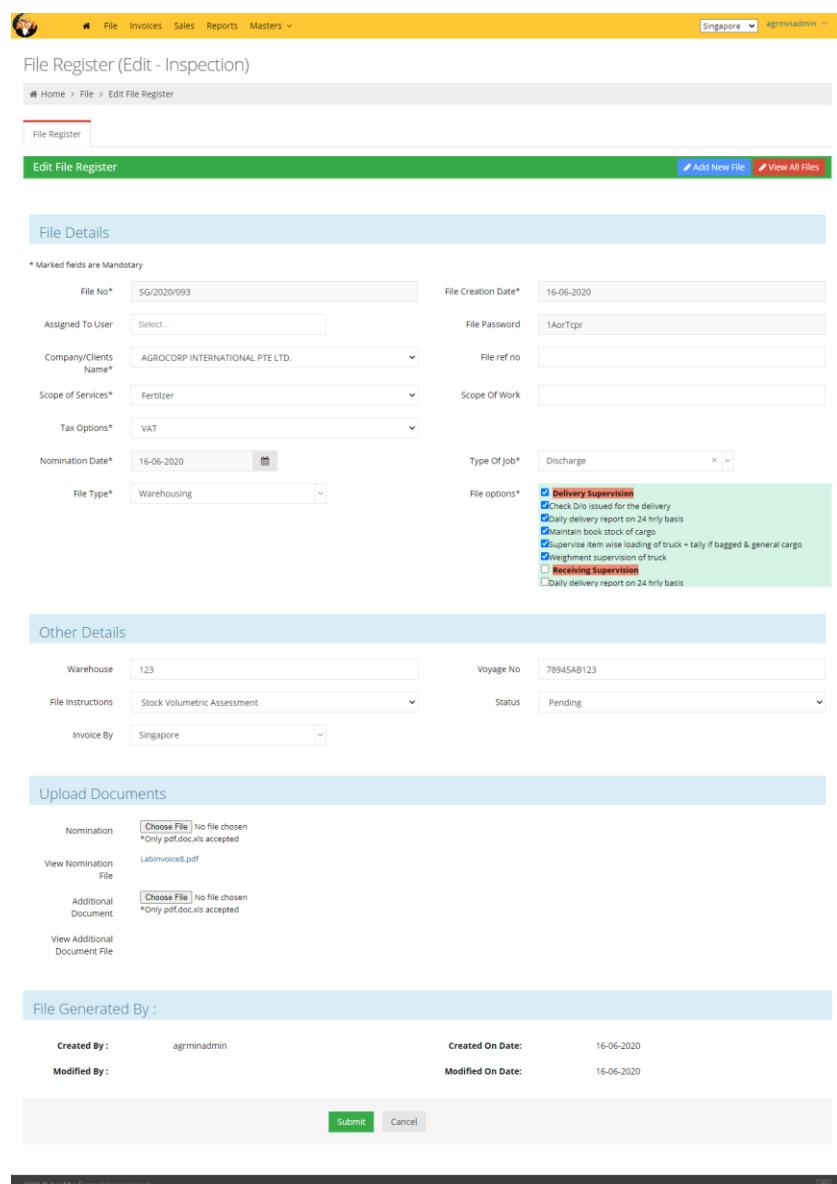
**Submit**   **Cancel**

- 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.



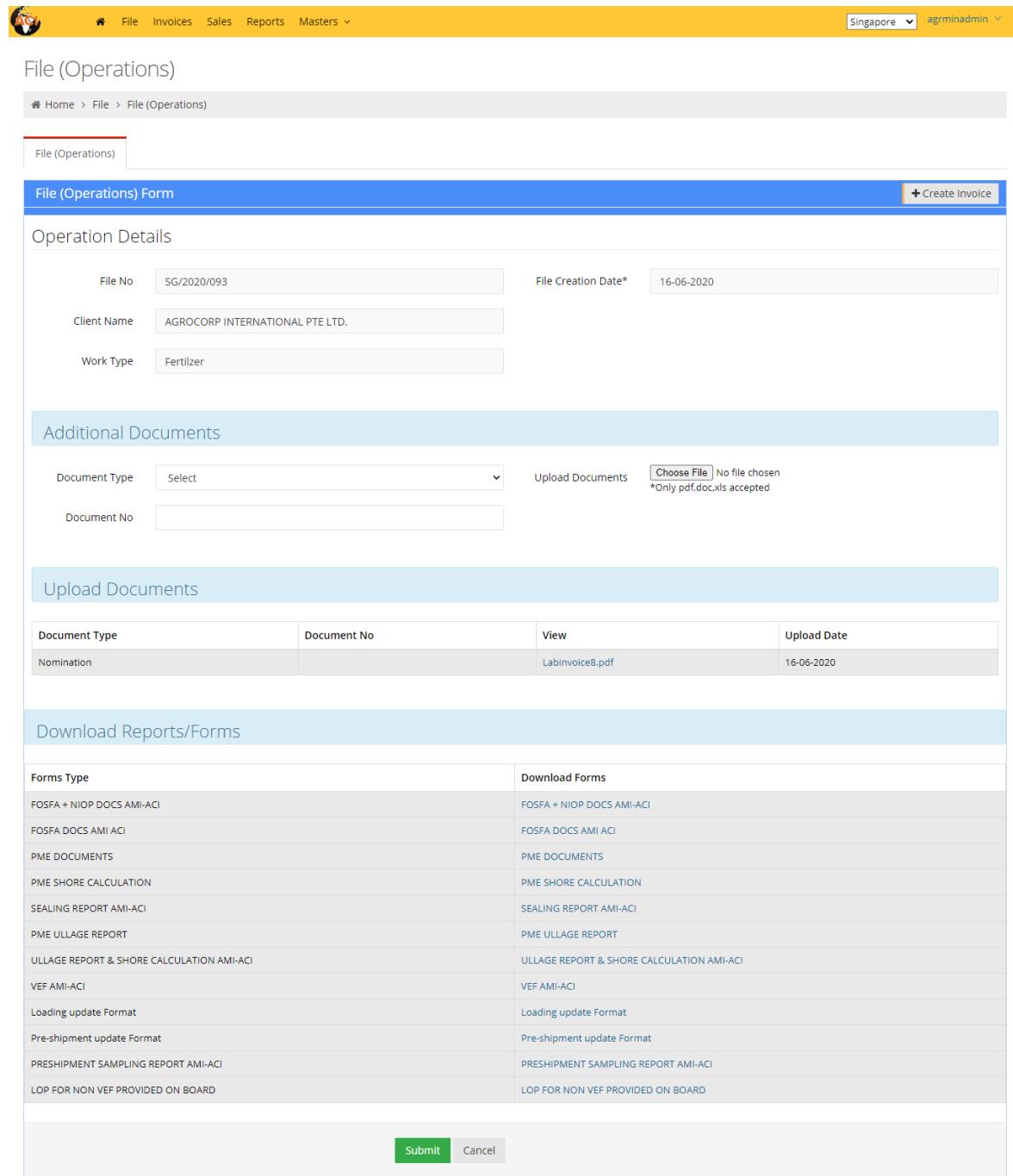
The screenshot displays the 'Edit File Register' interface. It includes sections for 'File Details' (with mandatory fields like File No., Assigned To User, and Nomination Date), 'File Options' (with checkboxes for various supervision types), 'Other Details' (like Warehouse and Voyage No.), and 'Upload Documents' (for nomination and additional documents). At the bottom, it shows the user was created and modified by 'agrimadmin' on June 16, 2020, and features a 'Submit' button.

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. A table titled 'Upload Documents' lists a nomination document uploaded on 16-06-2020. The 'Download Reports/Forms' section lists various document types with their corresponding download links. At the bottom are 'Submit' and 'Cancel' buttons.

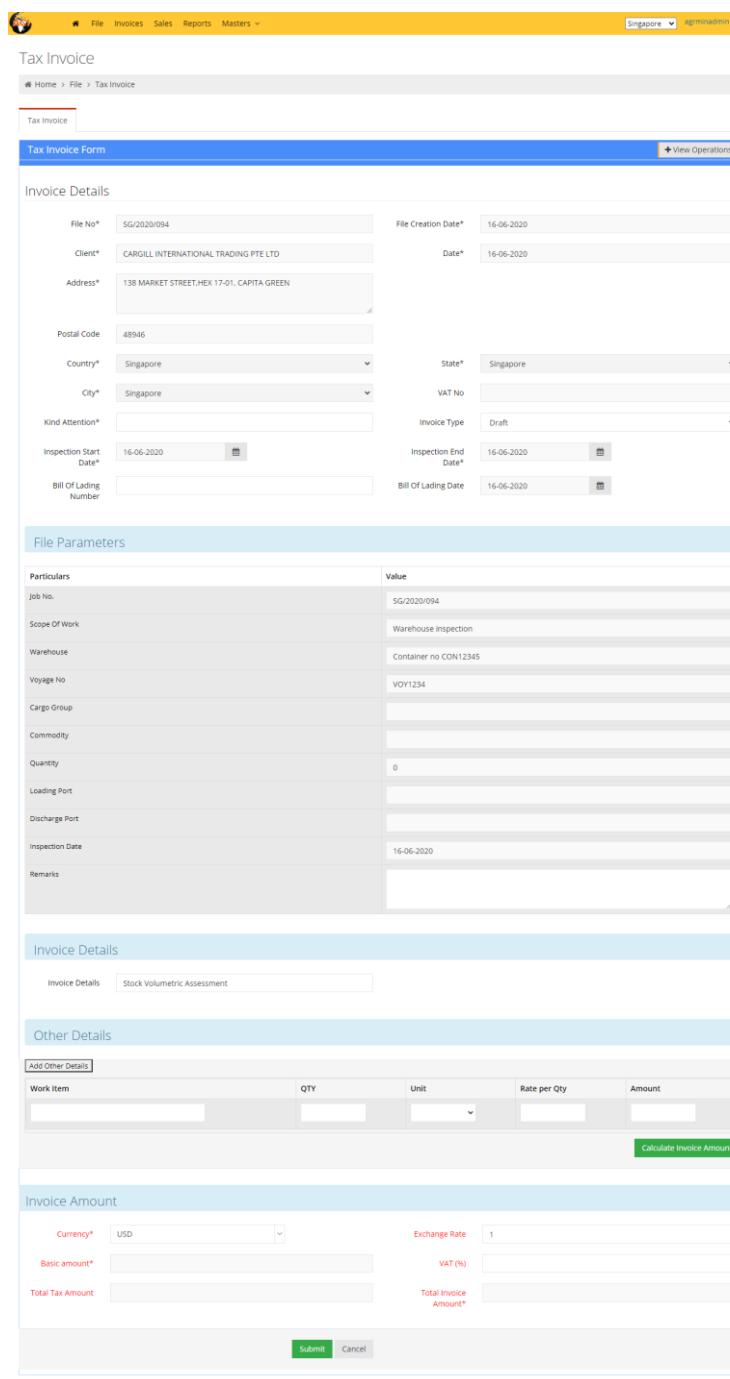
Here you can upload the required file by selecting the document type, document no is optional. Browse the file which can be either PDF,Doc or XLS/XLSX.

### 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	<span>Edit</span> <span>Operations</span> <span>Invoice</span>
2	SG/2020/092	16-06-2020	AGRITRADE INTERNATIONAL PTE LTD	10-06-2020	Loading	Dry Cargo	123	Pending	<span>Edit</span> <span>Operations</span> <span>Invoice</span>

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** (Header)
- Tax Invoice Form** (Section)
  - Invoice Details** (Form fields: File No\*, Client\*, Address\*, Postal Code, Country\*, City\*, Kind Attention\*, Inspection Start Date\*, Inspection End Date\*, Bill Of Lading Number)
  - File Parameters** (Form fields: Job No., Scope Of Work, Warehouse, Voyage No., Cargo Group, Commodity, Quantity, Loading Port, Discharge Port, Inspection Date, Remarks)
  - Invoice Details** (Form fields: Invoice Details dropdown set to Stock Volumetric Assessment)
  - Other Details** (Form fields: Add Other Details, Work Item, QTY, Unit, Rate per Qty, Amount, Calculate Invoice Amount button)
  - Invoice Amount** (Form fields: Currency\*, Basic amount\*, Exchange Rate, 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

5 records

Search:

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	/
2	SG/2020/093			Draft	USD	6848.00	Open	/
3	SG/2020/092			Draft	USD	6848.00	Open	/
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	/
9	SG/2020/079			Draft	USD	25.68	Open	/

It will open a screen as shown below.

Address: 150 MARKET STREET, AREA 1/2/3, CAPITA GREEN

Postal Code: 48946

Country\*: Singapore

City\*: Singapore

Kind Attention: Mr.Doe

State\*: Singapore

VAT No:

Invoice Type: Draft

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

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	<a href="#">Edit</a> <a href="#">Operations</a> <a href="#">Invoice</a> 

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 'File (Operations) Details'. Below the tabs, there are two buttons: '+ View File Register' and '+ Create Invoice' (highlighted with a blue box and an arrow). The main area is labeled 'Operation Details'.

- 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
Vehicle 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*	<input type="text" value="\$"/> <span style="float: right;">^</span> <input type="text" value=""/> <span style="float: right;">🔍</span> <div style="background-color: #f0f0f0; padding: 5px; margin-top: 5px;"> <span style="color: #ccc;">\$</span>  <span style="color: #ccc;">R\$</span>  <span style="color: #ccc;">₹</span>  <span style="color: #ccc;">Rp</span>  <span style="color: #ccc;">S\$</span>  <span style="color: #ccc;">CHF</span> </div>
Basic amount*	<input type="text" value=""/>
Total Tax Amount	<input type="text" value=""/>

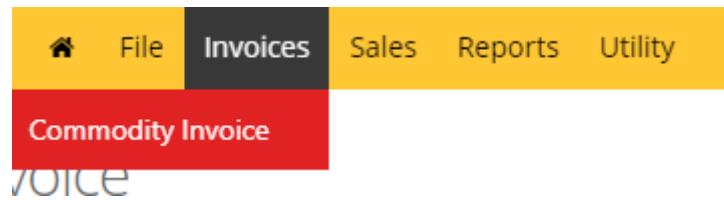
5) Enter the exchange rate if any

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"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

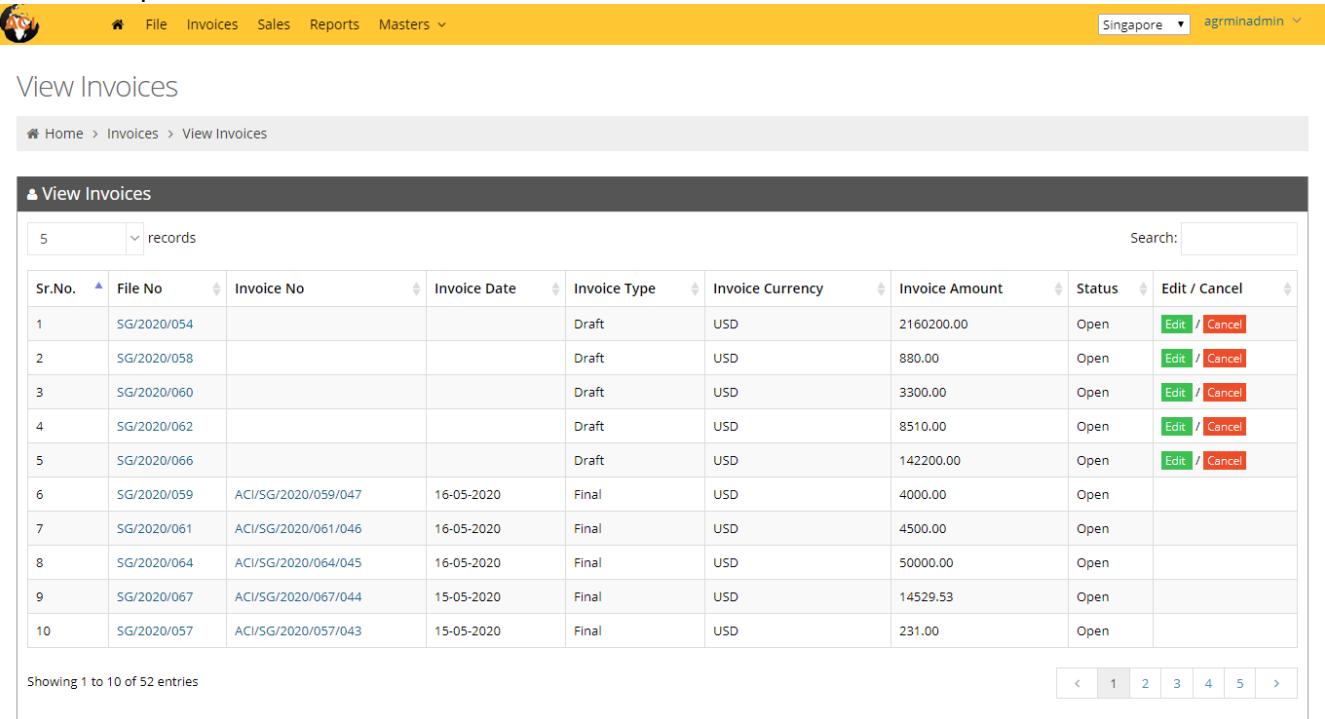
- 6) The Vat will be applicable based on the file generation option you selected, if you Vat while generating the file for a particular client it will allow you to enter the Vat percentage, based on it will calculate the total tax amount. Click on the submit button once done. By default, when the invoice 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	<a href="#">Edit</a> / <a href="#">Cancel</a>
2	SG/2020/058			Draft	USD	880.00	Open	<a href="#">Edit</a> / <a href="#">Cancel</a>
3	SG/2020/060			Draft	USD	3300.00	Open	<a href="#">Edit</a> / <a href="#">Cancel</a>
4	SG/2020/062			Draft	USD	8510.00	Open	<a href="#">Edit</a> / <a href="#">Cancel</a>
5	SG/2020/066			Draft	USD	142200.00	Open	<a href="#">Edit</a> / <a href="#">Cancel</a>
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**

**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	

**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	

**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

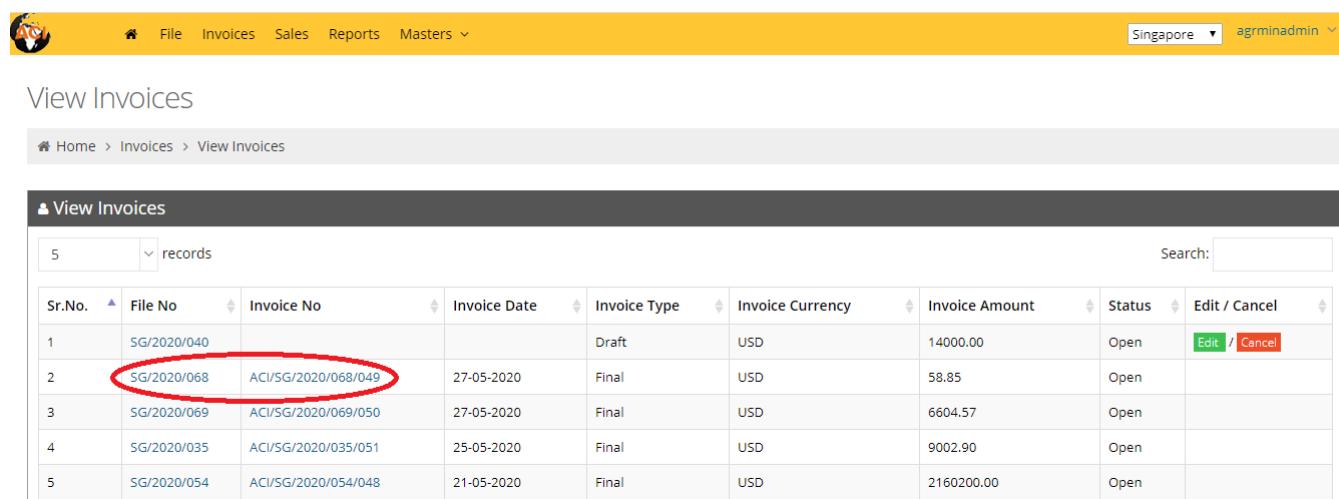
**Add Cargo Particulars**

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



View Invoices								
<input type="button" value="5"/> records <input type="text" value="Search:"/>								
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	<span style="color: green;">Edit</span> / <span style="color: red;">Cancel</span>
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
 View Invoices  + View Draft Invoice  Final Invoice Report

Invoice Report - Full View

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

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**

<b>Particulars</b>	
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
<b>Basic Amount (US \$):</b>				<b>55.00</b>

+ **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**

<b>Particulars</b>	
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

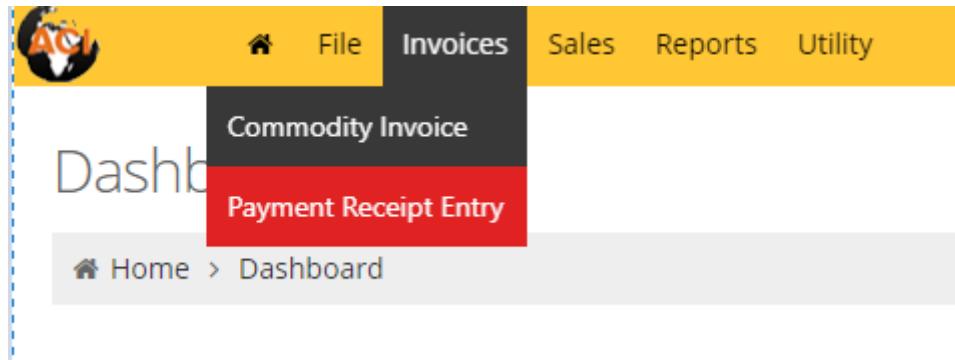
  

**Invoice Details**

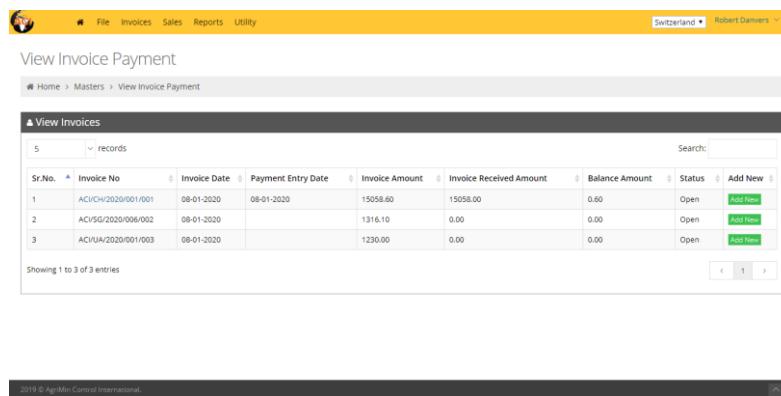
Cargo Group	Invoice Details	Quantity	Rate (US \$)	Amount (US \$)
SEEDS	SOYABEAN SEED	10 MT	0.5	5.00
PULSES	RED KIDNEY BEANS	100 MT	0.5	50.00
<b>Basic Amount (US \$):</b>				<b>55.00</b>

## 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	<span style="background-color: green; color: white; padding: 2px 5px;">Add New</span>
2	ACI/SG/2020/006/002	08-01-2020		1316.10	0.00	1316.10	Open	<span style="background-color: green; color: white; padding: 2px 5px;">Add New</span>
3	ACI/UA/2020/001/003	08-01-2020		1230.00	0.00	1230.00	Open	<span style="background-color: green; color: white; padding: 2px 5px;">Add New</span>

- 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 <span>Calendar icon</span>
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	<span>Add New</span>

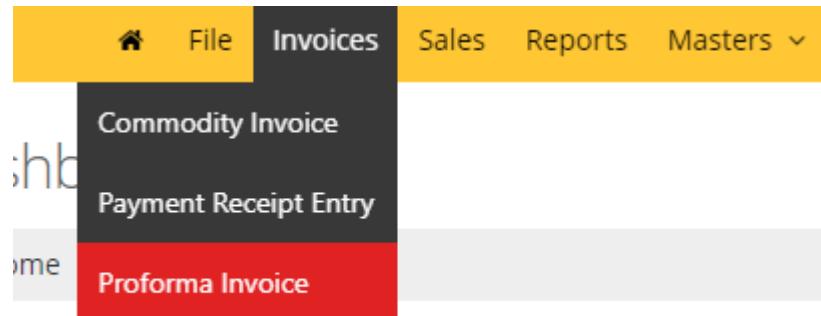
Showing 1 to 5 of 5 entries



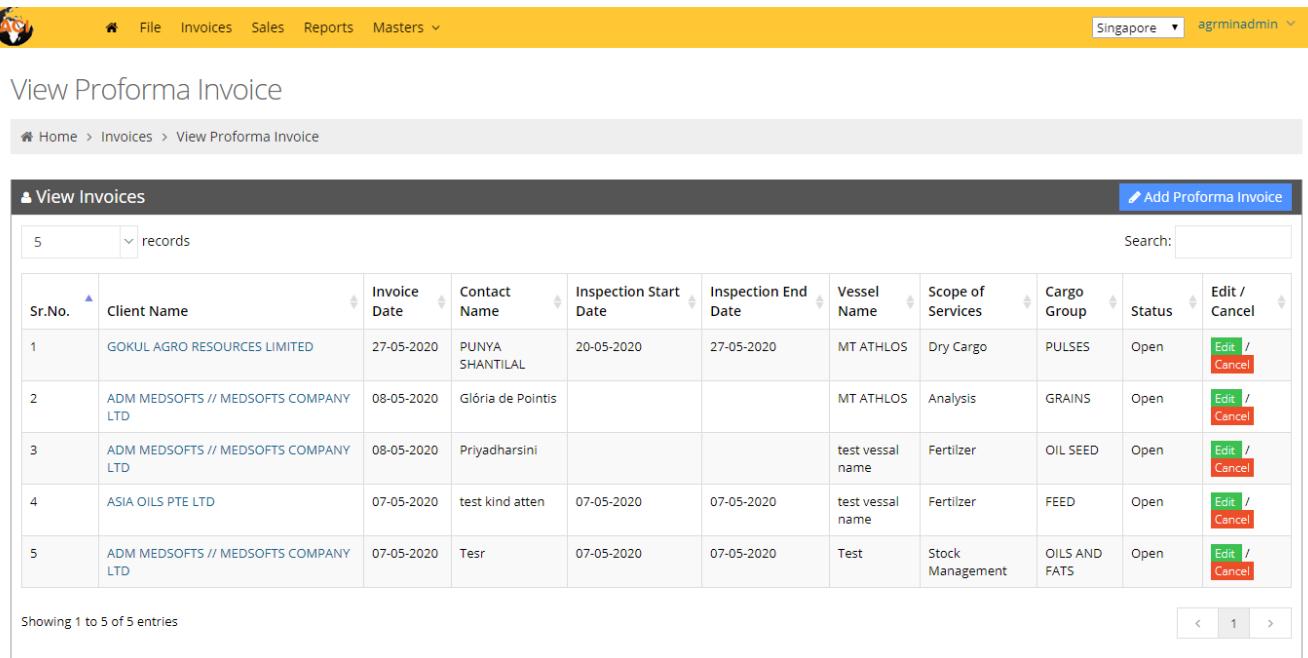
## Pro-forma Invoice

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	<a href="#">Edit / Cancel</a>
2	ADM MEDSOFTS // MEDSOFTS COMPANY LTD	08-05-2020	Glória de Pointis			MT ATHLOS	Analysis	GRAINS	Open	<a href="#">Edit / Cancel</a>
3	ADM MEDSOFTS // MEDSOFTS COMPANY LTD	08-05-2020	Priyadharsini			test vessel name	Fertilizer	OIL SEED	Open	<a href="#">Edit / Cancel</a>
4	ASIA OILS PTE LTD	07-05-2020	test kind atten	07-05-2020	07-05-2020	test vessel name	Fertilizer	FEED	Open	<a href="#">Edit / Cancel</a>
5	ADM MEDSOFTS // MEDSOFTS COMPANY LTD	07-05-2020	Tesr	07-05-2020	07-05-2020	Test	Stock Management	OILS AND FATS	Open	<a href="#">Edit / Cancel</a>

Showing 1 to 5 of 5 entries

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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		

### 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								
<a href="#">Add Cargo</a>									
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"/>					

[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											<a href="#">Add Proforma Invoice</a>
											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	<a href="#">Edit / Cancel</a>	
2	ADM MEDSOFTS // MEDSOFTS COMPANY LTD	08-05-2020	Glória de Pointis			MT ATHLOS	Analysis	GRAINS	Open	<a href="#">Edit / Cancel</a>	

- 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								
<b>File Parameters</b>									
Vessel Name	MT ATHLOS								
Voyage No	test								
Scope of Services	Dry Cargo								
File Instructions	Container Stuffing / Destruffing and Sealing Supervision								
Remarks	test								
<b>Cargo Details</b>									
Cargo Details									
PULSES									
<b>Cargo Parameters</b>									
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
<b>Other Details</b>									
Work Item	Quantity	Unit	Rate per Qty	Amount					
<b>Invoice Amount</b>									
Currency	USD								
Exchange Rate	1								
Basic amount	123.00								
VAT (IN)									
Total Tax Amount									
Total Invoice Amount	123.00								
<b>Invoice Generated By:</b>									
Created By:	agrinadmin								
Created On Date:	27-05-2020								
Modified By:									
Modified On Date:	27-05-2020								

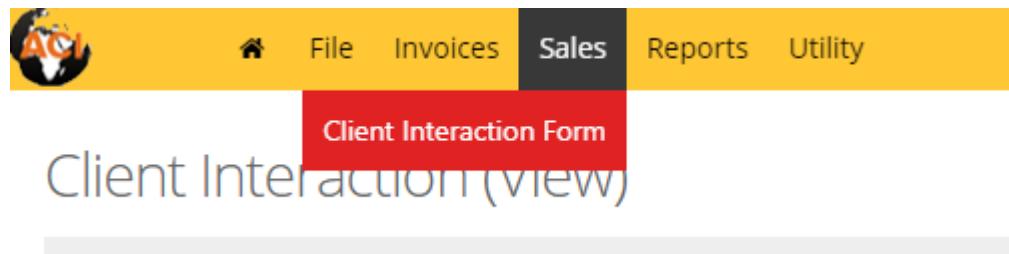
 **Proforma Invoice Report**

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

 <b>AgriMin Control International</b>		AgriMin Control International Pte Ltd, 18 ROBINSON ROAD #15-01 SINGAPORE 048547 Phone : +65 69557712, Email : manoj.kewalramani@agrimincontrol.com Registration No. 201928399Z	
<b>Pro-Forma Invoice</b>			
GOKUL AGRO RESOURCES LIMITED 89 MECHABY - BORICHHIN SEASIDE RESORT, GALTAPAR ROAD, TALUKA-ANJAM, SANDHIDHAM KUCH 370110, GUJARAT, INDIA Gandhidham,Gujarat,India			
Kind Attention : PUNYA SHANTILAL			
<b>Particulars</b>			
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		
<b>Invoice Details</b>			
Work Item	Quantity	Rate (USD/ PKG)	Amount (in USD)
BLACK EYED BEANS	123 KG	1	123.00

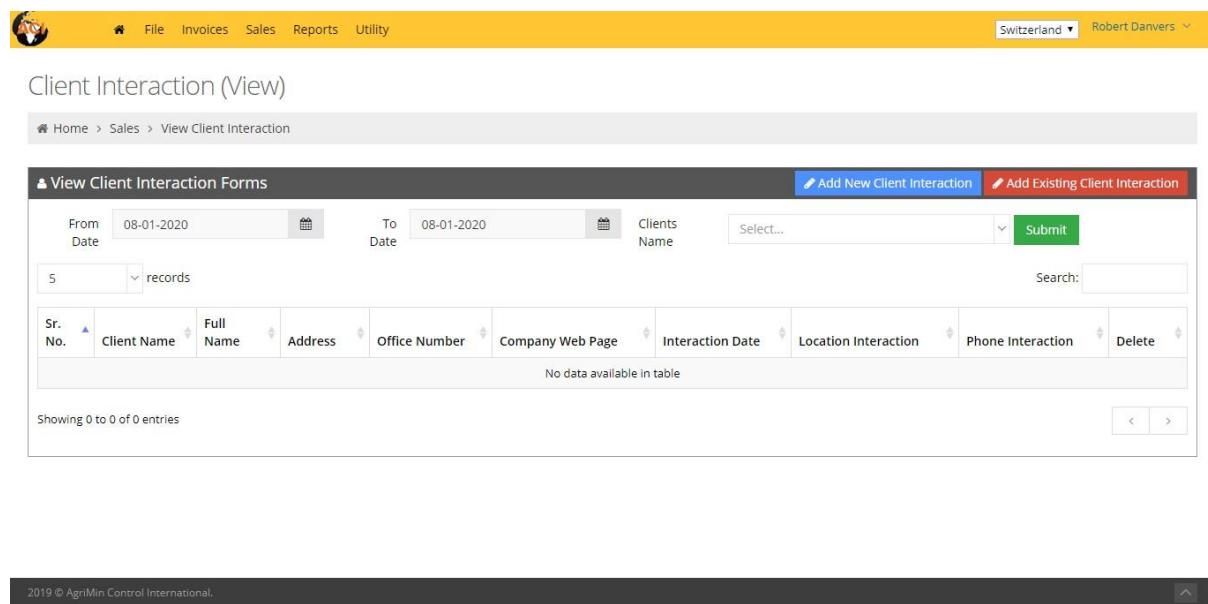
## Sales Menu

### 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), 'Clients Name' (Select...), and a 'Submit' button. It also includes a dropdown for 'records' (5) and a 'Search:' input field. Below this is a table with columns: Sr. No., Client Name, Full Name, Address, Office Number, Company Web Page, Interaction Date, Location Interaction, Phone Interaction, and Delete. A message 'No data available in table' is displayed. 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.

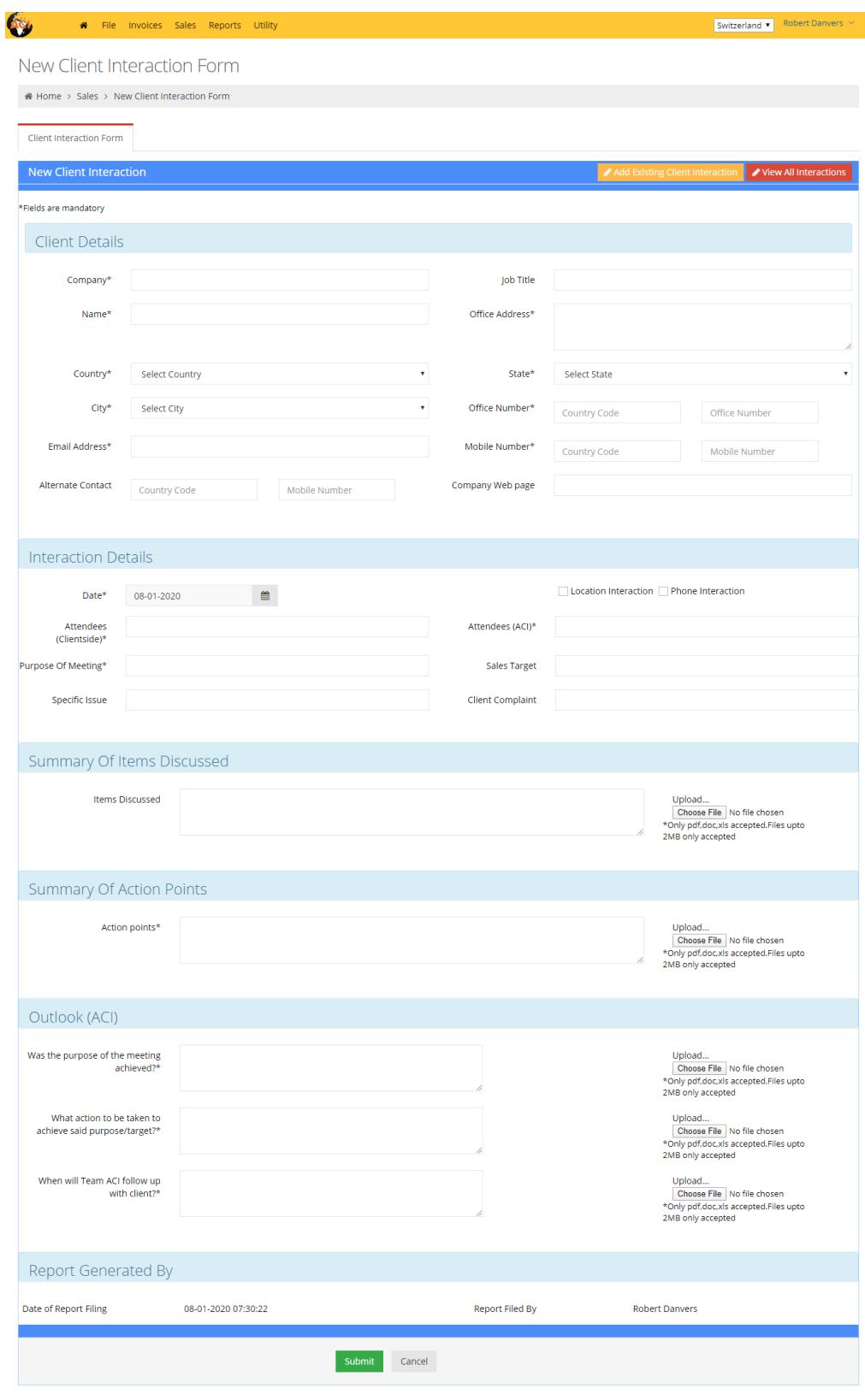
**Add Existing Client Interaction**

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**

Home > Sales > New Client Interaction Form

**Client Details**

\*Fields are mandatory

Company*	Job Title		
Name*	Office Address*		
Country*	Select Country	State*	Select State
City*	Select City	Office Number*	Country Code      Office 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..."/> <input type="button" value="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..."/> <input type="button" value="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..."/> <input type="button" value="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..."/> <input type="button" value="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..."/> <input type="button" value="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
-----------------------	---------------------	-----------------	----------------

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

### 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 *Only pdf,doc,xls accepted.Files upto 2MB only accepted
What action to be taken to achieve said purpose/target?*	<input type="text"/>	Upload... <input type="button" value="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="text"/>	Upload... <input type="button" value="Choose File"/> No file chosen *Only pdf,doc,xls accepted.Files upto 2MB only accepted

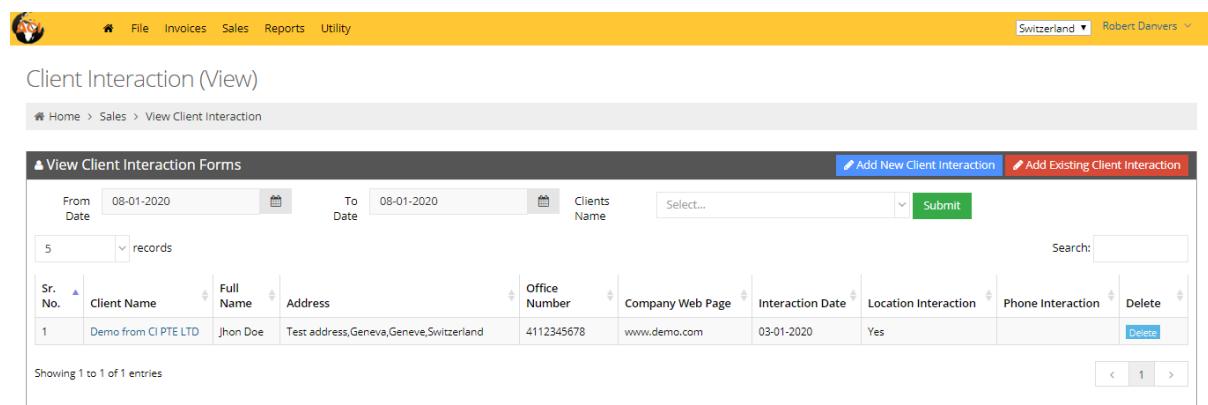
Report Generated By

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

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	08-01-2020	To Date	08-01-2020	Clients Name	Select...	Submit			
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, Switzerland	4112345678	www.demo.com	03-01-2020	Yes		<input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries

Adding interaction for existing client.

 **Add Existing Client Interaction**

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

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Home ▾ File Invoices Sales Reports Utility

### Client Interaction Form For Existing Clients

Home > Sales > Existing 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
Mobile No*	<input type="text"/> Country Code <input type="text"/> Mobile Number
Company Web page	<input type="text"/>
Job Title	<input type="text"/>
Country*	<input type="text"/>
City*	<input type="text"/>
Email Address*	<input type="text"/>
Alternate Contact	<input type="text"/> Country Code <input type="text"/> Alternate Number

#### Interaction Details

Date*	<input type="text" value="08-01-2020"/> 	<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"/>
	<input type="button" value="Upload..."/> <input type="file"/> <input type="button" value="Choose File"/> No file chosen *Only pdf,doc,xls accepted.Files upto 2MB only accepted

#### Summary Of Action Points

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

#### Report Generated By

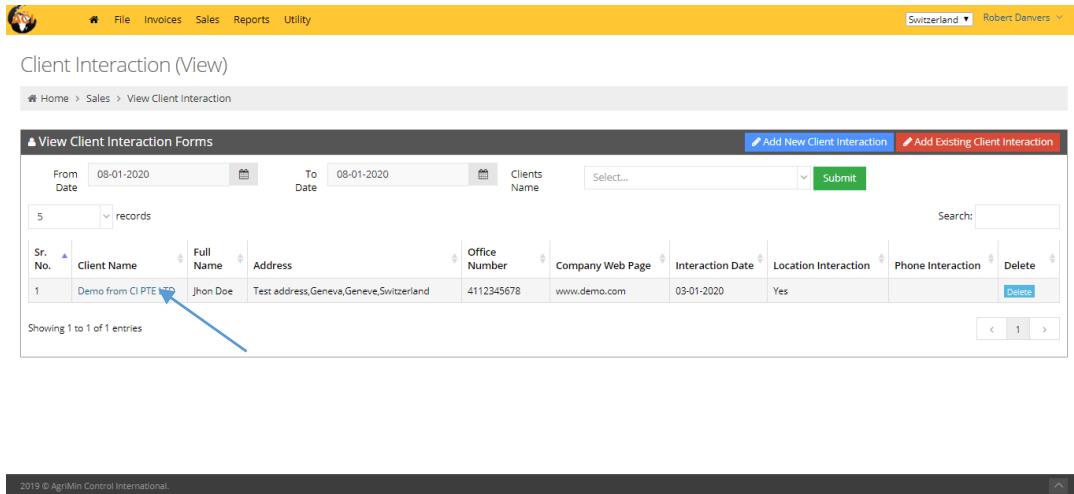
Date of Report Filing	08-01-2020 09:00:45	Report Filed By	Robert Danvers
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

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- 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		<a href="#">Delete</a>

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 :

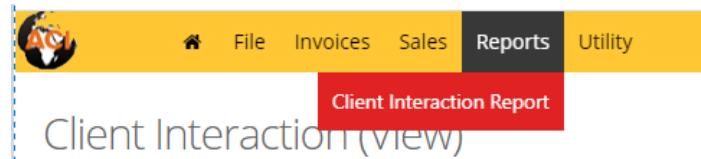
 

Date of Report Filing : 08-01-2020 08:51:31	Report Filed By : Robert Danvers
---	----------------------------------

## 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		To Date		Clients Name	Select...		Submit	
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			<a href="#">View Report</a>

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:

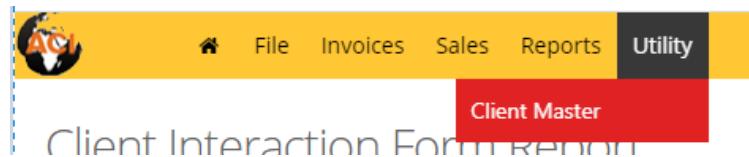
Full Name	Jhon Doe
Job Title	Manager
Company	Demo from CI PTE LTD
Office Address	Test address, Geneva, Geneve, Switzerland
Office Number	41 12345678
Mobile Number	41 9876543210
Email Address	jhondoe@demo.com
Alternate Contact	41 9876543210
Company Web page	www.demo.com

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 circular control buttons: a zoom-in button with a plus sign, a standard zoom button with a double arrow, and a zoom-out button with a minus sign.

## Utility Menu

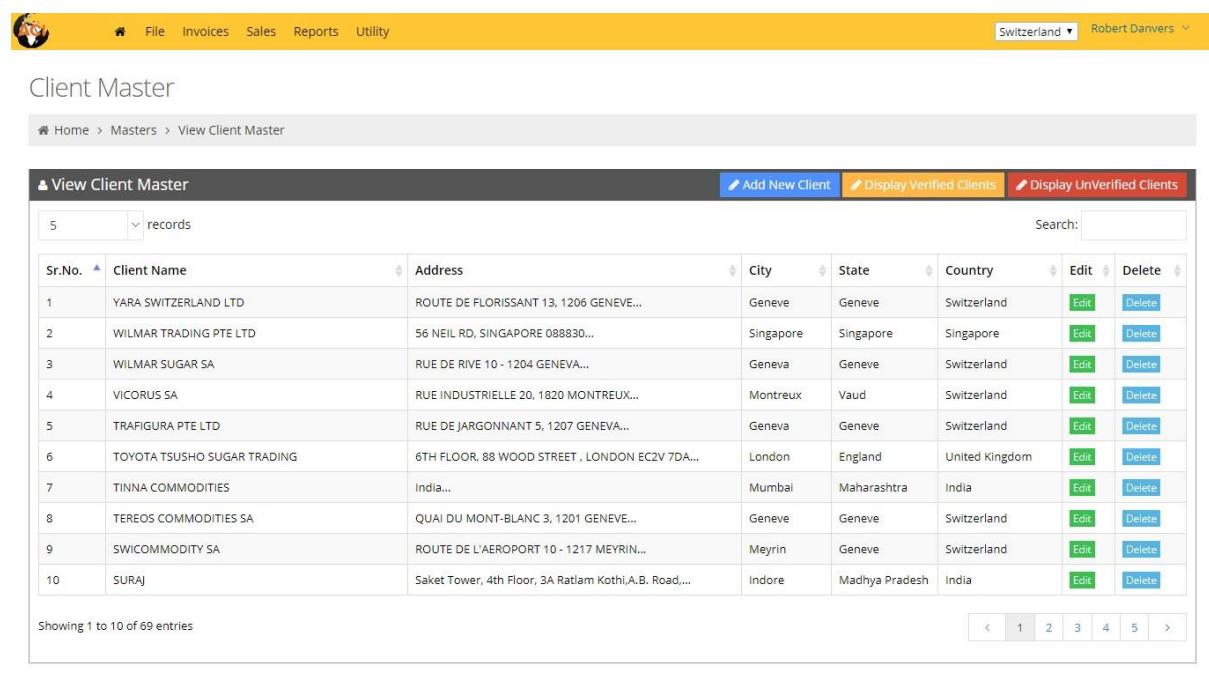
This menu will have some utility options

### 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	<a href="#">Edit</a>	<a href="#">Delete</a>
2	WILMAR TRADING PTE LTD	56 NEIL RD, SINGAPORE 088830...	Singapore	Singapore	Singapore	<a href="#">Edit</a>	<a href="#">Delete</a>
3	WILMAR SUGAR SA	RUE DE RIVE 10 - 1204 GENEVA...	Geneva	Geneve	Switzerland	<a href="#">Edit</a>	<a href="#">Delete</a>
4	VICORUS SA	RUE INDUSTRIELLE 20, 1820 MONTREUX...	Montreux	Vaud	Switzerland	<a href="#">Edit</a>	<a href="#">Delete</a>
5	TRAFIGURA PTE LTD	RUE DE JARGONNANT 5, 1207 GENEVA...	Geneva	Geneve	Switzerland	<a href="#">Edit</a>	<a href="#">Delete</a>
6	TOYOTA TSUSHO SUGAR TRADING	6TH FLOOR, 88 WOOD STREET , LONDON EC2V 7DA...	London	England	United Kingdom	<a href="#">Edit</a>	<a href="#">Delete</a>
7	TINNA COMMODITIES	India...	Mumbai	Maharashtra	India	<a href="#">Edit</a>	<a href="#">Delete</a>
8	TEREOS COMMODITIES SA	QUAI DU MONT-BLANC 3, 1201 GENEVE...	Geneve	Geneve	Switzerland	<a href="#">Edit</a>	<a href="#">Delete</a>
9	SWICOMMODITY SA	ROUTE DE L'AEROPORT 10 - 1217 MEYRIN...	Meyrin	Geneve	Switzerland	<a href="#">Edit</a>	<a href="#">Delete</a>
10	SURAJ	Saket Tower, 4th Floor, 3A Ratlam Kothi,A.B. Road,...	Indore	Madhya Pradesh	India	<a href="#">Edit</a>	<a href="#">Delete</a>

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**

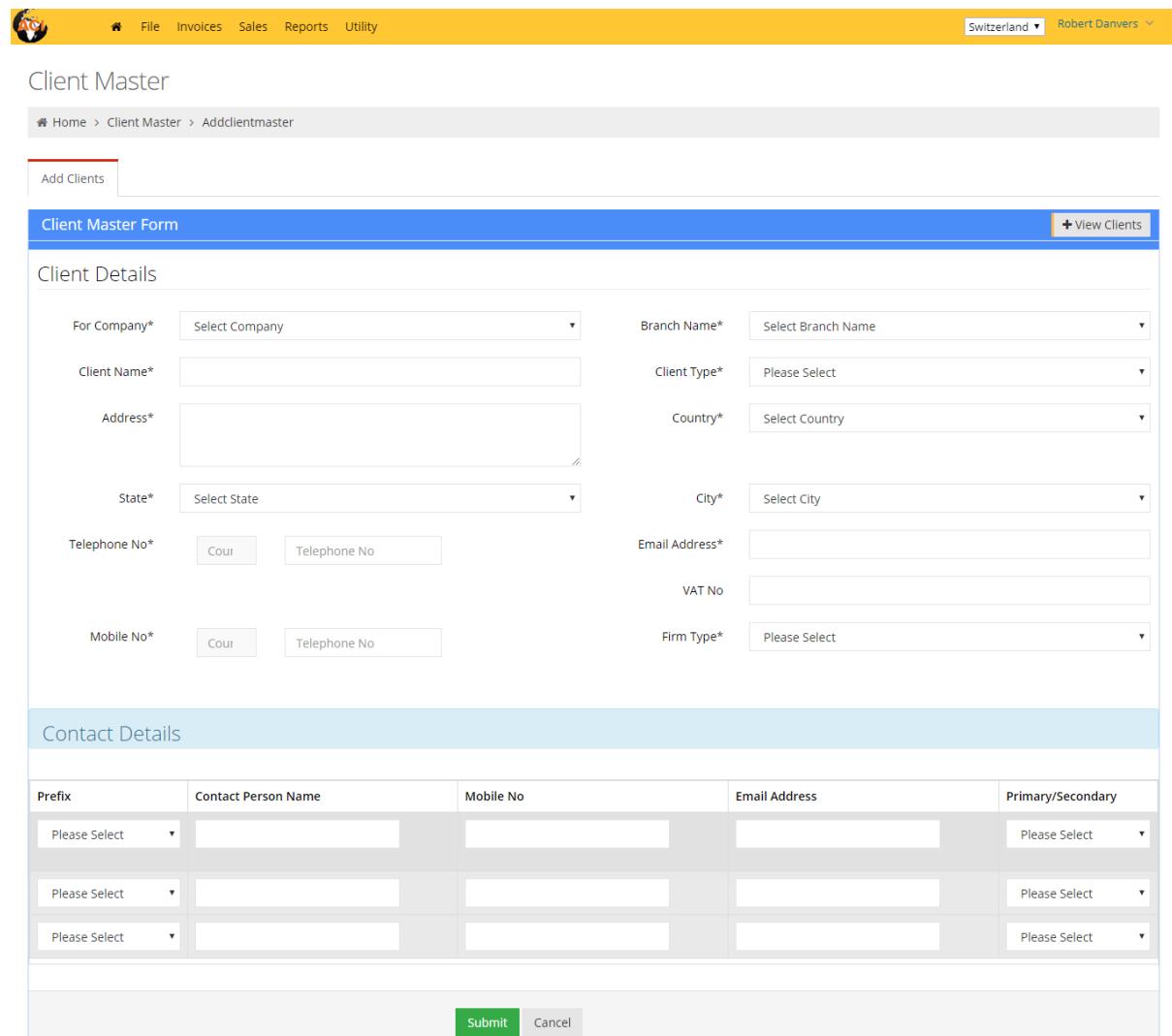
This button will display all the verified clients if you are in the list of unverified clients.

### 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.



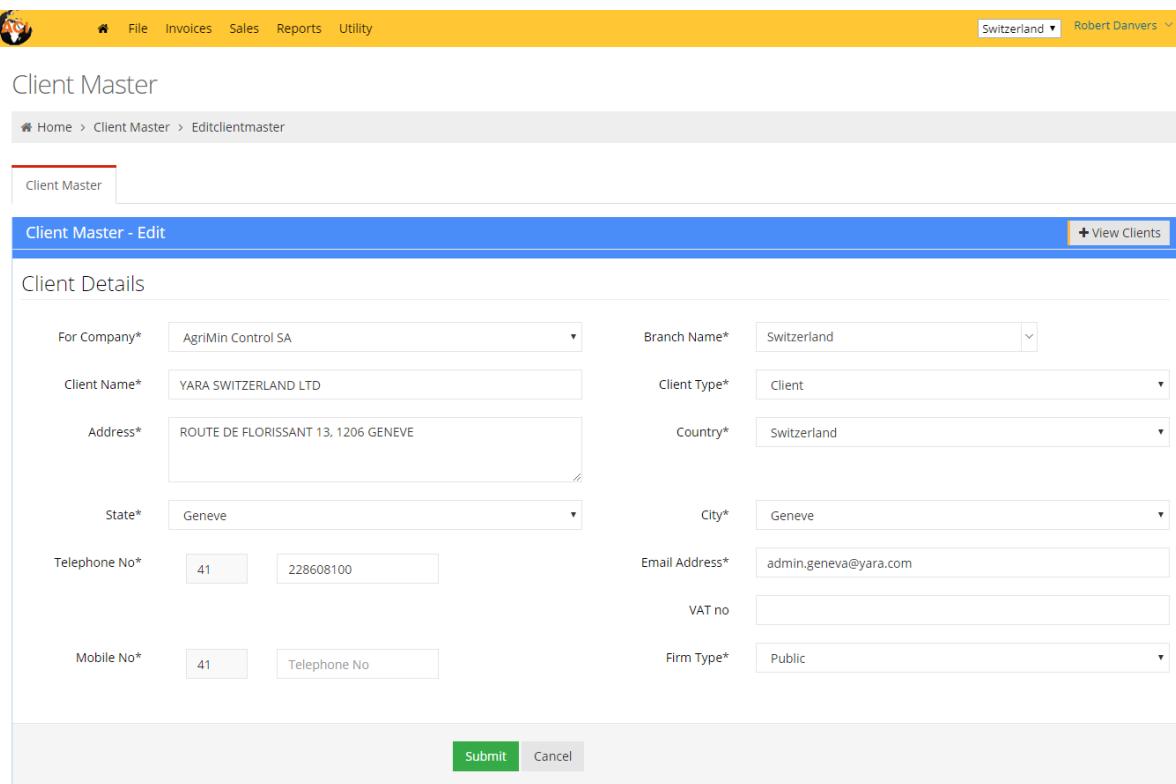
The screenshot shows the 'Client Master' form. At the top, there's a navigation bar with icons for Home, File, Invoices, Sales, Reports, Utility, and dropdowns for Switzerland and Robert Danvers. Below the navigation is a breadcrumb trail: Home > Client Master > Addclientmaster. A 'Client Master Form'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

- Client Details:** This section 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:** This section is a table with columns: Prefix (dropdown), Contact Person Name (text input), Mobile No (text input), Email Address (text input), and Primary/Secondary (dropdown). There are three rows for contact information.

At the bottom of the form 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.

Make the required changes and submit the button.

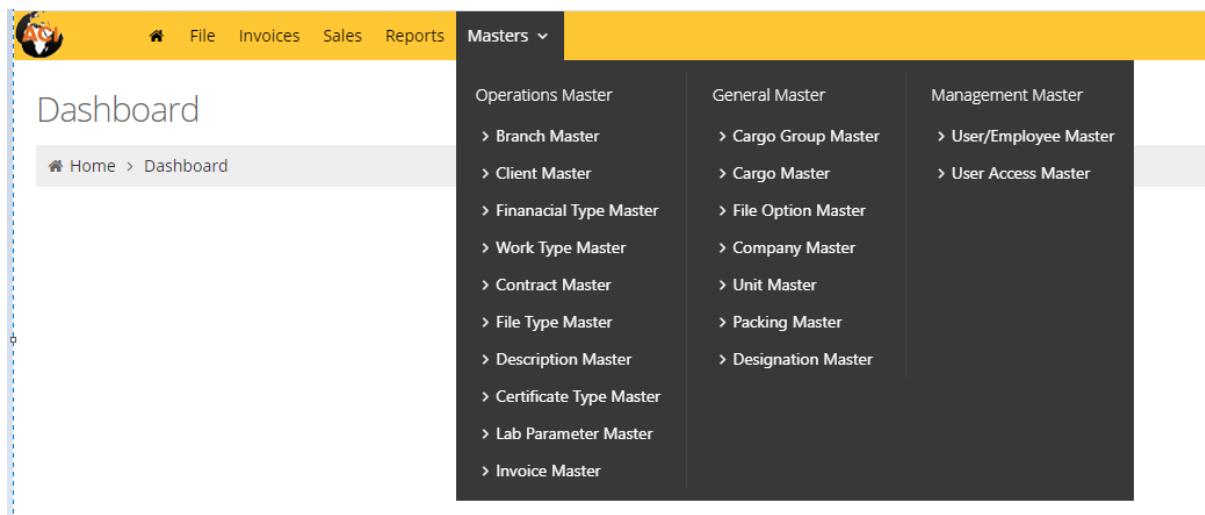
Process to convert an unverified client to a verified client.

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

## Masters

The master's 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.

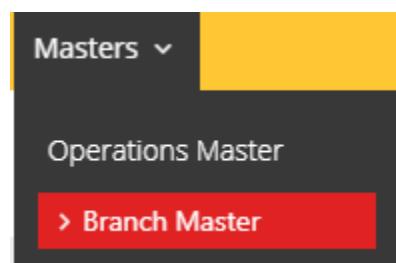


The master menu is divided in 3 groups.

- 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

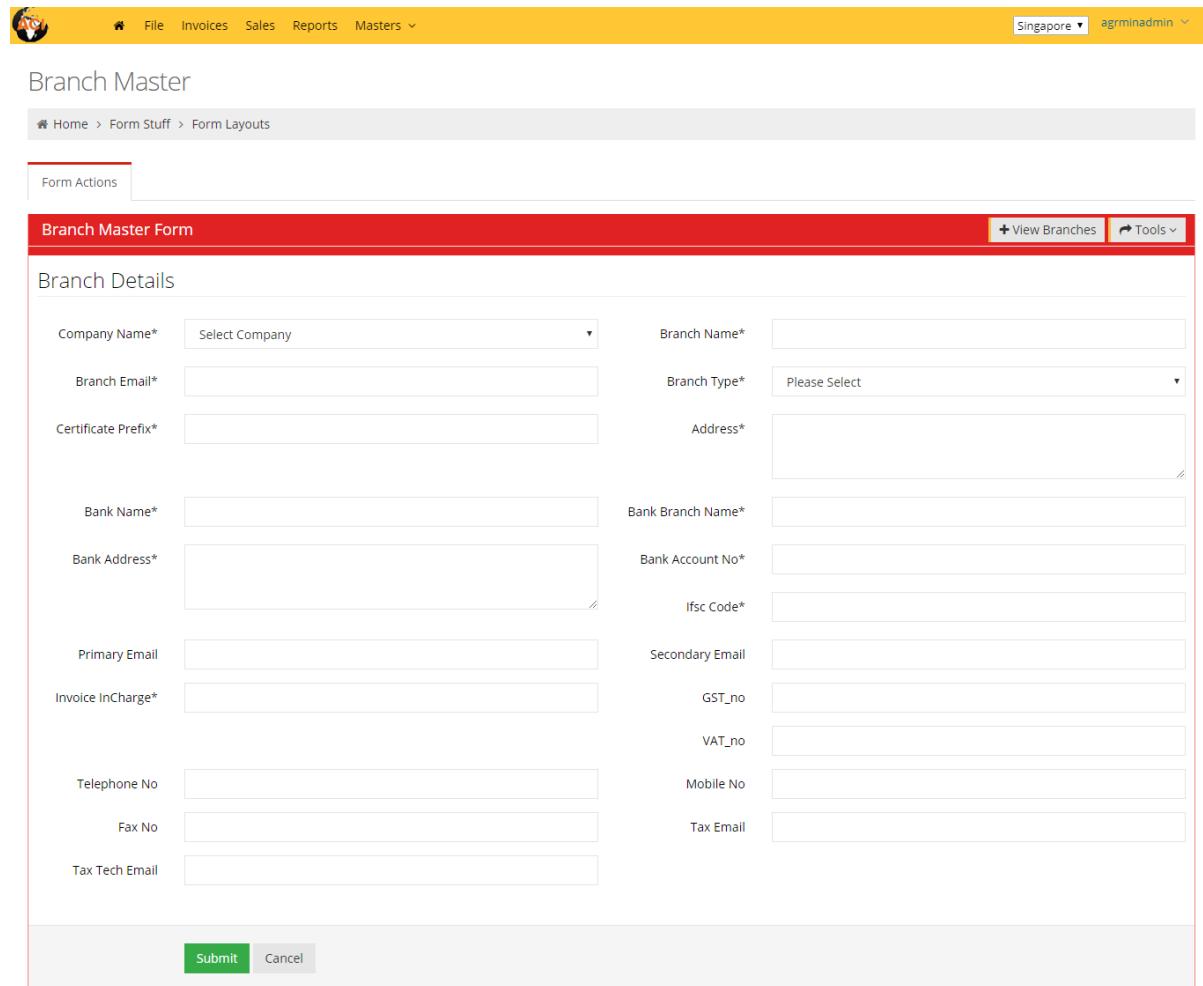
 Home > Masters > View Branch Master

**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.



**Branch Master Form**

**Branch Details**

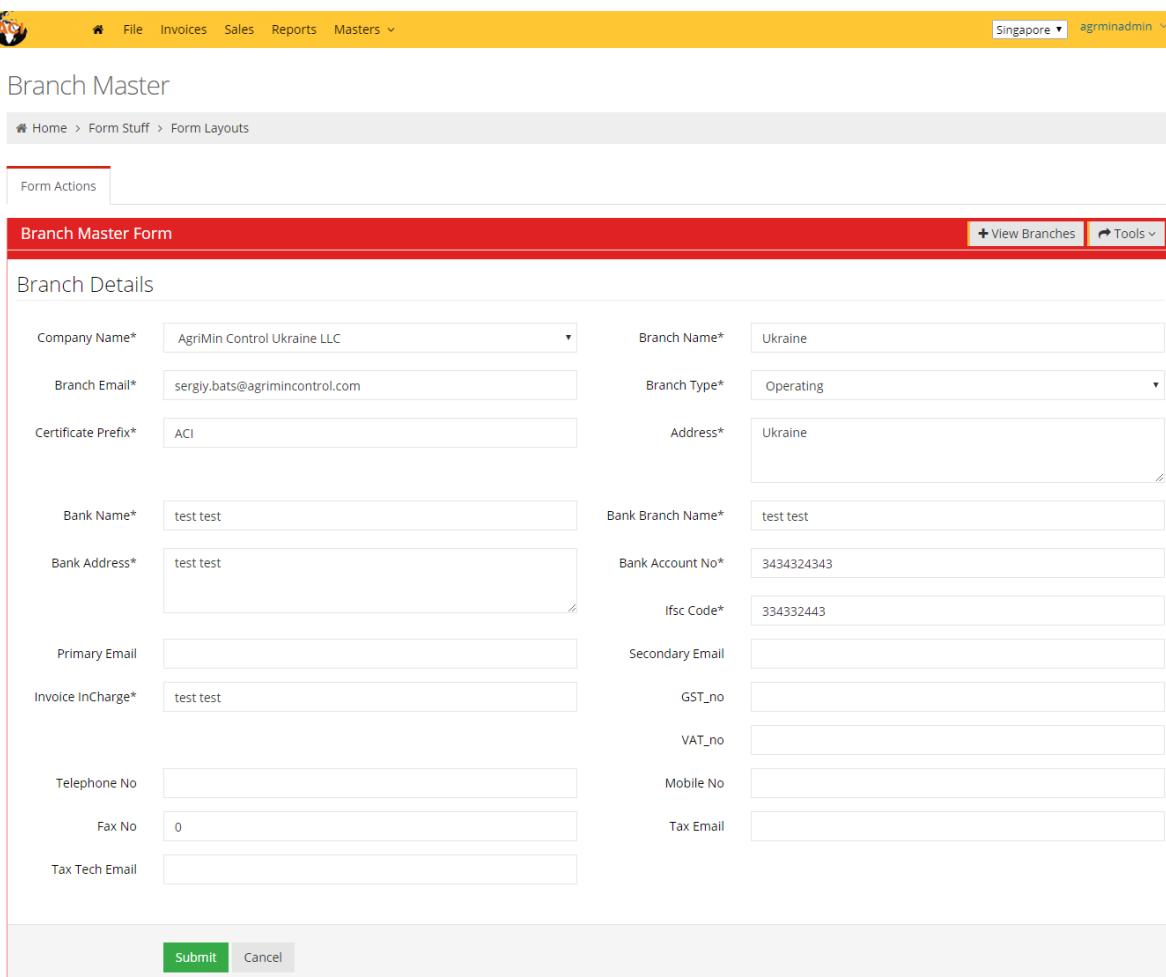
Company Name*	Select Company	Branch Name*	
Branch Email*		Branch Type*	Please Select
Certificate Prefix*		Address*	
Bank Name*		Bank Branch Name*	
Bank Address*		Bank Account No*	
Primary Email		Ifsc Code*	
Invoice InCharge*		Secondary Email	
GST_no		VAT_no	
Telephone No		Mobile No	
Fax No		Tax Email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

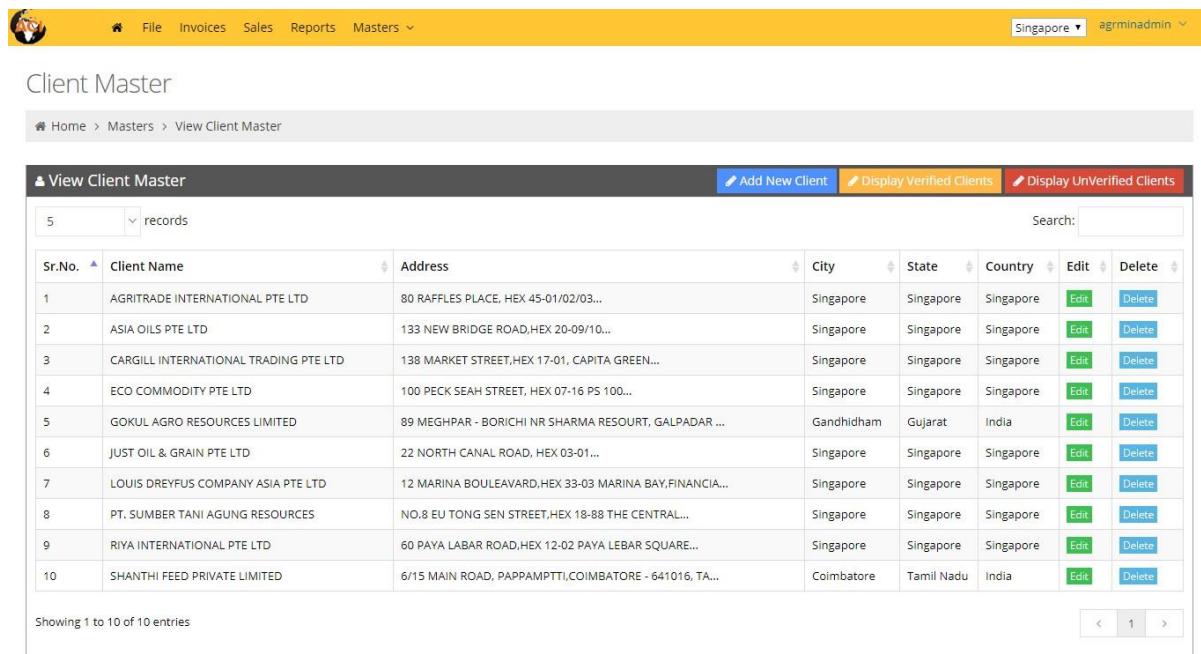
**Branch Master Form** + View Branches Tools

**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.

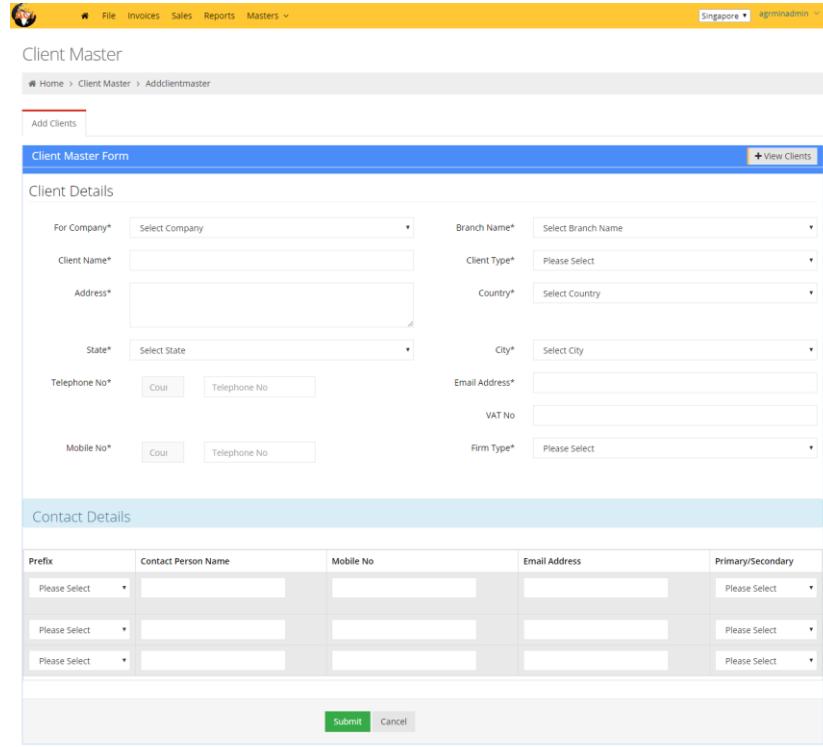
- 2) Client Master – This option is used to manage the client details.



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. At the bottom left, it says 'Showing 1 to 10 of 10 entries', and at the bottom right, there are navigation icons for back, forward, and search.

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To add a new client click on **Add New Client** button it will display screen as shown below.



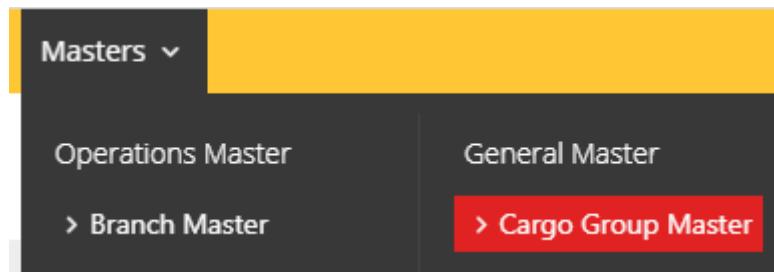
The screenshot shows the 'Add Client' form. At the top, there's a navigation bar with links for File, Invoices, Sales, Reports, Masters, and a dropdown for Singapore and agriminadmin. Below the navigation is a breadcrumb trail: Home > Client Master > Addclientmaster. The main area has a title 'Client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

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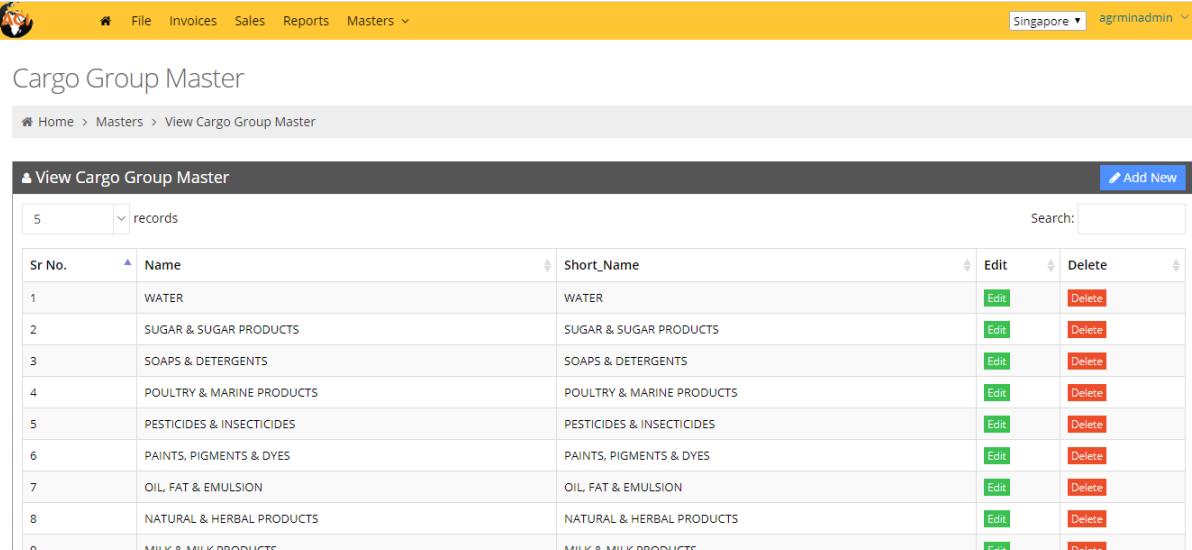
- Here you enter all the details and click on the submit button.

### Cargo Group Master:-

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



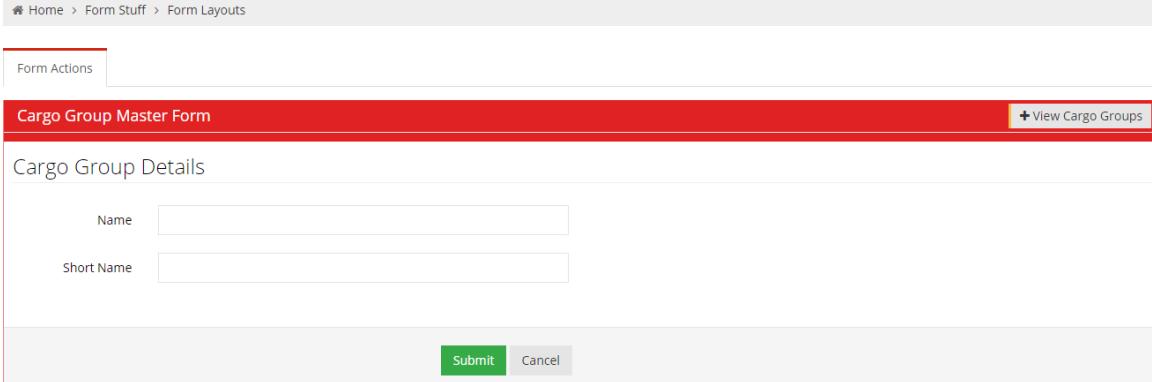
- 3) It will open a list view as shown below.



Sr No.	Name	Short_Name	Edit	Delete
1	WATER	WATER	<a href="#">Edit</a>	<a href="#">Delete</a>
2	SUGAR & SUGAR PRODUCTS	SUGAR & SUGAR PRODUCTS	<a href="#">Edit</a>	<a href="#">Delete</a>
3	SOAPS & DETERGENTS	SOAPS & DETERGENTS	<a href="#">Edit</a>	<a href="#">Delete</a>
4	POULTRY & MARINE PRODUCTS	POULTRY & MARINE PRODUCTS	<a href="#">Edit</a>	<a href="#">Delete</a>
5	PESTICIDES & INSECTICIDES	PESTICIDES & INSECTICIDES	<a href="#">Edit</a>	<a href="#">Delete</a>
6	PAINTS, PIGMENTS & DYES	PAINTS, PIGMENTS & DYES	<a href="#">Edit</a>	<a href="#">Delete</a>
7	OIL, FAT & EMULSION	OIL, FAT & EMULSION	<a href="#">Edit</a>	<a href="#">Delete</a>
8	NATURAL & HERBAL PRODUCTS	NATURAL & HERBAL PRODUCTS	<a href="#">Edit</a>	<a href="#">Delete</a>
9	MILK & MILK PRODUCTS	MILK & MILK PRODUCTS	<a href="#">Edit</a>	<a href="#">Delete</a>

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

### Cargo Group Master



**Cargo Group Details**

Name:

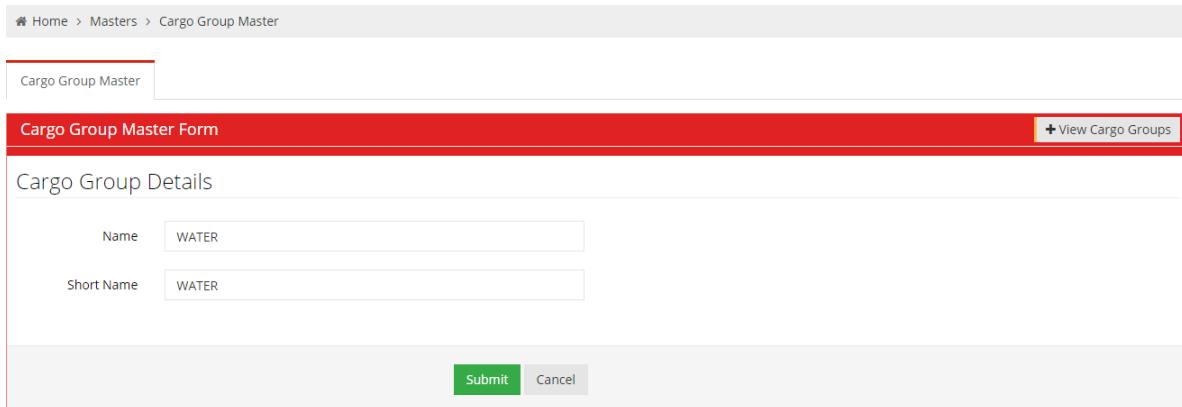
Short Name:

[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.

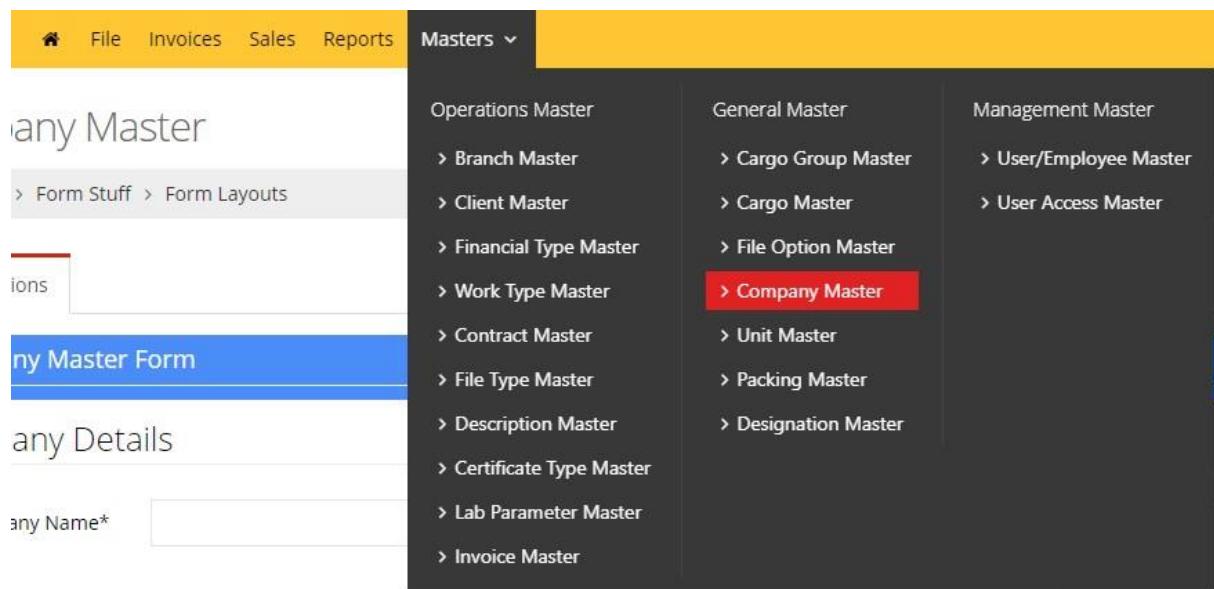
- 6) Edit the details as required and click on the submit button.

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

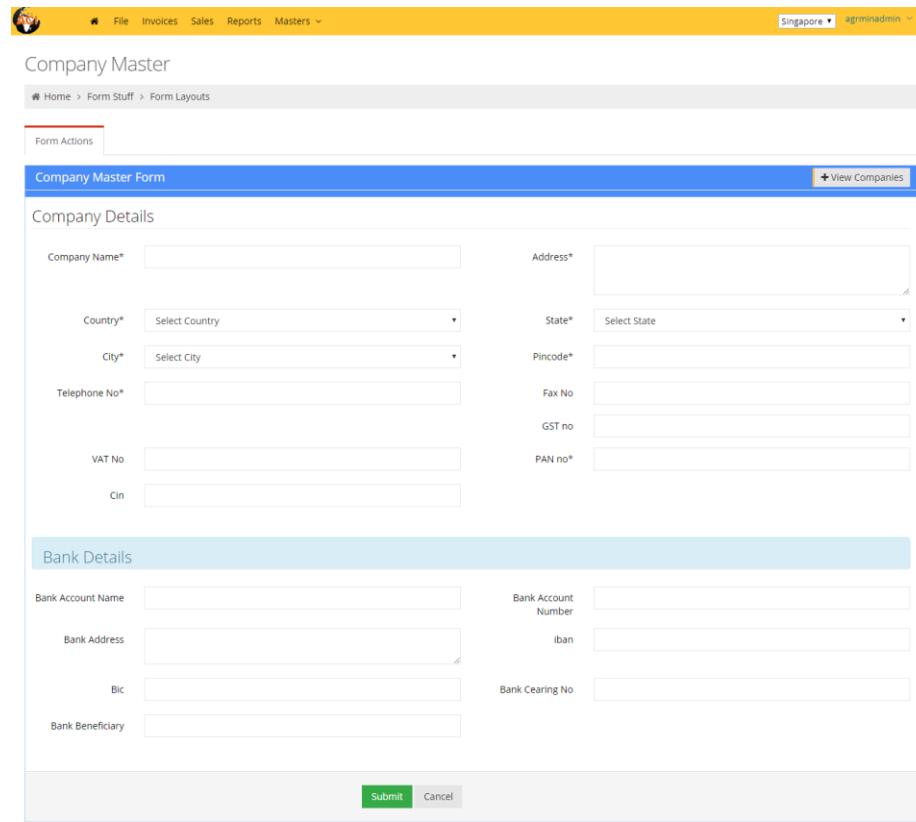
- 1) Click on the company master
- 2) Select company master option



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*	State*
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	

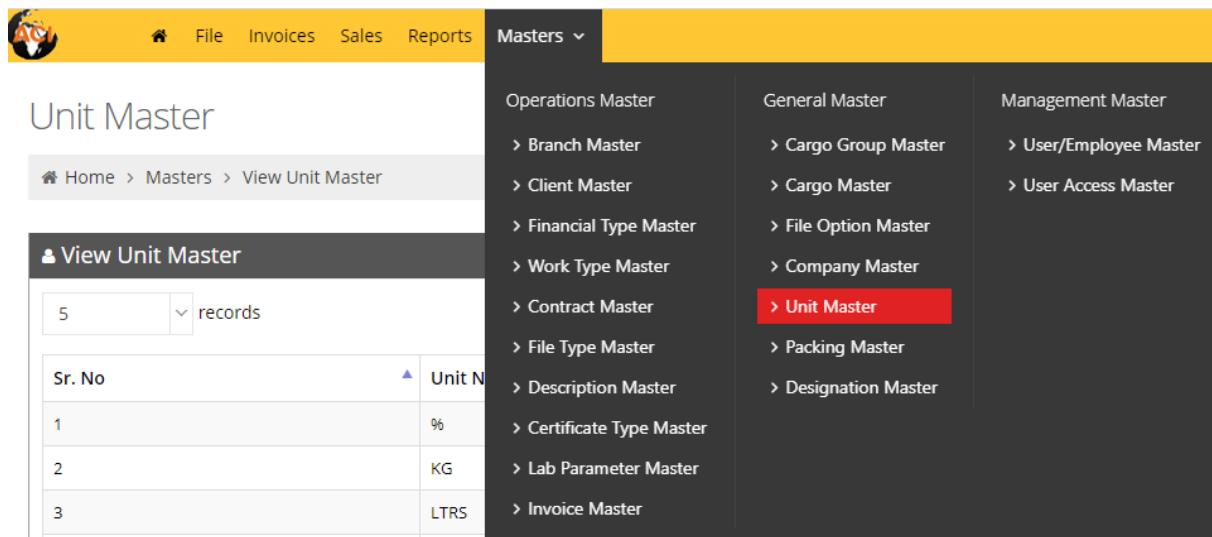
**Submit**   **Cancel**

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

## Unit Master

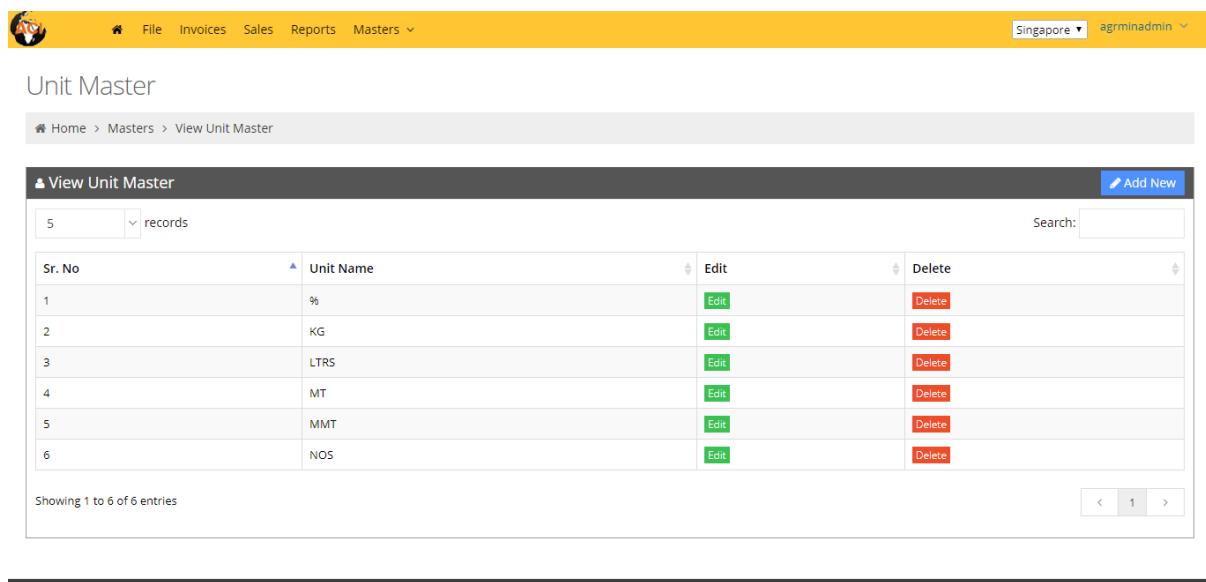
This option will allow you to enter the units which will reflect in whole application.

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



Sr. No	Unit Name	Edit	Delete
1	%	<a href="#">Edit</a>	<a href="#">Delete</a>
2	KG	<a href="#">Edit</a>	<a href="#">Delete</a>
3	LTRS	<a href="#">Edit</a>	<a href="#">Delete</a>
4	MT	<a href="#">Edit</a>	<a href="#">Delete</a>
5	MMT	<a href="#">Edit</a>	<a href="#">Delete</a>
6	NOS	<a href="#">Edit</a>	<a href="#">Delete</a>

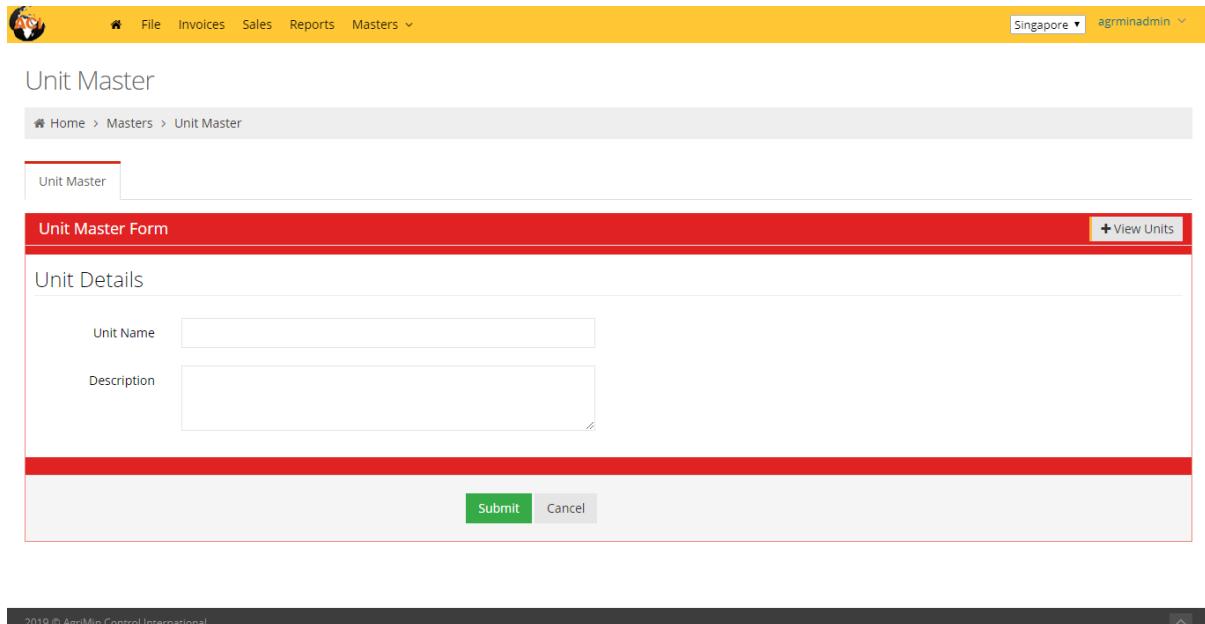
- 3) It will open a screen as shown below, which will display the list of added entries.



Sr. No	Unit Name	Edit	Delete
1	%	<a href="#">Edit</a>	<a href="#">Delete</a>
2	KG	<a href="#">Edit</a>	<a href="#">Delete</a>
3	LTRS	<a href="#">Edit</a>	<a href="#">Delete</a>
4	MT	<a href="#">Edit</a>	<a href="#">Delete</a>
5	MMT	<a href="#">Edit</a>	<a href="#">Delete</a>
6	NOS	<a href="#">Edit</a>	<a href="#">Delete</a>

To add a new entry

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

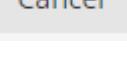


The screenshot shows the 'Unit Master' form within the software. At the top, there's a navigation bar with links for File, Invoices, Sales, Reports, Masters, and a dropdown for Singapore and user agrminadmin. Below the navigation is a breadcrumb trail: Home > Masters > Unit Master. The main area has 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

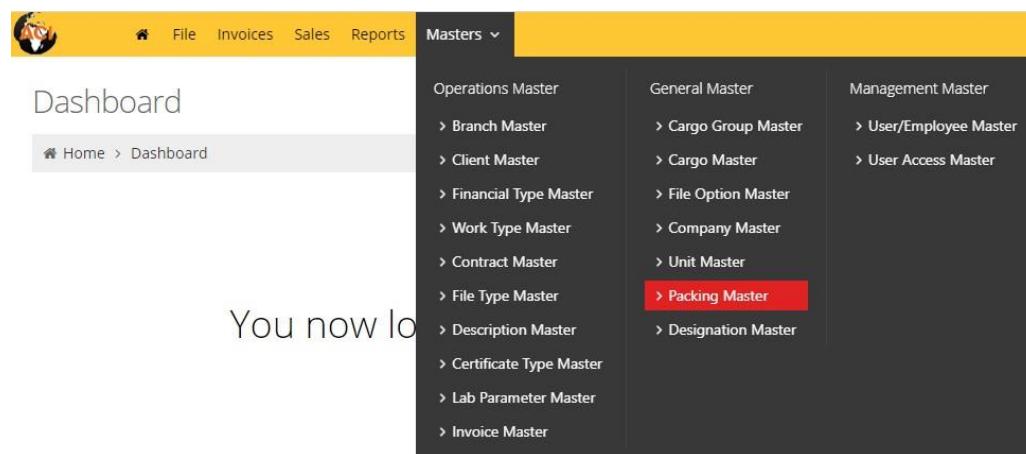
3) To cancel the entry click on  button it will redirect you to the list view.

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.

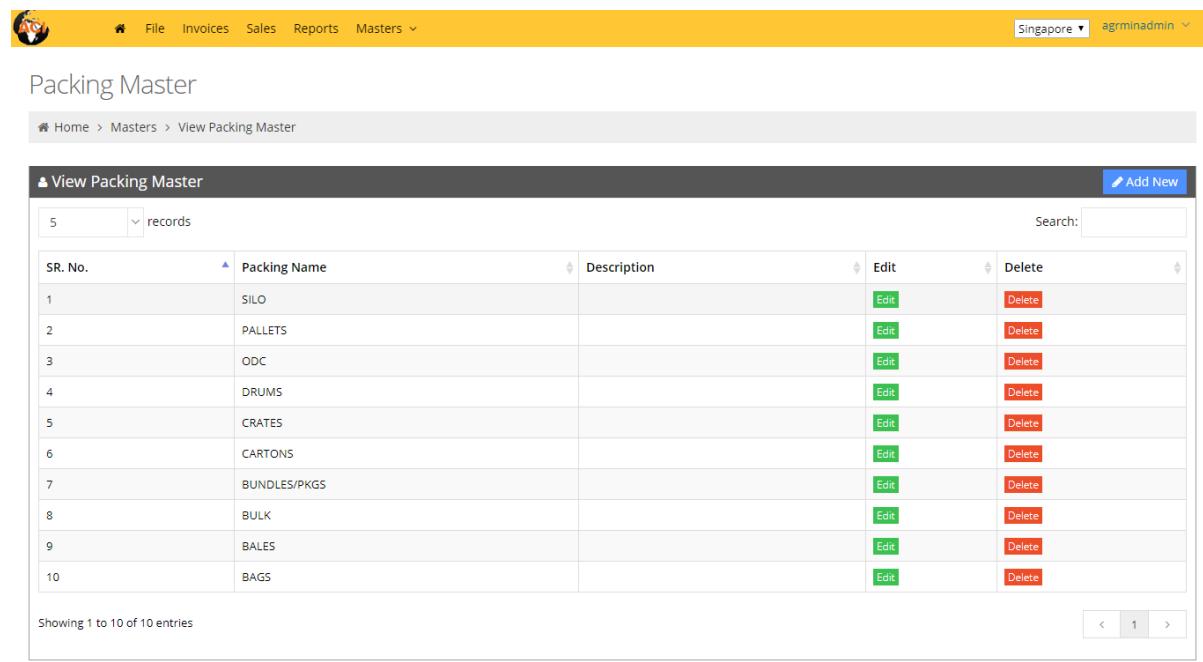
To access the packing master



The screenshot shows the application's main menu bar with options: File, Invoices, Sales, Reports, and Masters. The Masters dropdown is open, displaying a list of master categories. The 'Packing Master' option is highlighted with a red box.

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

- 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. At the top, there is a search bar and a 'Add New' button. Below the header, a table displays 10 records of packing names and descriptions. Each row has 'Edit' and 'Delete' buttons.

SR. No.	Packing Name	Description	Edit	Delete
1	SILO		<a href="#">Edit</a>	<a href="#">Delete</a>
2	PALLETS		<a href="#">Edit</a>	<a href="#">Delete</a>
3	ODC		<a href="#">Edit</a>	<a href="#">Delete</a>
4	DRUMS		<a href="#">Edit</a>	<a href="#">Delete</a>
5	CRATES		<a href="#">Edit</a>	<a href="#">Delete</a>
6	CARTONS		<a href="#">Edit</a>	<a href="#">Delete</a>
7	BUNDLES/PKGS		<a href="#">Edit</a>	<a href="#">Delete</a>
8	BULK		<a href="#">Edit</a>	<a href="#">Delete</a>
9	BALES		<a href="#">Edit</a>	<a href="#">Delete</a>
10	BAGS		<a href="#">Edit</a>	<a href="#">Delete</a>

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

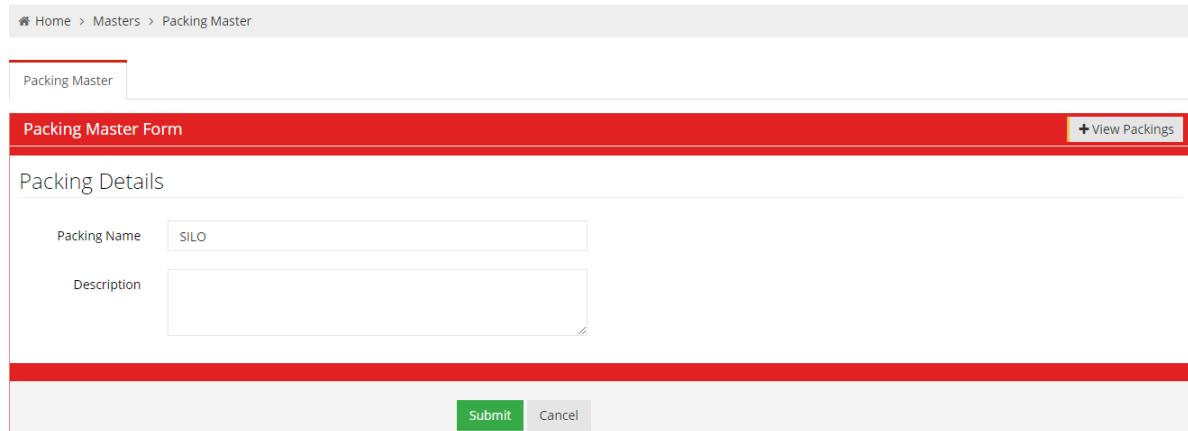
+ View Packings

Packing Details

Packing Name: SILO

Description:

Submit Cancel



Process to delete any entry.

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

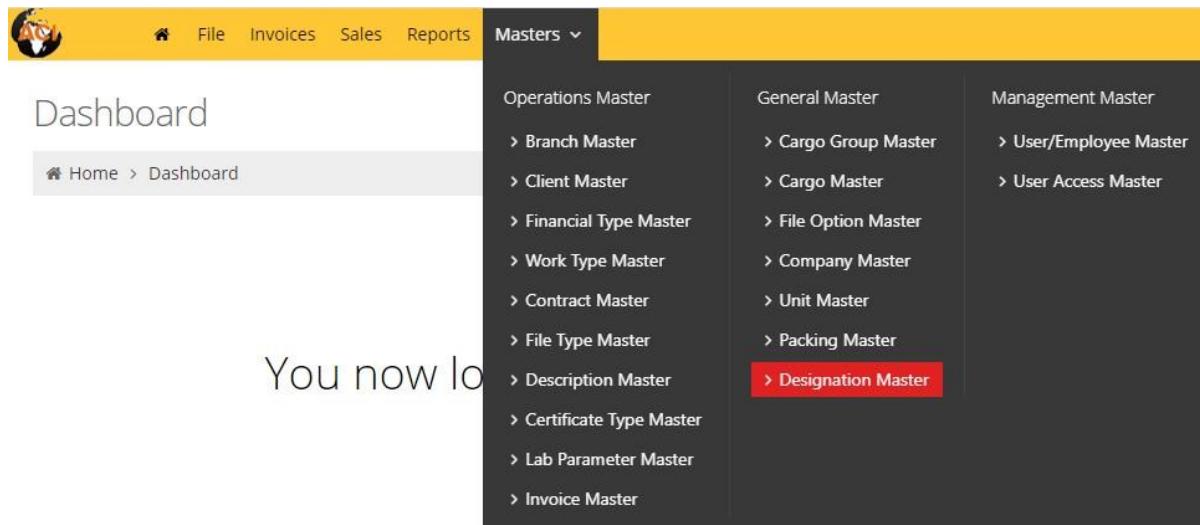
**Note:** - Delete is conditional means if there is any transaction linked to it the system will not allow you to delete.

Process to add a new entry.

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

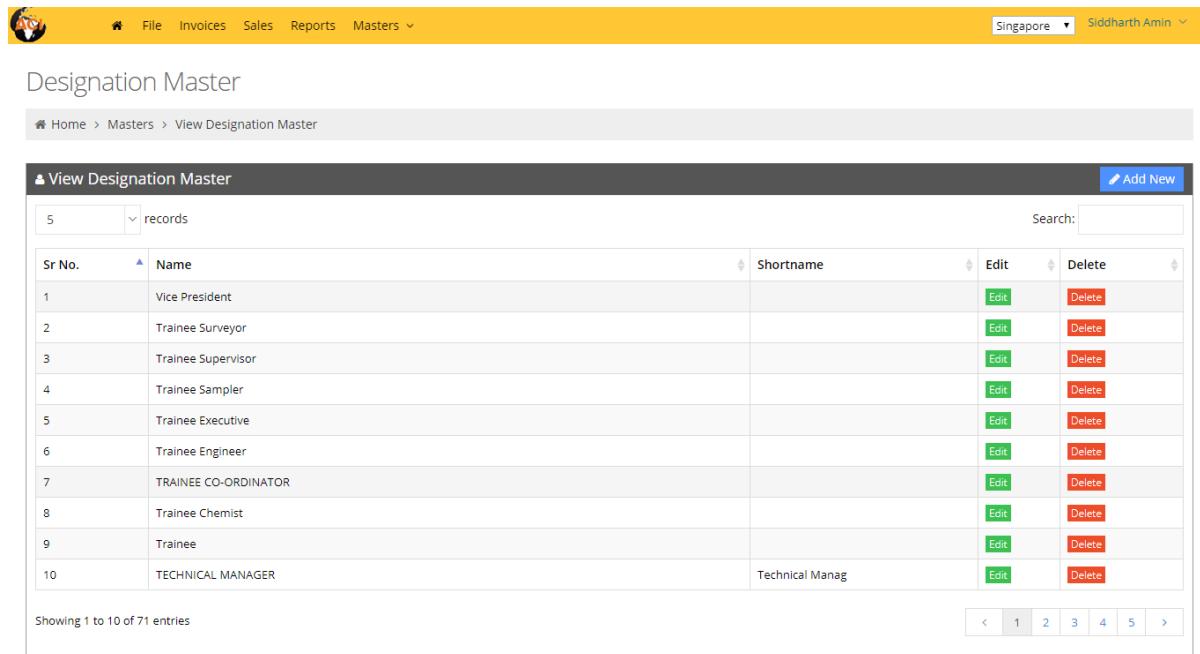
## Designation Master

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 'File', 'Invoices', 'Sales', 'Reports', and 'Masters'. The 'Masters' menu is expanded, 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, 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. The top navigation bar includes 'File', 'Invoices', 'Sales', 'Reports', 'Masters', 'Singapore', and 'Siddharth Amin'. The main content area is titled 'View Designation Master' and shows a table with 10 records. The table columns are 'Sr No.', 'Name', 'Shortname', 'Edit', and 'Delete'. The entries are:

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		Edit	Delete
10	TECHNICAL MANAGER	Technical Manag	Edit	Delete

At the bottom, it says 'Showing 1 to 10 of 71 entries' and has a page navigation bar with buttons for <, 1, 2, 3, 4, 5, >.

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

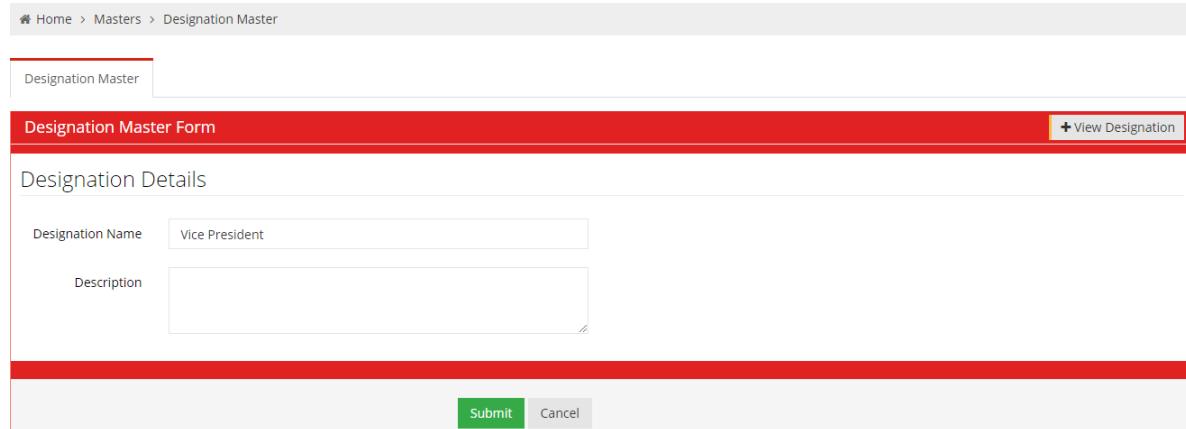
+ View Designation

Designation Details

Designation Name: Vice President

Description:

Submit Cancel

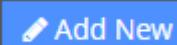


## Process to delete an entry

- 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

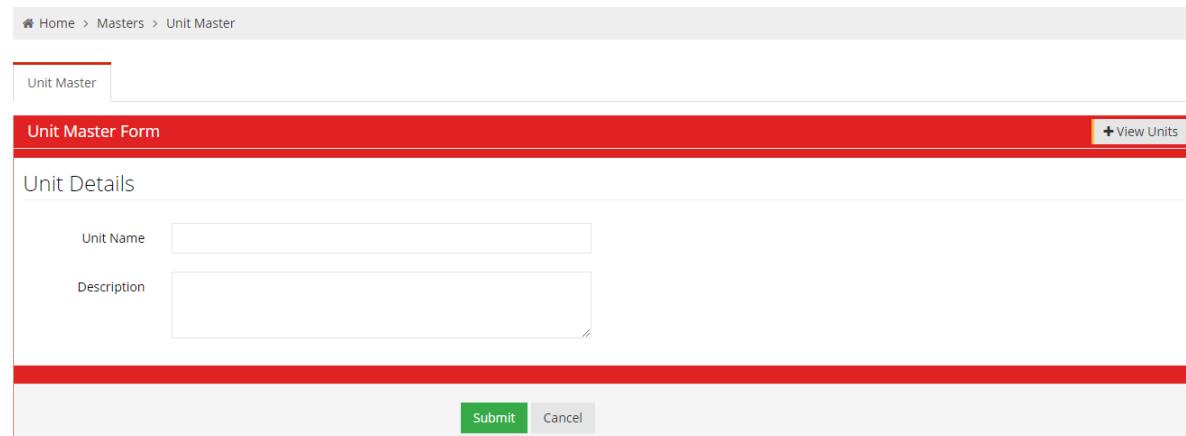
+ View Units

Unit Details

Unit Name:

Description:

Submit Cancel



## Packing Master

[Home](#) > Masters > Packing Master

Packing Master

Packing Master Form [+ View Packings](#)

Packing Details

Packing Name

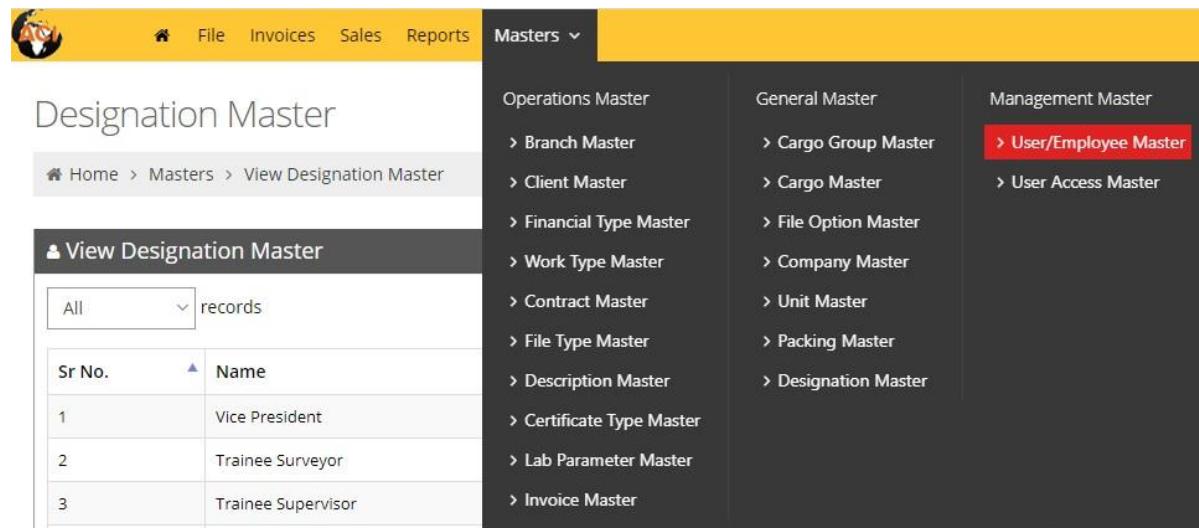
Description

[Submit](#) [Cancel](#)

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

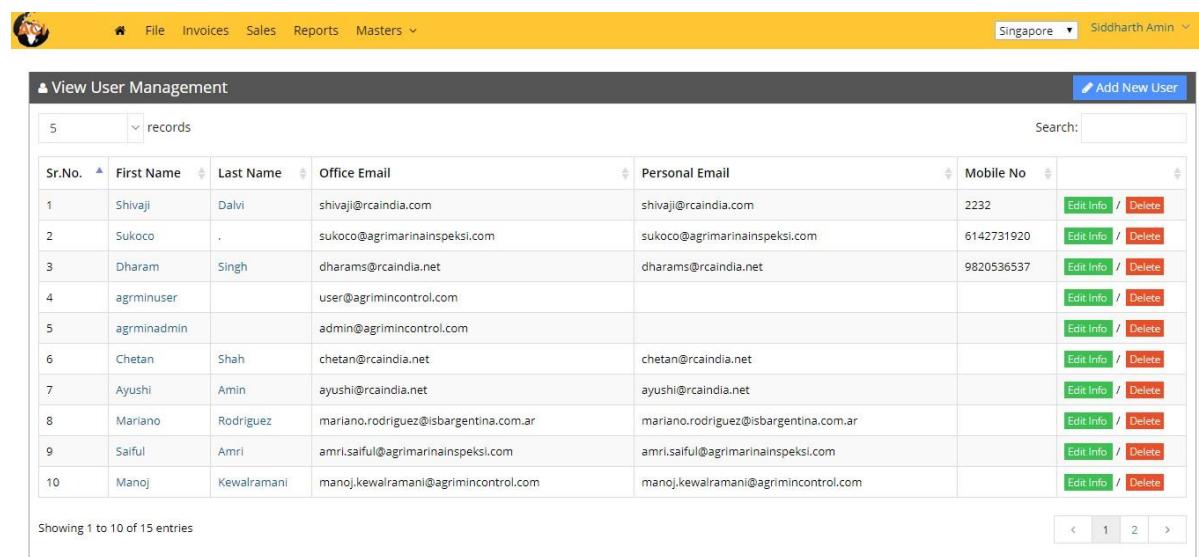
## User Employee Master

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



The screenshot shows the software's navigation bar with options like File, Invoices, Sales, Reports, and Masters. The Masters 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, Packing Master, and Designation Master. The 'User/Employee Master' option is highlighted with a red box. Below the menu, the 'View Designation Master' screen is visible, showing a table with three entries: Vice President, Trainee Surveyor, and Trainee Supervisor.

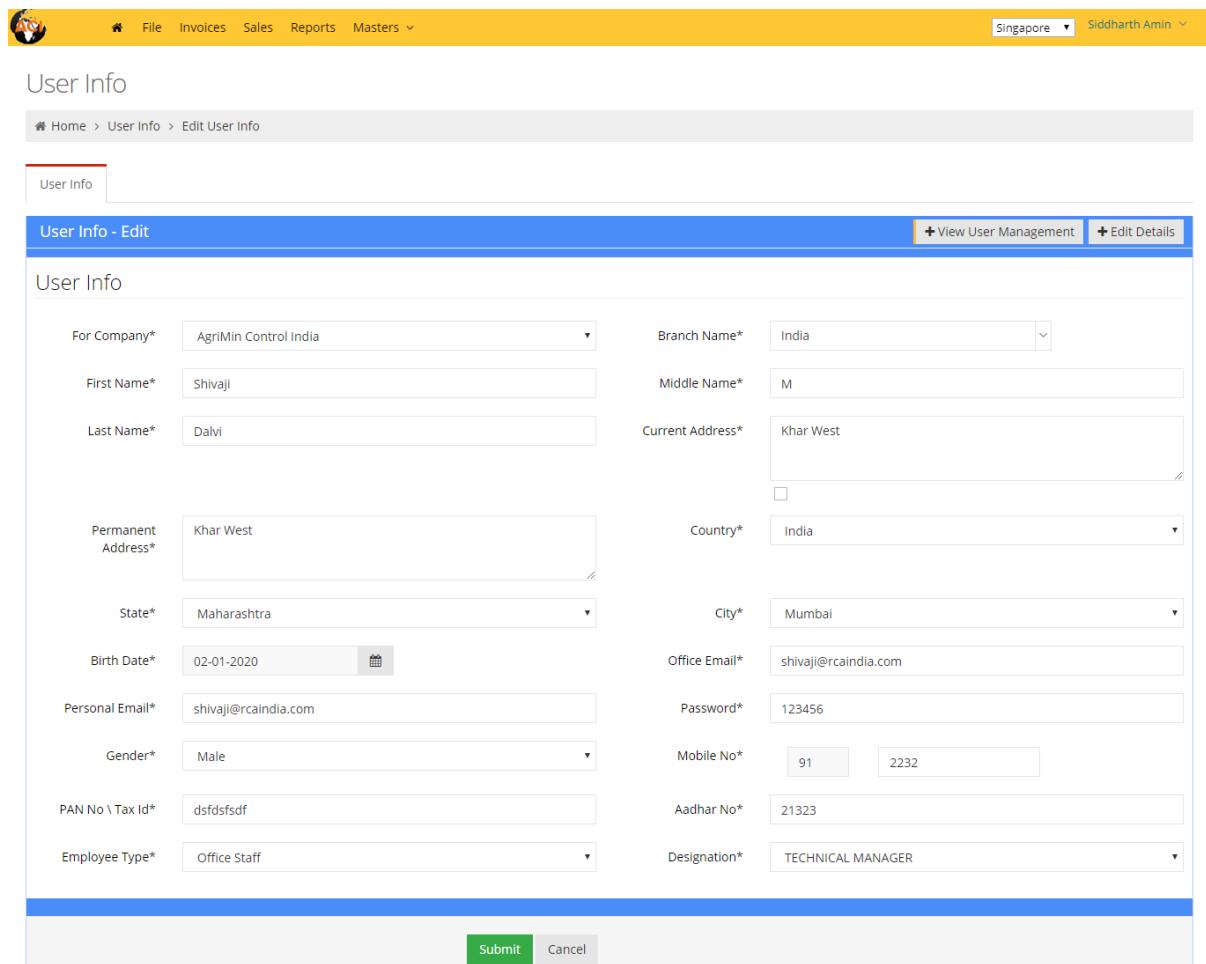
- 1) Click on Masters menu
- 2) Select User/Employee Master it will open a screen.



The screenshot shows the 'View User Management' screen. It displays a table of 15 user entries. The columns include Sr.No., First Name, Last Name, Office Email, Personal Email, Mobile No., and actions (Edit Info / Delete). The users listed are Shivaji Dalvi, Sukoco, Dharam Singh, agrminuser, agrminadmin, Chetan Shah, Ayushi Amin, Mariano Rodriguez, Saiful Amri, and Manoj Kewalramani. The software interface includes a search bar and navigation buttons at the bottom.

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**

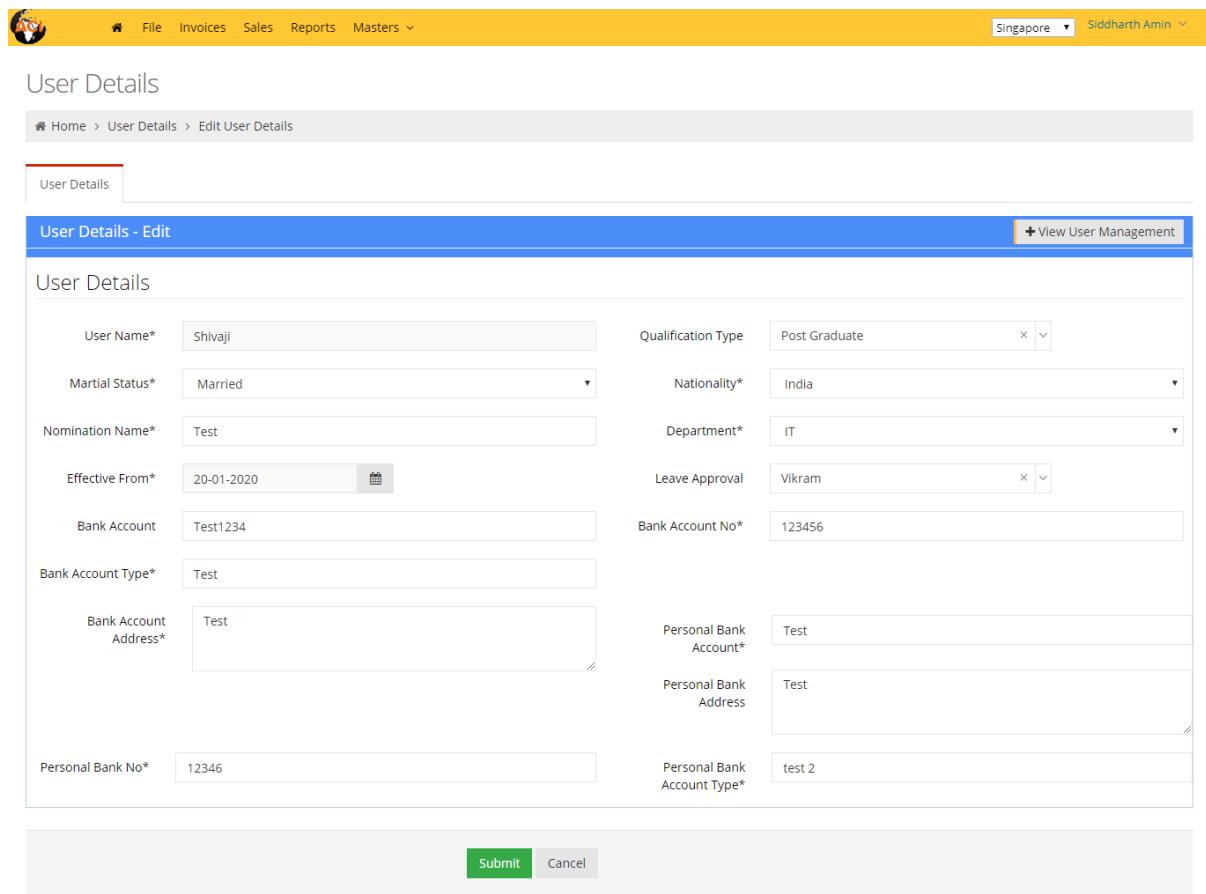
**User Info**

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 dropdown menus 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, there 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  
 Telephone 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.

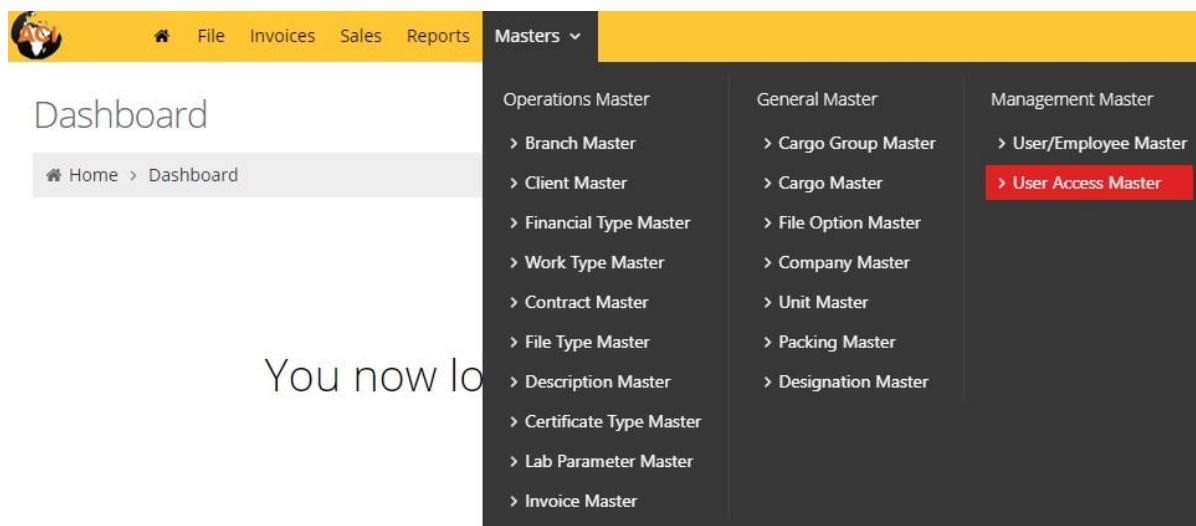
- 1) Add User – This screen is used to create the new user, it is mandatory to use this screen to add the user

- 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

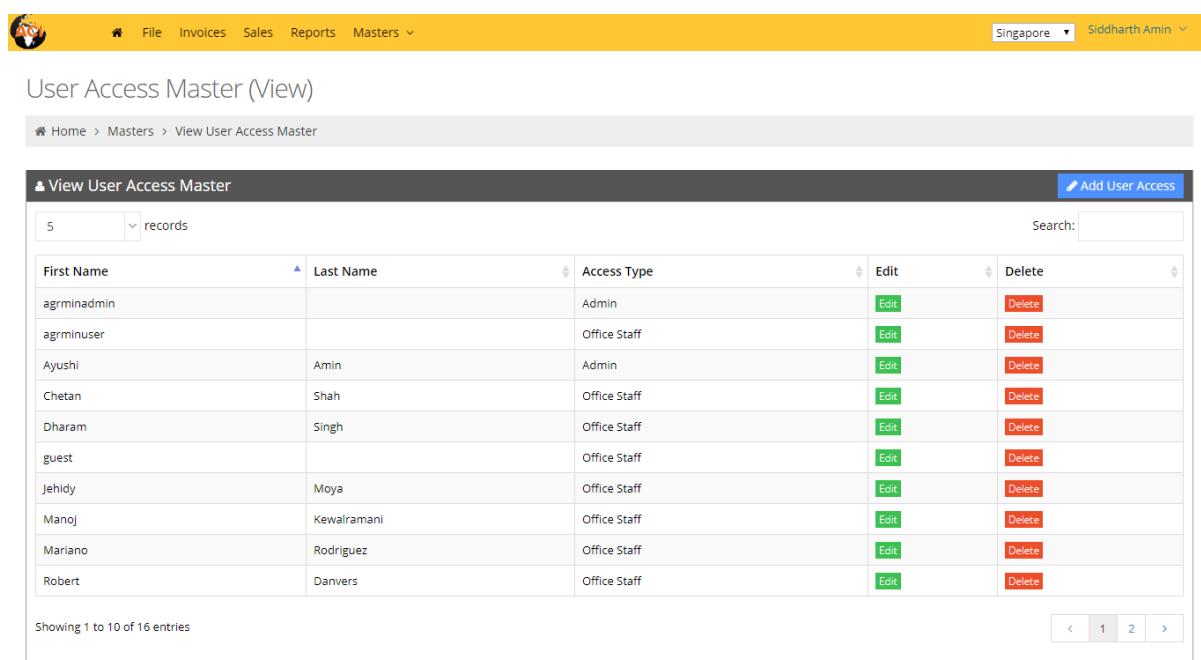
This option is used to give access rights to the user, you can give view,add,edit and delete rights menu wise to the user

- 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 border.

- 3) It will display a list view screen.



The screenshot shows the 'View User Access Master' screen. At the top, there is a navigation bar with the company logo, file, invoices, sales, reports, masters, and a user dropdown for 'Singapore' and 'Siddharth Amin'. Below the navigation bar is a breadcrumb trail: Home > Masters > View User Access Master. The main area features a table titled 'View User Access Master' with a blue header. The table has columns for First Name, Last Name, Access Type, Edit, and Delete. There are 5 records listed, showing users like agriminadmin, agrminuser, Ayushi, Chetan, Dharam, guest, Jehidy, Manoj, Mariano, and Robert, each with their respective access types (Admin, Office Staff) and edit/delete buttons. A search bar is at the top right of the table. At the bottom, it says 'Showing 1 to 10 of 16 entries' and has navigation arrows.

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**

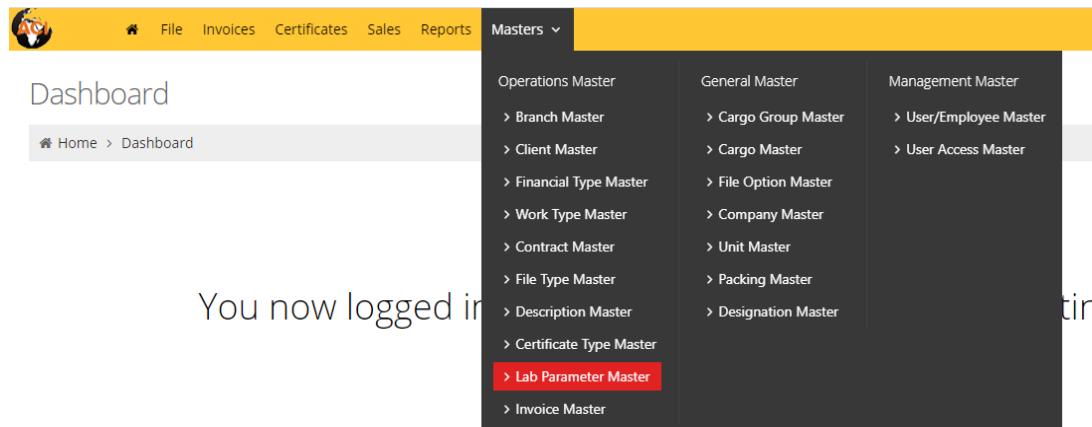
- 2) Select the menu option of which you want to edit the rights and click on submit button.
- 3) **+ View User Access Master** this button will redirect you to the list view.
- 4) **Delete** this button will allow you to delete the particular rights of the particular user.

## Lab Parameter Master

This option is used to manage the lab parameters and methods and also mapping them. The changes made here will effect in entire application.

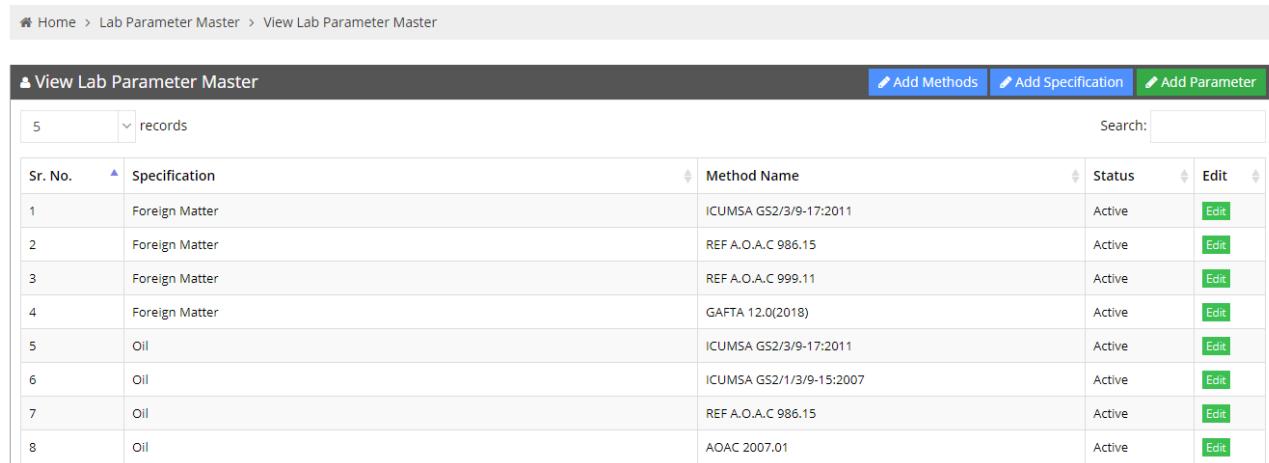
Steps to open the screen.

1. Select Masters menu
2. Select Lab Parameter Master.



3. It will open a screen as shown below.

### Lab Parameter Master



The screenshot shows a list view titled 'View Lab Parameter Master'. At the top, there are buttons for Add Methods, Add Specification, and Add Parameter. Below the title, there is a search bar and a dropdown for selecting the number of records (set to 5). The main table has columns: Sr. No., Specification, Method Name, Status, and Edit. The data in the table is as follows:

Sr. No.	Specification	Method Name	Status	Edit
1	Foreign Matter	ICUMSA GS2/3/9-17:2011	Active	
2	Foreign Matter	REF A.O.A.C 986.15	Active	
3	Foreign Matter	REF A.O.A.C 999.11	Active	
4	Foreign Matter	GAFTA 12.0(2018)	Active	
5	Oil	ICUMSA GS2/3/9-17:2011	Active	
6	Oil	ICUMSA GS2/1/3/9-15:2007	Active	
7	Oil	REF A.O.A.C 986.15	Active	
8	Oil	AOAC 2007.01	Active	

This will open a list view as shown. In this it will show you the parameters which are mapped to the methods.

To Map a parameter to the method click on the button

 Parameter Mapping

it will open a

## Lab Parameter Master

Home > Lab Parameter Master > Lab Parameter Master

Lab Parameter Master

### Lab Parameter Master

+ View Parameter Master

#### Lab Parameter Details

Specification Group\*

Select Specifications

Method\*

Select...

Status

Activate

Submit Cancel

In the above screen

- 1) Select the required specification group
- 2) Select the required method, you can select multiple methods from the dropdown.
- 3) Select the status by default it's Active, which means it will be displayed.
- 4) Click on the Submit button to save the entry
- 5) To go back to the previous screen without saving the entry click on the Cancel button.

#### To Edit a particular entry

Click on the  button it will open a edit screen which is same as entry screen, as shown below.

## Lab Parameter Master

Home > Lab Parameter Master > Lab Parameter Master

Lab Parameter Master

+ View Parameter Master

#### Lab Parameter Details

Specification Group\*

ash (air dry Basis)

Method\*

x ICUMSA GS2/3/9-17:2011

Status

Activate

Submit Cancel

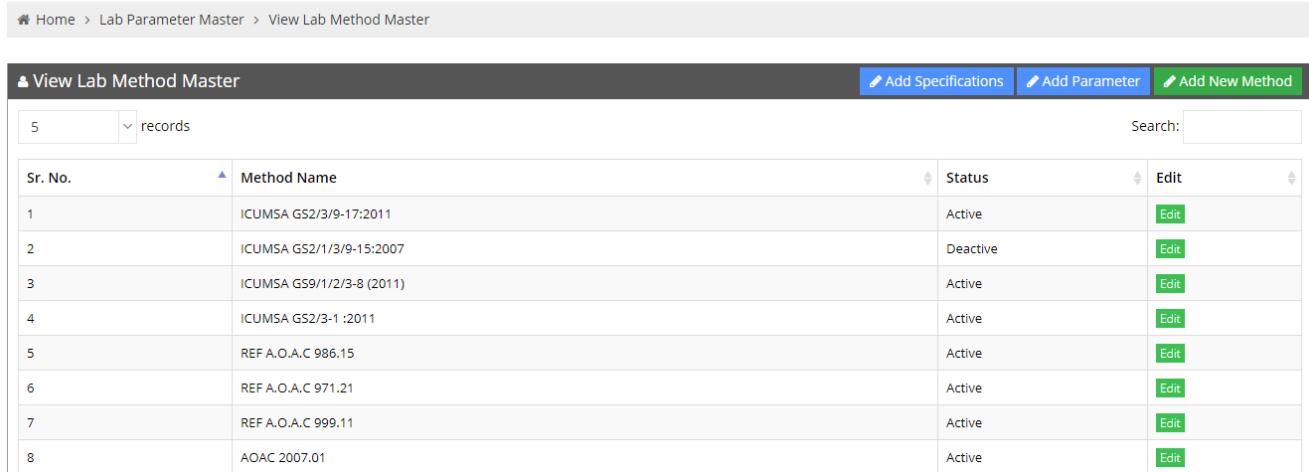
Here you can add additional methods to the particular parameter as required or Active/Deactivate the required entry, click on the submit button to save the changes.

The specification which are already mapped with any single parameter will not be displayed in the list while making the entry, you can use the edit feature to map more methods to the same specification.

## Adding a method

- 1) Click on the  button it will display a list screen as shown below.

### Lab Method Master

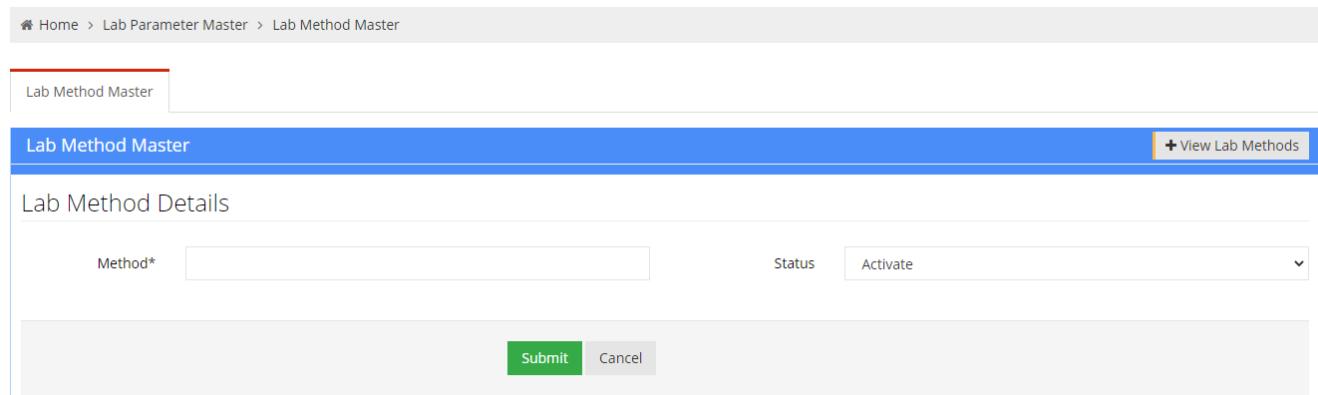


Sr. No.	Method Name	Status	Edit
1	ICUMSA GS2/3/9-17:2011	Active	
2	ICUMSA GS2/1/3/9-15:2007	Inactive	
3	ICUMSA GS9/1/2/3-8 (2011)	Active	
4	ICUMSA GS2/3-1 :2011	Active	
5	REF A.O.A.C 986.15	Active	
6	REF A.O.A.C 971.21	Active	
7	REF A.O.A.C 999.11	Active	
8	AOAC 2007.01	Active	

### To add new method

- 1) Click on the  button it will show the below screen

### Lab Method Master



Lab Method Details

Method*	<input type="text"/>	Status	<input type="button" value="Activate"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

- 2) Enter the required method name  
 3) Click on the Submit button  
 4) The Status field is by default active, you can use this option if you want to make the entry and not active it.

### To Edit an entry in the methods screen.

- 1) Click on the  button it will open a same screen in edit mode

## Lab Method Master

[Home](#) > [Lab Parameter Master](#) > [Lab Method Master](#)

Lab Method Master

+ View Lab Methods

Lab Method Details

Method*	ICUMSA GS2/3/9-17:2011	Status	Activate
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

- 2) Make the required changes and click on the submit button.

- 3) Click on **+ View Lab Methods** button to view the list of lab methods.

### Adding Specification Master

This option is used to add the specification values.

**Add Specifications**

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

### Lab Specification Master

[Home](#) > [Lab Parameter Master](#) > [View Lab Specification Master](#)

View Lab Specification Master

records				
Sr. No.	Specification Name	Status	Edit	
1	ash (air dry Basis)	Active	<input type="button" value="Edit"/>	
2	COLOUR	Active	<input type="button" value="Edit"/>	
3	Test123	Active	<input type="button" value="Edit"/>	
4	ASH(%)	Active	<input type="button" value="Edit"/>	
5	Moisture(%)	Active	<input type="button" value="Edit"/>	
6	Colour(IU)	Active	<input type="button" value="Edit"/>	
7	Polorization(^Z)	Active	<input type="button" value="Edit"/>	
8	Aflotoxin (B1,B2,G1,G2)	Active	<input type="button" value="Edit"/>	

### To Add a New Specification

**Add New Specification**

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

## Lab Specification Master

Home > Lab Parameter Master > Lab Specification Master

Lab Specification Master

+ View Specification Master

Lab Specification Details

Specification Name\*

Status

- 2) Enter the required values and click on the save button.
- 3) Click on cancel button to cancel the entry and return to the list screen.

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

## Lab Specification Master

Home > Lab Parameter Master > Lab Specification Master

Lab Specification Master

+ View Specification Master

Lab Specification Details

Specification Name\*

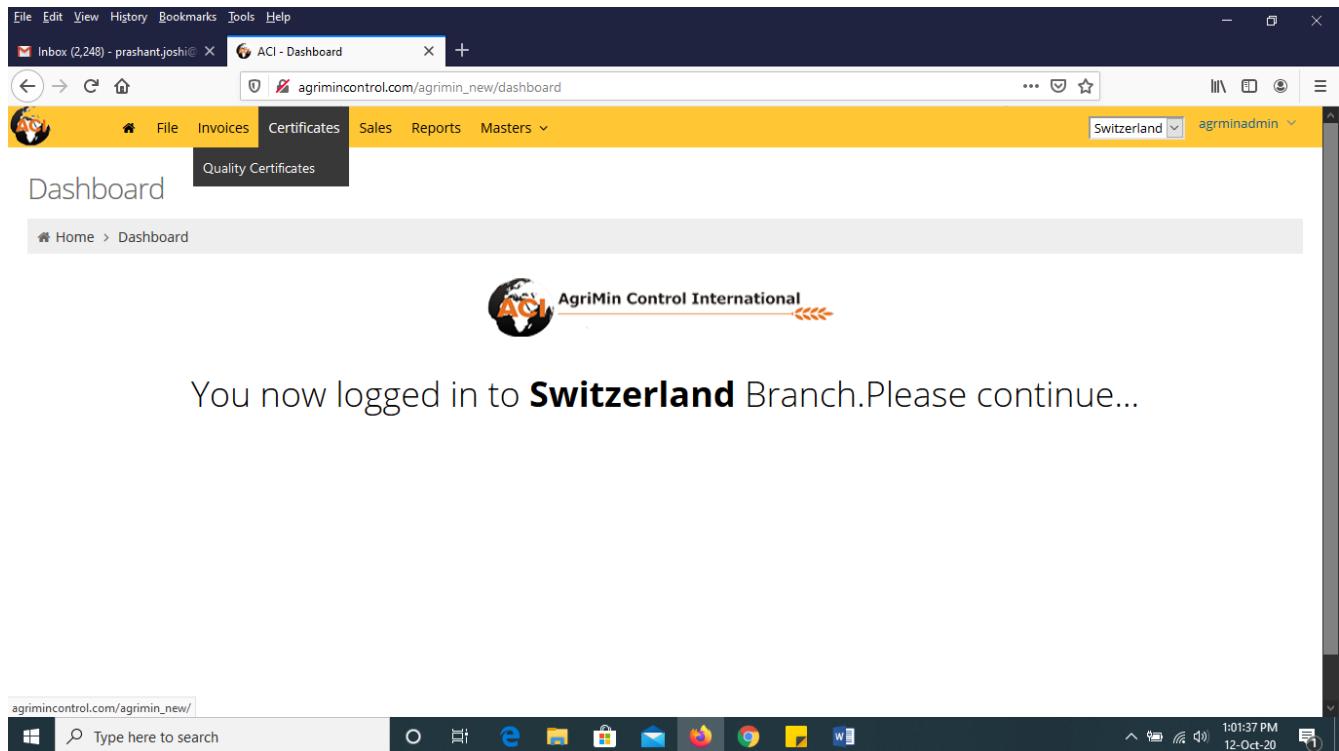
Status

Make the necessary changes and click on the submit button.

**Note:** - Deleting option is not there you can use Deactivate option which will work same as delete it will hide the particular entry within the entire application.

## Certificates

This menu contains all types of certificates currently this option is available only for Switzerland branch.



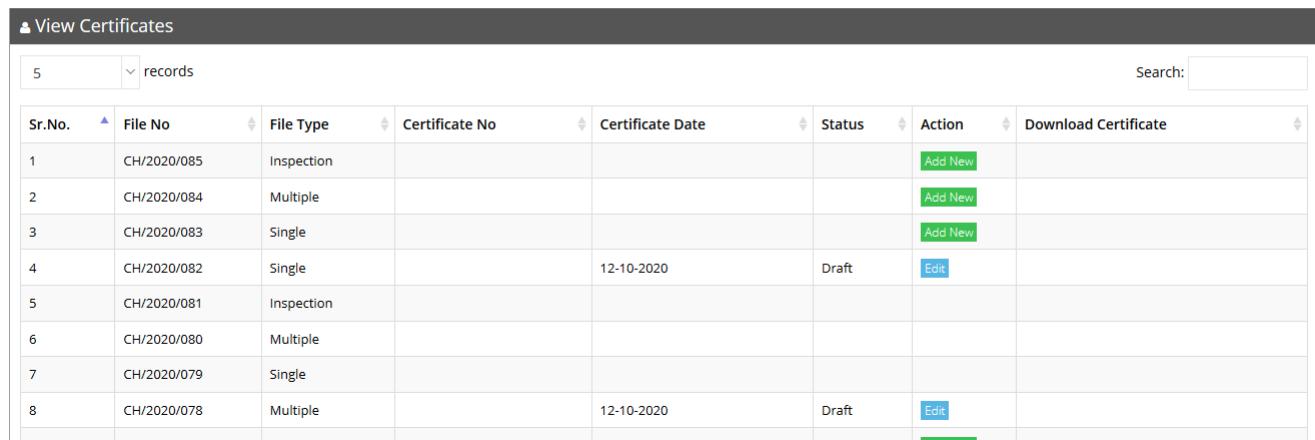
The screenshot shows a web browser window for 'agrimincontrol.com/agrimin\_new/dashboard'. The title bar says 'Inbox (2,248) - prashant.joshi@...' and the address bar shows the URL. The main navigation bar includes 'File', 'Edit', 'View', 'History', 'Bookmarks', 'Tools', 'Help' and links for 'ACI - Dashboard', 'agrimincontrol.com/agrimin\_new/dashboard', and user information ('Switzerland', 'agriminadmin'). Below the navigation is a secondary menu with 'File', 'Invoices', 'Certificates' (which is selected and highlighted in yellow), 'Sales', 'Reports', and 'Masters'. A sub-menu under 'Certificates' is 'Quality Certificates'. The main content area is titled 'Dashboard' and shows a breadcrumb trail 'Home > Dashboard'. At the top of the content area is the 'AgriMin Control International' logo. The text 'You now logged in to **Switzerland** Branch. Please continue...' is displayed below the logo.

### Quality Certificate

This option is used to create Quality Certificate.

#### View Certificates

Home > Certificates > View Certificates



The screenshot shows a table titled 'View Certificates' with 5 records. The table has columns: Sr.No., File No, File Type, Certificate No, Certificate Date, Status, Action, and Download Certificate. The 'Action' column contains green 'Add New' buttons for rows 1, 2, 3, and 5, and a blue 'Edit' button for row 4. The 'Download Certificate' column contains download icons for each row. The 'Status' column shows 'Draft' for row 4 and 'Pending' for row 8. The 'Certificate Date' column shows '12-10-2020' for rows 4 and 8.

Sr.No.	File No	File Type	Certificate No	Certificate Date	Status	Action	Download Certificate
1	CH/2020/085	Inspection				<button>Add New</button>	
2	CH/2020/084	Multiple				<button>Add New</button>	
3	CH/2020/083	Single				<button>Add New</button>	
4	CH/2020/082	Single		12-10-2020	Draft	<button>Edit</button>	
5	CH/2020/081	Inspection				<button>Add New</button>	
6	CH/2020/080	Multiple				<button>Add New</button>	
7	CH/2020/079	Single				<button>Add New</button>	
8	CH/2020/078	Multiple		12-10-2020	Draft	<button>Edit</button>	
9	CH/2020/077					<button>Add New</button>	

- Click on the add new button it will open a screen as shown below

File Invoices Certificates Sales Reports Masters Switzerland agrminadmin

## Quality Certificate

Home > File > Quality Certificate

### Quality Certificate Form

[+ View Quality Certificate](#)

#### Certificate Info

No*	CH/2020/075	Loading Date*	26-10-2020 <input type="button" value="Calendar"/>
Notify*			
Shipper*			
Consignee*			
Vessel Name	MT ATHLOS	Description Of Goods	YELLOW CORN,COPRA PALLETS
Load Port	load port,load port	Discharge Port	test discharge port,test discharge port
Quantity	1230 KG,789 MT	Stowage	
Additional, Declaration			
Certificate Type	Draft		

#### Paragraphs

Paragraph 1	<input type="checkbox"/> <b>TITLE</b> WE AGRIMIN CONTROL INTERNATIONAL S.A. BEING A RECOGNIZED INTERNATIONAL INDEPENDENT SUPERVISION COMPANY AND MEMBER OF GAFTA THROUGH OUR ASSOCIATES	Paragraph 2	<input type="checkbox"/> <b>SAMPLING AND ANALYSIS</b> DURING LOADING SAMPLES WERE DRAWN FROM LOADING BELT AT NEAREST PRACTICABLE POINT TO THE VESSEL AS PER GAFTA RECOMMENDATIONS AND A SET OF COMPOSITE SAMPLES WERE
Paragraph 3	<input type="checkbox"/> <b>QUALITY</b> REPRESENTATIVE SAMPLES WERE DRAWN DURING LOADING OPERATIONS AND A COMPOSITE SAMPLES WAS SUBMITTED FOR ANALYSIS WITH THE FOLLOWING RESULTS,ALL FINAL AT THE	Paragraph 4	<input type="checkbox"/> <b>TITLE</b> PRIOR TO LOADING THE CARGO COMPARTMENTS MENTIONED ABOVE WERE VISUALLY INSPECTED AS FAR AS ACCESSIBLE/POSSIBLE FOR CLEANLINESS ONLY, AND FOUND

#### Select Following As per part of Certificate

Remove Holds     Remove Specifications     Remove Min     Remove Max

#### Certificate Details

Select Hold:

Specification	Min	Max	Unit
Please Select			Please Select

**Certificate Info** – Here the user can enter the Notify party, Shipper, Consignee, Vessel Name will come from the data you entered while creating the file, description of goods will come from the file register but can be edited. Load Port, Discharge port will come from the file register what the user has entered. You can enter additional declaration. By default, the certificate type will be in draft mode.

**Paragraphs** – Here you will see some of the pre-defined text format which you can select as per your need. All the text are editable. You click on the required checkbox i.e TITLE, SAMPLING AND ANALYSIS, QUALITY from paragraphs 1,2,3,4 respectively, it will get printed on the certificate, also you can edit the title.

**Select Following As per part of Certificate** – Here you can select the option which you don't want to print on the certificate like Remove Holds, Remove Specifications, Remove Min and Remove Max.

[Add Specifications](#)

**Certificate Details** – Here you can add the certificate details. This button will add specification row, In the specification text box you can add the specification name like Chemical, Physical, Mycotoxins, Others etc OR leave it blank if it is not applicable. Select the required parameter from the dropdown, enter the min, max value,

Unit	Method	Result	Remove
Please Select	Please Select		

Select the required unit, method and enter the result. To remove the particular entry from the list



Click on the  button.

Submit

Click on the  to save the entry.

## Editing the Certificate

### View Certificates

 Home > Certificates > View Certificates

#### View Certificates

Sr.No.	File No	File Type	Certificate No	Certificate Date	Status	Action	Download Certificate
1	CH/2020/092	Inspection		23-10-2020	Draft	<a href="#">Edit</a>	
2	CH/2020/091	Multiple		23-10-2020	Draft	<a href="#">Edit</a>	
3	CH/2020/090	Single		23-10-2020	Draft	<a href="#">Edit</a>	
4	CH/2020/089	Single		22-10-2020	Draft	<a href="#">Edit</a>	
5	CH/2020/088	Single	ACI/CH/2020/088-QC001	22-10-2020	Final		<a href="#">Download</a>
6	CH/2020/087	Single		22-10-2020	Draft	<a href="#">Edit</a>	
7	CH/2020/087	Single		22-10-2020	Draft	<a href="#">Edit</a>	

From the list view of the Quality Certificate click on the  button it will open a screen as shown as below.

File Invoices Certificates Sales Reports Masters Switzerland agrminadmin

## Quality Certificate

Home > File > Quality Certificate

**Quality Certificate Form**

[Edit Specification](#) [View Quality Certificate](#) [Quality Certificate Draft](#)

### Certificate Info

No*	CH/2020/092	Loading Date*	23-10-2020
Notify*	oman flour mills compnay saog , po box 566,ruwi pc 112 , sultanate of oman	Certificate Date*	26-10-2020
Shipper*	bunge argentina s.a. 25de mayo 501 buenos aires-argentina	Consignee*	to order
Vessel Name		Description Of Goods	CASTOR MEAL
Load Port		Discharge Port	
Quantity		Stowage	123456
Additional, Declaration		Certificate Type	Draft

### Paragraphs

Select for Insert Page Break (e.g.Select 2 for 1 Line break):

Paragraph 1	<input checked="" type="checkbox"/> <b>TITLE</b> <a href="#">Insert Page Break : ▾</a>	WE AGRIMIN CONTROL INTERNATIONAL S.A. BEING A RECOGNIZED INTERNATIONAL INDEPENDENT SUPERVISION COMPANY AND MEMBER OF GAFTA THROUGH OUR ASSOCIATES
Paragraph 2	<input type="checkbox"/> <b>SAMPLING AND ANALYSIS</b> <a href="#">Insert Page Break : ▾</a>	DURING LOADING SAMPLES WERE DRAWN FROM LOADING BELT AT NEAREST PRACTICABLE POINT TO THE VESSEL AS PER GAFTA RECOMMENDATIONS AND A SET OF COMPOSITE SAMPLES WERE
Paragraph 3	<input checked="" type="checkbox"/> <b>QUALITY</b> <a href="#">Insert Page Break : ▾</a>	REPRESENTATIVE SAMPLES WERE DRAWN DURING LOADING OPERATIONS AND A COMPOSITE SAMPLES WAS SUBMITTED FOR ANALYSIS WITH THE FOLLOWING RESULTS, ALL FINAL AT THE
Paragraph 4	<input type="checkbox"/> <b>TITLE</b> <a href="#">Insert Page Break : ▾</a>	PRIOR TO LOADING THE CARGO COMPARTMENTS MENTIONED ABOVE WERE VISUALLY INSPECTED AS FAR AS ACCESSIBLE/POSSIBLE FOR CLEANLINESS ONLY, AND FOUND

[Submit](#) [Edit Specification](#) [Close](#)

**Certificate Info** – Here you can edit the required details like Notify, Shipper, Consignee etc.

## Paragraphs

Select for Insert Page Break (e.g.Select 2 for 1 Line break):

Paragraph 1  **TITLE**

WE AGRIMIN CONTROL INTERNATIONAL S.A. BEING A  
RECOGNIZED INTERNATIONAL INDEPENDENT SUPERVISION  
COMPANY AND MEMBER OF GAFTA THROUGH OUR ASSOCIATES

Paragraph 3  **QUALITY**

REPRESENTATIVE SAMPLES WERE DRAWN DURING LOADING  
OPERATIONS AND A COMPOSITE SAMPLES WAS SUBMITTED FOR  
ANALYSIS WITH THE FOLLOWING RESULTS, ALL FINAL AT THE

Paragraph 2  **SAMPLING AND ANALYSIS**

DURING LOADING SAMPLES WERE DRAWN FROM LOADING BELT  
AT NEAREST PRACTICABLE POINT TO THE VESSEL AS PER GAFTA  
RECOMMENDATIONS AND A SET OF COMPOSITE SAMPLES WERE

Paragraph 4  **TITLE**

PRIOR TO LOADING THE CARGO COMPARTMENTS MENTIONED  
ABOVE WERE VISUALLY INSPECTED AS FAR AS  
ACCESSIBLE/POSSIBLE FOR CLEANLINESS ONLY, AND FOUND

**Paragraphs** – Edit this section as per your requirement and click on the submit button to save the entry.

**Edit Specification**

**Editing specification** – Click on the **Edit Specification** button it will open a screen as shown below.

File Invoices Certificates Sales Reports Masters Switzerland agrminadmin

## Quality Certificate

Home > File > Quality Certificate

**Quality Certificate Form**

**+ View Quality Certificate** **+ Quality Certificate Draft**

### Certificate Info

No\* CH/2020/092 Loading Date\* 23-10-2020

### Select Following As Per Part Of Certificate

Remove Holds  Remove Specifications  Remove Min  Remove Max

### Certificate Details

Select Hold Hold 1 Insert Page Break Please Select  
Select for Insert Page Break (e.g.Select 2 for 1 Line break): <br><br><br><br>

**Add Specifications** **Add Particulars**

#### Hold 1

Specification	Min (Keep Empty If Not Required)	Max (Keep Empty If Not Required)	Unit
CHEMICAL			
Crude Fiber	10	-	%

**Submit** **Close**

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### To add multiple hold details.

Here you have to add hold details one by one means for example if you add details for hold 1 then click on the submit button and the data will be submitted, then select hold 2 and add details for it,

### Editing hold details

**Paragraphs**

Select for Insert Page Break (e.g.Select 2 for 1 Line break):

Paragraph 1  **TITLE**

WE AGRIMIN CONTROL INTERNATIONAL S.A. BEING A RECOGNIZED INTERNATIONAL INDEPENDENT SUPERVISION COMPANY AND MEMBER OF GAFTA THROUGH OUR ASSOCIATES

Paragraph 2  **SAMPLING AND ANALYSIS**

DURING LOADING SAMPLES WERE DRAWN FROM LOADING BELT AT NEAREST PRACTICABLE POINT TO THE VESSEL AS PER GAFTA RECOMMENDATIONS AND A SET OF COMPOSITE SAMPLES WERE

Paragraph 3  **QUALITY**

REPRESENTATIVE SAMPLES WERE DRAWN DURING LOADING OPERATIONS AND A COMPOSITE SAMPLES WAS SUBMITTED FOR ANALYSIS WITH THE FOLLOWING RESULTS, ALL FINAL AT THE

Paragraph 4  **TITLE**

PRIOR TO LOADING THE CARGO COMPARTMENTS MENTIONED ABOVE WERE VISUALLY INSPECTED AS FAR AS ACCESSIBLE/POSSIBLE FOR CLEANLINESS ONLY, AND FOUND

**Submit** **Edit Specification** **Close**

In the edit screen click on the edit specification button it will open the below screen.

File Invoices Certificates Sales Reports Masters Switzerland agminadmin

### Quality Certificate

Home > File > Quality Certificate

**Quality Certificate**

**Quality Certificate Form** + View Quality Certificate + Quality Certificate Draft

**Certificate Info**

No*	CH/2020/092	Loading Date*	23-10-2020
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**Select Following As Per Part Of Certificate**

Remove Holds  Remove Specifications  Remove Min  Remove Max

**Certificate Details**

Select Hold	Hold 1	Insert Page Break	Please Select												
Select for Insert Page Break (e.g.Select 2 for 1 Line break):    															
<input type="button" value="Add Specifications"/> <input type="button" value="Add Particulars"/>															
<b>Hold 1</b> <table border="1"> <thead> <tr> <th>Specification</th> <th>Min (Keep Empty If Not Required)</th> <th>Max (Keep Empty If Not Required)</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>CHEMICAL</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Crude Fiber</td> <td>10</td> <td>-</td> <td>%</td> </tr> </tbody> </table>				Specification	Min (Keep Empty If Not Required)	Max (Keep Empty If Not Required)	Unit	CHEMICAL				Crude Fiber	10	-	%
Specification	Min (Keep Empty If Not Required)	Max (Keep Empty If Not Required)	Unit												
CHEMICAL															
Crude Fiber	10	-	%												
<input type="button" value="Submit"/> <input type="button" value="Close"/>															

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Here also you can edit the hold details one by one.